

Introduction

- **Internal Voucher (NV)** - Used to perform fund transfers amongst organizations doing business within GSA
- The Internal Voucher permits the simultaneous recording of expenditure for the receiver of goods/services (buyer) and revenue for the provider of the goods/services (seller).
- **Intrafund** – billing within the same Treasury Accounting Symbol (TAS) (e.g. RWA billing itself)
- **Interfund** – billing within GSA, but not with the same TAS (e.g. 255/455 paying rent to 192X)
- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- For detailed information, please refer to the Internal Voucher chapter of the BAAR User Guide.

Creating an NV

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

New Internal Voucher

* Document Type: AMV RWA/HOTD Manual NV

Document Number Format:
Document Number Prefix:

Statement Number: X0000977

Document Number: AMVX0000977-001

Security Org:

Title:

Copy Document:
☒ None
☐ Copy From
☐ Copy Forward

File:

7. Select the **Finish** button.

Pegasys > Transactions > Accounts Payable > New > Internal Voucher > Header

Verify Save Submit Schedule Print 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: BMV Rent NV Manual Voucher Date: Reset Document Date: ☐
Status: NEW Accounting Period:
Document Number: BMVAA000002-014 Reporting Accounting Period:
Statement Number: AA000002 Generate Statement Number Batch Number:
Title:
Authorized By: Document Classification:
Post Code: Security Org: GSA
Disbursing Office: * Accomplished Date:
Return to Top Suppress Printing: ☐

8. Enter the Accomplished Date

9. Enter (or search for using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field.

Vendor Information

Vendor

* Code: 440553234 00008

Name: GSA,OAD,FINANCE DIVI

10. Enter the Assignment Code in the User Defined Fields Assignment Code field.

User Defined Fields

* Assignment Code:

Severable Service:

Client Telephone Number:

11. Select the **Accounting Line** tab.

Header Header Accounting Lines Approval Routing Memos Summary Correspondence

Header Accounting Line Associated Spending

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

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Proj Cd	Sub Proj	Activity	SDC	Sub Obj
-------------	-----------	--------	------------------	----------	------	------	------	-----	--------	---------	---------	----------	----------	-----	---------

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

13. Enter the Initial Line Amount.

Pegasys > Transactions > Accounts Payable > New > Internal Voucher > Header

Verify Save Submit Schedule Print 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

Expand All Collapse All

General
Line Number: 1 * Source Number: 04323456
Related Statement Number:

Return to Top

Line Amounts

Calculate From Detail Records	
Initial Amount:	\$1,200.00
Discount Amount:	\$0.00
Surcharge Amount:	\$0.00
Amount:	\$1,200.00
Applied Prepayment Amount:	\$0.00

Return to Top

14. Enter the Buyer Accounting Template, Accounting Dimensions and Transaction Type.

Buyer

Transaction Type:

Additional Attributes
Prior Year Adjustment: Not a Prior Year Adjustment Public Law Number:

Accounting Dimensions

Template: Default

* BBFY: EBFY: Fund: Region: Org Code:
Program: Project Code: Activity: Sub-Object Class: Revenue Source:
Sub Revenue Source: Building Number: Location/System: Vehicle Tag #: Work Item:
Lease #: Reimbursable Sub-Object Class: Reimbursable Sub-Object: BETC: Cost Organization:
Cohort Year: PRC:

15. Enter the Buyer Reference Document Information.

Reference Document

Type: Number: Item: Accounting: Final: ☐ Misc: ☐ View Default

Liquidate Items: ☐

16. Enter the Seller Accounting Template, Accounting Dimensions and Transaction Type

Seller

Transaction Type:

Additional Attributes
Prior Year Adjustment: Not a Prior Year Adjustment Public Law Number:

Accounting Dimensions

Template: Default

* BBFY: EBFY: Fund: Region: Org Code:
Program: Project Code: Activity: Sub-Object Class: Revenue Source:
Sub Revenue Source: Building Number: Location/System: Vehicle Tag #: Work Item:
Lease #: Reimbursable Sub-Object Class: Reimbursable Sub-Object: BETC: Cost Organization:
Cohort Year: PRC:

17. Enter Revenue Source Code.

18. Enter the other required fields per Business Line.

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

Agreement

Agreement Number: Agreement Line Number:

20. For Business Lines utilizing Detail Billing Records, select **Detail Billing Record Search** Tab.

21. Select **Add**.

22. The Modified Detail Billing Record page is displayed.

23. Enter an Amount.

24. Enter a Record Date.

25. INTERFUND/INTRAFUND —Enter the Interfund Indicator.

26. Enter the business line specific required fields.

27. Select **Save**.

28. Select **Verify**.

29. Select **Submit**.

Pegasys Resources

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



**General
Services
Administration**

The Integrated Financial Management System



BAAR: Creating Internal Voucher Quick Reference Card