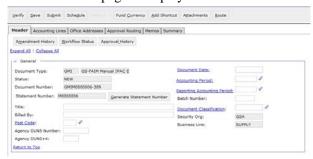
Introduction

- Billing Document (BD)- A means of establishing accounts receivable and recording the financial impact of amounts due to GSA for services rendered or goods delivered
- The Normal line type is used on Receivables to recognize revenue
- IPAC Transactions between GSA and customer agency in which billing and collection is performed via Treasury's Intra-Governmental Payment and Collection (IPAC) system
- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy/business process
- For detailed information, please refer to the Billing Document chapter of the BAAR User Guide

Creating a BD - IPAC

- 1. Log into Pegasys
- 2. Select **Transactions—Accounts Receivable— New—Billing Document** from the menu bar.
- **3.** Enter an IPAC BD Document Type
- **4.** Select the **Generate Statement Number** button to generate a Statement Number
- **5.** Select the **Generate** button to generate a Document Number
- **6.** Select the **Finish** button
- 7. The Header page is displayed



8. Enter the name of the user that authorized the billing in the Billed By field

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



- **10.** Select the **Default** Button in the Designated Agent Group Box
- **11.** Enter the User Defined Fields as required for your business line (such as Assignment Code, Severable Service, Client Telephone, etc.)



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

Note: See User Guide for Accounting Line required IPAC field listing.

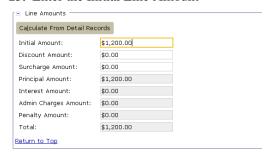


14. Enter the Period of Performance dates



Note: For agreement billing, should be set to agreement start/end dates.

15. Enter the Initial Line Amount



- **16.** Enter the Accounting Template and select **Default**
- **17.** Enter Revenue Source Code and any other required dimensions
- 18. Verify BETC
 - If the Transaction Definition corresponding to the Transaction Type entered does not have a default BETC indicated the system will populate the BETC with the BETC on the Treasury Symbol that corresponds to the document category/line type of the transaction.
 - If a BETC for the document category/line type does not exist, then the system will populate it with the default BETC indicated on the Treasury Symbol associated with the fund.



- **19.** Enter the required IPAC information in the Interagency Transfer Section on the accounting line
- 20. Enter the Customer Treasury Symbol (optional)
- 21. Enter the Customer Funding Source
- **22.** Funding Authorization Source: Defaults to Funding Document or Agreement
- 23. Enter the Funding Document value

Funding Authorization Source		
Funding Authorization Source:	Funding Document	₩
Funding Document:		

- **24.** Enter the remaining required fields in the Interagency Transfer section such as Accounting Classification Code, Accounting Classification Reference Number, etc.
- **25.** Enter the Fiscal Station Number



26. Enter the Business Line as the Contract Number November 2014 Final

- **27.** Enter "NA" in the Contract Line Item Number field
- **28.** For Business Lines utilizing PCAS agreements, enter the Agreement Number and Agreement Line Number.
- 29. For Business Lines using Detail Billing Detail Records, select **Detail Billing Record** Search Tab

For Business Lines **not** using Detail Billing Records, proceed to **Step 37**

- 30. Select Add
- **31.** The Modified Detail Billing Record page is displayed

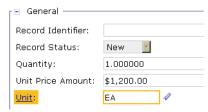


Note: See User Guide for Detail Billing Record required IPAC field listing.

32. Record Identifier:

The system will generate a Record Identifier value when left blank and will default the Unit from the detail billing record or article.

- **33.** Enter a Quantity, Unit Price, Articles or Services description for IPAC
- **34.** For business lines requiring the Unit field, enter Unit



35. Enter the Total Amount of the DBR in the **Amounts** field



- 36. Enter a Record Date
- **37.** Enter the Required Detail Billing Elements for business line
- 38. Select Save
- 39. Select Office Addresses
- **40.** Select the **Remit To** address line
- 41. Select Office Address link
- **42.** Enter the Office Code
- **43.** Select the Accounting Line link then select the **Articles Tab**
- **44.** Select the **Add** button



45. The Article page is displayed



Note: The **Qty Price Indicator** defaults based on the Business Line

- **46.** Enter the Article or Services text for business lines requiring Articles or Services text.
- **47.** Enter the IPAC Schedule Date (optional)
- 48. Select Save
- **49.** Select **Verify**
- 50. Select Submit



General Services Administration

The Integrated Financial Management System



BAAR: Creating
IPAC Billing
Document
Quick Reference
Card