



**Billing and Accounts
Receivable User Guide**

Pegasys Version 7.1.2

**United States Department of
Agriculture**

TABLE OF CONTENTS

1	BAAR User Guide Introduction	1-1
1.1	BAAR Phased Implementation Approach	1-1
1.2	Assumptions.....	1-3
1.3	BAAR User Guide Format.....	1-3
1.3.1	How to Navigate Between Chapter 4 Subsections and Related Appendices	1-5
1.3.2	How to Access the Various Sections of the BAAR User Guide without Scrolling .	1-6
2	BAAR Overview	2-1
2.1	Detail Billing Records	2-2
2.2	PCAS	2-3
2.3	Detail Billing Record/PCAS Hybrid.....	2-4
2.4	Non-Detail Billing Record/Non-PCAS Hybrid.....	2-5
2.5	Billing.....	2-6
2.5.1	Statement Billing	2-6
2.5.2	IPAC.....	2-10
2.5.3	Non-IPAC	2-15
2.5.4	Interfund/Intrafund Billing	2-15
2.5.5	Revenue Credit Card.....	2-15
2.5.6	Department of Defense (DoD) Interfund	2-16
2.6	Accruals	2-18
2.7	Receivables Management.....	2-18
2.7.1	Correspondence.....	2-18
2.7.2	Attachments	2-19
2.7.3	Workflow/Approval Routing	2-19
2.7.4	Disputes (Non-IPAC).....	2-19
2.7.5	Chargebacks	2-19
2.7.6	Agreement Customer Novation	2-19
2.7.7	Annual Closed Unfilled Customer Orders Reversal (UFCO).....	2-20
2.7.8	Mass Import.....	2-20
2.8	Collection	2-21
2.9	Delinquency	2-23
2.10	Treasury Report on Receivables (TROR)	2-25
2.11	Inventory Management	2-26
2.12	VCSS	2-27

3	BAAR Feeder System Integrations	3-1
3.1	Federal Acquisition System (FAS) Billing.....	3-2
3.1.1	Fleet	3-2
3.1.2	Supply and Automotive Purchases	3-2
3.1.3	Telecom	3-4
3.1.4	AAS	3-5
3.2	PBS Billing	3-7
3.3	Imputed Rent Interface.....	3-8
3.4	IFF Contract Fees Interface	3-9
3.4.1	The Federal Acquisition Service (FAS) Contract Details interface.....	3-9
3.4.2	IFF Contract Fees Collection Interface.....	3-10
3.5	RETA Interface.....	3-11
3.6	EMS 2000 Interface	3-12
3.7	Customer Address File (CAF) Interface	3-13
3.8	Telecom Address Interface	3-14
3.9	AAS Agreement Interface	3-15
3.10	Outlease Agreement Interface	3-16
3.11	Telecom Accruals Interface.....	3-17
3.12	Interim RBA Accruals Interface	3-18
4	BAAR User Actions and Procedures.....	4-1
4.1	BAAR User Actions	4-3
4.1.1	Accounting Elements Available on Forms, Documents, Queries and Detail Billing Records	4-5
4.2	Detail Billing Records from Detail Billing Record Query.....	4-5
4.2.1	Detailed Billing Records- User-Defined Field Description	4-6
4.2.2	Detail Billing Record Query Description and Uses	4-7
4.2.3	Manual Creation of Detail Billing Records from the Detail Billing Record Query	4-12
4.2.4	Modify Orphan Detail Billing Record from the Detail Billing Record Query	4-17
4.3	PCAS Agreements	4-20
4.3.1	Agreements: External Direct Agreement (ED) Description and Uses	4-21
4.3.2	Agreements: Internal Direct Agreement (ID) Description and Uses	4-33
4.3.3	Manual Steps to Process Spending Against Non-Recurring Agreements	4-43
4.3.4	Agreements: Agreement Charge (AG) Description and Uses	4-60
4.3.5	Automated Methods to Apply Surcharges.....	4-67
4.3.6	Manual Steps to Create Surcharges (SV)	4-67

4.3.7	Agreement Query	4-75
4.3.8	Customer Novation Process.....	4-82
4.4	Manual Billing.....	4-87
4.4.1	Manual Billing: Billing Document (BD) Description and Uses	4-88
4.4.2	Manual Billing: Interfund/Intrafund: Internal Voucher (NV) Description and Uses	4-105
4.4.3	Manual Billing: Billing Corrections and Amendments.....	4-126
4.5	Standard Voucher (SV)	4-183
4.5.1	Standard Voucher (SV) Description and Uses	4-183
4.5.2	Available Standard Voucher (SV) Document Types	4-184
4.5.3	Standard Voucher (SV) – User-Defined Form Field Descriptions	4-184
4.5.4	Automated Methods to Create Standard Vouchers (SV)	4-184
4.5.5	Standard Voucher (SV) – Imputed Rent.....	4-185
4.5.6	Standard Voucher (SV) – Accrual	4-197
4.6	Billing Queries	4-212
4.6.1	Outstanding Bills Query.....	4-212
4.6.2	Billing Statement Query.....	4-224
4.6.3	IPAC Transaction Query	4-253
4.6.4	Form/Document Selection Query	4-281
4.6.5	GL Account Detail Query.....	4-290
4.6.6	Query IPAC Rejections (IPAC Query).....	4-296
4.6.7	Vendor Activity Query.....	4-313
4.7	Debt Accounts (Claims)	4-331
4.7.1	Debt Accounts (Claims) Lifecycle.....	4-331
4.7.2	Establishing a Debt Account	4-334
4.7.3	Available Debt Account (DA) Document Types.....	4-336
4.7.4	Debt Account (DA) – User-Defined Form Field Descriptions	4-336
4.7.5	Automated Methods to Create Debt Accounts (DA).....	4-336
4.7.6	Manual Creation of Debt Account (DA)	4-338
4.7.7	Query Debt Account (DA).....	4-343
4.7.8	Amortization Schedules and Promissory Notes	4-359
4.7.9	Expense Reclassification Process	4-384
4.7.10	PAR Receivable Reversal Process	4-390
4.8	Collections.....	4-397
4.8.1	Cash Receipt (CR) Description and Uses	4-397



4.8.2	Query Collections	4-400
4.8.3	IPAC Transaction Query (Collections)	4-410
4.8.4	CIR Collection Reconciliation Query	4-421
4.8.5	CIR Inbound Detail Staging Query	4-433
4.8.6	Centralized Collection Services Transaction Query	4-442
4.8.7	Centralized Collection Services Staging Record Query	4-450
4.8.8	Apply Collections.....	4-460
4.8.9	Correcting Non-IPAC Collections	4-522
4.9	Correspondence.....	4-552
4.9.1	Statement/ Vendor Account/ Document Level Correspondence – User-Defined Search Field Definitions	4-553
4.9.2	Managing Correspondence History.....	4-553
4.9.3	Managing Correspondence Attachments	4-553
4.9.4	Execute a Query for Statement Correspondence, View History, and Manage Attachments	4-554
4.9.5	Execute a Query for Vendor Account Correspondence, View History and, Manage Attachments	4-561
4.9.6	Execute a Query for Document Level Correspondence, View History, and Manage Attachments	4-571
4.9.7	Managing Correspondence Workflow Tasks.....	4-579
4.9	Disputes (Non-IPAC).....	4-583
4.9.1	Disputed Billings Query (Non-IPAC) Search Parameters	4-584
4.9.2	Query Disputed Billings	4-584
4.9.3	Manage Dispute Workflow Task.....	4-587
4.9.4	Initial Dispute Evaluation	4-590
4.9.5	Pending Final Action and Dispute Resolution	4-597
4.9.6	Add Dispute-Related Statement-Level Correspondence	4-602
4.9.7	New Disputed Creation from Dispute Billings Query	4-605
4.10	Amend DA to set the Debt Appeal Forbearance Flag	4-615
4.11	IPAC Chargebacks.....	4-617
4.11.1	Collection Adjustment Chargebacks	4-618
4.11.2	Payment Adjustments	4-669
4.11.3	Customer Generated Exceptions (Pseudo Chargebacks)	4-687
4.12	Revenue Credit Card Chargebacks	4-732
4.12.1	Automated methods	4-732
4.12.2	Step to execute: To rebill a Revenue Credit Card Chargeback	4-732

4.12.3	Steps to execute: To write off Revenue Credit card chargeback	4-735
4.12.4	Steps to execute: If bank reverses Chargeback prior to NCSC notification of Action	4-738
4.13	Pay.gov Chargebacks	4-739
4.13.1	Automated Methods	4-739
4.13.2	Steps to Execute: To rebill a Pay.gov chargeback.....	4-739
4.13.3	Steps to Execute: To write off Pay.gov chargeback.....	4-740
4.14	Manage Credits.....	4-741
4.14.1	Query Credits	4-741
4.14.2	Create Credit Bills	4-750
4.14.3	Credit Application Worksheet.....	4-777
4.14.4	Credit Refunds	4-831
4.14.5	Cancel Refund Check (Non IPAC) -Disbursement Cancellation (CX)	4-890
4.15	Delinquency	4-904
4.15.1	Write-Offs	4-904
4.15.2	Allowance for Loss (AFL)	4-949
4.15.3	Dunning.....	4-960
4.15.4	Overdue Charges	4-962
4.15.5	Referrals.....	4-967
4.16	Adjustments	4-991
4.17	Treasury Report on Receivables (TROR)	4-992
4.17.1	TROR: Capturing Transactions	4-992
4.17.2	TROR: Executing the Batch Job (ERTROR).....	4-993
4.17.3	TROR: Reviewing the Batch Results on the Query.....	4-993
4.17.4	TROR: Making Adjustments.....	4-996
4.17.5	TROR: Generate the Final TROR Report (pdf)	4-1001
4.18	Workflow Management and Form Approval.....	4-1003
4.18.1	Query Inbox Workflow Tasks	4-1004
4.19	Inventory Management	4-1006
4.19.1	Inventory Management: Automated Batch Processes	4-1006
4.19.2	Standard Voucher (SV) Available Document Types for Inventory Management	4-1007
4.19.3	Inventory Management - User-Defined Form and Fields Descriptions	4-1007
4.19.4	Queries for Inventory Management.....	4-1007
4.19.5	Manual Document Creation for Inventory Management Standard Voucher (SV)	4-1007



4.20 Mass Import	4-1010
4.20.1 Automated Processes for Mass Import	4-1011
4.20.2 Available Document Types for Mass Import.....	4-1012
4.20.3 Queries for Mass Import.....	4-1012
4.20.4 Steps to Perform Mass Import - Single Online Interface	4-1012
4.20.5 Steps to Perform Mass Import - Multiple Online Interface.....	4-1015
5 Vendor Customer Self Service.....	5-1
5.1 VCSS: Accounts Menu.....	5-2
5.1.1 VCSS: Account Information.....	5-2
5.1.2 VCSS: Account Summary Query	5-10
5.1.3 VCSS: Outstanding Balances by Account.....	5-13
5.1.4 VCSS: Business Line Summary.....	5-13
5.2 VCSS: Statements Menu	5-17
5.2.1 VCSS: View and Print Statements	5-17
5.2.2 CSS: Statement Search by Agreement.....	5-32
5.2.3 VCSS: View Details.....	5-34
5.2.4 VCSS: Dispute Statement/Details.....	5-41
5.2.5 VCSS: View Dispute Requests	5-52
5.3 VCSS: Payments Menu	5-58
5.3.1 VCSS: View Customer Payments	5-58
5.3.2 VCSS: View Refunds	5-75
5.4 VCSS: Correspondence Menu	5-85
5.4.1 VCSS: View Account Correspondence	5-86
5.4.2 VCSS: View Statement Correspondence.....	5-90
5.4.3 VCSS: Create Account Correspondence	5-94
5.4.4 VCSS: Create Statement Correspondence.....	5-96
5.5 VCSS: External Applications Section.....	5-98
A Appendix: BAAR Document Types	A-1
A.1 Appendix: Overview of BAAR Document Types	A-1
A.2 Appendix: Available Billing Document (BD) Types	A-2
A.3 Appendix: Available Internal Voucher (NV) Document Types.....	A-6
A.4 Appendix: Available Standard Voucher (SV) Document Types	A-8
A.5 Appendix: Available Cash Receipt (CR) Document Types	A-12
A.6 Appendix: Available Payment Authorization (IP) Document Types	A-14
A.7 Appendix: Available Disbursement Cancellation (CX) Document Types	A-14

A.8	Appendix: Available External Direct Agreement (ED) Document Types	A-15
A.9	Appendix: Available Internal Direct Agreement (ID) Document Types	A-16
A.10	Appendix: Available Agreement Charge (AG) Document Types	A-17
A.11	Appendix: Available Debt Account (DA) Document Types	A-18
A.12	Appendix: Available Mass Import Document Types.....	A-18
B	Appendix: User-Defined Field and Form Description.....	B-1
B.1	Appendix: Detail Billing Record (DBR) – User-Defined Fields and Form Descriptions	B-1
B.2	Appendix: Detail Billing Record (DBR) Query – User-Defined Fields and Form Descriptions	B-13
B.3	Appendix: Agreement Query – User-Defined Fields and Form Descriptions	B-16
B.4	Appendix: Billing Document (BD) – User-Defined Fields and Form Descriptions....	B-17
B.5	Appendix: Internal Voucher (NV) – User-Defined Fields and Form Descriptions.....	B-20
B.6	Appendix: Standard Voucher (SV) – User-Defined Fields and Form Descriptions ..	B-26
B.7	Appendix: Outstanding Bills Query – User-Defined Search Criteria Field Descriptions	B-27
B.8	Appendix: General Ledger (GL) Account Detail Query – User-Defined Search Criteria Field Descriptions	B-27
B.9	Appendix: Vendor Activity Search – User-Defined Search Criteria Field Descriptions	B-28
B.10	Appendix: Debt Account (DA) –User-Defined Fields and Forms Descriptions	B-28
B.11	Appendix: Cash Receipt (CR) – User-Defined Fields and Forms Descriptions	B-29
B.12	Appendix: Collections Query – User-Defined Search Criteria Field Descriptions	B-31
B.13	Appendix: Centralized Collection Services Staging Record –User-Defined Search Fields and Form Definitions	B-32
B.14	Appendix: Vendor Account/Statement/Document Level Correspondence –User-Defined Search Fields and Form Definitions.....	B-34
B.15	Appendix: Payment Authorization (IP) – User-Defined Fields and Form Descriptions	B-34
B.16	Appendix: External Direct Agreement (ED) – User-Defined Fields and Form Descriptions	B-35
B.17	Appendix: Internal Direct Agreement (ID) – User-Defined Fields and Form Descriptions	B-35
B.18	Appendix: Agreement Charge (AG) – User-Defined Fields and Form Descriptions	B-36
C	Appendix: GSA Business Line Specific Required Fields	C-1
C.1	Appendix: BAAR Accounting Dimensions.....	C-1
C.2	Appendix: Detail Billing Record Query Search Criteria	C-2
C.2.1	Appendix: Detail Billing Record Query Search Criteria- Fleet	C-2

C.2.2	Appendix: Detail Billing Record Query Search Criteria – Rent.....	C-2
C.2.3	Appendix: Detail Billing Record Query Search Criteria – Global Supply/ Automotive Purchases	C-3
C.2.4	Appendix: Detail Billing Record Query Search Criteria – AAS/ITS	C-4
C.3	Appendix: Create Detail Billing Records-DBR Query.....	C-5
C.3.1	Appendix: Create Detail Billing Records-DBR Query-Fleet.....	C-5
C.3.2	Appendix: Create Detail Billing Records-DBR Query-Rent	C-8
C.3.3	Appendix: Create Detail Billing Records-DBR Query-Global Supply/ Automotive Purchases	C-11
C.3.4	Appendix: Create Detail Billing Records - DBR Query-AAS	C-22
C.3.5	Appendix: Create Detail Billing Records - DBR Query-Telecom/WAN	C-27
C.4	Appendix: Create an Agreement Charge (AG)	C-32
C.4.1	Appendix: Create an Agreement Charge (AG) - HOTD	C-32
C.4.2	Appendix: Create an Agreement Charge (AG) - Region 6 Manual Business Lines.....	C-34
C.5	Appendix: Create an External Direct Agreement (ED)	C-34
C.5.1	Appendix: Create an External Direct Agreement (ED) – RWA/HOTD	C-34
C.5.2	Appendix: Create an External Direct Agreement (ED) – Region 6 Manual Business Lines and External Services	C-42
C.5.3	Appendix: Create an External Direct Agreement (ED) - Outlease	C-48
C.5.4	Appendix: Create an External Direct Agreement (ED) - AAS.....	C-54
C.6	Appendix: Create an Internal Direct Agreement (ID)	C-57
C.6.1	Appendix: Create an Internal Direct Agreement (ID) – RWA/HOTD	C-57
C.6.2	Appendix: Create an Internal Direct Agreement (ID) – Region 6 Manual Business Lines and External Services	C-62
C.6.3	Appendix: Create an Internal Direct Agreement (ID) – AAS	C-66
C.7	Appendix: Create Billing Document (BD)	C-71
C.7.1	Appendix: Create Billing Document (BD) - Fleet.....	C-71
C.7.2	Appendix: Create Billing Document (BD) - Rent	C-77
C.7.3	Appendix: Create Billing Document (BD) - Global Supply/Automotive Purchases	C-82
C.7.4	Appendix: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines.....	C-94
C.7.5	Appendix: Create Billing Document (BD) - Outlease.....	C-98
C.7.6	Appendix: Create Billing Document (BD) - AAS.....	C-100
C.7.7	Appendix: Create Billing Document (BD) - Telecom	C-104
C.7.8	Appendix: Create Billing Document (BD) - WAN.....	C-109

C.7.9	Appendix: Create Billing Document (BD) - External Services/Region 6 Manual Business Lines	C-113
C.7.10	Appendix: Create Billing Document (BD) - Region 7 Manual Business Lines..	C-117
C.8	Appendix: Create Internal Voucher (NV) – All Business Lines	C-120
C.9	Appendix: Create Itemized Order (IO) - RWA/HOTD/RPUDD/Region 6 Manual Business Lines	C-122
C.10	Appendix: Create Standard Voucher (SV)	C-123
C.10.1	Appendix: Create Surcharge Standard Voucher (SV) - RWA/HOTD/Manual Business Lines	C-123
C.10.2	Appendix: Create Accrual Standard Voucher (SV) - All Business Lines	C-126
C.10.3	Appendix: Create Inventory management Standard Voucher (SV) – Global Supply	C-127
C.10.4	Appendix: Create Allowance for Loss Standard Voucher (SV) - All Business Lines	C-129
C.10.5	Appendix: Create Imputed Rent Standard Voucher (SV).....	C-130
C.11	Appendix: Create Cash Receipt (CR) – Lockbox & Contract Fees.....	C-133
C.12	Appendix: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs)	C-135
C.13	Appendix: Create Debt Account.....	C-137
C.14	Appendix: Debt Account Search Criteria.....	C-144
D	Appendix: BAAR Glossary	D-1
D.1	Appendix: BAAR Glossary	D-1
E	Appendix: IPAC Inbound Transaction Chart	E-1
E.1	Appendix: IPAC Inbound Transaction Chart	E-1
F	Appendix: IPAC Statuses and Posting Chart	F-1
F.1	Appendix: IPAC Statuses and Posting Chart	F-1
G	Appendix: Workflow Approvals	G-1
G.1	Appendix: Workflow Approvals	G-1
H	Appendix: TROR Calculations	H-1
H.1	Appendix: TROR Calculations	H-1

List of Exhibits

Exhibit 1-1: BAAR Business Lines	1-2
Exhibit 1-2: Access to Online Help from Pegasys System.....	1-4
Exhibit 1-3: Hyperlink from Available Document Type Subsection to the Appendix A.....	1-5
Exhibit 1-4: Hyperlink from Appendix A Table to the Available Document Type Subsection.....	1-5
Exhibit 1-5: Hyperlink from User-Defined Subsection to the Appendix B Table	1-5
Exhibit 1-6: Hyperlink from Appendix B Table to the User-Defined Fields Subsection	1-6
Exhibit 1-7: Hyperlink from a Business Process Step in the Subsection to the Appendix C.....	1-6
Exhibit 1-8: Hyperlink from Appendix C Table to the Steps to Perform Business Process.....	1-6
Exhibit 1-9: How to display the BAAR User Guide Navigation Panel	1-7
Exhibit 1-10: BAAR User Guide Navigation Panel.....	1-7
Exhibit 2-1: Accounts Receivable Life Cycle – DBR Billing Method	2-3
Exhibit 2-2: Accounts Receivable Life Cycle – PCAS Billing Method	2-4
Exhibit 2-3: Accounts Receivable Life Cycle – Hybrid DBR/PCAS Billing Method	2-5
Exhibit 2-4: Accounts Receivable Life Cycle – Non-DBR/Non-PCAS Billing Method	2-6
Exhibit 2-5: DBR Statement Structure	2-7
Exhibit 2-6: PCAS Statement Structure	2-8
Exhibit 2-7: Hybrid DBR/PCAS Statement Structure	2-9
Exhibit 2-8: IPAC Statement using Agreements (PCAS)	2-14
Exhibit 2-9: Revenue Credit Card – Accounts Receivable Lifecycle.....	2-16
Exhibit 2-10: DoD Interfund –Statement Number Format	2-17
Exhibit 2-11: DoD Interfund – Accounts Receivable Life Cycle	2-18
Exhibit 2-12: Non-Federal Delinquency Life Cycle	2-24
Exhibit 2-13: Inventory Management Life Cycle	2-27
Exhibit 3-1: Overview of Pegasys Interfaces	3-1
Exhibit 3-2: Overview of Billing Interface for Fleet	3-2
Exhibit 3-3: Overview of Billing Interface for Global Supply and Automotive Purchases	3-4
Exhibit 3-4: Overview of Billing Interface for Telecom	3-5
Exhibit 3-5: Overview of Billing Interface for AAS	3-7
Exhibit 3-6: Overview of Billing Interface for Rent.....	3-8
Exhibit 3-7: Overview of Imputed Rent Interface	3-9
Exhibit 3-8: FAS IFF Contract Details Interface Overview	3-10
Exhibit 3-9: Overview of IFF Contract Collections Interface	3-11
Exhibit 3-10: RETA Agreement Interface Message Exchange	3-12
Exhibit 3-11: AG Interface Process Overview.....	3-13
Exhibit 3-12: Overview of CAF Interface.....	3-14

Exhibit 3-13: Overview of Telecom Address Interface	3-15
Exhibit 3-14: AAS Agreement Message Exchange.....	3-16
Exhibit 3-15: Outlease Agreement Message Exchange	3-17
Exhibit 3-16: Overview of Telecom Accruals Interface	3-18
Exhibit 3-17: Overview of Interim RBA Accruals Interface	3-19
Exhibit 4-1: BAAR Queries to Create/Update Transactions.....	4-2
Exhibit 4-2: BAAR Queries to Retrieve Information	4-3
Exhibit 4-3: Detail Billing Record Life Cycle.....	4-6
Exhibit 4-4: Detail Billing Query Navigation	4-7
Exhibit 4-5: Detail Billing Record Query Search Criteria.....	4-8
Exhibit 4-6: List of Appendices of DBR Query Search Criteria	4-8
Exhibit 4-7: Detail Billing Record Query Item Collection	4-9
Exhibit 4-8: Detail Billing Record Detail	4-9
Exhibit 4-9: Link to Appendices: Business Process Required Fields for DBR creation	4-12
Exhibit 4-10: Link to Appendices: Business Process Required Fields for ED creation.....	4-22
Exhibit 4-11: Link to Appendices: Business Process Required Fields for ID creation	4-34
Exhibit 4-12: Link to Appendices: Business Process Required Fields for AG creation.....	4-61
Exhibit 4-13: Agreement Query Navigation.....	4-76
Exhibit 4-14: Agreement Query Search Criteria.....	4-77
Exhibit 4-15: Agreement Query Item Collection.....	4-77
Exhibit 4-16: Agreement Query: Header General	4-78
Exhibit 4-17: Agreement Query: Header Amount Summary	4-79
Exhibit 4-18: Agreement Query: Header History.....	4-79
Exhibit 4-19: Agreement Query: Accounting Lines	4-80
Exhibit 4-20: Agreement Query: Vendor Novation.....	4-80
Exhibit 4-21: PCAS Customer Novation Batch Job	4-83
Exhibit 4-22: New Billing Document Navigation	4-88
Exhibit 4-23: Link to Appendices: Business Process Required Fields for BD creation	4-91
Exhibit 4-24: New Internal Voucher Navigation	4-106
Exhibit 4-25: Amendable IPAC Statuses for BDs	4-127
Exhibit 4-26: Correctable IPAC Statuses for BDs	4-135
Exhibit 4-27: Cancellable IPAC Statuses for BDs	4-140
Exhibit 4-28: New Standard Voucher Navigation.....	4-184
Exhibit 4-29: Navigation to Outstanding Bills Query	4-213
Exhibit 4-30: Outstanding Bills Query Search Criteria	4-214
Exhibit 4-31: Outstanding Bills Query Additional Search Criteria	4-215

Exhibit 4-32: Outstanding Bills Query Item Collection	4-215
Exhibit 4-33: Outstanding Bills Query: Outstanding Bills Detail	4-216
Exhibit 4-34: Outstanding Bills Query → Outstanding Bill Detail	4-217
Exhibit 4-35: Outstanding Bill Detail Item Collection	4-217
Exhibit 4-36: Outstanding Bill Detail → Outstanding Billing Document Line	4-218
Exhibit 4-37: Navigation to the Billing Statement Query	4-225
Exhibit 4-38: Billing Statement Query Search Criteria	4-226
Exhibit 4-39: Billing Statement Query Item Collection	4-226
Exhibit 4-40: Billing Statement Detail.....	4-227
Exhibit 4-41: IPAC Statuses.....	4-254
Exhibit 4-42: Navigation to IPAC Transaction Query	4-255
Exhibit 4-43: IPAC Transaction Query Search Criteria	4-256
Exhibit 4-44: IPAC Transaction Query Item Collection	4-256
Exhibit 4-45: IPAC Transaction Query Item Collection (User Altered)	4-257
Exhibit 4-46: IPAC Transaction Query Detail.....	4-257
Exhibit 4-47: Form/Document Selection Navigation	4-282
Exhibit 4-48: Form Document Selection	4-283
Exhibit 4-49: Form/Document Selection Item Collection.....	4-283
Exhibit 4-50: GL Account Detail Query Search Criteria	4-291
Exhibit 4-51: GL Account Detail Query Item Collection	4-291
Exhibit 4-52: Navigation to the Vendor Activity Query	4-314
Exhibit 4-53: Vendor Activity Query Search Criteria	4-315
Exhibit 4-54: Vendor Activity Query Item Collection	4-315
Exhibit 4-55: Vendor Activity Query More Button.....	4-316
Exhibit 4-56: Vendor Activity Query Details Page.....	4-316
Exhibit 4-57: Debt Account Life Cycle Overview.....	4-333
Exhibit 4-58: Debt Account Entity Reference.....	4-335
Exhibit 4-59: Amend a Debt Account Entity via the Debt Account Query	4-335
Exhibit 4-60: Debt Account Query History Tab	4-336
Exhibit 4-61: Vehicle Claims Interface Process Overview Diagram.....	4-337
Exhibit 4-62: Accessing the Debt Account Query	4-344
Exhibit 4-63: Searching on the Debt Account Query	4-345
Exhibit 4-64: Debt Account Query Action Buttons	4-345
Exhibit 4-65: Debt Account Query Documents Button	4-346
Exhibit 4-66: Debt Account Query History Button	4-346
Exhibit 4-67: Debt Account Tab	4-347

Exhibit 4-68: Debt Account Tab (continued)	4-348
Exhibit 4-69: Debt Account Tab (continued)	4-349
Exhibit 4-70: Debtor Tab	4-350
Exhibit 4-71: Accounting Line Tab	4-351
Exhibit 4-72: Accounting Line Tab (continued)	4-351
Exhibit 4-73: Accounting Line Tab (continued)	4-352
Exhibit 4-74: Accounting Line Tab (continued)	4-353
Exhibit 4-75: Accounting Line Tab (continued)	4-353
Exhibit 4-76: Accounting Line Tab (continued)	4-354
Exhibit 4-77: Accounting Line Tab (continued)	4-354
Exhibit 4-78: Accounting Line Tab (continued)	4-355
Exhibit 4-79: Accessing the Debt Account by Debt Account Group Query	4-356
Exhibit 4-80: Searching on the Debt Account by Debt Account Group Query	4-356
Exhibit 4-81: Debt Account Group Detail Tab	4-357
Exhibit 4-82: Debt Account Summary Level Debtor Tab	4-357
Exhibit 4-83: Debt Account Summary Level Receivable Type Tab	4-358
Exhibit 4-84: Debt Account Query Linkage via Debt Account Group Detail Query	4-358
Exhibit 4-85: Amortization Schedule Query Search Page	4-381
Exhibit 4-86: Amortization Schedule Query Detail Tab	4-382
Exhibit 4-87: Amortization Schedule Version Tab	4-383
Exhibit 4-88: Amortization Schedule's Schedule Payment Information	4-384
Exhibit 4-89: Navigation to Collections Query	4-401
Exhibit 4-90: Querying Collections	4-401
Exhibit 4-91: Collections Query Search Criteria	4-402
Exhibit 4-92: Collections Query Collapsed Search Criteria	4-403
Exhibit 4-93: Collections Query Additional Criteria	4-403
Exhibit 4-94: Collections Query Vendor Criteria	4-403
Exhibit 4-95: Collections Query Header Field – User Defined Fields Criterion	4-404
Exhibit 4-96: Collections Query Accounting Line – User Defined Fields Criteria	4-404
Exhibit 4-97: Collections Query Accounting Dimensions Criteria	4-404
Exhibit 4-98: Collections Query Item Collection	4-405
Exhibit 4-99: Navigate to CIR Collections Reconciliation Query	4-422
Exhibit 4-100: CIR Collection Records Query	4-423
Exhibit 4-101: Pegasys Collection Records Query	4-424
Exhibit 4-102: Record Collections	4-425
Exhibit 4-103: CIR Collection Records	4-425

Exhibit 4-104: Pegasys Collection Records	4-426
Exhibit 4-105: View Detail Window	4-427
Exhibit 4-106: View History Window	4-428
Exhibit 4-107: Reconciliation Activity Query	4-428
Exhibit 4-108: Navigate to CIR Inbound Detail Staging Query	4-434
Exhibit 4-109: CIR Inbound Detail Staging Query Search Criteria.....	4-434
Exhibit 4-110: CIR Inbound Detail Staging Query Item Collection.....	4-435
Exhibit 4-111: CIR Inbound Detail Staging Query Details General Item Section	4-436
Exhibit 4-112: CIR Inbound Detail Staging Query Details – Pegasys General Elements	4-436
Exhibit 4-113: CIR Inbound Detail Staging Query Details – Pegasys Accounting Elements .	4-437
Exhibit 4-114: CIR Inbound Detail Staging Query Details – Staging Parent/Reference Line.	4-438
Exhibit 4-115: Navigate to Centralized Collection Services Transaction Query.....	4-442
Exhibit 4-116: Centralized Collection Services Transaction Query – Search Criteria.....	4-443
Exhibit 4-117: Centralized Collection Services Transaction Query – Item Collection	4-444
Exhibit 4-118: Centralized Collection Services Transaction Detail Section	4-445
Exhibit 4-119: Centralized Collection Services Transaction History Section	4-446
Exhibit 4-120: Navigate to Centralized Collection Services Staging Record Query.....	4-451
Exhibit 4-121: Centralized Collection Services Staging Record Query – Search Criteria.....	4-452
Exhibit 4-122: Centralized Collection Services Staging Record Query – Item Collection	4-453
Exhibit 4-123: Centralized Collection Services Staging Query Staging Record – General Section	4-453
Exhibit 4-124: Centralized Collection Services Staging Query Staging Record – Pegasys General Elements Section	4-454
Exhibit 4-125: Centralized Collection Services Staging Query Staging Record – Pegasys Accounting Elements Section	4-454
Exhibit 4-126: Centralized Collection Services Staging Query Staging Record – Credit Card General File Elements Section.....	4-455
Exhibit 4-127: Centralized Collection Services Staging Detail Tab.....	4-456
Exhibit 4-128: High-Level IPAC Collection Adjustment Process	4-618
Exhibit 4-129: IPAC Payment Adjustment Process	4-669
Exhibit 4-130: IPAC Payment Adjustment Cycle	4-669
Exhibit 4-131: High-Level Process for Customer-Generated Exceptions	4-688
Exhibit 4-132: Customer-Generated Exception Process for Rebilling IP (Pulls)	4-689
Exhibit 4-133: Customer-Generated Exception (IP) Rebill Pull for Non-IPAC Credit.....	4-689
Exhibit 4-134: Customer-Generated Exception (IP) Apply to Non-IPAC Credit.....	4-689
Exhibit 4-135: Resolve Customer-Generated Exception Push (CR) by Re-Crediting.....	4-690
Exhibit 4-136: Resolve Customer-Generated Exception Push (CR) by Transferring to Treasury.....	4-690

Exhibit 4-137: Link to Appendices: Business Process Required Fields for BD Creation	4-751
Exhibit 4-138: Credit Application Worksheet Navigation.....	4-778
Exhibit 4-139: Credit Application Worksheet.....	4-779
Exhibit 4-140: Unapplied Credit Search Screen	4-779
Exhibit 4-141: Outstanding Bill Search Criteria.....	4-780
Exhibit 4-142: Credit Application Worksheet Item Collections	4-780
Exhibit 4-143: Credit Application Worksheet CR Document Types	4-781
Exhibit 4-144: Navigation to Undisbursed Payment Query	4-864
Exhibit 4-145: R6/7 Federal and Non-Federal Write-Off Approvers	4-949
Exhibit 4-146: Allowance Age and Percentages	4-949
Exhibit 4-147: Accounts Receivable Options Maintenance Table Settings for Statement Dunning.....	4-960
Exhibit 4-148: Accounts Receivable Options Maintenance Table Settings for Debt Account Dunning.....	4-961
Exhibit 4-149: General System Options Maintenance Table	4-962
Exhibit 4-150: Overdue Charges Maintenance Table – Fund Types	4-963
Exhibit 4-151: Combined Billing Document Overdue Charges Example – Interest, Penalty, and Admin	4-964
Exhibit 4-152: Combined Debt Account Overdue Charges Example – Interest, Penalty, and Admin	4-966
Exhibit 4-153: Referrals Life Cycle.....	4-967
Exhibit 4-154: Referrals Submission Life Cycle	4-968
Exhibit 4-155: Pegasys TROR Process	4-992
Exhibit 4-156: Excel Template for Mass Import Input File	4-1011
Exhibit 5-1: Pegasys External Applications Menu.....	5-1
Exhibit 5-2: VCSS Single Sign-On Page.....	5-1
Exhibit 5-3: USDA VCSS Launch Page	5-2
Exhibit 5-4: Navigation to Account Information Page.....	5-3
Exhibit 5-5: Account Information Page.....	5-3
Exhibit 5-6: Account Information Tab	5-4
Exhibit 5-7: Address Information Tab	5-5
Exhibit 5-8: Users Tab	5-5
Exhibit 5-9: Navigation to Account Summary Query	5-10
Exhibit 5-10: Account Summary Search Criteria and Item Collection	5-10
Exhibit 5-11: Accounts Summary Field Descriptions	5-11
Exhibit 5-12: Navigation to Outstanding Balances by Account Page.....	5-13
Exhibit 5-13: Outstanding Balances by Account Page.....	5-13
Exhibit 5-14: Navigation to the Business Line Summary Query	5-14

Exhibit 5-15: Business Line Summary Search Criteria and Item Collection	5-14
Exhibit 5-16: Business Line Summary Field Descriptions.....	5-15
Exhibit 5-17: Navigation to the View and Print Statements Query	5-17
Exhibit 5-18: View and Print Statements Search Criteria and Item Collection.....	5-18
Exhibit 5-19: View and Print Statements Field Descriptions	5-18
Exhibit 5-20: Statement Information Page	5-20
Exhibit 5-21: Statement Information Page Continued.....	5-20
Exhibit 5-22: Detail Billing Records Page	5-21
Exhibit 5-23: Statement Detail Record Page	5-22
Exhibit 5-24: Statement Detail Record Page	5-23
Exhibit 5-25: Review Correspondence Tab	5-23
Exhibit 5-26: Correspondence Details	5-24
Exhibit 5-27: Navigation to the Statement Search by Agreement.....	5-32
Exhibit 5-28: Statement Search by Agreement Page	5-32
Exhibit 5-29: Navigation to View Details Query	5-34
Exhibit 5-30: View Details Query Search Criteria Field Descriptions	5-34
Exhibit 5-31: View Details Query Search Criteria and Item Collection.....	5-36
Exhibit 5-32: View Details Detail Page.....	5-37
Exhibit 5-33: View Details Page Continued	5-38
Exhibit 5-34: Navigation to Dispute Statement Details Page	5-42
Exhibit 5-35: Navigation to View Dispute Requests Page	5-53
Exhibit 5-36: Navigation to View Customer Payments Query	5-59
Exhibit 5-37: View Customer Payments Search Criteria and Item Collection	5-60
Exhibit 5-38: View Customer Payments Field Descriptions	5-61
Exhibit 5-39: Payment Information Page	5-63
Exhibit 5-40: View Payment Correspondence Tab	5-64
Exhibit 5-41: Navigation to the View Refunds Query	5-76
Exhibit 5-42: View Refunds Search Criteria and Item Collection	5-76
Exhibit 5-43: View Refunds Field Descriptions	5-77
Exhibit 5-44: The Refund Information Page	5-78
Exhibit 5-45: The Review Refunds Review Correspondence Tab	5-79
Exhibit 5-46: Navigation to View Account Correspondence Page	5-86
Exhibit 5-47: View Account Correspondence Search Criteria and Item Collection	5-87
Exhibit 5-48: View Account Correspondence Field Descriptions	5-87
Exhibit 5-49: Navigation to View Statement Correspondence Page	5-91
Exhibit 5-50: Statement Number Selection Page.....	5-91

Exhibit 5-51: Review Statement Correspondence Page	5-92
Exhibit 5-52: View Statement Correspondence Field Descriptions.....	5-92
Exhibit 5-53: Navigation to Create Account Correspondence Page	5-95
Exhibit 5-54: Navigation to Create Statement Correspondence Page	5-96
Exhibit 5-55: External Applications Menu	5-98
Exhibit A-1: Overview of BAAR Document Types.....	A-1
Exhibit A-2: Available Billing Document (BD) Types	A-2
Exhibit A-3: Available Internal Voucher (NV) Document Types	A-6
Exhibit A-4: Available Standard Voucher (SV) Document Types.....	A-8
Exhibit A-5: Available Cash Receipt (CR) Document Types.....	A-12
Exhibit A-6: Available Payment Authorization (IP) Document Types	A-14
Exhibit A-7: Available Disbursement Cancellation (CX) Document Types	A-14
Exhibit A-8: Available External Direct Agreement (ED) Document Types	A-15
Exhibit A-9: Available Internal Direct Agreement (ID) Document Types	A-16
Exhibit A-10: Available Agreement Charge (AG) Document Types	A-17
Exhibit A-11: Available Debt Account (DA) Document Types	A-18
Exhibit A-12: Available Mass Import Document Types	A-18
Exhibit B-1: Detail Billing Record (DBR) – User-Defined Fields and Form Descriptions	B-1
Exhibit B-2: Detail Billing Record (DBR) Query – User-Defined Fields and Form Descriptions	B-13
Exhibit B-3: Agreement Query – User-Defined Fields and Form Descriptions	B-16
Exhibit B-4: Billing Document (BD) – User-Defined Fields and Form Descriptions	B-17
Exhibit B-5: Internal Voucher Fields (NV) – User-Defined Fields and Form Descriptions	B-20
Exhibit B-6: Standard Voucher (SV) – User-Defined Fields and Form Descriptions.....	B-26
Exhibit B-7: Outstanding Bills Query – User-Defined Fields and Form Descriptions	B-27
Exhibit B-8: GL Account Detail Query Field Descriptions– User-Defined Search Criteria Field Descriptions	B-27
Exhibit B-9: Vendor Activity Search – User-Defined Search Criteria Field Descriptions.....	B-28
Exhibit B-10: Debt Account (DA) – User-Defined Fields and Forms Descriptions	B-28
Exhibit B-11: Cash Receipt (CR) – User-Defined Fields and Forms Descriptions.....	B-29
Exhibit B-12: Collections Query – User-Defined Search Criteria Field Descriptions.....	B-31
Exhibit B-13: Centralized Collection Services Staging Record – User-Defined Search Fields and Form Definitions	B-32
Exhibit B-14: Vendor Account/Statement/Document Level Correspondence – User-Defined Search Fields and Form Definitions	B-34
Exhibit B-15: Payment Authorization (IP) – User-Defined Fields and Form Descriptions.....	B-34
Exhibit B-16: External Direct Agreement (ED) – User-Defined Fields and Form DescriptionsB-35	
Exhibit B-17: Internal Direct Agreement (ID) – User-Defined Fields and Form Descriptions..	B-35

Exhibit B-18: Agreement Charge (AG) – User-Defined Fields and Form Descriptions.....	B-36
Exhibit C-1: BAAR Accounting Dimensions	C-1
Exhibit C-2: Detail Billing Record Query Search Criteria -Fleet	C-2
Exhibit C-3: Detail Billing Query Record Search Criteria - Rent.....	C-2
Exhibit C-4: Detail Billing Record Query Search Criteria – Global Supply/Automotive Purchases	C-3
Exhibit C-5: Detail Billing Query Record Search Criteria – AAS/ITS.....	C-4
Exhibit C-6: Create Detail Billing Records-DBR Query-Fleet.....	C-5
Exhibit C-7: Create Detail Billing Records-DBR Query-Rent	C-8
Exhibit C-8: Create Detail Billing Records-DBR Query-Global Supply /Automotive Purchases	C-11
Exhibit C-9: Create Detail Billing Records - DBR Query - AAS.....	C-22
Exhibit C-10: Create Detail Billing Records - DBR Query – Telecom/WAN.....	C-27
Exhibit C-11: Create an Agreement Charge (AG) – HOTD	C-32
Exhibit C-12: Create an Agreement Charge (AG) - Region 6 Manual Business Lines	C-34
Exhibit C-13: Create an External Direct Agreement (ED) – RWA/HOTD	C-34
Exhibit C-14: Create an External Direct Agreement (ED) – Region 6 Manual Business Lines and External Services	C-42
Exhibit C-15: Create an External Direct Agreement (ED) - Outlease	C-48
Exhibit C-16: Create an External Direct Agreement (ED) - AAS.....	C-54
Exhibit C-17: Create an Internal Direct Agreement (ID) – RWA/HOTD	C-57
Exhibit C-18: Create an Internal Direct Agreement (ID) – Region 6 Manual Business Lines and External Services	C-62
Exhibit C-19: Create an Internal Direct Agreement (ID) – AAS	C-66
Exhibit C-20: Create Billing Document (BD) - Fleet	C-71
Exhibit C-21: Create Billing Document (BD) - Rent	C-77
Exhibit C-22: Create Billing Document (BD) - Global Supply/Automotive Purchases.....	C-82
Exhibit C-23: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines.....	C-94
Exhibit C-24: Create Billing Document (BD) - Outlease.....	C-98
Exhibit C-25: Create Billing Document (BD) - AAS	C-100
Exhibit C-26: Create Billing Document (BD) - Telecom	C-104
Exhibit C-27: Create Billing Document (BD) - WAN.....	C-109
Exhibit C-28: Create Billing Document (BD) -External Services/Region 6 Manual Business Lines	C-113
Exhibit C-29: Create Billing Document (BD) -Region 7 Manual Business Lines.....	C-117
Exhibit C-30: Create Internal Voucher (NV) – All Business Lines.....	C-120
Exhibit C-31: Create Itemized Order (IO) - RWA/HOTD/RPUDD/Region 6 Manual Business Lines	C-122

Exhibit C-32: Create Surcharge Standard Voucher (SV) - RWA/HOTD/Manual Business Lines	C-123
Exhibit C-33: Create Surcharge Accrual Standard Voucher (SV) - All Business Lines.....	C-126
Exhibit C-34: Create Inventory Standard Voucher (SV) – Global Supply	C-127
Exhibit C-35: Create Standard Voucher Allowance for Loss (SV) - All Business Lines	C-129
Exhibit C-36: Create Imputed Rent Standard Voucher (SV).....	C-130
Exhibit C-37: Create Cash Receipt (CR) – Lockbox & Contract Fees	C-133
Exhibit C-38: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs).....	C-135
Exhibit C-39: Create Debt Account (DA) – Region 6	C-137
Exhibit C-40: Create Debt Account (DA) – Region 7	C-142
Exhibit C-41: Debt Account Search Criteria.....	C-144
Exhibit D-1: BAAR Glossary	D-1
Exhibit E-1: IPAC Inbound Transaction Chart.....	E-1
Exhibit F-1: IPAC Statuses and Posting Chart.....	F-1
Exhibit G-1: Document Types Requiring Approvals for Automated Business Lines – Part 1 ..	G-1
Exhibit G-2: Document Types Requiring Approvals for Automated Business Lines – Part 2 ..	G-2
Exhibit G-3: Document Types Requiring Approvals for Automated Business Lines – Part 3 ..	G-3
Exhibit G-4: Document Types Requiring Approvals for Manual Business Lines – Part 1	G-4
Exhibit G-5: Document Types Requiring Approvals for Manual Business Lines – Part 2	G-5
Exhibit G-6: Document Types Requiring Approvals for Manual Business Lines – Part 3	G-6
Exhibit H-1: TROR Calculations.....	H-1

1 BAAR USER GUIDE INTRODUCTION

The General Services Administration (GSA) implemented Pegasys as its official system of record for accounting and financial management. Pegasys is based on a Commercial Off-the-Shelf (COTS) product, Momentum Financials. GSA is modernizing its core financial management system through the Billing and Accounts Receivable (BAAR) Project. This modernization effort supports:

- Centralizing the management and facilitation of GSA's complex billing, claims, and collection procedures via the Pegasys financial management system,
- Providing better customer service by providing a single online source to view billing, account, claims, and collections information,
- Streamlining and reducing the cost of federal financial management through standardization and online access,

This document provides BAAR users guidance regarding the functionality available in Pegasys and Vendor and Customer Self-Service (VCSS) to execute their billing and accounts receivable functions.

As of March 2015, the United States Department of Agriculture (USDA) has taken over the ownership and operation of the Pegasys and VCSS applications on behalf of GSA.

1.1 BAAR Phased Implementation Approach

In August 2011, GSA implemented Phase 1 of its billing and accounts receivable functions from the custom legacy systems. The first-phase implementation launched the billing, accounts receivable, and collection functions for motor vehicles leased through the GSA Federal Acquisition Service (GSA Fleet) and rent bills for tenants of space provided by the GSA Public Buildings Service (PBS Rent).

Phase 1 also included the first of a three phase release of the Vendor and Customer Self Service (VCSS) website, where GSA customers can review billing, account, and collections information and communicate with GSA via a completely web-based platform.

As additional business lines and system functionalities “go live” within BAAR during each phase, their corresponding components of National Electronic Accounting and Reporting (NEAR) will be retired. Each subsequent phase of the BAAR implementation has incorporated additional business lines and new Pegasys and VCSS functionality.

The BAAR Phase 1 implementation took place as a single phase. The BAAR Phase 2 implementation was split into two separate work streams, Phase 2A and Phase 2B, with two separate go-live dates. The BAAR Phase 3 implementation was split into four separate work streams, Wave 3.1, Wave 3.2, Wave 3.3, and Wave 3.4, with four separate go-live dates.

- Phase 1 Implementation: August 2011
- Phase 2A Implementation: July 2013
- Phase 2B Implementation: November 2013
- Phase 3, Wave 3.1 Implementation: August 2014
- Phase 3, Wave 3.2 Implementation: January 2015
- Phase 3, Wave 3.3 Implementation: November 2015
- Phase 3, Wave 3.4 Implementation: February 2016

The following exhibit identifies the business lines that have been brought online in BAAR during the phased implementations.

Exhibit 1-1: BAAR Business Lines

Business Line	Implementation
Fleet	Phase 1
Rent	Phase 1
Reimbursable Work Authorizations (RWA)	Phase 2A
Heating Operation and Transmission District (HOTD)	Phase 2A
GM&A – Centralized Administrative Support (CAS)	Phase 2A
GM&A – Information Infrastructure Support (IOS)	Phase 2A
GM&A – Centralized Charges (CC)	Phase 2A
Personal Property Center Excess Supply	Phase 2A
Real Property Utilization and Disposal Division (RPUDD)	Phase 2A
Acquisition Policy	Phase 2A
OIG Investigative Programs	Phase 2A
Global Supply	Phase 2B
Automotive Purchases	Phase 2B
Freight, Household Goods	Phase 2B
Personal Property Center Sales	Phase 2B
Personal Property Center Fleet Disposal	Phase 2B
US Marshal Service Personal Property Sales	Phase 2B
eTravel	Phase 2B
Smart Pay	Phase 2B
AAMS-EADS	Phase 3, Wave 3.1
Board of Contract Appeals	Phase 3, Wave 3.1
Comprehensive HR Integration System (CHRIS) Program	Phase 3, Wave 3.1
Congressional Support Prg	Phase 3, Wave 3.1
ECIPC	Phase 3, Wave 3.1
Government Wide Policy	Phase 3, Wave 3.1
NCSC - PBS Billing	Phase 3, Wave 3.1
Teleproduction	Phase 3, Wave 3.1
Training Programs- Federal Acquisition Institute (FAI) – SARAH	Phase 3, Wave 3.1
Fund 210X Manual Payroll Processing	Phase 3, Wave 3.2
Employee Details (PIF Program and 18F)	Phase 3, Wave 3.2
Working Capital Fund – External Clients - Updated	Phase 3, Wave 3.2
Claims	Phase 3, Wave 3.3
Outlease	Phase 3, Wave 3.3
Employee Details - other	Phase 3, Wave 3.3
IT Schedule-IT Comm Ctr-SmartBuy	Phase 3, Wave 3.3
Transportation Audit	Phase 3, Wave 3.3
TMVCS/Travel Training	Phase 3, Wave 3.3
External Services Clients	Phase 3, Wave 3.3
Scrap Metal	Phase 3, Wave 3.3
Recycling	Phase 3, Wave 3.3
International Trade Center	Phase 3, Wave 3.3

Business Line	Implementation
National Assisted Acquisition Service – FEDSIM (AASFEDSIM)	Phase 3, Wave 3.4
Regional Assisted Acquisition Services (AASREGIT)	Phase 3, Wave 3.4
Integrated Workplace Acquisition Center (IWAC)	Phase 3, Wave 3.4
Regional Network Services-Expanded Services (ITSEXP SER)	Phase 3, Wave 3.4
Wide Area Network (ITSWAN)	Phase 3, Wave 3.4
Regional Network Services-Telecom (ITSREGTEL)	Phase 3, Wave 3.4
National IT Commodity Program (ITSNATITCM)	Phase 3, Wave 3.4
HSPD-12 (ITSHSPD12)	Phase 3, Wave 3.4
Public Key Infrastructure (PKI)	Phase 3, Wave 3.4
Network Rebate Treasury (WAN Process)	Phase 3, Wave 3.4
Great Seal of US	Phase 3, Wave 3.4
Interagency Council	Phase 3, Wave 3.4
University for People	Phase 3, Wave 3.4
Federal Citizen Services (FCS)	Phase 3, Wave 3.4
IAE- Integrated Acquisition Environment	Phase 3, Wave 3.4

1.2 Assumptions

The following list describes certain assumptions that were used in preparing this document:

- The intended audience for this document is familiar with GSA's Pegasys implementation, but not necessarily with the BAAR functionality.
- This document provides user instructions and reference information for using the BAAR functionality for Phase 1, Phase 2, and Phase 3 of the BAAR implementation.
- This document represents the expected use of the BAAR functionality as of the date delivered. BAAR processes, functionality, and page layouts are subject to change.
- Pegasys batch jobs are detailed in the System Operations Guide and are maintained by USDA's Operations group.
- Pegasys reference tables are detailed in Pegasys Online Help and are maintained by USDA's Operations group.
- Pegasys BAAR Reports are detailed in the Pegasys Reports Reference Addendum.

Existing Pegasys non-BAAR functionality is documented in separate sub-system-specific user guides.

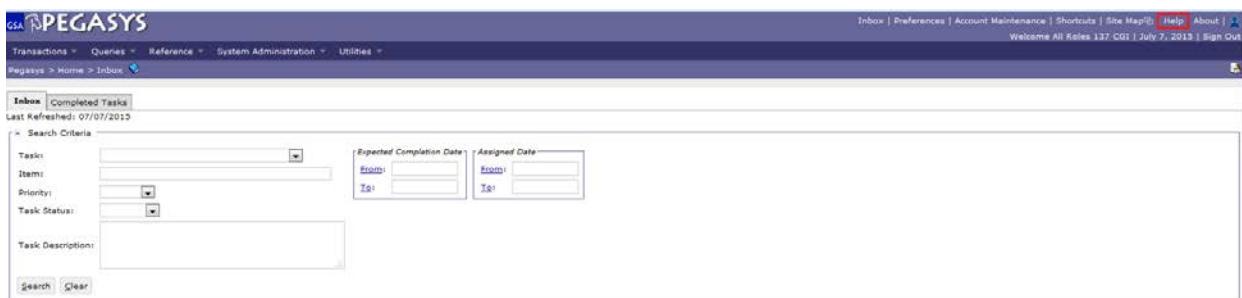
1.3 BAAR User Guide Format

This section describes the BAAR user guide format.

- BAAR user guide contains five chapters and six appendices:
 - **Chapter 1 – BAAR User Guide Introduction:** Describes the purpose and scope of this document
 - **Chapter 2 – BAAR Overview:** Contains an overview of the BAAR functionality
 - **Chapter 3 – BAAR Feeder System Integration:** Contains a high-level overview of the BAAR integrations, identifying those Accounts Receivable transactions originating in Pegasys and those originating from GSA's service feeder systems

- **Chapter 4 – Pegasys BAAR User Actions:** Includes descriptions of the GSA business processes taken in Pegasys and the associated steps a user would perform. The steps in the sub-sections of chapter 4 are provided to assist BAAR users in performing the actions that they will be taking on a daily basis. Chapter 4 references the appendices A, B and C extensively via hyperlinks. This is detailed in section 1.3.1 below.
- **Chapter 5 – Vendor and Customer Self-Service:** Describes Vendor and Customer Self-Service functionality, including reference tables, queries, security, and interactions with Pegasys.
- **Appendix A – BAAR Document Types:** Contains listing all BAAR Document Types for each Document Category and their descriptions.
- **Appendix B – User-Defined Fields and Form Descriptions:** Contains listing of the User-Defined Fields on a given form or a query. The User-Defined Fields are the fields that have been either added or relabeled by extensibility for BAAR implementation.
- **Appendix C – GSA Business Line Specific Required Fields** – Contains listing of the fields that are optional in Pegasys but required to be populated per the business process of each business line.
- **Appendix D – BAAR Glossary:** Contains a list of BAAR terms and their definitions.
- **Appendix E – IPAC Inbound Transaction Chart:** Provides detailed information regarding IPAC Inbound transaction updates, including the IPAC transaction type, functional descriptions, Pegasys actions, potential chargeback type, and the associated process flow.
- **Appendix F – IPAC Statuses and Posting Chart:** Provides IPAC Status and General Ledger entries as a result of performing specific IPAC related processes.
- **Appendix G – Workflow Approvals:** Provides detailed listing of Document Types and Document Actions that require workflow approvals.
- **Appendix H – TROR Calculations:** Provides a full listing of TROR fields and how Pegasys calculates the values to populate the TROR report.
- Throughout the User Guide, there are screenshots taken from Pegasys. If the cursor was in a particular field at the time the screenshot was taken, the field will be highlighted in yellow. This yellow highlighted field does not mean the field is required. Functionality and content of the provided screenshots are subject to change.
- Sections including step-by-step instructional text are provided in a three column table format. The first column provides the step number, the second column provides the text/screenshot(s) associated with the step, and the third column provides a blank space for users to include their own written notes should they decide to print the document.
- Pegasys COTS fields are detailed in the Pegasys online Help. The Pegasys online help link is available on the top, right-hand corner of the screen, when logged into the Pegasys System, as illustrated by the Exhibit below.

Exhibit 1-2: Access to Online Help from Pegasys System



The screenshot shows the Pegasys system interface. At the top, there is a navigation bar with links for Transactions, Queries, Reference, System Administration, Utilities, and a Help button. Below the navigation bar, the main content area displays an 'Inbox' screen. The inbox header includes 'Last Refreshed: 07/07/2015'. There are search criteria fields for Task, Item, Priority, Task Status, and Task Description. On the right side of the inbox, there are two date input fields labeled 'Expected Compilation Date' and 'Assigned Date', each with 'From:' and 'To:' sub-fields. At the bottom left of the inbox area, there are 'Search' and 'Clear' buttons. The 'Help' button is located in the top right corner of the main window.

1.3.1 How to Navigate Between Chapter 4 Subsections and Related Appendices

Chapter 4 contains separate sections for each of the BAAR functionalities. Each section is further divided into subsections. The subsections provide descriptions of the GSA business processes taken in Pegasys and the associated steps a user would perform on a daily basis.

Wherever needed, the subsections include cross reference hyperlinks to the appendices that contain the business line specific details for a given business process. These business line specific details are included in Appendices A, B and C.

The navigation between the various subsections and Appendices A, B and C is described below:

1.3.1.1 Appendix A and Available Document Types

This subsection provides the standard document category associated with each type of BAAR functionality. For most document categories, each Business Line has been assigned a unique document type to accommodate different business processes.

When an Available Document Types Appendix is referenced in a subsection of the Chapter 4, a cross-reference hyperlink will be provided as illustrated in the Exhibit below. Clicking the hyperlink will navigate the user to the section containing the document type table associated with the stated document category in Appendix A.

Exhibit 1-3: Hyperlink from Available Document Type Subsection to the Appendix A

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions [Appendix: Available External Direct Agreement \(ED\) Document Types](#)

To facilitate user navigation, the top of the appendix table provides a hyperlink that allows the user to go back to the source subsection per the following Exhibit.

Exhibit 1-4: Hyperlink from Appendix A Table to the Available Document Type Subsection

Please click on this link to go back to the section [Available External Direct Agreement \(ED\) Document Types](#)

1.3.1.2 Appendix B and User-Defined Fields

When User-Defined Fields exist on the form or a query that is related to subsection in Chapter 4, a cross-reference hyperlink will be provided as illustrated in the Exhibit below. Clicking the hyperlink will navigate the user to the related User-Defined Fields table in Appendix B.

Exhibit 1-5: Hyperlink from User-Defined Subsection to the Appendix B Table

The listing of GSA User Defined fields on the External Direct Agreement (ED) document is available at [Appendix: External Direct Agreement \(ED\) – GSA User Defined Fields and Form Descriptions](#)

To facilitate user navigation, the top of appendix table provides a hyperlink that allows the user to go back to the source subsection per the following guidance.



Exhibit 1-6: Hyperlink from Appendix B Table to the User-Defined Fields Subsection

Please click on this link to go back to the section [GSA User Defined Fields - External Direct Agreement \(ED\) Document Types](#)

1.3.1.3 Appendix C and Steps to Perform a Business Process

This subsection provides a standard set of steps that are executed to perform a given business process. These steps include navigating the user to a given page/screen in Pegasys and advising them on the actions to be taken on that screen.

The user is required to enter the Pegasys system required fields on a given page/screen. These fields can be identified by a red asterisk beside them and the Pegasys system will throw a hard error when left blank. In addition, various business lines require the users to populate fields that are optional in Pegasys, but are required to be populated for their business process.

These business line specific fields for a stated business process are listed in the tables of Appendix C. In the execution process, the step that requires user to populate the business process required fields will include a cross reference hyperlink as illustrated in the Exhibit below. Clicking the hyperlink will navigate the user to the related business line specific table in Appendix C.

Exhibit 1-7: Hyperlink from a Business Process Step in the Subsection to the Appendix C

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 the [Appendix: Create Internal Voucher \(NV\) – All Business Lines](#)
 1. General.
 2. Vendor Information.
 3. User Defined Fields.

To facilitate user navigation, the top of the appendix C table provides a hyperlink that allows the user to go back to the source subsection as illustrated in following Exhibit.

Exhibit 1-8: Hyperlink from Appendix C Table to the Steps to Perform Business Process

Please click on this link to go back to the section [Manual Creation of External Direct Agreement \(ED\) \(Recurring/Non-Recurring\)](#)

1.3.2 How to Access the Various Sections of the BAAR User Guide without Scrolling

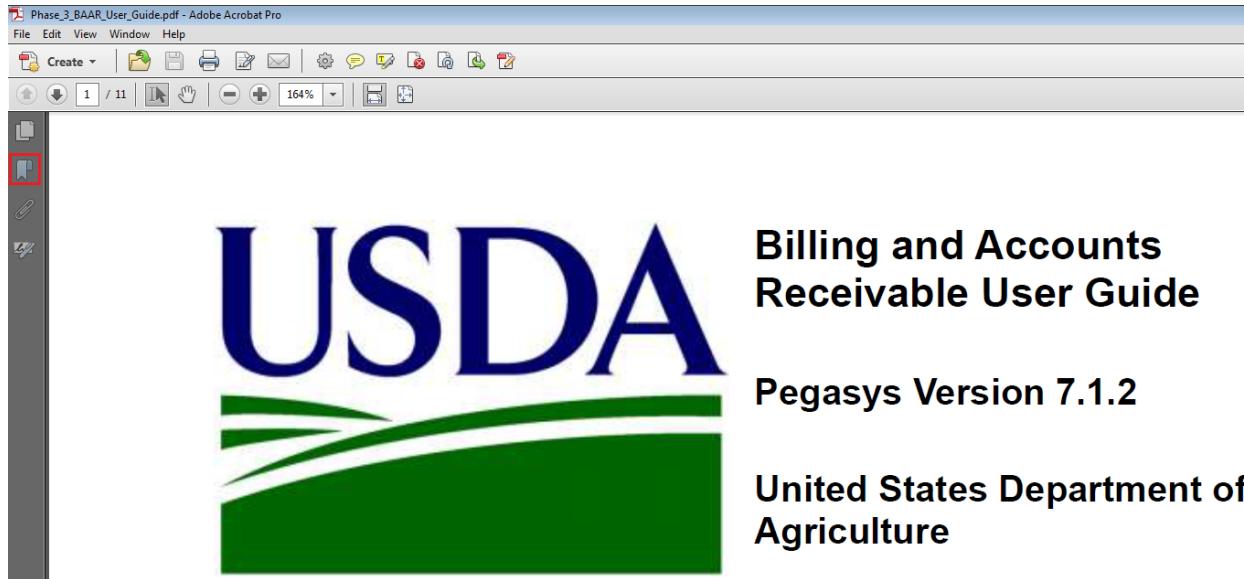
The BAAR user guide contains the functionality to display the PDF navigation panel on the Left hand side of the document. The PDF navigation panel contains the links to the BAAR user guide sections.

This allows the users to access any section of the BAAR user guide without scrolling to the Table of Contents at the top of the document.

To display the PDF navigation panel on the left hand side of the document, open the BAAR user guide in PDF Acrobat Reader software. Then click on the icon of “Ribbon” on the left hand side.

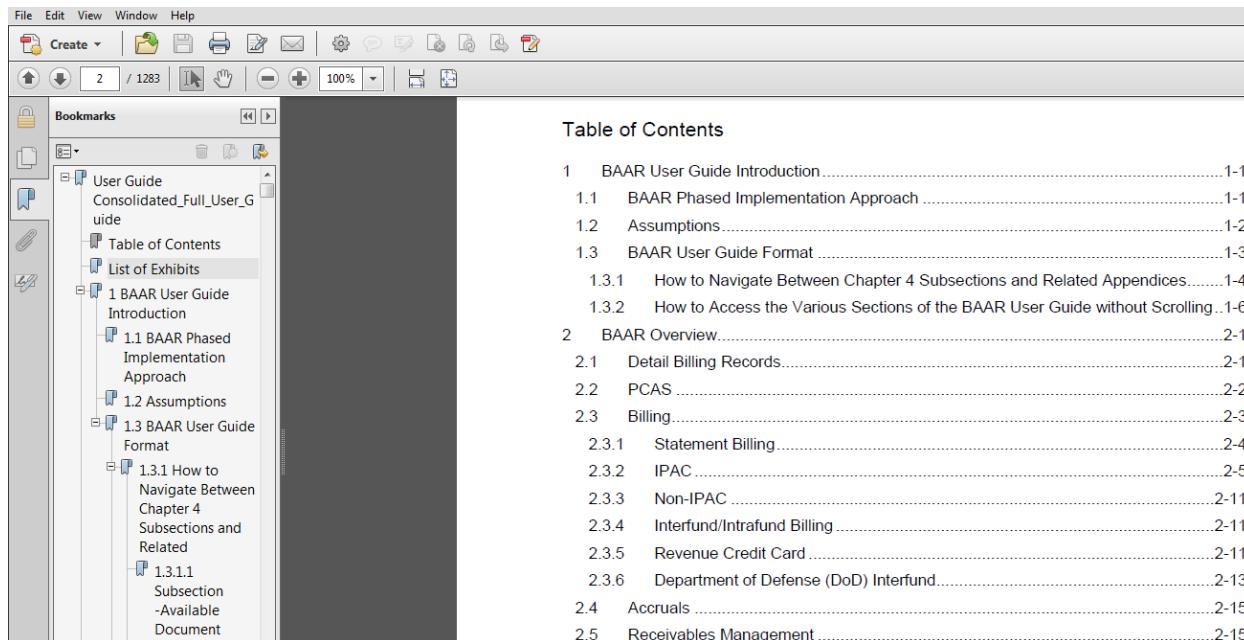
The following Exhibit shows the highlighted icon “Ribbon” that needs to be clicked on, in order to open up the navigation panel.

Exhibit 1-9: How to display the BAAR User Guide Navigation Panel



The following Exhibit shows, the navigation panel that allows the users to access to any section of the BAAR user guide without scrolling.

Exhibit 1-10: BAAR User Guide Navigation Panel



2 BAAR OVERVIEW

GSA's BAAR implementation consists of three overarching functions, billing, claims, and collection. It provides USDA with the ability to manage all activities associated with GSA's various business lines' billing, claims, and collection processes.

The GSA Billing and Accounts Receivable life cycle begins with billing information received from the Feeder Systems (PBS, FAS) or entered manually by the user. From the billing information received, Pegasys will prepare and track billing activity, collections activity and the additional activity needed to manage receivables.

GSA's key billing and collection activities include:

- Recording billing for goods/ services provided.
- Importing billing detail from external billing systems.
- Manually entering billing details for account receivable transactions
- Recording customer agreements and associated expenses, revenues, receivables and collections.
- Tracking receivable statuses to identify billed and unbilled receivables.
- Generating soft copy of standard (non-IPAC,) and interagency (IPAC, DoD Interfund) bills for electronic delivery.
- Interfacing with Federal and non-Federal billing/collection systems.
- Recording collections made by GSA customers.
- Recording chargebacks and returned checks.
- Dunning customers for outstanding amounts, including overdue charges.
- Management of Outstanding Receivables including Offsets, Write-Offs, Refunds, and transferring funds to Treasury.

The GSA Claims lifecycle begins with money or debt owed to GSA arising from non-billing actions. Claims are established for non-federal debtors for the amount of money owed to GSA. The claims are created in Pegasys with either information from the Vehicle Claims Interface, or information entered manually by the user. From the established claims, Pegasys will prepare and track debt activity, referral activity, collections activity, and other additional activity needed to manage claims.

GSA's key claims activities include:

- Establish and manage the claim in Pegasys through its lifecycle
- Record the financial impact in the Pegasys General Ledger
- Establish repayment terms
- Produce promissory notes
- Assess overdue charges (interest, penalty, and administrative)
- Track repayment statuses
- Generate dunning notices
- Manage and resolve disputes
- Referral of debts to outside entities
- Process collections made by GSA debtors
- Manage write-offs, adjustments, and transferring funds to Treasury

2.1 Detail Billing Records

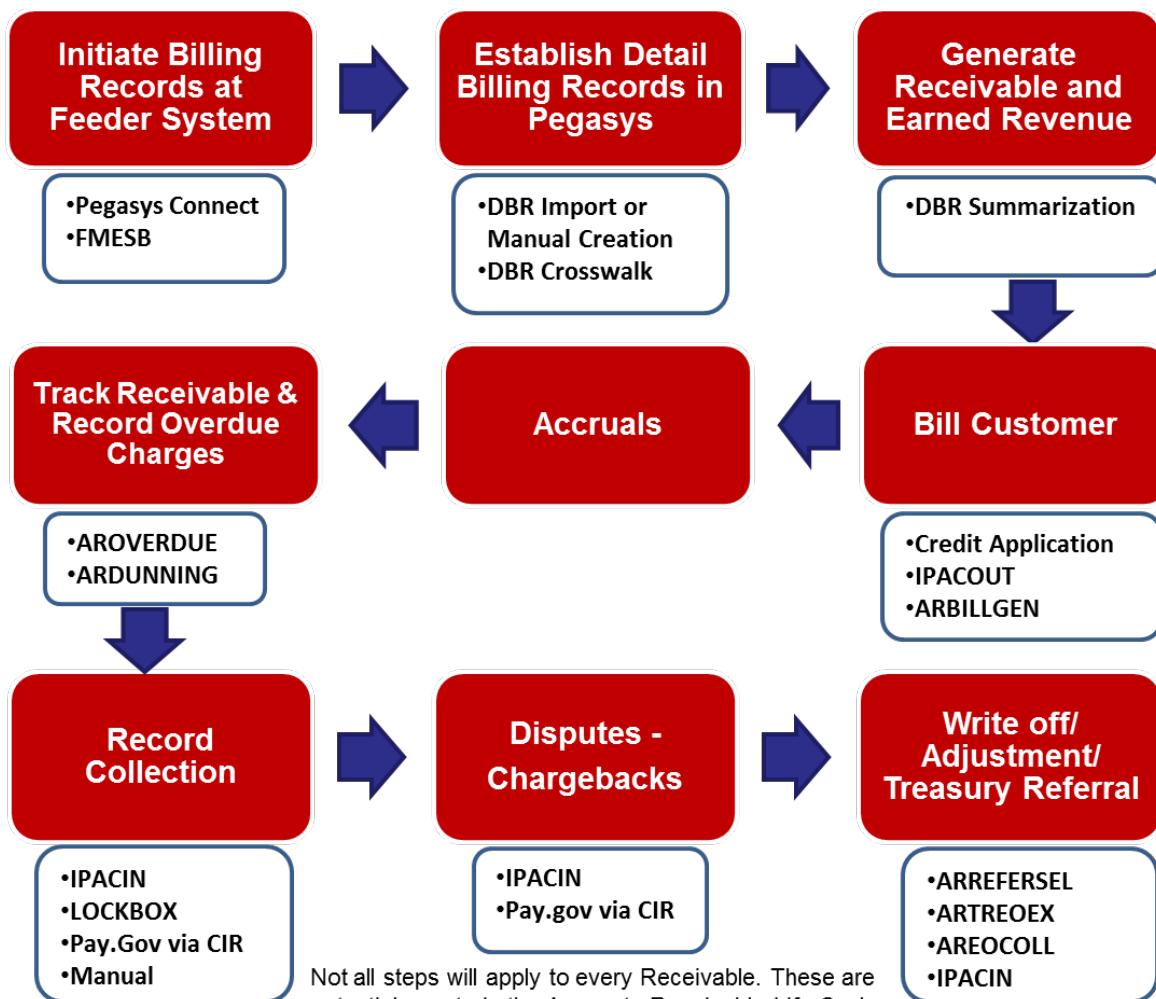
For those GSA business lines utilizing the Detail Billing Record functionality, the Accounts Receivable lifecycle in Pegasys begins with the creation of the Detail Billing Record. Detail Billing Records provide supporting information for the billing process. This information may be in addition to the data required for the financial system to process billing. The Detail Billing Record (or DBR) will be created primarily via the Detail Billing Record Import process from billing information sent by the GSA Feeder Systems (PBS and FAS)

Please refer to section 3: BAAR Feeder System Integrations for information on the Feeder System integration process with Pegasys. DBRs can also be created manually via the Pegasys Detail Billing Record Query.

Once Detail Billing Records have been created in Pegasys (via the automated load process or manual entry), Pegasys Offline processes run to populate any remaining fields required for billing (Detail Billing Record Crosswalk) and then to create the Pegasys transactions used to record the billing (Billing processing, these documents continue through the accounts receivable lifecycle via the billing process.

BAAR implementation includes additional fields allowing for the calculation of Discount amounts on Detail Billing Records. Discount Types are set up on the Discount Type Maintenance table and allow the specification of values and settings.

The following exhibit depicts the Accounts receivable lifecycle for the business lines that utilize Detail Billing Record functionality.

Exhibit 2-1: Accounts Receivable Life Cycle – DBR Billing Method


2.2 PCAS

The Project Cost Accounting subsystem (PCAS) provides functionality to generate Receivables- based on Direct Expenses, Agreement Charges, or defined amounts associated to the Agreement.

Through the use of customer Agreements, this subsystem provides the tools for managing the relationships between an agency and its customers. Agreements are used to define the terms and conditions for GSA to provide goods/services to its customer. They record the amount of funding a customer agrees to provide to GSA in exchange for goods or services. Agreements are set-up with internal and external customers to track work performed by GSA for the customer. In this way, PCAS allows projects to be managed in regard to funding as well as costs.

There are two types of billing models:

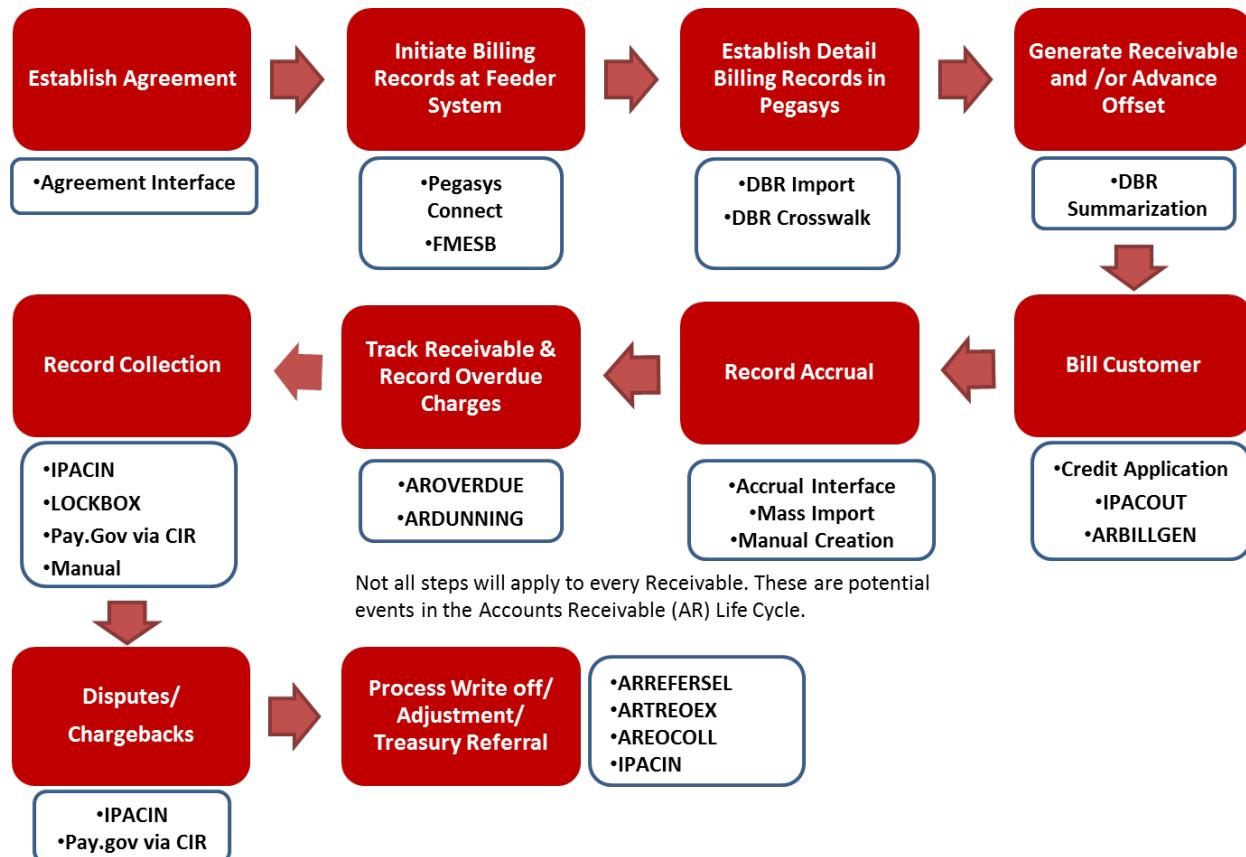
- Recurring (Flat Rate/percentage based per month or Agreement charge based)
- Non-Recurring (based on spending transactions referencing the agreement).
- Both Recurring and Non-Recurring Agreements can be External Direct (with other customer Agencies) or Internal Direct (within GSA)

Agreements are identified by unique Agreement Numbers on the Agreement Document. Thus Agreements provide an automated means of:

- Tracking spending for procurement of goods and services
- Billing the customer for expenses incurred
- Tracking and receiving reimbursements for goods/costs/services

The following exhibit depicts the Accounts receivable lifecycle for the business lines that utilize PCAS functionality.

Exhibit 2-2: Accounts Receivable Life Cycle – PCAS Billing Method



2.3 Detail Billing Record/PCAS Hybrid

The Detail Billing Record/PCAS Hybrid (DBR/PCAS Hybrid) model utilizes discrete aspects of the Detail Billing Record functionality described in Section 2.1 as well as the PCAS functionality described in Section 2.2. In this model, Detail Billing records will continue to be used to:

1. Record billing detail documenting the goods or services to the customer
2. Record the Pegasys PCAS customer agreement for which the billing information is related
3. Generate the Pegasys billing transactions, which facilitate posting to the GL and the generation of customer statement

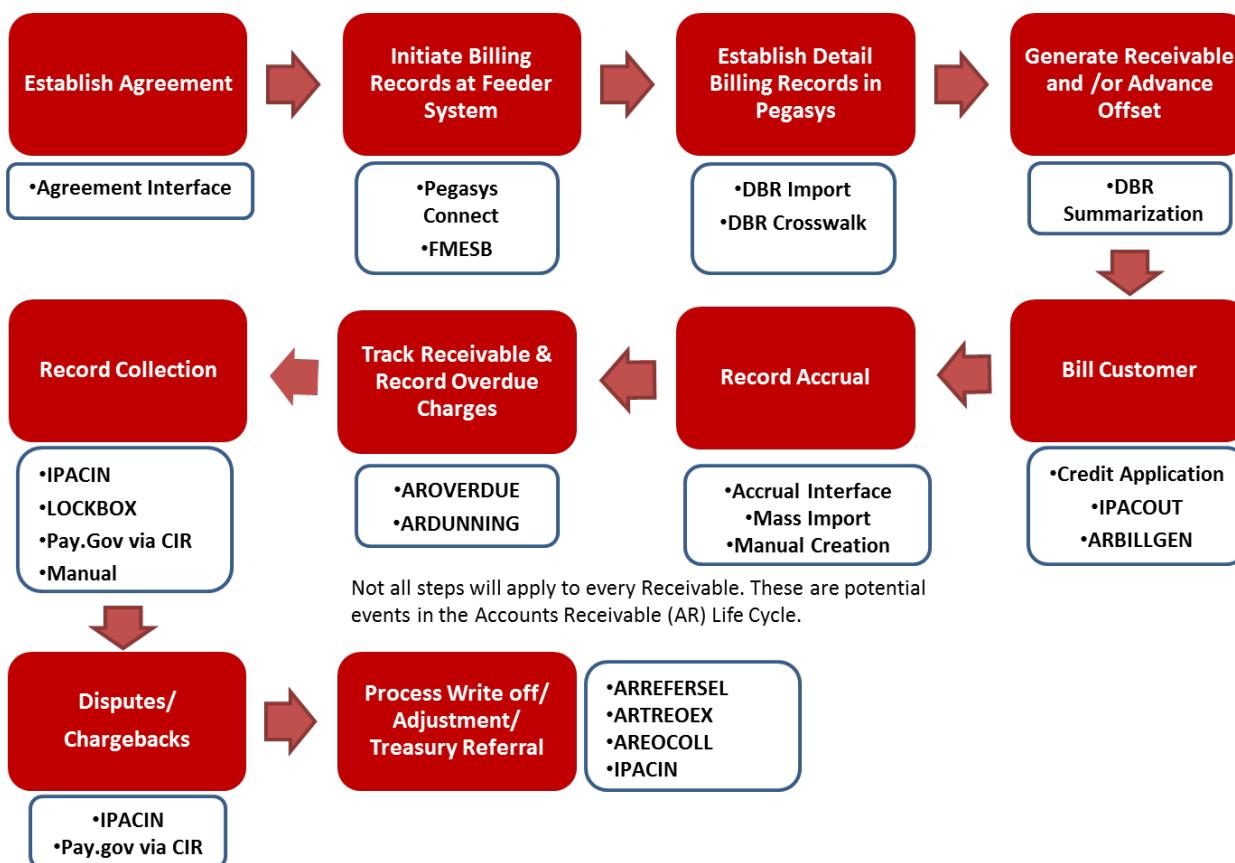
In addition to the use of Detail Billing Records, the Detail Billing Record /PCAS Hybrid model utilizes PCAS agreements, allowing GSA to:

1. Define the terms, conditions, and funding amount for which GSA will provide goods/services to the customer
 2. Track GSA fulfillment of customer orders (and related Unfilled Customer Order balance)
 3. Track billing and collections for goods/services provided to the customer

Unlike the PCAS model described in Section 2.2, the Detail Billing Record /PCAS Hybrid model will not use the PCAS bill generation functionality to generate billing transactions directly from the PCAS agreement. Rather, Detail Billing Records received from the Feeder Systems will be crosswalked (Detail Billing Record Crosswalk) and then summarized (Detail Billing Record Summarization) to generate the Pegasys billing transactions. The PCAS agreement reference recorded on the Detail Billing Records will carry over to the Pegasys billing transactions created by the Summarization process, and thereby provide a link/reference from the billing transaction to the PCAS agreement.

The following exhibit depicts the Accounts receivable lifecycle for the business lines that utilize the Detail Billing Record/PCAS hybrid functionality.

Exhibit 2-3: Accounts Receivable Life Cycle – Hybrid DBR/PCAS Billing Method



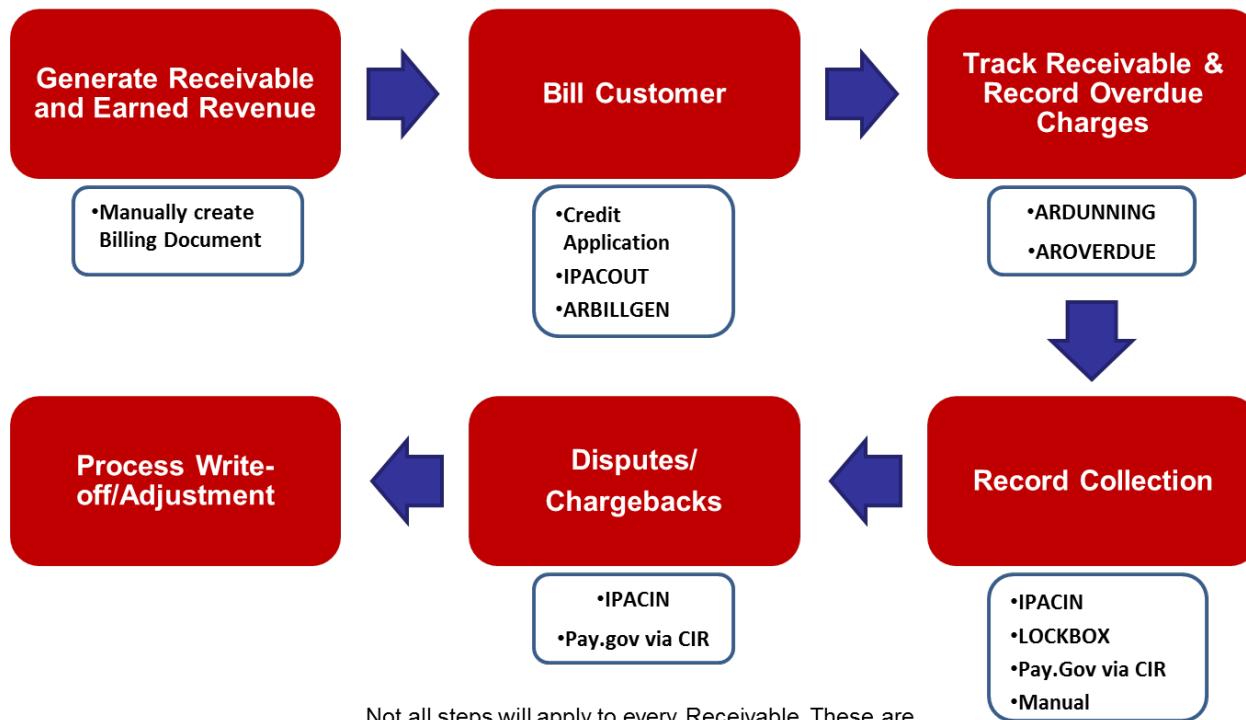
2.4 Non-Detail Billing Record/Non-PCAS Hybrid

The generation of billing transactions under the Non-Detail Billing Record/Non-PCAS (Non-DBR/Non-PCAS) model is performed manually in Pegasys and does not utilize the automated Detail Billing Record or PCAS functionalities described in the sections above. This model is traditionally used for business

lines with low billing volume that does not necessitate automatic generation of the Pegasys billing transaction. Rather, billing transactions are simply entered into Pegasys via the User Interface (UI) by the Region 6 or Region 7 Finance Divisions as needed.

The following exhibit depicts the Accounts Receivable lifecycle for the business lines that utilize the Non-Detail Billing Record/Non-PCAS functionality.

Exhibit 2-4: Accounts Receivable Life Cycle – Non-DBR/Non-PCAS Billing Method



2.5 Billing

GSA Billing can be subdivided into several categories as described below. Additionally, the Billing process for Billing Documents (BDs) may include transmitting the billing information to Vendor/Customer Self Service (VCSS), consolidating billing Statement and/or submitting the billing information to Treasury via the IPAC System.

2.5.1 Statement Billing

GSA will use Statement billing as a means to group Pegasys billing transactions to form consolidated “statement” billing for each customer. Statements provide the ability to group multiple Billing Documents for the same customer in order to generate a single customer billing.

To create billing statements, a Statement number is assigned to GSA billing transactions. The Statement number recorded on a BD is used in the establishment of a Statement entity, which enables USDA to perform actions at a level higher than the normal document level. These actions include querying, printing and presenting to the customer in VCSS. A statement entity can include one or many BD documents.

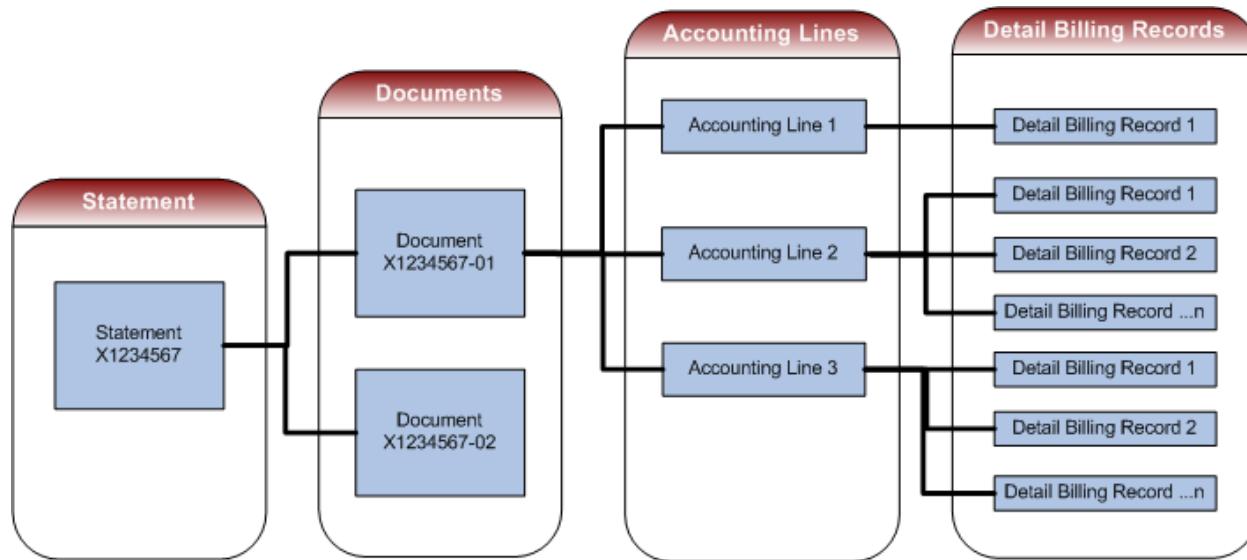
Statement numbers can also be assigned at the time of manual form creation, using the generate statement number button. The user has the option to generate the statement during the new form wizard process or from within the new form.

Statements can be generated for DBR, PCAS, DBR/PCAS Hybrid, and Non-Detail Billing Record/Non-PCAS billing methods as described below:

- Statement Billing for DBR (Detail Billing Records): The statement billing of DBR can have 1) numerous BDs in a statement, 2) numerous accounting lines under the BD, and 3) one or many DBRs under each BD's accounting line.

The following Exhibit is an example of the statement structure for DBRs.

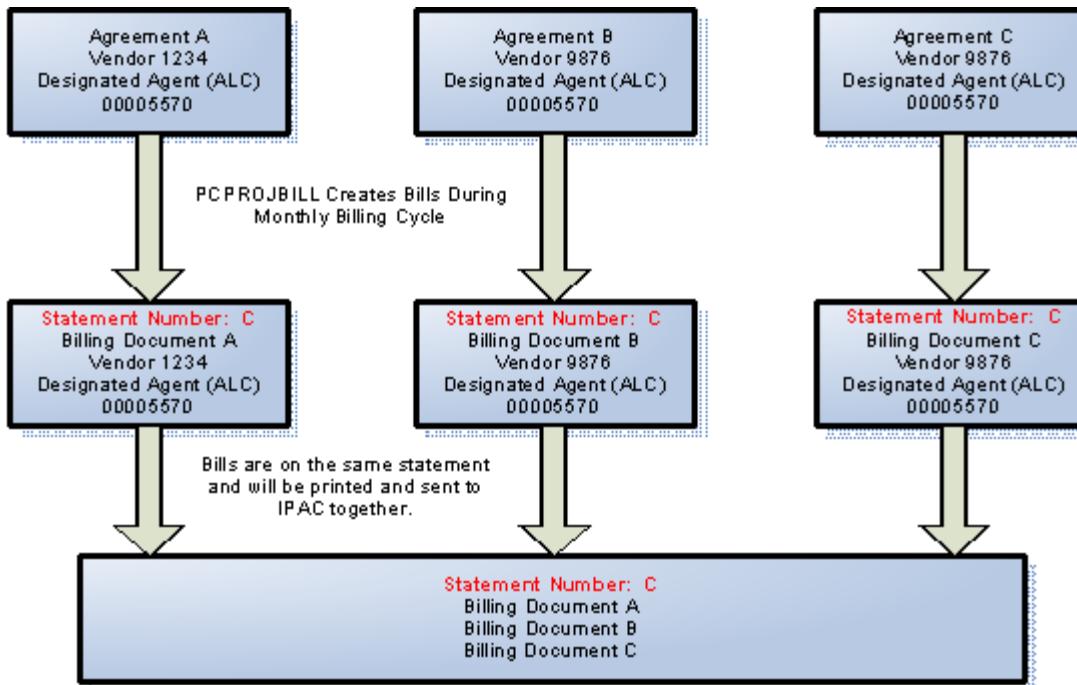
Exhibit 2-5: DBR Statement Structure



- Statement Billing for PCAS (Project Cost Accounting System): In this process a statement is generated when Billing Documents are processed by PCPROJBILL (PCAS Project Bill Generation). To create billing statements, PCPROJBILL will group bills based on matching characteristics including the designated agent (if populated) or the vendor within a given run of PCPROJBILL to create a statement entity. Note that the PCPROJBILL Billing Document grouping logic is not used by the Region 6 Manual Business Lines, Real Property Utilization and Disposal Division (RPUDD), or External Services. For these business lines, a single statement will be created for each agreement.

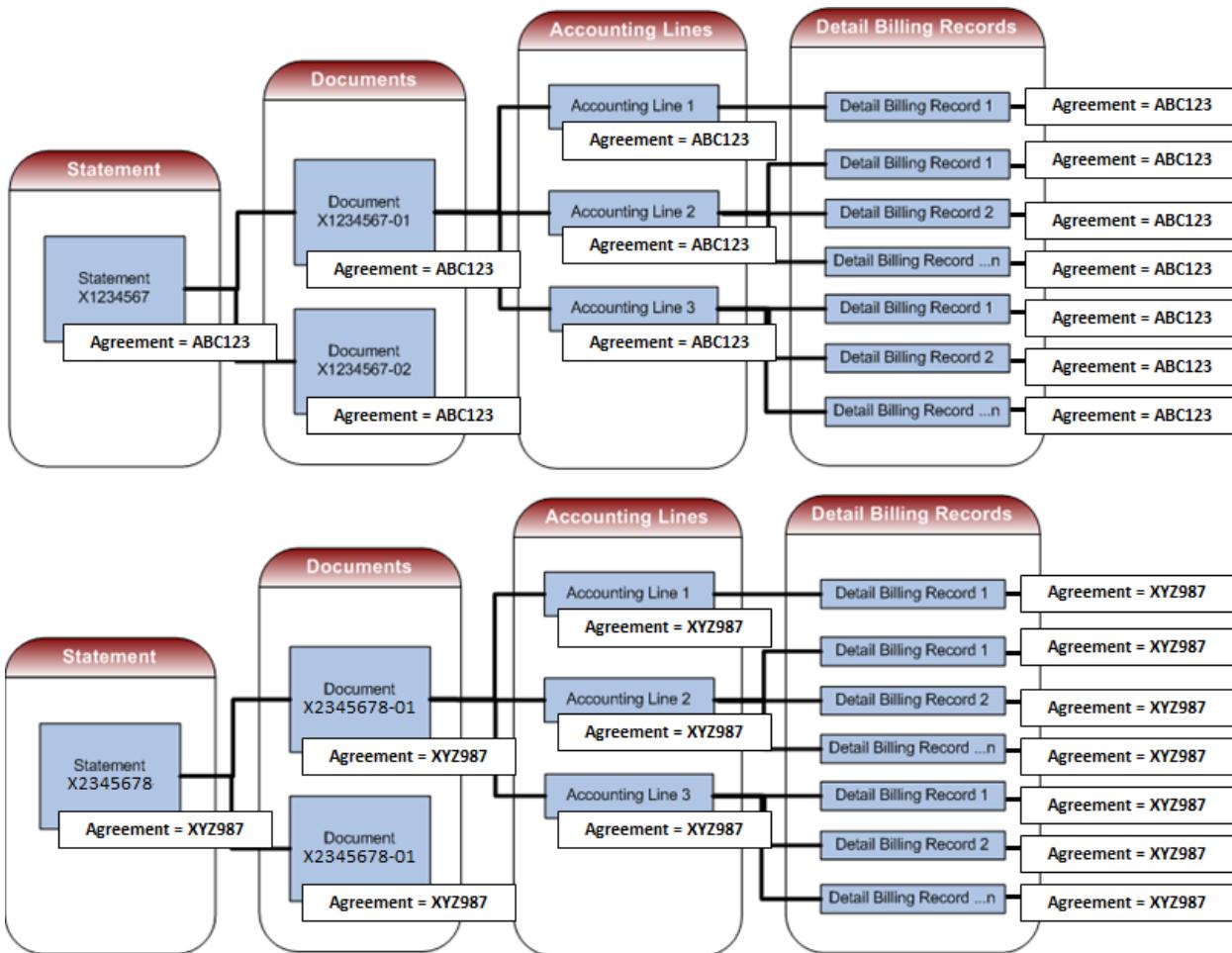
The following exhibit depicts the statement structure for business lines utilizing the PCAS statement grouping functionality.

Exhibit 2-6: PCAS Statement Structure



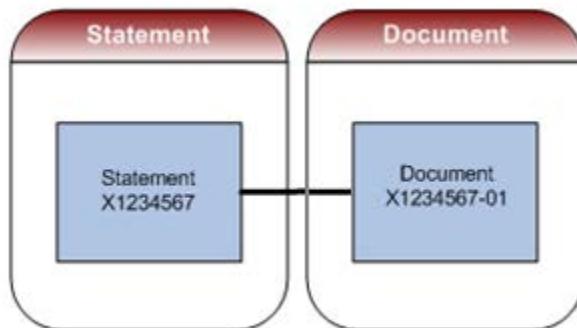
- Statement Billing For Hybrid DBR/PCAS: The statement billing of the Hybrid DBR/PCAS can have 1) numerous BDs in a statement, 2) numerous accounting lines under the BD, and 3) one or many DBRs under each BD's accounting line. Because the DBRs originally reference a PCAS agreement, the subsequently generated statement, Billing Document, and accounting lines also reference the PCAS agreement. Note that DBRs with different agreement numbers are summarized to different statement numbers, meaning each agreement will have a unique corresponding statement.

The following exhibit depicts the statement structure for Hybrid DBR/PCAS.

Exhibit 2-7: Hybrid DBR/PCAS Statement Structure


- Statement Billing For Non-Detail Billing Record/Non-PCAS: The statement billing of Non-Detail Billing Record/Non-PCAS billing transactions utilizes a simple one to one relationship from Billing Document to statement.

The following exhibit depicts the statement structure for Non-Detail Billing Record/Non-PCAS.

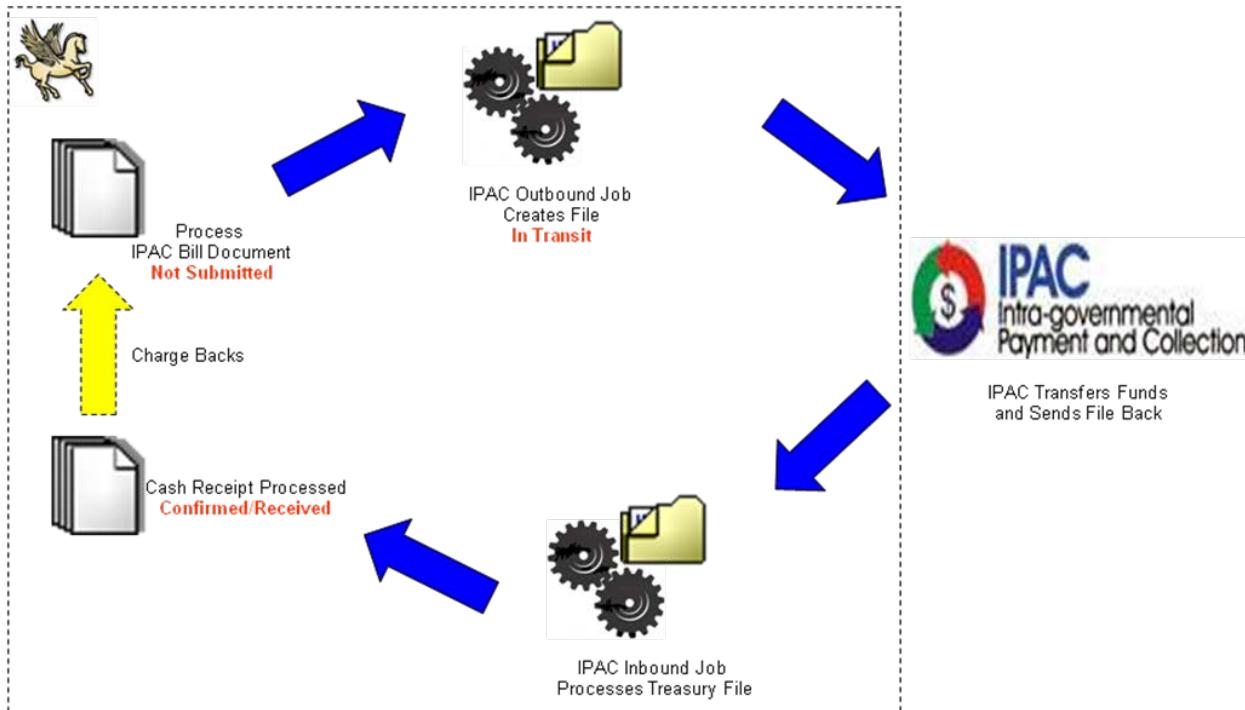
Exhibit 2-8: Non-DBR/Non-PCAS Statement Structure


2.5.2 IPAC

IPAC stands for Treasury's Intra-governmental Payment and Collections system (IPAC). IPAC facilitates the intra-governmental transfer of funds, with descriptive data from one Federal agency to another. IPAC transactions are submitted to and received from Treasury via the IPAC system and therefore are considered similar to interface documents. As such, the IPAC documents created in Pegasys have different data requirements and editing restrictions than non-IPAC documents.

The following illustration depicts the IPAC life cycle. The IPAC status is listed under each phase of the life cycle. The IPAC life cycle begins with the "Process IPAC Bill" with the IPAC Status of Not Submitted.

Exhibit 2-9: IPAC Life Cycle



As part of each step in the life cycle, Pegasys assigns an IPAC Status (the red text in the above illustration). The IPAC Status is a Pegasys-specific status that is used to track the Pegasys IPAC transaction in its interaction with Treasury. The following table describes the IPAC Statuses used in Pegasys. These statuses will be referenced throughout the remainder of the document. In each section where IPAC documents/forms are manually created or amended, there is an additional table that describes the business rules for manual actions on the IPAC Statuses. For example, when documents are pending confirmation from Treasury, which is the Pegasys IPAC status of "In Transit", the documents cannot be amended or corrected.

Exhibit 2-10: IPAC Statuses

Document Category	IPAC Status	Description
Billing Document (BD)	Not Submitted	An IPAC Status equal to Not Submitted is given to any IPAC BD that has been processed, but not yet been sent to IPAC via the GSIPACOUT batch job.
Billing Document (BD)	In Transit	An IPAC Status equal to In Transit is given to any IPAC BD that has been sent to IPAC via the GSIPACOUT batch job.

Document Category	IPAC Status	Description
Billing Document (BD)	Rejected	An IPAC Status equal to Rejected is given to any IPAC BD that has been sent to IPAC, but has been rejected by IPAC. IPAC will have also notified the sending agency of a problem with the payment or collection via e-mail correspondence and the IPAC status will be manually set to Rejected.
Billing Document (BD)	Confirmed	An IPAC Status equal to Confirmed is given to any IPAC BD that has been sent to IPAC via the GSIPACOUT batch job and IPAC has accepted and confirmed the transaction.
Billing Document (BD)	Hold-Pending Chargeback	An IPAC Status equal to Hold Pending Chargeback is given to an IPAC BD where an inbound collection adjustment is created referencing a CR that references a BD with an IPAC status of Confirmed.
Billing Document (BD)	Do Not Send	An IPAC Status equal to Do Not Send is given to any BD article where the Rebill flag is true but the user has determined that the bill should not be resent to IPAC. The status of Do Not Send can only be set on an article where the rebill flag is true, meaning the article was automatically created when a Debit Voucher set to re-open the bill is processed.
Billing Document (BD)	Write-Off	An IPAC Status equal to Write-Off is given to the IPAC BD when the write-off amount equals the total article amount.
Cash Receipt (CR)	Pending	An IPAC Status equal to Pending is given to any IPAC CR that does not process successfully in Pegasys during the GSIPACIN process. Such IPAC transactions retain the Pending status until they process successfully.
Cash Receipt (CR)	Confirmed	An IPAC Status equal to Confirmed is given to any IPAC CR Confirming an IPAC Billing Document, that has been sent to IPAC via the GSIPACOUT batch job and IPAC has notified the sending agency of receipt.
Cash Receipt (CR)	Received	An IPAC Status equal to Received is given to an IPAC CR that is pushed from another agency (meaning the CR does not reference and confirm an IPAC BD) that has been received from IPAC and successfully processes via the GSIPACIN batch job.
Cash Receipt (CR)	Write-Off	An IPAC Status equal to Write-Off is given to an IPAC CR with a line type of Write Off. An IPAC Write-Off CR can only be generated from the IPAC Transaction Query for a referenced Bill with a write-off amount.
Payment Authorization (IP)	Not-Submitted	An IPAC Status equal to Not Submitted is given to any IPAC IP that has not yet been sent to IPAC via the GSIPACOUT batch job.
Payment Authorization (IP)	In Transit	An IPAC Status equal to In Transit is given to any IPAC IP that has been sent to IPAC via the GSIPACOUT batch job.
Payment Authorization (IP)	Rejected	An IPAC Status equal to Rejected is given to any IPAC IP that has been sent to IPAC, but has been rejected by IPAC. IPAC will have also notified the sending agency of a problem with the payment or collection via e-mail correspondence and the IPAC status will be manually set to Rejected.

Document Category	IPAC Status	Description
Payment Authorization (IP)	Confirmed	An IPAC Status equal to Confirmed is given to any IPAC IP confirming an IPAC BD, that has been sent to IPAC via the GSIPACOUT batch job and IPAC has notified the sending agency of receipt.
Payment Authorization (IP)	Pending	An IPAC Status equal to Pending is given to any IPAC IP that does not process successfully in Pegasys during the GSIPACIN process. Such IPAC transactions retain the Pending status until they process successfully. These payments are “pull payments” only.
Payment Authorization (IP)	Received	An IPAC Status equal to Received is given to an IPAC Payment that has been received from IPAC and successfully processes via the GSIPACIN batch job. These payments are “pull payments” only.

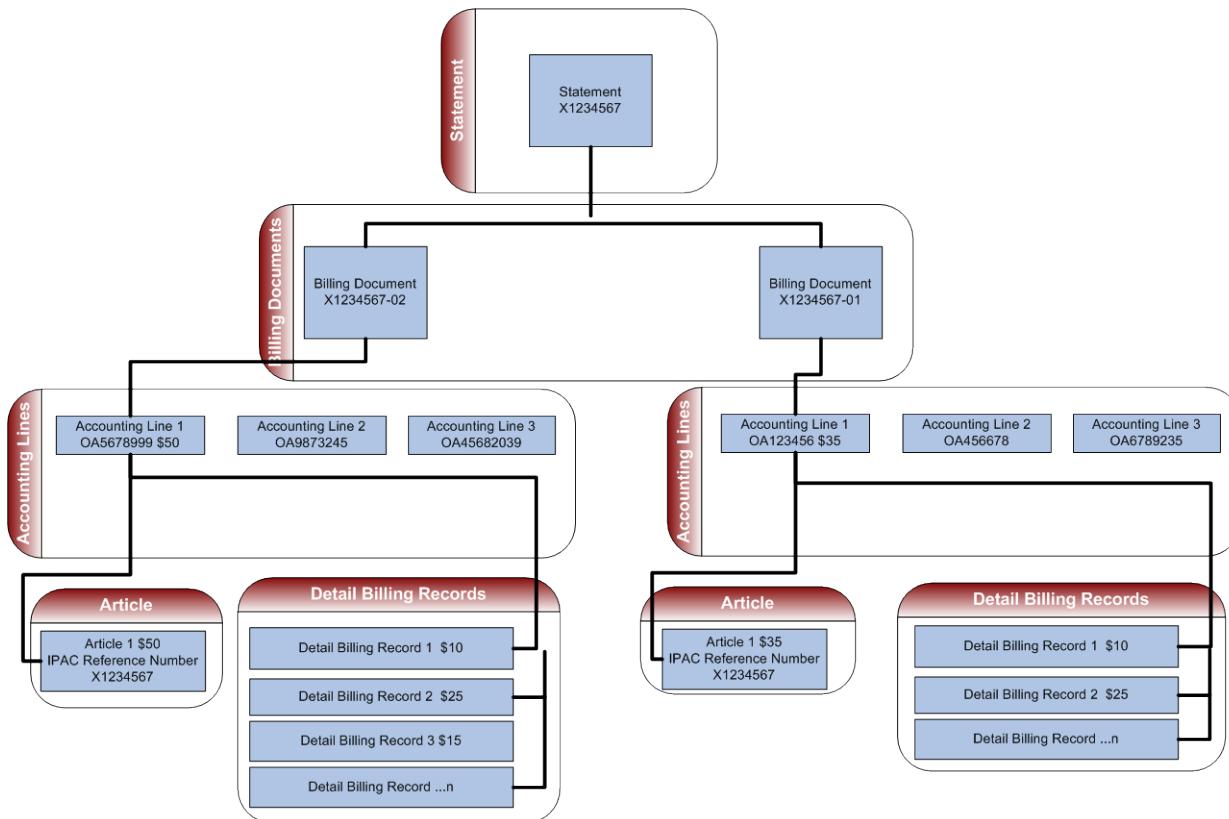
2.5.2.1 IPAC Transaction Structure

When creating non-IPAC documents, the Inter-agency Flag must be set to False (and will be defaulted to false by the system). When creating IPAC documents, however, the Inter-agency flag must be set to true (and will be defaulted to true by extensibility). IPAC transactions have an additional level of detail associated with the accounting line. This additional level is called an Article. Articles contain the quantity and commodity (or unit) information required by IPAC. Commodity/Unit information is not stored on BD/CRs other than the Article. Articles are used in IPAC transactions only, and are not true sub-lines in the way charge lines are. Articles do not post to the journals or record any accounting; therefore they are not true “sub-lines”.

GSA IPAC billing transactions will have either Detail Billing Records (DBR) or Agreements; however, DBRs and Articles are not linked or associated to each other. Both DBRs and Articles are linked and associated to accounting lines and can be associated to the same accounting line. IPAC Billing Documents generated from Agreements will utilize Use Summed Qty and not DBE Detail.

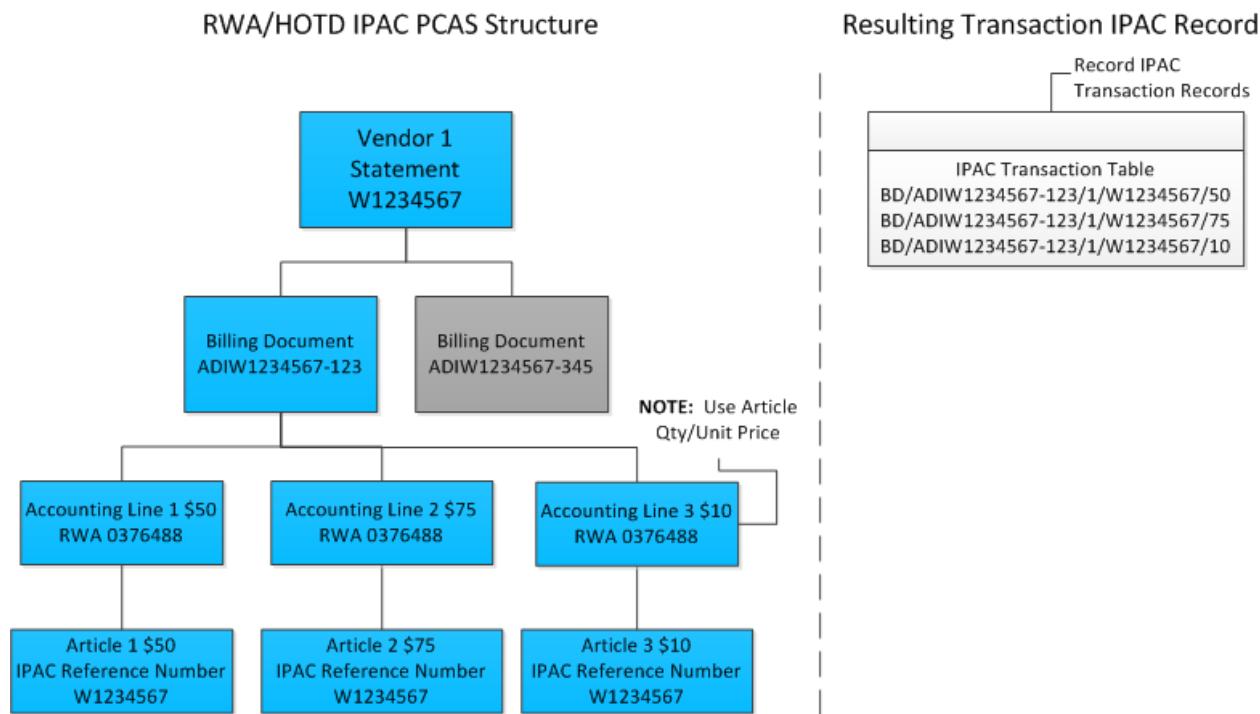
The following illustration is an IPAC Statement using DBRs.

Exhibit 2-11: IPAC Statement Using DBR



The following illustration is an IPAC Statement using agreements.

Exhibit 2-8: IPAC Statement using Agreements (PCAS)



NOTE: Structure is applicable for Manual Business Lines

2.5.2.2 DBE Detail/Detail IPAC

“Detail IPAC” or “DBE Detail” are the terms used throughout this document to refer to sending Details or “D” records from Pegasys to Treasury in the IPAC Outbound file at the Detail Billing Record level rather than using the combination of Article/Accounting Line information.

2.5.2.3 Outbound Process to IPAC

Agencies have the opportunity to send transactions to IPAC on-line or through transmission of a bulk file. For Pegasys Users, transactions are selected and mapped to the IPAC Bulk File through the execution of the IPAC Outbound Batch process. The following transactions can be sent to Treasury via the IPAC Outbound process in Pegasys:

- Billing Documents (BD) - new bills, rebilling of charged back bills
- Payment Authorizations (IP) - new payments for credit owed to the customer

2.5.2.4 Inbound Process from IPAC

GSA will receive collections and have payments “pulled” as part of the IPAC Inbound process. The inbound process uses the input file from Treasury (modified by the IPAC Search application) to create Cash Receipts (CRs) and Payment Authorizations (IPs). In addition to payments and collections, GSA will receive “chargebacks” or adjustments from customers via IPAC. Chargeback transactions will also be created by the IPAC inbound process.

- For information on querying IPAC transactions, please refer to sections 4.7.3
- Please refer to the Appendix G.1 for a description of the IPAC transaction types as received from Treasury

2.5.3 Non-IPAC

Non-IPAC (standard) bills are generated and optionally sent to customers for remittance. All four billing models – DBR, PCAS, DBR/PCAS Hybrid, Non-DBR/Non-PCAS – can generate Non-IPAC Billing Document (BD) documents. After receiving the bill from GSA, the customer can remit payment using the following methods: cash, check, check using a lockbox, or using credit card Pay.gov. Additionally Federal customers for which a Non-IPAC bill is sent may remit payment via IPAC push payment.

Non-Federal PCAS agreements for which the customer has paid in advance can generate Advance Offset Cash Receipts (CR) to offset the customer's advance payment rather than generate a non-IPAC Billing Document. The advance offset liquidates the liability originally processed with the advance payment and also records revenue associated with the goods/services provided to the customer.

2.5.4 Interfund/Intrafund Billing

The Interfund/Intrafund billing process is performed when one business unit within GSA purchases goods or services from another business unit within GSA. Intrafund billing is defined as purchasing/selling of goods/services within the same Treasury Symbol whereas Interfund is defined as purchasing/selling of goods/services among different Treasury Symbols.

All four billing models – DBR, PCAS, DBR/PCAS Hybrid, Non-DBR/Non-PCAS – will perform Interfund/Intrafund billing using Internal Voucher (NV) documents. The Internal Voucher (NV) permits the simultaneous recording of expenditures for the receiver of goods/services (buyer) and revenue for the provider of the goods/services (seller).

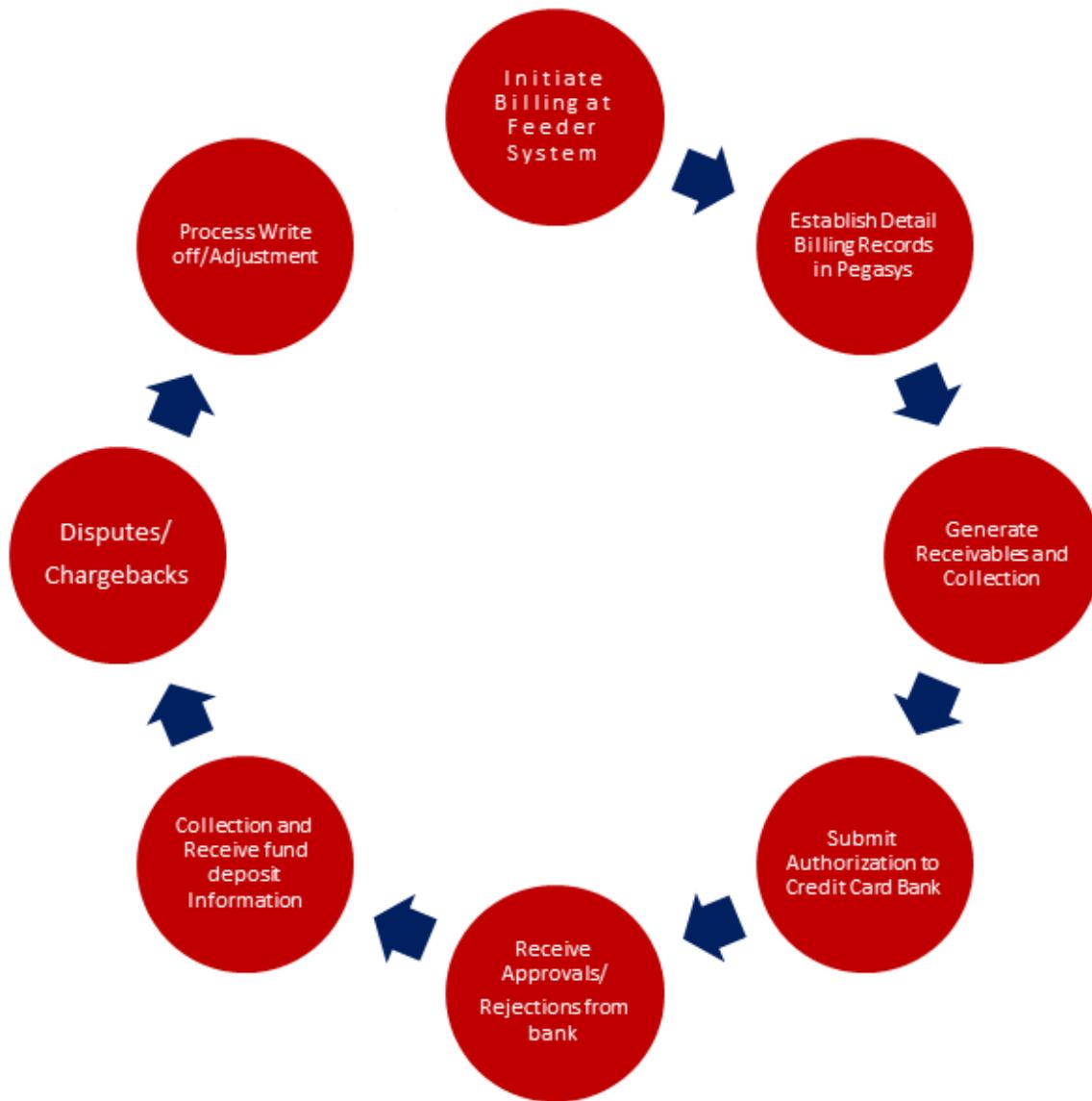
2.5.5 Revenue Credit Card

The Pegasys Revenue Credit Card functionality facilitates the settlement process used to collect funds resulting from pre-approved credit card billing transactions. Credit Card Billing Documents are generated from Detail Billing Records for transactions that are designated to bill using Card Acquiring Service Providers (banks). The receivable amount authorization is sent to a credit card bank (Vantiv) for transaction approval. Subsequently, transaction approvals and rejections are received from the bank (Vantiv). Using Collections Information Repository (CIR), the confirmation of funds is received from Treasury before the cash receipt transaction is confirmed and considered complete.

Revenue Credit Card DBRs are identified by the “Billing Method field = C” on the Detail Billing Element Fields tab. They contain same fields as a standard non-IPAC DBR, along with additional credit card related fields. FedPay will send in some credit card information on the DBR and a pre-defined crosswalk will be used to fill in remaining fields. FedPay also determines the frequency at which a DBR will be billed via a value in the Bank Charge Detail field on Detail Billing Element Fields tab. The frequency may be daily via detail billing (D) or semimonthly at a summary level (S).

The following Exhibit is illustrates the Revenue Credit Card lifecycle.

Exhibit 2-9: Revenue Credit Card – Accounts Receivable Lifecycle



2.5.6 Department of Defense (DoD) Interfund

The Department of Defense (DoD) requires GSA to bill them via Simplified Intra-Governmental Billings and Collections System (SIBAC), not IPAC. The DoD Interfund functionality enables GSA to meet this requirement. This is a one-step collection method as the collection is created immediately after Receivable is billed. An outbound file is sent to Treasury and no confirmation is received back- funds are considered moved and complete.

DoD Interfund DBRs are identified by the “Billing Method field = D” on the Detail Billing Element Fields tab. Additional fields are similar to non-IPAC DBR records, using DoD Interfund specific values. The DBR Batch Process for DoD Interfund includes a custom Statement Number assignment Batch Job DBR Statement Number.

The Assign Statement Numbers Batch Job sets the Statement Number value in Detail Billing Records that have a Billing Method of DoD Interfund. The batch job identifies DoD Interfund DBRs. It then groups DBRs by DoD Activity Address Code (DODAAC), Customer Fund Code (also known as Fedcode), C/L

Signal Code and Fiscal Year. If an Unbilled DoD Interfund Statement exists with less than 450 Detail Billing Records, the Statement Number from the Unbilled Statement is populated on the DBR Otherwise; a new Statement Number is generated. The Statement Number format will use DoD%y%I format, where:

- “DoD” is a constant.
- %y is the two-digit calendar year.
- %I is the five-character bill number required for DoD Interfund.
- The %I variable stands for a 5-character string Mnnnn that is generated as follows:
 - M is a letter derived from the month in which the bill is created and nnnn is a sequence number within the letter.

The Exhibit below lists the letter pertaining to each month of the year. Note that the letters I and O are excluded in the Exhibit below. The remaining four characters are a sequence number that starts over each time the letter changes. E.g.:

- January: A0001...A9998, A9999; B0001,...B9999.
- February: C0001,...C9998, C9999; D0001,...D9999.

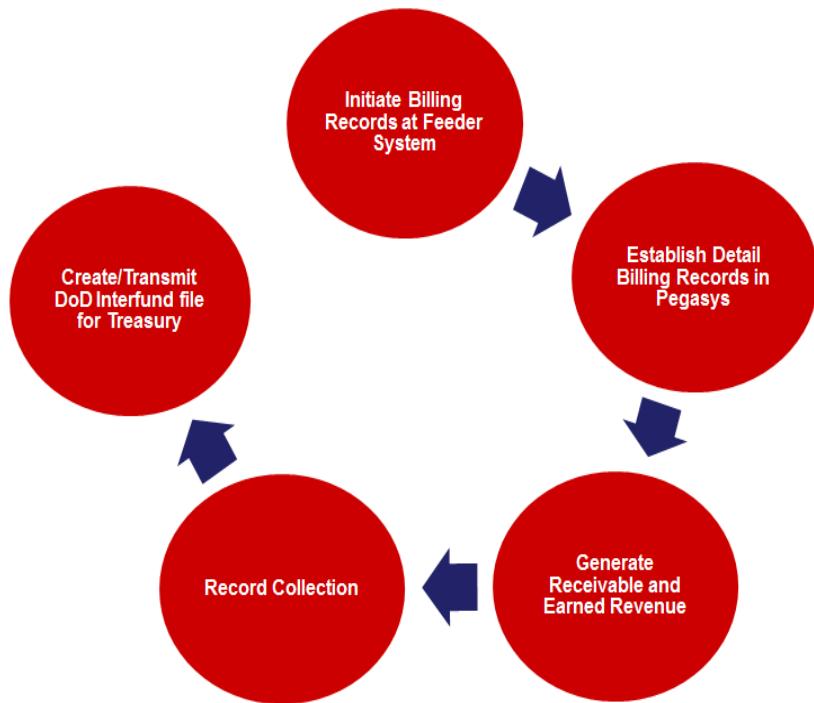
Exhibit 2-10: DoD Interfund –Statement Number Format

Billing Month	1st Position of String
January	A, B
February	C, D
March	E, F
April	G, H
May	J, K
June	L, M
July	N, P
August	Q, R
September	S, T
October	U, V
November	W, X
December	Y, Z

For DBR Summarization, DoD Interfund uses the same Supply Summarization Batch Job (SUDLYARDBSUMR). Summarization will create Billing Documents and Statements using the Assign Statement Number values to group the Detail Billing Records. It creates Pegasys Billing Documents (BD) and then summarizes DBRs into Statements based on previously assigned numbers.

The following Exhibit is illustrates the DoD Interfund lifecycle.

Exhibit 2-11: DoD Interfund – Accounts Receivable Life Cycle



2.6 Accruals

Accruals provide a way to record revenue and receivables in the current month for billings scheduled to be processed in a subsequent period. This method generates Standard Vouchers (SV). Accruals are different from bills and Interfund in that the accrual is acting as a placeholder for the billing transactions.

- For details on Accruals, please refer section 4.5.

2.7 Receivables Management

Pegasys provides the following additional functionalities to assist the user in managing receivable activities.

2.7.1 Correspondence

Correspondence provides the ability to communicate internally and/or externally. Internal Correspondence is used when users need to document internal communications or notes. External Correspondence is used to allow users to communicate with the customer as well as to allow customers to communicate with Pegasys users. External Correspondence can be created and sent from Pegasys by users and created and sent from VCSS by GSA customers.

Correspondence can be at the Statement level, or Account level (Vendors) for Receivables. Other Pegasys transactions such as Cash Receipts (CR) or Payment Authorization (IP) can use Document Level Correspondence.

- For information on Correspondence, please refer to section 4.8.

2.7.2 Attachments

The Pegasys Attachment functionality enables users to attach supporting documentation to billing transactions (such as Billing Documents (BD), Cash Receipts (CR), and Payment Authorizations (IPs)) as well as billing statements, PCAS agreement entities, and Correspondence messages. For example, a copy of a scanned check can be attached to a Cash Receipt (CR) or a refund authorization can be attached to a Payment Authorization (IP). Attachments can be limited to authorized users using the sensitive attachment functionality.

- For information on Attachments, please refer to section 4.6.2.

2.7.3 Workflow/Approval Routing

Pegasys provides the ability to specify whether one or more approvals need to be applied to a document based on the processing action taken by a user (such as document cancellation, creation, and/or editing). Additionally, some approvals may be required based on the dollar amount recorded on the document. Approval types have been established that are needed for certain document types, including the dollar amount ranges that need approval by one or more approvers or groups.

- For information on Workflow/Approval, please refer to section 4.16.

2.7.4 Disputes (Non-IPAC)

Customers may disagree with billing amounts or billing rates. Pegasys Dispute functionality enables customers to electronically indicate the disputes through the VCSS system. Customers can also contact users, and the users can record the customer's dispute request directly in Pegasys. Note that Dispute functionality is only available on non-IPAC billing, including BD and NV document categories.

- For information on Dispute functionality, Please refer to section 4.9.

2.7.5 Chargebacks

GSA customers may also disagree with billing amounts or billing rates, at which point the customers can "chargeback" a GSA bill. There are three kinds of chargebacks:

- For information on IPAC Chargebacks, please refer to section 4.10.
- For information on Revenue Credit Card Chargebacks, please refer to section 4.11.
- For information on Pay.gov Chargebacks, please refer to section 4.12.

2.7.6 Agreement Customer Novation

Agreement Customer Novation functionality updates the vendor on outstanding billing documents when the vendor on the billing documents associated agreement is changed. It corrects/amends Unbilled Billing documents to update vendor. It further draws down Billed Billing documents to the liquidated amount and creates a New Billing Document for the outstanding amount to the New Vendor.

Agreement Customer Novation process also updates the customer on an existing Agreement and tracks the Novation history of the Agreement. Agreement Customer Novation ONLY updates billing transactions, not spending transactions. In addition, Agreement Customer Novation can only be processed on Billing Documents that are not fully collected. Agreement Customer Novation does not update Internal

Vouchers associated with a novated Internal Agreement because an Internal Voucher is considered fully “collected” upon processing.

For information on Agreement Customer Novation, please refer to section 4.3.8.

2.7.7 Annual Closed Unfilled Customer Orders Reversal (UFCO)

The PCAS Annual Close Unfilled Customer Orders Reversal (UFCO) process draws down any remaining unfilled customer order balance and returns any unused advance amounts at the end of the life of the agreement. The ACCSTORRVS Batch process reduces expiring unfilled customer orders to match the greater of total Collections or total spending at year-end or end of the Agreement life and returns any unused Advances.

In the PCAS UFCO Reversal Transaction Processing:

- If unfilled Customer Order balance remains at time of Agreement completion then an agreement Document correction is done to reduce the outstanding UFCO amount to match the greater of total Collections or total spending.
- If unused Advance remains at time of Agreement completion, then Refund payment IP is created to refund the unused Advance amount back to the customer. Advances can be returned for External Agreements.
- For customers that require an advance, users book Unfilled Customer Order with the Advance Payment Cash Receipt Document. For customers that do not require an advance, users book Unfilled Customer Order using an Agreement Document. The UFCO process reduces the agreement line amount.

2.7.8 Mass Import

Mass Import is a method by which users can import and process forms in Pegasys, similar to the Pegasys Form Import batch job. Unlike the Form Import batch job, which is run by the USDA Operations team, and requires the use of a flat file as its input, Mass Import can be run directly by the users, and utilizes a pre-defined Excel spreadsheet template as its input.

Users may use Mass Import for the following BAAR documents:

- Billing Documents
- Internal Vouchers
- Standard Vouchers
- Cash Receipts
- Itemized Payments
- External Direct Agreements
- Internal Direct Agreements
- Debt Accounts
- Agreement Charges

There are two ways of doing Mass Import:

- Single Online Interface - Using the New Form Creation screen, this method allows users to select an Excel input file from their computer to create one single new form
- Multiple Online Interface - Using the Bulk Upload screen, this method allows users to select an Excel input file from their computer to create multiple forms in held, scheduled, or processed status

Additionally, the Mass Import functionality provides the ability to export a form/document to an Excel spreadsheet. Export to Excel is performed while reviewing the form/document from within the Pegasys GUI. Once exported, the Excel file can then be manipulated to generate a corresponding Mass Import input file to generate new forms/documents.

- For information on Mass Import, please refer to section 4.18.

2.8 Collection

GSA receives collections from several sources, including IPAC, Lockbox banks, and CIR. The Collections Information Repository (CIR) is a Treasury maintained collections reporting system. It receives collection/deposit information from FMS collections systems/settlement mechanisms. It contains detailed and summarized records of revenue collections that are non-IPAC. Pegasys receives settlement notification from CIR for Pay.gov credit card and Revenue Credit Card collections. The CIR reports are pushed to Pegasys as XML files using system-to-system methodology. The reports are in three formats:

- **Summary Only** – Only voucher-level information is extracted
- **Detail Only** – Only individual collection transaction-level information is extracted (credit card transactions, wires, ACH transactions)
- **Summary and Detail** – Voucher-level information along with any associated detail transactions is extracted

GSA Collections can be subdivided into several categories:

- **Lockbox collections:** Collections received for non-IPAC bills. The Lockbox process generates the Cash Receipt (CR) document from a file received from the lockbox bank
- **IPAC collections:** Utilizes an interface with Treasury's Intra-governmental Payment and Collection (IPAC) system to process collections from other Federal agencies. These collections may be for non-IPAC or IPAC bills
- **Contract Fees-** GSA has a system called SIFT (Scheduled Industrial Funding Transaction) that tracks and records Industrial Funding Fees (IFF) payments. Contract Fees Interface supports the recording of IFF contract fee collections in Pegasys as Cash Receipts via the Contract Collections Batch Process. It performs following action:
 - Validates payment records against Pegasys IFF Contract Details table.
 - Determines accounting elements via Pegasys IFF Contract crosswalk.
 - Generates Cash Receipt documents and submits for processing.

IFF contract fee collection Cash Receipts are processed as standalone transactions and do not reference outstanding Billing Documents. Instead, vendors self-report their schedule sales and determine the amount owed to GSA.

- **DoD Interfund** - The DoD Interfund collection is processed and cash is posted in the General Ledger at the time of billing. Unlike IPAC, DoD Interfund billings do not require confirmation. The DoD Bill Creation (DODBILL) batch process performs the following 3 actions:
 - Selects unbilled DoD Interfund BDs and corrects the Billing Status to billed.
 - Creates records on the DoD Interfund staging table for submission to DoD.
 - Creates DoD Interfund DDC CR document type via copy forward from corresponding DoD BDs.
- **Revenue credit card** (via CIR) - Revenue credit card collections generate CR transactions after receiving pre-approval. The collection is first sent to Vantiv, GSA's credit card settlement agent, for approval. Once Vantiv has performed the settlement, Pegasys is notified of the confirmation by Treasury via CIR. The Revenue Credit Card Collection processing includes the following steps:

- Revenue Credit Card CR Generation batch processing
 - *Generates authorized Revenue Credit Card CR transactions to initiate settlement with credit card bank*
 - *Sets CR CCS Status to Not Submitted*
- Centralized Collections Services (CCS) Crosswalk/Staging batch processing
 - *Generates Centralized Collections Services staging records and crosswalks to include required data to be sent to credit card bank*
- CCS Outbound batch processing
 - *Reads staged CCS records and creates CCS outbound file for submission to credit card settlement bank*
 - *Sets CR CCS Status to Submitted*
- CCS Credit Card Settlement batch processing
 - *Reads settlement file sent from credit card bank and determines if any outbound transactions were rejected*
 - *Approves successful transactions - Sets CR CCS Status to Approved*
- CIR Inbound batch processing
 - *Reads the CIR file, applies crosswalk rules to the details in the file, populates the CIR Inbound Detail staging table*
- CIR Detail batch processing
 - *Reads the CIR Inbound Detail staging table and updates Revenue Credit Card CR transactions to record cash based on Confirmation from CIR.*
 - *Updates records with settlement information from CIR after settlement is confirmed by the bank.*
 - *Sets CR CCS Status to Confirmed*
- **Pay.gov (via CIR)** - Pay.gov is an online collection system that allows Federal and Non-Federal customers to make credit card payments electronically to GSA. The Pay.gov collection process includes the following steps
 - Customer completes the appropriate Pay.gov form with all required information
 - Pay.gov sends customer Credit Card payments to Vantiv (settlement bank) for settlement.
 - Vantiv then sends collection funds to CIR.
 - CIR notifies Pegasys of collection and settlement information.
 - The CIR Inbound Batch process is run in Pegasys to import the Pay.gov files, perform a crosswalk and create staging records that can be viewed via the CIR Inbound Detail Staging Query.
 - Lastly, the CIR Detail Batch process is executed to read the CIR Inbound Detail Staging table and create new Cash Receipt transactions in Pegasys.
- **CIR Reconciliation**- The CIR Reconciliation batch process provides the ability to reconcile Pegasys collection transactions with the collection data recorded at Treasury received via CIR. It allows for automated reconciliation of Pegasys CRs with CIR Summary level data. The batch process selects records on CIR Entity Summary table with Reconciliation Status = Unreconciled; Partially Reconciled; Unreconciled with Recommendations. Then CIR entity is created upon processing Pegasys Cash Receipt documents. It matches CIR Collection records to CIR Entity Summary records based on Key Defined Fields:
 - CIR Voucher Number and Pegasys Deposit Number
 - CIR Voucher Number and Pegasys Debit Voucher Number
 - CIR Deposit Date and Pegasys Accomplished Date

- CIR Unreconciled Amount and Pegasys Total Collected Amount
- CIR ALC and Pegasys ALC
- CIR Voucher Type and Pegasys Voucher Type
- CIR Voucher BETC and Pegasys BETC
- CIR Treasury Symbol and Pegasys Treasury Symbol

The collection of funds in Pegasys is recorded using Cash Receipt (CR) documents, which provide the ability to reduce outstanding receivables and record the collection of cash. When a Cash Receipt (CR) references a Billing Document (BD), the Cash Receipt (CR) liquidates the receivable balance recorded on the Billing Document (BD). Once processed, Cash Receipt (CR) documents can be reviewed on the customer's billing Statement within Pegasys as well as in Vendor/Customer Self Service (VCSS).

After collections are received, the Accounts Receivable life cycle continues with other post billing activity, which may include customer disputes on non-IPAC bills, chargebacks on IPAC Bills, and delinquency activities.

For details on Pegasys Collection process, Please refer section 4.7

- For details on Pegasys Statement Billing, Please refer section 2.2.1
- For details on VCSS, Please refer section 5
- For details on Pegasys IPAC Billing and Collection, Please refer section 2.3.2

2.9 Delinquency

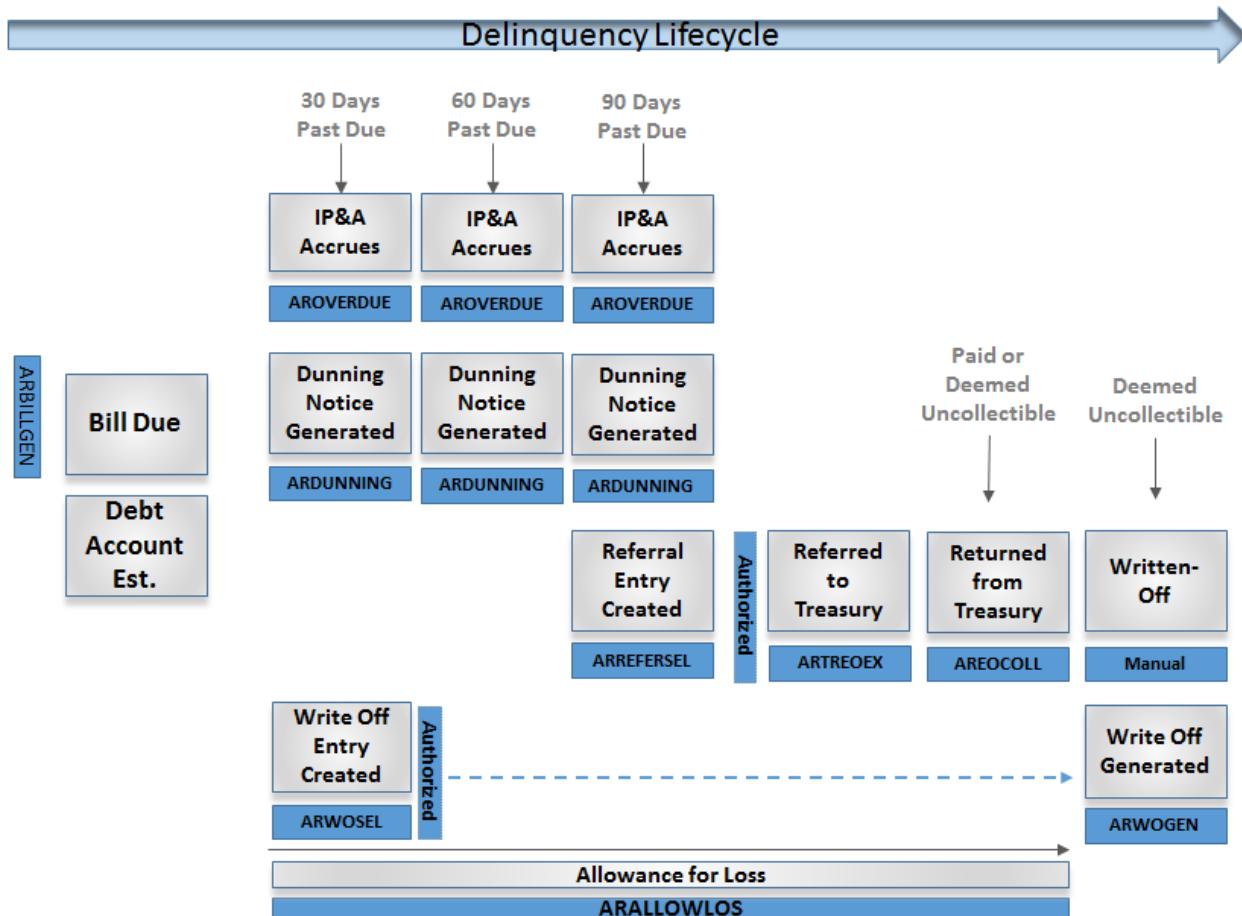
The Accounts Receivable Module tracks delinquent accounts. It provides the ability to dun customers for outstanding amounts owed to GSA and select overdue receivables for write-off.

Delinquency processes include:

- Generating Dunning. Pegasys will run the ARDUNNING Batch Jobs and auto trigger the Dunning reports. The Dunning report will be attached to the Statement in Pegasys, as well as to the Statement in VCSS (if the customer is registered in VCSS) for the customer to view.
- Manually writing off uncollectable receivables.
- Processing Returned Checks.
- Recording the Allowance for Loss General Ledger postings.
- Assess overdue charges.
- Select, submit, and collect upon Treasury referrals for monies owed to GSA.

The exhibit below depicts BAAR's Dunning, Referral, and Write-Off Delinquency lifecycle.

Exhibit 2-12: Non-Federal Delinquency Life Cycle



Delinquency Management functionality tracks billed aged Receivables. If a Non-Federal billed Receivable is not paid by the Billing Document's due date, penalties are assessed on the overdue Receivable and dunning notices are generated at the Statement level. Note that Outlease dunning is generated immediately if no advance is in place to cover the monthly amount due.

Overdue Charges - The day after a Billing Document's due date, overdue charges can begin to accrue on the outstanding Billing Document at the Accounting Line level. There are three types of Overdue Charges.

- Interest Charges
- Penalty Charges
- Administrative Charges

Overdue Charges are assessed only on Non-Federal customers. Non-Federal Receivables are due 30 days after the Bill Print date or from the date of the First Demand Letter.

Referrals - After a period of 90 days during which the minimum 3 dunning notices have been sent to the customer/debtor, outstanding bills and claims can be referred to Treasury for collection. Treasury collects an additional fee from the debtor for its collection efforts. Any additional collections by Treasury are then turned over to GSA and applied to the outstanding balance of the bill or claim. Treasury attempts to collect on the debt until the full outstanding amount has been liquidated.

- For details on Delinquency, Overdue Charges and Referrals, Please refer section 4.14

2.10 Treasury Report on Receivables (TROR)

The Treasury Report on Receivables or TROR is a mandated report by Treasury on the outstanding debt owed to GSA. The report is generated quarterly and compiles quantity and dollar amounts of outstanding debts and collections in the reporting period. The report also categorizes debt by age, type and debtor (foreign/sovereign government, state/local government, consumer or commercial). Treasury then aggregates the reports from all the agencies into a single report for Congress to review.

The TROR consists of three distinct parts, each of which consists of multiple sections, including:

- **Part I – Status of Receivables**
 - **Section A** – Receivables and Collections
 - **Section B** – Additional Receivables Data (Information Only)
 - **Section C** – Delinquent Debt (Excluding CNC Debts)
- **Part II – Debt Management Tool and Technique Performance Data**
 - **Section A** – Delinquent Debt 180 Days or Less
 - **Section B** – Delinquent Debt (Over 180 Days Delinquent) Eligible for Referral to Treasury for Offset and Cross-Servicing
 - **Section C** – Collections on Delinquent Debt
 - **Section D** – CNC Debt Status
 - **Section E** – Disposition of Closed-Out Debts
- **Part III - Footnotes**

Pegasys receivable, collection, and write-off transactions record TROR-specific information used in the creation of the TROR, including the applicable TROR Classification (Administrative, Direct Loan, Defaulted Guaranteed Loan), TROR Category (Consumer, Commercial, Foreign/Sovereign Government, State/Local Government), and TROR Collection Type. Default field values are performed during Pegasys document processing:

- TROR Classification: defaults to ‘A – Administrative’
- TROR Category: defaults based on the associated Vendor Reporting Attribute:
 - If the Reporting Attribute is ‘Government’, a TROR Category will NOT be defaulted to the line (i.e., will remain as blank).
 - If the Reporting Attribute is ‘Employee’, a TROR Category of ‘Consumer’ will be defaulted to the line.
 - If the Reporting Attribute is ‘State Government’, a TROR Category of ‘State/Local Government’ will be defaulted to the line.
 - Else, a TROR Category of ‘Commercial’ will be defaulted to the line.
 - If the TROR Category on a billing document line is NOT blank, the system will not attempt to default a value to the line.
- TROR Collection Type: defaults based on:
 - If the cash receipt line references a billing document line <or> it references a cash receipt line that in turn references a billing document line, then the system will read the value of the following fields on the billing document line:
 - *Foreclosure Date*
 - *Referred to Collection Agency Referral Date*
 - *Litigation Date*
 - *Wage Garnishment Date*
 - *Referred to Treasury Cross-Servicing Date*

- *Referred to TOP Date*
- If one or more of these date fields is populated, the system will choose the most recent date of the populated date fields and default the TROR Collection Type as follows, depending on which date is the most recent date:
 - *Foreclosure Date: TROR Collection Type defaulted to ‘Sales After Foreclosure’*
 - *Referred to Collection Agency Referral Date: TROR Collection Type defaulted to ‘Private Collection Agency’*
 - *Litigation Date: TROR Collection Type defaulted to ‘DoJ/Litigation’*
 - *Wage Garnishment Date: TROR Collection Type defaulted to ‘Wage Garnishment’*
 - *Referred to Treasury Cross-Servicing Date: TROR Collection Type defaulted to ‘Treasury’*
 - *Referred to TOP Date: TROR Collection Type defaulted to ‘Treasury’*
- If the conditions in the steps above are not met, the TROR Collection Type is defaulted to ‘Agency’.
- For details on the Treasury Report on Receivables, Please refer to section 4.16

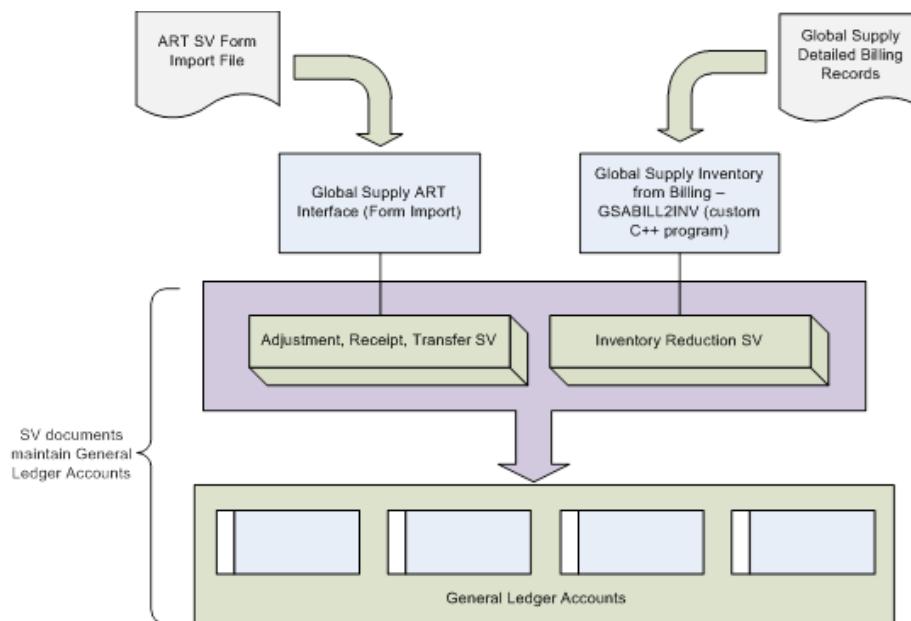
2.11 Inventory Management

Global supply has inventories of goods that are sold to customers. The Global Supply Federal Acquisition System (FAS) will track the actual inventory count, while Pegasys will become the system of record to track the Inventory General Ledger (GL). When inventories change (e.g. when new inventory is acquired, sold, value adjusted or transferred from one warehouse to another) the value of this change will be updated on the Pegasys Inventory GL. Global Supply inventory transactions will be sent to Pegasys via two processes:

- **ART Interface-** Transaction data provided via interfaces will be sufficient for inventory reporting. It will include Adjustments, Receipts, Transfers, Due-ins and Unbilled Surcharges. The Form Import job will create Standard Voucher (SV) forms and processes them to SV documents. The Standard Voucher will update the value of the inventory in the Inventory GL Account. One SV document with up to two Accounting Lines is created per record
- **Inventory from Billing Batch Process-** DBRs submitted by Global Supply contain the cost of goods purchased for resale and this value can be used to adjust inventory GL balances. The custom GSABIL2INV Inventory from Billing process will identify applicable DBRs with inventory impact and will create a Standard Voucher that will post against the Inventory GL.

The exhibit below depicts the Inventory Management Lifecycle for both of the above processes.

Exhibit 2-13: Inventory Management Life Cycle



For details on Inventory Management, Please refer *section 4.17*

2.12 VCSS

Vendor Customer Self Service or VCSS provides a single location for customers and financial analysts to access billing information. VCSS requires the enrollment/registration of the BOAC/account code for customer information to be shared from Pegasys in VCSS. Additionally, the customer must be registered in VCSS in order for customer users to be granted access.

Customers will request access to VCSS and USDA will review/approve the access. Once registered in VCSS, Customers will be able to see their Billing Statements and associated detail.

VCSS provides the ability to:

- View Statements and Payments Online
- Review Account Status and Balances
- Launch Websites to External Systems
- Provide Electronic Communication
- Download Hard Copy Statements
- Initiate Disputes (Non-IPAC Statements)
- Export Information to Excel

Note that customer billing and collection data is only viewable in VCSS if the customer has registered their account with USDA in VCSS.

For details on VCSS, Please refer *Chapter 5*.

3 BAAR FEEDER SYSTEM INTEGRATIONS

GSA feeder systems provide Pegasys with the billing information needed to:

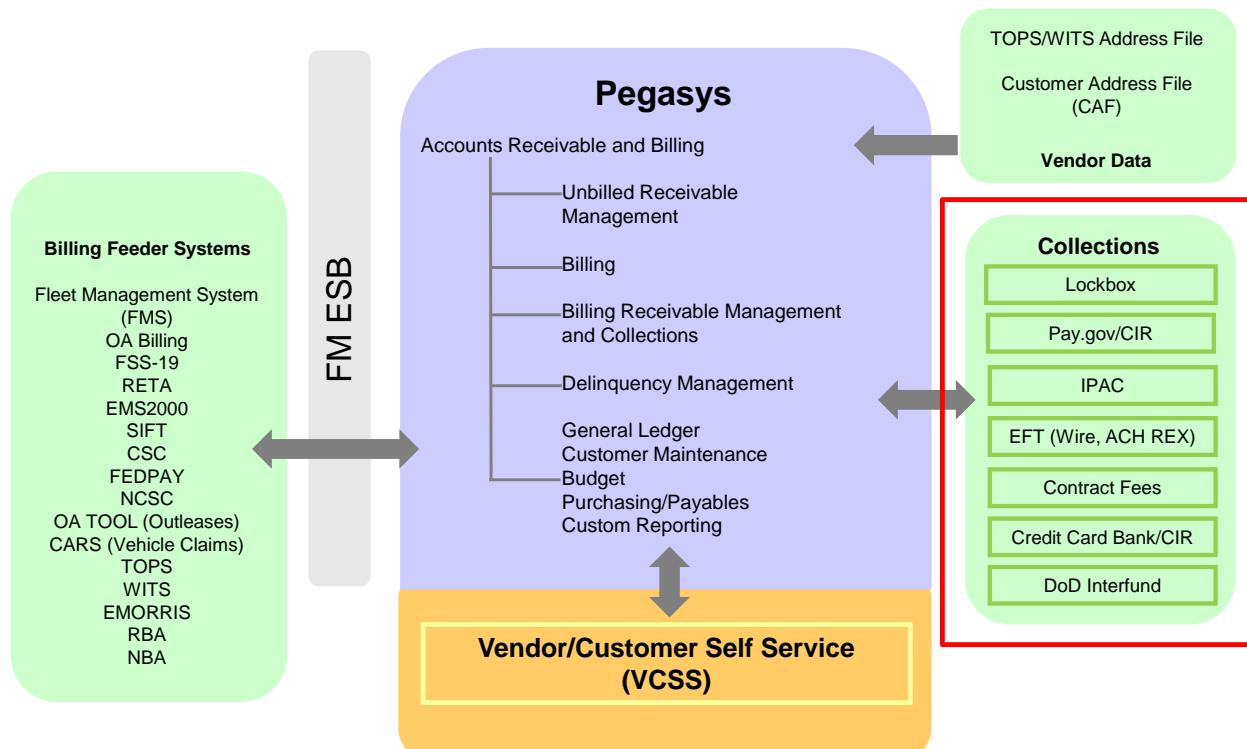
1. Record accounts receivable and revenue amounts in the General Ledger.
2. Generate customer billings with detail billing information so that customers understand the goods/services they are billed for.

BAAR Implementation includes integrations for the submission of billing-related data by Federal Acquisitions Service (FAS) and Public Buildings Service (PBS) feeder systems. These integrations support the transmission of specially formatted flat files to Pegasys via GSA's Financial Management Enterprise Service Bus (FMESB). The FMESB software provides a number of services that facilitate the end-to-end transmission of billing-related files to Pegasys and the return of processing results to originating feeder systems. The FMESB capabilities include:

- Batch controls checks to validate record counts and dollar amounts in submitted files.
- Secure file transfers (via sFTP) to and from configurable locations.
- Audit trail logging.
- Configuration-driven file translation capabilities for document interfaces that mimic the behavior of USDA's Transformation Box ("T-Box").
- Email notifications in the event of exceptions that occur during processing or file transfers.

The exhibit below provides an overview of Pegasys interfaces and the subsequent sections describe the interfaces in detail.

Exhibit 3-1: Overview of Pegasys Interfaces



3.1 Federal Acquisition System (FAS) Billing

There are four separate billing interfaces for FAS, each providing all the detail billing records for a group of FAS business lines. Each interface has a different detail billing record layout, but all follow the same submission process in which a flat file of detail billing records is submitted to Pegasys via the FMESB. The four interfaces are:

- Fleet
- Supply and Automotive Purchases
- Telecom
- Assisted Acquisition Services (AAS)

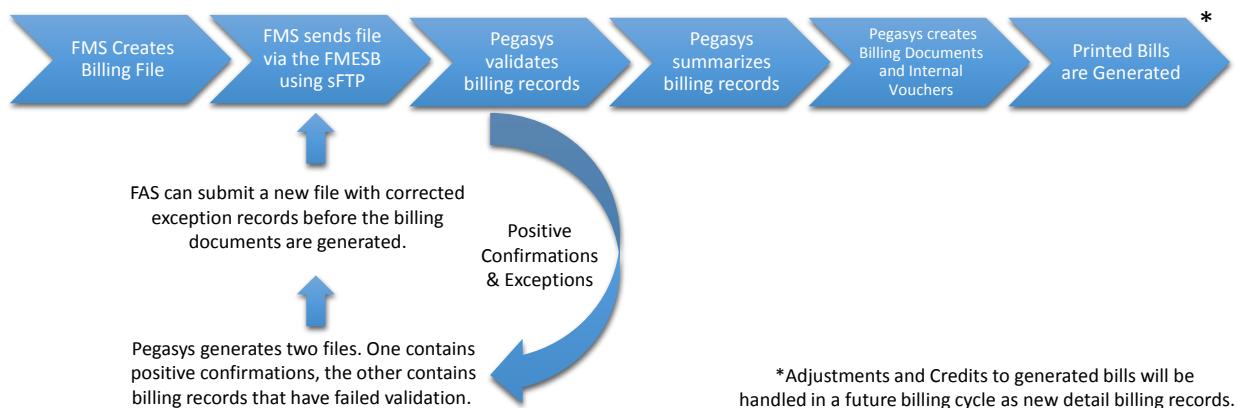
Each of these interfaces is described below.

3.1.1 Fleet

For the FAS Fleet business line, a flat file is transmitted from the Fleet Management System (FMS) to Pegasys (via the FMESB) to initiate the establishment of Fleet billing records in Pegasys. The FMESB provides batch controls, record count, and dollar amount validations on incoming Fleet DBR files. Fleet billing files that successfully pass validation in the FMESB are forwarded (via sFTP) to Pegasys for processing. For files that fail validation, an email is sent to a configured list of contacts describing the errors encountered. FAS is subsequently responsible for fixing the errors and resubmitting the file.

Pegasys uses the supplied information to establish DBRs in Pegasys and provide feedback to FAS. This feedback is in the form of two output flat files: one includes positive confirmations, the other includes negative confirmations capturing transactions that were not successfully processed and error messages for rejected records. The output flat files are transmitted (via the FMESB using sFTP) back to FAS. The exhibit below provides an overview of the billing process for Fleet.

Exhibit 3-2: Overview of Billing Interface for Fleet



3.1.2 Supply and Automotive Purchases

For the FAS Supply and Automotive Purchases business lines, the FAS Financial Interface/Pegasys Connect module consolidates Detail Billing Records from multiple systems, including the Federal Supply Service Automated Supply System (FSS-19), Customer Supply Center (CSC) system, Federal Supply Payment System (FedPay), National Customer Service Center (NCSC) system, and Advantage.

These detail records support all of the bill generation methods used by Supply and Automotive Purchases, including DoD Interfund, Credit Card, GSA Interfund/Intrafund, IPAC, and non-IPAC (standard). The detail records also provide the data needed for generation of standard vouchers to account for the impact of billing transactions on the inventory GL.

The FAS Financial Interface/Pegasys Connect Module incorporates following data from various sources into the billing transactions. The data includes:

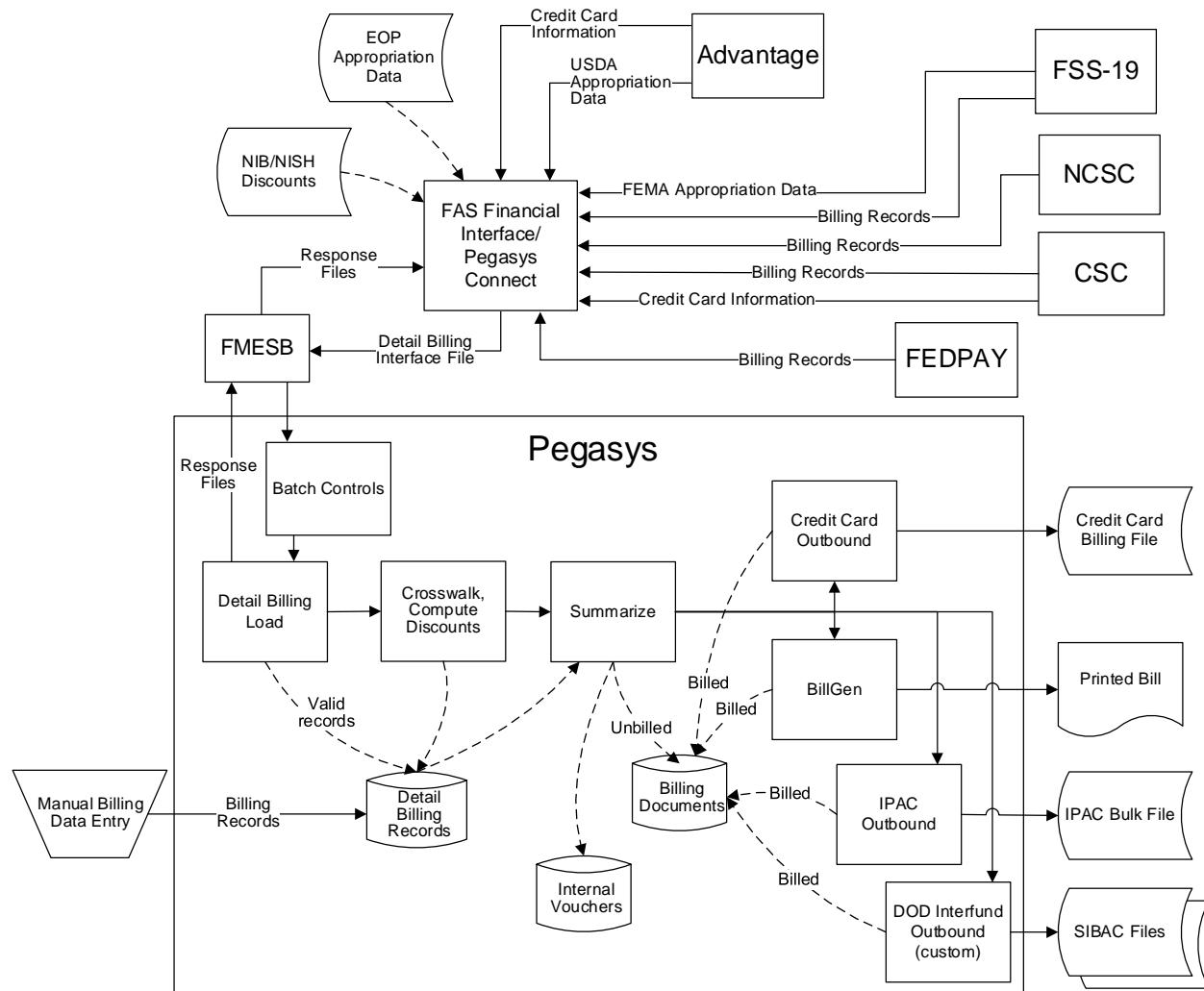
- Credit card information for billing transactions.
- Additional customer data by requisition number for transactions for United States Department of Agriculture (USDA) customers.
- Additional customer data by requisition number for transactions for Federal Emergency Management Agency (FEMA) customers.
- Additional customer data by Billed Office Address Code (BOAC) for Executive Office of the President (EOP) customers.
- BOACs eligible for a discount related to National Industries for the Blind/National Industries for the Severely Handicapped (NIB/NISH).

The FAS Financial Interface/Pegasys Connect Module combines the above data and adds the required accounting data elements to generate the Detail Billing Interface file.

This file is submitted to the FMESB, which is transferred to Pegasys to be processed by the Batch Controls and Detail Billing Record (DBR) Load batch processes. Transactions that process successfully are stored in the Detail Billing Record table in Pegasys as “orphan” records, which are not yet associated with Pegasys billing documents. The Detail Billing Record Load process returns response files for accepted and rejected documents and also creates a batch execution report file. The response files are submitted to the FMESB, which forwards them to the FAS Financial Interface/Pegasys Connect module.

The exhibit below provides an overview of the billing process for Supply and Automotive Purchases.

Exhibit 3-3: Overview of Billing Interface for Global Supply and Automotive Purchases



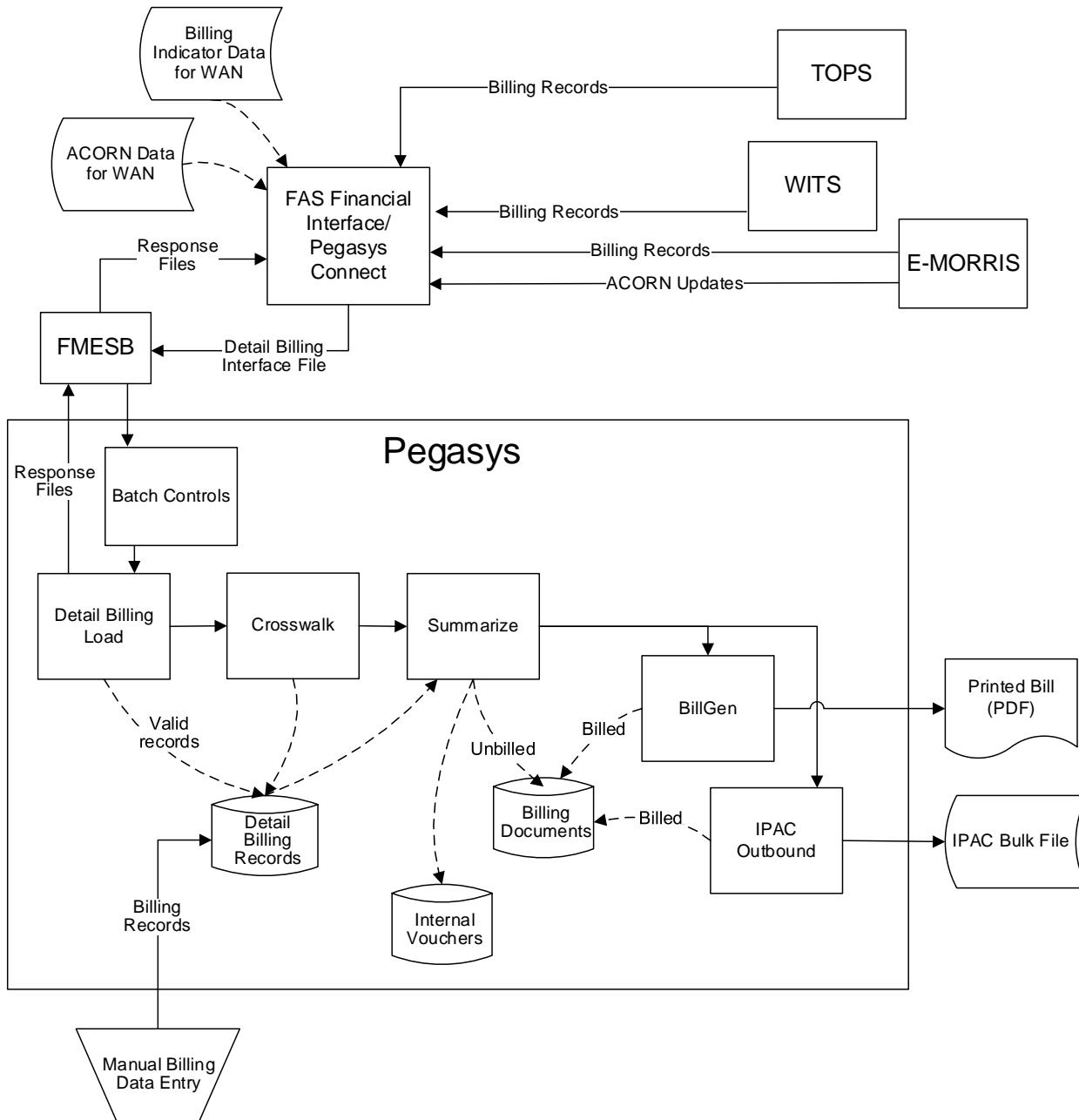
3.1.3 Telecom

For the Regional Telecom Services and Network Service/Wide-Area Network (WAN) business lines, the FAS Financial Interface/Pegasys Connect module consolidates Detail Billing Records from three systems: Telecom Ordering and Pricing System (TOPS), Washington Interagency Telecommunications System (WITS), and Enhanced Monthly On-Line Records and Reports of Information Technology Service (E-MORRIS). The Pegasys Connect also incorporates additional data into the detail billing records for the WAN business line from Agency Contracts Register Nationwide (ACORN) and from the billing indicator data which provides the description of services. The ACORN data is provided by E-MORRIS separately from the detail billing records. Pegasys connect then adds the required accounting data elements to the consolidated detail billing records to generate the Detail Billing Interface file.

This file is submitted to the FMESB, which sends the file to Pegasys to be processed by the Batch Controls and Detail Billing Record (DBR) Load batch processes. Transactions that process successfully are stored in the Detail Billing Record table in Pegasys as “orphan” records, which are not yet associated with Pegasys billing documents. The Detail Billing Record Load process returns response files for accepted and rejected documents and also creates a batch execution report file. The response files are submitted to the FMESB, which forwards them to the FAS Financial Interface/Pegasys Connect module.

The exhibit below provides an overview of the billing process for Regional Telecom Services and Network Service/WAN.

Exhibit 3-4: Overview of Billing Interface for Telecom



3.1.4 AAS

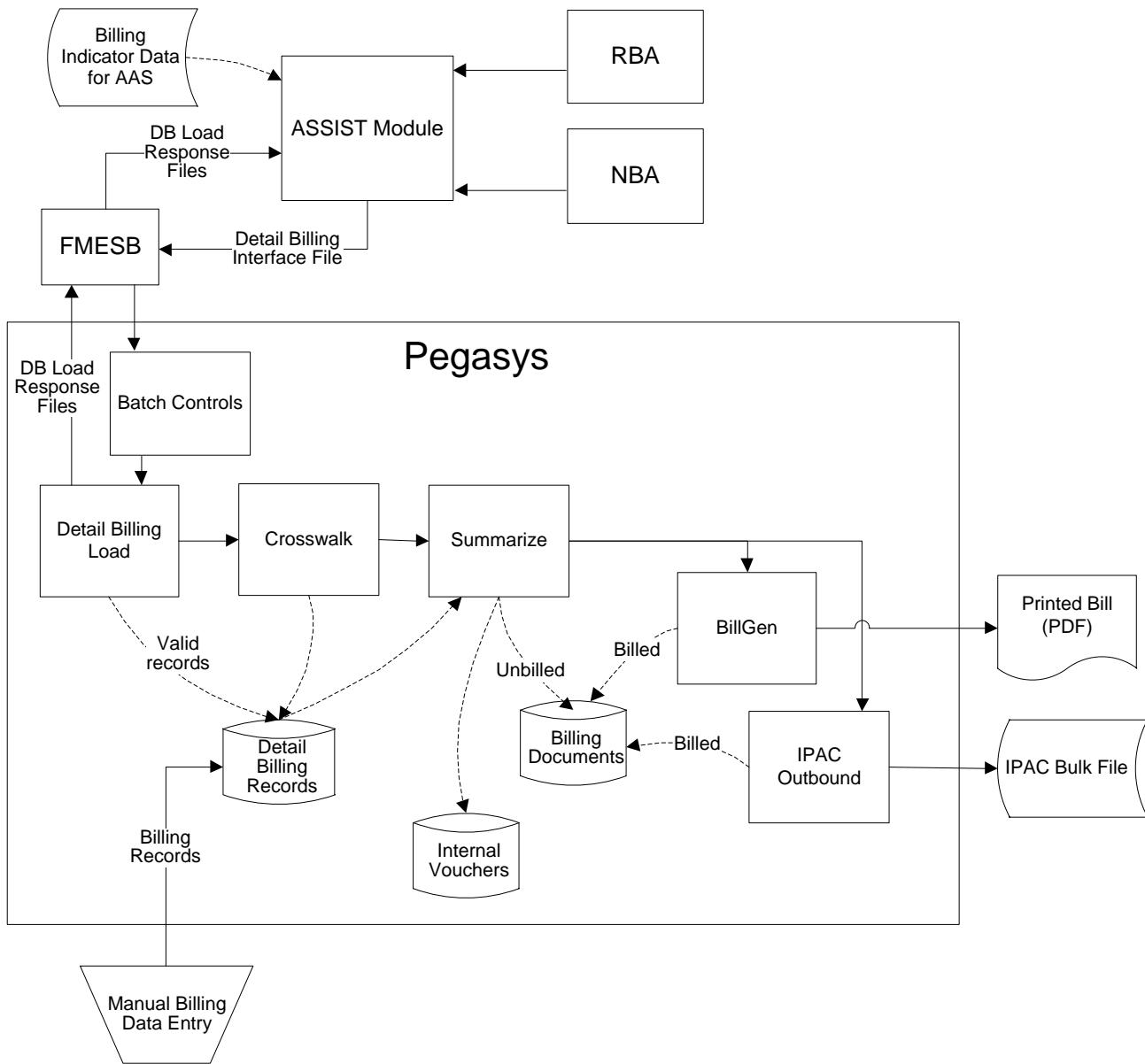
National and Regional Assisted Acquisition Services are supported by two systems: National Business Application (NBA) and Regional Business Application (RBA). These systems also support smaller business lines, so there are a total of six business lines that are billed through these systems:

- RBA
 - Regional Assisted Acquisition Services
 - Integrated Workplace Acquisition Center (IWAC)
 - Regional Network Services-Expanded Services
 - National IT Commodity Program
- NBA
 - National Assisted Acquisition Services-FEDSIM
 - HSPD-12

For the billing interface, the FAS Assist Module consolidates billing information from RBA and NBA, including the required accounting data elements and the billing indicator data which provides the description of services, to generate the Detail Billing Interface file.

This file is submitted to the FMESB, which sends the file to Pegasys to be processed by the Batch Controls and Detail Billing Record (DBR) Load batch processes. Transactions that process successfully are stored in the Detail Billing Record table in Pegasys as “orphan” records, which are not yet associated with Pegasys billing documents. The Detail Billing Record Load process returns response files for accepted and rejected documents and also creates a batch execution report file. The response files are submitted to the FMESB, which forwards them to the Assist module.

The exhibit below provides an overview of the billing process for the six business lines supported by the RBA and NBA systems.

Exhibit 3-5: Overview of Billing Interface for AAS


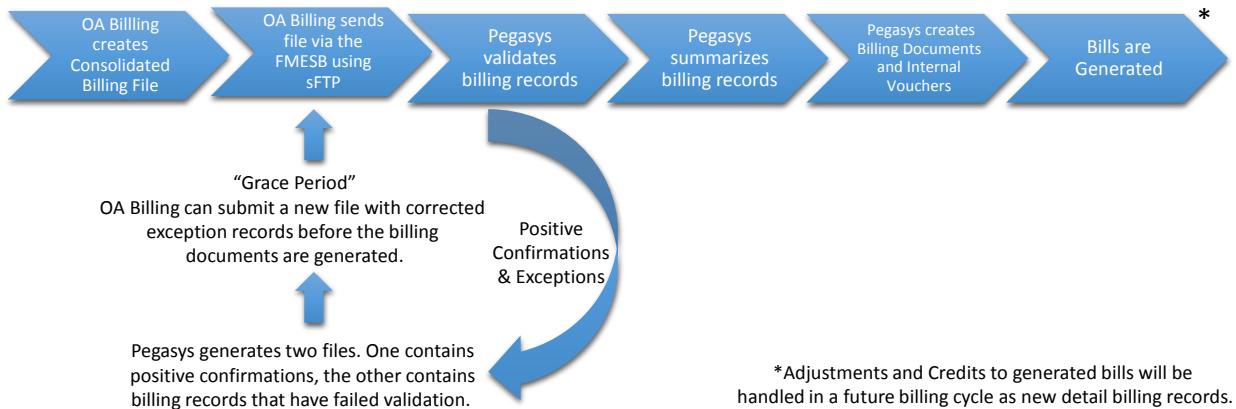
3.2 PBS Billing

The Public Building Service (PBS) submits Detail Billing Record (DBR) flat files in the same manner as described in *Section 3.1* for FAS (Federal Acquisition System). The detail Billing Records are transmitted from OA Billing via FMESB. The FMESB provides batch controls, record count and dollar amount validations on incoming PBS DBR files. Rent billing files that successfully pass validation in the FMESB are forwarded (via sFTP) to Pegasys for processing. For files that fail validation, an email is sent to a configured list of contacts describing the errors encountered. PBS is subsequently responsible for fixing the errors and resubmitting the file.

Pegasys uses the supplied information to establish DBRs in Pegasys and provide feedback to PBS. This feedback is in the form of two output flat files: one includes positive confirmations, the other includes negative confirmations capturing transactions that were not successfully processed and error messages for

rejected records. The output flat files are transmitted (via the FMESB using sFTP) back to PBS. The exhibit below provides an overview of the billing process for Rent.

Exhibit 3-6: Overview of Billing Interface for Rent

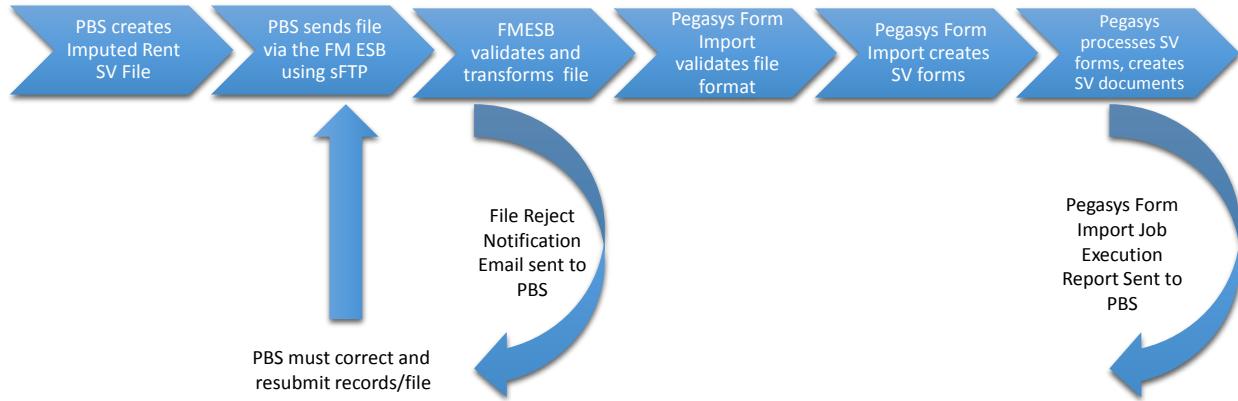


3.3 Imputed Rent Interface

For PBS-to-PBS rental business, PBS does not provide detailed billing records, but instead submits files for Imputed Rent. PBS Imputed Rent is handled via Pegasys Accounts Receivable using Standard Voucher (SV) documents, with the FMESB performing a file translation from the tilde-delimited file layout provided by PBS to the Pegasys Form Import SV file layout. As with the DBR file, the FMESB performs various checks, including batch controls, record count and dollar amount validations. For Imputed Rent, however, there is an additional step in the FMESB that translates the file into Pegasys Form Import format. Should any of these validations or the translation of the file contents fail, an email is sent to a configured list of contacts describing the errors encountered. The FMESB sends the translated file to Pegasys where it is processed by the Form Import batch job. The Form Import Job Execution report, which lists processing messages and any errors, is sent to PBS.

PBS is responsible for fixing any errors and resubmitting the file (if the entire file was rejected) or individual documents (if individual documents were rejected). The exhibit below illustrates the Imputed Rent interface process.

Exhibit 3-7: Overview of Imputed Rent Interface



3.4 IFF Contract Fees Interface

The Industrial Funding Fees (IFF) Contract Fees uses two interfaces with Pegasys. The Federal Acquisition Service (FAS) Contract Details interface is used to send the billing transaction information to the Pegasys. This interface is described in *Section 3.3.1* below.

The IFF Contract Fee Collection Interface is used to record collections in Pegasys. This interface is described in *Section 3.3.2* below.

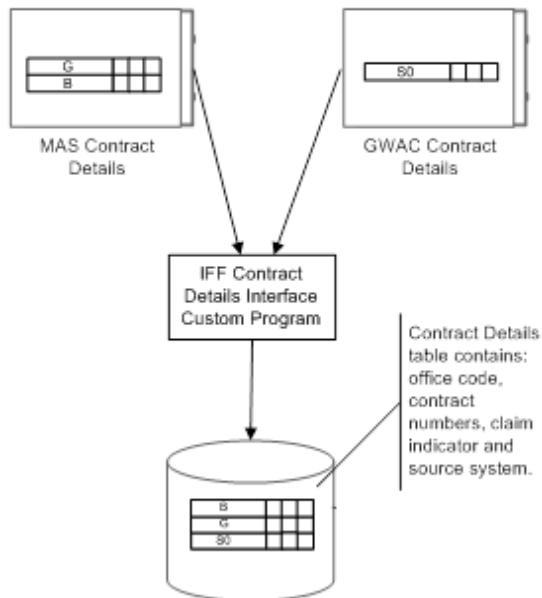
3.4.1 The Federal Acquisition Service (FAS) Contract Details interface

The Federal Acquisition Service (FAS) Contract Details interface allows IFF Contract information to be sent from FAS GTOMS and FSS-19 to Pegasys and stored in a table. The IFF contract data is used as reference information for the creation of Cash Receipt (CR) documents by the Contract Collection Fees interface (which is a separate interface).

The Federal Acquisition Service (FAS) Contract Details interface is a process that extracts key information from the GWAC contract file (gwacct) and the MAS contract file (D40407W1) to update a table in Pegasys. Once Pegasys has run the batch process, a batch execution report containing processing messages and error messages are returned to FAS. The data in the table is used by the Collection Fee interface to determine whether a CR should be created for the referenced contract number and also to locate an accounting template name to use on the CR. The exhibit below illustrates the Contract Details interface process.

Exhibit 3-8: FAS IFF Contract Details Interface Overview

IFF Contract Detail Maintenance



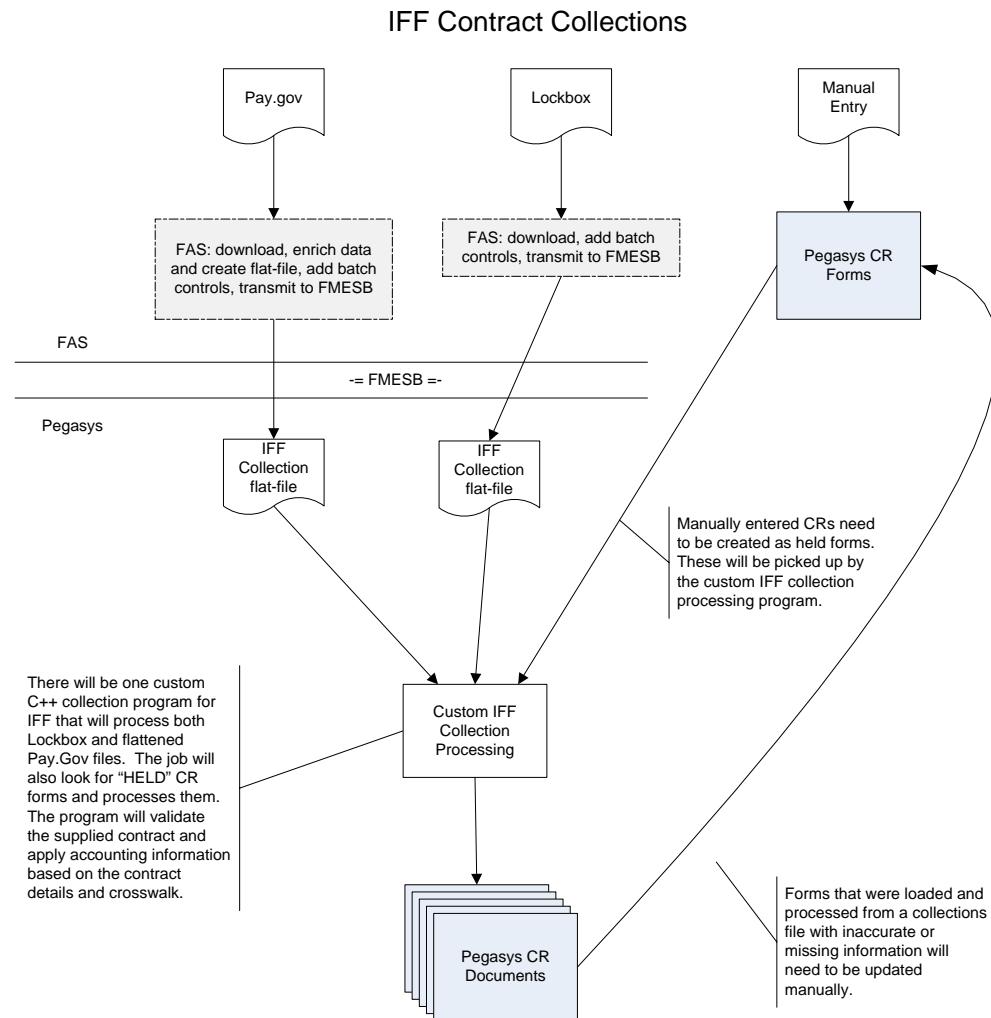
3.4.2 IFF Contract Fees Collection Interface

Cash receipt transactions for GWAC and MAS contract collections are sent to Pegasys via the IFF Contract Fee Collection interface.

Most IFF payment records originate from Lockbox or Pay.gov and are eventually processed as Cash Receipt (CR) documents in Pegasys. This interface interprets payment records, validate payment records against a custom IFF Contract Details table in Pegasys and use information from those combined sources to look up accounting elements in a custom crosswalk table. The interface also processes Pegasys CR forms that were entered and held manually to record IFF payments.

Manually entered forms follow the same procedure whereby validation against the IFF Contract Details and custom crosswalk tables are invoked to form a complete CR transaction. The detailed records from source input files for Pay.gov and lockbox as well as Contract Collections data stored in the custom IFF Contract (GSA_IFF_CTRT) table contain sufficient data to create Cash Receipts (CR) that record the collection of payment from the customer. Additionally, the detail records provide the data needed for generation of cash receipts (non-accounting entries) to record the collection of claims against contracts. These claims are entered in ARCS and transmitted to NEAR. The exhibit below shows the IFF Contract Collection Fee interface at a high level.

Exhibit 3-9: Overview of IFF Contract Collections Interface



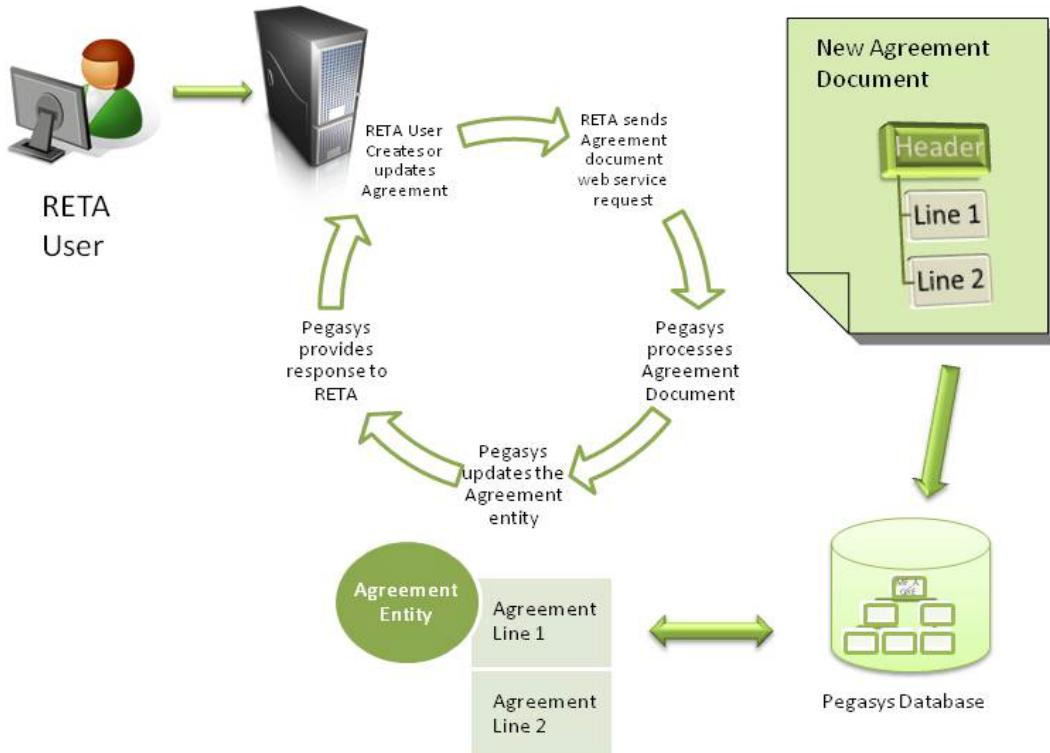
3.5 RETA Interface

The Reimbursable Work Authorization (RWA) Entry & Tracking Application (RETA) is a web-based system that serves the Public Buildings Service as a centralized repository for Reimbursable Work Authorization information. RETA empowers GSA to manage RWA (GSA Form 2957) information including the ability to create, modify, and close RWAs in real-time; access the original RWA and subsequent amendments on-line; and review and report obligations, commitments, costs, and balances.

RETA also supports agreement activity for the Real Property Utilization and Disposal Division (RPUD). RWA and RPUD Agreements are maintained in Pegasys using a real-time Web Services-based interface from RETA.

RETA creates and maintains External Direct and Internal Direct Agreements, so document types are created that are specific to this interface in both the External Direct Agreement (ED) and Internal Direct Agreement (ID) document categories. User actions in RETA trigger messages to the Pegasys External Direct Agreement and Internal Direct Agreement Web Services to create and update agreements in Pegasys. The exhibit below illustrates the process of creating or updating an Agreement in Pegasys.

Exhibit 3-10: RETA Agreement Interface Message Exchange



3.6 EMS 2000 Interface

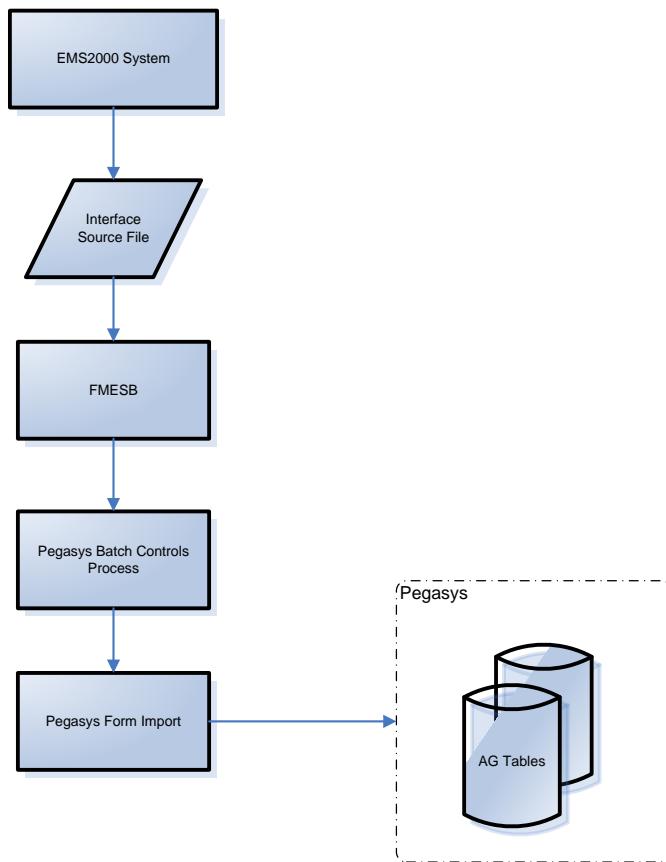
National Capital Region's (NCR) Heating Operation and Transmission District (HOTD) provide steam and chilled water utility service to government and quasi-government customers. Customer consumption is managed and billed via the Environmental Management System (EMS2000) application.

HOTD Charges are sent from EMS2000 to Pegasys in Agreement Charge document (AG) format. The Agreement Charge reference Agreements set up in Pegasys via a separate interface from the RETA system (detailed in *Section 3.4* above)

HOTD Charges are handled in BAAR with one file that contains all records in an AG file layout. The file comes from EMS2000 and is submitted to the FMESB. EMS2000 receives a File Reject Notification email including a Reformatting Process Report from the FMESB in the event the file does not pass validation. The logic in the FMESB performs the appropriate data reformatting and sends a new file to Pegasys to be processed by the Batch Controls and Form Import batch processes. Once Pegasys has run the batch processes, the batch execution report, containing processing messages and error messages are returned to EMS2000. Additional output files, Accepted Documents and Rejected Documents are also sent to EMS2000 that shows the Document Type/Number of record sets processed successfully in Pegasys and the Document Type/Number with error messages for records sets that were not imported.

The exhibit below illustrates the main high-level processing steps of the interface.

Exhibit 3-11: AG Interface Process Overview



3.7 Customer Address File (CAF) Interface

The FSS-19 CAF module is the system of record for billing address information for the Supply and Auto Purchases business lines. The CAF interface provides ongoing updates from FSS-19 CAF to Pegasys to maintain synchronization.

The FSS-19 CAF Master File contains Activity Address Codes (AAC) used for billing Supply and Auto Purchases customers. Both DoD and non-DoD addresses are maintained in the CAF. DoD is responsible for maintaining DoD data, while GSA is responsible for maintaining non-DoD data. GSA is also responsible for maintaining “common” data present for all CAF records.

For the CAF interface, FSS-19 provides a flat file containing fixed length records for any CAF record that has been added or updated since the last interface extract. As part of creating the interface file, FSS-19 adds a “C-” prefix to the six-character AAC. This prefix prevents conflicts with other six-character billing address codes that are maintained in Pegasys.

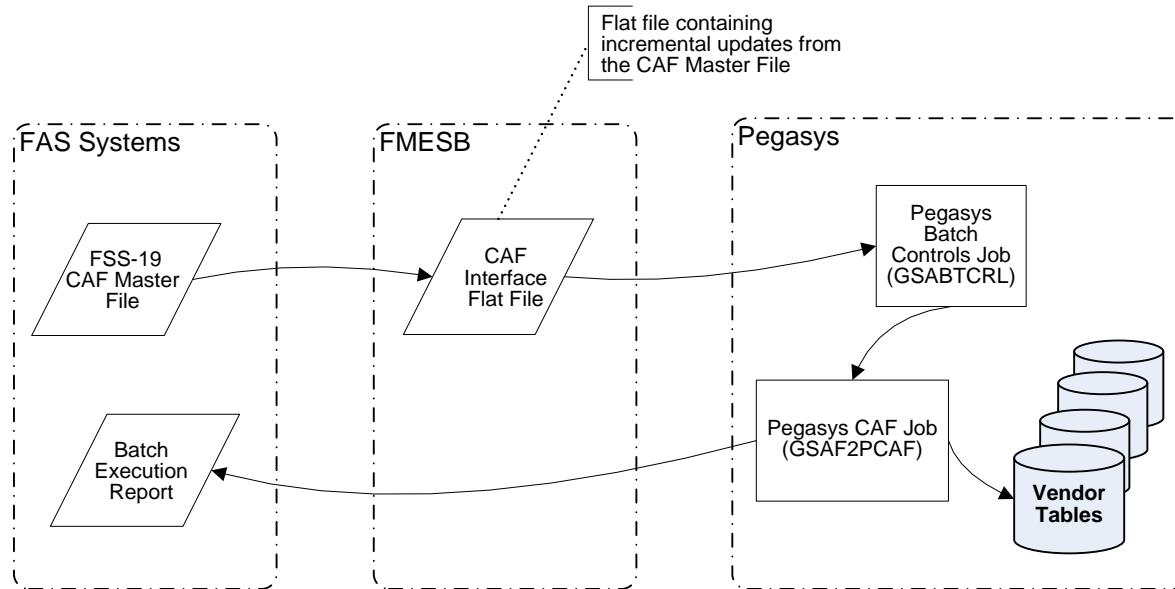
FSS-19 sends the interface file to the FMESB, which checks batch controls and then forwards the file to Pegasys where it is first processed by the Pegasys Batch Controls job and then by the Pegasys CAF job.

Since there are many data elements in the CAF that are not part of the interface file, most of the records in the interface file do not include changes to the interface data even though the records had been changed in the CAF. The Pegasys CAF job checks each interface record and does not process those that do not change or update the existing Pegasys data. For records that are changes or updates, the job creates a Pegasys Vendor (VEND) form. Since there are some Pegasys attributes, e.g., Designated Agent, which cannot be provided by FSS-19, vendor forms for new vendors are saved in “HELD” status so they can be manually updated. Vendor forms that change existing vendor records are immediately submitted for

processing. A batch execution report is returned to FAS containing detailed processing messages, including any errors.

The following exhibit provides an overview of CAF Interface

Exhibit 3-12: Overview of CAF Interface



3.8 Telecom Address Interface

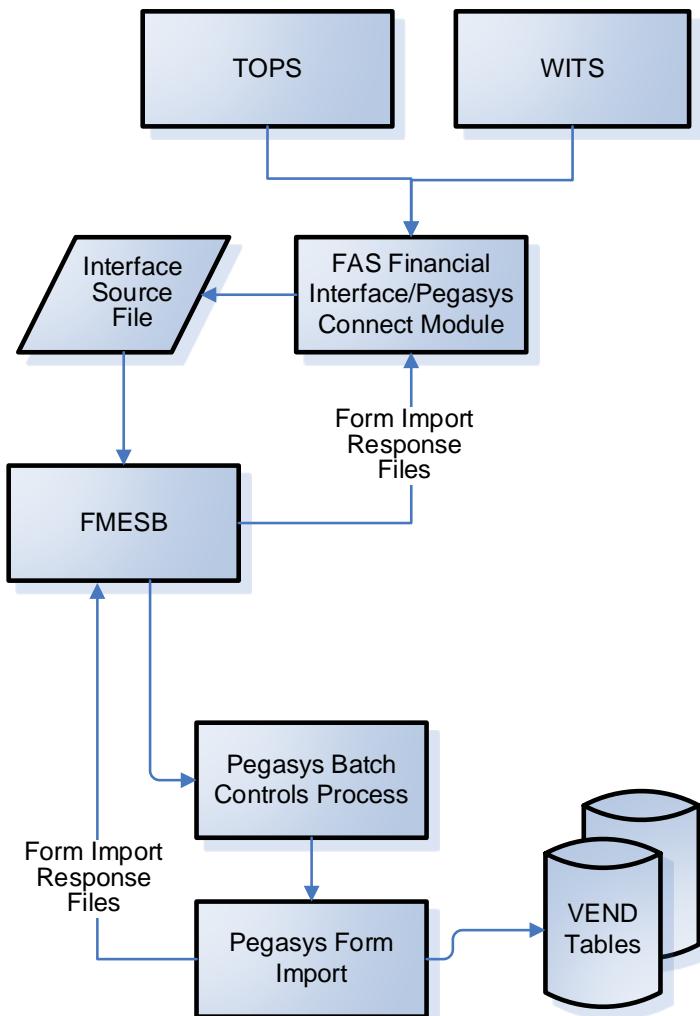
Customer billing address information for the Regional Telecom business line is maintained in GSA's Telecommunications Ordering and Pricing System (TOPS) and Washington Interagency Telecommunications System (WITS). The Telecom Address interface provides ongoing updates of this information to Pegasys.

Information for new and updated billing addresses is sent from TOPS and WITS to the FAS Financial Interface/Pegasys Connect Module. Pegasys Connect reformats this information into a flat file and submits it to the FMESB. As part of the reformatting, Pegasys Connect adds a "T-" prefix to the six-character code that identifies the address in TOPS and WITS. This prefix prevents conflicts with other six-character billing address codes that are maintained in Pegasys.

The FMESB checks batch controls and record count and translates the file from a tilde-delimited layout into Pegasys Vendor document (VEND) format. Should any of these validations or the translation of the file contents fail, an email is sent to a configured list of contacts describing the errors encountered. FAS is subsequently responsible for fixing the errors and resubmitting the file.

The FMESB then submits the translated file to Pegasys to be processed by the Batch Controls and Form Import batch processes. The Form Import batch process creates a batch execution report and two response files: one for Accepted Documents and one for Rejected Documents. The Accepted Documents file lists the Document Type and Document Number of record sets processed successfully in Pegasys. The Rejected Documents file lists the Document Type and Document Number along with error messages for record sets which were not imported. The response files are transmitted via the FMESB to Pegasys Connect. FAS is responsible for correcting and resubmitting any rejected documents.

The exhibit below provides an overview of the Telecom Address interface.

Exhibit 3-13: Overview of Telecom Address Interface


3.9 AAS Agreement Interface

National and Regional Assisted Acquisition Services are supported by two systems: National Business Application (NBA) and Regional Business Application (RBA). These systems also support smaller business lines, so agreement information for a total of six business lines are supported through these systems:

- RBA
 - Regional Assisted Acquisition Services
 - Integrated Workplace Acquisition Center (IWAC)
 - Regional Network Services-Expanded Services
 - National IT Commodity Program
- NBA
 - National Assisted Acquisition Services-FEDSIM
 - HSPD-12

As users of the RBA and NBA systems enter new agreements or update existing agreements, information will be sent to the FAS Assist Module. The Assist module stores this information and transmits it to Pegasys at a later time. Thus, updates in RBA and NBA do not immediately trigger updates in Pegasys,

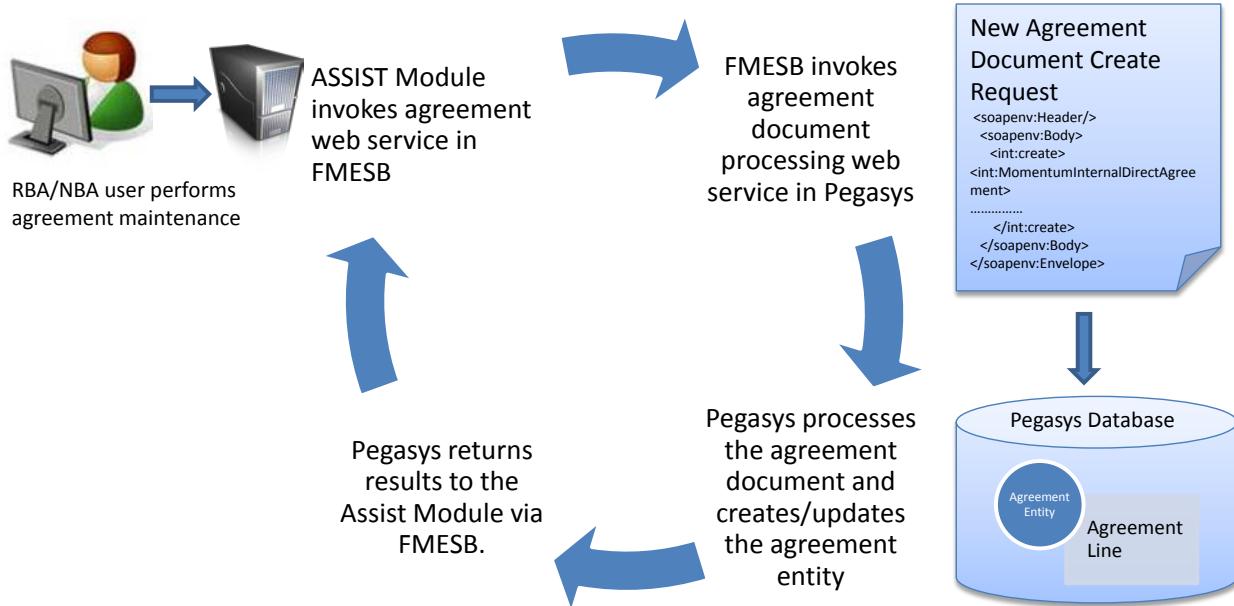
and RBA and NBA users do not wait for Pegasys processing to complete before continuing with their work.

To transmit updates to Pegasys, the Assist Module formats agreement transactions as new Pegasys External Direct Agreement (ED document category) or Internal Direct Agreement (ID document category) documents and submits them one at a time using a real-time, Web Services-based interface. For each transaction, the Assist Module submits the agreement message synchronously (i.e., it waits for the response) to the FMESB, which routes it to Pegasys. Pegasys responds via the FMESB with either a success message or a failure message. A failure message contains one or more error messages describing the processing problems encountered. FAS is responsible for analyzing the errors and resubmitting corrected transactions.

Successful transactions create an agreement document in Pegasys. If the agreement document references an existing Pegasys agreement, then the document updates the agreement entity. If the agreement document references an agreement that does not exist in Pegasys, then a new agreement entity is created.

The exhibit below illustrates the process of creating or updating an RBA or NBA Agreement in Pegasys.

Exhibit 3-14: AAS Agreement Message Exchange



3.10 Outlease Agreement Interface

An Outlease Agreement is an Occupancy Agreement to temporarily lease vacant, underutilized, or excess Government owned or leased space to private sector or to State and local government entities. PBS manages these agreements in the Occupancy Agreement Tool (OA Tool) system. As OA Tool users create or update Outlease Agreements, OA Tool stores transaction information for subsequent transmittal to Pegasys. Thus, updates in OA Tool do not immediately trigger updates in Pegasys, and OA Tool users do not wait for Pegasys processing to complete before continuing with their work.

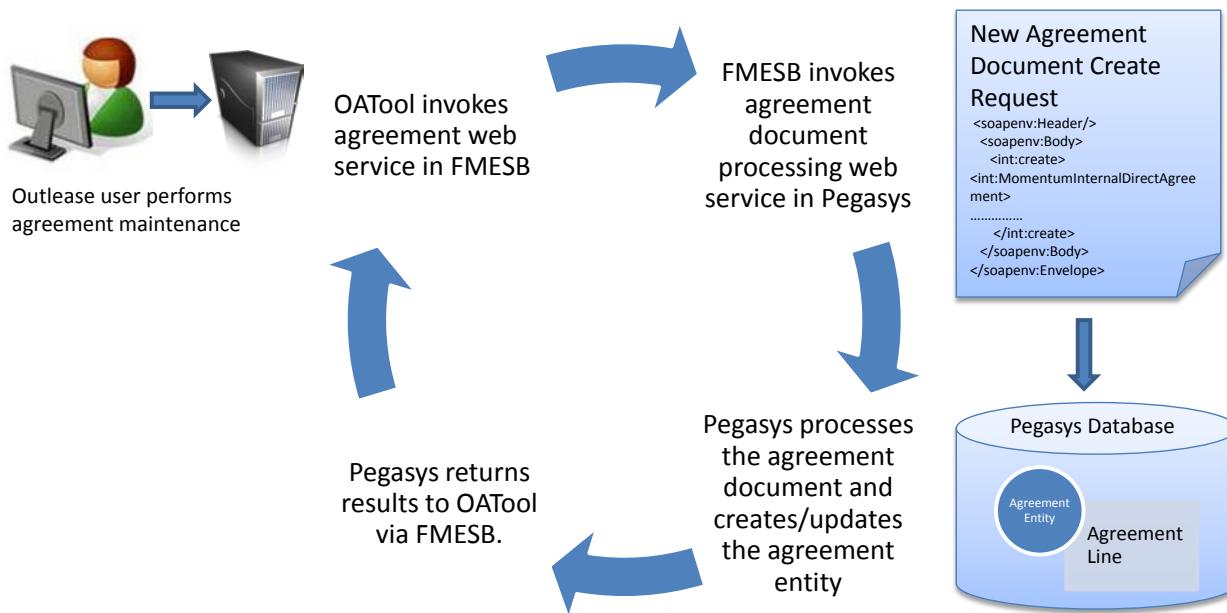
To transmit updates to Pegasys, OA Tool formats agreement transactions as new Pegasys External Direct Agreement (ED document category) documents and submits them one at a time using a real-time, Web Services-based interface. For each transaction, OA Tool submits the agreement message synchronously (i.e., it waits for the response) to the FMESB, which routes it to Pegasys. Pegasys responds via the FMESB with either a success message or a failure message. A failure message contains one or more

error messages describing the processing problems encountered. PBS is responsible for analyzing the errors and resubmitting corrected transactions.

Successful transactions create an agreement document in Pegasys. If the agreement document references an existing Pegasys agreement, then the document updates the agreement entity. If the agreement document references an agreement that does not exist in Pegasys, then a new agreement entity is created.

The exhibit below illustrates the process of creating or updating an Outlease Agreement in Pegasys.

Exhibit 3-15: Outlease Agreement Message Exchange



3.11 Telecom Accruals Interface

For the Telecom business managed in TOPS, the monthly bills cover service for the current month and no revenue accruals are required. The business managed in WITS and E-MORRIS, however, is billed in arrears, so the revenue recorded by the billing transactions does not include services provided for the current month. For these components, revenue accruals in the form of Standard Voucher documents are submitted via the Telecom Accruals Interface at the end of each month to estimate the revenue earned for services delivered through the end of the month. These accruals support month-end financial reporting. After the financial reports are produced, the accruals are reversed, since subsequent billing submissions will record the actual revenue earned.

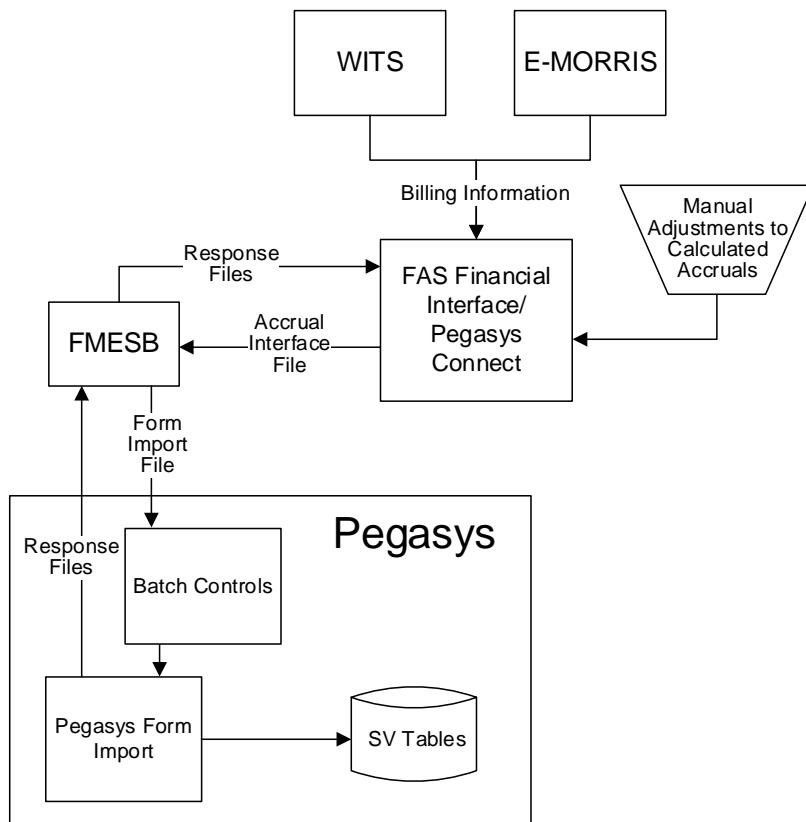
Each month, the FAS Financial Interface/Pegasys Connect Module calculates the required accruals for the Regional Telecom Service (WITS only) and the Network Service/WAN business lines. The current month's billing data is used as the basis for calculation of accruals. Program office staff review and modify the calculated values as necessary to adjust for non-recurring billing amounts.

The FAS Financial Interface/Pegasys Connect Module generates an interface file using the adjusted values and submits the file to the FMESB. The FMESB validates batch controls, record count, and dollar amount totals and reformats the data from the tilde-delimited file layout provided by Pegasys Connect to the Pegasys Form Import SV file layout. Should any of these validations or the translation of the file contents fail, an email is sent to a configured list of contacts describing the errors encountered. The FMESB sends the translated file to Pegasys where it is processed by the Batch Controls and Form Import batch processes.

Once Pegasys runs the batch processes, two response files are returned to the FAS Financial Interface/Pegasys Connect Module via the FMESB. One response file (Accepted Documents) contains the Document Type and Document Number of record sets processed successfully in Pegasys. The other response file (Rejected Documents) contains the Document Type, Document Number, and error messages for records sets which were not imported. Rejected documents must be corrected and resubmitted from Pegasys Connect in a subsequent file.

The exhibit below illustrates the Telecom Accruals Interface process.

Exhibit 3-16: Overview of Telecom Accruals Interface



3.12 Interim RBA Accruals Interface

An interface for revenue accruals for those business lines supported by the National Business Application (NBA) and Regional Business Application (RBA) has been specified as part of the BAAR project. Due to scheduling issues, it was determined that this interface, which includes references to the appropriate agreement, could not be implemented in the desired timeframe. An alternative approach was selected that uses interim procedures for recording revenue accruals from RBA and NBA until the desired solution can be implemented.

The interim procedure for NBA is to use Business Objects queries and spreadsheets to collect and submit the revenue accrual data manually.

The interim procedure for RBA is an automated interface that sends revenue accrual transactions to Pegasys via the FMESB. The RBA accruals result from daily activity associated with orders. The accruals will not be established as self-reversing accruals in Pegasys. Instead, explicit adjustments will be

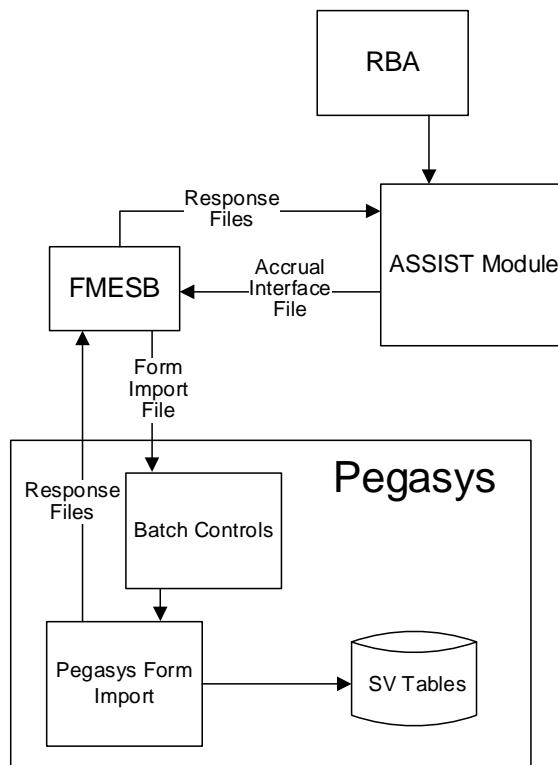
submitted using this interface to reverse the estimated accruals when the actual billing record is submitted or when other adjustments are required.

During daily operations, RBA will generate accrual records, including adjustments to previous accruals, and submit those records to the RBA/NBA ASSIST Module. These accrual records will reference task orders, but will not include an agreement reference. ASSIST will create a flat file containing the accumulated records for a time period (typically daily) and submit the file to the FMESB. The FMESB validates batch controls, record count, and dollar amount totals and reformats the data from the tilde-delimited file layout provided by the ASSIST to the Pegasys Form Import SV file layout. Should any of these validations or the translation of the file contents fail, an email is sent to a configured list of contacts describing the errors encountered. The FMESB sends the translated file to Pegasys where it is processed by the Batch Controls and Form Import batch processes.

Once Pegasys runs the batch processes, the Form Import batch execution report and two response files are returned to the ASSIST Module via the FMESB. One response file (Accepted Documents) contains the Document Type and Document Number of record sets processed successfully in Pegasys. The other response file (Rejected Documents) contains the Document Type, Document Number, and error messages for record sets which were not imported. Rejected documents must be corrected and resubmitted from the ASSIST Module in a subsequent file.

The exhibit below illustrates the Interim RBA Accruals Interface process.

Exhibit 3-17: Overview of Interim RBA Accruals Interface



4 BAAR USER ACTIONS AND PROCEDURES

The following chapter describes the actions a BAAR user may take in Pegasys on a daily basis in order to fulfill the accounts receivable life cycle. This section only includes actions a user can manually perform and does not expand on automated processes.

For information on BAAR automated processes see the USDA Operations Guide.

User actions can be grouped via the receivables lifecycle and classified as pre-billing, manual billing, post billing, or claims related. At a high-level, these life cycle action groups include the following:

- **Pre-Billing:** Manual Creation of Detail Billing Records, and PCAS agreements and their associated spending chains. Automated Pegasys batch processes are subsequently used to generate the related Pegasys billing and revenue recognition transactions.
- **Manual Billing:** Manual creation of billing and revenue recognition transactions without the use of Detail Billing Records or PCAS agreements.
- **Post Billing:** Collections, Disputes, Chargebacks, Overdue Charges, Correspondence, Dunning, Write-Offs, Allowance for Loss, and Treasury Referral.
- **Claims-Related:** Manual initiation of claims via processing Debt Account transactions, and all other downstream claims management processes, including:
 - Collections, Internal Offsets, Promissory Notes, Disputes, Overdue Charges, Dunning, Write-Offs, Allowance for Loss, and Treasury Referral.

Note: This is a high level listing and is not all inclusive of the all of the potential user actions in the system.

BAAR Document Categories:

Chapter 4 describes how users can manually create Pegasys forms/documents as part of the Accounts Receivable process. Chapter 4 includes supporting information from Non-Accounts Receivable specific forms and queries from the Accounts Payables and General System subsystems in Pegasys which are used in conjunction with and to help support receivables management.

The following Pegasys Document Categories are used in BAAR:

- Accounts Receivable=>Billing Documents (BD).
- Accounts Receivable=>Cash Receipts (CR).
- Accounts Receivable=>Debt Accounts (DA)
- Accounts Payable =>Internal Vouchers (NV).
- Accounts Payable =>Itemized Payments (IP).
- General System =>Standard Vouchers (SV).
- Automated Disbursements=>Disbursement Cancellations (CX).
- Project Cost Accounting=>agreements (ED, ID) and Agreement Charges (AG).

BAAR Queries:

Users can perform accounts receivable actions using Pegasys Queries. The Accounts Receivable queries are used to make updates and create transactions in addition to retrieving information.

The User Actions chapter also describes how to manually create Detail Billing Records using the Detail Billing Record Query as well as how to create Detail Billing Records from within a billing form such as the Billing Document (BD) and the Internal Voucher (NV).

The following Queries can be used to 1) create records 2) update transactions and/or 3) create transactions:

Exhibit 4-1: BAAR Queries to Create/Update Transactions

Subsystem	Query	Description	Described in User Guide
Accounts Receivable	Outstanding Bills	Provides users the ability to search Pegasys Billing Documents (document category BD) with an unliquidated receivable balance (i.e., "outstanding amount").	Sections 4.6.1
Accounts Receivable	Billing Statement	Provides users the ability to research, review, and track billing and collection documents grouped together by a Statement number.	Sections 4.6.2
Accounts Receivable	Detail Billing Record	Provides users the ability to search, view, add, correct, and delete Detail Billing Records.	Section 4.2
Accounts Receivable	Collections	Provides users a single place to obtain information regarding collections in the system.	Section 4.8.2
Accounts Receivable	Credit Application	Provides users the ability to query and apply unapplied credits to outstanding bills.	Section 4.31.1
General System	IPAC Transaction	Provides users the ability to view the status of transactions sent to or received from Treasury's Intra-Governmental Payment and Collection (IPAC) System via IPAC Search and Pegasys offline processes.	Sections 4.6.3 Section 4.8.3
Transactions	Form Document Selection	Provides users the ability to search for any form or document and/or select an action to perform on that form or document.	Section 4.6.4
Accounts Receivable	Disputed Billings	Provides users the ability to search for and create new dispute requests, view related billing dispute information, update the dispute object status, and view/correct/amend the associated Billing Document.	Section 4.9.2
Accounts Receivable	Write-Off Entry	Provides users the ability to authorize receivables for write-off by automated Pegasys Write-off batch processing.	Section 4.14.1.2.2.1
Accounts Receivable	Referral Entry	Provides users the ability to record the referral of an entire receivable or the referral of selected lines of a receivable.	Section 4.14.5.2.2
Accounts Receivable	Centralized Collections Services Staging Record Query	Provides users the ability to search and optionally update information on the Centralized Collections Services Staging Record query before the Centralized Collections Services Outbound process is executed to create a Credit Card file.	Section 4.8.7
Accounts Receivable	Centralized Collections Services Transaction Query	Provides users the ability to view, track, reconcile and determine the status of collections, charge backs, and refunds processed through external collections services, such as	Section 4.8.6

Subsystem	Query	Description	Described in User Guide
		Pay.gov and Bank Credit Card.	
Accounts Receivable	CIR Collection Reconciliation Query	Provides users the ability to view and manually reconcile/unreconcile CIR collections in Pegasys.	Section 4.8.4
Accounts Receivable	CIR Inbound Detail Staging Query	Provides users the ability to view and optionally update information on the CIR Inbound Detail Staging Query. CIR Inbound Detail Staging Query records can be updated until a form is generated, but cannot be added manually.	Section 4.8.5
Accounts Receivable	Amortization Schedule	Provides users the ability to view amortization schedules and schedule versions in order to track repayment of debts	Section 4.7.8
Accounts Receivable	Debt Account	Provides users the ability to view total and outstanding balances associated with debt accounts. In addition, it shows how much has been billed and collected on the accounts.	Section 4.7.5

In addition to the above queries, users can retrieve/view information on Accounts Receivable transactions on the following queries:

Exhibit 4-2: BAAR Queries to Retrieve Information

Subsystem	Query	Description	Described in User Guide
General Ledger	GL Account Detail	Provides users the ability to query information contained in the Pegasys General ledger.	Section 4.6.5
Project Cost Accounting	Agreement Query	Provides users the ability to query information on and view documents associated to agreements.	Section 4.3.7
Vendor	Vendor Activity Query	Provides users the ability to access detailed vendor account information.	Section 4.6.7
Accounts Receivable	Debt Account By Debt Account Group Query	Provides users the ability to view summary and detail data for all debt related to a particular debt account group, including both primary debt and joint and several debt.	Section 4.7.5

4.1 BAAR User Actions

With the BAAR implementation, offline (or batch) processes will be used as the primary method to create AR forms via the following Document Categories:

- BD and NV forms will be created by the Detail Billing Record Summarization process, utilizing batch jobs such as Crosswalk and Summarization.

- BD, NV and CR (advance offset) forms will be created by the PCAS Project Bill Generation (PCPROJBILL) batch job.
- ED and ID forms for the Reimbursable Work Authorization (RWA) and Real Property Utilization and Disposal Division (RPUDD) business lines will be created in Pegasys using a real-time Web Services-based interface from RWA Entry & Tracking Application (RETA).
- ED and ID forms for the Assisted Acquisition Service (AAS) business lines using the DBR/PCAS hybrid billing vehicle will be created in Pegasys via the Pegasys Connect Direct Interface.
- DA forms for Vehicle Claims will be created in Pegasys using an interface from the Comprehensive Accident Reporting Systems (CARS) using Form Import.
- SV forms will be created by the Form Import and Allowance for Loss batch processes.
- CR forms will be created by the Lock Box, Pay.gov/CIR, Revenue Credit Card, DoD Interfund, GSIPACIN (IPAC Inbound), Write-Off Generation batch processes.
- IP forms will be created by the Automated Credit Application, GSIPACIN (IPAC Inbound), Annual Close Unfilled Customer Order Reversal batch processes.

The BD, ED, ID, AG, CR, NV, IP, SV, DA and CX can also be created online in Pegasys as described in the subsections of chapter 4.

Note: Document Categories and Document Types are related via a parent-child relationship. The Document Categories are the general overall categories; for example, CR- Cash Receipts, BD- Billing Document, NV-Internal Voucher, etc. are all examples of Document Categories. Each Document Category can have multiple Document Types that exist within them. The Document Types are stored on the Document Type maintenance table. On this table, users can define and store valid document types for use across Pegasys and set various options for each document type. Please refer to the Configuration Spreadsheet for more Document Type setup information.

The detailed listing of BAAR Document Types is available at [Appendix: Overview of BAAR Document Types](#)

Forms and Documents are organized as a notebook, containing multiple tabs that each record specific types of information. Forms/Documents can contain the following tabs; however, not all tabs are used on all document categories and not all tabs are listed.

- **Header:** Contains basic information about the accounts receivable transaction, such as the Vendor Code and Address Code and the document date.
- **Accounting Lines:** Contains information regarding accounting details of the transaction including transaction type, line amount, and accounting dimensions.
- **Office Addresses:** Contains information on the office addresses used in the billing transaction (BDs only).
- **Approval Routing:** Contains pending (not completed) and completed approvals associated with the form.
- **Summary:** Contains a summary view of accounting lines on the document.
- **Correspondence:** Correspondence provides the ability to electronically communicate with the customer via the Pegasys-VCSS integration. In addition to corresponding with the customer directly from Pegasys, correspondence is maintained in Pegasys on the transaction with which it is associated, documenting a complete history of communication with the customer. Lastly, correspondence can be used to record internal notes/research regarding a transaction that should not be communicated to the customer. Correspondence is available at the document level on NV, CR, and IP document types.
- **Other:** There are many other tabs that include document specific information such as Articles, Charge Lines, etc. Some of these tabs are only used based on the Document Type that is being created, edited, viewed, etc.

4.1.1 Accounting Elements Available on Forms, Documents, Queries and Detail Billing Records

The accounting elements (dimensions) are available on certain queries, forms, documents and Detail Billing Records. These elements may be search criteria and part of the transaction. Each accounting dimension is a reference link to the applicable maintenance table. When a template is entered, the accounting dimensions of the template can be defaulted onto the form. The listing of these dimensions is available at [Appendix: BAAR Accounting Dimensions](#)

The remaining sections of chapter 4 provide detailed instruction regarding BAAR-related user actions that can be taken from within Pegasys.

Note: Please see the Table of Contents in order to quickly locate information about any one specific topic.

4.2 Detail Billing Records from Detail Billing Record Query

Detail Billing Records provide the ability to store financial and non-financial billing related data in Pegasys and to subsequently generate receivables transactions to record the accounting impact of the billing activity. Detail Billing Records can be imported into Pegasys from interfaces feeder systems via automated batch processing. Once loaded in Pegasys, non-associated Detail Billing Records are then processed through the Crosswalk batch process to populate additional fields required to create Pegasys documents. Once cross walked, Detail Billing Records are then summarized, grouping like records together, to create Pegasys Billing Documents and Internal Vouchers.

Additionally, Detail Billing Records can also be created manually via the Detail Billing Record Query (*see section 4.2.3*) or from within a Billing Document (*see section 4.4.1.5*) or Internal Voucher (*see section 4.4.2.5*).

Detail Billing Records are loaded and maintained on the Detail Billing Record Maintenance Table in Pegasys. This table contains the fields from the header and accounting line plus a total of 200 agency-defined non-financial fields used to store GSA-specific data that is not recorded on the header or accounting line of traditional Pegasys documents. Detail Billing records provide the initial pieces of information that will be used to create Billing Documents and Internal Vouchers within Pegasys. They can be thought of as being the building blocks for how the system will create documents and record receivables.

Detail Billing Records are comprised of fields that can be characterized as “shared” or “unshared”. Shared Fields are fields that are also on the header and/or accounting line of the document (i.e., “Vendor Code” or “Fund”). Unshared Fields are fields that are on the Detail Billing Record only (i.e., “Starting Mileage” or “Building Name”). The Unshared Fields are used to store non-financial information on the Detail Billing Record.

Detail Billing Records (DBRs) can also be characterized as “associated” or “non-associated” with a Pegasys document. Detail Billing Records are considered associated when they have been linked to a document through the summarization process or by a user manually adding them from within a document. When associated, the system establishes a link from the Detail Billing Record to the document.

Additionally, associated Detail Billing Records can be viewed from within their corresponding document. Once associated to a document (summarized through the batch process to a document), Detail Billing Record shared fields cannot be corrected via the Detail Billing Record Query or through the document. Any changes to the shared fields would be done through amendments/corrections to the document. Users can update the data in the shared locations of these fields (i.e., on the Header or Accounting Line).

Non-associated Detail Billing Records are records that have not been linked with a Pegasys document. These Non-Associated records are also known as “orphan” records. When Detail Billing Records are initially created at the feeder system, they are all Non-Associated (“orphan”) records. This means that the records are not directly linked to a Billing Document or Internal Voucher in the system. At this stage, the “Current Parent Document Reference” information on the Detail Billing Record will be blank. In order to populate this information and associate the Detail Billing Records, they can be either processed by the Summarization batch process or this information can be manually entered by a user. The Summarization Batch process is an automated batch process that will use the data stored on the Detail Billing Record to create Billing Documents and Internal Vouchers within Pegasys.

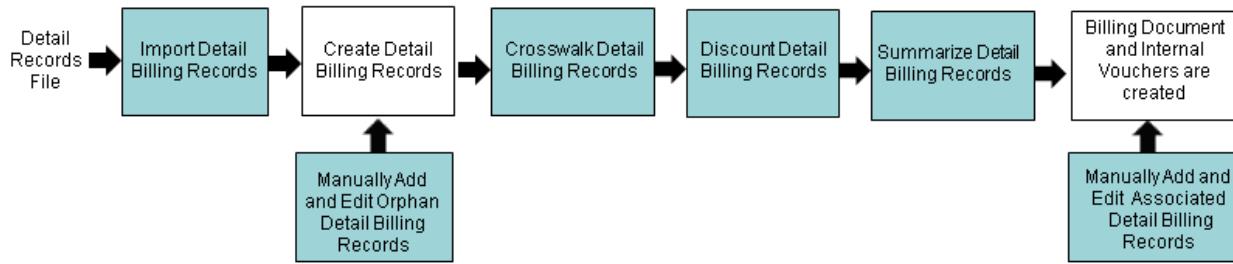
Detail Billing Records are capable of calculating Discounts. Batch Processes identify orphan record and checks if the DBR is eligible for Discounts. If it is eligible then the batch job identifies Discount Type and applies it to DBR. The Discount Types are set up on Discount Type reference table. The Discount Amount Field on the existing DBR record is updated.

When Detail Billing Records are created manually by a user, they can be created stand-alone (not referenced to a Billing Document), as orphan (Non-Associated) records, or they can be immediately referenced to an existing Billing Document within Pegasys (as Associated or non-orphan records). If a user manually creates a DBR, the only way to associate it to a Billing Document is to execute the summarization batch job. Once the Detail Billing Record is associated to a Billing Document, the “Current Parent Document Reference” field is populated.

The Detail Billing Records Import batch process allows for feeder system Detail Billing Records to be imported into Pegasys. Detail Billing Records created by the Detail Billing Record Import batch process are non-associated. Once imported, Detail Billing Records can then be searched via the Detail Billing Record Query (*see section 4.2.2*).

The following Exhibit displays the process flow of Detail Billing Record from inception to the creation of the Pegasys transaction:

Exhibit 4-3: Detail Billing Record Life Cycle



4.2.1 Detailed Billing Records- User-Defined Field Description

The listing of User-Defined fields on the Detailed Billing Records is available at [Appendix: Detail Billing Record \(DBR\) – User-Defined Fields and Form Descriptions](#)

4.2.2 Detail Billing Record Query Description and Uses

Once records have been created in Pegasys via the automated or manual processes, they can then be queried via the Detail Billing Record Query.

Queries=>Accounts Receivable=>Detail Billing Record

Exhibit 4-4: Detail Billing Query Navigation



The Detail Billing Record Query also provides the ability to create new Detail Billing Records, delete the Detail Billing Record, view, correct, or amend the associated document (if associated, or “linked” to a document) from the Item Collection.

4.2.2.1 Search Parameters and Results

Detail Billing Records can be searched using a variety of criteria types, including:

- The ability to search for Detail Billing Records associated to Billing Documents (BD)/Internal Vouchers (NV),
- The ability to search for Detail Billing Records not associated with a document,
- The ability to search for values on the original DBR values (prior to any modification) and,
- The ability to search for values on the Billing Document or Internal Voucher document associated to the DBR.

1. To search for existing Detail Billing Records, enter applicable search criteria (i.e., Record Identifier, Bill Type, Record Date, Amount, Source Number, Vendor Code, Accounting Elements, etc.) and select the **Search** button.

The following Exhibit displays the Detail Billing Record Query Search Criteria page:

Exhibit 4-5: Detail Billing Record Query Search Criteria

Pegasys > Queries > Accounts Receivable > Detail Billing Record

Detail Billing Record

Search Criteria

Record Identifier:	Amount:	Current Parent Document Reference
Amount:	Currency:	Type: Number: Accounting:
Bill Type:	Bill/Statement Number:	Period of Performance
Related Statement Number:	Title:	Start Date: End Date:
Record Date	From: To:	Charge Period
Associated With a Document:	From: To:	From: To:
Assignment Code:		

Buttons: Search, Clear

Links:

- + Billing Detail
- + General Detail Billing Elements
- + Fleet Detail Billing Elements
- + Rent Detail Billing Elements

- To view the details of a record, select the radio button next to the record in the Item Collection and select the **Details** button.

New **Details** Copy Delete View Document Correct Document Amend Document View Statement Entity Display 10

Item Page: 1 2

Record Load Number	Record Identifier	Quantity	Amount	Document Type	Document Number	Accounting Line Number	Vendor	Address Code	Bill/Statement Number
<input checked="" type="radio"/> 405	RNTDBEAPPROVE.001	1.000000	(\$238,631.91)	RMI	RMIAAIAPAC07-001	1	9567	9567	AAIPAC07

Please refer to the following table that lists the appendices containing User-Defined Search fields on the DBR query for each business line.

Exhibit 4-6: List of Appendices of DBR Query Search Criteria

Business Line	Link to Appendices
Fleet	Appendix: Detail Billing Record Query Search Criteria- Fleet
Rent	Appendix: Detail Billing Record Query Search Criteria – Rent
Global Supply/Automotive Purchases	Appendix: Detail Billing Record Query Search Criteria – Global Supply/Automotive Purchases
AAS/ITS	Appendix: Detail Billing Record Query Search Criteria – AAS/ITS

4.2.2.2 Query Details

The Detail Billing Record page displays the details of the Detail Billing Record selected in the Item Collection.

Note: The following Exhibit does not include all fields in the Item Collection.

Exhibit 4-7: Detail Billing Record Query Item Collection

Record Load Number	Record Identifier	Quantity	Amount	Document Type	Document Number	Accounting Line Number	Vendor	Address Code	Name	Bill/Statement Number	Record Date	External System Id	Interfund Indicator	Accounting Period	Reg	Assignment Code	Credit/Adj Indicator
RNT11022010000001	1.000000 \$1,500.00					9567	9567		101102123	11/02/2010	RENTMANL						
MCDBRTEST2	100.000000 \$100.00					S1017	S1017			11/02/2010	RENTMANL						
MCDBRTEST	100.000000 \$100.00					S1017	S1017			11/02/2010	RENTMANL						

[Go to top of page](#)

By selecting a detail record, the user can proceed to the Detail Billing Record Details page. The following Exhibit displays the Detail Billing Record Details page containing the following tabs:

- Accounting Elements (Detail Record Values).
- Detail Billing Elements.
- Accounting Elements (Document Level Values).

Exhibit 4-8: Detail Billing Record Detail

Pegasy > Queries > Accounts Receivable > Detail Billing Record > Accounting Elements (Detail Record Values)

Save

Accounting Elements (Detail Record Values) **Detail Billing Element Fields** **Accounting Elements (Document Level Values)**

[Expand All](#) | [Collapse All](#)

General

* Record Identifier: RNT11022010000004

Parent Document Reference

Document Type:

Document Number:

Record Load Number:

* Record Date: 11/02/2010

Charge Period:

Line Type:

Buyer Line Type: Normal

Transaction Type:

Buyer Transaction Type:

Bill Type:

* Receivable Type:

Last Modified By: alroles102

Created By: alroles102

Security Org: GSA

Current Parent Document Reference

Type: Number: Accounting:

Original Parent Document Reference

Type: Number: Accounting:

Commodity:

Code:

Name:

External System Information

* System ID: RENTMANL

Bill/Statement Number: 101102123

Related Statement Number:

Title:

Source Number: OA11012348

Agency DUNS Number:

Agency DUNS+4 Number:

[Return to Top](#)

4.2.2.3 Executing a Query Using the Detail Billing Record Query

To query Detail Billing Records via the Detail Billing Record Query, follow the steps below.

Steps to Execute a Query Using the Detail Billing Record Query:

Notes

1. Navigate to Queries => Accounts Receivable => Detail Billing Record.

The Detail Billing Record Query page is displayed.

Note: Group boxes may need to be expanded to see all search criteria.

Steps to Execute a Query Using the Detail Billing Record Query:

Notes

- Enter the search criteria. At a minimum, enter the **Bill/Statement Number** and any of the following: **Record ID, Current Parent Document #, Record Load Number, ALC, Vendor/Address Code, Vehicle Tag, and/or External System ID.**

*Note: Query performance is improved with each additional search criteria entered. For example, rather than simply entering System ID of “FLEETMANL” or “OABILLING”, enter the Bill/Statement Number, Detail Billing Record Date range and any additional billing detail that can be provided. Users **should not** execute “Blind” queries, meaning no search criterion is entered.*

- Select the **Search** button.

- The results are returned in the Item Collection.

Record Load Number	Record Identifier	Quantity	Amount	Document Type	Document Number	Accounting Line Number	Vendor	Address Code	Bill/Statement Number	Record Date	External System Id	Source Number	Interfund Indicator	Reg C
2	FMN00306BAARTS05.001	0.000000	\$100.00	FMN	FMN00306-066	1	897009	897009	FMN00306	12/15/2010	FLEETMANL	45654	F	01

Steps to Execute a Query Using the Detail Billing Record Query:

Notes

5. Select the desired Detail Billing Record from the Item Collection. Select **Details** to review the selected Detail Billing Record. The Detail Billing Record contains following tabs:
 1. Accounting Elements (Detail Record Values).
 2. Detail Billing Elements.

Note: To perform action upon Detail Billing Records that are associated with a document, the user can select the Correct Document or Amend Document button. A new window will be opened where the user can perform the correction/amendment following the steps in section 4.4.3 Billing Corrections and Amendments.

New	Details	Copy	Delete	View Document	Correct Document	Amend Document	View Statement Entity	Display 10 Items	View as CSV	Sgt...

The Accounting Elements Detail Record Values page is displayed.

Steps to Execute a Query Using the Detail Billing Record Query:

Notes

6. Select the **Detail Billing Element Fields** tab to view the Detail Billing Elements.



Note: To create Detail Billing Records, see section 4.2.3 and subsections.

Note: Once Detail Billing Records are saved, an additional tab will be visible. This tab contains document level information and is therefore only populated when the Detail Billing Record is associated to a document (BD or NV).

4.2.3 Manual Creation of Detail Billing Records from the Detail Billing Record Query

As noted above, Detail Billing Records can also be manually created via the Detail Billing Record Query (assuming the user has been granted the appropriate security permissions). Users can either enter Detail Billing Records from scratch, or, copy existing records and modify the information as needed. Records added from the Detail Billing Record Query are considered non-associated as they have yet to be formally linked with a Pegasys transaction (a Billing Document (BD) or Internal Voucher (NV) form or document). The non-associated records are then available to be picked up by the Detail Billing Records Cross walking and Summarization processes as detailed in section 4.2 above.

There are five types of Detailed Billing Records:

1. Non-IPAC.
2. IPAC.
3. Interfund/Intrafund.
4. Revenue Credit Card.
5. DoD Interfund.

Interfund payment processing within GSA is a common business practice across business lines that serve internal GSA clients.

The users are required to populate the following types of fields to create the Detail Billing Records via Detail Billing Record Query.

- **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.

Exhibit 4-9: Link to Appendices: Business Process Required Fields for DBR creation

Business Line	Link to Appendices
Fleet	Appendix: Create Detail Billing Records-DBR Query-Fleet
Rent	Appendix: Create Detail Billing Records-DBR Query-Rent
Global Supply	Appendix: Create Detail Billing Records-DBR Query-Global Supply/Automotive Purchases
AAS	Appendix: Create Detail Billing Records-DBR Query- AAS
Telecom	Appendix: Create Detail Billing Records-DBR Query- Telecom

Steps to Create Detail Billing Records from the Detail Billing Record Query: Notes

1. Navigate to Queries=> Accounts Receivable => Detail Billing Record.

The Detail Billing Record Query page is displayed.

Detail Billing Record Query

Search Criteria

- Record Identifier:
- Currency:
- Bill Type:
- Source Number:
- Bill/Statement Number:
- Related Statement Number:
- Title:
- Associated With a Document:
- Record Date
- From: To:
- Amount
- From: To:
- Assignment Code:

Current Parent Document Reference

- Type:
- Number:
- Accounting:

Period of Performance

- Start Date:
- End Date:

Charge Period

- From: To:

Billing Detail

General Detail Billing Elements

- Credit/Adjustment Indicator: Assignment Agency:
- Advance Indicator: Interfund Indicator:
- DBE Period of Performance
- Start Date:
- End Date:

Fleet Detail Billing Elements

Rent Detail Billing Elements

Additional Criteria (Detail Record Values)

Additional Criteria (Document Level Values)

Vendor Criteria (Detail Record Values)

Accounting Elements (Document)

Accounting Elements (DBR)

Accounting Elements - Buyer (Detail Record Values)

Inter-Agency Transfer (Detail Record Values)

Action Buttons

- New
- Details
- Copy
- Delete
- View Document
- Correct Document
- Amend Document
- View Statement Entity
- Display 10 Items
- View as CSV
- Sort...

Record Load Number	Record Identifier	Quantity	Amount	Document Type	Document Number	Accounting Line Number	Vendor Code	Address	Bill/Statement Number	Record Date	External System Id	Source Number	Interfund Indicator	Credit/Adjustment Indicator	Advance Indicator	Assignment Agency	Accounting Classification Reference Number
--------------------	-------------------	----------	--------	---------------	-----------------	------------------------	-------------	---------	-----------------------	-------------	--------------------	---------------	---------------------	-----------------------------	-------------------	-------------------	--

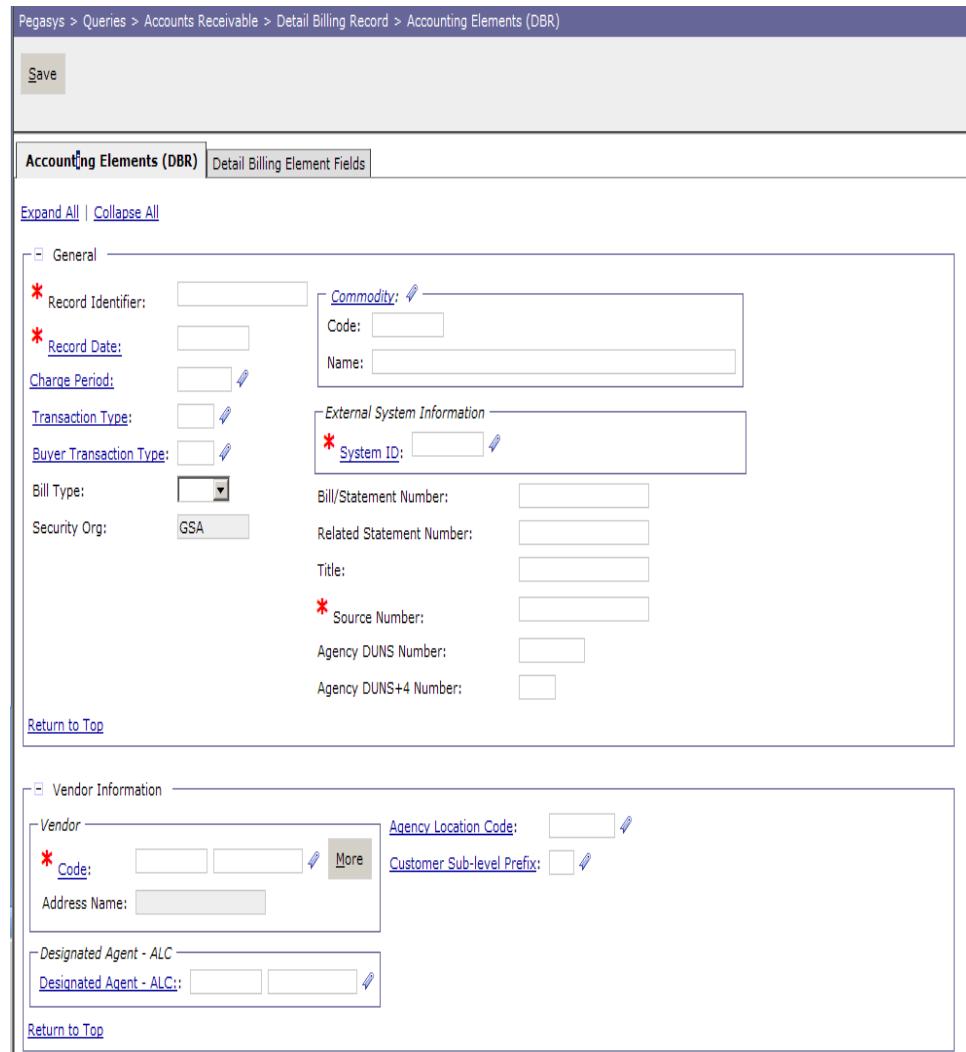
Steps to Create Detail Billing Records from the Detail Billing Record Query:

Notes

2. Select New.



3. The Accounting Elements (Detail Record Values) page is displayed.



Pegasys > Queries > Accounts Receivable > Detail Billing Record > Accounting Elements (DBR)

Save

Accounting Elements (DBR) [Detail Billing Element Fields](#)

[Expand All](#) | [Collapse All](#)

General

* Record Identifier: Commodity:
Code: Name:
* Record Date:
Charge Period: 
Transaction Type: 
Buyer Transaction Type: 
Bill Type: Bill/Statement Number:
Security Org: GSA Related Statement Number:
Title:
* Source Number:
Agency DUNS Number:
Agency DUNS+4 Number:

[Return to Top](#)

Vendor Information

Vendor Agency Location Code: 
* Code: More Customer Sub-level Prefix: 
Address Name:

Designated Agent - ALC Designated Agent - ALC: 

[Return to Top](#)

4. On the “Accounting Elements” 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

Steps to Create Detail Billing Records from the Detail Billing Record Query:

Notes

of each Business line. For details on these fields, refer to the [Exhibit 4-9: Link to Appendices: Business Process Required Fields for DBR creation.](#)

- General.
- Vendor Information.
- Inter-Agency Transfer.
- Description.
- Accounting Dimensions:
 - Select the Default button after entering the Accounting template to populate the accounting dimensions from the template.

5. Select on the Detail Billing Element Fields tab.

Pegasys > Queries > Accounts Receivable > Detail Billing Record > Detail Billing Element Fields

Accounting Elements (Detail Record Values) **Detail Billing Element Fields**

[Expand All](#) | [Collapse All](#)

- General Detail Billing Elements

Credit/Adjustment Indicator: Assignment Agency:
Advance Indicator: * Interfund Indicator:

- DBE Period of Performance

* Start Date: 11/01/2010
* End Date: 11/30/2010

[Return to Top](#)

The Detail Billing Element Fields page is displayed.

Pegasys > Queries > Accounts Receivable > Detail Billing Record > Detail Billing Element Fields

Accounting Elements (Detail Record Values) **Detail Billing Element Fields**

[Expand All](#) | [Collapse All](#)

- General Detail Billing Elements

Credit/Adjustment Indicator: Assignment Agency:
Advance Indicator: * Interfund Indicator:

- DBE Period of Performance

* Start Date: 11/01/2010
* End Date: 11/30/2010

[Return to Top](#)

Steps to Create Detail Billing Records from the Detail Billing Record Query:

Notes

Fleet Detail Billing Elements

Starting Mileage:	<input type="text"/>	Vehicle Class:	<input type="text"/>
Ending Mileage:	<input type="text"/>	Vehicle Tag:	<input type="text"/>
Miles Driven:	<input type="text"/>	Billing Estimate Code:	<input type="text"/>
Days Used:	<input type="text"/>	Vehicle Action Code:	<input type="text"/>
Daily/Monthly Rate:	<input type="text"/>	Body Type:	<input type="text"/>
Special Equipment Rate:	<input type="text"/>	Special ACC Equipment:	<input type="text"/>
Mileage Rate:	<input type="text"/>	SpeedPay FSN:	<input type="text"/>
Description:	<input type="text"/>	Sales Code:	<input type="text"/>
Advance Indicator:	<input type="text"/>	FSN Lookup:	<input type="text"/>

[Return to Top](#)

Rent Detail Billing Elements

Building Zip Code:	<input type="text"/>	Building Name:	<input type="text"/>
Building Address:	<input type="text"/>	Building State:	<input type="text"/>
Building City:	<input type="text"/>	Non-Cancelable OA Designation:	<input type="text"/>

[Return to Top](#)

6. On the “Detail Billing Elements” 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 the [Exhibit 4-9: Link to Appendices: Business Process Required Fields for DBR creation.](#)
 1. General Detail Billing Elements.
 2. <Business Line> Detail Billing Elements.
7. Select **Save**. If no errors are encountered upon selecting the Save button a message appears stating that the “Action was successful” meaning that the record has been saved successfully.

Steps to Create Detail Billing Records from the Detail Billing Record Query:

Notes

Pegasys > Queries > Accounts Receivable > Detail Billing Record > Detail Billing Element Fields

Action was successful.

Save

Accounting Elements (Detail Record Values) | **Detail Billing Element Fields** | Accounting Elements (Document Level Values)

[Expand All](#) | [Collapse All](#)

- General Detail Billing Elements

Credit/Adjustment Indicator:	<input type="text"/>	Assignment Agency:	<input type="text"/>
Advance Indicator:	<input type="text"/>	* Interfund Indicator:	<input type="text"/> F
DBE Period of Performance			
* Start Date:	<input type="text"/> 11/01/2010		
* End Date:	<input type="text"/> 11/01/2010		

[Return to Top](#)

+ Fleet Detail Billing Elements

[Return to Top](#)

+ Rent Detail Billing Elements

[Return to Top](#)

- 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 Save button again.

GSA PEGASYS

Inbox | Preferences | Welcome

Transactions | Queries | Reference | System Administration | Utilities

Pegasys > Queries > Accounts Receivable > Detail Billing Record > Accounting Elements (DBR)

Save

Detail Billing Record/Code: GS0039E The Code value, FLTMANL, is not valid in the database.

Accounting Elements (DBR) | **Detail Billing Element Fields**

[Expand All](#) | [Collapse All](#)

- General

* Record Identifier:	<input type="text"/> ROM02PN0001PAKHPB	Commodity:	<input type="text"/>
* Record Date:	<input type="text"/> 08/08/2011	Code:	<input type="text"/>
Charge Period:	<input type="text"/>	Name:	<input type="text"/>
Transaction Type:	<input type="text"/>	External System Information	
Buyer Transaction Type:	<input type="text"/>	* System ID:	<input type="text"/> FLTMANL
Bill Type:	<input type="text"/> IPAC	Bill/Statement Number:	<input type="text"/>
Security Org:	<input type="text"/> GSA	Related Statement Number:	<input type="text"/>
		Title:	<input type="text"/>
		* Source Number:	<input type="text"/> FLT3610052011
		Agency DUNS Number:	<input type="text"/>
		Agency DUNS+4 Number:	<input type="text"/>

[Return to Top](#)

4.2.4 Modify Orphan Detail Billing Record from the Detail Billing Record Query

Modification of existing Detail Billing Records is permitted from the Detail Billing Record Query, but is restricted to those Detail Billing Records that have yet to be associated to a Pegasys document.

Both shared and non-shared fields are available to be modified for non-associated Detail Billing Records. If the Detail Billing Record has been updated as part of the Crosswalk process, more fields will be populated and/or available for editing than were originally visible from the manual creation of Detail Billing Record page online in Pegasys (Queries=>Accounts Receivable=>Detail Billing Record=>New).

Also, if the Detail Billing Record has 1) been run through the Crosswalk process and 2) subsequently been modified by a user, but 3) has not yet been summarized to a transaction, the record will be automatically selected and updated by the Crosswalk process for a second time. The Summarization process will then select the record for summarization to a Pegasys transaction.

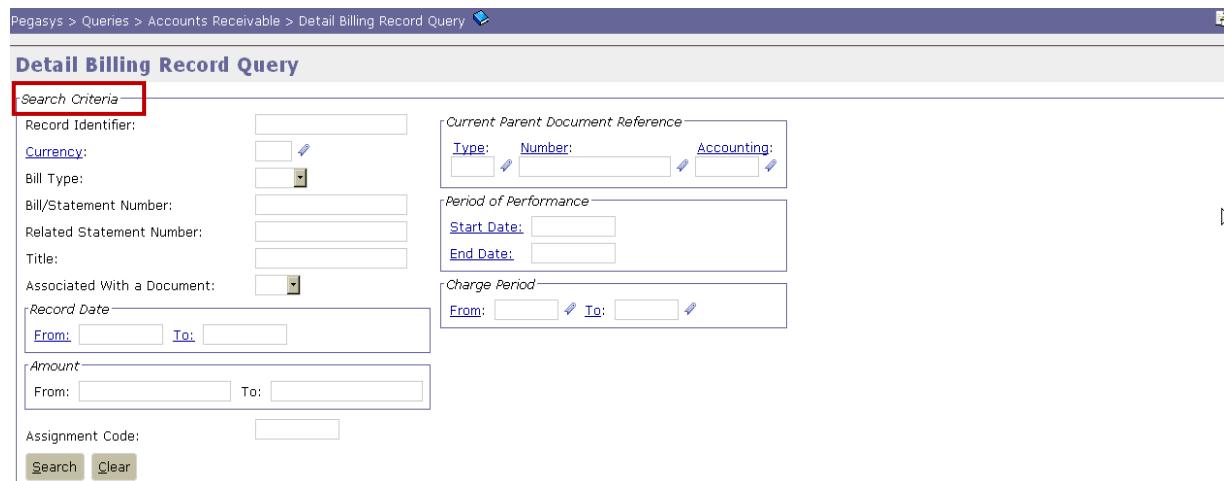
Note: For information regarding the modification of Detail Billing Records from within a Pegasys document, please see section 4.4.3, Billing Amendments and Corrections.

To modify a Detail Billing Records that has yet to be associated with a Pegasys document:

Steps to Modify Orphan Detail Billing Records from the Detail Billing Record Query:	Notes
--	-------

1. Navigate to Queries => Accounts Receivable => Detail Billing Record.

The Detail Billing Record Query page is displayed.



2. Enter the search criteria to search for Detail Billing Records as described above in section 4.2.2.

Note: To search specifically for Detail Billing Records that are not associated to a billing document (orphans), select the “Associated With a Document” value of “No”.

Steps to Modify Orphan Detail Billing Records from the Detail Billing Record Query:

Notes

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾
 Pegasys > Queries > Accounts Receivable > Detail Billing Record Query

Detail Billing Record Query

Search Criteria

Record Identifier:	<input type="text"/>	Current Parent Document Reference	
Currency:	<input type="text"/>	Type:	<input type="text"/>
Bill Type:	<input type="button" value="▼"/>	Number:	<input type="text"/>
Bill/Statement Number:	<input type="text"/>		
Related Statement Number:	<input type="text"/>		
Title:	<input type="text"/>		
Associated With a Document:	<input type="text"/> No		
Record Date	From: <input type="text"/> To: <input type="text"/>		
Amount	From: <input type="text"/> To: <input type="text"/>		
Assignment Code:	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			
Billing Detail Record Load Number: <input type="text"/> Agency DUNS Number: <input type="text"/> System ID: <input type="text"/> Agency DUNS+4 Number: <input type="text"/>			

Note: The DBR Query has been indexed on the following fields to improve search performance: Bill/Statement Number, Record ID, Current Parent Document #, Record Load Number, ALC, Vendor/Address Code, Vehicle Tag, and/or External System ID.

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 criteria are entered.

3. Select the desired Detail Billing Record from the Item Collection and select **Details** to review the Detail Billing Record.

Note: To Copy a Detail Billing Record, select the desired Detail Billing Record from the Item Collection and select the Copy button. All existing information will copy over. Users must give the new copied DBR a Record Identifier, or the system will assign one upon Saving the DBR.

New Details Copy Delete View Document Correct Document Amend Document View Statement Entity Display All Items View as CSV Sort...

Record Load Number	Record Identifier	Quantity	Amount	Document Type	Document Number	Accounting Line Number	Vendor	Address Code	Name	Bill/Statement Number	Record Date	External System Id	Interfund Indicator	Accounting Period	Reg	Assignment Code	Credit/Adj Indicator
	RNT11022010000001	1.000000	\$1,500.00			9567	9567		101102123	11/02/2010	RENTMANL						
	MCDBRTEST2	100.000000	\$100.00			S1017	S1017			11/02/2010	RENTMANL						
	MCDBRTEST	100.000000	\$100.00			S1017	S1017			11/02/2010	RENTMANL						

[Go to top of page](#)

4. Update the desired editable fields on the following tabs:

Steps to Modify Orphan Detail Billing Records from the Detail Billing Record Query:

Notes

1. Accounting Elements (Detail Record Values).
2. Detail Billing Element Fields.
3. Accounting Elements (Document Level Values).

Pegasys > Queries > Accounts Receivable > Detail Billing Record > Accounting Elements (Detail Record Values)

<input type="button" value="Save"/>	
<input type="button" value="Expand All"/> <input type="button" value="Collapse All"/>	
General	
* Record Identifier: RNT11022010000004 Parent Document Reference Document Type: <input type="text"/> Document Number: <input type="text"/> Record Load Number: <input type="text"/> * Record Date: 11/02/2010 Charge Period: <input type="text"/> Line Type: <input type="text"/> Buyer Line Type: Normal Transaction Type: <input type="text"/> Buyer Transaction Type: <input type="text"/> Bill Type: <input type="text"/> * Receivable Type: <input type="text"/> Last Modified By: allroles102 Created By: allroles102 Security Org: GSA	
Current Parent Document Reference Type: Number: <input type="text"/> Accounting: <input type="button" value="View"/> Original Parent Document Reference Type: Number: <input type="text"/> Accounting: <input type="button" value="View"/> Commodity: <input type="text"/> Code: <input type="text"/> Name: <input type="text"/> External System Information * System ID: RENTMANL <input type="text"/> Bill/Statement Number: 101102123 Related Statement Number: <input type="text"/> Title: <input type="text"/> Source Number: OA11012340 Agency DUNS Number: <input type="text"/> Agency DUNS+4 Number: <input type="text"/>	
Return to Top	

5. Select **Save** to save changes to the Detail Billing Record.

Pegasys > Queries > Accounts Receivable > Detail Billing Record > Accounting Elements (Detail Record Values)

<input type="button" value="Save"/>	Action was successful.
<input type="button" value="Expand All"/> <input type="button" value="Collapse All"/>	
General	
* Record Identifier: RNT11022010000004 Parent Document Reference Document Type: <input type="text"/> Document Number: <input type="text"/> Record Load Number: <input type="text"/> * Record Date: 11/02/2010 Charge Period: <input type="text"/> Line Type: <input type="text"/> Buyer Line Type: Normal Transaction Type: <input type="text"/> Buyer Transaction Type: <input type="text"/> Bill Type: <input type="text"/> * Receivable Type: <input type="text"/> Last Modified By: allroles102 Created By: allroles102 Security Org: GSA	
Current Parent Document Reference Type: Number: <input type="text"/> Accounting: <input type="button" value="View"/> Original Parent Document Reference Type: Number: <input type="text"/> Accounting: <input type="button" value="View"/> Commodity: <input type="text"/> Code: <input type="text"/> Name: <input type="text"/> External System Information * System ID: RENTMANL <input type="text"/> Bill/Statement Number: 101102123 Related Statement Number: 91339545 Title: <input type="text"/> Source Number: OA11012348 Agency DUNS Number: <input type="text"/> Agency DUNS+4 Number: <input type="text"/>	

6. 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 **Save** button again.

4.3 PCAS Agreements

The Pegasys Project Cost Accounting Sub-System (PCAS) provides for the management of costs and revenues through the use of agreements. Agreements are used to define the terms and conditions for GSA to provide goods and services to its customers. Essentially, they record the amount of funding a customer agrees to provide to GSA in exchange for these goods or services.

Agreements are set up with internal and external customers to track work performed by GSA for the customer. Agreements provide an automated means of (1) Tracking spending for procurement of goods and services, (2) Billing the customer for expenses incurred, and (3) Tracking and receiving reimbursements for goods, costs, and/or services.

PCAS provides the management of spending/expenses, billing/revenues, and collections through the use of agreements. It facilitates generation of receivables based on direct expenses, agreement charges, or defined amounts associated to the agreements. The PCAS lifecycle includes the following:

- Creating agreements in Pegasys (via the Reimbursable Work Authorization (RWA) Entry & Tracking Application (RETA) Interface or manually).
- Tracking and recording the spending that occurs against the agreement.
- Assessing surcharges against agreement.
- Generating bills for items and services provided by GSA.
- Recording revenue and funds collected by GSA.
- Accruing unbilled spending for monthly financial reporting.
- Dunning customers for overdue receivable balances.
- Allowing customers to dispute bills (non-IPAC) or chargeback bills (IPAC).
- Enabling GSA to Write-Off uncollectable Receivables.

Agreements are established in Pegasys by processing an agreement document. Two categories of documents exist: ED (External Direct Agreement) and ID (Internal Direct Agreement). Agreements can also be federal or non-federal and this is distinguished via the vendor code associated with the agreement. In a federal agreement, GSA can fill the customer order and it does not require an advance collection. Federal agreements can be IPAC or Standard (Non-IPAC). A non-federal agreement is established between GSA and a non-federal customer, in which GSA must wait for the customer to provide a monetary advance before the customer order can be filled. Furthermore, non-federal agreements are Standard (Non-IPAC).

In addition to being external/internal and federal/non-federal, agreements can have two types of billing models – recurring and non-recurring. A recurring agreement is billed by a flat rate or percentage each month or is billed based on agreement charges, whereas a non-recurring agreement is billed based on spending documents. Both recurring and non-recurring can be external or indirect agreements.

4.3.1 Agreements: External Direct Agreement (ED) Description and Uses

An External Direct Agreement is used when GSA enters in an agreement with an entity outside the agency (federal, state, or private individual). It can be either federal or non-federal (which is determined by the vendor code on the agreement), have a recurring or non-recurring billing model, and an IPAC or Standard (Non-IPAC) billing type.

4.3.1.1 Available External Direct Agreement (ED) Document Types

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the External Direct Agreement (ED) 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.

External Direct Agreement (ED) Document Number is formatted using the ED document type, the current date, and a sequent number. The Document Number starts off with the two- or three-digit document number (e.g., IEB), then the current year, month, and date in the 'YYYYMMDD' format, ending with a four-digit sequence number. An ED Document created on May 11, 2013 would have the following document number: IEB201305110001.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions

[Appendix: Available External Direct Agreement \(ED\) Document Types](#)

4.3.1.2 User-Defined Fields - External Direct Agreement (ED) Document Types

The listing of User-Defined fields on the External Direct Agreement (ED) document is available at

[Appendix: External Direct Agreement \(ED\) – User-Defined Fields and Form Descriptions](#)

4.3.1.3 Automated Methods to Create External Direct Agreement (ED)

Reimbursable Work Authorization (RWA) External Direct Agreements will be maintained in Pegasys using a real-time Web Services-based interface from the RWA Entry & Tracking Application (RETA). Real Property Utilization and Disposal Division (RPUDD) agreements will also use RETA. The agreements will be sent by RETA through GSA's Financial Management Enterprise Service Bus (FMESB) and into Pegasys, where the form is verified and processed in real-time. AAS business lines will create ED forms through the Pegasys Connect interface.

4.3.1.4 Manual Creation of External Direct Agreement (ED) (Recurring/Non-Recurring)

An External Direct Agreement can be manually created in Pegasys by following these steps:

The users are required to populate the following types of fields to manually create the ED (Recurring/Non-Recurring).

- **Pegasys System Required fields** – These fields have the red asterisk and the system throws a 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. The appendices listing these fields for every business line can be found in the table below:

Exhibit 4-10: Link to Appendices: Business Process Required Fields for ED creation

Business Line	Link to Appendices
RWA/HOTD	<u>Appendix: Create an External Direct Agreement (ED) – RWA/HOTD</u>
R6 Manual Business Lines	<u>Appendix: Create an External Direct Agreement (ED) – R6 Manual Business Lines</u>
External Services	<u>Appendix: Create an External Direct Agreement (ED) – External Services</u>
AAS	<u>Appendix: Create an External Direct Agreement (ED) – AAS</u>
Outlease	<u>Appendix: Create an External Direct Agreement (ED) - Outlease</u>

Steps to create a Project Cost Accounting

Notes

External Direct Agreement (ED) form (Recurring/Non-Recurring):

1. Navigate to Transactions => Project Cost Accounting => New => External Direct Agreement.

The New External Direct Agreement page is displayed.

Pegasys > Transactions > Project Cost Accounting > New > New External Direct Agreement

[Back](#) [Finish](#) [Cancel](#)

New External Direct Agreement

* Document Type:

Document Number Format: [Edit](#)
Document Number Prefix:

* Document Number: [Generate](#)

Security Org: [Edit](#)

Title:

Copy Document

None
 Copy From
 Copy Forward

File: [Browse...](#)

[Go to top of page](#)

2. REQUIRED- Enter Document Type.
3. Select the **Generate** button to auto-generate a Document Number.

* Document Type:

Document Number Format: [Edit](#)
Document Number Prefix:

* Document Number: [Generate](#)

Security Org: [Edit](#)

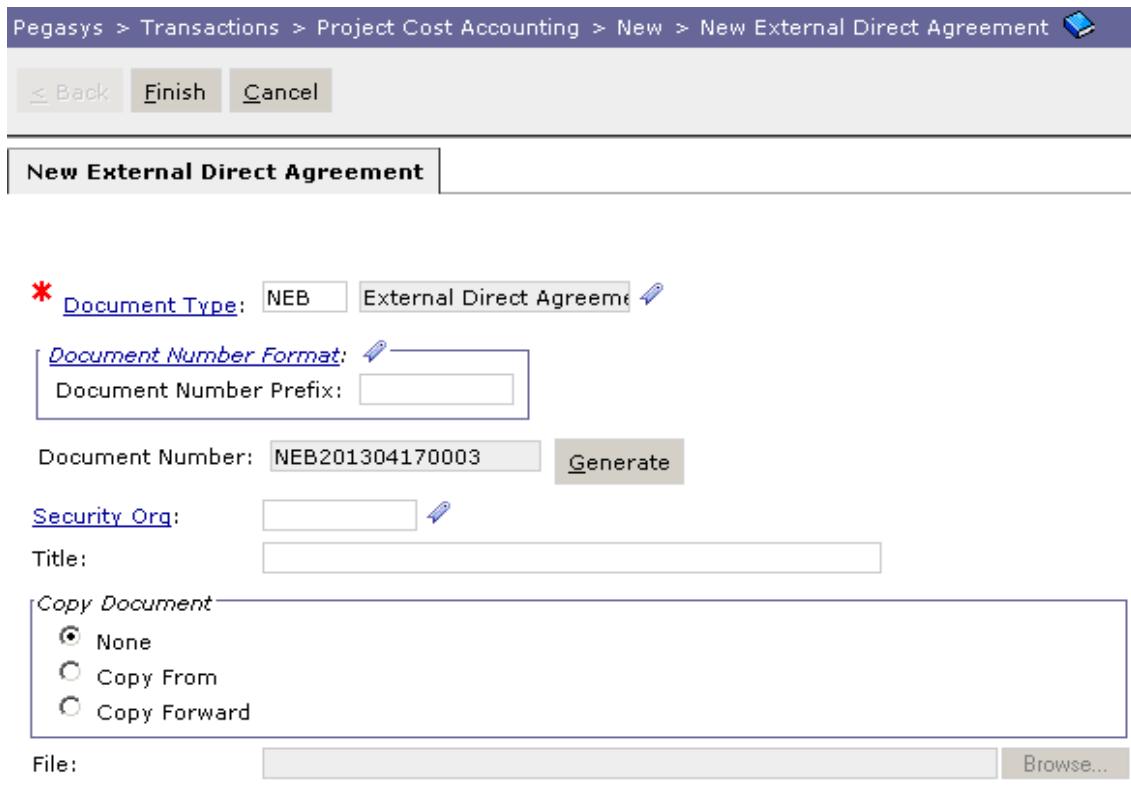
Title:

Steps to create a Project Cost Accounting

Notes

External Direct Agreement (ED) form (Recurring/Non-Recurring):

A unique Document Number is generated in the Document Number field.



Pegasys > Transactions > Project Cost Accounting > New > New External Direct Agreement

Back Finish Cancel

New External Direct Agreement

* Document Type: NEB External Direct Agreement

Document Number Format: Document Number Prefix:

Document Number: NEB201304170003 Generate

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

File: Browse...

[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 'NEB' is the document type of External Direct Agreement (ED) Non-Recurring Non-IPAC form followed by the date and a sequential number, e.g., NEBYYYYMMDD###. The Document Number format for 'NHR' is the document type of External Direct Agreement (ED) Recurring Non-IPAC (HOTD) form followed by the date and a sequential number, e.g., NHRYYYYMMDD###.

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

Steps to create a Project Cost Accounting

Notes

External Direct Agreement (ED) form (Recurring/Non-Recurring):

4. Select the **Finish** button.

Pegasys > Transactions > Project Cost A

[Back](#) **Finish** [Cancel](#)

New External Direct Agreement

5. The Header page is displayed.

Pegasys > Transactions > Project Cost Accounting > New > External Direct Agreement > Header

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Print](#) [Route](#)

Header [Office Addresses](#) [Header Accounting Lines](#) [Supervisors](#) [Approval Routing](#) [Memos](#) [Summary](#) [Correspondence](#)

[Workflow Status](#) [Approval History](#)

[Expand All](#) | [Collapse All](#)

General

Agreement Number:	<input type="text"/>	Date:	<input type="text"/>
* Agreement Name:	<input type="text"/>	Accounting Period:	<input type="text"/>
* Agreement End Date:	<input type="text"/>	Reporting Accounting Period:	<input type="text"/>
Status:	Active <input type="button" value="▼"/>	Batch Number:	<input type="text"/>
Reimbursable:	<input type="checkbox"/>	Document Classification:	<input type="text"/>
Spend And Reimburse Within Fund:	<input type="checkbox"/>	Security Org:	GSA
Funding Status:	Actual <input type="button" value="▼"/>	Suppress Printing:	<input type="checkbox"/>
Document Type:	NEB <input type="radio"/> External Direct Agreement <input type="radio"/>		
Status:	NEW		
Document Number:	NEB201304150003		
Title:	<input type="text"/>		
Issued By:	<input type="text"/>		

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 the [Exhibit 4-10: Link to Appendices: Business Process Required Fields for ED creation](#)

1. General.
2. Vendor Information.
3. Amounts.
4. User Defined Fields.

7. Select the **Office Addresses** tab.

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Print](#) [Route](#)

Header **Office Addresses** [Header Accounting Lines](#) [Supervisors](#) [Approval Routing](#) [Memos](#) [Summary](#) [Correspondence](#)

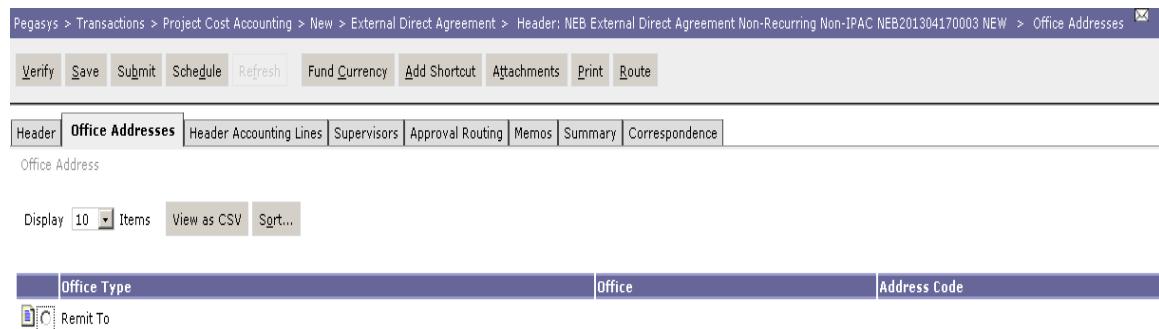
[Workflow Status](#) [Approval History](#)

Steps to create a Project Cost Accounting

Notes

External Direct Agreement (ED) form (Recurring/Non-Recurring):

8. The Office Addresses page is displayed.



The screenshot shows the 'Office Addresses' page of the Pegasys system. The header includes buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route. Below the header are tabs for Header, Office Addresses, Header Accounting Lines, Supervisors, Approval Routing, Memos, Summary, and Correspondence. The 'Office Addresses' tab is selected. A sub-header 'Office Address' is present. At the bottom left, there are buttons for Display (set to 10 items), View as CSV, and Sort... . The main table has columns for Office Type, Office, and Address Code. One row is visible, showing 'Remit To' under Office Type and other details under Office and Address Code.

9. Select the **Remit To** radio button and select the Office Address hyperlink.



The screenshot shows the 'Office Addresses' page again. The 'Office Address' tab is highlighted with a red box. The rest of the interface is similar to the previous screenshot, showing the header, other tabs, and the list of office addresses.

10. The Office Address page is displayed.

11. On the “Office Address” page, populate the Pegasys System required fields and GSA Business Process required fields in the following section. 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 the [Exhibit 4-10: Link to Appendices: Business Process Required Fields for ED creation](#)

1. General.

12. Select the Header Accounting Lines hyperlink.



The screenshot shows the 'Header Accounting Lines' page. The header includes buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route. Below the header are tabs for Header, Office Addresses, Header Accounting Lines, Supervisors, Approval Routing, Memos, Summary, and Correspondence. The 'Header Accounting Lines' tab is highlighted with a red box. A sub-header 'Office Address' is present. The main table has columns for various accounting lines, with the first row visible showing 'Header Accounting Lines' under the 'Header' column.

Steps to create a Project Cost Accounting

Notes

External Direct Agreement (ED) form (Recurring/Non-Recurring):

13. The Header Accounting Lines page is displayed.

Pegasys > Transactions > Project Cost Accounting > New > External Direct Agreement > Header: NEB External Direct Agreement Non-Recurring Non-IP

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

Header Office Addresses Header Accounting Lines Supervisors Approval Routing Memos Summary Correspondence

Header Accounting Line | Surcharge Line | Customer BETC | Fee Schedule | Billing Schedule

Add Copy Remove Reset Replace Display 10 Items View as CSV Sort...

Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src	Bldg #	Syst #
- NO ITEMS TO DISPLAY -																			

14. Select the Add button.

Header Office Addresses

Header Accounting Line |

Add Copy Remove

15. The Header Accounting Line page is displayed.

Pegasys > Transactions > Project Cost Accounting > New > External Direct Agreement > Header: NEB External Direct Ag

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

Header Office Addresses Header Accounting Lines Supervisors Approval Routing Memos Summary Correspondence

Header Accounting Line Surcharge Line Customer BETC Fee Schedule Billing Schedule

[Expand All](#) | [Collapse All](#)

General

Line State: Open
Line Number:
Transaction Type:
* Agreement Line #:
Revenue Control: Reject

Source Number:
Spending Controls
Spending Overage Threshold Amount:
Spending Overage Threshold Percentage:
Spending Control: Warning

[Return to Top](#)

Line Amounts

* Amount: \$0.00

[Return to Top](#)

Additional Attributes

Prior Year Adjustment: Not a Prior Year Adjustment Transfer Treasury Symbol:

[Return to Top](#)

16. On the “Header 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

Steps to create a Project Cost Accounting

Notes

External Direct Agreement (ED) form (Recurring/Non-Recurring):

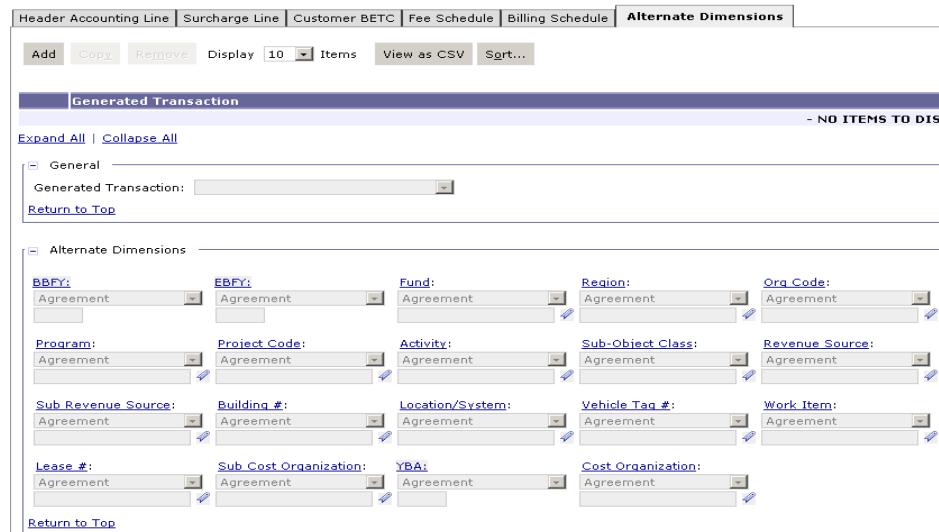
are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to the [Exhibit 4-10: Link to Appendices: Business Process Required Fields for ED creation](#)

1. General.
 2. Line Amounts.
 3. Accounting Dimensions:
 - a. Select the **Default** button after entering the Accounting template in the Template field to populate the accounting dimensions.
Note: Please see the Configuration Guide for the complete list of Accounting Templates.
 4. Billing Options:
 - a. Select the **Use Alternate Dimensions** check box in the Bill Generation sub-section.
17. Select the Alternate Dimensions tab.



The screenshot shows the Pegasys software interface with the following navigation path: Pegasys > Transactions > Project Cost Accounting > New > External Direct Agreement > Header: NEB External Direct Agreement N. The top menu bar includes Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route. Below the menu is a toolbar with Header, Office Addresses, Header Accounting Lines, Supervisors, Approval Routing, Memos, Summary, and Correspondence. The main content area displays tabs for Header Accounting Line, Surcharge Line, Customer BETC, Fee Schedule, Billing Schedule, and Alternate Dimensions. The 'Alternate Dimensions' tab is highlighted with a red box.

18. The Alternate Dimensions page is displayed.



The screenshot shows the 'Generated Transaction' page with the 'Alternate Dimensions' tab selected. The page includes a toolbar with Add, Copy, Remove, Display 10 Items, View as CSV, and Sort... buttons. The main content area has sections for General (Generated Transaction dropdown) and Alternate Dimensions. The Alternate Dimensions section contains numerous dropdown menus for fields like 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 #, Sub Cost Organization, YBA, and Cost Organization. A link 'Return to Top' is visible at the bottom left. A message at the top right indicates '- NO ITEMS TO DISP'.

Steps to create a Project Cost Accounting

Notes

External Direct Agreement (ED) form (Recurring/Non-Recurring):

19. Select the **Add** button.



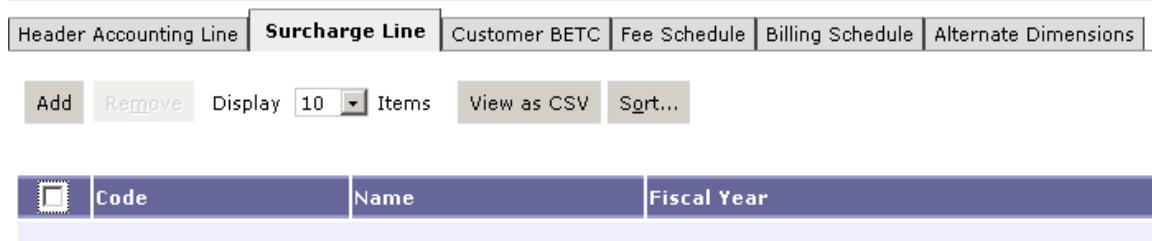
20. On the “Alternate Dimensions” page, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to the [Exhibit 4-10: Link to Appendices: Business Process Required Fields for ED creation](#)

1. General.
2. Alternate Dimensions.

21. Select the **Surcharge Line** tab.



22. The Surcharge Line page is displayed.



Steps to create a Project Cost Accounting

Notes

External Direct Agreement (ED) form (Recurring/Non-Recurring):

23. Select the **Add** button.



The screenshot shows a user interface titled "Header Accounting Line". At the top, there are three buttons: "Add" (highlighted with a red box), "Remove", and "Disp". Below these buttons is a section labeled "Code" with a small icon to its left.

24. The Search Criteria page is displayed.



The screenshot shows the "Search Criteria" page of the PEGASYS application. It features a search form with fields for "Code", "Name", "Fiscal Year", "Short Name", and "Security Org". Below the form are buttons for "Select", "Update", "Display", "View as CSV", and "Sort...". The main area displays a table with columns "Code" and "Name", showing several rows of data.

25. REQUIRED – Enter **Code**.

For the surcharge codes available for a business line, refer to [Exhibit 4-10: Link to Appendices: Business Process Required Fields for ED creation](#)

Note: Populate as many fields as possible to improve the performance of the query.

26. Select the **Search** button.



The screenshot shows a search criteria interface with a "Security Org" field and a "Search" button (highlighted with a red box). Below this is another search form with "Search" and "Cancel" buttons, and at the bottom are "Select", "Update", and "D" buttons.

Steps to create a Project Cost Accounting

Notes

External Direct Agreement (ED) form (Recurring/Non-Recurring):

27. The results are returned in the item collection.

Search Criteria
 Code:
 Name:
 Fiscal Year:
 Short Name:
 Security Org:

	Code	Name	Fiscal Year	Short Name	Status
	11BF	1.1% Benefits Fee (RWA)	2013		Active

28. Select the code and the **Select** button.

	Code	Name	Fiscal Year	Short Name	Status
	11BF	1.1% Benefits Fee (RWA)	2013		Active

29. The Surcharge Line page is displayed.

	Code	Name	Fiscal Year	Maximum Surcharge Amount
	11BF	1.1% Benefits Fee (RWA)	2013	\$0.00

[Go to top of page](#)

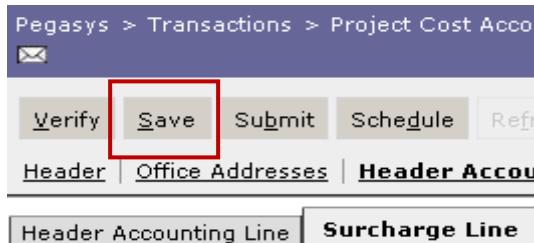
30. REQUIRED – Enter Maximum Surcharge Amount field for the Code.

Steps to create a Project Cost Accounting

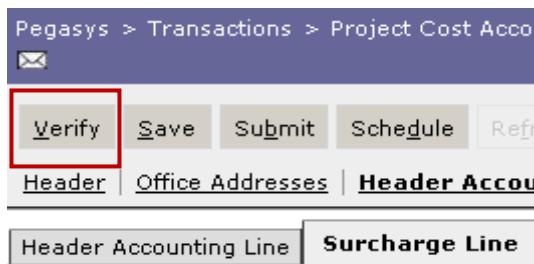
Notes

External Direct Agreement (ED) form (Recurring/Non-Recurring):

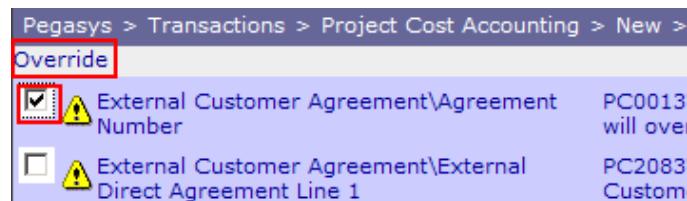
31. Select the **Save** button.



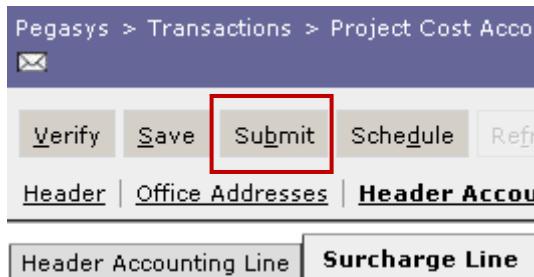
32. Select the **Verify** button.



Note: If there are overrideable errors, read the overrideable messages to determine if they should be overridden. If so, select the box next to the error and hit the Override link. If not, update the applicable fields and select Verify again.



33. Select the **Submit** button.



Steps to create a Project Cost Accounting	Notes
External Direct Agreement (ED) form (Recurring/Non-Recurring):	

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



4.3.2 Agreements: Internal Direct Agreement (ID) Description and Uses

An Internal Direct Agreement is used when GSA enters into an agreement with another service, office, or business line within GSA itself. Internal agreements can be recurring or non-recurring and have a Standard (Non-IPAC) billing type.

4.3.2.1 Available Internal Direct Agreement (ID) Document Types

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the Internal Direct Agreement (ID) 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
[Appendix: Available Internal Direct Agreement \(ID\) Document Types](#)

4.3.2.2 User-Defined Fields - Internal Direct Agreement (ID)

The listing of User-Defined fields on the Internal Direct Agreement (ID) Form is available at [Appendix: Internal Direct Agreement \(ID\) – User-Defined Fields and Form Descriptions](#)

4.3.2.3 Automated Methods to Create Internal Direct Agreement (ID)

RWA Internal agreements will be maintained in Pegasys using a real-time Web Services-based interface from Reimbursable Work Authorization (RWA) Entry & Tracking Application (RETA). Real Property Utilization and Disposal Division (RPUDD) agreements will also use RETA. The agreements will be sent by RETA through GSA's Financial Management Enterprise Service Bus (FMESB) and into Pegasys, where the form is verified and processed in real-time. AAS business lines will create ED forms through the Pegasys Connect interface.

4.3.2.4 Manual Creation of Internal Direct Agreement (ID) (Recurring/Non-Recurring)

An Internal Direct Agreement (ID) can be manually created in Pegasys by following these steps:

The users are required to populate the following types of fields to manually create the ID (Recurring/Non-Recurring).

- **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. The appendices listing these fields for every business line can be found in the table below:

Exhibit 4-11: Link to Appendices: Business Process Required Fields for ID creation

Business Line	Link to Appendices
RWA/HOTD	Appendix: Create an Internal Direct Agreement (ID) – RWA/HOTD
R6 Manual Business Lines	Appendix: Create an Internal Direct Agreement (ID) – R 6 Manual Business Lines
RPUDD	Appendix: Create an External Direct Agreement (ID) – RPUDD
AAS	Appendix: Create an Internal Direct Agreement (ID) – AAS

Steps to create a Project Cost Accounting Internal Direct Agreement (ID) form (Recurring/Non-Recurring):	Notes
---	-------

1. Navigate to Transactions => Project Cost Accounting => New => Internal Direct Agreement.

The New Internal Direct Agreement page is displayed.

The screenshot shows the 'New Internal Direct Agreement' form. At the top, there are buttons for '< Back', 'Finish', and 'Cancel'. Below these are fields for 'Document Type' (with a red asterisk), 'Document Number Format', 'Document Number Prefix', 'Security Org', and 'Title'. There is also a section for 'Copy Document' with radio buttons for 'None', 'Copy From', and 'Copy Forward'. A 'File:' input field with a 'Browse...' button is also present. At the bottom left, there is a link 'Go to top of page'.

2. **REQUIRED-** Enter Document Type.

Steps to create a Project Cost Accounting Internal Direct Agreement (ID) form (Recurring/Non-Recurring):	Notes
---	-------

3. Select the **Generate** button to auto-generate a Document Number.

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

A unique Document Number is generated in the Document Number field.

Pegasys > Transactions > Project Cost Accounting > New > New Internal Direct Agreement

New Internal Direct Agreement

* Document Type: Internal Direct Agreement

Document Number Format:

Document Number Prefix:

Document Number:

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

File:

[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 'DIA' is the document type of Internal Direct Agreement (ID) Non-Recurring form followed by the date and a sequential number, e.g., DIAYYYYMMDD###. The Document Number format for 'DIR' is the document type of Internal Direct Agreement (ID) Recurring form followed by the date and a sequential number, e.g., DIRYYYYMMDD###.

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

**Steps to create a Project Cost Accounting
Internal Direct Agreement (ID) form (Recurring/Non-Recurring):**

Notes

4. Select the **Finish** button.

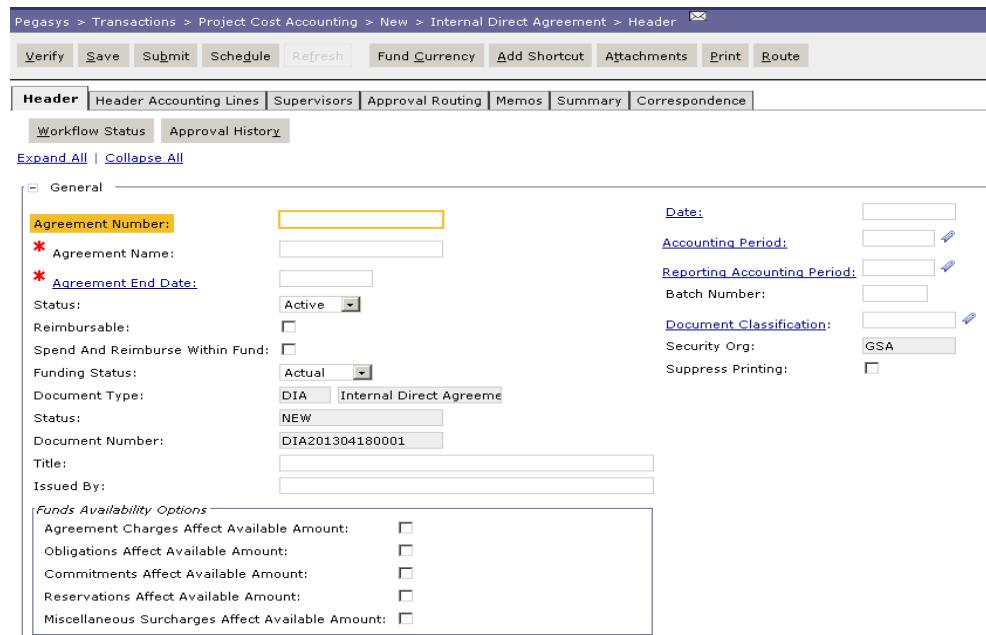


Pegasys > Transactions > Project Cost

< Back Finish Cancel

New Internal Direct Agreement

5. The Header page is displayed.



Pegasys > Transactions > Project Cost Accounting > New > Internal Direct Agreement > Header

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

Header Header Accounting Lines Supervisors Approval Routing Memos Summary Correspondence

Workflow Status Approval History

Expand All | Collapse All

General

Agreement Number:

* Agreement Name:

* Agreement End Date:

Status: Active

Reimbursable:

Spend And Reimburse Within Fund:

Funding Status: Actual

Document Type: DIA Internal Direct Agreement

Status: NEW

Document Number: DIA201304180001

Title:

Issued By:

Funds Availability Options

Agreement Charges Affect Available Amount:

Obligations Affect Available Amount:

Commitments Affect Available Amount:

Reservations Affect Available Amount:

Miscellaneous Surcharges Affect Available Amount:

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 the [Exhibit 4-11: Link to Appendices: Business Process Required Fields for ID creation](#)

1. General.
2. Amounts.
3. User Defined Fields.

Steps to create a Project Cost Accounting Internal Direct Agreement (ID) form (Recurring/Non-Recurring):

7. Select the Header Accounting Lines tab.

The screenshot shows a top navigation bar with buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, Route. Below this is a horizontal menu bar with tabs: Header, Header Accounting Lines (which is highlighted with a red box), Supervisors, Approval Routing, Memos, Summary, Correspondence. At the bottom of the menu bar are Workflow Status and Approval History buttons.

8. The Header Accounting Lines page is displayed.

The screenshot shows a breadcrumb trail: Pegasys > Transactions > Project Cost Accounting > New > Internal Direct Agreement > Header: DIA Internal Dire. Below the breadcrumb is a top navigation bar with the same buttons as the previous screenshot. The main area has a horizontal menu bar with tabs: Header, Header Accounting Lines (highlighted), Supervisors, Approval Routing, Memos, Summary, Correspondence. Below the menu bar are links: Header Accounting Line | Surcharge Line | Fee Schedule | Billing Schedule. A toolbar below the menu bar includes: Add, Copy, Remove, Reset, Replace, Display (set to 10 items), View as CSV, Sort... buttons. The main table header row contains columns: Line Number, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, Prgm, Proj Cd, Sub Proj, Activity. At the bottom left is a link: Go to top of page.

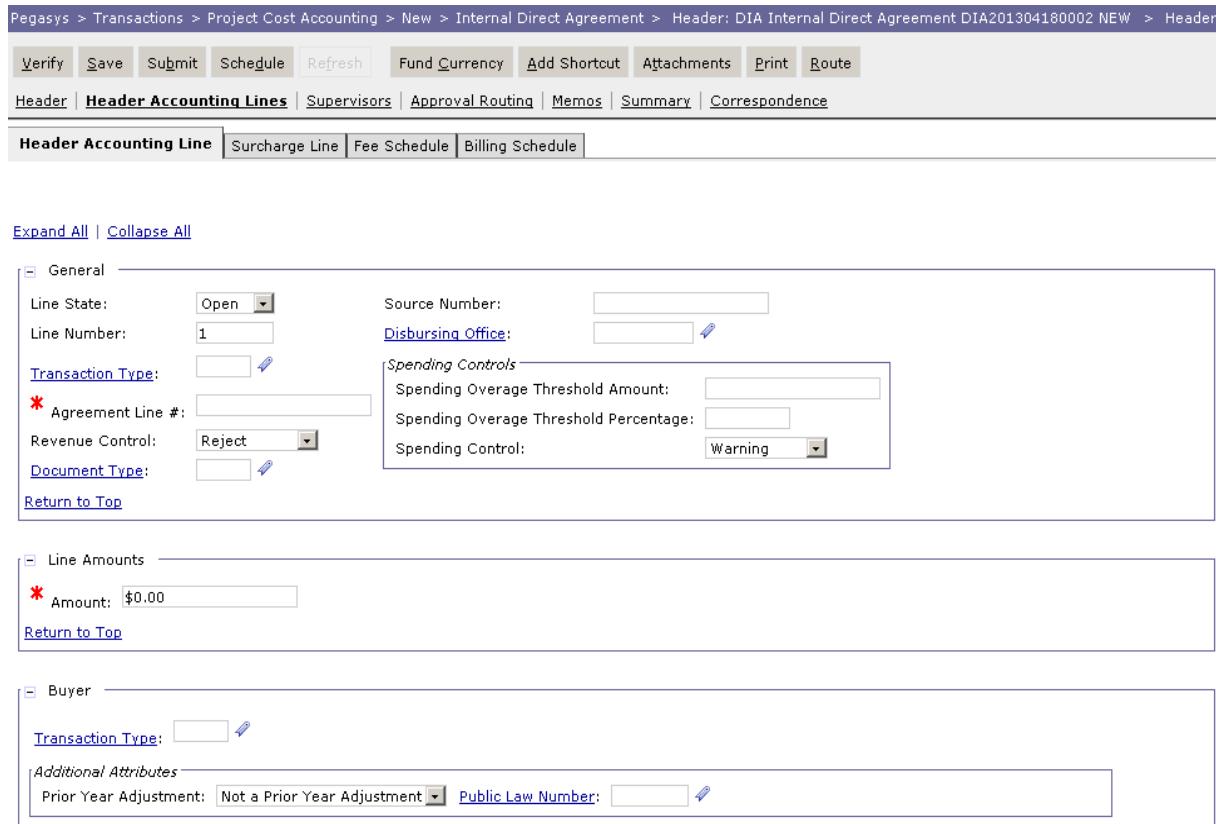
9. Select the Add button.

The screenshot shows the same Pegasys interface as the previous screenshot, but the Add button in the toolbar is highlighted with a red box.

Steps to create a Project Cost Accounting Internal Direct Agreement (ID) form (Recurring/Non-Recurring):

Notes

10. The Header Accounting Line page is displayed.



The screenshot shows the 'Header Accounting Line' page with the following interface elements:

- Header:** Pegasys > Transactions > Project Cost Accounting > New > Internal Direct Agreement > Header: DIA Internal Direct Agreement DIA201304180002 NEW > Header
- Buttons:** Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, Route
- Links:** Header | Header Accounting Lines | Supervisors | Approval Routing | Memos | Summary | Correspondence
- Current Tab:** Header Accounting Line
- Sub-tabs:** Surcharge Line | Fee Schedule | Billing Schedule
- Section Headers:** General, Line Amounts, Buyer
- General Section Fields:** Line State: Open, Line Number: 1, Transaction Type: (empty), * Agreement Line #: (empty), Revenue Control: Reject, Document Type: (empty). Sub-fields include Source Number, Disbursing Office, Spending Controls (Spending Overage Threshold Amount, Percentage, Control).
- Line Amounts Section:** * Amount: \$0.00
- Buyer Section:** Transaction Type: (empty), Additional Attributes: Prior Year Adjustment: Not a Prior Year Adjustment, Public Law Number: (empty)

11. On the “Header 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 required to be populated per the business process of each Business line. For details on these fields, refer to the [Exhibit 4-11: Link to Appendices: Business Process Required Fields for ID creation](#)

1. General.
2. Line Amounts.
3. Buyer:
 - a. Select the **Default** button after entering the Accounting template in the Template field to populate the accounting dimensions for the Buyer.
Note: Please see the Configuration Guide for the complete list of Accounting Templates.
4. Vendor.
5. Seller:
 - a. Select the **Default** button after entering the Accounting template in the Template field to populate the accounting dimensions for the Seller.
Note: Please see the Configuration Guide for the complete list of Accounting Templates.

Steps to create a Project Cost Accounting

Notes

Internal Direct Agreement (ID) form (Recurring/Non-Recurring):

6. Billing Options:
 - a. Select the Use Alternate Dimensions check box in the Bill Generation sub-section.
12. Select the Alternate Dimensions tab.

Pegasys > Transactions > Project Cost Accounting > New > Internal Direct Agreement > Header: DIA Internal Direct

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

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

Header Accounting Line | Surcharge Line | Fee Schedule | Billing Schedule | **Alternate Dimensions**

13. The Alternate Dimensions page is displayed.

Header Accounting Line | Surcharge Line | Customer BETC | Fee Schedule | Billing Schedule | **Alternate Dimensions**

Add Copy Remove Display 10 Items View as CSV Sort...

Generated Transaction - NO ITEMS TO DISP

Expand All | Collapse All

General Generated Transaction:

Return to Top

Alternate Dimensions

BBFY:	EBFY:	Fund:	Region:	Org Code:
Agreement	Agreement	Agreement	Agreement	Agreement
Program:	Project Code:	Activity:	Sub-Object Class:	Revenue Source:
Agreement	Agreement	Agreement	Agreement	Agreement
Sub Revenue Source:	Building #:	Location/System:	Vehicle Tag #:	Work Item:
Agreement	Agreement	Agreement	Agreement	Agreement
Lease #:	Sub Cost Organization:	YBA:	Cost Organization:	
Agreement	Agreement	Agreement	Agreement	

Return to Top

14. Select the Add button.

Header Accounting Line

Add Copy Remove

Generated Tra

**Steps to create a Project Cost Accounting
Internal Direct Agreement (ID) form (Recurring/Non-Recurring):**

15. On the “Alternate Dimensions” 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 required to be populated per the business process of each Business line. For details on these fields, refer to the [Exhibit 4-11: Link to Appendices: Business Process Required Fields for ID creation](#)

1. General.
2. Alternate Dimensions.

16. Select the **Surcharge Line** tab.

Pegasys > Transactions > Project Cost Accounting > New > Internal Direct Agreement > Header: DIA Internal Direc



Header Accounting Line | Surcharge Line | Fee Schedule | Billing Schedule | Alternate Dimensions

17. The Surcharge Line page is displayed.

<input type="checkbox"/>	Code	Name	Fiscal Year
<input type="checkbox"/>			

18. Select the **Add** button.



<input type="checkbox"/>	Code
<input type="checkbox"/>	

**Steps to create a Project Cost Accounting
Internal Direct Agreement (ID) form (Recurring/Non-Recurring):**

Notes

19. The Search Criteria page is displayed.

20. **REQUIRED** – Enter **Code**.

For the surcharge codes available for a business line, refer to [Exhibit 4-11: Link to Appendices: Business Process Required Fields for ID creation](#)

Note: Populate as many fields as possible to improve the performance of the query.

- 21 Select the **Search** button.

22. The results are returned in the item collection.

	Code	Name	Fiscal Year	Short Name	Status
<input type="checkbox"/>	11BF	1.1% Benefits Fee (RWA)	2013		Active

**Steps to create a Project Cost Accounting
Internal Direct Agreement (ID) form (Recurring/Non-Recurring):**

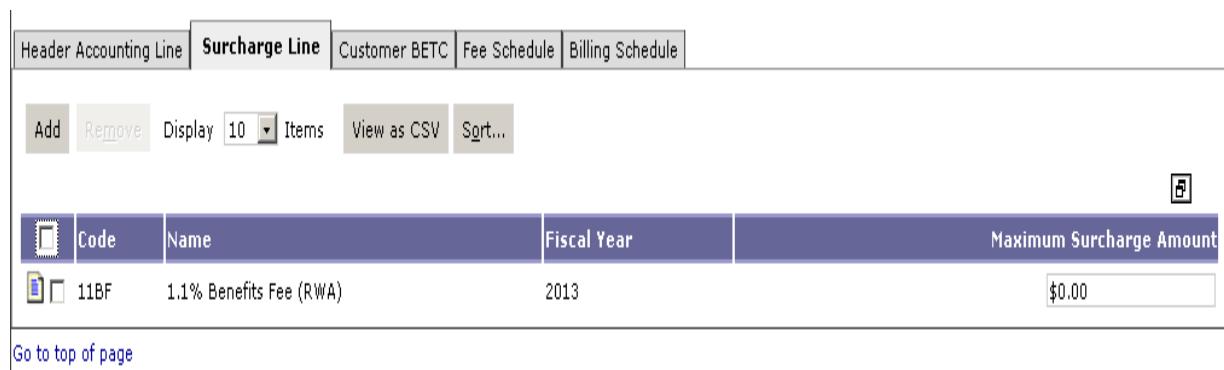
Notes

23. Select the code and select the **Select** button.



	Code	Name	Fiscal Year	Short Name	Status
 	11BF	1.1% Benefits Fee (RWA)	2013		Active

24. The Surcharge Line page is displayed.



	Code	Name	Fiscal Year	Maximum Surcharge Amount
 	11BF	1.1% Benefits Fee (RWA)	2013	\$0.00

25. **REQUIRED** – Enter **Maximum Surcharge Amount** field for the Code.

26. Select the **Save** button.



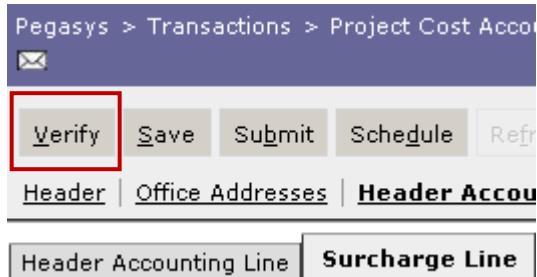
Pegasys > Transactions > Project Cost Accounting > New > Internal Direct Agreement > Header 

Form DIA201304220000 was saved successfully.

Verify **Save** Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

Steps to create a Project Cost Accounting Internal Direct Agreement (ID) form (Recurring/Non-Recurring):	Notes
---	-------

27. Select the **Verify** button.



Pegasys > Transactions > Project Cost Accounting > New > Internal Direct Agreement > Header

Verify Save Submit Schedule Refresh

Header | Office Addresses | **Header Account**

Header Accounting Line | **Surcharge Line**

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.

28. Select the **Submit** button.



Pegasys > Transactions > Project Cost Accounting > New > Internal Direct Agreement > Header

Form DIA201304220000 was saved successfully.

Verify Save **Submit** Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

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



Pegasys > Home > Inbox

Form DIA201304220000 was submitted for processing successfully.

4.3.3 Manual Steps to Process Spending Against Non-Recurring Agreements

Spending documents against an agreement can be manually created in Pegasys by following these steps:

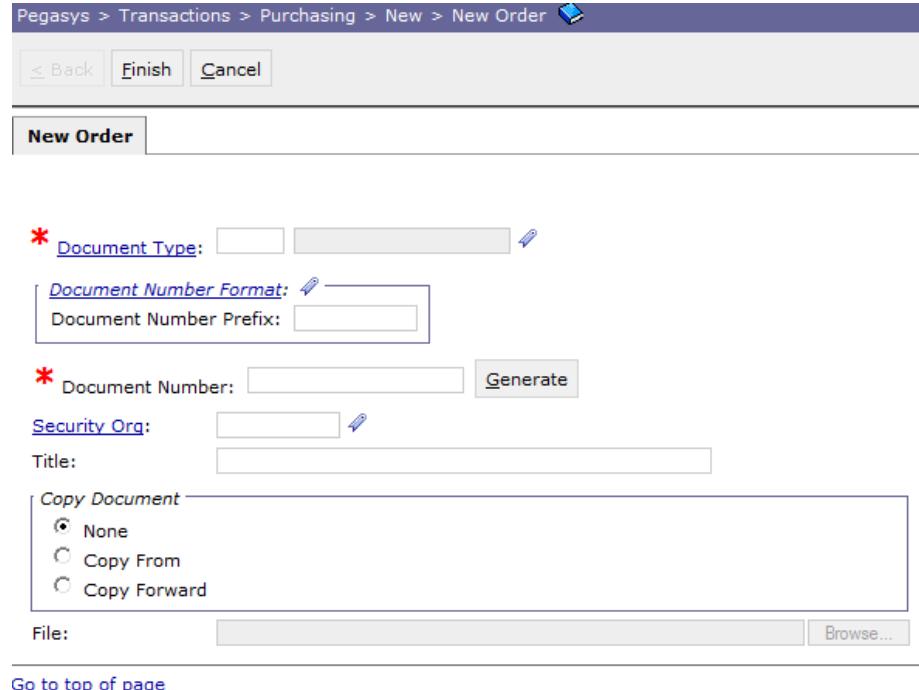
The users are required to populate the following types of fields to manually create the IO and the IC.

- **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. The appendices listing these fields for every business line can be found in the table below:

Steps to create Spending Docs against Non-Recurring agreements (IO > IC) forms:	Notes
---	-------

1. Navigate to Transaction=> Purchasing => New=> Order.

The New Order page is displayed.



Pegasys > Transactions > Purchasing > New > New Order

< Back Finish Cancel

New Order

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

File:

[Go to top of page](#)

2. **REQUIRED-** Enter **Document Type**.
3. Select the **Generate** button to auto-generate a Document Number.



* Document Type:

Document Number Format:

Document Number Prefix:

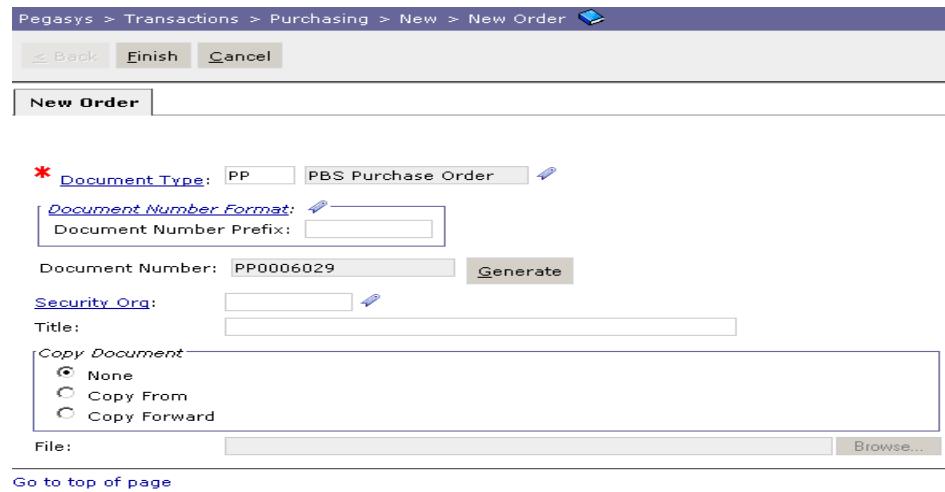
* Document Number:

Security Org:

Title:

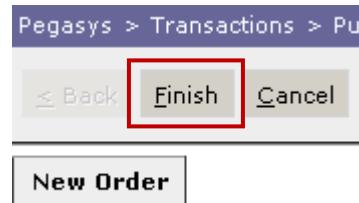
Steps to create Spending Docs against**Notes****Non-Recurring agreements (IO > IC) forms:**

A unique Document Number is generated in the Document Number field.



The screenshot shows the 'New Order' screen in Pegasys. At the top, there are buttons for 'Back', 'Finish', and 'Cancel'. Below that is a section titled 'New Order'. The 'Document Type' is set to 'PP' (Purchase Order). The 'Document Number Format' is shown as 'PP'. The 'Document Number Prefix' is empty. The 'Document Number' field contains 'PP0006029'. There is a 'Generate' button next to it. Below this, 'Security Org' and 'Title' fields are present. A 'Copy Document' section includes radio buttons for 'None' (selected), 'Copy From', and 'Copy Forward'. At the bottom, there is a 'File' input field and a 'Browse...' button. A link 'Go to top of page' is at the very bottom.

4. Select the **Finish** button.



This screenshot is identical to the previous one, showing the 'New Order' screen. However, the 'Finish' button is now highlighted with a red box to indicate it should be selected.

Steps to create Spending Docs against Non-Recurring agreements (IO > IC) forms:

Notes

5. The Header page is displayed.

General

- Document Type: PP PBS Purchase Order
- Status: NEW
- Document Number: PP0006030
- Title:
- Ordered By:
- Agency DUNS Number:
- Agency DUNS+4:
- Order Date:
- Reset:
- Accounting Period:
- Reporting Accounting Period:
- Document Classification:
- Security Org: GSA
- Suppress Printing:
- Fast Pay:
- Invoice Required:
- Receipt Required:

[Return to Top](#)

Vendor Information

Vendor	Alternate Payee
* <u>Code:</u> <input type="text"/> <input type="text"/> <input type="button" value="More"/>	<u>Code:</u> <input type="text"/> <input type="text"/> <input type="button" value="More"/>
Address Name: <input type="text"/>	Address Name: <input type="text"/>
<u>Customer Account:</u> <input type="text"/> <input type="button" value="More"/>	<u>Designated Agent</u>
* <u>Remit To Address:</u> <input type="text"/> <input type="button" value="More"/>	<u>Code:</u> <input type="text"/> <input type="text"/> <input type="button" value="More"/> <input type="checkbox"/> Default

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 the [Appendix: Create Itemized Order \(IO\) - RWA/RPUDD](#)

1. General.
2. Vendor Information.

7. Select the Header Accounting Lines tab.

Header Accounting Lines

Steps to create Spending Docs against Non-Recurring agreements (IO > IC) forms:	Notes
--	-------

8. The Header Accounting Lines page is displayed.

[Go to top of page](#)

9. Select the **Add** button.

Steps to create Spending Docs against Non-Recurring agreements (IO > IC) forms:

Notes

10. The Header Accounting Line page is displayed.

Pegasys > Transactions > Purchasing > New > Order > Header: PP PBS Purchase Order PP0006030 NEW > Header Accounting Lines > Header Ac

Header Accounting Line Tax Lines

[Expand All](#) | [Collapse All](#)

General

Line Number:	<input type="text" value="1"/>	Source Number:	<input type="text"/>
Transaction Type:	<input type="text"/>	IPAC Document Identifier:	<input type="text"/>
Prompt Pay Type:	<input type="text"/>		
Period of Performance			
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Related Cost Type:	<input type="text" value="N/A"/>		

[Return to Top](#)

Line Amounts

Current Amount	
Ordered	\$0.00
Applied Credit	\$0.00
Withholding Tax	\$0.00
Line Amount After Withholding	\$0.00
Withholding Tax Allowance	\$0.00
Net Total	\$0.00

[Return to Top](#)

11. On the “Header 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 required to be populated per the business process of each Business line. For details on these fields, refer to the [Exhibit 4-11: Link to Appendices: Business Process Required Fields for ID creation](#)

1. General.
2. Line Amounts.
3. Accounting Dimensions:
 - a. Select the **Default** button after entering the Accounting template in the Template field to populate the accounting dimensions.
Note: Please see the Configuration Guide for the complete list of Accounting Templates.

Steps to create Spending Docs against

Notes

Non-Recurring agreements (IO > IC) forms:

12. Select the **Save** button.

Pegasys > Transactions > Purchasing > New > Order > Header

Form PP0005358 was saved successfully.

PP-PP0005358 Itemized Order\Order Header Accounting Line 1
BE0146I Allotment 2013 192X has actual reimbursements less than zero.

PP-PP0005358 Itemized Order\Order Header Accounting Line 1
BE0146I Apportionment 2013 192X has actual reimbursements less than zero.

PP-PP0005358 Itemized Order\Order Header Accounting Line 1
BE0146I Appropriation 2013 192X has actual reimbursements less than zero.

Verify **Save** Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

13. Select the **Verify** button.

Pegasys > Transactions > Purchasing > New > Order > Header: PP PBS Purchase Order PP0005358 NEW > Header Accounting Lines > Header Accounting Line

PP-PP0005358 Itemized Order\Order Header Accounting Line 1
BE0146I Allotment 2013 192X has actual reimbursements less than zero.

PP-PP0005358 Itemized Order\Order Header Accounting Line 1
BE0146I Apportionment 2013 192X has actual reimbursements less than zero.

PP-PP0005358 Itemized Order\Order Header Accounting Line 1
BE0146I Appropriation 2013 192X has actual reimbursements less than zero.

Verify **Save** Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

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.

14. Select the **Submit** button.

Pegasys > Transactions > Purchasing > New > Order > Header

Form PP0005358 was saved successfully.

PP-PP0005358 Itemized Order\Order Header Accounting Line 1
BE0146I Allotment 2013 192X has actual reimbursements less than zero.

PP-PP0005358 Itemized Order\Order Header Accounting Line 1
BE0146I Apportionment 2013 192X has actual reimbursements less than zero.

PP-PP0005358 Itemized Order\Order Header Accounting Line 1
BE0146I Appropriation 2013 192X has actual reimbursements less than zero.

Verify **Save** **Submit** Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

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

Pegasys > Home > Inbox

Form PP0005358 was submitted for processing successfully.

Steps to create Spending Docs against Non-Recurring agreements (IO > IC) forms:

Notes

16. Navigate to Transactions=> Purchasing=> New=> Receipt.

The New Receipt page is displayed.

Pegasys > Transactions > Purchasing > New > New Receipt 

[Back](#) [Finish](#) [Cancel](#)

New Receipt

* Document Type: 

Document Number Format: 
 Document Number Prefix:

* Document Number: [Generate](#)

Security Org: 

Title:

Copy Document None Copy From Copy Forward

File: [Browse...](#)

17. **REQUIRED-** Enter Document type.
 18. Select the **Generate** button to auto-generate a Document Number.

<p>* Document Type: <input type="text"/> <input type="button" value="Edit"/></p> <p>Document Number Format: <input type="text"/> <input type="button" value="Edit"/></p> <p>Document Number Prefix: <input type="text"/></p>	<p>* Document Number: <input type="text"/> <input type="button" value="Generate"/></p> <p>Security Org: <input type="text"/> <input type="button" value="Edit"/></p> <p>Title: <input type="text"/></p>
---	--

Steps to create Spending Docs against Non-Recurring agreements (IO > IC) forms:	Notes
--	-------

A unique Document Number is generated in the Document Number field.

New Receipt

* Document Type: RW Receipt7

Document Number Format: Document Number Prefix: []

Document Number: RW201304190000 Generate

Security Org: []

Title: []

Copy Document

None
 Copy From
 Copy Forward

File: [] Browse...

[Go to top of page](#)

19. Select the **Next** button.

Pegasys > Transactions > Purchase Orders

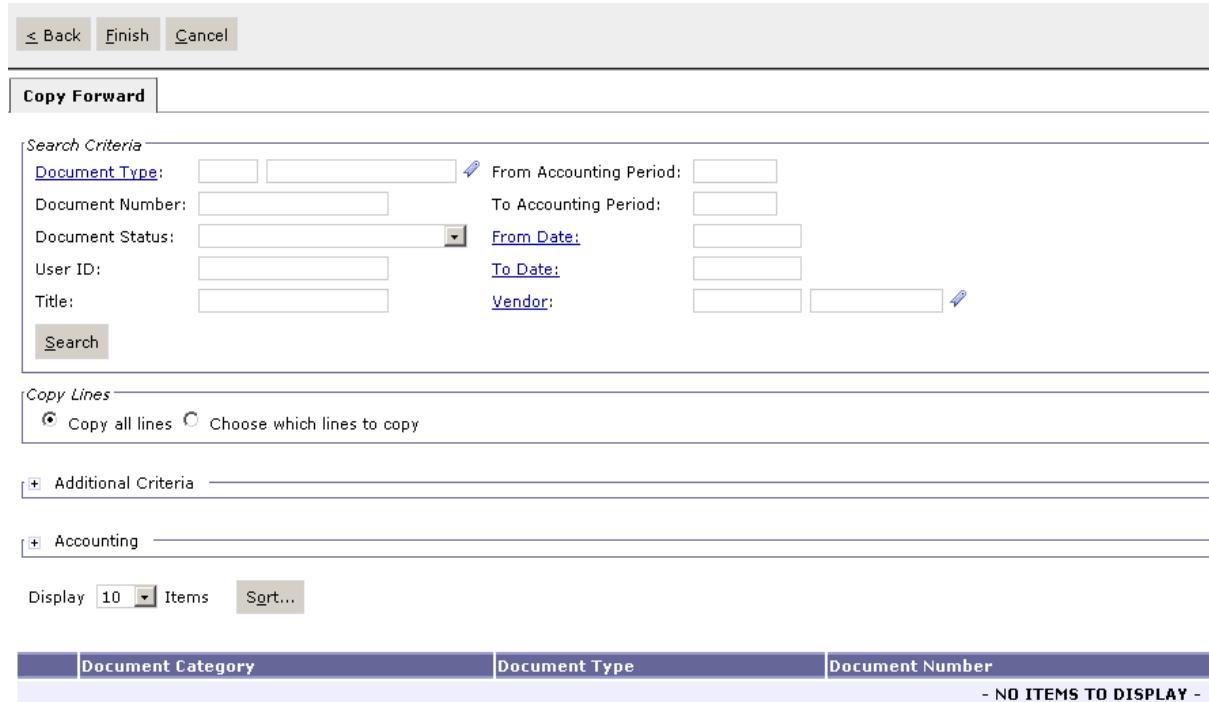
Next >

New Receipt

**Steps to create Spending Docs against
Non-Recurring agreements (IO > IC) forms:**

Notes

20. The Copy Forward page is displayed.



The screenshot shows the 'Copy Forward' search interface. At the top, there are three buttons: '< Back', 'Finish', and 'Cancel'. Below these are sections for 'Search Criteria' and 'Copy Lines'.

Search Criteria:

- Document Type: [Text Box]
- From Accounting Period: [Text Box]
- Document Number: [Text Box]
- To Accounting Period: [Text Box]
- Document Status: [Text Box]
- From Date: [Text Box]
- User ID: [Text Box]
- To Date: [Text Box]
- Title: [Text Box]
- Vendor: [Text Box]

Copy Lines:

Copy all lines Choose which lines to copy

Buttons at the bottom:

- + Additional Criteria
- + Accounting
- Display 10 Items Sort...

Result Table:

Document Category	Document Type	Document Number
- NO ITEMS TO DISPLAY -		

21. **REQUIRED** – Enter the search criteria to search for the Order document (IO) to Copy Forward (i.e., Document Type, Document Number, etc.).

22. Select the **Search** button.



User ID:
Title:
Search

Copy Lines:
 Copy all lines

Steps to create Spending Docs against

Notes

Non-Recurring agreements (IO > IC) forms:

23. The results are returned in the item collection.

[Back](#)
[Finish](#)
[Cancel](#)

Copy Forward

Search Criteria

Document Type:	<input type="text" value="PP"/>	PBS Purchase Order	<input type="text"/>	<input type="text"/> From Accounting Period:	<input type="text"/>
Document Number:	<input type="text" value="PP0005823"/>	To Accounting Period:	<input type="text"/>	From Date:	<input type="text"/>
Document Status:	<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>	To Date:	<input type="text"/>
User ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>					

Copy Lines

Copy all lines Choose which lines to copy

+ Additional Criteria

+ Accounting

Display Items

	Document Category	Document Type	Document Number
	IO	PP	PP0005823

Steps to create Spending Docs against Non-Recurring agreements (IO > IC) forms:	Notes
--	-------

24. a. Select the **Copy all lines** radio button to Copy Forward all the Accounting Lines from the outstanding BD.
- b. Select the **Choose which lines to copy** radio button to Copy Forward specific Accounting Lines.

Copy Forward

Search Criteria

Document Type: PP PBS Purchase Order 

Document Number: PP0005823

Document Status: 

User ID: 

Title: 

Search

Copy Lines

Copy all lines Choose which lines to copy

Steps to create Spending Docs against

Notes

Non-Recurring agreements (IO > IC) forms:

25. a. If **Copy all lines** was selected in step 24, select the BD from the item collection and select the **Finish** button and see step 30.
- b. If **Choose which line to copy** was selected in step 24, select the IO from the item collection and select the **Next** button and see step 26.

Note: The Finish button converts into the Next button once Choose which lines to copy is selected.

Document Category	Document Type	Document Number
	PP	PP0005823

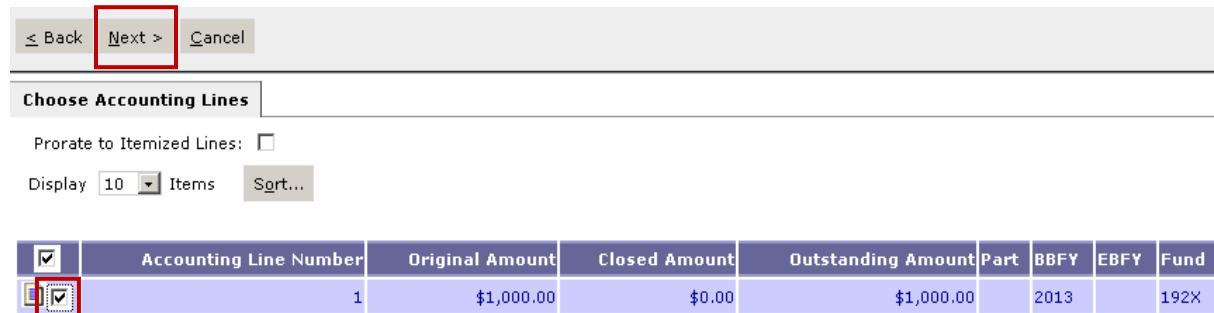
26. The Choose Accounting Lines page is displayed.

Accounting Line Number	Original Amount	Closed Amount	Outstanding Amount	Part	BBFY	EBFY	Fund
	1	\$1,000.00	\$0.00	\$1,000.00	2013	192X	

**Steps to create Spending Docs against
Non-Recurring agreements (IO > IC) forms:**

Notes

27. Select the desired Accounting Line(s) to Copy Forward and select the **Next** button.



The screenshot shows a user interface for selecting accounting lines. At the top, there are buttons for '< Back', 'Next >', and 'Cancel'. Below this is a section titled 'Choose Accounting Lines' with a checkbox labeled 'Prorate to Itemized Lines:'. Underneath are buttons for 'Display 10 Items' and 'Sort...'. A table lists accounting lines, with the first line selected (indicated by a checked checkbox in the first column). The columns in the table are: Accounting Line Number, Original Amount, Closed Amount, Outstanding Amount, Part, BBFY, EBFY, and Fund.

	Accounting Line Number	Original Amount	Closed Amount	Outstanding Amount	Part	BBFY	EBFY	Fund
<input checked="" type="checkbox"/>	1	\$1,000.00	\$0.00	\$1,000.00	2013			192X

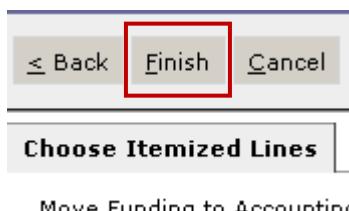
28. The Choose Itemized Lines page is displayed.



The screenshot shows a user interface for choosing itemized lines. At the top, there are buttons for '< Back', 'Finish', and 'Cancel'. Below this is a section titled 'Choose Itemized Lines' with a checkbox labeled 'Move Funding to Accounting Lines:'. Underneath are buttons for 'Display 10 Items' and 'Sort...'. A table has three columns: Item Line Number, Commodity Code, and Commodity Name. A message at the bottom right of the table area says '- NO ITEMS TO DISPLAY -'.

	Item Line Number	Commodity Code	Commodity Name
<input type="checkbox"/>			- NO ITEMS TO DISPLAY -

29. Select the **Finish** button.



The screenshot shows the same 'Choose Itemized Lines' page as before, but now the 'Finish' button is highlighted with a red box. The other buttons ('< Back' and 'Cancel') are also visible.

Steps to create Spending Docs against

Notes

Non-Recurring agreements (IO > IC) forms:

30. The Header page is displayed and the field values are carried forward from the IO.
Populate the Pegasys System required fields. The Pegasys System required fields have the red asterisk.

Pegasys > Transactions > Purchasing > New > Receipt > Header

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

Header	Fixed Assets	Office Addresses	Header Accounting Lines	Itemized Lines	Approval Routing	Memos	Summary	Correspondence																																																																																															
Workflow Status Approval History																																																																																																							
Expand All Collapse All																																																																																																							
<p><input type="checkbox"/> General</p> <table> <tr> <td>Document Type:</td> <td>RW</td> <td>Receipt7</td> <td>Receipt Date:</td> <td colspan="2"><input type="text"/></td> <td>Reset: <input type="checkbox"/></td> </tr> <tr> <td>Status:</td> <td colspan="2">NEW</td> <td>Accounting Period:</td> <td colspan="2"><input type="text"/></td> <td></td> </tr> <tr> <td>Document Number:</td> <td colspan="2">RW201304190003</td> <td>Reporting Accounting Period:</td> <td colspan="2"><input type="text"/></td> <td></td> </tr> <tr> <td>Title:</td> <td colspan="2">test - B242013</td> <td>Batch Number:</td> <td colspan="2"><input type="text"/></td> <td></td> </tr> <tr> <td>* Received By:</td> <td colspan="2">Barka Farheen</td> <td>Document Classification:</td> <td colspan="2"><input type="text"/></td> <td></td> </tr> <tr> <td>Invoice #:</td> <td colspan="2"><input type="text"/></td> <td>Security Org:</td> <td colspan="2">GSA</td> <td></td> </tr> <tr> <td><u>Invoice Date:</u></td> <td colspan="2"><input type="text"/></td> <td>Suppress Printing:</td> <td colspan="2"><input type="checkbox"/></td> <td></td> </tr> <tr> <td><u>Disbursing Office:</u></td> <td colspan="2"><input type="text"/></td> <td>Fast Pay:</td> <td colspan="2"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Automatic Reversal:</td> <td colspan="2"><input type="checkbox"/></td> <td>Accepted Date:</td> <td colspan="2"><input type="text"/></td> <td></td> </tr> <tr> <td><u>Reversal Accounting Period:</u></td> <td colspan="2"><input type="text"/></td> <td>Delivery Date:</td> <td colspan="2"><input type="text"/></td> <td></td> </tr> <tr> <td>Reverse After Period:</td> <td colspan="2"><input type="text"/></td> <td colspan="4"> <u>Period of Performance</u> <table> <tr> <td>Start Date:</td> <td><input type="text"/></td> </tr> <tr> <td>End Date:</td> <td><input type="text"/></td> </tr> </table> </td> </tr> <tr> <td>Agency DUNS Number:</td> <td colspan="2"><input type="text"/></td> <td colspan="4"></td> </tr> <tr> <td>Agency DUNS+4:</td> <td colspan="2"><input type="text"/></td> <td colspan="4"></td> </tr> </table>									Document Type:	RW	Receipt7	Receipt Date:	<input type="text"/>		Reset: <input type="checkbox"/>	Status:	NEW		Accounting Period:	<input type="text"/>			Document Number:	RW201304190003		Reporting Accounting Period:	<input type="text"/>			Title:	test - B242013		Batch Number:	<input type="text"/>			* Received By:	Barka Farheen		Document Classification:	<input type="text"/>			Invoice #:	<input type="text"/>		Security Org:	GSA			<u>Invoice Date:</u>	<input type="text"/>		Suppress Printing:	<input type="checkbox"/>			<u>Disbursing Office:</u>	<input type="text"/>		Fast Pay:	<input type="checkbox"/>			Automatic Reversal:	<input type="checkbox"/>		Accepted Date:	<input type="text"/>			<u>Reversal Accounting Period:</u>	<input type="text"/>		Delivery Date:	<input type="text"/>			Reverse After Period:	<input type="text"/>		<u>Period of Performance</u> <table> <tr> <td>Start Date:</td> <td><input type="text"/></td> </tr> <tr> <td>End Date:</td> <td><input type="text"/></td> </tr> </table>				Start Date:	<input type="text"/>	End Date:	<input type="text"/>	Agency DUNS Number:	<input type="text"/>						Agency DUNS+4:	<input type="text"/>					
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Title:	test - B242013		Batch Number:	<input type="text"/>																																																																																																			
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Return to Top																																																																																																							

31. Select the Header Accounting Lines tab.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

Header	Fixed Assets	Office Addresses	Header Accounting Lines	Itemized Lines	Approval Routing	Memos	Summary	Correspondence
Workflow Status Approval History								



Steps to create Spending Docs against Non-Recurring agreements (IO > IC) forms:

Notes

32. The Header Accounting Lines page is displayed.

Screenshot of the Pegasys Header Accounting Lines page:

Header Accounting Lines																		
Itemized Lines Approval Routing Memos Summary Correspondence																		
Header Accounting Line Invoices																		
Add	Copy	Copy Forward	Remove	Reset	Replace	Display	10	Items	View as CSV	Sort...								
Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Bldg #	Sys Tag #	Veh W It
<input type="checkbox"/>	1 \$1,000.00		2013-P-00 -192- P00Q1200 -PG80-8P	2013		192X 00	P00Q1200	PG80					PG121	F01		AK0005AK		

[Go to top of page](#)

33. Select the Accounting Line(s) and select the **Header Accounting Line** hyperlink located beneath the Accounting Line tab.

Screenshot of the Pegasys Header Accounting Lines page with the 'Header Accounting Line' tab highlighted:

Header Accounting Lines																		
Itemized Lines Approval Routing Memos Summary Correspondence																		
Header Accounting Line Invoices																		
Add	Copy	Copy Forward	Remove	Reset	Replace	Display	10	Items	View as CSV	Sort...								
Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Bldg #	Sys Tag #	Veh W It
<input checked="" type="checkbox"/>	1 \$1,000.00		2013-P-00 -192- P00Q1200 -PG80-8P	2013		192X 00	P00Q1200	PG80					PG121	F01		AK0005AK		

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

Steps to create Spending Docs against
Notes
Non-Recurring agreements (IO > IC) forms:

34. The Header Accounting Line is displayed. Populate the Pegasys System required fields. The Pegasys System required fields have the red asterisk.

Pegasys > Transactions > Purchasing > New > Receipt > Header: RW Receipt7 RW201304190003 NEW > Header Accounting Lines > Header Accounting Line

Header Accounting Line

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Print](#) [Route](#)

[Header](#) | [Fixed Assets](#) | [Office Addresses](#) | **Header Accounting Lines** | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#) | [Correspondence](#)

Header Accounting Line | [Invoices](#)

[Expand All](#) | [Collapse All](#)

General

Line Number:	1	Source Number:	1234
Transaction Type:	<input type="text"/>	IPAC Document Identifier:	<input type="text"/>
* Accepted Date:	<input type="text"/>		
* Delivery Date:	<input type="text"/>		
Related Cost Type:	N/A		
Period of Performance			
Start Date:	01/01/2013	End Date:	01/30/2014

[Return to Top](#)

Line Amounts

Amount:	\$1,000.00
Holdback Amount:	\$0.00

[Return to Top](#)

35. Select the **Save** button.

Pegasys > Transactions > Purchasing > New > Receipt > Header

Form RW201304190003 was saved successfully.

[Verify](#) [Save](button) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Print](#) [Route](#)

36. Select the **Verify** button.

Pegasys > Transactions > Purchasing > New > Receipt > Header: RW Receipt7 RW201304190003 HELD > Header

Action was successful.

[Verify](button) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Print](#) [Route](#)

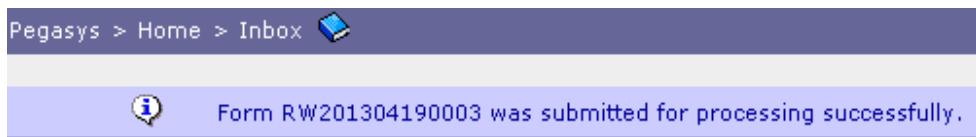
Note: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

Steps to create Spending Docs against Non-Recurring agreements (IO > IC) forms:	Notes
--	-------

37. Select the **Submit** button.



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



4.3.4 Agreements: Agreement Charge (AG) Description and Uses

An Agreement Charge document allows for the entry and processing of charges against customer agreements. They capture the costs that cannot be readily differentiated via spending transactions. For example, the spending incurred against an agreement could have been captured in lump sum, and thus not distinguishable for the specific good or service provided. Agreement Charge documents are established in Pegasys to prompt the Bill Generation batch job to generate Billing Documents against an agreement. Additionally, these documents are not configured to affect the General Ledger to prevent the double counting of Expenditures in the General Ledger, as Spending would have been processed on a separate transaction.

4.3.4.1 Available Agreement Charge (AG) Document Types

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the Agreement Charge (AG) 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
[Appendix: Available Agreement Charge \(AG\) Document Types](#)

4.3.4.2 User-Defined Fields - Agreement Charge (AG)

The listings of User-Defined fields on the Agreement Charge (AG) Form are available at [Appendix: Agreement Charge \(AG\) – User-Defined Fields and Form Descriptions](#)

4.3.4.3 Automated Methods to Create Agreement Charge (AG)

HOTD Agreement Charge (AG) Documents can be created manually in Pegasys or sent in through the HOTD Agreement Interface. This will be handled with one file that contains all records in an AG file layout and this file will be run through the Form Import batch process. The Agreement Charges will reference Agreements set up in Pegasys via a separate interface from the RETA system.

4.3.4.4 Manual Steps to process Agreement Charges (AG)

Agreement Charges (AG) against an agreement can be manually created in Pegasys by following these steps:

The users are required to populate the following types of fields to manually create the AG.

- **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. The appendices listing these fields for every business line can be found in the table below:

Exhibit 4-12: Link to Appendices: Business Process Required Fields for AG creation

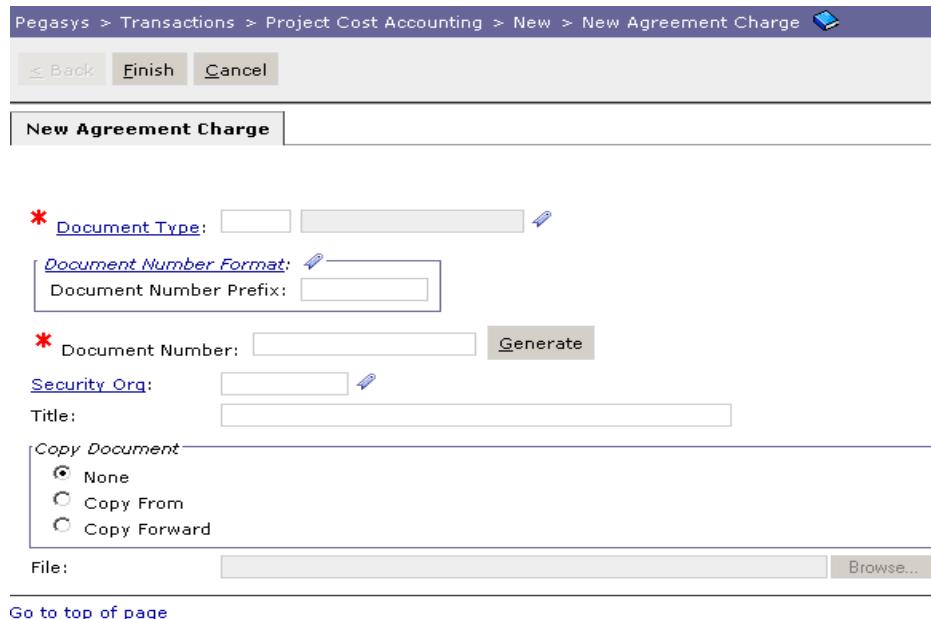
Business Line	Link to Appendices
HOTD	Appendix: Create an Agreement Charge (AG) –HOTD
R6 Manual Business Lines	Appendix: Create an Agreement Charge (AG) – Region 6 Manual Business Lines

Steps to create Agreement Charges against an Agreement (AG) form:

Notes

1. Navigate to Transactions => Project Cost Accounting => New => Agreement Charge.

The New Agreement Charge page is displayed.



Pegasys > Transactions > Project Cost Accounting > New > New Agreement Charge

Back Finish Cancel

New Agreement Charge

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None

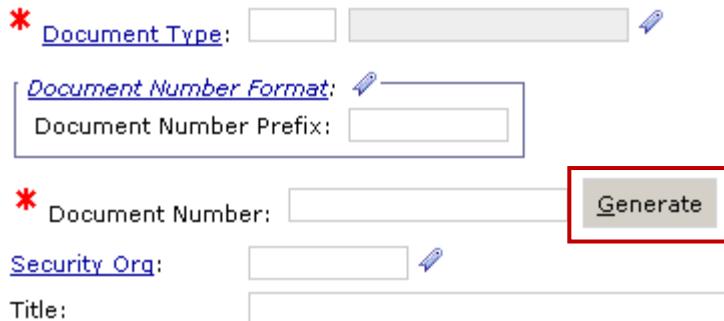
Copy From

Copy Forward

File:

[Go to top of page](#)

2. REQUIRED - Enter Document Type.
3. Select the Generate button to auto-generate a Document Number.



* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Steps to create Agreement Charges against an Agreement (AG) form:	Notes
--	-------

4. A unique Document Number is generated in the Document Number field.

Pegasys > Transactions > Project Cost Accounting > New > New Agreement Charge

[Back](#) [Finish](#) [Cancel](#)

New Agreement Charge

* Document Type: HCH HOTD Agreement Charg

Document Number Format: Document Number Prefix:

Document Number: HCH20130419000001 [Generate](#)

Security Org:

Title:

Copy Document

None

Copy From

Copy Forward

File: [Browse...](#)

[Go to top of page](#)

5. Select the **Finish** button.

Pegasys > Transactions > Proj

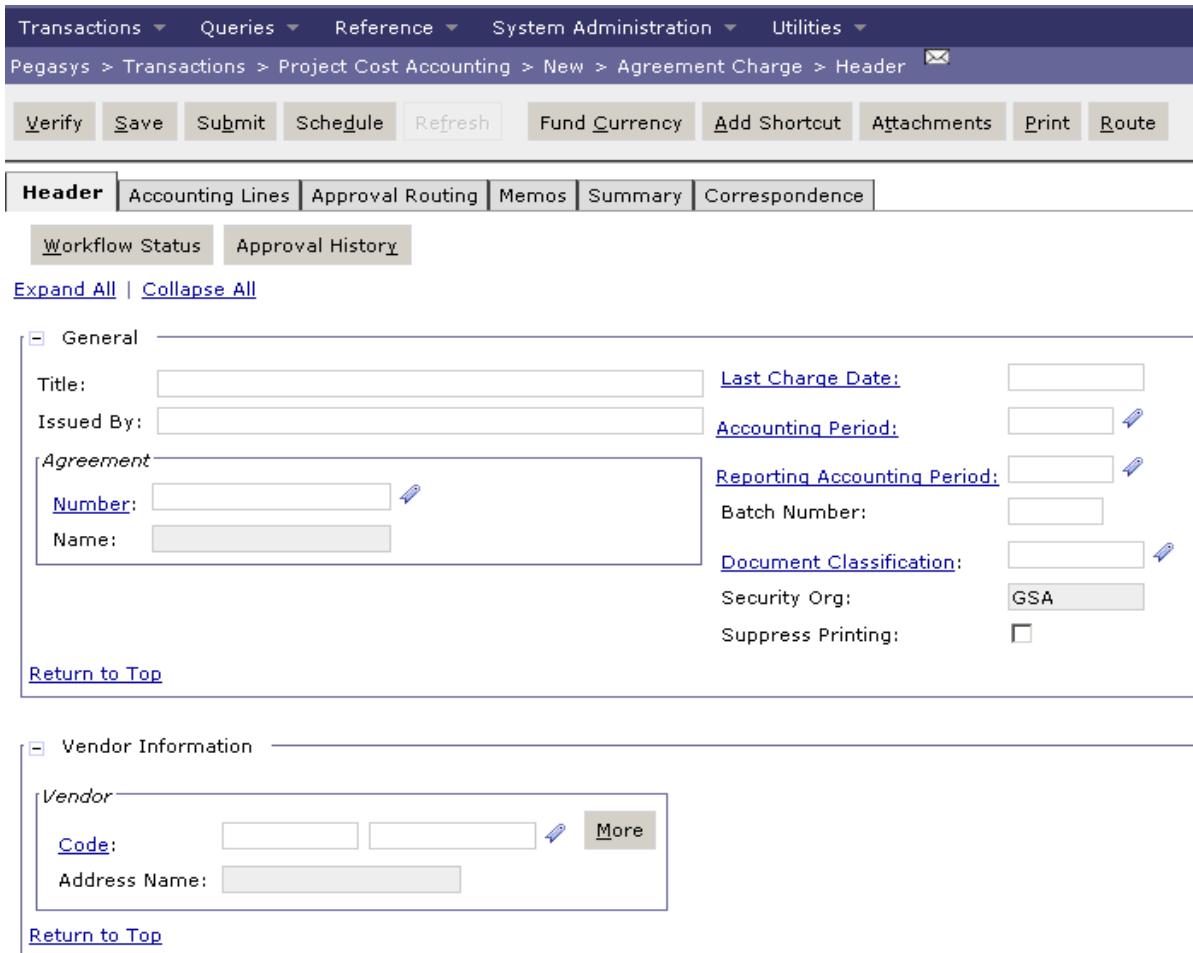
[Back](#) **Finish** [Cancel](#)

New Agreement Charge

Steps to create Agreement Charges against an Agreement (AG) form:

Notes

6. The Header page is displayed.

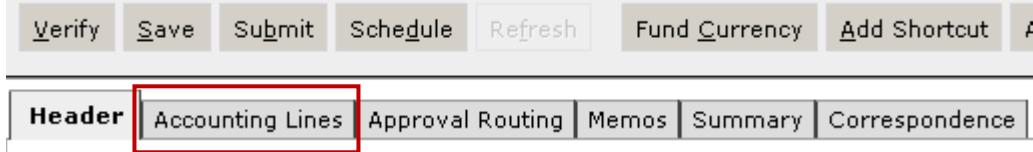


The screenshot shows the Pegasys Transaction interface with the following details:

- Header Tab:** The "Header" tab is selected, highlighted with a red border. Other tabs include Accounting Lines, Approval Routing, Memos, Summary, and Correspondence.
- General Section:** Contains fields for Title, Issued By, Last Charge Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (set to GSA), and Suppress Printing.
- Vendor Information Section:** Contains fields for Vendor, Code, Address Name, and a More button.
- Buttons:** Standard transaction buttons like Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route are visible at the top.
- Links:** Workflow Status and Approval History links are present below the tabs.
- Links at Bottom:** Return to Top links are located at the bottom of each section.

7. On the “Header” tab, populate the Pegasys System required fields and GSA Business Process required fields. 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 the [Exhibit 4-12: Link to Appendices: Business Process Required Fields for AG creation](#)
1. General.
 2. Vendor Information.

8. Select the **Accounting Lines** tab.



The screenshot shows the Pegasys Transaction interface with the following details:

- Header Tab:** The "Header" tab is selected, highlighted with a red border. Other tabs include Accounting Lines, Approval Routing, Memos, Summary, and Correspondence.
- Buttons:** Standard transaction buttons like Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route are visible at the top.

Steps to create Agreement Charges against an Agreement (AG) form:	Notes
--	-------

9. The Accounting Lines page is displayed.

Pegasys > Transactions > Project Cost Accounting > New > Agreement Charge > Header: HCH HOTD Agreement Charge

Verify	Save	Submit	Schedule	Refresh	Fund Currency	Add Shortcut	Attachments	Print	Route
Header Accounting Lines Approval Routing Memos Summary Correspondence									
Header Accounting Line									
Add Copy Remove Reset Replace Display <input type="button" value="10"/> Items View as CSV Sort...									
- NO ITEMS TO DISPLAY -									

[Go to top of page](#)

10. Select the **Add** button.

Header Accounting Line	
Header Accounting Line	
Add Copy Remove	
- NO ITEMS TO DISPLAY -	



Steps to create Agreement Charges against an Agreement (AG) form:

Notes

11. The Header Accounting Line page is displayed.

Pegasys > Transactions > Project Cost Accounting > New > Agreement Charge > Header: HCH HOTD Agreement Charge HCH20130419000002 NEW >

Header Accounting Line

[Expand All](#) | [Collapse All](#)

General

Line Number:	1	Source Number:	<input type="text"/>
Transaction Type:	<input type="text"/> Edit		
Agreement	Number: 1072396	Name: INSTALL CARPET	Line: <input type="text"/> Edit

[Return to Top](#)

Line Amounts

Unit Price Amount:	<input type="text"/>	Pricing Unit: Edit	Pricing Unit:
Number Of Units:	<input type="text"/>	Pricing Amount Identifier:	<input type="text"/>
Amount:	\$0.00		

[Return to Top](#)

Additional Attributes

Prior Year Adjustment:	Not a Prior Year Adjustment
------------------------	-----------------------------

[Return to Top](#)

12. On the “Header Accounting Line” tab, populate the Pegasys System required fields and GSA Business Process required fields. 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 the [Exhibit 4-12: Link to Appendices: Business Process Required Fields for AG creation](#)

1. Line Amounts.

2. Accounting Dimensions:

- a. Select the Default button after entering the Accounting template in the Template field to populate the accounting dimensions.

Note: Please see the Configuration Guide for the complete list of Accounting Templates.

13. Select the **Save** button.

Pegasys > Transactions > Project Cost Accounting > New > Agreement Charge > Header

Agreement Charge\Agreement Charge Accounting Line 1\Unit Price Amount
Form HCH20130423000000 was saved successfully.

PC0232W The Unit Price Amount is being overridden.

Save [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Print](#) [Route](#)

Steps to create Agreement Charges against an Agreement (AG) form:

14. Select the **Verify** button.



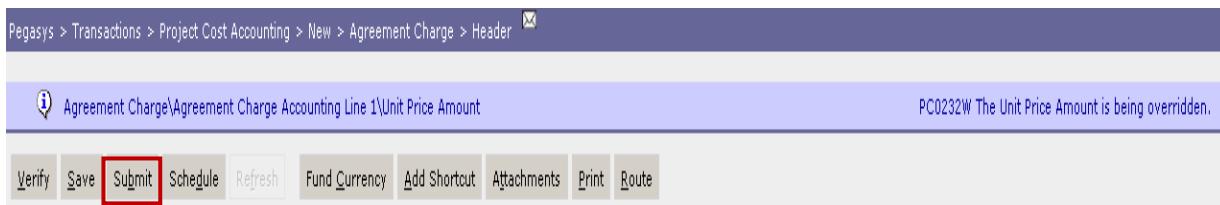
Pegasys > Transactions > Project Cost Accounting > New > Agreement Charge > Header

Agreement Charge\Agreement Charge Accounting Line 1\Unit Price Amount

PC0232W The Unit Price Amount is being overridden.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

15. Select the **Submit** button.



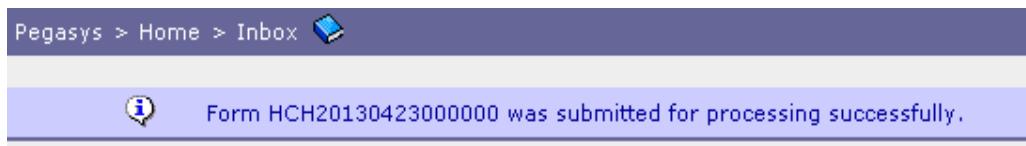
Pegasys > Transactions > Project Cost Accounting > New > Agreement Charge > Header

Agreement Charge\Agreement Charge Accounting Line 1\Unit Price Amount

PC0232W The Unit Price Amount is being overridden.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

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



Pegasys > Home > Inbox

Form HCH20130423000000 was submitted for processing successfully.

4.3.5 Automated Methods to Apply Surcharges

Surcharges allow GSA to charge the customer a markup above the cost of the good or service. These Surcharge Types are referenced on the agreement, defining how surcharges should be calculated and applied. HOTD is one business line that does not generate surcharges based on spending; rather, HOTD agreements include a one-time \$100 surcharge for overhead to customers assessed by the 100FFH Surcharge Type.

The Surcharge Generation Batch Job (PCSURGEN) identifies the Surcharge Type and calculates the surcharge amount based on the agreement, Surcharge Type, and/or any eligible spending. This batch process creates a Standard Voucher (SV) document and associates it to the agreement to record the surcharge amount.

4.3.6 Manual Steps to Create Surcharges (SV)

Surcharges against an agreement can be manually created in Pegasys by following these steps:

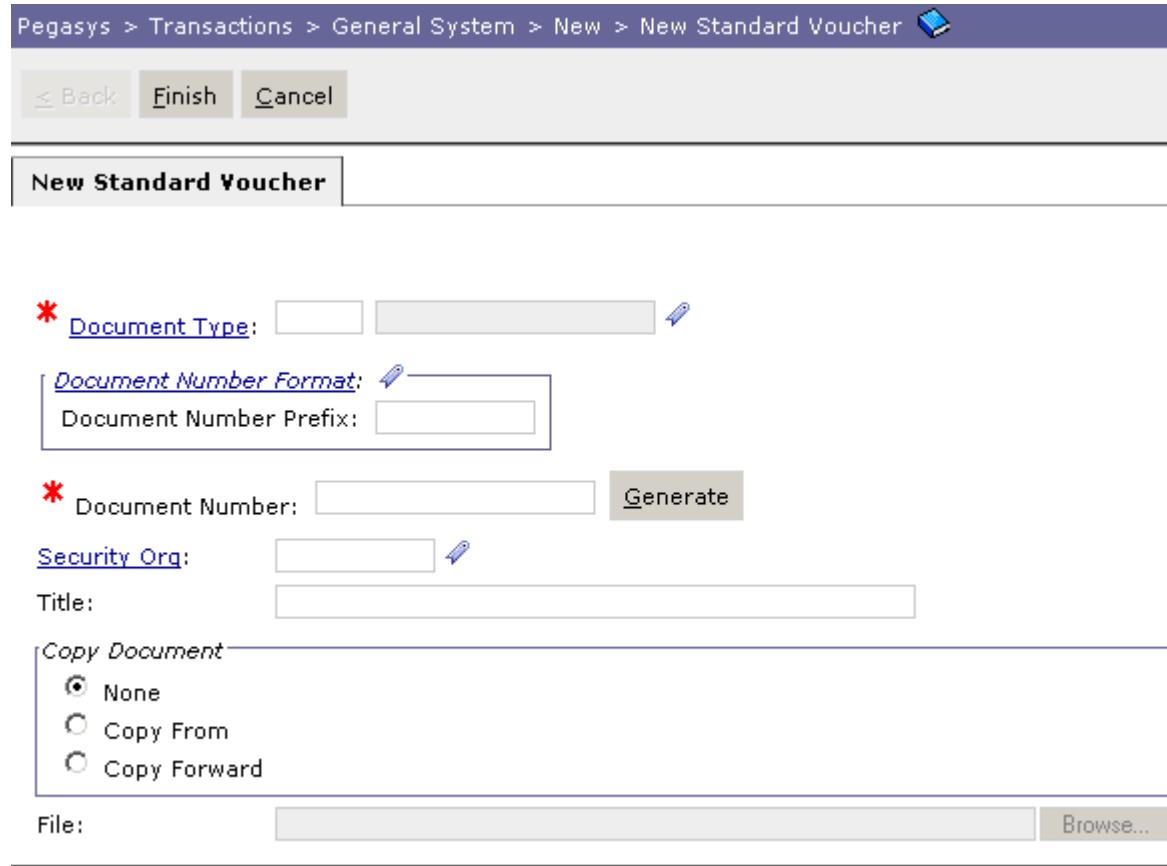
The users are required to populate the following types of fields to manually create the Surcharge (SV).

- **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. The appendices listing these fields for every business line can be found in the table below:

Steps to create General System Surcharges (SV) against an agreement form:	Notes
--	--------------

1. Navigate to Transactions=> General System=> New => Standard Voucher.
The New Standard Voucher page is displayed.



Pegasys > Transactions > General System > New > New Standard Voucher

Back Finish Cancel

New Standard Voucher

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

File:

[Go to top of page](#)

2. **REQUIRED** – Enter **Document Type**.

Steps to create General System Surcharges (SV) against an agreement form:	Notes
--	-------

3. Select the **Generate** button to auto-generate a Document Number.

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

A unique Document Number is generated in the Document Number field.

Pegasys > Transactions > General System > New > New Standard Voucher

New Standard Voucher

* Document Type: ADS RWA PCAS 4% Fee Sur

Document Number Format:

Document Number Prefix:

Document Number: ADS201304190001

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

File:

[Go to top of page](#)

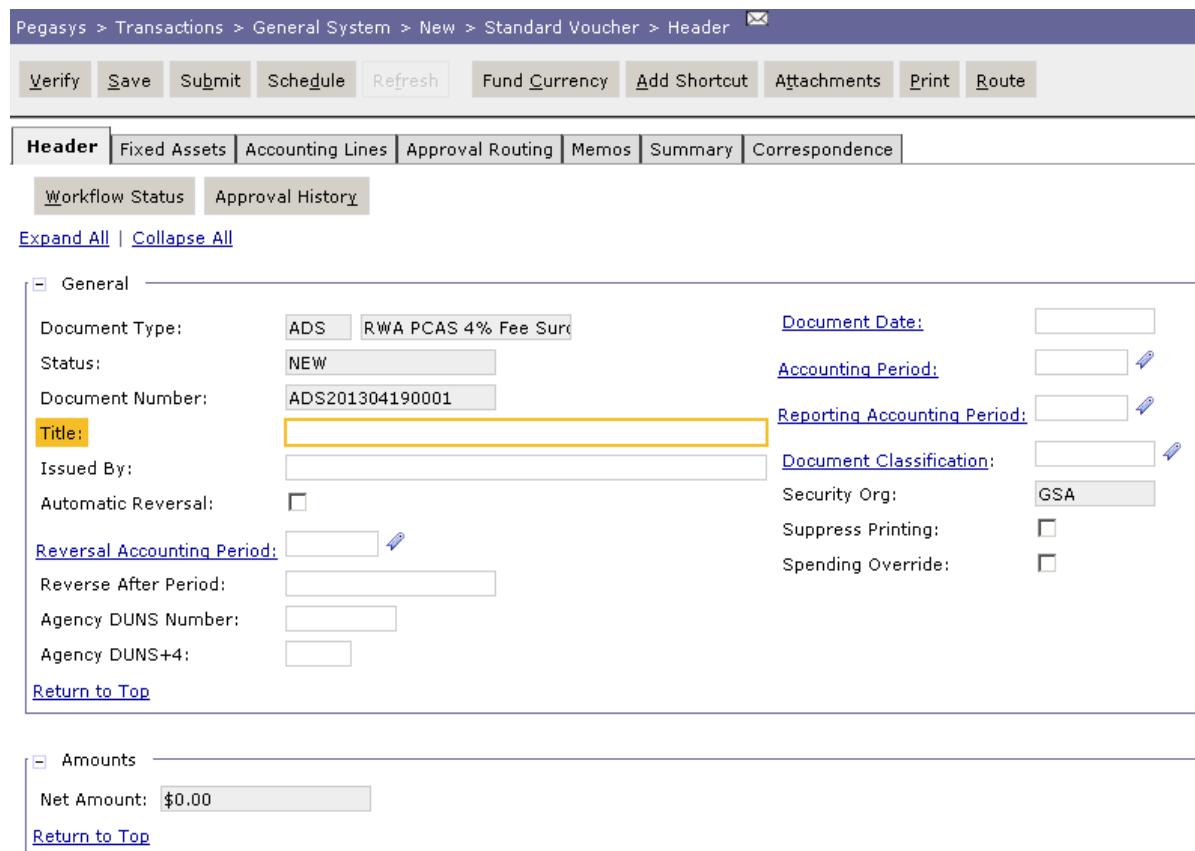
Steps to create General System Surcharges (SV) against an agreement form:

Notes

4. Select the **Finish** button.



5. The Header page is displayed.



The screenshot shows the Pegasys system interface for creating a Standard Voucher. The top navigation bar includes 'Pegasys > Transactions > Ge'. Below it, buttons for 'Back', 'Finish' (which is highlighted with a red box), and 'Cancel' are visible. A sub-menu 'New Standard Voucher' is open. The main content area has a toolbar with 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', 'Print', and 'Route'. The 'Header' tab is selected. Below the toolbar, tabs for 'Header', 'Fixed Assets', 'Accounting Lines', 'Approval Routing', 'Memos', 'Summary', and 'Correspondence' are shown. Under the 'Header' tab, sections for 'Workflow Status' and 'Approval History' are present. Buttons for 'Expand All' and 'Collapse All' are available. The 'General' section is expanded, displaying various document details and classification information. The 'Amounts' section shows a net amount of \$0.00. A large blue 'Continue' button is located at the bottom right of the form.

6. On the “Header” tab, populate the GSA Business Process required fields. 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 the [Appendix: Create Surcharge Standard Voucher \(SV\) - RWA/HOTD/Manual Business Lines](#)

1. General.
2. User Defined Fields.
3. Description.

Steps to create General System Surcharges (SV) against an agreement form:

Notes

7. Select the Accounting Lines tab.

The screenshot shows a top navigation bar with buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Print. Below this is a secondary navigation bar with tabs: Header, Fixed Assets, Accounting Lines (which is highlighted with a red box), Approval Routing, Memos, Summary, and Correspondence.

8. The Accounting Lines page is displayed

The screenshot shows the Pegasys header: Pegasys > Transactions > General System > New > Standard Voucher > Header: ADS RWA PCAS 4% Fee Surcharge. Below is a toolbar with buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route. A secondary navigation bar has tabs: Header, Fixed Assets, Accounting Lines (selected), Approval Routing, Memos, Summary, and Correspondence. The main area displays "Accounting Line | Contracts Pay". At the bottom are buttons: Add, Copy, Copy Forward, Remove, Reset, Replace, Display 10 Items, View as CSV, and Sort... Below these are columns labeled: Line Number, Line Type, Amount, Transaction Event, Increase/Decrease, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd.

[Go to top of page](#)

9. Select the Add button.

The screenshot shows the Accounting Lines page with the Add button highlighted by a red box. The toolbar and secondary navigation bar are visible at the top. The main area displays "Accounting Line | Contracts Pay". At the bottom are buttons: Add, Copy, Copy Forward, and a table structure with columns: Line Number, Line Type, Amount, Transaction Event, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd.

Steps to create General System Surcharges (SV) against an agreement form:

Notes

10. The Accounting Line page is displayed

General

- Line Number:
- Line Type:
- Transaction Type:
- Transaction Event: Expenditure
- Increase/Decrease: Increase
- Obligation FY:
- Statement Number: Generate Statement Number
- Receivable Type:
- PCAS Surcharge:
- Source Number:
- SF-224 Reclassification:
- TROR Classification:
- TROR Category:
- TROR Collection Type:
- Related Statement Number:
- Referenced Statement Number:

[Return to Top](#)

Bank Account Information

[Return to Top](#)

Vendor Information

Vendor

- * Code:
- Address Name:

11. On the “Accounting Line” tab, populate the Pegasys System required fields and GSA Business Process required fields. 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 the [Appendix: Create Surcharge Standard Voucher \(SV\) - RWA/HOTD/Manual Business Lines](#)

1. General.
2. Vendor Information.
3. Accounting Dimensions.
 - a. Select the Default button after entering the Accounting template in the Template field to populate the accounting dimensions.
 - b. Please see the Configuration Guide for the complete list of Accounting Templates

Note: If a Cost Transfer Line is required on the surcharge, proceed to Step 12. If a Cost Transfer Line is not required, proceed to Step 17

**Steps to create General System Surcharges (SV) against
an agreement form:**

Notes

12. Select the **Accounting Lines** hyperlink.

The screenshot shows the top navigation bar of a web application. It includes buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Print. Below the main menu, there are links for Header, Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The 'Accounting Lines' link is highlighted with a red box.

13. The Accounting Lines page is displayed.

The screenshot shows the 'Accounting Lines' page with a single row of data. The columns are: Line Number (checkbox checked), Line Type (checkbox checked), Amount (\$50.00), Transaction Event (Expenditure), Increase/Decrease (Increase), Transaction Type, Template, BBFY, and EBFY. The 'Accounting Lines' tab is highlighted with a red box at the top of the page.

<input checked="" type="checkbox"/>	Line Number	Line Type	Amount	Transaction Event	Increase/Decrease	Transaction Type	Template	BBFY	EBFY
<input checked="" type="checkbox"/>	1		\$50.00	Expenditure	Increase				

[Go to top of page](#)

14. Select the **Add** button.

The screenshot shows the 'Accounting Line' add screen. At the top, there are buttons for Add, Copy, and Cancel. The 'Add' button is highlighted with a red box. Below the buttons is a table with columns for Line Number (checkbox checked) and Line Type (checkbox checked).

<input checked="" type="checkbox"/>	Line Number	Line Type
<input checked="" type="checkbox"/>		

Steps to create General System Surcharges (SV) against an agreement form:

Notes

15. The Accounting Line page is displayed.

The screenshot shows the Pegasys Accounting Line page. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route. Below these are links for Header, Fixed Assets, Accounting Lines (which is underlined in blue), Approval Routing, Memos, Summary, and Correspondence. The main area has tabs for Accounting Line (selected) and Contracts Pay. Item: 1 2 is displayed. Below this are links for Expand All and Collapse All. A general section contains fields for Line Number (2), Transaction Type, Transaction Event (Expenditure), Increase/Decrease (Increase), Statement Number, and various classification and collection type dropdowns. Below this are sections for Bank Account Information and Vendor Information, each with its own expand/collapse link.

16. On the “Accounting Line” tab, populate the Pegasys System required fields and GSA Business Process required fields. 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 the [Appendix: Create Surcharge Standard Voucher \(SV\) - RWA/HOTD/Manual Business Lines](#)

1. General.
2. Vendor Information.
3. Accounting Dimensions.

- a. Select the **Default** button after entering the Accounting template in the Template field to populate the accounting dimensions.

Note: Please see the Configuration Guide for the complete list of Accounting Templates

Steps to create General System Surcharges (SV) against an agreement form:

Notes

17. Select the **Save** button.

Pegasys > Transactions > General System > New > Standard Voucher > Header

ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 1	BE0146I Allotment 2013 192X has actual reimbursements less than zero.
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 1	BE0146I Apportionment 2013 192X has actual reimbursements less than zero.
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 3	BE0146I Allotment 2013 192X has actual reimbursements less than zero.
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 3	BE0146I Apportionment 2013 192X has actual reimbursements less than zero.
Form ADS201304220003 was saved successfully.	

Verify **Save** Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

18. Select the **Verify** button.

Pegasys > Transactions > General System > New > Standard Voucher > Header

ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 1	BE0146I Allotment 2013 192X has actual reimbursements less than zero.
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 1	BE0146I Apportionment 2013 192X has actual reimbursements less than zero.
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 3	BE0146I Allotment 2013 192X has actual reimbursements less than zero.
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 3	BE0146I Apportionment 2013 192X has actual reimbursements less than zero.

Verify **Save** Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

*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.*

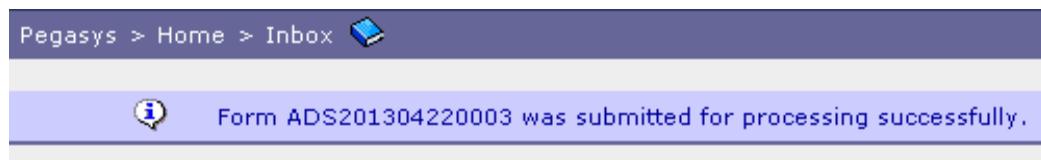
19. Select the **Submit** button.

Pegasys > Transactions > General System > New > Standard Voucher > Header

ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 1	BE0146I Allotment 2013 192X has actual reimbursements less than zero.
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 1	BE0146I Apportionment 2013 192X has actual reimbursements less than zero.
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 3	BE0146I Allotment 2013 192X has actual reimbursements less than zero.
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 3	BE0146I Apportionment 2013 192X has actual reimbursements less than zero.
Form ADS201304220003 was saved successfully.	

Verify Save **Submit** Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

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



4.3.7 Agreement Query

The Agreement Query provides a summary of the activity against specified customer agreements—External Direct, External Indirect, Internal Direct, and Internal Indirect agreements.

Note: GSA does not use External Indirect or Internal Indirect agreements.

Users can view the detailed transaction history for the agreement and all associated documents related to the agreement. The referenced agreement documents can be reviewed, corrected and updated, deleted, or canceled all within the query.

Users can navigate to Queries=> Project Cost Accounting=> Agreement Query to access the query.

The Agreement Query provides:

- A breakdown of spending including Commitments, Obligations, Expenditures, Agreement Charges, Surcharges, and Accruals.
- A breakdown of revenue including Receivables, Collections, Credits, Advances and Write-Offs.
- The ability to search at the agreement Header Level or Accounting Line Level.
- An Activity Sub Query that allows users to search for and view all spending/billing-related transactions referencing the agreement.
- The ability to attach files that serve as documentation for the agreement.

Exhibit 4-13: Agreement Query Navigation



The screenshot shows the Pegasys software interface. At the top, there is a navigation bar with links for Transactions, Queries, Reference, System Administration, Utilities, and Bookmarks. Below the navigation bar, the main menu is displayed. Under the 'Queries' link, a dropdown menu is open, showing several options: Accounts Receivable, Automated Disbursements, Budget Execution, Document, External Reports, Fixed Assets, General Ledger, General System, GPRA, Metrics, Planning, Project Cost Accounting, Purchasing, Vendor, Workflow, and Workload. The 'Project Cost Accounting' option is currently selected. Within the 'Project Cost Accounting' dropdown, another dropdown menu is open, showing three options: Agreement Query, Initiative Query, and Project Code Query. The 'Agreement Query' option is highlighted with a gray background. On the left side of the screen, there is a sidebar with sections for 'Inbox' (highlighted), 'Completed', 'Search Criteria' (with fields for Task, Item, Description, and buttons for Search and Clear), and 'Last Refreshed'. At the bottom right, there are buttons for Category, Original Assignees, Messages, and Display.

4.3.7.1 Agreement Query: Search Criteria and Results

The Agreement Query has a vast array of fields that can be used as search criteria to find agreement records.

Exhibit 4-14: Agreement Query Search Criteria

Search Criteria

Agreement Number:	From:	To:	Agreement Amount
Name:	From:	To:	Agreement Date
Title:	From:	To:	Original Agreement Date
Agreement Type:	From:	To:	Agreement End Date
Agency:	From:	To:	Description:
Bureau:	From:	To:	
Status:	From:	To:	
Bill Type:	From:	To:	
Project Notebook:	From:	To:	
Security Organization:	From:	To:	
Vendor	From:	To:	
Designated Agent	From:	To:	
Last Agreement Document:	From:	To:	
Document Type:	From:	To:	
Document Number:	From:	To:	

Query at Header Query at Line Clear

4.3.7.2 Agreement Query: Details

The Agreement Query Item Collection page displays the agreements that were identified by the query search.

Exhibit 4-15: Agreement Query Item Collection

Details GL Detail More - Query At Header Sort... View as CSV

Query At Header

Agreement Num	Name	Type	Vendor	Address Code	Agreement Amou	Agreement Date	Status	Security Organiz	Agreement End
0260837	OVERTIME UTILIT External Direct	105326	105326		\$10,614.36	03/29/2013	Active		09/30/2013

Page 1 of 1 Show 10 rows per page Rows 1 - 1 of 1

The user can select from the list of available agreements and select Details, to proceed to the Agreement Query details. Within the Agreement Query details page, the user will see 4 tabs:

- Header.
- Accounting Lines.
- Supervisors.
- Vendor Novation

Exhibit 4-16: Agreement Query: Header General



The screenshot displays the 'Header' tab of the Agreement Query interface. At the top, there are tabs for 'Header', 'Accounting Lines', 'Supervisors', and 'Vendor Novation'. Below these are buttons for 'Entity' (Refresh), 'Documents' (Activity Log, Surcharges, History), and links for 'Expand All' and 'Collapse All'. The main area is divided into sections: 'General' (containing fields like Agreement Number, Name, Date, and Status) and 'Funds Availability Options' (containing checkboxes for various financial impacts). The 'General' section contains the following data:

Agreement Number:	1109123	Agreement Date:	11/27/2012
Agreement Name:	NHR HODT Non-Recurr	Last Document Type:	NHR
Title:	R1109123	Active:	Active
Agreement End Date:	11/09/2014	Agreement Cancelled:	<input type="checkbox"/>
Agency DUNS Number:		Reimbursable:	<input checked="" type="checkbox"/>
Agency DUNS+4:		Spend And Reimburse Within Fund:	<input type="checkbox"/>
Number Of Lines:	1	Funding Status:	Actual
Maximum Agreement Amount:	\$400,000.00		
Agreement Amount:	\$400,000.00		
Total Unliquidated Receivable Amount:	\$900.00		
Security Org:	GSA		

The 'Funds Availability Options' section contains the following checkboxes:

- Agreement Charges Affect Available Amount:
- Obligations Affect Available Amount:
- Commitments Affect Available Amount:
- Pre-Commitments Affect Available Amount:

Within the Header tab of the Agreement Query, the user will be able to:

- Access the agreement Entity.
- View the agreement Activity Log that lists billing, collection, and spending documents associated with the agreement.
- View the agreement Surcharges which lists all surcharges associated with the Agreement.
- View the agreement History that displays the history of the agreement, including documents processed to update the agreement.

Exhibit 4-17: Agreement Query: Header Amount Summary

Amount Summary		Billing And Collection Information	
Total Available Amount:	\$396,450.00	Total Available Receivable Amount:	\$398,799.25
Total Profit/Loss Amount:	(\$2,349.25)	Total Receivable Amount:	\$1,200.75
<i>Spending Activity</i>		<i>Billing And Collection Information</i>	
Total Pre-Commitment Amount:	\$0.00	Total Unliquidated Receivable Amount:	\$900.00
Total Commitment Amount:	\$0.00	Total Collection Amount:	\$300.75
Total Obligation Amount:	\$0.00	Total Cumulative Debit Voucher Amount:	\$0.00
Total Accrual Amount:	\$0.00	Total Outstanding IPAC Chargeback Amount:	\$0.00
Total Agreement Charge Amount:	\$1,750.00	Total Unliquidated Credit Amount:	\$0.00
Total Per Unit Agreement Charge Amount:	\$1,800.00	Total Credit Amount:	\$0.00
Total Unliquidated Pre-Commitment Amount:	\$0.00	Total Write Off Amount:	\$0.00
Total Unliquidated Commitment Amount:	\$0.00	Total Unliquidated Advance Amount:	\$0.00
Total Unliquidated Obligation Amount:	\$0.00	Total Advance Amount:	\$0.00
Total Unliquidated Accrual Amount:	\$0.00	Total Advance Applied Amount:	\$0.00
Total Expenditure Amount:	\$0.00	Total Advance Receivable Amount:	\$0.00
Total Expenditure Interest Amount:	\$0.00	Total Advance Refunded Amount:	\$0.00
Total Expenditure Penalty Amount:	\$0.00	Total Cumulative Advance Debit Voucher Amount:	\$0.00
Total Expenditure Discount Amount:	\$0.00	Total Outstanding Advance IPAC Chargeback Amount:	\$0.00
Unliquidated Obligation Surcharge Amount:	\$0.00	Total Outstanding Revenue Accrual Amount:	\$0.00
Unliquidated Accrual Surcharge Amount:	\$0.00		
Total Expenditure Surcharge Amount:	\$0.00		
Total Expenditure Interest Surcharge Amount:	\$0.00		
Total Expenditure Penalty Surcharge Amount:	\$0.00		
Total Expenditure Discount Surcharge Amount:	\$0.00		
Total Miscellaneous Surcharge Amount:	\$0.00		
Total Agreement Charge Surcharge Amount:	\$0.00		
Total Spending Amount:	\$3,550.00		
Total Prepayment Amount:	\$0.00		

Exhibit 4-18: Agreement Query: Header History

History									
Search Criteria									
Document Type:	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>	Document Number:	<input type="text"/>				
Accounting Period:	<input type="text"/>	<input type="button" value=""/>							
<input type="button" value="Search"/>	<input type="button" value="Unlimited Search"/>								
<input type="button" value="View Document"/>	<input type="button" value="Correct Document"/>	<input type="button" value="Display"/>	10	<input type="button" value="Items"/>	<input type="button" value="View as CSV"/>	<input type="button" value="Sort..."/>			
	<input type="checkbox"/>	<input type="radio"/>	IEA	IEA201301230024	1 01/23/2013	\$8,000.00	\$8,000.00	04/2013	01/23/2013 15:44:59



Exhibit 4-19: Agreement Query: Accounting Lines

Header **Accounting Lines** Supervisors Vendor Novation

Accounting Line Detail | Surcharges | Customer BETC | Fee Schedule | Billing Schedule

Display 10 Items [View as CSV](#) [Sort...](#)

Number	Amount	Description
1	\$100.00	12-092000-A06XXXE-A06XXXE-2341
2	\$383.73	12-092000-A06XXXE-A06XXXE-2341
3	\$4,816.48	12-092000-A06XXXE-A06XXXE-2341
4	\$6.97	12-092000-A06XXXE-A06XXXE-2341
5	\$0.00	12-092000-A06XXXE-A06XXXE-2341

Items 1-5 of 5

[Go to top of page](#)

Exhibit 4-20: Agreement Query: Vendor Novation

Header Accounting Lines Supervisors **Vendor Novation**

Display 10 Items [View as CSV](#) [Sort...](#)

	Sequence Number	Novation Date	Vendor Code	Address Code	Name	Last Modified By
<input type="checkbox"/>	0	01/24/2013	105326	105326	runbatchconvbaar	
<input checked="" type="checkbox"/>	0		10000000	00001	runbatchrwa	

Items 1-2 of 2

[Expand All](#) | [Collapse All](#)

General

Sequence Number:	0	Novation Date:	
Vendor			
Code:	10000000	00001	More
Address Name:	JUDICIARY		
Last Modified By:	runbatchrwa		

[Go to top of page](#)

4.3.7.3 Agreement Query: Search criteria - Agreement Charge (AG)

The listing of User-Defined fields on the Agreement Query is available at [Appendix: Agreement Query – User-Defined Fields and Form Descriptions](#)

4.3.7.4 Agreement Query: Steps to execute a Query

To query agreements via the Agreement Query, the user can perform the following steps:

Steps to Execute a Query Using the Agreement Query Notes

1. Navigate to Queries=> Project Cost Accounting=> Agreement Query.
2. The Agreement Query page is displayed.

3. Enter the Agreement Number, Name, or other valid information that can be used to search for the agreement.
4. Select the **Query at Header** button.

5. The records are returned in the item collection.

Steps to Execute a Query Using the Agreement Query

Notes

- Select the radio button for the desired agreement and select Details.

Agreement Numt	Name	Type	Vendor	Address Code	Agreement Amol	Agreement Date	Status	Security Organiz	Agreement End E	Total
0260837	OVERTIME UTILIT External Direct	105326	105326		\$10,614.36	03/29/2013	Active		09/30/2013	

!!!
Page 1 of 1 Show 10 rows per page Rows 1 - 1 of 1

- The Agreement Query is open and visible to the user.

Agreement Number:	0260837	Agreement Date:	03/29/2013
Agreement Name:	OVERTIME UTILITY	Last Document Type:	NER
Title:	R0260837	Active:	Active
Agreement End Date:	09/30/2013	Agreement Cancelled:	<input type="checkbox"/>
Agency DUNS Number:		Reimbursable:	<input checked="" type="checkbox"/>
Agency DUNS+4:		Spend And Reimburse Within Fund:	<input type="checkbox"/>
Number Of Lines:	5	Funding Status:	Actual
Maximum Agreement Amount:	\$5,307.18		
Agreement Amount:	\$10,614.36		
Total Unliquidated Receivable Amount:	\$795.42		
Security Org:	GSA		

Funds Availability Options
Agreement Charges Affect Available Amount:

4.3.8 Customer Novation Process

The PCAS Customer Novation functionality provides the ability to:

- Update the customer on an existing agreement.
- Track the Novation history of the agreement.
- Update the vendor on outstanding Billing Documents when the vendor on the Billing Document's associated agreement has changed.

The PCAS agreement Customer Novation process updates the vendor on outstanding Billing Documents when the vendor on the Billing Documents associated agreement is changed. PCAS Customer Novation can only be processed on Billing Documents that have not been fully collected.

- For Unbilled Billing Documents:
 - It amends the Billing Document, updating vendor to match novated agreement vendor.
- For Billed Billing Documents:
 - It amends the Billing Document, drawing down to the liquidated amount.
 - It creates a new Billing Document for the remaining outstanding amount, and records the vendor, matching the novated agreement vendor.

4.3.8.1 Customer Novation Process: Automated Processes

The PCAS Customer Novation (PCASAGRNOV) batch process updates documents associated to the agreement with the new customer information. The batch job process will:

- Update outstanding uncollected and partially collected Billing Documents associated with any agreement that was novated.
 - Amend unbilled Billing Documents to update the vendor with the new customer information.
 - Draw down billed Billing Documents to the liquidated amount and create a new Billing Document for the outstanding amount with the new customer information.
- Allow input of a specific date range for novations based on the Novation date.
- Allow a selection of specific agreements to novate.

Note: The PCAS Customer Novation batch job will only select and update IPAC Billing Documents in ‘Not Submitted’ or ‘Rejected’ IPAC statuses with the Rebill flag set to False.

Exhibit 4-21: PCAS Customer Novation Batch Job

Sequence Number	Name	Required	Value
21	agreementDocumentType	False	MAN
22	agreementDocumentType	False	WAI
1	agreementNovationDateFrom	False	
1	agreementNovationDateTo	False	
1	agreementNumberExclude	False	
1	agreementNumberInclude	False	
1	billDate	False	
1	correctionMethod	False	A
1	defaultDesignatedAgent	True	T
1	documentStatus	True	Processed
1	effectiveDate	False	
1	includeBilledBillingDocuments	True	T
1	includePartiallyCollectedBillingDocuments	True	T
1	overridden	False	T
1	saveRejectedForms	False	T
1	scheduleDate	False	
1	userID	True	runbatchagreenov

4.3.8.2 Customer Novation Process: Steps to correct an existing document

The following are the steps used for the Customer Novation process when an existing document is available:

Customer Novation Process - Correct an existing document.

Notes

- Follow the steps from the previous section 4.3.8.1 to find the agreement on the Agreement Query.

- Once the agreement is opened in the Agreement Query, select the **History** button to find the agreement document.

- Open the desired agreement document in Correct mode.

Document Type	Document Number	Line #	Date	Entity Line Incremental Impact	Entity Line Ending Balance	Acctg Pd	System Date/Time	Document Amount
PPI	PPI201301170043	1	01/17/2013	\$200.00	\$200.00	04/2013	01/17/2013 21:37:48	\$200.00
PPI	PPI201301170045	2	01/17/2013	\$0.00	\$0.00	04/2013	01/17/2013 21:54:11	\$0.00
PPI	PPI201301170044	1	01/17/2013	\$0.00	\$200.00	03/2013	01/17/2012 21:54:11	\$0.00

 The table has a header row and three data rows. The first row is highlighted with a red box."/>

Customer Novation Process - Correct an existing document.

Notes

4. On the Header Novation section, enter Novation Date.

The screenshot shows a web-based application interface. At the top left is a tree menu with 'Novation' selected. Below it is a 'Novation Date:' input field, which is highlighted with a red rectangular border. Underneath this is a 'Vendor' section containing fields for 'Code:' and 'Address Name:', both enclosed in a red-bordered box. At the bottom left is a 'Return to Top' link.

5. Enter the new Vendor Code in the Novation section.

This screenshot is similar to the previous one, but the 'Code:' field in the 'Vendor' section is highlighted with a red rectangular border.

Note: For Internal Direct Agreement ONLY – This step should be repeated for every agreement line”.

6. Verify and Submit the document.

The screenshot shows a detailed view of a document header. At the top, there is a toolbar with buttons for 'Verify' (highlighted with a red box), 'Save', 'Submit' (also highlighted with a red box), 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', 'Print', and 'Route'. Below the toolbar is a navigation bar with links like 'Header', 'Office Addresses', etc. Underneath is a 'Workflow Status' and 'Approval History' section. The main content area is titled 'General' and contains various input fields for document metadata, such as 'Agreement Number', 'Status', 'Funding Status', and 'Title', along with their corresponding values. To the right of these fields are additional settings like 'Orig Document Date' (set to '01/17/2013') and 'Document Classification'.

Customer Novation Process - Correct an existing document.

Notes

7. Refresh the Agreement Query to allow the changes to be updated.

Header Accounting Lines Supervisors **Vendor Novation**

Entity Refresh Documents Activity Log Surcharges History

Expand All Collapse All

- General -

Agreement Number:	TS11720-2	Agreement Date:	01/17/2013
Agreement Name:	PCAS TS117.20-2	Last Document Type:	PPI
Title:	PCAS TS117.20-2	Active:	Active
Agreement End Date:	11/07/2014	Agreement Cancelled:	<input type="checkbox"/>
Agency DUNS Number:		Reimbursable:	<input checked="" type="checkbox"/>
Agency DUNS+4:		Spend And Reimburse Within Fund:	<input type="checkbox"/>
Number Of Lines:	2	Funding Status:	Actual
Authorized Agreement Amount:	\$200.00		
Total Agreement Line Amount:	\$200.00		
Total Unliquidated Receivable Amount:	\$0.00		
Security Org:	GSA		

8. Select the Vendor Novation tab on the Agreement Query.

Header Accounting Lines Supervisors **Vendor Novation**

Entity Refresh Documents Activity Log Surcharges History

Expand All Collapse All

- General -

Agreement Number:	TS11720-2	Agreement Date:	01/17/2013
Agreement Name:	PCAS TS117.20-2	Last Document Type:	PPI
Title:	PCAS TS117.20-2	Active:	Active
Agreement End Date:	11/07/2014	Agreement Cancelled:	<input type="checkbox"/>
Agency DUNS Number:		Reimbursable:	<input checked="" type="checkbox"/>
Agency DUNS+4:		Spend And Reimburse Within Fund:	<input type="checkbox"/>
Number Of Lines:	2	Funding Status:	Actual
Authorized Agreement Amount:	\$200.00		
Total Agreement Line Amount:	\$200.00		
Total Unliquidated Receivable Amount:	\$0.00		
Security Org:	GSA		

9. Verify that a new record has been added with the new vendor information.

Header Accounting Lines Supervisors **Vendor Novation**

Display 10 Items View as CSV Sort... Items 1-2 of 2

	Sequence Number	Novation Date	Vendor Code	Address Code	Name	Last Modified By
1	0	01/17/2013	162126	162126		allroles101
2	1	05/10/2013	1620	1620		allroles130

Expand All Collapse All

- General -

Sequence Number:	1	Novation Date:	05/10/2013
Vendor	Code:	1620	1620
	Address Name:	VETERANS EMPLOYMENT	
Last Modified By:	allroles130		

Customer Novation Process - Correct an existing document.**Notes**

10. Run the PCAS Customer Novation Batch process to update documents associated to the agreement with the new customer information.



Job ID	Job Name	Process Name	Name	Location
PCASAGRNOV	PCAS Agreement Novation	Agreement Customer Novation Processor	PCASAGRNOV.rpt	BATCHSTATS

4.4 Manual Billing

Most billing transactions in Pegasys (Billing Documents (BD), Internal Vouchers (NV) and Imputed Rent Standard Vouchers (SV)) via interface/automated processes. The main billing vehicles used in the automated creation of BD and NV transactions are:

- Detail Billing Records received from GSA feeder systems (as described in section 4.2 Detail Billing Records)
- PCAS Agreements (as described in section 4.3 PCAS Agreements)

Each of these billing vehicles uses several offline batch processes to ultimately generate and process the Pegasys billing transactions

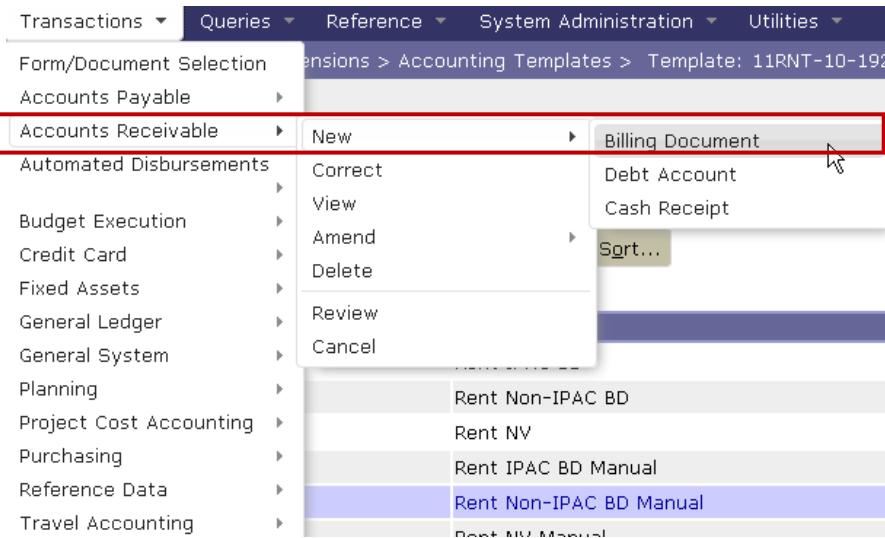
In some circumstances, however, it is necessary to create transactions manually using the Pegasys user interface, or “online”. After document processing, it may also be necessary to correct, amend, or cancel a Billing Document, or correct/cancel an Internal Voucher. These actions can also be performed via the Pegasys user interface. This section describes the steps a user would take to manually create, correct, amend (if applicable), and cancel Billing Documents (BD), Internal Vouchers (NV), and Standard Vouchers (SV) in Pegasys.

New Pegasys transactions are manually created from the Pegasys Transactions Menu. In each subsystem of the menu, the system offers the choice to create (“New”), correct, view and other document actions applicable to the selected document category:

- **Billing Document (BD)** documents are found under the Accounts Receivable subsystem within the Transactions menu.
- **Internal Voucher (NV)** documents are found under the Accounts Payable subsystem within the Transactions menu.
- **Standard Voucher (SV)** documents are found under the General System subsystem within the Transactions menu.

Exhibit 4-22: New Billing Document Navigation

Transactions=>Accounts Receivable=> New=> Billing Document



4.4.1 Manual Billing: Billing Document (BD) Description and Uses

Pegasys Billing Documents (BD) provide the ability to recognize revenue for goods or services provided and record a corresponding receivable for the customer to whom those goods or services were delivered. BDs processed to recognize income and record the associated customer receivable utilize the Pegasys BD accounting line Normal Line Type.

Additionally, BDs can be used to record customer credits, which may result from billing errors, special discounts or changes in recurring billing rates. BDs used to record credit amounts owed to the customer utilize the Pegasys BD accounting line Credit Line Type.

BDs require that the user specify the Customer's name and address using the customer's Pegasys Vendor Code; however, a BD can simply be one transaction of a larger Statement to be sent to the customer. BDs also provide GSA with an opportunity to define the text that should be displayed on the customer's PDF bill (via the Comments to Print and Description fields).

Additionally Detail Billing Records or an Agreement reference (depending on the GSA business line) can be included on the BD to provide more information regarding the goods or services for which the BD will be used to bill the customer for.

BDs can be created via the following methods:

- Automatically, via:
- Detail Billing Record Import, Crosswalk, Discount, and Summarization offline batch processes.
- PCAS Project Bill Generation (PCPROJBILL) offline batch process.
- Manually, via:
 - Stand-alone – Users must enter all applicable fields on the BD.
 - Copy From – Information from an existing BD is copied into a new BD.
 - Copy Forward – Information from an existing Itemized Payment (IP) is copied into a new BD.

IPAC Billing Documents:

Pegasys IPAC BDs provide the ability to bill GSA customers using Treasury's IPAC system. The main difference between IPAC and non-IPAC BDs is that the IPAC BDs contain additional information that is required for submission to the IPAC system.

- **IPAC Designation:** IPAC Bills are designated for IPAC by the Inter-Agency Flag on the BD header being set to True, AND the Type of Transfer being set to IPAC.
- **Articles:** The term "articles" is not part of official Treasury terminology. IPAC BDs contain 'articles' which are specific to Pegasys. Articles capture commodity/unit information, quantity and unit price and Treasury status for IPAC transactions. Articles and Detail Billing Records (DBRs) are linked to the Accounting line, but Articles and DBRs are not associated with one another.

Once a BD has been established as an IPAC BD, it must be determined whether the IPAC billing will send 1) Detail Billing Record level information/amounts or 2) summary accounting line information to Treasury. This determination is made via the IPAC Article/QTY/Unit Price Indicator field on the BD header.

For each IPAC bill, GSA will use one of the three following settings:

- IPAC Article Qty/Unit Price: Use DBE Detail.
 - When the IPAC Article Qty/Unit Price indicator is set to Use DBE Detail, the system creates IPAC DBE Detail records that are used to send DBR information to Treasury. IPAC DBE Detail records are child records of the IPAC Transaction Table. These records are created from information on the DBRs when the BD processes, but are not the same as DBRs. IPAC DBE Detail records are specific to IPAC BDs and only created if the BD IPAC Article Qty/Unit Price indicator is set to "Use DBE Detail".
- IPAC Article Qty/Unit Price: Use Article Quantity/Sum DBE Amounts (Regular IPAC).
 - When the IPAC Article Qty/Unit Price indicator is set to Use Article Quantity/Sum DBE Amounts, IPAC DBE Detail records are not created or sent to Treasury. Rather, IPAC billing information is sent to Treasury at the BD accounting line level as a sum of the DBRs associated to each accounting line.
- IPAC Article Qty/Unit Price: Use Article Qty/Unit Price
 - When the IPAC Article Qty/Unit Price indicator is set to Use Article Qty/Unit Price, IPAC billing information is sent to Treasury at the BD accounting line level.

Revenue Credit Card Billing Documents:

Revenue Credit Card BDs provide the ability to bill GSA customers and receive a corresponding collection using pre-authorized credit card transactions. The main difference between Revenue Credit Card and standard non-IPAC BDs is that Revenue Credit Card BDs contain additional information that is required for settlement.

- **Centralized Collections Services Section:** Used to document the information needed by Vantiv, GSA's settlement agent, to successfully settle the pre-authorized credit card transaction. The information in this section includes the customer Credit Card Number, Card Type, Expiration Date, Authorization Code, Authorization Amount, and Authorization Date

Revenue Credit Card BDs also make use of a Bank Charge Indicator to determine whether the billing should be performed daily (D) or in a summary (S) fashion, semi-monthly.

Subsequent batch processing is used to send the required information from the BD and any associated DBRs to Vantiv for settlement.

DoD Interfund Billing Documents:

DoD Interfund BDs provide the ability to bill the Department of Defense via the SIBAC system. The main difference between DoD Interfund and standard non-IPAC BDs is that DoD Interfund BDs utilize a unique statement number format required by DoD.

Subsequent batch processing is used to send the required information from the BD and any associated DBRs to the SIBAC system for collection.

4.4.1.1 Available Billing Document (BD) Types

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

Billing Document Number Formats are derived from the Statement number that is created as a result of generating a Statement Number. Thus, each Billing Document number will include the Statement Number imbedded within it.

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. (e.g., 'AA'+#####). The Statement Number format for Fleet Non-IPAC is the letter 'F' followed by 7 incremented digits. (e.g., 'F'+#####).

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions
[Appendix: Available Billing Document \(BD\) Types](#)

4.4.1.2 Billing Document (BD) - User-Defined Form Field Descriptions

The listing of User-Defined fields on the Billing Document (BD) Form is available at [Appendix: Billing Document \(BD\) – User-Defined Fields and Form Descriptions](#)

4.4.1.3 Query Billing Document (BD)

Processed Billing Document (BD) information can be viewed on the following Pegasys queries:

- Queries=>Accounts Receivable=>Outstanding Bills.
- Queries=>General System=>IPAC Transaction Query (IPAC Bills only).
- Queries=>Accounts Receivable=>Billing Statement Query.
- Transactions=>Form/Document Selection.
- Queries=>General Ledger=>GL Account Detail.
- Queries=>Vendor=>Vendor Activity Query.

For querying Detail Billing Records, see section 4.2.

Please see section 4.6 for Billing Queries.

4.4.1.4 Automated Methods to Create Billing Documents (BD)

Billing Documents (BDs) which use DBR functionality will primarily be created by the automated Summarization process (ARDBSUMR). BDs that use PCAS functionality will be primarily created via the Project Bill Generation Batch Process (PCPROJBILL).

The Project Bill Generation process creates bills associated with agreements. After costs have been distributed to the customers, customers can be billed for the costs by running the Project Bill Generation process. This process uses the cost information specified in the agreements and the information on the PCAS Billing Option maintenance table to generate Billing Documents, Cash Receipts (for Advance offsets), and Internal Vouchers.

For further information about creating agreements, see section 4.3.

The following section provides instruction for creating Billing Documents (BD), including how to create Detail Billing Records from within the document, using the Pegasys user interface manually/online.

For further information about creating Detail Billing Records for use in Summarization, see section 4.2 Detail Billing Records.

4.4.1.5 Manual Creation of Billing Document (BD): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type

The Normal line type is used in Receivables to recognize revenue. The following steps describe how to manually create the Billing Document (BD) form with a Normal line type using the Pegasys user interface.

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.

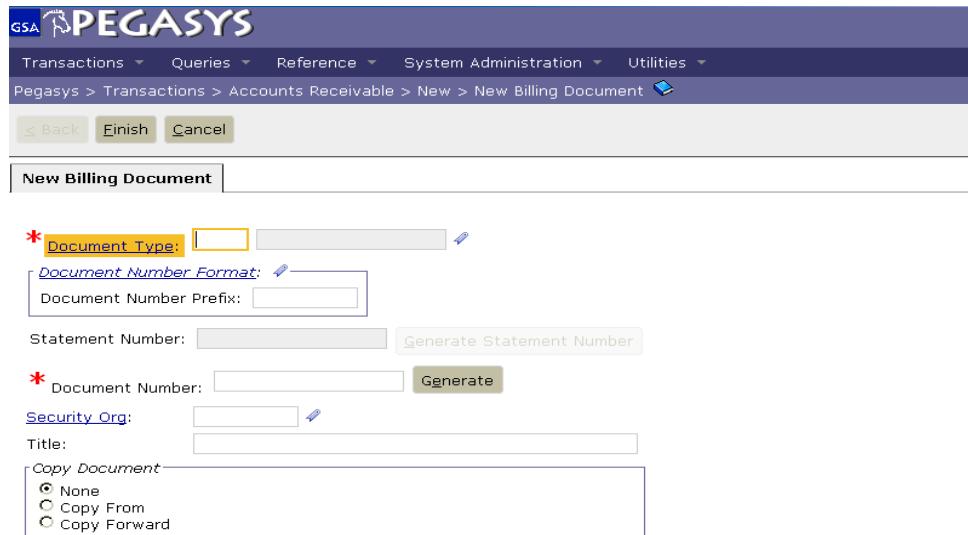
Exhibit 4-23: Link to Appendices: Business Process Required Fields for BD creation

Business Line	Link to Appendices
Fleet	Appendix: Create Billing Document (BD) -Fleet
Rent	Appendix: Create Billing Document (BD) -Rent
Global Supply/Automotive Purchases	Appendix: Create Billing Document (BD) - Global Supply/Automotive Purchases
RWA/HOTD/Manual Business Lines	Appendix: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines
Outlease	Appendix: Create Billing Document (BD) – Outlease
EXTSERVICE/Region 6 Manual Business Lines	Appendix: Create Billing Document (BD) – EXTSERVICE/Region 6 Manual Business Lines
Region 7 Manual Business Lines	Appendix: Create Billing Document (BD) – Region 7 Manual Business Lines
AAS	Appendix: Create Billing Document (BD) – AAS
WAN	Appendix: Create Billing Document (BD) – WAN
Telecom	Appendix: Create Billing Document (BD) – Telecom

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

1. Navigate to Transactions => Accounts Receivable => New => Billing Document.

The New Billing Document page is displayed.

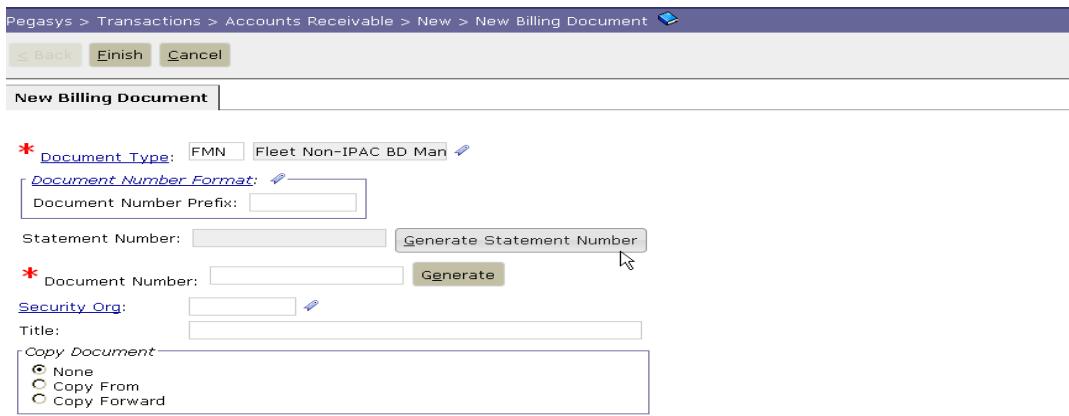


This screenshot shows the 'New Billing Document' form in the PEGASYS application. The 'Document Type' field is set to 'FMN'. Other fields include 'Document Number Format', 'Document Number Prefix', 'Statement Number', 'Security Org', 'Title', and a 'Copy Document' section with radio button options for 'None', 'Copy From', and 'Copy Forward'.

Note: Use the Copy From Option to copy from the same document type. Use the Copy Forward option to copy from an earlier document with a different document type within the document chain.

2. **REQUIRED—Enter Document Type.**

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



This screenshot shows the 'New Billing Document' form in the PEGASYS application. The 'Document Type' field is explicitly set to 'FMN'. Other fields include 'Document Number Format', 'Document Number Prefix', 'Statement Number', 'Security Org', 'Title', and a 'Copy Document' section with radio button options for 'None', 'Copy From', and 'Copy Forward'.

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

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

The screenshot shows the 'New Billing Document' screen in Pegasys. At the top, there are buttons for Back, Finish, and Cancel. Below that is a title bar 'New Billing Document'. The main area contains several input fields and buttons:

- * Document Type:** FMN Fleet Non-IPAC BD Man (with a pencil icon)
- Document Number Format:** (with a pencil icon)
- Document Number Prefix:** (input field)
- Statement Number:** F0000004 (input field)
- Generate Statement Number** button (highlighted with a red box)
- * Document Number:** FMNF0000004-007 (input field)
- Generate** button (next to the Document Number field)
- Security Org:** (input field)
- Title:** (input field)
- Copy Document** section:
 - None
 - Copy From
 - Copy Forward

Note: If the user does not select the Generate Statement number on the new form creation, the user can add 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. The document number format that is created when a user selects Generate (Document Number) is derived off the Statement number that is created when hitting Generate Statement Number.

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. (e.g., 'AA'+#####)

The Statement Number format for Fleet Non-IPAC is the letter 'F' followed by 7 incremented digits. (e.g., 'F'+#####).

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

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

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

The screenshot shows the 'New Billing Document' screen. At the top, there are buttons for 'Back', 'Finish', and 'Cancel'. Below that is a title bar 'New Billing Document'. The main area contains fields for 'Document Type' (FMN), 'Document Number Format', 'Document Number Prefix', 'Statement Number' (F0000004), and a 'Generate Statement Number' button. A large red box highlights the 'Generate' button next to the 'Document Number' field, which contains 'FMNF0000004-007'. Other fields include 'Security Org', 'Title', and a 'Copy Document' section with radio buttons for 'None', 'Copy From', and 'Copy Forward'.

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 2 incremented digits. (e.g., RMNSSSSSSSS##).

The Document Number format for 'FMN' is the document type of Billing Document (BD) form followed by the Statement Number the document was created and combined with 2 incremented digits. (e.g., FMNSSSSSSSS##).

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

5. Select the **Finish** Button.

The screenshot shows the 'New Billing Document' screen again. The 'Finish' button at the top left is highlighted with a red box. The rest of the interface is identical to the previous screenshot, showing the 'Generate' button highlighted and the document number field containing 'FMNF0000004-007'.

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

6. The Header page is displayed. 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 [Exhibit 4-23: Link to Appendices: Business Process Required Fields for BD creation](#)

- General
- Vendor Information
- External System Information
- User Defined Fields

Note: 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.

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

External System Information

System ID:	<input type="text" value="FLEETMANL"/> 
External System Document Number:	<input type="text"/>

[Return to Top](#)

User Defined Fields

Assignment Code:	<input type="text" value="RG6GRP1"/> 
----------------------------------	--

[Return to Top](#)

7. **REQUIRED for IPAC ONLY**— Select the **Default** button in the Designated Agent Group Box.

Vendor Information

Vendor
* Code: <input type="text" value="9567"/> <input type="text" value="9567"/>  More
Name: DENALI COMMISSION O

Designated Agent

Designated Agent
Code: <input type="text"/> <input type="text"/>  More <input checked="" type="button" value="Default"/> 
Name: <input type="text"/>

[Return to Top](#)

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.

Note: The Disbursing Office, System ID, Billing Reference Number, Text Code, Business Line will default from the Document Type settings. The Security Org will default from the user’s Default Security Org setting on the Principals table.

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

8. **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.

Inter-Agency Transfer

Interagency Transfer:	<input checked="" type="checkbox"/>	Use Statement Number For IPAC:	<input checked="" type="checkbox"/>
Type of Transfer:	IPAC	IPAC Article Qty/Unit Price Indicator:	Use Article Qty/Sum DBE Amount
Customer Agency Location Code:	<input type="text"/>		
Customer Voucher Number:	<input type="text"/>		
Transfer Schedule Number:	<input type="text"/>		
Transfer Voucher Number:	<input type="text"/>		
Transfer Authorized By:	<input type="text"/>		

[Return to Top](#)

Inter-Agency Transfer

Interagency Transfer:	<input checked="" type="checkbox"/>	Use Statement Number For IPAC:	<input checked="" type="checkbox"/>
Type of Transfer:	IPAC	IPAC Article Qty/Unit Price Indicator:	Use DBE Detail
Customer Agency Location Code:	<input type="text"/>		
Customer Voucher Number:	<input type="text"/>		
Transfer Schedule Number:	<input type="text"/>		
Transfer Voucher Number:	<input type="text"/>		
Transfer Authorized By:	<input type="text"/>		

[Return to Top](#)

9. Select the Accounting Line tab.



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

Header	Accounting Lines	Office Addresses	Approval Routing	Memos	Summary																																																																												
Amendment History	Workflow Status	Approval_History																																																																															
<table border="1"> <tr> <td>Add</td> <td>Copy Forward</td> <td>Remove</td> <td>Print</td> <td>Display</td> <td>10</td> <td>Items</td> <td>View as CSV</td> <td>Sort...</td> </tr> <tr> <td colspan="9"> <table border="1"> <thead> <tr> <th>Line Number</th> <th>Line Type</th> <th>Amount</th> <th>Transaction Type</th> <th>Template</th> <th>BBFY</th> <th>EBFY</th> <th>Fund</th> <th>Reg</th> <th>Org Cd</th> <th>Sub Org</th> <th>B/A Proj</th> <th>Proj</th> <th>Function</th> <th>C/E</th> <th>Sub Obj</th> <th>Rev Src</th> <th>Sub Rev Src</th> <th>Bldg</th> <th>Sys Tag</th> <th>Veh Tag #</th> <th>Wrk Itm</th> <th>ABC Activity</th> <th>G/T Sub Obj</th> <th>Canc BBFY</th> <th>Canc EBFY</th> <th>Canc Fund</th> <th>Cost Sub Org</th> <th>Sub YBA</th> <th>BETC Blanket Agreement Number</th> </tr> </thead> <tbody> <tr> <td colspan="28">- NO ITEMS TO DISPLAY -</td> </tr> </tbody> </table> </td> </tr> </table>						Add	Copy Forward	Remove	Print	Display	10	Items	View as CSV	Sort...	<table border="1"> <thead> <tr> <th>Line Number</th> <th>Line Type</th> <th>Amount</th> <th>Transaction Type</th> <th>Template</th> <th>BBFY</th> <th>EBFY</th> <th>Fund</th> <th>Reg</th> <th>Org Cd</th> <th>Sub Org</th> <th>B/A Proj</th> <th>Proj</th> <th>Function</th> <th>C/E</th> <th>Sub Obj</th> <th>Rev Src</th> <th>Sub Rev Src</th> <th>Bldg</th> <th>Sys Tag</th> <th>Veh Tag #</th> <th>Wrk Itm</th> <th>ABC Activity</th> <th>G/T Sub Obj</th> <th>Canc BBFY</th> <th>Canc EBFY</th> <th>Canc Fund</th> <th>Cost Sub Org</th> <th>Sub YBA</th> <th>BETC Blanket Agreement Number</th> </tr> </thead> <tbody> <tr> <td colspan="28">- NO ITEMS TO DISPLAY -</td> </tr> </tbody> </table>									Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A Proj	Proj	Function	C/E	Sub Obj	Rev Src	Sub Rev Src	Bldg	Sys Tag	Veh Tag #	Wrk Itm	ABC Activity	G/T Sub Obj	Canc BBFY	Canc EBFY	Canc Fund	Cost Sub Org	Sub YBA	BETC Blanket Agreement Number	- NO ITEMS TO DISPLAY -																											
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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 on the Remove button.

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

[Header](#) | [Accounting Lines](#) | [Office Addresses](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)

[Accounting Line](#) | [Charge Lines](#) | [Articles](#) | [Detail Billing Record Search](#) | [Modified Detail Billing Records](#)

[Expand All](#) | [Collapse All](#)

General

Line Number: <input type="text" value="1"/>	Receivable Type: <input type="text" value="FLNI"/> Default
Line Type: <input type="button" value="Normal"/>	Record Type: <input type="text" value="PR"/>
Billing Status: <input type="button" value="Unbilled"/>	Overpayment Cause: <input type="text"/>
Transaction Type: <input type="button"/>	Interest Rate %: <input type="text"/>
Exclude from Offset	
Internal: <input type="checkbox"/>	Overdue Charges
External: <input type="checkbox"/>	Administrative Charge Type: <input type="text"/>
Bill Print: <input type="button" value="Yes"/>	Interest Type: <input type="text"/>
Dunning Print: <input checked="" type="checkbox"/>	Penalty Type: <input type="text"/>
Period of Performance	
* Start Date: <input type="text"/>	* End Date: <input type="text"/>
Return to Top Display Calendar For Start Date	

11. 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 [Exhibit 4-23: Link to Appendices: Business Process Required Fields for BD creation](#)

1. General
 2. Period Of Performance
 3. Line Amounts
 4. Interagency Transfer
 5. Funding Authorization Source
 6. Contract Information (*Note: The Contract Number value should be equal to the Business Line value from the BD Header*)
12. **REQUIRED for IPAC ONLY** — Enter the Treasury Symbol Short Key and components (ATA, AID, BPOA, EPOA, A, MAIN, SUB) in the Additional Attributes Transfer Treasury Symbol section.

Note: The Transfer Treasury Symbol is the Treasury Symbol associated with the customer specified in the Vendor section on the BD header.

Note: If the Transfer Treasury Symbol fields are not populated, the system will automatically populate them from the values entered in the Interagency Transfer section Customer Treasury Symbol short key and components when the form is verified or submitted for processing.

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

<input type="checkbox"/> Additional Attributes _____									
Prior Year Adjustment: <input type="button" value="Not a Prior Year Adjustment"/>					Public Law Number: <input type="text"/> <input type="button" value="Edit"/>				
<i>Transfer Treasury Symbol:</i> <input checked="" type="radio"/>									
Short Key: <input type="text" value="15150128"/>									
ATA: <input type="text" value="015"/> AID: <input type="text" value="2015"/> BPOA: <input type="text" value="2015"/> EPOA: <input type="text" value="A"/> MAIN: <input type="text" value="0128"/> SUB: <input type="text" value="000"/>									

13. **REQUIRED**—Enter the Accounting Template and select **Default**.

Example Accounting Template For Rent Bills:

11RNT-00-192X-PG61-PGA31

Please see the Configuration Guide for the complete list of Accounting Templates.

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

<input type="checkbox"/> Accounting Dimensions _____									
* <input type="text" value="Template"/> <input type="button" value="X"/>									
* <input type="button" value="Search For Template"/>									

*Note: When searching for accounting templates, list the office code flanked by asterisks ("*FLT*" or "*RNT*") in the Accounting Template Description field.*

15. Select an Accounting Template.

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

<input type="checkbox"/> <input checked="" type="radio"/> <input type="radio"/>	11FLT-02-455F- FE32-F02Y0000- 2011 455F 02 F02Y0000 FE32 FE112 A01 FE112-A01
<input type="checkbox"/> <input checked="" type="radio"/> <input type="radio"/>	Select Item 15 02-455F- FE32-F02Y0000- 2011 455F 02 F02Y0000 FE32 FE112 A02

Note: The Accounting Template is made up of certain (but not all) accounting Dimension.

16. **REQUIRED for IPAC ONLY** — Enter the appropriate value in the Accounting Dimensions section BETC field.

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

- For Normal Line Type IPAC BDs: **COLL**
- For Credit Line Type IPAC BDs: **DISB**

- Accounting Dimensions

* Template: 2015FLT-06-455F-FE32-F06Y0000-FE111-A01 Default

* BBFY:	EBFY:	* Fund:	* Region:
2015		455F	06
* Program:	Project Code:	* Activity:	Sub-Object Class:
FE32		FE111	
Sub Revenue Source:	Building #:	* Location/System:	Vehicle Tag #:
		A01	
Lease #:	Reimbursable Sub-Object Class:	Reimbursable Sub Object:	YBA:
Cost Organization:	Cohort Year:	PRC:	

BETC:
COLL

17. **REQUIRED for IPAC ONLY** — Enter the Treasury Symbol Short Key and components (ATA, AID, BPOA, EPOA, A, MAIN, SUB) in the Interagency Transfer Customer Treasury Symbol section.

Note: The Customer Treasury Symbol is the Treasury Symbol associated with the customer specified in the Vendor section on the BD header and should match the Transfer Treasury Symbol populated in the Additional Attributes section.

- Interagency Transfer

Customer Sub-level Prefix: Default

Customer Treasury Symbol:

Short Key:	15150128					
ATA:	AID:	BPOA:	EPOA:	A:	MAIN:	SUB:
<input type="text"/>	015	2015	2015	<input type="button" value="▼"/>	0128	000

18. **REQUIRED for IPAC ONLY** — Enter the Customer BETC in the Interagency Transfer section.

- For Normal Line Type IPAC BDs: **DISB**
- For Credit Line Type IPAC BDs: **COLL**

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

- □ Interagency Transfer

Customer Sub-level Prefix:

Customer Treasury Symbol:

Short Key: 15150128

ATA:	AID:	BPOA:	EPOA:	A:	MAIN:	SUB:
<input type="text"/>	015	2015	2015	<input type="button" value="▼"/>	0128	000

Customer BETC:

19. For business lines that utilize DBRs, select **Detail Billing Record Search** tab to add DBRs.

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

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

20. The Detail Billing Record Search page is displayed (for business lines that utilize DBRs only).

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:

SpeedPay FSN:

Sales Code:

+ Detail Billing Elements

+ Detail Billing Text Elements

Display 10 Items

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

21. Select **Add** (for business lines that utilize DBRs only).
22. The Modified Detail Billing Records page is displayed (for business lines that utilize DBRs only).

Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header: FMN Fleet Non-IPAC BD Manual FMNF000004-007 NEW > Accounting Lines

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:	<input type="text"/>	Agency:	<input type="text"/>
Record Status:	New	Bureau:	<input type="text"/>
* Amount:	\$0.00	Agency Location Code:	<input type="text"/>
Discount Amount:	\$0.00	Customer Identification Code:	<input type="text"/>
Surcharge Amount:	\$0.00	Customer Identification Code #2:	<input type="text"/>
* Record Date: <input type="text"/>		Period of Performance	
		Start Date:	<input type="text"/>
		End Date:	<input type="text"/>
Billing Description:			

[Return to Top](#)

Note: The Record Status will default to New.

Modified Detail Billing Record

[Expand All](#) | [Collapse All](#)

General

Record Identifier:	<input type="text" value="FMSFLT11012010"/>	Agency:	<input type="text"/>
Record Status:	New	Bureau:	<input type="text"/>
* Amount:	\$1,500.00	Agency Location Code:	<input type="text"/>
Discount Amount:	\$0.00	Customer Identification Code:	<input type="text"/>
Surcharge Amount:	\$0.00	Customer Identification Code #2:	<input type="text"/>
* Record Date: <input type="text" value="11/01/2010"/>		Period of Performance	
		Start Date:	<input type="text"/>
		End Date:	<input type="text"/>
Billing Description:			

[Return to Top](#)

General Detail Billing Elements

Credit/Adjustment Indicator:	<input type="text"/>	Assignment Agency:	<input type="text" value="12"/>
Advance Indicator:	<input type="text"/>		

[Return to Top](#)

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

23. Enter the Required **Detail Billing Elements** (for business lines that utilize DBRs only).

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 section 4.2.3.

= General Detail Billing Elements

<input type="text" value="Credit/Adjustment Indicator:"/>		* Assignment Agency: <input type="text" value="12"/>
<input type="text" value="Advance Indicator:"/>		
Return to Top		

= Fleet Detail Billing Elements

<input type="text" value="Starting Mileage:"/>	<input type="text" value="Vehicle Class:"/>	
<input type="text" value="Ending Mileage:"/>	<input type="text" value="Vehicle Tag:"/>	
<input type="text" value="Miles Driven:"/>	<input type="text" value="Billing Estimate Code:"/>	
<input type="text" value="Days Used:"/>	<input type="text" value="Vehicle Action Code:"/>	
<input type="text" value="Daily/Monthly Rate:"/>	<input type="text" value="Body Type:"/>	
<input type="text" value="Special Equipment Rate:"/>	<input type="text" value="Special ACC Equipment:"/>	
<input type="text" value="Mileage Rate:"/>	<input type="text" value="SpeedPay FSN: 142596"/>	
<input type="text" value="Description:"/>	* Sales Code: 010	
<input type="text" value="Advance Indicator:"/>	<input type="text" value="FSN Lookup:"/>	
Return to Top		

24. Select **Modified Detail Billing Record** tab (for business lines that utilize DBRs only).

Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header: FMN Fleet Non-IPAC BD Manual FMNF0000004-007 HELD > Accounting Lines: 1 > Modified Detail Billing Records

[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](#)

[Add](#) [Copy](#) [Revert Changes](#) [Disassociate](#) [Display](#) | 10 [View as CSV](#) [Sqr...](#)

Record Identifier	Record Status	Amount	Record Date	Interfund Indicator	Credit/Adjustment Indicator	Advance Indicator	Starting Mileage	Ending Mileage	Miles Driven	Days Used	Daily/Monthly Rate	Special Equipment Rate	Mileage Rate	DBE Period of Performance Start Date	DBE Period of Performance End Date	Description	Vehicle Class
<input checked="" type="checkbox"/> FMSFLT11012010	New	\$1,500.00	11/01/2010														

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

Note: To revert the changes made to the Detail Billing Records, select the Detail Billing Record and select “Revert Changes”.

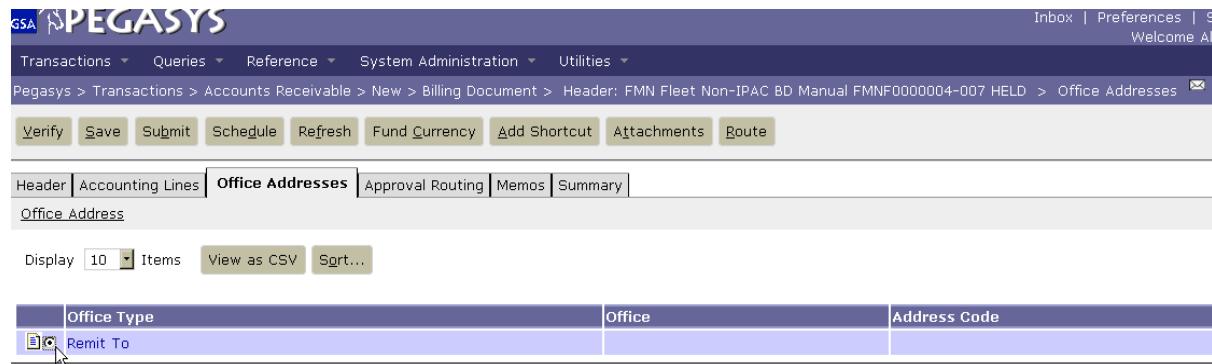
Note: To disassociate the Detail Billing Record, select the Detail Billing Record and select “Disassociate”.

*Note: Users **should not disassociate** Detail Billing Records without consenting operational management, including in the event of an erroneous billing to customer. Alternatively, Finance users can amend the document down with the appropriate security permissions and supporting documentation rather than disassociating the Detail Billing Records.*

25. Select **Office Addresses**.

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

26. Select Remit To.

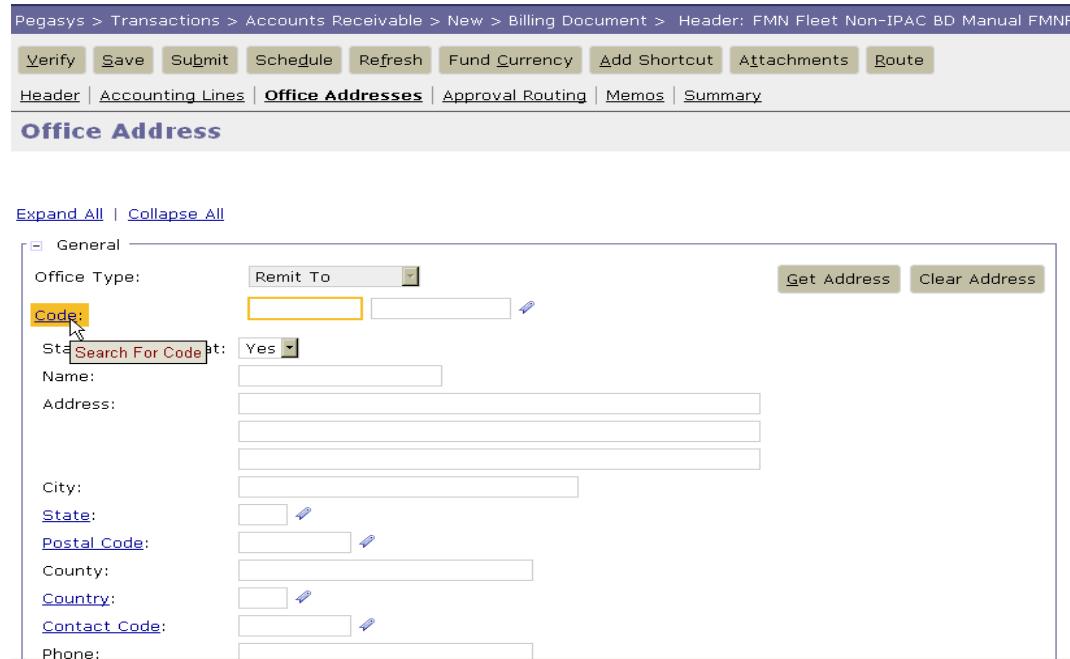


The screenshot shows the Pegasys software interface for creating a new billing document. The top navigation bar includes links for Transactions, Queries, Reference, System Administration, and Utilities. The main title is "Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header: FMN Fleet Non-IPAC BD Manual FMNF0000004-007 HELD > Office Addresses". Below the title are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. A toolbar below these buttons includes Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. The "Office Addresses" tab is currently selected. A sub-toolbar below it includes Office Address, Display, View as CSV, and Sort... buttons. The main content area displays a table with columns for Office Type, Office, and Address Code. The first row, which has a blue background, contains the text "Remit To" under the "Office Type" column. A cursor is visible over this text.

27. Select Office Address.

28. Enter the Office Code.

Please see the Configuration Guide for Office Table information.



The screenshot shows the Pegasys software interface for configuring an office address. The top navigation bar and buttons are identical to the previous screenshot. The main title is "Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header: FMN Fleet Non-IPAC BD Manual FMNF0000004-007 HELD > Office Addresses". The "Office Addresses" tab is selected. The main content area shows a form for entering office details. The "General" section is expanded. It includes fields for Office Type (set to "Remit To"), Address Code (highlighted with a yellow box), Search For Code (set to Yes), Name, Address, City, State, Postal Code, County, Country, Contact Code, and Phone. Buttons for Get Address and Clear Address are also present.

29. Select Save.

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non- IPAC/DoD Interfund/ Revenue Credit Card): Notes

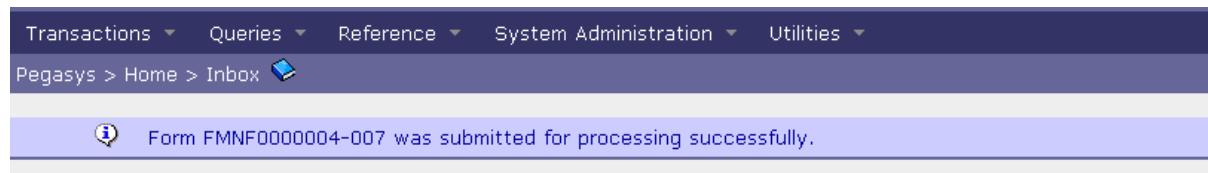
30. Select Verify.

The screenshot shows the 'Accounting Line' form with various fields filled out. The 'Verify' button at the top left is highlighted with a red box. Other buttons like Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route are also visible. The main area contains sections for General, Transaction Type, and Line Amounts, each with several input fields and dropdown menus.

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.

31. Select Submit.

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



4.4.2 Manual Billing: Interfund/Intrafund: Internal Voucher (NV) Description and Uses

Interfund/Intrafund payment processing within GSA is a common business practice across business lines that serve internal GSA clients.

Interfund vs. Intrafund:

Interfund transactions are used for billing within GSA, but not within the same Treasury Accounting Symbols (TAS). This is when one GSA service bills another GSA service. For example, the 192X fund bills the 255/455 fund.

Intrafund transactions are used when there is billing within the same TAS (a service billing itself). Intrafund is also used by Fleet where fund 455X Region 01 bills 299X Region 02 for leasing a vehicle. In this scenario, Region 01 would need to recognize the income and Region 02 would need to recognize the expense.

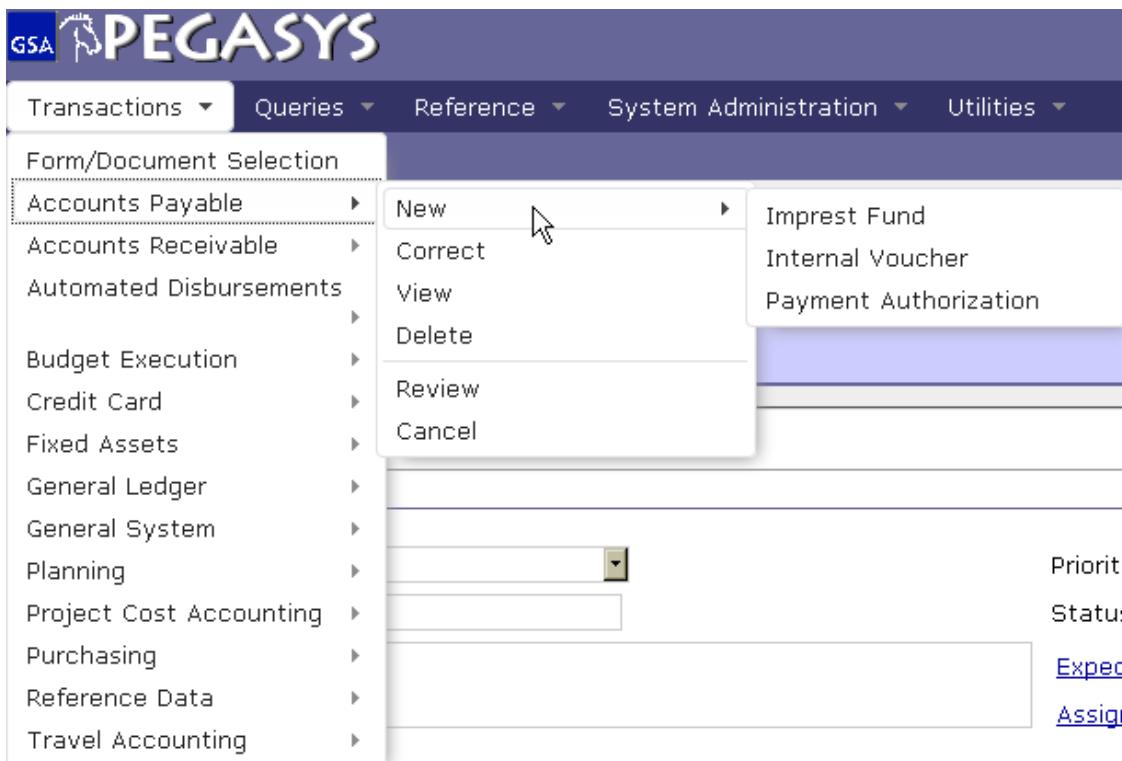
The Internal Voucher (NV) permits the simultaneous recording of expenditures for the receiver of goods/services (buyer) and a collection for the provider of the goods/services (seller). As such, the Internal Voucher (NV) is considered to be an Accounts Payable transaction rather than an Accounts

Receivable transaction. Although Internal Vouchers (NVs) are an Accounts Payable transaction, Internal Vouchers (NVs) do not result in a cash disbursement because they are an internal transfer.

Internal Vouchers (NV) are found under the Accounts Payable subsystem menu in Pegasys.

Exhibit 4-24: New Internal Voucher Navigation

Transactions=> Accounts Payable=> New=> Internal Voucher



Internal Vouchers (NV) require that a user specifies both a Buyer and Seller Accounting Strip and transaction types. The user can optionally add Detail Billing Records to the Internal Voucher (NV) and/or reference and liquidate customer funding document (e.g., IX document).

4.4.2.1 Available Internal Voucher (NV) Document Types

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the Internal Voucher (NV) 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
[Appendix: Available Internal Voucher \(NV\) Document Types](#)

Note: The second character designates whether the document type is used for manual or interfaced processing ("M" for manual; "D" for interfaced).

4.4.2.2 Internal Voucher (NV) - User-Defined Form Field Descriptions

The listing of User-Defined fields on the Internal Voucher (NV) Form is available at [Appendix: Internal Voucher \(NV\) – User-Defined Fields and Form Descriptions](#)

4.4.2.3 Query Interfund/Intrafund: Internal Voucher (NV)

Internal Voucher (NV) (Interfund/Intrafund) information can be viewed on the following Pegasys queries:

- Transactions=>Form/Document Selection.
- Queries=> General Ledger=> GL Account Detail.
- Queries=> General System=> Transaction Journal Query.

For querying Detail Billing Records, see section 4.2.

Please see section 4.6 for Billing Queries.

4.4.2.4 Automated Methods to Create Internal Vouchers (NV)

Internal Vouchers (NV) will primarily be created by the automated Detail Billing Record Summarization process (ARDBSUMR).

The Project Bill Generation process creates bills (BDs and NVs) associated with agreements. After costs have been distributed to the customers, customers can be billed for the costs by running the Project Bill Generation process. This process uses the cost information specified in the agreements and the information on the PCAS Billing Option maintenance table to generate Billing Documents, Cash Receipts (for Advance offsets), and Internal Vouchers.

For further information about agreements, see section 4.3.

For further information about creating Detail Billing Records for use in Summarization, see section 4.2 Detail Billing Records.

4.4.2.5 Manual Creation of Internal Voucher (NV)

The Internal Voucher (NV) document is used to recognize revenue and expenditure for transactions with an agency. This section provides instruction for creating Internal Vouchers (NV) with a Normal line type using the Pegasys user interface. It also includes how to create Detail Billing Records from within the Internal Voucher (NV) document using the Pegasys user interface manually/online.

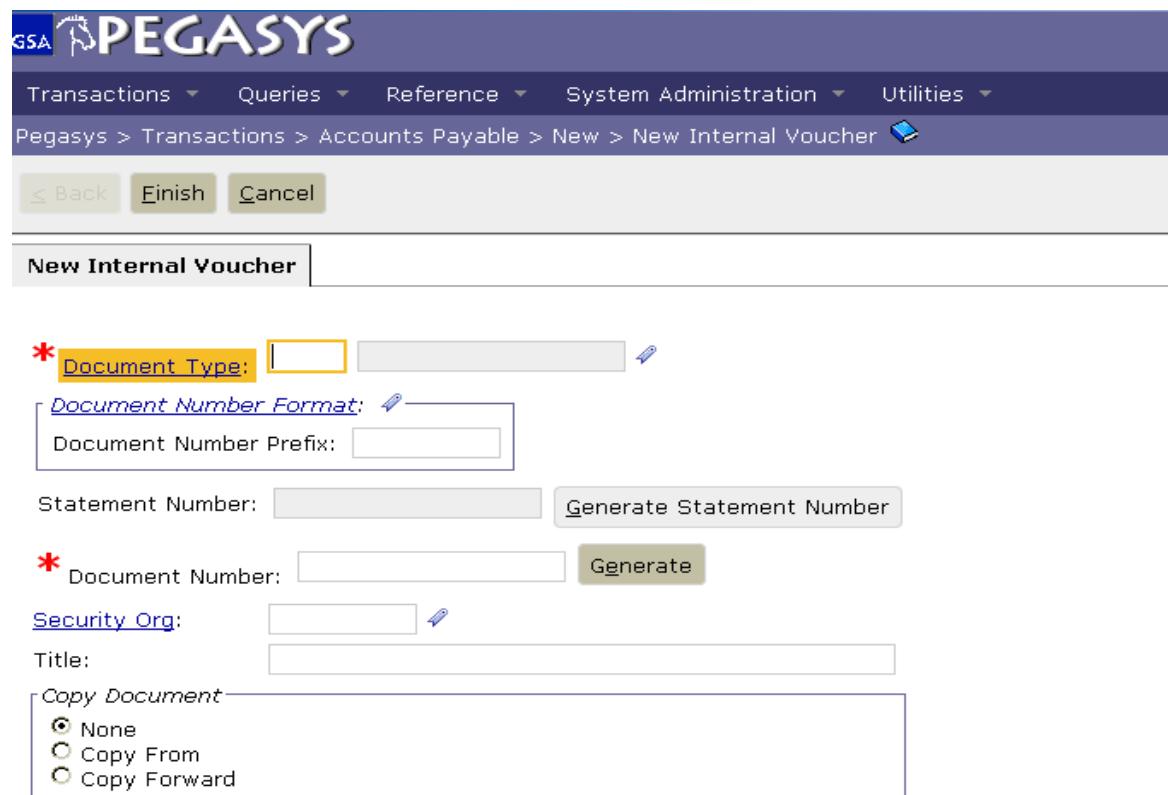
The users are required to populate the following types of fields to create the Internal Voucher:

- **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 (NV) form:	Notes
--	-------

1. Navigate to Transactions=> Accounts Payable=> New=> Internal Voucher.

The New Internal Voucher page is displayed.



The screenshot shows the 'New Internal Voucher' form. Key fields include:

- Document Type:** A dropdown menu with a yellow border.
- Document Number Format:** A dropdown menu with a yellow border.
- Statement Number:** An input field with a 'Generate Statement Number' button.
- Document Number:** An input field with a 'Generate' button.
- Security Org:** An input field with a yellow border.
- Title:** An input field.
- Copy Document:** A section with three radio button options:
 - None
 - Copy From
 - Copy Forward

Steps to create an Accounts Payable Internal Voucher (NV) form:	Notes
--	-------

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 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. (e.g., 'AA'+#####)

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

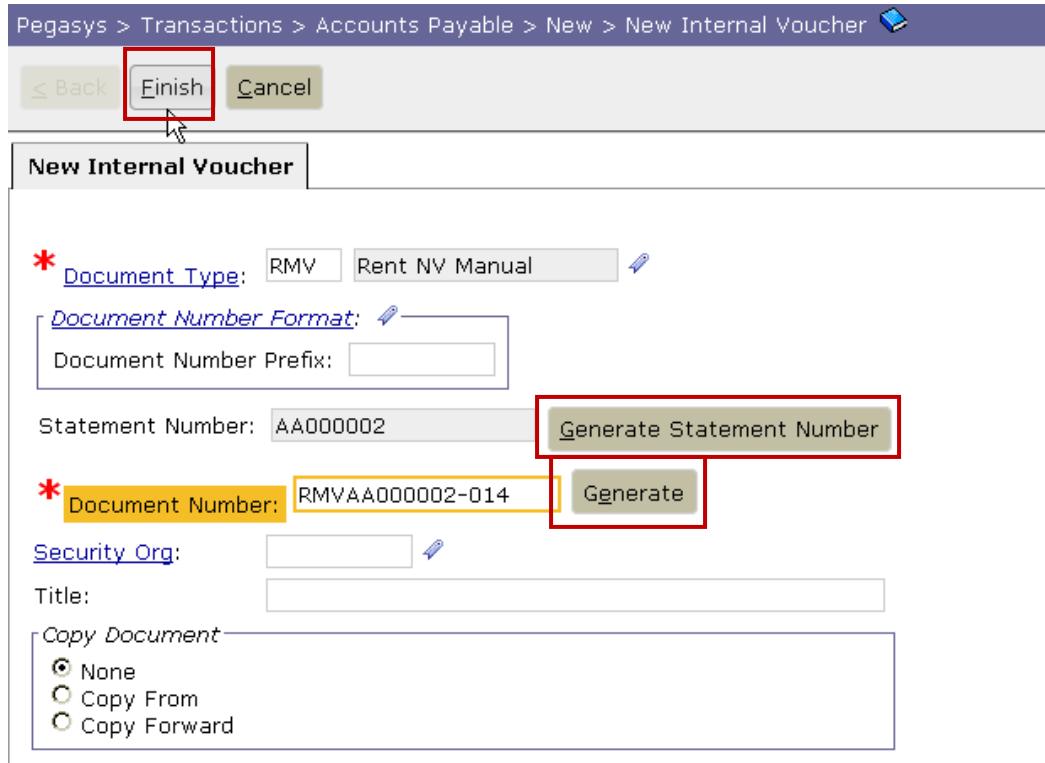
4. Select the **Generate** button to generate a **Document Number**. A unique document number will be generated in the **Document Number** field.

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. (e.g., RMVSSSSSSSS##).

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

Steps to create an Accounts Payable Internal Voucher (NV) form:	Notes
--	-------

5. Select the **Finish** Button.



The screenshot shows the 'New Internal Voucher' form in Pegasys. At the top, there are buttons for '< Back', 'Finish' (which is highlighted with a red box), and 'Cancel'. Below this, the title 'New Internal Voucher' is displayed. The form contains several input fields and buttons:

- * **Document Type:** RMV Rent NV Manual (with a pencil icon)
- * **Document Number Format:** (with a pencil icon)
- Document Number Prefix:** (input field)
- Statement Number:** AA000002 (input field) with a 'Generate Statement Number' button (highlighted with a red box).
- * **Document Number:** RMVAA000002-014 (input field) with a 'Generate' button (highlighted with a red box).
- Security Org:** (input field) with a pencil icon
- Title:** (input field)
- Copy Document** section:
 - None
 - Copy From
 - Copy Forward

Steps to create an Accounts Payable Internal Voucher (NV) form:	Notes
<p>6. The NV header page is displayed.</p>	
<p>General</p> <p>Document Type: FMV Fleet NV Manual Voucher Date: <input type="text"/> Reset Document Date: <input type="checkbox"/></p> <p>Status: NEW Accounting Period: <input type="text"/> </p> <p>Document Number: FMVF0041491-002 Reporting Accounting Period: <input type="text"/> </p> <p>Statement Number: F0041491 Generate Statement Number Batch Number: <input type="text"/> </p> <p>Title: <input type="text"/></p> <p>Authorized By: <input type="text"/></p> <p>Post Code: <input type="text"/> </p> <p>* Disbursing Office: GS127 </p> <p>* Accomplished Date: <input type="text"/></p> <p>Suppress Printing: <input type="checkbox"/></p> <p>Return to Top</p> <p>Vendor Information</p> <p>Vendor</p> <p>* Code: <input type="text"/> <input type="text"/> More</p> <p>Address Name: <input type="text"/></p> <p>Return to Top</p> <p>Amounts</p> <p>Initial Amount: \$0.00</p> <p>Discount Amount: \$0.00</p> <p>Surcharge Amount: \$0.00</p> <p>Net Amount: \$0.00</p> <p>Return to Top</p> <p>External System Information</p> <p>System ID: FLEETMANL </p> <p>External System Document Number: <input type="text"/></p> <p>Return to Top</p> <p>User Defined Fields</p> <p>* Assignment Code: <input type="text"/></p> <p>Return to Top</p> <p>Description</p> <p>Description: <input type="text"/></p>	

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.

7. 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 the [Appendix: Create Internal Voucher \(NV\) – All Business Lines](#)

Steps to create an Accounts Payable Internal Voucher (NV) form:

Notes

- General.
- Vendor Information.
- User Defined Fields.
- Description.

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

9. Select the **Add** button to enter a new Header Accounting Line.

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

Steps to create an Accounts Payable Internal Voucher (NV) form:	Notes
--	-------

10. The Header Accounting Line page is displayed.

The screenshot displays the 'Header Accounting Line' tab interface. At the top, there are tabs: 'Header Accounting Line' (selected), 'Detail Billing Record Search', 'Modified Detail Billing Records', and 'Associated Spending'. Below the tabs are buttons for 'Expand All' and 'Collapse All'.

General: Fields include 'Line Number' (1), 'Source Number' (empty), and 'Related Statement Number' (empty).

Line Amounts: A section titled 'Calculate From Detail Records' contains fields for 'Initial Amount' (\$0.00), 'Discount Amount' (\$0.00), 'Surcharge Amount' (\$0.00), 'Amount' (\$0.00), and 'Applied Prepayment Amount' (\$0.00).

Buyer: Fields include 'Line Type' (Normal), 'Transaction Type' (empty), 'SF-224 Reclassification' (checkbox), 'Additional Attributes' (Prior Year Adjustment dropdown set to 'Not a Prior Year Adjustment'), and 'Funding' (Template dropdown, Default button, BBFY dropdown, EBFY dropdown, Fund dropdown, Region dropdown, Org Code dropdown).

11. 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 the [Appendix: Create Internal Voucher \(NV\) – All Business Lines](#)

- General.
- Line Amounts.
- Buyer:
 - a. Including the Accounting Dimensions- Select the **Default** button after entering the Accounting template to populate the accounting dimensions from the template.

Steps to create an Accounts Payable Internal Voucher (NV) form:

Notes

- Seller:
 - a. Including the Accounting Dimensions- Select the **Default** button after entering the Accounting template to populate the accounting dimensions from the template.
- User Defined Fields.
- Description.

Reference Document

Type:	Number:	Item:	Accounting:	<input type="button" value="View"/>	<input type="button" value="Default"/>
<input type="checkbox"/> Final: <input type="checkbox"/> Misc:					

Liquidate Items:

Advance Reference Document

Type:	Number:	Accounting:	<input type="button" value="View"/>
-------	---------	-------------	-------------------------------------

Agreement

Agreement Number:	<input type="button" value=""/>	Agreement Line Number:	<input type="button" value=""/>
-------------------	---------------------------------	------------------------	---------------------------------

[Return to Top](#)

Buyer Description

Description:

[Return to Top](#)

Seller

Line Type:	<input type="button" value="Normal"/>
Transaction Type:	<input type="button" value=""/>
SF-224 Reclassification: <input type="checkbox"/>	

Additional Attributes

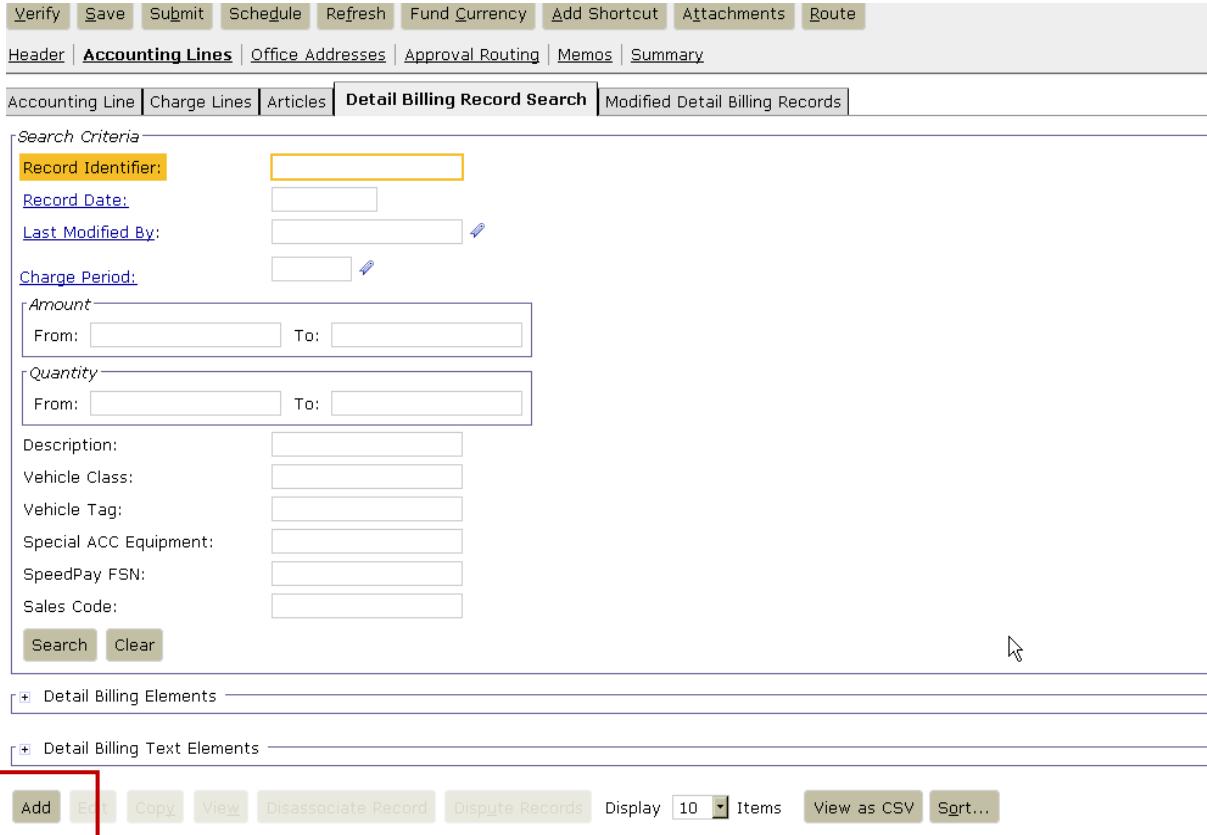
Prior Year Adjustment:	<input type="button" value="Not a Prior Year Adjustment"/>
------------------------	--

Funding

* Template: <input type="button" value=""/>	<input type="button" value="Default"/>			
* BBFY: <input type="button" value=""/>	EBFY: <input type="button" value=""/>	* Fund: <input type="button" value=""/>	* Region: <input type="button" value=""/>	* Org Code: <input type="button" value=""/>
* Program: <input type="button" value=""/>	Project Code: <input type="button" value=""/>	* Activity: <input type="button" value=""/>	Sub-Object Class: <input type="button" value=""/>	* Revenue Source: <input type="button" value=""/>

12. For business lines that do not use Detail Billing Records, move to step 18.

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

Steps to create an Accounts Payable Internal Voucher	Notes
<p>(NV) form:</p> <p>13. Select the Detail Billing Record Search tab.</p>  <p>The screenshot shows a search criteria form with various input fields for filtering billing records. The 'Detail Billing Record Search' tab is active. A red box highlights the 'Add' button in the bottom toolbar.</p>	

Steps to create an Accounts Payable Internal Voucher (NV) form:

Notes

14. Select the **Add** button.

The Modified Detail Billing Record page is displayed.

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

Header Accounting Line | Detail Billing Record Search | **Modified Detail Billing Records**

Modified Detail Billing Record

[Expand All](#) | [Collapse All](#)

General

Record Identifier:	<input type="text"/>	Agency:	<input type="text"/>
Record Status:	New	Bureau:	<input type="text"/>
* Amount:	\$0.00	Agency Location Code:	<input type="text"/>
Discount Amount:	\$0.00	Customer Identification Code:	<input type="text"/>
Surcharge Amount:	\$0.00	Customer Identification Code #2:	<input type="text"/>
* Record Date:	<input type="text"/>	Period of Performance	
Charge Period:	<input type="text"/> 	Start Date:	<input type="text"/>
Billing Description: <input type="text"/>			

[Return to Top](#)

General Detail Billing Elements

Credit/Adjustment Indicator:	<input type="text"/> 	Assignment Agency:	<input type="text"/>
Advance Indicator:	<input type="text"/>	* Interfund Indicator:	<input type="text"/>
DBE Period of Performance			
* Start Date: <input type="text"/>			

Steps to create an Accounts Payable Internal Voucher	Notes
(NV) form:	

15. On the “Modified Detail Billing Record” 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 required to be populated per the business process of each Business line. For details on DBR fields, refer to the *section 4.2.3.*

- General.
- Vendor Information.
- Inter-Agency Transfer.
- Description.
- Accounting Dimensions:
 - a. Select 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 26, as these documents will not use Detail Billing Records.

General

Record Identifier:	<input type="text"/>	Agency:	<input type="text"/>
Record Status:	New <input style="width: 20px; height: 20px; border: none; background-color: #ccc;" type="button" value="..."/>	Bureau:	<input type="text"/>
* Amount:	\$1,200.00	Agency Location Code:	<input type="text"/>
Discount Amount:	\$0.00	Customer Identification Code:	<input type="text"/>
Surcharge Amount:	\$0.00	Customer Identification Code #2:	<input type="text"/>
* Record Date:	11/01/2010	<i>Period of Performance</i>	
Charge Period:	<input type="text"/>	Start Date:	<input type="text"/>
Interfund		End Date:	<input type="text"/>
Billing Description: <input type="text"/>			

[Return to Top](#)

General Detail Billing Elements

Credit/Adjustment Indicator:	<input type="text"/>	Assignment Agency:	<input type="text"/>
Advance Indicator:	<input type="text"/>	* Interfund Indicator:	<input style="outline: 2px solid orange; border-radius: 5px; width: 100px; height: 20px; vertical-align: middle;" type="text"/>
DBE Period of Performance			
* Start Date:	11/01/2010		
* End Date:	11/30/2010		

[Return to Top](#)

Steps to create an Accounts Payable Internal Voucher (NV) form:

Notes

16. Select the **Detail Billing Element Fields** tab.

The Detail Billing Element Fields page is displayed.

Accounting Elements (Detail Record Values) **Detail Billing Element Fields** **Fleet Detail Billing Elements**

General Detail Billing Elements

- Credit/Adjustment Indicator:
- Assignment Agency:
- Advance Indicator:
- * Interfund Indicator:
- DBE Period of Performance
- * Start Date:
- * End Date:

[Return to Top](#)

Fleet Detail Billing Elements

Starting Mileage: <input type="text"/>	Vehicle Class: <input type="text"/>
Ending Mileage: <input type="text"/>	Vehicle Tag: <input type="text"/>
Miles Driven: <input type="text"/>	Billing Estimate Code: <input type="text"/>
Days Used: <input type="text"/>	Vehicle Action Code: <input type="text"/>
Daily/Monthly Rate: <input type="text"/>	Body Type: <input type="text"/>
Special Equipment Rate: <input type="text"/>	Special ACC Equipment: <input type="text"/>
Mileage Rate: <input type="text"/>	SpeedPay FSN: <input type="text"/>
Description: <input type="text"/>	Sales Code: <input type="text"/>
Advance Indicator: <input type="text"/>	FSN Lookup: <input type="text"/>

[Return to Top](#)

Rent Detail Billing Elements

Building Zip Code: <input type="text"/>	Building Name: <input type="text"/>
Building Address: <input type="text"/>	Building State: <input type="text"/>
Building City: <input type="text"/>	Non-Cancelable OA Designation: <input type="text"/>

[Return to Top](#)

17. On the “Detail Billing Elements” 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 DBR fields, refer to the section 4.2.3.

- General Detail Billing Elements.
- <Business Line> Detail Billing Elements.

18. Select the **Save** button.

19. 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.

Steps to create an Accounts Payable Internal Voucher (NV) form:	Notes
--	-------

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

4.4.2.6 Maintain Correspondence on Internal Voucher (NV)

BAAR correspondence functionality enables users to communicate electronically with GSA customers (and vice versa) regarding statements and collections. 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 Internal Voucher (NV) documents and forms. Correspondence is available on all document types falling under the BAAR Internal Voucher (NV) document category.

To add correspondence to an Internal Voucher (NV) document or form, follow the steps below:

Steps to Create Correspondence on an Internal Voucher (NV) form:	Notes
---	-------

If adding correspondence to an already processed document:

Note: Correspondence can be added during new form creation by navigating to Transactions=>Accounts Payable=>New=>Internal Voucher.

1. Navigate to Transactions=> Form/Document Selection.

The screenshot shows the 'Form/Document Selection' page of the Pegasys system. The 'Document Type' field is selected and contains 'Fleet NV'. Other search criteria like 'Document Number', 'Amendment Number', and 'From/To Accounting Period' are also present. On the right, there are sections for 'Document Status' (Processed, Rejected, Cancelled, Archived, Scheduled, Pending Approval, Held) and user-related fields (User ID, Security Org, Title). At the bottom, there are 'Search' and 'Clear' buttons.

2. **REQUIRED**—Enter the **Document Number** or **Statement Number** at a minimum. Populate the remaining search parameters and select **Search**.

Note: Enter as many details for the transaction as available. See section 4.6.4 for how to query on Form/Document Selection.

Steps to Create Correspondence on an Internal Voucher (NV) form:

Notes

3. Select the desired document from the item collection and select **View**.

The Internal Voucher (NV) form/document header tab is displayed.

Header	Header Accounting Lines Approval Routing Memos Summary Correspondence
References...	Workflow Status Approval History
Expand All Collapse All	
- General	
Document Type: <input type="button" value="FDV"/> <input type="button" value="Fleet NV"/>	Orig Voucher Date: <input type="text" value="09/30/2010"/>
Status: <input type="button" value="PROCESSED"/>	Last Voucher Date: <input type="text" value="09/30/2010"/>
Document Number: <input type="text" value="FDV20100930001JR"/>	Accounting Period: <input type="text" value="12/2010"/>
Statement Number: <input type="text"/>	Reporting Accounting Period: <input type="text" value="12/2010"/>
Title: <input type="text"/>	Last Batch Number: <input type="text"/>
Authorized By: <input type="text"/>	Document Classification: <input type="text"/>
Post Code: <input type="text"/>	Security Org: <input type="text" value="GSA"/>
Number of Accounting Lines: <input type="text" value="1"/>	Accomplished Date: <input type="text" value="09/30/2010"/>
Closed Accounting Lines: <input type="text" value="0"/>	Suppress Printing: <input type="checkbox"/>
Disbursing Office: <input type="text"/>	
Created by: <input type="text" value="allroles65"/>	
Last Modified by: <input type="text" value="allroles65"/>	

[Return to Top](#)

4. Select the **Correspondence** tab.

5. The Correspondence page Search Criteria section and item collection is displayed.

Search Criteria											
Creator: <input type="text"/>	Subject: <input type="text"/>	Type Of Correspondence: <input type="button" value="dropdown"/>									
Created Date From: <input type="text"/> To: <input type="text"/>		Contact Person First Name: <input type="text"/> Last Name: <input type="text"/> Assignment Code: <input type="text"/>		Public Publishing: <input type="button" value="dropdown"/>							
				Record Number: <input type="text"/> Itemized Line Number: <input type="text"/> Accounting Line Number: <input type="text"/>							
Correspondence:											
<input type="button" value="Search"/> <input type="button" value="Clear"/>											
<input type="button" value="Back"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> <input type="button" value="Email"/> <input type="button" value="History"/> <input type="button" value="Attachments"/> <input type="button" value="Display"/> <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>											
<input type="button" value="Print"/>											
<input type="button" value="Record Number"/>	<input type="button" value="Created Date"/>	<input type="button" value="Creator"/>	<input type="button" value="First Name"/>	<input type="button" value="Last Name"/>	<input type="button" value="Assignment Code"/>	<input type="button" value="Subject"/>	<input type="button" value="Correspondence"/>	<input type="button" value="Itemized Line Number"/>	<input type="button" value="Accounting Line Number"/>	<input type="button" value="Type Of Correspondence"/>	<input type="button" value="Public Publishing"/>
- NO ITEMS TO DISPLAY -											

Steps to Create Correspondence on an Internal Voucher

Notes

(NV) form:

6. Select the **Add** button.

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
<input type="text"/>	<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> False									

Contact Person

* First Name: * Last Name: Assignment Code:
 Title: Phone Number: International Phone Number:

To Email Address(es):

Agency Contact

Name: Title: Phone Number: From Email Address:

Research Information

Open Date: Complete Date: Total Research Days:
 Researcher Name: Researcher Email Address: Contact Date:
 Researcher Phone Number: Researcher International Phone Number:

Correspondence

* Communication Source: * Type Of Correspondence: Public Publishing:
 Subject: Creator: Created Date:
 Record Number: Last Modified By: Last Modified Date:
 Itemized Line Number: Accounting Line Number:

* Correspondence:

7. On the 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 [Appendix: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers \(NVs\)](#)

- Contact Person.
Note: This is generally the customer's information.
- Agency Contact.
Note: This is the information of the Pegasys user entering the correspondence.
- Correspondence.

Steps to Create Correspondence on an Internal Voucher (NV) form:

Notes

8. Select the **Save** button.

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

- **Record Number** – Records the next available correspondence record number.
- **Creator** – Records the user ID of the person creating the correspondence record.
- **Created Date** – Records the date and time the record is created.
- **Last Modified By** – Records the user ID of the person modifying the correspondence record.
- **Last Modified Date** - Records the date and time the record is modified.

<input type="button" value="Back"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> <input type="button" value="Email"/> <input type="button" value="History"/> <input type="button" value="Attachments"/> <input type="button" value="Display"/> <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>											
Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
3	10/19/2010 12:13:11	allroles65	John	Smith		Overpayment of Nov 2010 Statement	<p>Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000. Would you prefer to keep the overpayment as a credit on your account or to have it refunded?</p> <p>Regards, Mike Brown, Customer Relations</p>			1 Question	False

Contact Person

<p>* First Name: <input type="text" value="John"/></p> <p>Title: <input type="text" value="Purchasing Manager"/></p>	<p>* Last Name: <input type="text" value="Smith"/></p> <p>Phone Number: <input type="text" value="555-555-5555"/></p>
<p>Assignment Code: <input type="text"/></p> <p>International Phone Number: <input type="text"/></p> <p><input type="text" value="john.smith@gsa.gov"/></p> <p>To Email Address(es): <input type="text"/></p>	

Agency Contact

Name: <input type="text" value="Mike Brown"/>	Title: <input type="text" value="Customer Relations"/>	Phone Number: <input type="text" value="555-555-5555"/>	From Email Address: <input type="text" value="Mike.Brown@gsa.gov"/>
---	--	---	---

Research Information

Open Date: <input type="text"/>	Complete Date: <input type="text"/>	Total Research Days: <input type="text"/>
Researcher Name: <input type="text"/>	Researcher Email Address: <input type="text"/>	Contact Date: <input type="text"/>
Researcher Phone Number: <input type="text"/>	Researcher International Phone Number: <input type="text"/>	

Correspondence

<p>* Communication Source: <input type="text" value="Mail Or Email"/></p> <p>Subject: <input type="text" value="Overpayment of Nov 2010 Statement"/></p> <p>Record Number: <input type="text" value="3"/></p> <p>Itemized Line Number: <input type="text"/></p>	<p>* Type Of Correspondence: <input type="text" value="Question"/></p> <p>Creator: <input type="text" value="allroles65"/></p> <p>Last Modified By: <input type="text" value="allroles65"/></p> <p>Accounting Line Number: <input type="text" value="1"/></p>
<p>Public Publishing: <input type="checkbox"/></p> <p>Created Date: <input type="text" value="10/19/2010 12:13:11"/></p> <p>Last Modified Date: <input type="text" value="10/19/2010 12:13:11"/></p>	
<p><input type="text" value="Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000. Would you prefer to keep the overpayment as a credit on your account or to have it refunded? Regards, Mike Brown, Customer Relations"/></p>	

* Correspondence:

Steps to Create Correspondence on an Internal Voucher (NV) form:

Notes

9. The Attachments page is displayed:

<input type="checkbox"/>	Attachment Identifier	Name	Title	Number of Pages	Attachment	Sensitive	Check Out Status	Extension Type
- NO ITEMS TO DISPLAY -								

[Expand All](#) | [Collapse All](#)

Document Information

* Attachment Identifier:

* Title:

Location:

Number of Pages:

* Attachment Date:

Sensitive:

Attachment:

Name:

Type:

[Return to Top](#)

Edit Information

Checked Out:

LockedBy:

Last Edit Date:

[Return to Top](#)

10. Select Import Local File.

<input type="checkbox"/>	Attachment Identifier	Name	Title	Number of Pages	Attachment	Sensitive	Check Out Status	Extension Type
- NO ITEMS TO DISPLAY -								

11. The Import Local File page is displayed:

* Attachment Identifier:

* Title:

Number of Pages:

Attachment Date:

Location:

File: [Browse...](#)

Sensitive:

Attachment:

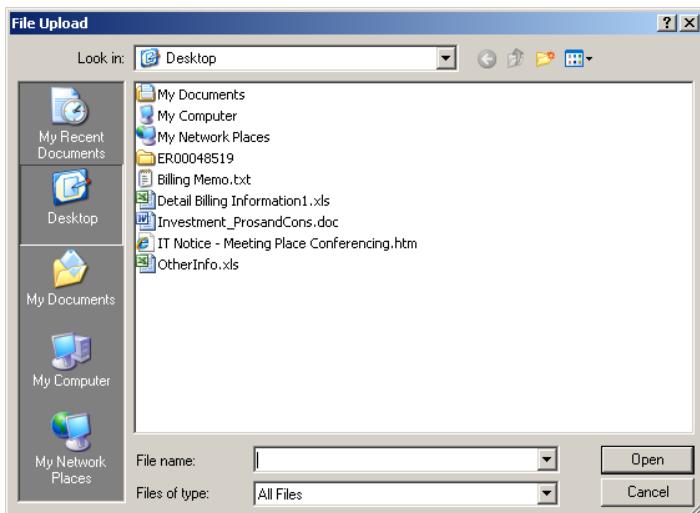
Transmit to External Application:

[Cancel](#) [Upload](#)

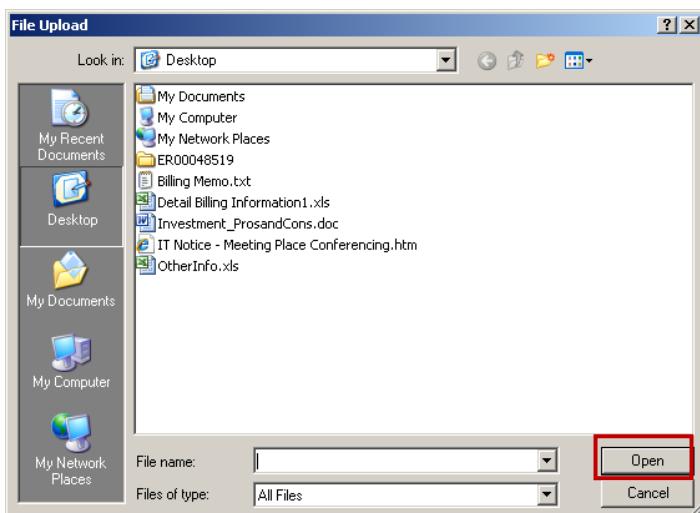
Steps to Create Correspondence on an Internal Voucher (NV) form:

Notes

12. File Upload screen using the local directory is displayed.



13. Select the desired file from the local directory and select Open.



Steps to Create Correspondence on an Internal Voucher (NV) form:	Notes
---	-------

14. The correspondence Import Local File page is displayed.

* Attachment Identifier:	<input type="text" value="1"/>
* Title:	<input type="text" value="Overpayment Items"/>
Number of Pages:	<input type="text" value="2"/>
Attachment Date:	<input type="text" value="10/19/2010"/>
Location:	<input type="text" value="CorrespondenceBase/1"/>
File:	<input type="text" value="C:\my_data\Overpayment Items.doc"/> <input type="button" value="Browse..."/>
Sensitive:	<input type="checkbox"/>
Attachment:	<input checked="" type="checkbox"/>
<input type="button" value="Cancel"/> <input type="button" value="Upload"/>	

Note: Although selecting the Attachment checkbox denotes the file as an actual attachment, the file will not be transmitted to VCSS because Internal Voucher (NV) documents are not displayed in VCSS. If not selected, the file will be considered internal GSA “supporting documentation”.

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

15. Select the **Upload** button.

* Attachment Identifier:	<input type="text" value="1"/>
* Title:	<input type="text" value="Overpayment Items"/>
Number of Pages:	<input type="text" value="2"/>
Attachment Date:	<input type="text" value="10/19/2010"/>
Location:	<input type="text" value="CorrespondenceBase/1"/>
File:	<input type="text" value="C:\my_data\Overpayment Items.doc"/> <input type="button" value="Browse..."/>
Sensitive:	<input type="checkbox"/>
Attachment:	<input checked="" type="checkbox"/>
<input type="button" value="Cancel"/> <input type="button" value="Upload"/>	

16. Select **Save**.

Steps to Create Correspondence on an Internal Voucher (NV) form:

Notes

17. 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.

<input type="button" value="Return"/> <input type="button" value="Import Local File"/> <input type="button" value="Attachment Access"/> <input type="button" value="Repository"/> <input type="button" value="Delete"/> <input type="button" value="Check Out"/> <input type="button" value="Check In"/> <input type="button" value="Unlock"/> <input type="button" value="View"/> <input type="button" value="Display"/> <input type="button" value="10"/> Items <input type="button" value="Sort..."/>									
	Attachment Identifier	Name	Title	Number of Pages	Attachment	Sensitive	Check Out Status	Extension Type	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Overpayment Items.doc	Overpayment Items	Overpayment Items	2	True	False	False	doc	

[Expand All](#) | [Collapse All](#)

— □ Document Information —

* Attachment Identifier:	<input type="text" value="1"/>
* Title:	<input type="text" value="Overpayment Items"/>
Location:	<input type="text" value="DocumentCorresponde"/>
Number of Pages:	<input type="text" value="2"/>
* Attachment Date:	<input type="text" value="10/19/2010"/>
Sensitive:	<input type="checkbox"/>
Attachment:	<input checked="" type="checkbox"/>
Transmit to External Application:	<input type="checkbox"/>
Name:	<input type="text" value="Overpayment Items.doc"/>
Type:	<input type="text" value="doc"/>

[Return to Top](#)

— □ Edit Information —

Checked Out:	<input checked="checked" type="checkbox"/>
LockedBy:	<input type="text"/>
Last Edit Date:	<input type="text" value="Tue Oct 19 16:42:36 ET"/>

[Return to Top](#)

18. 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**.

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.

4.4.3 Manual Billing: Billing Corrections and Amendments

While billing transactions may be created via automated processes or manually online, billing transactions can only be corrected (or amended) via manual processes. The next section will describe how to correct, amend and cancel Billing Documents (BD) and Internal Vouchers (NV) as well as how to correct Detail Billing Records from within the associated document.

Corrections, Amendments, and Cancellations of Billing Documents are subdivided into non-IPAC and IPAC, as there are limitations on correcting/amending transactions after they have been sent to Treasury via IPAC. For more information on the differences between IPAC and non-IPAC, please refer to *section 2.3.2*.

Region 6 and Region 7 differ slightly regarding Correct, Amend, Cancellation procedures:

- To negate a document's accounting and budget affect, the method preferred by Region 6 calls for the document to be amended down to \$0 (rather than cancelling the document).
- To negate a document's accounting and budget affect, the method preferred by Region 7 calls for the document to be cancelled.

Corrections should only be performed on Held/Rejected Billing Document forms or Internal Vouchers (Internal Vouchers (NV) cannot be amended; therefore the following subsections include correction of the NV only).

4.4.3.1 Amend Billing Document (BD)

To amend a Billing Document, the user must have the appropriate security permissions. Amendments are used to modify billing information on documents that are already processed (i.e., the document status in Pegasys is “Processed”). Modifications to forms that are in “Rejected” or “Held” status should be done through the corrections process and not through the amendment process. If forms are created through an automated process, but are rejected during processing, their status in Pegasys will be “Rejected”. Correction is a less preferable action on the transaction as it does not have the audit capability that the amendment action has.

Note: If forms are created via an automated process but reject during processing, the documents will have to be corrected in order to complete the initial processing rather than amending. To modify the Detail Billing Records from Billing Documents, see section 4.4.3.2 Correct Billing Document (BD).

Note: IPAC Documents have more limitations on correction/amendment/cancellation since the IPAC Documents are sent to and received from Treasury’s IPAC Interface.

The following Exhibit displays a list of BDs IPAC Statuses that can be amended by a user:

Exhibit 4-25: Amendable IPAC Statuses for BDs

Document Category	IPAC Status	Amend?
Billing Document (BD)	Not Submitted	Yes
Billing Document (BD)	In Transit	No- the transaction’s IPAC status must be set to “Rejected” before amendments can be made.
Billing Document (BD)	Rejected	Yes
Billing Document (BD)	Confirmed	No
Billing Document (BD)	Hold-Pending Chargeback	Yes
Billing Document (BD)	Do Not Send	Yes
Billing Document (BD)	Write-Off <i>Note: If the corresponding write-off CR document is cancelled, the system will update the IPAC status of the written off BD back to Hold Pending Chargeback.</i>	No

Steps to Amend an Accounts Receivable Billing Document (BD) Form:

Notes

1. Navigate to Transactions=> Form Document Selection.

Note: For Non-IPAC, the document can also be corrected from the Outstanding Bills Query, or Transactions=>Accounts Receivable=>Amend. See section 4.6.1 to query the Outstanding Bills Query and launch a document amendment. For IPAC, the document can also be Amended from the IPAC Transaction Query, or Transactions=>Accounts Receivable=>Amend. Please refer to section 4.6.3.4 to query the IPAC Transaction Query and launch a document correction.

The screenshot shows the 'Form/Document Selection' page. The 'Search Criteria' section includes fields for Subsystem (Accounts Receivable), Document Type (FMN), Document Number (F0000009-014), Amendment Number, Document Category, From Accounting Period, To Accounting Period, From Date, To Date, Vendor (Code, DUNS, Designated Agent - ALC), Customer Account, System ID, and search buttons (Search, Clear). The 'Document Status' section includes checkboxes for Processed, Rejected, Cancelled, Archived, Scheduled, Pending Approval, and Held. The top navigation bar shows 'Transactions > Form/Document Selection'.

2. REQUIRED—Enter the Statement Number or the Document Number.

Note: Enter as many details for the transaction as available. See section 4.6.4 for how to query on Form/Document Selection. The Statement Number is in the Advanced Criteria Group Box.

The screenshot shows the 'Form/Document Selection' page with expanded search criteria. It includes the 'Advanced Search' group box with fields for Statement Number (F0000004), Referenced Statement Number, and Source Number. Other visible sections include 'Additional Criteria', 'Accounting', and 'Advance Search'.

3. Select the Search button to execute the query.

Steps to Amend an Accounts Receivable Billing Document (BD) Form:**Notes**

4. Select the record of the document to amend.

The screenshot shows a search interface with fields for Statement Number (AA000011), Referenced Statement Number, and Source Number. Below the search bar is a toolbar with buttons for Correct, View, Cancel, Preference Query, **Amend**, Print, GL Detail, Display, Sort..., and a dropdown for Items (set to 10). A table lists documents with columns: Document Type, Document Number, Amendment Number, Title, Document Date, Document Status, and User ID. One row is selected, showing RMN as the Document Type, RMNAA000011-044 as the Document Number, and 11/10/2010 as the Document Date. The User ID is listed as alroles102. At the bottom left is a link to 'Go to top of page'.

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
RMN	RMNAA000011-044		Rent Non-IPAC BD Mani	11/10/2010	Processed	alroles102

5. Select the **Amend** button to open the document in amend mode.

The screenshot shows the 'New Amendment' screen with a title bar 'Transactions > Queries > Reference > System Administration > Utilities > Pegasys > Transactions > Accounts Receivable > Amend > New Amendment'. Below the title are 'OK' and 'Cancel' buttons. The main area is titled 'New Amendment' and contains a form with the following fields: Subsystem (Accounts Receivable), Document (RMN), Document Type (RMN), Document Name (Rent Non-IPAC BD Mani), Document Number (RMNAA000011-044), and Amendment Number (highlighted with a red box). There is also a 'Generate' button next to the Amendment Number field.

The screenshot above shows the first screen in the amendment process. Here, the Document Type, Document Name, Document Number, and Amendment Number must be populated by manually inputting, auto-populating, or generating the data.

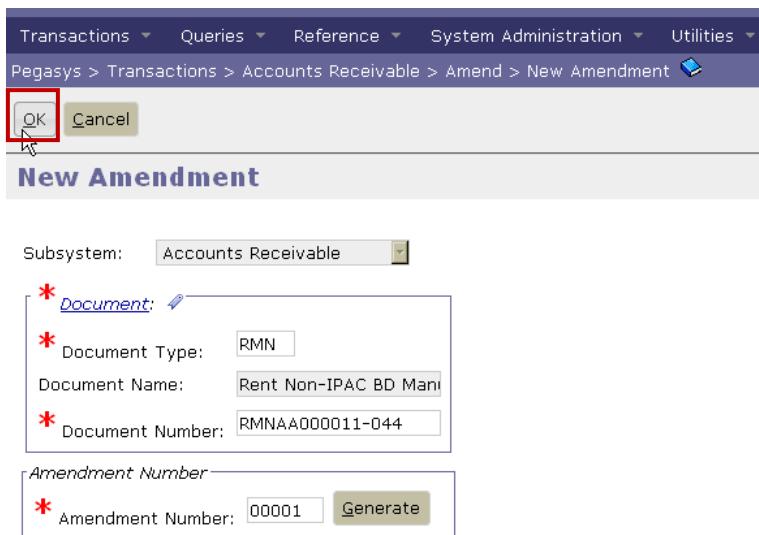
Note: For IPAC, if the BD's article IPAC Status is In-Transit or Confirmed, no updates are allowed to that accounting line/article combination.

6. **REQUIRED**—Enter or select the **Generate** button next to the Amendment Number field to generate an amendment number.

Steps to Amend an Accounts Receivable Billing Document (BD) Form:

Notes

7. Select the **Ok** button to continue the Amendment processing.



Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾
Pegasys > Transactions > Accounts Receivable > Amend > New Amendment

New Amendment

Subsystem: Accounts Receivable

* Document: RMN

* Document Type: RMN

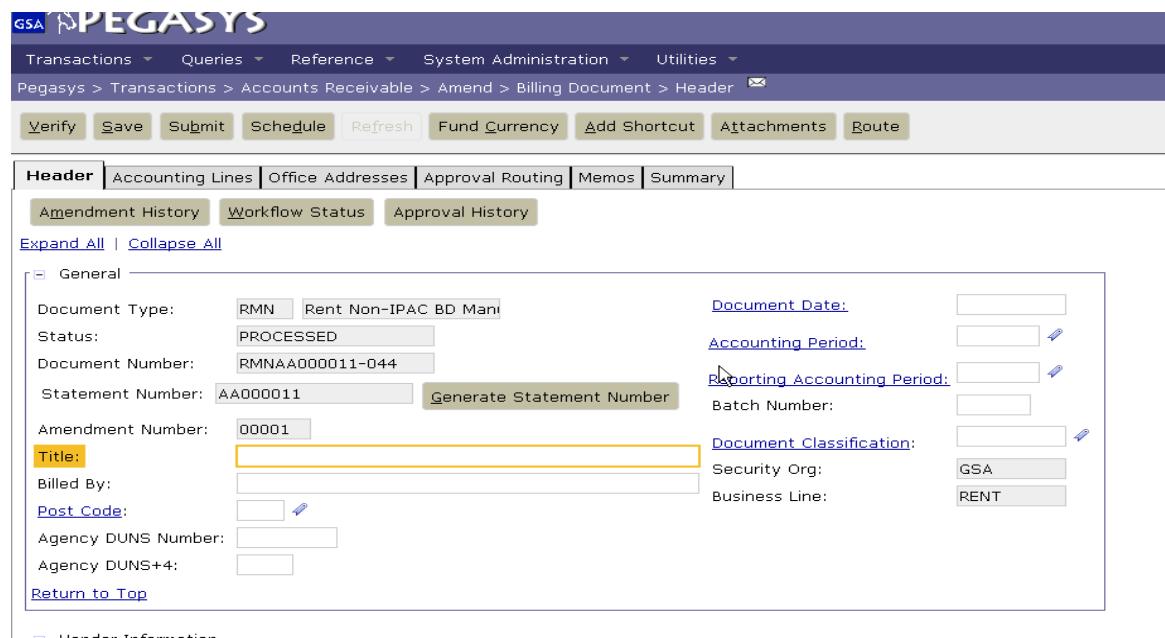
Document Name: Rent Non-IPAC BD Mani

* Document Number: RMNAA000011-044

Amendment Number

* Amendment Number: 00001 Generate

8. The Header page is displayed.



GSA PEGASYS

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾
Pegasys > Transactions > Accounts Receivable > Amend > Billing Document > Header

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Amendment History Workflow Status Approval History

Expand All | Collapse All

General

Document Type: RMN Rent Non-IPAC BD Mani Document Date:

Status: PROCESSED Accounting Period:

Document Number: RMNAA000011-044 Reporting Accounting Period:

Statement Number: AA000011 Generate Statement Number Batch Number:

Amendment Number: 00001 Document Classification:

Title: Security Org: GSA

Billed By: Business Line: RENT

Post Code:

Agency DUNS Number:

Agency DUNS+4:

[Return to Top](#)

Steps to Amend an Accounts Receivable Billing Document (BD) Form:

Notes

9. **REQUIRED** — Enter the Amendment Justification on the BD header.

Amendment Information

Date:	11/11/2010
Updated line 2 with new QA number	
* Justification:	

[Return to Top](#)

10. Amend the incorrect information or add new information to the Billing Document (BD) header and or BD accounting lines.

Note: If the Billing Document (BD) has not been referenced by a collection, most fields are editable.

To modify the Detail Billing Records, see section 4.4.3.4

Note: FOR IPAC, if amending to \$0 in lieu of cancelling the document, enter the reason for zeroing out the document.

Note: For IPAC, if amending the document because it is related to a chargeback, enter descriptive information, such as why the chargeback is being rebilled or accepted.

11. To change the amount, select the accounting line tab.

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A Proj Cd	Sub Proj	Function	C/E	Sub Obj	Rev Src	Sub Rev Src	Bldg #	Sys	Veh	Wrk	ABC Activity	C/E	Sub Obj	Canc BBFY	Canc EBFY	Canc Fu
1	Normal	\$100.00	01	11RNT-00-192X-PG61-PGA31	2011	192X	00	P0060001	PG61		PGA31			4305	RI7085Z												

Steps to Amend an Accounts Receivable Billing Document (BD) Form:

Notes

12. Update the amount in the Initial Amount field using the “Current” column value.

If entering an increased amount, the change column will be populated with the increase amount.

If entering a decreased amount, the change column will be populated with the decrease value.

To amend documents for resolving chargebacks, refer to section 4.10.

Note: For IPAC, if the BD has not been referenced by a collection, most fields are amendable.

Line Amounts

Calculate From Detail Records

	Original	Change	Current
Initial Amount:	\$100.00	(\$75.00)	\$25.00
Discount Amount:	\$0.00	\$0.00	\$0.00
Surcharge Amount:	\$0.00	\$0.00	\$0.00
Principal Amount:	\$100.00	(\$75.00)	\$25.00
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	(\$75.00)	\$25.00

[Return to Top](#)

13. To use the amendment to null out the transaction, enter the new amount of \$0.00.
This will reduce the transaction amount to \$0.00 without using the Cancel action.

Note: While this section uses changing the amount as an example of an amendment, amendments can be used to change other data as well.

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

[Return to Top](#)

Steps to Amend an Accounts Receivable Billing Document (BD) Form:

Notes

14. Select the **Save** button.

The screenshot shows the Pegasys software interface for amending a billing document. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation is a breadcrumb trail: 'Pegasys > Transactions > Accounts Receivable > Amend > Billing Document > Header'. The main area has tabs for 'Header', 'Accounting Lines', 'Office Addresses', 'Approval Routing', 'Memos', and 'Summary'. A message bar at the top states 'Form RMNAA000011-044 was saved successfully.' Below the message are several buttons: 'Verify' (highlighted with a red box), 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'. Under the 'Header' tab, there's a collapsible section for 'General' settings. The 'General' section contains fields for Document Type (RMN), Status (HELD), Document Number (RMNAA000011-044), Statement Number (AA000011), Amendment Number (00001), Title (highlighted with a yellow box), Billed By, Post Code, Agency DUNS Number, and Agency DUNS+4. Other fields include Document Date (11/10/2010), Accounting Period (02/2011), Reporting Accounting Period (02/2011), Batch Number, Document Classification, Security Org (GSA), and Business Line (RENT). At the bottom of the form are links for 'Return to Top' and 'Expand All / Collapse All'.

15. Select the **Verify** button.

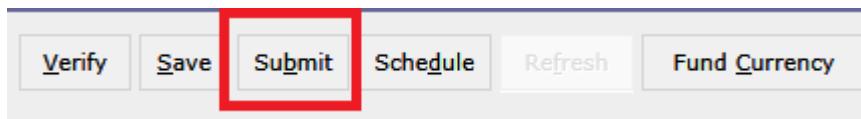
This screenshot shows the same Pegasys interface as the previous one, but after the 'Verify' button has been selected. The message bar now says 'Action was successful.' The rest of the interface is identical to the previous screenshot, showing the 'Header' tab with its various fields and sections.

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.

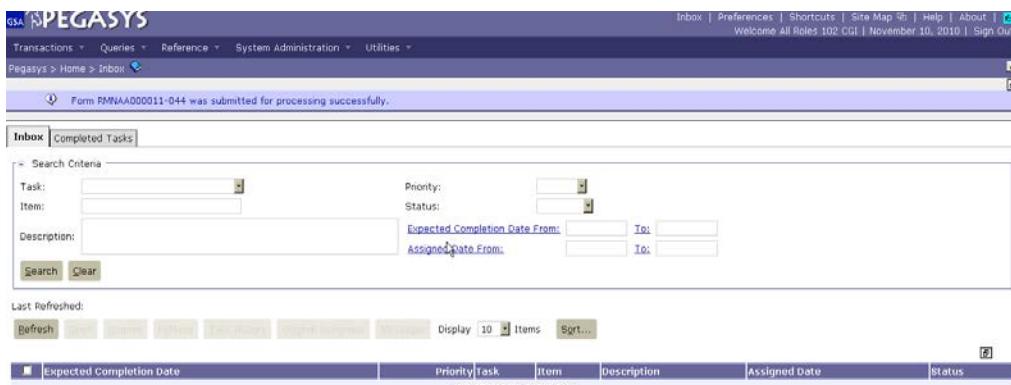
Steps to Amend an Accounts Receivable Billing Document (BD) Form:

Notes

16. Select the **Submit** button.



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



18. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

Note: Querying the document is an optional step, but a good habit when submitting amendments/corrections.

Form / Document Selection

Document Type	Document Number	Amendment Number	Document Status														
RMN	RMNAA000011-044	00001	Processed: <input checked="" type="checkbox"/> Rejected: <input checked="" type="checkbox"/> Cancelled: <input checked="" type="checkbox"/> Archived: <input type="checkbox"/> Scheduled: <input checked="" type="checkbox"/> Pending Approval: <input checked="" type="checkbox"/> Held: <input checked="" type="checkbox"/>														
User ID:	allroles102	User ID: allroles102															
Security Org:		Security Org:															
Title:	Title:																
<input type="button" value="Search"/> <input type="button" value="Clear"/>																	
<input type="button" value="Correct"/> <input type="button" value="View"/> <input type="button" value="Cancel"/> <input type="button" value="Reference Query"/> <input type="button" value="Amend"/> <input type="button" value="Route"/> <input type="button" value="GL Detail"/> <input type="button" value="Display"/> <input type="button" value="10"/> <input type="button" value="Items"/> <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>																	
<table border="1"> <thead> <tr> <th>Document Type</th> <th>Document Number</th> <th>Amendment Number</th> <th>Title</th> <th>Document Date</th> <th>Document Status</th> <th>User ID</th> </tr> </thead> <tbody> <tr> <td>RMN</td> <td>RMNAA000011-044</td> <td>00001</td> <td></td> <td>11/10/2010</td> <td>Processed</td> <td>allroles102</td> </tr> </tbody> </table>				Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID	RMN	RMNAA000011-044	00001		11/10/2010	Processed	allroles102
Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID											
RMN	RMNAA000011-044	00001		11/10/2010	Processed	allroles102											

4.4.3.2 Correct Billing Document (BD)

To correct a Billing Document, the user must have the appropriate security permissions. Correction is a less preferable action on the transaction as it does not have the audit capability that the amendment action has. However, if forms are created via an automated process but reject during processing, the documents will have to be corrected in order to complete the initial processing.

To modify the Detail Billing Records from Billing Document, see section 4.4.3.4 Modify Billing Document (BD).

Note: IPAC Documents have more limitations on correction/amendment/cancellation since the IPAC Documents are sent to and received from Treasury's IPAC Interface.

The following Exhibit displays a list of BD IPAC Statuses that can be corrected by a user:

Exhibit 4-26: Correctable IPAC Statuses for BDs

Document Category	IPAC Status	Amend?
Billing Document (BD)	Not Submitted	Yes
Billing Document (BD)	In Transit	No- the transaction's IPAC status must be set to "Rejected" before amendments can be made.
Billing Document (BD)	Rejected	Yes
Billing Document (BD)	Confirmed	No
Billing Document (BD)	Hold-Pending Chargeback	Yes
Billing Document (BD)	Do Not Send	Yes
Billing Document (BD)	Write-Off <i>Note: If the corresponding write-off CR document is cancelled, the system will update the IPAC status of the written off BD back to Hold Pending Chargeback.</i>	No

If the correction is attempted on an article with an IPAC Status of In Transit, Confirmed, or Write-Off, a hard error will be returned.

Please refer to section 2.3.2 IPAC vs. Non IPAC in the Accounts Receivable Overview for more information on the IPAC Process including IPAC Statuses.

Steps to Correct an Accounts Receivable BD Form:

Notes

1. Navigate to Transactions=> Form/Document Selection.

Note: The document can also be corrected from Transactions=> Accounts Receivable=> Correct.

Form/Document Selection

Search Criteria <p>Subsystem: <input type="text"/></p> <p>Document Type: <input type="text"/> </p> <p>Document Number: <input type="text"/></p> <p>Amendment Number: <input type="text"/></p> <p>Document Category: <input type="text"/></p> <p>From Accounting Period: <input type="text"/></p> <p>To Accounting Period: <input type="text"/></p> <p>From Date: <input type="text" value="02/14/2011"/></p> <p>To Date: <input type="text"/></p>	Document Status <p>Processed: <input checked="" type="checkbox"/> Rejected: <input checked="" type="checkbox"/></p> <p>Cancelled: <input checked="" type="checkbox"/> Archived: <input type="checkbox"/></p> <p>Scheduled: <input checked="" type="checkbox"/> Pending Approval: <input checked="" type="checkbox"/></p> <p>Held: <input checked="" type="checkbox"/></p> <p>User ID: <input type="text" value="allroles102"/> </p> <p>Security Org: <input type="text"/> </p> <p>Title: <input type="text"/></p>
Vendor <p>Code: <input type="text"/> TIN (SSN/EIN): <input type="text"/></p> <p>DUNS: <input type="text"/> DUNS+4: <input type="text"/></p> <p>Designated Agent - ALC: <input type="text"/> Customer Account: <input type="text"/> </p>	
System ID: <input type="text"/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

2. REQUIRED— Enter the Statement Number or the Document Number.

Note: Enter as many details for the transaction as available. Please refer to section 4.5.4 4.6.4.2 for how to query on Form/Document Selection.

Form/Document Selection

Search Criteria <p>Subsystem: <input type="text"/></p> <p>Document Type: <input type="text"/> </p> <p>Document Number: <input style="border: 2px solid red; width: 100%; height: 20px;" type="text"/></p> <p>Amendment Number: <input type="text"/></p> <p>Document Category: <input type="text"/></p> <p>From Accounting Period: <input type="text"/></p> <p>To Accounting Period: <input type="text"/></p> <p>From Date: <input type="text" value="02/14/2011"/></p> <p>To Date: <input type="text"/></p>	Document Status <p>Processed: <input checked="" type="checkbox"/> Rejected: <input checked="" type="checkbox"/></p> <p>Cancelled: <input checked="" type="checkbox"/> Archived: <input type="checkbox"/></p> <p>Scheduled: <input checked="" type="checkbox"/> Pending Approval: <input checked="" type="checkbox"/></p> <p>Held: <input checked="" type="checkbox"/></p> <p>User ID: <input type="text" value="allroles102"/> </p> <p>Security Org: <input type="text"/> </p> <p>Title: <input type="text"/></p>
Vendor <p>Code: <input type="text"/> TIN (SSN/EIN): <input type="text"/></p> <p>DUNS: <input type="text"/> DUNS+4: <input type="text"/></p> <p>Designated Agent - ALC: <input type="text"/> Customer Account: <input type="text"/> </p>	
System ID: <input type="text"/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/>	
+ Additional Criteria	
- Accounting	
<input type="text" value="Statement Number: G0000423"/> Referenced Statement Number: <input type="text"/> Source Number: <input type="text"/>	

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

4. Select the record of the form to correct.

Note: For IPAC, if the BD's article Status is In-Transit or Confirmed, no corrections are allowed to that accounting line/article combination.

Steps to Correct an Accounts Receivable BD Form:

Notes

5. Select the **Correct** button to open the form in Correct Mode.

Note: For IPAC, if the document was previously processed, the document status will show as Processed. Processed documents should not be corrected, but amended instead. For Non-IPAC, if the document was previously processed, the document status will show as CORRECT. For IPAC and Non-IPAC, if the form is in Held or Rejected status, the document status will not show as Correct.

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
FMI	FMIG0000423-01342			02/16/2011	Held

6. The Header page is displayed.

Document Type	FMI	Fleet IPAC BD Manual	Document Date	02/16/2011
Status	HELD		Accounting Period	05/2011
Document Number	FMIG0000423-01342		Reporting Accounting Period	<input type="text"/>
Statement Number	G0000423	Generate Statement Number	Batch Number	<input type="text"/>
Title	<input type="text"/>		Document Classification	<input type="text"/>
Billed By	<input type="text"/>		Security Org	GSA
Post Code	<input type="text"/>		Business Line	<input type="text"/>
Agency DUNS Number	<input type="text"/>			
Agency DUNS+4	<input type="text"/>			

7. Correct the incorrect information or add information to the appropriate tab of the BD.

Note: If the BD has not been referenced by a collection or accepted by Treasury, most fields are correctable.

To modify the DBRs, refer to section 4.4.3.4 Modify Detail Billing Record (Non Shared Field) by Amending Modify Detail Billing Record (Non Shared Field) by Amending IPAC Billing Document (BD).

8. **NOTE:** For IPAC Billing Documents continue with Step 8, for Non-IPAC Billing Documents, skip to Step 13.

Steps to Correct an Accounts Receivable BD Form:

Notes

9. To change the **IPAC Reference Number** that will be sent to IPAC, uncheck the “Use Statement Number for IPAC” flag.

The IPAC Reference Number is typically the Statement Number. By un-checking the “Use Statement Number for IPAC” flag on the BD header, the IPAC Reference Number is changed without changing the BD’s Statement Number or Statement entity.

Note: GSA will have the “Use Statement Number for IPAC” flag set to true for both Fleet and Rent. The IPAC Reference number will be updated upon verification.

The screenshot shows the 'Inter-Agency Transfer' section of a form. On the right, there is a group of fields: 'IPAC' dropdown with a checked checkbox, 'Use Statement Number For IPAC' checkbox (which is unchecked and highlighted with a red box), 'IPAC Article Qty/Unit Price Indicator' dropdown, and 'Use DBE Detail' dropdown. To the left of these fields are several input boxes and dropdowns for 'Type of Transfer', 'Customer Agency Location Code', 'Customer Voucher Number', 'Transfer Schedule Number', 'Transfer Voucher Number', and 'Transfer Authorized By'.

10. Select the **Accounting Line** tab.

The screenshot shows the 'Accounting Lines' tab selected. Below it, the 'Articles' tab is highlighted with a red box. The interface includes a toolbar with buttons for Add, Copy, Copy_Foward, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and Sort... . The main area displays a table of accounting lines. One row is selected, indicated by a red box around the first column checkbox and the row's data.

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Bldg	Sys	Veh Tag #	W It
1	Normal	\$4,560.00	01	11FLT-01-455F-FE32-F01Y0000-FE113-A12	2011		455F	01	F01Y0000	FE32			FE111		A100			A12			

11. Select the **Article** tab.

12. Select the article and **Article** hyperlink.

Note: The new Statement Number is populated in the IPAC Reference Number field.

13. Select the **Save** button.

The screenshot shows the 'Article' tab selected. Below it, the 'Article' tab is highlighted with a red box. The interface includes a toolbar with buttons for Add, Copy, Remove, Replace, Display (set to 10 items), View as CSV, and Sort... . The main area displays a table of articles. One row is selected, indicated by a red box around the first column checkbox and the row's data.

Article Number	Article Amount	IPAC Reference Number	IPAC Reference Line Number	IPAC Status	Rebill	Adjustment	Date Of Delivery	Quantity	Unit P
1	\$4,560.00	00000061	1	Not Submitted	No	No		0.000000	

Steps to Correct an Accounts Receivable BD Form: Notes

14. 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.*

Action was successful.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Amendment History Workflow Status Approval_History

Expand All | Collapse All

General

Document Type:	FMI Fleet IPAC BD Manual	Document Date:	02/16/2011
Status:	HELD	Accounting Period:	05/2011
Document Number:	FMIG0000423-01342	Reporting Accounting Period:	05/2011
Statement Number:	G0000423	Generate Statement Number	
Title:	Correct BD Form		
Billed By:			

15. Select the **Submit** button.

Note: This step is only for IPAC Billing Documents.

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



17. Navigate back to Form/Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

Note: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

4.4.3.3 Cancel Billing Document (BD)

To cancel a Billing Document, the user must have the appropriate security permissions. The cancellation process reduces the transaction to \$0 amount in the journals but retains the transaction information in a “Cancelled” state.

Note: Once a document has been cancelled, it can no longer be corrected or amended; it can only be viewed.

Note for when to use Cancel vs. Amend: Consult the regional business process for when to cancel and when to amend to \$0.00. For example, if a user calls and says that they mis-keyed something, but the entry will still be received, then Region 6 will amend/correct the transaction to \$0.00 rather than canceling while Region 7 would cancel the transaction.

Note: IPAC Documents have more limitations on correction/amendment/cancellation since the IPAC Documents are sent to and received from Treasury’s IPAC Interface.

The following Exhibit displays a list of BD IPAC Statuses that can be cancelled by a user:

Exhibit 4-27: Cancellable IPAC Statuses for BDs

Document Category	IPAC Status	Cancel?
Billing Document (BD)	Not Submitted	Yes
Billing Document (BD)	In Transit	No- the transaction's IPAC status must be set to "Rejected" before cancelling.
Billing Document (BD)	Rejected	Yes
Billing Document (BD)	Confirmed	No
Billing Document (BD)	Hold-Pending Chargeback	No
Billing Document (BD)	Do Not Send	No
Billing Document (BD)	Write-Off	No

If a cancellation is attempted on an article with an IPAC Status of In Transit, Confirmed, Hold Pending Chargeback, Do Not Send, or Write-Off, a hard error will be returned. Please refer to section 2.3.2 in the Accounts Receivable Overview for more information on the IPAC Process including IPAC Statuses. If a document has an IPAC Status of In-Transit, please refer to section 4.6 to set the IPAC Status to Rejected in order to cancel the transaction.

Steps to Cancel an Accounts Receivable Billing Document (BD) Form:	Notes
---	-------

1. Navigate to Transactions=> Form/Document Selection.

Note: The document can also be corrected from Transactions=> Accounts Receivable=> Cancel.

Form/Document Selection													
<p>— Search Criteria —</p> <p>Subsystem: <input type="text"/> <input type="button" value=""/></p> <p>Document Type: <input type="text"/> <input type="button" value=""/></p> <p>Document Number: <input type="text"/></p> <p>Amendment Number: <input type="text"/></p> <p>Document Category: <input type="text"/></p> <p>From Accounting Period: <input type="text"/></p> <p>To Accounting Period: <input type="text"/></p> <p><u>From Date:</u> <input type="text"/> <input type="button" value=""/></p> <p><u>To Date:</u> <input type="text"/> <input type="button" value=""/></p> <p>Vendor</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Code:</td> <td style="width: 30%;"><input type="text"/> <input type="button" value=""/></td> <td style="width: 10%;">TIN (SSN/EIN):</td> <td style="width: 30%;"><input type="text"/></td> </tr> <tr> <td>DUNS:</td> <td><input type="text"/></td> <td>DUNS+4:</td> <td><input type="text"/></td> </tr> <tr> <td>Designated Agent - ALC:</td> <td><input type="text"/> <input type="button" value=""/></td> <td>Customer Account:</td> <td><input type="text"/> <input type="button" value=""/></td> </tr> </table> <p>System ID: <input type="text"/> <input type="button" value=""/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>		Code:	<input type="text"/> <input type="button" value=""/>	TIN (SSN/EIN):	<input type="text"/>	DUNS:	<input type="text"/>	DUNS+4:	<input type="text"/>	Designated Agent - ALC:	<input type="text"/> <input type="button" value=""/>	Customer Account:	<input type="text"/> <input type="button" value=""/>
Code:	<input type="text"/> <input type="button" value=""/>	TIN (SSN/EIN):	<input type="text"/>										
DUNS:	<input type="text"/>	DUNS+4:	<input type="text"/>										
Designated Agent - ALC:	<input type="text"/> <input type="button" value=""/>	Customer Account:	<input type="text"/> <input type="button" value=""/>										
<p>Document Status</p> <p>Processed: <input checked="" type="checkbox"/> Rejected: <input checked="" type="checkbox"/> Cancelled: <input checked="" type="checkbox"/> Archived: <input type="checkbox"/> Scheduled: <input checked="" type="checkbox"/> Pending Approval: <input checked="" type="checkbox"/> Held: <input checked="" type="checkbox"/></p> <p>User ID: <input type="text"/> <input type="button" value=""/></p> <p>Security Org: <input type="text"/> <input type="button" value=""/></p> <p>Title: <input type="text"/></p>													

Steps to Cancel an Accounts Receivable Billing Document (BD) Form:

Notes

2. REQUIRED— Enter the Statement Number or the Document Number.

Note: Enter as many details for the transaction as available. Please refer to section 4.6.4 for how to query on Form/Document Selection.

The screenshot shows the 'Search Criteria' section of the application. It includes fields for Subsystem (dropdown), Document Type (dropdown), Document Number (text input: RMIAA000344-00001), Amendment Number (text input), Document Category (dropdown), From Accounting Period (text input), To Accounting Period (text input), From Date (text input: 02/21/2011), To Date (text input), Vendor information (Code, TIN, DUNS, DUNS+4, Designated Agent - ALC, Customer Account), System ID (text input), and User ID (allroles102). There are also sections for Document Status (Processed, Rejected, Cancelled, Archived, Scheduled, Pending Approval, Held), Security Org (text input), and Title (text input). Below the main search area are sections for Additional Criteria, Accounting, and Advance Search. The Advance Search section has a red box around the 'Statement Number' field (AA0003448).

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

4. Select the record of the document to cancel.

5. Select the **Cancel button.**

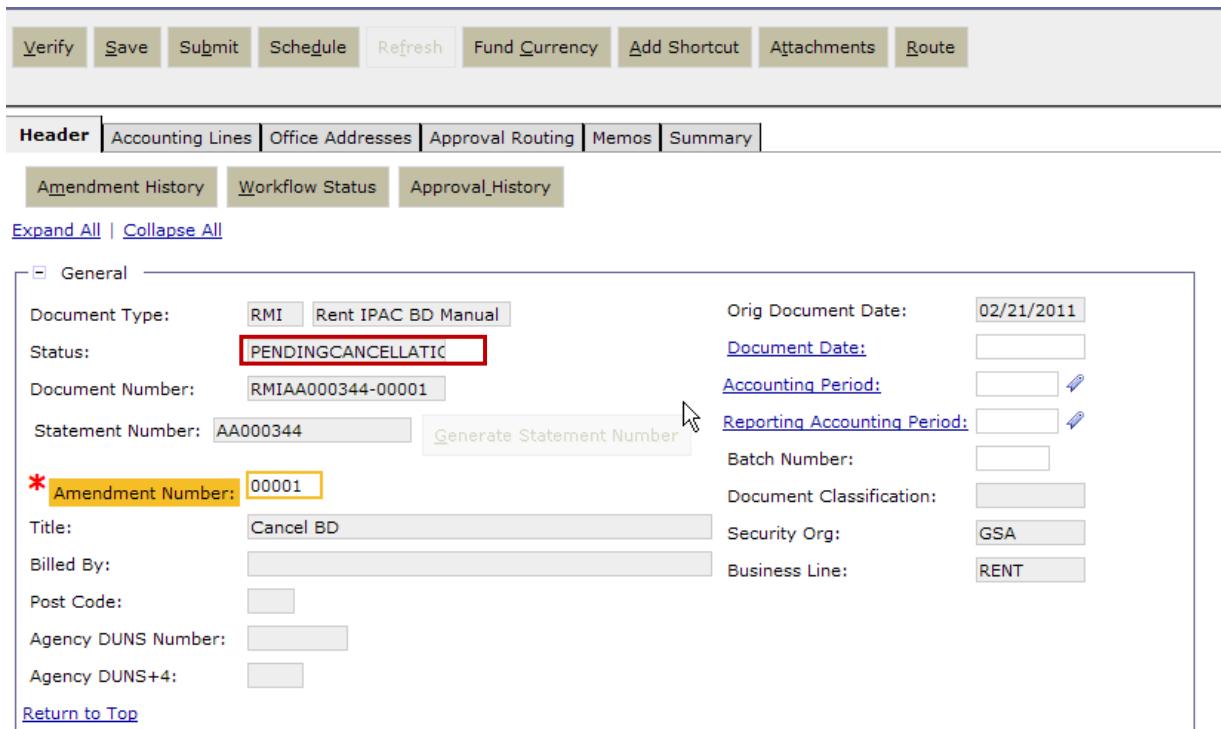
The screenshot shows the results of a search for the document with Statement Number AA0003448. The toolbar at the top includes buttons for Correct, View, Delete, Cancel (highlighted with a red box), Reference Query, Amend, Route, GL Detail, Display (set to 10 items), View as CSV, and Sort... The table below shows one row of data:

Document Type	Document Number	Amendment Number	Title	Document Date
RMI	RMIAA000344-00001		Cancel BD	02/21/2011

Steps to Cancel an Accounts Receivable Billing Document (BD) Form:

Notes

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



The screenshot shows the 'General' section of the BD form. Key fields include:

- Document Type: RMI (highlighted)
- Status: PENDINGCANCELLATION (highlighted)
- Document Number: RMIAA000344-00001
- Statement Number: AA000344 (highlighted)
- * Amendment Number: 00001 (highlighted)
- Title: Cancel BD
- Billed By: (empty)
- Post Code: (empty)
- Agency DUNS Number: (empty)
- Agency DUNS+4: (empty)
- Orig Document Date: 02/21/2011
- Document Date: (empty)
- Accounting Period: (empty)
- Reporting Accounting Period: (empty)
- Batch Number: (empty)
- Document Classification: (empty)
- Security Org: GSA
- Business Line: RENT

Buttons at the top: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Route. Buttons below Header: Accounting Lines, Office Addresses, Approval Routing, Memos, Summary. Sub-menus: Amendment History, Workflow Status, Approval_History. Links: Expand All, Collapse All.

7. REQUIRED—Enter the Cancel Reason.



The screenshot shows the 'Cancel Reason' input field. The text 'Erroneous Document' is entered into the field, which is highlighted with a yellow border. A red asterisk (*) is next to the label 'Cancel Reason:'.

Steps to Cancel an Accounts Receivable Billing Document (BD) Form:

Notes

8. Select the **Save** button.

The screenshot shows a software interface for managing a 'Billing Document (BD) Form'. At the top, a message box displays 'Form RMIAA000344-00001 was saved successfully.' Below the message are several buttons: Verify, Save (highlighted with a red box), Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Underneath these buttons is a navigation bar with tabs: Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. Below the navigation bar are three more tabs: Amendment History, Workflow Status, and Approval_History. A link 'Expand All | Collapse All' is also present. The main content area is titled 'General' and contains various input fields. One field, 'Amendment Number', is highlighted with an orange border and contains the value '00001'. Other fields include Document Type (RMI), Status (HELDANCEL), Document Number (RMIAA000344-00001), Statement Number (AA000344), Orig Document Date (02/21/2011), Document Date (02/21/2011), Accounting Period (05/2011), Reporting Accounting Period (05/2011), Batch Number, Document Classification, Security Org (GSA), Business Line (RENT). At the bottom of the form is a link 'Return to Top'.

9. Select the **Verify** button.

This screenshot is identical to the previous one, showing the same software interface for managing a 'Billing Document (BD) Form'. The 'Verify' button is highlighted with a red box at the top of the page. The rest of the interface, including the tabs, form fields, and overall layout, remains the same as in the previous screenshot.

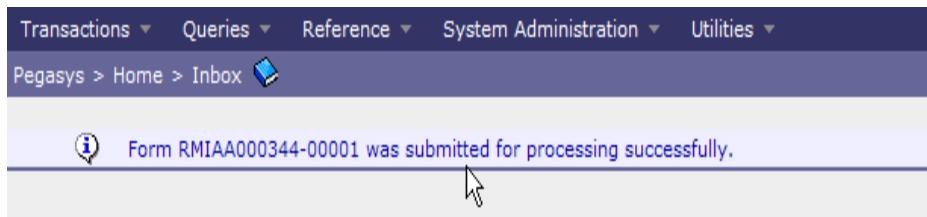
Note: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

10. Select the **Submit** button.

Steps to Cancel an Accounts Receivable Billing Document (BD) Form:

Notes

11. After selecting the **Submit** button, if no errors are encountered, a message appears stating that the form has been submitted for processing.



Note: When the document has been approved, the document status will be Cancelled.

12. To check the status of the document, navigate back to Form/Document Selection.

Note: Querying the document after amending or correcting is an optional step, but a good habit when submitting corrections/amendments.

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
RMIA	RMIAA000344-00001	00001	Cancel BD	02/21/2011	Cancelled

4.4.3.4 Modify Detail Billing Record (Non Shared Field) by Amending Billing Document (BD)

To correct a Detail Billing Record associated with a non-IPAC Billing Document (BD); the user must have the appropriate security permissions. Note as the steps to amend a document are different than the steps to correct a document, however, there is no difference in the action to update a Detail Billing Record from Correct or Amend Mode. Please see *section 4.4.3.4* for how to Amend a non-IPAC Billing Document (BD).

Please see section 4.2.4 to Modify Detail Billing Records from the Detail Billing Record Query.

Steps to correct a Detail Billing Record from within a Billing Document (BD)(non-IPAC):

Notes

1. Navigate to Transactions=> Form Document Selection.

Note: The document can also be corrected from the Outstanding Bills Query, or Transactions=> Accounts Receivable=> Correct. See section 4.6.1 to query the Outstanding Bills Query and launch a document correction.

The screenshot shows the 'Form/Document Selection' screen. At the top, there's a navigation bar with 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below that is a breadcrumb trail: 'Pegasys > Transactions > Form/Document Selection'. The main area is titled 'Form/Document Selection'. It contains several search criteria groups:

- Search Criteria**: Includes fields for Subsystem (dropdown), Document Type (dropdown), Document Number (text box), Amendment Number (text box), Document Category (dropdown), From Accounting Period (text box), To Accounting Period (text box), From Date (text box), and To Date (text box).
- Vendor**: Includes fields for Code (text box), TIN (SSN/EIN) (text box), DUNS (text box), DUNS+4 (text box), Designated Agent - ALC (text box), and Customer Account (text box).
- Document Status**: Includes checkboxes for Processed (checked), Rejected (checked), Cancelled (checked), Archived (unchecked), Scheduled (checked), Pending Approval (checked), and Held (checked). There are also text boxes for User ID, Security Org, and Title.

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

2. **REQUIRED**—Enter the Statement Number or the Document Number.

Note: Enter as many details for the transaction as available. See section 4.6.4 for how to query on Form/Document Selection.

Steps to correct a Detail Billing Record from within a Billing Document (BD)(non-IPAC):

Notes

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

The screenshot shows the 'Form/Document Selection' screen with the following search criteria:

- Subsystem:** Accounts Receivable
- Document Type:** FMN | Fleet Non-IPAC BD Mar
- Document Number:** FMN00014
- Amendment Number:** (empty)
- Document Category:** (dropdown menu)
- From Accounting Period:** (empty)
- To Accounting Period:** (empty)
- From Date:** (empty)
- To Date:** (empty)
- Vendor** section:
 - Code:** (empty) TIN (SSN/EIN): (empty)
 - DUNS:** (empty) DUNS+4: (empty)
 - Designated Agent - ALC:** (empty) Customer Account: (empty)
- System ID:** (empty)

Document Status checkboxes (all checked):

- Processed:
- Rejected:
- Cancelled:
- Archived:
- Scheduled:
- Pending Approval:
- Held:

User ID: (empty)

Security Org: (empty)

Title: (empty)

Buttons: Search, Clear

4. Select the record of the document to correct.

The screenshot shows the 'Form/Document Selection' screen with the following search criteria and the 'Correct' button highlighted:

- Subsystem:** Accounts Receivable
- Document Type:** FMN | Fleet Non-IPAC BD Mar
- Document Number:** FMN00014
- Amendment Number:** (empty)
- Document Category:** (dropdown menu)
- From Accounting Period:** (empty)
- To Accounting Period:** (empty)
- From Date:** (empty)
- To Date:** (empty)
- Vendor** section:
 - Code:** (empty) TIN (SSN/EIN): (empty)
 - DUNS:** (empty) DUNS+4: (empty)
 - Designated Agent - ALC:** (empty) Customer Account: (empty)
- System ID:** (empty)

Document Status checkboxes (all checked):

- Processed:
- Rejected:
- Cancelled:
- Archived:
- Scheduled:
- Pending Approval:
- Held:

User ID: (empty)

Security Org: (empty)

Title: (empty)

Action Buttons: Correct, View, Delete, Cancel, Reference Query, Amend, Route, GL Detail, Display 10 Items, View as CSV, Sort...

Table:

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
FMN	FMN00014		SD BAARTS90.J0	12/20/2010	Processed	allroles01

Steps to correct a Detail Billing Record from within a Billing Document (BD)(non-IPAC):

Notes

5. Select the **Correct** button to open the document in Correct Mode.

The screenshot shows the Pegasys application interface. The top navigation bar includes links for Transactions, Queries, Reference, System Administration, and Utilities. Below the navigation is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. A sub-navigation bar below the toolbar includes Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. Under the Header, there are tabs for Amendment History, Workflow Status, and Approval History. The main content area displays a form for a document header. Fields include Document Type (FMN), Status (HELD), Document Number (FMN00014), Statement Number (FC000088), Orig Document Date (12/20/2010), Document Date (02/01/2011), Accounting Period (05/2011), Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), Business Line (FLEET), Title, Billed By, Post Code, Agency DUNS Number, Agency DUNS+4, Bill Generated Flag (checked), and Bill Generated Date. A "Return to Top" link is at the bottom of the form.

6. Select the **Accounting Line** tab.

The screenshot shows the Pegasys application interface with the Accounting Lines tab highlighted in the navigation bar. The toolbar and sub-navigation bar are identical to the previous screenshot. The main content area shows the Accounting Lines tab selected, with other tabs like Charge Lines, Articles, and Detail Billing Record Search visible but not selected. A "Display Accounting Lines" button is present.

7. Select the accounting line record to correct.

8. To correct Detail Billing Records associated to the BD, select **Detail Billing Record Search** link.

The screenshot shows the Pegasys application interface with the Detail Billing Record Search tab selected in the navigation bar. The toolbar and sub-navigation bar are identical. The main content area shows a table of detail billing records. The first row has a checked checkbox, Line Number (1), Line Type (Normal), Amount (\$1,500.00), Transaction Type (11FLT-02-455F-FE32-F02Y0000-FE113-A01), Template (455F), BBFY (02), EBFY (F02Y0000), Fund (FE32), Reg (FE113), Org Cd (A01), Sub Org, Proj Cd, Sub Proj, Function, C/E Obj, Sub Rev Src, Sub Rev Src#, Bldg Sys, Veh Tag#, Wrk Itm, ABC Activity, and C/E Obj. Buttons for Add, Copy, Copy Forward, Remove, Reset, Display Detail Billing Record Search, and Sort... are at the top of the table.

	Line Number	Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Proj Cd	Sub Proj	Function	C/E Obj	Sub Rev Src	Sub Rev Src#	Bldg Sys	Veh Tag#	Wrk Itm	ABC Activity	C/E Obj
<input checked="" type="checkbox"/>	1	Normal	\$1,500.00	11FLT-02-455F-FE32-F02Y0000-FE113-A01	455F	02	F02Y0000	FE32		FE113						A01						

Note: Edited or manually created Detail Billing Records will be visible and correctable via the

“Modified Detail Billing Record” tab until the form has processed successfully.

Steps to correct a Detail Billing Record from within a Billing Document (BD)(non-IPAC):

Notes

9. Enter the appropriate search criteria and select search.

> Header: FMN Fleet Non-IPAC BD Manual FMNF000004-007 HELD > Accounting Lines: 1 > Detail Billing Record Search 

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: <input type="text"/>	To: <input type="text"/>
----------------------------	--------------------------

Quantity

From: <input type="text"/>	To: <input type="text"/>
----------------------------	--------------------------

Description:

Vehicle Class:

Vehicle Tag:

Special ACC Equipment:

SpeedPay FSN:

Sales Code:

Search **Clear**

 * Detail Billing Elements

 * Detail Billing Text Elements

Note: for the list of Detail Billing Record search criteria, see section 4.2.

Note: for improved performance on queries, enter multiple fields of the search criteria. Users should not perform “blind” queries, i.e., executing searches without entering any search criteria.

10. To correct the Detail Billing Record, select the **Edit** button.

Note: Select an action for the Detail Billing Record from the action buttons. Add, Edit, Copy, View, Disassociate Record, Dispute Records, View as CSV, Sort for the Detail Billing Record.

Steps to correct a Detail Billing Record from within a Billing Document (BD)(non-IPAC):

Notes

11. The Detail Billing Record will be opened in a new window to the “**Modified Detail Billing Record**” page in Update status.

The screenshot shows the 'Modified Detail Billing Record' page. Key visible fields include:

- General** section: Record Identifier (MOM02FP0001XOOJHO), Record Status (Update), *Amount (\$1,400.00), Discount Amount (\$0.00), Surcharge Amount (\$0.00), *Record Date (11/04/2010), Charge Period (RENT Billing), Billing Description (RENT Billing).
- Period of Performance** section: Start Date (09/27/2010), End Date (10/27/2010).
- General Detail Billing Elements** section: Credit/Adjustment Indicator, Assignment Agency, Advance Indicator.

Note: The Detail Billing Record Status will be “Update”.

Steps to correct a Detail Billing Record from within a Billing Document (BD)(non-IPAC):

Notes

12. To edit the Detail Billing Record, correct/update the appropriate non-shared fields.

Note: Shared fields can be corrected from the document level, i.e., directly on the BD header or accounting line field. The Detail Billing Record shared fields will not be updated. See section 4.2.2 for information on Shared vs. Non Shared fields.

[Expand All](#) | [Collapse All](#)

- General

Record Identifier:

Agency:

Record Status:

Bureau:

* Amount:

Agency Location Code:

Discount Amount:

Customer Identification Code:

Surcharge Amount:

Customer Identification Code #2:

* Record Date:

Period of Performance

Charge Period:

Start Date:

RENT Billing

End Date:

Billing Description:

[Return to Top](#)

- General Detail Billing Elements

Credit/Adjustment Indicator:

Assignment Agency:

Advance Indicator:

[Return to Top](#)

- Rent Detail Billing Elements

Building Zip Code:

Building Name:

Building Address:

Building State:

Building City:

* Non-Cancelable OA Designation:

[Return to Top](#)

Steps to correct a Detail Billing Record from within a Billing Document (BD)(non-IPAC):

Notes

13. Select the **Save** button.

Note: Updated/new Detail Billing Records are visible from the Modified Detail Billing Record tab until the form is processed.

The screenshot shows a software application window titled 'Modified Detail Billing Record'. At the top, there is a navigation bar with links like 'Transactions', 'Queries', 'References', 'System Administration', and 'Utilities'. Below the navigation bar, a message box displays: 'Form RMNAAD00014-063 was saved successfully.' A toolbar below the message box contains buttons for 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'. The 'Save' button is highlighted with a red box. Below the toolbar, there are several tabs: 'Header', 'Accounting Lines' (which is selected), 'Office Addresses', 'Approval Routing', 'Memos', and 'Summary'. A horizontal menu bar at the bottom includes 'Accounting Line', 'Charge Lines', 'Articles', 'Detail Billing Record Search', and 'Modified Detail Billing Records'. The main content area is titled 'Modified Detail Billing Record'. It contains a form with various fields: 'Record Identifier' (MOM02FP0001XOOJHOC), 'Record Status' (Update), 'Amount' (\$1,000.00), 'Discount Amount' (\$0.00), 'Surcharge Amount' (\$0.00), 'Record Date' (11/04/2010), 'Charge Period' (RENT Billing), 'Billing Description' (RENT Billing), 'Agency' (empty), 'Bureau' (empty), 'Agency Location Code' (empty), 'Customer Identification Code' (empty), 'Customer Identification Code #2' (empty), 'Period of Performance' (Start Date: 09/27/2010, End Date: 10/27/2010). At the bottom left of the form area, there is a link 'Return to Top'.

4.4.3.5 Modify Detail Billing Record (Non Shared Field) by Amending IPAC Billing Document (BD)

To modify a Detail Billing Record associated with an IPAC Billing Document (BD), the user must have the appropriate security permissions to amend the BD and correct Detail Billing Records. Note that DBRs are not amended or corrected, but once the DBR is associated to a document, the DBR can only be modified from within the document. The DBR can be modified to disassociate in order to update shared fields, steps are provided in the section below.

Additionally, note that only non-shared detail billing fields can be modified when updating a Detail Billing Record via a document amendment. Non-shared fields refer to those fields that are only found on the Detail Billing Record (and not on the header and/or accounting line). Non-shared fields are used to store detailed, non-financial information such as Building Name (Rent) or Mileage Rate (Fleet).

Please refer to section 4.4.3.1 for how to amend Billing Document (BD). Please refer to section 4.2.4 to Modify Detail Billing Records from the Detail Billing Record Query.

Steps to Modify an IPAC DBR by Amending an IPAC BD

Notes

1. Navigate to Transactions=> Form/Document Selection.

Note: The document can also be corrected from the IPAC Transaction Query, or Transactions=> Accounts Receivable=> Amend and the Detail Billing Record Query.

2. **REQUIRED**— Enter the Statement Number or the Document Number.

Note: Enter as many details for the transaction as available. Please refer to section 4.6.4 for how to query on Form/Document Selection.

The screenshot shows the 'Search Criteria' section of a software application. It includes fields for Subsystem (Accounts Receivable), Document Type (RMI), Document Number (RMIAA000013-030), Amendment Number, Document Category, From Accounting Period, To Accounting Period, From Date (12/15/2010), To Date, Vendor information (Code, TIN, DUNS, DUNS+4, Designated Agent - ALC, Customer Account), System ID (RENTMANL), and User/Security Org information. At the bottom left, there are 'Search' and 'Clear' buttons, with the 'Search' button highlighted by a red box.

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

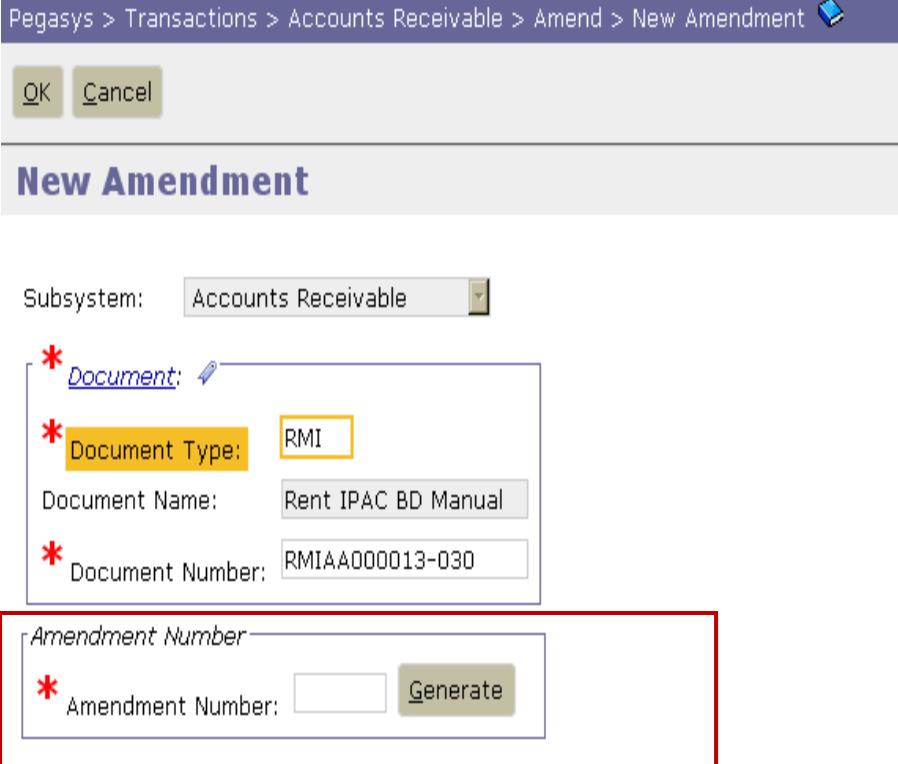
Select the record of the document to amend.

4. Select the **Amend** button to open the document in Amend Mode.

The screenshot shows the 'Amend' mode toolbar with buttons for Correct, View, Delete, Cancel, Reference Query, Amend (which is highlighted with a red box), Route, GL Detail, Display, 10 Items, View as CSV, and Sort... Below the toolbar is a table with the following data:

Document Type	Document Number	Amendment Number	Title	Document Date
RMI	RMIAA000013-030			12/15/2010

Note: If the BD's article IPAC Status is In-Transit or Confirmed, no amendments/corrections are allowed to that accounting line/article combination, including modifying the DBRs associated to the accounting line.

Steps to Modify an IPAC DBR by Amending an IPAC BD	Notes
5. Enter the Amendment Number or select Generate .	
	

Steps to Modify an IPAC DBR by Amending an IPAC BD

Notes

- Select the **OK** button.

Pegasys > Transactions > Accounts Receivable > Amend > New Amendment

New Amendment

Subsystem: Accounts Receivable

* Document: RMI

* Document Type: RMI

Document Name: Rent IPAC BD Manual

* Document Number: RMIAA000013-030

Amendment Number

* Amendment Number: 00001 Generate

- Correct the incorrect information or add information to the BD.
- Select the **Accounting Line** tab.
- Select an accounting line.
- To correct DBRs associated to the BD, select Detail Billing Record Search link.

Note: Edited or manually created DBRs will be visible and correctable via the “Modified Detail Billing Record” tab until the form has processed successfully.

Header	Accounting Lines	Office Addresses	Approval Routing	Memos	Summary								
Accounting Line Charge Lines Articles Detail Billing Record Search Modified Detail Billing Records	Add Copy Copy Forward Remove Reset Replace	Display <input type="button" value="Display Detail Billing Record Search"/> <input type="button" value="10 Items"/> <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>											
<input checked="" type="checkbox"/> Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A Proj Cd	Sub Proj	Fund
<input checked="" type="checkbox"/> 1	Normal	\$777.00	01	11RNT-00-192X-PG53-PGA31	2010		192X 00	P0010090		PG53			PGA3

Steps to Modify an IPAC DBR by Amending an IPAC BD

Notes

- Enter the appropriate search criteria and select **Search**.

Note: for the list of Detail Billing Record search criteria, refer to section 4.2.1.

Note: for improved performance on queries, enter multiple fields of the search criteria. Users should not perform “blind” queries, i.e., executing searches without entering any search criteria.

- Select the appropriate action for the DBR from the action buttons: **Add, Edit, Copy, View, Disassociate Record, Dispute Records, View as CSV, and Sort for the DBR.**
- To correct the DBR, select the **Edit** button.

<input checked="" type="checkbox"/>	Record Identifier	Last Modified By	Quantity	Amount	Record Date	Accounting Period	Description	Interfund Indicator	Credit/Adjustment Indicator
<input checked="" type="checkbox"/>	MOM02FP0001GJ3PDP01	allroles102	1.000000	\$777.00	08/12/2010				

The DBR will be opened in a new window to the “**Modified Detail Billing Record**” page in Update status.

Modified Detail Billing Record

[Expand All](#) | [Collapse All](#)

General

Record Identifier: MOM02FP0001GJ3PDP01

Record Status: **Update**

Quantity: 1.000000

Unit Price Amount: \$777.00

Unit:

* Amount: \$777.00

Discount Amount: \$0.00

Surcharge Amount: \$0.00

* Record Date: 08/12/2010

Billing Description: RENT DBB Amendment

Agency:

Bureau:

Agency Location Code: 95670000

Customer Identification Code:

Customer Identification Code #2:

Period of Performance

Start Date: 09/01/2010

End Date: 09/30/2010

[Return to Top](#)

- To edit the DBR, correct/update the appropriate non-shared fields.

Note: Shared fields can be corrected from the document level, i.e., directly on the BD header or accounting line field. The DBR shared fields will not be updated.

Steps to Modify an IPAC DBR by Amending an IPAC BD

Notes

15. **REQUIRED** if correcting documents to “Use DBE Detail” from “Use Article Qty/Sum DBE Amounts” — Enter the **Quantity**, **Unit Price**, and **Articles Or Services** fields **on each** of the DBRs *if they were manually created*.

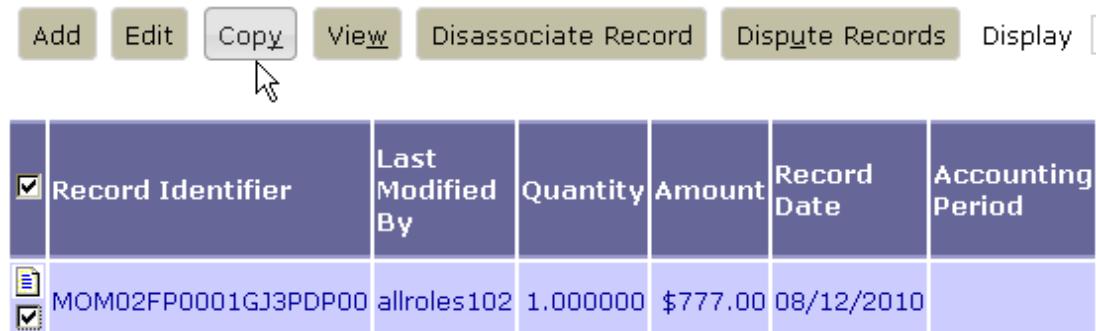
Note: DBRs imported and cross walked will contain all the required fields.

Quantity:	1.000000
Unit Price Amount:	\$777.00
Unit:	<input type="text"/> 
* Amount:	\$777.00

16. Select the **Save** button.

Note: Updated/new DBRs are visible from the Modified Detail Billing Record tab until the form is processed.

17. To add DBRs, select **Add** or select a record to copy.



Add	Edit	Copy	View	Disassociate Record	Dispute Records	Display
<input checked="" type="checkbox"/>	MOM02FP0001GJ3PDP00	allroles102	1.000000	\$777.00	08/12/2010	

Note: When copying DBRs, each DBR will have a unique Record Identifier.

18. To disassociate a DBR from the accounting line, select the Detail Billing Record Search tab.

Steps to Modify an IPAC DBR by Amending an IPAC BD
Notes

19. Select the DBR to disassociate and select **Disassociate Record**.

IMPORTANT NOTE: *Consult management before disassociating DBRs.*
“Orphaned” DBRs will continue to be picked up by summarization. Disassociating DBRs can create erroneous billing. Please refer to section 4.2 on Detail Billing Records for additional information.

The screenshot shows the 'Detail Billing Record Search' page. At the top, there are tabs for Accounting Line, Charge Lines, Articles, Detail Billing Record Search (which is selected), and Modified Detail Billing Records. Below the tabs is a 'Search Criteria' section with fields for Record Identifier, Record Date, Last Modified By, Amount (From and To fields), and Quantity (From and To fields). There are 'Search' and 'Clear' buttons. Below the search area are two expandable sections: 'Detail Billing Elements' and 'Detail Billing Text Elements'. Under 'Detail Billing Text Elements', there is a toolbar with Add, Edit, Copy, View, and Disassociate Record buttons. The 'Disassociate Record' button is highlighted with a red box. To its right are buttons for Dispute Records, Display (set to 10 items), and View. Below the toolbar is a table listing detail billing records. The first record in the table has a checkbox checked and is highlighted with a blue border. The columns are: Record Identifier, Last Modified By, Quantity, Amount, Record Date, Accounting Period, Description, and Interfund Indicator. The record listed is: MOM02FP0001GJ3PDP00, last modified by allroles102, quantity 1.000000, amount \$777.00, record date 08/12/2010, accounting period A, description blank, and interfund indicator blank.

20. The DBR will be put on the Modified Detail Billing Records page with a Record Status of Remove.



Note: If the DBR is only visible on the Modified Detail Billing Records tab, select the record to disassociate and select Disassociate. The DBR’s Record Status will be updated from “New” to “Remove”. This is the same action as is happening on the Detail Billing Record Search screen in step 20.

Steps to Modify an IPAC DBR by Amending an IPAC BD

Notes

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

Modified Detail Billing Record

Add Copy Revert Changes **Disassociate** Display 10 Items View as CSV Sort...

	Record Identifier	Record Status	Amount	Record Date	Interfund Indicator	Credit/Adjustment Indicator	Non-Cancelable OA Designation	DBE Period Performance Start Date
	MOM02FP0001GJ3PDP00	Update	\$777.00	08/12/2010			F	

21. After disassociating or changing DBR amounts, select the accounting line to make any necessary updates to the accounting line amount.

Line Amounts

Calculate From Detail Records

	Original	Change	Current
Initial Amount:	\$777.00	(\$500.00)	\$277.00
Discount Amount:	\$0.00	\$0.00	\$0.00
Surcharge Amount:	\$0.00	\$0.00	\$0.00
Principal Amount:	\$777.00	(\$500.00)	\$277.00
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:	\$777.00	(\$500.00)	\$277.00

[Return to Top](#)

*Note: The associated article amount will also be updated automatically when selecting **Calculate from Detail Records**.*

*Note: The updated sum of the DBRs must equal the accounting line initial amount or a hard error is returned. The line amount can be updated by selecting “**Calculate from Detail Records**” on the accounting line.*

22. **REQUIRED for AMENDMENTS —Enter the Amendment Justification.**

Amendment Information

Date: 12/15/2010

Updating Building Name

* Justification:

[Return to Top](#)

Steps to Modify an IPAC DBR by Amending an IPAC BD

Notes

23. Select the **Verify** button.

Action was successful.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Amendment History Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

- General

Document Type:	RMI	Rent IPAC BD Manual	Orig Document Date:	12/15/2010
Status:	HELD		Document Date:	12/15/2010
Document Number:	RMIAA000013-030		Accounting Period:	03/2011
* Statement Number:	AA000013		Reporting Accounting Period:	03/2011
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:	<input type="text"/>		Business Line:	RENT
Agency DUNS+4:	<input type="text"/>			
Bill Generated Flag:	<input checked="" type="checkbox"/>			

[Return to Top](#)

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.

24. Select the **Save** button.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

> Header

Action was successful.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Amendment History Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

- General

Document Type:	RMI	Rent IPAC BD Manual	Orig Document Date:	12/15/2010
Status:	HELD		Document Date:	12/15/2010
Document Number:	RMIAA000013-030		Accounting Period:	03/2011
* Statement Number:	AA000013		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:	<input type="text"/>		Business Line:	RENT
Agency DUNS+4:	<input type="text"/>			
Bill Generated Flag:	<input checked="" type="checkbox"/>			

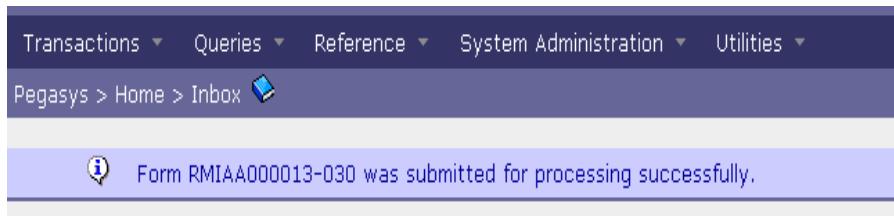
[Return to Top](#)

25. Select the **Submit** button.

Steps to Modify an IPAC DBR by Amending an IPAC BD

Notes

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



27. Navigate back to Form/Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

Note: Querying the document is an optional step, but a good habit when submitting amendments/corrections.

	Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
 	RMI	RMIAA000013-030	00001		12/15/2010	Processed

4.4.3.6 Correct Internal Voucher (NV)

To correct an Internal Voucher, the user must have the appropriate security permissions. NVs cannot be amended therefore the only way to update or edit an Internal Voucher is via the “Correct” function. Forms that are created via an automated process but reject during processing will also have to be corrected in order to complete the initial processing.

To modify the Detail Billing Records, see section 4.4.3.7 Modify Detail Billing Records by correcting Internal Voucher (NV).

Steps to Correct an Internal Voucher (NV) form Notes

1. Navigate to Transactions=> Form Document Selection.

Note: The document can also be corrected from Transactions=> Accounts Payable=> Correct.

The screenshot displays the 'Form/Document Selection' interface. At the top, a navigation bar includes links for Transactions, Queries, Reference, System Administration, and Utilities. The current location is 'Pegasys > Transactions > Form/Document Selection'. The main area is titled 'Form/Document Selection' and contains several search criteria groups:

- Search Criteria:** Includes fields for Subsystem (highlighted in yellow), Document Type, Document Number, Amendment Number, Document Category, From Accounting Period, To Accounting Period, From Date, and To Date.
- Vendor:** Includes fields for Code, DUNS, Designated Agent - ALC, TIN (SSN/EIN), DUNS+4, and Customer Account.
- System ID:** Includes a field for System ID.
- Document Status:** Includes checkboxes for Processed (checked), Rejected (checked), Cancelled (checked), Archived (unchecked), Scheduled (checked), Pending Approval (checked), and Held (checked).
- User ID:** Includes a field for User ID.
- Security Org:** Includes a field for Security Org.
- Title:** Includes a field for Title.

At the bottom left are 'Search' and 'Clear' buttons. Below the search area are three expandable sections: '+ Additional Criteria', '+ Accounting', and '+ Advance Search'.

Steps to Correct an Internal Voucher (NV) form

Notes

2. REQUIRED—Enter the Statement Number or the Document Number.

Note: Enter as many details for the transaction as available. See section 4.6.4 for how to query on Form/Document Selection.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾
Pegasys > Transactions > Form/Document Selection

Form/Document Selection

Search Criteria

Subsystem: **Accounts Payable** (highlighted with a red box)

Document Type:

Document Number:

Amendment Number:

Document Category:

From Accounting Period:

To Accounting Period:

From Date:

To Date:

Vendor

Code: [] TIN (SSN/EIN): []

DUNS: [] DUNS+4: []

Designated Agent - ALC: [] Customer Account: []

System ID: []

Document Status

Processed: Rejected:
Cancelled: Archived:
Scheduled: Pending Approval:
Held:

User ID: allroles102

Security Org: []

Title: []

+ Additional Criteria

+ Accounting

- Advance Search (highlighted with a red box)

Statement Number: **F0000006** Referenced Statement Number: [] Source Number: []

3. Select the Search button to execute the query.

Correct	View	Delete	Cancel	Reference Query	Amend	Route	GL Detail	Display	10 Items	View as CSV	Sgt...
<input checked="" type="button"/>											

4. Select the Correct button to open the document in Correct Mode.

Note: If the document was previously processed, the document status will show as CORRECT. If the form was HELD or REJECTED, the document status will not show as CORRECT.

Steps to Correct an Internal Voucher (NV) form

Notes

- To Correct the transaction down to \$0 without cancelling it, select the Header Accounting Line tab.

The screenshot shows the application's header bar with 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the header is a toolbar with 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'. A sub-menu bar below the toolbar includes 'Header', 'Header Accounting Lines', 'Approval Routing', 'Memos', 'Summary', and 'Correspondence'. A 'Workflow Status' button is also present. The main content area shows a 'General' section with various input fields: Document Type (FMV), Orig Voucher Date (11/16/2010), Reset Document Date (checkbox); Status (CORRECT), Voucher Date (input field); Document Number (FMVF0000006-019), Accounting Period (input field); Statement Number (F0000006), Reporting Accounting Period (input field); Title (CORRECTION), Batch Number (input field); Authorized By (input field), Document Classification (input field); Post Code (input field), Security Org (GSA); Disbursing Office (GS127), Accomplished Date (11/09/2010); Suppress Printing (checkbox). A 'Return to Top' link is at the bottom left.

- Select the appropriate accounting line and select the Header Accounting Line link.

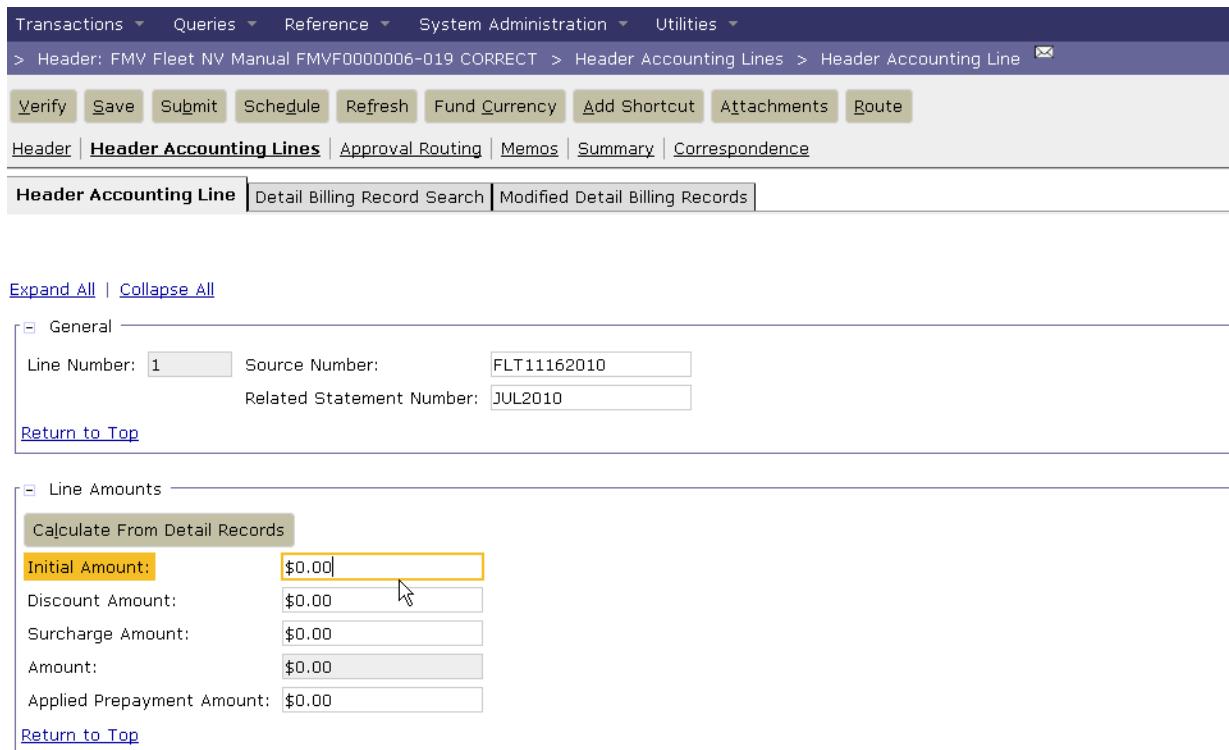
Note: For multiple accounting line documents, to reduce the entire transaction to \$0, repeat these steps for each accounting line.

The screenshot shows the 'Header Accounting Lines' screen. The toolbar includes 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'. The main content area shows a table of accounting lines. The first row has a checked checkbox in the first column, followed by columns for Line Number (1), Line Type (Normal), Amount (\$1,500.00), Transaction Type (B1), Template (NV-24F470455), BBFY (2010), EBFY (2010), Fund (455F), Reg (00), Org Cd (FOOY0000), Sub Org (FE00), B/A (checkbox), Proj Cd (checkbox), Sub Proj (checkbox), Function (FE952), C/E (checkbox), Sub Obj (511), Bldg # (checkbox), and Sy (checkbox). Buttons at the top of the table include 'Add', 'Copy', 'Copy Forward', 'Remove', 'Reset', 'Replace', 'Display' (set to 10 items), 'View as CSV', and 'Sort...'. A 'Header Accounting Lines' link is at the top of the page.

Steps to Correct an Internal Voucher (NV) form

Notes

7. Reduce the Initial Amount to \$0.00.



The screenshot shows the 'Header Accounting Line' screen. At the top, there's a navigation bar with links like 'Transactions', 'Queries', 'Reference', 'System Administration', 'Utilities', and 'Header Accounting Lines'. Below the navigation is a toolbar with buttons for 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'. Underneath the toolbar, there are several tabs: 'Header', 'Header Accounting Lines' (which is selected), 'Approval Routing', 'Memos', 'Summary', and 'Correspondence'. At the bottom of the screen, there are three buttons: 'Header Accounting Line', 'Detail Billing Record Search', and 'Modified Detail Billing Records'. In the main content area, there are two sections: 'General' and 'Line Amounts'. The 'General' section contains fields for 'Line Number' (1), 'Source Number' (FLT11162010), and 'Related Statement Number' (JUL2010). The 'Line Amounts' section contains fields for 'Initial Amount' (\$0.00), 'Discount Amount' (\$0.00), 'Surcharge Amount' (\$0.00), 'Amount' (\$0.00), and 'Applied Prepayment Amount' (\$0.00). A note at the bottom of the page states: 'Note: If Detail Billing Records are associated with the document, the billing records amounts will need to be reduced as well. See section 4.3.3.10 to Correct the Detail Billing Record from the NV document, including disassociate.'

Steps to Correct an Internal Voucher (NV) form

Steps to Correct an Internal Voucher (NV) form	Notes																															
<p>Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾</p> <p>> Header</p> <p>Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route</p> <p>Header Header Accounting Lines Approval Routing Memos Summary Correspondence </p> <p>Workflow Status Approval History</p> <p>Expand All Collapse All</p> <p>- General</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 45%;">Document Type: FMV Fleet NV Manual</td> <td style="width: 45%;">Orig Voucher Date: 11/16/2010</td> <td style="width: 10%;">Reset Document Date: <input type="checkbox"/></td> </tr> <tr> <td>Status: CORRECT</td> <td>Voucher Date: <input type="text"/></td> <td></td> </tr> <tr> <td>Document Number: FMVF0000006-019</td> <td>Accounting Period: <input type="text"/> </td> <td></td> </tr> <tr> <td>Statement Number: F0000006</td> <td>Reporting Accounting Period: <input type="text"/> </td> <td></td> </tr> <tr> <td>Title: <input type="text"/></td> <td>Batch Number: <input type="text"/></td> <td></td> </tr> <tr> <td>Authorized By: <input type="text"/></td> <td>Document Classification: <input type="text"/> </td> <td></td> </tr> <tr> <td>Post Code: <input type="text"/> </td> <td>Security Org: GSA</td> <td></td> </tr> <tr> <td>Disbursing Office: GS127</td> <td>* Accomplished Date: 11/09/2010</td> <td></td> </tr> <tr> <td colspan="3">Suppress Printing: <input type="checkbox"/></td> </tr> </table> <p>Return to Top</p> <p>- Vendor Information</p> <p>Vendor</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 45%;">* Code: 440553234 00008 More</td> <td style="width: 55%; text-align: right;"></td> </tr> <tr> <td>Name: GSA,OAD,FINANCE DIVI</td> <td></td> </tr> </table> <p>Return to Top</p>	Document Type: FMV Fleet NV Manual	Orig Voucher Date: 11/16/2010	Reset Document Date: <input type="checkbox"/>	Status: CORRECT	Voucher Date: <input type="text"/>		Document Number: FMVF0000006-019	Accounting Period: <input type="text"/>		Statement Number: F0000006	Reporting Accounting Period: <input type="text"/>		Title: <input type="text"/>	Batch Number: <input type="text"/>		Authorized By: <input type="text"/>	Document Classification: <input type="text"/>		Post Code: <input type="text"/>	Security Org: GSA		Disbursing Office: GS127	* Accomplished Date: 11/09/2010		Suppress Printing: <input type="checkbox"/>			* Code: 440553234 00008 More		Name: GSA,OAD,FINANCE DIVI		
Document Type: FMV Fleet NV Manual	Orig Voucher Date: 11/16/2010	Reset Document Date: <input type="checkbox"/>																														
Status: CORRECT	Voucher Date: <input type="text"/>																															
Document Number: FMVF0000006-019	Accounting Period: <input type="text"/>																															
Statement Number: F0000006	Reporting Accounting Period: <input type="text"/>																															
Title: <input type="text"/>	Batch Number: <input type="text"/>																															
Authorized By: <input type="text"/>	Document Classification: <input type="text"/>																															
Post Code: <input type="text"/>	Security Org: GSA																															
Disbursing Office: GS127	* Accomplished Date: 11/09/2010																															
Suppress Printing: <input type="checkbox"/>																																
* Code: 440553234 00008 More																																
Name: GSA,OAD,FINANCE DIVI																																

Steps to Correct an Internal Voucher (NV) form

Notes

8. Correct the incorrect information or add information to the Internal Voucher.

Note: If the Internal Voucher (NV) has not been referenced, most fields are correctable.

To modify the Detail Billing Records from within an NV, see section 4.4.3.6 Correct Detail Billing Records from an Internal Voucher (NV).

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

Workflow Status | Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type: FMV Fleet NV Manual Orig Voucher Date: 11/16/2010 Reset Document Date:
Status: CORRECT Voucher Date: 11/16/2010
Document Number: FMVF0000006-019 Accounting Period: 02/2011 
Statement Number: F0000006 Reporting Accounting Period: 02/2011 
Title: **CORRECTION** Batch Number:
Authorized By: 
Post Code: 
Disbursing Office: GS127 
Suppress Printing:

[Return to Top](#)

+ Vendor Information
[Return to Top](#)

+ Amounts
[Return to Top](#)

+ External System Information
[Return to Top](#)

+ User Defined Fields
[Return to Top](#)

Description

Updated correction

Steps to Correct an Internal Voucher (NV) form

Notes

- 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 screenshot shows the 'Header Accounting Line' screen. At the top, there are navigation links: Transactions, Queries, Reference, System Administration, Utilities, and a breadcrumb trail: > Header: FMV Fleet NV Manual FMVF0000006-019 CORRECT > Header Accounting Lines > Header Accounting Line. Below the header, a message says 'Action was successful.' A toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route is visible. The 'Verify' button is highlighted with a yellow border. Below the toolbar, there are tabs: Header, Header Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The 'Header Accounting Lines' tab is selected. At the bottom of the screen, there are links for Expand All, Collapse All, and Return to Top.

- Select the **Save** button.

The screenshot shows the 'Header Accounting Lines' screen. At the top, a message says 'Form FMVF0000006-019 was saved successfully.' A toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route is visible. The 'Save' button is highlighted with a yellow border. Below the toolbar, there are tabs: Header, Header Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The 'Header Accounting Lines' tab is selected. At the bottom of the screen, there are links for Workflow Status, Approval History, Expand All, Collapse All, and Return to Top.

Steps to Correct an Internal Voucher (NV) form Notes

11. 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.*



12. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

Note: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
FMV	FMVF0000006-019		CORRECTION	11/16/2010	Processed	allroles102

4.4.3.7 Modify Detail Billing Record (Non-Shared Field) by Correcting Internal Voucher (NV)

To correct a Detail Billing Record associated with an Internal Voucher (NV); the user must have the appropriate security permissions. Please see section 4.4.3.6 for how to correct an Internal Voucher (NV). Please see section 4.2.4 to Modify Detail Billing Records from the Detail Billing Record Query.

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

1. Navigate to Transactions=> Form Document Selection.

Note: The document can also be corrected from Transactions=> Accounts Payable=> Correct.

The screenshot shows the 'Form/Document Selection' interface. At the top, there's a navigation bar with links like 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below that is a breadcrumb trail: 'Pegasys > Transactions > Form/Document Selection'. The main area is titled 'Form/Document Selection' and contains several search criteria fields:

- Search Criteria** (grouped by a red border):
 - Subsystem:** dropdown menu
 - Document Type:** dropdown menu
 - Document Number:** text input field
 - Amendment Number:** text input field
 - Document Category:** dropdown menu
 - From Accounting Period:** text input field
 - To Accounting Period:** text input field
 - From Date:** text input field
 - To Date:** text input field
- Vendor** (grouped by a red border):
 - Code:** text input field
 - TIN (SSN/EIN):** text input field
 - DUNS:** text input field
 - DUNS+4:** text input field
 - Designated Agent - ALC:** text input field
 - Customer Account:** text input field
- System ID:** text input field
- Buttons:** 'Search' and 'Clear' buttons

Below the search area, there are three expandable sections:

- + Additional Criteria
- + Accounting
- + Advance Search

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

Notes

2. **REQUIRED**—Enter the Statement Number or the Document Number.

Note: Enter as many details for the transaction as available. See section 4.6.4 for how to query on Form/Document Selection.

The screenshot shows the 'Form/Document Selection' page. At the top, there's a navigation bar with links like 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation is a breadcrumb trail: 'Pegasys > Transactions > Form/Document Selection'. The main area is titled 'Form/Document Selection' and contains a 'Search Criteria' section. This section includes fields for 'Subsystem' (set to 'Accounts Payable'), 'Document Type' (dropdown), 'Document Number' (input field), 'Amendment Number' (input field), 'Document Category' (dropdown), 'From Accounting Period' (input field), 'To Accounting Period' (input field), 'From Date' (input field), 'To Date' (input field), 'Vendor' (with fields for 'Code', 'TIN (SSN/EIN)', 'DUNS', 'DUNS+4', 'Designated Agent - ALC', and 'Customer Account'), 'System ID' (input field), and buttons for 'Search' and 'Clear'. There are also sections for '+ Additional Criteria' and '+ Accounting'. At the bottom of the search criteria is a red-bordered box containing 'Statement Number: F0000006', 'Referenced Statement Number: ', and 'Source Number: '. To the right of the search criteria is a 'Document Status' section with checkboxes for Processed (checked), Rejected (checked), Cancelled (checked), Archived (unchecked), Scheduled (checked), Pending Approval (checked), and Held (checked). Below this are fields for 'User ID: allroles102', 'Security Org: ', and 'Title: '.

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

4. Select the record of the document to correct.

The screenshot shows a table of document records. The columns are: Document Type, Document Number, Amendment Number, Title, Document Date, Document Status, and User ID. One row is highlighted in blue, representing the document to be corrected. The 'Document Number' for this row is 'FMVF0000006-019'. Above the table is a toolbar with buttons for 'Correct', 'View', 'Delete', 'Cancel', 'Reference Query', 'Amend', 'Route', 'GL Detail', 'Display 10 Items', 'View as CSV', and 'Sort...'. The 'Correct' button is highlighted.

5. Select the **Correct** button to open the document in Correct Mode.

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

Notes

6. The Header page is displayed.

The screenshot shows the 'Header' tab selected in the navigation bar. The page contains various input fields for document metadata, such as Document Type (FMV), Status (CORRECT), Document Number (FMVF0000006-019), Statement Number (F0000006), Title (CORRECTION), and Authorized By. It also includes fields for Orig Voucher Date (11/16/2010), Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), and Accomplished Date (11/09/2010). Buttons for Verify, Save, Submit, Refresh, Fund Currency, Add Shortcut, Attachments, and Route are visible at the top.

7. Select the Header Accounting Lines tab.

The screenshot shows the 'Header Accounting Lines' tab selected in the navigation bar. Below it, there are links for Header Accounting Line, Detail Billing Record Search, and Modified Detail Billing Records. A toolbar below the tabs includes buttons for Add, Copy, Copy Forward, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and Sort... . The main area displays a table of detail billing records. One record is selected, indicated by a red border around its row. The columns in the table include Line Number, Line Type, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, B/A Proj Cd, Sub Proj, Function, C/E, and Sub Obj. The selected record shows a Line Number of 1, Line Type of Normal, Amount of \$1,500.00, Transaction Type of B1, Template of NV-24F470455, BBFY of 2010, EBFY of 455F, Fund of 00, Reg of FOOY0000, Org Cd of FE00, Sub Org of FE952, B/A Proj Cd of 511, Sub Proj of , Function of , C/E of , and Sub Obj of .

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

Notes

8. Select the accounting line record to correct.

The screenshot shows the 'Header Accounting Lines' screen. At the top, there are tabs for 'Header', 'Header Accounting Lines', 'Approval Routing', 'Memos', 'Summary', and 'Correspondence'. Below these, a sub-menu has 'Header Accounting Line' selected, and 'Detail Billing Record Search' is highlighted with a red box. A table below lists accounting lines, with the first row selected. Action buttons at the bottom include 'Add', 'Copy', 'Copy Forward', 'Remove', 'Display Detail Billing Record Search' (which is also highlighted with a red box), 'Items', 'View as CSV', and 'Sort...'. The table columns include Line Number, Type, Amount, Transaction Type, Template, BBFY, EBFY, Fund Reg, Org Cd, Sub Org, Proj Cd, Sub Proj, Function, C/E Obj#, Sys Tag, Veh #, Wrk Itm ABC, Canc BBFY, Canc EBFY, Cost Fund Org, Sub Org, BETC, Document Type, and Docu Num.

9. To correct Detail Billing Records associated to the NV, select **Detail Billing Record Search** link.

Note: Edited or manually created Detail Billing Records will be visible and correctable via the “Modified Detail Billing Record” tab until the form has processed successfully.

The screenshot shows the 'Detail Billing Record Search' screen. At the top, there are buttons for 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'. Below these are tabs for 'Header', 'Header Accounting Lines', 'Approval Routing', 'Memos', 'Summary', and 'Correspondence'. The 'Detail Billing Record Search' tab is selected. A 'Search Criteria' section contains fields for 'Record Identifier' (with a yellow border), 'Record Date', 'Last Modified By', 'Charge Period', 'Amount' (with 'From:' and 'To:' fields), 'Quantity' (with 'From:' and 'To:' fields), 'Description', 'Vehicle Class', 'Vehicle Tag', 'Special ACC Equipment', 'SpeedPay FSN', and 'Sales Code'. At the bottom of the search criteria section are 'Search' and 'Clear' buttons. Below this are two expandable sections: '+ Detail Billing Elements' and '+ Detail Billing Text Elements'.

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

Notes

10. Enter the appropriate search criteria and select search.

Note: for the list of Detail Billing Record search criteria, see section 4.2.1.

Note: for improved performance on queries, enter multiple fields of the search criteria. Users should not perform “blind” queries, i.e., executing searches without entering any search criteria.

Detail Billing Record Search Results																		
Action		Record Identifier	Last Modified By	Quantity	Amount	Record Date	Accounting Period	Interfund Indicator	Credit/Adjustment Indicator	Advance Indicator	Starting Mileage	Ending Mileage	Miles Driven	Days Used	Daily/Monthly Rate	Special Equipment Rate	Mileage Rate	DBE Period of Performance Start Date
<input type="checkbox"/>	Add	Edit	Copy	View	Disassociate Record	Dispute Records	Display 10 Items	View as CSV	Sort...									
<input type="checkbox"/>		MOM02FP00017O2LH000	allroles102	0.000000	\$1,000.00	11/09/2010					0.00	0.00	0.00	0.00	0.00		11/02/2010	
<input checked="" type="checkbox"/>		MOM02FP00018O2LH000	allroles102	0.000000	\$500.00	11/09/2010					0.00	0.00	0.00	0.00	0.00		11/02/2010	

11. To correct the Detail Billing Record, select the **Edit** button.

Note: Select an action for the Detail Billing Record from the action buttons. Add, Edit, Copy, View, Disassociate Record, Dispute Records, View as CSV, Sort for the Detail Billing Record.

> Header: FMV Fleet NV Manual FMVF0000006-019 CORRECT > Header Accounting Lines: 1 > Modified Detail Billing Records > Modified Detail Billing Record

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Route](#)

[Header](#) | **Header Accounting Lines** | [Approval Routing](#) | [Memos](#) | [Summary](#) | [Correspondence](#)

[Header Accounting Line](#) | [Detail Billing Record Search](#) | **Modified Detail Billing Records**

Modified Detail Billing Record

[Expand All](#) | [Collapse All](#)

<p>General</p> <p>Record Identifier: <input type="text" value="MOM02FP00018O2LH000"/> Agency: <input type="text"/></p> <p>Record Status: <input type="button" value="Update"/> Bureau: <input type="text"/></p> <p>* Amount: <input type="text" value="\$500.00"/> Agency Location Code: <input type="text"/></p> <p>Discount Amount: <input type="text" value="\$0.00"/> Customer Identification Code: <input type="text"/></p> <p>Surcharge Amount: <input type="text" value="\$0.00"/> Customer Identification Code #2: <input type="text"/></p> <p>* Record Date: <input type="text" value="11/09/2010"/> Period of Performance</p> <p>Charge Period: <input type="text"/> Start Date: <input type="text"/></p> <p>INTRAFUND End Date: <input type="text"/></p> <p>Billing Description: <input type="text"/></p> <p>Return to Top</p>	<p>Period of Performance</p> <p>Start Date: <input type="text"/></p> <p>End Date: <input type="text"/></p>
<p>General Detail Billing Elements</p> <p>Credit/Adjustment Indicator: <input type="text"/> * Assignment Agency: <input type="text" value="47"/></p> <p>Advance Indicator: <input type="text"/> * Interfund Indicator: <input type="text" value="A"/></p> <p>DBE Period of Performance: <input type="text"/></p>	

Note: The DBR Record Status will be “Update”.

12. The Detail Billing Record will be opened in a new window to the “**Modified Detail Billing Record**” page in Update status.

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

Notes

13. To edit the Detail Billing Record, correct/update the appropriate non-shared fields.

Modified Detail Billing Record

[Expand All](#) | [Collapse All](#)

- General

Record Identifier:	MOM02FP0001802LHOC	Agency:	
Record Status:	Update	Bureau:	
* Amount:	\$250.00	Agency Location Code:	
Discount Amount:	\$0.00	Customer Identification Code:	
Surcharge Amount:	\$0.00	Customer Identification Code #2:	
* Record Date:	11/09/2010	Period of Performance	
Charge Period:	<input type="button" value=""/>	Start Date:	
INTRAFUND updated reduce cost			
Billing Description:			

[Return to Top](#)

Note: Shared fields can be corrected from the document level, i.e., directly on the NV header or accounting line field. The Detail Billing Record shared fields will not be updated. See section 4.2 for information on Shared vs. Non Shared fields.

- General Detail Billing Elements

Credit/Adjustment Indicator:		* Assignment Agency:	47
Advance Indicator:		* Interfund Indicator:	A
DBE Period of Performance			
* Start Date:	11/02/2010		
* End Date:	11/10/2010		

[Return to Top](#)

- Fleet Detail Billing Elements

Starting Mileage:	35,757.00	Vehicle Class:	
Ending Mileage:	36,100.00	Vehicle Tag:	
Miles Driven:	343.00	Billing Estimate Code:	
Days Used:	0.00	Vehicle Action Code:	
Daily/Monthly Rate:	0.00	Body Type:	
Special Equipment Rate:	0.00	Special ACC Equipment:	
Mileage Rate:	0.00	SpeedPay FSN:	
Description:		* Sales Code:	01A
Advance Indicator:		FSN Lookup:	

[Return to Top](#)

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

Notes

14. Select the **Save** button.

Note: Updated/new Detail Billing Records are visible from the Modified Detail Billing Record tab until the form is processed.

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

Notes

15. To disassociate a Detail Billing Record from the accounting line, select the **Detail Billing Record Search** tab and search for the Detail Billing Record to disassociate.

The screenshot shows a web-based application interface for managing detail billing records. At the top, there's a navigation bar with links like 'Header', 'Header Accounting Lines', 'Approval Routing', 'Memos', 'Summary', and 'Correspondence'. Below this is a sub-navigation bar with tabs: 'Header Accounting Line', 'Detail Billing Record Search' (which is active), and 'Modified Detail Billing Records'. The main area is titled 'Search Criteria' and contains several input fields and dropdown menus. The 'Quantity' section has two fields: 'From' and 'To', with the 'From' field being the one highlighted by a yellow box. Other visible fields include 'Record Identifier', 'Record Date', 'Last Modified By', 'Charge Period', 'Amount' (with 'From' and 'To' fields), and various descriptive fields like 'Description', 'Vehicle Class', 'Vehicle Tag', etc. At the bottom left are 'Search' and 'Clear' buttons, and at the bottom right is a 'Print' button.

Note: Only Detail Billing Records associated with the document can be disassociated from the Detail Billing Record Search page. New/edited Detail Billing Records (visible only from the Modified Detail Billing Record tab until the form is processed) can be disassociated using the Modified Detail Billing Record page.

The screenshot shows a grid of detail billing records. The header row includes buttons for 'Add', 'Edit', 'Copy', 'View', 'Disassociate Record' (which is highlighted with a red box), 'Dispute Records', 'Display', '10 Items', 'View as CSV', and 'Sort...'. The grid itself has columns for Record Identifier, Last Modified By, Quantity, Amount, Record Date, Accounting Period, Interfund Indicator, Credit/Adjustment Indicator, Advance Indicator, Starting Mileage, Ending Mileage, Miles Driven, Days Used, Daily/Monthly Rate, Special Equipment Rate, Mileage Rate, DBE Period of Performance Start Date, and DBE Period of Performance End Date. There are three rows of data in the grid, each with a checkbox in the first column and some numerical values in the other columns.

16. Select the Detail Billing Record to disassociate and select **Disassociate Record**.

IMPORTANT NOTE: *Consult management before disassociating Detail Billing Records. “Orphaned” Detail Billing Records will continue to be picked up by summarization. Disassociating Detail Billing Records can create erroneous billing. Please see section 4.2 on Detail Billing Records for additional information.*

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

Notes

17. The Detail Billing Record will be put on the Modified Detail Billing Records page with a Record Status of Remove.

Record Identifier	Record Status	Amount	Record Date	Interfund Indicator	Credit/Adjustment Indicator	Advance Indicator	Starting Mileage	Ending Mileage	Miles Driven	Days Used	Daily/Monthly Rate	Special Equipment Rate	Mileage of Rate	DBE Period of Performance Start Date	DBE Period of Performance End Date	Description
MOM02FP0001802LH00 Update	Remove	\$250.00	11/09/2010 A				35,757.00	36,100.00	343.00	0.00	0.00	0.00	0.00	11/02/2010	11/10/2010	
MOM02FP0001702LH00	Remove	\$1,000.00	11/09/2010 A				0.00	0.00	0.00	0.00	0.00	0.00	0.00	11/02/2010	11/10/2010	

Note: If the Detail Billing Record is only visible on the Modified Detail Billing Records tab, select the record to disassociate and select Disassociate. The Detail Billing Record's Record Status will be updated from "New" to "Remove".

18. After disassociating or changing Detail Billing Record amounts, select the accounting line to make any necessary updates to the accounting line amount.

Billing Document\Billing Document Line 1 AR0187W The accounting line's Initial Amount, \$1,400.00, must match the sum of the associated Detail Billing Record's amount, \$2,400.00.

Record Identifier:	MOM02FP0001XOOJH00	Agency:	
Record Status:	Update	Bureau:	
* Amount:	\$1,000.00	Agency Location Code:	
Discount Amount:	\$0.00	Customer Identification Code:	
Surcharge Amount:	\$0.00	Customer Identification Code #2:	
* Record Date:	11/04/2010	Period of Performance:	
Charge Period:	RENT Billing	Start Date:	09/27/2010
Billing Description:		End Date:	10/27/2010

Note: The updated sum of the Detail Billing Records must equal the accounting line initial amount or a hard error is returned. The line amount can be updated by selecting "Calculate from Detail Records" on the accounting line.

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

Notes

Line Amounts

Initial Amount:	\$250.00
Discount Amount:	\$0.00
Surcharge Amount:	\$0.00
Amount:	\$0.00
Applied Prepayment Amount:	\$0.00

[Return to Top](#)

19. Select **Verify** on the 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.*

20. Select the **Save** button.

Form FMVF0000006-019 was saved successfully.

Header Header Accounting Lines Approval Routing Memos Summary Correspondence

Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type:	FMV Fleet NV Manual	Orig Voucher Date:	11/16/2010	Reset Document Date:	<input type="checkbox"/>
Status:	HELD	Voucher Date:	11/16/2010		
Document Number:	FMVF0000006-019	Accounting Period:	02/2011		
Statement Number:	F0000006	Reporting Accounting Period:	02/2011		
Title:	CORRECTION	Batch Number:			
Authorized By:		Document Classification:			
Post Code:		Security Org:	GSA		
Disbursing Office:	GS127	* Accomplished Date:	11/09/2010		
Suppress Printing: <input type="checkbox"/>					

[Return to Top](#)

21. 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.*

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Home > Inbox

Form FMVF0000006-019 was submitted for processing successfully.

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

Notes

22. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

Note: Querying the document after amending or correcting is an optional step, but a good habit when submitting corrections/amendments.

Form/Document Selection

Search Criteria

Subsystem:	<input type="button" value="..."/>	
Document Type:	<input type="button" value="..."/>	
Document Number:	RMNAA000014-063	
Amendment Number:	<input type="button" value="..."/>	
Document Category:	<input type="button" value="..."/>	
From Accounting Period:	<input type="button" value="..."/>	
To Accounting Period:	<input type="button" value="..."/>	
From Date:	<input type="button" value="..."/>	
To Date:	<input type="button" value="..."/>	
Vendor	Code: <input type="button" value="..."/> TIN (SSN/EIN): <input type="button" value="..."/> DUNS: <input type="button" value="..."/> DUNS+4: <input type="button" value="..."/> Designated Agent - ALC: <input type="button" value="..."/> Customer Account: <input type="button" value="..."/>	
System ID:	<input type="button" value="..."/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/>		

+ Additional Criteria

+ Accounting

+ Advance Search

View as CSV

Document Type	Document Number [△]	Amendment Number	Title	Document Date	Document Status	User ID
RMN	RMNAA000014-063		CORRECTION	11/12/2010	Processed	allroles102

4.4.3.8 Cancel Internal Voucher (NV)

To cancel an Internal Voucher (NV), the user must have the appropriate security permissions. The cancellation process reduces the Internal Voucher to \$0 amount in the journals but retains the Internal Voucher information in a “Cancelled” state.

Note: When to use Cancel vs. Correct on NVs: If a user calls and says that they mis-keyed something, but the entry will still be received, Region 6 will correct the transaction to \$0.00 rather than canceling. See the Correct Internal Voucher (NV) section 4.4.3.6.

Steps to Cancel an Internal Voucher (NV) form:

Notes

1. Navigate to Transactions=> Form Document Selection.

Note: The document can also be cancelled from Transactions=> Accounts Payable=> Cancel.

Form/Document Selection

Search Criteria		Document Status	
Subsystem:	<input type="text"/>	Processed:	<input checked="" type="checkbox"/> Rejected: <input checked="" type="checkbox"/>
Document Type:	<input type="text"/>	Cancelled:	<input checked="" type="checkbox"/> Archived: <input type="checkbox"/>
Document Number:	<input type="text"/>	Scheduled:	<input checked="" type="checkbox"/> Pending Approval: <input checked="" type="checkbox"/>
Amendment Number:	<input type="text"/>	Held:	<input checked="" type="checkbox"/>
Document Category:	<input type="text"/>		
From Accounting Period:	<input type="text"/>	User ID:	<input type="text"/>
To Accounting Period:	<input type="text"/>	Security Org:	<input type="text"/>
From Date:	<input type="text"/>	Title: <input type="text"/>	
To Date:	<input type="text"/>		
Vendor			
Code:	<input type="text"/>	TIN (SSN/EIN):	<input type="text"/>
DUNS:	<input type="text"/>	DUNS+4:	<input type="text"/>
Designated Agent - ALC:	<input type="text"/>	Customer Account:	<input type="text"/>
System ID: <input type="text"/>			
Search		Clear	

2. REQUIRED—Enter the Statement Number or the Document Number.

Note: Enter as many details for the transaction as available. See section 4.6.4 for how to query on Form/Document Selection.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Transactions > Form/Document Selection

Form/Document Selection

Search Criteria		Document Status	
Subsystem:	<input type="text"/> Accounts Payable	Processed:	<input checked="" type="checkbox"/> Rejected: <input checked="" type="checkbox"/>
Document Type:	<input type="text"/> FMV / Fleet NV Manual	Cancelled:	<input checked="" type="checkbox"/> Archived: <input type="checkbox"/>
Document Number:	<input type="text"/>	Scheduled:	<input checked="" type="checkbox"/> Pending Approval: <input checked="" type="checkbox"/>
Amendment Number:	<input type="text"/>	Held:	<input checked="" type="checkbox"/>
Document Category:	<input type="text"/>		
From Accounting Period:	<input type="text"/>	User ID:	<input type="text"/> allroles102
To Accounting Period:	<input type="text"/>	Security Org:	<input type="text"/>
From Date:	<input type="text"/>	Title: <input type="text"/>	
To Date:	<input type="text"/>		
Vendor			
Code:	<input type="text"/>	TIN (SSN/EIN):	<input type="text"/>
DUNS:	<input type="text"/>	DUNS+4:	<input type="text"/>
Designated Agent - ALC:	<input type="text"/>	Customer Account:	<input type="text"/>
System ID: <input type="text"/>			
Search		Clear	
+ Additional Criteria			
+ Accounting			
- Advance Search			
Statement Number: <input type="text"/> F0000006		Referenced Statement Number: <input type="text"/>	Source Number: <input type="text"/>

Steps to Cancel an Internal Voucher (NV) form:

Notes

3. Select the **Search** button to execute the query.
4. Select the record of the document to cancel.

Correct	View	Delete	Cancel	Reference Query	Amend	Route	GL Detail	Display	10	Items	View as CSV	Sort...
	Document Type	Document Number			Amendment Number	Title	Document Date	Document Status				
	FMV	FMVF0000006-019				CORRECTION	11/16/2010					Processed

5. The Header page is displayed showing the status as Pending Cancellation.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

> Header

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

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

Workflow Status Approval History

Expand All | Collapse All

General

Document Type: FMV Fleet NV Manual Orig Voucher Date: 11/16/2010 Reset Document Date:

Status: PENDINGCANCELLATION

Document Number: FMVF0000006-019 Accounting Period:

Statement Number: F0000006 Generate Statement Number Reporting Accounting Period:

Title: CORRECTION Batch Number:

Authorized By:

Post Code:

Disbursing Office: GS127 Document Classification:

Security Org: GSA * Accomplished Date: 11/09/2010

Suppress Printing:

[Return to Top](#)

6. REQUIRED—Enter the Cancel Reason.

Cancel Reason

* **Cancel Reason:** CANCELED INTRAFUND

[Return to Top](#)

Steps to Cancel an Internal Voucher (NV) form:

Notes

7. Select the **Verify** button.

The screenshot shows the Pegasys application interface. At the top, there is a navigation bar with links: Transactions, Queries, Reference, System Administration, and Utilities. Below the navigation bar, a message says "Action was successful." A row of buttons includes Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The "Header" tab is selected. Under the "Header" tab, there are several input fields: Document Type (FMV), Status (PENDINGCANCELLATION), Document Number (FMVF0000012-024), Statement Number (F0000012), Title (CORRECTION), Authorized By (empty), Post Code (empty), Disbursing Office (GS127). To the right of these, there are fields for Orig Voucher Date (11/20/2010), Reset Document Date (checkbox checked), Voucher Date (11/20/2010), Accounting Period (02/2011), Reporting Accounting Period (02/2011), Batch Number (empty), Document Classification (empty), Security Org (GSA), * Accomplished Date (11/16/2010), and Suppress Printing (checkbox checked). At the bottom left, there is a link "Return to Top".

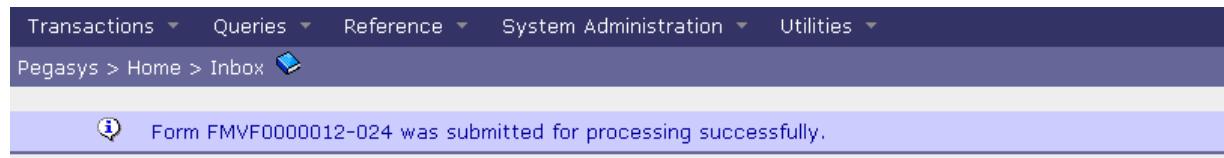
8. Select the **Save** button.

The screenshot shows the Pegasys application interface after saving. At the top, a message says "Form FMVF0000012-024 was saved successfully." Below the message, a row of buttons includes Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The "Header" tab is selected. The input fields are the same as in the previous screenshot, with the status now set to HELDCANCEL. The "Voucher Date" field is highlighted with a yellow border. The rest of the fields and their values are identical to the previous screenshot. At the bottom left, there is a link "Return to Top".

Steps to Cancel an Internal Voucher (NV) form: Notes

9. 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.*



Note: Cancellations on billing document types RMV and FMV will be routed through workflow for approval. See section 4.16 for information on Workflow Management and Form Approval.

Note: When the document has been approved, the document status will be Cancelled.

10. To check the status of the document, navigate back to Form Document Selection.

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
FMV	FMVF0000012-024		CORRECTION	11/20/2010	Cancelled

4.5 Standard Voucher (SV)

4.5.1 Standard Voucher (SV) Description and Uses

The Standard Voucher (SV) is used to record miscellaneous accounting transactions that are not included in any of the other Pegasys modules. The SV updates any affected budget lines, plans, and projects based on the accounting event derived from the vouchers entered transaction type. Please see the existing *Pegasys User Guide for additional information on Standard Vouchers (SV)*. For information on AR Accruals, see section 4.5. For information on Allowance for Loss SVs, see section 4.14.2. For interface specifications regarding the Imputed Rent process, please refer to the Data Exchange Specifications for PBS Rent.

The Standard Voucher requires that the user specify a transaction type on each line, which is then used to determine the accounting event used for the transaction. This means that the Standard Voucher can be used to mimic any other Pegasys transaction. In addition to specifying a transaction type, the Standard Voucher also requires the user to indicate which of the following four posting events is performed by a given Standard Voucher line:

- **An expenditure:** for example, to recognize depreciation costs associated with ADP equipment, or to record an intra-agency expenditure transfer.
- **A general ledger transfer:** for example, to record a balance sheet transfer such as the liquidation of an outstanding advance.
- **The recognition of revenue:** for example, to record that the user has transferred revenue from another division within the agency.
- **A budget correction:** for example, to correct an unintended update to an appropriation's upward expenditure adjustment amount.

When the user references a transaction on a Standard Voucher, the Standard Voucher does not actually liquidate the referenced document. The Standard Voucher is listed in the referenced transaction's reference query only. For example, if the user is using the Standard Voucher to reclassify the accounting dimensions on an itemized receipt document that has already been paid, the Standard Voucher performs the correct general ledger updates to record the accepted amount under the new accounting distribution, but does not update the accounting distribution shown in the receipt's view or review status query.

Exhibit 4-28: New Standard Voucher Navigation

Transactions=> General System=> New=> Standard Voucher

The screenshot shows the Pegasys software interface. At the top, there is a navigation bar with links for 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation bar is a search bar labeled 'Form/Document Selection' with the placeholder text 'Search...'. The main content area is titled 'selection' and contains a 'General System' menu. Under 'General System', the 'New' option is selected, which has a dropdown menu. This dropdown menu includes 'Correct', 'View', 'Delete', 'Review', and 'Cancel'. The 'Standard Voucher' option is highlighted with a red box. To the right of the menu, there is a 'Document Status' section with checkboxes for 'Processed', 'Rejected', 'Cancelled', 'Archived', 'Scheduled', 'Pending Approval', and 'Held'. Below this are fields for 'User ID', 'Security Org', and 'Title', each with a small edit icon. At the bottom left of the interface, there are 'Search' and 'Clear' buttons.

4.5.2 Available Standard Voucher (SV) Document Types

Each BAAR Business Line will use predetermined document types. The document type is a configuration child record of the 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
[Appendix: Available Standard Voucher \(SV\) Document Types](#)

4.5.3 Standard Voucher (SV) – User-Defined Form Field Descriptions

The listing of User-Defined fields on the Standard Voucher (SV) Form is available at [Appendix: Standard Voucher \(SV\) – User-Defined Fields and Form Descriptions](#)

4.5.4 Automated Methods to Create Standard Vouchers (SV)

Standard Vouchers will be created automatically using the following processes and interfaces:

- **Form Import** - Load SVs for imputed rent, revenue accruals, and inventory adjustments, receipts, and transfers (ART) into Pegasys via the Form Import batch job.

- **Surcharge Generation Process** - Batch job that will determine eligible surcharges, calculate the amount of those surcharges, and generate SV documents for the amount of the surcharges that will update the journals and the agreement entity.
- **PCAS Accruals Process** - Used to assess agreement lines eligible for revenue accrual, calculate the amount of the revenue accrual, and create standard voucher documents that post the calculated revenue accrual amount to the agreement entity at the line level.
- **Inventory from Billing Process** – Batch job that generates SVs to record the cost of goods sold associated with Detailed Billing Records.

4.5.5 Standard Voucher (SV) – Imputed Rent

PBS has an additional billing transaction called Imputed Rent. This section will describe the automated process for Imputed Rent as well as the manual creation of the Imputed Rent transaction, although Imputed Rent is typically an interface document.

Imputed Rent Automated Process

PBS Imputed Rent (PBS billing for building space occupied by PBS) is recorded as an Intrafund transaction. Instead of creating actual bills (Internal Vouchers) to record Imputed Rent, PBS submits Standard Voucher (SV) documents to record the associated General Ledger and budget impact. PBS also uses Intrafund billing to monitor possible lost revenue, or what PBS calls an 'opportunity cost'.

PBS Imputed rent will be handled in BAAR using an SV document, which will be typically created via an automated process. PBS submits Imputed Rent files to the FM ESB, which then reformats the files to the Pegasys Form Import layout for Standard Vouchers. The Imputed Rent files are then imported in to Pegasys from the FM ESB and run through the Batch Controls process. SVs are then created using a Form Import offline process.

There are two main types of Imputed Rent records: Imputed Rent Revenue and Imputed Rent Cost/Expense. Imputed Rent Revenue records represent the revenue from imputed Rent records; this is the bulk of records for every month. Imputed Rent Cost/Expense records represent the expense records to offset the revenue records and are typically represented in one record per region, including object class, cost element, function code, and organization code. There are no building numbers on these 11 expense records (one per region excluding Central Office). PBS will send one file for the revenue records and a separate file for the expense records.

Section 4.5.5.1 will describe how to manually create an SV for Imputed rent with the differences for Revenue and Cost/Expense notated in the steps.

4.5.5.1 Manual Creation of Standard Voucher (SV) – Imputed Rent

For information on Correcting or Cancelling SV documents, see *sections 4.5.3 and 4.5.4*.

To create an Imputed Rent SV document:

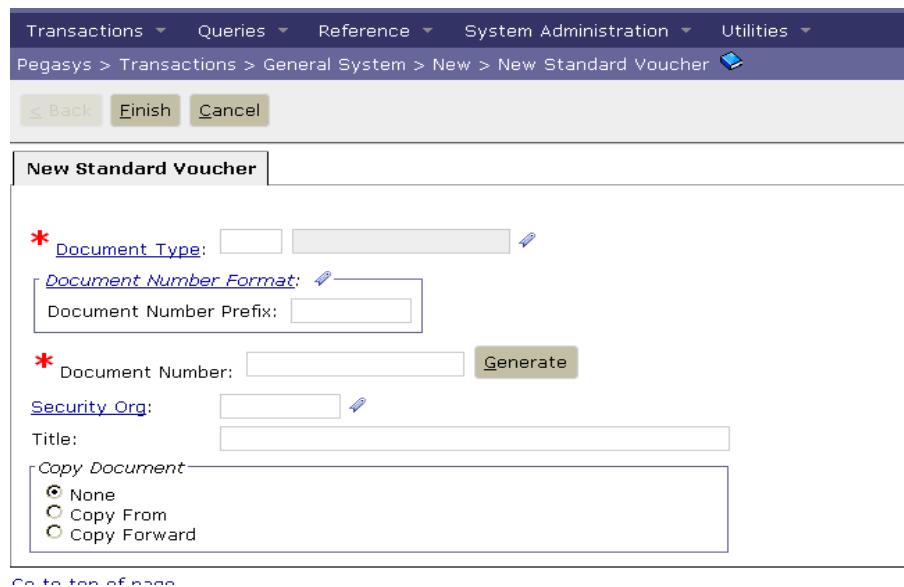
The users are required to populate the following types of fields to create the Detail Billing Records via Detail Billing Record Query.

- **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 a General System Standard Voucher (SV) Form (Imputed Rent):

Notes

1. Navigate to Transactions => General System => New => Standard Voucher.
2. The New Standard Voucher page is displayed.



The screenshot shows the 'New Standard Voucher' form. At the top, there's a navigation bar with links for Transactions, Queries, Reference, System Administration, and Utilities. Below the bar, the current location is indicated as Pegasys > Transactions > General System > New > New Standard Voucher. The main area is titled 'New Standard Voucher'. It contains several input fields: 'Document Type' (with a red asterisk), 'Document Number Format', 'Document Number Prefix', 'Document Number' (with a red asterisk), a 'Generate' button, 'Security Org', 'Title', and a 'Copy Document' section with radio buttons for 'None', 'Copy From', and 'Copy Forward'. At the bottom left, there are buttons for 'Back', 'Finish', and 'Cancel'.

REQUIRED—Enter the system-required fields. Enter the appropriate value in the **Document Type** field. Select the **Generate** button to generate a **Document Number**. A unique value will be populated 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 'RFR' and 'RFE' is the document type of Standard Voucher (SV) form followed by the year, month and day, combined with 4 incremented digits. (e.g., RFRYYYYMMDD##### and RFEYYYYMMDD#####).

Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):

Notes

3. Select the **Finish** button.

The screenshot shows the 'New Standard Voucher' form. At the top, there are navigation links: Transactions, Queries, Reference, System Administration, and Utilities. Below that, it says 'Pegasys > Transactions > General System > New > New Standard Voucher'. A red box highlights the 'Finish' button in the toolbar. The main area contains fields for Document Type (RFR, Imputed Rent SV Rever), Document Number Format, Document Number Prefix, Document Number (highlighted with an orange box), Security Org, Title, Copy Document (radio buttons for None, Copy From, Copy Forward), and a 'Generate' button.

The Header page is displayed.

The screenshot shows the 'Header' page of the standard voucher. The top navigation bar includes Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below that is a tabs menu with Header (selected), Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Under the Header tab, there are two sub-tabs: Workflow Status and Approval History. The main content area is titled 'General' and contains various input fields: Document Type (RFR, Imputed Rent SV Rever), Document Date, Status (NEW), Accounting Period, Document Number (RFR201011170002), Reporting Accounting Period, Title, Reversal Accounting Period, Document Classification, Issued By, Security Org (GSA), Automatic Reversal, Reverse After Period, Suppress Printing, Agency DUNS Number, Agency DUNS+4, and Spending Override. At the bottom left is a 'Return to Top' link.

Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):

Notes

4. 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 are required to be populated per the business process of each business line. For details on these fields, refer to [Appendix: Create Imputed Rent Standard Voucher \(SV\)](#)

- General.
- User Defined Fields.
- External System Information.

User Defined Fields

<u>Assignment Code:</u>	RG7GRP1	
Return to Top		

External System Information

<u>Site ID:</u>		
<u>System ID:</u>	RENTMANL	
<u>External System Document Number:</u>	OA123456799	
Return to Top		

5. Select the Accounting Lines tab.

6. Select the Add button.

The screenshot shows the Pegasys Accounting Lines screen. At the top, there's a navigation bar with links like Transactions, Queries, Reference, System Administration, Utilities, and a specific header path: Pegasys > Transactions > General System > New > Standard Voucher > Header: RFR Imputed Rent SV Revenue for BAAR PFR201011170003 HELD > Accounting Lines. Below the header is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Underneath the toolbar, there are tabs for Header, Fixed Assets, Accounting Lines (which is selected and highlighted in blue), Approval Routing, Memos, Summary, and Correspondence. A sub-menu bar below the tabs includes Accounting Line and Contracts Pay. At the bottom of the screen, there's a table header for accounting lines with columns: Line Number, Amount, Transaction Event, Increase/Decrease, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, B/A, Proj Cd, Sub Proj, Function, C/E, Sub Obj, Rev Src, Sub Rev Src, Bldg, Sys Tag #, Veh Itm, Wrk Itm, ABC Activity, and C/E. The first column has a checkbox header. Below the table, a message says "- NO ITEMS TO DISPLAY -". The 'Add' button in the toolbar is highlighted with a red box.

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 on the Remove button.

Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):

Notes

The Accounting line is displayed.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Transactions > General System > New > Standard Voucher > Header: RFR Imputed Rent SV Revenue for BAAR RFR201011170003 HELD > A

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

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

Accounting Line | Contracts Pay

[Expand All](#) | [Collapse All](#)

- General

Line Number:	1	Receivable Type:	<input type="text"/>
Transaction Type:	<input type="text"/> 	Source Number:	<input type="text"/>
Transaction Event:	Revenue	SF-224 Reclassification:	<input type="checkbox"/>
Increase/Decrease:	Increase	TROR Classification:	<input type="text"/>
Obligation FY:	<input type="text"/>	TROR Category:	<input type="text"/>
Statement Number:	<input type="text"/> Generate Statement Number	TROR Collection Type:	<input type="text"/>
		Related Statement Number:	<input type="text"/>
		Referenced Statement Number:	<input type="text"/>

[Return to Top](#)

Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):

Notes

7. On the “Accounting Lines” 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 are required to be populated per the business process of each business line. For details on these fields, refer to [Appendix: Create Imputed Rent Standard Voucher \(SV\)](#)

- General.
- Vendor Information.
- Line Amounts.
- Accounting Dimensions.
- User Defined Fields.

Pegasys > Transactions > General System > New > Standard Voucher > Header: RFR Imputed Rent SV Revenue for BAAR RFR201011170003 HELD > Accounting Lines

Verify	Save	Submit	Schedule	Refresh	Fund Currency	Add Shortcut	Attachments	Route																
Header Fixed Assets Accounting Lines Approval Routing Memos Summary Correspondence																								
Accounting Line Contracts Pay																								
Expand All Collapse All																								
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> [-] General </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;"> Line Number: <input type="text" value="1"/> </td> <td style="width: 45%;"> Receivable Type: <input type="text"/> </td> </tr> <tr> <td> Transaction Type: <input type="text" value="01"/> </td> <td> Source Number: <input type="text" value="OA123456799"/> </td> </tr> <tr> <td> Transaction Event: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Revenue"/> </td> <td> SF-224 Reclassification: <input type="checkbox"/> </td> </tr> <tr> <td> Increase/Decrease: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Increase"/> </td> <td> TROR Classification: <input type="text"/> </td> </tr> <tr> <td> Obligation FY: <input type="text"/> </td> <td> TROR Category: <input type="text"/> </td> </tr> <tr> <td> Statement Number: <input type="text" value="1022915"/> </td> <td> TROR Collection Type: <input type="text"/> </td> </tr> <tr> <td></td> <td> Related Statement Number: <input type="text"/> </td> </tr> <tr> <td></td> <td> Referenced Statement Number: <input type="text"/> </td> </tr> </table>									Line Number: <input type="text" value="1"/>	Receivable Type: <input type="text"/>	Transaction Type: <input type="text" value="01"/>	Source Number: <input type="text" value="OA123456799"/>	Transaction Event: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Revenue"/>	SF-224 Reclassification: <input type="checkbox"/>	Increase/Decrease: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Increase"/>	TROR Classification: <input type="text"/>	Obligation FY: <input type="text"/>	TROR Category: <input type="text"/>	Statement Number: <input type="text" value="1022915"/>	TROR Collection Type: <input type="text"/>		Related Statement Number: <input type="text"/>		Referenced Statement Number: <input type="text"/>
Line Number: <input type="text" value="1"/>	Receivable Type: <input type="text"/>																							
Transaction Type: <input type="text" value="01"/>	Source Number: <input type="text" value="OA123456799"/>																							
Transaction Event: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Revenue"/>	SF-224 Reclassification: <input type="checkbox"/>																							
Increase/Decrease: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Increase"/>	TROR Classification: <input type="text"/>																							
Obligation FY: <input type="text"/>	TROR Category: <input type="text"/>																							
Statement Number: <input type="text" value="1022915"/>	TROR Collection Type: <input type="text"/>																							
	Related Statement Number: <input type="text"/>																							
	Referenced Statement Number: <input type="text"/>																							
Return to Top																								

Pegasys > Transactions > General System > New > Standard Voucher > Header: RFR Imputed Rent SV Revenue for BAAR RFR201011170003 HELD > Accounting Lines

Verify	Save	Submit	Schedule	Refresh	Fund Currency	Add Shortcut	Attachments	Route																
Header Fixed Assets Accounting Lines Approval Routing Memos Summary Correspondence																								
Accounting Line Contracts Pay																								
Expand All Collapse All																								
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> [-] General </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;"> Line Number: <input type="text" value="1"/> </td> <td style="width: 45%;"> Receivable Type: <input type="text"/> </td> </tr> <tr> <td> Transaction Type: <input type="text" value="01"/> </td> <td> Source Number: <input type="text" value="OA123456799"/> </td> </tr> <tr> <td> Transaction Event: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Revenue"/> </td> <td> SF-224 Reclassification: <input type="checkbox"/> </td> </tr> <tr> <td> Increase/Decrease: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Increase"/> </td> <td> TROR Classification: <input type="text"/> </td> </tr> <tr> <td> Obligation FY: <input type="text"/> </td> <td> TROR Category: <input type="text"/> </td> </tr> <tr> <td> Statement Number: <input type="text" value="1022915"/> </td> <td> TROR Collection Type: <input type="text"/> </td> </tr> <tr> <td></td> <td> Related Statement Number: <input type="text"/> </td> </tr> <tr> <td></td> <td> Referenced Statement Number: <input type="text"/> </td> </tr> </table>									Line Number: <input type="text" value="1"/>	Receivable Type: <input type="text"/>	Transaction Type: <input type="text" value="01"/>	Source Number: <input type="text" value="OA123456799"/>	Transaction Event: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Revenue"/>	SF-224 Reclassification: <input type="checkbox"/>	Increase/Decrease: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Increase"/>	TROR Classification: <input type="text"/>	Obligation FY: <input type="text"/>	TROR Category: <input type="text"/>	Statement Number: <input type="text" value="1022915"/>	TROR Collection Type: <input type="text"/>		Related Statement Number: <input type="text"/>		Referenced Statement Number: <input type="text"/>
Line Number: <input type="text" value="1"/>	Receivable Type: <input type="text"/>																							
Transaction Type: <input type="text" value="01"/>	Source Number: <input type="text" value="OA123456799"/>																							
Transaction Event: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Revenue"/>	SF-224 Reclassification: <input type="checkbox"/>																							
Increase/Decrease: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Increase"/>	TROR Classification: <input type="text"/>																							
Obligation FY: <input type="text"/>	TROR Category: <input type="text"/>																							
Statement Number: <input type="text" value="1022915"/>	TROR Collection Type: <input type="text"/>																							
	Related Statement Number: <input type="text"/>																							
	Referenced Statement Number: <input type="text"/>																							
Return to Top																								

Pegasys > Transactions > General System > New > Standard Voucher > Header: RFR Imputed Rent SV Revenue for BAAR RFR201011170003 HELD > Accounting Lines

Verify	Save	Submit	Schedule	Refresh	Fund Currency	Add Shortcut	Attachments	Route																
Header Fixed Assets Accounting Lines Approval Routing Memos Summary Correspondence																								
Accounting Line Contracts Pay																								
Expand All Collapse All																								
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> [-] General </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;"> Line Number: <input type="text" value="1"/> </td> <td style="width: 45%;"> Receivable Type: <input type="text"/> </td> </tr> <tr> <td> Transaction Type: <input type="text" value="01"/> </td> <td> Source Number: <input type="text" value="OA123456799"/> </td> </tr> <tr> <td> Transaction Event: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Revenue"/> </td> <td> SF-224 Reclassification: <input type="checkbox"/> </td> </tr> <tr> <td> Increase/Decrease: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Increase"/> </td> <td> TROR Classification: <input type="text"/> </td> </tr> <tr> <td> Obligation FY: <input type="text"/> </td> <td> TROR Category: <input type="text"/> </td> </tr> <tr> <td> Statement Number: <input type="text" value="1022915"/> </td> <td> TROR Collection Type: <input type="text"/> </td> </tr> <tr> <td></td> <td> Related Statement Number: <input type="text"/> </td> </tr> <tr> <td></td> <td> Referenced Statement Number: <input type="text"/> </td> </tr> </table>									Line Number: <input type="text" value="1"/>	Receivable Type: <input type="text"/>	Transaction Type: <input type="text" value="01"/>	Source Number: <input type="text" value="OA123456799"/>	Transaction Event: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Revenue"/>	SF-224 Reclassification: <input type="checkbox"/>	Increase/Decrease: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Increase"/>	TROR Classification: <input type="text"/>	Obligation FY: <input type="text"/>	TROR Category: <input type="text"/>	Statement Number: <input type="text" value="1022915"/>	TROR Collection Type: <input type="text"/>		Related Statement Number: <input type="text"/>		Referenced Statement Number: <input type="text"/>
Line Number: <input type="text" value="1"/>	Receivable Type: <input type="text"/>																							
Transaction Type: <input type="text" value="01"/>	Source Number: <input type="text" value="OA123456799"/>																							
Transaction Event: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Revenue"/>	SF-224 Reclassification: <input type="checkbox"/>																							
Increase/Decrease: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px;" type="button" value="Increase"/>	TROR Classification: <input type="text"/>																							
Obligation FY: <input type="text"/>	TROR Category: <input type="text"/>																							
Statement Number: <input type="text" value="1022915"/>	TROR Collection Type: <input type="text"/>																							
	Related Statement Number: <input type="text"/>																							
	Referenced Statement Number: <input type="text"/>																							
Return to Top																								

Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):

Notes

- Vendor Information

Vendor

* Code:

Name:

Customer Account:



Blanket Agreement Number:



[View Contract / Blanket Agreement](#)

Blanket Agreement Line Item Number:



Sub Blanket Agreement Line Item Number:



[Return to Top](#)

- Line Amounts

Amount:

[Return to Top](#)

- Accounting Dimensions

Template: Default

* BBFY:

2011

EBFY:

* Fund:

192X

Region:

00

Org Code:

P0010101



Budget Activity:

PG53

Project Code:

Function:

PG000

Cost Element:

Revenue Source:

4306



Building #:

System:

Vehicle Tag #:

Work Item:

ABC Activity:

Reimbursable Cost Element:

YBA:

BETC:

Cost Organization:

Cohort Year:

PRC:

[Return to Top](#)

- User Defined Fields

Lease Number:

[Return to Top](#)

- Description

Description:



Extended Description:

[Return to Top](#)

Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):

Notes

8. Select the **Verify** button.

Note: The Accomplished Date will default upon verify or process.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Transactions > General System > New > Standard Voucher > Header: RFR Imputed Rent SV Revenue for BAAR RFR201011170003 HELD > Accounting Lines

Action was successful.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

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

Accounting Line | Contracts Pay |

Expand All | Collapse All

General

Line Number:	1	Receivable Type:	OA123456799
Transaction Type:	01	Source Number:	SF-224 Reclassification:
Transaction Event:	Revenue	TROR Classification:	TROR Category:
Increase/Decrease:	Increase	TROR Collection Type:	Related Statement Number:
Obligation FY:		Referenced Statement Number:	
Statement Number:	1022915	Generate Statement Number	

[Return to Top](#)

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.

9. Select the **Save** button.

Pegasys > Transactions > General System > New > Standard Voucher > Header

Form RFR201011170003 was saved successfully.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

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

Workflow Status | Approval History

Expand All | Collapse All

General

Document Type:	RFR	Imputed Rent SV Rever	Document Date:	11/17/2010
Status:	HELD	Accounting Period:	02/2011	
Document Number:	RFR201011170003	Reporting Accounting Period:	02/2011	
Title:	OA123456799	Document Classification:		
Issued By:	allroles102	Security Org:	GSA	
Automatic Reversal:	<input type="checkbox"/>	Suppress Printing:	<input type="checkbox"/>	
Reversal Accounting Period:		Spending Override:	<input type="checkbox"/>	
Reverse After Period:				
Agency DUNS Number:				
Agency DUNS+4:				

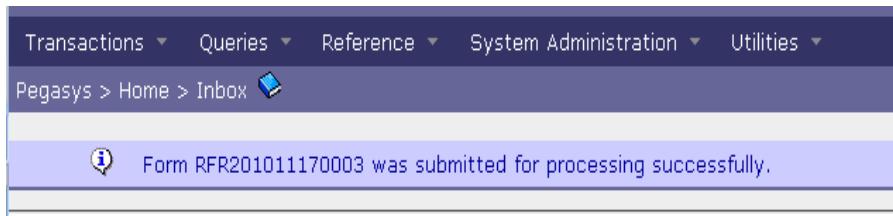
[Return to Top](#)

10. Select the **Submit** button.

Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):

Notes

- If no errors are encountered upon selecting the **Submit** button a message appears stating that the form has successfully processed.



4.5.5.2 Correct Standard Voucher (SV) – Imputed Rent

To correct a Standard Voucher (SV) Imputed Rent document, the user must have the appropriate security permissions. SVs cannot be amended; therefore the only way to update or edit an Accrual transaction is via the “Correct” function. SV forms that are sent via FM ESB (automated process) will be stored in Pegasys as rejected forms if there are errors with the Pegasys data included on the file layout.

Steps to Correct a General System Standard Voucher (SV) form (Imputed Rent):

Notes

- Navigate to Transactions=> Form Document Selection.

Note: The document can also be corrected from Transactions=> General System=> Correct.

The screenshot displays the 'Form / Document Selection' search criteria screen. It includes fields for Subsystem, Document Type, Document Number, Amendment Number, Document Category, From Accounting Period, To Accounting Period, From Date, To Date, Vendor (Code, DUNS, Designated Agent - ALC), System ID, and Document Status (Processed, Rejected, Cancelled, Archived, Scheduled, Pending Approval, Held). There are also fields for User ID, Security Org, and Title. At the bottom, there are 'Search' and 'Clear' buttons, and links for '+ Additional Criteria' and '+ Accounting'.

Steps to Correct a General System Standard Voucher (SV) form (Imputed Rent):

Notes

2. **REQUIRED**—Enter the Document Number or the Line Level Statement Number.

Form/Document Selection

Search Criteria

Subsystem:	<input type="text"/>												
Document Type:	<input type="text"/>												
Document Number:	<input type="text" value="RFR201011170003"/>												
Amendment Number:	<input type="text"/>												
Document Category:	<input type="text"/>												
From Accounting Period:	<input type="text"/>												
To Accounting Period:	<input type="text"/>												
From Date:	<input type="text"/>												
To Date:	<input type="text"/>												
Vendor	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Code:</td> <td style="width: 50%;"><input type="text"/></td> <td><input type="text"/></td> <td>TIN (SSN/EIN): <input type="text"/></td> </tr> <tr> <td>DUNS:</td> <td><input type="text"/></td> <td>DUNS+4: <input type="text"/></td> <td></td> </tr> <tr> <td>Designated Agent - ALC:</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>Customer Account: <input type="text"/></td> </tr> </table>	Code:	<input type="text"/>	<input type="text"/>	TIN (SSN/EIN): <input type="text"/>	DUNS:	<input type="text"/>	DUNS+4: <input type="text"/>		Designated Agent - ALC:	<input type="text"/>	<input type="text"/>	Customer Account: <input type="text"/>
Code:	<input type="text"/>	<input type="text"/>	TIN (SSN/EIN): <input type="text"/>										
DUNS:	<input type="text"/>	DUNS+4: <input type="text"/>											
Designated Agent - ALC:	<input type="text"/>	<input type="text"/>	Customer Account: <input type="text"/>										
System ID:	<input type="text"/>												
<input type="button" value="Search"/> <input type="button" value="Clear"/>													

Document Status

Processed: <input checked="" type="checkbox"/>	Rejected: <input checked="" type="checkbox"/>
Cancelled: <input checked="" type="checkbox"/>	Archived: <input type="checkbox"/>
Scheduled: <input checked="" type="checkbox"/>	Pending Approval: <input checked="" type="checkbox"/>
Held: <input checked="" type="checkbox"/>	

User ID:

Security Org:

Title:

Note: Enter as many details for the transaction as available. See section 4.6.4 for how to query on Form/Document Selection.

3. Select the **Search** button to execute the query.
4. Select the record of the document to correct.

Correct View Delete Cancel Reference Query Amend Route GL Detail Display 10 Items View as CSV Sort...

Items 1-4 of 4

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
FMA	201011120001		Correction	11/15/2010	Cancelled	allroles102
RMA	201011150001			11/15/2010	Processed	allroles102
FMA	FMA201011160002			11/17/2010	Processed	allroles102
RFR	RFR201011170003		OA123456799	11/17/2010	Processed	allroles102

Note: Standard Vouchers (SV) cannot be amended.

5. Select the **Correct** button to open the document in Correct Mode.

Note: If the document was previously processed, the document status will show as CORRECT. If the form was HELD or REJECTED, the document status will not show as CORRECT.

Steps to Correct a General System Standard Voucher (SV) form (Imputed Rent):

Notes

6. The Header page is displayed.

The screenshot shows the 'Header' tab selected in the navigation bar. The 'Title' field contains 'OA123456799' and is highlighted with a yellow border. Other fields visible include Document Type (RFR), Status (CORRECT), Document Number (RFR201011170003), and various date and classification fields.

7. Correct the incorrect information or add information to the Standard Voucher (SV) Imputed Rent document.

Note: If the form was rejected as part of the Form Import Process, add any additional data or update the data on the form.

8. 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 screenshot shows the 'Accounting Lines' tab selected in the navigation bar. The 'Transaction Type' field is highlighted with a yellow border. Other fields visible include Line Number (1), Transaction Event (Revenue), Increase/Decrease (Increase), Statement Number (10229150), and various classification and reference fields.

Steps to Correct a General System Standard Voucher (SV) form (Imputed Rent):

Notes

9. Select the **Save** button.

Form RFR201011170003 was saved successfully.

General

Document Type:	RFR	Imputed Rent SV Rever	Orig Document Date:	11/17/2010
Status:	HELD	Document Date:	11/17/2010	
Document Number:	RFR201011170003	Accounting Period:	02/2011	
Title:	OA123456799		Reporting Accounting Period:	02/2011
Issued By:	allroles102		Document Classification:	
Automatic Reversal:	<input type="checkbox"/>		Security Org:	GSA
Reversal Accounting Period:			Suppress Printing:	<input type="checkbox"/>
Reverse After Period:			Spending Override:	<input type="checkbox"/>
Agency DUNS Number:				
Agency DUNS+4:				

[Return to Top](#)

10. Select the **Submit** button.

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

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Home > Inbox

Form RFR201011170003 was submitted for processing successfully.

12. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

Note: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

4.5.5.3 Query Standard Voucher (SV) – Imputed Rent

Imputed Rent SV information can be viewed on the following Pegasys queries:

- Transactions → Form/ Document Selection.
- Queries → General Ledger → GL Account Detail.
- Queries → General System → Transaction Journal Query.

For further Query information, refer to section 4.6 Billing Queries.

For more information about Standard Vouchers (SV), see section 4.5.6 for information on Accrual SVs, section 4.14.2 for Allowance for Loss as well as the Pegasys User Guide for release 7.1.2.

4.5.6 Standard Voucher (SV) – Accrual

Income Accruals are recorded using Standard Voucher (SV) document types within Pegasys. The Vendor (or customer) is recorded at the accounting line level, which allows one SV to be entered for multiple customers if desired. Accruals will be entered to record income to account for billings not received prior to month end.

Accruals are different than billing documents and internal vouchers in that the accrual is acting as a supplemental transaction that records the GL impact of the billing transactions prior to the documents actually processing. The Accrual is used as a placeholder in order to record the GL/Budget impact in the correct accounting period even though the bill has yet to be recorded. Accruals can be reversed automatically so that the reversal of the accrual coincides with the income transaction. Automatically reversing accruals are reversed in a future accounting period. USDA will use self-reversing accruals to record GSA's income that was not received by Pegasys prior to the monthly billing cycle. Billing transactions that occur after the billing cycle run but before the end of the month will be accrued. Accruals are then automatically reversed using the GSREVERSE batch process within Pegasys.

For more information about Standard Vouchers (SV), see section 4.5.5 for information on Imputed Rent SVs, see section 4.14.2 for Allowance for Loss as well as the Pegasys User Guide for release 7.1.2.

4.5.6.1 Manual Creation of Standard Voucher (SV) – Accrual

Standard Vouchers (SVs) are currently used in Pegasys Accounts Payable transactions, and will also be used in a variety of Accounts Receivable (BAAR) transactions. SVs will be used to record BAAR transactions including but not limited to the following: Allowance for Loss Transactions, Accruals, Surcharges, Cost Transfers, Inventory Adjustments, and Warehouse Receipts and Adjustments.

Please see the Pegasys User Guide for release 7.1.2 for more information on Standard Vouchers (SV) and Accounts Payable.

For more information about Standard Vouchers (SV), see section 4.5.5 for information on Imputed Rent SVs, see section 4.14.2 for Allowance for Loss as well as the Pegasys User Guide for release 7.1.2.

To create a Standard Voucher (SV) for use in billing accruals, follow the below steps.

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.

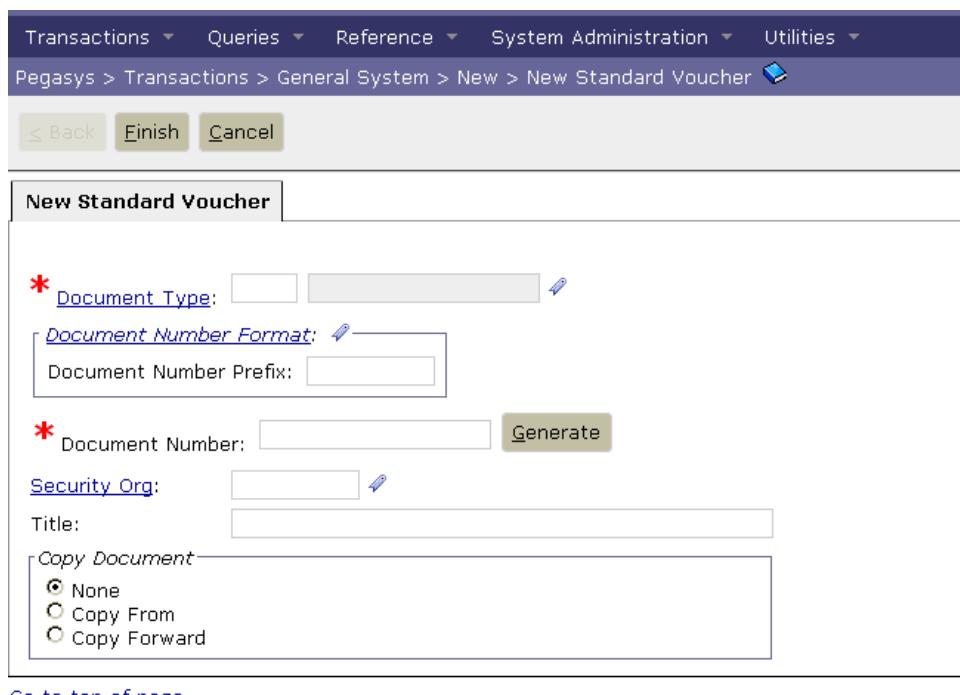
Steps to Create a General System Standard Voucher (SV)

Notes

Form (Accruals):

1. Navigate to Transactions=> General System=> New=> Standard Voucher.

The New Standard Voucher page is displayed.



* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None

Copy From

Copy Forward

[Go to top of page](#)

2. **REQUIRED**—Document Type.

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

3. **REQUIRED**—Select 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 'RMA' is the document type of Standard Voucher (SV) form followed by the year, month and day, combined with 4 incremented digits. (e.g., RMAYYYYMMDD#####).

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

Steps to Create a General System Standard Voucher (SV) Form (Accruals):

Notes

4. Select the **Finish** button.

The Header page is displayed.

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

Workflow Status | Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type:	FMA	Fleet SV Accrual Manual	Document Date:	<input type="text"/>	
Status:	NEW		Accounting Period:	<input type="text"/>	
Document Number:	FMA201011160002		Reporting Accounting Period:	<input type="text"/>	
Title:	<input type="text"/>		Document Classification:	<input type="text"/>	
Issued By:	<input type="text"/>		Security Org:	<input type="checkbox"/> GSA	
Automatic Reversal:	<input type="checkbox"/>			Suppress Printing:	<input type="checkbox"/>
Reversal Accounting Period:	<input type="text"/>			Spending Override:	<input type="checkbox"/>
Reverse After Period:	<input type="text"/>				
Agency DUNS Number:	<input type="text"/>				
Agency DUNS+4:	<input type="text"/>				

[Return to Top](#)

Amounts

Net Amount:	<input type="text"/> \$0.00
-------------	-----------------------------

[Return to Top](#)

External System Information

Site ID:	<input type="text"/>
External System Document Number:	<input type="text"/>

[Return to Top](#)

Description

Description:	<input type="text"/>
Extended Description:	<input type="text"/>

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

5. 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.

Steps to Create a General System Standard Voucher (SV)

Form (Accruals):

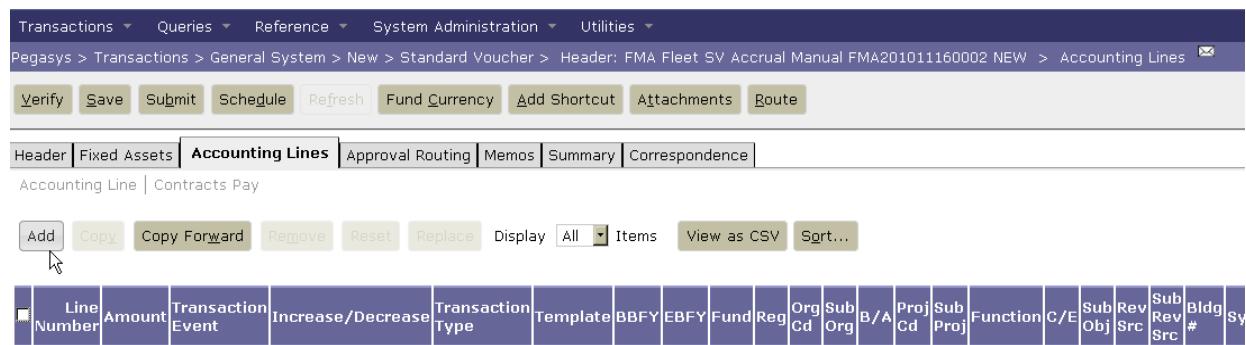
Notes

For details on these fields, refer to [Appendix: Create Accrual Standard Voucher \(SV\) - All Business Lines](#)

- General.
- User Defined Fields.
- Description.

6. Select the **Accounting Lines** tab.

7. Select the **Add** button.



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 on the Remove button.

Steps to Create a General System Standard Voucher (SV)		Notes																																																		
Form (Accruals):																																																				
Pegasys > Transactions > General System > New > Standard Voucher > Header: FMA Fleet SV Accrual Manual FMA201509250001 NEW > Accounting Lines > Accounting Line																																																				
<input type="button" value="Verify"/> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Schedule"/> <input type="button" value="Refresh"/> <input type="button" value="Fund Currency"/> <input type="button" value="Add Shortcut"/> <input type="button" value="Attachments"/> <input type="button" value="Invoice Query"/> <input type="button" value="Export to Excel"/>																																																				
Header Fixed Assets Accounting Lines Approval Routing Memos Summary Correspondence																																																				
<input checked="" type="button" value="Accounting Line"/> <input type="button" value="Contracts Pay"/>																																																				
Expand All Collapse All																																																				
<div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="checkbox"/> General</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Line Number:</td> <td style="width: 10%; text-align: right;">1</td> <td style="width: 40%;">Original Accounting Period:</td> <td style="width: 10%; text-align: right;"><input type="text"/></td> <td style="width: 10%; text-align: right;"><input type="button" value=""/></td> </tr> <tr> <td>Line Type:</td> <td style="text-align: right;"><input type="text"/></td> <td>Receivable Type:</td> <td style="text-align: right;"><input type="text"/></td> <td style="text-align: right;"><input type="button" value=""/></td> </tr> <tr> <td>Transaction Type:</td> <td style="text-align: right;"><input type="text"/></td> <td>PCAS Surcharge:</td> <td style="text-align: right;"><input type="text"/></td> <td style="text-align: right;"><input type="button" value=""/></td> </tr> <tr> <td>Transaction Event:</td> <td style="text-align: right;"><input type="text"/></td> <td>Source Number:</td> <td style="text-align: right;"><input type="text"/></td> <td></td> </tr> <tr> <td>Increase/Decrease:</td> <td style="text-align: right;"><input type="text"/></td> <td>SF-224 Reclassification:</td> <td style="text-align: right;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Obligation FY:</td> <td style="text-align: right;"><input type="text"/></td> <td>TROR Classification:</td> <td style="text-align: right;"><input type="text"/></td> <td style="text-align: right;"><input type="button" value=""/></td> </tr> <tr> <td>Statement Number:</td> <td style="text-align: right;"><input type="text"/></td> <td>TROR Category:</td> <td style="text-align: right;"><input type="text"/></td> <td style="text-align: right;"><input type="button" value=""/></td> </tr> <tr> <td></td> <td style="text-align: right;">Generate Statement Number</td> <td>TROR Collection Type:</td> <td style="text-align: right;"><input type="text"/></td> <td style="text-align: right;"><input type="button" value=""/></td> </tr> <tr> <td></td> <td></td> <td>Related Statement Number:</td> <td style="text-align: right;"><input type="text"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Referenced Statement Number:</td> <td style="text-align: right;"><input type="text"/></td> <td></td> </tr> </table> </div>			Line Number:	1	Original Accounting Period:	<input type="text"/>	<input type="button" value=""/>	Line Type:	<input type="text"/>	Receivable Type:	<input type="text"/>	<input type="button" value=""/>	Transaction Type:	<input type="text"/>	PCAS Surcharge:	<input type="text"/>	<input type="button" value=""/>	Transaction Event:	<input type="text"/>	Source Number:	<input type="text"/>		Increase/Decrease:	<input type="text"/>	SF-224 Reclassification:	<input type="checkbox"/>		Obligation FY:	<input type="text"/>	TROR Classification:	<input type="text"/>	<input type="button" value=""/>	Statement Number:	<input type="text"/>	TROR Category:	<input type="text"/>	<input type="button" value=""/>		Generate Statement Number	TROR Collection Type:	<input type="text"/>	<input type="button" value=""/>			Related Statement Number:	<input type="text"/>				Referenced Statement Number:	<input type="text"/>	
Line Number:	1	Original Accounting Period:	<input type="text"/>	<input type="button" value=""/>																																																
Line Type:	<input type="text"/>	Receivable Type:	<input type="text"/>	<input type="button" value=""/>																																																
Transaction Type:	<input type="text"/>	PCAS Surcharge:	<input type="text"/>	<input type="button" value=""/>																																																
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<div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="checkbox"/> Vendor Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Vendor</td> <td style="width: 50%;"></td> </tr> <tr> <td>* Code:</td> <td style="text-align: right;"><input type="text"/></td> </tr> <tr> <td>Address Name:</td> <td style="text-align: right;"><input type="text"/></td> </tr> </table> </div>			Vendor		* Code:	<input type="text"/>	Address Name:	<input type="text"/>																																												
Vendor																																																				
* Code:	<input type="text"/>																																																			
Address Name:	<input type="text"/>																																																			

The Accounting line is displayed.

Steps to Create a General System Standard Voucher (SV)

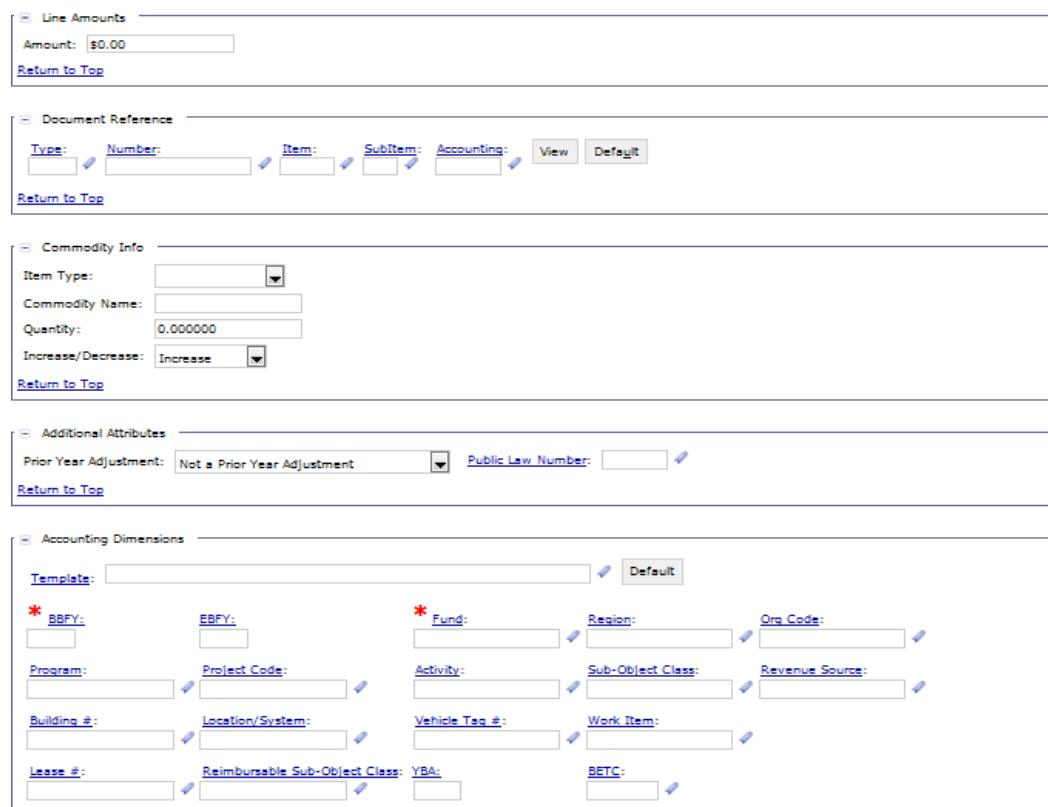
Notes

Form (Accruals):

8. On the “Accounting Lines” 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 [Appendix: Create Accrual Standard Voucher \(SV\) - All Business Lines](#)

- General.
- Vendor.
- Line Amounts.
- Accounting Dimensions:
 - Select the **Default** button after entering the Accounting template to populate the accounting dimensions from the template.

Note: The correct Transaction Type value will default as a result of selecting the Verify button.



The screenshot shows the 'Form (Accruals)' section of the Pegasys system. It consists of several tabs:

- Line Amounts:** Contains a single field 'Amount: \$0.00' and a 'Return to Top' link.
- Document Reference:** Contains fields for 'Type:' (Number), 'Item:', 'SubItem:', 'Accounting:', 'View', and 'Default' buttons, along with a 'Return to Top' link.
- Commodity Info:** Contains fields for 'Item Type:', 'Commodity Name:', 'Quantity:', and 'Increase/Decrease:' dropdowns, along with a 'Return to Top' link.
- Additional Attributes:** Contains fields for 'Prior Year Adjustment:' (dropdown: Not a Prior Year Adjustment) and 'Public Law Number:' (text input), along with a 'Return to Top' link.
- Accounting Dimensions:** Contains numerous fields for accounting dimensions, including 'Template:' (dropdown), 'BBFY:' (dropdown), 'Fund:' (dropdown), 'Region:' (dropdown), 'Org Code:' (dropdown), 'Program:' (dropdown), 'Project Code:' (dropdown), 'Activity:' (dropdown), 'Sub-Object Class:' (dropdown), 'Revenue Source:' (dropdown), 'Building #' (dropdown), 'Location/System:' (dropdown), 'Vehicle Tag #' (dropdown), 'Work Item:' (dropdown), 'Lease #' (dropdown), 'Reimbursable Sub-Object Class:' (dropdown), 'YBA:' (dropdown), and 'BETC:' (dropdown). A 'Default' button is also present in this section.

Steps to Create a General System Standard Voucher (SV) Form (Accruals):

Notes

9. Select the **Verify** button.

Note: The Accomplished Date will default upon verify or process.

The screenshot shows the 'Standard Voucher > Header' screen. The 'Verify' button is highlighted in yellow. The 'General' section contains fields for Document Type (FMA), Status (NEW), Document Number (FMA201011160002), Title, Issued By, Automatic Reversal, Reversal Accounting Period, Reverse After Period, Agency DUNS Number, and Agency DUNS+4. The 'Amounts' section shows a Net Amount of \$1,000.00. The 'Header' tab is selected, along with Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Workflow Status and Approval History tabs are also present. A message at the top says 'Action was successful.'

*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.*

10. Select the **Save** button.

The screenshot shows the 'Standard Voucher > Header' screen after saving. A message at the top says 'Form FMA201011160002 was saved successfully.' The 'General' section now shows Status (HELD). The rest of the fields and tabs are identical to the previous screenshot. The 'Header' tab is selected, along with Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Workflow Status and Approval History tabs are also present.

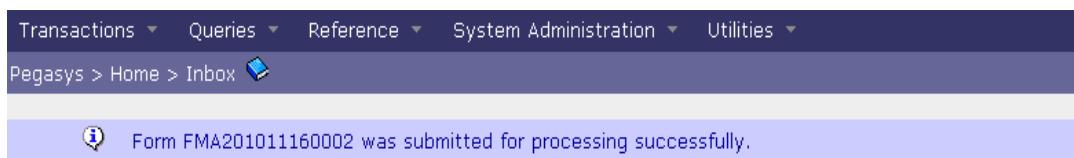
11. Select the **Submit** button.

Steps to Create a General System Standard Voucher (SV)

Form (Accruals):

Notes

12. If no errors are encountered upon selecting the **Submit** button a message appears stating that the form has successfully processed.



4.5.6.2 Correct Standard Voucher (SV) – Accrual

To correct a Standard Voucher (SV) Accrual document, the user must have the appropriate security permissions. SVs cannot be amended; therefore the only way to update or edit an Accrual transaction is via the “Correct” function.

For more information about Standard Vouchers (SV), see section 4.5.5 for information on Imputed Rent SVs, see section 4.14.2 for Allowance for Loss as well as the Pegasys User Guide for release 7.1.2.

Steps to Correct a General System Standard Voucher (SV)

Form (Accruals):

Notes

1. Navigate to Transactions=> Form Document Selection.

Note: The document can also be corrected from Transactions=> General System=> Correct.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾
Pegasys > Transactions > Form/Document Selection

Form / Document Selection

Search Criteria

Subsystem: Document Type: Document Number:
Document Category: From Accounting Period:
To Accounting Period: From Date: To Date:

Vendor

Code: <input type="text"/>	<input type="text"/>	TIN (SSN/EIN): <input type="text"/>	<input type="text"/>
DUNS: <input type="text"/>	DUNS+4: <input type="text"/>		
Designated Agent - ALC: <input type="text"/>	<input type="text"/>	Customer Account: <input type="text"/>	<input type="text"/>

System ID:

Document Status

Processed: Rejected:
Cancelled: Archived:
Scheduled: Pending Approval:
Held:

User ID: Security Org: Title:

Additional Criteria:
Accounting:

Search Clear

Steps to Correct a General System Standard Voucher (SV)

Form (Accruals):

Notes

- REQUIRED**—Enter the Document Number or the Line Level Statement Number.

Form / Document Selection

Search Criteria		Document Status	
Subsystem:	General System	Processed:	<input checked="" type="checkbox"/>
Document Type:	FMA Fleet SV Accrual Manual	Rejected:	<input checked="" type="checkbox"/>
Document Number:	FMA201304230001	Cancelled:	<input checked="" type="checkbox"/>
Amendment Number:		Scheduled:	<input checked="" type="checkbox"/>
Document Category:		Pending Approval:	<input checked="" type="checkbox"/>
From Accounting Period:		Held:	<input checked="" type="checkbox"/>
To Accounting Period:		User ID:	
From Date:		Security Org:	
To Date:		Title/Contract Number:	
Vendor			
Code:		TIN (SSN/EIN):	
DUNS:		DUNS+4:	
Designated Agent - ALC:		Customer Account:	
System ID:			
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

Note: Enter as many details for the transaction as available. See section 4.6.4 for how to query on Form/Document Selection.

- Select the **Search** button to execute the query.
- Select the record of the document to correct.

Items

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
FMA	FMA201304230001		Fleet Billed Receivables Manual Adjustment	04/23/2013	Processed

Note: Standard Vouchers (SV) cannot be amended.

- Select the **Correct** button to open the document in Correct Mode.

Note: If the document was previously processed, the document status will show as CORRECT. If the form was HELD or REJECTED, the document status will not show as CORRECT.

Steps to Correct a General System Standard Voucher (SV) Form (Accruals):

Notes

6. The Header page is displayed.

The screenshot shows the Pegasys system interface for a Standard Voucher (SV) Form (Accruals). The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation is a toolbar with 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', 'Print', and 'Route' buttons. A sub-menu bar below the toolbar includes 'Header', 'Fixed Assets', 'Accounting Lines', 'Approval Routing', 'Memos', 'Summary', and 'Correspondence'. Under 'Header', 'Workflow Status' and 'Approval History' buttons are visible. Below these are 'Expand All' and 'Collapse All' links. The main content area is divided into sections: 'General' and 'Amounts'. The 'General' section contains fields for Document Type (FMA, Fleet SV Accrual Manual), Status (CORRECT), Document Number (FMA201304230001), Title (Fleet Billed Receivables Manual Adjustment), Issued By, Automatic Reversal (checked), Reversal Accounting Period (08/2013), Reverse After Period, Agency DUNS Number, Agency DUNS+4, Orig Document Date (04/23/2013), Document Date, Accounting Period, Reporting Accounting Period, Document Classification, Security Org (GSA), Suppress Printing, and Spending Override. The 'Amounts' section shows Net Amount (\$0.00). At the bottom of the page are 'Return to Top' and 'Return to Previous' links.

7. Correct the incorrect information or add information to the Standard Voucher (SV) accrual document.

8. 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 screenshot shows the Pegasys system interface after the 'Verify' button has been selected. A success message 'Action was successful.' is displayed in a blue header bar. Below the toolbar, the 'Save' button is highlighted with a red box. The rest of the toolbar buttons ('Verify', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', 'Print', 'Route') are visible.

9. Select the **Save** button.

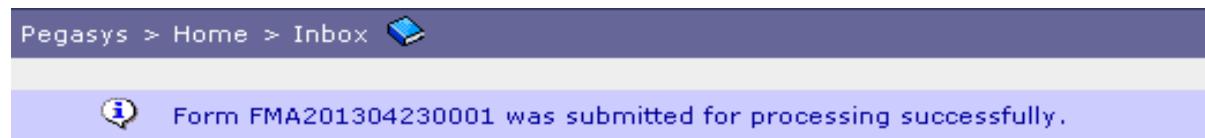
The screenshot shows the Pegasys system interface after the 'Save' button has been selected. A success message 'Form FMA201304230001 was saved successfully.' is displayed in a blue header bar. Below the toolbar, the 'Save' button is highlighted with a red box. The rest of the toolbar buttons ('Verify', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', 'Print', 'Route') are visible.

Steps to Correct a General System Standard Voucher (SV)	Notes
Form (Accruals):	

10. 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...*



11. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

Note: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

4.5.6.3 Cancel Standard Voucher (SV) – Accrual

To cancel a Standard Voucher (SV) Accrual document, the user must have the appropriate security permissions.

Note for when to use Cancel vs. Correct: If a user calls and says that they mis-keyed something, but the entry will still be received, Region 6 will correct the transaction to \$0.00 rather than cancelling.

See the Correct Standard Voucher (SV) Accrual section 4.5.6.2.

For more information about Standard Vouchers (SV), see section 4.5.5 for information on Imputed Rent SVs, see section 4.14.2 for Allowance for Loss as well as the Pegasys User Guide for release 7.1.2.

Steps to Cancel a General System Standard Voucher (SV) Form (Accruals):

Notes

1. Navigate to Transactions=> Form Document Selection.

Note: The document can also be canceled from Transactions=> General System=> Cancel.

The screenshot shows the 'Form/Document Selection' interface. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation is a breadcrumb trail: 'Pegasys > Transactions > Form/Document Selection'. The main area is titled 'Form/Document Selection' and contains a 'Search Criteria' section. It includes fields for Subsystem (set to 'General System'), Document Type (set to 'FMA / Fleet SV Accrual Manual'), Document Number (set to 'FMA201304230001'), and various date ranges ('From Date' and 'To Date'). There are also sections for 'Vendor' (with fields for Code, TIN, DUNS, and Designated Agent), 'System ID', and buttons for 'Search' and 'Clear'. To the right of the search criteria is a 'Document Status' section with checkboxes for Processed (checked), Rejected (checked), Cancelled (checked), Archived (unchecked), Scheduled (checked), Pending Approval (checked), and Held (checked). Below these status boxes are fields for 'User ID', 'Security Org', and 'Title/Contract Number'. At the bottom left are links for 'Additional Criteria' and 'Accounting'.

2. **REQUIRED**—Enter the Document Number or the Line Level Statement Number.

This screenshot shows the same 'Form/Document Selection' interface as the previous one, but with a specific document record highlighted. The 'Document Number' field is populated with 'FMA201304230001'. The rest of the interface is identical to the first screenshot, including the search criteria, vendor information, and document status options.

Note: Enter as many details for the transaction as available. See section 4.6.4 for how to query on Form/Document Selection.

3. Select the **Search** button to execute the query.
4. Select the record of the document to cancel.

Steps to Cancel a General System Standard Voucher

Notes

(SV) Form (Accruals):

Correct View Delete Cancel Reference Query Amend Route GL Detail Display 10 Items View as CSV Srch...						
	Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
<input checked="" type="checkbox"/>	FMA	FMA201304230001		Fleet Billed Receivables Manual Adjustment	04/23/2013	Processed

5. Select the **Cancel** button to open the document in Cancel Mode.
6. The Header page is displayed.

> Header [Email](#)

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Print](#) [Route](#)

[Header](#) [Fixed Assets](#) [Accounting Lines](#) [Approval Routing](#) [Memos](#) [Summary](#) [Correspondence](#)

[Workflow Status](#) [Approval History](#)

[Expand All](#) | [Collapse All](#)

[General](#)

Document Type:	<input type="button" value="FMA"/> Fleet SV Accrual Manual	Orig Document Date:	<input type="text" value="04/23/2013"/>
Status:	<input type="text" value="PENDINGCANCELLATIO"/>	Document Date:	<input type="text"/>
Document Number:	<input type="text" value="FMA201304230001"/>	Accounting Period:	<input type="text"/> Edit
Title:	<input type="text" value="Fleet Billed Receivables Manual Adjustment"/>	Reporting Accounting Period:	<input type="text"/> Edit
Issued By:	<input type="text"/>	Document Classification:	<input type="text"/>
Automatic Reversal:	<input checked="" type="checkbox"/>	Security Org:	<input type="text" value="GSA"/>
Reversal Accounting Period:	<input type="text" value="09/2013"/>	Suppress Printing:	<input type="checkbox"/>
Reverse After Period:	<input type="text"/>	Spending Override:	<input type="checkbox"/>
Agency DUNS Number:	<input type="text"/>	Return to Top	
Agency DUNS+4:	<input type="text"/>		

[Amounts](#)

Net Amount:	<input type="text" value="\$0.00"/>
-------------	-------------------------------------

[Return to Top](#)

[Cancel Reason](#)

* [Cancel Reason:](#)

Steps to Cancel a General System Standard Voucher (SV) Form (Accruals):

Notes

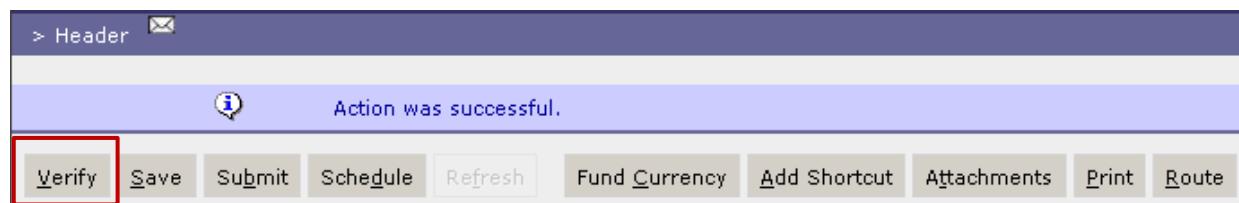
7. **REQUIRED**— Enter the Cancel Reason.



Cancel Reason: *

[Return to Top](#)

8. 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.*

9. Select the **Save** button.



10. 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.*



Steps to Cancel a General System Standard Voucher (SV) Form (Accruals):

Notes

Note: Cancellations on accrual document types RMA and FMA will be routed through workflow for approval. See section 4.16 for information on Workflow Management and Form Approval.

- To check the status of the document, navigate back to Form Document Selection.

Search Criteria		Document Status	
Subsystem:	General System	Processed:	<input checked="" type="checkbox"/>
Document Type:	FMA	Rejected:	<input checked="" type="checkbox"/>
Document Number:	201011120001	Cancelled:	<input checked="" type="checkbox"/>
Amendment Number:		Archived:	<input type="checkbox"/>
Document Category:		Scheduled:	<input checked="" type="checkbox"/>
From Accounting Period:		Pending Approval:	<input checked="" type="checkbox"/>
To Accounting Period:		Held:	<input checked="" type="checkbox"/>
From Date:	11/08/2010	User ID:	allroles102
To Date:		Security Org:	
Vendor			
Code:		TIN (SSN/EIN):	
DUNS:		DUNS+4:	
Designated Agent - ALC:		Customer Account:	
System ID:			
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

When the document has been approved, the document status will be Cancelled

	Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
	FMA	201011120001		Correction	11/15/2010	Cancelled	allroles102

4.5.6.4 Query Standard Voucher (SV) – Accrual

Accrual information can be viewed on the following Pegasys queries:

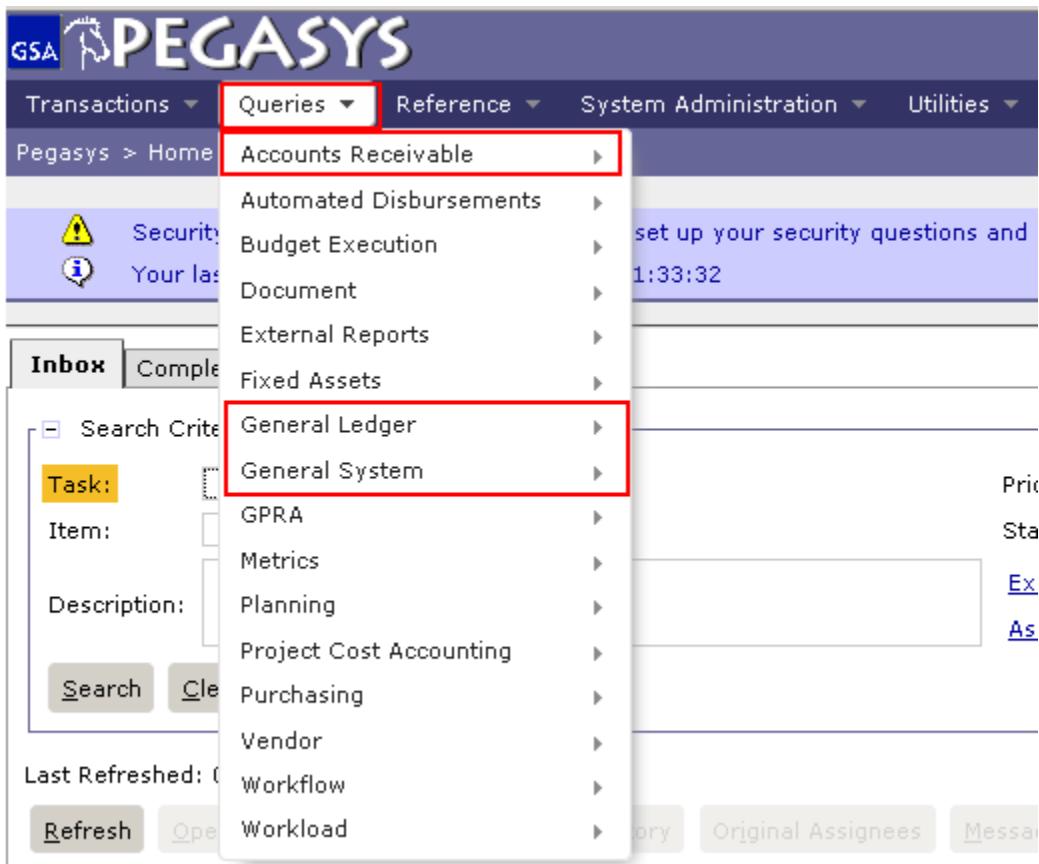
- Transactions → Form/Document Selection.
- Queries → General Ledger → GL Account Detail.
- Queries → General System → Transaction Journal Query.

For further Query information, refer to section 4.5 Billing Queries.

For more information about Standard Vouchers (SV), see section 4.5.5 for information on Imputed Rent SVs, and section 4.14.2 for Allowance for Loss. For additional information on SVs see the Pegasys User Guide for release 7.1.2.

4.6 Billing Queries

Pegasys queries can be used to research, reconcile and track billing activity. Users can retrieve billing information for processed bills on the following queries:



- Queries=>Accounts Receivable=>Outstanding Bills Query.
- Queries=> Accounts Receivable=>Billing Statement Query.
- Queries=>General System=> IPAC Transaction Query.
- Transactions=>Form/Document Selection.
- Queries=>General Ledger=>GL Account Detail Query.

For querying Detail Billing Records, see section 4.2. For querying Agreements, see section 4.3.

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.

4.6.1 Outstanding Bills Query

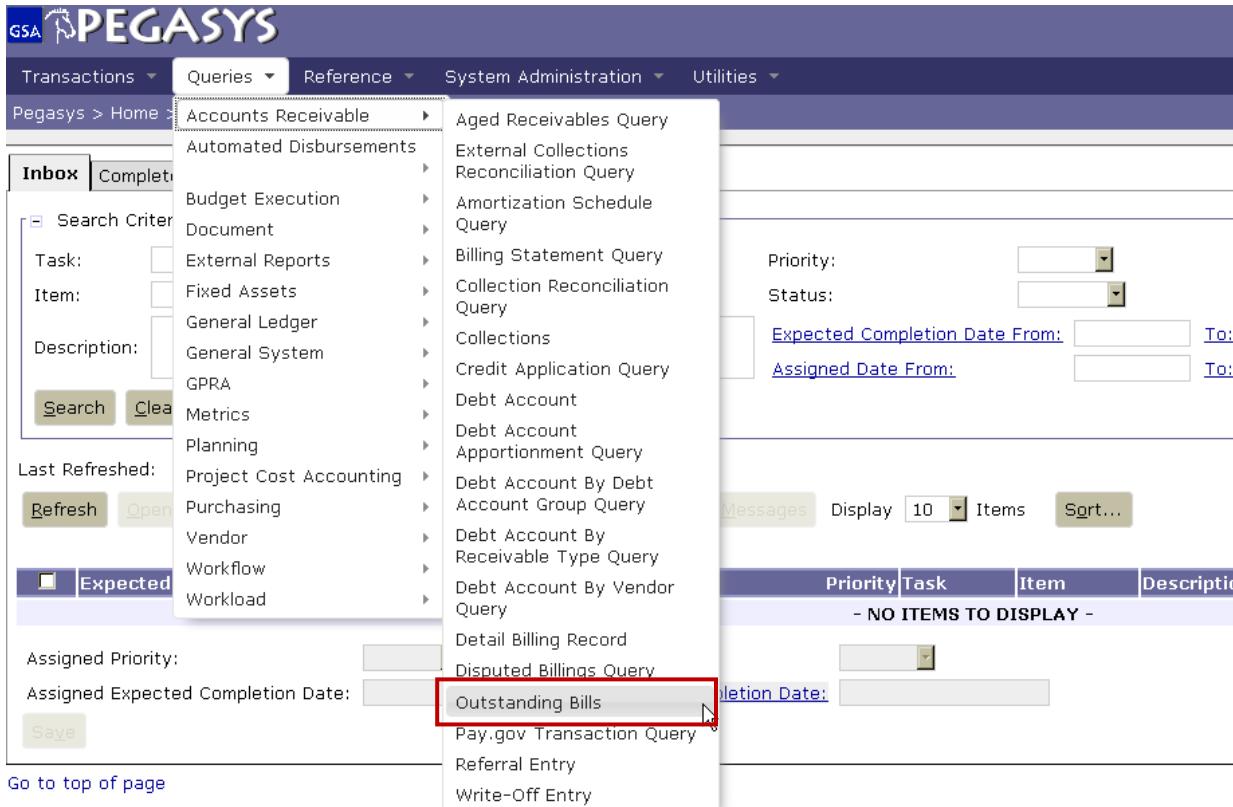
The Outstanding Bills Query provides the ability to search Billing Documents (BD) with an unliquidated receivable balance (i.e., "outstanding amount").

The Outstanding Bills Query displays outstanding bill information from the Billing Document header and provides the ability to drill down to view outstanding balances at the accounting line level.

Queries = >Accounts Receivable=>Outstanding Bills

- To search for outstanding receivable transactions, enter applicable search criteria and select the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and select the Details button.

Exhibit 4-29: Navigation to Outstanding Bills Query



4.6.1.1 Outstanding Bills Search Parameters and Results

The Outstanding Bills Query provides the ability to search for outstanding bills using Billing Document (BD) header and accounting line elements. The results of the initial search are provided at the document level (i.e., the results returned include a list of outstanding BDs).

Search criteria for the Outstanding Bills Query is listed in the table below and includes date range, vendor information, accounting dimension, additional accounting line criteria (such as Receivable Type) and dollar range parameters to search outstanding bills. The Item Collection (search results returned after the query is executed) will include Document Title, Document Date, Document Status, User ID, and Number of Days Outstanding in addition to the current Document Type and Document Number columns.

Exhibit 4-30: Outstanding Bills Query Search Criteria

Pegasys > Queries > Accounts Receivable > Outstanding Bills

Outstanding Bills

Search Criteria:

Doc Type: <input type="text"/> 	Vendor: Address Code: <input type="text"/> <input type="text"/> 
Document Number: <input type="text"/>	Billed Amount: From Amount: <input type="text"/> To Amount: <input type="text"/>
Title: <input type="text"/>	Outstanding Amount: From Amount: <input type="text"/> To Amount: <input type="text"/>
Billing Reference Number: <input type="text"/>	Outstanding Credit Amount: From Amount: <input type="text"/> To Amount: <input type="text"/>
External System Document Number: <input type="text"/>	Total Credit Amount: From Amount: <input type="text"/> To Amount: <input type="text"/>
Statement Number: <input type="text"/>	Business Line: <input type="text"/> 
Bill Generated Flag: <input type="text"/>	
Line Type: <input type="text"/>	
Document Date: From Date: <input type="text"/> To Date: <input type="text"/>	
Bill Generated Date: From Date: <input type="text"/> To Date: <input type="text"/>	
Collection Due Date: From Date: <input type="text"/> To Date: <input type="text"/>	
Assignment Code: <input type="text"/>	
Search Clear	

Additional Criteria

Billing Status: <input type="text"/> 	
Bill Type: <input type="text"/> 	
Source Number: <input type="text"/>	
Receivable Type: <input type="text"/> 	
Contracts Number: <input type="text"/> 	
Agreement: Agreement Number: <input type="text"/>  Agreement Line Number: <input type="text"/> 	
Blanket Agreement Number: <input type="text"/> 	

Exhibit 4-31: Outstanding Bills Query Additional Search Criteria

- Additional Criteria

Billing Status:	<input type="text"/>
Bill Type:	<input type="text"/>
Source Number:	<input type="text"/>
Receivable Type:	<input type="text"/>
Contracts Number:	<input type="text"/>
Agreement	
Agreement Number:	<input type="text"/>
Agreement Line Number:	<input type="text"/>
Blanket Agreement Number:	
Period of Performance	
From Start Date:	<input type="text"/>
To Start Date:	<input type="text"/>
From End Date:	<input type="text"/>
To End Date:	<input type="text"/>
Related Statement Number:	
Last Refunded	
From Date:	<input type="text"/>
To Date:	<input type="text"/>
Refunded:	<input type="text"/>
Debt Account Number:	<input type="text"/>
Depository Line Number:	<input type="text"/>
Debt Account Line Number:	<input type="text"/>
Payee Line Number:	<input type="text"/>

+ Accounting Elements

Exhibit 4-32: Outstanding Bills Query Item Collection

Details View Document Display 10 Items View as CSV Sort... Items 1-7 of 7

	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title	Document Date	Collection Due Date	User ID	Vendor Code	Address Code	Business Line
<input checked="" type="checkbox"/>	RMI	RMI00002	RMIBILRMI00002	AA000004	\$100.00	\$100.00	\$0.00	\$0.00	SD BAARTS55.16	11/17/2010		allroles121	S1017	S1017	
<input checked="" type="checkbox"/>	RMI	RMI00057	RMIBILRMI00057	AA000006	\$100.00	\$100.00	\$0.00	\$0.00	SD BAARTS55.19	11/18/2010		allroles121	S1017	S1017	
<input checked="" type="checkbox"/>	RMI	RMI00058	RMIBILRMI00058	AA000007	\$100.00	\$100.00	\$0.00	\$0.00	SD BAARTS55.21	11/18/2010		allroles121	S1017	S1017	

4.6.1.2 Outstanding Bills Query Details

The Outstanding Bills tab provides information about the outstanding Billing Document (BD) at the header level, including Bill Totals, Credit Totals, amounts collected, credits applied, amounts written off, closed amounts, and outstanding amounts.

Once the user has searched for, selected, and opened the details of an outstanding Billing Document returned by the query, in addition to displaying the outstanding bill detail, the Outstanding Bills tab provides the ability to view, correct or amend the Billing Document directly from the Outstanding Bills Query (without the need to search via another query like Form/Document Selection). If one of these action buttons is selected, the BD is opened in a new Pegasys window in the corresponding mode (view, correct or amend) where the user can then drill down from the header to the corresponding accounting lines and Detail Billing Records (DBRs), when present.

Exhibit 4-33: Outstanding Bills Query: Outstanding Bills Detail

Pegasys > Queries > Accounts Receivable > Outstanding Bills > Outstanding Bills

[View Document](#) [Correct Document](#) [Amend Document](#)

Outstanding Bills		Outstanding Bill Detail																																																																
Expand All Collapse All																																																																		
<p><input type="checkbox"/> General</p> <table> <tr> <td>Document Type:</td> <td>RMI</td> <td>External System Document Number:</td> <td></td> </tr> <tr> <td>Document Type:</td> <td>RMI</td> <td>Business Line:</td> <td>RENT</td> </tr> <tr> <td>Document Number:</td> <td>RMI00002</td> <td colspan="2">Waiver Flags</td> </tr> <tr> <td>Statement Number:</td> <td>AA000004</td> <td>Waive Admin Charges:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Title:</td> <td>SD BAARTS55.16</td> <td>Waive Penalty:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Billing Reference Number:</td> <td>RMIBILRMI00002</td> <td>Waive Interest on Principal:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Document Date:</td> <td>11/17/2010</td> <td>Waive Interest on Interest:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Collection Due Date:</td> <td></td> <td>Waive Interest on Admin Charges:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Bill Generated Flag:</td> <td><input checked="" type="checkbox"/></td> <td>Waive Interest on Penalty:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Security Organization:</td> <td>GSA</td> <td colspan="2"></td> </tr> </table> <p>Vendor</p> <table> <tr> <td>Code:</td> <td>S1017</td> <td>S1017</td> <td>More</td> </tr> <tr> <td>Name:</td> <td colspan="3">US COURTS OF APPEAL</td> </tr> </table> <p>Bill Totals</p> <table> <tr> <td>Initial Amount:</td> <td>\$100.00</td> </tr> <tr> <td>Discount Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Surcharge Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Principal Amount:</td> <td>\$100.00</td> </tr> <tr> <td>Interest Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Admin Charges Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Penalty Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Bill Total Amount:</td> <td>\$100.00</td> </tr> </table>			Document Type:	RMI	External System Document Number:		Document Type:	RMI	Business Line:	RENT	Document Number:	RMI00002	Waiver Flags		Statement Number:	AA000004	Waive Admin Charges:	<input checked="" type="checkbox"/>	Title:	SD BAARTS55.16	Waive Penalty:	<input checked="" type="checkbox"/>	Billing Reference Number:	RMIBILRMI00002	Waive Interest on Principal:	<input checked="" type="checkbox"/>	Document Date:	11/17/2010	Waive Interest on Interest:	<input checked="" type="checkbox"/>	Collection Due Date:		Waive Interest on Admin Charges:	<input checked="" type="checkbox"/>	Bill Generated Flag:	<input checked="" type="checkbox"/>	Waive Interest on Penalty:	<input checked="" type="checkbox"/>	Security Organization:	GSA			Code:	S1017	S1017	More	Name:	US COURTS OF APPEAL			Initial Amount:	\$100.00	Discount Amount:	\$0.00	Surcharge Amount:	\$0.00	Principal Amount:	\$100.00	Interest Amount:	\$0.00	Admin Charges Amount:	\$0.00	Penalty Amount:	\$0.00	Bill Total Amount:	\$100.00
Document Type:	RMI	External System Document Number:																																																																
Document Type:	RMI	Business Line:	RENT																																																															
Document Number:	RMI00002	Waiver Flags																																																																
Statement Number:	AA000004	Waive Admin Charges:	<input checked="" type="checkbox"/>																																																															
Title:	SD BAARTS55.16	Waive Penalty:	<input checked="" type="checkbox"/>																																																															
Billing Reference Number:	RMIBILRMI00002	Waive Interest on Principal:	<input checked="" type="checkbox"/>																																																															
Document Date:	11/17/2010	Waive Interest on Interest:	<input checked="" type="checkbox"/>																																																															
Collection Due Date:		Waive Interest on Admin Charges:	<input checked="" type="checkbox"/>																																																															
Bill Generated Flag:	<input checked="" type="checkbox"/>	Waive Interest on Penalty:	<input checked="" type="checkbox"/>																																																															
Security Organization:	GSA																																																																	
Code:	S1017	S1017	More																																																															
Name:	US COURTS OF APPEAL																																																																	
Initial Amount:	\$100.00																																																																	
Discount Amount:	\$0.00																																																																	
Surcharge Amount:	\$0.00																																																																	
Principal Amount:	\$100.00																																																																	
Interest Amount:	\$0.00																																																																	
Admin Charges Amount:	\$0.00																																																																	
Penalty Amount:	\$0.00																																																																	
Bill Total Amount:	\$100.00																																																																	

The user can also optionally drill down to the accounting line information from within the query, rather than opening the document, using the second tab, Outstanding Bill Detail, of the query. The Outstanding Bill Detail tab provides another opportunity to refine the information returned for the accounting lines with an additional search criteria section.

The Outstanding Bills Detail page displays the accounting lines associated with the BD record selected in the Item Collection. The Outstanding Bill Detail page also has additional action buttons allowing the user to navigate quickly to the “Credit Application Worksheet”.

The additional actions will be described in section 4.10 Manage Credits.

Exhibit 4-34: Outstanding Bills Query → Outstanding Bill Detail

Pegasys > Queries > Accounts Receivable > Outstanding Bills > Outstanding Bills: RMI00002 > Outstanding Bill Detail

[View Document](#) [Correct Document](#) [Amend Document](#)

[Outstanding Bills](#) **[Outstanding Bill Detail](#)**

[Outstanding Billing Document Line](#)

Search Criteria

Billing Status:

Line Type:

Source Number:

Receivable Type:

Period of Performance

[From Start Date:](#) [To Start Date:](#)
[From End Date:](#) [To End Date:](#)

Contract Information

Contracts Number:

Blanket Agreement Number:

Delivery Order Number:

Contracts Line Item Number:

Sub Contracts Line Item Number:

Blanket Agreement Line Item Number:

Sub Blanket Agreement Line Item Number:

Debt Account Information

Debt Account Number: Depository Line Number:

Debt Account Line Number: Payee Line Number:

Exhibit 4-35: Outstanding Bill Detail Item Collection

Agreement

Agreement Number: Agreement Line Number:

Last Refunded

From Date: To Date: Refunded:

[Search](#)

*** Accounting Elements**

*** IPAC Criteria**

[Credit Application](#) [Display 10 Items](#) [View as CSV](#) [Sort...](#)

<input checked="" type="checkbox"/>	Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Type of Transfer
<input checked="" type="checkbox"/>	RMI00002	RMI	RMI00002	1	Normal	\$100.00 open	Unbilled	IPAC	

Once the user has executed a subsequent query on the outstanding bill's accounting lines, the user can view the line information on the Outstanding Bill Detail=>Outstanding Billing Document Line page (accessed by selecting an outstanding accounting line record in the item collection and selecting the Outstanding Billing Document Line hyperlink at the top of the page). If the Bill is an IPAC Credit Bill, the user can generate an IPAC Refund Payment from the Outstanding Billing Document Line page. This action will be described in *section 4.10.4 Credit Refunds*.

Exhibit 4-36: Outstanding Bill Detail → Outstanding Billing Document Line

Outstanding Billing Document Line

[Expand All](#) | [Collapse All](#)

[+] General

[Return to Top](#)

[+] Additional Information

[Return to Top](#)

[+] Accounting Elements

[Return to Top](#)

- IPAC Criteria

Customer Funding Source:

1

Funding Document:

12345678

Requisition Number:

12345678

JAS Number:

Fiscal Station Number:

12,345,678

Job Number:

Accounting Classification Reference Number: 12345678

Internal Obligation

Type: Number: Accounting:

IPAC Refund

[Document Type:](#)  [Generate IPAC Refund Payment](#)

[Return to Top](#)

[+] Totals

[Return to Top](#)

4.6.1.3 Outstanding Bills Query Search Criteria- User-Defined Field Descriptions

The listing of User-Defined fields on the Outstanding Bills Query is available at [Appendix: Outstanding Bills Query – User-Defined Search Criteria Field Descriptions](#)

Note: The search criteria on the Outstanding Bill Detail page contains many of the same fields as listed for the Outstanding Bill query.

4.6.1.4 Executing a Query Using the Outstanding Bills Query

Steps to Execute a Query Using Outstanding Bills:	Notes
<p>1. Navigate to Queries=>Accounts Receivable=>Outstanding Bills.</p> <p>The Outstanding Bills page is displayed.</p> <p>Outstanding Bills</p> <p>Search Criteria</p> <p>Doc Type: <input type="text"/> Document Type: <input type="text"/></p> <p>Address Code: 361035 <input type="text"/> <input type="button"/></p> <p>Document Number: <input type="text"/> </p> <p>Billed Amount From Amount: <input type="text"/> To Amount: <input type="text"/></p> <p>Title: <input type="text"/> Billing Reference Number: <input type="text"/> External System Document Number: <input type="text"/></p> <p>Outstanding Amount From Amount: <input type="text"/> To Amount: <input type="text"/></p> <p>Statement Number: G0000361 <input type="text"/> Bill Generated Flag: <input type="button" value="True"/> </p> <p>Outstanding Credit Amount From Amount: <input type="text"/> To Amount: <input type="text"/></p> <p>Line Type: <input type="text"/> Document Date From Date: <input type="text"/> To Date: <input type="text"/></p> <p>Total Credit Amount From Amount: <input type="text"/> To Amount: <input type="text"/></p> <p>Business Line: FLEET <input type="button"/></p> <p>Bill Generated Date From Date: 02/01/2011 To Date: 02/21/2011</p> <p>Collection Due Date From Date: <input type="text"/> To Date: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> <p>Additional Criteria</p> <p>Billing Status: <input type="button" value="Billed"/> </p> <p>Bill Type: IPAC <input type="button"/></p> <p>Source Number: <input type="text"/> Receivable Type: <input type="text"/> <input type="button"/> Contracts Number: <input type="text"/> <input type="button"/></p> <p>Agreement Agreement Number: <input type="text"/> <input type="button"/> Agreement Line Number: <input type="text"/> <input type="button"/></p> <p>Blanket Agreement Number: <input type="text"/></p>	

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the Statement Number or Document Number or some specific criteria.

To search for the monthly billed activity, enter the Bill Generated date range, set the Bill Generated flag to True, and set the Billing Status to Billed.

*Note: Query performance is improved with each additional search criteria entered.
Users should not execute “Blind” queries, meaning no search criterion is entered.*

Steps to Execute a Query Using Outstanding Bills:

Notes

3. Select the **Search** button.

The results are returned in the item collection.

Items 1-2 of 2														
Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title	Document Date	Collection Due Date	User ID	Vendor Code	Address Code	Business Line
FMN	25-009	FMNBIL25-009		\$100.00	\$100.00	\$0.00	\$0.00		10/25/2010		allroles88 270286259	00001		
FMN	26-001	FMNBIL26-001		\$100.00	\$100.00	\$0.00	\$0.00		10/26/2010		allroles88 270286259	00001		

4. Select a detail record.

5. Select the **Details** button.

Items 1-2 of 2														
Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title	Document Date	Collection Due Date	User ID	Vendor Code	Address Code	Business Line
FMN	25-009	FMNBIL25-009		\$100.00	\$100.00	\$0.00	\$0.00		10/25/2010		allroles88 270286259	00001		
FMN	26-001	FMNBIL26-001		\$100.00	\$100.00	\$0.00	\$0.00		10/26/2010		allroles88 270286259	00001		

The Outstanding Bill Detail Page is displayed.

Note: The user can also view the document from the Outstanding Bill Detail Page by selecting the View Document Button.

View Document Amend Document																																																	
Outstanding Bills Outstanding Bill Detail																																																	
Expand All Collapse All																																																	
<p>- General</p> <table border="1"> <tr> <td>Document Type:</td> <td><input type="text" value="FMN"/></td> <td>External System Document Number:</td> <td><input type="text"/></td> </tr> <tr> <td>Document Type:</td> <td><input checked="" type="checkbox" value="FMN"/></td> <td>Business Line:</td> <td><input type="text" value="FLEET"/></td> </tr> <tr> <td>Document Number:</td> <td><input type="text" value="FMN00302"/></td> <td colspan="2">Waiver Flags</td> </tr> <tr> <td>Statement Number:</td> <td><input type="text" value="FC000081"/></td> <td>Waive Admin Charges:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Title:</td> <td><input type="text" value="SD BAARTS004.13"/></td> <td>Waive Penalty:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Billing Reference Number:</td> <td><input type="text" value="FMNBILFMN00302"/></td> <td>Waive Interest on Principal:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Document Date:</td> <td><input type="text" value="12/20/2010"/></td> <td>Waive Interest on Interest:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Collection Due Date:</td> <td><input type="text"/></td> <td>Waive Interest on Admin Charges:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Bill Generated Flag:</td> <td><input checked="" type="checkbox"/></td> <td>Waive Interest on Penalty:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Bill Generated Date:</td> <td><input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td>Security Organization:</td> <td><input type="text" value="GSA"/></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Vendor</td> <td colspan="2"></td> </tr> </table>		Document Type:	<input type="text" value="FMN"/>	External System Document Number:	<input type="text"/>	Document Type:	<input checked="" type="checkbox" value="FMN"/>	Business Line:	<input type="text" value="FLEET"/>	Document Number:	<input type="text" value="FMN00302"/>	Waiver Flags		Statement Number:	<input type="text" value="FC000081"/>	Waive Admin Charges:	<input checked="" type="checkbox"/>	Title:	<input type="text" value="SD BAARTS004.13"/>	Waive Penalty:	<input checked="" type="checkbox"/>	Billing Reference Number:	<input type="text" value="FMNBILFMN00302"/>	Waive Interest on Principal:	<input checked="" type="checkbox"/>	Document Date:	<input type="text" value="12/20/2010"/>	Waive Interest on Interest:	<input checked="" type="checkbox"/>	Collection Due Date:	<input type="text"/>	Waive Interest on Admin Charges:	<input checked="" type="checkbox"/>	Bill Generated Flag:	<input checked="" type="checkbox"/>	Waive Interest on Penalty:	<input checked="" type="checkbox"/>	Bill Generated Date:	<input type="text"/>			Security Organization:	<input type="text" value="GSA"/>			Vendor			
Document Type:	<input type="text" value="FMN"/>	External System Document Number:	<input type="text"/>																																														
Document Type:	<input checked="" type="checkbox" value="FMN"/>	Business Line:	<input type="text" value="FLEET"/>																																														
Document Number:	<input type="text" value="FMN00302"/>	Waiver Flags																																															
Statement Number:	<input type="text" value="FC000081"/>	Waive Admin Charges:	<input checked="" type="checkbox"/>																																														
Title:	<input type="text" value="SD BAARTS004.13"/>	Waive Penalty:	<input checked="" type="checkbox"/>																																														
Billing Reference Number:	<input type="text" value="FMNBILFMN00302"/>	Waive Interest on Principal:	<input checked="" type="checkbox"/>																																														
Document Date:	<input type="text" value="12/20/2010"/>	Waive Interest on Interest:	<input checked="" type="checkbox"/>																																														
Collection Due Date:	<input type="text"/>	Waive Interest on Admin Charges:	<input checked="" type="checkbox"/>																																														
Bill Generated Flag:	<input checked="" type="checkbox"/>	Waive Interest on Penalty:	<input checked="" type="checkbox"/>																																														
Bill Generated Date:	<input type="text"/>																																																
Security Organization:	<input type="text" value="GSA"/>																																																
Vendor																																																	

Steps to Execute a Query Using Outstanding Bills:**Notes**

6. Select the **Outstanding Bill Detail** tab.

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

Outstanding Bills **Outstanding Bill Detail** Outstanding Bill Detail

[Expand All](#) | [Collapse All](#)

General

Document Type:	FMN	External System Document Number:	
Document Number:	FMN00302	Business Line:	FLEET
Statement Number:	FC000081	Waiver Flags	
Title:	SD BAARTS004.13	Waive Admin Charges:	<input checked="" type="checkbox"/>
Billing Reference Number:	FMNBILFMN00302	Waive Penalty:	<input checked="" type="checkbox"/>
Document Date:	12/20/2010	Waive Interest on Principal:	<input checked="" type="checkbox"/>
Collection Due Date:		Waive Interest on Interest:	<input checked="" type="checkbox"/>
Bill Generated Flag:	<input checked="" type="checkbox"/>	Waive Interest on Admin Charges:	<input checked="" type="checkbox"/>
Bill Generated Date:		Waive Interest on Penalty:	<input checked="" type="checkbox"/>
Security Organization:	GSA		

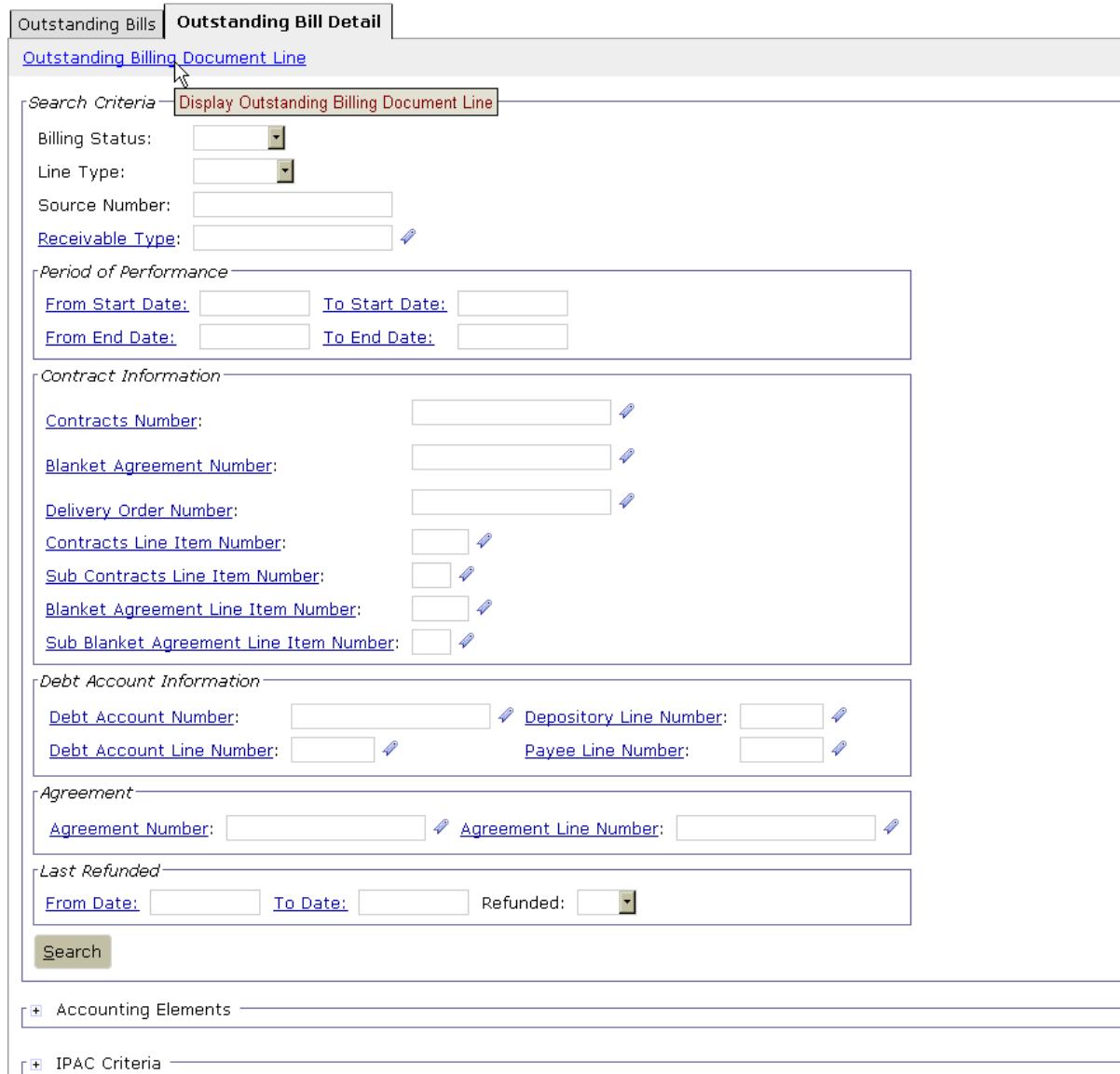
Vendor

Steps to Execute a Query Using Outstanding Bills:

Notes

7. Select an accounting line.

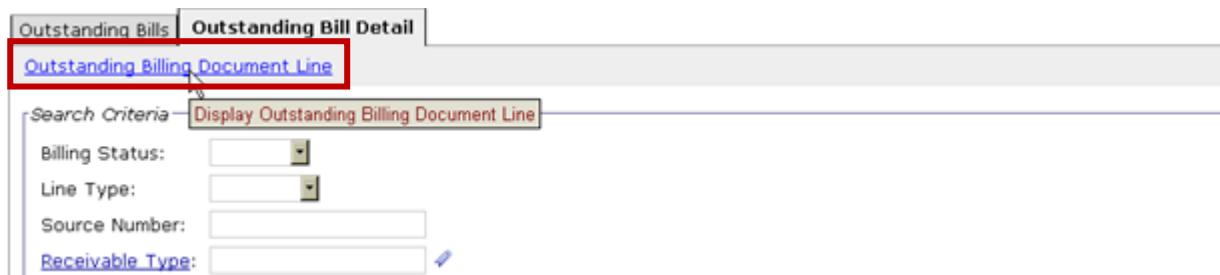
Note: For those documents with many accounting lines, additional search criteria can be entered and a subsequent query performed on the accounting line information. Once in the Outstanding Bill Detail screen, the search is only executed within the BD selected on the main page.



The screenshot shows the 'Outstanding Bill Detail' search interface. At the top, there are tabs for 'Outstanding Bills' and 'Outstanding Bill Detail'. The 'Outstanding Bill Detail' tab is active. Below the tabs, a section titled 'Outstanding Billing Document Line' contains a 'Display Outstanding Billing Document Line' button, which is highlighted with a red box. The form includes fields for 'Billing Status', 'Line Type', 'Source Number', and 'Receivable Type'. A 'Period of Performance' section contains date range fields ('From Start Date' to 'To Start Date' and 'From End Date' to 'To End Date'). A 'Contract Information' section contains fields for 'Contracts Number', 'Blanket Agreement Number', 'Delivery Order Number', 'Contracts Line Item Number', 'Sub Contracts Line Item Number', 'Blanket Agreement Line Item Number', and 'Sub Blanket Agreement Line Item Number'. A 'Debt Account Information' section contains fields for 'Debt Account Number', 'Depository Line Number', 'Debt Account Line Number', and 'Payee Line Number'. An 'Agreement' section contains fields for 'Agreement Number' and 'Agreement Line Number'. A 'Last Refunded' section contains fields for 'From Date', 'To Date', and 'Refunded'. At the bottom, there is a 'Search' button and expandable sections for 'Accounting Elements' and 'IPAC Criteria'.

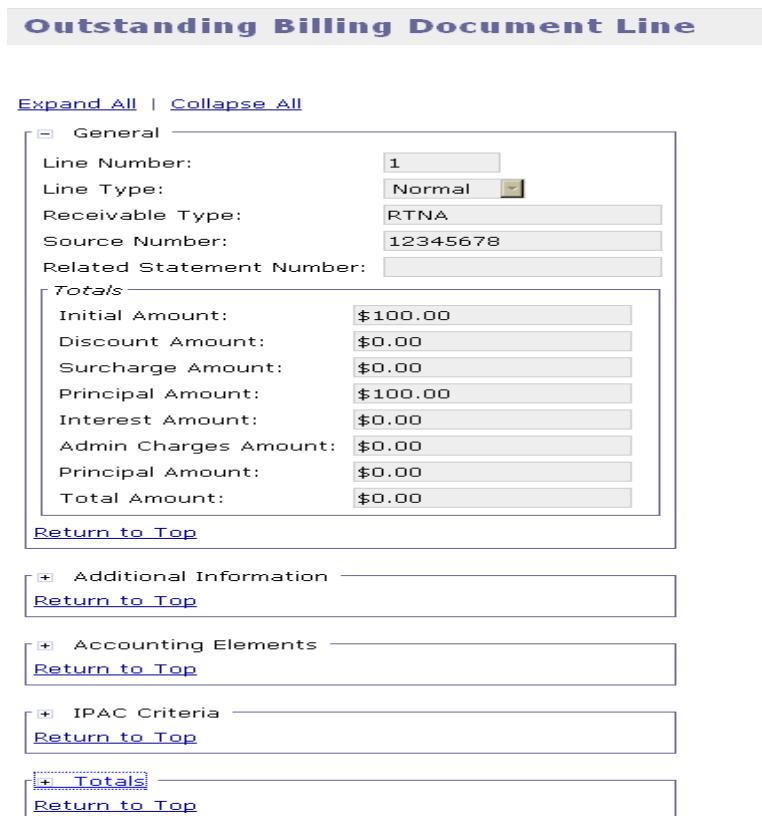
Steps to Execute a Query Using Outstanding Bills:**Notes**

8. Select the Outstanding Billing Document Line link.



The screenshot shows the 'Outstanding Bill Detail' section of the application. At the top, there are tabs for 'Outstanding Bills' and 'Outstanding Bill Detail'. Below these, a sub-menu has a red box around the 'Outstanding Billing Document Line' link. A cursor arrow points to this link. Further down, there is a 'Search Criteria' section with fields for 'Billing Status', 'Line Type', 'Source Number', and 'Receivable Type', each with dropdown menus or input fields.

9. View the Outstanding Billing Document Line page information.



The screenshot shows the 'Outstanding Billing Document Line' page. At the top, it says 'Outstanding Billing Document Line'. Below that is a 'General' section containing fields for Line Number (1), Line Type (Normal), Receivable Type (RTNA), Source Number (12345678), and Related Statement Number. Underneath is a 'Totals' section with various amount fields: Initial Amount (\$100.00), Discount Amount (\$0.00), Surcharge Amount (\$0.00), Principal Amount (\$100.00), Interest Amount (\$0.00), Admin Charges Amount (\$0.00), Principal Amount (\$0.00), and Total Amount (\$0.00). There are also sections for 'Additional Information', 'Accounting Elements', 'IPAC Criteria', and 'Totals', each with a 'Return to Top' link.

Steps to Execute a Query Using Outstanding Bills:

Notes

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

Pegasys > Queries > Accounts Receivable > Outstanding Bills > Outstanding Bills:

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

4.6.2 Billing Statement Query

The Billing Statement Query provides the ability to research, review, and track billing and collection transactions grouped together by a Statement number. Entering a “Statement Number” on a Billing Document (BD) prompts the system to create a Statement Entity, which is used as a way to logically tie together multiple receivables (BDs) that will be presented to a customer as a consolidated statement.

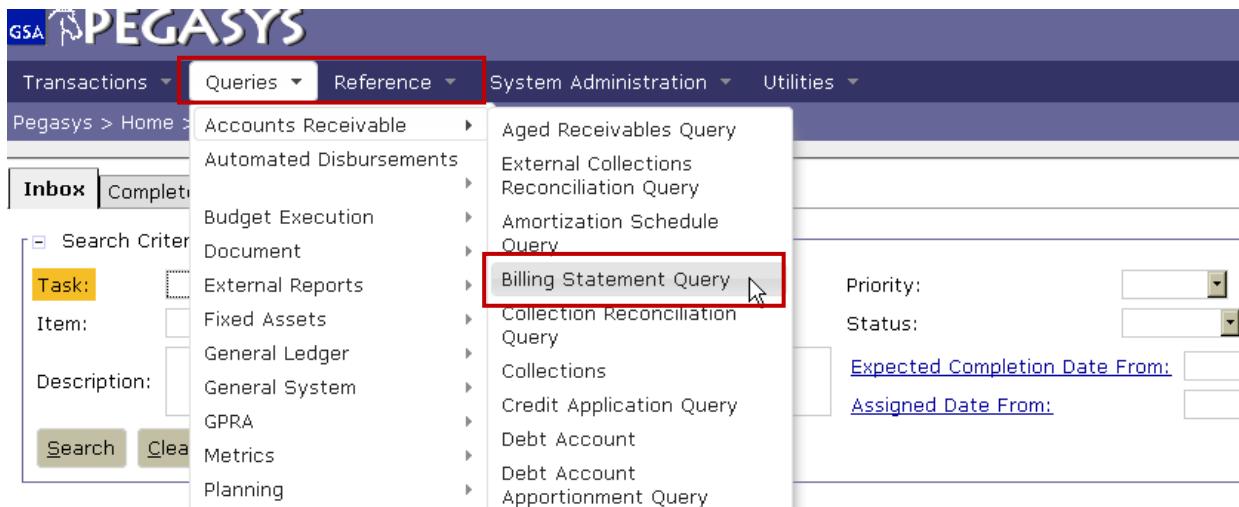
There can be a one-to-one or a one-to-many relationship between statements and billing documents. In other words, one statement can have one billing document or multiple billing documents associated to it.

Accounts Receivable billing uses the Billing Statement number as the primary identifying number or code for a billing transaction as well as the subsequent activity on the bill. The Statement Number field is used to associate related BDs when generating the printed bill, displaying the bill in Vendor and Customer Self Service (VCSS), or when sending the bill to IPAC. Billing Statement actions include Statement printing, Statement correspondence, and Statement level disputes. Statement Correspondence is described in *section 4.8.4*. Receiving disputes where the entire Billing Statement has been disputed from VCSS is described in *section 4.9*. In addition to actions on a Statement, Pegasys provides the ability to query Statements and their associated transactions using the Billing Statement Query. Please refer to *section 2.3.1* for Additional information on Statement Billing.

Queries=>Accounts Receivable=> Billing Statement Query

- To search for Statement information, enter applicable search criteria and select the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and select the Details button.

Exhibit 4-37: Navigation to the Billing Statement Query



4.6.2.1 Billing Statement Query Search Parameters and Results

The Billing Statement query can be used to search Statement information, including the Statement's print status/print dates, the Statement's collection due date, and the balances for the Statement, Vendor and Documents.

Exhibit 4-38: Billing Statement Query Search Criteria

Search Criteria

Statement Number:

Security Organization:

Statement Vendor

Code:

Disbursing Office:

ALC:

Customer ALC:

Bill Type:

Print Option:

Statement Generated Flag:

Statement Print Dates

From Date:

To Date:

Collection Due Dates

From Date:

To Date:

Last Statement Print Dates

From Date:

To Date:

Business Line: RENT

Buttons: Search, Clear

Exhibit 4-39: Billing Statement Query Item Collection

Item	Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ⏷ ⏸	Items 1-10 of 391									
	Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Statement Print Date	Collection Due Date	Last Statement Print Date	Security Organization	
	B0901001	9567	9567	IPAC	Suppress	RENT	04/14/2011	05/14/2011	04/14/2011	GSA	
	B0901003	9567	9567	IPAC	Suppress	RENT	04/14/2011	05/14/2011	04/14/2011	GSA	
	B0901003	95670000	95670000	IPAC	Suppress	RENT	04/14/2011	05/14/2011	04/14/2011	GSA	
	B0901005	9567	9567	IPAC	Suppress	RENT	04/14/2011	05/14/2011	04/14/2011	GSA	
	B0901005	95670000	95670000	IPAC	Suppress	RENT	04/14/2011	05/14/2011	04/14/2011	GSA	
	B0901007	9567	9567	IPAC	Suppress	RENT	04/14/2011	05/14/2011	04/14/2011	GSA	
	B0901007	95670000	95670000	IPAC	Suppress	RENT	04/14/2011	05/14/2011	04/14/2011	GSA	
	B0901009	9567	9567	IPAC	Suppress	RENT	04/14/2011	05/14/2011	04/14/2011	GSA	
	B0901009	95670000	95670000	IPAC	Suppress	RENT	04/14/2011	05/14/2011	04/14/2011	GSA	
	B0901010	9567	9567	IPAC	Suppress	RENT	04/14/2011	05/14/2011	04/14/2011	GSA	

4.6.2.2 Billing Statement Query Details

The Billing Statement Query has 4 tabs. The user can view Statement-Level Balances, Document Balances, Vendor Balances, and Correspondence (view and create) from the query.

The Billing Statement Query also provides additional user actions from within the Statement details, including launching the Credit Application Worksheet, viewing documents, adding attachments, and creating/viewing Correspondence, which will be described in section 4.6.2.4. *For additional information on Pegasys Attachment functionality, please refer to the Pegasys User Guide for release 6.5.*

Exhibit 4-40: Billing Statement Detail

Pegasys > Queries > Accounts Receivable > Billing Statement Query > Statement Balances

Attachments

Statement Balances	Vendor Balances	Document Balances	Correspondence
---------------------------	-----------------	-------------------	----------------

Credit Application Worksheet

[Expand All](#) | [Collapse All](#)

General

Code: AA000004	Statement Vendor
Statement Print Date:	Code: S1017 S1017
Statement Generated:	Name: US COURTS OF APPEAL
Security Org: GSA	Disbursing Office:
Bill Type: IPAC	ALC:
Business Line: RENT	Customer ALC:

Billed Amount

Initial Amount: \$100.00	Credit Amount
Discount Amount: \$0.00	Initial Amount: \$0.00
Principal Amount: \$100.00	Discount Amount: \$0.00
Surcharge Amount: \$0.00	Principal Amount: \$0.00
Interest Amount: \$0.00	Surcharge Amount: \$0.00
Admin Charges Amount: \$0.00	Credit Total Amount: \$0.00
Penalty Amount: \$0.00	
Billed Total Amount: \$100.00	

4.6.2.3 Executing a Query Using the Billing Statement Query

Billing has two primary offline processes, the Billing Generation process (ARBILLGEN) and the IPAC Outbound process (GSIPACOUT). The billing process performs updates on both the non-IPAC and IPAC Bills. Non-IPAC Bills are updated with the Statement print date, the BD accounting line's billing status is set to billed, and the Statement/Bill generated flags are set to true. Once the Statement/Bill generated flags are true, the customer can see the billing information in VCSS. Non-IPAC Billing Documents (BDs) are not selected or updated by the IPAC Outbound process.

IPAC Bills are updated by both the IPAC outbound process (GSIPACOUT) and the bill generation process (ARBILLGEN). The IPAC out process will set the IPAC Status to In-Transit, the BD Billing status to billed, the Statement/Bill generated flags to true. Bill generation will set the Statement Print date for the IPAC bills.

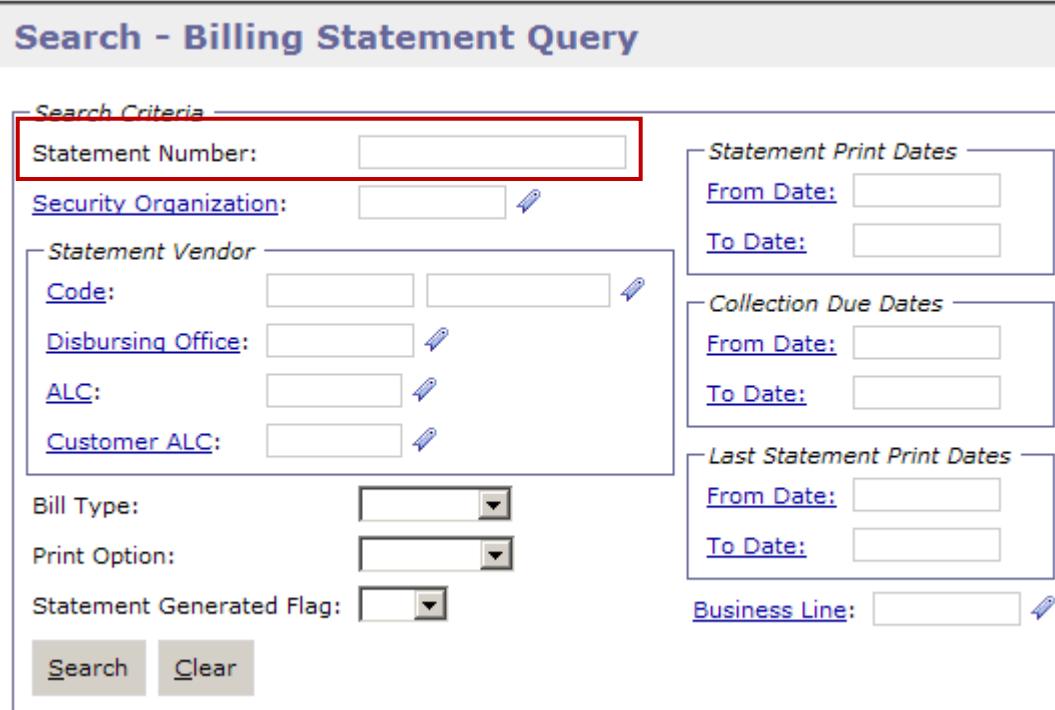
Pegasys queries can be used to view, track and reconcile Accounts Receivable transactions throughout the AR life cycle.

Steps to Execute a Query Using the Billing Statement Query:

Notes

1. Navigate to Queries =>Accounts Receivable =>Billing Statement Query.

The Billing Statement Query page is displayed.



Search Criteria

Statement Number:

Security Organization: 

Statement Vendor

Code: 

Disbursing Office: 

ALC: 

Customer ALC: 

Bill Type:

Print Option:

Statement Generated Flag:

Statement Print Dates

From Date:

To Date:

Collection Due Dates

From Date:

To Date:

Last Statement Print Dates

From Date:

To Date:

Business Line: 

Search **Clear**

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Statement Number**.

To search for Statements that have been billed, enter the **Bill Type**, **Statement Generated Flag** equal to Yes, **Business Line**, **Statement Print Date** range and any other pertinent information (such as **Statement Number** or **Statement Vendor**).

*Note: Query performance is improved with each additional search criteria entered. Users **should not** execute “Blind” queries, meaning no search criterion is entered.*

Steps to Execute a Query Using the Billing Statement Query:
Notes

3. Select the **Search** button.

Search - Billing Statement Query

<i>Search Criteria</i>	
Statement Number:	<input type="text" value="F000249"/>
Security Organization: <input type="text"/>	
Statement Vendor	
Code:	<input type="text"/>
Disbursing Office:	<input type="text"/>
ALC:	<input type="text"/>
Customer ALC:	<input type="text"/>
Bill Type:	<input type="button" value="▼"/>
Print Option:	<input type="button" value="▼"/>
Statement Generated Flag:	<input type="button" value="▼"/>
<input style="border: 2px solid red; padding: 2px; margin-right: 10px;" type="button" value="Search"/> <input type="button" value="Clear"/>	
Statement Print Dates	
From Date:	<input type="text"/>
To Date:	<input type="text"/>
Collection Due Dates	
From Date:	<input type="text"/>
To Date:	<input type="text"/>
Last Statement Print Dates	
From Date:	<input type="text"/>
To Date:	<input type="text"/>
Business Line: <input type="text"/>	

The results are returned in the Item Collection.

Statement Code	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line
G0001064	36001200	36001200	IPAC	Yes	FLEET
G0001064	361035	361035	IPAC	Yes	FLEET
G0001064	361035_AK1	361035	IPAC	Yes	FLEET

Note: When searching for statements from the Statement Query by Statement Number, the query will return individual records for each vendor associated with that statement. Selecting any of these records will open the statement showing the consolidated Statement Balances tab first. Use the Vendor Balances tab to view individual vendor balances for each vendor associated with the statement (including the Designated Agent).

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

Steps to Execute a Query Using the Billing Statement Query:

Notes

6. Review the Statement Balances Tab information.

Pegasys > Queries > Accounts Receivable > Billing Statement Query > Statement Balances

Attachments (1)

Statement Balances (selected) Vendor Balances Document Balances Correspondence																									
Credit Application Worksheet																									
Expand All Collapse All																									
<p><input type="checkbox"/> General</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Code:</td> <td>F0002249</td> <td style="width: 45%;">Statement Vendor</td> </tr> <tr> <td>Last Statement Print Date:</td> <td>03/01/2011</td> <td>Code: 897009 897009</td> </tr> <tr> <td>Collection Due Date:</td> <td>03/31/2011</td> <td>Name: DEPT OF ENERGY</td> </tr> <tr> <td>Statement Print Date:</td> <td>03/01/2011</td> <td>Disbursing Office: GS127</td> </tr> <tr> <td>Statement Generated:</td> <td><input checked="" type="checkbox"/></td> <td>ALC: 47000016</td> </tr> <tr> <td>Security Org:</td> <td>GSA</td> <td>Customer ALC:</td> </tr> <tr> <td>Bill Type:</td> <td>Standard</td> </tr> <tr> <td>Print Option:</td> <td>Yes</td> </tr> <tr> <td>Business Line:</td> <td>FLEET</td> </tr> </table>		Code:	F0002249	Statement Vendor	Last Statement Print Date:	03/01/2011	Code: 897009 897009	Collection Due Date:	03/31/2011	Name: DEPT OF ENERGY	Statement Print Date:	03/01/2011	Disbursing Office: GS127	Statement Generated:	<input checked="" type="checkbox"/>	ALC: 47000016	Security Org:	GSA	Customer ALC:	Bill Type:	Standard	Print Option:	Yes	Business Line:	FLEET
Code:	F0002249	Statement Vendor																							
Last Statement Print Date:	03/01/2011	Code: 897009 897009																							
Collection Due Date:	03/31/2011	Name: DEPT OF ENERGY																							
Statement Print Date:	03/01/2011	Disbursing Office: GS127																							
Statement Generated:	<input checked="" type="checkbox"/>	ALC: 47000016																							
Security Org:	GSA	Customer ALC:																							
Bill Type:	Standard																								
Print Option:	Yes																								
Business Line:	FLEET																								
<p><i>Billed Amount</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Initial Amount:</td> <td>\$190.00</td> <td style="width: 45%;">Credit Amount</td> </tr> <tr> <td>Discount Amount:</td> <td>\$0.00</td> <td>Initial Amount: (\$190.00)</td> </tr> <tr> <td>Principal Amount:</td> <td>\$190.00</td> <td>Discount Amount: \$0.00</td> </tr> <tr> <td>Surcharge Amount:</td> <td>\$0.00</td> <td>Principal Amount: (\$190.00)</td> </tr> <tr> <td>Interest Amount:</td> <td>\$0.00</td> <td>Surcharge Amount: \$0.00</td> </tr> <tr> <td>Admin Charges Amount:</td> <td>\$0.00</td> <td>Credit Total Amount: (\$190.00)</td> </tr> <tr> <td>Penalty Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Billed Total Amount:</td> <td>\$190.00</td> </tr> </table>		Initial Amount:	\$190.00	Credit Amount	Discount Amount:	\$0.00	Initial Amount: (\$190.00)	Principal Amount:	\$190.00	Discount Amount: \$0.00	Surcharge Amount:	\$0.00	Principal Amount: (\$190.00)	Interest Amount:	\$0.00	Surcharge Amount: \$0.00	Admin Charges Amount:	\$0.00	Credit Total Amount: (\$190.00)	Penalty Amount:	\$0.00	Billed Total Amount:	\$190.00		
Initial Amount:	\$190.00	Credit Amount																							
Discount Amount:	\$0.00	Initial Amount: (\$190.00)																							
Principal Amount:	\$190.00	Discount Amount: \$0.00																							
Surcharge Amount:	\$0.00	Principal Amount: (\$190.00)																							
Interest Amount:	\$0.00	Surcharge Amount: \$0.00																							
Admin Charges Amount:	\$0.00	Credit Total Amount: (\$190.00)																							
Penalty Amount:	\$0.00																								
Billed Total Amount:	\$190.00																								

Note: The Statement will have the following information populated after the billing cycle has successfully run:

Last Statement Print Date equal to the date the bill generation process selected the statement (ARBILLGEN)

Statement Print Date equal to the date the bill generation process selected the statement (ARBILLGEN)

Statement Generated Flag equal to True (checked)

These fields are only updated by ARBILLGEN therefore, if a bill is reprinted, the values should remain from the initial billing cycle.

If the Statement has attachments, including the consolidated Billing Statement

Steps to Execute a Query Using the Billing Statement Query:

Notes

(PDF), the attachment button will indicate there are attachments present.

The user must have the appropriate security permission to view or modify attachments.

- To add or view an attachment to the Statement, select **Attachments**.

Note: In order to maintain consistency with VCSS, users should add attachments to the Statement rather than to the Billing Document (BD).

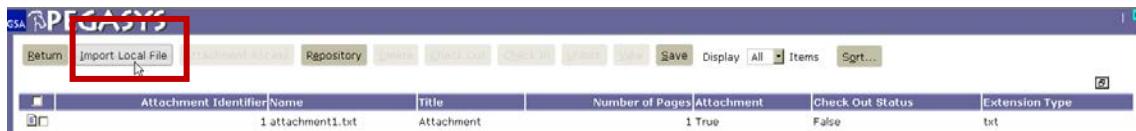
Pegasys > Queries > Accounts Receivable > Billing Statement Query > Statement Balances

Statement Balances Vendor Balances Document Balances Correspondence

Credit Application Worksheet

Note: The Attachment Button will indicate the number of the attachments in parenthesis's () next to the word Attachment.

- REQUIRED — to Upload Attachments**—To import a file as an attachment, select **Import Local File**.



- REQUIRED — to Upload Attachments**—Enter the file information for the attachment and select **Browse** to select a file.

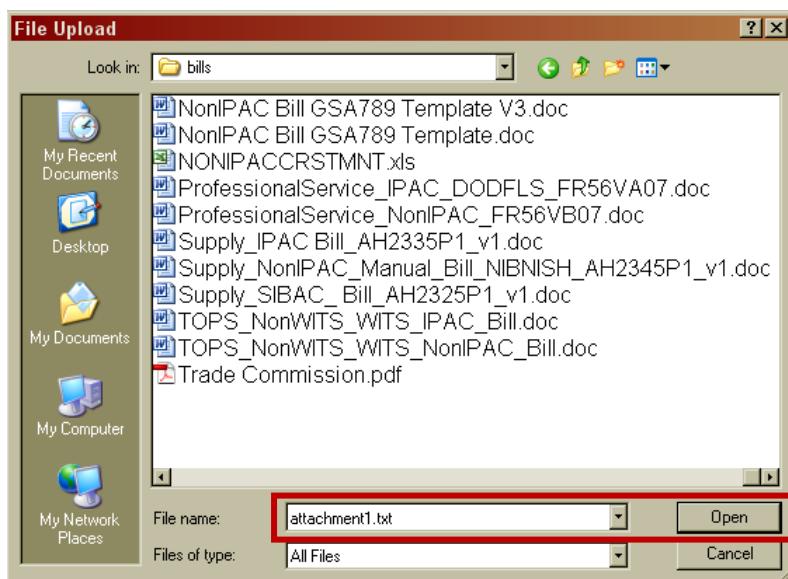
Note: Users can attach PDF, Word 2003, Excel 2003, .txt files, up to 5-6 MBs.

* Attachment Identifier:	1
* Title:	Attachment1
Number of Pages:	5
Attachment Date:	11/16/2010
Location:	BillingStatement/&1786
File:	<input type="file"/>
Attachment:	<input type="checkbox"/>
Transmit to External Application:	<input type="checkbox"/>
Bill Statement Flag:	<input type="checkbox"/>
Cancel	Upload

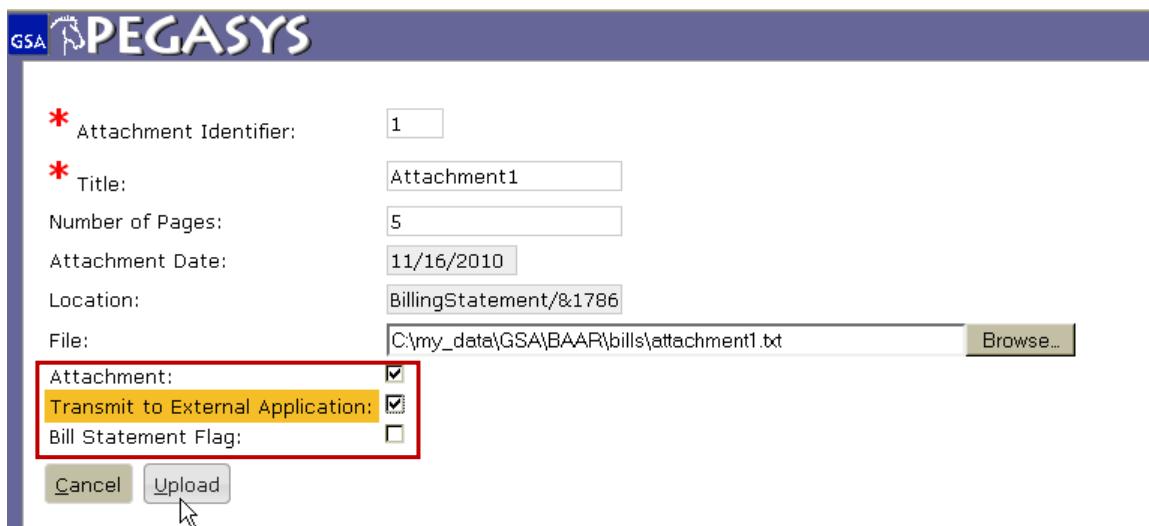
Steps to Execute a Query Using the Billing Statement Query:

Notes

10. Select the file from the appropriate local drive and select **Open**.



11. Once the file name is populated, check the appropriate flags for the attachment.



NOTE: To enable the attachment as viewable from VCSS, set the “Attachment” flag to true (checked), set the Transmit to External Application flag to true (checked).

DO NOT set the Bill Statement Flag to True. This flag designates the attachment as the VCSS printed statement (printed consolidation of bills). This flag should only be set by the system during the ARBILLGEN processing for Statement printing.

If “Attachment” is not selected, the file will be considered internal GSA “supporting documentation”. Supporting documentation does not copy forward or transmit externally.

Steps to Execute a Query Using the Billing Statement Query:

Notes

12. Select the **Upload** button to add the attachment.

The screenshot shows the Pegasys application interface for executing a query. The main title bar says "GSA PEGASYS". Below it is a form for attaching a file. The fields are as follows:

- * Attachment Identifier:** 1
- * Title:** Attachment1
- Number of Pages:** 5
- Attachment Date:** 11/16/2010
- Location:** BillingStatement/81786
- File:** C:\my_data\GSA\BAAR\bills\attachment1.txt (with a **Browse...** button)
- Attachment:**
- Transmit to External Application:**
- Bill Statement Flag:**

At the bottom are two buttons: **Cancel** and **Upload**, with **Upload** being the one highlighted by a red box and a cursor icon pointing to it.

The attachment will display on the manage attachments page.

The screenshot shows the "Manage Attachments" page in Pegasys. At the top, there's a toolbar with buttons like Return, Import Local File, Attachment Access, Repository, Delete, Check Out, Check In, Unlock, View, Save, Display, Sort..., and a dropdown for Items. Below the toolbar is a table with the following columns: Attachment Identifier, Name, Title, Number of Pages, Attachment, Check Out Status, and Extension Type. One row is visible, showing:

Attachment Identifier	Name	Title	Number of Pages	Attachment	Check Out Status	Extension Type
1	attachment1.txt	Attachment1		True	False	txt

Below the table is a "Document Information" section with the following details:

- * Attachment Identifier:** 1
- * Title:** Attachment1
- Location:** BillingStatement/81786
- Number of Pages:**
- * Attachment Date:** 12/06/2010
- Attachment:**
- Name:** attachment1.txt
- Type:** txt
- Bill Statement Flag:**
- Transmit to External Application:**

At the bottom of this section are "Return to Top" and "Edit Information" buttons. The entire "Document Information" section is highlighted with a red box. Below it is another section labeled "Edit Information" with fields for Checked Out (set to False), LockedBy, and Last Edit Date (Mon Dec 06 22:07:56 E). There are also "Return to Top" and "Edit Information" buttons here.

Steps to Execute a Query Using the Billing Statement Query:

Notes

13. To add an attachment from the system repository, select the **Repository** button.

Note: The Document Repository is a collection of Attachment Templates that may be used by the collective group and be added to forms. Once an Attachment Template has been added to a form, the user may edit the attachment within the form and the edits will not appear within the original Attachment Template. However, if the user edits the Attachment Template within the Document Repository, the original attachment will be updated accordingly without those changes affecting the copies on forms.

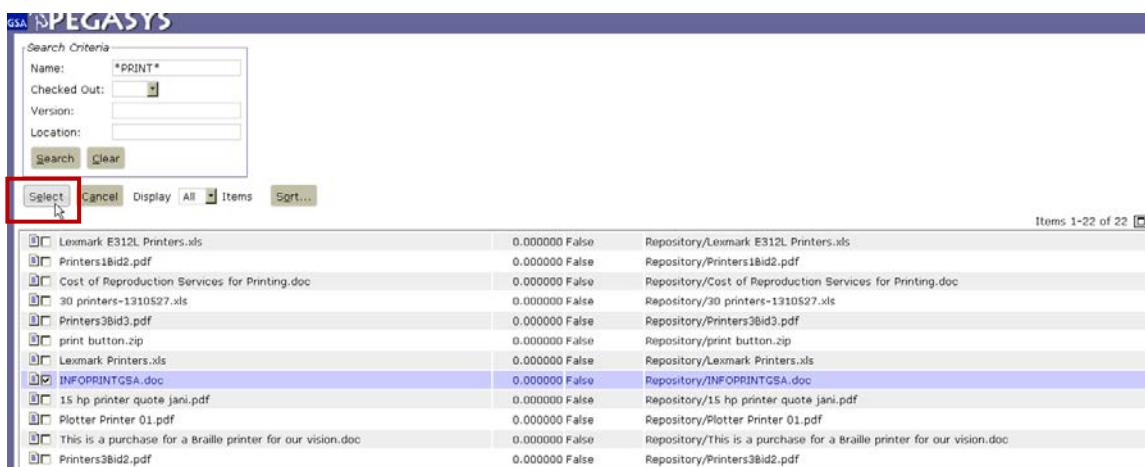


14. Search for the attachment in the repository.

*Note: as in other search screens, users should not execute a “blind query”. Users should enter the minimum search criteria such as the name of the attachment for which they are looking flanked by asterisks, e.g., *attachment*.*

A screenshot of a 'Search Criteria' dialog box. It contains fields for 'Name' (with value '*PRINT*'), 'Checked Out' (set to 'False'), 'Version', and 'Location'. At the bottom are 'Search' and 'Clear' buttons. Below the dialog is a toolbar with 'Select', 'Cancel', 'Display', 'All', 'Items', and 'Sort...' buttons. The 'Select' button is highlighted with a red box.

15. Select a file to attach and choose **Select**.



16. Select **Save** to update the attachment to the Statement.

Steps to Execute a Query Using the Billing Statement Query:

Notes

17. To view the attachment details from the Statement Query Manage Attachments screen, select the **Attachments** button.

Pegasys > Queries > Accounts Receivable > Billing Statement Query > Statement Balances

Attachments (1)

Statement Balances | Vendor Balances | Document Balances | Correspondence

Credit Application Worksheet

[Expand All](#) | [Collapse All](#)

General

Code:	F0002249	Statement Vendor
Last Statement Print Date:	03/01/2011	Code: 897009 897009
Collection Due Date:	03/31/2011	Name: DEPT OF ENERGY
Statement Print Date:	03/01/2011	Disbursing Office: GS127
Statement Generated:	<input checked="" type="checkbox"/>	ALC: 47000016
Security Org:	GSA	Customer ALC:
Bill Type:	Standard	
Print Option:	Yes	
Business Line:	FLEET	

The attachments page is displayed.

[Return](#) [Import Local File](#) [Attachment Access](#) [Repository](#) [Delete](#) [Check Out](#) [Check In](#) [Unlock](#) [View](#) [Save](#) [Save](#) Display 10 Items Sort...

Attachment Identifier	Name	Title	Number of Pages	Attachment	Sensitive	Check Out Status	Extension	Type
	1 BILLINGSTATEMENT_490001D2TJWU.pdf	Bill Statement		True	False	False	pdf	

[Expand All](#) | [Collapse All](#)

Document Information

* Attachment Identifier:	<input type="text"/>
* Title:	<input type="text"/>
Location:	<input type="text"/>
Number of Pages:	<input type="text"/>
* Attachment Date:	<input type="text"/>
Sensitive:	<input type="checkbox"/>
Attachment:	<input type="checkbox"/>
Name:	<input type="text"/>
Type:	<input type="text"/>
Transmit to External Application:	<input type="checkbox"/>

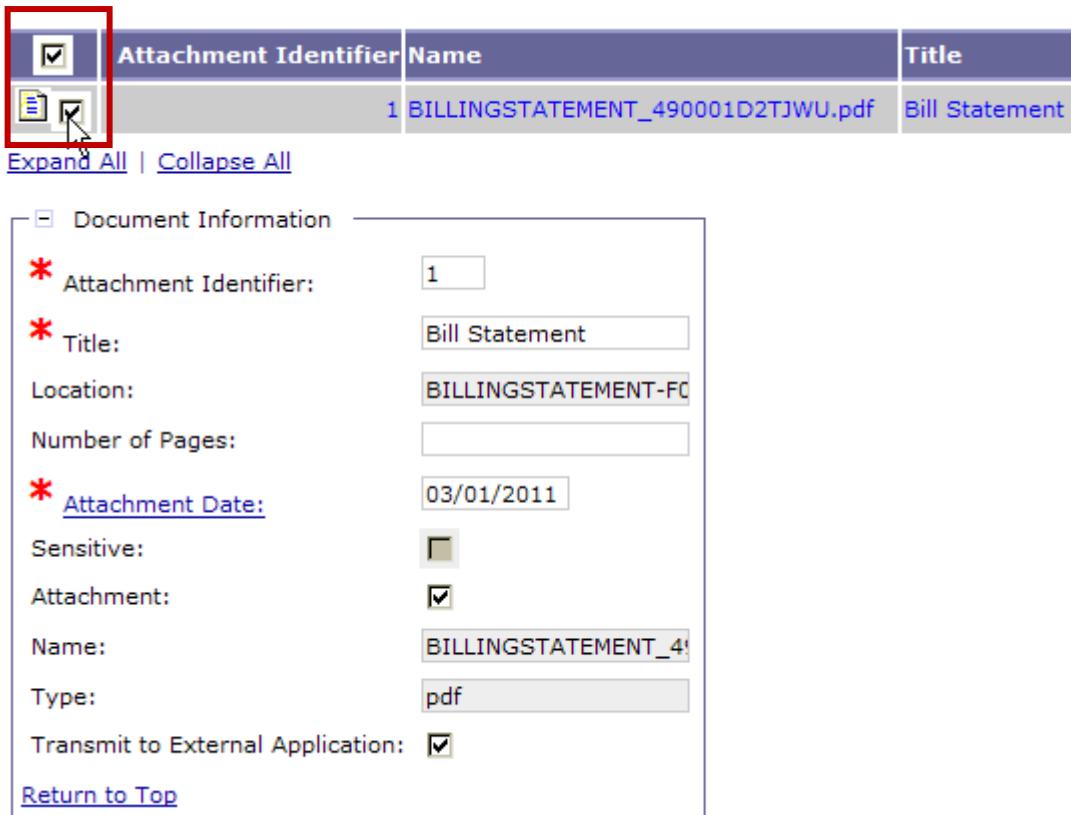
[Return to Top](#)

Steps to Execute a Query Using the Billing Statement Query:

Notes

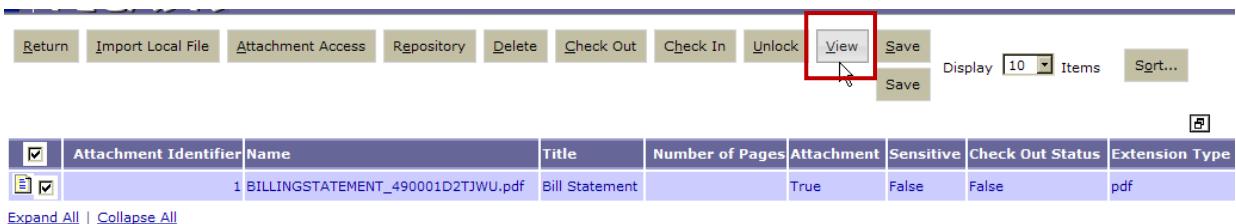
18. Select the attachment to view.

Note: the Document Information Group Box will be populated with the attachment information.



The screenshot shows a table titled "Attachment Identifier" with one row. The row contains a checkbox checked, the identifier "1", the name "BILLINGSTATEMENT_490001D2TJWU.pdf", and the title "Bill Statement". Below the table is a "Document Information" group box. It contains fields for Attachment Identifier (1), Title (Bill Statement), Location (BILLINGSTATEMENT-FO), Number of Pages (empty), Attachment Date (03/01/2011), Sensitive (unchecked), Attachment (checked), Name (BILLINGSTATEMENT_490001D2TJWU.pdf), Type (pdf), and Transmit to External Application (checked). At the bottom of the group box is a "Return to Top" link.

19. Select the **View** button to view the attachment.



The screenshot shows a table titled "Attachment Identifier" with one row. The row contains a checkbox checked, the identifier "1", the name "BILLINGSTATEMENT_490001D2TJWU.pdf", and the title "Bill Statement". Below the table is a toolbar with buttons for Return, Import Local File, Attachment Access, Repository, Delete, Check Out, Check In, Unlock, View (highlighted with a red box), Save, and Save As. To the right of the toolbar are buttons for Display (set to 10 items) and Sort... A "Save" button is also visible. At the bottom of the table is a "Return to Top" link.

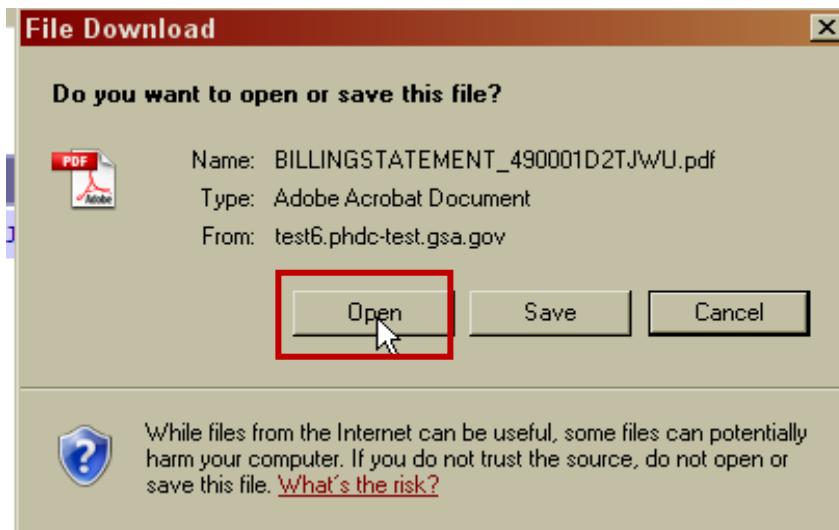
Note: For additional information on Pegasys Attachment functionality (including modifying an attachment), please refer to the Pegasys User Guide for release 6.5.

Steps to Execute a Query Using the Billing Statement Query:

Notes

20. Select **Open** and **OK** on the File prompt. To save the attachment locally, select **Save**.

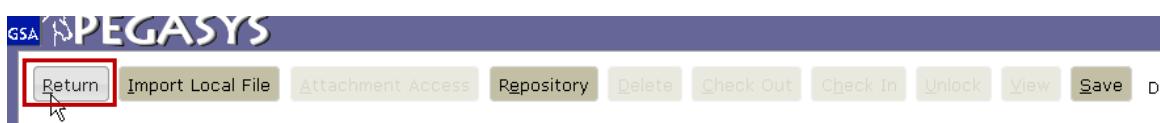
Follow the web browser's prompts for selecting a path to save the file locally.



21. The attachment will be opened in a new window, using the appropriate program.

The resource of this report		Fleet 03/01/2011	
Address/Customer Information		Statement Information	Statement Summary
DEPT OF ENERGY LOS ALAMOS NATL LAB ATTN: LIZ PO BOX 1663 MAIL STOP P240 LOS ALAMOS, NM 87545		Statement Number: F0002249 Amount Due: \$190.00 Due Date: 03/31/2011	Initial Charges \$190.00 Discount 0 Surcharge 0 Interest Charges 0 Penalty Charges 0 Admin Charges 0 Bill Amount \$190.00 Collected 0 Applied Credit 0 Adjustments 0 Amount Due \$190.00
Customer Codes		Contact Us	Credit Summary
Account Code: 897009/897009		Phone Number: 816-926-7037 Fax Number: 816-823-5507 Email Address: KC-Accs-Receivable.Finance@gsa.gov	Applied Credit \$0.00 Unapplied Credit -190 Total Credit (\$190.00)
		Remit to Address GSA: Payment for NON-IPAC Fleet Bills Lockbox 979083 St. Louis, MO 63197-9000	
		Instructions To ensure proper credit, please write your statement number on your payment document	Pay By IPAC ALC 47000016 TAS 47X4534.1 BPN/DUNS +4 964253686

22. Select **Return** to return to the Billing Statement Query details.



Steps to Execute a Query Using the Billing Statement Query:

Notes

23. Select the **Vendor Balances** tab to view the vendor balances.

Statement Balances **Vendor Balances** **Document Balances** **Correspondence**

Display 10 Items View as CSV Sort...

Vendor	Vendor Address	Vendor Name
36001200	36001200	VA CENTRAL OFFICE
361035	361035	VA HOSPITAL
361035_AK1	361035	VA HOSPITAL

[Expand All](#) | [Collapse All](#)

Note: The Vendor Balances tab of the Statement Query will show the individual balances for each vendor associated with the statement (including the Designated Agent).

24. Select the vendor from the item collection to Review the Vendor Balances information.

Pegasys > Queries > Accounts Receivable > Billing Statement Query > Statement Balances > Vendor Balances

Attachments

Statement Balances **Vendor Balances** **Document Balances** **Correspondence**

Display 10 Items View as CSV Sort...

Vendor	Vendor Address	Vendor Name
36001200	36001200	VA CENTRAL OFFICE
361035	361035	VA HOSPITAL
361035_AK1	361035	VA HOSPITAL

[Expand All](#) | [Collapse All](#)

General

Billed Amount		Credit Amount	
Initial Amount:	\$3,800.00	Initial Amount:	\$0.00
Discount Amount:	\$0.00	Discount Amount:	\$0.00
Principal Amount:	\$3,800.00	Principal Amount:	\$0.00
Surcharge Amount:	\$0.00	Surcharge Amount:	\$0.00
Interest Amount:	\$0.00	Credit Total Amount:	\$0.00
Admin Charges Amount:	\$0.00		
Penalty Amount:	\$0.00		
Billed Total Amount:	\$3,800.00		

Steps to Execute a Query Using the Billing Statement Query: Notes

25. Select the Document Balances tab to view the associated BD.

Document Type	Document Number
FMI	FMIG0001064-00001
FMI	FMIG0001064-02022

26. To View a specific document, select the document record from the item collection and select **View**. The document will be opened in a new window in View mode.

Document Type	Document Number
RMI	RMIAA000234-01271

27. To view the document references, select the document and select the **References** button.

Document Type	Document Number
RMI	RMIAA000234-01271

Steps to Execute a Query Using the Billing Statement Query:

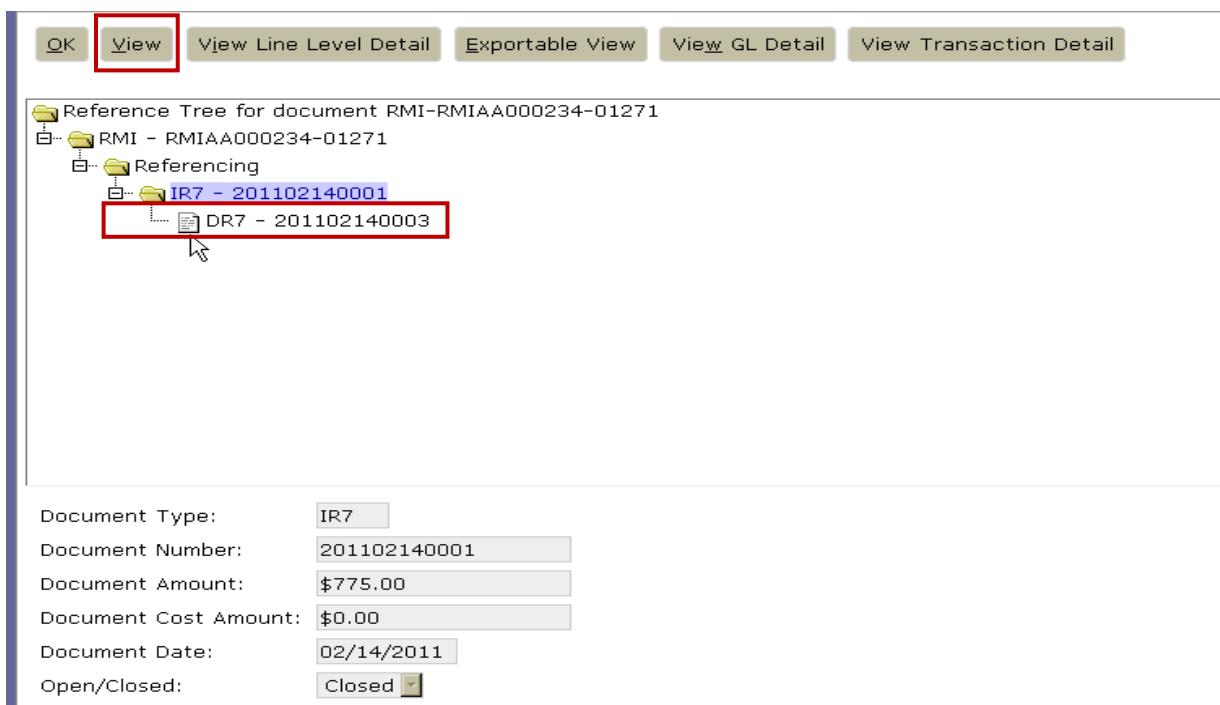
Notes

The document reference tree page is displayed.



28. To expand the reference tree, select the + mark next to the document. Repeat this action for each document level.

Note: The user can select different actions/views by selecting the appropriate buttons.



4.6.2.4 Add Statement Level Correspondence from Billing Statement Query

The steps below detail the process of searching for a billing statement and reviewing the details associated with the statement, including statement/vendor/document balances, correspondence, and attachments.

Steps to Add Correspondence from the Billing Statement Query:	Notes
1. Navigate to Queries=>Accounts Receivable=>Billing Statement Query. The Billing Statement Query page is displayed.	

Pegasys > Queries > Accounts Receivable > Search - Billing Statement Query 

Search - Billing Statement Query

Search Criteria

Statement Code: <input type="text"/>	Statement Print Dates
Security Organization: <input type="text"/> 	From Date: <input type="text"/> To Date: <input type="text"/>
Statement Vendor	
Code: <input type="text"/> 	Collection Due Dates
Disbursing Office: <input type="text"/> 	From Date: <input type="text"/> To Date: <input type="text"/>
ALC: <input type="text"/> 	Last Statement Print Dates
Customer ALC: <input type="text"/> 	From Date: <input type="text"/> To Date: <input type="text"/>
Bill Type: <input type="text"/>	Business Line: <input type="text"/> 
Print Option: <input type="text"/>	
Statement Generated Flag: <input type="text"/>	
Search Clear	

Steps to Add Correspondence from the Billing Statement Query:

Notes

Enter appropriate search criteria and select **Search**.

Search - Billing Statement Query

Search Criteria

Statement Code:	F*43
Security Organization:	<input type="text"/> 
Statement Vendor	
Code:	<input type="text"/> 
Disbursing Office:	<input type="text"/> 
ALC:	<input type="text"/> 
Customer ALC:	<input type="text"/> 
Bill Type:	<input type="text"/>
Print Option:	<input type="text"/>
Statement Generated Flag:	<input type="text"/>
Search	Clear

Statement Print Dates

From Date:	02/10/2011
To Date:	<input type="text"/>

Collection Due Dates

From Date:	<input type="text"/>
To Date:	<input type="text"/>

Last Statement Print Dates

From Date:	<input type="text"/>
To Date:	<input type="text"/>

Business Line:

<input type="text"/> 
--

3. Select the desired billing statement record in the item collection and select **Details**.

 **Display** 10 Items [View as CSV](#) [Sort...](#)

	Statement Code	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Statement Print Date	Collection Due Date	Last Statement Print Date	Secure
 	F0000543	897009	897009	Standard	Yes	FLEET	02/14/2011	03/16/2011	02/14/2011	GSA

Steps to Add Correspondence from the Billing Statement Query:
Notes

The opened Billing Statement Query Detail page is displayed.

Statement Balances		Vendor Balances	Document Balances	Correspondence																		
Credit Application Worksheet Expand All Collapse All																						
General <table border="1"> <tr> <td>Code: F0000543</td> <td>Statement Vendor</td> </tr> <tr> <td>Last Statement Print Date: 02/14/2011</td> <td>Code: 897009 897009</td> </tr> <tr> <td>Collection Due Date: 03/16/2011</td> <td>Name: DEPT OF ENERGY</td> </tr> <tr> <td>Statement Print Date: 02/14/2011</td> <td>Disbursing Office: GS127</td> </tr> <tr> <td>Statement Generated: <input checked="" type="checkbox"/></td> <td>ALC: 47000016</td> </tr> <tr> <td>Security Org: GSA</td> <td>Customer ALC:</td> </tr> <tr> <td>Bill Type: Standard</td> <td></td> </tr> <tr> <td>Print Option: Yes</td> <td></td> </tr> <tr> <td>Business Line: FLEET</td> <td></td> </tr> </table>					Code: F0000543	Statement Vendor	Last Statement Print Date: 02/14/2011	Code: 897009 897009	Collection Due Date: 03/16/2011	Name: DEPT OF ENERGY	Statement Print Date: 02/14/2011	Disbursing Office: GS127	Statement Generated: <input checked="" type="checkbox"/>	ALC: 47000016	Security Org: GSA	Customer ALC:	Bill Type: Standard		Print Option: Yes		Business Line: FLEET	
Code: F0000543	Statement Vendor																					
Last Statement Print Date: 02/14/2011	Code: 897009 897009																					
Collection Due Date: 03/16/2011	Name: DEPT OF ENERGY																					
Statement Print Date: 02/14/2011	Disbursing Office: GS127																					
Statement Generated: <input checked="" type="checkbox"/>	ALC: 47000016																					
Security Org: GSA	Customer ALC:																					
Bill Type: Standard																						
Print Option: Yes																						
Business Line: FLEET																						
Billed Amount <table border="1"> <tr> <td>Initial Amount: \$100.00</td> </tr> <tr> <td>Discount Amount: \$0.00</td> </tr> <tr> <td>Principal Amount: \$100.00</td> </tr> <tr> <td>Surcharge Amount: \$0.00</td> </tr> <tr> <td>Interest Amount: \$0.00</td> </tr> <tr> <td>Admin Charges Amount: \$0.00</td> </tr> <tr> <td>Penalty Amount: \$0.00</td> </tr> <tr> <td>Billed Total Amount: \$100.00</td> </tr> </table>		Initial Amount: \$100.00	Discount Amount: \$0.00	Principal Amount: \$100.00	Surcharge Amount: \$0.00	Interest Amount: \$0.00	Admin Charges Amount: \$0.00	Penalty Amount: \$0.00	Billed Total Amount: \$100.00	Credit Amount <table border="1"> <tr> <td>Initial Amount: \$0.00</td> </tr> <tr> <td>Discount Amount: \$0.00</td> </tr> <tr> <td>Principal Amount: \$0.00</td> </tr> <tr> <td>Surcharge Amount: \$0.00</td> </tr> <tr> <td>Credit Total Amount: \$0.00</td> </tr> </table>			Initial Amount: \$0.00	Discount Amount: \$0.00	Principal Amount: \$0.00	Surcharge Amount: \$0.00	Credit Total Amount: \$0.00					
Initial Amount: \$100.00																						
Discount Amount: \$0.00																						
Principal Amount: \$100.00																						
Surcharge Amount: \$0.00																						
Interest Amount: \$0.00																						
Admin Charges Amount: \$0.00																						
Penalty Amount: \$0.00																						
Billed Total Amount: \$100.00																						
Initial Amount: \$0.00																						
Discount Amount: \$0.00																						
Principal Amount: \$0.00																						
Surcharge Amount: \$0.00																						
Credit Total Amount: \$0.00																						

- From the Billing Statement Query Detail page, select the **Correspondence** tab.

Statement Balances		Vendor Balances	Document Balances	Correspondence
Credit Application Worksheet Expand All Collapse All				
General				

Steps to Add Correspondence from the Billing Statement Query:

Notes

The statement level Correspondence page Search Criteria section and item collection is displayed.

Search Criteria

Creator: <input type="text"/>	Subject: <input type="text"/>	Type Of Correspondence: <input type="button"/>
Created Date		Contact Person
<input type="button"/> From: <input type="text"/>	<input type="button"/> First Name: <input type="text"/>	Public Publishing: <input type="button"/>
<input type="button"/> To: <input type="text"/>	<input type="button"/> Assignment Code: <input type="text"/>	Record Number: <input type="text"/>
Last Name: <input type="text"/>		
Correspondence: <input type="text"/>		
<input type="button"/> Search <input type="button"/> Clear		

Back Add Remove Save Email History Attachments Display 10 Items View as CSV Sort...

Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
<input type="button"/> 6	1	89769	89769 11/13/10 allroles65	John	Smith			Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000.00.	Question	True

5. Select the Add button.

Search Criteria

Creator: <input type="text"/>	Subject: <input type="text"/>	Type Of Correspondence: <input type="button"/>
Created Date		Contact Person
<input type="button"/> From: <input type="text"/>	<input type="button"/> First Name: <input type="text"/>	Public Publishing: <input type="button"/>
<input type="button"/> To: <input type="text"/>	<input type="button"/> Assignment Code: <input type="text"/>	Record Number: <input type="text"/>
Last Name: <input type="text"/>		
Correspondence: <input type="text"/>		
<input type="button"/> Search <input type="button"/> Clear		

Back **Add** Remove Save Email History Attachments Display 10 Items View as CSV Sort...

Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
<input type="button"/> 6	1	89769	89769 11/13/10 allroles65	John	Smith			Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000.00.	Question	True

Steps to Add Correspondence from the Billing Statement Query:
Notes

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

	Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
<input type="checkbox"/>											Resolution	False

Contact Person

* First Name: * Last Name: Assignment Code:

Title:
 Phone Number:
 International Phone Number:

To Email Address(es):

Agency Contact

Name:
 Title:
 Phone Number:
 From Email Address:

Correspondence

* Communication: External System
 Source:
 * Type Of Correspondence: Resolution
 Subject:

Public Publishing: Record Number:
 Creator: Created Date:
 Last Modified By: Last Modified Date:
 Vendor/Address Code:

* Correspondence:

6. Select the new record in the item collection. The fields of the correspondence record will then be enabled.

In the Contact Person section, populate the First Name (required), Last Name (required), and any other fields pertinent to the correspondence (Title, To Email Address, Phone Number, etc.)

	Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
<input type="checkbox"/>						John	Smith					

Contact Person

* First Name: John * Last Name: Smith Assignment Code:

Title: EPA Purchasing Manager
 Phone Number: 555-555-5555
 International Phone Number:

To Email Address(es):
 john.smith@usagency.gov

Steps to Add Correspondence from the Billing Statement Query:

Notes

7. In the Agency Contact section, populate the fields pertinent to the correspondence (Name, Title, Phone Number, and From Email Address).

Agency Contact

Name:	GSA Pegasys User Nan
Title:	GSA Billing Manager
Phone Number:	555-555-5555
From Email Address:	first.last@gsa.gov

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

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

Correspondence

* Communication Source:	Mail Or Email
* Type Of Correspondence:	External System FAX Mail Or Email Phone
* Type Of Correspondence:	Question Resolution Communication Question Chargeback Chargeback Resolution Dispute Other

9. Update the Correspondence field to include the text to be sent to the customer.

Steps to Add Correspondence from the Billing Statement Query:

Notes

10. Optionally populate the additional fields pertinent to the correspondence:

Correspondence

* Communication: Mail Or Email

Source: []

* Type Of Correspondence: Question

Subject: Overpayment of Nov 2010 Statement

Public Publishing:

Creator: []

Last Modified By: []

Record Number: []

Created Date: []

Last Modified Date: []

Vendor/Address Code: 897009/897009

Dear Mr. Smith,
I noticed you overpaid your Nov 2010 statement in the amount of \$1,000. Would you prefer to keep the overpayment as a credit on your account or to have it refunded.
Regards,
GSA Pegasys User Name

* Correspondence: []

11. Select the **Public Publishing** checkbox to make the correspondence viewable by the customer in VCSS.

Note: If the Public Publishing flag is not checked, the correspondence will not be viewable by the customer in VCSS and will therefore remain internal to USDA staff.

Correspondence

* Communication: Mail Or Email

Source: []

* Type Of Correspondence: Question

Subject: Overpayment of Nov 2010 Statement

Public Publishing:

Creator: []

Last Modified By: []

Record Number: []

Created Date: []

Last Modified Date: []

Vendor/Address Code: 897009/897009

Dear Mr. Smith,
I noticed you overpaid your Nov 2010 statement in the amount of \$1,000. Would you prefer to keep the overpayment as a credit on your account or to have it refunded.
Regards,
GSA Pegasys User Name

* Correspondence: []

12. Select the **Save** button.

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

Vendor Email Address – The Vendor/Vendor Address Code of the Correspondence Record defaults to the Primary Vendor/Vendor Address code of the billing statement. The system allows the user to modify the Vendor/Vendor Address Code to any of the Vendor/Vendor Address Codes associated with the statement.

Record Number – Records the next available correspondence record number.

Statement Number - Statement Number of the Correspondence Record defaults to the Statement Number of the selected billing statement.

Creator – Records the user ID of the person creating the correspondence record.

Created Date – Records the date and time the record is created.

Last Modified By – Records the user ID of the person modifying the correspondence record.

Last Modified Date - Records the date and time the record is modified.

Steps to Add Correspondence from the Billing Statement Query:

Notes

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

	Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
	1	897009	897009	12/3/2010 11:12:00	allroles65	John	Smith		Overpayment of Noc 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 statement in the amount of \$1,000. Would you	Question	True

Contact Person

* First Name:	John	* Last Name:	Smith	Assignment Code:	
Title:	EPA Purchasing Manager				
Phone Number:	555-555-5555				
International Phone Number:					
john.smith@usagency.gov					
To Email Address(es):					

Agency Contact

Name:	GSA Pegasys User Nan
Title:	GSA Billing Manager
Phone Number:	555-555-5555
From Email Address:	first.last@gsa.gov

Correspondence

* Communication Source:	Mail Or Email	Public Publishing:	<input checked="" type="checkbox"/>	Record Number:	1
* Type Of Correspondence:	Question	Creator:	allroles65	Created Date:	12/3/2010 11:12:00
Subject:	Overpayment of Noc 2010 Statement	Last Modified By:	allroles65	Last Modified Date:	12/3/2010 11:12:00
Dear Mr. Smith,					
I noticed you overpaid your Nov 2010 statement in the amount of \$1,000. Would you prefer to keep the overpayment as a credit on your account or to have it refunded.					

Steps to Add Correspondence from the Billing Statement Query:
Notes

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

The Attachment page is displayed.

The screenshot shows the 'Attachment' page with a red box highlighting the 'Import Local File' button in the top navigation bar. Below the navigation bar is a table header with columns: Attachment Identifier, Name, Title, Number of Pages, Attachment, Check Out Status, and Extension Type. A message '- NO ITEMS TO DISPLAY -' is centered below the table. The main content area contains two expandable sections: 'Document Information' and 'Edit Information'. The 'Document Information' section contains fields for Attachment Identifier (marked with a red asterisk), Title, Location, Number of Pages, Attachment Date (marked with a red asterisk), Attachment (checkbox), Name, and Type. The 'Edit Information' section contains fields for Checked Out (dropdown menu), LockedBy, and Last Edit Date.

14. Select **Import Local File**.

This screenshot is identical to the one above, showing the 'Attachment' page with the 'Import Local File' button highlighted by a red box in the top navigation bar. The rest of the interface, including the table header, message, and expandable sections, remains the same.

Steps to Add Correspondence from the Billing Statement Query:

Notes

15. 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.

* Attachment Identifier:

* Title:

Number of Pages:

Attachment Date:

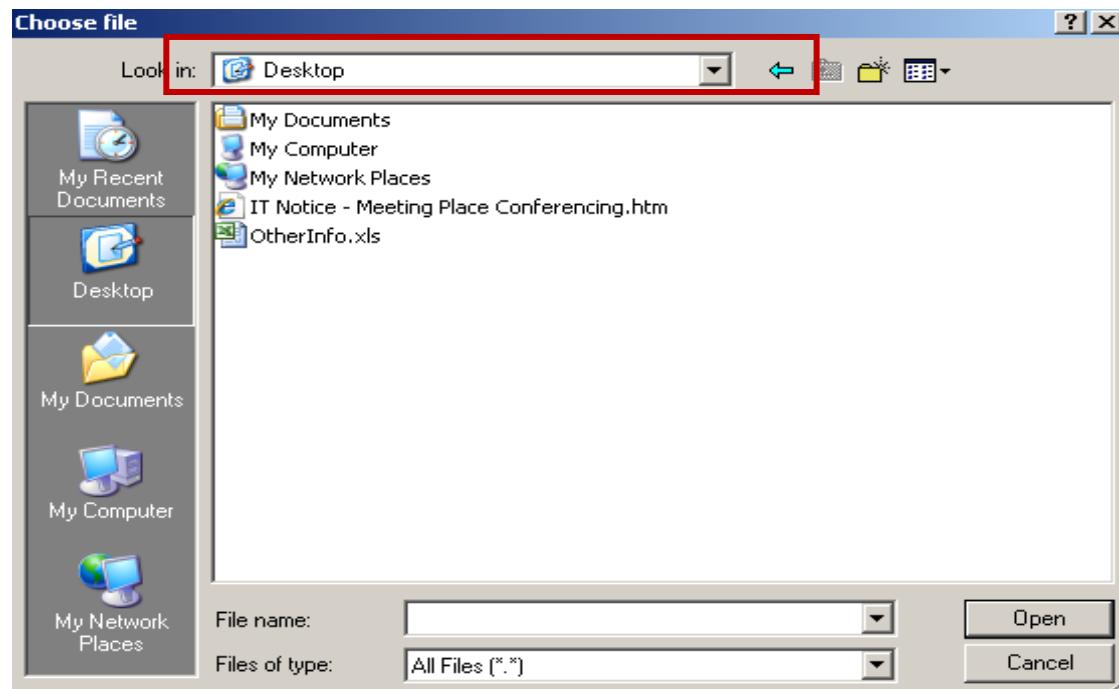
Location:

File:

Attachment

Transmit to External Application:

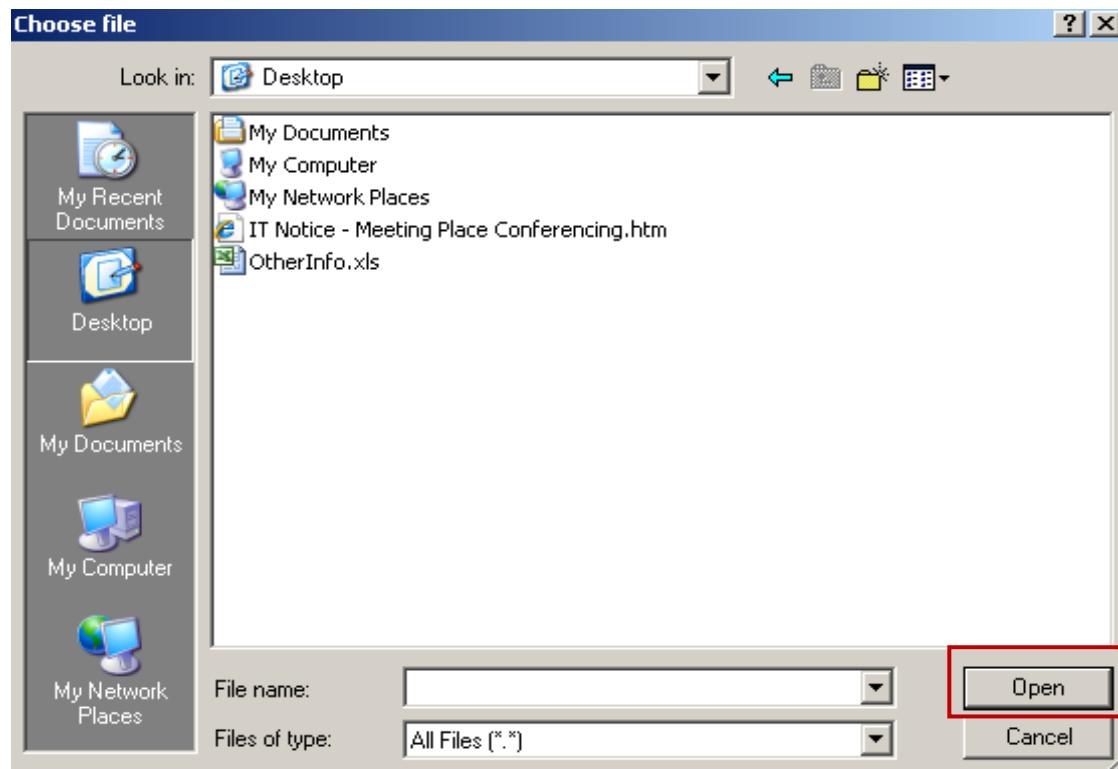
The File Upload screen using the local directory is displayed.



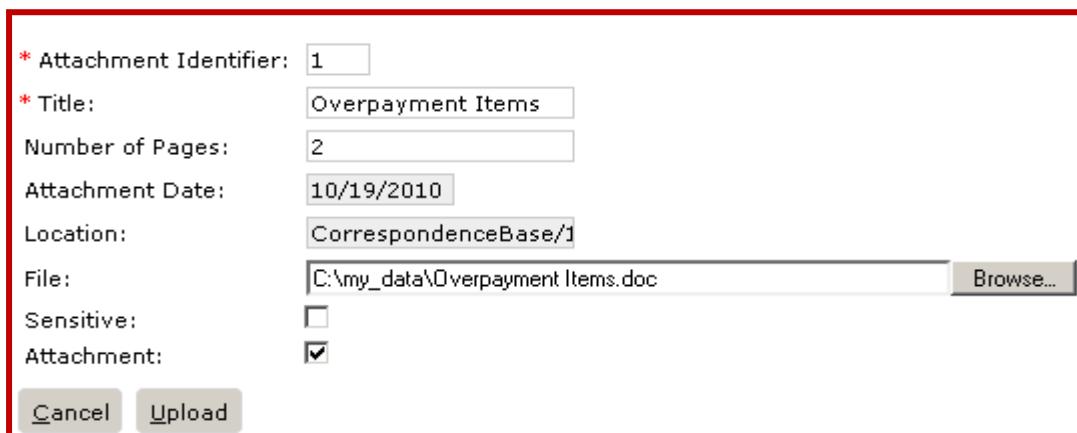
Steps to Add Correspondence from the Billing Statement Query:

Notes

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



The correspondence Import Local File page is displayed.



* Attachment Identifier:

* Title:

Number of Pages:

Attachment Date:

Location:

File:

Sensitive:

Attachment:

Note: Selecting the Attachment checkbox denotes the file as an actual attachment, which can then be transmitted to VCSS. If not selected, the file will be considered internal GSA “supporting documentation” and cannot be transmitted to VCSS.

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

Steps to Add Correspondence from the Billing Statement Query:

Notes

17. Select Upload.

* Attachment Identifier:

* Title:

Number of Pages:

Attachment Date:

Location:

File:

Sensitive:

Attachment:

18. Select Save.

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.

Return Import Local File Attachment Access Repository Delete Check Out Check In Unlock View Display 10 Items Sort... 

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

[Expand All](#) | [Collapse All](#)

Document Information

* Attachment Identifier:

* Title:

Location:

Number of Pages:

* Attachment Date:

Sensitive:

Attachment:

Transmit to External Application:

Name:

Type:

[Return to Top](#)

Edit Information

Checked Out:

LockedBy:

Last Edit Date:

[Return to Top](#)

Steps to Add Correspondence from the Billing Statement Query:
Notes

19. 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.

The screenshot shows a web-based application for managing correspondence. At the top, there's a header bar with a blue background. On the left, it says "Item 1: Correspondence". In the center, a red box highlights a message: "GS4624I An email was sent to John.Smith@doe.gov". Below this is a search criteria section with fields for Creator, Subject, Type Of Correspondence, Created Date, Contact Person (with sub-fields for First Name, Last Name, and Assignment Code), Public Publishing, Record Number, Itemized Line Number, and Accounting Line Number. There's also a large text area for Correspondence. At the bottom, there are buttons for Search and Clear, and a toolbar with Back, Add, Remove, Save, Email (which is highlighted with a red box), History, Attachments, Display (set to 10 items), View as CSV, and Sort... buttons.

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
4	10/19/2010 12:29:46	allroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$,1000. Wou			1 Question	False

4.6.3 IPAC Transaction Query

The IPAC Transaction query allows the user to view the status of transactions sent to or received from the Intra-Governmental Payment and Collection (IPAC) System through the Outbound IPAC Batch process or the Inbound IPAC Batch Process as well as any changes made to IPAC documents required to fulfill the IPAC Billing lifecycle. There are multiple user actions that can be performed on the IPAC Query in addition to retrieving data. Additional query actions are described in section 4.10 IPAC Chargebacks.

As part of each step in the life cycle, Pegasys assigns an IPAC Status. The IPAC Status is a Pegasys-specific status that is used to track the Pegasys IPAC transaction in its interaction with Treasury. The following table describes the IPAC Statuses used in Pegasys. These statuses will be referenced throughout the remainder of the document.

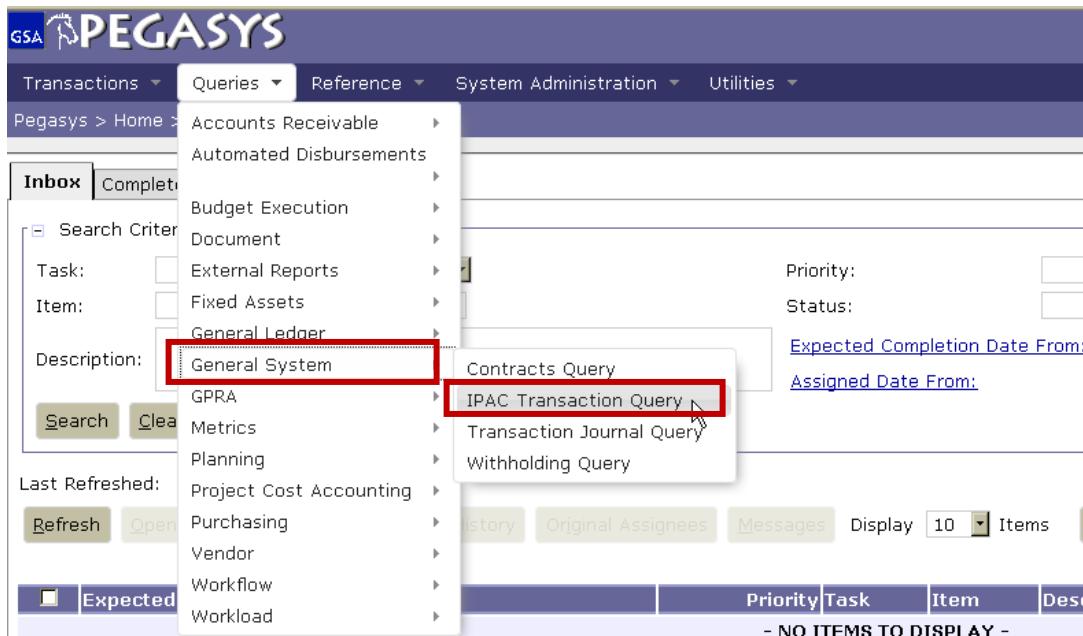
Exhibit 4-41: IPAC Statuses

Document Category	IPAC Status	Description
Billing Document (BD)	Not Submitted	An IPAC Status = Not Submitted is given to any IPAC BD that has been processed, but not yet been sent to IPAC via the GSIPACOUT batch job.
Billing Document (BD)	In Transit	An IPAC Status = In Transit is given to any IPAC BD that has been sent to IPAC via the GSIPACOUT batch job.
Billing Document (BD)	Rejected	An IPAC Status = Rejected is given to any IPAC BD that has been sent to IPAC, but has been rejected by IPAC. IPAC will have also notified the sending agency of a problem with the payment or collection via e-mail correspondence and the IPAC status will be manually set to Rejected.
Billing Document (BD)	Confirmed	An IPAC Status = Confirmed is given to any IPAC BD that has been sent to IPAC via the GSIPACOUT batch job and IPAC has accepted and confirmed the transaction.
Billing Document (BD)	Hold-Pending Chargeback	An IPAC Status = Hold Pending Chargeback is given to an IPAC BD where an inbound collection adjustment is created referencing a CR that references a BD with an IPAC status of Confirmed.
Billing Document (BD)	Do Not Send	An IPAC Status = Do Not Send is given to any BD article where the Rebill flag is true but the user has determined that the bill should not be resent to IPAC. The status of Do Not Send can only be set on an article where the rebill flag is true, meaning the article was automatically created when a Debit Voucher set to re-open the bill is processed.
Billing Document (BD)	Write-Off	An IPAC Status = Write-Off is given to the IPAC BD when the write-off amount equals the total article amount.
Cash Receipt (CR)	Pending	An IPAC Status = Pending is given to any IPAC CR that does not process successfully in Pegasys during the GSIPACIN process. Such IPAC transactions retain the Pending status until they process successfully.
Cash Receipt (CR)	Confirmed	An IPAC Status = Confirmed is given to any IPAC CR Confirming an IPAC BD, that has been sent to IPAC via the GSIPACOUT batch job and IPAC has notified the sending agency of receipt.
Cash Receipt (CR)	Received	An IPAC Status = Received is given to an IPAC CR that is pushed from another agency (meaning the CR does not reference and confirm an IPAC BD) that has been received from IPAC and successfully processes via the GSIPACIN batch job.
Cash Receipt (CR)	Write-Off	An IPAC Status = Write-Off is given to an IPAC CR with a line type of Write Off. An IPAC Write-Off CR can only be generated from the IPAC Transaction Query for a referenced Bill with a write-off amount.
Payment Authorization (IP)	Not-Submitted	An IPAC Status = Not Submitted is given to any IPAC IP that has not yet been sent to IPAC via the GSIPACOUT batch job.
Payment Authorization (IP)	In Transit	An IPAC Status = In Transit is given to any IPAC IP that has been sent to IPAC via the GSIPACOUT

Document Category	IPAC Status	Description
		batch job.
Payment Authorization (IP)	Rejected	An IPAC Status = Rejected is given to any IPAC IP that has been sent to IPAC, but has been rejected by IPAC. IPAC will have also notified the sending agency of a problem with the payment or collection via e-mail correspondence and the IPAC status will be manually set to Rejected.
Payment Authorization (IP)	Confirmed	An IPAC Status = Confirmed is given to any IPAC IP confirming an IPAC BD, that has been sent to IPAC via the GSIPACOUT batch job and IPAC has notified the sending agency of receipt.
Payment Authorization (IP)	Pending	An IPAC Status = Pending is given to any IPAC IP that does not process successfully in Pegasys during the GSIPACIN process. Such IPAC transactions retain the Pending status until they process successfully. <i>These payments are “pull payments” only.</i>
Payment Authorization (IP)	Received	An IPAC Status = Received is given to an IPAC Payment that has been received from IPAC and successfully processes via the GSIPACIN batch job. <i>These payments are “pull payments” only.</i>

Exhibit 4-42: Navigation to IPAC Transaction Query

Queries=>General System=>IPAC Transaction Query



- To search for IPAC Transaction information, enter applicable search criteria and select the **Search** button.
- To view the details of a record, select the radio button next to the record in the item collection and select the Details button.
- To view/amend/correct a document, select the appropriate action button above the item collection.

4.6.3.1 IPAC Transaction Query Search Parameters and Results

IPAC transactions can be queried by a variety of parameters, such as Fiscal Year, Document Category, Document Type or Document Number, Customer ALC, Disbursing Office, and the Assignment Code.

Exhibit 4-43: IPAC Transaction Query Search Criteria

The screenshot shows the 'IPAC Transaction Query' interface. At the top, there's a 'Search Criteria' section with a red box around it. Below this, there are several groups of input fields:

- Document:** Includes 'Document Category' dropdown, 'IPAC Status' dropdown, and 'Type', 'Number', 'Item', 'Accounting' fields with edit icons.
- IPAC Reference:** Fields for 'IPAC Reference Number', 'IPAC Document Identifier', 'IPAC Reference Line Number', 'Relative Line Number', 'Reference Doc IPAC Document Identifier', 'Invoice Number', 'DBE Detail Flag', 'Cancelled/Deleted', 'IPAC Adjustment', 'IPAC Adjustment Original IPAC Reference Number', 'Zero Dollar Status Indicator', 'Zero Dollar Reference Number', and 'Related Docs' checkboxes.
- IPAC Submission Date:** 'From' and 'To' date pickers.
- Post SGL Status Indicator:** A dropdown menu.
- IPAC Confirmed:** 'From Date' and 'To Date' date pickers, and 'Amount' and 'Value' input fields.
- IPAC Rejection Date:** 'From' and 'To' date pickers, and 'Omitted From File' dropdown.

The Item Collection of the IPAC Transaction Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, Document Category, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

Exhibit 4-44: IPAC Transaction Query Item Collection

The screenshot shows the 'IPAC Transaction Query' item collection table. The top row, 'Summary', is highlighted with a red box. The table has the following columns:

Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line	IPAC Status	IPAC Reference	Article Number	Article Amount	IPAC Submissio	IPAC Co

At the bottom of the table, there are buttons for 'Details', 'View Document', 'Correct Document', 'Amend Document', 'Generate Write-Off', 'Update IPAC Status', and 'New IPAC Status'. There are also 'Sort...', 'View as CSV', and 'Print' buttons. The page navigation includes 'Page 1 of 1', 'Show 10 rows per page', and a note 'No records to view'.

Exhibit 4-45: IPAC Transaction Query Item Collection (User Altered)

Sort...	View as CSV	Statement Number	IPAC Status	Document Typ	Document Num	Accounting Lin	Itemized Line	IPAC Reference	Document Category	IPAC Reference	Ar
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4.6.3.2 IPAC Transaction Query Details

All changes made to an IPAC document can be reviewed through the IPAC Transaction query. As a result of running the query, the user can review the details matching the search criteria and can also review the associated document for each individual record.

Exhibit 4-46: IPAC Transaction Query Detail

IPAC Transaction Detail	IPAC History	SGL Information Record	IPAC Transaction DBE Detail	Correspondence																																																																																				
View Document	Amend Document	Correct Document																																																																																						
Expand All Collapse All																																																																																								
<div style="border: 1px solid #ccc; padding: 5px;"> <input type="checkbox"/> General <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Document Category:</td> <td style="width: 30%;"><input type="text" value="BD - Billing Document"/></td> <td style="width: 30%;">Billing Status:</td> <td style="width: 30%;"><input type="text" value="Unbilled"/></td> </tr> <tr> <td>Type:</td> <td><input type="text" value="Number: RMI"/></td> <td>Item:</td> <td><input type="text" value="Accounting: RMI00052"/></td> </tr> <tr> <td>Related Statement Number:</td> <td colspan="3"><input type="text" value="AB000016"/></td> </tr> <tr> <td>Referenced Statement Number:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>DBE Detail Flag:</td> <td colspan="3"><input type="text" value="No"/></td> </tr> <tr> <td>Source Number:</td> <td colspan="3"><input type="text" value="OA102034"/></td> </tr> <tr> <td>Title:</td> <td colspan="3"><input type="text" value="SD BAARTS05.18"/></td> </tr> <tr> <td>Invoice Number:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>Requisition Number:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>JAS Number:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>Article Number:</td> <td colspan="3"><input type="text" value="1"/></td> </tr> <tr> <td>Article Amount:</td> <td colspan="3"><input type="text" value="\$100.00"/></td> </tr> <tr> <td>Currency Code:</td> <td colspan="3"><input type="text" value="USD"/></td> </tr> <tr> <td>Security Org:</td> <td colspan="3"><input type="text" value="GSA"/></td> </tr> <tr> <td>Fiscal Year:</td> <td colspan="3"><input type="text" value="2011"/></td> </tr> <tr> <td>Customer ALC:</td> <td colspan="3"><input type="text" value="95670000"/></td> </tr> <tr> <td>Customer TSYM:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>Customer BETC:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>ALC:</td> <td colspan="3"><input type="text" value="47000017"/></td> </tr> <tr> <td>Disbursing Office:</td> <td colspan="3"><input type="text" value="GS193"/></td> </tr> <tr> <td>Agency DUNS:</td> <td colspan="3"><input type="text"/></td> </tr> </table> </div>					Document Category:	<input type="text" value="BD - Billing Document"/>	Billing Status:	<input type="text" value="Unbilled"/>	Type:	<input type="text" value="Number: RMI"/>	Item:	<input type="text" value="Accounting: RMI00052"/>	Related Statement Number:	<input type="text" value="AB000016"/>			Referenced Statement Number:	<input type="text"/>			DBE Detail Flag:	<input type="text" value="No"/>			Source Number:	<input type="text" value="OA102034"/>			Title:	<input type="text" value="SD BAARTS05.18"/>			Invoice Number:	<input type="text"/>			Requisition Number:	<input type="text"/>			JAS Number:	<input type="text"/>			Article Number:	<input type="text" value="1"/>			Article Amount:	<input type="text" value="\$100.00"/>			Currency Code:	<input type="text" value="USD"/>			Security Org:	<input type="text" value="GSA"/>			Fiscal Year:	<input type="text" value="2011"/>			Customer ALC:	<input type="text" value="95670000"/>			Customer TSYM:	<input type="text"/>			Customer BETC:	<input type="text"/>			ALC:	<input type="text" value="47000017"/>			Disbursing Office:	<input type="text" value="GS193"/>			Agency DUNS:	<input type="text"/>		
Document Category:	<input type="text" value="BD - Billing Document"/>	Billing Status:	<input type="text" value="Unbilled"/>																																																																																					
Type:	<input type="text" value="Number: RMI"/>	Item:	<input type="text" value="Accounting: RMI00052"/>																																																																																					
Related Statement Number:	<input type="text" value="AB000016"/>																																																																																							
Referenced Statement Number:	<input type="text"/>																																																																																							
DBE Detail Flag:	<input type="text" value="No"/>																																																																																							
Source Number:	<input type="text" value="OA102034"/>																																																																																							
Title:	<input type="text" value="SD BAARTS05.18"/>																																																																																							
Invoice Number:	<input type="text"/>																																																																																							
Requisition Number:	<input type="text"/>																																																																																							
JAS Number:	<input type="text"/>																																																																																							
Article Number:	<input type="text" value="1"/>																																																																																							
Article Amount:	<input type="text" value="\$100.00"/>																																																																																							
Currency Code:	<input type="text" value="USD"/>																																																																																							
Security Org:	<input type="text" value="GSA"/>																																																																																							
Fiscal Year:	<input type="text" value="2011"/>																																																																																							
Customer ALC:	<input type="text" value="95670000"/>																																																																																							
Customer TSYM:	<input type="text"/>																																																																																							
Customer BETC:	<input type="text"/>																																																																																							
ALC:	<input type="text" value="47000017"/>																																																																																							
Disbursing Office:	<input type="text" value="GS193"/>																																																																																							
Agency DUNS:	<input type="text"/>																																																																																							

Fields sent by IPAC on the Accomplishment file include:

IPAC Fields on IPAC Input Files	
IPAC field Name	Description
Transaction ID	Unique per IPAC Document Identifier in each file received from Treasury. It is a 16 character ID assigned to each transaction.
Submitter ALC	Submitter Agency Location Code – not commonly used and will usually be set to 0 on an incoming file.
Originating ALC	Originating Agency Location Code (ALC) – to uniquely identify reporting/accounting sources. The ALC sending the payment, collection, adjustment, or zero dollar transaction.
Customer ALC	Customer Agency Location Code (ALC) – the ALC that will receive the payment, collections, adjustment or zero dollar transaction.
Contact Name	Transaction Contact Name.
Contact Email Address	Transaction Contact Email Address.

IPAC Fields on IPAC Input Files	
Contact Phone Number	Transaction Contact Phone Number.
Summary Amount	Summary \$ of all details.
Number of Detail Items	Total number of all detail lines.
Accomplished Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred at Treasury.
Accounting Date	Date of the transaction in Pegasys. Normally the Accounting Date and the Accomplished date will be a few days apart.
Detail Line Number	This refers to the Accounting Line Number. If there are 10 accounting lines on one BD then these rows would be numbered 1-10. If there were 10 BD's with one accounting line each then all rows would be numbered with a 1 in this field.
Contract Number	Unique number used to identify a contract between two trading partners.
Purchase Order Number	Does not correspond to a Pegasys Field Name but will be populated. May be populated with the value 'not provided'.
CLIN	Contract Line Item Number.
Invoice Number	Identification number of the invoice sent by the biller listing the services rendered.
Requisition Number	Identifies a requisition between two trading partners. Identified by the person entering the transaction.
Quantity	The number of units to determine total price.
Unit of Issue	Units by which goods and services are measured. Common Values: EA = each DZ = dozen BX = box TN = ton RO = roll
Unit Price	Price per unit of product, service, commodity, etc.
Detail Amount	Amount.
Pay Flag	Indicates whether the payment is Final or Partial. Valid Values: F - Final P - Partial
FY Obligation ID	C – Current Fiscal Year obligation P – Prior Fiscal Year obligation or Not Applicable
Receiver Treasury Account Symbol	Account Number assigned by Treasury to classify Agency Transactions.
Receiver BETC	Receiver Business Event Type Codes – field used to identify type of event that is recorded against a Treasury Acct Symbol (TAS) and to implement GWA business rules for the posting of events to the TAS.
Receiver DUNS	Receiver Data Universal Numbering System – unique identifier for individual business locations for federal vendors and federal customers.
Receiver DUNS+ 4	Receiver Data Universal Numbering System+ 4 – an identifier that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.
Sender Treasury Account Symbol	The account number assigned by Treasury to classify Agency transactions.
Sender BETC	Sender Business Event Type Codes – field used to identify the type

IPAC Fields on IPAC Input Files	
	of event that is recorded against a TSYM and to implement GWA business rules for the posting of events to TAS.
Sender DUNS	Sender Data Universal Numbering System – unique identifier for individual business locations for federal vendors and federal customers.
Sender DUNS+4	Sender Data Universal Numbering System+ 4 – an identifier that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.
Receiver Department Code	2 digit number identifying the Federal Government Department.
Accounting Classification Code	Accounting Classification Code (ACL/CD) – the code/number that identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services.
ACRN	Accounting Classification Reference Number – identifies a line of accounting on a contract.
Job Project Number	Not a Pegasys Specific/Required field.
JAS Number	Combination of Job Order Number, Accounting Classification Record Number and Site – ID.
Fiscal Station Number	Subdivision of an Agency Location Code, an accounting station.
Obligating Document Number	The billing agency's internal accounting document associated with a specific bill or disbursement.
ACT Trace Number	Accounting Trace Number- user assigned identification number. Enables back end systems to match up transactions.
Description	Sufficient information to describe and support the transaction.
Miscellaneous Information	Additional miscellaneous transaction information.
Transaction Type	Will be C, P, or A based on whether the transaction being created is Collection, Payment, or Adjustment.
IPAC Document Reference Number	This is the IPAC Document Reference Number on the original Billing Documents Article. The majority of the time, on an input file this will correspond the statement number of the original BD. Note: The IPAC Document Identifier field on a CB transaction will be newly created unique identifier for the transaction as IPAC Document Reference Numbers cannot be reused by Treasury's IPAC system.
Sender DO Symbol	Sender Disbursing Office (DO) Symbol – this is the Disbursing Office symbol of the agency initiating the transaction. For a Collection this will match the DO on the BD's Header. On an Adjustment, this may be the DO of the agency initiating the Chargeback.
DODACC	DoD Activity Address Code.
Transaction Contact	Not a Pegasys Specific/Required field.
Transaction Contact Phone	Not a Pegasys Specific/Required field.
Voucher Number	Used on Chargeback (CB) Files: Will typically match the IPAC Document Identifier field on the CB transaction. The IPAC Document Identifier field on a CB transaction will be newly created unique identifier for the transaction as IPAC Document Reference Numbers cannot be reused by Treasury's IPAC system.
Original DO Symbol	Original Disbursing Office (DO) Symbol – this is the DO symbol of the agency that initiated the original transaction. In the case of a Payment or Collection Adjustment this will be GSA's DO Symbol.
Original Accomplished Date	Used on Chargeback Files: Corresponds to the Accomplished Date on the Original Transaction (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment).

IPAC Fields on IPAC Input Files	
Original Accounting Date	Used on Chargeback Files: Corresponds to the Accounting Date on the Original Transaction (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment).
Original Document Reference Number	Used on Chargeback Files: Corresponds to the IPAC Document Reference Number on the Original Transaction's Article (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment). The majority of the time this will correspond to the Statement Number of the original transaction.
Original Transaction Type	Used on Chargeback Files: This will correspond to the Transaction type of the original BD or IP. Will be a C, P, or A based on whether the transaction being referenced was a Collection, Payment, or Adjustment.
Sender SGL Comment	Sender US Standard General Ledger Comment – Not a Pegasys Specific/Required field.
Receiver SGL Comment	Receiver US Standard General Ledger Comment – Not a Pegasys Specific/Required field.
SGL Number 1	United States Standard General Account Number.
SGL Sender/Receiver Flag 1	'S' = Sender SGL info and 'R' = Receiver SGL info
SGL Federal Flag 1	'F' = Federal flag or 'N'= Nonfederal flag
SGL Debit/Credit Flag 1	Credit/Debit Flag. (C or D)
SGL Amount 1	Amount.
***SGL fields are repeated to allow for up to 16 fields to be mapped	

4.6.3.3 Executing a Query Using the IPAC Transaction Query

Note: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using IPAC Transaction Query:

Notes

1. Navigate to Queries=>General System=>IPAC Transaction Query

The IPAC Transaction Query page is displayed.

Pegasys > Queries > General System > IPAC Transaction Query

IPAC Transaction Query

Search Criteria

Document

Document Category:	<input type="text"/>	IPAC Status:	<input type="text"/>
Type:	<input type="text"/>	Number:	<input type="text"/>
Item:	<input type="text"/>	Accounting:	<input type="text"/>

IPAC Reference

IPAC Reference Number:	<input type="text"/>	Related Docs:	<input type="checkbox"/>
IPAC Document Identifier:	<input type="text"/>	Related Docs:	<input type="checkbox"/>
IPAC Reference Line Number:	<input type="text"/>	Customer TSYM:	<input type="text"/> <input type="button"/>
Relative Line Number:	<input type="text"/>	Customer ALC:	<input type="text"/> <input type="button"/>
Reference Doc IPAC Document Identifier:	<input type="text"/>	Customer BETC:	<input type="text"/> <input type="button"/>
Invoice Number:	<input type="text"/>	ALC:	<input type="text"/> <input type="button"/>
DBE Detail Flag:	<input type="text"/>	Disbursing Office:	<input type="text"/> <input type="button"/>
Cancelled/Deleted:	<input type="text"/>	Agency DUNS:	<input type="text"/>
IPAC Adjustment:	<input type="text"/>	Agency DUNS+4:	<input type="text"/>
IPAC Adjustment Original IPAC Reference Number:	<input type="text"/>		
Zero Dollar Status Indicator:	<input type="text"/>		
Zero Dollar Reference Number:	<input type="text"/>		

IPAC Submission Date

From:	<input type="text"/>	To:	<input type="text"/>
-------	----------------------	-----	----------------------

Post SGL Status Indicator:

IPAC Confirmed

From Date:	<input type="text"/>	To Date:	<input type="text"/>
Amount:	<input type="text"/>	Value:	<input type="text"/>

IPAC Rejection Date

From:	<input type="text"/>	To:	<input type="text"/>	Omitted From File:	<input type="text"/>
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Security Org:

Search Clear

Steps to Execute a Query Using IPAC Transaction Query:

Notes

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Statement Number** (using either the **Statement Number** field or the **IPAC Reference Number** field). If known, enter the **Document Type**, **IPAC Status** and customer information.

The screenshot shows the 'IPAC Transaction Query' search interface. The 'IPAC Reference Number' field is highlighted with a red box. Other fields include 'Document Category' (BD - Billing Document), 'IPAC Status', 'Type' (RMI), 'Number', 'Item', 'Accounting', 'IPAC Reference Line Number', 'Relative Line Number', 'Reference Doc IPAC Document Identifier', 'Invoice Number', 'DBE Detail Flag', 'Cancelled/Deleted', 'IPAC Adjustment', 'IPAC Adjustment Original IPAC Reference Number', 'Zero Dollar Status Indicator', 'Zero Dollar Reference Number', 'IPAC Submission Date' (From, To), 'Post SGL Status Indicator', 'IPAC Confirmed' (From Date, To Date, Amount, Value), 'IPAC Rejection Date' (From, To, Omitted From File), and 'Security Org'. Buttons at the bottom are 'Search' and 'Clear'.

*Note: Query performance is improved with each additional search criteria entered.
Users **should not** execute “Blind” queries, meaning no search criterion is entered.*

3. Select the **Search** button.

The screenshot shows the same search interface as above, but the 'Search' button is highlighted with a red box.

Steps to Execute a Query Using IPAC Transaction Query:

Notes

The results are returned in the Item Collection.

A screenshot of a web-based application interface. At the top, there is a horizontal menu bar with several buttons: Details, View Document, Correct Document, Amend Document, Generate Write-Off, Update IPAC Status, and New IPAC Status. Below the menu is a toolbar with buttons for Sgrt... and View as CSV. The main area is titled "Summary" and contains a table with one row. The table columns are: Document Cat, Document Typ, Document Number, Accounting Lin, Itemized Line N, IPAC Status, IPAC Reference, IPAC Reference, Article Number, Article Amount, and IPAC Submissio. The row data is: BD - Billing Doc|RMI, RMIAA000007-027, 1 0, Not Submitted, AA000007, 1 1, \$100.00. A red box highlights the entire row. At the bottom of the table are navigation controls: Page 1 of 1, Show 10 rows per page, and Rows 1 - 1 of 1.

Note: From the Item Collection or Detail page, the IPAC documents can be Corrected or Amended (BDs and CRs only).

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

A screenshot of the same web-based application interface as the previous screenshot, but with the "Details" button highlighted by a red box. The rest of the interface is identical to the previous screenshot, showing the summary table with the same single document record.

The IPAC Transaction Detail page is displayed.

A screenshot of the IPAC Transaction Detail page. The top navigation bar includes Transactions, Queries, Reference, System Administration, and Utilities. Below that is a breadcrumb trail: Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail. There is a "Save" button. The main content area has a tab labeled "IPAC Transaction Detail" which is highlighted with a red box. Other tabs include IPAC History, SGL Information Record, IPAC Transaction DBE Detail, and Correspondence. Below the tabs are buttons for View Document, Amend Document, and Correct Document. Under the "General" section, there are various input fields: Document Category (BD - Billing Document), Billing Status (Unbilled), Document Type (RMI), Item (0), Accounting (1), Article Number (1), Article Amount (\$100.00), Currency Code (USD), Security Org (GSA), Fiscal Year (2011), Customer ALC (95670000), Customer TSYM, Customer BETC, ALC (47000017), Disbursing Office (GS193). There are also fields for Statement Number (AA000007), Related Statement Number, Referenced Statement Number, DBE Detail Flag (No), Source Number (OA102034), Title, Invoice Number, and Requisition Number.

Steps to Execute a Query Using IPAC Transaction Query:

Notes

- Select the **IPAC History** Tab to view the IPAC Transaction's history. To see the details, select the record. The item collection will be displayed.

Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	Related Stmt	Statement Num	Referenced St	DBE Detail Flag	Agreement Num	Source Number	Title
<input checked="" type="checkbox"/> BD - Billing Doc RMI	RMI	RMIAA000007-027	1	0		AA000007		False		OA102034	

General

Document Category:	BD	Customer TSYM:	[redacted]
Doc Type:	RMI	Customer ALC:	95670000
Document Number:	RMIAA000007-027	Customer BETC:	[redacted]
Accounting Line Number:	1	ALC:	47000017
Itemized Line Number:	0	Disbursing Office:	GS193
Statement Number:	AA000007	Agency DUNS+4:	[redacted]
Related Statement Number:		Vendor Code:	9567
Referenced Statement Number:		Vendor Addr Code:	9567

- Select the **SGL Information Record** Tab to view the IPAC Transaction's SGL information.

Sender Receiver Indicator	SGL Account	Debit/Credit Indicator	Date	Federal Indicator	SGL Amount
<input checked="" type="radio"/> Sender	1310	Debit	03/06/2011	Federal	\$777.00
<input checked="" type="radio"/> Sender	1010	Credit	03/06/2011	Federal	\$777.00

Note: The IPAC SGL information is not populated until the IPAC Outbound (GSIPACOUT) process is run for outbound transactions and IPAC inbound process is run for inbound transactions.

Note: The SGL Information corresponds to the information sent to Treasury in the IPAC file, and does not correspond to the transaction's General Ledger entries.

Steps to Execute a Query Using IPAC Transaction Query:
Notes

8. Select the **IPAC Transaction DBE Detail** tab within the IPAC Transaction to view IPAC DBE Detail information.

Note: This tab will only contain information when the IPAC Transaction's DBE Detail flag is True.

The screenshot shows the IPAC Transaction DBE Detail tab selected. It displays three rows of data in a grid format. The columns include Document Cat, Document Typ, Document Num, Accounting Lin, Itemized Line, Article Number, DBE IPAC Doc, IPAC Reference, IPAC Reference, Detail Line Num, Quantity, and DBE Am. The first row has a checked checkbox and is highlighted with a red border. The second and third rows have unchecked checkboxes. The quantity for all rows is 1.000000 and the DBE Amount is \$100.00.

Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line	Article Number	DBE IPAC Doc	IPAC Reference	IPAC Reference	Detail Line Num	Quantity	DBE Am
<input checked="" type="checkbox"/> BD - Billing Doc FMI	FMIGA000060-2	1	0	1	MOM02FP00011					1.000000	\$100.00
<input type="checkbox"/> BD - Billing Doc FMI	FMIGA000060-2	1	0	1	MOM02FP00012					1.000000	\$100.00
<input type="checkbox"/> BD - Billing Doc FMI	FMIGA000060-2	1	0	1	MOM02FP00013					1.000000	\$100.00

Below the grid, there are buttons for 'Page 1 of 1', 'Show 10 rows per page', and 'Rows 1 - 3 of 3'. At the bottom left are 'Expand All' and 'Collapse All' links. On the right, there are three small square icons.

9. Select the **Correspondence** tab to view any correspondence on the transaction.

For more information on Correspondence, please refer to section 4.7 Correspondence.

10. To perform an action on the IPAC Transaction Detail record, select the appropriate action button. When selecting **View Document**, **Correct Document** or **Amend Document**, the document will be opened in a new window in appropriate mode.

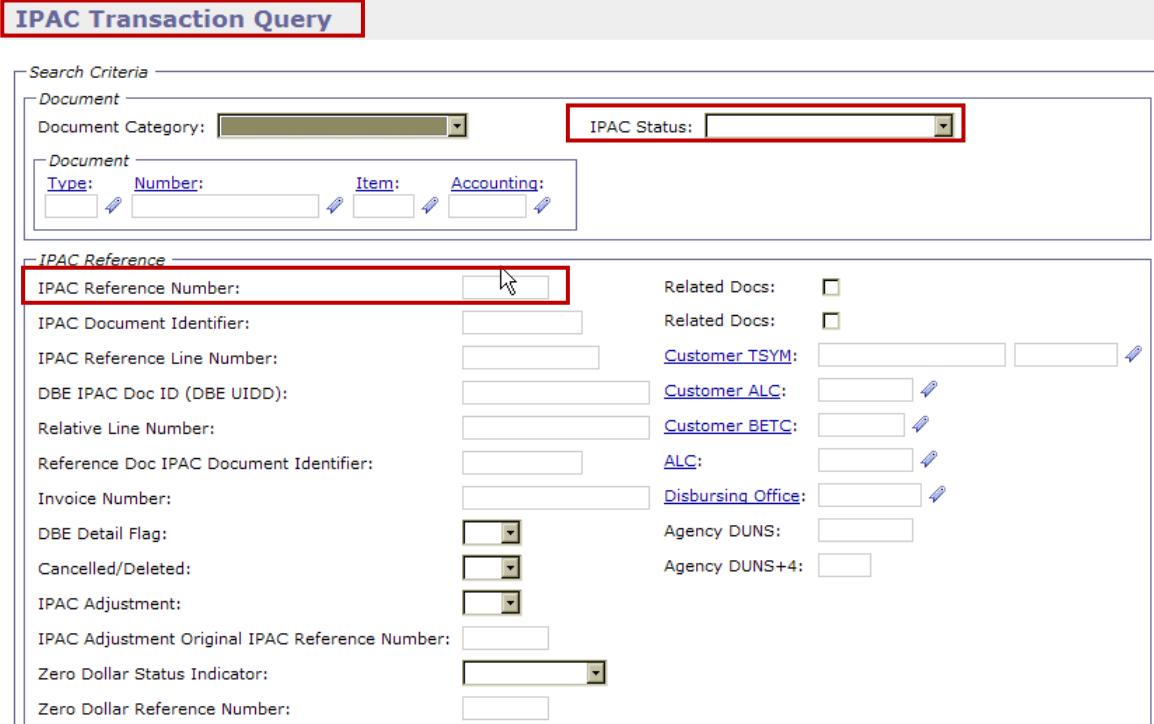
The screenshot shows the IPAC Transaction Detail tab selected. Below it, the IPAC Transaction DBE Detail tab is also visible. At the bottom of the screen, there are three buttons: 'View Document', 'Amend Document', and 'Correct Document'. The 'View Document' button is highlighted with a red border. The rest of the interface includes sections for General, Document, and various input fields for document details like Type, Number, Item, Accounting, Article Number, Article Amount, and Currency Code.

4.6.3.4 Updating the IPAC Status Using the IPAC Transaction Query

The IPAC Status can be updated using the IPAC Transaction Query in the following scenarios only:

- Setting the IPAC Status from Rejected to Not Submitted on Billing Documents (BD) and Payment Authorizations (IP).
- Setting the IPAC Status from Hold Pending Chargeback to Not Submitted on Billing Documents (BD).

Other changes to the IPAC Status require a document amendment (correction) in order to update the Billing Status at the same time. For example, when setting the IPAC Status from In Transit to Rejected, the Billing Status must also be set from Billed to Unbilled. The Billing Status change requires the document to be reprocessed (as is the case in an amendment or correction).

Steps to Update the IPAC Status Using the IPAC Transaction Query:	Notes
<p>1. Navigate to Queries=>General System=>IPAC Transaction Query</p> <p>The IPAC Transaction Query page is displayed.</p> 	

2. Enter the desired and appropriate Search Criteria, such as Statement Number and IPAC Status.

To search for “Rejected” IPAC transactions in order to update to “Not Submitted”, enter the IPAC Status of ‘Rejected’.

To search for “Hold Pending Chargeback” IPAC transactions in order to update the transaction and resubmit to IPAC, enter the IPAC Status of ‘Hold Pending Chargeback’. *If rebilling an IPAC chargeback, the IPAC Query should only be used to update the transaction’s IPAC status if the document has previously been amended to add the Reason Code.*

Steps to Update the IPAC Status Using the IPAC Transaction Query:

Notes

Note: The IPAC Transaction Query should only be used to update the IPAC Status from Rejected to Not Submitted or Hold Pending Chargeback to Not Submitted.

Note: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Search Criteria

Document

Document Category:	IPAC Status:
Document	
Type: RMIAA000346-00001	Number:
Item:	Accounting:

IPAC Reference

IPAC Reference Number:	Related Docs:
IPAC Document Identifier:	Related Docs:
IPAC Reference Line Number:	Customer TSYM:
DBE IPAC Doc ID (DBE UIDD):	Customer ALC:
Relative Line Number:	Customer BETC:
Reference Doc IPAC Document Identifier:	ALC:
Invoice Number:	Disbursing Office:
DBE Detail Flag:	Agency DUNS:
Cancelled/Deleted:	Agency DUNS+4:
IPAC Adjustment:	
IPAC Adjustment Original IPAC Reference Number:	
Zero Dollar Status Indicator:	
Zero Dollar Reference Number:	
IPAC Submission Date	
From:	To:
Post SGL Status Indicator:	
IPAC Confirmed	

3. Select the **Search** button.
4. Select all records in the item collection by selecting the top box.

Sort... View as CSV

Summary

<input checked="" type="checkbox"/>	Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	IPAC Status	IPAC Reference	IPAC Reference	Article Number	Article Amount	IPAC Submissic
<input checked="" type="checkbox"/>	BD - Billing Doc	RMI	RMIAA000346-C	1 0		Rejected	AA000346		1 1	\$1,500.00	02/22/2011
<input checked="" type="checkbox"/>	BD - Billing Doc	RMI	RMIAA000346-C	2 0		Rejected	AA000346		2 1	\$770.00	02/22/2011

5. Set the “New IPAC Status” to “Not Submitted”.

Details View Document Correct IP Amend Document Generate Write-Off Update IPAC Status New IPAC Status:

Sort... View as CSV

Summary

<input checked="" type="checkbox"/>	Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	IPAC Status	IPAC Reference	IPAC Reference	Article Number	Article Amount
<input checked="" type="checkbox"/>	BD - Billing Doc	RMI	RMIAA000346-C	1 0		Rejected	AA000346		1 1	\$1,500.00
<input checked="" type="checkbox"/>	BD - Billing Doc	RMI	RMIAA000346-C	2 0		Rejected	AA000346		2 1	\$770.00

Steps to Update the IPAC Status Using the IPAC Transaction Query:

Notes

- Select the “Update IPAC Status” button.

The screenshot shows a table with two rows of data. The columns are: Document Cat, Document Typ, Document Num, Accounting Lin, Itemized Line N, IPAC Status, IPAC Reference, IPAC Reference, Article Number, Article Amount, IPAC Submissio, and IPAC Submissio. The first row has a checked checkbox, BD - Billing Doc RMI, RMIAA000346-C, 1 0, Rejected, AA000346, 1 1, \$1,500.00, 02/22/2011. The second row has a checked checkbox, BD - Billing Doc RMI, RMIAA000346-C, 2 0, Rejected, AA000346, 2 1, \$770.00, 02/22/2011.

A message is returned stating the records have been updated.

The screenshot shows the IPAC Transaction Query interface with a success message "The Records are updated successfully" highlighted with a red box. Below it, there is a search criteria section and a summary table. The summary table shows two rows of data with the IPAC Status column highlighted with a red box.

Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	IPAC Status	IPAC Reference	IPAC Reference	Article Number	Article Amount	IPAC Submissio	IPAC Submissio
BD - Billing Doc RMI	RMIAA000346-C		1 0	Rejected	AA000346	1 1		\$1,500.00	02/22/2011		
BD - Billing Doc RMI	RMIAA000346-C		2 0	Rejected	AA000346	2 1		\$770.00	02/22/2011		

4.6.3.5 Add Statement Level Correspondence from IPAC Transaction Query

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.

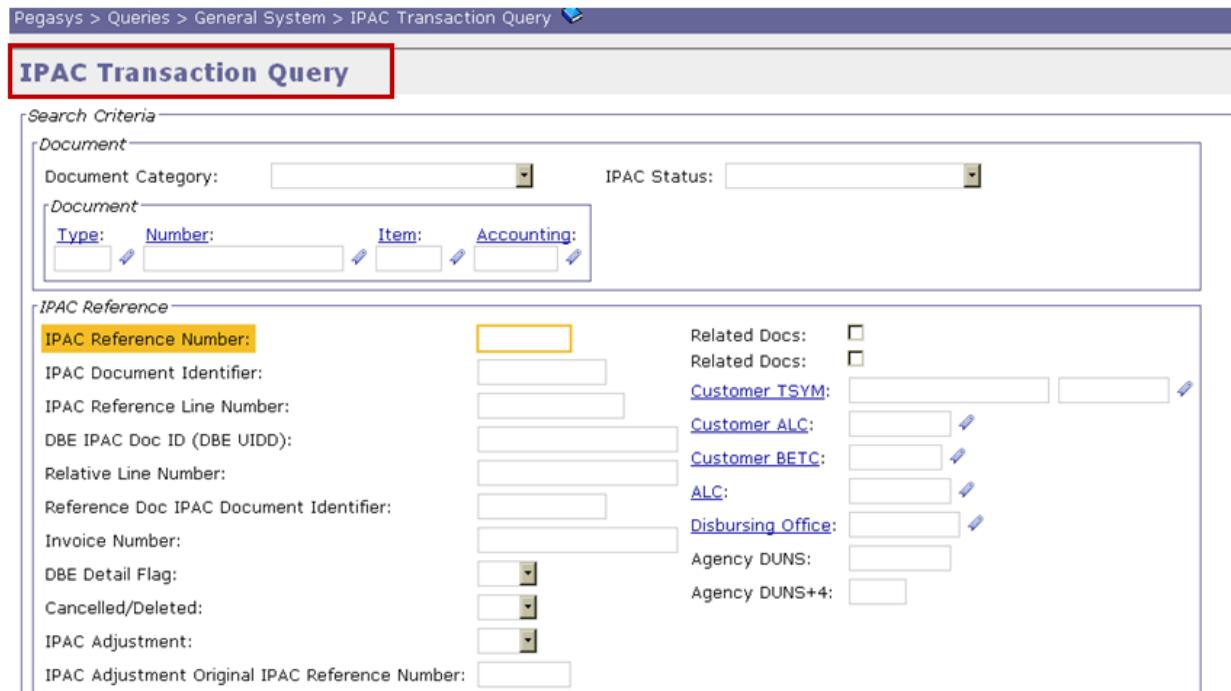
Statement level correspondence can be added to billing statements directly from the IPAC Transaction Query.

To add correspondence to a billing statement via the IPAC Transaction Query, follow the steps below.

Steps to Add Correspondence from the IPAC Transaction Query:**Notes**

1. Navigate to Queries=>General System=>IPAC Transaction Query.

The IPAC Transaction Query is displayed.



Pegasys > Queries > General System > IPAC Transaction Query

IPAC Transaction Query

Search Criteria

Document

Document Category: IPAC Status:

Document

Type: Number: Item: Accounting:

IPAC Reference

IPAC Reference Number: Related Docs:
IPAC Document Identifier: Related Docs:
IPAC Reference Line Number:
DBE IPAC Doc ID (DBE UIDD):
Relative Line Number:
Reference Doc IPAC Document Identifier:
Invoice Number:
DBE Detail Flag:
Cancelled/Deleted:
IPAC Adjustment:
IPAC Adjustment Original IPAC Reference Number:

Customer TSYM: Customer ALC:
Customer BETC: ALC:
Disbursing Office: Agency DUNS:
Agency DUNS+4:

Steps to Add Correspondence from the IPAC Transaction Query:

Notes

- Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Statement Number** (using either the **Statement Number** field or the **IPAC Reference Number** field). If known, enter the **Document Type**, **IPAC Status** and customer information.

IPAC Reference Number: AA000234

Related Docs:

IPAC Document Identifier:

Customer TSYM:

IPAC Reference Line Number:

Customer ALC:

DBE IPAC Doc ID (DBE UIDD):

Customer BETC:

Relative Line Number:

ALC:

Reference Doc IPAC Document Identifier:

Disbursing Office:

Invoice Number:

Agency DUNS:

DBE Detail Flag:

Agency DUNS+4:

Cancelled/Deleted:

Zero Dollar Status Indicator:

Zero Dollar Reference Number:

IPAC Adjustment:

IPAC Adjustment Original IPAC Reference Number:

IPAC Submission Date

From: To:

Post SGL Status Indicator:

IPAC Confirmed

From Date: To Date:

Amount: Value:

IPAC Rejection Date

From: To: Omitted From File:

Security Org:

Search **Clear**

- Select the desired IPAC record in the item collection and select **Details**.

Details View Document Correct IP Amend Document Generate Write-Off Update IPAC Status New IPAC Status:

Sort... View as CSV

Summary

Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	IPAC Status	IPAC Reference	IPAC Refere
<input type="checkbox"/> CR - Cash Rece	IR7	201102140001		1 0	Confirmed	AA000234	
<input checked="" type="checkbox"/> BD - Billing Doc	RMI	RMIAA000234-C		1 0	Confirmed	AA000234	

Steps to Add Correspondence from the IPAC Transaction Query:
Notes

4. From the IPAC Transaction Query Detail page, select the **Correspondence** tab.

The statement level Correspondence page Search Criteria section and item collection is displayed.

Search Criteria

Creator:	Subject:	Type Of Correspondence:
Created Date		<input type="button" value="▼"/>
From:	First Name:	Public Publishing:
To:	Assignment Code:	<input type="button" value="▼"/>
	Last Name:	Record Number:

Correspondence:

Display
10

Items

#	Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
	1	89769	89769	11/13/10 11:59:00	\$lroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000.00.	Question	True

5. Select the **Add** button.

Display
10

Items

#	Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
	1	89769	89769	11/13/10 11:59:00	\$lroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000.00.	Question	True

Billing and Accounts Receivable User Guide
 Updated: October 2015
 Final

BAAR User Actions and Procedures
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 4-271

Steps to Add Correspondence from the IPAC Transaction Query:

Notes

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

	Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
<input type="checkbox"/>											Resolution	False
<div style="border: 1px solid red; padding: 5px;"> Contact Person <div style="display: flex; justify-content: space-between;"> * First Name: <input type="text"/> * Last Name: <input type="text"/> Assignment Code: <input type="text"/> </div> <p>Title: <input type="text"/> Phone Number: <input type="text"/> International Phone Number: <input type="text"/></p> <p>To Email Address(es): <input type="text"/></p> </div>												
<div style="border: 1px solid red; padding: 5px;"> Agency Contact <p>Name: <input type="text"/> Title: <input type="text"/> Phone Number: <input type="text"/> From Email Address: <input type="text"/></p> </div>												
<div style="border: 1px solid red; padding: 5px;"> Correspondence <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>* Communication Source: <input type="text"/> External System</p> <p>* Type Of Correspondence: <input type="text"/> Resolution</p> <p>Subject: <input type="text"/></p> </div> <div style="flex: 1;"> <p>Public Publishing: <input type="checkbox"/></p> <p>Creator: <input type="text"/></p> <p>Last Modified By: <input type="text"/></p> </div> <div style="flex: 1;"> <p>Record Number: <input type="text"/></p> <p>Created Date: <input type="text"/></p> <p>Last Modified Date: <input type="text"/></p> <p>Vendor/Address Code: <input type="text"/></p> </div> </div> <p>* Correspondence: <input type="text"/></p> </div>												

- In the Contact Person section, populate the First Name (required), Last Name (required), and any other fields pertinent to the correspondence (Title, To Email Address, Phone Number, etc.)

	Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
<input type="checkbox"/>						John	Smith					
<div style="border: 1px solid red; padding: 5px;"> Contact Person <div style="display: flex; justify-content: space-between;"> * First Name: <input type="text"/> John * Last Name: <input type="text"/> Smith Assignment Code: <input type="text"/> </div> <p>Title: <input type="text"/> EPA Purchasing Manager</p> <p>Phone Number: <input type="text"/> 555-555-5555</p> <p>International Phone Number: <input type="text"/></p> <p>To Email Address(es): <input type="text"/> john.smith@usagency.gov</p> </div>												

Steps to Add Correspondence from the IPAC Transaction Query:
Notes

7. In the Agency Contact section, populate the fields pertinent to the correspondence (Name, Title, Phone Number, and From Email Address).

- Agency Contact -

Name:	GSA Pegasys User Nan
Title:	GSA Billing Manager
Phone Number:	555-555-5555
From Email Address:	first.last@gsa.gov

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

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

- Correspondence -

* Communication Source:	<input type="button" value="Mail Or Email"/> External System FAX
* Type Of Correspondence:	<input type="button" value="Mail Or Email"/> Phone
* Type Of Correspondence:	<input type="button" value="Question"/> Resolution Communication <input type="button" value="Question"/> Chargeback Chargeback Resolution Dispute Other

9. Update the Correspondence field to include the text to be sent to the customer.

Steps to Add Correspondence from the IPAC Transaction Query:

Notes

10. Optionally populate the additional fields pertinent to the correspondence:

Select the **Public Publishing** checkbox to make the correspondence viewable by the customer in VCSS.

Note: If the Public Publishing flag is not checked, the correspondence will not be viewable by the customer in VCSS and will therefore remain internal to USDA staff. Additionally, the vendor code needs to be available to VCSS in order for correspondence to be viewable by the customer.



The screenshot shows a form for adding correspondence. On the left, there are fields for Communication Source (Mail Or Email), Type Of Correspondence (Question), and Subject (Overpayment of Nov 2010 Statement). On the right, there are fields for Record Number, Creator, Last Modified By, Last Modified Date, Vendor/Address Code, and a dropdown for Vendor/Address Code set to 897009/897009. A large text area contains a message to Mr. Smith about an overpayment. At the bottom, there is a field labeled 'Correspondence:' with an asterisk.

11. Select the **Save** button.

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

Vendor Email Address – If the “To Email Address (es)” field of the Contact person is not populated, the Vendor/Vendor Address Code of the Correspondence Record defaults to the Primary Vendor/Vendor Address code of the billing statement. The system allows the user to modify the Vendor/Vendor Address Code to any of the Vendor/Vendor Address Codes associated with the statement. Additionally, any email address including those not on the Vendor Address Code table, may be entered in the “To Email Address (es) field”.

Record Number – Records the next available correspondence record number.

Statement Number - Statement Number of the Correspondence Record defaults to the Statement Number of the selected billing statement.

Creator – Records the user ID of the person creating the correspondence record.

Created Date – Records the date and time the record is created.

Last Modified By – Records the user ID of the person modifying the correspondence record.

Last Modified Date - Records the date and time the record is modified.

Steps to Add Correspondence from the IPAC Transaction Query:
Notes

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

[Back](#) [Add](#) [Remove](#) [Save](#) [Email](#) [History](#) [Attachments](#) [Display](#) [10](#) [Items](#) [View as CSV](#) [Sort...](#)

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
	3 10/19/2010 12:13:11	allroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000. Wou...			1 Question	False

Contact Person

* First Name: John * Last Name: Smith Assignment Code:
 Title: Purchasing Manager Phone Number: 555-555-5555 International Phone Number:
 John.Smith@doe.gov

To Email Address(es):

Agency Contact

Name: Mike Brown Title: Customer Relations Phone Number: 555-555-5555 From Email Address: Mike.Brown@gsa.gov

Research Information

Open Date: Complete Date: Total Research Days:
 Researcher Name: Researcher Email Address: Contact Date:
 Researcher Phone Number: Researcher International Phone Number:

Correspondence

* Communication Source: Mail Or Email * Type Of Correspondence: Question Public Publishing:
 Subject: Overpayment of Nov 2010 Statement Creator: allroles65 Created Date: 10/19/2010 12:13:11
 Record Number: 3 Last Modified By: allroles65 Last Modified Date: 10/19/2010 12:13:11
 Itemized Line Number: Accounting Line Number: 1

Dear Mr. Smith,
 I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000. Would you prefer to keep the overpayment as a credit on your account or to have it refunded via IPAC?
 Regards,
 Mike Brown, Customer Relations

* Correspondence:

Steps to Add Correspondence from the IPAC Transaction Query:

Notes

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

The screenshot shows a table with columns: Record Number, Created Date, Creator, First Name, Last Name, Assignment Code, Subject, Correspondence, Itemized Line Number, Accounting Line Number, Type Of Correspondence, and Public Publishing. The first row contains data for a record created on 10/19/2010 at 12:13:11 by user allroles65, assigned to John Smith, with the subject 'Overpayment of Nov 2010 Statement'. The Correspondence field contains a message about an overpayment. The Type Of Correspondence is listed as 'Question'.

The Attachments page is displayed.

The screenshot shows a form for 'Attachment Identifier'. It includes sections for 'Document Information' and 'Edit Information'. The 'Document Information' section contains fields for Attachment Identifier (with a red asterisk), Title, Location, Number of Pages, Attachment Date, Attachment (checkbox), Name, and Type. The 'Edit Information' section contains fields for Checked Out (dropdown), LockedBy, and Last Edit Date. Both sections have a 'Return to Top' link at the bottom.

- Select **Import Local File**.

The screenshot shows the same 'Attachment Identifier' form as above, but with the 'Import Local File' button highlighted with a red box. The rest of the interface is identical to the previous screenshot.

Steps to Add Correspondence from the IPAC Transaction Query:**Notes**

The import screen is displayed.

* Attachment Identifier:	<input type="text" value="1"/>
* Title:	<input type="text" value="Overpayment Items"/>
Number of Pages:	<input type="text" value="2"/>
Attachment Date:	<input type="text" value="12/07/2010"/>
Location:	<input type="text" value="CorrespondenceBase/0"/>
File:	<input type="text"/> <input type="button" value="Browse..."/>
<input checked="" type="checkbox"/> Attachment	<input checked="" type="checkbox"/>
Transmit to External Application:	<input type="checkbox"/>
<input type="button" value="Cancel"/>	<input type="button" value="Upload"/>

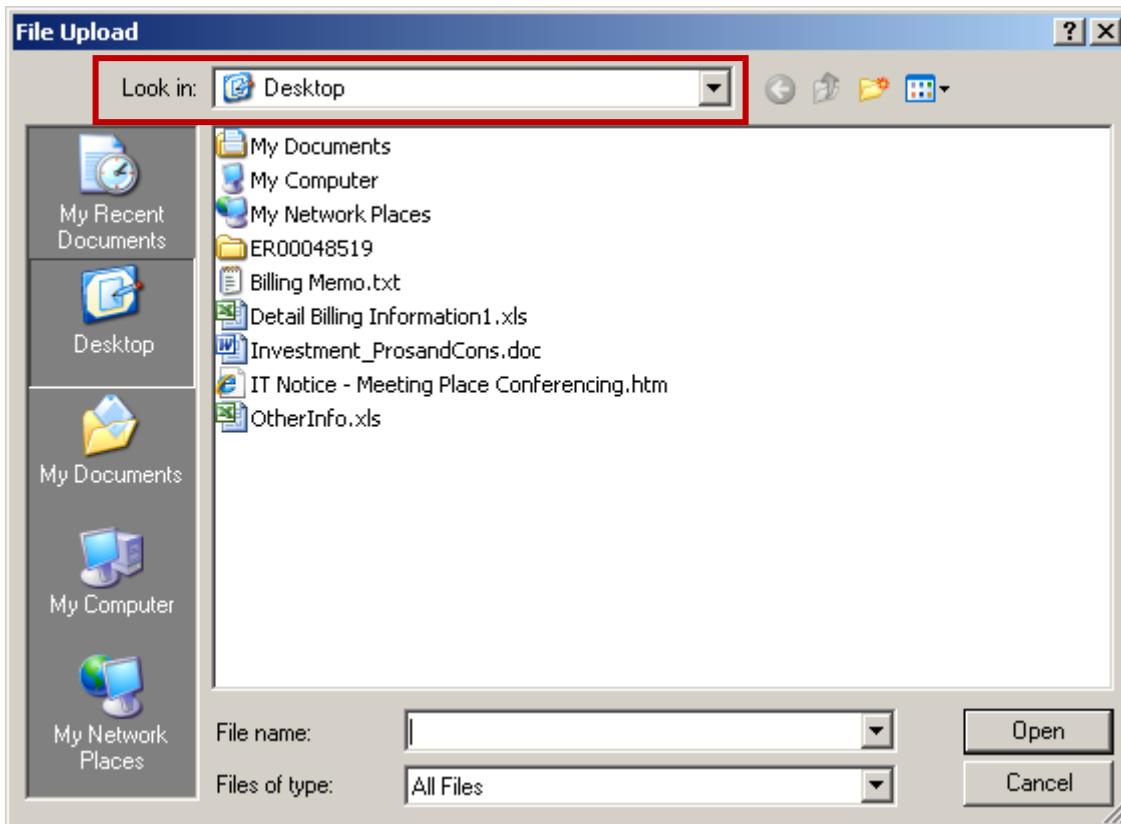
14. Update the Title field as well as any other pertinent fields associated with the attachment file. Use the **Browse** feature to locate the attachment file in your local directory.

* Attachment Identifier:	<input type="text" value="1"/>
* Title:	<input type="text" value="Overpayment Items"/>
Number of Pages:	<input type="text" value="2"/>
Attachment Date:	<input type="text" value="12/07/2010"/>
Location:	<input type="text" value="CorrespondenceBase/0"/>
File:	<input type="text"/> <input type="button" value="Browse..."/>
<input checked="" type="checkbox"/> Attachment	<input checked="" type="checkbox"/>
Transmit to External Application:	<input type="checkbox"/>
<input type="button" value="Cancel"/>	<input type="button" value="Upload"/>

Steps to Add Correspondence from the IPAC Transaction Query:

Notes

The File Upload screen using the local directory is displayed.



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



Steps to Add Correspondence from the IPAC Transaction Query:**Notes**

The correspondence Import Local File page is displayed.

* Attachment Identifier:	<input type="text" value="1"/>
* Title:	<input type="text" value="Overpayment Items"/>
Number of Pages:	<input type="text" value="2"/>
Attachment Date:	<input type="text" value="10/19/2010"/>
Location:	<input type="text" value="CorrespondenceBase/1"/>
File:	<input type="text" value="C:\my_data\Overpayment Items.doc"/> <input type="button" value="Browse..."/>
Sensitive:	<input type="checkbox"/>
Attachment:	<input checked="" type="checkbox"/>

Cancel **Upload**

Note: Selecting the Attachment checkbox denotes the file as an actual attachment, which can then be transmitted to VCSS. If not selected, the file will be considered internal GSA “supporting documentation” and cannot be transmitted to VCSS.

Note: Selecting the Sensitive checkbox denotes the file contains sensitive materials and should be treated with caution. If the user considers the attachment to be Sensitive in nature and does not wish to transmit it to VSS then setting the Sensitive Flag to TRUE will prevent the attachment from being transmitted.

16. Select the **Upload** button.

Steps to Add Correspondence from the IPAC Transaction Query:

Notes

17. 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.

Attachment Access									
Repository									
Delete									
Check Out									
Check In									
Unlock									
View									
Display 10 Items									
Sort...									
<input checked="" type="checkbox"/>	Attachment Identifier	Name	Title	Number of Pages	Attachment	Sensitive	Check Out Status	Extension Type	
<input checked="" type="checkbox"/>	1 Overpayment Items.doc	Overpayment Items		2	True	False	False	doc	

[Expand All](#) | [Collapse All](#)

Document Information

* Attachment Identifier:

* Title:

Location:

Number of Pages:

* Attachment Date:

Sensitive:

Attachment:

Transmit to External Application:

Name:

Type:

[Return to Top](#)

Edit Information

Checked Out:

LockedBy:

Last Edit Date:

[Return to Top](#)

Steps to Add Correspondence from the IPAC Transaction Query:
Notes

18. 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.

The screenshot shows the 'Item 1: Correspondence' search results page. At the top, a message box displays: 'GS4624I An email was sent to John.Smith@doe.gov'. Below the message box is a 'Search Criteria' section with fields for Creator, Subject, Type Of Correspondence, Created Date, Contact Person (From and To), Public Publishing, Record Number, Itemized Line Number, Accounting Line Number, and Assignment Code. A large text area labeled 'Correspondence:' contains the email content: 'Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$,1000. Wow.' At the bottom of the page are buttons for Back, Add, Remove, Save, Email, History, Attachments, Display, View as CSV, and Sort... The 'Email' button is highlighted with a red box. Below the buttons is a table with columns: Record Number, Created Date, Creator, First Name, Last Name, Assignment Code, Subject, Correspondence, Itemized Line Number, Accounting Line Number, Type Of Correspondence, and Public Publishing. One row in the table is selected, showing details for a record created on 10/19/2010 at 12:29:46 by user allroles65, addressed to John Smith, with the subject 'Overpayment of Nov 2010 Statement' and the same email content as above.

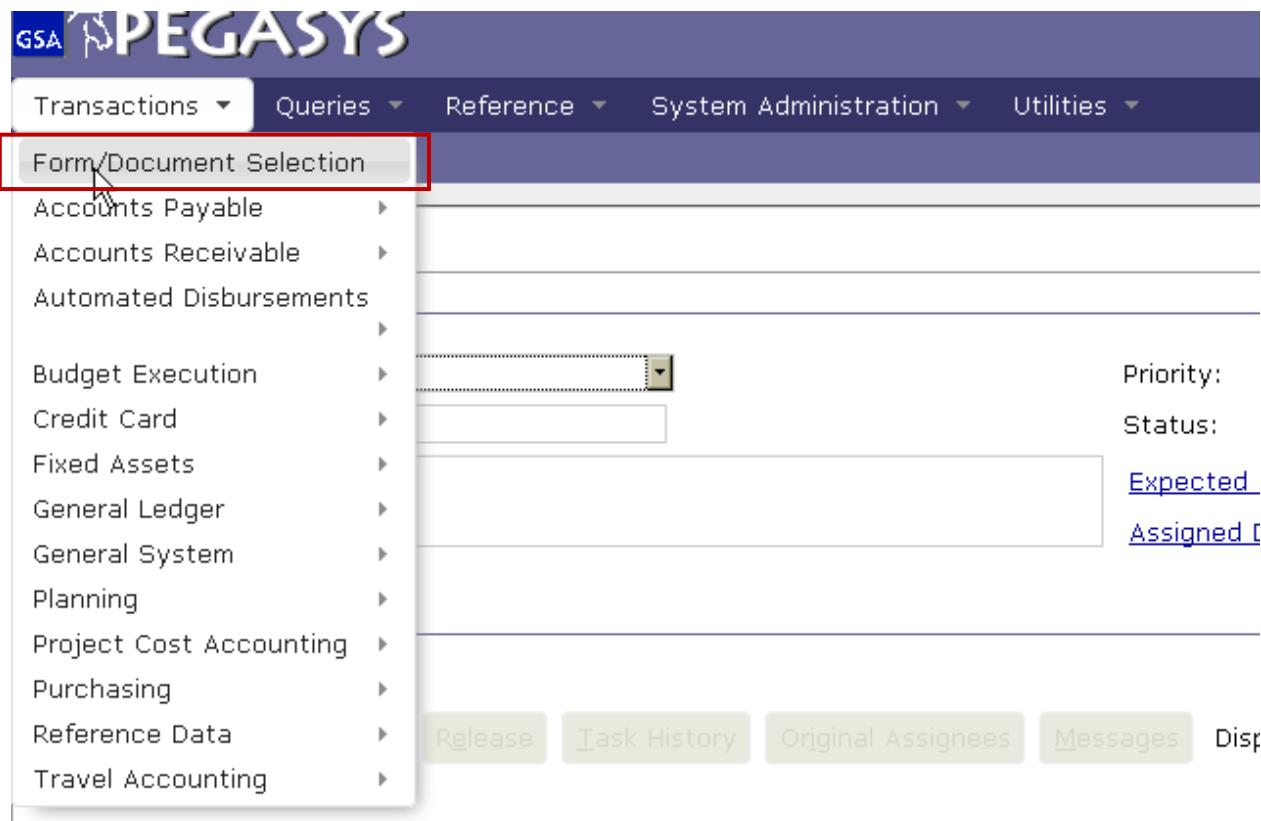
Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
4	10/19/2010 12:29:46	allroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$,1000. Wow.			1 Question	False

4.6.4 Form/Document Selection Query

The Form/Document Selection query allows the user to search for any form or document and then select an action to perform on that form or document. Form/Document Selection provides the ability to view the status of transactions, for all document categories, in any document status. For example, Form/Document Selection shows results for “Processed” documents, “Held” or “Rejected” forms, as well as workflow approval statuses such as “Pending Approval”.

Form/Document Selection will allow users to query and retrieve documents for viewing, as well as perform actions upon transactions such as correcting, amending, cancelling and adding attachments (attachments can be added from Form/Document Selection without correcting/amending the form or document). The navigation for Form/Document Selection is therefore located under the “Transactions” menu rather than Queries.

Exhibit 4-47: Form/Document Selection Navigation



4.6.4.1 Search Parameters and Results

Forms and Documents can be retrieved using Form Document Selection's many search criteria. The search can be at the document category level or at a lower level such as accounting dimension. If known, any module, document type and/or document number may be entered to narrow the search.

Exhibit 4-48: Form Document Selection

Form/Document Selection

Search Criteria		Document Status				
Subsystem:	<input type="text"/>	Processed:	<input checked="" type="checkbox"/>			
Document Type:	<input type="text"/> <input type="button" value="..."/>	Rejected:	<input checked="" type="checkbox"/>			
Document Number:	FMNB14*	Cancelled:	<input checked="" type="checkbox"/>			
Amendment Number:	<input type="text"/>	Archived:	<input type="checkbox"/>			
Document Category:	<input type="text"/>	Scheduled:	<input checked="" type="checkbox"/>			
From Accounting Period:	<input type="text"/>	Pending Approval:	<input checked="" type="checkbox"/>			
To Accounting Period:	<input type="text"/>	Held:	<input checked="" type="checkbox"/>			
From Date:	<input type="text"/>	User ID:	<input type="text"/> <input type="button" value="..."/>			
To Date:	<input type="text"/>	Security Org:	<input type="text"/> <input type="button" value="..."/>			
Vendor		Title:				
Code:	<input type="text"/> <input type="text"/> <input type="button" value="..."/>	TIN (SSN/EIN):	<input type="text"/>			
DUNS:	<input type="text"/>	DUNS+4:	<input type="text"/>			
Designated Agent - ALC:	<input type="text"/> <input type="button" value="..."/>	Customer Account:	<input type="text"/> <input type="button" value="..."/>			
System ID:		<input type="text"/> <input type="button" value="..."/>				
<input type="button" value="Search"/> <input type="button" value="Clear"/>						
+ Additional Criteria						
+ Accounting						
+ Advance Search						
<input type="button" value="Correct"/> <input type="button" value="View"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Reference Query"/> <input type="button" value="Amend"/> <input type="button" value="Route"/> <input type="button" value="GL Detail"/> Display <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>						
Item Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20						
	Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
<input type="radio"/> FMN	FMN	FMNB1401001-001			04/07/2011	Processed

Exhibit 4-49: Form/Document Selection Item Collection

Form/Document Selection Item Collection

<input type="button" value="Correct"/> <input type="button" value="View"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/> <input type="button" value="Reference Query"/> <input type="button" value="Amend"/> <input type="button" value="Route"/> <input type="button" value="GL Detail"/> Display <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>							
	Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
<input type="radio"/> FMN	FMN	BAARTS005.40TEST			10/21/2010	Rejected	allroles90

- To search for form or document information, enter applicable search criteria and click the Search button.
- To view/correct/amend a document, select the radio button next to the document in the item collection and click the appropriate action button.

4.6.4.2 Executing a Query Using Form Document Selection

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.

Steps to Execute a Query using Form Document Selection:

Notes

1. Navigate to Transactions=>Form Document Selection.

The Form Document Selection page is displayed.

2. Enter the desired and appropriate **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.

3. Click the **Search** button.

The results are returned in the Item Collection.

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
RMN	RMN00036		SD BAARTSN19.17	11/04/2010	Rejected	allroles121
RMN	RMNAA000011-044	00001		11/10/2010	Processed	allroles102
RMN	RMNAA000013-060			11/12/2010	Processed	allroles102
RMN	RMNAA000014-063			11/12/2010	Processed	allroles102
RMN	RMNTEST2JM			11/10/2010	Processed	allroles93

Steps to Execute a Query using Form Document Selection:

Notes

4. Select a detail record.
5. Select an action for the document, View, Correct, Delete, Amend, Cancel, or select to view the Reference Query or GL Detail information for the document.



6. To view the document, click the View button.

	Document Type	Document Number [△]	Amendment Number	Title	Document Date	Document Status	User ID
	FMV	FMVF000006-019		CORRECTION	11/16/2010	Processed	allroles102

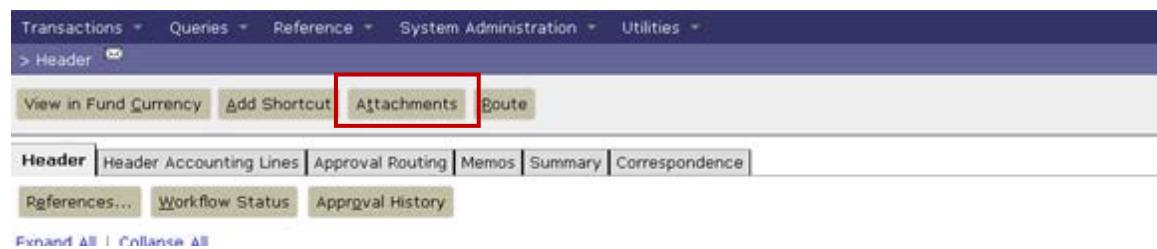
7. The form/document will be opened in a new window in the applicable action mode, i.e., View mode, Correct mode or Amend mode.

Note: Attachments can be added to documents from View mode. Note: Users should add attachments to the Statement in order to maintain consistency with VCSS (rather than adding attachments to the Billing Document (BD). See section 4.5.2.4 for further information on how to add attachments.

Steps to Execute a Query using Form Document Selection:

Notes

8. To add an attachment, click the attachment button.



Note: the user must have permission to add attachments.

The Manage Attachments page is displayed.

Note: For more information on managing attachments, please refer to the Pegasys User Guide for release 6.5.



A screenshot of the 'Manage Attachments' page. The top navigation bar includes links for GSA, PEGASYS, Return, Import Local File, Attachment Access, Repository, Delete, Check Out, Check In, Unlock, View, Save, Display (set to 10 items), Sort..., and a search icon. Below the navigation bar is a toolbar with buttons for Attachment Identifier, Name, Title, Number of Pages, Attachment, Sensitive, Check Out Status, and Extension Type. A message at the top states '- NO ITEMS TO DISPLAY -'. Below the toolbar is a link for Expand All | Collapse All. The main content area contains two expandable sections: 'Document Information' and 'Edit Information'. The 'Document Information' section contains fields for Attachment Identifier (marked with an asterisk), Title, Location, Number of Pages, Attachment Date (marked with an asterisk), Sensitive (checkbox), Attachment (checkbox), Name, Type, Explicit Access (checkbox), Export Controlled (checkbox), and Is CD Available (checkbox). The 'Edit Information' section contains fields for Checked Out (set to True), LockedBy, and Last Edit Date. Both sections have a 'Return to Top' link at the bottom.

Steps to Execute a Query using Form Document Selection:**Notes**

9. **REQUIRED** for Attachments: To import a file as an attachment, click **Import Local File**.



The screenshot shows the PEGASYS application interface. At the top, there's a navigation bar with buttons for 'Return', 'Import Local File' (which is highlighted with a red box), 'Attachment Access', 'Repository', 'Delete', 'Check Out', 'Check In', 'Unlock', 'View', 'Save', 'Display 10 Items', and 'Sort...'. Below the navigation bar is a search bar with a magnifying glass icon. Underneath the search bar is a table header row with columns: Attachment Identifier, Name, Title, Number of Pages, Attachment, Sensitive, Check Out Status, and Extension Type. A message '- NO ITEMS TO DISPLAY -' is displayed below the header. The main content area is currently empty.

The Import Local File page is displayed.



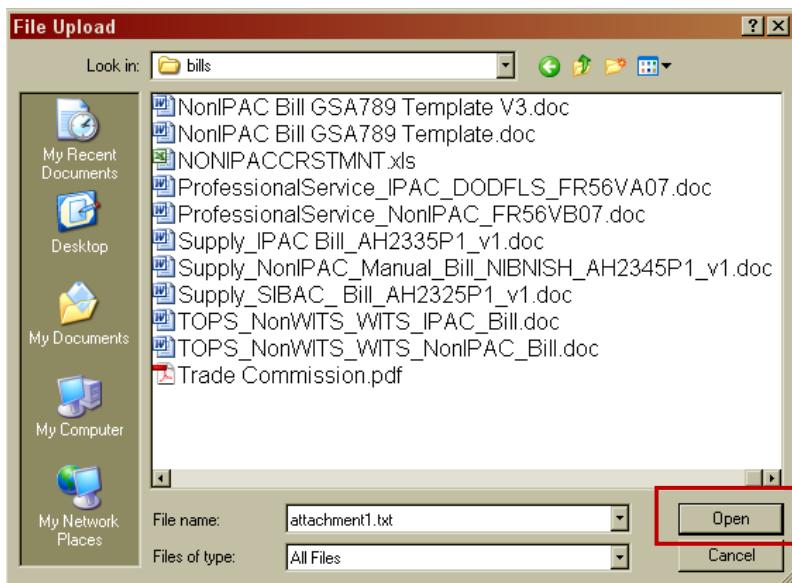
The screenshot shows the 'Import Local File' form. It includes fields for Attachment Identifier (with value '1'), Title, Number of Pages, Attachment Date ('06/20/2011'), Location ('FMV/ FMVF0000066-047'), and a 'File:' field with a 'Browse...' button. There are also checkboxes for Sensitive, Attachment, Explicit Access, Export Controlled, and Is CD Available. At the bottom are 'Cancel' and 'Upload' buttons.

10. **REQUIRED** for Attachments: Enter the file information for the attachment and click **Browse** to select a file.

Steps to Execute a Query using Form Document Selection:

Notes

11. Select the file from the appropriate local drive and click **Open**.



12. Once the file name is populated, check the appropriate flags for the attachment.

* Attachment Identifier:	<input type="text" value="1"/>
* Title:	<input type="text"/>
Number of Pages:	<input type="text"/>
Attachment Date:	<input type="text" value="05/04/2011"/>
Bill Statement Flag:	<input type="checkbox"/>
Transmit to External Application: <input checked="" type="checkbox"/>	
Sensitive:	<input type="checkbox"/>
Attachment:	<input checked="" type="checkbox"/>
Explicit Access:	<input type="checkbox"/>
Export Controlled:	<input type="checkbox"/>
Is CD Available:	<input type="checkbox"/>
<input type="button" value="Cancel"/> <input type="button" value="Upload"/>	

Note: To enable the attachment as viewable from VCSS, set the "Attachment" flag to true (checked), set the Transmit to External Application flag to true (checked).

If "Attachment" is not selected, the file will be considered internal GSA "supporting documentation". Supporting documentation does not copy forward or transmit externally.

Steps to Execute a Query using Form Document Selection:

Notes

13. Select the **Upload** button to add the attachment.

Sensitive:	<input type="checkbox"/>
Attachment:	<input checked="" type="checkbox"/>
Explicit Access:	<input type="checkbox"/>
Export Controlled:	<input type="checkbox"/>
Is CD Available:	<input type="checkbox"/>
<input type="button" value="Cancel"/> <input style="border: 2px solid red; padding: 2px; margin-left: 10px;" type="button" value="Upload"/>	

14. To add an attachment from the attachment repository, select the Repository button.



Note: The Document Repository is a collection of Attachment Templates that may be used by the collective group and be added to forms. Once an Attachment Template has been added to a form, the user may edit the attachment within the form and the edits will not appear within the original Attachment Template. However, if the user edits the Attachment Template within the Document Repository, the original attachment will be updated accordingly without those changes affecting the copies on forms.

15. Search for the attachment in the repository.

*Note: as in other search screens, users should not execute a “blind query”. Users should enter the minimum search criteria such as the name of the attachment for which they are looking flanked by asterisks, e.g., *attachment*.*

Search Criteria	
Name:	<input type="text"/>
Checked Out:	False <input type="button" value="▼"/>
Version:	<input type="text"/>
Location:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	
<input style="border: 2px solid red; padding: 2px;" type="button" value="Select"/> <input type="button" value="Cancel"/> <input type="button" value="Display"/> <input type="button" value="All"/> <input type="button" value="Items"/> <input type="button" value="Sort..."/>	

Steps to Execute a Query using Form Document Selection:

Notes

16. Select a file to attach and click **Select**.

The screenshot shows a software window titled "GSA PEGASYS". In the top left, there's a "Search Criteria" panel with fields for Name (*PRINT*), Checked Out (dropdown), Version, and Location. Below it are "Search" and "Clear" buttons. To the right is a main area with a grid of file entries. The first column shows icons, the second column lists the file names, the third shows numerical values, and the fourth shows the repository paths. A file named "INFOPRINTGSA.doc" has a checked checkbox next to it. The "Select" button, which is part of the checkbox group, is highlighted with a red box. At the bottom of the grid, there's a note: "Items 1-22 of 22".

	File Name	Value	Repository Path
[checkbox]	Lexmark E312L Printers.xls	0.000000 False	Repository/Lexmark E312L Printers.xls
[checkbox]	Printers18id2.pdf	0.000000 False	Repository/Printers18id2.pdf
[checkbox]	Cost of Reproduction Services for Printing.doc	0.000000 False	Repository/Cost of Reproduction Services for Printing.doc
[checkbox]	30 printers-1310527.xls	0.000000 False	Repository/30 printers-1310527.xls
[checkbox]	Printers38id3.pdf	0.000000 False	Repository/Printers38id3.pdf
[checkbox]	print button.zip	0.000000 False	Repository/print button.zip
[checkbox]	Lexmark Printers.xls	0.000000 False	Repository/Lexmark Printers.xls
<input checked="" type="checkbox"/>	INFOPRINTGSA.doc	0.000000 False	Repository/INFORPRINTGSA.doc
[checkbox]	15 hp printer quote jani.pdf	0.000000 False	Repository/15 hp printer quote jani.pdf
[checkbox]	Plotter Printer 01.pdf	0.000000 False	Repository/Plotter Printer 01.pdf
[checkbox]	This is a purchase for a Braille printer for our vision.doc	0.000000 False	Repository/This is a purchase for a Braille printer for our vision.doc
[checkbox]	Printers38id2.pdf	0.000000 False	Repository/Printers38id2.pdf

4.6.5 GL Account Detail Query

The GL Account Detail query is used as an alternate way of viewing information contained in the Pegasys General ledger. The GL Account Detail Query serves as a useful tool when reviewing the postings associated with a particular transaction because it provides debit/credit posting information for each document action taken. For example, querying a Billing Document that has had a collection applied to it would show the following sets of postings corresponding to the various document actions taken:

- Document Processing – shows the posting of the original Unbilled Debits/Credits.
- Billing (Document Correction)- shows:
 - The reversal of the Unbilled Debits/Credits, and
 - The posting of the Billed Debits/Credits.

Note: This is only true if the correction is changing the billing status from unbilled to billed.

- Collection Processing – shows the liquidation of the Billed Debits/Credits.

The GL Account Detail Query provides over 40 pieces of data to narrow the query results to only those records the user wants to view. In addition, the query differs from the General Ledger Balance by Fund query in that it groups its records in a different manner. The results of the query are displayed in a tabular format where each posting (a single debit or credit) recorded for each document line is displayed.

Queries=>General Ledger=>GL Account Detail

4.6.5.1 Search Parameters and Results

The GL Detail Query provides fields to specify selection criteria for various pieces of data from the General journal, Memo journal, or both. Transactions that meet the search criteria specified are listed.

Exhibit 4-50: GL Account Detail Query Search Criteria

GL Account Detail Query

Search Criteria

Fiscal Month:	Fiscal Year:	Fiscal Quarter:
Document Type:	Doc Num:	Acctg Line #:
Acctg Subline #:	Amend/Mod #:	Action:
Item Line #:	Batch #:	
Item Line #:		

GL Account:

GL Account:	GL Account Extension:	
Posting:	Acctg Event:	GL Acctg Entry:
Doc Cat:	Trans Type:	Process Activity:
Acctg Doc Cat:	Sub-level Prefix:	Treasury Symbol:
Record Type:	Acctg Doc Type:	Short Key:
Line Type:	Acctg Trans Type:	ATA: AID: BPOA: EPOA: A: MAIN: SUB:
GL Amount	Amount:	Value:
Search Journal: General		

Vendor

Code:	Vendor Type:	Name:	TIN (SSN/EIN):	Security Org:
DUNS:	DUNS+4:			

Transaction Number

Document Type:	Document Number:	Item Line Number:	Accounting Line Number:
----------------	------------------	-------------------	-------------------------

Document Reference

Type:	Number:	Item:	SubItem:	Accounting:
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Buttons: Search, Clear

Exhibit 4-51: GL Account Detail Query Item Collection

Search, **Clear**

+ Additional Criteria

+ Accounting Dimensions

+ User Defined Fields

Details View Spnd Adjust View FACTS I Attributes View FACTS II Attributes Reference Open Doc Display 10 Items View as CSV Sort...

Doc Cat	Doc Type	Doc Num	Acctg Line #	Acctg Subline #	Item Line #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension	Posting	GL Amount	GL Fund Amount	Acctg Event	GL Acctg Entry	Fiscal Month	Fiscal Year	Acctg Doc Cat	Acctg Doc Type	Acctg Trans Type
BD - Billing Document	FMN	FMNF0000051-049	1			Original 01	11/10/2010 21:27:51	USD	USD	4251		Debit	\$100.00	\$100.00	AR09	1800 02	2011	BD - Billing Document	FMN	01		
BD - Billing Document	FMN	FMNF0000051-049	1			Original 01	11/10/2010 21:27:51	USD	USD	1310.07		Debit	\$100.00	\$100.00	AR09	1800 02	2011	BD - Billing Document	FMN	01		
BD - Billing Document	FMN	FMNF0000051-049	1			Original 01	11/10/2010 21:27:51	USD	USD	4210		Credit	(\$100.00)	(\$100.00)	AR09	1800 02	2011	BD - Billing Document	FMN	01		
BD - Billing Document	FMN	FMNF0000051-049	1			Original 01	11/10/2010 21:27:51	USD	USD	5200.01		Credit	(\$100.00)	(\$100.00)	AR09	1800 02	2011	BD - Billing Document	FMN	01		
BD - Billing Document	FMN	FMNF0000051-049	1			Original 01	11/10/2010 21:27:51	USD	USD	4590		Debit	\$100.00	\$100.00	AR09	1800 02	2011	BD - Billing Document	FMN	01		
BD - Billing Document	FMN	FMNF0000051-049	1			Original 01	11/10/2010 21:27:51	USD	USD	4510		Credit	(\$100.00)	(\$100.00)	AR09	1800 02	2011	BD - Billing Document	FMN	01		

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.

- To search for form or document information, enter applicable search criteria and click the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and click the Details button.

4.6.5.2 Search Criteria – User-Defined Field Descriptions

The GL Account Detail Query provides the ability to query Statements. The listing of User-Defined fields on the GL Account Detail Query is available at [Appendix: General Ledger \(GL\) Account Detail Query – User-Defined Search Criteria Field Descriptions](#)

4.6.5.3 Executing a Query Using GL Account Detail Query

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.

Steps to Execute a Query Using the GL Account Detail Query:

Notes

- In Pegasys navigate to Queries=>General Ledger=>GL Account Detail Query.

The GL Account Detail Query page is displayed.

- Enter the 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.

- Click the **Search** button to execute the query.

Steps to Execute a Query Using the GL Account Detail Query:

Notes

The screenshot shows the search interface for the GL Account Detail Query. It includes fields for Vendor (Code, DUNS), Transaction Number (Document Type, Document Number, Item Line Number, Accounting Line Number), Document Reference (Type, Number, Item, SubItem), and Additional Criteria (Blanket Agreement #, Contracts #, Inter-Agency Num, No Year, Obligation FY, Currency Code, Invoice #, Check #, Customer Account, Delivery Order #, Agreement Number, Agreement Line Number, Statement Number, Inter-Agency Symbol, Inter-Agency Sub-level Prefix, No Check Disbursement #, Schedule Category, Disbursing Office, Asset Type). Below these are fields for Doc Date and Accomplish Date. A 'Search' button is highlighted with a red box.

4. Select a detail record from the Item collection.

The screenshot shows a grid of transaction data with the following columns: Doc Cat, Doc Type, Doc Num, Acctg Line #, Acctg Subline #, Item Line #, Action, Trans Type, System Date Time, Trans Currency, Fund Currency, GL Account, GL Account Extension, Posting, GL Amount, GL Fund Amount, Acctg Event, GL Acctg Entry, Fiscal Month, and Fiscal Year. The first row is highlighted with a red box.

5. To view the detail information, select the **Detail** button.

Note: The user can view spending adjustment, FACTS attributes, Referencing information or open the document from the GL Account Detail Query item collection. Select the appropriate action button to complete the desired action.

The screenshot shows the same grid of transaction data as before, but the 'Details' button in the top navigation bar is highlighted with a red box.

Steps to Execute a Query Using the GL Account Detail Query:

Notes

6. On the Detail page, the user can view the document or review the detail information.

The screenshot displays the Pegasy GL Account Detail Query Detail page. At the top, there are navigation links for Transactions, Queries, Reference, System Administration, Utilities, and a sign-in message for 'Welcome All Roles 102 CGI | November 11, 2010 | Sign Out'. Below the header, the breadcrumb path is 'Pegasy > Queries > General Ledger > GL Account Detail Query > GL Account Detail Query Detail'.

GL Account Detail Query Detail

Item Page: 1 2

Doc Cat	Doc Type	Doc Num	Acctg Line #	Acctg Subline #	Item Line #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension	Posting	GL Amount	GL Fund Amount	Acctg Event	GL Acctg Entry	Fiscal Month	Fiscal Year
BD - Billing Document	FMN	FMNF0000051-049	1			Original 01	11/10/2010 21:27:51	USD	USD	4251			Debit	\$100.00	\$100.00	AR09	1800 02	2011	
BD - Billing Document	FMN	FMNF0000051-049	1			Original 01	11/10/2010 21:27:51	USD	USD	1310.07			Debit	\$100.00	\$100.00	AR09	1800 02	2011	
BD - Billing Document	FMN	FMNF0000051-049	1			Original 01	11/10/2010 21:27:51	USD	USD	4210			Credit	(\$100.00)	(\$100.00)	AR09	1800 02	2011	
BD - Billing Document	FMN	FMNF0000051-049	1			Original 01	11/10/2010 21:27:51	USD	USD	5200.01			Credit	(\$100.00)	(\$100.00)	AR09	1800 02	2011	

General

Fiscal Month: 02 Fiscal Year: 2011 Fiscal Quarter: 1

Doc Type: FMN	Doc Num: FMNF0000051-049	Acctg Line #: 1
Acctg Subline #:	Item Line #:	Transaction Amount: \$100.00
Amend #:	Action: Original	Fund Amount: \$100.00
Trans Currency: USD	Doc Date: 11/10/2010	Batch #:
Fund Currency: USD	System Date Time: 11/10/2010 21:27:51	

[Return to Top](#)

General Ledger

GL Account: 4251	GL Account Extension:	Posting: Debit	Doc Cat: BD - Billing Document
Acctg Event: AR09		GL Amount: \$100.00	Acctg Doc Cat: BD - Billing Document
Trans Type: 01		GL Fund Amount: \$100.00	Acctg Doc Type: FMN
Sub-level Prefix:		GL Acctg Entry: 1800	Record Type: Principal
Acctg Trans Type: 01		Process Activity: Unbilled	Line Type: Normal
Transaction Number: FMN&FMNF0000051-049		Treasury Symbol: 47X4534.1	
		Journal Type:	

[Return to Top](#)

Additional Details

Vendor			
Code: S1017 S1017	Vendor Type: F	Name: US COURTS OF APPEAL TIN (SSN/EIN):	Security Org: GSA

4.6.5.4 Flexible Postings Review on the GL Account Detail Query

Pegasy provides the ability to “flexibly post” transactions, allowing General Ledger postings to be made against different GL accounts based on aspects recorded on the transaction. For example, GSA may need to report balances on cash receipts from another government agency separately from cash receipts from the public. Defining flexible postings therefore enables GSA to automatically post to the correct GL accounts based on transaction specific data. Flexible postings are defined on the Transaction Definition Maintenance table and can be configured for each transaction definition in the system.

Flexible postings enable the user to differentiate general ledger postings based on entered accounting data without requiring training the user to use a different transaction type.

For example, A Fleet Billing Document (BD), document type FMI would initially be recorded with a transaction type of “01”. The associated Transaction Definition has been defined with the following:

Doc Type	Trans Type	Actg Event	GL Actg Entry	Use Flexible Posting
FMI	01	AR09	1800	T

Since the ‘Use Flexible Posting’ field is set to True, Pegasys will then look at the Flexible Transaction Definitions Options box for the rules governing the flexible postings (not all possible dimensions are shown below).

Fund Posting	Program Posting	Project Posting	Function Posting	Revenue Source Posting
None	None	None	Code	None

The transaction definition consisting of document type **FMI** and transaction type 01, therefore, can use the Activity accounting dimension to flexibly post. Pegasys then uses the additional pieces of information and looks at the Flexible Transaction Definition window to find the accounting entry that matches the additional information.

The specific posting information contained on a transaction definition record based on the above accounting event example is shown below:

Activity	Actg Entry
FE115	1801

According to the flexible posting definition shown above, if the Activity on the Billing Document (BD) is **not** FE115, then the GL Account Entry would be 1800 (as shown in the first table). If the Activity on the Billing Document (BD) is FE115, then the GL Account Entry would be 1801.

The General Ledger postings would then be made based on the GL Account Entry defined by the transaction definition. The proprietary debits/credits are displayed below for both GL Account Entries, 1800 and 1801:

Doc Type	Trans Type	Actg Event	GL Actg Entry	Activity	GL – Debit	GL – Credit
FMI	01	AR09	1800	None	1310.07	5200.01
FMI	01	AR09	1801	FE115	1310.07	5900.01

Please note that additional budgetary GL impacts occur, but are not shown in the above chart as they are the same for both GL Account Entries.

4.6.6 Query IPAC Rejections (IPAC Query)

As part of each step in the life cycle, Pegasys assigns an IPAC Status. The IPAC Status is a Pegasys-specific status that is used to track the Pegasys IPAC transaction in its interaction with Treasury. Please refer to section 4.6.3 for a detailed description of each IPAC Status. These statuses will be referenced throughout the remainder of the document.

Once the IPAC file has been created by the GSIPACOUT offline process, the file is uploaded to Treasury via the IPAC System, and each transaction is set to an IPAC Status of “In Transit”. While Pegasys performs edit checks on the IPAC transactions from DBR creation to the running of the GSIPACOUT process and file creation, Treasury performs additional validations on the information they receive via IPAC. If transactions do not pass the Treasury validations, the transactions are considered Rejected by IPAC.

Treasury will provide information back to the USDA point of contact outside of the Pegasys system in order to identify and correct the Rejected transactions. Typically, the point of contact will follow an automated process, using the information received from Treasury to create an input file for the GSUPDIPAC batch process to set both the IPAC Status and Billing Status from “In Transit” to “Rejected” on the rejected transactions. If users make the necessary updates, users can also use the GSUPDIPAC batch process to set the transactions’ IPAC Status from “Rejected” to ‘Not Submitted’ so that the transaction will be re-selected in the next IPAC processing back to Treasury.

4.6.6.1 Steps to set the status for Rejected Transaction from “In Transit” to “Rejected”

The following steps describe how a user would manually update the IPAC Status and Billing Status (if necessary) of transactions deemed Rejected by Treasury - in Pegasys this manual update involves changing the IPAC Status from “In Transit” to “Rejected” and changing the Billing Status from “Billed” to “Unbilled”. The following steps also describe how a user can manually change the IPAC Status from “Rejected” to “Not Submitted” after making the appropriate changes, so that GSIPACOUT will pick the transaction back up and resubmit it to Treasury. Please refer to *section 7* for the AR offline process information.

To search for and update IPAC transactions from an “In Transit” to “Rejected” status OR set the IPAC status from a “Rejected” to “Not Submitted” status, follow the steps below:

Note: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Set IPAC Status from “In Transit” to “Rejected” after identifying a Rejected transaction:

Notes

1. Navigate to Queries=>General System=>IPAC Transaction Query.
The IPAC Transaction Query page is displayed.

IPAC Transaction Query

Search Criteria

Document

Document Category: IPAC Status:

Document

Type: Number: Item: Accounting:

IPAC Reference

IPAC Reference Number: Related Docs:
IPAC Document Identifier: Related Docs:
IPAC Reference Line Number: Customer TSYM:
DBE IPAC Doc ID (DBE UIDD): Customer ALC:
Relative Line Number: Customer BETC:
Reference Doc IPAC Document Identifier: ALC:
Invoice Number: Disbursing Office:
DBE Detail Flag: Agency DUNS:
Cancelled/Deleted: Agency DUNS+4:
IPAC Adjustment:
IPAC Adjustment Original IPAC Reference Number:
Zero Dollar Status Indicator:
Zero Dollar Reference Number:
IPAC Submission Date

From: To:

Post SGL Status Indicator:

IPAC Confirmed

2. Enter the desired and appropriate search criteria, such as **Statement Number** and **IPAC Status**.

To search for “In-transit” IPAC transactions in order to update to “Rejected” (those transactions that have been rejected by Treasury), enter the IPAC Status of ‘In Transit’.

Note: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Set IPAC Status from “In Transit” to “Rejected” after identifying a Rejected transaction:

Notes

3. Select the Search button.

IPAC Adjustment Original IPAC Reference Number:

Zero Dollar Status Indicator:

Zero Dollar Reference Number:

IPAC Submission Date

From: 02/01/2011 To: 02/21/2011

Post SQL Status Indicator:

IPAC Confirmed

From Date: To Date:
Amount: Value:

IPAC Rejection Date

From: To: Omitted From File:

Security Org:

Search **Clear**

Additional Criteria

Title:

Customer Funding Source:

Funding Document:

Requisition Number:

JAS Number:

Fiscal Station Number:

Job Number:

Accounting Classification Reference Number:

Statement Number

Statement Number:	G0001071	Related Docs:	<input type="checkbox"/>
Related Statement Number:	<input type="text"/>	Related Docs:	<input type="checkbox"/>
Referenced Statement Number:	<input type="text"/>	Related Docs:	<input type="checkbox"/>

The results are returned in the Item Collection.

Summary						
<input type="checkbox"/>	Document Categi	Document Type	Document Num	Accounting Line N	Itemized Line Nui	IPAC Status
<input type="checkbox"/>	BD - Billing Docur FMI		FMIG0001071-00C	1 0	Rejected	G0001071 1 1 \$2,450.00
<input type="checkbox"/>	BD - Billing Docur FMI		FMIG0001071-00C	2 0	Rejected	G0001071 2 1 \$1,700.00

4. Select a detail record from the Item Collection.

Steps to Set IPAC Status from “In Transit” to “Rejected” after identifying a Rejected transaction:

Notes

5. Select the **Details** button.

The IPAC Transaction Detail page is displayed.

IPAC Transaction Detail		IPAC History	SGL Information Record	IPAC Transaction DBE Detail	Correspondence
<input type="button" value="View Document"/> <input type="button" value="Amend Document"/> <input type="button" value="Correct Document"/>					
Expand All Collapse All					
General					
Document Category:	<input type="button" value="BD - Billing Document"/>		Billing Status:	<input type="button" value="Billed"/>	
Document	Type: Number:	Item:	Accounting:	Article Number:	<input type="text" value="1"/>
	FMI	FMIG0001071-00001	0	Article Amount:	<input type="text" value="\$2,450.00"/>
Statement Number:	<input type="text" value="G0001071"/>		Currency Code:	<input type="text" value="USD"/>	
Related Statement Number:	<input type="text"/>		Security Org:	<input type="text" value="GSA"/>	
Referenced Statement Number:	<input type="text"/>		Fiscal Year:	<input type="text" value="2011"/>	
DBE Detail Flag:	<input checked="" type="checkbox"/> Yes		Customer ALC:	<input type="text" value="36001200"/>	
Source Number:	<input type="text" value="FLT36"/>		Customer TSYM:	<input type="text" value="36X0151"/>	
Title:	<input type="text" value="Rejected Fleet BD"/>		Customer BETC:	<input type="text"/>	
Invoice Number:	<input type="text"/>		ALC:	<input type="text" value="47000016"/>	
Requisition Number:	<input type="text" value="052011"/>		Disbursing Office:	<input type="text" value="GS127"/>	
JAS Number:	<input type="text"/>		Agency DUNS:	<input type="text"/>	
Fiscal Station Number:	<input type="text" value="0"/>		Agency DUNS+4:	<input type="text"/>	
Job Number:	<input type="text"/>		Vendor Code:	<input type="text" value="361035"/>	<input type="text" value="361035"/>
Accounting Classification Reference Number:	<input type="text"/>		Vendor Name:	<input type="text" value="VA HOSPITAL"/>	
Contracts:	<input type="text" value="FLEET"/>		Trading Partner Agency:	<input type="text" value="36"/>	
Blanket Agreement:	<input type="text"/>		DUNS:	<input type="text" value="039624291"/>	
Agreement Number:	<input type="text"/>		DUNS+4:	<input type="text"/>	
<input type="text" value="Designated Agent ALC: 36001200 36001200"/>					

6. To update the IPAC Status and Billing Status (if applicable); select **Amend Document** Button for BDs.

*Note: For Payment Authorizations (IP), select the **Correct Document** button as IPs cannot be amended.*

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾					
Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail					
<input type="button" value="Save"/>					
<input type="button" value="IPAC Transaction Detail"/> <input type="button" value="IPAC History"/> <input type="button" value="SGL Information Record"/> <input type="button" value="IPAC Transaction DBE Detail"/> <input type="button" value="Correspondence"/>					
<input type="button" value="View Document"/> <input style="border: 2px solid red; padding: 2px 10px;" type="button" value="Amend Document"/> <input type="button" value="Correct Document"/>					
Expand All Collapse All					

Note: When changing a transaction from the IPAC Status of Rejected to In-Transit, the document must be amended. An amendment is necessary to set the Billing Status from Billed to Unbilled.

Steps to Set IPAC Status from “In Transit” to “Rejected” after identifying a Rejected transaction:

Notes

7. For Amendments, enter the **Amendment Number**.

New Amendment

Subsystem: Accounts Receivable

* Document: 4

* Document Type: FMI

Document Name: Fleet IPAC BD Manual

* Document Number: FMIG0001071-00001

Amendment Number

* Amendment Number: Generate

8. Select the **Ok** button.

The BD is opened in a new window.

9. Select the **Accounting Line** tab.

Header	Accounting Lines	Office Addresses	Approval Routing	Memos	Summary
Accounting Line Charge Lines Articles Detail Billing Record Search Modified Detail Billing Records					
Add	Copy	Copy_Foward	Remove	Reset	Replace
Display	10 Items	View as CSV	Sort...		
	Line Number	Line Type	Amount	Transaction Type	Template BBFY EBFY Fund Reg Org Cd Sub Org Prgm Proj Cd Proj Sub Proj Activity SOC Sub Obj Rev Src Sub Rev Src Bldg Sys Veh Tag #
	11FLT-01-455F-FE32-F01Y0000-FE113-A12		\$2,450.00	01	2011 455F 01 F01Y0000 FE32 FE111 A100 A12
	11FLT-01-455F-FE32-F01Y0000-FE113-A12		\$1,700.00	01	2011 455F 01 F01Y0000 FE32 FE111 A100 A12

Steps to Set IPAC Status from “In Transit” to “Rejected” after identifying a Rejected transaction:

Notes

10. Optional- to update the Billing Status on multiple accounting lines, select the lines and select the “Replace” button.

Note: The Replace function can be used on the Accounting Lines tab only for updating multiple accounting lines at once.

Note: The user would update the Billing Status from “Billed” to “Unbilled” in order to resubmit the rejected transaction to Treasury via IPAC’ to state the transaction is updated to unbilled when initially rejected in order to show the funds in the unbilled account. The subsequent running of the GSIPACOUT process will set the transactions back to billed when they are re-submitted to Treasury.

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[Go to top of page](#)

11. Update the **Billing Status** to “Unbilled” and select “Apply”.

Billing Document > Accounting Line											
		Apply	Cancel								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Accounting Line</th> </tr> </thead> <tbody> <tr> <td colspan="2">Expand All Collapse All</td> </tr> <tr> <td colspan="2"> <div style="border: 1px solid #ccc; padding: 5px;"> General <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>Line Type: <input type="button" value="▼"/></p> <p>Billing Status: <input checked="" type="button" value="Unbilled"/> <input type="button" value="▼"/></p> <p>Transaction Type: <input type="button" value="▼"/></p> <p>Exclude from Offset</p> <p>Internal: <input type="checkbox"/></p> <p>External: <input type="checkbox"/></p> <p>Bill Print: <input type="button" value="▼"/></p> <p>Dunning Print: <input type="checkbox"/></p> <p>Period of Performance</p> <p>Start Date: <input type="button" value=""/></p> <p>End Date: <input type="button" value=""/></p> </div> <div style="flex: 1;"> <p>Receivable Type: <input type="button" value=""/></p> <p>Default</p> <p>Record Type: <input type="button" value=""/></p> <p>Overpayment Cause: <input type="button" value=""/></p> <p>Interest Rate %: <input type="button" value=""/></p> <p>Overdue Charges</p> <p>Administrative Charge Type: <input type="button" value=""/></p> <p>Interest Type: <input type="button" value=""/></p> <p>Penalty Type: <input type="button" value=""/></p> <p>Source Number: <input type="button" value=""/></p> <p>Related Statement Number: <input type="button" value=""/></p> </div> </div> </div> </td> </tr> <tr> <td colspan="2"> Return to Top </td> </tr> </tbody> </table>				Accounting Line		Expand All Collapse All		<div style="border: 1px solid #ccc; padding: 5px;"> General <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>Line Type: <input type="button" value="▼"/></p> <p>Billing Status: <input checked="" type="button" value="Unbilled"/> <input type="button" value="▼"/></p> <p>Transaction Type: <input type="button" value="▼"/></p> <p>Exclude from Offset</p> <p>Internal: <input type="checkbox"/></p> <p>External: <input type="checkbox"/></p> <p>Bill Print: <input type="button" value="▼"/></p> <p>Dunning Print: <input type="checkbox"/></p> <p>Period of Performance</p> <p>Start Date: <input type="button" value=""/></p> <p>End Date: <input type="button" value=""/></p> </div> <div style="flex: 1;"> <p>Receivable Type: <input type="button" value=""/></p> <p>Default</p> <p>Record Type: <input type="button" value=""/></p> <p>Overpayment Cause: <input type="button" value=""/></p> <p>Interest Rate %: <input type="button" value=""/></p> <p>Overdue Charges</p> <p>Administrative Charge Type: <input type="button" value=""/></p> <p>Interest Type: <input type="button" value=""/></p> <p>Penalty Type: <input type="button" value=""/></p> <p>Source Number: <input type="button" value=""/></p> <p>Related Statement Number: <input type="button" value=""/></p> </div> </div> </div>		Return to Top	
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Return to Top											

Steps to Set IPAC Status from “In Transit” to “Rejected” after identifying a Rejected transaction:

Notes

12. If not using “Replace” values, select the accounting line and select **Accounting Line**.

Note: If the entire BD was rejected from Treasury, all accounting lines/articles will need to be updated by repeating the steps.

□	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	P
<input checked="" type="checkbox"/>	1	Normal	\$2,450.00	01	11FLT-01-455F-FE32-F01Y0000-FE113-A12	2011		455F	01	F01Y0000		FE32			FE111			
<input type="checkbox"/>	2	Normal	\$1,700.00	01	11FLT-01-455F-FE32-F01Y0000-FE113-A12	2011		455F	01	F01Y0000		FE32		FE111				

13. Set the Billing Status to “Unbilled”.

General

Line Number:

Line Type:

Billing Status: Unbilled

Transaction Type: Unbilled

Exclude from Offset

Internal:

14. Select the **Article** Tab.

Note: The Article must be updated for each accounting line.

Accounting Line	Charge Lines	Articles	Detail Billing Record Search	Modified Detail Billing Records
Article				
<input type="button" value="Add"/>	<input type="button" value="Copy"/>	<input type="button" value="Remove"/>	<input type="button" value="Replace"/>	Display <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>
Article Number	Article Amount	IPAC Reference Number	IPAC Reference Line Number	IPAC Status
<input type="checkbox"/> 1	\$2,450.00	G0001071	1	Rejected

15. Select the article.

Steps to Set IPAC Status from “In Transit” to “Rejected” after identifying a Rejected transaction:

Notes

16. To indicate the transaction has been rejected by Treasury, set the IPAC Status field to “Rejected”.

The screenshot shows a form with various fields for entering transaction details. In the 'IPAC Status' section, there is a dropdown menu with the following options: In Transit, Confirmed, Hold - Pending Chargeback, In Transit (highlighted with a red box), Rejected (highlighted with a red box), Not Submitted, Do Not Send, and Write-Off. The 'Rejected' option is clearly visible and selected.

Article Number:	1
Date Of Delivery:	
Qty/Unit Price Indicator:	Use DBE Detail
Quantity:	0.000000
Unit Price Amount:	\$0.0000
Unit:	
Article Amount:	\$0.00
IPAC Status	
IPAC Status:	In Transit
IPAC Schedule Date:	
IPAC Submission Date:	
IPAC Confirmation Date:	
IPAC Confirmed Amount:	
IPAC Reference Number:	PT14E222
IPAC Reference Line Number:	1
Detail Line Number:	
IPAC Document Identifier:	2KY001AXMS6
Reference Document IPAC Document Identifier:	
Adjustment:	Yes
IPAC Rejection Date:	
Omitted from File:	No

17. Select the Save button.

The screenshot shows a successful save message: "Form FMIG0001071-00001 was saved successfully." The 'Save' button is highlighted with a red box. Below the message, there are tabs for Header, Accounting Lines, Office Addresses, Approval Routing, Memos, Summary, Amendment History, Workflow Status, and Approval_History. The 'Header' tab is selected. At the bottom, there are links for Expand All and Collapse All. The 'General' section contains fields for Document Type (FMI), Document Date (03/06/2011), Status (HELD), Document Number (FMIG0001071-00001), Statement Number (G0001071), Document Classification, Reporting Accounting Period, Accounting Period (06/2011), and Batch Number.

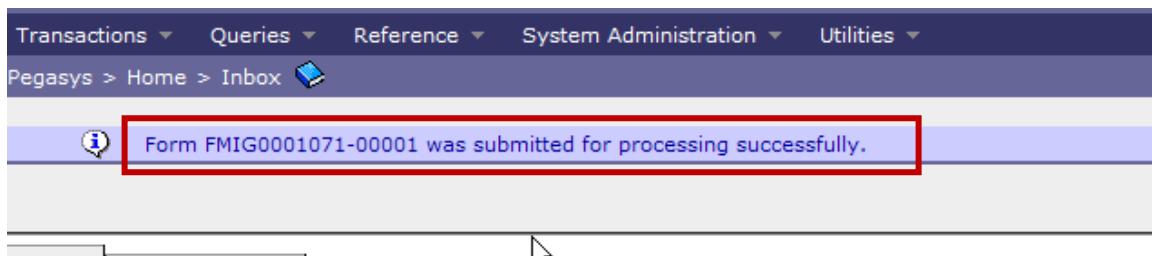
**Steps to Set IPAC Status from “In Transit” to “Rejected” after identifying a
Rejected transaction:****Notes**

18. 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.*

19. Select the **Submit** button.

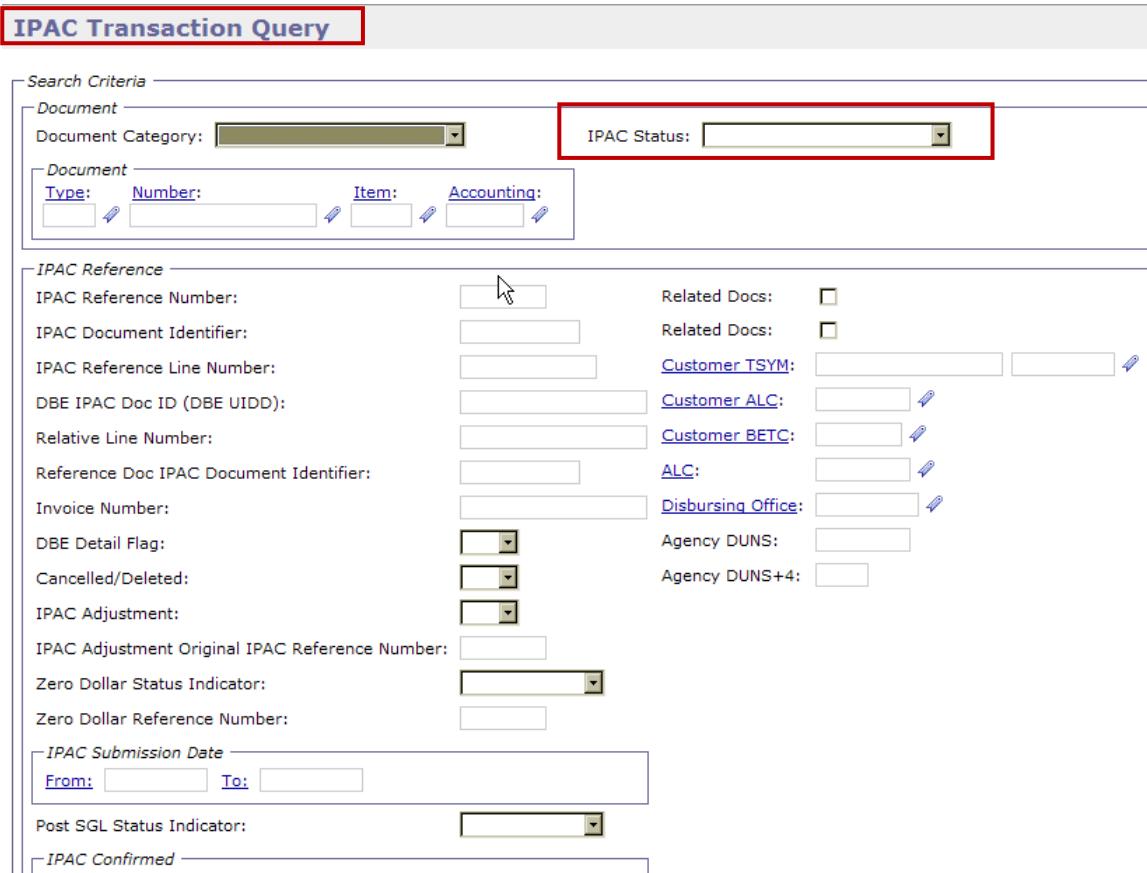
If no errors are encountered upon selecting the Submit button a message appears stating that the form has been submitted for processing.



20. Navigate back to Form/Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

Note: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

To search for and update IPAC transactions from a “Rejected” to “Not Submitted” status, follow the steps below:

Steps to Set IPAC Status from “Rejected” to “Not Submitted” to be re-selected and re-sent back to Treasury:	Notes
1. Navigate to Queries=>General System=>IPAC Transaction Query. The IPAC Transaction Query page is displayed.	
 A screenshot of the IPAC Transaction Query form. The 'IPAC Status' dropdown in the 'Search Criteria' section is highlighted with a red box. The form includes sections for Document, IPAC Reference, IPAC Submission Date, and IPAC Confirmed, each with various input fields and dropdown menus.	

2. Enter the desired and appropriate search criteria, such as **Statement Number** and **IPAC Status**.

To search for “Rejected” IPAC transactions in order to update the transaction in order to resubmit to IPAC, enter the IPAC Status of ‘Rejected’.

Note: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

**Steps to Set IPAC Status from “Rejected” to “Not Submitted” to be re-selected
and re-sent back to Treasury:**
Notes

3. Select the **Search** button.

The screenshot shows a search form for IPAC Adjustments. It includes fields for IPAC Reference Number, Zero Dollar Status Indicator, Zero Dollar Reference Number, IPAC Submission Date (From: 02/01/2011 To: 02/21/2011), Post SGL Status Indicator, IPAC Confirmed (From Date, To Date, Amount, Value), IPAC Rejection Date (From, To, Omitted From File), Security One (with Search and Clear buttons highlighted by a red box), Additional Criteria (Title, Customer Funding Source, Funding Document, Requisition Number, JAS Number, Fiscal Station Number, Job Number, Accounting Classification Reference Number), and Statement Number (Statement Number, Related Docs, Related Statement Number, Referenced Statement Number). The 'Search' button is highlighted with a red box and a cursor icon.

The results are returned in the Item Collection.

Summary						
	Document Category	Document Type	Document Number	Accounting Line Number	Itemized Line Number	IPAC Status
<input type="checkbox"/>	BD - Billing Docur FMI		FMIG0001071-00C	1 0	Rejected	G0001071
<input type="checkbox"/>	BD - Billing Docur FMI		FMIG0001071-00C	2 0	Rejected	G0001071

4. Select a detail record from the Item Collection.

Steps to Set IPAC Status from “Rejected” to “Not Submitted” to be re-selected and re-sent back to Treasury:

Notes

5. Select the **Details** button.

The IPAC Transaction Detail page is displayed.

This screenshot shows the IPAC Transaction Detail form. At the top, there are tabs for IPAC Transaction Detail, IPAC History, SGL Information Record, IPAC Transaction DBE Detail, and Correspondence. Below the tabs are three buttons: View Document, Amend Document, and Correct Document. The Amend Document button is highlighted with a red box. Underneath these buttons is a link to Expand All or Collapse All. The main area contains a General section with various fields for document details, such as Type, Number, Item, Accounting, Statement Number, Related Statement Number, Referenced Statement Number, DBE Detail Flag, Source Number, Title, Invoice Number, Requisition Number, JAS Number, Fiscal Station Number, Job Number, Accounting Classification Reference Number, Contracts, Blanket Agreement, and Agreement Number. To the right of these fields are corresponding status fields like Billing Status, Article Number, Article Amount, Currency Code, Security Org, Fiscal Year, Customer ALC, Customer TSYM, Customer BETC, ALC, Disbursing Office, Agency DUNS, Agency DUNS+4, Vendor Code, Vendor Name, Trading Partner Agency, DUNS, DUNS+4, and Designated Agent ALC. Most fields are populated with specific values, such as BD - Billing Document for Document Category, G0001071 for Statement Number, and FLEET for Contracts.

6. To update the IPAC Status and Billing Status (if applicable); select **Amend Document** Button for BDs.

*Note: For Payment Authorizations (IP), select the **Correct Document** button as IPs cannot be amended.*

This screenshot shows the IPAC Transaction Detail form again. At the top, there are tabs for IPAC Transaction Detail, IPAC History, SGL Information Record, IPAC Transaction DBE Detail, and Correspondence. Below the tabs are three buttons: View Document, Amend Document, and Correct Document. The Amend Document button is highlighted with a red box and has a cursor pointing at it. Underneath these buttons is a link to Expand All or Collapse All. The main area contains a General section with various fields for document details, such as Type, Number, Item, Accounting, Statement Number, Related Statement Number, Referenced Statement Number, DBE Detail Flag, Source Number, Title, Invoice Number, Requisition Number, JAS Number, Fiscal Station Number, Job Number, Accounting Classification Reference Number, Contracts, Blanket Agreement, and Agreement Number. To the right of these fields are corresponding status fields like Billing Status, Article Number, Article Amount, Currency Code, Security Org, Fiscal Year, Customer ALC, Customer TSYM, Customer BETC, ALC, Disbursing Office, Agency DUNS, Agency DUNS+4, Vendor Code, Vendor Name, Trading Partner Agency, DUNS, DUNS+4, and Designated Agent ALC. Most fields are populated with specific values, such as BD - Billing Document for Document Category, G0001071 for Statement Number, and FLEET for Contracts.

Note: When changing a transaction from the IPAC Status of Rejected to In-Transit, the document must be amended. An amendment is necessary to set the Billing Status from Billed to Unbilled.

**Steps to Set IPAC Status from “Rejected” to “Not Submitted” to be re-selected
and re-sent back to Treasury:**

7. For Amendments, enter the **Amendment Number**.

New Amendment

Subsystem: Accounts Receivable

* Document: *(document icon)*

* Document Type: FMI

Document Name: Fleet IPAC BD Manual

* Document Number: FMIG0001071-00001

* Amendment Number

* Amendment Number: Generate

8. Select the **Ok** button.

The BD is opened in a new window.

9. Select the **Accounting Line** tab.

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

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

Add	Copy	Copy Forward	Remove	Reset	Replace	Display	10 Items	View as CSV	Sort...													
<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src	Bldg #	Sys #	Veh Tag
<input type="checkbox"/>	1	Normal	\$2,450.00	01	11FLT-01-455F- FE32- F01Y0000- FE113-A12	2011	455F	01	F01Y0000	FE32					FE111		A100		A12			
<input type="checkbox"/>	2	Normal	\$1,700.00	01	11FLT-01-455F- FE32- F01Y0000- FE113-A12	2011	455F	01	F01Y0000	FE32					FE111		A100		A12			

Steps to Set IPAC Status from “Rejected” to “Not Submitted” to be re-selected and re-sent back to Treasury:

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Note: The Replace function can be used on the Accounting Lines tab only for updating multiple accounting lines at once.

Note: The user would update the Billing Status from “Billed” to “Unbilled” in order to resubmit the rejected transaction to Treasury via IPAC’ to state the transaction is updated to unbilled when initially rejected in order to show the funds in the unbilled account. The subsequent running of the GSIPACOUT process will set the transactions back to billed when they are re-submitted to Treasury.

Header		Accounting Lines		Office Addresses		Approval Routing		Memos		Summary																																																																										
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<input checked="" type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src	Bldg	Sys	Veh Tag #	Wrk Itm	ABC Act																																																												
<input checked="" type="checkbox"/>	1	Normal	\$2,450.00	01	11FLT-01-455F-FE32-F01Y0000-FE113-A12	2011	455F	01	F01Y0000	FE32					FE111			A100		A12																																																																
<input checked="" type="checkbox"/>	2	Normal	\$1,700.00	01	11FLT-01-455F-FE32-F01Y0000-FE113-A12	2011	455F	01	F01Y0000	FE32					FE111			A100		A12																																																																

[Go to top of page](#)

11. Update the **Billing Status** to “Unbilled” and select “Apply”.

Billing Document > Accounting Line			
		Apply	Cancel
<h3>Accounting Line</h3>			
Expand All Collapse All			
<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p><input type="checkbox"/> General</p> <p>Line Type: <input style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;" type="button" value="..."/></p> <p>Billing Status: <input checked="" style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Unbilled"/></p> <p>Receivable Type: <input style="width: 150px; height: 25px; border: 1px solid #ccc; margin-right: 10px;" type="text"/> Default</p> </div> <div style="flex: 1;"> <p>Record Type: <input style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;" type="button" value="..."/></p> <p>Overpayment Cause: <input style="width: 150px; height: 25px; border: 1px solid #ccc; margin-right: 10px;" type="text"/></p> <p>Interest Rate %: <input style="width: 150px; height: 25px; border: 1px solid #ccc; margin-right: 10px;" type="text"/></p> </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>Exclude from Offset</p> <p>Internal: <input type="checkbox"/></p> <p>External: <input type="checkbox"/></p> </div> <div style="flex: 1;"> <p>Overdue Charges</p> <p>Administrative Charge Type: <input style="width: 150px; height: 25px; border: 1px solid #ccc; margin-right: 10px;" type="text"/></p> <p>Interest Type: <input style="width: 150px; height: 25px; border: 1px solid #ccc; margin-right: 10px;" type="text"/></p> <p>Penalty Type: <input style="width: 150px; height: 25px; border: 1px solid #ccc; margin-right: 10px;" type="text"/></p> </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>Bill Print: <input style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;" type="button" value="..."/></p> <p>Dunning Print: <input type="checkbox"/></p> <p>Period of Performance</p> <p>Start Date: <input style="width: 100px; height: 25px; border: 1px solid #ccc; margin-right: 10px;" type="text"/> End Date: <input style="width: 100px; height: 25px; border: 1px solid #ccc; margin-right: 10px;" type="text"/></p> </div> <div style="flex: 1;"> <p>Source Number: <input style="width: 150px; height: 25px; border: 1px solid #ccc; margin-right: 10px;" type="text"/></p> <p>Related Statement Number: <input style="width: 150px; height: 25px; border: 1px solid #ccc; margin-right: 10px;" type="text"/></p> </div> </div>			
<p>Return to Top</p>			

Steps to Set IPAC Status from “Rejected” to “Not Submitted” to be re-selected and re-sent back to Treasury:

Notes

12. If not using “Replace” values, select the accounting line and select **Accounting Line**.

Note: If the entire BD was rejected from Treasury, all accounting lines/articles will need to be updated by repeating the steps.

Accounting Lines																	
Office Addresses Approval Routing Memos Summary																	
Accounting Line Charge Lines Articles Detail Billing Record Search Modified Detail Billing Records																	
Add	Copy	Copy_Foward	Remove	Reset	Replace	Display	10	Items									
<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj
<input checked="" type="checkbox"/>	1	Normal	\$2,450.00	01	11FLT-01-455F-FE32-F01Y0000-FE113-A12	2011		455F	01	F01Y0000	FE32				FE111		
<input type="checkbox"/>	2	Normal	\$1,700.00	01	11FLT-01-455F-FE32-F01Y0000-FE113-A12	2011		455F	01	F01Y0000	FE32				FE111		

13. Set the Billing Status to “**Unbilled**”.

General	
Line Number:	<input type="text" value="1"/>
Line Type:	<input type="button" value="Normal"/>
Billing Status:	<input type="button" value="Billed"/>
<u>Transaction Type:</u>	<input type="button" value="Billed"/> <input type="button" value="Unbilled"/>
Exclude from Offset	
Internal:	<input type="checkbox"/>

- #### 14. Select the Article Tab.

Note: The Article must be updated for each accounting line.

Accounting Line	Charge Lines	Articles	Detail Billing Record Search	Modified Detail Billing Records
Article				
Add	Copy	Remove	Replace	Display <input type="button" value="10"/> Items View as CSV Sort...
Article Number	Article Amount	IPAC Reference Number	IPAC Reference Line Number	IPAC Status
1	\$2,450.00	G0001071	1	Rejected

15. Select the article.

Steps to Set IPAC Status from “Rejected” to “Not Submitted” to be re-selected and re-sent back to Treasury:

Notes

16. To re-submit the transaction to Treasury, set the IPAC Status to “Not Submitted”.

The screenshot shows a form with various fields for a transaction. In the 'IPAC Status' section, there is a dropdown menu with several options: 'Rejected', 'Confirmed', 'Hold - Pending Chargeback', 'In Transit', 'Rejected', 'Not Submitted' (which is highlighted with a red box), 'Do Not Send', and 'Write-Off'. Below the dropdown, there are other fields like 'IPAC Schedule Date', 'IPAC Confirmation Date', and 'IPAC Rejection Date'.

17. Select the **Save** button.

The screenshot shows a transaction header screen. At the top, there is a message: "Form FMIG0001071-00001 was saved successfully." Below the message are several buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The 'Save' button is highlighted with a red box. Below the buttons, there are tabs for Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. Under the Header tab, there are sub-tabs for Amendment History, Workflow Status, and Approval_History. At the bottom of the screen, there are links for Expand All and Collapse All.

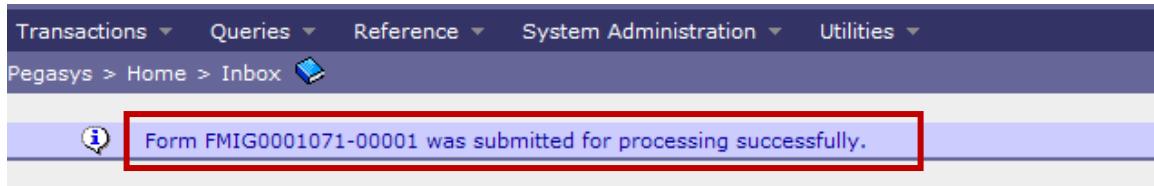
18. Select the **Verify** button.

*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.*

**Steps to Set IPAC Status from “Rejected” to “Not Submitted” to be re-selected
and re-sent back to Treasury:**

19. Select the **Submit** button.

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



20. Navigate back to Form/Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

Note: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

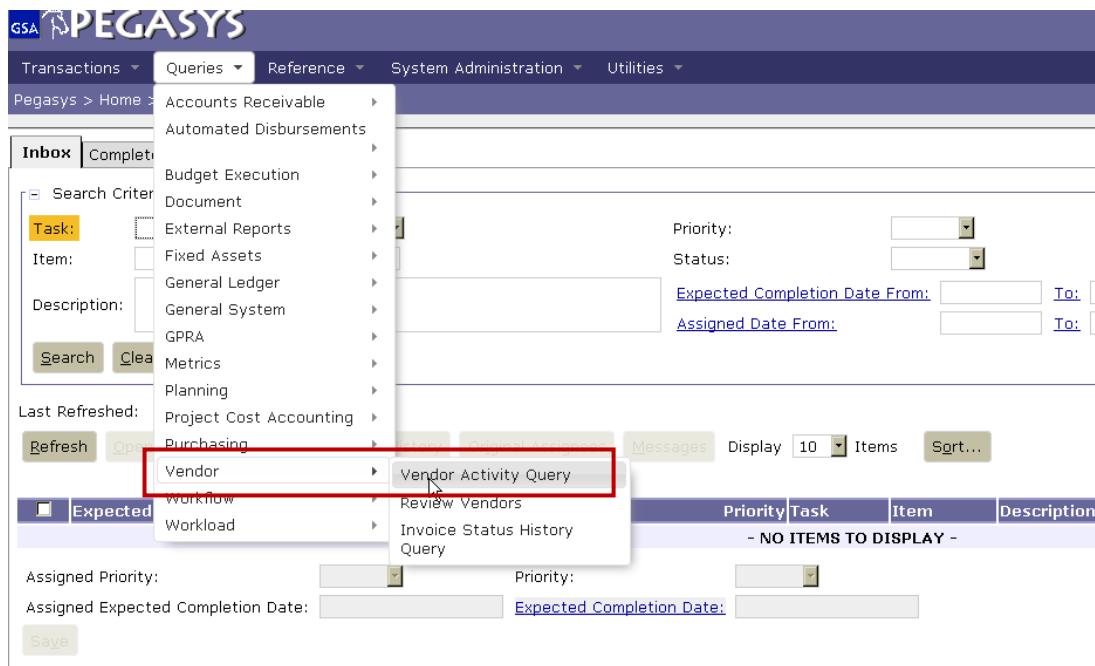
4.6.7 Vendor Activity Query

The Vendor Activity query is a powerful tracking and querying tool used to access detailed vendor account information. While a vendor may be referenced thousands of times in many different types of documents, the Vendor Activity query provides a way to quickly view and access interactions involving the vendor. Maintaining a history of vendor interactions is very important to the agency's accountability. The Vendor Activity query enables the user to gather critical vendor information whenever the user needs it.

For more information about the Vendor Activity Query, please refer to the Pegasys User Guide for release 6.5.

Exhibit 4-52: Navigation to the Vendor Activity Query

Queries=>Vendor=>Vendor Activity Query



4.6.7.1 Search Parameters and Results

The Vendor Activity query provides the opportunity to view amounts for the vendor in the system currency, while also providing a view of each individual address code belonging to the vendor.

The Vendor Activity query is organized as a notebook and records several types of information. It contains the following buttons, pages and tabs (click each tab for more information): (* indicates a required field)

For the *Vendor Activity Query Search Criteria* field definitions, see section 4.5.9.3.

Exhibit 4-53: Vendor Activity Query Search Criteria

PEGASYS

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Queries > Vendor > Vendor Activity Query

Vendor Activity Query

Search Criteria

Code:	<input type="text"/>	Address Code:	<input type="text"/>
DUNS Number:	<input type="text"/>	Address Type:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
DUNS+4:	<input type="text"/>	Address Active Status:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
CAGE Code:	<input type="text"/>	Region:	<input type="text"/>
DODAAC:	<input type="text"/>	Region Number:	<input type="text"/>
Name:	<input type="text"/>	Agency:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
Legal Name:	<input type="text"/>	Bureau:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
TIN:	<input type="text"/>	Agency Location Code:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
Vendor Category:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>	Security Organization:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
Vendor Class:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>	Use For Payments:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
Vendor Group:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>	Use For Billing:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
Vendor Type:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>	Use For Procurement:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
Default Payment Type:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>	Prevent New Spending:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
Reporting Attribute:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>	1099 Vendor:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
Currency Code:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>	Miscellaneous:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
		SAM Enabled:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
		Delinquent Federal Debt:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
		Do Not Pay:	<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
NAICS			
NAICS Code: <input type="text"/>			
Small Business (by NAICS): <input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>			
Emerging Small Business (by NAICS): <input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>			
+ Socio-Econ Info _____ + Advanced Search _____			

Exhibit 4-54: Vendor Activity Query Item Collection

Details More Sgrt... View as CSV View as Excel

Summary

Vendor Codes	DUNS Number	DUNS+4	CAGE Code	DODAAC	Name	TIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code	Address Type	Agency	Bureau
<input checked="" type="radio"/> S1017					US COURTS OF APPL FOR THE FED CIRCUITS		F	Government	S1017	Mailing Address	010	17			
<input type="radio"/> S1017					US COURTS OF APPL FOR THE FED CIRCUITS		F	Government	S1017	Physical Address	010	17			
<input type="radio"/> S1017					US COURTS OF APPL FOR THE FED CIRCUITS		F	Government	S1017	Remittance Address	010	17			

- To search for Vendor information, enter applicable search criteria and click the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and click the Details button.

The Vendor Activity Query can also provide a quick glimpse at the vendor information by using the pop up functionality. When a user clicks the “More” button, a pop up window will display additional information about the vendor record selected.

Exhibit 4-55: Vendor Activity Query More Button

Vendor Codes	DUNS Number	DUNS+4	CAGE Code	Name	SSN/EIN	Vendor Catego	Vendor Class	Vendor Group	Vendor Type	Reporting Attr	Address Code	Address Type
<input checked="" type="checkbox"/> S1017				US COURTS OF	4				F	Government	S1017	Remittance Adc 1
<input type="checkbox"/> S1017				US COURTS OF	4				F	Government	S1017	Physical Address 1
<input type="checkbox"/> S1017				US COURTS OF	4				F	Government	S1017	Mailing Address 1

The “More” button functionality allows users to scroll through the vendor records quickly by using the arrows on the item.

4.6.7.2 Query Details

From the detail page of the Vendor Activity Query, users can view the vendor information, go to the account summary details page, or view the documents associated with the vendor.

Exhibit 4-56: Vendor Activity Query Details Page

4.6.7.3 Search Criteria - User-Defined Field Definitions

The listing of User-Defined fields on the Vendor Activity Query is available at [Appendix: Vendor Activity Search – User-Defined Search Criteria Field Descriptions](#)

4.6.7.4 Execute a Query Using the Vendor Activity Query

Steps to Execute a Query Using the Vendor Activity Query:	Notes
---	-------

1. Navigate to Queries=>Vendor=>Vendor Activity Query

The Vendor Activity Query page is displayed.

Vendor Query

Search Criteria

Code:	<input type="text"/>	Address Code:	<input type="text"/>
DUNS Number:	<input type="text"/>	Address Type:	<input type="text"/>
DUNS+4:	<input type="text"/>	Address Active Status:	<input type="text"/>
CAGE Code:	<input type="text"/>	Region:	<input type="text"/>
Name:	<input type="text"/>	Region Number:	<input type="text"/>
Legal Name:	<input type="text"/>	Agency:	<input type="text"/>
SSN/EIN:	<input type="text"/>	Bureau:	<input type="text"/>
<u>Vendor Category:</u>	<input type="text"/>	Agency Location Code:	<input type="text"/>
<u>Vendor Class:</u>	<input type="text"/>	Security Organization:	<input type="text"/>
<u>Vendor Group:</u>	<input type="text"/>	Use For Payments:	<input type="text"/>
<u>Vendor Type:</u>	<input type="text"/>	Use For Billing:	<input type="text"/>
<u>Default Payment Type:</u>	<input type="text"/>	Use For Procurement:	<input type="text"/>
Reporting Attribute:	<input type="text"/>	Prevent New Spending:	<input type="text"/>
<u>Currency Code:</u>	<input type="text"/>	1099 Vendor:	<input type="text"/>
Search Clear		Miscellaneous:	<input type="text"/>
NAICS			
<u>NAICS Code:</u> <input type="text"/> <u>Small Business (by NAICS):</u> <input type="text"/> <u>Emerging Small Business (by NAICS):</u> <input type="text"/>			

2. Enter the search criteria.

Note: Query performance is improved with each additional search criteria entered. For example, enter the Vendor Code, or agency information and any additional detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using the Vendor Activity Query:

Notes

Pegasys > Queries > Vendor > Vendor Query

Vendor Query

Search Criteria

Code:	S1017	Address Code:	<input type="text"/>
DUNS Number:	<input type="text"/>	Address Type:	<input type="text"/>
DUNS+4:	<input type="text"/>	Address Active Status:	<input type="text"/>
CAGE Code:	<input type="text"/>	Region:	<input type="text"/>
Name:	<input type="text"/>	Region Number:	<input type="text"/>
Legal Name:	<input type="text"/>	<u>Agency</u> :	<input type="text"/>
SSN/EIN:	<input type="text"/>	<u>Bureau</u> :	<input type="text"/>
<u>Vendor Category</u> :	<input type="text"/>	<u>Agency Location Code</u> :	<input type="text"/>
<u>Vendor Class</u> :	<input type="text"/>	<u>Security Organization</u> :	<input type="text"/>
<u>Vendor Group</u> :	<input type="text"/>	Use For Payments:	<input type="text"/>
<u>Vendor Type</u> :	<input type="text"/>	Use For Billing:	Yes <input type="text"/>
<u>Default Payment Type</u> :	<input type="text"/>	Use For Procurement:	<input type="text"/>
Reporting Attribute:	Government <input type="text"/>	Prevent New Spending:	<input type="text"/>
<u>Currency Code</u> :	<input type="text"/>	1099 Vendor:	<input type="text"/>
NAICS		Miscellaneous:	<input type="text"/>
<u>NAICS Code</u> :		CCR Enabled:	<input type="text"/>
Small Business (by NAICS):			
Emerging Small Business (by NAICS):			

Search **Clear**

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

<u>Currency Code</u> :	<input type="text"/>	Prevent New Spending:	<input type="text"/>
Search	Clear	1099 Vendor:	<input type="text"/>
		Miscellaneous:	<input type="text"/>
		CCR Enabled:	<input type="text"/>

Vendor Activity records matching the input search criteria are returned in the Item Collection.

Summary

More **Sort...** **View as CSV**

	Vendor Codes	DUNS Number	DUNS+4	CAGE Code	Name	SSN/EIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribu	Address Code	Address Type
<input checked="" type="checkbox"/>	S1017				US COURTS OF AF					F	Government	S1017	Mailing Address
<input checked="" type="checkbox"/>	S1017				US COURTS OF AF					F	Government	S1017	Physical Address
<input checked="" type="checkbox"/>	S1017				US COURTS OF AF					F	Government	S1017	Remittance Address

Page 1 of 1 Show 10 rows per page

4. To view additional information about the vendor address, click the **More** button.

Steps to Execute a Query Using the Vendor Activity Query:

Notes

The screenshot shows a search results table for vendor S1017. The columns include Vendor Codes, DUNS Number, DUNS+4, CAGE Code, Name, SSN/EIN, Vendor Category, Vendor Class, Vendor Group, Vendor Type, Reporting Attribute, Address Code, and Address Type. The results show three entries for US COURTS OF APPEAL.

Vendor Codes	DUNS Number	DUNS+4	CAGE Code	Name	SSN/EIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code	Address Type
<input checked="" type="checkbox"/> S1017				US COURTS OF APPEAL					F	Government	S1017	Mailing Address
<input type="checkbox"/> S1017				US COURTS OF APPEAL					F	Government	S1017	Physical Address
<input type="checkbox"/> S1017				US COURTS OF APPEAL					F	Government	S1017	Remittance Addre

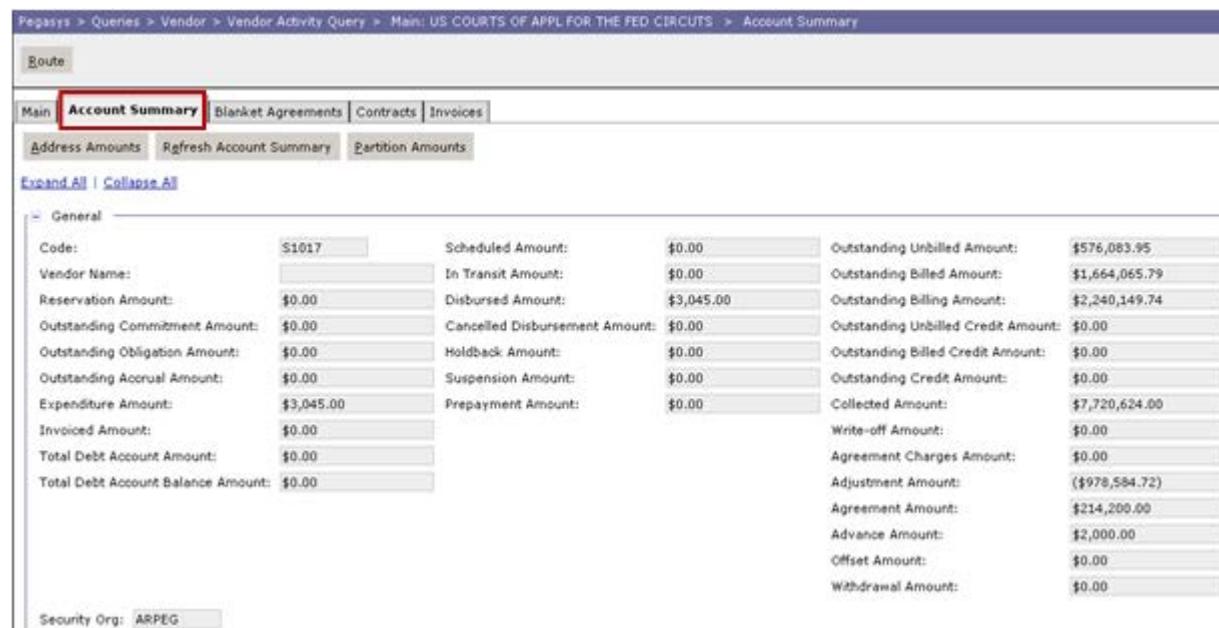
5. Close the popup and click **Details** to view the vendor information details.

The screenshot shows the 'Main' tab selected in the navigation bar. The General Information section contains fields for Code (S1017), Name (US COURTS OF APPEAL), Alias (Rent, non-IPAC), Miscellaneous (checkbox), SSN/EIN (dropdown), SSN/EIN (dropdown), SSN/EIN (dropdown), Vendor Category (4), Vendor Class (dropdown), Vendor Group (dropdown), Vendor Type (F), Active Status (Active), Approval Status (Reviewed), Security Org (GSA), Vendor/Provider (Both), Reporting Attribute (Government), Parent Vendor (Name and TIN dropdowns), TIN Verification Information (Action: Not Required, Status dropdown, Date dropdown), Invoice Key Configuration (Include Invoice Date and Include Contract Number checkboxes), and Bureau (17).

Steps to Execute a Query Using the Vendor Activity Query:

Notes

6. Click the **Account Summary** tab to view the balance information.



The screenshot shows the Pegasys Vendor Activity Query interface. The top navigation bar includes 'Pegasys > Queries > Vendor > Vendor Activity Query > Main: US COURTS OF APPL FOR THE FED CIRCUITS > Account Summary'. Below this is a toolbar with 'Route' and other tabs like 'Main', 'Blanket Agreements', 'Contracts', and 'Invoices'. A sub-toolbar below the main tabs includes 'Address Amounts', 'Refresh Account Summary', and 'Partition Amounts'. Underneath is a section titled 'Expand All | Collapse All'. A 'General' section is expanded, containing various financial fields such as 'Code: S1017', 'Scheduled Amount: \$0.00', 'Outstanding Unbilled Amount: \$576,083.95', and many others. At the bottom left is a 'Security Org: ARPEG' button.

7. Click the desired action button to view or refresh the information.

Note: GSA does not use Blanket agreements, Contracts or Invoices with Phase 1 BAAR Customers (vendor accounts).



The screenshot shows the same Pegasys Vendor Activity Query interface as above, but with a red box highlighting the 'Address Amounts' button in the sub-toolbar. A cursor arrow points to this button. The rest of the interface is identical to the previous screenshot.

Steps to Execute a Query Using the Vendor Activity Query:

Notes

8. To view the amounts by Vendor Address line, click the **Address Amount** buttons.

Note: A new window will be opened.

Pegasys > Queries > Vendor > Vendor Activity Query > Main: US COUR

<u>Route</u>
Main Account Summary Blanket Agreements Contracts Invoices
Address Amounts Refresh Account Summary Partition Amounts
Expand All Collapse All

- Select the Address level vendor record and click details to view the detail information.

Address Amounts					
	Address Level Vendor Code	Currency	DUNS	DUNS+4	Page Code
 	S1017	USD			

The Address level balances are displayed. To view or add correspondence, click the Correspondence button.

Transactions = Queries = Reference = System Administration = Utilities =

Address Amounts > Address Amount

Address Amount

[Partition Amounts](#) [Correspondence](#)

[Expand All](#) | [Collapse All](#)

[General](#)

Address Level Vendor Code:	\$1017	Invoiced Amount:	\$0.00	Outstanding Unbilled Amount:	\$576,083.95
Vendor Name:		Expenditure Amount:	\$3,045.00	Outstanding Billed Amount:	\$1,664,065.79
DUNS:		Scheduled Amount:	\$0.00	Outstanding Billing Amount:	\$2,240,149.74
DUNS+4:		In Transit Amount:	\$0.00	Outstanding Unbilled Credit Amount:	\$0.00
Cage Code:		Disbursed Amount:	\$3,045.00	Outstanding Billed Credit Amount:	\$0.00
Reservation Amount:	\$0.00	Cancelled Disbursement Amount:	\$0.00	Outstanding Credit Amount:	\$0.00
Outstanding Commitment Amount:	\$0.00	Holdback Amount:	\$0.00	Collected Amount:	\$7,720,624.00
Outstanding Obligation Amount:	\$0.00	Suspension Amount:	\$0.00	Write-off Amount:	\$0.00
Outstanding Acral Amount:	\$0.00	Prepayment Amount:	\$0.00	Agreement Charges Amount:	\$0.00
Total Debt Account Amount:	\$0.00			Adjustment Amount:	(\$978,584.72)
Total Debt Account Balance Amount:	\$0.00			Agreement Amount:	\$214,200.00
				Advance Amount:	\$2,000.00
				Offset Amount:	\$0.00
				Withdrawal Amount:	\$0.00

[Return to Top](#)

[Expenditure-Accounts Payable Detail](#)

Prompt Pay Penalty Amount: \$0.00	Discounts Taken Amount: \$0.00	Discounts Lost Amount: \$0.00
Prompt Pay Interest Amount: \$0.00		

[Return to Top](#)

4.6.7.5 Add Account Level Correspondence from Vendor Activity Query

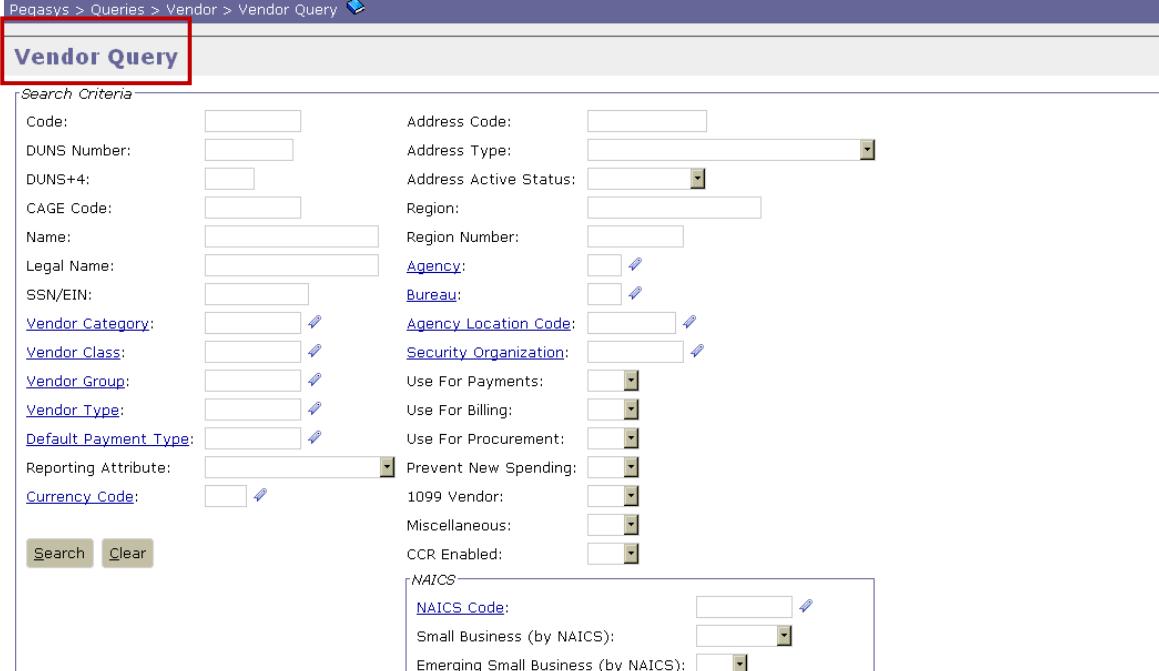
PEGASYS ACCOUNTS RECEIVABLE correspondence functionality enables users to communicate electronically with GSA customers (and vice versa) regarding statements and collections.

Correspondence is documented within Pegasys and can be researched and referred to in efforts to better assist GSA customers.

The correspondence template used to create a correspondence record is designed to extract pertinent information regarding the communication. Additionally, users can determine whether Pegasys-created correspondence records should be publicly published (i.e., transmitted to VCSS to be viewed by the customer) or should remain as internal correspondence. Users are also provided the option to send emails containing the correspondence text to customers.

Account level correspondence can be created and viewed by users from the Vendor Activity Query. Account level correspondence is then associated with, and can be accessed from, the specific vendor account via the Vendor Activity Query.

To add correspondence to a vendor account record via the Vendor Activity Query, follow the steps below.

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:	Notes
1. Navigate to Queries=>Vendor=>Vendor Activity Query. 	

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

Notes

- Enter appropriate search criteria and select **Search**.

Vendor Activity records matching the input search criteria are returned in the Item Collection.

Summary												
Vendor Codes	DUNS Number	DUNS+4	CAGE Code	Name	SSN/EIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attn	Address Code	Address Type
S1017				US COURTS OF	4				F	Government	S1017	Remittance Adc
S1017				US COURTS OF	4				F	Government	S1017	Physical Address
S1017				US COURTS OF	4				F	Government	S1017	Mailing Address

- Select the desired vendor record in the item collection and select **Details**.

The Vendor Activity Query Main tab is displayed.

Pegasys > Queries > Vendor > Vendor Activity Query > Main

Route

Main Account Summary Blanket Agreements Contracts Invoices

Documents

[Expand All](#) | [Collapse All](#)

General Information

Code:	S1017	Parent Vendor
Name:	US COURTS OF APPEAL	Name:
Alias:	Rent, non-IPAC	TIN:
Miscellaneous:	<input checked="" type="checkbox"/>	TIN Verification Information
SSN/EIN:	<input type="button" value="▼"/>	Action: Not Required
SSN/EIN:	<input type="text"/>	Status:
SSN/EIN:	<input type="text"/>	Date:
Vendor Category:	4	Invoice Key Configuration
Vendor Class:	<input type="text"/>	Include Invoice Date: <input checked="" type="checkbox"/>
Vendor Group:	<input type="text"/>	Include Contract Number: <input checked="" type="checkbox"/>
Vendor Type:	F	Bureau: 17
Active Status:	Active	
Approval Status:	Reviewed	
Security Org:	GSA	
Vendor/Provider:	Both	
Reporting Attribute:	Government	
Agency:	10	
Tax Exempt Code:	<input type="text"/>	
1099 Vendor:	<input checked="" type="checkbox"/>	

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

Notes

4. From the Vendor Activity Query Detail page, select the **Account Summary** tab.

The **Account Summary** tab is displayed.

Pegasys > Queries > Vendor > Vendor Activity Query > Main: US COURTS OF APPEAL FEDERAL CIRCUITS SD > Account Summary

Route					
Main	Account Summary	Blanket Agreements	Contracts	Invoices	
<input type="button" value="Address Amounts"/> <input type="button" value="Refresh Account Summary"/> <input type="button" value="Partition Amounts"/>					
Expand All Collapse All					
General					
Code:	\$1017	Scheduled Amount:	(\$5,242.75)	Outstanding Unbilled Amount:	\$1,060,233.61
Vendor Name:		In Transit Amount:	\$0.00	Outstanding Billed Amount:	\$3,238,873.54
Reservation Amount:	\$0.00	Disbursed Amount:	\$148,571.81	Outstanding Billing Amount:	\$4,299,107.15
Outstanding Commitment Amount:	\$0.00	Cancelled Disbursement Amount:	\$100.00	Outstanding Unbilled Credit Amount:	(\$4,382.22)
Outstanding Obligation Amount:	\$392,923.87	Holdback Amount:	\$0.00	Outstanding Billed Credit Amount:	(\$7,016.77)
Outstanding Accrual Amount:	\$500.00	Suspension Amount:	\$0.00	Outstanding Credit Amount:	(\$11,398.99)
Expenditure Amount:	\$150,901.81	Prepayment Amount:	\$0.00	Collected Amount:	\$749,362.63
Invoiced Amount:	\$0.00			Write-off Amount:	\$76,211.00
Total Debt Account Amount:	\$0.00			Agreement Charges Amount:	\$0.00
Total Debt Account Balance Amount:	\$0.00			Adjustment Amount:	\$1,500.00
				Agreement Amount:	\$0.00
				Advance Amount:	\$0.00
				Offset Amount:	\$0.00
				Withdrawal Amount:	\$0.00

5. From the Vendor Activity Query Detail page Account Summary tab, click **Address Amounts**.

The Vendor Activity Query Address Amounts page is displayed.

Address Amounts

Details	Correspondence	Display	10	Items	View as CSV	Sort...												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Address Level Vendor Code</th> <th style="width: 10%;">Currency</th> <th style="width: 10%;">DUNS</th> <th style="width: 10%;">DUNS+4</th> <th style="width: 10%;">Cage Code</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>00001</td> <td>USD</td> <td>*****</td> <td></td> <td>47945</td> <td></td> </tr> </tbody> </table>							Address Level Vendor Code	Currency	DUNS	DUNS+4	Cage Code		00001	USD	*****		47945	
Address Level Vendor Code	Currency	DUNS	DUNS+4	Cage Code														
00001	USD	*****		47945														

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

Notes

6. From the Vendor Activity Query Address Amounts page, select the appropriate vendor address code from the item collection and then click **Correspondence**.

Address Amounts

Details	Correspondence	Display	10	Items	View as CSV	Sort...	
00001				USD	*****	47945	

The Vendor Activity Query Correspondence page is displayed.

-Search Criteria-

Creator: <input type="text" value=""/>	Subject: <input type="text" value=""/>	Type Of Correspondence: <input type="text" value=""/>
Created Date	Contact Person	Public Publishing:
From: <input type="text" value=""/>	First Name: <input type="text" value=""/>	<input type="checkbox"/>
To: <input type="text" value=""/>	Last Name: <input type="text" value=""/>	<input type="checkbox"/>
	Assignment Code: <input type="text" value=""/>	<input type="checkbox"/>
Correspondence: <div style="border: 1px solid black; height: 50px; width: 100%;"></div>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>		

Back Remove Save Email History Attachments Display 10 Items View as CSV Sort...

Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
- NO ITEMS TO DISPLAY -										

7. Click the **Add** button.

Back Remove Save Email History Attachments Display 10 Items View as CSV Sort...

Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
- NO ITEMS TO DISPLAY -										

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

Notes

A new record is displayed in the Correspondence page Item Collection.

Search Criteria

Creator: <input type="text" value=""/>	Subject: <input type="text" value=""/>	Type Of Correspondence: <input type="text" value=""/>
Contact Person		Public Publishing: <input type="checkbox"/>
Created Date	First Name: <input type="text" value=""/>	Record Number: <input type="text" value=""/>
From: <input type="text" value=""/>	Last Name: <input type="text" value=""/>	Statement Number: <input type="text" value=""/>
To: <input type="text" value=""/>	Assignment Code: <input type="text" value=""/>	Include Statement Number Records: <input type="checkbox"/> Yes

Correspondence:

Search **Clear**

#	Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
											False

Contact Person

* First Name: <input type="text" value=""/>	* Last Name: <input type="text" value=""/>	Assignment Code: <input type="text" value=""/>
Title: <input type="text" value=""/>		
Phone Number: <input type="text" value=""/>		
International Phone Number: <input type="text" value=""/>		
To Email Address(es): <input type="text" value=""/>		

Agency Contact

Name: <input type="text" value=""/>	Title: <input type="text" value=""/>	Phone Number: <input type="text" value=""/>	From Email Address: <input type="text" value=""/>
--	---	--	--

Correspondence

* Communication Source: <input type="text" value="External System"/>	Public Publishing: <input type="checkbox"/>	Record Number: <input type="text" value=""/>
* Type Of Correspondence: <input type="text" value="Communication"/>	Creator: <input type="text" value=""/>	Created Date: <input type="text" value=""/>
Subject: <input type="text" value=""/>	Last Modified By: <input type="text" value=""/>	Last Modified Date: <input type="text" value=""/>
* Correspondence: <input type="text" value=""/>	Statement Number: <input type="text" value=""/>	

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:	Notes
8. 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.).	
9. In the Agency Contact section, populate the fields pertinent to the correspondence (Name, Title, Phone Number, and From Email Address).	
<i>Note: If the Agency Contact section fields are left blank, Pegasys will default this user information from the Principal table upon selecting Save.</i>	
10. In the Correspondence section, select the Communication Source and Type of Correspondence from the available dropdown lists.	
a. Update the Correspondence field to include the text to be sent to the customer.	
b. Optionally populate the additional fields pertinent to the correspondence:	
i. Select the Public Publishing checkbox to make the correspondence viewable by the customer in VCSS. If this checkbox is not selected, the correspondence is not viewable in VCSS and can only be viewed in Pegasys.	
ii. Include the Accounting Line Number associated with the correspondence.	
11. Click the Save button.	
<i>Note: Upon selecting Save, the following Correspondence fields are automatically populated:</i>	
<ul style="list-style-type: none">▪ <i>Vendor Email Address – The Vendor/Vendor Address Code of the Correspondence Record defaults to the Primary Vendor/Vendor Address code of the billing statement. The system allows the user to modify the Vendor/Vendor Address Code to any of the Vendor/Vendor Address Codes associated with the statement.</i>▪ <i>Record Number – Records the next available correspondence record number.</i>▪ <i>Statement Number - Statement Number of the Correspondence Record defaults to the Statement Number of the selected billing statement.</i>▪ <i>Creator – Records the user ID of the person creating the correspondence record.</i>▪ <i>Created Date – Records the date and time the record is created.</i>▪ <i>Last Modified By – Records the user ID of the person modifying the correspondence record.</i>▪ <i>Last Modified Date - Records the date and time the record is modified.</i>	

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

Notes

	Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
	1		11/10/10 3:25:00	allroles65	John	Smith		Question About Your Current Account Balance	Dear Mr. Smith, We received your payment last month and wanted to let you know that your account wi	Question	True

Contact Person

* First Name:	<input type="text" value="John"/>	* Last Name:	<input type="text" value="Smith"/>	Assignment Code:	<input type="text"/>			
Title:	<input type="text" value="Purchasing Manager"/>							
Phone Number:	<input type="text" value="555-555-5555"/>							
International Phone Number:	<input type="text"/>							
						<input type="text" value="John.Smith@doe.gov"/>		
						To Email Address(es):	<input type="text"/>	

Agency Contact

Name:	<input type="text" value="Mike Brown"/>	Title:	<input type="text" value="Customer Relations"/>	Phone Number:	<input type="text" value="555-555-5555"/>	From Email Address:	<input type="text" value="Mike.Brown@gsa.gov"/>
--------------	---	---------------	---	----------------------	---	----------------------------	---

Correspondence

* Communication Source:	<input type="text" value="Mail Or Email"/>	Public Publishing:	<input checked="" type="checkbox"/>	Record Number:	<input type="text" value="1"/>
* Type Of Correspondence:	<input type="text" value="Question"/>	Creator:	<input type="text" value="allroles65"/>	Created Date:	<input type="text" value="11/10/10 3:25:00"/>
Subject:	<input type="text" value="Question About Your Current Account Balan"/>	Last Modified By:	<input type="text" value="allroles65"/>	Last Modified Date:	<input type="text" value="11/10/10 3:25:00"/>
Statement Number: <input type="text"/>					
<p>Dear Mr. Smith,</p> <p>We received your payment last month and wanted to let you know that your account with GSA is now paid in full.</p> <p>Regards, Mike Brown, Customer Relations</p>					
* Correspondence: <input type="text"/>					

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

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

Notes

13. Select Import Local File.

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

[Expand All](#) | [Collapse All](#)

Document Information

* Attachment Identifier:

* Title:

Location:

Number of Pages:

* Attachment Date:

Sensitive:

Attachment:

Transmit to External Application:

Name:

Type:

[Return to Top](#)

Edit Information

Checked Out:

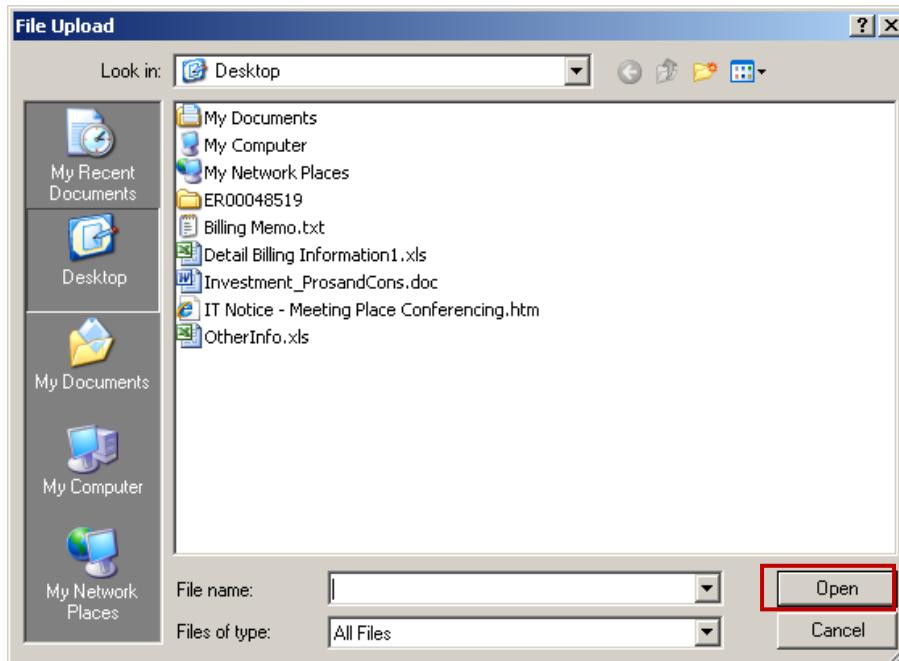
LockedBy:

Last Edit Date:

[Return to Top](#)

14. 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.**

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



Note: Selecting the Attachment checkbox denotes the file as an actual attachment,

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

Notes

which can then be transmitted to VCSS. If not selected, the file will be considered internal GSA “supporting documentation” and cannot be transmitted to VCSS.

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

16. Select Upload.

* Attachment Identifier:	<input type="text" value="1"/>
* Title:	<input type="text" value="Overpayment Items"/>
Number of Pages:	<input type="text" value="2"/>
Attachment Date:	<input type="text" value="10/19/2010"/>
Location:	<input type="text" value="CorrespondenceBase/1"/>
File:	<input type="text" value="C:\my_data\Overpayment Items.doc"/> <input type="button" value="Browse..."/>
Sensitive:	<input type="checkbox"/>
Attachment:	<input checked="" type="checkbox"/>
<input type="button" value="Cancel"/> <input style="border: 1px solid red; background-color: #e0e0e0; color: black; font-weight: bold; padding: 2px 10px; margin-left: 10px;" type="button" value="Upload"/>	

17. 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.

Item 1: Correspondence GS46241 An email was sent to John.Smith@doe.gov

Creator:	<input type="text"/>	Subject:	<input type="text"/>	Type Of Correspondence:	<input type="button" value="▼"/>
Created Date	<input type="text"/>	Contact Person	<input type="text"/>	Public Publishing:	<input type="button" value="▼"/>
From:	<input type="text"/>	First Name:	<input type="text"/>	Record Number:	<input type="text"/>
To:	<input type="text"/>	Last Name:	<input type="text"/>	Itemized Line Number:	<input type="text"/>
		Assignment Code:	<input type="text"/>	Accounting Line Number:	<input type="text"/>
<p>Correspondence:</p> <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>					
<input type="button" value="Search"/> <input type="button" value="Clear"/>					
<input type="button" value="Back"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> <input style="border: 2px solid red; background-color: #e0e0e0; color: black; font-weight: bold; padding: 2px 10px;" type="button" value="Email"/> <input type="button" value="History"/> <input type="button" value="Attachments"/> <input type="button" value="Display"/> <input type="button" value="10"/> <input type="button" value="Items"/> <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>					

#	Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
<input type="checkbox"/>	4	10/19/2010 12:29:46	allroles65	John	Smith		Overpayment Items	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$1000. Wou			1 Question	False

4.7 Debt Accounts (Claims)

A claim is any debt/money owed to GSA arising from non-billing actions. Claims are established for non-Federal debtors for the amount of money owed to GSA. For example:

- GSA rents a vehicle to a Federal customer that is damaged in an accident involving a non-Federal person. In this example, GSA would establish a claim to collect for the accident damages from the non-Federal person.
- GSA submits an erroneous payment to a non-Federal vendor and must attempt to collect the amount of the payment. In this example, GSA would establish a claim to collect the erroneous payment amount from the non-Federal vendor.

Claims are initiated in Pegasys through the processing of a Debt Account (DA) document. This action establishes a Debt Account Entity. Subsequent financial transactions such as collections, refunds, debit vouchers and write-offs then post against the Debt Account Entity. The Debt Account provides the ability to establish and manage claims in Pegasys and record the financial impact in the Pegasys General Ledger. Debt Accounts additionally provide the ability to record the Debtor and related address information on the claim. The Debtor is stored in Pegasys as the Vendor Code/Vendor Address Code associated to the Debt Account.

Optionally, the Debt Account may contain a payment schedule based on a Promissory Note. If GSA has agreed to payment terms with a debtor and received a signed/notarized Promissory Note, the payment schedule will be defined by the Amortization Schedule associated with the Debt Account.

GSA claims can be classified as Revenue or Expenditure claims. Expenditure claims are identified by recording the Sub-Object Class (SOC) accounting dimension (i.e. Vendor, Payroll, Early Termination claims). Revenue Claims are identified by recording the Revenue Source Code (RSC) accounting dimension (i.e. Vehicle, Property Damages, IFF claims).

4.7.1 Debt Accounts (Claims) Lifecycle

Establishing the Claim in Pegasys:

The Debt Account (DA) document is similar to the Billing Document (BD), where GSA can apply Collections against the DA, overdue charges can be assessed when a debtor does not pay on time, referrals can be sent when GSA is unable to collect, and GSA can process write-offs when it is anticipated a collection will not be received. The Debt Account is different from the Billing Document, because DAs provide the ability to record flexible payment terms (Amortization Schedule/Promissory Note), which allows monthly payments of principal and interest over a pre-defined period of time.

The Debt Account (DA) document will be created via:

- Interface: Vehicle Claims Interface (Form Import) with the Comprehensive Accident Reporting System (CARS)
- Manual Entry: The user manually processes a DA Document to initiate the claim for all other claim types

Debt Account Entity and Query:

Upon processing of the Debt Account document, the Debt Account Entity is established. All updates to the Debt Account Entity are viewable via the Debt Account Query. All activity for a given claim references the Debt Account Entity, NOT the Debt Account document.

The Debt Account Entity will be referenced by downstream transactions, including:

- Amendments to the Debt Account Entity itself
- Cash Receipts (Collections, Write-Offs, Debit Vouchers)
- Itemized Payments (Debtor Refunds)

First Demand Letter Generation:

Once the Debt Account is created, the first demand letter is generated, either externally (directly from the affiliated GSA program office) or directly through Pegasys, and sent to the debtor. The first demand letter for claims initiated from the Region 6 Program Offices will be generated and sent via the Program Office and not by Pegasys. All other Region 6 claims and all Region 7 claims will generate the first demand letter via Pegasys.

Receiving Collections from Debtor:

Debtor payments can then be processed as collections against the Debt Account Entity through the following methods:

- Lockbox
- Pay.gov via CIR
- Manual Entry (Check, EFT, Cash, etc.)

As debtor payments are received, the related “Collected” and “Outstanding” buckets are updated on the referenced Debt Account Entity. The Pegasys documents used to process the collections can also be viewed directly from the Debt Account Entity.

Amortization Schedule and Promissory Note:

Optionally, the debtor may request repayment terms to be established via a Promissory Note. The Promissory Note contains a detailed installment payment schedule including:

- The number of payments due
- The interest rate and cumulative interest to be paid
- For each payment:
 - Principal amount
 - Interest amount
 - Due date

GSA requires that the debtor sign, notarize, and return the Promissory Note, resulting in a legally binding document defining the terms and conditions of the debt repayment agreed upon by GSA and the debtor.

Delinquency:

The Repayment Status is tracked and overdue charges can be assessed (AROVERDUE batch job) if the debtor does not pay on time.

Pegasys will generate any subsequent Dunning Notices 30 days after the First Demand Letter is sent to the Debtor (ARDUNNING batch job) if the debtor does not pay by the specified due date. Dunning notices are sent periodically (every 30 days) to debtors displaying the outstanding principal, interest, penalty and administrative charges.

In certain instances, disputes may be recorded against the Debt Account. This will temporarily suspend any overdue charges and dunning notices generated until the associated dispute is resolved. The dispute is recorded by setting the Debt Appeal Forbearance Flag/Date on the Debt Account's accounting line.

If the Debt Account remains outstanding, the debt may be referred, thus initiating the Treasury referral process. Debts are referred to outside entities (FEDDEBT) via the Accounts Receivable Referral Selection (ARREFERSEL) and Treasury Referral External Offset Generation (ARTREOEX) batch jobs.

The user may also determine a Debt Account is uncollectable:

- Receive notice from Treasury via referral process
- Direct communication with the Debtor

The Write-Off Selection batch job identifies debts eligible to be written-off. Eligibility is determined by the Accounts Receivable Options settings.

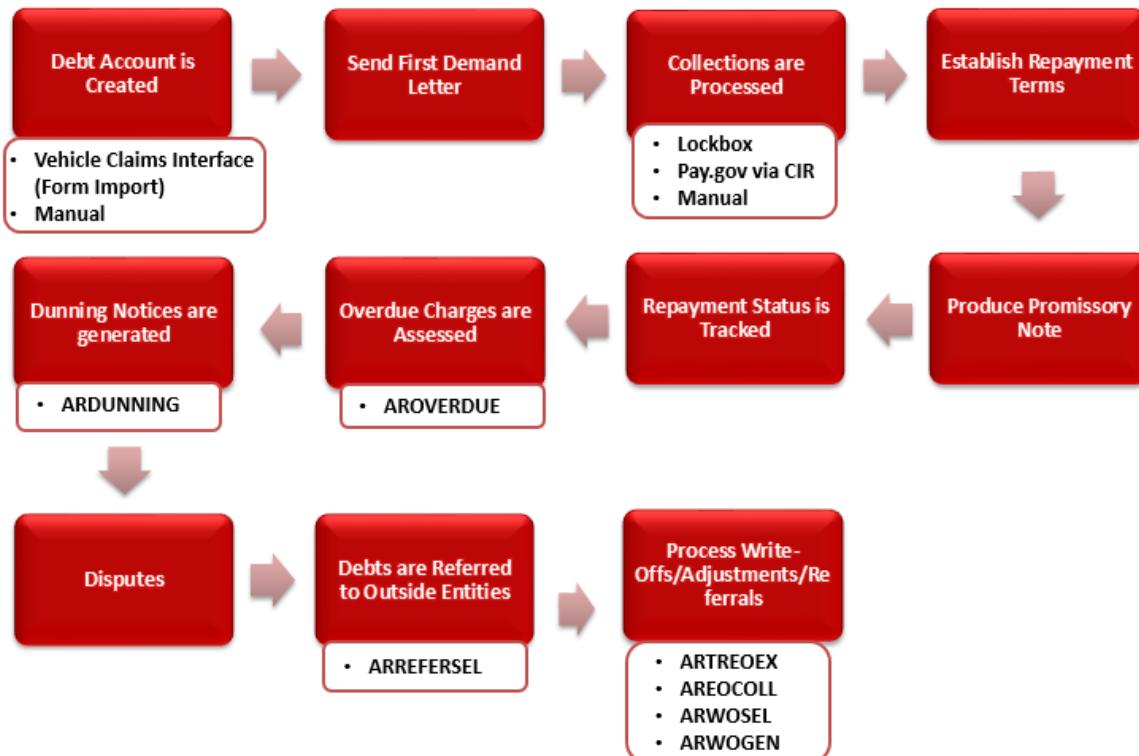
Once an outstanding debt is selected by the Write-Off Selection batch job, users may query the eligible records via the Write-Off Entry Query. Users may perform the following actions on the Write-Off Entry query:

- Query Debt Accounts determined to be eligible for Write-Off
- Authorize/Approve Write-Off Entry records

The Write-Off Generation batch job generates Write-Off Cash Receipts for authorized records on the Write-Off Entry Query. Users may also choose to manually enter write-offs recorded on the Write-Off Entry Query. The Cash receipt with line type = ‘Write-Off’ will close the Debt Account’s outstanding receivable balance.

The exhibit below captures the general flow of the Debt Account Lifecycle. Note that not all claims are subject to each step.

Exhibit 4-57: Debt Account Life Cycle Overview



4.7.2 Establishing a Debt Account

The establishment of a claim in Pegasys is recorded with a Debt Account (DA) document. Debt Accounts are established for non-Federal debtors for the amount of money owed to GSA. GSA's Debt Account documents will reference a single Debtor, though Pegasys does provide the option to record more than one Debtor on a single Debt Account Entity (defined as a "joint and several" debt). The Debtor information is stored on the Debtor tab.

The processing of the Debt Account (DA) document in Pegasys can be achieved either manually or via the automated Vehicle Claims interface. Claims will be recorded by the processing of one of the following Debt Account Document Types:

- D6M – Region 6 Claims – Manual
- D7M – Region 7 Claims – Manual
- DES – External Services Claims – Manual
- DAV – Region 6 Vehicle Claims Interface

GSA distinguishes Region 6 and Region 7 Claim Types using the Receivable Type value. The Receivable Type allows for the delineation between Expenditure and Revenue Claims.

- **Region 7:**
 - Expenditure Claims: FRCLAIMR7, LDCLAIMR7, DPCLAIMR7, ETCLAIMR7, EPCLAIMR7, LTCLAIMR7, RSCLAIMR7, UCCLAIMR7
 - Revenue Claims: CDCLAIMR7, PRCLAIMR7, STCLAIMR7
- **Region 6:**
 - Expenditure Claims: VNCLAIMR6, PRCLAIMR6, ECCLAIMR6
 - *Note: Region 6 FedPay/TAP/AutoPay claims will null post via the flexible Transaction Definition configured for the FPCLAIMR6, TACCLAIMR6, and APCLAIMR6 Receivable Types.*
 - Revenue Claims: WSCLAIMR6, VEHCLAIM, ADCLAIMR6, AUCLAIMR6, FICLAIMR6, IFCLAIMR6, LDCLAIMR6

Expense Reclassification Process:

For specific Claim Types, both Region 6 and Region 7 perform expense reclassification via the processing of an IP document, Document Type = PU. The expense reclassification contains the following 2 accounting lines:

1. Credit line referencing original order that incurred erroneous charge
2. Expense reclassification line that does not include a document reference

The Debt Account Number must be populated in the Claim Number field on each accounting line of the PU document. The following Claim Types utilize the expense reclassification process:

- **Region 6:**
 - VNCLAIMR6, FPCLAIMR6, TACCLAIMR6, ECCLAIMR6, APCLAIMR6
- **Region 7:**
 - ALL Claim Types

PAR Receivable Reversal Process:

Region 6 Payroll Claims (not External Services) utilize the PAR Receivable Reversal process. For claims with a Receivable Type value of PRCLAIMR6, users must manually process a Standard Voucher (SV), Document Type = D6A, to reverse the outstanding claim balance established by PAR. This process is

performed to ensure the claim receivable is not double booked in PAR and Pegasys as result of processing the Debt Account document in Pegasys.

4.7.2.1 Debt Account Entity

When a Debt Account document is initially processed, a new Debt Account Entity is created for the unique Debt Account Number recorded on the document. For Region 7, this value will be equal to the Debt Account Document Number. For Region 6, this value will be a unique 8-digit string generated/maintained outside of Pegasys. Once a Debt Account Entity is established in Pegasys, downstream processing activity referencing the Debt Account will be recorded. All activity recorded against the Debt Account Entity is viewable via the Debt Account Query. All activity for a given Debt Account references the Debt Account Entity, NOT the Debt Account document.

Exhibit 4-58: Debt Account Entity Reference

The screenshot shows a software interface for managing debt account information. At the top, there's a header labeled "Debt Account Information". Below it, there are several input fields. Two specific fields are highlighted with a red box: "Debt Account Number" and "Debt Account Line Number". To the right of these highlighted fields are other fields: "Depository Line Number" and "Payee Line Number", each with its own edit icon.

Debt Account Entity referencing transactions will include:

- Cash Receipts (Collections, Write-Offs, Debit Vouchers)
- Itemized Payments (debtor refunds and Treasury pulls for Cross-Servicing Fees)

Once the Debt Account Entity is established, users have the ability to update the Entity via the Amendment functionality in Pegasys.

Exhibit 4-59: Amend a Debt Account Entity via the Debt Account Query

The screenshot shows a software interface for managing debt accounts. At the top, there's a navigation bar with links for Transactions, Queries, Reference, System Administration, and Utilities. Below that, a breadcrumb trail shows the current location: Pegasys > Queries > Accounts Receivable > Debt Account > Debt Account > Debt Account. Underneath the navigation, there are several buttons: Refresh, Correct Document, Amend Document (which is highlighted with a red box), Copy Forward To:, and Attachments. Below these buttons, there are tabs for Debt Account, Debtor, Accounting Lines, and Supervisor. Under the Debt Account tab, there are two sub-tabs: Documents and History. Further down, there are links for Expand All and Collapse All. The main content area is titled "General" and contains the following form fields:
Debt Account Number: EX16KC04001 Debt Account Canceled:
Debt Account Name: Requested By: allroles135
Debt Account Title: PTTEX16001 Currency: USD
Number of Lines: 1 Security Org: GSA

Each Amendment is tracked/audited using a unique system-generated **Amendment Number**. The Debt Account Entity's **Amendment History** can be reviewed on the Debt Account Query's History tab. Users can also query the Debt Account Entity's history via the Debt Account Action History On-Demand report.

Exhibit 4-60: Debt Account Query History Tab

Debt Account History				
View Document Sort... View as CSV View as Excel				
Summary				
#	Document Type	Document Number	Debt Account Line Number	Date
1	D6M	D6M2015062200018		06/24/2015
2	D6M	D6M2015062200018		06/24/2015
3	D6M	D6M2015062200018		06/24/2015
4	D6M	D6M2015062200018		06/24/2015
5	D6M	D6M2015062200018		06/22/2015
6	D6M	D6M2015062200018		06/22/2015

4.7.3 Available Debt Account (DA) Document Types

Each claim entered in Pegasys will use a predetermined Debt Account (DA) document type. The document type is a configurable reference object on the Document Type maintenance table.

Pegasys will utilize four distinct Debt Account (DA) document types:

- D6M – Region 6 Claims – Manual
- D7M – Region 7 Claims – Manual
- DES – External Services Claims
- DAV – Region 6 Vehicle Claims Interface

The Region 6 DAV document type is the only document type that is entered in Pegasys via an automated form import interface process. The other three available document types are manually entered in Pegasys via the Transactions > Accounts Receivable > New > Debt Account menu.

For a listing of DA Document Types, please refer to [Appendix: Available Debt Account \(DA\) Document Types](#)

4.7.4 Debt Account (DA) – User-Defined Form Field Descriptions

User Defined fields (UDFs) provides a flexible means of configuring and utilizing specific fields that are important to GSA's business processes. There are a total of ten configurable UDFs at both the Header and Accounting Line level. Different UDFs are being configured based on the DA document types. The appendix link below provides the list of the enabled UDFs for the four DA document types: DAV, DES, D6M, and D7M. The enabled UDFs are indicated by the word – "Yes".

The listing of User-Defined fields on the Debt Account (DA) Form is available at [Appendix: Debt Account \(DA\) – User-Defined Fields and Forms Descriptions](#)

4.7.5 Automated Methods to Create Debt Accounts (DA)

Vehicle claims are automatically entered into Pegasys via the Vehicle Claims Interface Form Import batch process. The interface process is initiated by the GSA Comprehensive Accident Reporting Systems (CARS), which submits a flat file containing Debt Account data values in the pre-defined interface format. Selected fields within this file are encrypted because they may contain Personally Identifiable Information (PII).

CARS transmits the file to the FMESB using sFTP. The FMESB performs file validations and the appropriate data reformatting before sending the file to Pegasys to be processed by the Batch Controls and Form import batch processes. If the file fails validation, the FMESB sends a File Reject Notification email, which includes a Reformatting Process Report (error messages), to a configured email address.

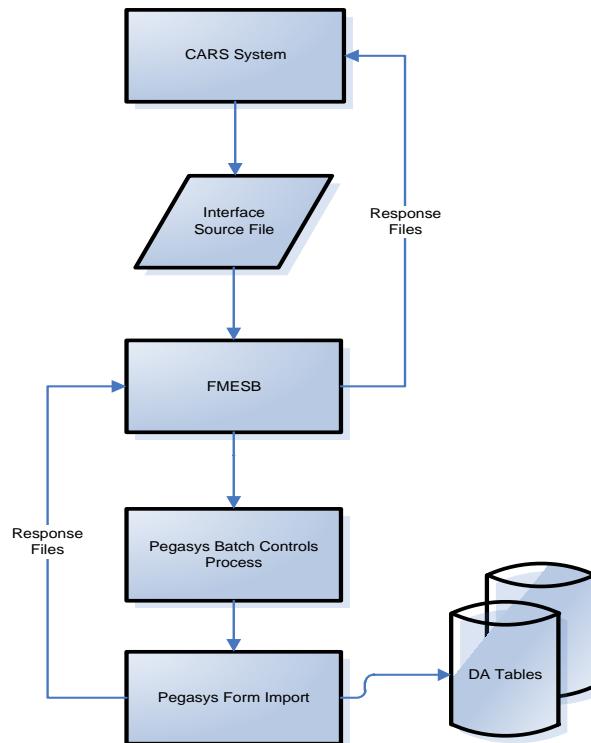
The Form Import process allows Pegasys to receive debt account records from CARS. The Form Import Batch Job ID in Pegasys is VHCLMGSIMPORT. The Form Import Process reads a file containing transactions from CARS and creates forms in the Pegasys application. When the forms are processed using Form Import, they are subject to the same edits and perform the same updates as if they were entered directly into Pegasys via manual document processing. If the forms are valid, they become Debt Account (DA) documents within Pegasys and post to the general ledger as configured. Pegasys also generates the Debt Account Entity at this time.

The Vehicle Claims Interface creates Debt Accounts with Doc Type = DAV. Users may review the generated DAV Debt Account document via the Form/Document Selection Query.

Once Pegasys has run the Form Import batch process, the batch execution report, containing processing messages and error messages, is returned to CARS via the FMESB. Two additional output files, Accepted Documents and Rejected Documents, are also sent to CARS via the FMESB. These files contain the Document Type/Number of record sets processed successfully in Pegasys and the Document Type/Number with error messages for records sets which were not imported.

Below is a diagram that illustrates the main high-level processing steps of the Vehicle Claims Interface.

Exhibit 4-61: Vehicle Claims Interface Process Overview Diagram



4.7.6 Manual Creation of Debt Account (DA)

Debt Accounts will be created in Pegasys via either the Automated Claims interface or manual entry. Manual entry of Debt Account (DA) documents will be processed using the following document types:

- D6M- Region 6 Claims – Manual – D6M
- D7M- Region 7 Claims- Manual - D7M
- DES - External Services Claims – DES

The following tabs on the Debt Account (DA) document will be used:

- Header
- Debtor
- Accounting Line
- Correspondence

The following steps describe how a manual Debt Account (DA) is processed in Pegasys:

Steps to Create an Accounts Receivable Debt Account (DA) Form	Notes
1. Navigate to <u>Transactions > Accounts Receivable > New > Debt Account.</u>	
2. Enter the Document Type .	Note: For Manual Debt Account entry, only the following document types will be used: <ul style="list-style-type: none">▪ D6M▪ DES▪ D7M
3. Click the Generate button to create a system-generated Document Number .	<i>Note: A unique Document Number will be populated in the Document Number field.</i>
4. Select the Finish button.	The new Debt Account form creation screen is displayed.
5. Enter a unique Debt Account Number .	



The screenshot shows the 'Header' tab selected in the top navigation bar. Below it, there are two sub-tabs: 'Workflow Status' and 'Approval History'. Under the 'General' section, the 'Debt Account Number' field contains the value 'KA062451', which is highlighted with a red border. Other fields visible include 'Document Type' (D6M), 'Status' (NEW), 'Document Date' (06/24/2015), 'Accounting Period' (09/2015), 'Reporting Accounting Period' (empty), 'Batch Number' (empty), 'Document Classification' (empty), 'Security Org' (GSA), and 'Suppress Printing' (unchecked). Buttons for 'Expand All' and 'Collapse All' are also present.

6. Region 7 Claims ONLY -- Enter the **Claim Type**. Valid values are PRG or GSA.

Steps to Create an Accounts Receivable Debt Account (DA) Form	Notes
---	-------

7. Optionally enter applicable values in the Header User Defined Fields.

Note: Refer to Appendix C14 for a list of UDFs by Document Type

D6M Document:

<input type="checkbox"/> External System Information			
<u>System ID:</u>	<input type="text" value="R6CLAIMMNL"/>		
External System Document Number: <input type="text"/>			
<input type="checkbox"/> User Defined Fields			
Assignment Code:	<input type="text" value="R6CLAIMS"/>	Item # 2:	<input type="text"/>
PO Number:	<input type="text"/>	Item # 3:	<input type="text"/>
Item # 1:	<input type="text"/>	ITS Claim Reason:	<input type="text"/>
		Referral Options:	<input type="text" value="DOJ"/>

D7M Document:

<input type="checkbox"/> External System Information			
<u>Claim Type:</u>	<input type="text" value="GSA"/>		
External System Document Number: <input type="text"/>			
<input type="checkbox"/> User Defined Fields			
Assignment Code:	<input type="text" value="R7CLAIMS"/>	* Debt Account Type Detail:	<input type="text" value="UTILITIES"/>

8. Navigate to the **Debtor** tab.
9. Enter the Non-Federal **Vendor Code** and **Vendor Address Code** of the Debtor associated to the Debt Account.

Note: Users will only record a single Vendor Code on the Debtor tab.

Note: For DAV Vehicle Claims, the ID Number is relabeled as Insurance Claim Number and populated with a value via the Vehicle Claims Interface.

ALTERNATE PROCESS FLOW: At times, a “dummy” miscellaneous vendor code is used instead of a vendor code associated with the Debtor (e.g., Vehicle Claims)

In this case, the miscellaneous vendor code/address code is entered in the Vendor Code/Address Code fields and the user manually enters the Debtor Information under the **More** button

Steps to Create an Accounts Receivable Debt Account (DA) Form

Notes

Pegasys > Transactions > Accounts Receivable > New > Debt Account > Header: D7M R7 Claims-Manual D7M2015072100001 HELD > Debtor

Form D7M2015072100001 was saved successfully.

Buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Route, Export to Excel

Header Tabs: Header, **Debtor**, Accounting Lines, Supervisors, Approval Routing, Memos, Summary, Correspondence

Action Buttons: Add, Copy, Remove, View Debt Account By Vendor, Sort..., View as CSV, View as Excel

Summary Table:

	Vendor Code	Address Code	Vendor Name	Debt Account Group	Debt Account Group Name	ID Number
<input checked="" type="radio"/> 742877574	00001	FEDERAL CONSTRUCTION SERVICES	R7CLAIMS	Region 7 Claims		

Page : 1 of 1 Show: 10 rows per page

[Expand All](#) | [Collapse All](#)

General

Vendor

- * **Code:** 742877574 00001
- Address Name: FEDERAL CONSTRUCTION SERVI

Debt Account Information

Group

- Code:** R7CLAIMS
- Name: Region 7 Claims

ID Number:

ALTERNATE PROCESS FLOW: Select the ‘More’ button for Miscellaneous Vendors and enter the applicable information.

Vendor Address

Code: NNFMO0000	00001	Phone: <input type="text"/>
Standardized Format: Yes		Fax: <input type="text"/>
Address Active Status: Active		Email: john.smith@test.gov
Vendor Address Type: Mailing Address		Contact: <input type="text"/>
* Address Name: Debt Account Lifecycle		Title: Accountant
* Address Line 1: xxxx		DUNS: <input type="text"/>
		DUNS+4: <input type="text"/>
		SAM Enabled: <input type="checkbox"/>
		VCSS Vendor: <input type="checkbox"/>
* City: Fairfax		Currency Code: USD
State: VA		
Postal Code: 22033		
County: <input type="text"/>		
Country: US		

10. Select the Accounting Lines tab.
 11. Click the **Add** button.
- The Accounting Line page is displayed.

Steps to Create an Accounts Receivable Debt Account (DA) Form

Notes

[Header](#) | [Debtor](#) | [Accounting Lines](#) | [Supervisors](#) | [Approval Routing](#) | [Memos](#) | [Summary](#) | [Correspondence](#)

[Accounting Line](#) | [Charge Lines](#) | [Depository Lines](#) | [Payee Lines](#)

[Expand All](#) | [Collapse All](#)

General

Line Number:	1	Control Level:	<input type="button" value="None"/>
* Debt Account Line Number:	<input type="text" value="1"/>	* Start Date:	<input type="text" value=""/>
Transaction Type:	<input type="text" value="01"/>	First Demand Letter Generated:	<input type="text" value=""/>
* Status:	<input type="button" value="Active"/>	Spend and Reimburse Within Fund:	<input type="checkbox"/>
Priority:	<input type="text" value=""/>	Public Law Number:	<input type="text" value=""/>
Exclude from Internal Offset:	<input type="checkbox"/>	IPA Deferred Date:	<input type="text" value=""/>
Exclude from External Offset:	<input type="checkbox"/>		

12. Enter '1' in the **Debt Account Line Number** field.
13. Enter a **Transaction Type** = 01.
14. Enter the date the First Demand Letter was sent to the Debtor in the following fields:
 - Start Date
 - First Demand Letter Generated Date
 - Interest Begin Date
 - Penalty Begin Date
 - Admin Begin Date

[Accounting Line](#) | [Charge Lines](#) | [Depository Lines](#) | [Payee Lines](#)

[Expand All](#) | [Collapse All](#)

General

Line Number:	1	Control Level:	<input type="button" value="None"/>
* Debt Account Line Number:	<input type="text" value="1"/>	* Start Date:	<input type="text" value="06/22/2015"/>
Transaction Type:	<input type="text" value="01"/>	First Demand Letter Generated:	<input type="text" value="06/22/2015"/>
* Status:	<input type="button" value="Active"/>	Spend and Reimburse Within Fund:	<input type="checkbox"/>
Priority:	<input type="text" value=""/>	Public Law Number:	<input type="text" value=""/>
Exclude from Internal Offset:	<input type="checkbox"/>	IPA Deferred Date:	<input type="text" value=""/>
Exclude from External Offset:	<input type="checkbox"/>		

Overdue Configuration

* Assess Interest On:	* Assess Admin Charges On:	* Assess Penalty On:
<input type="button" value="DA"/>	<input type="button" value="DA"/>	<input type="button" value="DA"/>
Interest Type:	Administrative Charge Type:	Penalty Type:
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Interest Assessment Model:		
Interest Rate:		
Interest Begin Date:	Admin Begin Date:	Penalty Begin Date:
06/22/2015	06/22/2015	06/22/2015
Interest Cutoff Date:		
Accelerated Balance Amount:	\$0.00	Accelerated Balance Due Date:

15. Enter the **Principal Line Amount**

Steps to Create an Accounts Receivable Debt Account (DA) Form

Notes

16. Enter the Claim **Receivable Type**.
17. Enter a valid **Accounting Template**.
18. Click **Default**.

Note: The accounting dimensions associated to the accounting template are automatically populated in the Accounting Dimensions section.

19. Enter a valid **Sub-Object Class or Revenue Source Code**.

Note: Refer to section 4.7.2 to determine whether to populate the SOC, RSC, or neither.

The screenshot shows the 'Accounting Dimensions' section of a software interface. At the top, there's a 'Receivable Type Funding Default' button. Below it, the 'Template' field contains '2015-08-R6Claims-AccidentDamage'. To the right of the template field is a 'Default' button. The main area contains several groups of input fields:

- Financials:** BBFY: 2015, EBFY: (empty), Fund: 455F, Region: 08, Org Code: F08Y0000
- Program:** Program: FE32, Project Code: (empty), Activity: FE133, Sub Revenue Source: Building # (empty), Location/System: (empty)
- Vehicle:** Lease #: (empty), Reimbursable Sub-Object Class: (empty), Reimbursable Sub Object: YBA, Vehicle Tag #: (empty), Work Item: (empty)
- Cost Organization:** Cost Organization: (empty), Cohort Year: (empty), PRC: (empty), BETC: (empty)

20. Enter text to appear on the Demand Letter/Dunning Notice in the **Comments to Print** box.
21. Set the **Print Comments on Dunning Letter** flag equal to True.
22. Enter a valid claims **Text Code**.

Text Code = **R6POCLAIMS**

- Receivable Type(s): ADCLAIMR6, AUCLAIMR6, APCLAIMR6, ECCLAIMR6, FPCLAIMR6, FICLAIMR6, IFCLAIMR6, LDCLAIMR6, TACCLAIMR6, VEHCLAIM

Text Code = **R6PRCLAIMS**

- Receivable Type(s): PRCLAIMR6

Text Code = **R6CLAIMS**

- Receivable Type(s): VNCLAIMR6, WSCLAIMR6

Text Code = **R7CLAIMS**

- Receivable Type(s): PRCLAIMR7, FRCLAIMR7, LDCLAIMR7, CDCLAIMR7, DPCLAIMR7, ETCLAIMR7, EPCLAIMR7, LTCLAIMR7, RSCLAIMR7, STCLAIMR7, UCCLAIMR7

Steps to Create an Accounts Receivable Debt Account (DA) Form	Notes

23. Optionally enter valid values in the Accounting Line User Defined Fields.

Refer to Appendix C14 for a full listing of UDFs by document type.

D6M Document:

User Defined Fields	
Sales Office Number:	<input type="text"/>
Sale Number:	<input type="text"/>
Labor Flag:	<input type="text"/>
Sep Date:	<input type="text"/>
GSA Contract Number:	<input type="text"/>
Commodity Code:	<input type="text"/>
ACO Zone:	<input type="text"/>
ACO Code:	<input type="text"/>

D7M Document:

User Defined Fields	
Sales/Lease Number:	<input type="text"/>

24. Select the **Save** button.

25. Select the **Verify** button.

26. Select the **Submit** button.

4.7.7 Query Debt Account (DA)

There are several queries available in Pegasys that can be used to research Debt Accounts. Regardless of which query is used, query performance is improved when users enter as much known information as possible, such as Debt Account Number, Insurance Claim Number, Document Type, Claim Type/External System ID, etc.

Users will primarily utilize the following queries when researching the Debt Account in Pegasys:

- Debt Account Query
- Debt Account by Debt Account Group Query

Debt Account Query

The Debt Account query provides a single location to obtain information regarding all DAs in the system. The Debt Account Query is the user's primary resource for managing/tracking the claim after the Debt

Account document has been processed to initiate the claim. All activity for a given Debt Account references the Debt Account Entity, NOT the Debt Account document.

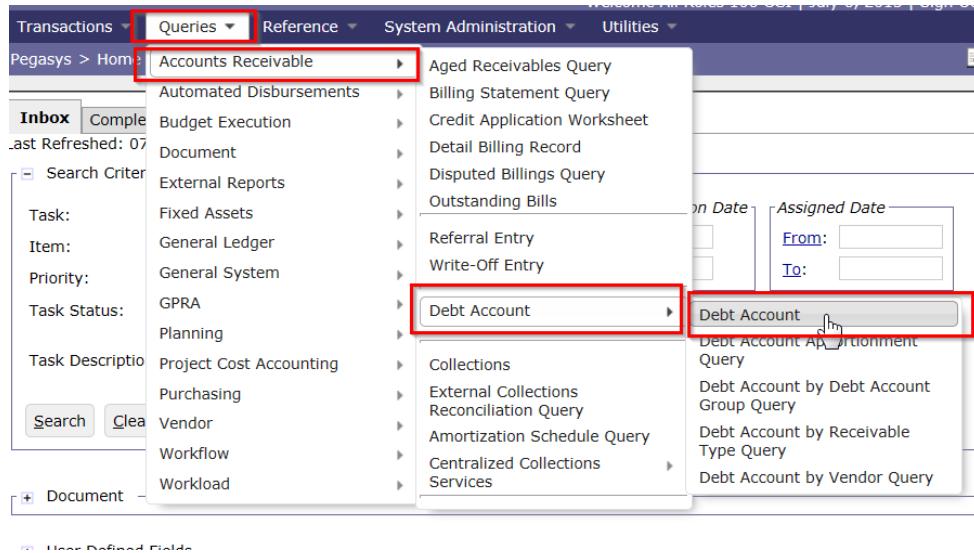
The Debt Account Query allows users to seamlessly perform the following functions against the Debt Account Entity:

- Review a snapshot of the Debt Account Entity, including original amounts owed, amounts collected, amounts outstanding, overdue charges, etc.
- Review all Pegasys transactions referencing the Debt Account Entity
- Update the Debt Account from the Query
 - The user performs updates to the Debt Account Entity via Amendments initiated from the Debt Account Query
- Initiate Collections transactions
- View and Add attachments

Accessing the Debt Account query can be accomplished by using the following path:

Queries=>Accounts Receivable=>Debt Account=>Debt Account

Exhibit 4-62: Accessing the Debt Account Query



- To search for DAs, enter applicable search criteria and select the **Search** button.

Exhibit 4-63: Searching on the Debt Account Query

Search Criteria

Debt Account Number:	05FP1066	Title/ACT Number:	
Debt Account Group:		Receivable Type:	
Insurance Policy Number/ID Number:		Claim Number/External System ID:	
Bank ABA/BIC:		Document Type:	
Debt Account Type:		Region:	
Status:		Building Number:	
Vendor		Lease Number:	
Address Code:			
Payee Vendor			
Address Code:			
Amount:			

Search **Clear**

- Header Field - User Defined Fields

ITS Claim Reason:	Item # 2:
PO Number:	Item # 3:
Vehicle Tag Number/Class:	Insurance Claim Number:
Debtor Name:	ITS Claim Reason:
Item # 1:	Referral Options:

- Accounting Line - User Defined Fields

Sales Office Number:	Commodity Code:
Sales Number:	ACO Zone:
Labor Flag:	ACO Code:
Sep Date:	Lease Vehicle Flag:
GSA Contract Number:	Line Field 10:

Available “Action” buttons on the Debt Account Query

Exhibit 4-64: Debt Account Query Action Buttons

Action Buttons

- Refresh
- Amend Document
- Copy Forward To:
- Attachments

Debt Account **Debtor** **Accounting Lines** **Supervisor**

Documents **History**

[Expand All](#) | [Collapse All](#)

General

Debt Account Number:	030E0125	Debt Account Canceled:	<input type="checkbox"/>
Debt Account Name:		Requested By:	runbatchconvbaar
Debt Account Title:	030E0125	Currency:	USD
Number of Lines:	1	Security Org:	GSA

Debt Account Options

Debt Account Type:	Primary	Require Billing Documents Flag:	<input type="checkbox"/>
--------------------	---------	---------------------------------	--------------------------

- **Refresh** – Updates the query with any changes processed to the Debt Account entity since the initial load/last refresh of the query.
- **Amend Document** – Allows users to update the Debt Account entity via the Amend action. Amendments allow users to update information populated on the DA, e.g. amounts, associating Amortization Schedules, etc., and provide audit tracking.
- **Copy Forward To** – Allows users to copy forward from the Debt Account to a downstream transactions, e.g. Cash Receipt, Itemized Payment, etc.
- **Attachments** – Users may add attachments, e.g. Promissory Note, debtor correspondence, internal documentation, at the Debt Account Entity level via the Debt Account Query.
- **Documents** – Displays all documents that reference the Debt Account Entity. Allows users to limit search parameters to further define the search for any documents that reference the entity.
Note: The Debt Account Number is automatically populated in the search criteria.

Exhibit 4-65: Debt Account Query Documents Button

The screenshot shows the 'Debt Account Document Query' interface. In the 'Search Criteria' section, the 'Debt Account Number' field contains 'DANUMEX017017'. Below the search area are buttons for 'View Document', 'Sort...', 'View as CSV', and 'View as Excel'. The main area is titled 'Summary' and displays a table of document history. The last four rows of the table are highlighted with a red border, and the 'Amount' column for the fourth row shows '\$100.00'.

Accomplished Date	Document Type	Pegasys Document Number	Accounting Line Number	Item Line Number	Debt Account Number	Debt Account Line Number	Accounting Event	Accounting Period	Amount
06/24/2015	CH7	CH7201506240004	2	0001	DANUMEX017017	1 AR05	09/2015		\$0.08
06/24/2015	CH7	CH7201506240004	3	0001	DANUMEX017017	1 AR05	09/2015		\$0.65
06/24/2015	CH7	CH7201506240004	1	0001	DANUMEX017017	1 AR05	09/2015		\$10.00
06/24/2015	CH7	CH7201506240004	1	0001	DANUMEX017017	1 AR12	09/2015		\$100.00

- **History** – Displays the history of the Debt Account Entity, including the initial creation and subsequent amendments to the entity.

Exhibit 4-66: Debt Account Query History Button

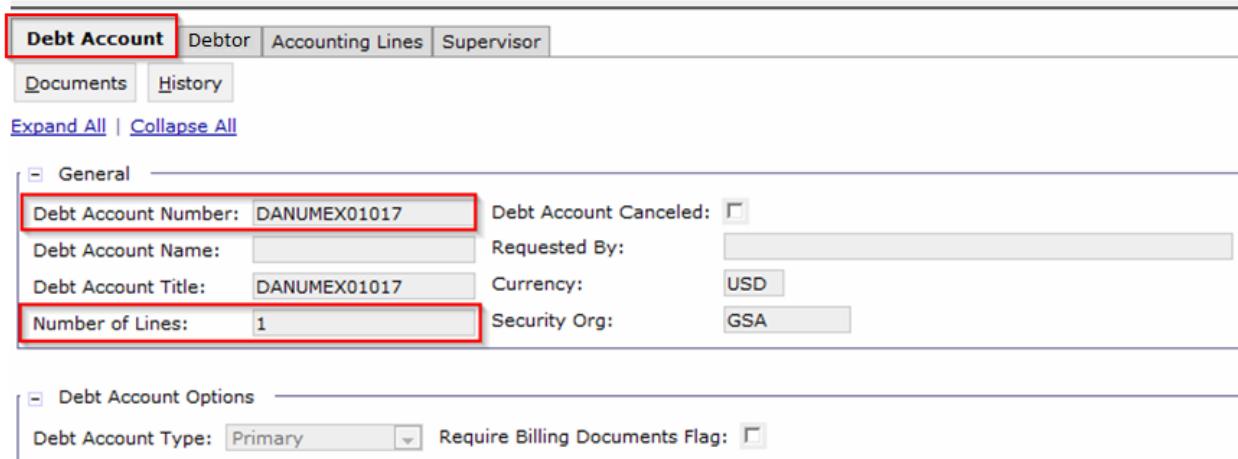
The screenshot shows the 'Debt Account History' interface. In the 'Search Criteria' section, the 'View Document' button is highlighted. The main area is titled 'Summary' and displays a table of document history. The last six rows of the table are highlighted with a red border, and the 'Date' column for the last two rows shows '06/22/2015'.

Document Type	Document Number	Debt Account Line Number	Date
D6M	D6M2015062200018		06/24/2015
D6M	D6M2015062200018		06/22/2015
D6M	D6M2015062200018		06/22/2015

Debt Account Tab

- **Debt Account Number:**
 - This is the unique number identifying the Debt Account entity. The value is populated on the Debt Account document when the DA Entity is initially established. All amendments and downstream transactions will reference the Debt Account Number
- **Number of Lines:**
 - Indicates the number of accounting lines on the Debt Account entity

Exhibit 4-67: Debt Account Tab



Debt Account Number:	DANUMEX01017	Debt Account Canceled:	<input type="checkbox"/>
Debt Account Name:		Requested By:	
Debt Account Title:	DANUMEX01017	Currency:	USD
Number of Lines:	1	Security Org:	GSA

- **Debt Account Activity**
 - Displays Original, Collected, and Outstanding Principal and IP&A amounts
- **Billing Activity**
 - Will only utilize this section to record/view the ‘Write-Off’ column amounts
 - The first two columns are not used
- **Payment Activity**
 - Will only use the ‘Refunded’ column for amounts refunded to the Debtor
- **Apportionment Activity**
 - Will not utilize this section

Exhibit 4-68: Debt Account Tab (continued)

Amounts			
Debt Account Activity			
	Original Owed	Collected	Outstanding
Principal Amount:	\$684.20	\$78.13	\$606.07
Interest Amount:	\$14.98	\$0.00	\$14.98
Admin Charges Amount:	\$40.00	\$0.00	\$40.00
Penalty Amount:	\$15.29	\$0.00	\$15.29
Total Amount:	\$754.47	\$78.13	\$676.34
Billing Activity			
	Receivable	Unliquidated Receivable	Write Off
Principal Amount:	\$0.00	\$0.00	\$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 Amount:	\$0.00	\$0.00	\$0.00
Payment Activity			
	Paid	Refunded	Payments Owed
Principal Amount:	\$0.00	\$0.00	\$0.00
Interest Amount:	\$0.00	\$0.00	
Total Amount:	\$0.00	\$0.00	
Apportionment Activity			
	Apportioned	Refunded Apportioned	Available Unapportioned
Principal Amount:	\$0.00	\$0.00	\$78.13
Interest Amount:	\$0.00	\$0.00	\$0.00
Total Depository Available Amount:			\$0.00
Available for Payment Principal Amount:			\$78.13
Available for Payment Interest Amount:			\$0.00

- **Header User Defined Fields**
 - Provides searchable/viewable UDF info for the DA
- **External System Information**
 - Displays the External System ID/Claim Type associated to the DA
- **Referral**
 - Will track the Treasury Servicing Referred Amounts
- **Description**
 - Enter pertinent info, e.g. PU Document Number
- **Referenced Amounts**
 - Will display the Internal Offset Amounts (if applicable)

Exhibit 4-69: Debt Account Tab (continued)

- Header Field - User Defined Fields			
ITS Claim Reason:	<input type="text" value="R6GRP1"/>	Item # 2:	<input type="text"/>
PO Number:	<input type="text"/>	Item # 3:	<input type="text"/>
Vehicle Tag Number/Class:	<input type="text"/>	Insurance Claim Number:	<input type="text"/>
Debtor Name:	<input type="text" value="DALEX01017"/>	ITS Claim Reason:	<input type="text"/>
Item # 1:	<input type="text"/>	Referral Options:	<input type="text"/>
- External System Information			
Claim Number/External System ID: <input type="text" value="R6CLAIMMNL"/>			
- Referral			
Collections Agency Referred Amount:	<input type="text" value="\$0.00"/>		
Department Of Justice Referred Amount:	<input type="text" value="\$0.00"/>		
Treasury Servicing Referred Amount:	<input type="text" value="\$0.00"/>		
Other Referred Amount:	<input type="text" value="\$0.00"/>		
External Offset Referred Amount:	<input type="text" value="\$0.00"/>		
Referral Collected Amount:	<input type="text" value="\$0.00"/>		
- Description			
Description:	<input type="text" value="PU201506270001"/>		
Extended Description:	<input type="text"/>		
- Referenced Amounts			
External Offset Amount:	<input type="text" value="\$0.00"/>		
Internal Offset Amount:	<input type="text" value="\$0.00"/>		

Debtor Tab

Displays the debtor information associated to the Debt Account, including:

- Vendor Code
- Vendor Address Code
- Vendor Address and Contact Info
- Debt Account Group
 - This value is pulled from the Debt Account Group maintenance table.
 - Valid values are:
 - *R6CLAIMS*
 - *R7CLAIMS*
 - *ESCLAIMS*
 - Will use this field in conjunction with the Debt Account by Debt Account Group query to facilitate summary level search capabilities at the Debt Account Group level

Exhibit 4-70: Debtor Tab

Debt Account		Debtor	Accounting Lines		Supervisor																																																																			
			View Debt Account By Vendor		Sort...	View as CSV	View as Excel																																																																	
Summary <table border="1"> <thead> <tr> <th>Vendor Code</th> <th>Address Code</th> <th>Vendor Code Address Name</th> <th>Debt Account Group</th> <th>Debt Account Group Name</th> <th>Insurance Policy Number</th> </tr> </thead> <tbody> <tr> <td>NNFM00000 00001</td> <td>BRUCE STARNES</td> <td>R6CLAIMS</td> <td>Region 6 Claims</td> <td></td> <td></td> </tr> </tbody> </table>							Vendor Code	Address Code	Vendor Code Address Name	Debt Account Group	Debt Account Group Name	Insurance Policy Number	NNFM00000 00001	BRUCE STARNES	R6CLAIMS	Region 6 Claims																																																								
Vendor Code	Address Code	Vendor Code Address Name	Debt Account Group	Debt Account Group Name	Insurance Policy Number																																																																			
NNFM00000 00001	BRUCE STARNES	R6CLAIMS	Region 6 Claims																																																																					
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Accounting Lines Tab

The accounting lines tab allows users to query/view the information displayed on the DA Entity accounting line, including:

- Dunning Count/Amount
- Amortization Schedule
- Debt Appeal Forbearance Flag
- IP&A Begin Date and Type
- Comments to Print

Users may also review the IP&A charge lines assessed on the Debt Account line.

- **Receivable Type**
 - Records the Region 6/Region 7 Claim Type
- **Debt Account Start Date**
 - Set equal to the First Demand Letter Generated Date
- **First Demand Letter Generated Date**
 - The date the First Demand letter was sent to the Debtor

Exhibit 4-71: Accounting Line Tab

General	
Debt Account Line Number:	1
Status:	Active
Receivable Type:	ADCLAIMR6
Receivable Type Name:	REGION 6 AGGREGATE
Exclude from Internal Offset:	<input type="checkbox"/>
Exclude from External Offset:	<input type="checkbox"/>
Eligible for Internal Offset:	<input type="checkbox"/>
Eligible for External Offset:	<input type="checkbox"/>
Debt Account Start Date:	06/17/2015
First Demand Letter Generated Date:	06/17/2015
Currency:	USD
Public Law Number:	
IPA Deferred Date:	06/22/2015
Spend and Reimburse within Fund Flag:	<input checked="" type="checkbox"/>
Priority:	

- **Interest, Admin, Penalty Begin Dates**
 - Set equal to the First Demand Letter Generated Date
- **Interest, Admin Charges, Penalty Apply Date**
 - The last date IP&A was assessed against the DA Entity

Exhibit 4-72: Accounting Line Tab (continued)

Overdue Configuration	
Assess Interest On:	DA
Interest Type:	INTR6CLM
Interest Assessment Model:	Fixed
Interest Rate:	1.000
Interest Begin Date:	06/17/2015
Interest Apply Date:	
Accelerated Balance Amount:	\$0.00
Assess Admin Charges On:	DA
Administrative Charge Type:	ADMINR6CLM
Admin Begin Date:	06/17/2015
Admin Charges Apply Date:	
Assess Penalty On:	DA
Penalty Type:	PENR6CLM
Penalty Begin Date:	06/17/2015
Penalty Apply Date:	
Assess Penalty on Amortization Schedule:	<input type="checkbox"/>

- **Debt Account Activity**
 - Records Original, Collected, and Outstanding DA amounts
- **Billing Activity**
 - Only use this section to record Write-Off amounts
- **Apportionment Activity**
 - This section is updated by collections referencing the DA Entity, but this section will not be used
- **Payment Activity**
 - Only use this section to record the Refunded amounts

Exhibit 4-73: Accounting Line Tab (continued)

Amounts				
Debt Account Activity				
	Original Owed	Collected	Outstanding	
Principal Amount:	\$100.00	\$0.00	\$91.70	
Interest Amount:	\$0.08	\$0.00	\$0.00	
Admin Charges Amount:	\$0.00	\$0.00	\$0.00	
Penalty Amount:	\$0.00	\$0.00	\$0.00	
Total Amount:	\$100.08	\$0.00	\$91.70	
Billing Activity				
	Receivable	Unliquidated Receivable	Write Off	
Principal Amount:	\$0.00	\$0.00	\$8.30	
Interest Amount:	\$0.00	\$0.00	\$0.08	
Admin Charges Amount:	\$0.00	\$0.00	\$0.00	
Penalty Amount:	\$0.00	\$0.00	\$0.00	
Total Amount:	\$0.00	\$0.00	\$8.38	
Apportionment Activity				
	Apportioned	Refunded Apportioned	Available Unapportioned	
Principal Amount:	\$0.00	\$0.00	\$0.00	
Interest Amount:	\$0.00	\$0.00	\$0.00	
Payment Activity				
	Paid	Refunded	Payments Owed	Outstanding
Principal Amount:	\$0.00	\$0.00	\$0.00	\$0.00
Interest Amount:	\$0.00	\$0.00		
Total Amount:	\$0.00	\$0.00		
Total Depository Available Amount:	\$0.00			
Available for Payment Principal Amount:	\$0.00			
Available for Payment Interest Amount:	\$0.00			

▪ Accounting Dimensions

- Records the Accounting Template, Fund, BBFY, Program, Activity, Sub-Object Class, Revenue Source Code, etc.

▪ Referenced Amounts

- Includes the total Internal Offset amount recorded against the DA Entity

▪ Amortization Schedule

- Review any amortization schedule associated to the DA Entity

Exhibit 4-74: Accounting Line Tab (continued)

Accounting Dimensions

Template: 2015-01-R6Claims-AccidentDamage

BBFY:	EBFY:	* Fund:	* Region:	* Org Code:
2015		455F	01	F01Y0000
* Program:	Project Code:	Activity:	Sub-Object Class:	Revenue Source:
FE32		FE133		0002
Sub Revenue Source:	Building #:	Region 7 Location (System)/Region 6 FMC Number:	Vehicle Tag #:	Work Item:
Lease #:	Reimbursable Sub-Object Class:	Reimbursable Sub Object:	YBA:	BETC:
			2015	
Cost Organization:	Cohort Year:	PRC:		

Referenced Amounts

External Offset Amount:	\$0.00
Internal Offset Amount:	\$0.00

Amortization Schedule

Amortization Schedule:	AMTZEX1017
------------------------	------------

- **Comments to Print**
 - Used by Region 6/Region 7 to include additional information to print to the Demand Letter/Dunning Notice not already included in the pre-configured text codes
- **Dunning Print Flag/Print Comments on Dunning Letters**
 - Determine if the DA Entity is eligible for Dunning/to print comments
- **Dunning Count/Last Dunning Date**
 - Allow users to review how many times and the last date on which the Debtor has been dunned
- **Text Code**
 - Determines the text to be printed to the Demand Letter/Dunning Notice

Exhibit 4-75: Accounting Line Tab (continued)

Printing Information

Comments To Print:	DAL - This text will appear on the Demand Letter and Dunning Notice
Dunning Print Flag:	<input checked="" type="checkbox"/>
Print Comments On Dunning Letters:	<input checked="" type="checkbox"/>
Dunning Count:	0
Last Dunning Date:	
Text Code:	R7CLAIMS

- **Referral**
 - The Referral button allows users to review any referred Debt/important dates/amounts

Exhibit 4-76: Accounting Line Tab (continued)

Referral																																																																							
Referral																																																																							
<table border="1"> <thead> <tr> <th></th> <th>Coll Agency</th> <th>Dept Of Justice</th> <th>Treasury Servicing</th> <th>Other</th> <th>External Offset</th> </tr> </thead> <tbody> <tr> <td>Destination</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Eligible For Referral</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Referral Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Referred Amount</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Status Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Collection Type Collected</td> <td></td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>External Offset</td> <td></td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Referral Last Payment Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>External Offset Last Payment Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Coll Agency	Dept Of Justice	Treasury Servicing	Other	External Offset	Destination						Eligible For Referral						Referral Date						Referred Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Status						Status Date						Collection Type Collected		\$0.00				External Offset		\$0.00				Referral Last Payment Date						External Offset Last Payment Date					
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- **Debt Appeal/Forbearance Date/Flag**
 - Allows users to review DA Entity under dispute/having DAFF set equal to True
- **Accounting Line User Defined Fields**
 - Provide additional detail specific to the Debt Account

Exhibit 4-77: Accounting Line Tab (continued)

Accounts Receivable Status					
<input type="text"/> Debt Appeal/Forbearance Date: <input type="checkbox"/> Debt Appeal Forbearance: <input type="checkbox"/> Referral Status: <input type="text"/>					
Foreclosure Date:	<input type="text"/>	Foreclosure:	<input type="checkbox"/>		
Wage Garnishment Date:	<input type="text"/>	Wage Garnishment:	<input type="checkbox"/>		
Rescheduled Date:	<input type="text"/>	Rescheduled:	<input type="checkbox"/>		
Waived Date:	<input type="text"/>	Waived:	<input type="checkbox"/>		
Suspended Date:	<input type="text"/>	Suspended:	<input type="checkbox"/>		
Compromised Date:	<input type="text"/>	Compromised:	<input type="checkbox"/>		
Closed Out Date:	<input type="text"/>	Closed Out:	<input type="checkbox"/>		
Litigation Date:	<input type="text"/>	Litigation:	<input type="checkbox"/>		
Bankruptcy Date:	<input type="text"/>	Bankruptcy:	<input type="checkbox"/>		
Written Off Date:	<input type="text"/>				
Accounting Line - User Defined Fields					
Sales Office Number:	<input type="text"/> 32	Commodity Code:	<input type="text"/>		
Sales Number:	<input type="text"/> 062215001	ACO Zone:	<input type="text"/> MA1		
Labor Flag:	<input type="text"/>	ACO Code:	<input type="text"/> 093		
Sep Date:	<input type="text"/>	Lease Vehicle Flag:	<input type="text"/>		
GSA Contract Number:	<input type="text"/> GS-0622AD	Line Field 10:	<input type="text"/>		

- **Charge Lines**

- Users may review any associated Interest, Penalty, and/or Admin Charge lines on the accounting line
- Selecting the charge line and clicking the Charge Line hyperlink opens the detail screen including:
 - *Record Type (Interest, Penalty, or Admin Charge)*
 - *Transaction Type*
 - *Amounts*
 - *Accounting Dimensions*

Exhibit 4-78: Accounting Line Tab (continued)

The screenshot shows the 'Charge Line' detail screen. At the top, there are tabs for Accounting Line, Charge Lines, Depository Lines, and Payee Lines. Below the tabs, it says 'Item: 1 2 3' and 'Item 2 of 3'. There are links for 'Expand All' and 'Collapse All'. The main area is divided into sections: 'General', 'Amounts', and 'Accounting Dimensions'. The 'General' section contains fields for Record Type (set to 'Interest Charge'), Line Number (set to '2'), Currency (set to 'USD'), and Public Law Number. The 'Amounts' section contains a single field for 'Amount' set to '\$0.08'. The 'Accounting Dimensions' section is expanded and contains many fields grouped under a template '2015-07-0230-R0700000-1C00-1C000'. Fields include 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-Object Class, Reimbursable Sub Object, YBA, BETC, Cost Organization, Cohort Year, and PRC.

Debt Account by Debt Account Group Query

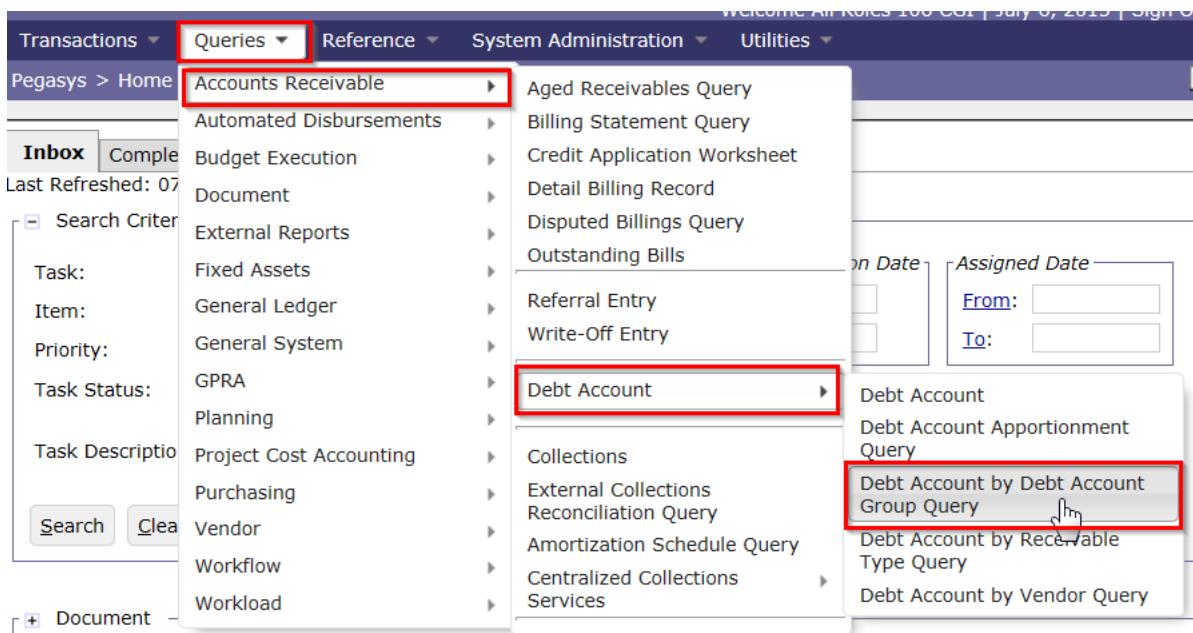
Users will also use the Debt Account by Debt Account Group Query to:

- Search all open claims by Debt Account Group, i.e. ESCLAIMS, R6CLAIMS, and R7CLAIMS.
- Review summary level Debt Account Group Detail information.
- Review all Debtors within the Debt Account Group.
- Review a Receivable Type Summary within the Debt Account Group.
- Obtain a listing of Debt Account Numbers associated to the Debt Account Group.
 - Provides a direct link to the Debt Account Query

Accessing the Debt Account by Debt Account Group query can be accomplished by using the following path:

Queries=>Accounts Receivable=>Debt Account=>Debt Account by Debt Account Group Query

Exhibit 4-79: Accessing the Debt Account by Debt Account Group Query



- To search for DAs, enter applicable Debt Account Group and select the **Search** button.

Exhibit 4-80: Searching on the Debt Account by Debt Account Group Query



The screenshot shows the 'Debt Account by Debt Account Group Query' search interface. The title bar indicates the full path: Pegasys > Queries > Accounts Receivable > Debt Account > Debt Account by Debt Account Group Query. The main area is titled 'Debt Account by Debt Account Group Query'. It contains a 'Search Criteria' section with a 'Debt Account Group:' label and a text input field containing 'R7CLAIMS'. Below the input field are 'Search' and 'Clear' buttons, both of which are highlighted with red boxes.

Users may view summary level information at the Debt Account Group level by:

- Debt Account Group
- Debtor
- Receivable Type
- Debt Account Number

Exhibit 4-81: Debt Account Group Detail Tab

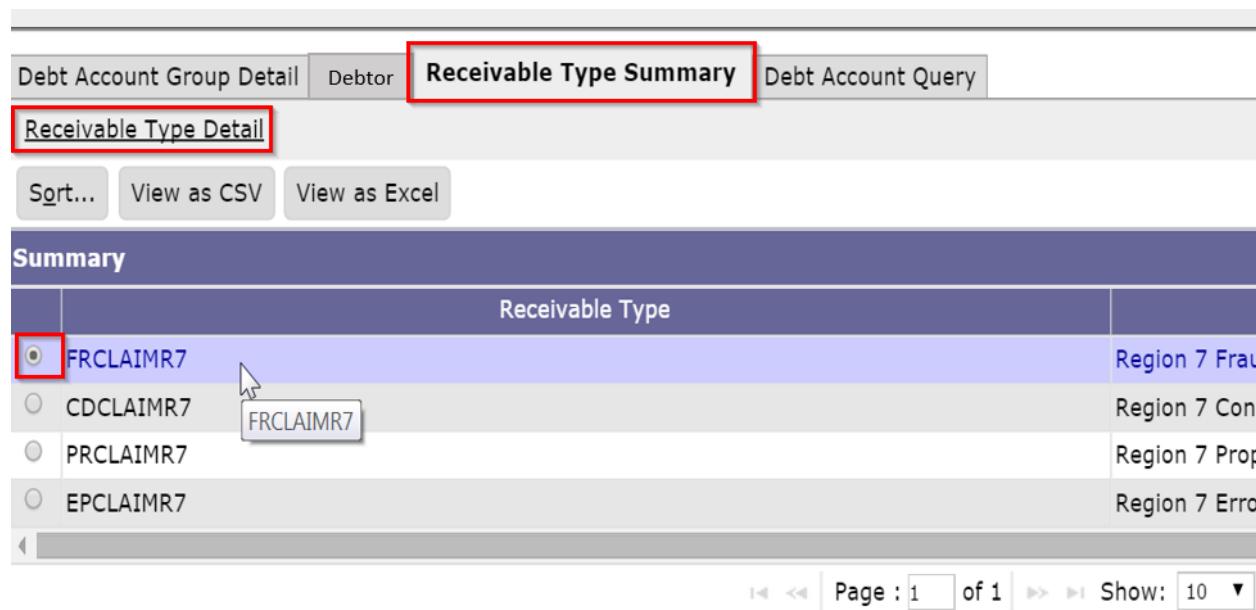
Pegasys > Queries > Accounts Receivable > Debt Account > Debt Account by Debt Account Group Query > Debt Ac

Debt Account Group Detail		Debtor	Receivable Type Summary	Debt Account Query																
Expand All Collapse All																				
<input type="checkbox"/> Debt Account Group																				
Code:	R7CLAIMS																			
Name:	Region 7 Claims																			
Description:																				
<input type="checkbox"/> Amounts																				
<i>Debt Account Activity</i> <table border="1"> <thead> <tr> <th></th> <th>Original Owed</th> <th>Collected</th> <th>Outstanding</th> </tr> </thead> <tbody> <tr> <td>Principal Amount:</td> <td>\$7,706.53</td> <td>\$100.00</td> <td>\$7,606.53</td> </tr> <tr> <td>Interest Amount:</td> <td>\$0.25</td> <td>\$0.08</td> <td>\$0.17</td> </tr> <tr> <td>Admin Charges Amount:</td> <td>\$20.00</td> <td>\$10.00</td> <td>\$10.00</td> </tr> </tbody> </table>						Original Owed	Collected	Outstanding	Principal Amount:	\$7,706.53	\$100.00	\$7,606.53	Interest Amount:	\$0.25	\$0.08	\$0.17	Admin Charges Amount:	\$20.00	\$10.00	\$10.00
	Original Owed	Collected	Outstanding																	
Principal Amount:	\$7,706.53	\$100.00	\$7,606.53																	
Interest Amount:	\$0.25	\$0.08	\$0.17																	
Admin Charges Amount:	\$20.00	\$10.00	\$10.00																	

Exhibit 4-82: Debt Account Summary Level Debtor Tab

Debt Account Group Detail		Debtor	Receivable Type Summary	Debt Account Query
<input type="checkbox"/> Vendor Details				
Sort... View as CSV View as Excel				
Summary				
	Vendor Code	Address Code	Name	
<input checked="" type="radio"/>	201948418	00001	C E S C GATEWAY SQUARE LLC	
<input type="radio"/>	201954322	00001	CESC CRYSTAL SQUARE FOUR LLC	
<input type="radio"/>	561768228	00002	L B & B ASSOCIATES INC.	
<input type="radio"/>	010137770	00001	TD BANK, N.A.	
<input type="radio"/>	223832989	00001	AT&T	
<small>[Navigation icons] Page : 1 of 1 [Navigation icons] Show: 10 rows per page</small>				

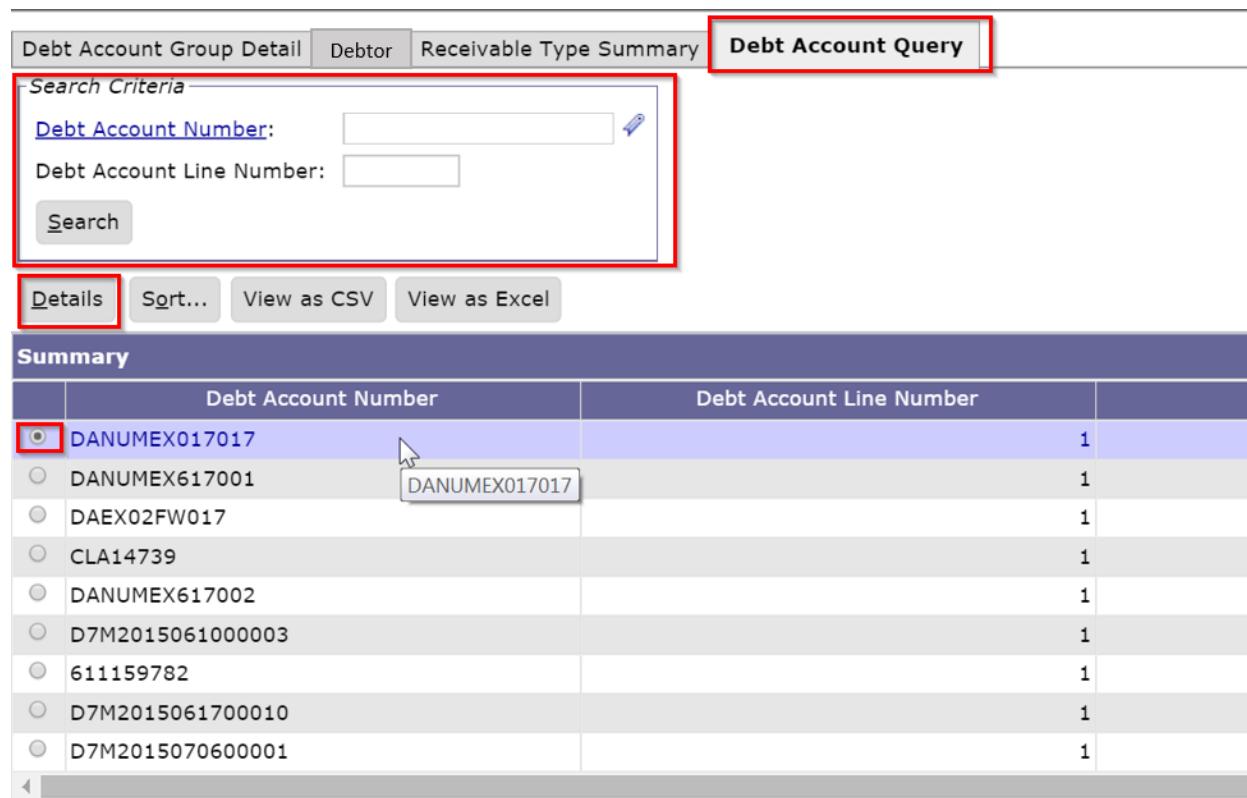
Exhibit 4-83: Debt Account Summary Level Receivable Type Tab



The screenshot shows the 'Receivable Type Summary' tab selected in a top navigation bar. Below it is a 'Receivable Type Detail' section with buttons for 'Sort...', 'View as CSV', and 'View as Excel'. A 'Summary' section displays a table of receivable types. The first row, 'FRCLAIMR7', is highlighted with a red box and has a mouse cursor hovering over it. The table includes columns for 'Receivable Type' and 'Region'. Other rows include 'CDCLAIMR7', 'PRCLAIMR7', and 'EPCLAIMR7'. At the bottom right, there are buttons for 'Page : 1 of 1', 'Show: 10', and a dropdown menu.

Receivable Type	Region
FRCLAIMR7	Region 7 Fra
CDCLAIMR7	Region 7 Con
PRCLAIMR7	Region 7 Prop
EPCLAIMR7	Region 7 Err

Exhibit 4-84: Debt Account Query Linkage via Debt Account Group Detail Query



The screenshot shows the 'Debt Account Query' tab selected in a top navigation bar. Below it is a 'Search Criteria' section with fields for 'Debt Account Number' and 'Debt Account Line Number', both enclosed in a red box. There is also a 'Search' button. Below this is a 'Summary' section with a table of debt account numbers and line numbers. The first row, 'DANUMEX017017', is highlighted with a red box and has a mouse cursor hovering over it. The table includes columns for 'Debt Account Number' and 'Debt Account Line Number'. Other rows include 'DANUMEX617001', 'DAEX02FW017', 'CLA14739', 'DANUMEX617002', 'D7M2015061000003', '611159782', 'D7M2015061700010', and 'D7M2015070600001'. At the bottom right, there are buttons for 'Details', 'Sort...', 'View as CSV', and 'View as Excel'.

Debt Account Number	Debt Account Line Number
DANUMEX017017	1
DANUMEX617001	1
DAEX02FW017	1
CLA14739	1
DANUMEX617002	1
D7M2015061000003	1
611159782	1
D7M2015061700010	1
D7M2015070600001	1

4.7.8 Amortization Schedules and Promissory Notes

In certain instances, the Debtor associated to an outstanding debt will request a payment schedule. If GSA accepts, the request for a payment schedule initiates the necessity to establish an Amortization Schedule and produce a Promissory Note, which is later sent to the debtor to be signed and notarized. The Amortization Schedule is created and maintained on a Pegasys Reference table where users have the option to create, modify, and view individual payment schedules. The Amortization Schedule reference table allows users to define the terms of the payment schedule, including payment periods, payment installations, and interest.

4.7.8.1 Define Amortization Schedule and Generate Promissory Note

Amortization Schedule Definition

The Amortization Schedule is created and maintained on a reference table housed in Pegasys containing the payment terms defined by the legally binding payment schedule entered into between GSA and the Debtor. Included in the Amortization Schedule are the principal and interest allocation of each monthly payment, the total principal and interest that will be paid over the life of the debt. The payment schedule details each periodic payment as generated by an amortization calculator.

While a portion of every payment is applied towards both **interest** and the **principal balance** of the loan, the exact amount applied to principal each time varies (with the remainder going to interest). The amortization schedule defines the specific monetary amount put towards interest, as well as the specific amount put towards the principal balance, with each payment. Initially, a larger portion of each payment is devoted to interest. As the loan/debt matures, larger portions go towards paying down the principal.

Promissory Note Definition

The Promissory Note is a financial instrument that contains a written promise by one party to pay another party a definite sum of money via a predefined schedule. The promissory note contains all the terms pertaining to the indebtedness by the issuer to the note's payee, such as the amount, interest rate, maturity date, date and place of issuance, and issuer's signature. The Promissory Note is a legally binding document establishing payment terms between GSA and the Debtor issued the Promissory Note.

Once an Amortization Schedule is established, it is associated to the Debt Account Entity in order to generate the Promissory Note. The Promissory Note report is generated through the On-Demand reports utility. The Promissory Note report contains a detailed installment payment schedule with the number of payments, amount of the payments due, and the due dates. The report shows the principal amount of the note, the amount of interest being paid, the interest rate, and any penalty and/or administrative charges that may apply to the note.

After the Promissory Note report is generated, the Amortization Schedule reference is removed from the associated Debt Account Entity because it has not been “activated” at this time. The Promissory Note does not take effect until the debtor returns the note with their signature and a notarization.

Once the debtor signs, notarizes, and returns the note to GSA, the Promissory Note becomes a legally binding document between GSA and the debtor. At that time, the signed/notarized Promissory Note is attached to the Debt Account and the Amortization Schedule noted above is re-associated to the Debt Account, thereby activating the Promissory Note.

4.7.8.2 Steps to Create an Amortization Schedule

An Amortization Schedule is generated when GSA agrees to a Debtor's request of flexible payment terms related to an outstanding debt. The Amortization Schedule is established in Pegasys by creating a new record on the Amortization Schedule reference table. The Amortization Schedule reference table allows

GSA to define the terms of the payment schedule, including payment periods, payment installations, and interest. The following steps describe how to create a unique Amortization Schedule in Pegasys.

Steps to Create an Amortization Schedule	Notes
--	-------

1. Navigate to **Reference > Accounts Receivable > Amortization Schedule**.

The Amortization Schedule reference table is opened successfully.

2. Click **New** to generate a new Amortization Schedule.

Pegasys > Reference > Accounts Receivable > Amortization Schedule

Amortization Schedule

Search Criteria

Code: (highlighted with a red box)

Name:

Short Name:

Status:

Effective Dates

Start Date:

End Date:

Security Org:

Debt Account Number:

Debt Account Line Number:

Search Clear

Action Buttons

New Open Copy Delete Sort... View as CSV View as Excel

Summary

	Code	Name	Short Name	Debt Account Number	Debt Account Line Number	Status

Page : 1 of 1 Show: 10 rows per page

3. Enter a unique value in the Amortization Schedule **Code** field

Note: The maximum length of the Code value is 10 characters.

4. Populate the **Name**.

5. Enter a Description.

Amortization Schedule Amortization Schedule Versions

[Expand All](#) | [Collapse All](#)

General

* Code: JR15072202 (highlighted with a red box)

* Name: JR15072202 (highlighted with a red box)

Short Name:

Status: Active

* Security Org:

Debt Account Number:

Debt Account Line Number:

Effective Dates

Start Date:

End Date:

Description

Description: Payment Schedule used to generate Promissory Note for Debtor ABC (highlighted with a red box)

Steps to Create an Amortization Schedule

Notes

Note: The Debt Account Number and Debt Account Line Number fields are disabled and cannot be populated when creating the Amortization Schedule. Rather, after the Amortization Schedule is added to the associated Debt Account document via an Amendment, these fields will then automatically populate and record the associated Debt Account information.

Note: Although the Security Org field is required, it does not need to be populated by the user. Rather, the field will be auto-populated by the system upon selecting Save.

- Navigate to the **Amortization Schedule Versions** tab.

- Click **Add**.

The **Amortization Schedule Version** tab opens.

Steps to Create an Amortization Schedule	Notes
8. Enter a Start Date and End Date to define the Amortization Schedule's effective period. Note: For an Amortization Schedule that should be paid over 1 year, set the Start Date and End Date per the following: <ul style="list-style-type: none">▪ Start Date: Current date (example: 8/1/2015)▪ End Date: Current date + 364 days (example: 7/31/2016)	
9. Set the Frequency of Payments dropdown to Every X Months.	
10. Enter a Frequency Interval (X) = 1. Note: The Duration of Loan field is disable and will auto-populate based on the values entered in the Start/End Date and Frequency of Payments fields.	
11. Enter the Principal Amount of the outstanding debt.	
12. Enter the Interest Rate as a percentage.	
13. Select Save .	

[Audit](#) Save

[Amortization Schedule](#) | [Amortization Schedule Versions](#)

[Amortization Schedule Version](#) [Amortization Payment Schedules](#)

[Expand All](#) | [Collapse All](#)

General

Version Number:	1	Effective Dates
Status:	<input type="button" value="Active"/>	* Start Date: 08/01/2015
		* End Date: 07/31/2016

Frequency

* Frequency of Payments:	Every X Months
Frequency Interval(X):	1
Duration of Loan:	11

Schedule Detail

* Principal Amount:	\$12,000.00
* Interest Rate:	1.000
Allow Variable Amounts:	<input type="checkbox"/>
Currency:	USD
Generate Payment Schedule	

Note: Selecting the Save button will automatically populate the Duration of Loan field based on the values entered in the Start/End Date and Frequency of Payments fields. In this example, the duration of the loan is calculated as 11 months, but the payment schedule to be generated will include 12 monthly payments.

Steps to Create an Amortization Schedule						Notes																																																																																																									
14. Click the Generate Payment Schedule button.																																																																																																															
15. Navigate to the Amortization Payment Schedules tab.																																																																																																															
16. Review the Payment Schedule information.																																																																																																															
<table border="1"> <thead> <tr> <th colspan="7">Summary</th></tr> <tr> <th>Payment Line Number</th><th>Payment Date</th><th>Payment Amount</th><th>Interest Amount</th><th>Principal Amount</th><th>Balance Remaining Amount</th><th></th></tr> </thead> <tbody> <tr><td>1</td><td>08/01/2015</td><td>\$1,005.42</td><td>\$10.00</td><td>\$995.42</td><td>\$11,004.58</td><td></td></tr> <tr><td>2</td><td>09/01/2015</td><td>\$1,005.42</td><td>\$9.17</td><td>\$996.25</td><td>\$10,008.33</td><td></td></tr> <tr><td>3</td><td>10/01/2015</td><td>\$1,005.42</td><td>\$8.34</td><td>\$997.08</td><td>\$9,011.25</td><td></td></tr> <tr><td>4</td><td>11/01/2015</td><td>\$1,005.42</td><td>\$7.51</td><td>\$997.91</td><td>\$8,013.34</td><td></td></tr> <tr><td>5</td><td>12/01/2015</td><td>\$1,005.42</td><td>\$6.68</td><td>\$998.74</td><td>\$7,014.60</td><td></td></tr> <tr><td>6</td><td>01/01/2016</td><td>\$1,005.42</td><td>\$5.85</td><td>\$999.57</td><td>\$6,015.03</td><td></td></tr> <tr><td>7</td><td>02/01/2016</td><td>\$1,005.42</td><td>\$5.01</td><td>\$1,000.41</td><td>\$5,014.62</td><td></td></tr> <tr><td>8</td><td>03/01/2016</td><td>\$1,005.42</td><td>\$4.18</td><td>\$1,001.24</td><td>\$4,013.38</td><td></td></tr> <tr><td>9</td><td>04/01/2016</td><td>\$1,005.42</td><td>\$3.34</td><td>\$1,002.08</td><td>\$3,011.30</td><td></td></tr> <tr><td>10</td><td>05/01/2016</td><td>\$1,005.42</td><td>\$2.51</td><td>\$1,002.91</td><td>\$2,008.39</td><td></td></tr> <tr><td>11</td><td>06/01/2016</td><td>\$1,005.42</td><td>\$1.67</td><td>\$1,003.75</td><td>\$1,004.64</td><td></td></tr> <tr><td>12</td><td>07/01/2016</td><td>\$1,005.48</td><td>\$0.84</td><td>\$1,004.64</td><td>\$0.00</td><td></td></tr> <tr> <td colspan="2">Totals</td><td>\$12,065.10</td><td>\$65.10</td><td>\$12,000.00</td><td></td><td></td></tr> </tbody> </table>							Summary							Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount		1	08/01/2015	\$1,005.42	\$10.00	\$995.42	\$11,004.58		2	09/01/2015	\$1,005.42	\$9.17	\$996.25	\$10,008.33		3	10/01/2015	\$1,005.42	\$8.34	\$997.08	\$9,011.25		4	11/01/2015	\$1,005.42	\$7.51	\$997.91	\$8,013.34		5	12/01/2015	\$1,005.42	\$6.68	\$998.74	\$7,014.60		6	01/01/2016	\$1,005.42	\$5.85	\$999.57	\$6,015.03		7	02/01/2016	\$1,005.42	\$5.01	\$1,000.41	\$5,014.62		8	03/01/2016	\$1,005.42	\$4.18	\$1,001.24	\$4,013.38		9	04/01/2016	\$1,005.42	\$3.34	\$1,002.08	\$3,011.30		10	05/01/2016	\$1,005.42	\$2.51	\$1,002.91	\$2,008.39		11	06/01/2016	\$1,005.42	\$1.67	\$1,003.75	\$1,004.64		12	07/01/2016	\$1,005.48	\$0.84	\$1,004.64	\$0.00		Totals		\$12,065.10	\$65.10	\$12,000.00		
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Totals		\$12,065.10	\$65.10	\$12,000.00																																																																																																											

17. Click **Save**.



4.7.8.3 Steps to Create and Activate a Promissory Note

The Promissory Note report is generated through the On-Demand reports utility. The generated Promissory Note report is sent to the Debtor to be signed and notarized.

- The Amortization Schedule reference is first added to the associated Debt Account document via an Amendment in order to generate the Promissory Note.
- The Amortization Schedule reference is removed from the Debt Account after generating the Promissory Note report to prevent activation until GSA receives the signed and notarized document.
- The Amortization Schedule is re-associated to the Debt Account Entity once the signed and notarized copy is received.
 - This action activates the Promissory Note.

The following steps describe in detail the process to create and activate the Promissory Note.

Steps to Create and Activate the Promissory

Notes

1. Navigate to **Queries > Accounts Receivable > Debt Account > Debt Account.**

The Debt Account Query is opened successfully.

Note: Steps #1-26 will detail the association of the Amortization Schedule to the Debt Account Entity and the subsequent generation of the Promissory Note report.

2. Enter the **Debt Account Number** of the DA Entity to which you will associate the Amortization Schedule.
3. Click **Search.**
4. Select the record from the item collection and click **Details.**

Debt Account Number	Debt Account Name	Debt Account Group	Debt Account Group Name	Insurance Policy Number/ID Number	Vendor Code	Address Code	Payee Vendor
KA624502	R6CLAIMS	Region 6 Claims		208352335	00001		

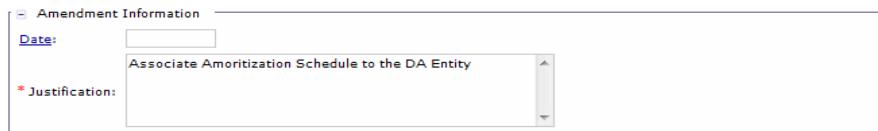
5. Click the **Amend Document** button.

6. Click **Generate** to create a system-generated Amendment Number.

Steps to Create and Activate the Promissory	Notes
---	-------

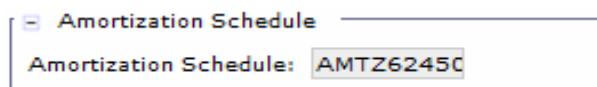
7. Click **OK**.
8. Enter an **Amendment Justification**.

Note: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.



The screenshot shows a form titled 'Amendment Information'. It contains two fields: 'Date:' with a small calendar icon and 'Justification:' with a large text area for input. A note above the text area says 'Associate Amortization Schedule to the DA Entity'.

9. Navigate to the **Accounting Lines** tab.
10. Select the Accounting Line and click the Accounting Line hyperlink.
11. Enter the Amortization Schedule Code in the **Amortization Schedule** field.



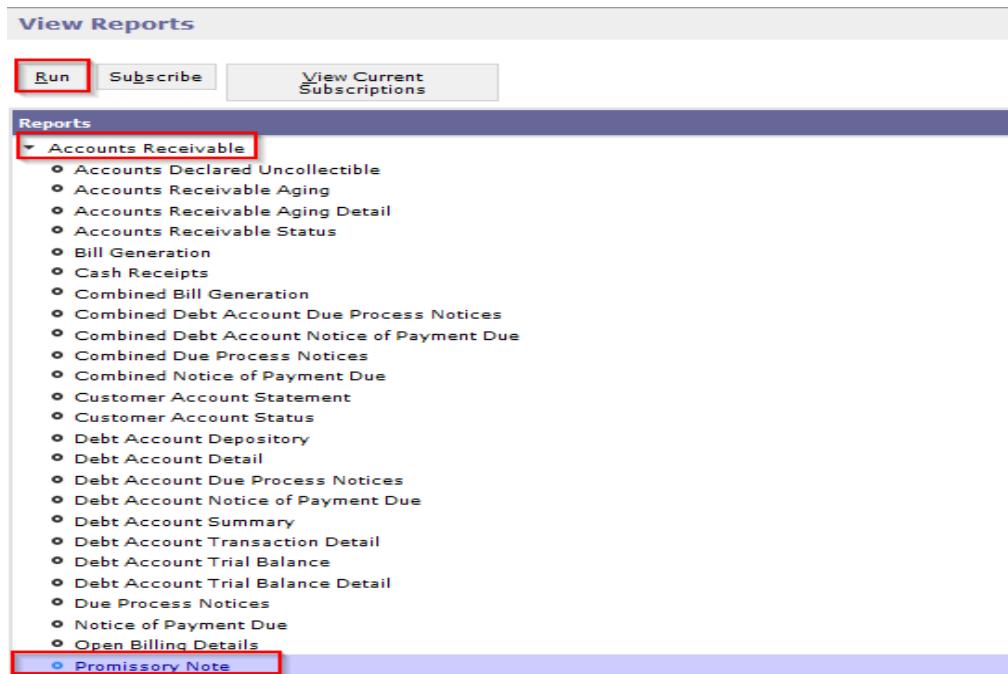
The screenshot shows a form field labeled 'Amortization Schedule' containing the value 'AMTZ6245C'.

12. Click **Save**.
13. Click **Verify**.
14. Click the **Submit** button.
15. Navigate to **Utilities > Reports > View Reports**.
16. Expand the Accounts Receivable section.
17. Select the Promissory Note report.

Steps to Create and Activate the Promissory

Notes

18. Click **Run**.



The screenshot shows a web-based reporting interface. At the top, there are buttons for 'Run' (which is highlighted with a red box), 'Subscribe', and 'View Current Subscriptions'. Below this is a navigation bar with 'Reports' and a dropdown menu. The dropdown menu is expanded, showing a list of report types under 'Accounts Receivable'. The 'Promissory Note' option is at the bottom of this list and is highlighted with a blue box.

19. Enter the **Debt Account Number**.
20. Verify the **Promissory Note Text Code** is populated as GSAPNOTE.
21. Enter the **Admin Office Code** and **Admin Office Address Code**.
22. Enter the **Remit To Office Code** and **Remit To Office Address Code**.
23. Set the **Saved Output Access** dropdown to Shared.
24. Set the **Security Organization** to GSA.

Steps to Create and Activate the Promissory

Notes

25. Click **Run**.

Promissory Note

Run

Parameters

Debt Account Number: KA624502

Unprocessed Debt Account Document Number:

Unprocessed Debt Account Number:

From Debt Account Line Number:

To Debt Account Line Number:

Promissory Note Text Code: GSAPNOTE

Report Date:

*Admin Office: CLAIMSR6

*Remit To Office: CLAIMSR6

*Address Code: CLAIMSR6_ADM

*Address Code: CLAIMSR6_RMT

Options

Dynamic Web Viewer: Off

Saved Output Format: PDF

Saved Output Access: Shared

Security Organization: GSA

26. Close the report execution window.
27. Click **Refresh** from the View Reports window.
28. Retrieve the Promissory Note report output by selecting the record from the item collection and clicking **Output**.

Report Status						
	Description	Report Status	Saved Output Format	Report Start	Report End	Report Expiration
1		Failed	PDF	05/15/2015 08:59:57		
2		Complete	PDF	05/12/2015 12:40:48	05/12/2015 12:41:08	06/11/2015 12:40:48
3		Complete	PDF	05/12/2015 12:38:21	05/12/2015 12:38:37	06/11/2015 12:38:21
4		Complete	PDF	05/12/2015 12:35:40	05/12/2015 12:35:54	06/11/2015 12:35:40

29. Navigate to **Queries > Accounts Receivable > Debt Account > Debt Account**.

The Amortization Schedule reference table is opened successfully.

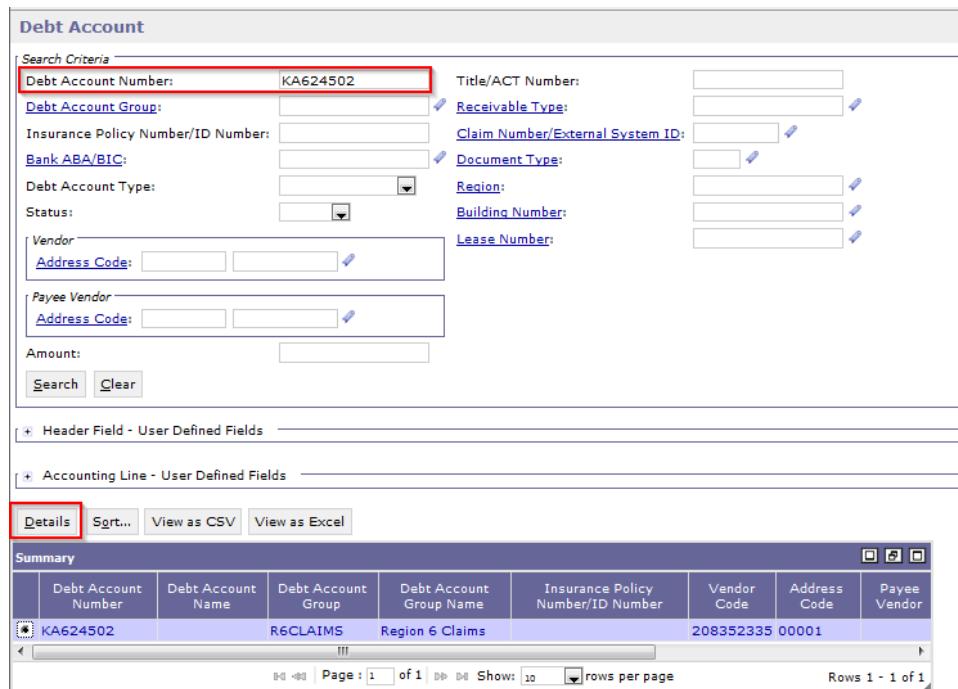
Note: Steps #27-40 will detail the interim process where the Amortization Schedule is disassociated from the Debt Account Entity while GSA is waiting for the Debtor to return the signed and notarized Promissory Note.

30. Enter the **Debt Account Number** of the DA Entity to which you will associate the Amortization Schedule.
31. Click **Search**.

Steps to Create and Activate the Promissory

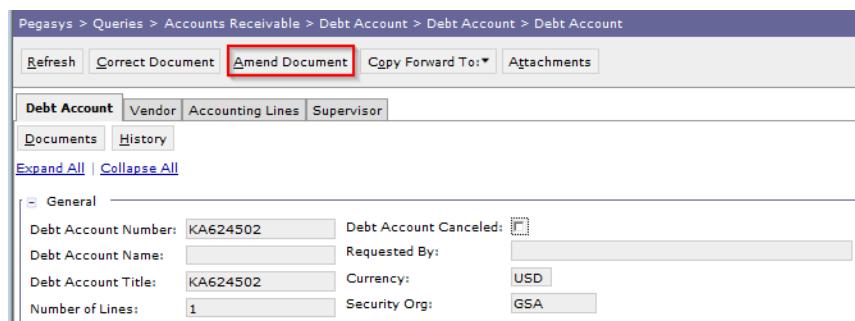
Notes

32. Select the record from the item collection and click **Details**.



The screenshot shows the 'Debt Account' search interface. In the 'Search Criteria' section, the 'Debt Account Number' field is populated with 'KA624502'. Below the search criteria, there is a summary grid titled 'Summary' with columns for Debt Account Number, Debt Account Name, Debt Account Group, Debt Account Group Name, Insurance Policy Number/ID Number, Vendor Code, Address Code, and Payee Vendor. One row is visible in the grid, corresponding to the search results.

33. Click the **Amend Document** button.



The screenshot shows the 'Amend Document' screen under the 'General' tab. It includes fields for Debt Account Number (KA624502), Debt Account Name, Debt Account Title (KA624502), Number of Lines (1), Debt Account Canceled (checkbox), Requested By, Currency (USD), and Security Org (GSA). Navigation tabs at the top include Refresh, Correct Document, Amend Document (which is highlighted with a red box), Copy Forward To, and Attachments.

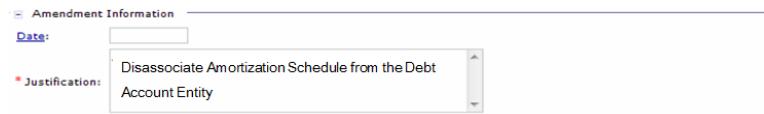
34. Click **Generate** to create a system-generated Amendment Number.

35. Click **OK**.

Steps to Create and Activate the Promissory	Notes
---	-------

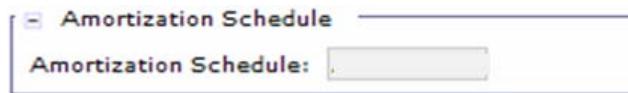
36. Enter an **Amendment Justification**.

Note: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.



The screenshot shows a form titled 'Amendment Information'. It includes a 'Date:' field with a calendar icon and a larger text area for 'Justification' containing the text 'Disassociate Amortization Schedule from the Debt Account Entity'.

37. Navigate to the **Accounting Lines** tab.
38. Select the Accounting Line and click the Accounting Line hyperlink.
39. Remove the Amortization Schedule Code in the **Amortization Schedule** field.



The screenshot shows a form titled 'Amortization Schedule' with a dropdown menu labeled 'Amortization Schedule'.

40. Click **Save**.
41. Click **Verify**.
42. Click the **Submit** button.
43. Offline Activity:
 - The Promissory Note report output is sent to the Debtor to be signed and notarized.
 - The Debtor returns the signed and notarized copy of the Promissory Note.
 - The Promissory Note is activated.

Note: Steps #42-61 will detail the process to activate the Promissory Note on the Debt Account in Pegasys.

44. Navigate to **Queries > Accounts Receivable > Debt Account > Debt Account**.
45. Enter the **Debt Account Number** of the DA Entity to which you will associate the Promissory Note.
46. Click **Search**.

Steps to Create and Activate the Promissory

Notes

47. Select the record from the item collection and click **Details**.

Debt Account

Search Criteria

Debt Account Number:	KA624502	Title/ACT Number:																	
Debt Account Group:		Receivable Type:																	
Insurance Policy Number/ID Number:		Claim Number/External System ID:																	
Bank ABA/BTC:		Document Type:																	
Debt Account Type:		Region:																	
Status:		Building Number:																	
Vendor		Lease Number:																	
Address Code:																			
Payee Vendor																			
Address Code:																			
Amount:																			
<input type="button" value="Search"/> <input type="button" value="Clear"/>																			
<input type="button" value="+ Header Field - User Defined Fields"/>																			
<input type="button" value="+ Accounting Line - User Defined Fields"/>																			
<input type="button" value="Details"/> <input type="button" value="Sort..."/> <input type="button" value="View as CSV"/> <input type="button" value="View as Excel"/>																			
Summary <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Debt Account Number</th> <th>Debt Account Name</th> <th>Debt Account Group</th> <th>Debt Account Group Name</th> <th>Insurance Policy Number/ID Number</th> <th>Vendor Code</th> <th>Address Code</th> <th>Payee Vendor</th> </tr> </thead> <tbody> <tr> <td>KA624502</td> <td>R6CLAIMS</td> <td>Region 6 Claims</td> <td></td> <td>208352335 00001</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Debt Account Number	Debt Account Name	Debt Account Group	Debt Account Group Name	Insurance Policy Number/ID Number	Vendor Code	Address Code	Payee Vendor	KA624502	R6CLAIMS	Region 6 Claims		208352335 00001			
Debt Account Number	Debt Account Name	Debt Account Group	Debt Account Group Name	Insurance Policy Number/ID Number	Vendor Code	Address Code	Payee Vendor												
KA624502	R6CLAIMS	Region 6 Claims		208352335 00001															
<input type="button" value="Page : 1 of 1"/> <input type="button" value="Show: 10 rows per page"/> Rows 1 - 1 of 1																			

48. Click the **Amend Document** button.

Pegasys > Queries > Accounts Receivable > Debt Account > Debt Account > Debt Account

Debt Account

Amend Document (highlighted)

General

Debt Account Number:	KA624502	Debt Account Canceled:	
Debt Account Name:		Requested By:	
Debt Account Title:	KA624502	Currency:	USD
Number of Lines:	1	Security Org:	GSA

49. Click **Generate** to create a system-generated Amendment Number.

50. Click **OK**.

51. Enter an **Amendment Justification**.

Note: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

Amendment Information

Date: _____

*Justification:

Activate the Promissory Note

Steps to Create and Activate the Promissory

Notes

52. Set the **Waive Interest on Principal**, **Waive Penalty**, and **Waive Admin Charges** flags to True.

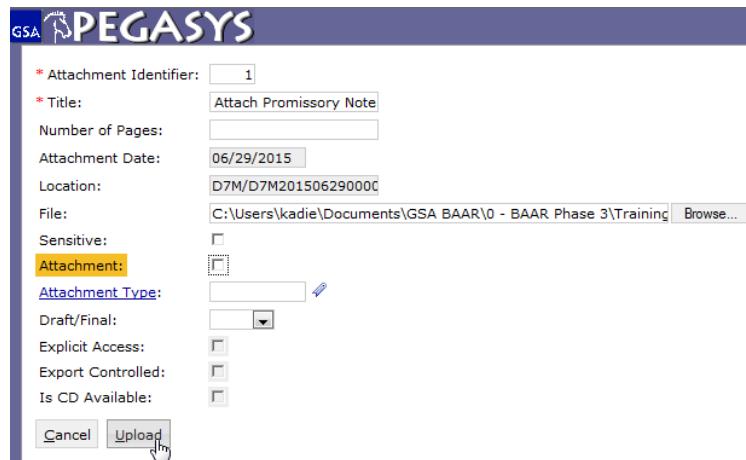
Debt Account Total Details

Waive Interest on Principal Flag:	<input checked="" type="checkbox"/>	Waive Penalty Flag:	<input checked="" type="checkbox"/>	Waive Admin Charges Flag:	<input checked="" type="checkbox"/>
Waive Interest on Interest Flag:	<input checked="" type="checkbox"/>	Waive Interest on Penalty Flag:	<input checked="" type="checkbox"/>	Waive Interest on Admin Charges Flag:	<input checked="" type="checkbox"/>

53. Click the **Attachments** button.

54. Click the **Import Local File** button and browse for the signed and notarized Promissory Note to attach.

55. Click **Upload**.



56. Click **Return**.

57. Navigate to the **Accounting Lines** tab.

58. Select the Accounting Line and click the Accounting Line hyperlink.

59. Update the **Transaction Type** to 02.

Note: The Transaction Type update will result in a posting change to the Loans Receivable GL.

60. Re-associate the Amortization Schedule Code in the **Amortization Schedule** field.

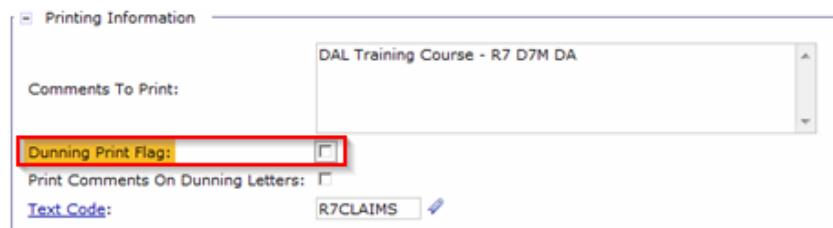
Amortization Schedule

Amortization Schedule:	AMTZ6245C
------------------------	-----------

Steps to Create and Activate the Promissory

Notes

61. Set the **Dunning Print Flag** to False.



The screenshot shows a software interface titled 'Printing Information'. It includes fields for 'Comments To Print' (containing 'DAL Training Course - R7 D7M DA'), 'Dunning Print Flag' (with a checked checkbox highlighted by a red box), 'Print Comments On Dunning Letters' (unchecked), and 'Text Code' (set to 'R7CLAIMS').

62. Click **Save**.
63. Click **Verify**.
64. Click the **Submit** button.

4.7.8.4 Steps to Assess Interest on Amortization Schedules

The user manually amends the Debt Account Entity to assess the monthly interest amount defined in the associated Amortization Schedule. The following steps describe how to manually add the interest charge line to the Debt Account Entity when an active Amortization Schedule is referenced on the Debt Account.

Steps to Create and Activate the Promissory	Notes
1. Navigate to <u>Reference > Accounts Receivable > Amortization Schedule.</u>	

2. Enter the **Code** value of the Amortization Schedule associated with the Debt Account.
3. Click **Search**.

Steps to Create and Activate the Promissory

Notes

- Select the record from the item collection and click **Open**.

The screenshot shows the 'Amortization Schedule' screen. At the top, there is a search criteria panel with fields for Code (MTZEX1017), Name, Short Name, Status, Security Org, Debt Account Number, and Debt Account Line Number. Below the search panel are buttons for New, Open, Copy, Delete, Sort..., View as CSV, and View as Excel. A summary table displays one record: AMTZE1017, AMTZE1017, Active. The 'Open' button is highlighted with a mouse cursor.

Code	Name	Short Name	Debt Account Number	Debt Account Line Number	Status
AMTZE1017	AMTZE1017				Active

- Navigate to the **Amortization Schedule Versions** tab.
- Select the record from the item collection and click the Amortization Payment Schedules hyperlink.

The screenshot shows the 'Amortization Schedule Versions' screen. It has tabs for Amortization Schedule and Amortization Schedule Versions. The Amortization Schedule Versions tab is selected. Below it, there is a sub-tab for Amortization Payment Schedules. The main area shows a summary table with one record: Version Number 1, Active, Start Date 06/01/2015, End Date 05/31/2016, and Principal Amount \$100.00. The 'Amortization Payment Schedules' link is visible below the summary table.

Version Number	Status	Start Date	End Date	Principal Amount
1 Active	06/01/2015	05/31/2016	\$100.00	

- Record the interest amount to be recorded for the next payment date.

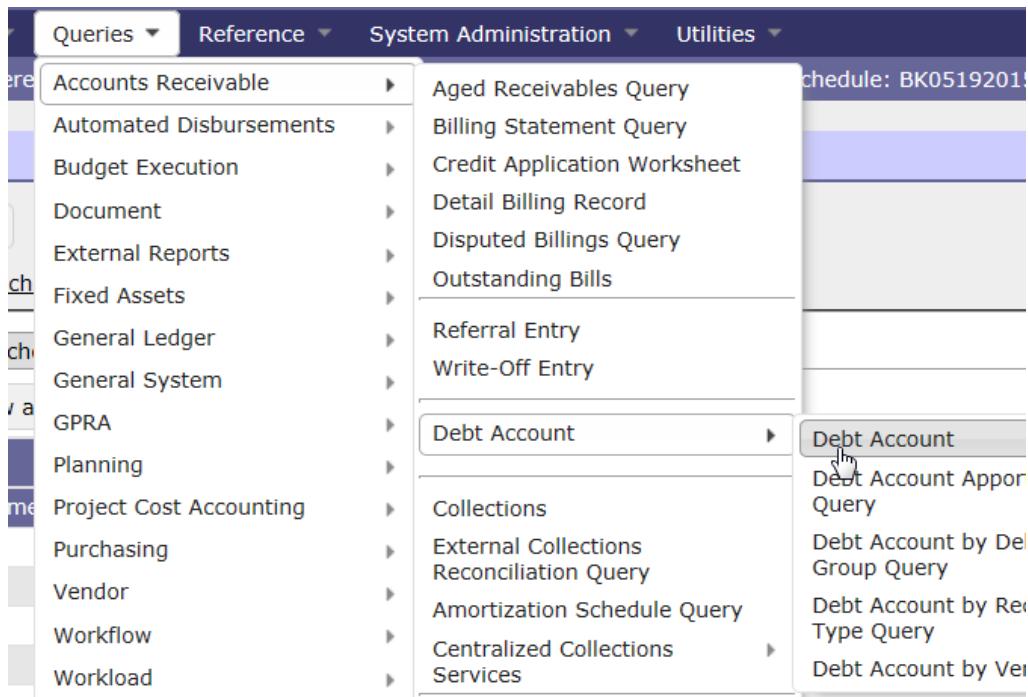
The screenshot shows the 'Amortization Payment Schedules' screen. It has tabs for Amortization Schedule and Amortization Schedule Versions. The Amortization Schedule Versions tab is selected. Below it, there is a sub-tab for Amortization Payment Schedules. The main area shows a summary table with 12 payment lines. The last row is a total: Totals \$100.54 \$0.54 \$100.00. The 'View as CSV' and 'View as Excel' buttons are visible at the bottom.

Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount
1	06/01/2015	\$8.38	\$0.08	\$8.30	\$91.70
2	07/01/2015	\$8.38	\$0.08	\$8.30	\$83.40
3	08/01/2015	\$8.38	\$0.07	\$8.31	\$75.09
4	09/01/2015	\$8.38	\$0.06	\$8.32	\$66.77
5	10/01/2015	\$8.38	\$0.06	\$8.32	\$58.45
6	11/01/2015	\$8.38	\$0.05	\$8.33	\$50.12
7	12/01/2015	\$8.38	\$0.04	\$8.34	\$41.78
8	01/01/2016	\$8.38	\$0.03	\$8.35	\$33.43
9	02/01/2016	\$8.38	\$0.03	\$8.35	\$25.08
10	03/01/2016	\$8.38	\$0.02	\$8.36	\$16.72
11	04/01/2016	\$8.38	\$0.01	\$8.37	\$8.35
12	05/01/2016	\$8.36	\$0.01	\$8.35	\$0.00
Totals		\$100.54	\$0.54	\$100.00	

Steps to Create and Activate the Promissory

Notes

8. Navigate to **Queries > Accounts Receivable > Debt Account > Debt Account.**

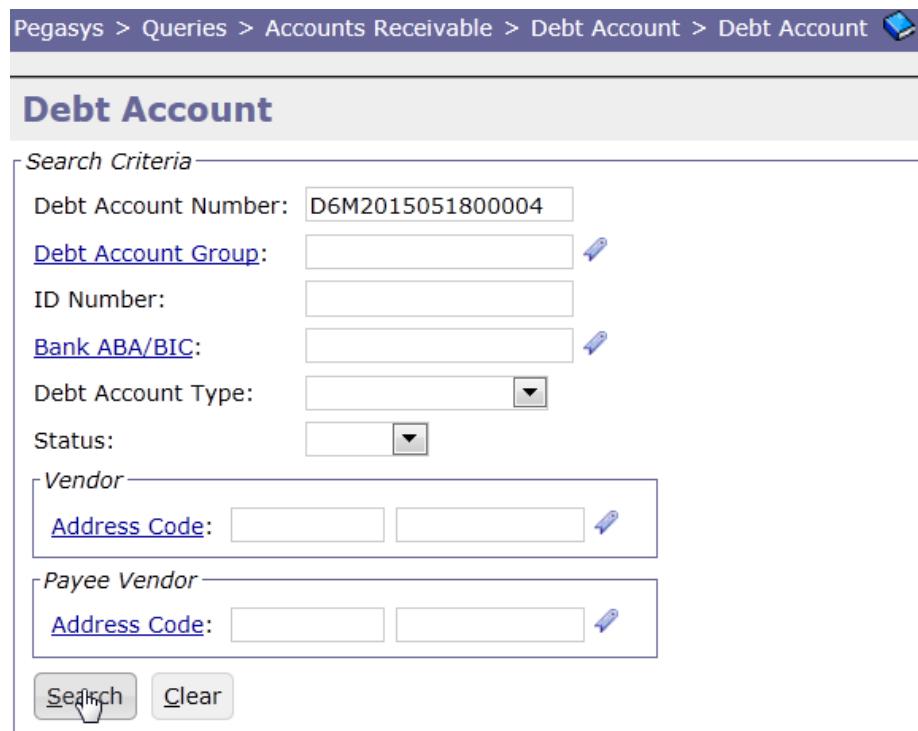


9. Enter the **Debt Account Number** of the DA Entity to which the Amortization Schedule is associated.

Steps to Create and Activate the Promissory

Notes

10. Click Search.



Search Criteria

Debt Account Number: D6M2015051800004

Debt Account Group:

ID Number:

Bank ABA/BIC:

Debt Account Type:

Status:

Vendor

Address Code:

Payee Vendor

Address Code:

Search Clear

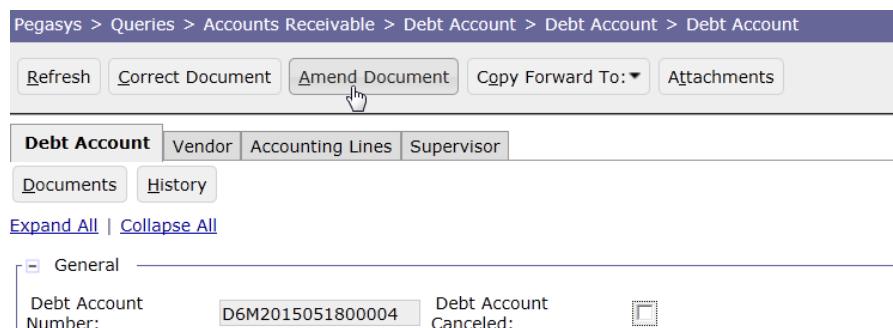
11. Select the record from the item collection and click the Details button.



Summary												
	Debt Account Number	Debt Account Name	Debt Account Group	Debt Account Group Name	ID Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
<input checked="" type="checkbox"/>	D6M201	R6CLAIM 6 Claims			NOCMOC 00001			Primary	\$100.00	Active		

Page : 1 of 1 Show: 10 rows per page Rows 1 - 1 of 1

12. Click the Amend Document button.



Debt Account

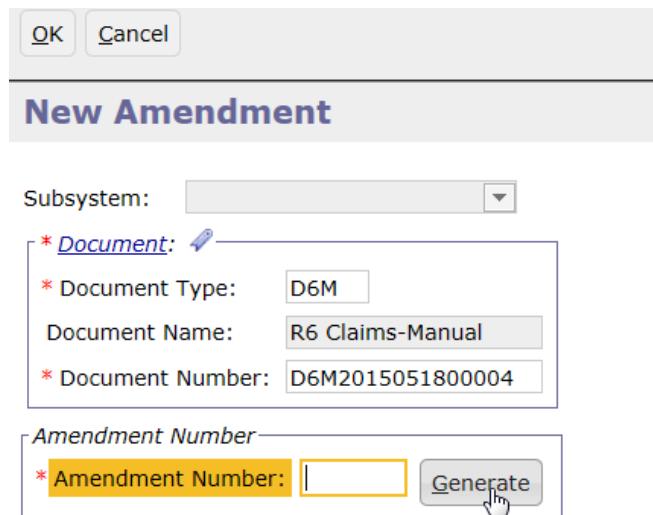
Debt Account Number: D6M2015051800004

Debt Account Canceled:

Steps to Create and Activate the Promissory

Notes

13. Click the **Generate** button to create a system-generated Amendment Number.
14. Click **OK**.



Subsystem:

* Document:

* Document Type: D6M

Document Name: R6 Claims-Manual

* Document Number: D6M2015051800004

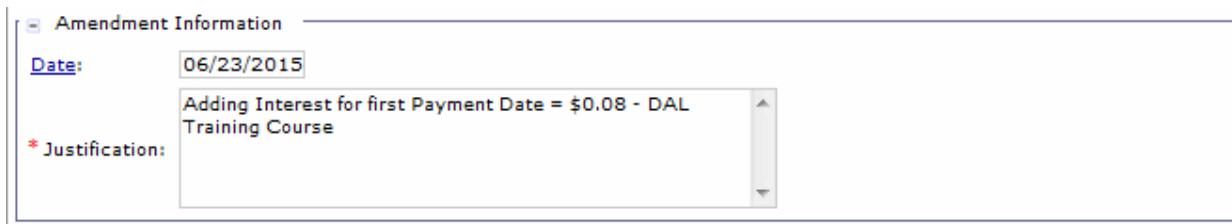
Amendment Number

* Amendment Number:

[Go to top of page](#)

15. Enter an **Amendment Justification**.

Note: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.



Amendment Information

Date: 06/23/2015

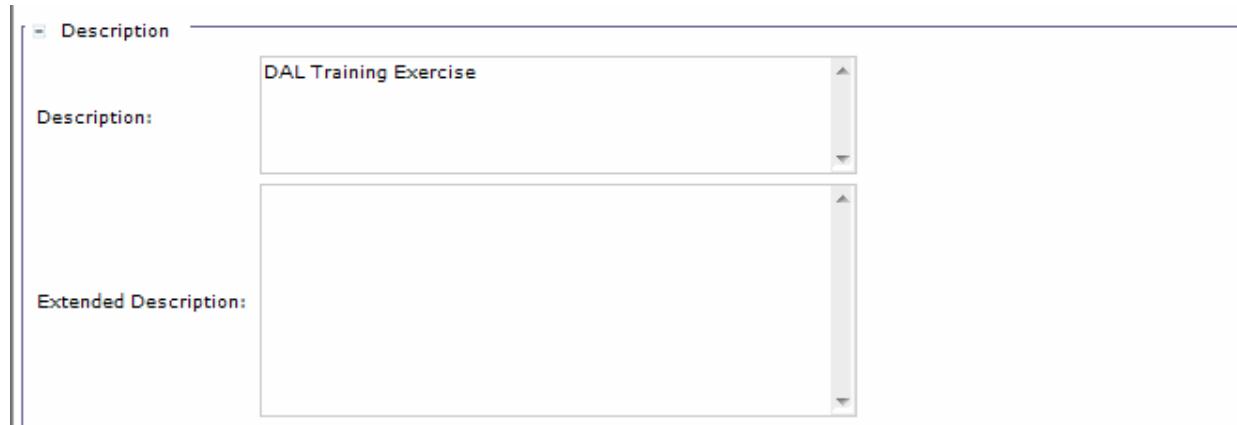
Adding Interest for first Payment Date = \$0.08 - DAL Training Course

* Justification:

Steps to Create and Activate the Promissory

Notes

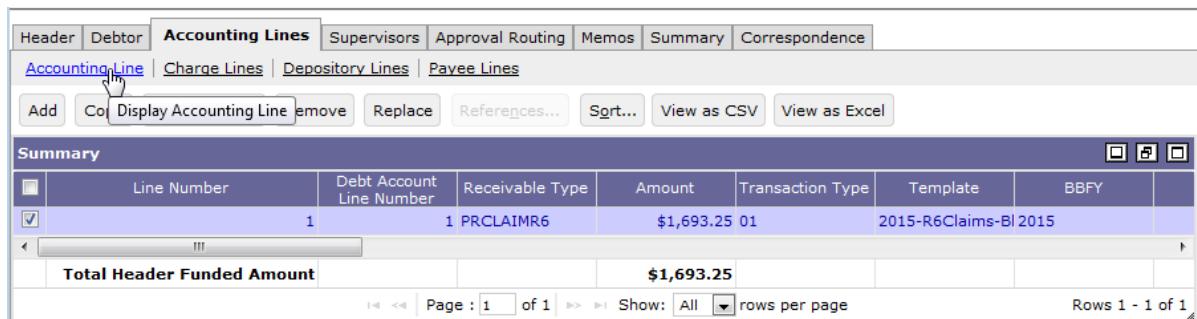
16. Enter a value in the **Description** field.



The screenshot shows a software interface for entering a description. A large text input field is labeled "Description:" and contains the text "DAL Training Exercise". Below it is another input field labeled "Extended Description:", which is currently empty.

17. Click the **Accounting Lines** tab.

18. Select Accounting Line 1 from the item collection and click the Accounting Line hyperlink.

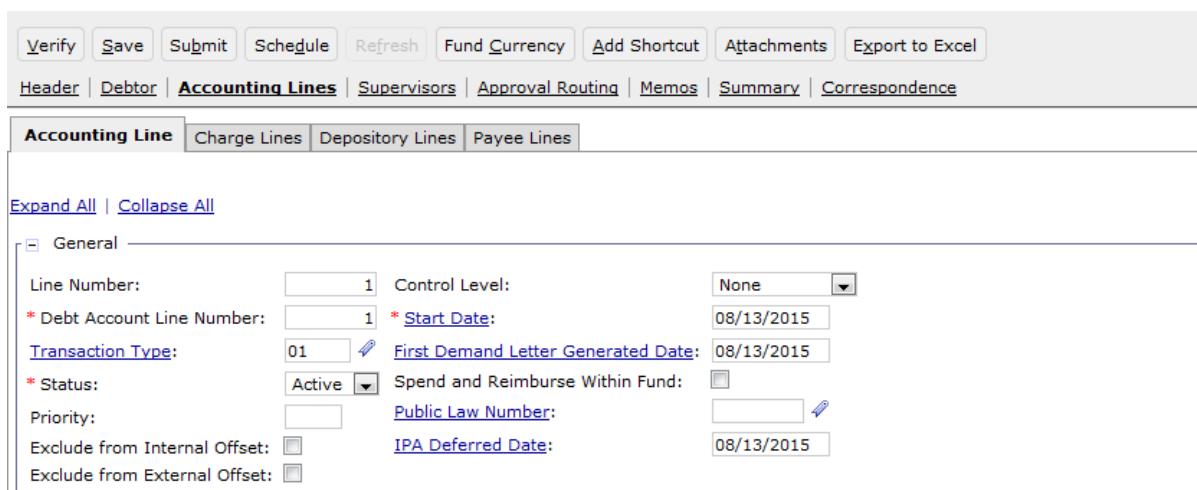


The screenshot shows the "Accounting Lines" tab selected in a navigation bar. Below it is a toolbar with buttons for "Add", "Display Accounting Line", "Remove", "Replace", "References...", "Sort...", "View as CSV", and "View as Excel". The main area displays a table titled "Summary" with one row selected. The selected row shows the following data:

	Line Number	Debt Account Line Number	Receivable Type	Amount	Transaction Type	Template	BBFY
<input checked="" type="checkbox"/>	1	1 PRCLAIMR6		\$1,693.25 01		2015-R6Claims-BI	2015

Below the table, there is a summary row: "Total Header Funded Amount \$1,693.25". At the bottom, there are pagination controls: "Page : 1 of 1", "Show: All", and "Rows per page".

The accounting line page is displayed.



The screenshot shows the "Accounting Line" details page. At the top, there is a toolbar with buttons for "Verify", "Save", "Submit", "Schedule", "Refresh", "Fund Currency", "Add Shortcut", "Attachments", and "Export to Excel". Below the toolbar is a navigation bar with links for "Header", "Debtor", "Accounting Lines", "Supervisors", "Approval Routing", "Memos", "Summary", and "Correspondence". The "Accounting Lines" link is highlighted.

Below the navigation bar, there is a tabs section with "Accounting Line" selected, followed by "Charge Lines", "Depository Lines", and "Payee Lines".

Under the tabs, there are two buttons: "Expand All" and "Collapse All".

The main form area is titled "General" and contains the following fields:

Line Number:	1	Control Level:	None
* Debt Account Line Number:	1	* Start Date:	08/13/2015
Transaction Type:	01	First Demand Letter Generated Date:	08/13/2015
* Status:	Active	Spend and Reimburse Within Fund:	<input type="checkbox"/>
Priority:		Public Law Number:	
Exclude from Internal Offset:	<input type="checkbox"/>	IPA Deferred Date:	08/13/2015
Exclude from External Offset:	<input type="checkbox"/>		

Steps to Create and Activate the Promissory

Notes

19. Ensure the code in the Amortization Schedule field matches the Amortization Schedule reviewed in the prior steps.

Amortization Schedule _____

Amortization Schedule: AMTZEX1017

20. Navigate to the Charge Lines tab.

21. Click Add.

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

Accounting Line Charge Lines Depository Lines Payee Lines

Charge Line

Add Copy Copy Forward Remove Replace Sort... View as CSV View as Excel

Summary							
	Line Number	Amount	Amortized Interest Amount	Late Payment Interest Amount	Record Type	Transaction Type	Template
Total Header Funded Amount							

Page : 1 of 1 Show: All rows per page No records to view

22. Enter **Record Type** = Interest Charge.

23. Enter **Transaction Type** = INC.

24. Enter an **Amortized Interest** amount equal to the interest amount previously recorded from the Amortization Schedule for the next payment period.

25. Enter the **Accounting Template**.

Note: The following accounting templates will be used:

- Region 6: 2015-06-0230-R0600000-1C00-1C000
- Region 6: 2015-07-0230-R0700000-1C00-1C000

Steps to Create and Activate the Promissory		Notes																									
<p>General</p> <p>Record Type: Interest Charge Original Accounting Period: 10/2015 </p> <p>Line Number: 2</p> <p>Transaction Type: INC </p>																											
<p>Line Amounts</p> <p>Amortized Interest Amount: \$0.08</p> <p>Late Payment Interest Amount: \$0.00</p> <p>Amount: \$0.08</p>																											
<p>Additional Attributes</p> <p>Prior Year Adjustment: Not a Prior Year Adjustment Public Law Number: </p> <p><u>Transfer Treasury Symbol:</u> </p> <p>Short Key: </p> <p>ATA: AID: BPOA: EPOA: A: MAIN: SUB: </p>																											
<p>Accounting Dimensions</p> <p>* Template: 2015-06-0230-R0600000-1C00-1C000 </p> <table border="0"> <tr> <td>* BBFY: 2015 </td> <td>EBFY: </td> <td>* Fund: 0230 </td> <td>* Region: 06 </td> <td>* Org Code: R0600000 </td> </tr> <tr> <td>* Program: 1C00 </td> <td>Project Code: </td> <td>* Activity: 1C000 </td> <td>Sub-Object Class: </td> <td>Revenue Source: </td> </tr> <tr> <td>Sub Revenue Source: </td> <td>Building #: </td> <td>Location/System: </td> <td>Vehicle Tag #: </td> <td>Work Item: </td> </tr> <tr> <td>Lease #: </td> <td>Reimbursable Sub-Object Class: </td> <td>Reimbursable Sub Object: YBA: </td> <td>BETC: </td> <td></td> </tr> <tr> <td>Cost Organization: </td> <td>Cohort Year: </td> <td>PRC: </td> <td></td> <td></td> </tr> </table> <p>Accounting Strip Values</p> <p>Default Default From: Principal Line </p>			* BBFY: 2015	EBFY:	* Fund: 0230	* Region: 06	* Org Code: R0600000	* Program: 1C00	Project Code:	* Activity: 1C000	Sub-Object Class:	Revenue Source:	Sub Revenue Source:	Building #:	Location/System:	Vehicle Tag #:	Work Item:	Lease #:	Reimbursable Sub-Object Class:	Reimbursable Sub Object: YBA:	BETC:		Cost Organization:	Cohort Year:	PRC:		
* BBFY: 2015	EBFY:	* Fund: 0230	* Region: 06	* Org Code: R0600000																							
* Program: 1C00	Project Code:	* Activity: 1C000	Sub-Object Class:	Revenue Source:																							
Sub Revenue Source:	Building #:	Location/System:	Vehicle Tag #:	Work Item:																							
Lease #:	Reimbursable Sub-Object Class:	Reimbursable Sub Object: YBA:	BETC:																								
Cost Organization:	Cohort Year:	PRC:																									

26. Click **Save**.
27. Click **Verify**.
28. Click the **Submit** button.

4.7.8.5 Amortization Schedule Query

The Amortization Schedule Query allows users to view amortization schedules and schedule versions in order to track repayment of debts. The initial establishment of the Amortization Schedule is performed on the Amortization Schedule reference table (see section 4.7.8.2). Once the Amortization Schedule is created, users may query the Amortization Schedule. The query allows users to enter various search criteria, e.g. Amortization Schedule, Debt Account Number, etc. By entering the Amortization Schedule Code, users will be searching directly for a specific Amortization Schedule. If the user is attempting to determine if an Amortization Schedule

reference exists on a particular Debt Account Entity, the query's ability to search by Debt Account Number will instantly confirm any link between a particular Debt Account Entity and an Amortization Schedule established in Pegasys.

Once an Amortization Schedule is opened on the Amortization Schedule Query, users can drill down to the associated payment schedule and:

1. View the individual scheduled payments that make up the Amortization Schedule.
2. For each payment, view:
 - a. Payment due date
 - b. Payment amount including principal and interest broken out
 - c. Balance remaining on the Debt Account after the payment is received
 - d. Date GSA received the payment from the debtor and recorded as a collection in Pegasys
3. View the total Payment Amount, Interest Amount, and Principal Amount
4. View Cash Receipts processed in reference to a selected payment line

Exhibit 4-85: Amortization Schedule Query Search Page

Code	Name	Start Date	End Date	Debt Account Number	Debt Account Line Number
122-AMORT	122-AMORT			DA-AMORT	1

The Amortization Schedule Query's Details pages include:

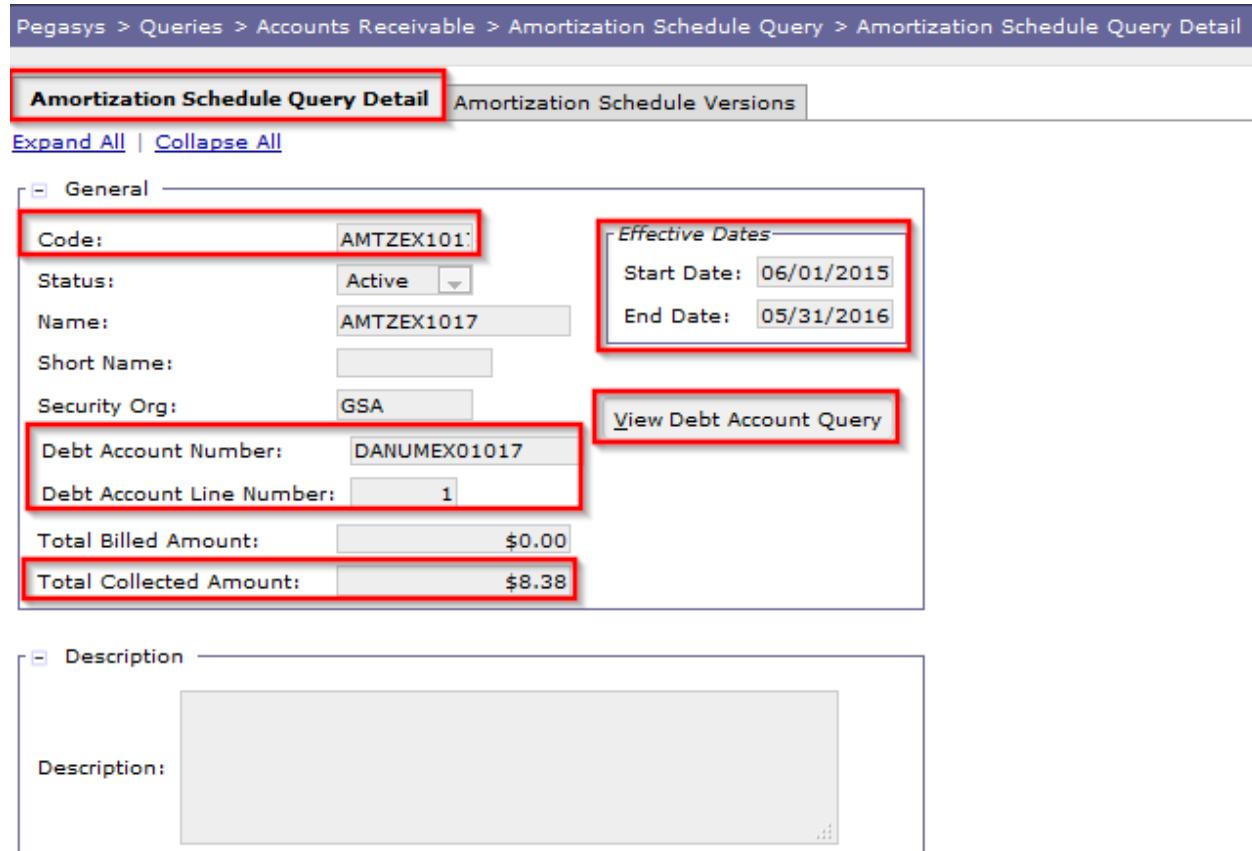
- Amortization Schedule Query Detail
- Amortization Schedule Version

The Amortization Schedule Query Detail page provides general information associated to the Amortization Schedule, including:

- Amortization Schedule Code
- Effective Dates
- Summary Collected Amount
- Debt Account Number/Debt Account Line Number

- Note: The Debt Account information will only be populated if the Amortization Schedule has been referenced on a Debt Account Entity's accounting line, which establishes the linkage between the entity and the Amortization Schedule.
- Direct link to the Debt Account Query

Exhibit 4-86: Amortization Schedule Query Detail Tab



Pegasys > Queries > Accounts Receivable > Amortization Schedule Query > Amortization Schedule Query Detail

Amortization Schedule Query Detail Amortization Schedule Versions

[Expand All](#) | [Collapse All](#)

General

Code: AMTZEX101

Status: Active

Name: AMTZEX1017

Short Name:

Security Org: GSA

Debt Account Number: DANUMEX01017

Debt Account Line Number: 1

Total Billed Amount: \$0.00

Total Collected Amount: \$8.38

Effective Dates

Start Date: 06/01/2015

End Date: 05/31/2016

[View Debt Account Query](#)

Description

Description:

[Go to top of page](#)

The Amortization Schedule Versions tab provides detailed information pertaining to the payment schedule established in Pegasys, including:

- Effective Dates of the Amortization Schedule
- Payment Frequency Terms:
 - Frequency of Payments
 - *Every X Months*
 - Frequency Interval (X) = 1
 - Duration of Loan
- Principal Amount
- Interest Rate
- Scheduled Payments

Exhibit 4-87: Amortization Schedule Version Tab

[Amortization Schedule Query Detail](#) | [Amortization Schedule Versions](#)

[Amortization Schedule Version](#)

General

Version Number:	1	Effective Dates
Status:	Active	Start Date: 06/01/2015
		End Date: 05/31/2016

Frequency

Frequency of Payments:	Every X Months
Frequency Interval(X):	1
Duration of Loan:	11

Schedule Detail

Generate Past Forms:	<input type="checkbox"/>
Principal Amount:	\$100.00
Interest Rate:	1.000
Allow Variable Amounts:	<input type="checkbox"/>
Currency:	USD
Bills	
Document Type:	<input type="checkbox"/>
Generate Bills:	<input type="checkbox"/>
Bills	
Document Type:	<input type="checkbox"/>
Generate CashReceipts:	<input type="checkbox"/>
Documents	

[Sort...](#) [View as CSV](#) [View as Excel](#)

Scheduled Payments									
		Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount	Bill Document Date	Billing Document Type
<input type="checkbox"/>	+		1 06/01/2015	\$8.38	\$0.08	\$8.30	\$91.70		
<input type="checkbox"/>	+		2 07/01/2015	\$8.38	\$0.08	\$8.30	\$83.40		
<input type="checkbox"/>	+		3 08/01/2015	\$8.38	\$0.07	\$8.31	\$75.09		
<input type="checkbox"/>	+		4 09/01/2015	\$8.38	\$0.06	\$8.32	\$66.77		
<input type="checkbox"/>	+		5 10/01/2015	\$8.38	\$0.06	\$8.32	\$58.45		
<input type="checkbox"/>	+		6 11/01/2015	\$8.38	\$0.05	\$8.33	\$50.12		
<input type="checkbox"/>	+		7 12/01/2015	\$8.38	\$0.04	\$8.34	\$41.78		
<input type="checkbox"/>	+		8 01/01/2016	\$8.38	\$0.03	\$8.35	\$33.43		
<input type="checkbox"/>	+		9 02/01/2016	\$8.38	\$0.03	\$8.35	\$25.08		
<input type="checkbox"/>	+		10 03/01/2016	\$8.38	\$0.02	\$8.36	\$16.72		
			Totals	\$100.54	\$0.54	\$100.00			

The Scheduled Payments section of the Amortization Schedule Version tab provides the ability for users to review the scheduled payment dates, payment amounts (principal + interest) and remaining balance amounts. In addition to the ability to review the payment schedule and associated amounts, users may also expand each Payment Line Number to view any Cash Receipts processed in reference to the payment line.

Exhibit 4-88: Amortization Schedule's Schedule Payment Information

Scheduled Payments										
	Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount	Bill Document Date	Billing Document Type	Bill Document Number	Bill Document Amt
• -	1	06/01/2015	\$8.38	\$0.08	\$8.30	\$91.70				
Sort... View as CSV View as Excel										
		Cash Receipt Document Date	Cash Receipt Document Type	Cash Receipt Document Number	Cash Receipt Line Number	Cash Receipt Line Amount				
		07/15/2015	CH7	CH7201507150017	1	\$8.38				
c +	2	07/01/2015	\$8.38	\$0.08	\$8.30	\$83.40				\$0.00
c +	3	08/01/2015	\$8.38	\$0.07	\$8.31	\$75.09				\$0.00
c +	4	09/01/2015	\$8.38	\$0.06	\$8.32	\$66.77				\$0.00
c +	5	10/01/2015	\$8.38	\$0.06	\$8.32	\$58.45				\$0.00
c +	6	11/01/2015	\$8.38	\$0.05	\$8.33	\$50.12				\$0.00
c +	7	12/01/2015	\$8.38	\$0.04	\$8.34	\$41.78				\$0.00
c +	8	01/01/2016	\$8.38	\$0.03	\$8.35	\$33.43				\$0.00
c +	9	02/01/2016	\$8.38	\$0.03	\$8.35	\$25.08				\$0.00
c +	10	03/01/2016	\$8.38	\$0.02	\$8.36	\$16.72				\$0.00

4.7.9 Expense Reclassification Process

The PU Itemized Payment document is used to reclassify the expense for erroneous charges. This process applies to all Region 7 Claim Types. For Region 6, the expense reclassification process only applies to Vendor Claims (VNCLAIMR6), FedPay (FPCLAIMR6), TAPS (TACCLAIMR6), Excess Cost (ECCLAIMR6) and Autopay (APCLAIMR6) Claim Types.

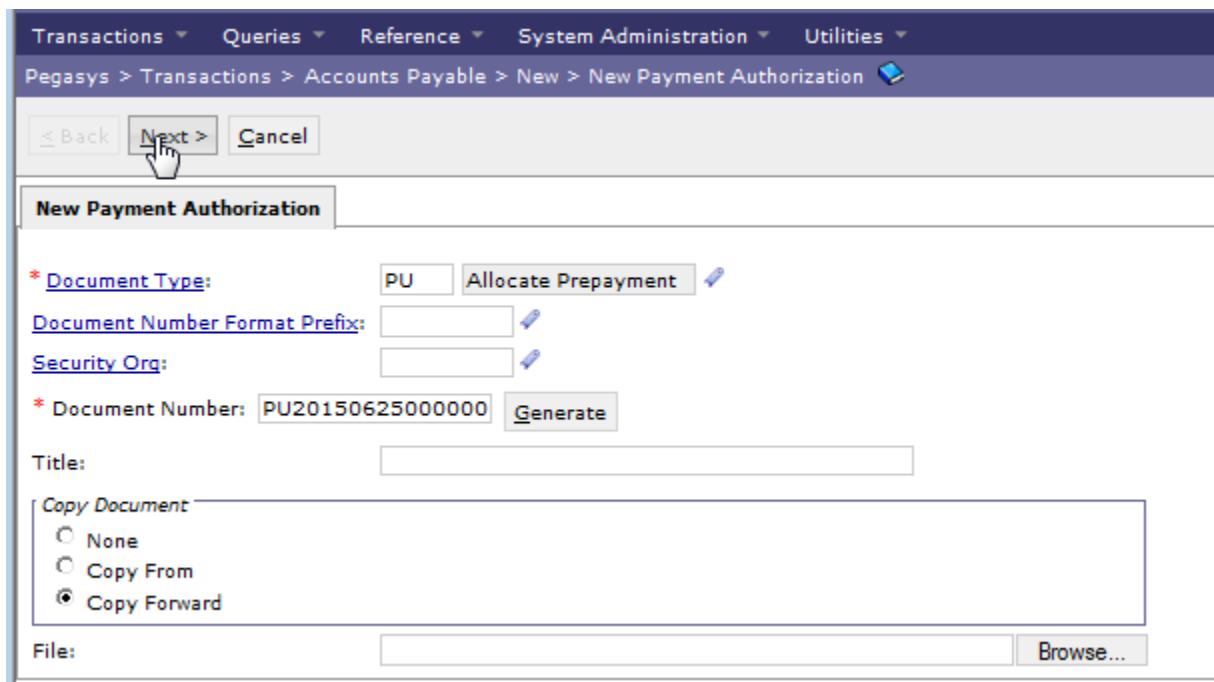
The following steps cover the process for creating the expense reclassification PU document in Pegasys.

Steps to Create a PU Expense Reclassification IP	Notes
--	-------

1. Navigate to **Transactions > Accounts Payable > New > Payment Authorization.**
2. Enter **Document Type = PU**.
3. Click **Generate** to create a **Document Number** (write this number down, you will need it later in the script) EX: PU201506220001.
4. Select the radio button next to **Copy Forward**.

Steps to Create a PU Expense Reclassification IP**Notes**

5. Click **Next**.



The screenshot shows the 'New Payment Authorization' screen. At the top, there are navigation links: Transactions, Queries, Reference, System Administration, Utilities, and a back arrow. Below that, the path is Pegasys > Transactions > Accounts Payable > New > New Payment Authorization. There are three buttons at the top left: '< Back', 'Next >', and 'Cancel'. The 'Next >' button has a mouse cursor pointing at it. The main form area has several fields:

- * Document Type: PU (selected)
- Allocate Prepayment: A link with a pencil icon.
- Document Number Format Prefix: An empty input field with a pencil icon.
- Security Org: An empty input field with a pencil icon.
- * Document Number: PU20150625000000 (selected)
- Generate: A link next to the document number.
- Title: An empty input field.
- Copy Document:
 - None
 - Copy From
 - Copy Forward
- File: An empty input field with a 'Browse...' button.

6. Enter **Document Type**:

- Region 6 = QP
- Region 7= RO

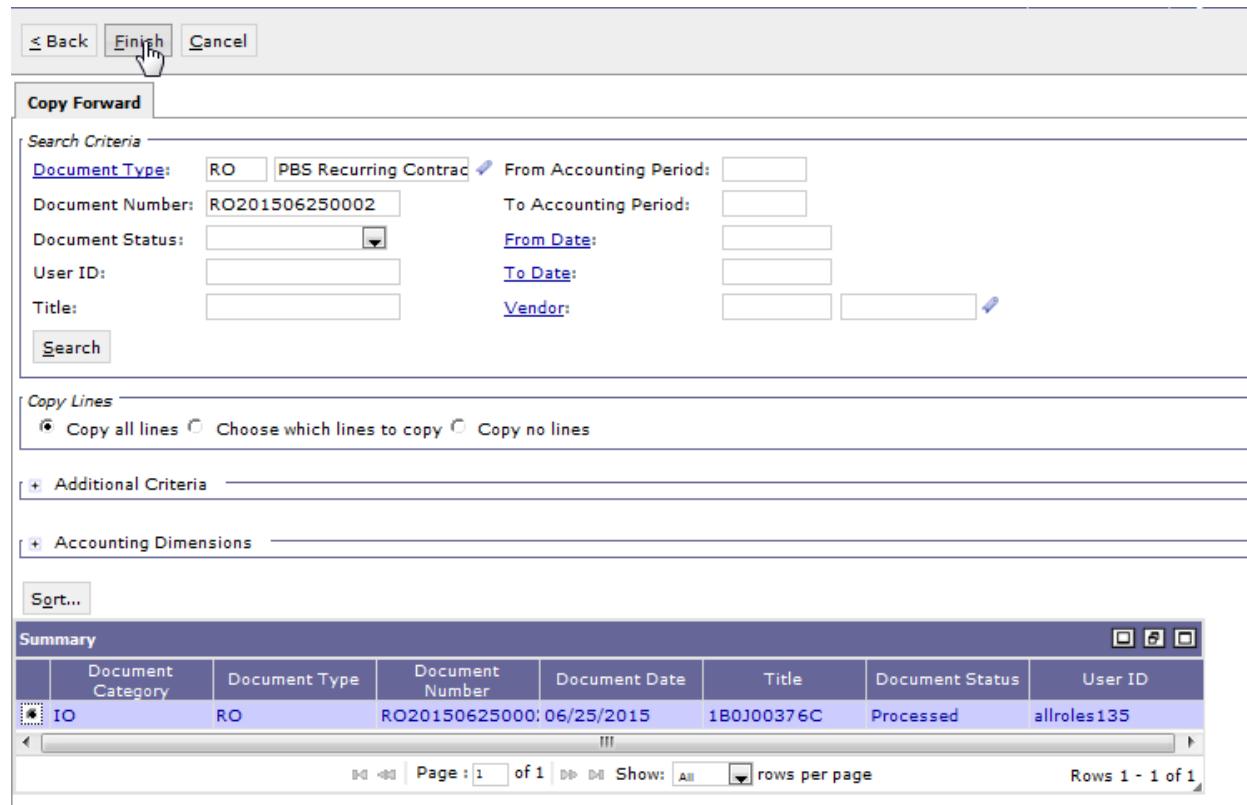
7. Enter the QP/RO Document Number.

8. Click **Search**.

Steps to Create a PU Expense Reclassification IP

Notes

9. Select the record from the item collection and click **Finish**.



The screenshot shows the 'Copy Forward' screen for a PU Expense Reclassification IP. At the top, there are buttons for 'Back', 'Finish' (which has a mouse cursor pointing at it), and 'Cancel'. Below this is a search criteria section with fields for Document Type (set to RO), PBS Recurring Contract, From Accounting Period, Document Number (set to RO201506250002), To Accounting Period, Document Status, User ID, Title, From Date, To Date, Vendor, and a 'Search' button. There are also sections for 'Copy Lines' (with options for 'Copy all lines', 'Choose which lines to copy', and 'Copy no lines'), 'Additional Criteria', and 'Accounting Dimensions'. At the bottom is a summary grid table with columns: Document Category, Document Type, Document Number, Document Date, Title, Document Status, and User ID. One row is shown in the grid: IO, RO, RO201506250002, 06/25/2015, 1B0J00376C, Processed, and allroles135. The grid includes navigation buttons (first, last, previous, next), a page number (Page 1 of 1), a 'Show' dropdown, and a note 'Rows 1 - 1 of 1'.

10. The PU expense reclassification form screen opens successfully.

Steps to Create a PU Expense Reclassification IP

Notes

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Transactions > Accounts Payable > New > Payment Authorization > Header: PU Allocate Prepayment PU20150625000000 NEW

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Disbursing Information Summary

Correspondence

Workflow Status Approval History References...

[Expand All](#) | [Collapse All](#)

General

Document Type:	PU	Allocate Prepayment	Authorization Date:	<input type="text"/>	
Status:	NEW		Accounting Period:	<input type="text"/>	
Document Number:	PU20150625000000			Reporting Accounting Period:	<input type="text"/>
Title:	1B0J00376C			Document Classification:	<input type="text"/>
Authorized By:	KEVIN ADIE - BP3 DAL Training			Security Org:	GSA
<u>Post Code:</u>	<input type="text"/>			Additional Payee Name:	<input type="text"/>
Automatic Reversal:	<input type="checkbox"/>			* Accomplished Date:	<input type="text"/>
<u>Reversal Accounting Period:</u>	<input type="text"/>			Suppress Printing:	<input type="checkbox"/>
Reverse After Period:	<input type="text"/>				
Agency DUNS Number:	<input type="text"/>				
Agency DUNS+4:	<input type="text"/>				

11. Enter the following value in the **Assignment Code** field:

- Region 6 = R6CLAIMS
- Region 7 = R7CLAIMS

12. Navigate to the **Header Accounting Lines** tab.

13. Select the accounting line and click the **Header Accounting Line** hyperlink.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Invoice Query Export to Excel

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Disbursing Information Summary

Correspondence

[Header Accounting Line](#) | Contracts Pay | Payment Articles | Tax Lines | Associated Spending

Summary

Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment
1	\$1,693.17	Normal		\$1,693.17	\$0.00	\$0.00

Total Header Funded Amount: \$1,693.17

Page : 1 of 1 Show: All rows per page Rows 1 - 1 of 1

14. Enter the following **Transaction Type**:

Steps to Create a PU Expense Reclassification IP

Notes

- **Region 6:**
 - **10** for expense reclassification related to Vendor claims (Receivable Type VNCLAIMR6)
 - **11** for expense reclassification related to FedPay, TAPS, Excess Cost and Autopay claims (Receivable Types FPCLAIMR6, TACCLAIMR6, ECCLAIMR6, APCLAIMR6)
- **Region 7:**
 - **11** for Program PG80
 - **10** for all other Program values
 - **I3** for interest relating to a claim

15. Set the Line Type to **Credit**

16. Enter the applicable Debt Account Number in the **Claim Number** field.

The screenshot shows the "Header Accounting Lines" screen with the "Header Accounting Line" tab selected. The "General" section contains the following fields:

Line Number:	1	Original Accounting Period:	<input type="text"/>
Line Type:	Credit	Source Number:	<input type="text"/>
Transaction Type:	10	Claim Number:	DANUMEX017017
Prompt Pay Type:	<input type="text"/>	SF-224 Reclassification:	<input type="checkbox"/>
Fast Pay:	<input type="checkbox"/>	Period of Performance	
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Related Cost Type:		N/A	

17. Navigate back to the **Header Accounting Lines** tab.

18. Select the accounting line and click **Copy**.

The screenshot shows the "Header Accounting Lines" screen with the "Header Accounting Line" tab selected. The "Summary" table displays one row of data:

	Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback
<input checked="" type="checkbox"/>	1	\$1,693.17	Credit	10	\$1,693.17	\$0.00	\$0.00	\$0.00

Total Header Funded Amount: (\$1,693.17)

19. Select accounting line 2 and click the **Header Accounting Line** hyperlink.

Steps to Create a PU Expense Reclassification IP

Notes								
Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Disbursing Information Summary Correspondence Header Accounting Line Contracts Pay Payment Articles Tax Lines Associated Spending								
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Copy Forward"/> <input type="button" value="Remove"/> <input type="button" value="Reset"/> <input type="button" value="Replace"/> <input type="button" value="References..."/> <input type="button" value="Sort..."/> <input type="button" value="View as CSV"/> <input type="button" value="View as Excel"/>								
Summary								
	Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback
	1	\$1,693.17	Credit	10	\$1,693.17	\$0.00	\$0.00	\$0.00
	2	\$1,693.17	Credit	10	\$1,693.17	\$0.00	\$0.00	\$0.00
Total Header Funded Amount					(\$3,386.34)			
Page : 1 of 1 Show: All rows per page Rows 1 - 2 of 2								

20. Enter the following **Transaction Type**:

- **Region 6:**
 - 14 for expense reclassification related to Vendor claims (Receivable Type VNCLAIMR6)
 - 15 for expense reclassification related to FedPay, TAPS, Excess Cost and Autopay claims (Receivable Types FPCLAIMR6, TACCLAIMR6, ECCLAIMR6, APCLAIMR6)
- **Region 7**
 - 14 for Non-Reimbursable
 - 15 for Reimbursable

21. Set Line Type = **Normal**

Item 2 of 2																																																					
Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Disbursing Information Summary Correspondence Header Accounting Line Contracts Pay Payment Articles Tax Lines Associated Spending																																																					
Item: 1 2																																																					
Expand All Collapse All																																																					
<div style="border: 1px solid #ccc; padding: 5px;"> <p>General</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Line Number:</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 30%;">Original Accounting Period:</td> <td style="width: 10%; text-align: center;"><input type="text"/></td> <td style="width: 10%; text-align: right;"><input type="button" value=""/></td> </tr> <tr> <td>Line Type:</td> <td style="text-align: center;"><input type="button" value="Normal"/></td> <td>Source Number:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>Transaction Type:</td> <td style="text-align: center;">14</td> <td>Claim Number:</td> <td colspan="3"><input type="text" value="DANUMEX017017"/></td> </tr> <tr> <td>Prompt Pay Type:</td> <td colspan="2"><input type="text"/></td> <td colspan="3">SF-224 Reclassification: <input type="checkbox"/></td> </tr> <tr> <td>Fast Pay:</td> <td colspan="2"><input type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td colspan="2">Period of Performance</td> <td colspan="2"><input type="text"/> Start Date: <input type="text"/></td> <td colspan="3">End Date: <input type="text"/></td> </tr> <tr> <td colspan="2">Related Cost Type:</td> <td colspan="7"><input type="button" value="N/A"/></td> </tr> </table> </div>									Line Number:	2	Original Accounting Period:	<input type="text"/>	<input type="button" value=""/>	Line Type:	<input type="button" value="Normal"/>	Source Number:	<input type="text"/>			Transaction Type:	14	Claim Number:	<input type="text" value="DANUMEX017017"/>			Prompt Pay Type:	<input type="text"/>		SF-224 Reclassification: <input type="checkbox"/>			Fast Pay:	<input type="checkbox"/>					Period of Performance		<input type="text"/> Start Date: <input type="text"/>		End Date: <input type="text"/>			Related Cost Type:		<input type="button" value="N/A"/>						
Line Number:	2	Original Accounting Period:	<input type="text"/>	<input type="button" value=""/>																																																	
Line Type:	<input type="button" value="Normal"/>	Source Number:	<input type="text"/>																																																		
Transaction Type:	14	Claim Number:	<input type="text" value="DANUMEX017017"/>																																																		
Prompt Pay Type:	<input type="text"/>		SF-224 Reclassification: <input type="checkbox"/>																																																		
Fast Pay:	<input type="checkbox"/>																																																				
Period of Performance		<input type="text"/> Start Date: <input type="text"/>		End Date: <input type="text"/>																																																	
Related Cost Type:		<input type="button" value="N/A"/>																																																			

22. Remove the **Document Reference** information.

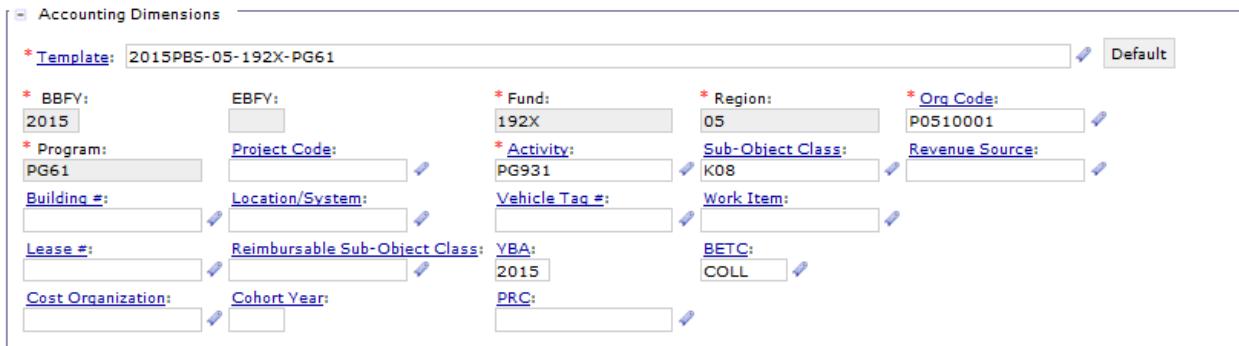
BAAR User Actions and Procedures																								
Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Disbursing Information Summary Correspondence Header Accounting Line Contracts Pay Payment Articles Tax Lines Associated Spending																								
Document Reference																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Type:</td> <td style="width: 20%; text-align: center;"><input type="button" value="Number:"/></td> <td style="width: 10%;">Item:</td> <td style="width: 20%; text-align: center;"><input type="button" value="Accounting:"/></td> <td style="width: 10%; text-align: right;">Final: <input type="checkbox"/></td> <td style="width: 10%; text-align: right;">Misc: <input type="checkbox"/></td> <td style="width: 10%; text-align: right;"><input type="button" value="View"/></td> <td style="width: 10%; text-align: right;"><input type="button" value="Default"/></td> </tr> <tr> <td colspan="8"><input type="checkbox"/> Liquidate Items: <input type="text"/> Referenced Statement Number: <input type="text"/></td> </tr> </table>									Type:	<input type="button" value="Number:"/>	Item:	<input type="button" value="Accounting:"/>	Final: <input type="checkbox"/>	Misc: <input type="checkbox"/>	<input type="button" value="View"/>	<input type="button" value="Default"/>	<input type="checkbox"/> Liquidate Items: <input type="text"/> Referenced Statement Number: <input type="text"/>							
Type:	<input type="button" value="Number:"/>	Item:	<input type="button" value="Accounting:"/>	Final: <input type="checkbox"/>	Misc: <input type="checkbox"/>	<input type="button" value="View"/>	<input type="button" value="Default"/>																	
<input type="checkbox"/> Liquidate Items: <input type="text"/> Referenced Statement Number: <input type="text"/>																								

Steps to Create a PU Expense Reclassification IP

Notes

23. Region 7 only:

- Enter Activity Code = **PG931**



The screenshot shows the 'Accounting Dimensions' section of a Pegasys application. It includes fields for Template (2015PBS-05-192X-PG61), BBFY (2015), EBFY, Fund (192X), Region (05), Org Code (P0510001), Program (PG61), Project Code, Building #, Location/System, Lease #, Reimbursable Sub-Object Class, Cost Organization, Cohort Year, Activity (PG931), Sub-Object Class (K08), Vehicle Tag #, Work Item, VBA (2015), BETC (COLL), and PRC.

24. Click **Save**.

25. Click **Verify**.

26. Correct any hard errors and re-verify until the action is successful.

27. Click the **Submit** button to process the document.

The document is successfully sent to the queue for processing.

4.7.10 PAR Receivable Reversal Process

The PAR Receivable Reversal Process applies only to Region 6 (not External Services) Payroll Claims (PRCLAIMR6). In Pegasys, the process is recorded via the manual processing of a Standard Voucher, document type D6A, to reverse the outstanding claim balance established by PAR.

The D6A utilizes the following values:

- Transaction Type = 03
- Line Type = Blank
- Transaction Event = Expenditure
- Increase/Decrease Indicator = Decrease

The following steps outline the process to create the PAR Receivable Reversal SV in Pegasys.

Steps to Create PAR Receivable Reversal

Notes

1. Navigate to **Queries > Accounts Receivable > Debt Account > Debt Account**
2. Enter the **Debt Account Number** for the PRCLAIMR6 associated to the PAR Receivable Reversal transaction to be generated.
3. Click **Search**.

Steps to Create PAR Receivable Reversal
Notes

The record is returned in the item collection.

4. Select the record from the item collection and click **Details**.

The screenshot shows the 'Debt Account' screen in the Pegasys 7.1.2 system. At the top, there's a navigation bar with links for Transactions, Queries, Reference, System Administration, and Utilities. Below the navigation is a breadcrumb trail: Pegasys > Queries > Accounts Receivable > Debt Account > Debt Account. On the left, there's a 'Search Criteria' panel with fields for Debt Account Number (8142015001), Title/ACT Number, Debt Account Group, Receivable Type, Insurance Claim Number, Claim Type/System ID, Bank ABA/BIC, Document Type, Debt Account Type, Region, Status, Vendor, Building Number, Payee Vendor, Lease Number, Address Code, Vehicle Claim Debtor Name, and Amount. Below the search criteria are buttons for Search and Clear. Underneath the search criteria are sections for Header Field - User Defined Fields and Accounting Line - User Defined Fields, each with a single input field. At the bottom of the search criteria panel are buttons for Details (which has a cursor over it), Sort..., View as CSV, and View as Excel. The main area is titled 'Summary' and contains a grid of data. The grid has columns for Debt Account Number (81420150), Vehicle Claim Debtor Name (R6CLAIM), Debt Account Group (Region 6 Claims), Insurance Claim Number (39160264 00001), Vendor Code (39160264 00001), Address Code (Primary), Payee Vendor (Bank ABA/BIC), Debt Account Type (Debt Account Type), Debt Account Amount Total (\$1,693.17), and Status (Active). There are also icons for filtering and sorting at the top of the grid. At the bottom of the grid, there are pagination controls (Page : 1 of 1), a 'Show' dropdown set to 10 rows per page, and a note that says 'Rows 1 - 1 of 1'.

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
81420150	R6CLAIM	Region 6 Claims	39160264 00001		Primary	\$1,693.17	Active			

Steps to Create PAR Receivable Reversal

Notes

5. Record the **Total Amount** for later use.

Amounts

Debt Account Activity			
	Original Owed	Collected	Outstanding
Principal Amount:	\$1,693.17	\$0.00	\$1,693.17
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 Amount:	\$1,693.17	\$0.00	\$1,693.17

6. Navigate to the **Debtor** tab.

Record the **Vendor Code** and **Address Code** for later use.

Debt Account	Debtor	Accounting Lines	Supervisor			
View Debt Account By Vendor Sort... View as CSV View as Excel						
Summary						
	Vendor Code	Address Code	Vendor Code Address Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number
<input checked="" type="checkbox"/>	391602645	00001	VALEO	R6CLAIMS	Region 6 Claims	
[<<] [<<] [>>] [>>] Page : <input type="text" value="1"/> of 1 Show: <input type="text" value="10"/> rows per page Rows 1 - 1 of 1						

7. Navigate to the **Accounting Lines** tab. Select the accounting line from the item collection and click the [Accounting Line](#) [hyperlink](#).

Debt Account	Debtor	Accounting Lines	Supervisor			
Accounting Line Charge Lines Depository Lines Payee Lines						
Sort... Display Accounting Line Excel						
Summary						
	Debt Account Line Number	Receivable Type	Status	Principal Amount		
<input checked="" type="checkbox"/>	1 PRCLAIMR6	Active				\$1,693.17
[<<] [<<] [>>] [>>] Page : <input type="text" value="1"/> of 1 Show: <input type="text" value="10"/> rows per page Rows 1 - 1 of 1						

Steps to Create PAR Receivable Reversal

Notes

8. Record the Accounting Template/Dimensions for later use.

Accounting Dimensions

Template: <input type="text" value="2015-R6Claims-Blank"/>				
BBFY:	EBFY:	* Fund:	* Region:	* Org Code:
<input type="text" value="2015"/>	<input type="text"/>	<input type="text" value="285X"/>	<input type="text" value="03"/>	<input type="text" value="Q03MDBD0"/>
* Program:	Project Code:	Activity:	Sub-Object Class:	Revenue Source:
<input type="text" value="IT32"/>	<input type="text"/>	<input type="text" value="AF246"/>	<input type="text" value="A01"/>	<input type="text"/>
Sub Revenue Source:	Building #:	Location/System:	Vehicle Tag #:	Work Item:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lease #:	Reimbursable Sub-Object Class:	Reimbursable Sub Object:	YBA:	BETC:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2015"/>	<input type="text"/>
Cost Organization:	Cohort Year:	PRC:	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		

9. Navigate to Transactions > General System > New > Standard Voucher.

10. Enter Document Type = D6A.

11. Click Generate to create a system-generated Document Number.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Transactions > General System > New > New Standard Voucher

New Standard Voucher

* Document Type:	<input type="text" value="D6A"/> <input type="button" value="R6 Claims Manual Accru"/>
Document Number Format Prefix:	<input type="text"/>
Security Org:	<input type="text"/>
* Document Number:	<input type="text" value="D6A2015081400001"/> <input type="button" value="Generate"/>
Title:	<input type="text"/>
<i>Copy Document</i>	
<input checked="" type="radio"/> None <input type="radio"/> Copy From <input type="radio"/> Copy Forward	
File:	<input type="button" value="Browse..."/> No file selected.

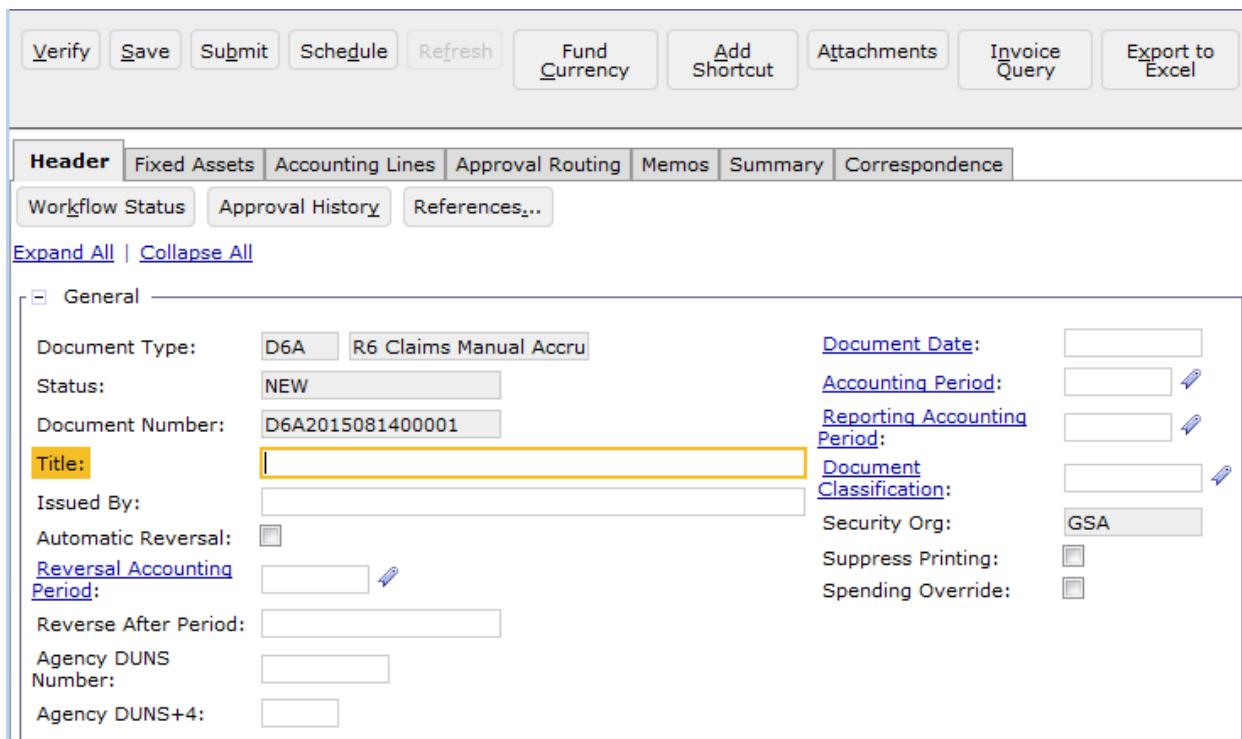
[Go to top of page](#)

Steps to Create PAR Receivable Reversal

Notes

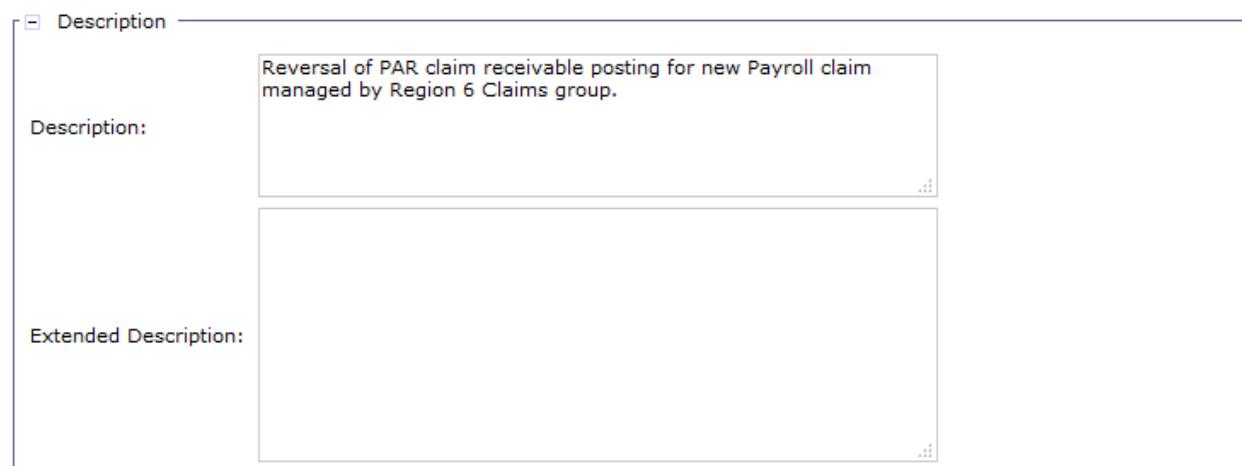
12. Click **Finish**.

The SV form opens successfully to the Header tab.



The screenshot shows the SV form interface. At the top, there are several buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Invoice Query, and Export to Excel. Below these are tabs for Header, Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Under Header, there are sub-tabs for Workflow Status, Approval History, and References... At the bottom left are links for Expand All and Collapse All. The main area is titled "General". It contains fields for Document Type (D6A, R6 Claims Manual Accru), Document Date, Status (NEW), Accounting Period, Document Number (D6A2015081400001), Reporting Accounting Period, Title (highlighted with a yellow border), Document Classification, Issued By, Security Org (GSA), Automatic Reversal, Reverse After Period, Suppress Printing, Reversal Accounting Period, Agency DUNS Number, and Agency DUNS+4.

13. In the **Description** field, enter “Reversal of PAR claim receivable posting for new Payroll claim managed by Region 6 Claims group.”



The screenshot shows the Description section of the SV form. It includes a "Description" field containing the text "Reversal of PAR claim receivable posting for new Payroll claim managed by Region 6 Claims group." and an "Extended Description" field which is currently empty.

Steps to Create PAR Receivable Reversal

Notes

14. Navigate to the Accounting Lines tab.

Click Add.

The screenshot shows the 'Accounting Lines' tab selected in the top navigation bar. Below the tabs, it says 'Accounting Line | Contracts Pay'. A toolbar with buttons for 'Add', 'Copy', 'Copy Forward', 'Remove', 'Reset', 'Replace', 'References...', 'Sort...', 'View as CSV', and 'View as Excel' is visible. The main area is titled 'Summary' and contains a table with columns: Line Number, Line Type, Amount, Transaction Event, Increase/Decrease, Transaction Type, and Template. A row labeled 'Total Header Funded Amount' is shown below the table. At the bottom, there are pagination controls ('Page : 1 of 1'), a 'Show' dropdown set to '10 rows per page', and a message 'No records to view'.

The Accounting Line screen is displayed.

The screenshot shows the 'Accounting Line' screen for 'Contracts Pay'. The top navigation bar includes 'Header', 'Fixed Assets', 'Accounting Lines', 'Approval Routing', 'Memos', 'Summary', and 'Correspondence'. The main area shows 'Item 1 of 1'. There are buttons for 'Expand All' and 'Collapse All'. A section titled 'General' is expanded, containing the following fields:

- Line Number:**
- Line Type:**
- Transaction Type:**
- Transaction Event:**
- Increase/Decrease:**
- Obligation FY:**
- Statement Number:**
- Original Accounting Period:**
- Receivable Type:**
- PCAS Surcharge:**
- Source Number:**
- SF-224 Reclassification:**
- TROR Classification:**
- TROR Category:**
- TROR Collection Type:**
- Related Statement Number:**
- Referenced Statement Number:**

15. Enter **Transaction Type** = 03.
16. Set the **Transaction Event** dropdown = Expenditure.
17. Set the **Increase/Decrease** dropdown = Decrease.
18. Enter **Receivable Type** = PRCLAIMR6.

Steps to Create PAR Receivable Reversal

Notes

19. Enter in the **Vendor Code** and **Vendor Address Code** fields noted in Step #6.

Accounting Line **Contracts Pay**

Item 1 of 1

[Expand All](#) | [Collapse All](#)

General

Line Number:	<input type="text" value="1"/>	Original Accounting Period:	<input type="text" value="PRCLAIMR6"/>
Line Type:	<input type="text"/>	Receivable Type:	<input type="text"/>
Transaction Type:	<input type="text" value="03"/>	PCAS Surcharge:	<input type="text"/>
Transaction Event:	<input type="text" value="Expenditure"/>	Source Number:	<input type="text"/>
Increase/Decrease:	<input type="text" value="Decrease"/>	SF-224 Reclassification:	<input type="text"/>
Obligation FY:	<input type="text"/>	TROR Classification:	<input type="text"/>
Statement Number:	<input type="text"/>	TROR Category:	<input type="text"/>
	Generate Statement Number	TROR Collection Type:	<input type="text"/>
		Related Statement Number:	<input type="text"/>
		Referenced Statement Number:	<input type="text"/>

Bank Account Information

Vendor Information

Vendor

* <u>Code:</u>	<input type="text" value="391602645"/>	<input type="text" value="00001"/>	More
Address Name:	<input type="text" value="VALEO INC."/>		

20. Enter the **Amount** noted in Step #5.

Line Amounts

Amount:	<input type="text" value="\$1,693.17"/>
---------	---

21. Enter the **Accounting Template** recorded in Step #8 and click **Default**.

Ensure the accounting dimensions recorded in Step #8 are populated successfully.

Accounting Dimensions

* <u>Template:</u>	<input type="text" value="2015-R6Claims-Blank"/>	Default		
* <u>BBFY:</u>	<u>EBFY:</u>	* <u>Fund:</u>	* <u>Region:</u>	* <u>Org Code:</u>
<input type="text" value="2015"/>	<input type="text"/>	<input type="text" value="285X"/>	<input type="text" value="03"/>	<input type="text" value="Q03MDBD0"/>
* <u>Program:</u>	<u>Project Code:</u>	<u>Activity:</u>	<u>Sub-Object Class:</u>	<u>Revenue Source:</u>
<input type="text" value="IT32"/>	<input type="text"/>	<input type="text" value="AF246"/>	<input type="text" value="A01"/>	<input type="text"/>
<u>Building #:</u>	<u>Location/System:</u>	<u>Vehicle Tag #:</u>	<u>Work Item:</u>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Lease #:</u>	<u>Reimbursable Sub-Object Class:</u>	<u>YBA:</u>	<u>BETC:</u>	
<input type="text"/>	<input type="text" value="YBA"/>	<input type="text"/>	<input type="text"/>	
<u>Cost Organization:</u>	<u>Cohort Year:</u>	<u>PRC:</u>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

22. Click **Save**.

23. Click **Verify**.

Note: Correct any hard errors and re-verify until the action is successful.

24. Click **Submit** to process the document.

4.8 Collections

The collection of funds in Pegasys is recorded with Cash Receipt (CR) documents. CRs record money collected from the public and other agencies. Cash Receipts, like Billing Documents (BDs), are used to record funds to recognize revenues; record expenditure refunds, and record the receipt of advances. In addition, CRs are used to reduce outstanding receivables, apply credit billings and perform adjustments (write offs).

GSA receives collections from the following sources:

- Lockboxes.
- Contract Fees.
- IPAC.
- Pay.gov (via CIR).
- Revenue Credit Card (via CIR).
- DoD Interfund.
- ACH/EFT, Wire (via CIR report - entered manually in Pegasys).

Pegasys provides automated batch processes that enable collections from the above sources (Lockbox, Contract Fees, IPAC, Pay.gov, Revenue Credit Card, and DoD Interfund) to be imported and processed in Pegasys.

Please refer to section 4.7.1.1: Automated Methods to Create Cash Receipts for details on the aforementioned automated Collection processes.

In addition to the automated processes, users can manually create Cash Receipts using the Pegasys user interface. For example, users will create manual Cash Receipts for ACH transactions after retrieving the ACH report from CIR. While the capability exists to create manual CRs, users should refrain from creating manual transactions for CRs that are created via an automated process. For details on manual creation of Cash Receipts in Pegasys, please refer to section: 4.7.8 Apply Collections.

This section will focus on the Collections process and the use of Cash Receipt documents in the collections process.

4.8.1 Cash Receipt (CR) Description and Uses

Cash Receipts are used to record money that is received by GSA as payment for services rendered or goods provided. Collections are recorded upon receipt from the customer for Normal billing and Advance collections (as defined by the Line Type on the Accounting Line). These Normal and Advance CRs are typically used to reduce outstanding receivables and record the collection of cash. The outstanding receivable is reduced if the CR references a Billing Document (BD) or Debt Account Document (DA), therefore liquidating the receivable balance recorded on the BD or DA. CRs are also used for other purposes, such as advance offsets, credit application, credit refunds, write-offs, returned checks, chargebacks, etc. (also defined via Line Type).

Cash Receipts require the user to specify a Deposit Number, Dollar Amount, Transaction Type, Line Type and Accounting Dimensions. Depending on the type of CR, any or all of the following fields may also be required: Reference Document information, Agreement Information, or Debit Voucher Number. CRs with a normal line type will liquidate the outstanding principal amount of the referenced Billing Document or Debt Account Document, plus any interest, administrative, and penalty charges.

When creating a document, it is sometimes necessary to consolidate multiple sources into one single document rather than having a document to satisfy each source. Agencies have the ability to add one or

more new Accounting Lines to a form from different reference documents, without having to enter and default each line individually.

Cash Receipts differ from Billing Documents in that the Vendor (or Customer) is stored at the accounting line level. This allows a single deposit to be applied against multiple bills. CRs also differ in that they do not have Detail Billing Records (DBR) associated to the Cash Receipt accounting lines. To view DBR information, the user must navigate to the Billing Document that the CR references.

4.8.1.1 Automated Methods to Create Cash Receipts (CR)

Lockbox, Contract Fees, IPAC, Pay.gov (via CIR), Revenue Credit Card (via CIR), and DoD Interfund collections are automatically created via offline (batch) processes. Users will have the ability to query these Cash Receipt documents with the Collection Query. For details on the Collection Query, see section 4.7.2: Query Collections.

Lockbox:

GSA's Lockbox Banks serve as filing and processing agents allowing customers to remit checks to designated Lockbox locations around the country to be deposited on GSA's behalf. The Lockbox batch import process has the ability to read Lockbox files created by banks in different layouts for each batch instance. A Lockbox batch process instance has been configured for each Lockbox that is automated within Pegasys. The Lockbox batch process will produce Cash Receipt documents.

Contract Fees:

Contract Fees are the collection that GSA receives when customers become a scheduled/contracted vendor. Fees are referred to as IFF (Industrial Funding Fees) and are paid by customers to cover GSA's cost of operating the Federal Supply Schedules program. The Contract Fee batch process is executed to import and process the Contract Fees. IFF contract fee collection Cash Receipts are processed as standalone transactions and do not reference outstanding Billing Documents. Instead, vendors self-report their schedule sales and determine the amount owed to GSA.

IPAC:

The Intra-Governmental Payment and Collection system (IPAC) is a Treasury system facilitating intra-governmental (agency to agency) transfers of funds, which streamlines billing/collections for GSA. IPAC functionality includes both an Outbound Process (GSA sends Treasury IPAC Bills and Refund Payments) and an Inbound Process (GSA receives from Treasury IPAC Bill Confirmations/Collections, Customer Push/Pull Payments, and Chargebacks). GSA bills other agencies via the IPAC system and then receives collection confirmation of those billings from Treasury.

The IPAC Inbound Batch process (GSIPACIN) will upload the IPAC file into Pegasys in order to create Cash Receipt transactions. Users will have the ability to view the status of transactions sent to or received from IPAC with the IPAC Transaction Query. For details on the IPAC Transaction Query, see section 4.6.3: IPAC Transaction Query (Collections).

CIR:

CIR (Collections Information Repository) is a collections reporting tool that will act as a "transaction broker" used to standardize, store and exchange the received financial information within one system. All GSA collection system summary information will be contained on a Summary file used for reconciliation in Pegasys. CIR also sends settlement detail information to Pegasys in a Detail file used to create/update CR documents for Pay.gov or Revenue Credit Card.

Pay.gov (via CIR):

Pay.gov is an online collection portal that allows Federal and Non-Federal customers to make credit card payments electronically to GSA. The Pay.gov collection process is as follows: Pay.gov sends customer Credit Card payments to Vantiv (settlement bank) for settlement => Vantiv sends collection funds to CIR => CIR notifies GSA of collection and settlement information. The CIR Inbound Batch process is run to import the Pay.gov files, perform a crosswalk, and create staging records that can be viewed via the CIR Inbound Detail Staging Query. Lastly, the CIR Detail Batch process is executed to read the CIR Inbound Detail Staging table and create new Cash Receipt transactions in Pegasys.

Revenue Credit Card (via CIR):

The Revenue Credit Card process enables government agencies to track and manage credit card receivables and collections. GSA uses the Revenue Credit Card Process for select transactions within the Global Supply Business Line. The Revenue Credit Card collection process is as follows:

The Revenue Credit Card collection system sends the transaction file to Pegasys (Pegasys creates initial CRs not hitting cash) > Pegasys sends file to Vantiv for settlement > Vantiv sends settlement information to CIR > CIR produces files that are imported into Pegasys to record the settlement/confirmation information (this updates the initial CRs to now hit cash).

DoD Interfund:

The Department of Defense (DoD) requires GSA to bill them via SIBAC, not IPAC. Therefore a separate DoD Interfund interface was established. The DoD Interfund collection process is as follows: Establish Detail Billing Record > Process Billing Document (Records Receivable/Revenue) > DoD Outbound Process (Records billed Receivable/Processes Cash Receipt/Generates Outbound file for Treasury). The Cash Receipt is created after the receivable is billed and immediately posts to cash in the General Ledger (confirmation not needed).

4.8.1.2 Available Cash Receipt (CR) Document Types

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the Cash Receipt (CR) 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.

In general, the Cash Receipt (CR) document types will be shared among multiple business lines, as the various methods of receiving the transactions (e.g., IPAC Inbound, Pay.gov, etc.) do not discern by business line. The exception to this is Lockbox, in which Lockbox collections will have multiple Document Types depending on the Business Line. (ex. RWA, Global Supply, Fleet, etc.)

Most CR Document Types that are used for a particular region will contain that region in the code (ex. 6 denotes Region 6 and 7 denotes Region 7). This means Region 6 (47000016) may have one document type while Region 7 (47000017) and External Services (47000018) may use other document types. In addition, separate CR document types will be created for each region to record non-IPAC transactions and IPAC transactions. This is due to the nature of differences in data requirements for IPAC transactions. CRs will also have distinct Document Types for the different line type-driven transactions such as write offs (line type: Write Off) and debit vouchers (line type: Debit Voucher - Normal).

For a listing of CR Document Types, please refer to [Appendix: Available Cash Receipt \(CR\) Document Types](#)

4.8.1.3 Cash Receipt (CR) - User-Defined Form Field Descriptions

The Cash Receipt (CR) form has many of the same fields and same structure as the Billing Document (BD). However, since one CR can reference multiple BDs (at the accounting line level, one per line) the CR has several of the BD fields (including Vendor) located on the CR line rather than the CR header. The CR does not contain Detail Billing Records (DBR) nor does it have an office address tab. Unlike the BD, the CR has a Correspondence tab in order to create/view document level correspondence. For more information on correspondence page definition, please refer to section 4.8 Correspondence.

User Defined fields provide users with a flexible means of configuring and utilizing specific business fields that are important to their business processes.

The listing of User-Defined fields on the Cash Receipt (CR) Form are available at [Appendix: Cash Receipt \(CR\) – User-Defined Fields and Forms Descriptions](#)

4.8.2 Query Collections

There are multiple queries available in Pegasys that can be used to research Cash Receipts. Regardless of which query is used, query performance is improved with each additional search criteria entered. Users should enter as much known information as possible such as Document Type, Document Number, Referenced Statement Number, Deposit Number, Date Range, etc. Users should not execute “Blind” queries, meaning no search criterion is entered.

Collections Query

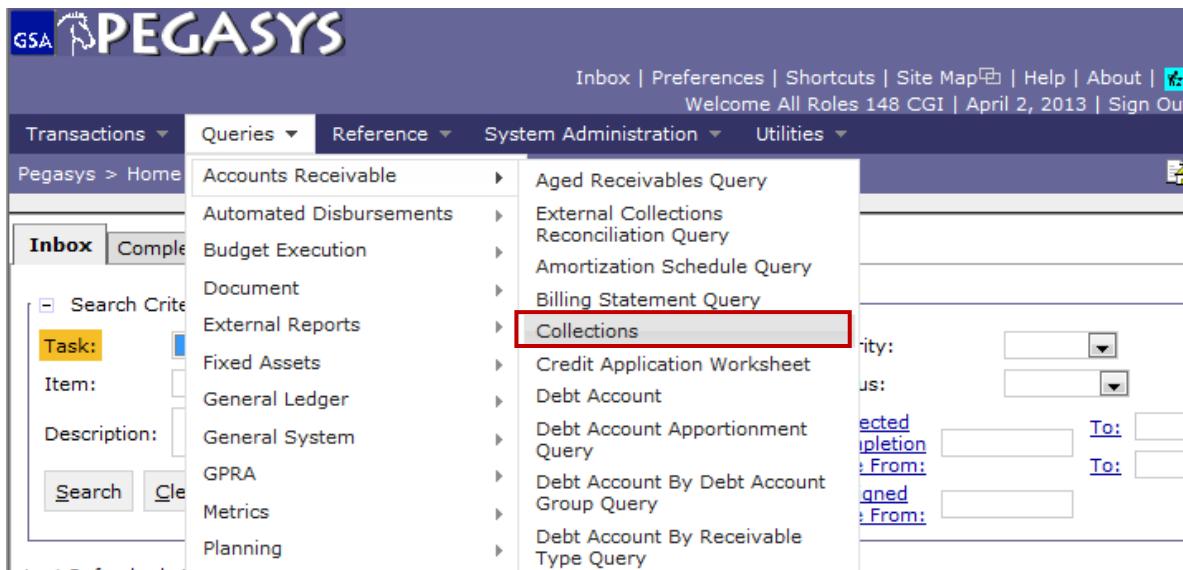
The Collections query provides users a single place to obtain information regarding all collections in the system. The Collections query can be used to research unapplied or applied collections, from any source (i.e., Lockbox collections, manual collections). The query is designed to return document lines recorded using document types falling under the Cash Receipt (CR) document category. This provides users with the ability to search for all Cash Receipts (CRs) relating to a specific business line, document type (for example, Region 6 Write-Offs recorded using document type WO6), or vendor/customer. The Collections query can also be used to pull specific transactions based on many document level, vendor level, user defined field level, accounting dimension level, and additional search criteria. The Collection Query is similar to the Form/Document Selection Query. It provides users with the capability to Amend (or Correct) the Document by selecting the Document lines from the query.

Accessing the Collections query can be accomplished by using the following path:

Queries=>Accounts Receivable=>Collections

- To search for collections, enter applicable search criteria and select the **Search** button.

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.

Exhibit 4-89: Navigation to Collections Query


The Exhibit below provides a list of Pegasys queries that can be used to research Cash Receipts.

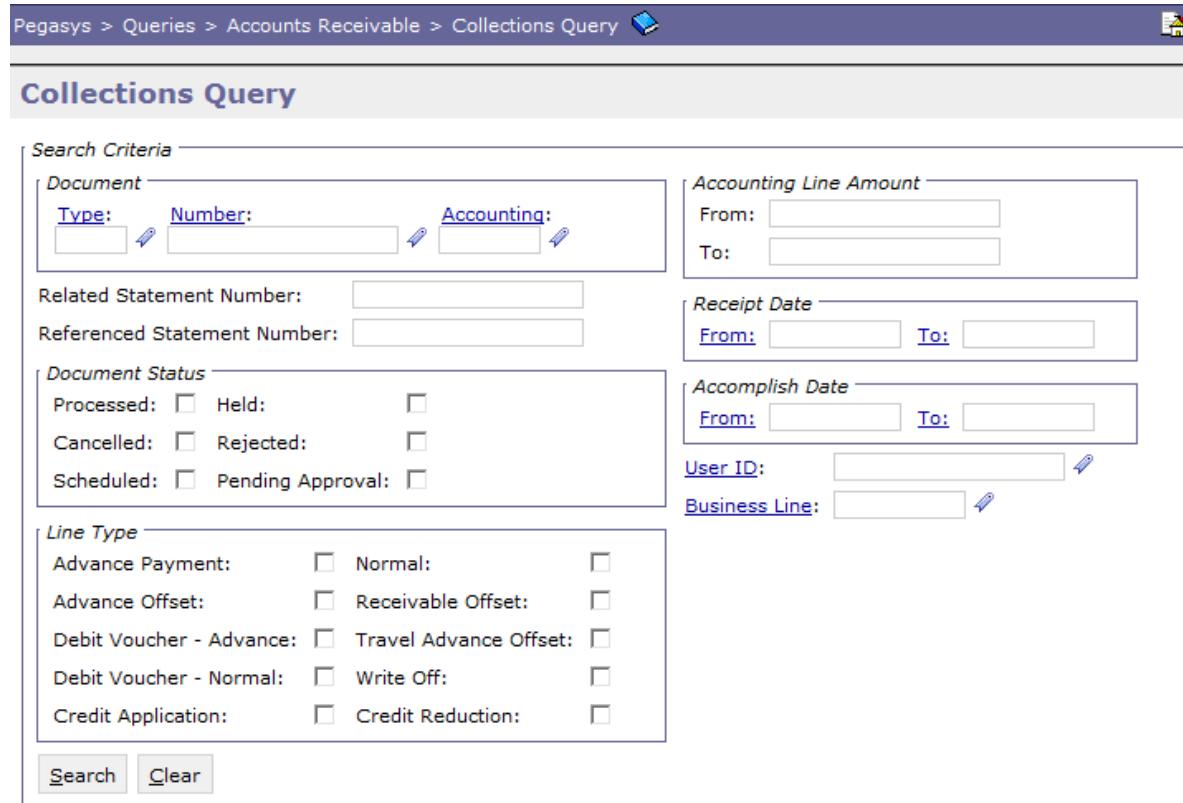
Exhibit 4-90: Querying Collections

Subsystem	Query	Description	Described in User Guide?
Accounts Receivable	Collections	Provides users a single place to obtain information regarding all collections in the system. The collections query contains detailed collection specific search fields such as Line Type, Applied/Unapplied flag, Business Line, etc.	Section 4.7
General System	IPAC Transaction Query	Provides users the ability to view the status of transactions sent to or received from the Intra-Governmental Payment and Collection (IPAC) System via Pegasys offline processes.	Sections 4.6.3, 4.6.6
Transactions	Form/ Document Selection	Provides users the ability to search for any form or document and/or select an action to perform on that form or document.	Section 4.6.4 (and throughout)
General Ledger	GL Account Detail	Provides users the ability to query information contained in the Pegasys General ledger.	Section 4.6.5
Vendor	Vendor Activity Query	Provides users the ability to access detailed vendor account information.	Section 4.6.7
Accounts Receivable	CCS > CIR Collections Reconciliation	Populated via CIR Reconciliation Batch process, this query allows users A to search for CIR Summary collections and Pegasys Cash Receipts.	Section 4.7.4
Accounts Receivable	CCS > CIR Inbound Detail Staging Query	Populated via CIR Inbound Batch/Crosswalk process, this query allows users to search for CIR Detail collection records from Pay.gov and Revenue Credit Card.	Section 4.7.5

4.8.2.1 Collections Query Search Parameters and Results

Users may search at the highest level for all collections of a specific business line and/or document type, or may concentrate their search by specifying the actual document number and accounting line number. Searches become even more specific by using the Referenced Statement Number, Document Status, Line Type, Accounting Line Amount, Receipt Date, and Accomplished Date criteria. The Document section of the Collections query search parameters provides the ability to search by a number of document level criteria.

Exhibit 4-91: Collections Query Search Criteria



The screenshot shows the 'Collections Query' search criteria interface. At the top, there's a navigation bar with 'Pegasys > Queries > Accounts Receivable > Collections Query'. Below the title 'Collections Query', there are several search criteria sections:

- Document**: Fields for 'Type' (dropdown), 'Number' (text input), and 'Accounting' (text input).
- Related Statement Number**: Text input field.
- Referenced Statement Number**: Text input field.
- Document Status**: Checkboxes for 'Processed', 'Held', 'Cancelled', 'Rejected', 'Scheduled', and 'Pending Approval'.
- Line Type**: Checkboxes for 'Advance Payment', 'Normal', 'Advance Offset', 'Receivable Offset', 'Debit Voucher - Advance', 'Travel Advance Offset', 'Debit Voucher - Normal', 'Write Off', 'Credit Application', 'Credit Reduction', and 'Credit Application'.
- Accounting Line Amount**: Text input fields for 'From' and 'To'.
- Receipt Date**: Text input fields for 'From' and 'To'.
- Accomplish Date**: Text input fields for 'From' and 'To'.
- User ID**: Text input field.
- Business Line**: Text input field.

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

Note: Users will use the following CR line types: Normal, Write Off, Credit Reduction, Debit Voucher – Normal, Credit Application, Advance Payment, and Advance Offset. The user must select the Document Statuses they wish to have returned since they will be defaulted as not checked.

The Additional Criteria, Vendor, Header Field – User Defined Fields, Accounting Line – User Defined Fields, and Accounting Dimensions sections provide additional criteria to further narrow search results beyond those criteria provided in the Document section. Note that some search criteria group boxes are normally collapsed and will need to be expanded in order to enter data. To expand the search criteria group box, select the [+] sign next to the search criteria group box.

Exhibit 4-92: Collections Query Collapsed Search Criteria

The screenshot shows a list of search criteria sections, each with a plus sign icon and a descriptive label:

- + Additional Criteria
- + Vendor
- + Header Field - User Defined Fields
- + Accounting Line - User Defined Fields
- + Accounting Dimensions

Exhibit 4-93: Collections Query Additional Criteria

The screenshot shows the "Additional Criteria" section expanded, revealing various search fields:

- Applied to Billing Document:
- Applied to Debt Account:
- External System ID:
- Deposit Number:
- Check/Money Order Number:
- Tender Type:
- Centralized Collections Services Type:
- Input System:
- Receivable Type:
- Debt Account Number:
- Debt Account Line Number:
- Funding Document Number:
- Source Number:
- Bill Type:

Reference Document

Type: <input type="text"/> <input type="button" value=""/>	Number: <input type="text"/> <input type="button" value=""/>	Accounting: <input type="text"/> <input type="button" value=""/>
Debit Voucher #: <input type="text"/>	Blanket Agreement Number: <input type="text"/> <input type="button" value=""/>	Contracts Number: <input type="text"/> <input type="button" value=""/>
Customer Account: <input type="text"/> <input type="button" value=""/>	Agreement Number: <input type="text"/> <input type="button" value=""/>	Agreement Line Number: <input type="text"/> <input type="button" value=""/>
Customer Funding Source: <input type="text"/>		

Internal Obligation

Type: <input type="text"/> <input type="button" value=""/>	Number: <input type="text"/> <input type="button" value=""/>	Accounting: <input type="text"/> <input type="button" value=""/>
--	--	--

Description/Contract Number:

Note: The “Applied to Billing Document” field is defaulted to “No”. This will return all Cash Receipt documents that are not applied to a Billing Document. To search for Cash Receipts that reference a Bill, this field must be set to “Yes”.

Exhibit 4-94: Collections Query Vendor Criteria

The screenshot shows the "Vendor" section expanded, revealing various vendor identification fields:

<u>Vendor Code:</u> <input type="text"/> <input type="button" value=""/>	<u>Address Code:</u> <input type="text"/> <input type="button" value=""/>
Vendor Name: <input type="text"/>	TIN (SSN/EIN): <input type="text"/>
<u>Security Organization:</u> <input type="text"/> <input type="button" value=""/>	DUNS: <input type="text"/>
DUNS+4: <input type="text"/>	

Exhibit 4-95: Collections Query Header Field – User Defined Fields Criterion

Header Field - User Defined Fields

Assignment Code:	<input type="text"/>	Contract Source:	<input type="text"/>
Severable Service/ SCAC Code:	<input type="text"/>	Bidders Last Name:	<input type="text"/>
Client Phone Number/Office Code:	<input type="text"/>		
Lockbox Number:	<input type="text"/>		
Short Contract Number (GWAC):	<input type="text"/>		

Exhibit 4-96: Collections Query Accounting Line – User Defined Fields Criteria

Accounting Line - User Defined Fields

Customer Fund Code/Fedcode/Record Type (SIFT):	<input type="text"/>	Pay.Gov Tracking ID:	<input type="text"/>
Lease Number/Report Period:	<input type="text"/>	FAS PO Number:	<input type="text"/>
Order Number/Batch Number/Batch ID:	<input type="text"/>	TD Code/Transaction Code:	<input type="text"/>
Product Code/Approval Code:	<input type="text"/>		
Customer Code/Premature Remittance:	<input type="text"/>		

Exhibit 4-97: Collections Query Accounting Dimensions Criteria

Accounting Dimensions

Template:	<input type="text"/>								
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"/>	System:	<input type="text"/>	Work Item:	<input type="text"/>		
ABC Activity:	<input type="text"/>	Reimbursable Sub-Object Class:	<input type="text"/>	Reimbursable Sub Object:	<input type="text"/>	YBA:	<input type="text"/>	BETC:	<input type="text"/>
Cost Organization:	<input type="text"/>	Cohort Year:	<input type="text"/>	PRC:	<input type="text"/>				

The Collections query also provides **View Document**, **Correct Document**, and **Amend Document** buttons to allow users to view, correct, or amend the selected collection document without having to navigate to another query. Similarly, the **Reference** button provides users the ability to pull up the reference tree of the selected collection document directly from the Collections query.

Note: Processed documents should always be amended rather than corrected when amending is available, as amending provides better auditing capability. Corrections should be limited to rejected or held forms. If a form has not processed, as is displayed in the screen shot below, the Amend button will not be enabled.

Exhibit 4-98: Collections Query Item Collection

Summary																	
	Doc Typ	Doc Num	Actg Ln #	Related Statement Number	Referenced Statement Number	Input System	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount	Receipt Date	Accomplish Date	Deposit Number	Check/Money Order Number	Debit Voucher #	Debt Account Number

[navigation icons] Page : 1 of 1 [navigation icons] Show: 10 rows per page

4.8.2.2 Collections Query Details

The Collections query does not include a details page. Rather, all results are returned in the item collection, which provides a substantial amount of detail. Documents can be viewed, amended or corrected, at which point the form/document is opened in a new window.

4.8.2.3 Collections Query – User-Defined Search Criteria Field Descriptions

The listing of User-Defined fields on the Collections Query is available at [Appendix: Collections Query – User-Defined Search Criteria Field Descriptions](#)

4.8.2.4 Execute a Query Using the Collections Query

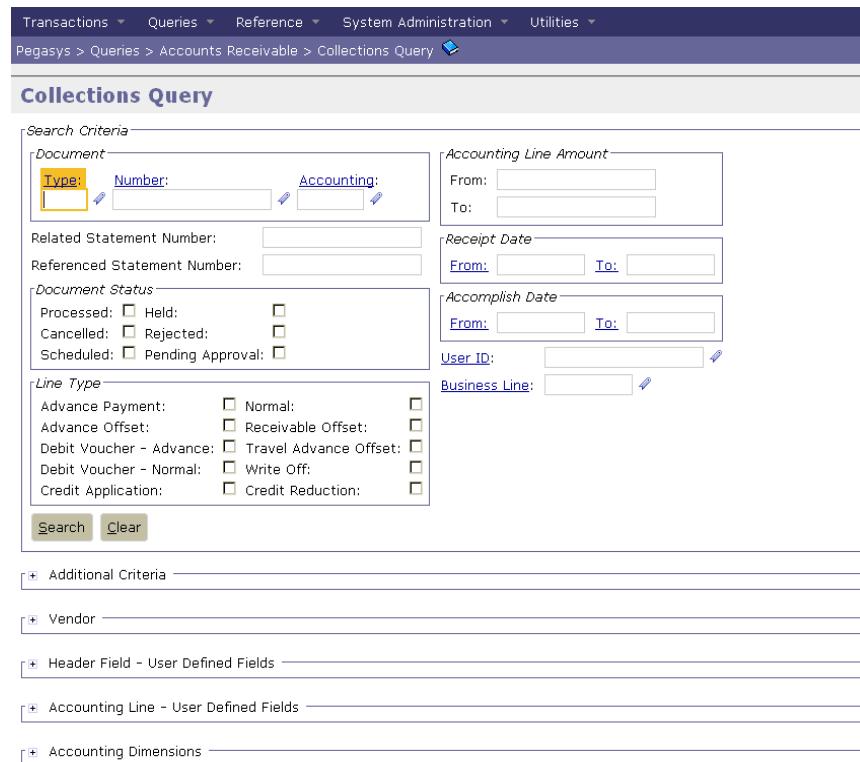
The following steps describe how to execute a basic query using the Collections query.

Steps to Query Cash Receipts (CRs) Using the Collections Query:

Notes

1. Navigate to Queries=>Accounts Receivable=>Collections.

The Collections query search criteria page is displayed.



Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾
Pegasys > Queries > Accounts Receivable > Collections Query

Collections Query

Search Criteria

Document

Type: Number: Accounting:

Related Statement Number: Referenced Statement Number:

Document Status

Processed: Held:
Cancelled: Rejected:
Scheduled: Pending Approval:

Accounting Line Amount

From: To:

Receipt Date

From: To:

Accomplish Date

From: To:

User ID

Business Line:

Line Type

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

Search **Clear**

+ Additional Criteria

+ Vendor

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

+ Accounting Dimensions

Steps to Query Cash Receipts (CRs) Using the Collections Query:

Notes

2. Enter the desired and appropriate search criteria, at a minimum enter the **Document Type, Document Status, and Line Type**. To query by a BD Statement Number, enter the **Referenced Statement Number**.

*Note: The Document Status and Line Type fields do **not** default to checked – the user must manually check the appropriate fields.*

Collections Query

The screenshot shows the 'Collections Query' search interface. It includes fields for Document Type (Type: L6F), Accounting Line Amount (From: [] To: []), Related Statement Number, Referenced Statement Number, Document Status (Processed: checked, Held: checked; Cancelled: unchecked, Rejected: checked; Scheduled: unchecked, Pending Approval: unchecked), Accomplish Date (From: [] To: []), User ID, Business Line, and Line Type (Advance Payment: Normal checked, Advance Offset: Receivable Offset checked; Debit Voucher - Advance: Travel Advance Offset checked; Debit Voucher - Normal: Write Off checked; Credit Application: Credit Reduction checked). At the bottom are 'Search' and 'Clear' buttons.

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

3. If reviewing applied collections, click the [+] symbol to the left of the Additional Criteria section to view this section and set the **Applied to Billing Document** equal to Yes.

Note: The Applied to Billing Document field defaults to No. In order to query for applied collections, set the Applied to Billing Document field to YES.

The screenshot shows the 'Additional Criteria' section. It includes a dropdown for 'Applied to Billing Document' with options 'Yes' (selected), 'No', and 'Yes'. Below it is another dropdown for 'Applied to Debt Account' with options 'No' and 'Yes'.

Steps to Query Cash Receipts (CRs) Using the Collections Query:

Notes

- Select the Search button.

The results are returned in the Item Collection.

Document Type	Document Number	Accounting Line Number	Related Statement Number	Input System	Referenced Statement Number	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount	Receipt Date
L6F	L6F201210090049	1	Z0000133				Processed	Normal	FLEET	\$720.16	10/09/2012
L6F	L6F201209270036	6	F0022759				Processed	Normal	FLEET	\$61.13	09/27/2012
L6F	L6F201209240099	4					Processed	Normal	FLEET	\$23.61	09/24/2012
L6F	L6F201209240064	1					Processed	Normal	FLEET	\$681.95	09/24/2012

- Select a record and the appropriate action from the action buttons.

View Document	Correct Document	Amend Document	Reference	Display	10 <input type="button" value="▼"/>	Items	View as CSV	Sort...
-------------------------------	----------------------------------	--------------------------------	---------------------------	---------	-------------------------------------	-------	-----------------------------	-------------------------

Item Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Document Type	Document Number	Accounting Line Number	Related Statement Number	Input System	Referenced Statement Number	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount	Receipt Date
L6F	L6F201210090049	1	Z0000133				Processed	Normal	FLEET	\$720.16	10/09/2012
L6F	L6F201209270036	6	F0022759				Processed	Normal	FLEET	\$61.13	09/27/2012
L6F	L6F201209240099	4					Processed	Normal	FLEET	\$23.61	09/24/2012
L6F	L6F201209240064	1					Processed	Normal	FLEET	\$681.95	09/24/2012

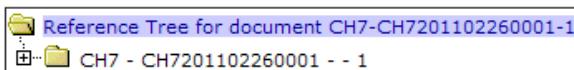
Processed CRs can be Amended or Viewed. Rejected/Held CRs can be Viewed or Corrected. (If Viewing, Correcting or Amending the form/document, the form/document will open in a new window).

To see Amending or Correcting the Cash Receipt (CR), follow the steps in section 4.6.5: Correcting Non-IPAC Collections.

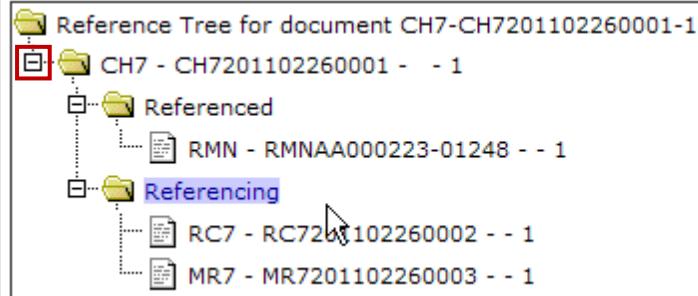
- To view the Reference document information, select the Reference button.

View Document	Correct Document	Amend Document	Reference	Display	10 <input type="button" value="▼"/>	Items	View as CSV	Sort...
-------------------------------	----------------------------------	--------------------------------	---------------------------	---------	-------------------------------------	-------	-----------------------------	-------------------------

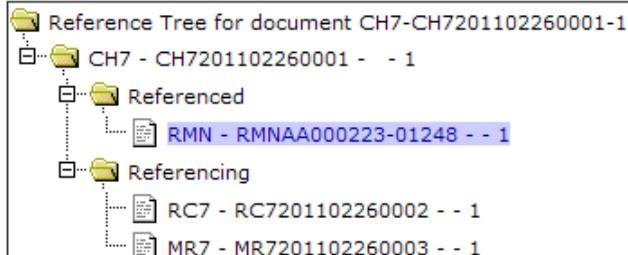
Document Type	Document Number	Accounting Line Number	Related Statement Number	Referenced Statement Number	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount	Receipt Date	Accomplish Date	Deposit Number
CH7	CH7201102160016	1	AA000288	AA000288		Processed	Normal	RENT	\$56,829.00	02/16/2011	01/19/2010	000001
CH7	CH7201102260001	1		AA000223		Processed	Normal	RENT	\$1,000.00	02/26/2011	02/25/2011	201102260001

Steps to Query Cash Receipts (CRs) Using the Collections Query:
Notes
[Previous](#) [View](#) [Exportable View](#) [View GL Detail](#) [View Transaction Detail](#)


7. To view the document or any of the references, select the record in the tree and select the view button.
8. To expand the tree, select the [+] sign next to the level to expand.



9. To view the GL or Transaction Detail, click/highlight the document number and select the appropriate action button.

[Previous](#) [View](#) [Exportable View](#) [View GL Detail](#) [View Transaction Detail](#)


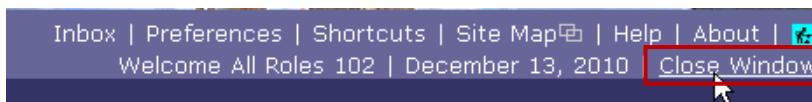
The GL Detail Query page will be opened in a new window with a pre-executed query and results displayed.

User Defined Fields																					
Details		View Spnd Adjust		View FACTS I: Attributes			View FACTS II: Attributes			Reference		Open Doc		Display		Items		View as CSV		Sqr...	
Item Page:	1	2	3																		
Doc Cat	Doc Type	Doc Num	Acctg Line #	Acctg Subline #	Item Line #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension	Posting	GL Amount	GL Fund Amount	Acctg Event	GL Acctg Entry	Fiscal Month	Fiscal Year	Acctg Doc Cat	Acctg Doc Type
BD - Billing Document	RMN	RMNAA000223-01248	1			Original 01	02/11/2011 10:16:44	USD	USD	4251			Debit	\$1,000.00	\$1,000.00	AR09	1800 05	2011	BD - Billing Document	RMN 0	
BD - Billing Document	RMN	RMNAA000223-01248	1			Original 01	02/11/2011 10:16:44	USD	USD	4210			Credit	(\$1,000.00)	(\$1,000.00)	AR09	1800 05	2011	BD - Billing Document	RMN 0	
BD - Billing Document	RMN	RMNAA000223-01248	1			Original 01	02/11/2011 10:16:44	USD	USD	4590			Debit	\$1,000.00	\$1,000.00	AR09	1800 05	2011	BD - Billing Document	RMN 0	
BD - Billing Document	RMN	RMNAA000223-01248	1			Original 01	02/11/2011 10:16:44	USD	USD	4510			Credit	(\$1,000.00)	(\$1,000.00)	AR09	1800 05	2011	BD - Billing Document	RMN 0	

Steps to Query Cash Receipts (CRs) Using the Collections Query:

Notes

10. To return to the Collections Query, close the window on the GL Detail Query



11. To navigate back to the query results, select the **Previous** button on the Reference Tree screen.

The screenshot shows the 'Reference Tree for document CH7-CH7201102260001-1'. The tree structure includes nodes for 'CH7 - CH7201102260001 - - 1', 'Referenced' (which contains 'RMN - RMNA000223-01248 - - 1'), and 'Referencing'. Below the tree, there are several search criteria fields and buttons for 'View', 'Exportable View', 'View GL Detail', and 'View Transaction Detail'.

The Collections query is displayed.

The screenshot shows the 'Search Criteria' section of the IPAC Transaction Query. It includes fields for Document (Type, Number, Accounting), Accounting Line Amount (From, To), Receipt Date (From, To), Accomplish Date (From, To), User ID, Business Line, and various Document Status filters (Processed, Held, Cancelled, Rejected, Scheduled). There are also sections for Line Type (Advance Payment, Advance Offset, Debit Voucher - Advance, Debit Voucher - Normal, Credit Application) and a 'Related Statement Number' field. At the bottom are 'Search' and 'Clear' buttons.

4.8.3 IPAC Transaction Query (Collections)

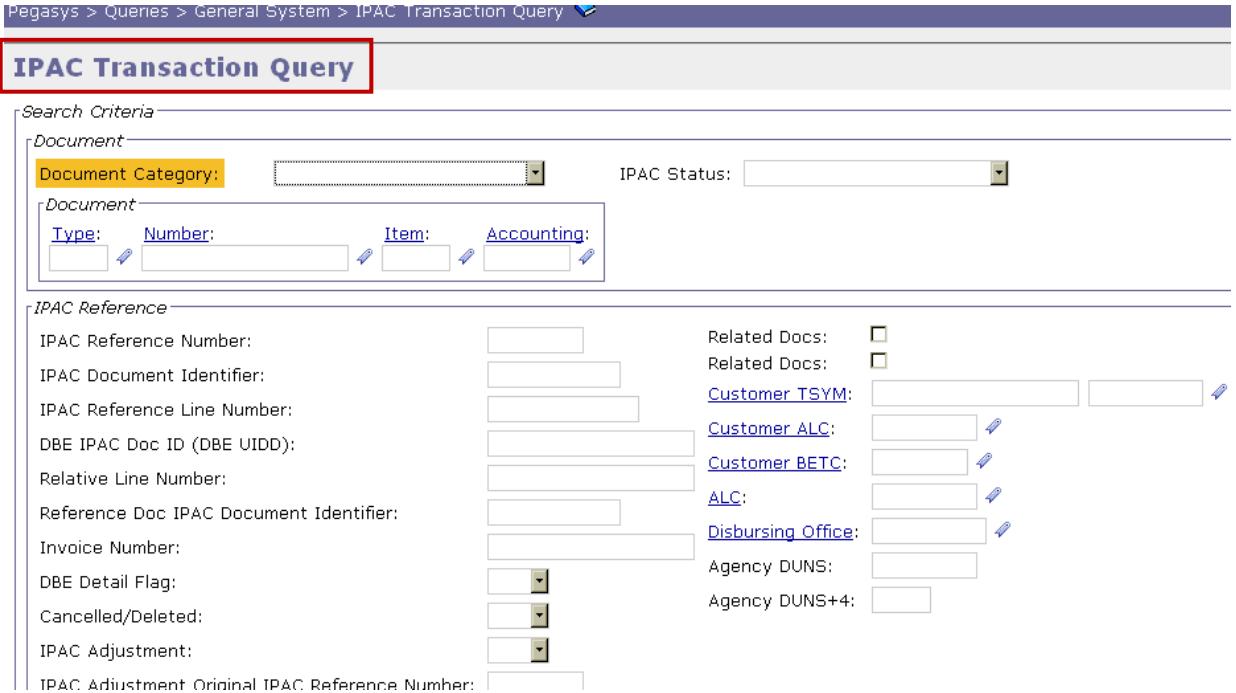
The IPAC Transaction Query is used for researching and tracking all IPAC transactions. IPAC Collections received via IPAC (Push Payments or Confirmations) can be queried to see IPAC Status, or can be applied to bills (by correcting rejected IPAC CRs). The IPAC Transaction Query includes many search criteria to facilitate research and reconciliation.

For example, if a user knows only a Statement number, and wants to see if an IPAC Collection was received for the Statement, the user can enter the **Statement Number** in the search criteria and check the “Related Docs” flag. The “Related Docs” flag will query the **Statement Number** field, **Related Statement Number** field, and **Referenced Statement Number** field for the **Statement Number** value entered. For a list of IPAC Transaction Query search criteria, please refer to *section 4.5.3.3*.

The Pegasys IPAC inbound process can also accept and create Cash Receipts (CR) with no bill reference. CRs that do not reference a BD will need to be corrected and may need to be applied to a bill in order to process. Based on the IPAC Options mapping, non-referencing CRs may be searched using the “Invoice Number” field.

As part of each step in the life cycle, Pegasys assigns an IPAC Status. The IPAC Status is a Pegasys-specific status that is used to track the Pegasys IPAC transaction in its interaction with Treasury. To search for an IPAC Collection, follow the steps below.

Note: Section 4.6.3 lists the IPAC statuses and their descriptions.

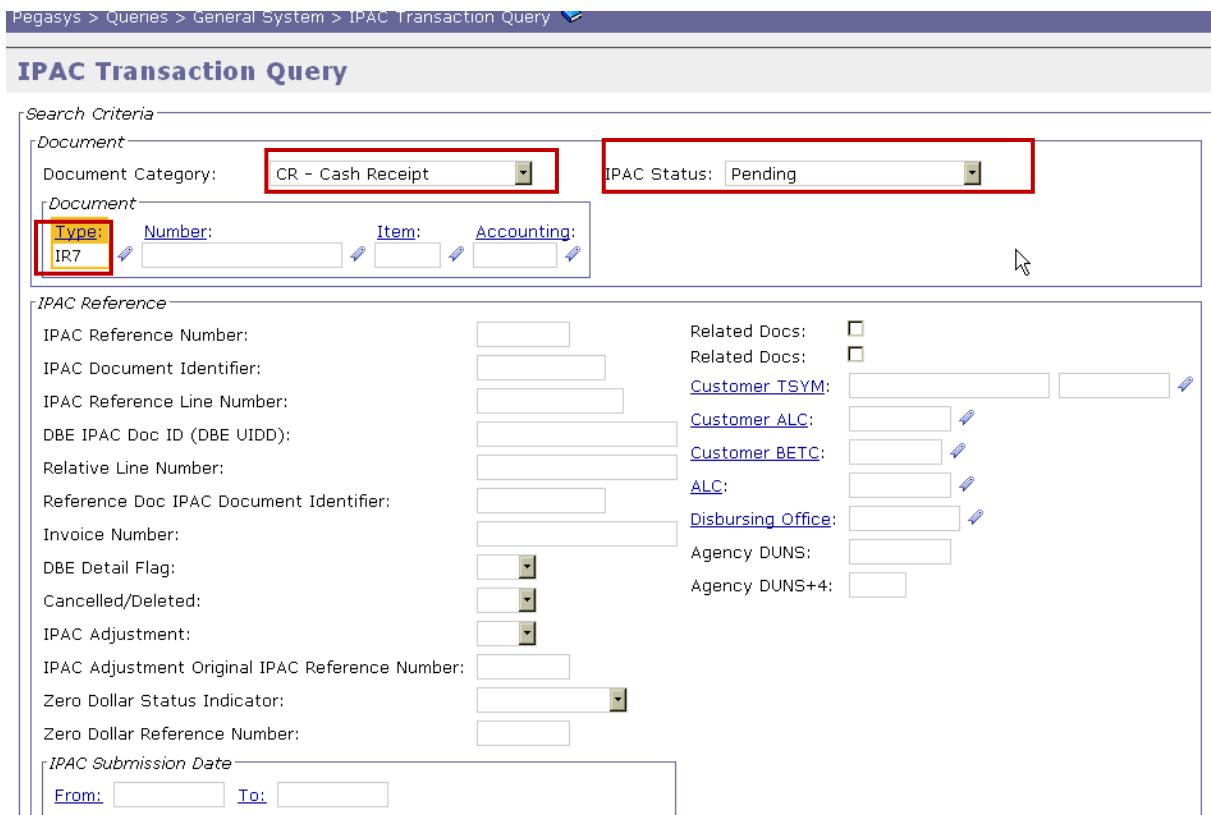
Steps to Query Collections Using the IPAC Transaction Query:	Notes
1. Navigate to Queries=>General System=>IPAC Transaction Query. The IPAC Transaction Query page is displayed. 	

Steps to Query Collections Using the IPAC Transaction Query:

Notes

2. Enter the desired and appropriate **Search Criteria**, including the collection **Document Type**, **IPAC Status** and any other criteria that can be provided.
- To search by the collection Document Category- select “CR”.
 - To search for unprocessed IPAC CRs, enter the **IPAC Status** of ‘Pending’.
 - To search for processed Push Payments, enter the **IPAC Status** of ‘Received’.
 - To search for process IPAC confirmations, enter the **IPAC Status** of ‘Confirmed’.

*Note: Query performance is improved with each additional search criteria entered. For example, rather than simply entering the Document Category and Document Type, enter additional IPAC Reference detail that can be provided. Users **should not** execute “Blind” queries, meaning no search criterion is entered.*



The screenshot shows the 'IPAC Transaction Query' search interface. The 'Document' section is highlighted with a red box. Inside, the 'Document Category' dropdown is set to 'CR - Cash Receipt' and the 'IPAC Status' dropdown is set to 'Pending'. Below this, the 'Type:' field contains 'IR7' and is also highlighted with a red box. The 'IPAC Reference' section contains various fields like 'IPAC Reference Number', 'Customer TSYM', etc., many of which have edit icons next to them. The 'IPAC Submission Date' section has 'From:' and 'To:' fields. At the bottom, there are 'Search' and 'Clear' buttons, with 'Search' highlighted with a red box.

3. Select the **Search** button

Search

Clear

Steps to Query Collections Using the IPAC Transaction Query:
Notes

The results are returned in the Item Collection.

Sort... View as CSV

Summary

<input type="checkbox"/>	Document Categ	Document Typ	Document Numbr	Accounting Line N	Itemized Line N	IPAC Status	IPAC Reference I	IPAC Reference L	Article Number	Article Amount	IPAC Submis
<input type="checkbox"/>	CR - Cash RecieIR7		201102030001	1 0	Pending	G0000012		1 1		\$0.00	
<input type="checkbox"/>	CR - Cash RecieIR7		201102070001	1 0	Pending	AA000164		1 1		\$100.00	
<input type="checkbox"/>	CR - Cash RecieIR7		201102090014	1 0	Pending	AA000203		1 1		\$3,000.00	
<input type="checkbox"/>	CR - Cash RecieIR7		201102090014	2 0	Pending	AA000203		2 1		\$2,500.00	
<input type="checkbox"/>	CR - Cash RecieIR7		201102090015	1 0	Pending	AA000203		1 1		\$3,000.00	
<input type="checkbox"/>	CR - Cash RecieIR7		201102090015	2 0	Pending	AA000203		2 1		\$2,500.00	
<input type="checkbox"/>	CR - Cash RecieIR7		201102090024	1 0	Pending	AA000204		1 2		\$100.00	
<input type="checkbox"/>	CR - Cash RecieIR7		201102100013	1 0	Pending	AA000217		1 1		\$10,000.00	
<input type="checkbox"/>	CR - Cash RecieIR7		201102100019	1 0	Pending	AA000222		1 1		\$1,000.00	
<input type="checkbox"/>	CR - Cash RecieIR7		201102100019	2 0	Pending	AA000222		2 1		\$1,000.00	

*Note: From the Item Collection or Detail page, the IPAC forms can be corrected.
 The Item Collection button “Correct IP” can be used on CR forms.*

4. Select a detail record from the item collection.

Sort... View as CSV

Details View Document Correct IP Amend Document Generate Write-Off Update IPAC Status New IPAC Status:

Summary

<input type="checkbox"/>	Document Categ	Document Type	Document Numbr	Accounting Line N	Itemized Line Nu	IPAC Status	IPAC Reference I	IPAC Reference L	Article Number	Article Amount
<input type="checkbox"/>	CR - Cash Receipt DR6		DR620110307000	1 0	Received	GAD59449		1 1		\$4,000.00
<input type="checkbox"/>	CR - Cash Receipt IR6		IR6201103070004	1 0	Confirmed	G0059449		1 1		\$3,720.00
<input type="checkbox"/>	CR - Cash Receipt IR6		IR6201103070004	2 0	Confirmed	G0059449		2 1		\$4,500.00
<input checked="" type="checkbox"/>	BD - Billing Docur FMI		FMIG0059449-001	1 0	Confirmed	G0059449		1 1		\$3,720.00
<input checked="" type="checkbox"/>	BD - Billing Docur FMI		FMIG0059449-001	2 0	Hold - Pending Ch 000000AA		1 2			\$4,000.00
<input type="checkbox"/>	BD - Billing Docur FMI		FMIG0059449-001	2 0	Confirmed	G0059449		2 1		\$500.00

5. Select the Details button.

Sort... View as CSV

Details View Document Correct IP Amend Document Generate Write-Off Update IPAC Status New IPAC Status:

Summary

<input type="checkbox"/>	Document Categ	Document Type	Document Numbr	Accounting Line N	Itemized Line Nu	IPAC Status	IPAC Reference I	IPAC Reference L
<input type="checkbox"/>								

Steps to Query Collections Using the IPAC Transaction Query:

Notes

The IPAC Transaction Detail page is displayed.

Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail

IPAC Transaction Detail IPAC History SGL Information Record IPAC Transaction DBE Detail Correspondence

[View Document](#) [Amend Document](#) [Correct Document](#)

[Expand All](#) | [Collapse All](#)

- General

Document Category:	CR - Cash Receipt	Billing Status:	1
Type: Number:	IR7 2011021110005	Item:	Accounting: 0 1
Statement Number:		Article Number:	1
Related Statement Number:		Article Amount:	\$775.00
Referenced Statement Number:	AA000091	Currency Code:	USD
DBE Detail Flag:	No	Security Org:	GSA
Source Number:	OA12345677	Fiscal Year:	2011
Title:		Customer ALC:	95670000
Invoice Number:		Customer TSYM:	95X0650
Requisition Number:		Customer BETC:	
JAS Number:		ALC:	47000017
Fiscal Station Number:	0	Disbursing Office:	GS193
Job Number:		Agency DUNS:	
		Agency DUNS+4:	
		Vendor Code:	9567 9567

6. Select the IPAC History tab to view the IPAC Transaction's history.

Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail: AA000091 1 > IPAC History

IPAC Transaction Detail **IPAC History** SGL Information Record IPAC Transaction DBE Detail Correspondence

[Save](#)

[Sgrt...](#) [View as CSV](#)

Summary

Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	Related Statem	Statement Nur	Referenced St	DBE Detail Flag	Agreement Nur	Source Number	Title
CR - Cash Recie	IR7	2011021110005	1 0			AA000091	False			OA12345677	

Page 1 of 1 Show 10 rows per page

[Expand All](#) | [Collapse All](#)

- General

Document Category:	CR	Customer TSYM:	95X0650
Document Type:	IR7	Customer ALC:	95670000
Document Number:	2011021110005	Customer BETC:	
Accounting Line Number:	1	ALC:	47000017
Itemized Line Number:	0	Disbursing Office:	GS193
Statement Number:		Agency DUNS:	
Related Statement Number:		Agency DUNS+4:	
Referenced Statement Number:	AA000091	Vendor Code:	9567
DBE Detail Flag:	No	Vendor Addr Code:	9567
		Vendor Name:	DENALI COMMISSION

Note: For new unprocessed forms, there will only be one record in the history. Each time the form is saved/updated, a history record will be created with the updates.

Steps to Query Collections Using the IPAC Transaction Query:
Notes

7. Select the **Correspondence** tab to view any correspondence on the transaction.

The correspondence is displayed.

Search Criteria

Creator: <input type="text"/>	Subject: <input type="text"/>	Type Of Correspondence: <input type="text"/>
Created Date: <input type="text"/>	Contact Person: <input type="text"/>	Public Publishing: <input type="button" value="▼"/>
From: <input type="text"/>	First Name: <input type="text"/>	Record Number: <input type="text"/>
To: <input type="text"/>	Last Name: <input type="text"/>	Itemized Line Number: <input type="text"/>
	Assignment Code: <input type="text"/>	Accounting Line Number: <input type="text"/>

Correspondence:

Display Items

Items 1-3 of 3 |

#	Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publish
1	6	3 05/16/2011 00:00:00	allroles130	Rachel	Keller		Correspondence Testing	Correspondence Testing 5-26			1 Communication	True
2	C	2 05/16/2011 00:00:00	curtiscresson James	Jones			regression Testing	When will this be taking place?			1 Question	True
3	C	1 05/16/2011 16:22:11	allroles111	Rachel	Keller		Regression Testing	Hi All, We wil be runnign regression testing today, 5/16/2011.			1 Communication	True

Note: If correspondence were associated with the CR in this example, it would be displayed in the item collection above.

8. Select **Back** to Return to the IPAC Transaction Detail tab.

Select the **IPAC DBE Transaction Detail** tab within the IPAC Transaction to view IPAC DBE Detail information.

Note: This tab will only contain information when the IPAC Transaction's DBE Detail flag is True.

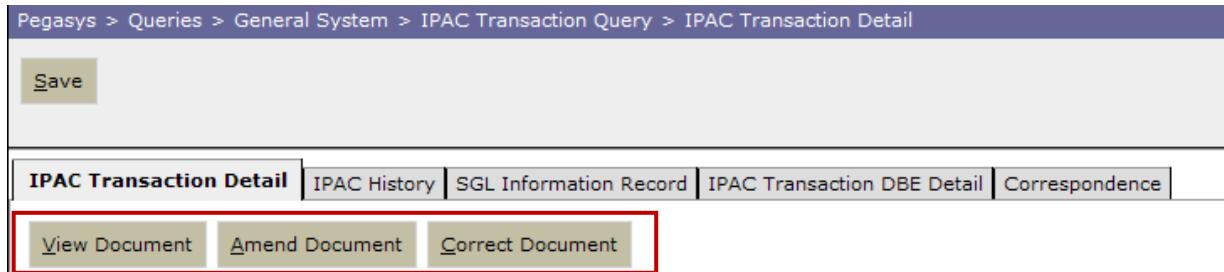
IPAC Transaction DBE Detail

Summary												
Document Category	Document Type	Document Number	Accounting Line Num	Itemized Line Num	Article Number	DBE IPAC Doc ID	IPAC Reference I	IPAC Reference II	Detail Line Num	Quantity	DBE Amount	Confirmed Amount
<input type="checkbox"/> CR - Cash Receipt	IR6	201102090011	1 0	1	MOM02FP0001LPG G0000361				1 2	1.000000	\$2,000.00	\$0.00
<input type="checkbox"/> CR - Cash Receipt	IR6	201102090011	1 0	1	MOM02FP0001JPG G0000361				1 3	1.000000	\$2,000.00	\$0.00
<input type="checkbox"/> CR - Cash Receipt	IR6	201102090011	1 0	1	MOM02FP0001KPC G0000361				1 4	1.000000	\$2,000.00	\$0.00
<input type="checkbox"/> CR - Cash Receipt	IR6	201102090011	1 0	1	MOM02FP0001LPG G0000361				1 5	1.000000	\$2,000.00	\$0.00

Steps to Query Collections Using the IPAC Transaction Query:

Notes

9. To perform an action on the record, select the appropriate action button. When selecting View Document, Correct Document or Amend Document, the document will be opened in a new window in the appropriate mode.



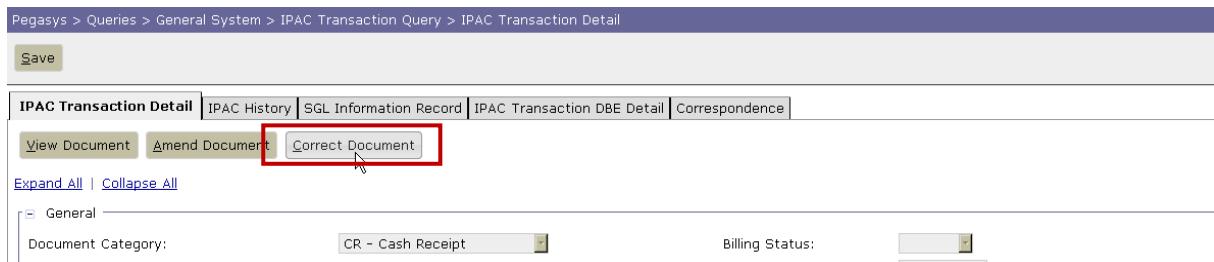
Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail

Save

IPAC Transaction Detail | IPAC History | SGL Information Record | IPAC Transaction DBE Detail | Correspondence

View Document | Amend Document | **Correct Document**

10. To correct a rejected (Pending IPAC Status) CR, select the record and choose the **Correct Document** button.



Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail

Save

IPAC Transaction Detail | IPAC History | SGL Information Record | IPAC Transaction DBE Detail | Correspondence

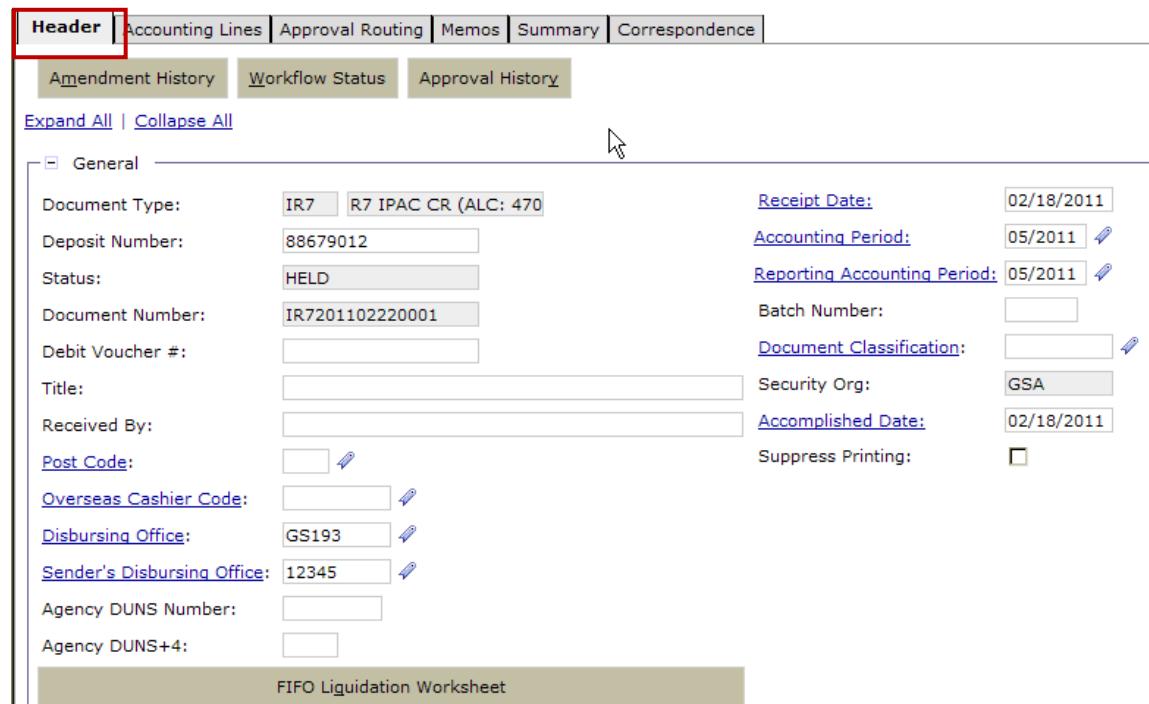
View Document | Amend Document | **Correct Document**

Expand All | Collapse All

- General

Document Category: CR - Cash Receipt Billing Status:

The CR will be opened in a new window in correct mode.



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

Amendment History | Workflow Status | Approval History

Expand All | Collapse All

- General

Document Type: IR7 R7 IPAC CR (ALC: 470) Receipt Date: 02/18/2011

Deposit Number: 88679012 Accounting Period: 05/2011

Status: HELD Reporting Accounting Period: 05/2011

Document Number: IR7201102220001 Batch Number:

Debit Voucher #: Document Classification:

Title: Security Org: GSA

Received By: Accomplished Date: 02/18/2011

Post Code: Suppress Printing:

Overseas Cashier Code: Disbursing Office: GS193

Sender's Disbursing Office: 12345

Agency DUNS Number:

Agency DUNS+4:

FIFO Liquidation Worksheet

Steps to Query Collections Using the IPAC Transaction Query:

Notes

11. To add a BD reference, select the Accounting Lines tab, check the Line Number and click on the Accounting Line link that will open in a new window.

	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	P
<input checked="" type="checkbox"/>	1	Normal	\$333.00									
<input type="checkbox"/>	2	Normal	\$444.00									

12. **Alternatively**, to update multiple accounting lines at once, use the “Replace” functionality.

Document Reference

Type: Number: Item: Accounting: View Default

Reprint Bill: Referenced Statement Number:

Reopen Bill: Update To Unbilled: Apply

[Return to Top](#)

Note: The BD reference is not required. The following fields are required to process an IPAC CR:

- Transaction Type.
- Line type= Normal.
- BBFY.
- Fund.
- Revenue Source Code.
- Business Line.
- Receivable Type.
- Vendor.
- Accounting Classification Code.
- Fiscal Station Number.

13. Using Replace, update the information on the accounting lines.

Note: Replace should only be used to update values that are the same on each line.

Steps to Query Collections Using the IPAC Transaction Query:

Notes

Accounting Line

[Expand All](#) | [Collapse All](#)

General

Line Type:	<input type="text"/>	* <u>Receivable Type:</u> RTNA <input type="button" value="Edit"/> <input type="button" value="Default"/>
<u>Transaction Type:</u>	<input type="text"/> <input type="button" value="Edit"/>	Record Type: <input type="text"/>
<u>Write Off Reason:</u>	<input type="text"/> <input type="button" value="Edit"/>	Offset Type: <input type="text"/>
<u>Confirmation Date:</u>	<input type="text"/>	TROR Classification: <input type="text"/>
Calculate Charge Amount:	<input type="text"/>	TROR Collection Type: <input type="text"/>
<u>Period of Performance</u>		SF-224 Reclassification: <input type="checkbox"/>
Start Date:	<input type="text"/>	Source Number: <input type="text"/>
End Date:	<input type="text"/>	* <u>Business Line:</u> RENT <input type="button" value="Edit"/>
Related Statement Number: <input type="text"/>		

[Return to Top](#)

Vendor Information

<u>Vendor</u>	<u>Designated Agent</u>
* <u>Code:</u> S1017 <input type="text"/> <input type="button" value="Edit"/> <input type="button" value="More"/> <input type="button" value="Default"/>	<u>Code:</u> <input type="text"/> <input type="text"/> <input type="button" value="Edit"/> <input type="button" value="More"/> <input type="button" value="Default"/>
Address Name: <input type="text"/>	Address Name: <input type="text"/>

- To add a BD reference, enter the Document Type, Document Number and Accounting Line Number.

Note: Do not select "Default" as it will remove the IPAC Article.

Document Reference

Type: <input type="text"/> <input type="button" value="Edit"/>	Number: <input type="text"/> <input type="button" value="Edit"/>	Item: <input type="text"/> <input type="button" value="Edit"/>	Accounting: <input type="text"/> <input type="button" value="Edit"/>	Final: <input type="checkbox"/>	<input type="button" value="View"/> <input type="button" value="Default"/>
Reprint Bill: <input type="checkbox"/>					Referenced Statement Number: <input type="text"/>
Reopen Bill: <input type="checkbox"/> Update To Unbilled: <input type="checkbox"/>					<input type="button" value="Apply"/>

[Return to Top](#)

Note: When manually creating CRs, the Final Flag should never be checked because it will liquidate the full amount of the referenced BD even if the amount of the CR is less than the BD.

- Select **Apply** on the Replace Value screen.

Note: Apply from the Replace value screen does not remove or overwrite fields that are not updated.

Steps to Query Collections Using the IPAC Transaction Query:
Notes

16. Enter any remaining line specific data by selecting each line.

Header																		Accounting Lines		Approval Routing			Memos		Summary		Correspondence				
																		Accounting Line		Charge Lines			Articles								
																		Add	Copy	Copy Forward	Remove	Reset	Replace	Display	<input type="button" value="10"/> Items	View as CSV	Sort...	V	S	T	#
<input checked="" type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src	Bldg #	Sys	Ta	#								
<input checked="" type="checkbox"/>	1	Normal	\$333.00	01	11RNT-01-192X-P0125100- PG00-PGA33				192X 01	P0125100		PG00			PGA33			4305	RI0024ZZ												
<input type="checkbox"/>	2	Normal	\$444.00	01	11RNT-01-192X-P0125100- 2011 PG00-PGA33				192X 01	P0125100		PG00			PGA33			4305	RI0024ZZ												

17. Select the Save button.

Form IR7201102220001 was saved successfully.																																							
Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route																																							
Header																																							
Accounting Lines Approval Routing Memos Summary Correspondence																																							
Amendment History Workflow Status Approval History																																							
Expand All Collapse All																																							
<div style="border: 1px solid #ccc; padding: 5px;"> General <table border="0"> <tr> <td>Document Type:</td> <td>IR7</td> <td>R7 IPAC CR (AL)<input type="text" value="470"/></td> <td>Receipt Date:</td> <td>02/18/2011</td> </tr> <tr> <td>Deposit Number:</td> <td colspan="2"><input type="text" value="88679012"/></td> <td>Accounting Period:</td> <td>05/2011 <input type="text"/></td> </tr> <tr> <td>Status:</td> <td colspan="2"><input type="text" value="HELD"/></td> <td>Reporting Accounting Period:</td> <td>05/2011 <input type="text"/></td> </tr> <tr> <td>Document Number:</td> <td colspan="2"><input type="text" value="IR7201102220001"/></td> <td>Batch Number:</td> <td><input type="text"/></td> </tr> </table> </div>																				Document Type:	IR7	R7 IPAC CR (AL) <input type="text" value="470"/>	Receipt Date:	02/18/2011	Deposit Number:	<input type="text" value="88679012"/>		Accounting Period:	05/2011 <input type="text"/>	Status:	<input type="text" value="HELD"/>		Reporting Accounting Period:	05/2011 <input type="text"/>	Document Number:	<input type="text" value="IR7201102220001"/>		Batch Number:	<input type="text"/>
Document Type:	IR7	R7 IPAC CR (AL) <input type="text" value="470"/>	Receipt Date:	02/18/2011																																			
Deposit Number:	<input type="text" value="88679012"/>		Accounting Period:	05/2011 <input type="text"/>																																			
Status:	<input type="text" value="HELD"/>		Reporting Accounting Period:	05/2011 <input type="text"/>																																			
Document Number:	<input type="text" value="IR7201102220001"/>		Batch Number:	<input type="text"/>																																			

Steps to Query Collections Using the IPAC Transaction Query:

Notes

18. Select the Verify button

The screenshot shows the IPAC Transaction Query interface. At the top, there are four error messages in a purple box:

- Cash Receipt\Cash Receipt Line 1 GS33651 The Fund Symbol associated with the entered Transfer Treasury Symbol is not valid for the entered vendor.
- Cash Receipt\Cash Receipt Line 1 GS55351 The entered Customer ALC does not match the ALC on the ADDRESS CODE S1017 for this document
- Cash Receipt\Cash Receipt Line 2 GS33651 The Fund Symbol associated with the entered Transfer Treasury Symbol is not valid for the entered vendor.
- Cash Receipt\Cash Receipt Line 2 GS55351 The entered Customer ALC does not match the ALC on the ADDRESS CODE S1017 for this document

Below the errors are several buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Underneath these buttons is a navigation bar with tabs: Header, Accounting Lines, Approval Routing, Memos, Summary, Correspondence, Amendment History, Workflow Status, and Approval History. The Header tab is selected. At the bottom left is an "Expand All" link.

General

Document Type:	IR7 R7 IPAC CR (ALC: 470)	Receipt Date:	02/18/2011
Deposit Number:	88679012	Accounting Period:	05/2011
Status:	HELD	Reporting Accounting Period:	05/2011
Document Number:	IR7201102220001	Batch Number:	
Debit Voucher #:		Document Classification:	
Title:		Security Org:	GSA
Received By:		Accomplished Date:	02/18/2011
Post Code:		Suppress Printing:	<input type="checkbox"/>
Overseas Cashier Code:			
Disbursing Office:	GS193		

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.

19. Select the Submit button.

The screenshot shows the Pegasys Home > Inbox screen. At the top, it says "Pegasys > Home > Inbox". Below that is a message box with an info icon and the text "Form IR7201102220001 was submitted for processing successfully." At the bottom is a navigation bar with tabs: Inbox (selected) and Completed Tasks.

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

20. Optional- re-query the document after processing to see updates on the IPAC Transaction Query.

The screenshot shows the IPAC Transaction Query interface with a summary table. The table has columns: Document Category, Document Type, Document Number, Accounting Line N, Itemized Line N, IPAC Status, IPAC Reference I, IPAC Reference L, Article Number, and Article Amount. Two rows are present:

Document Category	Document Type	Document Number	Accounting Line N	Itemized Line N	IPAC Status	IPAC Reference I	IPAC Reference L	Article Number	Article Amount
CR - Cash Receipt	IR7	IR7201102220001	1	0	Received	88679012	1	1	\$333.00
CR - Cash Receipt	IR7	IR7201102220001	2	0	Received	88679012	2	1	\$444.00

The IPAC Collection can also be queried using Form Document/Selection, see section 4.6.4 and/or Collections query, see section 4.7.2.

4.8.4 CIR Collection Reconciliation Query

The CIR Collection Reconciliation Query is used for researching and tracking all transactions that post to the CIR Entity. CR, IP, SV, and JV transactions that meet the requisite criteria will appear on this query. The query displays the summarized collections from CIR and the receipt balances in Pegasys, including collection related payments that represent refunds or deposit adjustments.

From this query, the user can research, view, reconcile, and unreconcile CIR Collections in Pegasys. The query creates a Reconciliation Activity record when a collection is reconciled, including the reconciling user and the reconciled date. When a record is either reconciled or un-reconciled, the system maintains a history of this reconciling action, including who made the change and the date of the change.

When a user attempts to reconcile a CIR Collection with a Pegasys Collection, the system ensures the following values match:

- CIR Unreconciled Amount = Pegasys Total Collected Amount.
- CIR Accomplished Date = Pegasys Accomplished Date.
- CIR Summary Number (Voucher Number) = Pegasys Deposit Ticket Number (if populated).
- CIR Summary Number (Voucher Number) = Pegasys Debit Voucher Number (if populated).
- CIR Voucher Type = Pegasys Voucher Type.
- CIR Agency Location Code = Pegasys Agency Location Code.
- CIR Treasury Symbol = Pegasys Treasury Symbol.
- CIR BETC = Pegasys BETC.
- CIR Sub-Level Prefix = Pegasys Sub-Level Prefix.

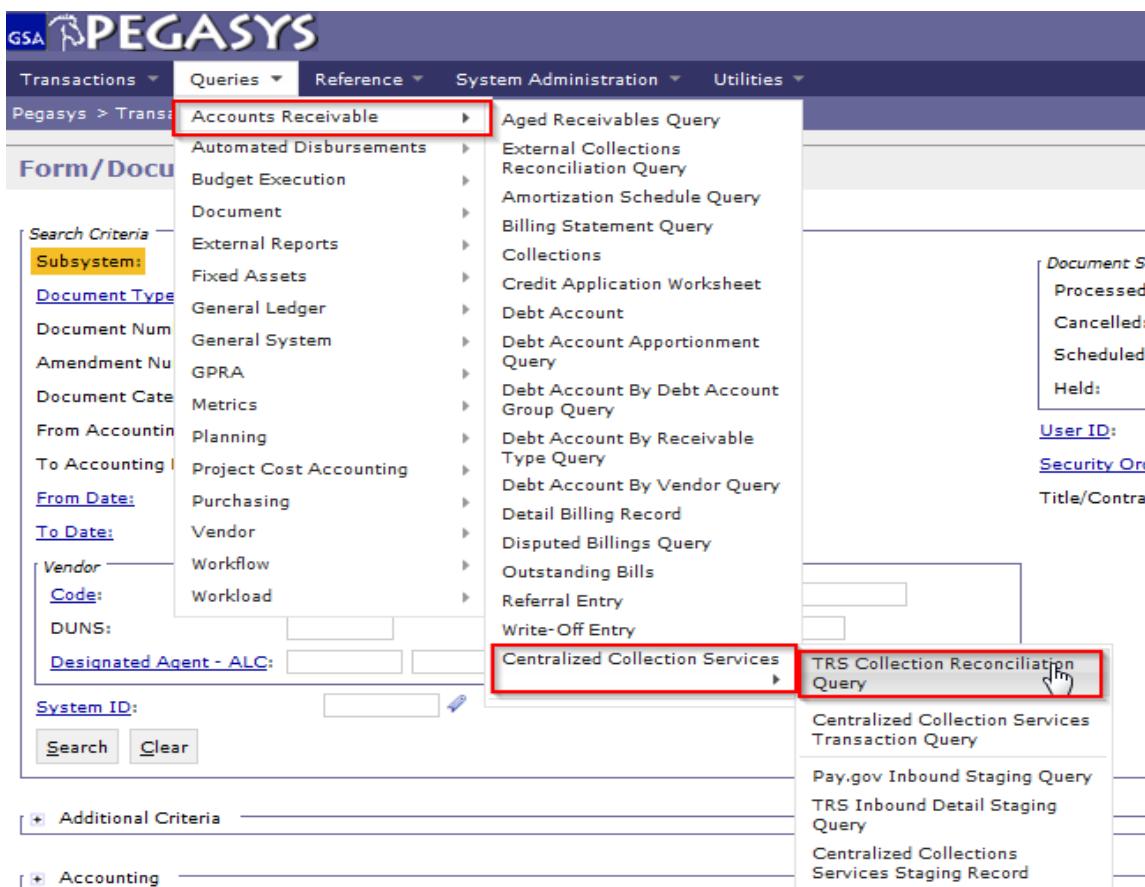
The query has two sides: the CIR Collection side on the left and the Pegasys Collection side on the right. A user can search by a number of criteria to limit the CIR Collection records that are returned. For instance, the search criteria can be limited by reconciliation status, e.g., reconciled, unreconciled, etc. Additional search criteria include Run Number, Input System, Voucher Number, From/To Date, and Treasury Symbol. Similarly, on the Pegasys Collection side, a user can limit the search results by document category, document type, document number, accomplished date, reconciliation status, Treasury Symbol, Deposit Number, etc.

Once records have been queried, a user can then reconcile/unreconcile collections, retrieve recommendations for collections that are unreconciled with recommendations, and view detail/history screens. The CIR Collection records are updated via the CIR Inbound batch process. The Pegasys Collection records are added to the table/updated via the CIR Reconciliation batch process.

The CIR Collections Reconciliation query can be accomplished by using the following path:

Queries=>Accounts Receivable=>Centralized Collection Services=>CIR Collection Reconciliation Query.

Exhibit 4-99: Navigate to CIR Collections Reconciliation Query



4.8.4.1 CIR Collection Reconciliation Query Search Parameters and Results

Once the user has navigated to the query, they can enter search criteria to return results for both CIR Collection records and Pegasys Collection records. The two distinct sides of the query have separate search criteria that apply only to each set of collection records. The parameters that can be entered for each query are shown below.

Common parameters entered for the CIR Collection query include:

- Voucher Number.
- Run Number.
- Voucher From/To Date.
- Reconciliation Status.
- Input System

Exhibit 4-100: CIR Collection Records Query

Pegasys > Queries > Accounts Receivable > Centralized Collections Services > CIR Collection Reconciliation Query

CIR Collection Reconciliation Query

CIR Collection

Voucher Number:	<input type="text"/>	Voucher Date					
Agency Location Code:	<input type="text"/> <input type="button" value=""/>	From: <input type="text"/>					
Sub-level Prefix:	<input type="text"/> <input type="button" value=""/>	To: <input type="text"/>					
Treasury Symbol: <input type="button" value=""/>		Deposit Date					
Short Key: <input type="text"/> <input type="button" value=""/>		From: <input type="text"/>					
ATA:	AID:	BPOA:	EPOA:	A:	MAIN:	SUB:	To: <input type="text"/>

BETC:

Input System:

CIR Detail:

Voucher Type:

Voucher Amount: Voucher Amount: \$0.00

Unreconciled Amount: Unreconciled Amount: \$0.00

Run Number:

Security Org:

Partition:

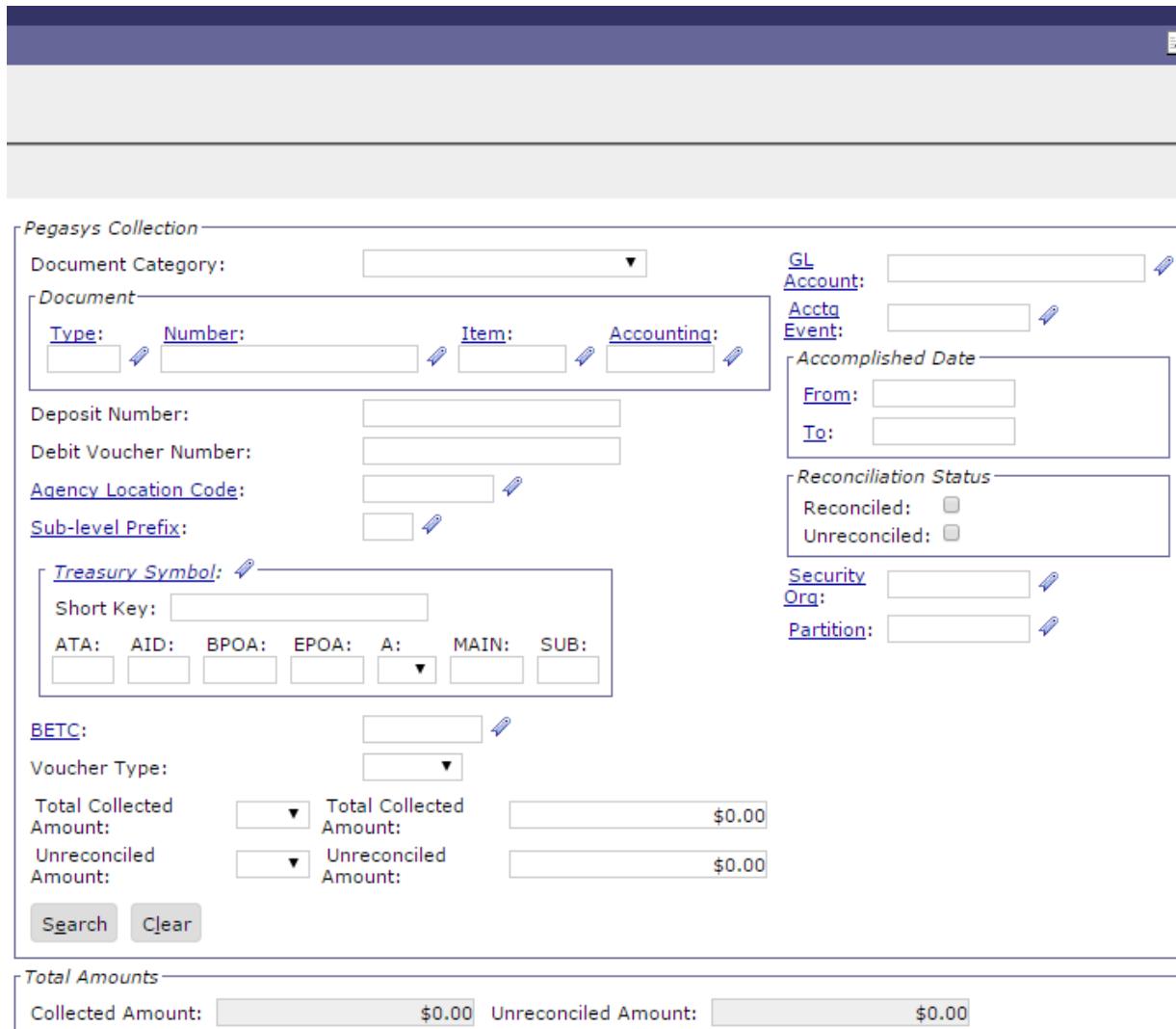
Total Amounts

Unreconciled Amount:	<input type="text"/> \$0.00	Voucher Amount:	<input type="text"/> \$0.00
----------------------	-----------------------------	-----------------	-----------------------------

Common parameters entered for the Pegasys Collection query include:

- Deposit Number.
- Document Type/Number/Accounting Line.
- Accomplished Date From/To.
- Reconciliation Status.

Exhibit 4-101: Pegasys Collection Records Query



The screenshot shows a web-based query form for Pegasys Collection. The form is divided into several sections:

- Pegasys Collection**:
 - Document Category: dropdown menu
 - Document:
 - Type: dropdown menu
 - Number: text input field
 - Item: text input field
 - Accounting: text input field
 - Deposit Number: text input field
 - Debit Voucher Number: text input field
 - Agency Location Code: text input field
 - Sub-level Prefix: text input field
 - Treasury Symbol: dropdown menu
 - Short Key: text input field
 - ATA: dropdown menu
 - AID: dropdown menu
 - BPOA: dropdown menu
 - EPOA: dropdown menu
 - A: dropdown menu
 - MAIN: dropdown menu
 - SUB: dropdown menu
- GL Account**: text input field with edit icon
- Acctg Event**: text input field with edit icon
- Accomplished Date**:
 - From: text input field
 - To: text input field
- Reconciliation Status**:
 - Reconciled: checkbox
 - Unreconciled: checkbox
- Security Org**: text input field with edit icon
- Partition**: text input field with edit icon
- Total Amounts**:
 - Collected Amount: \$0.00
 - Unreconciled Amount: \$0.00

At the bottom left are **Search** and **Clear** buttons.

There are three item collection sections on the CIR Reconciliation Query:

- CIR Collection.
- Pegasys Collection.
- Reconciliation Activity

Exhibit 4-102: Record Collections

CIR Collection												Pegasys Collection																		
■	Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Amount	Unreconciled Amount	Reconciliation Status	Sub-level Prefix	ATA	AID	BPOA	EPOA	A	MAIN	SUB	Voucher BETC	Reconciled Date	Reconciled	Unreconciled	Document Type	Doc Num	CIR Itemized Line Number	Accts Line Number	CIR Charge Line Number	Accomplished Date	Deposit Number	Debit Voucher Number	Agency Location Code	Total Collected Amount

Page : 1 of 1 Show: 10 rows per page No records to view

Reconciliation Activity																										
■	Voucher Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Sub-level Prefix	ATA	AID	BPOA	EPOA	A	MAIN	SUB	Voucher BETC	Reconciled Date	Reconciled	Unreconciled	Document Type	Doc Num	CIR Itemized Line Number	Accts Line Number	CIR Charge Line Number	Accomplished Date	Deposit Number	Debit Voucher Number	Agency Location Code

Page : 1 of 1 Show: 10 rows per page No records to view

After searching for records on the CIR Collection Records Query, record results will be displayed in the CIR Collection item collection. A user can then select records and use the action buttons to perform different tasks.

Exhibit 4-103: CIR Collection Records

CIR Collection											
■	Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Amount	Unreconciled Amount	Reconciliation Status	Sub-level Prefix	ATA	AID
<input checked="" type="checkbox"/>	47000017	03/21/2014	210042	Credit	03/21/2014	\$76,011.29	\$76,011.29	Unreconciled			
<input type="checkbox"/>	47000017	03/20/2014	315106	Credit	03/21/2014	\$2,441.05	\$4,542.89	Partially Reconciled			
<input type="checkbox"/>	47000017	03/21/2014	000409	Credit	03/21/2014	\$12,392.66	\$12,392.66	Unreconciled			
<input type="checkbox"/>	47000017	03/14/2014	312657	Credit	03/17/2014	\$423.28	\$0.00	Reconciled			
<input type="checkbox"/>	47000017	03/15/2014	313121	Credit	03/17/2014	\$75.00	\$75.00	Unreconciled			
<input type="checkbox"/>	47000017	03/17/2014	170025	Credit	03/17/2014	\$17,514.47	\$17,514.47	Unreconciled			

Page : 1 of 295 Show: 10 rows per page Rows 1 - 10 of 2 947

Exhibit 4-104: Pegasys Collection Records

Total Amounts																					
		Collected Amount:		\$7,226.25		Unreconciled Amount:		\$0.00													
<input type="button" value="Reconcile"/> <input type="button" value="Actions"/> <input type="button" value="Sort..."/> <input type="button" value="View as CSV"/> <input type="button" value="View as Excel"/>																					
Pegasys Collection																					
#	Document Category	Doc Typ	Doc Num	Actg Ln #	Charge Line Number	CIR Itemized Line Number	Agency Location Code	Deposit Number	Debit Voucher Number	Voucher Type	Accomplished Date										
<input checked="" type="checkbox"/>	CR-Cash Receipt	CIF	CIF2014040300008	1			47000016	004863		Credit	04/02/20:										
<input type="checkbox"/>	CR-Cash Receipt	CIF	CIF2014040300009	1			47000016	004863		Credit	04/02/20:										
<input type="checkbox"/>	CR-Cash Receipt	CIF	CIF2014040300011	1			47000016	004863		Credit	04/02/20:										
<input type="checkbox"/>	CR-Cash Receipt	CIF	CIF2014040300017	1			47000016	004863		Credit	04/02/20:										
<input type="checkbox"/>	CR-Cash Receipt	CIF	CIF2014040300023	1			47000016	004863		Credit	04/02/20:										

As can be seen in the screenshots above, the cumulative available action buttons are Unreconcile, Reconcile, Retrieve Recommendations, Delete, View Detail, View History, CIR Detail, Amend Document, Correct Document, and View Document.

- **Unreconcile:** This action can be used for Reconciled and Partially Reconciled collections. It will update the CIR Collection record's Reconciliation Status to Unreconciled.
- **Reconcile:** This action can be used to reconcile Partially Reconciled, Unreconciled, or Unreconciled with Recommendations CIR Collection records with Unreconciled Pegasys Collection records.
- **Retrieve Recommendations:** This action is used only for records with a Reconciliation Status of Unreconciled with Recommendations. Clicking this button will return related Pegasys Collections in the adjacent Pegasys Collection query.
- **Delete:** This action is available on records that are Unreconciled or Unreconciled with Recommendations.
- **View Detail:** This action will open a new window that displays the record detail. See screenshot below.
- **View History:** This action will open a separate window that displays the record's reconciliation history. See screenshot below.
- **CIR Detail:** This action will open a separate window that navigates the user to the CIR Inbound Detail Staging Query.
- **Amend/Correct/View Document:** These action buttons can be used to amend/correct/view existing Pegasys Collection records that have posted to the CIR entity.

Exhibit 4-105: View Detail Window

Details ×

Item:

Details

Agency Location Code:	47000017	Adjusted Voucher Number:	<input type="text"/>			
Voucher Date:	03/14/2014	Adjusted Description:	<input type="text"/>			
Voucher Number:	312657	Cash Link Account Number:	006224			
Voucher Type:	Credit ▼	Input System:	<input type="text"/>			
Deposit Date:	03/17/2014	Classification Name:	Pay.gov ALC+2			
Voucher Amount:	\$423.28	Classification Value:	4700001702			
Unreconciled Amount:	\$0.00	Bank Routing Number:	<input type="text"/>			
Reconciliation Status:	Reconciled	Bank Name:	<input type="text"/>			
Sub-level Prefix:	<input type="text"/>	Bank Comments:	<input type="text"/>			
<i>Treasury Symbol:</i>						
Short Key: <input type="text"/>						
ATA:	AID:	BPOA:	EPOA:	A:	MAIN:	SUB:
<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/> ▼	<input type="button"/>	<input type="button"/>
BETC: <input type="text"/>						
Reference Text: 0D0514001						

Exhibit 4-106: View History Window

Reconciliation History

[Sort...](#) [View as CSV](#) [View as Excel](#)

Summary			
	Action	User ID	Action Date
<input checked="" type="radio"/>	Reconciled	runbatchtrsrecon	03/19/2014
<input type="radio"/>	Reconciled	runbatchtrsrecon	03/19/2014
<input type="radio"/>	Reconciled	runbatchtrsrecon	03/19/2014

Page : 1 of 1 Show: 10 rows per page Rows 1 - 3 of 3

[Expand All](#) | [Collapse All](#)

General

<i>CIR Collection Details</i>		<i>Momentum Collection Details</i>					
Agency Location Code:	47000017	Document Type:	PC7				
Voucher Date:	03/14/2014	Document Number:	PC7201403180				
Voucher Number:	312657	CIR Itemized Line Number:					
Voucher Type:	credit	Acctg Line Number:	3				
Deposit Date:	03/17/2014	Charge Line Number:					
Sub-level Prefix:		Accomplished Date:	03/17/2014				
<i>Voucher Treasury Symbol:</i>		<i>Treasury Symbol:</i>					
Short Key:							
ATA:	AID:	BPOA:	EPOA:	A:	MAIN:	SUB:	
BETC:							

The Reconciliation Activity Section displays all reconciliation records associated to a particular CIR Collection or Pegasys Collection. The query is populated by selecting a CIR Collection record, Pegasys Collection Record, or both. The user then clicks Retrieve, and the item collection is populated with all reconciliation activity records associated to the records selected above.

From this query, a user can unreconcile records, view documents, and view history.

Exhibit 4-107: Reconciliation Activity Query

[View](#) [Retrieve](#) [Unreconcile](#) [Sort...](#) [View as CSV](#) [View as Excel](#)

Reconciliation Activity															CIR Itemized Line Number					
	Voucher Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Sub-level Prefix	ATA	AID	BPOA	EPOA	A	MAIN	SUB	Voucher BETC	Reconciled Date	Reconciled Amount	Unreconciled Amount	Document Type	Doc Num	CIR Itemized Line Number
<input checked="" type="checkbox"/>	47000017	03/14/2014	312657	Credit	03/17/2014										03/19/2014	\$370.00	\$0.00	PC7	PC7201403180080	
<input type="checkbox"/>	47000017	03/14/2014	312657	Credit	03/17/2014										03/19/2014	\$38.48	\$0.00	PC7	PC7201403180080	
<input type="checkbox"/>	47000017	03/14/2014	312657	Credit	03/17/2014										03/19/2014	\$14.80	\$0.00	PC7	PC7201403180080	

4.8.4.2 CIR Collection Reconciliation Query Details

The CIR Collection Reconciliation query does not include a details page. Rather, all results are returned in the three separate item collections, which provide a substantial amount of detail. Records can be viewed, reconciled, unreconciled, viewed based upon detail history, etc. via the main query page.

4.8.4.3 Execute a Query Using the CIR Collection Reconciliation Query

The following steps describe how to execute a basic query using the CIR Collection Reconciliation query.

Steps to Execute a Query Using the CIR Collection Reconciliation Query:	Notes
---	-------

1. Navigate to Queries=>Accounts Receivable=>Centralized Collection Services=>CIR Collection Reconciliation Query.

The CIR Collection Reconciliation query search criteria page is displayed with a CIR Collection section and a Pegasys Collection section.

The screenshot shows the 'TRS Collection Reconciliation Query' interface. It features two main search panels side-by-side:

- TRS Collection:** Contains fields for Voucher Number, Account Location Code, Actual Date, Treasury Symbol, ARPC, Input System, TRS Detail, Voucher Type, Voucher Amount, Unreconciled Amount, Run Number, Search Date, and Buttons for Search and Clear.
- Momentum Collection:** Contains fields for Document Category, Document Number, Date, Account, Deposit Number, Debt Voucher Number, Actual Location Code, Treasury Symbol, ARPC, Voucher Type, Total Collected Amount, and Unreconciled Amount, along with Buttons for Search and Clear.

At the bottom of each panel, there are 'Total Amounts' sections showing Unreconciled Amount and Voucher Amount.

2. Enter the desired and appropriate search criteria in the CIR Collection query on the left: common criteria entered include Run Number, Reconciliation Status, From/To Date, etc.

Steps to Execute a Query Using the CIR Collection Reconciliation Query:

Notes

3. Select the Search button.

The screenshot shows the 'TRS Collection' search interface. It includes fields for Voucher Number, Agency Location Code, Sub-level Prefix, Treasury Symbol, BETC, Input System, TRS Detail, Voucher Type, Voucher Amount, Unreconciled Amount, Run Number, Security Org, and Partition. On the right side, there are three date range boxes labeled 'Voucher Date', 'Deposit Date', and 'Reconciliation Status'. Under 'Reconciliation Status', there are four checkboxes: 'Partially Reconciled', 'Reconciled', 'Unreconciled', and 'Unreconciled With Recommendations'. At the bottom left are 'Search' and 'Clear' buttons, with 'Search' being highlighted by a red box.

4. The results are returned in the CIR Collection Item Collection.

The screenshot shows a grid of 19 items, with the first 10 displayed. The columns are labeled: Item Page: 1 2, Agency Location Code, Voucher Date, Voucher Number, Voucher Type, Deposit Date, Voucher Amount, Unreconciled Amount, Reconciliation Status, Sub-level Prefix, Treasury Symbol, BETC, Input System, TRS Detail, Run Number, Security Org, and Partition. The 'Unreconcile', 'Retrieve Recommendations', 'Delete', 'View Detail', 'View History', 'TRS Detail', and 'Display' buttons at the top are highlighted by a red box. The 'Items 1-10 of 19' label is also highlighted.

Item Page: 1 2	Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Amount	Unreconciled Amount	Reconciliation Status	Sub-level Prefix	Treasury Symbol	BETC	Input System	TRS Detail	Run Number	Security Org	Partition
	47000016	02/04/2013	044978	Credit	02/04/2013	\$17.99	\$17.99	Unreconciled with Recommendations			ECP	False		20		
	47000016	02/14/2013	L6M0214D	Credit	02/14/2013	\$172.55	\$172.55	Unreconciled with Recommendations			ECP	False		25		
	47000016	02/14/2013	L6M0214E	Credit	02/14/2013	\$2,331.00	\$2,331.00	Unreconciled			ECP	False		25		
	47000016	02/14/2013	CH60214	Credit	02/14/2013	\$172.55	\$0.00	Reconciled			ECP	False		26		
	47000016	02/14/2013	CH60214B	Credit	02/14/2013	\$2,331.00	\$0.00	Reconciled			ECP	False		26		
	47000016	02/11/2013	L6M0211A	Credit	02/11/2013	\$777.00	\$0.00	Reconciled			ECP	False		21		
	47000016	02/11/2013	L6M0211B	Credit	02/11/2013	\$700.00	(\$77.00)	Partially Reconciled			ECP	False		21		
	47000016	02/14/2013	L6M0214A	Credit	02/14/2013	\$2,331.00	\$0.00	Reconciled			ECP	False		24		
	47000016	02/14/2013	L6M0214B	Credit	02/14/2013	\$1,554.00	\$0.00	Reconciled			ECP	False		24		
	47000016	02/14/2013	L6M0214C	Credit	02/14/2013	\$799.99	\$0.00	Reconciled			ECP	False		24		

Note: Users can perform the following actions:

- To view the details, select the **View Detail** action button.
- To view the Reconciliation history, select the **View History** action button.
- To Unreconcile a Reconciled record, select the **Unreconcile** action button.
- To retrieve recommended matches for an Unreconciled with

Steps to Execute a Query Using the CIR Collection Reconciliation Query:

Notes

*Recommendations record, select the **Retrieve Recommendations** action button.*

- e. To delete a record, select the **Delete** action button.
- f. To view the CIR Inbound Staging Query, select the **CIR Detail** action button.

5. Select the radio button next to an Unreconciled CIR Collection.

Total Amounts							Total Amounts						
Unreconciled Amount: \$2,331.00				Voucher Amount: \$2,331.00			Collected Amount: <input type="text"/>						
TRS Collection													
<input type="button" value="Unreconcile"/> <input type="button" value="Retrieve Recommendations"/> <input type="button" value="Delete"/> <input type="button" value="View Detail"/> <input type="button" value="View History"/> <input type="button" value="TRS Detail"/> Display 10 Items View as CSV Sort..													
Item Page: 1 2													
Items 1-10 of 19 <input type="checkbox"/>													
Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Amount	Unreconciled Amount	Reconciliation Status	Sub-level Prefix	Treasury Symbol	BETC	Input System	TRS Detail	Num
<input type="checkbox"/>	4700001602/04/2013	044978	Credit	02/04/2013	\$17.99	\$17.99	Unreconciled with Recommendations				ECP	False	
<input type="checkbox"/>	4700001602/14/2013	L6M0214D	Credit	02/14/2013	\$172.55	\$172.55	Unreconciled with Recommendations				ECP	False	
<input checked="" type="checkbox"/>	4700001602/14/2013	L6M0214E	Credit	02/14/2013	\$2,331.00	\$2,331.00	Unreconciled				ECP	False	
<input type="checkbox"/>	4700001602/14/2013	CH60214	Credit	02/14/2013	\$172.55	\$0.00	Reconciled				ECP	False	

6. Enter the desired and appropriate search criteria in the Pegasys Collection query on the right: common criteria entered include Document Type/Number, Reconciliation Status, From/To Date, etc.

7. Select the **Search** button.

Momentum Collection											
Document Category: <input type="text"/>				GL Account: <input type="text"/> <input type="button" value="Edit"/>							
Document				Acctg Event: <input type="text"/> <input type="button" value="Edit"/>							
Type: <input type="text"/>	Number: <input type="text"/>	Item: <input type="text"/>	Accounting: <input type="text"/>	Accomplished Date							
				From: <input type="text"/>		To: <input type="text"/>					
Deposit Number: <input type="text"/>											
Debit Voucher Number: <input type="text"/>											
Agency Location Code: <input type="text"/>											
Sub-level Prefix: <input type="text"/>											
Treasury Symbol: <input type="text"/>											
BETC: <input type="text"/>											
Voucher Type: <input type="text"/>											
Total Collected Amount: <input type="text"/>				Total Collected Amount: <input type="text"/>							
Unreconciled Amount: <input type="text"/>				Unreconciled Amount: <input type="text"/>							
<input type="button" value="Search"/>				<input type="button" value="Clear"/>							

Steps to Execute a Query Using the CIR Collection Reconciliation Query:

Notes

The results are returned in the item collection.

Momentum Collection																					
Reconcile Amend Document Correct Document View Document Depth 10 Items View as CSV Sort...																					
Item Page: 1 2 3 4 5 6 7 8 9 Items 1-10 of 81																					
Document Category	Document Type	Document Number	Acctg Line Number	Charge Line Number	Parent Line Number	Agency Location Code	Deposit Number	Debit Voucher Number	Voucher Type	Accomplished Date	Total Collected Amount	Unreconciled Amount	Reconciliation Status	Sub-level Prefix	Treasury Symbol	BETC	Acctg Event	Fiscal Year	GL Account	Security Org	Partition
<input checked="" type="checkbox"/> CR-Cash Receipt	L6M	L6M201302070009	1	0	47000016 L6M0207A		Credit	02/07/2013	\$777.65	\$777.65	Unreconciled		47X4534.1	AR12	2013	1010.05	GSA				
<input checked="" type="checkbox"/> CR-Cash Receipt	L6M	L6M201302070009	2	0	47000016 L6M0207A		Credit	02/07/2013	\$555.32	\$555.32	Unreconciled		47X4534.1	AR12	2013	1010.05	GSA				
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070005	11	0	47000016 CH620130207		Credit	02/06/2013	\$379.57	\$0.00	Reconciled		47X4534.1	AR12	2013	1010.05	GSA				
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070006	1	0	47000016 CH620130207		Credit	02/06/2013	\$87.54	\$87.54	Unreconciled		47X4534.1	AR12	2013	1010.05	GSA				
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070006	3	1	47000016 CH620130207		Credit	02/06/2013	\$6.00	\$6.00	Unreconciled		47X4534.1	AR05	2013	1010.35	GSA				
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070007	1	0	47000016 CH620207C		Credit	02/06/2013	\$87.54	\$87.54	Unreconciled		47X4534.1	AR12	2013	1010.05	GSA				
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070007	2	0	47000016 CH620207C		Credit	02/06/2013	\$87.54	\$87.54	Unreconciled		47X4534.1	AR12	2013	1010.05	GSA				
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070007	3	2	47000016 CH620207C		Credit	02/06/2013	\$6.00	\$6.00	Unreconciled		47X4534.1	AR05	2013	1010.35	GSA				
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070008	1	0	47000016 CH620207B		Credit	02/06/2013	\$87.54	\$0.00	Reconciled		47X4534.1	AR12	2013	1010.05	GSA				
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070008	3	1	47000016 CH620207B		Credit	02/06/2013	\$6.00	\$0.00	Reconciled		47X4534.1	AR05	2013	1010.35	GSA				

Note: Users can perform the following actions:

- To reconcile the Pegasys Collection with the CIR Collection selected on the left, select Reconcile.
 - To Amend/Correct/View the document associated with the selected record, click Amend/Correct/View Document
8. Select the radio button next to an Unreconciled Pegasys Collection that should be reconciled with the corresponding CIR Collection selected in Step #6.
9. Select the **Reconcile** action button and verify a message appears stating that the action was successful.

Total Amounts																			
Collected Amount: \$777.65 Unreconciled Amount: \$777.65																			
Momentum Collection																			
Document Category	Document Type	Document Number	Line Number	Line Number	Line Number	Location Code	Deposit Number	Voucher Number	Voucher Type	Accomplished Date	Collected Amount	Unreconciled Amount	Items 1-10 of 19	Items 1-10 of 81	Display	10	Items	View as CSV	Sort...
<input checked="" type="checkbox"/> CR-Cash Receipt	L6M	L6M201302070009	1	0	47000016 L6M0207A		Credit	02/07/2013	\$777.65	\$777.65									
<input checked="" type="checkbox"/> CR-Cash Receipt	L6M	L6M201302070009	2	0	47000016 L6M0207A		Credit	02/07/2013	\$555.32	\$555.32									
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070005	11	0	47000016 CH620130207		Credit	02/06/2013	\$379.57	\$0.00									
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070006	1	0	47000016 CH620130207		Credit	02/06/2013	\$87.54	\$87.54									
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070007	3	1	47000016 CH620207C		Credit	02/06/2013	\$6.00	\$6.00									
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070007	1	0	47000016 CH620207C		Credit	02/06/2013	\$87.54	\$87.54									
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070008	3	1	47000016 CH620207C		Credit	02/06/2013	\$6.00	\$0.00									
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070008	1	0	47000016 CH620207B		Credit	02/06/2013	\$87.54	\$0.00									
<input checked="" type="checkbox"/> CR-Cash Receipt	CH6	CH6201302070008	3	1	47000016 CH620207B		Credit	02/06/2013	\$6.00	\$0.00									

Steps to Execute a Query Using the CIR Collection Reconciliation Query:

Notes

10. In the Reconciled Activity section, click **Retrieve**.

Note: The user can select the record in the item collection and perform the following actions:

- a. To view the reconciliation activity, select the **View History** action button.
 - b. To view the document associated to the activity, select the **View Document** action button.
 - c. To unreconcile the records, select the **Unreconcile** action button.

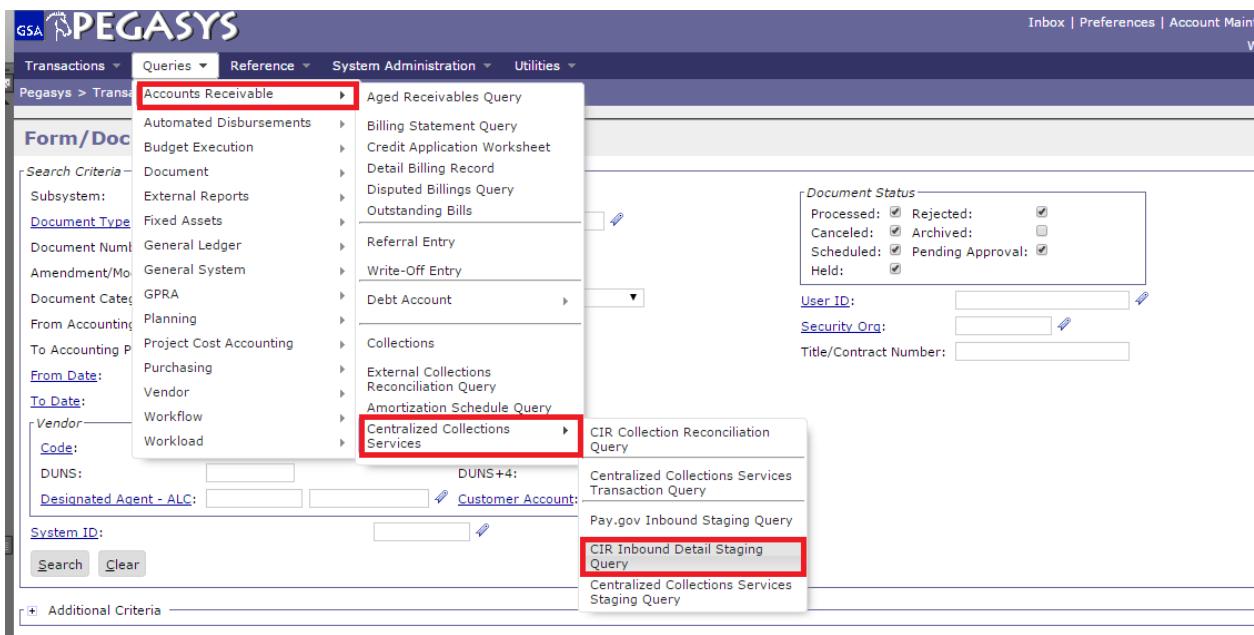
4.8.5 CIR Inbound Detail Staging Query

The CIR Inbound Detail Staging query contains records imported and cross walked by the CIR Inbound process that require cross walking. The query records can be updated until a form is generated, but cannot be added manually. Fields on the staging record can apply to the Cash Receipt (CR) or Payment Authorization (IP) document categories. During the CIR Detail process, the system ignores fields that do not apply to the document category of the new form (CRs only) or the correction (CR and IP). The fields on the query are on the CR and/or the IP documents.

The CIR Inbound Detail Staging query can be accomplished by using the following path:

Queries=>Accounts Receivable=>Centralized Collections Services=>CIR Inbound Detail Staging Query.

Exhibit 4-108: Navigate to CIR Inbound Detail Staging Query



4.8.5.1 CIR Inbound Detail Staging Query Search Parameters and Results

Once the user has navigated to the CIR Inbound Detail Staging Query, they will notice a number of search criteria that can be populated to return results. Common fields populated to return records on the query include the following:

- Run Number.
- Record Status.
- Reference or Parent Document Type/Number/Accounting Line.
- Run Date From/To.
- Agency Location Code.

Exhibit 4-109: CIR Inbound Detail Staging Query Search Criteria

If a user would like to query for records using more specific search criteria, they may utilize the additional criteria to return results. The additional criteria sections of the CIR Inbound Detail Staging

Query include all of the fields that appear on the staging table. The additional criteria sections are divided into two sections; Pegasys General Elements and Pegasys Accounting Dimensions. Note that some search criteria group boxes are normally collapsed and will need to be expanded in order to enter data. To expand the search criteria group box, select the [+] sign next to the search criteria group box.

Commonly used additional criteria fields include the following:

- Document Type/Number/Title.
- Card Type.
- Input System.
- Agency Tracking ID.
- Agreement Code.
- Vendor Code.

The results will be returned in the item collection. From the item collection, the user can view records and select the appropriate action button. The action buttons include:

- Click **Details** to view the CIR Inbound Detail Staging Query detail page.
- Click **Replace Values** to update values on the staging table.

Exhibit 4-110: CIR Inbound Detail Staging Query Item Collection



Summary								
	Agency Location Code	Run Number	Run Date	Security Org	Part	Record Amount	Record Status	Last
<input checked="" type="checkbox"/>	47000016	5	06/24/2015			\$168.16	Pending	
<input type="checkbox"/>	47000016	5	06/24/2015			\$41.50	Pending	

Page : 1 of 1 Show: 10 rows per page

4.8.5.2 CIR Inbound Detail Staging Query Details

The CIR Inbound Detail Staging Query details page includes five subsections. These include:

- General.
- Pegasys General Elements.
- Pegasys Accounting Elements.
- CIR Inbound Staging Parent Lines.
- CIR Inbound Staging Reference Lines.

The user has the option to review the staging records and update any fields. If any fields are updated, the user should click Save to keep the changes made to the staging table.

Exhibit 4-111: CIR Inbound Detail Staging Query Details General Item Section

Pegasys > Queries > Accounts Receivable > Centralized Collections Services > CIR Inbound

[View CIR Summary](#) [Save](#)

CIR Inbound Staging Query Detail

General

<u>Agency Location Code:</u>	47000016	
Inbound Run Number:	5	
Inbound Run Date:	06/24/2015	
<u>Security Org:</u>		
Partition:		
Record Amount:	\$168.16	
Record Status:	Pending	
Created By:	runbatchtrsln	
Last Modified By:		
Transaction Generated:	<input type="checkbox"/>	
Transaction Updated:	<input type="checkbox"/>	
Parent CIR Record ID:		

Exhibit 4-112: CIR Inbound Detail Staging Query Details – Pegasys General Elements

Momentum General Elements

<u>Document Type:</u>	PC6		<u>Public Law Number:</u>		
Document Number:			<u>Asset Number:</u>		
Document Title:			<u>Authorization Code:</u>		
<u>Document/Receipt Date:</u>			<u>Authorization Amount:</u>		
<u>Accounting Period:</u>			<u>Authorization Date:</u>		
<u>Accomplished Date:</u>	06/19/2015		<u>Expiration Date:</u>	10/31/2015	
Deposit Number:	888151		<u>Bank Charge Indicator:</u>		
Debit Voucher Number:			<u>Card Type:</u>	Visa	
<u>Post Code:</u>			<u>Transaction Source:</u>		
<u>Overseas Cashier Code:</u>			<u>Billing Address Line 1:</u>		
<u>Disbursing Office:</u>			<u>Billing Address Line 2:</u>		
<u>Sender Disbursing Office:</u>			<u>Billing Address City:</u>		
Agency DUNS Number:			<u>Billing Address State:</u>		
Agency DUNS+4:			<u>Billing Address Zip:</u>		
Batch Number:			<u>Billing Address Country:</u>	US	
Receipt/Payment Total Amount:			<u>Bank ABA Number:</u>		
<u>System ID:</u>	R6PAYGOV		<u>Bank Name:</u>		
External System Document Number:			<u>Bank Account Number:</u>		
External System Amount:			<u>Bank Account Type:</u>		
<u>Input System:</u>	PAYGOV		<u>ACH Transaction Code:</u>		
<u>Header Field 2:</u>			<u>Agency ID/Merchant ID:</u>		
<u>Header Field 3:</u>			<u>Application Name:</u>		
<u>Header Field 4:</u>			<u>Form ID:</u>		
<u>Header Field 5:</u>			<u>Agency Tracking ID:</u>	888801234567SJ151	
<u>Header Field 6:</u>			<u>Tracking ID:</u>	01FP0756	
<u>Header Field 7:</u>			<u>Agreement Number:</u>		
<u>Header Field 8:</u>			<u>Agreement Line Number:</u>		
<u>Multiyear:</u>			<u>Debt Account Number:</u>	01FP0756	
<u>Fund Code/Appropriation:</u>			<u>Debt Account Line Number:</u>		
Header Description:			<u>Depository Line Number:</u>		
Extended Header Description:			<u>Payee Line Number:</u>		

<u>Transaction Type:</u>	C01	<u>Contracts Number:</u>	<input type="text"/>
<u>Line Type:</u>	Normal	<u>Blanket Agreement Number:</u>	<input type="text"/>
<u>Line Amount:</u>	\$168.16	<u>Delivery Order Number:</u>	<input type="text"/>
<u>Receivable Type:</u>		<u>Contract Line Item Number:</u>	<input type="text"/>
<u>Period of Performance Start Date:</u>		<u>Sub Contract Line Item Number:</u>	<input type="text"/>
<u>Period of Performance End Date:</u>		<u>Blanket Agreement Line Number:</u>	<input type="text"/>
<u>Source Number:</u>		<u>Sub Blanket Agreement Line Number:</u>	<input type="text"/>
<u>Business Line:</u>	R6CLAIMS	<u>Invoice Number:</u>	<input type="text"/>
<u>Related Statement Number:</u>		<u>Invoice Date:</u>	<input type="text"/>
<u>Vendor Code:</u>		<u>Customer Account:</u>	<input type="text"/>
<u>Vendor Address Code:</u>		<u>Amortization Schedule:</u>	<input type="text"/>
<u>Vendor SSN/EIN:</u>		<u>Line Field 1:</u>	<input type="checkbox"/>
<u>Designated Agent Vendor:</u>		<u>Line Field 2:</u>	<input type="checkbox"/>
<u>Designated Agent Address Code:</u>		<u>Line Field 3:</u>	<input type="checkbox"/>
<u>Document Reference Type:</u>		<u>Line Field 4:</u>	<input type="checkbox"/>
<u>Referenced Document Number:</u>		<u>Line Field 5:</u>	<input type="checkbox"/>
<u>Document Reference Itemized Line Number:</u>		<u>Line Field 6:</u>	<input type="checkbox"/>
<u>Referenced Statement Number:</u>		<u>Line Field 7:</u>	<input type="checkbox"/>
<u>Reopen Bill:</u>		<u>Line Field 8:</u>	<input type="checkbox"/>
<u>Update To Unbilled:</u>		<u>Line Field 9:</u>	<input type="checkbox"/>
<u>Obligation Reference Document Type:</u>		<u>Line Field 10:</u>	<input type="checkbox"/>
<u>Obligation Reference Document Number:</u>		<u>Line Description:</u>	<input type="text"/>
<u>Obligation Reference Document Itemized Line Number:</u>		<u>Agency Code:</u>	<input type="text"/>
<u>Obligation Reference Document Accounting Line Number:</u>		<u>Bureau:</u>	<input type="text"/>
<u>Tender Type:</u>		<u>Agency Location Code:</u>	47000016
<u>Check/Money Order:</u>			
<u>Credit Card Number:</u>	9240		
<u>First Name:</u>			
<u>Middle Initial:</u>			
<u>Last Name:</u>			
<u>Business Name:</u>			
<u>Transfer Treasury Symbol:</u>			
Short Key: <input type="text"/>			
ATA: <input type="text"/> AID: <input type="text"/> BPOA: <input type="text"/> EPOA: <input type="text"/> A: <input type="text"/> MAIN: <input type="text"/> SUB: <input type="text"/>			

Exhibit 4-113: CIR Inbound Detail Staging Query Details – Pegasys Accounting Elements

Momentum Accounting Elements					
Template: <input type="text"/>					
BRFY:	ERFY:	Fund:	Region:	Ora Code:	
Program:	Project Code:	Activity:	Sub-Object Class:	Revenue Source:	
Sub Revenue Source:	Building #:	Location/System:	Vehicle Tag #:	Work Item:	
Lease #:	Reimbursable Sub-Object Class:	Reimbursable Sub Object:	YBA:	BETC:	
Cost Organization:	Cohort Year:	PRC:			

Exhibit 4-114: CIR Inbound Detail Staging Query Details – Staging Parent/Reference Line

CIR Inbound Staging Parent Lines					
	Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #
No records to view					
Page : 1 of 1 Show: 10 rows per page					

CIR Inbound Staging Reference Lines							
	Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Statement Number	Reference Amount
No records to view							
Page : 1 of 1 Show: 10 rows per page							

4.8.5.3 Execute a Query Using the CIR Inbound Detail Staging Query

The following steps describe how to execute a basic query using the CIR Inbound Detail Staging query.

Steps to Execute a Query Using the CIR Inbound Detail Staging Query:

Notes

1. Navigate to Queries=>Accounts Receivable=>Centralized Collection Services=>CIR Inbound Detail Staging Query.

The CIR Inbound Detail Staging query search criteria page is displayed.

The screenshot shows the Pegasys software interface with the following details:

- Top Navigation:** GSA PEGASYS, Transactions, Queries, Reference, System Administration, Utilities.
- Left Sidebar:** Pegasys > Trans, Form / DOCU, Search Criteria, Subsystem: Accounts Receivable, Document Type: Accounts Receivable.
- Search Criteria:**
 - Document Num: [redacted]
 - Amendment Nu: [redacted]
 - Document Cat: [redacted]
 - From Accountin: [redacted]
 - To Accounting: [redacted]
 - From Date: [redacted]
 - To Date: [redacted]
 - Vendor Code: [redacted]
 - DUNS: [redacted]
 - Designated Agent - ALC: [redacted]
 - System ID: [redacted]
- Central Panel:** A large tree view of query options under "Centralized Collection Services". The "TRIS Inbound Detail Staging Query" option is highlighted with a red box and a cursor icon pointing to it.
- Right Sidebar:** Document S Processed: Cancelled, Scheduled, Held, User ID, Security Orr, Title/Contra.

Steps to Execute a Query Using the CIR Inbound Detail Staging Query:
Notes

2. Enter the desired and appropriate search criteria in the CIR Collection query on the left: common criteria entered include Run Number, Reconciliation Status, From/To Date, etc.
3. Select the **Search** button.

The screenshot shows the 'Search - TRS Inbound Detail Staging Query' page. It has several search criteria sections. On the left, there's a 'Search Criteria' section with fields for 'Agency Location Code', 'Security Org', 'Run Number', 'Run Date' (with 'From' and 'To' fields), 'Last Modified By', 'Amount' (with 'Amount' and 'Record Amount' fields), and 'Document Category'. To the right, there are two more sections: 'Parent' and 'Document'. The 'Parent' section includes 'Document Category' and 'Type' (with 'Number', 'Item', and 'Accounting' dropdowns). The 'Document' section also includes 'Document Category' and 'Type' (with 'Number', 'Item', and 'Accounting' dropdowns). Below these are 'Record Status', 'Parent TRS Record ID', 'Transaction Generated', and 'Transaction Updated' dropdowns. At the bottom left are 'Search' and 'Clear' buttons, with 'Search' being the one highlighted by a red box.

Records are returned in the item collection.

The screenshot shows a table titled 'Summary' with 10 columns: Agency Location Code, Run Number, Run Date, Security Org, Part, Record Amount, Record Status, User ID, Transaction Generated, and Transaction Updated. The first row is highlighted with a blue background. At the top left of the table, there are four buttons: 'Details', 'Replace Values', 'Sort...', and 'View as CSV', all of which are highlighted with a red box. At the bottom of the table, there are navigation links for 'Page 1 of 189', 'Show 10 rows per page', and a note 'Rows 1 - 10 of 1885'.

Note: The user can select the desired record and perform the following actions:

- a. Click **Details** to navigate to the details page.
- b. Click **Replace Values** to update the values on the staging table.
- c. Click **Sort** to organize the search results displayed in the item collection.
- d. Click **View as CSV** to export the query results.

Steps to Execute a Query Using the CIR Inbound Detail Staging Query:

Notes

- After selecting the desired record, click **Details**.



	Agency Location Code	Run Number	Run Date	Security Org	Part	Record Amount	Record Status	User ID	Transaction Generated	Transaction Updated	Parent TRS Record ID
<input checked="" type="checkbox"/>	37					\$0.00		No	No		
<input checked="" type="checkbox"/>	37					\$0.00		No	No		
<input checked="" type="checkbox"/>	37					\$0.00		No	No		
<input checked="" type="checkbox"/>	48					\$0.00		No	No		
<input checked="" type="checkbox"/>	57					\$0.00		No	No		
<input checked="" type="checkbox"/>	49					\$0.00		No	No		
<input checked="" type="checkbox"/>	57					\$0.00		No	No		
<input checked="" type="checkbox"/>	62					\$0.00		No	No		
<input checked="" type="checkbox"/>	48					\$0.00		No	No		
<input checked="" type="checkbox"/>	57					\$0.00		No	No		

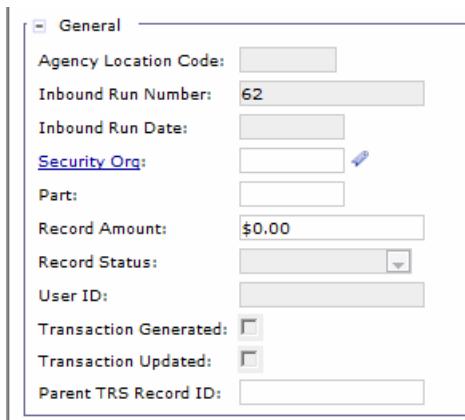
The CIR Inbound Detail Staging Query is displayed.

- Review the values populated in each field.

If the user desires to make updates to any field values, be sure to click Save before exiting.

Sections to Review Include:

- General.
- Pegasys General Elements.
- Pegasys Accounting Elements.
- Parent/Reference Lines.



Steps to Execute a Query Using the CIR Inbound Detail Staging Query:

Notes

Pegasys General Elements

Document Type:	<input type="text"/>	Public Law Number:	<input type="text"/>
Document Number:	<input type="text"/>	Asset Number:	<input type="text"/>
Document Title:	<input type="text"/>	Authorization Code:	<input type="text"/>
Document Receipt Date:	<input type="text"/>	Authorization Amount:	<input type="text"/>
Acquisition Period:	<input type="text"/>	Authorization Status:	<input type="text"/>
Assimilated Date:	01/07/2012	Expiration Date:	<input type="text"/>
Deposit Number:	142868	Card Type:	<input type="text"/>
Debit Voucher Number:	<input type="text"/>	Transaction Source:	<input type="text"/>
Post Code:	<input type="text"/>	Billing Address Line 1:	<input type="text"/>
Overseas Cashier Code:	<input type="text"/>	Billing Address Line 2:	<input type="text"/>
Disturbing Office:	<input type="text"/>	Billing Address City:	<input type="text"/>
Sender Disbursement Office:	<input type="text"/>	Billing Address State:	<input type="text"/>
Agency DUNS Number:	<input type="text"/>	Billing Address Zip:	<input type="text"/>
Agency DUNS (+4):	<input type="text"/>	Billing Address Country:	<input type="text"/>
Batch Number:	<input type="text"/>	Bank ABA Number:	<input type="text"/>
Receipt/Payment Total Amt:	<input type="text"/>	Bank Name:	<input type="text"/>
System ID:	<input type="text"/>	Bank Account Number:	<input type="text"/>
External System Document Number:	<input type="text"/>	Bank Account Type:	<input type="text"/>
Input System:	<input type="text"/>	ACH Transaction Code:	<input type="text"/>
Header Field 1:	<input type="text"/>	Application Name:	<input type="text"/>
Header Field 2:	<input type="text"/>	Form ID:	<input type="text"/>
Header Field 3:	<input type="text"/>	Agency Tracking ID:	010712260W
Header Field 4:	<input type="text"/>	Tracking ID:	<input type="text"/>
Header Field 5:	<input type="text"/>	Agreement Number:	<input type="text"/>
Header Field 6:	<input type="text"/>	Agreement Line Number:	<input type="text"/>
Header Field 7:	<input type="text"/>	Debt Account Number:	<input type="text"/>
Header Field 8:	<input type="text"/>	Debt Account Line Number:	<input type="text"/>
Header Field 9:	<input type="text"/>	Repository Line Number:	<input type="text"/>
Header Field 10:	<input type="text"/>	Payee Line Number:	<input type="text"/>
Header Description:	<input type="text"/>	Contract Number:	<input type="text"/>

Pegasys Accounting Elements

Template:	<input type="text"/>								
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"/>	Building #:	<input type="text"/>
Location/System:	<input type="text"/>	Vehicle Tag #:	<input type="text"/>	Work Item:	<input type="text"/>	Lease #:	<input type="text"/>	VBA:	<input type="text"/>
BETC:	<input type="text"/>	Cost Organization:	<input type="text"/>	Cohort Year:	<input type="text"/>	PRC:	<input type="text"/>		<input type="text"/>

[Add](#) [Edit](#) [View as CSV](#)

TRS Inbound Staging Parent Lines

Document Category	Document Type	Document Number	Accounting Line Number

Page 1 of 1 Show 10 rows per page

[Add](#) [Edit](#) [Sort](#) [View as CSV](#)

TRS Inbound Staging Reference Lines

Document Category	Document Type	Document Number	Accounting Line Number	Parent Line Number	Statement Number

Note: The user may choose to review parent/reference lines.

The user can select:

- **View** parent/reference lines.
 - **Add** parent/reference lines.
 - **Remove** parent/reference lines.

4.8.6 Centralized Collection Services Transaction Query

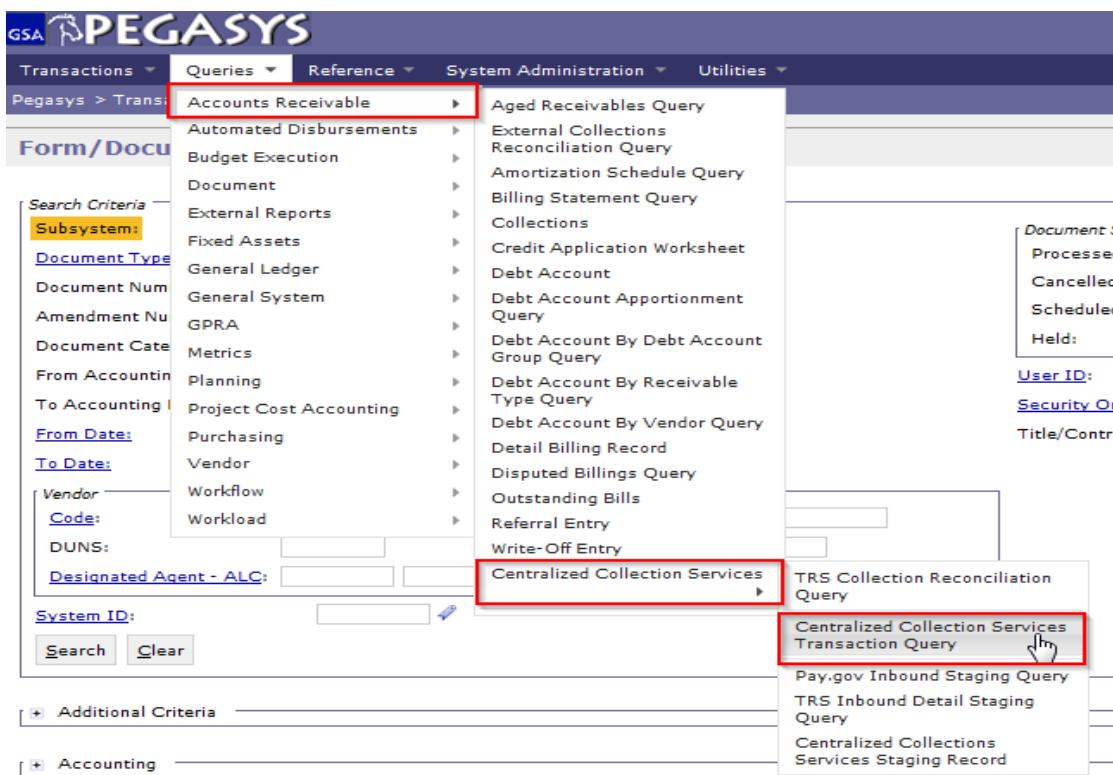
The Centralized Collections Services Transaction query enables agencies to view, track, reconcile and determine the status of collections, charge backs, and refunds processed through external collections services, such as Pay.gov and Bank Credit Card.

Agencies can search and view current information associated with these processed transactions, as well as reviews the history details of all Pay.gov statuses associated with a Pegasys transaction.

Accessing the Centralized Collections Services Transaction query can be accomplished by using the following path from the Desktop:

Queries=>Accounts Receivable=>Centralized Collections Services=>Centralized Collections Services Transaction Query.

Exhibit 4-115: Navigate to Centralized Collection Services Transaction Query



4.8.6.1 Centralized Collection Services Transaction Query Search Parameters and Results

Once the user has navigated to the Centralized Collection Services Transaction Query, they will notice a number of search criteria that can be populated to return results. Common fields populated to return records on the query include the following:

- Agency Tracking ID.
- Centralized Collection Services Type.
- Document Type/Number/Accounting Line.
- Vendor.
- Card Type.

Exhibit 4-116: Centralized Collection Services Transaction Query – Search Criteria

PEGASYS

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾
 Pegasys > Queries > Accounts Receivable > Centralized Collections Services > Search - Centralized Collections Services Transaction

Search - Centralized Collections Services Transaction

Search Criteria

Agency Tracking Id:	<input type="text"/>	Related Docs:	<input type="checkbox"/>
Summary Agency Tracking Id:	<input type="text"/>	Related Docs:	<input type="checkbox"/>
Centralized Collections Services Type:	<input type="text"/>	Status:	<input type="text"/>
Transmit to Centralized Collections Services:	<input type="text"/>	Agency Id/Merchant Id:	<input type="text"/>

Document

Document Category:	<input type="text"/>						
Type:	<input type="text"/>	Number:	<input type="text"/>	Item:	<input type="text"/>	Accounting:	<input type="text"/>
Referenced Statement Number:	<input type="text"/>						
Canceled:	<input type="text"/>						

Amount:	<input type="text"/>	Partition:	<input type="text"/>
External System Amount:	<input type="text"/>	Security Org:	<input type="text"/>
<u>Currency Code:</u>	<input type="text"/>	Type of Transaction:	<input type="text"/>
<u>Fiscal Year:</u>	<input type="text"/>	Payment Type:	<input type="text"/>

Vendor

Code:	<input type="text"/>
Name:	<input type="text"/>

Agreement Number:

Status Dates

Submission Date	From:	<input type="text"/>	To:	<input type="text"/>
Approval Date	From:	<input type="text"/>	To:	<input type="text"/>
Confirmation Date	From:	<input type="text"/>	To:	<input type="text"/>
Error Date	From:	<input type="text"/>	To:	<input type="text"/>
Staging Date	From:	<input type="text"/>	To:	<input type="text"/>
Authorization Date	From:	<input type="text"/>	To:	<input type="text"/>
Rejected Date	From:	<input type="text"/>	To:	<input type="text"/>
Reconciled:	<input type="text"/>			



Credit Card Information

Card Type:	<input type="button" value="▼"/>	Bank Charge Indicator:	<input type="button" value="▼"/>
Credit Card Authorization Amount:	<input type="text"/>	Reject Reason Code:	<input type="text"/>
Transaction Source:	<input type="button" value="▼"/>	File Submission ID:	<input type="text"/>
Destination:	<input type="text"/> <input type="button" value="✎"/>	Batch Sequence Number:	<input type="text"/>

Authorization Date

From:	<input type="text"/>	To:	<input type="text"/>
-------	----------------------	-----	----------------------

ACH Information

Bank Account Type:	<input type="button" value="▼"/>	ACH Transaction Code:	<input type="text"/>
--------------------	----------------------------------	-----------------------	----------------------

Pay.gov Information

Application Name:	<input type="text"/> <input type="button" value="✎"/>	TCS Application Id:	<input type="text"/> <input type="button" value="✎"/>
Tracking Id:	<input type="text"/>	Agency Location Code:	<input type="text"/> <input type="button" value="✎"/>

The results will be returned in the item collection. From the item collection, the user can view records and select the appropriate action button. From the item collection, the user may perform the following actions by selecting one of the action buttons:

- Click **Details** to navigate to the details page of the query.
- Click **Amend/Correct/View Document** to perform the selected action on the associated document.

Exhibit 4-117: Centralized Collection Services Transaction Query – Item Collection

Summary																				
Agency Id/Merchant Id	Summary Agency Tracking Id	Agency Tracking Id	Centralized Collections Services Type	Status	Document Category	Doc Typ	Doc Num	Item Ln #	Actg Ln #	Referenced Statement Number	Canceled	Amount	External System Amount	Fiscal Year	Partition	Security Org	Fund Currency	Currency	Vendor Code	Name
011492488	02121400001	Bank Credit Card	Confirmed CR - Cash Receipt	CR6	CC62014021200000	0000	1	C0014055	No	\$54.38	\$54.38	2014	GSA	USD	USD	090000000 00001	Other Legislative Agencies			
011492488	02121400002	Bank Credit Card	Confirmed CR - Cash Receipt	CR6	CC62014021200001	0000	1	C0014056	No	\$19.50	\$19.50	2014	GSA	USD	USD	100000000 00001	JUDICIARY			
011492488	02121400003	Bank Credit Card	Submitted Receipt CR - Cash	CR6	CR62014021200000	0000	1	C0014057	No	(\$10.56)	\$0.00	2014	GSA	USD	USD	100000000 00001	JUDICIARY			
011492488	02121400003	Bank Credit Card	Submitted Receipt CR - Cash	CR6	CR62014021200000	0000	2	No		\$10.56	\$0.00	2014	GSA	USD	USD	100000000 00001	JUDICIARY			
011492488	02121400004	Bank Credit Card	Confirmed CR - Cash Receipt	CR6	CC62014021200002	0000	1	C0014060	No	\$136.08	\$136.08	2014	GSA	USD	USD	120000000 00001	U.S. Depar of Agricult			
011492488	02121400007	Bank Credit Card	Confirmed CR - Cash Receipt	CR6	CC62014021200003	0000	1	C0014061	No	\$129.36	\$129.36	2014	GSA	USD	USD	120000000 00001	U.S. Depar of Agricult			
011492488	02121400008	Bank Credit Card	Confirmed CR - Cash Receipt	CR6	CC62014021200004	0000	1	C0014062	No	\$11.25	\$11.25	2014	GSA	USD	USD	120000000 00001	U.S. Depar of Agricult			
011492488	02121400009	Bank Credit Card	Confirmed CR - Cash Receipt	CR6	CC62014021200005	0000	1	C0014063	No	\$5.47	\$7.94	2014	GSA	USD	USD	120000000 00001	U.S. Depar of Agricult			
011492488	02121400009	Bank Credit Card	Confirmed CR - Cash Receipt	CR6	CC62014021200005	0000	2	C0014063	No	\$2.47	\$7.94	2014	GSA	USD	USD	120000000 00001	U.S. Depar of Agricult			
011492488	02121400010	Bank Credit Card	Confirmed CR - Cash Receipt	CR6	CC62014021200006	0000	1	C0014064	No	\$50.85	\$50.85	2014	GSA	USD	USD	120000000 00001	U.S. Depar of Agricult			

4.8.6.2 Centralized Collection Services Transaction Query Details

From the Centralized Collection Services Transaction Query detail page, the user can review all the fields associated to the CCS Transaction record. The detail page contains well defined sections so that a user may review the records more easily. The sections included are:

- General.
- Vendor.
- Status Dates.
- Credit Card Information.

- ACH Information.
- Pay.gov Information.
- Document Reference.

Exhibit 4-118: Centralized Collection Services Transaction Detail Section

[Pegasys > Queries > Accounts Receivable > Centralized Collections Services > Centralized Collections Services Transaction Query > Ce](#)

Centralized Collections Services Transaction		History
View Document Correct Document Amend Document		
Expand All Collapse All		
- General -		
Agency Tracking Id:	02121400001	Status: <input type="button" value="Confirmed"/>
Summary Agency Tracking Id:		Agency Id/Merchant Id: 011492488
Centralized Collections Services Type:	Bank Credit Card	<input type="button" value="▼"/>
Transmit to Centralized Collections Services:	<input checked="" type="checkbox"/>	
- Document -		
Document Category:	<input type="button" value="CR - Cash Receipt"/>	
Type:	Number:	Item: Accounting:
CC6	CC62014021200000	0000 1
Referenced Statement Number:	C0014055	
Canceled:	<input type="button" value="No"/>	
Amount:	\$54.38	Partition:
External System Amount:	\$54.38	Security Org: GSA
Currency Code:	USD	Type of Transaction: <input type="button" value="Collection"/>
Fiscal Year:	2014	Payment Type: <input type="button" value="Credit Card"/>
Agreement Number:		
- Vendor -		
Code:	090000000	00001
Name:	Other Legislative Branch Ag	
- Status Dates -		
Submission Date:	02/12/2014	Approval Date: 02/12/2014 Confirmation Date: 02/28/2014
Staging Date:	02/12/2014	Authorization Date: Error Date: Rejected Date:
Reconciled:	<input type="button" value="Yes"/>	Error Date: Pay.gov Return Code:
Return Status Detail:		

Credit Card Information			
Card Type:	VISA ▼	Bank Charge Indicator:	Detail ▼
Credit Card Authorization Date:	02/06/2014	Reject Reason Code:	<input type="text"/>
Credit Card Authorization Amount:	\$0.00	File Submission ID:	2014043001
Transaction Source:	<input type="text"/>	Batch Sequence Number:	1
Destination:	04200031		
ACH Information			
Bank Account Type:	<input type="text"/> ▼	ACH Transaction Code:	<input type="text"/>
Pay.gov Information			
Application Name:	<input type="text"/>	TCS Application Id:	<input type="text"/>
Tracking Id:	<input type="text"/>	Agency Location Code:	<input type="text"/>
Document Reference			
Type:	Number:	Accounting:	
GDL	GDL0014055-0001	1	<input type="button" value="Reconcile"/>

The user can navigate to the History tab to review the detailed history for each CCS Transaction record.

Exhibit 4-119: Centralized Collection Services Transaction History Section

Transactions > Queries > Reference > System Administration > Utilities > Pegasys > Queries > Accounts Receivable > Centralized Collections Services > Centralized Collections Services Transaction Query > Centralized Collections Services Transaction > History

Centralized Collections Services Transaction History

Srch... View as CSV View as Excel

Summary

Agency Id/Merchant Id	Agency Tracking Id	Summary Agency Tracking Id	Agency Tracking Id	Centralized Collections Services Type	Status	Document Category	Doc Typ	Doc Num	Item Ln #	Actg Ln #	Referenced Statement Number	Canceled	Amount	External System Amount	Fiscal Year	Partition	Security Org	Fund Currency	Currency	Vendor Code	Address Code	Name
011492488	0212140001		0212140001	Bank Credit Card	Confirmed	CR - Cash Receipt	CC6	CC62014021200000	0000	1	C0014055	No	\$54.38	\$54.38	2014		GSA	USD	USD	0900000000	00001	Other Legislative Agencies
011492488	0212140001		0212140001	Bank Credit Card	Staged	CR - Cash Receipt	CC6	CC62014021200000	0000	1	C0014055	No	\$54.38	\$0.00	2014		GSA	USD	USD	0900000000	00001	Other Legislative Agencies
011492488	0212140001		0212140001	Bank Credit Card	Not Submitted	CR - Cash Receipt	CC6	CC62014021200000	0000	1	C0014055	No	\$54.38	\$0.00	2014		GSA	USD	USD	0900000000	00001	Other Legislative Agencies
011492488	0212140001		0212140001	Bank Credit Card	Submitted	CR - Cash Receipt	CC6	CC62014021200000	0000	1	C0014055	No	\$54.38	\$0.00	2014		GSA	USD	USD	0900000000	00001	Other Legislative Agencies
011492488	0212140001		0212140001	Bank Credit Card	Approved	CR - Cash Receipt	CC6	CC62014021200000	0000	1	C0014055	No	\$54.38	\$54.38	2014		GSA	USD	USD	0900000000	00001	Other Legislative Agencies

Page : 1 of 1 Show: 10 rows per page Rows 1 - 5 of 5

[Expand All](#) | [Collapse All](#)

General

Agency Tracking Id: Status:

Summary Agency Tracking Id: Agency Id/Merchant Id:

Centralized Collections Services Type:

Transmit to Centralized Collections Services:

Document

Document Category:

Type: Number: Item: Accounting:

Referenced Statement Number:

Canceled:

Amount: Partition:

External System Amount: Security Org:

Currency Code: Type of Transaction:

Fiscal Year: Payment Type:

4.8.6.3 Execute a Query Using the Centralized Collection Services Transaction Query

The following steps describe how to execute a basic query using the Centralized Collection Services Transactions query.

Steps to Execute a Query Using the CIR Collection Reconciliation Query:

Notes

1. Navigate to Queries=>Accounts Receivable=>Centralized Collections Services=>Centralized Collections Services Transaction Query.

The Centralized Collections Services Transaction Query search screen is displayed.

Search - Centralized Collection Services Transaction

Search Criteria

Agency Tracking Id:	<input type="text"/>	Related Docs:	<input type="checkbox"/>
Summary Agency Tracking Id:	<input type="text"/>	Related Docs:	<input type="checkbox"/>
Centralized Collection Services Type:	<input type="text"/>	Status:	<input type="text"/>
Agency Id/Merchant Id: <input type="text"/>			
Document Category: <input type="text"/>			
Document Type: <input type="text"/> Number: <input type="text"/> Item: <input type="text"/> Accounting: <input type="text"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>			
Referenced Statement Number: <input type="text"/>			
Cancelled: <input type="text"/>			
Amount:	<input type="text"/>	Partition:	<input type="text"/>
External System Amount:	<input type="text"/>	Security Org:	<input type="text"/>
Currency Code:	<input type="text"/>	Type of Transaction:	<input type="text"/>
Fiscal Year:	<input type="text"/>	Payment Type:	<input type="text"/>
Agreement Number: <input type="text"/>			
Vendor Address Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="button"/> Name: <input type="text"/>			

2. Enter the desired and appropriate search criteria to return CCS records:

Common criteria entered include:

- Centralized Collections Services Type.
- Status.
- Document Number.
- Agency Tracking ID.
- Fiscal Year.

3. Select **Search**.

The Centralized Collection Services record is returned in the item collection.

Agency Id/Merchant Id	Summary Agency Tracking Id	Agency Tracking Id	Centralized Collection Services Type	Status	Document Category	Document Type	Document Number	Parent Line Number	Accounting Line Number	Referenced Statement Number	Cancelled	Amount	External System Amount	Fiscal Year
<input checked="" type="checkbox"/> 011492488			Bank Credit Card	Not Submitted	CR - Cash Receipt	CC6	CC6201211270009 0	1	C0000003	No	\$1,000.00	\$0.00	2013	

Steps to Execute a Query Using the CIR Collection Reconciliation Query:

Notes

- Select the Centralized Collection Services record from the item collection and select Details.

		Details	View Document	Correct Document	Amend Document	Display	10	Items	View as CSV	Sort...
Agency Id/Merchant Id	Summary Agency Tracking Id	Agency Tracking Id	Centralized Collection Services Type	Status	Document Category	Document Type	Document Number	Parent Line Number	Accounting Line Number	Referenced Statement Number
011492488	02121300000	Bank Credit Card	Staged Itemized Payment	IP - IP -	CP6	CR6	CR6201302120003 0	1	No	\$50.00
011492488	03131300000	Bank Credit Card	Staged Itemized Payment	IP - IP -	CP6	CR6	CR6201303130001 0	1	No	\$50.00

Go to top of page

- The Centralized Collection Services Transaction tab is displayed.

Review the information recorded in the fields of the General and Credit Card Information group boxes.

Centralized Collection Services Transaction		History																																																									
View Document		Correct Document	Amend Document																																																								
Expand All Collapse All																																																											
<div style="border: 2px solid red; padding: 5px;"> <p>- General</p> <table> <tr> <td>Agency Tracking Id:</td> <td><input type="text"/></td> <td>Status:</td> <td><input type="button" value="Not Submitted"/></td> </tr> <tr> <td>Summary Agency Tracking Id:</td> <td><input type="text"/></td> <td>Agency Id/Merchant Id:</td> <td>011492488</td> </tr> <tr> <td>Centralized Collection Services Type:</td> <td colspan="3"><input type="button" value="Bank Credit Card"/></td> </tr> <tr> <td>Document Category:</td> <td colspan="3"><input type="button" value="CR - Cash Receipt"/></td> </tr> <tr> <td colspan="4"> <p>Document</p> <table> <tr> <td>Type:</td> <td>Number:</td> <td>Item:</td> <td>Accounting:</td> </tr> <tr> <td>CC6</td> <td>CC6201211270009</td> <td>0</td> <td>1</td> </tr> </table> </td> </tr> <tr> <td>Referenced Statement Number:</td> <td colspan="3"><input type="text" value="C0000003"/></td> </tr> <tr> <td>Cancelled:</td> <td colspan="3"><input type="button" value="No"/></td> </tr> <tr> <td>Amount:</td> <td>\$1,000.00</td> <td>Partition:</td> <td><input type="text"/></td> </tr> <tr> <td>External System Amount:</td> <td>\$0.00</td> <td>Security Org:</td> <td>PEGMISC</td> </tr> <tr> <td>Currency Code:</td> <td>USD</td> <td>Type of Transaction:</td> <td><input type="button" value="Collection"/></td> </tr> <tr> <td>Fiscal Year:</td> <td>2013</td> <td>Payment Type:</td> <td><input type="button" value="Credit Card"/></td> </tr> <tr> <td>Agreement Number:</td> <td colspan="3"><input type="text"/></td> </tr> </table> </div>				Agency Tracking Id:	<input type="text"/>	Status:	<input type="button" value="Not Submitted"/>	Summary Agency Tracking Id:	<input type="text"/>	Agency Id/Merchant Id:	011492488	Centralized Collection Services Type:	<input type="button" value="Bank Credit Card"/>			Document Category:	<input type="button" value="CR - Cash Receipt"/>			<p>Document</p> <table> <tr> <td>Type:</td> <td>Number:</td> <td>Item:</td> <td>Accounting:</td> </tr> <tr> <td>CC6</td> <td>CC6201211270009</td> <td>0</td> <td>1</td> </tr> </table>				Type:	Number:	Item:	Accounting:	CC6	CC6201211270009	0	1	Referenced Statement Number:	<input type="text" value="C0000003"/>			Cancelled:	<input type="button" value="No"/>			Amount:	\$1,000.00	Partition:	<input type="text"/>	External System Amount:	\$0.00	Security Org:	PEGMISC	Currency Code:	USD	Type of Transaction:	<input type="button" value="Collection"/>	Fiscal Year:	2013	Payment Type:	<input type="button" value="Credit Card"/>	Agreement Number:	<input type="text"/>		
Agency Tracking Id:	<input type="text"/>	Status:	<input type="button" value="Not Submitted"/>																																																								
Summary Agency Tracking Id:	<input type="text"/>	Agency Id/Merchant Id:	011492488																																																								
Centralized Collection Services Type:	<input type="button" value="Bank Credit Card"/>																																																										
Document Category:	<input type="button" value="CR - Cash Receipt"/>																																																										
<p>Document</p> <table> <tr> <td>Type:</td> <td>Number:</td> <td>Item:</td> <td>Accounting:</td> </tr> <tr> <td>CC6</td> <td>CC6201211270009</td> <td>0</td> <td>1</td> </tr> </table>				Type:	Number:	Item:	Accounting:	CC6	CC6201211270009	0	1																																																
Type:	Number:	Item:	Accounting:																																																								
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Agreement Number:	<input type="text"/>																																																										
<p>Vendor</p> <table> <tr> <td>Address Code:</td> <td>140000000</td> <td>00001</td> <td><input type="text"/></td> </tr> <tr> <td>Name:</td> <td colspan="3">Department of the Inte</td> </tr> </table>				Address Code:	140000000	00001	<input type="text"/>	Name:	Department of the Inte																																																		
Address Code:	140000000	00001	<input type="text"/>																																																								
Name:	Department of the Inte																																																										

Steps to Execute a Query Using the CIR Collection Reconciliation Query:

Notes

Status Dates Submission Date: <input type="text"/> Approval Date: <input type="text"/> Confirmation Date: <input type="text"/> Staging Date: <input type="text"/> Authorization Date: <input type="text"/> Reject Date: <input type="text"/> Reconciled: Yes <input type="checkbox"/>			
Credit Card Information Card Type: MSCD <input type="button" value="Summary"/> Bank Charge Indicator: Summary <input type="button"/> Credit Card Authorization Date: 02/21/2013 Reject Reason Code: <input type="text"/> Authorization Amount: \$1,000.00 File Submission ID: <input type="text"/> Transaction Source: External Batch <input type="button"/> Batch Sequence Number: <input type="text"/> Destination: 04200031			
ACH Information Bank Account Type: <input type="button"/> ACH Transaction Code: <input type="text"/>			
Pay.gov Information Application Name: <input type="text"/> Form Id: <input type="text"/> Tracking Id: <input type="text"/> Agency Location Code: <input type="text"/>			
Return to Top			
Document Reference Type: Number: Accounting: <input type="button" value="Reconcile"/> <input type="checkbox"/> GMS GMSC000003-298 1			
Return to Top			

6. Select the History tab:

The History tab is displayed.

Centralized Collection Services Transaction												History	
												Display 10 Items View as CSV Sort...	
Agency Id/Merchant Id	Summary Agency Tracking Id	Agency Tracking Id	Centralized Collection Services Type	Status	Document Category	Document Type	Document Number	Parent Line Number	Accounting Line Number	Referenced Statement Number	Cancelled	Amount	
011492488		Bank Credit Card	Not Submitted	CR - Cash Receipt	CC6	CC6201211270009	0	1	C0000003	No	\$1,000.00		
Expand All Collapse All												General Agency Tracking Id: <input type="text"/> Status: <input type="button"/> Summary Agency Tracking Id: <input type="text"/> Agency Id/Merchant Id: <input type="text"/> Centralized Collection Services Type: <input type="button"/> Document Category: <input type="button"/> Document Type: Number: Item: Accounting: <input type="text"/> <input type="text"/> <input type="text"/>	

Steps to Execute a Query Using the CIR Collection Reconciliation Query:

Notes

- Select the Centralized Collection Services History record from the item collection and review historical information

The fields of the History tab are populated from the selected record.

Centralized Collection Services Transaction History																				
Display <input type="button" value="10"/> <input checked="" type="radio"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>																				
Agency Id/Merchant Id	Summary Agency Tracking Id	Agency Tracking Id	Centralized Collection Services Type	Status	Document Category	Document Type	Document Number	Parent Line Number	Accounting Line Number	Referenced Statement Number	Cancelled	Amount								
011492488			Bank Credit Card	Not Submitted	CR - Cash Receipt	CC6	CC6201211270009	0	1 C0000003	No	\$1,000.00									
Expand All Collapse All																				
<div style="border: 1px solid #ccc; padding: 5px;"> <p>General</p> <p>Agency Tracking Id: <input type="text"/> Status: <input type="button" value="Not Submitted"/></p> <p>Summary Agency Tracking Id: <input type="text"/> Agency Id/Merchant Id: 011492488</p> <p>Centralized Collection Services Type: Bank Credit Card</p> <p>Document Category: CR - Cash Receipt</p> <p>Document</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Type:</td> <td>Number:</td> <td>Item:</td> <td>Accounting:</td> </tr> <tr> <td>CC6</td> <td>CC6201211270009</td> <td>0</td> <td>1</td> </tr> </table> <p>Referenced Statement Number: C0000003</p> <p>Cancelled: <input type="checkbox"/></p> <p>Amount: \$1,000.00 Partition: <input type="text"/></p> <p>External System Amount: \$0.00 Security Org: PEGMISC</p> <p>Currency Code: USD Type of Transaction: Collection</p> </div>													Type:	Number:	Item:	Accounting:	CC6	CC6201211270009	0	1
Type:	Number:	Item:	Accounting:																	
CC6	CC6201211270009	0	1																	

4.8.7 Centralized Collection Services Staging Record Query

The Centralized Collections Services Staging Record query allows the user to search and optionally update information on the Centralized Collections Services Staging Record query before the Centralized Collections Services Outbound process is executed to create a Credit Card file. Centralized Collections Services staging records are added to the Centralized Collections Services Staging table as a result of running the Centralized Collections Services Crosswalk Staging Process. The Centralized Collections Services Staging query also contains the level three detail information.

Updated staging information can be viewed via the Centralized Collections Services Staging Query or via the Centralized Collections Services Transaction Query by drilling down through the transaction record.

The Centralized Collections Services staging Query contains records created by the Centralized Collections Services Staging/Crosswalk process. The Centralized Collections Services Staging Query records can be updated but cannot be added manually. The records on the Detail tab (or children to the Staging records) are considered level 3 data (i.e., supporting details). The Credit Card Staging Query-Detail records cannot be added manually nor updated.

Accessing the Centralized Collections Services Staging Record query can be accomplished by using the following path from the Desktop:

Queries=>Accounts Receivable=>Centralized Collections Services =>Centralized Collections Services Staging Record Query.

Exhibit 4-120: Navigate to Centralized Collection Services Staging Record Query

The screenshot shows the Pegasys 7.1.2 interface with the following details:

- Header:** GSA PEGASYS, Inbox | Preferences | A
- Navigation Bar:** Transactions, Queries, Reference, System Administration, Utilities
- Left Panel:**
 - Pegasys > Transaction
 - Accounts Receivable** (highlighted with a red box)
 - Automated Disbursements
 - Budget Execution
 - Document
 - External Reports
 - Fixed Assets
 - General Ledger
 - General System
 - GPRA
 - Planning
 - Project Cost Accounting
 - Purchasing
 - Vendor
 - Workflow
 - Workload
- Search Criteria:**
 - Subsystem: _____
 - Document Type: _____
 - Document Num: _____
 - Amendment/Mo: _____
 - Document Cate: _____
 - From Accounting: _____
 - To Accounting P: _____
 - From Date: _____
 - To Date: _____
 - Vendor Code: _____
 - DUNS: _____
 - Designated Agent - ALC: _____
 - System ID: _____
- Buttons:** Search, Clear
- Right Panel:**
 - Aged Receivables Query
 - Billing Statement Query
 - Credit Application Worksheet
 - Detail Billing Record
 - Disputed Billings Query
 - Outstanding Bills
 - Referral Entry
 - Write-Off Entry
 - Debt Account
 - Collections
 - External Collections Reconciliation Query
 - Amortization Schedule Query
 - Centralized Collections Services** (highlighted with a red box)
 - CIR Collection Reconciliation Query
 - Centralized Collections Services Transaction Query
 - Pay.gov Inbound Staging Query
 - CIR Inbound Detail Staging Query
 - Centralized Collections Services Staging Query** (highlighted with a red box)

4.8.7.1 Centralized Collection Services Staging Record Query Search Parameters and Results

Once the user has navigated to the Centralized Collection Services Transaction Query, they will notice a number of search criteria that can be populated to return results. Common fields populated to return records on the query include the following:

- Agency Tracking ID.
- Centralized Collection Services Type.
- Document Type/Number/Accounting Line.
- Vendor.
- Card Type.

Exhibit 4-121: Centralized Collection Services Staging Record Query – Search Criteria

Search - Centralized Collections Services Staging

Search Criteria

<u>Agency ID/Merchant ID:</u>	<input type="text"/>	
<u>Run Number:</u>	<input type="text"/>	
<u>Run Date From:</u>	<input type="text"/>	
<u>Run Date To:</u>	<input type="text"/>	
<u>Security Org:</u>	<input type="text"/>	
<u>Error During Crosswalk:</u>	<input type="checkbox"/>	
<u>Modification Made:</u>	<input type="checkbox"/>	
<u>File Generated:</u>	<input type="checkbox"/>	

Search Clear

[+] Pegasys General Elements

[+] Pegasys Accounting Elements

[+] Credit Card General File Elements

If a user would like to query for records using more specific search criteria, they may utilize the additional criteria to return results. There are three additional criteria sections of the Centralized Collections Services Staging Record Query: Pegasys General Elements, Pegasys Accounting Elements, and Credit Card General File Elements. Note that some search criteria group boxes are normally collapsed and will need to be expanded in order to enter data. To expand the search criteria group box, select the [+] sign next to the search criteria group box.

These fields include the following:

- Document Type/Number>Title.
- Card Type.
- Input System.
- Agency Tracking ID.
- Agreement Code.
- Vendor Code.

The results will be returned in the item collection. From the item collection, the user can view records and select the appropriate action button. The action buttons include:

- Click **View Record** to navigate to the CCS Staging detail page.
- Click **Replace Values** to update values on the staging table.
- Click **View Document** to view the document associated to the record.

Exhibit 4-122: Centralized Collection Services Staging Record Query – Item Collection

		View Record	Replace Values	View Transaction	Display	10	Items	View as CSV	Sgt...	Items 1-2 of 2 [2]																
		Agency Id/Merchant Id	Run Number	Run Date	Security Org	Error During Crosswalk	Modification Mode	File Generated	Credit Card Type	Credit Card Number	Expiration Date	Authorization Code	Authorization Amount	Draft Locator Number	Mail/Phone Indicator	Purchase Type	Transaction Amount	Order Date	Transaction Identifier	Cardholder	Customer Name	Customer Code	Destination Zip	Billing Address	Billing State	Billing Zip
<input checked="" type="checkbox"/>	011492488	1	02/15/2013	ARPEG	No	No	No	Visa	5478	01/10/2017			02121300000	1	06	\$50.00	02/15/2013		Dummy Name	Bob		93305	123 Cherry st	CA	93305	
<input checked="" type="checkbox"/>	011492488	2	03/13/2013	AKPEO	No	No	No		2478				03121300000	06		\$50.00										

4.8.7.2 Centralized Collection Services Staging Record Query Details

The Centralized Collections Services Staging Record details page includes two tabs:

- Centralized Collections Services Staging Query Staging Record.
- Centralized Collections Services Staging Detail.

The Centralized Collections Services Staging Query Staging Record tab is organized into four subsections. These include:

- General.
- Pegasys General Elements.
- Pegasys Accounting Elements.
- Credit Card General File Elements.

The user has the option to review the staging records and update any fields. If any fields are updated, the user should click Save to keep the changes made to the staging table.

Exhibit 4-123: Centralized Collection Services Staging Record – General Section

Centralized Collections Services Staging Query Staging Record	Centralized Collections Services Staging Detail
Expand All Collapse All	
<div style="border: 1px solid #ccc; padding: 5px;"> <p>General</p> <p>Agency ID/Merchant ID: <input type="text" value="011492488"/></p> <p>Run Number: <input type="text" value="1"/></p> <p>Run Date: <input type="text" value="02/15/2013"/></p> <p>Security Org: <input type="text" value="ARPEG"/></p> <p>Error During Crosswalk: <input type="checkbox"/></p> <p>Modification Mode: <input type="checkbox"/></p> <p>File Generated: <input type="checkbox"/></p> <p>Return to Top</p> </div>	

Exhibit 4-124: Centralized Collection Services Staging Query Staging Record – Pegasys General Elements Section

Pegasys General Elements

Header	Document Type: CP6	Disbursing Office: X0109	Description:
Document Number:	CP6201302120003	Sender Disbursing Office:	X0109
Document Title:		Agency DUNS Number:	
Document/Receipt Date:	02/13/2013	Agency DUNS+4:	
Accounting Period:	05/2013	Batch Number:	
Accomplished Date:	02/12/2013	System ID:	WEBSERVICE
Post Code:		External System Document Number:	
Deposit Number:		External System Amount:	\$0.00
Overseas Cashier Code:		Assignment Code:	

Line

Bank Charge Indicator:		Centralized Collection Services Type:	Bank Credit Card
Transaction Type:	01	Bank ABA Number:	
Line Amount:	\$50.00	Bank Name:	
Period of Performance Start Date:		Bank Account Number:	
Period of Performance End Date:		Bank Account Type:	
Source Number:		ACH Transaction Code:	
Related Statement Number:		Business Line:	
Vendor Code:	004000	Application Name:	
Vendor Address Code:	004000	Form ID:	
Vendor SSN/EIN:		Agency Tracking ID:	02121300000
Designated Agent Vendor Code:		Type of Transaction:	Refund
Designated Agent Vendor Address Code:		Tracking ID:	
Document Reference Type:	CH6	Agreement Number:	
Document Reference Number:	CH6201302070007	Agreement Line Number:	
Document Reference Itemized Line Number:	0	Debt Account Number:	
Document Reference Accounting Line Number:	1	Line Number:	
Referenced Statement Number:		Payee Line Number:	
Transfer Treasury Symbol:		Contracts Number:	
Public Law Number:		Blanket Agreement Number:	
Asset Number:		Delivery Order Number:	
Obligation Reference Document Type:		Contracts Line Item Number:	
Obligation Reference Document Number:		Sub Contracts Line Item Number:	
Obligation Reference Document Itemized Line Number:		Blanket Agreement Line Number:	
Obligation Reference Document Accounting Line Number:		Sub Blanket Agreement Line Item Number:	

Exhibit 4-125: Centralized Collection Services Staging Query Staging Record – Pegasys Accounting Elements Section

Pegasys Accounting Elements

Template:	2013-11-455F-F11Y0000-FE32-FE114								
BBFY:	2013	EBFY:		Fund:	455F	Region:	11	Org Code:	F11Y0000
Program:	FE32	Project Code:		Activity:	FE114	Sub-Object Class:		Building #:	
Location/System:		Vehicle Tag #:		Work Item:		Lease #:		YBA:	2013
BETC:		Cost Organization:		Cohort Year:		PRC:			

[Return to Top](#)

**Exhibit 4-126: Centralized Collection Services Staging Query Staging Record – Credit Card
 General File Elements Section**

Credit Card General File Elements

Credit Card Type:	Visa	Order Date:	02/15/2013	Item Description:	<input type="text"/>
Credit Card Number:	5478	Merchant ID:	<input type="text"/>	Commodity Code:	<input type="text"/>
Expiration Date:	01/10/2017	Transaction Identifier:	<input type="text"/>	Commodity Name:	<input type="text"/>
Authorization Code:	<input type="text"/>	Cardholder:	Dummy Name	Quantity:	<input type="text"/>
Authorization Amount:	<input type="text"/>	Customer Name:	Bob	Unit Price Amount:	<input type="text"/>
Draft Locator Number:	02121300000	Customer Code:	<input type="text"/>	Unit:	<input type="text"/>
Mail/Phone Indicator:	1	Destination Zip:	93305		
Purchase Type:	06	Billing Address:	123 Cherry st		
Transaction Amount:	\$50.00	Billing State:	CA		
		Billing Zip:	93305		

Credit Card Additional File Elements

Memo Report Indicator:	<input type="text"/>	Sales Tax Collected ID:	<input type="text"/>
Transaction Date Day:	02/15/2013	Sales Tax Amount (MC):	<input type="text"/>
Code Identifying the Authorization Number:	<input type="text"/>	Freight Amount:	<input type="text"/>
POS Terminal Capability:	9	Duty Amount:	<input type="text"/>
POS Entry Mode:	01	National Tax Collected Indicator (MC):	<input type="text"/>
Cardholder ID Method:	<input type="text"/>	National Tax Amount (MC):	<input type="text"/>
AVS Response Code:	<input type="text"/>	Ship from Postal Code:	<input type="text"/>
Purchase Identifier:	<input type="text"/>	Tax Exempt Indicator:	<input type="text"/>
Purchase Type:	<input type="text"/>	Destination Country Code:	<input type="text"/>
Sales Tax Collected Indicator:	<input type="text"/>	Merchant Reference Number:	<input type="text"/>
Sales Tax Amount (VISA):	<input type="text"/>	Product Code (MC):	<input type="text"/>
National Tax Collected Indicator (VISA):	<input type="text"/>	Extended Item Amount:	50
National Tax Amount (VISA):	<input type="text"/>	Extended Item Amount Sign:	D
Other Tax:	<input type="text"/>	Extended Item Amount Net Gross Indicator:	<input type="text"/>
Product Code (VISA):	<input type="text"/>	Discount Indicator:	<input type="text"/>
Discount Line Item:	<input type="text"/>	Discount Amount:	<input type="text"/>
Line Item Total:	50		

[Return to Top](#)

The Centralized Collection Services Staging Detail tab allows the user to review the detail information associated to each CCS Transaction record.

Exhibit 4-127: Centralized Collection Services Staging Detail Tab

Centralized Collections Services Staging Query Staging Record		Centralized Collections Services Staging Detail																		
Display	10	Items	View as CSV		Sort...															
DBR Record ID	Parent Agency Tracking ID	Parent Merchant ID	Parent Document Type	Parent Document Number	Parent Line Number	Detail Billing Record Unit	Detail Billing Record Quantity	Detail Billing Record Description	Detail Billing Record Commodity Code	Detail Billing Record Commodity Name	Detail Billing Record Amount	Detail Billing Record Unit Price Amount	Detail Billing Record Discount Amount	Detail Billing Record Surcharge Amount						
- NO ITEMS TO DISPLAY -																				
Expand All Collapse All																				
<div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="checkbox"/> General</p> <p>DBR Record ID: <input type="text"/></p> <p>Parent Agency Tracking ID: <input type="text"/></p> <p>Parent Merchant ID: <input type="text"/></p> <p>Parent Document Type: <input type="text"/></p> <p>Parent Document Number: <input type="text"/></p> <p>Parent Line Number: <input type="text"/></p> <p>Return to Top</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><input type="checkbox"/> Detail</p> <p>Detail Billing Record Unit: <input type="text"/></p> <p>Detail Billing Record Quantity: <input type="text"/></p> <p>Detail Billing Record Amount: <input type="text"/></p> <p>Detail Billing Record Description: <input type="text"/></p> <p>Detail Billing Record Commodity Code: <input type="text"/></p> <p>Detail Billing Record Commodity Name: <input type="text"/></p> <p>Detail Billing Record Unit Price Amount: <input type="text"/></p> <p>Detail Billing Record Discount Amount: <input type="text"/></p> <p>Detail Billing Record Surcharge Amount: <input type="text"/></p> <p>Return to Top</p> </div>																				

4.8.7.3 Centralized Collection Services Staging Record Query – User-Defined Search Criteria Field Descriptions

This section reviews the User-Defined fields on the Centralized Collection Services Staging Record Query. User Defined fields provide a flexible means of configuring and utilizing specific business fields that are important to their business processes. The below table defines the User-Defined Fields on the Centralized Collection Services Staging Record Query.

The listing of User-Defined fields on the CCS Staging Query is available at [Appendix: Centralized Collection Services Staging Record–User-Defined Search Fields and Form Definitions](#)

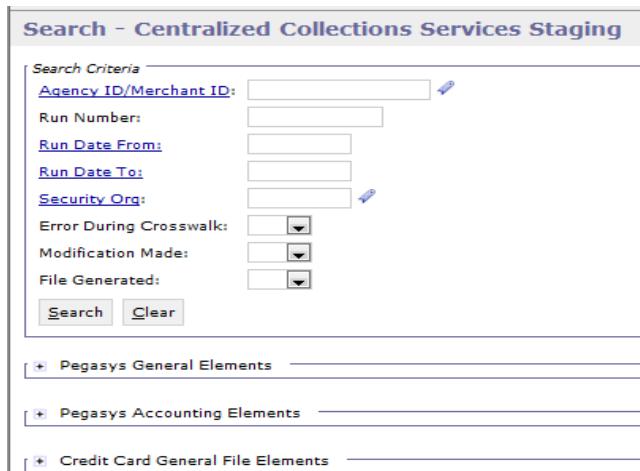
4.8.7.4 Execute a Query Using the Centralized Collection Services Staging Record Query

Steps to Execute a Query Using the Centralized Collection Services Staging Record:

Notes

1. Navigate to Queries=>Accounts Receivable=>Centralized Collection Services=>Centralized Collection Services Staging Record.

The Centralized Collection Services Staging Record query search criteria page is displayed.



The screenshot displays the 'Search - Centralized Collections Services Staging' interface. At the top, there is a title bar with the page name. Below it is a 'Search Criteria' section containing several input fields with dropdown menus and a pencil icon for editing. The fields include: Agency ID/Merchant ID, Run Number, Run Date From, Run Date To, Security Org, Error During Crosswalk, Modification Made, and File Generated. Below this section are three expandable categories: 'Pegasys General Elements', 'Pegasys Accounting Elements', and 'Credit Card General File Elements', each with its own set of input fields.

2. Enter the desired and appropriate search criteria in the Centralized Collection Services Staging Record query: common criteria entered include Run Number, Agency ID/Merchant ID, Run Date From, Run Date To, Credit Card Type, Credit Card Number, etc.

Note: The additional search criteria include Pegasys General Elements, Pegasys Accounting Elements, and Credit Card General File Elements. Utilizing these additional criteria, a user can specify the desired search criteria with greater detail.

Steps to Execute a Query Using the Centralized Collection Services Staging Record:

Notes

3. Select the **Search** button.

Search Criteria

Agency ID/Merchant ID:

Run Number:

Run Date From:

Run Date To:

Security Org:

Error During Crosswalk:

Modification Made:

File Generated:

Search **Clear**

Pegasys General Elements

Pegasys Accounting Elements

Credit Card General File Elements

Records are returned in the item collection.

	Agency Id/Merchant Id	Run Number	Run Date	Security Org	Error During Crosswalk	Modification Made	File Generated	Credit Card Type	Credit Card Number	Expiration Date	Authorization Code	Authorization Amount	Draft Locator Number
<input type="checkbox"/> <input checked="" type="checkbox"/>	011492488	1	02/15/2013	ARPEG	No	No	No	Visa	5478	01/10/2017			02121300000
<input type="checkbox"/> <input checked="" type="checkbox"/>	011492488	2	03/13/2013	ARPEG	No	No	No		5478				03131300000

Note: The user may select the desired record and click the appropriate action button.

- a. Click **View Record** to navigate to the detail information page.
- b. Click **Replace Values** to update values on the staging table.
- c. Click **View Transaction** to view the document associated with the record.

4. After selecting the desired record, click **View Record**.

	Agency Id/Merchant Id	Run Number	Run Date	Security Org	Error During Crosswalk	Modification Made	File Generated	Credit Card Type	Credit Card Number	Expiration Date	Authorization Code	Authorization Amount	Draft Locator Number	Mail/Phone Indicator	Purchase Type	Transaction Amount
<input type="checkbox"/> <input checked="" type="checkbox"/>	011492488	1	02/15/2013	ARPEG	No	No	No	Visa	5478	01/10/2017			02121300000	1	06	\$50.00
<input type="checkbox"/> <input checked="" type="checkbox"/>	011492488	2	03/13/2013	ARPEG	No	No	No		5478				03131300000	06		\$50.00

[Go to top of page](#)

Steps to Execute a Query Using the Centralized Collection Services Staging Record:

Notes

The Centralized Collection Services Staging Query Staging Record page is displayed.

The screenshot shows a web-based form for managing a 'Centralized Collections Services Staging Record'. At the top, there are two buttons: 'Save' (highlighted with a red box) and 'View Transaction'. Below these are two tabs: 'Centralized Collections Services Staging Record' (selected) and 'Centralized Collections Services Staging Detail'. A link 'Expand All | Collapse All' is present. The main content area is divided into sections: 'General' and 'Pegasys General Elements'. The 'General' section contains fields for Agency ID/Merchant ID (011492488), Run Number (1), Run Date (02/15/2013), Security Org (ARPEG), Error During Crosswalk (unchecked), Modification Made (unchecked), and File Generated (unchecked). A 'Return to Top' link is at the bottom of this section. The 'Pegasys General Elements' section is further subdivided into 'Header' and 'Line'. The 'Header' section includes fields for Document Type (CP6), Disbursing Office (X0109), Description, Document Number (CP6201302120003), Sender Disbursing Office (X0109), Agency DUNS Number, Document Title, Document/Receipt Date (02/13/2013), Agency DUNS+4, Accounting Period (05/2013), Batch Number, Accomplished Date (02/12/2013), System ID (WEBSERVIC), Post Code, External System Document Number, Deposit Number, External System Amount (\$0.00), Overseas Cashier Code, and Assignment Code. The 'Line' section includes fields for Bank Charge Indicator, Centralized Collection Services Type (Bank Credit Card), and a dropdown menu.

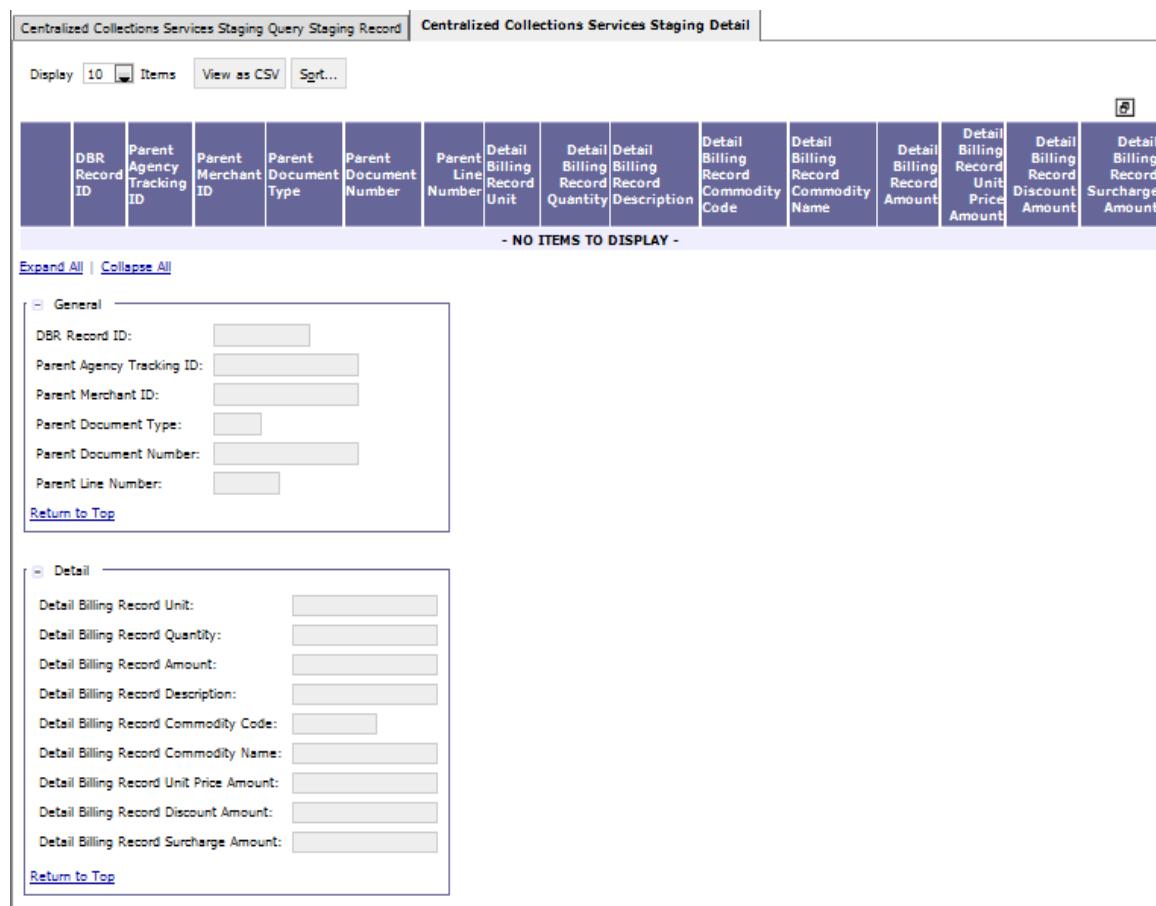
Note: The user should review the values populated in each field.

1. If the user desires to make updates to any field values, be sure to click **Save** before exiting.
2. Sections to Review Include:
 - a. General.
 - b. Pegasys General Elements.
 - c. Pegasys Accounting Elements.
 - d. Credit Card General Line Elements.

Steps to Execute a Query Using the Centralized Collection Services Staging Record:

Notes

5. Navigate to the Centralized Collection Services Staging Detail page and review any records if desired.



DBR Record ID	Parent Agency Tracking ID	Parent Merchant ID	Parent Document Type	Parent Document Number	Parent Line Number	Detail Billing Record Unit	Detail Billing Record Quantity	Detail Billing Record Description	Detail Billing Record Commodity Code	Detail Billing Record Commodity Name	Detail Billing Record Amount	Detail Billing Record Unit Price Amount	Detail Billing Record Discount Amount	Detail Billing Record Surcharge Amount
- NO ITEMS TO DISPLAY -														

[Expand All](#) | [Collapse All](#)

General

DBR Record ID:

Parent Agency Tracking ID:

Parent Merchant ID:

Parent Document Type:

Parent Document Number:

Parent Line Number:

[Return to Top](#)

Detail

Detail Billing Record Unit:

Detail Billing Record Quantity:

Detail Billing Record Amount:

Detail Billing Record Description:

Detail Billing Record Commodity Code:

Detail Billing Record Commodity Name:

Detail Billing Record Unit Price Amount:

Detail Billing Record Discount Amount:

Detail Billing Record Surcharge Amount:

[Return to Top](#)

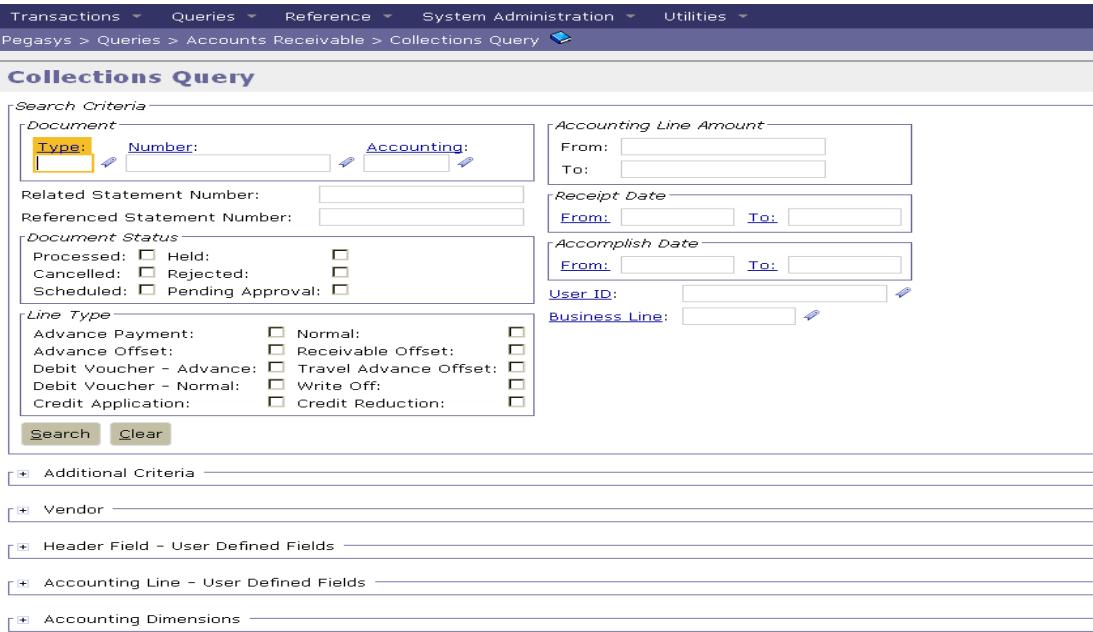
4.8.8 Apply Collections

Collections can be received by GSA via the following interface processes: Lockbox, IPAC, CIR (Pay.gov, Revenue Credit Card, and ACH), DoD Interfund, and Contract Fees. Lockbox, Pay.gov, IPAC, and EFT collections may be sent to the Finance regions directly from the customer with or without the customer providing a reference to a bill or debt account. When such collections are received, they may need to be applied to an outstanding bill or debt account. Collections that cannot find a bill or debt account reference are considered a collection discrepancy.

A collection discrepancy may arise from incorrect information needed to process such as accounting dimensions. The collection may not be able to successfully match to a Pegasys BD or DA because it is missing or has an incorrect billing document reference or debt account reference and in some scenarios the collection amount is for more than the bill amount or debt account amount. In some cases, collections will need to be processed in Pegasys without a bill reference or debt account reference.

4.8.8.1 Apply Collection from Collections Query

The Collections query can be used to apply collections to bills. Collections that may be rejected by automated processes can be easily identified. In addition, processed collections that have not been applied to a bill may be queried and amended to add the appropriate billing reference.

Steps to Apply Collections Using the Collections Query:	Notes
1. Navigate to Queries=>Accounts Receivable=>Collections.	
The Collections query search criteria page is displayed.	
	

Steps to Apply Collections Using the Collections Query:

Notes

- Enter the desired and appropriate **Search Criteria**.

To search for unapplied collections, enter the **Document Type**, **Line Type** of *Normal* and **Document Status** of *Rejected* (for unprocessed CRs), *Held* (for saved CRs) and/or *Processed*. Enter any additional criteria known.

Note: The Document Status and Line Type fields do not default to checked – the user must manually check the appropriate fields.

Collections Query

Search Criteria

Document	Accounting Line Amount
Type: <input type="text" value="L6F"/> <input type="button" value=""/>	From: <input type="text"/> To: <input type="text"/>
Related Statement Number: <input type="text"/>	Receipt Date
Referenced Statement Number: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>
Document Status	
Processed: <input checked="" type="checkbox"/> Held: <input checked="" type="checkbox"/>	Cancelled: <input type="checkbox"/> Rejected: <input checked="" type="checkbox"/>
Scheduled: <input type="checkbox"/> Pending Approval: <input type="checkbox"/>	Accomplish Date
From: <input type="text"/> To: <input type="text"/>	
Line Type	
Advance Payment: <input type="checkbox"/> Normal: <input checked="" type="checkbox"/>	Advance Offset: <input type="checkbox"/> Receivable Offset: <input type="checkbox"/>
Debit Voucher - Advance: <input type="checkbox"/> Travel Advance Offset: <input type="checkbox"/>	Debit Voucher - Normal: <input type="checkbox"/> Write Off: <input type="checkbox"/>
Credit Application: <input type="checkbox"/> Credit Reduction: <input type="checkbox"/>	User ID: <input type="text"/> <input type="button" value=""/>
Business Line: <input type="text"/> <input type="button" value=""/>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>

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

Note: The Applied to Billing Document field defaults to “No”, returning unapplied bills.

- Select the **Search** button.

The results are returned in the Item Collection.

	Document Type	Document Number	Accounting Line Number	Related Statement Number	Referenced Statement Number	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount	Receipt Date	Accomplish Date	Deposit Number
<input type="checkbox"/> <input type="radio"/> L6F	L6F201102100008	1					Held	Normal		\$100.00	02/10/2011	02/10/2011	L6F201102100008

Steps to Apply Collections Using the Collections Query:
Notes

4. Select a record and choose one of the below buttons:

- If the CR is Processed, click the **Amend** button.
- If the CR is Rejected or Held, click the **Correct** button.



	Document Type	Document Number	Accounting Line Number	Related Statement Number	Referenced Statement Number	Amendment Number	Document Status
	L6F	L6F201102100008	1				Held

5. Note: If Amending a document, click the Amend button, enter an Amendment Number on the New Amendment and then click the OK button.

Subsystem: Accounts Receivable

* Document: L6F

* Document Type: L6F

* Document Name: R6 Fleet Lockbox CR (4)

* Document Number: L6F201210090049

Amendment Number

Amendment Number: 01 Generate

Steps to Apply Collections Using the Collections Query:

Notes

The form/document will be opened in a new window.

General

Document Type: L6F R6 Fleet Lockbox CR (4)

Deposit Number: L6F201102100008

Status: HELD

Document Number: L6F201102100008

Debit Voucher #:

Title:

Received By:

Post Code:

Overseas Cashier Code:

Disbursing Office: GS127

Sender's Disbursing Office:

Agency DUNS Number:

Agency DUNS+4:

FIFO Liquidation Worksheet

Receipt Date: 02/10/2011

Accounting Period: 05/2011

Reporting Accounting Period: 05/2011

Batch Number:

Document Classification:

Security Org: GSA

Accomplished Date: 02/10/2011

Suppress Printing:

[Return to Top](#)

6. Review and/or correct any errors on the CR.
7. **Optional (Steps 9-13):** To search for outstanding bills to apply the collection to, select the **FIFO Liquidation Worksheet** button.

General

Document Type: L6F R6 Fleet Lockbox CR (4)

Deposit Number: L6F201102100008

Status: HELD

Document Number: L6F201102100008

Debit Voucher #:

Title:

Received By:

Post Code:

Overseas Cashier Code:

Disbursing Office: GS127

Sender's Disbursing Office:

Agency DUNS Number:

Agency DUNS+4:

FIFO Liquidation Worksheet

Steps to Apply Collections Using the Collections Query:
Notes

The FIFO worksheet page is displayed.

Search Criteria

Vendor	Agreement
* <u>Code:</u> <input type="text"/> <input type="text"/> <input type="button"/>	<u>Agreement Number:</u> <input type="text"/> <input type="button"/>
* <u>Collection Amount:</u> <input type="text"/>	<u>Agreement Line Number:</u> <input type="text"/> <input type="button"/>
Document Category	
* <u>Document Category:</u> <input type="button"/>	
<input type="button"/> <input type="button"/>	Debt Account
	<u>Debt Account Number:</u> <input type="text"/> <input type="button"/>
	<u>Debt Account Line Number:</u> <input type="text"/> <input type="button"/>
Other Items	
BD Line Type: <input type="button"/>	

+ Accounting Elements

- Add to All CR Lines

Tender Type	Credit Card Information
<u>Tender Type:</u> <input type="text"/> <input type="button"/>	<u>Credit Card Number:</u> <input type="text"/>
<u>Check/Money Order Number:</u> <input type="text"/>	<u>Cardholder Name:</u> <input type="text"/>
	<u>Authorization Code:</u> <input type="text"/>
	<u>Expiration Date:</u> <input type="text"/>

8. **Optional:** To search for outstanding bills, enter the **Vendor Code**, **Vendor Address Code**, **Collection Amount**, **Document Category**, **BD Line Type** and additional criteria and select the **Query** button.

Search Criteria

Vendor	Agreement
* <u>Code:</u> <input type="text"/> <input type="text"/> <input type="button"/>	<u>Agreement Number:</u> <input type="text"/> <input type="button"/>
* <u>Collection Amount:</u> <input type="text"/>	<u>Agreement Line Number:</u> <input type="text"/> <input type="button"/>
Document Category	
* <u>Document Category:</u> <input type="button"/>	
Debt Appeal/Forbearance	Debt Account
Debt Appeal/Forbearance Indicator: <input type="button"/>	<u>Debt Account Number:</u> <input type="text"/> <input type="button"/>
	<u>Debt Account Line Number:</u> <input type="text"/> <input type="button"/>
Other Items	
BD Line Type: <input type="button"/>	

Steps to Apply Collections Using the Collections Query:

Notes

Documents eligible to have the collection applied will be returned in the item collection, oldest to newest.

Note: The BD documents can be viewed by selecting the BD line and choosing the View BD Document button.

<input type="checkbox"/>	BD Original Document Date	BD Document Date	Due Date	Line Original Amount	Line Closed Amount	Line Outstanding Amount	Document Category	Document Type	BD Document Number	BD Document Line Number	BD Line Type
<input type="checkbox"/>	08/25/2012	09/05/2012	10/21/2012	\$55,397.45	\$0.00	\$55,397.45	Billing Document	FDN	FDNF0032176-001	15	Normal
<input type="checkbox"/>	08/25/2012	09/05/2012	10/21/2012	\$53,289.62	\$0.00	\$53,289.62	Billing Document	FDN	FDNF0032176-001	134	Normal
<input type="checkbox"/>	08/25/2012	09/05/2012	10/21/2012	\$28,615.55	\$0.00	\$28,615.55	Billing Document	FDN	FDNF0032176-001	6	Normal
<input type="checkbox"/>	08/25/2012	09/05/2012	10/21/2012	\$23,892.13	\$0.00	\$23,892.13	Billing Document	FDN	FDNF0032176-001	3	Normal

9. Select the BD to which to apply the collection and select the **Create CR Lines** button.

View BD Document	Create CR Lines	Cancel	Display	<input type="button" value="10"/> Items	View as CSV	Sort...
Item Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 » »						

<input type="checkbox"/>	BD Original Document Date	BD Document Date	Due Date	Line Original Amount	Line Closed Amount	Line Outstanding Amount	Document Category	Document Type	BD Document Number	BD Document Line Number	BD Line Type
<input checked="" type="checkbox"/>	08/25/2012	09/05/2012	10/21/2012	\$55,397.45	\$0.00	\$55,397.45	Billing Document	FDN	FDNF0032176-001	15	Normal

The BD line(s) will be copied forward into the CR.

10. Select the Accounting Line tab.

Action was successful.											
Verify	Save	Submit	Schedule	Refresh	Fund Currency	Add Shortcut	Attachments	Print	Route		
Header		Accounting Lines		Approval Routing		Memos		Summary		Correspondence	

Steps to Apply Collections Using the Collections Query:

Notes

11. Select the accounting line and then select the Accounting Line hyperlink.

	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src
<input type="checkbox"/>	1	Normal	\$720.16	02		2012		455F	06	F06Y0000		FE32			FE111			
<input type="checkbox"/>	2	Normal	\$100.00			2012		455F	07	F07Y0000		FE32			FE111		A100	

The accounting line page is displayed.

12. Review/update accordingly and skip to Step 23.
13. **REQUIRED if not using FIFO worksheet:** Make note of the Vendor Code and Vendor Address Code on the CR. (This info will be used to research which Billing Document the unapplied collection should be applied to.)
14. **REQUIRED if not using FIFO worksheet:** Select the New Window icon located in the top right of the screen.

Steps to Apply Collections Using the Collections Query:

Notes

15. **REQUIRED if not using FIFO worksheet:** In the new window, navigate to Queries > Accounts Receivable > Outstanding Bills.

Outstanding Bills

Search Criteria

Doc Type: <input type="text"/> Edit <input type="button" value="Document Type: []"/>	Vendor Address Code: <input type="text"/> <input type="text"/> Edit <input type="button" value="From Amount: [] To Amount: []"/>
Document Number: <input type="text"/> Title: <input type="text"/> Billing Reference Number: <input type="text"/> External System Document Number: <input type="text"/> Statement Number: <input type="text"/> Bill Generated Flag: <input type="checkbox"/> Line Type: <input type="checkbox"/> Document Date <input type="text"/> From Date: <input type="text"/> To Date: <input type="text"/>	Billed Amount <input type="text"/> From Amount: <input type="text"/> To Amount: <input type="text"/> Outstanding Amount <input type="text"/> From Amount: <input type="text"/> To Amount: <input type="text"/> Outstanding Credit Amount <input type="text"/> From Amount: <input type="text"/> To Amount: <input type="text"/> Total Credit Amount <input type="text"/> From Amount: <input type="text"/> To Amount: <input type="text"/> Business Line: <input type="text"/> Edit <input type="button" value="From Date: [] To Date: []"/>
Bill Generated Date <input type="text"/> From Date: <input type="text"/> To Date: <input type="text"/>	
Collection Due Date <input type="text"/> From Date: <input type="text"/> To Date: <input type="text"/>	

16. **REQUIRED if not using FIFO worksheet:** Enter the Vendor Code noted from Step 14 in the Vendor Code search box and click the **Search** button.

Outstanding Bills

Search Criteria

Doc Type: <input type="text"/> Edit <input type="button" value="Document Type: []"/>	Vendor Address Code: <input type="text"/> 897009 <input type="text"/> Edit <input type="button" value="From Amount: [] To Amount: []"/>
Document Number: <input type="text"/> Title: <input type="text"/> Billing Reference Number: <input type="text"/> External System Document Number: <input type="text"/> Statement Number: <input type="text"/> Bill Generated Flag: <input type="checkbox"/> Line Type: <input type="checkbox"/> Document Date <input type="text"/> From Date: <input type="text"/> To Date: <input type="text"/>	Billed Amount <input type="text"/> From Amount: <input type="text"/> To Amount: <input type="text"/> Outstanding Amount <input type="text"/> From Amount: <input type="text"/> To Amount: <input type="text"/> Outstanding Credit Amount <input type="text"/> From Amount: <input type="text"/> To Amount: <input type="text"/> Total Credit Amount <input type="text"/> From Amount: <input type="text"/> To Amount: <input type="text"/> Business Line: <input type="text"/> Edit <input type="button" value="From Date: [] To Date: []"/>
Bill Generated Date <input type="text"/> From Date: <input type="text"/> To Date: <input type="text"/>	
Collection Due Date <input type="text"/> From Date: <input type="text"/> To Date: <input type="text"/>	

Steps to Apply Collections Using the Collections Query:
Notes

17. **REQUIRED if not using FIFO worksheet:** Review the returned results to determine the correct Billing Document reference (check the outstanding amount to ensure the full amount of the unapplied collection can be applied.) Make a note of the Billing Document Type, Document Number, and Accounting Line Number.

Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title	Document Date	Collection Due Date
AMN	AMNX0000440-409	AMNBILAMNX0000440-409	X0000440	\$100.00	\$100.00	\$0.00	\$0.00		12/08/2012	
FDN	FDNF0032176-001	FDNBILFDNF0032176-001	F0032176	\$670,141.85	\$668,552.00 (\$1,589.85)		\$0.00	09/05/2012	10/21/2012	
FDN	FDNF0034477-001	FDNBILFDNF0034477-001	F0034477	\$671,491.40	\$670,206.23 (\$1,285.17)		\$0.00	10/02/2012	11/20/2012	
FMN	FMNF0034923-519	FMNBILFMNF0034923-519	F0034923	\$100.00	\$100.00	\$0.00	\$0.00	12/28/2012		

18. **REQUIRED if not using FIFO worksheet:** Return back to the Cash Receipt Accounting Line screen by clicking the **Close Window** link in the right hand corner of the Outstanding Bills screen.

19. **REQUIRED if not using FIFO worksheet:** Update the Reference Document information by entering the Billing **Document Type**, **Number**, and **Accounting line Number** from Step 18.

Note: When manually creating CRs, the Final Flag should not be checked because it will liquidate the full amount of the referenced BD even if the amount of the CR is less than the BD.

Note: The Transaction Type, Receivable Type, Business Line, Posting Order will default from the reference document and/or the document type.

20. **REQUIRED if not using FIFO worksheet:** Click the **Default** button by the Document Reference.

Note: The Default button must be selected in order to update the CR Accounting Line with information from the new Document Reference Number (Ex. Accounting Dimensions, Amount, Vendor, etc.)

The screenshot shows a software interface for managing document references. At the top, there's a header labeled 'Document Reference'. Below it, a form with several fields: 'Type:' (set to 'FDN'), 'Number:' (containing 'FDNF002289-001'), 'Item:' (with value '0'), 'Accounting:' (with value '1'), 'Final:' (checkbox), 'View' (button), and 'Default' (button, which is highlighted with a red box). Below this form are two buttons: 'Reprint Bill:' and 'Referenced Statement Number: F0002289'. At the bottom, there are more buttons: 'Reopen Bill:', 'Update To Unbilled:', and 'Apply'. A cursor arrow is pointing towards the 'Default' button.

Steps to Apply Collections Using the Collections Query:

Notes

21. **REQUIRED if not using FIFO worksheet:** In the Line Amounts section, ensure the amount field still exhibits the intended amount.

Note: when a new Document Reference is applied to an Accounting Line, the Line Amount is updated to the entire outstanding amount of the new referenced document.

Line Amounts		
	Original	Change
Principal Amount:	\$720.16	\$0.00
Interest Amount:	\$0.00	\$0.00
Admin Charges Amount:	\$0.00	\$0.00
Penalty Amount:	\$0.00	\$0.00
Receipt Total:	\$720.16	\$0.00
		Current
		\$720.16

22. Select the **Save** button.

 Form L6F201102100008 was saved successfully.

23. Select the **Verify** button.

 Action was successful.

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.

24. Select the **Submit** button.

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

The Collections query can be used to correct Held/Rejected Lockbox Cash Receipts to reference a Debt Account with/without an Amortization Schedule. Region 6 Lockbox CRs will enter Pegasys in a Held status, whereas Region 7 Lockbox CRs will enter in a Rejected status.

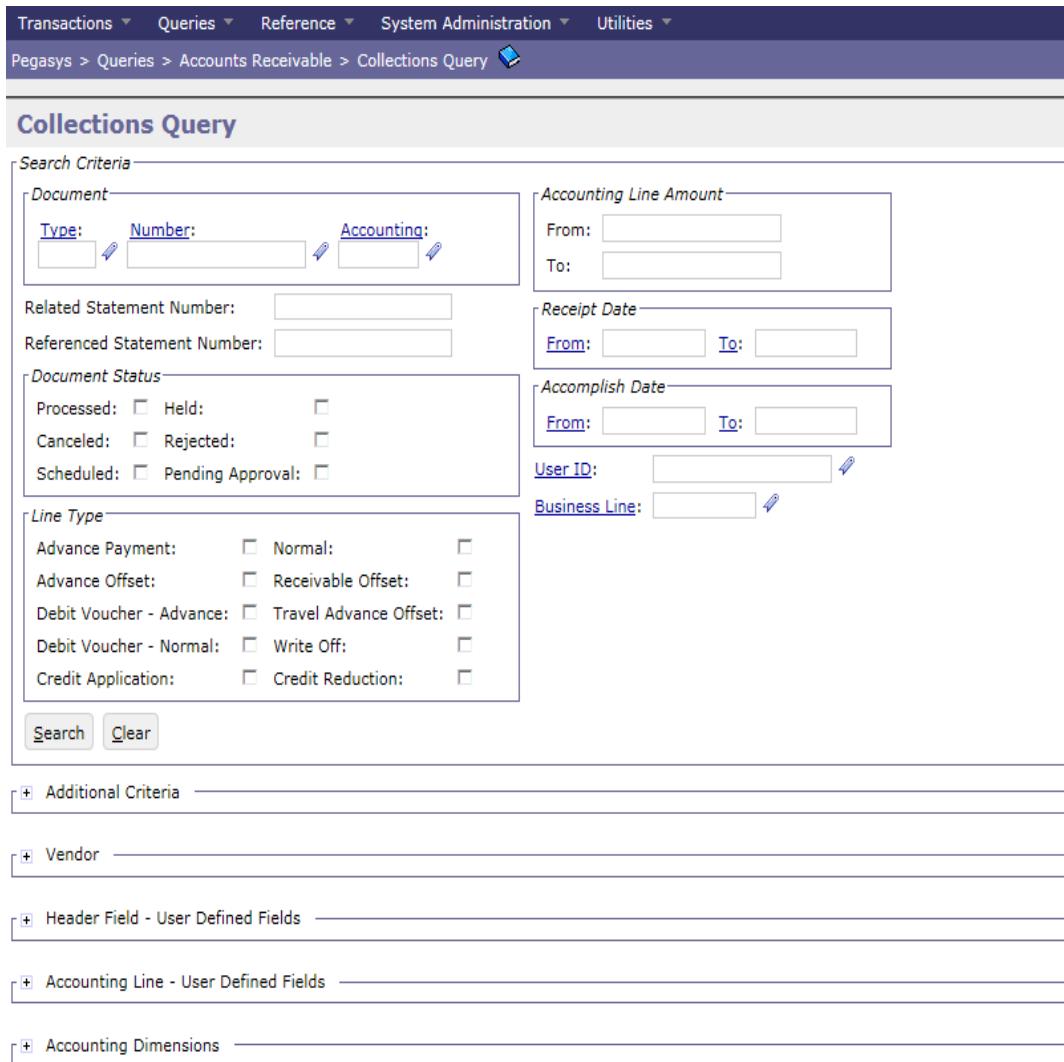
The following steps describe how a held Lockbox Cash Receipt (CR) referencing a Debt Account (DA) with an amortization schedule is processed through the Collection's Query.

Steps to Apply Collections Using the Collections Query:

Notes

1. Navigate to Queries=>Accounts Receivable=>Collections.

The Collections query search criteria page is displayed.



The screenshot shows the 'Collections Query' search criteria page. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation is a breadcrumb trail: 'Pegasys > Queries > Accounts Receivable > Collections Query'. The main title is 'Collections Query'. The search criteria section is divided into several groups:

- Document:** Fields for 'Type' (dropdown), 'Number' (text input), and 'Accounting' (dropdown).
- Accounting Line Amount:** Fields for 'From' and 'To' (date inputs).
- Related Statement Number:** Text input field.
- Receipt Date:** Fields for 'From' and 'To' (date inputs).
- Referenced Statement Number:** Text input field.
- Accomplish Date:** Fields for 'From' and 'To' (date inputs).
- Document Status:** Checkboxes for 'Processed', 'Held', 'Canceled', 'Rejected', 'Scheduled', and 'Pending Approval'.
- User ID:** Text input field with a pencil icon.
- Business Line:** Text input field with a pencil icon.
- Line Type:** Checkboxes for 'Advance Payment', 'Normal', 'Advance Offset', 'Receivable Offset', 'Debit Voucher - Advance', 'Travel Advance Offset', 'Debit Voucher - Normal', 'Write Off', 'Credit Application', and 'Credit Reduction'.
- Buttons:** 'Search' and 'Clear' buttons.

Below the main search area are expandable sections:

- + Additional Criteria
- + Vendor
- + Header Field - User Defined Fields
- + Accounting Line - User Defined Fields
- + Accounting Dimensions

2. Enter the desired and appropriate **Search Criteria**.

To search for Region 6 Lockbox Cash Receipts and Region 7 Lockbox Cash Receipts, enter **Document Type** and **Document Number**.

Steps to Apply Collections Using the Collections Query:

Notes

Pegasys > Queries > Accounts Receivable > Collections Query

Collections Query

Search Criteria

Document

Type: L6C Number: L6C2015062400001 Accounting:

Related Statement Number:
Referenced Statement Number:

Document Status

Processed: Held:
Canceled: Rejected:
Scheduled: Pending Approval:

Accounting Line Amount

From: To:

Receipt Date

From: To:

Accomplish Date

From: To:

User ID: Business Line:

Line Type

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

Search  Clear

Pegasys > Queries > Accounts Receivable > Collections Query

Collections Query

Search Criteria

Document

Type: L7M Number: L7M2015072104137 Accounting:

Related Statement Number:
Referenced Statement Number:

Document Status

Processed: Held:
Canceled: Rejected:
Scheduled: Pending Approval:

Accounting Line Amount

From: To:

Receipt Date

From: To:

Accomplish Date

From: To:

User ID: Business Line:

Line Type

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

Search  Clear

3. Select the **Search** button.

Steps to Apply Collections Using the Collections Query:

Notes

The results are returned in the Item Collection.

Doc Typ	Doc Num	Actg Ln #	Related Statement Number	Referenced Statement Number	Input System	Amendment Number	Document Status	Line Type	Business
L6C	L6C2015062400001	1	MEX01017				Held	Normal	

Page : 1 of 1 Show: 10 rows per page Rows 1 - 1 of 1

4. Select a record and choose the below button:

- Since the CR is in Held status, click the **Correct** button.

Doc Typ	Doc Num	Actg Ln #	Related Statement Number	Referenced Statement Number	Input System	Amendment Number	Document Status	Line Type	Business
L6C	L6C2015062400001	1	MEX01017				Held	Normal	

Page : 1 of 1 Show: 10 rows per page Rows 1 - 1 of 1

5. Review and correct any errors on the CR.

6. Ensure there is a Deposit Number.

Header	Accounting Lines	Approval Routing	Memos	Summary	Correspondence																																																																						
Amendment/Modification History Workflow Status Approval History References...																																																																											
Expand All Collapse All																																																																											
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> General </div> <div style="width: 5%; text-align: right;"> ▼ </div> </div> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Document Type:</td> <td style="width: 15%; text-align: right;">L6C</td> <td style="width: 40%;">R6 Claims Lockbox CR</td> <td style="width: 45%;">Receipt Date:</td> <td style="width: 15%; text-align: right;">06/24/2015</td> </tr> <tr> <td>Deposit Number:</td> <td colspan="2" style="border: 1px solid red; padding: 2px;">978001</td> <td>Accounting Period:</td> <td style="text-align: right;">09/2015 </td> </tr> <tr> <td>Status:</td> <td colspan="2" style="border: 1px solid lightgray; padding: 2px;">HELD</td> <td>Reporting Accounting Period:</td> <td style="text-align: right;"><input type="text"/> </td> </tr> <tr> <td>Document Number:</td> <td colspan="2" style="border: 1px solid lightgray; padding: 2px;">L6C2015062400001</td> <td>Batch Number:</td> <td style="text-align: right;"><input type="text"/></td> </tr> <tr> <td>Debit Voucher #:</td> <td colspan="2" style="border: 1px solid lightgray; padding: 2px;"></td> <td>Document Classification:</td> <td style="text-align: right;"><input type="text"/> </td> </tr> <tr> <td>Title:</td> <td colspan="2" style="border: 1px solid lightgray; padding: 2px;"></td> <td>Security Org:</td> <td style="text-align: right;">GSA</td> </tr> <tr> <td>Received By:</td> <td colspan="2" style="border: 1px solid lightgray; padding: 2px;"></td> <td>Accomplished Date:</td> <td style="text-align: right;">06/24/2015</td> </tr> <tr> <td>Post Code:</td> <td colspan="2" style="border: 1px solid lightgray; padding: 2px;"><input type="text"/> </td> <td>Suppress Printing:</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Overseas Cashier Code:</td> <td colspan="2" style="border: 1px solid lightgray; padding: 2px;"><input type="text"/> </td> <td>Lockbox Number:</td> <td style="text-align: right;"><input type="text"/></td> </tr> <tr> <td>Disbursing Office:</td> <td colspan="2" style="border: 1px solid lightgray; padding: 2px;"><input type="text"/> </td> <td>Schedule Name:</td> <td style="text-align: right;"><input type="text"/></td> </tr> <tr> <td>Sender's Disbursing Office:</td> <td colspan="2" style="border: 1px solid lightgray; padding: 2px;"><input type="text"/> </td> <td>Formal Contract Number:</td> <td style="text-align: right;"><input type="text"/></td> </tr> <tr> <td>Agency DUNS Number:</td> <td colspan="2" style="border: 1px solid lightgray; padding: 2px;"><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Agency DUNS+4:</td> <td colspan="2" style="border: 1px solid lightgray; padding: 2px;"><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td colspan="5" style="border-top: 1px solid black; padding-top: 5px;"> <input type="button" value="FIFO Liquidation Worksheet"/> </td> </tr> </table>						Document Type:	L6C	R6 Claims Lockbox CR	Receipt Date:	06/24/2015	Deposit Number:	978001		Accounting Period:	09/2015	Status:	HELD		Reporting Accounting Period:	<input type="text"/>	Document Number:	L6C2015062400001		Batch Number:	<input type="text"/>	Debit Voucher #:			Document Classification:	<input type="text"/>	Title:			Security Org:	GSA	Received By:			Accomplished Date:	06/24/2015	Post Code:	<input type="text"/>		Suppress Printing:	<input type="checkbox"/>	Overseas Cashier Code:	<input type="text"/>		Lockbox Number:	<input type="text"/>	Disbursing Office:	<input type="text"/>		Schedule Name:	<input type="text"/>	Sender's Disbursing Office:	<input type="text"/>		Formal Contract Number:	<input type="text"/>	Agency DUNS Number:	<input type="text"/>				Agency DUNS+4:	<input type="text"/>				<input type="button" value="FIFO Liquidation Worksheet"/>				
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Agency DUNS+4:	<input type="text"/>																																																																										
<input type="button" value="FIFO Liquidation Worksheet"/>																																																																											

7. Select the Accounting Line tab.

Steps to Apply Collections Using the Collections Query:

Notes

> Header: L6C R6 Claims Lockbox CR L6C2015062400001 HELD > Accounting Lines

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

[Accounting Line](#) | Charge Lines | Articles | Associated Spending

Add Copy Copy Forward Remove Reset Replace References... Sort... View as CSV View as Excel

Summary

	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd
<input checked="" type="checkbox"/>	1	Normal	\$100.08							
		Total Header Funded Amount		\$100.08						

Page : 1 of 1 Show: 10 rows per page

8. Select the accounting line and then select the Accounting Line hyperlink.

> Header: L6C R6 Claims Lockbox CR L6C2015062400001 HELD > Accounting Lines

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

[Accounting Line](#) | Charge Lines | Articles | Associated Spending

Add Copy Copy Forward Remove Reset Replace References... Sort... View as CSV View as Excel

Summary

	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd
<input checked="" type="checkbox"/>	1	Normal	\$100.08							
		Total Header Funded Amount		\$100.08						

Page : 1 of 1 Show: 10 rows per page

9. Enter 'P01' in the **Transaction Type** field.

10. A positive amount is populated in the Principal Amount field.

Line Amounts

Principal Amount:	\$100.08
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00
Receipt Total:	\$100.08

11. Enter Debt Account Number and Debt Account Line Number.

Steps to Apply Collections Using the Collections Query:

Notes

Debt Account Information	
<u>Debt Account Number:</u>	DANUMEX01017
<u>Debtor Line Number:</u>	<input type="text"/>
<u>Debt Account Line Number:</u>	<input type="text"/> 1
<u>Payer Line Number:</u>	<input type="text"/>
<input type="button" value="View Debt Account"/>	

12. Click **View Debt Account**.

Navigate to the Debt Account's Accounting Line to retrieve the values to be populated on the L6C accounting line.

13. Enter the corresponding **Receivable Type** from the Debt Account referenced above.

14. Enter the following value in the **Business Line** field:

- R6CLAIMS (Region 6)
- R7CLAIMS (Region 7)

15. Enter the **Vendor** from the Debt Account referenced above.

Vendor Information	
Vendor	Designated Agent
* <u>Code:</u> <input type="text"/> NOCM00000	<u>Code:</u> <input type="text"/>
* <u>Address Name:</u> <input type="text"/> COMMERCIAL NONSPONSORE	<u>Address Name:</u> <input type="text"/>
<input type="button" value="More"/> <input type="button" value="Default"/>	

16. Enter the **Accounting Template** from the Debt Account referenced above.

17. Click the **Default** Button.

18. Based on the Receivable Type entered in the above step:

- Region 6:
 - If the Receivable Type is VNCLAIMR6, PRCLAIMR6, or ECCLAIMR6 then enter a valid Sub-Object Class and do not enter a Revenue Source Code.
 - If the Receivable Type is FPCLAIMR6, APCLAIMR6, or TACCLAIMR6 then do NOT enter a Sub-Object Class or Revenue Source Code.
 - For all other Receivable Types enter a valid Revenue Source Code and do NOT enter a Sub-Object Class.
- Region 7:
 - If the Receivable Type is CDCLAIMR7, PRCLAIMR7 or STCLAIMR7, enter a valid Revenue Source Code.
 - For all other Receivable Types enter a valid Sub Object Class.

Steps to Apply Collections Using the Collections Query:

Notes

Accounting Dimensions

<u>Template:</u>	2015-01-R6Claims-AccidentDamage	<input type="button" value="Default"/>		
* BBFY:	EBFY:	* Fund:	* Region:	* Org Code:
2015		455F	01	F01Y0000
* Program:	Project Code:	Activity:	Sub-Object Class:	Revenue Source:
FE32		FE133		0002
<u>Sub Revenue Source:</u>	<u>Building #:</u>	<u>Location/System:</u>	<u>Vehicle Tag #:</u>	<u>Work I</u> Revenue Source
<u>Lease #:</u>	<u>Reimbursable Sub-Object Class:</u>	<u>Reimbursable Sub Object:</u>	<u>BETC:</u>	
<u>Cost Organization:</u>	<u>Cohort Year:</u>	<u>PRC:</u>		

19. Scroll down to the Amortization Schedule section and click on the Amortization Schedule hyperlink.
20. Enter the Amortization Schedule Code and click Search.
21. Click Select for the appropriate record returned in the item collection.

PEGASYS

Search Criteria

Code:	AMTZEX101	Effective Dates
Name:		Start Date:
Short Name:		End Date:
Security Org:		
Debt Account Number:		
Debt Account Line Number:		

Summary

	Code	Name	Short Name	Debt Account Number	Debt Account Line Number	Status	Start Date	End Date
<input checked="" type="checkbox"/> AMTZEX1017	AMTZEX1017			DANUMEX01017		1 Active	06/01/2015	05/31/2016

Page : 1 of 1 Show: 10 rows per page

22. Enter the Schedule Code Version and Payment Line Number.
23. Click **Save**.
24. Click **Verify**.
25. Correct any hard errors and re-verify until the action is successful.
26. Click the **Submit** button to process the document.

The following steps describe how a rejected Pay.gov Cash Receipt (CR) referencing a Debt Account (DA) with an amortization schedule is processed through the Collection's Query.

1. Navigate to Queries=>Accounts Receivable=>Collections.

The Collections query search criteria page is displayed.

<h3 style="margin: 0;">Steps to Apply Collections Using the Collections Query:</h3>	Notes
---	--------------

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Queries > Accounts Receivable > Collections Query

Collections Query

Search Criteria

<p>Document</p> <p>Type: <input type="text"/> Number: <input type="text"/> Accounting: <input type="text"/> </p> <p>Related Statement Number: <input type="text"/></p> <p>Referenced Statement Number: <input type="text"/></p> <p>Document Status</p> <p>Processed: <input type="checkbox"/> Held: <input type="checkbox"/> Canceled: <input type="checkbox"/> Rejected: <input type="checkbox"/> Scheduled: <input type="checkbox"/> Pending Approval: <input type="checkbox"/></p>	<p>Accounting Line Amount</p> <p>From: <input type="text"/> To: <input type="text"/></p> <p>Receipt Date</p> <p>From: <input type="text"/> To: <input type="text"/></p> <p>Accomplish Date</p> <p>From: <input type="text"/> To: <input type="text"/></p> <p>User ID: <input type="text"/> </p> <p>Business Line: <input type="text"/> </p>
---	---

Line Type

Advance Payment: <input type="checkbox"/> Normal: <input type="checkbox"/> Advance Offset: <input type="checkbox"/> Receivable Offset: <input type="checkbox"/> Debit Voucher - Advance: <input type="checkbox"/> Travel Advance Offset: <input type="checkbox"/> Debit Voucher - Normal: <input type="checkbox"/> Write Off: <input type="checkbox"/> Credit Application: <input type="checkbox"/> Credit Reduction: <input type="checkbox"/>
--

Buttons

Search **Clear**

+ Additional Criteria

+ Vendor

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

+ Accounting Dimensions

2. Enter the desired and appropriate **Search Criteria**.

To search for Region 6 Pay.Gov Cash Receipts, enter **Document Type** and **Document Number**.

Steps to Apply Collections Using the Collections Query:

Pegasys > Queries > Accounts Receivable > Collections Query		Notes																														
Collections Query																																
<p><i>Search Criteria</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50px; padding: 5px;">Document</td> <td style="width: 50px; padding: 5px;">Accounting Line Amount</td> </tr> <tr> <td style="padding: 5px;"> Type: <input type="text" value="PC6"/> </td> <td style="padding: 5px;"> From: <input type="text"/> To: <input type="text"/> </td> </tr> <tr> <td style="padding: 5px;"> Number: <input type="text" value="PC62015062400003"/> </td> <td style="padding: 5px;"> Accounting: <input type="text"/> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> Related Statement Number: <input type="text"/> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> Referenced Statement Number: <input type="text"/> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> Document Status </td> </tr> <tr> <td style="padding: 5px;"> Processed: <input type="checkbox"/> Held: <input type="checkbox"/> </td> <td style="padding: 5px;"> Canceled: <input type="checkbox"/> Rejected: <input type="checkbox"/> </td> </tr> <tr> <td style="padding: 5px;"> Scheduled: <input type="checkbox"/> Pending Approval: <input type="checkbox"/> </td> <td style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;"> Line Type </td> </tr> <tr> <td style="padding: 5px;"> Advance Payment: <input type="checkbox"/> Normal: <input type="checkbox"/> </td> <td style="padding: 5px;"> Receivable Offset: <input type="checkbox"/> </td> </tr> <tr> <td style="padding: 5px;"> Advance Offset: <input type="checkbox"/> </td> <td style="padding: 5px;"> Travel Advance Offset: <input type="checkbox"/> </td> </tr> <tr> <td style="padding: 5px;"> Debit Voucher - Advance: <input type="checkbox"/> </td> <td style="padding: 5px;"> Write Off: <input type="checkbox"/> </td> </tr> <tr> <td style="padding: 5px;"> Debit Voucher - Normal: <input type="checkbox"/> </td> <td style="padding: 5px;"> Credit Reduction: <input type="checkbox"/> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> Credit Application: <input type="checkbox"/> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> </td> </tr> </table>			Document	Accounting Line Amount	Type: <input type="text" value="PC6"/>	From: <input type="text"/> To: <input type="text"/>	Number: <input type="text" value="PC62015062400003"/>	Accounting: <input type="text"/>	Related Statement Number: <input type="text"/>		Referenced Statement Number: <input type="text"/>		Document Status		Processed: <input type="checkbox"/> Held: <input type="checkbox"/>	Canceled: <input type="checkbox"/> Rejected: <input type="checkbox"/>	Scheduled: <input type="checkbox"/> Pending Approval: <input type="checkbox"/>		Line Type		Advance Payment: <input type="checkbox"/> Normal: <input type="checkbox"/>	Receivable Offset: <input type="checkbox"/>	Advance Offset: <input type="checkbox"/>	Travel Advance Offset: <input type="checkbox"/>	Debit Voucher - Advance: <input type="checkbox"/>	Write Off: <input type="checkbox"/>	Debit Voucher - Normal: <input type="checkbox"/>	Credit Reduction: <input type="checkbox"/>	Credit Application: <input type="checkbox"/>		<input type="button" value="Search"/> <input type="button" value="Clear"/>	
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3. Select the **Search** button.

The results are returned in the Item Collection.

Summary										
Doc Typ	Doc Num	Actg Ln #	Related Statement Number	Referenced Statement Number	Input System	Amendment Number	Document Status	Line Type	Business Line	
<input checked="" type="radio"/> PC6	PC62015062400003	1					Rejected		Advance Payment R6CLAIMS	

4. Select a record and choose the below button:

Since the CR is in Rejected status, click the **Correct** button.

Summary										
Doc Typ	Doc Num	Actg Ln #	Related Statement Number	Referenced Statement Number	Input System	Amendment Number	Document Status	Line Type	Business Line	
<input checked="" type="radio"/> PC6	PC62015062400003	1					Rejected		Advance Payment R6CLAIMS	

5. Review and correct any errors on the CR.

6. Ensure there is a Deposit Number.

Steps to Apply Collections Using the Collections Query:

<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Header Accounting Lines Approval Routing Memos Summary Correspondence </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Amendment/Modification History Workflow Status Approval History References... </div> <div style="margin-top: 5px;"> Expand All Collapse All </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>- General</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; padding-right: 10px;">Document Type:</td> <td style="border: 1px solid #ccc; padding: 2px;">PC6</td> <td style="border: 1px solid #ccc; padding: 2px;">R6 Pay.gov (Credit Card)</td> <td style="width: 45%; padding-left: 10px;">Org Receipt Date:</td> <td style="border: 1px solid #ccc; padding: 2px;">06/24/2015</td> </tr> <tr> <td>Deposit Number:</td> <td colspan="2" style="border: 1px solid red; border-radius: 5px; padding: 2px;">61700099</td> <td>Receipt Date:</td> <td style="border: 1px solid #ccc; padding: 2px;">06/24/2015</td> </tr> <tr> <td>Status:</td> <td colspan="2" style="border: 1px solid #ccc; padding: 2px;">REJECTED</td> <td>Accounting Period:</td> <td style="border: 1px solid #ccc; padding: 2px;">09/2015 </td> </tr> <tr> <td>Document Number:</td> <td colspan="2" style="border: 1px solid #ccc; padding: 2px;">PC62015062400003</td> <td>Reporting Accounting Period:</td> <td style="border: 1px solid #ccc; padding: 2px;">09/2015 </td> </tr> <tr> <td>Debit Voucher #:</td> <td colspan="2" style="border: 1px solid #ccc; padding: 2px;"></td> <td>Batch Number:</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Title:</td> <td colspan="2" style="border: 1px solid #ccc; padding: 2px;">DANUMEX07017</td> <td>Document Classification:</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Received By:</td> <td colspan="2" style="border: 1px solid #ccc; padding: 2px;"></td> <td>Security Org:</td> <td style="border: 1px solid #ccc; padding: 2px;">GSA</td> </tr> <tr> <td>Post Code:</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> <td colspan="2"></td> <td>* Accomplished Date:</td> <td style="border: 1px solid #ccc; padding: 2px;">06/24/2015</td> </tr> <tr> <td>Overseas Cashier Code:</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> <td colspan="2"></td> <td>Suppress Printing:</td> <td style="border: 1px solid #ccc; padding: 2px;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Disbursing Office:</td> <td style="border: 1px solid #ccc; padding: 2px;">X0109 </td> <td colspan="2"></td> <td>Lockbox Number:</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Sender's Disbursing Office:</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> <td colspan="2"></td> <td>Schedule Name:</td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Agency DUNS Number:</td> <td colspan="2" style="border: 1px solid #ccc; padding: 2px;"></td> <td>Formal Contract Number:</td> <td colspan="2" style="border: 1px solid #ccc; padding: 2px;"></td> </tr> <tr> <td>Agency DUNS+4:</td> <td colspan="2" style="border: 1px solid #ccc; padding: 2px;"></td> <td colspan="3"></td> </tr> <tr> <td colspan="6" style="padding-top: 5px;"> <input type="button" value="FIFO Liquidation Worksheet"/> </td> </tr> </table> </div>	Document Type:	PC6	R6 Pay.gov (Credit Card)	Org Receipt Date:	06/24/2015	Deposit Number:	61700099		Receipt Date:	06/24/2015	Status:	REJECTED		Accounting Period:	09/2015	Document Number:	PC62015062400003		Reporting Accounting Period:	09/2015	Debit Voucher #:			Batch Number:		Title:	DANUMEX07017		Document Classification:		Received By:			Security Org:	GSA	Post Code:				* Accomplished Date:	06/24/2015	Overseas Cashier Code:				Suppress Printing:	<input checked="" type="checkbox"/>	Disbursing Office:	X0109			Lockbox Number:		Sender's Disbursing Office:				Schedule Name:		Agency DUNS Number:			Formal Contract Number:			Agency DUNS+4:						<input type="button" value="FIFO Liquidation Worksheet"/>						Notes
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Document Number:	PC62015062400003		Reporting Accounting Period:	09/2015																																																																										
Debit Voucher #:			Batch Number:																																																																											
Title:	DANUMEX07017		Document Classification:																																																																											
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Disbursing Office:	X0109			Lockbox Number:																																																																										
Sender's Disbursing Office:				Schedule Name:																																																																										
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Agency DUNS+4:																																																																														
<input type="button" value="FIFO Liquidation Worksheet"/>																																																																														

7. Select the Accounting Line tab.

<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Header Accounting Lines Approval Routing Memos Summary Correspondence </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Accounting Line Charge Lines Articles Associated Spending </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Add Co Display Accounting Line New Reset Replace References... Sort... View as CSV View as Excel </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Summary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 2%;"> </th> <th style="width: 10%;">Line Number</th> <th style="width: 10%;">Line Type</th> <th style="width: 10%;">Amount</th> <th style="width: 10%;">Transaction Type</th> <th style="width: 10%;">Template</th> <th style="width: 5%;">BBFY</th> <th style="width: 5%;">EBFY</th> <th style="width: 5%;">Fund</th> <th style="width: 5%;">Reg</th> <th style="width: 5%;">Org Cd</th> <th style="width: 5%;">Prgm</th> <th style="width: 5%;">Proj Cd</th> <th style="width: 5%;">Acty</th> <th style="width: 5%;">S</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>Normal</td> <td>\$100.00</td> <td>C01</td> <td>2015-01-R6Claims-AccidentDamage 2015</td> <td>455F</td> <td>01</td> <td>F01Y0000</td> <td>FE32</td> <td></td> <td></td> <td></td> <td>FE133</td> <td></td> </tr> <tr> <td colspan="15" style="text-align: center;">!!!</td> </tr> <tr> <td colspan="15" style="text-align: center;">Total Header Funded Amount: \$100.00</td> </tr> </tbody> </table> </div> <div style="text-align: center; margin-top: 5px;"> Rows 1 - 1 of 1 </div>		Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	S	<input type="checkbox"/>	1	Normal	\$100.00	C01	2015-01-R6Claims-AccidentDamage 2015	455F	01	F01Y0000	FE32				FE133		!!!															Total Header Funded Amount: \$100.00															
	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	S																																															
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8. Select the accounting line and then select the Accounting Line hyperlink.

<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Header Accounting Lines Approval Routing Memos Summary Correspondence </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Accounting Line Charge Lines Articles Associated Spending </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Add Co Display Accounting Line New Reset Replace References... Sort... View as CSV View as Excel </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Summary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 2%;"> </th> <th style="width: 10%;">Line Number</th> <th style="width: 10%;">Line Type</th> <th style="width: 10%;">Amount</th> <th style="width: 10%;">Transaction Type</th> <th style="width: 10%;">Template</th> <th style="width: 5%;">BBFY</th> <th style="width: 5%;">EBFY</th> <th style="width: 5%;">Fund</th> <th style="width: 5%;">Reg</th> <th style="width: 5%;">Org Cd</th> <th style="width: 5%;">Prgm</th> <th style="width: 5%;">Proj Cd</th> <th style="width: 5%;">Acty</th> <th style="width: 5%;">S</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>Normal</td> <td>\$100.00</td> <td>C01</td> <td>2015-01-R6Claims-AccidentDamage 2015</td> <td>455F</td> <td>01</td> <td>F01Y0000</td> <td>FE32</td> <td></td> <td></td> <td></td> <td>FE133</td> <td></td> </tr> <tr> <td colspan="15" style="text-align: center;">!!!</td> </tr> <tr> <td colspan="15" style="text-align: center;">Total Header Funded Amount: \$100.00</td> </tr> </tbody> </table> </div> <div style="text-align: center; margin-top: 5px;"> Rows 1 - 1 of 1 </div>		Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	S	<input type="checkbox"/>	1	Normal	\$100.00	C01	2015-01-R6Claims-AccidentDamage 2015	455F	01	F01Y0000	FE32				FE133		!!!															Total Header Funded Amount: \$100.00															
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!!!																																																													
Total Header Funded Amount: \$100.00																																																													

9. Update the Transaction Type from 'C01' to 'P01'.

10. Click the Save button.

Steps to Apply Collections Using the Collections Query:

Notes

11. Click the **Verify** button.
12. Correct any hard errors and re-verify until the action is successful.
Click the **Submit** button to process the document..

4.8.8.2 Manual Creation of a Cash Receipt (CR): Non-IPAC/Normal Line

Manual collections can be created for non-IPAC transactions. IPAC transaction information is sent by Treasury and/or updated by the IPAC processes only; therefore IPAC CRs cannot be created manually.

There are specific document types to be used for manual CR creation. Among other reasons, this is to differentiate between manual and automatically generated CRs.

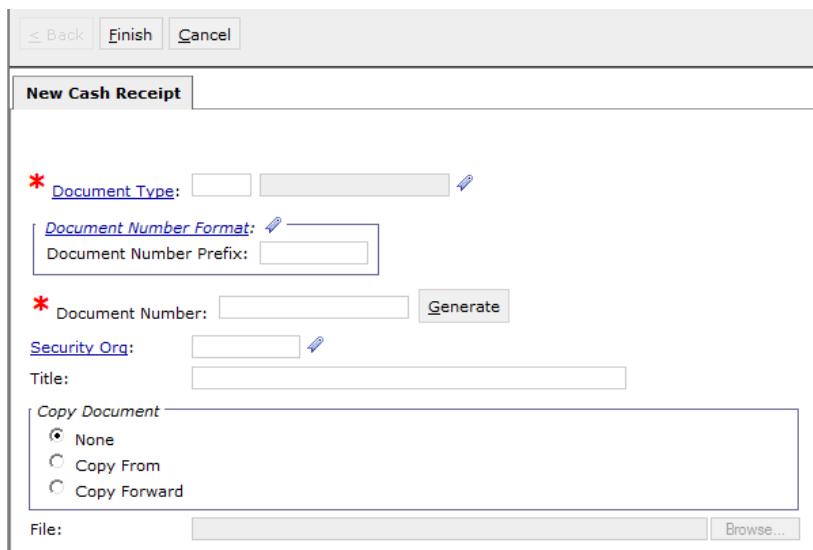
The following steps describe how a manual non-IPAC Cash Receipt (CR) is created.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC/Normal Line):

Notes

1. Navigate to Transactions=>Accounts Receivable=>New=>Cash Receipt.

The New Cash Receipt page is displayed.



The screenshot shows the 'New Cash Receipt' form. At the top, there are buttons for Back, Finish, and Cancel. The main area has a title 'New Cash Receipt'. It contains several input fields:

- * Document Type: A dropdown menu with two items shown.
- * Document Number Format: A dropdown menu with one item shown.
- Document Number Prefix: An input field.
- * Document Number: An input field with a 'Generate' button next to it.
- Security Org: An input field with a pencil icon.
- Title: An input field.
- Copy Document section:
 - None (radio button selected)
 - Copy From
 - Copy Forward
- File: An input field with a 'Browse...' button.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC/Normal Line):

Notes

2. REQUIRED: Enter Document Type.

Note: Only manual document types are used for online creation. Cash Receipt document types are differentiated by what type of collection is being recorded.

3. Select 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 'CH6' is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., CH6YYYYMMDD####. (The complete list of Document Number formats is defined in the Configuration Spreadsheet.)

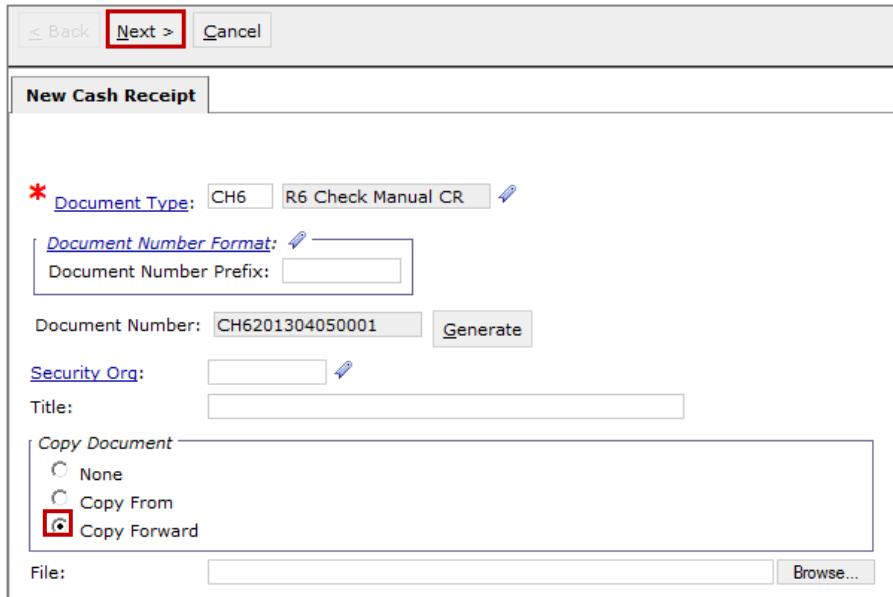
Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC/Normal Line):

Notes

4. Select the **Copy Forward** radio button to copy forward from a referenced Billing Document (BD), and then click the **Next** button.

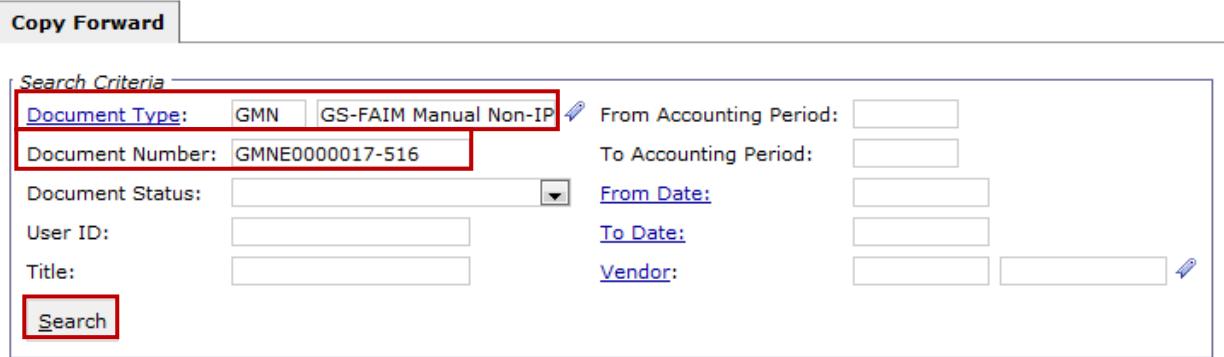
Note: Copy Forward is used when referencing a document. Copy From is used when copying a document of the same document category.

*Note: Optionally, the user may choose to select the **None** radio button, indicating that no referencing document will be copied. In this case, the user must fill out all the fields on the CR manually.*



The screenshot shows the 'New Cash Receipt' screen. At the top, there are buttons for 'Back', 'Next >' (which is highlighted with a red box), and 'Cancel'. Below that is a title bar labeled 'New Cash Receipt'. The main area contains several input fields and a radio button group. The 'Document Type' field is set to 'CH6' and has a link 'R6 Check Manual CR'. The 'Document Number Format' field includes a 'Document Number Prefix' input. The 'Document Number' field is populated with 'CH6201304050001' and has a 'Generate' button. The 'Security Org' and 'Title' fields are present. A 'Copy Document' section contains three radio buttons: 'None', 'Copy From', and 'Copy Forward', with 'Copy Forward' being the selected option (highlighted with a red box). A 'File' input field and a 'Browse...' button are also visible.

5. On the Copy Forward screen, enter the **Document Type**, **Document Number** and other search criteria to copy and then click the **Search** button.



The screenshot shows the 'Copy Forward' search criteria screen. It features a 'Search Criteria' section with various input fields. The 'Document Type' field is set to 'GMN' and 'GS-FAIM Manual Non-IP'. The 'Document Number' field is set to 'GMNE0000017-516' and is highlighted with a red box. Other fields include 'From Accounting Period', 'To Accounting Period', 'Document Status' (a dropdown menu), 'User ID', 'Title', 'From Date', 'To Date', 'Vendor', and a 'Search' button which is also highlighted with a red box.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC/Normal Line):

Notes

6. Select the BD to copy from the item collection and select the **Finish** button.

Back Finish Cancel

Copy Forward

Search Criteria

Document Type:	<input type="text" value="GMN"/>	GS-FAIM Manual Non-IP	<input type="button" value=""/>	From Accounting Period:	<input type="text"/>
Document Number:	<input type="text"/>	To Accounting Period:	<input type="text"/>		
Document Status:	<input type="text"/>	From Date:	<input type="text"/>		
User ID:	<input type="text"/>	To Date:	<input type="text"/>		
Title:	<input type="text"/>	Vendor:	<input type="text"/> <input type="button" value=""/>		

Copy Lines

Copy all lines Choose which lines to copy

+ Additional Criteria

+ Accounting

Display
10

Items

Items 1-6 of 6

#	Document Category	Document Type	Document Number	Document Date	Title	Document Status	User ID
1		BD	GMN	GMNE0000017-516	12/27/2012	KMA 09.41 Processed	allroles135

The Header page is displayed.

Header [Accounting Lines](#) [Approval Routing](#) [Memos](#) [Summary](#) [Correspondence](#)

[Amendment History](#) [Workflow Status](#) [Approval History](#)

[Expand All](#) | [Collapse All](#)

General

Document Type:	<input type="text" value="CH6"/>	<input type="text" value="R6 Check Manual CR"/>	<input type="button" value=""/>
Deposit Number:	<input type="text"/>		
Status:	<input type="text" value="NEW"/>		
Document Number:	<input type="text" value="CH6201304050001"/>		
Debit Voucher #:	<input type="text"/>		
Title:	<input type="text" value="KMA 09.41"/>		
Received By:	<input type="text"/>		
Post Code:	<input type="text"/> <input type="button" value=""/>		
Overseas Cashier Code:	<input type="text"/> <input type="button" value=""/>		
Disbursing Office:	<input type="text" value="GS116"/> <input type="button" value=""/>		
Sender's Disbursing Office:	<input type="text"/> <input type="button" value=""/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		

Receipt Date:	<input type="text"/>	<input type="button" value=""/>
Accounting Period:	<input type="text"/> <input type="button" value=""/>	
Reporting Accounting Period:	<input type="text"/> <input type="button" value=""/>	
Batch Number:	<input type="text"/>	
Document Classification:	<input type="text"/> <input type="button" value=""/>	
Security Org:	<input type="text" value="GSA"/>	
* Accomplished Date:	<input type="text"/>	
Suppress Printing:	<input type="checkbox"/>	

[FIFO Liquidation Worksheet](#)

[Return to Top](#)

Billing and Accounts Receivable User Guide
 Updated: October 2015
 Final

BAAR User Actions and Procedures
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 4-483

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC/Normal Line):

Notes

7. Enter the **Deposit Number** and **Accomplished Date**.

Note: The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date/period when the form is verified or processed.

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

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

9. Select the checkbox by the Accounting Line and then select the **Accounting Line** hyperlink to open the page.

*Note: To enter a new Accounting Line, select the **Add** button. To copy an existing line, select the checkbox by the line to duplicate and select the **Copy** button. To delete an existing line, select the checkbox by the line and select the **Remove** button.*

Header	Accounting Lines	Approval Routing	Memos	Summary	Correspondence
Accounting Line Charge Lines Articles Associated Spending					
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Copy Forward"/> <input type="button" value="Remove"/> <input type="button" value="Reset"/> <input type="button" value="Replace"/> <input type="button" value="Display"/> <input type="button" value="10"/> <input type="button" value="Items"/> <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>					

	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity
<input checked="" type="checkbox"/>	1	Normal	\$0.00	2013-03-285F-Q03SD000-GS21-AF152-S62-F0	2013	285F	03	Q03SD000		GS21				AF152	

The CR Accounting line page is displayed.

Accounting Line	Charge Lines	Articles	Associated Spending																																										
Item 1 of 1																																													
Expand All Collapse All																																													
<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> General </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Line Number:</td> <td style="width: 20%;"><input type="text" value="1"/></td> <td style="width: 30%;">* Receivable Type: <input type="text" value="SUNI"/></td> <td style="width: 20%;"><input type="button" value="Default"/></td> </tr> <tr> <td>Line Type:</td> <td><input type="button" value="Normal"/></td> <td>Record Type:</td> <td><input type="button" value="PR"/></td> </tr> <tr> <td>Transaction Type:</td> <td><input type="button"/></td> <td>Offset Type:</td> <td><input type="button"/></td> </tr> <tr> <td>Write Off Reason:</td> <td><input type="button"/></td> <td>TROR Classification:</td> <td><input type="button" value="Administrative"/></td> </tr> <tr> <td>Confirmation Date:</td> <td><input type="button"/></td> <td>TROR Collection Type:</td> <td><input type="button"/></td> </tr> <tr> <td>Calculate Charge Amount:</td> <td><input type="button" value="Manual Entry"/></td> <td>SF-224 Reclassification:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Period of Performance</td> <td colspan="3"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="button" value="Start Date: 12/05/2012"/></td> <td style="width: 50%;"><input type="button" value="End Date: 12/05/2012"/></td> </tr> </table> </td> </tr> <tr> <td>Source Number:</td> <td colspan="3"><input type="button"/></td> </tr> <tr> <td>* Business Line:</td> <td colspan="3"><input type="button" value="SUPPLY"/></td> </tr> <tr> <td>Related Statement Number:</td> <td colspan="3"><input type="button"/></td> </tr> </table>				Line Number:	<input type="text" value="1"/>	* Receivable Type: <input type="text" value="SUNI"/>	<input type="button" value="Default"/>	Line Type:	<input type="button" value="Normal"/>	Record Type:	<input type="button" value="PR"/>	Transaction Type:	<input type="button"/>	Offset Type:	<input type="button"/>	Write Off Reason:	<input type="button"/>	TROR Classification:	<input type="button" value="Administrative"/>	Confirmation Date:	<input type="button"/>	TROR Collection Type:	<input type="button"/>	Calculate Charge Amount:	<input type="button" value="Manual Entry"/>	SF-224 Reclassification:	<input type="checkbox"/>	Period of Performance	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="button" value="Start Date: 12/05/2012"/></td> <td style="width: 50%;"><input type="button" value="End Date: 12/05/2012"/></td> </tr> </table>			<input type="button" value="Start Date: 12/05/2012"/>	<input type="button" value="End Date: 12/05/2012"/>	Source Number:	<input type="button"/>			* Business Line:	<input type="button" value="SUPPLY"/>			Related Statement Number:	<input type="button"/>		
Line Number:	<input type="text" value="1"/>	* Receivable Type: <input type="text" value="SUNI"/>	<input type="button" value="Default"/>																																										
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* Business Line:	<input type="button" value="SUPPLY"/>																																												
Related Statement Number:	<input type="button"/>																																												
Return to Top																																													

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC/Normal Line):

Notes

10. On the “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 the [Appendix: Create Cash Receipt \(CR\) – Lockbox & Contract Fees](#)

Note: Required fields (ex. Business Line, Vendor, Document Reference, Accounting Dimensions, etc.) will copy forward from the referenced document.

Note: Receivable Type, Transaction Type, Posting Order, Tender Type and TROR classification will default from the document type.

*Note: The final flag in the Document Reference group box should **not** be checked.*

Document Reference

Type:	Number:	Item:	Accounting:	View	Default
GMN	GMNE0000035-518	0	1	Final:	<input type="checkbox"/>
Reprint Bill:	<input type="checkbox"/> Referenced Statement Number: E0000035				
Reopen Bill:	<input type="button" value="Update To Unbilled"/> <input type="button" value="Apply"/>				

[Return to Top](#)

11. In the Line Amounts section, update the **Principal Amount** as necessary.

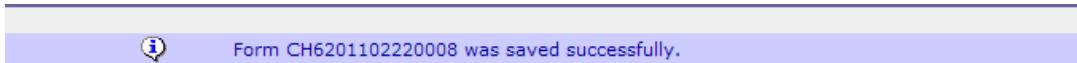
Note: The Principal Amount defaults to the full amount of the BD. If the Cash Receipt is intended to have a lesser amount, the user must manually update this field.

Line Amounts

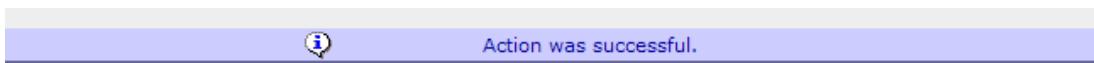
Principal Amount:	\$100.00
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00
Receipt Total:	\$100.00

[Return to Top](#)

12. Select the **Save** button.



13. Select the **Verify** button.



Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC/Normal Line):

Notes

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.

14. Select the **Submit** button.



Form CH6201102220008 was submitted for processing successfully.

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

The following steps describe how a normal collection Cash Receipt (CR) against a Debt Account (DA) is created.

1. Navigate to Queries=>Accounts Receivable=>Debt Account=>Debt Account.

The Debt Account query page is displayed.

Debt Account

Search Criteria

Debt Account Number:	Title/ACT Number:
Debt Account Group:	Receivable Type:
Insurance Claim Number:	Claim Type/External System ID:
Bank ABA/BIC:	Document Type:
Debt Account Type:	Region:
Status:	Building Number:
Vendor	Lease Number:
Address Code:	Vehicle Claim Debtor Name:
Payee Vendor	
Address Code:	
Amount:	

Buttons: Search | Clear

Links: Header Field - User Defined Fields | Accounting Line - User Defined Fields

Buttons: Details | Sort... | View as CSV | View as Excel

Summary

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type
---------------------	---------------------------	--------------------	-------------------------	------------------------	-------------	--------------	--------------	--------------	-------------------

Page : 1 of 1 Show: 10 rows per page

2. Enter a Debt Account Number.
3. Click **Search**.
4. Select the record from the item collection and click **Details**.

Debt Account

Search Criteria

Debt Account Number:	D6M2015061700007	Title/ACT Number:	<input type="text"/>
Debt Account Group:	<input type="text"/>	Receivable Type:	<input type="text"/>
Insurance Claim Number:	<input type="text"/>	Claim Type/External System ID:	<input type="text"/>
Bank ABA/BIC:	<input type="text"/>	Document Type:	<input type="text"/>
Debt Account Type:	<input type="text"/>	Region:	<input type="text"/>
Status:	<input type="text"/>	Building Number:	<input type="text"/>
Vendor	<input type="text"/>	Lease Number:	<input type="text"/>
Address Code:	<input type="text"/>	Vehicle Claim Debtor Name:	<input type="text"/>
Payee Vendor	<input type="text"/>		
Address Code:	<input type="text"/>		
Amount:	<input type="text"/>		

Search Clear

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

Details Sort... View as CSV View as Excel

Summary

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total
D6M201506170007	R6CLAIMS	Region 6 Claims	010718319	00001					Primary	\$10,000.00

Page : 1 of 1 Show: 10 rows per page

5. Select the Copy Forward To button and select Cash Receipt.

Refresh Correct Document Amend Document Copy Forward To: Attachments

Debt Account Vendor Accounting Lines Superv

Documents History

[Expand All](#) | [Collapse All](#)

Billing Document
 Cash Receipt **(Red Box)**
 Itemized Payment
 Third Party Payment

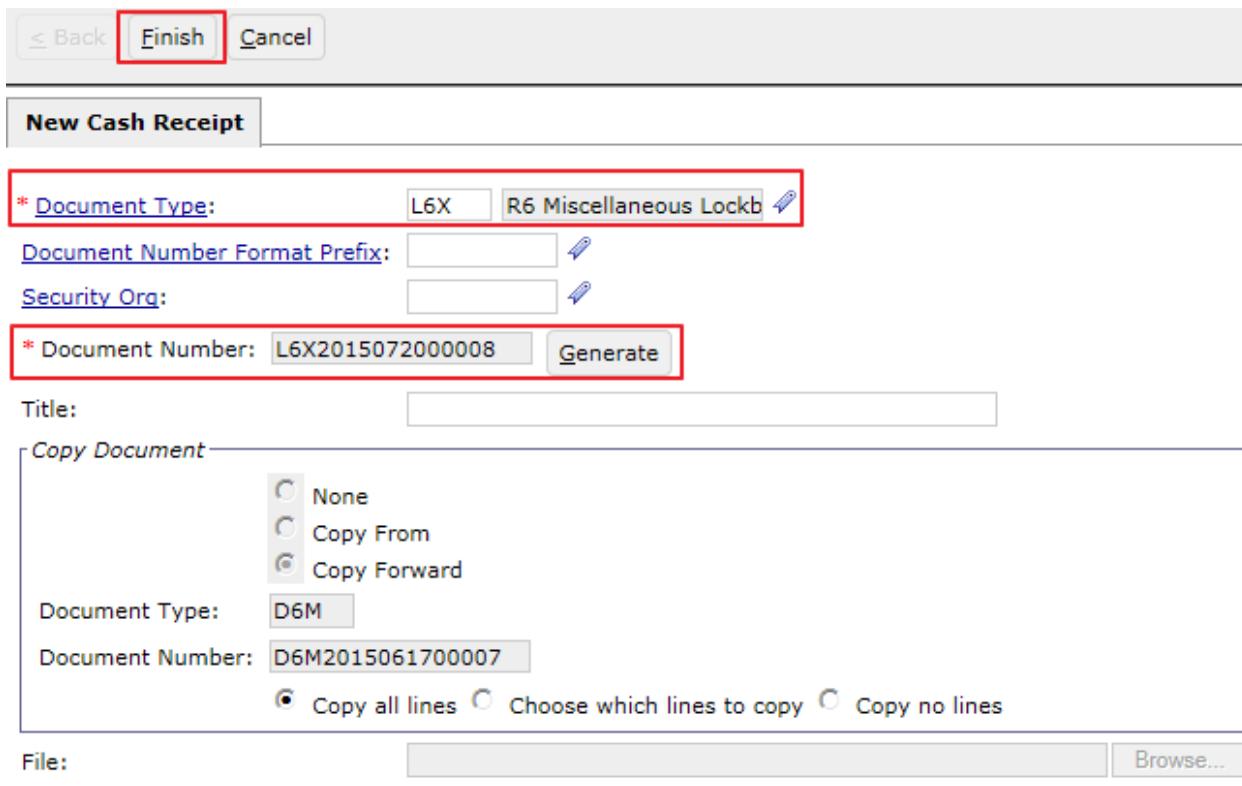
General

Debt Account Number:	D6M2015061700007	Debt Account Canceled:	<input type="checkbox"/>
Vehicle Claim Debtor Name:	<input type="text"/>	Requested By:	<input type="text"/>
Debt Account Title:	TS_217_052	Currency:	USD
Number of Lines:	1	Security Org:	GSA

6. REQUIRED: Enter Document Type

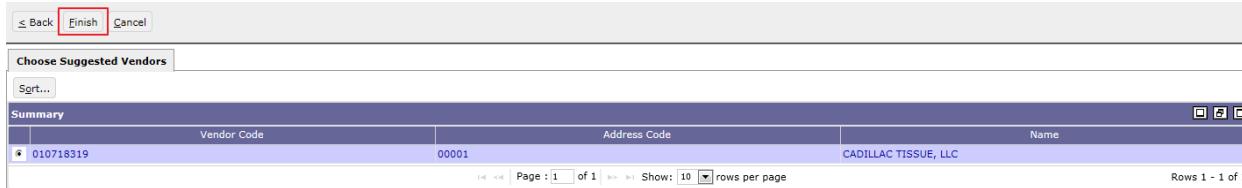
7. Select the Generate button to generate a Document Number. A unique document number will be generated in the Document Number field.

8. Click the Finish button.



The screenshot shows the 'New Cash Receipt' screen. At the top, there are three buttons: '< Back', 'Finish' (which is highlighted with a red box), and 'Cancel'. Below these buttons, the title 'New Cash Receipt' is displayed in a bold black font. The main form area contains several input fields and dropdown menus. One field, '* Document Type:' with the value 'L6X', is highlighted with a red box. Another field, 'Document Number Format Prefix:', has a small edit icon next to it. A third field, 'Security Org:', also has an edit icon. Below these, the '* Document Number:' field contains 'L6X2015072000008' and a 'Generate' button. This entire row is also highlighted with a red box. There is a 'Title:' field with an empty input box. A section titled 'Copy Document' follows, containing options for 'None', 'Copy From', and 'Copy Forward' (which is selected). The 'Document Type:' dropdown is set to 'D6M'. The 'Document Number:' field contains 'D6M2015061700007'. Below this, there are three radio buttons: 'Copy all lines' (selected), 'Choose which lines to copy', and 'Copy no lines'. At the bottom of the form, there is a 'File:' field with a browse button and a 'Browse...' button. The entire form is enclosed in a light gray border.

9. Select the Vendor associated with the Debt Account and click the Finish button.



The screenshot shows the 'Choose Suggested Vendors' screen. At the top, there are three buttons: '< Back', 'Finish' (highlighted with a red box), and 'Cancel'. Below these, a 'Summary' table is displayed. The table has columns for 'Vendor Code' (010718319), 'Address Code' (000001), and 'Name' (CADILLAC TISSUE, LLC). The entire table is highlighted with a red box. At the bottom of the screen, there is a page navigation bar with links for 'Page 1 of 1', 'Show: 10 rows per page', and 'Rows 1 - 1 of 1'.

10. Enter a Deposit Number.

11. Enter the current date as the **Accomplished Date**.

Header Accounting Lines Approval Routing Memos Summary Correspondence
 Amendment/Modification History Workflow Status Approval History References...

[Expand All](#) | [Collapse All](#)

General

Document Type:	L6X	R6 Miscellaneous Lockb	Receipt Date:	<input type="text"/>
Deposit Number:	MSL-07/20/2015		Accounting Period:	<input type="text"/>
Status:	NEW		Reporting Accounting Period:	<input type="text"/>
Document Number:	L6X2015072000008		Batch Number:	<input type="text"/>
Debit Voucher #:	<input type="text"/>		Document Classification:	<input type="text"/>
Title:	TS_217_052		Security Org:	GSA
Received By:	<input type="text"/>		* Accomplished Date:	07/20/2015
Post Code:	<input type="text"/>		Suppress Printing:	<input type="checkbox"/>
Overseas Cashier Code:	<input type="text"/>		Lockbox Number:	<input type="text"/>
Disbursing Office:	<input type="text"/>		Schedule Name:	<input type="text"/>
Sender's Disbursing Office:	<input type="text"/>		Formal Contract Number:	<input type="text"/>
Agency DUNS Number:	<input type="text"/>			
Agency DUNS+4:	<input type="text"/>			
FIFO Liquidation Worksheet				

12. Navigate to the Accounting Lines tab.
13. Select the accounting line and click the Accounting Line hyperlink.
14. Ensure the **Line Type** is Normal.
15. Enter a **Transaction Type**.
16. Enter R6CLAIMS as the **Business Line**.

Accounting Line Charge Lines Articles Associated Spending

[Expand All](#) | [Collapse All](#)

General

Line Number:	1	Receivable Type
Line Type:	Normal	* Receivable Type: PRCLAIMR6 Default
Transaction Type:	C01	
Write-Off Reason:	<input type="text"/>	Record Type: PR
Confirmation Date:	<input type="text"/>	Offset Type: <input type="text"/>
Calculate Charge Amount:	Manual Entry	TROR Classification: Administrative
Period of Performance		TROR Collection Type: <input type="text"/>
Start Date:	<input type="text"/>	Original Accounting Period: <input type="text"/>
End Date:	<input type="text"/>	SF-224 Reclassification: <input type="checkbox"/>
		Source Number: <input type="text"/>
		* Business Line: R6CLAIMS
		Related Statement Number: <input type="text"/>

17. Click the **Save** button.
18. Click the **Verify** button.
19. Correct any hard errors and re-verify until the action is successful.
20. Click the **Submit** button to process the document..

4.8.8.3 Manual Creation Cash Receipt (CR): Non-IPAC/Debit Voucher Line

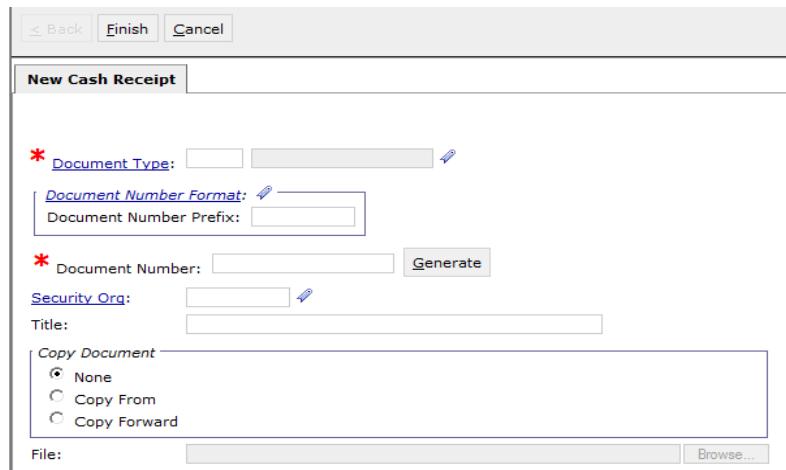
When it is necessary to record a bounced check, the user can create a negative Cash Receipt (CR) by indicating a line type of Debit Voucher. The CR Debit Voucher has a negative dollar amount and references the previously booked collection. Upon successful processing of a CR Debit Voucher (DV), the bill closed by the referenced collection will be reopened with an outstanding amount equal to the CR DV. Manual CR/DVs can be created for non-IPAC transactions. IPAC transaction information is sent by Treasury and/or updated by the IPAC processes only; therefore IPAC CR Debit Vouchers cannot be created manually.

The following steps describe how a manual non-IPAC Cash Receipt (CR) Debit Voucher is created against a CR that references a Billing Document (BD).

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:	Notes
---	-------

1. Navigate to Transactions=>Accounts Receivable=>New=>Cash Receipt.

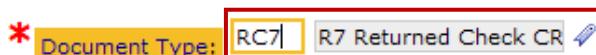
The New Cash Receipt page is displayed.



The screenshot shows the 'New Cash Receipt' form. At the top, there are buttons for Back, Finish, and Cancel. Below these are fields for Document Type (with a red asterisk), Document Number Format, Document Number Prefix, Document Number (with a red asterisk), Security Org, Title, and a 'Generate' button. A 'Copy Document' section contains radio buttons for None, Copy From, and Copy Forward. At the bottom, there is a 'File:' input field and a 'Browse...' button.

2. **REQUIRED:** Enter Document Type

Note: Only manual document types are used for online creation. Cash Receipt (CR) document types are differentiated by what type of collection is being recorded. CR Debit Vouchers have a distinct document type.



Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:
Notes

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

New Cash Receipt

* Document Type: RC7 R7 Returned Check CR

Document Number Format:
Document Number Prefix:

* Document Number: RC7201102260002 **Generate**

Security Org:

Title:

Note: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'CH6' is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., CH6YYYYMMDD#####. (The complete list of Document Number formats is defined in the Configuration Spreadsheet.)

4. Select the **Copy Forward** radio button to copy forward from the original Cash Receipt and then click the **Next** button.

Copy Document

None
 Copy From
 Copy Forward

5. On the Copy Forward screen, enter the **Document Type**, **Document Number** and other search criteria to copy and then click the **Search** button.

Copy Forward

Search Criteria

<u>Document Type:</u> CH7 R7 Check Manual CR	From Accounting Period: <input type="text"/>
<u>Document Number:</u> CH7201201200039	To Accounting Period: <input type="text"/>
Document Status: <input type="text"/>	<u>From Date:</u> <input type="text"/>
User ID: <input type="text"/>	<u>To Date:</u> <input type="text"/>
Title: <input type="text"/>	<u>Vendor:</u> <input type="text"/>
Search	

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:

Notes

6. Select the document from the search results and then select the **Finish** button.

[Back](#) **Finish** [Cancel](#)

Copy Forward

Search Criteria

<u>Document Type:</u>	CH7	R7 Check Manual CR	 From Accounting Period:	<input type="text"/>
Document Number:	CH7201201200039		To Accounting Period:	<input type="text"/>
Document Status:	<input type="button" value="▼"/>		<u>From Date:</u>	<input type="text"/>
User ID:	<input type="text"/>		<u>To Date:</u>	<input type="text"/>
Title:	<input type="text"/>		<u>Vendor:</u>	<input type="text"/> 

Search

Copy Lines

Copy all lines Choose which lines to copy

+ Additional Criteria

+ Accounting

Display Items 

	Document Category	Document Type	Document Number	Document Date	Title	Document Status	User ID
 	CR	CH7	CH7201201200039	01/20/2012		Processed	robertabordlemay

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:

Notes

The Header page is displayed.

Header	Accounting Lines	Approval Routing	Memos	Summary	Correspondence	
	Amendment History	Workflow Status	Approval History			
Expand All Collapse All						
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> General </div> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>Document Type: <input type="text" value="RC7"/> <input type="text" value="R7 Returned Check CR"/></p> <p>Deposit Number: <input type="text"/></p> <p>Status: <input type="text" value="NEW"/></p> <p>Document Number: <input type="text" value="RC7201304070002"/></p> <p>Debit Voucher #: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Received By: <input type="text"/></p> <p><u>Post Code:</u> <input type="text"/> </p> <p><u>Overseas Cashier Code:</u> <input type="text"/> </p> <p><u>Disbursing Office:</u> <input type="text" value="GS193"/> </p> <p><u>Sender's Disbursing Office:</u> <input type="text"/> </p> <p>Agency DUNS Number: <input type="text" value="130944668"/></p> <p>Agency DUNS+4: <input type="text" value="1001"/></p> </div> <div style="flex: 1;"> <p><u>Receipt Date:</u> <input type="text"/></p> <p><u>Accounting Period:</u> <input type="text"/> </p> <p><u>Reporting Accounting Period:</u> <input type="text"/> </p> <p>Batch Number: <input type="text"/></p> <p><u>Document Classification:</u> <input type="text"/> </p> <p>Security Org: <input type="text" value="GSA"/></p> <p><u>Accomplished Date:</u> <input type="text"/></p> <p>Suppress Printing: <input type="checkbox"/></p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; margin-top: 5px;"> FIFO Liquidation Worksheet </div>						
Return to Top						

Note: The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date/period when the form is verified or processed.

7. Enter the **Debit Voucher Number** and **Accomplished Date**.
8. Select the **Accounting Line** tab.

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

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:

Notes

9. Select the checkbox by the Accounting Line and then select the **Accounting Line** hyperlink to open the page.

Header		Accounting Lines		Approval Routing		Memos		Summary		Correspondence														
		Accounting Line																						
		Charge Lines																						
		Add	Copy	Copy Forward	Remove	Reset	Replace	Display	All	Items	View as CSV	Sort...												
<input checked="" type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src						
		1	Normal	\$0.00	11RNT-01-192X-P0125100-PG00-PGA33	2011	192X	01	P0125100	PG00			PGA33			430								

The CR Accounting line page is displayed.

Accounting Line		Charge Lines		Articles													
Expand All Collapse All																	
<input type="checkbox"/> General																	
Line Number: <input type="text" value="1"/> Line Type: <input type="text" value="Normal"/> Transaction Type: <input type="text"/> Write Off Reason: <input type="text"/> Confirmation Date: <input type="text"/> Calculate Charge Amount: <input type="text" value="Manual Entry"/> Period of Performance <input type="text" value="Start Date: 02/01/2011"/> <input type="text" value="End Date: 02/28/2011"/>	* Receivable Type: <input type="text" value="RTNA"/> <input type="button" value="Default"/> Record Type: <input type="text" value="PR"/> Offset Type: <input type="text"/> TROR Classification: <input type="text"/> TROR Collection Type: <input type="text"/> SF-224 Reclassification: <input type="checkbox"/> Source Number: <input type="text" value="OA1234567"/> * Business Line: <input type="text" value="RENT"/> Related Statement Number: <input type="text"/>																

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:

Notes

10. In the General section, enter the following:

- Line Type = Debit Voucher – Normal.
- Transaction Type = 01.

Accounting Line	Charge Lines	Articles	Associated Sp
<p>Expand All Collapse All</p> <p>- General</p> <p>Line Number: <input type="text" value="1"/></p> <p>Line Type: <input style="border: 2px solid red;" type="text" value="Debit Voucher - Normal"/></p> <p>Transaction Type: <input style="border: 2px solid red;" type="text" value="01"/></p> <p>Write Off Reason: <input type="text"/></p>			

11. In the Line Amounts section, enter a **negative** Principle Amount.

Note: A negative amount is denoted by placing parentheses around the amount.

Line Amounts	
Principal Amount:	<input style="border: 2px solid red;" type="text" value="(\$100.00)"/>
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"/>
Receipt Total:	<input type="text" value="(\$100.00)"/>
Return to Top	

12. On the “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 [Appendix: Create Cash Receipt \(CR\) – Lockbox & Contract Fees](#)

Note: Required fields (ex. Business Line, Vendor, Document Reference, Accounting Dimensions, etc.) will copy forward from the referenced document.

13. Select the **Save** button.

Form RC7201102260002 was saved successfully.

14. Select the **Verify** button.

Cash Receipt\Cash Receipt Line 1\Reopen Bill AR2023I The Re-open bill flag is True. Bill Reopen Bill RMN will be re-opened.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:

Notes

Note: The bill referenced by the referenced CR of the Debit Voucher will be reopened. A message will be displayed that included the document type.

Note: This message verifies that the Non-IPAC BD was originally closed by the referenced collection will be reopened with an outstanding amount equal to the CR DV. 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.

15. Select the **Submit** button.

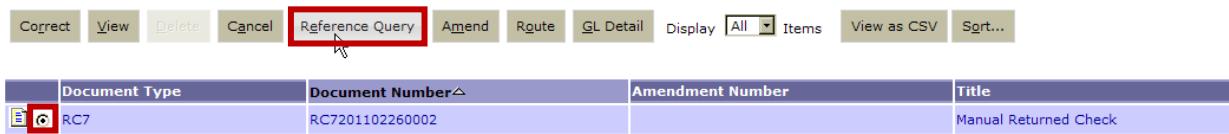


Form RC7201102260002 was submitted for processing successfully.

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

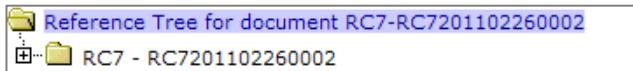
When reviewing the Debit Voucher document, the reference tree includes both the CR and the BD.

16. To research the Debit Vouchers effect on the Billing Document, navigate to Form/Document Selection.
17. Enter the **Document Number** and search the document.
18. Select the document and select the **Reference Query** button.

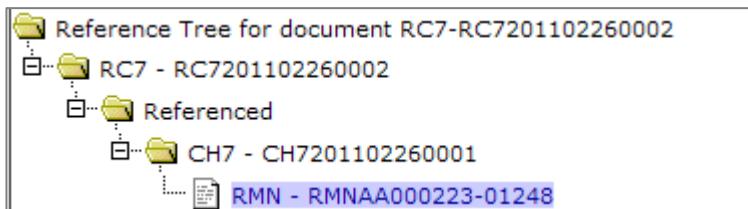


	Document Type	Document Number	Amendment Number	Title
 	RC7	RC7201102260002		Manual Returned Check

19. The Reference Tree will be opened in a new window.



20. Click the [+] symbol to expand all nodes (folders) on the reference tree to see the referenced documents.



Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:

Notes

Document Type:	RMN
Document Number:	RMNAA000223-01248
Document Amount:	\$1,000.00
Document Cost Amount:	\$0.00
Document Date:	02/11/2011
Open/Closed:	<input checked="" type="checkbox"/> Open

Note the Billing Document (BD) is open.

The following steps describe how a Debit Voucher Cash Receipt (CR) against a Debt Account (DA) for a check is created.

1. Navigate to Transactions=>Accounts Receivable=>New=>Cash Receipt.

The New Cash Receipt page is displayed.

New Cash Receipt

* <u>Document Type:</u>	<input type="text"/>	<input type="text"/>	
<u>Document Number Format Prefix:</u>	<input type="text"/>		
<u>Security Org:</u>	<input type="text"/>		
* <u>Document Number:</u>	<input type="text"/>	<input type="button" value="Generate"/>	
<u>Title:</u>	<input type="text"/>		
<u>Copy Document</u> <input checked="" type="radio"/> None <input type="radio"/> Copy From <input type="radio"/> Copy Forward			
<u>File:</u>	<input type="text"/>		<input type="button" value="Browse..."/>

2. **REQUIRED:** Enter Document Type

* <u>Document Type:</u>	RC6	R6 Returned Check CR (4)	
-------------------------	-----	--------------------------	--

3. Select the **Generate** button to generate a **Document Number**. A unique document number will be generated in the **Document Number** field.
4. Select the **Copy Forward** radio button to copy forward from the original Cash Receipt and then click the **Next** button.



Copy Document

None
 Copy From
 Copy Forward

5. On the Copy Forward screen, enter the **Document Type**, **Document Number** and other search criteria to copy and then click the **Search** button.

Copy Forward

Search Criteria

<u>Document Type:</u>	L6X	R6 Miscellaneous Lockbox	<u>From Accounting Period:</u>	<input type="text"/>	
<u>Document Number:</u>	L6X20150604005769			<u>To Accounting Period:</u>	<input type="text"/>
<u>Document Status:</u>	<input type="text"/>		<u>From Date:</u>	<input type="text"/>	
<u>User ID:</u>				<u>To Date:</u>	<input type="text"/>
<u>Title:</u>				<u>Vendor:</u>	<input type="text"/>

Search

6. Select the document from the search results and then select the **Finish** button.

Copy Forward

Search Criteria

<u>Document Type:</u>	L6X	R6 Miscellaneous Lockbox	<u>From Accounting Period:</u>	<input type="text"/>	
<u>Document Number:</u>	L6X20150604005769			<u>To Accounting Period:</u>	<input type="text"/>
<u>Document Status:</u>	<input type="text"/>		<u>From Date:</u>	<input type="text"/>	
<u>User ID:</u>				<u>To Date:</u>	<input type="text"/>
<u>Title:</u>				<u>Vendor:</u>	<input type="text"/>

Search

Copy Lines
 Copy all lines Choose which lines to copy Copy no lines

+ Additional Criteria

+ Accounting Dimensions

Sort...

Summary

	Document Category	Document Type	Document Number	Document Date	Title	Document Status	User ID
<input checked="" type="radio"/>	CR	L6X	L6X20150604005769	06/04/2015	VCR10666	Processed	runbatchconvbaar

Rows 1 - 1 of 1

The Header Page is displayed.

Header		Accounting Lines	Approval Routing	Memos	Summary	Correspondence
<input type="button" value="Amendment History"/> <input type="button" value="Workflow Status"/> <input type="button" value="Approval History"/> <input type="button" value="References..."/>						
Expand All Collapse All						
<input type="checkbox"/> General						
<input type="button" value="Make Recurring"/>				Org Receipt Date: <input type="text" value="08/13/2015"/> Last Receipt Date: <input type="text" value="08/13/2015"/> Accounting Period: <input type="text" value="11/2015"/> Reporting Accounting Period: <input type="text" value="11/2015"/> Last Batch Number: <input type="text"/> Document Classification: <input type="text"/> Security Org: <input type="text" value="GSA"/> Accomplished Date: <input type="text" value="08/13/2015"/> Last Print Date: <input type="text"/> Suppress Printing: <input type="checkbox"/> Lockbox Number: <input type="text"/> Schedule Name: <input type="text"/> Formal Contract Number: <input type="text"/>		
Document Type:	<input type="text" value="RC6 R6 Returned Check CR (4)"/>			Number of Accounting Lines:	<input type="text" value="1"/>	
Deposit Number:	<input type="text"/>			Number of Closed Accounting Lines:	<input type="text" value="1"/>	
Status:	<input type="text" value="PROCESSED"/>			Overseas Cashier Code:	<input type="text"/>	
Document Number:	<input type="text" value="RC620150604040103"/>			Disbursing Office:	<input type="text" value="X0109"/>	
Debit Voucher #:	<input type="text" value="000000060060"/>			Sender's Disbursing Office:	<input type="text"/>	
Title/Contract Number:	<input type="text" value="VCR10666"/>			Agency DUNS Number:	<input type="text"/>	
Received By:	<input type="text" value="runbatchconvbaar"/>			Agency DUNS+4:	<input type="text"/>	
Post Code:	<input type="text"/>			Created by:	<input type="text" value="runbatchconvbaar"/>	
Number of Accounting Lines:	<input type="text" value="1"/>			Last Modified by:	<input type="text" value="allroles139"/>	

7. Enter the **Debit Voucher Number** and **Accomplished Date**.

8. Select the **Accounting Lines** tab.

Header		Accounting Lines	Approval Routing	Memos	Summary	Correspondence
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Copy Forward"/> <input type="button" value="Remove"/> <input type="button" value="Reset"/> <input type="button" value="Replace"/> <input type="button" value="References..."/> <input type="button" value="Sort..."/> <input type="button" value="View as CSV"/> <input type="button" value="View as Excel"/>						
9. Select the checkbox by the Accounting Line and then select the Accounting Line hyperlink to open the page.						

Header		Accounting Lines	Approval Routing	Memos	Summary	Correspondence
<input type="button" value="Accounting Line"/> <input type="button" value="Charge Lines"/> <input type="button" value="Articles"/> <input type="button" value="Associated Spending"/>						
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Copy Forward"/> <input type="button" value="Remove"/> <input type="button" value="Reset"/> <input type="button" value="Replace"/> <input type="button" value="References..."/> <input type="button" value="Sort..."/> <input type="button" value="View as CSV"/> <input type="button" value="View as Excel"/>						
Summary						
<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY
<input checked="" type="checkbox"/>	1 Normal	\$0.00			2011	285F
					09	Q09MD000
					TM11	
					AF410	0002
						2011
Total Header Funded Amount <input type="text" value="\$0.00"/>						
Page : 1 of 1 Show: 10 rows per page Rows 1 - 1 of 1						

The Accounting Line Page is displayed.

Accounting Line Charge Lines Articles Associated Spending

[Expand All](#) | [Collapse All](#)

General

Line Number:	1	Receivable Type	* Receivable Type: VEHCLAIM	<input type="button" value="Default"/>
Line Type:	Normal	Record Type:	PR	<input type="button" value="Default"/>
Transaction Type:	<input type="button" value=""/>	Offset Type:	<input type="button" value=""/>	
Write-Off Reason:	<input type="button" value=""/>	TROR Classification:	<input type="button" value=""/>	
Confirmation Date:	<input type="button" value=""/>	TROR Collection Type:	<input type="button" value=""/>	
Calculate Charge Amount:	Manual Entry	Original Accounting Period:	<input type="button" value=""/>	
Period of Performance		SF-224 Reclassification:	<input type="checkbox"/>	
Start Date:	<input type="button" value=""/>	Source Number:	<input type="button" value=""/>	
End Date:	<input type="button" value=""/>	* Business Line:	R6CLAIMS	<input type="button" value=""/>
		Related Statement Number:	<input type="button" value=""/>	

10. In the General section, enter the following:

- Line Type = Debit Voucher – Normal.
- Transaction Type = C01.

General

Line Number:	1
Line Type:	Debit Voucher - Normal
Transaction Type:	C01

11. In the Line Amounts section, enter a **negative** Principle Amount.

Note: A negative amount is denoted by placing parentheses around the amount.

Line Amounts

Principal Amount:	(\$1,500.00)
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00
Receipt Total:	(\$1,500.00)

12. In the Debt Account Information section, ensure that the **Debt Account Number** and **Debt Account Line Number** are populated.

Debt Account Information

Debt Account Number:	VCR10666
Debt Account Line Number:	1

13. Click the **Save** button.

14. Click the **Verify** button.
15. Correct any hard errors and re-verify until the action is successful.
16. Click the **Submit** button to process the document.

4.8.8.4 Manual Creation Cash Receipt (CR): Non-IPAC Advance Payment

Non-Federal customers that enter into an agreement with GSA must submit a pre-payment before GSA can begin filling the customer order. After an agreement is established between the customer and GSA, a Cash Receipt with an Advance Payment Line Type must be processed to document the pre-payment the customer has submitted.

Advance collections are processed for work that has not yet been performed and posted as a liability. Given that the customer paid in advance, a Billing Document is not created.

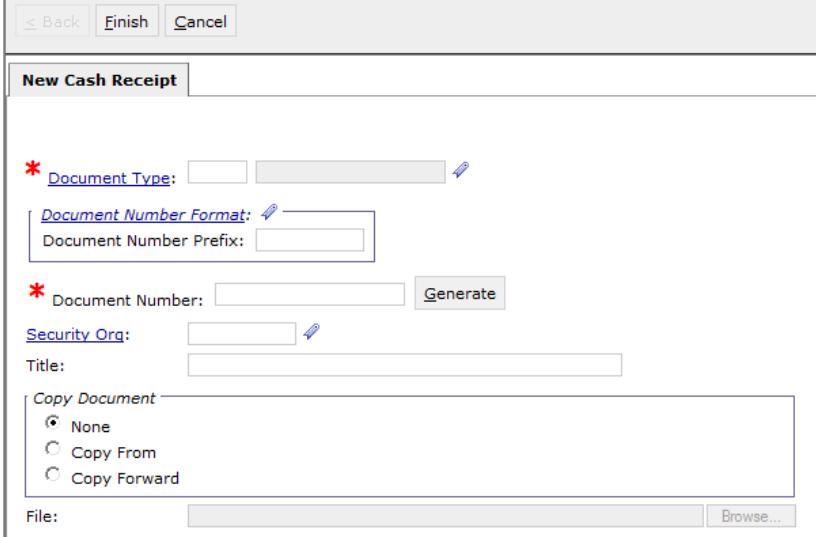
Once the revenue has been earned (i.e., the order has been filled), a CR with a Line Type of Advance Offset should be processed to offset the Advance Payment by recording the amount as earned revenue. For details on Advance Offset CRs, refer to section: *4.7.8.5 Manual Creation Cash Receipt (CR): Non-IPAC Advance Offset*.

The following steps describe how a manual non-IPAC Cash Receipt (CR) Advance Payment is created.

Steps to Create an Accounts Receivable	Notes
Cash Receipt (CR) Form (Non-IPAC/Advance Payment Line):	

1. Navigate to Transactions=>Accounts Receivable=>New=>Cash Receipt.

The New Cash Receipt page is displayed.



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

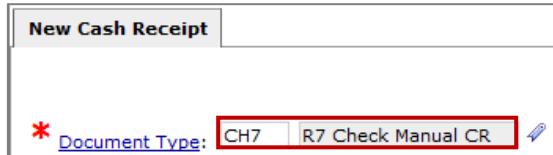
Note: Only manual document types are used for online creation. Cash Receipt

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC/Advance Payment Line):

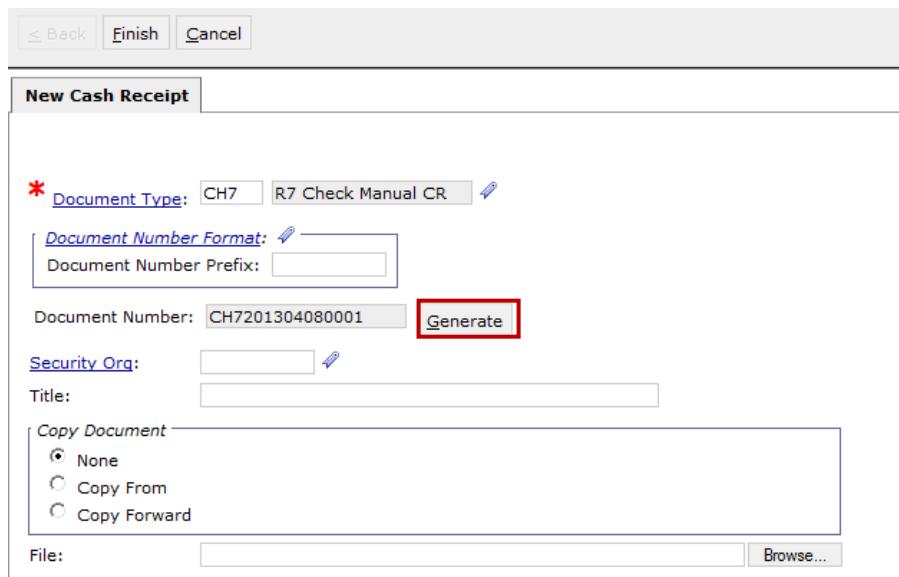
document types are differentiated by what type of collection is being recorded.



The screenshot shows a 'New Cash Receipt' form. At the bottom, there is a field labeled 'Document Type' with two options: 'CH7' and 'R7 Check Manual CR'. The 'CH7' option is selected and highlighted with a red box. A blue edit icon is positioned to the right of the field.

3. Select the **Generate** button to generate a **Document Number**.

A unique document number will be generated in the **Document Number** field.



The screenshot shows the same 'New Cash Receipt' form. The 'Document Type' field is still set to 'CH7 R7 Check Manual CR'. Below it, the 'Document Number Format' section includes a 'Document Number Prefix' field and a 'Document Number' field containing 'CH7201304080001'. To the right of the document number is a red box around the 'Generate' button. Above the 'Generate' button, there are fields for 'Security Org' and 'Title', and a 'Copy Document' section with radio buttons for 'None', 'Copy From', and 'Copy Forward'. At the bottom, there is a 'File:' field and a 'Browse...' button.

Note: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'CH7' is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., CH7YYYYMMDD####. (The complete list of Document Number formats is defined in the Configuration Spreadsheet.)

4. Ensure the **None** radio button is selected, and then click the **Finish** button.

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC/Advance Payment Line):

[Back](#) **Finish** [Cancel](#)

New Cash Receipt

* Document Type: CH7 [R7 Check Manual CR](#)

Document Number Format: Document Number Prefix:

Document Number: CH7201304080001 [Generate](#)

Security Org:

Title:

Copy Document None Copy From Copy Forward

File: [Browse...](#)

The Header page is displayed.

Header		Accounting Lines	Approval Routing	Memos	Summary	Correspondence																																										
		Amendment History	Workflow Status	Approval History																																												
Expand All Collapse All																																																
<div style="border: 1px solid #ccc; padding: 10px; width: 100%;"> <p><input type="checkbox"/> General</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Document Type:</td> <td style="width: 30%;"><input type="text" value="CH7"/> R7 Check Manual CR</td> <td style="width: 40%;">Receipt Date: <input type="text"/></td> </tr> <tr> <td>Deposit Number:</td> <td><input type="text"/></td> <td>Accounting Period: <input type="text"/> </td> </tr> <tr> <td>Status:</td> <td><input type="text" value="NEW"/></td> <td>Reporting Accounting Period: <input type="text"/> </td> </tr> <tr> <td>Document Number:</td> <td><input type="text" value="CH7201304080002"/></td> <td>Batch Number: <input type="text"/></td> </tr> <tr> <td>Debit Voucher #:</td> <td><input type="text"/></td> <td>Document Classification: <input type="text"/> </td> </tr> <tr> <td>Title:</td> <td><input type="text"/></td> <td>Security Org: <input type="text" value="GSA"/></td> </tr> <tr> <td>Received By:</td> <td><input type="text"/></td> <td>* Accomplished Date: <input type="text"/></td> </tr> <tr> <td>Post Code:</td> <td><input type="text"/> </td> <td>Suppress Printing: <input type="checkbox"/></td> </tr> <tr> <td>Overseas Cashier Code:</td> <td><input type="text"/> </td> <td></td> </tr> <tr> <td>Disbursing Office:</td> <td><input type="text"/> </td> <td></td> </tr> <tr> <td>Sender's Disbursing Office:</td> <td><input type="text"/> </td> <td></td> </tr> <tr> <td>Agency DUNS Number:</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Agency DUNS+4:</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center; padding-top: 5px;">FIFO Liquidation Worksheet</td> </tr> </table> </div>							Document Type:	<input type="text" value="CH7"/> R7 Check Manual CR	Receipt Date: <input type="text"/>	Deposit Number:	<input type="text"/>	Accounting Period: <input type="text"/>	Status:	<input type="text" value="NEW"/>	Reporting Accounting Period: <input type="text"/>	Document Number:	<input type="text" value="CH7201304080002"/>	Batch Number: <input type="text"/>	Debit Voucher #:	<input type="text"/>	Document Classification: <input type="text"/>	Title:	<input type="text"/>	Security Org: <input type="text" value="GSA"/>	Received By:	<input type="text"/>	* Accomplished Date: <input type="text"/>	Post Code:	<input type="text"/>	Suppress Printing: <input type="checkbox"/>	Overseas Cashier Code:	<input type="text"/>		Disbursing Office:	<input type="text"/>		Sender's Disbursing Office:	<input type="text"/>		Agency DUNS Number:	<input type="text"/>		Agency DUNS+4:	<input type="text"/>		FIFO Liquidation Worksheet		
Document Type:	<input type="text" value="CH7"/> R7 Check Manual CR	Receipt Date: <input type="text"/>																																														
Deposit Number:	<input type="text"/>	Accounting Period: <input type="text"/>																																														
Status:	<input type="text" value="NEW"/>	Reporting Accounting Period: <input type="text"/>																																														
Document Number:	<input type="text" value="CH7201304080002"/>	Batch Number: <input type="text"/>																																														
Debit Voucher #:	<input type="text"/>	Document Classification: <input type="text"/>																																														
Title:	<input type="text"/>	Security Org: <input type="text" value="GSA"/>																																														
Received By:	<input type="text"/>	* Accomplished Date: <input type="text"/>																																														
Post Code:	<input type="text"/>	Suppress Printing: <input type="checkbox"/>																																														
Overseas Cashier Code:	<input type="text"/>																																															
Disbursing Office:	<input type="text"/>																																															
Sender's Disbursing Office:	<input type="text"/>																																															
Agency DUNS Number:	<input type="text"/>																																															
Agency DUNS+4:	<input type="text"/>																																															
FIFO Liquidation Worksheet																																																
Return to Top																																																

Note: The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date/period when the form is verified or processed.

5. 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

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC/Advance Payment Line):

optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to [Appendix: Create Cash Receipt \(CR\) – Lockbox & Contract Fees](#)

6. Select the Accounting Line tab.

Header Accounting Lines Approval Routing Memos Summary Correspondence

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

Header Accounting Lines Approval Routing Memos Summary Correspondence

Accounting Line | Charge Lines | Articles | Associated Spending

Add Copy Copy Forward Remove Reset Replace Display 10 Items View as CSV Sort...

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src
-------------	-----------	--------	------------------	----------	------	------	------	-----	--------	---------	------	---------	----------	----------	-----	---------	---------	-------------

The CR Accounting line page is displayed.

Accounting Line Charge Lines Articles Associated Spending

Item 1 of 1

Expand All | Collapse All

- General

Line Number:	1	* Receivable Type:	<input type="text"/>	Default
Line Type:	Normal	Record Type:	PR	
Transaction Type:	<input type="text"/>	Offset Type:	<input type="text"/>	
Write Off Reason:	<input type="text"/>	TROR Classification:	<input type="text"/>	
Confirmation Date:	<input type="text"/>	TROR Collection Type:	<input type="text"/>	
Calculate Charge Amount:	Manual Entry	SF-224 Reclassification:	<input type="checkbox"/>	
Period of Performance		Source Number:	<input type="text"/>	
Start Date:	<input type="text"/>	* Business Line:	<input type="text"/>	
End Date:	<input type="text"/>	Related Statement Number:	<input type="text"/>	

[Return to Top](#)

8. On the “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 [Appendix: Create Cash Receipt \(CR\) – Lockbox & Contract Fees](#)

Note: Receivable Type, Transaction Type, Posting Order, Tender Type and TROR

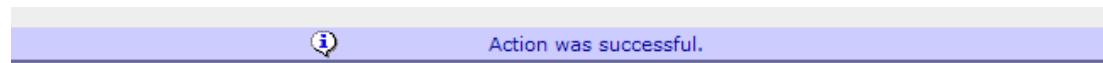
Steps to Create an Accounts Receivable	Notes
Cash Receipt (CR) Form (Non-IPAC/Advance Payment Line):	

classification will default from the document type.

9. Select the **Save** button.

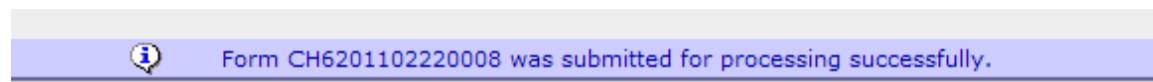


10. Select the **Verify** button.



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 with the  are informational only and do not need to be corrected

11. Select the **Submit** button.



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

4.8.8.5 Manual Creation Cash Receipt (CR): Non-IPAC Advance Offset

As described in section: *4.7.8.4 Manual Creation Cash Receipt (CR): Non-IPAC Advance Payment*, Non-Federal customers that enter into an agreement with GSA must submit a pre-payment (Cash Receipt with Line Type of Advance Payment).

Once the revenue has been earned (i.e., the order has been filled), the Advance collection amount must be recorded as earned revenue. This is done by creating a Cash Receipt with a Line Type of Advance Offset that references the original Advance Payment CR. This will transfer the collection from a liability to earned revenue.

The following steps describe how a manual non-IPAC Cash Receipt (CR) Advance Offset is created.

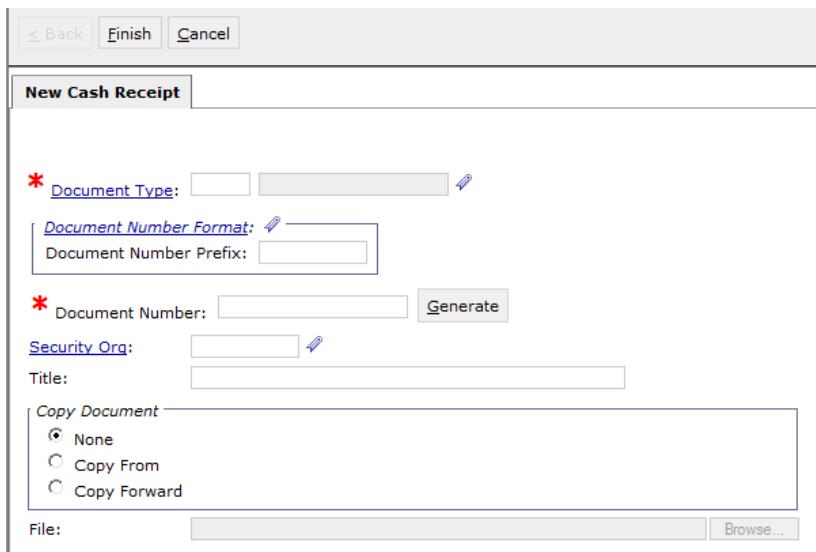
Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC/Advance Offset Line):

1. Navigate to Transactions=>Accounts Receivable=>New=>Cash Receipt.

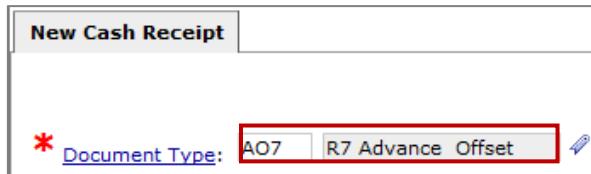
The New Cash Receipt page is displayed.



The screenshot shows the 'New Cash Receipt' page. At the top, there are 'Back', 'Finish', and 'Cancel' buttons. The main area has fields for 'Document Type' (with a red asterisk), 'Document Number Format', 'Document Number' (with a 'Generate' button), 'Security Org', 'Title', 'Copy Document' (with radio buttons for 'None', 'Copy From', and 'Copy Forward'), and a 'File' upload field with a 'Browse...' button.

2. REQUIRED: Enter Document Type.

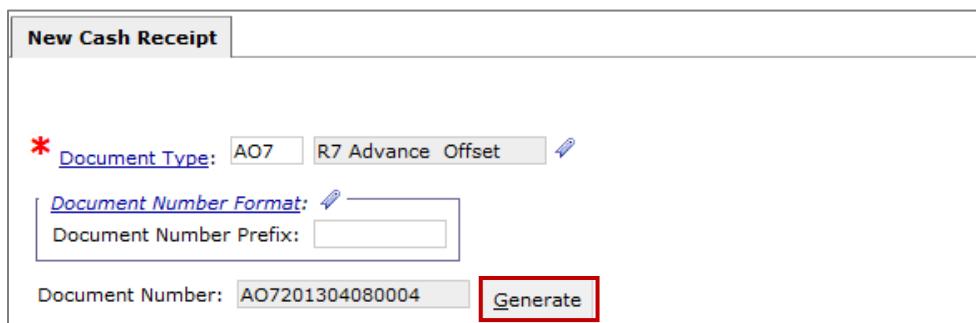
Note: Only manual document types are used for online creation. Cash Receipt document types are differentiated by what type of collection is being recorded.



The screenshot shows the 'New Cash Receipt' page with the 'Document Type' field highlighted by a red box. The field contains 'AO7 R7 Advance Offset'.

3. Select the Generate button to generate a Document Number.

A unique document number will be generated in the Document Number field.



The screenshot shows the 'New Cash Receipt' page with the 'Document Type' field containing 'AO7 R7 Advance Offset'. Below it, the 'Document Number Format' field is shown. In the 'Document Number' field, the value 'AO7201304080004' is entered, and the 'Generate' button is highlighted with a red box.

Note: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'AO7' is the document type of

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC/Advance Offset Line):

the Cash Receipt (CR) form followed by the date and a sequential number, e.g., AO7YYYYMMDD####. (The complete list of Document Number formats is defined in the Configuration Spreadsheet.)

4. Select the **Copy Forward** radio button to copy forward from the **Advance Payment Cash Receipt**, and then click the **Next** button.

New Cash Receipt

* Document Type: AO7 R7 Advance Offset

Document Number Format: Document Number Prefix:

Document Number: AO7201304080004 Generate

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

File: Browse...

5. On the Copy Forward screen, enter the **Document Type**, **Document Number** and other search criteria to copy and then click the **Search** button.

Copy Forward

Search Criteria

Document Type:	CH7 R7 Check Manual CR	From Accounting Period:	<input type="text"/>
Document Number:	CH7201212120012	To Accounting Period:	<input type="text"/>
Document Status:	<input type="text"/>	From Date:	<input type="text"/>
User ID:	<input type="text"/>	To Date:	<input type="text"/>
Title:	<input type="text"/>	Vendor:	<input type="text"/>

Search

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC/Advance Offset Line):

6. Select the Advance Payment CR to copy from the item collection and select the **Finish** button.

[≤ Back](#) [Finish](#) [Cancel](#)

Copy Forward

Search Criteria

Document Type: CH7 R7 Check Manual CR **From Accounting Period:**
Document Number: CH7201212120012 **To Accounting Period:**
Document Status: **From Date:**
User ID: **To Date:**
Title: **Vendor:** [!\[\]\(116d69ff8448df93f0e6682b588229af_img.jpg\)](#)
[Search](#)

Copy Lines

Copy all lines Choose which lines to copy

[+ Additional Criteria](#)

[+ Accounting](#)

Display 10 [Sort...](#) [!\[\]\(1dee7dc2547980d0a9cd037f108e9163_img.jpg\)](#)

	Document Category	Document Type	Document Number	Document Date	Title	Document Status	User ID
 	CR	CH7	CH7201212120012	12/12/2012		Processed	allroles135

Steps to Create an Accounts Receivable
Notes
Cash Receipt (CR) Form (Non-IPAC/Advance Offset Line):

The Header page is displayed.

Header		Accounting Lines	Approval Routing	Memos	Summary	Correspondence
Amendment History Workflow Status Approval History						
Expand All Collapse All						
General						
Document Type:	AO7	R7 Advance Offset	Receipt Date:			
Deposit Number:	<input type="text"/>		Accounting Period:			
Status:	NEW		Reporting Accounting Period:			
Document Number:	AO7201304080004		Batch Number:			
Debit Voucher #:	<input type="text"/>		Document Classification:			
Title:	<input type="text"/>		Security Org:	GSA		
Received By:	<input type="text"/>		Accomplished Date:	<input type="text"/>		
<u>Post Code:</u>	<input type="text"/>		Suppress Printing:	<input type="checkbox"/>		
<u>Overseas Cashier Code:</u>	<input type="text"/>					
<u>Disbursing Office:</u>	X0112					
<u>Sender's Disbursing Office:</u>	<input type="text"/>					
Agency DUNS Number:	<input type="text"/>					
Agency DUNS+4:	<input type="text"/>					
FIFO Liquidation Worksheet						
Return to Top						

Note: The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date/period when the form is verified or processed.

Note: The Disbursing Office will be copied forward from the Advance Payment CR.

7. Enter any additional Header fields if needed. (e.g., Title, Description, etc.).
8. Select the **Accounting Line** tab.

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



Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC/Advance Offset Line):

- Select the checkbox by the Accounting Line and then select the **Accounting Line** hyperlink to open the page.

	<input checked="" type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity
	<input checked="" type="checkbox"/>	1	Advance Offset	\$100.00		2013PBS-05-192X-P0525256-	2013		192X	05	P0525256	PG00				PG000

The CR Accounting line page is displayed.

	<input checked="" type="checkbox"/>	General	<input checked="" type="checkbox"/>	Receivable Type:	HOTDN	<input type="button" value="Default"/>	
	<input checked="" type="checkbox"/>	Line Number:	<input type="text" value="1"/>	<input checked="" type="checkbox"/> Receivable Type:	HOTDN	<input type="button" value="Default"/>	
	<input checked="" type="checkbox"/>	Line Type:	<input type="button" value="Advance Offset"/>	Record Type:	PR		
	<input checked="" type="checkbox"/>	Transaction Type:	<input type="button" value=""/>	Offset Type:	<input type="button" value=""/>		
	<input checked="" type="checkbox"/>	Write Off Reason:	<input type="button" value=""/>	TROR Classification:	<input type="button" value=""/>		
	<input checked="" type="checkbox"/>	Confirmation Date:	<input type="button" value=""/>	TROR Collection Type:	<input type="button" value=""/>		
	<input checked="" type="checkbox"/>	Calculate Charge Amount:	<input type="button" value="Manual Entry"/>	SF-224 Reclassification:	<input type="checkbox"/>		
	<input checked="" type="checkbox"/>	Period of Performance	<input type="button" value="Start Date:"/>	Source Number:	<input type="button" value=""/>		
	<input checked="" type="checkbox"/>		<input type="button" value="End Date:"/>	* Business Line:	RWAHOTD	<input type="button" value=""/>	
	<input checked="" type="checkbox"/>			Related Statement Number:	<input type="button" value=""/>		
Return to Top							

Note: Required fields (ex. Business Line, Vendor, Document Reference, Accounting Dimensions, Dollar Amount, etc.) will copy forward from the referenced document.

- Enter any additional Accounting Line fields if needed.

Note: Receivable Type, Transaction Type, Posting Order, Tender Type and TROR classification will default from the document type.

- Select the **Save** button.

	Form AO7201304080004 was saved successfully.
--	--

Steps to Create an Accounts Receivable	Notes
Cash Receipt (CR) Form (Non-IPAC/Advance Offset Line):	

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 with the  are informational only and do not need to be corrected

13. Select the **Submit** button.



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

4.8.8.6 Add Document Level Correspondence to Cash Receipt (CR)

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. For a detailed description of correspondence functionality, refer to *section 4.8: Correspondence*.

Document level correspondence can be added to a Cash Receipt (CR) documents. Correspondence is available on all document types falling under the Cash Receipt (CR) document category.

To add correspondence to a Cash Receipt document, follow the steps below.

Steps to Add CR Document Level Correspondence:	Notes
--	-------

1. If adding correspondence to an already processed document retrieve the document following steps 1-6 in *section 4.7.2.4 Execute a Query Using the Collections Query*. (In Step 6, select the **View** button).

Note: Document Level correspondence may also be added during document creation, as long as the document has been saved first.

Steps to Add CR Document Level Correspondence:

Notes

The CR document is opened in View mode, displaying the CR header.

Header Accounting Lines Approval Routing Memos Summary Correspondence

References... Amendment History Workflow Status Approval History

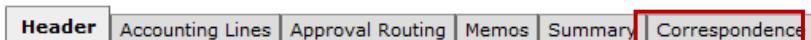
[Expand All](#) | [Collapse All](#)

General

Make Recurring		Org Receipt Date: 12/03/2012
Document Type:	CH7 R7 Check Manual CR	Last Receipt Date: 12/03/2012
Deposit Number:	110A	Accounting Period: 03/2013
Status:	PROCESSED	Reporting Accounting Period: 03/2013
Document Number:	CH7201212030001	Last Batch Number:
Debit Voucher #:		Document Classification:
Title:		Security Org: GSA
Received By:		Accomplished Date: 12/03/2012
Post Code:		Last Print Date:
Number of Accounting Lines:	1	Suppress Printing: <input type="checkbox"/>
Number of Closed Accounting Lines:	1	
Overseas Cashier Code:		
Disbursing Office:	X0112	
Sender's Disbursing Office:		
Agency DUNS Number:		
Agency DUNS+4:		
Created by:	allroles136	
Last Modified by:	allroles136	

[Return to Top](#)

2. Select the Correspondence tab.



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

Search Criteria

Creator: <input type="text"/>	Subject: <input type="text"/>	Type Of Correspondence: <input type="text"/>
Created Date		Public Publishing: <input type="checkbox"/>
From: <input type="text"/>	Contact Person	Record Number: <input type="text"/>
To: <input type="text"/>	First Name: <input type="text"/>	Itemized Line Number: <input type="text"/>
	Last Name: <input type="text"/>	Accounting Line Number: <input type="text"/>
	Assignment Code: <input type="text"/>	

Correspondence:

Buttons: Search Clear

Action Buttons: Back Add Remove Save Email History Attachments Display 10 Items View as CSV Sort...

Table Headers: Record Number, Created Date, Creator, First Name, Last Name, Assignment Code, Subject, Correspondence, Itemized Line Number, Accounting Line Number, Type Of Correspondence, Public Publishing

Table Footer: - NO ITEMS TO DISPLAY -

Steps to Add CR Document Level Correspondence:
Notes

3. Select the **Add** button.

A new, blank correspondence record is displayed in the item collection.

	Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
												False

4. Select the new, blank correspondence record in the item collection.

The Correspondence page Contact Person, Agency Contact, Research Information, and Correspondence sections are enabled for data entry.

	Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
												False

Contact Person

* First Name:	<input type="text"/>	* Last Name:	<input type="text"/>
Title:	<input type="text"/>		
Phone Number:	<input type="text"/>		
International Phone Number:	<input type="text"/>		
To Email Address(es):	<input type="text"/>		

Agency Contact

Name:	<input type="text"/>
Title:	<input type="text"/>
Phone Number:	<input type="text"/>
From Email Address:	<input type="text"/>

Research Information

Researcher Name:	<input type="text"/>	Open Date:	<input type="text"/>
Researcher Phone Number:	<input type="text"/>	Complete Date:	<input type="text"/>
Researcher International Phone Number:	<input type="text"/>	Total Research Days:	<input type="text"/>
Researcher Email Address:	<input type="text"/>		
Contact Date:	<input type="text"/>		

Correspondence

* Communication Source:	<input type="text"/> External System	Public Publishing:	<input type="checkbox"/>	Record Number:	<input type="text"/>
* Type Of Correspondence:	<input type="text"/> Resolution	Creator:	<input type="text"/>	Created Date:	<input type="text"/>
Subject:	<input type="text"/>	Last Modified By:	<input type="text"/>	Last Modified Date:	<input type="text"/>
Itemized Line Number:	<input type="text"/>	Accounting Line Number:	<input type="text"/>		
* Correspondence:	<input type="text"/>				

Steps to Add CR Document Level Correspondence:

Notes

5. 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.).

Contact Person

* First Name:	Customer Contact First	* Last Name:	Customer Contact Last
Title:	Purchasing Manager		
Phone Number:	555-555-5555		
International Phone Number:			
customer@usagency.gov			
To Email Address(es):			

6. In the Agency Contact section, populate the fields pertinent to the correspondence (Name, Title, Phone Number, and From Email Address).

Agency Contact

Name:	GSA User
Title:	Receivables Manager
Phone Number:	555-555-5555
From Email Address:	gsauser@gsa.gov

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

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

Correspondence

* Communication Source:	Phone
* Type Of Correspondence:	External System
Subject:	Phone

A dropdown menu is open over the 'Phone' option, showing the following options: External System, FAX, Mail Or Email, and Phone. The 'Phone' option is highlighted with a red box.

Correspondence

* Communication Source:	External System
* Type Of Correspondence:	Resolution
Subject:	
Itemized Line Number:	

A dropdown menu is open over the 'Resolution' option, showing the following options: Resolution, Communication, Question, Chargeback, Chargeback Resolution, Dispute, and Other. The 'Resolution' option is highlighted with a red box.

8. Update the Subject and Correspondence fields to include the text to be sent to the customer.

Steps to Add CR Document Level Correspondence:

Notes

9. Optionally populate the additional fields pertinent to the correspondence.

Correspondence

* Communication Source:	Phone	Public Publishing: <input type="checkbox"/>	Record Number:
* Type Of Correspondence:	Communication	Creator:	Created Date:
Subject:	RE: Payment 2355068	Last Modified By:	Last Modified Date:
Itemized Line Number:		Accounting Line Number:	
Sample Correspondence Message			

10. Select the Public Publishing checkbox to make the correspondence viewable by the customer in VCSS.

11. Enter the Accounting Line Number associated with the correspondence.

Correspondence

* Communication Source:	Phone	Public Publishing: <input checked="" type="checkbox"/>	Creator:
* Type Of Correspondence:	Communication	Last Modified By:	
Subject:	RE:Payment 2355068	Accounting Line Number:	2
Itemized Line Number:			

12. Select the **Save** button.

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

- *Vendor Email Address - If the document has 1 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.*
- *Record Number – Records the next available correspondence record number.*
- *Creator – Records the user ID of the person creating the correspondence record.*
- *Created Date – Records the date and time the record is created.*
- *Last Modified By – Records the user ID of the person modifying the correspondence record.*
- *Last Modified Date - Records the date and time the record is modified.*

Steps to Add CR Document Level Correspondence:

Notes

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

	Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
	1	06/17/2011 09:21:32	allroles65	Contact First Name	Customer Contact Last Name		RE: Payment 2355068	Sample Correspondence Message			1 Communication	True

Contact Person

* First Name: Customer Contact First * Last Name: Customer Contact Last
 Title: Purchasing Manager
 Phone Number: 555-555-5555
 International Phone Number:
 customer@usagency.gov
 To Email Address(es):

Agency Contact

Name: GSA User
 Title: Receivables Manager
 Phone Number: 555-555-5555
 From Email Address: gsauser@gov

Research Information

Researcher Name: Open Date:
 Researcher Phone Number: Complete Date:
 Researcher International Phone Number: Total Research Days:
 Researcher Email Address:
Contact Date:

Correspondence

* Communication Source: Phone Public Publishing: Record Number: 1
 Creator: allroles65 Created Date: 06/17/2011 09:21:32
 * Type Of Correspondence: Communication Last Modified By: allroles65 Last Modified Date: 06/17/2011 09:21:32
 Subject: RE: Payment 2355068 Accounting Line Number: 1
 Itemized Line Number:
 Sample Correspondence Message

* Correspondence:

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

	Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
	1	04/08/2013 15:46:11	allroles148	john	smith			Dear John, After researching this document...			1 Resolution	True

Steps to Add CR Document Level Correspondence:

Notes

The Attachments screen is displayed.

Attachment Identifier Name Title Number of Pages Attachment Sensitive Check Out Status Extension Type							
- NO ITEMS TO DISPLAY -							
Expand All Collapse All							
Document Information * Attachment Identifier: <input type="text"/> * Title: <input type="text"/> Location: <input type="text"/> Number of Pages: <input type="text"/> * Attachment Date: <input type="text"/> Sensitive: <input type="checkbox"/> Attachment: <input type="checkbox"/> Name: <input type="text"/> Type: <input type="text"/> Return to Top							
Edit Information Checked Out: <input type="text" value="True"/> LockedBy: <input type="text"/> Last Edit Date: <input type="text"/> Return to Top							

14. Select the Import Local File button.

Attachment Identifier Name Title Number of Pages Attachment Sensitive Check Out Status Extension Type							
Return Import Local File Attachment Access Repository Delete Check Out Check In Unlock View Display 10 Sort...							

The Import Attachments screen is displayed.

The screenshot shows the PEGASYS Import Attachments interface. It features a header with the GSA logo and the word "PEGASYS". Below the header is a form with the following fields:

- * Attachment Identifier:
- * Title:
- Number of Pages:
- Attachment Date:
- Location:
- File:
- Sensitive:
- Attachment:
- Transmit to External Application:

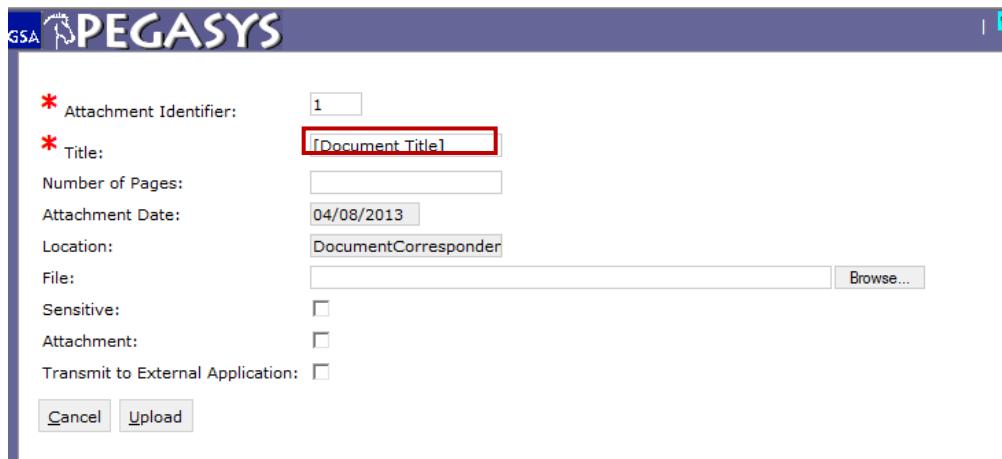
At the bottom are two buttons: and .

Steps to Add CR Document Level Correspondence:

Notes

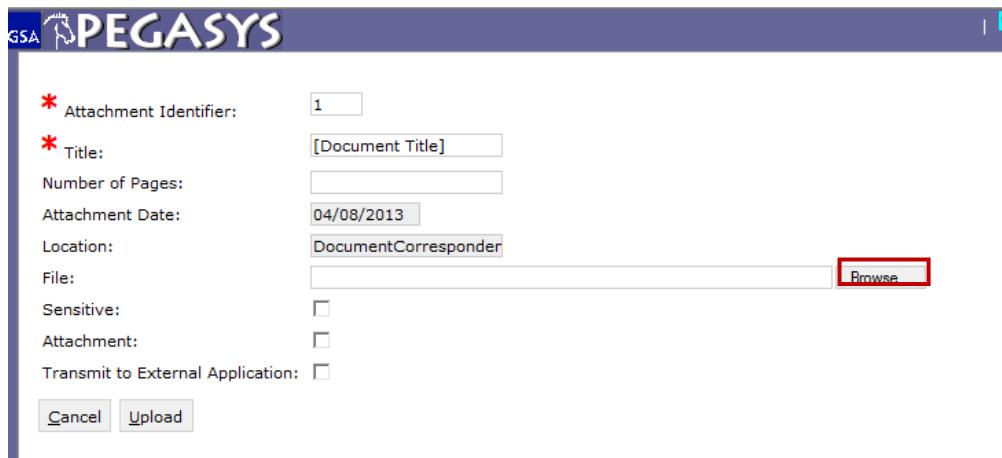
15. Enter the **Title** field as well as any other pertinent fields associated with the attachment file.

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



The screenshot shows a Windows application window titled 'PEGASYS'. Inside, there's a form for adding document correspondence. The 'Title' field is highlighted with a red border. Other fields include 'Attachment Identifier' (1), 'Number of Pages' (empty), 'Attachment Date' (04/08/2013), 'Location' (DocumentCorresponder), 'File' (empty), 'Sensitive' (unchecked), 'Attachment' (unchecked), and 'Transmit to External Application' (unchecked). At the bottom are 'Cancel' and 'Upload' buttons.

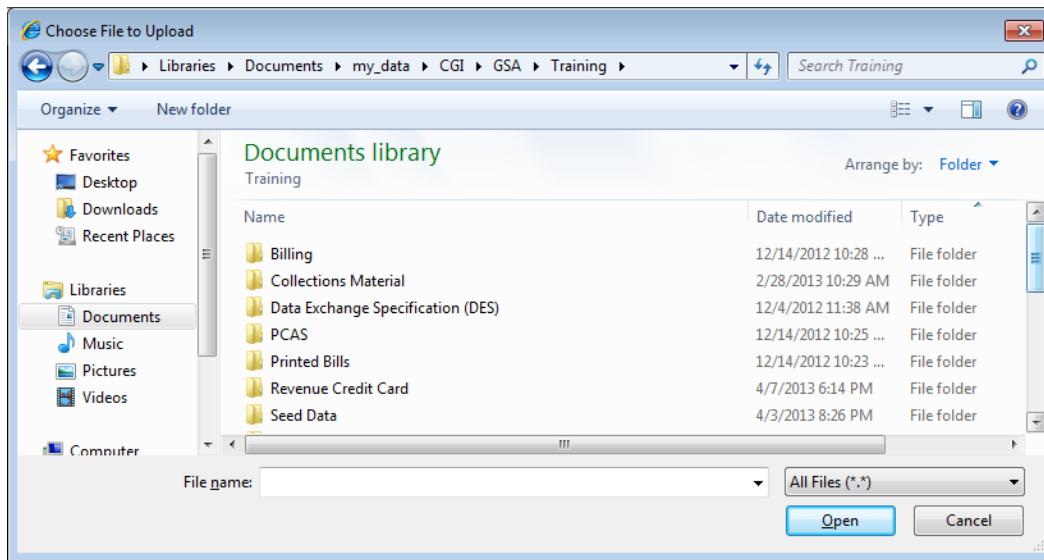
16. Select the **Browse** button to locate the attachment file in your local directory.



This screenshot is identical to the one above, but the 'Browse...' button next to the 'File' input field is highlighted with a red box, indicating it has been selected.

Steps to Add CR Document Level Correspondence:**Notes**

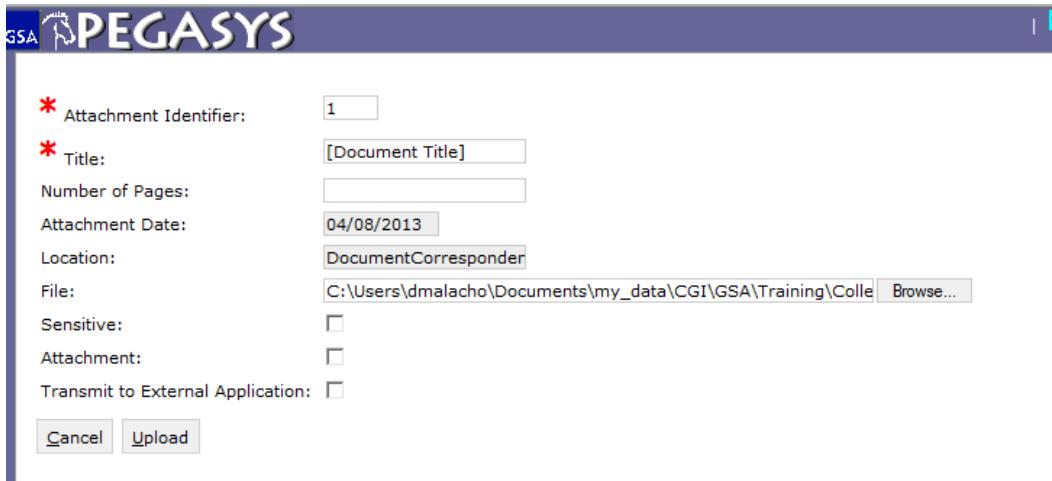
The File Upload screen using the local directory is displayed.



17. Select the desired file from the local directory and then select the **Open** button.

Note: Users can attach PDF, Word (.doc and .docx), Excel (.xls and .xlsx), and .txt files, up to 5-6 MB.

The correspondence Import Local File page is displayed.



The screenshot shows the "PEGASYS" application interface for importing a local file. The form fields include:
- Attachment Identifier: (marked with a red asterisk)
- Title: (marked with a red asterisk)
- Number of Pages: (empty)
- Attachment Date:
- Location:
- File: (with a "Browse..." button)
- Sensitive: (unchecked)
- Attachment: (unchecked)
- Transmit to External Application: (unchecked)
At the bottom are "Cancel" and "Upload" buttons.

Steps to Add CR Document Level Correspondence:

Notes

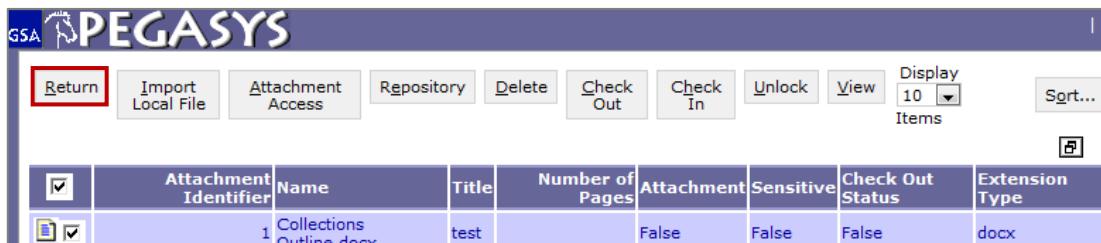
18. Select the **Upload** button.

The Attachment page is displayed.



The screenshot shows the PEGASYS interface for managing attachments. At the top, there is a toolbar with buttons for Return, Import Local File, Attachment Access, Repository, Delete, Check Out, Check In, Unlock, View, Display (set to 10 items), Sort..., and a search icon. Below the toolbar is a table with columns: Attachment Identifier, Name, Title, Number of Pages, Attachment, Sensitive, Check Out Status, and Extension Type. A single row is selected, showing Attachment Identifier 1, Name Collections Outline.docx, Title test, Number of Pages 1, Attachment checked, Sensitive False, Check Out Status False, and Extension Type docx. Below the table are 'Expand All' and 'Collapse All' links. On the left, a 'Document Information' panel displays the following fields with their values: Attachment Identifier (1), Title (test), Location (DocumentCorresponder), Number of Pages (1), Attachment Date (04/08/2013), Sensitive (unchecked), Attachment (checked), Name (Collections Outline.docx), and Type (docx). A 'Return to Top' link is at the bottom of the panel.

19. Select the **Return** button.



This screenshot is identical to the previous one, showing the PEGASYS Attachment page. However, the 'Return' button in the toolbar has been highlighted with a red box to indicate it is the next step to be selected.

Steps to Add CR Document Level Correspondence:
Notes

The Correspondence page is displayed.

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
1	04/08/2013 15:46:11	allroles148	john	smith		Dear John, After researching this document...				1 Resolution	True

20. Select the **Save** button.

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
1	04/08/2013 15:46:11	allroles148	john	smith		Dear John, After researching this document...				1 Resolution	True

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

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.

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
1	04/08/2013 15:46:11	allroles148	john	smith		Dear John, After researching this document...				1 Resolution	True

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.

Item 1: Correspondence GS4624I An email was sent to John.Smith@doe.gov

Steps to Add CR Document Level Correspondence:

Notes

22. Select the **Back** button to return to the CR document.

Back	Add	Remove	Save	Email	History	Attachments	Display	10 <input type="button" value="▼"/> Items	View as CSV	Sort...
----------------------	---------------------	------------------------	----------------------	-----------------------	-------------------------	-----------------------------	-------------------------	---	-----------------------------	-------------------------

4.8.9 Correcting Non-IPAC Collections

Non-IPAC Cash Receipts can be amended or corrected to update erroneous data or change certain fields. Cash Receipts in a processed status should always be Amended. Cash Receipts in a Rejected or Held status should always be Corrected.

Cash Receipts (CRs) that reference Billing Documents (BDs) cannot be amended to increase the collected amount more than the referenced BD amount on the accounting line. Also, please note, IPAC CRs cannot be amended after processing. IPAC CRs that are rejected or held can be corrected following the steps in *section: 4.7.3 IPAC Transaction Query (Collections)*. Cash Receipts should not be cancelled. Instead, GSA processes dictate correcting/amending a Cash Receipt down to \$0.

4.8.9.1 Amend Non-IPAC Cash Receipt (CR)

Amending is used to update the information on previously processed documents. When an amendment is made to a document, it is recorded as part of that documents audit trail. To amend a non-IPAC Cash Receipt (CR), the user must have the appropriate security permissions.

If forms are created via an automated process but reject during processing, the documents will have to be *corrected* in order to complete the initial processing rather than amending. For details on correcting a Cash Receipt, refer to *section 4.7.9.2 Correct Non-IPAC Cash Receipt (CR)*.

The following steps describe how the user amends a processed non-IPAC Cash Receipt (CR).

Steps to Amend an Accounts Receivable Non-IPAC Cash Receipt (CR) Document:

Notes

1. Navigate to Transactions=>Form/Document Selection.

Note: The Cash Receipt can also be Amended via the below queries:

- *Collections query: Queries => Accounts Receivable => Collections.*
- *Refer to section: 4.7.2.4 Execute a Query Using the Collections Query.*
- *Accounts Receivable: Transactions => Accounts Receivable => Amend.*

**Steps to Amend an Accounts Receivable Non-IPAC Cash Receipt (CR)
Document:****Notes**

The Form/Document Selection page is displayed.

Form/Document Selection

Search Criteria	
Subsystem:	<input type="text"/>
Document Type:	<input type="text"/> <input type="button" value=""/>
Document Number:	<input type="text"/>
Amendment Number:	<input type="text"/>
Document Category:	<input type="text"/>
From Accounting Period:	<input type="text"/>
To Accounting Period:	<input type="text"/>
From Date:	<input type="text"/>
To Date:	<input type="text"/>
Vendor	
Code:	<input type="text"/> <input type="text"/> <input type="button" value=""/> TIN (SSN/EIN): <input type="text"/>
DUNS:	<input type="text"/> DUNS+4: <input type="text"/>
Designated Agent - ALC:	<input type="text"/> <input type="text"/> <input type="button" value=""/> Customer Account: <input type="text"/>
System ID: <input type="text"/> <input type="button" value=""/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/>	
Document Status	
Processed:	<input checked="" type="checkbox"/> Rejected: <input checked="" type="checkbox"/>
Cancelled:	<input checked="" type="checkbox"/> Archived: <input type="checkbox"/>
Scheduled:	<input checked="" type="checkbox"/> Pending Approval: <input checked="" type="checkbox"/>
Held:	<input checked="" type="checkbox"/>
User ID:	<input type="text"/> <input type="button" value=""/>
Security Org:	<input type="text"/> <input type="button" value=""/>
Title/Contract Number: <input type="text"/>	

Steps to Amend an Accounts Receivable Non-IPAC Cash Receipt (CR) Document:

Notes

2. Enter the appropriate search criteria to retrieve the Cash Receipt, such as the **Document Type**, **Document Number**, a **Date Range**, and **Referenced Statement Number** (the BDs Statement Number).

Note: To view the Reference Statement Number field, select the [+] to the left of the Advance Search section.

Search Criteria

Subsystem:	<input type="button" value="Accounts Receivable"/>	
Document Type:	<input type="text" value="CH7"/> <input type="button" value="R7 Check Manual CR"/>	<input type="button"/>
Document Number:	<input type="text"/>	
Amendment Number:	<input type="text"/>	
Document Category:	<input type="button"/>	
From Accounting Period:	<input type="text"/>	
To Accounting Period:	<input type="text"/>	
From Date:	<input type="text" value="11/02/2012"/>	
To Date:	<input type="text"/>	
Vendor		
Code:	<input type="text"/>	<input type="text"/>
DUNS:	<input type="text"/>	
Designated Agent - ALC:	<input type="text"/>	<input type="text"/>
TIN (SSN/EIN): <input type="text"/>		
DUNS+4: <input type="text"/>		
Customer Account: <input type="text"/>		
System ID: <input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>		
[+] Additional Criteria <input type="text"/>		
[+] Accounting <input type="text"/>		
[+] Advance Search <input type="text"/>		
Statement Number: <input type="text"/>		Referenced Statement Number: <input type="text" value="F0000049"/>
		Source Number: <input type="text"/>

3. Select the **Search** button to execute the query.
4. Select the document to amend from the search results and then select the **Amend** button.

	Document Type	Document Number [△]	Amendment Number	Title	Document Date	Document Status	User ID
<input type="checkbox"/>	CH7	CH7201205220135			11/14/2012	Processed	allroles134

**Steps to Amend an Accounts Receivable Non-IPAC Cash Receipt (CR)
Document:****Notes**

The New Amendment page will be displayed in a new window.

New Amendment

Subsystem: Accounts Receivable

* Document: CH7

* Document Type: CH7

* Document Name: R7 Check Manual CR

* Document Number: CH7201205220135

Amendment Number

* Amendment Number: Generate

5. Enter or Generate the Amendment Number.

Amendment Number

* Amendment Number: 001

6. Select the OK button to open the Cash Receipt in amend mode.

New Amendment

Subsystem: Accounts Receivable

* Document: CH7

* Document Type: CH7

* Document Name: R7 Check Manual CR

* Document Number: CH7201205220135

Amendment Number

* Amendment Number: 001

Steps to Amend an Accounts Receivable Non-IPAC Cash Receipt (CR) Document:

Notes

The CR Header screen is displayed in Amend mode.

Header Accounting Lines Approval Routing Memos Summary Correspondence

Amendment History Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type:	CH7 R7 Check Manual CR	Receipt Date:	<input type="text"/>
Deposit Number:	00012844011	Accounting Period:	<input type="text"/> 
Status:	PROCESSED	Reporting Accounting Period:	<input type="text"/> 
Document Number:	CH7201205220135	Batch Number:	<input type="text"/>
Amendment Number:	001	Document Classification:	<input type="text"/> 
Debit Voucher #:	<input type="text"/>	Security Org:	GSA
Title:	<input type="text"/>	* Accomplished Date:	05/08/2012
Received By:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Post Code:	<input type="text"/> 		
Overseas Cashier Code:	<input type="text"/> 		
Disbursing Office:	GS193 		
Sender's Disbursing Office:	<input type="text"/> 		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		
FIFO Liquidation Worksheet			

[Return to Top](#)

7. Enter the Amendment Justification.

Amendment Information

Date:

* Justification:

8. Select the Accounting Line tab.

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

Steps to Amend an Accounts Receivable Non-IPAC Cash Receipt (CR) Document:

Notes

9. Select the checkbox by the Accounting Line and then select the **Accounting Line** hyperlink to open the page.

Header	Accounting Lines	Approval Routing	Memos	Summary	Correspondence										
	Accounting Line Charge Lines Articles Associated Spending														
	Add Copy Copy Forward Remove Reset Replace Display 10 ▼ Items View as CSV Sort...														
	Line Number Line Type Amount Transaction Type Template BBFY EBFY Fund Reg Org Cd Sub Org Prgm Proj Cd Sub Proj Activity														
	<input checked="" type="checkbox"/> 1 Normal \$0.00 02 <input checked="" type="checkbox"/>					2011		192X	04	P0425303		PG00			PG000

10. Update the Accounting Line fields as needed.

Note: Repeat Steps 8-10 for each Accounting Line that needs updates.

Note: If updating the Line Amount, enter either the Change amount (amount the user chooses to increase or decrease the CR by) OR enter the Current amount (new total amount of the CR accounting line).

Line Amounts		
Original Principal Amount: <input type="text" value="\$300.00"/> 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"/> Receipt Total: <input type="text" value="\$300.00"/>	Change <input type="text" value="(\$300.00)"/> <input type="text" value="\$0.00"/> <input type="text" value="\$0.00"/> <input type="text" value="\$0.00"/> <input type="text" value="(\$300.00)"/>	Current <input type="text" value="\$0.00"/> <input type="text" value="\$0.00"/> <input type="text" value="\$0.00"/> <input type="text" value="\$0.00"/> <input type="text" value="\$0.00"/>

11. Select the **Save** button.

Form CH7201205220135 was saved successfully.

12. Select the **Verify** button.

Action was successful.

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.

Steps to Amend an Accounts Receivable Non-IPAC Cash Receipt (CR) Document:

Notes

13. Select the Submit button.

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



Form CH6201102220008 was submitted for processing successfully.

4.8.9.2 Correct Non-IPAC Cash Receipt (CR)

Correction is a less preferable action than amending as it does not have the audit capability that the amendment action has. However, if forms are created via an automated process and reject or are held during processing, the documents will have to be corrected in order to complete the initial processing. To correct a Cash Receipt (CR), the user must have the appropriate security permissions.

Note for correcting unprocessed IPAC CRs, the IPAC information should not be changed. Please refer to section 4.6.3 IPAC Transaction Query (Collections) to correct IPAC Collections.

The following steps describe how the user corrects a rejected or held non-IPAC Cash Receipt (CR).

Steps to Correct an Accounts Receivable Non-IPAC Cash Receipt (CR) Form:

Notes

1. Navigate to Transactions=>Form/Document Selection.

Note: The Cash Receipt can also be Amended via the below queries:

- *Collections query: Queries => Accounts Receivable => Collections.*
- *Refer to section: 4.7.2.4 Execute a Query Using the Collections Query.*
- *Accounts Receivable: Transactions=> Accounts Receivable => Amend.*

Form/Document Selection

Search Criteria		Document Status	
Subsystem:	<input type="text"/>	Processed:	<input checked="" type="checkbox"/> Rejected:
Document Type:	<input type="text"/> <input type="button" value=""/>	Cancelled:	<input checked="" type="checkbox"/> Archived:
Document Number:	<input type="text"/>	Scheduled:	<input checked="" type="checkbox"/> Pending Approval:
Amendment Number:	<input type="text"/>	Held:	<input checked="" type="checkbox"/>
Document Category:	<input type="text"/>	User ID:	<input type="text"/> <input type="button" value=""/>
From Accounting Period:	<input type="text"/>	Security Org:	<input type="text"/> <input type="button" value=""/>
To Accounting Period:	<input type="text"/>	Title/Contract Number:	<input type="text"/>
From Date:	<input type="text"/>		
To Date:	<input type="text"/>		
Vendor			
Code:	<input type="text"/> <input type="button" value=""/>	TIN (SSN/EIN):	<input type="text"/>
DUNS:	<input type="text"/>	DUNS+4:	<input type="text"/>
Designated Agent - ALC:	<input type="text"/> <input type="button" value=""/>	Customer Account:	<input type="text"/> <input type="button" value=""/>
System ID: <input type="text"/> <input type="button" value=""/>			
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

Steps to Correct an Accounts Receivable Non-IPAC Cash Receipt (CR) Form: Notes

2. Enter the appropriate search criteria to retrieve the Cash Receipt, such as the **Document Type**, **Document Number**, a Date Range, and **Referenced Statement Number** (the BDs Statement Number). Optional: Uncheck the **Processed Document Status**.

Note: To view the Reference Statement Number field, select the [+] to the left of the Advance Search section.

Form/Document Selection

Search Criteria

Subsystem:	Accounts Receivable
Document Type:	L6F R6 Fleet Lockbox CR (4)
Document Number:	L6F201210090156
Amendment Number:	
Document Category:	
From Accounting Period:	
To Accounting Period:	
From Date:	10/02/2012
To Date:	
Vendor	
Code:	
DUNS:	
Designated Agent - ALC:	
TIN (SSN/EIN):	
DUNS+4:	
Customer Account:	
System ID:	
<input type="button" value="Search"/> <input type="button" value="Clear"/>	
[+] Additional Criteria	
[+] Accounting	
[+] Advance Search	
Statement Number:	F000000009
Referenced Statement Number:	
Source Number:	

Document Status

Processed:	<input checked="" type="checkbox"/>	Rejected:	<input checked="" type="checkbox"/>
Cancelled:	<input checked="" type="checkbox"/>	Archived:	<input type="checkbox"/>
Scheduled:	<input checked="" type="checkbox"/>	Pending Approval:	<input checked="" type="checkbox"/>
Held:	<input checked="" type="checkbox"/>		
User ID:			
Security Org:			
Title/Contract Number:			

3. Select the **Search** button to execute the query.
4. Select the form to correct from the search results and select the **Correct** button.

Correct Items

	Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
	L6F	L6F201210090156			10/09/2012	Rejected	runbatchlockbox

Steps to Correct an Accounts Receivable Non-IPAC Cash Receipt (CR) Form:

Notes

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

X Cash Receipt\Cash Receipt Line 1 GS1008E The Cash Receipt Line 1 number 1 requires a transaction type, but none has been entered and no defaults are available for the document type L6F and expected action / accounting events AR05 or AR05.

X Cash Receipt\Cash Receipt Line 1\Business Line GS0228E No value was provided. Please enter a value.

X Cash Receipt\Cash Receipt Line 1\Code GS0228E No value was provided. Please enter a value.

X Cash Receipt\Cash Receipt Line 1\Fund GS3006E The FUND dimension is required by line 1.

X Cash Receipt\Cash Receipt Line 1\Transaction Type GL0057E No accounting event could be inferred for fiscal year 2013 and transaction type Transaction Type.

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Print](#) [Route](#)

Header [Accounting Lines](#) [Approval Routing](#) [Memos](#) [Summary](#) [Correspondence](#)

[Amendment History](#) [Workflow Status](#) [Approval History](#)

[Expand All](#) | [Collapse All](#)

General			
Document Type:	<input type="text" value="L6F"/> R6 Fleet Lockbox CR (4)	Receipt Date:	<input type="text" value="10/09/2012"/>
Deposit Number:	<input type="text" value="900430"/>	Accounting Period:	<input type="text" value="01/2013"/>
Status:	<input type="text" value="REJECTED"/>	Reporting Accounting Period:	<input type="text" value="01/2013"/>
Document Number:	<input type="text" value="L6F201210090156"/>	Batch Number:	<input type="text"/>
Debit Voucher #:	<input type="text"/>	Document Classification:	<input type="text"/>
Title:	<input type="text"/>	Security Org:	<input type="text" value="GSA"/>
Received By:	<input type="text"/>	Accomplished Date:	<input type="text" value="10/09/2012"/>
<u>Post Code:</u>	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
<u>Overseas Cashier Code:</u>	<input type="text"/>		
<u>Disbursing Office:</u>	<input type="text" value="GS127"/>		
<u>Sender's Disbursing Office:</u>	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		
FIFO Liquidation Worksheet			

5. Update any fields containing errors on the CR Header page.

Note: Most errors listed on the top of the screen are clickable and will take the user directly to the place of the listed error.

6. Select the **Accounting Line** tab.

Header [Accounting Lines](#) [Approval Routing](#) [Memos](#) [Summary](#) [Correspondence](#)

Steps to Correct an Accounts Receivable Non-IPAC Cash Receipt (CR) Form: Notes

7. Select the checkbox by the Accounting Line and then select the **Accounting Line** hyperlink to open the page.

Accounting Lines																	
Header Approval Routing Memos Summary Correspondence																	
Accounting Line Charge Lines Articles Associated Spending																	
Add	Copy	Copy Forward	Remove	Reset	Replace	Display	10	▼	Items	View as CSV	Sort...						
Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src
<input checked="" type="checkbox"/>	1 Normal	\$330.03															

8. Update any fields containing errors on the CR Accounting Lines page.

Note: Repeat Steps 6-8 for each Accounting Line that need updating.

Note: The Final Flag (Document Reference Section) should not be checked because it will liquidate the full amount of the referenced BD even if the amount of the CR is less than the BD.

Accounting Line																	
Charge Lines Articles Associated Spending																	
Item 1 of 1																	
Expand All Collapse All																	
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="margin-bottom: 10px;"> General </div> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="display: flex; align-items: center;"> Line Number: <input type="text" value="1"/> </div> <div style="display: flex; align-items: center;"> * Receivable Type: <input style="background-color: red; color: white; width: 100px; height: 20px; margin-right: 10px;" type="text"/> X Pencil </div> <div style="margin-left: 10px;">Default</div> </div> <div style="display: flex; align-items: center;"> Line Type: <input style="width: 100px; margin-right: 10px;" type="text" value="Normal"/> X Pencil </div> <div style="display: flex; align-items: center;"> Record Type: <input style="width: 100px; margin-right: 10px;" type="text" value="PR"/> X </div> <div style="display: flex; align-items: center;"> Offset Type: <input style="width: 100px; margin-right: 10px;" type="text"/> X </div> <div style="display: flex; align-items: center;"> TROR Classification: <input style="width: 100px; margin-right: 10px;" type="text" value="Administrative"/> X </div> <div style="display: flex; align-items: center;"> TROR Collection Type: <input style="width: 100px; margin-right: 10px;" type="text" value="Agency"/> X </div> <div style="display: flex; align-items: center;"> SF-224 Reclassification: <input type="checkbox"/> </div> <div style="display: flex; align-items: center;"> Source Number: <input style="width: 100px; margin-right: 10px;" type="text"/> X </div> <div style="display: flex; align-items: center;"> Period of Performance </div> <div style="display: flex; align-items: center;"> Start Date: <input style="width: 100px; margin-right: 10px;" type="text"/> End Date: <input style="width: 100px; margin-right: 10px;" type="text"/> X Pencil </div> <div style="display: flex; align-items: center;"> * Business Line: <input style="background-color: red; color: white; width: 100px; height: 20px; margin-right: 10px;" type="text"/> X Pencil </div> <div style="display: flex; align-items: center;"> Related Statement Number: <input style="width: 100px; margin-right: 10px;" type="text" value="Z0000133"/> X </div> </div> </div>																	
Return to Top																	

9. Select the **Save** button.

Form L6F201210090156 was saved successfully.

10. Select the **Verify** button.

Action was successful.

Steps to Correct an Accounts Receivable Non-IPAC Cash Receipt (CR) Form: Notes

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.

11. Select the **Submit** button.



Form 201102110001 was submitted for processing successfully.

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

4.8.9.3 Add/Update Cash Receipt Overpayment Line – Billing Document Reference

When Pegasys receives a Cash Receipt with an amount that is greater than that of the Billing Document it references, the Cash Receipt is placed in a Rejected status. Depending whether the CR is from Lockbox or Pay.gov, the user must manually add or correct an overpayment line on the Cash Receipt.

- 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 for the amount of the overpayment (but it must still be manually corrected and processed).

Note: If correcting a Pay.gov overpayment document, Steps numbers 6-16 in the below instructions can be skipped.

Examples of when an overpayment may occur:

- If a customer has multiple individuals doing data entry for payments on the same accounts, a duplicate payment could be issued by mistake. It is possible that the two clerks received the same bill to issue payment for. In this case, the customer would have unintentionally created an overpayment.
- On this same note, if a payment issuing data entry clerk mistakenly hits a key that causes a payment to be issued for a larger amount than intended, it would also create an overpayment.
- If a customer receives a Dunning Notice and remits payment based on the Dunning Notice when the statement had already been paid.

The following steps describe how to correct a Cash Receipt to add an overpayment line when the Cash Receipt references a Billing Document.

Steps to correct an Accounts Receivable

Cash Receipt (CR) Form to Add/Update Overpayment Line with Billing Document Reference:

Notes

1. Navigate to Transactions=>Accounts Receivable=>Collections.

The Collections Query page is displayed.

Collections Query

<i>Search Criteria</i>			
Document Type: <input type="text"/> <input type="button" value="Pencil"/> Number: <input type="text"/> <input type="button" value="Pencil"/> Accounting: <input type="text"/> <input type="button" value="Pencil"/>		Accounting Line Amount From: <input type="text"/> To: <input type="text"/>	
Related Statement Number: <input type="text"/>		Receipt Date From: <input type="text"/> To: <input type="text"/>	
Referenced Statement Number: <input type="text"/>		Accomplish Date From: <input type="text"/> To: <input type="text"/>	
Document Status Processed: <input type="checkbox"/> Held: <input type="checkbox"/> Cancelled: <input type="checkbox"/> Rejected: <input type="checkbox"/> Scheduled: <input type="checkbox"/> Pending Approval: <input type="checkbox"/>		User ID: <input type="text"/> <input type="button" value="Pencil"/> Business Line: <input type="text"/> <input type="button" value="Pencil"/>	
Line Type Advance Payment: <input type="checkbox"/> Normal: <input type="checkbox"/> Advance Offset: <input type="checkbox"/> Receivable Offset: <input type="checkbox"/> Debit Voucher - Advance: <input type="checkbox"/> Travel Advance Offset: <input type="checkbox"/> Debit Voucher - Normal: <input type="checkbox"/> Write Off: <input type="checkbox"/> Credit Application: <input type="checkbox"/> Credit Reduction: <input type="checkbox"/>			
<input type="button" value="Search"/> <input type="button" value="Clear"/>			
<input type="button" value="Additional Criteria"/>			

Steps to correct an Accounts Receivable

Cash Receipt (CR) Form to Add/Update Overpayment Line with Billing Document Reference:

Notes

- Enter all known Search Criteria, including:

- Document Type.
- Document Number.
- Required:** Document Status (*Rejected, Held, and/or Processed*).
- Required:** Line Type (*Normal*).
- Date.
- Additional Search Criteria if applicable

Note: The Applied to Billing Document dropdown (Additional Criteria section) defaults to Null, which will return both Cash Receipt Accounting Lines that have or have not been applied to a Billing Document. Updating this dropdown to No will only return Cash Receipt Accounting Lines that have not been applied to a Billing Document.

Collections Query

Search Criteria

Document	Accounting Line Amount
Type: <input type="text" value="L6B"/> Number: <input type="text" value="L6B201302080004"/> Accounting: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>
Related Statement Number: <input type="text"/>	Receipt Date
Referenced Statement Number: <input type="text"/>	From: <input type="text" value="01/01/2013"/> To: <input type="text"/>
Document Status	Accomplish Date
Processed: <input checked="" type="checkbox"/> Held: <input type="checkbox"/> Cancelled: <input type="checkbox"/> Rejected: <input checked="" type="checkbox"/> Scheduled: <input type="checkbox"/> Pending Approval: <input type="checkbox"/>	From: <input type="text"/> To: <input type="text"/> User ID: <input type="text"/> Business Line: <input type="text"/>
Line Type	
Advance Payment: <input type="checkbox"/> Normal: <input checked="" type="checkbox"/> Advance Offset: <input type="checkbox"/> Receivable Offset: <input type="checkbox"/> Debit Voucher - Advance: <input type="checkbox"/> Travel Advance Offset: <input type="checkbox"/> Debit Voucher - Normal: <input type="checkbox"/> Write Off: <input type="checkbox"/> Credit Application: <input type="checkbox"/> Credit Reduction: <input type="checkbox"/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/>	
<input type="checkbox"/> Additional Criteria Applied to Billing Document: <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Reference Document	

- Select the **Search** button.

The results are returned in the Item Collection.

	Document Type	Document Number	Accounting Line Number	Related Statement Number	Input System	Referenced Statement Number	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount	Receipt Date
	L6B	L6B201302080004	1	MN0004				Rejected	Normal		\$13,000,000,006.77	02/08/2013

Steps to correct an Accounts Receivable

Notes

Cash Receipt (CR) Form to Add/Update Overpayment Line with Billing Document Reference:

- Select the applicable Cash Receipt from the item collection and click the **Correct Document** button.

Note: If the Cash Receipt is in Processed status, select the Amend Document button.



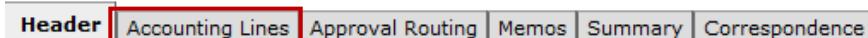
Document Type	Document Number	Accounting Line Number	Related Statement Number	Input System	Referenced Statement Number	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount	Receipt Date
L6B	L6B201302080004	1	MN0004				Rejected	Normal		\$125.00	7 02/08/2013

The Cash Receipt document is displayed in a new window in Correct mode.

- Note: The error at top of Document: "The amount on line Cash Receipt Line 1 exceeds the referenced line's outstanding amount. Please enter a separate line for excess amount.*

Cash Receipt\Cash Receipt Line 1 AR0307E The amount on line Cash Receipt Line 1 exceeds the referenced line's outstanding amount. Please enter a separate line for excess amount.

- Select the Accounting Lines tab.



Steps to correct an Accounts Receivable

Notes

Cash Receipt (CR) Form to Add/Update Overpayment Line with Billing Document Reference:

7. Select the checkbox by the Accounting Line containing the overpayment and then select the **Accounting Line** hyperlink to open the page.

Header																			
Accounting Lines Approval Routing Memos Summary Correspondence																			
Accounting Line Charge Lines Articles Associated Spending																			
Add	Copy	Copy Forward	Remove	Reset	Replace	Display	10 <input type="button" value="▼"/>	Items	View as CSV	Sort...									
<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src
	1	Normal	\$125.00	01	2013-03-285F-Q03SD000-GS21-AF152-S62-F0	2013	285F	03	Q03SD000	GS21			AF152				7109		

The Accounting Line is displayed.

Accounting Line Charge Lines Articles Associated Spending																																																																	
Expand All Collapse All																																																																	
<div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="checkbox"/> General</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Line Number:</td> <td style="width: 10%;"><input type="text" value="1"/></td> <td style="width: 30%; text-align: right;">* <u>Receivable Type:</u></td> <td style="width: 10%;"><input type="text" value="SUNI"/></td> <td style="width: 10%; text-align: right;">Default</td> </tr> <tr> <td>Line Type:</td> <td><input type="text" value="Normal"/></td> <td>Record Type:</td> <td><input type="text" value="PR"/></td> <td></td> </tr> <tr> <td>Transaction Type:</td> <td><input type="text" value="01"/></td> <td>Offset Type:</td> <td><input type="text" value=""/></td> <td></td> </tr> <tr> <td>Write Off Reason:</td> <td><input type="text" value=""/></td> <td>TROR Classification:</td> <td><input type="text" value="Administrative"/></td> <td></td> </tr> <tr> <td>Confirmation Date:</td> <td><input type="text" value=""/></td> <td>TROR Collection Type:</td> <td><input type="text" value="Agency"/></td> <td></td> </tr> <tr> <td>Calculate Charge Amount:</td> <td><input type="text" value="Manual Entry"/></td> <td>SF-224 Reclassification:</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td colspan="2"><u>Period of Performance</u></td> <td>Source Number:</td> <td colspan="3"><input type="text" value=""/></td> </tr> <tr> <td colspan="2"> <input type="text" value="Start Date: 02/05/2013"/> <input type="text" value="End Date: 12/05/2013"/> </td> <td>* <u>Business Line:</u></td> <td colspan="3"><input type="text" value="SUPPLY"/></td> </tr> <tr> <td colspan="2"></td> <td>Related Statement Number:</td> <td colspan="3"><input type="text" value=""/></td> </tr> </table> </div>																		Line Number:	<input type="text" value="1"/>	* <u>Receivable Type:</u>	<input type="text" value="SUNI"/>	Default	Line Type:	<input type="text" value="Normal"/>	Record Type:	<input type="text" value="PR"/>		Transaction Type:	<input type="text" value="01"/>	Offset Type:	<input type="text" value=""/>		Write Off Reason:	<input type="text" value=""/>	TROR Classification:	<input type="text" value="Administrative"/>		Confirmation Date:	<input type="text" value=""/>	TROR Collection Type:	<input type="text" value="Agency"/>		Calculate Charge Amount:	<input type="text" value="Manual Entry"/>	SF-224 Reclassification:	<input type="checkbox"/>		<u>Period of Performance</u>		Source Number:	<input type="text" value=""/>			<input type="text" value="Start Date: 02/05/2013"/> <input type="text" value="End Date: 12/05/2013"/>		* <u>Business Line:</u>	<input type="text" value="SUPPLY"/>					Related Statement Number:	<input type="text" value=""/>		
Line Number:	<input type="text" value="1"/>	* <u>Receivable Type:</u>	<input type="text" value="SUNI"/>	Default																																																													
Line Type:	<input type="text" value="Normal"/>	Record Type:	<input type="text" value="PR"/>																																																														
Transaction Type:	<input type="text" value="01"/>	Offset Type:	<input type="text" value=""/>																																																														
Write Off Reason:	<input type="text" value=""/>	TROR Classification:	<input type="text" value="Administrative"/>																																																														
Confirmation Date:	<input type="text" value=""/>	TROR Collection Type:	<input type="text" value="Agency"/>																																																														
Calculate Charge Amount:	<input type="text" value="Manual Entry"/>	SF-224 Reclassification:	<input type="checkbox"/>																																																														
<u>Period of Performance</u>		Source Number:	<input type="text" value=""/>																																																														
<input type="text" value="Start Date: 02/05/2013"/> <input type="text" value="End Date: 12/05/2013"/>		* <u>Business Line:</u>	<input type="text" value="SUPPLY"/>																																																														
		Related Statement Number:	<input type="text" value=""/>																																																														

8. Scroll to the Line Amounts section and note the line amount.

<input type="checkbox"/> Line Amounts	
Principal Amount:	<input type="text" value="\$300.00"/>
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"/>
Receipt Total:	<input type="text" value="\$300.00"/>
Return to Top	

Steps to correct an Accounts Receivable

Notes

Cash Receipt (CR) Form to Add/Update Overpayment Line with Billing Document Reference:

9. Scroll to Document Reference Section and click the View button.

The screenshot shows the 'Document Reference' section of the CR form. It includes fields for Type (GMN), Number (GMN-537), Item (0), Accounting (1), Final (unchecked), View (button highlighted with a red box), Default, Reprint Bill (unchecked), Referenced Statement Number (E0000036), Reopen Bill (dropdown menu), Update To Unbilled (checkbox), and Apply. A 'Return to Top' link is at the bottom.

The referenced Billing Document is displayed in a new window.

The screenshot shows the 'General' tab of the Billing Document details. It includes fields for Make Recurring, Orig Document Date (03/03/2013), Last Document Date (03/03/2013), Document Type (GMN GS-FAIM Manual Non-IP), Status (PROCESSED), Accounting Period (06/2013), Document Number (GMN-537), Statement Number (E0000036), Reporting Accounting Period (06/2013), Last Batch Number, Document Classification, Security Org (GSA), Title, Post Code, Number of Lines, Closed Lines, Agency DUNS Number, Agency DUNS+4, Created by (allroles148), Last Modified by (allroles148), Bill Generated Flag (unchecked), Bill Generated Date, and a 'Return to Top' link.

10. Select the Accounting Lines tab.

The screenshot shows the header bar with tabs: Header, Accounting Lines (selected and highlighted with a red box), Approval Routing, Memos, Summary, and Correspondence.

Steps to correct an Accounts Receivable

Notes

Cash Receipt (CR) Form to Add/Update Overpayment Line with Billing Document Reference:

11. Select the checkbox by the Accounting Line referenced by the Cash Receipt and then select the **Accounting Line** hyperlink to open the page.

	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src
<input checked="" type="checkbox"/>	1	Normal	\$100.00	01	2013-03-285F-Q03SD000-GS21-AF152-S62-F0	2013		285F	03	Q03SD000	GS21			AF152			7109		

The Accounting Line screen is displayed.

General	
Line Number:	1
Billing Status:	Unbilled
Transaction Type:	01
Closed Date:	
Overpayment Cause:	
Interest Rate %:	0.0000
Exclude from Internal Offset:	<input type="checkbox"/>
Exclude from External Offset:	<input type="checkbox"/>
Eligible for Internal Offset:	<input checked="" type="checkbox"/>
Eligible for External Offset:	<input type="checkbox"/>
<i>Period of Performance</i>	
Start Date:	02/05/2013
End Date:	12/05/2013

[Return to Top](#)

Steps to correct an Accounts Receivable

Notes

Cash Receipt (CR) Form to Add/Update Overpayment Line with Billing Document Reference:

12. Scroll to the **Line Amounts** section.

View and note the **Line Amount**. The Cash Receipt Accounting Line Referencing this Billing Document's accounting line should not exceed this amount.

Line Amounts

Calculate From Detail Records	
Initial Amount:	\$200.00
Discount Amount:	\$0.00
Surcharge Amount:	\$0.00
Principal Amount:	\$200.00
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00
Total:	\$200.00

[Return to Top](#)

13. Click the **Close Window** link to exit the BD and navigate back to the Cash Receipt window.

Accounting Line	Charge Lines	Articles	Associated Spending
Expand All Collapse All			
General			
Line Number: <input type="text" value="1"/> Line Type: <input type="text" value="Normal"/> Transaction Type: <input type="text" value="01"/> Write Off Reason: <input type="text"/> Confirmation Date: <input type="text"/> Calculate Charge Amount: <input type="text" value="Manual Entry"/>	* Receivable Type: <input type="text" value="SUNI"/> <input type="button" value="Default"/> Record Type: <input type="text" value="PR"/> Offset Type: <input type="text"/> TROR Classification: <input type="text" value="Administrative"/> TROR Collection Type: <input type="text" value="Agency"/> SF-224 Reclassification: <input type="checkbox"/> Source Number: <input type="text"/> * Business Line: <input type="text" value="SUPPLY"/> <input type="button" value="Default"/> Related Statement Number: <input type="text"/>		
Period of Performance Start Date: <input type="text" value="02/05/2013"/> End Date: <input type="text" value="12/05/2013"/>			

Steps to correct an Accounts Receivable

Notes

Cash Receipt (CR) Form to Add/Update Overpayment Line with Billing Document Reference:

- 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 it references. (This is the amount noted in Step 12.)

Line Amounts

Principal Amount:	\$100.00
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00
Receipt Total:	\$125.00

[Return to Top](#)

- Select the **Accounting Lines** hyperlink.

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

[Accounting Line](#) [Charge Lines](#) [Articles](#) [Associated Spending](#)

The Cash Receipt Accounting Line item collection is displayed.

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

[Accounting Line](#) [Charge Lines](#) [Articles](#) [Associated Spending](#)

Add	Copy	Copy Forward	Remove	Reset	Replace	Display	10	Items	View as CSV	Sort...								
Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src
<input type="checkbox"/>	1	Normal	\$100.00	01	2013-03-285F-Q03SD000	2013	285F	03	Q03SD000	GS21			AF152			7109		

- Select the updated Accounting Line, and select the **Copy** button.

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

[Accounting Line](#) [Charge Lines](#) [Articles](#) [Associated Spending](#)

Add	Copy	Copy Forward	Remove	Reset	Replace	Display	10	Items	View as CSV	Sort...								
Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src
<input checked="" type="checkbox"/>	1	Normal	\$100.00	01	2013-03-285F-Q03SD000	2013	285F	03	Q03SD000	GS21			AF152			7109		

Steps to correct an Accounts Receivable
Notes
Cash Receipt (CR) Form to Add/Update Overpayment Line with Billing Document Reference:

A new accounting line is generated and displayed in the item collection.

Header		Accounting Lines		Approval Routing		Memos		Summary		Correspondence													
<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src	Bldg #	Ve Sys	Ta #	
<input checked="" type="checkbox"/>	1	Normal	\$100.00	01	2013-03-285F-Q03SD000-GS21-AF152-S62-F0	2013		285F	03	Q03SD000	GS21			AF152				7109			S62		
<input type="checkbox"/>	2	Normal	\$100.00	01	2013-03-285F-Q03SD000-GS21-AF152-S62-F0	2013		285F	03	Q03SD000	GS21			AF152				7109			S62		

17. Select the “overpayment” Accounting Line from the item collection, *deselect* the original line and then select the **Accounting Line** hyperlink.

The “overpayment” Accounting Line page is displayed.

Accounting Line		Charge Lines	Articles	Associated Spending																																													
Expand All Collapse All																																																	
<div style="border: 1px solid #ccc; padding: 5px;"> General <table> <tr> <td>Line Number:</td> <td>1</td> <td>* Receivable Type:</td> <td>SUNI</td> <td><input type="button" value="Default"/></td> </tr> <tr> <td>Line Type:</td> <td>Normal</td> <td>Record Type:</td> <td>PR</td> <td></td> </tr> <tr> <td>Transaction Type:</td> <td>01</td> <td>Offset Type:</td> <td></td> <td></td> </tr> <tr> <td>Write Off Reason:</td> <td></td> <td>TROR Classification:</td> <td>Administrative</td> <td></td> </tr> <tr> <td>Confirmation Date:</td> <td></td> <td>TROR Collection Type:</td> <td>Agency</td> <td></td> </tr> <tr> <td>Calculate Charge Amount:</td> <td>Manual Entry</td> <td>SF-224 Reclassification:</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td colspan="2">Period of Performance</td> <td>Source Number:</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"> <input type="button" value="Start Date: 02/05/2013"/> <input type="button" value="End Date: 12/05/2013"/> </td> <td>* Business Line:</td> <td>SUPPLY</td> <td><input type="button" value="Default"/></td> </tr> <tr> <td colspan="5">Related Statement Number:</td> </tr> </table> </div>					Line Number:	1	* Receivable Type:	SUNI	<input type="button" value="Default"/>	Line Type:	Normal	Record Type:	PR		Transaction Type:	01	Offset Type:			Write Off Reason:		TROR Classification:	Administrative		Confirmation Date:		TROR Collection Type:	Agency		Calculate Charge Amount:	Manual Entry	SF-224 Reclassification:	<input type="checkbox"/>		Period of Performance		Source Number:			<input type="button" value="Start Date: 02/05/2013"/> <input type="button" value="End Date: 12/05/2013"/>		* Business Line:	SUPPLY	<input type="button" value="Default"/>	Related Statement Number:				
Line Number:	1	* Receivable Type:	SUNI	<input type="button" value="Default"/>																																													
Line Type:	Normal	Record Type:	PR																																														
Transaction Type:	01	Offset Type:																																															
Write Off Reason:		TROR Classification:	Administrative																																														
Confirmation Date:		TROR Collection Type:	Agency																																														
Calculate Charge Amount:	Manual Entry	SF-224 Reclassification:	<input type="checkbox"/>																																														
Period of Performance		Source Number:																																															
<input type="button" value="Start Date: 02/05/2013"/> <input type="button" value="End Date: 12/05/2013"/>		* Business Line:	SUPPLY	<input type="button" value="Default"/>																																													
Related Statement Number:																																																	

**Steps to correct an Accounts Receivable
Cash Receipt (CR) Form to Add/Update Overpayment Line with Billing
Document Reference:**

Notes

18. In the General group box, update:

- Transaction Type = **02**.

The screenshot shows the 'Accounting Line' screen with the 'General' group expanded. The 'Transaction Type' field contains the value '02' and is highlighted with a red border.

19. 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: Pay.gov CRs will populate the excess amount automatically.

The screenshot shows the 'Line Amounts' section with the 'Principal Amount' field containing '\$25.00' highlighted with a red border.

20. In the Accounting Dimensions Group Box:

- Remove Revenue Source Code.

The screenshot shows the 'Revenue Source' input field, which is currently empty.

21. Delete the Document Reference information from the Document Reference section.

The screenshot shows the 'Document Reference' section with several fields: 'Type' (with a red border), 'Number' (with a red border), 'Item' (with a red border), 'Accounting' (with a red border), and a 'Final' checkbox. Below these are 'Reprint Bill' and 'Referenced Statement Number' fields, and 'Reopen Bill' and 'Update To Unbilled' buttons.

22. If an Agreement is populated, delete the Agreement information.

23. Select the **Save** button.

Steps to correct an Accounts Receivable	Notes
Cash Receipt (CR) Form to Add/Update Overpayment Line with Billing Document Reference:	

24. 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.

25. 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.

4.8.9.4 Add/Update Cash Receipt Overpayment Line – Debt Account Reference

When Pegasys receives a Cash Receipt with an amount that is greater than that of the Debt Account it references, the Cash Receipt is placed in a Held or Rejected status. Depending whether the CR is from Lockbox or Pay.gov, the user may determine this unapplied overpayment line will be manually refunded to the Debtor. In the event that a Debt Account refund payment is required, the user will refund the payment using:

- Document Type = MR6/MR7
- Transaction Type = 01
- Copying forward from the CR overpayment line

The following steps describe how to create a refund IP to refund an overpayment line.

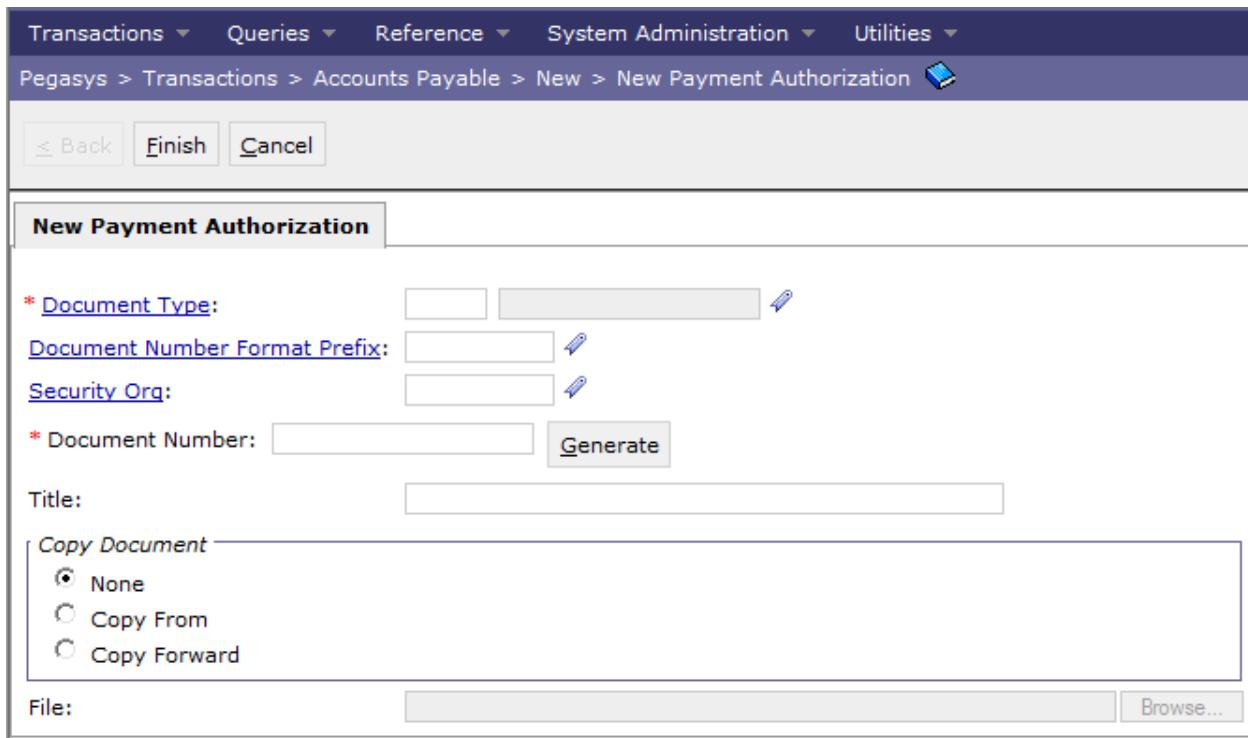
Steps to create an Accounts Payable

Notes

Refund IP to refund a Debt Account overpayment:

1. Navigate to Transactions=>Accounts Payable=>New=>Payment Authorization.

The new Payment Authorization form creation screen is displayed.



The screenshot shows the 'New Payment Authorization' form. At the top, there are navigation links: Transactions, Queries, Reference, System Administration, and Utilities. Below that, the path is Pegasys > Transactions > Accounts Payable > New > New Payment Authorization. There are three buttons: < Back, Finish, and Cancel. The main form area has several input fields:

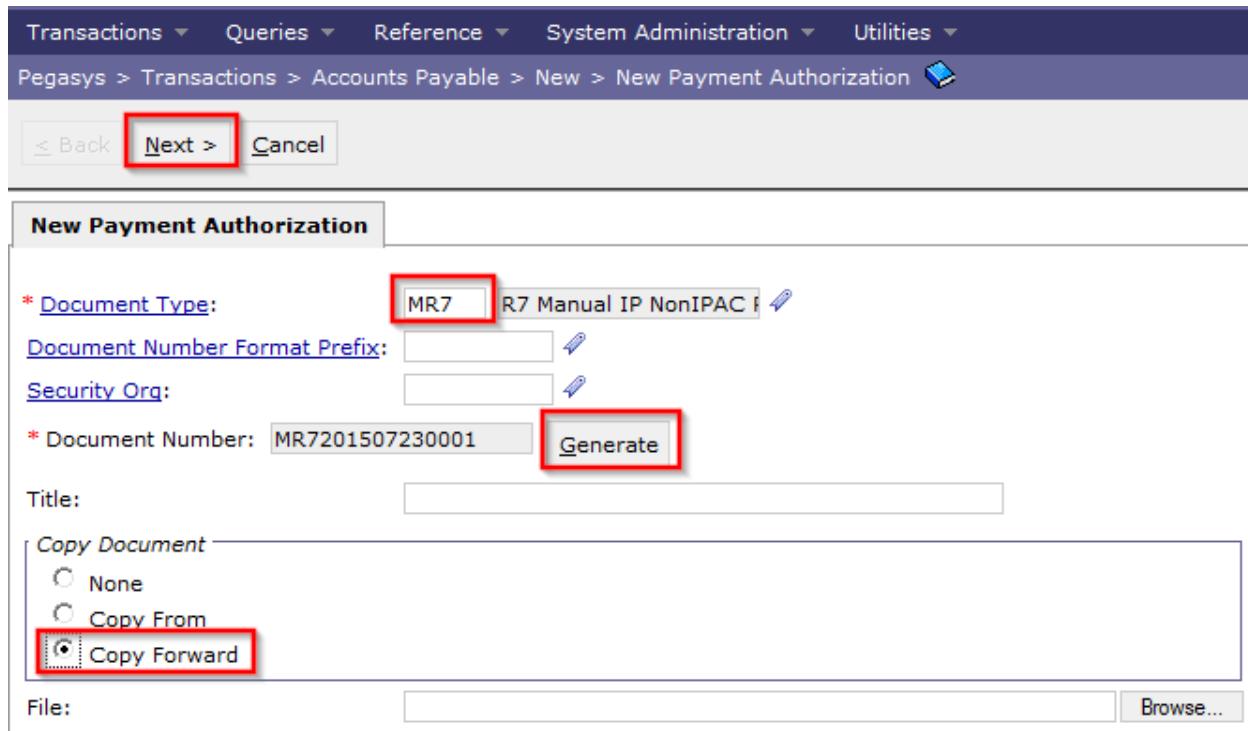
- * Document Type: A dropdown menu with two visible options.
- Document Number Format Prefix: An input field with a pencil icon.
- Security Org: An input field with a pencil icon.
- * Document Number: An input field with a 'Generate' button to its right.
- Title: An input field.
- Copy Document: A section with three radio button options: None (selected), Copy From, and Copy Forward.
- File: An input field with a 'Browse...' button to its right.

Steps to create an Accounts Payable**Notes****Refund IP to refund a Debt Account overpayment:****2. Enter the following Document Type:**

- Region 6 = MR6
- Region 7 = MR7

Click **Generate** to create a system-generated Document Number.

Select the radio button next to **Copy Forward** and click **Next**.



The screenshot shows the 'New Payment Authorization' screen. At the top, there are navigation links: Transactions, Queries, Reference, System Administration, and Utilities. Below that is a breadcrumb trail: Pegasys > Transactions > Accounts Payable > New > New Payment Authorization. On the left, there are 'Back', 'Next >', and 'Cancel' buttons. The main area is titled 'New Payment Authorization'. It contains the following fields:

- * Document Type: A dropdown menu showing 'MR7' and 'R7 Manual IP NonIPAC' with a pencil icon.
- Document Number Format Prefix: An input field with a pencil icon.
- Security Org: An input field with a pencil icon.
- * Document Number: An input field containing 'MR7201507230001' and a 'Generate' button.
- Title: An input field.
- Copy Document section:
 - None
 - Copy From
 - Copy Forward
- File: An input field with a 'Browse...' button.

Red boxes highlight the 'Next >' button, the 'Generate' button, and the 'Copy Forward' radio button.

Steps to create an Accounts Payable

Notes

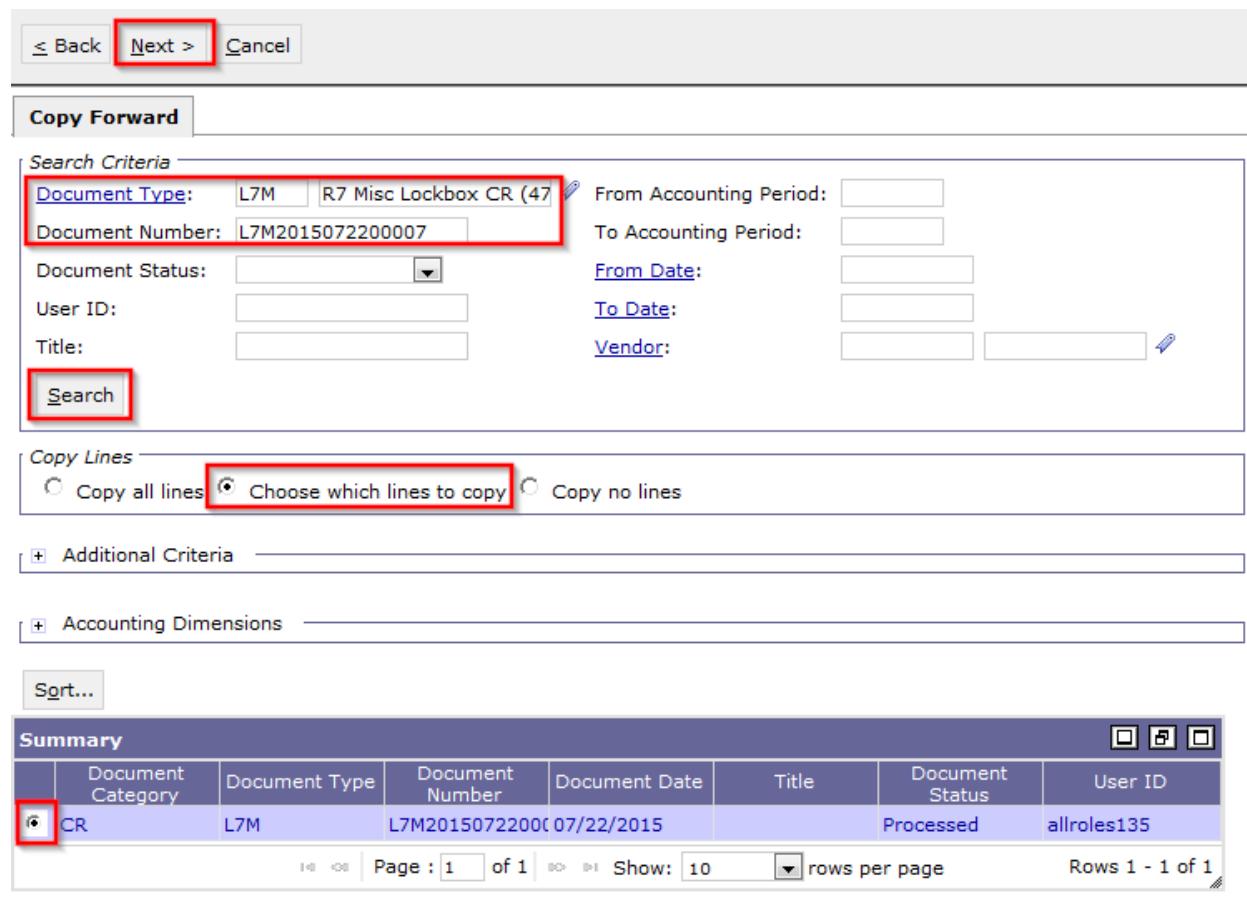
Refund IP to refund a Debt Account overpayment:

- Enter the overpayment CRs Document Type and Document Number.

Click **Search**.

A record is returned in the item collection. Select the record from the item collection and click the radio button next to **Choose which lines to copy**.

Click **Next**.



< Back **Next >** Cancel

Copy Forward

Search Criteria

Document Type: L7M R7 Misc Lockbox CR (47) From Accounting Period: _____
Document Number: **L7M2015072200007** To Accounting Period: _____
Document Status: _____ From Date: _____
User ID: _____ To Date: _____
Title: _____ Vendor: _____

Search

Copy Lines

Copy all lines Choose which lines to copy Copy no lines

+ Additional Criteria

+ Accounting Dimensions

Sort...

Summary							
	Document Category	Document Type	Document Number	Document Date	Title	Document Status	User ID
<input checked="" type="radio"/>	CR	L7M	L7M2015072200007	07/22/2015		Processed	allroles135

Page : 1 of 1 Show: 10 rows per page Rows 1 - 1 of 1

Steps to create an Accounts Payable

Refund IP to refund a Debt Account overpayment:

4. Select the overpayment accounting line and click **Next**.

Click **Finish** on the Choose Itemized Lines screen.

Actg Ln #	Original Amount	Closed Amount	Outstanding Amount	Part	BFY	EBFY	Fund	Reg	Org Cd	Prgm	Pro
1	\$100.00	\$0.00	\$100.00		2015		192X 00	P0060001	PG00		
<input checked="" type="checkbox"/> 2	\$25.00	\$0.00	\$25.00		2015		192X 00	P0060001	PG00		

5. The new Payment Authorization form's Header tab is displayed.

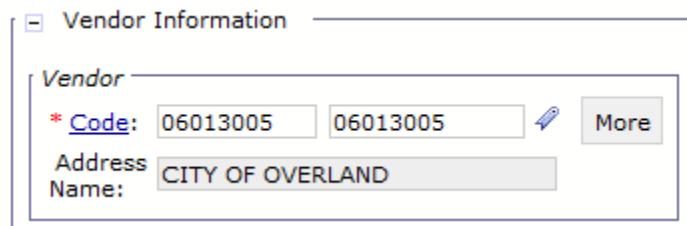
Document Type:	MR7 R7 Manual IP NonIPAC F	Authorization Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	MR7201507230001	Reporting Accounting Period:	<input type="text"/>
Title:	<input type="text"/>	Document Classification:	<input type="text"/>
Authorized By:	<input type="text"/>	Security Org:	GSA
<u>Post Code:</u>	<input type="text"/>	Additional Payee Name:	<input type="text"/>
Automatic Reversal:	<input type="checkbox"/>	<u>Accomplished Date:</u>	<input type="text"/>
<u>Reversal Accounting Period:</u>	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Reverse After Period:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		

Steps to create an Accounts Payable

Notes

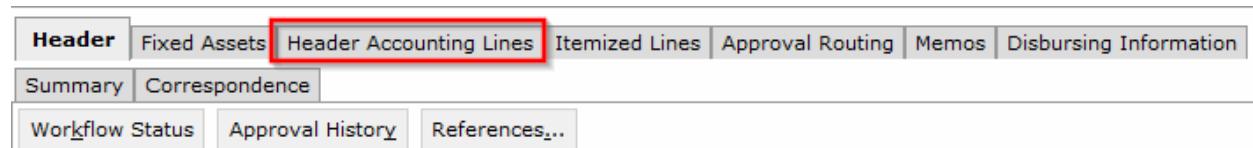
Refund IP to refund a Debt Account overpayment:

6. Enter the current date in the Accomplished Date field.
7. Enter the **Vendor Code/Vendor Address Code** from the referenced CR.



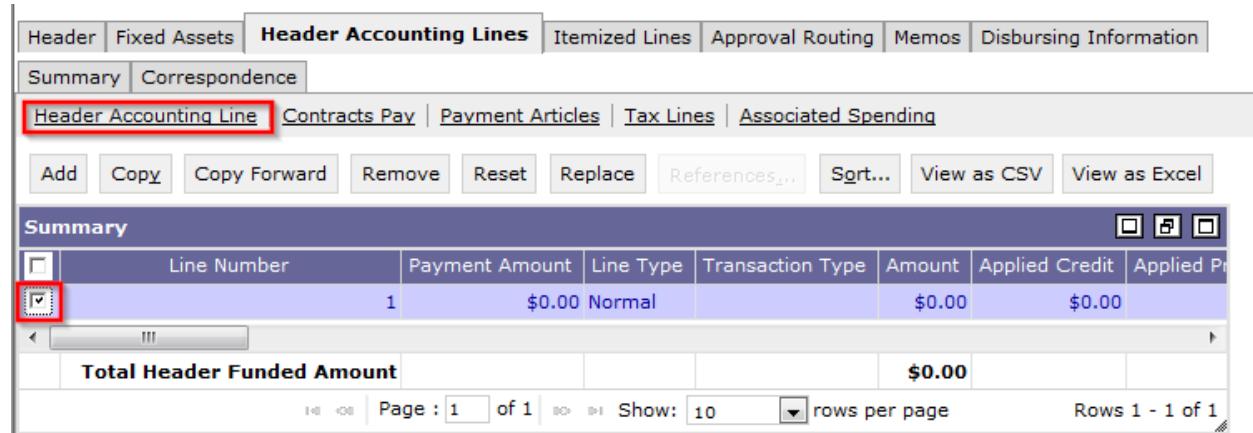
The screenshot shows a form titled "Vendor Information". Under the "Vendor" section, there is a field labeled "* Code" containing "06013005", a "More" button, and a "Address Name" field containing "CITY OF OVERLAND".

8. Navigate to the **Header Accounting Lines** tab.



The screenshot shows a navigation bar with tabs: Header, Fixed Assets, Header Accounting Lines (which is highlighted with a red box), Itemized Lines, Approval Routing, Memos, Disbursing Information, Summary, Correspondence, Workflow Status, Approval History, and References... .

9. Select the accounting line from the item collection and click the **Header Accounting Line hyperlink**.



The screenshot shows the "Header Accounting Lines" screen. At the top, there are tabs: Header, Fixed Assets, Header Accounting Lines (highlighted with a red box), Itemized Lines, Approval Routing, Memos, Disbursing Information, Summary, Correspondence, Header Accounting Line (highlighted with a red box), Contracts Pay, Payment Articles, Tax Lines, and Associated Spending. Below the tabs are buttons: Add, Copy, Copy Forward, Remove, Reset, Replace, References..., Sort..., View as CSV, and View as Excel. A summary table is displayed with one row:

	Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Pr
<input checked="" type="checkbox"/>	1	\$0.00	Normal		\$0.00	\$0.00	

Total Header Funded Amount: \$0.00

At the bottom, there are page navigation controls: Page : 1 of 1, Show: 10 rows per page, and Rows 1 - 1 of 1.

Steps to create an Accounts Payable
Notes
Refund IP to refund a Debt Account overpayment:

10. The **Header Accounting Line** is displayed.

Header Accounting Line	Contracts Pay	Payment Articles	Tax Lines	Associated Spending																																								
Expand All Collapse All																																												
<input type="checkbox"/> General <table border="1" style="width: 100%;"> <tr> <td>Line Number:</td> <td>1</td> <td>Original Accounting Period:</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Line Type:</td> <td>Normal</td> <td>Source Number:</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>* Transaction Type:</td> <td><input type="text"/> </td> <td>Related Statement Number:</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Prompt Pay Type:</td> <td><input type="text"/> </td> <td>SF-224 Reclassification:</td> <td colspan="2"><input type="checkbox"/></td> </tr> <tr> <td>Fast Pay:</td> <td><input type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td colspan="5">Period of Performance</td> </tr> <tr> <td colspan="2"> Start Date: <input type="text"/> </td> <td> End Date: <input type="text"/> </td> <td colspan="2"></td> </tr> <tr> <td colspan="5">Related Cost Type: <input type="text"/> N/A</td> </tr> </table>					Line Number:	1	Original Accounting Period:	<input type="text"/>		Line Type:	Normal	Source Number:	<input type="text"/>		* Transaction Type:	<input type="text"/>	Related Statement Number:	<input type="text"/>		Prompt Pay Type:	<input type="text"/>	SF-224 Reclassification:	<input type="checkbox"/>		Fast Pay:	<input type="checkbox"/>				Period of Performance					Start Date: <input type="text"/>		End Date: <input type="text"/>			Related Cost Type: <input type="text"/> N/A				
Line Number:	1	Original Accounting Period:	<input type="text"/>																																									
Line Type:	Normal	Source Number:	<input type="text"/>																																									
* Transaction Type:	<input type="text"/>	Related Statement Number:	<input type="text"/>																																									
Prompt Pay Type:	<input type="text"/>	SF-224 Reclassification:	<input type="checkbox"/>																																									
Fast Pay:	<input type="checkbox"/>																																											
Period of Performance																																												
Start Date: <input type="text"/>		End Date: <input type="text"/>																																										
Related Cost Type: <input type="text"/> N/A																																												

11. Enter **Transaction Type = 01**

Header Accounting Line	Contracts Pay	Payment Articles	Tax Lines	Associated Spending																																								
Expand All Collapse All																																												
<input type="checkbox"/> General <table border="1" style="width: 100%;"> <tr> <td>Line Number:</td> <td>1</td> <td>Original Accounting Period:</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Line Type:</td> <td>Normal</td> <td>Source Number:</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>* Transaction Type:</td> <td><input type="text" value="01"/> </td> <td>Related Statement Number:</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Prompt Pay Type:</td> <td><input type="text"/> </td> <td>SF-224 Reclassification:</td> <td colspan="2"><input type="checkbox"/></td> </tr> <tr> <td>Fast Pay:</td> <td><input type="checkbox"/></td> <td colspan="3"></td> </tr> <tr> <td colspan="5">Period of Performance</td> </tr> <tr> <td colspan="2"> Start Date: <input type="text"/> </td> <td> End Date: <input type="text"/> </td> <td colspan="2"></td> </tr> <tr> <td colspan="5">Related Cost Type: <input type="text"/> N/A</td> </tr> </table>					Line Number:	1	Original Accounting Period:	<input type="text"/>		Line Type:	Normal	Source Number:	<input type="text"/>		* Transaction Type:	<input type="text" value="01"/>	Related Statement Number:	<input type="text"/>		Prompt Pay Type:	<input type="text"/>	SF-224 Reclassification:	<input type="checkbox"/>		Fast Pay:	<input type="checkbox"/>				Period of Performance					Start Date: <input type="text"/>		End Date: <input type="text"/>			Related Cost Type: <input type="text"/> N/A				
Line Number:	1	Original Accounting Period:	<input type="text"/>																																									
Line Type:	Normal	Source Number:	<input type="text"/>																																									
* Transaction Type:	<input type="text" value="01"/>	Related Statement Number:	<input type="text"/>																																									
Prompt Pay Type:	<input type="text"/>	SF-224 Reclassification:	<input type="checkbox"/>																																									
Fast Pay:	<input type="checkbox"/>																																											
Period of Performance																																												
Start Date: <input type="text"/>		End Date: <input type="text"/>																																										
Related Cost Type: <input type="text"/> N/A																																												

Steps to create an Accounts Payable

Notes

Refund IP to refund a Debt Account overpayment:

12. Enter the overpayment line amount in the Current Amount Payment field.

Line Amounts

Current Amount	Applied Prepayment Amount:	\$0.00	
Payment	\$25.00	Holdback Amount:	\$0.00
Applied Credit	\$0.00	Suspension Amount:	\$0.00
Withholding Tax	\$0.00		
Line Amount After Withholding	\$25.00		
Withholding Tax Allowance	\$0.00		
Net Total	\$25.00		

13. Scroll down to the **Document Reference** section and ensure the overpayment Cash Receipt's accounting line is populated in the Document Reference fields.

Document Reference

Type: L7M	Number: L7M2015072200007	Item: 0000	Accounting: 2	Final: <input type="checkbox"/>	Misc: <input type="checkbox"/>	View	Default
Liquidate Items: <input type="checkbox"/> Referenced Statement Number: <input type="text"/>							

14. Scroll down to the **Accounting Dimensions** section and ensure the accounting dimensions have copied forward from the referenced CR.

Accounting Dimensions

Template: <input type="text"/>				
* BBFY: 2015	EBFY: <input type="text"/>	* Fund: 192X	Region: 00	Org Code: P0060001
Program: PG00	Project Code: <input type="text"/>	Activity: PG000	Sub-Object Class: <input type="text"/>	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-Object Class: <input type="text"/>	YBA: 2015	BETC: DISB	
Cost Organization: <input type="text"/>	Cohort Year: <input type="text"/>	PRC: <input type="text"/>		

15. Scroll up to the top of the Header Accounting Line page and click on the **Disbursing Information** [hyperlink](#) to navigate to the Disbursing Information tab.

[Header](#) | [Fixed Assets](#) | [Header Accounting Lines](#) | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Disbursing Information](#) [Disbursing Information](#) | [Summary](#) | [Correspondence](#)

[Header Accounting Line](#) [Contracts Pay](#) [Payment Articles](#) [Tax Lines](#) [Associated Spending](#)

Steps to create an Accounts Payable

Notes

Refund IP to refund a Debt Account overpayment:

16. Enter Disbursing Information, including:

- Disbursing Method
- Disbursing Office
- Payment Type

General

Disbursing Method: Check/EFT
Disbursing Office: X0112

Check/EFT Information

Group Payments: Disbursing Model: Treasury Disbursing

Treasury/FRB Disbursing Information

Payment Category: VENDOR
Line Code: Vendor
Check Type:

Schedule
* Payment Type: CHECK Manual:
Fiscal Year:
Category: Treasury Disbursed Check
Type: Corporate
Number:
Sequence Number:

17. Select the **Save** button.

18. 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.

19. 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.

Note: The MR6/MR7 refund IP will be routed via Workflow to the appropriate user(s) for approval.

4.9 Correspondence

Correspondence functionality enables users to communicate electronically with GSA customers (and vice versa) regarding general customer account issues as well specific issues pertaining to individual billing statements, disputes, collections, and refunds. Additionally, correspondence can be used to communicate internally should certain matters need to be resolved internally prior to discussing with the customer. All correspondence, whether at the 1) billing statement level, 2) customer account level, or at the 3) document level, is documented within Pegasys and can be researched and referred to in efforts to better assist GSA customers.

In addition to storing correspondence records within the system, correspondence functionality also provides individual histories of each correspondence record. History records contain all the fields on the correspondence record and an additional field called Action Performed. Each time a correspondence record is added, modified, deleted or emailed, the system captures the appropriate action. For example, a user entered a correspondence record on July 1, 2009 and modified the record on July 6, 2009, July 10, 2009 and July 20, 2009. The history of that correspondence record would show four (4) records in the history. Additionally, if a correspondence record is deleted, its corresponding history record will continue to be viewable via the correspondence history functionality.

The correspondence template used to create a correspondence record is designed to extract all pertinent information regarding the communication. Additionally, users can determine whether Pegasys-created correspondence records should be publicly published (i.e., transmitted to VCSS to be viewed by the customer) or should remain as internal correspondence. users are also provided the option to send emails containing the correspondence text to customers.

As noted above, correspondence can be created at the statement level, account level, and document level:

- Statement Level Correspondence - Statement level correspondence can be created and viewed by users from the Billing Statement Query, IPAC Transaction Query, or Disputed Billings Query. Statement level correspondence is then associated with, and can be accessed from, the billing statement to which it is associated.
 - Creation of statement level correspondence from the Billing Statement Query is documented in section 4.6.2.5.
 - Creation of statement level correspondence from the IPAC Transaction Query is documented in section 4.6.3.5.
- Account Level Correspondence – Account level correspondence can be created and viewed by users from the Vendor Activity Query. Account level correspondence is then associated with, and can be accessed from, the specific vendor account via the Vendor Activity Query.
 - Creation of account level correspondence from the Vendor Activity Query is documented in section 4.6.7.5.
- Document Level Correspondence - Document level correspondence can only be created and viewed by users while creating or reviewing Internal Voucher (NV), Cash Receipt (CR), or Payment Authorization (IP) document types. Document level correspondence is then associated with, and can be accessed from, the specific Internal Voucher (NV), Cash Receipt (CR), or Payment Authorization (IP) document from which it was created.
 - Creation of document level correspondence from Internal Voucher (NV) document types is documented in section 4.4.2.6.
 - Creation of document level correspondence from Cash Receipt (CR) document types is documented in section 4.7.8.6.
 - Creation of document level correspondence from Payment Authorization (IP) document types is documented in section 4.13.4.4.

Note: Correspondence related to a billing is recorded on the Billing Statement as Statement Level Correspondence and not on the Billing Document (BD).

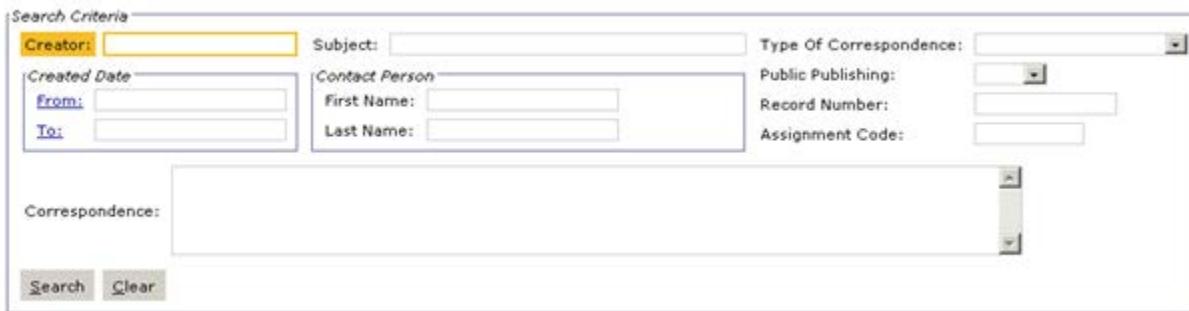
The following sections describe the correspondence functionality, including:

- Managing correspondence associated with statements/vendor accounts/documents.
- Managing correspondence history records.
- Managing correspondence attachments.

4.9.1 Statement/ Vendor Account/ Document Level Correspondence – User-Defined Search Field Definitions

Multiple correspondence records can be recorded against a billing statement, vendor account, Internal Voucher (NV), Cash Receipt (CR), or Payment Authorization (IP) form/document, allowing for multiple communications with the customer. The Correspondence page of the billing statement, vendor account, and document provides search criteria to aid users searching for correspondence when multiple records exist.

The listing of User-Defined fields for Correspondence is available at [Appendix: Vendor Account/Statement/Document Level Correspondence –User-Defined Search Fields and Form Definitions](#)



4.9.2 Managing Correspondence History

As noted in the sections above, correspondence records automatically track changes and updates. This tracking is performed via dedicated history records. History records contain all the fields on the correspondence record and an additional field called Action Performed. Each time a correspondence record is added, modified, deleted or emailed, the system captures the appropriate action. The history of the correspondence record can then be reviewed to determine how it has been updated from when it was first created. Additionally, if a correspondence record is deleted, its corresponding history record will continue to be viewable via the correspondence history functionality.

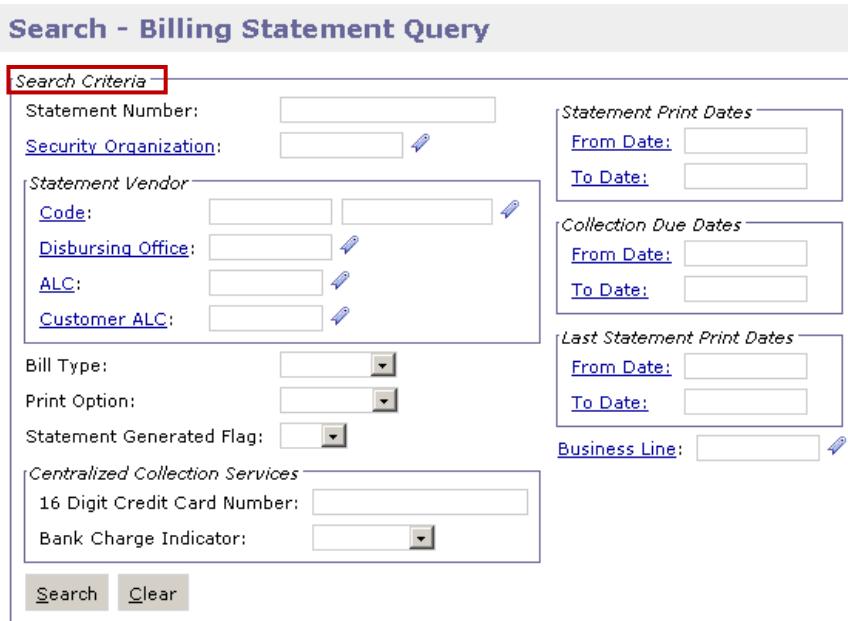
4.9.3 Managing Correspondence Attachments

Correspondence functionality also provides the ability to attach multiple files to correspondence records, allowing for further documentation to be recorded with the correspondence. Once uploaded to the correspondence record, attachments can be managed from the correspondence Manage Attachments page, where attachments can be viewed, checked out and locked for editing, checked in, and unlocked.

Attached files can be designated as “attachments” or “supporting documentation”. Files designated as attachments can be transmitted from Pegasys to VCSS whereas supporting documentation files remain internal to Pegasys.

4.9.4 Execute a Query for Statement Correspondence, View History, and Manage Attachments

The following steps describe how to search correspondence records, view correspondence history records, and manage attachments associated with billing statement correspondence records.

Steps to Search Correspondence Records Associated with a Billing Statement	Notes
1. Navigate to Queries=>Accounts Receivable=>Billing Statement Query. The Billing Statement Query page is displayed. 	

2. Enter the search criteria.

*Note: Query performance is improved with each additional search criteria entered.
Users should not execute “Blind” queries, meaning no search criterion is entered.*

3. Select the **Search** button.



The billing statement records are returned in the item collection.

Steps to Search Correspondence Records Associated with a Billing Statement
Notes

Details Display 10 Items View as CSV Sort... Items 1-0 of 0

	Statement Code	Primary Vendor	Primary Vendor Address	Bill Type	Business Line	Statement Print Date	Security Organization
<input checked="" type="checkbox"/>	AA000010	S1017	S1017	Standard	RENT		GSA
<input checked="" type="checkbox"/>	AA000011	S1017	S1017	Standard	RENT		GSA
<input checked="" type="checkbox"/>	AA000015	S1017	S1017	Standard	RENT		GSA

4. Select the desired billing statement record in the item collection and select the **Details** button.

Details Display 10 Items View as CSV Sort... Items 1-0 of 0

	Statement Code	Primary Vendor	Primary Vendor Address	Bill Type	Business Line	Statement Print Date	Security Organization
<input checked="" type="checkbox"/>	AA000010	S1017	S1017	Standard	RENT		GSA
<input checked="" type="checkbox"/>	AA000011	S1017	S1017	Standard	RENT		GSA
<input checked="" type="checkbox"/>	AA000015	S1017	S1017	Standard	RENT		GSA

The Statement Balances page is displayed.

Statement Balances | Vendor Balances | Document Balances | Correspondence | Credit Application Worksheet | Expand All | Collapse All

General

Code:	F0000043	Primary Vendor
Statement Print Date:	11/10/2010	Code: 897009 897009
Statement Generated:	<input checked="" type="checkbox"/>	Name: DEPT OF ENERGY
Security Org:	GSA	
Bill Type:	Standard	
Business Line:	FLEET	

Billed Amount

Initial Amount:	\$100.00	Credit Amount	
Discount Amount:	\$0.00	Initial Amount:	\$0.00
Principal Amount:	\$100.00	Discount Amount:	\$0.00
Surcharge Amount:	\$0.00	Principal Amount:	\$0.00
Interest Amount:	\$0.00	Surcharge Amount:	\$0.00
Admin Charges Amount:	\$0.00	Credit Total Amount:	\$0.00
Penalty Amount:	\$0.00		
Billed Total Amount:	\$100.00		

Billed Totals

	Collected	Applied Credit	Write Off	Closed	Outstanding
Principal:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Penalty:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bill Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

5. Select the **Correspondence** tab.

Attachments (1)

Statement Balances | Vendor Balances | Document Balances | **Correspondence** | Credit Application Worksheet

Steps to Search Correspondence Records Associated with a Billing Statement

Notes

The Correspondence page is displayed.

Search Criteria

Creator:	Subject:	Type Of Correspondence:
Created Date	Contact Person	Public Publishing:
From:	First Name:	Record Number:
To:	Last Name:	Assignment Code:

Correspondence:

Display 10 Items

Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspon
- NO ITEMS TO DISPLAY -									

Contact Person

* First Name:	* Last Name:
Title:	
Phone Number:	
International Phone Number:	
To Email Address(es):	

6. Enter the search criteria to search for correspondence records.

For example, the Type of Correspondence, Contact Person, and date range.

7. Select the **Search** button.

The correspondence records are returned in the item collection.

Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publish
	1	897009	897009 12/7/2010 11:12:00	allroles65	John	Smith		Overpayment of Nov 2010 Statement.	Dear Mr. Smith, I noticed you overpaid your Nov 2010 statement in the amount of \$1,000. Would you	Question	True

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Final

BAAR User Actions and Procedures
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4-556

Steps to Search Correspondence Records Associated with a Billing Statement
Notes

8. Select the desired correspondence record in the item collection and view the details in the Contact Person, Agency Contact, and Correspondence sections below the item collection.

	Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
	1	897009	897009	12/7/2010 11:12:00	allroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 statement in the amount of \$1,000. Would you	Question	True

Contact Person

* First Name: John * Last Name: Smith Assignment Code:
 Title: EPA Purchasing Manager
 Phone Number: 555-555-5555
 International Phone Number:
 john.smith@usagency.gov
 To Email Address(es):

Agency Contact

Name: GSA Pegasys User Nan
 Title: GSA Billing Manager
 Phone Number: 555-555-5555
 From Email Address: first.last@gsa.gov

Correspondence

* Communication: Mail Or Email Public Publishing: Record Number: 1
 Source: Creator: allroles65 Created Date: 12/3/2010 11:12:00
 * Type Of Correspondence: Question Last Modified By: allroles65 Last Modified Date: 12/3/2010 11:12:00
 Subject: Overpayment of Nov 2010 Statement Vendor/Address Code: 897009/897009
 Dear Mr. Smith,
 I noticed you overpaid your Nov 2010 statement in the amount of \$1,000. Would you prefer to keep the overpayment as a credit on your account or to have it refunded.

9. Select the **History** button.

Search **Clear**

Back **Add** **Remove** **SavE** **Email** **History** **Attachments** **Display** **10** **Items** **View as CSV** **Sort...**

Steps to Search Correspondence Records Associated with a Billing Statement

Notes

- The Correspondence History page is displayed.

Review the correspondence history records associated with the billing statement.

Correspondence History

Correspondence History												
		Attachments	Display		10	Items	View as CSV		Sort...			
Record Number	Action	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
	4 Modify	10/19/2010 12:29:46	allroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$,1000. Wou...	0		1 Communication	False
	4 Modify	10/19/2010 12:29:46	allroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$,1000. Wou...	0		1 Question	False

- Select the **Attachments** button from the main Correspondence page.

Search Clear

Back Add Remove Save Email History **Attachments** Display 10 Items View as CSV Sort...

The Correspondence Manage Attachments page is displayed.

Return Import Local File Attachment Access Repository Delete Check Out Check In Unlock View Display 10 Items Sort...

Items 1-2 of 2

Attachment Identifier	Name	Title	Number of Pages	Attachment	Sensitive	Check Out Status	Extension Type
<input checked="" type="checkbox"/>	1 Detail Billing Information1.xls	Detail Documentation	1	True	False	False	xls
	2 Billing Memo.txt	Billing Memo	3	True	True	False	txt

Expand All | Collapse All

Document Information

- * Attachment Identifier:
- * Title:
- Location:
- Number of Pages:
- * Attachment Date:
- Sensitive:
- Attachment:
- Transmit to External Application:
- Name:
- Type:

Return to Top

Edit Information

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

Return to Top

- To view an attachment, select the desired attachment in the item collection and select the **View** button.

Steps to Search Correspondence Records Associated with a Billing Statement

Notes

13. To delete an attachment, select the desired attachment in the item collection and select the **Delete** button.
14. To check out and lock an attachment for editing, select the desired attachment in the item collection and select the **Check Out** button.

Note: Selecting Check Out updates the Checked Out field to True, the Locked By field with the user ID of the current user, and the Last Edit Date with the current system date and time.

15. The Correspondence Manage Attachments page Edit Information section is displayed.

Note the selected attachment checked out and is locked.

Edit Information

Checked Out:	True <input type="button" value=""/>
LockedBy:	johnsmith
Last Edit Date:	Thu Oct 21 09:28:01 ET

[Return to Top](#)

*Note: The user can discard the checkout of the attachment by selecting the **Unlock** button.*

16. To check in the attachment after editing, select the desired attachment in the item collection and select the **Check In** button.

[Return](#) [Import Local File](#) [Attachment Access](#) [Repository](#) [Delete](#) [Check Out](#) **Check In** [Unlock](#) [View](#) [Display 10](#) [Items](#) [Sort...](#)

Attachment Identifier	Name	Title	Number of Pages	Attachment
<input checked="" type="checkbox"/>	1 Test052013.txt	Test052013.txt		True

[Expand All](#) | [Collapse All](#)

17. The Document Management Check In page is displayed.

Document Management Check In

[Expand All](#) | [Collapse All](#)

Document Check In

Content:	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="Cancel"/>	<input type="button" value="Upload"/>	

[Go to top of page](#)

Steps to Search Correspondence Records Associated with a Billing Statement

Notes

18. Select the **Browse** button to upload the attachment file that has been edited.

Document Management Check In

[Expand All](#) | [Collapse All](#)

[-] Document Check In

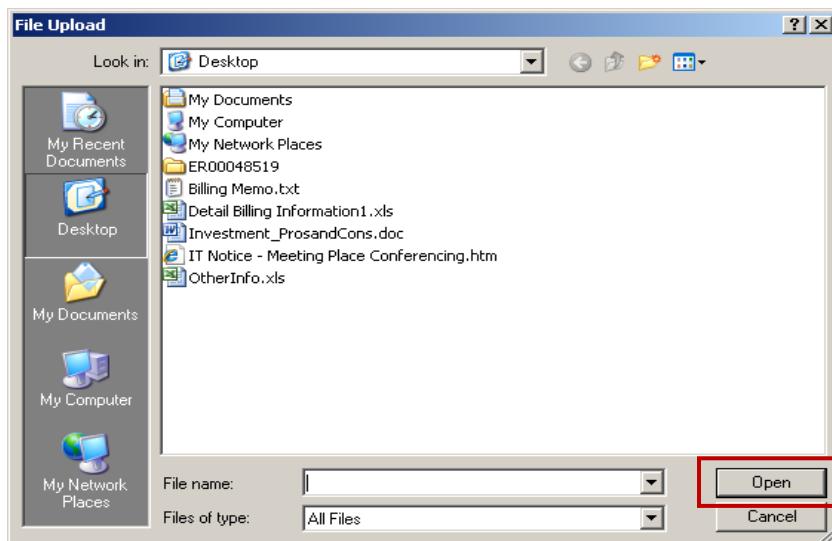
Content: **Browse...**

Cancel **Upload**

[Go to top of page](#)

19. The File Upload screen using the local directory is displayed.

Select the updated file from the local directory and select **Open**.



20. The Document Management Check In page with the updated file in the Content Field is displayed.

Select **Upload**.

[Expand All](#) | [Collapse All](#)

[-] Document Check In

Content: C:\Documents and Settings\ **Browse...**

Cancel **Upload**

Steps to Search Correspondence Records Associated with a Billing Statement

Notes

Note: Selecting Upload returns the user to the Correspondence Manage Attachments page and updates the Checked Out field to False, clears the Locked By field, and updates the Last Edit Date with the current system date and time.

21. The Correspondence Manage Attachments page Edit Information section is displayed.

Note the selected attachment is checked in and unlocked.

Edit Information

Checked Out:	<input type="text" value="False"/>
LockedBy:	<input type="text"/>
Last Edit Date:	<input type="text" value="Thu Oct 21 09:46:11 ET"/>

[Return to Top](#)

4.9.5 Execute a Query for Vendor Account Correspondence, View History and, Manage Attachments

The following steps describe how to search correspondence records, view correspondence history records, and manage attachments associated with a vendor activity record.

Steps to Search Correspondence Records Associated with a Vendor Account:

Notes

1. Navigate to Queries=>Vendor=>Vendor Activity Query.

The Vendor Activity Query page is displayed.

Vendor Query

Search Criteria

Code:	<input type="text"/>	Address Code:	<input type="text"/>
DUNS Number:	<input type="text"/>	Address Type:	<input type="text"/>
DUNS+4:	<input type="text"/>	Address Active Status:	<input type="text"/>
CAGE Code:	<input type="text"/>	Region:	<input type="text"/>
Name:	<input type="text"/>	Region Number:	<input type="text"/>
Legal Name:	<input type="text"/>	Agency:	<input type="text"/>
SSN/EIN:	<input type="text"/>	Bureau:	<input type="text"/>
Vendor Category:	<input type="text"/>	Agency Location Code:	<input type="text"/>
Vendor Class:	<input type="text"/>	Security Organization:	<input type="text"/>
Vendor Group:	<input type="text"/>	Use For Payments:	<input type="text"/>
Vendor Type:	<input type="text"/>	Use For Billing:	<input type="text"/>
Default Payment Type:	<input type="text"/>	Use For Procurement:	<input type="text"/>
Reporting Attribute:	<input type="text"/>	Prevent New Spending:	<input type="text"/>
Currency Code:	<input type="text"/>	1099 Vendors:	<input type="text"/>

NAICS

NAICS Code:	<input type="text"/>
Small Business (by NAICS):	<input type="text"/>
Emerging Small Business (by NAICS):	<input type="text"/>

Socio-Econ Info

Advanced Search

Summary

Vendor Codes	DUNS Number	DUNS+4	CAGE Code	Name	SSN/EIN	Vendor Category	Vendor Class
Page 1 of 1	Show 10 rows per page	No records to view					

Steps to Search Correspondence Records Associated with a Vendor Account:

Notes

2. Enter the search criteria. At a minimum, enter the **Vendor Code**.

Note: Query performance is improved with each additional search criteria entered. For example, rather than simply entering the Vendor Code, enter the Address Code and any additional billing detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

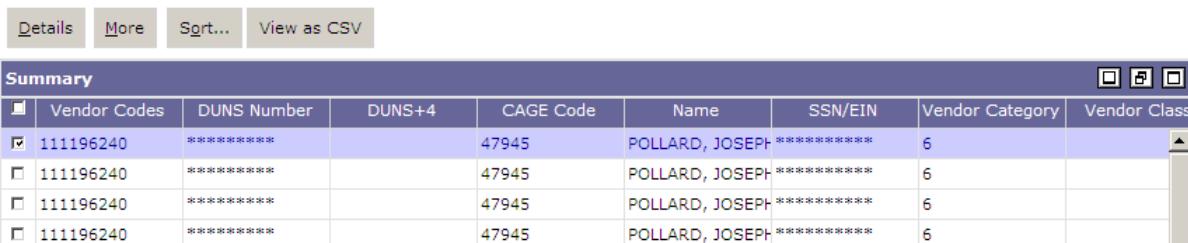
3. Select the **Search** button.



Currency Code: 

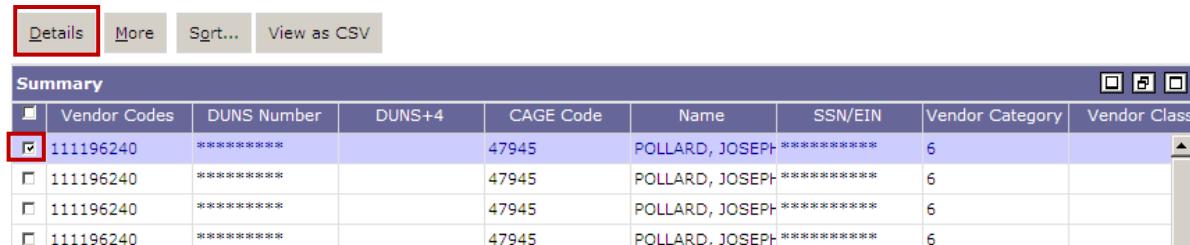
Search **Clear**

The vendor records are returned in the item collection.



	Vendor Codes	DUNS Number	DUNS+4	CAGE Code	Name	SSN/EIN	Vendor Category	Vendor Class
<input checked="" type="checkbox"/>	111196240	*****		47945	POLLARD, JOSEPH	*****	6	
<input type="checkbox"/>	111196240	*****		47945	POLLARD, JOSEPH	*****	6	
<input type="checkbox"/>	111196240	*****		47945	POLLARD, JOSEPH	*****	6	
<input type="checkbox"/>	111196240	*****		47945	POLLARD, JOSEPH	*****	6	

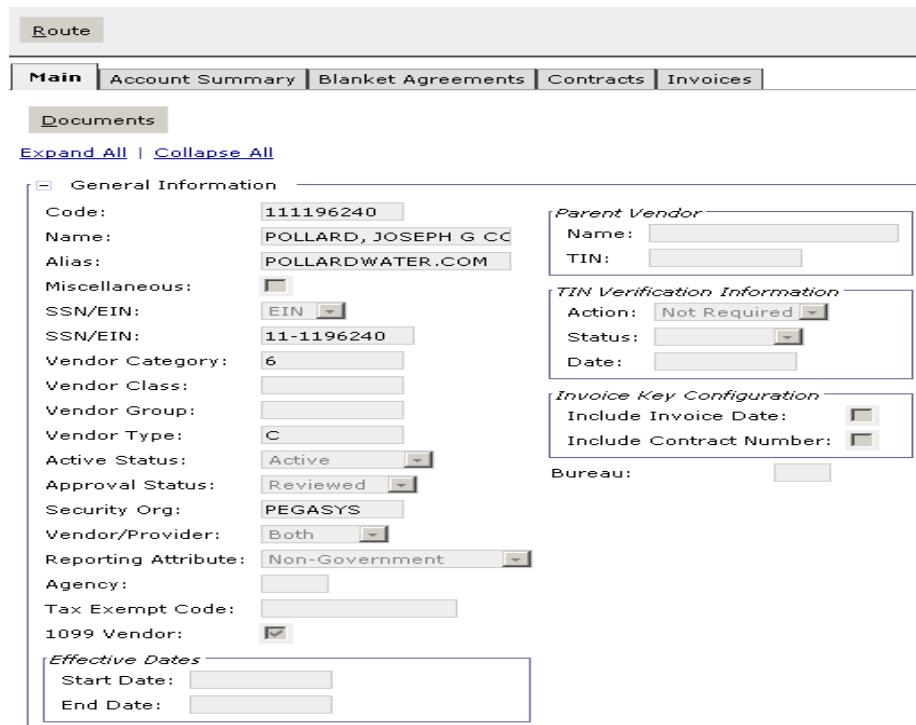
4. Select the desired vendor record in the item collection and select the **Details** button.



	Vendor Codes	DUNS Number	DUNS+4	CAGE Code	Name	SSN/EIN	Vendor Category	Vendor Class
<input checked="" type="checkbox"/>	111196240	*****		47945	POLLARD, JOSEPH	*****	6	
<input type="checkbox"/>	111196240	*****		47945	POLLARD, JOSEPH	*****	6	
<input type="checkbox"/>	111196240	*****		47945	POLLARD, JOSEPH	*****	6	
<input type="checkbox"/>	111196240	*****		47945	POLLARD, JOSEPH	*****	6	

Steps to Search Correspondence Records Associated with a Vendor Account:**Notes**

The Main page is displayed.



Route

Main Account Summary Blanket Agreements Contracts Invoices

Documents

[Expand All](#) | [Collapse All](#)

General Information

Code: 111196240
Name: POLLARD, JOSEPH G CC
Alias: POLLARDWATER.COM
Miscellaneous:
SSN/EIN: EIN
SSN/EIN: 11-1196240
Vendor Category: 6
Vendor Class:
Vendor Group:
Vendor Type: C
Active Status: Active
Approval Status: Reviewed
Security Org: PEGASYS
Vendor/Provider: Both
Reporting Attribute: Non-Government
Agency:
Tax Exempt Code:
1099 Vendor:

Parent Vendor

Name:
TIN:

TIN Verification Information

Action: Not Required
Status:
Date:

Invoice Key Configuration

Include Invoice Date:
Include Contract Number:

Bureau:

Effective Dates

Start Date:
End Date:

5. Select the **Account Summary** tab.



Route

Main **Account Summary** Blanket Agreements Contracts Invoices

Steps to Search Correspondence Records Associated with a Vendor Account:

Notes

The Account Summary page is displayed.

Main **Account Summary** Blanket Agreements Contracts Invoices

Address Amounts Refresh Account Summary Partition Amounts

[Expand All](#) | [Collapse All](#)

General

Code:	111196240	Scheduled Amount:	\$0.00	Outstanding Unbilled Amount:	\$0.00
Vendor Name:		In Transit Amount:	\$0.00	Outstanding Billed Amount:	\$0.00
Reservation Amount:	\$0.00	Disbursed Amount:	\$137.84	Outstanding Billing Amount:	\$0.00
Outstanding Commitment Amount:	\$0.00	Cancelled Disbursement Amount:	\$0.00	Outstanding Unbilled Credit Amount:	\$0.00
Outstanding Obligation Amount:	\$0.00	Holdback Amount:	\$0.00	Outstanding Billed Credit Amount:	\$0.00
Outstanding Accrual Amount:	\$0.00	Suspension Amount:	\$0.00	Outstanding Credit Amount:	\$0.00
Expenditure Amount:	\$137.84	Prepayment Amount:	\$0.00	Collected Amount:	\$0.00
Invoiced Amount:	\$0.00			Write-off Amount:	\$0.00
Total Debt Account Amount:	\$0.00			Agreement Charges Amount:	\$0.00
Total Debt Account Balance Amount:	\$0.00			Adjustment Amount:	\$0.00
				Agreement Amount:	\$0.00
				Advance Amount:	\$0.00
				Offset Amount:	\$0.00
				Withdrawal Amount:	\$0.00

Security Org: PEGASYS

[Return to Top](#)

- Select the **Address Amounts** button.

Route

Main **Account Summary** Blanket Agreements Contracts Invoices

Address Amounts Refresh Account Summary Partition Amounts

The Address Amounts page is displayed.

Address Amounts

Details Correspondence Display 10 Items View as CSV Sort...

Address Level Vendor Code	Currency	DUNS	DUNS+4	Cage Code
00001	USD	*****		47945

- Select the appropriate **Address Level Vendor Code** from the item collection and then select the **Correspondence** button.

Steps to Search Correspondence Records Associated with a Vendor Account:

Notes

Address Amounts

Address Level Vendor Code	Currency	DUNS	DUNS+4	Cage Code
00001	USD	*****	47945	

The Correspondence page is displayed.

Search Criteria

Creator: <input type="text"/>	Subject: <input type="text"/>	Type Of Correspondence: <input type="text"/>
Created Date	Contact Person	Public Publishing:
From: <input type="text"/>	First Name: <input type="text"/>	<input type="checkbox"/>
To: <input type="text"/>	Last Name: <input type="text"/>	<input type="checkbox"/>
Correspondence: <input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>		

[Back](#) [Add](#) [Remove](#) [Save](#) [Email](#) [History](#) [Attachments](#) [Display 10 Items](#) [View as CSV](#) [Sort...](#)

Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspon
- NO ITEMS TO DISPLAY -									

Contact Person

* First Name: <input type="text"/>	* Last Name: <input type="text"/>
Title: <input type="text"/>	
Phone Number: <input type="text"/>	
International Phone Number: <input type="text"/>	
To Email Address(es): <input type="text"/>	

8. Enter the search criteria to search for correspondence records.

For example, the Type of Correspondence, Contact Person, and date range.

9. Select the **Search** button.

<input type="button" value="Search"/>	<input type="button" value="Clear"/>	
Back	Add	Remove

10. Select the desired correspondence record in the item collection and view the details in the Contact Person, Agency Contact, and Correspondence sections below the item collection.

Steps to Search Correspondence Records Associated with a Vendor Account:

Notes

Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
<input type="checkbox"/> <input checked="" type="radio"/>	1	11/10/10 3:25:00	allroles65	John	Smith		Question About Your Current Account Balance	Dear Mr. Smith, We received your payment last month and wanted to let you know that your account wi	Question	True

Contact Person:

* First Name: John * Last Name: Smith Assignment Code:

Title: Purchasing Manager

Phone Number: 555-555-5555

International Phone Number:

Email Address(es):

Agency Contact:

Name: Mike Brown

Title: Customer Relations

Phone Number: 555-555-5555

From Email Address: Mike.Brown@gsa.gov

Correspondence:

* Communication Source: Mail Or Email

Public Publishing:

Record Number: 1

Created Date: 11/10/10 3:25:00

Creators: allroles65

Last Modified Date: 11/10/10 3:25:00

Last Modified By: allroles65

Statement Number:

* Type Of Correspondence: Question

Subject: Question About Your Current Account Balan

Dear Mr. Smith,
We received your payment last month and wanted to let you know that your account with GSA is now paid in full.
Regards,
Mike Brown, Customer Relations

* Correspondence:

11. Select the History button.

Items

Steps to Search Correspondence Records Associated with a Vendor Account: Notes

12. The Correspondence History page is displayed.

Review the correspondence history records associated with the vendor record.

Correspondence History														
		Attachments	Display		10	Items	View as CSV		Sort...		Items 1-5 of 5			
	Record Number	Action	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing	
<input type="checkbox"/>	4	Modify	10/19/2010 12:29:46	allroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$,1000. Wow...	0	1	Communication	False	
<input type="checkbox"/>	4	Modify	10/19/2010 12:29:46	allroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$,1000. Wow...	0	1	Question	False	

13. Select the **Attachments** button from the main Correspondence page.

Search	Clear										
Back	Add	Remove	Save	Email	History	Attachments	Display	10	Items	View as CSV	Sort...

The Correspondence Manage Attachments page is displayed.

Return	Import Local File	Attachment Access	Repository	Delete	Check Out	Check In	Unlock	View	Display	10	Items	Sort...
Items 1-2 of 2												
	Attachment Identifier	Name	Title	Number of Pages	Attachment	Sensitive	Check Out Status	Extension Type				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 Detail Billing Information1.xls	Detail Documentation	1	True	False	False	.xls				
<input type="checkbox"/>	<input type="checkbox"/>	2 Billing Memo.txt	Billing Memo	3	True	True	False	.txt				
Expand All Collapse All												
<div style="border: 1px solid #ccc; padding: 5px;"> <p>- Document Information</p> <ul style="list-style-type: none"> * Attachment Identifier: <input type="text" value="1"/> * Title: <input type="text" value="Detail Documentation"/> Location: <input type="text" value="DocumentCorresponde"/> Number of Pages: <input type="text" value="1"/> * Attachment Date: <input type="text" value="10/21/2010"/> Sensitive: <input type="checkbox"/> Attachment: <input checked="" type="checkbox"/> Transmit to External Application: <input type="checkbox"/> Name: <input type="text" value="Detail Billing Information"/> Type: <input type="text" value="xls"/> Return to Top </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>- Edit Information</p> <p>Checked Out: <input checked="" type="checkbox" value="False"/></p> <p>LockedBy: <input type="text"/></p> <p>Last Edit Date: <input type="text" value="Thu Oct 21 09:26:10 ET"/></p> Return to Top </div>												

Steps to Search Correspondence Records Associated with a Vendor Account:

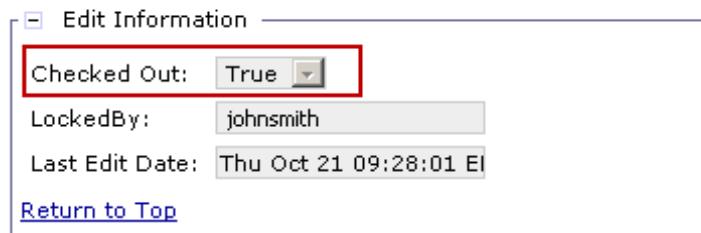
Notes

14. To view an attachment, select the desired attachment in the item collection and select the **View** button.
15. To delete an attachment, select the desired attachment in the item collection and select the **Delete** button.
16. To check out and lock an attachment for editing, select the desired attachment in the item collection and select the **Check Out** button.

Note: Selecting Check Out updates the Checked Out field to True, the Locked By field with the user ID of the current user, and the Last Edit Date with the current system date and time.

17. The Correspondence Manage Attachments page Edit Information section is displayed.

Note the selected attachment checked out and is locked.



Edit Information	
Checked Out:	True
LockedBy:	johnsmith
Last Edit Date:	Thu Oct 21 09:28:01 ET
Return to Top	

*Note: The user can discard the checkout of the attachment by selecting the **Unlock** button.*

18. To check in the attachment after editing, select the desired attachment in the item collection and select the **Check In** button.

Steps to Search Correspondence Records Associated with a Vendor Account: Notes

Return Import Local File Attachment Access Repository Delete Check Out **Check In** Unlock View Display 10 Items Sort...

	Attachment Identifier	Name	Title	Number of Pages	Attachment
<input checked="" type="checkbox"/>	1	Test052013.txt	Test052013.txt		True

[Expand All](#) | [Collapse All](#)

19. The Document Management Check In page is displayed.

Document Management Check In

[Expand All](#) | [Collapse All](#)

Document Check In _____

Content:

[Go to top of page](#)

20. Select the **Browse** button to upload the attachment file that has been edited.

Document Management Check In

[Expand All](#) | [Collapse All](#)

Document Check In _____

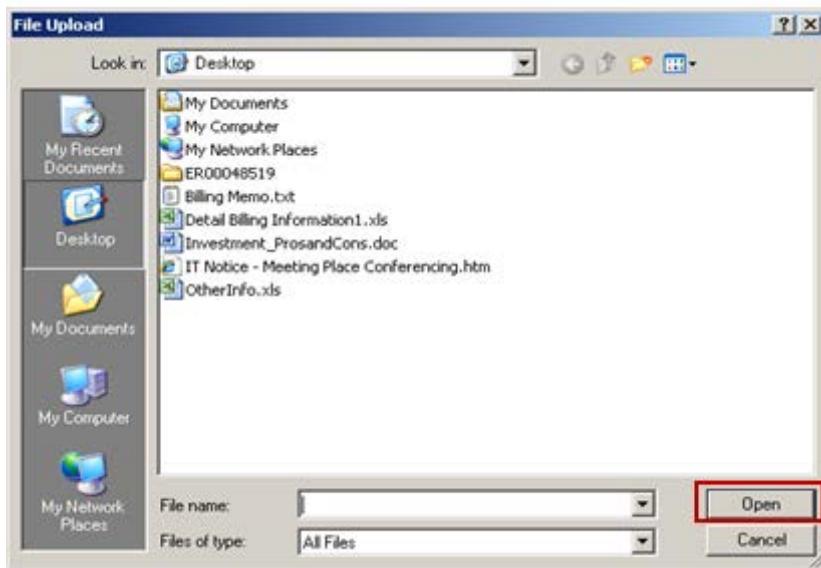
Content:

[Go to top of page](#)

Steps to Search Correspondence Records Associated with a Vendor Account:

Notes

21. The File Upload screen using the local directory is displayed.
Select the updated file from the local directory and select **Open**.



22. The Document Management Check In page with the updated file in the Content Field is displayed.

Select **Upload**.

[Expand All](#) | [Collapse All](#)

Document Check In

Content: [Browse...](#)

[Cancel](#) [Upload](#)

Note: Selecting Upload returns the user to the Correspondence Manage Attachments page and updates the Checked Out field to False, clears the Locked By field, and updates the Last Edit Date with the current system date and time.

Steps to Search Correspondence Records Associated with a Vendor Account: Notes

23. The Correspondence Manage Attachments page Edit Information section is displayed.

Note the selected attachment is checked in and unlocked.

Edit Information

Checked Out:	<input type="button" value="False"/>	
LockedBy:	<input type="text"/>	
Last Edit Date:	Thu Oct 21 09:46:11 ET	

[Return to Top](#)

4.9.6 Execute a Query for Document Level Correspondence, View History, and Manage Attachments

The following steps describe how to search correspondence records, view correspondence history records, and manage attachments associated with an Internal Voucher (NV), Cash Receipt (CR), or Payment Authorization (IP) Form/Document.

Steps to Search Correspondence Records Associated with a Document: Notes

1. Navigate to Transactions=>Form/Document Selection.

The Form/Document Section Query page is displayed.

Form / Document Selection

Search Criteria <p>Subsystem: <input type="text"/></p> <p>Document Type: <input type="text"/> <input type="button" value=""/></p> <p>Document Number: <input type="text"/></p> <p>Amendment Number: <input type="text"/></p> <p>Document Category: <input type="text"/></p> <p>From Accounting Period: <input type="text"/></p> <p>To Accounting Period: <input type="text"/></p> <p>From Date: <input type="text"/></p> <p>To Date: <input type="text"/></p> <p>Vendor</p> <p>Code: <input type="text"/> <input type="text"/> <input type="button" value=""/> TIN (SSN/EIN): <input type="text"/></p> <p>DUNS: <input type="text"/> DUNS+4: <input type="text"/></p> <p>Designated Agent - ALC: <input type="text"/> <input type="button" value=""/> Customer Account: <input type="text"/></p> <p>System ID: <input type="text"/> <input type="button" value=""/></p>	Document Status <p>Processed: <input checked="" type="checkbox"/> Rejected: <input type="checkbox"/></p> <p>Cancelled: <input type="checkbox"/> Archived: <input type="checkbox"/></p> <p>Scheduled: <input type="checkbox"/> Pending Approval: <input type="checkbox"/></p> <p>Held: <input type="checkbox"/></p> <p>User ID: <input type="text"/></p> <p>Security Org: <input type="text"/> <input type="button" value=""/></p> <p>Title: <input type="text"/></p>
--	---

Additional Criteria

Accounting

Advance Search

Items

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
- NO ITEMS TO DISPLAY -						

Steps to Search Correspondence Records Associated with a Document:

Notes

2. Enter the search criteria. Enter the **Document Number** or **Statement Number** at a minimum.

Note: Query performance is improved with each additional search criteria entered. For example, rather than simply entering the Document Number, enter the From/To Date and any additional document detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

Note: Please refer to section 4.6.4 for how to query on Form/Document Selection.

3. Select the **Search** button.



+ Additional Criteria

The document records are returned in the item collection.

Correct View Cancel Reference Query Amend Route GL Detail Display 10 Items View as CSV Sort...

	Document Type	Document Number	Amendment Number	Title	Document Date
 	W06	WO6201211290005			11/29/2012

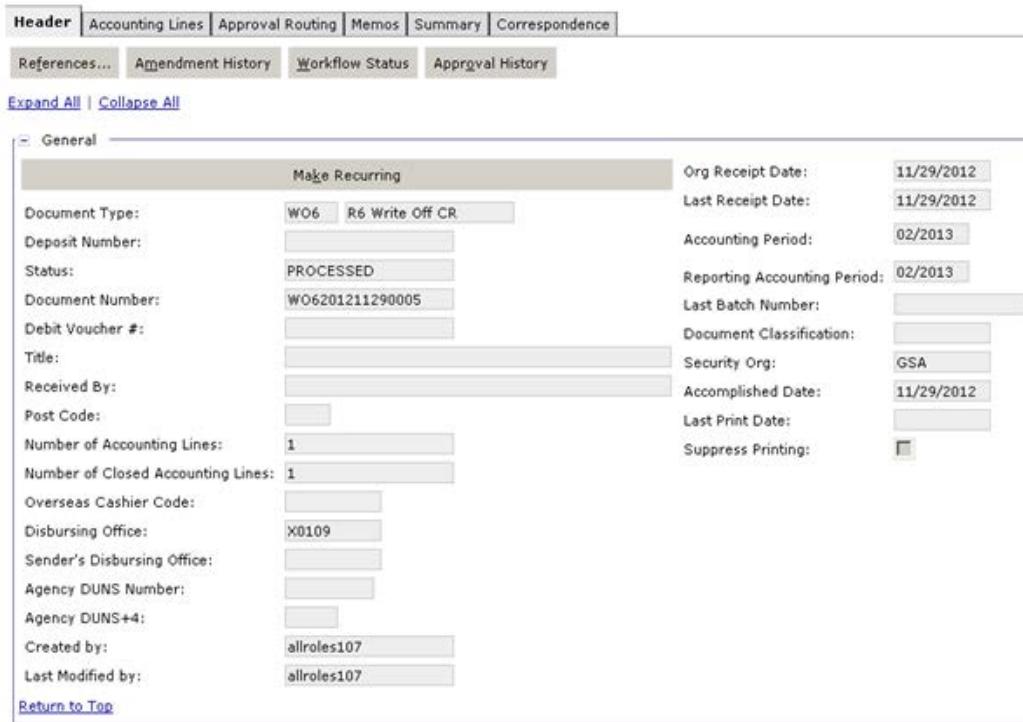
4. Select the desired document record in the item collection and select the **View** button.

Correct Cancel Reference Query Amend Route GL Detail Display 10 Items View as CSV Sort...

	Document Type	Document Number	Amendment Number	Title	Document Date
 	W06	WO6201211290005			11/29/2012

Steps to Search Correspondence Records Associated with a Document:**Notes**

The Header page is displayed.



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

References... | Amendment History | Workflow Status | Approval History

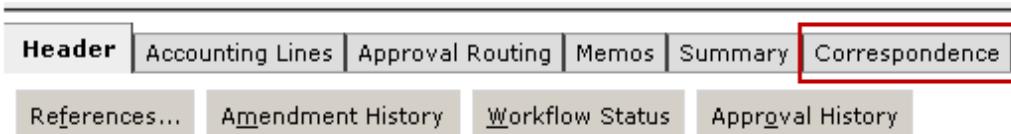
[Expand All](#) | [Collapse All](#)

- General

Document Type:	WO6 R6 Write Off CR	Org Receipt Date:	11/29/2012
Deposit Number:		Last Receipt Date:	11/29/2012
Status:	PROCESSED	Accounting Period:	02/2013
Document Number:	WO6201211290005	Reporting Accounting Period:	02/2013
Debit Voucher #:		Last Batch Number:	
Title:		Document Classification:	
Received By:		Security Org:	GSA
Post Code:		Accomplished Date:	11/29/2012
Number of Accounting Lines:	1	Last Print Date:	
Number of Closed Accounting Lines:	1	Suppress Printing:	<input checked="" type="checkbox"/>
Overseas Cashier Code:			
Disbursing Office:	X0109		
Sender's Disbursing Office:			
Agency DUNS Number:			
Agency DUNS+4:			
Created by:	allroles107		
Last Modified by:	allroles107		

[Return to Top](#)

5. Select the **Correspondence** tab.



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

References... | Amendment History | Workflow Status | Approval History

Steps to Search Correspondence Records Associated with a Document:

Notes

The Correspondence page is displayed.

Search Criteria

Creator: <input type="text"/>	Subject: <input type="text"/>	Type Of Correspondence: <input type="text"/>
Created Date		Public Publishing: <input type="text"/>
From: <input type="text"/>	Contact Person	Record Number: <input type="text"/>
To: <input type="text"/>	First Name: <input type="text"/>	Assignment Code: <input type="text"/>
Last Name: <input type="text"/>		
Correspondence: <input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>		

Action Buttons

Back Add Remove Save Email History Attachments Display 10 Items View as CSV Sort...

Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence
- NO ITEMS TO DISPLAY -									

Contact Person

* First Name: <input type="text"/>	* Last Name: <input type="text"/>
Title: <input type="text"/>	
Phone Number: <input type="text"/>	
International Phone Number: <input type="text"/>	
To Email Address(es): <input type="text"/>	

6. Enter the search criteria to search for correspondence records.

For example, the Type of Correspondence, Contact Person, and date range.

7. Select the **Search** button.

Action Buttons

Back Add Remove

The correspondence records are returned in the item collection.

Action Buttons

Back Add Remove Save Email History Attachments Display 10 Items View as CSV Sort...

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
1 R	04/05/2013 12:13:45	alroses100	John	Smith		Overpayment of Jan 2012 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2012 billing statement in the amount of \$1,000. W...			Question	False

Steps to Search Correspondence Records Associated with a Document:
Notes

8. Select the desired correspondence record in the item collection and view the details in the Contact Person, Agency Contact, and Correspondence sections below the item collection.

Contact Person											
Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
2	04/05/2013 12:23:45	allroles130	John	Smith		Overpayment of Jan 2012 Statement	Dear, Mr. Smith, I noticed you overpaid your Nov 2012 billing statement in the amount of \$1,000. W...			Question	False
Contact Person * First Name: John * Last Name: Smith Title: Purchasing Manager Phone Number: 555-555-5555 International Phone Number: john.smith@gsa.gov To Email Address(es): Agency Contact Name: Mike Brown Title: Customer Relations Phone Number: 555-555-5555 From Email Address: Mike.Brown@gsa.gov Research Information Researcher Name: <input type="text"/> Open Date: <input type="text"/> Researcher Phone Number: <input type="text"/> Complete Date: <input type="text"/> Researcher International Phone Number: <input type="text"/> Total Research Days: <input type="text"/> Researcher Email Address: <input type="text"/> Contact Date: <input type="text"/> Correspondence * Communication Source: Mail Or Email <input type="button" value="Public Publishing"/> Record Number: 2 * Type Of Correspondence: Question Creator: allroles130 Created Date: 04/05/2013 12:23:45 Subject: Overpayment of Jan 2012 Statement Last Modified By: allroles130 Last Modified Date: 04/05/2013 12:24:10 Itemized Line Number: <input type="text"/> Dear, Mr. Smith, I noticed you overpaid your Nov 2012 billing statement in the amount of \$1,000. Would you prefer to keep the overpayment as a credit on your account or to have it refunded? Regards, Mike Brown, Customer Relations * Correspondence: <input type="text"/>											

9. Select the **History** button.

History											
Search Clear											
Back	Add	Remove	Save	Email	History	Attachments	Display	10	Items	View as CSV	Sort...

10. The Correspondence History page is displayed.

Review the correspondence history records associated with the document record.

Steps to Search Correspondence Records Associated with a Document:

Notes

Correspondence History

Display 10 Items View as CSV Sort...

Items 1-2 of 2

	Record Number	Action	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
	2	Add	04/05/2013 12:23:45	allroles130	John	Smith		Overpayment of Jan 2012 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000. W...	0	0	Question	False
	2	Modify	04/05/2013 12:23:45	allroles130	John	Smith		Overpayment of Jan 2012 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2012 billing statement in the amount of \$1,000. W...	0	0	Question	False

11. Select the **Attachments** button from the main Correspondence page.

Search Clear

Back Add Remove Save Email History **Attachments** Display 10 Items View as CSV Sort...

The Correspondence Manage Attachments page is displayed.

Attachment Management									Display 10 Items	Sort...
	Attachment Identifier	Name	Title	Number of Pages	Attachment	Sensitive	Check Out Status	Extension Type		
	1	Detail Billing Information1.xls	Detail Documentation	1	True	False	False	.xls		
	2	Billing Memo.txt	Billing Memo	3	True	True	False	.txt		
Expand All Collapse All										
<div style="border: 1px solid #ccc; padding: 5px;"> <p>- Document Information -</p> <p>* Attachment Identifier: <input type="text" value="1"/></p> <p>* Title: <input type="text" value="Detail Documentation"/></p> <p>Location: <input type="text" value="DocumentCorresponde"/></p> <p>Number of Pages: <input type="text" value="1"/></p> <p>* Attachment Date: <input type="text" value="10/21/2010"/></p> <p>Sensitive: <input type="checkbox"/></p> <p>Attachment: <input checked="" type="checkbox"/></p> <p>Transmit to External Application: <input type="checkbox"/></p> <p>Name: <input type="text" value="Detail Billing Information"/></p> <p>Type: <input type="text" value=".xls"/></p> <p>Return to Top</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>- Edit Information -</p> <p>Checked Out: <input checked="checked" type="checkbox"/></p> <p>LockedBy: <input type="text"/></p> <p>Last Edit Date: Thu Oct 21 09:26:10 ET</p> <p>Return to Top</p> </div>										

12. To view an attachment, select the desired attachment in the item collection and select the **View** button.

Steps to Search Correspondence Records Associated with a Document:

Notes

13. To delete an attachment, select the desired attachment in the item collection and select the **Delete** button.
14. To check out and lock an attachment for editing, select the desired attachment in the item collection and select the **Check Out** button.

Note: Selecting Check Out updates the Checked Out field to True, the Locked By field with the user ID of the current user, and the Last Edit Date with the current system date and time.

15. The Correspondence Manage Attachments page Edit Information section is displayed.

Note the selected attachment checked out and is locked.

Edit Information

Checked Out:	<input type="text" value="True"/>
LockedBy:	<input type="text" value="johnsmith"/>
Last Edit Date:	<input type="text" value="Thu Oct 21 09:28:01 ET"/>

[Return to Top](#)

*Note: The user can discard the checkout of the attachment by selecting the **Unlock** button.*

16. To check in the attachment after editing, select the desired attachment in the item collection and select the **Check In** button.

[Return](#) [Import Local File](#) [Attachment Access](#) [Repository](#) [Delete](#) [Check Out](#) **Check In** [Unlock](#) [View](#) [Display](#) Items [Sort...](#)

	Attachment Identifier	Name	Title	Number of Pages	Attachment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 Test052013.txt	Test052013.txt		True

[Expand All](#) | [Collapse All](#)

17. The Document Management Check In page is displayed.

Document Management Check In

[Expand All](#) | [Collapse All](#)

Document Check In

Content:	<input type="text"/>	Browse...
<input type="button" value="Cancel"/> <input type="button" value="Upload"/>		

[Go to top of page](#)

Steps to Search Correspondence Records Associated with a Document:

Notes

18. Select the **Browse** button to upload the attachment file that has been edited.

Document Management Check In

[Expand All](#) | [Collapse All](#)

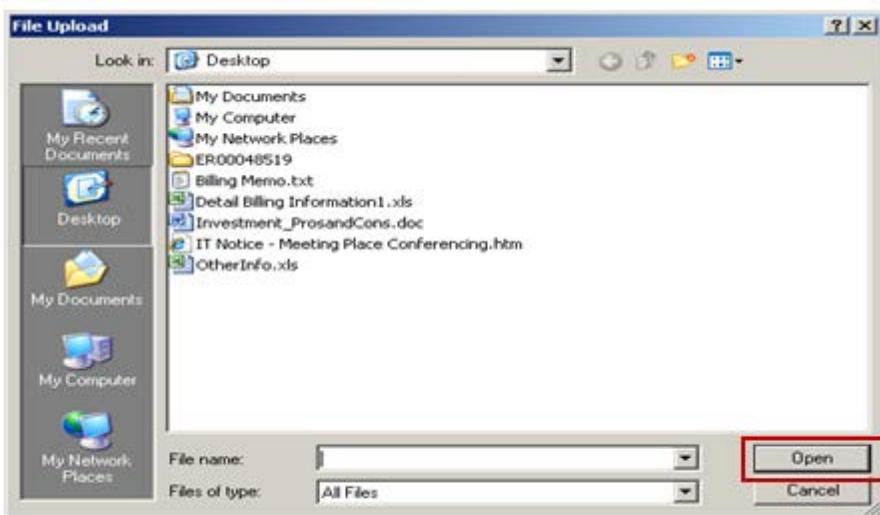
[-] Document Check In

Content: **Browse...**

Cancel **Upload**

[Go to top of page](#)

19. The File Upload screen using the local directory is displayed.
Select the updated file from the local directory and select **Open**.



20. The Document Management Check In page with the updated file in the Content Field is displayed.
Select **Upload**.

[Expand All](#) | [Collapse All](#)

[-] Document Check In

Content: **Browse...**

Cancel **Upload**

Note: Selecting Upload returns the user to the Correspondence Manage Attachments page and

Steps to Search Correspondence Records Associated with a Document:**Notes**

updates the Checked Out field to False, clears the Locked By field, and updates the Last Edit Date with the current system date and time.

21. The Correspondence Manage Attachments page Edit Information section is displayed.

Note the selected attachment is checked in and unlocked.

Edit Information

Checked Out:

LockedBy:

Last Edit Date:

[Return to Top](#)

4.9.7 Managing Correspondence Workflow Tasks

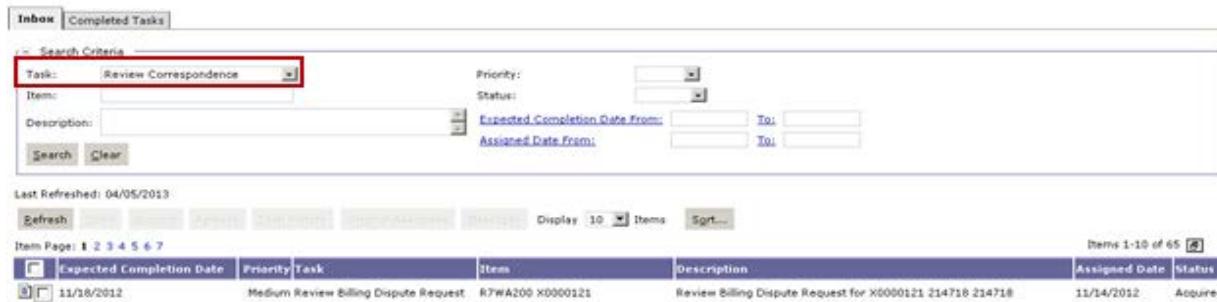
When a new correspondence record is transmitted from a customer via VCSS to Pegasys, a new “Review Correspondence” workflow task is created and routed using Pegasys workflow. The Review Correspondence task serves as a notification to that new correspondence which has been submitted by a customer for user review.

To search for and manage the Review Correspondence Workflow Task, follow the steps below.

Steps to Manage the Review Correspondence Workflow Task:**Notes**

1. Navigate to the Inbox.

The Inbox is displayed.



The screenshot shows the Pegasys inbox interface. At the top, there are tabs for "Inbox" and "Completed Tasks". Below the tabs is a "Search Criteria" section with fields for "Task" (set to "Review Correspondence"), "Priority", "Status", "Description", and date ranges for "Expected Completion Date From" and "Assigned Date From". There are also "Search" and "Clear" buttons. Below the search section, the message "Last Refreshed: 04/05/2013" is displayed. The main area shows a table of tasks. The columns are: "Item Page" (with links 1-2 3 4 5 6 7), "Expected Completion Date" (with a date cell showing 11/18/2012), "Priority" (with a dropdown menu), "Task" (with a dropdown menu set to "Medium Review Billing Dispute Request"), "Item" (with a link R7WA200 X0000121), "Description" (with text "Review Billing Dispute Request for X0000121 214718 214718"), "Assigned Date" (with a date cell showing 11/14/2012), and "Status" (with a status cell showing "Acquired"). A total count of "Items 1-10 of 65" is shown at the bottom right.

Note: The Inbox Item field associated with the Review Correspondence workflow task will additionally include the Assignment Code. At the time of this delivery, the Assignment Code does not appear in the screenshot above due to pending web Methods code updates.

2. Select “Review Correspondence” from the Task dropdown.

Enter any additional search criteria to narrow down the results.

Steps to Manage the Review Correspondence Workflow Task:

Notes

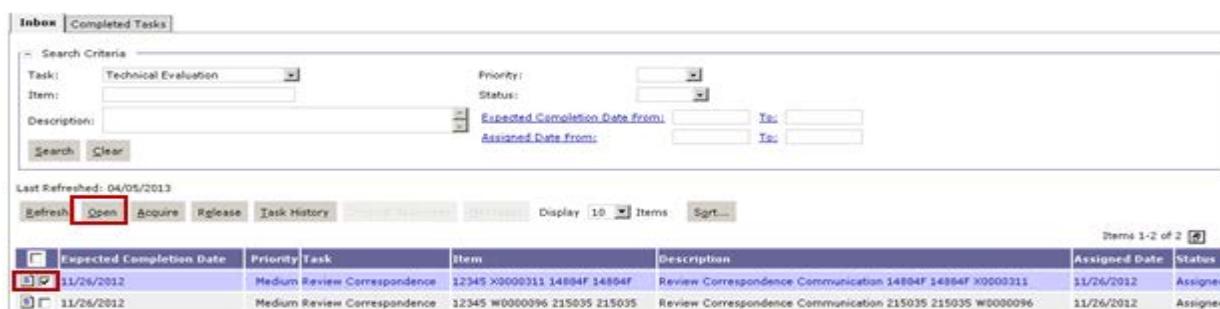
3. Select the **Search** button.



Last Refreshed: 04/05/2013

4. The Review Correspondence workflow tasks are returned in the item collection.

Select the **Review Correspondence** task from the Item collection and select **Open**.



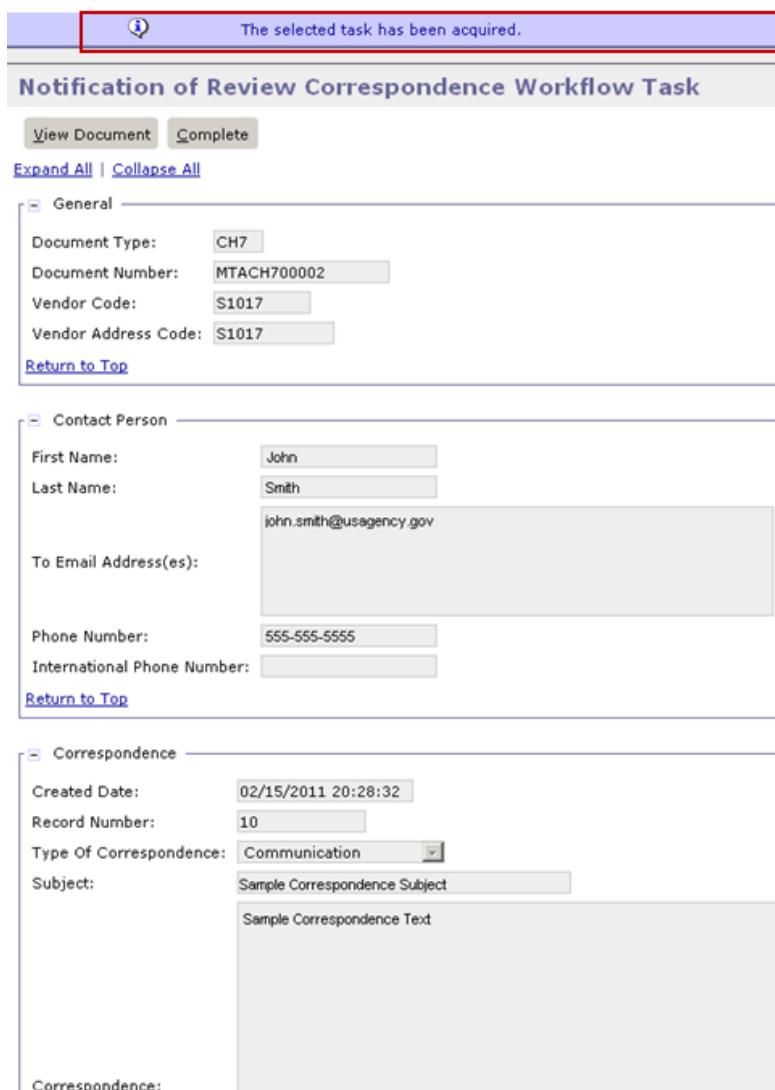
Expected Completion Date	Priority	Task	Item	Description	Assigned Date	Status
11/26/2012	Medium	Review Correspondence	12345 X0000311 14894F 14894F	Review Correspondence Communication 14894F 14894F X0000311	11/26/2012	Assigned
11/26/2012	Medium	Review Correspondence	12345 W0000096 215035 215035	Review Correspondence Communication 215035 215035 W0000096	11/26/2012	Assigned

Steps to Manage the Review Correspondence Workflow Task:**Notes**

The Notification of Review Correspondence Workflow Task window is displayed.

Note: The Document Type and Document Number fields of the Notification of Review Correspondence Workflow Task window are only viewable when the task is associated with document level correspondence (hidden when the task is associated with statement level correspondence). The View Document button of the Notification of Review Correspondence Workflow Task window is only viewable when the task is associated with document level correspondence (hidden when the task is associated with statement level correspondence).

Note: Selecting Open from the Pegasys inbox results in the user acquiring the task. If routed to other users, the selected task drops from their respective inboxes.



The selected task has been acquired.

Notification of Review Correspondence Workflow Task

[View Document](#) [Complete](#)

[Expand All](#) | [Collapse All](#)

General

Document Type: CH7
Document Number: MTACH700002
Vendor Code: S1017
Vendor Address Code: S1017

[Return to Top](#)

Contact Person

First Name: John
Last Name: Smith
To Email Address(es): john.smith@usagency.gov

Phone Number: 555-555-5555
International Phone Number:

[Return to Top](#)

Correspondence

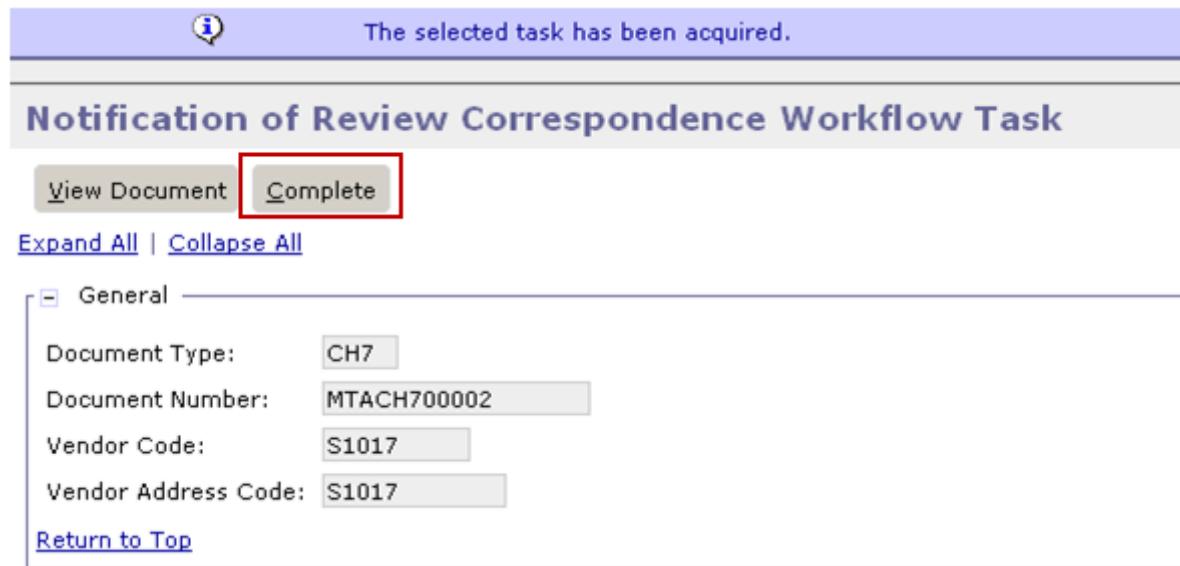
Created Date: 02/15/2011 20:28:32
Record Number: 10
Type Of Correspondence: Communication
Subject: Sample Correspondence Subject
Correspondence: Sample Correspondence Text

Correspondence:

Steps to Manage the Review Correspondence Workflow Task:

Notes

5. To complete the Review Correspondence task and allow it to drop from the user inbox, select **Complete**.



The selected task has been acquired.

Notification of Review Correspondence Workflow Task

[View Document](#) **Complete**

[Expand All](#) | [Collapse All](#)

General

Document Type: CH7

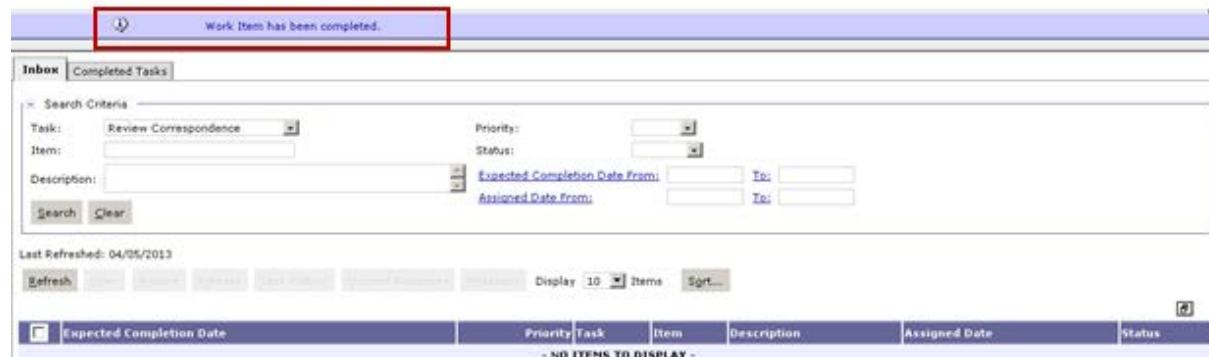
Document Number: MTACH700002

Vendor Code: S1017

Vendor Address Code: S1017

[Return to Top](#)

The Work Item has been completed message displays and the Review Correspondence task is removed from the Inbox.



Work Item has been completed.

Inbox Completed Tasks

Search Criteria

Task: Review Correspondence Priority:

Item: Status:

Description: Expected Completion Date From: To: Assigned Date From: To:

Last Refreshed: 04/05/2013

Refresh Sort... Display 10 Items

Expected Completion Date	Priority	Task	Item	Description	Assigned Date	Status
NO ITEMS TO DISPLAY						

4.9 Disputes (Non-IPAC)

Accounts Receivables disputes functionality provides the ability to:

- Receive customer dispute requests of non-IPAC bills from VCSS.
- Create customer dispute requests (on the customer's behalf) of non-IPAC bills from within Pegasys.
- Track those dispute requests from inception through resolution.
- Update the Billing Document(s) associated with a dispute request to prevent assessment of overdue charges while the dispute is being reviewed.

The Pegasys Disputed Billings Query captures all of the information provided by the customer in order to facilitate the analysis and eventual resolution of the dispute.

It is important to note that dispute requests may only be created for non-IPAC billings. Disputes of IPAC billings should be performed via Treasury guidelines using the IPAC chargeback process.

When a new dispute request is submitted by a customer from VCSS, it is recorded on the Disputed Billings Query. Additionally, a workflow notification task is sent to the appropriate GSA analysts notifying them that a new dispute request has been received and requires further action. The Disputed Billings Query can then be used to:

- View the detailed information associated with the request.
- Update the dispute status.
- Record internal notes regarding the analysis
- Update the Pegasys Billing Document associated with the dispute.
- Communicate with the customer via correspondence.

As mentioned above, dispute requests can also be created by users from within Pegasys on behalf of their customers (for example, after receiving a phone call or email request). The Disputed Billings Query leads the analyst through a structured template designed to extract all information required to adequately determine the validity of the customer's request, including:

- Statement number and/or specified accounting lines/Detail Billing Records.
- Dispute reason from GSA-defined listing.
- Dispute explanation (free text for specific description).
- Customer contact information (name/phone/email).
- Attachment of supporting documentation.

The following sections describe the Accounts Receivable disputes functionality, including:

- Managing the Review Billing Dispute Request workflow task from the Pegasys Inbox.
- Querying for and updating dispute requests via the Disputed Billings Query.
- Recording initial dispute evaluation, including document updates.
- Recording pending final action and resolution dispute evaluation, including document updates.
- Removing a dispute request from the corresponding Pegasys transaction.
- Creating customer correspondence directly from the Disputed Billings Query.
- Manually creating new dispute requests using the Disputed Billings Query.

4.9.1 Disputed Billings Query (Non-IPAC) Search Parameters

When a dispute request is received from VCSS, in addition to automatically creating a Billing Dispute Request notification task, the dispute request itself is automatically recorded on the Disputed Billings Query in Pegasys. The dispute request captures the information provided by the VCSS customer or Pegasys user (when creating a dispute on the customer's behalf) as well as additional, document-specific data. The Disputed Billings Query can be used to search for and create new dispute requests, view related billing dispute information, update the dispute object status, and view/correct/amend the associated Billing Document (BD).

In addition to standard search parameters such as Vendor Code, Statement Number, Document Number, Agreement Number, and Accounting Dimensions, the Disputed Billing Query provides dispute request-specific search parameters, including:

- Dispute Status (New, Under Review, Pending Final Action, Accepted, Rejected).
- Dispute Amount range (from/to).
- Dispute Received/Created Date range (from/to).
- Under Review Date range (from/to).
- Pending Final Action Date range (from/to).
- Resolution Date range (from/to).

4.9.2 Query Disputed Billings

The Disputed Billings Query can be accessed via the workflow task (as demonstrated in the following section) or via the following steps:

Steps to Query Dispute Requests from the Disputed Billings Query:

[Notes](#)

1. Navigate to Queries=>Accounts Receivable=>Disputed Billings Query.

The screenshot shows the Pegasys 7.1.2 interface with the 'Queries' dropdown menu open. The 'Disputed Billings Query' option is highlighted with a red box. The interface includes a search bar, filter options like 'Assigned Priority' and 'Assigned Expected Completion Date', and a message center.

The Disputed Billings Query is displayed.

The screenshot shows the 'Disputed Billings Query' search criteria page. The 'Disputed Billings Query' tab is selected. The page contains various search fields and date range filters for querying dispute requests. At the bottom, there are buttons for 'Search', 'Clear', and 'Accounting'.

Steps to Query Dispute Requests from the Disputed Billings Query:

Notes

- Enter the search criteria to search for a dispute request.

- Select the **Search** button.

Records matching the search criteria are displayed in the item collection.

- Select the dispute request from the item collection and select **Details**.

	Dispute Status	Vendor Code	Address Code	Vendor Name	First Name	Last Name	Assignment Code	Document Type	Document Number	Statement Number	Document Title	Dispute Amount	Dispute Reason	Dispute Received/Create Date Time
	New	897009	897009	DEPT OF ENERGY	Matthew	Cavalcante		FMN	MCFMN11/10	F0000043		\$100.00	Services are over billed	11/11/2010 09:52:00
	New	951652894	00008	JOHN C STENNIS WARDROOM MESS	Matthew	Cavalcante		FMN	MCFMN11/2	F0000012		\$100.00	Services are over billed	11/04/2010 12:19:32

Note: The Disputed Billings Query also provides the ability to delete the dispute request, view, correct, or amend the disputed document, and add correspondence directly from the item collection.

The General Dispute Information tab is displayed.

General Dispute Information	Disputed Items
<input type="button" value="Save"/> <input type="button" value="View Document"/> <input type="button" value="Correct Document"/> <input type="button" value="Amend Document"/> <input type="button" value="Add Customer Correspondence"/> <input type="button" value="Record Dispute"/> <input type="button" value="Remove Dispute"/> <input type="button" value="Add Correspondence"/>	
Expand All Collapse All	
Disputed Document	
Document Type: <input type="text" value="FMN"/> Fleet Non-IPAC BD Mar Document Number: <input type="text" value="MCFMN11/10"/> Statement Number: <input type="text" value="F0000043"/>	
Return to Top	
Status	
* Dispute Status: <input type="text" value="New"/> Dispute Received/Created Date Time: <input type="text" value="11/11/2010 09:52:00"/> Under Review Date: <input type="text"/> Pending Final Action Date: <input type="text"/> Dispute Resolution Date: <input type="text"/>	
Return to Top	
Customer Information	
Vendor Code: <input type="text" value="897009"/> <input type="text" value="897009"/> Vendor Name: <input type="text" value="DEPT OF ENERGY"/>	
Contact Information	
First Name: <input type="text" value="Matthew"/> Last Name: <input type="text" value="Cavalcante"/> Assignment Code: <input type="text"/> Phone Number: <input type="text" value="1234567890"/> International Phone Number: <input type="text"/> Email Address: <input type="text" value="matthew.cavalcante@c"/> Title: <input type="text"/>	
Return to Top	

Steps to Query Dispute Requests from the Disputed Billings Query:

Notes

Note: To perform an action on a dispute, select one of the action buttons.

General Dispute Information	Disputed Items
<input type="button" value="Save"/> <input type="button" value="View Document"/> <input type="button" value="Correct Document"/> <input type="button" value="Amend Document"/> <input type="button" value="Add Customer Correspondence"/> <input type="button" value="Record Dispute"/> <input type="button" value="Remove Dispute"/> <input type="button" value="Add Correspondence"/>	

- To see the disputed accounting line and Detail Billing Record (DBR) information, select the **Disputed Items** tab.

General Dispute Information	Disputed Items								
Display <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>									
<table border="1"> <thead> <tr> <th></th> <th>Disputed Amount</th> <th>Accounting Line Number</th> <th>Detail Billing Record Identifier</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Edit"/></td> <td>\$2,000.00</td> <td>1</td> <td>12345678987654321</td> </tr> </tbody> </table>			Disputed Amount	Accounting Line Number	Detail Billing Record Identifier	<input type="button" value="Edit"/>	\$2,000.00	1	12345678987654321
	Disputed Amount	Accounting Line Number	Detail Billing Record Identifier						
<input type="button" value="Edit"/>	\$2,000.00	1	12345678987654321						

4.9.3 Manage Dispute Workflow Task

When a dispute request is generated and recorded on the *Disputed Billings Query* (as a result of submission from VCSS, but not from manual creation by a user from within Pegasys), a new Review Billing Dispute Request workflow task is created and routed using Pegasys workflow capabilities. The workflow task includes information specific to the dispute request and provides the user the ability to view the related dispute object from the Disputed Billings Query. Upon updating the status of the dispute object from the Disputed Billings Query, the Review Billing Dispute Request workflow task is completed and removed from the user inbox.

To search for and manage the Review Billing Dispute Request Workflow Task:

Steps to Manage Review Billing Dispute Request Workflow Tasks:

Notes

- Navigate to the Pegasys Inbox.

The inbox Search Criteria section and item collection is displayed.

Inbox	Completed Tasks
Search Criteria Task: <input type="text"/> Item: <input type="text"/> Description: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>	
Priority: <input type="text"/> Status: <input type="text"/> <u>Expected Completion Date From:</u> <input type="text"/> To: <input type="text"/> <u>Assigned Date From:</u> <input type="text"/> To: <input type="text"/>	
Last Refreshed: <input type="button" value="Refresh"/> <input type="button" value="Open"/> <input type="button" value="Acquire"/> <input type="button" value="Release"/> <input type="button" value="Task History"/> <input type="button" value="Original Assignees"/> <input type="button" value="Messages"/> <input type="button" value="Display"/> <input type="button" value="10"/> Items <input type="button" value="Sort..."/>	
<input type="checkbox"/> Expected Completion Date <input type="checkbox"/> Priority <input type="checkbox"/> Task <input type="checkbox"/> Item <input type="checkbox"/> Description <input type="checkbox"/> Assigned Date <input type="checkbox"/> Status	

- To narrow down the list of workflow tasks in the Inbox, select “**Review Billing Dispute Request**” from the Task dropdown.

Steps to Manage Review Billing Dispute Request Workflow Tasks:

Notes

- To further narrow down the list of workflow tasks in the Inbox, optionally enter additional search criteria regarding the dispute.

Inbox Completed Tasks

Search Criteria

Task: **Review Billing Dispute Request**

Item:

Description:

Priority:

Status:

[Expected Completion Date From:](#) To:

[Assigned Date From:](#) To:

Search **Clear**

Note: The Item field can be used to search by document type, document number, and/or assignment code. Wild card searches are available.

Note: The Description field can be used to search by document type, document number, and vendor code. Wild card searches are available.

- Select the **Search** button.

Records are returned in the item collection matching the search criteria.

Inbox Completed Tasks

Search Criteria

Task: Review Billing Dispute Request

Item: **Review Billing Dispute Request**

Description:

Priority:

Status:

[Expected Completion Date From:](#) To:

[Assigned Date From:](#) To:

Search **Clear**

Last Refreshed: 02/16/2011

Refresh Open Acquire Release Task History Original Assignees Messages Display 10 Items Sort...

Expected Completion Date	Priority/Task	Item	Description	Assigned Date	Status
02/20/2011	Medium Review Billing Dispute Request	R6GRP1 F0000599 S1017 S1017	Review Billing Dispute Request for R6GRP1 F0000599 S1017 S1017	02/16/2011	Assigned

- Select the **Review Billing Dispute Request** task from the item collection and select **Open**.

The Notification of Review Billing Dispute Request Workflow Task window is displayed.

The selected task has been acquired.

Notification of Review Billing Dispute Request Workflow Task

View Billing Dispute Request **Complete**

Vendor Code: 96165289

Vendor Address Code: 00008

Vendor Name: JOHN C STENNIS

Document type: FMN

Document Number: MCFMN11/3

Steps to Manage Review Billing Dispute Request Workflow Tasks:	Notes
6. Select View Billing Dispute Request.	

The selected task has been acquired.

Notification of Review Billing Dispute Request Workflow Task

[View Billing Dispute Request](#) [Complete](#)

Vendor Code: 214718
Address Code: 214718
Vendor Name: DEPT. OF THE ARMY
Document Type: ADN
Document Number: ADNX0000434-404
Statement Number: X0000434

Note: Selecting Complete will cause the Review Billing Dispute Request workflow task to drop off the user inbox. Only select Complete when the Review Billing Dispute Request task has been completed.

Steps to Manage Review Billing Dispute Request Workflow Tasks:

Notes

- The Disputed Billings Query is displayed with the dispute request associated with the notification task in the item collection.

Disputed Billings Query

Search Criteria																																													
<u>Vendor Code:</u>	<input type="text"/>	<input type="text"/>		<u>Designated Agent:</u>	<input type="text"/>	<input type="text"/>		<u>Dispute Received/Created Date</u>	<u>From:</u>	<input type="text"/>	<u>Dispute Resolution Date</u>	<u>From:</u>																																	
<u>Assignment Code:</u>	<input type="text"/>			<u>To:</u>	<input type="text"/>			<u>To:</u>	<input type="text"/>																																				
<u>Document Type:</u>	<input type="text"/>			<u>Under Review Date</u>	<u>To:</u>	<input type="text"/>		<u>Period of Performance Start Date</u>	<u>From:</u>	<input type="text"/>																																			
<u>Document Number:</u>	ADNX0000434-404			<u>From:</u>	<input type="text"/>			<u>To:</u>	<input type="text"/>																																				
<u>Statement Number:</u>	<input type="text"/>			<u>Pending Final Action Date</u>	<u>From:</u>	<input type="text"/>		<u>Period of Performance End Date</u>	<u>From:</u>	<input type="text"/>																																			
<u>Document Title:</u>	<input type="text"/>			<u>To:</u>	<input type="text"/>			<u>To:</u>	<input type="text"/>																																				
<u>Accounting Line Number:</u>	<input type="text"/>			<u>Disputed Amount</u>	<u>From:</u>	<input type="text"/>																																							
<u>Agreement Number:</u>	<input type="text"/>			<u>To:</u>	<input type="text"/>																																								
<u>Dispute Status:</u>	<input type="text"/>																																												
<input type="button" value="Search"/> <input type="button" value="Clear"/>																																													
+ Accounting																																													
<input type="button" value="New"/> <input type="button" value="Details"/> <input type="button" value="Delete"/> <input type="button" value="View Document"/> <input type="button" value="Correct Document"/> <input type="button" value="Amend Document"/> <input type="button" value="Add Customer Correspondence"/> <input type="button" value="Add Correspondence"/> <input type="button" value="Display"/> <input type="button" value="10"/> <input type="button" value="Items"/> <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Dispute Status</th> <th>Vendor Code</th> <th>Address Code</th> <th>Vendor Name</th> <th>Designated Agent</th> <th>Designated Agent Address Code</th> <th>Designated Agent Name</th> <th>First Name</th> <th>Last Name</th> <th>Assignment Code</th> <th>Document Type</th> <th>Document Number</th> <th>Statement Number</th> <th>Document Title</th> <th>Dispute Amount</th> <th>Dispute Reason</th> <th>Dispute Received/Created Date Time</th> </tr> </thead> <tbody> <tr> <td> Under Review</td> <td>214718</td> <td>214718</td> <td>DEPT. OF THE ARMY</td> <td></td> <td></td> <td></td> <td>Devonna Colley</td> <td>R7WA800</td> <td>ADN</td> <td>ADNX0000434-404</td> <td>X0000434</td> <td>C104-08</td> <td>\$1,000.00</td> <td>are over billed</td> <td>Services</td> <td>12/07/2012 16:06:29</td> </tr> </tbody> </table>												Dispute Status	Vendor Code	Address Code	Vendor Name	Designated Agent	Designated Agent Address Code	Designated Agent Name	First Name	Last Name	Assignment Code	Document Type	Document Number	Statement Number	Document Title	Dispute Amount	Dispute Reason	Dispute Received/Created Date Time	Under Review	214718	214718	DEPT. OF THE ARMY				Devonna Colley	R7WA800	ADN	ADNX0000434-404	X0000434	C104-08	\$1,000.00	are over billed	Services	12/07/2012 16:06:29
Dispute Status	Vendor Code	Address Code	Vendor Name	Designated Agent	Designated Agent Address Code	Designated Agent Name	First Name	Last Name	Assignment Code	Document Type	Document Number	Statement Number	Document Title	Dispute Amount	Dispute Reason	Dispute Received/Created Date Time																													
Under Review	214718	214718	DEPT. OF THE ARMY				Devonna Colley	R7WA800	ADN	ADNX0000434-404	X0000434	C104-08	\$1,000.00	are over billed	Services	12/07/2012 16:06:29																													

4.9.4 Initial Dispute Evaluation

The Disputed Billings Query provides the ability to track customer dispute requests via status updates and also provides the ability to automatically update the corresponding disputed Billing Document to cease assessment of overdue charges and creation of dunning letters. When a dispute request is first received, an initial evaluation must be performed to determine if the dispute can be immediately rejected or if further investigation is necessary to determine rejection or acceptance.

When the Record Dispute button is selected from the Disputed Billings Query, Pegasys automatically opens and updates the Billing Document (BD) associated with the dispute request. Assuming the user has the appropriate permissions, the update will occur as either an amendment or a correction, depending on the associated Document Type Maintenance table configuration.

The BD is updated per the following

- The system automatically locates the accounting line(s) associated with the dispute request.
- The system updates the accounting line(s) per the following logic:

- For disputes of the entire Billing Document or select accounting lines:
- Sets the Debt Appeal Forbearance Flag to True on all Accounting Lines included in the dispute.
- Records the current system date in the Debt Appeal Forbearance Date field.
- For disputes of select Detail Billing Records (DBRs):
- Reduces the accounting line by the total amount of disputed DBRs.
- Generates a new accounting line, setting the Debt Appeal Forbearance Flag to True and capturing the Debt Appeal Forbearance Date.
- Transfers the DBRs specified in the billing dispute request from the original accounting line to the new accounting line.

4.9.4.1 Initial Dispute Evaluation – Reject

The following steps describe the process used to perform the initial review of the dispute request where it is determined that the dispute should be rejected and further analysis will not be needed in order to determine the validity of the request.

Steps to Perform the Initial Dispute Evaluation from the Disputed Billings Query – Reject:	Notes																												
<p>1. Navigate to the Disputed Billings Query via the workflow notification task described in <i>section 4.9.3</i> or via: Queries=>Accounts Receivable=>Disputed Billings Query.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Disputed Billings Query</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>Search Criteria</p> <p>Vendor Code: <input type="text"/> <input type="button" value=""/></p> <p>Document Type: <input type="text"/> <input type="button" value=""/></p> <p>Document Number: <input type="text"/></p> <p>Statement Number: <input type="text"/></p> <p>Document Title: <input type="text"/></p> <p>Accounting Line Number: <input type="text"/></p> <p>Agreement Number: <input type="text"/> <input type="button" value=""/></p> <p>Dispute Status: <input type="button" value="New"/> <input type="button" value=""/></p> <p>Disputed Amount</p> <p>From: <input type="text"/> To: <input type="text"/></p> </div> <div style="flex: 1; margin-left: 20px;"> <p>Dispute Received/Created Date</p> <p>From: <input type="text"/> To: <input type="text"/></p> <p>Under Review Date</p> <p>To: <input type="text"/> From: <input type="text"/></p> <p>Pending Final Action Date</p> <p>From: <input type="text"/> To: <input type="text"/></p> </div> <div style="flex: 1; margin-left: 20px;"> <p>Dispute Resolution Date</p> <p>From: <input type="text"/> To: <input type="text"/></p> <p>Period of Performance Start Date</p> <p>From: <input type="text"/> To: <input type="text"/></p> <p>Period of Performance End Date</p> <p>From: <input type="text"/> To: <input type="text"/></p> </div> </div> <p style="margin-top: 10px;">Accounting</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="flex: 1;"> <p>New Details Delete View Document Correct Document Amend Document Add Customer Correspondence Add Correspondence</p> <p style="text-align: right;">Display <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Srt.."/></p> </div> <div style="flex: 1; text-align: right;"> <p>Items 1-4 of 4 <input type="button" value=""/></p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="background-color: #333; color: white;">Dispute Status</th> <th style="background-color: #333; color: white;">Vendor Code</th> <th style="background-color: #333; color: white;">Address Code</th> <th style="background-color: #333; color: white;">Vendor Name</th> <th style="background-color: #333; color: white;">First Name</th> <th style="background-color: #333; color: white;">Last Name</th> <th style="background-color: #333; color: white;">Assignment Code</th> <th style="background-color: #333; color: white;">Document Type</th> <th style="background-color: #333; color: white;">Document Number</th> <th style="background-color: #333; color: white;">Statement Number</th> <th style="background-color: #333; color: white;">Document Title</th> <th style="background-color: #333; color: white;">Dispute Amount</th> <th style="background-color: #333; color: white;">Dispute Reason</th> <th style="background-color: #333; color: white;">Dispute Received/Created Date Time</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table> </div>	Dispute Status	Vendor Code	Address Code	Vendor Name	First Name	Last Name	Assignment Code	Document Type	Document Number	Statement Number	Document Title	Dispute Amount	Dispute Reason	Dispute Received/Created Date Time															
Dispute Status	Vendor Code	Address Code	Vendor Name	First Name	Last Name	Assignment Code	Document Type	Document Number	Statement Number	Document Title	Dispute Amount	Dispute Reason	Dispute Received/Created Date Time																

2. Enter the search criteria to search for a dispute request.
3. Select the dispute request from the item collection and select **Details**.
4. If it is determined during the initial evaluation that the dispute request can be rejected without further investigation, set the Dispute Status dropdown to Rejected.

Steps to Perform the Initial Dispute Evaluation from the Disputed Billings Query – Reject:

Notes

5. Update the Dispute Resolution Description section Description field to include a description of why the dispute request was rejected.

Dispute Resolution Description

This dispute request was received against a bill that has already been reduced to the correct amount.

* Description:

[Return to Top](#)

6. Select the **Save** button.

The Disputed Billings Query General Dispute Information tab is displayed.

[General Dispute Information](#) [Disputed Items](#)

[Save](#) [View Document](#) [Correct Document](#) [Amend Document](#) [Add Customer Correspondence](#) [Record Dispute](#) [Remove Dispute](#) [Add Correspondence](#)

[Expand All](#) | [Collapse All](#)

Disputed Document

Document Type: FMN Fleet Non-IPAC BD Mar

Document Number: MCFMN11/10

Statement Number: F0000043

[Return to Top](#)

Status

* Dispute Status:

Dispute Received/Created Date Time: 11/11/2010 09:52:00

Under Review Date: 11/13/2010

Pending Final Action Date:

Dispute Resolution Date: 11/13/2010

[Return to Top](#)

Customer Information

[Return to Top](#)

Dispute Information

[Return to Top](#)

Dispute Resolution Description

This dispute request was received against a bill that has already been reduced to the correct amount.

* Description:

[Return to Top](#)

4.9.4.2 Initial Dispute Evaluation – Under Review

The following steps describe the process used to perform the initial review of the dispute request where it is determined that further analysis will be needed in order to determine the validity of the request.

Steps to Perform the Initial Dispute Evaluation from the Disputed Billings Query – Under Review:

Notes

1. Navigate to the Disputed Billings Query via the workflow notification task described in section 4.9.3 or via: Queries => Accounts Receivable => Disputed Billings Query.

Disputed Billings Query

Search Criteria																									
Vendor Code:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>															
Document Type:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>															
Document Number:	<input type="text"/>																								
Statement Number:	<input type="text"/>																								
Document Title:	<input type="text"/>																								
Accounting Line Number:	<input type="text"/>																								
Agreement Number:	<input type="text"/>																								
Dispute Status:	<input type="button" value="New"/> <input type="button" value="Under Review"/> <input type="button" value="Accepted"/> <input type="button" value="Rejected"/>																								
Disputed Amount																									
From:	<input type="text"/>																								
To:	<input type="text"/>																								
Dispute Received/Created Date																									
From:	<input type="text"/>																								
To:	<input type="text"/>																								
Dispute Resolution Date																									
From:	<input type="text"/>																								
To:	<input type="text"/>																								
Under Review Date																									
From:	<input type="text"/>																								
To:	<input type="text"/>																								
Period of Performance Start Date																									
From:	<input type="text"/>																								
To:	<input type="text"/>																								
Pending Final Action Date																									
From:	<input type="text"/>																								
To:	<input type="text"/>																								
Period of Performance End Date																									
From:	<input type="text"/>																								
To:	<input type="text"/>																								
Search Clear																									
* Accounting																									
<input type="button" value="New"/> <input type="button" value="Details"/> <input type="button" value="Delete"/> <input type="button" value="View Document"/> <input type="button" value="Correct Document"/> <input type="button" value="Amend Document"/> <input type="button" value="Add Customer Correspondence"/> <input type="button" value="Add Correspondence"/>	<input type="button" value="Display"/> <input type="button" value="10"/> <input type="button" value="25"/> <input type="button" value="50"/> <input type="button" value="All"/>	<input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>	Items 1-4 of 4 <input type="button" value="Print"/>																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Dispute Status</th> <th style="width: 15%;">Vendor Code</th> <th style="width: 15%;">Address Code</th> <th style="width: 15%;">Vendor Name</th> <th style="width: 15%;">First Name</th> <th style="width: 15%;">Last Name</th> <th style="width: 15%;">Assignment Code</th> <th style="width: 15%;">Document Type</th> <th style="width: 15%;">Document Number</th> <th style="width: 15%;">Statement Number</th> <th style="width: 15%;">Document Title</th> <th style="width: 15%;">Dispute Amount</th> <th style="width: 15%;">Dispute Reason</th> <th style="width: 15%;">Dispute Received/Created Date Time</th> </tr> </thead> </table>												Dispute Status	Vendor Code	Address Code	Vendor Name	First Name	Last Name	Assignment Code	Document Type	Document Number	Statement Number	Document Title	Dispute Amount	Dispute Reason	Dispute Received/Created Date Time
Dispute Status	Vendor Code	Address Code	Vendor Name	First Name	Last Name	Assignment Code	Document Type	Document Number	Statement Number	Document Title	Dispute Amount	Dispute Reason	Dispute Received/Created Date Time												

2. Enter the search criteria to search for a dispute request.
3. Select the dispute request from the item collection and select **Details**.
4. If it is determined during the initial evaluation that the dispute request requires further investigation to determine whether it should be accepted or rejected, set the Dispute Status dropdown to Under Review and select **Save**.

<input type="button" value="Save"/>	<input type="button" value="View Document"/>	<input type="button" value="Correct Document"/>	<input type="button" value="Amend Document"/>	<input type="button" value="Add Customer Correspondence"/>	<input type="button" value="Record Dispute"/>	<input type="button" value="Remove Dispute"/>	<input type="button" value="Add Correspondence"/>
-------------------------------------	--	---	---	--	---	---	---

5. Select **Record Dispute**.

Note: The Record Dispute functionality is only provided for Billing Documents (BDs). The Record Dispute button is disabled when reviewing a dispute request associated with an Internal Voucher (NV) document.

Steps to Perform the Initial Dispute Evaluation from the Disputed Billings Query – Under Review:

Notes

The BD associated with the dispute request is automatically opened as a result of selecting **Record Dispute**.

Billing Document AR2283I You may wish to update the dispute status on the disputed item query record if it exists, as a result of updating the corresponding billing document.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

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

Amendment History Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type: FMN	Fleet Non-IPAC BD Mar	Document Date:	
Status: PROCESSED		Accounting Period:	
Document Number: MCFMN11/10		Reporting Accounting Period:	
Statement Number: F0000043	Generate Statement Number	Batch Number:	
Amendment Number: 00001		Document Classification:	
Title: <input style="border: 2px solid orange; width: 100%; height: 20px;" type="text"/>		Security Org: GSA	
Billed By: <input type="text"/>		Business Line: FLEET	
Post Code: <input type="text"/>			
Agency DUNS Number: <input type="text"/>			
Agency DUNS+4: <input type="text"/>			

[Return to Top](#)

Vendor Information

Vendor * <u>Code:</u> <input type="text" value="897009"/> <input type="text" value="897009"/> <input type="button" value="More"/> Name: DEPT OF ENERGY	Designated Agent <u>Code:</u> <input type="text"/> <input type="button" value="More"/> <input type="button" value="Default"/> Name: <input type="text"/>
---	---

[Return to Top](#)

6. As a result of selecting **Record Dispute**, the system:

1. Automatically locates the accounting line(s) associated with the dispute request.
2. Updates the accounting line(s) per the following logic:
 - a. For disputes of the entire Billing Document or select accounting lines:
 - i. Sets the Debt Appeal Forbearance Flag to True on all Accounting Lines included in the dispute.
 - ii. Records the current system date in the Debt Appeal Forbearance Date field.
 - b. For disputes of select Detail Billing Records (DBRs):
 - i. Reduces the accounting line by the total amount of disputed DBRs.
 - ii. Generates a new accounting line, setting the Debt Appeal Forbearance Flag to True and capturing the Debt Appeal Forbearance Date.
 - iii. Transfers the DBRs specified in the billing dispute request from the original accounting line to the new accounting line.

Steps to Perform the Initial Dispute Evaluation from the Disputed Billings Query – Under Review:

Notes

Note: If transferring the disputed DBRs to another accounting line would leave the current line without any DBRs, the system does not reduce the accounting line or perform the transfer. Rather, the system sets the Debt Appeal Forbearance Flag to True and records the current system date in the Debt Appeal Forbearance Date field on the original accounting line.

7. Select the Verify button.

i Action was successful.

Header

[Expand All](#) | [Collapse All](#)

<input type="checkbox"/> General	
Document Type: <input type="text" value="FMN"/> <input type="text" value="Fleet Non-IPAC BD Mar"/>	Orig Document Date: <input type="text" value="11/10/2010"/>
Status: <input type="text" value="CORRECT"/>	Document Date: <input type="text" value="12/05/2010"/>
Document Number: <input type="text" value="MCFMN11/10"/>	Accounting Period: <input type="text" value="03/2011"/> i
Statement Number: <input type="text" value="F0000043"/> <input type="button" value="Generate Statement Number"/>	Reporting Accounting Period: <input type="text" value="03/2011"/> i
Title: <input style="border: 2px solid orange; width: 100%; height: 20px;" type="text"/>	Batch Number: <input type="text"/>
Billed By: <input type="text"/>	Document Classification: <input type="text"/>
Post Code: <input type="text"/> i	Security Org: <input type="text" value="GSA"/>
Agency DUNS Number: <input type="text"/>	Business Line: <input type="text" value="FLEET"/>
Agency DUNS+4: <input type="text"/>	
Bill Generated Flag: <input checked="" type="checkbox"/>	

[Return to Top](#)

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 i are informational only and do not need to be corrected.

Steps to Perform the Initial Dispute Evaluation from the Disputed Billings Query – Under Review:

Notes

8. Select the **Save** button.

Form MCFMN11/10 was saved successfully.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Amendment History Workflow Status Approval_History

[Expand All](#) | [Collapse All](#)

General

Document Type:	FMN	Fleet Non-IPAC BD Mar	Orig Document Date:	11/10/2010
Status:	HELD		Document Date:	12/05/2010
Document Number:	MCFMN11/10		Accounting Period:	03/2011
Statement Number:	F0000043		Reporting Accounting Period:	03/2011
Title:			Batch Number:	
Billed By:			Document Classification:	
Post Code:			Security Org:	GSA
Agency DUNS Number:			Business Line:	FLEET
Agency DUNS+4:				
Bill Generated Flag:	<input checked="" type="checkbox"/>			

[Return to Top](#)

9. Select the **Submit** button.

Form MCFMN11/10 was submitted for processing successfully.

Inbox Completed Tasks

Search Criteria

Task:	Priority:
Item:	Status:
Description:	Expected Completion Date From: To: Assigned Date From: To:

Last Refreshed:

Refresh Open Acquire Release Task History Original Assignees Messages Display 10 Items Sort...

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

4.9.5 Pending Final Action and Dispute Resolution

Once a complete evaluation of the dispute request has been performed, the user will determine whether to accept or reject the request as well as how the resolution should be recorded on the corresponding transaction.

If it is determined that a final action, such as an update to the corresponding document, is required to resolve the dispute request, the dispute status should be set to Pending Final Action. The setting of a dispute object's status to Pending Final Action on the Disputed Billings Query means that a Pegasys user has completed their analysis of the dispute. The dispute process will then await a feeder system transaction update (or for the BD to be manually corrected, as an alternative) to finalize the acceptance or rejection.

If a final action is not required to update the document based on the outcome of the dispute request evaluation, the Dispute Status can be immediately updated to either Accepted or Rejected. Additionally, the corresponding document should be updated. The Debt Appeal Forbearance designation should be removed by selecting the Remove Dispute button. The Remove Dispute action will automatically locate the accounting line with the disputed Detail Billing Record (DBR) and set the Debt Appeal Forbearance Flag to False, which will clear the Debt Appeal Forbearance Date field.

Steps to Perform the Pending Final Action and Dispute Resolution Updates from the Disputed Billings Query:

Notes

1. Navigate to the Disputed Billings Query via the workflow notification task described in *section 4.9.3* or via: Queries=>Accounts Receivable=>Disputed Billings Query.

Dispute Status	Vendor Code	Address Code	Vendor Name	First Name	Last Name	Assignment Code	Document Type	Document Number	Statement Number	Document Title	Dispute Amount	Dispute Reason	Dispute Received/Created Date Time
New													
Accepted													
Rejected													
Under Review													
On Hold													
Escalated													
Completed													
Archived													

2. Enter the search criteria to search for a dispute request.
3. Select the dispute request from the item collection and select **Details**.

Steps to Perform the Pending Final Action and Dispute Resolution Updates from the Disputed Billings Query:

4. If it is determined that a final action will be taken to update the corresponding document based on the dispute resolution, set the Dispute Status dropdown to Pending Final Action.
5. Update the Dispute Resolution Description section **Description** field to include a description of the pending final action to be taken.
6. Select **Save**.

The Disputed Billings Query General Dispute Information tab is displayed.

General Dispute Information | [Disputed Items](#)

[Save](#) [View Document](#) [Correct Document](#) [Amend Document](#) [Add Customer Correspondence](#) [Record Dispute](#) [Remove Dispute](#) [Add Correspondence](#)

[Expand All](#) | [Collapse All](#)

Disputed Document

Document Type: FMN Fleet Non-IPAC BD Mar
Document Number: MCFMN11/10
Statement Number: F0000043

[Return to Top](#)

Status

* Dispute Status: [Pending Final Action](#)

Dispute Received/Created Date Time: 11/11/2010 09:52:00
Under Review Date: 11/13/2010
Pending Final Action Date: 11/13/2010
Dispute Resolution Date: 11/13/2010

[Return to Top](#)

[+ Customer Information](#)

[Return to Top](#)

Dispute Information

[Return to Top](#)

Dispute Resolution Description

The Fleet feeder system will be sending in a credit record to be applied to this customer's current month billing.

* Description:

[Return to Top](#)

**Steps to Perform the Pending Final Action and Dispute Resolution Updates
from the Disputed Billings Query:****Notes**

Note: The Dispute Status and Dispute Resolution Description fields updated and the Dispute Resolution Date field automatically populated the current date.

7. If it is determined that a final action is not required or has already been taken to update the corresponding document based on the dispute resolution, set the Dispute Status dropdown to either Accepted or Rejected.
8. Update the Dispute Resolution Description section **Description** field to include a description of why the dispute request was accepted or rejected.
9. Select **Save**.
10. Select **Remove Dispute**.

Note: The Remove Dispute functionality is only provided for Billing Document (BDs). The Remove Dispute button is disabled when reviewing a dispute request associated with an Internal Voucher (NV) document.

The Debt Appeal Forbearance flag is removed from the BD accounting line.

<input type="checkbox"/> Accounts Receivable Status	
<u>Debt Appeal/Forbearance Date:</u>	<input type="text"/>
<input type="checkbox"/> Debt Appeal Forbearance: <input type="checkbox"/>	
<u>Foreclosure Date:</u>	<input type="text"/>
<u>Wage Garnishment Date:</u>	<input type="text"/>
<u>Rescheduled Date:</u>	<input type="text"/>
<u>Waived Date:</u>	<input type="text"/>
<u>Suspended Date:</u>	<input type="text"/>
<u>Compromised Date:</u>	<input type="text"/>
<u>Closed Out Date:</u>	<input type="text"/>
<u>Litigation Date:</u>	<input type="text"/>
<u>Bankruptcy Date:</u>	<input type="text"/>
Return to Top	

11. Review the updates made to the document to ensure the system set the Debt Appeal Forbearance Flag to False and removed the date stored as the Debt Appeal Forbearance Date for all disputed accounting line(s).

Steps to Perform the Pending Final Action and Dispute Resolution Updates from the Disputed Billings Query:

Notes

- 12 Select the Verify button.

Action was successful.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Amendment History Workflow Status Approval_History

[Expand All](#) | [Collapse All](#)

General

Document Type:	FMN Fleet Non-IPAC BD Mar	Orig Document Date:	11/10/2010
Status:	CORRECT	Document Date:	12/05/2010
Document Number:	MCFMN11/10	Accounting Period:	03/2011 
Statement Number:	F0000043	Reporting Accounting Period:	03/2011 
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:	<input type="text"/>	Business Line:	FLEET
Agency DUNS+4:	<input type="text"/>		
Bill Generated Flag:	<input checked="" type="checkbox"/>		

[Return to Top](#)

Steps to Perform the Pending Final Action and Dispute Resolution Updates from the Disputed Billings Query:

Notes

- 13 Select the **Save** button.



Header Accounting Lines Office Addresses Approval Routing Memos Summary

Amendment History Workflow Status Approval_History

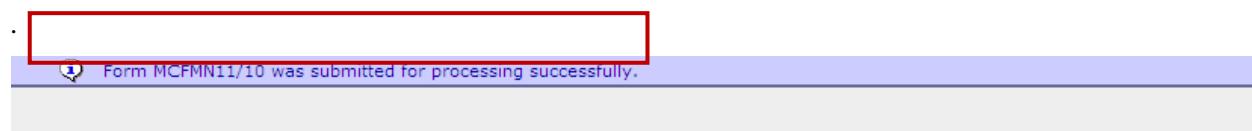
[Expand All](#) | [Collapse All](#)

General

Document Type:	FMN Fleet Non-IPAC BD Mar	Orig Document Date:	11/10/2010
Status:	HELD	Document Date:	12/05/2010
Document Number:	MCFMN11/10	Accounting Period:	03/2011
Statement Number:	F0000043	Reporting Accounting Period:	03/2011
Title:	<input type="text"/>		
Billed By:	<input type="text"/>		
Post Code:	<input type="text"/>	Document Classification:	<input type="text"/>
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		
Bill Generated Flag:	<input checked="" type="checkbox"/>		

[Return to Top](#)

- 14 Select the **Submit** button.



Inbox Completed Tasks

Search Criteria

Task:	<input type="text"/>	Priority:	<input type="text"/>
Item:	<input type="text"/>	Status:	<input type="text"/>
Description:	<input type="text"/>	Expected Completion Date From:	<input type="text"/> To: <input type="text"/>
	<input type="text"/>	Assigned Date From:	<input type="text"/> To: <input type="text"/>

[Search](#) [Clear](#)

Last Refreshed:

[Refresh](#) [Open](#) [Acquire](#) [Release](#) [Task History](#) [Original Assignees](#) [Messages](#) [Display 10 Items](#) [Sort...](#)

Steps to Perform the Pending Final Action and Dispute Resolution Updates from the Disputed Billings Query:	Notes
--	-------

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

4.9.6 Add Dispute-Related Statement-Level Correspondence

Statement-level correspondence can be created directly from the Disputed Billings Query without the need to navigate to another part of the system. Once a dispute request has been selected from the Disputed Billings Query, the correspondence template can be launched from the query item collection or from within the dispute request details. When the **Add Correspondence** button is selected, the correspondence template is opened and pre-populated with pertinent information associated with the dispute. Additionally, dispute request related correspondence can be published for viewing in VCSS as well as sent to the customer via email.

To create statement-level correspondence for a dispute request follow the steps below.

Steps to Create Statement Level Correspondence for a Dispute Request:	Notes
---	-------

1. Navigate to the Disputed Billings Query via the workflow notification task described in *section 4.9.3* or via: Queries=>Accounts Receivable=>Disputed Billings Query.
2. Enter the search criteria to search for a dispute request.
3. Select the dispute request from the item collection and either:
 - Select **Add Correspondence** directly from the Disputed Billings Query main page.
 - Or, select **Details** and then select **Add Correspondence** from the Disputed Billings Query General Dispute Information tab.

Steps to Create Statement Level Correspondence for a Dispute Request:
Notes

The correspondence template launched from the Disputed Billings Query item collection or General Dispute Information tab, pre-populated with pertinent information from the dispute request, is displayed.

Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
1	897009	897009	11/13/10 12:21:00	jsmith	John	Smith		DAMAGE	Dispute Status: New Dispute Explanation: Damaged Goods Dear Mr. Smith, GSA has received your dispute	Dispute	True

Contact Person

* First Name: John * Last Name: Smith Assignment Code:

Title: Purchasing Manager

Phone Number: 555-555-5555

International Phone Number:

john.smith@epa.gov

To Email Address(es):

Agency Contact

Name: Jim Smith

Title: GSA R6 Billings Manager

Phone Number: 555-555-5555

From Email Address: jim.smith@gsa.gov

Correspondence

* Communication Source: Phone

Public Publishing: Record Number: 1

Creator: jsmith Created Date: 11/13/10 12:21:00

Last Modified By: jsmith Last Modified Date: 11/13/10 12:21:00

Subject: DAMAGE Vendor/Address Code: 897009/897009

Dispute Status: New
Dispute Explanation: Damaged Goods
Dear Mr. Smith,
GSA has received your dispute request and is currently reviewing it to ensure its authenticity. We will notify you once our research has been concluded.
Regards,
Jim Smith
GSA R6 Billings Manager

* Correspondence:

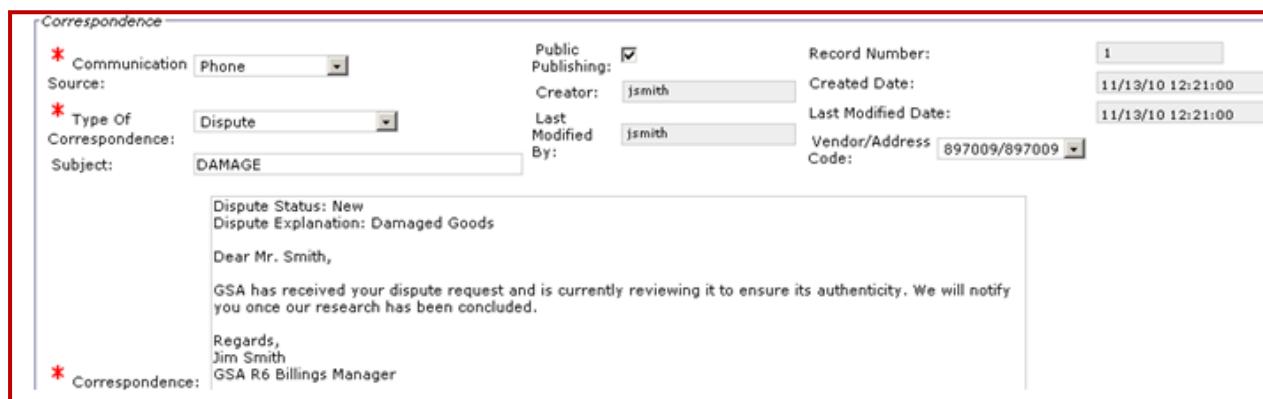
4. REQUIRED—Enter the following sections:

- Contact Person:
 - First Name (required).
 - Last Name (required).
 - Assignment Code (optional).
- Agency Contact:
 - None.
- Correspondence:
 - Communication Source (pre-populated with phone; required).
 - Type of Correspondence (pre-populated with Dispute; required).
 - Public Publishing (pre-populated as True).
 - Subject (pre-populated with text recorded in the Dispute Reason field of the dispute request).
 - Correspondence (required).

Steps to Create Statement Level Correspondence for a Dispute Request:

Notes

Note: The remaining fields of the Contact Person, Agency Contact, and Correspondence sections will be defaulted after selecting Save.



The screenshot shows a 'Correspondence' form with the following fields and preview content:

- Communication:** Phone
- Type Of Correspondence:** Dispute
- Subject:** DAMAGE
- Source:** (dropdown menu)
- Public Publishing:**
- Creator:** jsmith
- Last Modified By:** jsmith
- Record Number:** 1
- Created Date:** 11/13/10 12:21:00
- Last Modified Date:** 11/13/10 12:21:00
- Vendor/Address Code:** 897009/897009

Dispute Status: New
Dispute Explanation: Damaged Goods

Dear Mr. Smith,

GSA has received your dispute request and is currently reviewing it to ensure its authenticity. We will notify you once our research has been concluded.

Regards,
Jim Smith
GSA R6 Billings Manager

* Correspondence:

5. Review the correspondence template to ensure all pre-populated information is accurate.
6. Fill out any additional information to be included in the correspondence. Upload an attachment(s) via the **Attachments** button.

Note: Attachments added to Correspondence generated from the Disputed Billings Query are stored and accessible from only the disputed document/statement. Attachments applied to Correspondence generated from the Disputed Billings Query cannot be accessed from the dispute record.

7. Select **Save**.

Steps to Create Statement Level Correspondence for a Dispute Request:
Notes

8. Select **Email** (if an email should be sent to the To Email Address).

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.

Item 1: Correspondence GS4624I An email was sent to John.Smith@doe.gov

Search Criteria																										
Creator:	Subject:	Type Of Correspondence:																								
Created Date		Public Publishing:																								
From:	Contact Person	Record Number:																								
To:	First Name:	Itemized Line Number:																								
	Last Name:	Accounting Line Number:																								
	Assignment Code:																									
Correspondence:																										
<input type="button" value="Search"/> <input type="button" value="Clear"/>																										
<input type="button" value="Back"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Save"/> <input style="border: 2px solid red; padding: 2px; margin-right: 5px;" type="button" value="Email"/> <input type="button" value="History"/> <input type="button" value="Attachments"/> <input type="button" value="Display"/> <input type="button" value="10"/> <input type="button" value="Items"/> <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>																										
<table border="1"> <thead> <tr> <th>Record Number</th> <th>Created Date</th> <th>Creator</th> <th>First Name</th> <th>Last Name</th> <th>Assignment Code</th> <th>Subject</th> <th>Correspondence</th> <th>Itemized Line Number</th> <th>Accounting Line Number</th> <th>Type Of Correspondence</th> <th>Public Publishing</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>10/19/2010 12:29:46</td> <td>allroles65</td> <td>John</td> <td>Smith</td> <td></td> <td>Overpayment of Nov 2010 Statement</td> <td>Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000. Wou</td> <td></td> <td>1</td> <td>Question</td> <td>False</td> </tr> </tbody> </table>			Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing	4	10/19/2010 12:29:46	allroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000. Wou		1	Question	False
Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing															
4	10/19/2010 12:29:46	allroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000. Wou		1	Question	False															

4.9.7 New Disputed Creation from Dispute Billings Query

In addition to tracking disputes received from VCSS, the Disputed Billings Query also provides users the ability to create new dispute requests on behalf of GSA customers. This functionality may be needed for those customers who aren't registered for VCSS or do not have internet access.

To create a new dispute request using the Disputed Billings Query:

Steps to Create a New Dispute Request from the Disputed Billings Query:

Notes

1. Navigate to Queries=>Accounts Receivable=>Disputed Billings Query.

The Disputed Billings Query is displayed.

Disputed Billings Query

Search Criteria

Vendor Code:	Document Type:	Dispute Received/Created Date From: _____ To: _____	Dispute Resolution Date From: _____ To: _____
Document Number:	Statement Number:	Under Review Date To: _____ From: _____	Period of Performance Start Date From: _____ To: _____
Document Title:	Accounting Line Number:	Pending Final Action Date From: _____ To: _____	Period of Performance End Date From: _____ To: _____
Agreement Number:	Dispute Status:	New	
Disputed Amount		From: _____	To: _____
		Search	Clear

+ Accounting

New	Details	Delete	View Document	Correct Document	Amend Document	Add Customer Correspondence	Add Correspondence	Display 10 Items	View as CSV	Sgt..			
Items 1-4 of 4													
Dispute Status	Vendor Code	Address Code	Vendor Name	First Name	Last Name	Assignment Code	Document Type	Document Number	Statement Number	Document Title	Dispute Amount	Dispute Reason	Dispute Received/Created Date Time

2. Select the New button.

New	Details	Delete	View Document	Correct Document	Amend Document	Add Customer Correspondence	Add Correspondence	Display 10 Items	View as CSV	Sgt..			
Items 1-4 of 4													
Dispute Status	Vendor Code	Address Code	Vendor Name	First Name	Last Name	Assignment Code	Document Type	Document Number	Statement Number	Document Title	Dispute Amount	Dispute Reason	Dispute Received/Created Date Time

3. The Dispute Request Submission Billing Document/Internal Voucher page is displayed.

Billing Document/Internal Voucher

Document

Document Type:	Document Number:
* Document Number: _____	

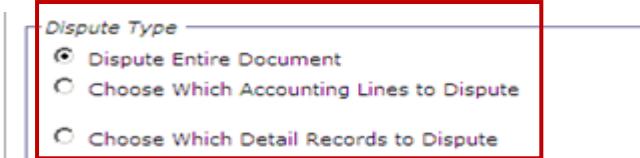
Dispute Type

- Dispute Entire Document
- Choose Which Accounting Lines to Dispute
- Choose Which Detail Records to Dispute

Steps to Create a New Dispute Request from the Disputed Billings Query:

Notes

4. **REQUIRED**—Enter the **Document Type** and **Document Number** of the Billing Document/Internal Voucher to be disputed.
5. **REQUIRED**—Select the Dispute Type:
 - Select the **Dispute Entire Document** radio button to dispute the total Billing Document amount.
 - Select the **Choose Which Accounting Lines to Dispute** radio button to dispute specific accounting lines.
 - Select the **Choose Which Detail Records to Dispute** radio button to dispute specific detailed billing records.



Dispute Type

Dispute Entire Document

Choose Which Accounting Lines to Dispute

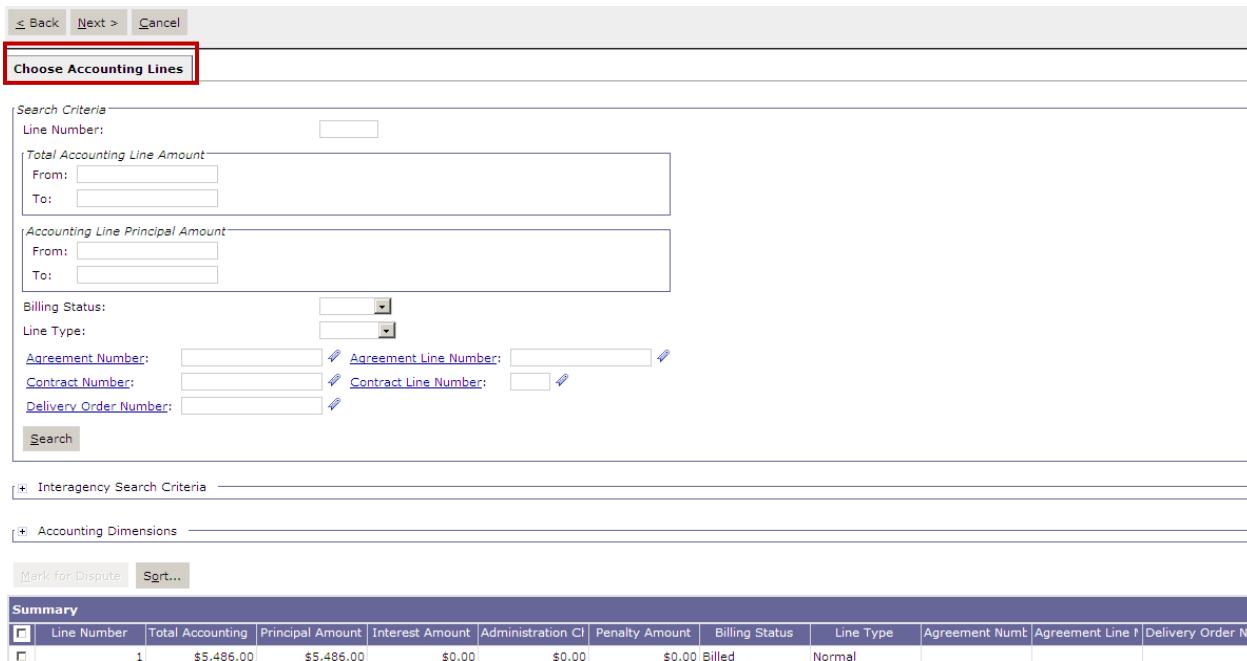
Choose Which Detail Records to Dispute

6. Select the **Next** button.
 - If **Dispute Entire Document** was selected in step 5, skip to step 16.
 - If **Choose Which Accounting Lines to Dispute** was selected in step 5, see step 7.
 - If **Choose Which Detail Records to Dispute** was selected in step 5, skip to step 11.

Steps to Create a New Dispute Request from the Disputed Billings Query:

Notes

7. The Dispute Request Submission Wizard Choose Accounting Lines page is displayed.



Line Number	Total Accounting	Principal Amount	Interest Amount	Administration CI	Penalty Amount	Billing Status	Line Type	Agreement Numt	Agreement Line N	Delivery Order N
1	\$5,486.00	\$5,486.00	\$0.00	\$0.00	\$0.00	Billed	Normal			

Steps to Create a New Dispute Request from the Disputed Billings Query:

Notes

- Enter the various search parameters to retrieve the Accounting Lines to include in the dispute request, and select **Search**.

The Choose Accounting Lines page returns Accounting Lines in the item collection matching the input search criteria.

Summary	Line Number	Total Accounting	Principal Amount	Interest Amount	Administration Cl	Penalty Amount	Billing Status	Line Type	Agreement Num#	Agreement Line #	Delivery Order N
	1	\$5,486.00	\$5,486.00	\$0.00	\$0.00	\$0.00	Billed	Normal			

- Select the Accounting Lines in the item collection to include in the dispute, and then select the **Mark for Dispute** button.

Summary	Line Number	Total Accounting	Principal Amount	Interest Amount	Administration Cl	Penalty Amount	Billing Status	Line Type	Agreement Num#	Agreement Line #	Delivery Order N
	1	\$5,486.00	\$5,486.00	\$0.00	\$0.00	\$0.00	Billed	Normal			

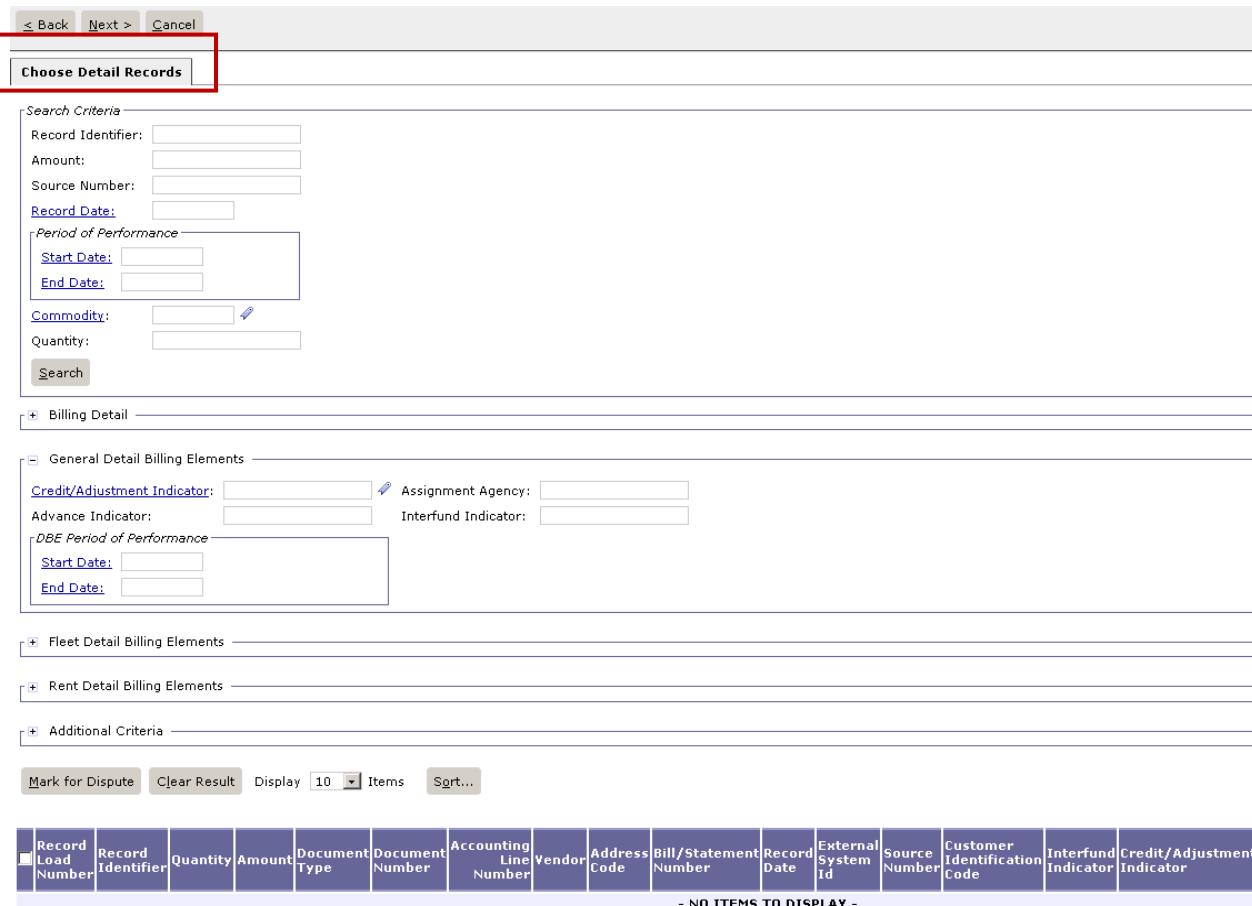
- Select **Next**.

Skip to step 16.

Steps to Create a New Dispute Request from the Disputed Billings Query:

Notes

11. The Dispute Request Submission Wizard Choose Detail Records page is displayed.



The screenshot shows a web-based application interface for selecting detail records. At the top, there are navigation buttons: '< Back', 'Next >', and 'Cancel'. Below these is a section titled 'Choose Detail Records' with a red border around it. This section contains several search criteria fields:

- Search Criteria:
 - Record Identifier: [text input]
 - Amount: [text input]
 - Source Number: [text input]
 - Record Date: [text input]
- Period of Performance:
 - Start Date: [text input]
 - End Date: [text input]
- Commodity: [text input] with a pencil icon
- Quantity: [text input]

A 'Search' button is located below these fields. The main body of the page is divided into sections:

- + Billing Detail
 - General Detail Billing Elements
 - Credit/Adjustment Indicator: [text input] with a pencil icon
 - Assignment Agency: [text input]
 - Advance Indicator: [text input]
 - Interfund Indicator: [text input]
 - DBE Period of Performance
 - Start Date: [text input]
 - End Date: [text input]
- + Fleet Detail Billing Elements
- + Rent Detail Billing Elements
- + Additional Criteria

At the bottom, there are buttons for 'Mark for Dispute', 'Clear Result', 'Display' (with a dropdown set to '10'), 'Items', and 'Sort...'. A table header is shown below these buttons, followed by a message '- NO ITEMS TO DISPLAY -'.

Steps to Create a New Dispute Request from the Disputed Billings Query:
Notes

12. Enter the various search parameters to retrieve the Detail Billing Records (DBRs) to include in the dispute request, and select **Search**.

The Choose Detail Records page returns DBRs in the item collection matching the input search criteria.

The screenshot shows the 'Choose Detail Records' page with the following interface elements:

- Buttons:** Back, Next >, Cancel.
- Section: Choose Detail Records**
- Search Criteria:**
 - Record Identifier: **MOM02FP0001XPSCGP** (highlighted in yellow)
 - Amount: \$576.00
 - Source Number: []
 - Record Date: []
 - Period of Performance:
 - Start Date: []
 - End Date: []
 - Commodity: []
 - Quantity: []
- Buttons:** Search.
- Section: Billing Detail**
- Section: General Detail Billing Elements**
 - Credit/Adjustment Indicator: []
 - Assignment Agency: 00 []
 - Advance Indicator: []
 - Interfund Indicator: []
 - DBE Period of Performance:
 - Start Date: []
 - End Date: []
- Section: Fleet Detail Billing Elements**
- Section: Rent Detail Billing Elements**
- Section: Additional Criteria**
- Buttons:** Mark for Dispute (highlighted with a red box), Clear Result, Display 10 Items, Sort... (highlighted with a red box).
- Table:** A grid of DBR details with columns: Record Load Number, Record Identifier, Quantity, Amount, Document Type, Document Number, Accounting Line Number, Vendor, Address Code, Bill/Statement Number, Record Date, External System Id, Source Number, Customer Identification Code, and Interfund Indicator. One row is highlighted with a red border.

13. Select the DBRs in the item collection to include in the dispute, and then select the **Mark for Dispute** button.

The screenshot shows the list of DBRs after marking one for dispute, with the following interface elements:

- Buttons:** Mark for Dispute, Clear Result, Display 10 Items, Sort... (highlighted with a red box).
- Table:** A grid of DBR details with columns: Record Load Number, Record Identifier, Quantity, Amount, Document Type, Document Number, Accounting Line Number, Vendor, Address Code, Bill/Statement Number, Record Date, External System Id, Source Number, Customer Identification Code, and Interfund Indicator. One row is highlighted with a red border.

14. The system returns a message at the top of the screen notifying the user that the selected DBRs have been included in the current dispute request.

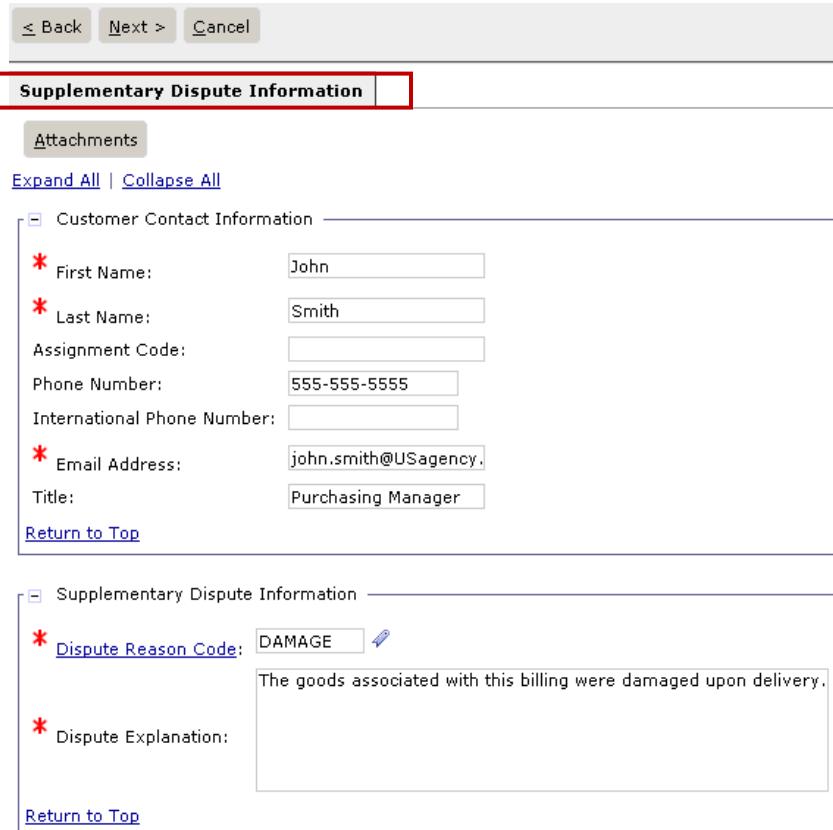


DB0004 The selected detail billing records have been included in the current dispute request.

Steps to Create a New Dispute Request from the Disputed Billings Query:

Notes

15. Select **Next**.
16. The Supplementary Dispute Information page is displayed.



≤ Back Next > Cancel

Supplementary Dispute Information

Attachments

[Expand All](#) | [Collapse All](#)

Customer Contact Information

* First Name: John

* Last Name: Smith

Assignment Code:

Phone Number: 555-555-5555

International Phone Number:

* Email Address: john.smith@USagency.

Title: Purchasing Manager

[Return to Top](#)

Supplementary Dispute Information

* Dispute Reason Code: DAMAGE 

The goods associated with this billing were damaged upon delivery.

* Dispute Explanation:

[Return to Top](#)

17. Fill in the required fields of the Customer Contact Information and Supplementary Dispute Information sections.
18. Select the **Next** button.

Steps to Create a New Dispute Request from the Disputed Billings Query:

Notes

19. The Review General Dispute Information page is displayed.

[≤ Back](#) [Next >](#) [Cancel](#)

Review General Dispute Information																					
<p>Attachments</p> <p>Expand All Collapse All</p> <p><input type="checkbox"/> Customer Contact Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">First Name:</td> <td style="width: 80%;">John</td> </tr> <tr> <td>Last Name:</td> <td>Smith</td> </tr> <tr> <td>Assignment Code:</td> <td></td> </tr> <tr> <td>Phone Number:</td> <td>555-555-5555</td> </tr> <tr> <td>International Phone Number:</td> <td></td> </tr> <tr> <td>Email Address:</td> <td>john.smith@USagency.</td> </tr> <tr> <td>Title:</td> <td>Purchasing Manager</td> </tr> </table> <p>Return to Top</p> <p><input type="checkbox"/> Supplementary Dispute Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Dispute Reason Code:</td> <td style="width: 80%;">DAMAGE</td> </tr> <tr> <td colspan="2">The goods associated with this billing were damaged upon delivery.</td> </tr> <tr> <td>Dispute Explanation:</td> <td></td> </tr> </table> <p>Return to Top</p>		First Name:	John	Last Name:	Smith	Assignment Code:		Phone Number:	555-555-5555	International Phone Number:		Email Address:	john.smith@USagency.	Title:	Purchasing Manager	Dispute Reason Code:	DAMAGE	The goods associated with this billing were damaged upon delivery.		Dispute Explanation:	
First Name:	John																				
Last Name:	Smith																				
Assignment Code:																					
Phone Number:	555-555-5555																				
International Phone Number:																					
Email Address:	john.smith@USagency.																				
Title:	Purchasing Manager																				
Dispute Reason Code:	DAMAGE																				
The goods associated with this billing were damaged upon delivery.																					
Dispute Explanation:																					

20. Review the information on the Review General Dispute Information page and select **Next**.

*If the information on the Review General Dispute Information page was entered incorrectly on the Supplementary Dispute Information, select the **Back** button and update accordingly.*

*If an attachment should be included with the dispute request, select the **Attachments** button and upload accordingly.*

21. The Disputed Items Review page is displayed.

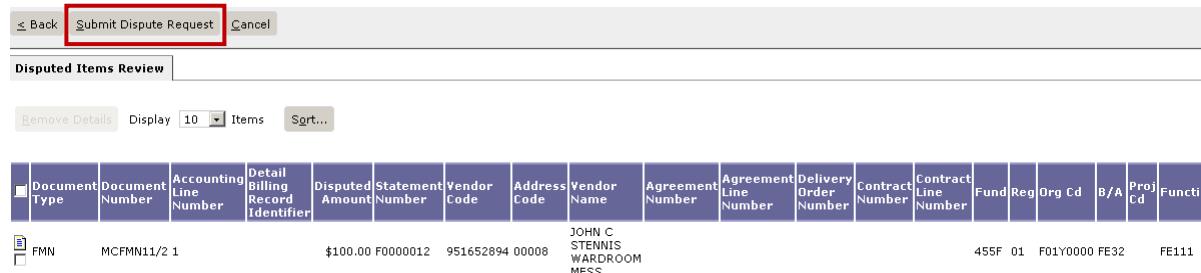
[≤ Back](#) [Submit Dispute Request](#) [Cancel](#)

Disputed Items Review																			
Remove Details Display <input type="button" value="10"/> Items Sort...																			
Document Type	Document Number	Accounting Line Number	Detail Billing Record Identifier	Disputed Amount	Statement Number	Vendor Code	Address Code	Vendor Name	Agreement Number	Agreement Line Number	Delivery Order Number	Contract Number	Contract Line Number	Fund	Reg	Org Cd	B/A	Proj Cd	Function
<input checked="" type="checkbox"/>	MCFMN11/2 1			\$100.00	F0000012	951652894	00008	JOHN C STENNIS WARDROOM MESS							455F 01	F01Y0000	FE32	FE111	

Steps to Create a New Dispute Request from the Disputed Billings Query:

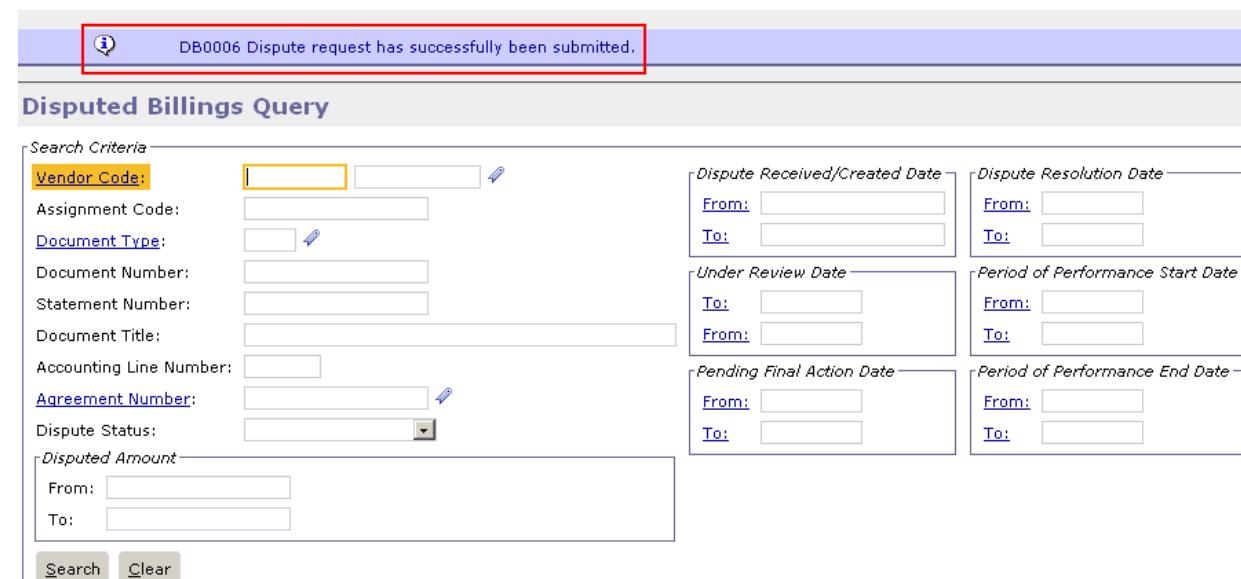
Notes

22. Review the information on the Disputed Items Review page and select **Submit Dispute Request**.



The screenshot shows a table with columns: Document Type, Document Number, Accounting Line Number, Detail Billing Record Identifier, Disputed Amount, Statement Number, Vendor Code, Address Code, Vendor Name, Agreement Number, Agreement Line Number, Delivery Order Number, Contract Number, Contract Line Number, Fund, Reg, Org Cd, B/A, Proj Cd, Function. The data for the first row is: Document Type (FMN), Document Number (MCFMN11/2 1), Accounting Line Number (1), Detail Billing Record Identifier (F0000012), Disputed Amount (\$100.00), Statement Number (951652894), Vendor Code (00008), Address Code (JOHN C STENNIS WARDROOM MESS), Vendor Name (MESS), Agreement Number (455F 01 F01Y0000 FE32), Agreement Line Number (FE111).

23. If there are no errors upon selecting the Submit Dispute Request button, a message will be returned indicating the dispute has been successfully submitted.



The screenshot shows a search criteria form with various input fields and date ranges for filtering disputed billings. A message box at the top right displays: DB0006 Dispute request has successfully been submitted.

4.10 Amend DA to set the Debt Appeal Forbearance Flag

When a Debt Account is under dispute, the user has the option to record the dispute from the Disputed Billings Query. Once the dispute is recorded and the DAFF is set to True, the Debt Account will officially be considered under dispute.

1. Navigate to Queries=>Accounts Receivable=>Disputed Billings Query.

Disputed Billings Query is displayed.

Dispute Status	Vendor Code	Address Code	Vendor Name	Designated Agent	Designated Agent Address Code	Designated Agent Name	First Name	Last Name	Assignment Code	Document Type	Document Number	Statement Number	Document Title

2. Enter a **Debt Account Document Number**.
3. Click **Search**.
4. Select the record from the item collection and click **Details**.

Disputed Billings Query

Search Criteria

<u>Vendor Code:</u>	<input type="text"/>	<input type="text"/>	<input type="button" value="..."/>
<u>Designated Agent:</u>	<input type="text"/>	<input type="text"/>	<input type="button" value="..."/>
<u>Assignment Code:</u>	<input type="text"/>		
<u>Document Type:</u>	D7M	<input type="button" value="..."/>	
Document Number:	D7M201506220001		
Statement Number:	<input type="text"/>		
Document Title:	<input type="text"/>		
Accounting Line Number:	<input type="text"/>		
<u>Agreement Number:</u>	<input type="text"/>	<input type="button" value="..."/>	
<u>Dispute Status:</u>	<input type="text"/>		
Disputed Amount			
From:	<input type="text"/>		
To:	<input type="text"/>		

Dispute Received/Created Date

From:	<input type="text"/>
To:	<input type="text"/>

Dispute Resolution Date

From:	<input type="text"/>
To:	<input type="text"/>

Under Review Date

From:	<input type="text"/>
To:	<input type="text"/>

Period of Performance Start Date

From:	<input type="text"/>
To:	<input type="text"/>

Pending Final Action Date

From:	<input type="text"/>
To:	<input type="text"/>

Period of Performance End Date

From:	<input type="text"/>
To:	<input type="text"/>

Search **Clear**

+ Accounting Dimensions

+ User Defined Header Fields

New Details Delete View Document Correct Document Amend Document Add Customer Correspondence Add Correspondence Sort... View as CSV View as Excel

Summary

	Dispute Status	Vendor Code	Address Code	Vendor Name	Designated Agent	Designated Agent Address Code	Designated Agent Name	First Name	Last Name	Assignment Code	Do
<input checked="" type="radio"/>	Rejected	1034AI	1034AI	US DISTRICT COURT				Ronda	Burton	R7WA103	
<input checked="" type="radio"/>	Accepted	10473V	10473V	U.S. DISTRICT COURT				Maria	Melendez	R7WA104	

5. Ensure the Dispute Status is Accepted.

Status

* Dispute Status:	Accepted
Dispute Received/Created Date Time:	10/23/2013 08:12:17
Under Review Date:	<input type="text"/>
Pending Final Action Date:	<input type="text"/>
Dispute Resolution Date:	03/05/2014

6. Click the Record Dispute button.

PEGASYS

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Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Queries > Accounts Receivable > Disputed Billings Query > General Dispute Information

General Dispute Information **Disputed Items**

Save **View Document** **Correct Document** **Amend Document** **Add Customer Correspondence** **Record Dispute** **Remove Dispute** **Add Correspondence**

[Expand All](#) [Collapse All](#)

7. Navigate to the Accounting Lines tab.

8. Select the accounting line and click the Accounting Line hyperlink.

9. Ensure the Debt Appeal/Forbearance Date been populated with the current date.

10. Ensure the **Debt Appeal Forbearance flag** is set = *True*.

11. Click the **Save** button.
12. Click the **Verify** button.
13. Correct any hard errors and re-verify until the action is successful.
14. Click the **Submit** button to process the document.

4.11 IPAC Chargebacks

If an agency disagrees with an IPAC transaction, they “charge back” the transaction. Treasury calls chargebacks “Adjustments”. An Adjustment is a transaction the customer agency initiates to adjust an erroneous or incorrect payment or collection. Agencies can only use Adjustments to reduce (adjust down) the original transaction amount. Agencies can only process an adjustment against a payment or collection that is within the first 90 days after the transaction’s accomplished date.

It should be noted that the term “chargeback” can have multiple meanings. The action the customer takes to regain their money is referred to as “charging back”. However, the transaction Pegasys receives is also called the “chargeback” and the outstanding receivable created by the chargeback action/transaction received is referred to as a “chargeback” as well. This section will clarify the actions and transactions by referring to the term used by Treasury (Adjustment).

There are 3 types of adjustments for IPAC Transactions.

- Collection Adjustment- GSA receives an adjustment from a customer on a bill GSA sent to the customer.
- GSA's customer charges back the billing sent by GSA- Customer “takes” money back from GSA.
- Payment Adjustment- GSA receives an adjustment from a customer on a payment GSA sent to the customer.
- GSA sends a credit to the customer that the customer decides to return to GSA.
- Billing Adjustment- An outside agency pulls money from GSA and GSA charges back the billing.
- GSA charges back a billing sent to GSA by the customer.

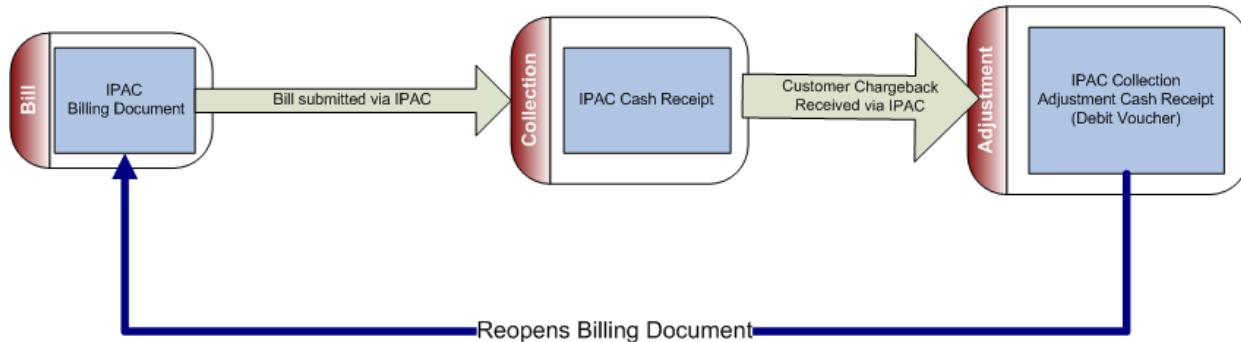
In addition to the Treasury adjustments, customers may intend to “chargeback” an IPAC Transaction by creating their adjustment outside of the Treasury adjustment process. GSA will receive regular payment and collection transactions via IPAC that are intended to be chargebacks by the customer. These transactions are called “pseudo-chargebacks” or “customer generated exceptions”. Adjustments and pseudo chargebacks are able to be queried on the IPAC Transaction query using applicable search criteria. Customer Generated Exceptions are described in section 4.10.3. Please refer to section 4.6.3.1 for the complete listing of IPAC Transaction Query Search Criteria.

As part of each step in the life cycle, Pegasys assigns an IPAC Status. The IPAC Status is a Pegasys-specific status that is used to track the Pegasys IPAC transaction in its interaction with Treasury. Refer to section 4.6.3 for details on IPAC statuses.

4.11.1 Collection Adjustment Chargebacks

An IPAC collection adjustment chargeback is created in Pegasys when a customer is billed (and subsequently collected) via Treasury IPAC but the customer disagrees with the billing. The Customer performs an adjustment in Treasury and “pulls” the disputed amount from GSA. GSA receives a collection adjustment via IPAC or a “Chargeback”. The collection adjustment is received by GSA as a Cash Receipt (CR) with a Debit Voucher (or negative) line type referencing the confirmation of an IPAC Bill. When the collection adjustment processes, the BD referenced by the original confirmation transaction is reopened for further processing, including reissuing the bill if appropriate.

Exhibit 4-128: High-Level IPAC Collection Adjustment Process



Users will use the Chargeback information section on the IPAC Query to age, track and resolve chargebacks resulting from the reopened IPAC Billing Document (BD). Once an IPAC Billing Document (BD) is charged back and reopened, the transaction must be reviewed before further action is taken by the system. An analyst will review the billing to determine if there is an error and if the entire customer chargeback is justified. If so, the customer chargeback is accepted. If not, the billing document is reissued along with a credit to correct the billing error. The IPAC Transaction Query also provides users the ability to correct or amend the reopened billing document in order to resolve the chargeback. Users can resolve the chargebacks by either rebilling any charged back amount or accepting the chargeback.

The “chargeback” is defined in Pegasys as an IPAC Billing Document (BD) with the “Rebill Flag” set to True. When a collection adjustment Debit Voucher CR is created in Pegasys, the corresponding BD is reopened with the IPAC Status set to Hold Pending Chargeback. The Rebill flag is at the article level, and once set, is never unchecked. The initial IPAC Status for the reopened BD article will be Hold Pending Chargeback.

The Hold Pending Chargeback IPAC Status signifies the chargeback is being worked and is not ready for resolution. In order to rebill a chargeback via Treasury’s IPAC system, the IPAC Status must be set to Not Submitted. The IPAC Status of Not Submitted signifies the transaction is ready to be picked up by the GSIPACOUT (IPAC Outbound) offline processor and the information included in the output file sent to Treasury.

4.11.1.1 Review Collection Adjustment Chargebacks

When GSA receives a chargeback (Collection Adjustment) from IPAC, the users have the ability to query IPAC transactions from the IPAC Transaction Query. Users can query by many data elements, including title, chargeback age, accomplished date, accounting date, reason, source number, agreement, article or services info, and accounting line information. After a query is executed, users are able to view details associated with that transaction and determine if the chargeback is valid or if the transaction should be rebilled. The Collection Adjustment transaction and BD Rebill article are created by the GSIPACIN batch process only. There are no manual steps to create a manual IPAC Debit Voucher CR or manual steps to set the rebill article on a Billing Document (BD).

The IPAC Query also provides the ability to write off outstanding chargebacks (collection adjustment), which is detailed in section 4.10.1.4 IPAC Write-Offs.

Additionally, users can capture and track customer correspondence through the IPAC Transaction query. The records will accommodate items such as: customer communications, delinquency communications, and internal notes as well as chargeback research information.

For the IPAC Transaction Query Search Criteria, please refer to section 4.6.3.1. To execute a basic query on the IPAC Query, please refer to section 4.6.3.3.

Steps to Review Collection Adjustments Using the IPAC Transaction Query:	Notes
--	-------

1. Navigate to Queries=>General System=>IPAC Transaction Query.

The IPAC Transaction Query page is displayed.

Steps to Review Collection Adjustments Using the IPAC Transaction Query:

Notes

2. Enter the desired and appropriate **Search Criteria**.

To review reopened IPAC BDs awaiting resolution, enter the **Document Type**, **Business Line**, **Statement Number** and/or **Document Number**, the IPAC Status of **Hold Pending Chargeback**, **Rebill flag** set to Yes, and any date criteria such as IPAC Submission dates and/or Chargeback Age Categories.

Note: If searching by Statement Number +Related Docs or IPAC Reference Number + Related Docs, the CR Confirmation and CR Debit Voucher will be returned in the item collection.

Please refer to section 4.6.3.1 for the complete listing of IPAC Transaction Query Search Criteria.

- Chargeback Information:

Rebill:	<input type="button" value="▼"/>	<input type="checkbox"/> Chargeback Age
Chargeback Original IPAC Reference Number:	<input type="text"/>	0-30 Days: <input type="checkbox"/>
Chargeback Original IPAC Reference Line Number:	<input type="text"/>	31-60 Days: <input type="checkbox"/>
Chargeback Original IPAC Document Identifier:	<input type="text"/>	61-90 Days: <input type="checkbox"/>
Reason:	<input type="text"/>	91-120 Days: <input type="checkbox"/>
DV Document Title:	<input type="text"/>	121+ Days: <input type="checkbox"/>
DV Articles Or Services:	<input type="text"/>	
DV Accomplished Date		
From:	<input type="text"/>	To: <input type="text"/>
DV Accounting Date		
From:	<input type="text"/>	To: <input type="text"/>
Total WriteOff Amount		
Amount:	<input type="button" value="▼"/>	Value: <input type="text"/>
Processed WriteOff Amount		
Amount:	<input type="button" value="▼"/>	Value: <input type="text"/>
Outstanding WriteOff Amount		
Amount:	<input type="button" value="▼"/>	Value: <input type="text"/>

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

Steps to Review Collection Adjustments Using the IPAC Transaction Query:

Notes

4. Select a detail from the Item Collection.

<input type="button" value="Details"/> <input type="button" value="View Document"/> <input type="button" value="Correct IP"/> <input type="button" value="Amend Document"/> <input type="button" value="Generate Write-Off"/> <input type="button" value="Update IPAC Status"/> New IPAC Status: <input type="text"/>									
<input type="button" value="Sqr..."/> <input type="button" value="View as CSV"/>									
Summary									
Document Categ	Document Type	Document Numbr	Accounting Line N	Itemized Line Nu	IPAC Status	IPAC Reference I	IPAC Reference L	Article Number	Article Amount
<input type="checkbox"/> CR - Cash Receipt DR6	DR620110307000		1 0		Received	GAD59449	1 1		\$4,000.00
<input type="checkbox"/> CR - Cash Receipt IR6	IR6201103070004		1 0		Confirmed	G0059449	1 1		\$3,720.00
<input type="checkbox"/> CR - Cash Receipt IR6	IR6201103070004		2 0		Confirmed	G0059449	2 1		\$4,500.00
<input type="checkbox"/> BD - Billing Docur FMI	FMIG0059449-001		1 0		Confirmed	G0059449	1 1		\$0,720.00
<input checked="" type="checkbox"/> BD - Billing Docur FMI	FMIG0059449-001		2 0		Hold - Pending Ch 000000AA	1 2			\$4,000.00
<input type="checkbox"/> BD - Billing Docur FMI	FMIG0059449-001		2 0		Confirmed	G0059449	2 1		\$500.00

Steps to Review Collection Adjustments Using the IPAC Transaction Query:

Notes

- Select the Details button to view the details of the IPAC Transaction record.

Note: The Billing Status will be set to “Unbilled” when the Chargeback is created.

Note: The Accounting Line number is available on the IPAC Transaction Query. To navigate to the specific article to add the Reason code, the accounting line must be known.

The screenshot shows the 'IPAC Transaction Detail' screen. At the top, there are several buttons: 'Details' (highlighted with a red box), 'View Document', 'Correct IP', 'Amend Document', 'Generate Write-Off', 'Update IPAC Status', and a dropdown for 'New IPAC Status'. Below these are 'Sort...' and 'View as CSV' buttons. A 'Summary' section follows, containing a table header row with columns: Document Category, Document Type, Document Number, Accounting Line N, Itemized Line Num, IPAC Status, IPAC Reference I, and IPAC Reference L. The main area is titled 'IPAC Transaction Detail' and includes tabs for 'IPAC History', 'SGL Information Record', 'IPAC Transaction DBE Detail', and 'Correspondence'. Underneath are buttons for 'View Document', 'Amend Document', and 'Correct Document'. A link to 'Expand All | Collapse All' is present. The 'General' tab is selected, displaying various transaction details. Fields highlighted with red boxes include the 'Billing Status' dropdown set to 'Unbilled', the 'Item' field in the 'Document' section set to '2', and the 'Accounting' field in the same section set to '2'. Other visible fields include Document Category ('BD - Billing Document'), Article Number ('2'), Article Amount ('\$4,000.00'), Currency Code ('USD'), Security Org ('GSA'), Fiscal Year ('2011'), Customer ALC ('36001200'), Customer TSYM ('36X0151'), Customer BETC (''), ALC ('47000016'), Disbursing Office ('GS127'), Agency DUNS (''), Agency DUNS+4 (''), Vendor Code ('361035'), Vendor Name ('VA HOSPITAL'), Trading Partner Agency ('36'), DUNS ('039624291'), DUNS+4 (''), Designated Agent ALC ('36001200'), Designated Agent Name ('VA CENTRAL OFFICE'), and Reason (''). The 'Internal Obligation' section at the bottom also has a 'Type' field and an 'Item' field both set to 'Accounting'.

Steps to Review Collection Adjustments Using the IPAC Transaction Query:

Notes

6. Scroll down page to see the Chargeback information.

Note the Rebill flag is Yes.

The screenshot shows the IPAC Transaction Query interface. At the top, there is a section for 'IPAC Status' with fields for IPAC Status (set to 'Hold - Pending Chargeback'), IPAC Submission Date, IPAC Confirmation Date, IPAC Confirmed Amount, IPAC Rejection Date, Cancelled/Deleted (checkbox), Zero Dollar Status Indicator, Zero Dollar Reference Number, Post SGL Status Indicator, and Omitted From File (checkbox). Below this is a 'Return to Top' link.

Below the status section is a 'IPAC Reference' section with fields for IPAC Reference Number (000000AA), IPAC Reference Line Number (1), IPAC Document Identifier (2KS001KAEOW), Relative Line Number, Transaction Identity, IPAC Adjustment (checkbox set to 'No'), and IPAC Adjustment Original IPAC Reference Number.

The main area is titled 'Chargeback Information'. It contains a table with the following data:

Chargeback Original IPAC Reference Number:	G0059449	Enter Write-Off
Chargeback Original IPAC Reference Line Number:	2	
Chargeback Original IPAC Document Identifier:	2KY001JE8OWU	
Chargeback Age:	0	
Total Write-Off Amount:	\$0.00	
Processed Write-Off Amount:	\$0.00	
Outstanding Write-Off Amount:	\$0.00	
Debit Voucher Accounting Date:	03/07/2011	
Debit Voucher Acomplished Date:	03/07/2011	
Debit Voucher Document Title:	Fleet IPAC DBE Detail Normal Multiple Lines	
Debit Voucher Articles Or Services:		

A red box highlights the 'Rebill' field, which is set to 'Yes'. There is also a red box around the 'Chargeback Original IPAC Reference Number' field (G0059449).

Steps to Review Collection Adjustments Using the IPAC Transaction Query:

Notes

7. If the chargeback has **DBE Detail** flag set to Yes/True, select the **IPAC Transaction DBE Detail** Tab to view the associated IPAC DBE Detail records.

The screenshot shows a software interface for managing IPAC transaction details. At the top, there are tabs: IPAC Transaction Detail, IPAC History, SGL Information Record, IPAC Transaction DBE Detail (which is highlighted with a red box), and Correspondence. Below the tabs is a toolbar with Sort... and View as CSV buttons. A summary table header row is shown with columns: Document Category, Document Type, Document Number, Accounting Line N, Itemized Line Nu, Article Number, DBE IPAC Doc ID, IPAC Reference I, IPAC Reference t, De. A single row of data is listed: BD - Billing Docur FMI, FMIG0059449-001, 2 0, 2, MOM02MH00019D 00000AA, 1. Below the table is a page navigation bar with Page 1 of 1, Show 10 rows per page. Underneath the table, there are links for Expand All and Collapse All. The main content area is titled "General" and contains two sections: "Document" and "Detail". The "Document" section includes fields for Type (FMI), Number (FMIG0059449-001), Item (0), and Accounting (2). The "Detail" section includes fields for Article Number (2), DBE Amount (\$4,000.00), Confirmed Amount (\$0.00), Confirmed Date, Original IPAC Reference Number (G0059449), Original IPAC Reference Line Number (2), Original IPAC Document Identifier (MOM02FP0001TJSKGPC), Original Detail Line Number (4), Adjustment (No), Rebill (Yes), DBE Write-Off Amount (\$0.00), Omitted From File (No), and Article Or Services (a large text area).

Note: The screen above is only applicable to “Use DBE Detail” transactions. Select the IPAC DBE Detail record to populate the summary information.

Steps to Review Collection Adjustments Using the IPAC Transaction Query:

Notes

- Select the Correspondence tab to view any correspondence for the chargeback.

Please refer to section 4.6.2.4 to add Statement level correspondence.

Note: To enter correspondence for BDs, the user must enter via the IPAC Transaction Query or the Statement Query.

The screenshot shows the 'Correspondence' tab of the IPAC Transaction Query. At the top, there's a search criteria panel with fields for Creator, Subject, Type Of Correspondence, Created Date, Contact Person (First Name, Assignment Code, Last Name), Public Publishing, Record Number, and a large Correspondence text area. Below the search panel are 'Search' and 'Clear' buttons. A toolbar below the search panel includes Back, Add (highlighted with a red box), Remove, Save, Email, History, Attachments, Display (set to 10 items), View as CSV, and Sort... buttons. A table header row follows, with columns: Record Number, Vendor Address, Created Date, Creator, First Name, Last Name, Assignment Code, Subject, Correspondence, and Type Of Correspondence. A message '- NO ITEMS TO DISPLAY -' is centered below the table. Below the table is a 'Contact Person' section with fields for First Name, Last Name, Assignment Code, Title, Phone Number, International Phone Number, and To Email Address(es).

Note: The User can view or amend billing documents from the Item collection by selecting the appropriate action button.

To write off an outstanding chargeback, please refer to section 4.9.1.5.

The screenshot shows the IPAC Transaction Query interface with the 'Amend Document' button highlighted with a red box. Other buttons visible include Details, View Document, CorrectIP Document, Generate Write-Off, Update IPAC Status, New IPAC Status, Sort..., and View as CSV. Below these buttons is a 'Summary' section with various document status and reference links.

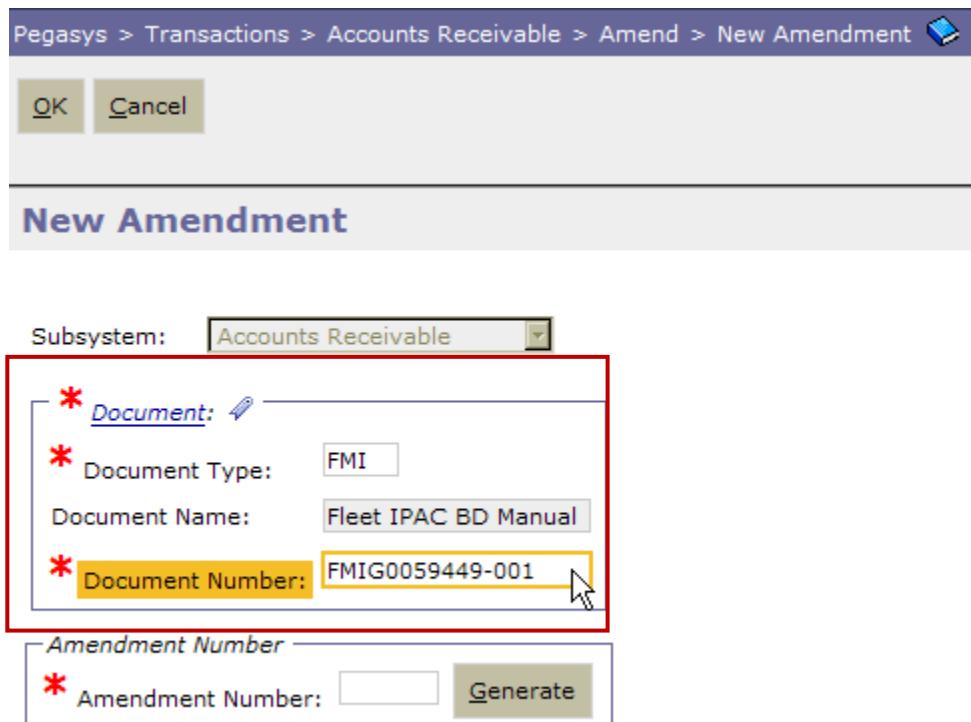
Steps to Review Collection Adjustments Using the IPAC Transaction Query:

Notes

9. To Amend the BD to add a Chargeback Reason code, select the Amend button.

Note: The BD must be amended in order to add the Reason Code field and update the IPAC Status.

IMPORTANT NOTE: Users **should not** change the amounts on the IPAC transaction or IPAC Rebill transaction. If an amount is due the customer, a credit will be sent by the feeder system following the credit's processing.



The screenshot shows a software interface titled "New Amendment". At the top, there are "OK" and "Cancel" buttons. Below the title, there is a section labeled "New Amendment" containing the following fields:

Subsystem:	Accounts Receivable
* Document:	4
* Document Type:	FMI
Document Name:	Fleet IPAC BD Manual
* Document Number:	FMIG0059449-001

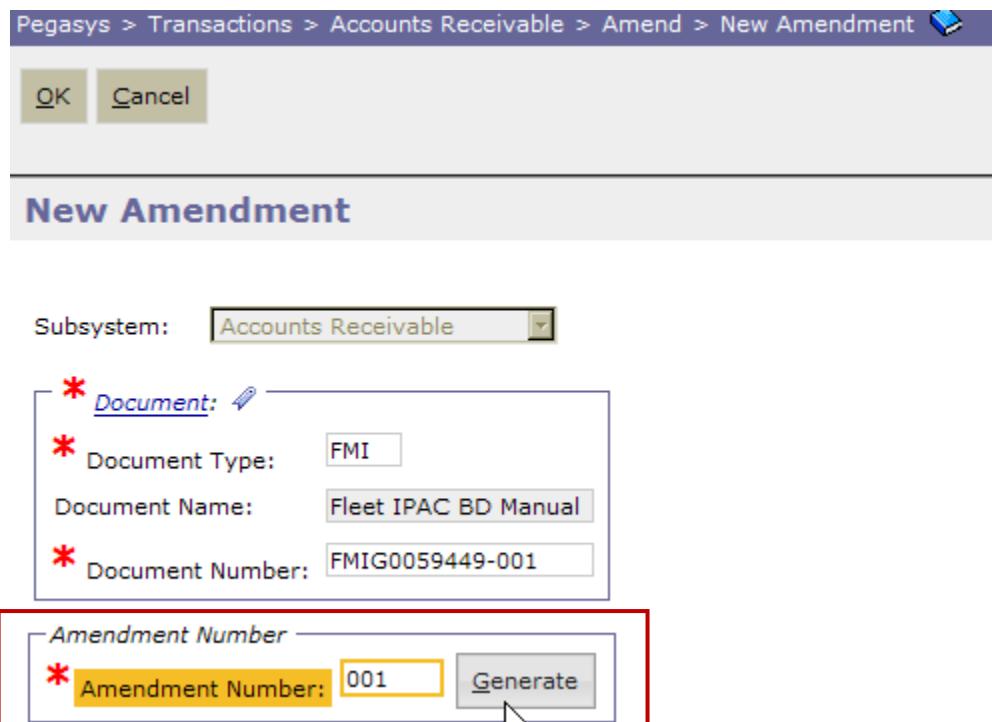
Below this, there is another section labeled "Amendment Number" with the following fields:

* Amendment Number:	<input type="text"/>	Generate
---------------------	----------------------	----------

[Go to top of page](#)

Steps to Review Collection Adjustments Using the IPAC Transaction Query: Notes

10. REQUIRED—Enter the Amendment Number (or select Generate) and select OK.



Pegasys > Transactions > Accounts Receivable > Amend > New Amendment 

OK Cancel

New Amendment

Subsystem: Accounts Receivable

* Document:  FMI

* Document Type: FMI

Document Name: Fleet IPAC BD Manual

* Document Number: FMIG0059449-001

Amendment Number

* Amendment Number: 001

11. REQUIRED—Enter the Amendment Justification, for example “Chargeback Reason”.

Amendment Information

Date:

* Justification: Rebill of Chargeback DRN ZZ123234

[Return to Top](#)

Steps to Review Collection Adjustments Using the IPAC Transaction Query:

Notes

12. Select the accounting line that was charged back.

Note: The accounting line number can be found on the IPAC Transaction record on the IPAC Transaction Query.

The screenshot shows the 'Accounting Lines' tab selected in the header. The interface includes buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the header are tabs for Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. Underneath are sub-tabs for Accounting Line and Charge Lines. A toolbar below the tabs includes Add, Copy, Copy_Foward, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and Sort... buttons.

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm Cd	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev #	Bldg	Sys	Veh Tag #	Wrk Itm	ABC Activity	
1	Normal	\$3,720.00	01	11FLT-01-45SF-FE32-F01Y0000-FE113-A12	2011	455F	01	F01Y0000	FE32		FE111			A100		A12								
2	Normal	\$4,500.00	01	11FLT-01-45SF-FE32-F01Y0000-FE113-A12	2011	455F	01	F01Y0000	FE32		FE113			N100		A12								

13. Select the Article tab.

14. Select the Article with the IPAC Status “Hold Pending Chargeback” and the Rebill flag set to Yes.

The screenshot shows the 'Articles' tab selected in the header. The interface includes buttons for Add, Copy, Remove, Replace, Display (set to 10 items), View as CSV, and Sort... buttons. Below the header are tabs for Accounting Line, Charge Lines, Articles, Detail Billing Record Search, and Modified Detail Billing Records. Underneath are sub-tabs for Article.

Article Number	Article Amount	IPAC Reference Number	IPAC Reference Line Number	IPAC Status	Rebill	Adjustment
1	\$500.00	G0059449	2	Confirmed	No	Yes
2	\$4,000.00	000000AA	1	H	Yes	No

Steps to Review Collection Adjustments Using the IPAC Transaction Query:

Notes

15. **REQUIRED for Chargebacks**—Enter the Chargeback Reason in the “Reason” field.

Article

Item: 1 2

[Expand All](#) | [Collapse All](#)

General

Article Number:	2
Date Of Delivery:	
Qty/Unit Price Indicator:	Use DBE Detail
Quantity:	0.000000
Unit Price Amount:	\$0.0000
Unit:	
Article Amount:	\$4,000.00

IPAC Status

IPAC Status:	Hold - Pending Chargeback
IPAC Schedule Date:	03/07/2011
IPAC Submission Date:	
IPAC Confirmation Date:	
IPAC Confirmed Amount:	\$0.00
IPAC Reference Number:	000000AA
IPAC Reference Line Number:	1
Detail Line Number:	
IPAC Document Identifier:	2KS001KAEOW
Reference Document IPAC Document Identifier:	
Adjustment:	No
IPAC Rejection Date:	
Omitted from File:	No

Chargeback

Rebill:	Yes
Original IPAC Reference Number:	G0059449
Original IPAC Reference Line Number:	2
Original IPAC Document Identifier:	2KY001JE8OWU

Adjustment

Original DO Symbol:		Original Accomplished Date:	
Original Accounting Date:		Original IPAC Reference Number:	
Original Line Number:		Original BETC:	

16. Select the **Save** button.

Form FMIG0059449-001 was saved successfully.

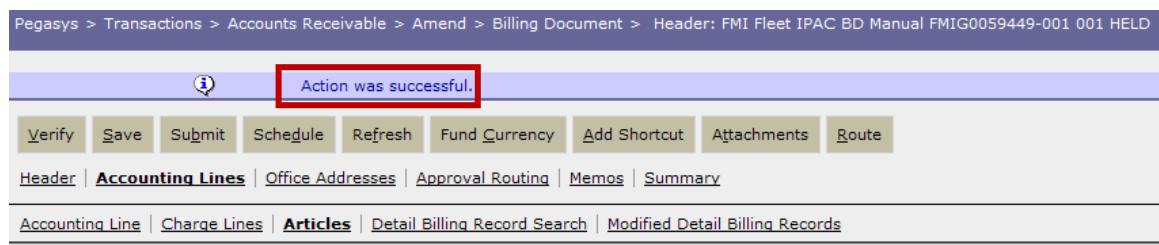
Buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Route

Links: Header, Accounting Lines, Office Addresses, Approval Routing, Memos, Summary

Steps to Review Collection Adjustments Using the IPAC Transaction Query:

Notes

17. Select the **Verify** button.



Pegasys > Transactions > Accounts Receivable > Amend > Billing Document > Header: FMI Fleet IPAC BD Manual FMIG0059449-001 001 HELD

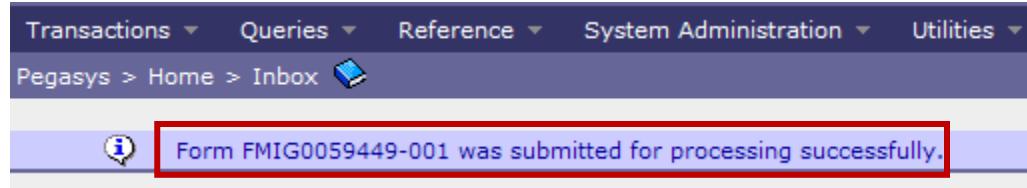
Action was successful.

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

18. Select the **Submit** button.



Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Home > Inbox

Form FMIG0059449-001 was submitted for processing successfully.

To rebill or accept the chargeback, please refer to the sub-sections that follow in section 4.10.1 Collection Adjustments.

4.11.1.2 Rebill Collection Adjustment Chargeback

The following section describes how to prepare a charged back (or reopened) IPAC billing document for rebilling via Treasury's IPAC system. The following steps describe how to use the IPAC Query to retrieve a BD and amend it in order to rebill a chargeback. Additionally, this section includes how to change the IPAC Status of a large statement to "Not Submitted" via the IPAC Query.

Note: The BD can also be amended via Form/Document Selection, Transactions =>Accounts Receivable=>Amend, or via the Outstanding Bills Query (Queries=>Accounts Receivable=>Outstanding Bills).

Please note these steps are the system process only. Communication with the customer and internal standard operating processes should be consulted before performing action on the charged back transaction.

IMPORTANT NOTE: Users **should not** change the amounts on the IPAC transaction or IPAC Rebill transaction. If an amount is due to the customer, a credit will be sent by the feeder system following the credit's processing.

Steps to Rebill a Chargeback Collection Adjustment Using the IPAC Transaction Query:

Notes

1. Navigate to Queries=>General System=>IPAC Transaction Query.

The IPAC Transaction Query page is displayed.

Pegasys > Queries > General System > IPAC Transaction Query

IPAC Transaction Query

Search Criteria

Document

Document Category:	<input type="text"/>	IPAC Status:	<input type="text"/>
Document			
Type:	Number:	Item:	Accounting:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

IPAC Reference

IPAC Reference Number:	Related Docs:
<input type="text"/>	<input type="checkbox"/>
IPAC Document Identifier:	Related Docs:
<input type="text"/>	<input type="checkbox"/>
IPAC Reference Line Number:	<u>Customer TSYM:</u>
<input type="text"/>	<input type="text"/>
Relative Line Number:	<u>Customer ALC:</u>
<input type="text"/>	<input type="text"/>
Reference Doc IPAC Document Identifier:	<u>Customer BETC:</u>
<input type="text"/>	<input type="text"/>
Invoice Number:	<u>ALC:</u>
<input type="text"/>	<input type="text"/>
DBE Detail Flag:	<u>Disbursing Office:</u>
<input type="text"/>	<input type="text"/>
Cancelled/Deleted:	Agency DUNS:
<input type="text"/>	<input type="text"/>
IPAC Adjustment:	Agency DUNS+4:
<input type="text"/>	<input type="text"/>
IPAC Adjustment Original IPAC Reference Number:	
<input type="text"/>	
Zero Dollar Status Indicator:	
<input type="text"/>	
Zero Dollar Reference Number:	<input type="text"/>
<i>IPAC Submission Date</i>	
From: <input type="text"/> To: <input type="text"/>	
Post SGL Status Indicator: <input type="text"/>	
<i>IPAC Confirmed</i>	
From Date: <input type="text"/>	To Date: <input type="text"/>
Amount: <input type="text"/>	Value: <input type="text"/>

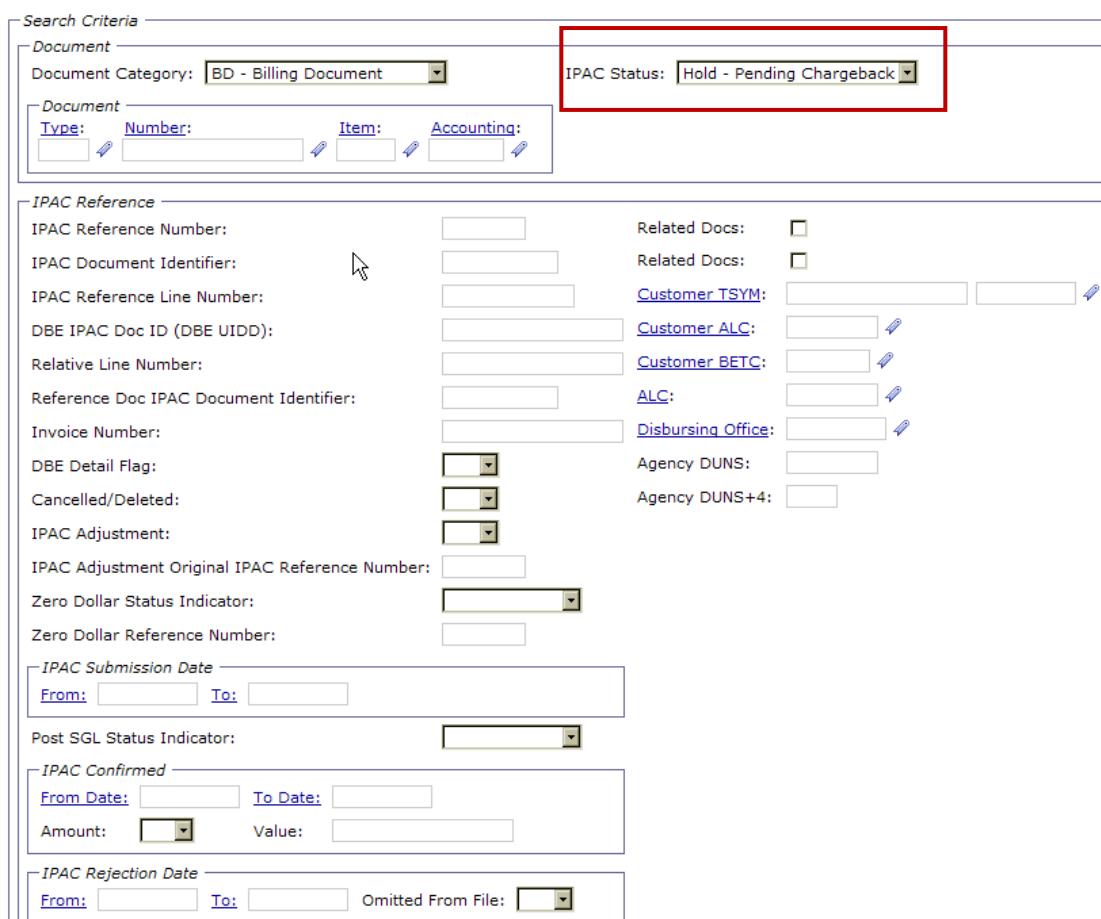
Steps to Rebill a Chargeback Collection Adjustment Using the IPAC Transaction Query:

Notes

2. Enter the desired and appropriate **Search Criteria**. To select a specific Statement to rebill, enter the **Document Type**, **Business Line**, **Statement Number** and/or **Document Number**, and the IPAC Status of **Hold Pending Chargeback**, **Rebill flag** set to Yes, and any date range criteria such as **IPAC Confirmation Date** or **Chargeback Age Category**.

Please refer to section 4.6.3.1 for IPAC Transaction Query Search Criteria.

IPAC Transaction Query



The screenshot shows the 'IPAC Transaction Query' search criteria interface. The 'Search Criteria' section includes fields for Document Category (BD - Billing Document), IPAC Status (Hold - Pending Chargeback), and Document Type/Number/Item/Accounting. The 'IPAC Reference' section contains various fields like IPAC Reference Number, IPAC Document Identifier, IPAC Reference Line Number, DBE IPAC Doc ID, Relative Line Number, Reference Doc IPAC Document Identifier, Invoice Number, DBE Detail Flag, Cancelled/Deleted, IPAC Adjustment, IPAC Adjustment Original IPAC Reference Number, Zero Dollar Status Indicator, Zero Dollar Reference Number, and several dropdowns for Related Docs, Customer TSY/M, Customer ALC, Customer BETC, ALC, Disbursing Office, Agency DUNS, and Agency DUNS+4. The 'IPAC Submission Date' section has 'From' and 'To' date fields. The 'IPAC Confirmed' section has 'From Date' and 'To Date' fields, and dropdowns for Amount and Value. The 'IPAC Rejection Date' section has 'From' and 'To' date fields and an 'Omitted From File' checkbox.

Steps to Rebill a Chargeback Collection Adjustment Using the IPAC Transaction Query:

Notes

Additional Criteria

Title:	<input type="text"/>	Business Line:	<input type="text"/>
Customer Funding Source:	<input type="text"/>	Contracts:	<input type="text"/>
Funding Document:	<input type="text"/>	Blanket Agreement:	<input type="text"/>
Requisition Number:	<input type="text"/>	Agreement Number:	<input type="text"/>
JAS Number:	<input type="text"/>	Source Number:	<input type="text"/>
Fiscal Station Number:	<input type="text"/>	Article Number:	<input type="text"/>
Job Number:	<input type="text"/>	Article Amount:	<input type="text"/>
Accounting Classification Reference Number:	<input type="text"/>	Fiscal Year:	<input type="text"/>
Statement Number	Statement Number: AA000420	Related Docs:	<input checked="" type="checkbox"/>
Related Statement Number:	<input type="text"/>	Related Docs:	<input type="checkbox"/>
Referenced Statement Number:	<input type="text"/>	Related Docs:	<input type="checkbox"/>

Internal Obligation

Type:	<input type="text"/>	Number:	<input type="text"/>	Item:	<input type="text"/>	Accounting:	<input type="text"/>
-------	----------------------	---------	----------------------	-------	----------------------	-------------	----------------------

Articles Or Services:

Note: By checking the Related Documents box, the user is telling the system to retrieve any and all documents that reference the Statement Number entered. This option can be used on several search criteria fields within the IPAC Transaction Query. (i.e. Statement Number, IPAC Reference Number, IPAC Document Identifier, etc.). This can allow a user to view all of the documents in the chain of the receivables life cycle.

3. Select **Search** to execute the query.
4. Select the detail from the item collection.

Summary

	Document Categ	Document Type	Document Numbr	Accounting Line N	Itemized Line Nu	IPAC Status	IPAC Reference I	IPAC Reference II	Article Number	Article Amount
<input checked="" type="checkbox"/>	BD - Billing Docur RMI		RMIAA000420-00:	1 0		Hold - Pending Ch	0000008K	1 2		\$777.00

5. Select the Details button to review the details of the IPAC Transaction record.

Note: Consult the standard operating procedures for determination on when to accept or rebill a chargeback.

Note: When a Chargeback is created, the system automatically generates a rebill article on the original IPAC Billing Document. The IPAC status of the Billing Document will be set to 'Hold Pending Chargeback'. Additionally, once the BD is reopened as a result of the Chargeback, the Billing Status on the chargeback accounting line will be set to 'Unbilled'.

Steps to Rebill a Chargeback Collection Adjustment Using the IPAC Transaction Query:

Notes

IPAC Transaction Detail | **IPAC History** | **SGL Information Record** | **IPAC Transaction DBE Detail** | **Correspondence**

View Document | **Amend Document** | **Correct Document**

[Expand All](#) | [Collapse All](#)

General

Document Category:	BD - Billing Document	Billing Status:	Unbilled
Document			
Type: Number:	Item:	Accounting:	
RMI	RMIAA000420-001	0	1
Statement Number:	AA000420		
Related Statement Number:			
Referenced Statement Number:			
DBE Detail Flag:	No		
Source Number:	OA89781125		
Title:	RENT Debit Bill		
Invoice Number:			
Requisition Number:			
JAS Number:			
Fiscal Station Number:	0		
Job Number:			
Accounting Classification Reference Number:	RENT		
Contracts:	RENT		
Blanket Agreement:			
Agreement Number:			
Customer Funding Source:	CUSTNOTPROV		
Funding Document:	OA89781125		
Article Number:	2		
Article Amount:	\$777.00		
Currency Code:	USD		
Security Org:	GSA		
Fiscal Year:	2011		
Customer ALC:	95670000		
Customer TSYM:			
Customer BETC:			
ALC:	47000017		
Disbursing Office:	GS193		
Agency DUNS:	123456789		
Agency DUNS+4:	1234		
Vendor Code:	9567	9567	
Vendor Name:	DENALI COMMISSION		
Trading Partner Agency:	95		
DUNS:			
DUNS+4:			
Designated Agent ALC:	95670000	95670000	
Designated Agent Name:	DENALI COMMISSION		

6. To enter correspondence regarding the Chargeback, *please refer to section 4.6.3.5.*
7. Select the **Amend Document** button to open the Billing Document (BD) in Amend mode.

Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail

Save

IPAC Transaction Detail | **IPAC History** | **SGL Information Record** | **IPAC Transaction DBE Detail** | **Correspondence**

View Document | **Amend Document** | **Correct Document**

[Expand All](#) | [Collapse All](#)

General

Document Category:	BD - Billing Document	Billing Status:	Unbilled
Document			
Type: Number:	Item:	Accounting:	
RMI	RMIAA000420-001	0	1
Statement Number:	AA000420		
Related Statement Number:			
Referenced Statement Number:			
DBE Detail Flag:	No		
Source Number:	OA89781125		
Title:	RENT Debit Bill		
Invoice Number:			
Requisition Number:			
JAS Number:			
Fiscal Station Number:	0		
Job Number:			
Accounting Classification Reference Number:	RENT		
Contracts:	RENT		
Blanket Agreement:			
Agreement Number:			
Customer Funding Source:	CUSTNOTPROV		
Funding Document:	OA89781125		
Article Number:	2		
Article Amount:	\$777.00		
Currency Code:	USD		
Security Org:	GSA		
Fiscal Year:	2011		
Customer ALC:	95670000		
Customer TSYM:			
Customer BETC:			
ALC:	47000017		

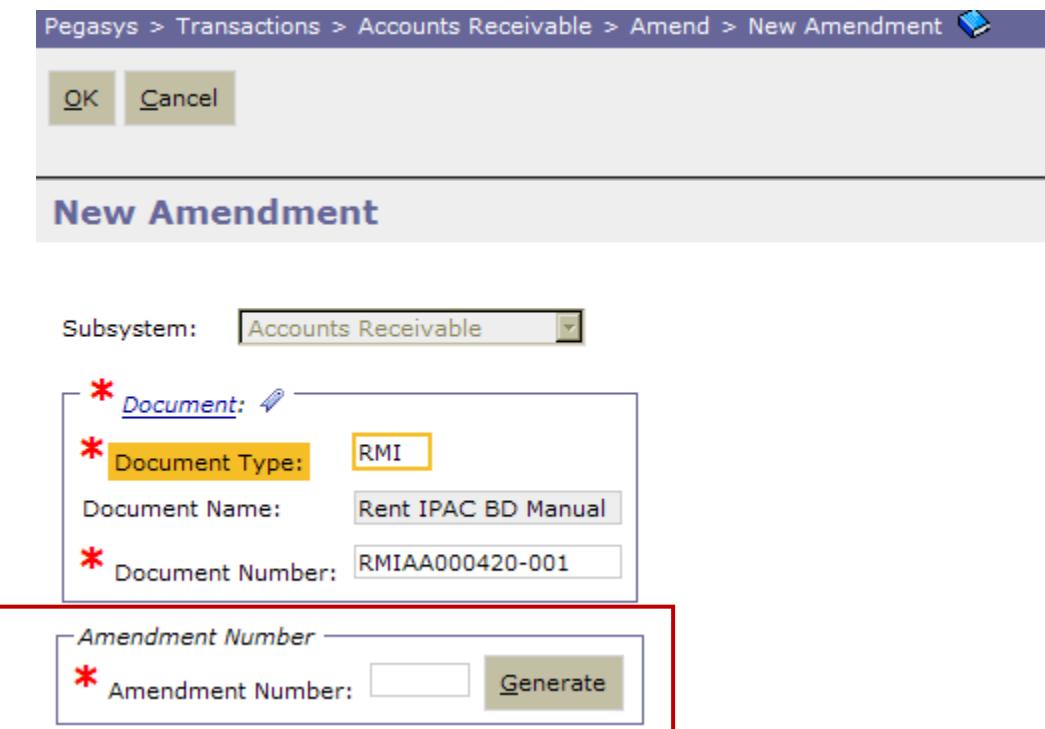
The New Amendment page will be displayed.

Note: The BD must be amended in order to add the Reason Code field and update the IPAC Status.

Steps to Rebill a Chargeback Collection Adjustment Using the IPAC Transaction Query:

Notes

8. Enter the **Amendment Number** or select the **Generate** button.



The screenshot shows the 'New Amendment' screen. At the top, there are 'OK' and 'Cancel' buttons. Below them is a title bar labeled 'New Amendment'. On the left, a 'Subsystem:' dropdown menu is set to 'Accounts Receivable'. The main area contains several input fields:

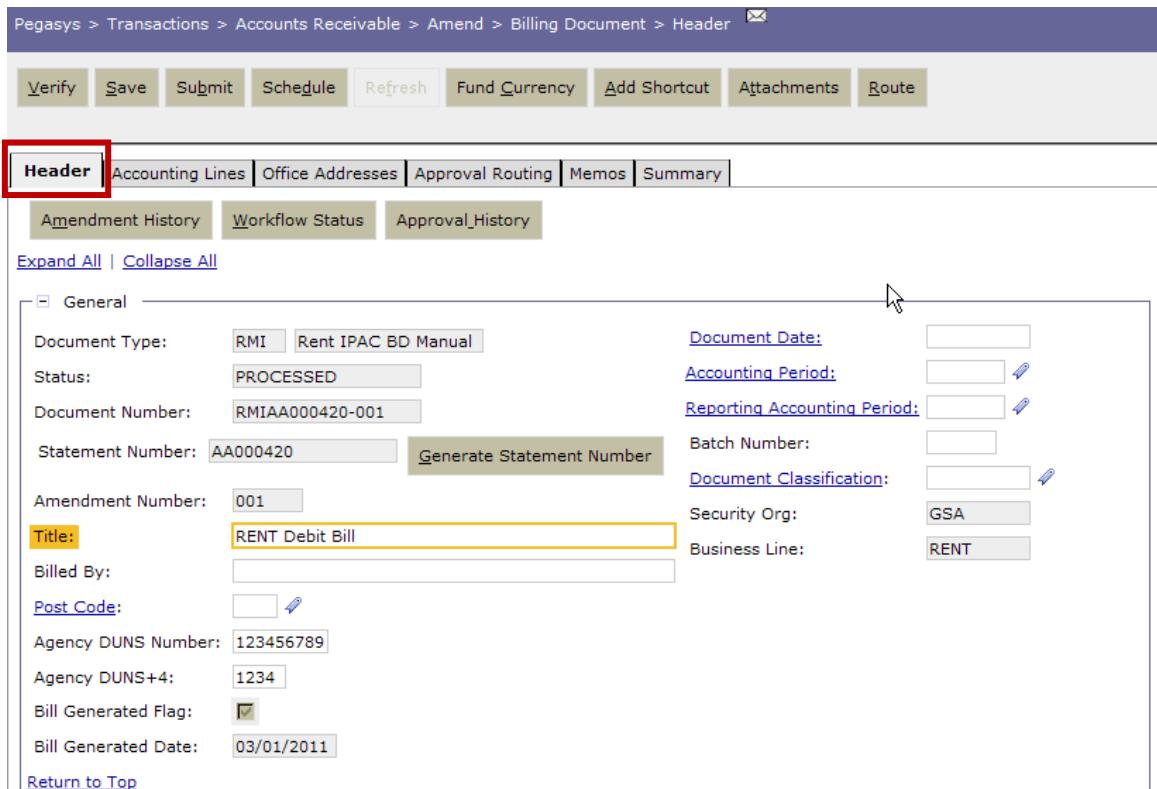
- * Document: (document icon) - This field is highlighted with a red asterisk.
- * Document Type: RMI - This field is highlighted with a yellow background.
- Document Name: Rent IPAC BD Manual
- * Document Number: RMIAA000420-001 - This field is highlighted with a red asterisk.
- Amendment Number:
 - * Amendment Number: (empty input field)
 - Generate (button)This entire group of fields is enclosed in a red rectangular border.

Steps to Rebill a Chargeback Collection Adjustment Using the IPAC Transaction Query:

Notes

9. Select the **OK** button.

The BD is opened in a new window in Amend mode.



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

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Amendment History Workflow Status Approval_History

[Expand All](#) | [Collapse All](#)

General

Document Type: RMI Rent IPAC BD Manual Document Date:

Status: PROCESSED Accounting Period:

Document Number: RMIAA000420-001 Reporting Accounting Period:

Statement Number: AA000420 Generate Statement Number Batch Number:

Amendment Number: 001 Document Classification:

Title: **RENT Debit Bill** Security Org: GSA

Billed By: Business Line: RENT

Post Code:

Agency DUNS Number: 123456789

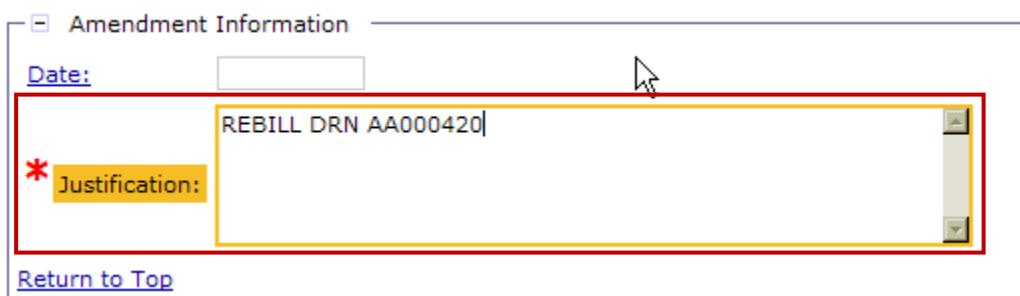
Agency DUNS+4: 1234

Bill Generated Flag:

Bill Generated Date: 03/01/2011

[Return to Top](#)

10. Enter the **Amendment Justification**.



Amendment Information

Date:

* Justification: REBILL DRN AA000420

[Return to Top](#)

Steps to Rebill a Chargeback Collection Adjustment Using the IPAC Transaction Query:

Notes

11. Select the Accounting Line Tab.

IMPORTANT NOTE: Users should not change the amounts on the IPAC transaction or IPAC Rebill transaction. If an amount is due the customer, a credit will be sent by the feeder system following the credit's processing.

Header															
Accounting Lines Office Addresses Approval Routing Memos Summary															
Accounting Line Charge Lines Articles Detail Billing Record Search Modified Detail Billing Records															
Add	Copy	Copy_Foward	Remove	Reset	Replace	Display	10	Items	View as CSV	Sort...					
<input checked="" type="checkbox"/> 	Line Number 1	Line Type Normal	Amount \$777.00	Transaction Type 01	Template 11RNT-01-192X-P0125100- PG00-PGA33	BBFY 2011	EBFY 192X	Fund 01	Reg P0125100	Org Cd PG00	Sub Org PGA33	Prgm Cd 	Proj Cd 	Sub Proj 	Activit

12. Select the appropriate accounting line and select the Article link.

13. Select the Article with the **IPAC Status** of Hold Pending Chargeback (H), **Rebill flag** of Yes.

Note: If there are multiple accounting lines charged back in the same transaction, each accounting line's article will need to be updated with the Reason code.

Header															
Accounting Lines Office Addresses Approval Routing Memos Summary															
Accounting Line Charge Lines Articles Detail Billing Record Search Modified Detail Billing Records															
Article															
Add	Copy	Remove	Replace	Display	10	Items	View as CSV	Sort...							
<input checked="" type="checkbox"/> 	Article Number 1	Article Amount \$388.50	IPAC Reference Number AA000420	IPAC Reference Line Number 1	IPAC Status Confirmed	Rebill No	Adjustment Yes	<input checked="" type="checkbox"/> 	Article Number 2	Article Amount \$777.00	IPAC Reference Number 0000008K	IPAC Reference Line Number 1	IPAC Status H	Rebill Yes	Adjustment No

Steps to Rebill a Chargeback Collection Adjustment Using the IPAC Transaction Query:

Notes

14. Select the Article link.

The Article Page is displayed.

15. **REQUIRED**— Enter the Reason for the Chargeback in the Reason Code field.

16. **REQUIRED**— Set the IPAC Status to Not Submitted.

Note: if the BD has multiple accounting lines that have been charged back, the steps above should be repeated for all accounting lines that have an article in the Hold Pending Chargeback IPAC status. Alternatively, section 4.6.3.4 describes how to update the BD articles from the IPAC Transaction Query.

Steps to Rebill a Chargeback Collection Adjustment Using the IPAC Transaction Query:		Notes
<i>IPAC Status</i>		
IPAC Status:	<input type="button" value="Not Submitted"/> <input type="button" value="Confirmed"/> <input type="button" value="Hold - Pending Chargeback"/> <input type="button" value="In Transit"/> <input type="button" value="Rejected"/> <input type="button" value="Not Submitted"/> <input type="button" value="Do Not Send"/> <input type="button" value="Write-Off"/>	
IPAC Schedule Date:	<input type="text"/>	
IPAC Submission Date:	<input type="text"/>	
IPAC Confirmation Date:	<input type="text"/>	
IPAC Confirmed Amount:	<input type="text"/> 0000008K	
IPAC Reference Number:	<input type="text"/> 1	
IPAC Reference Line Number:	<input type="text"/>	
Detail Line Number:	<input type="text"/>	
IPAC Document Identifier:	<input type="text"/> 2KS001QUDJW	
Reference Document IPAC Document Identifier:	<input type="text"/>	
Adjustment:	<input type="button" value="No"/>	
IPAC Rejection Date:	<input type="text"/>	
Omitted from File:	<input type="button" value="No"/>	

17. Select the **Save** button.

Steps to Rebill a Chargeback Collection Adjustment Using the IPAC Transaction Query

Notes

Pegasys > Transactions > Accounts Receivable > Amend > Billing Document > Header: RMI Rent IPAC BD Manual RMIAA000420-001 HELD > Accounting Lines: 1 > Articles > Article

Form RMIAA000420-001 was saved successfully.

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**

Article

Item: 1 2

[Expand All](#) | [Collapse All](#)

General

Article Number:	2	RENT Monthly Billing 0211
Date Of Delivery:		* Articles Or Services:
Qty/Unit Price Indicator:	Use Article Qty/Sum DBE Amount	
Quantity:	1.000000	Reason:
Unit Price Amount:	\$777.0000	
Unit:	EA	
Article Amount:	\$777.00	

IPAC Status

IPAC Status:	Not Submitted
IPAC Schedule Date:	03/01/2011
IPAC Submission Date:	
IPAC Confirmation Date:	
IPAC Confirmed Amount:	\$0.00
IPAC Reference Number:	0000008K
IPAC Reference Line Number:	1
Detail Line Number:	
IPAC Document Identifier:	2KS001QUDJW
Reference Document IPAC Document Identifier:	
Adjustment:	No
IPAC Rejection Date:	
Omitted from File:	No

18. 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 with the are informational only and do not need to be corrected.

19. Select the **Submit** button.

If no errors are encountered upon selecting the Submit button a message appears stating that the form has successfully processed.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Home > Inbox

Form RMIAA000420-001 was submitted for processing successfully.

Once processed, the transaction will be picked up by the GSIPACOUT offline processor at the next nightly cycle.

Review the Document again on the IPAC Query. Note the BD's IPAC Status is now Not Submitted.

4.11.1.2.1 Rebill Collection Adjustment Chargeback – Correcting Articles and Services

- RWA/HOTD, RPUD and Manual Business Lines (Use Article Qty/Unit Price)
 - Amend BD with reason code. Please refer to section 4.4.3.1 on steps to amend a BD.
 - Update Articles.
 - Update IPAC Status to Not Submitted (run Update IPAC Status job OR manually update).
- Global Supply, Automotive Purchases and AAS/ITS (Use IPAC DBE Detail).
 - Amend BD with Reason Code. Please refer to section 4.4.3.1 on steps to amend a BD.
 - Do not need to set BD to "Do Not Send".
 - Region 6 enters SR for new DBR import file and Update IPAC Status Job:
 - *Request Changes for LOA in SR: USDA provides DBR IDs and DBE IPAC Doc ID of Rebill Articles (or just the statement number).*
 - *Update the Status MANUALLY OR Request to run a new Update IPAC Batch Job. The Batch Job (ESC0500020754-HPCGSUPDIPAC – hpcgsupdipac.pl) uses a mscript to set the IPAC status from "HPC" to "Not Submitted" and sends an input file to BDA with new IPAC Reference Numbers from Rebill Article (with format STMT, Numbers).*

4.11.1.2.2 Rebill Collection Adjustment Chargeback – Correcting ALC or Vendor Code

- RWA/HOTD, RPUD and Manual Business Lines (Use Article Qty/Unit Price).
 - If a Recurring flat rate agreement:
 - *Novate agreement with correct ALC/vendor code. Please refer to section 4.3.8 on steps to novate an agreement.*
 - *Amend BD with Reason Code and update Article IPAC Status to Not Submitted. Please refer to section 4.4.3.1 on steps to amend a BD.*
 - *Run Customer Novation to update the ALC/vendor code on the BD.*
 - If a Recurring AG or non-recurring agreement:
 - *Correct AG/spending documents to reference correct agreement number.*
 - *PCPROJBILL generates credit BD, refunded by Auto Credit App/IPAC Outbound.*
 - *Amend chargeback BD with Reason Code and update Article IPAC Status to Not Submitted. Please refer to section 4.4.3.1 on steps to amend a BD.*
- Global Supply, Automotive Purchases and AAS/ITS (Use IPAC DBE Detail).
 - Amend BD with Reason Code. Please refer to section 4.4.3.1 on steps to amend a BD.
 - Accept Chargeback:
 - *Normal debit bill – set IPAC Status to Do Not Send.*
 - *Credit bill – zero down lines/DBRs.*
 - Create a new DBR manually. Please refer to section 4.2.3 on steps to create a DBR.
 - *A new DBR will be created manually.*
 - *IPAC status is set to Do Not Send by Batch Job (ESC0500020761) that uses a Layout FRBDBIMPRT, Process Code FRBDBIMPRT, Job FRBARDBIMPRT.*
 - *BDA and Region 6 emails the output files instead of moving them to a directory and uses a Related Statement Number to refer back to the original Statement on a “matrix” that CGI will provide.*
 - Will summarize to new Statement OR create new Statement.

4.11.1.2.3 Rebill Collection Adjustment Chargeback – Correcting SpeedPay FSN

- Global Supply and Automotive Purchases (Use IPAC DBE Detail).
 - Correct DBR through the BD. Please refer to section 4.43.5 on steps to correct a DBR through BD.
 - If the LOA must also be changed, use the Shared Field Articles/Services Steps.
 - Must also re-evaluate if the vendor should be a military vendor and should have additional updates per crosswalk rules.

4.11.1.3 Accept Chargeback

The following steps describe how to accept a chargeback. Chargeback in this section refers to an IPAC Billing Document (BD) that has been charged back/reopened and is in an IPAC Status of Hold Pending Chargeback. If the chargeback is accepted, no further action is taken via the IPAC system, meaning the bill will not be sent back thru IPAC. The IPAC Status used to accept a chargeback is “Do Not Send”. The chargeback acceptance process and the IPAC status of “Do Not Send” reduces the outstanding chargeback’s unbilled receivable (revenue/income) amount; it does not perform a write-off action or update write off GL’s. Please refer to section 4.10.1.4 for IPAC Write-Offs. In order to update the BD article’s IPAC Status to “Do Not Send”, the document must be amended. The IPAC Status cannot be changed to Do Not Send from the IPAC Transaction Query because the income is being reduced and must be reduced thru an amendment/correction to the actual BD transaction. The only change of IPAC Status that can be made from the IPAC Query is from Rejected to Not Submitted or Hold Pending Chargeback to Not Submitted.

Note: The BD can also be amended via Form/Document Selection, Transactions=>Accounts Receivable=>Amend, or via the Outstanding Bills Query (Queries=>Accounts Receivable=>Outstanding Bills.

Please note these steps are the system process only. Communication with the customer and internal standard operating processes should be consulted before performing action on the charged back transaction.

IMPORTANT NOTE: Users should not change the amounts on the IPAC transaction or IPAC Rebill transaction, including when accepting a chargeback. If an amount is due to the customer, a credit will be sent by the feeder system following the credit’s processing.

Note: Once a charged back Billing Document’s IPAC Status is set to Do Not Send, the Billing Document can no longer be corrected or amended. If it is later determined that GSA should perform a rebill for a previously accepted chargeback, a new Billing Document should be created.

Steps to Accept a Chargeback Using the IPAC Transaction Query:

Notes

1. Navigate to Queries=>General System=>IPAC Transaction Query.

The IPAC Transaction Query page is displayed.

IPAC Transaction Query

Search Criteria

Document

Document Category: IPAC Status:

Document

Type: Number: Item: Accounting:

IPAC Reference

IPAC Reference Number: Related Docs:
 IPAC Document Identifier: Related Docs:
 IPAC Reference Line Number: Customer TSYM:
 Relative Line Number: Customer ALC:
 Reference Doc IPAC Document Identifier: Customer BETC:
 Invoice Number: ALC:
 DBE Detail Flag: Disbursing Office:
 Cancelled/Deleted: Agency DUNS:
 IPAC Adjustment: Agency DUNS+4:
 IPAC Adjustment Original IPAC Reference Number:
 Zero Dollar Status Indicator:
 Zero Dollar Reference Number:

IPAC Submission Date

From: To:

Post SGL Status Indicator:

IPAC Confirmed

From Date: To Date:
 Amount: Value:

IPAC Rejection Date

Steps to Accept a Chargeback Using the IPAC Transaction Query:

Notes

- Enter the desired and appropriate **Search Criteria**. To retrieve the reopened IPAC Bills awaiting resolution, enter the **Document Type**, **Statement Number**, **Business Line**, IPAC Status of **Hold Pending Chargeback** and any date range criteria such as **IPAC Confirmation Date** or **Chargeback Age Category**.

Additional Criteria

Title:	<input type="text"/>
Customer Funding Source:	<input type="text"/>
Funding Document:	<input type="text"/>
Requisition Number:	<input type="text"/>
JAS Number:	<input type="text"/>
Fiscal Station Number:	<input type="text"/>
Job Number:	<input type="text"/>
Accounting Classification Reference Number:	<input type="text"/>

Statement Number

Statement Number:	<input type="text" value="G0059449"/>	Related Docs:	<input checked="" type="checkbox"/>
Related Statement Number:	<input type="text"/>	Related Docs:	<input type="checkbox"/>
Referenced Statement Number:	<input type="text"/>	Related Docs:	<input type="checkbox"/>

Chargeback Information

Rebill:	<input type="text"/>	<input type="checkbox"/> Chargeback Age <table border="1" style="border-collapse: collapse; margin-left: 10px;"> <tr> <td>0-30 Days:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>31-60 Days:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>61-90 Days:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>91-120 Days:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>121+ Days:</td> <td><input type="checkbox"/></td> </tr> </table>	0-30 Days:	<input checked="" type="checkbox"/>	31-60 Days:	<input type="checkbox"/>	61-90 Days:	<input type="checkbox"/>	91-120 Days:	<input type="checkbox"/>	121+ Days:	<input type="checkbox"/>
0-30 Days:	<input checked="" type="checkbox"/>											
31-60 Days:	<input type="checkbox"/>											
61-90 Days:	<input type="checkbox"/>											
91-120 Days:	<input type="checkbox"/>											
121+ Days:	<input type="checkbox"/>											
Chargeback Original IPAC Reference Number:	<input type="text"/>											
Chargeback Original IPAC Reference Line Number:	<input type="text"/>											
Chargeback Original IPAC Document Identifier:	<input type="text"/>											

Reason:

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

- Select the detail from the Item Collection.

New IPAC Status:

Sgt... View as CSV

Summary

Document Categ	Document Type	Document Numbr	Accounting Line N	Itemized Line Nu	IPAC Status	IPAC Reference I	IPAC Reference L	Article Number	Article Amount
<input type="checkbox"/>	CR - Cash Receipt DR6	DR620110307000	1 0		Received	GAD59449	1 1		\$4,000.00
<input type="checkbox"/>	CR - Cash Receipt IR6	IR6201103070004	1 0		Confirmed	G0059449	1 1		\$3,720.00
<input type="checkbox"/>	CR - Cash Receipt IR6	IR6201103070004	2 0		Confirmed	G0059449	2 1		\$4,500.00
<input type="checkbox"/>	BD - Billing Docur FMI	FMIG0059449-001	1 0		Confirmed	G0059449	1 1		\$3,720.00
<input checked="" type="checkbox"/>	BD - Billing Docur FMI	FMIG0059449-001	2 0		Hold - Pending Ch	000000AA	1 2		\$4,000.00
<input type="checkbox"/>	BD - Billing Docur FMI	FMIG0059449-001	2 0		Confirmed	G0059449	2 1		\$500.00

Steps to Accept a Chargeback Using the IPAC Transaction Query:

Notes

- Select the **Amend Document** button to open the Billing Document (BD) in Amend mode.

Note: Consult the standard operating procedures for determination on when to accept or rebill a chargeback. Please refer to section 4.6.3.5 to add correspondence from the IPAC Transaction Query.

Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail

Save

IPAC Transaction Detail | IPAC History | SGL Information Record | IPAC Transaction DBE Detail | Correspondence

View Document | **Amend Document** | **Correct Document**

[Expand All](#) | [Collapse All](#)

General

Document Category:	BD - Billing Document	Billing Status:	Unbilled
Type: Number:	Item: Accounting:	Article Number:	2
FMI	FMIG0059449-001	Article Amount:	\$4,000.00
Statement Number:	G0059449	Currency Code:	USD
Related Statement Number:		Security Org:	GSA
Referenced Statement Number:		Fiscal Year:	2011
DBE Detail Flag:	Yes	Customer ALC:	36001200
Source Number:	FLT3610352011	Customer TSYM:	36X0151
Title:	Fleet IPAC DBE Detail Normal Multiple Lines	Customer BETC:	
Invoice Number:	G0059449	ALC:	47000016
Requisition Number:	012011	Disbursing Office:	GS127
JAS Number:		Agency DUNS:	
Fiscal Station Number:	0	Agency DUNS+4:	
Job Number:		Vendor Code:	361035 361035
Accounting Classification Reference Number:		Vendor Name:	VA HOSPITAL
Contracts:	FLEET	Trading Partner Agency:	36
Blanket Agreement:		DUNS:	039624291
Agreement Number:		DUNS+4:	
Customer Funding Source:	NOT PROV CUST	Designated Agent ALC:	36001200 36001200
Funding Document:	FLT3610352011	Designated Agent Name:	VA CENTRAL OFFICE
Internal Obligation	Reason:		
Type: Number:	Item: Accounting:		

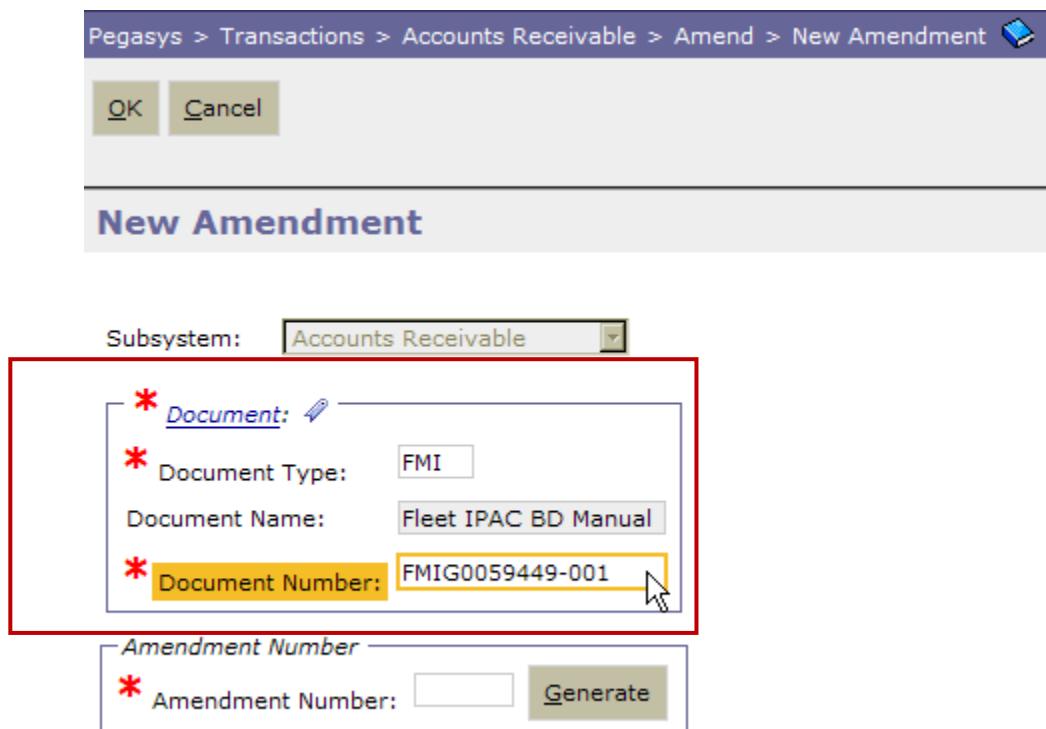
The New Amendment page will be displayed.

Note: The BD must be amended in order to add the Reason Code field and update the IPAC Status.

Steps to Accept a Chargeback Using the IPAC Transaction Query:

Notes

6. Enter the **Amendment Number** or select the **Generate** button.



Screenshot of the Pegasys transaction query interface showing the 'New Amendment' screen. The interface includes a navigation bar at the top and two main sections: 'Document Information' and 'Amendment Number'.

Document Information Section:

- Subsystem: Accounts Receivable
- * Document: (document icon)
- * Document Type: FMI
- Document Name: Fleet IPAC BD Manual
- * Document Number: FMIG0059449-001 (highlighted with a yellow box)

Amendment Number Section:

- Amendment Number
- * Amendment Number: (empty input field) Generate (button)

[Go to top of page](#)

Steps to Accept a Chargeback Using the IPAC Transaction Query:

Notes

7. Select the **OK** button.

The BD is opened in a new window in Amend mode.

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Amendment History Workflow Status Approval_History

[Expand All](#) | [Collapse All](#)

General

Document Type:	FMI Fleet IPAC BD Manual	Document Date:	<input type="text"/>
Status:	PROCESSED	Accounting Period:	<input type="text"/>
Document Number:	FMIG0059449-001	Reporting Accounting Period:	<input type="text"/>
Statement Number:	G0059449	Batch Number:	<input type="text"/>
Amendment Number:	002	Document Classification:	<input type="text"/>
Title:	Fleet IPAC DBE Detail Normal Multiple Lines	Security Org:	GSA
Billed By:	<input type="text"/>	Business Line:	FLEET
Post Code:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		
Bill Generated Flag:	<input checked="" type="checkbox"/>		
Bill Generated Date:	03/07/2011		

[Return to Top](#)

8. Enter the **Amendment Justification**.

Amendment Information

Date:

* Justification:

[Return to Top](#)

9. Select the Accounting Line Tab.

Steps to Accept a Chargeback Using the IPAC Transaction Query:

Notes

- Select the appropriate accounting line and select the Article link.

Header																
Accounting Lines																
Office Addresses Approval Routing Memos Summary																
Accounting Line Charge Lines Articles Detail Billing Record Search Modified Detail Billing Records																
Add	Copy	Copy_Foward	Remove	Reset	Replace	Display	10	Items	View as CSV	Sort...						
<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SD
<input checked="" type="checkbox"/>	1	Normal	\$3,720.00	01	11FLT-01-455F-FE32-F01Y0000-FE113-A12	2011		455F	01	F01Y0000		FE32			FE111	

- Select the Article with the IPAC Status of Hold Pending Chargeback, Rebill flag of Yes.

Note: If there are multiple accounting lines charged back in the same transaction, each accounting line's article will need to be updated with the Reason code and IPAC Status of "Do Not Send".

Header									
Accounting Lines									
Office Addresses Approval Routing Memos Summary									
Accounting Line Charge Lines Articles Detail Billing Record Search Modified Detail Billing Records									
Add	Copy	Remove	Replace	Display	10	Items	View as CSV	Sort...	
<input type="checkbox"/>	Article Number	Article Amount	IPAC Reference Number	IPAC Reference Line Number	IPAC Status	Rebill	Adjustment	D	
<input checked="" type="checkbox"/>	1	\$720.00	G0059449	1	Confirmed	No	Yes		
<input checked="" type="checkbox"/>	2	\$3,000.00	000000AB	1	H	Yes	No		

Steps to Accept a Chargeback Using the IPAC Transaction Query:
Notes

12. Select the Article link.

The Article page is displayed.

Article

Item: 1 2

[Expand All](#) | [Collapse All](#)

General

Article Number:	2	Articles Or Services:
Date Of Delivery:		
Qty/Unit Price Indicator:	Use DBE Detail	
Quantity:	0.000000	
Unit Price Amount:	\$0.0000	Reason:
Unit:		
Article Amount:	\$3,000.00	

IPAC Status

IPAC Status:	Hold - Pending Chargeback
IPAC Schedule Date:	03/07/2011
IPAC Submission Date:	
IPAC Confirmation Date:	
IPAC Confirmed Amount:	\$0.00
IPAC Reference Number:	000000AB
IPAC Reference Line Number:	1
Detail Line Number:	
IPAC Document Identifier:	2KS001U0FOW
Reference Document IPAC Document Identifier:	
Adjustment:	No
IPAC Rejection Date:	
Omitted from File:	No

13. **REQUIRED**—Enter the Reason for the Chargeback in the Reason Code field.

Accept ChargebackDRN G0059449

Reason:

14. **REQUIRED**—Set the IPAC Status to Do Not Send.

IPAC Status

IPAC Status:	Hold - Pending Chargeback
IPAC Schedule Date:	
IPAC Submission Date:	
IPAC Confirmation Date:	
IPAC Confirmed Amount:	
IPAC Reference Number:	

Hold - Pending Chargeback

- Confirmed
- Hold - Pending Chargeback
- In Transit
- Rejected
- Not Submitted
- Do Not Send**
- Write-Off

Steps to Accept a Chargeback Using the IPAC Transaction Query:

Notes

15. Select the **Save** button.

The screenshot shows a software interface with a toolbar at the top containing buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the toolbar is a menu bar with Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. Underneath is another row of links: Accounting Line, Charge Lines, Articles, Detail Billing Record Search, and Modified Detail Billing Records. A prominent message box at the top displays the text "Form FMIG0059449-001 was saved successfully." with an information icon. The main content area is titled "Article" and contains several input fields and dropdown menus for article details like Article Number, Date Of Delivery, and IPAC Status.

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

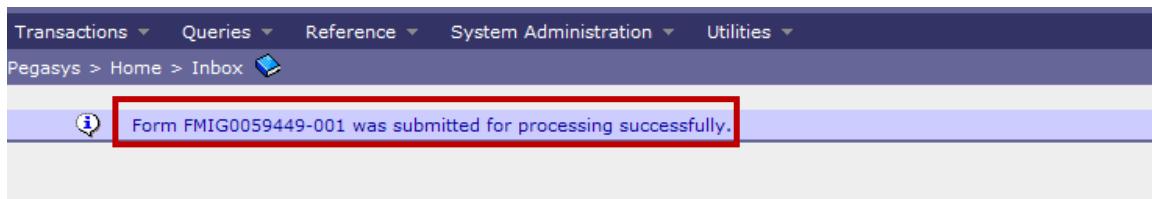
This screenshot shows the same software interface as the previous one, but the message box now says "Action was successful." with an information icon. The main content area is titled "Article" and contains the same set of input fields and dropdown menus. The "IPAC Status" section is visible on the right side of the form.

17. Select the **Submit** button.

Steps to Accept a Chargeback Using the IPAC Transaction Query:

Notes

If no errors are encountered upon choosing the Submit button a message appears stating that the form has successfully processed.



18. Review the Document again on the IPAC Query. Note the BD's **IPAC Status** is now Do Not Send.

Summary						
	Document Category	Document Type	Document Number	Accounting Line Number	Itemized Line Number	IPAC Status
<input checked="" type="checkbox"/>	BD - Billing Document FMI		FMIG0059449-001	1 0		Do Not Send

4.11.1.3.1 Accept Chargeback Associated with an Agreement – Recurring Flat Rate

The following section contains a high level overview of how to address scenarios where a chargeback is received as result of a change in agreement terms.

For Example:

- \$12k authorized amount billed monthly.
- Customer charges back in month 6 due to change in terms to \$9k agreement.
- In the above scenario, follow the process outlined below if customer does want refund for previous months' over-billing:
 - Manually create IPAC credit bill for over-billing amount including chargeback amount (refunded by ARCRDAPP/IPACOUT) $(\$1k * 6 \text{ months}) - ((\$9k / 12 \text{ months}) * 6 \text{ months}) = \1500 . Refer to section 4.13 for manual creation of a credit bill.
 - Rebill full chargeback amount = \$1k.
 - If the agreement originated in RETA, perform the associated modification in RETA. If the agreement originated in Pegasys, perform the associated modification in Pegasys. (will result in reduced billing amounts for remainder of agreement).
 - *New Pegasys agreement authorized amount = \$9k.*
 - *New Pegasys agreement monthly bill amount = \$500/month (\\$12k - \\$9k) / 6 remaining months.*

Refer to section 4.3 for information about creating or adjusting an agreement.

- Update agreement Bill Amount field with new monthly bill amount (accounting for the refund) = \$750/month $(\$9k - \$6k + \$1500) / 6 \text{ remaining months}$. Refer to section 4.3 for information about creating or adjusting an agreement.
- In the above scenario, follow the process outlined below, if customer does not want refund for previous months' over-billing:
 - Rebill full chargeback amount = \$1k. Refer to section 4.10 for information on how to rebill a chargeback.

- If the agreement originated in RETA, perform the associated modification in RETA. If the agreement originated in Pegasys, perform the associated modification in Pegasys. (will result in reduced billing amounts for remainder of agreement).
 - *New Pegasys agreement authorized amount = \$9k.*
 - *New Pegasys agreement monthly bill amount = \$500/month (\$12k - \$9k) / 6 remaining months.*

Refer to section 4.3 for information about creating or adjusting an agreement.

4.11.1.3.2 Accept Chargeback Associated with an Agreement – Non-Recurring or Recurring (bill based on Agreement Charges)

The following section contains a high level overview of how to address scenarios where a chargeback associated with an agreement is accepted—Non-Recurring or Recurring (bill based on Agreement Charges): If invalid spending/agreement charges have been recorded, either referencing the wrong agreement or for the incorrect amount.

1. Rebill full chargeback amount = \$1k. Refer to section 4.10.1.2 for information on how to rebill a chargeback
2. Update the applicable spending/agreement charges based on scenario.
 - a. Wrong agreement – Update spending/AGs to reference correct agreement.
 - b. Incorrect bill amount - Reduce spending/AG amount.
3. Run PCPROJBILL to generate IPAC credit bill.
4. Refund credit bill via ARCRDAPP/IPACOUT.
5. Rebill full chargeback amount.

4.11.1.4 IPAC Chargeback Write-Offs

The IPAC Transaction Query provides the ability to write off outstanding and non-collectible chargeback transactions. IPAC BDs reopened by a collection adjustment CR Debit Voucher are the only IPAC transactions that can be written off using the IPAC query. To write off a customer generated exception, a non-IPAC BD will need to be created with a process that is similar to the Transfer to Treasury process. The following steps include the details of how to enter a write off amount on a charged back IPAC BD as well as how to generate an IPAC Write off.

Please note the following steps are the system process only. Communication with the customer and internal standard operating processes should be consulted before performing action on the charged back transaction. Users should consult managers in order to determine when an outstanding chargeback should be written off.

A write off transaction involves creating a Cash Receipt (CR) to reduce the open receivable and post the transaction amount in the write off account (via the CR posting models). The CR document category includes a distinct line type (Write-Off) for the write off transaction.

Write Off transactions are not irreversible. Should the situation change and the chargeback is able to be collected, the write off transaction can be cancelled. Cancelling the write off will reverse the impact the write off had on the BD, meaning the BD will be reopened and can be rebilled if necessary.

To cancel a write off, please refer to section 4.14.1. To rebill a chargeback once it is reopened, please refer to section 4.10.1.2. To create a non-IPAC BD, please refer to section 4.4.1.5. To write-off a non-IPAC BD, please refer to section 4.14.1

Note for when to use Cancel vs. Amend: Consult the regional business process for when to cancel and when to amend to \$0.00. For example, if documents are cancelled the same day (i.e. a user calls and says that they mis-keyed something, but the entry will still be received), Region 6 will amend the transaction to \$0.00 rather than canceling, while Region 7 would cancel. To amend rather than cancel, see the Amend Non-IPAC Cash Receipt (CR) section 4.7.9.1.

Note: All Write-Off documents will be routed through workflows and will require the approval of a user with the appropriate role and security permissions.

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:	Notes
<ol style="list-style-type: none"> 1. Navigate to Queries=>General System=>IPAC Transaction Query. The IPAC Transaction Query page is displayed. 	

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

2. Enter the desired and appropriate **Search Criteria**.

To review outstanding charged back IPAC BDs awaiting resolution, enter the **Document Type, Business Line, Statement Number** and/or **Document Number**, the IPAC Status of **Hold Pending Chargeback** and any date criteria such as IPAC Submission dates and/or Chargeback Age Categories.

Chargeback Information

Rebill:

Chargeback Original IPAC Reference Number:

Chargeback Original IPAC Reference Line Number:

Chargeback Original IPAC Document Identifier:

Reason:

DV Document Title:

DV Articles Or Services:

DV Accomplished Date
From: **To:**

DV Accounting Date
From: **To:**

Total WriteOff Amount
Amount: Value:

Processed WriteOff Amount
Amount: Value:

Outstanding WriteOff Amount
Amount: Value:

Chargeback Age

0-30 Days:
31-60 Days:
61-90 Days:
91-120 Days:
121+ Days:

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

Additional Criteria

Title:	
Customer Funding Source:	
Funding Document:	
Requisition Number:	
JAS Number:	
Fiscal Station Number:	
Job Number:	
Accounting Classification Reference Number:	

Statement Number

<input style="width: 150px; border: 1px solid #ccc; border-radius: 5px; background-color: #ffffcc; color: black; font-weight: bold;" type="text" value="Statement Number: AA000503"/>	<input checked="" style="border: 1px solid #ccc; width: 15px; height: 15px; border-radius: 50%;" type="checkbox"/> Related Docs:
<input style="width: 150px; border: 1px solid #ccc; border-radius: 5px; background-color: #ffffcc; color: black; font-weight: bold;" type="text" value="Related Statement Number:"/>	<input style="border: 1px solid #ccc; width: 15px; height: 15px; border-radius: 50%;" type="checkbox"/> Related Docs:
<input style="width: 150px; border: 1px solid #ccc; border-radius: 5px; background-color: #ffffcc; color: black; font-weight: bold;" type="text" value="Referenced Statement Number:"/>	<input style="border: 1px solid #ccc; width: 15px; height: 15px; border-radius: 50%;" type="checkbox"/> Related Docs:

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

4. Select a detail from the Item Collection.

New IPAC Status:

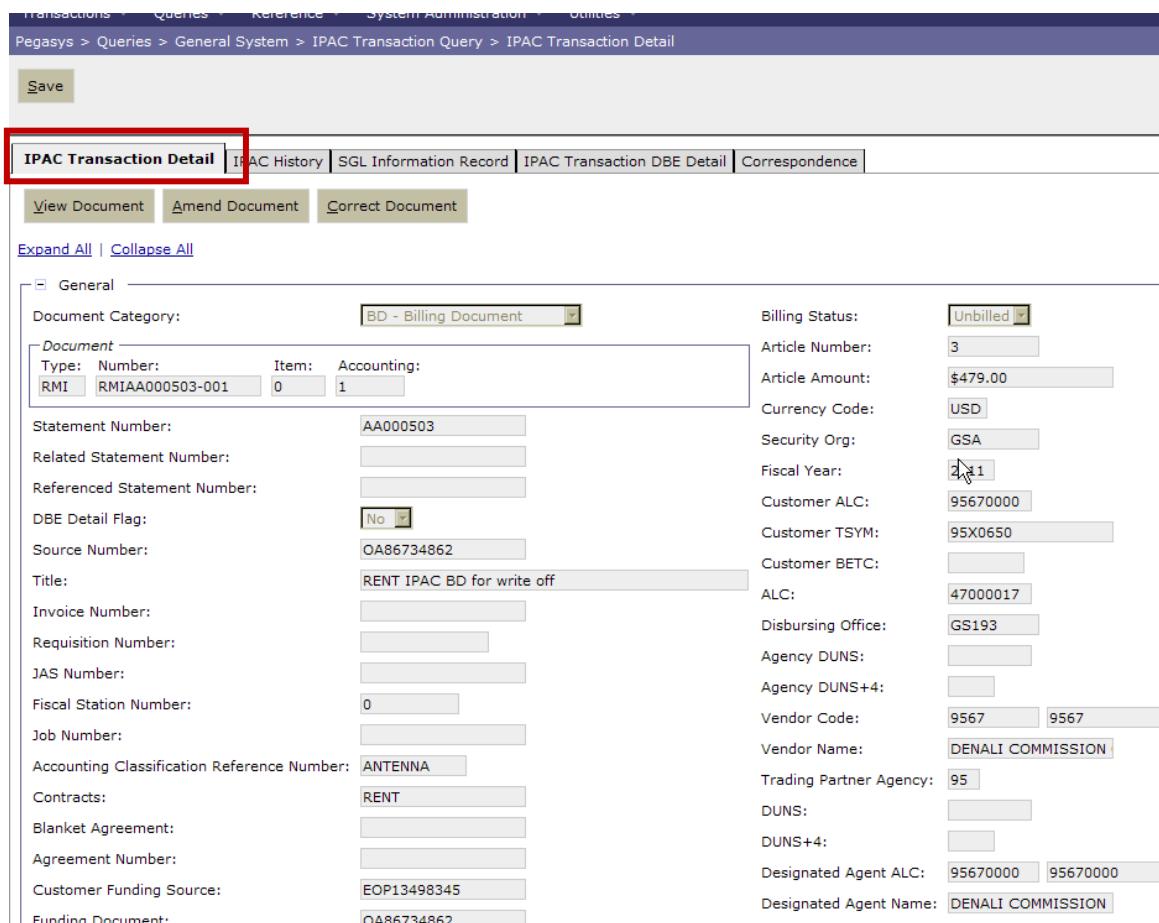
Summary

Document Categ	Document Type	Document Number	Accounting Line N	Itemized Line Nu	IPAC Status	IPAC Reference I
<input type="checkbox"/>	CR - Cash Recip DR7	DR720110308000	1 0		Received	AAADJ503
<input type="checkbox"/>	CR - Cash Recip IR7	IR7201103080005	1 0		Confirmed	AA000503
<input checked="" type="checkbox"/>	BD - Billing Docur RMI	RMIAA000503-00:	1 0		Hold - Pending Ch	000000AK
<input type="checkbox"/>	BD - Billing Docur RMI	RMIAA000503-00:	1 0		Confirmed	AA000503

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

5. Select the Details button to view the details of the IPAC Transaction record.



The screenshot shows the Pegasys interface for viewing an IPAC Transaction Detail. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below it, the path is 'Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail'. A 'Save' button is visible. The main area has tabs for 'IPAC Transaction Detail' (selected), 'IPAC History', 'SGL Information Record', 'IPAC Transaction DBE Detail', and 'Correspondence'. Below the tabs are buttons for 'View Document', 'Amend Document', and 'Correct Document'. A link to 'Expand All | Collapse All' is present. The form itself is titled 'General' and contains numerous input fields for document details, such as Type (RMI), Number (RMIAA000503-001), Item (0), Accounting (1), Statement Number (AA000503), and Billing Status (Unbilled). Other fields include Article Number (3), Article Amount (\$479.00), Currency Code (USD), Security Org (GSA), Fiscal Year (2011), Customer ALC (95670000), Customer TSYM (95X0650), Customer BETC (95X0650), ALC (47000017), Disbursing Office (GS193), Agency DUNS (9567), Agency DUNS+4 (9567), Vendor Code (9567), Vendor Name (DENALI COMMISSION), Trading Partner Agency (95), DUNS (9567), DUNS+4 (9567), Designated Agent ALC (95670000), and Designated Agent Name (DENALI COMMISSION).

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

Note: The IPAC Reference Group Box contains the chargeback information.

IPAC Reference	
IPAC Reference Number:	000000AK
IPAC Reference Line Number:	1
IPAC Document Identifier:	2KS001D3ZOV
Reference Doc IPAC Document Identifier:	
Chargeback Information	
Rebill:	<input checked="" type="checkbox"/>
Chargeback Original IPAC Reference Number:	AA000503
Chargeback Original IPAC Reference Line Number:	1
Chargeback Original IPAC Document Identifier:	2KY001K4LOWU
Chargeback Age:	0
Total Write-Off Amount:	\$0.00
Processed Write-Off Amount:	\$0.00
Outstanding Write-Off Amount:	\$0.00
Debit Voucher Accounting Date:	03/08/2011
Debit Voucher Acomplished Date:	03/08/2011
Debit Voucher Document Title:	RENT IPAC BD for write off
	RENT MONTHLY BILLING 479.00
Debit Voucher Articles Or Services:	

6. **REQUIRED**— If the chargeback has **DBE Detail** flag set to No/False enter the amount to be written off in the “**Total Write-Off Amount**” field.

*Note: The entire outstanding BD amount or only part of the outstanding BD amount can be written off. The write off amount **cannot be** greater than the outstanding amount.*

Chargeback Information	
Rebill:	<input checked="" type="checkbox"/>
Chargeback Original IPAC Reference Number:	AA000503
Chargeback Original IPAC Reference Line Number:	1
Chargeback Original IPAC Document Identifier:	2KY001K4LOWU
Chargeback Age:	0
Total Write-Off Amount:	\$150.00
Processed Write-Off Amount:	\$0.00
Outstanding Write-Off Amount:	\$0.00
Debit Voucher Accounting Date:	03/08/2011
Debit Voucher Acomplished Date:	03/08/2011
Debit Voucher Document Title:	RENT IPAC BD for write off
	RENT MONTHLY BILLING 479.00
Debit Voucher Articles Or Services:	

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

7. Select the Save button to save the write off amount to the record.

The screenshot shows the 'IPAC Transaction Detail' tab selected in a navigation bar. Below the tabs are three buttons: 'View Document', 'Amend Document', and 'Correct Document'. A 'Save' button is located at the top left of the main content area. At the bottom, there are links for 'Expand All' and 'Collapse All'.

If no errors are encountered upon choosing the Save button a message appears stating that the record has successfully processed.

8. **REQUIRED**— If the chargeback has **DBE Detail** flag set to Yes/True, select the **IPAC Transaction DBE Detail** Tab.

Note: if a transaction has the DBE Detail flag set to True, the write off information begins on the IPAC Transaction DBE Detail tab.

The screenshot shows the 'IPAC Transaction DBE Detail' tab selected in the navigation bar. Below the tabs are three buttons: 'View Document', 'Amend Document', and 'Correct Document'. A 'Save' button is located at the top left. The main content area displays a 'General' section with fields for Document Category (BD - Billing Document), Billing Status (Unbilled), Article Number (2), and Article Amount (\$4,000.00). There is also a 'Document' section with fields for Type (FMI), Number (FMIG0059449-001), Item (0), and Accounting (2).

Note: The screen above is only applicable to “Use DBE Detail” transactions.

9. **REQUIRED for Fleet BDs only**— If the chargeback has **DBE Detail** flag set to Yes/True, select the IPAC DBE Detail record.

The screenshot shows a table with a single row. The columns are: Document Categ, Document Type, Document Numbr, Accounting Line N, Itemized Line Nu, Article Number, DBE IPAC Doc ID, IPAC Reference, and IPAC. The data in the row is: BD - Billing Docur FMI, FMIG0059449-001, 2 0, 2, MOM02MH00019D 000000AA.

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

10. **REQUIRED**— If the chargeback has **DBE Detail** flag set to Yes/True, enter the write off amount on a the applicable (or all) IPAC DBE Detail records.

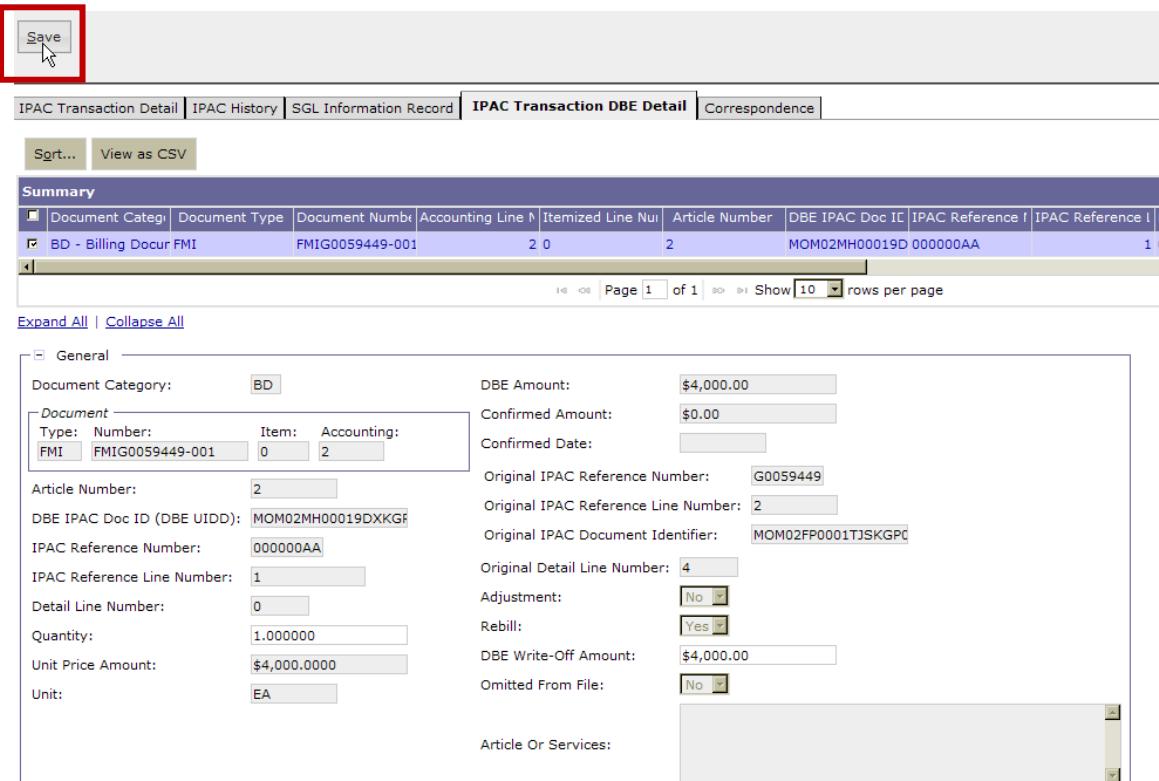
Note: Each record will have to be individually selected and the write-off amount entered.

The screenshot shows a software interface for managing IPAC Transaction DBE Detail records. At the top, there's a navigation bar with tabs: IPAC Transaction Detail, IPAC History, SGL Information Record, IPAC Transaction DBE Detail (which is highlighted with a red box), and Correspondence. Below the navigation is a toolbar with Sort... and View as CSV buttons. The main area is titled 'Summary' and contains a table with one row of data. The data row includes columns for Document Category (BD), Document Type (FMI), Document Number (FMIG0059449-001), Accounting Line Number (2 0), Itemized Line Number (2), Article Number (MOM02MH00019D 00000AA), and DBE IPAC Doc ID (MOM02MH00019DXKGF). Below the table is a search bar with fields for Page, Show, and rows per page. Underneath the search bar are 'Expand All' and 'Collapse All' links. The main content area is titled 'General' and contains various input fields for document details like Type, Number, Item, Accounting, Article Number, DBE IPAC Doc ID, IPAC Reference Number, and Unit Price Amount. It also includes fields for DBE Amount, Confirmed Amount, Confirmed Date, Original IPAC Reference Number, Original IPAC Reference Line Number, Original IPAC Document Identifier, Original Detail Line Number, Adjustment, Rebill, and Omitted From File. The 'DBE Write-Off Amount' field is highlighted with a yellow border and a red arrow pointing to it. The 'Omitted From File' dropdown is also highlighted with a yellow border and a red arrow pointing to it. A large text area labeled 'Article Or Services:' is at the bottom.

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

11. Save the record.



The screenshot shows the IPAC Transaction DBE Detail screen. At the top, there are tabs: IPAC Transaction Detail, IPAC History, SGL Information Record, IPAC Transaction DBE Detail (which is selected), and Correspondence. Below the tabs are buttons for Sort..., View as CSV, and a red box highlighting the Save button. The main area is titled 'Summary' and contains a table with columns: Document Category, Document Type, Document Number, Accounting Line N, Itemized Line Num, Article Number, DBE IPAC Doc ID, IPAC Reference I, IPAC Reference L, and D. A row is selected with values: BD - Billing Docur FMI, FMIG0059449-001, 2 0, 2, MOM02MH00019D 000000AA, 1 0. Below the table are buttons for Page, Show, and rows per page. Underneath is a link to Expand All or Collapse All. The 'General' tab is expanded, showing various input fields: Document Category (BD), DBE Amount (\$4,000.00), Confirmed Amount (\$0.00), Confirmed Date (empty), Original IPAC Reference Number (G0059449), Original IPAC Reference Line Number (2), Original IPAC Document Identifier (MOM02FP0001TJSKGPC), Original Detail Line Number (4), Adjustment (No), Rebill (Yes), DBE Write-Off Amount (\$4,000.00), Omitted From File (No), and Article Or Services (empty). The 'General' tab has a plus sign icon to its left.

If no errors are encountered upon selecting the Save button a message appears stating that the record has successfully processed.

Note: The entry of a write off amount does not create the Write-Off document. The following steps should be followed when ready to create an IPAC CR Write-Off document.

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

12. To create an IPAC CR Write-Off from the BD record, select the “Enter Write-Off Info” button when ready to create the Write-Off CR.

Chargeback Information

Rebill:	<input checked="" type="checkbox"/>	Enter Write-Off
Chargeback Original IPAC Reference Number:	AA000503	
Chargeback Original IPAC Reference Line Number:	1	
Chargeback Original IPAC Document Identifier:	2KY001K4LOWU	
Chargeback Age:	0	
Total Write-Off Amount:	\$100.00	
Processed Write-Off Amount:	\$0.00	
Outstanding Write-Off Amount:	\$100.00	
Debit Voucher Accounting Date:	03/08/2011	
Debit Voucher Acomplished Date:	03/08/2011	
Debit Voucher Document Title:	RENT IPAC BD for write off	
Debit Voucher Articles Or Services:	RENT MONTHLY BILLING 479.00	

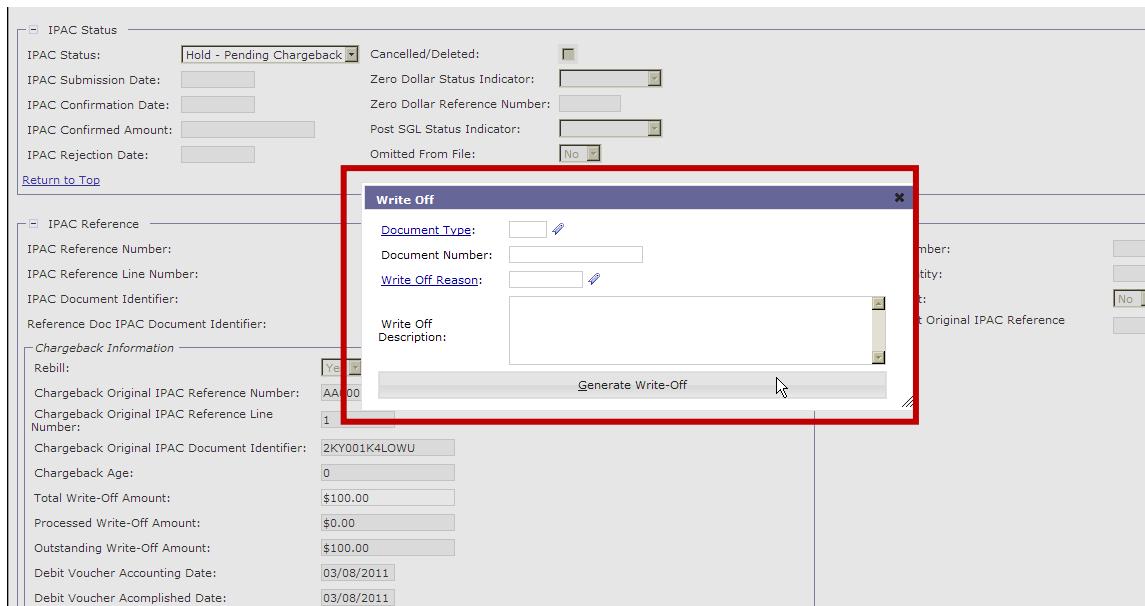
Note: If the BD Article record has been saved, the user can select Generate Write-Off from the main query page.

Details	View Document	Correct IP	Amend Document	Generate Write-Off	Update IPAC Status	New IPAC Status: <input type="button" value="▼"/>
<input type="button" value="Sort..."/> <input type="button" value="View as CSV"/>						
Summary						
<input type="checkbox"/>	Document Category	Document Type	Document Number	Accounting Line N	Itemized Line Num	IPAC Status
<input type="checkbox"/>	CR - Cash Receipt DR7		DR720110308000	1 0		Received AAADJ503
<input type="checkbox"/>	CR - Cash Receipt IR7		IR7201103080005	1 0		Confirmed AA000503
<input checked="" type="checkbox"/>	BD - Billing Document RMI		RMIAA000503-00	1 0		Hold - Pending Change 000000AK
<input type="checkbox"/>						

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

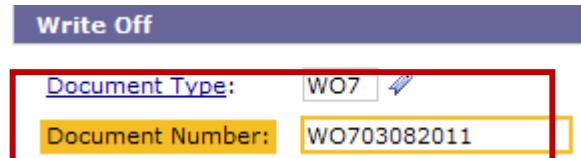
A pop-up window will be displayed.



The screenshot shows the IPAC Transaction Query interface. A 'Write Off' dialog box is open in the center. The dialog has fields for 'Document Type' (set to WO7), 'Document Number' (set to WO703082011), and 'Write Off Reason'. Below the dialog is a 'Generate Write-Off' button. The background shows various input fields for IPAC Status, Reference, Chargeback Information, and other transaction details.

13. **REQUIRED**—Enter the **Write-Off Document Type (WO6 or WO7)**. Document Type **WO6** is for Region 6 and Document Type **WO7** is for Region 7.
14. **REQUIRED**—Enter a **Document Number**.

Note: The Generate button is not to generate a document number. Please refer to the configuration guide for document number formats.



The screenshot shows the 'Write Off' dialog box. The 'Document Type' field is set to 'WO7' and the 'Document Number' field is set to 'WO703082011'. Both fields are highlighted with a red border.

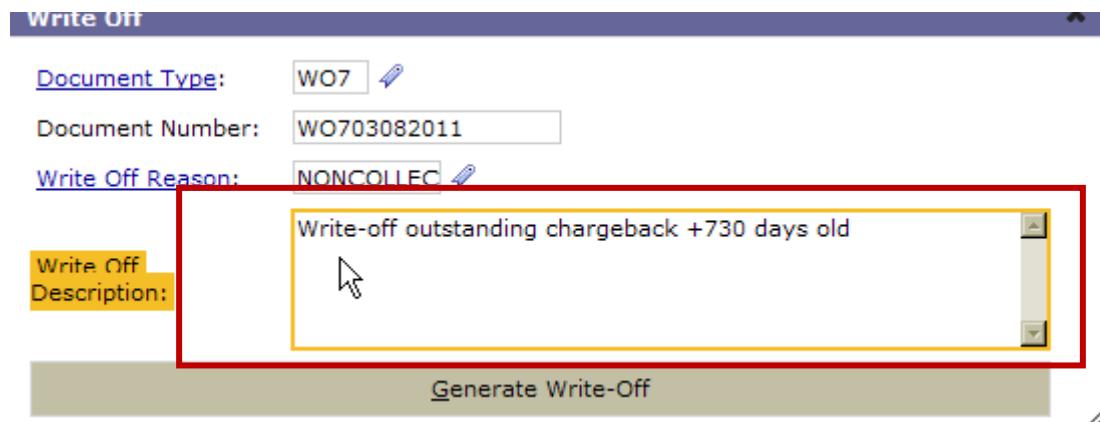
15. **REQUIRED**—Enter the Write-Off Reason.

Note: Users can search for a valid value for Write-Off Reason by clicking on the hyperlink and using the query that is presented.

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

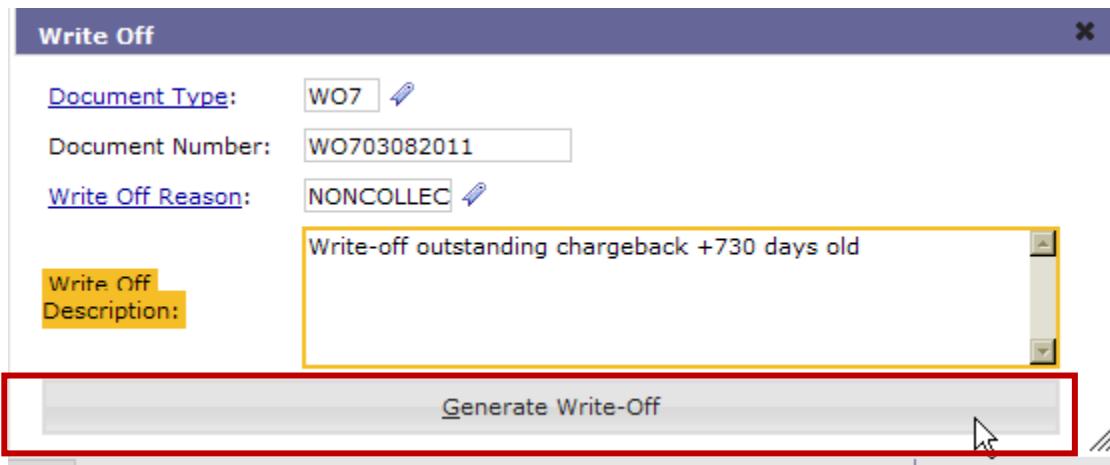
Notes

16. **REQUIRED**—Enter the Write-Off Description.



The screenshot shows the "Write Off" dialog box. It contains fields for Document Type (WO7), Document Number (WO703082011), Write Off Reason (NONCOLLEC), and a large text area for Write Off Description. The text area contains the text "Write-off outstanding chargeback +730 days old". A red box highlights this text area. Below the dialog is a button labeled "Generate Write-Off".

17. Select the **Generate** button to create the CR Write-Off.



The screenshot shows the "Write Off" dialog box with the same fields as the previous screenshot. The "Generate Write-Off" button at the bottom is highlighted with a red box. A cursor arrow points towards this button.

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

The CR form will be opened in a new window.

Note: The CR will have most fields populated from the referenced BD.

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

Amendment History | Workflow Status | Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type:	WO7 R7 Write Off CR	Receipt Date:	<input type="text"/>
Deposit Number:	<input type="text"/>	Accounting Period:	<input type="text"/>
Status:	NEW	Reporting Accounting Period:	<input type="text"/>
Document Number:	WO7201103080007	Batch Number:	<input type="text"/>
Debit Voucher #:	<input type="text"/>	Document Classification:	<input type="text"/>
Title:	RENT IPAC BD for write off	Security Org:	GSA
Received By:	<input type="text"/>	Accomplished Date:	<input type="text"/>
Post Code:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Overseas Cashier Code:	<input type="text"/>		
Disbursing Office:	GS193		

18. Select the accounting line.

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

Accounting Line | Charge Lines | Articles

Add | Copy | Copy Forward | Remove | Reset | Replace | Display 10 Items | View as CSV | Sort...

<input checked="" type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src	Bldg #	
<input checked="" type="checkbox"/>	1	Normal	\$379.00		11RNT-01-192X-P0125100-2011			192X 01	P0125100		PG00			PGA33			4305	DC0006ZZ			

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

The CR accounting line will be displayed.

[Header](#) | [Accounting Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#) | [Correspondence](#)

[Accounting Line](#) | [Charge Lines](#) | [Articles](#)

[Expand All](#) | [Collapse All](#)

General

Line Number:	1	* Receivable Type:	RTNA		<input type="button" value="Default"/>
Line Type:	Write Off	Record Type:	PR		
Transaction Type:	01	Offset Type:			
Write Off Reason:	NONCOLLEC	TROR Classification:	Administrative		
Confirmation Date:		TROR Collection Type:	Agency		
Calculate Charge Amount:	Manual Entry	SF-224 Reclassification:			
Period of Performance		Source Number:	OA86734862		
Start Date:	03/01/2011	End Date:	03/31/2011	* Business Line:	RENT
		Related Statement Number:			

[Return to Top](#)

Note: The Transaction Type, Posting Order, and IPAC information will default.

19. Select the **Save** button.

Form WO7201103080007 was saved successfully.

[Verify](#) | [Save](#) | [Submit](#) | [Schedule](#) | [Refresh](#) | [Fund Currency](#) | [Add Shortcut](#) | [Attachments](#) | [Route](#)

[Header](#) | [Accounting Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#) | [Correspondence](#)

[Accounting Line](#) | [Charge Lines](#) | [Articles](#)

Article

[Expand All](#) | [Collapse All](#)

General

Article Number:	3	RENT MONTHLY BILLING 479.00
Date Of Delivery:		Articles Services:
Quantity:	1.000000	
Unit Price Amount:	\$479.0000	DBE Detail
Unit:	EA	Use DBE Detail: <input checked="" type="checkbox"/>
Article Amount:	\$479.00	

IPAC Status

IPAC Status:

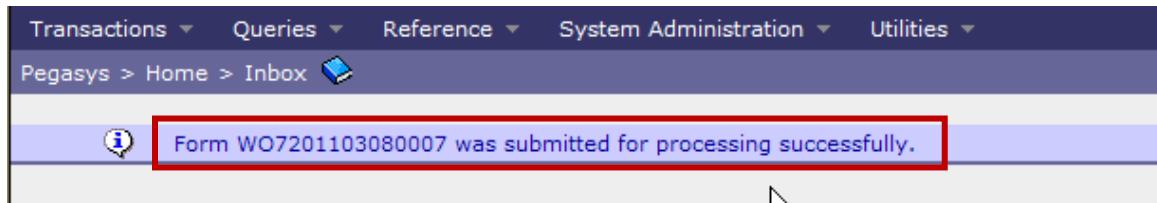
20. Select the **Verify** button.

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 with the are informational only and do not need to be corrected.

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

21. Select the **Submit** button.



22. Navigate to the IPAC Query.

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

23. Search for the BD that was written off.

Note: The user can search by the document number as well as the Write-Off IPAC Status and/or Write-Off amounts.

<p>Statement Number</p> <p>Statement Number: AA000503</p> <p>Related Docs: <input type="checkbox"/></p> <p>Related Statement Number: <input type="text"/></p> <p>Related Docs: <input type="checkbox"/></p> <p>Referenced Statement Number: <input type="text"/></p> <p>Related Docs: <input type="checkbox"/></p>	<p>Curren Inter Type</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Articles Or Services:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
<p>+ Vendor</p> <p>Chargeback Information</p> <p>Rebill: <input type="button" value="▼"/></p> <p>Chargeback Original IPAC Reference Number: <input type="text"/></p> <p>Chargeback Original IPAC Reference Line Number: <input type="text"/></p> <p>Chargeback Original IPAC Document Identifier: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>DV Document Title: <input type="text"/></p> <p>DV Articles Or Services: <input type="text"/></p> <p>DV Accomplished Date</p> <p>From: <input type="text"/> To: <input type="text"/></p> <p>DV Accounting Date</p> <p>From: <input type="text"/> To: <input type="text"/></p> <p>Total WriteOff Amount</p> <p>Amount: < <input type="button" value="Value: 200.000000"/> ></p> <p>Processed WriteOff Amount</p> <p>Amount: < <input ><="" p="" type="button" value="Value: "/> <p>Outstanding WriteOff Amount</p> <p>Amount: < <input ><="" p="" type="button" value="Value: "/> </p></p>	

Steps to Write Off Outstanding Collection Adjustments Using the IPAC Transaction Query:

Notes

The write-off amounts are visible in the details or the item collection.

Summary							Total Write-Off C	Processed Write-	Outstanding Write-	Z
eback Age	Chargeback Orig	Chargeback Orig	Chargeback Orig	DV Accounting D	DV Accomplished					
5 AA000503	1	2KY001K4LOWU	03/08/2011	03/08/2011			\$479.00	\$0.00	\$479.00	
0 AA000551	2	2KY001FOESWU	03/13/2011	03/13/2011			\$250.00	\$0.00	\$250.00	
5 TSAK1045	1	2KY00153JOWU	03/08/2011	03/08/2011			\$222.53	\$222.53	\$0.00	

24. If the entire article amount was written off, the BD will have an **IPAC Status** of Write-Off.

Summary										
<input type="checkbox"/>	Document Categ	Document Type	Document Numbr	Accounting Line N	Itemized Line Nu	IPAC Status	IPAC Reference I	IPAC Reference I	Article	
<input type="checkbox"/>	BD - Billing Docur RMI	RMIAAA000551-00		1 0		Hold - Pending Ch	000000BG		1 2	
<input type="checkbox"/>	BD - Billing Docur RMI	RMIAAA000551-00		1 0		Confirmed	AA000551		2 1	
<input type="checkbox"/>	BD - Billing Docur RMI	RMIAAA000551-00		2 0		Hold - Pending Ch	000000BG		2 2	
<input type="checkbox"/>	BD - Billing Docur RMI	RMIAAA000551-00		2 0		Confirmed	AA000551		4 1	
<input checked="" type="checkbox"/>	BD - Billing Docur RMI	RMIAAA000551-00		3 0		Write-Off	000000BG		3 2	
<input type="checkbox"/>	BD - Billing Docur RMI	RMIAAA000551-00		3 0		Confirmed	AA000551		6 1	

25. If the part of the article amount was written off, the BD will have the same IPAC Status as before the Write-Off (meaning IPAC Status of Hold Pending Chargeback).

To search for partially written-off IPAC BDs, use the Hold Pending Chargeback status rather than the Write-Off status.

Summary										
<input type="checkbox"/>	Document Categ	Document Type	Document Number	Accounting Line N	Itemized Line Nu	IPAC Status	Total Write-Off C	Processed Write-	Outstanding Write-	Z
<input type="checkbox"/>	BD - Billing Docur FMI	FMIG005957-001		1 0		Hold - Pending Chargeback	\$999.00	\$0.00	\$999.00	
<input type="checkbox"/>	BD - Billing Docur FMI	FMIG005952-001		2 0		Hold - Pending Chargeback	\$812.00	\$0.00	\$812.00	
<input type="checkbox"/>	BD - Billing Docur FMI	FMIFM100012-001		1 0		Hold - Pending Chargeback	\$597.36	\$0.00	\$597.36	
<input type="checkbox"/>	BD - Billing Docur RMI	RMI-BAARTS26-04		2 0		Hold - Pending Chargeback	\$420.00	\$420.00	\$0.00	
<input checked="" type="checkbox"/>	BD - Billing Docur RMI	RMIAAA000551-001		1 0		Hold - Pending Chargeback	\$250.00	\$0.00	\$250.00	
<input type="checkbox"/>	BD - Billing Docur RMI	RMI_AK_WRITEOFF		1 0		Hold - Pending Chargeback	\$250.00	\$250.00	\$0.00	
<input type="checkbox"/>	BD - Billing Docur RMI	RMI-BAARTS26-02		4 0		Hold - Pending Chargeback	\$242.00	\$242.00	\$0.00	

26. To search for the CR Write-Off, the user can search the IPAC Transaction Query by selecting the IPAC Status of Write-Off.

Summary										
<input type="checkbox"/>	Document Categ	Document Type	Document Number	Accounting Line N	Itemized Line Nu	IPAC Status	IPAC Reference I	IPAC Reference I	Article Number	Article Amount
<input checked="" type="checkbox"/>	CR - Cash Receipt WO7	WO7_AK_10_45		1 0		Write-Off	000000AJ		1 2	\$222.53

To rebill or accept the chargeback, please refer to the sub-sections following in section *4.10.1 Collection Adjustments*.

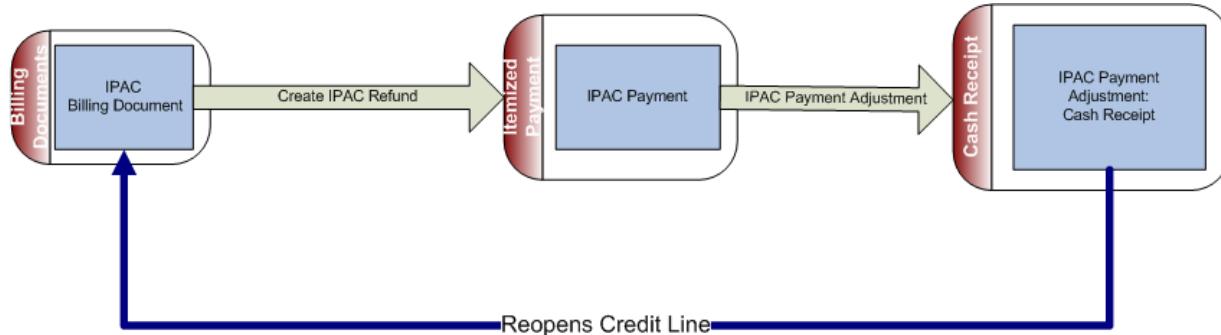
4.11.2 Payment Adjustments

Payment Adjustments occur in Treasury when a customer does not want the Payment they have received from GSA. “Credit Chargebacks” occur when a customer is issued a credit via IPAC, but they refuse the payment. The customer adjusts the IPAC payment transaction via IPAC, and GSA receives a Cash Receipt (CR) document referencing the IPAC Payment that was originally sent to the customer.

Payment Adjustments are identified in Pegasys as Cash Receipts (CRs) that reference IPAC refunds (Payment Authorizations (IPs)) created from IPAC Billing Document (BD) Credit Lines. Payment Adjustments for Credits have an “indirect” reference to a BD Credit Line.

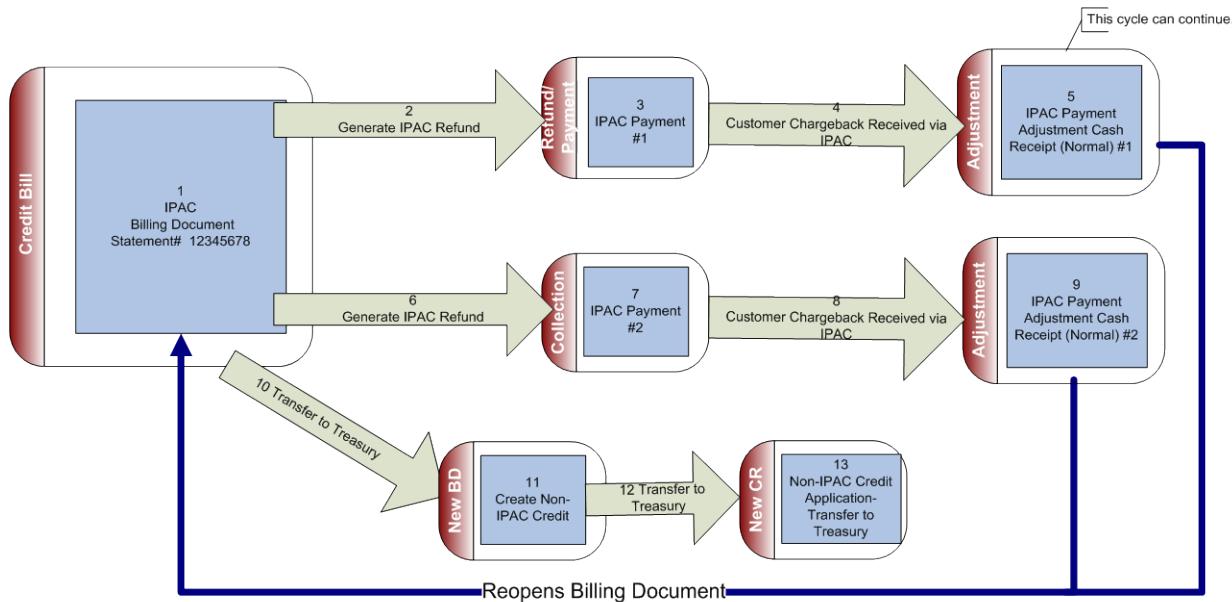
Note: Payment adjustments are true adjustments in Treasury but will be reported on the BC1300 Customer Generated Exception report.

Exhibit 4-129: IPAC Payment Adjustment Process



Payment adjustments can be refunded (credit is re-issued) or can be transferred to Treasury. The Exhibit below illustrates a potential payment adjustment cycle. Note that if the determination is made to re-issue the credit to the customer, a new Payment is sent to Treasury via IPAC. The new/subsequent payments can also have adjustments made in Treasury if the customer does not want the money back.

Exhibit 4-130: IPAC Payment Adjustment Cycle



The following section will describe the steps necessary to re-issue the credit resulting from a payment adjustment. Since the Payment adjustment transaction itself is created by the GSIPACIN batch process

only, there are no manual steps to create one. Note that the information for the outstanding credit bill is available on the Outstanding Bills Query and is not viewable on the IPAC Transaction Query.

4.11.2.1 Review Payment Adjustments

IPAC Credit bills can be researched using the Outstanding Bills Query. Credits that are charged back can be identified and if necessary refunded via the Outstanding Bills Query. Users are able to view details associated with that transaction and determine if the chargeback is valid or if the transaction should be refunded.

Please note these steps are the system process only. Communication with the customer and internal standard operating processes should be consulted before performing action on a charged back transaction.

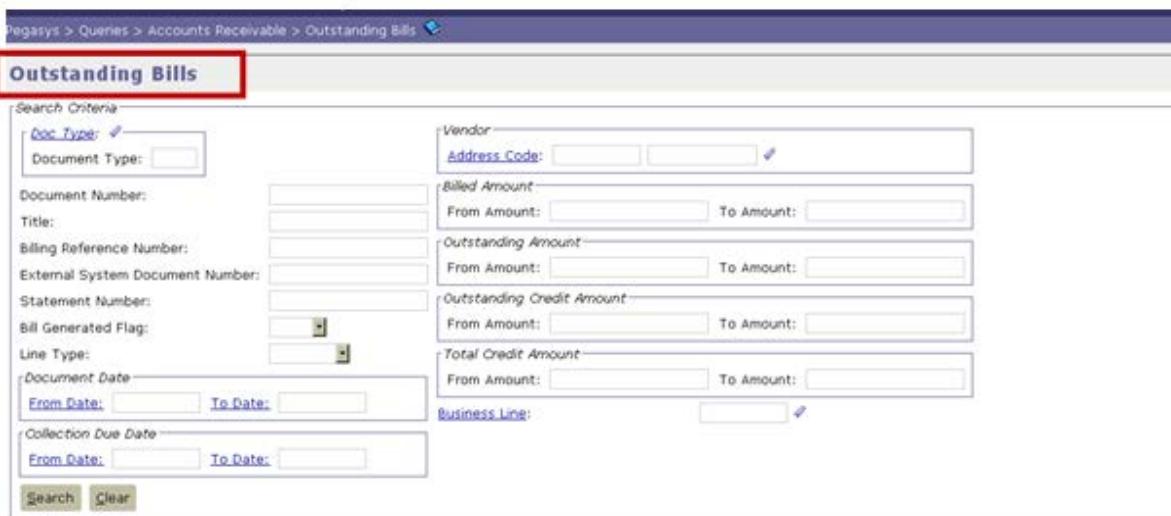
Payment Adjustments are also query-able on the IPAC Transaction Query, using a variety of search criteria. *To execute a basic query using the IPAC Transaction Query, please refer to section 4.6.3.4.*

To research a reopened IPAC Credit Bill (post- refund and credit chargeback), follow the steps below:

Steps to Query Reopened IPAC Credits Using the Outstanding Bills Query: Notes

1. Navigate to Queries=>Accounts Receivable=>Outstanding Bills.

The Outstanding Bills page is displayed



Pegasys > Queries > Accounts Receivable > Outstanding Bills

Outstanding Bills

Search Criteria

Doc Type: Vendor Address Code:

Document Number: Billed Amount: From Amount: To Amount:

Title: Billing Reference Number: External System Document Number: Statement Number:

Bill Generated Flag: Outstanding Amount: From Amount: To Amount:

Line Type: Outstanding Credit Amount: From Amount: To Amount:

Document Date: From Date: To Date: Total Credit Amount: From Amount: To Amount:

Collection Due Date: From Date: To Date: Business Line:

Search Clear

Steps to Query Reopened IPAC Credits Using the Outstanding Bills Query:
Notes

2. Enter the desired and appropriate **Search Criteria**.

To retrieve *reopened* IPAC Credit billings (re-opened as a result of receiving a payment adjustment transaction from IPAC), set the **Refunded Flag** to Yes, **Bill Type** to IPAC, **Line Type** to Credit, **Business Line**, and any other known criteria such as **Document Type** and date range. Alternatively, the user may enter the **Last Refunded Date** range if known when the IPAC Payment (for the IPAC BD Credit) was accepted by Treasury.

Note: Query performance is improved with each additional search criterion entered. 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.

	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title	Document Date	Collection Due Date
<input type="checkbox"/>	FMI	FMIG0000013-295	FMIBILFMIG0000013-295	G0000013	\$0.00	\$0.00	(\$100.00)	\$0.00	01/18/2011		
<input type="checkbox"/>	FMI	FMIG0000030-385	FMIBILFMIG0000030-385	G0000030	\$0.00	\$0.00	(\$5,000.00)	\$0.00	01/25/2011		
<input type="checkbox"/>	FMI	FMIG0000032-392	FMIBILFMIG0000032-392	G0000032	\$0.00	(\$600.00)	(\$600.00)	(\$600.00)	01/25/2011	02/17/2011	
<input type="checkbox"/>	RMI	RMIAA012012-001	RMIBILRMI012012-001	AA012012	\$0.00	\$0.00	(\$118.26)	\$0.00	02/24/2011	03/26/2011	
<input type="checkbox"/>	RMI	RMI_IPACOUT_IP	RMIBILRMI_IPACOUT_IP	AA000303	\$0.00	(\$1,000.00)	(\$2,000.00)	(\$1,000.00)	03/13/2011	04/12/2011	
<input type="checkbox"/>	FMI	WCFM021811-1	FMIBILWCFM021811-1	G0001043	\$50.00	\$50.00	(\$100.00)	\$0.00	02/18/2011		
<input type="checkbox"/>	RMI	WCRM021811-1	RMIBILWCRM021811-1	AA000313	\$0.00	\$0.00	(\$100.00)	\$0.00	02/18/2011	04/12/2011	
<input type="checkbox"/>	RMI	WCRM022411-1	RMIBILWCRM022411-1	AA000378	\$0.00	\$0.00	(\$425.00)	\$0.00	02/24/2011		

4. Select a detail record.

Steps to Query Reopened IPAC Credits Using the Outstanding Bills Query:

Notes

5. Select the **Details** button.

The Outstanding Bill Detail Page is displayed.

Note: The user can also View or Amend the document from this screen by selecting the appropriate action button.

Pegasys > Queries > Accounts Receivable > Outstanding Bills > Outstanding Bills

View Document **Amend Document**

6. Select the **Outstanding Bill 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 Outstanding Bill Detail screen, the search is only executed within the Billing Document (BD) selected on the main page.

Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Type of Transfer
FMIBILFMIG0028717-001	FMI	FMIG0028717-001		Credit	(\$777.00)	open	Unbilled	IPAC

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

Steps to Query Reopened IPAC Credits Using the Outstanding Bills Query:**Notes**

9. View the Outstanding Billing Document Line page information.

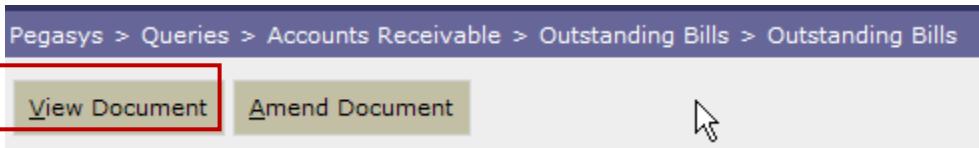
Outstanding Billing Document Line[Expand All](#) | [Collapse All](#) General

Line Number:
Line Type:
Receivable Type:
Source Number:
Related Statement Number:

 Totals

Initial Amount:	<input type="text" value="(\$777.00)"/>
Discount Amount:	<input type="text" value="\$0.00"/>
Surcharge Amount:	<input type="text" value="\$0.00"/>
Principal Amount:	<input type="text" value="(\$777.00)"/>
Interest Amount:	<input type="text" value="\$0.00"/>
Admin Charges Amount:	<input type="text" value="\$0.00"/>
Principal Amount:	<input type="text" value="\$0.00"/>
Total Amount:	<input type="text" value="\$0.00"/>

10. To determine the number of refund attempts made for the credit, select the View Document button.



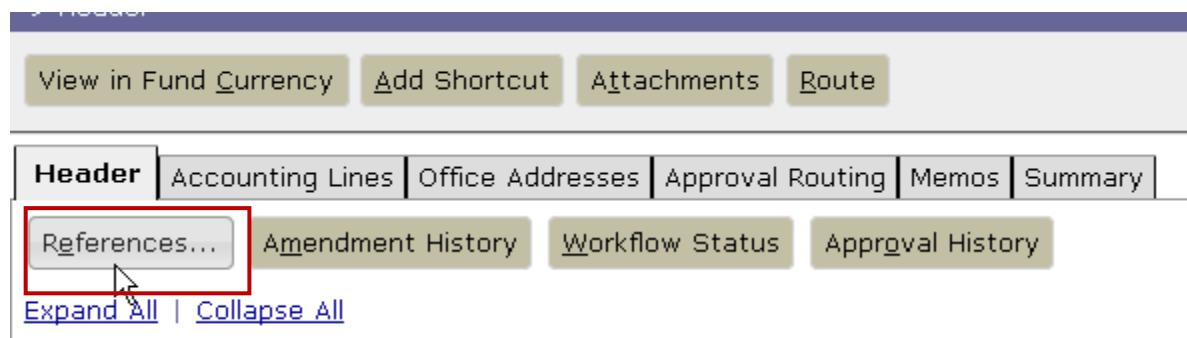
The document is opened in a new window in View Mode.

Note: The user can also Amend the document from this screen by selecting the Amend Document button.

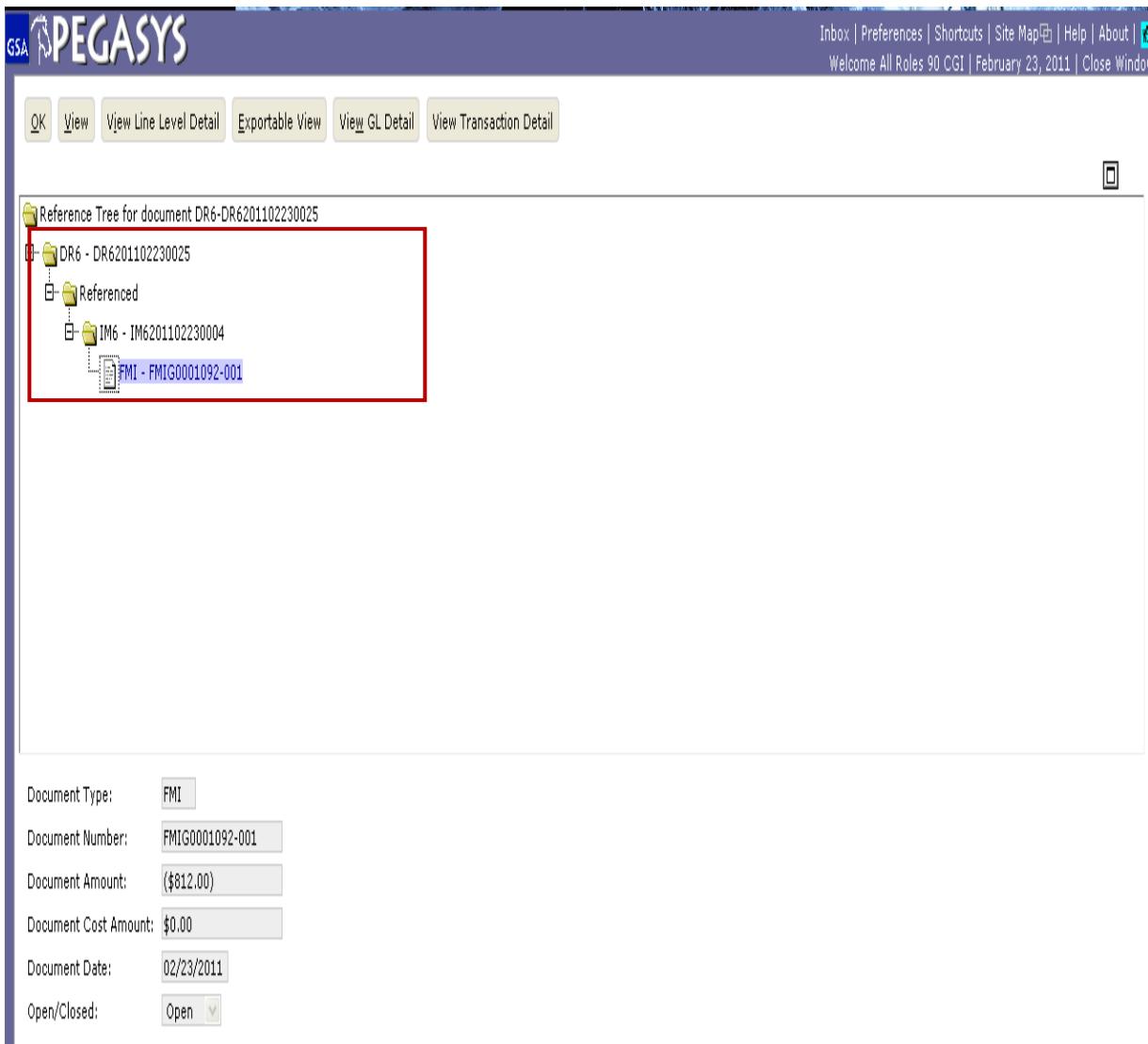
Steps to Query Reopened IPAC Credits Using the Outstanding Bills Query:

Notes

11. Select the **References** button



12. Expand the reference tree to see all Payments made for this credit.



The screenshot shows a software interface with a toolbar at the top containing buttons for 'OK', 'View', 'View Line Level Detail', 'Exportable View', 'View GL Detail', and 'View Transaction Detail'. Below the toolbar is a 'Reference Tree' window. The tree structure is as follows: DR6 - DR6201102230025, which contains Referenced, IM6 - IM6201102230004, and FMI - FMIG0001092-001. The entire tree structure is highlighted with a large red box. At the bottom of the screen, there is a summary table with the following data:

Document Type:	FMI
Document Number:	FMIG0001092-001
Document Amount:	(\$812.00)
Document Cost Amount:	\$0.00
Document Date:	02/23/2011
Open/Closed:	Open

Steps to Query Reopened IPAC Credits Using the Outstanding Bills Query:**Notes**

Once the payment adjustment is ready to be re-issued, follow the steps in section 4.10.2.2 to reissue the credit. If the payment adjustment must be transferred to Treasury, please refer to section 4.11.2.1 to create a non-IPAC Credit Bill and section 4.10.2.3 to transfer the credit to Treasury.

4.11.2.2 Refund (Reissue Credit) Payment Adjustments via Outstanding Bills Query

Payment Adjustments (or Credit Chargebacks) received by GSA may need to be reissued to the customer. If the determination is made to re-issue the credit that was charged back, the following steps can be taken by a user (assuming the user has the appropriate security permissions).

Important Note: Prior to the next run of the Auto Credit Application job, the re-opened credit BD must be manually updated to set the Invoice Date 60 days in the future to avoid automatically reissuing the credit without researching chargeback validity.

When a refund is charged back, the receivable will be held for a 60 day window from the time it is reopened. If the determination is made to reissue the payment, the user can manually create a new IPAC payment or the payment can be created from the Credit Application process. If an outstanding credit is resolved within the 60 days, the finance region may determine the payment needs to be expedited and can use the manual process. Otherwise, the Credit Application process will be run as part of the monthly billing cycle. *Note: Payment adjustments are true adjustments in Treasury, and therefore only occur within the Treasury 90 day adjustment window. If the customer initiates an adjustment on a payment after the 90 window, the transaction will be received as a push payment CR. To resolve Customer Generated Exception Push Payments, please refer to section 4.10.3 Customer Generated Exceptions (Pseudo Chargebacks) Customer Generated Exceptions (Pseudo Chargebacks).*

Please also note these steps are the system process only. Communication with the customer and internal standard operating processes should be consulted before performing action on a charged back transaction.

To refund a payment adjustment, follow the steps below.

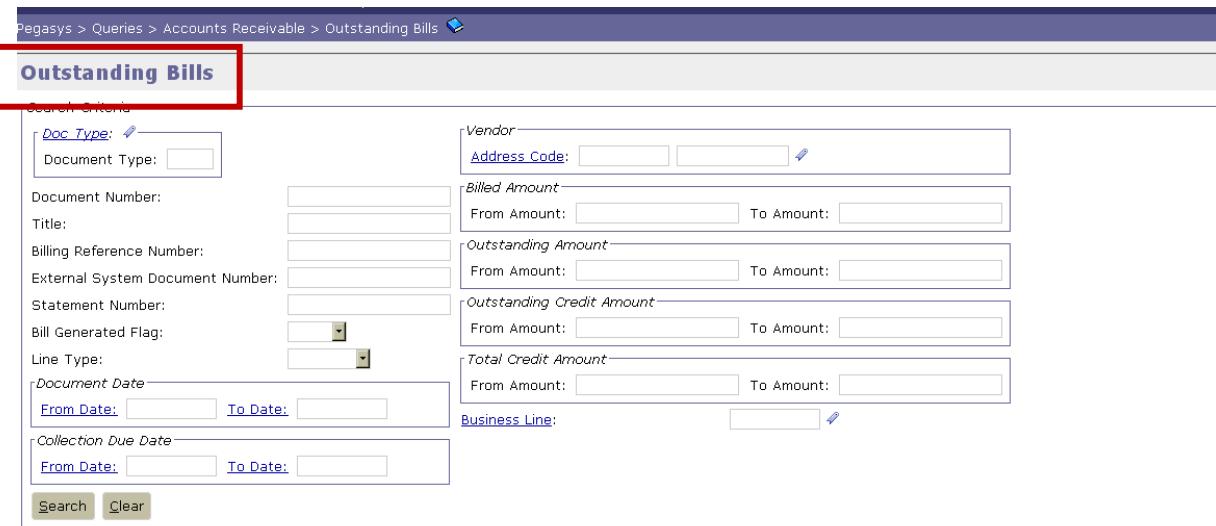
Steps to Refund Payment Adjustments Using the Outstanding Bills Query:

Notes

1. Navigate to Queries=>Accounts Receivable=>Outstanding Bills.

Note: The BD can also be copied forward to the IP via Transactions =>Accounts Payable=>New=>Payment Authorization and choosing the copy forward radial button on the new form wizard.

The Outstanding Bills page is displayed.



Pegasys > Queries > Accounts Receivable > Outstanding Bills

Outstanding Bills

Search Criteria

Vendor Address Code: _____

Billed Amount
From Amount: _____ To Amount: _____

Outstanding Amount
From Amount: _____ To Amount: _____

Outstanding Credit Amount
From Amount: _____ To Amount: _____

Total Credit Amount
From Amount: _____ To Amount: _____

Business Line: _____

Doc Type: _____ Document Type: _____

Document Number: _____

Title: _____

Billing Reference Number: _____

External System Document Number: _____

Statement Number: _____

Bill Generated Flag: _____

Line Type: _____

Document Date
From Date: _____ To Date: _____

Collection Due Date
From Date: _____ To Date: _____

Search Clear

Steps to Refund Payment Adjustments Using the Outstanding Bills Query:

Notes

2. Enter the desired and appropriate **Search Criteria**.

To retrieve reopened IPAC Credit billings, set the **Refunded Flag** to Yes, **Bill Type** to IPAC, **Line Type** to Credit, **Business Line**, and any other known criteria such as **Document Type** and date range. Alternatively, the user may enter the **Last Refunded Date Range** if known when the IPAC Payment (for the IPAC BD Credit) was accepted by Treasury.

Outstanding Bills

Search Criteria

Doc Type: <input type="text"/>	Vendor
Document Type: <input type="text"/> FMI	Address Code: <input type="text"/> <input type="button"/>
Document Number: <input type="text"/> FMI*	Billed Amount
Title: <input type="text"/>	From Amount: <input type="text"/> To Amount: <input type="text"/>
Billing Reference Number: <input type="text"/>	Outstanding Amount
External System Document Number: <input type="text"/>	From Amount: <input type="text"/> To Amount: <input type="text"/>
Statement Number: <input type="text"/>	Outstanding Credit Amount
Bill Generated Flag: <input type="text"/> True	From Amount: <input type="text"/> To Amount: <input type="text"/>
Line Type: <input type="text"/> Credit	Total Credit Amount
Document Date	From Amount: <input type="text"/> To Amount: <input type="text"/>
From Date: <input type="text"/> To Date: <input type="text"/>	Business Line: <input type="text"/> FLEET <input type="button"/>
Bill Generated Date	
From Date: <input type="text"/> To Date: <input type="text"/>	
Collection Due Date	
From Date: <input type="text"/> To Date: <input type="text"/>	
Assignment Code: <input type="text"/>	
<input type="button"/> Search	<input type="button"/> Clear

Additional Criteria

Billing Status: <input type="text"/>	
Bill Type: <input type="text"/> IPAC	
Source Number: <input type="text"/>	
Related Statement Number: <input type="text"/>	
Last Refunded	
From Date: <input type="text"/> To Date: <input type="text"/>	Refunded: <input type="text"/> Yes <input type="button"/>

*Note: Query performance is improved with each additional search criteria entered.
 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.

Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title
FMI	FMIG0028717-001	FMIBILFMIG0028717-001	G0028717	\$0.00	(\$777.00)	(\$777.00)	(\$777.00)	Fleet Credit IPAC BD

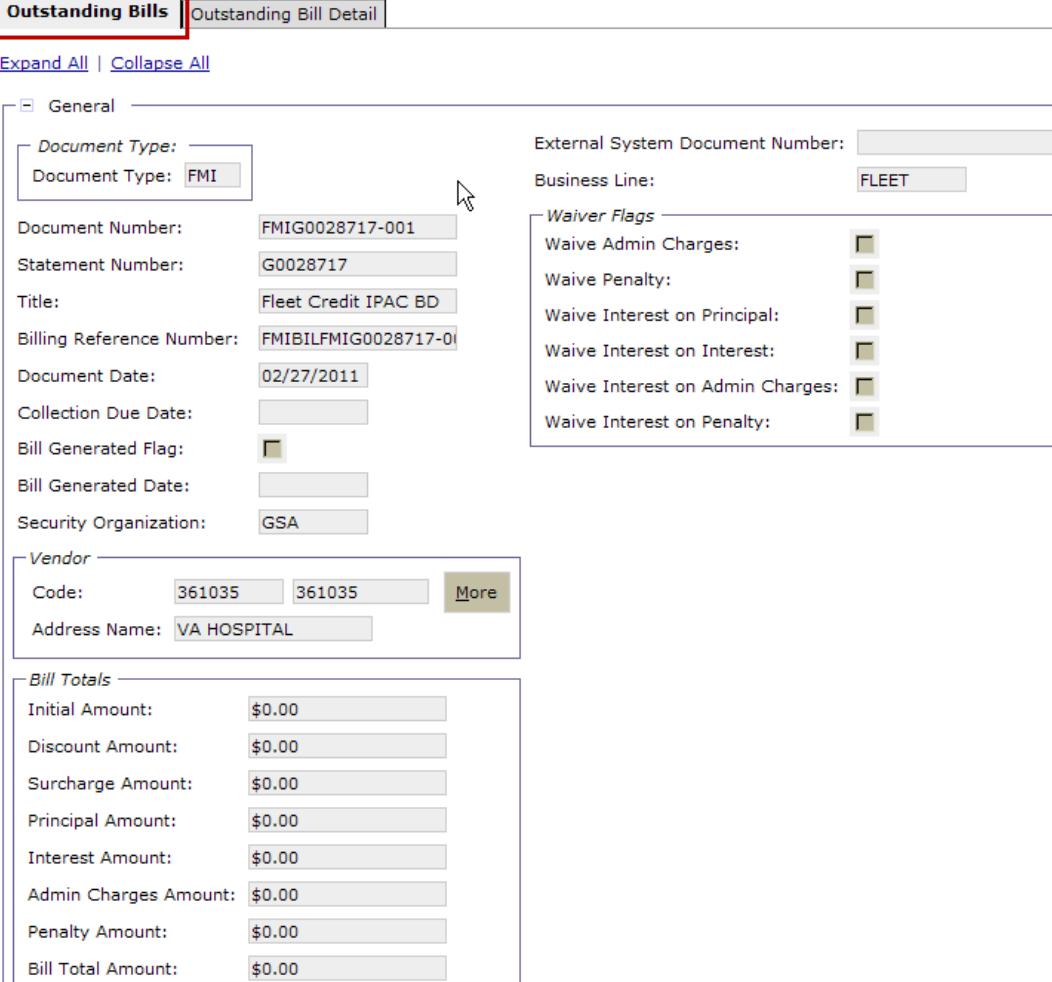
Steps to Refund Payment Adjustments Using the Outstanding Bills Query:

Notes

4. Select a detail record.

5. Select the **Details** button.

The Outstanding Bill Detail Page is displayed.



The screenshot shows the 'Outstanding Bill Detail' page. At the top, there are two tabs: 'Outstanding Bills' (which is selected and highlighted with a red border) and 'Outstanding Bill Detail'. Below the tabs, there are links for 'Expand All' and 'Collapse All'. The main content area is divided into several sections:

- General:** This section contains fields for Document Type (FMI), External System Document Number, Business Line (FLEET), and Waiver Flags (checkboxes for Waive Admin Charges, Waive Penalty, Waive Interest on Principal, Waive Interest on Interest, Waive Interest on Admin Charges, and Waive Interest on Penalty).
- Vendor:** This section displays vendor information: Code (361035), Address Name (VA HOSPITAL), and a 'More' button.
- Bill Totals:** This section lists various amounts: Initial Amount (\$0.00), 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), and Bill Total Amount (\$0.00).

Note: The user can also View or Amend the document from this screen by selecting the appropriate action button.

6. Select the **Outstanding Bill 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 Outstanding Bill Detail screen, the search is only executed within the Billing Document (BD) selected on the main page.

Steps to Refund Payment Adjustments Using the Outstanding Bills Query:
Notes

Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Type of Transfer
FMISBLUFG0028717-001	FMI	FLG0028717-001		Credit	(\$777.00)	open	Unbilled	IPAC

8. Select the **Outstanding Billing Document Line** link.
9. View the Outstanding Billing Document Line page information.

Note: Please refer to the section 4.9.2.1 for instructions on how to identify the number of refund attempts made for the credit.

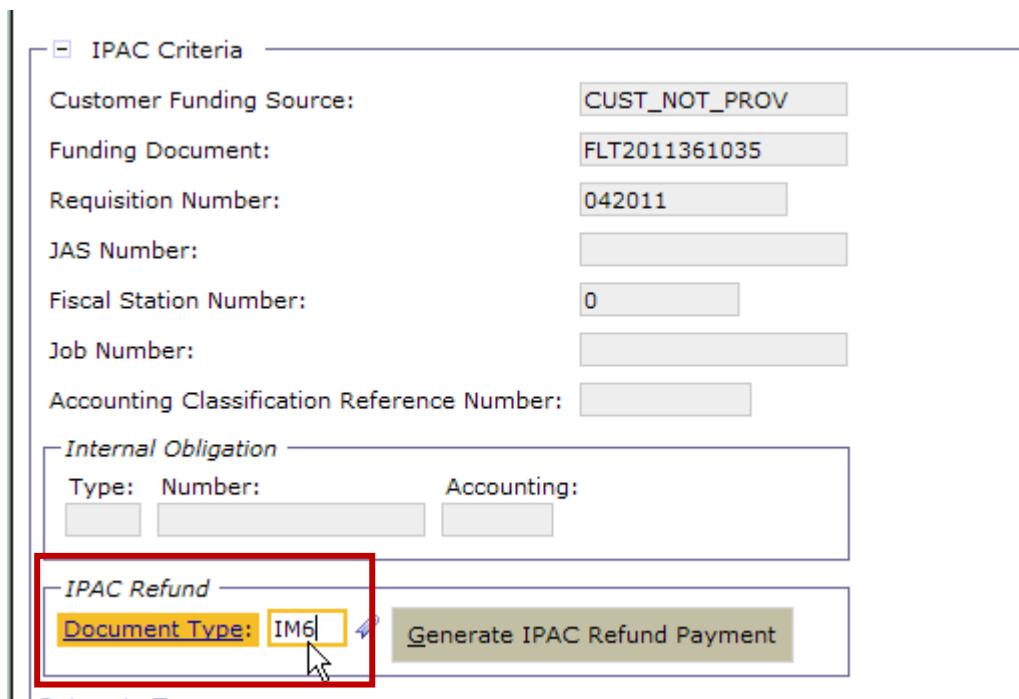
Outstanding Billing Document Line
[Expand All](#) | [Collapse All](#)

<input type="checkbox"/> General	
Line Number:	1
Line Type:	Credit
Receivable Type:	FLIP
Source Number:	FLT2011361035
Related Statement Number:	
<input type="checkbox"/> Totals	
Initial Amount:	(\$777.00)
Discount Amount:	\$0.00
Surcharge Amount:	\$0.00
Principal Amount:	(\$777.00)
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Principal Amount:	\$0.00
Total Amount:	\$0.00

Steps to Refund Payment Adjustments Using the Outstanding Bills Query:

Notes

10. To refund the Credit via IPAC, Enter the IPAC Refund Document Type.



IPAC Criteria

Customer Funding Source: CUST_NOT_PROV

Funding Document: FLT2011361035

Requisition Number: 042011

JAS Number:

Fiscal Station Number: 0

Job Number:

Accounting Classification Reference Number:

Internal Obligation

Type: Number: Accounting:

IPAC Refund

Document Type: IM6

Generate IPAC Refund Payment

11. Select the **Generate IPAC Refund Payment** button.



IPAC Refund

Document Type: IM6

Generate IPAC Refund Payment

Steps to Refund Payment Adjustments Using the Outstanding Bills Query:

Notes

The IPAC IP document will be opened in a new window.

General

Document Type:	IM6 R6 Manual IP IPAC Ref	Authorization Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	IM6201102270006	Reporting Accounting Period:	<input type="text"/>
Title:	Fleet Credit IPAC BD		
Authorized By:	<input type="text"/>		
Post Code:	<input type="text"/>	Document Classification:	
Automatic Reversal:	<input type="checkbox"/>	Security Org:	GSA
Reversal Accounting Period:	<input type="text"/>	Additional Payee Name:	
Reverse After Period:	<input type="text"/>	* Accomplished Date:	
Agency DUNS Number:	<input type="text"/>	<input type="checkbox"/>	
Agency DUNS+4:	<input type="text"/>	Suppress Printing:	

[Return to Top](#)

12. **Optional**— Enter the person authorizing the payment in the **Authorized By** field.

13. **REQUIRED** — Enter the **Accomplished Date**.

Title:	IPAC Payment	Document Classification:	<input type="text"/>
Authorized By:	<input type="text"/>	Security Org:	GSA
Post Code:	<input type="text"/>	Additional Payee Name:	
Automatic Reversal:	<input type="checkbox"/>	* Accomplished Date:	
Reversal Accounting Period:	<input type="text"/>	<input type="text"/> 02/25/2011	
Reverse After Period:	<input type="text"/>	Suppress Printing:	
Agency DUNS Number:	<input type="text"/>	<input type="checkbox"/>	

Note: The Accomplished Date will be updated with the Treasury accomplished date when Treasury confirms the IPAC Payment.

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.

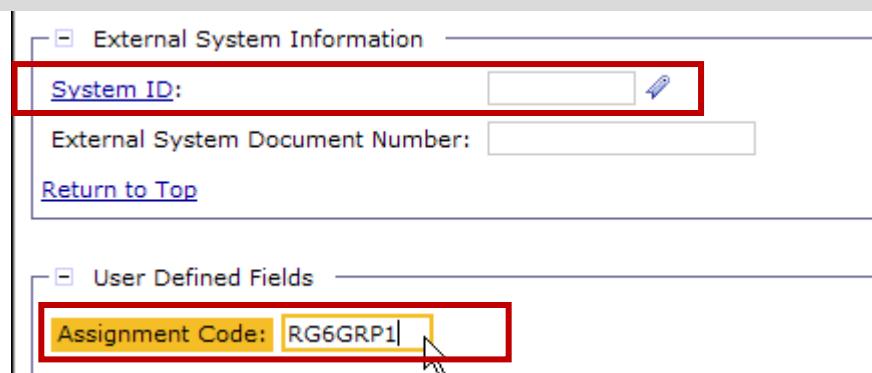
Note: The Security Org will default.

14. **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.

Steps to Refund Payment Adjustments Using the Outstanding Bills Query:

Notes

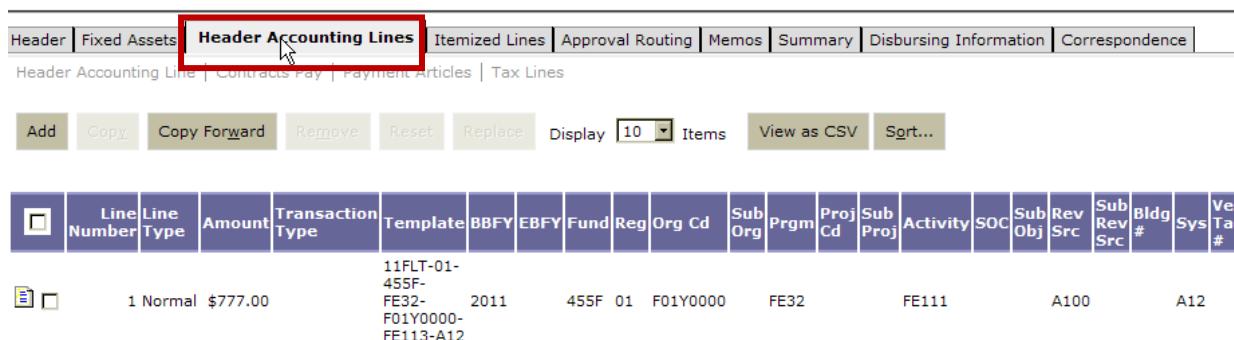


The screenshot shows the 'External System Information' and 'User Defined Fields' sections of the Outstanding Bills Query. The 'System ID' field is highlighted with a red border, and the 'Assignment Code' field contains 'RG6GRP1' and is highlighted with a yellow border.

15. 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.



The screenshot shows the 'Header Accounting Lines' screen. The 'Header Accounting Lines' tab is selected. Below the tabs are buttons for Add, Copy, Copy Forward, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and Sort... . The main area displays a table of accounting lines. One line is selected, showing the following details:

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src	Bldg #	Sys #	Vel Tag
1	Normal	\$777.00		11FLT-01- 455F- FE32- F01Y0000- FE113-A12	2011	455F	01	F01Y0000	FE32					FE111		A100			A12		

Steps to Refund Payment Adjustments Using the Outstanding Bills Query:
Notes

16. Enter any remaining information; note the amount and referenced document information are populated.

Note: The Transaction Type will default upon clicking Verify

Line Amounts

	Current Amount	Applied Prepayment Amount:	\$0.00
Payment	\$777.00	Holdback Amount:	\$0.00
Applied Credit	\$0.00	Suspension Amount:	\$0.00
Withholding Tax	\$0.00		
Line Amount After Withholding	\$777.00		
Withholding Tax Allowance	\$0.00		
Net Total	\$777.00		

[Return to Top](#)
Bank Information
[Return to Top](#)
Document Reference

Type:	Number:	Item:	Accounting:	View	Default
FMI	FMIG0028717-001	0	1	Final: <input type="checkbox"/>	Misc: <input type="checkbox"/>

 Liquidate Items: Referenced Statement Number: G0028717

[Return to Top](#)

17. **REQUIRED for Refunds**—Review the YBA to match that of the Credit.

Accounting Dimensions

Template:	<input type="text"/> Default			
* BBFY:	EBFY:	* Fund:	Region:	Org Code:
2011		455F	01	F01Y0000
Program:	Project Code:	Activity:	Sub-Object Class:	Revenue Source:
FE32		FE113		
Building #:	System:	Vehicle Tag #:	Work Item:	
	A12			
ABC Activity:	Reimbursable Sub-Object Class:	YBA:	BETC:	
		2011		
Cost Organization:	Cohort Year:	PRC:		

[Return to Top](#)

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

Steps to Refund Payment Adjustments Using the Outstanding Bills Query:

Notes

18. **Optional**— To review the reference document, select the view button in the Document Reference section.

Type: **Number:**
FMI FMIG0028717-001 Item: Accounting:
0 1 Final: Misc: View Default

Liquidate Items: Referenced Statement Number: G0028717

[Return to Top](#)

19. Select the **Payment Article** tab.

Note: For Credit Bills with the Use DBE Detail flag set to Yes, multiple articles will be created.

	Article Number	Article Amount	IPAC Reference Number	IPAC Ref
	1	\$444.00		
	2	\$333.00		

Note the Article information is copied from the Detail Billing Record on the BD Credit.

Header Accounting Line | Contracts Pay | **Payment Articles** | Tax Lines

Payment Article

Item: 1 2

[Expand All](#) | [Collapse All](#)

Articles

Article Number:	1	Articles Or Services:	Fleet Credit (\$444.00)
Date Of Delivery:			
Quantity:	1.000000		
Unit Price Amount:	\$444.0000		
Unit:			
Article Amount:	\$444.00		

Steps to Refund Payment Adjustments Using the Outstanding Bills Query:

Notes

20. Select the **Disbursing Information** tab.

Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary | **Disbursing Information**

[Workflow Status](#) [Approval History](#)

[Expand All](#) | [Collapse All](#)

General

Disbursing Method:

* Disbursing Office:

[Return to Top](#)

Inter-Agency Transfer Information

Type: <input type="button" value="IPAC"/>	Payee's ALC: <input type="text" value="36000103"/> <input type="button" value=""/>
Inter-Agency Sub-level Prefix: <input type="text"/> <input type="button" value=""/>	* Payee's Disbursing Office: <input type="text"/> <input type="button" value=""/>
* <u>Inter-Agency Symbol:</u> <input type="text" value="36X0151"/> <input type="button" value=""/>	Partition: <input type="text"/> <input type="button" value=""/>
<u>Customer BETC:</u> <input type="text"/> <input type="button" value=""/>	Disbursement Number: <input type="text"/>
<u>IPAC Schedule Date:</u> <input type="text"/>	

[Return to Top](#)

Note: The Disbursing Information will be populated.

21. **Optional** — Enter the Payee's Disbursing Office.

Note: While this field is starred, it is not required nor is it validated.

Inter-Agency Transfer Information

Type: <input type="button" value="IPAC"/>	Payee's ALC: <input type="text" value="36000103"/> <input type="button" value=""/>
Inter-Agency Sub-level Prefix: <input type="text"/> <input type="button" value=""/>	* Payee's Disbursing Office: <input type="text" value="12345"/> <input type="button" value=""/>
* <u>Inter-Agency Symbol:</u> <input type="text" value="36X0151"/> <input type="button" value=""/>	Partition: <input type="text"/> <input type="button" value=""/>
<u>Customer BETC:</u> <input type="text"/> <input type="button" value=""/>	Disbursement Number: <input type="text"/>
<u>IPAC Schedule Date:</u> <input type="text"/>	

[Return to Top](#)

Steps to Refund Payment Adjustments Using the Outstanding Bills Query:

Notes

22. Select the Save button.

Form IM6201102270006 was saved successfully.

Buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Route

Header: Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, Disbursing Information, Correspondence

Workflow Status | **Approval History**

[Expand All](#) | [Collapse All](#)

General

Document Type:	IM6 R6 Manual IP IPAC Ref	Authorization Date:	02/27/2011
Status:	HELD	Accounting Period:	05/2011
Document Number:	IM6201102270006	Reporting Accounting Period:	<input type="text"/>
Title:	Fleet Credit IPAC BD	Document Classification:	<input type="text"/>
Authorized By:	<input type="text"/>	Security Org:	GSA
Post Code:	<input type="text"/>	Additional Payee Name:	<input type="text"/>

23. Select the Verify button.

4 warning(s) have been overridden.
Itemized Payment\IP Accounting Line 1

Buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Route

Header: Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, Disbursing Information, Correspondence

Workflow Status | **Approval History**

[Expand All](#) | [Collapse All](#)

General

Document Type:	IM6 R6 Manual IP IPAC Ref	Authorization Date:	02/27/2011
Status:	HELD	Accounting Period:	05/2011
Document Number:	IM6201102270006	Reporting Accounting Period:	05/2011
Title:	Fleet Credit IPAC BD	Document Classification:	<input type="text"/>
Authorized By:	<input type="text"/>	Security Org:	GSA
Post Code:	<input type="text"/>	Additional Payee Name:	<input type="text"/>
Automatic Reversal:	<input type="checkbox"/>	* Accomplished Date:	02/14/2011
Reversal Accounting Period:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Reverse After Period:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		

[Return to Top](#)

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.

Steps to Refund Payment Adjustments Using the Outstanding Bills Query:**Notes**

24. Select the **Submit** button.



Note: IM6 and IM7 forms require approval once submitted for processing. Pegasys workflow will generate a corresponding Approve Form Task and route that task to users with the appropriate approval security. Once approved, the form is then processed and at that point is eligible to be selected in the next run of the GSIPACOUT process.

4.11.2.3 Resolve Payment Adjustment: Transfer Non-Refundable Payment Adjustments to Treasury

If a credit is charged back and cannot be refunded, or has been refunded previously, the credit amount should be transferred to the Treasury special fund (0890). In order to accomplish this, the IPAC BD Credit will be amended down to \$0 and a new non-IPAC credit will be created. The non-IPAC Credit will then be applied to the Treasury fund using the steps in section 4.9.2.3.

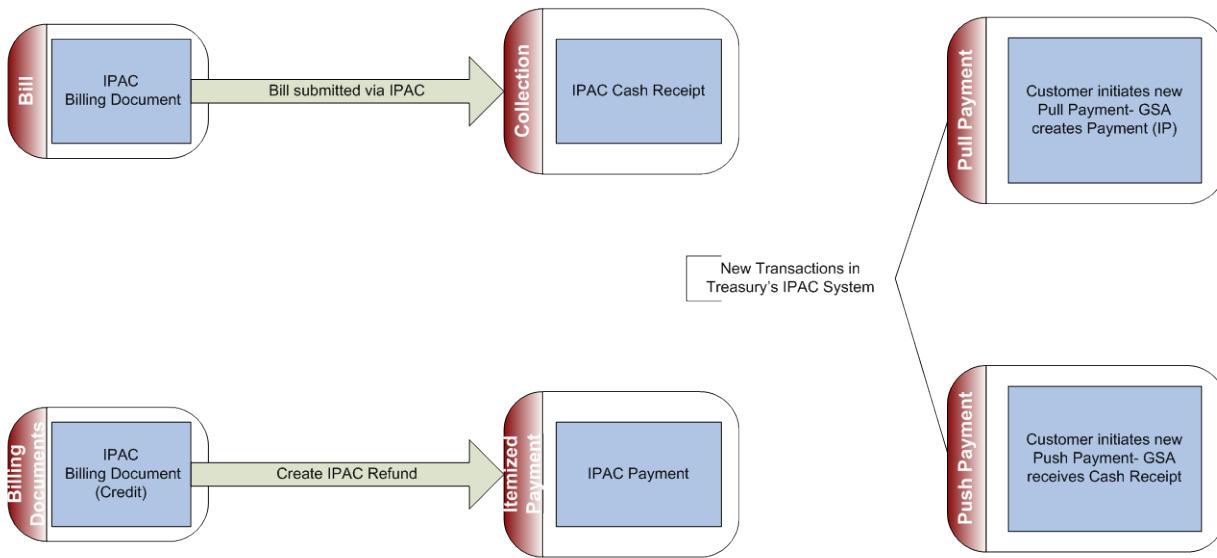
Below is a list of cross references to complete the steps needed to create a new-non IPAC credit or transfer credits to Treasury fund 0890.

- To amend the IPAC BD, please refer to the steps described in section 4.4.3.1.
- To create a new non-IPAC BD credit, please refer to section 4.13.2.1.

4.11.3 Customer Generated Exceptions (Pseudo Chargebacks)

Customer generated exceptions occur when a customer has intended to “chargeback” a transaction, but has not initiated the chargeback following the Treasury IPAC adjustment process. Also called “Pseudo chargebacks”, customer generated exceptions can be received by GSA as a payment or a collection, meaning the customer may pull money back or push money to GSA. When a transaction is adjusted via IPAC per standard Treasury adjustment guidelines, the original IPAC transaction is referenced in Treasury as well as in Pegasys. Customer generated exceptions could be received by GSA either inside or outside of the 90 day Treasury adjustment window. Transactions that are considered customer generated exceptions could be received by Pegasys in the form of CR push payments or IP pull payments. In addition, customer generated exceptions do not reference the original transaction in Treasury’s IPAC System. As such, Pegasys looks at the transaction type received in the IPAC inbound process as being a new transaction and does not reopen the bill. These transactions may include information from a previous bill or refund, but the information may only be in the description field of the IPAC File. The following illustration shows how the Customer Generated Exceptions are created in Pegasys.

Exhibit 4-131: High-Level Process for Customer-Generated Exceptions



4.11.3.1 Resolving Customer Generated Exceptions

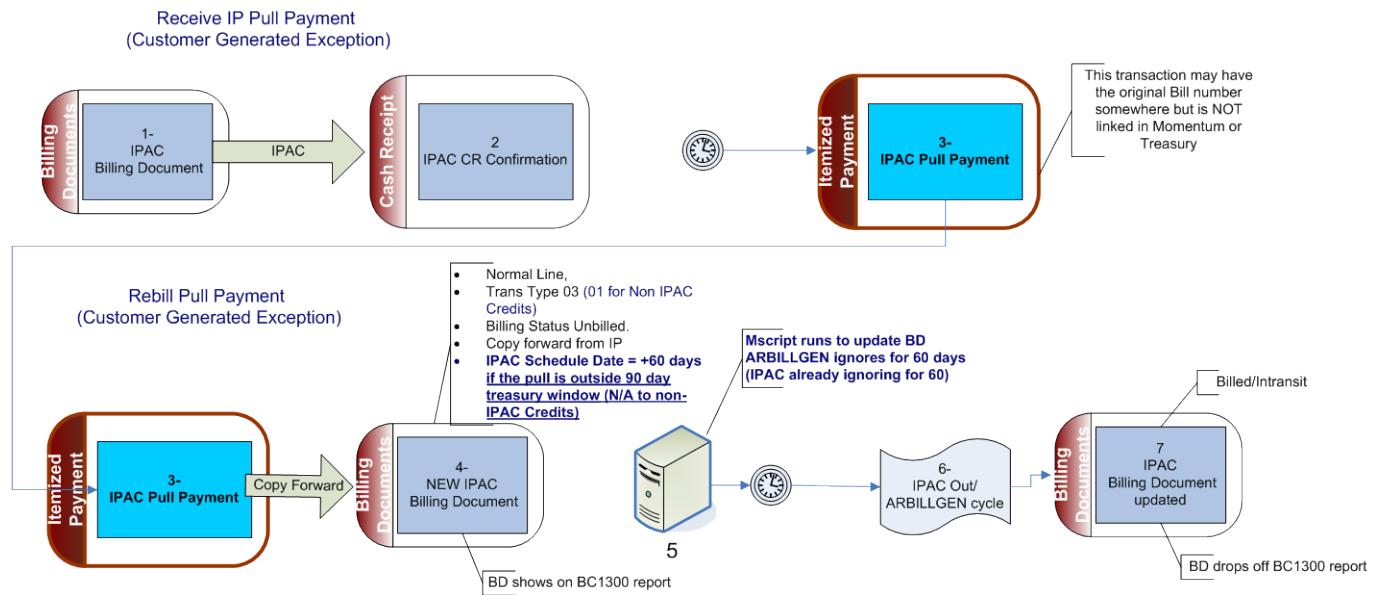
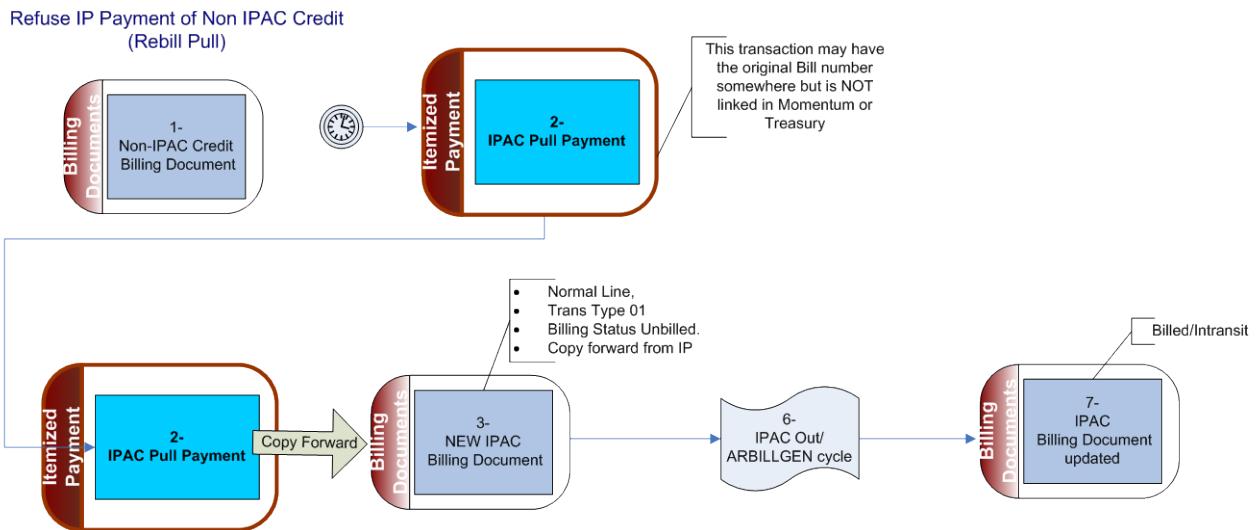
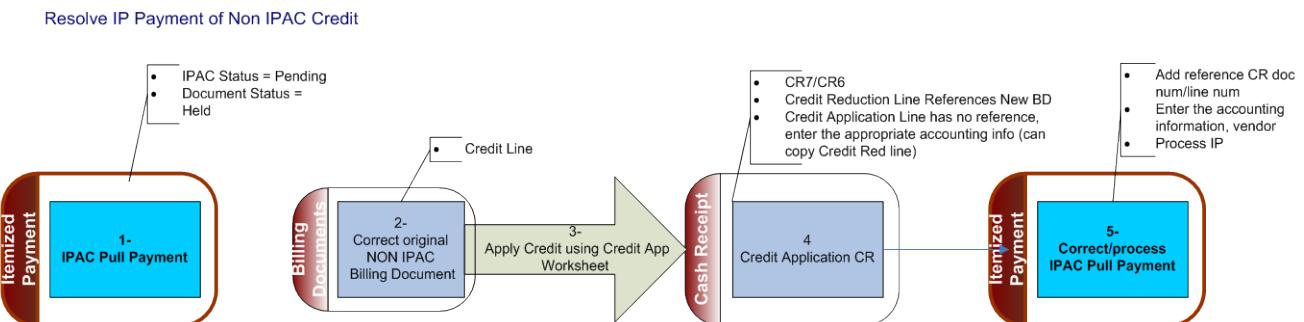
There are several options to resolve each type of customer generated exception. When transactions are created to resolve customer generated exceptions, they are reported on the BC1300 Customer Generated Exception until they are resolved.

Please refer to the reporting addendum for additional information on the BC1300 report.

Customer Generated Exceptions Pull Payments (IPs) can be resolved in the following manner:

- Pulls of IPAC BDs can be rebilled via a new IPAC BD.
 - Pulls of non-IPAC BD credits can be rebilled if found the pull is invalid.
 - Pulls of non-IPAC BD credits can be applied using the Credit Application Worksheet.

Note: The following illustrations are intended to be high level conceptual aides. Please refer to business process flow 86 for the Customer Generated Exception process steps.

Exhibit 4-132: Customer-Generated Exception Process for Rebilling IP (Pulls)

Exhibit 4-133: Customer-Generated Exception (IP) Rebill Pull for Non-IPAC Credit

Exhibit 4-134: Customer-Generated Exception (IP) Apply to Non-IPAC Credit


Customer Generated Exceptions Push Payments (CRs) can be resolved in the following manner:

- Push payments from an IPAC BD Credit can be reissued via a new IPAC BD Credit that will become an IPAC Payment.
 - A non-refundable credit can be transferred to Treasury's Fund via a new non-IPAC credit in order to transfer the payment to the Treasury fund 0890.

Note: The following illustrations are intended to be high level conceptual aides. Please refer to business process flow 86 for the Customer Generated Exception process steps.

Exhibit 4-135: Resolve Customer-Generated Exception Push (CR) by Re-Crediting

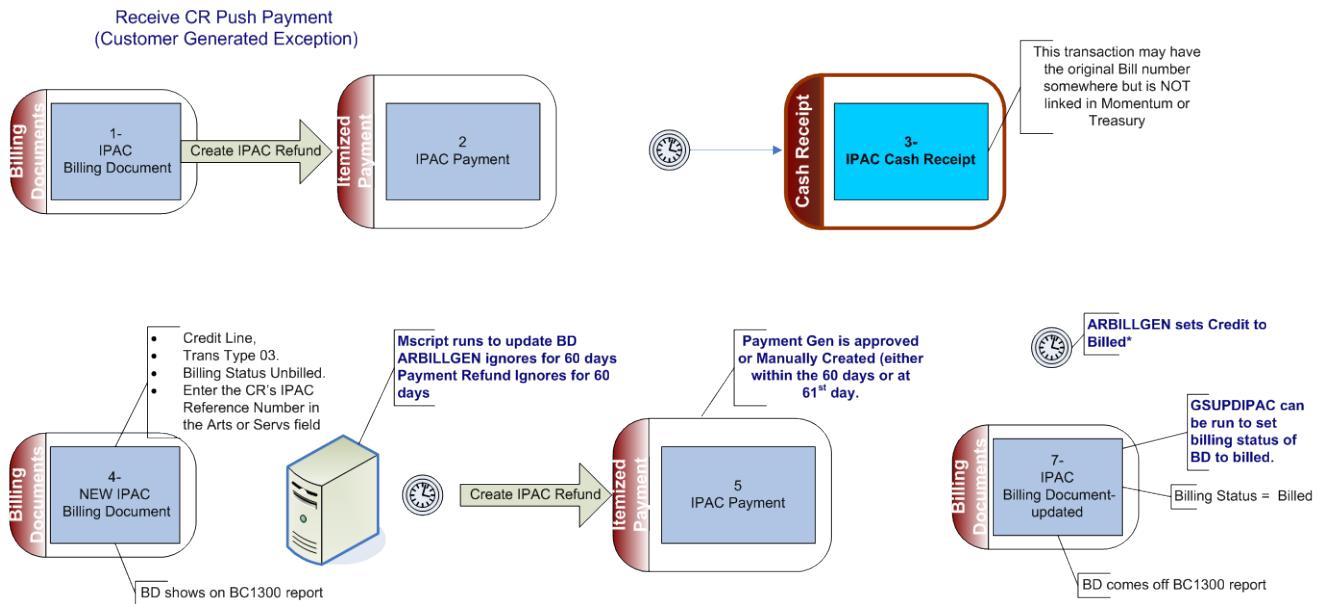
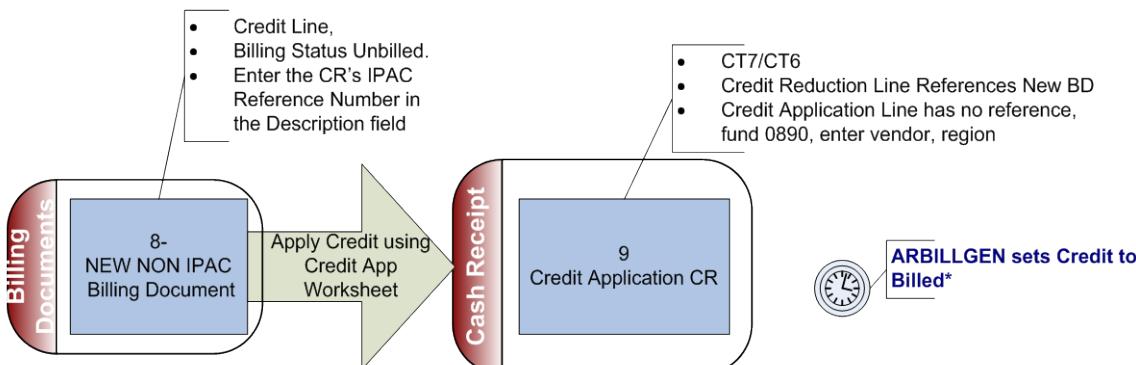


Exhibit 4-136: Resolve Customer-Generated Exception Push (CR) by Transferring to Treasury

Transfer to Treasury from CR Push Payment (Customer Generated Exception)



4.11.3.2 Review (Process) Customer Generated Exceptions

Customer Generated Exceptions will be created as held forms in Pegasys when the IPAC Inbound process runs. The system will use the information in the IPAC file to create the CR or IP form, but without a referenced document, the system does not have the information to complete the form such as vendor and accounting information. Based on the batch parameters, the system will create the form and put the form in a “Held” document status. Until the form is processed successfully, customer generated exceptions will have the IPAC Status of “Pending”.

To retrieve Customer Generated Exceptions (Pseudo Chargebacks) from the IPAC Transaction Query, select the IPAC Status of “Pending” and enter either Document Types for Cash Receipts (CRs) or Payment Authorizations (IPs).

The BC1300 Report will be included in the Pegasys Reports Reference Addendum.

Steps to Review and Process Customer Generated Exceptions

Notes

Using the IPAC Transaction Query:

1. Navigate to Queries=>General System=>IPAC Transaction Query.

The IPAC Transaction Query page is displayed.

Pegasys > Queries > General System > IPAC Transaction Query 

IPAC Transaction Query

Search Criteria

Document

Document Category: IPAC Status:

Type: Number: Item: Accounting:

IPAC Reference

IPAC Reference Number: Related Docs:
IPAC Document Identifier: Related Docs:
Customer TSYM: 

IPAC Reference Line Number:
Relative Line Number:
Reference Doc IPAC Document Identifier:
Customer ALC: 
Customer BETC: 
ALC: 
Disbursing Office: 
Agency DUNS:
Agency DUNS+4:

IPAC Adjustment Original IPAC Reference Number:
Zero Dollar Status Indicator:
Zero Dollar Reference Number:

IPAC Submission Date

From: To:

Post SGL Status Indicator:

IPAC Confirmed

From Date: To Date:
Amount: Value:

IPAC Rejection Date

From: To: Omitted From File:

Security Org: 

Steps to Review and Process Customer Generated Exceptions	Notes
Using the IPAC Transaction Query:	

2. Enter the desired and appropriate Search Criteria.

To review Customer Generated Exceptions, enter the **IPAC Status of Pending**, the **Document Category** (CR or IP), the **Document Type** (CB6/CB7 for IP Pulls or IR6/IR7 for CR Push Payments), **Business Line** and any customer information known.

For Customer Generated Exceptions (Pulls), enter the Document Category of IP.

For Customer Generated Exceptions (Push Payments), enter the Document Category of CR.

The IPAC Status of Pending indicates the transaction was received in the IPAC inbound process and created as a form, but the form has not yet been successfully processed.

Pegasys > Queries > General System > IPAC Transaction Query

IPAC Transaction Query

Search Criteria

Document	Document Category: <input type="text" value="IP - Itemized Payment"/>	IPAC Status: <input type="text" value="Pending"/>										
Document	Type: <input type="text"/>	Number: <input type="text"/>	Item: <input type="text"/>	Accounting: <input type="text"/>	Confirmed Hold - Pending Chargeback In Transit Not Submitted Received Rejected Pending Rela Do Not Send Write-Off Customer ALC: <input type="text"/> Customer BETC: <input type="text"/> ALC: <input type="text"/> Disbursing Office: <input type="text"/> Agency DUNS: <input type="text"/> Agency DUNS+4: <input type="text"/>							
IPAC Reference	IPAC Reference Number: <input type="text"/>	IPAC Document Identifier: <input type="text"/>	IPAC Reference Line Number: <input type="text"/>	DBE IPAC Doc ID (DBE UIDD): <input type="text"/>	Relative Line Number: <input type="text"/>	Reference Doc IPAC Document Identifier: <input type="text"/>	Invoice Number: <input type="text"/>	DBE Detail Flag: <input type="text"/>	Cancelled/Deleted: <input type="text"/>	IPAC Adjustment: <input type="text"/>	IPAC Adjustment Original IPAC Reference Number: <input type="text"/>	Zero Dollar Status Indicator: <input type="text"/>

*Note: Query performance is improved with each additional search criteria entered.
Users **should not** execute “Blind” queries, meaning no search criterion is entered.*

3. Select the Search button.

Steps to Review and Process Customer Generated Exceptions Using the IPAC Transaction Query:

Notes

The results are returned in the Item Collection.

[Sort...](#) [View as CSV](#)

Summary							
	Document Cat	Document Typ	Document Number	Accounting Lin	Itemized Line N	IPAC Status	IPAC Reference
<input type="checkbox"/>	IP - Itemized P:CB6		CB6201102100002		1 0	Pending	21011127
<input type="checkbox"/>	IP - Itemized P:CB6		CB6201102100003		1 0	Pending	21011128
<input type="checkbox"/>	IP - Itemized P:CB6		CB6201102110000		1 0	Pending	12345678
<input type="checkbox"/>	IP - Itemized P:CB6		CB6201102110001		1 0	Pending	12045678
<input type="checkbox"/>	IP - Itemized P:CB6		CB6201102170000		1 0	Pending	21011130
<input type="checkbox"/>	IP - Itemized P:CB6		CB6201102170001		1 0	Pending	21011131
<input type="checkbox"/>	IP - Itemized P:CB6		CB6201102170002		1 0	Pending	21011132
<input type="checkbox"/>	IP - Itemized P:CB6		CB6201102170003		1 0	Pending	21011133
<input type="checkbox"/>	IP - Itemized P:CB6		CB6201102170004		1 0	Pending	21011134
<input type="checkbox"/>	IP - Itemized P:CB6		CB6201102170005		1 0	Pending	21011135
<input type="checkbox"/>	IP - Itemized P:CB6		CB6201102170006		1 0	Pending	21011136

Note: From the Item Collection or Detail page, the IPAC forms can be corrected.

4. Select a detail record.

5. Select the **Details** button.

The IPAC Transaction Detail page is displayed.

Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail

[Save](#)

[IPAC Transaction Detail](#) | [IPAC History](#) | [SGL Information Record](#) | [IPAC Transaction DBE Detail](#) | [Correspondence](#)

[View Document](#) | [Amend Document](#) | [Correct Document](#)

[Expand All](#) | [Collapse All](#)

General

Document Category:	IP - Itemized Payment	Billing Status:	<input style="width: 20px; height: 20px;" type="button" value="..."/>
Type: Number:	CB6 CB6201102170004	Article Number:	1
Item:	Accounting: 0 1	Article Amount:	\$0.00
Statement Number:		Currency Code:	USD
Related Statement Number:		Security Org:	GSA
Referenced Statement Number:		Fiscal Year:	2011
DBE Detail Flag:	No	Customer ALC:	47000016
Source Number:		Customer TSYM:	36X0151
Title:		Customer BETC:	
Invoice Number:	INVNUM1234221	ALC:	47000016
Requisition Number:	RQ84950221	Disbursing Office:	GS127
JAS Number:	JAS	Agency DUNS:	
Fiscal Station Number:	0	Agency DUNS+4:	
Job Number:	JOB	Vendor Code:	

Steps to Review and Process Customer Generated Exceptions

Using the IPAC Transaction Query:

Notes

6. Select the **IPAC History** Tab to view the IPAC Transaction's history. To see the details, select the record. The item collection will be displayed.

Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	Related Staten	Statement Num	Referenced St	DBE Detail Flag	Agreement Nur	Source Number	Title	Cust
<input type="checkbox"/> IP - Itemized P:CB6		CB6201101250C		1 0				False				
<input type="checkbox"/> IP - Itemized P:CB6		CB6201101250C		1 0				False		OBDOC12345		
<input checked="" type="checkbox"/> IP - Itemized P:CB6		CB6201101250C		1 0				False		OBDOC12345		

Sort... View as CSV

Summary

Document Cat: Document Typ: Document Num: Accounting Lin: Itemized Line N: Related Staten: Statement Num: Referenced St: DBE Detail Flag: Agreement Nur: Source Number: Title: Cust:

IP - Itemized P:CB6 CB6201101250C 1 0 False OBDOC12345

IP - Itemized P:CB6 CB6201101250C 1 0 False OBDOC12345

Expand All | Collapse All

General

Document Category:	IP	Customer TSYM:	95X0650
Document		Customer ALC:	36000103
Doc Type:	CB6	Customer BETC:	
Document Number:	CB6201101250000	ALC:	47000016
Accounting Line Number:	1	Disbursing Office:	GS127
Itemized Line Number:	0	Agency DUNS:	
Statement Number:		Agency DUNS+4:	
Related Statement Number:		Vendor Code:	9567
Referenced Statement Number:		Vendor Addr Code:	9567
DBE Detail Flag:	<input type="checkbox"/>	Vendor Name:	DENALI COMMISSION O

Note: For new unprocessed forms, there will only be one record in the history. Each time the form is saved/updated, a history record will be created with the updates.

7. Select the **Correspondence** tab to view/add any correspondence on the transaction.

To add Correspondence, please refer to section 4.5.3.6.

Search Criteria

Creator:	Subject:	Type Of Correspondence:	
Created Date	Contact Person	Public Publishing:	
From:	First Name:	Record Number:	
To:	Last Name:	Itemized Line Number:	
	Assignment Code:	Accounting Line Number:	

Correspondence:

#	Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
C	1	02/17/2011 13:29:06	allroles102 Don	Juan		RG6GRP3	GSA will chargeback pull DRN 12345678				Communication	False

Contact Person

* First Name:	* Last Name:	Assignment Code:
Title:		
Phone Number:		
International Phone Number:		

Steps to Review and Process Customer Generated Exceptions Using the IPAC Transaction Query:

Notes

8. To perform an action on the record, select the appropriate action button.

When selecting View Document, Correct Document or Amend Document, the document will be opened in a new window in appropriate mode.

9. If the IPAC Status is Pending, select the Correct Document button to correct and process the form.

Alternatively, the user can correct the forms from Form/Document Selection.

Actions from Main Query Search Results

Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	IPAC Status	IPAC Reference	IPAC Reference	Article Number	Article Amount	IPAC Submissic
<input type="checkbox"/> IP - Itemized P:CB6		CB6201102100C		1 0	Pending	21011127	1 1		\$0.00	
<input type="checkbox"/> IP - Itemized P:CB6		CB6201102100C		1 0	Pending	21011128	1 1		\$0.00	
<input type="checkbox"/> IP - Itemized P:CB6		CB6201102110C		1 0	Pending	12345678	1 1		\$0.00	
<input type="checkbox"/> IP - Itemized P:CB6		CB6201102110C		1 0	Pending	12045678	1 1		\$0.00	
<input type="checkbox"/> IP - Itemized P:CB6		CB6201102170C		1 0	Pending	21011130	1 1		\$0.00	
<input type="checkbox"/> IP - Itemized P:CB6		CB6201102170C		1 0	Pending	21011131	1 1		\$0.00	
<input type="checkbox"/> IP - Itemized P:CB6		CB6201102170C		1 0	Pending	21011132	1 1		\$0.00	
<input checked="" type="checkbox"/> IP - Itemized P:CB6		CB6201102170C		1 0	Pending	21011133	1 1		\$0.00	
<input type="checkbox"/> IP - Itemized P:CB6		CB6201102170C		1 0	Pending	21011134	1 1		\$0.00	
<input type="checkbox"/> IP - Itemized P:CB6		CB6201102170C		1 0	Pending	21011135	1 1		\$0.00	

Actions from Detail Page

Save

IPAC Transaction Detail | IPAC History | SGL Information Record | IPAC Transaction DBE Detail | Correspondence

View Document | Amend Document | **Correct Document**

Expand All | Collapse All

- General

Document Category:	IP - Itemized Payment	Billing Status:	
Type:	Number:	Article Number:	1
Document	Item:	Article Amount:	\$0.00
Statement Number:	Accounting:	Currency Code:	USD
Related Statement Number:		Security Org:	GSA
Referenced Statement Number:		Fiscal Year:	2011
DBE Detail Flag:	No	Customer ALC:	47000016
Source Number:		Customer TSYM:	36X0151
Title:		Customer BETC:	
Invoice Number:	INNUUM1234220	ALC:	47000016
Requisition Number:	RQ84950220	Disbursing Office:	GS127

Steps to Review and Process Customer Generated Exceptions

Notes

Using the IPAC Transaction Query:

The form will be opened in a new window.

This screenshot shows the 'Header' tab selected in the IPAC Transaction Query form. The form includes fields for Document Type (CB6), Authorization Date (02/07/2011), Status (HELD), Accounting Period (05/2011), Document Number (CB6201102170006), Reporting Accounting Period, Title (Rebill Pull Test 2-17), Document Classification, Authorized By, Security Org (GSA), Post Code, Additional Payee Name, Automatic Reversal, Reversal Accounting Period, Reverse After Period, Agency DUNS Number, Agency DUNS+4, and Accomplished Date (02/09/2011). Buttons at the bottom include 'Return to Top'.

10. Enter the required and/or missing information.

*Note: If a document reference cannot be found or a document cannot be referenced, the form will need the **Vendor**, accounting dimensions, **Assignment Code** and **Period of Performance** entered.*

This screenshot shows the 'Vendor Information' section of the IPAC Transaction Query form. It includes fields for Vendor (Code: 361035, Address Name: VA HOSPITAL SD), Designated Agent (Code, Address Name), Customer Account, and Contract Proration Worksheet. A red box highlights the 'Code' field in the Vendor section.

Steps to Review and Process Customer Generated Exceptions Using the IPAC Transaction Query:

Notes

- To review the form for potential Statement number matches, review the data in the following fields:

IP Pull Payment: Related Statement Number, Invoice Number, Source Number.

CR Push Payment: Invoice Number, Funding Document, Customer Funding Source.

The screenshot shows the 'General' section of the IPAC Transaction Query form. It includes fields for Line Number (1), Line Type (Normal), Transaction Type (01), Prompt Pay Type, Fast Pay, Start Date (01/04/2011), End Date (01/31/2011), and Related Cost Type (N/A). Below this is the 'Pay.gov Information' section with fields for Agency Id, Application Name, Form Id, Agency Tracking Id, Tracking Id, and Status (Not Submitted). A checkbox for 'Transmit to Pay.gov' is also present. A red box highlights the 'Source Number' field (FLT361035) and the 'Related Statement Number' field (G0000001).

- Select the **Save** button.

The screenshot shows the 'Payment Article' screen after saving. A blue status bar at the top displays the message 'Form CB6201102170006 was saved successfully.' A red box highlights this message. Below it is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The 'Header Accounting Lines' tab is selected. A message at the bottom of the screen says 'Header Accounting Line | Contracts Pay | Payment Articles | Tax Lines'.

- 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 with the are informational only and do not need to be corrected.

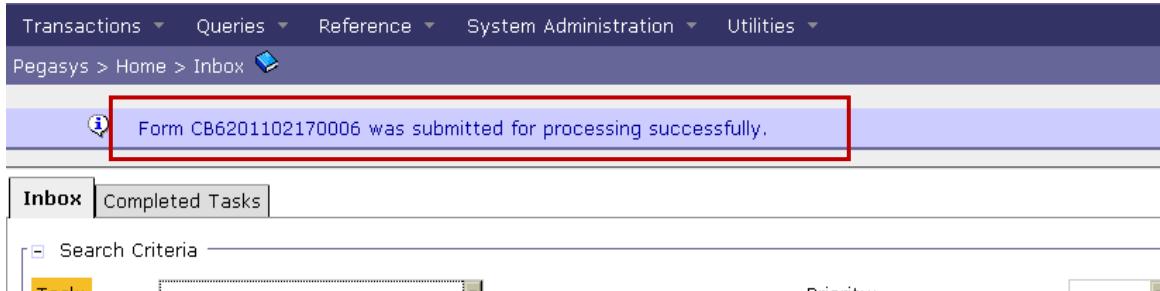
The screenshot shows the 'Header' screen under 'System Administration'. A red box highlights a message at the bottom left: '4 warning(s) have been overridden.' To the right, there is a list of validation errors: 'AP0350W The Accounting Line Number is required when the type of agency transfer is 'IPAC''. 'AP0350W The Document Number is required when the type of agency transfer is 'IPAC''. 'AP0350W The Document Type is required when the type of agency transfer is 'IPAC''. 'AP0014W No SSN or TIN has been entered for VA HOSPITAL.'

Steps to Review and Process Customer Generated Exceptions Using the IPAC Transaction Query:

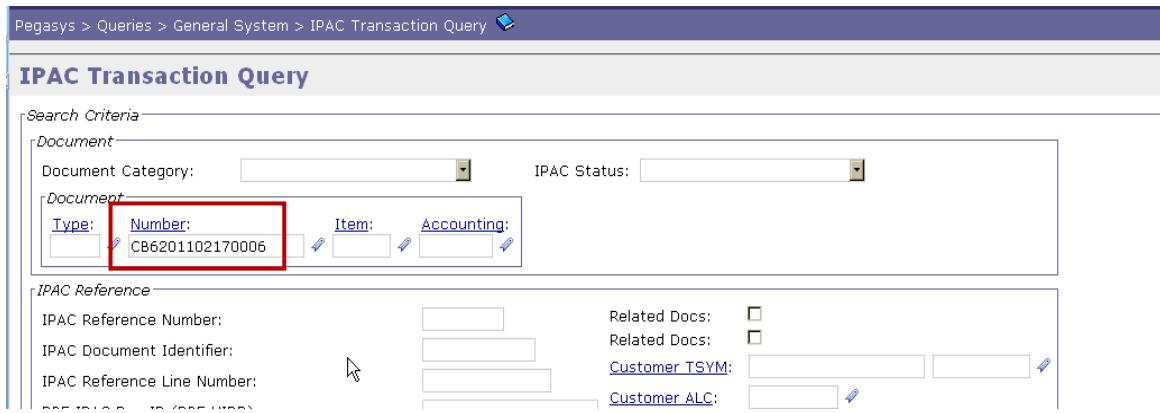
Notes

14. Select the **Submit** button.

If no errors are encountered upon selecting the Submit button a message appears stating that the form has successfully processed.



15. Navigate back to the IPAC Transaction Query and query for the document.



Note: The IPAC Status of the document is now "Received".

Sort...	View as CSV	Summary											
Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line	IPAC Status	PAC Reference	IPAC Reference	Article Number	Article Amount	IPAC Submissio	IPAC Confirmat	IPAC Confirmed	BL
IP - Itemized P/CB6	CB6201102170C	1.0			Received	1011136	1 1		\$1,400.00	02/09/2011		\$1,400.00	

- To rebill a pull payment, please refer to section 4.10.3.3.
- If the pull payment was generated by the customer to pull a non-IPAC credit from GSA, please refer to section 4.10.3.4.
- To reissue a push payment, please refer to section 4.10.3.5.
- To resolve a push payment by transferring un-credited funds to Treasury, please refer to section 4.10.3.6.

4.11.3.3 Create IPAC BD for Customer Generated Exceptions (Re-bill or Reissue Credit)

To resolve customer generated exceptions, the user may at some point need to create a new IPAC BD and/or may need to create a non-IPAC BD.

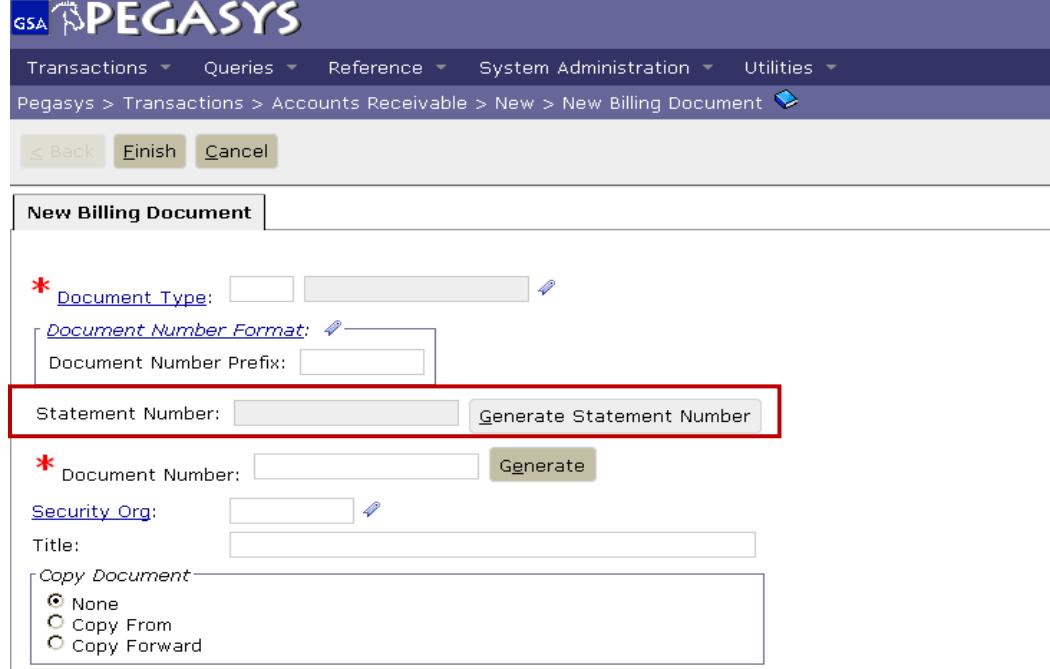
- To re-bill customer a generated exception Payment Authorization (IP), the user would manually create an IPAC BD, which re-bills the customer for the money taken from GSA by the customer.
- To apply a non-IPAC credit as a result of receiving a customer generated exception Payment Authorization (IP) (pull of non-IPAC credit), the user would manually create a non-IPAC BD credit and then use the Credit Application worksheet to apply the credit. In this scenario, the user may also simply apply the existing outstanding non-IPAC credit using the Credit Application worksheet.
- To re-issue a credit as a result of receiving a customer generated exception Cash Receipt (CR) (push payment); the user would manually create an IPAC BD credit. The IPAC refund payment would be created via the Credit Application job (or can be created manually) which re-issues the credit to the customer.

The following steps describe how to create an IPAC BD for use only in rebilling or refunding customer generated exceptions. Please note the steps carefully as some steps will only be applicable for Normal line type BDs (debit billing) where as some steps will only be applicable for Credit line type BDs (credit billing).

When rebilling a pull payment, the BD will be copied forward from an IP and many fields will be pre-populated.

When reissuing a charged back credit (push payment), a new stand-alone IPAC BD Credit line is created.

To create a non-IPAC Credit line BD for use in applying credit, please refer to section 4.13.2.1.

Steps to Create an IPAC BD for Customer Generated Exceptions:	Notes
1. Navigate to Transactions=>Accounts Receivable=>New=>Billing Document. The New Billing Document page is displayed. 	

Steps to Create an IPAC BD for Customer Generated Exceptions:**Notes**

2. **REQUIRED**—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.

3. **REQUIRED**—Enter the **Document Type**. Click the **Generate** button to generate a **Document Number**. A unique document number will be generated in the **Document Number** field.

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

New Billing Document

* Document Type: RMI Rent IPAC BD Manual

Document Number Format: RMIAA000003-029

Document Number Prefix:

Statement Number: AA000003 Generate Statement Number

* Document Number: RMIAA000003-029 Generate

Security Org:

Title:

Copy Document

None

Copy From

Copy Forward

Note: The Document and Statement Number Formats are defined per document type and business line.

The complete list of Document and Statement Number formats is defined in the Configuration Specifications.

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

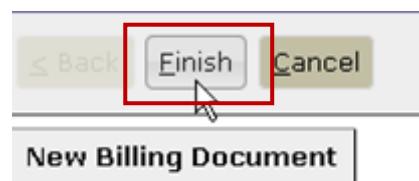
4. To copy forward from an IP Pull (customer generated exception IP), select **Copy Forward** in the **Copy Document** group box. Otherwise, select the **Finish** Button to proceed in the form creation.

Note: Copy forward is only applicable for rebilling an IPAC Pull payment.

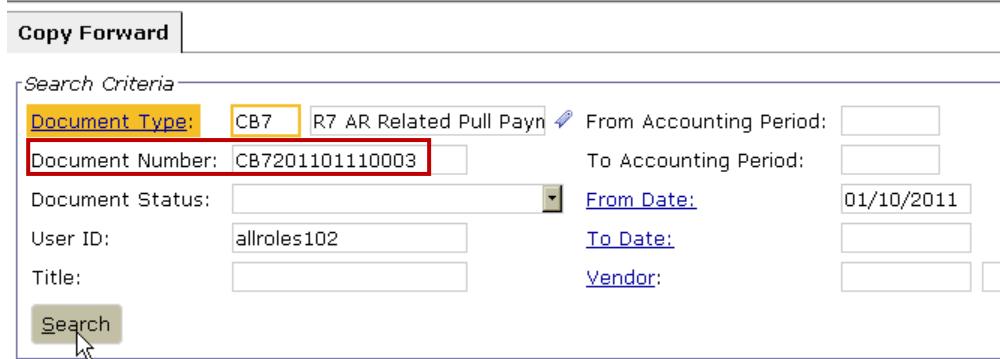


Copy Document

None
 Copy From
 Copy Forward



5. **REQUIRED**—Enter the **Document Number** of the IP to Reference in the Search Criteria.



Copy Forward

Search Criteria

Document Type: CB7 R7 AR Related Pull Payn

Document Number: CB7201101110003

From Accounting Period: _____

To Accounting Period: _____

Document Status: _____

From Date: 01/10/2011

User ID: allroles102

To Date: _____

Title: _____

Vendor: _____

Search

6. **REQUIRED**—Select the **Search** button.

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

- Select the IP and Select the **Finish** button.

The Header page is displayed.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾
Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Office Addresses Approval Routing Memos Summary
Amendment History Workflow Status Approval History
Expand All | Collapse All

General

Document Type:	RMI	Rent IPAC BD Manual	Document Date:	
Status:	NEW		Accounting Period:	
Document Number:	RMIAA000003-029		Reporting Accounting Period:	
Statement Number:	AA000003	Generate Statement Number	Batch Number:	
Title:	<input type="text"/>		Document Classification:	
Billed By:	<input type="text"/>		Security Org:	GSA
Post Code:	<input type="text"/>	<input type="button" value=""/>	Business Line:	
Agency DUNS Number:	<input type="text"/>			
Agency DUNS+4:	<input type="text"/>			

[Return to Top](#)

Note: If copying forward from an IPAC Pull, many of the following steps are not necessary as the information will copy automatically from the referenced IP.

- Optional—Enter the name of the user that authorized the billing in the **Billed By** field.

Note: 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. The Security Org field will default from the user id creating the form.

- REQUIRED—Enter or search for using the reference link the **Vendor Code** in the Vendor Code field.

Note: The vendor will copy forward from a referenced IP.

Vendor Information

Vendor

* Code:	9567	9567	<input type="button" value=""/>	More
Name:	DENALI COMMISSION O			

Designated Agent

Code:			<input type="button" value=""/>	More
Name:				

[Return to Top](#)

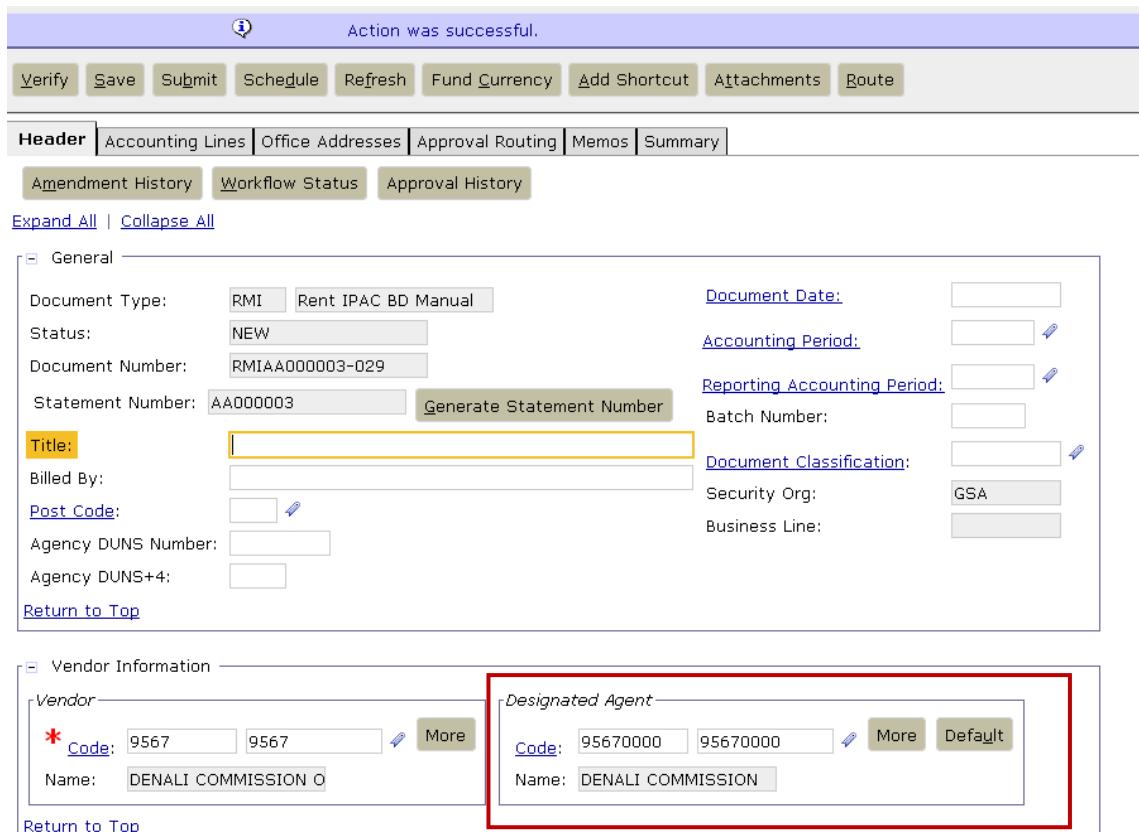
Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

10. **REQUIRED**—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.

Note: The designated agent will copy forward from a referenced IP.



Action was successful.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Amendment History Workflow Status Approval History

Expand All | Collapse All

General

Document Type: RMI Rent IPAC BD Manual Document Date:

Status: NEW Accounting Period:

Document Number: RMIAA000003-029 Reporting Accounting Period:

Statement Number: AA000003 Generate Statement Number Batch Number:

Title: Document Classification:

Billed By: Security Org: GSA

Post Code: Business Line:

Agency DUNS Number:

Agency DUNS+4:

[Return to Top](#)

Vendor Information

Vendor

* Code: 9567 9567 More Name: DENALI COMMISSION O

Designated Agent

Code: 95670000 95670000 More Default Name: DENALI COMMISSION

[Return to Top](#)

11. **REQUIRED**—Enter the required IPAC information.

Note: The Inter-Agency Flag, Type of Transfer, Use Statement For IPAC, IPAC Article Quantity/Unit Price indicator will be defaulted using document type extensibility. The Customer ALC will default from the Vendor or Designated Agent upon processing or verifying.

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

12. **REQUIRED for Rebilling of IP Pull Payments**—Set the IPAC Article Qty/Unit Price Indicator to “Use Article/Qty/Sum DBE Amount”.

Note: This setting is used because the referenced Payment document will not have IPAC DBE Details. This setting is still used with Detail Billing Records.

Inter-Agency Transfer

Interagency Transfer:	<input checked="" type="checkbox"/>	Use Statement Number For IPAC:	<input checked="" type="checkbox"/>
Type of Transfer:	IPAC	IPAC Article Qty/Unit Price Indicator:	Use Article Qty/Sum DBE Amount
Customer Agency Location Code:	<input type="text"/>	Return to Top	
Customer Voucher Number:	<input type="text"/>		
Transfer Schedule Number:	<input type="text"/>		
Transfer Voucher Number:	<input type="text"/>		
Transfer Authorized By:	<input type="text"/>		

13. Enter the **Assignment Code** in the User Defined Fields **Assignment Code** field.

Note the Assignment Code value will copy from the IP if copying forward (if populated on the IP).

External System Information

System ID:	RENTMANL	Edit
External System Document Number:	<input type="text"/>	
Return to Top		

User Defined Fields

* Assignment Code:	RG7GRP1	Edit
Return to Top		

Note: The Disbursing Office, System ID, Billing Reference Number, Security Org, Text Code, Business Line will default from the Document Type settings.

*When manually creating BDs, user should populate the External System ID field depending on the associated business line. This value will default when using the correct manual document type. Users **should not** enter the **System ID** values even when those systems may be where the information originated.*

14. Select the **Accounting Line** tab.

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

15. Select the **Add** button to enter a new Accounting Line.

Note: An accounting line will copy forward from a referenced IP.

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.

Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header: RMI Rent IPAC BD Manual AARM1000020-086 HELD > Accounting Lines > Accounting Line

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

Expand All | Collapse All

- General

Line Number: 1 Receivable Type: RTNA Default

Line Type: Normal Record Type: PR

Billing Status: Unbilled Overpayment Cause: Interest Rate %:

Transaction Type:

Exclude from Offset

Internal: Overdue Charges

External: Administrative Charge Type:

Bill Print: Suppress Dunning Print:

Dunning Print:

Period of Performance

* Start Date: * End Date: * Source Number:
Related Statement Number:

[Return to Top](#)

16. **REQUIRED for Credit Lines**—Set the line type to Credit.

If reissuing a charged back credit (CR push payment), the line type should be Credit.

If re-billing a pull (IP pull payment), the line type should be Normal.

Note: For Normal line (Debit) bills, the line type will default.

- General

Line Number: 1

Line Type:

Billing Status:

Transaction Type:

Steps to Create an IPAC BD for Customer Generated Exceptions:
Notes

17. **REQUIRED for CREDIT Lines**—Set the Excluded for Offset External/Internal Flags to True and the Overdue Charges section to all blanks.

The screenshot shows the 'Exclude from Offset' section with 'Internal' and 'External' checkboxes checked. The 'Overdue Charges' section is blank. The 'Transaction Type' field is highlighted with a yellow box and contains '03'.

Note: The Transaction Type 03 must be used on Customer Generated Exceptions in order for the transaction to be included in the BC1300 report.

18. **REQUIRED for IPAC Pulls of Non-IPAC Credit ONLY**—Enter the Transaction Type of '01'.

Note: The Transaction Type will default to '01' if not entered.

19. **REQUIRED**—Enter the Period of Performance.

Note: The period of performance will copy forward from a referenced IP.

20. **REQUIRED**—Enter the Source Number.

Note: The Source Number will copy forward from a referenced IP.

The screenshot shows the 'General' tab with various fields: Line Number (1), Record Type (PR), Overpayment Cause, Interest Rate %, and the 'Source Number' field which is highlighted with a red box and contains 'OA0449522'. Other fields like Line Type (Normal), Billing Status (Unbilled), Transaction Type (03), and Exclude from Offset (Internal and External checkboxes) are also present.

Note: The Funding Document value should match the value entered in the Source Number field.

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

21. REQUIRED—Enter the Initial Line Amount.

Note: The Initial Amount will be defaulted into the Principal Amount and Total Amount fields.

Line Amounts

Calculate From Detail Records

Initial Amount:	\$1,200.00
Discount Amount:	\$0.00
Surcharge Amount:	\$0.00
Principal Amount:	\$1,200.00
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00
Total:	\$1,200.00

[Return to Top](#)

Note: The BD Normal line amount will NOT copy forward from a referenced IP and must be entered.

Note: The amount must be entered as a negative number for Credit lines.

Credit Lines only

Credit Lines only

Line Amounts

Calculate From Detail Records

Initial Amount:	(\$120.00)
Discount Amount:	\$0.00
Surcharge Amount:	\$0.00
Principal Amount:	(\$120.00)
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00
Total:	(\$120.00)

Steps to Create an IPAC BD for Customer Generated Exceptions:
Notes
22. REQUIRED—Enter the Accounting Template and Accounting Dimensions

Note: The accounting information will copy forward from a referenced IP.

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

23. To search for the Accounting Template, select the Template link.

The screenshot shows a search interface for accounting dimensions. At the top, there's a section labeled 'Accounting Dimensions' with a plus sign icon. Below it is a search bar with a placeholder 'Template:' and a red asterisk indicating it's required. A red box surrounds this entire area. At the bottom of the search bar is a button labeled 'Search For Template'.

Note: When searching for accounting templates, list the business line abbreviation flanked by asterisks in the Accounting Template Description field and/or enter specific accounting dimensions in the search criteria.

This screenshot shows the results of a search for accounting dimensions. At the top left is a 'Search Criteria' section with fields for 'Name' (containing '11RNT*192X*P0125100*') and 'Security Org'. On the right is an 'Effective Dates' section with 'Start Date' and 'End Date' fields. Below these are two rows of search results. The first row includes fields for 'BBFY', 'EBFY', 'Fund', 'Region', 'Org Code', 'Program' (highlighted with a red box and containing 'PG00'), 'Project Code', 'Activity', 'Sub-Object Class', 'Revenue Source', 'Sub Revenue Source', 'Building #', 'Proj Cd' (highlighted with a red box), 'System', 'Vehicle Tag #', 'Work Item', 'ABC Activity', 'Reimbursable Sub-Object Class', 'Reimbursable Sub Object', 'BETC', and 'Cost Organization'. The second row includes fields for 'Cohort Year' and 'PRC'.

24. Select an Accounting Template

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

	Name	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src
<input type="button" value="Select"/>	11RNT-01-192X-P0125100-PG00-PG000		2011	192X	01	P0125100		PG00						

Note: The Accounting Template is made up of certain (but not all) accounting Dimension. 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.

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

- Accounting Dimensions

* <u>Template:</u> 11RNT-01-192X-P0125100-PG000-PG000	<input type="button" value="Default"/>			
* <u>BBFY:</u> 2011	<u>EBFY:</u> <input type="text"/>	* <u>Fund:</u> 192X	* <u>Region:</u> 01	* <u>Org Code:</u> P0125100
* <u>Program:</u> PG00	<u>Project Code:</u> <input type="text"/>	* <u>Activity:</u> PG000	<u>Sub-Object Class:</u> <input type="text"/>	* <u>Revenue Source:</u> <input type="text"/>
<u>Sub Revenue Source:</u> <input type="text"/>	* <u>Building #:</u> <input type="text"/>	<u>System:</u> <input type="text"/>	<u>Vehicle Tag #:</u> <input type="text"/>	<u>Work Item:</u> <input type="text"/>
ABC Activity: <input type="text"/>	Reimbursable Sub-Object Class: <input type="text"/>	Reimbursable Sub Object: YBA: <input type="text"/>	BETC: <input type="text"/>	
<u>Cost Organization:</u> <input type="text"/>	<u>Cohort Year:</u> <input type="text"/>	<u>PRC:</u> <input type="text"/>		

[Return to Top](#)

25. Enter **Revenue Source Code** and any other required dimensions.

Please refer to the Configuration Guide for the complete list of Revenue Source Codes. Revenue Source Codes are required on all Receivable transactions.

26. **REQUIRED for Rebilling Pull Payments**—Enter the BETC value of **DISBAJ**.

Note: This is the Disbursement Adjustment BETC, which should be used for adjusting an IP.

- Accounting Dimensions

* <u>Template:</u> 11RNT-02-192X-P0225200-PG00-PGA35	<input type="button" value="Default"/>			
* <u>BBFY:</u> 2011	<u>EBFY:</u> <input type="text"/>	* <u>Fund:</u> 192X	* <u>Region:</u> 02	* <u>Org Code:</u> P0225200
* <u>Program:</u> PG00	<u>Project Code:</u> <input type="text"/>	* <u>Activity:</u> PGA35	<u>Sub-Object Class:</u> <input type="text"/>	* <u>Revenue Source:</u> 4305
<u>Sub Revenue Source:</u> <input type="text"/>	* <u>Building #:</u> DC0007ZZ	<u>System:</u> <input type="text"/>	<u>Vehicle Tag #:</u> <input type="text"/>	<u>Work Item:</u> <input type="text"/>
ABC Activity: <input type="text"/>	Reimbursable Sub-Object Class: <input type="text"/>	Reimbursable Sub Object: YBA: <input type="text"/>	BETC: <input type="text"/>	
<u>Cost Organization:</u> <input type="text"/>	<u>Cohort Year:</u> <input type="text"/>	<u>PRC:</u> <input type="text"/>	DISBAJ: <input type="text"/>	

27. Remove all values from the Document Reference Section.

- Document Reference

Type	Number	Item	Accounting	Final	<input type="checkbox"/> View	<input type="checkbox"/> Default
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

28. **REQUIRED**—Enter the required IPAC information in the **Interagency Transfer** Section on the accounting line.

Note: The Interagency Transfer information will copy forward from a referenced IP.

The screenshot shows a form titled "Interagency Transfer". It includes fields for "Customer Sub-level Prefix", "Customer Treasury Symbol", "Customer BETC", and "Customer Funding Source". Below these, there's a "Funding Authorization Source" section with a dropdown menu set to "Agreement". A note says "* Funding Document: [field]". Under "Internal Obligation", there are fields for "Type", "Number", "Item", "SubItem", and "Accounting", followed by a "View" button. Transaction details like "Contact Phone Number" and "Requisition Number" are listed. To the right, there are fields for "Accounting Classification Code" (S1017), "Fiscal Station Number" (0), and "FY Obligation ID". A "Return to Top" link is at the bottom left.

29. **REQUIRED**—Enter the **Customer Funding Source**.

The Customer Funding Source is the Customer Purchase Order/Line Of Accounting information.

Note: The Customer Funding Source will NOT copy forward from a referenced IP.

30. Optional—Enter **Customer Treasury Symbol**.

The screenshot shows the same "Interagency Transfer" section as before. The "Customer Treasury Symbol" field is highlighted with a red box and contains the value "95X0650". Other fields like "Customer Sub-level Prefix", "Customer BETC", and "Customer Funding Source" are also visible.

Note: The Customer Treasury Symbol is required for customers that are GWA Players. Please consult the Configuration Guide for Treasury Symbol information. The Customer BETC will default from the Treasury Symbol upon form verification.

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

31. **REQUIRED**—Set **Funding Authorization Source** to Funding Document.

Note: The Funding Authorization Source will NOT copy forward from a referenced IP.

Funding Authorization Source

Funding Authorization Source:	Agreement
	Agreement
* Funding Document:	Funding Document
	Internal Obligation Document

32. **REQUIRED**—Enter the **Funding Document** value.

Note: The Funding Document will NOT copy forward from a referenced IP.

Funding Authorization Source

Funding Authorization Source:	Funding Document
* Funding Document:	OA123456

Note: The Funding Document value should match the value entered in the Source Number field.

33. **REQUIRED**—Enter the **Accounting Classification Code**.

34. **REQUIRED**—Enter the **Fiscal Station Number**.

Note: This value should be 0 unless a Fiscal Station value has been provided.

Transaction Contact:	* Accounting Classification Code:	9567
Contact Phone Number:	* Accounting Classification Reference Number:	ANTENNA
Requisition Number:	DOD Activity Address Code:	
JAS Number:	* Fiscal Station Number:	0
SGL Comments:	Accounting Trace Number:	
	FY Obligation ID:	
	Job Number:	

[Return to Top](#)

Note: The Transaction Contact information will be written to the IPAC File from the Remit to Office Address information.

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

35. **REQUIRED**—Enter the Contract Number.

Contract Information

<u>Contracts Number:</u>	RENT	
<u>Blanket Agreement Number:</u>		
<u>Delivery Order Number:</u>		
<u>Contracts Line Item Number:</u>		
<u>Sub Contracts Line Item Number:</u>	CLIN	
<u>Blanket Agreement Line Item Number:</u>		
<u>Sub Blanket Agreement Line Item Number:</u>		
<u>Invoice Number:</u>		
<u>Invoice Date:</u>		

[Return to Top](#)

Note: The Contract Number value should be equal to the Business Line value from the BD Header.

36. **REQUIRED**—Enter “NA” in the Contract Line Item Number field

37. Enter the other fields required per Business Line. *Please refer to section 4.3.1.5.*

Please refer to the Configuration Guide for the document requirements by business line.

Interagency Transfer

<u>Customer Sub-level Prefix:</u>		
<u>Customer Treasury Symbol:</u>	95X0650	
<u>Customer BETC:</u>		
<u>Customer Funding Source:</u>	POEOP12345	
<u>Funding Authorization Source</u>		
<u>Funding Authorization Source:</u>	Funding Document	
* Funding Document:	OA123456	
<u>Internal Obligation</u>		
Type:	Number:	Item:
<u>Transaction Contact:</u>		
<u>Contact Phone Number:</u>		
<u>Requisition Number:</u>		
<u>JAS Number:</u>		
<u>SGL Comments:</u>		
<input type="checkbox"/> Accounting Classification Code: 9567 <input type="checkbox"/> Accounting Classification Reference Number: ANTENNA <u>DOD Activity Address Code:</u> <input type="checkbox"/> Fiscal Station Number: 0 <u>Accounting Trace Number:</u> <u>FY Obligation ID:</u> <u>Job Number:</u>		

[Return to Top](#)

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

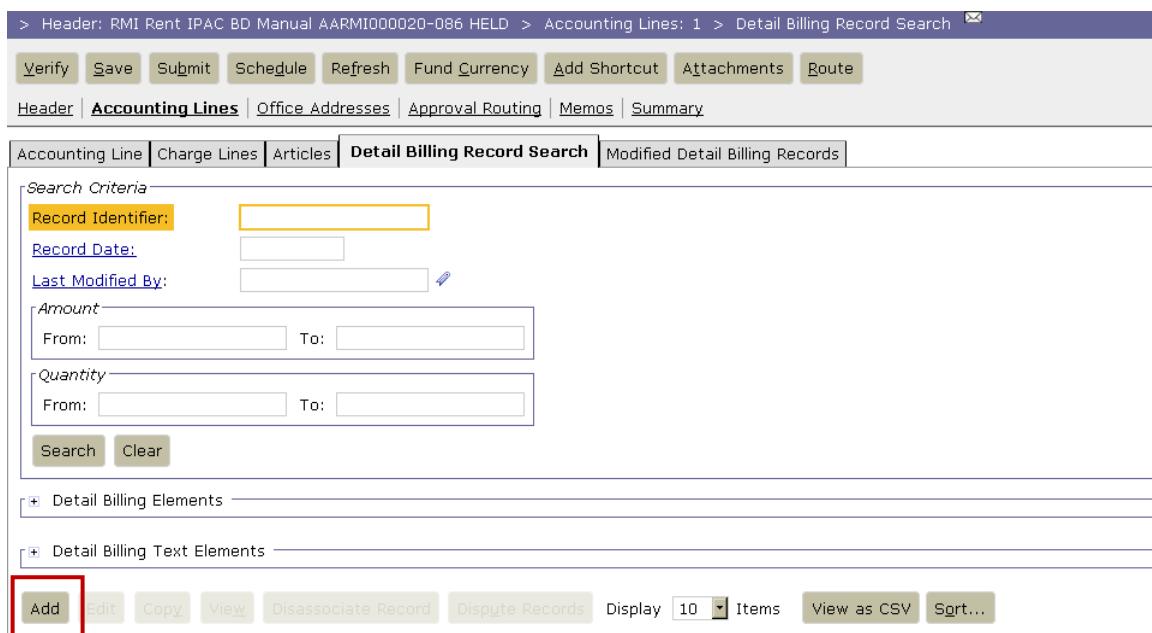
Note: The Billing Status, Bill Print setting, Dunning Print, Receivable type, Transaction Type, Overdue Charges information, and Text Code will default during document processing.

Note: The transaction contact information will be written to the IPAC File from the Remit to Address value on the Office tab.

38. Optional—Enter any descriptive information in the **Description** field.

39. **REQUIRED**—Select **Detail Billing Record Search** tab.

40. Select the **Add** button.



The screenshot shows a software interface for managing accounting lines. At the top, there's a header bar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the header, a navigation menu includes Header, Accounting Lines (which is selected), Office Addresses, Approval Routing, Memos, and Summary. A tabs section at the bottom has tabs for Accounting Line, Charge Lines, Articles, Detail Billing Record Search (which is selected), and Modified Detail Billing Records. The main area is titled 'Search Criteria' and contains several input fields: 'Record Identifier' (with a yellow box around it), 'Record Date', 'Last Modified By', 'Amount' (with 'From:' and 'To:' fields), and 'Quantity' (with 'From:' and 'To:' fields). Below these are 'Search' and 'Clear' buttons. Further down, there are sections for '+ Detail Billing Elements' and '+ Detail Billing Text Elements'. At the very bottom, there's a toolbar with buttons for Add (which is highlighted with a red box), Edit, Copy, View, Disassociate Record, Dispute Records, Display (set to 10 items), View as CSV, and Sort... .

Steps to Create an IPAC BD for Customer Generated Exceptions:**Notes**

The Modified Detail Billing Record page is displayed.

Modified Detail Billing Record

[Expand All](#) | [Collapse All](#)

General

Record Identifier:	<input type="text"/>	Agency:	<input type="text"/>
Record Status:	New	Bureau:	<input type="text"/>
Quantity:	<input type="text"/>	Agency Location Code:	<input type="text"/>
Unit Price Amount:	\$0.00	Customer Identification Code:	<input type="text"/>
Unit:	<input type="text"/> 	Customer Identification Code #2:	<input type="text"/>
* Amount:	\$0.00	Period of Performance	
Discount Amount:	\$0.00	Start Date:	<input type="text"/>
Surcharge Amount:	\$0.00	End Date:	<input type="text"/>
* Record Date:	<input type="text"/>		
Billing Description: <input type="text"/>			

[Return to Top](#)

41. Enter a unique Record Identifier.

Note: If left blank, the system will generate a Record Identifier value. The system generated numbers will begin with "MOM" and will be at least 17 characters long.

42. REQUIRED IPAC transactions—Enter a Quantity, Unit Price, and Unit for IPAC.

General

Record Identifier:	<input type="text"/>
Record Status:	New
Quantity:	1.000000
Unit Price Amount:	\$1,200.00
Unit:	<input type="text"/> 

Note: For all business lines use quantity of '1' and unit of 'EA'.

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

43. **REQUIRED**— Enter the Total Amount of the DBR in the **Amounts** field.

*Note: DBR Quantity * DBR Unit Price should equal DBR Amount.*

Note: The amount must be negative (\$100) for Credit DBRs.

* **Amount:** 

Discount Amount:

Surcharge Amount:

* **Record Date:**

RENT Bill

Billing Description:

[Return to Top](#)

Credit DBR

Quantity:

Unit Price Amount:

Unit: 

* **Amount:** 

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

44. **REQUIRED**—Enter a **Record Date**.

Note: Users should enter the current date for the Record Date.

* **Record Date:**

Chg <<|< November >>>
Bill 2010
S M T W T F S
31 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 1 2 3 4
5 6 7 8 9 10 11

Steps to Create an IPAC BD for Customer Generated Exceptions:	Notes
---	-------

- | | |
|---|--|
| 45. REQUIRED —Enter the required Detail Billing Elements for the business line. | |
|---|--|

Note: The Detail Billing Elements vary per Business Line. Please refer to the Configuration Guide for a Detail Billing Record specification and/or the definitions in section 4.2.1 for a list of Fleet and Rent specific elements.

- | | |
|--|--|
| 46. REQUIRED for Credit DBRs only —Enter the Credit Adjustment indicator of C. | |
|--|--|

- | | |
|--------------------------|--|
| 47. Select Save . | |
|--------------------------|--|

Note: Multiple Detail Billing Records can be associated to the accounting line following the same steps.

- | | |
|---|--|
| 48. REQUIRED —Select Office Addresses . | |
|---|--|

Note: The Office Address will NOT copy forward from a referenced IP.

- | | |
|--|--|
| 49. Select the Remit To address line. | |
|--|--|

- | | |
|--|--|
| 50. Select the Office Address . | |
|--|--|

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

51. Enter the Office Code.

Please refer to the Configuration Guide for Office Table information.

The screenshot shows the 'Office Address' creation interface. At the top, there are several buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these are navigation links: Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. The main area is titled 'Office Address'. Under the 'General' tab, there are fields for Office Type (set to 'Remit To'), Code (with a red box around it and a 'Search For Code' button), State (set to 'Yes'), Name, Address, City, State, Postal Code, County, Country, Contact Code, Phone, and Fax. There are also 'Get Address' and 'Clear Address' buttons.

52. REQUIRED—Select the Accounting Line link then select the Articles Tab.

Note: The Article is only required for IPAC Transactions.

The screenshot shows the 'Accounting Lines' screen. The top navigation bar includes buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the navigation are links: Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. A sub-navigation bar at the bottom includes Accounting Line, Charge Lines, Articles (which is highlighted with a red box), Detail Billing Record Search, and Modified Detail Billing Records. At the bottom, there are buttons for Add, Copy, Remove, Replace, Display (set to 10 items), View as CSV, and Sort... A section labeled 'Article' is visible below the buttons.

Steps to Create an IPAC BD for Customer Generated Exceptions:
Notes

53. Select the **Add** button.

Note: The Article will copy forward from a referenced IP.

Note: To modify an article, select the checkbox by the row and then select the 'Article' link to open the page. To delete an existing article, select the record by highlighting its tab and select the Remove button.

Note: Only one Article can be manually created per accounting line.

The Article page is displayed.

Article

[Expand All](#) | [Collapse All](#)

General	Articles Or Services:
Article Number: <input type="text"/>	Reason:
Date Of Delivery:	Articles Or Services:
Qty/Unit Price Indicator:	Reason:
Quantity: <input type="text" value="0.000000"/>	Reason:
Unit Price Amount: <input type="text" value="\$0.0000"/>	Reason:
Unit: <input type="text" value="EA"/>	Reason:
Article Amount: <input type="text" value="\$0.00"/>	Reason:
IPAC Status	
IPAC Status: <input type="text"/>	Reason:
IPAC Schedule Date: <input type="text"/>	Reason:
IPAC Submission Date: <input type="text"/>	Reason:
IPAC Confirmation Date: <input type="text"/>	Reason:
IPAC Confirmed Amount: <input type="text" value="\$0.00"/>	Reason:
IPAC Reference Number: <input type="text"/>	Reason:
IPAC Reference Line Number: <input type="text"/>	Reason:
Detail Line Number: <input type="text"/>	Reason:
IPAC Document Identifier: <input type="text"/>	Reason:
Reference Document IPAC Document Identifier: <input type="text"/>	Reason:
Adjustment: <input type="text"/>	Reason:
IPAC Rejection Date: <input type="text"/>	Reason:
Omitted from File: <input type="text"/>	Reason:

Note: The Article Number, IPAC Reference Number, IPAC Reference Line number and Qty/Unit Price Indicator will default on all IPAC BDs. The IPAC Reference Number will default from the Statement Number following GSA configuration.

54. **REQUIRED**—Enter the **Article Or Services** text.

Note: The Articles or Services text will copy forward from a referenced IP. Append the information if necessary to rebill.

Chargeback DRN|RG309001

* **Articles Or Services:**

Note: The Articles Or Services field is the value sent in the "Description" field of the IPAC File.

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

Note: For new BDs that are “Use DBE Detail”, the Quantity, Unit, Unit Price, Amount and Articles Or Services fields are not editable. These fields will be populated from the information on the Detail Billing Records.

55. REQUIRED for Normal lines—Enter the IPAC Schedule Date.

Note: If the pull payment has been identified as a pull within the 90 day Treasury window, leave blank.

If left blank, the IPAC Schedule Date will be populated with today’s date and the transaction will be billed to IPAC in the next nightly run of the GSIPACOUT job.

If the pull payment has been identified as a pull outside of the 90 day Treasury window, enter the IPAC Schedule Date 60 days in the future. The bill will be ‘ignored’ by the billing cycle until the 60 day window has expired or when the IPAC Schedule Date on the BD is updated to the current date.

The screenshot shows a form titled "IPAC Status". It includes a dropdown menu for "IPAC Status:", a date input field with a calendar overlay for November 2010, and several other input fields for amount and dates.

56. Select the Save button.



57. Select the Verify button.

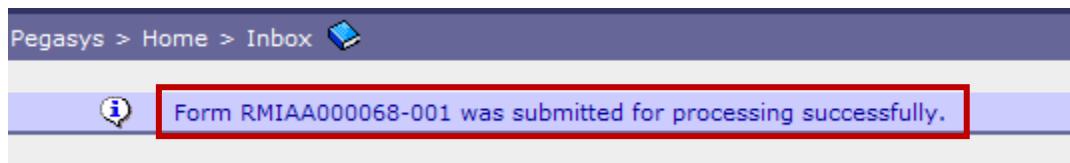


Note: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above with the are informational only and do not need to be corrected.

Steps to Create an IPAC BD for Customer Generated Exceptions:

Notes

58. Select the **Submit** button.



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

59. To see the reference tree of the BD (including the IP) for rebills or pulls, navigate to Form/Document Selection and search for the document.

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
RMI	RMIAA000068-001		Rent Customer Generated Exception Pull	03/09/2011	Processed

60. Select the record.

61. Select the Reference Query.

Document Type	Document Number	Amendment Number	Title
RMI	RMIAA000068-001		Rent Customer Generated Exception Pull

62. Expand the nodes in the reference tree.

Once the BD is processed, the BD will be held for 60 days for further charge back research/resolution. When the 60 days have passed, debit bills (Normal line BDs) will be sent to IPAC via the IPAC Outbound process (GSIPACOUT). Credits (Credit line BDs) will be selected by the Credit Application process to create IPAC Payments. Once processed, the IPAC payments will also be sent to IPAC via the IPAC Outbound process (GSIPACOUT).

To create an IPAC IP from an IPAC BD credit, please refer to section 4.10.4.9.

4.11.3.4 Resolve Customer Generated Exception (IP): Pull of Non-IPAC Credit

The following steps describe how to resolve a pull of a non-IPAC credit. If a customer is owed a credit on a non-IPAC statement, the customer may determine they can pull the credit amount via IPAC. This occurs in Pegasys when an IP pull comes in the IPAC inbound process and the Statement number provided in the IPAC file is that of a non-IPAC credit. *Note the IPAC Pull of non-IPAC Credit transactions will not be displayed on the BC1300 report.*

Please note these steps are the system process only. Communication with the customer and internal standard operating processes should be consulted before performing action on the charged back transaction.

The steps below assume the IP pull form has been created but not yet processed, and the information to identify the non-IPAC Credit has been identified from the payment. The non-IPAC Credit bill would typically be an existing and outstanding credit bill. However, if a new non-IPAC BD credit needs to be created for the pull, please refer to section 4.13.2.1. To create the CR using the Credit Application Worksheet in order to refund, please refer to section 4.13.3.

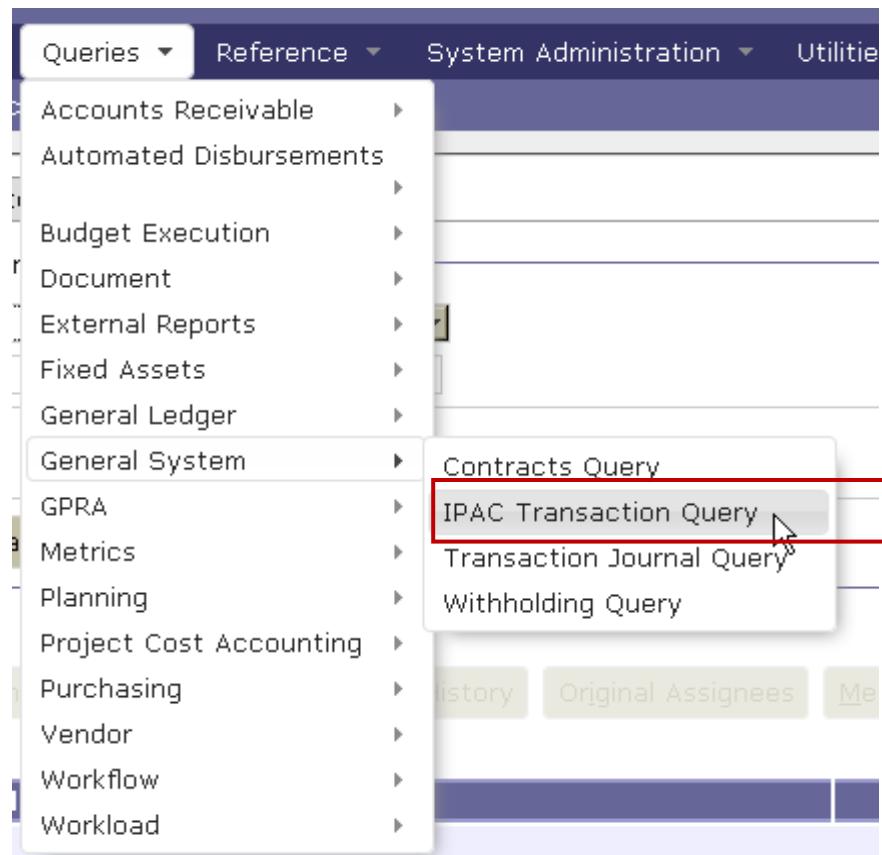
To query for IP pulls, please refer to section 4.10.3.2.

To amend the BD to add the Statement Number to the Invoice field, please refer to section 4.4.3.1 and 4.6.5.3 to query by the Invoice number using the GL Detail Query.

Note: The outstanding credit can be researched using the Outstanding Bills Query, the Credit Application Worksheet or the Statement Query.

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: Notes

1. Navigate to the IPAC Transaction Query at Queries=>General System=>IPAC Transaction Query.



Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: Notes

The IPAC Transaction Query search criteria page is displayed.

Pegasys > Queries > General System > IPAC Transaction Query

IPAC Transaction Query

Search Criteria

Document

Document Category: IPAC Status:

Document

Type: Number: Item: Accounting:

IPAC Reference

IPAC Reference Number: Related Docs:
IPAC Document Identifier: Related Docs:
IPAC Reference Line Number: Customer TSYM:
Relative Line Number: Customer ALC:
Reference Doc IPAC Document Identifier: Customer BETC:
Invoice Number: ALC:
DBE Detail Flag: Disbursing Office:
Cancelled/Deleted: Agency DUNS:
IPAC Adjustment: Agency DUNS+4:
IPAC Adjustment Original IPAC Reference Number:
Zero Dollar Status Indicator:
Zero Dollar Reference Number:
IPAC Submission Date

From: To:

Post SGL Status Indicator:

IPAC Confirmed:

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: Notes

2. Enter the **IP Pull Form Number** or **IPAC Reference Number** and any additional search criteria, such as **Document Category (IP)**, **Document Type (CB6/CB7)** and **IPAC Status of Pending**.

Note: This is the IP that was identified as a 'pull' of non-IPAC credit prior to applying the non-IPAC credit bill.

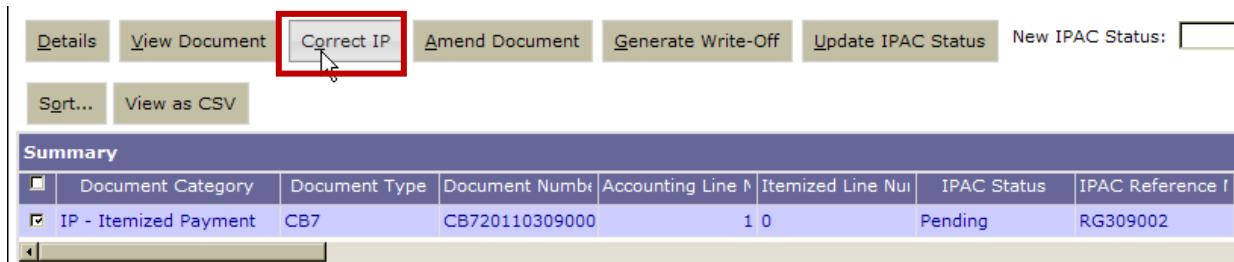
IPAC Transaction Query

The screenshot shows the 'IPAC Transaction Query' page with various search fields. A red box highlights the 'IPAC Status: Pending' dropdown under the 'Document' section. Other sections include 'IPAC Reference' with fields like IPAC Reference Number, IPAC Document Identifier, and IPAC Adjustment Original IPAC Reference Number; 'IPAC Submission Date' with 'From:' and 'To:' fields; 'IPAC Confirmed' with 'From Date:', 'To Date:', 'Amount', and 'Value' fields; 'IPAC Rejection Date' with 'From:' and 'To:' fields; and a 'Security Org:' field with a dropdown and a 'Search' button.

3. Select the **Search** button.
4. Select the IPAC IP that was identified as the pull of the non-IPAC Credit.

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: Notes

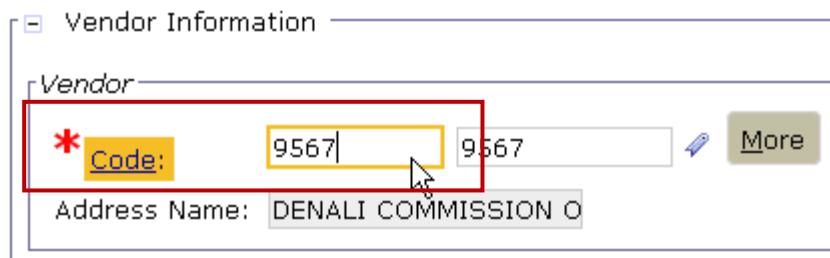
5. Select the Correct IP button.



The screenshot shows a software interface with a toolbar at the top containing buttons for 'Details', 'View Document', 'Correct IP' (which is highlighted with a red box), 'Amend Document', 'Generate Write-Off', 'Update IPAC Status', and 'New IPAC Status'. Below the toolbar is a 'Sort...' button and a 'View as CSV' button. A 'Summary' table follows, with columns for Document Category, Document Type, Document Number, Accounting Line N, Itemized Line Num, IPAC Status, and IPAC Reference I. The table shows one row with 'IP - Itemized Payment' selected, CB7 as Document Type, CB720110309000 as Document Number, 1 0 as Accounting Line N, Pending as IPAC Status, and RG309002 as IPAC Reference I.

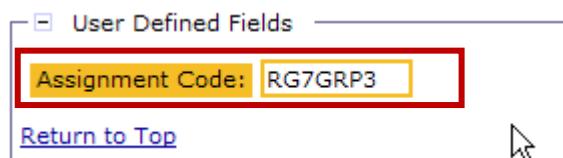
The IP form is opened in a new window.

6. **REQUIRED**—Enter the **Vendor code**.



The screenshot shows a 'Vendor' section under 'Vendor Information'. It includes fields for 'Code' (with a red asterisk and the value '9567'), 'Address Name' ('DENALI COMMISSION O'), and a 'More' button. The 'Code' field is highlighted with a red box.

7. **Optional**—Enter the **Assignment code**.



The screenshot shows a 'User Defined Fields' section. It includes a field for 'Assignment Code' containing 'RG7GRP3', which is highlighted with a red box. A 'Return to Top' link is also visible.

8. Select the Accounting line tab.

9. Select the accounting line created by the IPAC inbound batch process.

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: **Notes**

10. Select the **Header Accounting Line** hyperlink.

The screenshot shows a software interface for managing accounting lines. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, and Fun. Below these are tabs for Header, Fixed Assets, Header Accounting Lines (which is selected and highlighted with a red border), Contracts Pay, and Payment A. Under the Header Accounting Lines tab, there is a sub-menu with options: Display Header Accounting Line, Add, Copy, Copy Forward, Remove, and Reset. A table below lists accounting lines. The first column has checkboxes, the second is Line Number, the third is Line Type, the fourth is Amount, the fifth is Transaction Type, and the sixth is Template. One row is visible, showing a checked checkbox, Line Number 1, Normal Line Type, \$777.00 Amount, 01 Transaction Type, and an empty Template column.

11. **REQUIRED**—Enter the Reference Document information.

Note: Enter the Type, Number and Accounting Line Number only. Do not check any flags or select any buttons.

[-] Document Reference

Type:	<u>Number:</u>	Item:	Accounting:	Final:	<input type="checkbox"/> Misc:	<input type="checkbox"/>	View	Default
Liquidate Items: <input type="checkbox"/> Referenced Statement Number: <input type="text"/>								

[Return to Top](#)

12. To search for the CR, select the Number reference link.

[-] Document Reference

Type:	<u>Number:</u>	Item:	Accounting:	Final:	<input type="checkbox"/> Misc:	<input type="checkbox"/>	View	Default
Liquidate Items: <input type="checkbox"/> Referenced Statement Number: <input type="text"/>								

[Search For Number](#)

[Return to Top](#)

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit:

Notes

13. Enter the CR information in the Search Criteria.

The screenshot shows the 'Search Criteria' section of a web application. A red box highlights the 'Document Type' field, which contains 'CR7'. Other fields include 'Document Number', 'Amendment Number', 'From Accounting Period', 'To Accounting Period', 'From Date' (01/05/2011), 'To Date', 'User ID' (allroles102), and 'Title'. Below the search criteria is a 'Vendor' section with a 'Code' field. At the bottom are 'Search' and 'Cancel' buttons.

14. Select the **Search** button.

15. Select the CR from the results.

	Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
<input type="button" value="Select"/> CR7		CR7201101100002			01/10/2011	Processed	allroles102
<input type="button" value="Select"/> CR7		CR7201101120007			01/12/2011	Processed	allroles102

To [link] Selected Item [link]

16. **REQUIRED**—Enter the accounting line number.

Note: Do not select the default button. The default button will remove the IPAC Article created in the IPAC inbound process.

The screenshot shows the 'Document Reference' section. It includes fields for 'Type' (CR7), 'Number' (CR7201101120007), 'Item' (empty), 'Accounting' (containing '3'), and buttons for 'View' and 'Default'. Below this is a 'Liquidate Items' checkbox and a 'Referenced Statement Number' input field. At the bottom is a 'Return to Top' link.

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: **Notes**

17. **REQUIRED**—Enter the Accounting Template and any required dimensions.

Note: The accounting template on the IP should match the CR.

Accounting Dimensions

Template: 11RNT-00-192X-PG53-PGA31	Default			
* BBFY: 2011	EBFY:	* Fund: 192X	* Region: 00	* Org_Code: P0010090
* Program: PG53	Project Code:	* Activity: PGA31	Sub-Object Class:	* Revenue Source: 4305
* Building #: RI0024ZZ	System:	Vehicle Tag #:	Work Item:	
ABC Activity:	Reimbursable Sub-Object Class: YBA:	BETC:		
Cost Organization:	Cohort Year:	PRC:		

[Return to Top](#)

18. Select the **Disbursing Information** tab.

Header	Fixed Assets	Header Accounting Lines	Itemized Lines	Approval Routing	Memos	Summary	Disbursing Information										
Workflow Status Approval History Expand All Collapse All																	
<p>General</p> <table border="1"> <tr> <td>Disbursing Method: Inter-Agency Transfer</td> </tr> <tr> <td>Disbursing Office: GS193</td> </tr> </table> <p>Return to Top</p>								Disbursing Method: Inter-Agency Transfer	Disbursing Office: GS193								
Disbursing Method: Inter-Agency Transfer																	
Disbursing Office: GS193																	
<p>Inter-Agency Transfer Information</p> <table border="1"> <tr> <td>Type: IPAC</td> <td>Payee's ALC: 10001001</td> </tr> <tr> <td>Inter-Agency Sub-level Prefix: </td> <td>Payee's Disbursing Office: 12345</td> </tr> <tr> <td>* Inter-Agency Symbol: 10X0103</td> <td>Partition: </td> </tr> <tr> <td>Customer BETC: </td> <td>Disbursement Number: RG309002</td> </tr> <tr> <td colspan="2">IPAC Schedule Date:</td> </tr> </table> <p>Return to Top</p>								Type: IPAC	Payee's ALC: 10001001	Inter-Agency Sub-level Prefix:	Payee's Disbursing Office: 12345	* Inter-Agency Symbol: 10X0103	Partition:	Customer BETC:	Disbursement Number: RG309002	IPAC Schedule Date:	
Type: IPAC	Payee's ALC: 10001001																
Inter-Agency Sub-level Prefix:	Payee's Disbursing Office: 12345																
* Inter-Agency Symbol: 10X0103	Partition:																
Customer BETC:	Disbursement Number: RG309002																
IPAC Schedule Date:																	

Note: The Disbursing Information will be populated by the IPAC inbound process.

Additionally, in order for the IPAC information to default on the Disbursing tab the vendor will need to be set-up as an IPAC vendor in Pegasys.

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: Notes

19. Select the **Save** button.

Form CB7201103090002 was saved successfully.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Summary Disbursing Information Correspondence

Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

General

20. Select the **Verify** button.

Transactions Queries Reference System Administration Utilities

> Header

Override

Itemized Payment\IP Accounting Line 1 AP0362W Referenced Line is not an IPAC transaction.

Itemized Payment\Vendor AP0014W No SSN or TIN has been entered for US COURTS OF APPEAL FEDERAL CIRCUITS.

Itemized Payment\Code AR2255I The ALC for the IPAC Itemized Payment's address level Vendor S1017,, does not match the ALC,10001001, on the document.

Itemized Payment\IP Accounting Line 1 GS3365I The Fund Symbol associated with the entered Transfer Treasury Symbol is not valid for the entered vendor.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Summary Disbursing Information Correspondence

Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type:	CB7 R7 AR Related Pull Pay	Authorization Date:	03/10/2011
Status:	HELD	Accounting Period:	06/2011
Document Number:	CB7201103090002	Reporting Accounting Period:	06/2011
Title:	Rent Pull of non-IPAC Credit	Document Classification:	

Note, when referencing a non-IPAC CR, an overrideable warning will be returned stating the reference is non-IPAC. A message will also be returned if the Vendor does not have a TIN entered. This is ok for IPAC Payments as they do not require a TIN.

21. REQUIRED—Select the error(s) to override.

Override

Itemized Payment\IP Accounting Line 1 AP0362W Referenced Line is not an IPAC transaction.

22. REQUIRED—Select the override link.

Itemized Payment\IP Accounting Line 1 AP0362W Referenced Line is not an IPAC transaction.

Itemized Payment\Vendor AP0014W No SSN or TIN has been entered for US COURTS OF APPEAL FEDERAL CIRCUITS.

1 warning(s) have been overridden.

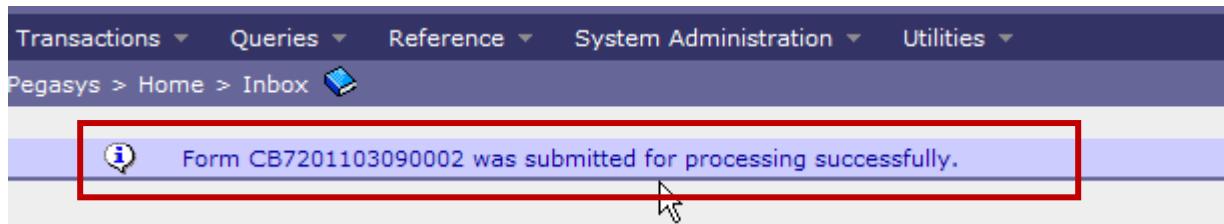
Itemized Payment\Code AR2255I The ALC for the IPAC Itemized Payment's address level Vendor S1017,, does not match the ALC,10001001, on the document.

Itemized Payment\IP Accounting Line 1 GS3365I The Fund Symbol associated with the entered Transfer Treasury Symbol is not valid for the entered vendor.

23. Select the **Verify** button again.

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: Notes

24. Select the **Submit** button.



25. Navigate to the IPAC Transaction Query.

26. Enter the IP **Document Number** in the **Search Criteria** and search.

IPAC Transaction Query

Search Criteria

Document	Document Category: IP - Itemized Payment	IPAC Status:
Document	Type: Number	Item: Accounting:
	CB7201103090002	

27. Review the IP on the IPAC query, the IPAC Status is now “Received”.

Summary								
Document Categ	Document Type	Document Numbe	Accounting Line N	Itemized Line N	IPAC Status	IPAC Reference I	IPAC Reference I	Article Number
IP - Itemized Pay	CB7	CB720110309000	1 0		Received	RG309002	1 1	

4.11.3.5 Reissue Customer Generated Exceptions (CR)

Push payments that are manually identified as a “chargeback” may need to be reissued in the form of a new credit bill. The new credit bill is a new IPAC BD with a Credit line type, following the steps in *section 4.9.3.3*. The credit bill, once created is held for 60 days. Upon reaching the end of the 60 days or if a resolution to the chargeback is determined, an IPAC Payment Authorization (IP) is created by the Credit Application process or can be manually created following the steps in *section 4.13.4.9 Manual Creation of an IPAC IP*.

Below is a list of cross references to complete the steps needed to create a new IPAC credit or transfer credits to Treasury fund 0890.

- To create a new IPAC BD credit for a customer generated exception, please refer to section 4.10.3.3 Create IPAC BD for Customer Generated Exceptions.
- To create an IPAC IP from an IPAC BD credit, please refer to section 4.13.4.

4.11.3.6 Resolve Customer Generated Exception (CR): Transfer Non-Refundable Push Payments to Treasury

If a customer exception cannot be refunded (or has been refunded previously), the credit amount should be transferred to the Treasury special fund (0890). The transfer to Treasury is created from a non-IPAC BD and then applied via the Credit Application Worksheet.

In order to accomplish the transfer to Treasury, if an IPAC BD Credit was previously created, the IPAC BD Credit will be amended down to \$0 and a new non-IPAC credit will be created. If an IPAC BD has not been created, the user will simply create a new non-IPAC BD credit.

- To amend the IPAC BD, please refer to the steps described in section 4.4.3.1.
- To create a new non-IPAC BD credit line, please refer to section 4.13.4.5
- To Transfer credit to Treasury, please refer to section 4.13.35

4.12 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.

4.12.1 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.

4.12.2 Step 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.

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

To rebill the transaction with the same credit card number the Billings – FAS Supply/Fleet Unit will perform the following steps.

Steps to perform to rebill a BD reopened by a Revenue Credit Chargeback:	Notes
--	-------

1. Mark the dispute rejected.

To manage Disputes reference steps in section 4.9.2 Query Disputed Billings and 4.9.4.1 Initial Dispute Evaluation – Reject.

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

General Dispute Information | Disputed Items

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

[Expand All](#) | [Collapse All](#)

Disputed Document

Document Type: GML
Document Number: GMLC0000032-001
Statement Number: C0000032

Status

* Dispute Status: **Rejected**

Dispute Received/Created Date Time: 04/08/2013 15:55:32
Under Review Date:
Pending Final Action Date:
Dispute Resolution Date:

[Return to Top](#)

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

Refer to section 4.4.3.1 Amend Billing Document (BD) for steps to update a Non-IPAC billing document.

Credit Card Information

Credit Card Number: Expiration Date:
Authorization Code: **Authorization Date:**
 Authorization Amount: Authorization Only:
 Card Type: Bank Charge Indicator:
 Transaction Source:

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

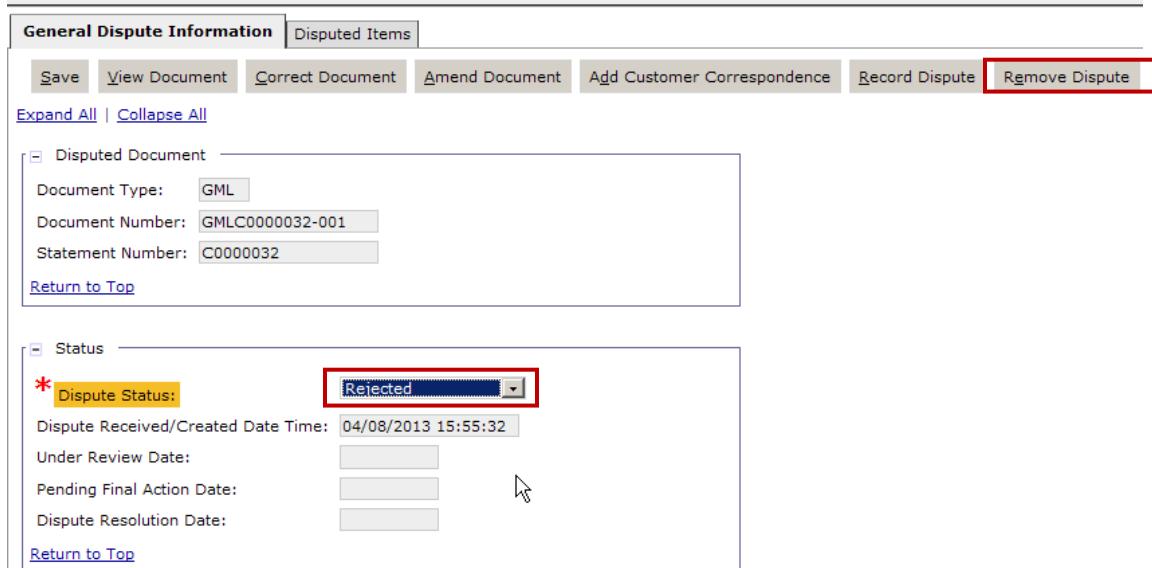
To rebill the transaction with a different credit card number the NCSC will encrypt and password protect the file before sending back to the kc-accts-receivable. Finance (kc-accts-receivable.finance@gsa.gov) mailbox. The password to be used will be provided separately to NCSC. The Billings – FAS Supply/Fleet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

Steps to perform to rebill a BD reopened by a Revenue Credit Chargeback:	Notes
--	-------

1. Mark the dispute rejected.

To manage Disputes reference steps in section 4.9.2 Query Disputed Billings and 4.9.4.1 Initial Dispute Evaluation – Reject.

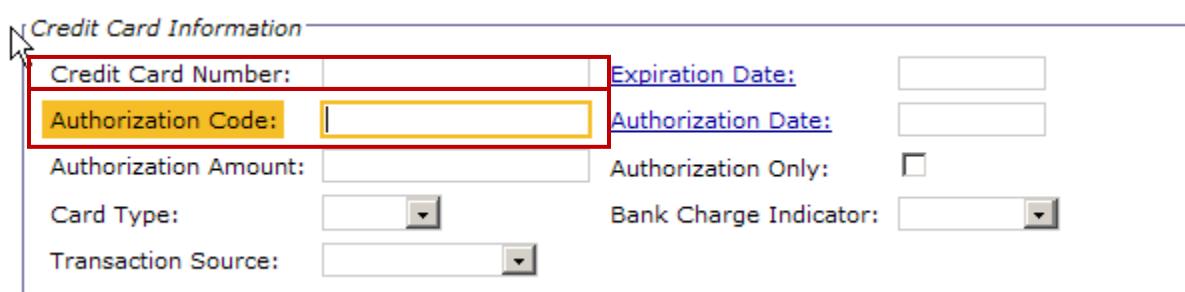
2. Add specific comments to the Description Field and select Remove Dispute.



The screenshot shows the 'General Dispute Information' tab selected. Below it is the 'Disputed Items' tab. A horizontal menu bar includes 'Save', 'View Document', 'Correct Document', 'Amend Document', 'Add Customer Correspondence', 'Record Dispute', and 'Remove Dispute'. The 'Remove Dispute' button is highlighted with a red box. Under the tabs, there are two main sections: 'Disputed Document' and 'Status'. In the 'Disputed Document' section, fields include 'Document Type: GML', 'Document Number: GMLC0000032-001', and 'Statement Number: C0000032'. In the 'Status' section, the 'Dispute Status:' dropdown is set to 'Rejected' (highlighted with a red box). Other status fields include 'Dispute Received/Created Date Time: 04/08/2013 15:55:32', 'Under Review Date:', 'Pending Final Action Date:', and 'Dispute Resolution Date:'. Both the 'Status' and 'Disputed Document' sections have a 'Return to Top' link at the bottom.

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

Refer to section 4.4.3.1 Amend Billing Document (BD) for steps to update a Non-IPAC billing document.



The screenshot shows the 'Credit Card Information' section. It includes fields for 'Credit Card Number', 'Expiration Date', 'Authorization Code' (highlighted with a yellow box), 'Authorization Date', 'Authorization Amount', 'Authorization Only' (checkbox), 'Card Type', 'Bank Charge Indicator', and 'Transaction Source'. A cursor arrow points towards the 'Credit Card Number' field.

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

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

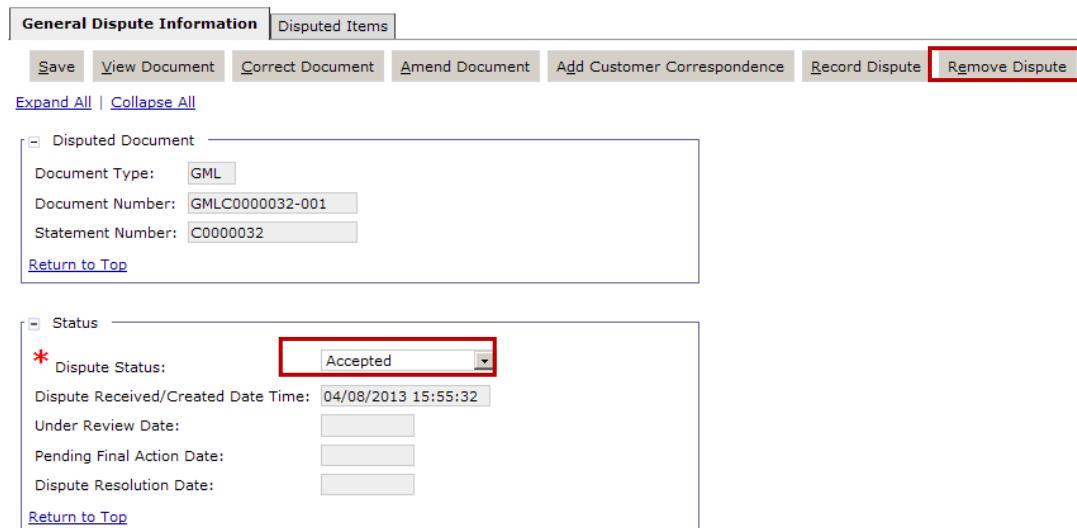
When the original billing was invalid the Income will need to be reversed. The Billings – FAS Supply/Fleet Unit will perform the following steps:

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

1. Update the Dispute Status to Accepted.

To manage Disputes reference steps in section 4.9.2 Query Disputed Billings and 4.9.5 Pending Final Action and Dispute Resolution.

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



General Dispute Information Disputed Items

Save View Document Correct Document Amend Document Add Customer Correspondence Record Dispute **Remove Dispute**

[Expand All](#) | [Collapse All](#)

Disputed Document

Document Type: GML

Document Number: GMLC0000032-001

Statement Number: C0000032

[Return to Top](#)

Status

* Dispute Status: **Accepted**

Dispute Received/Created Date Time: 04/08/2013 15:55:32

Under Review Date:

Pending Final Action Date:

Dispute Resolution Date:

[Return to Top](#)

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

Notes

3. Update and Zero down the accounting lines and related DBRs on the BD(s).

Refer to 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.

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

[Return to Top](#)

Modified Detail Billing Record

[Expand All](#) | [Collapse All](#)

General

Record Identifier:	2219
Source Record ID:	
System Created DBR:	<input type="checkbox"/>
Record Status:	Update
Quantity:	10.000000
Unit Price Amount:	\$0.00
Unit:	AB
Amount:	\$0.00
Discount Amount:	\$0.00
Surcharge Amount:	\$0.00
* Record Date:	02/11/2013

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:

Notes

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 sections 4.9.2 Query Disputed Billings and 4.9.5 Pending Final Action and Dispute Resolution.

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

The screenshot shows the 'General Dispute Information' page with the 'Disputed Items' tab selected. At the top, there are several buttons: 'Save' (highlighted with a red box), 'View Document', 'Correct Document', 'Amend Document', 'Add Customer Correspondence', 'Record Dispute', and 'Remove Dispute'. Below these buttons are links 'Expand All' and 'Collapse All'.

Disputed Document:

- Document Type: GML
- Document Number: GMLC0000032-001
- Statement Number: C0000032

[Return to Top](#)

Status:

- * Dispute Status: Accepted (highlighted with a red box)
- Dispute Received/Created Date Time: 04/08/2013 15:55:32
- Under Review Date:
- Pending Final Action Date:
- Dispute Resolution Date:

[Return to Top](#)

3. Depending on amount of billing and guidance provided in the Accounts Receivable and Debt Collection Manual, the Billings – FAS Supply/Fleet Unit will:

- Create a WO6 to write-off the Federal Customer billing.
- Create a NW6 to write-off the Non-Federal billing.

Or

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

Refer to section 4.14.1.3 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.

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

Steps to perform when a Revenue Credit Chargeback is reversed Prior to notification of action by the NCSC:	Notes
--	-------

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.

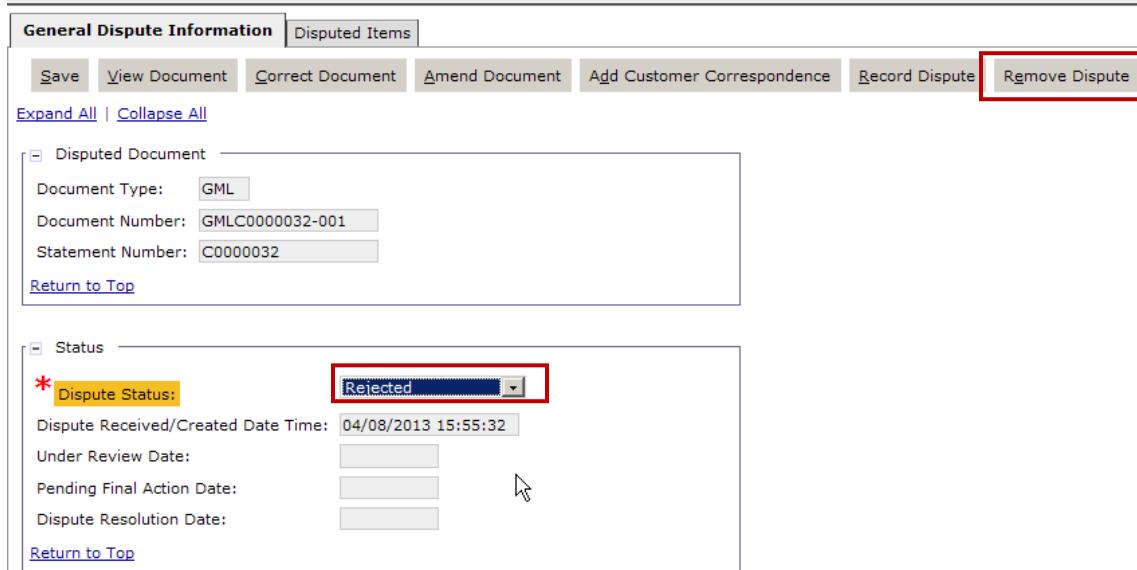
The Billings – FAS Supply/Fleet Unit will perform the following steps:

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

Note: To manage Disputes reference steps in sections 4.9.2 Query Disputed Billings and 4.9.5 and 4.9.4.1 Initial Dispute Evaluation – Reject.

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.



The screenshot shows the 'General Dispute Information' page. At the top, there are tabs for 'General Dispute Information' and 'Disputed Items'. Below the tabs is a row of buttons: Save, View Document, Correct Document, Amend Document, Add Customer Correspondence, Record Dispute, and Remove Dispute (which is highlighted with a red box). Underneath these buttons is a link 'Expand All | Collapse All'. The main content area is divided into two sections: 'Disputed Document' and 'Status'. In the 'Disputed Document' section, fields include Document Type (GML), Document Number (GMLC0000032-001), and Statement Number (C0000032). In the 'Status' section, there is a required field 'Dispute Status' with a dropdown menu showing 'Rejected' (also highlighted with a red box). Other status fields include Dispute Received/Created Date Time (04/08/2013 15:55:32), Under Review Date, Pending Final Action Date, and Dispute Resolution Date. At the bottom of each section is a 'Return to Top' link.

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.

4.13 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.

4.13.1 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.

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

Steps to perform to rebill a BD reopened by a Pay.gov Chargeback:	Notes
<p>If the Cash Collections Unit determines the original bill was valid:</p> <ol style="list-style-type: none"> Finance Center updates any applicable fields on the BD based on the chargeback. 	

Note: For steps to amend a Non-IPAC Billing document Refer to section 4.4.3.1 Amend Billing Document (BD) and if Detail Billing Records are associated to the Billing Document also refer to section 4.4.3.4 Modify Detail Billing Record (Non Shared Field) by Amending Non-IPAC Billing Document (BD)

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

4.13.3 Steps to Execute: To write off Pay.gov chargeback

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

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 section 4.14.1.

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 section 4.14.1.

4.14 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.
 - Apply credits to customer's outstanding bills.
 - Refunding credits to customers.
 - Transferring non-refundable credits to Treasury.
- IPAC Credits.
 - Create IPAC Refund Payments.
- Credits for External Customers
 - 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.
 - 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
 - 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.

4.14.1 Query Credits

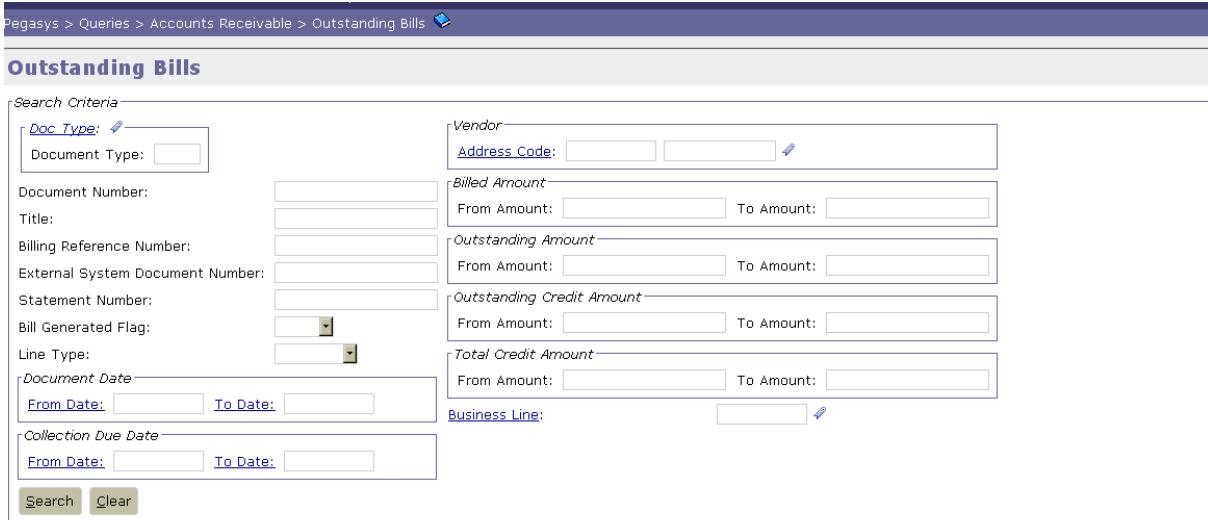
Pegasys queries can be used to research, reconcile, and track credit-billing activity. Credits can be tracked and researched using the Credit Application Worksheet query. The Credit Application Worksheet query also provides the ability to apply, refund, and transfer to Treasury non-IPAC credits (see section 14.3.3). Users can also retrieve credit information for processed bills on the following queries:

- Queries=>Accounts Receivable=>Credit Application Worksheet.
- Queries=>Accounts Receivable=>Outstanding Bills Query.
- Queries=> Accounts Receivable=>Billing Statement Query.
- Queries=>General System=>IPAC=>IPAC Transaction Query.
- Queries=>General Ledger=>GL Account Detail Query.
- Transactions=>Form/ Document Selection.

4.14.1.1 Query Credits on Outstanding Bills Query

The following steps describe the steps to query credit line Billing Documents (BD) on the Outstanding Bills query. The Outstanding Bills 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 section 4.5.1.3 Outstanding Bills Search Criteria Field Descriptions.

Steps to Query Credits Using Outstanding Bills:	Notes
1. Navigate to Queries =>Accounts Receivable=>Outstanding Bills. The Outstanding Bills page is displayed.	
	

Steps to Query Credits Using Outstanding Bills:
Notes

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 Outstanding Bills Search Criteria, please refer to section 4.6.1.3.

The screenshot shows the 'Outstanding Bills' search interface. The 'Line Type' dropdown is highlighted with a red box and set to 'Credit'. Other fields shown include 'Statement Number' (AA00026), 'Document Type' (RMN), and various date ranges and amount filters.

*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.

	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount
	RMN	RMNAA00026-036	RMNBILRMNAA00026-036	AA00026	\$0.00	(\$1,500.00)

4. Select a detail record.

Steps to Query Credits Using Outstanding Bills:

Notes

5. Select the **Details** button.

The Outstanding Bill Detail Page is displayed.

[Outstanding Bills](#) [Outstanding Bill Detail](#)

[Expand All](#) | [Collapse All](#)

General

Document Type: RMN Document Number: RMNAA00026-036 External System Document Number:
Statement Number: AA00026 Business Line: RENT
Title:
Billing Reference Number: RMNBILRMNAA00026-03
Document Date: 09/13/2010
Collection Due Date:
Bill Generated Flag:
Security Organization: GSA
Vendor
Code: 9567 9567 More Name: DENALI COMMISSION O
Bill Totals
Initial Amount: \$0.00
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
Bill Total Amount: \$0.00
[Return to Top](#)

Credit Totals

Principal Credit Closed Amount: \$0.00
Principal Credit Outstanding Amount: (\$1,500.00)
[Return to Top](#)

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

 [Transactions](#) [Queries](#) [Reference](#) [System Administration](#) [Utilities](#)

Pegasys > Queries > Accounts Receivable > Outstanding Bills > Outstanding Bills

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

[Outstanding Bills](#) [Outstanding Bill Detail](#)

Steps to Query Credits Using Outstanding Bills:
Notes

6. Select the **Outstanding Bill Detail** tab.

The Outstanding Bills Query Outstanding Bill Detail tab is displayed.

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 section 4.10.3

Items 1-2 of 2								
Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Type of Transfer
<input checked="" type="checkbox"/> RMNBILRMNA00026-036	RMN	RMNA00026-036	1	Credit	(\$1,500.00) open		Unbilled	
<input type="checkbox"/> RMNBILRMNA00026-036	RMN	RMNA00026-036	2	Normal	\$300.00 open		Unbilled	

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

Steps to Query Credits Using Outstanding Bills:

Notes

9. View the Outstanding Billing Document Line page information.

Pegasys > Queries > Accounts Receivable > Outstanding Bills > Outstanding Bills: RMNAA00026-036 > Outstanding Bill Detail > Outstanding Billing Document Line

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

[Outstanding Bills](#) | [Outstanding Bill Detail](#)

Outstanding Billing Document Line

Item: 1 2

[Expand All](#) | [Collapse All](#)

= General

Line Number:	1
Line Type:	Credit
Receivable Type:	RTNA
Source Number:	OA123456
Related Statement Number:	

Totals

Initial Amount:	(\$1,500.00)
Discount Amount:	\$0.00
Surcharge Amount:	\$0.00
Principal Amount:	(\$1,500.00)
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Principal Amount:	\$0.00

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

Pegasys > Queries > Accounts Receivable > Outstanding Bills > Outstanding Bills: RMNAA00026-036 > Outstanding Bill Detail

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

[Outstanding Bills](#) | [Outstanding Bill Detail](#)

Outstanding Billing Document Line

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

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

> Header

[View in Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Route](#)

[Header](#) [Accounting Lines](#) [Office Addresses](#) [Approval Routing](#) [Memos](#) [Summary](#)

[References...](#) [Amendment History](#) [Workflow Status](#) [Approval History](#)

[Expand All](#) | [Collapse All](#)

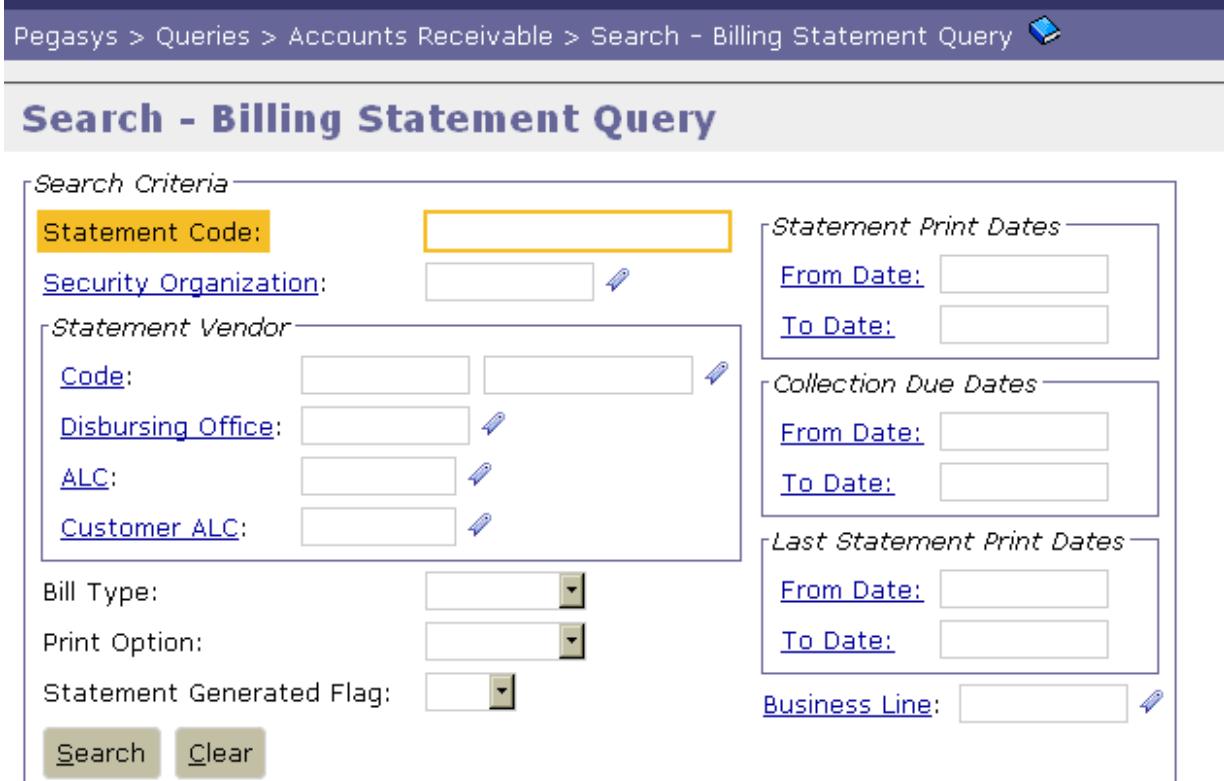
= General

Document Type:	RMN	Rent Non-IPAC BD Man	Orig Document Date:	09/13/2010
Status:	PROCESSED		Last Document Date:	09/13/2010
Document Number:	RMNAA00026-036		Accounting Period:	12/2010
Statement Number:	AAD00026		Reporting Accounting Period:	12/2010
Title:			Last Batch Number:	
Billed By:			Document Classification:	
Post Code:			Security Org:	GSA
			Business Line:	RENT

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

4.14.1.2 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:	Notes
1. Navigate to Queries =>Accounts Receivable=>Billing Statement Query The Billing Statement Query page is displayed. 	

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.*

Steps to View Credits Using the Billing Statement Query:

Notes

3. Select the **Search** button.

Pegasys > Queries > Accounts Receivable > Search - Billing Statement Query 

Search - Billing Statement Query

Search Criteria

Statement Code:	F0000065	Statement Print Dates
Security Organization:	<input type="text"/>	From Date: <input type="text"/>
Statement Vendor		To Date: <input type="text"/>
Code:	<input type="text"/> <input type="text"/>	Collection Due Dates
Disbursing Office:	<input type="text"/>	From Date: <input type="text"/>
ALC:	<input type="text"/>	To Date: <input type="text"/>
Customer ALC:	<input type="text"/>	Last Statement Print Dates
Bill Type:	<input type="button" value="▼"/>	From Date: <input type="text"/>
Print Option:	<input type="button" value="▼"/>	To Date: <input type="text"/>
Statement Generated Flag:	<input type="button" value="▼"/>	Business Line: <input type="text" value="FLEET"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

The results are returned in the Item Collection.

Details Display 10 Items View as CSV Sort...

	Statement Code	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line
 	F0000065	361035	361035	Standard	Yes	FLEET

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

Details Display All Items View as CSV Sort...

Steps to View Credits Using the Billing Statement Query:
Notes

4. Select a detail record and select Details.

Display 10 ▾ Items
View as CSV
Sort...

	Statement Code	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line
	F0000065	361035	361035	Standard	Yes	FLEET

5. Review the Statement Balances Tab information.

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

Pegasys > Queries > Accounts Receivable > Billing Statement Query > Statement Balances

Attachments

Statement Balances Vendor Balances Document Balances Correspondence

Credit Application Worksheet

[Expand All](#) | [Collapse All](#)

General

Code: G0028717	Statement Vendor
Last Statement Print Date:	Code: 36001200 36001200
Collection Due Date:	Name: VA CENTRAL OFFICE
Statement Print Date:	Disbursing Office: GS127
Statement Generated: <input checked="" type="checkbox"/>	ALC: 47000016
Security Org: GSA	Customer ALC: 36000103
Bill Type: IPAC	
Print Option: Yes	
Business Line: FLEET	

Billed Amount

Initial Amount: \$0.00	Credit Amount
Discount Amount: \$0.00	Initial Amount: (\$777.00)
Principal Amount: \$0.00	Discount Amount: \$0.00
Surcharge Amount: \$0.00	Principal Amount: (\$777.00)
Interest Amount: \$0.00	Surcharge Amount: \$0.00
Admin Charges Amount: \$0.00	Credit Total Amount: (\$777.00)
Penalty Amount: \$0.00	
Billed Total Amount: \$0.00	

Credit Amount

Initial Amount: (\$777.00)
Discount Amount: \$0.00
Principal Amount: (\$777.00)
Surcharge Amount: \$0.00
Credit Total Amount: (\$777.00)

Steps to View Credits Using the Billing Statement Query:

Notes

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

Statement Balances | Vendor Balances | Document Balances | Correspondence

[Credit Application Worksheet](#)

[Expand All](#) | [Collapse All](#)

General

Code:	G0028717	Statement Vendor
Last Statement Print Date:		Code: 36001200 36001200
Collection Due Date:		Name: VA CENTRAL OFFICE
Statement Print Date:		Disbursing Office: GS127
Statement Generated:	<input checked="" type="checkbox"/>	ALC: 47000016
Security Org:	GSA	Customer ALC: 36000103
Bill Type:	IPAC	
Print Option:	Yes	
Business Line:	FLEET	

Billed Amount

Initial Amount:	\$0.00
Discount Amount:	\$0.00
Principal Amount:	\$0.00
Surcharge Amount:	\$0.00
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00
Billed Total Amount:	\$0.00

Credit Amount

Initial Amount:	(\$777.00)
Discount Amount:	\$0.00
Principal Amount:	(\$777.00)
Surcharge Amount:	\$0.00
Credit Total Amount:	(\$777.00)

4.14.2 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.

4.14.2.1 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.

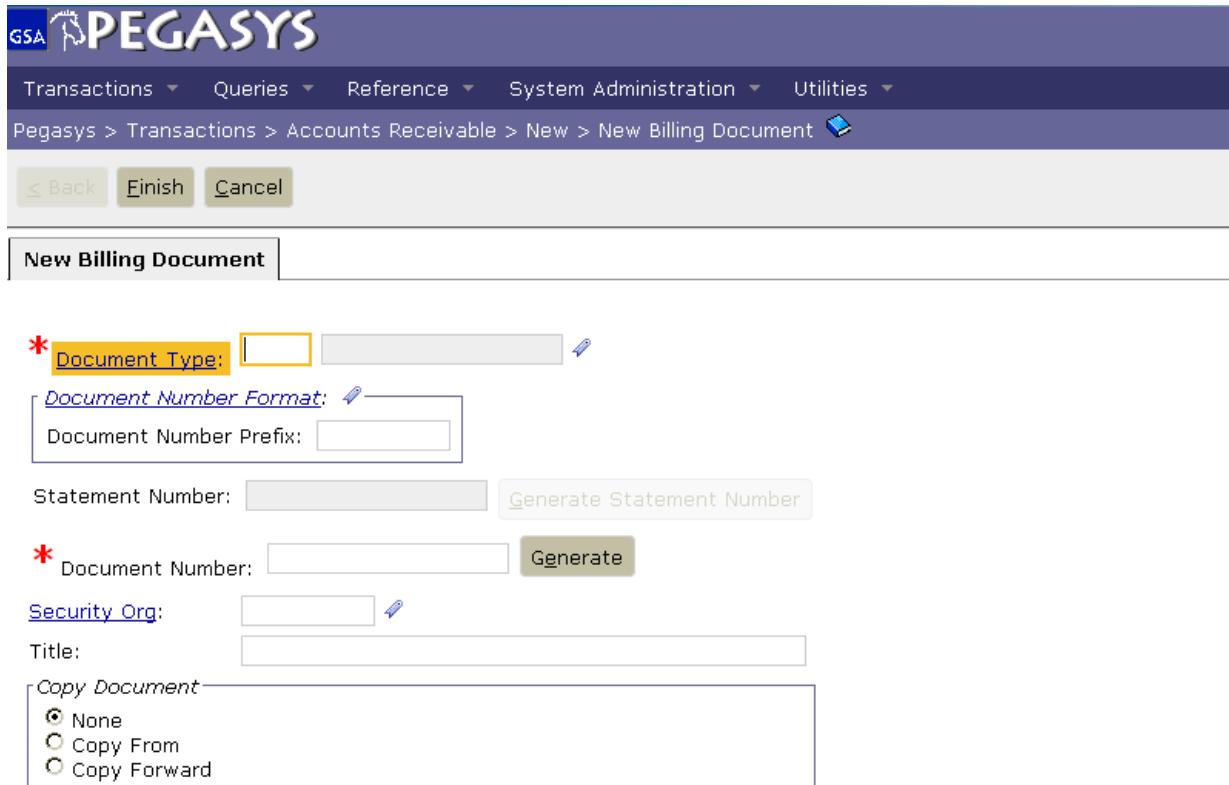
Exhibit 4-137: Link to Appendices: Business Process Required Fields for BD Creation

Business Line	Link to Appendices
Fleet	Appendix: Create Billing Document (BD) – Fleet
Rent	Appendix: Create Billing Document (BD) – Rent
Global Supply/Automotive Purchases	Appendix: Create Billing Document (BD) – Global Supply/Automotive Purchases
RWA/HOTD/Manual Business Lines	Appendix: Create Billing Document (BD) – RWA/HOTD/Manual Business Lines
EXTSERVICE/R6 Manual Business Lines	Appendix: Create Billing Document (BD) – EXTSERVICE/Region 6 Manual Business Lines
R7 Manual Business Lines	Appendix: Create Billing Document (BD) – Region 7 Manual Business Lines
Outlease	Appendix: Create Billing Document (BD) – Outlease
AAS	Appendix: Create Billing Document (BD) – AAS
Telecom	Appendix: Create Billing Document (BD) – Telecom
WAN	Appendix: Create Billing Document (BD) – WAN

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

1. Navigate to Transactions=>Accounts Receivable=>New=>Billing Document.

The New Billing Document page is displayed.



The screenshot shows the 'New Billing Document' page. At the top left is the GSA PEGASYS logo. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation is a breadcrumb trail: 'Pegasys > Transactions > Accounts Receivable > New > New Billing Document'. On the left is a toolbar with 'Back', 'Finish', and 'Cancel' buttons. The main form area has a title 'New Billing Document'. It contains several input fields:

- * Document Type: A dropdown menu with a yellow border is selected.
- Document Number Format: A dropdown menu with a blue pencil icon.
- Document Number Prefix: An input field.
- Statement Number: An input field with a 'Generate Statement Number' button.
- * Document Number: An input field with a 'Generate' button.
- Security Org: An input field with a blue pencil icon.
- Title: An input field.
- Copy Document: A section with three radio buttons:
 - None (selected)
 - Copy From
 - Copy Forward

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.

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

Notes

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

The screenshot shows the 'New Billing Document' screen. At the top, there are buttons for 'Back', 'Finish', and 'Cancel'. Below that, the 'New Billing Document' title is displayed. The form fields include:

- Document Type:** RMN (highlighted with a yellow box)
- Document Number Format:** Rent Non-IPAC BD Mani (with a pencil icon)
- Document Number Prefix:** (empty input field)
- Statement Number:** AA00026
- Generate Statement Number** button (highlighted with a red box)
- Document Number:** RMNAA00026-036
- Generate** button (highlighted with a red box and a cursor arrow pointing to it)
- Security Org:** (empty input field)
- Title:** (empty input field)
- Copy Document** group box:
 - None
 - Copy From (highlighted with a red box)
 - Copy Forward

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., RMNSSSSSSSS##).

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

5. 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.



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

Notes

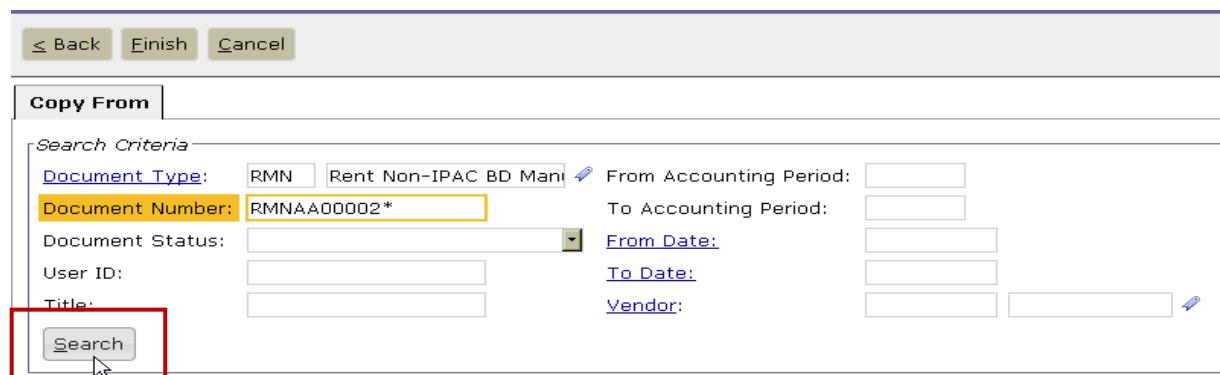
6. If copying from another BD, select **Next**.



A screenshot of a software interface titled "New Billing Document". At the top, there are three buttons: "Back" (disabled), "Next >" (highlighted with a red box and a cursor arrow), and "Cancel". Below the buttons, there is a field labeled "Document Type" with a red asterisk (*) next to it. The dropdown menu shows "RMN" and "Rent Non-IPAC BD Mani" with a pencil icon.

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

8. Select the **Search** button.



A screenshot of a "Copy From" search interface. At the top, there are three buttons: "Back", "Finish" (disabled), and "Cancel". Below the buttons, there is a search criteria section with fields for "Document Type" (RMN), "Document Number" (RMNAA00002*), "From Accounting Period", "To Accounting Period", "From Date", "To Date", and "Vendor". A dropdown menu for "Document Status" is open. A red box highlights the "Search" button, which has a cursor arrow pointing to it.

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

Document Category	Document Type	Document Number	Document Date
 BD	RMN	RMNAA00026-036	12/13/2010

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

Notes

10. Select the **Finish** button.

The Header page is displayed.

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

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

Amendment History | Workflow Status | Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type:	RMN	Rent Non-IPAC BD Mani	Document Date:	
Status:	NEW		Accounting Period:	
Document Number:	RMNA00026-036		Reporting Accounting Period:	
* Statement Number:	AA00026	Generate Statement Number	Batch Number:	
Title:			Document Classification:	
Billed By:			Security Org:	GSA
Post Code:			Business Line:	
Agency DUNS Number:				
Agency DUNS+4:				

[Return to Top](#)

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 [Exhibit 4-137: Link to Appendices: Business Process Required Fields for BD Creation](#)

- General
- Vendor Information
- External System Information
- 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.

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

Notes

- 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.

The screenshot shows the 'Vendor Information' section. On the left, there's a 'Vendor' group box containing fields for 'Code' (361035) and 'Name' (VA HOSPITAL). On the right, there's a 'Designated Agent' group box containing fields for 'Code' (36001200), 'Name' (VA CENTRAL OFFICE), and a 'Default' button which is highlighted with a red border. A 'Return to Top' link is at the bottom.

- 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.

The screenshot shows the 'Inter-Agency Transfer' section. It includes fields for 'Interagency Transfer' (checkbox checked), 'Type of Transfer' (IPAC dropdown), 'Customer Agency Location Code' (dropdown), 'Customer Voucher Number' (text box), 'Transfer Schedule Number' (text box), 'Transfer Voucher Number' (text box), and 'Transfer Authorized By' (text box). A 'Use Statement Number For IPAC' checkbox is checked. A dropdown for 'IPAC Article Qty/Unit Price Indicator' is highlighted with a red border, showing options like 'Use Article Qty/Sum DBE Amount'. A 'Return to Top' link is at the bottom.

The screenshot shows the 'Inter-Agency Transfer' section. It includes fields for 'Interagency Transfer' (checkbox checked), 'Type of Transfer' (IPAC dropdown), 'Customer Agency Location Code' (dropdown), 'Customer Voucher Number' (text box), 'Transfer Schedule Number' (text box), 'Transfer Voucher Number' (text box), and 'Transfer Authorized By' (text box). A 'Use Statement Number For IPAC' checkbox is checked. A dropdown for 'IPAC Article Qty/Unit Price Indicator' is highlighted with a red border, showing options like 'Use DBE Detail'. A 'Return to Top' link is at the bottom.

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

Notes

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

The screenshot shows the 'Accounting Lines' tab selected in the header. Below the header are several buttons: Copy Forward, Remove, Reset, Replace, Display, View as CSV, and Sort... A red box highlights the 'Add' button. The main area is a grid with columns for Line Number, Line Type, Amount, Transaction Type, Template, BBFY, EBFY, Fund Reg, Org Cd, Sub Org, B/A Proj Cd, Sub Proj, Function, C/E Obj, Rev Src, Sub Rev Src, Bldg Sys, Veh Tag #, Wrk Itm, ABC Activity, C/E Obj, Sub Cane, Canc EBFY, Canc Fund, Cost Sub Org, YBA, BETC, and Blanket Agreement Number. A message at the bottom of the grid says '- NO ITEMS TO DISPLAY -'.

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.

The screenshot shows the 'Accounting Line' tab selected. At the top are buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below are tabs: Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. The main area has buttons: Accounting Line, Charge Lines, Articles, Detail Billing Record Search, and Modified Detail Billing Records. Under 'General' settings, there are fields for Line Number (1), Receivable Type (RTNA), Record Type (PR), Overpayment Cause, Interest Rate %, and Overdue Charges (Administrative Charge Type, Interest Type, Penalty Type). There are also sections for Exclude from Offset (Internal, External), Bill Print (Suppress), Dunning Print (checkbox checked), Period of Performance (Start Date, End Date), Source Number, and Related Statement Number. A 'Return to Top' link is at the bottom.

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 [Exhibit 4-137: Link to Appendices: Business Process Required Fields for BD Creation](#)

- General (Note: ensure that Line Type = Credit, Line Type =02, Initial Line Amount = negative value)
- Period Of Performance
- Line Amounts
- Interagency Transfer

Steps to Create an Accounts Receivable Form-

Notes

Billing Document (BD)(Non-IPAC) Credit Line:

- Funding Authorization Source
- 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.

The screenshot shows the Pegasys Accounting Lines interface. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these are links for Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. The main area has tabs for Accounting Line, Charge Lines, Articles, Detail Billing Record Search, and Modified Detail Billing Records. The Accounting Line tab is selected and highlighted with a red box. The General tab is open, showing fields for Line Number (1), Receivable Type (RTNA), Record Type (PR), Overpayment Cause, Interest Rate %, and various Overdue Charges sections like Administrative Charge Type, Interest Type, and Penalty Type. There are also fields for Bill Print (Suppress), Dunning Print (checked), Start Date, End Date, Source Number, and Related Statement Number. The 'Exclude from Offset' section is highlighted with a red box, showing Internal and External checkboxes both checked.

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.

This screenshot shows the same Accounting Lines interface as the previous one, but with a different focus. The 'Exclude from Offset' section is highlighted with a red box, showing Internal and External checkboxes both checked. The Overdue Charges section is also visible, with the Administrative Charge Type field highlighted by a yellow box. Other fields like Interest Type and Penalty Type are also present in this section.

17. REQUIRED—Enter the Accounting Template and select Default.

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

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

Notes

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

Accounting Dimensions

* [Template](#)

* [Search For Template](#)

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

Search Criteria

Name: <input type="text" value="11RNT-02-192X*"/>	Effective Dates
Security Org: <input type="text"/>	Start Date: <input type="text"/>
Search	End Date: <input type="text"/>

Accounting Dimensions

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"/>	System: <input type="text"/>	Vehicle Tag #: <input type="text"/>	Work Item: <input type="text"/>
ABC Activity: <input type="text"/>	Reimbursable Sub-Object Class: <input type="text"/>	Reimbursable Sub Object: <input type="text"/>	BETC: <input type="text"/>	Cost Organization: <input type="text"/>
Cohort Year: <input type="text"/>	PRC: <input type="text"/>			

*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.

		Name	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity
	Select	11RNT-02-192X-P0225200-PG00-PG000	2011		192X 02	P0225200		PG00				PG000
	Select	11RNT-02-192X-P0225200-PG00-PGA31	2011		192X 02	P0225200		PG00				PGA31

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

Notes

*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.*

Accounting Dimensions

* Template: <input type="text" value="11RNT-01-192X-P0125100-PG00-PGA33"/>	Default			
* BBFY: <input type="text" value="2011"/>	EBFY: <input type="text"/>	* Fund: <input type="text" value="192X"/>	* Region: <input type="text" value="01"/>	* Org Code: <input type="text" value="P0125100"/>
* Program: <input type="text" value="PG00"/>	Project Code: <input type="text"/>	* Activity: <input type="text" value="PGA33"/>	Sub-Object Class: <input type="text"/>	* Revenue Source: <input style="outline: 2px solid red; border: 1px solid red;" type="text" value="4305"/>
Sub Revenue Source: <input type="text"/>	* Building #: <input type="text" value="RI0024ZZ"/>	System: <input type="text"/>	Vehicle Tag #: <input type="text"/>	Work Item: <input type="text"/>
ABC Activity: <input type="text"/>	Reimbursable Sub-Object Class: <input type="text"/>	Reimbursable Sub Object: <input type="text" value="YBA:"/>	BETC: <input type="text"/>	
Cost Organization: <input type="text"/>	Cohort Year: <input type="text"/>	PRC: <input type="text"/>		

[Header](#) | **Accounting Lines** | [Office Addresses](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)
[Accounting Line](#) | [Charge Lines](#) | [Articles](#) | [Detail Billing Record Search](#) | [Modified Detail Billing Records](#)

Items

<input checked="" type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A	Proj Cd	Sub Proj	Function	C/E	Sub Obj	Rev Src	Sub Rev Src	Bldg #	Sys T #
<input checked="" type="checkbox"/>	1	Credit	\$0.00 02		11RNT-00-192X-PG00-PG000	2011		192X 00	P0060001	PG00				PG000			4305	RI0024ZZ			

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*

[Header](#) | **Accounting Lines** | [Office Addresses](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)
[Accounting Line](#) | [Charge Lines](#) | [Articles](#) | [Detail Billing Record Search](#) | [Modified Detail Billing Records](#)

Items

<input checked="" type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A	Proj Cd	Sub Proj	Function	C/E	Sub Obj	Rev Src	Sub Rev Src	Bldg #	Sys T #
<input checked="" type="checkbox"/>	1	Credit	\$0.00 02		11RNT-00-192X-PG00-PG000	2011		192X 00	P0060001	PG00				PG000			4305	RI0024ZZ			

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

- Agreement -

Agreement Number: <input type="text"/>	Agreement Line Number: <input type="text"/>
---	--

[Return to Top](#)

Steps to Create an Accounts Receivable Form-

Notes

Billing Document (BD)(Non-IPAC) Credit Line:

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.

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:

Amount

From: To:

Quantity

From: To:

Search **Clear**

+ Detail Billing Elements

+ Detail Billing Text Elements

Add Edit Copy View Disassociate Record Dispute Records Display 10 Items View as CSV Sort...

24. Select the **Add** button.

+ Detail Billing Text Elements

Add

Edit Copy View Disassociate Record Dispute Records Display 10 Items View as CSV Sort...

Record Identifier	Last Modified By	Quantity	Amount	Record Date	Accounting Period	Description	Interfund Indicator	Credit/Adjustment Indicator	Non-Cancelable of OA Designation	DBE Per Perform Start Da
- NO ITEMS TO DISPLAY -										

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

Notes

The Modified Detail Billing Records page is displayed.

Note: The Record Status will default to New.

[Accounting Line](#) | [Charge Lines](#) | [Articles](#) | [Detail Billing Record Search](#) | [Modified Detail Billing Records](#)

Modified Detail Billing Record

[Expand All](#) | [Collapse All](#)

General

Record Identifier:	<input type="text"/>	Agency:	<input type="text"/>
Record Status:	New	Bureau:	<input type="text"/>
Quantity:	0.000000	Agency Location Code:	<input type="text"/>
Unit Price Amount:	\$0.00	Customer Identification Code:	<input type="text"/>
Unit:	<input type="text"/> 	Customer Identification Code #2:	<input type="text"/>
* Amount:	\$0.00	Period of Performance	
Discount Amount:	\$0.00	Start Date:	<input type="text"/>
Surcharge Amount:	\$0.00	End Date:	<input type="text"/>
* Record Date:	<input type="text"/>		
Billing Description:	<input type="text"/>		

[Return to Top](#)

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

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 section 4.2.3.

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

[Expand All](#) | [Collapse All](#)

[-] General

Record Identifier:	Agency:
Record Status:	Bureau:
Quantity:	Agency Location Code:
Unit Price Amount:	Customer Identification Code:
Unit:	Customer Identification Code #2:
* Amount: (\$1,500.00)	Period of Performance
Discount Amount: \$0.00	Start Date:
Surcharge Amount: \$0.00	End Date:
* Record Date: 12/01/2010 RENT Credit Billing Description:	

[Return to Top](#)

26. **REQUIRED for Credit lines—Enter the Credit/Adjustment Indicator of ‘C’.**

[-] General Detail Billing Elements

Credit/Adjustment Indicator: C	Assignment Agency:
Advance Indicator:	

[Return to Top](#)

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.

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

Notes

28. Select the Modified Detail Billing Record link.

The screenshot shows a software interface with a navigation bar at the top containing links: Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. Below this is a toolbar with buttons for Add, Copy, Revert Changes, Disassociate, Display, View as CSV, and Sort... A red box highlights the 'Modified Detail Billing Records' button in the toolbar. The main area displays a table of detail billing records. The first record in the table has its row highlighted with a red box. The table columns include: Record Identifier, Record Status, Amount, Record Date, Interfund Indicator, Credit/Adjustment Indicator, Non-Cancelable OA Designation, DBE Period of Performance Start Date, DBE Period of Performance End Date, and Building Name. The first record shows: New, (\$1,500.00), 12/01/2010, C, F, (empty), (empty), (empty).

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.

The screenshot shows a software interface with a navigation bar at the top containing links: Transactions, Queries, Reference, System Administration, Utilities, and a Welcome All message. Below this is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The main area displays a table of office addresses. The first record in the table has its row highlighted with a red box. The table columns include: Office Type, Office, and Address Code. The first record shows: Remit To, (empty), (empty).

31. Select Office Address.

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

Notes

32. Enter the Office Code.

Please refer to the Configuration Guide for Office Table information.

Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header: FMN Fleet Non-IPAC BD Manual FMN

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Office Address

Expand All | Collapse All

- General

Office Type: Remit To

Code:

Start Search For Code: Yes

Name:

Address:

City:

State:

Postal Code:

County:

Country:

Contact Code:

Phone:

33. Select the Save button.

Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header: RMN Pant Non-IPAC BD Manual RMNAA00026-036 HELD > Accounting Lines > Acc

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

Form RMNAA00026-036 was saved successfully.

Expand All | Collapse All

- General

Line Number: 1 Receivable Type: RTNA

Line Type: Credit Record Type: PR

Billing Status: Unbilled Overpayment Cause:

Transaction Type: 02 Interest Rate %:

Exclude from offset: Internal: External:

Administrative Charge Type:

Interest Type:

Penalty Type:

Bill Print: Suppress Dunning Print:

Period of Performance: * Start Date: 11/01/2010 * End Date: 11/30/2010

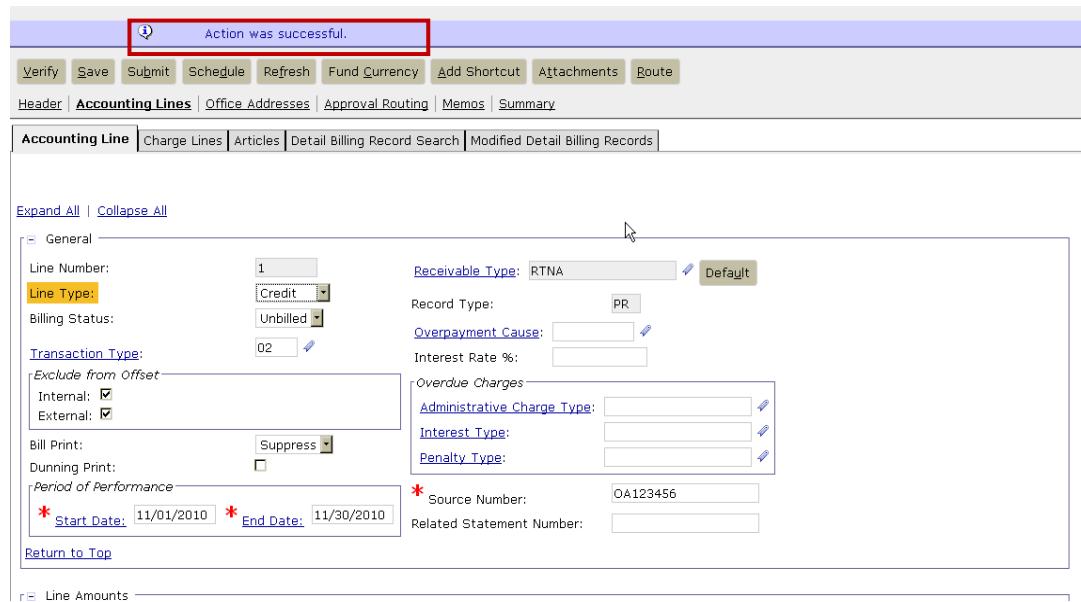
* Source Number: OA123456 Related Statement Number:

[Return to Top](#)

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

Notes

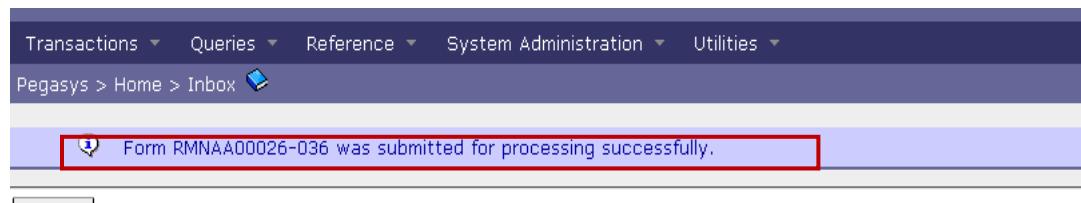
34. Select the **Verify** button.



The screenshot shows the Pegasys Accounting Lines interface. At the top, there is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the toolbar, a navigation bar includes Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. A sub-navigation bar at the bottom shows Accounting Line, Charge Lines, Articles, Detail Billing Record Search, and Modified Detail Billing Records. The main content area displays a form for a billing document. A message "Action was successful." is displayed in a blue box at the top. The form fields include Line Number (1), Line Type (Credit), Billing Status (Unbilled), Transaction Type (02), Receivable Type (RTNA), Record Type (PR), Overpayment Cause, Interest Rate %, Exclude from Offset (Internal checked, External checked), Bill Print (Suppress), Dunning Print (checkbox), Period of Performance (Start Date: 11/01/2010, End Date: 11/30/2010), Administrative Charge Type, Interest Type, Penalty Type, Source Number (OA123456), and Related Statement Number. Buttons for Return to Top and Line Amounts are also present.

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.



The screenshot shows the Pegasys navigation bar with links for Transactions, Queries, Reference, System Administration, and Utilities. Below the navigation bar, the breadcrumb trail shows Pegasys > Home > Inbox. A message "Form RMNAA00026-036 was submitted for processing successfully." is displayed in a blue box at the top.

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

4.14.2.2 Manual Creation of Internal Voucher (NV): Normal 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 a Normal line type in Pegasys. Note that 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.

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

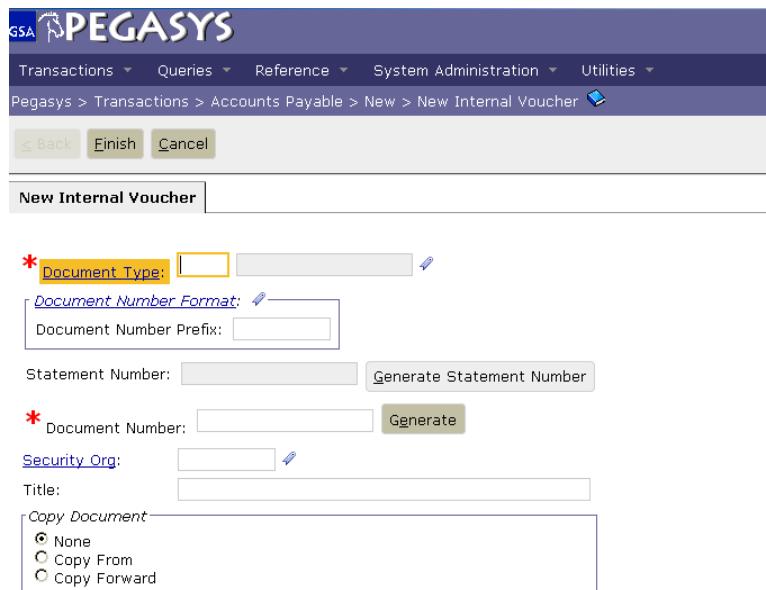
The users are required to populate the following types of fields to create the Internal Voucher:

- **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	Notes
(NV) form:	

1. Navigate to Transactions=>Accounts Payable=>New=>Internal Voucher.

The New Internal Voucher page is displayed.



The screenshot shows the 'New Internal Voucher' form in the Pegasys application. The form has the following fields and controls:

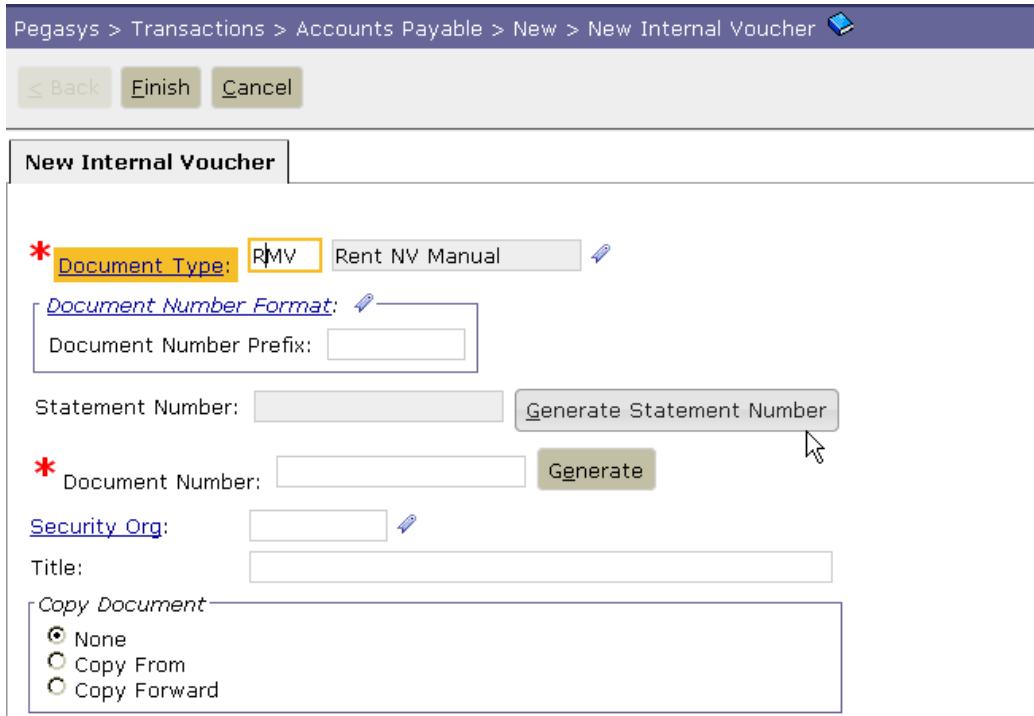
- Document Type:** A dropdown menu with an orange border and a red asterisk (*) is currently open.
- Document Number Format:** A dropdown menu with an orange border and a red asterisk (*) is currently open.
- Statement Number:** An input field with a 'Generate Statement Number' button.
- Document Number:** An input field with a 'Generate' button.
- Security Org:** An input field with a blue edit icon.
- Title:** An input field.
- Copy Document:** A section containing three radio buttons:
 - None
 - Copy From
 - Copy Forward

At the top of the form, there are buttons for 'Back', 'Finish', and 'Cancel'. The URL in the browser's address bar is 'Pegasys > Transactions > Accounts Payable > New > New Internal Voucher'.

Steps to create an Accounts Payable Internal Voucher (NV) form:	Notes
--	-------

2. **REQUIRED**—Enter Document Type.

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



The screenshot shows the 'New Internal Voucher' form. At the top, there are buttons for Back, Finish, and Cancel. The main area has fields for Document Type (set to RMV), Document Number Format, Document Number Prefix, Statement Number (with a 'Generate Statement Number' button), Document Number (with a 'Generate' button), Security Org, Title, and a Copy Document section with options for None, Copy From, and Copy Forward.

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

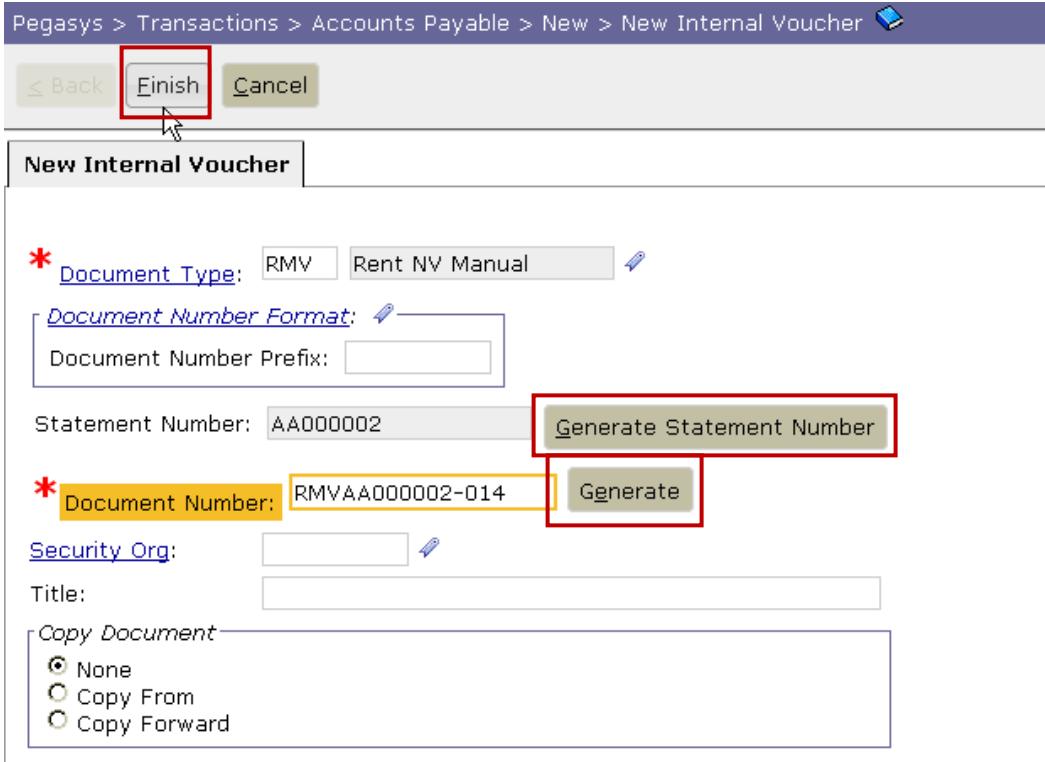
Note: If the user does not click the Generate Statement number on the new form creation, the user can generate a Statement number on the NV header page. However, the Statement number will not be included in the Document Number if the user does not generate the statement number on the New Form page.

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

Steps to create an Accounts Payable Internal Voucher	Notes
(NV) form: <i>and combined with 2 incremented digits. (i.e., RMVSSSSSSSS###).</i> <i>The complete list of Document Number formats is defined in the Configuration Spreadsheet and the Pegasys Document Number Formats Reference table.</i>	
	

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 [Appendix: Create Internal Voucher \(NV\) – All Business Lines](#)
 - General.
 - Vendor Information.
 - User Defined Fields.
 - Description.

Steps to create an Accounts Payable Internal Voucher

Notes

(NV) form:

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

Pegasys > Transactions > Accounts Payable > New > Internal Voucher > Header: RMV Rent NV Manual RMVAA000002-0

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

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

Header Accounting Line | Detail Billing Record Search | Modified Detail Billing Records

Add Copy Copy Forward Remove Reset Replace Display 10 Items View as CSV Sort...

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A Proj	Sub Proj	Function	C/E	Sub Obj	B #
-------------	-----------	--------	------------------	----------	------	------	------	-----	--------	---------	----------	----------	----------	-----	---------	-----

Steps to create an Accounts Payable Internal Voucher	Notes
(NV) form:	

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

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

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.

Header Accounting Line	Detail Billing Record Search	Modified Detail Billing Records	Associated Spending																																							
<p>Expand All Collapse All</p> <p>General</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Line Number:</td> <td style="width: 15%;"><input type="text" value="1"/></td> <td style="width: 15%;">Source Number:</td> <td style="width: 15%;"><input type="text"/></td> <td style="width: 15%;">Related Statement Number:</td> <td style="width: 15%;"><input type="text"/></td> </tr> </table> <p>Return to Top</p> <hr/> <p>Line Amounts</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="width: 100%; padding-bottom: 5px;"> <input type="checkbox"/> Calculate From Detail Records </td> </tr> <tr> <td style="width: 15%;">Initial Amount:</td> <td style="width: 15%;"><input type="text" value="\$0.00"/></td> </tr> <tr> <td>Discount Amount:</td> <td><input type="text" value="\$0.00"/></td> </tr> <tr> <td>Surcharge Amount:</td> <td><input type="text" value="\$0.00"/></td> </tr> <tr> <td>Amount:</td> <td><input type="text" value="\$0.00"/></td> </tr> <tr> <td>Applied Prepayment Amount:</td> <td><input type="text" value="\$0.00"/></td> </tr> </table> <p>Return to Top</p> <hr/> <p>Buyer</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Line Type:</td> <td style="width: 15%;"><input type="text" value="Normal"/></td> </tr> <tr> <td>* Transaction Type:</td> <td><input type="text"/></td> </tr> <tr> <td>SF-224 Reclassification:</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Additional Attributes</td> </tr> <tr> <td colspan="2"> Prior Year Adjustment: <input type="text" value="Not a Prior Year Adjustment"/> </td> </tr> </table> <hr/> <p>Funding</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">* Template:</td> <td style="width: 25%;"><input type="text"/></td> <td style="width: 25%;"><input type="button" value="Default"/></td> </tr> <tr> <td>* BBFY:</td> <td><input type="text"/></td> <td>* Fund:</td> <td><input type="text"/></td> <td>* Region:</td> <td><input type="text"/></td> <td>* Org Code:</td> <td><input type="text"/></td> </tr> </table>				Line Number:	<input type="text" value="1"/>	Source Number:	<input type="text"/>	Related Statement Number:	<input type="text"/>	<input type="checkbox"/> Calculate From Detail Records		Initial Amount:	<input type="text" value="\$0.00"/>	Discount Amount:	<input type="text" value="\$0.00"/>	Surcharge Amount:	<input type="text" value="\$0.00"/>	Amount:	<input type="text" value="\$0.00"/>	Applied Prepayment Amount:	<input type="text" value="\$0.00"/>	Line Type:	<input type="text" value="Normal"/>	* Transaction Type:	<input type="text"/>	SF-224 Reclassification:	<input type="checkbox"/>	Additional Attributes		Prior Year Adjustment: <input type="text" value="Not a Prior Year Adjustment"/>		* Template:	<input type="text"/>	<input type="button" value="Default"/>	* BBFY:	<input type="text"/>	* Fund:	<input type="text"/>	* Region:	<input type="text"/>	* Org Code:	<input type="text"/>
Line Number:	<input type="text" value="1"/>	Source Number:	<input type="text"/>	Related Statement Number:	<input type="text"/>																																					
<input type="checkbox"/> Calculate From Detail Records																																										
Initial Amount:	<input type="text" value="\$0.00"/>																																									
Discount Amount:	<input type="text" value="\$0.00"/>																																									
Surcharge Amount:	<input type="text" value="\$0.00"/>																																									
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* Template:	<input type="text"/>	<input type="button" value="Default"/>																																								
* BBFY:	<input type="text"/>	* Fund:	<input type="text"/>	* Region:	<input type="text"/>	* Org Code:	<input type="text"/>																																			

- 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 [Appendix: Create Internal Voucher \(NV\) – All Business Lines](#)

Steps to create an Accounts Payable Internal Voucher

Notes

(NV) form:

- General.
- Line Amounts. (*Note: Initial Amount = negative value*)
- Buyer:
 - Including the Accounting Dimensions- Click the Default button after entering the Accounting template to populate the accounting dimensions from the template.
- Seller: (*Note: ensure that Transaction Type = S3*)
 - Including the Accounting Dimensions- Click the Default button after entering the Accounting template to populate the accounting dimensions from the template.
 - Add the agreement reference (agreement number and agreement line number for business lines utilizing PCAS agreements).
- User Defined Fields.
- Description.

Reference Document Type: <input type="text"/> Number: <input type="text"/> Item: <input type="text"/> Accounting: <input type="text"/> <input type="button" value="View"/> <input type="button" value="Default"/> Liquidate Items: <input type="checkbox"/>
Advance Reference Document Type: <input type="text"/> Number: <input type="text"/> Accounting: <input type="text"/> <input type="button" value="View"/>
Agreement Agreement Number: <input type="text"/> Agreement Line Number: <input type="text"/>
Return to Top

Buyer Description Description: <input type="text"/>
Return to Top

Seller Line Type: <input type="text"/> Normal Transaction Type: <input type="text"/> SF-224 Reclassification: <input type="checkbox"/> Additional Attributes Prior Year Adjustment: <input type="text"/> Not a Prior Year Adjustment
Funding * Template: <input type="text"/> <input type="button" value="Default"/> * 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"/>

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.

Steps to create an Accounts Payable Internal Voucher

Notes

(NV) form:

10. Select the **Detail Billing Record Search** tab.

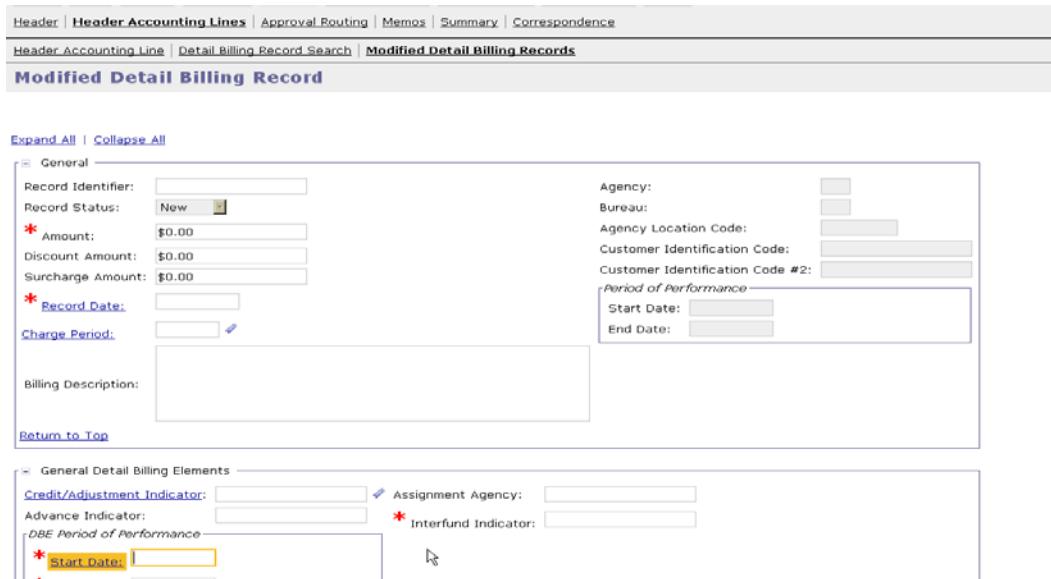
11. Select the **Add** button.

The screenshot shows a web-based application interface for managing billing records. At the top, there is a navigation bar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the navigation bar, there is a header with links for Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. A secondary navigation bar below the header includes links for Accounting Line, Charge Lines, Articles, Detail Billing Record Search (which is highlighted in bold), and Modified Detail Billing Records. The main content area is titled "Search Criteria" and contains several search fields. These fields include "Record Identifier" (with a yellow border around it), "Record Date", "Last Modified By", "Charge Period", "Amount" (with "From:" and "To:" fields), "Quantity" (with "From:" and "To:" fields), "Description", "Vehicle Class", "Vehicle Tag", "Special ACC Equipment", "SpeedPay FSN", and "Sales Code". Below these fields are two buttons: "Search" and "Clear". At the bottom of the search criteria section, there are two expandable sections: "+ Detail Billing Elements" and "+ Detail Billing Text Elements". The bottom of the page features a toolbar with buttons for Add, Edit, Copy, View, Disassociate Record, Dispute Records, Display (set to 10 items), View as CSV, and Sort... . The "Add" button is highlighted with a red rectangular box.

Steps to create an Accounts Payable Internal Voucher (NV) form:

Notes

The Modified Detail Billing Record page is displayed.



The screenshot shows the 'Modified Detail Billing Record' page with two main sections: 'General' and 'General Detail Billing Elements'.
General Section:
Record Identifier: [Text Box]
Record Status: New
* Amount: \$0.00
Discount Amount: \$0.00
Surcharge Amount: \$0.00
* Record Date: [Text Box]
Charge Period: [Text Box]
Billing Description: [Large Text Area]
Buttons: Expand All | Collapse All, Return to Top.
General Detail Billing Elements Section:
Credit/Adjustment Indicator: [Text Box]
Advance Indicator: [Text Box]
DBE Period of Performance:
* Start Date: [Text Box]
Assignment Agency: [Text Box]
* Interfund Indicator: [Text Box]

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 section 4.2.3.

- General.
- Vendor Information.
- Inter-Agency Transfer.
- Description.
- Accounting Dimensions:
 - Click the Default button after entering the Accounting template to populate the accounting dimensions from the template.

Steps to create an Accounts Payable Internal Voucher

Notes

(NV) form:

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

General

Record Identifier:	<input type="text"/>	Agency:	<input type="text"/>
Record Status:	New <input type="button" value="▼"/>	Bureau:	<input type="text"/>
* Amount:	<input type="text"/> \$1,200.00	Agency Location Code:	<input type="text"/>
Discount Amount:	<input type="text"/> \$0.00	Customer Identification Code:	<input type="text"/>
Surcharge Amount:	<input type="text"/> \$0.00	Customer Identification Code #2:	<input type="text"/>
* Record Date:	<input type="text"/> 11/01/2010	<i>Period of Performance</i>	
Charge Period:	<input type="text"/> <input type="button" value="▼"/>	Start Date:	<input type="text"/>
<input type="text" value="Interfund"/>		End Date:	<input type="text"/>
Billing Description: <input type="text"/>			

[Return to Top](#)

General Detail Billing Elements

Credit/Adjustment Indicator:	<input type="text"/>	Assignment Agency:	<input type="text"/>
Advance Indicator:	<input type="text"/>	* Interfund Indicator: <input type="text" value="T"/>	
DBE Period of Performance			
* Start Date:	<input type="text"/> 11/01/2010		
* End Date:	<input type="text"/> 11/30/2010		

[Return to Top](#)

Steps to create an Accounts Payable Internal Voucher (NV) form:

Notes

13. Select the **Detail Billing Element Fields** tab.

The Detail Billing Element Fields page is displayed.

Pegasys > Queries > Accounts Receivable > Detail Billing Record > Detail Billing Element Fields

Save

Accounting Elements (Detail Record Values) | **Detail Billing Element Fields**

[Expand All](#) | [Collapse All](#)

General Detail Billing Elements

Credit/Adjustment Indicator: Assignment Agency:
Advance Indicator: * Interfund Indicator:
DBE Period of Performance
* Start Date:
* End Date:

[Return to Top](#)

Fleet Detail Billing Elements

Starting Mileage: Vehicle Class:
Ending Mileage: Vehicle Tag:
Miles Driven: Billing Estimate Code:
Days Used: Vehicle Action Code:
Daily/Monthly Rate: Body Type:
Special Equipment Rate: Special ACC Equipment:
Mileage Rate: SpeedPay FSN:
Description: Sales Code:
Advance Indicator: FSN Lookup:

[Return to Top](#)

Rent Detail Billing Elements

Building Zip Code: Building Name:
Building Address: Building State:
Building City: Non-Cancelable OA Designation:

[Return to Top](#)

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 section 4.2.3.

- General Detail Billing Elements.
- <Business Line> Detail Billing Elements.

15. Click the **Save** button.

Steps to create an Accounts Payable Internal Voucher (NV) form:	Notes
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16. Click 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 click the Verify button again.

17. Click the **Submit** button.

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

4.14.3 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.

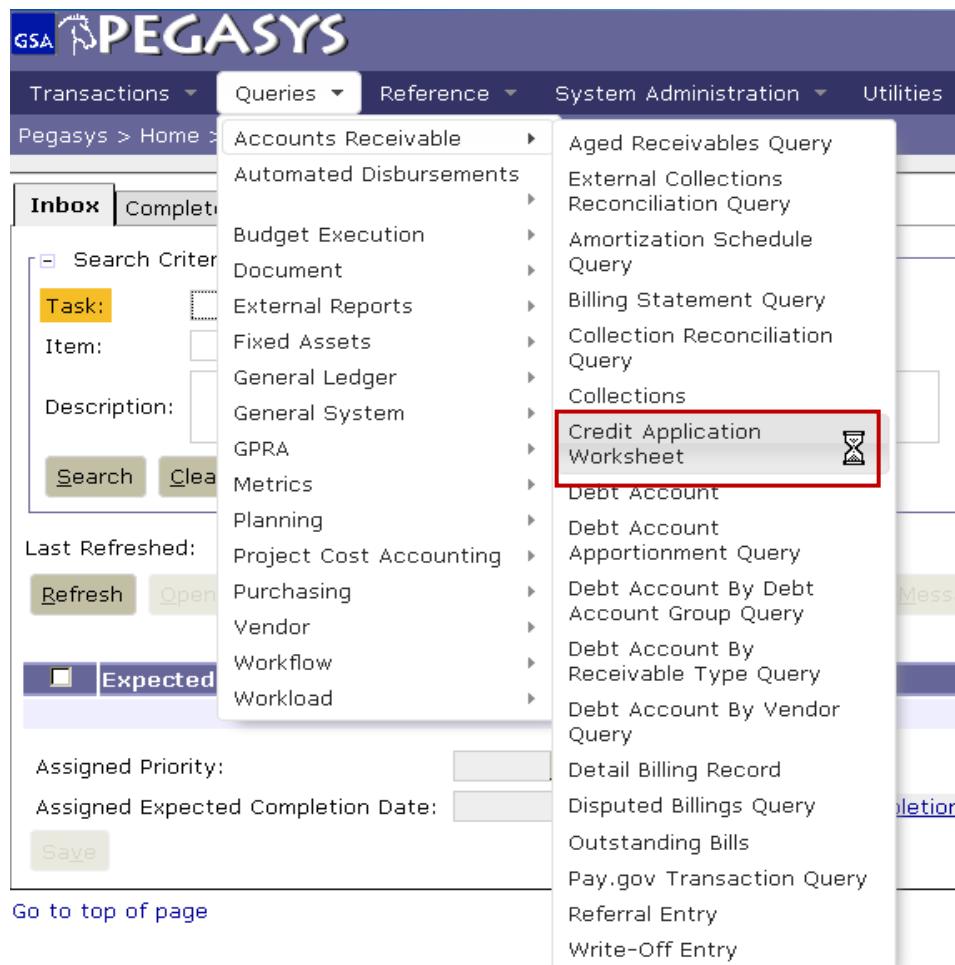
The Credit Application Worksheet facilitates searching for and applying Credit line bills against outstanding normal line bills, refunding credits, and transferring non-refundable credits to Treasury. Users can query both outstanding credits and outstanding bills from the Credit Application Worksheet. 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.

Exhibit 4-138: Credit Application Worksheet Navigation



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

Exhibit 4-139: Credit Application Worksheet

Pegasys > Queries > Accounts Receivable > Credit Application Worksheet

Credit Application Worksheet	
Search Criteria for Unapplied Credit Document Title: <input type="text"/> Document Type: <input type="text"/> Document Number: <input type="text"/> Accounting Line Number: <input type="text"/> Vendor: <input type="text"/> Document Date From: <input type="text"/> To: <input type="text"/> Outstanding Credit Amount From Amount: <input type="text"/> To Amount: <input type="text"/> External System ID: <input type="text"/> Business Line: <input type="text"/> Statement Number: <input type="text"/> Related Statement Number: Agreement Number: <input type="text"/> Agreement Line Number: Contracts Number: <input type="text"/> Blanket Agreement Number: Debt Account Number: <input type="text"/> Debt Account Line Number: Depository Line Number: <input type="text"/> Payee Line Number: Billing Status: <input type="text"/> Debt Appeal Forbearance: No Source Number: <input type="text"/> Receivable Type: Accounting Dimension <input type="button" value="Search"/> <input type="button" value="Clear"/>	
Search Criteria for Outstanding Bills Document Title: <input type="text"/> Document Type: <input type="text"/> Document Number: <input type="text"/> Accounting Line Number: <input type="text"/> Line Type: <input type="text"/> Vendor: <input type="text"/> Document Date From: <input type="text"/> To: <input type="text"/> Collection Due Date From: <input type="text"/> To: <input type="text"/> Outstanding Amount From Amount: <input type="text"/> To Amount: <input type="text"/> External System ID: <input type="text"/> Business Line: <input type="text"/> Statement Number: <input type="text"/> Related Statement Number: Agreement Number: <input type="text"/> Agreement Line Number: Contracts Number: <input type="text"/> Blanket Agreement Number: Debt Account Number: <input type="text"/> Debt Account Line Number: Depository Line Number: <input type="text"/> Payee Line Number: Billing Status: <input type="text"/> Debt Appeal Forbearance: No Source Number: <input type="text"/> Receivable Type: Accounting Dimension <input type="button" value="Search"/> <input type="button" value="Clear"/>	

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

Exhibit 4-140: Unapplied Credit Search Screen

Search Criteria for Unapplied Credit

Document Title:	<input type="text"/>
Document Type:	<input type="text"/>
Document Number:	FMIG0000030-385 <input type="text"/>
Accounting Line Number:	<input type="text"/>
Vendor:	361035 <input type="text"/>
Document Date	From: <input type="text"/> To: <input type="text"/>
Outstanding Credit Amount From Amount: <input type="text"/> To Amount: <input type="text"/>	
External System ID:	<input type="text"/> Business Line: <input type="text"/>
Statement Number:	G0000030 <input type="text"/> Related Statement Number: <input type="text"/> Agreement Line Number: <input type="text"/> Blanket Agreement Number: <input type="text"/> Debt Account Line Number: <input type="text"/> Payee Line Number: <input type="text"/> Debt Appeal Forbearance: No <input type="text"/> Receivable Type: Accounting Dimension <input type="button" value="Search"/> <input type="button" value="Clear"/>
Agreement Number:	<input type="text"/>
Contracts Number:	<input type="text"/>
Debt Account Number:	<input type="text"/>
Depository Line Number:	<input type="text"/>
Billing Status:	<input type="text"/>
Source Number:	<input type="text"/>

On the right side of the Exhibit below is an Outstanding Bills 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.

Exhibit 4-141: Outstanding Bill Search Criteria

Search Criteria for Outstanding Bills

Document Title:	<input type="text"/>				
Document Type:	<input type="text"/>				
Document Number:	<input type="text"/>				
Accounting Line Number:	<input type="text"/>				
Line Type:	<input type="button" value="▼"/>				
Vendor:	<input type="text" value="361035"/>	<input type="text" value="361035"/>			
Document Date	<input type="text"/> From: <input type="text"/> To: <input type="text"/>				
Collection Due Date	<input type="text"/> From: <input type="text"/> To: <input type="text"/>				
Outstanding Amount	<input type="text"/> From Amount: <input type="text"/> To Amount: <input type="text"/>				
External System ID:	<input type="text"/>		Business Line:	<input type="text"/>	
Statement Number:	<input type="text"/>		Related 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"/>	
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"/>	
Billing Status:	<input type="button" value="▼"/>		Debt Appeal Forbearance:	<input type="button" value="No"/>	<input type="button" value="Yes"/>
Source Number:	<input type="text"/>		Receivable Type:	<input type="text"/>	
<input type="button" value="Accounting Dimension"/> <input type="button" value="Search"/> <input type="button" value="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.

Exhibit 4-142: Credit Application Worksheet Item Collections

Select	Details	View Document	Sort...	View as CSV	Select	Details	View Document	Sort...	View as CSV
Unapplied Credit									
<input type="checkbox"/>	Applied Line Ar	Document Typ	Document Num	Accounting Lin	Document Dat	Statement Num	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	(\$4,525.00) FMN		FMNF0000065-		1 01/19/2011	F0000065	<input type="checkbox"/>	\$300.00 FMN	FMNF0000049-/-
							<input checked="" type="checkbox"/>	\$200.00 RMN	RMNA0000016-
Page 1 of 1 >> Show 10 rows per page Rows 1 - 1 of 1									
Outstanding Bills									
<input type="checkbox"/>	Applied Line Ar	Document Typ	Document Num	Accounting Lin	Document Dat	Collection Due	<input type="checkbox"/>		
<input type="checkbox"/>	\$300.00 FMN		FMNF0000049-/-		1 01/15/2011		<input type="checkbox"/>	\$200.00 RMN	RMNA0000016-
							<input checked="" type="checkbox"/>		
Page 1 of 1 >> Show 10 rows per page Rows 1 - 2 of 2									
<input type="button" value="Move Up"/> <input type="button" value="Move Down"/> <input type="button" value="Remove"/> <input type="button" value="Details"/> <input type="button" value="View Document"/> <input type="button" value="Apply Credit"/> <input type="button" value="Sort..."/> <input type="button" value="View as CSV"/>									
Applied Credit									
<input type="checkbox"/>	Document Typ	Document Num	Accounting Lin	Document Dat	Collection Due	Statement Num	Vendor Code	Address Code	Line Type
<input checked="" type="checkbox"/>	FMN	FMNFC000114-1		1 12/22/2010		FC000114	361035	361035	Normal
Page 1 of 1 >> Show 10 rows per page Rows 1 - 1 of 1									

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

Exhibit 4-143: 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.

4.14.3.1.1 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 4.13.2.1 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 section 4.4.3.1 Amend Billing Documents (BD) and the 4.6.5 GL Account Detail Query to query by the Invoice number.

Steps to Launch the Credit Application Worksheet:	Notes
1. Navigate to Queries=>Accounts Receivable=>Credit Application Worksheet.	
The Credit Application Worksheet is displayed.	

Steps to Launch the Credit Application Worksheet:

Notes

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.

Search Criteria for Unapplied Credit

Document Title:	<input type="text"/>	
Document Type:	RMN	
Document Number:	<input type="text"/>	
Accounting Line Number:	<input type="text"/>	
Vendor:	S1017	<input type="text"/>
Document Date		
From:	02/21/2011	To: 02/28/2011
Outstanding Credit Amount		
From Amount:	<input type="text"/>	
To Amount:	<input type="text"/>	
External System ID:	<input type="text"/>	
Statement Number:	AA000439	<input type="text"/>
Agreement Number:	<input type="text"/>	
Contracts Number:	<input type="text"/>	
Debt Account Number:	<input type="text"/>	
Depository Line Number:	<input type="text"/>	
Billing Status:	<input type="button" value="▼"/>	Debt Appeal Forbearance: <input type="button" value="No"/>
Source Number:	<input type="text"/>	
<input type="button" value="Accounting Dimension"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>		

Steps to Launch the Credit Application Worksheet:
Notes

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

A pop-up window will be displayed.

Search Criteria for Unapplied Credit

Search Criteria for Outstanding Bills

Accounting Dimension Criteria

Accounting Template: [] EBFY: [] Fund: [] Region: [] Org Code: []
 BBFY: [] Project Code: [] Activity: [] Sub-Object Class: [] Revenue Source: []
 Program: [] Building #: [] System: [] Vehicle Tag #: [] Work Item: []
 Sub Revenue Source: [] ABC Activity: [] Reimbursable Sub-Object Class: [] Reimbursable Sub-Object: [] BETC: []
 Cost Organization: [] Cohort Year: [] PRC: []

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.

UnApplied Credit Detail

Item: [] Agreement Number: [] Agreement Line Number: [] Accounting Line Description: []

Accounting Template: 11RNT-01-192X-P0125100-PG00-PGA33 EBFY: [] Fund: [] Region: [] Org Code: []
 BBFY: [] Project Code: [] Activity: [] Sub-Object Class: [] Revenue Source: []
 Program: [] Building #: [] System: [] Vehicle Tag #: [] Work Item: []
 Sub Revenue Source: [] ABC Activity: [] Reimbursable Sub-Object Class: [] Reimbursable Sub-Object: [] BETC: []
 Cost Organization: [] Cohort Year: [] PRC: []

Buttons at the bottom: Select, Details, View Document, Srt..., View as CSV

Unapplied Credit

Applied Line Amo	Document Type	Document Numbr	Accounting Line N	Document Date	Statement Numbr
(\$2,389.75)	RMN	RMNAA000439-00	1	02/28/2011	AA000439

Outstanding Bills

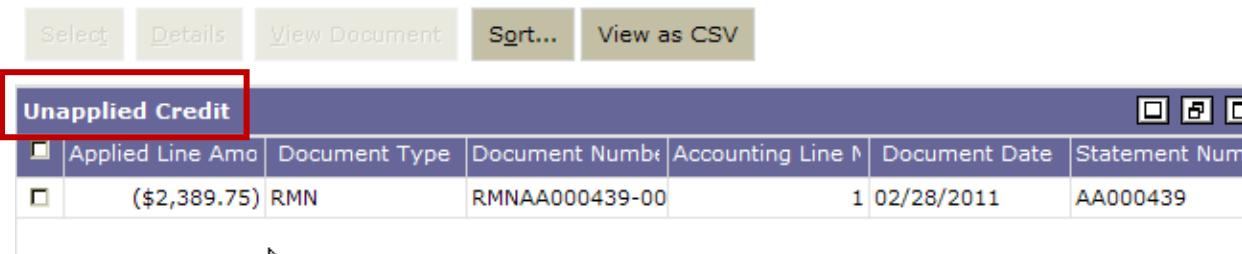
Applied Line Amo	Document Type	Document Numbr	Accounting Line N	Document Date	Statement Numbr
\$2,300.00	RMN	RMNAA000440-00	1	02/28/2011	AA000440

Steps to Launch the Credit Application Worksheet:

Notes

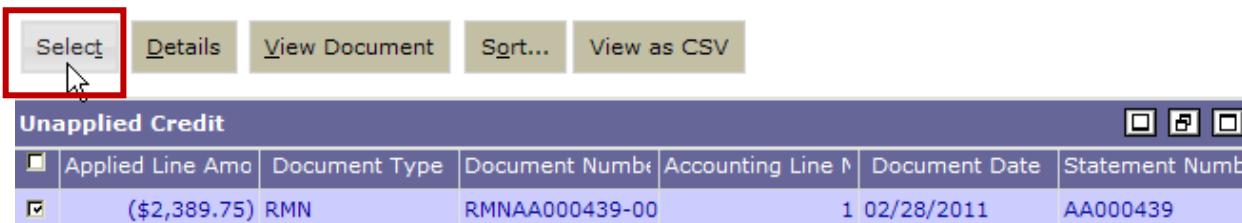
4. Select the **Select** button.

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



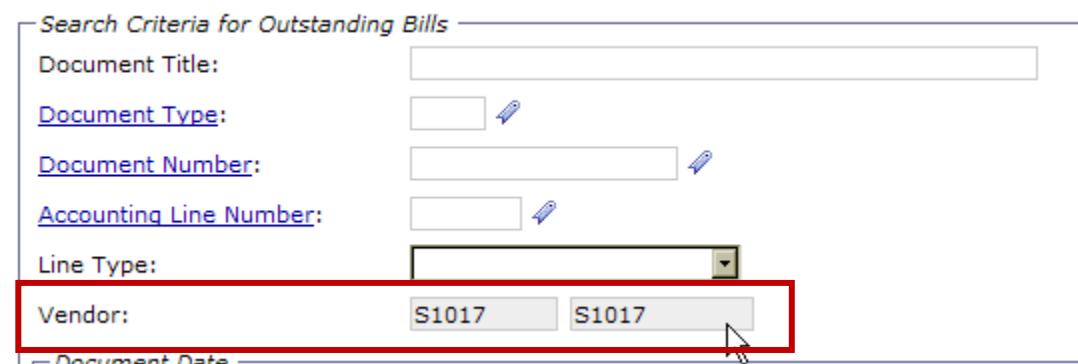
	Applied Line Ama	Document Type	Document Number	Accounting Line N	Document Date	Statement Num
<input type="checkbox"/>	(\$2,389.75)	RMN	RMNAA000439-00	1	02/28/2011	AA000439

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



	Applied Line Amo	Document Type	Document Number	Accounting Line N	Document Date	Statement Num
<input checked="" type="checkbox"/>	(\$2,389.75)	RMN	RMNAA000439-00	1	02/28/2011	AA000439

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



Search Criteria for Outstanding Bills

Document Title: _____

Document Type: _____

Document Number: _____

Accounting Line Number: _____

Line Type: _____

Vendor: S1017 S1017

Document Date: _____

Steps to Launch the Credit Application Worksheet:
Notes

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.*

Search Criteria for Outstanding Bills

Document Title:	<input type="text"/>				
Document Type:	RMN				
Document Number:	<input type="text"/>				
Accounting Line Number:	<input type="text"/>				
Line Type:	<input type="button" value="▼"/>				
Vendor:	S1017	S1017			
Document Date					
From:	02/21/2011	To: 02/28/2011			
Collection Due Date					
From:	<input type="text"/>				
Outstanding Amount					
From Amount:	<input type="text"/> To Amount: <input type="text"/>				
External System ID:	RENTMANL		Business Line:	<input type="text"/>	
Statement Number:	AA*		Related 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"/>	
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"/>	
Billing Status:	<input type="button" value="▼"/>		Debt Appeal Forbearance:	No	
Source Number:	<input type="text"/>		Receivable Type:	<input type="text"/>	
<input type="button" value="Accounting Dimension"/>		<input type="button" value="Search"/>	<input type="button" value="Clear"/>		

Steps to Launch the Credit Application Worksheet:

Notes

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

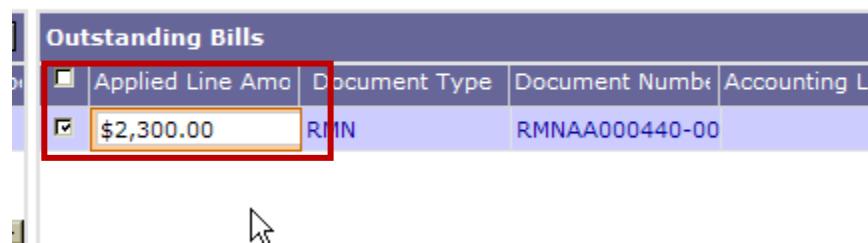
The results are displayed in the Outstanding Bills item collection on the left side of the screen.

Outstanding Bills					
	Applied Line Amo	Document Type	Document Numbe	Accounting Line N	Document Date
<input type="checkbox"/>	\$3,500.00	RMN	RMNAA000440-00	1	02/28/2011

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.

Select **Details** **View Document** **Sort...** **View as CSV**

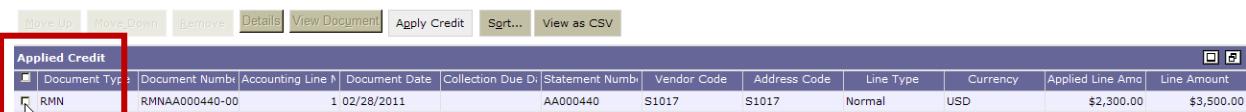


Outstanding Bills					
	Applied Line Amo	Document Type	Document Numbe	Accounting Li	
<input checked="" type="checkbox"/>	\$2,300.00	RMN	RMNAA000440-00		

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.



Applied Credit												
	Document Type	Document Numbe	Accounting Line N	Document Date	Collection Due D	Statement Numbr	Vendor Code	Address Code	Line Type	Currency	Applied Line Amo	Line Amount
<input checked="" type="checkbox"/>	RMN	RMNAA000440-00	1	02/28/2011		AA000440	S1017	S1017	Normal	USD	\$2,300.00	\$3,500.00

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

Move Up **Move Down** **Remove** **Details** **View Document** **Apply Credit** **Sort...** **View as CSV**

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.

Steps to Launch the Credit Application Worksheet:
Notes

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

	Document Type	Document Number	Accounting Line N	Document Date	Collection Due D	Statement Number	Vendor Code	Ad
<input checked="" type="checkbox"/>	RMN	RMNAA000440-00	1	02/28/2011		AA000440	S1017	S101

A new page will be displayed.

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

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.

Steps to Launch the Credit Application Worksheet:

Notes

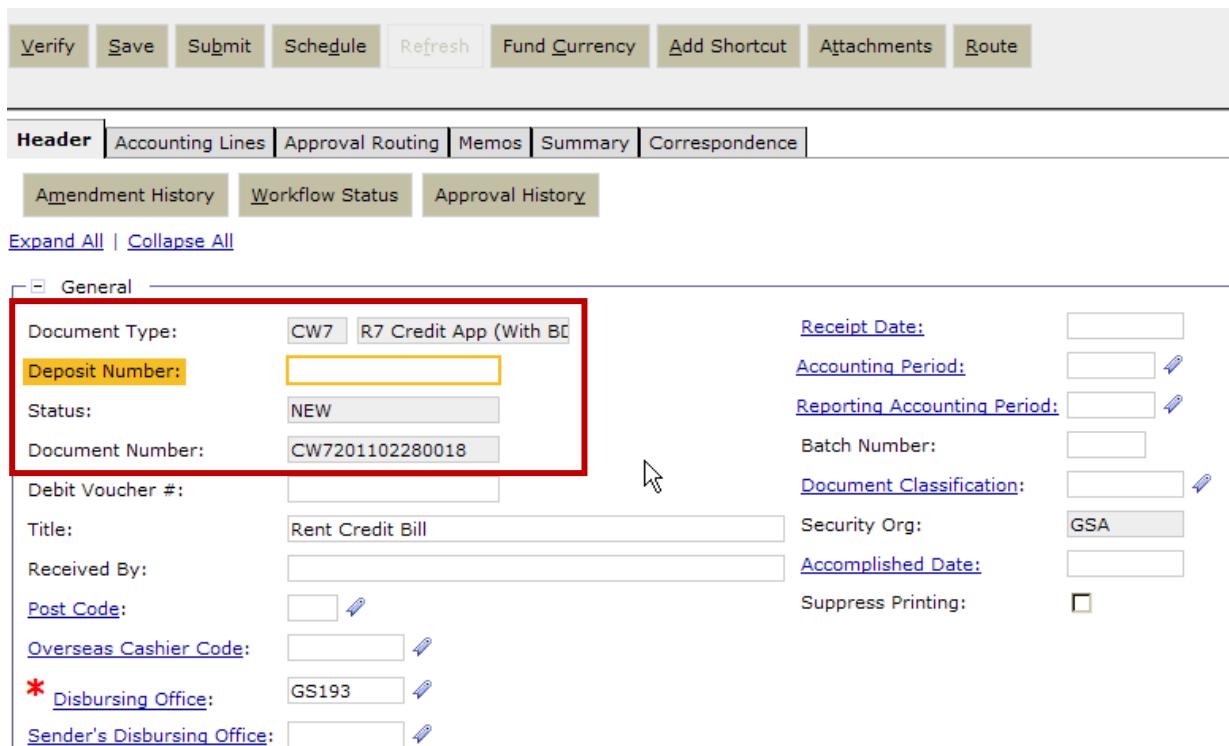
13. Select the **Create** button to create the CR form.



The screenshot shows a toolbar with two buttons: 'Create' (highlighted with a red box) and 'Back'. Below the toolbar, there are two input fields with asterisks: 'Document Type' (CW7, R7 Credit App (With BD)) and 'Document Number' (CW7201102280018). A 'Generate' button is also visible.

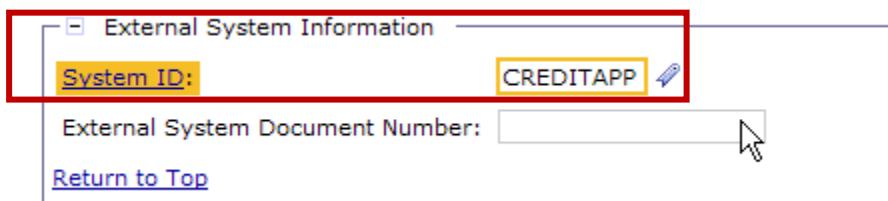
The CR will be opened in a new window.

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



The screenshot shows the 'General' section of the Credit Application Worksheet. It includes fields such as Document Type (CW7, R7 Credit App (With BD)), Deposit Number (highlighted with a yellow box), Status (NEW), Document Number (CW7201102280018), Debit Voucher #, Title (Rent Credit Bill), Received By, Post Code, Overseas Cashier Code, Disbursing Office (GS193, highlighted with a yellow box), and Sender's Disbursing Office. To the right, there are fields for Receipt Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), Accomplished Date, and Suppress Printing (checkbox).

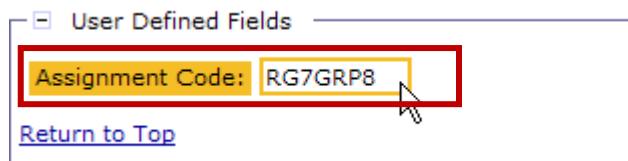
Note: The Disbursing Office will copy forward from the referenced BD.



The screenshot shows the 'External System Information' section. It includes a 'System ID' field (highlighted with a red box) containing 'CREDITAPP' and an 'External System Document Number' field. A 'Return to Top' link is at the bottom.

Steps to Launch the Credit Application Worksheet:
Notes

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



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).

Header		Accounting Lines		Approval Routing		Memos		Summary		Correspondence											
Add	Copy	Copy Forward	Remove	Reset	Replace	Display	10	Items	View as CSV	Sort...											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src	Bldg #	S
<input type="checkbox"/>	1	Credit Reduction	(\$2,300.00)		11RNT-01-192X-P0125100- 2011	PG00-	PGA33		192X 01	P0125100								4305	DC0006ZZ		
<input type="checkbox"/>	2	Credit Application	\$2,300.00		11RNT-01-192X-P0125100- 2011	PG00-	PGA33		192X 01	P0125100							4305	DC0006ZZ			

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.

Steps to Launch the Credit Application Worksheet:

Notes

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

The Accounting Line page will be displayed.

This screenshot shows the 'Accounting Lines' screen. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these are links for Header, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. A red box highlights the 'Accounting Line' link in the navigation bar. The main area shows a table with one item. The first column is 'Line Number' (1), the second is 'Line Type' (Credit Reduction), and the third is 'Transaction Type' (01). Other fields include Receivable Type (RTNA), Record Type (PR), Offset Type, TROR Classification (Administrative), TROR Collection Type, SF-224 Reclassification, Source Number (OA7837325), Business Line (RENT), and Related Statement Number (AA001235). Buttons for 'Expand All' and 'Collapse All' are at the bottom left. A 'Return to Top' link is at the bottom right.

16. REQUIRED—Enter the Transaction Type of '01'.

This screenshot shows the 'General' tab of the form. The 'Line Number' is 1 and the 'Line Type' is Credit Reduction. The 'Transaction Type' field is highlighted with a yellow box and contains the value '01'. Other fields shown include Line Number, Line Type, Transaction Type, Receivable Type, Record Type, Offset Type, TROR Classification, TROR Collection Type, SF-224 Reclassification, Source Number, Business Line, and Related Statement Number.

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'.

This screenshot shows the 'General' tab of the form. The 'Line Number' is 2 and the 'Line Type' is Credit Application. The 'Transaction Type' field is highlighted with a yellow box and contains the value '02'. Other fields shown include Line Number, Line Type, Transaction Type, Receivable Type, Record Type, Offset Type, TROR Classification, TROR Collection Type, SF-224 Reclassification, Source Number, Business Line, and Related Statement Number.

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.

Steps to Launch the Credit Application Worksheet:
Notes

20. Select the **Save** button.

The screenshot shows the 'Header' tab selected. A message bar at the top says 'Form CW7201102280018 was saved successfully.' Below the message bar is a toolbar with buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The 'Save' button is highlighted with a red box. Below the toolbar is a navigation bar with tabs: Header, Accounting Lines, Approval Routing, Memos, Summary, Correspondence. Underneath the navigation bar are three buttons: Amendment History, Workflow Status, and Approval History. At the bottom left is a link 'Expand All | Collapse All'. On the right side, there is a section titled 'General' with fields for Document Type (CW7 R7 Credit App (With BD)), Deposit Number (empty), Status (HELD), Receipt Date (02/28/2011), Accounting Period (05/2011), and Reporting Accounting Period (05/2011).

21. Select the **Verify** button.

The screenshot shows the 'Header' tab selected. A message bar at the top says 'Action was successful.' Below the message bar is a toolbar with buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The 'Verify' button is highlighted with a red box. Below the toolbar is a navigation bar with tabs: Header, Accounting Lines, Approval Routing, Memos, Summary, Correspondence. Underneath the navigation bar are three buttons: Amendment History, Workflow Status, and Approval History. At the bottom left is a link 'Expand All | Collapse All'. On the right side, there is a section titled 'General' with fields for Document Type (CW7 R7 Credit App (With BD)), Deposit Number (empty), Status (HELD), Receipt Date (02/28/2011), Accounting Period (05/2011), and Reporting Accounting Period (05/2011). A cursor arrow points to the Receipt Date field.

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.

22. Select the **Submit** button.

The screenshot shows the 'Header' tab selected. A message bar at the top says 'Form CW7201102280018 was submitted for processing successfully.' Below the message bar is a toolbar with buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The 'Submit' button is highlighted with a red box. Below the toolbar is a navigation bar with tabs: Header, Accounting Lines, Approval Routing, Memos, Summary, Correspondence. Underneath the navigation bar are three buttons: Amendment History, Workflow Status, and Approval History. At the bottom left is a link 'Expand All | Collapse All'.

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

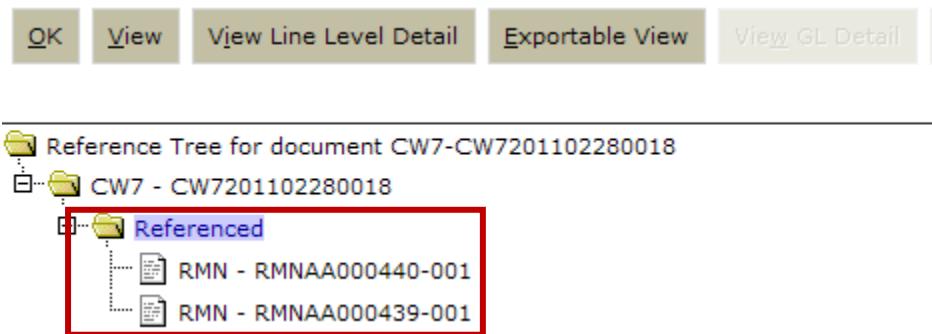
Steps to Launch the Credit Application Worksheet:

Notes

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

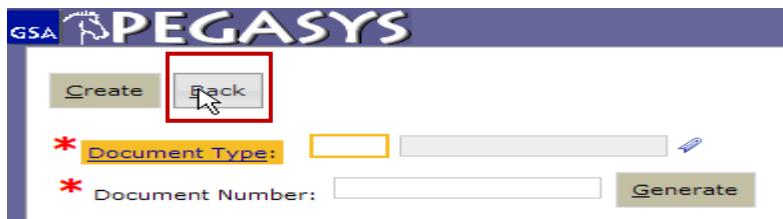
Note: To query using Form/Document Selection, please refer to section 4.6.4.

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



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

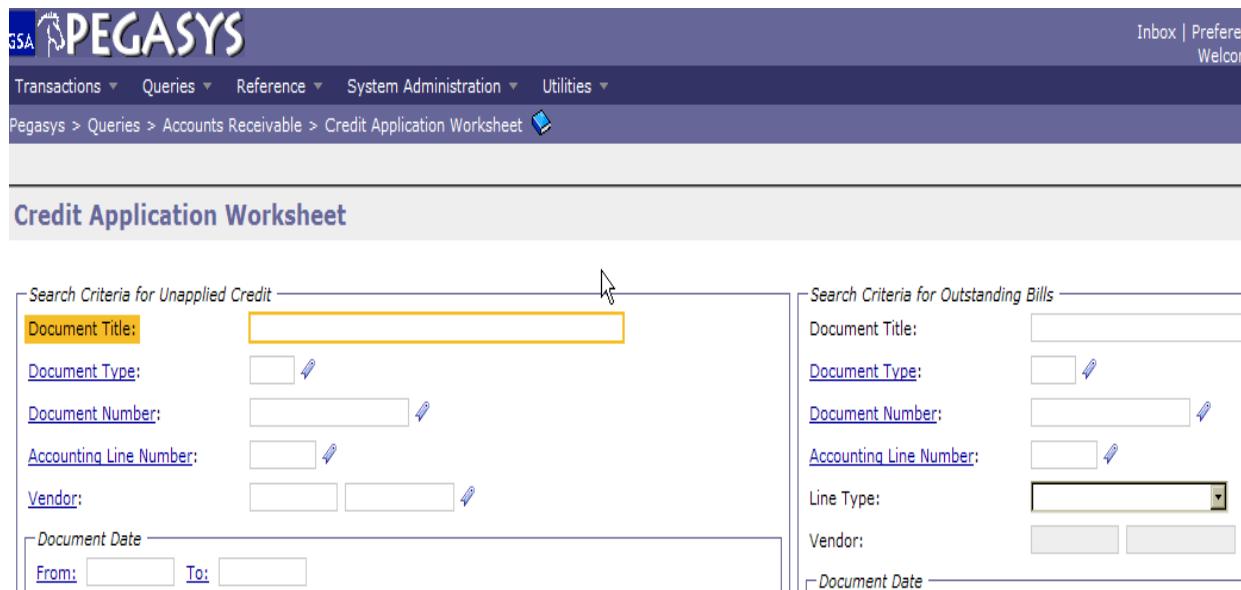
25. Select the **Back** button to return to the Pegasys navigation.



Steps to Launch the Credit Application Worksheet:

Notes

The Credit Application Worksheet is again displayed.



SSA PEGASYS

Inbox | Preferences | Welcome

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Queries > Accounts Receivable > Credit Application Worksheet

Credit Application Worksheet

Search Criteria for Unapplied Credit

Document Title:

Document Type:

Document Number:

Accounting Line Number:

Vendor:

Document Date

From: To:

Search Criteria for Outstanding Bills

Document Title:

Document Type:

Document Number:

Accounting Line Number:

Line Type:

Vendor:

Document Date

4.14.3.2 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 section 4.6.2 Billing Statement Query.

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

Notes

1. Navigate to Queries=>Accounts Receivable=>Billing Statement Query.

The Billing Statement Query page is displayed.

Pegasys > Queries > Accounts Receivable > Search - Billing Statement Query

Search - Billing Statement Query

Search Criteria

Statement Code:	<input type="text"/>
Security Organization:	<input type="text"/>
Statement Vendor	
Code:	<input type="text"/>
Disbursing Office:	<input type="text"/>
ALC:	<input type="text"/>
Customer ALC:	<input type="text"/>
Bill Type:	<input type="text"/>
Print Option:	<input type="text"/>
Statement Generated Flag:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Statement Print Dates

From Date:	<input type="text"/>
To Date:	<input type="text"/>

Collection Due Dates

From Date:	<input type="text"/>
To Date:	<input type="text"/>

Last Statement Print Dates

From Date:	<input type="text"/>
To Date:	<input type="text"/>

Business Line:

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.

Pegasys > Queries > Accounts Receivable > Search - Billing Statement Query

Search - Billing Statement Query

Search Criteria

Statement Code:	F0000065
Security Organization:	<input type="text"/>
Statement Vendor	
Code:	<input type="text"/>
Disbursing Office:	<input type="text"/>
ALC:	<input type="text"/>
Customer ALC:	<input type="text"/>
Bill Type:	<input type="text"/>
Print Option:	<input type="text"/>
Statement Generated Flag:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Statement Print Dates

From Date:	<input type="text"/>
To Date:	<input type="text"/>

Collection Due Dates

From Date:	<input type="text"/>
To Date:	<input type="text"/>

Last Statement Print Dates

From Date:	<input type="text"/>
To Date:	<input type="text"/>

Business Line:

Details **Display** **All** **Items** **View as CSV** **Sort...**

*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.*

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

Notes

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

Statement Code	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Statement Print Date	Collection Due Date	Last Statement Print Date
F0000065	361035	361035	Standard	Yes	FLEET	02/04/2011	03/06/2011	02/04/2011

The Statement Balances page is displayed.

Statement Balances | Vendor Balances | Document Balances | Correspondence

Credit Application Worksheet

[Expand All](#) | [Collapse All](#)

General

Code: F0000065	Statement Vendor
Last Statement Print Date:	Code: 361035 361035
Collection Due Date:	Name: VA HOSPITAL
Statement Print Date:	Disbursing Office: GS127
Statement Generated:	ALC: 47000016
Security Org: GSA	Customer ALC:
Bill Type: Standard	
Print Option: Yes	
Business Line: FLEET	

Billed Amount

Initial Amount: \$0.00	Credit Amount
Discount Amount: \$0.00	Initial Amount: (\$4,525.00)
Principal Amount: \$0.00	Discount Amount: \$0.00
Surcharge Amount: \$0.00	Principal Amount: (\$4,525.00)
	Surcharge Amount: \$0.00

5. To launch the Credit Application Worksheet, select the **Credit Application Worksheet** button.

Pegasys > Queries > Accounts Receivable > Billing Statement Query > Statement Balances

Attachments

Statement Balances | Vendor Balances | Document Balances | Correspondence

Credit Application Worksheet

[Expand All](#) | [Collapse All](#)

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

Notes

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

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

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

Applied Line Ar	Document Typ	Document Num	Accounting Lin	Document Date	Statement Num
<input checked="" type="checkbox"/> (\$4,525.00)	FMN	FMNF0000065-	1	01/19/2011	F0000065

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

Notes

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.

Search Criteria for Outstanding Bills

Document Title:	<input type="text"/>	
Document Type:	<input type="text"/>	
Document Number:	<input type="text"/>	
Accounting Line Number:	<input type="text"/>	
Line Type:	<input type="text"/>	
Vendor:	361035	361035

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

Search Criteria for Outstanding Bills

Document Title:	<input type="text"/>	
Document Type:	<input type="text"/>	
Document Number:	<input type="text"/>	
Accounting Line Number:	<input type="text"/>	
Line Type:	<input type="text"/>	
Vendor:	361035	361035
Document Date	<input type="text"/> From: 02/01/2011 To: 02/18/2011	
Collection Due Date	<input type="text"/> From: <input type="text"/> To: <input type="text"/>	
Outstanding Amount	<input type="text"/> From Amount: \$3,000.00 To Amount: <input type="text"/>	
External System ID:	<input type="text"/>	
Statement Number:	<input type="text"/>	Business Line: <input type="text"/>
Agreement Number:	<input type="text"/>	Related Statement Number: <input type="text"/>
Contracts Number:	<input type="text"/>	Agreement Line Number: <input type="text"/>
Debt Account Number:	<input type="text"/>	Blanket Agreement Number: <input type="text"/>
Depository Line Number:	<input type="text"/>	Debt Account Line Number: <input type="text"/>
Billing Status:	<input type="text"/>	Payee Line Number: <input type="text"/>
Source Number:	<input type="text"/>	Debt Appeal Forbearance: <input type="text"/>
		Receivable Type: <input type="text"/>

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

Notes

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

8. Select the **Search** button.

9. Select a detail record.

Select Details View Document Sort... View as CSV

Outstanding Bills							
	Applied Line Ar	Document Typ	Document Num	Accounting Lin	Document Date	Collection Due	Stateme
<input checked="" type="checkbox"/>	\$3,500.00	FMN	FMNF0000638-(1 02/17/2011		F000063

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.

Select Details View Document Sort... View as CSV

Outstanding Bills						
	Applied Line Ar	Document Typ	Document Num	Accounting Lin	Document Date	Collection D
<input checked="" type="checkbox"/>	3000	FMN	FMNF0000638-(1 02/17/2011	

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.

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

Notes

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.

Document Type	Document Num	Accounting Lin	Document Date	Collection Due	Statement Num	Vendor Code	Address Code	Line Type	Currency	Applied Line Ar	Line Amount
<input type="checkbox"/> FMN	FMNF0000638-1		1/02/17/2011		F0000638	361035	361035	Normal	USD	\$3,000.00	\$3,500.00

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

Create Back

* Document Type: CW6 R6 Credit App (With BD)

* Document Number: Generate

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

Create Back

* Document Type: CW6 R6 Credit App (With BD)

* Document Number: CW6201102170033 Generate

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

Notes

The CR form will be opened in a new window

Header Accounting Lines Approval Routing Memos Summary Correspondence
Amendment History Workflow Status Approval History
[Expand All](#) | [Collapse All](#)

General

Document Type:	CW6 R6 Credit App (With BD)	Receipt Date:	<input type="text"/>
Deposit Number:	<input type="text"/>	Accounting Period:	<input type="text"/>
Status:	NEW	Reporting Accounting Period:	<input type="text"/>
Document Number:	CW6201102170033	Batch Number:	<input type="text"/>
Debit Voucher #:	<input type="text"/>	Document Classification:	<input type="text"/>
Title:	<input type="text"/>	Security Org:	GSA
Received By:	Bob Marley	Accomplished Date:	<input type="text"/>
<u>Post Code:</u>	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
<u>Overseas Cashier Code:</u>	<input type="text"/>		
* <u>Disbursing Office:</u>	GS127		
<u>Sender's Disbursing Office:</u>	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		
FIFO Liquidation Worksheet			

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.

Header Accounting Lines Approval Routing Memos Summary Correspondence
Accounting Line | Charge Lines | Articles

Add Copy Copy Forward Remove Reset Display 10 Items View as CSV Sort...

<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm Cd	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src	Bldg Sys	Veh Tag #	Wrk Itm A
<input type="checkbox"/>	1	Credit Reduction	\$3,000.00)		11FLT-01-455F- FE32-F01Y0000- 2011 FE113-A12	455F	01	F01Y0000		FE32		FE111			A100			A12				
<input type="checkbox"/>	2	Credit Application	\$3,000.00		11FLT-01-455F- FE32-F01Y0000- 2011 FE113-A12	455F	01	F01Y0000		FE32		FE111			A100			A12				

16. Select Line 1.

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

Notes

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

The screenshot shows a software interface for a credit application. On the left, there's a tree view with 'General' expanded. Under 'General', the 'Line Number' is set to '1' and the 'Line Type' is 'Credit Reduction'. The 'Transaction Type' field is highlighted with a red border and contains '01'. Below it is a 'Write Off Reason' field with a small edit icon. To the right of the input fields are three letters: 'R', 'C', and 'T'.

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.

This screenshot shows the same software interface as the previous one, but for Line 2. The 'Line Number' is '2' and the 'Line Type' is 'Credit Application'. The 'Transaction Type' field is highlighted with a red border and contains '02'. The letters 'R', 'C', and 'T' are also present to the right.

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.

The screenshot shows a success message 'Form CW6201102170033 was saved successfully.' in a blue bar at the top. Below it is a toolbar with buttons for 'Save', 'Submit', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'. There are also links for 'Accounting Lines', 'Approval Routing', 'Memos', 'Summary', and 'Correspondence'. At the bottom, there are tabs for 'Accounting Line', 'Charge Lines', and 'Articles'.

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

Notes

23. Select the **Verify** button.



Action was successful.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

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

Accounting Line | Charge Lines | Articles

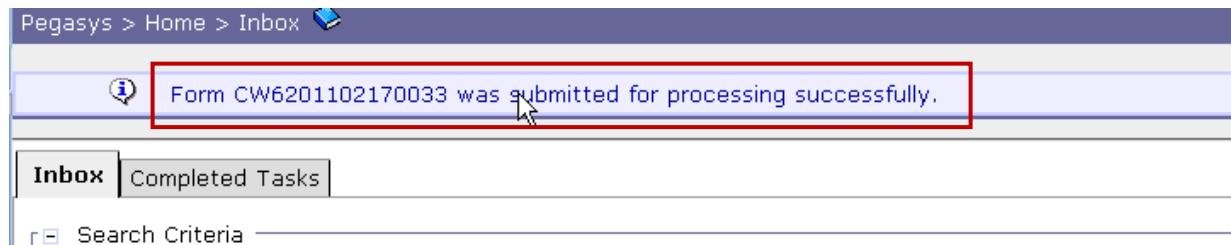
Item: 1 2

[Expand All](#) | [Collapse All](#)

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.

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.



Pegasys > Home > Inbox

Form CW6201102170033 was submitted for processing successfully.

Inbox | Completed Tasks

Search Criteria

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.



GSA **PEGASYS**

Create Back

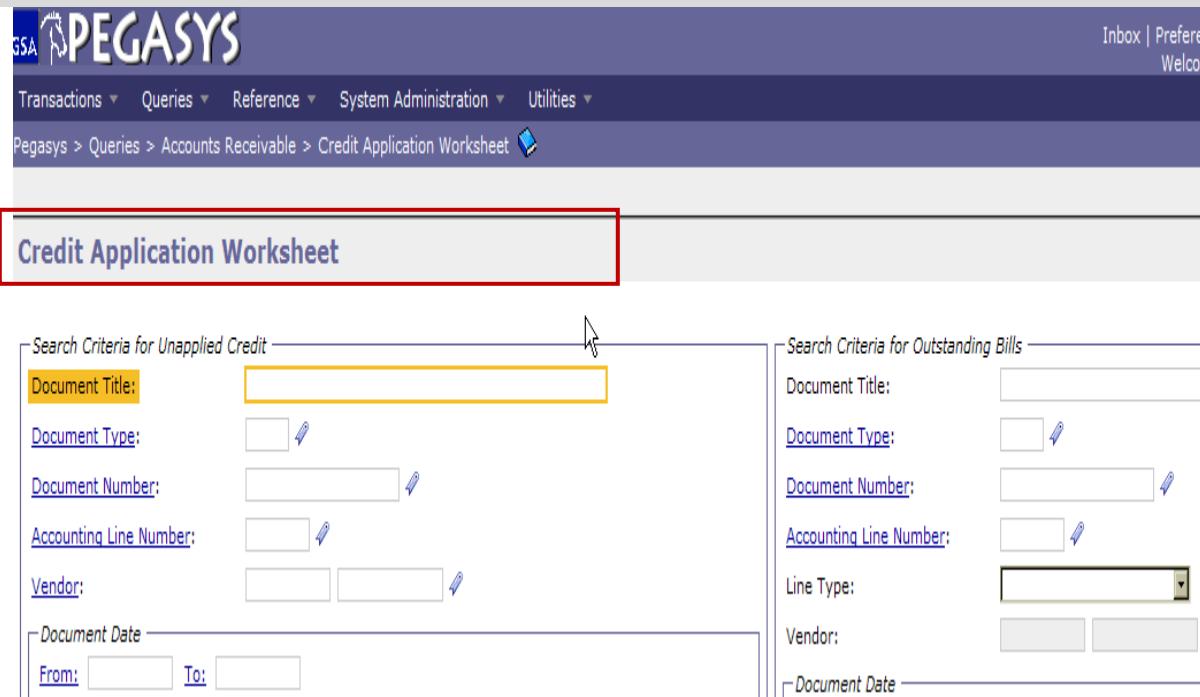
* Document Type:

* Document Number: Generate

The Credit Application Worksheet is again displayed.

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

Notes



The screenshot shows the Pegasys software interface. At the top, there's a navigation bar with links for Transactions, Queries, Reference, System Administration, and Utilities. Below that, a breadcrumb trail shows the user is in Pegasys > Queries > Accounts Receivable > Credit Application Worksheet. The main area is titled 'Credit Application Worksheet'. On the left, there's a section for 'Search Criteria for Unapplied Credit' with fields for Document Title (highlighted with a yellow box), Document Type, Document Number, Accounting Line Number, Vendor, and Document Date (From: _____ To: _____). On the right, there's a section for 'Search Criteria for Outstanding Bills' with similar fields. Below these sections, there's a 'Line Type' dropdown menu and a 'Vendor' section.

4.14.3.3 Launch Credit Application Worksheet from Outstanding Bills Query

To apply a credit bill to an outstanding bill from the Outstanding Bills query, follow the steps below. When launching the Credit Application Worksheet from the Outstanding Bills 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 Outstanding Bills query, please refer to section 4.5.1 Outstanding Bills Query.

Steps to Launch the Credit Application Worksheet

Notes

From Outstanding Bills Query:

1. Navigate to Queries=>Accounts Receivable=>Outstanding Bills.

The Outstanding Bills page is displayed.

Pegasys > Queries > Accounts Receivable > Outstanding Bills

Outstanding Bills

Search Criteria

Doc Type: <input type="text" value="RMN"/>	Vendor
Document Type: <input type="text"/>	Address Code: <input type="text"/> <input type="text"/> <input type="button" value=""/>
Document Number: <input type="text"/>	Billed Amount
Title: <input type="text"/>	From Amount: <input type="text"/> To Amount: <input type="text"/>
Billing Reference Number: <input type="text"/>	Outstanding Amount
External System Document Number: <input type="text"/>	From Amount: <input type="text"/> To Amount: <input type="text"/>
Statement Number: <input type="text"/>	Outstanding Credit Amount
Bill Generated Flag: <input type="text"/>	From Amount: <input type="text"/> To Amount: <input type="text"/>
Line Type: <input type="text"/>	Total Credit Amount
Document Date	From Amount: <input type="text"/> To Amount: <input type="text"/>
From Date: <input type="text"/> To Date: <input type="text"/>	Business Line: <input type="text"/> <input type="button" value=""/>
Collection Due Date	
From Date: <input type="text"/> To Date: <input type="text"/>	

Search **Clear**

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**.

Pegasys > Queries > Accounts Receivable > Outstanding Bills

Outstanding Bills

Search Criteria

Doc Type: <input type="text"/>	Vendor
Document Type: RMN	Address Code: <input type="text"/> <input type="text"/> <input type="button" value=""/>
Document Number: <input type="text"/>	Billed Amount
Title: <input type="text"/>	From Amount: <input type="text"/> To Amount: <input type="text"/>
Billing Reference Number: <input type="text"/>	Outstanding Amount
External System Document Number: <input type="text"/>	From Amount: <input type="text"/> To Amount: <input type="text"/>
Statement Number: AC000138	Outstanding Credit Amount
Bill Generated Flag: <input type="text"/>	From Amount: <input type="text"/> To Amount: <input type="text"/>
Line Type: Credit	Total Credit Amount
Document Date	From Amount: <input type="text"/> To Amount: <input type="text"/>
From Date: <input type="text"/> To Date: <input type="text"/>	Business Line: <input type="text"/> <input type="button" value=""/>
Collection Due Date	
From Date: <input type="text"/> To Date: <input type="text"/>	

Search **Clear**

Steps to Launch the Credit Application Worksheet
Notes
From Outstanding Bills Query:

*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.

Display 10 Items

	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount
RMN	RMNAC000138-244	RMNBILRMNAC000138-244	AC000138		\$0.00	(\$1,000.00)

4. Select a detail record.

5. Select the **Details** button.

Display 10 Items

	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount
RMN	RMNAC000138-244	RMNBILRMNAC000138-244	AC000138		\$0.000	(\$1,000.000)

Steps to Launch the Credit Application Worksheet From Outstanding Bills Query:

Notes

The Outstanding Bill Detail Page is displayed.

Pegasys > Queries > Accounts Receivable > Outstanding Bills > Outstanding Bills

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

Outstanding Bills | Outstanding Bill Detail

[Expand All](#) | [Collapse All](#)

General

Document Type:	RMN	External System Document Number:	
Business Line:	RENT	Waiver Flags	
Document Number:	RMNAC000138-244	Waive Admin Charges:	<input type="checkbox"/>
Statement Number:	AC000138	Waive Penalty:	<input type="checkbox"/>
Title:		Waive Interest on Principal:	<input type="checkbox"/>
Billing Reference Number:	RMNBILRMNAC000138-8	Waive Interest on Interest:	<input type="checkbox"/>
Document Date:	01/12/2011	Waive Interest on Admin Charges:	<input type="checkbox"/>
Collection Due Date:		Waive Interest on Penalty:	<input type="checkbox"/>
Bill Generated Flag:	<input checked="" type="checkbox"/>		
Security Organization:	GSA		

Vendor

Code:	9567	9567	More
Address Name: DENALI COMMISSION O			

Bill Totals

Initial Amount:	\$0.00
Discount Amount:	\$0.00

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 **Outstanding Bill 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 Outstanding Bill Detail screen, the search is only executed within the Billing Document (BD) selected on the main page.

Credit Application Display 10 Items [View as CSV](#) [Sort...](#)

	Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status
<input checked="" type="checkbox"/>	RMNBILRMNAC000138-244	RMN	RMNAC000138-244	1	Credit	(\$1,000.00) open		Unbilled

Steps to Launch the Credit Application Worksheet

Notes

From Outstanding Bills Query:

8. Select the **Credit Application** button to launch the Credit Application Worksheet.

The Credit Application Worksheet is opened in a new window.

Steps to Launch the Credit Application Worksheet

Notes

From Outstanding Bills Query:

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

<u>External System ID:</u> <input type="text"/>	<u>Business Line:</u> <input type="text"/>
<u>Statement Number:</u> <input type="text"/>	<u>Related Statement Number:</u> <input type="text"/>
<u>Agreement Number:</u> <input type="text"/>	<u>Agreement Line</u> <input type="text"/>
<u>Contracts Number:</u> <input type="text"/>	<u>Number:</u> <input type="text"/>
<u>Debt Account Number:</u> <input type="text"/>	<u>Blanket Agreement</u> <input type="text"/>
<u>Depository Line Number:</u> <input type="text"/>	<u>Number:</u> <input type="text"/>
<u>Billing Status:</u> <input type="button" value="▼"/>	<u>Debt Account Line Number:</u> <input type="text"/>
<u>Source Number:</u> <input type="text"/>	<u>Payee Line Number:</u> <input type="text"/>
<u>Debt Appeal Forbearance:</u> <input type="button" value="No"/>	
<u>Receivable Type:</u> <input type="text"/>	
<input type="button" value="Accounting Dimension"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>	

Select	Details	View Document	Sort...	View as CSV
Unapplied Credit				
<input type="checkbox"/>	Applied Line Ar	Document Typ	Document Num	Accounting Lin
<input checked="" type="checkbox"/>	(\$1,000.00) RMN		RMNAC000138-	1 01/12/2011 Statement N

- To apply credit to outstanding bills, please refer *section 4.13.3.2*.
- To apply the credit in order to refund, please refer to *section 4.13.3.4*.
- To transfer unapplied credit to Treasury miscellaneous fund (0890), please refer to *section 4.13.3.5*.

4.14.3.4 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:	Notes
--	-------

1. Navigate to Queries=>Accounts Receivable=>Credit Application Worksheet.

The Credit Application Worksheet is displayed.

The screenshot shows the 'Credit Application Worksheet' interface. It is divided into two main sections: 'Search Criteria for Unapplied Credit' on the left and 'Search Criteria for Outstanding Bills' on the right. Both sections contain various input fields for filtering data, such as Document Title, Document Type, Document Number, Accounting Line Number, Vendor, Date ranges (From: To:), and various account numbers (Statement Number, Agreement Number, Contracts Number, Debt Account Number, Depository Line Number, Billing Status, Source Number). There are also fields for Business Line, Related Statement Number, Agreement Line Number, Blanket Agreement Number, Debt Account Line Number, Payee Line Number, Debt Appeal Forbearance (Yes/No), and Receivable Type. At the bottom of each section are buttons for 'Accounting Dimension', 'Search', and 'Clear'.

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

Notes

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.

Credit Application Worksheet

Search Criteria for Unapplied Credit

Document Title:	<input type="text"/>		
Document Type:	<input type="text"/> 		
Document Number:	<input type="text"/> 		
Accounting Line Number:	<input type="text"/> 		
Vendor:	<input type="text"/> <input type="text"/> 		
Document Date	<input type="text"/> From: <input type="text"/> To: <input type="text"/>		
Outstanding Credit Amount	<input type="text"/> From Amount: <input type="text"/> To Amount: <input type="text"/>		
External System ID:	<input type="text"/> 	Business Line:	<input type="text"/> 
Statement Number:	<input type="text" value="AC000138"/> 	Related 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"/> 
Debt Account Number:	<input type="text"/> 	Debt Account Line Number:	<input type="text"/> 
Depository Line Number:	<input type="text"/> 	Pavee Line Number:	<input type="text"/> 
Billing Status:	<input type="button" value="▼"/>	Debt Appeal Forbearance:	<input type="button" value="No"/> 
Source Number:	<input type="text"/>	Receivable Type:	<input type="text"/> 
<input type="button" value="Accounting Dimension"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>			

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

Notes

3. Select the **Search** button.

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

Unapplied Credit						
	Applied Line Amo	Document Type	Document Numbe	Accounting Line M	Document Date	Statement Numbe
<input type="checkbox"/>	(\$1,000.00)	RMN	RMNAC000138-24	1	01/12/2011	AC000138

4. Select a detail record.

5. Select the **Select** button.

Unapplied Credit						
	Applied Line Amo	Document Type	Document Numbe	Accounting Line M	Document Date	Statement Numbe
<input checked="" type="checkbox"/>	(\$1,000.00)	RMN	RMNAC000138-24	1	01/12/2011	AC000138

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.

Unapplied Credit						
	Applied Line Ar	Document Typ	Document Num	Accounting Lin	Document Date	Statement Nur
<input checked="" type="checkbox"/>	(\$1,000.00)	RMN	RMNAC000138-	1	01/12/2011	AC000138

Outstanding Bills						
	Applied Line Ar					
<input type="checkbox"/>						

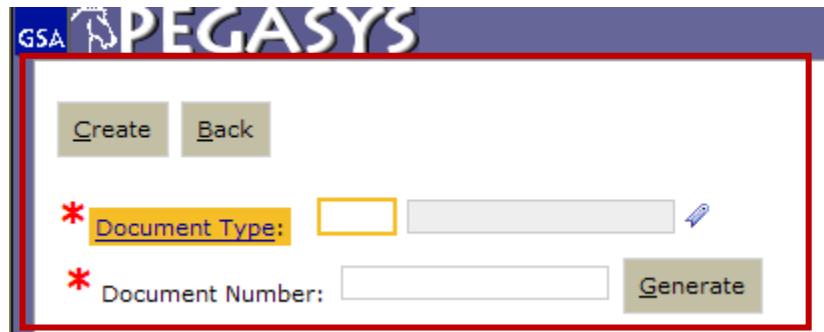
Applied Credit						
	Document Typ	Document Num	Accounting Lin	Document Date	Collection Due	Statement Nur
<input type="checkbox"/>						

6. To create the Cash Receipt (CR) Credit Application, select the **Apply Credit** button.

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

Notes

A new window will be displayed.



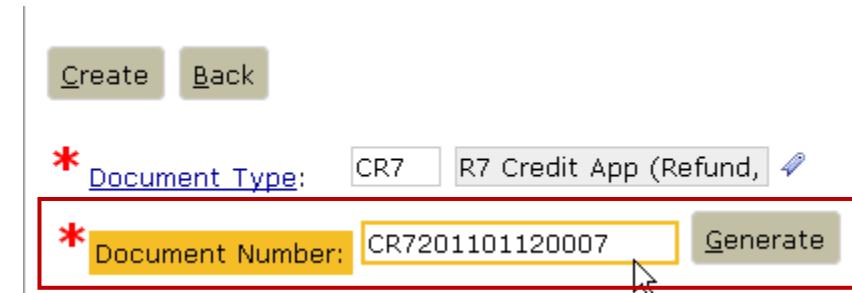
The screenshot shows the Pegasys software interface with a blue header bar containing the GSA logo and the word 'PEGASYS'. Below the header, there are two buttons: 'Create' and 'Back'. A red box highlights the 'Document Type' field, which contains the value 'CR7'. To the right of the field is a small yellow icon and a pencil icon. Below the 'Document Type' field is another field labeled 'Document Number' with a red asterisk, followed by a 'Generate' button.

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



The screenshot shows the Pegasys software interface with a blue header bar containing the GSA logo and the word 'PEGASYS'. Below the header, there are two buttons: 'Create' and 'Back'. A red box highlights the 'Document Type' field, which contains the value 'CR7'. To the right of the field is a small yellow icon and a pencil icon. Below the 'Document Type' field is another field labeled 'Document Number' with a red asterisk, followed by a 'Generate' button. A cursor arrow points to the 'Generate' button.

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



The screenshot shows the Pegasys software interface with a blue header bar containing the GSA logo and the word 'PEGASYS'. Below the header, there are two buttons: 'Create' and 'Back'. A red box highlights the 'Document Number' field, which contains the value 'CR7201101120007'. To the right of the field is a 'Generate' button. A cursor arrow points to the 'Generate' button.

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

Notes

9. Select the **Create** button to generate the CR.

The CR form will be opened in a new window.

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

Amendment History | Workflow Status | Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type:	CR7 R7 Credit App (Refund,	Receipt Date:	<input type="text"/>
Deposit Number:	<input type="text"/>	Accounting Period:	<input type="text"/>
Status:	NEW	Reporting Accounting Period:	<input type="text"/>
Document Number:	CR7201101120007	Batch Number:	<input type="text"/>
Debit Voucher #:	<input type="text"/>	Document Classification:	<input type="text"/>
Title:	<input type="text"/>	Security Org:	GSA
Received By:	<input type="text"/>	Accomplished Date:	<input type="text"/>
Post Code:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Overseas Cashier Code:	<input type="text"/>		
* Disbursing Office:	GS193		
Sender's Disbursing Office:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		
FIFO Liquidation Worksheet			
Return to Top			

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.

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

Notes

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

> Header: CR7 R7 Credit App (Refund, WithOUT BD Normal Line Ref) CR CR7201101120007 NEW > Accounting Lines

Verify **Save** **Submit** **Schedule** **Refresh** **Fund Currency** **Add Shortcut** **Attachments** **Route**

Header		Accounting Lines		Approval Routing		Memos		Summary		Correspondence					
Accounting Line Charge Lines Articles															
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Copy Forward"/> <input type="button" value="Remove"/> <input type="button" value="Reset"/> <input type="button" value="Replace"/> <input type="button" value="Display"/> <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>															
	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activ
<input checked="" type="checkbox"/>	1	Credit Reduction	(\$1,000.00)		11RNT-00-192X-PG53-PGA31	2011		192X 00	P0010090		PG53				PGA3
<input type="checkbox"/>	2	Credit Application	\$1,000.00 02			2011									

12. REQUIRED—Enter the Transaction Type of ‘01’

General

Line Number:

Line Type:

*

13. Select the Accounting Lines hyperlink.

> Header: CR7 R7 Credit App (Refund, Without BD Normal Line Ref) CR CR7201101120007 NEW > Accounting Lines > Accounting Line

Verify **Save** **Submit** **Schedule** **Refresh** **Fund Currency** **Add Shortcut** **Attachments** **Route**

Header		Accounting Lines		Approval Routing		Memos		Summary		Correspondence	
Accounting Line Display Accounting Lines											

14. Un-select the Credit Reduction line.

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

Notes

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

Header Accounting Lines Approval Routing Memos Summ.					
Accounting Line Charge Lines Articles					
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Copy Forward"/> <input style="border: 2px solid red; padding: 2px; margin-left: 10px;" type="button" value="Remove"/> <input type="button" value="Reset"/> <input type="button" value="Replace"/>					
Line Number	Line Type	Amount	Transaction Type	Template	
<input type="checkbox"/>	1 Credit Reduction	(\$1,000.00) 01		11RNT-00-192X-PG53-PGA31	
<input checked="" type="checkbox"/>	2 Credit Application	\$1,000.00 02			

16. Select the Credit Reduction Line.

17. Select the **Copy** button.

Header Accounting Lines Approval Routing Memos Summ.					
Accounting Line Charge Lines Articles					
<input type="button" value="Add"/> <input style="border: 2px solid red; padding: 2px; margin-left: 10px;" type="button" value="Copy"/> <input type="button" value="Copy Forward"/> <input type="button" value="Remove"/> <input type="button" value="Reset"/> <input type="button" value="Replace"/>					
Line Number	Line Type	Amount	Transaction Type	Template	
<input checked="" type="checkbox"/>	1 Credit Reduction	(\$1,000.00) 01		11RNT-00-192X-PG53-PGA31	
<input type="checkbox"/>	2 Credit Application	\$1,000.00 02			

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

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

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

Notes

20. Select the Accounting Line hyperlink.

21. **REQUIRED**—Set the line type to **Credit Application**.

General	
Line Number:	<input type="text" value="3"/>
Line Type:	<input type="button" value="Credit Reduction"/> <input type="button" value="Advance Payment"/> <input type="button" value="Advance Offset"/> <input checked="" type="button" value="Credit Application"/>  <input type="button" value="Credit Reduction"/> <input type="button" value="Debit Voucher - Advance"/> <input type="button" value="Debit Voucher - Normal"/> <input type="button" value="Normal"/> <input type="button" value="Receivable Offset"/> <input type="button" value="Travel Advance Offset"/> <input type="button" value="Write Off"/>
* Transaction Type:	
<u>Write Off Reason:</u>	
<u>Confirmation Date:</u>	
Calculate Charge Amount:	
<u>Period of Performance</u>	
<u>Start Date:</u>	12/27/2010

22. REQUIRED—Enter the Transaction Type of '04'.

Line Type: Credit Application ▾

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

Notes

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

Line Amounts

Principal Amount:	\$1,000.00	
Interest Amount:	\$0.00	
Admin Charges Amount:	\$0.00	
Penalty Amount:	\$0.00	
Receipt Total:	\$1,000.00	

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

Document Reference

<input style="border: 2px solid red; width: 100%; height: 25px;" type="text" value="Type:"/>	<input style="width: 100%; height: 25px;" type="text" value="Number:"/>	<input style="width: 100%; height: 25px;" type="text" value="Item:"/>	<input style="width: 100%; height: 25px;" type="text" value="Accounting:"/>	<input type="checkbox" value="Final:"/>	View
<input type="checkbox" value="Reopen Bill:"/>			Referenced Statement Number:		
<input type="checkbox" value="Update To Unbilled:"/>			Apply		
Return to Top					

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

Accounting Dimensions

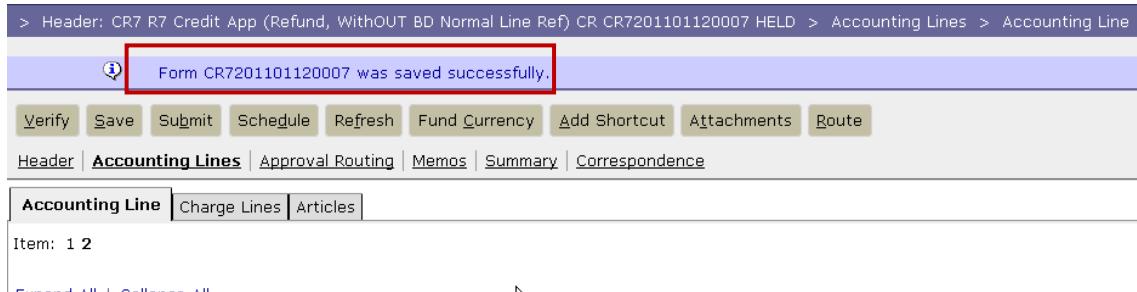
<input style="border: 2px solid yellow; width: 100%; height: 25px;" type="text" value="Template:"/>	<input style="width: 100%; height: 25px;" type="button" value="Default"/>			
* BBFY: <input type="text" value="2011"/>	EBFY: <input type="text"/>	* Fund: <input type="text" value="192X"/>	Region: <input type="text" value="00"/>	Org Code: <input type="text" value="P0010090"/>
Program: <input type="text" value="PG53"/>	Project Code: <input type="text"/>	Activity: <input type="text" value="PGA31"/>	Sub-Object Class: <input type="text"/>	Revenue Source: <input type="text" value="4305"/>
Sub Revenue Source: <input type="text"/>	Building #: <input type="text" value="RIO024ZZ"/>	System: <input type="text"/>	Vehicle Tag #: <input type="text"/>	Work Item: <input type="text"/>
ABC Activity: <input type="text"/>	Reimbursable Sub-Object Class: <input type="text"/>	Reimbursable Sub Object: <input type="text" value="YBA: 2011"/>	BETC: <input type="text"/>	<input type="text"/>
Cost Organization: <input type="text"/>	Cohort Year: <input type="text"/>	PRC: <input type="text"/>	<input type="text"/>	

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.

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

Notes

26. Select the **Save** button.



The screenshot shows a software interface for managing accounting lines. At the top, a message box displays "Form CR7201101120007 was saved successfully." Below the message are several buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Underneath these buttons is a navigation bar with links: Header, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. A sub-menu for "Accounting Line" is open, showing options for Charge Lines and Articles. At the bottom left, there is a link to "Expand All" and "Collapse All".

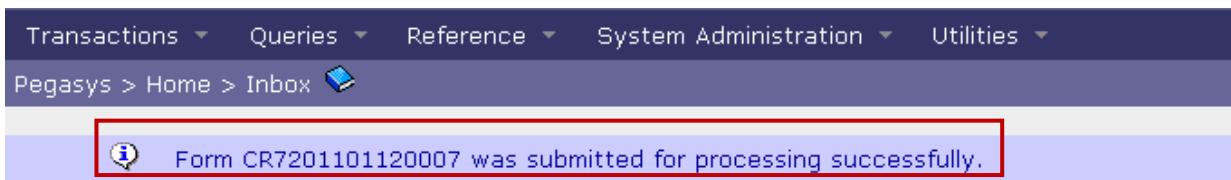
27. Select the **Verify** button.



This screenshot is similar to the previous one, showing the same software interface for managing accounting lines. A message box at the top indicates "Action was successful." The interface includes the same set of buttons (Verify, Save, Submit, etc.) and a navigation bar with "Accounting Lines" selected. The "Accounting Line" sub-menu is also visible. At the bottom left, there is a link to "Expand All" and "Collapse All".

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.

28. Select the **Submit** button.



The screenshot shows the software's main menu bar with options like Transactions, Queries, Reference, System Administration, and Utilities. Below the menu is a breadcrumb trail: Pegasys > Home > Inbox. A message box at the top states "Form CR7201101120007 was submitted for processing successfully." The interface includes the familiar set of buttons and navigation links.

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 4.13.4.5 Manual Creation Non-IPAC Payment Authorization (IP) Document (Refund) Manual Creation Non-IPAC Payment Authorization (IP) Document (Refund) OR 4.13.4.9 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.

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

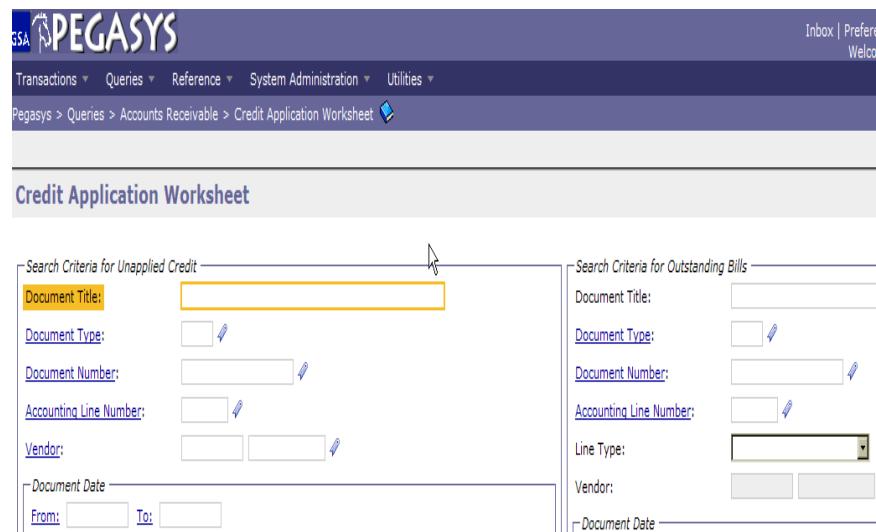
Notes

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



The screenshot shows the Pegasys navigation interface. At the top, there is a blue header bar with the GSA logo and the word "PEGASYS". Below the header, there are two main buttons: "Create" and "Back". The "Back" button is highlighted with a red rectangular box and has a cursor arrow pointing to it. Below these buttons, there are two input fields with red asterisks: "Document Type" and "Document Number". To the right of the "Document Number" field is a "Generate" button. There is also a small edit icon next to each input field.

The Credit Application Worksheet is again displayed.



The screenshot shows the "Credit Application Worksheet" page. At the top, there is a navigation bar with links for "Transactions", "Queries", "Reference", "System Administration", and "Utilities". Below the navigation bar, the current location is shown as "Pegasys > Queries > Accounts Receivable > Credit Application Worksheet". The main area is titled "Credit Application Worksheet". It contains two sets of search criteria fields. The left set is for "Search Criteria for Unapplied Credit" and includes fields for "Document Title", "Document Type", "Document Number", "Accounting Line Number", "Vendor", and "Document Date" (with "From" and "To" fields). The right set is for "Search Criteria for Outstanding Bills" and includes fields for "Document Title", "Document Type", "Document Number", "Accounting Line Number", "Line Type" (a dropdown menu), "Vendor", and "Document Date". Each field has an associated edit icon.

4.14.3.5 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.

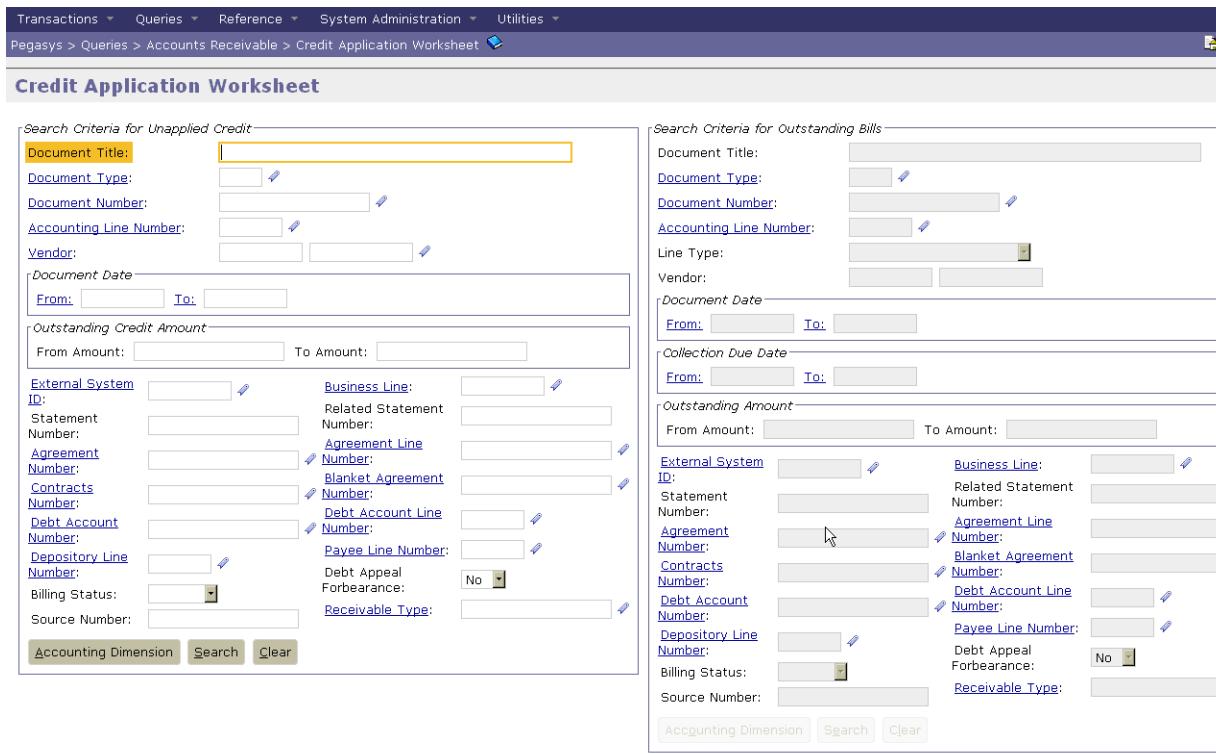
Note: the following steps assume the user has knowledge of a non-IPAC BD Credit Statement number. To create a non-IPAC BD Credit, please refer to section 4.13.2.1.

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

Notes

1. Navigate to Queries=>Accounts Receivable=>Credit Application Worksheet.

The Credit Application Worksheet is displayed.



The screenshot shows the 'Credit Application Worksheet' page. At the top, there are two search criteria sections: 'Search Criteria for Unapplied Credit' on the left and 'Search Criteria for Outstanding Bills' on the right. Both sections include fields for Document Title, Document Type, Document Number, Accounting Line Number, Vendor, Document Date, From, To, and Collection Due Date. Below these sections is a large central workspace divided into four quadrants by vertical and horizontal lines. The top-left quadrant contains fields for External System ID, Statement Number, Agreement Number, Contracts Number, Debt Account Number, Depository Line Number, Billing Status, Source Number, Business Line, Related Statement Number, Agreement Line Number, Blanket Agreement Number, Payee Line Number, Debt Appeal Forbearance, and Receivable Type. The other three quadrants are currently empty.

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

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.

Credit Application Worksheet

Search Criteria for Unapplied Credit

<u>Document Title:</u>	<input type="text"/>		
<u>Document Type:</u>	RMN		
<u>Document Number:</u>	<input type="text"/>		
<u>Accounting Line Number:</u>	<input type="text"/>		
<u>Vendor:</u>	<input type="text"/> <input type="text"/>		
<u>Document Date</u>	<input type="text"/>		
<u>From:</u>	03/01/2011	<u>To:</u>	<input type="text"/>
<u>Outstanding Credit Amount</u>			
<u>From Amount:</u>	<input type="text"/>	<u>To Amount:</u>	<input type="text"/>
<u>External System ID:</u>	<input type="text"/>	<u>Business Line:</u>	RENT
<u>Statement Number:</u>	AA000464	<u>Related Statement Number:</u>	<input type="text"/>
<u>Agreement Number:</u>	<input type="text"/>	<u>Agreement Line Number:</u>	<input type="text"/>
<u>Contracts Number:</u>	<input type="text"/>	<u>Blanket Agreement Number:</u>	<input type="text"/>
<u>Debt Account Number:</u>	<input type="text"/>	<u>Debt Account Line Number:</u>	<input type="text"/>
<u>Depository Line Number:</u>	<input type="text"/>	<u>Payee Line Number:</u>	<input type="text"/>
<u>Billing Status:</u>	<input type="button" value="▼"/>	<u>Debt Appeal Forbearance:</u>	No <input type="button" value="▼"/>
<u>Source Number:</u>	<input type="text"/>	<u>Receivable Type:</u>	<input type="text"/>
<input type="button" value="Accounting Dimension"/>	<input style="border: 2px solid red; border-radius: 5px; padding: 2px; width: 50px; height: 30px; cursor: pointer; background-color: #f0f0f0; font-weight: bold; font-size: 10pt; text-decoration: none; color: black; text-align: center; margin-right: 10px;" type="button" value="Search"/>	<input type="button" value="Clear"/>	

*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.*

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

Notes

The Accounting Dimension window pops up.

Credit Application Worksheet

Search Criteria for Unapplied Credit Search Criteria for Outstanding Bills

Document Title:	Document Type:	Document Number:	Accounting Line Number:	Vendor:	Document Date	From:	To:	
Outstanding Credit Amount:	From Amount:	External System ID:	RENTMA	Budget Activity:	Project Code:	Function:	Cost Element:	Revenue Source:
Statement Number:	ABC Activity:	Building #:	System:	Vehicle Tag #:	Work Item:			
Agreement Number:	Cost Organization:	Cohort Year:	PRC:					
Contracts Number:								
Debt Account Number:								
Depository Line Number:								
Billing Status:								
Source Number:								
<input type="button" value="Accounting Dimension"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>				<input type="button" value="Payee Line Number"/> <input type="button" value="Debt Appeal"/> <input type="button" value="Forbearance"/> <input type="button" value="Receivable Type"/>				
<input type="button" value="Agreements"/> <input type="button" value="Number"/> <input type="button" value="Blanket Agreement"/> <input type="button" value="Contracts"/> <input type="button" value="Number"/> <input type="button" value="Debt Account"/> <input type="button" value="Number"/> <input type="button" value="Depository Line"/> <input type="button" value="Number"/> <input type="button" value="Payee Line Number"/> <input type="button" value="Debt Appeal"/> <input type="button" value="Forbearance"/> <input type="button" value="Receivable Type"/>								

- 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.*

Unapplied Credit

<input type="checkbox"/>	Applied Line Ar	Document Typ	Document Num	Accounting Lin	Document Date	Statement Num
<input type="checkbox"/>	(\$700.00)	RMN	RMNAC000065-		1 12/23/2010	AC000065

Page 1 of 1 Show 10 rows per page Rows 1 - 1 of 1

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

4. To view the accounting information, select the record and select the **Details** button.

A pop-up window with the accounting information is displayed.

UnApplied Credit Detail

Item:

Agreement Number:

Agreement Line Number:

Accounting Line Description:

Accounting Template: 11RNT-00-192X-PG53-PGA31

BBFY: 2011	EBFY: <input type="text"/>	Fund: 192X <input type="button" value=""/>	Region: <input type="text"/> <input type="button" value=""/>	Org Code: <input type="text"/> <input type="button" value=""/>
Budget Activity: <input type="text"/> <input type="button" value=""/>	Project Code: <input type="text"/> <input type="button" value=""/>	Function: <input type="text"/> <input type="button" value=""/>	Cost Element: <input type="text"/> <input type="button" value=""/>	Revenue Source: 4305 <input type="button" value=""/>
Sub Revenue Source: <input type="text"/> <input type="button" value=""/>	Building #: <input type="text"/> <input type="button" value=""/>	System: <input type="text"/> <input type="button" value=""/>	Vehicle Tag #: <input type="text"/> <input type="button" value=""/>	Work Item: <input type="text"/> <input type="button" value=""/>
ABC Activity: <input type="text"/> <input type="button" value=""/>	Reimbursable Cost Element: <input type="text"/> <input type="button" value=""/>	Reimbursable Sub Object: YBA1 <input type="button" value=""/>	BETC: <input type="text"/> <input type="button" value=""/>	
Cost Organization: <input type="text"/> <input type="button" value=""/>	Cohort Year: <input type="text"/> <input type="button" value=""/>	PRC: <input type="text"/> <input type="button" value=""/>		

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

Unapplied Credit

Applied Line Ar	Document Typ	Document Num	Accounting Lin	Document Date	Statement Num
<input checked="" type="checkbox"/> (\$700.00) RMN		RMNAC000065-	1	12/23/2010	AC000065

Page 1 of 1 | Show 10 rows per page | Rows 1 - 1 of 1

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

Notes

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



Applied Credit

Document Typ	Document Numb	Accounting Lin	Document Date	Collection Due	Statement Numb	Vendor Code	Address Code	Line Type	Currency	Applied Line Ar	Line Amount

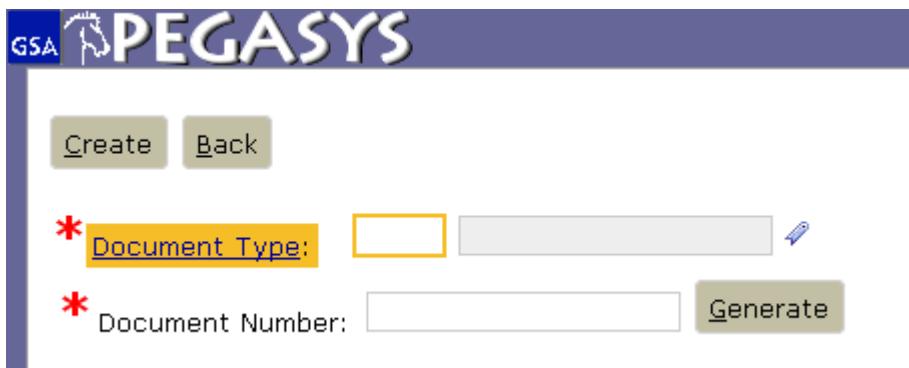
7. Select the Apply Credit button to generate a Cash Receipt (CR).



Applied Credit

Document Typ	Document Numb	Accounting Lin	Document Date	Collection Due	Statement Numb	Vendor Code	Address Code	Line Type	Currency	Applied Line Ar	Line Amount

A new page will be displayed.



GSA PEGASYS

Create Back

* Document Type:

* Document Number:

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.

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

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

The screenshot shows a search interface with the following fields:

- Code:** (empty text box)
- * Document Category:** CR - Cash Receipt (dropdown menu)
- Name:** * Treasury* (text box with red border)
- Short Name:** (empty text box)
- Security Org:** (empty text box)
- Effective Dates:**
 - Start Date:** (empty text box)
 - End Date:** (empty text box)
- Search** button (with mouse cursor)
- Cancel** button

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

	Code ▲	Document Category	Name
Select	CT6	CR - Cash Receipt	R6 Credit App (Return to Treasury without BD Normal line) CR
Select	CT7	CR - Cash Receipt	R7 Credit App (Return to Treasury without BD Normal line) CR

Go to to [Select Item 2](#)

11. Select the **Generate** button.

The screenshot shows a PEGASYS application window with the following fields:

- Create** button (with red border)
- Back** button
- * Document Type:** CT7 (highlighted with yellow box)
- * Document Number:** (empty text box)
- Generate** button (with red border and mouse cursor)

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

The screenshot shows a PEGASYS application window with the following fields:

- Create** button (with red border and mouse cursor)
- Back** button
- * Document Type:** CT7 (highlighted with yellow box)
- * Document Number:** CT7201012230005 (highlighted with yellow box)
- Generate** button

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

Notes

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

The screenshot shows the 'General' tab of the Cash Receipt form. Key fields include:

- Document Type:** CT7 R7 Credit App (Return t)
- Deposit Number:** [Redacted]
- Status:** NEW
- Document Number:** CT7201012230005
- Debit Voucher #:** [Redacted]
- Title:** [Redacted]
- Received By:** [Redacted]
- Post Code:** [Redacted]
- Overseas Cashier Code:** [Redacted]
- * Disbursing Office:** GS193
- Sender's Disbursing Office:** [Redacted]
- Agency DUNS Number:** [Redacted]
- Agency DUNS+4:** [Redacted]
- Receipt Date:** [Redacted]
- Accounting Period:** [Redacted]
- Reporting Accounting Period:** [Redacted]
- Batch Number:** [Redacted]
- Document Classification:** [Redacted]
- Security Org:** GSA
- Accomplished Date:** [Redacted]
- Suppress Printing:**

Buttons at the bottom include: **FIFO Liquidation Worksheet** and **Return to Top**.

13. Select the Accounting Lines tab.

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A	Proj Cd	Sub Proj	Function	C/E	Sub Obj	Rev Src	Sub Bldg #	Sys Tag	Wrk Itm	ABC Activity	C/E	Sub Obj	Car BBI
1	Credit Reduction	(\$700.00)		11RNT-00-192X-PG53-PGA31	2011		192X 00	P0010090	PG53					PGA31			4305	RI0024ZZ						
2	Credit Application	\$700.00																						

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.

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

14. Select the Credit Reduction line.

[Accounting Line](#) | [Charge Lines](#) | [Articles](#)

	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	PC
<input type="checkbox"/>	1	Credit Reduction	(\$8,345.00)	01	11FLT-01-455F-FE32-F01Y0000-FE113-A12	2011		455F	01	F01Y0000		FE32	

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

16. **REQUIRED**—Enter the Transaction Type of ‘01’.

General

Line Number: 1

Line Type: Credit Reduction

* Transaction Type: 01

17. **REQUIRED**—Enter the Tender Type of ‘CHECK’.

Tender Type Information

Tender Type: CHECK

Check/Money Order Number:

Credit Card Information

Tender Type

Billing Address

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

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

Notes

19. Select the Accounting Line hyperlink.

The screenshot shows the 'Accounting Lines' screen with various buttons at the top: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these are tabs: Header, Accounting Lines (selected), Approval Routing, Memos, Summary, and Correspondence. Underneath are sub-tabs: Accounting Line, Charge Lines, and Articles. A toolbar below includes Add, Display Accounting Line (highlighted with a red box), Copy, Copy Forward, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and Sort... buttons. The main table lists accounting lines with columns: Line Number, Line Type, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, Prgm, Proj Cd, Sub Proj, Activity, SOC, Sub Obj, Rev Src, Sub Rev Src, Bldg #, and Sys. Two rows are visible: Row 1 shows a credit reduction of \$1,000.00, and Row 2 shows a credit application of \$1,000.00. The second row is highlighted with a red box.

20. REQUIRED—Enter the Transaction Type of '02'

The screenshot shows the 'General' section of the Accounting Lines screen. It includes fields for Line Number (2), Line Type (Credit Application), and Transaction Type (02). The Transaction Type field is highlighted with a red box.

21. REQUIRED—Enter the Receivable Type and Business Line.

The screenshot shows the 'General' section of the Accounting Lines screen. It includes fields for Line Number (2), Line Type (Credit Application), Transaction Type (02), Receivable Type (RTNA), Record Type (PR), Offset Type, TROR Classification (Administrative), TROR Collection Type (Agency), SF-224 Reclassification, Source Number, and Business Line (RENT). The Receivable Type and Business Line fields are highlighted with red boxes.

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

Notes

22. REQUIRED—Enter the Vendor Code.

Vendor Information

Vendor

*	Code:	9567	<input type="button" value=""/>	9567	<input type="button" value=""/>	<input type="button" value="More"/>
Address Name: DENALI COMMISSION O						

Note: The Vendor entered on the Credit Application line must match the Vendor on the Credit Reduction line.

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

- BBFY
- FUND Code = ‘0890’.
- Region (06 or 07 as appropriate).
- Org Code = R0600000 or R0700000 as appropriate
- Revenue Source Code = 6104 or 6105 as appropriate

Accounting Dimensions

Template:	<input type="button" value=""/>	<input type="button" value="Default"/>
* BBFY:	EBSY:	
2011		
Program:	Project Code:	
		<input type="button" value=""/>
Sub Revenue Source:	Building #:	
		<input type="button" value=""/>
ABC Activity:	Reimbursable Sub-Object Class:	Reimbursable Sub Object:
Cost Organization:	Cohort Year:	PRC:
<input type="button" value=""/>		
Return to Top		

24. REQUIRED—Enter the Tender Type of Check.

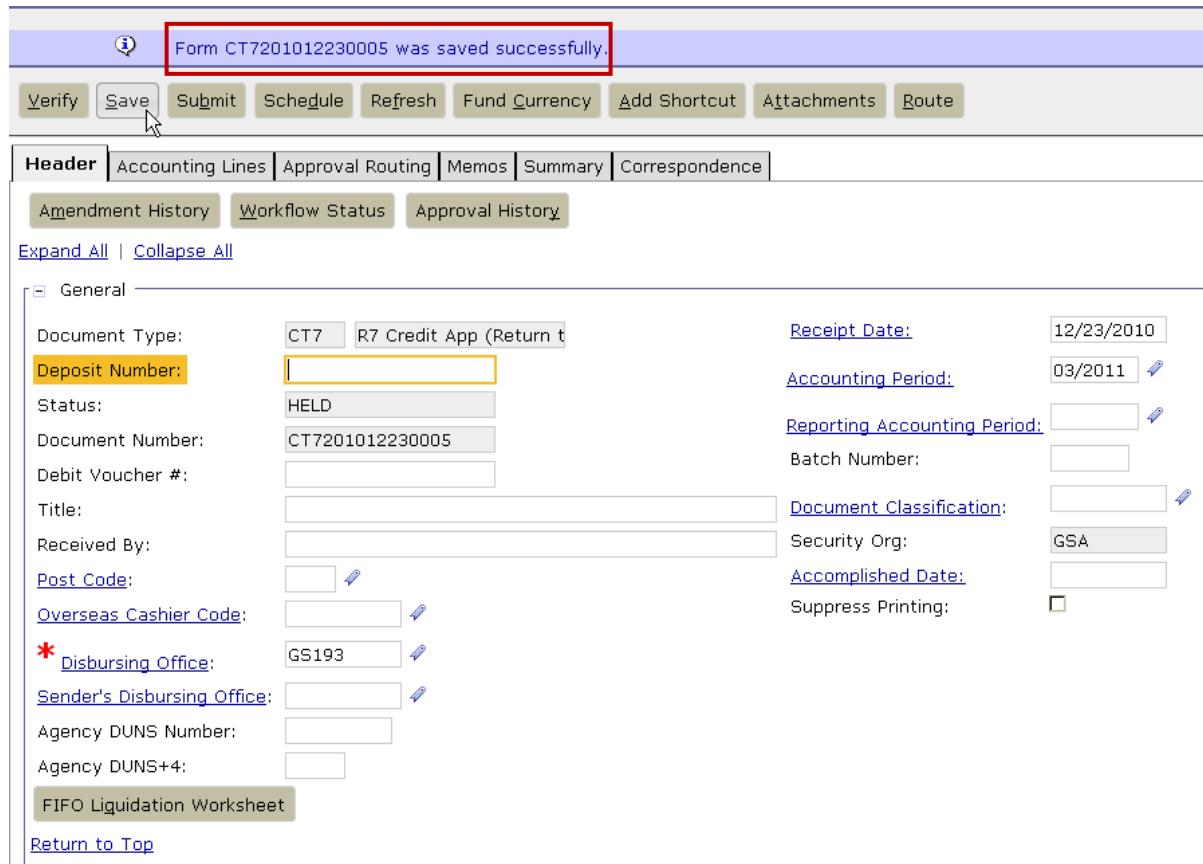
Tender Type Information

Tender Type:	CHECK	<input type="button" value=""/>	Check/Money Order Number:	<input type="text"/>
<input type="checkbox"/> Credit Card Information				

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

Notes

25. Select the Save button.



The screenshot shows a web-based application for managing financial documents. At the top, there's a navigation bar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. A success message 'Form CT7201012230005 was saved successfully.' is displayed in a blue header bar. Below the header are tabs for Header, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Under the Header tab, there are links for Amendment History, Workflow Status, and Approval History, along with 'Expand All' and 'Collapse All' buttons. The main content area is titled 'General' and contains various input fields for document details. Some fields have yellow borders around them, indicating they are required or highlighted. The fields include Document Type (CT7), Receipt Date (12/23/2010), Deposit Number (highlighted), Accounting Period (03/2011), Status (HELD), Document Number (CT7201012230005), Reporting Accounting Period (highlighted), Debit Voucher # (highlighted), Batch Number (highlighted), Title (highlighted), Document Classification (highlighted), Received By (highlighted), Security Org (GSA), Post Code (highlighted), Accomplished Date (highlighted), Overseas Cashier Code (highlighted), Suppress Printing (checkbox), * Disbursing Office (GS193), Sender's Disbursing Office (highlighted), Agency DUNS Number (highlighted), Agency DUNS+4 (highlighted), and a 'FIFO Liquidation Worksheet' button. At the bottom left is a 'Return to Top' link.

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

26. Select the **Verify** button.

Action was successful.

Header Accounting Lines Approval Routing Memos Summary Correspondence

Amendment History Workflow Status Approval History

Expand All | Collapse All

General

Document Type:	CT7 R7 Credit App (Return t)	Receipt Date:	12/23/2010
Deposit Number:	<input type="text"/>	Accounting Period:	03/2011
Status:	HELD	Reporting Accounting Period:	03/2011
Document Number:	CT7201012230005	Batch Number:	<input type="text"/>
Debit Voucher #:	<input type="text"/>	Document Classification:	<input type="text"/>
Title:	<input type="text"/>	Security Org:	GSA
Received By:	<input type="text"/>	Accomplished Date:	12/23/2010
Post Code:	<input type="text"/>	Supports Printing:	<input type="checkbox"/>
Overseas Cashier Code:	<input type="text"/>		
* Disbursing Office:	GS193		
Sender's Disbursing Office:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		
FIFO Liquidation Worksheet			

[Return to Top](#)

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.

Pegasys > Home > Inbox

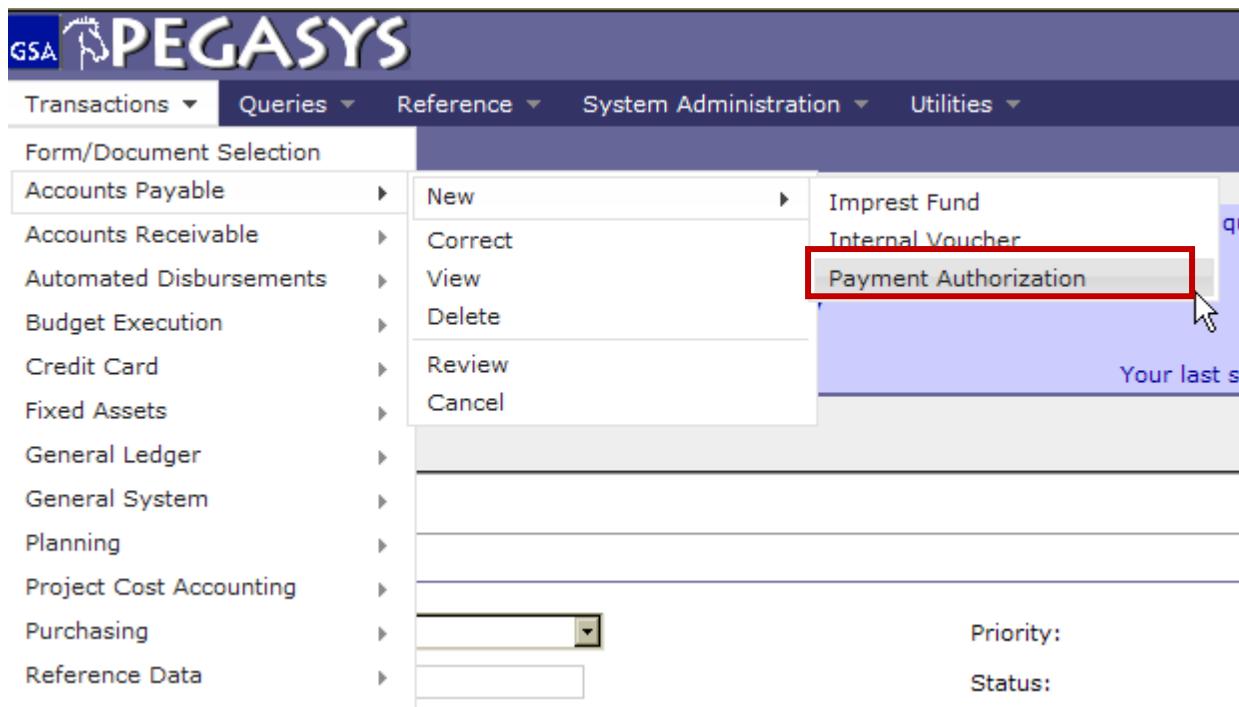
Form CT7201012230005 was submitted for processing successfully.

4.14.4 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



4.14.4.1 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.

4.14.4.2 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 section 4.10.3 Customer Generated Exceptions (Pseudo Chargebacks).

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions - [Appendix: Available Payment Authorization \(IP\) Document Types](#)

4.14.4.3 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 section 4.8 Correspondence.

The listing of User-Defined fields on the Billing Document (BD) Form is available at [Appendix: Payment Authorization \(IP\) – User-Defined Fields and Form Descriptions](#)

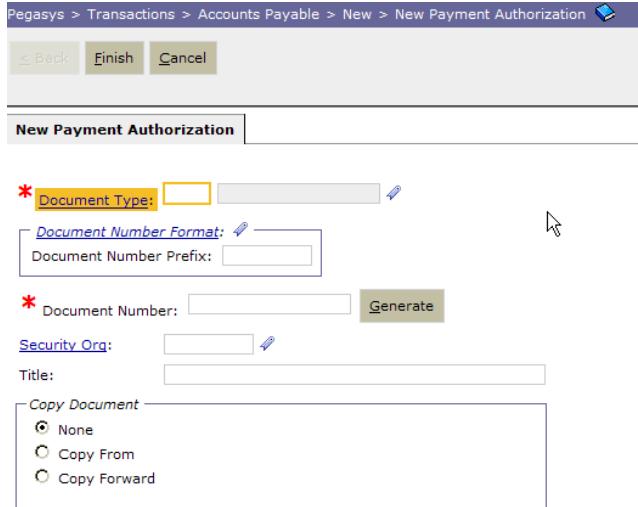
4.14.4.4 Add Document Level Correspondence to Payment Authorization (IP)

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 *section 4.6.4.3 Executing a Query Using Form/Document Selection*.

Steps to Add Document Level Correspondence During New Payment Authorization(IP)Form Creation:	Notes
<ol style="list-style-type: none">1. Navigate to Transactions=>Accounts Payable=>New=>Payment Authorization. The New Payment page is displayed. 	

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

Notes

2. **REQUIRED**—Enter Document Type.

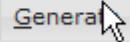
Note: Only manual document types are used for online creation.

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

New Payment Authorization

* Document Type: MR6 R6 Manual IP NonIPAC 

Document Number Format: 
Document Number Prefix:

* Document Number: 

Security Org: 

Title:

— Copy Document —

4. Select the **Finish** button.

The Payment Authorization (IP) header tab is displayed.

Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary | Disbursing Information | Correspondence

Workflow Status  Approval History 

[Expand All](#) | [Collapse All](#)

General

Document Type:	MR6 R6 Manual IP NonIPAC	Authorization Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/> 
Document Number:	MR6201102270001	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"/>
Automatic Reversal:	<input type="checkbox"/>	* Accomplished Date:	<input type="text"/>
Reversal Accounting Period:	<input type="text"/> 	Suppress Printing:	<input type="checkbox"/>
Reverse After Period:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		

[Return to Top](#)

Note: To create the IP, please refer to section 4.13.4.5.

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

Notes

5. Select the **Correspondence** tab.

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

Search Criteria

Creator: <input type="text" value=""/>	Subject: <input type="text"/>	Type Of Correspondence: <input type="text"/>												
Contact Person <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">From: <input type="text"/></td> <td style="width: 33%;">First Name: <input type="text"/></td> <td style="width: 33%;">Public Publishing: <input type="text"/></td> </tr> <tr> <td>To: <input type="text"/></td> <td>Last Name: <input type="text"/></td> <td>Record Number: <input type="text"/></td> </tr> <tr> <td></td> <td>Assignment Code: <input type="text"/></td> <td>Itemized Line Number: <input type="text"/></td> </tr> <tr> <td></td> <td></td> <td>Accounting Line Number: <input type="text"/></td> </tr> </table>			From: <input type="text"/>	First Name: <input type="text"/>	Public Publishing: <input type="text"/>	To: <input type="text"/>	Last Name: <input type="text"/>	Record Number: <input type="text"/>		Assignment Code: <input type="text"/>	Itemized Line Number: <input type="text"/>			Accounting Line Number: <input type="text"/>
From: <input type="text"/>	First Name: <input type="text"/>	Public Publishing: <input type="text"/>												
To: <input type="text"/>	Last Name: <input type="text"/>	Record Number: <input type="text"/>												
	Assignment Code: <input type="text"/>	Itemized Line Number: <input type="text"/>												
		Accounting Line Number: <input type="text"/>												
Correspondence: <div style="border: 1px solid black; height: 50px; margin-top: 10px;"></div>														
<input type="button" value="Search"/> <input type="button" value="Clear"/>														

<input type="button" value="Back"/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>	<input type="button" value="Save"/>	<input type="button" value="Email"/>	<input type="button" value="History"/>	<input type="button" value="Attachments"/>	Display	10	Items	<input type="button" value="View as CSV"/>	<input type="button" value="Sort..."/>
-------------------------------------	------------------------------------	---------------------------------------	-------------------------------------	--------------------------------------	--	--	---------	----	-------	--	--

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
- NO ITEMS TO DISPLAY -											

6. Select the **Add** button.

Search Criteria

Creator: <input type="text" value=""/>	Subject: <input type="text"/>						
Contact Person <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">From: <input type="text"/></td> <td style="width: 33%;">First Name: <input type="text"/></td> </tr> <tr> <td>To: <input type="text"/></td> <td>Last Name: <input type="text"/></td> </tr> <tr> <td></td> <td>Assignment Code: <input type="text"/></td> </tr> </table>		From: <input type="text"/>	First Name: <input type="text"/>	To: <input type="text"/>	Last Name: <input type="text"/>		Assignment Code: <input type="text"/>
From: <input type="text"/>	First Name: <input type="text"/>						
To: <input type="text"/>	Last Name: <input type="text"/>						
	Assignment Code: <input type="text"/>						
Correspondence: <div style="border: 1px solid black; height: 50px; margin-top: 10px;"></div>							
<input type="button" value="Search"/> <input type="button" value="Clear"/>							

<input type="button" value="Back"/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>	<input type="button" value="Save"/>	<input type="button" value="Email"/>	<input type="button" value="History"/>	<input type="button" value="Attachments"/>	<input type="button" value=""/>
-------------------------------------	------------------------------------	---------------------------------------	-------------------------------------	--------------------------------------	--	--	---------------------------------

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

Notes

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

The screenshot shows a table header with columns: Record Number, Created Date, Creator, First Name, Last Name, Assignment Code, Subject, Correspondence, Itemized Line Number, Accounting Line Number, Type Of Correspondence, and Public Publishing. Below the table, there are four sections: 'Contact Person', 'Agency Contact', 'Research Information', and 'Correspondence'. The 'Contact Person' section is highlighted with a red box. It contains fields for First Name, Last Name, Assignment Code, Title, Phone Number, International Phone Number, and To Email Address(es). The 'Agency Contact' section contains fields for Name, Title, Phone Number, and From Email Address. The 'Research Information' section contains fields for Open Date, Complete Date, Total Research Days, Researcher Name, Researcher Email Address, Researcher International Phone Number, and Contact Date. The 'Correspondence' section contains fields for Source (set to External System), Subject, Record Number, Itemized Line Number, Creator, Last Modified By, Accounting Line Number, and Public Publishing (checkbox checked). There is also a large text area for Correspondence.

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).

The screenshot shows the 'Agency Contact' section with a red box around it. It contains four pairs of labels and input fields: Name (Mike Brown), Title (Customer Relations), Phone Number (555-555-5555), and From Email Address (Mike.Brown@gsa.gov).

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.).

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

Notes

Contact Person	<input type="text" value="John"/>	<input type="text" value="Smith"/>
* First Name:	<input type="text" value="John"/>	* Last Name:
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 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.

<i>Correspondence</i>	
* Communication Source:	<input style="background-color: #FFCCBC; color: black; border: none; padding: 5px; width: 150px; height: 30px;" type="button" value="Phone"/> <div style="position: absolute; left: -10px; top: 0; width: 150px; height: 30px; background-color: white; border: 1px solid #ccc; z-index: 1; display: none;"> Phone External System FAX Mail Or Email Phone </div> <div style="position: absolute; left: 150px; top: 0; width: 150px; height: 30px; background-color: white; border: 1px solid #ccc; z-index: 2; display: none;"></div>
* Type Of Correspondence:	
Subject:	

11. Update the Correspondence field to include the text to be sent.

12. Optionally populate the additional fields pertinent to the correspondence.

Correspondence			
* Communication Source:	Phone <input style="width: 20px; height: 20px;" type="button" value="..."/>	Public Publishing:	<input checked="" type="checkbox"/>
* Type Of Correspondence:	Communication <input style="width: 20px; height: 20px;" type="button" value="..."/>	Creator:	<input type="text"/>
Subject:	RE:Payment 2355068	Last Modified By:	<input type="text"/>
Itemized Line Number:	<input type="text"/>	Accounting Line Number:	<input type="text"/>
<p>Dear sir,</p> <div style="border: 1px solid orange; padding: 10px; min-height: 100px;"> <p>* Correspondence:</p> </div>			

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.

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

Notes

Correspondence		Notes
* Communication Source:	Phone	Public Publishing: <input checked="" type="checkbox"/>
* Type Of Correspondence:	Communication	Creator:
Subject:	RE:Payment 2355068	Last Modified By:
Itemized Line Number:		Accounting Line Number: 2

15. Select the **Save** button.

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

- **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.
- **Record Number** – Records the next available correspondence record number.
- **Creator** – Records the user ID of the person creating the correspondence record.
- **Created Date** – Records the date and time the record is created.
- **Last Modified By** – Records the user ID of the person modifying the correspondence record.
- **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.

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

Notes

[Back](#) [Add](#) [Remove](#) [Save](#) [Email](#) [History](#) [Attachments](#) [Display](#) [10](#) [Items](#) [View as CSV](#) [Sort...](#)

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
3	10/19/2010 12:13:11	allroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000. Wou...			1 Question	False

Contact Person

* First Name: * Last Name: Assignment Code:
 Title: Phone Number: International Phone Number:

To Email Address(es):

Agency Contact

Name: Title: Phone Number: From Email Address:

Research Information

Open Date: Complete Date: Total Research Days:
 Researcher Name: Researcher Email Address: [Contact Date:](#)
 Researcher Phone Number: Researcher International Phone Number:

Correspondence

* Communication Source: * Type Of Correspondence: Public Publishing:
 Subject: Creator: Created Date:
 Record Number: Last Modified By: Last Modified Date:
 Itemized Line Number: Accounting Line Number:

 Dear Mr. Smith,
 I noticed you overpaid your Nov 2010 billing statement in the amount of \$1,000. Would you prefer to keep the overpayment as a credit on your account or to have it refunded via [IPAC](#)?
 Regards,
 Mike Brown, Customer Relations

* Correspondence:

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

[Search](#) [Clear](#)

[Back](#) [Add](#) [Remove](#) [Save](#) [Email](#) [History](#) [Attachments](#) [Display](#) [10](#) [Items](#) [View as CSV](#) [Sort...](#)

	Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number
6				Dorian	Gray		RE:Payment 2355068	Dear sir,	

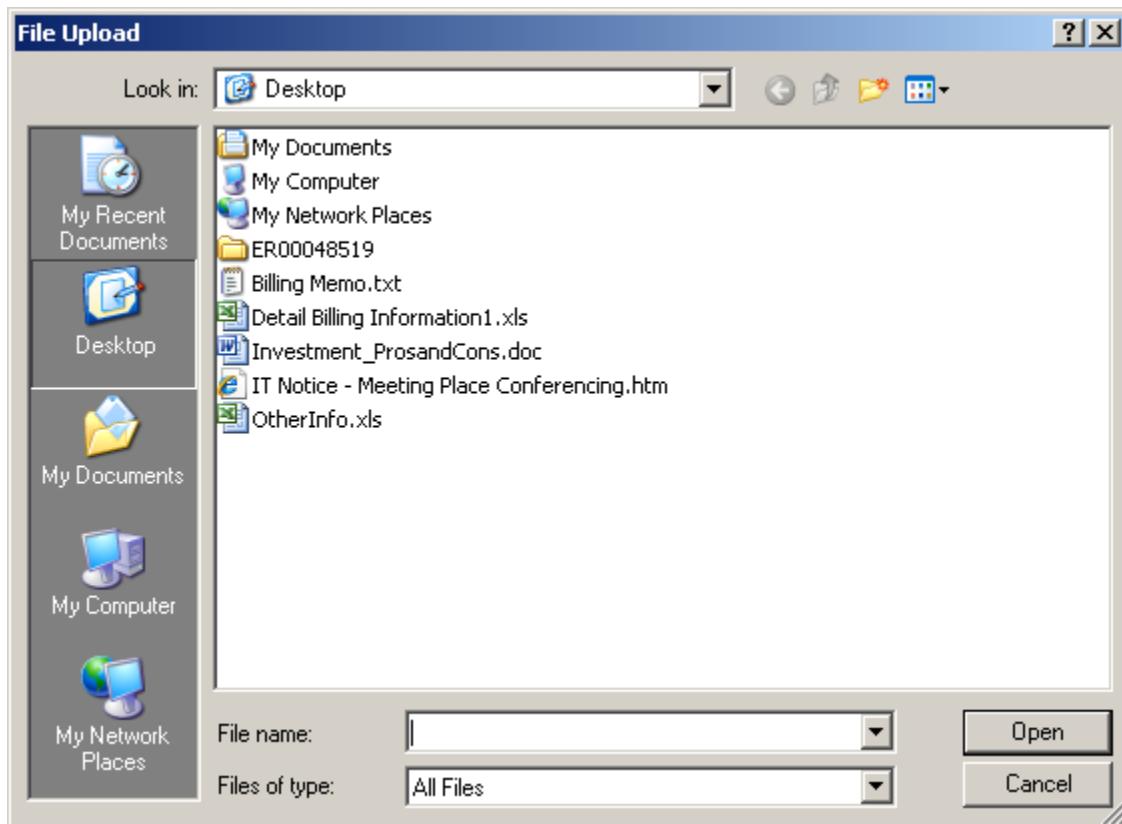
17. Select Import Local File.

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

Notes

18. 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.



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



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

The correspondence Import Local File page is displayed.

* Attachment Identifier:	<input type="text" value="1"/>
* Title:	<input type="text" value="Overpayment Items"/>
Number of Pages:	<input type="text" value="2"/>
Attachment Date:	<input type="text" value="10/19/2010"/>
Location:	<input type="text" value="CorrespondenceBase/1"/>
File:	<input type="text" value="C:\my_data\Overpayment Items.doc"/> <input type="button" value="Browse..."/>
Sensitive:	<input type="checkbox"/>
Attachment:	<input checked="" type="checkbox"/>

Cancel **Upload**

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

20. Select the **Upload** button.

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

Notes

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.

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

[Expand All](#) | [Collapse All](#)

Document Information

* Attachment Identifier:

* Title:

Location:

Number of Pages:

* Attachment Date:

Sensitive:

Attachment:

Transmit to External Application:

Name:

Type:

[Return to Top](#)

Edit Information

Checked Out:

LockedBy:

Last Edit Date:

[Return to Top](#)

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

Notes

22. 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.

i Item 1: Correspondence GS4624I An email was sent to John.Smith@doe.gov

Search Criteria		
Creator: <input type="text"/>	Subject: <input type="text"/>	Type Of Correspondence: <input type="text"/>
Created Date		Contact Person
From: <input type="text"/>	First Name: <input type="text"/>	Public Publishing: <input type="checkbox"/>
To: <input type="text"/>	Last Name: <input type="text"/>	Record Number: <input type="text"/>
	Assignment Code: <input type="text"/>	Itemized Line Number: <input type="text"/>
		Accounting Line Number: <input type="text"/>
Correspondence:		
<input type="button" value="Search"/> <input type="button" value="Clear"/>		

<input type="button" value="Back"/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>	<input type="button" value="Save"/>	<input type="button" value="Email"/>	<input type="button" value="History"/>	<input type="button" value="Attachments"/>	Display	<input type="button" value="10"/>	<input type="button" value="Items"/>	<input type="button" value="View as CSV"/>	<input type="button" value="Sort..."/>
-------------------------------------	------------------------------------	---------------------------------------	-------------------------------------	--------------------------------------	--	--	---------	-----------------------------------	--------------------------------------	--	--

	Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publishing
<input type="checkbox"/>	4	10/19/2010 12:29:46	allroles65	John	Smith		Overpayment of Nov 2010 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$,1000. Wou		1 Question		False

4.14.4.5 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 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 section 4.10.3.1 Apply Credit via Offset Using the Credit Application Worksheet Apply.

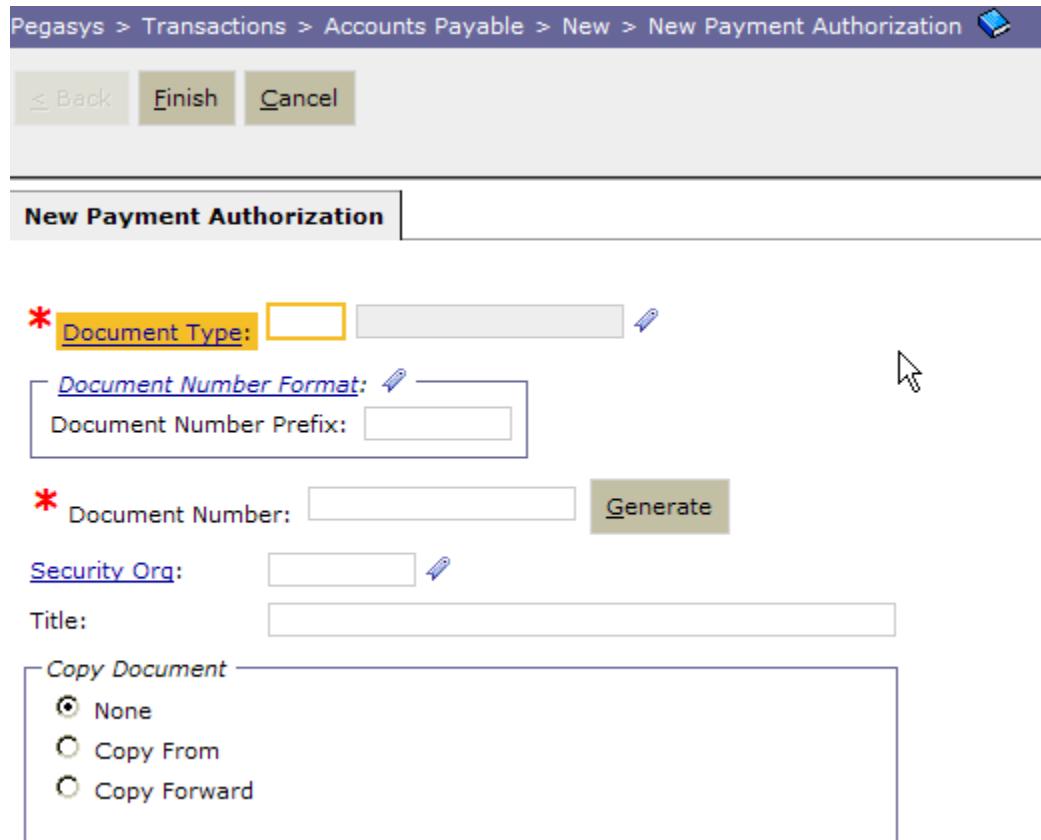
To amend the BD to add the Statement Number to the Invoice field, please refer to section 4.3.3.3 Amend Non-IPAC Billing Document (BD) and the 4.5.5 GL Account Detail Query by the Invoice number.

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

Notes

1. Navigate to Transactions=>Accounts Payable=>New=>Payment Authorization.

The New Payment page is displayed.



Pegasys > Transactions > Accounts Payable > New > New Payment Authorization

New Payment Authorization

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None

Copy From

Copy Forward

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).

New Payment Authorization

* Document Type: MR6 R6 Manual IP NonIPAC

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

Notes

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

New Payment Authorization

* <u>Document Type:</u>	MR6 R6 Manual IP NonIPAC	
<u>Document Number Format:</u>		
Document Number Prefix: <input type="text"/>		
* <u>Document Number</u>	MR6201102270001	
<u>Security Org:</u>	<input type="text"/>	
<u>Title:</u>	<input type="text"/>	
<u>Copy Document</u>		

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.

- 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.

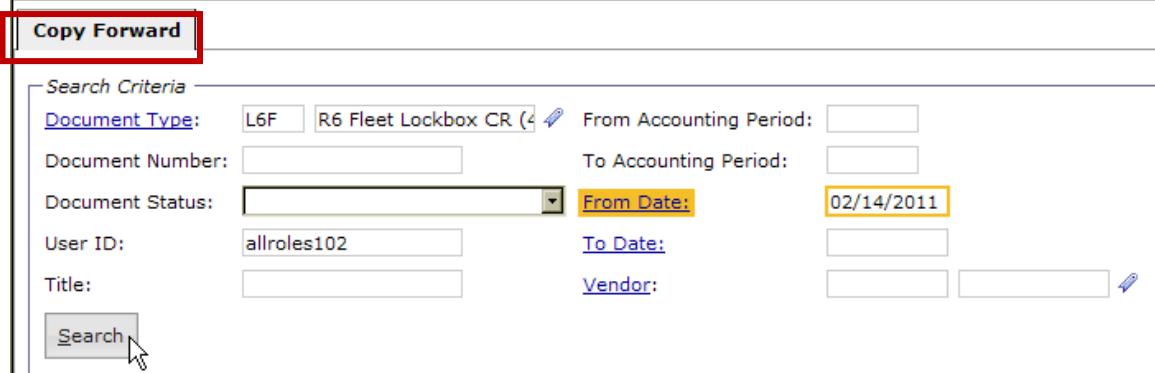
Copy Forward is used when referencing a document.

<u>Copy Document</u>
<input type="radio"/> None
<input type="radio"/> Copy From
<input checked="" type="radio"/> Copy Forward

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

Notes

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

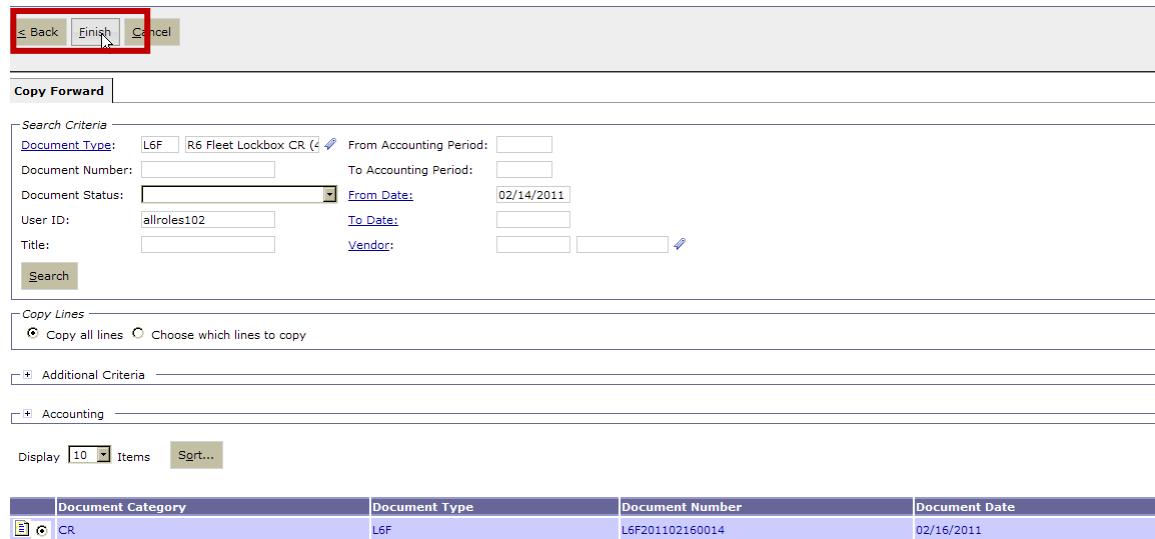


Copy Forward

Search Criteria

Document Type: L6F R6 Fleet Lockbox CR (4) From Accounting Period: _____
Document Number: _____ To Accounting Period: _____
Document Status: _____ From Date: 02/14/2011
User ID: allroles102 To Date: _____
Title: _____ Vendor: _____

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



Back Cancel

Copy Forward

Search Criteria

Document Type: L6F R6 Fleet Lockbox CR (4) From Accounting Period: _____
Document Number: _____ To Accounting Period: _____
Document Status: _____ From Date: 02/14/2011
User ID: allroles102 To Date: _____
Title: _____ Vendor: _____

Copy Lines
 Copy all lines Choose which lines to copy

* Additional Criteria _____

* Accounting _____

Display 10 Items Sort...

Document Category	Document Type	Document Number	Document Date
CR	L6F	L6F201102160014	02/16/2011

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

Notes

The New Payment Authorization page is displayed.

Note: Copy forward will default most of the fields from the referenced CR.

Header	Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Summary Disbursing Information Correspondence
Workflow Status Approval History	
Expand All Collapse All	
General	
Document Type: <input type="button" value="MR6"/> <input type="button" value="R6 Manual IP NonIPAC"/> Status: <input type="button" value="NEW"/> Document Number: <input type="button" value="MR6201102270001"/> Title: <input style="outline: 2px solid yellow; width: 100%; height: 20px; margin-bottom: 5px;" type="text"/> Authorized By: <input type="text"/> Post Code: <input type="text"/> Automatic Reversal: <input type="checkbox"/> Reversal Accounting Period: <input type="text"/> Reverse After Period: <input type="text"/> Agency DUNS Number: <input type="text"/> Agency DUNS+4: <input type="text"/> Return to Top	Authorization Date: <input type="text"/> Accounting Period: <input type="text"/> Reporting Accounting Period: <input type="text"/> Document Classification: <input type="text"/> Security Org: <input type="text" value="GSA"/> Additional Payee Name: <input type="text"/> * Accomplished Date: <input type="text" value="02/21/2011"/> Suppress Printing: <input type="checkbox"/>

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.

- General.
- Vendor Information.
- External System Information.

General	—
Document Type: <input type="button" value="MR6"/> <input type="button" value="R6 Manual IP NonIPAC"/> Status: <input type="button" value="NEW"/> Document Number: <input type="button" value="MR6201102270001"/> Title: <input type="text"/> Authorized By: <input style="outline: 2px solid red; width: 100%; height: 20px; margin-bottom: 5px;" type="text"/> Post Code: <input type="text"/> Automatic Reversal: <input type="checkbox"/> Reversal Accounting Period: <input type="text"/> Reverse After Period: <input type="text"/> Agency DUNS Number: <input type="text"/> Agency DUNS+4: <input type="text"/> 	Authorization Date: <input type="text"/> Accounting Period: <input type="text"/> Reporting Accounting Period: <input type="text"/> Document Classification: <input type="text"/> Security Org: <input type="text" value="GSA"/> Additional Payee Name: <input type="text"/> * Accomplished Date: <input type="text" value="02/21/2011"/> Suppress Printing: <input type="checkbox"/>

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

Notes

External System Information

System ID: FLEETMANL

External System Document Number: []

[Return to Top](#)

User Defined Fields

Assignment Code: RG6GRP2

[Return to Top](#)

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.

Header	Fixed Assets	Header Accounting Lines	Itemized Lines	Approval Routing	Memos	Summary	Disbursing Information	Correspondence														
Header Accounting Line Contracts Pay Payment Articles Tax Lines																						
Add	Copy	Copy Forward	Remove	Reset	Replace	Display 10 Items	View as CSV	Sort...														
<input checked="" type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src	Bldg #	Sys	Veh Tag #
<input checked="" type="checkbox"/>	2	Normal	\$0.00		11FLT-01-455F-FE32-F01Y0000-FE113-A12	2011		455F	01	F01Y0000	FE32			FE113			A100			A12		

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

Notes

10. REQUIRED—Enter the Payment Amount.

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

Line Amounts

Payment	Current Amount \$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	

[Return to Top](#)

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

Accounting Dimensions

* BBFY: 2011	EBFY: 	* Fund: 455F	* Region: 01
* Program: FE32	Project Code: 	Activity: FE113	* Org_Code: FO1Y0000
Building #: 	* System: A12	Vehicle Tag #: 	* Revenue_Source: A100
ABC Activity: 	Reimbursable Sub-Object Class: YBA:	Sub-Object Class: 2011	Work Item:
Cost Organization: 	Cohort Year: 	BETC: 	PRC:

[Return to Top](#)

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.

Document Reference

Type: CR6	Number: CR6201012220010	Item: 0	Accounting: 3	Final: <input type="checkbox"/>	Misc: <input type="checkbox"/>	View	Default
Liquidate Items: <input type="checkbox"/> Referenced Statement Number: <input type="text"/>							

[Return to Top](#)

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

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

Notes

12. REQUIRED—Enter valid Revenue Source.

Accounting Dimensions

Template: Default

* BBFY: <input type="text" value="2011"/>	EBFY: <input type="text"/>	* Fund: <input type="text" value="455F"/>	* Region: <input type="text" value="01"/>	* Org Code: <input type="text" value="F01Y0000"/>
* Program: <input type="text" value="FE32"/>	Project Code: <input type="text"/>	Activity: <input type="text" value="FE113"/>	Sub-Object Class: <input type="text"/>	* Revenue Source: <input type="text" value="A100"/>
Building #: <input type="text"/>	* System: <input type="text" value="A12"/>	Vehicle Tag #: <input type="text"/>	Work Item: <input type="text"/>	
ABC Activity: <input type="text"/>	Reimbursable Sub-Object Class: <input type="text" value="YBA: 2011"/>	BETC: <input type="text"/>		
Cost Organization: <input type="text"/>	Cohort Year: <input type="text"/>	PRC: <input type="text"/>		

[Return to Top](#)

13. Optional—Enter the User Defined Fields.

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

User Defined Fields

Fedcode:

[Return to Top](#)

14. Select the Disbursing Information link.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

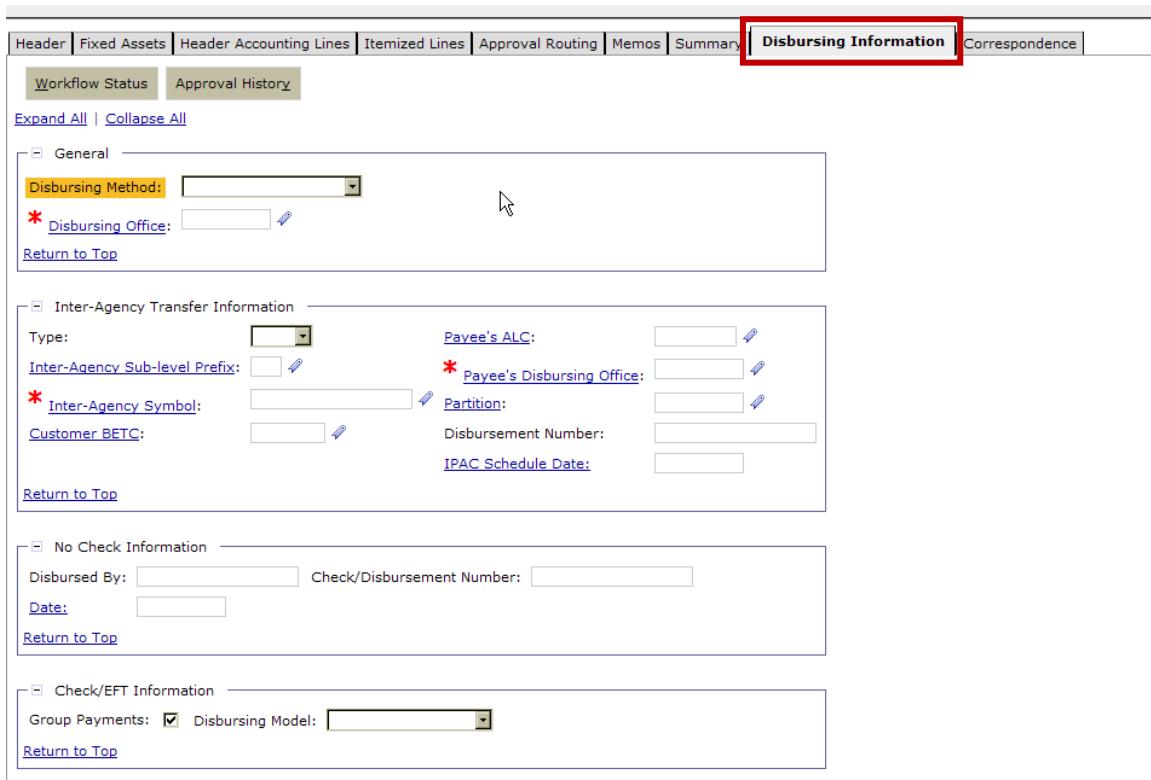
Header | Fixed Assets | **Header Accounting Lines** | Itemized Lines | Approval Routing | Memos | Summary | [Disbursing Information](#) | Correspondence

Header Accounting Line Contracts Pay Payment Articles Tax Lines

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

Notes

The Disbursing Information page is displayed.



The screenshot shows a web-based application interface for creating an IP Non-IPAC form. At the top, there is a navigation bar with tabs: Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, **Disbursing Information** (which is highlighted with a red border), and Correspondence. Below the navigation bar, there are two buttons: Workflow Status and Approval History. Underneath these buttons are links for Expand All and Collapse All. The main content area is divided into several sections:

- General:** Contains fields for Disbursing Method (dropdown menu), Disbursing Office (text input with a pencil icon), and a link to Return to Top.
- Inter-Agency Transfer Information:** Contains fields for Type (dropdown menu), Inter-Agency Sub-level Prefix (text input with a pencil icon), Inter-Agency Symbol (text input with a pencil icon), Customer BETC (text input with a pencil icon), Pavee's ALC (text input with a pencil icon), Payee's Disbursing Office (text input with a pencil icon), Partition (text input with a pencil icon), Disbursement Number (text input), and IPAC Schedule Date (text input).
- No Check Information:** Contains fields for Disbursed By (text input), Check/Disbursement Number (text input), and Date (text input). There is also a link to Return to Top.
- Check/EFT Information:** Contains a checkbox for Group Payments (checked) and a dropdown menu for Disbursing Model. There is also a link to Return to Top.

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

Notes

15. **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.

Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary | **Disbursing Information**

[Workflow Status](#) | [Approval History](#)

[Expand All](#) | [Collapse All](#)

General

Disbursing Method: 

* **Disbursing Office:** 

[Return to Top](#)

Check/EFT Information

Group Payments: Disbursing Model:

[Return to Top](#)

Treasury/FRB Disbursing Information

Payment Category: 

Line Code:

Check Type:

Schedule

* **Payment Type:**  **Manual:**

Fiscal Year:

Category:

Type:

Number:

Sequence Number:

[Return to Top](#)

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

Notes

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:

Check/EFT Information

Group Payments: Disbursing Model: Treasury Disbursing

[Return to Top](#)

Treasury/FRB Disbursing Information

<u>Payment Category:</u>	VENDOR edit
Line Code:	Vendor edit
Check Type:	edit

Schedule

* Payment Type:	CHECK edit	Manual: <input type="checkbox"/>
<u>Fiscal Year:</u>	<input type="text"/>	
<u>Category:</u>	Treasury Disbursed Check edit	
Type:	Corporate edit	
Number:	<input type="text"/>	
Sequence Number:	<input type="text"/>	

[Return to Top](#)

16. Select the Save button.

Form MR6201102270001 was saved successfully.

AP00101 This payment is marked for grouping, but is not eligible for grouping according to the selected vendor address.

AD00062 The entered schedule payment date, 02/27/2011, is either a weekend or a holiday.

[Verify](#) **Save** [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Route](#)

Header [Fixed Assets](#) [Header Accounting Lines](#) [Itemized Lines](#) [Approval Routing](#) [Memos](#) [Summary](#) [Disbursing Information](#) [Correspondence](#)

[Workflow Status](#) [Approval History](#)

[Expand All](#) | [Collapse All](#)

General

Document Type:	MR6 R6 Manual IP NonIPAC	Authorization Date:	02/27/2011
Status:	HELD	Accounting Period:	05/2011 edit
Document Number:	MR6201102270001	Reporting Accounting Period:	05/2011 edit
Title:	Manual Non IPAC IP	Document Classification:	<input type="text"/>
Authorized By:	<input type="text"/>	Security Org:	GSA
Post Code:	<input type="text"/>	Additional Payee Name:	<input type="text"/>
Automatic Reversal:	<input type="checkbox"/>	* Accomplished Date:	02/21/2011
Reversal Accounting Period:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Reverse After Period:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		

[Return to Top](#)

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

Notes

17. Select the **Verify** button.

The screenshot shows a software interface for creating a payment authorization form. At the top, there are two informational messages: "AP0010I This payment is marked for grouping, but is not eligible for grouping according to the selected vendor address." and "AD0006I The entered schedule payment date, 02/27/2011, is either a weekend or a holiday." Below these messages is a toolbar with buttons for Verify (highlighted with a red box), Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Underneath the toolbar is a navigation bar with links for Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, Disbursing Information, and Correspondence. Further down are links for Workflow Status and Approval History, along with Expand All and Collapse All buttons. The main content area is titled "General" and contains various input fields for document details like Document Type (MR6 R6 Manual IP NonIPAC), Authorization Date (02/27/2011), Accounting Period (05/2011), Reporting Accounting Period (05/2011), Document Classification, Security Org (GSA), Additional Payee Name, *Accomplished Date (02/21/2011), and Suppress Printing. There are also fields for Post Code, Automatic Reversal, Reversal Accounting Period, Reverse After Period, Agency DUNS Number, and Agency DUNS+4.

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.

18. Select the **Submit** button.

The screenshot shows a software interface with a navigation bar at the top including Transactions, Queries, Reference, System Administration, Utilities, and a breadcrumb trail: Pegasys > Home > Inbox. A success message "Form MR6201102270001 was submitted for processing successfully." is displayed in a red-bordered box. Below the message is a table with columns for Document Type, Document Number, Amendment Number, Title, Document Date, and Document Status (which is highlighted with a red box). The table shows one row with Document Type MR6, Document Number MR6201102270001, Title Manual Non IPAC IP, Document Date 02/27/2011, and Document Status Pending Approval.

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.

The screenshot shows a software interface with a search toolbar at the top including buttons for Correct, View, Delete, Sort, Filter, Route, Display, and Sgrt... Below the toolbar is a search criteria section with fields for Document Type (MR6), Document Number (MR6201102270001), Amendment Number, Title, Document Date, and Document Status (highlighted with a red box). The search results table shows one row with the same information as the search criteria: Document Type MR6, Document Number MR6201102270001, Title Manual Non IPAC IP, Document Date 02/27/2011, and Document Status Pending Approval.

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

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

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
MR6	MR6201102270001		Manual Non IPAC IP	02/27/2011	Processed

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

4.14.4.6 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. IPAC Payments can be corrected from the IPAC Transaction Query if they have been previously processed or have been created by the IPAC Inbound process.

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”. 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 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):

Notes

1. Navigate to Form/Document Selection.

Payments can also be corrected via Transactions=>Accounts Payable=>Correct.

The Form/Document Selection page is displayed.

This screenshot shows the 'Form/Document Selection' page. It includes a 'Search Criteria' section with fields for Subsystem (dropdown), Document Type (dropdown), Document Number (text box), Amendment Number (text box), Document Category (dropdown), From Accounting Period (text box), To Accounting Period (text box), From Date (text box), To Date (text box), Vendor (grouped by Code, DUNS, Designated Agent - ALC, and Customer Account), System ID (text box), and two buttons: 'Search' and 'Clear'. To the right is a 'Document Status' section with checkboxes for Processed (checked), Rejected (checked), Cancelled (checked), Archived (unchecked), Scheduled (checked), Pending Approval (checked), and Held (checked). Below these are fields for User ID (text box), Security Org (text box), and Title (text box).

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

This screenshot shows the same 'Form/Document Selection' page as above, but with the 'Document Number' field highlighted and containing the value 'MR7201102260003'. The rest of the interface is identical to the first screenshot.

*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.*

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

Notes

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

	Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
	MR7	MR7201102260003		Manual nonIPAC Correct Document	02/27/2011	Processed

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

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Summary Disbursing Information Correspondence Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type:	MR7 R7 Manual IP NonIPAC	Orig Authorization Date:	02/26/2011
Status:	CORRECT	Authorization Date:	<input type="text"/>
Document Number:	MR7201102260003	Accounting Period:	<input type="text"/>
Title:	<input type="text"/>	Reporting Accounting Period:	<input type="text"/>
Authorized By:	<input type="text"/>	Document Classification:	<input type="text"/>
Post Code:	<input type="text"/>	Security Org:	GSA
Automatic Reversal:	<input type="checkbox"/>	Additional Payee Name:	<input type="text"/>
Reversal Accounting Period:	<input type="text"/>	* Accomplished Date:	02/14/2011
Reverse After Period:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		

[Return to Top](#)

5. Update any information on the document header.

General

Document Type:	MR7 R7 Manual IP NonIPAC
Status:	CORRECT
Document Number:	MR7201102260003
Title:	Manual nonIPAC Correct Document
Authorized By:	<input type="text"/>

6. Select the accounting line to update the line information.

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

Notes

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.

- Line Amounts

	Current Amount	Applied Prepayment Amount:	\$0.00
Payment	0	Holdback Amount:	\$0.00
Applied Credit	\$0.00	Suspension Amount:	\$0.00
Withholding Tax	\$0.00		
Line Amount After Withholding	\$100.00		
Withholding Tax Allowance	\$0.00		
Net Total	\$100.00		

8. Select the **Save** button.



Form MR7201102260003 was saved successfully.

General

Document Type:	MR7 R7 Manual IP NonIPAC	Orig Authorization Date:	02/26/2011
Status:	HELD	Authorization Date:	02/27/2011
Document Number:	MR7201102260003	Accounting Period:	05/2011
Title:	Manual nonIPAC Correct Document	Reporting Accounting Period:	
Authorized By:		Document Classification:	

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

Notes

9. 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 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.

10. Select the **Submit** button.

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

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

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
MR7	MR7201102260003		Manual nonIPAC Correct Document	02/27/2011	Processed

4.14.4.7 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.

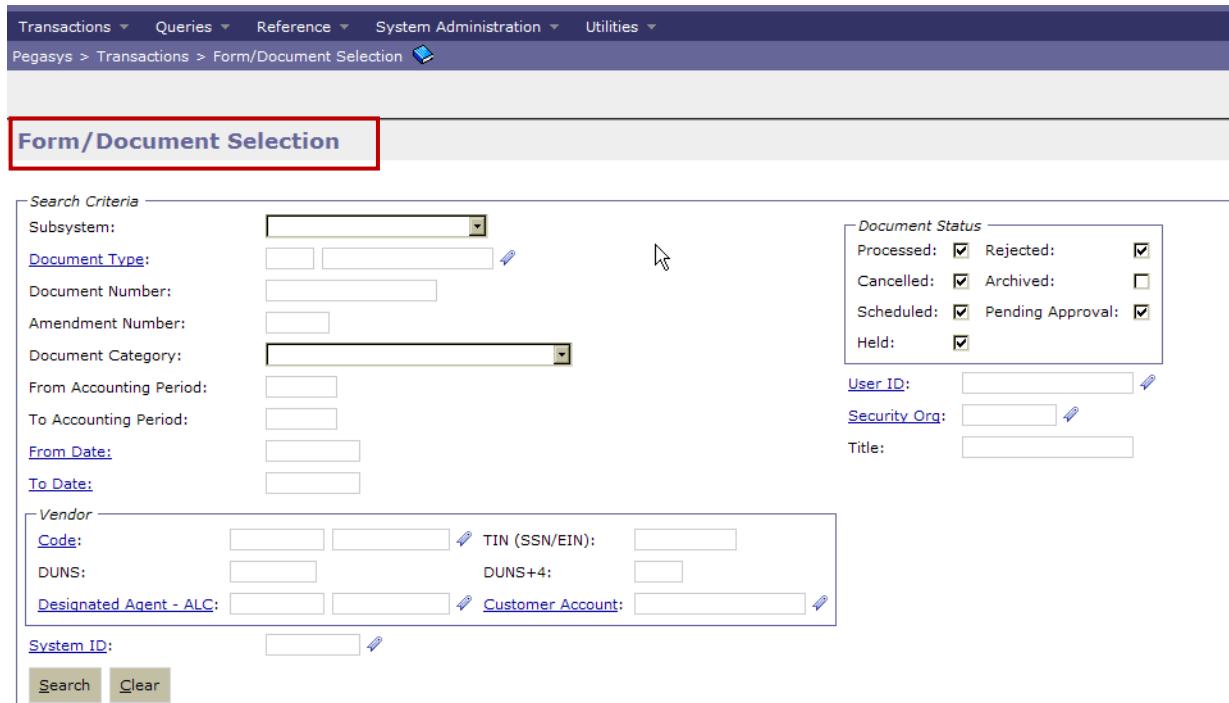
Steps to Cancel an Accounts Payable Form- Payment Authorization(IP):

Notes

1. Navigate to Form/Document Selection.

Payments can also be cancelled via Transactions=>Accounts Payable =>Cancel.

The Form/Document Selection page is displayed.



The screenshot shows the 'Form/Document Selection' page. At the top, there's a navigation bar with links for Transactions, Queries, Reference, System Administration, and Utilities. Below that is a breadcrumb trail: Pegasys > Transactions > Form/Document Selection. The main area is titled 'Form/Document Selection'. It contains several search fields under 'Search Criteria' and 'Document Status' filters. The 'Search Criteria' section includes fields for Subsystem (dropdown), Document Type (dropdown), Document Number (text), Amendment Number (text), Document Category (dropdown), From Accounting Period (text), To Accounting Period (text), From Date (text), To Date (text), Vendor (Code dropdown, TIN/EIN text, DUNS text, DUNS+4 text), Designated Agent - ALC (text), Customer Account (text), and System ID (text). The 'Document Status' section includes checkboxes for Processed (checked), Rejected (checked), Cancelled (checked), Archived (unchecked), Scheduled (checked), Pending Approval (checked), and Held (checked). There are also fields for User ID, Security Org, and Title. At the bottom left are 'Search' and 'Clear' buttons.

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

Notes

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

Search Criteria	
Subsystem:	
Document Type: <input type="text"/>	
Document Number: <input type="text" value="IM6201102270004"/>	
Amendment Number: <input type="text"/>	
Document Category: <input type="text"/>	
From Accounting Period: <input type="text"/>	
To Accounting Period: <input type="text"/>	
From Date: 02/27/2011	
To Date: <input type="text"/>	
Document Status	
Processed: <input checked="" type="checkbox"/> Rejected: <input checked="" type="checkbox"/>	
Cancelled: <input checked="" type="checkbox"/> Archived: <input type="checkbox"/>	
Scheduled: <input checked="" type="checkbox"/> Pending Approval: <input checked="" type="checkbox"/>	
Held: <input checked="" type="checkbox"/>	
User ID: allroles102	
Security Org: <input type="text"/>	
Title: <input type="text"/>	

*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.

<input type="button" value="Correct"/> <input type="button" value="View"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/> <input type="button" value="Reference Query"/> <input type="button" value="Amend"/> <input type="button" value="Route"/> <input type="button" value="GL Detail"/> <input type="button" value="Display All Items"/> <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Document Type</th> <th style="width: 15%;">Document Number</th> <th style="width: 15%;">Amendment Number</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">Document Date</th> <th style="width: 15%;">Document Status</th> </tr> </thead> <tbody> <tr> <td>IM6</td> <td>IM6201102270004</td> <td></td> <td>IP Cancellation</td> <td>02/27/2011</td> <td>Processed</td> </tr> </tbody> </table>	Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	IM6	IM6201102270004		IP Cancellation	02/27/2011	Processed
Document Type	Document Number	Amendment Number	Title	Document Date	Document Status							
IM6	IM6201102270004		IP Cancellation	02/27/2011	Processed							

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

<input type="button" value="Verify"/> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Schedule"/> <input type="button" value="Refresh"/> <input type="button" value="Fund Currency"/> <input type="button" value="Add Shortcut"/> <input type="button" value="Attachments"/> <input type="button" value="Route"/>																						
Header <input type="button" value="Fixed Assets"/> <input type="button" value="Header Accounting Lines"/> <input type="button" value="Itemized Lines"/> <input type="button" value="Approval Routing"/> <input type="button" value="Memos"/> <input type="button" value="Summary"/> <input type="button" value="Disbursing Information"/> <input type="button" value="Correspo"/>																						
Workflow Status <input type="button" value="Approval History"/> Expand All Collapse All																						
General <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Document Type: IM6 R6 Manual IP IPAC Ref</td> <td style="width: 50%;">Orig Authorization Date: 02/27/2011</td> </tr> <tr> <td>Status: PENDINGCANCELLATIC</td> <td>Authorization Date: <input type="text"/></td> </tr> <tr> <td>Document Number: IM6201102270004</td> <td>Accounting Period: <input type="text"/></td> </tr> <tr> <td>Title: IP Cancellation</td> <td>Reporting Accounting Period: <input type="text"/></td> </tr> <tr> <td>Authorized By: <input type="text"/></td> <td>Document Classification: <input type="text"/></td> </tr> <tr> <td>Post Code: <input type="text"/></td> <td>Security Org: GSA</td> </tr> <tr> <td>Automatic Reversal: <input type="checkbox"/></td> <td>Additional Payee Name: <input type="text"/></td> </tr> <tr> <td>Reversal Accounting Period: <input type="text"/></td> <td>* Accomplished Date: 02/25/2011</td> </tr> <tr> <td>Reverse After Period: <input type="text"/></td> <td>Suppress Printing: <input type="checkbox"/></td> </tr> <tr> <td>Agency DUNS Number: <input type="text"/></td> <td></td> </tr> <tr> <td>Agency DUNS+4: <input type="text"/></td> <td></td> </tr> </table>	Document Type: IM6 R6 Manual IP IPAC Ref	Orig Authorization Date: 02/27/2011	Status: PENDINGCANCELLATIC	Authorization Date: <input type="text"/>	Document Number: IM6201102270004	Accounting Period: <input type="text"/>	Title: IP Cancellation	Reporting Accounting Period: <input type="text"/>	Authorized By: <input type="text"/>	Document Classification: <input type="text"/>	Post Code: <input type="text"/>	Security Org: GSA	Automatic Reversal: <input type="checkbox"/>	Additional Payee Name: <input type="text"/>	Reversal Accounting Period: <input type="text"/>	* Accomplished Date: 02/25/2011	Reverse After Period: <input type="text"/>	Suppress Printing: <input type="checkbox"/>	Agency DUNS Number: <input type="text"/>		Agency DUNS+4: <input type="text"/>	
Document Type: IM6 R6 Manual IP IPAC Ref	Orig Authorization Date: 02/27/2011																					
Status: PENDINGCANCELLATIC	Authorization Date: <input type="text"/>																					
Document Number: IM6201102270004	Accounting Period: <input type="text"/>																					
Title: IP Cancellation	Reporting Accounting Period: <input type="text"/>																					
Authorized By: <input type="text"/>	Document Classification: <input type="text"/>																					
Post Code: <input type="text"/>	Security Org: GSA																					
Automatic Reversal: <input type="checkbox"/>	Additional Payee Name: <input type="text"/>																					
Reversal Accounting Period: <input type="text"/>	* Accomplished Date: 02/25/2011																					
Reverse After Period: <input type="text"/>	Suppress Printing: <input type="checkbox"/>																					
Agency DUNS Number: <input type="text"/>																						
Agency DUNS+4: <input type="text"/>																						

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

Notes

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

Cancel Reason

Erroneous Payment

* Cancel Reason:



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

6. Select the **Save** button.

Form IM6201102270004 was saved successfully.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Summary Disbursing Information Correspondence

Workflow Status Approval History

Expand All | Collapse All

General

Document Type:	IM6 R6 Manual IP IPAC Ref	Orig Authorization Date:	02/27/2011
Status:	HELDANCEL	Authorization Date:	02/27/2011
Document Number:	IM6201102270004	Accounting Period:	05/2011
Title:	IP Cancellation	Reporting Accounting Period:	
Authorized By:		Document Classification:	
Post Codes:		Security Org:	GSA

7. Select the **Verify** button.

Itemized Payment\Vendor AP0014W No SSN or TIN has been entered for VA HOSPITAL.
1 warning(s) have been overridden.
Itemized Payment\IP Accounting Line 1 AD00061 The entered schedule payment date, 02/27/2011, is either a weekend or a holiday.

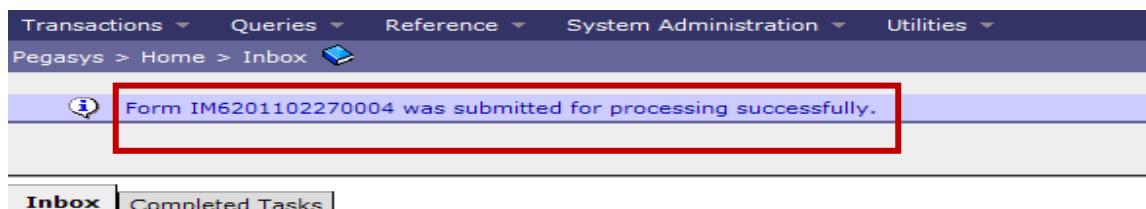
Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

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.

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

8. Select the **Submit** button.



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

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

	Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
1	IM6	IM6201102270004		IP Cancellation	02/27/2011	Cancelled	allroles102
...							

4.14.4.8 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*.

Exhibit 4-144: Navigation 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:

Notes

1. Navigate to Queries =>Automated Disbursements =>Undisbursed Payments Query.

The UDPQ page is displayed.

The Undisbursed Payment Query page displays a form with the following fields:

- Search Criteria:**
 - Schedule Date: Value:
 - System-Calculated Schedule Date: Value:
 - Disbursing Office:
 - Disbursing Model:
 - Schedule Category:
 - Schedule Type:
 - Security Org:
 - Currency:
 - Post Code:
- Vendor:**
 - Code:
 - Payee Name:
- Document:**
 - Doc Type:
 - Document Number:
- Status:**
 - Approved:
 - Held:
 - Rescheduled:
 - Disbursement in Progress:
 - Group Payments:
 - Manual Check:
 - Revaluation Required:
 - Bank Account Changed:

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

Steps to Approve Payments on the Undisbursed Payment Query:
Notes

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

Undisbursed Payment Query

Search Criteria -

Schedule Date:	<input type="text"/> Value: <input type="text"/>	Vendor	Approved:
System-Calculated Schedule Date:	<input type="text"/> Value: <input type="text"/>	Code: <input type="text" value="897009"/> <input type="button" value="Edit"/>	Held: <input type="text"/>
Disbursing Office:	<input type="text" value="GS127"/> <input type="button" value="Edit"/>	Payee Name: <input type="text"/>	Rescheduled: <input type="text"/>
Disbursing Model:	<input type="text"/>	Document	Disbursement in Progress: <input type="text"/>
Schedule Category:	<input type="text"/>	Doc Type: <input type="text" value="MR6"/> <input type="button" value="Edit"/>	Group Payments: <input type="text"/>
Schedule Type:	<input type="text"/>	Document Number: <input type="text" value="MR6201102270001"/> <input type="button" value="Edit"/>	Manual Check: <input type="text"/>
Security Org:	<input type="text"/> <input type="button" value="Edit"/>	Last Modified By: <input type="text" value="allroles102"/> <input type="button" value="Edit"/>	Revaluation Required: <input type="text"/>
Currency:	<input type="text"/> <input type="button" value="Edit"/>		Bank Account Changed: <input type="text"/>
Post Code:	<input type="text"/> <input type="button" value="Edit"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

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.

<input type="checkbox"/>	Details	Approve	Disapprove	Reschedule	Hold	<input type="button" value="Print"/>	Display	10 <input type="button" value="More"/> Items	View as CSV	Sort...
<input checked="" type="checkbox"/>										

Doc Number:

4. Select the record.

Steps to Approve Payments on the Undisbursed Payment Query:

Notes

- Select the **Details** button to view the information.

The Undisbursed Payment Query Detail page is displayed.

Undisbursed Payment Query Detail

Reschedule	Approve	Disapprove	Hold	Release Hold	View Document	History	Display 10 Items	View as CSV	Sort...
MR6	MR6201102270001								
Line Number 2									

[Expand All](#) | [Collapse All](#)

General

Schedule Date:	02/27/2011	Fund	BBFY: EBFY: Fund:
System-Calculated Schedule Date:	02/27/2011	2011	455F
Disbursing Office:	GS127	Approved:	No
Disbursing Model:	Treasury Disbursing	Rescheduled:	No
Schedule Category:	Treasury Disbursed Check	Disbursement in Progress:	No
Schedule Type:	Corporate	Group Payments:	No
Security Organization:	GSA	Manual Check:	No
Currency:	USD	Revaluation Required:	No
Post Code:		Insufficient Funds:	No
Bank Account Information		Last Modified By:	allroles102
Bank Name:			

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

Undisbursed Payment Query Detail

Reschedule	Approve	Disapprove	Hold	Release Hold	View Document	History	Display 10 Items	View as CSV	Sort...
------------	---------	------------	------	--------------	---------------	---------	------------------	-------------	---------

Reschedule **Approve** **Disapprove** **Hold** **Release Hold** **View Document** **History** **Display 10 Items** **View as CSV** **Sort...**

- Recommended-** view the document to verify the information contained in the document is correct.

Undisbursed Payment Query Detail

Reschedule	Approve	Disapprove	Hold	Release Hold	View Document	History	Display 10 Items	View as CSV	Sort...
MR6	MR6201102270001								
Line Number 2									

[Expand All](#) | [Collapse All](#)

View Document

Steps to Approve Payments on the Undisbursed Payment Query:

Notes

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

Header	Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Summary Disbursing Information Correspondence
References...	Workflow Status
Approval History	
Expand All Collapse All	
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> General </div> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #d3d3d3; height: 15px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> Make Recurring </div> <div style="flex: 1; text-align: right;"> Orig Authorization Date: <input type="text" value="02/27/2011"/> Last Authorization Date: <input type="text" value="02/27/2011"/> Accounting Period: <input type="text" value="05/2011"/> Reporting Accounting Period: <input type="text" value="05/2011"/> Document Classification: <input type="text"/> Security Org: <input type="text" value="GSA"/> Additional Payee Name: <input type="text"/> Accomplished Date: <input type="text" value="02/21/2011"/> Suppress Printing: <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> Document Type: <input type="text" value="MR6"/> <input type="radio"/> R6 Manual IP NonIPAC Status: <input type="text" value="PROCESSED"/> Document Number: <input type="text" value="MR6201102270001"/> Title: <input type="text" value="Manual Non IPAC IP"/> </div> <div style="flex: 1; text-align: right;"> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> Authorized By: <input type="text"/> Post Code: <input type="text"/> Automatic Reversal: <input checked="" type="checkbox"/> Reversal Accounting Period: <input type="text"/> Reverse After Period: <input type="text"/> Agency DUNS Number: <input type="text"/> Agency DUNS+4: <input type="text"/> </div> <div style="flex: 1; text-align: right;"> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> Created by: <input type="text" value="allroles102"/> </div> <div style="flex: 1; text-align: right;"> </div> </div> </div>	

Note: To make corrections to the Payment (before disbursing), please refer to section 4.13.4.6 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.

<input type="checkbox"/>	Itemized Payment\Vendor
--------------------------	--------------------------------

AP0014W No SSN or TIN has been entered for US COURTS OF APPEAL FEDERAL CIRCUITS SD.

OR

<input type="checkbox"/>	Itemized Payment\Vendor
--------------------------	--------------------------------

AP0014W No SSN or TIN has been entered for US COURTS OF APPEAL FEDERAL CIRCUITS SD.

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

Please refer to the configuration specification for roles/approvals.

9. Select the **Approve** button.

Undisbursed Payment Query Detail						
<input type="button" value="Reschedule"/>	<input checked="" type="button" value="Approve"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Hold"/>	<input type="button" value="Release Hold"/>	<input type="button" value="View Document"/>	<input type="button" value="History"/>
Display	<input type="button" value="10"/>	Items				
Doc Type	Doc Num	Line Number				
<input type="checkbox"/> MR6	MR6201102270001	2				

Steps to Approve Payments on the Undisbursed Payment Query:

Notes

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

i Undisbursed Payment Approve was successful for Document MR6 MR6201102270001

Undisbursed Payment Query Detail

	Doc Type	Doc Num	Line Number
	MR6	MR6201102270001	2

[Expand All](#) | [Collapse All](#)

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

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

Details Approve Disapprove Reschedule Hold Release Display 10 Items View as CSV Sort...

<input checked="" 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
	<input checked="" type="checkbox"/> Yes	allroles102	02/27/2011	02/27/2011		GS127	Treasury Disbursing	Treasury Disbursed Check	Corporate	897009	897009

A message will be returned stating the approval is removed.

i The disbursement approval has been successfully removed from Document MR6 MR6201102270001

Undisbursed Payment Query

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

<input checked="" 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	Currency	Post Code	Reschedule	Revaluation Required	Disb in Progress
	<input checked="" type="checkbox"/> Yes	allroles102	02/27/2011	02/27/2011		GS127	Treasury Disbursing	Treasury Disbursed Check	Corporate	897009	897009	DEPT OF ENERGY	MR6	MR6201102270001	\$56,029.00	GSA	USD	No	No	Yes	

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

4.14.4.9 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 *section 2.3.2 and 2.3.3* 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 4.13.2.1 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 4.13.3.1 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 section 4.4.3.1 Amend Billing Document (BD) and the 4.6.5 GL Account Detail Query to query by the Invoice number.

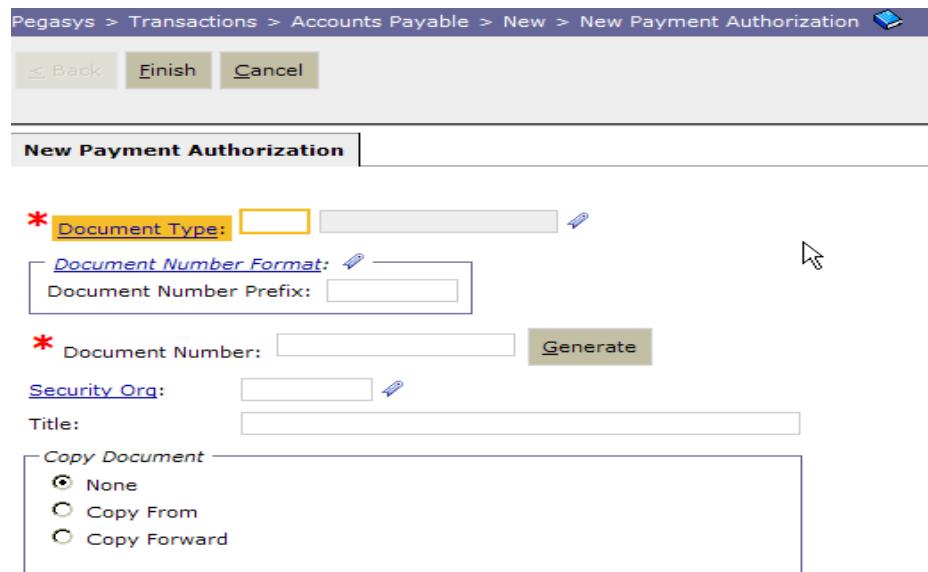
To create an IPAC Payment from the Outstanding Bills Query, please refer to section 4.13.4.10 Create IPAC Refund for IPAC Credit from Outstanding Bills Query.

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: Notes

1. Navigate to Transactions=>Accounts Payable=>New=>Payment Authorization.

The New Payment page is displayed.



Pegasys > Transactions > Accounts Payable > New > New Payment Authorization

New Payment Authorization

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None

Copy From

Copy Forward

2. REQUIRED—Enter Document Type.



New Payment Authorization

* Document Type: IM7 R7 Manual IP IPAC Ref

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).

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

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

New Payment Authorization

* Document Type: IM7 R7 Manual IP IPAC Ref 

Document Number Format: 
Document Number Prefix:

* Document Number: IM7201102270005 

Security Org: 

Title:

Copy Document

None
 Copy From
 Copy Forward

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**.

Accounts Receivable payments must have a referenced document.

For non-IPAC refunds, the reference must be a CR.

For IPAC Refunds, the reference must be an IPAC BD.

Copy Forward is used when referencing a document.

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

Notes

Copy Document

None
 Copy From
 Copy Forward

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

Copy Forward

Search Criteria

Document Type: RMI Rent IPAC BD Manual From Accounting Period: _____
Document Number: RMIAA000057-374 To Accounting Period: _____
Document Status: _____ From Date: _____
User ID: allroles102 To Date: _____
Title: _____ Vendor: 9567 _____
Search

6. Select the document to reference from the search results.

Copy Forward

Search Criteria

Document Type: RMI Rent IPAC BD Manual From Accounting Period: _____
Document Number: RMIAA000057-374 To Accounting Period: _____
Document Status: _____ From Date: _____
User ID: allroles102 To Date: _____
Title: _____ Vendor: 9567 _____
Search

Copy Lines

Copy all lines Choose which lines to copy

+ Additional Criteria

+ Accounting

Display 10 Items Sort...

Document Category	Document Type	Document Number	Document Date
BD	RMI	RMIAA000057-374	01/24/2011

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

7. Select the **Finish** button.

The Payment header page is displayed.

Note: The Payment will copy most information from the referenced document.

Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary | Disbursing Information | Correspondence | Workflow Status | Approval History | Expand All | Collapse All

General

Document Type:	IM7 R7 Manual IP IPAC Ref	Authorization Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	IM7201102270005	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"/>
Automatic Reversal:	<input type="checkbox"/>	* Accomplished Date:	<input type="text"/>
Reversal Accounting Period:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Reverse After Period:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		

[Return to Top](#)

8. 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 have the red asterisk.

- General.
- Vendor Information.
- External System Information.

Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary | Disbursing Information | Correspondence | Workflow Status | Approval History | Expand All | Collapse All

General

Document Type:	IM7 R7 Manual IP IPAC Ref	Authorization Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	IM7201102270005	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"/>
Automatic Reversal:	<input type="checkbox"/>	* Accomplished Date:	<input type="text"/>
Reversal Accounting Period:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Reverse After Period:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		

[Return to Top](#)

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

Notes

- External System Information

System ID: 
External System Document Number:

[Return to Top](#) 

- User Defined Fields

Assignment Code:

Note: The Accomplished Date will be updated with the Treasury accomplished date when Treasury confirms the IPAC Payment.

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.

9. 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.

- **Designated Agent**

Code:  **More** **Default** 

Address Name:

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.

10. Select the Header Accounting Line tab.

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

Header **Fixed Assets** **Header Accounting Lines** **Itemized Lines** **Approval Routing** **Memos** **Summary** **Disbursing Information** **Correspondence**

Workflow Status **Approval History**

[Expand All](#) | [Collapse All](#)

General

Document Type: R7 Manual IP IPAC Ref **Authorization Date:**

11. Select the Accounting Line and 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.

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

Header		Fixed Assets		Header Accounting Lines		Itemized Lines		Approval Routing		Memos		Summary		Disbursing Information		Correspondence			
				Header Accounting Line															
				Contracts Pay		Payment Articles		Tax Lines											
Add	Copy	Copy Forward	Remove	Reset	Replace	Display	10	Items	View as CSV	Sort...									
<input checked="" type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC Obj	Sub Rev Src	Bldg #	Sys T#
		1	Normal	\$5,000.00	11RNT-00-192X-PG53-PGA31	2011	192X 00	P0010090		PG53				PGA31		4305	DC0006ZZ		

12. REQUIRED if Copying Forward from a CR—Enter the Payment Amount.

If copying forward from an IPAC BD, the amount will be populated.

[Line Amounts](#)

Current Amount	Applied Prepayment Amount: \$0.00
Payment \$5,000.00	Holdback Amount: \$0.00
Applied Credit \$0.00	Suspension Amount: \$0.00
Withholding Tax \$0.00	
Line Amount After Withholding \$5,000.00	
Withholding Tax Allowance \$0.00	
Net Total \$5,000.00	

[Return to Top](#)

13. Add any additional information to the Payment.

[Document Reference](#)

Type: RMI	Number: RMIAA000057-374	Item: 0	Accounting: 1	Final: <input type="checkbox"/>	Misc: <input type="checkbox"/>	View	Default
Liquidate Items: <input type="checkbox"/>	Referenced Statement Number: AA000057						

[Return to Top](#)

Note: The reference document information is populated.

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

Notes

14. REQUIRED for Refunds—Review the YBA to match that of the Credit.

Accounting Dimensions

Template: 11RNT-02-192X-P0225200-PG00-PGA35

* <u>BBFY:</u> 2011	<u>EBFY:</u> <input type="text"/>	* <u>Fund:</u> 192X	* <u>Region:</u> 02	* <u>Org Code:</u> P0225200
* <u>Program:</u> PG00	<u>Project Code:</u> <input type="text"/>	* <u>Activity:</u> PGA35	<u>Sub-Object Class:</u> <input type="text"/>	* <u>Revenue Source:</u> 4305
* <u>Building #:</u> RI0024ZZ	<u>System:</u> <input type="text"/>	<u>Vehicle Tag #:</u> <input type="text"/>	<u>Work Item:</u> <input type="text"/>	
ABC Activity: <input type="text"/>	Reimbursable Sub-Object Class: <input type="text"/> YBA: 2011	BETC: DISB		
Cost Organization: <input type="text"/>	Cohort Year: <input type="text"/>	PRC: <input type="text"/>		

[Return to Top](#)

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.

Document Reference

Type: RMI Number: RMIAA000057-374 Item: 0 Accounting: 1 Final: Misc:

Liquidate Items: Referenced Statement Number: AA000057

[Return to Top](#)

15. Optional—Enter the User Defined Fields.

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

User Defined Fields

Lease Number:

[Return to Top](#)

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

16. Select the Payment Article link.

The screenshot shows the 'Header Accounting Lines' screen. At the top, there are several buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these are links for Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, Disbursing Information, and Correspondence. A navigation bar at the bottom includes Header Accounting Line, Contracts Pay, Payment Article (which is highlighted with a red box), and Tax Lines. Under 'Payment Article', there are sections for General, Transaction Type, and Prompt Pay Type. Buttons for Expand All and Collapse All are also present.

17. Select the Article.

Note: An article is automatically created when copying forward from an IPAC BD or IPAC CR. If copying forward from a non-IPAC CR, an article will need to be added.

Note: For Fleet Credit Bills, multiple articles will be created.

The screenshot shows the 'Payment Articles' screen. At the top, there are tabs for Header Accounting Line, Contracts Pay, Payment Articles (which is highlighted with a red box), and Tax Lines. Below these are buttons for Add, Copy, Remove, Display (set to 10 items), View as CSV, and Sort... A table lists one article: Article Number 1, Article Amount \$5,000.00, and IPAC Reference Number. At the bottom left, there is a link to 'Go to top of page'.

	Article Number	Article Amount	IPAC Reference Number
	1	\$5,000.00	

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

Notes

18. **REQUIRED**—Enter any additional information in the Articles or Services text field. *The Article information will copy forward from an IPAC reference.*

If copying a non-IPAC CR, enter the Quantity, Unit Price and Unit.

Payment Article

[Expand All](#) | [Collapse All](#)

Articles

Article Number:	<input type="text" value="1"/>
Date Of Delivery:	<input type="text"/>
Quantity:	<input type="text" value="1.000000"/>
Unit Price Amount:	<input type="text" value="\$5,000.0000"/>
Unit:	<input type="text" value="EA"/>
Article Amount:	<input type="text" value="\$5,000.00"/>

IPAC Status

IPAC Status:	<input type="text"/>
IPAC Submission Date:	<input type="text"/>
IPAC Confirmation Date:	<input type="text"/>
IPAC Confirmed Amount:	<input type="text" value="\$0.00"/>
IPAC Reference Number:	<input type="text"/>
IPAC Reference Line Number:	<input type="text"/>
Detail Line Number:	<input type="text"/>
IPAC Document Identifier:	<input type="text"/>
Zero Dollar Reference Number:	<input type="text"/>
Reference Document IPAC Document Identifier:	<input type="text" value="2KY001ZQ5UV"/>

19. **REQUIRED**—Select the Disbursing Information tab.

[Header](#) | [Fixed Assets](#) | [Header Accounting Lines](#) | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#) | **Disbursing Information** | [Correspondence](#)

[Expand All](#) | [Collapse All](#)

General

Disbursing Method:	<input type="text" value="Inter-Agency Transfer"/>
* Disbursing Office:	<input type="text" value="GS193"/>

[Return to Top](#)

Inter-Agency Transfer Information

Type:	<input type="text" value="IPAC"/>	Payee's ALC:	<input type="text" value="95670000"/>
Inter-Agency Sub-level Prefix:	<input type="text"/>	* Payee's Disbursing Office:	<input type="text"/>
* Inter-Agency Symbol:	<input type="text"/>	Partition:	<input type="text"/>
Customer BETC:	<input type="text"/>	Disbursement Number:	<input type="text"/>
		IPAC Schedule Date:	<input type="text"/>

[Return to Top](#)

Note: If copying from an IPAC BD, the Disbursing Information tab will be pre-populated for Inter-Agency Transfer/Type of IPAC.

20. **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.

21. **REQUIRED** for IPAC—Enter the Disbursing Office.

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

22. **REQUIRED** for IPAC—Set the Type to IPAC in the Inter-Agency Transfer Information group box.

23. **OPTIONAL** for IPAC—Enter the **Payee's Disbursing Office**.

24. **REQUIRED** for IPAC GWA Reporters—Enter the Inter-Agency Symbol.

Note: The Inter-Agency Symbol is the Customer Treasury Symbol or Customer TAS.

General

Disbursing Method:	Inter-Agency Transfer
* Disbursing Office:	GS193

[Return to Top](#)

Inter-Agency Transfer Information

Type:	IPAC	Payee's ALC:	95670000
Inter-Agency Sub-level Prefix:		* Payee's Disbursing Office:	99999
* Inter-Agency Symbol:	95X0650	Customer BETC:	
Customer BETC:		Disbursement Number:	
		IPAC Schedule Date:	

[Return to Top](#)

25. Select the **Save** button.

Form IM7201102270005 was saved successfully.
 Itemized Payment\IP Accounting Line 1 AD00061 The entered schedule payment date, 02/27/2011

Verify	Save	Submit	Schedule	Refresh	Fund Currency	Add Shortcut	Attachments	Route																																																							
Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Summary Disbursing Information Correspondence																																																															
Workflow Status Approval History																																																															
Expand All Collapse All																																																															
<input type="checkbox"/> General																																																															
<table border="1"> <tr> <td>Document Type:</td> <td>IM7</td> <td>R7 Manual IP IPAC Ref</td> <td>Authorization Date:</td> <td>02/27/2011</td> </tr> <tr> <td>Status:</td> <td>REJECTED</td> <td></td> <td>Accounting Period:</td> <td>05/2011</td> </tr> <tr> <td>Document Number:</td> <td colspan="2">IM7201102270005</td> <td>Reporting Accounting Period:</td> <td>05/2011</td> </tr> <tr> <td>Title:</td> <td colspan="2">IPAC Payment</td> <td>Document Classification:</td> <td></td> </tr> <tr> <td>Authorized By:</td> <td colspan="2"></td> <td>Security Org:</td> <td>GSA</td> </tr> <tr> <td>Post Code:</td> <td colspan="2"></td> <td>Additional Payee Name:</td> <td></td> </tr> <tr> <td>Automatic Reversal:</td> <td colspan="2"><input type="checkbox"/></td> <td>* Accomplished Date:</td> <td>02/25/2011</td> </tr> <tr> <td>Reversal Accounting Period:</td> <td colspan="2"></td> <td>Suppress Printing:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Reverse After Period:</td> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td>Agency DUNS Number:</td> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td>Agency DUNS+4:</td> <td colspan="2"></td> <td></td> <td></td> </tr> </table>									Document Type:	IM7	R7 Manual IP IPAC Ref	Authorization Date:	02/27/2011	Status:	REJECTED		Accounting Period:	05/2011	Document Number:	IM7201102270005		Reporting Accounting Period:	05/2011	Title:	IPAC Payment		Document Classification:		Authorized By:			Security Org:	GSA	Post Code:			Additional Payee Name:		Automatic Reversal:	<input type="checkbox"/>		* Accomplished Date:	02/25/2011	Reversal Accounting Period:			Suppress Printing:	<input type="checkbox"/>	Reverse After Period:					Agency DUNS Number:					Agency DUNS+4:				
Document Type:	IM7	R7 Manual IP IPAC Ref	Authorization Date:	02/27/2011																																																											
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Title:	IPAC Payment		Document Classification:																																																												
Authorized By:			Security Org:	GSA																																																											
Post Code:			Additional Payee Name:																																																												
Automatic Reversal:	<input type="checkbox"/>		* Accomplished Date:	02/25/2011																																																											
Reversal Accounting Period:			Suppress Printing:	<input type="checkbox"/>																																																											
Reverse After Period:																																																															
Agency DUNS Number:																																																															
Agency DUNS+4:																																																															

[Return to Top](#)

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

Notes

26. Select the **Verify** button.

The screenshot shows the 'Itemized Payment IP Accounting Line' screen. At the top, there is a message: 'Form IM7201102270005 was saved successfully.' Below the message, there is an informational message: 'AD0006I The entered schedule payment date, 02/27/2011, is either a w'. A red box highlights the 'Verify' button in the top navigation bar. The navigation bar also includes 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'. Below the navigation bar is a header bar with links: 'Header', 'Fixed Assets', 'Header Accounting Lines', 'Itemized Lines', 'Approval Routing', 'Memos', 'Summary', 'Disbursing Information', and 'Correspondence'. Underneath the header bar are two tabs: 'Workflow Status' and 'Approval History'. Below these tabs are 'Expand All' and 'Collapse All' buttons. The main content area contains several input fields and dropdown menus. One field, 'Title', has the value 'IPAC Payment' and is highlighted with a yellow background. Other fields include 'Document Type' (IM7), 'Status' (HELD), 'Document Number' (IM7201102270005), 'Authorization Date' (02/27/2011), 'Accounting Period' (05/2011), 'Reporting Accounting Period' (05/2011), 'Document Classification' (empty), 'Security Org' (GSA), 'Additional Payee Name' (empty), 'Accomplished Date' (02/25/2011), and 'Suppress Printing' (unchecked). There are also fields for 'Post Code', 'Automatic Reversal', 'Reversal Accounting Period', 'Reverse After Period', 'Agency DUNS Number', and 'Agency DUNS+4'. At the bottom left is a 'Return to Top' link.

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.

The screenshot shows the Pegasys Home > Inbox screen. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation bar is a breadcrumb trail: 'Pegasys > Home > Inbox'. A message bar at the top indicates 'Form IM7201102270005 was submitted for processing successfully.' An info icon is next to the message.

Note: Manual IPAC payment documents are not submitted to workflow for approval while non-IPAC payments must be approved.

4.14.4.10 Create IPAC Refund for IPAC Credit from Outstanding Bills Query

The Outstanding Bills 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 Outstanding Bills query. Users that may have view permissions to the Outstanding Bills query may not necessarily have create permissions on IPAC IPs.

For more information on the Outstanding Bills Query, please refer to sections 4.6.1 Outstanding Bills and 4.13.3.3 Launch Credit Application Worksheet from Outstanding Bills Query.

The following steps describe how to create an IPAC Payment from an IPAC BD Credit using the Outstanding Bills Query.

Steps to Generate IPAC Refund Payment from Outstanding Bills Query:

Notes

1. Navigate to Queries => Accounts Receivable => Outstanding Bills.

The Outstanding Bills page is displayed.

Pegasys > Queries > Accounts Receivable > Outstanding Bills

Outstanding Bills

Search Criteria

Doc Type:

Document Type:

Document Number:

Title:

Billing Reference Number:

External System Document Number:

Statement Number:

Bill Generated Flag:

Line Type:

Document Date: From Date: To Date:

Collection Due Date: From Date: To Date:

Vendor Address Code:

Billed Amount: From Amount: To Amount:

Outstanding Amount: From Amount: To Amount:

Outstanding Credit Amount: From Amount: To Amount:

Total Credit Amount: From Amount: To Amount:

Business Line:

2. Enter the desired and appropriate **Search Criteria**.

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

Outstanding Bills

Search Criteria

Doc Type:

Document Type:

Document Number:

Title:

Billing Reference Number:

External System Document Number:

Statement Number:

Bill Generated Flag:

Line Type:

Document Date: From Date: To Date:

Bill Generated Date: From Date: To Date:

Collection Due Date: From Date: To Date:

Vendor Address Code:

Billed Amount: From Amount: To Amount:

Outstanding Amount: From Amount: To Amount:

Outstanding Credit Amount: From Amount: To Amount:

Total Credit Amount: From Amount: To Amount:

Business Line:

Additional Criteria

Billing Status:

Bill Type:

Steps to Generate IPAC Refund Payment from Outstanding Bills Query:

Notes

*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.

Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title
FMI	FMIG0028717-001	FMIBILFMIG0028717-001	G0028717	\$0.00	(\$777.00)	(\$777.00)	(\$777.00)	Fleet Credit IPAC BD

4. Select a detail record.

5. Select the **Details** button.

The Outstanding Bill Detail Page is displayed.

The screenshot shows the 'Outstanding Bills' interface. At the top, there are tabs for 'Outstanding Bills' and 'Outstanding Bill Detail'. Below the tabs, there are links for 'Expand All' and 'Collapse All'. The main area is divided into several sections: 'General', 'Vendor', and 'Bill Totals'. The 'General' section contains fields for Document Type (FMI), External System Document Number, Business Line (FLEET), and various waiver flags. The 'Vendor' section shows a code (361035) and address name (VA HOSPITAL). The 'Bill Totals' section displays the following amounts: Initial Amount (\$0.00), 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), and Bill Total Amount (\$0.00).

6. Select the **Outstanding Bill Detail** tab.

Steps to Generate IPAC Refund Payment from Outstanding Bills Query:
Notes

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 Outstanding Bill Detail screen, the search criteria entered is only executed within the Billing Document (BD) selected on the main page.

	Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Type of Transfer
6	FMIBILFMIG0028717-001	FMI	JG0028717-001	1	Credit	(\$777.00)	open	Unbilled	IPAC

8. Select an accounting line and select the **Outstanding Billing Document Line**.



The Outstanding Billing Document Line page is displayed.

Outstanding Billing Document Line

[Expand All](#) | [Collapse All](#)

General

Line Number:	1
Line Type:	Credit
Receivable Type:	FLIP
Source Number:	FLT2011361035
Related Statement Number:	

Totals

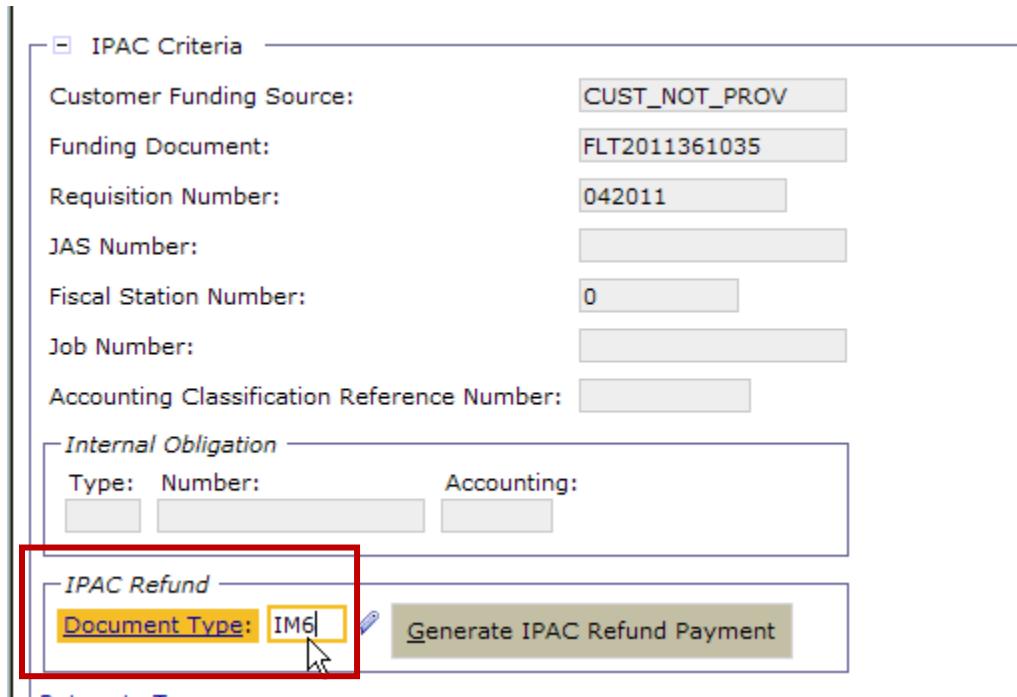
Initial Amount:	(\$777.00)
Discount Amount:	\$0.00
Surcharge Amount:	\$0.00
Principal Amount:	(\$777.00)
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Principal Amount:	\$0.00
Total Amount:	\$0.00

Steps to Generate IPAC Refund Payment from Outstanding Bills Query:

Notes

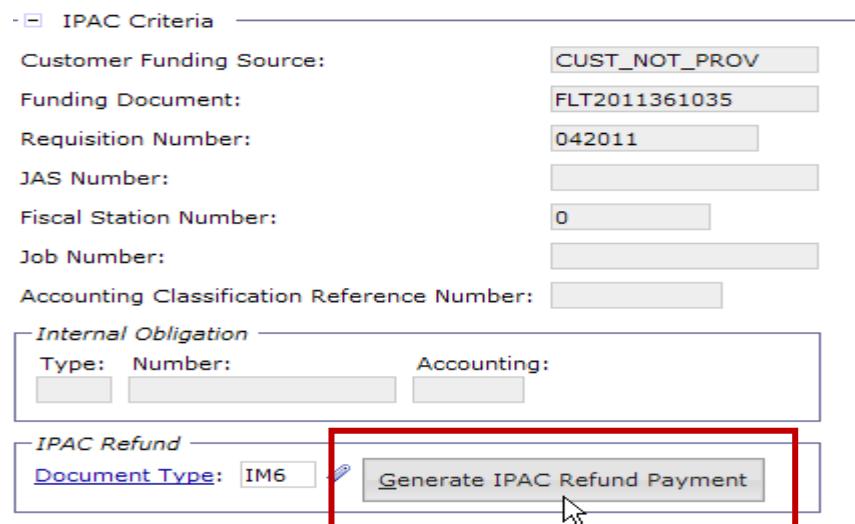
9. **REQUIRED**—Enter the IPAC Refund **Document Type** in the IPAC Criteria Section.

(Please refer to the Document Type table in section 4.13.4.2).



The screenshot shows the 'IPAC Criteria' section of a software interface. It includes fields for Customer Funding Source (CUST_NOT_PROV), Funding Document (FLT2011361035), Requisition Number (042011), JAS Number (empty), Fiscal Station Number (0), Job Number (empty), and Accounting Classification Reference Number (empty). Below these, there is an 'Internal Obligation' section with fields for Type, Number, and Accounting, all of which are empty. The 'IPAC Refund' section is highlighted with a red box. It contains a 'Document Type' dropdown menu with 'IM6' selected, and a 'Generate IPAC Refund Payment' button. A cursor arrow is pointing at the 'Generate IPAC Refund Payment' button.

10. Select the **Generate IPAC Refund Payment** button to create the IPAC IP.



This screenshot is identical to the one above, showing the 'IPAC Criteria' section with various fields filled in. The 'IPAC Refund' section is also highlighted with a red box. The 'Document Type' dropdown still shows 'IM6' selected, and the 'Generate IPAC Refund Payment' button is highlighted with a red box. A cursor arrow is pointing at this button, indicating the user's next action.

Steps to Generate IPAC Refund Payment from Outstanding Bills Query:

Notes

The Payment form will be opened in a new window.

Note: The Payment will copy most information from the referenced Billing Document (BD).

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Summary Disbursing Information Correspondence

Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type: IM6 R6 Manual IP IPAC Ref

Status: NEW

Document Number: IM6201102270006

Title: Fleet Credit IPAC BD

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: GSA

Additional Payee Name:

* Accomplished Date: 02/25/2011

Suppress Printing:

[Return to Top](#)

11. **OPTIONAL**— Enter the person authorizing the payment in the **Authorized By** field.

12. **REQUIRED** — Enter the **Accomplished Date**.

Document Classification:

Security Org: GSA

Additional Payee Name:

* Accomplished Date: 02/25/2011

Suppress Printing:

Title: IPAC Payment

Authorized By:

Post Code:

Automatic Reversal:

Reversal Accounting Period:

Reverse After Period:

Agency DUNS Number:

Note: The Accomplished Date will be updated with the Treasury accomplished date when Treasury confirms the IPAC Payment.

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.

Note: The Security Org will default.

Steps to Generate IPAC Refund Payment from Outstanding Bills Query:

Notes

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.

External System Information

System ID: 

External System Document Number:

[Return to Top](#)

User Defined Fields

Assignment Code: 

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.

Line Amounts

	Current Amount	Applied Prepayment Amount:	\$0.00
Payment	\$777.00	Holdback Amount:	\$0.00
Applied Credit	\$0.00	Suspension Amount:	\$0.00
Withholding Tax	\$0.00		
Line Amount After Withholding	\$777.00		
Withholding Tax Allowance	\$0.00		
Net Total	\$777.00		

[Return to Top](#)

Bank Information

[Return to Top](#)

Document Reference

Type: <input type="text" value="FMI"/>	Number: <input type="text" value="FMIG0028717-001"/>	Item: <input type="text" value="0"/>	Accounting: <input type="text" value="1"/>	Final: <input type="checkbox"/>	Misc: <input type="checkbox"/>	<input type="button" value="View"/>	<input type="button" value="Default"/>
--	--	--------------------------------------	--	---------------------------------	--------------------------------	-------------------------------------	--

Liquidate Items: Referenced Statement Number:

[Return to Top](#)

Steps to Generate IPAC Refund Payment from Outstanding Bills Query:

Notes

16. REQUIRED for Refunds—Review the YBA to match that of the Credit.

Accounting Dimensions

<u>Template:</u>	<input type="text"/>	<input type="button" value="Default"/>		
* BBFY:	EBFY:	* Fund:	Region:	Org Code:
2011		455F	01	F01Y0000
Program:	Project Code:	Activity:	Sub-Object Class:	Revenue Source:
FE32		FE113		
Building #:	System:	Vehicle Tag #:	Work Item:	
	A12			
ABC Activity:	Reimbursable Sub-Object Class:	YBA:	BETC:	
		2011		
Cost Organization:	Cohort Year:			

[Return to Top](#)

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.

Document Reference

Type:	Number:	Item:	Accounting:	<input type="button" value="View"/>	<input type="button" value="Default"/>
FMI	FMIG0028717-001	0	1	<input type="checkbox"/> Final: <input type="checkbox"/> Misc:	<input type="checkbox"/>
Liquidate Items: <input type="checkbox"/> Referenced Statement Number: G0028717					

[Return to Top](#)

17. Select the Payment Article tab.

Note: For Fleet Credit Bills, multiple articles will be created.

Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary | Disbursing Information

Header Accounting Line | Contracts Pay | **Payment Articles** | Tax Lines

Add | Copy | Remove | Display 10 Items | View as CSV | Sort...

	Article Number	Article Amount	IPAC Reference Number	IPAC Ref
<input type="checkbox"/>	1	\$444.00		
<input type="checkbox"/>	2	\$333.00		

Steps to Generate IPAC Refund Payment from Outstanding Bills Query:

Notes

Note the Article information is copied from the Detail Billing Record on the BD Credit.

Header Accounting Line | Contracts Pay | **Payment Articles** | Tax Lines

Payment Article

Item: 1 2

[Expand All](#) | [Collapse All](#)

Articles

Article Number:

Date Of Delivery:

Quantity:

Unit Price Amount:

Unit:

Article Amount:

Articles Or Services:

18. Select the Disbursing Information tab.

Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary | **Disbursing Information**

[Workflow Status](#) [Approval History](#)

[Expand All](#) | [Collapse All](#)

General

Disbursing Method:

* **Disbursing Office:**

[Return to Top](#)

Inter-Agency Transfer Information

Type: Payee's ALC:

Inter-Agency Sub-level Prefix: * **Payee's Disbursing Office:**

* **Inter-Agency Symbol:** Partition:

Customer BETC: Disbursement Number:

IPAC Schedule Date:

[Return to Top](#)

Note: The Disbursing Information will be populated.

Steps to Generate IPAC Refund Payment from Outstanding Bills Query:

Notes

19. Optional — Enter the Payee's Disbursing Office.

Note: While this field is starred, it is not required nor is it validated.

Inter-Agency Transfer Information

Type:	<input type="button" value="IPAC"/>	Payee's ALC:	36000103
Inter-Agency Sub-level Prefix:	<input type="text"/>	Payee's Disbursing Office:	12345
* Inter-Agency Symbol:	36X0151	Partition:	<input type="text"/>
Customer BETC:	<input type="text"/>	Disbursement Number:	<input type="text"/>
		IPAC Schedule Date:	<input type="text"/>

[Return to Top](#)
20. Select the Save button.

i Form IM6201102270006 was saved successfully.

Save

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos Summary Disbursing Information Correspondent

Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type:
 Status:
 Document Number:
 Title:
 Authorized By:
 Post Code:

Authorization Date:
 Accounting Period:
 Reporting Accounting Period:
 Document Classification:
 Security Org:
 Additional Payee Name:

Steps to Generate IPAC Refund Payment from Outstanding Bills Query:

Notes

21. Select the Verify button.

The screenshot shows a software interface with a toolbar at the top containing buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. A message bar at the top left says "4 warning(s) have been overridden." and "Itemized Payment/IP Accounting Line 1". A status message "AD0006I The entered schedule payment date," is displayed on the right. Below the toolbar is a navigation menu with links like Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, Disbursing Information, and Correspondence. Underneath is a sub-menu for Workflow Status and Approval History. There are "Expand All" and "Collapse All" buttons. The main content area is titled "General" and contains various input fields for document details such as Document Type (IM6 R6 Manual IP IPAC Ref), Authorization Date (02/27/2011), Accounting Period (05/2011), Reporting Accounting Period (05/2011), Title (Fleet Credit IPAC BD), Document Classification, Security Org (GSA), Additional Payee Name, Post Code, Accomplished Date (02/14/2011), Reverse After Period, Agency DUNS Number, Agency DUNS+4, and Suppress Printing. A "Return to Top" link is at the bottom.

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.

22. Select the Submit button.



4.14.5 Cancel Refund Check (Non IPAC) -Disbursement Cancellation (CX)

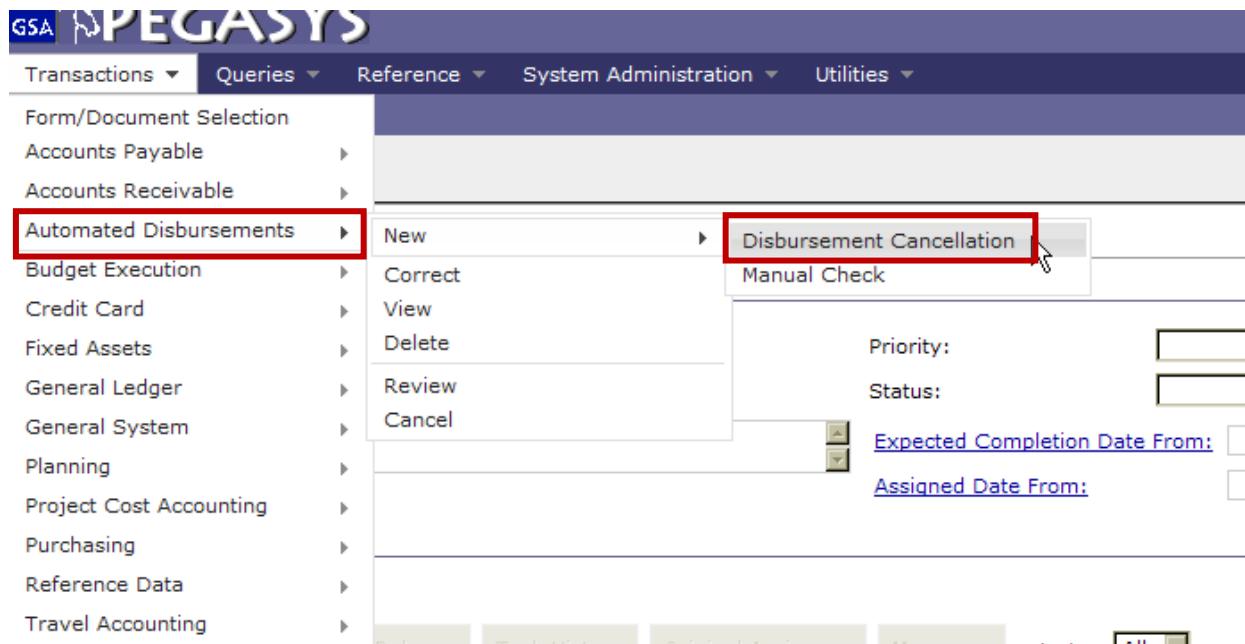
Disbursement Cancellation transactions are used to record the cancellation of previously disbursed checks or EFT payments. The Disbursement Cancellation (CX) is used in both Accounts Receivables, to cancel refunds, as well as in Accounts Payable for cancelling payments.

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



4.14.5.1 Available Disbursement Cancellation (CX) Document Types

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 – [Appendix: Disbursement Cancellation \(CX\) Document Types](#)

4.14.5.2 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.

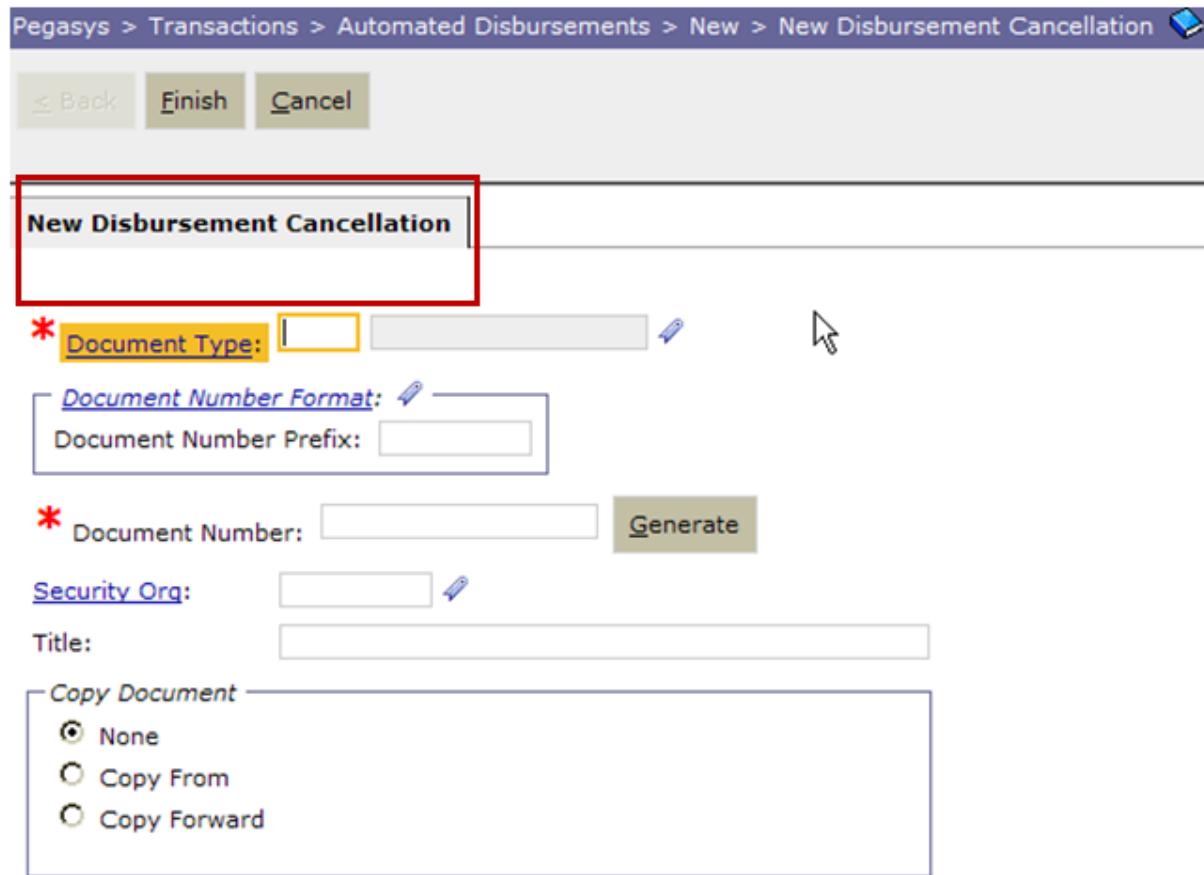
The following steps describe how to create a Disbursement Cancellation (CX) document.

Steps to Create an Automated Disbursements Form- Disbursement Cancellation (CX):

Notes

1. Navigate to Transactions=>Automated Disbursements=> New=>Disbursement Cancellation.

The New Disbursement Cancellation page is displayed.



Pegasys > Transactions > Automated Disbursements > New > New Disbursement Cancellation

New Disbursement Cancellation

* Document Type: []

Document Number Format: []

Document Number Prefix: []

* Document Number: [] Generate

Security Org: []

Title: []

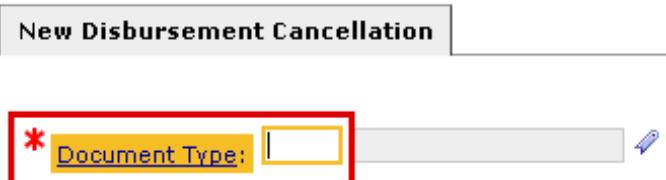
Copy Document -

None

Copy From

Copy Forward

2. REQUIRED—Enter Document Type.



New Disbursement Cancellation

* Document Type: []

Steps to Create an Automated Disbursements Form- Disbursement Cancellation (CX):	Notes
--	-------

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

New Disbursement Cancellation

* Document Type: DC7 R7 Disbursement Canc 

Document Number Format:  Document Number Prefix:

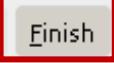
* Document Number: Generate 

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.

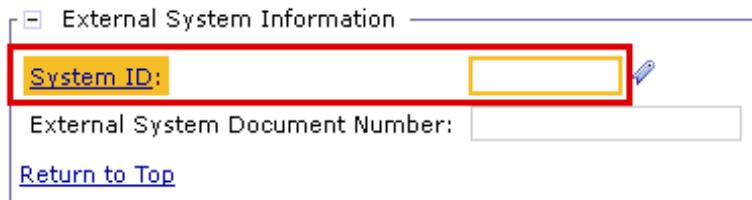
Back  Cancel

Steps to Create an Automated Disbursements Form- Disbursement Cancellation (CX):	Notes
 <p>The screenshot shows the 'Header' tab selected in the top navigation bar. Below the tabs are buttons for 'Workflow Status' and 'Approval History'. Under the 'General' section, there are fields for Document Type (DC7 R7 Disbursement Canc), Cancel Date, Status (NEW), Accounting Period, Document Number (201102280001), Reporting Accounting Period, Title (Rent Cancellation), Batch Number, Cancelled By, Document Classification, Security Org (GSA), and Suppress Printing. A red box highlights the 'Header' tab.</p>	

5. **Optional**—Enter the user name creating the CX in the Cancelled 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.

External System Information
 <p>The screenshot shows the 'External System Information' section. It includes a 'System ID' field with a yellow border and a 'Cancel Date' field with a yellow border. Below these are fields for 'External System Document Number' and 'Return to Top'. A red box highlights the 'System ID' field.</p>

Note: The Cancel Date, Accounting Period, Reporting Accounting Period and Security org will be defaulted.

Steps to Create an Automated Disbursements Form- Disbursement Cancellation (CX):

Notes

7. **Optional**—Enter a Description.

Description _____

Description:



8. Select the Accounting Line tab.

9. Add an accounting line.



10. **REQUIRED**—Enter the Disbursing Model, Disbursing Office, Check/Trace Number, Check/Payment Date, and Cancel Type.

Steps to Create an Automated Disbursements Form- Disbursement Cancellation (CX):	Notes																														
Header Accounting Lines Approval Routing Memos Summary Correspondence																															
<h3>Accounting Line</h3>																															
Expand All Collapse All																															
<table border="1"><tr><td colspan="2"><input type="checkbox"/> General</td></tr><tr><td>Line Number:</td><td>1</td></tr><tr><td>Fiscal Year:</td><td></td></tr><tr><td>* Disbursing Office:</td><td></td></tr><tr><td>Disbursing Model:</td><td></td></tr><tr><td>Check Symbol:</td><td></td></tr><tr><td>* Check/Trace Number:</td><td></td></tr><tr><td>* Check/Payment Date:</td><td></td></tr><tr><td>* Cancel Type:</td><td>Deletion</td></tr><tr><td>Bank ABA/BIC:</td><td></td></tr><tr><td>Prior Year Adjustment:</td><td>Not a Prior Year Adjustment</td></tr><tr><td colspan="2"><input type="checkbox"/> Transfer Agency</td></tr><tr><td>Treasury Symbol:</td><td></td></tr><tr><td>To/From:</td><td></td></tr><tr><td>Partition:</td><td></td></tr></table>		<input type="checkbox"/> General		Line Number:	1	Fiscal Year:		* Disbursing Office:		Disbursing Model:		Check Symbol:		* Check/Trace Number:		* Check/Payment Date:		* Cancel Type:	Deletion	Bank ABA/BIC:		Prior Year Adjustment:	Not a Prior Year Adjustment	<input type="checkbox"/> Transfer Agency		Treasury Symbol:		To/From:		Partition:	
<input type="checkbox"/> General																															
Line Number:	1																														
Fiscal Year:																															
* Disbursing Office:																															
Disbursing Model:																															
Check Symbol:																															
* Check/Trace Number:																															
* Check/Payment Date:																															
* Cancel Type:	Deletion																														
Bank ABA/BIC:																															
Prior Year Adjustment:	Not a Prior Year Adjustment																														
<input type="checkbox"/> Transfer Agency																															
Treasury Symbol:																															
To/From:																															
Partition:																															
Return to Top																															
<p>Note: the vendor payment(s) related to the disbursed check will be cancelled.</p>																															
<table border="1"><tr><td colspan="2"><input type="checkbox"/> Vendor Information</td></tr><tr><td>Code:</td><td></td></tr><tr><td>Address Name:</td><td></td></tr></table>		<input type="checkbox"/> Vendor Information		Code:		Address Name:																									
<input type="checkbox"/> Vendor Information																															
Code:																															
Address Name:																															
Return to Top																															
<table border="1"><tr><td colspan="2"><input type="checkbox"/> Line Amounts</td></tr><tr><td>Amount:</td><td>\$0.00</td></tr></table>		<input type="checkbox"/> Line Amounts		Amount:	\$0.00																										
<input type="checkbox"/> Line Amounts																															
Amount:	\$0.00																														
Return to Top																															

Steps to Create an Automated Disbursements Form- Disbursement Cancellation (CX):

Notes

11. Select the **Save** button.

General

Document Type:	DC7 R7 Disbursement Canc	Cancel Date:	02/28/2011
Status:	HELD	Accounting Period:	05/2011
Document Number:	201102280002	Reporting Accounting Period:	05/2011
Title:			
Cancelled By:			
Batch Number: <input type="text"/>			
Document Classification: <input type="text"/>			
Security Org: GSA			
Suppress Printing: <input type="checkbox"/>			

12. Select the **Verify** button.

General

Document Type:	DC7 R7 Disbursement Canc	Cancel Date:	02/28/2011
Status:	HELD	Accounting Period:	05/2011
Document Number:	201102280002	Reporting Accounting Period:	05/2011
Title:	Cancelled IP MR7	Batch Number:	<input type="text"/>
Cancelled By:			
Document Classification: <input type="text"/>			
Security Org: GSA			
Suppress Printing: <input type="checkbox"/>			

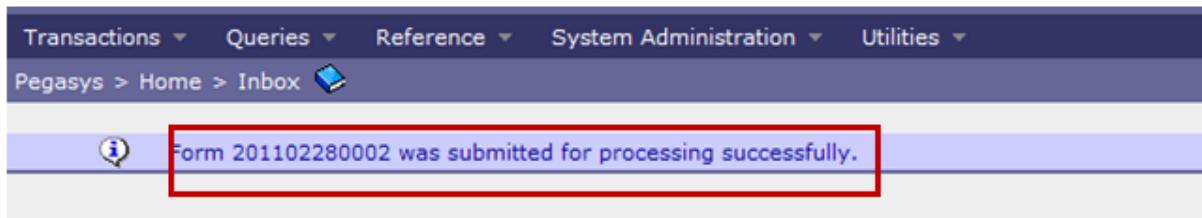
Steps to Create an Automated Disbursements Form- Disbursement Cancellation (CX):

Notes

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.

13. Select the **Submit** button.



For additional Disbursement Cancellation topics please refer to the Pegasys user guide.

4.14.5.3 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.

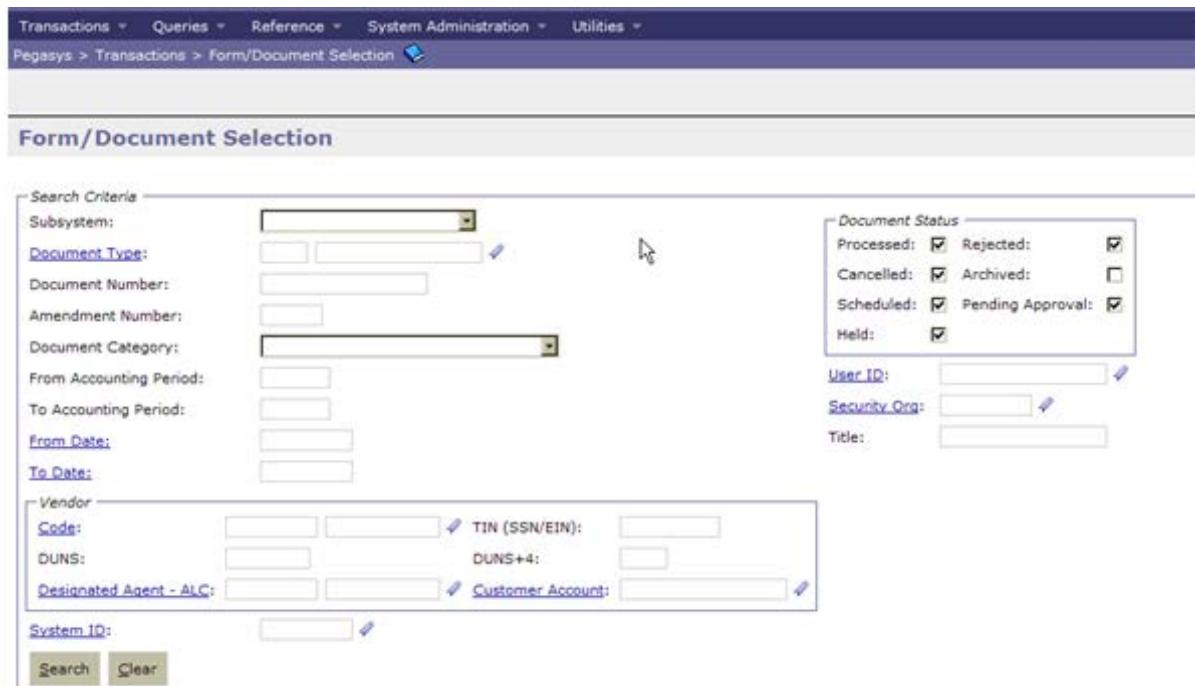
The following steps describe how to cancel a CX document.

Steps to Cancel an Automated Disbursements Form- Disbursement Cancellation (CX):	Notes
--	-------

1. Navigate to Form/Document Selection.

Payments can also be cancelled via Transactions => Automated Disbursements=> Cancel.

The Form/Document Selection page is displayed.



Transactions Queries Reference System Administration Utilities
Pegasys > Transactions > Form/Document Selection

Form/Document Selection

Search Criteria

Subsystem: Document Type: Document Status

Document Number: Processed: Rejected:

Amendment Number: Cancelled: Archived:

Document Category: Scheduled: Pending Approval:

From Accounting Period: Held:

To Accounting Period:

From Date: User ID:

To Date: Security Org:

Vendor

Code: TIN (SSN/EIN):
DUNS: DUNS+4:
Designated Agent - ALC: Customer Account:

System ID:

Search **Clear**

Steps to Cancel an Automated Disbursements Form- Disbursement Cancellation (CX):

Notes

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

Form/Document Selection

Search Criteria		Document Status	
Subsystem: <input type="button" value="Automated Disbursements"/>		Processed: <input checked="" type="checkbox"/> Rejected: <input checked="" type="checkbox"/>	
Document Type: <input type="button" value="DC7 R7 Disbursement Canc"/>		Cancelled: <input checked="" type="checkbox"/> Archived: <input type="checkbox"/>	
Document Number:		Scheduled: <input checked="" type="checkbox"/> Pending Approval: <input checked="" type="checkbox"/>	
Amendment Number:		Held: <input checked="" type="checkbox"/>	
Document Category:			
From Accounting Period:			
To Accounting Period:			
From Date: <input type="text" value="02/25/2011"/>		User ID: <input type="text"/>	
To Date: <input type="text"/>		Security Org: <input type="text"/>	
Vendor		Title: <input type="text"/>	
Code: <input type="text"/>		TIN (SSN/EIN): <input type="text"/>	
DUNS: <input type="text"/>		DUNS+4: <input type="text"/>	
Designated Agent - ALC: <input type="text"/>		Customer Account: <input type="text"/>	

*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.

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
<input checked="" type="radio"/> DC7	201102260001			02/26/2011	Processed
<input checked="" type="radio"/> DC7	201102270001			02/27/2011	Processed

Steps to Cancel an Automated Disbursements Form- Disbursement Cancellation (CX):	Notes
--	-------

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

This screenshot shows the 'General' tab of the CX cancellation screen. The 'Document Type' field is set to 'DC7 R7 Disbursement Canc'. The 'Status' field is set to 'PENDINGCANCELLATION'. The 'Document Number' field contains '201102270001'. Other fields visible include 'Orig Cancel Date' (02/27/2011), 'Cancel Date' (highlighted in yellow), 'Accounting Period', 'Reporting Accounting Period', 'Batch Number', 'Document Classification', 'Security Org' (GSA), and 'Suppress Printing'. A red box highlights the 'Document Type', 'Status', and 'Document Number' fields.

5. REQUIRED—Enter the Cancel Reason on the CX header.

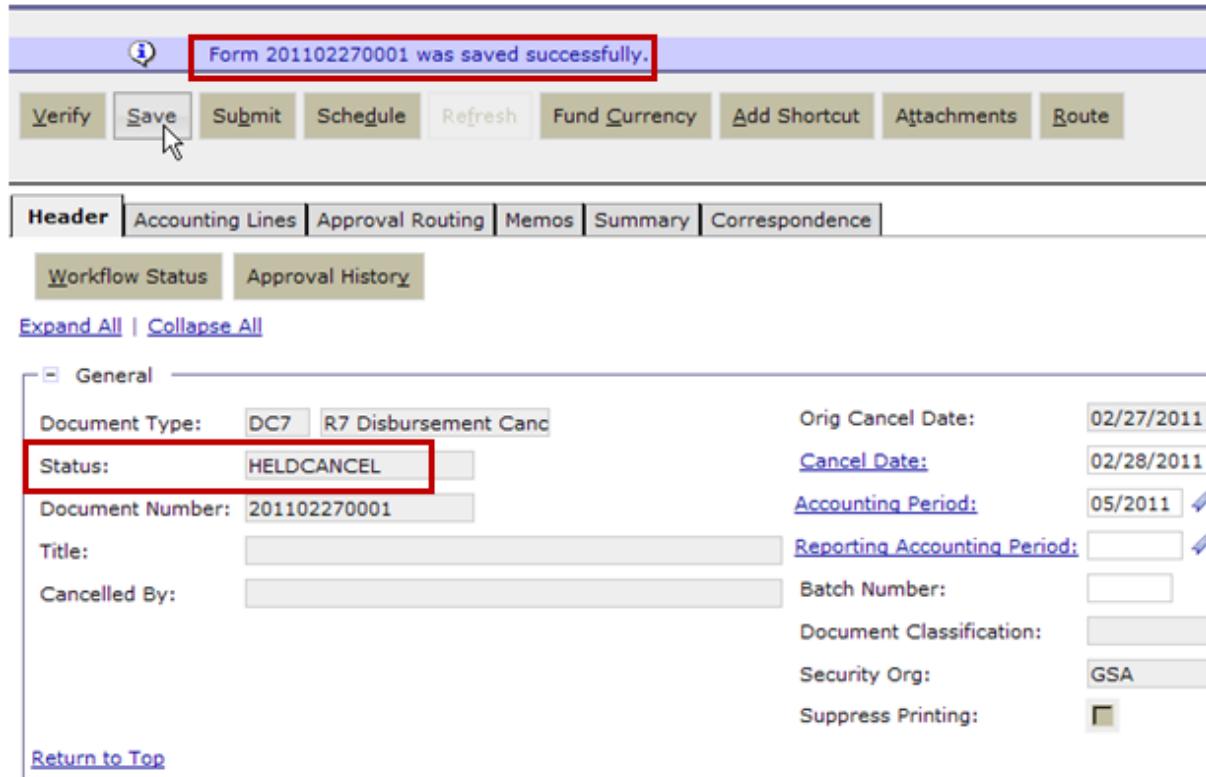
This screenshot shows the 'Cancel Reason' section of the CX cancellation screen. A red box highlights the 'Cancel Reason' input field, which contains 'Customer received check'. A yellow box highlights the entire input area. A blue link 'Return to Top' is at the bottom left, and a cursor icon is at the bottom right.

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

Steps to Cancel an Automated Disbursements Form- Disbursement Cancellation (CX):

Notes

6. Select the **Save** button.



Form 201102270001 was saved successfully.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Approval Routing Memos Summary Correspondence

Workflow Status Approval History

Expand All | Collapse All

General

Document Type: DC7 R7 Disbursement Canc

Status: HELDCANCEL

Orig Cancel Date: 02/27/2011

Cancel Date: 02/28/2011

Document Number: 201102270001

Accounting Period: 05/2011

Title:

Reporting Accounting Period:

Cancelled By:

Batch Number:

Document Classification:

Security Org: GSA

Suppress Printing:

[Return to Top](#)

**Steps to Cancel an Automated Disbursements Form- Disbursement
Cancellation (CX):****Notes**

7. Select the **Verify** button.

Action was successful.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Approval Routing Memos Summary Correspondence

Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type:	DC7 R7 Disbursement Canc	Orig Cancel Date:	02/27/2011
Status:	HELDANCEL	Cancel Date:	02/28/2011
Document Number:	201102270001	Accounting Period:	05/2011
Title:		Reporting Accounting Period:	05/2011
Cancelled By:		Batch Number:	
		Document Classification:	
		Security Org:	GSA
		Suppress Printing:	<input checked="" type="checkbox"/>

[Return to Top](#)

Amounts

Cancellation Amount:	\$0.00
----------------------	--------

[Return to Top](#)

Cancel Reason

Customer Received check	
Cancel Reason:	

[Return to Top](#)

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.

Steps to Cancel an Automated Disbursements Form- Disbursement Cancellation (CX):	Notes
--	-------

8. Select the **Submit** button.



9. Navigate to Form/Document Selection to verify the document has been cancelled.

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
DC7	201102270001			02/28/2011	Cancelled	allroles102

4.15 Delinquency

The accounts receivable life cycle includes activities to manage delinquent accounts. Sometimes an agency is not able to collect receivables that have been established. Outstanding receivables may need to be written off for reasons such as the inability to collect. Outstanding billed receivables that cannot be collected may have an allowance reduction recorded in net realizable value on the GL. Customers with overdue receivable balances may be notified of their delinquent bill amounts via Dunning Notices generated at the Statement level for Billing Documents as well as at the Debt Account Level. Outstanding billed receivables that have passed their Collection Due Dates may have late fees applied in the form of overdue charges. For Federal and Non-Federal customers, the delinquency process includes write-offs, allowance for doubtful accounts, and dunning. Additionally, for Non-Federal customers, the delinquency process also includes overdue charges.

4.15.1 Write-Offs

4.15.1.1 Write-Offs of Billing Documents (Non-IPAC)

4.15.1.1.1 Manual Creation of Write-Offs (Non-IPAC)

The outstanding amount of a receivable (Normal Line Type) may need to be written off because the debtor cannot pay the bill. Write-offs may happen as an adjustment to a receivable or a permanent indication that the bill cannot be collected.

Users manually write-off uncollectible Non-IPAC receivable amounts (i.e. losses). The manual write-off process involves the following steps:

- Identify eligible statement amounts to be written-off via the Aged Receivables report (*section 4.14.1.1.2*).
- Verify the statement amounts identified to be written off via the Outstanding Bills Query (*section 4.14.1.1.3*).
- Manually generate Non-IPAC Cash Receipt (CR) documents with a Line Type of Write-Off (*section 4.14.1.4*)

Note: All Non-IPAC Write-Off CRs require workflow approvals prior to processing.

4.15.1.1.2 Identify Statements to be Written Off via Aged Receivables Report

Users are able to identify eligible statement amounts to be written-off via the Aged Receivables report. It is important to note the information displayed on the report is current through the previous day from which the report was run and may not show collections received against statements after being generated. Thus, statement amounts identified for write-off via the Aged Receivables report need to be verified.

4.15.1.1.3 Verify Amounts for Write-Off via Outstanding Bills Query

The Outstanding Bills Query is used to verify the statement, BD, and Accounting Line amounts to be written-off. The following steps describe how to search and verify Non-IPAC receivable amounts that should be written off as uncollectible via the Outstanding Bills Query.

Steps to Search & Verify Amounts for Write-Off via Outstanding Bills Query:	Notes
1. Navigate to Queries=>Accounts Receivable=>Outstanding Bills. The Outstanding Bills Query page is displayed. <i>Note: The Additional Criteria section needs to be expanded to see all search criteria.</i>	
<p>Outstanding Bills</p> <p>Search Criteria</p> <p>Doc Type: <input type="text"/> Document Type: <input type="text"/></p> <p>Document Number: <input type="text"/> Title: <input type="text"/> Billing Reference Number: <input type="text"/> External System Document Number: <input type="text"/> Statement Number: <input type="text"/> Bill Generated Flag: <input type="checkbox"/> Line Type: <input type="text"/> Document Date: From Date: <input type="text"/> To Date: <input type="text"/> Bill Generated Date: From Date: <input type="text"/> To Date: <input type="text"/> Collection Due Date: From Date: <input type="text"/> To Date: <input type="text"/></p> <p>Vendor Address Code: <input type="text"/> <input type="text"/></p> <p>Billed Amount: From Amount: <input type="text"/> To Amount: <input type="text"/></p> <p>Outstanding Amount: From Amount: <input type="text"/> To Amount: <input type="text"/></p> <p>Outstanding Credit Amount: From Amount: <input type="text"/> To Amount: <input type="text"/></p> <p>Total Credit Amount: From Amount: <input type="text"/> To Amount: <input type="text"/></p> <p>Business Line: <input type="text"/></p> <p>Additional Criteria</p> <p>Billing Status: <input type="text"/> Bill Type: <input type="text"/> Source Number: <input type="text"/> Receivable Type: <input type="text"/> Contracts Number: <input type="text"/> Agreement: Agreement Number: <input type="text"/> Agreement Line Number: <input type="text"/></p>	

Steps to Search & Verify Amounts for Write-Off via Outstanding Bills Query:

Notes

2. Enter the search criteria to search for BDs related to statement amounts that need to be verified for Write-off. At a minimum, enter the **Document Type**, **Document Number**, **Bill Generated Flag**, and **Line Type**.

Note: Query performance is improved with each additional search criteria entered. For example, rather than simply entering Document Number, enter the Document Type, Bill Generated Flag, Line Type and any additional BD detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Enter the additional criteria to search for BDs related to statement amounts that need to be verified for Write-Off.



Collection Due Date

From Date: _____ To Date: _____

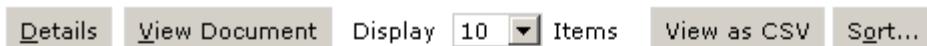
Search **Clear**

Additional Criteria

Billing Status: _____

4. Select the **Search** button.

The results are returned in the item collection.



Details View Document Display 10 Items View as CSV Sort...

	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount
 	ADN	ADN-090	ADNBILADN-090	X0000027	\$1,200.00	\$1,200.00

5. Select the desired BD record from the item collection and select the **Details** button to review the selected BD record.



Details View Document Display 10 Items View as CSV Sort...

	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount
 	ADN	ADN-090	ADNBILADN-090	X0000027	\$1,200.00	\$1,200.00

Steps to Search & Verify Amounts for Write-Off via Outstanding Bills Query: **Notes**

The Outstanding Bills page is displayed.

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

Outstanding Bills [Outstanding Bill Detail](#)

[Expand All](#) | [Collapse All](#)

General

Document Type:	ADM	External System Document Number:	
Document Type:	ADM	Business Line:	RWAHOTD
Document Number:	ADN-090	Waiver Flags	
Statement Number:	X0000027	Waive Admin Charges:	<input type="checkbox"/>
Title:		Waive Penalty:	<input type="checkbox"/>
Billing Reference Number:	ADNBILADN-090	Waive Interest on Principal:	<input type="checkbox"/>
Document Date:	01/23/2013	Waive Interest on Interest:	<input type="checkbox"/>
Collection Due Date:	03/09/2013	Waive Interest on Admin Charges:	<input type="checkbox"/>
Bill Generated Flag:	<input checked="" type="checkbox"/>	Waive Interest on Penalty:	<input type="checkbox"/>
Bill Generated Date:	01/23/2013		
Security Organization:	GSA		

Vendor

Code:	280000000	00001	More
Address Name: Social Security Administ			

Bill Totals

Initial Amount:	\$1,200.00
Discount Amount:	\$0.00
Surcharge Amount:	\$0.00
Principal Amount:	\$1,200.00
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00
Bill Total Amount:	\$1,200.00

[Return to Top](#)

Steps to Search & Verify Amounts for Write-Off via Outstanding Bills Query: Notes

6. Review the Outstanding Bills page information. In the Totals section, verify the total outstanding amount to be written-off for the BD.

= Credit Totals

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

[Return to Top](#)

= Totals

	Collected	Applied Credit	Write Off	Closed	Outstanding
Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bill Total	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00

[Return to Top](#)

= User Defined Fields

Assignment Code:	AC0092
Header Field 2:	
Header Field 3:	

[Return to Top](#)

7. Select the **Outstanding Bill Detail** tab.

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

[Outstanding Bills](#) [Outstanding Bill Detail](#)

Steps to Search & Verify Amounts for Write-Off via Outstanding Bills Query: Notes

The Outstanding Bill Detail page is displayed.

Outstanding Bills Outstanding Bill Detail

Outstanding Billing Document Line

Search Criteria

Billing Status: 

Line Type: 

Source Number:

Receivable Type: 

Period of Performance

From Start Date: To Start Date:
From End Date: To End Date:

Contract Information

Contracts Number: 

Blanket Agreement Number: 

Delivery Order Number: 

Contracts Line Item Number: 

Sub Contracts Line Item Number: 

Blanket Agreement Line Item Number: 

Sub Blanket Agreement Line Item Number: 

Steps to Search & Verify Amounts for Write-Off via Outstanding Bills Query: Notes

8. Select the accounting line from the item collection and select the **Outstanding Billing Document Line** hyperlink.

Outstanding Bills	Outstanding Bill Detail								
Outstanding Billing Document Line									
<p>Search Criteria</p> <p>Billing Status: <input type="button" value="▼"/></p> <p>Line Type: <input type="button" value="▼"/></p> <p>Source Number: <input type="text"/></p> <p><u>Receivable Type:</u> <input type="text"/> <input type="button" value=""/></p>									
<p>Period of Performance</p> <p><u>From Start Date:</u> <input type="text"/> <u>To Start Date:</u> <input type="text"/> <u>From End Date:</u> <input type="text"/> <u>To End Date:</u> <input type="text"/></p>									
<p>Contract Information</p> <p><u>Contracts Number:</u> <input type="text"/> <input type="button" value=""/></p> <p><u>Blanket Agreement Number:</u> <input type="text"/> <input type="button" value=""/></p> <p><u>Delivery Order Number:</u> <input type="text"/> <input type="button" value=""/></p> <p><u>Contracts Line Item Number:</u> <input type="text"/> <input type="button" value=""/></p> <p><u>Sub Contracts Line Item Number:</u> <input type="text"/> <input type="button" value=""/></p> <p><u>Blanket Agreement Line Item Number:</u> <input type="text"/> <input type="button" value=""/></p> <p><u>Sub Blanket Agreement Line Item Number:</u> <input type="text"/> <input type="button" value=""/></p>									
<p>Debt Account Information</p> <p><u>Debt Account Number:</u> <input type="text"/> <input type="button" value=""/> <u>Depository Line Number:</u> <input type="text"/> <input type="button" value=""/></p> <p><u>Debt Account Line Number:</u> <input type="text"/> <input type="button" value=""/> <u>Payee Line Number:</u> <input type="text"/> <input type="button" value=""/></p>									
<p>Agreement</p> <p><u>Agreement Number:</u> <input type="text"/> <input type="button" value=""/> <u>Agreement Line Number:</u> <input type="text"/> <input type="button" value=""/></p>									
<p>Last Refunded</p> <p><u>From Date:</u> <input type="text"/> <u>To Date:</u> <input type="text"/> Refunded: <input type="checkbox"/> No <input type="button" value=""/></p>									
<input type="button" value="Search"/>									
<p>Accounting Elements</p> <p><input type="checkbox"/> Accounting Elements</p>									
<p>IPAC Criteria</p> <p><input type="checkbox"/> IPAC Criteria</p>									
<input type="button" value="Credit Application"/> <input type="button" value="Display"/> <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Billing Reference Number</th> <th style="width: 15%;">Document Type</th> <th style="width: 15%;">Document Number</th> <th style="width: 15%;">Line Nu</th> </tr> </thead> <tbody> <tr> <td> ADNBILADN-090</td> <td>ADN</td> <td>ADN-090</td> <td></td> </tr> </tbody> </table>		Billing Reference Number	Document Type	Document Number	Line Nu	ADNBILADN-090	ADN	ADN-090	
Billing Reference Number	Document Type	Document Number	Line Nu						
ADNBILADN-090	ADN	ADN-090							

Steps to Search & Verify Amounts for Write-Off via Outstanding Bills Query: **Notes**

The Outstanding Billing Document Line page is displayed.

[View Document](#) | [Amend Document](#)

[Outstanding Bills](#) | **[Outstanding Bill Detail](#)**

Outstanding Billing Document Line

[Expand All](#) | [Collapse All](#)

General

Line Number:	1
Line Type:	Normal
Receivable Type:	RWAN
Source Number:	
Related Statement Number:	

Totals

Initial Amount:	\$1,200.00
Discount Amount:	\$0.00
Surcharge Amount:	\$0.00
Principal Amount:	\$1,200.00
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Principal Amount:	\$0.00
Total Amount:	\$0.00

[Return to Top](#)

Additional Information

Period of Performance

Start Date:		End Date:	
-------------	--	-----------	--

Steps to Search & Verify Amounts for Write-Off via Outstanding Bills Query: Notes

9. Review the Outstanding Billing Document Line page information. In the Totals section, verify the total outstanding amount to be written-off at the Accounting Line-level.

- Totals					
	Collected	Applied Credit	Write Off	Closed	Outstanding
Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bill Total	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00

[Return to Top](#)

4.15.1.1.4 Manual Creation of Write-Off Cash Receipt (CR) (Non-IPAC)

Once receivable amounts to be written off are verified via the Outstanding Bills Query, the Write-Off CR can be manually generated by the user to Write-Off those amounts. When creating the Write-Off CR, the Copy Forward functionality enables the user to reference the BD with line amounts to be written off.

The users are required to populate the following types of fields to manually create the Write-Off CR:

- **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. For a list of available Cash Receipt (CR) Document Types for Write-Offs, please refer to [Appendix: Available Cash Receipt \(CR\) Document Types](#).

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)

Notes

Write-Off Line Type:

1. Navigate to Transactions=>Accounts Receivable=>New=>Cash Receipt.

The New Cash Receipt page is displayed.

New Cash Receipt

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

File:

2. **REQUIRED-** Enter the Document Type.

Note: Only manual document types are used for online creation. Cash Receipt (CR) document types are differentiated by what type of collection is being recorded. CR Write-Off documents have a distinct document type.

3. Select the **Generate** button to auto-generate a Document Number.

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

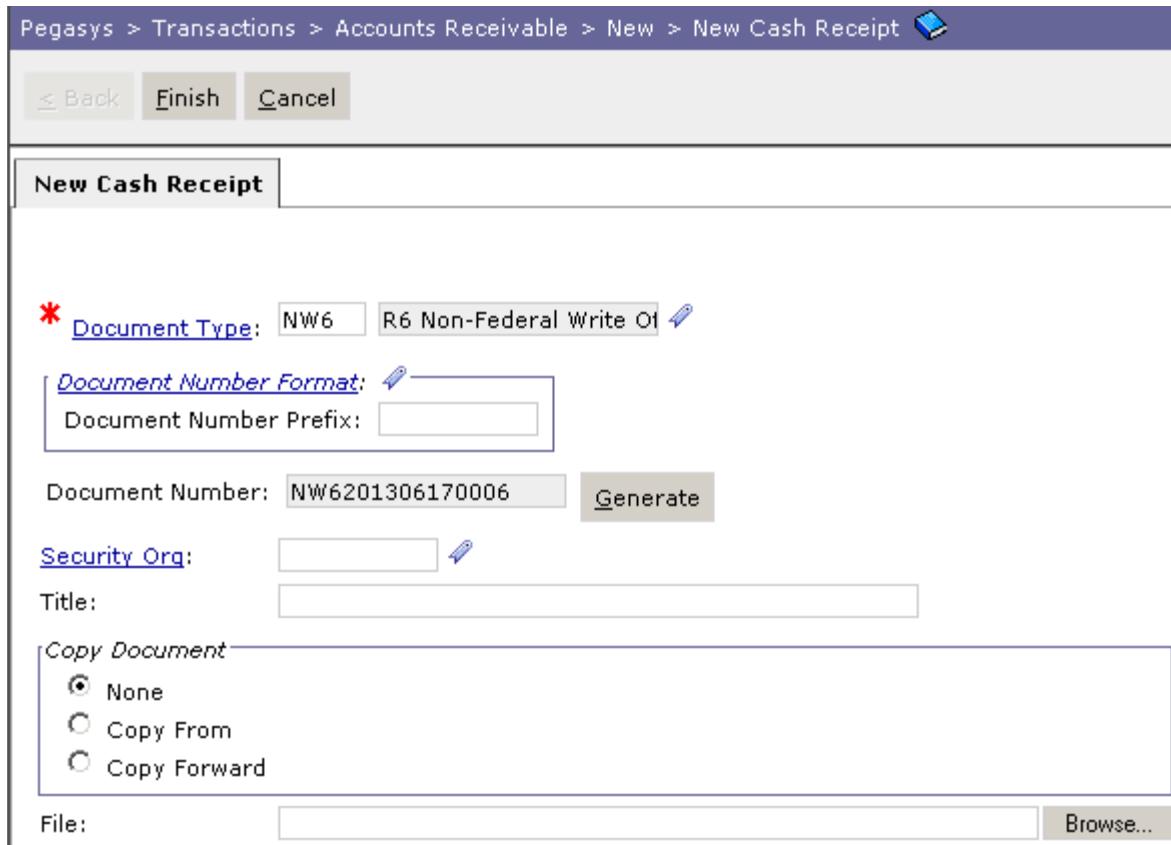
Security Org:

Title:

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC) Write-Off Line Type:

Notes

A unique Document Number is generated in the Document Number field.

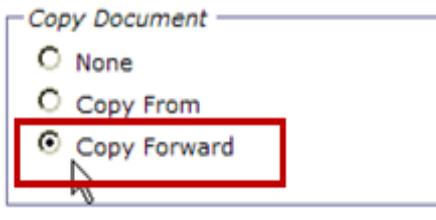


The screenshot shows the 'New Cash Receipt' configuration screen. At the top, there are buttons for 'Back', 'Finish', and 'Cancel'. Below that, the title 'New Cash Receipt' is displayed. The 'Document Type' is set to 'NW6 R6 Non-Federal Write Off'. The 'Document Number Format' is defined as 'Document Number Prefix:'. The 'Document Number' field contains 'NW6201306170006' and has a 'Generate' button next to it. There are fields for 'Security Org' and 'Title'. A section titled 'Copy Document' contains three radio buttons: 'None' (selected), 'Copy From', and 'Copy Forward'. The 'File:' field and 'Browse...' button are also visible.

Note: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'WO7' is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., WO7YYYYMMDD###. The Document Number format for 'WO6' is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., WO6YYYYMMDD###.

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

4. Select **Copy Forward** to copy forward the referenced BD.



A close-up view of the 'Copy Document' section from the previous screenshot. It shows three radio buttons: 'None', 'Copy From', and 'Copy Forward'. The 'Copy Forward' button is highlighted with a red box and a cursor is pointing at it.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)
Write-Off Line Type:

5.

[Back](#) [Next >](#) [Cancel](#)

New Cash Receipt

The **Copy Forward** page is displayed.

[Back](#) [Finish](#) [Cancel](#)

Copy Forward

Search Criteria

Document Type:	<input style="border: 2px solid yellow; width: 100px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>	From Accounting Period:	<input style="width: 100px; height: 25px;" type="text"/>
Document Number:	<input style="width: 300px; height: 25px;" type="text"/>		To Accounting Period:	<input style="width: 100px; height: 25px;" type="text"/>
Document Status:	<input style="width: 300px; height: 25px;" type="text"/>		From Date:	<input style="width: 100px; height: 25px;" type="text"/>
User ID:	<input style="width: 300px; height: 25px;" type="text"/>		To Date:	<input style="width: 100px; height: 25px;" type="text"/>
Title:	<input style="width: 300px; height: 25px;" type="text"/>		Vendor:	<input style="width: 100px; height: 25px;" type="text"/>

Search

Copy Lines

Copy all lines Choose which lines to copy

+ Additional Criteria
+ Accounting

Display Items [Sort...](#)

Document Category	Document Type	Document Number
- NO ITEMS TO DISPLAY -		

6. Enter the search criteria to search for the BD to Copy Forward (i.e. Document Type, Document Number, etc.).
7. Select the **Search** button.

Title:

Copy Lines

Copy all lines Choose which lines to copy

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC) Write-Off Line Type:

Notes

The results are returned in the item collection.

[Back](#)

[Finish](#)

[Cancel](#)

Copy Forward

Search Criteria

Document Type:



From Accounting Period:

Document Number: PMN-237

To Accounting Period:

Document Status:

From Date:

User ID:

To Date:

Title:

Vendor:

[Search](#)

Copy Lines

Copy all lines Choose which lines to copy

[+ Additional Criteria](#)

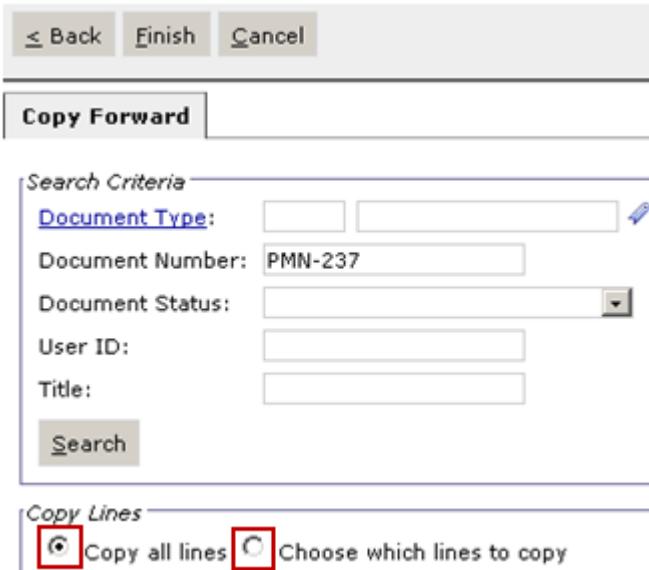
[+ Accounting](#)

Display Items [Sort...](#)

	Document Category	Document Type	Document Number
	BD	PMN	PMN-237

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)
Write-Off Line Type:**Notes**

8. a. Select the **Copy all lines** radio button to Copy Forward all the Accounting Lines from the outstanding BD.
- b. Select the **Choose which lines to copy** radio button to Copy Forward specific Accounting Lines.



≤ Back Finish Cancel

Copy Forward

Search Criteria

Document Type:

Document Number: PMN-237

Document Status:

User ID:

Title:

Copy Lines

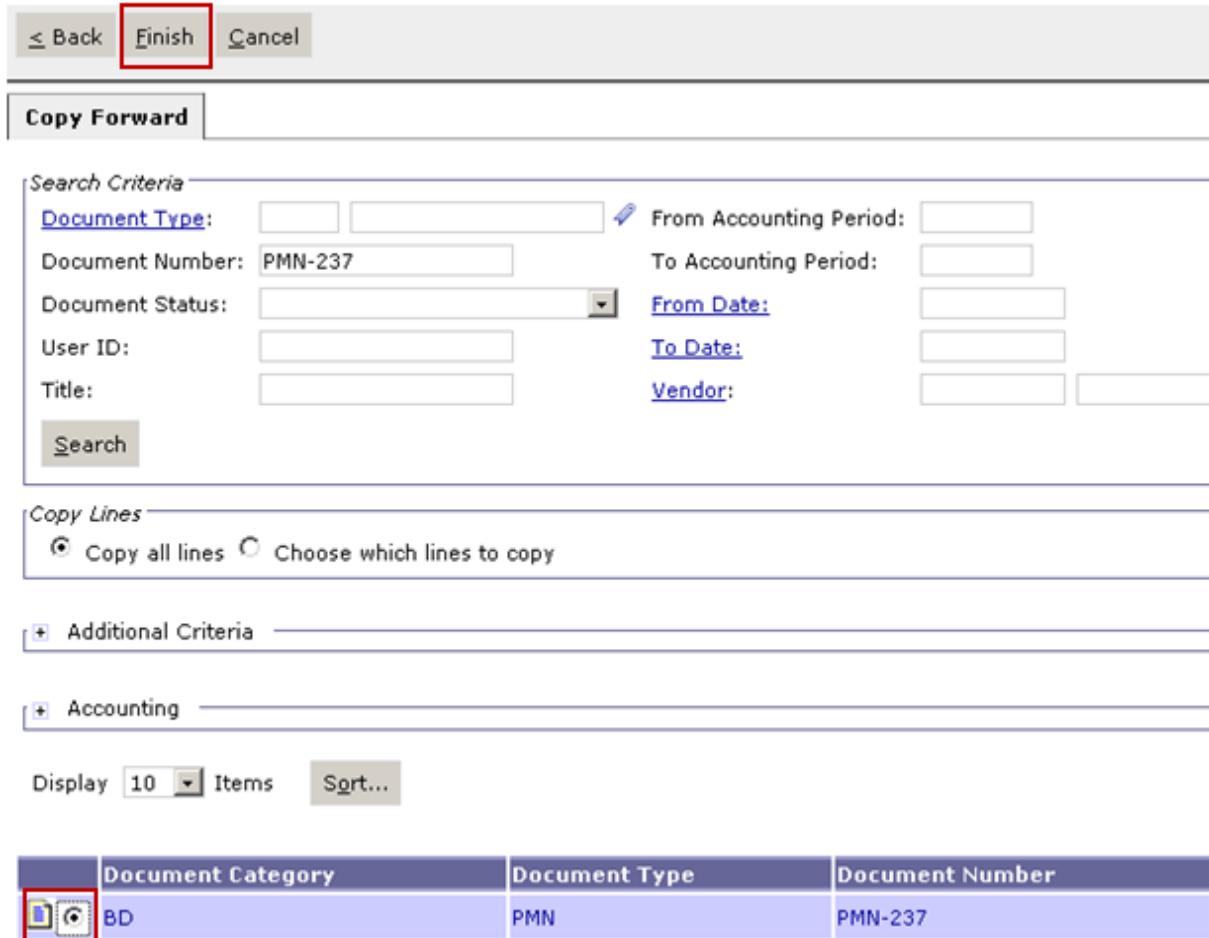
Copy all lines Choose which lines to copy

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC) Write-Off Line Type:

Notes

9. a. If **Copy all lines** was selected in step 8, select the BD from the item collection and select the **Finish** button and see step 14.
b. If **Choose which lines to copy** was selected in step 8, select the BD from the item collection and select the **Next** button and see step 10.

Note: The Finish button converts into the Next button once Choose which lines to copy is selected.



The screenshot shows the 'Copy Forward' dialog box. At the top, there are buttons for 'Back', 'Finish' (which is highlighted with a red box), and 'Cancel'. Below this is a section titled 'Copy Forward' with a 'Search Criteria' header. The search criteria include fields for 'Document Type' (with a dropdown menu), 'From Accounting Period' (with a calendar icon), 'To Accounting Period' (with a calendar icon), 'Document Number' (containing 'PMN-237'), 'Document Status' (with a dropdown menu), 'User ID' (empty), 'Title' (empty), 'From Date' (empty), 'To Date' (empty), and 'Vendor' (empty). There is also a 'Search' button. Below the search criteria is a 'Copy Lines' section with two radio buttons: 'Copy all lines' (selected) and 'Choose which lines to copy'. Further down are sections for 'Additional Criteria' and 'Accounting'. At the bottom, there are buttons for 'Display 10 Items' and 'Sort...'. A preview table is shown at the bottom, containing one row with a small icon, the text 'BD', 'PMN' under 'Document Type', and 'PMN-237' under 'Document Number'.

Document Category	Document Type	Document Number
 BD	PMN	PMN-237

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)
Write-Off Line Type:
Notes

10. The Choose Accounting Lines page is displayed.

Choose Accounting Lines								
<input checked="" type="checkbox"/> Prorate to Itemized Lines: <input type="checkbox"/>								
Display <input type="button" value="10"/> Items <input type="button" value="Sort..."/>								
	Accounting Line Number	Original Amount	Closed Amount	Outstanding Amount	Part	BBFY	EBFY	Fund
<input type="checkbox"/>	1	\$1,300.00	\$0.00	\$1,300.00	2013			262X

11. Select the desired Accounting Lines to Copy Forward and select the **Next** button.

Choose Accounting Lines								
<input checked="" type="checkbox"/> Prorate to Itemized Lines: <input type="checkbox"/>								
Display <input type="button" value="10"/> Items <input type="button" value="Sort..."/>								
	Accounting Line Number	Original Amount	Closed Amount	Outstanding Amount	Part	BBFY	EBFY	Fund
<input type="checkbox"/>	1	\$1,300.00	\$0.00	\$1,300.00	2013			262X

12. The Choose Itemized Lines page is displayed.

Choose Itemized Lines			
<input type="checkbox"/> Move Funding to Accounting Lines: <input type="checkbox"/>			
Display <input type="button" value="10"/> Items <input type="button" value="Sort..."/>			
	Item Line Number	Commodity Code	Commodity Name
- NO ITEMS TO DISPLAY -			

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC) Write-Off Line Type:

Notes

13. Select the **Finish** button.

The screenshot shows a user interface for managing itemized lines. At the top, there are buttons for 'Back', 'Finish' (which is highlighted with a red box), and 'Cancel'. Below this is a section titled 'Choose Itemized Lines' with a checkbox labeled 'Move Funding to Accounting Lines'. There are also buttons for 'Display' (set to 10 items) and 'Sort...'. The main area lists columns for 'Item Line Number', 'Commodity Code', and 'Commodity Name', with a message '- NO ITEMS TO DISPLAY -' at the bottom.

The CR Header page is displayed.

The screenshot displays the CR Header page with various input fields and buttons. The 'General' section includes fields for Document Type (NW6 R6 Non-Federal Write Off), Receipt Date, Accounting Period, Reporting Accounting Period, and other details like Security Org (GSA). The 'Amounts' section lists Principal Amount (\$1,300.00), Interest Amount (\$0.00), Admin Charges Amount (\$0.00), Penalty Amount (\$0.00), and Receipt Total (\$1,300.00). Buttons for 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', 'Print', and 'Route' are visible at the top.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)

Notes

Write-Off Line Type:

Note: The Document Date, Disbursing Office, 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 System ID will not copy forward from a referenced document. For a list of System IDs, please refer to the Configuration Specification.

Note: The Disbursing Office, Assignment Code, Accomplished Date and Security Org, will default from the Document Type settings and/or copy forward from the referenced document.

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

The screenshot shows a software interface with a toolbar at the top containing buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the toolbar is a navigation bar with tabs: Header, Accounting Lines, Approval Routing, Memos, Summary, Correspondence. The Accounting Lines tab is highlighted with a red box and has a cursor pointing at it. Underneath the navigation bar are three small buttons: Amendment History, Workflow Status, and Approval History. At the bottom of the navigation bar are links for Expand All and Collapse All.

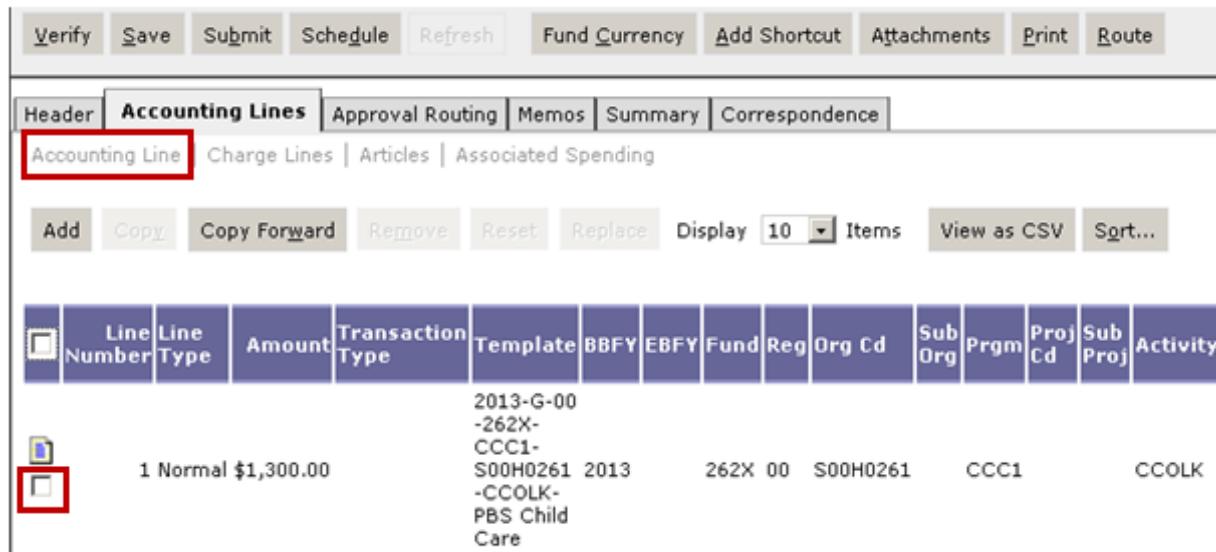
The Accounting Lines tab is displayed.

The screenshot shows the Accounting Lines tab selected. Below the tab bar are buttons for Add, Copy, Copy Forward, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and Sort... A table below displays accounting lines. The columns are: Line Number, Line Type, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, Prgm, Proj Cd, Sub Proj, Activity. One row is visible, showing: 1, Normal, \$1,300.00, 2013-G-00, -262X-, CCC1-, S00H0261, 2013, 262X 00, S00H0261, CCC1, CCOLK, PBS Child Care.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC) Write-Off Line Type:

Notes

15. Select the Accounting Line(s) and select the **Accounting Line** hyperlink located beneath the Accounting Line tab.



Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity
<input checked="" type="checkbox"/>	1 Normal	\$1,300.00		2013-G-00 -262X- CCC1- S00H0261	2013		262X 00	S00H0261	CCC1					CCOLK
				-CCOLK- PBS Child Care										

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.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)

Notes

Write-Off Line Type:

The Accounting Line page is displayed.

The screenshot shows the "Accounting Lines" tab selected in the header. Under the "Accounting Line" tab, the "Charge Lines" sub-tab is active. The main area displays the "General" section for creating a write-off line. Key fields include:

- Line Number:** 1
- Line Type:** Normal
- Receivable Type:** RPUDDNI (marked with a red asterisk)
- Record Type:** PR
- Offset Type:** (dropdown menu)
- TROR Classification:** Administrative
- TROR Collection Type:** (dropdown menu)
- SF-224 Reclassification:** (checkbox)
- Source Number:** (text field)
- Business Line:** RPUDD (marked with a red asterisk)
- Related Statement Number:** (text field)

Below the General section, the "Vendor Information" section is partially visible, showing fields for Vendor Code (105779), Address Name (FEDERAL PUBLIC DEFEN), Designated Agent Code, and Address Name.

16. On the “Accounting Line” tab,

6. Enter field Line Type = Write Off.
7. Enter field Transaction Type = 01.
8. Document Reference.
 - a. Verify the referenced BD's Document Number, Accounting Line Number, and Statement Number.
 - b. When manually creating CRs, the Final Flag should not be checked because it will liquidate the full amount of the referenced BD even if the amount of the CR is less than the BD.
9. Accounting Dimensions.
 - a. Verify the referenced BD's Accounting Dimensions.
10. Description.

Note: the remaining information on the CR has been populated by the referenced document.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC) Write-Off Line Type:

Notes

17. Select the **Verify** button to check for errors in the form.

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 screenshot shows the 'General' section of a CR form. At the top, there is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route. The 'Verify' button is highlighted with a red box. Below the toolbar is a header bar with tabs for Header, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Underneath the header are three sub-tabs: Amendment History, Workflow Status, and Approval History. Below these tabs are links for Expand All and Collapse All. The main content area shows a document type of NW6 (R6 Non-Federal Write Off) and a receipt date field.

18. Select the **Save** button.



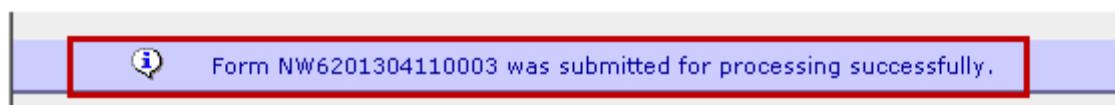
The screenshot shows the 'General' section of a CR form after saving. A blue message bar at the top indicates that 'Form NW6201304110003 was saved successfully.' The toolbar and form structure are identical to the previous screenshot, with the 'Save' button highlighted.

19. Select the **Submit** button to submit the form for processing.



The screenshot shows the 'General' section of a CR form with the 'Submit' button highlighted with a red box. The toolbar and form structure are identical to the previous screenshots.

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



The screenshot shows a success message 'Form NW6201304110003 was submitted for processing successfully.' highlighted with a red box. The message is displayed in a blue message bar at the top of the screen.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)**Notes****Write-Off Line Type:**

Note: After submission, the form will go through the Workflow process. For more information on Workflow, see section 4.16 Workflow Management and Form Approval.

4.15.1.2 Write-Offs of Debt Accounts**4.15.1.2.1 Creation of Write-Offs**

The outstanding amount of a Debt Account may need to be written off because the debtor cannot pay the claim. Write-offs may happen as an adjustment to a debt account or a permanent indication that the debt account cannot be collected.

Pegasys has both manual and automated processes to write-offs uncollectible Debt Account amounts. The write-off process may involve the following steps:

- Write-Off Query (*section 4.14.1.2.2*).
- Manual Creation (*section 4.14.1.2.3*).
- Write-Off Selection batch job (*Section 4.14.1.2.4*).
- Authorization (*Section 4.14.1.2.5*).
- Write-Off Generation batch job (*Section 4.14.1.2.6*).

Note: All Debt Account Write-Off CRs require workflow approvals prior to processing.

4.15.1.2.2 Write-Off Entry

4.15.1.2.2.1 Write-Off Entry Query

The Write-Off Query is used to view write-off information and update Debt Account information for write-off. The following steps describe how to view the write-off uncollectible Debt Account via the Write-Off Query

Steps to View the Write-Off via Write-Off Entry Query:

Notes

1. Navigate to Queries=>Accounts Receivable=>Write-Off Entry.

The Write-Off Entry Query page is displayed.

The screenshot shows the Pegasys application's main menu bar with 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the menu, a sidebar titled 'Form/Doc' contains search criteria for various subsystems like General Ledger, System, Planning, Purchasing, Vendor, Workflow, and Workload. The main content area shows a navigation tree under 'Accounts Receivable' with options like 'Aged Receivables Query', 'Billing Statement Query', 'Credit Application Worksheet', etc. The 'Write-Off Entry' option is highlighted with a red box. To the right, there is a 'Document Status' section with checkboxes for Processed, Rejected, Canceled, Archived, Scheduled, Pending Approval, and Held.

The screenshot shows the 'Write-Off Entry' query page. It has several search criteria sections: 'Search Criteria' (Document Number, Document Type, Line Number, Statement Number, Debt Account, Vendor, Security Organization, Transaction Type, Status Date), 'Write-Off Reason' (Reason, Currency), 'Amount' (Min, Max), and 'Age Category' (checkboxes for 1 to 90 Days Overdue, 90 to 180 Days Overdue, 181 to 365 Days Overdue, 1 to 2 Years Overdue, 2 to 6 Years Overdue, 6 to 10 Years Overdue, 10+ Years Overdue). At the bottom are 'Search' and 'Clear' buttons.

Steps to View the Write-Off via Write-Off Entry Query:

Notes

2. Enter the search criteria to search for DAs related to debt account amounts that need to be Write-off. At a minimum, enter the **Debt Account Number**, **Debt Account Line Number**, **Receivable Type**, **Vendor**, **Write-Off Status**, and **Age Category**. The Write-Off Entry Query page is displayed.

Note: Query performance is improved with each additional search criteria entered. For example, rather than simply entering Debt Account Number, enter the Debt Account Line Number, Write-Off Status, Receivable Type, Vendor, Write-Off Status and any additional DA detail that can be provided. Users should not execute "Blind" queries, meaning no search criterion is entered.

The screenshot shows the 'Write-Off Entry' search criteria page. It includes fields for Document Number, Line Number, Statement Number, Debt Account (with sub-fields for Debt Account Number and Debt Account Line Number), Vendor (with sub-fields for Code and Name), Security Organization, Vendor Type, Receivable Type (highlighted with a red box), Transaction Type, Write-Off Status (set to 'Eligible'), and Status Date. There are also 'Search' and 'Clear' buttons at the bottom. The 'Age Category' section is also highlighted with a red box, showing options like '1 to 90 Days Overdue' through '10+ Years Overdue'.

Steps to View the Write-Off Entry Query:

Notes

1. Select the **Search** button.



2. Select the record from the item collection and click **Details**

The screenshot shows a table titled 'Summary' with columns: Doc Typ, Doc Num, Actg Ln #, Statement Number, Debt Account Number, Debt Account Line Number, Vendor Code, Address Code, Name, Vendor Type, and Receivable Type. A single row is selected, highlighted with a red box. Above the table, there is a horizontal bar with buttons: New, Details, Delete, Sort..., View as CSV, View as Excel. The 'Details' button is highlighted with a red box.

Steps to View the Write-Off Entry Query:	Notes
3. Review the Write-Off Entry record	

Write-Off Entry

[Expand All](#) | [Collapse All](#)

Document To Write-Off

Reference	Security Organization: GSA
Document Number:	Write-Off Status: Eligible
Line Number:	Status Change Date:
Statement Number:	Collection Due Date: 06/17/2015
Debt Account	
Debt Account Number:	KA624503
Debt Account Line Number:	1
Payer	
Code:	208352335 00001 More
Address Name:	CHRISTINA O MAZAGWU
Total Collected Amount:	\$0.00
Applied Credit Amount:	\$0.00
Total Bill Amount:	\$0.00
Outstanding Amount:	\$0.00
Total Debt Amount:	\$2,500.00
Total Outstanding Debt Amount:	\$2,500.00

4.15.1.2.2.2 Manual Creation of Write-Off Cash Receipt (CR)

Once debt account amounts to be written off are viewed via the Write-off Query, the Write-Off CR can be manually generated by the user to Write-Off those amounts. When creating the Write-Off CR, the Copy Forward functionality enables the user to reference the DA with line amounts to be written off.

The users are required to populate the following types of fields to manually create the Write-Off CR:

- **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. For a list of available Cash Receipt (CR) Document Types for Write-Offs, please refer to [Appendix: Available Cash Receipt \(CR\) Document Types](#).

Steps to Create an Accounts Receivable Cash Receipt (CR) Form Write-Off Line	Notes
Type:	

1. Navigate to Transactions=>Accounts Receivable=>New=>Cash Receipt.
The New Cash Receipt page is displayed.

Pegasys > Transactions > Accounts Receivable > New > New Cash Receipt

[Back](#) [Finish](#) [Cancel](#)

New Cash Receipt

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number: [Generate](#)

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

File: [Browse...](#)

2. REQUIRED- Enter the Document Type.

Note: Only manual document types are used for online creation. Cash Receipt (CR) document types are differentiated by what type of collection is being recorded. CR Write-Off documents have a distinct document type.

3. Select the **Generate** button to auto-generate a Document Number.

* Document Type:

Document Number Format:

Document Number Prefix:

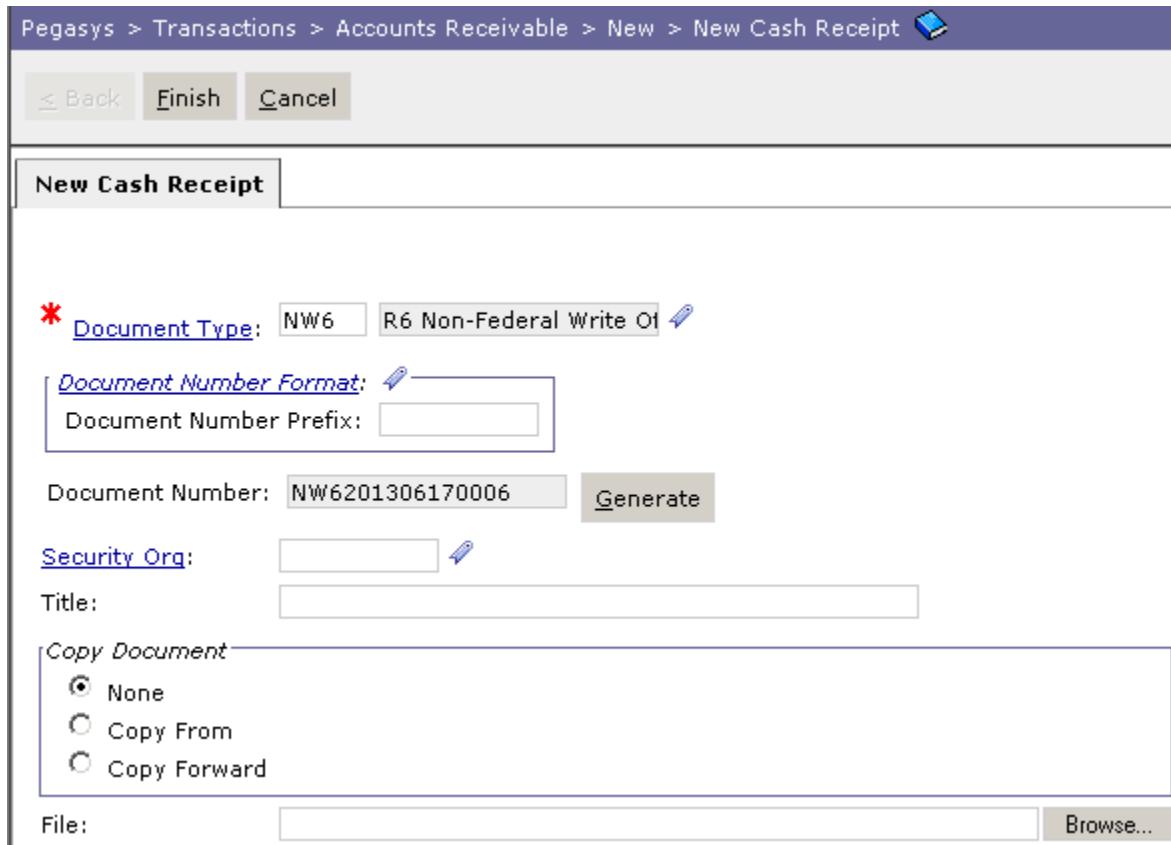
* Document Number: [Generate](#)

Security Org:

Title:

Steps to Create an Accounts Receivable Cash Receipt (CR) Form Write-Off Line	Notes
Type:	

A unique Document Number is generated in the Document Number field.

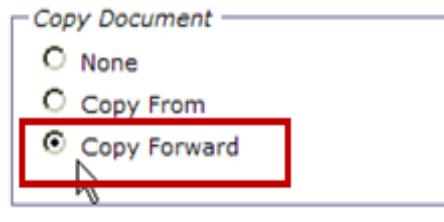


The screenshot shows the 'New Cash Receipt' screen in Pegasys. At the top, there are buttons for '< Back', 'Finish', and 'Cancel'. Below that, a title bar says 'New Cash Receipt'. The main area contains fields for 'Document Type' (set to 'NW6'), 'Document Number Format' (set to 'R6 Non-Federal Write Off'), 'Document Number Prefix' (empty), 'Document Number' (set to 'NW6201306170006'), and a 'Generate' button. There are also fields for 'Security Org' and 'Title'. A section titled 'Copy Document' contains radio buttons for 'None', 'Copy From', and 'Copy Forward'. The 'Copy Forward' option is selected. Below this is a 'File:' field and a 'Browse...' button.

Note: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'WO7' is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., WO7YYYYMMDD###. The Document Number format for 'WO6' is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., WO6YYYYMMDD###.

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

4. Select **Copy Forward** to copy forward the referenced DA.



A close-up view of the 'Copy Document' section from the previous screenshot. It shows three radio buttons: 'None', 'Copy From', and 'Copy Forward'. The 'Copy Forward' button is highlighted with a red box and a cursor arrow pointing to it.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form Write-Off Line Notes
Type:

5.

The **Copy Forward** page is displayed.

6. Enter the search criteria to search for the DA to Copy Forward (i.e. Document Type, Document Number, etc.).
7. Select the **Search** button.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form Write-Off Line

Notes

Type:

The results are returned in the item collection.

Search Criteria

Document Type: <input type="text" value=""/>	<input type="button" value="From Accounting Period:"/>	<input type="text" value=""/>
Document Number: <input type="text" value="D6M060320150004"/>	To Accounting Period:	<input type="text" value=""/>
Document Status: <input type="button" value="From Date:"/>	<input type="button" value="To Date:"/>	<input type="text" value=""/>
User ID: <input type="text" value=""/>	<input type="button" value="Vendor:"/>	
Title: <input type="text" value=""/>		
<input type="button" value="Search"/>		

Copy Lines

Copy all lines Choose which lines to copy Copy no lines

Additional Criteria _____

Accounting Dimensions _____

Summary

Document Category	Document Type	Document Number	Document Date	Title	Document Status	User ID
DA	D6M	D6M060320150004	06/17/2015	038E1159	Processed	allroles96

Page : 1 of 1 Show: 10 rows per page Rows 1 - 1 of 1

Go to top of page

8. a. Select the **Copy all lines** radio button to Copy Forward all the Accounting Lines from the outstanding DA.
- b. Select the **Choose which lines to copy** radio button to Copy Forward specific Accounting Lines.

Search Criteria

Document Type: <input type="text" value=""/>	<input type="button" value="From Accounting Period:"/>	<input type="text" value=""/>
Document Number: <input type="text" value="D6M060320150004"/>	To Accounting Period:	<input type="text" value=""/>
Document Status: <input type="button" value="From Date:"/>	<input type="button" value="To Date:"/>	<input type="text" value=""/>
User ID: <input type="text" value=""/>	<input type="button" value="Vendor:"/>	
Title: <input type="text" value=""/>		
<input type="button" value="Search"/>		

Copy Lines

Copy all lines Choose which lines to copy Copy no lines

Additional Criteria _____

Accounting Dimensions _____

Summary

Document Category	Document Type	Document Number	Document Date	Title	Document Status	User ID
DA	D6M	D6M060320150004	06/17/2015	038E1159	Processed	all

Page : 1 of 1 Show: 10 rows per page

Steps to Create an Accounts Receivable Cash Receipt (CR) Form Write-Off Line	Notes
	Type:

9. a. If **Copy all lines** was selected in step 8, select the BD from the item collection and select the **Finish** button and see step 14.

b. If **Choose which lines to copy** was selected in step 8, select the BD from the item collection and select the **Next** button and see step 10.

Note: The Finish button converts into the Next button once Choose which lines to copy is selected.

The screenshot shows the 'Copy Forward' page. At the top, there are buttons for 'Back', 'Finish' (which is highlighted with a red box), and 'Cancel'. Below this is a 'Search Criteria' section with fields for Document Type, Document Number (D6M0603201500004), Document Status, User ID, Title, From Accounting Period, To Accounting Period, From Date, To Date, and Vendor. There is also a 'Search' button. Below the search criteria is a 'Copy Lines' section with three radio buttons: 'Copy all lines' (selected), 'Choose which lines to copy', and 'Copy no lines'. Underneath are sections for 'Additional Criteria' and 'Accounting Dimensions', each with a plus sign and a minus sign. At the bottom is a 'Summary' table with columns for Document Category (DA), Document Type (D6M), Document Number (D6M0603201500004), Document Date (06/17/2015), Title (038E1159), Document Status (Processed), and User ID (allroles96). The table has three checkboxes at the top left. Below the table are pagination controls: Page : 1 of 1, Show: 10 rows per page, and a note 'Rows 1 - 1 of 1'.

10. The Choose Accounting Lines page is displayed.

The screenshot shows the 'Choose Accounting Lines' page. At the top, there is a checkbox for 'Prorate to Itemized Lines' and a 'Sort...' button. Below is a 'Summary' table with columns for Actg Ln # (1), Original Amount (\$1,842.20), Closed Amount (\$0.00), Outstanding Amount (\$1,842.20), Part (1998), BFY (285F), Fund (03), Reg (Q03SC000), Org Cd (GS30), Prgm (AF140), Proj Cd (P03), Acty (SOC), Bldg # (Veh Tag #), Sys (Wrk Itm), and Lea. The table has three checkboxes at the top left. Below the table are pagination controls: Page : 1 of 1, Show: 10 rows per page, and a note 'Rows 1 - 1 of 1'.

11. Select the desired Accounting Lines to Copy Forward and select the **Next** button.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form Write-Off Line Notes

Type:

Welcome All Roles-30-CST | July 1, 2015 | Sign Out

<input type="button" value="≤ Back"/>	<input style="outline: 2px solid red; border: none; background-color: inherit; color: inherit; font-size: inherit; font-weight: inherit; font-family: inherit; font-style: inherit; line-height: inherit; border-radius: 5px; width: 100%; height: 100%;" type="button" value="Next >"/>	<input type="button" value="Cancel"/>																																					
Choose Accounting Lines																																							
Prorate to Itemized Lines: <input type="checkbox"/>																																							
<input type="button" value="Sort..."/>																																							
Summary <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 2%;">Actg Ln #</th> <th style="width: 10%;">Original Amount</th> <th style="width: 10%;">Closed Amount</th> <th style="width: 10%;">Outstanding Amount</th> <th style="width: 5%;">Part</th> <th style="width: 5%;">BFY</th> <th style="width: 5%;">EBFY</th> <th style="width: 5%;">Fund</th> <th style="width: 5%;">Reg</th> <th style="width: 5%;">Org Cd</th> <th style="width: 5%;">Prgm</th> <th style="width: 5%;">Proj Cd</th> <th style="width: 5%;">Acty</th> <th style="width: 5%;">SOC</th> <th style="width: 5%;">Bldg #</th> <th style="width: 5%;">Sys</th> <th style="width: 5%;">Veh Tag #</th> <th style="width: 5%;">Wrk Itm</th> <th style="width: 5%;">Lea</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: right;">\$1,842.20</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$1,842.20</td> <td style="text-align: center;">1998</td> <td style="text-align: center;">285F</td> <td style="text-align: center;">03</td> <td style="text-align: center;">Q03SC000</td> <td style="text-align: center;">GS30</td> <td></td> <td style="text-align: center;">AF140</td> <td></td> <td></td> <td style="text-align: center;">P03</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Actg Ln #	Original Amount	Closed Amount	Outstanding Amount	Part	BFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Bldg #	Sys	Veh Tag #	Wrk Itm	Lea	1	\$1,842.20	\$0.00	\$1,842.20	1998	285F	03	Q03SC000	GS30		AF140			P03				
Actg Ln #	Original Amount	Closed Amount	Outstanding Amount	Part	BFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Bldg #	Sys	Veh Tag #	Wrk Itm	Lea																					
1	\$1,842.20	\$0.00	\$1,842.20	1998	285F	03	Q03SC000	GS30		AF140			P03																										
Page : <input type="text" value="1"/> of 1 <input type="button" value="<<"/> <input type="button" value=">>"/> Show: <input type="text" value="10"/> <input checked="" type="checkbox"/> rows per page Rows 1 - 1 of 1																																							

12. The Choose Itemized Lines page is displayed.

Welcome All Roles-30-CST | July 1, 2015 | Sign Out

<input type="button" value="≤ Back"/>	<input type="button" value="Finish"/>	<input type="button" value="Cancel"/>
Choose Itemized Lines		
Move Funding to Accounting Lines: <input type="checkbox"/>		
<input type="button" value="Display"/> <input type="text" value="10"/> Items <input type="button" value="Sort..."/>		
<input type="checkbox"/> Item Line Number Commodity Code Commodity Name - NO ITEMS TO DISPLAY -		

13. Choose Vendor Page is displayed

14. Select the vendor

Welcome All Roles-30-CST | July 1, 2015 | Sign Out

<input type="button" value="≤ Back"/>	<input type="button" value="Finish"/>	<input type="button" value="Cancel"/>						
Choose Suggested Vendors								
<input type="button" value="Sort..."/>								
Summary <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Vendor Code</th> <th style="width: 30%;">Address Code</th> <th style="width: 40%;">Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="radio"/> TNFM00000</td> <td style="text-align: center;">00001</td> <td style="text-align: center;">VARMUYAH KROMAH</td> </tr> </tbody> </table>			Vendor Code	Address Code	Name	<input checked="" type="radio"/> TNFM00000	00001	VARMUYAH KROMAH
Vendor Code	Address Code	Name						
<input checked="" type="radio"/> TNFM00000	00001	VARMUYAH KROMAH						
Page : <input type="text" value="1"/> of 1 <input type="button" value="<<"/> <input type="button" value=">>"/> Show: <input type="text" value="10"/> <input checked="" type="checkbox"/> rows per page Rows 1 - 1 of 1								

Steps to Create an Accounts Receivable Cash Receipt (CR) Form Write-Off Line Notes

Type:

15. Select the **Finish** button.

Item Line Number	Commodity Code	Commodity Name
- NO ITEMS TO DISPLAY -		

The CR Header page is displayed.

Note: The Document Date, Disbursing Office, 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 System ID will not copy forward from a referenced document. For a list of System IDs, please refer to the Configuration Specification.

Note: The Disbursing Office, Assignment Code, Accomplished Date and Security Org, will default from the Document Type settings and/or copy forward from the referenced document.

16. Select the **Accounting Lines** tab.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form Write-Off Line Notes

Type:

The screenshot shows a software interface with a toolbar at the top containing buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the toolbar is a navigation bar with tabs: Header, Accounting Lines (which is highlighted with a red box), Approval Routing, Memos, Summary, and Correspondence. Underneath the navigation bar are three buttons: Amendment History, Workflow Status, and Approval History. At the bottom of this section are links for Expand All and Collapse All.

The Accounting Lines tab is displayed.

The screenshot shows a detailed view of the Accounting Lines table. The table has columns for Line Number, Line Type, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Req, Org Cd, Prgm, Proj Cd, Acty, SOC, Rev Src, and Bldg #. A single row is visible, showing a Line Number of 1, Line Type of Normal, Amount of \$0.00, Transaction Type of 2015-R6Claims-Blank 1998, and other fields filled with specific codes like 285F, 06, Q06MD000, TM11, AF410, H02. Below the table, there is a summary row for 'Total Header Funded Amount' which also shows \$0.00. Navigation controls include 'Page : 1 of 1', 'Show: 10 rows per page', and a note 'Rows 1 - 1 of 1'. Below the table is a link 'Go to top of page'.

17. Select the Accounting Line(s) and select the **Accounting Line** hyperlink located beneath the Accounting Line tab.

The screenshot shows the same Accounting Lines table as before, but with a red box highlighting the first row's checkbox column, indicating it is selected. The rest of the table and its details remain the same as in the previous screenshot.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form Write-Off Line Type:

Notes

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.

This screenshot shows the 'Accounting Lines' page with the 'General' tab selected. It includes fields for Line Number, Line Type (set to 'Normal'), Transaction Type, Write-Off Reason, Confirmation Date, Calculate Charge Amount (set to 'Manual Entry'), Period of Performance (Start Date and End Date), Receivable Type (set to 'APCLAIMR6'), Record Type (set to 'PR'), Offset Type, TROR Classification (set to 'Administrative'), TROR Collection Type, Original Accounting Period, SF-224 Reclassification, Source Number, Business Line (set to 'Business Line'), and Related Statement Number. Below the General tab, there is a 'Vendor Information' section with fields for Vendor Code (NNFM00000) and Designated Agent Code.

18. On the “Accounting Line” tab,

1. Enter field Line Type = Write Off.
2. Enter field Transaction Type = 01.

This screenshot shows the 'General' tab with the 'Line Type' field set to 'Write Off' and the 'Transaction Type' field set to '01'. The 'Transaction Type' field is highlighted with a red box.

3. Debt Account Information.
 - a. Verify the referenced Debt Account Number, Accounting Line Number.

This screenshot shows the 'Debt Account Information' section, which is highlighted with a red box. It includes fields for 'Debt Account Number' (V0398162), 'Depository Line Number', 'View Debt Account', and 'Payee Line Number'.

4. Accounting Dimensions.
 - a. Verify the referenced DA's Accounting Dimensions.
5. Description.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form Write-Off Line

Notes

Type:

Note: the remaining information on the CR has been populated by the referenced document.

Template: 2015-R6Claims-Blank

Default
Default

* BBFY EBFY * Fund * Region * Org Code
1998 285F 03 Q03MD000
* Program Project Code Activity Sub-Object Class Revenue Source
TM11 AF410 0002
Sub Revenue Source Building # Location/System Vehicle Tag # Work Item
Lease # Reimbursable Sub-Object Class Reimbursable Sub Object (YBA) BETC
Cost Organization Cohort Year (1998)
PRC

Asset Information

Asset Number Asset Type Betterment Number

Obligation Reference

Type Number Item Accounting View Default

19. Select the **Verify** button to check for errors in the form.

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.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Print Route

Header Accounting Lines Approval Routing Memos Summary Correspondence

Amendment History Workflow Status Approval History

Expand All | Collapse All

General

Document Type: NW6 R6 Non-Federal Write Off Receipt Date:

20. Select the **Save** button.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form Write-Off Line Notes

Type:

Form NW6201304110003 was saved successfully.

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Print](#) [Route](#)

Header	Accounting Lines Approval Routing Memos Summary Correspondence
Amendment History Workflow Status Approval History	
Expand All Collapse All	
- General	
Document Type:	NW6 R6 Non-Federal Write Off Receipt Date: <input type="text" value="04/11/2013"/>

21. Select the **Submit** button to submit the form for processing.

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Print](#) [Route](#)

Header	Accounting Lines Approval Routing Memos Summary Correspondence
Amendment History Workflow Status Approval History	
Expand All Collapse All	
- General	
Document Type:	NW6 R6 Non-Federal Write Off Receipt Date: <input type="text"/>

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

Form NW6201304110003 was submitted for processing successfully.

4.15.1.2.3 Write-Off Selection Batch Job

The Write-Off Selection batch job selects Debt Accounts that meet the eligibility criteria. Debt Accounts become eligible for Write-Off selection 30 days after the First Demand Letter Generation date. When an eligible Debt Account is located, the batch job will: Create a new record on the Write-Off Entry Query and set the Write-Off Status to 'Eligible.' Below are the parameters associated with the Write-Off Selection Batch job.

No	Tab	Field	Required? Multi Values?	Description	Value	Value
1	Maintenance	Job ID	Yes	Unique code assigned to the batch job run.	ARWOSELR6C	ARWOSELR7C

No	Tab	Field	Required? Multi Values?	Description	Value	Value
2	Maintenance	Process Code		The unique code used to identify and initiate the batch process.	ARWOSEL	ARWOSEL
3	Maintenance	Job Name		Name assigned to the batch job being run.	Write Off Selection R6 Claims	Write Off Selection R7 Claims
4	Maintenance	Process Name		Name assigned to the process code to identify the batch process.	Write Off Selection Processor	Write Off Selection Processor
5	Maintenance	Security Org		The established security organization for the item. When performing maintenance, the security org establishes what group the item will be associated with. Only users specified in the security organization will have access to this item. Must be a valid Security Org	GSA	GSA
6	Maintenance	Save Report To Database		Indicates that the report will be saved to the database so that users will be able to view the report from the user interface. Defaults to False.	TRUE	TRUE

No	Tab	Field	Required? Multi Values?	Description	Value	Value
7	Maintenance	Save Report To File		Indicates that the report will be saved to the server so that it can be accessed by system administrator. Defaults to True.	TRUE	TRUE
8	Maintenance	Batch File Location		The location of the batch file.		
9	Maintenance	Generate File Name		Indicates that the file name will be generated.	FALSE	FALSE
10	Maintenance	Name Format		The format of the file name.	NULL	NULL
11	Maintenance	Name		The file name.	ARWOSELR6C.rpt	ARWOSELR7C.rpt
12	Maintenance	Create Formatted Report		Indicates whether the system should create a formatted report.	FALSE	FALSE
13	Maintenance	Saved Output Format		Indicates the format of the saved output file.	PDF	PDF
14	Maintenance	Report Output View Access		Indicates the access needed to view the report. Valid options include: Private, Shared. Defaults to Private.	PRIVATE	PRIVATE
15	Maintenance	Report Security Org		The Security Organization associated with the batch job report.	NULL	NULL
Simple Parameters						

No	Tab	Field	Required? Multi Values?	Description	Value	Value
16	Simple Parameters	Effective Date	Required	This field identifies the date to be used as the current date in determining the age of the outstanding receivable. Defaults to the current date. Must be a valid date in mm/dd/yy or mm/dd/yyyy format.	<current date>	<current date>
17	Simple Parameters	Age Category	Multi Values	This field identifies the age category upon which overdue charges calculations are based. Valid values include: A, B, C, D, E, F, and G. (A - 1 to 90 Days Overdue, B - 91 to 180 Days Overdue, C - 181 to 365 Days Overdue, D - 1 to 2 Years Overdue, E - 2 to 6 Years Overdue, F - 6 to 10 Years Overdue, G - 10+ Years Overdue). Multiple values are allowed.		

No	Tab	Field	Required? Multi Values?	Description	Value	Value
18	Simple Parameters	Receivable Type	Multi Values	This field identifies the receivable type associated with the transaction. Must be a valid entry on the Receivable Type table. Multiple instances allowed.		
19	Simple Parameters	Vendor Type	Multi Values	This field identifies the vendor type associated with the vendor on the transaction. Must be a valid entry on the Vendor Type table. Multiple instances allowed.		

4.15.1.2.4 Authorization

The Write-Off Authorization takes place after the Write-Off Selection batch job execution and the Debt Account becomes eligible for Write-Off.

The following steps describe how to search and write-off eligible uncollectible Debt Account via the Write-Off Query

Steps to Search and Write-Off via Write-Off Entry Query:

Notes

1. Navigate to Queries=>Accounts Receivable=>Write-Off Entry.

The Write-Off Entry Query page is displayed.

The screenshot shows the Pegasys application's main menu bar with 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the menu, a sidebar titled 'Form/Doc' contains 'Search Criteria' with various filters like Subsystem (General Ledger), Document Type (General System), and Document Numbr. A dropdown menu under 'Accounts Receivable' is open, showing options like 'Aged Receivables Query', 'Billing Statement Query', etc., with 'Write-Off Entry' highlighted and surrounded by a red box.

The screenshot shows the 'Write-Off Entry' search criteria screen. It includes fields for Document Number, Document Type, Document Number, Line Number, Accounting Line Number, Statement Number, Debt Account Number, Debt Account Line Number, Vendor Code, Vendor Name, Security Organization, Vendor Type, Receivable Type, Transaction Type, Write-Off Status, and Status Date. There are also sections for Write-Off Reason, Currency, Amount (Min and Max), and Age Category (checkboxes for various overdue periods). On the right side, there is a 'Document Status' section with checkboxes for Processed, Rejected, Canceled, Archived, Scheduled, Pending Approval, and Held.

Steps to Search and Write-Off via Write-Off Entry Query:

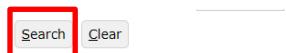
Notes

- Enter the search criteria to search for eligible DAs related to debt account amounts that need to be Write-off. At a minimum, enter the **Debt Account Number**, **Debt Account Line Number**, **Receivable Type**, **Vendor**, **Write-Off Status**, and **Age Category**.

Note: Query performance is improved with each additional search criteria entered. For example, rather than simply entering Debt Account Number, enter the Debt Account Line Number, Write-Off Status, Receivable Type, Vendor, Write-Off Status and any additional DA detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

The screenshot shows the 'Write-Off Entry' search criteria interface. It includes fields for Document Number, Write-Off Reason, Currency, Line Number, Amount, Statement Number, Debt Account (with sub-fields for Debt Account Number and Debt Account Line Number), Vendor (with sub-fields for Code and Name), Security Organization, Vendor Type, Transaction Type, Write-Off Status (set to 'Eligible'), and Status Date. The 'Age Category' section is also highlighted with a red box.

- Select the **Search** button.



- Select the record and select the **Details** button.

The screenshot shows a summary grid with a single row selected. The columns include Doc Typ, Doc Num, Actg Ln #, Statement Number, Debt Account Number, Debt Account Line Number, Vendor Code, Address Code, Name, Vendor Type, and Receivable Type. The 'Details' button at the top of the grid is highlighted with a red box.

Steps to Search and Write-Off via Write-Off Entry Query:

Notes

5. Review the Write-Off Entry record

Write-Off Entry

[Expand All](#) | [Collapse All](#)

Document To Write-Off

Reference	Security Organization: GSA
Document Number:	Write-Off Status: Eligible
Line Number:	Status Change Date:
Statement Number:	Collection Due Date: 06/17/2015
Debt Account	
Debt Account Number:	KA624503
Debt Account Line Number:	1
Payer	
Code:	208352335 00001 More
Address Name:	CHRISTINA O MAZAGWU
Total Collected Amount:	\$0.00
Applied Credit Amount:	\$0.00
Total Bill Amount:	\$0.00
Outstanding Amount:	\$0.00
Total Debt Amount:	\$2,500.00
Total Outstanding Debt Amount:	\$2,500.00

6. Update the Write-Off Status from 'Eligible' to 'Authorized.'

7. Populate Document Type, Document Number, Reason, Write-Off Amount, and Transaction Type.

Write-Off Entry

[Expand All](#) | [Collapse All](#)

Document To Write-Off

Reference	Security Organization: GSA
Document Number:	Write-Off Status: Authorized
Line Number:	Status Change Date:
Statement Number:	Collection Due Date: 06/17/2015
Debt Account	
Debt Account Number:	KA624503
Debt Account Line Number:	1
Payer	
Code:	208352335 00001 More
Address Name:	CHRISTINA O MAZAGWU
Total Collected Amount:	\$0.00
Applied Credit Amount:	\$0.00
Total Bill Amount:	\$0.00
Outstanding Amount:	\$0.00
Total Debt Amount:	\$2,500.00
Total Outstanding Debt Amount:	\$2,500.00

Write-Off Document

Type: NW6	Transaction Types
Document: NW6201506240001	Principal: C01
Reason: BANKRUPTC	Admin Charges: ADC
Calculate Charge Amounts: 1	Interest: INC
Write Off Amount: \$2,500.00	Penalties: PNC
Submit	
Unable to collect.	
Description:	

8. Click Save



4.15.1.2.5 Write-Off Generation

4.15.1.2.5.1 Write-Off Generation Batch Job

The Write-Off Generation batch job will search for Debt Account records on the Write-Off Entry query where the Write-Off status has been updated to ‘Authorized.’ When an Authorized record is located, the Write-Off Generation batch job will: Generate a new Write-Off Cash Receipt (Document Type = NW6/NW7). Copy forward all relevant information from the Debt Account to the Cash Receipt. Submit the document to Workflow for Approval if the CR dollar amount is within the range specified on the Document Type Approval Template, and update the Debt Account Entity to record the Write-Off transaction. Below are the parameters associated with the Write-Off Generation Batch job.

No	Tab	Field	Required? Multi Values?	Description	Value
1	Maintenance	Job ID	Required	Unique code assigned to the batch job run.	ARWOGENRCLMS
2	Maintenance	Process Code		The unique code used to identify and initiate the batch process.	ARWOGEN
3	Maintenance	Job Name		Name assigned to the batch job being run.	Write Off Generation - Claims
4	Maintenance	Process Name		Name assigned to the process code to identify the batch process.	Write Off Generation Processor
5	Maintenance	Security Org		The established security organization for the item. When performing maintenance, the security org establishes what group the item will be associated with. Only users specified in the security organization will have access to this item. Must be a valid Security Org	GSA
6	Maintenance	Save Report To Database		Indicates that the report will be saved to the database so that users will be able to view the report from the user interface. Defaults to False.	TRUE
7	Maintenance	Save Report To File		Indicates that the report will be saved to the server so that it can be accessed by system administrator. Defaults to True.	TRUE
8	Maintenance	Batch File Location		The location of the batch file.	
9	Maintenance	Generate File Name		Indicates that the file name will be generated.	FALSE
10	Maintenance	Name Format		The format of the file name.	NULL
11	Maintenance	Name		The file name.	ARWOGENRCLMS.rpt
12	Maintenance	Create Formatted Report		Indicates whether the system should create a formatted report.	FALSE
13	Maintenance	Saved Output Format		Indicates the format of the saved output file.	PDF
14	Maintenance	Report Output View		Indicates the access needed to view the report. Valid options include: Private,	PRIVATE

No	Tab	Field	Required? Multi Values?	Description	Value
		Access		Shared. Defaults to Private.	
15	Maintenance	Report Security Org		The Security Organization associated with the batch job report.	NULL
Simple Parameters					
16	Simple Parameters	Doc Status		This field identifies the status of the write-off Cash Receipt form generated. Valid values are SCHEDULED and HELD. Defaults to HELD.	HELD
17	Simple Parameters	Effective Date		This field identifies the date used as the Document Date on the generated cash receipts. Defaults to the current date. Must be a valid date in mm/dd/yy or mm/dd/yyyy format.	Current Date
18	Simple Parameters	Overridden Flag		This field identifies the overridden flag, which allows the batch process to automatically override any overrideable errors that occur during processing. Valid options include True (T) and False (F). Defaults to False.	T
19	Simple Parameters	Schedule Date		This field identifies the schedule date. If SCHEDULED is selected for the docStatus parameter, then this is the date that the CR is scheduled to be processed through off-line document processing. If HELD is selected for the docStatus parameter, then this value is ignored. Defaults to the current date. Must be a valid date in mm/dd/yy or mm/dd/yyyy format.	Current Date
21	Simple Parameters	user ID		This field identifies the identification code associated with all database updates. Where necessary, the security permissions of the ID are checked and validated against the requirements for completing the updates. In addition, all log entries made are associated with the given value. Must be a valid entry on the Principal table.	runbatchwogen

4.15.1.2.5.2 Approval of Write-Off CR via Workflow

Non-IPAC Write-Off CR forms require Workflow Approvals prior to processing. The Approval routing of Write-Off CR forms is based on the Write-Off amount and GSA Policy Write-Off thresholds for Federal and Non-Federal receivables.

Non-IPAC receivables between the amounts of \$0.01 and \$999,999.999.00 are eligible for Write-Off after 30 days of delinquency.

Exhibit 4-145: R6/7 Federal and Non-Federal Write-Off Approvers

Federal Min (\$)	Federal Max (\$)	Non- Federal Min (\$)	Non- Federal Max (\$)	Approvals				
				1	2	3	4	5
50.01	1,000	50.01	1,000	User				
1,000.01	5,000	1,000.01	10,000	"	Manager			
5,000.01	10,000	10,000.01	50,000	"	"	Branch Chief		
10,000.01	20,000	50,000.01	99,999.99	"	"	" "	Division Director	
20,000.01		100,000		"	"	" "	" "	Director Financial Policy and Operations

4.15.2 Allowance for Loss (AFL)

An allowance for estimated losses is recorded for uncollectible amounts when it is not likely that the receivable will be fully collected. Receivables are presented on the Balance Sheet at their net realizable value.

* Net Realizable Value = Total Accounts Receivable – Allowance for Loss

An allowance for loss is established based on the history of collections and responses or non-responses from debtor customers. A different calculation for allowances is applied based on the age and type of receivable for the following receivable categories: Federal, Non-Federal, Disputed, and Charged Back.

Allowance can be manually calculated using the following reports:

- Aged Unbilled Receivables (BC1040).
- Aged Billed Receivables (BC1265).
- Outstanding Chargebacks (BC1048).
- Delinquencies and Disputes Queries.
- IPAC Customer Generated Exceptions Report (BC1300).

Note: Instructions for using the above reports will be included in the Reporting Addendum.

The Standard Voucher (SV) document is used to create allowance entries in Pegasys. The SV updates any affected budget lines, plans, and projects based on the accounting event derived from the vouchers entered transaction type.

Please refer to the existing Pegasys User Guide for additional information on Standard Vouchers (SV). For information on AR Accruals, please refer to section 4.5. For information on PBS Imputed Rent, please refer to section 4.4.4.

Exhibit 4-146: Allowance Age and Percentages

	Frequency	From Age- days	To Age days	%
Region 6	Quarterly	> 365	<730	50
		> 730		100
AAS/ITS		> 365	<730	5
		> 730		100

	Frequency	From Age- days	To Age days	%
Supply				
		> 180	<= 365	15
		> 365	<= 730	35
		> 730		100
Fleet				
		> 180	<= 365	15
		> 365	<= 730	35
		> 730		100
Region 7	Monthly			
Rent Disputed Federal		> 180	<=365	50
		> 365	<=731	85
		> 730		100
Rent Non-Disputed Federal				
		> 180	<= 365	15
		> 365	<= 730	35
		> 730		100
Rent Chargeback				
			<= 90	85
		> 90		100
RWA Disputed		>730		100
		>365	<=730	50
		>180	<=365	35
RWA Non-Disputed		>730		100
		>365	<=730	65
		>180	<=365	20
RWA Chargeback		>730		100
		>365	<=730	25
		>180	<=365	10
Outlease				
		> 180	<= 365	25
		> 365	<= 730	50
		> 730		100
Region 7 Manual Federal				

	Frequency	From Age- days	To Age days	%
		> 180	<= 365	10
		> 365	<= 730	25
		> 730		100
Region 7 Manual Non Federal				
		> 180	<= 365	25
		> 365	<= 730	50
		> 730		100
Region 7 Claims				
		> 180	<= 365	25
		> 365	<= 730	50
		> 730		100

4.15.2.1 Allowance for Loss Batch job

The Allowance for Loss Batch job allows agencies to select receivables to be included in the calculation to determine the allowance for loss amount based on a variety of selection criteria (and associate an Allowance for Loss Percentage); not limited to the Fund dimension. This flexibility will allow Pegasys to tailor the document line selection criteria to the needs of each individual GSA Business Line. Each GSA Business Line will be able to control the level of the detailed selection in the receivable base, set the allowance for loss percentage at the desired level of detail, use the automated batch process to calculate and post the allowance for loss amounts at either the Fund level or the lowest accounting dimension level. An additional parameter setting will control if a vendor will be present on the SV line and posting will be grouped by Vendor, using a combination of Vendor/Vendor Address Code and Transfer TSYM for summarization. The batch process will introduce the ability to be run in Preliminary or Final Mode (note preliminary does not make any updates, only produces the batch execution report for analysis.)

The batch job now requires an Allowance for Loss Selection Criteria Code. This code links the batch job to the appropriate Selection Criteria. The Allowance for Loss Selection Criteria is used to set up allowance for loss percentages and additional conditions that have to be met for a record to be eligible for batch selection.

4.15.2.2 Standard Voucher (SV) Available Document Types for AFL

For a list of Standard Voucher (SV) Available Document Types for AFL, please refer to [Appendix: Available Standard Voucher \(SV\) Document Types](#)

4.15.2.3 Manual Creation of a Standard Voucher (SV) Allowance for Loss

Standard Vouchers are currently used in Pegasys Accounts Payable transactions, and will also be used in Accounts Receivable Allowance for Loss transactions. Please see the Pegasys User Guide for release 6.5 for more information on Standard Vouchers (SV) and Accounts Payable.

For more information about Standard Vouchers (SV), *please refer to section 4.4.4 for information on Imputed Rent SVs; see section 4.14.2 for Allowance for Loss as well as the Pegasys User Guide for release 6.5.*

The steps to create a Standard Voucher (SV) form (Allowance for Loss) below assumes the user has reviewed the reports listed in section 4.14.2 and has determined the appropriate calculation based on receivable age and group.

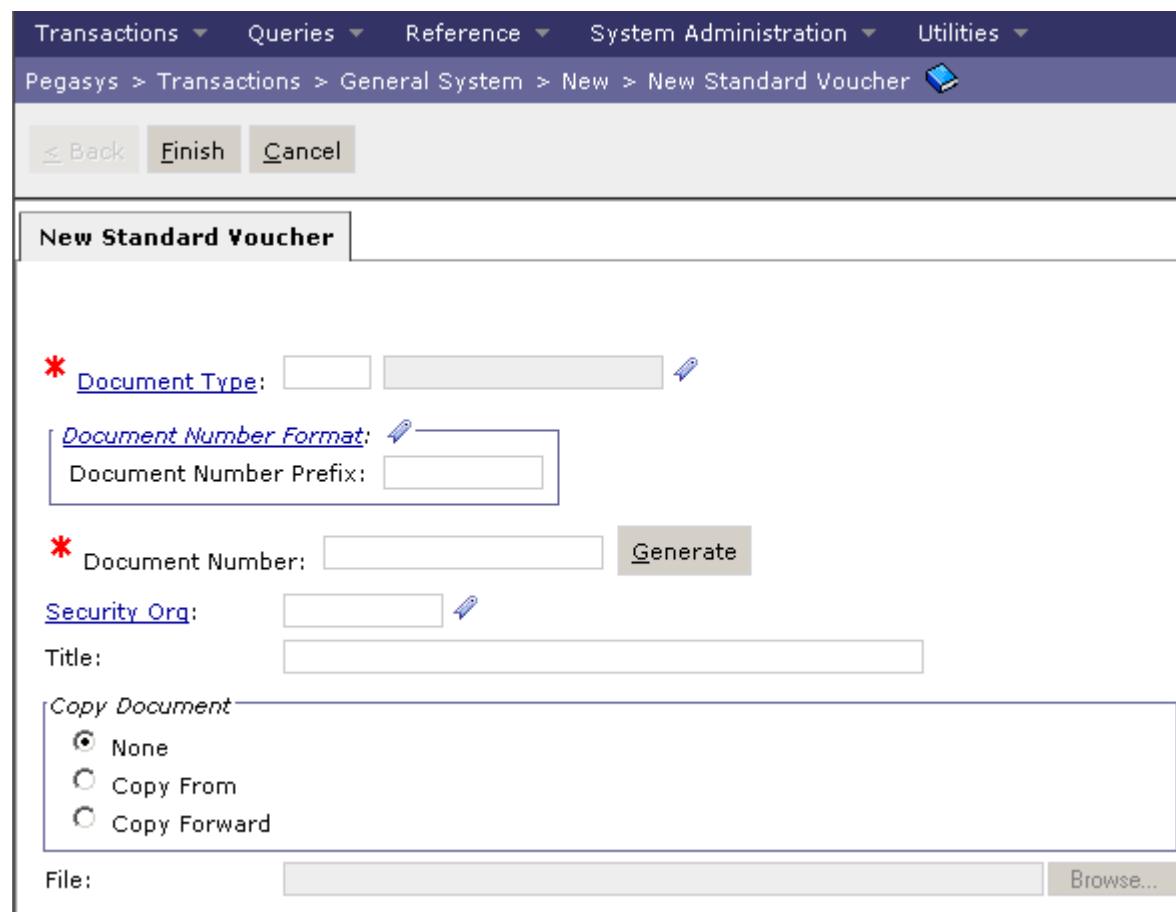
The users are required to populate the following types of fields to manually create a General System Standard Voucher (SV) form (Allowance for Loss):

- **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. These appendices listing these fields for every business line can be found in the table below:

Steps to Create a General System Standard Voucher (SV)Form (Allowance for Loss):	Notes
--	-------

1. Navigate to Transactions=>General System=>New=>Standard Voucher.

The New Standard Voucher page is displayed.



Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Transactions > General System > New > New Standard Voucher

< Back Finish Cancel

New Standard Voucher

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None

Copy From

Copy Forward

File:

2. **REQUIRED-** Enter the Document Type.

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

Steps to Create a General System Standard Voucher (SV)Form (Allowance for Loss):	Notes
--	-------

3. Select the **Generate** button to auto-generate a Document Number.

* Document Type: 

Document Number Format: 
 Document Number Prefix:

* Document Number: 

Security Org: 

A unique document number is 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 'RML' is the document type of Standard Voucher (SV) form followed by the year, month and day, combined with 4 incremented digits. (i.e., RMLYYYYMMDD####).

The Document Number format for 'FML' is the document type of Standard Voucher (SV) form followed by the year, month and day, combined with 4 incremented digits. (i.e., FMLYYYYMMDD####).

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

4. Select the **Finish** button.

Steps to Create a General System Standard Voucher (SV)Form (Allowance for Loss):

Notes

Pegasys > Transactions > General System > New > New Standard Voucher

< Back **Finish** Cancel

New Standard Voucher

* Document Type: **FML** Fleet Manual Allowance 

Document Number Format:  Document Number Prefix:

Document Number: **FML201306170002** **Generate**

Security Org: 

Title:

Copy Document

None
 Copy From
 Copy Forward

Steps to Create a General System Standard Voucher (SV)Form (Allowance for Loss): Notes

The Header page is displayed.

5. 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 [Appendix: Create Allowance for Loss Standard Voucher \(SV\) - All Business Lines](#)

1. General.

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

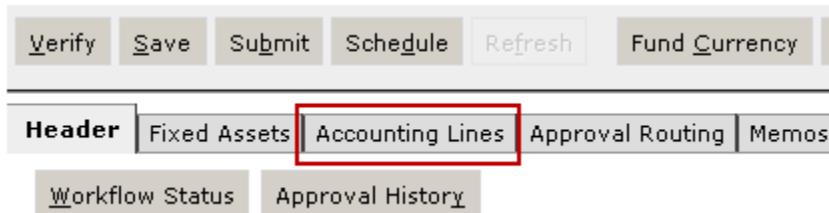
Note: The System ID will default from the document type.

2. Amounts.

Steps to Create a General System Standard Voucher (SV)Form (Allowance for Loss):

Notes

6. Select the Accounting Lines tab.



The Accounting Lines page is displayed.

The screenshot shows a breadcrumb trail: Pegasys > Transactions > General System > New > Standard Voucher > Header: FML Fleet Manual All. Below the breadcrumb is a toolbar with Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Print buttons. A navigation bar below the toolbar includes tabs for Header, Fixed Assets, Accounting Lines (selected and highlighted with a red box), Approval Routing, Memos, Summary, and Correspondence. The main content area displays a table with columns: Line Number, Line Type, Amount, Transaction Event, Increase/Decrease, Transaction Type, Template, BBFY, and EBFY. Below the table are buttons for Add, Copy, Copy Forward, Remove, Reset, Replace, Display (set to 10 items), and View as CSV.

7. Select the Add button.



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.

Steps to Create a General System Standard Voucher (SV)Form (Allowance for Loss):	Notes
--	-------

The Accounting Line page is displayed.

[Expand All](#) | [Collapse All](#)

General

Line Number:	<input type="text" value="1"/>	Receivable Type:	<input type="text"/>	<input type="button" value=""/>
Line Type:	<input type="text"/>	PCAS Surcharge:	<input type="text"/>	<input type="button" value=""/>
Transaction Type:	<input type="text"/>	Source Number:	<input type="text"/>	
Transaction Event:	<input type="text" value="Expenditure"/>	SF-224 Reclassification:	<input type="checkbox"/>	
Increase/Decrease:	<input type="text" value="Increase"/>	TROR Classification:	<input type="text"/>	
Obligation FY:	<input type="text"/>	TROR Category:	<input type="text"/>	
Statement Number:	<input type="text"/>	TROR Collection Type:	<input type="text"/>	
	Generate Statement Number	Related Statement Number:	<input type="text"/>	
		Referenced Statement Number:	<input type="text"/>	

[Return to Top](#)

Bank Account Information

[Return to Top](#)

Vendor Information

Vendor

* Code:	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>	More
Address Name:	<input type="text"/>			

8. On the “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 [Appendix: Create Allowance for Loss Standard Voucher \(SV\) - All Business Lines](#)

1. General.
2. Vendor Information:

Note: The Vendor Code used on Allowance Entries represents the Agency level rather than an ALC or BOAC/AB level.

3. Line Amounts:

Note: The SV does not reference other documents. Referenced Statement Number is for descriptive purposes only.

4. Accounting Dimensions:

Steps to Create a General System Standard Voucher (SV)Form (Allowance for Loss):

Notes

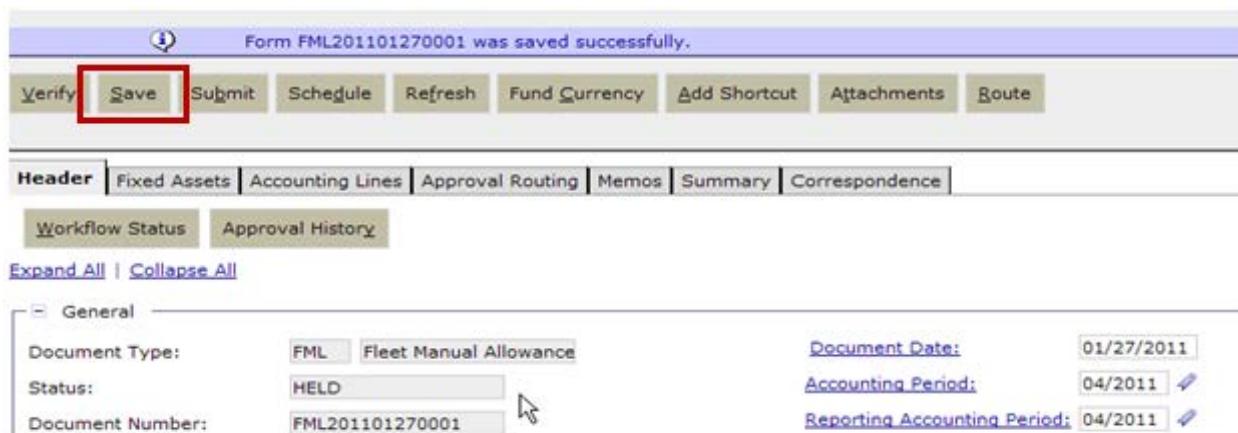
- a. Click the Default button after entering the Accounting template to populate the accounting dimensions from the template.

Example Accounting Template For Rent Bills:

11RNT-01-192X-P0125100-PG00-PGA33

Note: Please see the Configuration Guide for the complete list of Accounting Templates.

9. Select the **Save** button.



The screenshot shows a software interface for creating a General System Standard Voucher (SV) form. At the top, a message says "Form FML201101270001 was saved successfully." Below this, there is a toolbar with buttons for Verify, Save (which is highlighted with a red box), Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Underneath the toolbar is a navigation bar with tabs: Header (selected), Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Below the navigation bar are two buttons: Workflow Status and Approval History. At the bottom left are links for Expand All and Collapse All. The main content area is titled "General" and contains the following fields:

- Document Type: FML Fleet Manual Allowance
- Status: HELD
- Document Number: FML201101270001
- Document Date: 01/27/2011
- Accounting Period: 04/2011
- Reporting Accounting Period: 04/2011

A cursor arrow is visible near the Document Number field.

Steps to Create a General System Standard Voucher (SV)Form (Allowance for Loss):	Notes
--	-------

10. Select the **Verify** button.

Note: The Accomplished Date will default upon verify or process.

Action was successful.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Accounting Lines Approval Routing Memos Summary Correspondence

Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type:	FML Fleet Manual Allowance	Document Date:	01/27/2011
Status:	HELD	Accounting Period:	04/2011
Document Number:	FML201101270001	Reporting Accounting Period:	04/2011
Title:	<input type="text"/>		
Issued By:	<input type="text"/>		
Automatic Reversal:	<input type="checkbox"/>	Document Classification:	<input type="text"/>
Reversal Accounting Period:	<input type="text"/>		
Reverse After Period:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		

[Return to Top](#)

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.

11. Select the **Submit** button.

Verify Save Submit Schedule Refresh

Header Fixed Assets Accounting Lines Approval

Workflow Status Approval History

Note: If no errors are encountered upon selecting the Submit button a message appears stating that the form has successfully processed.

Form FML201101270001 was submitted for processing successfully.

4.15.3 Dunning

Pegasys generates Dunning Notices to inform both Federal and Non-Federal customers (vendor or designated agent level) of delinquent bill or debt account amounts, including principal and IP&A charges, and Collections received by GSA. Dunning Notices are sent to customers to formally notify them of delinquency and to request for payment for delinquent amount cited on the notice. Dunning Notices are generated in Pegasys and transmitted to VCSS for the customer to view. GSA additionally sends printed hard copy Dunning Notices to delinquent customers through the mail.

The dunning of customers is based on Document Type or at the individual bill level. The GSA Accounts Receivable and Debt Collection Manual and GSA business process requirements provide guidance on the eligibility, timing, and frequency for the generation of dunning notices for federal and non-federal customers.

Dunning selection criteria is configured on the AR Options Maintenance table. The setup determines time between dunning letters and maximum number of letters generated for selected bills or debt accounts. Customers with multiple receivables outstanding will have one Dunning Notice generated per statement or debt account.

IPAC Document Types, Revenue Credit Card, and DoD Interfund billings are not set up to dun in Pegasys. For Non-IPAC billings, the Dunning Print Flag on the BD and DA Accounting Line determines whether Dunning Notices will generate.

Pegasys determines when to generate Dunning Notices by adding the Initial Dunning Days value specified on the Accounts Receivable Options Maintenance table to the Collections Due Date on the BD:

- If the resulting date is less than the Print Date parameter, a dunning notice is generated.
- Once the first dunning notice has been generated, another calculation is performed to determine if a subsequent notice should be printed.

Exhibit 4-147: Accounts Receivable Options Maintenance Table Settings for Statement Dunning

Dunning Criteria: Non-Federal Customers	Dunning Criteria: Federal Customers
<p>* Initial Days: <input type="text" value="1"/></p> <p>* Subsequent Days: <input type="text" value="29"/></p> <p>* First Threshold Maximum Letters: <input type="text" value="0"/></p> <p>* Second Threshold Maximum Letters: <input type="text" value="3"/></p> <p>* Excess of Threshold Maximum Letters: <input type="text" value="3"/></p> <p>* First Threshold Amount: <input type="text" value="\$0.00"/></p> <p>* Second Threshold Amount: <input type="text" value="\$999,999,999.00"/></p> <p>Return to Top</p>	<p>* Initial Days: <input type="text" value="1"/></p> <p>* Subsequent Days: <input type="text" value="29"/></p> <p>* First Threshold Maximum Letters: <input type="text" value="0"/></p> <p>* Second Threshold Maximum Letters: <input type="text" value="4"/></p> <p>* Excess of Threshold Maximum Letters: <input type="text" value="4"/></p> <p>* First Threshold Amount: <input type="text" value="\$0.00"/></p> <p>* Second Threshold Amount: <input type="text" value="\$999,999,999.00"/></p> <p>Return to Top</p>

If the Debt Appeal/Forbearance flag is True on the BD Accounting Line, the BD line will not be dunned. The Debt Appeal/Forbearance flag is checked when a customer has formally submitted a dispute against their statement.

Pegasys determines when to generate Dunning Notices by adding the Initial Dunning Days value specified on the Accounts Receivable Options Maintenance table to the First Demand Letter Generated Date on the DA:

- If the resulting date is less than the Print Date parameter, a dunning notice is generated.
- Once the first dunning notice has been generated, another calculation is performed to determine if a subsequent notice should be printed.

Exhibit 4-148: Accounts Receivable Options Maintenance Table Settings for Debt Account Dunning

Dunning Criteria: Standard Claims		Dunning Criteria: Program Office Claims	
* Initial Days:	0	* Initial Days:	30
* Subsequent Days:	30	* Subsequent Days:	30
* First Threshold Maximum Letters:	0	* First Threshold Maximum Letters:	0
* Second Threshold Maximum Letters:	3	* Second Threshold Maximum Letters:	2
* Excess of Threshold Maximum Letters:	3	* Excess of Threshold Maximum Letters:	2
* First Threshold Amount:	\$0.00	* First Threshold Amount:	\$0.00
* Second Threshold Amount:	\$999,999,999.00	* Second Threshold Amount:	\$999,999,999.00

If the Debt Appeal/Forbearance flag is True on the DA Accounting Line, the DA line will not be dunneed. The Debt Appeal/Forbearance flag is manually checked by the Claims Billing Unit when a customer has formally submitted a dispute against their Debt Account.

If an Amortization Schedule has been established with the customer, the user updates the DA and sets the Dunning Print flag to false (unchecked) causing the DA Line to be excluded from dunning.

4.15.3.1 Automated Dunning Notice Generation Process – Billing Document

Pegasys will use the automated dunning notice batch job (ARDUNNING) which runs on a weekly basis (on Thursday at 3 AM for all business lines) to generate Dunning Notices at the Statement level for customers. The ARDUNNING process selects statements that are eligible for dunning based on the information defined on the Accounts Receivable Options Maintenance Table. Once eligible Statements are selected, the ARDUNNING batch process will create the Notice of Payment Due reports based on the Accounting Line information on the statement. The Notice of Payment Due reports will only contain details for the Accounting Lines which are eligible for Dunning (e.g. Not in Dispute, unliquidated and X days past their collection due dates or since the last dunning date). AROVERDUE corrects BDs to apply IP&A calculations on each Accounting Line by creating Charge Lines. IP&A calculations for each batch instance apply to the Document Types that are set up in the Complex Parameters. ARDUNNING will auto trigger the Dunning/Due Process reports. The Dunning report will be attached to the statement.

4.15.3.2 Automated Dunning Notice Generation Process – Debt Account

Pegasys will use the automated dunning notice batch job (ARDUNNING) which runs on a daily basis to generate Dunning Notices for customer Debt Accounts. The ARDUNNING process selects Debt Accounts that are eligible for dunning based on the information defined on the Accounts Receivable Options Maintenance Table. Once eligible Debt Accounts are selected, the ARDUNNING batch process will create the Notice of Payment Due reports based on the Accounting Line information on the debt account. The Notice of Payment Due reports will only contain details for the Accounting Lines which are eligible for Dunning (e.g. Not in Dispute, unliquidated and X days past their First Demand Letter Generated Dates or since the last dunning date). AROVERDUE corrects DAs to apply IP&A calculations

on each Accounting Line by creating Charge Lines. IP&A calculations for each batch instance apply to the Document Types that are set up in the Complex Parameters. ARDUNNING will auto trigger the Dunning/Due Process reports. The Dunning report will be attached to the debt account in Pegasys.

4.15.4 Overdue Charges

Overdue charges are assessed against non-Federal customers when any portion of a billing statement or debt account remains outstanding after the Collection Due Date. Overdue charges, or late fees, are calculated/assessed against the outstanding Billing Document (BD) amount or Debt Account (DA) amount as overdue charge lines. The charges are assessed on the following GSA business lines:

- FAS – Fleet, Global Supply/Automotive Purchases.
- PBS – RWA/HOTD.
- Region 6 Claims.
- Region 7 Claims.

Note: Rent is only for Federal customers and since only Non-Federal customers are assessed overdue charges, Rent does not assess overdue charges.

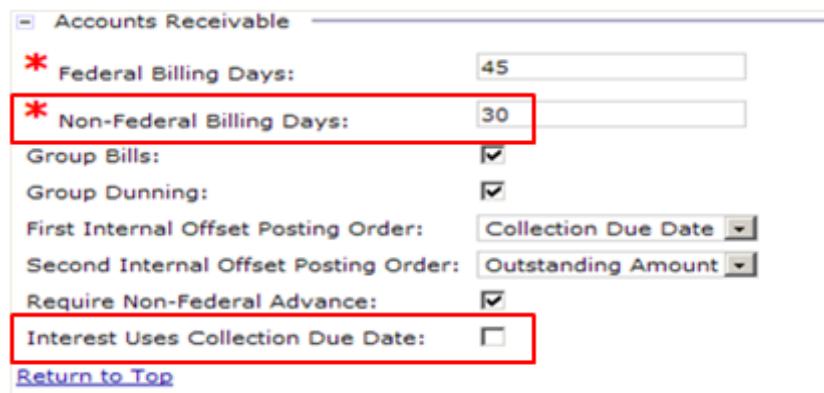
GSA calculates and assesses the following three types of overdue charges:

- Interest Charges.
- Penalty Charges.
- Administrative Charges.

Overdue charges are manually set up by the user on the General System Options Maintenance table and Overdue Charges Maintenance tables. The General System Options Maintenance table specifies billing periods for Non-Federal bills that dictate assessment of Interest, Penalty, and Administrative (IP&A) Charges. Non-Federal bills are due in 30 days after the Bill Print date. For interest calculations, the Interest Uses Collection Due Date Flag determines the date used to calculate interest. the dates specified for the Interest Begin Date, Admin Begin Date, and Penalty Begin Date values specified on the Debt Account document.

Note: Both Region 6 and Region 7 will have the Interest Uses Collection Due Date flag set to False (this flag is a global setting on the General System Options Maintenance table).

Exhibit 4-149: General System Options Maintenance Table



The screenshot shows a software interface for managing system options. Under the 'Accounts Receivable' tab, several settings are displayed:

- * Federal Billing Days: 45
- * Non-Federal Billing Days: 30 (highlighted with a red box)
- Group Bills:
- Group Dunning:
- First Internal Offset Posting Order: Collection Due Date
- Second Internal Offset Posting Order: Outstanding Amount
- Require Non-Federal Advance:
- Interest Uses Collection Due Date: (highlighted with a red box)

At the bottom left is a 'Return to Top' link.

The following Overdue Charges maintenance tables are configured by the funds each type hits:

- Interest Type.
- Penalty Type.
- Administrative Charge Type.

Pegasys will use the automated Pegasys batch process to calculate and access overdue charges for Non-Federal customers only.

Exhibit 4-150: Overdue Charges Maintenance Table – Fund Types

Business Line	Overdue Charges Maintenance Table	Non-Federal IP&A Types	Federal IP&A Types
▪ Global Supply ▪ Automotive Purchases ▪ AAS ▪ ITS ▪ Telecom ▪ WAN ▪ R 6 Manual Business Lines	Interest	INT285F	FEDINT
	Penalty	PEN285F	FEDPENALTY
	Administrative Charge	ADMIN285F	FEDADMIN
▪ Rent ▪ RWA/HOTD ▪ Outlease ▪ R7 Manual Business Lines	Interest	INT192X	FEDINT
	Penalty	PEN192X	FEDPENALTY
	Administrative Charge	ADMIN192X	FEDADMIN
▪ Fleet	Interest	INT455F	FEDINT
	Penalty	PEN455F	FEDPENALTY
	Administrative Charge	ADMIN455F	FEDADMIN
▪ Region 6 Claims	Interest	INTR6CLM	N/A
	Penalty	PENR6CLM	
	Administrative Charge	ADMINR6CLM	
▪ Region 7 Claims	Interest	INTR7CLM	N/A
	Penalty	PENR7CLM	
	Administrative Charge	ADMINR7CLM	

4.15.4.1 Billing Documents - Three Types of Overdue Charges

GSA calculates and assesses the three types of overdue charges (interest, penalty, and administrative) on a monthly interval only on the Billing Document's outstanding Principal Amount. Therefore, additional interest is not calculated on the prior month's interest.

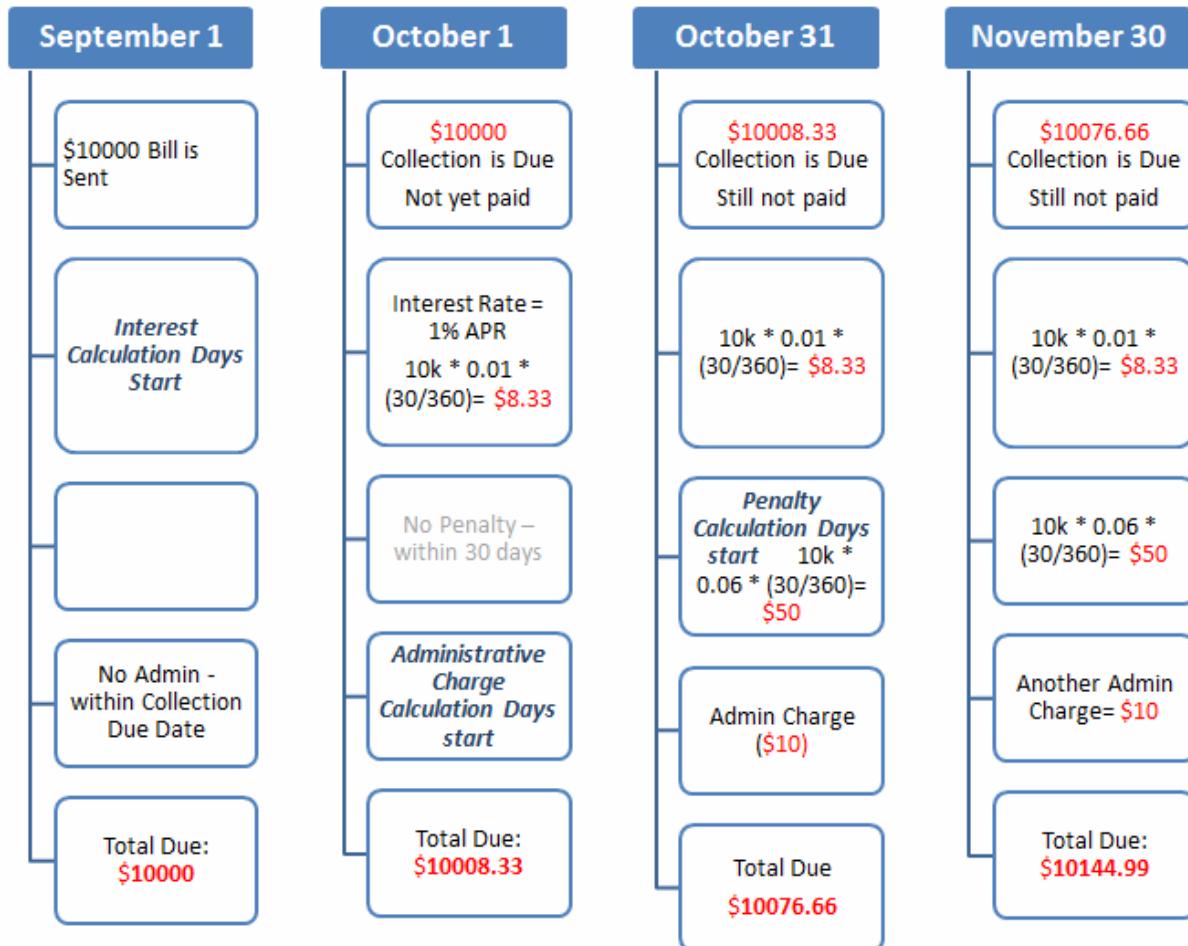
Pegasys begins calculations on interest charges monthly from the Bill Print Date. If Collection is not received by the Due Date of the bill, interest will be applied at the fixed Treasury Current Value rate, APR.

Note: The Treasury Current Value Rate as initially assessed is fixed throughout the life of the overdue receivable (even though the Treasury Current Value Rate may be updated during that period).

Pegasys begins calculations on Penalty charges 30 days after the bill's Collection Due Date. If Collection is not received 30 days after the BD's Collection Due Date, penalty of 6% APR will be applied. Pegasys begins calculations on administrative charges the day of the Collection Due Date. If Collection is not received 30 days after the BD's Collection Due Date, flat administrative charge of \$10 will be applied at the statement level.

Note: The administrative fee of \$10 per month will not vary in amount regardless of the amount overdue.

Exhibit 4-151: Combined Billing Document Overdue Charges Example – Interest, Penalty, and Admin



Note: When Pegasys receives dispute correspondence regarding an overdue bill, the overdue charges (interest, penalty, and administrative fees) are frozen until the dispute is resolved.

4.15.4.2 Debt Accounts – Three Types of Overdue Charges

GSA calculates and assesses the three types of overdue charges (interest, penalty, and administrative) on the Debt Account's outstanding Principal Amount. Therefore, additional IP&A overdue charges are not calculated on the prior month's IP&A. For all Debt Accounts, the Interest Begin Date, Admin Begin Date, and Penalty Begin Date are set to be equal to the First Demand Letter Generated Date.

Pegasys begins calculations on interest charges monthly from the Interest Begin Date. If Collection is not received within 30 days of the Interest Begin Date, interest will be applied at the fixed Treasury Current Value rate, APR.

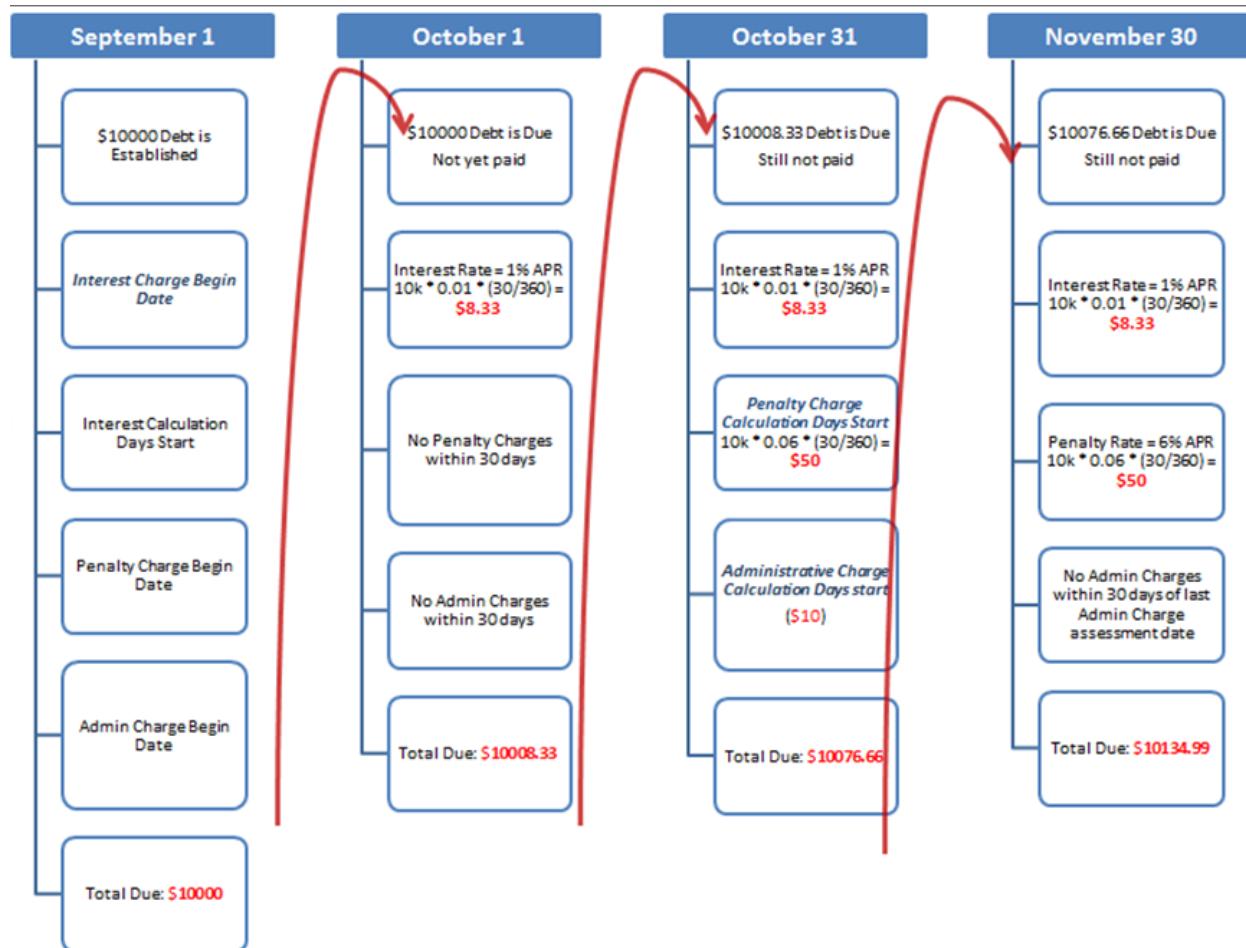
Note: The Treasury Current Value Rate as initially assessed is fixed throughout the life of the overdue receivable (even though the Treasury Current Value Rate may be updated during that period).

Pegasys begins calculations on Penalty charges 60 days after the Debt Account's Penalty Begin Date. If Collection is not received within 60 days of the Penalty Begin Date, then a penalty of 6% APR will be applied. A penalty charge of 6% APR will subsequently be applied every 30 days after the previous penalty charge application date.

Pegasys begins calculations on administrative charges 60 days after the Admin Begin Date. If Collection is not received within 60 days of the Admin Begin Date, then a flat administrative charge of \$10 will be applied to the Debt Account. A flat administrative charge of \$10 will subsequently be applied every 60 days after the previous admin charge application date.

Note: The administrative fee of \$10 per month will not vary in amount regardless of the amount overdue.

Exhibit 4-152: Combined Debt Account Overdue Charges Example – Interest, Penalty, and Admin



Note: When Pegasys places an overdue Debt Account under dispute, the overdue charges (interest, penalty, and administrative fees) are frozen until the dispute is resolved.

4.15.4.3 Automated Assessment of Overdue Charges

Pegasys will use the automated Overdue Charges batch job (AROVERDUE) which runs on a monthly basis (6 or 7 days after the end of the month) to calculate and assess overdue charges on the Billing Document's or Debt Account's outstanding principal amount. Note that a different batch instance of AROVERDUE exists per business line. AROVERDUE corrects BDs and DAs to apply IP&A calculations on each Accounting Line by creating Charge Lines. IP&A calculations for each batch instance apply to the Document Types that are set up in the Complex Parameters.

Note: The Outlease Business Line utilizes a different timeline for executing the AROVERDUE batch job. Outlease will run AROVERDUE prior to the current month's billing to ensure only the prior month's bills have Interest, Penalty, and Admin Charges assessed.

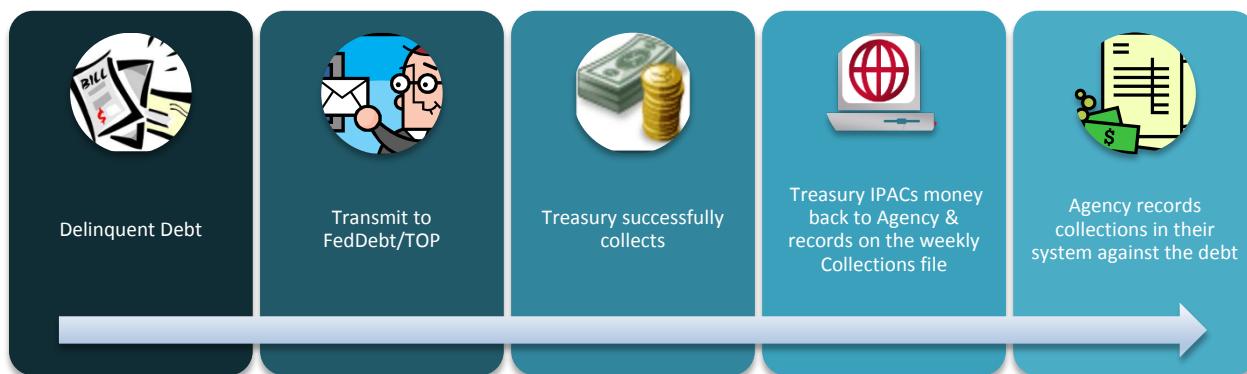
Note: Users may manually assess overdue charges for certain Federal customers with recurring delinquency issues.

4.15.5 Referrals

After 90 days and a minimum of 3 dunning notices (or in the case of claims, the First Demand Letter and 2 subsequent dunning notices) Pegasys can refer debts to Treasury for collection. The process of submitting a debt to Treasury for referral can be split into two stages: Referral Submission and Treasury Collection.

When Pegasys refers a debt to the U.S. Treasury Financial Management System Center, Treasury will act as a collections agent and attempt to collect the debt on GSA's behalf. Treasury assesses a fee to the debtor for this service. The Referral service is facilitated by the Treasury FedDebt system. If Treasury successfully collects on the debt, they notify Pegasys via a weekly collections file/report and IPAC the money back to GSA. If Treasury is unsuccessful, they return the debt to GSA as uncollectible. Users may write the debt off as uncollectible at this time if it has not been written off already.

Exhibit 4-153: Referrals Life Cycle



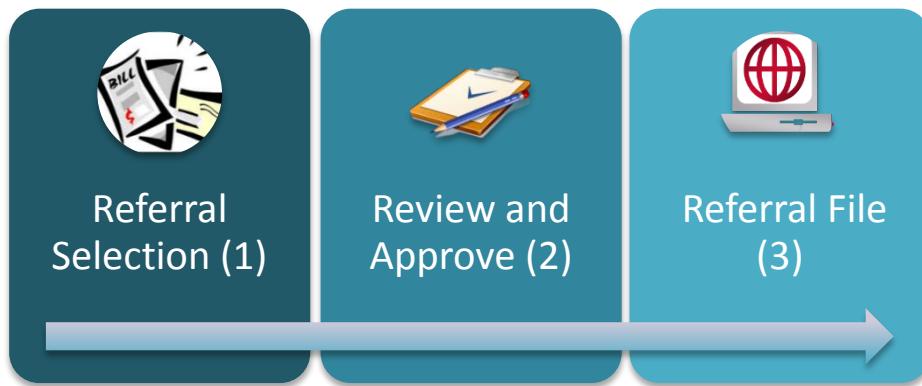
If Treasury is unsuccessful, they return the debt to GSA as uncollectible. Users may write the debt off as uncollectible at this time if it has not been written off already.

The Outlease, Region 6 Claims and Region 7 Claims business lines use the Pegasys Treasury referral functionality.

4.15.5.1 Referrals: Submission Life Cycle

The Referral Submission Life Cycle flows through three stages. First, the system or a user identifies delinquent debt that meets pre-defined eligibility criteria. Next, a user reviews the identified debt and if appropriate, authorizes the submission of the debt to Treasury for referral. The system then creates an extract file using the ARTREOX batch to send the authorized debt information to Treasury for collection.

Exhibit 4-154: Referrals Submission Life Cycle



4.15.5.2 Referrals: Selection

Delinquent debts that meet Pegasys's pre-defined eligibility criteria can be identified in two ways. The first is through the Referral Selection batch job (ARREFSEL) and is covered in section 4.14.6.2.1. The second is through manual selection of the debt during manual creation of a referral entry record on the Pegasys Referral Entry Query and is covered in section 4.14.6.2.2.

4.15.5.2.1 Referrals: Selection - Automated (ARREFSEL)

The Referral Selection batch job selects all delinquent debt that meets Pegasys's pre-defined eligibility criteria for selection. There is a distinct instance of the batch job for each of the business lines using the Referral process (R6 Claim, R7 Claims and Outlease). The batch job only selects records that meet the appropriate criteria. These criteria include:

- Non-Federal Vendor type
- Referral Minimum Amount = \$0.00
- Minimum Number of Days Outstanding = 90 days
- Minimum Dunning Notice Count = 3, (2 for R6 Program Office Claims as the first Demand Letter is generated outside of Pegasys)
- Billing Document or Debt Account Entity is not in debt appeal/forbearance, bankruptcy or foreclosure

The batch then creates a referral entry on the Referral entry query for each eligible Billing Document or Debt Account Entity and sets the Treasury Servicing status to 'Eligible' so a user can review the debt and determine if it should be referred to Treasury. If a user determines the debt should be referred, the user sets the treasury Servicing Status to 'Authorized' and then selects the Submit button. This process is covered in detail in section 4.14.6.3.

4.15.5.2.2 Referrals: Selection - Manual

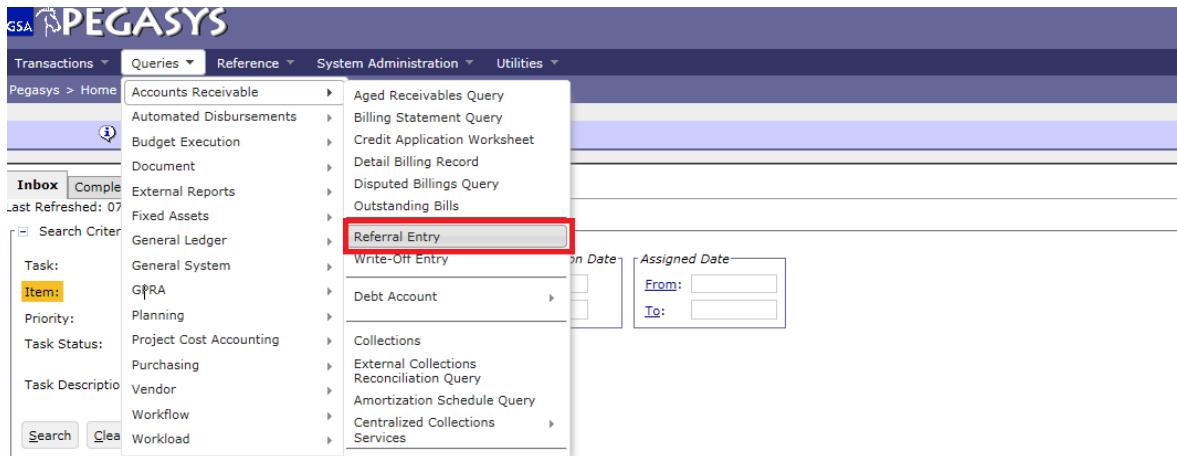
Users can manually create a referral entry on the Referral Entry Query to refer an outstanding debt to Treasury that has not yet been selected by the Referral Selection batch job. The steps to manually create a Referral Entry are outlined below.

Steps to Create the Referral Entry via Referral Entry Query:

Notes

1. Navigate to Queries=>Accounts Receivable=>Referral Entry.

The Referral Entry Query page is displayed.



2. Select the New button

A screenshot of the 'Referral Entry' query form. It contains several search criteria sections: 'Document Search' (Document Type and Document Number), 'Line Number' (Accounting Line Number), 'Security Org' (Collection Status, DOJ Status, Treasury Status, Other Status, Offset Status), 'Age Category' (checkboxes for 1 to 90 Days Overdue, 90 to 180 Days Overdue, 181 to 365 Days Overdue, 1 to 2 Years Overdue, 2 to 6 Years Overdue, 6 to 10 Years Overdue, and 10+ Years Overdue, all of which are checked), 'Debt Account' (Debt Account Number and Debt Account Line Number), and 'Vendor' (Address Code and Name). At the bottom, there are buttons for 'Search', 'Clear', and 'New' (which is highlighted with a red box). Below these buttons are links for 'Details', 'Delete', 'Sort...', 'View as CSV', and 'View as Excel'.

Steps to Create the Referral Entry via Referral Entry Query:

Notes

3. To create a Referral Entry record for a Billing Document, enter the **Document Type** and **Document Number** of the Billing Document to be referred.

To create a Referral Entry record for a Debt Account Entity, set the **Referral Type** dropdown to Debt Account and enter the **Debt Account Number**.

Referral Entry

[Expand All](#) | [Collapse All](#)

Document to be Referred

Reference

Document Search: 

Referral Type:

Debt Account Number: 

[Go to top of page](#)

Referral Entry

[Expand All](#) | [Collapse All](#)

Document to be Referred

Reference

Document Search: 

Referral Type:

Debt Account Number: 

[Go to top of page](#)

Steps to Create the Referral Entry via Referral Entry Query:

Notes

- 4 Select **Continue** and the Referral Entry page displays. The Reference section of the Document Search and Document Status fields are populated if creating a Referral Entry for a Billing Document (note the Line Number will not auto-populate), and the Debt Account section Debt Account Number field is populated if creating a Referral Entry for a Debt Account Entity (note the Line Number will not auto-populate).

[Save](#)

Referral Entry Detail

[Expand All](#) | [Collapse All](#)

- Document To Be Referred

Reference	Security Org:
Document Search:	<input type="text"/>
Document Status:	<input type="text"/>
Line Number:	<input type="text"/> Edit
Debt Account	
Debt Account Number:	MYDATEST1 Edit
Debt Account Line Number:	<input type="text"/> Edit
Payer	
Vendor:	NNFM00000
Addr:	00001
Name:	<input type="text"/>
Referral Collected Amount:	\$0.00
Referral Written Off Amount:	\$0.00
Total Bill Amount:	\$0.00
Outstanding Amount:	\$0.00
Total Debt Amount:	\$635.00
Total Outstanding Debt Amount:	\$0.00

- Billing Referral Information

Treasury Cross Servicing	
Treasury Servicing Referral Status:	<input type="button" value="▼"/>
Treasury Servicing Status Date:	<input type="text"/>
Treasury Servicing Eligible Date:	<input type="text"/>
Treasury Servicing Referred Date:	<input type="text"/>
Treasury Servicing Destination:	FEDDEBT Edit
Treasury Servicing Referred Amount:	\$0.00

Steps to Create the Referral Entry via Referral Entry Query:

Notes

5. Enter the Billing Document Line Number or the Debt Account Line Number as applicable

Document To Be Referred

Reference

Document Search: ODN ODNO0001458001

Document Status:

Line Number: 

Debt Account

Debt Account Number: 

Debt Account Line Number: 

Document To Be Referred

Reference

Document Search:

Document Status:

Line Number: 

Debt Account

Debt Account Number: MYDATEST1

Debt Account Line Number: 

6. Select the **Eligible for Collection** checkbox (set to checked or True).

Security Org: GSA 

Last Collection Date:

Vendor Type:

Receivable Type: ECCLAIMR6

Statement Number:

Days Overdue: 24

Eligible for Collection: 

Eligible for External Offset:

7. In the Treasury Cross Servicing box, Set the Treasury Referral Status to 'Eligible'.

Note: The status may be set to 'Eligible', 'Not Authorized' or 'Rejected' and the referral entry will not be submitted to Treasury. Setting the status to 'Authorized' will trigger transmission to Treasury.

Billing Referral Information

Treasury Cross Servicing

Treasury Servicing Referral Status: Eligible 

Treasury Servicing Status Date:

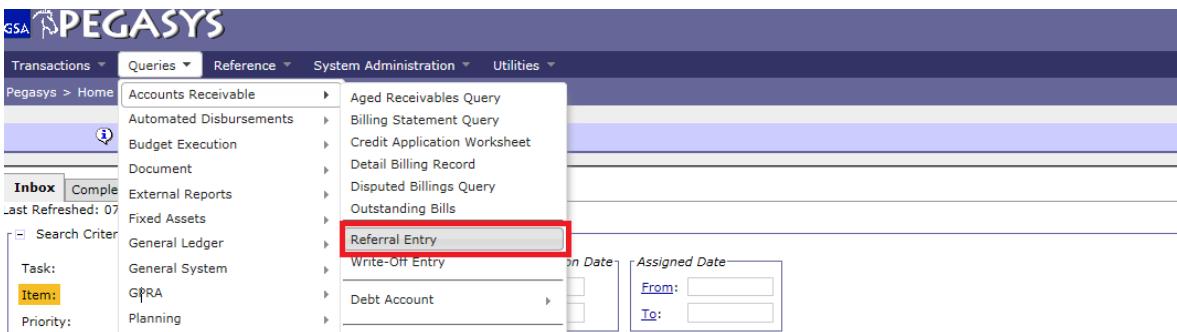
8. Select the Save button



4.15.5.3 Referrals: Review and Approval

All referral entries must be authorized manually prior to submission to Treasury. Referral entries, whether created by the Referral Selection batch job (ARREFSEL) or manually via the Referral Entry Query, are initially set with a Treasury Cross Servicing status of 'Eligible'. This indicates that the debt has met Pegasys' pre-defined eligibility criteria and is waiting for authorization/approval to be sent to Treasury.

Steps to Review and Authorize a Referral Entry		Notes
1. Navigate to Queries=>Accounts Receivable=>Referral Entry. The Referral Entry Query page is displayed.		



The screenshot shows the Pegasys software interface. At the top, there's a navigation bar with 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below this, a main menu has 'Accounts Receivable' selected, which has a dropdown menu. The 'Referral Entry' option in this dropdown is highlighted with a red box. To the right of the menu, there's a search bar with fields for 'From:' and 'To:' dates, and a 'Search' button.

Steps to Review and Authorize a Referral Entry

Notes

2. Enter the **Document Type** and **Document Number** of the Billing Document or the **Debt Account Number** if searching for a specific Referral Entry to review.

If looking for items selected by the Referral Selection batch, set the **Treasury Status** field to 'Eligible', enter the appropriate **Receivable Type** (OUTL, R6CLAIMS, R7CLAIMS) and select the Age Categories desired for review.

*Note: The query parameters only permit the return of 5000 results, so **Age Category** and **Vendor Type** may need to be adjusted to reduce the query results.*

Referral Entry

Search Criteria

Document Search: <input type="checkbox"/>	Vendor Type: <input type="text"/>
Document Type: <input type="text"/>	Receivable Type: <input type="text"/>
Document Number: <input type="text"/>	Statement Number: <input type="text"/>
Line Number: <input type="checkbox"/>	Age Category
Accounting Line Number: <input type="text"/>	1 to 90 Days Overdue: <input checked="" type="checkbox"/>
Security Org: <input type="text"/>	90 to 180 Days Overdue: <input checked="" type="checkbox"/>
Collection Status: <input type="text"/>	181 to 365 Days Overdue: <input checked="" type="checkbox"/>
DOJ Status: <input type="text"/>	1 to 2 Years Overdue: <input checked="" type="checkbox"/>
Treasury Status: <input type="text"/>	2 to 6 Years Overdue: <input checked="" type="checkbox"/>
Other Status: <input type="text"/>	6 to 10 Years Overdue: <input checked="" type="checkbox"/>
Offset Status: <input type="text"/>	10+ Years Overdue: <input checked="" type="checkbox"/>
Debt Account	
Debt Account Number: <input type="text"/>	
Debt Account Line Number: <input type="text"/>	
Vendor	
Address Code: <input type="text"/>	
Name: <input type="text"/>	

Search **Clear**

3. Select the **Search** button

Vendor

Address Code: <input type="text"/>	Name: <input type="text"/>
Search	Clear

Steps to Review and Authorize a Referral Entry

Notes

- Select the radio button of the desired Referral Entry and select the **Details** button.

New	Details	Delete	Sort...	View as CSV	View as Excel
Summary					
	Doc Typ	Doc Num	Actg Ln #	Statement Number	Debt Account Number
<input checked="" type="radio"/>				DAJDSTEST5	1 NNFM00000 00001
< >					

- Review the Referral Entry. If the debt is ready to be referred to Treasury, set the **Treasury Servicing Referral Status** to ‘Authorized’ and enter the **Treasury Servicing Referred Amount** (Amount to be referred to Treasury).

If the debt should not be referred to Treasury, set the **Treasury Servicing Referral Status** to ‘Not Authorized’

Billing Referral Information _____

Treasury Cross Servicing

Treasury Servicing Referral Status:	<input style="width: 100px; height: 25px; border: 1px solid black; border-radius: 5px; padding: 2px 5px;" type="button" value="Authorized"/>
Treasury Servicing Status Date:	06/09/2015
Treasury Servicing Eligible Date:	06/09/2015
Treasury Servicing Referred Date:	<input type="text"/>
Treasury Servicing Destination:	FEDDEBT
Treasury Servicing Referred Amount:	<input type="text" value="\$635.00"/>

- Select **Save**.

- Select the **Submit** button.

[View Document](#)

Note: The data in the **Billing Referral Information** box can be viewed on the associated Billing Document or Debt Account by selecting the Accounting Line and then selecting the **Referral** button.

Referral _____

[Referral](#)

Steps to Review and Authorize a Referral Entry

Notes

[Ok](#)

[Expand All](#) | [Collapse All](#)

Referral

	Coll Agency	Dept Of Justice	Treasury Servicing	Other	External Offset
Destination			FEDDEBT		
Eligible For Referral	07/17/2015	07/17/2015	07/01/2015	07/17/2015	07/17/2015
Referral Date			07/17/2015		
Referred Amount	\$0.00	\$0.00	\$543,221.00	\$0.00	\$0.00
Status	eligible	eligible	processed	eligible	eligible
Status Date	07/17/2015	07/17/2015	07/17/2015	07/17/2015	07/17/2015
Collection Type Collected		\$0.00			
External Offset		\$0.00			
Referral Last Payment Date					
External Offset Last Payment Date					

[o to top of page](#)

4.15.5.4 Referrals: Generation

The Referral Generation process consists of two phases, both executed by batch jobs in Pegasys. The first batch job is the Treasury Referral and External Offset (ARTREOEX) batch job. ARTREOEX extracts the data from the Referral Entry Query and builds the submission file to Treasury. The Second is the Treasury Referral and External Offset Error (ARTREOERR) batch. This batch processes any file errors returned from Treasury

4.15.5.4.1 Referrals: Generation - Treasury Referral and External Offset Extract (ARTREOEX)

The Treasury Referral and External Offset Extract batch job (ARTREOEX) selects all referral entries with a status of ‘Authorized’ or ‘Processed’, creates a unique Agency Debt ID for each entry, and builds a submission file of all the debt to be referred to Treasury (FEDDEBT system).

The Agency Debt ID is a concatenation of Doc Type, Doc Number, Line Number, DA Number and DA Line Number. This means either the first three sections of the Agency Debt ID will be blank (when referring a Debt Account) or the last two sections will be blanked out (when referring a Billing Document).

The batch then updates the associated Referral Entries with the Referral Status (‘Processed’), Status Date, and the Referred Date. The corresponding Billing Document or Debt Account is also updated to record this information.

4.15.5.4.2 Referrals: Generation - Treasury Referral and External Offset Error (ARTREOERR)

After Treasury receives the extract file created by the Treasury Referral and External Offset Extract batch job (ARTREOEX), Treasury validates the information from the file. Any data that appears to have errors or is missing pertinent information is returned to Pegasys via a return file.

The Treasury Referral and External Offset Error batch job (ARTREOERR) interprets the data in the return file and updates the related record on the Referral Entry Query **Treasury Servicing Referral Status** to ‘Rejected’. It also adds Treasury’s error(s) to the referral entry record so users can correct the problem (i.e. Vendor Zip Code is not in the State of the Vendor’s address or debt has been referred previously).

Users can then review the rejected referral entry, make the appropriate corrections to the debt or referral entry, and change the status of the **Treasury Servicing Referral Status** back to ‘Authorized’ to be picked up in the next extract run.

4.15.5.5 Referrals: Treasury Collection Life Cycle

After Treasury has received and validated the extract file from Pegasys, it will begin collection activities. Any payment received by Treasury on the agency’s behalf will be turned over to GSA via Treasury’s IPAC system. Money collected from Treasury will then be applied against the referred debts in Pegasys. Treasury also provides a report with collection information, which is processed through the External Collections (AREOCOLL) batch job. This report is used to reconcile Treasury’s collections against the actual collections records received via IPAC.

4.15.5.5.1 Referrals: Collection - IPAC Inbound (GSIPACIN)

Debt collected by Treasury is returned to GSA through the IPAC process. The IPAC Inbound batch job (GSIPACIN) generates Held Cash Receipts in Pegasys as Unapplied Collections. The IPAC transactions are received as Unapplied Collections, as Treasury transmits the External Collection information to Pegasys after the transactions are received via IPAC. Users will correct the Held IPAC Cash Receipts to perform one of two actions:

1. Process the Held Cash Receipt as an Unapplied Collection.
 - Transaction Type = 02
 - Document Reference = Blank
 - The Unapplied Collection will subsequently be corrected once the applicable referred debt is located on the External Collections Reconciliation Query.
2. Process the Held Cash Receipt by referencing the referred debt.
 - Research referred debt on the External Collections Reconciliation Query using:
 - *IPAC Reference Number*
 - *Debt Account Number*
 - *Billing Document Number*
 - Updates the collection fields and liquidates the referenced Billing Document or Debt Account.
 - Records the IPAC Cash Receipt information on the corresponding External Collections Reconciliation Query record.

Steps to Correct IPAC External Collection (Unapplied Collection Flow):

Notes

1. Locate the **Held IR6/IR7** via **Form/Document Selection** OR the **IPAC Transaction Query** and choose to **Correct** the form.

Note: Via the IPAC Transaction Query, users will frequently search via the following criteria:

- Document Type = IR6 or IR7
- Document Number
- IPAC Status = Pending
- IPAC Reference Number (if known)

IPAC Transaction Query

Search Criteria

Document

Document Category: CR - Cash Receipt	Modified:
Type: IR7	IPAC Status: Pending
Number: IR72015091400001	Item: Accounting:

IPAC Reference

IPAC Reference Number: 61797813	Related Docs: <input type="checkbox"/>
IPAC Document Identifier:	Related Docs: <input type="checkbox"/>
IPAC Reference Line Number:	<u>Customer Treasury Symbol:</u> <input type="checkbox"/>
DBE IPAC Doc ID (DBE UIDD):	Short Key: <input type="text"/>
Relative Line Number:	ATA: <input type="text"/> AID: <input type="text"/> BPOA: <input type="text"/> EPOA: <input type="text"/> A: <input type="checkbox"/> MAIN: <input type="checkbox"/> SUB: <input type="checkbox"/>
Reference Doc IPAC Document Identifier:	<u>Customer ALC:</u> <input type="checkbox"/>
Invoice Number:	<u>Customer BETC:</u> <input type="checkbox"/>
DBE Detail Flag:	<u>ALC:</u> <input type="checkbox"/>
Canceled/Deleted:	<u>Disbursing Office:</u> <input type="checkbox"/>
IPAC Adjustment:	Agency DUNS: <input type="checkbox"/>
Sender Initiated Adjustment:	Agency DUNS+4: <input type="checkbox"/>
IPAC Adjustment Original IPAC Reference Number:	
Zero Dollar Status Indicator:	
Zero Dollar Reference Number:	

IPAC Submission Date

From: <input type="text"/>	To: <input type="text"/>
----------------------------	--------------------------

Post SGL Status Indicator:

IPAC Confirmed

From Date: <input type="text"/>	To Date: <input type="text"/>
Amount: <input type="text"/>	Value: <input type="text"/>

IPAC Rejection Date

From: <input type="text"/>	To: <input type="text"/>	Omitted From File: <input type="checkbox"/>
----------------------------	--------------------------	---

Security Org:

Assignment Code:

Steps to Correct IPAC External Collection (Unapplied Collection Flow):

Notes

2. Ensure the Header information is correct, including **Deposit Number, Amounts, Disbursing Office, etc.**

Note: If the Referenced BD contains outstanding IP&A charge amounts, then the total of principal + IP&A will be populated in the Principal Amount field.

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

Amendment/Modification History | Workflow Status | Approval History | References...

Expand All | Collapse All

General

Document Type	IR7	R7 IPAC CR (ALC: 470C)	Receipt Date	09/16/2015
Deposit Number	61797815	Accounting Period	12/2015	
Status	HELD	Reporting Accounting Period		
Document Number	IR72015091600002	Batch Number		
Debit Voucher #		Document Classification		
Title		Security Org	GSA	
Received By		Accomplished Date	09/16/2015	
Post Code		Suppress Printing	<input type="checkbox"/>	
Overseas Cashier Code		Lockbox Number		
* Disbursing Office	X0112	Schedule Name		
Sender's Disbursing Office		Formal Contract Number		
Agency DUNS Number				
Agency DUNS+4				
FIFO Liquidation Worksheet				

Amounts

Principal Amount:	\$1,018.50
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00
Receipt Total:	\$0.00

External System Information

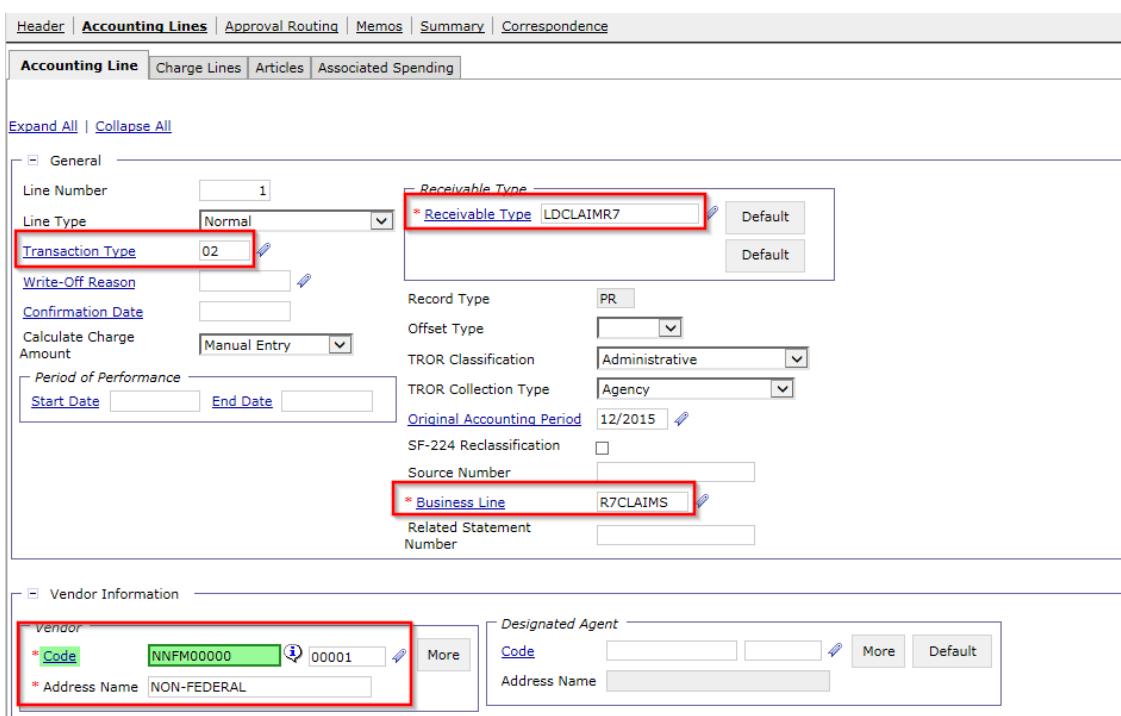
Input System		Modified External Document	<input type="checkbox"/>
System ID	IPACIN		
External System Document Number	61797815		
External System Amount	\$1,018.50		

Steps to Correct IPAC External Collection (Unapplied Collection Flow):

Notes

3. Navigate to the Accounting Line and enter the following values:

- Transaction Type = 02
- Business Line
- Receivable Type
- Vendor Code
- Accounting Dimensions
 - Region 7:
 - Set the Program = PG00
 - Enter additional required dimensions
 - Note Revenue Source Code (RSC) is null
 - Region 6:
 - Populate the Accounting Template/Dimensions with the generic unapplied collection template



The screenshot shows the 'Accounting Lines' screen with the 'General' tab selected. Key fields highlighted with red boxes include:

- * Receivable Type: LDCLAIMR7
- * Transaction Type: 02
- * Business Line: R7CLAIMS
- * Vendor Information: Code (NNFM00000), Address Name (NON-FEDERAL)

Steps to Correct IPAC External Collection (Unapplied Collection Flow):

Notes

Accounting Dimensions

Template

* <u>BBFY</u> 2015	<u>EBFY</u> <input type="text"/>	* <u>Fund</u> 192X	<u>Region</u> 07	<u>Org Code</u> P0710110
<u>Program</u> PG00	<u>Project Code</u> <input type="text"/>	<u>Activity</u> PG000	<u>Sub-Object Class</u> <input type="text"/>	<u>Revenue Source</u> <input type="text"/>
<u>Sub Revenue Source</u> <input type="text"/>	<u>Building #</u> <input type="text"/>	<u>Location/System</u> <input type="text"/>	<u>Vehicle Tag #</u> <input type="text"/>	<u>Work Item</u> <input type="text"/>
<u>Lease #</u> <input type="text"/>	<u>Reimbursable Sub-Object Class</u> <input type="text"/>	<u>Reimbursable Sub Object</u> YBA	<u>2015</u>	<u>BETC</u> COLL
<u>Cost Organization</u> <input type="text"/>	<u>Cohort Year</u> <input type="text"/>	<u>PRC</u> <input type="text"/>		

- Click Verify and Submit.

Steps to Correct IPAC External Collection (Reference BD/DA Flow):

Notes

1. Locate the **Held IR6/IR7** via **Form/Document Selection** OR the **IPAC Transaction Query** and choose to **Correct** the form.

Note: Via the IPAC Transaction Query, users will frequently search via the following criteria:

- *Document Type = IR6 or IR7*
- *Document Number*
- *IPAC Status = Pending*
- *IPAC Reference Number (if known)*

IPAC Transaction Query

Search Criteria

Document

Document Category: CR - Cash Receipt	Modified:
Type: IR7	IPAC Status: Pending
Number: IR72015091400001	Item: Accounting:

IPAC Reference

IPAC Reference Number: 61797813	Related Docs: <input type="checkbox"/>
IPAC Document Identifier:	Related Docs: <input type="checkbox"/>
IPAC Reference Line Number:	<i>Customer Treasury Symbol:</i> <input type="checkbox"/>
DBE IPAC Doc ID (DBE UIDD):	Short Key: <input type="text"/>
Relative Line Number:	ATA: <input type="text"/> AID: <input type="text"/> BPOA: <input type="text"/> EPOA: <input type="text"/> A: <input type="checkbox"/> MAIN: <input type="checkbox"/> SUB: <input type="checkbox"/>
Reference Doc IPAC Document Identifier:	<i>Customer ALC:</i> <input type="checkbox"/>
Invoice Number:	<i>Customer BETC:</i> <input type="checkbox"/>
DBE Detail Flag:	<i>ALC:</i> <input type="checkbox"/>
Canceled/Deleted:	<i>Disbursing Office:</i> <input type="checkbox"/>
IPAC Adjustment:	Agency DUNS: <input type="text"/>
Sender Initiated Adjustment:	Agency DUNS+4: <input type="text"/>
IPAC Adjustment Original IPAC Reference Number:	
Zero Dollar Status Indicator:	
Zero Dollar Reference Number:	

IPAC Submission Date

From: <input type="text"/>	To: <input type="text"/>
----------------------------	--------------------------

Post SGL Status Indicator:

IPAC Confirmed

From Date: <input type="text"/>	To Date: <input type="text"/>
Amount: <input type="text"/>	Value: <input type="text"/>

IPAC Rejection Date

From: <input type="text"/>	To: <input type="text"/>	Omitted From File: <input type="checkbox"/>
----------------------------	--------------------------	---

Security Org:

Assignment Code:

Steps to Correct IPAC External Collection (Reference BD/DA Flow):

Notes

2. Ensure the Header information is correct, including **Deposit Number, Amounts, Disbursing Office, etc.**

Note: If the Referenced BD contains outstanding IP&A charge amounts, then the total of principal + IP&A will be populated in the Principal Amount field

The screenshot shows the 'Header' tab of a document management application. The 'General' section contains fields for Document Type (IR7), Deposit Number (61797815), Status (HELD), Document Number (IR72015091600002), and various other administrative details like Receipt Date, Accounting Period, and Security Org. The 'Accomplished Date' field is also highlighted. The 'Amounts' section shows the Principal Amount as \$1,018.50. The 'External System Information' section includes the System ID (IPACIN) which is also highlighted. Several fields are enclosed in red boxes for emphasis.

Header	Accounting Lines	Approval Routing	Memos	Summary	Correspondence
Amendment/Modification History	Workflow Status	Approval History	References...		
Expand All Collapse All					
General					
Document Type	IR7	R7 IPAC CR (ALC: 4700)	Receipt Date	09/16/2015	
Deposit Number	61797815	Accounting Period	12/2015	<input type="button" value="edit"/>	
Status	HELD	Reporting Accounting Period		<input type="button" value="edit"/>	
Document Number	IR72015091600002	Batch Number		<input type="button" value="edit"/>	
Debit Voucher #		Document Classification		<input type="button" value="edit"/>	
Title		Security Org	GSA		
Received By		Accomplished Date	09/16/2015		
Post Code		Suppress Printing	<input type="checkbox"/>		
Overseas Cashier Code		Lockbox Number			
* Disbursing Office	X0112	Schedule Name			
Sender's Disbursing Office		Formal Contract Number			
Agency DUNS Number					
Agency DUNS+4					
FIFO Liquidation Worksheet					
Amounts					
Principal Amount:	\$1,018.50	Interest Amount:	\$0.00	Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00	Receipt Total:	\$0.00		
External System Information					
Input System		Modified External Document	<input type="checkbox"/>		
System ID	IPACIN				
External System Document Number	61797815				
External System Amount	\$1,018.50				

Steps to Correct IPAC External Collection (Reference BD/DA Flow):

Notes

3. Navigate to the Accounting Line and perform the following actions:

For BDs:

- Enter the following values in the Document Reference section:
 - Document Type
 - Document Number
 - Accounting Line Number
- Click Default
- Enter Transaction Type = 01

Document Reference

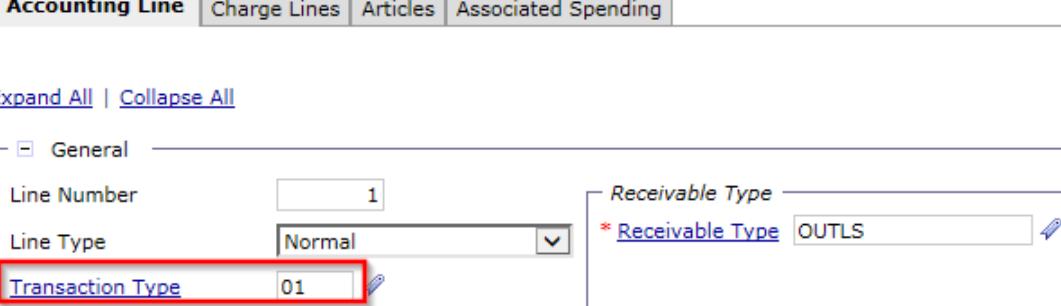


Type: ODN Number: ODNO0001502-001 Item: 0000 Accounting: 1 Default

Reprint Bill Referenced Statement Number: 00001502

Reopen Bill Update To Unbilled Apply

Accounting Line



General

Line Number: 1 Line Type: Normal Transaction Type: 01

Receivable Type: OUTLS

For DAs:

- Enter the following values:
 - Transaction Type = C01
 - Business Line
 - Receivable Type
 - Vendor Code
 - Accounting Dimensions
- Populate the Debt Account Number and Debt Account Line Number

Steps to Correct IPAC External Collection (Reference BD/DA Flow):
Notes

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

Accounting Line Charge Lines | Articles | Associated Spending

[Expand All](#) | [Collapse All](#)

General

Line Number	1	Receivable Type	* Receivable Type LDCLAIMR7	<input type="button" value="Default"/>
Line Type	Normal	Record Type	PR	<input type="button" value="Default"/>
Transaction Type	C01	Offset Type	<input type="button" value=""/>	<input type="button" value="Default"/>
Write-Off Reason	<input type="button" value=""/>	TROR Classification	<input type="button" value=""/>	<input type="button" value="Default"/>
Confirmation Date	<input type="button" value=""/>	TROR Collection Type	<input type="button" value=""/>	<input type="button" value="Default"/>
Calculate Charge Amount	Manual Entry	Original Accounting Period	<input type="button" value=""/>	<input type="button" value="Default"/>
Period of Performance	<input type="button" value=""/>	SF-224 Reclassification	<input type="checkbox"/>	<input type="button" value="Default"/>
Start Date	<input type="button" value=""/>	Source Number	<input type="button" value=""/>	<input type="button" value="Default"/>
End Date	<input type="button" value=""/>	* Business Line	R7CLAIMS	<input type="button" value="Default"/>
		Related Statement Number	<input type="button" value=""/>	<input type="button" value="Default"/>

Vendor Information

Vendor	* Code 273700229	00001	<input type="button" value="More"/>	Designated Agent	Code <input type="button" value=""/>	<input type="button" value="More"/>	<input type="button" value="Default"/>
Address Name	USGBF POTOMAC YARD 1 & 2, LL						

Accounting Dimensions

Template	2015PBS-07-192X-PG00	<input type="button" value=""/>		
* BBFY	EBFY	* Fund	* Region	* Org Code
2015	<input type="button" value=""/>	192X	07	P0710110
* Program	Project Code	* Activity	Sub-Object Class	Revenue Source
PG00	<input type="button" value=""/>	PG000	F10	<input type="button" value=""/>
Sub Revenue Source	Building #	Location/System	Vehicle Tag #	Work Item
<input type="button" value=""/>				
Lease #	Reimbursable Sub-Object Class	Reimbursable Sub Object	YBA	BETC
<input type="button" value=""/>				
Cost Organization	Cohort Year	PRC	<input type="button" value=""/>	<input type="button" value=""/>
<input type="button" value=""/>				

Debt Account Information

Debt Account Number	D7M2015091400003	Depository Line Number	<input type="button" value=""/>	<input type="button" value="View Debt Account"/>
Debt Account Line Number	1	Payee Line Number	<input type="button" value=""/>	<input type="button" value=""/>

Steps to Correct IPAC External Collection (Reference BD/DA Flow):

Notes

4. If applicable for the referred debt, ensure the IP&A lines are created/populated with the correct TT, amounts, and accounting dimensions.

Note: For BDs, this process should occur via the ‘Default’ action. For DAs, this process will need to be performed manually.

Line Number	Amount	Record Type	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Rev Src	Bldg #	S
1	\$10.00	Administrative Charge	ADC	2015-07-0890-R0700000-1E00-1E000	2015		0890	07	R0700000	1E00		1E000				
2	\$4.23	Interest Charge	INC	2015-07-0230-R0700000-1C00-1C000	2015		0230	07	R0700000	1C00		1C000				
3	\$18.06	Penalty Charge	PNC	2015-07-0190-R0700000-1B00-1B000	2015		0190	07	R0700000	1B00		1B000				
Total Header \$32.29																

Page : 1 of 1 Show: 10 rows per page Rows 1 - 3 of 3

5. Click Verify and Submit.

4.15.5.5.2 Referrals: External Collections (AREOCOLL)

Treasury sends a weekly collections report regarding collections on the Debt Accounts and Billing Documents previously referred by GSA called the External Collections Report. The External Collections batch job (AREOCOLL) reads the collection file and writes the collection records to the Pegasys External Collections Reconciliation Query.

The information from the report is identified by the Agency Debt ID originally generated by the Treasury Referral and External Offset Extract (ARTREOEX) batch job when the debt was referred. The External Collections Reconciliation Query provides collection information for Billing Documents and Debt Accounts that have been previously referred to Treasury. Additionally, each collection record includes an IPAC Reference Number which is used when researching and processing the actual collections from IPAC to help identify which debt each collection should be applied to.

As records are received from the External Collection file on the External Collections Reconciliation Query, the records are updated to record the Pegasys IPAC Cash Receipt document numbers, showing a match between the collection information provided by Treasury in the file and the actual collection transactions received from the IPAC Treasury system in Pegasys.

The associated IPAC collection is returned in the **External Collections Reconciliation Documents Summary** item collection if:

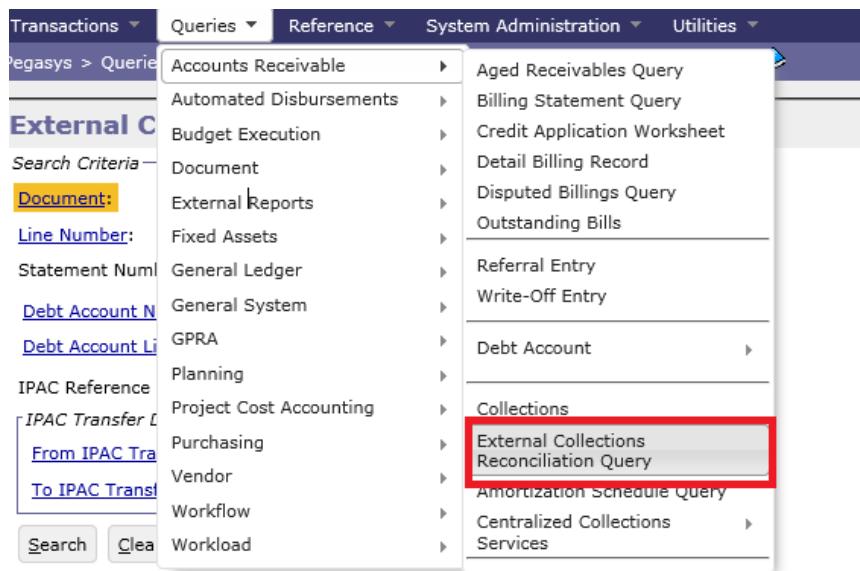
- An IPAC CR (IR6/IR7) has been processed with the same **IPAC Reference Number**.
 - Note: Unapplied Collections, CRs processed with TT = 02 and matching IPAC Reference Number, will also be displayed on this screen even though there is no direct link (reference) between the CR and DA*
- If a user receives a “No documents returned” message, then GSA may use the corresponding **IPAC Reference Number** to search for the **Held** IR6/IR7 on the **IPAC Transaction Query**.

Steps to Use the External Collections Query:

Notes

1. Navigate to Queries=>Accounts Receivable=>External Collections Query.

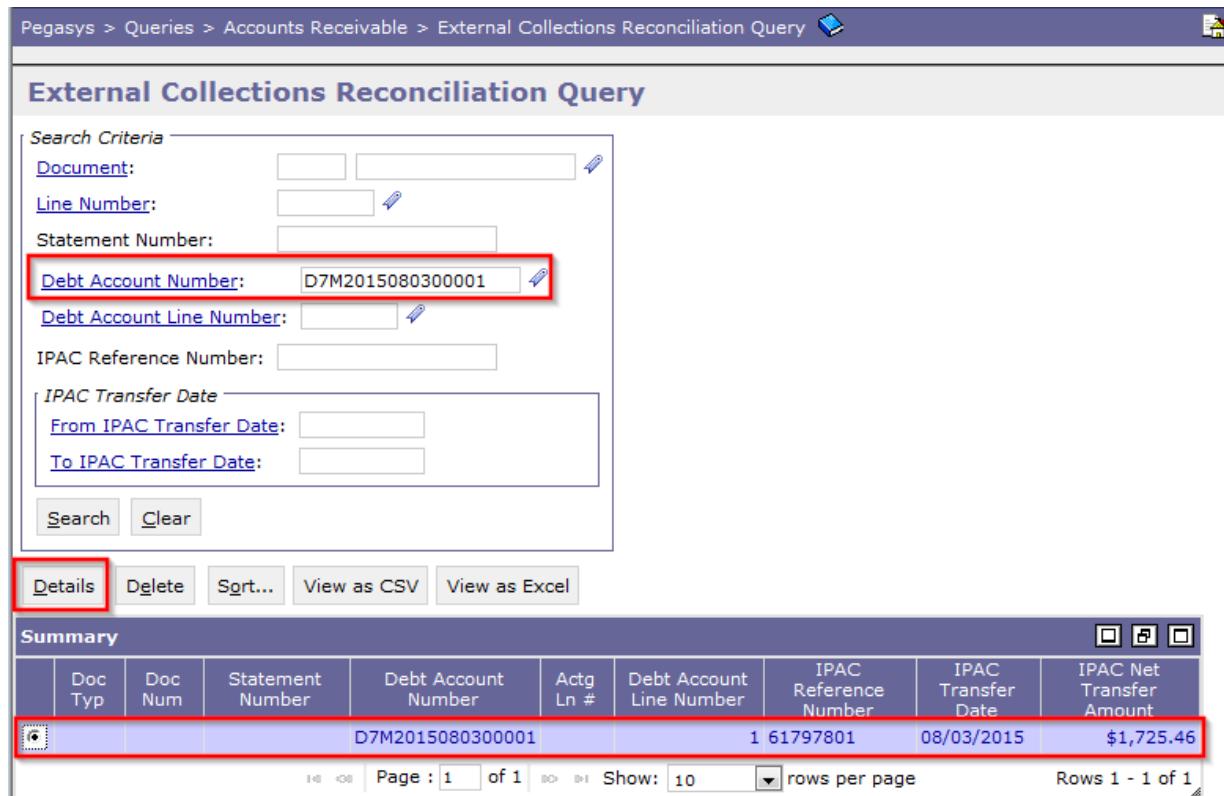
The Referral Entry Query page is displayed.



Steps to Use the External Collections Query:

Notes

2. Enter the appropriate search criteria to identify the referred debt or transaction i.e. **Document** (Doc Type, Document Number), **Debt Account Number**, **IPAC Reference Number** or **IPAC Transfer Date**. and select **Search**
3. Select the item to review and select **Details**



Pegasys > Queries > Accounts Receivable > External Collections Reconciliation Query

External Collections Reconciliation Query

Search Criteria

Document: [] []

Line Number: []

Statement Number: []

Debt Account Number: **D7M2015080300001**

Debt Account Line Number: []

IPAC Reference Number: []

IPAC Transfer Date

From IPAC Transfer Date: []

To IPAC Transfer Date: []

Details

Summary

Doc Typ	Doc Num	Statement Number	Debt Account Number	Actg Ln #	Debt Account Line Number	IPAC Reference Number	IPAC Transfer Date	IPAC Net Transfer Amount
			D7M2015080300001		1 61797801	08/03/2015	\$1,725.46	

Page : 1 of 1 | Show: 10 rows per page | Rows 1 - 1 of 1

Steps to Use the External Collections Query:
Notes

- 4 The system then displays the details of the transaction and the breakdown of the payment.

External Collections Reconciliation Detail

Documents	
Document:	
Line Number:	
Statement Number:	
Debt Account Number:	D7M2015091400004
Debt Account Line Number:	1
Receivable Type:	LDCLAIMR7
IPAC Reference Number:	61797814
IPAC Transfer Date:	09/14/2015
IPAC Net Transfer Amount:	\$1,725.46
Principal Amount:	\$1,693.17
Interest Amount:	\$4.23
Penalty Amount:	\$18.06
Admin Charges Amount:	\$10.00
Total Charges Amount:	\$1,725.46

5. Select **Documents** to view the associated Cash Receipts.
6. Select the desired Cash Receipt and select View to see the details or Correct to change or add referenced documents

Pegasys > Queries > Accounts Receivable > External Collections Reconciliation Query > External Collections Reconciliation Query Detail > External Collections Reconciliation Documents Summary

External Collections Reconciliation Documents Summary

Correct	View	Sort...	View as CSV	View as Excel																					
<table border="1"> <thead> <tr> <th colspan="7">Summary</th> </tr> <tr> <th></th> <th>Doc Typ</th> <th>Doc Num</th> <th>Document Date</th> <th>Status</th> <th>IPAC Reference Number</th> <th>User ID</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>IR7</td> <td>IR72015091400002</td> <td>09/14/2015</td> <td>Processed</td> <td>61797814</td> <td>runbatchgsipacn</td> </tr> </tbody> </table>					Summary								Doc Typ	Doc Num	Document Date	Status	IPAC Reference Number	User ID	<input checked="" type="radio"/>	IR7	IR72015091400002	09/14/2015	Processed	61797814	runbatchgsipacn
Summary																									
	Doc Typ	Doc Num	Document Date	Status	IPAC Reference Number	User ID																			
<input checked="" type="radio"/>	IR7	IR72015091400002	09/14/2015	Processed	61797814	runbatchgsipacn																			
Page : 1 of 1 << >> Show: All rows per page					Rows 1 - 1 of 1																				

4.15.5.6 Referrals: Direct Payment from Debtor after Referral

If a Debtor pays a debt directly to GSA after it has been referred to Treasury, there are two options for processing the collection in Pegasys as Treasury will collect their fee from the payment. The first option is to post the payment as an unapplied collection, notify Treasury via phone or email that the payment has been received so it can send a Pull Payment to collect the fee. The second option is to post the payment to Fund 0890 and notify Treasury via phone or email of the payment. Treasury will then deduct its fee and

send the remaining monies back to GSA via the normal collection process. The steps for each process are described in detail in the following sections.

4.15.5.6.1 Referrals: Post Debtor Payment as Unapplied

When GSA receives a payment directly from a debtor after the debt has been referred to Treasury, users can choose not to apply the payment to the debt until after Treasury's fee has been collected from the payment. The steps for this process include the following:

1. The collection is initially processed on a Cash Receipt (CR) as an unapplied collection, using Transaction Type (TT) 02. The collection is not posted to Fund 0890 and does not reference the associated Debt Account or Billing Document.
2. The Pegasys user then notifies Treasury, either by phone or email, that a payment has been collected against the referred debt.
3. Treasury then sends a Pull Payment transaction that is processed in Pegasys via the IPAC Inbound batch job (GSIPACIN).
 - a. The Treasury Pull Payment results in the creation of an Itemized Payment CB6 or CB7 (IP) for the Treasury fee amount. The CB6/CB7 rejects in Pegasys because there is no reference document information or accounting dimensions.
4. The user then corrects the original CR noted in step 1, splitting it into two lines by adding a second accounting line.
 - a. Line 1 is reduced by the amount of Treasury's Pull Payment and updated to reference the original debt.
 - i. The user updates the Transaction Type to the appropriate value (01 for a referred Billing Document, C01 for a referred Debt Account) for the payment to be applied.
 - b. Line 2 is created for the amount of Treasury's fee and is processed using Transaction Type 02.
 - i. For a referred Debt Account, Line 2 should reference the Debt Account.
 - ii. For a referred Billing Document, Line 2 should not reference the Billing Document.
5. The user then updates the Treasury Pull Payment IP (CB6/CB7) noted in step 3 above to reference Line 2 of the CR noted in step 4, and set the Transaction Type to 03.
 - a. For a referred Debt Account, the CB6/CB7 should additionally reference the Debt Account.
 - b. For a referred Billing Document, the CB6/CB7 should not reference the Billing Document.
6. The Treasury Referral and External Offset Extract batch job (ARTREOEX) runs and updates the referral to the remaining balance of the original debt referred. The updated collection information is sent to Treasury.

4.15.5.6.2 Referrals: Post Debtor Payment to Fund 0890

When GSA receives a payment directly from a debtor after the debt has been referred to Treasury, users can choose to turn the full amount of the payment over to Treasury and waiting to Treasury to push a new payment to GSA, net of Treasury's fee amount. The steps for this process include the following:

1. The collection is initially processed on a Cash Receipt (CR) using Treasury Fund 0890 and Transaction Type 02. The collection does not reference the associated Debt Account or Billing Document.
2. The users then notify Treasury, either by phone or email, that a payment has been collected against the referred debt and has been posted to the Treasury 0890 Fund.
3. Treasury then pushes a payment to GSA via IPAC. IPAC Inbound is run, generating a Held IPAC collection CR (IR6/IR7) without a document reference. The push payment is received for the amount of the debtor payment less Treasury's fee.
4. The user then pulls down the weekly Treasury collection file, which will include a collection record for the amount of the debtor payment less Treasury's fee. The file is loaded into Pegasys via the External Collections batch job (AREOCOLL), which writes the collection information to the External Collections Reconciliation Query. Utilize the External Collections Reconciliation Query to locate/correct Held IPAC CRs generated in Step #3.

Note: The Treasury Referral and External Offset Extract batch (ARTREOEX) does not need to run again to update the balance of the referred debt (there is a check in the system that will only send collections on the 5A that did not come from Treasury)

4.16 Adjustments

Adjustments are necessary in Pegasys to correct or update the General Ledger. Similar to Pegasys today, the Accounts Receivable subsystem will use the Standard Voucher (SV) document category to create adjustment transactions.

- The NEAR Write-Off Reversal SV is used in the event that a collection is received for a billing that was originally written-off in NEAR. This document provides the ability to recreate the NEAR receivable transaction, reverse the NEAR write-off, and book the collection without overstating revenue.
- The NEAR Collection Reversal SV is used in the event that a chargeback or returned check is received for a billing that was originally collected upon in NEAR. This document provides the ability to recreate the NEAR receivable and collection transactions and then process the chargeback or returned check without overstating revenue.
- The Unfilled Customer Order transaction will be created when it is necessary to record transactions in Pegasys to represent the unfilled customer order balances.

NCR/NWR:

USDA will utilize CGI Production Support in the event that a NEAR Write-Off Reversal or NEAR Collection Reversal is required to be processed.

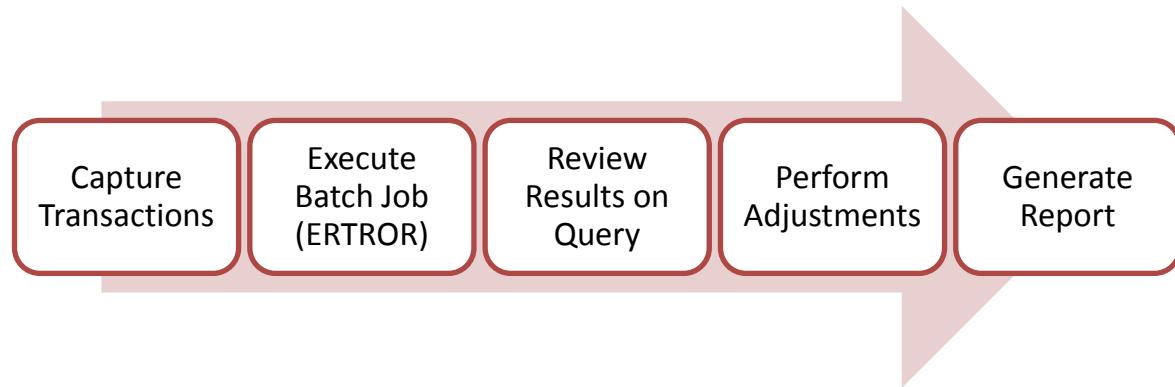
For a list of Adjustment Standard Voucher (SV) Document Types, please refer to [Appendix: Available Standard Voucher \(SV\) Document Types](#)

4.17 Treasury Report on Receivables (TROR)

The Treasury Report on Receivables or TROR report is a quarterly report mandated by Treasury. It is a compilation of all outstanding debts in the agency and the efforts to collect on outstanding debts. The TROR is a management report that is then compiled by Treasury of the gross book value of receivables owed to Federal agencies and the status of the Federal Government's debt portfolio. Additional information about the TROR and report due dates can be found at the Bureau of Fiscal Management's website: http://fiscal.treasury.gov/fsservices/gov/debtColl/rsrsrcsTools/debt_dmrpts_tror.htm

The process for producing the TROR flows through five steps: capturing transaction, executing the batch job (ERTROR), reviewing results on the query, performing adjustments and generating the report.

Exhibit 4-155: Pegasys TROR Process



4.17.1 TROR: Capturing Transactions

The first part is capturing transactions. The attributes used by the TROR are captured on transactions in Pegasys. The TROR tracks Receivables (Billing Documents; Debt Accounts; and Standard and Journal Vouchers with a 'Receivable' Accounting Event that is not a Budget Correction). It also tracks Collections (Cash Receipts and Vouchers with an Accounting Event of 'Cash Receipt' that is not a Budget Correction). Finally, it tracks Write-offs, debts written off by the agency (Cash Receipts and Standard Vouchers).

During document processing, Pegasys identifies the kind of debt (Administrative, Direct Loan and Defaulted Guaranteed Loan), also known as the TROR Classification. All of GSA's transactions fall under Administrative, which defaults by the system during document processing.

Pegasys also captures data about the debtor (Foreign/Sovereign government, State/Local government, Commercial or Consumer), also known as the TROR Category. The TROR Category defaults based on the Vendor Reporting Attribute of the vendor recorded on the transaction:

- If the Reporting Attribute is 'Government', a TROR Category will NOT be defaulted to the line (i.e., will remain as blank).
- If the Reporting Attribute is 'Employee', a TROR Category of 'Consumer' will be defaulted to the line.
- If the Reporting Attribute is 'State Government', a TROR Category of 'State/Local Government' will be defaulted to the line.
- Else, a TROR Category of 'Commercial' will be defaulted to the line.
- If the TROR Category on a billing document line is NOT blank, the system will not attempt to default a value to the line.

Finally, Pegasys captures information about collections (Agency, Sales after Foreclosure, Private Collection Agency, DOJ/Litigation, Wage Garnishment, and Treasury), also known as the TROR Collection Type.

- If the cash receipt line references a billing document line <or> it references a cash receipt line that in turn references a billing document line, then the system will read the value of the following fields on the billing document line:
 - Foreclosure Date
 - Referred to Collection Agency Referral Date
 - Litigation Date
 - Wage Garnishment Date
 - Referred to Treasury Cross-Servicing Date
 - Referred to TOP Date
- If one or more of these date fields is populated, the system will choose the most recent date of the populated date fields and default the TROR Collection Type as follows, depending on which date is the most recent date:
 - Foreclosure Date: TROR Collection Type defaulted to ‘Sales After Foreclosure’
 - Referred to Collection Agency Referral Date: TROR Collection Type defaulted to ‘Private Collection Agency’
 - Litigation Date: TROR Collection Type defaulted to ‘DOJ/Litigation’
 - Wage Garnishment Date: TROR Collection Type defaulted to ‘Wage Garnishment’
 - Referred to Treasury Cross-Servicing Date: TROR Collection Type defaulted to ‘Treasury’
 - Referred to TOP Date: TROR Collection Type defaulted to ‘Treasury’
- If the conditions in the steps above are not met, the TROR Collection Type is defaulted to ‘Agency’.

4.17.2 TROR: Executing the Batch Job (ERTROR)

The Treasury Report on Receivables batch job groups transactions by Bureau as defined by the Fund code on the transaction. If no Bureau is specified in the batch parameters, the batch will create a TROR record for each Agency/Bureau record configured in Pegasys.

The TROR Data Extract (ERTROR) batch job extracts the applicable records based on the simple input parameters and hard-coded selection criteria, including the specified Agency and Bureau. The batch job then filters through Pegasys documents, only selecting transactions where the Vendor Reporting Attribute of the associated vendor is not set to Government, and where the Accounting Event does not start with “BE”.

The TROR Data Extract (ERTROR) batch job then builds the TROR entity by populating the selected data on the TROR Query based on the criteria rules set up within each cell of the TROR.

Please refer to the appendix for a full listing of TROR fields and how Pegasys calculates the values to populate the report –[Appendix: TROR Calculations](#)

4.17.3 TROR: Reviewing the Batch Results on the Query

The Treasury Report on Receivables query allows GSA to preview the report and make necessary adjustments to the report as needed before creating the soft copy TROR pdf for upload to Treasury.

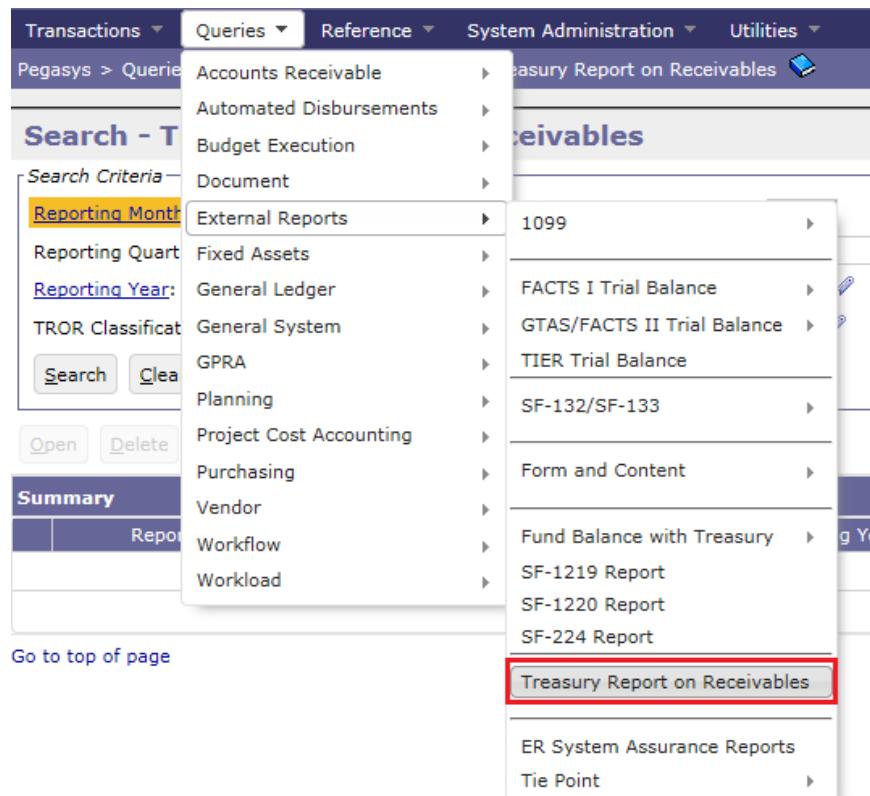
The TROR Query initially displays a single “header” record for each Reporting Period (FQ/FY), Agency/Bureau, TROR Classification, and Version Number. The header record then provides the ability to drill-down on a given TROR field to view the detailed transaction information. Any applicable footnotes can also be added directly from the query to be displayed on the PDF report.

Steps to Review a TROR record on the Treasury Report on Receivables Query

Notes

1. Navigate to Queries=>External Reports=>Treasury Report on Receivables.

The Treasury Report on Receivables Query page is displayed.



The screenshot shows the Pegasys 7.1.2 interface with the following navigation path:

- Transactions
- Queries
- Reference
- System Administration
- Utilities

Under the Queries menu, the following sub-menu is displayed:

- Accounts Receivable
- Automated Disbursements
- Budget Execution
- Document
- External Reports
- Fixed Assets
- General Ledger
- General System
- GPRA
- Planning
- Project Cost Accounting
- Purchasing
- Vendor
- Workflow
- Workload

The "External Reports" option is selected and highlighted with a yellow background. A dropdown menu for "External Reports" is open, showing the following options:

- 1099
- FACTS I Trial Balance
- GTAS/FACTS II Trial Balance
- TIER Trial Balance
- SF-132/SF-133
- Form and Content
- Fund Balance with Treasury
- SF-1219 Report
- SF-1220 Report
- SF-224 Report
- Treasury Report on Receivables
- ER System Assurance Reports
- Tie Point

The "Treasury Report on Receivables" option is highlighted with a red box.

Steps to Review a TROR record on the Treasury Report on Receivables Query

Notes

- Enter the **Reporting Quarter**, **Reporting Year** and **Bureau** of the TROR report you wish to review.

Search Criteria

Reporting Month:	Submitted To Treasury:
Reporting Quarter:	Version:
Reporting Year:	Agency:
TROR Classification:	Bureau:

Buttons: Search, Clear, Open, Delete, Sort..., View as CSV, View as Excel

Summary: Reporting Month, Reporting Quarter, Reporting Year

[Go to top of page](#)

- Select the **Search** button

Buttons: Search, Clear, Open, Delete, S

- Select the radio button of the desired TROR record and select the **Open** button.

Buttons: Open, Delete, Sort..., View as CSV, View as Excel

Summary: Reporting Month, Reporting Quarter, Reporting Year, TROR Classification, Version, Agency

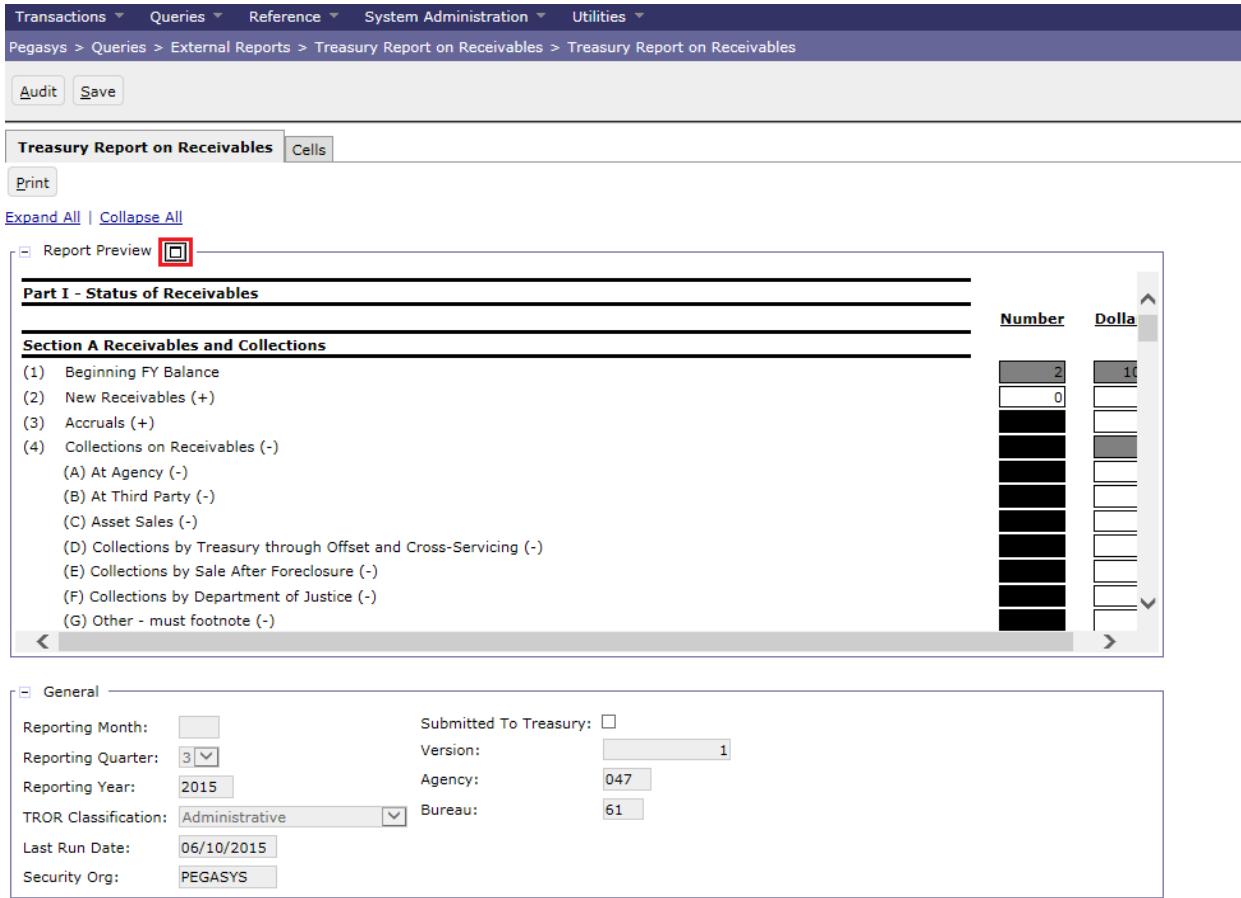
Reporting Month	Reporting Quarter	Reporting Year	TROR Classification	Version	Agency
3	2015	Administrative	1 047	61	

Page : 1 of 1 Show: 10 rows per page

Steps to Review a TROR record on the Treasury Report on Receivables Query

Notes

5. The preview of the report will display. Select the **Report Preview** button to view the report in full, instead of in the small window.



4.17.4 TROR: Making Adjustments

From within the TROR Record, a user with appropriate security permissions can adjust the values of that display in the report. There are several values that the batch job is unable to calculate and will need to be completed manually. Also, a user can add footnotes to the report from within the query.

Steps to Adjust a TROR Report

Notes

- From within the TROR Query Record (See Sec.4.17.3 for steps to access the record), select the **Cells** tab

Part I - Status of Receivables

Section A Receivables and Collections

- (1) Beginning FY Balance
- (2) New Receivables (+)
- (3) Accruals (+)
- (4) Collections on Receivables (-)
 - (A) At Agency (-)
 - (B) At Third Party (-)
 - (C) Asset Sales (-)
 - (D) Collections by Treasury through Offset and Cross-Servicing (-)
 - (E) Collections by Sale After Foreclosure (-)
 - (F) Collections by Department of Justice (-)
 - (G) Other - must footnote (-)

General

Reporting Month:	Submitted To Treasury:
Reporting Quarter:	Version:
Reporting Year:	Agency:
TROR Classification:	Bureau:
Last Run Date:	
Security Org:	PEGASYS

Treasury Symbol Details

Column Number	Section Number	Line Number	Calculated Number	Adjustment Number	Reported Number	Calculated Amount	Adjustment Amount	Reported Amount	Currency Code
Part I - Status of Receivables	Section A Receivables and Collections	1 - Beginning FY Balance	2		2	\$100.00		\$100.00 USD	
Part I - Status of Receivables	Section A Receivables and Collections (+)				0	\$0.00	\$0.00	\$0.00 USD	
Part I - Status of Receivables	Section A Receivables and Collections (-)					\$0.00	\$0.00	\$0.00 USD	
Part I - Status of Receivables	Section A Receivables and Collections					\$0.00	\$0.00	\$0.00 USD	

- Each row of the TROR displays with the calculated values. By selecting a row and then the button at the top of the Summary, a user can drill down through the various levels down to the actual documents that make up the calculated amounts. The first drill down is by Treasury Symbol. Select the row and then select the **Treasury Symbol** button.

Treasury Symbol Details

Column Number	Section Number	Line Number	Calculated Number	Adjustment Number	Reported Number	Calculated Amount	Adjustment Amount	Reported Amount	Currency Code
Part I - Status of Receivables	Section A Receivables and Collections	1 - Beginning FY Balance	2		2	\$100.00		\$100.00 USD	
Part I - Status of Receivables	Section A Receivables and Collections (+)				0	\$0.00	\$0.00	\$0.00 USD	
Part I - Status of Receivables	Section A Receivables and Collections (-)					\$0.00	\$0.00	\$0.00 USD	
Part I - Status of Receivables	Section A Receivables and Collections					\$0.00	\$0.00	\$0.00 USD	

- Then select the desired Fund and **Select Fund Details**.

Note: If results (Funds) selections can be narrowed by using the Treasury Symbol Search functionality to narrow results.

Steps to Adjust a TROR Report

Notes

The screenshot shows the 'Search - Treasury Symbol' interface. At the top, there's a search bar with fields for 'Treasury Symbol' (containing 'BC1'), 'Short Key', and various ATA, AID, BPOA, EPOA, A, MAIN, and SUB codes. Below the search bar are buttons for 'Search' and 'Clear'. A red box highlights the 'Fund Details' button. The main area is titled 'Summary' and displays a grid of transaction details. One row is selected, showing 'ATA: BC1', 'AID: BC1', 'BPOA: ', 'EPOA: ', 'A: BTC1', 'MAIN: 000', 'SUB: ', 'Partition: BC1', and 'Fund Amount: \$645.00'. The bottom of the screen shows pagination and a note 'Rank 7 : Rank 7'.

4. The user can then select a Fund and then select **Transaction Details** to view the individual transaction records that fall under the Fund.

The screenshot shows the 'Search - Fund' interface. It has similar search fields for 'Treasury Symbol', 'Short Key', and other codes. It also includes fields for 'Partition', 'BBFY', 'EBFY', 'Fund', and 'Cohort Year'. A red box highlights the 'Transaction Details' button. The 'Summary' section shows a grid of transaction details. Two rows are visible: one for 'Fund: BC2013' with 'ATA: BC1', 'AID: BC1', 'BPOA: ', 'EPOA: ', 'A: BTC1', 'MAIN: 000', 'SUB: ', 'BBFY: 2013', and 'EBFY: 2013'; and another for 'Fund: BC2014' with the same structure. The bottom of the screen shows pagination and a note 'Rank 7 : Rank 7'.

5. Finally, the user can select the individual billing documents, cash receipts, debt accounts or vouchers to see the lowest level details of the dollar amount and count of the selected TROR item.

Steps to Adjust a TROR Report

Notes

The screenshot shows a software interface for managing financial documents. At the top, there are fields for 'Type', 'Number', 'Item', and 'SubItem' (set to 'Accounting'). Below this is a 'Bank Account' section with fields for 'Bank Account' and 'Bank Reference Number'. There are also fields for 'Agency Bank' and 'Bank Account'. Below these are 'Search' and 'Clear' buttons, and sections for 'Additional Criteria' and 'Accounting Dimensions'. At the bottom, there are buttons for 'Open Doc', 'Sort...', 'View as CSV', and 'View as Excel'. The main area is titled 'Summary' and contains a table with columns: Doc Cat, Doc Type, Doc Num, Acctg Line #, Acctg Subline #, Item Ln #, Sub Ln #, Action, and Trans. A single row is visible: 'BD - Billing Document' (Doc Cat), 'BD' (Doc Type), 'BC455819-01' (Doc Num), '1' (Acctg Line #), 'Original' (Action), and 'AR03' (Trans). Below the table are pagination controls ('Page : 1 of 1'), a 'Show:' dropdown set to '10 rows per page', and a note 'Rows 1 - 1 of 1'. A link 'Rank 1 : TestCodeWord : Ran' is also present.

6. To make adjustments, return to the query (cells tab) and enter the amount by which the calculated value needs to be adjusted in the **Adjustment Number** or **Adjustment Amount** field as applicable. The field accepts both positive and negative numbers. The page will then sum the calculated and adjustment values into the Reported column.

Calculated Number	Adjustment Number	Reported Number	Calculated Amount	Adjustment Amount	Reported Amount
2	3	5	\$100.00	(\$50.00)	\$50.00
		0	\$0.00	34	\$0.00

7. To add a footnote. Select the radio button at the beginning of the row

	Column Number	Section Number	Line Number
<input checked="" type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	1 - Beginning FY Balance
<input type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	2 - New Receivables (+)
<input type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	3 - Accruals (+)
<input type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	4 - Collections on Receivables (-)

Steps to Adjust a TROR Report

Notes

8. Select the **Use Footnotes** field at the end of the row. The value 'False' will change to a checkbox.

Currency Code	Use Footnotes
USD	<input type="checkbox"/>
USD	False

9. Select the check box.

Currency Code	Use Footnotes	Currency Code	Use Footnotes
USD	<input checked="" type="checkbox"/>	USD	True
USD	False	USD	False

10. Select the **Footnotes** hyperlink at the top of the page.

Treasury Report on Receivables | Cells

[Treasury Report on Receivables Footnotes](#)

Report Preview

Part I - Status of Receivables

11. Select the **Add** button.

Audit Save

Treasury Report on Receivables | Cells

Treasury Report on Receivables Footnotes

Add Copy Remove Sort... View as CSV View as Excel

Summary	
Number	

Page : 1 of 1 Show: 10 rows per page

Number:

Text:

12. Enter the footnote **Number** and footnote **Text**

Steps to Adjust a TROR Report		Notes		
Summary				
<table border="1"> <thead> <tr> <th style="text-align: right;">Number</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> </tr> </tbody> </table>			Number	<input checked="" type="radio"/>
Number				
<input checked="" type="radio"/>				
Number: <input type="text"/> Text: 				

[Go to top of page](#)

13. Select Save



4.17.5 TROR: Generate the Final TROR Report (pdf)

The final step of the TROR process is to generate the final report in pdf format for submission to the Bureau of Fiscal Services (BFS) via the internet utilizing the Debt Management Information System (DMIS). Pegasys takes all the information compiled in the query and creates a pdf version of the TROR.

Note: The submitting the TROR to Treasury electronically (through an interface) is not supported, so the data will need to be manually entered into DMIS, Treasury's Debt Management Information System.

Steps to Create a the TROR Report in PDF Format		Notes
1. Navigate to Utilities=>Reports=>View Reports. The View Reports page is displayed.		
<p>The screenshot shows a complex Pegasys interface with a navigation bar at the top. The 'Utilities' dropdown menu is open, showing options like 'Reports', 'Batch Execution', 'Manage External Documents', 'External Applications', and 'Business Intelligence'. The 'View Reports' option is highlighted with a red box. Below the navigation bar, there are several tabs and buttons for managing accounts receivable.</p>		

Steps to Create a the TROR Report in PDF Format

Notes

2. Select External Reporting

View Reports

[Run](#) [Subscribe](#) [View Current Subscriptions](#)

Reports

- ▶ Pegasys Reports Portal
- ▶ Accounts Receivable
- ▶ Auto Disbursements
- ▶ Budget Execution
- ▶ Credit Card
- ▶ External Reporting**
- ▶ General Ledger
- ▶ General System
- ▶ Planning
- ▶ Purchasing

[Refresh](#) [Parameters](#) [Output](#) [Delete](#) [Add Shortcut](#) [Filter](#) [Sort...](#)

Report Status

	Description	Report Status	Saved

3. Select Treasury Report on Receivables

[Run](#) [Subscribe](#) [View Current Subscriptions](#)

Reports

- SF132
- SF133
- SF224
- SF224 Activity
- Statement of Differences
- Treasury Report on Receivables**
- Trial Balance Tie Points
- ▶ 1099
- ▶ FACTS
- ▶ FACTS II

[Refresh](#) [Parameters](#) [Output](#) [Delete](#) [Route](#) [Add](#)

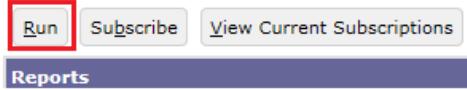
4. At this point, a user can select an existing report from the Report Status table at the bottom of the screen and view either the parameters or the report by selecting the desired row and Parameters or Output buttons respectively.

Steps to Create a the TROR Report in PDF Format

Notes

Report Status						
	Description	Report Status	Saved Output Format	Report Start	Report End	Report Expiration
<input checked="" type="radio"/>	Complete	PDF		05/17/2012 11:15:29	05/17/2012 14:02:34	05/14/2027 11:15:29

5. To create a new report, select **Run**.



6. Enter the desired parameters of the report to be generated, at a minimum the **Fiscal Quarter**, the **Fiscal Year** and the **Agency**.

Treasury Report on Receivables

[Expand All](#) | [Collapse All](#)

Parameters

Fiscal Month:
 Fiscal Quarter:
 * Fiscal Year:
 *Agency:
 Bureau:
 TROR Classification:
 Version Number:

Options

Dynamic Web Viewer:
 Saved Output Format:
 Description:

Saved Output Access:
[Security Organization:](#)

8. Then select **Run**. The system will generate the report.

4.18 Workflow Management and Form Approval

Workflow is the automation of a business process, in whole or part, during which documents, information, or tasks, are passed from one participant to another for action according to a procedural set of rules. In Pegasys, Workflow handles the correction, approval, and ad-hoc or manual routing of forms and documents. Workflow tasks are routed to a user's Inbox in Pegasys.

The Inbox will be displayed on the Homepage after logging in to Pegasys. It is also accessible by selecting the Inbox hyperlink in the Link Strip. The Inbox contains forms that require the user's approval or correction, and also forms or documents that have been manually routed to the user for his or her

review. Tasks will remain in the Inbox until the assignment is completed or terminated. Users may filter through the Inbox task list using any of the Inbox column headers found in the Search Criteria group box

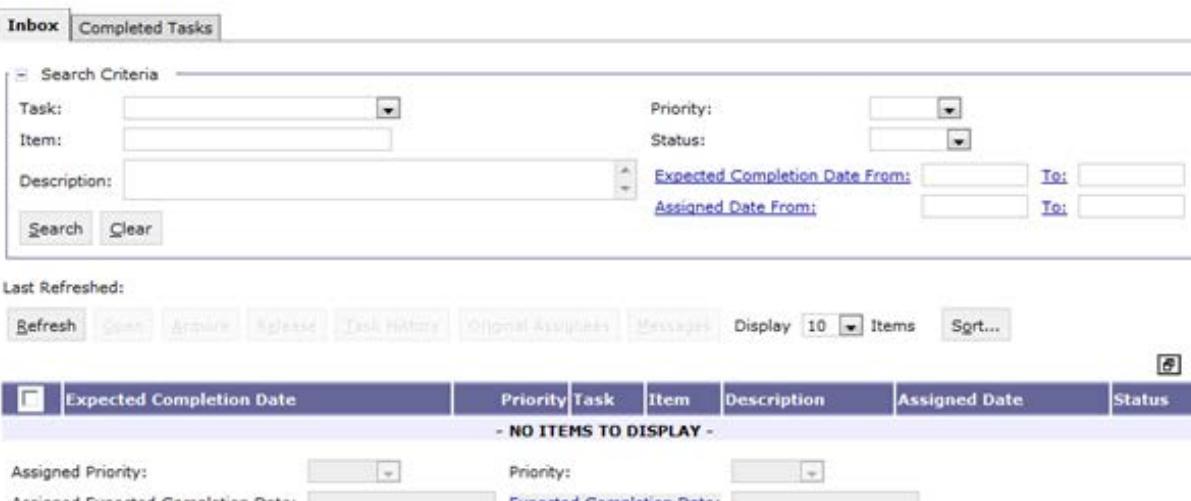
4.18.1 Query Inbox Workflow Tasks

The Pegasys Inbox provides query functionality similar to that found on typical Pegasys queries. This functionality allows for the querying Inbox items using a variety of criteria to identify specific workflow tasks or groups of workflow tasks. For example, the Task search parameter can be used to identify all workflow tasks assigned to the user by task type (i.e. Approve Form, Review Correspondence, and Review Billing Dispute Request).

In addition to querying workflow tasks, the Inbox provides the ability to actively manage those tasks. Tasks can be opened and viewed directly from the Inbox. Once opened, tasks generally require some type of user action to complete the task (depending on the type of task). Additionally, tasks can be acquired by the user directly from the Inbox. If originally routed to a group of users, the task will drop from the Inbox of the other users once it has been acquired by a single user. Similarly, tasks that have been acquired by a user can also be released, resulting in the task being re-displayed in the Inbox of the other users in the original routing group with a status of assigned.

The Completed Tasks tab of the Inbox serves as a repository of tasks completed by the user. Completed tasks can be searched using the same criteria as those from the Inbox (except for Status and Priority). The list of completed tasks includes the Task Type, Item, Description, and Assigned Date fields found in the Inbox. Additionally, the Completed Tasks tab includes the Outcome (e.g. Complete, Disapproved) as well as the Completion Date of the task.

The following steps describe how to query and open a workflow task from the Inbox.

Steps to Open a Workflow Task from the Inbox:	Notes
1. Log into Pegasys and select the Inbox hyperlink from the top right hand corner of the screen. The Pegasys Inbox is displayed.  <p>The screenshot shows the Pegasys inbox interface. At the top, there are two tabs: 'Inbox' (which is selected) and 'Completed Tasks'. Below the tabs is a 'Search Criteria' section with fields for Task, Item, Description, Priority, Status, Expected Completion Date From, To, Assigned Date From, and To. There are 'Search' and 'Clear' buttons. Underneath the search section is a 'Last Refreshed' button. At the bottom of the page, there is a toolbar with buttons for Refresh, Sort, and other actions. A main table area displays columns for Expected Completion Date, Priority, Task, Item, Description, Assigned Date, and Status. A message at the top of the table says '- NO ITEMS TO DISPLAY -'. Below the table are fields for Assigned Priority and Assigned Expected Completion Date, along with a dropdown for Priority and a dropdown for Expected Completion Date.</p>	

2. View the **Inbox**. Users may have **Approve Form**, **Correct Form**, or **Ad-Hoc Routing Task** records in their Inboxes.

Steps to Open a Workflow Task from the Inbox:

Notes

3. If needed, enter search criteria to narrow the workflow tasks in the Inbox as appropriate.

Note: No fields of the Inbox search criteria are required, but it is advisable to include as much information as possible for optimum query performance.

4. Select **Search**.

The Pegasys Inbox returns search results matching the search criteria in the item collection.

The screenshot shows the Pegasys Inbox interface. At the top, there is a search criteria panel with fields for Task, Item, Description, Priority, Status, Expected Completion Date From, To, Assigned Date From, and To. Below this is a toolbar with Refresh, Open, Acquire, Release, Task History, Original Assignees, Messages, Display (set to 10 items), and Sort... buttons. The main area displays a table of workflow tasks. The first task in the list is highlighted with a red border. The columns in the table are: Expected Completion Date, Priority, Task, Item, Description, Assigned Date, and Status. The highlighted row shows: 02/01/2011, Medium, Approve Form, #GPI FMN FMN/0000174-467, Approve PENDCANCELAPPROVAL FMN FMN/0000174-467 51017 Form, 02/01/2011, Assigned.

5. Select from the item collection the workflow task record to be approved/disapproved.

6. Select the **Open** button.

Note: The form will be displayed in read-only mode for approvals and in an editable mode for corrections.

Note: Once opened, the workflow task status will be updated from Assigned to Acquired. If originally routed to a group of users, the task will drop from the Inbox of the other users once it has been acquired.

The screenshot shows the workflow task details page. At the top, a message says "The selected task has been acquired." Below this is a toolbar with Fund, Currency, Add Shortcut, Attachments, Route, Approve, and Disapprove buttons. The main area has tabs for Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, Correspondence, Amendment History, Workflow Status, and Approval History. Under the Header tab, there are buttons for Expand All and Collapse All. The General section contains fields for Document Type (GP GMA Purchase Order), Order Date (10/28/2010), Reset (checkbox), Status (PENDINGAPPROVAL), Accounting Period (01/2011), Document Number (GP0462419), Reporting Accounting Period (01/2011), Title (GP0343952), Document Classification (checkbox), Ordered By (Candace M. Alvarado), Security Org (GSA), Agency DUNS Number (checkbox), Suppress Printing (checkbox), Agency DUNS+4 (checkbox), Fast Pay (checkbox), Invoice Required (checkbox), Receipt Required (checkbox). At the bottom left is a "Return to Top" link.

Approve Form and Correct Form tasks will be removed automatically from the

Steps to Open a Workflow Task from the Inbox:

Notes

Inbox after the user has either approved or resubmitted the corrected form.

For detailed information about the Bulk Load “Review Offline Processing” workflow task, please refer to section 4.18.4.

4.18.1.1 Documents Requiring Approval

Approvals are used to ensure transactions are processed via a specified level of authority. Approvals are required on following Accounts Receivables related transactions based on the specified document action.

Please refer to the appendix listed for a full listing of Document types requiring approvals

[**Appendix G - 1: Document Types Requiring Approvals for Automated Business Lines Part 1**](#)

[**Appendix G - 2: Document Types Requiring Approvals for Automated Business Line Part 2**](#)

[**Appendix G - 3: Document Types Requiring Approvals for Automated Business Lines Part 3**](#)

[**Appendix G - 4: Document Types Requiring Approvals for Manual Business Lines Part 1**](#)

[**Appendix G - 5: Document Types Requiring Approvals for Manual Business Lines Part 2**](#)

[**Appendix G - 6: Document Types Requiring Approvals for Manual Business Lines Part 3**](#)

4.19 Inventory Management

Inventory Management processes are used to track and record inventory transactions within the Pegasys system. All of the information that is tracked in Pegasys is part of the Federal Acquisition Service (FAS) and the inventory that it tracks for its clients. Inventory counts are maintained within the FAS systems however, Pegasys is the system of record that maintains the Inventory General Ledger (GL). As Pegasys is the GL system of record, any time that inventory is acquired, sold, adjusted or transferred between warehouses or between warehouses and stores it must be recorded in the Pegasys GL.

4.19.1 Inventory Management: Automated Batch Processes

As part of the inventory management processes, there are two methods of recording the inventory transactions within Pegasys. These automated processes allow for the import of records from each of the FAS inventory feeder systems.

The first method is the Adjustments, Receipts and Transfers (ART) interface. This batch process utilizes the existing Pegasys Form Import Batch Process. This batch process accepts an input file that is received from FAS and creates inventory Standard Vouchers (SVs). These SVs record all of the adjustment, receipt, transfer and due in records that have occurred in the FAS systems and affect the Pegasys General Ledger.

The second method for recording inventory management transactions is the Inventory from Billing Process. This batch process uses cost information included with the detail billing records to create inventory reduction SVs. As with the ART interface SVs, the Inventory from Billing SVs adjusts the Pegasys General Ledger.

4.19.2 Standard Voucher (SV) Available Document Types for Inventory Management

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the Standard Voucher (SV) 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.

There are a number of different document types that are used for the inventory management processes. These document types are all from the Standard Voucher document category.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions – [Appendix: Available Standard Voucher \(SV\) Document Types](#)

4.19.3 Inventory Management - User-Defined Form and Fields Descriptions

For inventory management, Pegasys has a number of user-defined fields. These fields are used to store information that is specific to inventory information:

- Assignment Code.
- Transaction Date.
- Unit Cost Price.
- Signal Code.
- Supplemental Address/ FAS PO Number.
- TD Code/Transaction Code.
- Location/System.
- Fedcode/Customer Fund Code.
- Additional Codes.

The listing of User-Defined fields on the Standard Voucher (SV) Form is available at [Appendix: Standard Voucher \(SV\) – User-Defined Fields and Form Descriptions](#)

4.19.4 Queries for Inventory Management

As part of inventory management, there are two queries that will be used in order to search for inventory Standard Voucher Information:

- Form/Document Selection Query.

For detailed information about the Form/Document Selection Query, please refer to section 4.6.4.

- GL Account Detail Query.

For detailed information about the GL Account Detail Query, please refer to section 4.6.5.

4.19.5 Manual Document Creation for Inventory Management Standard Voucher (SV)

As part of inventory management there is the possibility that the user will have to create inventory SV records manually. The process to create these SVs is listed below.

Steps to Create an Inventory Standard Voucher (SV)

Notes

1. Navigate to Transactions=>General System=>New=>Standard Voucher

The New Form Creation page is displayed.

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

File:

2. Enter the appropriate document type and click **Generate** to generate a document number.

3. Select the **Finish** button to create the form.

The new form screen appears

Header Fixed Assets Accounting Lines Approval Routing Memos Summary Correspondence

Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

- General

Document Type:	<input type="text" value="GMM"/> Manual Inventory Adju	Document Date:	<input type="text"/>
Status:	<input type="text" value="NEW"/>	Accounting Period:	<input type="text"/> <input type="button" value=""/>
Document Number:	<input type="text" value="GMM20130410000000"/>	Reporting Accounting Period:	<input type="text"/> <input type="button" value=""/>
Title:	<input type="text"/>	Document Classification:	<input type="text"/>
Issued By:	<input type="text"/>	Security Org:	<input type="text" value="GSA"/>
Automatic Reversal:	<input type="checkbox"/>	Suppress Printing:	<input type="checkbox"/>
Reversal Accounting Period:	<input type="text"/> <input type="button" value=""/>	Spending Override:	<input type="checkbox"/>
Reverse After Period:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		

[Return to Top](#)

Steps to Create an Inventory Standard Voucher (SV)
Notes

4. 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 [Appendix: Create Inventory Management Standard Voucher \(SV\) – Global Supply](#)
5. Navigate to the Accounting Lines Tab and Select **Add**.

Header Fixed Assets **Accounting Lines** Approval Routing Memos Summary Correspondence

Accounting Line | Contracts Pay

Add Copy Copy Forward Remove Reset Replace Display 10 Items View as CSV Sort...

Line Number	Line Type	Amount	Transaction Event	Increase/Decrease	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org
-------------	-----------	--------	-------------------	-------------------	------------------	----------	------	------	------	-----	--------	---------

Header Fixed Assets **Accounting Lines** Approval Routing Memos Summary Correspondence

Accounting Line Contracts Pay

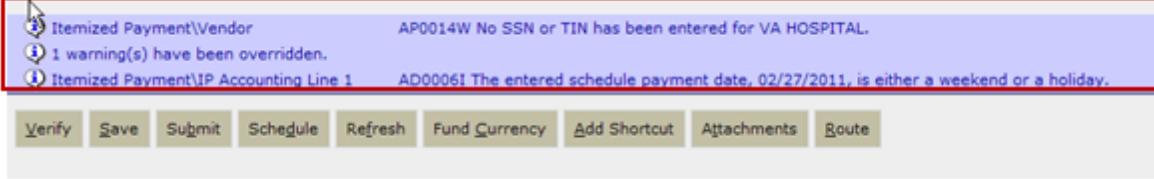
Item 1 of 1

[Expand All](#) | [Collapse All](#)

General

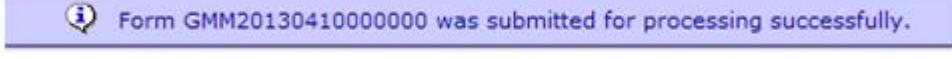
Line Number:	1	Receivable Type:	<input type="text"/>
Line Type:	<input type="text"/>	PCAS Surcharge:	<input type="checkbox"/> <input type="checkbox"/>
Transaction Type:	<input type="text"/>	Source Number:	<input type="text"/>
Transaction Event:	Expenditure	SF-224 Reclassification:	<input type="checkbox"/>
Increase/Decrease:	Increase	TROR Classification:	<input type="text"/>
Obligation FY:	<input type="text"/>	TROR Category:	<input type="text"/>
Statement Number:	<input type="text"/>	TROR Collection Type:	<input type="text"/>
	Generate Statement Number	Related Statement Number:	<input type="text"/>
		Referenced Statement Number:	<input type="text"/>

[Return to Top](#)

Steps to Create an Inventory Standard Voucher (SV)	Notes
6. On the “Accounting Lines” 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 Appendix: Create Inventory Management Standard Voucher (SV) – Global Supply	
7. Select 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 with the  are informational only and do not need to be corrected.

8. Select the **Submit** button.



 Form GMM20130410000000 was submitted for processing successfully.

To check on the status of the processed document the user should navigate to Form/Document Selection Query. For detailed information about the Form/Document Selection Query, please refer to section 4.6.4.

4.20 Mass Import

Mass import provides users with the ability to import one or more Pegasys forms into the system systematically using an Excel spreadsheet format, without requiring the user to enter data through the user interface. There are templates for eight Pegasys BAAR document categories: Billing Documents; Cash Receipts; Itemized Payments; Internal Vouchers; Standard Vouchers; Internal Direct Agreements; External Direct Agreements; Debt Accounts.

The Mass Import functionality can be used to upload Excel files to generate either a single form or multiple processed documents. There are two methods for using the mass import functionality:

- Mass Import - Single Online Interface.
The Single Online Mass Import Interface allows users to create a new form from the Pegasys New Form Creation screen via uploading an Excel import file from their computer. After the Excel file has been uploaded, the new form is displayed and can be manipulated (i.e. changing field values, verifying) prior submission for processing. The Single Online Interface allows users to create a single new form at a time in this manner.
- Mass Import - Multiple Online Interface.

The Multiple Online Mass Import Interface allows users to create and process multiple forms/documents at a time from the Mass Import screen via uploading an Excel import file from their computer. After the Excel file has been uploaded and submitted for processing, Pegasys performs normal document processing edit checks and routes a workflow notification task to the user with information regarding the submission. The Multiple Online Interface allows users to create and process multiple forms/documents at a time in this manner.

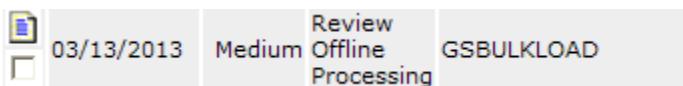
Excel Templates will be provided for each of the seven document categories listed above. These templates will provide information on how to populate certain fields as part of Pegasys document creation. Mass import can be used to create new documents as well as correct and amend existing documents, all through the use of the Excel input files. The below screenshot is an example of what a Mass Import Excel input file will look like. It will include information for the header, accounting lines and any sub lines that are associated to the document that is being created such as Articles for IPAC documents or Detail Billing Records.

Exhibit 4-156: Excel Template for Mass Import Input File

Type	External System Document Number	Header Field 2	Customer Voucher Number
Billing Document		T	
Type	Line Field 7	Sub Rev Src	
Billing Document Line			
Type	parentIdentity		
BD Articles			
Count: 1			
Count: 1			
Type	Office	AddressCode	
Office	RWAIPAC	RWAIPAC_REMI	
Count: 1			
Count: 1			

4.20.1 Automated Processes for Mass Import

As part of the mass import process, there is the necessity to run an automated batch process in order to process multiple documents through the Multiple Online Interface. This process can be used on any of the seven document categories that are configured to be eligible for import. The batch process is defined on the multiple online interface screens. This definition allows the system to know which batch process is going to be run in order to process the multiple documents. The GSBULKLOAD batch process allows for the import of documents through the use of an Excel import file. The front end user will not notice that the batch process is running as this is a background process. Once the import is complete, the user will receive a workflow task notification in his or her inbox that will indicate the success or failure of the import of the documents.



4.20.2 Available Document Types for Mass Import

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the Standard Voucher (SV) 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.

There are a number of document categories that are available for Excel import through the Mass Import process. The eight BAAR document categories (BD, CR, IP, NV, SV, ID, ED, and DA) are the high level values that are available for export and those for which templates will be provided. Each document category can have one or all of the document types associated to it eligible for import. In the Pegasys configuration, only manual documents will be set up to be eligible for import.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions:

[Appendix: Available Mass Import Document Types](#)

4.20.3 Queries for Mass Import

As part of Mass Import, there is one query that will be used in order to search for documents created through the Mass Import process

- Form/Document Selection Query

For detailed information about the Form/Document Selection Query, please refer to section 4.6.4.

4.20.4 Steps to Perform Mass Import - Single Online Interface

The Single Online Interface allows for the upload of a single document from the new form creation screen using an excel spreadsheet. This process can occur for any document category that is eligible for mass import. The example below is for a Standard Voucher. This can be performed for any document category by navigating to the appropriate location in the Transactions menu. For example, if the user wanted to perform the steps below for a Billing Document, they would navigate to Transactions => Accounts Receivable => New => Billing Document.

Steps to Create a Standard Voucher (SV) through Mass Import

Notes

1. Navigate to Transactions=>General System=>New=>Standard Voucher

The New Form Creation page is displayed.

The screenshot shows the 'New Form Creation' page with the following fields:

- * Document Type:** A dropdown menu with two options: a standard document type and a manual inventory adjustment.
- Document Number Format:** A dropdown menu with a preview window showing the format and a 'Generate' button.
- Document Number Prefix:** An input field for entering a prefix.
- * Document Number:** An input field with a 'Generate' button next to it.
- Security Org:** An input field with a dropdown arrow.
- Title:** An input field.
- Copy Document:** A section containing three radio button options: 'None' (selected), 'Copy From', and 'Copy Forward'. It also includes a 'File:' input field and a 'Browse...' button.

2. Enter the appropriate document type and click **Generate** to generate a document number.
3. Select the **Browse** button to select a file with one record in the Excel file for Mass Import.
4. Select the **Finish** button to create the form

The new form screen appears with all of the values from the Excel file populated.

The screenshot shows the 'Header' tab of the new form screen with the 'General' section expanded. The populated fields include:

- Document Type:** GMM / Manual Inventory Adj.
- Status:** NEW
- Document Number:** GMM20130410000000
- Title:** (empty)
- Issued By:** (empty)
- Automatic Reversal:**
- Reversal Accounting Period:** (empty)
- Reverse After Period:** (empty)
- Agency DUNS Number:** (empty)
- Agency DUNS+4:** (empty)
- Document Date:** (empty)
- Accounting Period:** (empty)
- Reporting Accounting Period:** (empty)
- Document Classification:** (empty)
- Security Org:** GSA
- Suppress Printing:**
- Spending Override:**

Steps to Create a Standard Voucher (SV) through Mass Import

Notes

5. Navigate to the Accounting Lines Tab and verify that the values from the Excel file are populated.

Header | Fixed Assets | **Accounting Lines** | Approval Routing | Memos | Summary | Correspondence

Accounting Line Contracts Pay

Item 1 of 1

[Expand All](#) | [Collapse All](#)

General

Line Number:	1	Receivable Type:	<input type="text"/>
Line Type:	<input type="text"/>	PCAS Surcharge:	<input type="text"/> <input type="checkbox"/>
Transaction Type:	<input type="text"/>	Source Number:	<input type="text"/>
Transaction Event:	Expenditure	SF-224 Reclassification:	<input type="checkbox"/>
Increase/Decrease:	Increase	TROR Classification:	<input type="text"/>
Obligation FY:	<input type="text"/>	TROR Category:	<input type="text"/>
Statement Number:	<input type="text"/>	TROR Collection Type:	<input type="text"/>
	<input type="button" value="Generate Statement Number"/>	Related Statement Number:	<input type="text"/>
		Referenced Statement Number:	<input type="text"/>

[Return to Top](#)

6. Select **Verify** button.

AP0014W No SSN or TIN has been entered for VA HOSPITAL.
1 warning(s) have been overridden.
AD0006I The entered schedule payment date, 02/27/2011, is either a weekend or a holiday.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

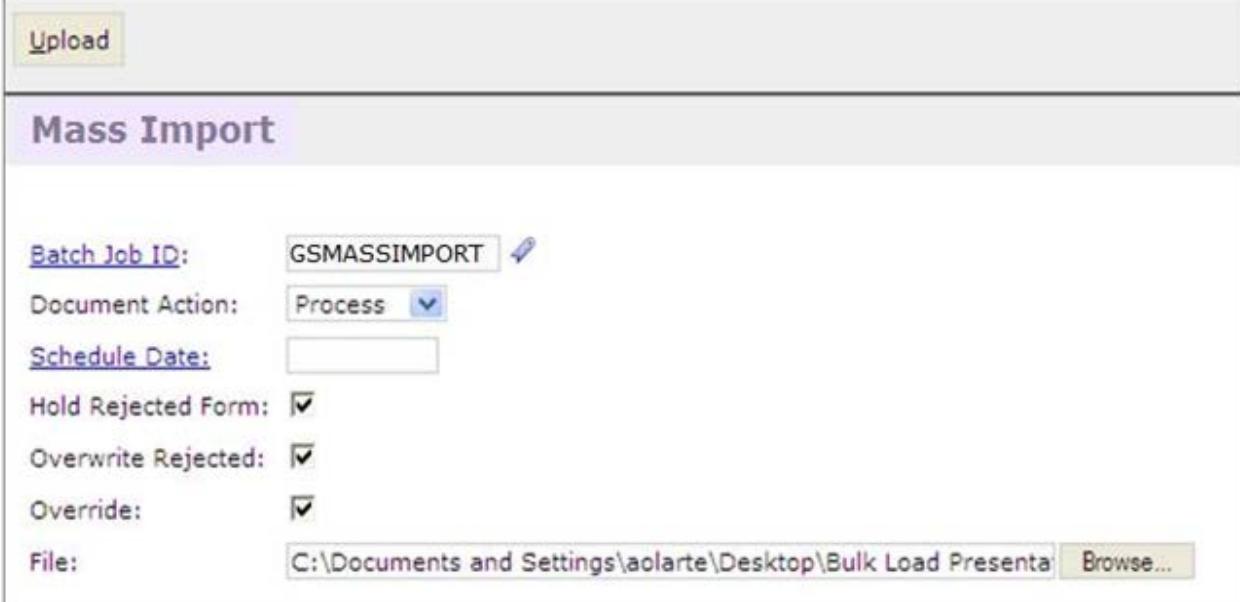
Note: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above with the are informational only and do not need to be corrected.

7. Select the **Submit** button.

Form GMM20130410000000 was submitted for processing successfully.

To check on the status of the processed document the user should navigate to Form/Document Selection Query. For detailed information about the Form/Document Selection Query, please refer to section 4.6.4.

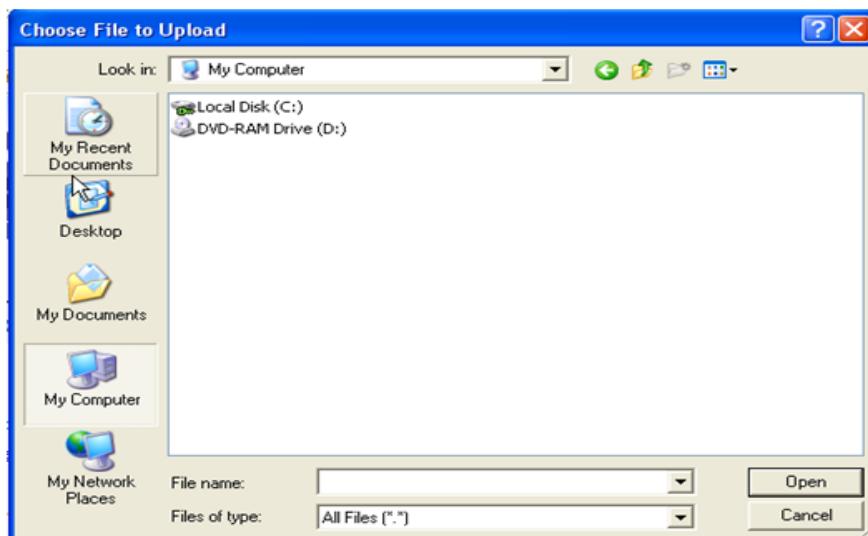
4.20.5 Steps to Perform Mass Import - Multiple Online Interface

Steps to Create a Document through the Multiple Online Interface	Notes
<p>1. Navigate to Transactions=>Bulk Upload. The Bulk Upload page is displayed.</p> 	

2. Select the appropriate Document Action and place checkmarks in the appropriate checkboxes.

3. Select the **Browse** button.

The file selection pop-up box appears.



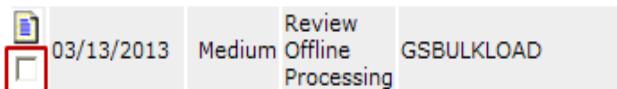
Steps to Create a Document through the Multiple Online Interface

Notes

4. Select the excel file and select the Open button.
5. Select **Upload** to load the forms for processing.



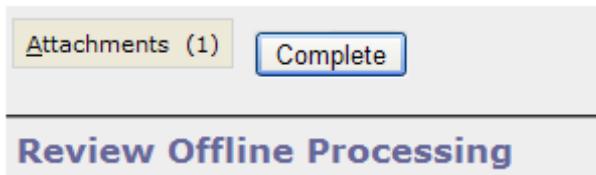
6. Navigate to the **Inbox**.
7. Select the Bulk Load “Review Offline Processing” Workflow task.



8. Select the record and select the **Open** button.



- 9.



[Expand All](#) | [Collapse All](#)

Workflow Information

Task:	Batch Job
Item:	GSBUKLOAD
Description:	InputFile_MOM0041923
Submitter:	allroles146
Start Time:	03/13/2013 19:16:21
End Time:	03/13/2013 19:16:21
Completed:	Success
Return Status Code:	0

Steps to Create a Document through the Multiple Online Interface
Notes

10. Select the **Attachments** button.

Return View Display 10 Items Sort...				
	Attachment Identifier	Name	Title	Number of Pages
<input checked="" type="checkbox"/>	0	GSBulkLoad1363216565261.rpt	GSBulkLoad1363216565261.rpt	

11. Select the record and Select **View**

Return View Display 10 Items Sort...				
	Attachment Identifier	Name	Title	Number of Pages
<input checked="" type="checkbox"/>	0	GSBulkLoad1363216565261.rpt	GSBulkLoad1363216565261.rpt	

Note: You may have to override some security warnings in order to open the attachment.

```

Information: Batch Job Bulk Load Process started on 03/13/2013 19:16:13.000
Information: Entered DocumentAction value: PROCESS
Information: Entered UserId value: allroles146
Information: Entered createLoadedFile value: T
Information: Entered createDeclinedFile value: T
Information: Entered holdRejectedForm value: T
Information: Entered overwriteRejected value: T
Information: Entered overriddenFlag value: T
Information: Final DocumentAction value: PROCESS
Information: Final UserId value: allroles146
Information: Final createLoadedFile value: TRUE
Information: Final createDeclinedFile value: TRUE
Information: Final holdRejectedForm value: TRUE
Information: Final overwriteRejected value: TRUE
Information: Final overriddenFlag value: TRUE
Information: : BJ0066I : Begin processing of MR7 MR720130313111
Information: : BJ2111I : Document ID MR7-MR720130313111 was submitted to workflow.
Information: : BJ0066I : Begin processing of MR7 MR720130313112
Information: : BJ2111I : Document ID MR7-MR720130313112 was submitted to workflow.
Information: : BJ0066I : Begin processing of MR7 MR720130313113
Information: : BJ2111I : Document ID MR7-MR720130313113 was submitted to workflow.

Information: : BJ0140I : 3/3 import forms read, 0 failed, and 3 successful.
Information: : BJ1032I : Of the 3 forms read (including failed), the breakdown is as follows:
Information: : BJ0141I : Number of processed forms: 0
Information: : BJ0141I : Number of new forms: 3
Information: : BJ0141I : Number of corrected forms: 0
Information: : BJ0141I : Number of cancelled forms: 0
Information: : BJ0141I : Number of amended forms: 0
Information: : BJ0141I : Number of invalid forms: 0
Information: : BJ0141I : Number of submitted forms: 0
Information: : BJ0141I : Number of submit errors forms: 0
Information: : BJ0028I : Number of Parent Records Processed : 3
Information: : BJ0028I : Number of Child Records Processed : 3
Information: : BJ0028I : Number of Continuation Records Processed : 0
Information: : BJ0028I : Number of Error Records Processed : 0
Information: : BJ0028I : Number of Total Records Processed : 6

```

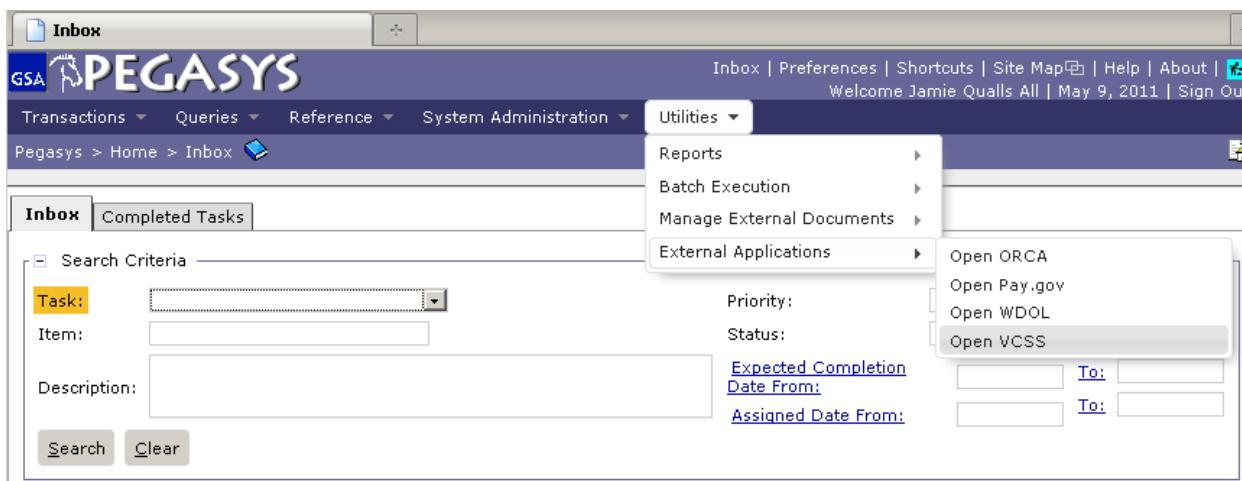
5 VENDOR CUSTOMER SELF SERVICE

The following chapter will discuss the Vendor Customer Self Service (VCSS) application and its many functions. For registered account codes, VCSS will provide a single location for customers and financial analysts to view billing information, link to external websites, and export billing data to comma separated values (CSV). Additionally, VCSS will allow customers to manage their own accounts by reviewing account history, outstanding balances, business line totals, submitting new correspondences and submitting disputes.

VCSS Access – From within Pegasys:

VCSS can be accessed by Pegasys users from within Pegasys via the Utilities menu:

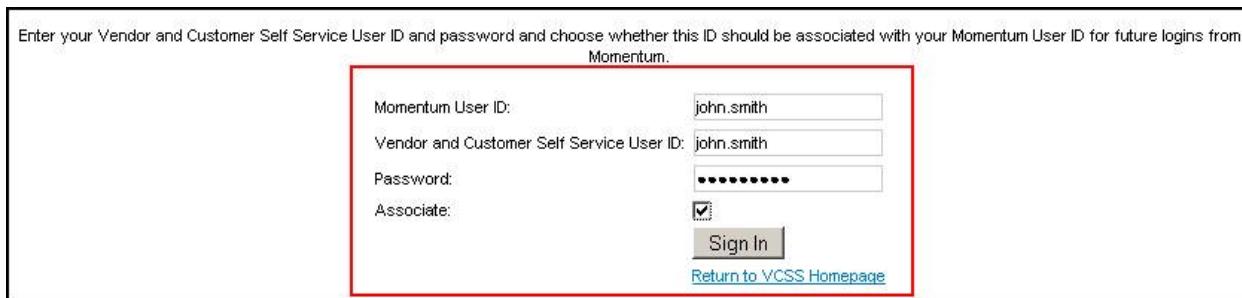
Exhibit 5-1: Pegasys External Applications Menu



Additionally, Pegasys users may associate their Pegasys user ID with their VCSS user ID. Once associated, the Pegasys user may launch the VCSS application directly from Pegasys and log in without entering their VCSS credentials, providing a seamless transition from one application to another. This “single sign-on” functionality enables Pegasys users to better serve their customers by quickly accessing VCSS and reviewing the same information as seen by the customer.

To enable single sign-on, launch VCSS from Pegasys using the following path: Utilities => External Applications => Open VCSS. Enter your Pegasys user ID in the Momentum User ID field, VCSS user ID, VCSS password, and select the Associate flag:

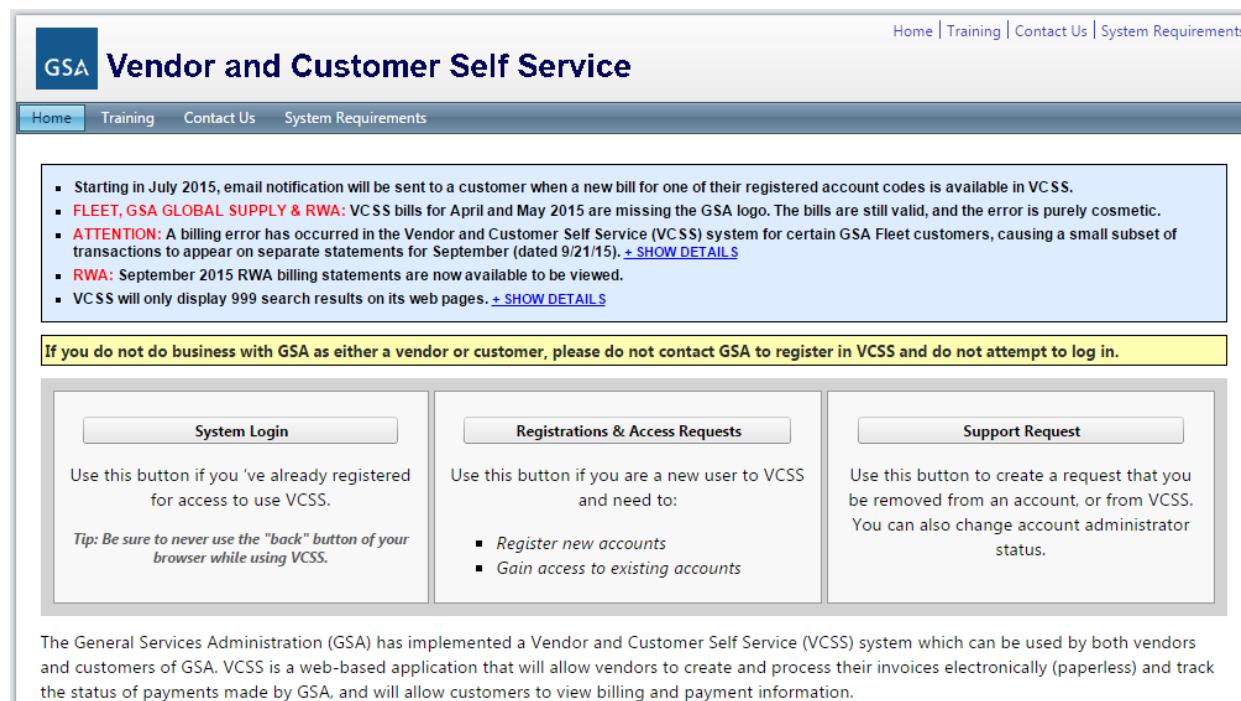
Exhibit 5-2: VCSS Single Sign-On Page

A screenshot of the VCSS Single Sign-On page. The page instructions state: "Enter your Vendor and Customer Self Service User ID and password and choose whether this ID should be associated with your Momentum User ID for future logins from Momentum." It features four input fields: 'Momentum User ID' (containing 'john.smith'), 'Vendor and Customer Self Service User ID' (containing 'john.smith'), 'Password' (containing masked text), and an 'Associate' checkbox which is checked. A 'Sign In' button is at the bottom right, and a 'Return to VCSS Homepage' link is below it. A red box highlights the entire group of input fields.

VCSS Access – From USDA Launch Page:

VCSS can also be accessed directly from the USDA Launch page at <http://vcss.gsa.gov>:

Exhibit 5-3: USDA VCSS Launch Page



The General Services Administration (GSA) has implemented a Vendor and Customer Self Service (VCSS) system which can be used by both vendors and customers of GSA. VCSS is a web-based application that will allow vendors to create and process their invoices electronically (paperless) and track the status of payments made by GSA, and will allow customers to view billing and payment information.

Please note that this page can be used by both USDA users and GSA customer users to launch the VCSS application and subsequently log in by providing appropriate VCSS credentials.

5.1 VCSS: Accounts Menu

The VCSS Accounts menu contains options for the user to obtain information and balances about their accounts. The multiple pages of the menu will allow the user to view account information in different formats, such as by business line and account.

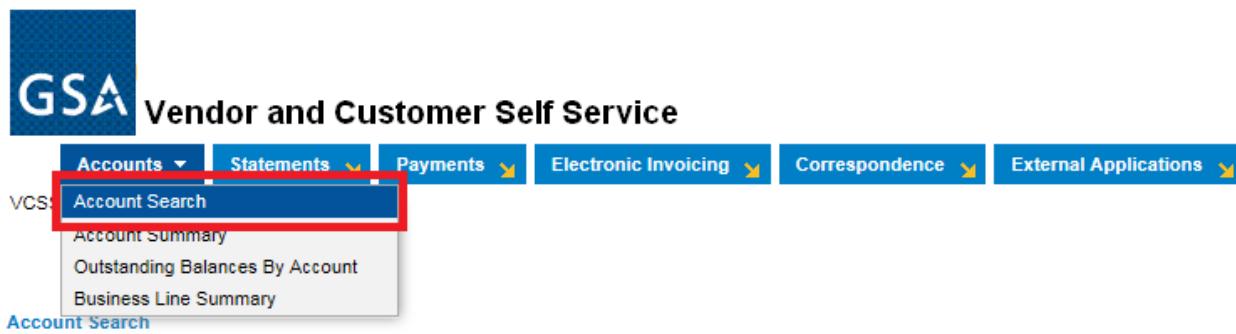
The different pages available from the accounts menu are as follows:

- Account Information.
- Account Summary.
- Outstanding Balances by Account.
- Business Line Summary.

5.1.1 VCSS: Account Information

The Account Information page provides users the ability to view accounts information for which they have access. Once a user drills down to a specific account, they are able to see general information on the account such as the DUNS/BPN number, account code and any addresses belonging to the account. The Account Information query should not be used to obtain a financial snapshot of the Account since information such as outstanding balances or total bill amount are not included.

Accounts=>Account Information

Exhibit 5-4: Navigation to Account Information Page

5.1.1.1 Search Parameters and Results

USDA VCC user IDs are considered “super users” and can view many customer accounts. Once the Account Search page is loaded, search criteria should be entered to narrow down search results and find the appropriate customer account. The user then has the ability to view detailed information by selecting a specific account.

Note that customer user IDs are not considered “super users” and can only access customer accounts for which they have been associated. When a customer accesses the Account Search page, the customer accounts the user has access to should default. The user then has the ability to view detailed information by selecting a specific account.

Exhibit 5-5: Account Information Page

Summary							
<input type="checkbox"/>	Account Code	DUNS+4/BPN+4	DODAAC	Account Name	Agency	Bureau	Agency Location Code
<input checked="" type="checkbox"/>	486001			D. D. EISENHOWER MEMORIAL COMMISSION	009	83	47000018

5.1.1.2 Account Information Detail

To view the Account information Detail, the user must select an account. The Account Information Detail page gives general information on the selected account, such as TIN/SSN/EIN, Agency, and Bureau. All the fields on the Account Information page are read only and are not able to be edited.

Exhibit 5-6: Account Information Tab

Account Information		Address Information	Users
<p> Vendor Registration Number: 486001486001007707</p> <p>Vendor Code: 486001</p> <p>Vendor Address Code: 486001</p> <p>DUNS+4/BPN+4:</p> <p>DODAAC:</p> <p>Account Name: D. D. EISENHOWER ME</p> <p>Doing Business As: D. D. EISENHOWER ME</p> <p>TIN:</p> <p>CAGE Code:</p> <p>Parent DUNS Number:</p> <p>Parent DODAAC:</p> <p>Agency: 009</p> <p>Bureau: 83</p> <p>Agency Location Code: 47000018</p> <p>Phone Number:</p> <p>Fax Number:</p> <p>Registered in SAM: <input type="checkbox"/></p> <p>Currency: USD</p>			
<p> Business Type: Large Business <input checked="" type="checkbox"/></p> <p><i>Small Business Program Representation</i></p> <p>HUBZone Small Business: <input type="checkbox"/> Service-Disabled Veteran: <input type="checkbox"/> Very Small Business: <input type="checkbox"/> Disadvantaged Business: <input type="checkbox"/> Other Veteran: <input type="checkbox"/> Women-Owned Business: <input type="checkbox"/> Emerging Small Business: <input type="checkbox"/></p> <p>Ethnic Group: <input type="text"/></p>			
Previous Contracts And Compliance Reports: Not Applicable <input type="button" value="52.220-22"/>			
Affirmative Action Compliance: Not Applicable <input type="button" value="52.220-25"/>			

Exhibit 5-7: Address Information Tab

Save

Address Information Address Information Users

[Expand All](#) | [Collapse All](#)

Mailing Address

Address Line 1:	LOS ALAMOS NATL LAB ATTN: LIZ	City:	LOS ALAMOS
Address Line 2:	PO BOX 1663 MAIL STOP P240	State:	New Mexico
Address Line 3:		Zip:	87545
Address Line 4:		Country:	UNITED STATES
Address Line 5:			

Physical Address

Address Line 1:	LOS ALAMOS NATL LAB ATTN: LIZ	City:	LOS ALAMOS
Address Line 2:	PO BOX 1663 MAIL STOP P240	State:	New Mexico
Address Line 3:		Zip:	87545
Address Line 4:		Country:	UNITED STATES
Address Line 5:			

Remittance Address

Address Line 1:	LOS ALAMOS NATL LAB ATTN: LIZ	City:	LOS ALAMOS
Address Line 2:	PO BOX 1663 MAIL STOP P240	State:	New Mexico
Address Line 3:		Zip:	87545
Address Line 4:		Country:	UNITED STATES
Address Line 5:			

Exhibit 5-8: Users Tab

Users Users

Add **Edit** **Remove** **Sort...** **View as CSV** **View as Excel**

Summary

	user id	Full Name	Email Address
<input type="checkbox"/>	traceybailey	Tracey Bailey	bailey14@llnl.gov
<input type="checkbox"/>	jenniferlucero	Jennifer Lucero	jenlucero@lanl.gov

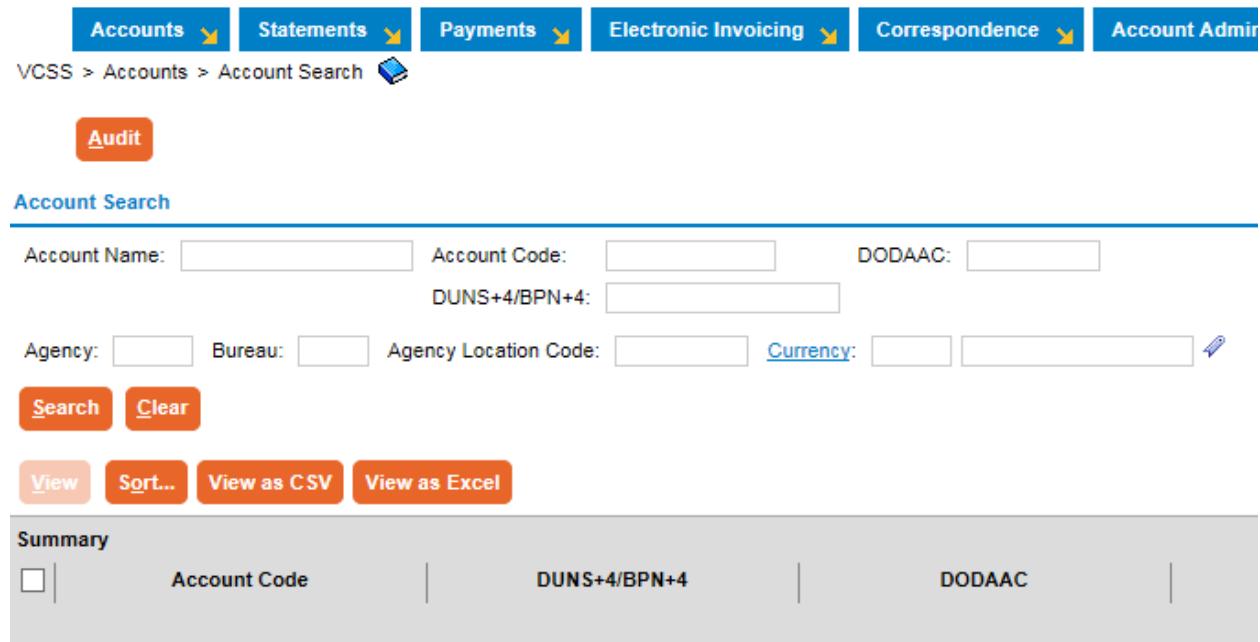
5.1.1.3 Viewing Account Detail from the Account Information Query

Steps to View Account Detail Using Account Information Query:

Note
S

1. In VCSS navigate to Accounts=>Account Search.

The Account Search page is displayed.



VCSS > Accounts > Account Search

Audit

Account Search

Account Name: [] Account Code: [] DODAAC: []
DUNS+4/BPN+4: []

Agency: [] Bureau: [] Agency Location Code: [] Currency: [] []

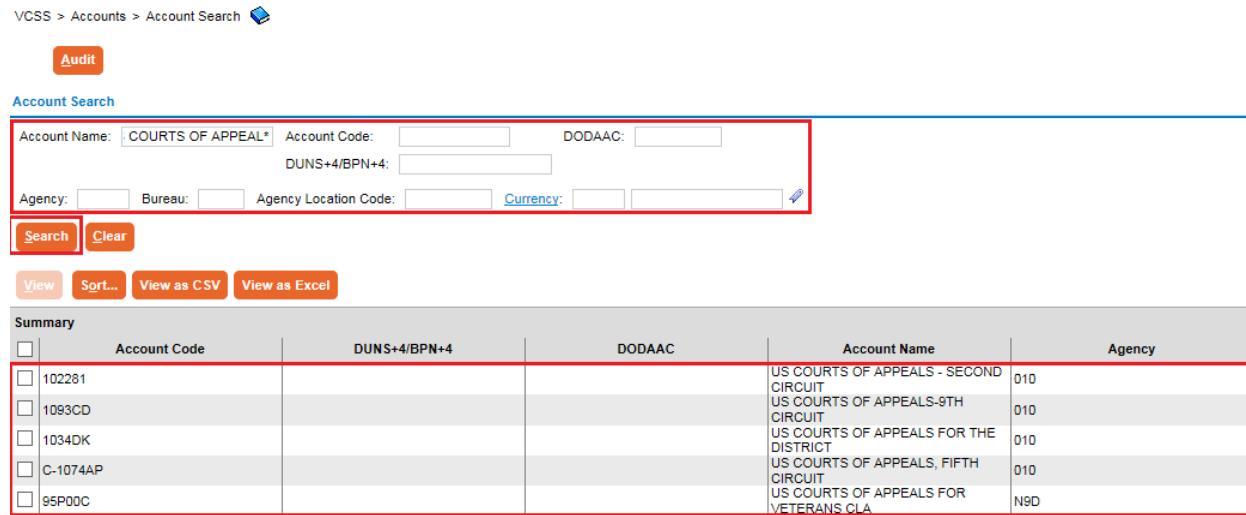
Search **Clear**

View **Sort...** **View as CSV** **View as Excel**

Summary			
<input type="checkbox"/>	Account Code	DUNS+4/BPN+4	DODAAC

2. Enter the desired search criteria and select **Search**.

Records meeting the entered search criteria will be returned in the item collection.



VCSS > Accounts > Account Search

Audit

Account Search

Account Name: COURTS OF APPEAL* Account Code: [] DODAAC: []
DUNS+4/BPN+4: []

Agency: [] Bureau: [] Agency Location Code: [] Currency: [] []

Search **Clear**

View **Sort...** **View as CSV** **View as Excel**

Summary				
<input type="checkbox"/>	Account Code	DODAAC	Account Name	Agency
<input type="checkbox"/>	102281		US COURTS OF APPEALS - SECOND CIRCUIT	010
<input type="checkbox"/>	1093CD		US COURTS OF APPEALS-9TH CIRCUIT	010
<input type="checkbox"/>	1034DK		US COURTS OF APPEALS FOR THE DISTRICT	010
<input type="checkbox"/>	C-1074AP		US COURTS OF APPEALS, FIFTH CIRCUIT	010
<input type="checkbox"/>	95P00C		US COURTS OF APPEALS FOR VETERANS CLA	N9D

Steps to View Account Detail Using Account Information Query:**Note**
S

3. Select an Account and select **View**.

The Account Information Detail page is displayed.

Account Information | Address Information | Users

[Expand All](#) | [Collapse All](#)

General Information

Account Code:	S1017
DUNS+4/BPN+4:	
Account Name:	US COURTS OF APPEAL
Doing Business As:	US COURTS OF APPEAL
SSN/EIN:	
CAGE Code:	
Parent DUNS Number:	
Agency:	10
Bureau:	17
Agency Location Code:	
Phone Number:	
Fax Number:	
Registered in CCR:	<input type="checkbox"/>

Representations and Certifications

Business Type:	Large Business				
<i>Small Business Program Representation</i>					
HUBZone Small Business:	<input type="checkbox"/>	Service-Disabled Veteran:	<input type="checkbox"/>	Very Small Business:	<input type="checkbox"/>
Disadvantaged Business:	<input type="checkbox"/>	Other Veteran:	<input type="checkbox"/>	Women-Owned Business:	<input type="checkbox"/>
Emerging Small Business:	<input type="checkbox"/>				
Ethnic Group:					
Previous Contracts And Compliance Reports:	Not Applicable	52.220-22			
Affirmative Action Compliance:	Not Applicable	52.220-25			

Steps to View Account Detail Using Account Information Query:

Note
S

4. Select the **Address Information** tab.

The Address Information tab is displayed.

Audit | **Save**

Account Information **Address Information** **Users**

[Expand All](#) | [Collapse All](#)

Mailing Address

Address	ATTN: RUTH A. BUTLER ROOM 412	City:	WASHINGTON
Line 1:		State:	District of Columbia
Address	717 MADISON PLACE, NW	Zip:	20439
Line 2:		Country:	UNITED STATES
Address			
Line 3:			
Address			
Line 4:			
Address			
Line 5:			

Physical Address

Address	ATTN: RUTH A. BUTLER ROOM 412	City:	WASHINGTON
Line 1:		State:	District of Columbia
Address	717 MADISON PLACE, NW	Zip:	20439
Line 2:		Country:	UNITED STATES
Address			
Line 3:			
Address			
Line 4:			
Address			
Line 5:			

Remittance Address

Address	ATTN: RUTH A. BUTLER ROOM 412	City:	WASHINGTON
Line 1:		State:	District of Columbia
Address	717 MADISON PLACE, NW	Zip:	20439
Line 2:		Country:	UNITED STATES
Address			
Line 3:			
Address			
Line 4:			
Address			
Line 5:			

Steps to View Account Detail Using Account Information Query:
Note
 S

4. Select the **Users** tab.

The Users tab is displayed.

Account Information				Address Information		Users
Add	Edit	Remove	Sort...	View as CSV	View as Excel	
Summary						
	user id		Full Name		Email Address	
<input type="checkbox"/> traceybailey			Tracey Bailey		bailey14@llnl.gov	
<input type="checkbox"/> jenniferlucero			Jennifer Lucero		jenlucero@lanl.gov	

The VCSS account administrator information is maintained in Pegasys.

- 1) Log into Pegasys.
- 2) Navigate to Reference → Vendor → Vendor Codes.
- 3) Search for an open the Vendor.
- 4) Select and open the Vendor item.
- 5) Select the Addresses tab.
- 6) Select the applicable Address Code item.
- 7) Select the Contacts hyperlink.
- 8) Of the users listed, those with a Contact Type of **VCSS Registration** are the VCSS account administrators.

Vendor <u>Addresses</u> Transfer Treasury Symbol						
Address Level Vendor		Socio-Economic	Address	Contacts	PSC	NAICS Codes
<u>Vendor Contact</u>						
Add	Copy	Remove	Sort...	View as CSV	View as Excel	
Summary						
	Contact	Contact Type		Phone		
<input checked="" type="radio"/>	Jennifer Lucero	VCSS Registration		(505) 665-9420		
<input type="radio"/>	MICHELLE	Primary		505 667-6252		
<input type="radio"/>	PAULA KNECHT	General		505 665-0865		
<input type="radio"/>	Tracey Bailey	General		(925) 422-0943		
<input type="radio"/>	Jennifer Lucero	General				

Steps to View Account Detail Using Account Information Query:

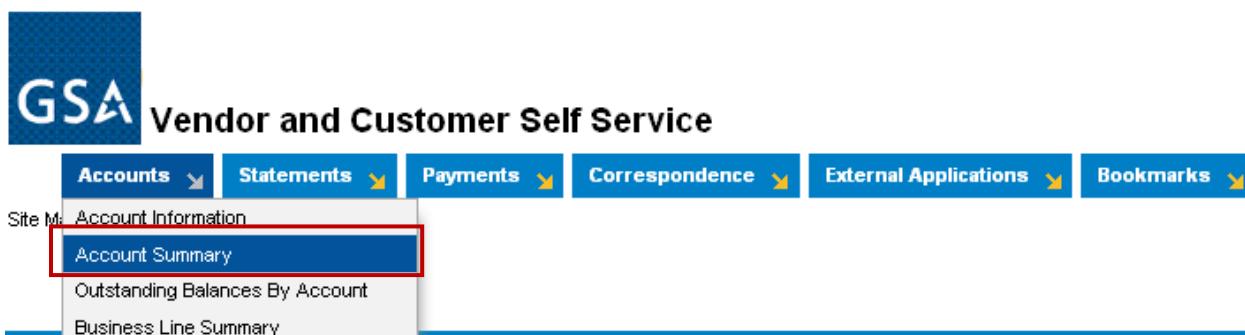
Note
s

5.1.2 VCSS: Account Summary Query

The Account Summary Query allows users to search for and view their current account balances. The query will return results grouped by account code and will provide totals such as outstanding amount and bill total. The query will also contain action buttons to quickly view any statements or payments associated with an account.

Account =>Account Summary

Exhibit 5-9: Navigation to Account Summary Query

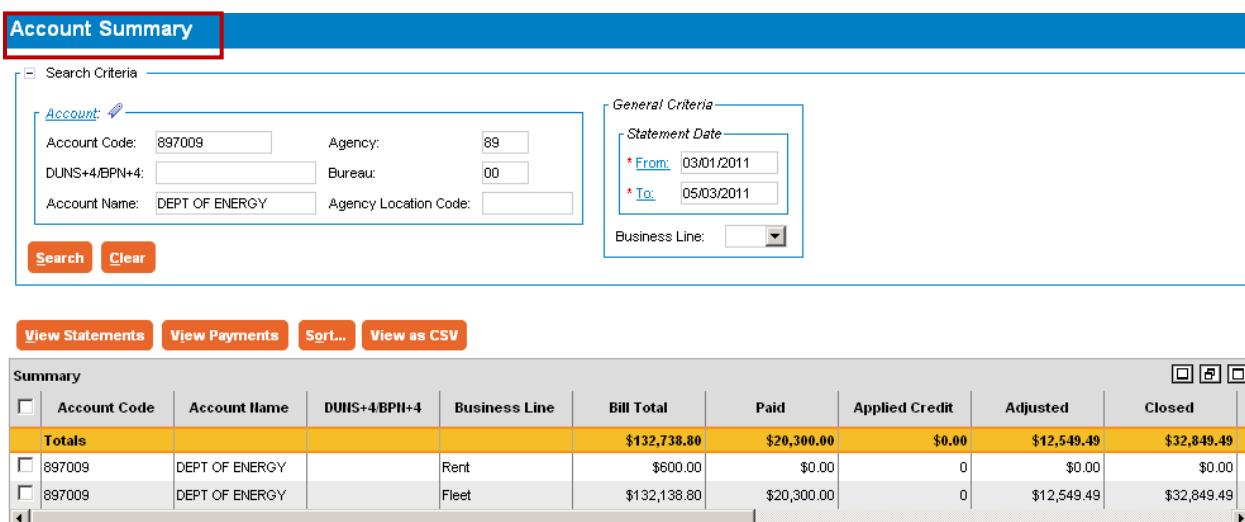


To search for account summary information, enter the applicable search criteria and select the Search button.

5.1.2.1 Account Summary Search Parameters and Results

The Account Summary query contains the search criteria and item collection listed in the table below. The item collection will include multiple total columns with all the data being grouped by account code.

Exhibit 5-10: Account Summary Search Criteria and Item Collection



The screenshot shows the "Account Summary" search interface. At the top, there is a blue header bar with the text "Account Summary". Below the header, there is a "Search Criteria" section. This section includes fields for "Account Code" (897009), "Agency" (89), "DUNS+4/BPN+4" (empty), "Bureau" (00), "Account Name" (DEPT OF ENERGY), and "Agency Location Code" (empty). To the right of these fields is a "General Criteria" section with "Statement Date" fields for "From" (03/01/2011) and "To" (05/03/2011), and a "Business Line" dropdown menu. At the bottom of the search criteria section are "Search" and "Clear" buttons. Below the search criteria is a table with four buttons: "View Statements", "View Payments", "Sort...", and "View as CSV". The table has a header row with columns: "Summary", "Account Code", "Account Name", "DUNS+4/BPN+4", "Business Line", "Bill Total", "Paid", "Applied Credit", "Adjusted", and "Closed". There are two data rows: one for "Totals" and one for account code 897009, which has entries for "DEPT OF ENERGY", "Rent", "Fleet", "Bill Total (\$132,738.80)", "Paid (\$20,300.00)", "Applied Credit (\$0.00)", "Adjusted (\$12,549.49)", and "Closed (\$32,849.49)".

Exhibit 5-11: Accounts Summary Field Descriptions

Search Element	Description
<i>Search Criteria Group Box</i>	
Statement Date (From/To)	The Statement Date range, this field is required and the two dates cannot be over 365 days apart.
Account Code	The unique numeric code for a specific Account.
Account Name	The name of the account.
DUNS+4/BPN+4	The DUNS+4/BPN+4 number for a specific Account.
Agency Location Code	The Agency Location Code.
Agency	A code identifying the agency for external reporting purposes.
Bureau	The bureau associated with the agency.
<i>Item Collection</i>	
Account Code	The unique numeric code for a specific Account.
Account Name	The Account Name.
DUNS+4/BPN+4	The DUNS+4/BPN+4 numbers for a specific Account.
Business Line	The Business Line associated with the Account's statements.
Bill Total	A sum of the bill amounts for a specific Account.
Collected	A sum of the paid amounts for a specific Account.
Applied Credit Amount	A sum of the applied credit amount for a specific Account.
Adjustment Amount	A sum of the adjustment amount for a specific Account.
Closed Amount	A sum of the closed amount for a specific Account.
Outstanding Amount	The outstanding amount owed for an account.
Outstanding Chargeback Amount	A sum of the outstanding chargeback amount for a specific Account.
Credit	A sum of the credit statement lines associated with an account.
Closed Applied Credit	A sum of the closed applied credit associated with an account.
Total Outstanding Credit	A sum of the outstanding credit associated with an account.
<i>Action Buttons</i>	
View Statements	This is a shortcut to the View and Print Statements query; if the user has selected an account from the item collection then the account code will be defaulted when the View Statements page is loaded.
View Payments	This is a shortcut to the View Customer Payments query; if the user has selected an account from the item collection then the account code will be defaulted when the View Customer Payments page is loaded.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

5.1.2.2 Executing a Query Using the Account Summary Query

The following steps describe how to query the Account Summary.

Steps to Execute a Query Using Account Summary:

Notes

1. In VCSS navigate to Accounts=>Account Summary.

The Accounts Summary page is displayed.

The screenshot shows the 'Accounts' menu bar with 'Statements', 'Payments', 'Electronic Invoicing', 'Correspondence', and 'External Applications' options. Below the menu, the URL 'VCSS > Accounts > Account Summary' is visible. The main area contains 'Search Criteria' fields for Account Code, Agency, DUNS+4/BPN+4, Bureau, Account Name, and Agency Location Code. To the right is a 'General Criteria' section for Statement Date (From and To) and Business Line. Below these are 'View Statements', 'View Payments', 'Sort...', and 'View as CSV' buttons. A summary table titled 'Summary' displays columns for Account Code, Account Name, DUNS+4/BPN+4, Business Line, Bill Total, Paid, and Applied Credit. The 'Totals' row is highlighted in yellow. At the bottom right of the table is a 'Page 1 of 1' indicator.

2. Enter the desired Search Criteria, including the following required fields:

Statement Date From: (enter valid date).

Statement Date To: (enter valid date).

3. Select the Search button.

The results are returned in the Item Collection.

The screenshot shows the 'View Statements' button selected. The table has columns for Account Code, Account Name, DUNS+4/BPN+4, Business Line, Bill Total, Paid, Applied Credit, Adjusted, and Closed. The 'Totals' row is highlighted in yellow. The second and third rows show data for account 897009 under business lines Rent and Fleet. The entire table is bordered by a red line.

Note: If an account is selected and either the View Customer Payments or View Statements buttons are selected, the user will be directed to that particular query with the selected account defaulted.

5.1.3 VCSS: Outstanding Balances by Account

The Outstanding Balances by Account page offers a quick snapshot of the accounts a user has access to along with their outstanding balances. The page also offers a number of easily accessed actions such as viewing recent and outstanding statements as well as sending account correspondence.

Accounts=>Outstanding Balances by Account

Exhibit 5-12: Navigation to Outstanding Balances by Account Page



5.1.3.1 Outstanding Balances by Account Search Parameters and Results

The Outstanding Balances by Account page does not contain any search criteria but includes the fields and action buttons listed below. VCSS automatically loads all of the accounts for which the user has permissions.

Exhibit 5-13: Outstanding Balances by Account Page

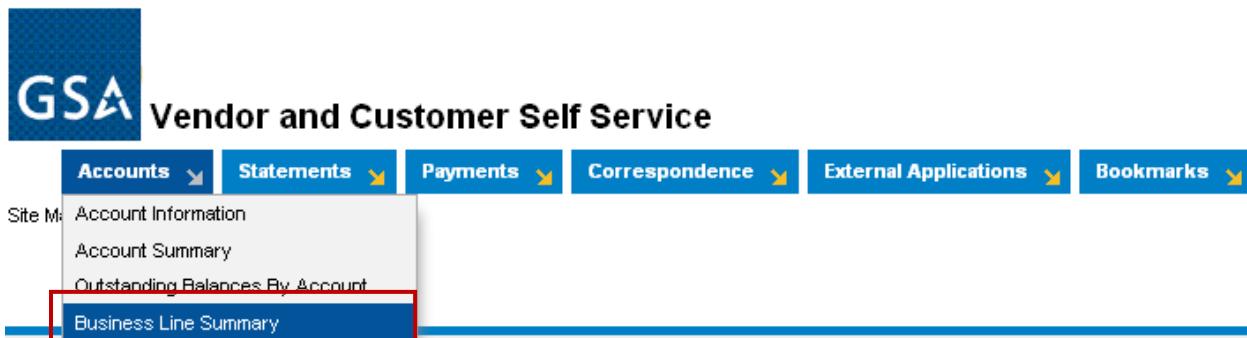
This screenshot shows the "Outstanding Balances By Account" page. At the top, there's a breadcrumb trail: "VCSS > Accounts > Outstanding Balances By Account". Below the breadcrumb is a blue header bar with the title "Outstanding Balances By Account". Underneath the header are several action buttons: "View Outstanding Statements", "View Recent Statements (3 Months)", "Send Correspondence", "Sort...", and "View as CSV". The main area is a table titled "Summary". The table has columns for "Account Code", "Account Name", "Outstanding Amount", "Outstanding Chargeback Amount", and "Outstanding Credit Amount". It shows one row for "Totals" with values "\$2,000,751,391.03", "\$0.00", and "(\$282,727.04)". Another row is shown for "897009 DEPT OF ENERGY" with the same values. At the bottom of the table, there are pagination controls: "Page 1 of 1", "10", and "Rows 1 - 1 of 1".

5.1.4 VCSS: Business Line Summary

The Business Line Summary query will allow users to search for and view balances for the Accounts they have access to with all the data sorted by business line. The query will also contain action buttons to enable the user to view statements and payments associated with the selected business line.

Accounts=>Business Line Summary

Exhibit 5-14: Navigation to the Business Line Summary Query

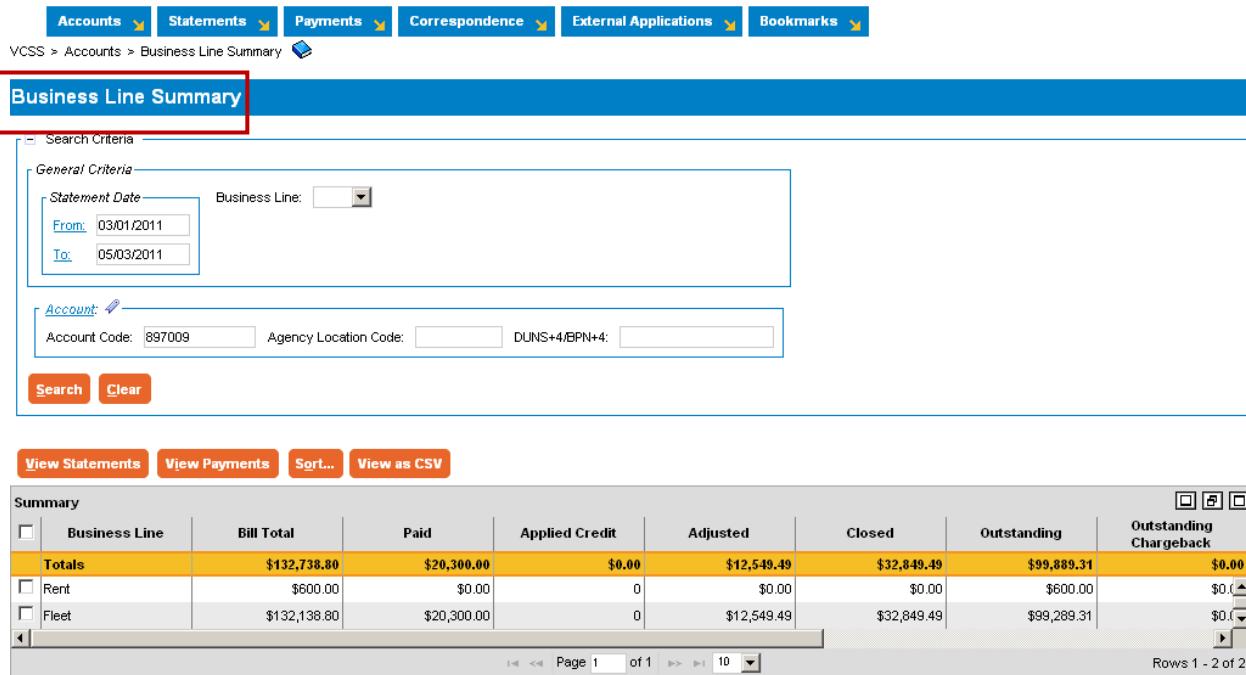


To search for business line summary information, enter the applicable search criteria and select the **Search** button.

5.1.4.1 Business Line Summary Search Parameters and Results

The Business Line Summary query is used to search for business line information using criteria listed in the table below. The Item Collection will include multiple totals columns with all the data being grouped by business line.

Exhibit 5-15: Business Line Summary Search Criteria and Item Collection



The screenshot shows the "Business Line Summary" search interface. At the top, there is a blue header bar with the "Business Line Summary" tab selected. Below the header is a navigation bar with tabs: Accounts, Statements, Payments, Correspondence, External Applications, and Bookmarks. A breadcrumb trail shows the current location: VCSS > Accounts > Business Line Summary. The main search form has a red box around the "Business Line Summary" tab. The search form includes fields for "Statement Date" (From: 03/01/2011, To: 05/03/2011) and "Business Line" (a dropdown menu). Below the search form is a section for "Account" with fields for "Account Code" (897009), "Agency Location Code" (empty), and "DUNS+4/BPN+4" (empty). At the bottom of the search form are "Search" and "Clear" buttons. Below the search form is a summary table with a red box around its header row. The table has columns: Business Line, Bill Total, Paid, Applied Credit, Adjusted, Closed, Outstanding, and Outstanding Chargeback. The "Totals" row shows values: \$132,738.80, \$20,300.00, \$0.00, \$12,549.49, \$32,849.49, \$99,889.31, and \$0.00. There are also rows for "Rent" and "Fleet". At the bottom of the table is a page navigation bar with links for "View Statements", "View Payments", "Sort...", and "View as CSV".

Business Line	Bill Total	Paid	Applied Credit	Adjusted	Closed	Outstanding	Outstanding Chargeback
Totals	\$132,738.80	\$20,300.00	\$0.00	\$12,549.49	\$32,849.49	\$99,889.31	\$0.00
Rent	\$600.00	\$0.00	0	\$0.00	\$0.00	\$600.00	\$0.00
Fleet	\$132,138.80	\$20,300.00	0	\$12,549.49	\$32,849.49	\$99,289.31	\$0.00

Exhibit 5-16: Business Line Summary Field Descriptions

Search Element	Description
<i>Search Criteria Group Box</i>	
Statement Date (From/To)	The Statement Date range, this field is required and the two dates cannot be over 365 days apart.
DUNS+4/BPN+4	The DUNS+4/BPN+4 numbers for a specific Account.
Agency Location Code	The Agency Location Code.
Business Line	The specific Business Line the query will search for.
<i>Item Collection</i>	
Business Line	The specific Business Line the query will search for.
Bill Total	A sum of the bill amounts for a specific business line.
Collected	A sum of the paid amounts for a specific business line.
Adjustment Amount	A sum of the adjustment amount for a specific business line.
Applied Credit Amount	A sum of the applied credit amount for a specific business line.
Closed Amount	A sum of the closed amount for a specific business line.
Total Outstanding Amount	The amount owed for a business line.
Outstanding Chargeback Amount	A sum of the outstanding chargeback amount for a specific business line.
Credit	A sum of the credit statement lines associated with an account.
Closed Applied Credit	A sum of the closed applied credit associated with an account.
Total Outstanding Credit	A sum of the outstanding credit associated with an account.
<i>Action Buttons</i>	
View Statements	This is a shortcut to the View and Print Statements query; if the user has selected a business line from the item collection then the business line will be defaulted when the View Statements page is loaded.
View Payments	This is a shortcut to the View Customer Payments query; if the user has selected a business line from the item collection then the business line will be defaulted when the View Customer Payments page is loaded.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

5.1.4.2 Executing a Query Using Business Line Summary

The following steps describe how to use the Business Line Summary query in VCSS.

Steps to Execute a Query Using Business Line Summary:	Notes
1. In VCSS navigate to Accounts=>Business Line Summary.	

The Business Line Summary page is displayed.

- Enter the desired and appropriate **Search Criteria**.

- Select the Search button.

The results are returned in the Item Collection.

Business Line	Bill Total	Paid	Applied Credit	Adjusted	Closed	Outstanding	Outstanding Chargeback
Totals	\$132,738.80	\$20,300.00	\$0.00	\$12,549.49	\$32,849.49	\$99,889.31	\$0.00
Rent	\$600.00	\$0.00	0	\$0.00	\$0.00	\$600.00	\$0.00
Fleet	\$132,138.80	\$20,300.00	0	\$12,549.49	\$32,849.49	\$99,289.31	\$0.00

Note: If a business line is selected (as above) and either the View Customer Payments or View Statements buttons are selected, the user will be directed to that particular query with the selected business line defaulted.

5.2 VCSS: Statements Menu

The Vendor Customer Self Service Statements menu contains options for the user to obtain information and status about their statements as well as dispute a statement that they feel is in error. The different pages available from the accounts menu are as follows:

- View or Print Statements.
- Statement Search by Agreement.
- View Details.
- Dispute Statement/Details.
- View Dispute Requests.

5.2.1 VCSS: View and Print Statements

The View and Print Statements page enables the user to search for, and view, the statements they have access to as well as view their statement as a PDF to assist with printing. The page also allows the user to drill down on a specific statement to view detailed information about that statement.

Statements=>View and Print Statements

Exhibit 5-17: Navigation to the View and Print Statements Query



5.2.1.1 View and Print Statement Search Parameters and Results

The View and Print Statements query contains the search criteria and item collection listed below. The Item Collection will include multiple totals columns.



Exhibit 5-18: View and Print Statements Search Criteria and Item Collection

VCSS > Statements > Statement Search

Statement Search																																																																																																	
Search Criteria General Criteria Statement Number: <input type="text"/> Statement Type: <input type="button" value="▼"/> Business Line: <input type="button" value="▼"/> Statement Date From: 03/01/2011 To: 05/03/2011																																																																																																	
Account: <input type="button" value="🔍"/> Account Code: 897009 Agency Location Code: <input type="text"/> DUNS+4/BPN+4: <input type="text"/>																																																																																																	
If the Statement contains information for multiple vendors, the search results contain the Statement Balance that applies to your vendor only.																																																																																																	
<input type="button" value="Search"/> <input type="button" value="Clear"/>																																																																																																	
<input type="button" value="View"/> <input type="button" value="View PDF"/> <input type="button" value="Sort..."/> <input type="button" value="View as CSV"/>																																																																																																	
Summary <table border="1"> <thead> <tr> <th></th> <th>Statement Number</th> <th>Statement Date</th> <th>Business Line</th> <th>Account Code</th> <th>Account Name</th> <th>Total Billed</th> <th>Paid</th> </tr> </thead> <tbody> <tr style="background-color: #FFCCBC;"> <td></td> <td>Totals</td> <td></td> <td></td> <td></td> <td></td> <td>\$124,688.48</td> <td>\$20,300.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>F0000023</td> <td>03/18/2011</td> <td>Fleet</td> <td>897009</td> <td>DEPT OF ENERGY</td> <td>\$100.00</td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PTE00213</td> <td>03/19/2011</td> <td>Fleet</td> <td>897009</td> <td>DEPT OF ENERGY</td> <td>\$957.12</td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PTE00216</td> <td>03/19/2011</td> <td>Fleet</td> <td>897009</td> <td>DEPT OF ENERGY</td> <td>\$957.12</td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PTE00217</td> <td>03/19/2011</td> <td>Fleet</td> <td>897009</td> <td>DEPT OF ENERGY</td> <td>\$957.12</td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PTE00218</td> <td>03/19/2011</td> <td>Fleet</td> <td>897009</td> <td>DEPT OF ENERGY</td> <td>\$957.12</td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PTE00219</td> <td>03/19/2011</td> <td>Fleet</td> <td>897009</td> <td>DEPT OF ENERGY</td> <td>\$957.12</td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PTE00101</td> <td>03/19/2011</td> <td>Fleet</td> <td>897009</td> <td>DEPT OF ENERGY</td> <td>\$957.12</td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PTE00106</td> <td>03/19/2011</td> <td>Fleet</td> <td>897009</td> <td>DEPT OF ENERGY</td> <td>\$957.12</td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PTE00107</td> <td>03/19/2011</td> <td>Fleet</td> <td>897009</td> <td>DEPT OF ENERGY</td> <td>\$957.12</td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PTE00109</td> <td>03/19/2011</td> <td>Fleet</td> <td>897009</td> <td>DEPT OF ENERGY</td> <td>\$957.12</td> <td>\$0.00</td> </tr> </tbody> </table> Rows 1 - 10 of 111			Statement Number	Statement Date	Business Line	Account Code	Account Name	Total Billed	Paid		Totals					\$124,688.48	\$20,300.00	<input type="checkbox"/>	F0000023	03/18/2011	Fleet	897009	DEPT OF ENERGY	\$100.00	\$0.00	<input type="checkbox"/>	PTE00213	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00	<input type="checkbox"/>	PTE00216	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00	<input type="checkbox"/>	PTE00217	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00	<input type="checkbox"/>	PTE00218	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00	<input type="checkbox"/>	PTE00219	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00	<input type="checkbox"/>	PTE00101	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00	<input type="checkbox"/>	PTE00106	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00	<input type="checkbox"/>	PTE00107	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00	<input type="checkbox"/>	PTE00109	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00
	Statement Number	Statement Date	Business Line	Account Code	Account Name	Total Billed	Paid																																																																																										
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<input type="checkbox"/>	PTE00217	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00																																																																																										
<input type="checkbox"/>	PTE00218	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00																																																																																										
<input type="checkbox"/>	PTE00219	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00																																																																																										
<input type="checkbox"/>	PTE00101	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00																																																																																										
<input type="checkbox"/>	PTE00106	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00																																																																																										
<input type="checkbox"/>	PTE00107	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00																																																																																										
<input type="checkbox"/>	PTE00109	03/19/2011	Fleet	897009	DEPT OF ENERGY	\$957.12	\$0.00																																																																																										

Exhibit 5-19: View and Print Statements Field Descriptions

Search Element	Description
Search Criteria Group Box	
Statement Date (to/from)	The Statement Date range.
Statement Number	The specific statement number for an individual statement.
Statement Type	Whether the statement is IPAC or Non-IPAC.
DUNS+4/BPN+4	The DUNS+4/BPN+4 numbers for a specific Account.
Account Code	The unique numeric code for a specific Account.

Search Element	Description
Agency Location Code	The Agency Location Code.
Business Line	The specific Business Line the query will search for.
<i>Item Collection</i>	
Statement Number	The specific statement number for an individual statement.
Statement Date	The date the statement was billed.
Business Line	The specific Business Line the query will search for.
Account Code	The unique numeric code for a specific Account.
Account Name	The name for the specific Account.
Total Billed	The amount of the statement.
Paid Amount	The paid amount of the statement.
Adjustment Amount	The adjustment amount for the statement.
Applied Credit Amount	The amount of applied credit for the statement.
Closed Amount	The closed amount of the statement.
Outstanding Amount	The outstanding amount of the statement.
Outstanding Chargeback	The outstanding chargeback amount for the statement.
Credit	A sum of the credit statement lines associated with a statement.
Closed Applied Credit	A sum of the closed applied credit associated with a statement.
Total Outstanding Credit	A sum of the outstanding credit associated with a statement.
<i>Action Buttons</i>	
View	Will take the user to the statement information page for the selected statement.
View PDF	Will open the selected statement in PDF format.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

5.2.1.2 View and Print Statement Query Details

The View and Print Statement Information page gives more detail of the selected statement than what was in the Item Collection. The Statement Information page contains action buttons to create statement correspondence and dispute the statement. *Note the Statement Correspondence and Dispute functionality is described in later sections.* The page also includes a View Referencing Payments action button, which will open a new window. The View Referencing Payments action button takes the user to the Customer Payments query with the statement number field defaulted.



Exhibit 5-20: Statement Information Page

VCSS > Statements > View and Print Statements > Billing Statement Information: E0000094

E0000094 [View Referencing Payments](#) [Send Correspondence](#) [Dispute Statement](#) [View Related Dispute Requests](#) [View PDF](#)

Statement Information	Detail Billing Records	Attachments	Review Correspondence																																				
Expand All Collapse All																																							
<p><input type="checkbox"/> General</p> <p>Statement Number: <input type="text" value="E0000094"/> Bill Type: <input type="button" value="NonPAC"/></p> <p>Statement Print Date: <input type="text" value="01/28/2013"/> Business Line: <input type="text" value="Supply"/></p> <p>Statement Collection Due Date: <input type="text" value="03/14/2013"/></p>																																							
<p><input type="checkbox"/> Account Information</p> <p>Account: <input type="text" value="C-123604"/> Agency: <input type="text" value="012"/></p> <p>DUNS+4/BPN+4: <input type="text"/> Bureau: <input type="text" value="23"/></p> <p>Account Name: <input type="text" value="VCSS Demo Vendor"/> Agency Location Code: <input type="text" value="12401100"/></p>																																							
<p><input type="checkbox"/> Statement Amounts</p> <p>Billed Totals</p> <table border="1"> <thead> <tr> <th></th> <th>Paid</th> <th>Applied Credit</th> <th>Adjusted</th> <th>Closed</th> <th>Outstanding</th> </tr> </thead> <tbody> <tr> <td>Principal</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$5,486.00</td> </tr> <tr> <td>Interest</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Admin Charges</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Penalty</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$5,486.00</td> </tr> </tbody> </table>					Paid	Applied Credit	Adjusted	Closed	Outstanding	Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$5,486.00	Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Admin Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$5,486.00
	Paid	Applied Credit	Adjusted	Closed	Outstanding																																		
Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$5,486.00																																		
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																		
Admin Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																		
Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																		
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$5,486.00																																		

Exhibit 5-21: Statement Information Page Continued

Amounts	
<p>Billed Amounts</p> <p>Principal Amount: <input type="text" value="\$5,486.00"/></p> <p>Interest Amount: <input type="text" value="\$0.00"/></p> <p>Admin Charges Amount: <input type="text" value="\$0.00"/></p> <p>Penalty Amount: <input type="text" value="\$0.00"/></p> <p>Total Amount: <input type="text" value="\$5,486.00"/></p> <p>Total Outstanding Amount: <input type="text" value="\$5,486.00"/></p> <p>Note: The Billed Total Field is calculated by adding the Principal, Interest, Penalty and Admin Charges Amounts.</p>	<p>Credit Amounts</p> <p>Total Amount: <input type="text" value="\$0.00"/></p> <p>Closed Credit Amount: <input type="text" value="\$0.00"/></p> <p>Outstanding Credit Amount: <input type="text" value="\$0.00"/></p> <p>Note: The Credit Total Field is calculated by adding the Sum of all CREDIT line Principal Amounts.</p>

The Detail Billing Records tab shows all the detail records that are associated with the billing documents within the specific statement. The tab includes search criteria to enable the user to search for and view detail billing records.

Exhibit 5-22: Detail Billing Records Page

VCSS > Statements > View and Print Statements > Billing Statement Information: E0000094 > Detail Billing Records

E0000094 [View Referencing Payments](#) [Send Correspondence](#) [Dispute Statement](#) [View Related Dispute Requests](#) [View PDF](#)

[Statement Information](#) [Detail Billing Records](#) [Attachments](#) [Review Correspondence](#)

[Search Criteria](#)

Detail Search Criteria

Reference ID:	Title:	
Charge Period:	Record Type:	
Articles/Services Description:	Disputed:	
Bill Document Date	Entry Date	Detail Amount
From:	From:	From:
To:	To:	To:

Account DUNS+4/BPI+4: Account Code:

+ Additional Criteria

[Search](#) [Clear](#)

[Start](#) [View as CSV](#)

Summary

Reference ID	Entry Date	Record Amount	Account Code	Account Name	Record Type	Title	Disputed	Source Number	Source Record ID	Region
Totals		\$5,486.00								
MOM02FP0001METCY00	01/25/2013	\$5,486.00	C-123604	VCSS Demo Vendor	Normal				09	

Page: 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#) [Last](#)

Rows 1 - 1 of 1

If the user wants to view the expansive set of information included on detail record they are able to select a record and then select Detail.

Exhibit 5-23: Statement Detail Record Page

E0000094 [View Referencing Payments](#) [Send Correspondence](#) [Dispute Statement](#) [View Related Dispute Requests](#) [View PDF](#)

[Statement Information](#) | [Detail Billing Records](#) | [Attachments](#) | [Review Correspondence](#) |

General

Reference ID: <input type="text" value="MOM02FP0001METJCY00"/>	Record Date: <input type="text" value="01/25/2013"/>	Record Type: <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text" value="Normal"/> ▼
Record Amount: <input type="text" value="\$5,486.00"/>	Source Number: <input type="text"/>	Invoice Number: <input type="text"/>
Period of Performance		
Start Date: <input type="text"/>	End Date: <input type="text"/>	
Dispute		
Disputed: <input checked="" type="checkbox" value="False"/> ▼	Disputed Date: <input type="text"/>	

Account

Account Information:		More
Account Code: <input type="text" value="C-123604"/>	Account Name: <input type="text" value="VCSS Demo Vendor"/>	
DUNS+4/BPN+4: <input type="text"/>	Agency: <input type="text" value="012"/>	

Header Information

Payment Information

Overdue Status: <input type="text"/>
Overdue Status Date: <input type="text"/>

Remit to Office Address

Address Format: <input style="width: 50px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text" value="US"/> ▼	Phone Number: <input type="text" value="800-676-3690"/>
Name: <input type="text" value="GSA: Payments For NON-"/>	Fax Number: <input type="text" value="816-823-5507"/>
Address Line 1: <input type="text" value="Lockbox 070020"/>	Email: <input type="text" value="kr_accts_receivable.finance@nes.gov"/>

Exhibit 5-24: Statement Detail Record Page

Dunning

Dunning Count: 0	Last Dunning Date:
------------------	--------------------

Additional Criteria

-----SHORT TERM RENTAL VEHICLES----- Introducing GSA Fleet's Short Term Rental Program. Printed Message: Have seasonal or surge vehicle needs? Have a vehicle down for repair?	
---	--

Fleet Information

Vehicle Class: 62	Vehicle Tag: 0921D	Body Type: 6275
Starting Mileage: 8,566.00	Ending Mileage: 8,568.00	Mileage Rate Amount: \$0.23
Days Used: 0.00	Est. Mileage Indicator:	FedCode: 88811&8N
Special ACC Equipment:	Accessories Charge Amount: \$0.00	

Additional Information

Region: 07	FMC: A12
Sales Code: A1	Description: 8N000A_XA820005

The Review Correspondence tab shows all the correspondence records that are associated with the Statement. The tab includes search criteria to locate a correspondence record. When selected, the Review Correspondence shows the details of the record in the item collection.

Exhibit 5-25: Review Correspondence Tab

VCSS > Statements > View and Print Statements > Billing Statement Information: E0000094 > Messages

E0000094

[View Referencing Payments](#) |
 [Send Correspondence](#) |
 [Dispute Statement](#) |
 [View Related Dispute Requests](#) |
 [View PDF](#)

Statement Information | **Detail Billing Records** | **Attachments** | **Review Correspondence**

Search Criteria

Record Number:	Type Of Correspondence:
Created Date <i>From:</i> <input type="text"/> <i>To:</i> <input type="text"/>	First Name: <input type="text"/> Last Name: <input type="text"/>
<i>Account Information:</i> <input type="checkbox"/> Account Code: <input type="text"/> Agency Location Code: <input type="text"/>	
Subject: <input type="text"/>	Correspondence: <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Use the wildcard (*) character to search if needed.

[Attachments](#) | [Sort...](#) | [View as CSV](#)

Summary

	Record Number	Created Date	First Name	Last Name	Statement Number	Ac
<input checked="" type="checkbox"/>	9	02/28/2013	John	Smith	E0000094	C-123604

Exhibit 5-26: Correspondence Details

Contact Person

First Name: John	Last Name: Smith	Email Address: john.smith@democompan
Title:	Phone Number: 555-555-5555	International Phone Number:

GSA Contact

Name: WebMethods VSS	Title:	Phone Number:	Email Address: test1@gsa.gov
----------------------	--------	---------------	------------------------------

Account Information:

Account Code: C-123604	Account Name:	Agency Location Code:
------------------------	---------------	-----------------------

Correspondence

Record Number: 9	Communication Source: Phone	Created Date: 02/28/2013	Statement Number: E0000094
Type Of Correspondence: Dispute			

Subject: DUPCHARGE

Dispute Status: New. Dispute Explanation: I believe I have already been charged for this shipment

Correspondence:

5.2.1.3 Executing a Query Using View and Print Statements

To view and print Statements, follow the steps below.

Steps to Execute a Query Using View and Print Statements Query:

Notes

- In VCSS navigate to Statements=>View and Print Statements.

The View and Print Statements page is displayed.

The screenshot shows the 'Statement Search' interface. At the top, there's a blue header bar with the title. Below it is a 'Search Criteria' section divided into two main groups: 'General Criteria' and 'Account'. The 'General Criteria' group contains fields for 'Statement Number' (with a placeholder 'XXXXXX'), 'Statement Type' (a dropdown menu), 'Business Line' (a dropdown menu), 'Statement Date' (with 'From:' and 'To:' date input fields), and a note about statement balance. The 'Account' group contains fields for 'Account Code' (placeholder 'XXXXXX'), 'Agency Location Code' (placeholder 'XXXXXX'), and 'DUNS+4/BPN+4' (placeholder 'XXXXXX'). At the bottom left are 'Search' and 'Clear' buttons, with 'Search' being highlighted by a red box.

If the Statement contains information for multiple customers, the search results contain the Statement Balance that applies to your customer only.

Search Clear

- Enter the desired Search Criteria.

- Select the Search button.

The results are returned in the Item Collection.

The screenshot shows a table titled 'Summary' containing financial data for various statements. The columns include Statement Number, Statement Date, Business Line, Account Code, Account Name, Total Billed, Paid, Adjusted, Applied Credit, Closed, Outstanding, Outstanding Chargeback, and Cr. A red box highlights the first row (Statement Number E0000094). The table has a navigation bar at the bottom with page numbers and a note 'Rows 1 - 8 of 8'.

Statement Number	Statement Date	Business Line	Account Code	Account Name	Total Billed	Paid	Adjusted	Applied Credit	Closed	Outstanding	Outstanding Chargeback	Cr
E0000091	02/06/2014	Supply	C-1275AZ	USDA FS FEPP	\$172.75	\$172.75	\$0.00	\$0.00	\$172.75	\$0.00	\$0.00	
E0000092	02/06/2014	Supply	C-127AD3	USDA TX & M FOREST SERVICE	\$31,509.95	\$31,509.95	\$0.00	\$0.00	\$31,509.95	\$0.00	\$0.00	
E0000093	02/06/2014	Supply	C-127EAC	USDA FOREST SERVICE FEPP	\$1,283.24	\$1,283.24	\$0.00	\$0.00	\$1,283.24	\$0.00	\$0.00	
<input checked="" type="checkbox"/> E0000094	02/06/2014	Supply	C-1281E4	USDA ARIZONA STATE FORESTER	\$1,615.49	\$1,615.49	\$0.00	\$0.00	\$1,615.49	\$0.00	\$0.00	
E0000096	02/06/2014	Supply	C-128598	USDA WYOMING STATE FORESTRY DIV	\$4,735.15	\$4,735.15	\$0.00	\$0.00	\$4,735.15	\$0.00	\$0.00	
E0000097	02/06/2014	Supply	C-128671	USDA FS	\$1,313.07	\$1,313.07	\$0.00	\$0.00	\$1,313.07	\$0.00	\$0.00	
E0000098	02/06/2014	Supply	C-128687	USDA FOREST SERVICE	\$505.79	\$505.79	\$0.00	\$0.00	\$505.79	\$0.00	\$0.00	
E0000099	02/06/2014	Supply	C-1287U4	USDA NORTH DAKOTA FOREST SERVICE	\$26,469.45	\$25,505.45	\$0.00	\$964.00	\$26,469.45	\$0.00	\$0.00	(\$964.00)

Select a Statement.

- Select View as PDF.

A new window with the PDF is displayed, close the PDF.

Steps to Execute a Query Using View and Print Statements Query:

Notes

 GSA Financial Information Control Service, Inc. 1500 East Bannister Road Kansas City, MO 64131	Fleet 03/10/2011	Statement Information Statement Number: F0002425 Amount Due: \$589.65 Due Date: 04/09/2011
Address/Customer Information DEPT OF ENERGY LOS ALAMOS NATL LAB ATTN: LIZ PO BOX 1663 MAIL STOP P240 LOS ALAMOS, NM 87545	Customer Codes Account Code: 897009-897009	Contact Us Phone Number: Fax Number: Email Address:
		Remit to Address
		Statement Summary Initial Charges \$589.65 Discount 0 Surcharge 0 Interest Charges 0 Penalty Charges 0 Admin Charges 0 Bill Amount \$589.65 Collected 0 Applied Credit 0 Adjustment 0 Amount Due \$589.65
		Credit Summary Applied Credit \$0.00 Unapplied Credit 0 Total Credit \$0.00
		Instructions To ensure proper credit, please write your statement number on your payment document.
		Pay By IPAC ALC 47000016 TAS 47X45341 BPN/DUNS +4 994253686

5. Select View.

VCSS > Statements > View and Print Statements > Billing Statement Information: E0000094

E0000094	View Referencing Payments Send Correspondence Dispute Statement View Related Dispute Requests View PDF																																				
Statement Information Detail Billing Records Attachments Review Correspondence																																					
Expand All Collapse All																																					
<div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="checkbox"/> General</p> <p>Statement Number: <input type="text" value="E0000094"/> Bill Type: <input type="button" value="NonIPAC"/></p> <p>Statement Print Date: <input type="text" value="01/28/2013"/> Business Line: <input type="text" value="Supply"/></p> <p>Statement Collection Due Date: <input type="text" value="03/14/2013"/></p> </div>																																					
<div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="checkbox"/> Account Information</p> <p>Account:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Account Code: <input type="text" value="0-123604"/></td> <td style="width: 30%;">Agency: <input type="text" value="012"/></td> </tr> <tr> <td>DUNS-4/BPN+4: <input type="text"/></td> <td>Bureau: <input type="text" value="23"/></td> </tr> <tr> <td>Account Name: <input type="text" value="VCSS Demo Vendor"/></td> <td>Agency Location Code: <input type="text" value="12401100"/></td> </tr> </table> </div>		Account Code: <input type="text" value="0-123604"/>	Agency: <input type="text" value="012"/>	DUNS-4/BPN+4: <input type="text"/>	Bureau: <input type="text" value="23"/>	Account Name: <input type="text" value="VCSS Demo Vendor"/>	Agency Location Code: <input type="text" value="12401100"/>																														
Account Code: <input type="text" value="0-123604"/>	Agency: <input type="text" value="012"/>																																				
DUNS-4/BPN+4: <input type="text"/>	Bureau: <input type="text" value="23"/>																																				
Account Name: <input type="text" value="VCSS Demo Vendor"/>	Agency Location Code: <input type="text" value="12401100"/>																																				
<div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="checkbox"/> Statement Amounts</p> <p>Billed Totals</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Paid</th> <th>Applied Credit</th> <th>Adjusted</th> <th>Closed</th> <th>Outstanding</th> </tr> </thead> <tbody> <tr> <td>Principal</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$5,486.00</td> </tr> <tr> <td>Interest</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Admin Charges</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Penalty</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$5,486.00</td> </tr> </tbody> </table> </div>			Paid	Applied Credit	Adjusted	Closed	Outstanding	Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$5,486.00	Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Admin Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$5,486.00
	Paid	Applied Credit	Adjusted	Closed	Outstanding																																
Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$5,486.00																																
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																
Admin Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																
Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$5,486.00																																

Steps to Execute a Query Using View and Print Statements Query:

Steps to Execute a Query Using View and Print Statements Query:	Notes																		
Amounts <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> Billed Amounts <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Principal Amount:</td><td>\$5,486.00</td></tr> <tr><td>Interest Amount:</td><td>\$0.00</td></tr> <tr><td>Admin Charges Amount:</td><td>\$0.00</td></tr> <tr><td>Penalty Amount:</td><td>\$0.00</td></tr> <tr><td>Total Amount:</td><td>\$5,486.00</td></tr> <tr><td>Total Outstanding Amount:</td><td>\$5,486.00</td></tr> </table> <p>Note: The Billed Total Field is calculated by adding the Principal, Interest, Penalty and Admin Charges Amounts.</p> </div> <div style="width: 48%;"> Credit Amounts <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Total Amount:</td><td>\$0.00</td></tr> <tr><td>Closed Credit Amount:</td><td>\$0.00</td></tr> <tr><td>Outstanding Credit Amount:</td><td>\$0.00</td></tr> </table> <p>Note: The Credit Total Field is calculated by adding the Sum of all CREDIT line Principal Amounts.</p> </div> </div>	Principal Amount:	\$5,486.00	Interest Amount:	\$0.00	Admin Charges Amount:	\$0.00	Penalty Amount:	\$0.00	Total Amount:	\$5,486.00	Total Outstanding Amount:	\$5,486.00	Total Amount:	\$0.00	Closed Credit Amount:	\$0.00	Outstanding Credit Amount:	\$0.00	
Principal Amount:	\$5,486.00																		
Interest Amount:	\$0.00																		
Admin Charges Amount:	\$0.00																		
Penalty Amount:	\$0.00																		
Total Amount:	\$5,486.00																		
Total Outstanding Amount:	\$5,486.00																		
Total Amount:	\$0.00																		
Closed Credit Amount:	\$0.00																		
Outstanding Credit Amount:	\$0.00																		

6. Select the Detail Record Billings Tab.

The Detail Billing Records Tab is displayed.

VCSS > Statements > View and Print Statements > Billing Statement Information: E0000094 > Detail Billing Records

E0000094
[View Referencing Payments](#)
[Send Correspondence](#)
[Dispute Statement](#)
[View Related Dispute Requests](#)
[View PDF](#)

- [Statement Information](#)
- [Detail Billing Records](#)
- [Attachments](#)
- [Review Correspondence](#)

Detail |

Search Criteria

Detail Search Criteria

Reference ID:	<input type="text"/>	Title:	<input type="text"/>
Charge Period:	<input type="text"/>	Record Type:	<input type="text"/>
Articles/Services Description:	<input type="text"/>		
Bill Generated Date	Entry Date	Detail Amount	
<input type="text"/> From: <input type="text"/> To:	<input type="text"/> From: <input type="text"/> To:	<input type="text"/> From: <input type="text"/> To:	

Account:
 DUNS+4/BPN+4: Account Code:

Additional Criteria

[Search](#) [Clear](#)

[Detail](#) [Sort...](#) [View as CSV](#) [View as Excel](#)

Summary

Reference ID	Entry Date	Detail Amount	Account Code	Account Name	Record Type	Title	Disputed	Source Number	Source Record ID	Region
Totals		\$5,486.00								USDA ARIZONA

Page 1 of 1 10

Rows 1 - 8 of 8

7. Select a detail record and select Detail.

The detail record is displayed.

Steps to Execute a Query Using View and Print Statements Query:

Notes

E0000094

[View Referencing Payments](#) [Send Correspondence](#) [Dispute Statement](#) [View Related Dispute Requests](#) [View PDF](#)

Statement Information [Detail Billing Records](#) Attachments | Review Correspondence |

General

Reference ID: <input type="text" value="MOM02FP0001METJCY00"/>	Record Date: <input type="text" value="01/25/2013"/>	Record Type: <input type="button" value="Normal"/>
Record Amount: <input type="text" value="\$5,486.00"/>	Source Number: <input type="text"/>	Invoice Number: <input type="text"/>
<i>Period of Performance</i>		
Start Date: <input type="text"/>	End Date: <input type="text"/>	
<i>Dispute</i>		
Disputed: <input type="button" value="False"/>	Disputed Date: <input type="text"/>	

Account

Account Information:		<input type="button" value="More"/>
Account Code: <input type="text" value="C-123604"/>	Account Name: <input type="text" value="VCSS Demo Vendor"/>	
DUNS+4/BPN+4: <input type="text"/>	Agency: <input type="text" value="012"/>	

Header Information

Payment Information

Overdue Status: <input type="text"/>	
Overdue Status Date: <input type="text"/>	
<i>Remit to Office Address</i>	
Address Format: <input type="button" value="US"/>	Phone Number: <input type="text" value="816-926-7037"/>
Name: <input type="text" value="GSA: Payment for NON-IP"/>	Fax Number: <input type="text" value="816-823-5507"/>
Address Line 1: <input type="text" value="Lockbox 979083"/>	Email: <input type="text" value="kc-accts-receivable.finance@yyygsa.gov"/>
Address Line 2: <input type="text"/>	Contact: <input type="text"/>
Address Line 3: <input type="text"/>	Title: <input type="text"/>
City: <input type="text" value="St. Louis"/>	
State: <input type="text" value="MO"/>	
Zip: <input type="text" value="63197-9000"/>	
Country: <input type="text"/>	

Steps to Execute a Query Using View and Print Statements Query:		Notes
Dunning Dunning Count: <input type="text" value="4"/> Last Dunning Date: <input type="text" value="05/01/2011"/>		
Additional Criteria Printed Message: <input type="checkbox"/> SHORT TERM RENTAL VEHICLES Introducing GSA Fleet's Short Term Rental Program. Have seasonal or surge vehicle needs? Have a vehicle down for repair?		
Fleet Information Vehicle Class: <input type="text" value="Van"/> Vehicle Tag: <input type="text" value="GS4512"/> Body Type: <input type="text" value="VAN"/> Starting Mileage: <input type="text" value="125,000.00"/> Ending Mileage: <input type="text" value="150,000.00"/> Mileage Rate Amount: <input type="text" value="\$0.45"/> Days Used: <input type="text" value="145.00"/> Est. Mileage Indicator: <input type="text" value="784"/> Special ACC Equipment: <input type="text" value="Radar"/> Accessories Charge Amount: <input type="text" value="\$200.00"/> FedCode: <input type="text"/>		
Additional Information Region: <input type="text" value="01"/> FMC: <input type="text" value="A12"/> Sales Code: <input type="text" value="47"/> Description: <input type="text" value="test"/>		
General Reference ID: <input type="text" value="MOM02FP0001YS7BFP00"/> Record Date: <input type="text" value="02/17/2011"/> Record Type: <input type="text" value="Normal"/> Record Amount: <input type="text" value="\$125.00"/> Source Number: <input type="text" value="12345678"/> Invoice Number: <input type="text"/> Period of Performance Start Date: <input type="text" value="01/01/2011"/> End Date: <input type="text" value="01/31/2011"/> Dispute Disputed: <input type="checkbox"/> Disputed Date: <input type="text"/>		
Account Account Information: Account Code: <input type="text" value="S1017"/> Account Name: <input type="text" value="US COURTS OF APPEAL"/> DUNS+4/BPN+4: <input type="text"/> Agency: <input type="text" value="10"/> More		

Note: Selecting the **More** button provides more information about the vendor.

Steps to Execute a Query Using View and Print Statements Query:

Notes

Ok

[Expand All](#) | [Collapse All](#)

- Vendor Address

Vendor:

Address Code:

Code:

Phone Number:

Fax Number:

Email:

Contact:

Address Format:

Name:

Title:

Address Line 1:

DUNS:

Address Line 2:

DUNS+4/BPN+4:

Address Line 3:

TIN (SSN/EIN):

City:

State:

Zip:

Country:

8. Select the **Review Correspondence** hyperlink.

VCSS > Statements > View and Print Statements > Billing Statement Information: E0000094 > Detail Billing Records > Detail

E0000094

[View Referencing Payments](#) [Send Correspondence](#) [Dispute Statement](#) [View Related Dispute Requests](#) [View PDF](#)

[Statement Information](#) | [Detail Billing Records](#) | [Attachments](#) [Review Correspondence](#)

General

Reference ID:

Record Date:

Record Type:

Record Amount:

Source Number:

Invoice Number:

Period of Performance

Start Date: End Date:

Dispute

Disputed: Disputed Date:

Steps to Execute a Query Using View and Print Statements Query:

Notes

- The Review Correspondence Tab is displayed.

E0000094 [View Referencing Payments](#) [Send Correspondence](#) [Dispute Statement](#) [View Related Dispute Requests](#) [View PDF](#)

Statement Information	Detail Billing Records	Attachments	Review Correspondence
<p>Search Criteria</p> <p>Record Number: <input type="text"/> Type Of Correspondence: <input type="text"/></p> <p>Created Date <input type="text"/> From: <input type="text"/> <input type="text"/> To: <input type="text"/></p> <p>First Name: <input type="text"/> Last Name: <input type="text"/></p> <p><i>Account Information:</i> <input type="text"/> <input type="text"/> Account Code: <input type="text"/> Agency Location Code: <input type="text"/></p> <p>Subject: <input type="text"/> Correspondence: <input type="text"/></p> <p>Search Clear</p>			

Use the wildcard (*) character to search if needed.

[Attachments](#) [Sort...](#) [View as CSV](#)

Summary					
	Record Number	Created Date	First Name	Last Name	Statement Number
<input checked="" type="checkbox"/>	9	02/28/2013	John	Smith	E0000094

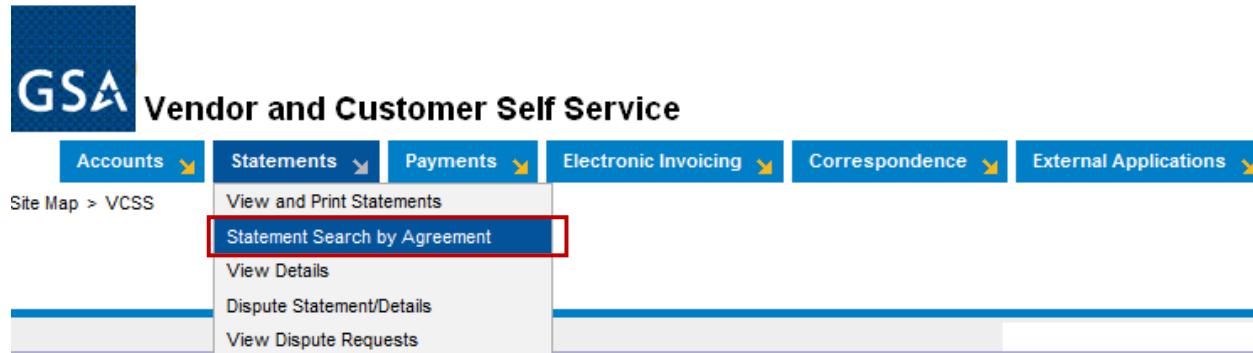
Contact Person
First Name: <input type="text"/> John Last Name: <input type="text"/> Smith Email Address: <input type="text"/> john.smith@democompan
Title: <input type="text"/> Phone Number: <input type="text"/> 555-555-5555 International Phone Number: <input type="text"/>
GSA Contact
Name: <input type="text"/> WebMethods VSS Title: <input type="text"/> Phone Number: <input type="text"/> Email Address: <input type="text"/> test1@gsa.gov
Account Information:
Account Code: <input type="text"/> C-123604 Account Name: <input type="text"/> Agency Location Code: <input type="text"/>
Correspondence
Record Number: <input type="text"/> 9 Communication Source: <input type="text"/> Phone Created Date: <input type="text"/> 02/28/2013 Statement Number: <input type="text"/> E0000094
Type Of Correspondence: <input type="text"/> Dispute
Subject: <input type="text"/> DUPCHARGE
Dispute Status: New. Dispute Explanation: I believe I have already been charged for this shipment
Correspondence:

5.2.2 CSS: Statement Search by Agreement

The Statement Search by Account page allows users to search for statements by using their GSA Agreement Number.

Statements=>Statement Search by Agreement

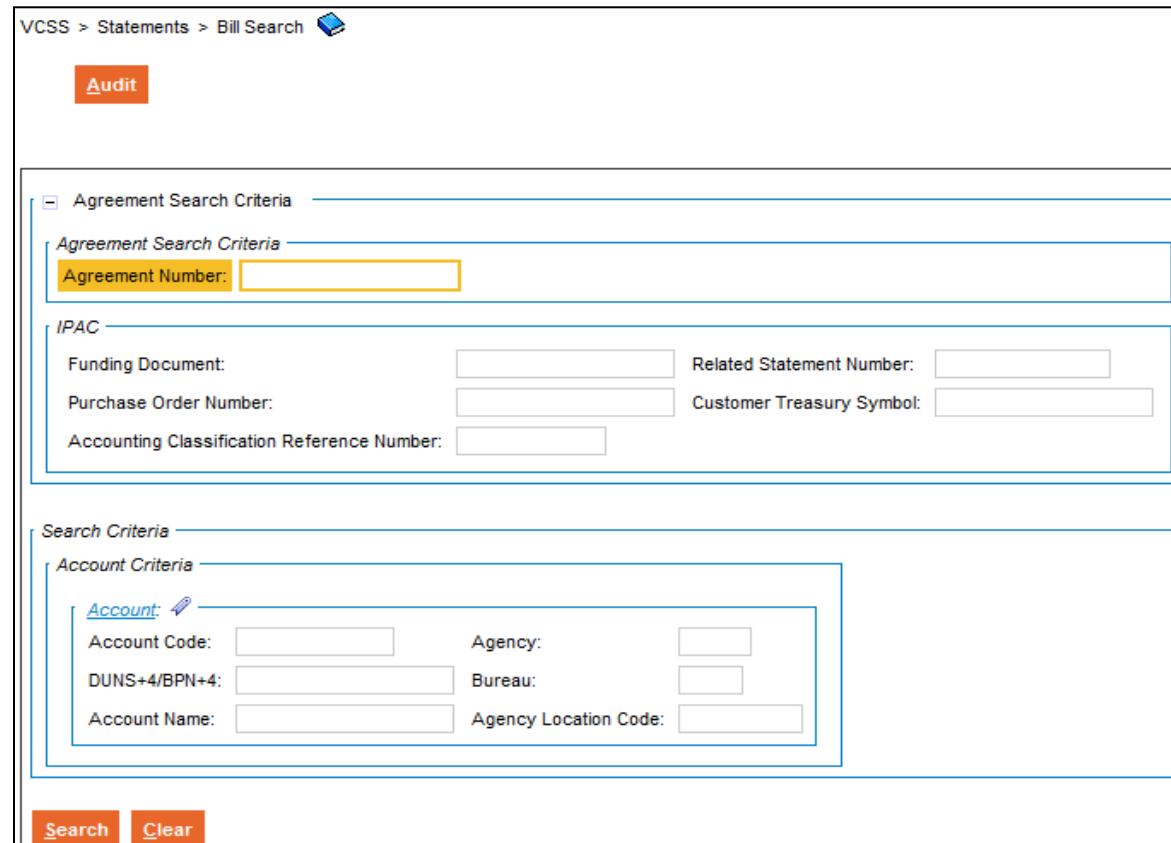
Exhibit 5-27: Navigation to the Statement Search by Agreement



5.2.2.1 Statement Search by Agreement Search Parameters and Results

The Statement Search by Agreement query contains the search criteria listed below.

Exhibit 5-28: Statement Search by Agreement Page



5.2.2.1 Executing Steps to View Statement Search by Agreement

Steps to View Statement Search by Agreement:

Notes

- In VCSS navigate to Statements=>Statements Search by Agreement.

The Statement Search by Agreement page is displayed.

The screenshot shows the 'Statements Search by Agreement' page. At the top, there's a navigation bar with links for Accounts, Statements, Payments, Electronic Invoicing, Correspondence, and External Applications. Below the navigation bar, the URL is shown as VCSS > Statements > Bill Search. A red box highlights the 'Audit' link. The main form area has several sections: 'Agreement Search Criteria' (with a sub-section for 'Agreement Number'), 'IPAC' (with fields for Funding Document, Purchase Order Number, Accounting Classification Reference Number, Related Statement Number, Customer Treasury Symbol), 'Search Criteria' (with a sub-section for 'Account Criteria' containing fields for Account Code, DUNS+4/BPN+4, Account Name, Agency, Bureau, and Agency Location Code), and finally 'Search' and 'Clear' buttons at the bottom.

- Enter the desired **Search Criteria**.

- Select the **Search** button.

The results are returned in the Item Collection.

Account Summary	View Statement	Sort...	View as CSV
Summary			
Statement Number	Bill Generated	Title	Billing Reference Number
Totals			
W0000138	Billed Charges	ADIBILADIW0000138-403	158825
		VCSS Demo Vendor	Reimbursable Work A

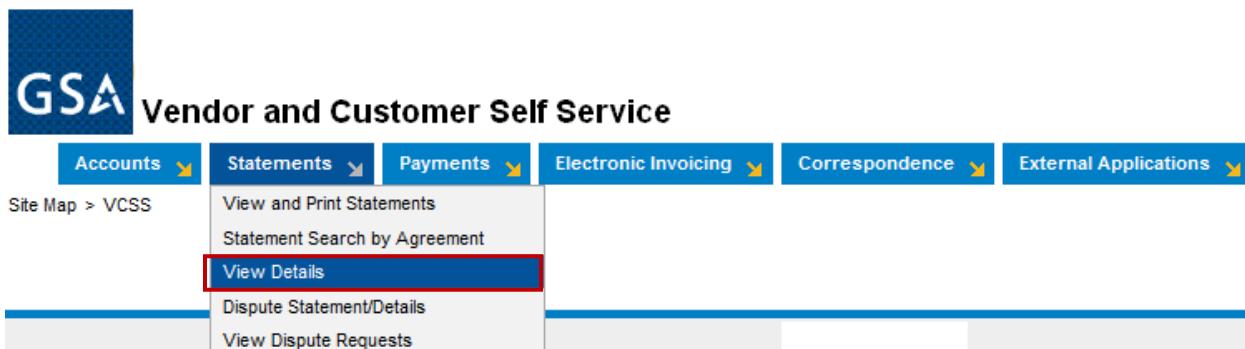
- In order to view the statement, click on the **View Statement** button.

5.2.3 VCSS: View Details

The View Details query enables users to search for and view Detail Billing Records. The user will have the ability to search for DBRs across all the statements for which they have access, using a variety of search criteria.

Statements=>View Details

Exhibit 5-29: Navigation to View Details Query



5.2.3.1 View Details Search Parameters and Results

The View Details query searches for details using criteria listed in the table below. The Item Collection will include detailed information located in the Statement, including specific business line items. The item collection fields will change based on the detail records returned. For example, if all the detail records are for fleet only, rent specific fields will not be displayed. If the detail records returned are for both fleet and rent, all fields will be displayed in the item collection.

Exhibit 5-30: View Details Query Search Criteria Field Descriptions

Search Element	Description
<i>Search Criteria Group Box</i>	
<i>Detail Criteria</i>	
Statement Number	The statement number associated with the record.
Business Line	The Business Line associated with the record.
Bill Type	The type of transfer method for the record, IPAC and Non-IPAC.
Record Type	The type of Accounting line the record is associated with options are Advanced, Credit, Normal.
Disputed	The dispute status of the detail record.
Title	The title of the transaction. Can be up to 50 characters in length.
Reference ID	The reference ID associated with the record.
Statement Date (To/From)	The day the Statement was printed.
Entry Date	The date the Statement was created.
Detail Amount (To/From)	The total amount on the record.
<i>Account Criteria</i>	
DUNS+4/BPN+4	A unique numbering system that is used to identify a business.
Account Code	The account code on the record.
<i>Additional Criteria</i>	
Charge Period	Date of the charge related to the Detail billing Record.
Articles/Services Description	Indicates the items or services on the transaction.

Search Element	Description
<i>IPAC</i>	
Purchase Order Number	The Purchase Order Number associated with the record.
Related Statement Number	Previously billed Statement Number on BD Credit line types.
Accounting Classification Reference Number	The accounting classification reference number used for interagency transfers.
Customer Treasury Symbol	The Customer Treasury Symbol that represents the other party affected by transactions.
<i>Fleet Detail Billing Elements</i>	
Description	The Description of the Detail Billing Record.
Vehicle Tag	The Vehicle Tag of the Detail Billing Record.
Vehicle Class	The Vehicle Class of the Detail Billing Record.
Sales Code	The Sales Code of the Detail Billing Record.
<i>Rent Detail Billing Elements</i>	
Building Name	The Building Name associated with the Detail Billing Record.
OA Number	The OA number associated with the record.
<i>Item Collection</i>	
Related Statement Number	Identifies the related statement number that credits are crediting.
Reference ID	The reference ID associated with the record.
Statement Number	The unique number representing the statement.
Statement Date	The date the statement was billed.
Account Code	The account code on the record.
Account Name	The name of the account associated with the record.
Business Line	The Business Line associated with the record.
Record Type	The type of Accounting line the record is associated with options are Advanced, Credit, Normal.
Bill Type	The type of transfer method for the record, IPAC and Non-IPAC.
Disputed	The dispute status of the record, true or false.
Payment Due Date	The payment due date of the record.
Currency	The type of currency of the detail record.
Amount	The amount of the detail record.
Vehicle Tag	The Vehicle Tag of the Detail Billing Record.
Est. Mileage Indicator	The estimated mileage indicator of the detail record.
Body Type	The body type associated with the detail record.
Building Address	The Address of the Building associated with the detail record.
Record	
OA Number	The OA number associated with the record.
<i>Action Buttons</i>	
View	Will take the user to the detail information page.
View Document	Will open the document associated with the selected Detail record.
View Statement	Will open the statement associated with the selected Detail record.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.



Exhibit 5-31: View Details Query Search Criteria and Item Collection

Detail Record Search

Search Criteria

Detail Search Criteria

Statement Number:	<input type="text"/>		Business Line: <input type="text"/>
Title:	<input type="text"/>	Record Type: <input type="text"/>	Bill Type: <input type="text"/>
Reference ID:	<input type="text"/>	Disputed: <input type="text"/>	

Statement Date	Entry Date	Detail Amount	Collection Due Date
From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>	From: <input type="text"/>
To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>	To: <input type="text"/>

Account:
 DUNS+4/BPN+4: Account Code:

Additional Criteria

Charge Period: Articles/Services Description:

IPAC

Funding Document: <input type="text"/>	Related Statement Number: <input type="text"/>
Purchase Order Number: <input type="text"/>	Customer Treasury Symbol: <input type="text"/>
Accounting Classification Reference Number: <input type="text"/>	

Fleet Search Criteria

Description: <input type="text"/>	Vehicle Tag: <input type="text"/>
Vehicle Class: <input type="text"/>	Sales Code: <input type="text"/>

Rent Search Criteria

Building Name: <input type="text"/>	Source Number: <input type="text"/>
-------------------------------------	-------------------------------------

Search
Clear

View
View Statement
Srt...
View as CSV

Summary										
	<input type="checkbox"/>	Reference ID	Statement Number	Statement Date	Account Code	Account Name	Business Line	Record Type	Bill Type	Dis
Totals	<input checked="" type="checkbox"/>	MOM02FP0001YIABF	F0000646	02/18/2011	897009	DEPT OF ENERGY	Fleet	Normal	NonIPAC	False
	<input type="checkbox"/>	MOM02FP0001EJABF	AA000311	02/18/2011	S1017	US COURTS OF APP	Rent	Normal	NonIPAC	False
	<input type="checkbox"/>	MOM02FP00014VBBI	AA000312	02/18/2011	S1017	US COURTS OF APP	Rent	Normal	NonIPAC	False
	<input type="checkbox"/>	MOM02FP0001M76BF	F0000627	02/17/2011	S1017	US COURTS OF APP	Fleet	Normal	NonIPAC	False
	<input type="checkbox"/>	MOM02FP0001DP7BF	F0000632	02/17/2011	897009	DEPT OF ENERGY	Fleet	Normal	NonIPAC	False
	<input type="checkbox"/>	MOM02FP0001CSOXF	F0000770	02/25/2011	897009	DEPT OF ENERGY	Fleet	Normal	NonIPAC	False
	<input type="checkbox"/>	MOM02FP0001CW0X	G0028695	02/26/2011	897009	DEPT OF ENERGY	Fleet	Normal	IPAC	False
	<input type="checkbox"/>	MOM02FP0001LNRW	AA000378	02/24/2011	9567	DENALI COMMISSION	Rent	Credit	IPAC	False
	<input type="checkbox"/>	MOM02FP0001406CF	F0000702	02/23/2011	897009	DEPT OF ENERGY	Fleet	Normal	NonIPAC	False

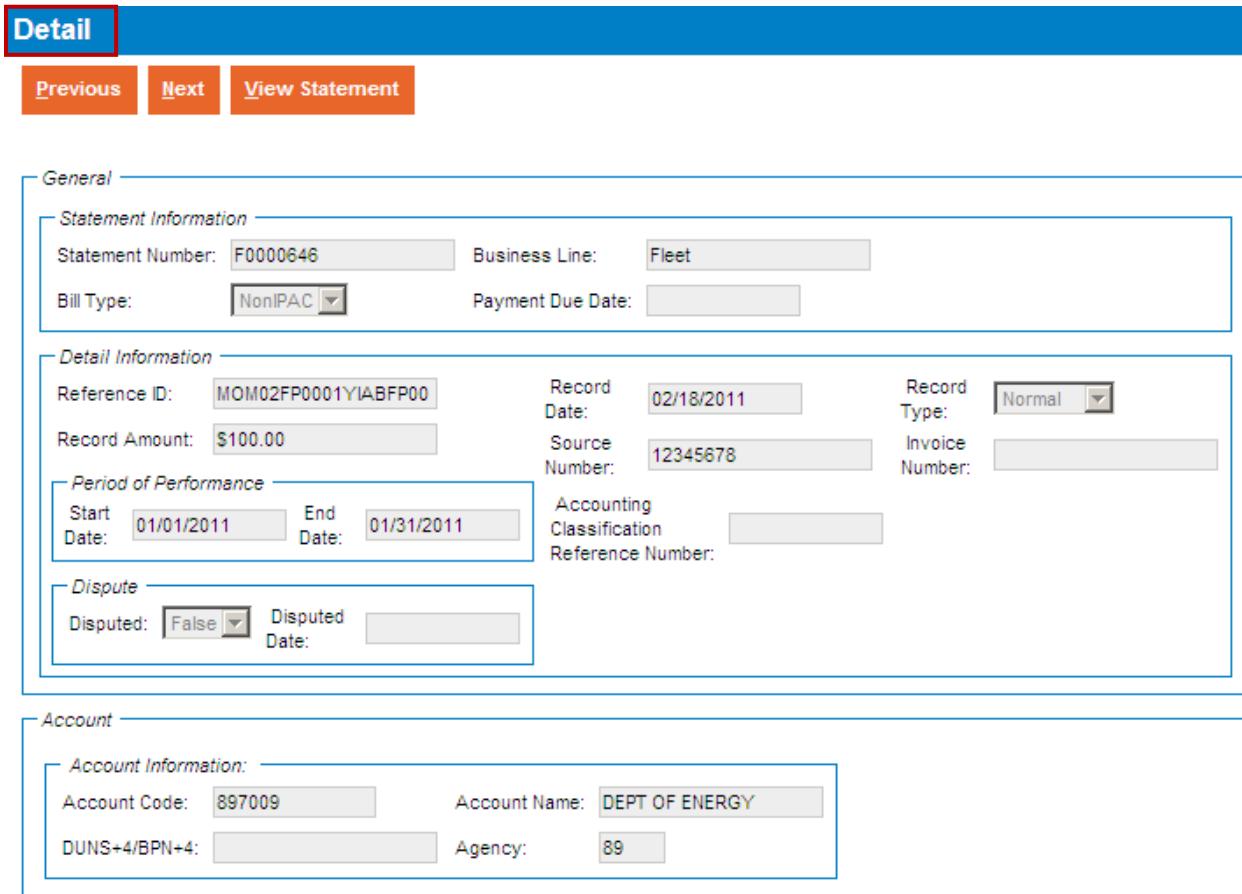
Page 1 of 100 >> >> 10 >>

Rows 1 - 10 of 999

5.2.3.2 Detail Record Detail Page

The View Details detail page provides the information that is contained on the selected detail record. The detail page also contains action buttons to view the statement associated with the detail record.

Exhibit 5-32: View Details Detail Page



The screenshot displays the 'View Details Detail Page' with the following sections:

- General:** Contains fields for Statement Number (F0000646), Business Line (Fleet), Bill Type (NonPAC), Payment Due Date, Reference ID (MOM02FP0001YIABFP00), Record Date (02/18/2011), Record Type (Normal), Record Amount (\$100.00), Source Number (12345678), Invoice Number, Start Date (01/01/2011), End Date (01/31/2011), Accounting Classification, and Reference Number.
- Dispute:** Contains fields for Disputed (False) and Disputed Date.
- Account:** Contains fields for Account Code (897009), Account Name (DEPT OF ENERGY), DUNS+4/BPN+4, and Agency (89).

Exhibit 5-33: View Details Page Continued

Dunning

Dunning Count:	0	Last Dunning Date:	
----------------	---	--------------------	--

Additional Criteria

-----SHORT TERM RENTAL VEHICLES-----	
Printed Message: Introducing GSA Fleet's Short Term Rental Program. Have seasonal or surge vehicle needs? Have a vehicle down for repair?	

Fleet Information

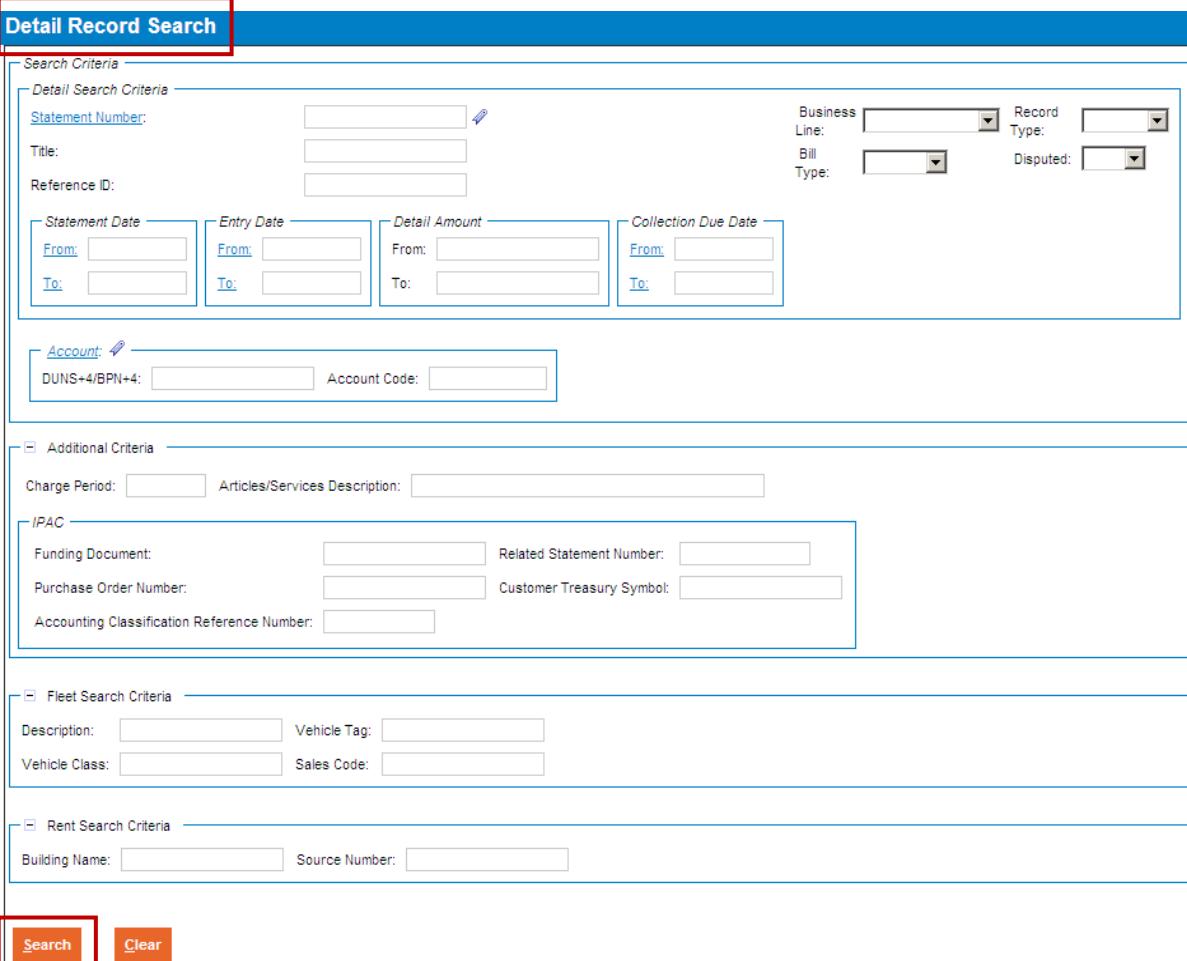
Vehicle Class:	Vehicle Tag:	Body Type:			
Starting Mileage:	0.00	Ending Mileage:	0.00	Mileage Rate Amount:	\$0.00
Days Used:	0.00	Est. Mileage Indicator:			
Special ACC Equipment:	Accessories Charge Amount:	\$0.00			

Additional Information

Region:	01	FMC:	A12
Sales Code:	T	Description:	

5.2.3.3 Executing a Query Using View Details

To use the View Details Query in VCSS, follow the steps below.

Steps to Execute a Query Using View Details Query:	Notes
1. In VCSS navigate to Statements=>View Details.	
The View Details page is displayed.	
	

2. Enter the desired **Search Criteria**.

Steps to Execute a Query Using View Details Query:

Notes

3. Select the **Search** button.

The results are returned in the Item Collection.

Summary									
	Reference ID	Statement Number	Statement Date	Account Code	Account Name	Business Line	Record Type	Bill Type	Disputed
Totals									
<input checked="" type="checkbox"/>	RNT081620150000263	15227001	09/18/2015	0500	GOVERNMENT ACCOUNTABILITY OFFICE	Rent	Normal	IPAC	
<input type="checkbox"/>	RNT081620150000268	15227001	09/18/2015	0500	GOVERNMENT ACCOUNTABILITY OFFICE	Rent	Normal	IPAC	
<input type="checkbox"/>	RNT081620150000264	15227001	09/18/2015	0500	GOVERNMENT ACCOUNTABILITY OFFICE	Rent	Normal	IPAC	
<input type="checkbox"/>	RNT081620150000265	15227001	09/18/2015	0500	GOVERNMENT ACCOUNTABILITY OFFICE	Rent	Normal	IPAC	
<input type="checkbox"/>	RNT081620150000266	15227001	09/18/2015	0500	GOVERNMENT ACCOUNTABILITY OFFICE	Rent	Normal	IPAC	
<input type="checkbox"/>	RNT081620150000273	15227001	09/18/2015	0500	GOVERNMENT ACCOUNTABILITY OFFICE	Rent	Normal	IPAC	
<input type="checkbox"/>	RNT081620150000269	15227001	09/18/2015	0500	GOVERNMENT ACCOUNTABILITY OFFICE	Rent	Normal	IPAC	
<input type="checkbox"/>	RNT081620150000270	15227001	09/18/2015	0500	GOVERNMENT ACCOUNTABILITY OFFICE	Rent	Credit	IPAC	
<input type="checkbox"/>	RNT081620150000271	15227001	09/18/2015	0500	GOVERNMENT ACCOUNTABILITY OFFICE	Rent	Normal	IPAC	
<input type="checkbox"/>	RNT081620150000272	15227001	09/18/2015	0500	GOVERNMENT ACCOUNTABILITY OFFICE	Rent	Normal	IPAC	

4. Select a Detail Record.

Steps to Execute a Query Using View Details Query:
Notes
5. Select View.

The Detail Record is displayed.

Detail

General

Statement Number: F0000646 Business Line: Fleet
 Bill Type: NonPAC Payment Due Date: []

Reference ID: MOM02FP0001YIABFP00 Record Date: 02/18/2011 Record Type: Normal
 Record Amount: \$100.00 Source Number: 12345678
 Accounting Classification Reference Number: []

Period of Performance Start Date: 01/01/2011 End Date: 01/31/2011
 Disputed: False Disputed Date: []

Dispute

Account

Account Information: Account Code: 897009 Account Name: DEPT OF ENERGY
 DUNS+4/BPN+4: [] Agency: 89

Dunning

Dunning Count: 0 Last Dunning Date: []

Additional Criteria

Printed Message: Introducing GSA Fleet's Short Term Rental Program. Have seasonal or surge vehicle needs? Have a vehicle down for repair?

Fleet Information

Vehicle Class: [] Vehicle Tag: [] Body Type: []
 Starting Mileage: 0.00 Ending Mileage: 0.00 Mileage Rate Amount: \$0.00
 Days Used: 0.00 Est. Mileage Indicator: []
 Special ACC Equipment: [] Accessories Charge Amount: \$0.00 FedCode: []

Additional Information

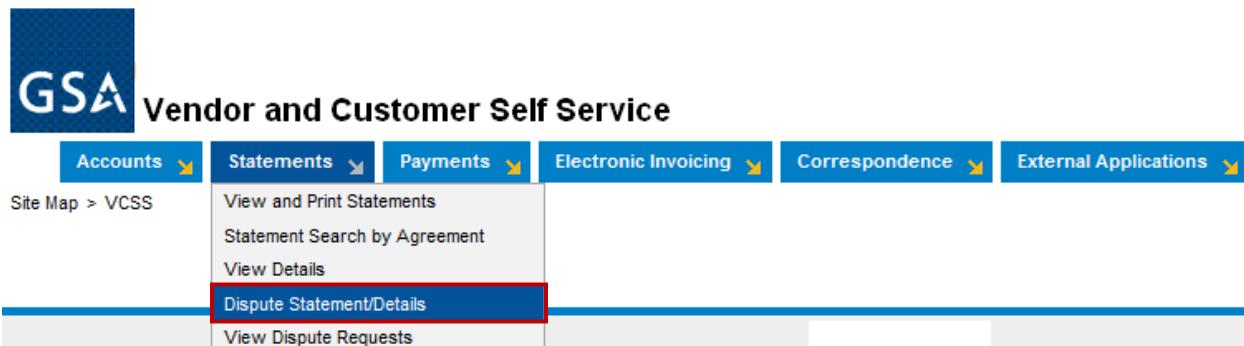
Region: 01 FMC: A12
 Sales Code: T Description: []

5.2.4 VCSS: Dispute Statement/Details

The Dispute Statement/Details page is where the user is able to dispute an entire statement or specific details of a statement. The purpose of the dispute wizard is for customers who believe they have been billed incorrectly, to bring the error to the attention of the users. The dispute wizard will walk users step by step through the entire process of disputing.

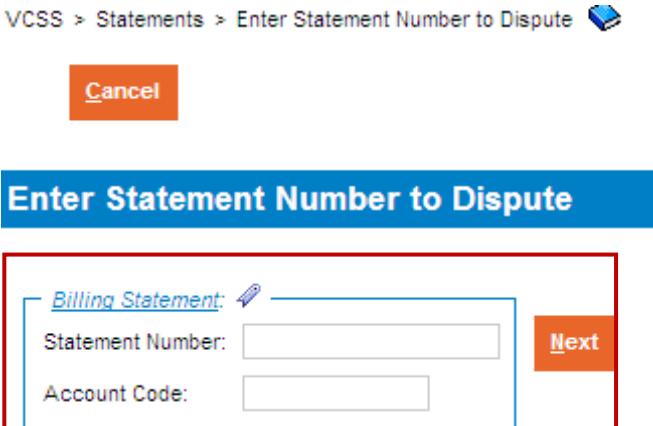
Statements=>Dispute Statement/Details

Exhibit 5-34: Navigation to Dispute Statement Details Page



5.2.4.1 Executing the Dispute Process at the Statement Level

To create a Statement level dispute in VCSS, follow the steps below.

Steps to Execute the Dispute Process at the Statement Level:	Notes
1. In VCSS navigate to Statements=>Dispute Statement/Details. The Dispute Wizard page is displayed. 	

2. Enter the desired **Statement Number**.

Note: The Statement Number field is a reference link so if the user does not know the statement number they can select the link and search for the statement using the View/Print Statement query.

Steps to Execute the Dispute Process at the Statement Level: Notes

3. Select Next.

The Type of Dispute page is displayed.

Please identify the type of dispute you would like to request below and then select the **Next** button to continue.

[« Back](#) [Next >](#) [Cancel](#)

Statement Information

Account Name: DEPT OF ENERGY

Statement Amount: \$1,500.00

Dispute Type

- Dispute Entire Statement
 Choose Which Detail Records to Dispute

Steps to Execute the Dispute Process at the Statement Level:

Notes

4. The user confirms the Dispute Entire Statement button is selected and chooses Next.

The Supplementary Dispute Information page is displayed.

Please provide all required contact information below:

< Back [Next >](#) [Cancel](#) [Attachments](#)

[Expand All](#) | [Collapse All](#)

Customer Contact Information

* First Name:

* Last Name:

Phone Number:

International Phone Number:

* Email Address:

Title:

Supplementary Dispute Information

Please select a Dispute Reason from the dropdown
and include a description of your dispute in the Dispute Explanation field.
Then select **Next** to continue.

* Dispute Reason Code:

* Dispute Explanation:

Steps to Execute the Dispute Process at the Statement Level:**Notes**

5. The user fills out the required fields (First Name, Last Name, Email Address, Phone Number, Dispute Reason and Dispute Explanation) and selects **Next**.

*Note: If the user wishes to add an attachment to the dispute record, they will select the **Attachments** button and add the attachment before selecting Next.*

The General Dispute Information page is displayed.

Please review your contact information and dispute reason/explanation for accuracy.
Use the **Back** button to navigate to the previous page should you need to make any updates.
If not, select the **Next** button to continue.

[**< Back**](#) [**Next >**](#) [**Cancel**](#) [**Attachments**](#)

[Expand All](#) | [Collapse All](#)

Customer Contact Information

First Name:	John
Last Name:	Smith
Phone Number:	555-555-5555
International Phone Number:	
Email Address:	john.smith@usagency.gov
Title:	Purchasing Manager

Supplementary Dispute Information

Dispute Reason Code:

This statement is an overbilling.

Dispute Explanation:

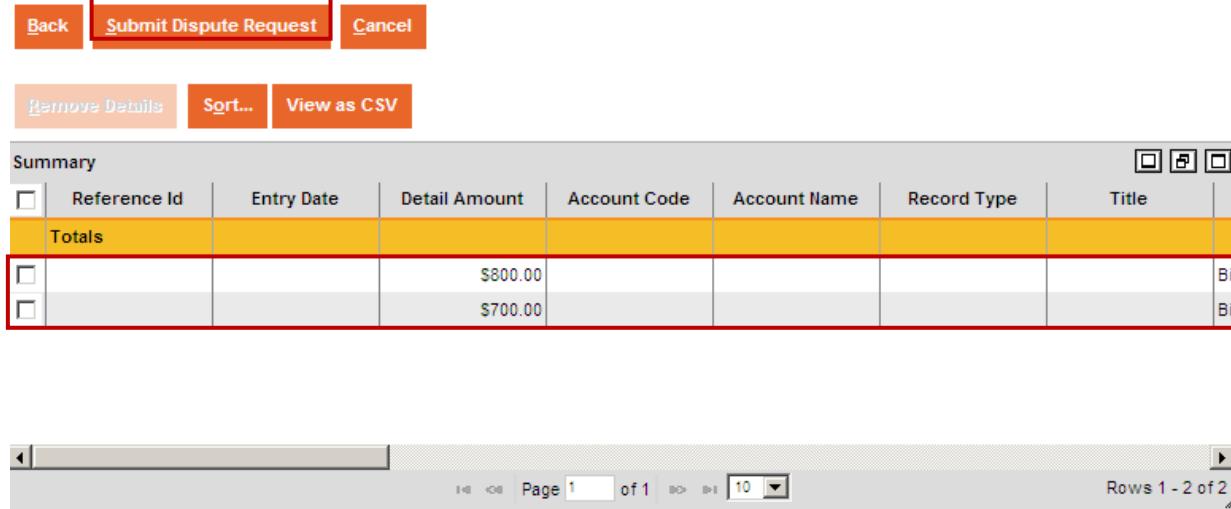
Steps to Execute the Dispute Process at the Statement Level:

Notes

6. The user reviews the information that has been entered and confirms that it is correct and selects **Next**.

The **Disputed Items Review** page is displayed.

Please review the selected disputed items for accuracy. Use the **Remove Details** button to remove an item from the list. Use the **Back** button to navigate back through the wizard should you choose to include additional disputed items. If not, select the **Submit Dispute Request** button to submit.



The screenshot shows a web-based application interface for dispute processing. At the top, there are three buttons: "Back" (disabled), "Submit Dispute Request" (highlighted in red), and "Cancel". Below these are three links: "Remove Details", "Sort...", and "View as CSV". The main area is titled "Summary" and contains a table with the following data:

	Reference Id	Entry Date	Detail Amount	Account Code	Account Name	Record Type	Title
	Totals						
			\$800.00				Bil
			\$700.00				Bil

At the bottom, there is a navigation bar with buttons for first, previous, next, last, and page selection (Page 1 of 1). A note indicates "Rows 1 - 2 of 2".

7. The user reviews the items and confirms that everything is correct and selects **Submit Dispute Request**.

Note: If the user finds an item is incorrectly listed they are able to remove it by selecting that item's flag and selecting Remove Details.

The Dispute is sent to Pegasys and will appear on the Disputed Billings Query in Pegasys.

The system provides an information message stating that the dispute request has been submitted successfully.



50002 Your billing dispute request has been successfully submitted and the status of your request can be viewed from the VSS Dispute Requests Query.

5.2.4.2 Executing the Dispute Process at the Detail Level

To create a detail level dispute in VCSS, follow the steps below.

Steps to Execute the Dispute Process at the Detail Level:	Notes
<p>1. In VCSS navigate to Statements=>Dispute Statement/Details. The Dispute Wizard page is displayed.</p> <p>VCSS > Statements > Enter Statement Number to Dispute </p> <p>Cancel</p> <div style="border: 2px solid red; padding: 5px;">Enter Statement Number to Dispute</div> <p><i>Billing Statement:</i>  <input type="text"/></p> <p>Statement Number: <input type="text"/></p> <p>Account Code: <input type="text"/></p> <p>Next</p>	
<p>2. Enter the desired Statement Number and select Next.</p> <p><i>Note: The Statement Number field is a reference link so if the user does not know the statement number they can select the link and search for the statement using the View/Print Statement query.</i></p> <p>The Type of Dispute page is displayed.</p> <p>Please identify the type of dispute you would like to request below and then select the Next button to continue.</p> <p>< Back Next > Cancel</p> <div style="border: 1px solid blue; padding: 5px;"><p><i>Statement Information</i></p><p>Account Name: <input type="text" value="DEPT OF ENERGY"/></p><p>Statement Amount: <input type="text" value="\$1,500.00"/></p><div style="border: 2px solid red; padding: 5px;"><p><i>Dispute Type</i></p><p><input checked="" type="radio"/> Dispute Entire Statement</p><p><input type="radio"/> Choose Which Detail Records to Dispute</p></div></div>	

Steps to Execute the Dispute Process at the Detail Level:

Notes

3. Select **Choose Which Detail Records** to dispute button and select **Next**.

The Choose Details to Dispute page is displayed.

Use the search criteria below to identify the detail(s) you would like to dispute. Simply populate any of the below criteria and select the **Search** button to see a list of details matching your criteria.

Back **Next** **Cancel**

Search Criteria

Reference ID:

Record Amount:

Record Date:

Detail Billing Record

Fleet Search Criteria

Vehicle Class:

Vehicle Tag:

Est. Mileage Indicator:

Body Type:

Fleet Additional Search Criteria

Sales Code:

Description:

FMC:

Search

Mark for Dispute **Clear Result**

Use the **Mark for Dispute** button to select details to be included in your dispute. If needed, use the **Clear Result** button to perform another search for additional details to be disputed. Once all desired details have been marked for dispute, select the **Next** button to continue.

Sort... **View as CSV**

Steps to Execute the Dispute Process at the Detail Level:

Notes

- The user searches for and selects the detail records to be included in the dispute request.

Once the detail records have been selected in the item collection, select the **Mark for Dispute** button.

The system displays an information message stating that the selected detail billing records have been included in the dispute request.

50003 The selected detail billing records have been included in the current dispute request.

Use the search criteria below to identify the detail(s) you would like to dispute. Simply populate any of the below criteria and select the **Search** button to see a list of details matching your criteria.

Back **Next** **Cancel**

Search Criteria

Reference ID:	<input type="text"/>
Record Amount:	<input type="text"/>
Record Date:	<input type="text"/>

Detail Billing Record

Fleet Search Criteria	Fleet Additional Search Criteria
Vehicle Class:	<input type="text"/>
Vehicle Tag:	<input type="text"/>
Est. Mileage Indicator:	<input type="text"/>
Body Type:	<input type="text"/>
Sales Code:	<input type="text"/>
Description:	<input type="text"/>
FMC:	<input type="text"/>

Search **Mark for Dispute** **Clear Result** **Sort...** **View as CSV**

Use the **Mark for Dispute** button to select details to be included in your dispute. If needed, use the **Clear Result** button to perform another search for additional details to be disputed. Once all desired details have been marked for dispute, select the **Next** button to continue.

Summary						
	Reference ID	Entry Date	Record Amount	Account Code	Account Name	Record Type
	Totals		\$1,500.00			
<input checked="" type="checkbox"/>	MOM02FP00010V8ZF	02/28/2011	\$800.00	897009	DEPT OF ENERGY	Normal
<input type="checkbox"/>	MOM02FP0001JV8ZF	02/28/2011	\$700.00	897009	DEPT OF ENERGY	Normal

Steps to Execute the Dispute Process at the Detail Level:

Notes

5. Once all detail billing records have been selected to include in the dispute request, select **Next**.

The Supplementary Dispute Information page is displayed.

Please provide all required contact information below:

< Back Next > Cancel Attachments

[Expand All](#) | [Collapse All](#)

Customer Contact Information

* First Name:

* Last Name:

Phone Number:

International Phone Number:

* Email Address:

Title:

Supplementary Dispute Information

Please select a Dispute Reason from the dropdown
and include a description of your dispute in the Dispute Explanation field.
Then select **Next** to continue.

* Dispute Reason Code:

* Dispute Explanation:

Steps to Execute the Dispute Process at the Detail Level:	Notes																						
6. The user fills out the required fields (First Name, Last Name, Email Address, Phone Number, Dispute Reason and Dispute Explanation) and selects Next . <i>Note: If the user wishes to add an attachment to the dispute record they will select the Attachments button and add the attachment before selecting Next.</i>																							
The General Dispute Information page is displayed.																							
<div style="border: 1px solid red; padding: 5px;"><p>Please review your contact information and dispute reason/explanation for accuracy. Use the Back button to navigate to the previous page should you need to make any updates. If not, select the Next button to continue.</p></div>																							
<p style="text-align: center;">< Back Next > Cancel Attachments</p> <p style="text-align: center;">Expand All Collapse All</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2" style="padding: 5px;"><p><input type="checkbox"/> Customer Contact Information</p><table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%;">First Name:</td><td style="width: 85%;">John</td></tr><tr><td>Last Name:</td><td>Smith</td></tr><tr><td>Phone Number:</td><td>555-555-5555</td></tr><tr><td>International Phone Number:</td><td></td></tr><tr><td>Email Address:</td><td>john.smith@usagency.gov</td></tr><tr><td>Title:</td><td>Purchasing Manager</td></tr></table></td></tr><tr><td colspan="2" style="padding: 5px;"><p><input type="checkbox"/> Supplementary Dispute Information</p><table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%;">Dispute Reason Code:</td><td style="width: 85%;"><input type="text" value="Services are over billed"/></td></tr><tr><td colspan="2" style="height: 100px; vertical-align: top;">This statement is an overbilling.</td></tr><tr><td colspan="2" style="height: 100px; vertical-align: top;">Dispute Explanation:</td></tr></table></td></tr></table>		<p><input type="checkbox"/> Customer Contact Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%;">First Name:</td><td style="width: 85%;">John</td></tr><tr><td>Last Name:</td><td>Smith</td></tr><tr><td>Phone Number:</td><td>555-555-5555</td></tr><tr><td>International Phone Number:</td><td></td></tr><tr><td>Email Address:</td><td>john.smith@usagency.gov</td></tr><tr><td>Title:</td><td>Purchasing Manager</td></tr></table>		First Name:	John	Last Name:	Smith	Phone Number:	555-555-5555	International Phone Number:		Email Address:	john.smith@usagency.gov	Title:	Purchasing Manager	<p><input type="checkbox"/> Supplementary Dispute Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%;">Dispute Reason Code:</td><td style="width: 85%;"><input type="text" value="Services are over billed"/></td></tr><tr><td colspan="2" style="height: 100px; vertical-align: top;">This statement is an overbilling.</td></tr><tr><td colspan="2" style="height: 100px; vertical-align: top;">Dispute Explanation:</td></tr></table>		Dispute Reason Code:	<input type="text" value="Services are over billed"/>	This statement is an overbilling.		Dispute Explanation:	
<p><input type="checkbox"/> Customer Contact Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%;">First Name:</td><td style="width: 85%;">John</td></tr><tr><td>Last Name:</td><td>Smith</td></tr><tr><td>Phone Number:</td><td>555-555-5555</td></tr><tr><td>International Phone Number:</td><td></td></tr><tr><td>Email Address:</td><td>john.smith@usagency.gov</td></tr><tr><td>Title:</td><td>Purchasing Manager</td></tr></table>		First Name:	John	Last Name:	Smith	Phone Number:	555-555-5555	International Phone Number:		Email Address:	john.smith@usagency.gov	Title:	Purchasing Manager										
First Name:	John																						
Last Name:	Smith																						
Phone Number:	555-555-5555																						
International Phone Number:																							
Email Address:	john.smith@usagency.gov																						
Title:	Purchasing Manager																						
<p><input type="checkbox"/> Supplementary Dispute Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 15%;">Dispute Reason Code:</td><td style="width: 85%;"><input type="text" value="Services are over billed"/></td></tr><tr><td colspan="2" style="height: 100px; vertical-align: top;">This statement is an overbilling.</td></tr><tr><td colspan="2" style="height: 100px; vertical-align: top;">Dispute Explanation:</td></tr></table>		Dispute Reason Code:	<input type="text" value="Services are over billed"/>	This statement is an overbilling.		Dispute Explanation:																	
Dispute Reason Code:	<input type="text" value="Services are over billed"/>																						
This statement is an overbilling.																							
Dispute Explanation:																							

Steps to Execute the Dispute Process at the Detail Level:

Notes

7. The user reviews the information that has been entered, confirms that it is correct and selects **Next**.

The Disputed Items Review page is displayed.

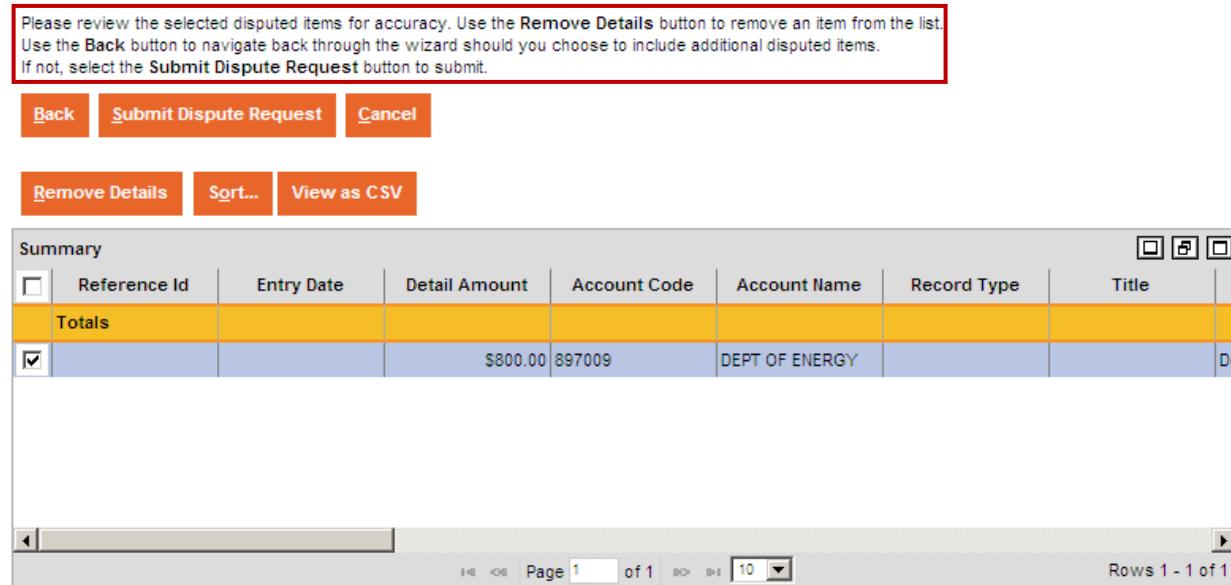
Please review the selected disputed items for accuracy. Use the **Remove Details** button to remove an item from the list. Use the **Back** button to navigate back through the wizard should you choose to include additional disputed items. If not, select the **Submit Dispute Request** button to submit.

Back **Submit Dispute Request** **Cancel**

Remove Details **Sort...** **View as CSV**

Summary						
	Reference Id	Entry Date	Detail Amount	Account Code	Account Name	Record Type
Totals						
<input checked="" type="checkbox"/>			\$800.00	897009	DEPT OF ENERGY	

Page 1 of 1 10 Rows 1 - 1 of 1



8. The user reviews the items, confirms that everything is correct and selects **Submit Dispute Request**.

Note: If the user finds an item is incorrectly listed they are able to remove it by selecting that item's flag and selecting Remove.

The Dispute is sent to Pegasys and will appear on the Disputed Billings Query in Pegasys.

The system provides an information message stating that the dispute request has been submitted successfully.

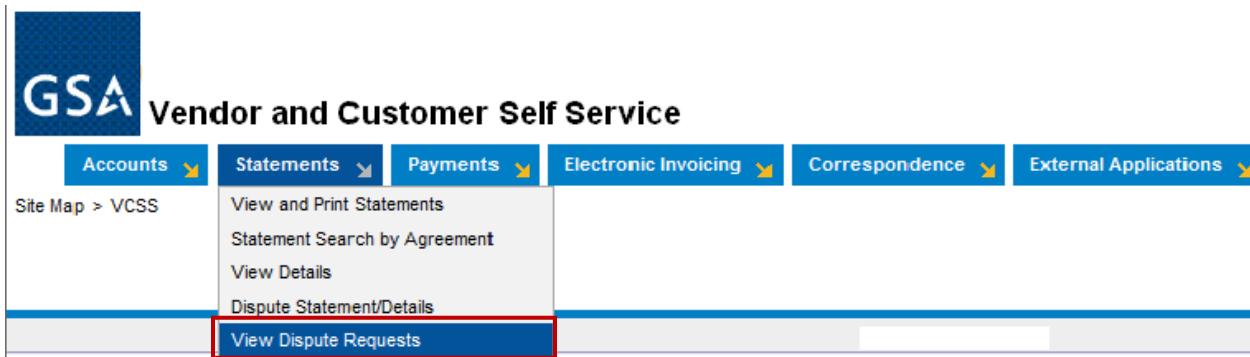


50002 Your billing dispute request has been successfully submitted and the status of your request can be viewed from the VSS Dispute Requests Query.

5.2.5 VCSS: View Dispute Requests

The Dispute Requests page provides users the ability to search for disputed requests associated with their customer accounts. User will have the ability to view a listing of dispute requests associated with their account, view status, resolution, and detail items associated with each request. Users will also be able to send correspondence regarding the statement associated with the request and review existing correspondence regarding the statement associated with the request.

Statements=>View Dispute Requests

Exhibit 5-35: Navigation to View Dispute Requests Page

5.2.5.1 Search Parameters and Results

The View Dispute Requests query contains the search criteria listed below. The search criteria include Statement Number, Vendor Criteria, and Dispute Information.

VCSS > Statements > Dispute Requests Search 

Audit

Search Criteria

General Criteria

Statement Number:

Vendor Criteria

Vendor:
Address Code:
DUNS+4/BPN+4:
Account Name:
Agency:
Bureau:

Dispute Criteria

Dispute Submitted Date From: To:
Dispute Status:
Dispute Reason:

Buttons: **Search** **Clear**

5.2.5.2 Executing Steps to View Dispute Requests

Steps to View Dispute Requests	Notes
1. In VCSS navigate to Statements=>View Dispute Requests. Dispute Requests search page displays. <p>General Criteria</p> <p>Statement Number: <input type="text"/></p> <p>Vendor Criteria</p> <p>Vendor: <input type="button" value="edit"/></p> <p>Address Code: <input type="text"/></p> <p>DUNS+4/BPN+4: <input type="text"/></p> <p>Account Name: <input type="text"/></p> <p>Agency: <input type="text"/></p> <p>Bureau: <input type="text"/></p> <p>Dispute Criteria</p> <p>Dispute Submitted Date</p> <p>From: <input type="text"/></p> <p>To: <input type="text"/></p> <p>Dispute Status: <input type="button" value="down"/></p> <p>Dispute Reason: <input type="button" value="down"/></p> <p>Search Clear</p> <p>Please note that dispute requests may be tracked at a lower level from when initially submitted.</p>	

2. Enter the Search criteria.

Steps to View Dispute Requests

Notes

- Select the Search Button.

The results are displayed in the item collection.

More	View Statement	Send New Message	Review Messages	Sort...	View as CSV			
Summary								
	Vendor Address	Statement Number	Original Dispute A	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanati
<input type="checkbox"/>	+ C-123604	E0000094	\$5,486.00	02/01/2013 13:08:33	In Process	Duplicate Charge	02/01/2013	I believe I've already
Rows 1 - 1 of 1								

- If the dispute was logged for specific records, the page provides the ability to view the Detail Billing Record Identifier and the Disputed Amount. To view this information click on the + icon to drill down the record.

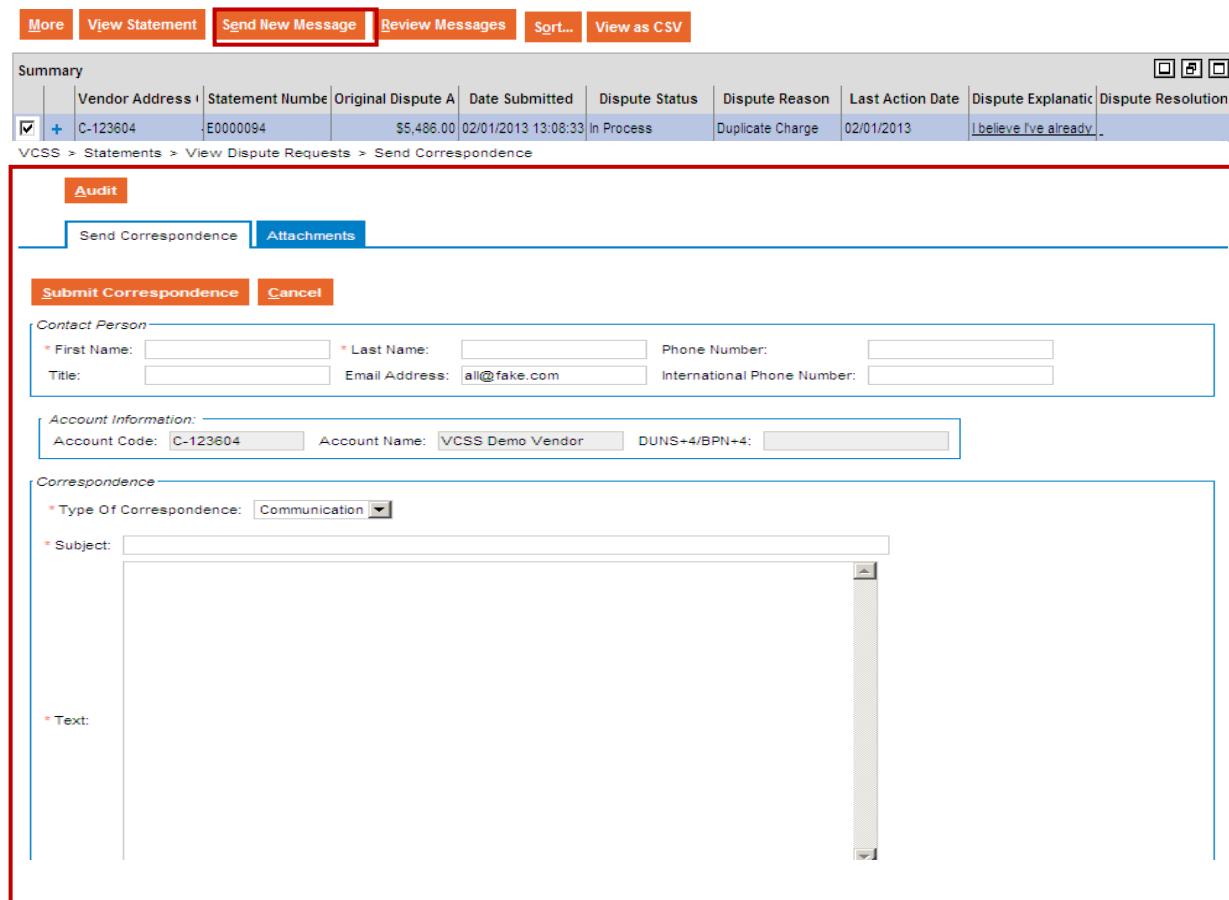
More	View Statement	Send New Message	Review Messages	Sort...	View as CSV							
Summary												
	Vendor Address Code	Statement Number	Original Dispute Amount	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanation				
<input type="checkbox"/>	- C-123604	E0000094	\$5,486.00	02/01/2013 13:08:33	In Process	Duplicate Charge	02/01/2013	I believe I've already been charged				
<input type="button" value="Sort..."/> <input type="button" value="View as CSV"/>												
<table border="1"> <thead> <tr> <th>Detail Billing Record Identifier</th> <th>Disputed Amount</th> </tr> </thead> <tbody> <tr> <td>MOM02FP001METJCY0</td> <td>\$5,486.00</td> </tr> </tbody> </table>									Detail Billing Record Identifier	Disputed Amount	MOM02FP001METJCY0	\$5,486.00
Detail Billing Record Identifier	Disputed Amount											
MOM02FP001METJCY0	\$5,486.00											
Rows 1 - 1 of 1												
Rows 1 - 1 of 1												

Steps to View Dispute Requests

Notes

5. Select the Statement Number and select the Send New Message button to bring you to the Send Correspondence Page.

On the Send Correspondence Page, you can send correspondence to Pegasys.



The screenshot shows the 'Send Correspondence' page. At the top, there is a navigation bar with buttons for 'More', 'View Statement', 'Send New Message' (which is highlighted in red), 'Review Messages', 'Sort...', and 'View as CSV'. Below the navigation bar is a summary table with columns: Vendor Address, Statement Number, Original Dispute A, Date Submitted, Dispute Status, Dispute Reason, Last Action Date, Dispute Explanation, and Dispute Resolution. The table shows one row with a checked checkbox, vendor address 'C-123604', statement number 'E0000094', original dispute amount '\$5,486.00', date submitted '02/01/2013 13:08:33', dispute status 'In Process', reason 'Duplicate Charge', last action date '02/01/2013', explanation 'I believe I've already...', and resolution '...'.

Below the summary table is a breadcrumb trail: VCSS > Statements > View Dispute Requests > Send Correspondence. There are audit links labeled 'Audit' and 'Send Correspondence' (which is highlighted in blue). The main form area has tabs for 'Send Correspondence' (highlighted in blue) and 'Attachments'. It contains sections for 'Contact Person' (with fields for First Name, Last Name, Phone Number, Title, Email Address, and International Phone Number), 'Account Information' (with fields for Account Code, Account Name, and DUNS+4/BPN+4), and 'Correspondence' (with fields for Type Of Correspondence (set to 'Communication'), Subject, and Text).

Steps to View Dispute Requests

Notes

- In order to view correspondence, select the Statement Number and then the Review Messages button to bring up the Review Correspondence Page.

More	View Statement	Send New Message	Review Messages	Sort...	View as CSV																			
Summary <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Vendor Address</td> <td>Statement Number</td> <td>Original Dispute A</td> <td>Date Submitted</td> <td>Dispute Status</td> <td>Dispute Reason</td> <td>Last Action Date</td> <td>Dispute Explanat</td> <td>Dispute Resolution</td> </tr> <tr> <td>+ C-123604</td> <td>E0000094</td> <td>\$5,486.00</td> <td>02/01/2013 13:08:33</td> <td>In Process</td> <td>Duplicate Charge</td> <td>02/01/2013</td> <td>I believe I've already...</td> <td></td> </tr> </table> <p>VCSS > Statements > View Dispute Requests > Review Correspondence</p> <p>Audit Send New Correspondence</p>						<input checked="" type="checkbox"/>	Vendor Address	Statement Number	Original Dispute A	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanat	Dispute Resolution	+ C-123604	E0000094	\$5,486.00	02/01/2013 13:08:33	In Process	Duplicate Charge	02/01/2013	I believe I've already...	
<input checked="" type="checkbox"/>	Vendor Address	Statement Number	Original Dispute A	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanat	Dispute Resolution															
+ C-123604	E0000094	\$5,486.00	02/01/2013 13:08:33	In Process	Duplicate Charge	02/01/2013	I believe I've already...																	
<p>Search Criteria</p> <p>Record Number: <input type="text"/> Type Of Correspondence: <input type="button" value="▼"/></p> <p>Created Date <input type="button" value="From:"/> <input type="text"/> <input type="button" value="To:"/> <input type="text"/></p> <p>First Name: <input type="text"/> Last Name: <input type="text"/></p> <p>Account Information: <input type="button" value="edit icon"/></p> <p>Account Code: <input type="text"/> Agency Location Code: <input type="text"/></p> <p>Subject: <input type="text"/> Correspondence: <input type="text"/></p> <p>Search Clear</p> <p>Use the wildcard (*) character to search if needed.</p> <p>Attachments Sort... View as CSV</p>																								
Summary <table border="1"> <thead> <tr> <th></th> <th>Record Number</th> <th>Created Date</th> <th>First Name</th> <th>Last Name</th> <th>Statement Number</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>02/01/2013</td> <td>John</td> <td>Smith</td> <td>E0000094 C-12</td> </tr> </tbody> </table> <p>Page 1 of 1 10</p>							Record Number	Created Date	First Name	Last Name	Statement Number	<input type="checkbox"/>	1	02/01/2013	John	Smith	E0000094 C-12							
	Record Number	Created Date	First Name	Last Name	Statement Number																			
<input type="checkbox"/>	1	02/01/2013	John	Smith	E0000094 C-12																			

Steps to View Dispute Requests

Notes

7. To view the Dispute Details Screen, select the Statement Number and then select the More button. The Dispute Explanation and Dispute Resolution fields have clickable values that when selected, also opens the Dispute Details Screen.

The Dispute Details Screen displays details relating to the dispute.

The screenshot shows two main windows. The top window is a summary table titled 'Summary' with columns: Vendor Address, Statement Number, Original Dispute A, Date Submitted, Dispute Status, Dispute Reason, Last Action Date, Dispute Explanation, and Dispute Resolution. A red box highlights the 'More' button in the top left and the 'Dispute Explanation' and 'Dispute Resolution' columns. A red arrow points from the 'More' button down to the 'Dispute Details' window below. The bottom window is titled 'Dispute Details' and contains a 'Details' section with fields for Account Name, Statement Number, Account Code, Original Dispute Amount, Date Submitted, Last Action Date, Dispute Status, Dispute Reason, Dispute Explanation, and Dispute Resolution. The 'Dispute Explanation' field has a large text area containing the value 'I believe I've already been charged for this shipment.' A red box surrounds the entire 'Dispute Details' window.

5.3 VCSS: Payments Menu

The Payments section in VCSS is where users are able to see payments and refunds that have been made to their accounts. Users will be able to view detailed information on each payment/refund by drilling down on the respective queries. Once the user has drilled down they will be able to create correspondence on each payment/refund. The Payments section includes the following options:

- View Customer Payments.
- View Refunds.

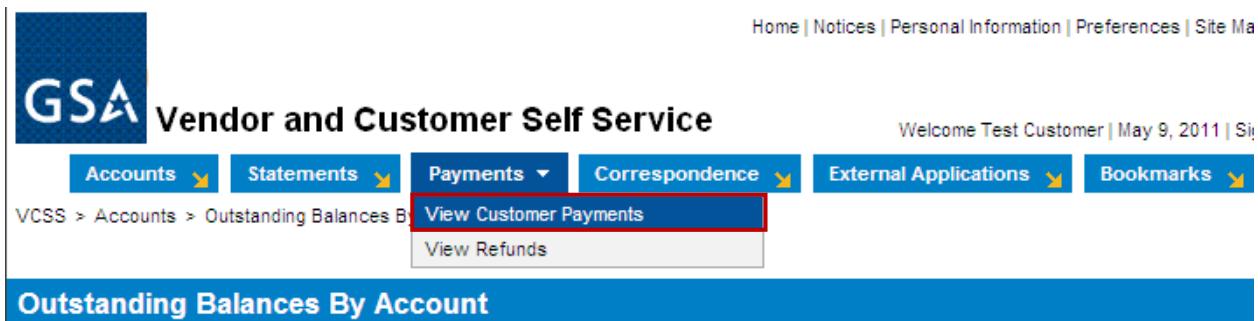
5.3.1 VCSS: View Customer Payments

The View Customer Payments query allows users to search for and review payments made against their statements. The query contains the ability to drill down to the View Customer Payment Information screen where detailed information, not available in the item collection, can be seen as well as the option to send correspondence on the payment.

It is important to note that the term “customer payment” refers to a payment made by a customer to GSA. This transaction is recorded in Pegasys using a Cash Receipt (CR) document type to reflect the collection from the customer.

Payments=>View Customer Payments

Exhibit 5-36: Navigation to View Customer Payments Query



The screenshot shows the GSA Vendor and Customer Self Service (VCSS) interface. At the top, there is a blue header bar with the GSA logo and the text "Vendor and Customer Self Service". Below the header, there is a navigation menu with several tabs: "Accounts", "Statements", "Payments", "Correspondence", "External Applications", and "Bookmarks". The "Payments" tab is currently selected, indicated by a dropdown arrow. Underneath the tabs, there is a breadcrumb trail: "VCSS > Accounts > Outstanding Balances By Account". Below the breadcrumb trail, there are two buttons: "View Customer Payments" (which is highlighted with a red box) and "View Refunds". At the bottom of the page, there is a blue banner with the text "Outstanding Balances By Account".

To search for customer payment information enter the applicable search criteria and select the **Search** button.

5.3.1.1 View Customer Payments Search Parameters and Results

The View Customer Payments query contains the search criteria, item collection and action buttons that are listed below in the field definitions.

Exhibit 5-37: View Customer Payments Search Criteria and Item Collection

VCSS > Payments > Customer Payment Search 

Customer Payment Search

Search Criteria

General Criteria

Payment Number:	<input type="text"/>	Line Type:	<input type="text"/>
Title:	<input type="text"/>	Referenced Statement Number:	<input type="text"/> 
Debit Voucher Number:	<input type="text"/>	Business Line:	<input type="text"/>
Deposit Number:	<input type="text"/>	Source Number:	<input type="text"/>
Invoice Number:	<input type="text"/>	Agreement Number:	<input type="text"/>

Receipt Date  **Paid Amount** 

From: 02/01/2011	From: <input type="text"/>
To: 03/01/2011	To: <input type="text"/>

Note: The OA Number is the Alternate Agreement Number.

Account: 

DUNS+4/BPN+4:	<input type="text"/>	Account Code:	S1017
---------------	----------------------	---------------	-------

Additional Criteria

Payment Information

Payment Information:	<input type="text"/>	Check/Money Order Number:	<input type="text"/>
----------------------	----------------------	---------------------------	----------------------

IPAC

Funding Document:	<input type="text"/>	Related Statement Number:	<input type="text"/>
Purchase Order Number:	<input type="text"/>	Customer Treasury Symbol:	<input type="text"/>
Accounting Classification Reference Number:	<input type="text"/>		

<input type="button" value="Search"/>	<input type="button" value="Clear"/>							
<input type="button" value="View"/> <input type="button" value="Account Summary"/> <input type="button" value="View Statement"/> <input type="button" value="Sort..."/> <input type="button" value="View as CSV"/>								
Summary								
<input type="checkbox"/>	Payment Number	Referenced Stater	Related Statement	Title	Account Code	Account Name	DUNS+4/BPN+4	Bu
	Totals			32.05	S1017	US COURTS OF APPEAL		F
<input checked="" type="checkbox"/>	CA7-CA7201102020				S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CA7-CA7201102090				S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CA7-CA7201102220				S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CA7-MTACAT201102			32.05	S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CH6-CH610847-1	F0000429			S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CH6-CH62011022000				S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CH6-CH62011022400	F0000731			S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CH6-CH62011022400	F0000734			S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CH6-CH62011022400	F0000736			S1017	US COURTS OF APPEAL		F
				Page 1 of 8		10	Rows 1 - 10 of 72	

Exhibit 5-38: View Customer Payments Field Descriptions

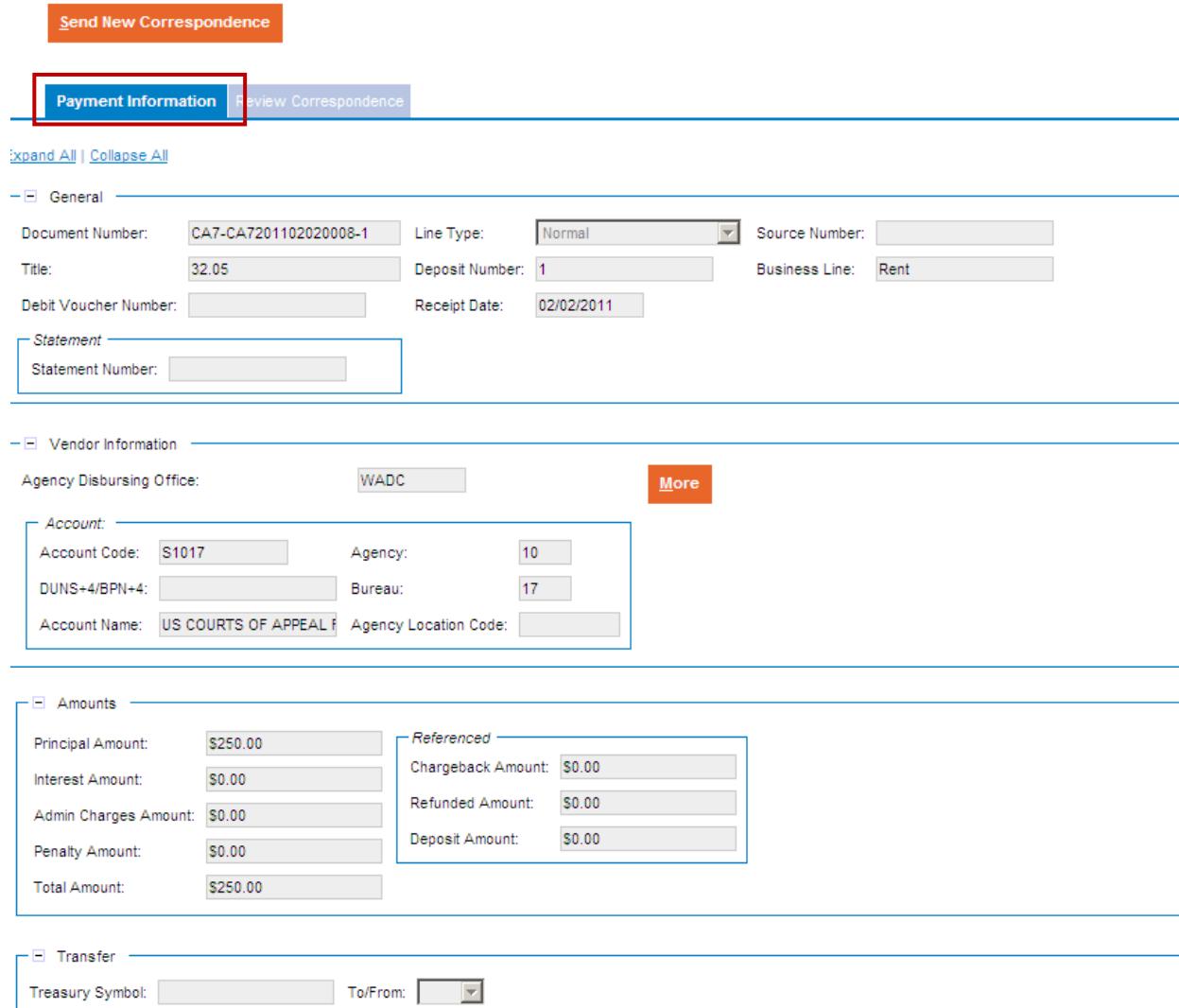
Search Element	Description
<i>Search Criteria Group Box</i>	
Payment Number	A unique value associated with the payment.
Title	The title of the transaction. Can be up to 50 characters in length.
Debit Voucher Number	Number of the debit voucher associated with the receipt.
Deposit Number	The number of the deposit ticket associated with the receipt.
Invoice Number	Used to search the transaction record's Invoice value.
Receipt Date (from/to)	The date the payment was received from the customer and recorded in Pegasys.
Collected Amount (from/to)	The amount collected on the payment.
Line Type	The line type of the associated payment, valid values are advanced payment, advanced offset, debit voucher normal, debit voucher advanced, normal, receivable offset, and adjustment.
Referenced Statement Number	The statement number referenced on the payment.
Business Line	The Business Line associated with the payment.
Alternate Agreement Number	The OA number associated with the payment.
Agreement Number	The agreement number associated with the payment.
Paid Amount (To/From)	The amount the payment was for.
<i>Account Criteria</i>	
Account Code	The account code on the payment.
DUNS+4/BPN+4	The DUNS+4/BPN+4 on the payment.
<i>Payment Information</i>	
Payment Information	The type of payment, valid values are: Cash, Check, CR Offset, CR Refund, Electronic, IPAC, Lockbox, and Pay.gov.

Search Element	Description
Check/Money Order Number	The pre-printed number of the check or money order.
<i>IPAC</i>	
Purchase Order Number	The Purchase Order Number associated with the record.
Related Statement Number	The related statement number recorded on the BD accounting line.
Accounting Classification Reference Number	The accounting classification reference number used for interagency transfers.
Customer Treasury Symbol	The Customer Treasury Symbol that represents the other party affected by transactions.
<i>Item Collection</i>	
Payment Number	A unique value associated with the payment.
Title	The title of the transaction. Can be up to 50 characters in length.
Account Code	The designated agent account code on the payment.
Account Name	The designated agent account name on the payment.
DUNS+4/BPN+4	The DUNS+4/BPN+4 on the payment.
Business Line	The Business Line associated with the payment.
Paid Amount	The amount collected on the receipt.
Referenced Statement Number	The statement number referenced on the payment.
Line Type	The line type of the associated payment, valid values are advanced payment, advanced offset, debit voucher normal, debit voucher advanced, normal, receivable offset, and adjustment.
Alternate Agreement Number	The OA number associated with the record.
Tender Type	An alphanumeric code that identifies the purchase method.
Check/Money Order Number	The pre-printed number of the check or money order.
Customer Treasury Symbol	The Customer Treasury Symbol that represents the other party affected by transactions.
Accounting Classification Reference Number	The accounting classification reference number used for interagency transfers.
Related Statement Number	The related statement number recorded on the BD accounting line.
Agreement Number	The agreement number associated with the payment.
IPAC	Whether the payment was IPAC or not, valid values are True or False.
Purchase Order Number	The Purchase Order Number associated with the record.
<i>Action Buttons</i>	
View	Will take the user to the payment information page for the selected payment.
Account Summary	Will take the user to the Account Summary page.
View Statement	Will take the user to the Statement Information page for the statement associated with the selected payment.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

5.3.1.2 View Customer Payment Information Page

To see detailed information concerning the payment not present in the item collection, the user must view the payment.

Exhibit 5-39: Payment Information Page



The screenshot displays the 'Payment Information' tab selected within a larger application interface. The page is organized into several sections:

- General:** Contains fields for Document Number (CA7-CA7201102020008-1), Line Type (Normal), Source Number, Title (32.05), Deposit Number (1), Business Line (Rent), Debit Voucher Number, and Receipt Date (02/02/2011). A 'Statement' section is also present.
- Vendor Information:** Shows Agency Disbursing Office (WADC) and a 'More' button. Below it, there's a detailed account section with fields for Account Code (S1017), Agency (10), DUNS+4/BPN+4, Bureau (17), and Account Name (US COURTS OF APPEAL).
- Amounts:** Lists Principal Amount (\$250.00), Interest Amount (\$0.00), Admin Charges Amount (\$0.00), Penalty Amount (\$0.00), and Total Amount (\$250.00). It also includes a 'Referenced' section with Chargeback Amount (\$0.00), Refunded Amount (\$0.00), and Deposit Amount (\$0.00).
- Transfer:** Features fields for Treasury Symbol and To/From.

Tender Type

Tender Type: CASH Check/Money Order Number:

IPAC

IPAC:	<input type="checkbox"/> False	Funding Authorization Source:	<input type="checkbox"/> Agreement	Internal Obligation Document Number:	<input type="text"/>
Customer Voucher Number:	<input type="text"/>	Purchase Order Number:	<input type="text"/>	FY Obligation ID:	<input type="text"/>
Transfer Schedule Number:	<input type="text"/>	Accounting Classification Reference Number:	<input type="text"/>	Transaction Contact:	<input type="text"/>
Transfer Voucher Number:	<input type="text"/>	Related Statement Number:	<input type="text"/>	Contact Phone Number:	<input type="text"/>
Transfer Authorized By:	<input type="text"/>	Customer Treasury Symbol:	<input type="text"/>	Contact Email:	<input type="text"/>

Once the view customer payment information page has loaded, the user is able to navigate to the correspondence tab where they can search for all of the correspondence on the payment. The action button Send New Correspondence is also provided. When selected, Send New Correspondence will allow the user to send a new correspondence to Pegasys about the payment.

Exhibit 5-40: View Payment Correspondence Tab

Send New Correspondence

Payment Information **Review Correspondence**

Search Criteria

Record Number: Creator: Type Of Correspondence:

Created Date **Contact Person**

From: <input type="text"/>	First Name: <input type="text"/>
To: <input type="text"/>	Last Name: <input type="text"/>
	Middle Initial: <input type="text"/>

Subject:
Correspondence:

Attachments **Sort...** **View as CSV**

Summary

<input type="checkbox"/>	Record	Type Of Correspondence	Created Date	Creator	First Name	Middle Initial	Last Name	Subject
<input checked="" type="checkbox"/>	Pending Assignment	Question	05/09/2011	tstcustomer	John		Smith	Question About

Page 1 of 1 Rows 1 - 1 of 1

Contact Person:

First Name: Middle Initial: Last Name:
Title: Phone Number: International Phone Number:
Email Address:

Agency Contact:

Name: Title: Phone Number: Agency Email Address:

Correspondence:

Record Number: Creator: Created Date:

Type Of Correspondence: Communication Source:

Parent Itemized Line Number: Parent Accounting Line Number:

Subject:

Dear GSA,

I have a question about the payment amount that I sent in for my 02/2011 billing statement:

Sincerely,
John Smith

Correspondence:

5.3.1.3 Executing a Query Using the View Customer Payments Query

Steps to Execute a Query Using the View Customer Payments Query:

Notes

1. In VCSS navigate to Payments=>View Customer Payments.

The View Customer Payments Query page will be displayed.

Customer Payment Search

Search Criteria

General Criteria

Payment Number:	Line Type:
Title:	Referenced Statement Number: 
Debit Voucher Number:	Business Line:
Deposit Number:	Source Number:
Invoice Number:	Agreement Number:

Receipt Date

From:	To:
-------	-----

Paid Amount

From:	To:
-------	-----

Note: The OA Number is the Alternate Agreement Number.

Account: 

DUNS+4/BPN+4:	Account Code:
---------------	---------------

Additional Criteria

Payment Information

Payment Information:	Check/Money Order Number:
----------------------	---------------------------

IPAC

Funding Document:	Related Statement Number:
Purchase Order Number:	Customer Treasury Symbol:
Accounting Classification Reference Number:	

Buttons

Steps to Execute a Query Using the View Customer Payments Query:
Notes

2. Enter the desired search criteria and select **Search**.

The results are returned in the item collection.

The screenshot shows a user interface for executing a query. At the top, there are two orange buttons: "Search" and "Clear". Below them is a row of five buttons: "View" (highlighted with a red border), "Account Summary", "View Statement", "Sort...", and "View as CSV". The main area is titled "Summary" and contains a grid of payment records. The columns are: Payment Number, Referenced Statement, Related Statement, Title, Account Code, Account Name, DUNS+4/BPN+4, and Balance. A "Totals" row is present above the data rows. The first data row has a checked checkbox in the first column and the value "CA7-CA7201102020" in the second column. The "Title" column shows "32.05". The "Account Name" column shows "US COURTS OF APPEAL". The "Balance" column shows "F". The grid includes scroll bars on the right and bottom. At the bottom of the grid, there is a navigation bar with icons for first, previous, next, last, and page numbers (Page 1 of 8, 10). To the right of the grid, it says "Rows 1 - 10 of 72".

3. Select a payment.

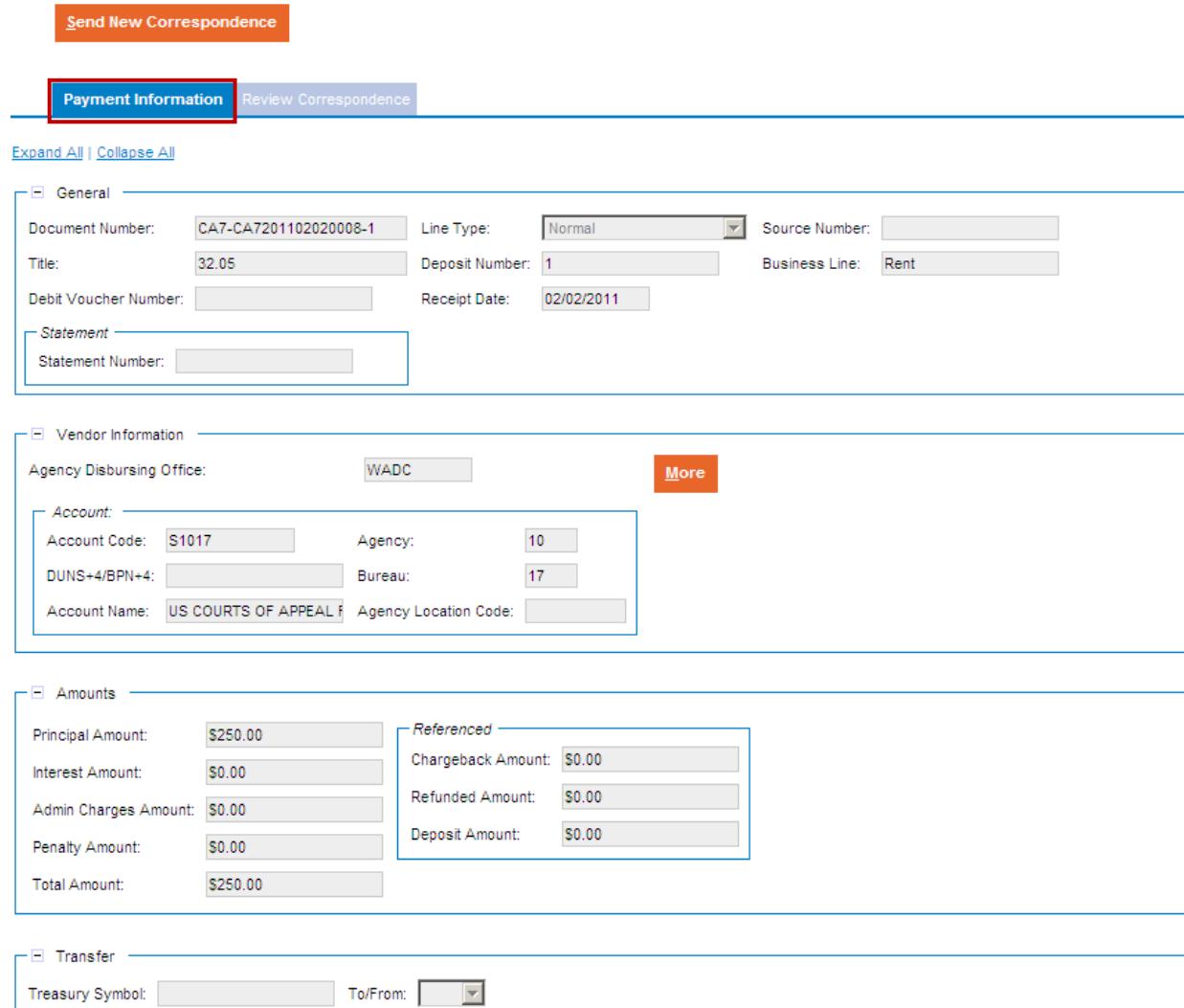
Steps to Execute a Query Using the View Customer Payments Query:

Notes

4. Select the **View** button.

The View Payment Information page is displayed.

Note: The view customer payment information page is read only and is unable to be edited.



The screenshot shows a web-based application for viewing customer payment information. At the top, there's a navigation bar with a red "Send New Correspondence" button and tabs for "Payment Information" (which is highlighted in blue) and "Review Correspondence". Below the tabs, there are links for "Expand All" and "Collapse All".

The main content area is divided into several sections:

- General:** Fields include Document Number (CA7-CAT201102020008-1), Line Type (Normal), Source Number, Title (32.05), Deposit Number (1), Business Line (Rent), Debit Voucher Number, and Receipt Date (02/02/2011). A "Statement" section contains a Statement Number field.
- Vendor Information:** Fields include Agency Disbursing Office (WADC), Account (Account Code S1017, Agency 10, DUNS+4/BPN+4, Bureau 17, Account Name US COURTS OF APPEAL), and Agency Location Code.
- Amounts:** Fields include Principal Amount (\$250.00), Interest Amount (\$0.00), Admin Charges Amount (\$0.00), Penalty Amount (\$0.00), Total Amount (\$250.00), and Referenced amounts (Chargeback Amount \$0.00, Refunded Amount \$0.00, Deposit Amount \$0.00).
- Transfer:** Fields include Treasury Symbol and To/From dropdown.

Steps to Execute a Query Using the View Customer Payments Query:**Notes**

Tender Type

Tender Type: Check/Money Order Number:

IPAC

IPAC:	<input type="text" value="False"/>	Funding Authorization Source:	<input type="text" value="Agreement"/>	Internal Obligation Document Number:	<input type="text"/>
Customer Voucher Number:	<input type="text"/>	Purchase Order Number:	<input type="text"/>	FY Obligation ID:	<input type="text"/>
Transfer Schedule Number:	<input type="text"/>	Accounting Classification Reference Number:	<input type="text"/>	Transaction Contact:	<input type="text"/>
Transfer Voucher Number:	<input type="text"/>	Related Statement Number:	<input type="text"/>	Contact Phone Number:	<input type="text"/>
Transfer Authorized By:	<input type="text"/>	Customer Treasury Symbol:	<input type="text"/>	Contact Email:	<input type="text"/>

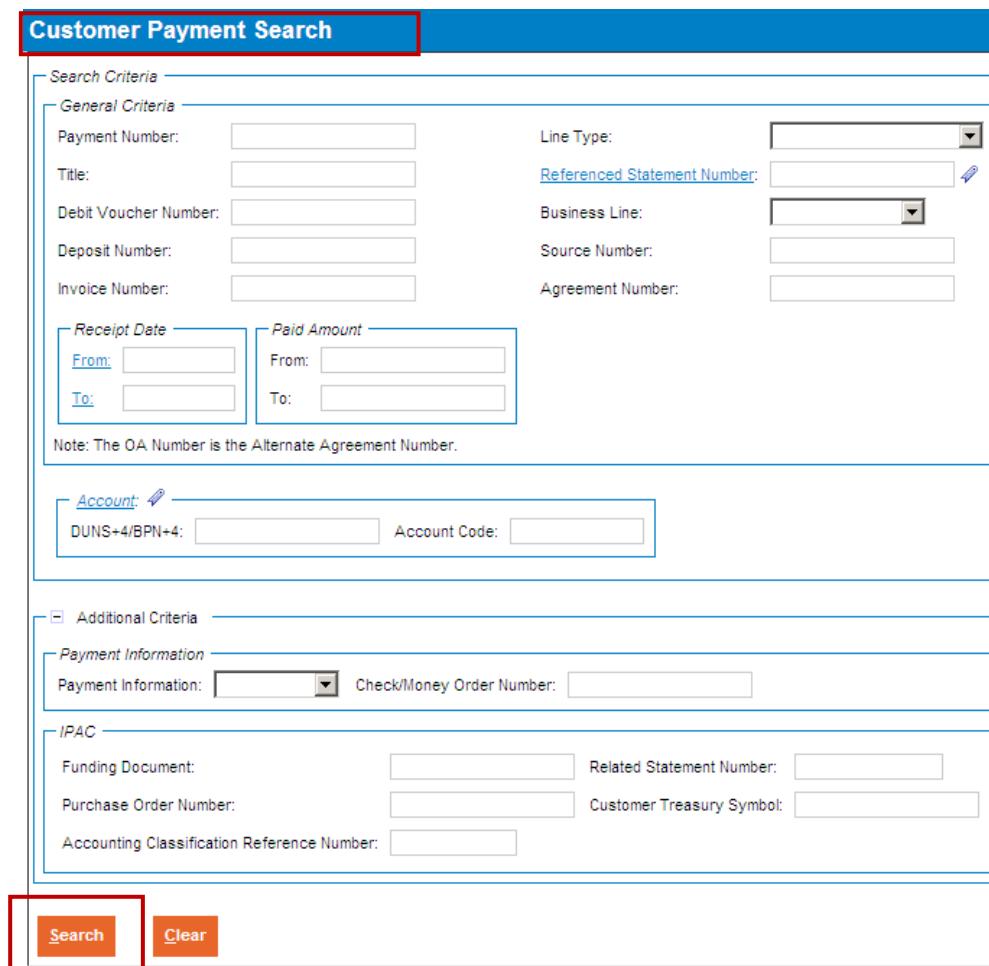
5.3.1.4 Searching and Creating Correspondence Using the View Customer Payments Query

Steps to Search and Create Correspondence Using the View Customer Payments Query:

Notes

1. In VCSS navigate to Payments=>View Customer Payments.

The View Customer Payments Query page will be displayed.



Customer Payment Search

Search Criteria

General Criteria

Payment Number: _____ Line Type: _____

Title: _____ Referenced Statement Number: _____

Debit Voucher Number: _____ Business Line: _____

Deposit Number: _____ Source Number: _____

Invoice Number: _____ Agreement Number: _____

Receipt Date

From: _____ To: _____

Paid Amount

From: _____ To: _____

Note: The OA Number is the Alternate Agreement Number.

Account:  _____
DUNS+4/BPN+4: _____ Account Code: _____

Additional Criteria

Payment Information

Payment Information: _____ Check/Money Order Number: _____

IPAC

Funding Document: _____ Related Statement Number: _____

Purchase Order Number: _____ Customer Treasury Symbol: _____

Accounting Classification Reference Number: _____

Search **Clear**

2. Enter the desired search criteria and select **Search**.

The results are returned in the item collection.

Steps to Search and Create Correspondence Using the View Customer Payments Query:

Notes

Summary

<input type="checkbox"/>	Payment Number	Referenced Statement	Related Statement	Title	Account Code	Account Name	DUNS+4/BPN+4	Bal.
Totals								
<input checked="" type="checkbox"/>	CA7-CA7201102020			32.05	S1017	US COURTS OF APPEAL		
<input type="checkbox"/>	CA7-CA7201102090				S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CA7-CA7201102220				S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CA7-MTACAT201102			32.05	S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CH6-CH610847-1	F0000429			S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CH6-CH6201102200				S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CH6-CH62011022400	F0000731			S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CH6-CH62011022400	F0000734			S1017	US COURTS OF APPEAL		F
<input type="checkbox"/>	CH6-CH62011022400	F0000736			S1017	US COURTS OF APPEAL		F

1-8 <> Page 1 of 8 >> >> 10 << Rows 1 - 10 of 72

3. Select a payment.

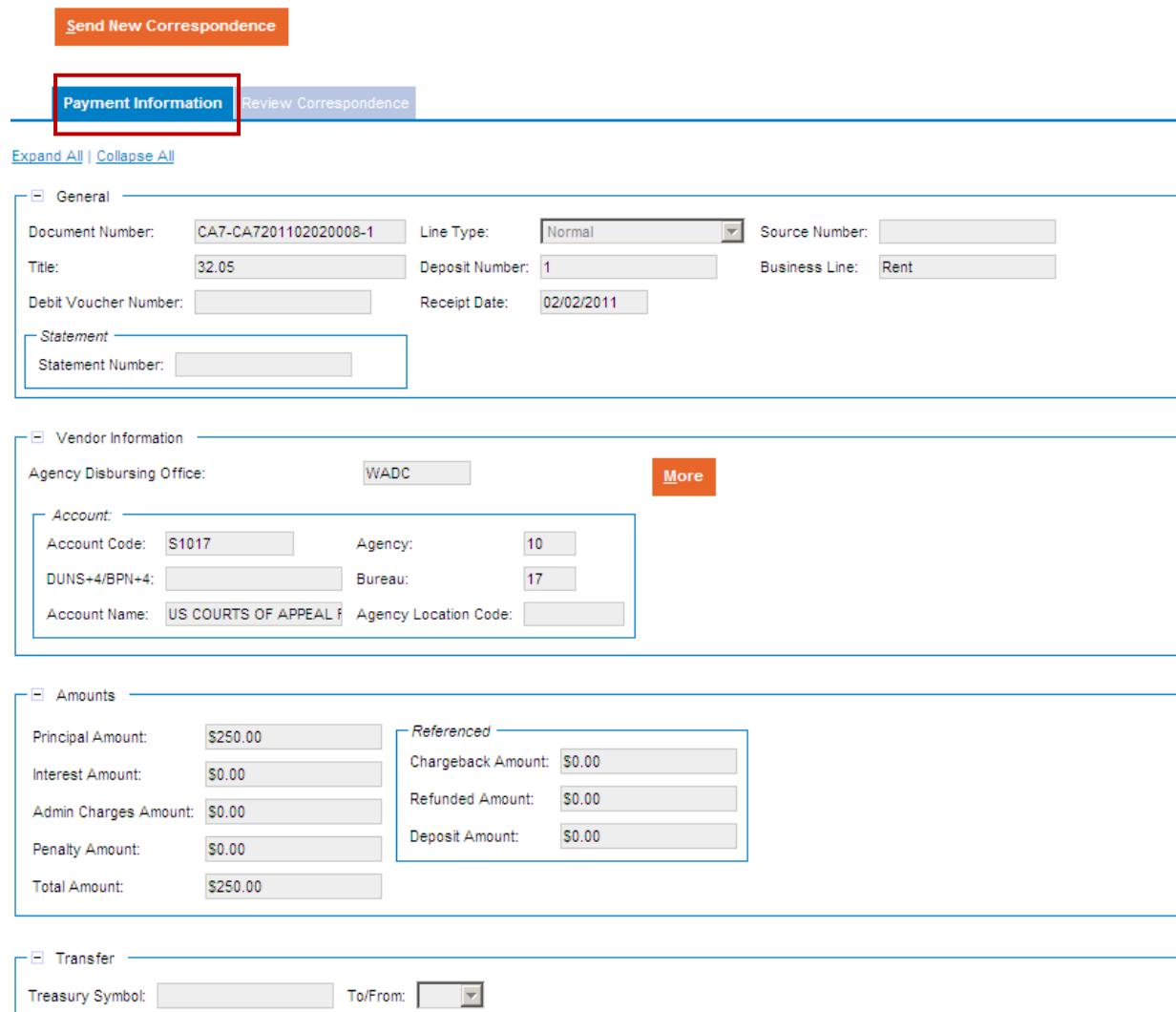
Steps to Search and Create Correspondence Using the View Customer Payments Query:

Notes

4. Select the **View** button.

The View Payment Information page is displayed.

Note: The view customer payment information page is read only and thus is unable to be edited.



The screenshot shows the 'Payment Information' tab selected on the top navigation bar. Below it, there are several sections of form fields:

- General:** Document Number: CA7-CAT201102020008-1, Line Type: Normal, Source Number: (empty), Title: 32.05, Deposit Number: 1, Business Line: Rent, Debit Voucher Number: (empty), Receipt Date: 02/02/2011, Statement Number: (empty).
- Vendor Information:** Agency Disbursing Office: WADC, More, Account: Account Code: S1017, Agency: 10, DUNS+4/BPN+4: (empty), Bureau: 17, Account Name: US COURTS OF APPEAL, Agency Location Code: (empty).
- Amounts:** Principal Amount: \$250.00, Interest Amount: \$0.00, Admin Charges Amount: \$0.00, Penalty Amount: \$0.00, Total Amount: \$250.00. Reference amounts: Chargeback Amount: \$0.00, Refunded Amount: \$0.00, Deposit Amount: \$0.00.
- Transfer:** Treasury Symbol: (empty), To/From: (empty).

Steps to Search and Create Correspondence Using the View Customer Payments Query:

Notes

Tender Type

Tender Type: Check/Money Order Number:

IPAC

IPAC:	<input type="checkbox"/> False	Funding Source:	<input type="text" value="Agreement"/>	Internal Obligation Document Number:	<input type="text"/>
Customer Voucher Number:	<input type="text"/>	Purchase Order Number:	<input type="text"/>	FY Obligation ID:	<input type="text"/>
Transfer Schedule Number:	<input type="text"/>	Accounting Classification Reference Number:	<input type="text"/>	Transaction Contact:	<input type="text"/>
Transfer Voucher Number:	<input type="text"/>	Related Statement Number:	<input type="text"/>	Contact Phone Number:	<input type="text"/>
Transfer Authorized By:	<input type="text"/>	Customer Treasury Symbol:	<input type="text"/>	Contact Email:	<input type="text"/>

5. Select the Correspondence tab.

The correspondence search is displayed.

Search Criteria

Record Number:	<input type="text"/>	Creator:	<input type="text"/>	Type Of Correspondence:	<input type="text"/>
Created Date		Contact Person			
From:	<input type="text"/>	First Name:	<input type="text"/>	To:	<input type="text"/>
	<input type="text"/>	Last Name:	<input type="text"/>		<input type="text"/>
	<input type="text"/>	Middle Initial:	<input type="text"/>		<input type="text"/>
Subject:	<input type="text"/>				
Correspondence:	<input type="text"/>				
<input type="button" value="Search"/>	<input type="button" value="Clear"/>				

Steps to Search and Create Correspondence Using the View Customer Payments Query:

Notes

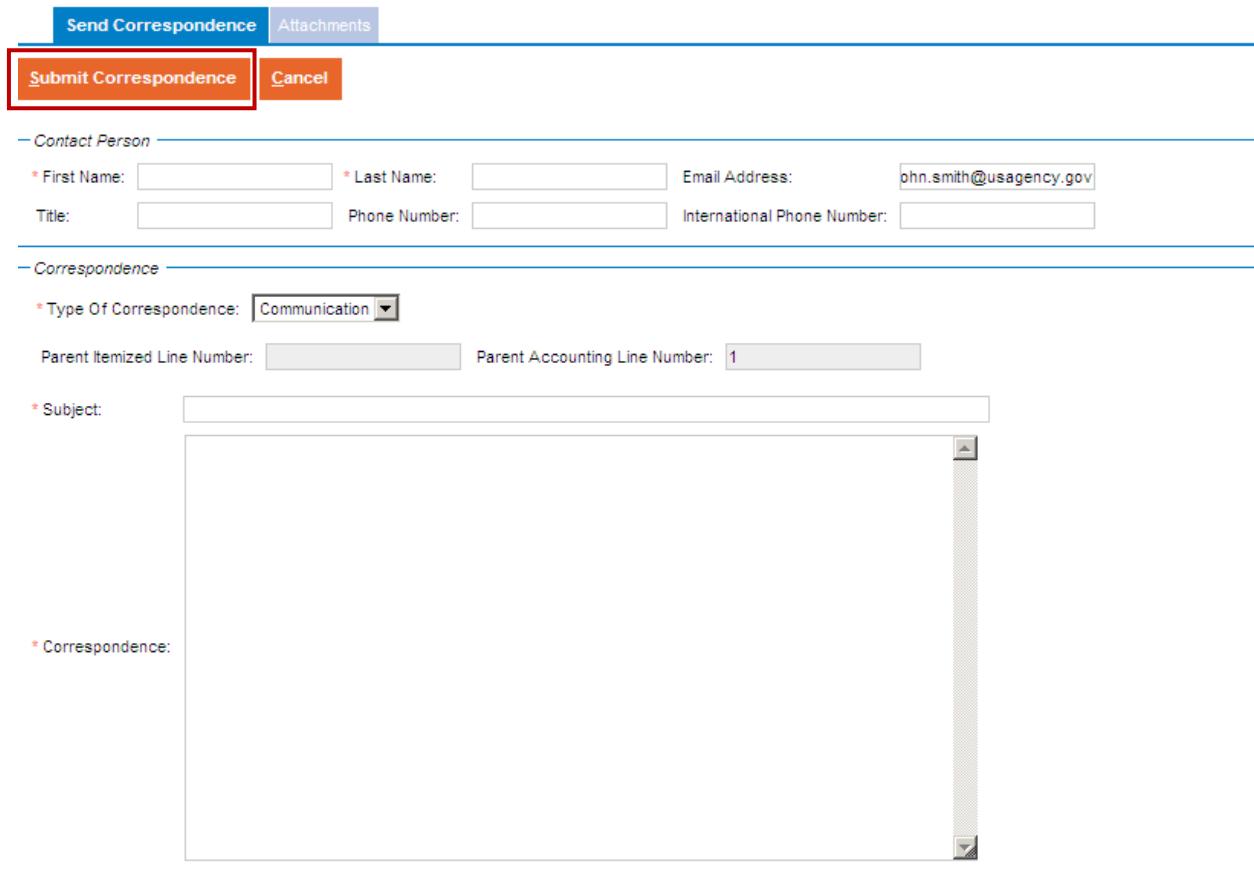
Attachments	Sort...	View as CSV					
Summary							
<input type="checkbox"/> Record <input checked="" type="checkbox"/> 5	Type Of Correspo Question	Created Date 05/09/2011	Creator tstcustomer	First Name John	Middle Initial 	Last Name Smith	Subject Question About My Payment Amount
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Page 1 of 1 10 Rows 1 - 1 of 1							
Contact Person First Name: <input type="text" value="John"/> Middle Initial: <input type="text"/> 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"/> Email Address: john.smith@usagency.gov							
Agency Contact Name: <input type="text"/> Title: <input type="text"/> Phone Number: <input type="text"/> Agency Email Address: <input type="text"/>							
Correspondence Record Number: <input type="text" value="5"/> Creator: <input type="text" value="tstcustomer"/> Created Date: <input type="text" value="05/09/2011"/> Type Of Correspondence: <input type="text" value="Question"/> Communication Source: <input type="text" value="VSS"/> Parent Itemized Line Number: <input type="text"/> Parent Accounting Line Number: <input type="text" value="1"/> Subject: <input type="text" value="Question About My Payment Amount"/> <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Dear GSA, I have a question about the payment amount that I sent in for my 02/2011 billing statement: Sincerely, John Smith </div>							
Correspondence: <div style="border: 1px solid black; height: 100px;"></div>							

6. Enter the desired search criteria.
7. Select a correspondence record from the item collection and view its details below.

Steps to Search and Create Correspondence Using the View Customer Payments Query:	Notes
---	-------

8. Select the Send New Correspondence button.

The Send Correspondence page is displayed.



The screenshot shows a web-based application for sending correspondence. At the top, there are two tabs: "Send Correspondence" (which is selected and highlighted in blue) and "Attachments". Below the tabs are two buttons: "Submit Correspondence" (highlighted with a red box) and "Cancel".

The main form area is divided into sections:

- Contact Person:** Fields for First Name, Last Name, Email Address, Title, Phone Number, and International Phone Number. The Email Address field contains "ohn.smith@usagency.gov".
- Correspondence:** A dropdown menu for "Type Of Correspondence" showing "Communication". Other options include "Information", "Request", "Response", "Refund", "Bill", "Invoice", "Credit Memo", "Debit Memo", "Other", and "None".
- Parent Itemized Line Number:** A dropdown menu set to "1".
- Parent Accounting Line Number:** A dropdown menu set to "1".
- Subject:** A text input field.
- Correspondence:** A large text area for the message content.

9. Fill out all the non-defaulted fields and select **Submit Correspondence**.

Note: If the user wishes to add an attachment to the correspondence record they will select the Attachments tab and add the attachment before selecting Submit.

5.3.2 VCSS: View Refunds

The View Refunds query allows users to search for and review refunds from account for which they have access. The query contains the ability to drill down to the View Refund Information screen where detailed information, not available in the item collection, can be seen as well as the option to send correspondence on the specific refund.

It is important to note that the term “refund” refers to a payment made by GSA to a customer. This transaction is recorded in Pegasys using a Payment Authorization (IP) document type to reflect the payment made to the customer.

Payments=>View Refunds

Exhibit 5-41: Navigation to the View Refunds Query

The screenshot shows the GSA Vendor and Customer Self Service interface. At the top, there are links for Home, Notices, Personal Information, and Preferences. Below that is a navigation bar with tabs: Accounts, Statements, Payments, Correspondence, External Applications, and Bookmarks. The 'Payments' tab is currently selected. A breadcrumb trail indicates the user is at VCSS > Accounts > Outstanding Balances By Account. Underneath the breadcrumb trail, there are two buttons: 'View Customer Payments' and 'View Refunds'. The 'View Refunds' button is highlighted with a red box. Below these buttons, a blue header bar displays the text 'Outstanding Balances By Account'.

To search for refund information, enter the applicable search criteria and select the Search button.

5.3.2.1 View Refunds Search Parameters and Results

The View Refunds query contains the search criteria, item collection and action buttons that are listed below in the field definitions.

Exhibit 5-42: View Refunds Search Criteria and Item Collection

The screenshot shows the 'Vendor Payment/Refunds Search' page. It features several search criteria fields: Payment Number, From Schedule Date, Invoice Number, To Schedule Date, From Invoice Date, To Invoice Date, Status (Pending Payment and Paid checkboxes), Account (Account Code, Account Name, DUNS+4/BPN+4, Agency Location Code), and a toolbar with Search and Clear buttons. Below these are three buttons: View, Sort..., and View as CSV. The main area displays a table titled 'Summary' with columns: Payment Numbe, Account Code, DUNS+4/BPN+4, Account Name, Schedule Date, Status, Payment Amoun, Invoice Number, and Invoice Date. The table includes a 'Totals' row and four data rows. At the bottom, there are navigation controls for Page, Rows, and a link to Row 1 of 4.

Payment Numbe	Account Code	DUNS+4/BPN+4	Account Name	Schedule Date	Status	Payment Amoun	Invoice Number	Invoice Date
Totals								\$3,739.00
CB7-CB720110319	S1017		US COURTS OF AP	03/04/2011	Paid	\$777.00		03/07/2011
CB7-CB720110319	S1017		US COURTS OF AP	03/04/2011	Paid	\$527.00	INVOICENUM	03/07/2011
CB7-CB720110321	S1017		US COURTS OF AP	03/21/2011	Paid	\$598.00	AA10038	03/21/2011
IM6-IM62011032700	897009		DEPT OF ENERGY	03/27/2011	Paid	\$1,837.00	BAARTS20.53	03/23/2011

Exhibit 5-43: View Refunds Field Descriptions

Search Element	Description
<i>Search Criteria Group Box</i>	
Invoice Number	Used to search the transaction record's Invoice value.
Invoice Date (From/To)	The start and end dates for the invoice.
Payment Number	A unique value associated with the payment
Schedule Date (From/To)	The start and end dates of the schedule.
Account Code	The unique code of the account.
DUNS+4/BPN+4	The DUNS+4/BPN+4 on the payment.
Account Name	The account name associated with the payment.
Agency Location Code	The Customer ALC associated with the payment.
Status	The Status of the Payment/Refund, valid values are Pending Payment and Paid.
<i>Item Collection</i>	
Invoice Number	Used to search the transaction record's Invoice value.
Invoice Date (From/To)	The start and end dates for the invoice.
Payment Number	A unique value associated with the payment.
Payment Amount	The amount of the payment.
Schedule Date (From/To)	The start and end dates of the schedule.
Account Code	The unique code of the account.
DUNS+4/BPN+4	The DUNS+4/BPN+4 on the payment.
Account Name	The name of the account associated with the payment.
Status	The Status of the Payment/Refund, valid values are Pending Payment and Paid.
<i>Action Buttons</i>	
View	The view button will take the user to the View Refund information page for the selected refund.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

5.3.2.2 View Refund Information Page

To see detailed information concerning the refund that is not available in the View Payment/Refund item collection, the user must view the refund.

Exhibit 5-44: The Refund Information Page

[Send New Correspondence](#)

[Payment Information](#) [Review Correspondence](#)

[Exit](#)

[Expand All](#) | [Collapse All](#)

General Information

Payment Document Number:	IM6-IM6201103270001	Schedule Date:	03/27/2011
Payment Date:	03/27/2011	Vendor:	
Status:	Paid	Address Code:	897009
Referenced Invoice		Code:	897009
Invoice Number:	BAARTS20.53	DUNS+4/BPN+4:	
Invoice Date:	03/23/2011	Name:	DEPT OF ENERGY
Log Date:		Agency:	89
		Bureau:	00
		Agency Location Code:	
		Payment Amount:	\$1,837.00
		Disbursed Amount:	\$1,837.00
		Check Number:	
		EFT Number:	

Once the view refund information page has loaded, the user is able to navigate to the Correspondence tab where they can search for all of correspondence on the specific refund and create new correspondence.

Exhibit 5-45: The Review Refunds Review Correspondence Tab

[Send New Correspondence](#)

Payment Information
Review Correspondence

- Search Criteria

Record Number:	<input type="text"/>	Creator:	<input type="text"/>	Type Of Correspondence:	<input type="text"/>
Created Date	<div style="display: flex; align-items: center;"> From: <input type="text"/> To: <input type="text"/> </div>				
	<div style="display: flex; align-items: center;"> Contact Person <div style="border: 1px solid #ccc; padding: 2px; margin-left: 10px;"> First Name: <input type="text"/> Last Name: <input type="text"/> Middle Initial: <input type="text"/> </div> </div>				
	Subject: <input type="text"/> Correspondence: <input type="text"/>				

[Search](#)
[Clear](#)

[Attachments](#) [Sort...](#) [View as CSV](#)

Summary

<input type="checkbox"/>	Record	Type Of Correspondo	Created Date	Creator	First Name	Middle Initial	Last Name	Subject	Corresp
No records to view									

Contact Person

First Name:	<input type="text"/>	Middle Initial:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Phone Number:	<input type="text"/>	International Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>				

Agency Contact

Name:	<input type="text"/>	Title:	<input type="text"/>	Phone Number:	<input type="text"/>	Agency Email Address:	<input type="text"/>
-------	----------------------	--------	----------------------	---------------	----------------------	-----------------------	----------------------

Correspondence

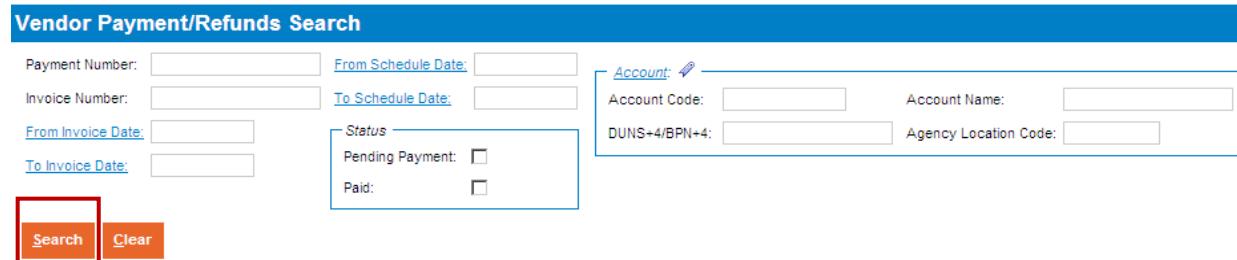
Record Number:	<input type="text"/>	Creator:	<input type="text"/>	Created Date:	<input type="text"/>
Type Of Correspondence:	<input type="text" value="Communication"/>	Communication Source:	<input type="text" value="VSS"/>		
Parent Itemized Line Number:	<input type="text"/>	Parent Accounting Line Number: <input type="text"/>			
Subject:	<input type="text"/>				
Correspondence:					

5.3.2.3 Executing a Query Using the View Refunds Query

Steps to Execute a Query Using the View Refunds Query: Notes

1. In VCSS navigate to Payments=>View Refunds.

The View Refunds Query page will be displayed.



Vendor Payment/Refunds Search

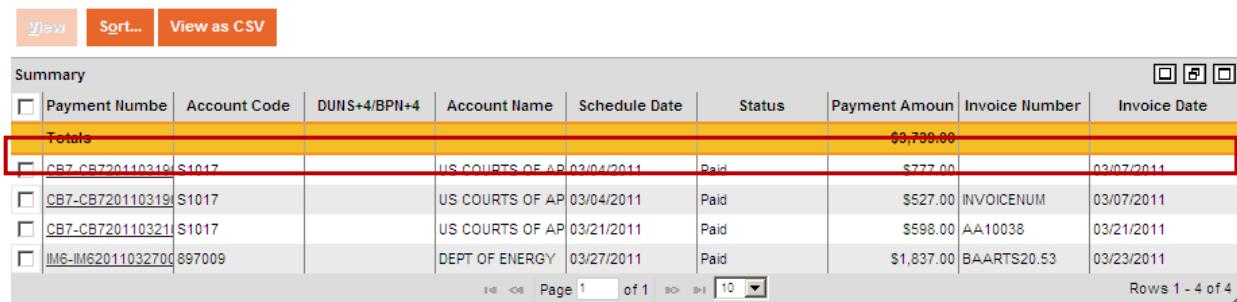
Payment Number: From Schedule Date:
Invoice Number: To Schedule Date:
From Invoice Date: Status:
To Invoice Date: Pending Payment:
Paid:

Account: Account Code: Account Name:
DUNS+4/BPN+4: Agency Location Code:

Search **Clear**

2. Enter the desired search criteria and select Search.

The results are returned in the item collection.



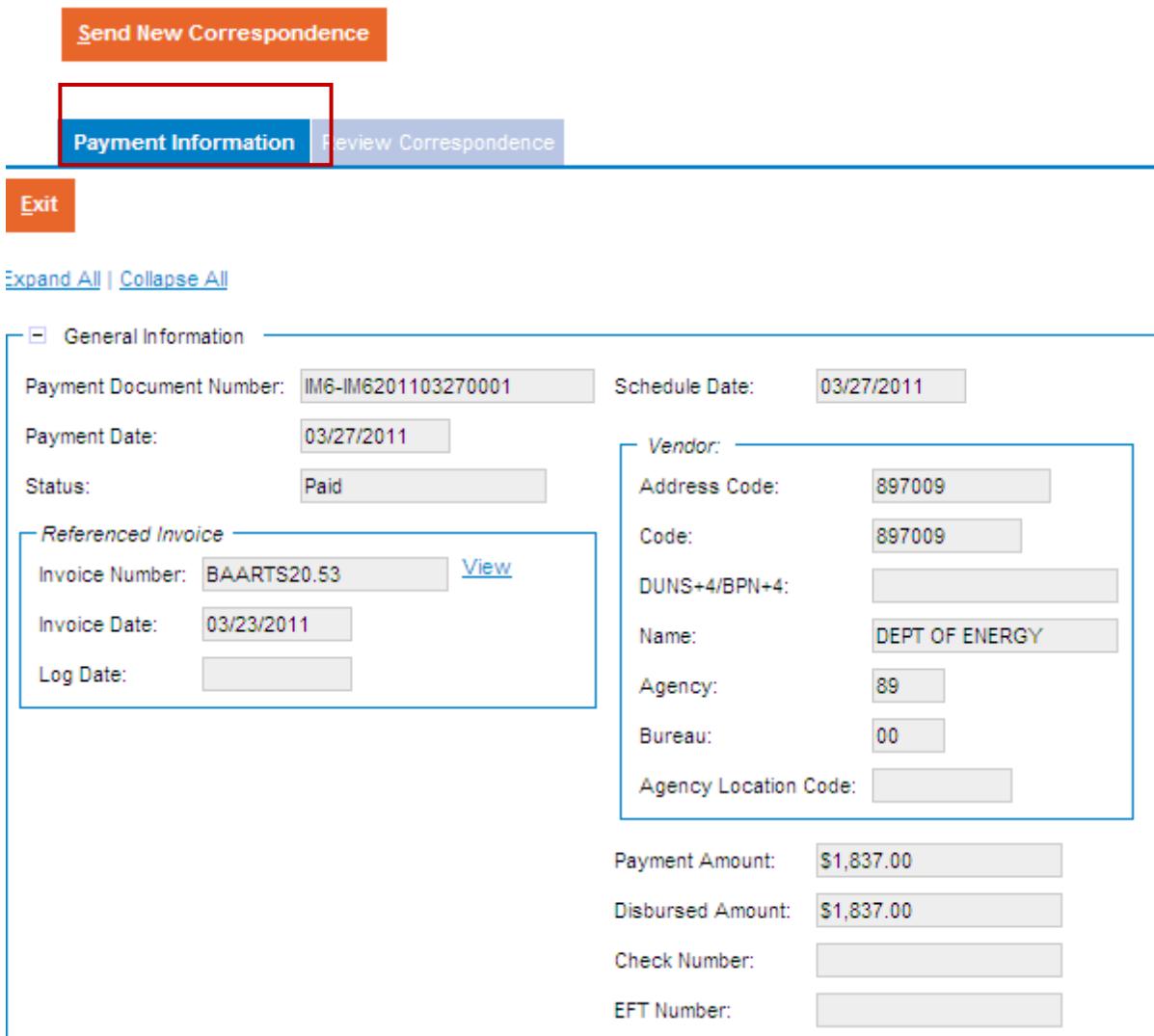
View Sort... View as CSV

Summary

<input type="checkbox"/>	Payment Numbe	Account Code	DUNS+4/BPN+4	Account Name	Schedule Date	Status	Payment Amount	Invoice Number	Invoice Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Totals												
<input type="checkbox"/>	CB7-CB720110319	S1017		US COURTS OF AP	03/04/2011	Paid	\$777.00	INVOICENUM	03/07/2011			
<input type="checkbox"/>	CB7-CB720110319	S1017		US COURTS OF AP	03/04/2011	Paid	\$527.00	INVOICENUM	03/07/2011			
<input type="checkbox"/>	CB7-CB720110321	S1017		US COURTS OF AP	03/21/2011	Paid	\$598.00	AA10038	03/21/2011			
<input type="checkbox"/>	IM6-IM6201103270	897009		DEPT OF ENERGY	03/27/2011	Paid	\$1,837.00	BAARTS20.53	03/23/2011			

Page 1 of 1 10 Rows 1 - 4 of 4

3. Select a refund.

Steps to Execute a Query Using the View Refunds Query:		Notes
4.	Select the View button.	
The View Payment/Refund Information page is displayed. <i>Note: The view refund information page is read only and thus is unable to be edited.</i>		
 <p>The screenshot shows a user interface for viewing payment information. At the top, there is a red button labeled "Send New Correspondence". Below it, a navigation bar has two tabs: "Payment Information" (which is highlighted with a red border) and "Review Correspondence". To the left of the main content area is an "Exit" button. Underneath the main content area are links for "Expand All" and "Collapse All". The main content area is divided into several sections. One section, "General Information", contains fields for Payment Document Number (IM6-IM6201103270001), Schedule Date (03/27/2011), Payment Date (03/27/2011), Status (Paid), and a "Referenced Invoice" section with fields for Invoice Number (BAARTS20.53) and Invoice Date (03/23/2011). Another section, "Vendor", lists fields for Address Code (897009), Code (897009), DUNS+4/BPN+4, Name (DEPT OF ENERGY), Agency (89), Bureau (00), and Agency Location Code. At the bottom, there are fields for Payment Amount (\$1,837.00), Disbursed Amount (\$1,837.00), Check Number, and EFT Number.</p>		

5.3.2.4 Searching and Creating Correspondence Using the View Refund Query

Steps to Search and Create Correspondence Using the View Refund Query: Notes

1. In VCSS navigate to Payments=>View Refunds.

The View Refunds Query page will be displayed.

Vendor Payment/Refunds Search

Payment Number:	From Schedule Date:	Account:
Invoice Number:	To Schedule Date:	Account Code:
From Invoice Date:	Status	Account Name:
To Invoice Date:	Pending Payment:	DUNS+4/BPN+4:
	Paid:	Agency Location Code:

Search **Clear**

2. Enter the desired search criteria and select Search.

The results are returned in the item collection.

View **Sort...** **View as CSV**

Summary								
	Payment Numbe	Account Code	DUNS+4/BPN+4	Account Name	Schedule Date	Status	Payment Amoun	Invoice Number
							\$3,739.00	
	Totals							
	CB7-CB720110319	S1017		US COURTS OF AP	03/04/2011	Paid	\$777.00	
	CB7-CB720110319	S1017		US COURTS OF AP	03/04/2011	Paid	\$527.00	INVOICENUM
	CB7-CB720110321	S1017		US COURTS OF AP	03/21/2011	Paid	\$598.00	AA10038
	IM6-IM6201103270	897009		DEPT OF ENERGY	03/27/2011	Paid	\$1,837.00	BAARTS20.53

3. Select a refund.

Steps to Search and Create Correspondence Using the View Refund Query:**Notes**

4. Select the View button.

The View Payment/Refund Information page is displayed.

Note: The view refund information page is read only and thus is unable to be edited

Send New Correspondence

Payment Information Review Correspondence

Exit

[Expand All](#) | [Collapse All](#)

General Information

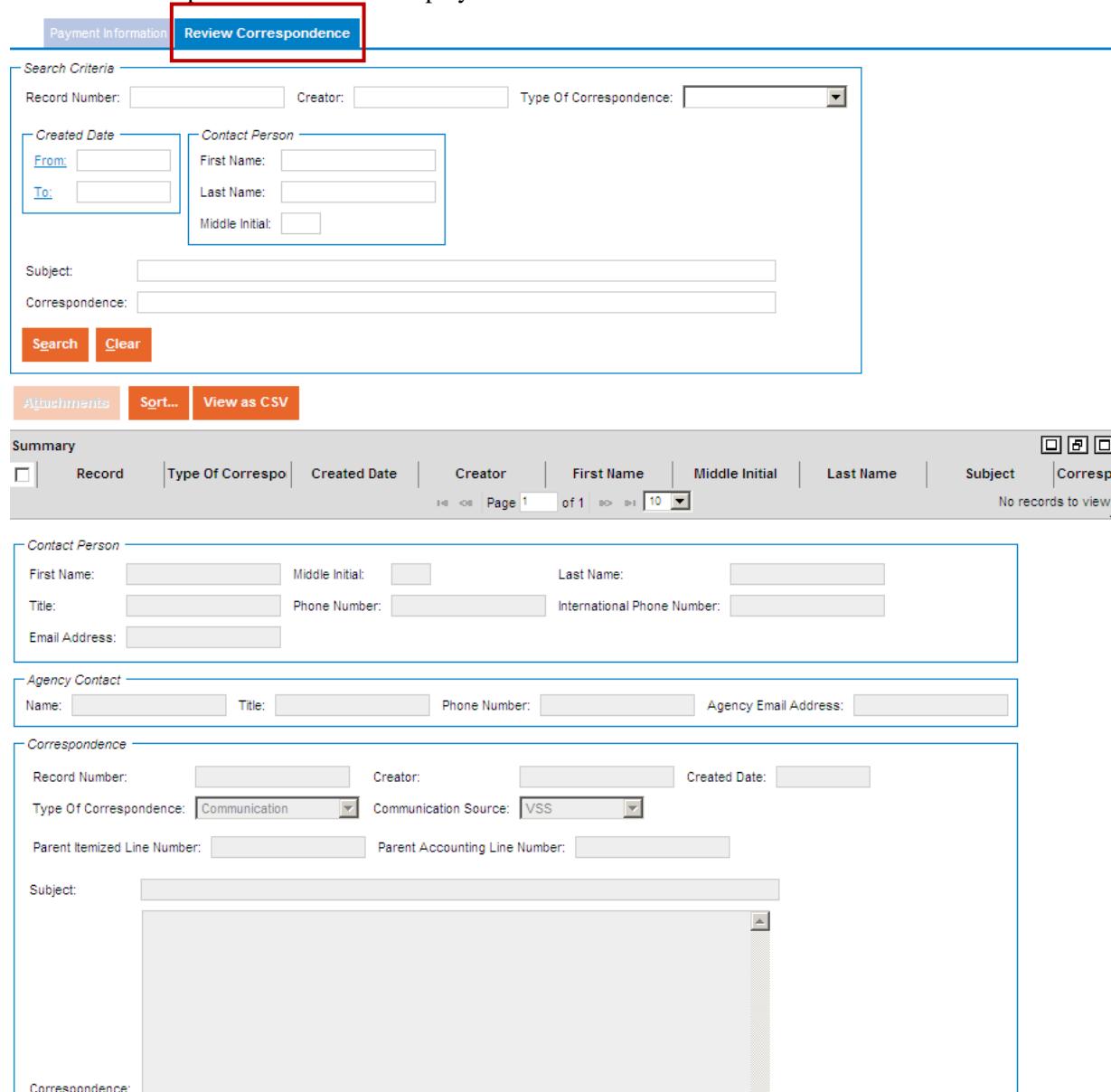
Payment Document Number: IM6-IM6201103270001	Schedule Date: 03/27/2011
Payment Date: 03/27/2011	Vendor:
Status: Paid	Address Code: 897009
Referenced Invoice	
Invoice Number: BAARTS20.53	View
Invoice Date: 03/23/2011	DUNS+4/BPN+4:
Log Date:	Name: DEPT OF ENERGY
	Agency: 89
	Bureau: 00
	Agency Location Code:
Payment Amount: \$1,837.00	
Disbursed Amount: \$1,837.00	
Check Number:	
EFT Number:	

Steps to Search and Create Correspondence Using the View Refund Query:

Notes

5. Select the Review Correspondence tab.

The Correspondence search is displayed.



Payment Information **Review Correspondence**

Search Criteria

Record Number: Creator: Type Of Correspondence:

Created Date

Contact Person

From: First Name: Last Name: Middle Initial:

To:

Subject:

Correspondence:

Attachments Sort... View as CSV

Summary

Record	Type Of Correspondence	Created Date	Creator	First Name	Middle Initial	Last Name	Subject	Correspondence
								No records to view

Page 1 of 1 10

Contact Person

First Name: Middle Initial: Last Name: Title: Phone Number: International Phone Number: Email Address:

Agency Contact

Name: Title: Phone Number: Agency Email Address:

Correspondence

Record Number: Creator: Created Date:

Type Of Correspondence: Communication Communication Source: VSS

Parent Itemized Line Number: Parent Accounting Line Number:

Subject:

Correspondence:

6. Enter the desired search criteria.

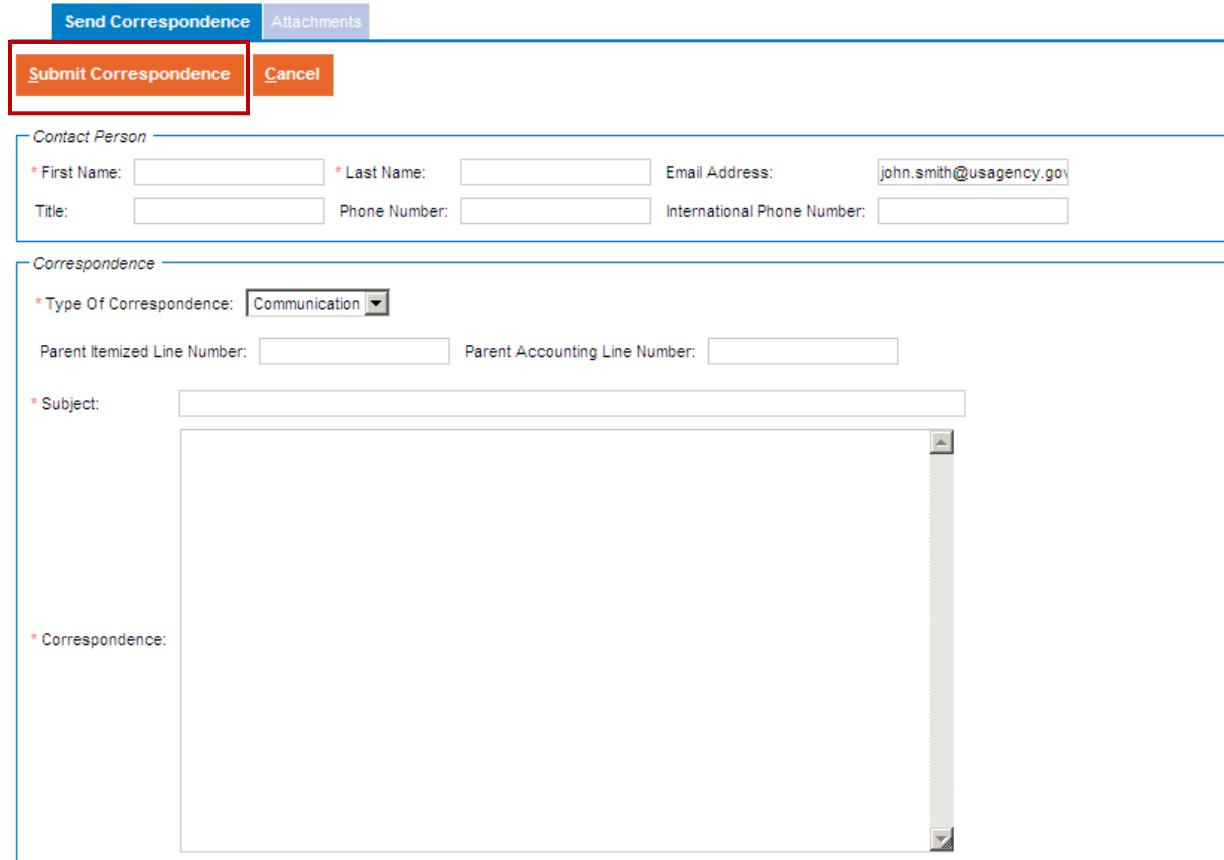
Note: the search criteria are the same as the search criteria outlined in the statement correspondence section later in the document.

7. Select a correspondence record and view its details.

Steps to Search and Create Correspondence Using the View Refund Query:**Notes**

8. Select the Send New Correspondence button.

The Send Correspondence page is displayed.



Contact Person

* First Name: * Last Name: Email Address: john.smith@usagency.gov

Title: Phone Number: International Phone Number:

Correspondence

* Type Of Correspondence:

Parent Itemized Line Number: Parent Accounting Line Number:

* Subject:

* Correspondence:

9. Fill out all the fields and select Submit Correspondence.

5.4 VCSS: Correspondence Menu

The Correspondence menu in VCSS allows users to review and create correspondence on the statement and account levels. Correspondence is the customer's way of communicating any problems or updates about statements or overall accounts to Pegasys. The Correspondence Menu contains the following pages:

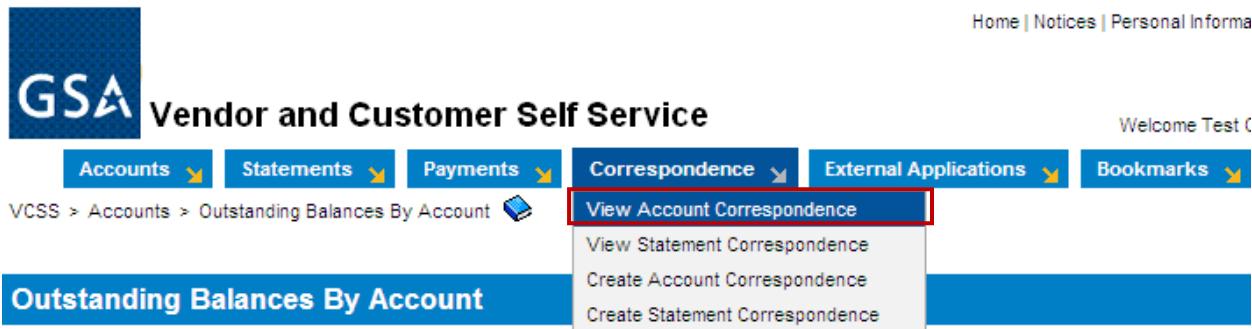
- View Account Correspondence.
- View Statement Correspondence.
- Create Account Correspondence.
- Create Statement Correspondence.

5.4.1 VCSS: View Account Correspondence

The View Account Correspondence page will allow the user to search for and view all of the correspondences they have at the account level.

Correspondence => View Account Correspondence

Exhibit 5-46: Navigation to View Account Correspondence Page



To search for correspondence information enter the applicable search criteria and select the **Search** button.

5.4.1.1 View Account Correspondence Search Parameters and Results

The View Account Correspondence page contains the search criteria, item collection and action buttons listed below in the field descriptions.

Exhibit 5-47: View Account Correspondence Search Criteria and Item Collection

Send Correspondence

Review Correspondence

Search Criteria

Record Number:	Type Of Correspondence:	Include Statement Number Records:	Statement Number:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Created Date From: <input type="text"/> To: <input type="text"/>		First Name: <input type="text"/> Last Name: <input type="text"/> <i>Account Information:</i> Edit Account Code: <input type="text"/> Agency Location Code: <input type="text"/>		
Subject: <input type="text"/>				
Correspondence: <input type="text"/>				
<input type="button" value="Search"/> <input type="button" value="Clear"/>				

Use the wildcard (*) character to search if needed.

[Attachments](#) [Sort...](#) [View as CSV](#)

	Summary								
<input type="checkbox"/>	Record Number	Created Date	First Name	Last Name	Statement Numbr	Account Code	Type Of Corresp	Subject	Has Attachments
<input type="checkbox"/>	1	04/28/2011	test	test	F0008120	897009	Dispute	ACCIDENT	
<input type="checkbox"/>	1	03/30/2011	Jane	Doe	AA000753	S1017	Communication	BAARTS32.53	
<input type="checkbox"/>	1	03/27/2011	John	Doe	F0002700	897009	Chargeback	Chargeback Corres	
<input type="checkbox"/>	1	04/01/2011	Joe	Griffin	F0003114	897009	Dispute	DAMAGE	
<input type="checkbox"/>	1	04/04/2011	Bobby	Gordon	F0002716	897009	Dispute	DAMAGE	
<input type="checkbox"/>	1	03/17/2011	allroles136	136	F0002555	897009	Dispute	DAMAGE	
<input type="checkbox"/>	1	03/14/2011	John	Smith	F0002239	897009	Dispute	DAMAGE	
<input type="checkbox"/>	1	04/01/2011	Devonna	Colley	AA000767	S1017	Dispute	DAMAGE	
<input type="checkbox"/>	1	05/03/2011	Rachel	Keller	F0008135	897009	Dispute	DUPCHARGE	
<input type="checkbox"/>	1	03/23/2011	Jane	Doe	F0002651	897009	Dispute	DUPCHARGE	

Page 1 of 12 >> >> 10 <<

Rows 1 - 10 of 120

Exhibit 5-48: View Account Correspondence Field Descriptions

Search Element	Description
<i>Search Criteria Group Box</i>	
Record Number	The system assigned number of the correspondence.
First Name	The first name of the person creating the correspondence.
Last Name	The last name of the person creating the correspondence.
Type of Correspondence	The type of correspondence, valid values are Communication, Resolution, Question, Other, Dispute.
Subject	The subject of the correspondence.
Text	The text field containing the correspondence message.
Account Code	The account code for which the correspondence is being created.
Agency Location Code	The ALC associated with the correspondence record.
Include Statement Number Records	Whether or not to include correspondence records associated with statements, Yes or No.
Statement Number	The statement number associated with a correspondence.

Search Element	Description
<i>Item Collection</i>	
Created Date	The date the correspondence was created.
Record Number	The system assigned number of the correspondence.
First Name	The first name of the person creating the correspondence.
Last Name	The last name of the person creating the correspondence.
Account Code	The account code for which the correspondence is being created
Type of Correspondence	The type of correspondence.
Subject	The subject of the correspondence.
Statement Number	The statement number associated with a correspondence.
Has Attachments	Whether or not there is an Attachment associated with the record.
<i>Action Buttons</i>	
Send New Correspondence	Will allow the user to send a new correspondence message.
Attachments	Allows the user view any attachments associated with a record.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

5.4.1.2 Executing a Query Using the View Account Correspondence Query

Steps to Execute a Query Using the View Account Correspondence Query:	Notes
---	-------

1. In VCSS navigate to Correspondence=>View Account Correspondence.

The View Account Correspondence Query page will be displayed.

Send Correspondence

Review Correspondence

Search Criteria

Record Number: _____ Type Of Correspondence: _____ Include Statement Number Records: Yes Statement Number: _____

Created Date From: _____ To: _____ First Name: _____ Account Information: _____ Account Code: _____ Agency Location Code: _____

Last Name: _____ Subject: _____ Correspondence: _____

Search Clear

Use the wildcard (*) character to search if needed.

Steps to Execute a Query Using the View Account Correspondence Query: Notes

2. Enter the desired search criteria and select **Search**.

The search results and item collection are displayed.

[Attachments](#)
[Sort...](#)
[View as CSV](#)

Summary

Record Number	Created Date	First Name	Last Name	Statement Numbr	Account Code	Type Of Corresp	Subject	Has Attachments
<input type="checkbox"/>	1	04/28/2011	test	test	F0008120	897009	Dispute	ACCIDENT
<input type="checkbox"/>	1	03/30/2011	Jane	Doe	AA000753	S1017	Communication	BAARTS32.53
<input type="checkbox"/>	1	03/27/2011	John	Doe	F0002700	897009	Chargeback	Chargeback Corres
<input type="checkbox"/>	1	04/01/2011	Joe	Griffin	F0003114	897009	Dispute	DAMAGE
<input type="checkbox"/>	1	04/04/2011	Bobby	Gordon	F0002716	897009	Dispute	DAMAGE
<input type="checkbox"/>	1	03/17/2011	allroles136	136	F0002555	897009	Dispute	DAMAGE
<input type="checkbox"/>	1	03/14/2011	John	Smith	F0002239	897009	Dispute	DAMAGE
<input type="checkbox"/>	1	04/01/2011	Devonna	Colley	AA000767	S1017	Dispute	DAMAGE
<input type="checkbox"/>	1	05/03/2011	Rachel	Keller	F0008135	897009	Dispute	DUPCHARGE
<input type="checkbox"/>	1	03/23/2011	Jane	Doe	F0002651	897009	Dispute	DUPCHARGE

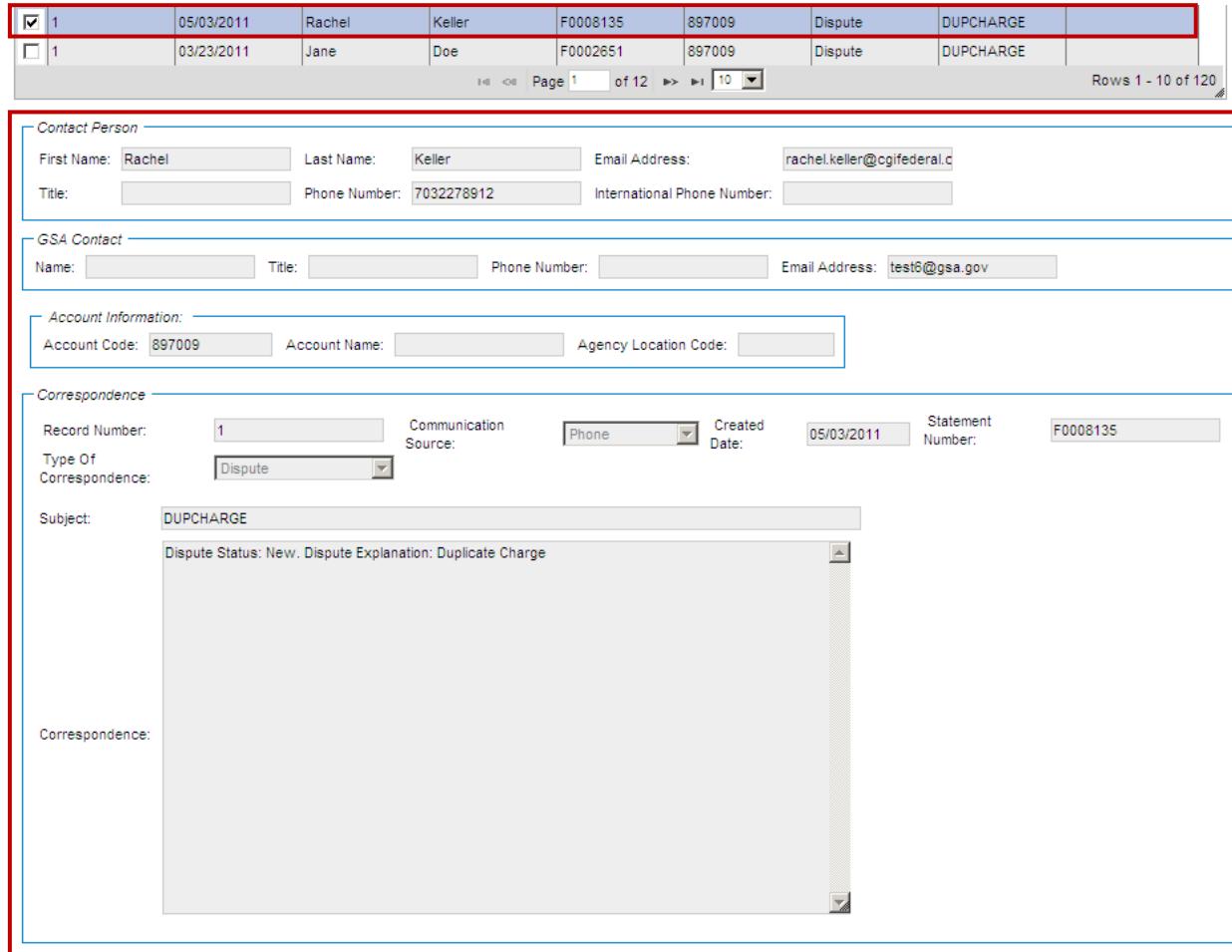
«
»
<<
>>
Page
 of 12
 >>>
10
▼
Rows 1 - 10 of 120

Steps to Execute a Query Using the View Account Correspondence Query:

Notes

3. Select a correspondence record.

The correspondence record detail is displayed.

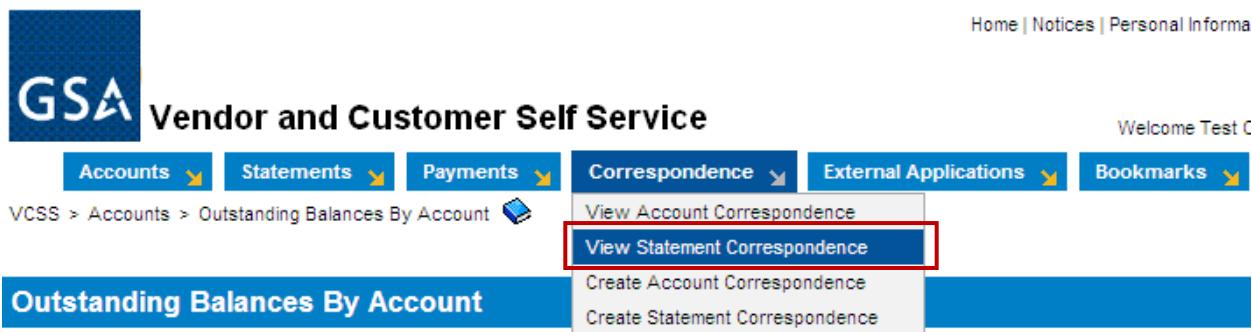


The screenshot shows a web-based application for managing account correspondence. At the top, there is a table with two rows of data. The first row has a checked checkbox, while the second row does not. The columns represent various fields: Record Number, Date, First Name, Last Name, Middle Name, Statement Number, Dispute Type, and Duplication Status. Below this table is a navigation bar with links for 'Home', 'Logout', 'Page 1 of 12', and 'Rows 1 - 10 of 120'. The main content area contains several form sections: 'Contact Person' (with fields for First Name, Last Name, Email Address, Title, Phone Number, and International Phone Number), 'GSA Contact' (with fields for Name, Title, Phone Number, and Email Address), 'Account Information' (with fields for Account Code, Account Name, and Agency Location Code), and 'Correspondence' (with fields for Record Number, Communication Source, Created Date, Statement Number, Type of Correspondence, Subject, and a large text area for Dispute Status). The 'Correspondence' section also includes a scrollable text area for the Dispute Status, which reads: 'Dispute Status: New. Dispute Explanation: Duplicate Charge'.

5.4.2 VCSS: View Statement Correspondence

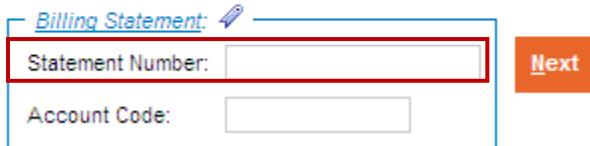
The View Statement Correspondence page will allow the user to search for and view all of the correspondences they have on a specific Statement. The View Statement Correspondence page will only permit searches that deal with a specific statement's correspondence and should not be used to find correspondence for another statement or an account.

Correspondence=>View Statement Correspondence

Exhibit 5-49: Navigation to View Statement Correspondence Page

5.4.2.1 Search Parameters and Results

In order to arrive at the View Statement Correspondence search page the user must select a specific statement.

Exhibit 5-50: Statement Number Selection Page**Enter Statement Number for Viewing Correspondence**

The screenshot shows a form titled "Enter Statement Number for Viewing Correspondence". It contains two input fields: "Statement Number:" and "Account Code:", both enclosed in a blue border. To the right of the "Statement Number:" field is an orange "Next" button. Above the "Statement Number:" field, there is a link "Billing Statement: ".

The View Statement Correspondence search page contains the search criteria, item collection and action buttons listed below in the field definitions.

Exhibit 5-51: Review Statement Correspondence Page

[Send New Correspondence](#)

Review Correspondence

Search Criteria

Record Number:	<input type="text"/>	Type Of Correspondence:	<input type="button" value="▼"/>
Created Date	<input type="text"/>	First Name:	<input type="text"/>
From:	<input type="text"/>	Last Name:	<input type="text"/>
To:	<input type="text"/>	<i>Account Information:</i>	
		Account Code:	<input type="text"/>
		Agency Location Code:	<input type="text"/>
Subject:	<input type="text"/>		
Correspondence:	<input type="text"/>		

Use the wildcard (*) character to search if needed.

[Attachments](#) [Sort...](#) [View as CSV](#)

Summary									
<input type="checkbox"/>	Record Number	Created Date	First Name	Last Name	Statement Numbr	Account Code	Type Of Corresp	Subject	Has Attachments
<input checked="" type="checkbox"/>	Pending Assignment	05/09/2011	John	Smith	F0000635	S1017	Communication	Question about my	

Rows 1 - 1 of 1

Exhibit 5-52: View Statement Correspondence Field Descriptions

Search Element	Description
<i>Search Criteria Group Box</i>	
Record Number	The system assigned number of the correspondence.
First Name	The first name of the person creating the correspondence.
Last Name	The last name of the person creating the correspondence.
Type of Correspondence	The type of correspondence.
Subject	The subject of the correspondence.
Text	The text field containing the correspondence message.
Account Code	The account code for which the correspondence is being created.
Agency Location Code	The ALC associated with the correspondence record.
Created Date (To/From)	The date the correspondence was created.
<i>Item Collection</i>	
Created Date	The date the correspondence was created.
Record Number	The system assigned number of the correspondence.
First Name	The first name of the person creating the correspondence.
Last Name	The last name of the person creating the correspondence.
Account Code	The account code for which the correspondence is being created.
Type of Correspondence	The type of correspondence
Subject	The subject of the correspondence.
Statement Number	The statement number associated with a correspondence.
Has Attachments	Whether or not there is an Attachment associated with the record.
<i>Action Buttons</i>	

Search Element	Description
Send New Correspondence	Will allow the user to send a new correspondence message.
Attachments	Lets the user view any attachments associated with a record.
View as CSV	Exports the search results to a CSV spreadsheet.
Sort...	Sorts the records according to the column header selected.

5.4.2.2 Executing a Query in VCSS Using the View Statement Correspondence Query

Steps to Execute a Query Using the View Account Correspondence Query:	Notes
---	-------

1. In VCSS navigate to Correspondence=>View Statement Correspondence.

The Statement Selection Screen will be displayed.

Enter Statement Number for Viewing Correspondence

Billing Statement: Statement Number: Account Code: **Next**

2. Enter the desired Statement Number and select the Next button.

Note: If the user does not know the specific Statement Number they can select the Billing Statement link and search for it using the View and Print Statement Query search criteria.

The **Review Correspondence Page** is displayed.

Review Correspondence

Search Criteria

Record Number: Type Of Correspondence:

Created Date

From: First Name: Account Information:
To: Last Name: Agency Location Code:

Subject:
Correspondence:

Search **Clear**

Use the wildcard (*) character to search if needed.

3. Enter the appropriate search criteria and select the Search button.

The records that match the search criteria are returned in the item collection.

Steps to Execute a Query Using the View Account Correspondence Query:

Notes

Summary								
<input type="checkbox"/> Record Number	Created Date	First Name	Last Name	Statement Numbr	Account Code	Type Of Corresp	Subject	Has Attachments
<input type="checkbox"/> Pending Assignment	05/09/2011	John	Smith	F0000635	S1017	Communication	Question about my	
Page 1 of 1 10 Rows 1 - 1 of 1								

4. Select a record in the item collection and view the correspondence in the fields below.

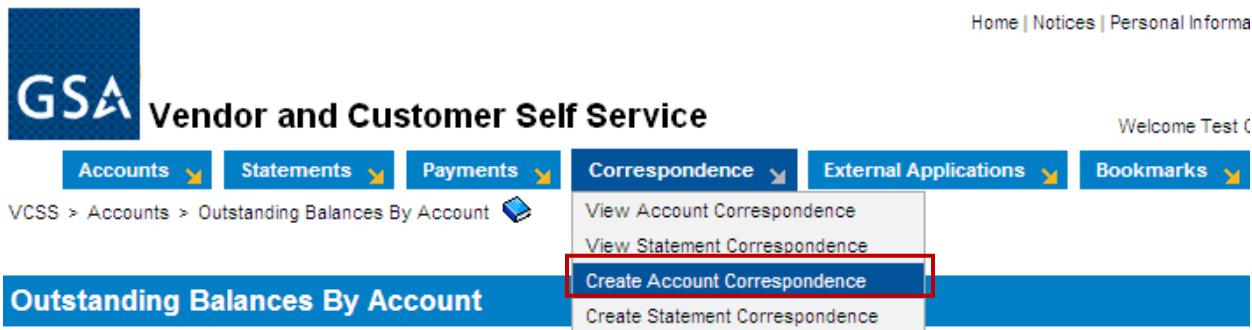
Summary								
<input type="checkbox"/> Record Number	Created Date	First Name	Last Name	Statement Numbr	Account Code	Type Of Corresp	Subject	Has Attachments
<input checked="" type="checkbox"/> Pending Assignment	05/09/2011	John	Smith	F0000635	S1017	Communication	Question about my	
Page 1 of 1 10 Rows 1 - 1 of 1								

Contact Person								
First Name:	John	Last Name:	Smith	Email Address:	john.smith@usagency.co			
Title:	Purchasing Manager	Phone Number:	555-555-5555	International Phone Number:				
GSA Contact								
Name:		Title:		Phone Number:		Email Address:		
Account Information:								
Account Code:	S1017	Account Name:		Agency Location Code:				
Correspondence								
Record Number:	Pending Assignment	Communication Source:	VSS	Created Date:	05/09/2011	Statement Number:	F0000635	
Type Of Correspondence:	Communication							
Subject:	Question about my 02/2011 Statement							
<p>Dear GSA,</p> <p>Can you please provide the following information regarding my February 2011 billing statement:</p> <p>1. 2. 3.</p> <p>Sincerely, John Smith</p>								
Correspondence:								

5.4.3 VCSS: Create Account Correspondence

The Create Account Correspondence page allows the user to create correspondence to send to Pegasys about an account level issue. When the user selects the **Create Account Correspondence** link, they will begin the process of creating new account correspondence and cannot view previously created records.

Correspondence=>Create Account Correspondence

Exhibit 5-53: Navigation to Create Account Correspondence Page

5.4.3.1 Creating an Account Correspondence Record

Steps to Creating an Account Correspondence Record:**Notes**

1. In VCSS navigate to Correspondence=>Create Account Correspondence.

The Create Account Correspondence page will be displayed.

Send Correspondence Attachments

Submit Correspondence **Cancel**

Contact Person

* First Name: [] * Last Name: [] Email Address: john.smith@usagency.gov
Title: [] Phone Number: [] International Phone Number: []

Account:

Account Code: [] Name: [] Agency Location Code: []
DUNS+4/BPN+4: [] Agency: [] Bureau: []

Correspondence

* Type Of Correspondence: Communication

* Subject: []

* Correspondence:

Note: Your email address had defaulted from your user profile. Changing it on this screen will not update your user profile email address. To update your profile [click here](#).

Steps to Creating an Account Correspondence Record:

Notes

2. Fill out all the fields on the create account correspondence page.

Note: The user selects the specific account that the correspondence will be associated with when they fill out the Vendor section.

3. Select the **Submit Correspondence** button.

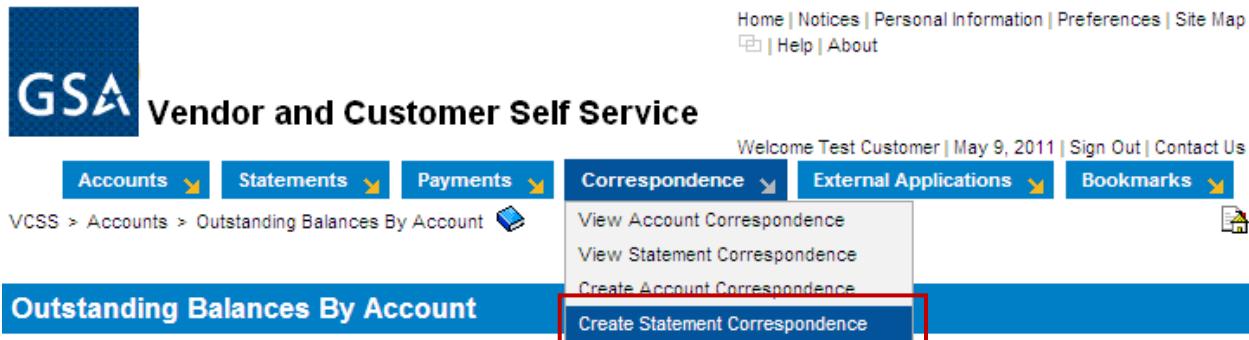
Note: If the user wishes to add an attachment to the correspondence record they will select the Attachments button and add the attachment before selecting Submit.

5.4.4 VCSS: Create Statement Correspondence

The Create Statement Correspondence page allows the user to create a correspondence to send to Pegasys about statement level issues. When the user selects the **Create Statement Correspondence** link, they are beginning the process of creating new Statement correspondence and will not be able to view previously created records.

Correspondence=>Create Statement Correspondence

Exhibit 5-54: Navigation to Create Statement Correspondence Page



The screenshot shows the VCSS interface. At the top, there is a blue header bar with the GSA logo and the text "Vendor and Customer Self Service". Below the header, there is a navigation menu with links for "Accounts", "Statements", "Payments", "Correspondence" (which is currently selected), "External Applications", and "Bookmarks". The "Correspondence" menu has a dropdown with options: "View Account Correspondence", "View Statement Correspondence", "Create Account Correspondence", and "Create Statement Correspondence". The "Create Statement Correspondence" option is highlighted with a red box. The main content area has a blue header "Outstanding Balances By Account". At the top right of the screen, there are links for "Welcome Test Customer | May 9, 2011 | Sign Out | Contact Us" and a small user icon.

5.4.4.1 Creating a Statement Correspondence Record

Steps to Creating an Account Correspondence in VCSS:	Notes
--	-------

1. In VCSS navigate to Correspondence=>Create Statement Correspondence.

The Statement Selection page will be displayed

Enter Statement Number for Viewing Correspondence

Billing Statement:

Statement Number:	<input type="text"/>
Account Code:	<input type="text"/>

Next

[Go to top of page](#)

2. Enter the **Statement Number** the correspondence is regarding.

Note: If the user does not know the Statement number they will be able to search for it using the reference link.

3. Select the **Next** button.

The Create Statement Correspondence page is displayed.

Send Correspondence	Attachments						
<input type="button" value="Submit Correspondence"/> <input type="button" value="Cancel"/>							
Contact Person <table border="1" style="width: 100%;"> <tr> <td>* First Name: <input type="text"/></td> <td>* Last Name: <input type="text"/></td> <td>Phone Number: <input type="text"/></td> </tr> <tr> <td>Title: <input type="text"/></td> <td>Email Address: <input type="text"/> john.smith@usagency.gov</td> <td>International Phone Number: <input type="text"/></td> </tr> </table>		* First Name: <input type="text"/>	* Last Name: <input type="text"/>	Phone Number: <input type="text"/>	Title: <input type="text"/>	Email Address: <input type="text"/> john.smith@usagency.gov	International Phone Number: <input type="text"/>
* First Name: <input type="text"/>	* Last Name: <input type="text"/>	Phone Number: <input type="text"/>					
Title: <input type="text"/>	Email Address: <input type="text"/> john.smith@usagency.gov	International Phone Number: <input type="text"/>					
Account Information: <table border="1" style="width: 100%;"> <tr> <td>Account Code: <input type="text"/> S1017</td> <td>Account Name: <input type="text"/> US COURTS OF APPEAL</td> <td>DUNS+4/BPN+4: <input type="text"/></td> </tr> </table>		Account Code: <input type="text"/> S1017	Account Name: <input type="text"/> US COURTS OF APPEAL	DUNS+4/BPN+4: <input type="text"/>			
Account Code: <input type="text"/> S1017	Account Name: <input type="text"/> US COURTS OF APPEAL	DUNS+4/BPN+4: <input type="text"/>					
Correspondence <table border="1" style="width: 100%;"> <tr> <td>* Type Of Correspondence: <input type="button" value="Communication"/></td> </tr> <tr> <td>* Subject: <input type="text"/></td> </tr> <tr> <td>* Text:</td> </tr> </table>		* Type Of Correspondence: <input type="button" value="Communication"/>	* Subject: <input type="text"/>	* Text:			
* Type Of Correspondence: <input type="button" value="Communication"/>							
* Subject: <input type="text"/>							
* Text:							

Note: Your email address had defaulted from your user profile. Changing it on this screen will not update your user profile email address. To update your profile [click here](#).

Steps to Creating an Account Correspondence in VCSS:

Notes

4. Fill out all the fields on the create statement correspondence page.
5. Select the **Submit Correspondence** button.

Note: If the user wishes to add an attachment to the correspondence record they will select the Attachments button and add the attachment before selecting Submit.

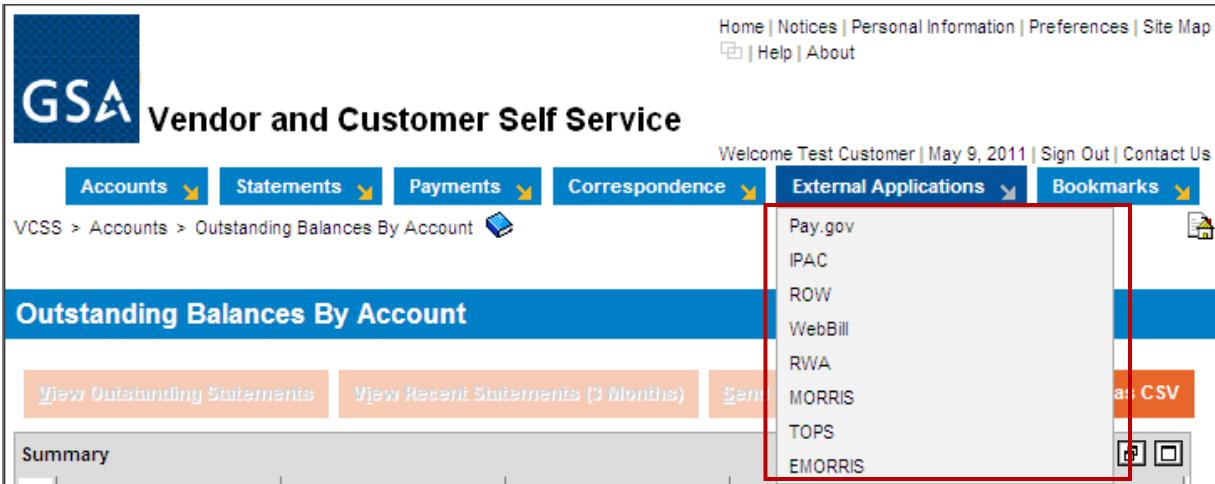
5.5 VCSS: External Applications Section

The External Applications section in VCSS contains links to external applications that the user might need to access in order to do business with GSA. When the user selects any of the items listed under the menu, a new window will be displayed containing the selected page (e.g., selecting IPAC will open a new window to <http://www.fms.treas.gov/ipac>).

The following menu items will be listed under the External Applications section:

- IPAC.
- Pay.gov.
- MORRIS.
- TOPS.
- WebBill.
- RWA.
- EMORRIS.

Exhibit 5-55: External Applications Menu



The screenshot shows the GSA Vendor and Customer Self Service (VCSS) interface. At the top, there is a navigation bar with links to Home, Notices, Personal Information, Preferences, Site Map, Help, and About. Below the navigation bar, the main header reads "GSA Vendor and Customer Self Service". A sub-header "Welcome Test Customer | May 9, 2011 | Sign Out | Contact Us" is visible. The main content area displays "Outstanding Balances By Account" with buttons for "View Outstanding Statements" and "View Recent Statements (3 Months)". A "Send" button is also present. On the right side, a "External Applications" dropdown menu is open, listing the following options: Pay.gov, IPAC, ROW, WebBill, RWA, MORRIS, TOPS, and EMORRIS. A red box highlights this dropdown menu. At the bottom left, there is a "Summary" link.

A Appendix: BAAR Document Types

A.1 Appendix: Overview of BAAR Document Types

Please click on this link to go back to the section [4.1 BAAR User Actions](#)

Exhibit A-1: Overview of BAAR Document Types

Document Category	Pegasys Document Types	Description	Described in User Guide
Billing Document (BD)	FDI, FMI, FDN, FMN, FDD, FMD, RDI, RMI, RDN, RMN, ADI, AMI, AND, AMN, AMD, GDI, GMI, GDN, GMN, GDD, GMD, GDL, GML, GDS, GMS, VDI, VMI, VDN, VMN, VDD, VMD, PDI, PMI, PDN, PMN, IOS, MIO, MDI, MMI, MDN, MMN, MMF, QMF, QDI, QDN, QMI, QMN, IMI, IMN, ODN, OMN, SDI, SDN, SMI, SMN, BAN, BAO, EDI, EDN, EMI, EMN, KDI, KDN, KMI, KMN, XDI, XDN, XMI, XMN, HDI, HDN, HMI, HMN, NDI, NDN, NMI, NMN, TDI, TDN, TMI, TMN, WDI, WDN, WMI, WMN	Serves as a means of establishing accounts receivable and recording the financial impact of amounts due to an agency for services rendered and goods delivered.	Section 4.41
Internal Voucher (NV)	FDV, FMV, RDV, RMV, ADV, AMV, GDV, GMV, VDV, VMV, PDV, PMV, WB, WV, MDV, MMV, SDV, SMV, EDV, EMV, KDV, KMV, XDV, XMV, HDV, HMV, NDV, NMV, TDV, TMV, WDV, WMV	Records transfers of funds between organizations within the same agency. For example, a GSA TAS billing another GSA TAS.	Section 4.42
Standard Voucher (SV)	NWR, NCR, UFC, FDA, FMA, FML, RDA, RMA, RML, RFR, RFE, ADA, AMA, AML, SDS, ADS, HDS, GDA, GMA, GAL, GWS, GWA, GWI, GWB, GCB, GCP, GCR, GMM, GCS, VDA, VMA, VAL, PDA, PMA, PDS, PML, IML, MDA, MMA, MML, MMR, QDA, QMA, QML, MDS, TAR, TCO, D6A, D7A, OMA, IFL, IAL, INL, LN6, ML6, LN7, ML7, ONL, OML, SDA, SMA, SFL, SNL, SML, EDA, EMA, EFL, ENL, EML, KDA, KMA, KFL, KNL, KML, XDA, XMA, XFL, XNL, XML, HAD, HMA, HFL, HNL, HML, NDA, NMA, NFL, NNL, NML, TDA, TMA, TFL, TNL, TML, WDA, WMA, WFL, WNL, WML, FFL, FNL, MIL, GFL, GNL, VFL, VNL, RFL, AFL, ANL, MME	Records miscellaneous accounting transactions such as accruals and imputed rent.	Sections 4.3.6, 4.4.4, 4.5, 4.14.2, 4.17
Cash Receipt (CR)	FPG, CIF, DDC, CH6, RC6, EF6, CA6, WO6, NW6, CW6, CR6, CT6, IR6, DR6, L6F, L6M, L6X, L6B, CC6, MC6, CV6, PC6, PA6, PV6, AO6, CH7, RC7, EF7, CA7, WO7, NW7, CW7, CR7, CT7, IR7, DR7, L7R, PC7, PV7, AO7, PE6, PS6, IOF, L7M, L6L, L6C	Record money collected from the public and from other agencies. Used to record funds to recognize revenues; record expenditure refunds, and records the receipt of advances. In addition, Cash Receipts are used to reduce outstanding receivables via credit applications and write-offs.	Section 4.8

Document Category	Pegasys Document Types	Description	Described in User Guide
Itemized Payment (IP)	PCR, RE6, IM6, MR6, MI6, CB6, NI6, CP6, DDR, RE7, IM7, MR7, CB7, NI7, PU	Records payments to vendors, employees, or other government agencies.	Section 4.13.4
Disbursement Cancellation (CX)	DC6, DC7	Records the cancellation of previously disbursed checks or EFT payments.	Section 4.13.5
External Direct Agreement (ED)	IER, IHR, WAI, NER, NEC, NHR, NHC, IEA, IEB, IEE, IEF, IEN, PPI, MAI, NEA, NEB, NED, NEE, NEF, NEN, PPN, MAN, QAI, QAN, OED, ORD, OFD, OOD, OHD, OPD, OAD, OMD, OSD, OWD, OLD, OCD, OUD, UED	Records the amount of funding that external customers (federal, state, or private individual) agree to provide in exchange for goods and services.	Section 4.3.1
Internal Direct Agreement (ID)	WA, DIR, DHR, DIA, DIB, DIF, DIN, PPV, MID, UID	Serves as a means to track agreements with other organizations within GSA.	Section 4.3.2
Agreement Charge (AG)	HCH, MCH	Records the charges entered and processed against customer agreements.	Section 4.3.5

A.2 Appendix: Available Billing Document (BD) Types

Please click on this link to go back to the section [4.4.1.1 Available Billing Document \(BD\) Types](#)

Exhibit A-2: Available Billing Document (BD) Types

Business Line	Document Category	Document Type	Description
Fleet	Billing Document (BD)	FDI	Fleet Business Line IPAC Document created from DBRs received from the FMS Feeder System.
		FMI	Fleet Business Line IPAC Document manually created by a user.
		FDN	Fleet Business Line Non-IPAC Document created from DBRs received from the FMS Feeder System.
		FMN	Fleet Business Line Non-IPAC Document manually created by a user.
		FDD	Fleet Business Line DFAS Non-IPAC Document created from DBRs received from the FMS Feeder System.
		FMD	Fleet Business Line DFAS Non-IPAC Document manually created by a user.
Rent	Billing Document	RDI	Rent Business Line IPAC Document created from DBRs received from the OABILLING Feeder System.

Business Line	Document Category	Document Type	Description
	(BD)	RMI	Rent Business Line IPAC Document manually created by a user.
		RDN	Rent Business Line Non-IPAC Document created from DBRs received from the OABILLING Feeder System.
		RMN	Rent Business Line Non-IPAC Document manually created by a user.
RWA/HOTD	Billing Document (BD)	ADI	RWA/HOTD Business Line IPAC Document created by PCPROJBILL.
		AMI	RWA/HOTD Business Line IPAC Document manually created by a user.
		ADN	RWA/HOTD Business Line Non-IPAC Document created by PCPROJBILL.
		AMN	RWA/HOTD Business Line Non-IPAC Document manually created by a user.
		AMD	RWA/HOTD Business Line Non-Federal Advance Document manually created by a user.
Global Supply	Billing Document (BD)	GDI	Global Supply Business Line IPAC Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
		GMI	Global Supply Business Line IPAC Document manually created by a user.
		GDN	Global Supply Business Line Non-IPAC Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
		GMN	Global Supply Business Line Non-IPAC Document manually created by a user.
		GDD	Global Supply Business Line DoD Interfund Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
		GMD	Global Supply Business Line DoD Interfund Document manually created by a user.
		GDL	Global Supply Business Line Line-Item Credit Card Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
		GML	Global Supply Business Line Line-Item Credit Card Document manually created by a user.
		GDS	Global Supply Business Line Summary Credit Card Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
		GMS	Global Supply Business Line Summary Credit Card Document manually created by a user.
Automotive Purchases	Billing Document (BD)	VDI	Automotive Purchases Business Line IPAC Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
		VMI	Automotive Purchases Business Line IPAC Document manually created by a user.
		VDN	Automotive Purchases Business Line Non-IPAC Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.

Business Line	Document Category	Document Type	Description
		VMN	Automotive Purchases Business Line Non-IPAC Document manually created by a user
		VDD	Automotive Purchases Business Line DoD Interfund Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
		VMD	Automotive Purchases Business Line DoD Interfund Document manually created by a user.
Real Property Utilization and Disposal Division (RPUDD)	Billing Document (BD)	PDI	RPUDD Business Line IPAC Document created by PCPROJBILL.
		PMI	RPUDD Business Line IPAC Document manually created by a user.
		PDN	RPUDD Business Line Non-IPAC Document created by PCPROJBILL.
		PMN	RPUDD Business Line Non-IPAC Document manually created by a user.
GM&A	Billing Document (BD)	IOS	GMA IOS Business Line IPAC Document created by PCPROJBILL.
		MIO	GMA IOS Business Line IPAC Document manually created by a user.
Manual Business Lines	Billing Document (BD)	MDI	Manual Business Lines IPAC Document created by PCPROJBILL.
		MMI	Manual Business Lines IPAC Document manually created by a user.
		MDN	Manual Business Lines Non-IPAC Document created by PCPROJBILL.
		MMN	Manual Business Lines Non-IPAC Document manually created by a user.
		MMF	Manual Business Lines IPAC Advance Document manually created by a user.
		IMI	Manual Business Lines IPAC Document manually created by a user.
		IMN	Manual Business Lines Non-IPAC Document manually created by a user.
External Services	Billing Document (BD)	QMF	Manual Business Lines IPAC Advance Document manually created by a user.
		QDI	Manual Business Lines IPAC Document created by PCPROJBILL.
		QDN	Manual Business Lines Non-IPAC Document created by PCPROJBILL.
		QMI	Manual Business Lines IPAC Document manually created by a user.
		QMN	Manual Business Lines Non-IPAC Document manually created by a user.
Outlease	Billing Document (BD)	ODN	Outlease Business Lines Non-IPAC Document created by PCPROJBILL.
		OMN	Outlease Business Lines Non-IPAC Document manually created by a user.
AAS National -	Billing	SDI	AAS National Business Lines IPAC Document created by

Business Line	Document Category	Document Type	Description
FEDSIM	Document (BD)		PCPROJBILL.
		SDN	AAS National Business Lines Non-IPAC Document created by PCPROJBILL.
		SMI	AAS National Business Lines IPAC Document manually created by a user.
		SMN	AAS National Business Lines Non-IPAC Document manually created by a user.
AAS Regional - IT	Billing Document (BD)	EDI	AAS Regional Business Lines IPAC Document created by PCPROJBILL.
		EDN	AAS Regional Business Lines Non-IPAC Document created by PCPROJBILL.
		EMI	AAS Regional Business Lines IPAC Document manually created by a user.
		EMN	AAS Regional Business Lines Non-IPAC Document manually created by a user.
AAS Integrated Workplace Center	Billing Document (BD)	KDI	AAS Integrated Business Lines IPAC Document created by PCPROJBILL.
		KDN	AAS Integrated Business Lines Non-IPAC Document created by PCPROJBILL.
		KMI	AAS Integrated Business Lines IPAC Document manually created by a user.
		KMN	AAS Integrated Business Lines Non-IPAC Document manually created by a user.
ITS – Regional Network Services	Billing Document (BD)	XDI	ITS Regional Business Lines IPAC Document created by PCPROJBILL.
		XDN	ITS Regional Business Lines Non-IPAC Document created by PCPROJBILL.
		XMI	ITS Regional Business Lines IPAC Document manually created by a user.
		XMN	ITS Regional Business Lines Non-IPAC Document manually created by a user.
HSPD-12 (ITSHSPD12)	Billing Document (BD)	HDI	HSPD 12 Business Lines IPAC Document created by PCPROJBILL.
		HDN	HSPD 12 Business Lines Non-IPAC Document created by PCPROJBILL.
		HMI	HSPD 12 Business Lines IPAC Document manually created by a user.
		HMN	HSPD 12 Business Lines Non-IPAC Document manually created by a user.
National IT Commodity Program (ITSNATITCM)	Billing Document (BD)	NDI	National IT Business Lines IPAC Document created by PCPROJBILL.
		NDN	National IT Business Lines Non-IPAC Document created by PCPROJBILL.
		NMI	National IT Business Lines IPAC Document manually created by a user.
		NMN	National IT Business Lines Non-IPAC Document manually created by a user.

Business Line	Document Category	Document Type	Description
Regional Network Services-Telecom (ITSREGTEL)	Billing Document (BD)	TDI	Telecom Business Lines IPAC Document created by PCPROJBILL.
		TDN	Telecom Business Lines Non-IPAC Document created by PCPROJBILL.
		TMI	Telecom Business Lines IPAC Document manually created by a user.
		TMN	Telecom Business Lines Non-IPAC Document manually created by a user.
Wide Area Network - (ITSWAN)	Billing Document (BD)	WDI	Wide Area Network Business Lines IPAC Document created by PCPROJBILL.
		WDN	Wide Area Network Business Lines Non-IPAC Document created by PCPROJBILL.
		WMI	Wide Area Network Business Lines IPAC Document manually created by a user.
		WMN	Wide Area Network Business Lines Non-IPAC Document manually created by a user.

A.3 Appendix: Available Internal Voucher (NV) Document Types

Please click on this link to go back to the section

[**4.4.2.1 Available Internal Voucher \(NV\) Document Types**](#)

[**4.14.2.2 Manual Creation of Internal Voucher \(NV\): Normal Line Type**](#)

Exhibit A-3: Available Internal Voucher (NV) Document Types

Business Line	Document Category	Document Type	Description
Fleet	Internal Voucher (NV)	FDV	Fleet Business Line Document received from the FMS Feeder System.
		FMV	Fleet Business Line Document that was manually created by a user.
Rent	Internal Voucher (NV)	RDV	Rent Business Line Document received from the OABILLING Feeder System.
		RMV	Rent Business Line Document that was manually created by a user.
RWA/HOTD	Internal Voucher (NV)	ADV	RWA/HOTD Business Line Document created by PCPROJBILL.
		AMV	RWA/HOTD Business Line Document that was manually created by a user.
Global Supply	Internal Voucher (NV)	GDV	Global Supply Business Line Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
		GMV	Global Supply Business Line Document that was manually created by a user.
Automotive Purchases	Internal Voucher	VDV	Automotive Purchases Business Line Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.

Business Line	Document Category	Document Type	Description
	(NV)	VMV	Automotive Purchases Business Line Document that was manually created by a user.
Real Property Utilization and Disposal Division (RPUDD)	Internal Voucher (NV)	PDV	RPUDD Business Line Document created by PCPROJBILL
		PMV	RPUDD Business Line Document that was manually created by a user.
GM&A	Internal Voucher (NV)	WB	WCF Internal Billing Document created by PCPROJBILL.
		WV	WCF Credit Voucher Document that was manually created by a user.
Manual Business Lines	Internal Voucher (NV)	MDV	Manual Business Lines Document created by PCPROJBILL.
		MMV	Manual Business Lines Document that was manually created by a user.
AAS - National - FEDSIM (AASFedSim)	Internal Voucher (NV)	SDV	AAS - National Business Lines Document created by PCPROJBILL.
		SMV	AAS - National Business Lines Document that was manually created by a user.
AAS - Regional - IT (AASREGIT)	Internal Voucher (NV)	EDV	AAS - Regional Business Lines Document created by PCPROJBILL.
		EMV	AAS - Regional Business Lines Document that was manually created by a user.
AAS - Integrated Workplace Acquisition Center (IWAC)	Internal Voucher (NV)	KDV	AAS - Integrated Workplace Acquisition Center Business Lines Document created by PCPROJBILL.
		KMV	AAS - Integrated Workplace Acquisition Center Business Lines Document that was manually created by a user.
ITS - Regional Network Services- Expanded Services (ITSEXPSER)	Internal Voucher (NV)	XDV	ITS - Regional Business Lines Document created by PCPROJBILL.
		XMV	ITS - Regional Business Lines Document that was manually created by a user.
HSPD-12 (ITSHSPD12)	Internal Voucher (NV)	HDV	HSPD-12 Business Lines Document created by PCPROJBILL.
		HMV	HSPD-12 Business Lines Document that was manually created by a user.
National IT Commodity Program (ITSNATITCM)	Internal Voucher (NV)	NDV	National IT Commodity Program Business Lines Document created by PCPROJBILL.
		NMV	National IT Commodity Program Business Lines Document that was manually created by a user.
Regional Network Services- Telecom (ITSREGTEL)	Internal Voucher (NV)	TDV	Telecom Business Lines Document created by PCPROJBILL.
		TMV	Telecom Business Lines Document that was manually created by a user.
Wide Area Network - (ITSWAN)	Internal Voucher (NV)	WDV	Wide Area Network Business Lines Document created by PCPROJBILL.
		WMV	Wide Area Network Business Lines Document that was manually created by a user.

A.4 Appendix: Available Standard Voucher (SV) Document Types

Please click on this link to go back to the section

[**4.5.2 Available Standard Voucher \(SV\) Document Types**](#)

[**4.5.5 Standard Voucher \(SV\) – Imputed Rent**](#)

[**4.5.6 Standard Voucher – Accrual**](#)

[**4.15.2.2 Standard Voucher \(SV\) Available Document Types for AFL**](#)

[**4.16 Adjustments**](#)

[**4.19.2 Standard Voucher \(SV\) Available Document Types for Inventory Management**](#)

Exhibit A-4: Available Standard Voucher (SV) Document Types

Business Line	Document Category	Document Type	Description
[Non-Specific]	Standard Voucher (SV)	NWR	Non-Business Line Specific NEAR Write-Off Reversal Document.
		NCR	Non-Business Line Specific NEAR Collection Reversal Document.
		UFC	Non-Business Line Specific BAAR Unfilled Customer Orders Document.
Fleet	Standard Voucher (SV)	FDA	Fleet Business Line Accrual Documents submitted by Form Import.
		FMA	Fleet Business Line Accrual Document that was manually created by a user.
		FML	Fleet Business Line Allowance for Loss on A/R Document that was manually created by a user.
		FFL	Fleet Business Line Allowance for Loss on A/R Document that was created by batch job
		FNL	Fleet Business Line Allowance for Loss on A/R Document that was created by batch job
Rent	Standard Voucher (SV)	RDA	Rent Business Line Accrual Documents submitted by Form Import.
		RMA	Rent Business Line Accrual Documents that was manually created by a user.
		RML	Rent Business Line Allowance for Loss on A/R Document that was manually created by a user.
		RFR	Rent Business Line Imputed Rent Revenue for BAAR Document submitted by Form Import.
		RFE	Rent Business Line Imputed Rent Expense for BAAR Document submitted by Form Import.
		RFL	Rent Business Line Allowance for Loss on A/R Document that was created by batch job
RWA/HOTD	Standard Voucher (SV)	ADA	RWA/HOTD Business Line Accrual Documents generated by PCACCRU.
		AMA	RWA/HOTD Business Line Accrual Document that was manually created by a user.
		AML	RWA/HOTD Business Line Allowance for Loss on A/R Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
		SDS	RWA Business Line PCAS Sliding Scale Surcharge Document generated by PCSURGEN.
		ADS	RWA Business Line PCAS 4% Fee Surcharge Document generated by PCSURGEN.
		HDS	HOTD Business Line PCAS \$100 Surcharge Document generated by PCSURGEN.
		AFL	RWA/HOTD Business Line Allowance for Loss on A/R Document that was created by batch job
		ANL	RWA/HOTD Business Line Allowance for Loss on A/R Document that was created by batch job
Global Supply	Standard Voucher (SV)	GDA	Global Supply Business Line Accrual Documents submitted by Form Import.
		GMA	Global Supply Business Line Accrual Document that was manually created by a user.
		GAL	Global Supply Business Line Allowance for Loss on A/R Document that was manually created by a user.
		GWS	Warehouse Stock Adjustments Document created via the ART Interface.
		GWA	Warehouse Receipt Document created via the ART Interface.
		GWI	Warehouse Issues (not billing related) Document created via the ART Interface.
		GWB	Warehouse Billings Document created via the ART Interface.
		GCB	CSC Billings Document created via the ART Interface.
		GCP	Direct Delivery CSC Purchases Document created via the ART Interface.
		GCR	CSC Receipts Document created via the ART Interface.
		GMM	Inventory Adjustments Document that was manually created by a user.
		GCS	Credit Card Surcharges (Freight and Accessorial Charges) Document created via the ART Interface.
		GNL	Global Supply Business Line Allowance for Loss on A/R Document that was created by batch job
		GFL	Global Supply Business Line Allowance for Loss on A/R Document that was created by batch job
Automotive Purchases	Standard Voucher (SV)	VDA	Automotive Purchases Business Line Accrual Documents submitted by Form Import.
		VMA	Automotive Purchases Business Line Accrual Document that was manually created by a user.
		VAL	Automotive Purchases Business Line Allowance for Loss on A/R Document that was manually created by a user.
		VFL	Automotive Purchases Business Line Allowance for Loss on A/R Document that was created by batch job
		VNL	Automotive Purchases Business Line Allowance for Loss on A/R Document that was created by batch job
Real Property Utilization and	Standard Voucher	PDA	RPUDD Business Line Accrual Documents generated by PCACCRU.

Business Line	Document Category	Document Type	Description
Disposal Division (RPUDD)	(SV)	PMA	RPUDD Business Line Accrual Document that was manually created by a user.
		PDS	RPUDD Business Line Internal Contract Cost/Proceed Distribution Document manually created by a user.
		PML	RPUDD Business Line Allowance for Loss on A/R Document that was manually created by a user.
GM&A	Standard Voucher (SV)	IML	GM&A IOS Business Line Allowance for Loss on A/R Document that was manually created by a user
		MIL	GM&A IOS Business Line Allowance for Loss on A/R Document that was created by batch job
Manual Business Lines	Standard Voucher (SV)	MDA	Manual Business Lines Accrual Documents generated by PCACCRU.
		MMA	Manual Business Lines Accrual Document that was manually created by a user.
		MML	Manual Business Lines Allowance for Loss on A/R Document that was manually created by a user.
		MMR	Manual Business Lines Revenue Fund Transfer Document that was manually created by a user.
		MDS	Manual Business Lines PCAS Surcharge Document generated by PCSURGEN.
		IFL	Recycling Business Lines Allowance for Loss on A/R Document that was created by Allowance for Loss batch job
		IAL	Manual Business Line Allowance for Loss on A/R Document that was manually created by a user.
		INL	Recycling Business Lines Allowance for Loss on A/R Document that was created by Allowance for Loss batch job
TARPS	Standard Voucher (SV)	TAR	Manual Business Line TARPS Document that was manually created by a user.
		TCO	Manual Business Line TARPS Summary Collection Document that was manually created by a user
External Services	Standard Voucher (SV)	MME	Manual Business Line Employee Detail that was created by Mass Import
		QDA	External Service Business Lines Accrual Documents generated by PCACCRU.
		QMA	External Service Business Lines Accrual Document that was created by Mass Import
		QML	External Service Business Lines Allowance for Loss on A/R Document that was manually created by a user.
Claims	Standard Voucher (SV)	LN6	Claims Business Lines Allowance for Loss on A/R Document that was created by Allowance for Loss batch job
		ML6	Claims Business Lines Allowance for Loss on A/R Document that was manually created by a user.
		LN7	Claims Business Lines Allowance for Loss on A/R Document that was created by Allowance for Loss batch job
		ML7	Claims Business Lines Allowance for Loss on A/R Document that was manually created by a user.
Outlease	Standard Voucher	ONL	Outlease Business Line Allowance for Loss on A/R Document that was created by Allowance for Loss batch job

Business Line	Document Category	Document Type	Description
	(SV)	OML	Outlease Business Line Allowance for Loss on A/R Document that was manually created by a user.
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	SDA	AAS National Business Lines Accrual Documents generated by Form Import
		SMA	AAS National Business Lines Accrual Document that was manually created by a user.
		SFL	AAS National Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user
		SNL	AAS National Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
		SML	AAS National Business Line Allowance for Loss on A/R Document that was manually created by a user
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	EDA	AAS - Regional Business Lines Accrual Documents generated by Form Import
		EMA	AAS - Regional Business Lines Accrual Document that was manually created by a user.
		EFL	AAS - Regional Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user
		ENL	AAS - Regional Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
		EML	AAS - Regional Business Line Allowance for Loss on A/R Document that was manually created by a user
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	KDA	AAS - Integrated Workplace Acquisition Center Business Lines Accrual Documents generated by Form Import
		KMA	AAS - Integrated Workplace Acquisition Center Business Lines Accrual Document that was manually created by a user.
		KFL	AAS - Integrated Workplace Acquisition Center Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user
		KNL	AAS - Integrated Workplace Acquisition Center Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
		KML	AAS - Integrated Workplace Acquisition Center Business Line Allowance for Loss on A/R Document that was manually created by a user
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	HDA	HSPD-12 Business Lines Accrual Documents generated by Form Import
		HMA	HSPD-12 Business Lines Accrual Document that was manually created by a user.
		HFL	HSPD-12 Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user
		HNL	HSPD-12 Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
		HML	HSPD-12 Business Line Allowance for Loss on A/R Document that was manually created by a user
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	NDA	National IT Commodity Program Business Lines Accrual Documents generated by Form Import
		NMA	National IT Commodity Program Business Lines Accrual Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
		NFL	National IT Commodity Program Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user
		NNL	National IT Commodity Program Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
		NML	National IT Commodity Program Business Line Allowance for Loss on A/R Document that was manually created by a user
Regional Network Services-Telecom (ITSREGTEL)	Standard Voucher (SV)	TDA	Telecom Business Lines Accrual Documents generated by Form Import
		TMA	Telecom Business Lines Accrual Document that was manually created by a user.
		TFL	Telecom Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user
		TNL	Telecom Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
		TML	Telecom Business Line Allowance for Loss on A/R Document that was manually created by a user
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	WDA	Wide Area Network Business Lines Accrual Documents generated by Form Import
		WMA	Wide Area Network Business Lines Accrual Document that was manually created by a user.
		WFL	Wide Area Network Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user
		WNL	Wide Area Network Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
		WML	Wide Area Network Business Line Allowance for Loss on A/R Document that was manually created by a user

A.5 Appendix: Available Cash Receipt (CR) Document Types

Please click on this link to go back to the section [4.8.1.2 Available Cash Receipt \(CR\) Document Types](#)

Exhibit A-5: Available Cash Receipt (CR) Document Types

Region	Document Category	Document Type	Description
Region 6	Cash Receipt (CR)	CH6	Manual Check.
		RC6	Manual Returned Check.
		EF6	Manual EFT.
		CA6	Manual Cash.
		WO6	Write Off CR.
		NW6	Non-Federal Write Off CR.
		CW6	Credit Application CR.
		CR6	Credit Refund CR.
		CT6	Credit Treasury Transfer CR.

Region	Document Category	Document Type	Description
		IR6	IPAC CR.
		DR6	IPAC Debit Voucher.
		L6F	Fleet Lockbox CR
		L6M	Manual Lockbox CR.
		L6X	Miscellaneous Lockbox CR.
		L6B	Supply Lockbox CR.
		CC6	Credit Card CR.
		MC6	Manual Credit Card Terminal CR.
		CV6	Credit Card Chargebacks CR.
		PC6	Pay.gov (Credit Card) CR.
		PA6	Pay.gov (ACH) CR.
		PV6	Pay.gov Refund CR (Debit Voucher).
		AO6	Advance Offset.
		PS6	Pay.gov (Credit Card) CR
		PE6	Manual Pay.gov (Credit Card) CR
		L6L	AAS & ITS Lockbox CR
		L6T	Transportation Lockbox CR
		L6C	Claims Lockbox CR
		CIF	Contract Fee Interface Collections (Lockbox and Pay.gov).
		DDC	DoD Interfund Collection CR.
Region 7 Cash Receipt	(CR)	CH7	Manual Check.
		RC7	Manual Returned Check.
		EF7	Manual EFT.
		CA7	Manual Cash.
		WO7	Write Off CR.
		NW7	Non-Federal Write Off CR.
		CW7	Credit Application CR.
		CR7	Credit Refund CR.
		CT7	Credit Treasury Transfer CR.
		IR7	IPAC CR.
		DR7	IPAC Debit Voucher.
		L7R	RWA Lockbox CR.
		PC7	Pay.gov (Credit Card) CR.
		PV7	Pay.gov Refund CR (Debit Voucher).
		AO7	Advance Offset.
		IOF	Internal Offset
		L7M	Miscellaneous Lockbox CR.
		DA7	Manual Debit Voucher CR.

A.6 Appendix: Available Payment Authorization (IP) Document Types

Please click on this link to go back to the section [4.14.4.2 Payment Authorization \(IP\) Document Types](#)

Exhibit A-6: Available Payment Authorization (IP) Document Types

Region	Document Category	Document Type	Description
Region 6	Payment Authorization (IP)	RE6	Refund generated by the IPAC Refund process.
		IM6	Manual IPAC refund.
		MR6	Manual non-IPAC refund.
		MI6	Manual IPAC Disbursement.
		CB6	IPAC Pull Payment (IPAC Customer Generated Exception).
		NI6	Non-IPAC refund.
		CP6	Credit Card refund.
		DDR	DoD Interfund refund.
		PCR	Manual Terminal Credit Card No Check refund.
		PU	Non-IPAC Refund
Region 7	Payment Authorization (IP)	RE7	Refund generated by the IPAC Refund process.
		IM7	Manual IPAC refund.
		MR7	Manual non-IPAC refund.
		CB7	IPAC Pull Payment (IPAC Customer Generated Exception).
		NI7	Non-IPAC refund.

A.7 Appendix: Available Disbursement Cancellation (CX) Document Types

Please click on this link to go back to the section [4.14.5.1 Available Disbursement Cancellation \(CX\) Document Types](#)

Exhibit A-7: Available Disbursement Cancellation (CX) Document Types

Region	Document Category	Document Type	Description
Region 6	Disbursement Cancellation (CX)	DC6	Disbursement Cancellation for BAAR.
Region 7	Disbursement Cancellation (CX)	DC7	Disbursement Cancellation for BAAR.

A.8 Appendix: Available External Direct Agreement (ED) Document Types

Please click on this link to go back to the section [4.3.1.1 Available External Direct Agreement \(ED\) Document Types](#)

Exhibit A-8: Available External Direct Agreement (ED) Document Types

Business Line	Document Category	Document Type	Description
RWA	External Direct agreement (ED)	IER	External Direct agreement Recurring IPAC.
		NER, NEC	External Direct agreement Recurring Non-IPAC.
		IEA, IEB, IEE, IEF, IEN	External Direct agreement Non-Recurring IPAC.
		NEA, NEB, NED, NEE, NEF, NEN	External Direct agreement Non-Recurring Non-IPAC.
HOTD	External Direct agreement (ED)	IHR	External Direct agreement Recurring IPAC.
		NHR, NHC	External Direct agreement Recurring Non-IPAC.
Real Property Utilization and Disposal Division (RPUDD)	External Direct agreement (ED)	PPI	External Direct agreement Non-Recurring IPAC.
		PPN	External Direct agreement Non-Recurring Non-IPAC.
R6 Manual	External Direct agreement (ED)	MAI	External Direct agreement Non-Recurring IPAC.
		MAN	External Direct agreement Non-Recurring Non-IPAC.
GM&A Central Office PCAS (262) - Information	External Direct agreement (ED)	WAI	External Direct agreement Recurring IPAC.
R6 Manual: External Services	External Direct agreement (ED)	QAI	External Direct agreement Non-Recurring IPAC.
		QAN	External Direct agreement Non-Recurring Non-IPAC.
R7 Outlease	External Direct agreement (ED)	OED	External Direct Agreement
		ORD	External Direct Agreement
		OFD	External Direct Agreement
		OOD	External Direct Agreement
		OHD	External Direct Agreement
		OPD	External Direct Agreement
		OAD	External Direct Agreement
		OMD	External Direct Agreement
		OSD	External Direct Agreement

Business Line	Document Category	Document Type	Description
		OWD	External Direct Agreement
		OLD	External Direct Agreement
		OCD	External Direct Agreement
		OUD	External Direct Agreement
AAS - National - FEDSIM (AASFedSim)	External Direct agreement (ED)	UED	External Direct Agreement
AAS - Regional - IT (AASREGIT)	External Direct agreement (ED)	UED	External Direct Agreement
AAS - Integrated Workplace Acquisition Center (IWAC)	External Direct agreement (ED)	UED	External Direct Agreement
ITS - Regional Network Services- Expanded Services (ITSEXPSER)	External Direct agreement (ED)	UED	External Direct Agreement
HSPD-12 (ITSHSPD12)	External Direct agreement (ED)	UED	External Direct Agreement
National IT Commodity Program (ITSNATITCM)	External Direct agreement (ED)	UED	External Direct Agreement

A.9 Appendix: Available Internal Direct Agreement (ID) Document Types

Please click on this link to go back to the section [4.3.2.1 Available Internal Direct Agreement \(ID\) Document Types](#)

Exhibit A-9: Available Internal Direct Agreement (ID) Document Types

Business Line	Document Category	Document Type	Description
RWA	Internal Direct agreement (ID)	DIR	Internal Direct agreement Recurring.
		DIA, DIB, DIF, DIN	Internal Direct agreement Non-Recurring.
HOTD	Internal Direct agreement (ID)	DHR	Internal Direct agreement Recurring.

Business Line	Document Category	Document Type	Description
Real Property Utilization and Disposal Division (RPUDD)	Internal Direct agreement (ID)	PPV	Internal Direct agreement Non-Recurring.
R6 Manual	Internal Direct agreement (ID)	MID	Internal Direct agreement Non-Recurring.
GM&A Central Office PCAS (262) – Centralized Administrative Support (CAS)	Internal Direct agreement (ID)	WA	Internal Direct agreement Recurring.
AAS - National - FEDSIM (AASFedSim)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
AAS - Regional - IT (AASREGIT)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
AAS - Integrated Workplace Acquisition Center (IWAC)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
ITS - Regional Network Services- Expanded Services (ITSEXPSER)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
HSPD-12 (ITSHSPD12)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
National IT Commodity Program (ITSNATITCM)	Internal Direct agreement (ID)	UID	Internal Direct Agreement

A.10 Appendix: Available Agreement Charge (AG) Document Types

Please click on this link to go back to the section [4.3.4.1 Available Agreement Charge \(AG\) Document Types](#)

Exhibit A-10: Available Agreement Charge (AG) Document Types

Business Line	Document Category	Document Type	Description
HOTD	Agreement Charge (AG)	HCH	HOTD Business Line Document.
Manual		MCH	Region 6 Business Lines

A.11 Appendix: Available Debt Account (DA) Document Types

Please click on this link to go back to the section [4.7.3 Available Debt Account \(DA\) Document Types](#)

Exhibit A-11: Available Debt Account (DA) Document Types

Region	Document Category	Document Type	Description
Region 6	Debt Account (DA)	D6M	Region 6 Claims – Manual
		DAV	Region 6 Claims – Vehicle (Automated)
		DES	External Services Claims - Manual
Region 7	Debt Account (DA)	D7M	Region 7 Claims – Manual

A.12 Appendix: Available Mass Import Document Types

Please click on this link to go back to the section [4.20.2 Document Types for Mass Import](#)

Exhibit A-12: Available Mass Import Document Types

Business line	Document Category	Pegasys Document Types
Rent	Billing Document (BD)	RMI, RMN
	Internal Voucher (NV)	RMV
	Standard Voucher (SV)	RMA,RML
Fleet	Billing Document (BD)	FMI, FMN, FMD
	Internal Voucher (NV)	FMV
	Standard Voucher (SV)	FMA, FML
RWA/HOTD	Billing Document (BD)	AMI, AMN
	Internal Voucher (NV)	AMV
	Standard Voucher (SV)	AMA, AML, SDS, ADS, HDS
Global Supply	Billing Document (BD)	GMI, GMN, GML, GMS, GMD
	Internal Voucher (NV)	GMV
	Standard Voucher (SV)	GMA, GAL, GMM
Automotive Purchases	Billing Document (BD)	VMI, VMN, VMD
	Internal Voucher (NV)	VMV
	Standard Voucher (SV)	VMA, VAL
Manual Business Lines	Billing Document (BD)	PMI, PMN, MIO, MMI, MMN
	Internal Voucher (NV)	PMV, WV, MMV
	Standard Voucher (SV)	PMA, PDS, PML, IML, MMA, MML, MMR, IAL, MDS
	External Direct Agreement (ED)	PPI, PPN, MAI, MAN, WAI
	Internal Direct Agreement (ID)	PPV, MID, WA

Business line	Document Category	Pegasys Document Types
	Agreement Charge (AG)	MCH
RPUDD	Billing Document (BD)	PMI, PMN
	Internal Voucher (NV)	PMV
	Standard Voucher (SV)	PMA, PDS, PML, IML
	External Direct Agreement	PPI, PPN
	Internal Direct Agreement	PPV
Outlease	Standard Voucher (SV)	OMA, OML
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	SMA, SDA, SML
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	EMA, EDA, EML
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	KMA, KDA, KML
ITS - Regional Network Services-Expanded Services (ITSEXP SER)	Standard Voucher (SV)	XMA, XDA, XML
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	HMA, HAD, HML
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	NMA, NDA, NML
Regional Network Services-Telecom (ITSREGTEL)	Standard Voucher (SV)	TMA, TDA, TML
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	WMA, WMD, WML
External Services	Standard Voucher (SV)	QMA, MME, QML
TARPS	Standard Voucher (SV)	TAR, TCO
Non - Business Line Specific	Standard Voucher (SV)	NWR, NCR
Region 6	Cash Receipts	CH6, EF6, CA6, WO6, CW6, CR6, CT6, RC6, L6M, MC6, AO6, NW6
	Itemized Payments	IM6, MR6, NI6, MI6, DDR, CP6, PCR
Region 7	Cash Receipts	CH7, EF7, CA7, WO7, CW7, CR7, CT7, AO7, NW7, L7R
	Itemized Payments	IM7, MR7, CB7, NI7
Claims	Standard Voucher (SV)	D7A, D6A, ML7, ML6

B Appendix: User-Defined Field and Form Description

B.1 Appendix: Detail Billing Record (DBR) – User-Defined Fields and Form Descriptions

Please click on this link to go back to the section [4.2.1 Detail Billing Records- User-Defined Field Description](#)

Exhibit B-1: Detail Billing Record (DBR) – User-Defined Fields and Form Descriptions

Field Name	Description
Billing Document (BD) Accounting Line=>DBR Modify Tab	
Billing Document (BD) Accounting Line → DBR Modify Tab Fleet Detail Billing Elements	
Billing Estimate Code	Y or <Leave Blank>. If 'Y', states the bill is based on estimated miles driven.
Body Type	Provides the vehicle's body type.
Daily/Monthly Rate Amount	Stores the daily or monthly rate for the customer.
Days Used	Stores the number of days the vehicle was used by the customer.
Description	Free text field for additional descriptive information from FMS.
Ending Mileage	Stores the ending mileage in a whole number (no partial miles).
FSN Lookup	Required for FLEET Military Customer.
Mileage Rate Amount	Stores the customer's mileage rate.
Miles Driven	Stores the total miles driven for the bill in a whole number (no partial miles).
Sales Code	Populate with the sales code associated with the type of vehicle transaction.
Special ACC Equipment	Stores the vehicle accessory codes associated with the detail billing record.
Special Equipment Rate Amount	Stores the total charge for special equipment (i.e., GPS) associated with the detail billing record.
SpeedPay FSN	For non-DOD customers who provide the information in SpeedPay, Fleet will need to concatenate the following values from SpeedPay:
Starting Mileage	Stores the starting mileage in a whole number (no partial miles).
Vehicle Action Code	'1', '2', '3'; Required for assigned vehicle which is stated by sales code. Informational purposes to denote if the assigned vehicle is initial, continual or final.
Vehicle Class	Class of vehicle being rented.
Vehicle Tag	The Tag # of the vehicle. The 5 character tag value in FMS.
Billing Document (BD) Accounting Line → DBR Modify Tab Rent Detail Billing Elements	

Field Name	Description
Building Address	Provides the ability to search for records by the address of the building associated with the Detail Billing Record.
Building City	Provides the ability to search for records by the city of the building associated with the Detail Billing Record.
Building Name	Provides the ability to search for records by the name of the building associated with the Detail Billing Record.
Building State	Provides the ability to search for records by the state of the building associated with the Detail Billing Record.
Building Zip Code	Provides the ability to search for records by the 5 digit zip code of the building associated with the Detail Billing Record.
Non-Cancelable OA Designation	Provides the ability to search for records by the non-cancelable OA designation (T or F).
Billing Document (BD) Accounting Line → DBR Modify Tab/Billing Document (BD) Accounting Line → DBR Modify Tab AAS Detail Billing Elements	
Bill Level Indicator	Search by Bill Level Indicator
Billing Document (BD) Accounting Line → DBR Modify Tab Global Supply/Automotive Purchases Detail Billing Elements	
1st Character BOAC	First character of the Pegasys Vendor Code.
Advance Indicator	Designates the Detail Billing Record as an advance transaction.
Advice Code	Advice Code, if present, for Detail Billing Record.
Attention Line	The Attention Line of the Detail Billing Record.
Bank Charge Detail	Indicates Summary or Detail level for Revenue Credit Card Detail Billing Records.
Billing Method	Value determines the type of Detail Billing Record and the method it will ultimately use to be billed. Mapped to Origin System Record ID.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Country Code	The Country Code of Customer.
Customer Name	The Name of GSA Customer.
Customer Requisition Number	If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] Otherwise, leave blank.
Credit/Adjustment Indicator	Determines if the Detail Billing Record is a negative ("C" for Credit) or positive adjustment ("A" for adjustment).
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code.

Field Name	Description																					
Document ID	<p>Set first character to "F".</p> <p>Set second character from table to the right based on Original Record Type and TD Code (see below).</p> <p>If the Amount is not negative, set the third character to "1".</p> <p>If the Amount is negative, set the third character to "2."</p> <table border="1" data-bbox="873 460 1204 1030"> <tr> <th data-bbox="873 460 1106 521">Original Record Type</th><th data-bbox="1106 460 1204 521">Character</th></tr> <tr> <td data-bbox="873 521 1106 620">5020 with TD Code not equal to 62 or O2</td><td data-bbox="1106 521 1204 620">A</td></tr> <tr> <td data-bbox="873 620 1106 720">5020 with TD Code equal to 62 or O2</td><td data-bbox="1106 620 1204 720">D</td></tr> <tr> <td data-bbox="873 720 1106 762">5030</td><td data-bbox="1106 720 1204 762">B</td></tr> <tr> <td data-bbox="873 762 1106 804">5040, 5041</td><td data-bbox="1106 762 1204 804">C</td></tr> <tr> <td data-bbox="873 804 1106 846">5045</td><td data-bbox="1106 804 1204 846">X</td></tr> <tr> <td data-bbox="873 846 1106 889">5047, 5052, 5054</td><td data-bbox="1106 846 1204 889">N</td></tr> <tr> <td data-bbox="873 889 1106 931">5049, 5051, 5055</td><td data-bbox="1106 889 1204 931">Q</td></tr> <tr> <td data-bbox="873 931 1106 973">5050</td><td data-bbox="1106 931 1204 973">W</td></tr> <tr> <td data-bbox="873 973 1106 1015">5071 – 5078</td><td data-bbox="1106 973 1204 1015">G</td></tr> </table>		Original Record Type	Character	5020 with TD Code not equal to 62 or O2	A	5020 with TD Code equal to 62 or O2	D	5030	B	5040, 5041	C	5045	X	5047, 5052, 5054	N	5049, 5051, 5055	Q	5050	W	5071 – 5078	G
Original Record Type	Character																					
5020 with TD Code not equal to 62 or O2	A																					
5020 with TD Code equal to 62 or O2	D																					
5030	B																					
5040, 5041	C																					
5045	X																					
5047, 5052, 5054	N																					
5049, 5051, 5055	Q																					
5050	W																					
5071 – 5078	G																					
Email Address	The Email Address of the Customer.																					
Extended Cost	<p>For Inventory from Billing transactions only.</p> <p>Calculate as [Quantity] x Unit Cost Price, rounded to two decimal places.</p> <p>Format: Numeric with explicit decimal point. Leading zeroes are not required. Leading and trailing spaces are ignored.</p>																					
External Surcharge Flag	Indicates the detail billing record represents a surcharge amount already calculated in the FAS feeder system.																					
Fax Number	The Fax number of the Customer.																					
GSA Order/Session/Ticket Number	<p>If [Record ID] is 5041, set to [GSA Order Number]</p> <p>If [Record ID] is 5071 – 5078, set to [GSA Order/Session/Ticket No.]</p> <p>If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file</p> <p>Otherwise, leave blank.</p>																					
Interfund Indicator	Used to identify Interfund Detail Billing Records.																					
Original Date	The Original Date of service/sale completion.																					
Original Fund Code	Fund Code from Original system.																					
Original Record Type	Record Type from FAS Source System.																					
Original Ticket Number	<p>If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.]</p> <p>If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.]</p>																					

Field Name	Description																								
	Otherwise, leave blank.																								
Project Code	Set to Function Code for 5071 to 5078 records or Project Code.																								
Project Number	Free text field, value maps to the Treasury IPAC file field "Job Number". The job or Project Number used for interagency transfers.																								
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number, not the Requisition Number provided by the customer.																								
Rest of Customer Data	<p>For records from FSS-19:</p> <p>If [Agency] equals 12, set to characters 61 – 80 of [Appropriation Data] from the USDA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank.</p> <p>If [Agency] equals 70, set to characters 61 – 80 of [Appropriation Data] from the FEMA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank.</p> <p>For records from CSC or FEDPAY:</p> <p>Set to the last 20 characters of the [Customer Provided Data] or [Customer Data].</p>																								
Routing ID	<p>Set first two characters as follows:</p> <p>If [Record ID] is 5071 – 5078, set to "G" + character from table to the right based on [Region].</p> <p>Otherwise, set to first two characters of [Routing ID]</p> <p>Set the third character to "0" (zero).</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th>[Region]</th> <th>Character</th> </tr> <tr> <td>1</td> <td>B</td> </tr> <tr> <td>2</td> <td>N</td> </tr> <tr> <td>3</td> <td>W</td> </tr> <tr> <td>4</td> <td>A</td> </tr> <tr> <td>5</td> <td>C</td> </tr> <tr> <td>6</td> <td>K</td> </tr> <tr> <td>7</td> <td>F</td> </tr> <tr> <td>8</td> <td>D</td> </tr> <tr> <td>9</td> <td>S</td> </tr> <tr> <td>0</td> <td>T</td> </tr> <tr> <td>P</td> <td>P</td> </tr> </table>	[Region]	Character	1	B	2	N	3	W	4	A	5	C	6	K	7	F	8	D	9	S	0	T	P	P
[Region]	Character																								
1	B																								
2	N																								
3	W																								
4	A																								
5	C																								
6	K																								
7	F																								
8	D																								
9	S																								
0	T																								
P	P																								
Signal Code	Signal Code for Detail Billing Record.																								
State/City Code	<p>Except for [Record ID] 5071 – 5078, the first two characters of this field contain a numeric state code or an alpha country code.</p> <p>Note that this code is associated with the Requisitioner or Ship To address, not with the billed office address.</p>																								
State/Country Name	The State/Country name of customer.																								
Supplemental Address	Supplemental Address, if present, for Detail Billing Record.																								

Field Name	Description
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.
Telephone Number	The Telephone number of the Customer.
Transaction Date	The Transaction Date.
Unit Cost Price	<p>For Inventory from Billing transactions only. [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type).</p> <p>Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored.</p>
Billing Document (BD) Accounting Line=>DBR Search Tab	
Billing Document (BD) Accounting Line → DBR Search Tab Fleet Detail Billing Elements	
Billing Estimate Code	Y or <Leave Blank>.
	If 'Y', states the bill is based on estimated miles driven.
Body Type	Provides the vehicle's body type.
Daily/Monthly Rate Amount	Stores the daily or monthly rate for the customer.
Days Used	Stores the number of days the vehicle was used by the customer.
Description	Free text field for additional descriptive information from FMS.
Ending Mileage	Stores the ending mileage in a whole number (no partial miles).
FSN Lookup	Required for FLEET Military Customer.
Mileage Rate Amount	Stores the customer's mileage rate.
Miles Driven	Stores the total miles driven for the bill in a whole number (no partial miles).
Sales Code	Populate with the sales code associated with the type of vehicle transaction.
Special ACC Equipment	Stores the vehicle accessory codes associated with the detail billing record.
Special Equipment Rate Amount	Stores the total charge for special equipment (i.e., GPS) associated with the detail billing record.
SpeedPay FSN	For non-DOD customers who provide the information in SpeedPay, Fleet will need to concatenate the following values from SpeedPay:
Starting Mileage	Stores the starting mileage in a whole number (no partial miles).
Vehicle Action Code	'1', '2', '3'; Required for assigned vehicle which is stated by sales code.
	Informational purposes to denote if the assigned vehicle is initial, continual or final.
Vehicle Class	Class of vehicle being rented.
Vehicle Tag	The Tag # of the vehicle. The 5 character tag value in FMS.

Field Name	Description
Billing Document (BD) Accounting Line → DBR Search Tab Rent Detail Billing Elements	
Building Address	Provides the ability to search for records by the address of the building associated with the Detail Billing Record.
Building City	Provides the ability to search for records by the city of the building associated with the Detail Billing Record.
Building Name	Provides the ability to search for records by the name of the building associated with the Detail Billing Record.
Building State	Provides the ability to search for records by the state of the building associated with the Detail Billing Record.
Building Zip Code	Provides the ability to search for records by the 5 digit zip code of the building associated with the Detail Billing Record.
Non-Cancelable OA Designation	Provides the ability to search for records by the non-cancelable OA designation (T or F).
Billing Document (BD) Accounting Line → DBR Search Tab AAS Detail Billing Elements	
Bill Level Indicator	Search by Bill Level Indicator
Billing Document (BD) Accounting Line → DBR Search Tab Global Supply/Automotive Purchases Detail Billing Elements	
1st Character BOAC	First character of the Pegasys Vendor Code.
Advance Indicator	Designates the Detail Billing Record as an advance transaction.
Advice Code	Advice Code, if present, for Detail Billing Record.
Attention Line	The Attention Line of the Detail Billing Record.
Bank Charge Detail	Indicates Summary or Detail level for Revenue Credit Card Detail Billing Records.
Billing Method	Value determines the type of Detail Billing Record and the method it will ultimately use to be billed. Mapped to Origin System Record ID.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Country Code	The Country Code of Customer.
Customer Name	The Name of GSA Customer.
Customer Requisition Number	If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] Otherwise, leave blank.
Credit/Adjustment Indicator	Determines if the Detail Billing Record is a negative ("C" for Credit) or positive adjustment ("A" for adjustment).
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code.

Field Name	Description																					
Document ID	<p>Set first character to "F".</p> <p>Set second character from table to the right based on Original Record Type and TD Code (see below).</p> <p>If the Amount is not negative, set the third character to "1".</p> <p>If the Amount is negative, set the third character to "2."</p> <table border="1" data-bbox="866 460 1192 1030"> <tr> <th data-bbox="866 460 1095 540">Original Record Type</th><th data-bbox="1095 460 1192 540">Character</th></tr> <tr> <td data-bbox="866 540 1095 620">5020 with TD Code not equal to 62 or O2</td><td data-bbox="1095 540 1192 620">A</td></tr> <tr> <td data-bbox="866 620 1095 701">5020 with TD Code equal to 62 or O2</td><td data-bbox="1095 620 1192 701">D</td></tr> <tr> <td data-bbox="866 701 1095 747">5030</td><td data-bbox="1095 701 1192 747">B</td></tr> <tr> <td data-bbox="866 747 1095 794">5040, 5041</td><td data-bbox="1095 747 1192 794">C</td></tr> <tr> <td data-bbox="866 794 1095 840">5045</td><td data-bbox="1095 794 1192 840">X</td></tr> <tr> <td data-bbox="866 840 1095 887">5047, 5052, 5054</td><td data-bbox="1095 840 1192 887">N</td></tr> <tr> <td data-bbox="866 887 1095 933">5049, 5051, 5055</td><td data-bbox="1095 887 1192 933">Q</td></tr> <tr> <td data-bbox="866 933 1095 979">5050</td><td data-bbox="1095 933 1192 979">W</td></tr> <tr> <td data-bbox="866 979 1095 1030">5071 – 5078</td><td data-bbox="1095 979 1192 1030">G</td></tr> </table>		Original Record Type	Character	5020 with TD Code not equal to 62 or O2	A	5020 with TD Code equal to 62 or O2	D	5030	B	5040, 5041	C	5045	X	5047, 5052, 5054	N	5049, 5051, 5055	Q	5050	W	5071 – 5078	G
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5020 with TD Code not equal to 62 or O2	A																					
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5045	X																					
5047, 5052, 5054	N																					
5049, 5051, 5055	Q																					
5050	W																					
5071 – 5078	G																					
Email Address	The Email Address of the Customer.																					
Extended Cost	<p>For Inventory from Billing transactions only.</p> <p>Calculate as [Quantity] x Unit Cost Price, rounded to two decimal places.</p> <p>Format: Numeric with explicit decimal point. Leading zeroes are not required. Leading and trailing spaces are ignored.</p>																					
External Surcharge Flag	Indicates the detail billing record represents a surcharge amount already calculated in the FAS feeder system.																					
Fax Number	The Fax number of the Customer.																					
GSA Order/Session/Ticket Number	<p>If [Record ID] is 5041, set to [GSA Order Number]</p> <p>If [Record ID] is 5071 – 5078, set to [GSA Order/Session/Ticket No.]</p> <p>If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file</p> <p>Otherwise, leave blank.</p>																					
Interfund Indicator	Used to identify Interfund Detail Billing Records.																					
Original Date	The Original Date of service/sale completion.																					
Original Fund Code	Fund Code from Original system.																					
Original Record Type	Record Type from FAS Source System.																					
Original Ticket Number	<p>If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.]</p> <p>If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.]</p>																					

Field Name	Description																								
	Otherwise, leave blank.																								
Project Code	Set to Function Code for 5071 to 5078 records or Project Code.																								
Project Number	Free text field, value maps to the Treasury IPAC file field "Job Number". The job or Project Number used for interagency transfers.																								
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number, not the Requisition Number provided by the customer.																								
Rest of Customer Data	<p>For records from FSS-19:</p> <p>If [Agency] equals 12, set to characters 61 – 80 of [Appropriation Data] from the USDA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank.</p> <p>If [Agency] equals 70, set to characters 61 – 80 of [Appropriation Data] from the FEMA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank.</p> <p>For records from CSC or FEDPAY:</p> <p>Set to the last 20 characters of the [Customer Provided Data] or [Customer Data].</p>																								
Routing ID	<p>Set first two characters as follows:</p> <p>If [Record ID] is 5071 – 5078, set to "G" + character from table to the right based on [Region].</p> <p>Otherwise, set to first two characters of [Routing ID]</p> <p>Set the third character to "0" (zero).</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th>[Region]</th> <th>Character</th> </tr> <tr> <td>1</td> <td>B</td> </tr> <tr> <td>2</td> <td>N</td> </tr> <tr> <td>3</td> <td>W</td> </tr> <tr> <td>4</td> <td>A</td> </tr> <tr> <td>5</td> <td>C</td> </tr> <tr> <td>6</td> <td>K</td> </tr> <tr> <td>7</td> <td>F</td> </tr> <tr> <td>8</td> <td>D</td> </tr> <tr> <td>9</td> <td>S</td> </tr> <tr> <td>0</td> <td>T</td> </tr> <tr> <td>P</td> <td>P</td> </tr> </table>	[Region]	Character	1	B	2	N	3	W	4	A	5	C	6	K	7	F	8	D	9	S	0	T	P	P
[Region]	Character																								
1	B																								
2	N																								
3	W																								
4	A																								
5	C																								
6	K																								
7	F																								
8	D																								
9	S																								
0	T																								
P	P																								
Signal Code	Signal Code for Detail Billing Record.																								
State/City Code	<p>Except for [Record ID] 5071 – 5078, the first two characters of this field contain a numeric state code or an alpha country code.</p> <p>Note that this code is associated with the Requisitioner or Ship To address, not with the billed office address.</p>																								
State/Country Name	The State/Country name of customer.																								
Supplemental Address	Supplemental Address, if present, for Detail Billing Record.																								

Field Name	Description
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.
Telephone Number	The Telephone number of the Customer.
Transaction Date	The Transaction Date.
Unit Cost Price	<p>For Inventory from Billing transactions only. [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type).</p> <p>Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored.</p>
Billing Document (BD) Accounting Line=>DBR Search Tab" /"Billing Document (BD) Accounting Line=>DBR Modify Tab AAS Detail Billing Elements	
Bill Level Indicator	Search by Bill Level Indicator
Billing Document (BD) Accounting Line=>DBR Search Tab Item Collection	
Billing Document (BD) Accounting Line → DBR Search Tab Item Collection Fleet Detail Billing Elements	
Billing Estimate Code	<p>Y or <Leave Blank>. If 'Y', states the bill is based on estimated miles driven.</p>
Body Type	Provides the vehicle's body type.
Daily/Monthly Rate Amount	Stores the daily or monthly rate for the customer.
Days Used	Stores the number of days the vehicle was used by the customer.
Description	Free text field for additional descriptive information from FMS.
Ending Mileage	Stores the ending mileage in a whole number (no partial miles).
FSN Lookup	Required for FLEET Military Customer.
Mileage Rate Amount	Stores the customer's mileage rate.
Miles Driven	Stores the total miles driven for the bill in a whole number (no partial miles).
Sales Code	Populate with the sales code associated with the type of vehicle transaction.
Special ACC Equipment	Stores the vehicle accessory codes associated with the detail billing record.
Special Equipment Rate Amount	Stores the total charge for special equipment (i.e., GPS) associated with the detail billing record.
SpeedPay FSN	For non-DOD customers who provide the information in SpeedPay, Fleet will need to concatenate the following values from SpeedPay:
Starting Mileage	Stores the starting mileage in a whole number (no partial miles).
Vehicle Action Code	'1', '2', '3'; Required for assigned vehicle which is stated by sales code. Informational purposes to denote if the assigned vehicle is initial, continual or final.

Field Name	Description
Vehicle Class	Class of vehicle being rented.
Vehicle Tag	The Tag # of the vehicle. The 5 character tag value in FMS.

Billing Document (BD) Accounting Line → DBR Search Tab Item Collection Rent Detail Billing Elements

Building Address	Provides the ability to search for records by the address of the building associated with the Detail Billing Record.
Building City	Provides the ability to search for records by the city of the building associated with the Detail Billing Record.
Building Name	Provides the ability to search for records by the name of the building associated with the Detail Billing Record.
Building State	Provides the ability to search for records by the state of the building associated with the Detail Billing Record.
Building Zip Code	Provides the ability to search for records by the 5 digit zip code of the building associated with the Detail Billing Record.
Non-Cancelable OA Designation	Provides the ability to search for records by the non-cancelable OA designation (T or F).

Billing Document (BD) Accounting Line → DBR Search Tab Item Collection AAS Detail Billing Elements

Bill Level Indicator	Search by Bill Level Indicator
----------------------	--------------------------------

Billing Document (BD) Accounting Line → DBR Search Tab Item Collection Global Supply/Automotive Purchases Detail Billing Elements

1st Character BOAC	First character of the Pegasys Vendor Code.
Advance Indicator	Designates the Detail Billing Record as an advance transaction.
Advice Code	Advice Code, if present, for Detail Billing Record.
Attention Line	The Attention Line of the Detail Billing Record.
Bank Charge Detail	Indicates Summary or Detail level for Revenue Credit Card Detail Billing Records.
Billing Method	Value determines the type of Detail Billing Record and the method it will ultimately use to be billed. Mapped to Origin System Record ID.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Country Code	The Country Code of Customer.
Customer Name	The Name of GSA Customer.
Customer Requisition Number	If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] Otherwise, leave blank.

Field Name	Description																				
Credit/Adjustment Indicator	Determines if the Detail Billing Record is a negative ("C" for Credit) or positive adjustment ("A" for adjustment).																				
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code.																				
Document ID	<p>Set first character to "F".</p> <p>Set second character from table to the right based on Original Record Type and TD Code (see below).</p> <p>If the Amount is not negative, set the third character to "1".</p> <p>If the Amount is negative, set the third character to "2."</p> <table border="1" data-bbox="873 580 1199 1157"> <thead> <tr> <th data-bbox="873 580 1085 639">Original Record Type</th><th data-bbox="1085 580 1199 639">Character</th></tr> </thead> <tbody> <tr> <td data-bbox="873 639 1085 741">5020 with TD Code not equal to 62 or O2</td><td data-bbox="1085 639 1199 741">A</td></tr> <tr> <td data-bbox="873 741 1085 842">5020 with TD Code equal to 62 or O2</td><td data-bbox="1085 741 1199 842">D</td></tr> <tr> <td data-bbox="873 842 1085 889">5030</td><td data-bbox="1085 842 1199 889">B</td></tr> <tr> <td data-bbox="873 889 1085 935">5040, 5041</td><td data-bbox="1085 889 1199 935">C</td></tr> <tr> <td data-bbox="873 935 1085 982">5045</td><td data-bbox="1085 935 1199 982">X</td></tr> <tr> <td data-bbox="873 982 1085 1028">5047, 5052, 5054</td><td data-bbox="1085 982 1199 1028">N</td></tr> <tr> <td data-bbox="873 1028 1085 1075">5049, 5051, 5055</td><td data-bbox="1085 1028 1199 1075">Q</td></tr> <tr> <td data-bbox="873 1075 1085 1121">5050</td><td data-bbox="1085 1075 1199 1121">W</td></tr> <tr> <td data-bbox="873 1121 1085 1157">5071 – 5078</td><td data-bbox="1085 1121 1199 1157">G</td></tr> </tbody> </table>	Original Record Type	Character	5020 with TD Code not equal to 62 or O2	A	5020 with TD Code equal to 62 or O2	D	5030	B	5040, 5041	C	5045	X	5047, 5052, 5054	N	5049, 5051, 5055	Q	5050	W	5071 – 5078	G
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5071 – 5078	G																				
Email Address	The Email Address of the Customer.																				
Extended Cost	<p>For Inventory from Billing transactions only.</p> <p>Calculate as [Quantity] x Unit Cost Price, rounded to two decimal places.</p> <p>Format: Numeric with explicit decimal point. Leading zeroes are not required. Leading and trailing spaces are ignored.</p>																				
External Surcharge Flag	Indicates the detail billing record represents a surcharge amount already calculated in the FAS feeder system.																				
Fax Number	The Fax number of the Customer.																				
GSA Order/Session/Ticket Number	<p>If [Record ID] is 5041, set to [GSA Order Number]</p> <p>If [Record ID] is 5071 – 5078, set to [GSA Order/Session/Ticket No.]</p> <p>If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file</p> <p>Otherwise, leave blank.</p>																				
Interfund Indicator	Used to identify Interfund Detail Billing Records.																				
Original Date	The Original Date of service/sale completion.																				
Original Fund Code	Fund Code from Original system.																				
Original Record Type	Record Type from FAS Source System.																				

Field Name	Description																								
Original Ticket Number	<p>If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.]</p> <p>If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.]</p> <p>Otherwise, leave blank.</p>																								
Project Code	Set to Function Code for 5071 to 5078 records or Project Code.																								
Project Number	Free text field, value maps to the Treasury IPAC file field "Job Number". The job or Project Number used for interagency transfers.																								
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number, not the Requisition Number provided by the customer.																								
Rest of Customer Data	<p>For records from FSS-19:</p> <p>If [Agency] equals 12, set to characters 61 – 80 of [Appropriation Data] from the USDA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank.</p> <p>If [Agency] equals 70, set to characters 61 – 80 of [Appropriation Data] from the FEMA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank.</p> <p>For records from CSC or FEDPAY:</p> <p>Set to the last 20 characters of the [Customer Provided Data] or [Customer Data].</p>																								
Routing ID	<p>Set first two characters as follows:</p> <p>If [Record ID] is 5071 – 5078, set to "G" + character from table to the right based on [Region].</p> <p>Otherwise, set to first two characters of [Routing ID]</p> <p>Set the third character to "0" (zero).</p> <table border="1" data-bbox="915 1170 1155 1698"> <tr> <th>[Region]</th> <th>Character</th> </tr> <tr> <td>1</td> <td>B</td> </tr> <tr> <td>2</td> <td>N</td> </tr> <tr> <td>3</td> <td>W</td> </tr> <tr> <td>4</td> <td>A</td> </tr> <tr> <td>5</td> <td>C</td> </tr> <tr> <td>6</td> <td>K</td> </tr> <tr> <td>7</td> <td>F</td> </tr> <tr> <td>8</td> <td>D</td> </tr> <tr> <td>9</td> <td>S</td> </tr> <tr> <td>0</td> <td>T</td> </tr> <tr> <td>P</td> <td>P</td> </tr> </table>	[Region]	Character	1	B	2	N	3	W	4	A	5	C	6	K	7	F	8	D	9	S	0	T	P	P
[Region]	Character																								
1	B																								
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5	C																								
6	K																								
7	F																								
8	D																								
9	S																								
0	T																								
P	P																								
Signal Code	Signal Code for Detail Billing Record.																								
State/City Code	<p>Except for [Record ID] 5071 – 5078, the first two characters of this field contain a numeric state code or an alpha country code.</p> <p>Note that this code is associated with the Requisitioner or Ship To address, not with the billed office address.</p>																								

Field Name	Description
State/Country Name	The State/Country name of customer.
Supplemental Address	Supplemental Address, if present, for Detail Billing Record.
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.
Telephone Number	The Telephone number of the Customer.
Transaction Date	The Transaction Date.
Unit Cost Price	For Inventory from Billing transactions only. [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type). Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored.

B.2 Appendix: Detail Billing Record (DBR) Query – User-Defined Fields and Form Descriptions

Please click on this link to go back to the section [4.2.1 Detailed Billing Records- User-Defined Field Description](#)

Exhibit B-2: Detail Billing Record (DBR) Query – User-Defined Fields and Form Descriptions

Search Element	Description
Detail Billing Record (DBR) Query Accounting Elements (DBR)	
Location/System	Provides the ability to search for records by the Location/System.
Surcharge Type	Provides the ability to search for records by the Surcharge Type.
Detail Billing Record (DBR) Query Detail Billing Element Fields(DBR)	
External Surcharge Flag	Provides the ability to search for records by the External Surcharge Flag.
Billing Method	Provides the ability to search for records by the Billing Method.
Surcharge Indicator	Provides the ability to search for records by the Surcharge Indicator.
Signal Code	Provides the ability to search for records by the Signal Code.
Supplemental Address	Provides the ability to search for records by the Supplemental Address.
Bank Charge Detail	Provides the ability to search for records by the Bank Charge Detail.
Advice Code	Provides the ability to search for records by the Advice Code.
Document ID	Provides the ability to search for records by the Document ID.
Routing ID	Provides the ability to search for records by the Routing ID.
Requisition Number/Suffix	Provides the ability to search for records by the Requisition Number/Suffix.
Distribution Code	Provides the ability to search for records by the Distribution Code.
Project Code	Provides the ability to search for records by the Project Code.
Stock Code	Provides the ability to search for records by the Stock Code.
State/City Code	Provides the ability to search for records by the State/City Code.

Search Element	Description
GSA Order/Session/Ticket Number	Provides the ability to search for records by the GSA Order/Session/Ticket Number.
Original Record Type	Provides the ability to search for records by the Original Record Type.
Rest of Customer Data	Provides the ability to search for records by the Rest of Customer Data.
Original Ticket Number	Provides the ability to search for records by the Original Ticket Number.
Customer Requisition Number	Provides the ability to search for records by the Customer Requisition Number.
Building Number	Provides the ability to search for records by the Building Number.
Work Authorization	Provides the ability to search for records by the Work Authorization.
Project Number	Provides the ability to search for records by the Project Number.
1 st Character BOAC	Provides the ability to search for records by the 1 st Character BOAC.
Original Fund Code	Provides the ability to search for records by the Original Fund Code.
Bill Level Indicator	Search by Bill Level Indicator
Transaction Date	Provides the ability to search for records by the Transaction Date.
Original Date	Provides the ability to search for records by the Original Date.
Unit Cost Price	Provides the ability to search for records by the Unit Cost Price.
Extended Cost	Provides the ability to search for records by the Extended Cost.
SV Document Number	Provides the ability to search for records by the SV Document Number.
Customer Name	Provides the ability to search for records by the Customer Name.
Attention Line	Provides the ability to search for records by the Attention Line.
Telephone Number	Provides the ability to search for records by the Telephone Number
FAX Number	Provides the ability to search for records by the Fax Number.
Email Address	Provides the ability to search for records by the Email Address.
Country Code	Provides the ability to search for records by the Country Code
State/Country Name	Provides the ability to search for records by the State/Country Name.
Order Number	Provides the ability to search for records by the Order Number.
Product Code	Provides the ability to search for records by the Product Code.
Customer Code	Provides the ability to search for records by the Customer Code.
Detail Billing Record (DBR) Query Search Results: Item Collection	
Quantity (QY)	Provides the ability to search for records by the Quantity.
Extended Cost Amount	Provides the ability to search for records by the Extended Cost Amount.
Transaction Date	Provides the ability to search for records by the Transaction Date.
Billing Method	Provides the ability to search for records by the Billing Method.
Requisition Number/Suffix	Provides the ability to search for records by the Requisition Number/Suffix.
GSA Order/Session/Ticket Number	Provides the ability to search for records by the GSA Order/Session/Ticket Number.
Customer Requisition Number	Provides the ability to search for records by the Customer Requisition Number.
Reg	Provides the ability to search for records by the Reg
Detail Billing Record (DBR) Query Search Screen	
External Surcharge Flag	Provides the ability to search for records by the External Surcharge

Search Element	Description
	Flag.
Billing Method	Provides the ability to search for records by the Billing Method.
Surcharge Indicator	Provides the ability to search for records by the Surcharge Indicator.
Signal Code	Provides the ability to search for records by the Signal Code.
Supplemental Address	Provides the ability to search for records by the Supplemental Address.
Bank Charge Detail	Provides the ability to search for records by the Bank Charge Detail.
Advice Code	Provides the ability to search for records by the Advice Code.
Document ID	Provides the ability to search for records by the Document ID.
Routing ID	Provides the ability to search for records by the Routing ID.
Requisition Number/Suffix	Provides the ability to search for records by the Requisition Number/Suffix.
Distribution Code	Provides the ability to search for records by the Distribution Code.
Project Code	Provides the ability to search for records by the Project Code.
State/City Code	Provides the ability to search for records by the State/City Code.
GSA Order/Session/Ticket Number	Provides the ability to search for records by the GSA Order/Session/Ticket Number.
Original Record Type	Provides the ability to search for records by the Original Record Type.
Rest of Customer Data	Provides the ability to search for records by the Rest of Customer Data.
Original Ticket Number	Provides the ability to search for records by the Original Ticket Number.
Customer Requisition Number	Provides the ability to search for records by the Customer Requisition Number.
Building Number	Provides the ability to search for records by the Building Number.
Work Authorization	Provides the ability to search for records by the Work Authorization.
Project Number	Provides the ability to search for records by the Project Number.
1 st Character BOAC	Provides the ability to search for records by the 1 st Character BOAC.
Original Fund Code	Provides the ability to search for records by the Original Fund Code.
Transaction Date	Provides the ability to search for records by the Transaction Date.
Original Date	Provides the ability to search for records by the Original Date.
Fedcode/Customer Fund Code	Provides the ability to search for records by the Fedcode/Customer Fund Code.
Order Number	Provides the ability to search for records by the Order Number.
Location/System	Provides the ability to search for records by the Location/System.
Surcharge Type	Provides the ability to search for records by the Surcharge Type.
Product Code	Provides the ability to search for records by the Product Code.
Customer Code	Provides the ability to search for records by the Customer Code.
SV Document Number	Provides the ability to search for records by the SV Document Number.
Customer Name	Provides the ability to search for records by the Customer Name.
Attention Line	Provides the ability to search for records by the Attention Line.
Telephone Number	Provides the ability to search for records by the Telephone Number.
FAX Number	Provides the ability to search for records by the Fax Number.
Email Address	Provides the ability to search for records by the Email Address.
Country Code	Provides the ability to search for records by the Country Code.
State/Country Name	Provides the ability to search for records by the State/Country Name.
FAS PO Number	Provides the ability to search for records by the FAS PO Number.
TD Code/Transaction Code	Provides the ability to search for records by the TD Code/Transaction Code.

Search Element	Description
Supply/Automotive Purchases Detail Billing Elements	Provides the ability to search for records by the Supply/Automotive Purchases Detail Billing Elements.

B.3 Appendix: Agreement Query – User-Defined Fields and Form Descriptions

Please click on this link to go back to the section [4.3.7.3 Agreement Query: Search Criteria - Agreement Charge \(AG\)](#)

Exhibit B-3: Agreement Query – User-Defined Fields and Form Descriptions

Search Element	Description
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance. / SCAC is Standard Carrier Alpha Code. It is a unique two-to-four-letter code used to identify transportation companies.
Lease Number	The lease number or the Pegasys value that is used to determine which user is assigned to work on the document.
Class ID	Provides ability to search by Class ID
Task/Sub Task	Provides ability to search by Task or Sub Task
Charge Type	Provides ability to search by Charge Type
Client Telephone Number/Office Code	Telephone number of GSA customer / unique identifier of the office code.
Authorized Agreement Amount	Amount the agreement has been authorized for. The Agency Cert Amount in Reimbursable Work Authorization (RWA) Entry & Tracking Application (RETA).
Total Agreement Line Amounts	Total agreement line amounts (total of all agreement lines).
Total Obligations excluding Direct Spending Amounts	The vendor or address-level vendor's total obligation amount excluding direct spending amounts.
Total Spending Amount including Commitments	The agreement's Total Spending amount equal to the sum of purchasing and expenditure activity against a particular agreement line including commitments. This value includes, but is not limited to, Total Expenditure, Total Expenditure Interest Amount, Total Expenditure Penalty Amount, Total Expenditure Surcharge Amount, Total Expenditure Interest Surcharge Amount, and Total Expenditure Penalty Surcharge Amount. The Total Expenditure Discount Amount and the Total Expenditure Discount Surcharge Amount are subtracted from this value.

B.4 Appendix: Billing Document (BD) – User-Defined Fields and Form Descriptions

Please click on this link to go back to the section [4.4.1.2 Billing Document \(BD\) - User-Defined Form Field Descriptions](#)

Exhibit B-4: Billing Document (BD) – User-Defined Fields and Form Descriptions

Field Name	Description
Billing Document (BD) Header	
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.
Client Telephone Number	Telephone number of GSA customer.
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance.
Billing Document (BD) Accounting Line	
Task/Subtask	The Task/Subtask linked to the transaction
Class ID	The Class ID
Charge Type	The Charge Type
Order Number	The Order Number associated with the transaction.
Product Code	The Product Code associated with the transaction.
Customer Code	The Customer Code associated with the transaction.
Fedcode/Customer Fund Code	Federal customer identification number used in conjunction with the Billing Office Address Code (BOAC) to pull customer and customer address information. The Fund Code provided by the customer.
FAS PO Number	The purchase order number provided by FAS.
TD Code/Transaction Code	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.
Billing Document (BD) > Accounting Line > Detail Billing Record Search Tab	
Task/Subtask	The Task/Subtask linked to the transaction
External Surcharge Flag	Indicates the detail billing record represents a surcharge amount already calculated in the FAS feeder system.
Billing Method	Value determines the type of Detail Billing Record. Mapped to Origin System Record ID.
Surcharge Indicator	Indicates if there is a surcharge.
Signal Code	Signal Code for detail billing record.
Supplemental Address	Supplemental Address, if present, for Detail Billing Record.
Bank Charge Detail	Indicates Summary or Detail level.
Advice Code	Advice code for internal voucher.
Document ID	Set first character to "F". Set second character from table to the right based on Original Record

Field Name	Description																								
	<p>Type and TD Code (see below). If the Amount is not negative, set the third character to "1". If the Amount is negative, set the third character to "2".</p> <table border="1" data-bbox="731 388 1339 825"> <thead> <tr> <th data-bbox="731 388 1220 424">Original Record Type</th><th data-bbox="1220 388 1339 424">Character</th></tr> </thead> <tbody> <tr> <td data-bbox="731 424 1220 466">5020 with TD Code not equal to 62 or O2</td><td data-bbox="1220 424 1339 466">A</td></tr> <tr> <td data-bbox="731 466 1220 508">5020 with TD Code equal to 62 or O2</td><td data-bbox="1220 466 1339 508">D</td></tr> <tr> <td data-bbox="731 508 1220 551">5030</td><td data-bbox="1220 508 1339 551">B</td></tr> <tr> <td data-bbox="731 551 1220 593">5040, 5041</td><td data-bbox="1220 551 1339 593">C</td></tr> <tr> <td data-bbox="731 593 1220 635">5045</td><td data-bbox="1220 593 1339 635">X</td></tr> <tr> <td data-bbox="731 635 1220 677">5047, 5052, 5054</td><td data-bbox="1220 635 1339 677">N</td></tr> <tr> <td data-bbox="731 677 1220 720">5049, 5051, 5055</td><td data-bbox="1220 677 1339 720">Q</td></tr> <tr> <td data-bbox="731 720 1220 762">5050</td><td data-bbox="1220 720 1339 762">W</td></tr> <tr> <td data-bbox="731 762 1220 804">5071 – 5078</td><td data-bbox="1220 762 1339 804">G</td></tr> </tbody> </table>	Original Record Type	Character	5020 with TD Code not equal to 62 or O2	A	5020 with TD Code equal to 62 or O2	D	5030	B	5040, 5041	C	5045	X	5047, 5052, 5054	N	5049, 5051, 5055	Q	5050	W	5071 – 5078	G				
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Routing ID	<p>Set first two characters as follows: If [Record ID] is 5071 – 5078, set to "G" + character from table to the right based on [Region]. Otherwise, set to first two characters of [Routing ID]. Set the third character to "0" (zero).</p> <table border="1" data-bbox="915 988 1155 1501"> <thead> <tr> <th data-bbox="915 988 1041 1024">[Region]</th><th data-bbox="1041 988 1155 1024">Character</th></tr> </thead> <tbody> <tr> <td data-bbox="915 1024 1041 1066">1</td><td data-bbox="1041 1024 1155 1066">B</td></tr> <tr> <td data-bbox="915 1066 1041 1108">2</td><td data-bbox="1041 1066 1155 1108">N</td></tr> <tr> <td data-bbox="915 1108 1041 1151">3</td><td data-bbox="1041 1108 1155 1151">W</td></tr> <tr> <td data-bbox="915 1151 1041 1193">4</td><td data-bbox="1041 1151 1155 1193">A</td></tr> <tr> <td data-bbox="915 1193 1041 1235">5</td><td data-bbox="1041 1193 1155 1235">C</td></tr> <tr> <td data-bbox="915 1235 1041 1277">6</td><td data-bbox="1041 1235 1155 1277">K</td></tr> <tr> <td data-bbox="915 1277 1041 1320">7</td><td data-bbox="1041 1277 1155 1320">F</td></tr> <tr> <td data-bbox="915 1320 1041 1362">8</td><td data-bbox="1041 1320 1155 1362">D</td></tr> <tr> <td data-bbox="915 1362 1041 1404">9</td><td data-bbox="1041 1362 1155 1404">S</td></tr> <tr> <td data-bbox="915 1404 1041 1446">0</td><td data-bbox="1041 1404 1155 1446">T</td></tr> <tr> <td data-bbox="915 1446 1041 1488">P</td><td data-bbox="1041 1446 1155 1488">P</td></tr> </tbody> </table>	[Region]	Character	1	B	2	N	3	W	4	A	5	C	6	K	7	F	8	D	9	S	0	T	P	P
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9	S																								
0	T																								
P	P																								
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number.																								
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code.																								
Project Code	Set to Function Code for 5071 to 5078 records or Project Code.																								
State/City Code	<p>Except for [Record ID] 5071 – 5078, the first two characters of this field contain a numeric state code or an alpha country code. Note that this code is associated with the Requisitioner or Ship To address, not with the billed office address.</p>																								
GSA Order/Session/Ticket Number	<p>If [Record ID] is 5041, set to [GSA Order Number]. If [Record ID] is 5071 – 5078, set to [GSA Order/Session/Ticket No.].</p>																								

Field Name	Description
	If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file. Otherwise, leave blank.
Advance Indicator	Designates the internal voucher as an advance transaction.
Original Record Type	Record Type from Source System.
Interfund Indicator	Used to identify Interfund Detail Billing Records.
Rest of Customer Data	<p>For records from FSS-19:</p> <p>If [Agency] equals 12, set to characters 61 – 80 of [Appropriation Data] from the USDA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank.</p> <p>If [Agency] equals 70, set to characters 61 – 80 of [Appropriation Data] from the FEMA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank.</p> <p>For records from CSC or FEDPAY:</p> <p>Set to the last 20 characters of the [Customer Provided Data] or [Customer Data].</p>
Original Ticket Number	<p>If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.].</p> <p>If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.].</p> <p>Otherwise, leave blank.</p>
Customer Requisition Number	<p>If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.].</p> <p>If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.].</p> <p>Otherwise, leave blank.</p>
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Work Authorization	<p>For PBS only.</p> <p>If Record ID] is 5071, 5075, 5076, or 5078, set to [Work Authorization].</p> <p>Otherwise, leave blank.</p>
Project Number	Free text field, value maps to the Treasury IPAC file field "Job Number". The job or project number used for interagency transfers.
1st Character BOAC	First character of Pegasys Vendor Code.
Original Fund Code	Fund Code from Original system.
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.
Customer Name	The Name of GSA customer.
Attention Line	The Attention Line of the Detail Billing Record.
Telephone Number	The Telephone number of Customer.
FAX Number	The Fax number of Customer.

Field Name	Description
Email Address	The Email address of Customer.
Country Code	The Country Code of Customer.
State/Country Name	The State/country Name of Customer.
Transaction date	The Transaction date.
Original Date	The Original Date of service/sale completion.
Credit/Adjustment Indicator	Indicator for negative ("C" for Credit") or positive adjustments ("A" for adjustment).

B.5 Appendix: Internal Voucher (NV) – User-Defined Fields and Form Descriptions

Please click on this link to go back to the section [**4.4.2.2 Internal Voucher \(NV\) - User-Defined Form Field Descriptions**](#)

Exhibit B-5: Internal Voucher Fields (NV) – User-Defined Fields and Form Descriptions

Field Name	Description
Internal Voucher (NV) Header	
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.
Client Telephone Number	Telephone number of GSA customer.
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance.
Internal Voucher (NV) Accounting Line	
FedCode/Customer Fund Code	Federal customer identification number used in conjunction with the Billing Office Address Code (BOAC) to pull customer and customer address information. The Fund Code provided by the customer.
FAS PO Number	The purchase order number provided by FAS.
TD Code/Transaction Code	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.
Internal Voucher (NV) > Accounting Line > Detail Billing Record Search Tab	
External Surcharge Flag	Indicates the detail billing record represents a surcharge amount already calculated in the FAS feeder system.
Billing Method	Value determines the type of Detail Billing Record. Mapped to Origin System Record ID.
Surcharge Indicator	Indicates if there is a surcharge.

Field Name	Description																								
Signal Code	Signal Code for detail billing record.																								
Supplemental Address	Supplemental Address, if present, for Detail Billing Record.																								
Bank Charge Detail	Indicates Summary or Detail level.																								
Advice Code	Advice code for internal voucher.																								
Document ID	<p>Set first character to "F". Set second character from table to the right based on Original Record Type and TD Code (see below). If the Amount is not negative, set the third character to "1". If the Amount is negative, set the third character to "2".</p> <table border="1" data-bbox="736 688 1339 1121"> <thead> <tr> <th data-bbox="736 688 1225 730">Original Record Type</th><th data-bbox="1225 688 1339 730">Character</th></tr> </thead> <tbody> <tr> <td data-bbox="736 730 1225 772">5020 with TD Code not equal to 62 or O2</td><td data-bbox="1225 730 1339 772">A</td></tr> <tr> <td data-bbox="736 772 1225 815">5020 with TD Code equal to 62 or O2</td><td data-bbox="1225 772 1339 815">D</td></tr> <tr> <td data-bbox="736 815 1225 857">5030</td><td data-bbox="1225 815 1339 857">B</td></tr> <tr> <td data-bbox="736 857 1225 899">5040, 5041</td><td data-bbox="1225 857 1339 899">C</td></tr> <tr> <td data-bbox="736 899 1225 941">5045</td><td data-bbox="1225 899 1339 941">X</td></tr> <tr> <td data-bbox="736 941 1225 984">5047, 5052, 5054</td><td data-bbox="1225 941 1339 984">N</td></tr> <tr> <td data-bbox="736 984 1225 1026">5049, 5051, 5055</td><td data-bbox="1225 984 1339 1026">Q</td></tr> <tr> <td data-bbox="736 1026 1225 1068">5050</td><td data-bbox="1225 1026 1339 1068">W</td></tr> <tr> <td data-bbox="736 1068 1225 1110">5071 – 5078</td><td data-bbox="1225 1068 1339 1110">G</td></tr> </tbody> </table>	Original Record Type	Character	5020 with TD Code not equal to 62 or O2	A	5020 with TD Code equal to 62 or O2	D	5030	B	5040, 5041	C	5045	X	5047, 5052, 5054	N	5049, 5051, 5055	Q	5050	W	5071 – 5078	G				
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Routing ID	<p>Set first two characters as follows: If [Record ID] is 5071 – 5078, set to "G" + character from table to the right based on [Region]. Otherwise, set to first two characters of [Routing ID]. Set the third character to "0" (zero).</p> <table border="1" data-bbox="915 1279 1152 1797"> <thead> <tr> <th data-bbox="915 1279 997 1322">[Region]</th><th data-bbox="997 1279 1152 1322">Character</th></tr> </thead> <tbody> <tr> <td data-bbox="915 1322 997 1364">1</td><td data-bbox="997 1322 1152 1364">B</td></tr> <tr> <td data-bbox="915 1364 997 1406">2</td><td data-bbox="997 1364 1152 1406">N</td></tr> <tr> <td data-bbox="915 1406 997 1448">3</td><td data-bbox="997 1406 1152 1448">W</td></tr> <tr> <td data-bbox="915 1448 997 1491">4</td><td data-bbox="997 1448 1152 1491">A</td></tr> <tr> <td data-bbox="915 1491 997 1533">5</td><td data-bbox="997 1491 1152 1533">C</td></tr> <tr> <td data-bbox="915 1533 997 1575">6</td><td data-bbox="997 1533 1152 1575">K</td></tr> <tr> <td data-bbox="915 1575 997 1617">7</td><td data-bbox="997 1575 1152 1617">F</td></tr> <tr> <td data-bbox="915 1617 997 1660">8</td><td data-bbox="997 1617 1152 1660">D</td></tr> <tr> <td data-bbox="915 1660 997 1702">9</td><td data-bbox="997 1660 1152 1702">S</td></tr> <tr> <td data-bbox="915 1702 997 1744">0</td><td data-bbox="997 1702 1152 1744">T</td></tr> <tr> <td data-bbox="915 1744 997 1786">P</td><td data-bbox="997 1744 1152 1786">P</td></tr> </tbody> </table>	[Region]	Character	1	B	2	N	3	W	4	A	5	C	6	K	7	F	8	D	9	S	0	T	P	P
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8	D																								
9	S																								
0	T																								
P	P																								
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number.																								

Field Name	Description
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code.
Project Code	Set to Function Code for 5071 to 5078 records or Project Code.
State/City Code	Except for [Record ID] 5071 – 5078, the first two characters of this field contain a numeric state code or an alpha country code. Note that this code is associated with the Requisitioner or Ship To address, not with the billed office address.
GSA Order/Session/Ticket Number	If [Record ID] is 5041, set to [GSA Order Number]. If [Record ID] is 5071 – 5078, set to [GSA Order/Session/Ticket No.]. If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file. Otherwise, leave blank.
Advance Indicator	Designates the internal voucher as an advance transaction.
Original Record Type	Record Type from Source System.
Interfund Indicator	Used to identify Interfund Detail Billing Records.
Rest of Customer Data	For records from FSS-19: If [Agency] equals 12, set to characters 61 – 80 of [Appropriation Data] from the USDA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. If [Agency] equals 70, set to characters 61 – 80 of [Appropriation Data] from the FEMA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. For records from CSC or FEDPAY: Set to the last 20 characters of the [Customer Provided Data] or [Customer Data].
Original Ticket Number	If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.]. If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.]. Otherwise, leave blank.
Customer Requisition Number	If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.]. If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.]. Otherwise, leave blank.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Work Authorization	For PBS only. If Record ID] is 5071, 5075, 5076, or 5078, set to [Work Authorization]. Otherwise, leave blank.
Project Number	Free text field, value maps to the Treasury IPAC file field "Job Number". The job or project number used for interagency transfers.
1st Character BOAC	First character of Pegasys Vendor Code.
Original Fund Code	Fund Code from Original system.

Field Name	Description														
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.														
Customer Name	The Name of GSA customer.														
Attention Line	The Attention Line of the Detail Billing Record.														
Telephone Number	The Telephone number of Customer.														
FAX Number	The Fax number of Customer.														
Email Address	The Email address of Customer.														
Country Code	The Country Code of Customer.														
State/Country Name	The State/country Name of Customer.														
Transaction date	The Transaction date.														
Original Date	The Original Date of service/sale completion.														
Credit/Adjustment Indicator	Indicator for negative ("C" for Credit") or positive adjustments ("A" for adjustment).														
Internal Voucher (NV)=>Accounting Line=>Detail Billing Record Modify Tab															
External Surcharge Flag	Indicates the detail billing record represents a surcharge amount already calculated in the FAS feeder system.														
Billing Method	Value determines the type of Detail Billing Record. Mapped to Origin System Record ID.														
Surcharge Indicator	Indicates if Detail Billing Record is for a surcharge.														
Signal Code	Signal code for detail billing record.														
Supplemental Address	Supplemental Address, if present, for Detail Billing Record.														
Bank Charge Detail	Indicates Summary or Detail level.														
Advice Code	Advice Code, if present, for Detail Billing Record.														
Document ID	<p>Set first character to "F".</p> <p>Set second character from table to the right based on Original Record Type and TD Code (see below).</p> <p>If the Amount is not negative, set the third character to "1".</p> <p>If the Amount is negative, set the third character to "2".</p> <table border="1"> <thead> <tr> <th>Original Record Type</th> <th>Character</th> </tr> </thead> <tbody> <tr> <td>5020 with TD Code not equal to 62 or O2</td> <td>A</td> </tr> <tr> <td>5020 with TD Code equal to 62 or O2</td> <td>D</td> </tr> <tr> <td>5030</td> <td>B</td> </tr> <tr> <td>5040, 5041</td> <td>C</td> </tr> <tr> <td>5045</td> <td>X</td> </tr> <tr> <td>5047, 5052, 5054</td> <td>N</td> </tr> </tbody> </table>	Original Record Type	Character	5020 with TD Code not equal to 62 or O2	A	5020 with TD Code equal to 62 or O2	D	5030	B	5040, 5041	C	5045	X	5047, 5052, 5054	N
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P	P																									
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number, not the Requisition Number provided by the customer.																									
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code.																									
Project Code	Set to Function Code for 5071 to 5078 records or Project Code.																									
State/City Code	<p>Except for [Record ID] 5071 – 5078, the first two characters of this field contain a numeric state code or an alpha country code. Note that this code is associated with the Requisitioner or Ship To address, not with the billed office address.</p>																									
GSA Order/Session/Ticket Number	<p>If [Record ID] is 5041, set to [GSA Order Number] If [Record ID] is 5071 – 5078, set to [GSA Order/Session/Ticket No.] If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file Otherwise, leave blank</p>																									
Advance Indicator	Designates the Detail Billing Record as an advance transaction.																									
Original Record Type	Record Type from Source System.																									
Interfund Indicator	Used to search the Interfund Indicator of the Detail Billing Record.																									
Original Ticket Number	<p>If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.]</p>																									

Field Name	Description
	Otherwise, leave blank.
Customer Requisition Number	If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] Otherwise, leave blank.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Work Authorization	For PBS only If Record ID] is 5071, 5075, 5076, or 5078, set to [Work Authorization] Otherwise, leave blank.
Project Number	Free text field, value maps to the Treasury IPAC file field "Job Number". The job or project number used for interagency transfers.
1st Character BOAC	First character of Vendor Code.
Original Fund Code	Original fund code.
Rest of Customer Data	Fund Code from Original system.
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.
Customer Name	The Name of the GSA Customer.
Attention Line	The Attention Line of the Detail Billing Record.
Telephone Number	The Telephone Number of the Customer
FAX Number	The Fax Number of the Customer.
Email Address	The E-mail Address of the Customer.
Country Code	The Country Code of Customer.
State/Country Name	The State/Country name of customer.
Transaction date	The Transaction Date.
Original Date	The Original Date of service/sale completion.
Unit Cost Price	For Inventory from Billing transactions only. [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type) Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored.
Extended Cost	For Inventory from Billing transactions only Calculate as [Quantity] x Unit Cost Price, rounded to two decimal places. Format: Numeric with explicit decimal point. Leading zeroes are not required. Leading and trailing spaces are ignored.
Credit/Adjustment Indicator	Determines if the Detail Billing Record is a negative ("C" for Credit) or positive adjustment ("A" for adjustment).

B.6 Appendix: Standard Voucher (SV) – User-Defined Fields and Form Descriptions

Please click on this link to go back to the section

[**4.5.3 Standard Voucher \(SV\) - User-Defined Form Field Descriptions**](#)

[**4.19.3 Inventory Management - User-Defined Form and Fields Descriptions**](#)

Exhibit B-6: Standard Voucher (SV) – User-Defined Fields and Form Descriptions

Field Name	Description
Standard Voucher (SV) Header	
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.
Standard Voucher (SV) Accounting Line	
Transaction Date	The Transaction date.
Unit Cost Price	For Inventory from Billing transactions only. [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type). Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored.
Signal Code	Signal Code for the Standard Voucher.
Supplemental Address/ FAS PO Number	Supplemental Address, if present, for Detail Billing Record/ The purchase order number provided by FAS.
TD Code/Transaction Code	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.
Location/System	An alphanumeric code that specifies the location/system dimension. The value must be valid in the system maintenance table.
Fedcode/Customer Fund Code	Federal customer identification number used in conjunction with the Billing Office Address Code (BOAC) to pull customer and customer address information. The Fund Code provided by the customer.

B.7 Appendix: Outstanding Bills Query – User-Defined Search Criteria Field Descriptions

Please click on this link to go back to the section [4.6.1.3 Outstanding Bills Query Search Criteria- User-Defined Field Descriptions](#)

Exhibit B-7: Outstanding Bills Query – User-Defined Fields and Form Descriptions

Search Element	Description
Additional Criteria Group Box (Collapsible)	
Agreement Number Group Box	Agreement Number and agreement line number referenced search link.
User Define Fields Group Box	
Assignment Code	Searches the Assignment code on the BD header.

B.8 Appendix: General Ledger (GL) Account Detail Query – User-Defined Search Criteria Field Descriptions

Please click on this link to go back to the section [4.6.5.2 Search Criteria – User-Defined Field Descriptions](#)

Exhibit B-8: GL Account Detail Query Field Descriptions– User-Defined Search Criteria Field Descriptions

Field Name	Description
Client Telephone Number/Office Code	Provides the ability to search for records by the Client Telephone Number/Office Code.
Lockbox Number	Provides the ability to search for records by the Lockbox Number.
Short Contract Number (GWAC)	Provides the ability to search for records by the Short Contract Number.
Contract Source	Provides the ability to search for records by the Contract Source.
Fedcode/Customer Fund Code/Record Type (SIFT)	Provides the ability to search for records by the Fedcode/Customer Fund Code/Record Type.
Lease Number/Report Period/Adjustment Code	Provides the ability to search for records by the Lease Number/Report Period/Adjustment Code.
Product Code/Receipt Date/IT Spending Authorization Number	Provides the ability to search for records by the Product Code/Receipt Date/IT Spending Authorization Number
Order Number/Unit Cost Price/Open Balance	Provides the ability to search for records by the Order Number/Unit Cost Price/Open Balance.
Signal Code	Provides the ability to search for records by the Signal Code.
Pay.gov Tracking ID	Provides the ability to search for records by the Pay.gov Tracking ID.
Title/Contract Number	Provides the ability to search for records by the Title/Contract Number.
Supplemental Address/FAS PO Number	Provides the ability to search for records by the Supplemental Address/FAS PO Number.
TD Code/Transaction Code	Provides the ability to search for records by the TD Code/Transaction Code.
Severable Service/SCAC Code	Provides the ability to search for records by the Severable



Field Name	Description
	Service/SCAC Code.
Additional Codes	Provides the ability to search for records by the Additional Codes.
Assignment Code	Provides the ability to search for records by the Assignment Code.

B.9 Appendix: Vendor Activity Search – User-Defined Search Criteria Field Descriptions

Please click on this link to go back to the section [4.6.7.3 Search Criteria - User-Defined Field Definitions](#)

Exhibit B-9: Vendor Activity Search – User-Defined Search Criteria Field Descriptions

Search Element	Description
Region	An alphanumeric code that specifies a region the vendor is associated with. The Region on the vendor is not the accounting dimension region.
Region Number	Region number associated with the vendor address. The Region on the vendor is not the accounting dimension region.

B.10 Appendix: Debt Account (DA) –User-Defined Fields and Forms Descriptions

Please click on this link to go back to the section [4.7.4 Debt Account \(DA\) - User-Defined Form Field Descriptions](#)

Exhibit B-10: Debt Account (DA) – User-Defined Fields and Forms Descriptions

Field Name	Description	Debt Account Document Types			
		DAV	DES	D6M	D7M
Debt Account (DA) Header					
Item # 1	The first item.		Yes	Yes	
Item # 2	The second item.		Yes	Yes	
Item # 3	The third item.		Yes	Yes	
Debt Account Type Detail	Details about the Debt Account Type.				Yes
Referral Options	The available Referral Options.	Yes	Yes	Yes	
PO Number	The PO Number.		Yes	Yes	
Debtor Name	The name of the debtor.	Yes	Yes	Yes	
ITS Claim Reason	The reason for the ITS Claim.		Yes	Yes	
Vehicle Tag Number	The Vehicle Tag Number.	Yes			

Field Name	Description	Debt Account Document Types			
Insurance Claim Number	The Insurance Claim Number.	Yes			
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.	Yes	Yes	Yes	Yes
Debt Account (DA) Accounting Line					
Sales Office Number	The Sales Office Number.		Yes	Yes	
Sale Number	The Sale Number.		Yes	Yes	
Insurance Policy Number	The Insurance Policy Number.	Yes			
Labor Flag	The Labor Flag.		Yes	Yes	
Sep Date	The Sep Date.		Yes	Yes	
Sales/Lease Number	The Lease Number.				Yes
GSA Contract Number	The GSA Contract Number.		Yes	Yes	
Commodity Code	The Commodity Code.		Yes	Yes	
ACO Code	The ACO Code.		Yes	Yes	
ACO Zone	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.		Yes	Yes	

B.11 Appendix: Cash Receipt (CR) – User-Defined Fields and Forms Descriptions

Please click on this link to go back to the section [4.8.1.3 Cash Receipt \(CR\) - User-Defined Form Field Descriptions](#)

Exhibit B-11: Cash Receipt (CR) – User-Defined Fields and Forms Descriptions

Field Name	Description
Cash Receipt (CR) Header	
SCAC Code	SCAC is Standard Carrier Alpha Code. It is a unique two-to-four-letter code used to identify transportation companies.
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance.
Client Telephone Number	Telephone number of GSA customer.
Title/Contract Number	The Title/Contract Number.

Field Name	Description
Debit Voucher Number - Original Deposit Ticket Number	The Debit Voucher Number or the Original Deposit Ticket Number.
Manual Process indicator	The indicator for Manual Process.
Office Code	The Office Code.
Lockbox Number	The Lockbox Number.
Short Contract Number	The Short Contract Number.
Contract Source	The Contract Source.
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.
Cash Receipt (CR) Accounting Line	
Order Number	The Order Number.
Class ID	The Class ID
Charge Type	The Charge Type
Product Code	The Product Code.
Customer Code	The Customer Code.
Report Period	The Report Period.
Description/Contract Number	The Description/Contract Number.
Record Type	The Record Type.
Record Period	The Record Period.
Batch Number/Batch ID	The Batch Number/Batch ID.
Approval Code	The Approval Code.
Pay.gov Tracking ID	The Pay.gov Tracking ID.
Open Balance	Value if AG has open balance. Not Required.
Adjustment Code	Code indicating if this is an Adjustment.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Fedcode/Customer Fund Code	Federal customer identification number used in conjunction with the Billing Office Address Code (BOAC) to pull customer and customer address information. The Fund Code provided by the customer.
Lease Number	The Lease Number.
FAS PO Number	The purchase order number provided by FAS.
TD Code/Transaction Code	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.

B.12 Appendix: Collections Query – User-Defined Search Criteria Field Descriptions

Please click on this link to go back to the section [4.8.2.3 Collections Query – User-Defined Search Criteria Field Descriptions](#)

Exhibit B-12: Collections Query – User-Defined Search Criteria Field Descriptions

Search Criteria	Field Description
Severable Services/SCAC Code	Provides the ability to search for records by the Severable Services/SCAC Code.
Client Telephone Number/Office Code	Provides the ability to search for records by the Client Telephone Number/Office Code.
Lockbox Number	Provides the ability to search for records by the Lockbox Number.
Short Contract Number	Provides the ability to search for records by the Short Contract Number.
Contract Source	Provides the ability to search for records by the Contract Source.
Fedcode/Customer Fund Code/Record Type	Provides the ability to search for records by the Fedcode/Customer Fund Code.
Bidders Last Name	Provides the ability to search for records by the Bidders Last Name.
Record Type (SIFT)	Provides the ability to search for records by the Record Type.
Product Code/Receipt Date	Provides the ability to search for records by the Product Code/Receipt Date.
Order Number/Unit Cost Price	Provides the ability to search for records by the Order Number/Unit Cost Price.
Customer Code/Premature Remittance	Provides the ability to search for records by the Customer Code or Premature Remittance.
Pay.gov Tracking ID	Provides the ability to search for records by the Pay.gov Tracking ID.
Title/Contract Number	Provides the ability to search for records by the Title/Contract Number.
Debit Voucher Number-Original Deposit Ticket Number	Provides the ability to search for records by the Debit Voucher Number-Original Deposit Ticket Number.
Manual Process Indicator	Provides the ability to search for records by the Manual Process Indicator.
Assignment Code	Provides the ability to search for records by the Assignment Code.
FAS PO Number	Provides the ability to search for records by the FAS PO Number.
TD Code/Transaction Code	Provides the ability to search for records by the TD Code/Transaction Code.

B.13 Appendix: Centralized Collection Services Staging Record –User-Defined Search Fields and Form Definitions

Please click on this link to go back to the section [4.8.7.3 Centralized Collection Services Staging Record Query – User-Defined Search Criteria Field Descriptions](#)

Exhibit B-13: Centralized Collection Services Staging Record – User-Defined Search Fields and Form Definitions

Field Name	Description
Client Telephone Number	The Telephone Number of GSA customer.
Memo Report Indicator	Displays the Memo Post Flag Value. Values: If blank the transaction is funded through Vantiv. 'Y' - Memo Report only.
Transaction Date Day	Date of Record Transaction.
Code identifying the Authorization Number	Field value is set to the authorization code.
POS Terminal Capability	Code identifying the actual capabilities of the POS system used. Value to pass in EMD Settlement. 0 - Unknown (These Transactions do not qualify for improved rates.) 1 - Paper/Manual; no terminal (These Transactions do not qualify for improved rates.) 2 - Magnetic stripe reader. 3 - PAN auto entry via contactless magnetic Chip (Entry Mode must be '07') 4 - PAN auto entry via contactless magnetic Stripe.(Entry Mode must be '91') 5 - Magnetic stripe reader and contactless capability. 7 - Magnetic stripe reader and key entry capability (for MasterCard) 8 - Magnetic stripe, contactless, and key entry capability 9 - Key entry only, no electronic reading capability (No Magnetic stripe, Chip, etc...)
POS Entry Mode	How the credit card information was read at the POS system: 01 - Key entry 07 - Contactless magnetic chip 81 - Ecommerce (MasterCard Only) 90 - Complete magnetic stripe read and transmitted 91 - Contactless magnetic stripe read.
Cardholder ID Method	Method used by the card holder for identification when making the transaction: 1 - Signature 2 - Pin 3 - Unattended terminal, no pin 4 - Mail/phone order 5 - Unattended terminal, PIN capable
AVS Response Code	Address verification response code as returned in original authorization response.

Field Name	Description
Purchase Identifier	Set to Order Number.
Purchase Type	The type of purchase.
Sales Tax Collected Indicator	Indicator for Sales Tax Collected.
Sales Tax Amount (VISA)	Amount of sales tax for VISA.
National Tax Collected Indicator (VISA)	Indicator for National Tax Collected.
National Tax Amount (VISA)	Amount of National tax for VISA.
Other Tax	Other tax amount.
Product Code (VISA)	The VISA product code.
Discount Line Item	Discount line item.
Line Item Total	Total of line item.
Sales Tax Collected ID	The Sales Tax collected ID.
Sales Tax Amount (MC)	The Sales Tax Amount for MC.
Freight Amount	The Freight amount.
Duty Amount	The Duty amount.
National Tax Collected Indicator (MC)	The indicator for National Tax collected for MC.
National Tax Amount (MC)	The National Tax amount for MC.
Ship from Postal Code	The Postal code of location shipped from.
Tax Exempt Indicator	Indicator for Tax Exempt.
Destination Country Code	Country code of the destination location.
Merchant Reference Number	The Reference number of the associated merchant.
Product Code (MC)	The Product code for MasterCard.
Extended Item Amount	Amount of extended item.
Extended Item Amount Sign	The Extended Item Amount Sign.
Extended Item Amount Net Gross Indicator	Indicator for Extended Item Amount Net Gross.
Discount Indicator	Indicator for Discount.
Discount Amount	The Amount of discount.
Order Number	The Order number.
Product Code	The Product code.
Customer Code	The Customer code.
Assignment Code	The Assignment code.
Fedcode/Customer Fund Code/Record Type (SIFT)	Federal customer identification number used in conjunction with the Billing Office Address Code (BOAC) to pull customer and customer address information. The Fund Code provided by the customer. Record Type (SIFT) - An internal 2-digit numeric code system which identifies the type of contract collection transaction being processed.
FAS PO Number	The purchase order number provided by FAS.
TD Code/Transaction Code	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.
Lease Number	The Lease Number.

B.14 Appendix: Vendor Account/Statement/Document Level Correspondence –User-Defined Search Fields and Form Definitions

Please click on this link to go back to the section [4.9.1 Statement/ Vendor Account/ Document Level Correspondence – User-Defined Search Field Definitions](#)

Exhibit B-14: Vendor Account/Statement/Document Level Correspondence – User-Defined Search Fields and Form Definitions

Search Element	Description
Assignment Code	The code used to identify the user responsible managing the Cash Receipt (CR).
Public Publishing	Provides ability to perform searches for records that have been transmitted to VCSS (Null, True, False).

B.15 Appendix: Payment Authorization (IP) – User-Defined Fields and Form Descriptions

Please click on this link to go back to the section [4.14.4.3 Payment Authorization \(IP\) – User-Defined Form Field Descriptions](#)

Exhibit B-15: Payment Authorization (IP) – User-Defined Fields and Form Descriptions

Field Name	Description
Payment Authorization (IP) Header	
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance.
Client Telephone Number	Telephone number of GSA customer.
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.
Payment Authorization (IP) Header Accounting Line	
Order Number	The Order Number.
Class ID	The Class ID
Charge Type	The Charge Type
Product Code	The Product Code.
Customer Code	The Customer Code.
Fedcode/Customer Fund Code	Federal customer identification number used in conjunction with the Billing Office Address Code (BOAC) to pull customer and customer address information. The Fund Code provided by the customer.
Lease Number	The Lease Number.
FSA PO Number	The purchase order number provided by FAS.
TD Code/Transaction Code	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.

B.16 Appendix: External Direct Agreement (ED) – User-Defined Fields and Form Descriptions

Please click on this link to go back to the section [4.3.1.2 User-Defined Fields - External Direct Agreement \(ED\) Document Types](#)

Exhibit B-16: External Direct Agreement (ED) – User-Defined Fields and Form Descriptions

Field Name	Description
External Direct agreement (ED) Header	
Assignment Code	The group assigned to this Agreement Charge.
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance.
Client Telephone Number	Telephone number of GSA customer.
Authorized Agreement Amount	The authorized amount of the agreement.
Total Agreement Line Amounts	The dollar amount of the agreement. This field equals the total of the accounting line amounts.
External Direct agreement (ED) Accounting Line	
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Task/Subtask	The Task/Subtask
Class ID	The Class ID
Charge Type	The Charge Type
Location/System	An alphanumeric code that specifies the location/system dimension. The value must be valid in the system maintenance table.

B.17 Appendix: Internal Direct Agreement (ID) – User-Defined Fields and Form Descriptions

Please click on this link to go back to the section [4.3.2.2 User-Defined Fields - Internal Direct Agreement \(ID\)](#)

Exhibit B-17: Internal Direct Agreement (ID) – User-Defined Fields and Form Descriptions

Field Name	Description
Internal Direct agreement (ID) Header	
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance.
Client Telephone Number	Telephone number of GSA customer.
Authorized Agreement Amount	Amount of the agreement will be for. The Agency Cert Amount in Reimbursable Work Authorization (RWA) Entry & Tracking Application (RETA).

Field Name	Description
Total Agreement Line Amounts	The dollar amount of the agreement. This field equals the total of the accounting line amounts.
Internal Direct agreement (ID) Accounting Line	
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Location/System	An alphanumeric code that specifies the location/system dimension. The value must be valid in the system maintenance table.
Class ID	The Class ID
Task/Subtask	The Task/Subtask
Charge Type	The Charge Type

B.18 Appendix: Agreement Charge (AG) – User-Defined Fields and Form Descriptions

Please click on this link to go back to the section [4.3.4.2 User-Defined Fields - Agreement Charge \(AG\)](#)

Exhibit B-18: Agreement Charge (AG) – User-Defined Fields and Form Descriptions

Field Name	Description
Agreement Charge (AG) Header	
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.
Agreement Charge (AG) Accounting Line	
Open Balance	Value if AG has open balance. Not Required.
Adjustment Code	Code indicating if this AG is an Adjustment.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Location/System	An alphanumeric code that specifies the location/system dimension. The value must be valid in the system maintenance table.

C Appendix: GSA Business Line Specific Required Fields

C.1 Appendix: BAAR Accounting Dimensions

Please click on this link to go back to the section [4.1.1 Accounting Elements available on Forms, Documents, Queries and Detail Billing Records](#)

Exhibit C-1: BAAR Accounting Dimensions

Accounting Elements Group Box		
Field Name	Reference Link	Example
Template	Reference Link to the Accounting Template Table	2013PBS-00-192X-PG00-PG000
Beginning Budget Fiscal Year (BBFY)	Reference link, values Previous, Current, or Next	2013
Ending Budget Fiscal Year (BBFY)	Reference link, values Previous, Current, or Next	Typically blank
Fund	Reference Link to the Fund table	192X
Region	Reference link to the Region table	00
Org Code	Reference link to the Org Code table	P0012345
Program	Reference link to the Program table	PG00
Project Code	Reference link to the Project Code table	CA1610AB
Function (Activity)	Reference link to the Function table	PG000
Sub Object Class	Reference link to the Sub Object Class table	F4A
Revenue Source Code	Reference link to the Revenue Source table	A100
Sub Revenue Source Code	Reference link to the Sub Revenue Source table	n/a
Building #	Reference link to the Building # table	01020810
System	Reference link to the System table. Fleet Bills only: If entering dimensions manually, the System field should be populated using "A" + the 2 character FMC value.	031
Work Item	Reference link to the Work Item table	39A
ABC Activity	Reference link to the ABC Activity Table	B-BC-FA
Reimbursable Cost Element	Reference link to the Reimbursable Cost Element table	n/a
Reimbursable Sub-Object	Reference link to the Reimbursable Sub Object table	F4A
Year of Budget Authority (YBA)	Reference link to the YBA table	2011
Business Event Type Code (BETC)	Reference link to the BETC table	DISBAJ
Cost Organization	Reference link to the Cost Organization table	A07VN102
Cohort Year	Reference link to the Cohort Year table	2011
Product Service Code (PSC)	Reference link to the PSC (Product Service Code) table (not used by Pegasys users)	n/a

C.2 Appendix: Detail Billing Record Query Search Criteria

C.2.1 Appendix: Detail Billing Record Query Search Criteria- Fleet

Please click on this link to go back to the section [4.2.2.1 Search Parameters and Results](#)

Exhibit C-2: Detail Billing Record Query Search Criteria -Fleet

Search Element	Description
Fleet Detail Billing Elements Group Box	
Starting Mileage	Provides the ability to search for records by the vehicle starting mileage.
Ending Mileage	Provides the ability to search for records by the vehicle ending mileage.
Miles Driven	Provides the ability to search for records by the number of miles driven.
Days Used	Provides the ability to search for records by the number of days used.
Daily/Monthly Rate	Provides the ability to search for records by the daily/monthly rate for the vehicle.
Special Equipment Rate	Provides the ability to search for records by the special equipment rate for the vehicle.
Mileage Rate	Provides the ability to search for records by the mileage rate for the vehicle.
Description	Provides the ability to search for records by the description for the vehicle/use.
Vehicle Class	Provides the ability to search for records by the vehicle class of the vehicle.
Vehicle Tag	Provides the ability to search for records by the vehicle tag of the vehicle.
Billing Estimate Code	Provides the ability to search for records by the billing estimate code for the vehicle.
Vehicle Action Code	Provides the ability to search for records by the vehicle action code for the vehicle.
Body Type	Provides the ability to search for records by the body type of the vehicle.
Special ACC Equipment	Provides the ability to search for records by the special ACC equipment associated with the vehicle.
SpeedPay FSN	Provides the ability to search for records by the SpeedPay FSN field (associated with Fleet Military customer records only).
Sales Code	Provides the ability to search for records by the sales code associated with the type of vehicle transaction.
FSN Lookup	Provides the ability to search for records by the FSN Lookup field (associated with Fleet Military customer records only).

C.2.2 Appendix: Detail Billing Record Query Search Criteria – Rent

Please click on this link to go back to the section [4.2.2.1 Search Parameters and Results](#)

Exhibit C-3: Detail Billing Query Record Query Search Criteria - Rent

Search Element	Description
Rent Detail Billing Elements Group Box	
Building Name	Provides the ability to search for records by the name of the building associated with the Detail Billing Record.
Building Address	Provides the ability to search for records by the address of the building associated with

Search Element	Description
	the Detail Billing Record.
Building City	Provides the ability to search for records by the city of the building associated with the Detail Billing Record.
Building State	Provides the ability to search for records by the state of the building associated with the Detail Billing Record.
Building Zip Code	Provides the ability to search for records by the 5 digit zip code of the building associated with the Detail Billing Record.
Non-Cancelable OA Designation	Provides the ability to search for records by the non-cancelable OA designation (T or F).

C.2.3 Appendix: Detail Billing Record Query Search Criteria – Global Supply/Automotive Purchases

Please click on this link to go back to the section [4.2.2.1 Search Parameters and Results](#)

Exhibit C-4: Detail Billing Record Query Search Criteria – Global Supply/Automotive Purchases

Search Element	Description
Supply/Auto Purchase Detail Billing Elements Group Box	
External Surcharge Flag	Provides the ability to search for records by the External Surcharge Flag.
Billing Method	Provides the ability to search for records by the Billing Method.
Surcharge Indicator	Provides the ability to search for records by the Surcharge Indicator.
Signal Code	Provides the ability to search for records by the Signal Code.
Supplemental Address	Provides the ability to search for records by the Supplemental Address.
Bank Charge Detail	Provides the ability to search for records by the Bank Charge Detail.
Advice Code	Provides the ability to search for records by the Advice Code.
Document ID	Provides the ability to search for records by the Document ID.
Routing ID	Provides the ability to search for records by the Routing ID.
Requisition Number/Suffix	Provides the ability to search for records by the Requisition Number/Suffix.
Distribution Code	Provides the ability to search for records by the Distribution Code.
Project Code	Provides the ability to search for records by the Project Code.
State/City Code	Provides the ability to search for records by the State/City Code.
GSA Order/Session/Ticket Number	Provides the ability to search for records by the GSA Order/Session/Ticket Number.
Original Record Type	Provides the ability to search for records by the Original Record Type.
Rest of Customer Data	Provides the ability to search for records by the Rest of Customer Data.
Original Ticket Number	Provides the ability to search for records by the Original Ticket Number.
Customer Requisition	Provides the ability to search for records by the Customer Requisition Number.

Search Element	Description
Number	
Building Number	Provides the ability to search for records by the Building Number.
Work Authorization	Provides the ability to search for records by the Work Authorization.
Project Number	Provides the ability to search for records by the Project Number.
1 st Character BOAC	Provides the ability to search for records by the 1 st Character BOAC.
Original Fund Code	Provides the ability to search for records by the Original Fund Code.
SV Document Number	Provides the ability to search for records by the SV Document Number.
Customer Name	Provides the ability to search for records by the Customer Name.
Attention Line	Provides the ability to search for records by the Attention Line.
Telephone Number	Provides the ability to search for records by the Telephone Number.
FAX Number	Provides the ability to search for records by the FAX Number.
Email Address	Provides the ability to search for records by the Email Address.
Country Code	Provides the ability to search for records by the Country Code.
State/Country Name	Provides the ability to search for records by the State/Country Name.
Transaction Date	Provides the ability to search for records by the Transaction Date.
Original Date	Provides the ability to search for records by the Original Date.
Unit Cost Price	Provides the ability to search for records by the Unit Cost Price.
Extended Cost Amount	Provides the ability to search for records by the Extended Cost Amount.

C.2.4 Appendix: Detail Billing Record Query Search Criteria – AAS/ITS

Please click on this link to go back to the section [4.2.2.1 Search Parameters and Results](#)

Exhibit C-5: Detail Billing Query Record Query Search Criteria – AAS/ITS

Search Element	Description
AAS/ITS Detail Billing Elements Group Box	
Bill Level Indicator	Provides the ability to search for records by the name of the building associated with the Detail Billing Record.

C.3 Appendix: Create Detail Billing Records-DBR Query

C.3.1 Appendix: Create Detail Billing Records-DBR Query-Fleet

Please click on this link to go back to the section [4.2.3 Manual Creation of Detail Billing Records from the Detail Billing Record Query](#)

Exhibit C-6: Create Detail Billing Records-DBR Query-Fleet

Field	Description	Non- IPAC	IPAC	Interfund/Intrafund
Accounting Elements (DBR)				
Charge Period	Charge Date related to the Detail Billing Record. MM/YYYY format.	Value = date	Value = date	Value = date
Bill Type	Determines if the Bill Type is IPAC/Non-IPAC.	Value = blank	Value = IPAC	Value = blank
Designated Agent- ALC	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC	Value = blank
Amount	The amount of the billing record.	Value = amount. Credits must be entered as a negative amount.	Value = amount. Credits must be entered as a negative amount.	Value = amount. Credits must be entered as a negative amount.
Quantity	The number of items or units.	Value = 1	Value = 1	Value = 1
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field	Value = Not Required
Funding Authorization Source	Drop down; values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value= "Funding Document"	Value= "Funding Document"	Value= "Funding Document"
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced.	Value = Not Required	Value = value entered in the Source Number field.	Value = Not Required
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency	Value= charge date	Value= charge date	Value= charge date

Field	Description	Non- IPAC	IPAC	Interfund/Intrafund
	transfers.			
Unit	The standard unit of measure of the commodity. Disabled when the IPAC Article Qty/Unit Price indicator is Use DBE Detail.	Value = Not Required	Value = EA	Value = Not Required
Articles Or Services	Indicates the items or services on the transaction.	Value = Not Required	Value = Description field of the IPAC File	Value = Not Required
Accounting Classification Code (ACLCD)	The accounting classification code used for interagency transfers.	Value = Not Required	Value = BOAC or AB code	Value = Not Required
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Value = 0	Value = 0	Value = 0
Contract Number	Reference link to the Contract table. The contract number that applies to this item. While a reference link to the Contract table is present, this value does not have to be a valid value on the Contracts Table.	Value = Business Line	Value = Business Line	Value = Business Line
Invoice Number	The vendor invoice number.	Value = Non-IPAC Statement Number for Credit Bills only	Value = Not Required	Value = Non-IPAC Statement Number for Credit Bills only
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code	Value = Assignment Code	Value = Assignment Code
Detail Billing Element Fields				
Credit Adjustment Indicator	Determines if the Detail Billing Record is a negative ("C" for Credit) or positive adjustment ("A" for adjustment).	Value = C, A or blank	Value = C, A, or blank	Required for Credit Detail Billing Records. Value = C
Assignment Agency	Fleet uses for crosswalk to record the Assignment Agency.	Value= first two digits of vendor code	Value= first two digits of vendor code	Value= first two digits of vendor code
Starting	Stores the starting	Value = optional	Value = optional	Value = optional

Field	Description	Non- IPAC	IPAC	Interfund/Intrafund
Mileage	mileage in a whole number (no partial miles).			
Ending Mileage	Stores the ending mileage in a whole number (no partial miles).	Value = optional	Value = optional	Value = optional
Miles Driven	Stores the total miles driven for the bill in a whole number (no partial miles).	Value = optional	Value = optional	Value = optional
Days Used	Stores the number of days the vehicle was used by the customer.	Value = optional	Value = optional	Value = optional
Daily/Monthly Rate Amount	Stores the daily or monthly rate for the customer.	Value = optional	Value = optional	Value = optional
Special Equipment Rate Amount	Stores the total charge for special equipment (i.e., GPS) associated with the detail billing record.	Value = optional	Value = optional	Value = optional
Mileage Rate Amount	Stores the customer's mileage rate.	Value = optional	Value = optional	Value = optional
Description	Free text field for additional descriptive information from FMS.	Value = optional	Value = optional	Value = optional
Vehicle Class	Class of vehicle being rented.	Value = optional	Value = optional	Value = optional
Vehicle Tag	The Tag # of the vehicle. The 5 character tag value in FMS.	Value = optional	Value = optional	Value = optional
Billing Estimate Code	Y or <Leave Blank>. If 'Y', states the bill is based on estimated miles driven.	Value = optional	Value = optional	Value = optional
Vehicle Action Code	'1', '2', '3'; Required for assigned vehicle which is stated by sales code. Informational purposes to denote if the assigned vehicle is initial, continual or final.	Value = optional	Value = optional	Value = optional
Body Type	Provides the vehicle's body type.	Value = optional	Value = optional	Value = optional
Special ACC Equipment	Stores the vehicle accessory codes associated with the detail billing record.	Value = optional	Value = optional	Value = optional
SpeedPay FSN	For non-DOD customers who provide the information in SpeedPay, Fleet will need to concatenate the following values from SpeedPay:	WS-VB-BCN-BAN-ASN (6 characters) + WS-VB-Fiscal-Sta-No (6 characters) + WS-VB-Appropriation (4 characters) + WS-VB-Dept (2 characters) + WS-	For DOD Customers: WS-VB-Appropriation (4 characters) + WS-VB-Standard-Doc-No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5)	WS-VB-BCN-BAN-ASN (6 characters) + WS-VB-Fiscal-Sta-No (6 characters) + WS-VB-Standard-Doc-No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5)

Field	Description	Non- IPAC	IPAC	Interfund/Intrafund
		Standard-Doc-No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5 characters)	VB-Fiscal-Year (4 characters) + WS-VB-Limit (4 characters) + WS-VB-BCN-BAN-ASN (6 characters) + WS-VB-ACC-INFO (60 characters) + WS-VB-Fiscal-Sta-No (6 characters) + WS-VB-Standard-Doc-No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5 characters) For Non-DOD Customers, same as Non-IPAC	characters)
Sales Code	Populate with the sales code associated with the type of vehicle transaction.	Value = Sales Code	Value = Sales Code	Value = Sales Code
FSN Lookup	Required for FLEET Military Customer.	Value= F	Value= F	Value= F

C.3.2 Appendix: Create Detail Billing Records-DBR Query-Rent

Please click on this link to go back to the section [4.2.3 Manual Creation of Detail Billing Records from the Detail Billing Record Query](#)

Exhibit C-7: Create Detail Billing Records-DBR Query-Rent

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
Accounting Elements (DBR)				
Bill Type	Determines if the Bill Type is IPAC/Non-IPAC.	Value = blank	Value = IPAC	Value = blank
Source Number	Free text field. The specific source of the financial transaction activity. Rent IPAC billing: The OA number should be recorded in the Source Number and Funding Document fields.	Value = Optional	Value= value in the Funding Document Field	Value = Optional
Designated Agent- ALC	Reference link to the Vendor code table. Used to record the Treasury	Value = blank	Value = Required for Bill by ALC. When grouping	Value = blank

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
	ALC Billing Address associated with the vendor.		billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	
Amount	The amount of the billing record.	Value = amount. Credits must be entered as a negative amount.	Value = amount. Credits must be entered as a negative amount.	Value = amount. Credits must be entered as a negative amount.
Quantity	The number of items or units.	Value = 1	Value = 1	Value = 1
Funding Authorization Source	Drop down; values of agreement, Funding Document and Internal Obligation.	Value= "Funding Document"	Value= "Funding Document"	Value= "Funding Document"
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced. Enter the OA number.	Value = Not required	Value = value entered in the Source Number field.	Value = Required on all IPAC BDs. Value entered should match the value entered in the Source Number field.
Unit Price Amount	Billing amount per unit billed.	Value = Not required	Value = Unit price amount	Value = Not required
Unit	Reference link to the Unit table. The standard unit of measure of the commodity. Must be a valid value on the Purchasing Unit of Measure table and accepted by Treasury in the Treasury defined units. Disabled when the IPAC Article Qty/Unit Price indicator is Use DBE Detail.	Value = Not Required	Value = EA	Value = Not Required
Articles Or Services	Indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency or Customer information such as line of accounting that would otherwise not be included in the IPAC File.	Not required	Value = value sent in the Description field of the IPAC File.	Value = Not required

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = Not required	Value = BOAC or AB code	Value = Not required
Accounting Classification Reference Number (ACRN)	Free text field, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number used for interagency transfers. Rent will enter the 'level 4 business line', e.g., Rent, ANTENNA, RWA.	Value = Not required	Value = See Description	Value = Not required
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Value = Not required	Value = "0"	Value = Not required
Contract Number	Reference link to the Contract table. The contract number that applies to this item. While a reference link to the Contract table is present, this value does not have to be a valid value on the Contracts Table.	Value = Business Line	Value = Business Line	Value = Business Line
Invoice Number	The vendor invoice number. Updated by Treasury Reconciliation, Check Posting, Direct Entry, and Manual Check transaction. The Invoice Number field is populated via the Automated Disbursements batch jobs (Treasury Reconciliation, Check Posting), as well as Direct Entry and Manual Check transactions.	Value = Non-IPAC Statement Number for Credit Bills only.	Value = Not required	Value = Non-IPAC Statement Number for Credit Bills only.

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code.	Value = Assignment Code.	Value = Assignment Code.
Detail Billing Elements Fields				
Building Zip Code	Zip Code of building location	Value = Optional	Value = Optional	Value = Optional
Building Address	Street address of building location	Value = Optional	Value = Optional	Value = Optional
Building City	City of building location	Value = Optional	Value = Optional	Value = Optional
Building Name	Name of Building.	Value = Optional	Value = Optional	Value = Optional
Building State	State of building location.	Value = Optional	Value = Optional	Value = Optional
Non-Cancelable OA Designation	Populate with T or F based on the non-cancelable OA designation.	Value = "T" or "F"	Value = "T" or "F"	Value = "T" or "F"

C.3.3 Appendix: Create Detail Billing Records-DBR Query-Global Supply/Automotive Purchases

Please click on this link to go back to the section [4.2.3 Manual Creation of Detail Billing Records from the Detail Billing Record Query](#)

Exhibit C-8: Create Detail Billing Records-DBR Query-Global Supply /Automotive Purchases

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Accounting Elements (DBR)						
Charge Period	Charge Date related to the Detail Billing Record. MM/YYYY format.	Value = date	Value = date	Value = date	Value = date	Value = date
Bill Type	Determines if the Bill Type is IPAC/Non-IPAC.	Value = blank	Value = IPAC	Value = date	Value = date	Value = date
Designated	Required if Bill by ALC.	Value = blank	Value =	Value =	Value =	Value =

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Agent- ALC	When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).		Required if Bill by ALC	blank	blank	ALC
Amount	The amount of the billing record.	Value = amount. Credits must be entered as a negative amount.	Value = amount. Credits must be entered as a negative amount.	Value = amount. Credits must be entered as a negative amount.	Value = amount. Credits must be entered as a negative amount.	Value = amount. Credits must be entered as a negative amount.
Quantity	Format: ##### Leading zeroes are not required. Leading and trailing spaces are ignored. If [Quantity] Is blank or zero and the Billing Method is X, set to 1.	Value = 1	Value = 1	Value = 1	Value =1	Value =1
Eligible for Discount	Identifies if DBR contains Discount If [Record ID] is 0050 and [BOAC] is in the NIB/NISH, set to "L" Otherwise, set to "N" Required. Values: L for Eligible N for Not Eligible C for Complete (set by Pegasys Discount/Surcharge process) E for Error (set by Pegasys Discount/Surcharge process).	See Description				
Discount Amount	Amount that DBR will be discounted by. Calculated by Discount Batch Process.	Value= dollar amount of Discount				
Discount Type	If [Record ID] is 0050 and [BOAC] is in the NIB/NISH, set to "NIBNISH" Otherwise, leave blank.	See Description				
Document Reference Type	If the Billing Method equals G, set to the Document type of the IX-category document that provides Buyer-side accounting dimensions Otherwise, leave blank.	Value = blank	Value = blank	Value = See Description	Value = blank	Value = blank
Document	If the Billing Method equals	Value = blank	Value =	Value =	Value =	Value =

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Reference Number	G, set to the Document Number of the IX-category document that provides Buyer-side accounting dimensions Otherwise, leave blank.		blank	See Description	blank	blank
Document Reference Accounting	If the Billing Method equals G, set to the accounting line number of the IX-category document that provides Buyer-side accounting dimensions Otherwise, leave blank.	Value = blank	Value = blank	Value = See Description	Value = blank	Value = blank
Accounting Elements – Buyer Section – Interfund Only						
Buyer Accounting Template	If the Billing Method equals G, set to "NV-1" + [Fund Code] + [BOAC] Otherwise, leave blank.	Value = blank	Value = blank	Value = "NV-1" + [Fund Code] + [BOAC]	Value = blank	Value = blank
Customer Funding Source	Mapped to the Purchase Order field in the IPAC Bulk file, which is 22 characters. Required for IPAC. If no value is supplied in the detail billing record, a crosswalk rule will populate it with NOT_PROVIDED_BY_CUST.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.	Value = Not Required	Value = Not Required	Value = Not Required
Funding Authorization Source	Drop down; values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value= "Funding Document"	Value= "Funding Document"	Value= "Funding Document"	Value= "Funding Document"	Value= "Funding Document"
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value= charge date	Value= charge date	Value= charge date	Value= charge date	Value= charge date
Unit	The standard unit of measure of the commodity. Disabled when the IPAC Article Qty/Unit Price indicator is Use DBE Detail.	Value = Not Required	Value = EA	Value = Not Required	Value = Not Required	Value= EA
Accounting Classification Code (ACLCD)	BOAC Required. Note that this field provides the original BOAC value for all records, including credit card transactions.	Value = BOAC	Value = BOAC	Value = BOAC	Value = BOAC	Value = BOAC

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers. Not Required.	Value = 0	Value = 0	Value = 0	Value = 0	Value = 0
Centralized Collection Services Type	If the Billing Method is C, set to "BC". Otherwise, leave blank.	Value= blank	Value= blank	Value= blank	Value = BC	Value= blank
Agency ID/Merchant ID	If the Billing Method is C, set to Agency ID/Merchant ID. Otherwise, leave blank.	Value= blank	Value= blank	Value= blank	Value = Agency ID/Merchan t ID	Value= blank
Credit Card/Store Summarization Key	If the [Record ID] is 5075 or 5076, set to [Requisition Number] + Location Dimension + [Transaction Code] If the Billing Method is C and the [Record ID] is 5041 or 5073, set to [GSA Order Number] If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file If the [Record ID] is 5071 or 5078 and the Amount is not negative, set to [Requisition Number] + [Transaction Code] If the [Record ID] is 5071 or 5078 and the Amount is negative and the Billing Method is D or G, set to [Requisition Number] + [Transaction Code] If the [Record ID] is 5071 or 5078 and the Amount is negative and the Billing Method is X, set to [Requisition Number] + Location Dimension + [Transaction Code] + [Commodity Center Code] For all other transactions, leave blank.	Value= blank	Value= blank	Value= blank	Value = See Description	Value= blank
Credit Card Product Code	If the [Record ID] is 5075 or 5076, set to "GSACSC" + [Store Number/EDD Vendor Code]. Otherwise, leave blank.	Value= blank	Value= blank	Value= blank	Value = See Description	Value= blank

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Credit Card Authorization Code	If the Billing Method is not C, leave blank Otherwise (if the Billing Method is C) If the [Record ID] is 5073, 5075, or 5076, set to [Authorization Code] If the [Record ID] is not 5073, 5075, or 5076 set to the [Authorization Code] in the FSSADV or CSSADV file.	Value= blank	Value= blank	Value= blank	Value = See Description	Value= blank
Credit Card Authorization Date	If the Billing Method is not C, leave blank Otherwise (if the Billing Method is C)" If the [Record ID] is 5073, 5075, or 5076, leave blank If the [Record ID] is not 5073, 5075, or 5076 set to the [Authorization Date] in the FSSADV or CSSADV file Format: MMDDYYYY.	Value= blank	Value= blank	Value= blank	Value = See Description	Value= blank
Credit Card Number	If the Billing Method is not C, leave blank Otherwise (if the Billing Method is C) If the [Record ID] is 5073, 5075, or 5076, set to [Card Holder Account Number] If the [Record ID] is not 5073, 5075, or 5076 set to the [Credit Card Number] in the FSSADV or CSSADV file.	Value= blank	Value= blank	Value= blank	Value = See Description	Value= blank
Credit Card Expiration Date	If the Billing Method is not C, leave blank Otherwise (if the Billing Method is C) Set to Date of CC Expiration Format: MMDDYYYY.	Value= blank	Value= blank	Value= blank	Value= Date of Credit Card expiration	Value= blank
Fedcode/Customer Fund Code	If the first two positions of the [BOAC] equal HG or HX, set to "XP" If [Record ID] is 5047, 5049, 5051, 5052, 5054, or 5055 and the first position of the [BOAC] equals A, N, or W, see GS Billing DES Otherwise, set to [Fund Code].	Value = See Description	Value = See Description			

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Order Number	If [Record ID] is 5041, set to [GSA Order Number] If [Record ID] is 5071 – 5078, set to [GSA Order/Session/Ticket No.] If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file Otherwise, leave blank.	Value = See Description	Value = See Description	Value = See Description	Value = See Description	Value = See Description
Product Code	If the [Record ID] is 5075 or 5076, set to "GSACSC" + [Store Number/EDD Vendor Code] Otherwise, leave blank.	Value = See Description	Value = See Description	Value = See Description	Value = See Description	Value = See Description
FAS PO Number	[FAS PO Number], if present for the record type Only available for FEDPAY and NCSC records.	Value = See Description	Value = See Description	Value = See Description	Value = See Description	Value = See Description
TD Code/Transaction Code	If [Record ID] is 5071 – 5078, set to [Transaction Code] Otherwise, set to [TD Code].	Value = required	Value = required	Value = required	Value = required	Value = required
Detail Billing Element Fields						
Credit Adjustment Indicator	Determines if the Detail Billing Record is a negative ("C" for Credit) or positive adjustment ("A" for adjustment).	. Value = C, A or blank	Value = C, A, or blank	. Value = C, A, or blank	Value = C, A, or blank	Value = C, A, or blank
External Surcharge Flag	If [Record ID] is 5045, 5047, 5049, 5051, 5052, 5054, or 5055, set to "T" Otherwise, set to "F".	Value= T or F	Value= T or F	Value= T or F	Value= T or F	Value= T or F
Billing Method	Value determines the type of Billing Document. Mapped to Origin System Record ID. Required value .	Value = X	Value = X	Value = G	Value = C	Value = D
Surcharge Indicator	[Export/Domestic Indicator] If Surcharge Indicator is E, F, H, J, K, or L, generate a second detail billing record for the surcharge.	Value = See Description	Value = See Description	Value = See Description	Not Applicable, always blank	Value = See Description
Signal Code	Signal Code, if present, for the Record Type.	Value = not required	Value = not required	Value = not required	Value = not required	Value = not required
Supplemental Address	Supplemental Address, if present, for the Record Type.	Value = not required	Value = not required	Value = not required	Value = not required	Value = not required
Bank Charge Detail	Identifies if the Credit Card Record is at a Summary or	Value= blank	Value = blank	Value= blank	Value = D or S, see	Value = blank

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund																				
	Detail level If the Billing Method is not C, leave blank Otherwise (if the Billing Method is C) If the [Record ID] is 5073, set to "D" If the [Record ID] is 5075 or 5076, set to "S" If the [Record ID] is not 5073, 5075, or 5076 and the [Customer Request Ind] in the FSSADV or CSSADV file is S, set to "S" If the [Record ID] is not 5073, 5075, or 5076 and the [Customer Request Ind] in the FSSADV or CSSADV file is L, set to "D".				Description																					
Advice Code	Advice Code, if present, for the Record Type.	Value = not required	Value = not required	Value = not required	Value = not required	Value = not required																				
Document ID	Set first character to "F" Set second character from table to the right based on Original Record Type and TD Code . If the Amount) is not negative, set the third character to "1". If the Amount is negative, set the third character to "2". <table border="1" data-bbox="383 1256 644 1900"> <tr> <th>Original Record Type</th><th>Character</th></tr> <tr> <td>5020 with TD Code not equal to 62 or O2</td><td>A</td></tr> <tr> <td>5020 with TD Code equal to 62 or O2</td><td>D</td></tr> <tr> <td>5030</td><td>B</td></tr> <tr> <td>5040, 5041</td><td>C</td></tr> <tr> <td>5045</td><td>X</td></tr> <tr> <td>5047, 5052, 5054</td><td>N</td></tr> <tr> <td>5049, 5051, 5055</td><td>Q</td></tr> <tr> <td>5050</td><td>W</td></tr> <tr> <td>5071 – 5078</td><td>G</td></tr> </table>	Original Record Type	Character	5020 with TD Code not equal to 62 or O2	A	5020 with TD Code equal to 62 or O2	D	5030	B	5040, 5041	C	5045	X	5047, 5052, 5054	N	5049, 5051, 5055	Q	5050	W	5071 – 5078	G	Value = See Description				
Original Record Type	Character																									
5020 with TD Code not equal to 62 or O2	A																									
5020 with TD Code equal to 62 or O2	D																									
5030	B																									
5040, 5041	C																									
5045	X																									
5047, 5052, 5054	N																									
5049, 5051, 5055	Q																									
5050	W																									
5071 – 5078	G																									

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund																								
	If DBR is a Surcharge Record, Document ID= FN1, FN2, FQ1 or FQ2																													
Routing ID	<p>Set first two characters as follows:</p> <p>If [Record ID] is 5071 – 5078, set to “G” + character from table to the right based on [Region]</p> <p>Otherwise, set to first two characters of [Routing ID]</p> <p>Set the third character to “0” (zero).</p> <table border="1"> <thead> <tr> <th>[Region]</th><th>Character</th></tr> </thead> <tbody> <tr><td>1</td><td>B</td></tr> <tr><td>2</td><td>N</td></tr> <tr><td>3</td><td>W</td></tr> <tr><td>4</td><td>A</td></tr> <tr><td>5</td><td>C</td></tr> <tr><td>6</td><td>K</td></tr> <tr><td>7</td><td>F</td></tr> <tr><td>8</td><td>D</td></tr> <tr><td>9</td><td>S</td></tr> <tr><td>0</td><td>T</td></tr> <tr><td>P</td><td>P</td></tr> </tbody> </table>	[Region]	Character	1	B	2	N	3	W	4	A	5	C	6	K	7	F	8	D	9	S	0	T	P	P	Value = See Description				
[Region]	Character																													
1	B																													
2	N																													
3	W																													
4	A																													
5	C																													
6	K																													
7	F																													
8	D																													
9	S																													
0	T																													
P	P																													
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number, not the Requisition Number provided by the customer.	Value = [Requisition Number] + [Suffix]																												
Distribution Code	<p>If [Record ID] is 5071 – 5078, set to [Cost Element]</p> <p>Otherwise, set to [Distribution Code].</p>	Value = See Description																												
Project Code	<p>If [Record ID] is 5071 – 5078, set to [Function Code]</p> <p>Otherwise, set to [Project Code].</p>	Value = See Description																												
State/City Code	<p>Except for [Record ID] 5071 – 5078, the first two characters of this field contain a numeric state code or an alpha country code.</p> <p>Note that this code is associated with the Requisitioner or Ship To</p>	Value = See Description																												

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
	address, not with the billed office address.					
GSA Order/Session/Ticket Number	If [Record ID] is 5041, set to [GSA Order Number] If [Record ID] is 5071 – 5078, set to [GSA Order/Session/Ticket No.] If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file. Otherwise, leave blank.	Value = See Description				
Original Record Type	Record Type from Source System.	Value = See following Appendix				
Rest of Customer Data	For records from FSS-19: If [Agency] equals 12, set to characters 61 – 80 of [Appropriation Data] from the USDA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. If [Agency] equals 70, set to characters 61 – 80 of [Appropriation Data] from the FEMA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. For records from CSC or FEDPAY: Set to the last 20 characters of the [Customer Provided Data] or [Customer Data].	Value = See Description				
Original Ticket Number	If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.]	Value = See Description				

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
	Otherwise, leave blank.					
Customer Requisition Number	If [Record ID] is 5071, 5075, 5076, or 5078, set to [Customer Requisition Number]. Otherwise, leave blank.	Value = See Description	Value = See Description	Value = See Description	Value = See Description	Value = See Description
Building Number	For PBS only If Record ID] is 5071, 5075, 5076, or 5078 and first 7 positions of [Customer Requisition Number] are blank, set to [Building No.]. Otherwise, leave blank.	Value = See Description	Value = See Description	Value = See Description	Value = See Description	Value = See Description
Work Authorization	For PBS only If Record ID] is 5071, 5075, 5076, or 5078, set to [Work Authorization]. Otherwise, leave blank	Value = See Description	Value = See Description	Value = See Description	Value = See Description	Value = See Description
Project Number	If [Record ID] is 5071, 5075, 5076, or 5078, set to [Project No.]. Otherwise, leave blank.	Value = See Description	Value = See Description	Value = See Description	Value = See Description	Value = See Description
1 st Character BOAC	First Character of BOAC.	Value = 1 st character of BOAC	Value = 1 st character of BOAC	Value = 1 st character of BOAC	Value = 1 st character of BOAC	Value = 1 st character of BOAC
Original Fund Code	Fund Code from Original system.	Value= Not required	Value= Not required	Value= Not required	Value= Not required	Value= Not required
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.	Value= required for Inventory from Billing transactions	Value= required for Inventory from Billing transaction s	Value= required for Inventory from Billing transactions	Value= blank	Value= required for Inventory from Billing transactions
Customer Name	If [Record ID] is 5071 – 5078, set to [Customer Name]. Otherwise, leave blank.	Value = See Description	Value = See Description	Value = See Description	Value = See Description	Value = See Description
Attention Line	If [Record ID] is 5071 – 5078, set to [Attention Line]. Otherwise, leave blank.	Value = See Description	Value = See Description	Value = See Description	Value = See Description	Value = See Description
Telephone Number	If [Record ID] is 5071 – 5078, set to [Telephone No.] . Otherwise, leave blank. Format as NNN-NNN-NNNN (source format is NNNNNNNNNN).	Value = See Description	Value = See Description	Value = See Description	Value = See Description	Value = See Description

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
FAX Number	If [Record ID] is 5071 – 5078, set to [Fax No.] Format as NNN-NNN-NNNN.	Value = See Description	Value = See Description			
Email Address	If [Record ID] is 5071 – 5078, set to [Email Address]. Otherwise, leave blank.	Value = See Description	Value = See Description			
Country Code	If [Record ID] is 5071 – 5078, set to [Country Code] Note that this code is associated with the Requisitioner or Ship To address, not with the billed office address.	Value = See Description	Value = See Description			
State/Country Name	If the first two characters of State/City code in this table contain a State code, then this field should be populated with the State name If [Record ID] is not 5071 – 5078 and the first two characters of the State/City code contain a Country code (alpha value), then this field should be populated with the corresponding Country Name If [Record ID] is 5071 – 5078 and the [State Code] is blank, then this field should be populated with the Country Name corresponding to the [Country Code].	Value = See Description	Value = See Description			
Transaction Date	Format: MMDDYYYY If [Record ID] is 0050 or 5030/5040, set to [Cycle Date/ Date Shipped] (source format: DDD) If [Record ID] is 5041, set to [Creation Date of Billing] (source format: DDD). If [Record ID] is 5071 – 5078, set to positions 7 – 10 of [Requisition Number] (source format: YDDD). If [Record ID] is 5030, 5040, or 5045 – 5055, set to [Creation Date] (source format: DDD)	Value = See Description	Value = See Description			
Original Date	Format: MMDDYYYY	Value = See	Value =	Value =	Value =	Value =

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
	If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Date] is blank, set to Transaction Date. If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Date] is not blank, set to [Original Date] (source format: YYYYDDD). Otherwise, leave blank.	Description	See Description	See Description	See Description	See Description
Unit Cost Price	For Inventory from Billing transactions only. [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type) Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored.	Value = See Description	Value = See Description			
Extended Cost Amount	For Inventory from Billing transactions only Calculate as [Quantity] x Unit Cost Price, rounded to two decimal places. Format: Numeric with explicit decimal point. Leading zeroes are not required. Leading and trailing spaces are ignored.	Value = See Description	Value = See Description			

C.3.4 Appendix: Create Detail Billing Records - DBR Query-AAS

Please click on this link to go back to the section [4.2.3 Manual Creation of Detail Billing Records from the Detail Billing Record Query](#)

Exhibit C-9: Create Detail Billing Records - DBR Query - AAS

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
Accounting Elements (DBR)				
Record Date	Record Date related to the Detail Billing Record. MM/YYYY format.	Value = date	Value = date	Value = date
Bill Type	Determines if the Bill Type is IPAC/Non-IPAC.	Value = blank	Value = IPAC	Value = blank
External System Document Number	Task Order/Cust. ID	Value = Task Order/Cust.	Value = Task Order/Cust. ID	Value = Task Order/Cust. ID

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
		ID		
Title	Interagency Agreement Number	Value = Interagency Agreement Number	Value = Interagency Agreement Number	Value = Interagency Agreement Number
Source Number	Free text field. The specific source of the financial transaction activity.	Value = Optional	Value= value in the Funding Document Field	Value = Optional
Vendor Code	Customer [BOAC2]	Value = BOAC2	Value = BOAC2	Value = BOAC2
Agency	Federal Agency code	Value = Not required	Value = same as the Customer Treasury Symbol	Value = Required on all IPAC BDs. Value entered should be same as the Customer Treasury Symbol
Designated Agent	If [BOAC1] is not the same as [BOAC2], set to [BOAC1] Otherwise, leave blank	Value = BOAC1	Value = BOAC1	Value = BOAC1
Amount	The amount of the billing record.	Value = amount. Credits must be entered as a negative amount.	Value = amount. Credits must be entered as a negative amount.	Value = amount. Credits must be entered as a negative amount.
Quantity	The number of items or units.	Value = 1	Value = 1	Value = 1
Reference Document Type	<ul style="list-style-type: none"> ▪ If the Interfund Indicator is T or A, set to the Document type of the Pegasys obligating document that provides Buyer-side accounting dimensions ▪ Otherwise, leave blank <p>Required for GSA internal customers.</p>	Value = Not Required	Value = Not Required	Value = Required
Reference Document Number	<ul style="list-style-type: none"> ▪ If the Interfund Indicator is T or A, set to the Document number of the Pegasys obligating document that provides Buyer-side accounting dimensions ▪ Otherwise, leave blank <p>Required for GSA internal customers.</p>	Value = Not Required	Value = Not Required	Value = Required

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund																
Reference Line Number	<ul style="list-style-type: none"> ▪ If the Interfund Indicator is T or A, set to the line number of the Pegasys obligating document that provides Buyer-side accounting dimensions ▪ Otherwise, leave blank <p>Required for GSA internal customers.</p>	Value = Not Required	Value = Not Required	Value = Required																
Accounting																				
Activity Dimension (formerly known as Function Code)	<p>New Activity Codes:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Function Code</th> <th>New Activity Code</th> </tr> </thead> <tbody> <tr> <td>F11</td> <td>AF127</td> </tr> <tr> <td>F31</td> <td>AF123</td> </tr> <tr> <td>F51</td> <td>AF151</td> </tr> <tr> <td>F81</td> <td>AF121</td> </tr> <tr> <td>F99</td> <td>AF120</td> </tr> </tbody> </table>	Function Code	New Activity Code	F11	AF127	F31	AF123	F51	AF151	F81	AF121	F99	AF120	Value = Required	Value = Required	Value = Required				
Function Code	New Activity Code																			
F11	AF127																			
F31	AF123																			
F51	AF151																			
F81	AF121																			
F99	AF120																			
Beginning Budget Fiscal Year	Fiscal Year of service	Value = Required	Value = Required	Value = Required																
Region Dimension	Positions 2 and 3 of [Organization Code]	Value = Required	Value = Required	Value = Required																
Fund Dimension	"285F"	Value = Required	Value = Required	Value = Required																
Organization Dimension	<p>New Org. Codes:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Program Code</th> <th>New Organization Code</th> </tr> </thead> <tbody> <tr> <td>AA10</td> <td>QxxFB000</td> </tr> <tr> <td>AA20</td> <td>QxxFA000</td> </tr> <tr> <td>AA20 and [Organization Code] is AxxVR114</td> <td>QxxFA100</td> </tr> <tr> <td>GS14</td> <td>QxxSA000</td> </tr> <tr> <td>IT14</td> <td>QxxTF000</td> </tr> <tr> <td>IT23</td> <td>QxxTC000</td> </tr> <tr> <td>IT31</td> <td>QxxTEAB0</td> </tr> </tbody> </table> <p>xx represents the Region Code</p>	Program Code	New Organization Code	AA10	QxxFB000	AA20	QxxFA000	AA20 and [Organization Code] is AxxVR114	QxxFA100	GS14	QxxSA000	IT14	QxxTF000	IT23	QxxTC000	IT31	QxxTEAB0	Value = Required	Value = Required	Value = Required
Program Code	New Organization Code																			
AA10	QxxFB000																			
AA20	QxxFA000																			
AA20 and [Organization Code] is AxxVR114	QxxFA100																			
GS14	QxxSA000																			
IT14	QxxTF000																			
IT23	QxxTC000																			
IT31	QxxTEAB0																			
Program Dimension (formerly known as	New Program Codes:	Value = Required	Value = Required	Value = Required																

Field	Description		Non-IPAC	IPAC	Interfund/Intrafund
Budget Activity)	[Budget Activity Code]	New Program Code			
	B3	IT23			
	F1	AA20			
	F2	AA10			
	FL	IT31			
	FQ	IT14			
	FR	GS14			
	P1	AA20			
Revenue Source Dimension	■ “NBA1” if the Program Code is AA10 or IT31 ■ “RBA1” if the Program Code is AA20, GS13, IT14, or IT23		Value = Required	Value = Required	Value = Required
Agreement Number	The agreement number corresponds to the agreement number on the Agreement entity in Pegasys that will be established via the Agreement interface. ■ For RBA, set to “X” + RBA-assigned unique value ■ For NBA, set to “Z” + NBA-assigned unique value		Value = Required	Value = Required	Value = Required
Agreement Line Number	This corresponds to the line number on the Agreement entity in Pegasys that will be established via the Agreement interface		Value = “1”	Value = “1”	Value = “1”
Accounting Classification Code	[BOAC1]		Value = Not Required	Value = Required	Value = Not Required
Accounting Classification Reference Number	[Task Order/Cust. ID] + [Subtask] [Task Order/Cust. ID] only for NBA		Value = Not Required	Value = Required	Value = Not Required
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field “FSN”. The fiscal station number used for interagency transfers.		Value = 0	Value = 0	Value = 0
Articles or Services Description	■ If the Interfund Indicator is F, set to [Cust. Purchase Order] ■ Otherwise, leave blank		Value = Not Required	Value = Required	Value = Optional
Customer Treasury Symbol: Beginning Period of Availability	Customer Treasury Symbol: Beginning Period of Availability		Value = Not Required	Value = Required	Value = Not Required

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
Customer Treasury Symbol: Ending Period of Availability	Customer Treasury Symbol: Ending Period of Availability	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Availability Type	Customer Treasury Symbol: Availability Type	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Main Account	Customer Treasury Symbol: Main Account	Value = Not Required	Value = Required	Value = Not Required
Accounting Classification Reference Number	[Task Order/Cust. ID] + [Subtask]	Value = Required	Value = Required	Value = Required
Customer Task/Subtask (DTYP_DFND_AL6)	[Task Order/Cust. ID] + [Subtask]	Value = Required	Value = Required	Value = Required
Funding Source	Funding Document Number	Value = Optional	Value = Required	Value = Optional
Detail Billing Elements Fields				
Interfund Indicator	<ul style="list-style-type: none"> ▪ If [Transaction Type] is N, set to "F" ▪ If [Transaction Type] is Y, set to "A" for intrafund transactions or "T" for interfund transactions 	Value = Required	Value = Required	Value = Required
Credit Indicator	<ul style="list-style-type: none"> ▪ If [Credit Bill Indicator] is blank, leave blank ▪ If [Credit Bill Indicator] = Y, set to "C" 	Value = Required for Credits	Value = Required for Credits	Value = Required for Credits
Advance Indicator	<ul style="list-style-type: none"> ▪ The "F" value will create a regular bill. ▪ The "T" value will result in an advance bill (a bill PDF will be created). ▪ The "O" value will create a null-posting bill that provides the amount that the Finance Center should use to offset the advance. No bill PDF will be created. 	Value = Required	Value = Required	Value = Required
DBE Period of Performance Start Date	Set to the first day of the month corresponding to the [Service Month/Year] Format: MMDDYYYY	Value = Required	Value = Required	Value = Required
DBE Period of Performance End Date	Set to the last day of the month corresponding to the [Service Month/Year] Format: MMDDYYYY	Value = Required	Value = Required	Value = Required

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
Description of Services	Description of Services	Value = Required	Value = Required	Value = Required

C.3.5 Appendix: Create Detail Billing Records - DBR Query-Telecom/WAN

Please click on this link to go back to the section [4.2.3 Manual Creation of Detail Billing Records from the Detail Billing Record Query](#)

Exhibit C-10: Create Detail Billing Records - DBR Query – Telecom/WAN

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
Accounting Elements (DBR)				
Record Date	Record Date related to the Detail Billing Record. MM/YYYY format.	Value = date	Value = date	Value = date
Bill Type	Determines if the Bill Type is IPAC/Non-IPAC.	Value = blank	Value = IPAC	Value = blank
External System Document Number	TOPS/WITS: leave blank E-MORRIS: [Task Order/Cust. ID]	Value = Task Order/Cust. ID	Value = Task Order/Cust. ID	Value = Task Order/Cust. ID
Source Number	Free text field. The specific source of the financial transaction activity.	Value = Optional	Value = value in the Funding Document Field	Value = Optional
Vendor Code	TOPS/WITS: "T-" + [Customer Number BOAC] E-MORRIS: [BOAC2]	Value = TOPS/WITS: "T-" + [Customer Number BOAC] E-MORRIS: [BOAC2]	Value = TOPS/WITS: "T-" + [Customer Number BOAC] E-MORRIS: [BOAC2]	Value = TOPS/WITS: "T-" + [Customer Number BOAC] E-MORRIS: [BOAC2]
Agency	Federal Agency code TOPS/WITS: Based on [AB Code], but translated to 3-digit Agency Code E-MORRIS: [Customer TSYM Agency]	Value = Not required	Value = same as the Customer Treasury Symbol	Value = Not required
Designated Agent	TOPS/WITS: ▪ If [Bill Level ID] is "B" or blank, leave blank ▪ If [Bill Level ID] is "A" or "C", set to [Customer ALC] E-MORRIS: ▪ If [BOAC1] does not equal	Value = blank	Value = Required	Value = blank

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
	[BOAC2, set to [BOAC1] Otherwise, leave blank			
Amount	The amount of the billing record.	Value = amount. Credits must be entered as a negative amount.	Value = amount. Credits must be entered as a negative amount.	Value = amount. Credits must be entered as a negative amount.
Quantity	The number of items or units.	Value = 1	Value = 1	Value = 1
Reference Document Type	<ul style="list-style-type: none"> ▪ TOPS/WITS: if the [Interfund Ind] is Y, set to the Document type of the Pegasys obligating document that provides Buyer-side accounting dimensions ▪ E-MORRIS: if the [Transaction Type] is Y, set to the first 2 characters of [Customer Act Number] from the ACORN record ▪ Otherwise, leave blank <p>Required for GSA internal customers.</p>	Value = Not Required	Value = Not Required	Value = Required
Reference Document Number	<ul style="list-style-type: none"> ▪ TOPS/WITS: if the [Interfund Ind] is Y, set to the [Obligating Doc No] ▪ E-MORRIS: if the [Transaction Type] is Y, set to [Customer Act Number] from the ACORN record ▪ Otherwise, leave blank <p>Required for GSA internal customers.</p>	Value = Not Required	Value = Not Required	Value = Required
Reference Line Number	<ul style="list-style-type: none"> ▪ TOPS/WITS: if the [Interfund Ind] is Y, set to the [Obligating Line No] ▪ E-MORRIS: if the [Transaction Type] is Y, set to [Customer Mdl] from the ACORN record ▪ Otherwise, leave blank <p>Required for GSA internal customers.</p>	Value = Not Required	Value = Not Required	Value = Required
Accounting				
Activity Dimension (formerly known as Function Code)	Activity Code	Value = Required	Value = Required	Value = Required

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund										
Beginning Budget Fiscal Year	TOPS/WITS: Fiscal year of the Period of Performance Start Date E-MORRIS: Fiscal year of the [Service Month/Year]	Value = Required	Value = Required	Value = Required										
Region Dimension	Positions 2 and 3 of [Organization Code]	Value = Required	Value = Required	Value = Required										
Fund Dimension	"285F"	Value = Required	Value = Required	Value = Required										
Organization Dimension	Q + Positions 2 and 3 of [Organization Code] + "TC000"	Value = Required	Value = Required	Value = Required										
Program Dimension (formerly known as Budget Activity)	New Program Codes: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>[Budget Activity Code]</th> <th>Program</th> </tr> </thead> <tbody> <tr> <td>B1</td> <td>IT22</td> </tr> <tr> <td>B4</td> <td>IT24</td> </tr> <tr> <td>BA</td> <td>IT20</td> </tr> <tr> <td>BV</td> <td>IT21</td> </tr> </tbody> </table>	[Budget Activity Code]	Program	B1	IT22	B4	IT24	BA	IT20	BV	IT21	Value = Required	Value = Required	Value = Required
[Budget Activity Code]	Program													
B1	IT22													
B4	IT24													
BA	IT20													
BV	IT21													
Revenue Source Dimension	<ul style="list-style-type: none"> ▪ TOPS/WITS: set to "TOPS" ▪ E-MORRIS: set to "MORS" 	Value = Required	Value = Required	Value = Required										
Customer ALC	Required for TOPS/WITS IPAC bills. <ul style="list-style-type: none"> ▪ Customer ALC for E-MORRIS is defaulted from Pegasys Vendor (Customer) table. TOPS/WITS: [Customer ALC]. E-MORRIS: leave blank.	Value = Not Required	Value = Required	Value = Not Required										
Customer Sublevel Prefix	[Customer TSYM Sublevel Prefix]	Value = Not Required	Value = Not Required	Value = Not Required										
Customer Treasury Symbol: Beginning Period of Availability	Customer Treasury Symbol: Beginning Period of Availability	Value = Not Required	Value = Required	Value = Not Required										

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
Customer Treasury Symbol: Ending Period of Availability	Customer Treasury Symbol: Ending Period of Availability	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Availability Type	Customer Treasury Symbol: Availability Type	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Main Account	Customer Treasury Symbol: Main Account	Value = Not Required	Value = Required	Value = Not Required
Funding Authorization Source	Drop down; values of agreement, Funding Document and Internal Obligation.	Value= "Funding Document"	Value= "Funding Document"	Value= "Funding Document"
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced. Enter the OA number.	Value = Not required	Value = value entered in the Source Number field.	Value = Required on all IPAC BDs. Value entered should match the value entered in the Source Number field.
Accounting Classification Code	TOPS/WITS: "T-" + [Customer Number BOAC] E-MORRIS: [BOAC1]	Value = Not Required	Value = Required	Value = Not Required
Accounting Classification Reference Number	TOPS/WITS: leave blank E-MORRIS: [Task Order/Cust. ID] + [Subtask]	Value = Not Required	Value = Required	Value = Not Required
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Value = 0	Value = 0	Value = 0
Articles or Services Description	TOPS/WITS: <ul style="list-style-type: none"> ▪ If the [Interfund Ind] is blank, set to [Customer LOA] ▪ If the [Interfund Ind] is Y, leave blank. E-MORRIS: <ul style="list-style-type: none"> ▪ If the [Transaction Type] is N, populate per E-MORRIS mapping ▪ If the [Transaction Type] is Y, leave blank 	Value = Not Required	Value = Required	Value = Optional
Unit	The standard unit of measure of the commodity. Disabled when the IPAC Article Qty/Unit Price indicator is Use DBE Detail	Value = Not required	Value = EA	Value = EA

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
Unit Price Amount	Billing amount per unit billed.	Value = Not required	Value = Unit price amount	Value = Not required
Detail Billing Elements Fields				
Interfund Indicator	TOPS/WITS: ▪ If [Interfund Ind] is blank, set to "F" ▪ If [Interfund Ind] is Y, set to "A" for intrafund transactions or "T" for interfund transactions E-MORRIS ▪ If [Transaction Type] is N, set to "F" ▪ If [Transaction Type] is Y, set to "A" for intrafund transactions or "T" for interfund transactions	Value = Required	Value = Required	Value = Required
Credit Indicator	▪ If [Credit Bill Indicator] is blank, leave blank ▪ If [Credit Bill Indicator] = Y, set to "C"	Value = Required for Credits	Value = Required for Credits	Value = Required for Credits
Advance Indicator	"T" for advance "F" otherwise	Value = Required	Value = Required	Value = Required
DBE Period of Performance Start Date	Set to the first day of the month corresponding to the [Service Month/Year] Format: MMDDYYYY	Value = Required	Value = Required	Value = Required
DBE Period of Performance End Date	Set to the last day of the month corresponding to the [Service Month/Year] Format: MMDDYYYY	Value = Required	Value = Required	Value = Required
Description of Service	Required for E-MORRIS. Leading spaces in the input data will not be preserved.	Value = TOPS/WITS: leave blank E-MORRIS: [Description of Services]	Value = TOPS/WITS: leave blank E-MORRIS: [Description of Services]	Value = TOPS/WITS: leave blank E-MORRIS: [Description of Services]
Bill Level Indicator	This value indicates the level of bill summarization for IPAC bills that was requested by the customer. It is used to separate bill numbers for reports required by the E-Bill system. TOPS/WITS: [Bill Level ID= A, B, or C] E-MORRIS: leave blank	Value = Not Required	Value = Required	Value = Not Required

C.4 Appendix: Create an Agreement Charge (AG)

C.4.1 Appendix: Create an Agreement Charge (AG) - HOTD

Please click on this link to go back to the section [4.3.4.4 Manual Steps to process Agreement Charges \(AG\)](#)

Exhibit C-11: Create an Agreement Charge (AG) – HOTD

Field	Description	Value
Header		
Title	Title of a transaction, Free text Field.	Value = date
Agreement Number	RWA Agreement Number, referenced backed field.	Value= RWA Agreement Number
Vendor Code	Vendor for Agreement Charge, same Vendor as Agreement Vendor.	Value= RWA Agreement Vendor Code
Net Amount	Amount of the Agreement Charge.	Value = amount
Assignment Code	The group assigned to this Agreement Charge.	Value = Assignment Code, e.g.: R7WA700
Description	Description field, Free text Field.	Value = free text field
Header Accounting Line		
Transaction Type	Alphanumeric character to indicate accounting events.	Value = 01
Agreement Line	The Line Number of the Agreement (in RETA) which this Charge references. For HOTD charges, fixed line numbers will correspond to the Unit of Issue (UOI). RWA Line Number (to be sent by EMS2000).	Value = Corresponds to Agreement Line Number 1, 3 or 7 depending on Unit of Issue of AG
Source Number	Optional field. In EMS2000, this is an [int] field type.	Value = 965
Unit Price Amount	Unit Price of the Object. NUM_OF_UNTS_CH (Number of Units) * UNPR_CH (Unit Price of the Object) will equal the Amount field or the document will be rejected.	Value = price of each unit of service
Number of Units	Number of Units. NUM_OF_UNTS_CH (Number of Units) * UNPR_CH (Unit Price of the Object) will equal the Amount field or the document will be rejected.	Value = number of units of service
Pricing Unit	Unit of Issue (UOI): UOI = Thousand Pounds of Steam, populate with '1Z' UOI = Refrigeration Demand Tons, populate with 'RZ' UOI = Refrigeration Ton-Hours, populate with 'RY' UOI = MMBTU, populate with 'BZ' UOI = Gallon, populate with 'GA'	Value = the unit

Field	Description	Value
	<p>UOI = Gallons per Minute, populate with 'G2'</p> <p>Overhead Fee (line 7) does not have a Unit of Issue (Leave Blank)</p> <p>Each unit of issue is represented on a separate line and has a corresponding Function Code accounting dimension.</p>	
Org Code	Reference backed field. HOTD will use one Org Code, P112HOTD.	Value = P112HOTD
Activity	<p>The EMS2000 function Code.</p> <p>When the Unit of Issue (UOI) is:</p> <ul style="list-style-type: none"> Refrigeration Demand Tons (RZ) Refrigeration Ton-Hours (RY) MMBTU (BZ) Gallon (GA) Gallons per Minute (G2) <p>Then populate with Function Code = 'PGA37'.</p> <p>Else, if UOI is:</p> <ul style="list-style-type: none"> Thousand Pounds of Steam (1Z) <p>Then populate with Function Code = 'PGA34'</p> <p>vii. Else, if Line Number 7 = Overhead Fee, Then populate with Function Code = 'PG981'.</p>	Value = See Description
Program	The Program this transaction hits.	Value = PG61
Sub-Object Class	<p>If the Function Code = PGA34 then Sub-Object Class= 'F26'</p> <p>If the Function Code = PGA37, then Sub-Object Class = 'F20'</p> <p>If the Function Code = PG981 then Sub-Object Class = 'H99'</p>	Value = See Description
Region	Reference backed field. The GSA region where the utility is being provided.	Value = GSA Region, e.g.: 11
Building Number	The Building Number the utility is being provided.	Value = GSA Building Number
Open Balance	Value if AG has open balance. Not Required.	Value = 1
Adjustment Code	Code indicating if this AG is an Adjustment.	Value= e.g.: A
Description	Description of Good or Service, not required.	Value = description

C.4.2 Appendix: Create an Agreement Charge (AG) - Region 6 Manual Business Lines

Please click on this link to go back to [4.3.4.4 Manual Steps to process Agreement Charges \(AG\)](#)

Exhibit C-12: Create an Agreement Charge (AG) - Region 6 Manual Business Lines

Field	Description	Value
Header		
Title	Title of a transaction, Free text Field.	Value = date
Agreement Number	Manual Business Line Agreement Number, referenced backed field.	Value= Manual Business Line Agreement Number
Vendor Code	Vendor for Agreement Charge, same Vendor as Agreement Vendor.	Value= Agreement Vendor Code
Net Amount	Amount of the Agreement Charge.	Value = amount
Assignment Code	The group assigned to this Agreement Charge.	Value = Assignment Code
Description	Description field, Free text Field.	Value = free text field
Header Accounting Line		
Transaction Type	Alphanumeric character to indicate accounting events	Value = 01
Agreement Line	The Line Number corresponding to the Agreement.	Value = Corresponds to Agreement Line Number
Amount	Price of good or service provided.	Value = price of service or good provided
Description	Free text field, not required.	Value = description of service

C.5 Appendix: Create an External Direct Agreement (ED)

C.5.1 Appendix: Create an External Direct Agreement (ED) – RWA/HOTD

Please click on this link to go back to the section [4.3.1.4 Manual Creation of External Direct Agreement \(ED\) \(Recurring/Non-Recurring\)](#)

Exhibit C-13: Create an External Direct Agreement (ED) – RWA/HOTD

Field	Description	Non- IPAC	IPAC
Header			
Agreement Number	RWA Agreement Number, seven digit RWA Number.	Value= RWA Agreement Number	Value= RWA Agreement Number
Agreement Name	Name of Agreement.	Value = Agreement Name	Value = Agreement Name
Agreement End Date	Completion date for Agreement.	Value = date	Value = date
Reimbursable flag	Flag that indicates spending for Agreement will be reimbursed.	Value = true	Value = true
Title	Title of Agreement, Free text Field.	Value = title	Value = title

Field	Description	Non- IPAC	IPAC
Issued By	Name of person who issued Agreement. Not Required.	Value = name	Value = name
Agreement Charges Affect Available Amount	Draws down Agreement Available Amount on Agreement Query when set to True.	Value = True forgot Agreements	Value = True for HOTD Agreements
Obligations Affect Available Amount	Draws down Agreement Available Amount on Agreement Query when set to True.	Value = True for Non-Recurring Agreements	Value = True for Non-Recurring Agreements
Miscellaneous Surcharges Affect Available Amount	Draws down Agreement Available Amount on Agreement Query when set to True.	Value = True for HOTD Agreement Charge based Agreements	Value = True for HOTD Agreement Charge based Agreements
Vendor Code	The customer who this Agreement is for.	Value= RWA Vendor Code	Value= RWA Vendor Code
Designated Agent	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC
Funding Source	If RWA Type = C or D, then populate with the constant "N". Else, for all other RWA Types, populate with the constant value "F". Currently RETA distinguishes Federal and Non-Federal by RWA Type code. C and D RWA types are non-federal, the rest are federal.	Value = Federal or Non-Federal	Value = Federal or Non Federal
Authorized Agreement Amount	Amount of the Agreement will be for. The Agency Cert Amount in RETA.	Value = amount	Value = amount
Assignment Code	The group assigned to this Agreement Charge.	Value = Assignment Code, e.g.: R7WA700	Value = Assignment Code, e.g.: R7WA700
Description	Description field, Free text Field.	Value = free text field	Value = free text field
Office Address			
Code	Remit-To code for customer to send payment.	Value = RWANIPAC	Value=RWAIPAC
Header Accounting Line			
Line Number	If Non-Recurring RWA populate with numeric value "1". Else, Recurring RWA or HOTD, populate with the Accounting Line Number numeric value.	Value = see description	Value = see description
Transaction Type	Alphanumeric character to indicate accounting events If External Agreement with Federal vendor, then populate with value "01". If External Agreement with non-Federal vendor (requires Advances) then populate with	Value = trans type	Value = trans type

Field	Description	Non- IPAC	IPAC
	value "02".		
Agreement Line #	If Non-Recurring RWA populate with numeric value "1". Else, Recurring RWA, populate with the value in [F2957_DTL.LINE_NO] If HOTD agreement, populate based on Unit of Issue (UOI) as follows: If UOI = (Thousand Pounds of Steam, '1Z'), then Agreement Line Number = 1 If UOI = (Refrigeration Demand Tons, 'RZ'), then Agreement Line Number = 2 If UOI = (Refrigeration Ton-Hours, 'RY'), then Agreement Line Number = 3 If UOI = (MMBTU-Million BTUs, 'BZ'), then Agreement Line Number = 4 If UOI = (Gallon, 'GA'), then Agreement Line Number = 5 If UOI = (Gallons per Minute, 'G2'), then Agreement Line Number = 6 If Overhead Fee, then Agreement Line Number = 7.	Value = see description	Value = see description
Revenue Control	Set to None for all Agreements.	Value = None	Value = None
Spending Overage Threshold Amount	As the Spending Control is set to Reject, this value is the Amount that spending can be over the Agreement before it is rejected.	Value = 500	Value = 500
Spending Overage Threshold Percentage	As the Spending Control is set to Reject, this value is the Percentage that spending can be over the Agreement before it is rejected.	Value = 10	Value = 10
Spending Control	Flag will track spending and if it is over the Agreement Amount. Set to Reject for All Agreements. Agreement will look to the lesser of the Spending Overage Threshold Amount and Threshold Percentage.	Value = Reject	Value = Reject
Amount	The Amount of the Agreement. If non-Recurring RWA, then populate with Agency Cert	Value = Dollar amount	Value = Dollar amount

Field	Description	Non- IPAC	IPAC
	<p>Amount.</p> <p>For changes to an existing agreement: "delta" from the previous transaction to this transaction of the total agreement amount (non-recurring) and for each line (recurring).</p>		
Billing Start Date	<p>State Date Bills will be generated off of Agreement.</p> <p>If RWA Billing is monthly, populate with [START_DATE]</p> <p>If RWA Billing is Quarterly, populate with the 15th of the third of month of the quarter where the date is after [START_DATE]. That is:</p> <ul style="list-style-type: none"> If the month and day of the agreement start date is 9/16 through 12/15, set the billing start date to 12/15. If the month and day of the agreement start date is 12/16 through 3/15, set the billing start date to 3/15. If the month and day of the agreement start date is 3/16 through 6/15, set the billing start date to 6/15. If the month and day of the agreement start date is 6/16 through 9/15, set the billing start date to 9/15. <p>Format: YYYY-MM-DD</p>	Value = date	Value = date
Billing End Date	<p>End Date Bills will be generated off of Agreement.</p> <p>If Unliquidated Obligations remain, users in RETA may extend the [Termination Date] as needed.</p> <p>Format: YYYY-MM-DD.</p>	Value = date	Value = date
Bill Type	Indicates if Bills are IPAC or Standard.	Value = Standard	Value = IPAC
Minimum Billing Threshold Amount	<p>The minimum amount of spending or AG that must exist before bills are generated.</p> <p>If Non-Recurring RWA and Non-IPAC Billing Type (excluding RWA Type D), populate with the numeric value "1000".</p> <p>If non-IPAC HOTD agreement, populated with the numeric value "100".</p> <p>Otherwise, populate with the</p>	Value = see description	Value = see description

Field	Description	Non- IPAC	IPAC
	numeric value "0".		
Bill Print	True to generated Printed Bill.	Value = True	Value = True
Prohibit Revenue Refunds	True to prevent payment refunds generated by PCPROJBILL.	Value = True	Value = True
Prohibit Credit Bill	False, PCPROJBILL will generate Credits.	Value = False	Value = False
Prohibit Return of Applied Advances	Set to False. This will allow any remaining Advances to be refunded at the end of the Agreement life.	Value = False	Value = False
Prohibit Statement Grouping	Prevents Bills to be grouped by Statement. If BILLING_TYPE <> IPAC, populate with constant "true" If BILLING_TYPE = IPAC, populate with constant "false".	Value = True or False	Value = True or False
Accrue Revenue	If Non-Recurring or HOTD Agreement, then populate with constant "true" Else, populate with constant "false".	Value = True or False	Value = True or False
Bill Agreement Amount/Percent	If Non-Recurring RWA or HOTD, populate with constant "false" If Recurring RWA, populate with constant "true".	Value = see description	Value = see description
Bill Agreement Amount	If Non-Recurring RWA or HOTD, do not populate If Recurring RWA, PG981 line needs to bill the full amount on the first billing for this RWA on AL1, populate with numeric value, "100" Else Recurring RWA and not the \$100 one time flat fee, then populate with the recurring billing amount, which cannot be zero. The recurring billing amount is the divided by the number of billing periods in the agreement, and rounded to the nearest cent. The number of billing periods can be computed as the number of days between the RWA start date and completion date divided by 30 (round down, but if the result is zero, use one instead) to determine the number of months for monthly billing. For quarterly billing, the number of billing periods is the number of months divided by 3	Value = dollar value	Value = dollar value

Field	Description	Non- IPAC	IPAC
	(round up to the next whole number). The number of billing periods for yearly billing is always one.		
Bill Cycle	If RWA billing is Monthly, populate "Every month on Y of the month" If RWA billing is Quarterly, populate "Every X Days".	Value = see description	Value = see description
Frequency Interval (X)	If RWA billing is Monthly, do not populate. If RWA billing is Quarterly, populate with 88.	Value = see description	Value = see description
Day of Month (Y)	If RWA billing is Monthly, populate with 19. If RWA billing is Quarterly, do not populate.	Value = see description	Value = see description
Holiday Adjustment	Value = X. Billing is only performed on Business Days.	Value= X	Value= X
Hold Billing	If true, will prevent Billing for current Month.	Value = False or True	Value = False or True
Per Unit Agreement Charge	If HOTD Agreement, then populate with constant 'true'. Else populate with constant "false".	Value = False or True	Value = False or True
Actual Cost	If Non-Recurring RWA, then populate with constant "true". If HOTD Agreement, then populate with constant "true", Else, populate with constant "false".	Value = False or True	Value = False or True
Bill Accruals	If Non-Recurring RWA, then populate with constant "true", Else Recurring RWA or HOTD Agreement, populate with constant "false".	Value = False or True	Value = False or True
Billing Overage Threshold Amount	As the Billing Control is set to Reject, this value is the Amount that the BD can be over the before it is rejected.	Value = 500	Value = 500
Billing Overage Threshold Percentage	As the Billing Control is set to Reject, this value is the Percent that the BD can be over the before it is rejected.	Value = 10	Value = 10
Billing Control	Flag will track billing and if it is over the Bill Agreement Amount for Recurring Agreements, or Spending transactions for Non-Recurring Agreements. Set to Reject for All Agreements. Agreement will look to the lesser of the Billing Overage Threshold Amount and Threshold	Value = Reject	Value = Reject

Field	Description	Non- IPAC	IPAC
	Percentage.		
Use Alternate Dimensions	If non-Recurring RWA or HOTD Agreement, then populate with constant "true". Else, populate with constant "false".	Value = False or True	Value = False or True
Track Spending Details	Allows the bills to have a link to the Spending Activity transactions. If non-Recurring RWA or HOTD Agreement, then populate with constant "true". Else, populate with constant "false".	Value = False or True	Value = False or True
Reconcile Revenue to Expenditures	If non-Recurring RWA or HOTD Agreement, then populate with constant "true". Else, populate with constant "false".	Value = False or True	Value = False or True
Customer Treasury Symbol	The treasury symbol associated with the customer.	Value = blank	Value = Customer Treasury Symbol
Customer Funding Source	The funding source associated with the customer.	Value = blank	Value = Customer Funding Source
Customer Agency Location Code	The ALC of the Customer for IPAC only.	Value = blank	Value = ALC
Unit	The standard unit of measure of the commodity.	Value = blank	Value = EA
Transaction Contact	Contact name.	Value = blank	Value = contact name
Contact Phone Number	Contact phone number.	Value = blank	Value = contact phone number
Requisition Number	Free text field, for IPAC transactions. For the BD, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = blank	Value = requisition number
JAS Number	Free text field. For the generated BD, maps to the Treasury IPAC File JAS Number field. A number that is a combination of Job Order number, Accounting Classification Record number and Site ID, used for interagency transfers. IPAC field only.	Value = blank	Value = JAS number
Accounting Classification Code	BOAC.	Value = blank	Value = BOAC
Accounting Classification Reference Number	Free text field. For the generated BD, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number	Value = blank	Value = ACRN

Field	Description	Non- IPAC	IPAC
	used for interagency transfers. IPAC only.		
Fiscal Station Number	Free text field. For the generated BD, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers. IPAC only.	Value = blank	Value = Fiscal Station Number
Articles or Services	For the generated BD, indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency or Customer information such as line of accounting that would otherwise not be included in the IPAC File.	Value = blank	Value = free text field
Alternate Dimensions tab			
Generated Transactions	Allows all accounting dimensions to be pulled either from Agreement, Spending, Referenced Document, and Conditionally Available for Advances and Entered Value. User must set value for each dimension	Value = All Generated Revenue Transactions	Value = All Generated Revenue Transactions
Surcharge Line tab			
Add the following surcharges	This tab allows addition of surcharge Types. To add surcharge Type, hit Add button and enter the following codes, and then hit Search. For RWA, enter and select the following: 11BF, 29SF,SLSC2013 For HOTD, enter and select the following: 100FFH for HOTD.	Value = see description	Value = see description

C.5.2 Appendix: Create an External Direct Agreement (ED) – Region 6 Manual Business Lines and External Services

Please click on this link to go back to the section [4.3.1.4 Manual Creation of External Direct Agreement \(ED\) \(Recurring/Non-Recurring\)](#)

Exhibit C-14: Create an External Direct Agreement (ED) – Region 6 Manual Business Lines and External Services

Field	Description	Non- IPAC	IPAC
Header			
Agreement Number	Agreement Number.	Value= Agreement Number	Value= Agreement Number
Agreement Name	Name of Agreement.	Value = Agreement Name	Value = Agreement Name
Agreement End Date	Completion date for Agreement.	Value = date	Value = date
Reimbursable flag	Flag that indicates spending for Agreement will be reimbursed.	Value = true	Value = true
Spend and Reimburse Within Fund	Forces all spending transactions against Agreement to use the same fund that will be used for billing	Value = true	Value = true
Title	Title of Agreement, Free text Field.	Value = title	Value = title
Issued By	Name of person who issued Agreement. Not Required.	Value = name	Value = name
Agreement Charges Affect Available Amount	Agreement Charges referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = True for Manual Business Line Agreement Charge based Agreements	Value = True for Manual Business Line Agreement Charge based Agreements
Obligations Affect Available Amount	Spending documents referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = True for Spending based Agreements	Value = True for Spending based Agreements
Commitments Affect Available Amount	Commitment documents (i.e. Requests) referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = True for Spending based Agreements	Value = True for Spending based Agreements
Reservations Affect Available Amount	Reservations referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = False	Value = False
Miscellaneous Surcharges Affect Available Amount	Draws down Agreement Available Amount on Agreement Query when set to True.	Value = False	Value = False
Vendor Code	The customer who this Agreement is for.	Value= Vendor Code	Value= Vendor Code
Designated Agent	Required for Bill by ALC. When grouping billing by ALC, both ALC	Value = blank	Value = ALC

Field	Description	Non- IPAC	IPAC
	and Designated Agent code field values (Code and Address Code) must be populated (with the same value).		
Funding Source	Lists if customer is federal or non-federal.	Value = Federal or Non-Federal	Value = Federal or Non Federal
Authorized Agreement Amount	Maximum dollar value of the Agreement.	Value = amount	Value = amount
Assignment Code	The group assigned to this Agreement Charge.	R6 MBLs Value = MNLBL External Services Value = EXTSERVICE	R6 MBLs Value = MNLBL External Services Value = EXTSERVICE
Description	Description field, Free text Field.	Value = free text field	Value = free text field
Office Address			
Code	Remit-To code for customer to send payment.	For R6 MBLs Value = MNLNI For External Services Value= EXTSRVNI	For R6 MBLs Value= MNLIPAC For External Services Value = EXTSERVI
Header Accounting Line			
Line Number	Populate with the Accounting Line Number numeric value.	Value = 1,2, 3, etc.	Value = 1,2,3, etc.
Transaction Type	Alphanumeric character to indicate accounting events. If External Agreement with Federal vendor, then populate with value "01". If External Agreement with non-Federal vendor (requires Advances) then populate with value "02".	Value = trans type (see Description)	Value = trans type (see Description)
Agreement Line #	Numeric value of Agreement line.	Value = 1,2,3, etc.	Value = 1,2,3, etc.
Revenue Control	Set to None for all Agreements.	Value = None	Value = None
Spending Overage Threshold Amount	As the Spending Control is set to Reject, this value is the Amount that spending can be over the Agreement before it is rejected.	Value = 0	Value = 0
Spending Overage Threshold Percentage	As the Spending Control is set to Reject, this value is the Percentage that spending can be over the Agreement before it is rejected.	Value = 0	Value = 0
Spending Control	Flag will track spending and if it is over the Agreement Amount. Set to Reject for All Agreements. Agreement will look to the lesser of the Spending Overage Threshold Amount and Threshold Percentage.	Value = Reject	Value = Reject
Maximum Billable Amount	The Amount of the Agreement Line.	Value = Dollar amount	Value = Dollar amount
Billing Start Date	State Date Bills will be generated off of Agreement.	Value = date	Value = date

Field	Description	Non- IPAC	IPAC
	<p>If Billing is monthly, populate with [START_DATE]</p> <p>If Billing is Quarterly, populate with the 15th of the third of month of the quarter where the date is after [START_DATE]. That is:</p> <ul style="list-style-type: none"> If the month and day of the agreement start date is 9/16 through 12/15, set the billing start date to 12/15. If the month and day of the agreement start date is 12/16 through 3/15, set the billing start date to 3/15. If the month and day of the agreement start date is 3/16 through 6/15, set the billing start date to 6/15. If the month and day of the agreement start date is 6/16 through 9/15, set the billing start date to 9/15. <p>Format: YYYY-MM-DD.</p>		
Billing End Date	End Date Bills will be generated off of Agreement. Format: YYYY-MM-DD.	Value = date	Value = date
Bill Type	Indicates if Bills are IPAC or Standard.	Value = Standard	Value = IPAC
Minimum Billing Threshold Amount	The minimum amount of spending or AG that must exist before bills are generated.	Value = see description	Value = see description
Bill Print	True to generate Printed Bill.	Value = True	Value = True
Prohibit Revenue Refunds	True to prevent payment refunds generated by PCPROJBILL.	Value = True	Value = True
Prohibit Credit Bill	False, PCPROJBILL will generate Credits.	Value = False	Value = False
Prohibit Return of Applied Advances	Set to False. This will allow any remaining Advances to be refunded at the end of the Agreement life.	Value = False	Value = False
Prohibit Statement Grouping	Prevents Bills to be grouped by Statement. If BILLING_TYPE <> IPAC, populate with constant "true" If BILLING_TYPE = IPAC, populate with constant "true".	Value= True	Value= True
Accrue Revenue	If Non-Recurring or AG Agreement, then populate with constant "true" Else, populate with constant "false".	Value= True	Value= True
Bill Agreement Amount/Percent	If Non-Recurring or AG Agreement, populate with constant	Value = see description	Value = see description

Field	Description	Non- IPAC	IPAC
	"false" If Recurring RWA, populate with constant "true".		
Bill Agreement Amount	If Non-Recurring or AG Agreement, do not populate If Recurring, populate with the recurring billing amount, which cannot be zero. The recurring billing amount is the divided by the number of billing periods in the agreement, and rounded to the nearest cent. The number of billing periods can be computed as the number of days between the start date and completion date divided by 30 (round down, but if the result is zero, use one instead) to determine the number of months for monthly billing. For quarterly billing, the number of billing periods is the number of months divided by 3 (round up to the next whole number). The number of billing periods for yearly billing is always one.	Value = dollar value	Value = dollar value
Bill Cycle	If billing is Monthly, populate "Every month on Y of the month". If billing is Quarterly, populate "Every X Days".	Value = see description	Value = see description
Frequency Interval (X)	If billing is Monthly, do not populate. If billing is Quarterly, populate with 88.	Value = see description	Value = see description
Day of Month (Y)	If billing is Monthly, populate with 20. If billing is Quarterly, do not populate.	Value = see description	Value = see description
Holiday Adjustment	Value = Next Business Day. Billing is only performed on Business Days.	Value= Next Business Day	Value= Next Business Day
Hold Billing	If true, will prevent Billing for current Month.	Value = False or True	Value = False or True
Agreement Charge	If AG Agreement, then populate with constant 'true'. Else populate with constant "false".	Value = False or True	Value = False or True
Per Unit Agreement Charge	Indicates if per unit Agreement charges should be included in the calculated billed amount for a particular Agreement If AG Agreement, then populate with constant 'true'. Else populate with constant	Value = False or True	Value = False or True

Field	Description	Non- IPAC	IPAC
	"false".		
Actual Cost	If Non-Recurring, then populate with constant "true". If AG Agreement, then populate with constant "true". Else, populate with constant "false".	Value = False or True	Value = False or True
Bill Obligations	Indicates if bill will be by Obligations (i.e. Orders) Amount.	Value = False	Value = False
Bill Accruals	If Non-Recurring, then populate with constant "true". Else Recurring or AG Agreement, populate with constant "false".	Value = False or True	Value = False or True
Billing Overage Threshold Amount	As the Billing Control is set to Reject, this value is the Amount that the BD can be over the before it is rejected.	Value = 0	Value = 0
Billing Overage Threshold Percentage	As the Billing Control is set to Reject, this value is the Percent that the BD can be over the before it is rejected.	Value = 0	Value = 0
Billing Control	Flag will track billing and if it is over the Bill Agreement Amount for Recurring Agreements, or Spending transactions for Non-Recurring Agreements. Set to Reject for All Agreements. Agreement will look to the lesser of the Billing Overage Threshold Amount and Threshold Percentage.	Value = Reject	Value = Reject
Use Alternate Dimensions	If non-Recurring or Agreement Charge, populate with constant "true". Else, populate with constant "false".	Value = False or True	Value = False or True
Track Spending Details	Allows the bills to have a link to the Spending Activity transactions. If non-Recurring or AG Agreement, then populate with constant "true". Else, populate with constant "false".	Value = False or True	Value = False or True
Reconcile Revenue to Expenditures	If non-Recurring or AG Agreement, then populate with constant "true". Else, populate with constant "false".	Value = True	Value = True
Customer Treasury Symbol	The treasury symbol associated with the customer.	Value = blank	Value = Customer Treasury Symbol
Customer Funding Source	The funding source associated with the customer.	Value = blank	Value = Customer Agreement Number
Customer Agency	The ALC of the Customer for IPAC	Value = blank	Value = ALC

Field	Description	Non- IPAC	IPAC
Location Code	only.		
Unit	The standard unit of measure of the commodity.	Value = blank	Value = EA
Transaction Contact	Contact name.	Value = blank	Value = contact name
Contact Phone Number	Contact phone number.	Value = blank	Value = contact phone number
Requisition Number	Free text field, for IPAC transactions. For the BD, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = blank	Value = PCAS Agreement Number
JAS Number	Free text field. For the generated BD, maps to the Treasury IPAC File JAS Number field. A number that is a combination of Job Order number, Accounting Classification Record number and Site ID, used for interagency transfers. IPAC field only.	Value = blank	Value = RPUDD, MBL, GMA, or EXTSERVICE
Accounting Classification Code	BOAC.	Value = blank	Value = BOAC
Accounting Classification Reference Number	Free text field. For the generated BD, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number used for interagency transfers. IPAC only.	Value = blank	Value = For RPUDD = Project Number assigned by Redinet; For R6MANUAL, GMA, and External Services = PCAS Agreement Number
Fiscal Station Number	Free text field. For the generated BD, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers. IPAC only.	Value = blank	Value = Fiscal Station Number or '0' for Non Military Agreements
Articles or Services	For the generated BD, indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency or Customer information such as line of accounting that would otherwise not be included in the IPAC File.	Value = blank	Value = Customer's Line of Accounting
Alternate Dimensions tab			
Generated Transactions	Allows all accounting dimensions to be pulled either from Agreement, Spending, Referenced Document, and Conditionally Available for Advances and Entered Value. User must set value for each dimension.	Value = All Generated Revenue Transactions	Value = All Generated Revenue Transactions

C.5.3 Appendix: Create an External Direct Agreement (ED) - Outlease

Please click on this link to go back to the section [4.3.1.4 Manual Creation of External Direct Agreement \(ED\) \(Recurring/Non-Recurring\)](#)

Exhibit C-15: Create an External Direct Agreement (ED) - Outlease

Field	Description	Non- IPAC
Agreement Number	<p>Outlease Agreement Number, 20 digit Outlease Number.</p> <p>Unique 20 digit Outlease agreement number generated via the following formula:</p> <p>"GS-“ + RR + “-P-O” + SS + XXXXX</p> <p>Where:</p> <p>RR=Region</p> <p>SS=state</p> <p>XXXXX = 5 digit sequence</p> <p>Examples:</p> <p>GS-07-P-OTX00001</p>	Value = Outlease Agreement Number see description
Agreement Name	Name of Agreement.	Value = Agreement Name
Agreement End Date	Expiration Date for Agreement	Value = date
Status	Agreement status for agreement establishment and ongoing maintenance.,.	Value = Active
Reimbursable (checkbox)	Flag indicates whether agreement is reimbursable It is used in conjunction with the entered revenue source and determines whether collections against the agreement should update associated budgets.	Value = true (checked)
Funding Status	Status of the funding for this agreement. Funds can be marked as estimated or actual.	Value = actual

Field	Description	Non- IPAC																												
Document Type	<p>This identifies the type of document to create in Pegasys and should be populated with an appropriate choice for this agreement.</p> <p>Populate with static value based on the table below:</p> <table border="1"> <thead> <tr> <th>Purpose</th><th>Doc Type</th></tr> </thead> <tbody> <tr><td>Other</td><td>OED</td></tr> <tr><td>Retail</td><td>ORD</td></tr> <tr><td>Restaurant</td><td>OFD</td></tr> <tr><td>Office</td><td>OOD</td></tr> <tr><td>Warehouse</td><td>OHD</td></tr> <tr><td>Parking</td><td>OPD</td></tr> <tr><td>Antenna</td><td>OAD</td></tr> <tr><td>Movie/Photography</td><td>OMD</td></tr> <tr><td>Special Events</td><td>OSD</td></tr> <tr><td>Easement/Right-of-Way</td><td>OWD</td></tr> <tr><td>Land Port of Entry (LPOE)</td><td>OLD</td></tr> <tr><td>Credit Union</td><td>OCD</td></tr> <tr><td>Postal Service (USPS)</td><td>OUD</td></tr> </tbody> </table>	Purpose	Doc Type	Other	OED	Retail	ORD	Restaurant	OFD	Office	OOD	Warehouse	OHD	Parking	OPD	Antenna	OAD	Movie/Photography	OMD	Special Events	OSD	Easement/Right-of-Way	OWD	Land Port of Entry (LPOE)	OLD	Credit Union	OCD	Postal Service (USPS)	OUD	Value = see description
Purpose	Doc Type																													
Other	OED																													
Retail	ORD																													
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Land Port of Entry (LPOE)	OLD																													
Credit Union	OCD																													
Postal Service (USPS)	OUD																													
Code	Vendor code of the Lessee	Value = Outlease Vendor code																												
Address Code	Vendor addresses code of the Lessee.	Value = Outlease Vendor Address																												
Spend And Reimburse Within Fund (checkbox)	The Spend and Reimburse Fund flag enforces fund consistency between the agreement and billing documents. This flag forces all spending transactions against ventures or agreements to use the same fund that will be used for billing.	Value = true (Checked)																												
Title	Populate with contract number (same as Agreement Number field).	Value = see Agreement Number description																												
Issued By	Populate with name of contracting officer	Value = see description																												
Obligations Affect Available Amount (checkbox)	Indicates whether obligations are included in the available amount calculation. If set to true, obligations reduce the available amount.	Value = false (unchecked)																												
Commitments Affect Available Amount (checkbox)	Indicates whether commitments are included in the available amount calculation. If set to true, commitments reduce the available amount.	Value = false (unchecked)																												
Date	The date of the document being processed.	Value = Date																												
Accounting Period	Current fiscal year accounting period	Value = MM/YYYY																												
Funding Source	"F" for Federal or "N" for Non-Federal. Outlease agreements will be non-federal.	Value = N																												

Field	Description	Non- IPAC
Maximum Agreement Amount	This is the expected total amount of the agreement (total of Outlease payments to be collected over the life of the lease). It can be updated if the terms change.	Value = Dollar amount
System ID	Identifies the originating system.	Value = OATOOL
Description	Up to 255 characters of description text for this agreement. This will be populated with the version description from OA Tool.	Value = see description
Novation Date	Used to update the vendor on an existing Agreement. To change the Lessee (vendor) on an existing agreement	Value = date
Customer Novation Code	Used to update the vendor on an existing agreement (see Novation Date).	Value = see description
Customer Novation Address Code	Used to update the vendor on an existing agreement (see Novation Date).	Value = see description
Office Addresses Tab		
Office Code	Required when bill print flag is yes. Supply a static value of OLNIPAC.	Value = OLNIPAC
Office Address Code	Required when bill print flag is yes. Supply a static value of OLNIPAC_REMIT.	Value = OLNIPAC_REMIT
Header Accounting Line		
Agreement Line State	Manages the state of an Agreement line (open or closed). Valid values are "O" for open or "C" for closed.	Value = see description
Line Number	This value represents the document line number. Each new ED document can have one or more consecutively numbered lines. This number corresponds to the line number of the document only – it is not related to the line number on the target Agreement entity. The Agreement line number is specified elsewhere on the accounting line. This value will always be "1" for Outlease.	Value = 1
Transaction Type	Alphanumeric character to indicate accounting events. External Agreement with non-Federal vendor (requires Advances) then populate with value "02".	Value = 02
Actual Cost Flag	Establishes actual cost as the basis of billing.	Value = false (unchecked)
Agreement Line #	Since there is one line per agreement for Outleases, this number is always 1.	Value =1
Revenue Control	Refers to the level of an error the system will return if an agreement line is referenced for a total receivables line that exceeds the total spending amount. Use "N" (none) for Outlease agreements.	Value = N
Spending Control	Spending control errors are off for Outlease agreements.	Value = N

Field	Description	Non- IPAC																
Amount	<p>This is the expected total amount of the agreement (total of Outlease payments to be collected over the life of the lease). It can be updated if the terms change.</p> <p>Note: as described in Exhibit 5-2, this amount is a delta amount when modifying an existing agreement entity.</p>	Value = Dollar amount																
Prior Year Adjustment	Will use the "Not a Prior Year Adjustment" (X)	Value = X																
BBFY	Populate with the beginning budget fiscal year value of the agreement's start date	Value = YYYY																
Fund	Supply a static value of 192X.	Value =192X																
Division (Region)	Format is two digits (including a leading zero if the Region value is less than 10)	Value = see description																
Organization (Org Code)	Organization code																	
Program	Program Code	Value = PG00																
Activity	Function Code	Value = PG000																
Revenue Source	<p>Populate with appropriate 4-digit revenue source code from the list below:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>4211</td> <td>Indefinite Authority - Outlease - Coop Use Act</td> </tr> <tr> <td>4212</td> <td>Outlease - Government-Owned Space</td> </tr> <tr> <td>4213</td> <td>Outlease - Government leased Space</td> </tr> <tr> <td>4214</td> <td>Outlease-Revocable Outlease Licenses</td> </tr> <tr> <td>4216</td> <td>Outleasing - Section 412</td> </tr> <tr> <td>4217</td> <td>Indefinite Authority - Antenna Outleases-Coop Use Act</td> </tr> <tr> <td>4406</td> <td>Indefinite Authority - Historic Building Outleases</td> </tr> </tbody> </table>	Code	Description	4211	Indefinite Authority - Outlease - Coop Use Act	4212	Outlease - Government-Owned Space	4213	Outlease - Government leased Space	4214	Outlease-Revocable Outlease Licenses	4216	Outleasing - Section 412	4217	Indefinite Authority - Antenna Outleases-Coop Use Act	4406	Indefinite Authority - Historic Building Outleases	Value = see description
Code	Description																	
4211	Indefinite Authority - Outlease - Coop Use Act																	
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Field	Description	Non- IPAC																					
User Dimension 1 (Building #)	<p>Building location code</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Code</th></tr> </thead> <tbody> <tr><td>TX0282JL</td></tr> <tr><td>DC0036ZZ</td></tr> <tr><td>NY0059ZZ</td></tr> <tr><td>DC0566ZZ</td></tr> <tr><td>DC0093ZZ</td></tr> <tr><td>DC0022ZZ</td></tr> <tr><td>DC0020ZZ</td></tr> <tr><td>DC0024ZZ</td></tr> <tr><td>DC0021ZZ</td></tr> <tr><td>DC0007ZZ</td></tr> <tr><td>DC0116ZZ</td></tr> <tr><td>DC0013ZZ</td></tr> <tr><td>DC0521AB</td></tr> <tr><td>MO0050ZZ</td></tr> <tr><td>NM0501ZZ</td></tr> <tr><td>HI0011ZZ</td></tr> <tr><td>MD0778AG</td></tr> <tr><td>DC0115ZZ</td></tr> <tr><td>OR0023ZZ</td></tr> <tr><td>ME0061ZZ</td></tr> </tbody> </table>	Code	TX0282JL	DC0036ZZ	NY0059ZZ	DC0566ZZ	DC0093ZZ	DC0022ZZ	DC0020ZZ	DC0024ZZ	DC0021ZZ	DC0007ZZ	DC0116ZZ	DC0013ZZ	DC0521AB	MO0050ZZ	NM0501ZZ	HI0011ZZ	MD0778AG	DC0115ZZ	OR0023ZZ	ME0061ZZ	Value = see description
Code																							
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DC0036ZZ																							
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NM0501ZZ																							
HI0011ZZ																							
MD0778AG																							
DC0115ZZ																							
OR0023ZZ																							
ME0061ZZ																							
Billing Start Date	Populate with the agreement start date	Value = date																					
Billing End Date	Billing End Date is typically set to the agreement's ending date plus some period of time sufficient to allow for all relevant billing cycles to complete – for Outlease, this will be the Agreement end date plus 5 years.	Value = date																					
Bill Type	This will be "standard" as there are no IPAC collections.	Value = Standard																					
Receivable Type	Value used to populate receivable type on the generated bill. Outlease will send "OUTLS" in this field.	Value = OUTLS																					
Bill Print	Determines whether the bill is printed or suppressed.	Value = Yes																					

Field	Description	Non- IPAC
Prohibit Revenue Refunds (checkbox)	PCAS Bill Generation allows for the automated generation of revenue refunds in the form of payments (IP) to external customers. Also, if advance monies were collected and erroneously offset, a negative advance offset cash receipt can be generated. Refunds are generated on the same frequency as the billings (i.e. Monthly, Quarterly, etc.), and the option to generate is available at both the agreement level and the process level.	Value = true (checked)
Prohibit Credit Bills	Populate with a static value of false.	Value = false (unchecked)
Prohibit Return of Applied Advances	Populate with a static value of false.	Value = false (unchecked)
Prohibit Statement Grouping	"true" means there will be one bill for each agreement with an individual statement number per bill.	Value =true (checked)
Accrue Revenue (checkbox)	Populate with a static value of false.	Value = false (unchecked)
Bill Agreement Amount/Percent (checkbox)	Indicates whether the billing for this agreement should be based purely on the agreement amount and not take into account distributed costs. Setting this flag to true will instruct PCAS to generate an advance offset (or bill if payment is delinquent) for the amount specified in Bill Agreement Amount field.	Value = true (checked)
Bill Agreement Amount	For Outlease, this represents the exact amount to use each time an advance offset or bill is generated (fixed billing amount) based on the values supplied for Bill Cycle, Frequency Interval and Day of Month. Unlike other amounts, this amount will <i>replace</i> the existing amount on the agreement when submitting a new document to update an existing agreement – it is not a delta value.	Value = Dollar amount
Billing Control	Controls whether billing amount can exceed the agreement line amount. Options include Reject, Override, Warning and None. The system defaults to Reject.	Value = R
Bill Cycle	<p>The Bill Cycle is used to determine how frequently the automated billing process should consider billing the customer for a particular agreement.</p> <p>For Outlease agreements, set bill cycle to a static value of "Every X Months"</p>	Value = Every X Months
Frequency Interval (X)	The Frequency Interval is used in conjunction with Bill Cycle to determine how often the automated billing process should consider billing the customer for a particular agreement.	Value = 1 or 3 or 12
Holiday Adjustment	<p>The Holiday Adjustment field is used in conjunction with other Billing Option Frequency fields to determine the actual day in which the automated billing process will consider billing the customer for activity against a particular agreement.</p> <p>Valid values are P (previous business day), N (next business day) or X for neither (ignore the holiday). Outleases will bill regardless of holiday.</p>	Value = X

Field	Description	Non- IPAC
Hold Billing (checkbox)	This flag temporarily “suspends” billing for this agreement. If set to true, Pegasys will not generate any new bills. To resume billing, this must be reset to false. Once reset to false, Pegasys will resume bill generation (including any missed bills). Amounts from missed bills will be included on the next generated bill. Populate with “true” to hold billing, otherwise “false”	Value = see description

C.5.4 Appendix: Create an External Direct Agreement (ED) - AAS

Please click on this link to go back to the section [4.3.1.4 Manual Creation of External Direct Agreement \(ED\) \(Recurring/Non-Recurring\)](#)

Exhibit C-16: Create an External Direct Agreement (ED) - AAS

Field	Description	Non- IPAC
Agreement Number	AAS Agreement Number RBA agreement numbers will begin with “X” and NBA agreement numbers will begin with “Z”.	Value = AAS Agreement Number see description
Agreement Name	Name of Agreement.	Value = Agreement Name
Agreement End Date	Expiration Date for Agreement	Value = date
Status	Agreement status for agreement establishment and ongoing maintenance,.	Value = Active
Reimbursable (checkbox)	Flag indicates whether agreement is reimbursable It is used in conjunction with the entered revenue source and determines whether collections against the agreement should update associated budgets.	Value = true (checked)
Funding Status	Status of the funding for this agreement. Funds can be marked as estimated or actual.	Value = actual
Document Type	The ED document type for AAS is UED	Value = UED
Code	Vendor code of the Lessee	Value = BOAC2 code
Address Code	Vendor addresses code of the Lessee.	Value = BOAC2 code
Spend And Reimburse Within Fund (checkbox)	The Spend and Reimburse Fund flag enforces fund consistency between the agreement and billing documents. This flag forces all spending transactions against ventures or agreements to use the same fund that will be used for billing.	Value = true (checked)
Title	Populate with Interagency Agreement (IAA) number.	Value = IAA Number
Issued By	Populate with name of contracting officer	Value = see description
Obligations Affect Available Amount (checkbox)	Indicates whether obligations are included in the available amount calculation. If set to true, obligations reduce the available amount.	Value = True (checked)

Field	Description	Non- IPAC
Commitments Affect Available Amount (checkbox)	Indicates whether commitments are included in the available amount calculation. If set to true, commitments reduce the available amount.	Value = false (unchecked)
Date	The date of the document being processed.	Value = date
Accounting Period	Current fiscal year accounting period	Value = MM/YYYY
Suppress Printing	Ignore this agreement if an agency puts in custom reports to print agreement statements.	Value = False
Funding Source	"F" for Federal or "N" for Non-Federal. Outlease agreements will be non-federal.	Value = N or F
Maximum Agreement Amount	This amount should match the transaction amount on the agreement line when establishing agreements.	Value = Dollar amount
System ID	Identifies the originating system.	Value = "RBA" or "NBA"
Description	Up to 255 characters of description text for this agreement. This will be populated with the version description from OA Tool.	Value = see description
Novation Date	Used to update the vendor on an existing Agreement. To change the Lessee (vendor) on an existing agreement	Value = date
Customer Novation Code	Used to update the vendor on an existing agreement (see Novation Date).	Value = see description
Customer Novation Address Code	Used to update the vendor on an existing agreement (see Novation Date).	Value = see description
Header Accounting Line		
Agreement Line State	Manages the state of an Agreement line (open or closed). Valid values are "O" for open or "C" for closed. AAS will always send "O" for this field.	Value = O
Line Number	This value represents the document line number. Each new ED document can have one or more consecutively numbered lines. This number corresponds to the line number of the document only – it is not related to the line number on the target Agreement entity. The Agreement line number is specified elsewhere on the accounting line. This value will always be "1" for AAS.	Value = see description
Transaction Type	Populate with "01" for federal and "02" for non-federal.	Value = 01 or 02
Agreement Line #	Since there is one line per agreement for AAS, this number is always 1.	Value =1
Doctype Defined Accounting Line Field #6 (Task ID)	This field will be used for the NBA Task ID and will not be populated for RBA agreements.	Value = Task ID/Task Number
Revenue Control	Refers to the level of an error the system will return if an agreement line is referenced for a total receivables line that exceeds the total spending amount. Use "N" (none) for Outlease agreements.	Value = N

Field	Description	Non- IPAC																		
Spending Control	Spending control errors are off for Outlease agreements.	Value = N																		
Agreement Charge	Pegasys requires that either the Agreement Charge or Actual Cost flags be true for billing purposes. This must be set to true, but has no effect on PCAS agreements since they are not billed thru PCAS.	Value = T																		
Amount	For a new agreement, supply the agreement amount, unless the agreement is subject to availability of funds (SAF). If the agreement is SAF, set the Amount to zero. When changing the line amount on an existing agreement, supply the value the agreement is to be increased or decreased by (delta). When an SAF restriction is removed, the Amount should be the agreement amount, since that is the delta from the previous amount of zero.	Value = Dollar amount																		
Prior Year Adjustment	Will use the "Not a Prior Year Adjustment" (X)	Value = X																		
BBFY	Populate with the beginning budget fiscal year value of the agreement's start date	Value = YYYY																		
Fund	Supply a static value of 285F.	Value =285F																		
Division (Region)	Format is two digits. Valid values are 00 through 11	Value = see description																		
Organization (Org Code)	Organization code <table border="1" data-bbox="523 973 894 1431"> <thead> <tr> <th>New Program Code</th> <th>New Organization Code</th> </tr> </thead> <tbody> <tr> <td>AA10</td> <td>QxxFB000</td> </tr> <tr> <td>AA20</td> <td>QxxFA000</td> </tr> <tr> <td>AA20 and old Organization Code is AxxVR114</td> <td>QxxFA100</td> </tr> <tr> <td>GS14</td> <td>QxxSA000</td> </tr> <tr> <td>IT14</td> <td>QxxTF000</td> </tr> <tr> <td>IT23</td> <td>QxxTC000</td> </tr> <tr> <td>IT31</td> <td>QxxTEAB0</td> </tr> </tbody> </table>	New Program Code	New Organization Code	AA10	QxxFB000	AA20	QxxFA000	AA20 and old Organization Code is AxxVR114	QxxFA100	GS14	QxxSA000	IT14	QxxTF000	IT23	QxxTC000	IT31	QxxTEAB0	Value = see description		
New Program Code	New Organization Code																			
AA10	QxxFB000																			
AA20	QxxFA000																			
AA20 and old Organization Code is AxxVR114	QxxFA100																			
GS14	QxxSA000																			
IT14	QxxTF000																			
IT23	QxxTC000																			
IT31	QxxTEAB0																			
Program	Program Code <table border="1" data-bbox="523 1463 894 1888"> <thead> <tr> <th>Budget Activity Code</th> <th>New Program Code</th> </tr> </thead> <tbody> <tr> <td>B3</td> <td>IT23</td> </tr> <tr> <td>F1</td> <td>AA20</td> </tr> <tr> <td>F2</td> <td>AA10</td> </tr> <tr> <td>FL</td> <td>IT31</td> </tr> <tr> <td>FQ</td> <td>IT14</td> </tr> <tr> <td>FR</td> <td>GS14</td> </tr> <tr> <td>P1</td> <td>AA20</td> </tr> <tr> <td>P2</td> <td>AA10</td> </tr> </tbody> </table>	Budget Activity Code	New Program Code	B3	IT23	F1	AA20	F2	AA10	FL	IT31	FQ	IT14	FR	GS14	P1	AA20	P2	AA10	Value = see description
Budget Activity Code	New Program Code																			
B3	IT23																			
F1	AA20																			
F2	AA10																			
FL	IT31																			
FQ	IT14																			
FR	GS14																			
P1	AA20																			
P2	AA10																			

Field	Description	Non- IPAC
Activity	New Activity Code, which is currently AF151 for all agreements.	Value = AF151
Revenue Source	"NBA1" if the Program Code is AA10 or IT31 "RBA1" if the Program Code is AA20, GS13, IT14, or IT23	Value = see description
Billing Start Date	Populate with the agreement start date	Value = date
Billing End Date	Populate with the agreement end date plus 5 years. For no-year funds, populate with agreement end date plus 30 years. NOTE: Pegasys date reference tables will need to be set up to accommodate 30 years in the future to prevent AAS agreements from rejecting.	Value = date
Bill Type	Set to manual to prevent the generation of bills by PCAS.	Value = Manual
Bill Print	Determines whether the bill is printed or suppressed.	Value = No
Billing Control	Controls whether billing amount can exceed the agreement line amount. Options include Reject, Override, Warning and None. The system defaults to Reject.	Value = N
Bill Cycle	The Bill Cycle is used to determine how frequently the automated billing process should consider billing the customer for a particular agreement. This field is not used for AAS agreements but must be populated with a valid value.	Value = At Completion
Articles or Services Description	Populate with the customer's long line of accounting.	Value = Free text

C.6 Appendix: Create an Internal Direct Agreement (ID)

C.6.1 Appendix: Create an Internal Direct Agreement (ID) – RWA/HOTD

Please click on this link to go back to the section [4.3.2.4 Manual Creation of Internal Direct Agreement \(ID\) \(Recurring/Non-Recurring\)](#)

Exhibit C-17: Create an Internal Direct Agreement (ID) – RWA/HOTD

Field	Description	Value
Header		
Agreement Number	RWA Agreement Number, seven digit RWA Number.	Value= RWA Agreement Number
Agreement Name	Name of Agreement.	Value = Agreement Name
Agreement End Date	Completion date for Agreement.	Value = date
Reimbursable flag	Flag that indicates spending for Agreement	Value = False

Field	Description	Value
	will be reimbursed.	
Title	Title of Agreement, Free text Field.	Value = title
Issued By	Name of person who issued Agreement. Not Required.	Value = name
Maximum Agreement Amount	Amount of the Agreement will be for. The Agency Cert Amount in RETA.	Value = amount
Description	Description field, Free text Field.	Value = free text field
Header Accounting Line		
Transaction Type	Alphanumeric character to indicate accounting events If External Agreement with Federal vendor, then populate with value "01". If External Agreement with non-Federal vendor (requires Advances) then populate with value "02".	Value = trans type
Agreement Line #	If Non-Recurring RWA populate with numeric value "1" Else, Recurring RWA, populate with sequential value. If HOTD agreement, populate based on Unit of Issue (UOI) as follows: If UOI = (Thousand Pounds of Steam, '1Z'), then Agreement Line Number = 1 If UOI = (Refrigeration Demand Tons, 'RZ'), then Agreement Line Number = 2 If UOI = (Refrigeration Ton-Hours, 'RY'), then Agreement Line Number = 3 If UOI = (MMBTU-Million BTUs, 'BZ'), then Agreement Line Number = 4 If UOI = (Gallon, 'GA'), then Agreement Line Number = 5 If UOI = (Gallons per Minute, 'G2'), then Agreement Line Number = 6 If Overhead Fee, then Agreement Line Number = 7.	Value = see description
Revenue Control	Set to None for all Agreements.	Value = None
Document Type	The type of Internal Voucher document PCROJBILL will generate.	Value = NV doc type
Disbursing Office	Disbursing Office Code.	Value = Disbursing Office
Spending Overage Threshold Amount	As the Spending Control is set to Reject, this value is the Amount that spending can be over the Agreement before it is rejected.	Value = 500
Spending Overage Threshold Percentage	As the Spending Control is set to Reject, this value is the Percentage that spending can be over the Agreement before it is rejected.	Value = 10
Spending Control	Flag will track spending and if it is over the Agreement Amount. Set to Reject for All Agreements. Agreement will look to the lesser of the Spending Overage Threshold Amount and Threshold Percentage.	Value = Reject

Field	Description	Value
Amount	The Amount of the Agreement. For changes to an existing agreement: "delta" from the previous transaction to this transaction of the total agreement amount (non-recurring) and for each line (recurring).	Value = Dollar amount
Buyer Transaction Type	Transaction type for the buyer of good or service. Typically B1.	Value = Buyer Transaction Type (B1)
Buyer Accounting Template	Optional value. Users can select Accounting Template instead of entering in each Accounting Dimension.	Value = Template Name
Sub-Object Class	As this is for the Buyer, the sub-object class dimensions.	Value = sub-object class
IX Referenced Document Section	Type, Number, Item and Accounting fields must all be filled out to provide the IX funding document information for the Buyer.	Value= IX Funding Document fields
Seller Transaction Type	The Transaction type the Seller will apply. Typically S1.	Value = Seller Transaction Type (S3)
Seller Accounting Template	Optional value. Users can select Accounting Template instead of entering in each Accounting Dimension.	Value = Template Name
Billing Start Date	State Date Bills will be generated off of Agreement. If RWA Billing is monthly, populate with [START_DATE] If RWA Billing is Quarterly, populate with the 15th of the third of month of the quarter where the date is after [START_DATE]. That is: If the month and day of the agreement start date is 9/16 through 12/15, set the billing start date to 12/15. If the month and day of the agreement start date is 12/16 through 3/15, set the billing start date to 3/15. If the month and day of the agreement start date is 3/16 through 6/15, set the billing start date to 6/15. If the month and day of the agreement start date is 6/16 through 9/15, set the billing start date to 9/15. Format: YYYY-MM-DD.	Value = date
Billing End Date	End Date Bills will be generated off of Agreement. If Unliquidated Obligations remain, users in RETA may extend the [Termination Date] as needed. Format: YYYY-MM-DD.	Value = date
Prohibit Revenue Refunds	If True, will prevent payment refunds generated by PCPROJBILL.	Value = True or False
Prohibit Return of Applied	Set to False. This will allow any remaining	Value = False

Field	Description	Value
Advances	Advances to be refunded at the end of the Agreement life.	
Accrue Revenue	If Non-Recurring or HOTD Agreement, then populate with constant "true" Else, populate with constant "false".	Value = True or False
Bill Agreement Amount/Percent	If Non-Recurring RWA or HOTD, populate with constant "false" If Recurring RWA, populate with constant "true".	Value = see description
Bill Agreement Amount	If Non-Recurring RWA or HOTD, do not populate If Recurring RWA, on AL1, populate with numeric value, "100" Else Recurring RWA and not the \$100 one time flat fee, then populate with the recurring billing amount, which cannot be zero. The recurring billing amount is the divided by the number of billing periods in the agreement, and rounded to the nearest cent. The number of billing periods can be computed as the number of days between the RWA start date and completion date divided by 30 (round down, but if the result is zero, use one instead) to determine the number of months for monthly billing. For quarterly billing, the number of billing periods is the number of months divided by 3 (round up to the next whole number). The number of billing periods for yearly billing is always one.	Value = dollar value to bill if Bill Agreement Amount/Percent set to True
Bill Cycle	If RWA billing is Monthly, populate "Every month on Y of the month". If RWA billing is Quarterly, populate "Every X Days".	Value = see description
Frequency Interval (X)	If RWA billing is Monthly, do not populate. If RWA billing is Quarterly, populate with 88.	Value = see description
Day of Month (Y)	If RWA billing is Monthly, populate with 19. If RWA billing is Quarterly, do not populate	Value = see description
Holiday Adjustment	Value = X. Billing is only performed on Business Days	Value= X
Hold Billing	If true, will prevent Billing for current Month.	Value = False or True
Per Unit Agreement Charge	If HOTD Agreement, then populate with constant 'true'. Else populate with constant "false".	Value = False or True
Actual Cost	If Non-Recurring RWA, then populate with constant "true" If HOTD Agreement, then populate with constant "true", else, populate with constant "false"	Value = False or True

Field	Description	Value
Bill Accruals	If Non-Recurring RWA, then populate with constant "true" Else Recurring RWA or HOTD Agreement, populate with constant "false".	Value = False or True
Billing Overage Threshold Amount	As the Billing Control is set to Reject, this value is the Amount that the BD can be over the before it is rejected.	Value = 500
Billing Overage Threshold Percentage	As the Billing Control is set to Reject, this value is the Percent that the BD can be over the before it is rejected.	Value = 10
Billing Control	Flag will track billing and if it is over the Bill Agreement Amount for Recurring Agreements, or Spending transactions for Non-Recurring Agreements. Set to Reject for All Agreements. Agreement will look to the lesser of the Billing Overage Threshold Amount and Threshold Percentage.	Value = Reject
Use Alternate Dimensions	If Non-Recurring RWA or HOTD Agreement, then populate with constant "true". Else, populate with constant "false".	Value = False or True
Track Spending Details	Allows the bills to have a link to the Spending Activity transactions If Non-Recurring RWA or HOTD Agreement, then populate with constant "true". Else, populate with constant "false".	Value = False or True
Reconcile Revenue to Expenditures	If Non-Recurring RWA or HOTD Agreement, then populate with constant "true". Else, populate with constant "false".	Value = False or True
Generated Transactions	Allows all accounting dimensions to be pulled either from Agreement, Spending, Referenced Document, and Conditionally Available for Advances and Entered Value. User must set value for each dimension.	Value = All Generated Revenue Transactions
Add the following surcharges	This tab allows addition of surcharge Types. To add surcharge Type, hit Add button and enter the following codes, and then hit Search. For RWA, enter and select the following: 11BF, 29SF, SLSC2013 For HOTD, enter and select the following: 100FFH for HOTD.	Value = see description

C.6.2 Appendix: Create an Internal Direct Agreement (ID) – Region 6 Manual Business Lines and External Services

Please click on this link to go back to the section [**4.3.2.4 Manual Creation of Internal Direct Agreement \(ID\) \(Recurring/Non-Recurring\)**](#)

Exhibit C-18: Create an Internal Direct Agreement (ID) – Region 6 Manual Business Lines and External Services

Field	Description	Value
Header		
Agreement Number	The Agreement Number associated to Agreement.	Value= Agreement Number
Agreement Name	Name of Agreement.	Value = Agreement Name
Agreement End Date	Completion date for Agreement.	Value = date
Reimbursable flag	Flag that indicates spending for Agreement will be reimbursed.	Value = True
Spend and Reimburse Within Fund	Forces all spending transactions against Agreement to use the same fund that will be used for billing	Value = true
Title	Title of Agreement, Free text Field.	Value = title of the agreement
Issued By	Name of person who issued Agreement. Not Required.	Value = name
Agreement Charges Affect Available Amount	Agreement Charges referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = True for Manual Business Line Agreement Charge based Agreements
Obligations Affect Available Amount	Spending documents referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = True for Spending based Agreements
Commitments Affect Available Amount	Commitment documents (i.e. Requests) referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = True for Spending based Agreements
Reservations Affect Available Amount	Reservations referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = False
Miscellaneous Surcharges Affect Available Amount	Draws down Agreement Available Amount on Agreement Query when set to True.	Value = False
Authorized Agreement Amount	Maximum dollar value of the Agreement.	Value = amount
Assignment Code	The group assigned to this Agreement Charge.	Value = MNLBL
Description	Description field, Free text Field.	Value = free text field
Header Accounting Line		
Transaction Type	Used to determine the associated General Ledger Postings and budgetary updates (via Accounting Event).	Value = see description

Field	Description	Value
	Set to 01 for expiring Funds, 02 for Revolving Funds	
Agreement Line #	Populate with numeric value "1".	Value = 1
Revenue Control	Set to None for all Agreements.	Value = None
Document Type	The type of Internal Voucher document PCROJBILL will generate.	Value = NV doc type
Disbursing Office	Disbursing Office Code.	Value = X0109
Spending Overage Threshold Amount	As the Spending Control is set to Reject, this value is the Amount that spending can be over the Agreement before it is rejected.	Value = 0
Spending Overage Threshold Percentage	As the Spending Control is set to Reject, this value is the Percentage that spending can be over the Agreement before it is rejected.	Value = 0
Spending Control	Flag will track spending and if it is over the Agreement Amount. Set to Reject for All Agreements. Agreement will look to the lesser of the Spending Overage Threshold Amount and Threshold Percentage.	Value = Reject
Amount	The Amount of the Agreement. For changes to an existing agreement: "delta" from the previous transaction to this transaction of the total agreement amount (non-recurring) and for each line (recurring).	Value = Dollar amount
Buyer Transaction Type	Transaction type for the buyer of good or service. Typically B1.	Value = Buyer Transaction Type (B1)
Buyer Accounting Template	Optional value. Users can select Accounting Template instead of entering in each Accounting Dimension	Value = Template Name
Sub-Object Class	As this is for the Buyer, the sub-object class dimension.	Value = sub-object class
IX Referenced Document Section	Type, Number, Item and Accounting fields must all be filled out to provide the IX funding document information for the Buyer.	Value= IX Funding Document fields
Seller Transaction Type	The Transaction type the Seller will apply. Typically S1.	Value = Seller Transaction Type (S1)
Seller Accounting Template	Optional value. Users can select Accounting Template instead of entering in each Accounting Dimension.	Value = Template Name
Billing Start Date	State Date Bills will be generated off of Agreement. If Billing is monthly, populate with [START_DATE] If Billing is Quarterly, populate with the 15th of the third of month of the quarter where the date is after [START_DATE]. That is: If the month and day of the agreement start date is 9/16 through 12/15, set the	Value = date

Field	Description	Value
	<p>billing start date to 12/15.</p> <p>If the month and day of the agreement start date is 12/16 through 3/15, set the billing start date to 3/15.</p> <p>If the month and day of the agreement start date is 3/16 through 6/15, set the billing start date to 6/15.</p> <p>If the month and day of the agreement start date is 6/16 through 19/15, set the billing start date to 9/15.</p> <p>Format: YYYY-MM-DD.</p>	
Billing End Date	<p>End Date Bills will be generated off of Agreement.</p> <p>If Unliquidated Obligations remain, [Termination Date] as needed.</p> <p>Format: YYYY-MM-DD.</p>	Value = date
Prohibit Revenue Refunds	If True, will prevent payment refunds generated by PCPROJBILL.	Value = True
Prohibit Return of Applied Advances	Set to False. This will allow any remaining Advances to be refunded at the end of the Agreement life.	Value = False
Accrue Revenue	If Non-Recurring or AG Agreement, then populate with constant "true" Else, populate with constant "false".	Value = True or False
Bill Agreement Amount/Percent	If Non-Recurring agreement or AG Agreement, populate with constant "false". If Recurring flat rate, populate with constant "true".	Value = see description
Bill Agreement Amount	<p>If Non-Recurring or AG Agreement, do not populate</p> <p>If Recurring, then populate with the recurring billing amount, which cannot be zero.</p> <p>The recurring billing amount is the divided by the number of billing periods in the agreement, and rounded to the nearest cent.</p> <p>The number of billing periods can be computed as the number of days between the start date and completion date divided by 30 (round down, but if the result is zero, use one instead) to determine the number of months for monthly billing. For quarterly billing, the number of billing periods is the number of months divided by 3 (round up to the next whole number). The number of billing periods for yearly billing is always one.</p>	Value = dollar value to bill if Bill Agreement Amount/Percent set to True
Bill Cycle	<p>If billing is Monthly, populate "Every month on Y of the month".</p> <p>If billing is Quarterly, populate "Every X Days".</p>	Value = see description
Frequency Interval (X)	<p>If billing is Monthly, do not populate.</p> <p>If billing is Quarterly, populate with 88.</p>	Value = see description

Field	Description	Value
Day of Month (Y)	If billing is Monthly, populate with 20. If billing is Quarterly, do not populate.	Value = see description
Holiday Adjustment	Value = Next Business Day. Billing is only performed on Business Days.	Value= Next Business Day
Hold Billing	If true, will prevent Billing for current Month.	Value = False or True
Agreement Charge	If AG Agreement, then populate with constant ‘true’. Else populate with constant “false”.	Value = False or True
Per Unit Agreement Charge	Indicates if per unit Agreement charges should be included in the calculated billed amount for a particular Agreement If AG Agreement, then populate with constant ‘true’. Else populate with constant “false”.	Value = False or True
Actual Cost	If Non-Recurring, then populate with constant “true”. If AG Agreement, then populate with constant “true”. Else, populate with constant “false”.	Value = False or True
Bill Obligations	Indicates if bill will be by Obligations (i.e. Orders) Amount.	Value = False
Bill Accruals	If Non-Recurring, then populate with constant “true”. Else Recurring or AG Agreement, populate with constant “false”.	Value = False or True
Billing Overage Threshold Amount	As the Billing Control is set to Reject, this value is the Amount that the BD can be over the before it is rejected.	Value = 0
Billing Overage Threshold Percentage	As the Billing Control is set to Reject, this value is the Percent that the BD can be over the before it is rejected.	Value = 0
Billing Control	Flag will track billing and if it is over the Bill Agreement Amount for Recurring Agreements, or Spending transactions for Non-Recurring Agreements. Set to Reject for All Agreements. Agreement will look to the lesser of the Billing Overage Threshold Amount and Threshold Percentage.	Value = Reject
Use Alternate Dimensions	If Non-Recurring or AG Agreement, then populate with constant “true”. Else, populate with constant “false”.	Value = False or True
Track Spending Details	Allows the bills to have a link to the Spending Activity transactions If Non-Recurring or AG Agreement, then populate with constant “true”. Else, populate with constant “false”	Value = False or True
Reconcile Revenue to Expenditures	If Non-Recurring or AG Agreement, then populate with constant “true” Else, populate with constant “false”.	Value = False or True
Generated Transactions	Allows all accounting dimensions to be pulled either from Agreement, Spending,	Value = All Generated Revenue Transactions

Field	Description	Value
	Referenced Document, and Conditionally Available for Advances and Entered Value. User must set value for each dimension.	

C.6.3 Appendix: Create an Internal Direct Agreement (ID) – AAS

Please click on this link to go back to the section [4.3.2.4 Manual Creation of Internal Direct Agreement \(ID\) \(Recurring/Non-Recurring\)](#)

Exhibit C-19: Create an Internal Direct Agreement (ID) – AAS

Field	Description	Non- IPAC
Agreement Number	AAS Agreement Number RBA agreement numbers will begin with "X" and NBA agreement numbers will begin with "Z".	Value = AAS Agreement Number see description
Agreement Name	Name of Agreement.	Value = Agreement Name
Agreement End Date	Expiration Date for Agreement	Value = date
Status	Agreement status for agreement establishment and ongoing maintenance,.	Value = Active
Reimbursable (checkbox)	Flag indicates whether agreement is reimbursable It is used in conjunction with the entered revenue source and determines whether collections against the agreement should update associated budgets.	Value = true (checked)
Funding Status	Status of the funding for this agreement. Funds can be marked as estimated or actual.	Value = actual
Document Type	The ID document type for AAS is UID	Value = UID
Document Number	Agreement Document Number for this transaction Format = %T%Y%M%D##### Where: %T is the 3-character Document Type %Y is the calendar year with the century. Appears as a 4-digit number. Ex. 2012, 1999 %M is the calendar month of the document. Appears as a two digit number. Ex. 03 or 11. %D is the day of the month. Appears as a two-digit number. Ex. 01 or 31 ##### is a 4-digit sequential number beginning with 0000 (can start at 0000 for each new document type and date) For example, the document number for the first external direct document created on 12/16/2014 for the "Other" type would be UID201412160001.	Value = see description
Security Org	Pegasys Security Org for FMESB user ID	Value = GSA

Field	Description	Non- IPAC
Spend And Reimburse Within Fund (checkbox)	The Spend and Reimburse Fund flag enforces fund consistency between the agreement and billing documents. This flag forces all spending transactions against ventures or agreements to use the same fund that will be used for billing.	Value = true (checked)
Title	Populate with Interagency Agreement (IAA) number.	Value = IAA Number
Issued By	Populate with name of contracting officer	Value = see description
Obligations Affect Available Amount (checkbox)	Indicates whether obligations are included in the available amount calculation. If set to true, obligations reduce the available amount.	Value = True (checked)
Commitments Affect Available Amount (checkbox)	Indicates whether commitments are included in the available amount calculation. If set to true, commitments reduce the available amount.	Value = false (unchecked)
Date	The date of the document being processed.	Value = date
Accounting Period	Current fiscal year accounting period	Value = MM/YYYY
Suppress Printing	Ignore this agreement if an agency puts in custom reports to print agreement statements.	Value = False
Maximum Agreement Amount	This amount should match the transaction amount on the agreement line when establishing agreements.	Value = Dollar amount
System ID	Identifies the originating system.	Value = "RBA" or "NBA"
Header Accounting Line		
Agreement Line State	Manages the state of an Agreement line (open or closed). Valid values are "O" for open or "C" for closed. AAS will always send "O" for this field.	Value = O
Line Number	This value represents the document line number. Each new ED document can have one or more consecutively numbered lines. This number corresponds to the line number of the document only – it is not related to the line number on the target Agreement entity. The Agreement line number is specified elsewhere on the accounting line. This value will always be "1" for AAS.	Value = see description
Transaction Type	Populate with "01" since ID is Federal only.	Value = 01
Agreement Line #	Since there is one line per agreement for AAS, this number is always 1.	Value = 1
Actual Cost flag	Establishes actual cost as the basis of billing. Pegasys requires a value here, but it won't be used because we're not billing.	Value = F
Revenue Control	Refers to the level of an error the system will return if an agreement line is referenced for a total receivables line that exceeds the total spending amount. Use "N" (none) for Outlease agreements.	Value = N
Spending Control	Spending control errors are off for Outlease agreements.	Value = N

Field	Description	Non- IPAC
Agreement Charge	Pegasys requires that either the Agreement Charge or Actual Cost flags be true for billing purposes. This must be set to true, but has no effect on PCAS agreements since they are not billed thru PCAS.	Value = T
Doctype Defined Accounting Line Field #6 (Task ID)	This field will be used for the NBA Task ID and will not be populated for RBA agreements.	Value = Task ID/Task Number
Amount	For a new agreement, supply the agreement amount, unless the agreement is subject to availability of funds (SAF). If the agreement is SAF, set the Amount to zero. When changing the line amount on an existing agreement, supply the value the agreement is to be increased or decreased by (delta). When an SAF restriction is removed, the Amount should be the agreement amount, since that is the delta from the previous amount of zero.	Value = Dollar amount
Prior Year Adjustment	Will use the "Not a Prior Year Adjustment" (X)	Value = X
BBFY	Populate with the beginning budget fiscal year value of the agreement's start date	Value = YYYY
Fund	Customer fund code from obligating document (i.e., 192X, 455F, etc.).	Value = see description
Referenced Document Number	This is the Pegasys document number of the referenced, obligating document. This field is not used since PCAS will not be generating NV documents for AAS. However, AAS can supply the obligating document number for informational purposes. If a document number is supplied, the document must actually exist in Pegasys. This field is used in conjunction with Referenced Document Type and Referenced Accounting Line Number (below).	Value = see description
Referenced Document Type	Pegasys document type of referenced obligating document (see above).	Value = see description
Referenced Accounting Line Number	Pegasys accounting line number of referenced obligating document (see above).	Value = see description
Final (checkbox)	Always set to "P" for partial. Setting this flag to final indicates that the document is the last in the chain and liquidates the chain's funding.	Value = P (unchecked)
Code	Vendor code of the Lessee	Value = BOAC2 code
Address Code	Vendor addresses code of the Lessee.	Value = BOAC2 code
Novation Date	Populate with effective date for Customer vendor code change.	Value = date
Customer Novation Code	Populate with new Customer vendor code only if the vendor on an existing agreement needs to be changed.	Value = see description
Customer Novation Address Code	Populate with new Customer vendor code only if the vendor on an existing agreement needs to be changed.	Value = see description
BBFY	Populate with the beginning budget fiscal year value of the agreement's start date	Value = YYYY

Field	Description	Non- IPAC																		
Fund	Customer fund code from obligating document (i.e., 285F)	Value = 285F																		
Division (Region)	Format is two digits. Valid values are 00 through 11	Value = see description																		
Organization (Org Code)	Organization code <table border="1" data-bbox="530 382 899 931"> <thead> <tr> <th>New Program Code</th> <th>New Organization Code</th> </tr> </thead> <tbody> <tr> <td>AA10</td> <td>QxxFB000</td> </tr> <tr> <td>AA20</td> <td>QxxFA000</td> </tr> <tr> <td>AA20 and old Organization Code is AxxVR114</td> <td>QxxFA100</td> </tr> <tr> <td>GS14</td> <td>QxxSA000</td> </tr> <tr> <td>IT14</td> <td>QxxTF000</td> </tr> <tr> <td>IT23</td> <td>QxxTC000</td> </tr> <tr> <td>IT31</td> <td>QxxTEAB0</td> </tr> </tbody> </table> <p>xx refers to the region code</p>	New Program Code	New Organization Code	AA10	QxxFB000	AA20	QxxFA000	AA20 and old Organization Code is AxxVR114	QxxFA100	GS14	QxxSA000	IT14	QxxTF000	IT23	QxxTC000	IT31	QxxTEAB0	Value = see description		
New Program Code	New Organization Code																			
AA10	QxxFB000																			
AA20	QxxFA000																			
AA20 and old Organization Code is AxxVR114	QxxFA100																			
GS14	QxxSA000																			
IT14	QxxTF000																			
IT23	QxxTC000																			
IT31	QxxTEAB0																			
Program	Program Code <table border="1" data-bbox="540 1015 882 1431"> <thead> <tr> <th>Budget Activity Code</th> <th>New Program Code</th> </tr> </thead> <tbody> <tr> <td>B3</td> <td>IT23</td> </tr> <tr> <td>F1</td> <td>AA20</td> </tr> <tr> <td>F2</td> <td>AA10</td> </tr> <tr> <td>FL</td> <td>IT31</td> </tr> <tr> <td>FQ</td> <td>IT14</td> </tr> <tr> <td>FR</td> <td>GS14</td> </tr> <tr> <td>P1</td> <td>AA20</td> </tr> <tr> <td>P2</td> <td>AA10</td> </tr> </tbody> </table>	Budget Activity Code	New Program Code	B3	IT23	F1	AA20	F2	AA10	FL	IT31	FQ	IT14	FR	GS14	P1	AA20	P2	AA10	Value = see description
Budget Activity Code	New Program Code																			
B3	IT23																			
F1	AA20																			
F2	AA10																			
FL	IT31																			
FQ	IT14																			
FR	GS14																			
P1	AA20																			
P2	AA10																			
Activity	New Activity Code, which is currently AF151 for all agreements.	Value = AF151																		
Revenue Source	"NBA1" if the Program Code is AA10 or IT31 "RBA1" if the Program Code is AA20, GS13, IT14, or IT23	Value = see description																		
Billing Start Date	Populate with the agreement start date	Value = date																		

Field	Description	Non- IPAC
Billing End Date	Populate with the agreement end date plus 5 years. For no-year funds, populate with agreement end date plus 30 years. NOTE: Pegasys date reference tables will need to be set up to accommodate 30 years in the future to prevent AAS agreements from rejecting.	Value = date
Bill Type	Set to manual to prevent the generation of bills by PCAS.	Value = Manual
Bill Print	Determines whether the bill is printed or suppressed.	Value = No
Billing Control	Controls whether billing amount can exceed the agreement line amount. Options include Reject, Override, Warning and None. The system defaults to Reject.	Value = N
Bill Cycle	The Bill Cycle is used to determine how frequently the automated billing process should consider billing the customer for a particular agreement. This field is not used for AAS agreements but must be populated with a valid value.	Value = At Completion

C.7 Appendix: Create Billing Document (BD)

C.7.1 Appendix: Create Billing Document (BD) - Fleet

Please click on this link to go back to the section

[**4.4.1.5 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**](#)

[**4.14.2.1 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type**](#)

Exhibit C-20: Create Billing Document (BD) - Fleet

Field	Description	Non- IPAC	IPAC
Header			
Title	Title of Billing Document. Free field.	Value = Optional	Value = Optional
Billed By	Name of user assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Designated Agent- ALC	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True
Type of Transfer	The type of inter-agency transfer. Required if the Bill Type is set to Inter-Agency Transfer. If the transaction is marked as an Inter-Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the user is billing. This value must be valid in the Agency	Value = blank	Value = customer ALC

Field	Description	Non- IPAC	IPAC
	Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.		
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC Article Qty/Unit Price Indicator	Drop down. Values of Blank, used for all Non IPAC BDs; 'Use Article Qty/Unit Price' for IPAC BDs not using Detail Billing Records; 'Use DBE Detail' for IPAC BDs that use Detail Billing Records and need to populate the IPAC Outbound file at the Detail Billing Record level; 'Sum DBE qty/Prorate Unit Price', IPAC BDs using Detail Billing Records but want to prorate the information in the IPAC File; 'Use Article Qty/Sum DBE Amount', for IPAC BDs using Detail Billing Records but summing the Detail Billing Record amounts only.	Value = blank	Value = Use DBE Detail
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code.	Value = Assignment Code.
Description	Contains a description that can be up to 255 characters in length.	Value= optional	Value = optional
Header Accounting Lines			
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The user may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur	Value = True or False	Value = True or False

Field	Description	Non- IPAC	IPAC
	for this Bill.		
Source Number	For FLEET IPAC BD documents, the Funding Document is the DOD Standard Document for DOD customers, and for non-DOD and DOD not using SpeedPay, enter the concatenation of these fields: 'FLT'+ BOAC + YYYY'.	Value = See Description	Value = See Description
Initial Amount	The amount of the line prior to additional discounts and surcharges. The Initial amount is intended to equal the sum of Detail Billing Records that comprise the accounting line. If the BD/NV is not associated with Detail Billing Records; the Initial Amount is the principal amount prior to any discount or surcharge.	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Funding Authorization Source	Drop down; values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value= "Funding Document".	Value= "Funding Document".
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced.	Value = Not Required.	Value = value entered in the Source Number field.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value= charge date	Value= charge date
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = BOAC or AB code.	Value = BOAC or AB code.
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0.	Value = 0.
Contracts Number	The Business line.	Value = FLEET	Value = FLEET
FedCode	Free Text field, User Dimension 1 on the accounting line. Used to record the Fleet FedCode value.	Value = optional	Value = optional
Articles			
Article Number	The number of the article associated with the document.	Value = blank	Value = System Generated
Article Amount	Calculated from the Unit Price * Quantity for all IPAC transactions	Value = blank	Value = System pulled from DBE

Field	Description	Non- IPAC	IPAC
	except Use DBE Detail, where the value is stored.		Amount
IPAC Status	<p>Drop down menu with the following values: blank, Not Submitted, In Transit, Rejected, Hold Pending Chargeback, Do Not Send, Write-Off. The values of the IPAC Status determine where the transaction is in relation to the IPAC Lifecycle with Treasury.</p> <p>BD IPAC statuses:</p> <ul style="list-style-type: none"> Not Submitted- transaction has processed but has not been sent to Treasury via GSIPACOUT process. In-Transit- transaction has processed and has been submitted to Treasury via GSIPACOUT process Rejected- transaction has processed and was submitted to Treasury but rejected. This status is manually set. Confirmed- transaction has processed and has been confirmed by Treasury via GSIPACIN process. Hold Pending Chargeback- transaction has been confirmed by Treasury and subsequently charged back by the customer. Do Not Send-charged back transaction that has been accepted and determined further action is not needed. Write-Off-charged back transaction has been written off. 	Value = blank	Value = see description
IPAC Schedule Date	Date field, used by the GSIPACOUT processor to determine if the transaction should be included in the current date's run. If left blank, the system will default the Document Date as the IPAC Schedule Date.	Value = blank	Value = date
Articles or Services	Free text field. Disabled when the IPAC Article Qty/Unit Price indicator is Use DBE Detail. Indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency.	Value = blank	<p>Value = Required for IPAC BDs.</p> <p>The Articles Or Services field is the value sent in the Description field of the IPAC File.</p> <p>For "Use DBE Detail" transactions, this field is protected/disabled as the value is derived from each Detail Billing</p>

Field	Description	Non- IPAC	IPAC
	Record.		
Modify Detail Billing Records tab			
Quantity	Number of Units.	Value = number	Value = number
Unit Price Amount	Price per Unit.	Value = unit price amount	Value = unit price amount
Unit	The standard unit of measure of the commodity.	Value = EA	Value = EA
Amount	Total Amount.	Value = total amount	Value = total amount
Record Date	Date BD is being recorded.	Value = date	Value = date
Charge Period	Accounting Period transaction will be for.	Value = Previous, Current or Next	Value = Previous, Current or Next
Articles or Services	Article or Services description for IPAC Use DBE Detail bds. Value from this field will be pulled onto Article.	Value = blank	Value = free text field
Credit Adjustment Indicator	Identifies if Detail Billing Record is for Credit or Standard bill.	Value = C for credit, blank for standard	Value = C for credit, blank for standard
Starting Mileage	Stores the Starting mileage in a whole number (no partial miles).	Value = optional	Value = optional
Ending Mileage	Stores the ending mileage in a whole number (no partial miles).	Value = optional	Value = optional
Miles Driven	Stores the total miles driven for the bill in a whole number (no partial miles).	Value = optional	Value = optional
Days Used	Stores the number of days the vehicle was used by the customer.	Value = optional	Value = optional
Daily/Monthly Rate Amount	Stores the daily or monthly rate for the customer.	Value = optional	Value = optional
Special Equipment Rate Amount	Stores the total charge for special equipment (i.e., GPS) associated with the detail billing record.	Value = optional	Value = optional
Mileage Rate Amount	Stores the customer's mileage rate.	Value = optional	Value = optional
Description	Free text field for additional descriptive information from FMS.	Value = optional	Value = optional
Vehicle Class	Class of vehicle being rented.	Value = optional	Value = optional
Vehicle Tag	The Tag # of the vehicle. The 5 character tag value in FMS.	Value = optional	Value = optional
Billing Estimate Code	Y or <Leave Blank>. If 'Y', states the bill is based on estimated miles driven.	Value = optional	Value = optional
Vehicle Action Code	'1', '2', '3'; Required for assigned vehicle which is stated by sales code. Informational purposes to denote if the assigned vehicle is initial, continual or final.	Value = optional	Value = optional
Body Type	Provides the vehicle's body type.	Value = optional	Value = optional
Special ACC Equipment	Stores the vehicle accessory codes associated with the detail billing	Value = optional	Value = optional

Field	Description	Non- IPAC	IPAC
	record.		
SpeedPay FSN	For non-DOD customers who provide the information in SpeedPay, Fleet will need to concatenate the following values from SpeedPay:	WS-VB-BCN-BAN-ASN (6 characters) + WS-VB-Fiscal-Sta-No (6 characters) + WS-VB-Standard-Doc-No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5 characters)	For DOD Customers: WS-VB-Appropriation (4 characters) + WS-VB-Dept (2 characters) + WS-VB-Fiscal-Year (4 characters) + WS-VB-Limit (4 characters) + WS-VB-BCN-BAN-ASN (6 characters) + WS-VB-ACC-INFO (60 characters) + WS-VB-Fiscal-Sta-No (6 characters) + WS-VB-Standard-Doc-No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5 characters) For Non-DOD Customers, same as Non-IPAC
Sales Code	Populate with the sales code associated with the type of vehicle transaction.	Value = Sales Code	Value = Sales Code
FSN Lookup	Required for FLEET Military Customer.	Value= F	Value= F

C.7.2 Appendix: Create Billing Document (BD) - Rent

Please click on this link to go back to the section

[**4.4.1.5 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**](#)

[**4.14.2.1 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type**](#)

Exhibit C-21: Create Billing Document (BD) - Rent

Field	Description	Non- IPAC	IPAC
Header			
Title	Title of Billing Document. Free Text field.	Value = Optional	Value = Optional
Billed By	Name of user assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Designated Agent- ALC	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True
Type of Transfer	The type of inter-agency transfer. Required if the Bill Type is set to Inter-Agency Transfer. If the transaction is marked as an Inter-Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the user is billing. This value must be valid in the Agency Location Code maintenance table. Required if	Value = blank	Value = customer ALC

Field	Description	Non- IPAC	IPAC
	the Interagency Transfer checkbox is selected.		
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC Article Qty/Unit Price Indicator	Drop down. Values of Blank, used for all Non IPAC BDs; 'Use Article Qty/Unit Price' for IPAC BDs not using Detail Billing Records; 'Use DBE Detail' for IPAC BDs that use Detail Billing Records and need to populate the IPAC Outbound file at the Detail Billing Record level; 'Sum DBE qty/Prorate Unit Price', IPAC BDs using Detail Billing Records but want to prorate the information in the IPAC File; 'Use Article Qty/Sum DBE Amount', for IPAC BDs using Detail Billing Records but summing the Detail Billing Record amounts only.	Value = blank	Value = Use DBE Detail
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code.	Value = Assignment Code.
Description	Contains a description that can be up to 255 characters in length.	Value= optional	Value = optional
Header Accounting Lines			
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is	Value = Yes	Value = Yes

Field	Description	Non- IPAC	IPAC
	printed or is suppressed. The user may also specify that the bill is to be printed externally.		
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	Value = True	Value = True
Source Number	The OA number should be recorded in the Source Number and Funding Document fields. The Agreement Number field is used specifically to record Pegasys agreements rather than the GSA OA Number.	Value = See Description	Value = See Description
Initial Amount	The amount of the line prior to additional discounts and surcharges. . The Initial Amount is the principal amount prior to any discount or surcharge.	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Funding Authorization Source	Drop down; values of agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value= "Funding Document".	Value= "Funding Document".
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The OA number should be recorded in the Source Number and Funding Document fields.	Value = Not Required.	Value = OA Number
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value= charge date	Value= charge date
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = BOAC or AB code.	Value = BOAC or AB code.
Accounting Classification Reference Number	Free text field, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number used for interagency transfers. Rent will enter the 'level 4 business line', e.g., Rent, ANTENNA, RWA.	Value = level 4 business line	Value = level 4 business line
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field	Not Required. Value = 0.	Value = 0.

Field	Description	Non- IPAC	IPAC
	"FSN". The fiscal station number used for interagency transfers.		
Contracts Number	The Business line.	Value = Rent	Value = Rent
Lease Number	Free Text field, User Dimension 2 on the accounting line. Used to record the Rent Lease Number.	Value = optional	Value = optional
Articles			
Article Number	The number of the article associated with the document.	Value = blank	Value = System Generated
Unit	The standard unit of measure of the commodity. Must be a valid value on the Purchasing Unit of Measure table and accepted by Treasury in the Treasury defined units.	Value = blank	Value = EA
IPAC Status	<p>Drop down menu with the following values: blank, Not Submitted, In Transit, Rejected, Hold Pending Chargeback, Do Not Send, Write-Off. The values of the IPAC Status determine where the transaction is in relation to the IPAC Lifecycle with Treasury.</p> <p>BD IPAC statuses:</p> <ul style="list-style-type: none"> Not Submitted- transaction has processed but has not been sent to Treasury via GSIPACOUT process. In-Transit- transaction has processed and has been submitted to Treasury via GSIPACOUT process Rejected- transaction has processed and was submitted to Treasury but rejected. This status is manually set. Confirmed- transaction has processed and has been confirmed by Treasury via GSIPACIN process. Hold Pending Chargeback- transaction has been confirmed by Treasury and subsequently charged back by the customer. Do Not Send-charged back transaction that has been accepted and determined further action is not needed. Write-Off-charged back transaction has been written off. 	Value = blank	Value = see description
IPAC Schedule Date	Date field, used by the GSIPACOUT processor to	Value = blank	Value = date

Field	Description	Non- IPAC	IPAC
	determine if the transaction should be included in the current date's run. If left blank, the system will default the Document Date as the IPAC Schedule Date.		
Articles or Services	Free text field. Indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency.	Value = blank	Value = Required for IPAC BDs.
Modify Detail Billing Records tab			
Quantity	Number of Units.	Value = number	Value = number
Unit Price Amount	Price per Unit.	Value = unit price amount	Value = unit price amount
Unit	The standard unit of measure of the commodity.	Value = EA	Value = EA
Amount	Total Amount.	Value = total amount	Value = total amount
Record Date	Date BD is being recorded.	Value = date	Value = date
Charge Period	Accounting Period transaction will be for.	Value = Previous, Current or Next	Value = Previous, Current or Next
Articles or Services	Article or Services description for IPAC Use DBE Detail bds. Value from this field will be pulled onto Article.	Value = blank	Value = free text field
Credit Adjustment Indicator	Identifies if Detail Billing Record is for Credit or Standard bill.	Value = C for credit, blank for standard	Value = C for credit, blank for standard
Building Zip Code	Text field. The Building Zip Code of the Detail Billing Record.	Value = optional	Value = optional
Building Address	Text field. The Building Address of the Detail Billing Record.	Value = optional	Value = optional
Building City	Text field. The Building City of the Detail Billing Record.	Value = optional	Value = optional
Building Name	Text field. The Building Name of the Detail Billing Record.	Value = optional	Value = optional
Building State	Text field. The Building State of the Detail Billing Record.	Value = optional	Value = optional
Non-Cancelable OA Designation	Text field. Indicates if the OA associated with the Detail Billing Record can be cancelled or not.	Value = T or F	Value = T or F

C.7.3 Appendix: Create Billing Document (BD) - Global Supply/Automotive Purchases

Please click on this link to go back to the section

[**4.4.1.5 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**](#)

[**4.14.2.1 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type**](#)

Exhibit C-22: Create Billing Document (BD) - Global Supply/Automotive Purchases

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
Header					
Title	Title of Billing Document. Free Text field	Value = Optional	Value = Optional	Value = Optional	Value = Optional
Billed By	Name of user assigned to Bill	Value = User name	Value = User name	Value = User name	Value = User Name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.	Value = Optional	Value = Optional
Designated Agent- ALC	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC	Value = ALC	Value = ALC
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True	Value = False	Value = False
Type of Transfer	The type of inter-agency transfer. Required if the Bill Type is set to Inter-Agency Transfer. If the	Value = blank	Value = IPAC	Value = blank	Value = blank

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
	transaction is marked as an Inter-Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.				
Customer Agency Location Code	Indicates the agency location code that the user is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC	Value = blank	Value = blank
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field	Value = false	Value = True	Value = false	Value = false
IPAC Article Qty/Unit Price Indicator	Drop down. Values of Blank, used for all Non IPAC BDs; 'Use Article Qty/Unit Price' for IPAC BDs not using Detail Billing Records; 'Use DBE Detail' for IPAC BDs that use Detail Billing Records and need to populate the IPAC Outbound file at the Detail Billing Record level; 'Sum DBE qty/Prorate Unit Price', IPAC BDs using Detail Billing Records but want to prorate the information in the IPAC File; 'Use Article Qty/Sum DBE Amount', for IPAC BDs using Detail Billing Records but summing the Detail Billing Record amounts only.	Value = blank	Value = Use DBE Detail	Value = blank	Value = blank

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code			
Lease Number	REMOVED LINE				
Description	Contains a description that can be up to 255 characters in length.	Value= optional	Value = optional	Value = optional	Value = optional
Centralized Collections Service Type	Set to Credit Card for Billing Method = C. Field is blank for all other Billing Methods	Value = blank	Value = blank	Value = blank	Value = Bank Credit Card
Agency/Merchant ID	If the Billing Method (Row 5 in this table) is C, set to "011492488" If another processing bank is selected in the future, the constant value may change or may be replaced by a different merchant number for each location.	Value = blank	Value = blank	Value = blank	Value = 011492488
Credit Card Number	Customer Credit Card Number	Value = blank	Value = blank	Value = blank	Value = Credit Card Number
Authorization Code	Bank's Credit Card Pre-Authorization Code for Amount	Value = blank	Value = blank	Value = blank	Value = Authorization Code
Authorization Amount	Bank's Pre-Authorized Amount	Value = blank	Value = blank	Value = blank	Value = Amount
Card Type	Type of Credit Card	Value = blank	Value = blank	Value = blank	Value = VISA, AMEX, DISC, or MSCD
Expiration Date	Credit Card's expiration date	Value = blank	Value = blank	Value = blank	Value = date
Authorization Date	Date of Credit Card Authorization	Value = blank	Value = blank	Value = blank	Value = date

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
Bank Charge Indicator	<p>Indicates whether pre-authorized credit card information is at Summary or Detail Level</p> <p>From the Source Record:</p> <p>If the [Record ID] is 5073, set to "D"</p> <p>If the [Record ID] is 5075 or 5076, set to "S"</p> <p>If the [Record ID] is not 5073, 5075, or 5076 and the [Customer Request Ind] in the FSSADV or CSSADV file is S, set to "S"</p> <p>If the [Record ID] is not 5073, 5075, or 5076 and the [Customer Request Ind] in the FSSADV or CSSADV file is L, set to "D"</p>	Value = blank	Value = blank	Value = blank	Value = Summary or Detail
Header Accounting Lines					
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description			
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The user may also specify that	Value = Yes	Value = Yes	Value = Yes	Value = Suppress

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
	the bill is to be printed externally.				
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill	Value = True	Value = True	Value = False	Value = False
Source Number	Source Number, optional	Value = Source Number	Value = Source Number	Value = Source Number	Value = Source Number
Initial Amount	The amount of the Billing Document	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Discount Amount	The amount the BD will be discounted by	Value= 10% if NIB/NISH discount is applied	Value= 10% if NIB/NISH discount is applied	Value= 10% if NIB/NISH discount is applied	Value= 10% if NIB/NISH discount is applied
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required, can put in Source Number	Value = value entered in Treasury IPAC File "Purchase Order Number" field.	Value = Not Required, can put in Source Number	Value = Not Required, can put in Source Number
Funding Authorization Source	Drop down; values of: Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value= "Funding Document".	Value= "Funding Document".	Value= "Funding Document".	Value= "Funding Document".
Funding Document	Mapped to the Obligating Document Number field in the IPAC Bulk file, which is 17 characters.	Value = Not Required.	Value = Obligating Doc number	Value = Not Required.	Value = Not Required.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value= charge date	Value= charge date	Value= charge date	Value= charge date
Accounting Classification Code (ACLCD)	BOAC Required. Note that this field provides the original BOAC value for all records, including credit card transactions.	Value = BOAC	Value = BOAC	Value = BOAC	Value = BOAC
Accounting	If [Record ID] equals	Value =	Value =	Value = See	Value = See

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
Classification Reference Number	5071, 5075, 5076, or 5078, set to [Acct/GSA Fund] Otherwise, set to [Purchase Order Number]	See Description	level See Description	Description	Description
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0.	Value = 0.	Not Required. Value = 0.	Not Required. Value = 0.
Articles					
Article Number	The number of the article associated with the document.	Value = blank	Value = System Generated	Value = blank	Value = blank
Unit	The standard unit of measure of the commodity. Must be a valid value on the Purchasing Unit of Measure table and accepted by Treasury in the Treasury defined units.	Value = blank	Value = EA	Value = blank	Value = blank
IPAC Status	Drop down menu with the following values: blank, Not Submitted, In Transit, Rejected, Hold Pending Chargeback, Do Not Send, Write-Off. The values of the IPAC Status determine where the transaction is in relation to the IPAC Lifecycle with Treasury. BD IPAC statuses: Not Submitted- transaction has processed but has not been sent to Treasury via GSIPACOUT process. In-Transit- transaction has processed and has been submitted to Treasury via GSIPACOUT process Rejected- transaction has processed and was submitted to Treasury but rejected. This status	Value = blank	Value = see description	Value = blank	Value = blank

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
	is manually set. Confirmed- transaction has processed and has been confirmed by Treasury via GSIPACIN process. Hold Pending Chargeback- transaction has been confirmed by Treasury and subsequently charged back by the customer. Do Not Send-charged back transaction that has been accepted and determined further action is not needed. Write-Off-charged back transaction has been written off.				
IPAC Schedule Date	Date field, used by the GSIPACOUT processor to determine if the transaction should be included in the current date's run. If left blank, the system will default the Document Date as the IPAC Schedule Date	Value = blank	Value = date	Value = blank	Value = blank
Articles or Services	Free text field. Indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency.	Value = blank	Value = Required for IPAC BDs.	Value = blank	Value = blank
Modify Detail Billing Records					
External Surcharge Flag	If [Record ID] is 5045, 5047, 5049, 5051, 5052, 5054, or 5055, set to "T" Otherwise, set to "F"	Value = see description	Value = see description	Value = see description	Value = see description
Billing Method	Values: C for Credit Card D for DOD Interfund G for GSA Interfund/Intrafund X for IPAC or non-IPAC	Value = X	Value = X	Value = D	Value = C
Surcharge Indicator	Indicates if DBR is for a surcharge. If	Value = True or	Value = True or	Value = True or False	Value = True or False

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
	Surcharge Indicator is E, F, H, J, K, or L, generate a second detail billing record for the surcharge	False	False		
Signal Code	Signal Code for Billing Document	Value = Signal Code			
Supplemental Address	Supplemental Address, if present, for Billing Document	Value = Address	Value = Address	Value = Address	Value = Address
Bank Charge Detail	Indicates Summary or Detail level for Credit Card Transactions. If the [Record ID] is 5073, set to "D" If the [Record ID] is 5075 or 5076, set to "S" If the [Record ID] is not 5073, 5075, or 5076 and the [Customer Request Ind] in the FSSADV or CSSADV file is S, set to "S" If the [Record ID] is not 5073, 5075, or 5076 and the [Customer Request Ind] in the FSSADV or CSSADV file is L, set to "D"	Value = blank	Value= blank	Value = blank	Value = S or D
Advice Code	Advice Code, if present, for Billing Document	Value = Advice Code			

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card																				
Document ID	<p>Set first character to "F"</p> <p>Set second character from table to the right based on Original Record Type and TD Code (see below)</p> <p>If the Amount is not negative, set the third character to "1"</p> <p>If the Amount is negative, set the third character to "2"</p> <table border="1"> <thead> <tr> <th>Original Record Type</th><th>Character</th></tr> </thead> <tbody> <tr> <td>5020 with TD Code not equal to 62 or O2</td><td>A</td></tr> <tr> <td>5020 with TD Code equal to 62 or O2</td><td>D</td></tr> <tr> <td>5030</td><td>B</td></tr> <tr> <td>5040, 5041</td><td>C</td></tr> <tr> <td>5045</td><td>X</td></tr> <tr> <td>5047, 5052, 5054</td><td>N</td></tr> <tr> <td>5049, 5051, 5055</td><td>Q</td></tr> <tr> <td>5050</td><td>W</td></tr> <tr> <td>5071 – 5078</td><td>G</td></tr> </tbody> </table>	Original Record Type	Character	5020 with TD Code not equal to 62 or O2	A	5020 with TD Code equal to 62 or O2	D	5030	B	5040, 5041	C	5045	X	5047, 5052, 5054	N	5049, 5051, 5055	Q	5050	W	5071 – 5078	G	Value = see description			
Original Record Type	Character																								
5020 with TD Code not equal to 62 or O2	A																								
5020 with TD Code equal to 62 or O2	D																								
5030	B																								
5040, 5041	C																								
5045	X																								
5047, 5052, 5054	N																								
5049, 5051, 5055	Q																								
5050	W																								
5071 – 5078	G																								
Routing ID	<p>Set first two characters as follows:</p> <p>If [Record ID] is 5071 – 5078, set to "G" + character from table to the right based on [Region]</p> <p>Otherwise, set to first two characters of [Routing ID]</p> <p>Set the third character to "0" (zero)</p>	Value = see description	Value = see description	Value = see description	Value = see description																				

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
	[Region] Character 1 B 2 N 3 W 4 A 5 C 6 K 7 F 8 D 9 S 0 T P P				
Requisition Number/Suffix	Requisition Number of DBR + Suffix	Value = see description			
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code	Value = see description			
Project Code	Set to Function Code for 5071 to 5078 records or Project Code	Value = see description			
State/City Code	Except for [Record ID] 5071 – 5078, the first two characters of this field contain a numeric state code or an alpha country code. Note that this code is associated with the Requisitioner or Ship To address, not with the billed office address.	Value = see description			
GSA Order/Session/Ticket	If [Record ID] is 5041, set to [GSA Order Number] If [Record ID] is 5071 – 5078, set to [GSA Order/Session/Ticket No.] If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file Otherwise, leave blank	Value = see description			
Original Record Type	Original Record Type	Value =	Value =	Value =	Value =

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
	from source system	Original Record Type	Original Record Type	Original Record Type	Original Record Type
Rest of Customer Data	For records from FSS-19 If [Agency] equals 12, set to characters 61 – 80 of [Appropriation Data] from the USDA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. If [Agency] equals 70, set to characters 61 – 80 of [Appropriation Data] from the FEMA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. For records from CSC or FEDPAY: Set to the last 20 characters of the [Customer Provided Data] or [Customer Data]	Value = see description			
Original Ticket Number	If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] Otherwise, leave blank	Value = see description			
Customer Requisition Number	If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] If [Record ID] is 5071,	Value = see description			

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
	5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] Otherwise, leave blank				
Building Number	If Record ID] is 5071, 5075, 5076, or 5078 and first 7 positions of [Customer Requisition Number] are blank, set to [Building No.] Otherwise, leave blank	Value = see description			
Work Authorization	If Record ID] is 5071, 5075, 5076, or 5078, set to [Work Authorization] Otherwise, leave blank	Value = see description			
Project Number	If [Record ID] is 5071, 5075, 5076, or 5078, set to [Project No.] Otherwise, leave blank	Value = see description			
1 st Character BOAC	First character of Vendor Code	Value = 1 st character of Vendor Code	Value = 1 st character of Vendor Code	Value = 1 st character of Vendor Code	Value = 1 st character of Vendor Code
Original Fund Code	Fund Code from source system if available	Value = optional	Value = optional	Value = optional	Value = optional
SV Document Number	If DBR is an Inventory from Billing DBR, the SV document number generated will be added here by custom process	Value = populated by GS Inventory from billing process, if applicable	Value = populated by GS Inventory from billing process, if applicable	Value = populated by GS Inventory from billing process, if applicable	Value = populated by GS Inventory from billing process, if applicable
Customer Name	The Customer name of the Billing Document	Value = see description			
Attention Line	The Attention Line of the Billing Document	Value = see description			
Telephone Number	The Telephone number of the Customer	Value = see description			
FAX Number	The Fax Number of the Customer	Value = see description			
Email Address	The Email Address of the Customer	Value = see description			
Country Code	The Country Code of Customer	Value = see description			
State/Country Name	The State/Country name of customer	Value = see description			
Transaction Date	The Transaction Date	Value = see	Value = see	Value = see	Value = see

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
		description	description	description	description
Original Date	The Original Date of service/sale completion	Value = see description			
Unit Cost Price Amount	For inventory transactions only: [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type) Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored.	Value = see description			
Extended Cost Amount	For inventory transactions only: Calculate as [Quantity] x Unit Cost Price, rounded to two decimal places. Format: Numeric with explicit decimal point. Leading zeroes are not required. Leading and trailing spaces are ignored.	Value = see description			

C.7.4 Appendix: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines

Please click on this link to go back to the section

[**4.4.1.5 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**](#)

[**4.14.2.1 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type**](#)

Exhibit C-23: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines

Field	Description		Non- IPAC	IPAC
Header				
Title	Title of Billing Document. Free Text field.	Value = Optional	Value = Optional	
Billed By	Name of user assigned to Bill.	Value = User name	Value = User name	
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.	

Field	Description	Non- IPAC	IPAC
Designated Agent- ALC	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True
Type of Transfer	The type of inter-agency transfer. Required if the Bill Type is set to Inter-Agency Transfer. If the transaction is marked as an Inter-Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the user is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC Article Qty/Unit Price Indicator	Drop down. Values of Blank, used for all Non IPAC BDs; 'Use Article Qty/Unit Price' for IPAC BDs not using Detail Billing Records; 'Use DBE Detail' for IPAC BDs that use Detail Billing Records and need to populate the IPAC Outbound file at the Detail Billing Record level; 'Sum DBE qty/Prorate Unit Price', IPAC BDs using Detail Billing Records but want to prorate the information in the IPAC File; 'Use Article Qty/Sum DBE Amount', for IPAC BDs using Detail Billing Records but summing the Detail Billing Record amounts only.	Value = blank	Value = Use Article Qty/Unit Price
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find	Value = Assignment Code	Value = Assignment Code

Field	Description	Non- IPAC	IPAC
	the assignment codes.		
Description	Contains a description that can be up to 255 characters in length.	Value= optional	Value = optional
Header Accounting Lines			
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The user may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	.	Value = True
Start Date	Start Date of bill service.	Value = Start date	Value = Start date
End Date	End date of bill service.	Value = End date	Value = End date
Initial Amount	The amount of the line prior to additional discounts and surcharges. . The Initial Amount is the principal amount prior to any discount or surcharge.	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Treasury Symbol	The customer's Treasury symbol.	Value = blank	Value = Customer Treasury Symbol
Customer BETC	The customer's BETC.	Value = blank	Value = BETC
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value= charge date	Value= charge date
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = BOAC or AB code.	Value = BOAC or AB code.
Accounting Classification Reference Number	Free text field, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number used for interagency transfers. Rent will enter the 'level 4 business line', e.g., Rent, ANTENNA,	Value = A+ Document Number	Value = A+ Document Number

Field	Description	Non- IPAC	IPAC
	RWA.		
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0.	Value = 0.
Agreement Number	The agreement the BD is generated by/referenced to.	Value = Agreement Number	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the BD is generated by/referenced to.	Value = Agreement Line number	Value = Agreement Line number
Articles			
Article Number	The number of the article associated with the document.	Value = blank	Value = System Generated
Unit	The standard unit of measure of the commodity. Must be a valid value on the Purchasing Unit of Measure table and accepted by Treasury in the Treasury defined units.	Value = blank	Value = EA or HOTD pricing unit for HOTD BDs
IPAC Status	<p>Drop down menu with the following values: blank, Not Submitted, In Transit, Rejected, Hold Pending Chargeback, Do Not Send, Write-Off. The values of the IPAC Status determine where the transaction is in relation to the IPAC Lifecycle with Treasury.</p> <p>BD IPAC statuses:</p> <ul style="list-style-type: none"> Not Submitted- transaction has processed but has not been sent to Treasury via GSIPACOUT process. In-Transit- transaction has processed and has been submitted to Treasury via GSIPACOUT process Rejected- transaction has processed and was submitted to Treasury but rejected. This status is manually set. Confirmed- transaction has processed and has been confirmed by Treasury via GSIPACIN process. Hold Pending Chargeback- transaction has been confirmed by Treasury and subsequently charged back by the customer. Do Not Send-charged back transaction that has been accepted and determined further action is not needed. Write-Off-charged back transaction has been written off. 	Value = blank	Value = see description
IPAC Schedule Date	Date field, used by the GSIPACOUT processor to determine if the transaction should be included in the current date's run. If left blank, the system will default the Document Date as the IPAC Schedule Date.	Value = blank	Value = date

Field	Description	Non- IPAC	IPAC
Articles or Services	Free text field. Indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency.	Value = blank	Value = Required for IPAC BDs.

C.7.5 Appendix: Create Billing Document (BD) - Outlease

Please click on this link to go back to the section

[**4.4.1.5 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**](#)

[**4.14.2.1 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type**](#)

Exhibit C-24: Create Billing Document (BD) - Outlease

Field	Description	Non- IPAC
Header		
Title	Title of Billing Document. Free Text field.	Value = Agreement Number
Billed By	Name of user entering transaction	Value = User name
Vendor code	Vendor code of the Lessee	Value = Outlease Vendor code
Address Code	Vendor addresses code of the Lessee.	Value = Outlease Vendor Address
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office
Description	Contains a description that can be up to 255 characters in length.	Value= optional
Header Accounting Lines		
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or Advance, etc.).	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The user may also specify that the bill is to be printed externally.	Value = Yes

Field	Description	Non- IPAC
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	Value = see description
Start Date	Start Date of bill service.	Value = Start date
End Date	End date of bill service.	Value = End date
Initial Amount	The amount of the line prior to additional discounts and surcharges. . The Initial Amount is the principal amount prior to any discount or surcharge.	Value = Amount
BBFY	Populate with the beginning budget fiscal year value of the agreement's start date	Value = YYYY
Fund	Supply a static value of 192X.	Value =192X
Region	Format is two digits (including a leading zero if the Region value is less than 10)	Value = see description
Org Code (Organization code)	Organization code	Value = see description
Program	Program Code	Value = PG00
Project Code	Project Code	Value = see description
Activity	Function Code	Value = PG000
Revenue Source	Populate with appropriate 4-digit revenue source code	Value = see description
Agreement Number	The agreement the BD is generated by/referenced to.	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the BD is generated by/referenced to.	Value = Agreement Line number
Office Addresses		
Office Code	Required when bill print flag is yes. Supply a static value of OLNIPAC.	Value = OLNIPAC
Office Address Code	Required when bill print flag is yes. Supply a static value of OLNIPAC_REMIT.	Value = OLNIPAC_REMIT

C.7.6 Appendix: Create Billing Document (BD) - AAS

Please click on this link to go back to the section

[**4.4.1.5 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**](#)

[**4.14.2.1 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type**](#)

Exhibit C-25: Create Billing Document (BD) - AAS

Field	Description	Non- IPAC	IPAC
Header			
Title	Title of Billing Document. Free field.	Value = Optional	Value = Optional
Billed By	Name of user assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Vendor Code/Address Code	BOAC2	Value = BOAC2	Value = BOAC2
Designated Agent	If [BOAC1] is not the same as [BOAC2], set to [BOAC1] Otherwise, leave blank	Value = BOAC1	Value = BOAC1
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True
Type of Transfer	The type of inter-agency transfer. Required if the Bill Type is set to Inter-Agency Transfer. If the transaction is marked as an Inter-Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the user is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC Article Qty/Unit Price Indicator	Drop down. Values of Blank, used for all Non IPAC BDs; 'Use Article	Value = blank	Value = Use DBE Detail

Field	Description	Non- IPAC	IPAC
	Qty/Unit Price' for IPAC BDs not using Detail Billing Records; 'Use DBE Detail' for IPAC BDs that use Detail Billing Records and need to populate the IPAC Outbound file at the Detail Billing Record level; 'Sum DBE qty/Prorate Unit Price', IPAC BDs using Detail Billing Records but want to prorate the information in the IPAC File; 'Use Article Qty/Sum DBE Amount', for IPAC BDs using Detail Billing Records but summing the Detail Billing Record amounts only.		
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code.	Value = Assignment Code.
Description	Contains a description that can be up to 255 characters in length.	Value= optional	Value = optional
Header Accounting Lines			
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The user may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	Value = True or False	Value = True or False
Initial Amount	The amount of the line prior to additional discounts and surcharges. The Initial amount is intended to equal the sum of Detail Billing Records that comprise the accounting line. If the BD/NV is not associated with Detail Billing Records; the Initial Amount is the principal amount prior to any	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD

Field	Description	Non- IPAC	IPAC
	discount or surcharge. This line can be populated by selecting the 'Calculate From Detail Records' button		
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Funding Authorization Source	Drop down; values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value= "Funding Document".	Value= "Funding Document".
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced.	Value = Not Required.	Value = value entered in the Source Number field.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value= N/A	Value= N/A
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = BOAC or AB code.	Value = BOAC or AB code.
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0.	Value = 0.
Agreement Number	Agreement Number	Value = Required	Value = Required
Agreement Line Number	Agreement Line Number	Value = '1'	Value = '1'
Contracts Number	The Business line.	Value = Business Line	Value = Business Line
Task/SubTask	Task/SubTask	Value = Task/SubTask	Value = Task/SubTask
Articles			
Article Number	The number of the article associated with the document.	Value = blank	Value = System Generated
Article Amount	Calculated from the Unit Price * Quantity for all IPAC transactions except Use DBE Detail, where the value is stored.	Value = blank	Value = System pulled from DBE Amount
IPAC Status	Drop down menu with the following values: blank, Not Submitted, In Transit, Rejected, Hold Pending Chargeback, Do Not Send, Write-Off. The values of the IPAC Status determine where the transaction is in relation to the IPAC Lifecycle with Treasury. BD IPAC statuses: Not Submitted- transaction has processed but has not been sent to	Value = blank	Value = see description

Field	Description	Non- IPAC	IPAC
	<p>Treasury via GSIPACOUT process.</p> <p>In-Transit- transaction has processed and has been submitted to Treasury via GSIPACOUT process</p> <p>Rejected- transaction has processed and was submitted to Treasury but rejected. This status is manually set.</p> <p>Confirmed- transaction has processed and has been confirmed by Treasury via GSIPACIN process.</p> <p>Hold Pending Chargeback- transaction has been confirmed by Treasury and subsequently charged back by the customer.</p> <p>Do Not Send-charged back transaction that has been accepted and determined further action is not needed.</p> <p>Write-Off-charged back transaction has been written off.</p>		
IPAC Schedule Date	Date field, used by the GSIPACOUT processor to determine if the transaction should be included in the current date's run. If left blank, the system will default the Document Date as the IPAC Schedule Date.	Value = blank	Value = date
Articles or Services	Free text field. Disabled when the IPAC Article Qty/Unit Price indicator is Use DBE Detail. Indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency.	Value = blank	<p>Value = Required for IPAC BDs.</p> <p>The Articles Or Services field is the value sent in the Description field of the IPAC File.</p> <p>For "Use DBE Detail" transactions, this field is protected/disabled as the value is derived from each Detail Billing Record.</p>

Modify Detail Billing Records tab

Quantity	Number of Units.	Value = number	Value = number
Unit Price Amount	Price per Unit.	Value = unit price amount	Value = unit price amount
Unit	The standard unit of measure of the commodity.	Value = EA	Value = EA
Amount	Total Amount.	Value = total amount	Value = total amount
Discount Amount	Discount Amount applied to the DBR	Value= Discount Amount	Value= Discount Amount
Surcharge Amount	Surcharge Amount applied to the DBR	Value= Surcharge Amount	Value= Surcharge Amount
Record Date	Date BD is being recorded.	Value = date	Value = date

Field	Description	Non- IPAC	IPAC
Charge Period	Accounting Period transaction will be for.	Value = Previous, Current or Next	Value = Previous, Current or Next
Billing Description	Free Text field to describe the Bill	Value = free text field	Value = free text field
Articles or Services	Article or Services description for IPAC Use DBE Detail bds. Value from this field will be pulled onto Article.	Value = blank	Value = free text field
Credit Adjustment Indicator	Identifies if Detail Billing Record is for Credit or Standard bill.	Value = C for credit, blank for standard	Value = C for credit, blank for standard
Assignment Agency	Not used in Manual BD	Value = optional	Value = optional
Advance Indicator	"T" for advance "F" otherwise (always "F" or blank)	Value = blank	Value = blank
Interfund Indicator	If Interfund = A, If Intrafund = T otherwise blank	Value = see description	Value = blank

C.7.7 Appendix: Create Billing Document (BD) - Telecom

Please click on this link to go back to the section

[4.4.1.5 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type](#)

[4.14.2.1 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type](#)

Exhibit C-26: Create Billing Document (BD) - Telecom

Field	Description	Non- IPAC	IPAC
Header			
Title	Title of Billing Document. Free field.	Value = Optional	Value = Optional
Billed By	Name of user assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Vendor Code/Address Code	TOPS/WITS: "T-" + [Customer Number BOAC] E-MORRIS: [BOAC2]	Value = see description	Value = see description
Designated Agent	TOPS/WITS: <ul style="list-style-type: none"> ▪ If [Bill Level ID] is "B" or blank, leave blank ▪ If [Bill Level ID] is "A" or "C", set to [Customer ALC] E-MORRIS: <ul style="list-style-type: none"> ▪ If [BOAC1] does not equal [BOAC2, set to [BOAC1]] Otherwise, leave blank 	Value = see description	Value = see description
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be	Value = Disbursing Office	Value = Disbursing Office

Field	Description	Non- IPAC	IPAC
	valid in the Disbursing Office maintenance table.		
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True
Type of Transfer	The type of inter-agency transfer. Required if the Bill Type is set to Inter-Agency Transfer. If the transaction is marked as an Inter-Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the user is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC Article Qty/Unit Price Indicator	Drop down. Values of Blank, used for all Non IPAC BDs; 'Use Article Qty/Unit Price' for IPAC BDs not using Detail Billing Records; 'Use DBE Detail' for IPAC BDs that use Detail Billing Records and need to populate the IPAC Outbound file at the Detail Billing Record level; 'Sum DBE qty/Prorate Unit Price', IPAC BDs using Detail Billing Records but want to prorate the information in the IPAC File; 'Use Article Qty/Sum DBE Amount', for IPAC BDs using Detail Billing Records but summing the Detail Billing Record amounts only.	Value = blank	Value = Use DBE Detail
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value= optional	Value = optional
Header Accounting Lines			
Line Type	Drop down; values Advance,	Value = see	Value = see

Field	Description	Non- IPAC	IPAC
	Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	description	description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The user may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	Value = True or False	Value = True or False
Initial Amount	The amount of the line prior to additional discounts and surcharges. The Initial amount is intended to equal the sum of Detail Billing Records that comprise the accounting line. If the BD/NV is not associated with Detail Billing Records; the Initial Amount is the principal amount prior to any discount or surcharge. This line can be populated by selecting the 'Calculate From Detail Records' button	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Funding Authorization Source	Drop down; values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value= "Funding Document".	Value= "Funding Document".
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced.	Value = Not Required.	Value = value entered in the Source Number field.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value= N/A	Value= N/A
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = BOAC or AB code.	Value = BOAC or AB code.

Field	Description	Non- IPAC	IPAC
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0.	Value = 0.
Contracts Number	The Business line.	Value = ITSREGTEL	Value = ITSREGTEL
Articles			
Article Number	The number of the article associated with the document.	Value = blank	Value = System Generated
Article Amount	Calculated from the Unit Price * Quantity for all IPAC transactions except Use DBE Detail, where the value is stored.	Value = blank	Value = System pulled from DBE Amount
IPAC Status	<p>Drop down menu with the following values: blank, Not Submitted, In Transit, Rejected, Hold Pending Chargeback, Do Not Send, Write-Off. The values of the IPAC Status determine where the transaction is in relation to the IPAC Lifecycle with Treasury.</p> <p>BD IPAC statuses:</p> <ul style="list-style-type: none"> Not Submitted- transaction has processed but has not been sent to Treasury via GSIPACOUT process. In-Transit- transaction has processed and has been submitted to Treasury via GSIPACOUT process Rejected- transaction has processed and was submitted to Treasury but rejected. This status is manually set. Confirmed- transaction has processed and has been confirmed by Treasury via GSIPACIN process. Hold Pending Chargeback- transaction has been confirmed by Treasury and subsequently charged back by the customer. Do Not Send-charged back transaction that has been accepted and determined further action is not needed. Write-Off-charged back transaction has been written off. 	Value = blank	Value = see description
IPAC Schedule Date	Date field, used by the GSIPACOUT processor to determine if the transaction should be included in the current date's run. If left blank, the system will default the Document Date as the IPAC Schedule Date.	Value = blank	Value = date
Articles or Services	Free text field. Disabled when the IPAC Article Qty/Unit Price indicator is Use DBE Detail. Indicates the items or services on the transaction. For example, what items or services	Value = blank	<p>Value = Required for IPAC BDs.</p> <p>The Articles Or Services field is the value sent in the</p>

Field	Description	Non- IPAC	IPAC
	for which the user is billing the customer agency.		Description field of the IPAC File. For "Use DBE Detail" transactions, this field is protected/disabled as the value is derived from each Detail Billing Record.
Modify Detail Billing Records tab			
Quantity	Number of Units.	Value = number	Value = number
Unit Price Amount	Price per Unit.	Value = unit price amount	Value = unit price amount
Unit	The standard unit of measure of the commodity.	Value = EA	Value = EA
Amount	Total Amount.	Value = total amount	Value = total amount
Discount Amount	Discount Amount applied to the DBR	Value= Discount Amount	Value= Discount Amount
Surcharge Amount	Surcharge Amount applied to the DBR	Value= Surcharge Amount	Value= Surcharge Amount
Record Date	Date BD is being recorded.	Value = date	Value = date
Charge Period	Accounting Period transaction will be for.	Value = Previous, Current or Next	Value = Previous, Current or Next
Billing Description	Free Text field to describe the Bill	Value = free text field	Value = free text field
Articles or Services	Article or Services description for IPAC Use DBE Detail bds. Value from this field will be pulled onto Article.	Value = blank	Value = free text field
Credit Adjustment Indicator	Identifies if Detail Billing Record is for Credit or Standard bill.	Value = C for credit, blank for standard	Value = C for credit, blank for standard
Assignment Agency	Not used in Manual BD	Value = optional	Value = optional
Advance Indicator	"T" for advance "F" otherwise (always "F" or blank)	Value = blank	Value = blank
Interfund Indicator	If Interfund = A, If Intrafund = T otherwise blank	Value = see description	Value = blank
Bill Level Indicator	Required for IPAC bills from TOPS and WITS. Possible values for [Bill Level ID] are A, B, or C. This value indicates the level of bill summarization for IPAC bills that was requested by the customer. It is used to separate bill numbers for reports required by the E-Bill system.	Value = blank	Value = see description

C.7.8 Appendix: Create Billing Document (BD) - WAN

Please click on this link to go back to the section

[**4.4.1.5 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**](#)

[**4.14.2.1 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type**](#)

Exhibit C-27: Create Billing Document (BD) - WAN

Field	Description	Non- IPAC	IPAC
Header			
Title	Title of Billing Document. Free field.	Value = Optional	Value = Optional
Billed By	Name of user assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Vendor Code/Address Code	TOPS/WITS: "T-" + [Customer Number BOAC] E-MORRIS: [BOAC2]	Value = see description	Value = see description
Designated Agent	TOPS/WITS: ▪ If [Bill Level ID] is "B" or blank, leave blank ▪ If [Bill Level ID] is "A" or "C", set to [Customer ALC] E-MORRIS: ▪ If [BOAC1] does not equal [BOAC2, set to [BOAC1] Otherwise, leave blank	Value = see description	Value = see description
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True
Type of Transfer	The type of inter-agency transfer. Required if the Bill Type is set to Inter-Agency Transfer. If the transaction is marked as an Inter-Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the user is billing. This value	Value = blank	Value = customer ALC

Field	Description	Non- IPAC	IPAC
	must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.		
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC Article Qty/Unit Price Indicator	Drop down. Values of Blank, used for all Non IPAC BDs; 'Use Article Qty/Unit Price' for IPAC BDs not using Detail Billing Records; 'Use DBE Detail' for IPAC BDs that use Detail Billing Records and need to populate the IPAC Outbound file at the Detail Billing Record level; 'Sum DBE qty/Prorate Unit Price', IPAC BDs using Detail Billing Records but want to prorate the information in the IPAC File; 'Use Article Qty/Sum DBE Amount', for IPAC BDs using Detail Billing Records but summing the Detail Billing Record amounts only.	Value = blank	Value = Use DBE Detail
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code.	Value = Assignment Code.
Description	Contains a description that can be up to 255 characters in length.	Value= optional	Value = optional
Header Accounting Lines			
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The user may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur	Value = True or False	Value = True or False

Field	Description	Non- IPAC	IPAC
	for this Bill.		
Source Number	For WAN (the DBRs come from E-MORRIS) BDs with the [Task Order/Cust. ID] + [Subtask]	Value = See description	Value = See description
Initial Amount	The amount of the line prior to additional discounts and surcharges. The Initial amount is intended to equal the sum of Detail Billing Records that comprise the accounting line. If the BD/NV is not associated with Detail Billing Records; the Initial Amount is the principal amount prior to any discount or surcharge. This line can be populated by selecting the 'Calculate From Detail Records' button	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Funding Authorization Source	Drop down; values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value= "Funding Document".	Value= "Funding Document".
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced.	Value = NOT_PROVIDED.	Value = NOT_PROVIDED
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value= Not Provided	Value= Not Provided
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = BOAC or AB code.	Value = BOAC or AB code.
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0.	Value = 0.
Contracts Number	The Business line.	Value = ITSWAN	Value = ITSWAN
Articles			
Article Number	The number of the article associated with the document.	Value = blank	Value = System Generated
Article Amount	Calculated from the Unit Price * Quantity for all IPAC transactions except Use DBE Detail, where the value is stored.	Value = blank	Value = System pulled from DBE Amount
IPAC Status	Drop down menu with the following values: blank, Not Submitted, In Transit, Rejected, Hold Pending Chargeback, Do Not Send, Write-	Value = blank	Value = see description

Field	Description	Non- IPAC	IPAC
	<p>Off. The values of the IPAC Status determine where the transaction is in relation to the IPAC Lifecycle with Treasury.</p> <p>BD IPAC statuses:</p> <ul style="list-style-type: none"> Not Submitted- transaction has processed but has not been sent to Treasury via GSIPACOUT process. In-Transit- transaction has processed and has been submitted to Treasury via GSIPACOUT process Rejected- transaction has processed and was submitted to Treasury but rejected. This status is manually set. Confirmed- transaction has processed and has been confirmed by Treasury via GSIPACIN process. Hold Pending Chargeback- transaction has been confirmed by Treasury and subsequently charged back by the customer. Do Not Send-charged back transaction that has been accepted and determined further action is not needed. Write-Off-charged back transaction has been written off. 		
IPAC Schedule Date	Date field, used by the GSIPACOUT processor to determine if the transaction should be included in the current date's run. If left blank, the system will default the Document Date as the IPAC Schedule Date.	Value = blank	Value = date
Articles or Services	Free text field. Disabled when the IPAC Article Qty/Unit Price indicator is Use DBE Detail. Indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency.	Value = blank	<p>Value = Required for IPAC BDs.</p> <p>The Articles Or Services field is the value sent in the Description field of the IPAC File.</p> <p>For "Use DBE Detail" transactions, this field is protected/disabled as the value is derived from each Detail Billing Record.</p>
Modify Detail Billing Records tab			
Quantity	Number of Units.	Value = number	Value = number
Unit Price Amount	Price per Unit.	Value = unit price amount	Value = unit price amount
Unit	The standard unit of measure of the commodity.	Value = EA	Value = EA

Field	Description	Non- IPAC	IPAC
Amount	Total Amount.	Value = total amount	Value = total amount
Discount Amount	Discount Amount applied to the DBR	Value= Discount Amount	Value= Discount Amount
Surcharge Amount	Surcharge Amount applied to the DBR	Value= Surcharge Amount	Value= Surcharge Amount
Record Date	Date BD is being recorded.	Value = date	Value = date
Charge Period	Accounting Period transaction will be for.	Value = Previous, Current or Next	Value = Previous, Current or Next
Billing Description	Free Text field to describe the Bill	Value = free text field	Value = free text field
Articles or Services	Article or Services description for IPAC Use DBE Detail bds. Value from this field will be pulled onto Article.	Value = blank	Value = free text field
Credit Adjustment Indicator	Identifies if Detail Billing Record is for Credit or Standard bill.	Value = C for credit, blank for standard	Value = C for credit, blank for standard
Assignment Agency	Not used for WAN	Value = optional	Value = optional
Advance Indicator	"T" for advance "F" otherwise (always "F" or blank)	Value = blank	Value = blank
Interfund Indicator	If Interfund = A, If Intrafund = T otherwise blank	Value = see description	Value = blank
Bill Level Indicator	TOPS/WITS: [Bill Level ID] E-MORRIS: leave blank	Value = blank	Value = see description

C.7.9 Appendix: Create Billing Document (BD) - External Services/Region 6 Manual Business Lines

Please click on this link to go back to the section

[4.4.1.5 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type](#)

[4.14.2.1 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type](#)

Exhibit C-28: Create Billing Document (BD) -External Services/Region 6 Manual Business Lines

Field	Description	Non- IPAC	IPAC
Header			
Title	Title of Billing Document. Free Text field.	Value = Optional	Value = Optional
Billed By	Name of user assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Designated Agent- ALC	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with	Value = blank	Value = ALC

Field	Description	Non- IPAC	IPAC
	the same value).		
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True
Type of Transfer	The type of inter-agency transfer. Required if the Bill Type is set to Inter-Agency Transfer. If the transaction is marked as an Inter-Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the user is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC Article Qty/Unit Price Indicator	Drop down. Values of Blank, used for all Non IPAC BDs; 'Use Article Qty/Unit Price' for IPAC BDs not using Detail Billing Records; 'Use DBE Detail' for IPAC BDs that use Detail Billing Records and need to populate the IPAC Outbound file at the Detail Billing Record level; 'Sum DBE qty/Prorate Unit Price', IPAC BDs using Detail Billing Records but want to prorate the information in the IPAC File; 'Use Article Qty/Sum DBE Amount', for IPAC BDs using Detail Billing Records but summing the Detail Billing Record amounts only.	Value = blank	Value = Use Article Qty/Unit Price
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value= optional	Value = optional
Header Accounting Lines			
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for	Value = see description	Value = see description

Field	Description	Non- IPAC	IPAC
	example, normal, or credit, etc.).		
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The user may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	Value = True	Value = True
Start Date	Start Date of bill service.	Value = Start date	Value = Start date
End Date	End date of bill service.	Value = End date	Value = End date
Initial Amount	The amount of the line prior to additional discounts and surcharges. . The Initial Amount is the principal amount prior to any discount or surcharge.	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Treasury Symbol	The customer's Treasury symbol.	Value = blank	Value = Customer Treasury Symbol
Customer BETC	The customer's BETC.	Value = blank	Value = BETC
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value= charge date	Value= charge date
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = BOAC or AB code.	Value = BOAC or AB code.
Accounting Classification Reference Number	Free text field, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number used for interagency transfers. Rent will enter the 'level 4 business line', e.g., Rent, ANTENNA, RWA.	Value = A+ Document Number	Value = A+ Document Number
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0.	Value = 0.
Agreement Number	The agreement the BD is generated by/referenced to.	Value = Agreement Number	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the BD is generated by/referenced to.	Value = Agreement Line number	Value = Agreement Line number
Articles			

Field	Description	Non- IPAC	IPAC
Article Number	The number of the article associated with the document.	Value = blank	Value = System Generated
Unit	The standard unit of measure of the commodity. Must be a valid value on the Purchasing Unit of Measure table and accepted by Treasury in the Treasury defined units.	Value = blank	Value = EA
IPAC Status	<p>Drop down menu with the following values: blank, Not Submitted, In Transit, Rejected, Hold Pending Chargeback, Do Not Send, Write-Off. The values of the IPAC Status determine where the transaction is in relation to the IPAC Lifecycle with Treasury.</p> <p>BD IPAC statuses:</p> <ul style="list-style-type: none"> Not Submitted- transaction has processed but has not been sent to Treasury via GSIPACOUT process. In-Transit- transaction has processed and has been submitted to Treasury via GSIPACOUT process Rejected- transaction has processed and was submitted to Treasury but rejected. This status is manually set. Confirmed- transaction has processed and has been confirmed by Treasury via GSIPACIN process. Hold Pending Chargeback- transaction has been confirmed by Treasury and subsequently charged back by the customer. Do Not Send-charged back transaction that has been accepted and determined further action is not needed. Write-Off-charged back transaction has been written off. 	Value = blank	Value = see description
IPAC Schedule Date	Date field, used by the GSIPACOUT processor to determine if the transaction should be included in the current date's run. If left blank, the system will default the Document Date as the IPAC Schedule Date.	Value = blank	Value = date
Articles or Services	Free text field. Indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency.	Value = blank	Value = Required for IPAC BDs.

C.7.10 Appendix: Create Billing Document (BD) - Region 7 Manual Business Lines

Please click on this link to go back to the section

[**4.4.1.5 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**](#)

[**4.14.2.1 Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type**](#)

Exhibit C-29: Create Billing Document (BD) -Region 7 Manual Business Lines

Field	Description	Non- IPAC	IPAC
Header			
Title	Title of Billing Document. Free Text field.	Value = Optional	Value = Optional
Billed By	Name of user assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Designated Agent- ALC	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True
Type of Transfer	The type of inter-agency transfer. Required if the Bill Type is set to Inter-Agency Transfer. If the transaction is marked as an Inter-Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the user is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC Article Qty/Unit Price	Drop down. Values of Blank, used for all Non IPAC BDs; 'Use Article	Value = blank	Value = Use Article

Field	Description	Non- IPAC	IPAC
Indicator	Qty/Unit Price' for IPAC BDs not using Detail Billing Records; 'Use DBE Detail' for IPAC BDs that use Detail Billing Records and need to populate the IPAC Outbound file at the Detail Billing Record level; 'Sum DBE qty/Prorate Unit Price', IPAC BDs using Detail Billing Records but want to prorate the information in the IPAC File; 'Use Article Qty/Sum DBE Amount', for IPAC BDs using Detail Billing Records but summing the Detail Billing Record amounts only.		Qty/Unit Price
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value= optional	Value = optional
Header Accounting Lines			
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The user may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	.	Value = True
Start Date	Start Date of bill service.	Value = Start date	Value = Start date
End Date	End date of bill service.	Value = End date	Value = End date
Initial Amount	The amount of the line prior to additional discounts and surcharges. . The Initial Amount is the principal amount prior to any discount or surcharge.	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Treasury Symbol	The customer's Treasury symbol.	Value = blank	Value = Customer Treasury Symbol
Customer BETC	The customer's BETC.	Value = blank	Value = BETC

Field	Description	Non- IPAC	IPAC
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value= charge date	Value= charge date
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = BOAC or AB code.	Value = BOAC or AB code.
Accounting Classification Reference Number	Free text field, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number used for interagency transfers. Rent will enter the 'level 4 business line', e.g., Rent, ANTENNA, RWA.	Value = A+ Document Number	Value = A+ Document Number
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0.	Value = 0.
Agreement Number	The agreement the BD is generated by/referenced to.	Value = Agreement Number	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the BD is generated by/referenced to.	Value = Agreement Line number	Value = Agreement Line number
Articles			
Article Number	The number of the article associated with the document.	Value = blank	Value = System Generated
Unit	The standard unit of measure of the commodity. Must be a valid value on the Purchasing Unit of Measure table and accepted by Treasury in the Treasury defined units.	Value = blank	Value = EA
IPAC Status	Drop down menu with the following values: blank, Not Submitted, In Transit, Rejected, Hold Pending Chargeback, Do Not Send, Write-Off. The values of the IPAC Status determine where the transaction is in relation to the IPAC Lifecycle with Treasury. BD IPAC statuses: Not Submitted- transaction has processed but has not been sent to Treasury via GSIPACOUT process. In-Transit- transaction has processed and has been submitted to Treasury via GSIPACOUT process Rejected- transaction has processed and was submitted to Treasury but rejected. This status is manually set. Confirmed- transaction has processed	Value = blank	Value = see description

Field	Description	Non- IPAC	IPAC
	<p>and has been confirmed by Treasury via GSIPACIN process.</p> <p>Hold Pending Chargeback-transaction has been confirmed by Treasury and subsequently charged back by the customer.</p> <p>Do Not Send-charged back transaction that has been accepted and determined further action is not needed.</p> <p>Write-Off-charged back transaction has been written off.</p>		
IPAC Schedule Date	Date field, used by the GSIPACOUT processor to determine if the transaction should be included in the current date's run. If left blank, the system will default the Document Date as the IPAC Schedule Date.	Value = blank	Value = date
Articles or Services	Free text field. Indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency.	Value = blank	Value = Required for IPAC BDs.

C.8 Appendix: Create Internal Voucher (NV) – All Business Lines

Please click on this link to go back to the section

[**4.4.2.5 Manual Creation of Internal Voucher \(NV\)**](#)

[**4.14.2.2 Manual Creation of Internal Voucher \(NV\): Normal Line Type**](#)

Exhibit C-30: Create Internal Voucher (NV) – All Business Lines

Field	Description	Value
Header		
Title	Title of Internal Voucher. Free Text field.	Value = Optional
Issued By	Name of user assigned to NV.	Value = User name
Vendor Code	The GSA customer the transaction is with.	Value = Optional
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code

Field	Description	Value
Description	Contains a description that can be up to 255 characters in length.	Value= optional
Header Accounting Lines		
Source Number	For RENT= OA Number For FLEET= 'FLT' + BOAC + MMDDYYYY For Global Supply= Optional For RWA/HOTD= Do not populate. For AAS = Do not populate.	Value = See Description
Initial Amount	The amount of the line prior to additional discounts and surcharges. . The Initial Amount is the principal amount prior to any discount or surcharge.	Value = Amount. Negative for Credit BD
Buyer Line Type	The Buyer's line type.	Value = Normal
Buyer Transaction Type	The Buyer's Transactions Type.	Value = B1
Buyer Funding Template	Accounting Template for Buyer.	Value = Accounting Template
Sub Object Class	The sub-object class dimension hit for buyer.	Value = Sub Object Class
Reference Document Type	The doc type of the Funding Document for buyer.	Value = IX
Reference Document Number	The doc number of the Funding Document for buyer.	Value = Document Number
Reference Document Accounting	The Accounting Line number of the Funding Document.	Value = Accounting Line #
Buyer Description	Free text field, optional.	Value = Description
Seller Line Type	The Seller's line type.	Value = Normal
Seller Transaction Type	The Seller's Transactions Type.	Value = S1
Seller Funding Template	Accounting Template for Seller.	Value = Accounting Template
Revenue Source Code	The Revenue Source code hit for seller.	Value = Revenue Source Code
Reference Document Type	The doc type of the Funding Document for Seller	Value = IX
Agreement Number	The Agreement Number the Internal Voucher is associated to.	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the Internal Voucher is associated to.	Value = Agreement Line #
Seller Description	Free text field, optional.	Value = Description

C.9 Appendix: Create Itemized Order (IO) - RWA/HOTD/RPUDD/Region 6 Manual Business Lines

Please click on this link to go back to the section [4.3.3 Manual Steps to Process Spending against Non-Recurring agreements](#)

Exhibit C-31: Create Itemized Order (IO) - RWA/HOTD/RPUDD/Region 6 Manual Business Lines

Field	Description	Value
Header		
Title	Title of Document. Free Text field.	Value = Optional
Issued By	Name of user assigned to Order.	Value = User name
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description
Office Addresses		
Delivery Code -> Office Address link	Add Delivery Office Address Code and hit Get Address button.	Value = Delivery Code
Invoice -> Office Address link	Add Invoice Office Address Code and hit Get Address button.	Value = Invoice Code
Order->Office Address link	Add Order Office Address Code and hit Get Address button.	Value = Order Code
Header Accounting Lines		
Transaction Type	The transaction type of the Order.	Value = TT
Start Date	Start Date of bill service.	Value = Start date
End Date	End date of bill service.	Value = End date
Line Amounts- Ordered	The amount of goods or services ordered.	Value = Amount
Agreement Number	The Agreement the order is referenced to.	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the order is referenced to.	Value = Agreement Line number

C.10 Appendix: Create Standard Voucher (SV)

C.10.1 Appendix: Create Surcharge Standard Voucher (SV) - RWA/HOTD/Manual Business Lines

Please click on this link to go back to the section [4.3.6 Manual Steps to create Surcharges \(SV\)](#)

Exhibit C-32: Create Surcharge Standard Voucher (SV) - RWA/HOTD/Manual Business Lines

Field	Description	11BF	29SF	SLSC2013	18UFORP
Header tab					
Title	Title of Surcharge SV. Free Text field.	Value = Optional	Value = Optional	Value = Optional	Value = Optional
Issued By	Name of user assigned to Surcharge.	Value = Optional	Value = Optional	Value = Optional	Value = Optional
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code			
Description	Contains a description that can be up to 255 characters in length.	Value= optional	Value = optional	Value = optional	Value = optional
Accounting Lines - Line 1 - Surcharge					
Line Type	Drop down. Designates type of Standard Voucher. Accrual for surcharges based on Receipts. Expenditure for surcharges based on payments (IP).	Value = Accrual or Expenditure Surcharge			
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer	Value = 01	Value = 01	Value = 01	Value = 01

Field	Description	11BF	29SF	SLSC2013	18UFORP
	general ledger postings. Must be valid in the Transaction Definition maintenance table.				
Transaction Event	Drop down. Lists available transactions events for Standard Voucher.	Value = Expenditure	Value = Expenditure	Value = Expenditure	Value = GL Transfer
Increase/Decrease	Drop down. Indicates if the transaction event will increase or decrease.	Value = Increase	Value = Increase	Value = Increase	Value = Increase
PCAS Surcharge	Lists the Surcharge Type, either 11BF, 29SF, 2013SLSC or 18UFORP.	Value = 11BF	Value = 29SF	Value = SLSC2013	Value = 18UFORP
Line Amount	The amount of the surcharge. Cannot be negative.	Value = Amount	Value = Amount	Value = Amount	Value = Amount
Accounting Dimensions – Template	The Accounting Template that the Surcharge will hit. Include Sub Object Class as a dimension.	Value = accounting template or BBFY= From spending doc Fund = 192X Region = From spending doc Org Code = From spending doc Program = PG80 Activity = PG982 Sub Object Class = 902 Building Number = From spending doc	Value = accounting template or BBFY= From spending doc Fund = 192X Region = From spending doc Org Code = From spending doc Program = PG80 Activity = PG982 Sub Object Class = 902 Building Number = From spending doc	Value = accounting template or BBFY= From spending doc Fund = 192X Region = From spending doc Org Code = From spending doc Program = PG80 Activity = PG982 Sub Object Class = H08 Building Number = From spending doc	Value = accounting template or BBFY= From spending doc Fund = 192X Region = From spending doc Org Code = From spending doc Program = PG80 Activity = PG982 Sub Object Class = H08 Building Number = From spending doc
Agreement Number	The Agreement the surcharge is generated by/referenced to.	Value = Agreement Number			
Agreement Line Number	The Agreement Line Number the surcharge is generated by/referenced to.	Value = Agreement Line number			
Accounting Lines- Line 2- Cost Transfer					
Line Type	Drop down. Designates type of Surcharge	Value = Leave Blank			

Field	Description	11BF	29SF	SLSC2013	18UFORP
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = 01	Value = 01	Value = 01	Value = 01
Transaction Event	Drop down. Lists available transactions events for Standard Voucher.	Value = Expenditure	Value = Expenditure	Value = Expenditure	Value = Expenditure
Increase/Decrease	Drop down. Indicates if the transaction event will increase or decrease.	Value = Decrease	Value = Decrease	Value = Decrease	Value = Decrease
PCAS Surcharge	Lists the Surcharge Type, either 11BF, 29SF, 2013SLSC or 18UFORP.	Value = 11BF	Value = 29SF	Value = SLSC2013	Value = 18UFORP
Line Amount	The amount of the surcharge. Cannot be negative.	Value = Amount	Value = Amount	Value = Amount	Value = Amount
Accounting Dimensions – Template	The Accounting Template of the Overhead account that will be decreased. Include Sub Object Class as a dimension.	Value = accounting template or BBFY= From spending doc Fund = 192X Region = From spending doc Org Code = From spending doc Program = PG61 Activity = PG982 Sub Object Class = 902 Building Number = From spending doc	Value = accounting template or BBFY= From spending doc Fund = 192X Region = From spending doc Org Code = From spending doc Program = PG61 Activity = PG982 Sub Object Class = 902 Building Number = From spending doc	Value = accounting template or BBFY= From spending doc Fund = 192X Region = From spending doc Org Code = From spending doc Program = PG61 Activity = PG982 Sub Object Class = H08 Building Number = From spending doc	Value = accounting template or BBFY= From spending doc Fund = 192X Region = From spending doc Org Code = From spending doc Program = PG61 Activity = PG982 Sub Object Class = H08 Building Number = From spending doc
Agreement Number	The Agreement the surcharge is generated by/referenced to.	Value = Leave blank			
Agreement Line Number	The Agreement Line Number the	Value = Leave blank			

Field	Description	11BF	29SF	SLSC2013	18UFORP
	surcharge is generated by/referenced to.				

C.10.2 Appendix: Create Accrual Standard Voucher (SV) - All Business Lines

Please click on this link to go back to the section [4.5.6.1 Manual Creation of Standard Voucher \(SV\) Accrual](#)

Exhibit C-33: Create Surcharge Accrual Standard Voucher (SV) - All Business Lines

Field	Description	Value
Header		
Title	Title of Surcharge SV. Free Text field.	Value = Optional
Issued By	Name of user assigned to Bill.	Value = Optional
Automatic Reversal	Sets the Accrual Standard Voucher to automatically reverse within the stated Accounting Period.	Value = True
Reversal Accounting Period	Sets the period the Accrual SV will reverse.	Value = Next
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value= optional
Accounting Lines		
Line Type	Drop down. Designates type Standard Voucher.	Value = Revenue Accrual
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = 01
Transaction Event	Drop down. Lists available transactions events for Standard Voucher.	Value = Revenue
Increase/Decrease	Drop down. Indicates if the transaction event will increase or decrease.	Value = Increase
Line Amount	The amount of the surcharge. Cannot be negative.	Value = Amount
Agreement Number	The Agreement the surcharge is generated by/referenced to.	Value = Agreement Number

Field	Description	Value
Agreement Line Number	The Agreement Line Number the surcharge is generated by/referenced to.	Value = Agreement Line number

C.10.3 Appendix: Create Inventory management Standard Voucher (SV) – Global Supply

Please click on this link to go back to the section [4.19.5 Manual Document Creation for Inventory Management: Standard Voucher \(SV\)](#)

Exhibit C-34: Create Inventory Standard Voucher (SV) – Global Supply

Field	Description	Value
Header		
Title	Title of Inventory SV. Based on Original Record Type and Billing Method from Detail Billing record If Original Record Type = 5020 and Billing Method not = C, set to "WHREG" (Warehouse cost for regular billing) If Original Record Type = 5020 and Billing Method = C, set to "WHCC" (Warehouse cost for credit card billing) If Original Record Type = 5071 or 5078, set to "CSCREG" (CSC cost for regular billing) If Original Record Type = 5075 or 5076, set to "CSCCC" (CSC cost for credit card billing) If Original Record Type = 5072, set to "CSCLIREG" (CSC cost for regular line item billing) If Original Record Type = 5073, set to "CSCLICC" (CSC cost for credit card line item billing).	Value = see description
Issued By	Name of user assigned to Bill.	Value = Optional
Document Classification	Identifies the type of SV transactions.	Value = SUP-INV
External System ID	Identifies the External System the Standard Voucher is created by/derived from.	Value = SUFSS19
Description	Contains a description that can be up to 255 characters in length.	Value= optional
Accounting Lines		
Line Type	Drop down. Designates type Standard Voucher.	Value = blank
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric	Value = 01

Field	Description	Value
	code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	
Transaction Event	Drop down. Lists available transactions events for Standard Voucher.	Value = Expenditure
Increase/Decrease	Drop down. Indicates if the inventory increases or decreases.	Value = Increase or Decrease
Line Amount	The amount of the surcharge. Cannot be negative.	Value = Amount
Item Type	Defines the type of item the Inventory SV is for.	Value = Commodity
Commodity Name	Name of Commodity.	Value = Name of Commodity
Quantity	The number of commodity.	Value = numeric value
Increase/Decrease	Increase or Decrease Commodity Count.	Value = Increase or Decrease
BBFY	Beginning Budget Fiscal year.	Value = Year
Fund	GSA Fund.	Value = 285F
Region	GSA Division.	Value = GSA Division
Org Code	GSA Organization.	Value = GSA Organization
Program	GSA Program (formerly known as Budget Activity).	Value = GSA Program
Activity	GSA Activity Code (formerly known as Function code).	Value = GSA Activity Code
Sub-Object Class	GSA Sub-Object Class (formerly known as Cost Element).	Value = L51
Location/System	GSA Location/System.	Value = GSA Location/System
YBA	Year of Budget Authority.	Value = YBA
Cost Organization	GSA Cost Organization.	Value = GSA Cost Org
Agreement Number	The Agreement Number the surcharge is generated by/referenced to.	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the surcharge is generated by/referenced to.	Value = Agreement Line number
TD Code/ Transaction Code	TD Code of Source system.	Value = TD Code/Transaction Code

C.10.4 Appendix: Create Allowance for Loss Standard Voucher (SV) - All Business Lines

Please click on this link to go back to the section [4.15.2.3 Manual Creation of a Standard Voucher \(SV\) Allowance for Loss](#)

Exhibit C-35: Create Standard Voucher Allowance for Loss (SV) - All Business Lines

Field	Description	Value
Header		
Title	Title of Surcharge SV. Free Text field.	Value = Optional
Issued By	Name of user assigned to Bill.	Value = Optional
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value= optional
Accounting Lines		
Line Type	Drop down. Designates type Standard Voucher.	Value = blank
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = 01
Transaction Event	Drop down. Lists available transactions events for Standard Voucher.	Value = Revenue
Increase/Decrease	Drop down. Indicates if the transaction event will increase or decrease.	Value = Decrease or Increase
Line Amount	The amount of the surcharge. Cannot be negative.	Value = Amount
BBFY	Beginning Budget Fiscal year.	Value = year
Fund	GSA Fund.	Value = Fund
Region	GSA Division.	Value = Region
Org Code	GSA Organization.	Value = Org Code
Program	GSA Program (formerly known as Budget Activity).	Value = Program

Field	Description	Value
Activity	GSA Activity Code (formerly known as Function code).	Value = Activity
Revenue Source Code	The Revenue source code the Allowance for Loss hits.	Value = Revenue Source Code

C.10.5 Appendix: Create Imputed Rent Standard Voucher (SV)

Please click on this link to go back to the section [4.5.5.1 Manual Creation of Imputed Rent \(SV\)](#)

Exhibit C-36: Create Imputed Rent Standard Voucher (SV)

Field	Description	Rent
Header tab - General Box		
Title	For Imputed Rent Revenue, enter the OA Number. For Imputed Rent Cost/Expense, enter <i>IMPTRENT</i> .	Required See Description
Issued By	The name of the person who authorized the billing.	Not required See Description
Accounting Period	Identifies the accounting period in which the transaction is recorded. If left blank, the system will default to the current Accounting Period value.	Not required See Description
Reporting Accounting Period	Identifies the accounting period, in which the transaction should be reported, based on when the transaction should have been entered. If left blank, the system will default to the current Reporting Accounting Period value	Not required See Description
User-Defined Fields Box		
Assignment Code	Identifies the analyst or group responsible for working the transaction.	Required
External System Information Box		
External System Document Number	Identifies the number of the document as it resides in the interfacing system from which it originated. For Imputed Rent Revenue, enter the OA Number . For Imputed Rent Cost/Expense, enter <i>IMPTRENT</i> .	Required See Description
Accounting Lines tab - General Box		

Field	Description	Rent
Transaction Event	<p>Identifies the transaction represents a revenue accounting event, or an expense accounting event.</p> <p>For Imputed Rent Revenue, select Revenue.</p> <p>For Imputed Rent Cost/Expense, enter Expenditure.</p>	<p>Required</p> <p>See Description</p>
Increase/Decrease	Identifies whether the line amount represents an increase or decrease to the specified accounting line.	<p>Required</p> <p>Value = Increase</p>
Statement Number	Identifies the unique number used to associate related Billing Documents when generating the printed bill for customers.	<p>Not required</p> <p>See Description</p>
Related Statement Number	Identifies the original billing statement for which current billing (or credit) activity can be attributed.	<p>Not required</p> <p>See Description</p>
Referenced Statement Number	Identifies billing statement on which the current billing (or credit) activity was initially recorded in the system.	<p>Not required</p> <p>See Description</p>
Source Number	<p>Identifies the specific source of the financial transaction activity.</p> <p>For Imputed Rent Revenue, enter the OA Number.</p> <p>For Imputed Rent Cost/Expense, enter <i>IMPTRENT</i>.</p>	<p>Required</p> <p>See Description</p>
Vendor Information Box		
Code	<p>Identifies the vendor code that defines the vendor to the system.</p> <p>For Imputed Rent Revenue, Rent vendor codes may be AB codes or S+AB code.</p> <p>For Imputed Rent Cost/Expense, enter <i>NF00000000</i>.</p>	<p>Required</p> <p>See Description</p>
Line Amounts Box		
Amount	Identifies the total dollar amount of the accounting line.	<p>Required</p> <p>See Description</p>
Accounting Dimensions Box		
<p>NOTE: The accounting dimensions are different for Imputed Rent Revenue and Imputed Rent Cost/Expense. Consult with Public Buildings Service for correct values.</p>		
Region	Identifies the Region dimension.	<p>Required</p> <p>See Description</p>

Field	Description	Rent
Org Code	Identifies the Organization dimension.	Required See Description
Program	Identifies the Program dimension.	Required See Description
Activity	Identifies the Activity dimension.	Required See Description
Revenue Source	Identifies the Revenue Source dimension. Imputed Rent Cost/Expense does not use Revenue Source.	Required See Description
Building	Identifies the Building dimension. Imputed Rent Cost/Expense does not use Building.	Required See Description

C.11 Appendix: Create Cash Receipt (CR) – Lockbox & Contract Fees

Please click on this link to go back to the section

[**4.8.8.2 Manual Creation of a Cash Receipt \(CR\): Non-IPAC/Normal Line**](#)

[**4.8.8.3 Manual Creation Cash Receipt \(CR\): Non-IPAC/Debit Voucher Line**](#)

[**4.8.8.4 Manual Creation Cash Receipt \(CR\): Non-IPAC Advance Payment**](#)

Exhibit C-37: Create Cash Receipt (CR) – Lockbox & Contract Fees

Field	Description	Normal - Applies to Lockbox and Contract Fees	Advance Payment -Applies to Lockbox only	Debit Voucher - Applies to Lockbox only
Header				
Deposit Number	The check's deposit number.	Value = Deposit Number	Value = Deposit Number	Value = Deposit Number of the referenced Cash Receipt
Title	Title of Document. Free Text field.	Value = Optional	Value = Optional	Value = Optional
Received by	Name of user assigned to Cash Receipt.	Value = User name	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Agency DUNS number	Value = Agency DUNS number	Value = Agency DUNS number
Disbursing Office	The code that identifies the GSA office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office	Value = Disbursing Office
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes.	Value = Assignment Code	Value = Assignment Code	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value= optional	Value = optional	Value = optional
Header Accounting Line				
Line Type	Sets the Type of Cash Receipt.	Value = Normal	Value = Advance Payment	Value = Debit Voucher - Normal
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = 01. *For Overpayments, Value = 02	Value = 04	Value = 01
Start Date	Date service starts.	Value = date	Value = date	Value = date

Field	Description	Normal - Applies to Lockbox and Contract Fees	Advance Payment -Applies to Lockbox only	Debit Voucher - Applies to Lockbox only
End Date	Date service ends.	Value = date	Value = date	Value = date
Source Number	Source Number, optional.	Value = Source Number	Value = Source Number	Value = Source Number
Principal Amount	The Amount of the collection.	Value = Amount	Value = Amount	Value = Negative Amount of the Cash Receipt referenced
Document Reference Type	The Document Type the Cash Receipt references.	Value = Billing Document Doc Type Blank for Contract Fees CR	Value = blank	Value = Cash Receipt Doc Type
Document Reference Number	The Document number the Cash Receipt references.	Value = Billing Document Doc Num Blank for Contract Fees CR	Value = blank	Value = Cash Receipt Doc Num
BBFY	Beginning Budget Fiscal year.	Value = Year	Value = Year	Value = Year
Fund	GSA Fund.	Value = Fund	Value = Fund	Value = Fund
Region	GSA Division.	Value = Region	Value = Region	Value = Region
Org Code	GSA Organization.	Value = Org Code	Value = Org Code	Value = Org Code
Program	GSA Program (formerly known as Budget Activity).	Value = Program	Value = Program	Value = Program
Activity	GSA Activity Code (formerly known as Function code).	Value = Activity	Value = Activity	Value = Activity
Revenue Source Code	The Revenue Source code the Cash Receipt hits.	Value = Revenue Source Code	Value = Revenue Source Code	Value = Revenue Source Code
Location/System	GSA Location/System.	Value = GSA Location/System	Value = GSA Location/System	Value = GSA Location/System
YBA	Year of Budget Authority.	Value = Year	Value = Year	Value = Year
BETC	BETS.	Value = COLL	Value = COLL	Value = COLL
Tender Type	The type of tender the collection is.	Value = Lockbox	Value = Lockbox	Value = Lockbox
Funding Document	Mapped to the Source Number.	Value = Source Number	Value = Source Number	Value = Source Number
Requisition Number	Free text field.	Value= charge date	Value= charge date	Value= charge date
Accounting Classification Code (ACLCD)	BOAC Required. Note that this field provides the original BOAC value for all records, including credit card transactions.	Value = BOAC	Value = BOAC	Value = BOAC

Field	Description	Normal - Applies to Lockbox and Contract Fees	Advance Payment -Applies to Lockbox only	Debit Voucher - Applies to Lockbox only
Accounting Classification Reference Number	Free text field.	Value = level 4 business line	Value = level 4 business line	Value = level 4 business line
Fiscal Station Number	Free text field.	Value = 0	Value = 0	Value = 0
Agreement Number	The Agreement Number the Cash Receipt is associated to. Only applicable to RWA, HOTD and Manual Business Lines.	Value = Agreement Number	Value = Agreement Number	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the Cash Receipt is associated to. Only applicable to RWA, HOTD and Manual Business Lines.	Value = Agreement Line Number	Value = Agreement Line Number	Value = Agreement Line Number

C.12 Appendix: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs)

Please click on this link to go back to the section

[4.4.2.6 Maintain Correspondence on Internal Voucher \(NV\)](#)

Exhibit C-38: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs)

Field	Description	Interfund/Intrafund
Contact Person Box		
Phone Number	Free text field. Identifies the Contact Person's telephone number.	Not required See Description
International Phone Number	Free text field. Identifies the Contact Person's international telephone number.	Not required See Description
To Email Address(es)	Free text field. Identifies the Contact Person's email address(es) to which to send email correspondence. Email addresses must be in the proper local-part@domain format.	Not required See Description

Field	Description	Interfund/Intrafund
	Multiple email addresses must be separated by a semicolon.	
Agency Contact Box		
Name	<p>Name of the Pegasys user who is entering the Correspondence.</p> <p>If left blank, Pegasys will default this information from the Principal table upon selecting Save.</p>	<p>Not required</p> <p>See Description</p>
Phone Number	<p>Telephone number of the Pegasys user who is entering the Correspondence.</p> <p>If left blank, Pegasys will default this information from the Principal table upon selecting Save.</p>	<p>Not required</p> <p>See Description</p>
From Email Address	<p>Email address of the Pegasys user who is entering the Correspondence.</p> <p>If left blank, Pegasys will default this information from the Principal table upon selecting Save.</p>	<p>Not required</p> <p>See Description</p>
Correspondence Box		
Public Publishing	<p>Identifies if the Correspondence record should be transmitted to VCSS for public viewing.</p> <p>Although selecting the Public Publishing checkbox denotes the Correspondence as an item to be transmitted to VCSS, the correspondence will not be transmitted to VCSS because Internal Voucher (NV) documents are not displayed in VCSS.</p> <p>Defaults to False (unchecked)</p>	<p>Not required</p> <p>Value = Checked (True) Unchecked (False)</p>
Itemized Line Number	The number of the Itemized Line being referenced.	<p>Not required</p> <p>See Description</p>
Accounting Line Number	The number of the Accounting Line being referenced.	<p>Not required</p> <p>See Description</p>
Correspondence	Free text field. Limited to 60,000 characters.	See Description

C.13 Appendix: Create Debt Account

Please click on this link to go back to the section [4.7.6 Manual Creation of Debt Account \(DA\)](#)

Exhibit C-39: Create Debt Account (DA) – Region 6

Region 6 Field	Description	Value
Header		
Debt Account Number	Number used to look up the Debt Account Entity.	Value = 8 digit claim number formats used by the Program Offices and the ARCS group
Title	Title of Debt Account. Free Text field.	Value = Optional
Document Date	Date the document was created.	Value = Current Date
Accounting Period	Date of current accounting period.	Value = Current Accounting Period
Assignment Code	Determines the user group that will manage the claim throughout its lifecycle	Value = defaults to "R6CLAIMS"
PO Number	PO Number	Enter the applicable value for the field
Item # 1	Item # 1 will be used with the following Claim/Receivable Type: LDCLAIMR6,	Enter the applicable value for the field
Item # 2	Item # 2 will be used with the following Claim/Receivable Type: LDCLAIMR6	Enter the applicable value for the field
Item # 3	Item # 3 will be used with the following Claim/Receivable Type: LDCLAIMR6	Enter the applicable value for the field
ITS Claim Reason	ITS Claim Reason will be used with the following Claim/Receivable Type: VNCLAIMR6	Enter the applicable value for the field
Referral Options	Referral Options will be used with the following Claim/Receivable Types: ADCLAIMR6, AUCLAIMR6, APCLAIMR6, ECCLAIMR6, FPCLAIMR6, FICLAIMR6, IFCLAIMR6, VNCLAIMR6, LDCLAIMR6, PRCLAIMR6, TACCLAIMR6 and WSCLAIMR6	Value = AP, CIVBOCA, CO, DOJ, DOJCCLR, FMC, GAO, IG, Legal, LEGALCCLR, OPM, Other, Payroll, PayPal and Personnel
Debtor		
Vendor Code	Vendor Code of the Debtor.	Value = Region 6 Vendor Code
Address Code	Vendor Address Code of the Debtor.	Value = Region 6 Vendor Address
Vendor Name	Vendor Name of the Debtor	Value = Vendor Name
Debt Account Group	Debt Account Group of the Debtor	Value = R6CLAIMS or ESCLAIMS
Debt Account Group Name	Debt Account Group Name of	Value = Debt Account Group Name

Region 6 Field	Description	Value
	the Debtor	
ID Number/Insurance Claim Number	ID Number of the Debtor	Value = ID Number (optional) If Document Type = DAV, populate with Insurance Claim Number (if applicable)
Standardized Format	Standardized Format of the Debtor	Value = Yes or No
Address Active Status	Address Active Status of the Debtor	Value = Active, Inactive, and Discontinued
Vendor Address Type	Vendor Address Type of the Debtor	Value = Agency Parent Address, Domestic Parent Address, Global Parent Address, HQ Parent Address, Mailing Address, Parent Company Address, Physical Address, Previous Address, Remittance Address and D & B Monitoring
Address Name	Address Name of the Debtor	Value = Address Name of the Debtor
Address Line 1	Address Line 1 of the Debtor	Value = Address Line 1 of the Debtor
City	City of the Debtor	Value = City of the Debtor
State	State of the Debtor	Value = State of the Debtor
Postal Code	Postal Code of the Debtor	Value = Postal Code of the Debtor
County	County of the Debtor	Value = County of the Debtor
Country	Country of the Debtor	Value = Country of the Debtor
Phone	Phone of the Debtor	Value = Phone of the Debtor
Fax	Fax of the Debtor	Value = Fax of the Debtor
Email	Email of the Debtor	Value = Email of the Debtor
Contact	Contact of the Debtor	Value = Contact of the Debtor
Title	Title of the Debtor	Value = Title of the Debtor
DUNS	DUNS number of the Debtor	Value = DUNS number of the Debtor
DUNS+4	DUNS+4 number of the Debtor	Value = DUNS+4 number of the Debtor
SAM Enabled	Determines if the Debtor is SAM Enabled	Value = True or False
VCSS Vendor	Determines if the Debtor is a VCSS Vendor	Value = True or False
Currency Code	Currency Code of the Debtor	Value = Currency Code of the Debtor
Accounting Lines		
Debt Account Line Number	Number of Debt Account Line.	Value = 1
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = 01 (Standard TT for Revenue/Vendor/Payroll/Excess Cost/FedPay/TAP/AutoPay Claims) Value = 02 (Loans Receivable with active Amortization Schedule reference) Value = 03 (Contingent) Value = 06 (FedPay/TAP/AutoPay Referred)

Region 6 Field	Description	Value
Start Date	Date the Debt Account was created.	Dependent upon Receivable Type: <ol style="list-style-type: none"> 1. If the Receivable Type is = VNCLAIMR6 and WSCLAIMR6, Value = date the First Demand Letter generated by the Program Office. 2. If the Receivable Type is = PRCLAIMR6, Value = date the First Demand Letter generated by the Program Office. 3. Any other Receivable Type, Value = date the First Demand Letter generated by the Program Office.
First Demand Letter Generated Date	Date the First Demand Letter is sent out.	Dependent upon Receivable Type: <ol style="list-style-type: none"> 1. If the Receivable Type is = VNCLAIMR6 and WSCLAIMR6, Value = date the First Demand Letter generated by the Program Office. 2. If the Receivable Type is = PRCLAIMR6, Value = date the First Demand Letter generated by the Program Office. Any other Receivable Type, Value = date the First Demand Letter generated by the Program Office.
Interest Begin Date	Date interest begins.	Dependent upon Receivable Type: <ol style="list-style-type: none"> 1. If the Receivable Type is = VNCLAIMR6 and WSCLAIMR6, Value = date the First Demand Letter generated by the Program Office. 2. If the Receivable Type is = PRCLAIMR6, Value = date the First Demand Letter generated by the Program Office. 3. Any other Receivable Type, Value = date the First Demand Letter generated by the Program Office.
Penalty Begin Date	Date penalties begin.	Dependent upon Receivable Type: <ol style="list-style-type: none"> 1. If the Receivable Type is = VNCLAIMR6 and WSCLAIMR6, Value = date the First Demand Letter generated by the Program Office. 2. If the Receivable Type is = PRCLAIMR6, Value = date the First Demand Letter generated by the Program Office. 3. Any other Receivable Type, Value = date the First Demand Letter generated by the Program Office.

Region 6 Field	Description	Value
Admin Begin Date	Date administrative charges begin.	Dependent upon Receivable Type: 1. If the Receivable Type is = VNCLAIMR6 and WSCLAIMR6, Value = date the First Demand Letter generated by the Program Office. 2. If the Receivable Type is = PRCLAIMR6, Value = date the First Demand Letter generated by the Program Office. 3. Any other Receivable Type, Value = date the First Demand Letter generated by the Program Office.
Principal Amount	The Amount of the debt account.	Value = Amount
Receivable Type	Value used to populate receivable type on the generated debt account.	Value = VEHCLAIM, ADCLAIMR6, AUCLAIMR6, APCLAIMR6, ECCLAIMR6, FPCLAIMR6 FICLAIMR6, IFCLAIMR6, PRCLAIMR6, VNCLAIMR6, LDCLAIMR6, RPCLAIMR6, TACCLAIMR6, VEHCLAIMR6, WSCLAIMR6
BBFY	Beginning Budget Fiscal year.	Value = BBFY
Fund	GSA Fund.	Value = Fund
Region	GSA Division.	Value = Region
Program	GSA Program (formerly known as Budget Activity).	Value = Program
Sub-Object Class	The Sub-Object Class the Region 6 DA hits.	Dependent upon Receivable Type. - If the Receivable Type is VNCLAIMR6, PRCLAIMR6, or ECCLAIMR6 then enter a valid Sub-Object Class - If the Receivable Type is FPCLAIMR6, APCLAIMR6, or TACCLAIMR6 then do NOT enter a Sub-Object Class - For all other Receivable Types do NOT enter a Sub-Object Class
Revenue Source Code	The Revenue Source Code the Region 6 DA hits.	Dependent upon Receivable Type. - If the Receivable Type is VNCLAIMR6, PRCLAIMR6, or ECCLAIMR6 then enter a valid Sub-Object Class - If the Receivable Type is FPCLAIMR6, APCLAIMR6, or TACCLAIMR6 then do NOT enter a Sub-Object Class or a Revenue Source Code - For all other Receivable Types enter a Revenue Source Code
Org Code	GSA Organization.	Value = Org Code
Activity	GSA Activity Code (formerly known as Function code).	Value = Activity
Comments to Print	Any comments to be printed on	Value = Optional

Region 6 Field	Description	Value
	the demand letter or dunning notice beyond the standard text. Free Text field.	In addition to any comments beyond standard text, can also record "Payroll Claim Reason" or "Initial Demand Letter Reason"
Text Code	Text Code for Region 6. Used to determine the pre-defined text to print on the demand letter.	Value = R6POCLAIMS (Uses the following Receivable Types: ADCLAIMR6, AUCLAIMR6, APCLAIMR6, ECCLAIMR6, FPCLAIMR6, FICLAIMR6, IFCLAIMR6, LDCLAIMR6, TACCLAIMR6 and VEHCLAIM), R6PRCLAIMS (Uses the following Receivable Type: PRCLAIMR6), R6CLAIMS (Uses the following Receivable Types: VNCLAIMR6 and WSCLAIMR6)
Amortization Schedule	Payment Schedule for the Debt Account.	Value = Optional.
Sales Office Number	Sales Office Number will be used with the following Claim/Receivable Types: LDCLAIMR6 and WSCLAIMR6	Enter the applicable value for the field
Sale Number	Sale Number will be used with the following Claim/Receivable Type: LDCLAIMR6	Enter the applicable value for the field
Labor Flag	Labor Flag will be used with the following Claim/Receivable Type: PRCLAIMR6	Enter the applicable value for the field
Sep Date	Sep Date will be used with the following Claim/Receivable Type: PRCLAIMR6	Enter the applicable value for the field
GSA Contract Number	GSA Contract Number will be used with the following Claim/Receivable Type: IFCLAIMR6	Enter the applicable value for the field
Commodity Code	Commodity Code will be used with the following Claim/Receivable Type: IFCLAIMR6	Enter the applicable value for the field
ACO Zone	ACO Zone will be used with the following Claim/Receivable Type: IFCLAIMR6	Enter the applicable value for the field
ACO Code	ACO Code will be used with the following Claim/Receivable Type: IFCLAIMR6	Enter the applicable value for the field

Exhibit C-40: Create Debt Account (DA) – Region 7

Region 7 Field	Description	Value
Header		
Debt Account Number	Number used to look up the Debt Account Entity.	Value = Debt Account Document Number
Title	Title of Debt Account. Free Text field.	Value = Optional
Document Date	Date the document was created	Value = Current Date
Accounting Period	Date of the current accounting period	Value = Current Accounting Period
Claim Type	Claim Type	Value = GSA or PRG
Assignment Code	Determines the user group that will manage the claim throughout its lifecycle	Value = defaults to 'R7CLAIMS'
Debt Account Type Detail	Debt Account Type Detail	Value = CONSTRUCT, LEASE, DIRECTPAY, NONRECUR, RECURRING or UTILITIES
Debtor		
Vendor Code	Vendor Code of the Debtor.	Value = Region 7 Vendor Code
Address Code	Vendor Address Code of the	Value = Region 7 Vendor Address
Vendor Name	Vendor Name of the Debtor	Value = Vendor Name
Debt Account Group	Debt Account Group of the Debtor	Value = R7CLAIMS
Debt Account Group Name	Debt Account Group Name of the Debtor	Value = Debt Account Group Name
ID Number	ID Number of the Debtor	Value = ID Number
Standardized Format	Standardized Format of the Debtor	Value = Yes or No
Address Active Status	Address Active Status of the Debtor	Value = Active, Inactive and Discontinued
Vendor Address Type	Vendor Address Type of the Debtor	Value = Agency Parent Address, Domestic Parent Address, Global Parent Address, HQ Parent Address, Mailing Address, Parent Company Address, Physical Address, Previous Address, Remittance Address and D & B Monitoring
Address Name	Address Name of the Debtor	Value = Address Name of the Debtor
Address Line 1	Address Line 1 of the Debtor	Value = Address Line 1 of the Debtor
City	City of the Debtor	Value = City of the Debtor
State	State of the Debtor	Value = State of the Debtor
Postal Code	Postal Code of the Debtor	Value = Postal Code of the Debtor
County	County of the Debtor	Value = County of the Debtor
Country	Country of the Debtor	Value = Country of the Debtor

Region 7 Field	Description	Value
Phone	Phone of the Debtor	Value = Phone of the Debtor
Fax	Fax of the Debtor	Value = Fax of the Debtor
Email	Email of the Debtor	Value = Email of the Debtor
Contact	Contact of the Debtor	Value = Contact of the Debtor
Title	Title of the Debtor	Value = Title of the Debtor
DUNS	DUNS number of the Debtor	Value = DUNS number of the Debtor
DUNS+4	DUNS+4 number of the Debtor	Value = DUNS+4 number of the Debtor
Sam Enabled	Determines if the Debtor is Sam Enabled	Value = True or False
VCSS Vendor	Determines if the Debtor is a VCSS Vendor	Value = True or False
Currency Code	Currency Code of the Debtor	Value = Currency Code of the Debtor
Accounting Lines		
Debt Account Line Number	Number of Debt Account Line.	Value = 1
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = 01 (Standard TT) Value = 02 (If active Amortization Schedule reference) Value = 03 (Contingent)
Start Date	Date the Debt Account was created.	Value = Current Date
First Demand Letter Generated Date	Date the First Demand Letter is sent out.	Value = Current Date
Principal Amount	The Amount of the debt account.	Value = Amount
Receivable Type	Value used to populate receivable type on the generated debt account.	Value = PRCLAIMR7, FRCLAIMR7, LDCLAIMR7, CDCLAIMR7, DPCLAIMR7, ETCLAIMR7, EPCLAIMR7, LTCLAIMR7, RSCLAIMR7, STCLAIMR7 and UCCLAIMR7
BBFY	Beginning Budget Fiscal year.	Value = BBFY
Fund	GSA Fund.	Value = Fund
Region	GSA Division.	Value = Region
Program	GSA Program (formerly known as Budget Activity).	Value = Program
Sub-Object Class	The Sub-Object Class the Region 7 DA hits.	Dependent upon Receivable Type. - If the Receivable Type is NOT CDCLAIMR7, PRCLAIMR7 or STCLAIMR7, enter a valid Sub Object Class.
Revenue Source Code	The Revenue Source Code the Region 7 DA hits.	Dependent upon Receivable Type. - If the Receivable Type is CDCLAIMR7, PRCLAIMR7 or STCLAIMR7, enter a valid Revenue Source Code.

Region 7 Field	Description	Value
Org Code	GSA Organization.	Value = Org Code
Activity	GSA Activity Code (formerly known as Function code).	Value = Activity
Comments to Print	Comments to appear on the Dunning Letter. Free Text field.	Value = Optional In addition to any comments beyond standard text, can also record Initial Demand Letter Reason.
Text Code	Text Code for Region 7.	Value = R7CLAIMS
Amortization Schedule	Payment Schedule for the Debt Account.	Value = Optional.
Sales/Lease Number	Sales/Lease Number of the following Claim/Receivable Type: LDCLAIMR6	Enter the applicable value for the field

C.14 Appendix: Debt Account Search Criteria

Please click on this link to go back to the section [4.7.7 Query Debt Account \(DA\)](#)

Exhibit C-41: Debt Account Search Criteria

Field	Description	Value
Search Criteria Region 6/Region 7		
Debt Account Number	Debt Account Number used to look up the Debt Account Entity.	Value = Debt Account Document Number
Debt Account Group	Debt Account Group value used to look up the Debt Account Entity.	Value = R6CLAIMS, R7CLAIMS or ESCLAIMS
Insurance Claim Number	Insurance Claim Number used to look up the Debt Account Entity.	Value = Optional
Bank ABA/BIC	Bank ABA/BIC Number used to look up the Debt Account Entity.	Value = Optional
Debt Account Type	Drop down menu with the following values: Joint and Several or Primary, used to look up the Debt Account Entity.	Value =Optional Note: Pegasys only uses Primary
Status	Drop down menu with the following values: Active or Closed, used to look up the Debt Account Entity.	Value = Optional
Vendor Address Code	Vendor Address Code used to look up the Debt Account Entity.	Value = Optional
Payee Vendor Address Code	Payee Vendor Address Code used to look up the Debt	Value = Optional Note: Pegasys does not use

Field	Description	Value
	Account Entity.	
Amount	Amount used to look up the Debt Account Entity.	Value = Optional
Title/ACT Number	Title/ACT Number of Debt Account. Free Text field.	Value = Optional
Receivable Type	Value used to look up the Debt Account Entity.	Value = Optional
Claim Type/System ID	Value used to look up the Debt Account Entity.	Value = Optional
Document Type	Value used to look up the Debt Account Entity.	Value = D6M, DAV, DES, D7M
Region	Value used to look up the Debt Account Entity.	Value = Optional
Building Number	Value used to look up the Debt Account Entity.	Value = Optional
Lease Number	Number used to look up the Debt Account Entity.	Value = Optional
Vehicle Claim Debtor Name	Value used to look up the Debt Account Entity	Value = Optional

D Appendix: BAAR Glossary

D.1 Appendix: BAAR Glossary

Exhibit D-1: BAAR Glossary

Term	Definition
Accepted Dispute Status	Setting the status of the dispute object on the Disputed Billings Query to "Accepted" means that the dispute request has been fully analyzed and transaction updates have occurred in the system to reflect the acceptance of the dispute.
Accounting Dimensions	Used to refer to any of the accounting classification elements tracked within the financial system, e.g., Fund, Division, Organization, and Object.
Age Category	Age Category equates to the Treasury Report on Receivables Aging Categories where A = 1-90 days, B = 91-180 days , C = 181 - 365 days, D = 1 - 2 years (366 - 730 days), E = 2 - 6 years (731 - 2190 days), F = 6 - 10 years (2191 - 3650 days), G = 10+ years (greater than or equal to 3651 days) and N= Not Overdue (days overdue < 1 or due date of BD is blank). Note that in Pegasys queries, the Age Category is not represented by the letter value.
Agency Location Code	(ALC)- Treasury defines the ALC as A 3-digit (Regional Finance Centers), 4-digit (Non-Treasury Disbursing Offices), or 8-digit (Treasury Disbursing Offices) identifier assigned by FMS for Treasury reporting purposes. The first 2 digits of the 8-digit ALC identify the department or agency, the third and fourth digits identify the particular bureau within the department, and the remaining 4 digits identify the particular agency account section within that bureau. The ALC in Pegasys terms is the Agency Location Code associated with the owner of the Momentum Instance.
Allowance For Loss	An allowance entry is entered when the net realizable value of receivables needs to be reduced by allowance percentage calculated on doubtful accounts.
Amortization Schedule	An Amortization Schedule is created to allow a debtor the ability to repay a debt over a period of time. An Amortization Schedule defines the period of time the debt should be repaid, the number and frequency of payments, the principal amount, interest rate, and due date for each payment.
Applied Collection	In terms of the Collection Query, Applied Collection is when the collection amount has been applied to a Billing Document (BD) or debt account.
Attachments	Files associated to Pegasys documents with the Attachment flag set to TRUE on the Manage Attachment page. Attachments may be considered to be either non-contractual (when associated to financial type documents) or contractual (when associated to certain acquisition documents). Attachments copy forward in a document chain.
Bill Identifier	The Bill Identifier is used to determine if Document Type/Document Number, Billing Reference Number or Statement Number is printed on the physical bill.
Billing Activity Indicator	The Billing Activity Indicator on a Billing Document (BD) header identifies in VCSS if the bill has billed charges or pending charges. With this indicator VCSS users will have the ability to view chargebacks as billed charges. It provides the ability to show chargebacks even though they are in an unbilled status without showing bills that have yet to be billed to the customer. <ul style="list-style-type: none"> - Pending Charges: A business term used to indicate that the Summarization batch process may continue to summarize detail records to a document (rather than create a new document). The Bill Generation batch process is used to transfer the Billing Activity Indicator status from Pending Charges to Billed Charges. In the context of IPAC chargebacks, the Billing Activity Indicator stays as Billed Charges while the Billed Status Indicator is changed from Billed to Unbilled. - Billed Charges: A business term used to indicate the billing cycle has ended and a physical bill (or IPAC Bulk File) has been created.
Billing Document	A Billing Document (BD) records an agency's unbilled and billed amounts to debtors and establishes an outstanding receivable for that agency. BDs distinguish unbilled and billed

Term	Definition
(BD)	receivable amounts using a billing status code of "Unbilled" or "Billed" on each document accounting line. BD's provide additional status codes to reflect Debt Appeal Forbearance (Disputed), Foreclosure, Bankruptcy, Wage Garnishment, Litigation, etc. as well as associated dates.
Billing Statement Entity	The Statement Number field (Billing Statement Entity) is used to associate related Billing Documents (BDs) when generating the printed bill for customers or producing the outbound IPAC file. It enables the creation of a singular billing statement that provides totals for all associated BDs as well as specific BD amounts.
Billing Status	The billing status indicator on the Billing Document (BD) accounting lines identifies if the accounting line is unbilled or billed.
Business Line	A set or combination of fields determined by an agency used to identify internal units within the agency. For example, different business lines may identify the distinct products/services delivered by the agency to citizens or to other government agencies.
Cash Receipt (CR)	Cash Receipt documents (CR's) are used to record collections, write-offs, debit vouchers, and over-payments. Additionally, when a CR references a Billing Document (BD), it liquidates the receivable balance recorded on the BD.
Chargeback	A term used to describe an adjustment in Treasury's IPAC system. The chargeback is a reversal of a transfer of funds; due to funds that had been erroneously paid or collected.
Complex Parameters	The Complex Parameters tab is where additional parameters may be specified. Complex parameters can be grouped together in parameter groups. Each complex parameter group is made up of one or more elements which are the parameters themselves. Complex Parameters are set for the entire batch process and are dependent on the individual batch job logic.
Correspondence	A term used to describe communication with a customer, vendor, or within an agency that should be documented in the system.
Credit Application Line Type	The Credit Application Line Type available on non-IPAC Cash Receipt (CR) documents provides the ability to reduce a non-IPAC outstanding receivable amount (apply the credit to another billing) or refund a credit amount back to the customer.
Credit Bill	Represents an amount credited to the customer that can be used to offset (and decrease) the customer's prior month, current month, or future month billed amounts, or be refunded/returned to the customer.
Credit Line Type	The Credit line type available on Billing Documents (BDs) provides the ability to establish customer credits to either be applied to another billing or refunded to the customer.
Credit Reduction Line Type	The Credit Reduction Line Type available on non-IPAC Cash Receipt (CR) documents provides the ability to reduce/liquidate customer credit amounts (originally established using a non-IPAC Billing Document (BD) with Credit line type) in the event that a credit is applied to another billing or refunded to the customer.
Customer	Customer is another term used for a Vendor.
Customer Agency Location Code	Treasury defines the ALC as A 3-digit (Regional Finance Centers), 4-digit (Non-Treasury Disbursing Offices), or 8-digit (Treasury Disbursing Offices) identifier assigned by FMS for Treasury reporting purposes. The first 2 digits of the 8-digit ALC identify the department or agency, the third and fourth digits identify the particular bureau within the department, and the remaining 4 digits identify the particular agency account section within that bureau. The Customer ALC in Pegasys terms is the Agency Location Code associated with the customer agency or trading partner of the Momentum Instance.
DBE IPAC	The term used throughout this document to refer to sending Details or "D" records from Momentum to Treasury in the IPAC Outbound file at the Detail Billing Record (DBR) level rather than using the combination of Article/Accounting Line information.
DBE: Shared Field	Shared fields are those fields currently contained on a Momentum document header or Momentum document accounting line. These fields will also be on the Detail Billing Record table therefore making them 'shared' since they are stored in both places.
Debit Voucher	Debit Vouchers (DV) are recorded on a Cash Receipt (CR) doc type in Momentum. Debit Vouchers are indicated as a line type within Cash Receipts (CRs) and are a negative dollar

Term	Definition
	amount. Debit Vouchers are used to record reversal of receipts from chargebacks or returned checks.
Debt Account (DA)	A Debt Account (DA) records GSA claims for monies owed to the federal Government by a debtor. Debt Account documents are processed for non-Federal debtors only.
Deposit Ticket Number - Lockbox Interface	Represents a number assigned by the Bank when Lockbox remittance slips are processed. The Deposit Ticket Number is also the Treasury Voucher Number.
Designated Agent	<p>Accounts Receivable Context: In Momentum, in addition to the vendor, the user may optionally enter a Designated Agent. The Designated Agent code identifies a third party who will be receiving the bill (and remitting collections) on behalf of the customer.</p> <p>Accounts Payable Context: In Pegasys, in addition to the primary payee, the user may optionally enter a designated agent. The designated agent code identifies a third party who will receive the IPAC payment, check or EFT payment on behalf of the primary payee. The payment remains attributable to the primary payee for tax purposes. A designated agent is typically a law or accounting firm who is authorized to act on behalf of the primary payee.</p> <p>Designated Agent is a synonym for Third Party Payee (TPP).</p>
Detail Billing Element Custom Fields	Detail billing element custom fields are agency-defined fields which reside only on the Detail Billing Record table. The fields consist of 95 text, 25 Number, 45 Amount, and 35 Date. The fields are associated but not rolled up onto the document header or document header accounting line; rather they remain solely on the Detail Billing Record table.
Detail Billing Record (DBR)	The supporting details for Billing Documents (BDs) and Internal Vouchers (NV). They are used to create the documents as well as store level 3 billing data.
Detail Record Value	The value initially entered on the 'shared fields' of a DBR either by a feeder system or individual prior to the record being summarized into a Billing Document (BD) or internal voucher.
Dispute Request	Generated by a VCSS customer or Pegasys analyst when there is a reasonable belief that the customer should not be liable for specific billed charges. Dispute requests may be generated at the accounting line level (all lines or individual, specific lines) or at the DBR level for non-IPAC bills.
Dispute Status: Accepted	Setting the status of the dispute object on the Disputed Billings Query to "Accepted" means that the dispute request has been fully analyzed and transaction updates have occurred in the system to reflect the acceptance of the dispute.
Dispute Status: New	Dispute objects just received from VCSS customers or created by a Pegasys user are placed in "New" status to reflect that the analysis has not been started against them.
Dispute Status: Pending Final Action	Setting the status of a dispute object on the Disputed Billings Query to "Pending Final Action" means that a Pegasys user has completed their analysis of the dispute and is currently awaiting a feeder system transaction update (or waiting for the BD to be manually corrected, as an alternative) to finalize the acceptance or rejection.
Dispute Status: Rejected	Setting the status of the dispute object on the Disputed Billings Query to "Rejected" means that the dispute request has been fully analyzed and transaction updates have occurred in the system to reflect the rejection of the dispute.
Dispute Status: Under Review	Setting the status of a dispute object on the Disputed Billings Query to "Under Review" means that a Momentum user has initially reviewed the dispute request and will be performing a full analysis to determine whether it should be accepted or rejected.
Document Number	The Document Number field provides a means to reference a specific document in Momentum. Document numbers are unique by document type.
Document Number Format Variables	Document Number Format Variables are abbreviations used to infer values in generated document number strings. The variable represents a value the user wishes to insert in the string, and can be placed in varying order.
Document Number	Document Number generation is where the user interacts with the system to produce a

Term	Definition
Generation	system generated/preconfigured number for use on transactions within the system.
Enterprise Service Bus (ESB)	An Enterprise Service Bus (ESB) delivers consistent and open connectivity infrastructure across an enterprise by linking and orchestrating the interaction between systems/protocols using standards. Provides the capability to connect disparate domains and orchestrate groups of services. Houses and regulates access to technology services.
Entity Type	Refers to different types of entities [objects] that may exist within the system. Entities are updated based on the net effect of all documents processed against the object. Examples of entities include: Agreements, Budgets, Plans, Projects, Initiatives, Statement.
Feeder System	An external system that provides client-specific data to Pegasys.
Format String	The Format String is used in Number generation. The Format String is comprised of characters and variables that the user wishes to have in each generated number.
Internal Voucher (NV)	The Internal Voucher (NV) form is used to make payments between organizations within an agency. Since the internal voucher is an internal transfer, it will not result in a cash disbursement. The Internal Voucher (NV) permits the simultaneous recording of an expenditure for the receiver of goods/services (buyer) and a collection for the provider of the goods/services (seller).
IPAC	Intra-governmental Payment and Collection System. The IPAC application's primary purpose is to provide a standardized interagency fund transfer mechanism for Federal Program Agencies (FPA's). IPAC facilitates the intra-governmental transfer of funds, with descriptive data from one FPA to another.
IPAC Bill	IPAC is a report type used by Pegasys for the output (Physical Bill) of the Bill Generation Report. IPAC can be selected on the Bill Generation Report parameters. IPAC is considered an Inter-Agency Bill and is always 'ungrouped' in Momentum.
IPAC Bulk File	Agencies have the opportunity to send transactions to IPAC via on-line or through transmission of a bulk file. For Momentum Users, transactions are selected and mapped to the IPAC Bulk File through the execution of the IPAC Outbound Batch process.
IPAC DBE Detail Record	The IPAC DBE Detail records are child records of the IPAC Transaction Table. These records are created from information on the DBRs but are not the same as DBRs. IPAC DBE Detail records are specific to IPAC Billing Documents (BDs) and only created if the BD IPAC Article Qty/Unit Price indicator is set to "Use DBE Detail".
IPAC Status	Refers to the Momentum status of the IPAC payment or IPAC collection and its interaction with the IPAC Interface. Valid values in Momentum include Not Submitted, In Transit, Confirmed, Received, Pending, Rejected, Hold-Pending Chargeback, and Do Not Send.
IPAC Status = Confirmed	An IPAC Status = Confirmed is given to any IPAC Payment (IP) or Billing Document (BD) that has been sent to IPAC via the GSIPACOUT batch job and IPAC has notified the sending agency of receipt. The Confirmed IPAC Status is also used on Cash Receipts (CRs) that are received via the IPAC Inbound process and reference IPAC BDs.
IPAC Status = Do Not Send	An IPAC Status = Do Not Send is given to any Bill article where the Rebill flag is true but the user has determined that the bill should not be resent to IPAC. The status of Do Not Send can only be set on an article where the rebill flag is true, meaning the article was automatically created when a Debit Voucher set to re-open the bill is processed.
IPAC Status = Hold Pending Chargeback	An IPAC Status = Hold Pending Chargeback is given to an IPAC BD where an inbound collection adjustment is created referencing a CR that references a BD with an IPAC status of Confirmed.
IPAC Status = In Transit	An IPAC Status = In Transit is given to any IPAC IP or BD that has been sent to IPAC via the GSIPACOUT batch job.
IPAC Status = Not Submitted	An IPAC Status = Not Submitted is given to any IPAC IP or BD that has not yet been sent to IPAC via the GSIPACOUT batch job.
IPAC Status = Pending	An IPAC Status = Pending is given to any IPAC payment or collection that does not process successfully in Pegasys during the GSIPACIN process. Such IPAC transactions retain the Pending status until they process successfully.
IPAC Status =	An IPAC Status = Received is given to any IPAC Payment or Collection that has been

Term	Definition
Received	received from IPAC and successfully processes via the GSIPACIN batch job. CRs that have the IPAC Status of Received reference non-IPAC BDs or do not reference another document.
IPAC Status = Rejected	An IPAC Status = Rejected is given to any IPAC Payment or Bill that has been sent to IPAC but has been rejected by IPAC. IPAC will have also notified the sending agency of a problem with the payment or collection via e-mail correspondence and the IPAC status will be manually set to Rejected.
IPAC Status = Write-Off	An IPAC Status = Write-Off is given to an IPAC Cash Receipt (CR) with a line type of Write Off. An IPAC Write-Off CR can only be generated from the IPAC Transaction Query for a referenced IPAC BD with a write-off amount. The IPAC Status of Write-Off is also given to the IPAC BD (Bill) when the write-off amount equals the total article amount.
IPAC Transaction Download Report	This report is available from IPAC on-line and can either be downloaded in a Comma Separated Value (CSV) or Tab Separated Value (TSV) format. CSV is a file format that separates data fields with commas. The character data is usually surrounded by quotes. TSV is a file format that uses tab characters (ASCII 9) as separators between fields. Unlike comma delimited (CSV) files, the character data is not usually surrounded by quotes.
IPAC Types of Transactions	<p>Transactions: The "800" numbering is the transaction set id for bulk transactions being submitted to Treasury via IPAC. The IPAC Transaction Types of A, C, and P are the transaction types received in the IPAC accomplishment report/transaction download used on inbound processing.</p> <p>810- Billing (Collection) transaction. Equates to transactions on the inbound file with an IPAC transaction type of "C".</p> <p>812- Receiver initiated adjustment-equates to transactions on the inbound file with and IPAC Transaction type "A".</p> <p>820-Payment transaction. Equates to transactions on the inbound file with an IPAC transaction type of "P".</p> <p>829-Sender Initiated Adjustment-equates to IPAC transaction type of "C" or "P" for the receiving agency, meaning the receiving agency will receive a new transaction record.</p> <p>835- Zero Dollar Transaction- non-accounting information change. No inbound record is received.</p> <p>840- Post SGL transaction- updates the SGL information only. No inbound record is received.</p>
Item Collection	The term "Item Collection" refers to the organized search results returned from running a Momentum Query.
Payment Authorization (IP)	The Payment Authorization (IP) enables an agency to authorize payments for the choice of different payment activities including payments for goods or services received and refunds against a collection.
Level 3 Billing Data	Refers to detail billing information received from feeder systems used in the generation of customer billings and Momentum accounting transactions. Level 3 data includes additional non-financial details associated with an accounting line (whereas Level 2 data refers to the accounting line and Level 1 data refers to the document header). These detail lines can have a one to one or a many to one relationship with a line of accounting.
Line Type	Indicates the type of transaction that is being recorded. Used in conjunction with the document type and transaction type to define liquidations and journal postings.
Pegasys Vendor Customer Self Service (VCSS)	Pegasys Vendor Customer Self Service (VCSS) is a web-based application that allows an agency and its vendors to complete and view their transaction activities electronically with real-time interaction. Transactions that can be accessed from VCSS include Bills, Collections, Invoices, Awards, Acquisition Orders, Non-Acquisition Orders, Solicitations, Responses to Solicitations, and Payments. Transactions or data exchange that can be initiated from VCSS include Bill Disputes, Correspondence, Invoices, and Responses to Solicitations. Additional information that can be accessed from within VCSS includes an Account Summary Query and Detail Billing Query.
Pegasys-Initiated VCSS Registration	Momentum-initiated VCSS Registration occurs when the vendor data is first entered into Momentum, Transmit to VCSS is set to True, and the vendor data is saved. When

Term	Definition
	completing the registration process in VCSS for a Momentum-initiated registration, the VCSS user does not have the capability to modify the vendor data that was entered in Momentum.
Negative Receivable	Occurs when the net receivable (summation of debits and credits) is negative. A correction or adjustment to a billing by the agency may result in a negative receivable.
New Dispute Status	Dispute objects just received from VCSS customers or created by a Momentum user are placed in "New" status to reflect that the analysis has not been started against them.
Notice	A notice that will be created by an admin user that will be posted to the Notice page viewed right after a user logs in.
Orphan DBR	An orphan DBR is a DBR that has not been associated with a Momentum document accounting line.
Outstanding Balances by Account Page	The Outstanding Balances by Account page is a page created for the VCSS Dashboard enhancement. It will include a My Accounts section where a customer can view specific information regarding the accounts they have access to.
Pay.gov	Pay.gov has been developed to meet the FMS commitment to process collections electronically using Internet technologies. Pay.gov satisfies agencies and consumers demands for electronic alternatives by providing the ability to complete forms, make payments and submit queries 24 hours a day electronically. Launched in October 2000, Pay.gov is a secure government-wide collection portal. The application is web based allowing customers to access their accounts from any computer with Internet access. Pay.gov provides a suite of services allowing agencies to obtain and process collections in an efficient and timely manner. The Pay.gov application is comprised of 5 services: Collections (ACH and Credit Card), Forms, Billing / Notification, Reporting, and Verification.
Pegasys/Momentum	Pegasys is USDA's instance of CGI's Momentum product.
Pre-Approved Vendor Registration	Pre-Approved Vendor Registration is used synonymously with Pegasys-initiated registrations. When a VCSS registration is initiated from Pegasys, additional registration approval is not required from Momentum. When a VCSS registration is initiated from VCSS, the registration must be first approved in Pegasys.
Primary Vendor (on Statement Entity)	On the Statement Entity, there is always a Primary Vendor/Vendor Address Code. This is the Vendor/Vendor Address Code that receives the bill.
Public Publishing	A term used to describe if a Correspondence record will be available for external/customer viewing in VCSS.
Referenced Statement Number	<p>The Referenced Statement Number field represents the billing statement on which the current billing (or credit) activity was initially recorded in the system. The Referenced Statement Number can be used to provide a link between a customer credit and the application of that credit (Credit Application would show the Statement Number of the billing that established the credit in the Referenced Statement Number field), or in the creation of an IPAC refund, as in the following examples:</p> <p>Credit Application:</p> <p>When a credit is first established, using a Billing Document (BD), a Statement Number may be assigned and associated with the new credit. During the credit application process, a Cash Receipt (CR) document is then processed to 1) liquidate the outstanding credit amount, and 2) reduce another billing. The two Cash Receipt (CR) accounting lines required to perform this process would record the value of the Statement Number (from the BD used to establish the credit) in their Referenced Statement Number fields.</p> <p>IPAC Refunds:</p> <p>When an IPAC credit is first established, using an IPAC Billing Document (BD), a Statement Number may be assigned and associated with the new credit line. To issue the refund to the customer via IPAC, the credit will be turned into an IPAC Payment or Refund. The Referenced Statement Number on the Payment would be used capture the BD Statement number, in order to include the BD Statement Number in the refund sent to Treasury/IPAC.</p>
Rejected Dispute	Setting the status of the dispute object on the Disputed Billings Query to "Rejected" means

Term	Definition
Status	that the dispute request has been fully analyzed and transaction updates have occurred in the system to reflect the rejection of the dispute.
Related Statement Number	The Related Statement Number field represents the original billing statement for which current billing (or credit) activity can be attributed, as in the following example: A credit may be established due to an overbilling in the prior period statement. The credit would be established with a new Statement Number (for the current period), but would also record in the Related Statement number field the Statement Number of the prior period statement. In this way, the Related Statement Number displays the statement that the current billing (or credit) originated from. The Related Statement Number field facilitates visibility of the original billing statement by being carried through the document chains for credit applications and credit refunds.
Report Definition	The Report Definition defines the reports that users can run and the parameters available for each report. Specifically, it is a way that the system administrator establishes reports in Pegasys.
Simple Parameters	The Simple Parameter tab is where the parameters used by the batch process can be specified. These parameters are set for the entire batch process (i.e. userID, effective Date).
Standard Grouped Bills	Standard Grouped is a report type used by Pegasys for the output (Physical Bill) of the Bill Generation Report. When selected Momentum will group all bills for a specific Vendor. The Vendor must be set up to allow grouping, this is done on the Vendor Options maintenance table.
Standard Voucher (SV)	The Standard Voucher (SV) is used to record miscellaneous accounting transactions that are not included in any of the other Pegasys modules.
Statement Number	The Statement Number field is used to associate related Billing Documents (BDs) when generating the printed bill for customers. It enables the creation of a singular billing statement that provides totals for all associated BDs as well as specific BD amounts.
Tender Type	A term used to identify the method of payment (credit card, check, etc.)
Time Out	A time out occurs as a result of inactivity in a system for a pre-determined amount of time, where upon logging back into the system, the user is displayed the system home screen.
Unapplied Collection	In terms of the Collection Query, Unapplied Collection is when the collection amount has not been applied to a Billing Document (BD) or debt account.
Unique Statement Number	The unique number used to identify the billing statement.
User Defined Accounting Dimensions	Dimensions 1 - 10 agency-defined codes that add additional meaning to a transaction.
Vendor Address	The second level of the Vendor reference table. This level usually contains the Agency Location Code, DUNS, and address information. Transactions are created at the Vendor/Vendor Address unique combination.
Vendor Header	The highest level of the Vendor reference table. This level usually contains the Agency information.
Vendor More	This is a button located on various Form/Documents in Momentum that gives additional Vendor information specific to a transaction.
Vendor Profile	Vendor Profile in VCSS serves two purposes: 1. During the VCSS registration process, vendors can optionally establish procurement/invoicing information that will be associated to a vendor profile. The information that can be associated with a vendor profile during the VCSS registration process includes the following: - Business Type and Small Business Program Representation - Solicitation, Auction, and Award E-Mail Notifications - Default Solicitation Response/Invoice Prompt Pay Discount Terms - North American Industry Classification System associations

Term	Definition
	<ul style="list-style-type: none"> - Product Service Code associations - Standard Industrial Classification associations <p>2. After a registration has been approved in VCSS, if the vendor is not registered in CCR, the Vendor Administrator has the ability to update the vendor's address and/or banking information. This information can be reviewed and/or updated by accessing the Vendor Profile. In addition to address and banking information, the Vendor Administrator also has the ability to establish or update any procurement/invoicing information that is specified above by accessing this Vendor Profile after registration has been approved. A vendor's address and banking information is read-only in VCSS if the vendor is registered in CCR.</p>
Vendor Registration Number (VRN)	A unique system-generated identifier that is used to coordinate movement of data between VCSS and Pegasys.
VCSS Dashboard	The VCSS Dashboard is an overall concept of adding a page in VCSS that will enable users to quickly review associated account information and navigate to additional billing features for each account.
VCSS Start Page	Current VCSS functionality allows a user to select a VCSS page as their 'Start' page. This will be the first page a user sees upon logging into VCSS (after exiting the View Notices page, which initially displays upon login for all users).
VCSS Vendor Approver	VCSS Vendor Approver is a general term that is used to describe the Agency user that is responsible for reviewing and approving registrations in VCSS if VCSS is configured to require registration approval.
VCSS-Initiated Registration	VCSS-initiated registration occurs when the vendor contact accesses VCSS, enters appropriate vendor registration data, and transmits that data to Momentum for review. The registration process starts in VCSS and then goes through an approval process in Momentum.

E Appendix: IPAC Inbound Transaction Chart

E.1 Appendix: IPAC Inbound Transaction Chart

The Original ALC, Customer ALC and IPAC Transaction Type are field names from the Treasury IPAC CSV/TSV Download layout. Referenced documents described in the IPAC Transaction Type column are IPAC transactions created in Pegasys. The IPAC bulk layout and CSV layout can be found at the FMS Treasury Website (<http://fms.treas.gov/>). Upon receiving the IPAC file from the IPAC Search application, Pegasys will use the logic below to create and/or update transactions.

Exhibit E-1: IPAC Inbound Transaction Chart

#	Originating ALC	Customer ALC	IPAC Transaction Type	Functional Description	Pegasys Action	Potential Chargeback Type	Process Flow
1	GSA		C, referenced doc, IPAC BD	Confirmation of IPAC bill sent by GSA (GSA pulls money via IPAC).	Create CR. CR Confirmation liquidates original IPAC BD.		BP25
2		GSA	P	GSA receives a "Push" payment (Customer sent money via IPAC).	Create CR (could be referencing non-IPAC BD or un-referenced) System attempts to find/reference/liquidate matching non-IPAC BD.	Pseudo	BP10
3	GSA		P, referenced doc, IPAC IP	Confirms IPAC payment sent by GSA (GSA refunded a credit on from an IPAC bill). Posts the IPAC IP to the cash account.	No new document is created. System updates the IPAC status on the original IPAC IP. If referencing a credit bill, set last refunded date on referenced BD line. GL updated with IPAC confirmation postings to post to Cash <New in 7.1 Upgrade – Refer to Multiple Journal Postings for IPAC IPs enhancement>		BP25
4		GSA	C	GSA receives a "Pull" payment (Customer takes money via	Create IP Manual review required. Might be "chargeback" outside 90-day	Pseudo	BP86



#	Originating ALC	Customer ALC	IPAC Transaction Type	Functional Description	Pegasys Action	Potential Chargeback Type	Process Flow
				IPAC).	window or customer pulling money for non-IPAC credit.		
5	GSA		A, referenced doc = an IPAC BD referencing an IPAC IP	Confirms chargeback by GSA of customer "Pull" payment. GSA receives a pull and determines the pull is in error. GSA bills back the pulled amount. This transaction is the confirmation received back from the GSA initiated chargeback.	Create CR. CR liquidates the BD created by copying forward from the Customer pull payment (IP)	"True Adjustment"	BP25
6	GSA		A, referenced doc = an IPAC IP referencing an IPAC CR	Confirms chargeback by GSA of customer "Push" payment. GSA receives a payment and determines the payment is in error. GSA 'pushes' back the pulled amount. This transaction is the confirmation received back from the GSA initiated chargeback.	No new document is created. IP is updated with accomplished date and IPAC Status of Confirmed.		BP25
7		GSA	A, Referenced doc = an IPAC CR Confirmation	Customer chargeback of previous IPAC bill sent by GSA GSA bills a customer via IPAC. The customer determines the bill is in error and bills back GSA.	Create CR with Debit Voucher line type. The CR references the Confirmation (Collection CR) of original BD. The CR DV processing sets the IPAC Status on original IPAC BD to Hold Pending Chargeback.	"True Adjustment"	BP25
8		GSA	A, Referenced doc = an IPAC IP	Customer chargeback of previous IPAC payment sent by GSA (e.g., customer is refusing a refund).	Create CR with normal line type referencing the IPAC IP.	"Credit"	BP25

F Appendix: IPAC Statuses and Posting Chart

F.1 Appendix: IPAC Statuses and Posting Chart

Exhibit F-1: IPAC Statuses and Posting Chart

#	IPAC Process	Document Status	IPAC Status at Start of IPAC Process	IPAC Status at End of IPAC Process	Resulting GL Entry (Net Effect of Posting)	IPAC Status Description
1	Create New IPAC BD's	Processed	Blank	Not Submitted	Unbilled/Revenue	Indicates that the line has been created and processed but has not been selected by the GSIPACOUT Outbound batch job.
2	Bill IPAC BD's	Processed	Not Submitted	In Transit	Billed/Unbilled	The Outbound batch job corrects the BD's to set the status to 'In Transit'. Once the IPAC status is set to 'In Transit', no corrections are allowed on that line. The IPAC Submission Date is updated to the date the transaction was sent to IPAC.
3	Treasury Rejects Billing Transaction	Processed	In Transit	Rejected	Unbilled/Billed	If the outbound transaction is not accepted by IPAC, IPAC notifies the agency via email/report. The IPAC status is then changed to "Rejected" and the Billing Status is set to Unbilled through the IPAC Transaction Query amending the document (manually) or via Batch Process.
4	Treasury Confirms Billing	Processed	In Transit	Confirmed	No GL Update	Once IPAC confirms that funds have been transferred, the accomplishment file is uploaded to Pegasys. The BD's IPAC status is updated to 'Confirmed' by the processing of the CR created by the Inbound Batch job. The BD's IPAC Confirmation Date and IPAC Confirmed amount are updated.
5	Create IPAC CR's	Rejected/Held/Scheduled (Inbound)	Blank	Pending	No GL Update	The "Pending" status is used to prevent the confirmation/completion of IPAC transactions if the form rejects on the inbound batch processor (GSIPACIN). This status is only used by the inbound batch process.
6	Process CR	Processed	Pending	Confirmed/	Cash/Billed*	Documents successfully created by the IPAC



#	IPAC Process	Document Status	IPAC Status at Start of IPAC Process	IPAC Status at End of IPAC Process	Resulting GL Entry (Net Effect of Posting)	IPAC Status Description
	Confirmation			Received	*(Please refer to the configuration guide for posting models)	inbound batch process (or corrected from Pending) that have been recorded in the IPAC system have an IPAC status of Confirmed (referencing IPAC Bill) or Received (referencing non-IPAC Bill or no reference).
7	Receive Chargeback on Bill	Processed	Confirmed	Hold Pending Chargeback	Unbilled/Cash	This status is set when Chargebacks are received against IPAC BDs. When the chargeback (CR w/Debit Voucher Line) is processed, it creates a new BD article with an IPAC status to Hold-Pending Chargeback to allow agencies to research the validity of the chargeback.
8	Accept Chargeback	Processed	Hold-Pending Chargeback	Do Not Send	Revenue/Unbilled	The BD has been reopened via a chargeback but the user has determined that the bill should not be resubmitted to IPAC. Do Not Send is only used for accepting chargebacks. Using the status of Do Not Send will reduce the outstanding receivable but will not resubmit via IPAC.
10	Write-Off Cash Receipt (CR)	Processed	Blank	Write-Off	Allowance/Billed AR	Outstanding charged back IPAC receivables can be written off. Processed IPAC CR Write-Offs will post to the write-off account. Billing Documents where the Write-Off amount = the Outstanding Chargeback amount will be set to IPAC Status of Write-Off.

G Appendix: Workflow Approvals

G.1 Appendix: Workflow Approvals

Please click on this link to go back to the section [4.18.1.1 Documents Requiring Approval](#)

Exhibit G-1: Document Types Requiring Approvals for Automated Business Lines – Part 1

Type of Transaction	Doc Action	Fleet	Rent	RWA/HOTD	Supply	Automotive Purchases	GWAC/MAS (SIFT)
Manual IPAC (BD)	Cancel	FMI	RMI	AMI	GMI	VMI	--
Manual Non-IPAC (BD)	Cancel	FMN	RMN	AMN	GMN	VMN	--
Manual (NV)	Cancel	FMV	RMV	AMV	GMV	VMV	--
Accruals Submitted by Form Import (SV)	Cancel	FDA	RDA	--	GDA	VDA	--
Manual Accruals (SV)	Cancel	FMA	RMA	AMA	GMA	VMA	--
Manual Allowance for Loss (SV)	Cancel	FML	RML	AML	GAL	VAL	--
NEAR Collection Reversal (SV)	Cancel	NCR	NCR	NCR	NCR	NCR	NCR
NEAR Write-Off Reversal (SV)	Cancel	NWR	NWR	NWR	NWR	NWR	NWR
Credit Application (CR)	Cancel	CW6	CW7	CW7	CW6	CW6	--
Credit Application (Refund, Without BD Reference) (CR)	Cancel	CR6	CR7	CR7	CR6	CR6	--
Credit Application (Return to Treasury) (CR)	Cancel	CT6	CT7	CT7	CT6	CT6	--
Write-Off (CR)	All	WO6	WO7	WO7	WO6	WO6	--
Manual Check(CR)	Cancel	CH6	CH7	CH7	CH6	CH6	CH6
Manual EFT (CR)	Cancel	EF6	EF7	EF7	EF6	EF6	EF6
Manual Cash (CR)	Cancel	CA6	CA7	CA7	CA6	CA6	CA6
Returned Checks (Non-IPAC) (CR)	Cancel	RC6	RC7	RC7	RC6	RC6	RC6
Manual IPAC Refund (IP)	Create/Edit/Cancel	IM6	IM7	IM7	IM6	IM6	IM6
Manual Non-IPAC Refund (IP)	Create/Edit	MR6	MR7	MR7	MR6	MR6	MR6

Exhibit G-2: Document Types Requiring Approvals for Automated Business Lines – Part 2

Type of Transaction	Doc Action	Outlease	ITSWAN	ITSREGTEL	AASFedSim	AASREGIT
Manual IPAC (BD)	Cancel	--	WMI	TMI	SMI	EMI
Manual Non-IPAC (BD)	Cancel	OMN	WMN	TMN	SMN	EMN
Manual (NV)	Cancel	--	WMV	TMV	SMV	EMV
Accruals Submitted by Form Import (SV)	Cancel	--	WDA	TDA	SDA	EDA
Manual Accruals (SV)	Cancel	OMA	WMA	TMA	SMA	EMA
Manual Allowance for Loss (SV)	Cancel	OML	WML	TML	SML	EML
Credit Application (CR)	Cancel	CW7	CW6	CW6	CW6	CW6
Credit Application (Refund, Without BD Reference) (CR)	Cancel	CR7	CR6	CR6	CR6	CR6
Credit Application (Return to Treasury) (CR)	Cancel	CT7	CT6	CT6	CT6	CT6
Write-Off (CR)	All	--	WO6	WO6	WO6	WO6
Manual Check(CR)	Cancel	CH7	CH6	CH6	CH6	CH6
Manual EFT (CR)	Cancel	EF7	EF6	EF6	EF6	EF6
Manual Cash (CR)	Cancel	CA7	CA6	CA6	CA6	CA6
Returned Checks (Non-IPAC) (CR)	Cancel	RC7	RC6	RC6	RC6	RC6
Manual IPAC Refund (IP)	Create/Edit/Cancel	IM7	IM6	IM6	IM6	IM6
Manual Non-IPAC Refund (IP)	Create/Edit	MR7	MR6	MR6	MR6	MR6
Misc Lockbox CR	Cancel	L7M	--	--	--	--



Exhibit G-3: Document Types Requiring Approvals for Automated Business Lines – Part 3

Type of Transaction	Doc Action	IWAC	ITSEXP SER	ITSNATITCM	ITSHSPC12
Manual IPAC (BD)	Cancel	KMI	XMI	NMI	HMI
Manual Non-IPAC (BD)	Cancel	KMN	XMN	NMN	HMN
Manual (NV)	Cancel	KMV	XMV	NMV	HMV
Accruals Submitted by Form Import (SV)	Cancel	KDA	XDA	NDA	HDA
Manual Accruals (SV)	Cancel	KMA	XMA	NMA	HMA
Manual Allowance for Loss (SV)	Cancel	KML	XML	NML	HML
Credit Application (CR)	Cancel	CW6	CW6	CW6	CW6
Credit Application (Refund, Without BD Reference) (CR)	Cancel	CR6	CR6	CR6	CR6
Credit Application (Return to Treasury) (CR)	Cancel	CT6	CT6	CT6	CT6
Write-Off (CR)	All	WO6	WO6	WO6	WO6
Manual Check(CR)	Cancel	CH6	CH6	CH6	CH6
Manual EFT (CR)	Cancel	EF6	EF6	EF6	EF6
Manual Cash (CR)	Cancel	CA6	CA6	CA6	CA6
Returned Checks (Non-IPAC) (CR)	Cancel	RC6	RC6	RC6	RC6
Manual IPAC Refund (IP)	Create/Edit/Cancel	IM6	IM6	IM6	IM6
Manual Non-IPAC Refund (IP)	Create/Edit	MR6	MR6	MR6	MR6

Exhibit G-4: Document Types Requiring Approvals for Manual Business Lines – Part 1

Type of Transaction	Doc Action	RPUDD	Acquisition Policy	OIG Investigative	GM&A (CAS)	Centralized Charges
Manual IPAC (BD)	Cancel	PMI	MMI	MMI	--5	--
Manual Non-IPAC (BD)	Cancel	PMN	MMN	--	--	--
Manual (NV)	Cancel	PMV	MMV	MMV	WB/WV	WB/WV
Accruals Submitted by Form Import (SV)	Cancel	--	--	--	--	--
Manual Accruals (SV)	Cancel	PMA	MMA	MMA	--	--
Manual Allowance for Loss (SV)	Cancel	PML	MML	MML	--	--
NEAR Collection Reversal (SV)	Cancel	NCR	NCR	NCR	NCR	NCR
NEAR Write-Off Reversal (SV)	Cancel	NWR	NWR	NWR	NWR	NWR
Credit Application (CR)	Cancel	CW6	CW6	CW6	--	--
Credit Application (Refund, Without BD Reference) (CR)	Cancel	CR6	CR6	CR6	--	--
Credit Application (Return to Treasury) (CR)	Cancel	CT6	CT6	CT6	--	--
Write-Off (CR)	All	WO6	WO6	WO6	--	--
Manual Check(CR)	Cancel	CH6	--	--	--	--
Manual EFT (CR)	Cancel	EF6	--	--	--	--
Manual Cash (CR)	Cancel	CA6	--	--	--	--
Returned Checks (Non-IPAC) (CR)	Cancel	RC6	RC6	--	--	--
Manual IPAC Refund (IP)	Create/ Edit/ Cancel	IM6	IM6	IM6	--	--
Manual Non-IPAC Refund (IP)	Create/Edit	MR6	MR6	--	--	--

Exhibit G-5: Document Types Requiring Approvals for Manual Business Lines – Part 2

Type of Transaction	Doc Action	Personal Property Center Sales	Personal Property Center Fleet Disposal	Personal Property Center Excess Supply	US Marshal Service Personal Property Sales	Freight and Household Goods
Manual IPAC (BD)	Cancel	--	FMI	MMI	--	--
Manual Non-IPAC (BD)	Cancel	--	FMN	MMN	MMN	--
Manual (NV)	Cancel	--	FMV	MMV	--	--
Accruals Submitted by Form Import (SV)	Cancel	--	FDA	--	--	--
Manual Accruals (SV)	Cancel	MMA	FMA	MMA	MMA	MMA
Manual Allowance for Loss (SV)	Cancel	--	FML	MML	MML	--
NEAR Collection Reversal (SV)	Cancel	NCR	NCR	NCR	NCR	NCR
NEAR Write-Off Reversal (SV)	Cancel	NWR	NWR	NWR	NWR	NWR
Credit Application (CR)	Cancel	--	CW6	CW6	CW6	--
Credit Application (Refund, Without BD Reference) (CR)	Cancel	--	CR6	CR6	CR6	--
Credit Application (Return to Treasury) (CR)	Cancel	--	CT6	CT6	CT6	--
Write-Off (CR)	All	--	WO6	WO6	WO6	--
Manual Check(CR)	Cancel	CH6	CH6	CH6	CH6	CH6
Manual EFT (CR)	Cancel	EF6	EF6	EF6	EF6	--
Manual Cash (CR)	Cancel	CA6	CA6	-	CA6	--
Returned Checks (Non-IPAC) (CR)	Cancel	RC6	RC6	RC6	RC6	--
Manual IPAC Refund (IP)	Create/Edit/Cancel	--	IM6	IM6	IM6	--
Manual Non-IPAC Refund (IP)	Create/Edit	--	MR6	MR6	MR6	--

Exhibit G-6: Document Types Requiring Approvals for Manual Business Lines – Part 3

Type of Transaction	Doc Action	Integrated Acquisition Environment	Interagency Council	Federal Citizen Services	Great Seal of US	University for People	External Services	ITC	Recycling
Manual IPAC (BD)	Cancel	--	--	--	--	--	QMI	IMI	--
Manual Non-IPAC (BD)	Cancel	--	--	--	--	MMN	QMN	--	IMN
Manual (NV)	Cancel	MDV	MDV	MDV	MDV	--	--	--	--
Accruals Submitted by Form Import (SV)	Cancel	--	--	--	--	--	--	--	--
Manual Accruals (SV)	Cancel	MMA	--	--	--	--	QMA	--	--
Manual Allowance for Loss (SV)	Cancel	--	--	MML	MML	MML	QML	IAL	IAL
Credit Application (CR)	Cancel	--	--	--	--	--	CW6	--	NW7
Credit Application (Refund, Without BD Reference) (CR)	Cancel	--	--	--	--	--	CR6	--	--
Credit Application (Return to Treasury) (CR)	Cancel	--	--	--	--	--	CT6	--	--
Write-Off (CR)	All	--	--	--	--	--	WO6	--	--
Manual Check(CR)	Cancel	--	--	--	--	--	CH6	--	--
Manual EFT (CR)	Cancel	--	--	--	--	--	--	EF7	EF7
Manual Cash (CR)	Cancel	--	--	--	--	--	--	--	--
Returned Checks (Non-IPAC) (CR)	Cancel	RC6	RC6	RC6	RC6	RC6	RC6		
Manual IPAC Refund (IP)	Create/ Edit/ Cancel	--	--	--	--	--	IM6	--	IM7
Manual Non-IPAC Refund (IP)	Create/Edit	--	--	--	--	--	MR6	--	--
Misc Lockbox CR	Cancel	--	--	--	--	--	--	L7M	L7M
Miscellaneous Lockbox CR	Cancel			L6X	L6X		L6X		



H Appendix: TROR Calculations

H.1 Appendix: TROR Calculations

Please click on this link to go back to the section [4.17.2 TROR: Executing the Batch Job \(ERTROR\)](#)

Exhibit H-1: TROR Calculations

Treasury Report on Receivables and Debt Collection Activities

Type of Receivable: Direct Loans: Guaranteed Loans: Defaulted Administrative:

Part I - Status of Receivables

Part I - Status of Receivables			
	Number	Dollar s	Calculation
Section A Receivables and Collections			
(1) Beginning FY Balance		0	Determined by Batch Parameters Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Document Action is Original TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit or Advance Doc Category is BD or (SV or JV and Is AR Receivable Accounting Event) or DA Not referencing or requiring a bill)
(2) New Receivables (+)		900.00	

			Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Document Action is not Reversal TROR Classification is the TROR Classification of the batch parameter lineType is not Credit Record Type is Interest, Penalty, Administrative Charge or (null if JV) Doc Category is BD or (SV or JV and Is AR Receivable Accounting Event) or DA Not referencing or requiring a bill)
(3) Accruals (+)	0		Total of Part: 1 Section: A Lines: 4A-4G
(4) Collections on Receivables (-)	0.00		Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Write Off, Credit Reduction, Advance Payment TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) TROR Collection Type is Agency
(A) At Agency (-)	0.00		Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Write Off, Credit Reduction, Advance Payment TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) TROR Collection Type is Agency
(B) At Third Party (-)	0		Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Write Off, Credit Reduction, Advance Payment TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) TROR Collection Type is Third Party

(C) Asset Sales (-)		0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Write Off, Credit Reduction, Advance Payment TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) TROR Collection Type is Asset Sales
(D) Collections by Treasury through Offset and Cross-Servicing (-)		0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Write Off, Credit Reduction, Advance Payment TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) TROR Collection Type is Collections by Treasury through Offset and Cross-Servicing
(E) Collections by Sale After Foreclosure (-)		0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Write Off, Credit Reduction, Advance Payment TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) TROR Collection Type is Sale After Foreclosure

(F) Collections by Department of Justice (-)			0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Write Off, Credit Reduction, Advance Payment TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) TROR Collection Type is Collections by Department of Justice
(G) Other - must footnote (-)			0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Write Off, Credit Reduction, Advance Payment TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) TROR Collection Type is Other (None of the Above)
(5) Adjustments (+ or -)			0.00	Number Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) TROR Classification is the TROR Classification of the batch parameter Document Action is Amend, Correct or Cancel Doc Category is CR or (SV or JV and Is AR Receivable Accounting Event) or (DA Not referencing or requiring a bill) Amount Total of Part: 1 Section: A Lines: 5A-5E

			Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Credit TROR Classification is the TROR Classification of the batch parameter Document Action is Amend, Correct or Cancel Doc Category is CR or (SV or JV and Is AR Receivable Accounting Event) or (DA Not referencing or requiring a bill)
(A) Reclassified/Adjusted Amounts (+ or -)		0	
(B) Adjustments Due to Sale of Assets (+ or -)		0	Manual-Defaults to 0
(C) Consolidations (+ or -)		0	Manual-Defaults to 0
(D) Foreclosure Adjustments (+ or -)		0	Manual-Defaults to 0
(E) Written-Off Debts Reinstated for Collection (+)		0	Manual-Defaults to 0
(6) Amounts Written Off (-)		0.00	Total of Part: 1 Section: A Lines: 6A-6B
			Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is Write Off TROR Classification is the TROR Classification of the batch parameter Reference Doc Category is BD or there is a Debt Account Number The Closed Out Flag is not selected on Reference DB or DA line Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)
(A) Currently Not Collectible (-)		0	
(B) Written Off and Closed Out (-)		0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is Write Off TROR Classification is the TROR Classification of the batch parameter Reference Doc Category is BD or there is a Debt Account Number The Closed Out Flag is selected on the Reference

			BD Line Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)
(7) Ending Balance		900.00	Total of Part:1 Section: A Lines: 1-3, 4A-4G, 5A-5E, 6A-6B
Section B Additional Receivables Data (Information Only)			
(1) Subsets of Ending Balance			TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (DA not referenced by a BD or requiring a Bill) or (SV or JV and Is AR Receivable Accounting Event) TROR Category is Foreign/Sovereign Government
(A) Foreign/Sovereign Government (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (DA not referenced by a BD or requiring a Bill) or (SV or JV and Is AR Receivable Accounting Event) TROR Category is State and Local Government
(B) State and Local Government (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (DA not referenced by a BD or requiring a Bill) or (SV or JV and Is AR Receivable Accounting Event) TROR Category is State and Local Government

(C) Rescheduled Debt - Delinquent (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) There is a Rescheduled Date Not referenced by a CR, JV or SV Accomplished Date
(D) Rescheduled Debt - Non-Delinquent (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (DA not referenced by a BD or requiring a Bill) There is a Rescheduled Date Referenced by a CR, JV or SV Accomplished Date
(E) Interest & Late Charges (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Record Type is Interest, Penalty, Administrative Charge or (null if JV) Doc Category is BD or (SV or JV and Is Cash Receipt Accounting Event)
(F) A-129 Justification for CNC Exclusions	0	0.00	Manual-Defaults to 0
Section C Delinquent Debt (Excluding CNC Debts)			
(1) Delinquencies by Age			

(A) 1-90 Days (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (SV or JV and is an AR Receivable Accounting Event) or (DA not referenced by a BD or requiring a Bill) Collection Due Date Offset Days is between 1 and 90 inclusive
(B) 91-180 Days (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (SV or JV and is an AR Receivable Accounting Event) or (DA not referenced by a BD or requiring a Bill) Collection Due Date Offset Days is between 91 and 180 inclusive
(C) 181-365 Days (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (SV or JV and is a Cash Receipt Accounting Event) Collection Due Date Offset Days is greater than or equal to 181 Collection Due Date Offset Years is less than 1

(D) 1-2 Years (+)		900.00	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (SV or JV and is a Cash Receipt Accounting Event) Collection Due Date Offset Years is greater than or equal to 1 Collection Due Date Offset Years is less than 2
(E) 2-6 Years (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (SV or JV and is a Cash Receipt Accounting Event) Collection Due Date Offset Years is greater than or equal to 2 Collection Due Date Offset Years is less than 6
(F) 6-10 Years (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (SV or JV and is a Cash Receipt Accounting Event) Collection Due Date Offset Years is greater than or equal to 6 Collection Due Date Offset Years is less than 10

(G) Over 10 Years (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (SV or JV and is a Cash Receipt Accounting Event) Collection Due Date Offset Years is greater than or equal to 10
(H) Total Delinquencies by Age		900.0 0	Total Part: 1 Section: C Lines: 1A-1G
(2) Delinquencies by Category			
(A) Commercial (+)		400.0 0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (SV or JV and is an AR Receivable Accounting Event) or (DA not referenced by a BD or requiring a Bill) TROR Category is Commercial Collection Due Date Offset Days is greater than or equal to 1 (This calculation is done based on the following dates: For BDs, the Collection Due Date; for SV and JVs, the Original Doc Date is used; and for DAs, the Debt Account Line End Date)

(B) Consumer (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (SV or JV and is an AR Receivable Accounting Event) or (DA not referenced by a BD or requiring a Bill) TROR Category is O Other Collection Due Date Offset Days is greater than or equal to 1 (This calculation is done based on the following dates: For BDs, the Collection Due Date; for SV and JVs, the Original Doc Date is used; and for DAs, the Debt Account Line End Date)
(C) Foreign/Sovereign Government (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (SV or JV and is an AR Receivable Accounting Event) or (DA not referenced by a BD or requiring a Bill) TROR Category is Foreign/Sovereign Government Collection Due Date Offset Days is greater than or equal to 1 (This calculation is done based on the following dates: For BDs, the Collection Due Date; for SV and JVs, the Original Doc Date is used; and for DAs, the Debt Account Line End Date)

			TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (SV or JV and is an AR Receivable Accounting Event) or (DA not referenced by a BD or requiring a Bill) TROR Category is State and Local Government Collection Due Date Offset Days is greater than or equal to 1 (This calculation is done based on the following dates: For BDs, the Collection Due Date; for SV and JVs, the Original Doc Date is used; and for DAs, the Debt Account Line End Date)
(D) State and Local Government (+)		0	
(E) Total Delinquencies by Category			Total Part 1: Section: C Lines: 2A-2D
(3) Credit Bureau Reporting (Information Only)			
(A) Commercial (+)		0.00	Manual-Defaults to 0
(B) Consumer (+)		0	Manual-Defaults to 0
Treasury Report on Receivables and Debt Collection Activities			
Part II - Debt Management Tool and Technique Performance Data			
	Number	Dollar s	Calculation
Section A Delinquent Debt 180 Days or Less			
(1) Delinquencies 1-180 Days			

(A) In Bankruptcy (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Collection Due Date Offset Days is greater than or equal to 1 Collection Due Date Offset Days is less than or equal to 180 Has a Bankruptcy flag
(B) In Forbearance or In Formal Appeals Process (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Collection Due Date Offset Days is greater than or equal to 1 Collection Due Date Offset Days is less than or equal to 180 Has a Debt Appeal Forbearance flag
(C) In Foreclosure (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Collection Due Date Offset Days is greater than or equal to 1 Collection Due Date Offset Days is less than or equal to 180

			Has a Foreclosure flag
(D) At Private Collection Agencies (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Collection Due Date Offset Days is greater than or equal to 1 Collection Due Date Offset Days is less than or equal to 180 Has a Collection Agency Referral Date
(E) In Litigation (At DOJ or Agency Counsel) (+)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Collection Due Date Offset Days is greater than or equal to 1 Collection Due Date Offset Days is less than or equal to 180 Has a Litigation flag
(F) In the Process of Internal Offset (+)		0	Manual-Defaults to 0

(G) In Wage Garnishment (+)	0	<p>TROR Classification is the TROR Classification of the batch parameter</p> <p>Line Type is not Credit</p> <p>Fiscal year is the fiscal year of the batch parameter</p> <p>Fiscal month is the fiscal month of the batch parameter (if doing monthly)</p> <p>Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</p> <p>Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</p> <p>Collection Due Date Offset Days is greater than or equal to 1</p> <p>Collection Due Date Offset Days is less than or equal to 180</p> <p>Has a Wage Garnishment flag</p>
(H) At Treasury for Cross-Servicing (+)	0	<p>TROR Classification is the TROR Classification of the batch parameter</p> <p>Line Type is not Credit</p> <p>Fiscal year is the fiscal year of the batch parameter</p> <p>Fiscal month is the fiscal month of the batch parameter (if doing monthly)</p> <p>Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</p> <p>Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</p> <p>Collection Due Date Offset Days is greater than or equal to 1</p> <p>Collection Due Date Offset Days is less than or equal to 180</p> <p>Has a Treasury Cross Serviced Referred Date</p>
(I) At Treasury for Offset (+)	0	<p>TROR Classification is the TROR Classification of the batch parameter</p> <p>Line Type is not Credit</p> <p>Fiscal year is the fiscal year of the batch parameter</p> <p>Fiscal month is the fiscal month of the batch parameter (if doing monthly)</p> <p>Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</p> <p>Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</p> <p>Collection Due Date Offset Days is greater than or equal to 1</p> <p>Collection Due Date Offset Days is less than or equal to 180</p>

			Has an External Offset Referred Date
			TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Collection Due Date Offset Days is greater than or equal to 1 Collection Due Date Offset Days is less than or equal to 180 Has no Bankruptcy flag, Debt Appeal Forbearance flag, Foreclosure flag, Litigation flag, Wage Garnishment flag, Collection Agency Referred Date, Treasury Cross Serviced Referred Date or External Offset Referred Date
(J) At Agency (+)		0	
(K) Other - must footnote (+)		0	Manual-Defaults to 0
(L) Total Delinquencies 1-180 Days	0	0.00	Total Part: 1 Section: C Lines: 1A-1B
Section B Delinquent Debt (Over 180 Days Delinquent) Eligible for Referral to Treasury for Offset and Cross-Servicing			
(1) Debt Eligible for Referral to Treasury for Collection			
(A) Delinquent Debt Over 180 Days (+)		900.0 0	Total Part: 1 Section: C Lines: 1C - 1G

			Line Type is Write Off Reference Doc Category is BD TROR Classification is the TROR Classification of the batch parameter Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is CR or (SV or JV and is a Cash Receipt Accounting Event) Has Close Out flag on Reference BD or DA Line Collection Due Date Offset Days is greater than 180 on Reference BD or DA Line
(B) Currently Not Collectible Debt (+)		0	
(C) Total Delinquent Debt Over 180 Days and CNC Debts	900.0	0	Total Part: 1 Section: C Lines: 1C-1G and Part:2 Section: B Line: 1B
Debts Ineligible for Treasury Offset Program (TOP) and Cross-Servicing (lines D through G)			
(D) In Bankruptcy (-)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Collection Due Date Offset Days is greater than 180 Has a Bankruptcy Flag
(E) In Forbearance or Formal Appeals Process (including Litigation) (-)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Collection Due Date Offset Days is greater than 180 Has a Debt Appeal Forbearance Flag and/or a Litigation Flag

			TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Collection Due Date Offset Days is greater than 180 Has a Foreclosure Flag
(F) In Foreclosure (-)		0	
(G) Other - must footnote (+ or -)		0	Manual-Defaults to 0
			Number TROR Classification is the TROR Classification of the batch parameter Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Collection Due Date Offset Days is greater than 180 Has no Bankruptcy flag, Debt Appeal Forbearance flag, Foreclosure flag or Litigation flag Amount Total Part:2 Section B Lines: 1C-1G
(H) Balance of Debt Eligible for Referral to Treasury for Collection		900.0 0	
(2) Debt Eligible for Referral to Treasury Offset Program	-17		
(A) Debt Eligible for Referral to Treasury for Collection (from 1H)		900.0 0	Number Part:2 Section: B Line: 1H Amount Total Part:2 Section B Lines: 1C-1G

(B) Foreign/Sovereign Debt (-)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)Type Collection Due Date Offset Days is greater than 180 TROR Category is Federal/Sovereign Government
(C) Debt in Litigation for Enforced Collection (-)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)Type Collection Due Date Offset Days is greater than 180 Has a Litigation flag
(D) Other - must footnote (+ or -)		0	Manual-Defaults to 0
(E) Debt Required to be Referred to Treasury Offset Program by Agency	900.0	0	Total Part:2 Section B Lines: 2A-2D
(F) Debt Referred to Treasury Offset Program (-)		0	TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)Type Collection Due Date Offset Days is greater than 180 Has an External Offset Referred Date

			TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)Type Collection Due Date Offset Days is greater than 180 Has a Treasury Cross Serviced Referred Date
(G) Debt Referred to Treasury Offset Program through Cross-Servicing (-)		0	
(H) Balance Remaining to be Referred	1,800.00		Total Part:2 Section B Lines: 2A-2D, 2F, 2G
(3) Debt Eligible for Referral to Treasury or a Designated Debt Collection Center for Cross-Servicing			
(A) Debt Eligible for Referral to Treasury for Collection (from 1H)	900.00		Number Part:2 Section: B Line: 1H Amount Total Part:2 Section B Lines: 1C-1G
(B) Foreign/Sovereign Debt (-)	0		Part: 2 Section: B Line: 2B
(C) Debt in Litigation for Enforced Collection (-)	0		Part: 2 Section: B Line: 2C
(D) At Private Collection Agencies (-)	0		TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)Type Collection Due Date Offset Days is greater than 180 Has a Collection Agency Referred Date
(E) In the Process of Internal Offset (-)	0		Manual-Defaults to 0
(F) Debt Exempted by Treasury from Cross-Servicing (-)	0		Manual-Defaults to 0
(G) Debt Returned from Cross-Servicing (-)	0		Manual-Defaults to 0
(H) Other - must footnote (+ or -)	0		Manual-Defaults to 0
(I) Debt Required to be Referred to Treasury or a Designated Debt Collection Center for Cross-Servicing	900.00	0	Total Part: 2 Section: B Lines: 1H, 2B-2C, 3D-3H

			TROR Classification is the TROR Classification of the batch parameter Line Type is not Credit Doc Category is BD or (DA not referenced by a BD or requiring a Bill) Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)Type Collection Due Date Offset Days is greater than 180 Has a Treasury Cross Serviced Referred Date
(J) Debt Referred to Treasury or a Designated Debt Collection Center for Cross-Servicing (-)		0	
(K) Balance Remaining to be Referred		900.0 0	Total Part: 2 Section: B Lines: 1H, 2B-2C, 3D-3H, 3J
Treasury Report on Receivables and Debt Collection Activities			
Part II - Debt Management Tool and Technique Performance Data			
	Number	Dollar s	Calculation
Section C Collections on Delinquent Debt			
(1) Collections on Delinquent Debt			Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) BD Accomplished Date or DA End Date is after the Due Date Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number) TROR Collection Type is Private Collection Agency
(A) By Private Collection Agencies (+)		0	

(B) By Litigation (+)		0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) BD Accomplished Date or DA End Date is after the Due Date Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number) TROR Collection Type is DOJ/Litigation
(C) By Internal Offset (+)		0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application TROR Classification is the TROR Classification of the batch parameter Doc Category is (CR and Offset Type is Internal) or (SV or JV and Is Cash Receipt Accounting Event) BD Accomplished Date or DA End Date is after the Due Date Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number) TROR Collection Type is T (Third Party?)



(D) By Third Party (+)	0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Write Off, Credit Reduction, Advance Payment TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) BD Accomplished Date or DA End Date is after the Due Date Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number) TROR Collection Type is D
(E) By Asset Sales (+)	0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) BD Accomplished Date or DA End Date is after the Due Date Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number) TROR Collection Type is Asset Sales

(F) By Wage Garnishment (+)		0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) BD Accomplished Date or DA End Date is after the Due Date Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number) TROR Collection Type is Wage Garnishment
(G) By Treasury/Designated Debt Collection Center Cross-Servicing (+)		0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application TROR Classification is the TROR Classification of the batch parameter Doc Category is (CR and Offset type is not External) or (SV or JV and Is Cash Receipt Accounting Event) BD Accomplished Date or DA End Date is after the Due Date Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number) TROR Collection Type is By Treasury/Designated Debt Collection Center Cross-Servicing



(H) By Treasury Offset (+)	0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application TROR Classification is the TROR Classification of the batch parameter Doc Category is (CR and Offset type is External) or (SV or JV and Is Cash Receipt Accounting Event) BD Accomplished Date or DA End Date is after the Due Date Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number) TROR Collection Type is Treasury Offset (E)
(I) By Agency (+)	0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application TROR Classification is the TROR Classification of the batch parameter Doc Category is (CR and Offset type is not Internal (I)) or (SV or JV and Is Cash Receipt Accounting Event) BD Accomplished Date or DA End Date is after the Due Date Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number) TROR Collection Type is Agency

			Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) BD Accomplished Date or DA End Date is after the Due Date Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number) TROR Collection Type is Sale after Foreclosure or Other
(J) Other - must footnote (+)		0	
(K) Total Collections on Delinquent Debt		0	Total Part: 2 Section: C Lines: 1A-1J
Section D CNC Debt Status			
(1) Currently Not Collectible Debts (Written Off and Not Closed Out)			Line Type is Write Off TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) Reference Doc Category is BD or has a Debt Account Number Close Out Flag is not marked in Reference BD or DA Line Has a Collections Agency Referred Date In Reference BD or DA Line Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)
(A) At Private Collection Agencies (+)		0	

(B) At Treasury or a Designated Debt Collection Center for Cross-Servicing (+)		0	Line Type is Write Off TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) Reference Doc Category is BD or has a Debt Account Number Close Out Flag is not marked in Reference BD or DA Line Has a Treasury Servicing Referred Date In Reference BD or DA Line Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)
(C) At Treasury for Offset (+)		0	Line Type is Write Off TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) Reference Doc Category is BD or has a Debt Account Number Close Out Flag is not marked in Reference BD or DA Line Has an External Offset Referred Date In Reference BD or DA Line Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)

(D) Other - must footnote (+)		0	Line Type is Write Off TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) BD Accomplished Date or DA End Date is after the Due Date Reference Doc Category is BD or has a Debt Account Number Close Out Flag is not marked in Reference BD or DA Line Has an External Offset Referred Date In Reference BD or DA Line Has a Treasury Servicing Referred Date In Reference BD or DA Line Has a Collections Agency Referred Date In Reference BD or DA Line Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)
(E) Total-Currently Not Collectible Debts (1A thru 1D not mutually exclusive)		0	Line Type is Write Off TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) Reference Doc Category is BD or has a Debt Account Number Close Out Flag is not marked in Reference BD or DA Line Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)
(2) CNC Debts Closed Out During the Current FY (+)		0	Part: 1 Section: A Line: 6B



(1) Debts Closed Out During the Previous Calendar Year (CNC and Non-CNC Debts) (+)	0	Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly) Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly) TROR Classification is the TROR Classification of the batch parameter Doc Category is (CR and Line Type is Write Off) or (SV or JV and Is Write Off Accounting Event) Reference Doc Category is BD or has a Debt Account Number Close Out Flag is not marked in Reference BD or DA Line
(A) Reported to IRS on Form 1099-C (+)	0	Manual-Defaults to 0
(B) Not Reported, Eligible for 1099-C, but not required (Less than \$600) (-)		Manual-Defaults to 0
(C) Not Reported to IRS on Form 1099-C - (must footnote) (1A-1B)	0	Manual-Defaults to 0

Treasury Report on Receivables and Debt Collection Activities

Part III - Footnotes	Populates with Footnotes entered on the associated TROR query
Agency Contact Information	



Preparer's Name:
Preparer's Facsimile
No.:

Supervisor's Name:

Address:

City:

State:

Telephone
Number:
E-Mail
Address:
Telephone
Number:
E-Mail
Address:
Zip Code: