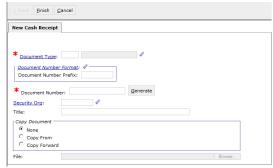
## Introduction

- Cash Receipt Debit Vouchers can be used to record returned checks, chargebacks or refunds (Pay.gov)
- The user can create a Debit Voucher Cash Receipt by indicating a *Debit Voucher* line type and entering a negative dollar amount on the document
- The user references the original Cash Receipt that liquidated the bill
  - Since the original Cash Receipt references the closed Billing Document line, Pegasys re-opens the bill's outstanding amount
- Debit Vouchers can be manually created or by using the Copy Forward functionality
- For detailed information, please refer to the BAAR User Guide

## **Create a Cash Receipt Debit Voucher using Copy Forward**

- 1. Log into Pegasys
- 2. Navigate to Transactions > Accounts Receivable > New > New Cash Receipt

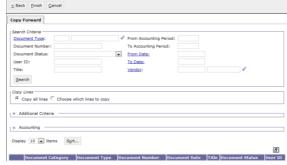


3. Enter Document Type:

Document Type	Uses
RC6, RC7	Returned Check Debit Voucher
PV6, PV7	Pay.gov Refund Check Debit Voucher

- 4. Select the **Generate** button to generate a **Document Number**
- In the Copy Document group box, select Copy Forward

6. Click the **Next** button



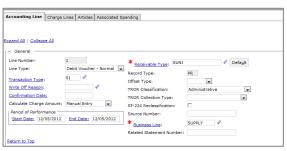
- 7. Enter **Search Criteria** for the Cash Receipt you wish to Copy Forward
- 8. Select the **Search** Button
- 9. Select the document and then select the **Finish** button
- 10. The New Cash Receipt Document entry page is displayed



- 11. Enter the following in the General group box:
  - Debit Voucher Number
  - Accomplished Date (Treasury Accomplished Date)
- 12. Select the Accounting Lines tab



- 13. Select the Accounting Line and select the **Accounting Line** hyperlink
- 14. The accounting line is displayed



- 15. Enter the following in the General group box:
  - Line Type = **Debit Voucher Normal**
  - Transaction Type = 01
- 16. Enter the following in the Line Amounts group box:
  - Principal Amount = (Amt in parentheses)
- 17. Note the Document Reference group box contains information on the original Cash Receipt

The Reopen Bill flag defaults to Yes, which means the original bill will be reopened in the amount of the DV CR upon processing

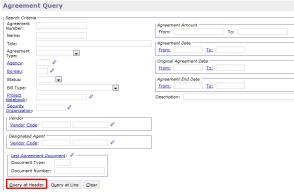


- 18. Note Document Number of Cash Receipt
- 19. Select the **Save** button
- 20. Select the Verify button
- 21. Select the **Submit** button

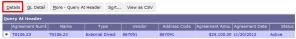
## **View Updated Agreement**

RWA/HOTD, Outlease, AAS/ITS, and Manual Business Lines reference PCAS Agreements

- Navigate to Queries > Project Cost Accounting > Agreement Query
- 2. Enter the **Agreement Number** from the CR
- 3. Select the **Query at Header** button



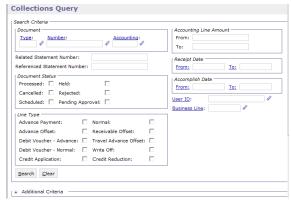
4. Select the Agreement and click the **Details** button



5. Note the Chargeback Amount documented on the agreement

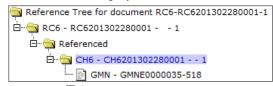


Navigate to Queries > Accounts Receivable > Collections



- 2. Enter the following in the Search Criteria:
  - Document Number = Debit Voucher Cash Receipt Document Number
  - Document Status = Processed
  - Line Type = **Debit Voucher Normal**
- 3. Select the **Search** button
- 4. Select the Debit Voucher record and then select the **Reference** button

5. Select the [+] symbol to the left of the folders until the BD is displayed



- 6. Select the symbol to the left of the BD and then click the **View** button
  - The BD Header page is displayed
- 7. Note that the **Chargeback Amount** (in the Referenced Amounts section), is populated in the amount of the Debit Voucher CR



- 8. Select the **Accounting Lines** tab
- 9. Select the appropriate accounting line, and then select the **Accounting Line** hyperlink
- 10. Note that due to the Processed Debit Voucher, the Billing Document now has the Amount entered in Step 16 from the Debit Voucher creation process listed as **Outstanding** 
  - Pegasys Web Site <a href="http://pegasys.gsa.gov">http://pegasys.gsa.gov</a>
    - · Pegasys User Guide
    - BAAR User Guide
    - BAAR Management Course Training Materials
  - Financial System Service Desk
    - 1-866-450-6588
    - ocfoservicedesk@gsa.gov

BAAR:
Create a Cash
Receipt Debit
Voucher for a
Returned Check
Quick Reference
Card



General
Services
Administration

## The Integrated Financial Management System

