



Billing and Accounts Receivable User Guide

Pegasys Version 6.5

**U.S. General Services
Administration**

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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 and collection procedures via the Pegasys financial management system,
- Providing better customer service by providing a single online source to view billing, account, 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.

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 functionality “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 will incorporate additional business lines and new Pegasys and VCSS functionality.

The BAAR Phase 2 implementation is unique in that it is split into two separate work streams with two Go-Live dates, Phases 2A and 2B.

- Phase 2A Implementation: July 2013
- Phase 2B Implementation: November 2013

The following exhibit identifies the business lines that will be brought online in BAAR during the Phase 2A and Phase 2B implementations.

Exhibit 1-1: BAAR Phase 2A and Phase 2B Business Lines

Business Line	Implementation
Reimbursable Work Authorizations (RWA)	Phase 2A
Heating Operation and Transmission District (HOTD).	Phase 2A
GM&A – Centralized Administrative Support (CAS)	Phase 2A

Business Line	Implementation
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

All remaining GSA business lines will be implemented with Phase 3 of the BAAR implementation.

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 and Phase 2 of the BAAR implementation. The User Guide does not incorporate the Phase 3 business lines and functionality.
 - 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 GSA's Operations group.
 - Pegasys reference tables are detailed in Pegasys Online Help and are maintained by GSA'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 – GSA User Defined Fields and Form Descriptions:** Contains listing of the GSA user defined fields on a given form or a query. The GSA User defined fields are the fields that have been either added or relabeled by extensibility for BAAR implementation.
 - ▶ **Appendix C – GSA Business Process 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 – Accounts Receivable 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.
- 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's a navigation bar with links for Transactions, Queries, Reference, System Administration, Utilities, and a sign-in area. Below the navigation bar is a message bar indicating security questions are not set up and showing the last successful login date. The main area is titled 'Inbox' and contains a search criteria section with fields for Task, Item, Description, Priority, Status, Expected Completion Date, and Assigned Date. Below the search is a table with one item listed:

Expected Completion Date	Priority	Task	Item	Description	Assigned Date	Status
01/08/2013	Medium	Approve Form	IM6_IM6_TS141.52D	Approve PENDINGAPPROVAL IM6_IM6_TS141.52D Form 00001	01/08/2013	Assigned

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 Subsection -Available Document Types and Appendix A

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 Subsection-GSA User Defined Fields and Appendix B

When GSA 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 GSA User Defined fields table in Appendix B.

Exhibit 1-5: Hyperlink from GSA 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 GSA 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 Subsection -Steps to Perform a Business Process and Appendix C

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

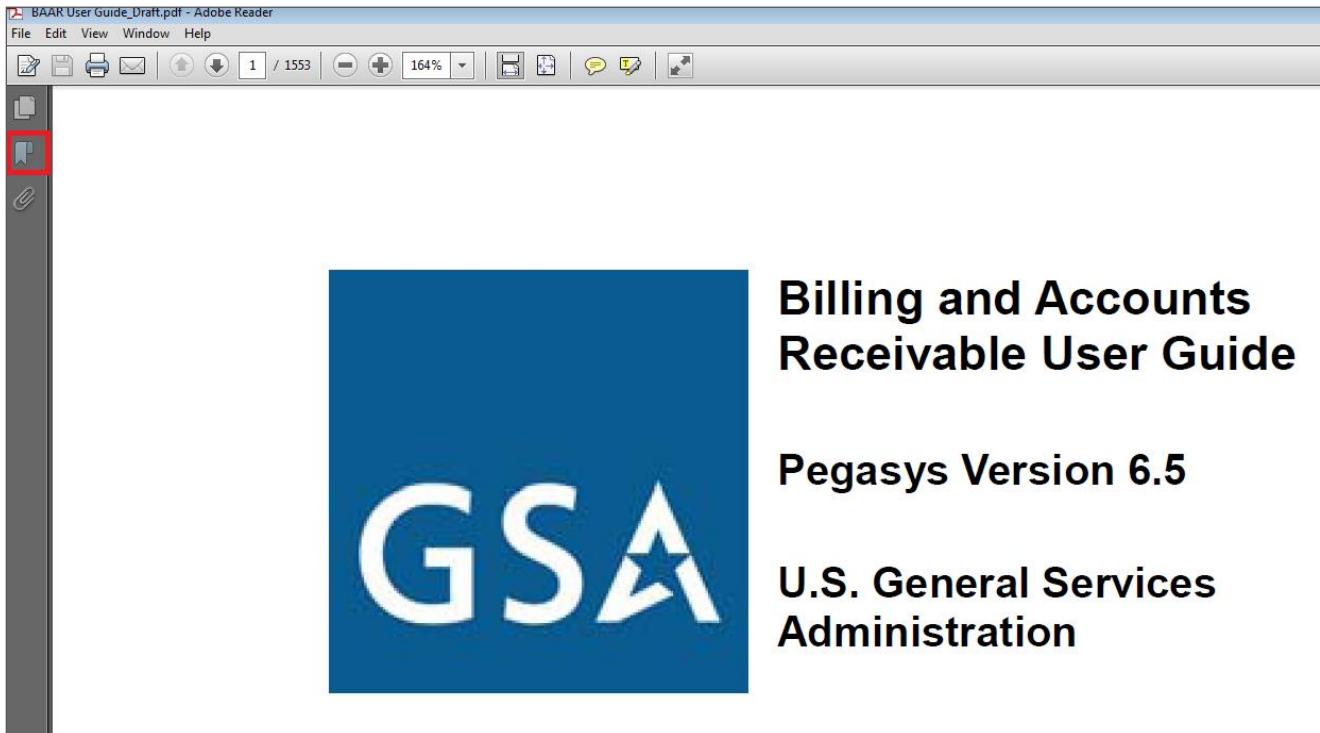
The BAAR user guide contains the functionality to display the PDF navigation panel on the Left hand side of the document. The PDF navigation panel contains the links to the BAAR user guide sections.

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.

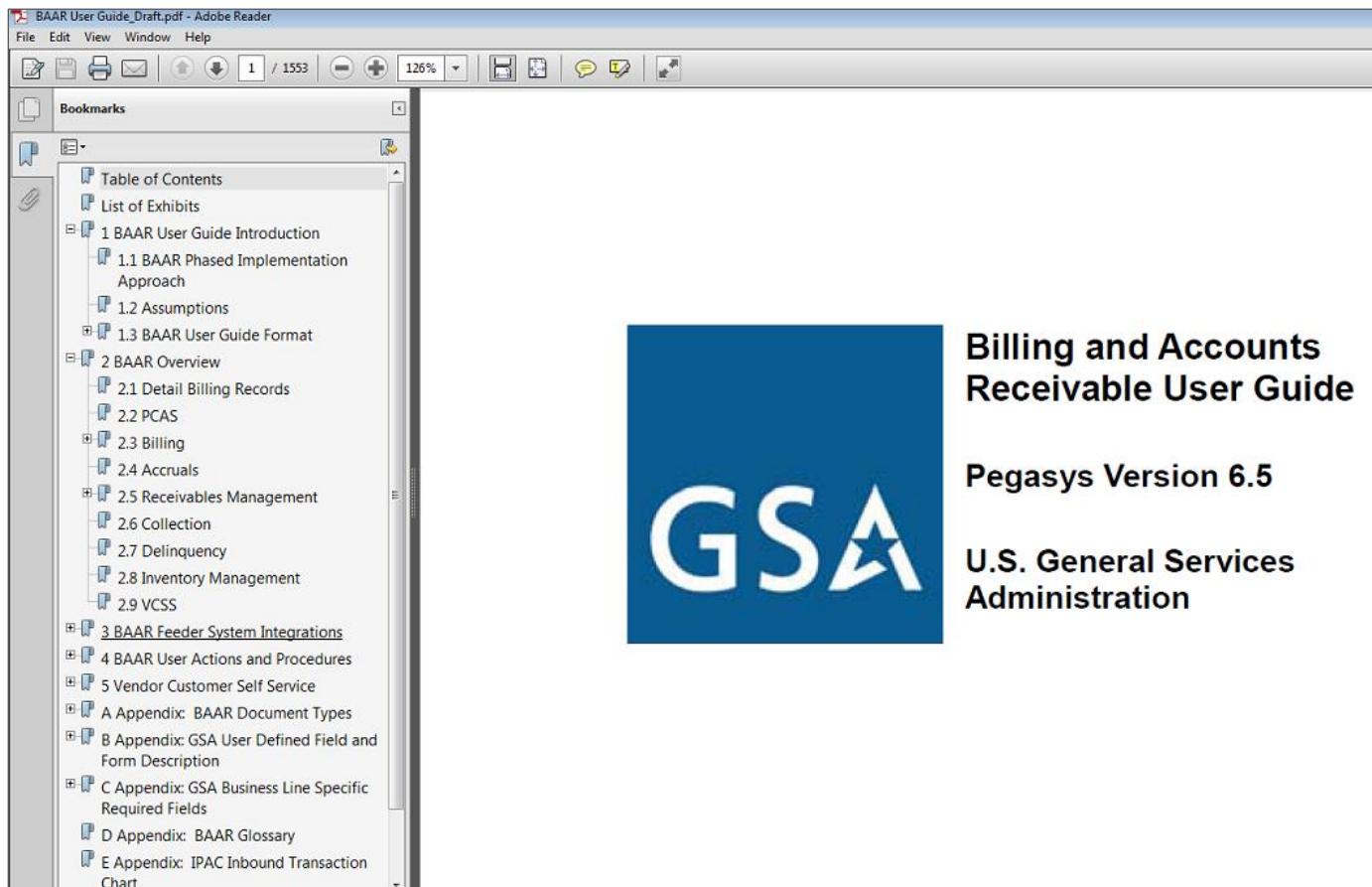
The following Exhibit shows the highlighted icon “Ribbon” that needs to be clicked on, in order to open up the navigation panel.

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



The screenshot shows a PDF document titled "BAAR User Guide_Draft.pdf" in Adobe Reader. The left side features a navigation panel with a tree view of the table of contents. The main content area displays the title "Billing and Accounts Receivable User Guide" and the Pegasys logo. The right side contains the text "Pegasys Version 6.5" and "U.S. General Services Administration".

Table of Contents:

- Table of Contents
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- 1 BAAR User Guide Introduction
 - 1.1 BAAR Phased Implementation Approach
 - 1.2 Assumptions
 - 1.3 BAAR User Guide Format
- 2 BAAR Overview
 - 2.1 Detail Billing Records
 - 2.2 PCAS
 - 2.3 Billing
 - 2.4 Accruals
- 2.5 Receivables Management
- 2.6 Collection
- 2.7 Delinquency
- 2.8 Inventory Management
- 2.9 VCSS
- 3 BAAR Feeder System Integrations
- 4 BAAR User Actions and Procedures
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- A Appendix: BAAR Document Types
- B Appendix: GSA User Defined Field and Form Description
- C Appendix: GSA Business Line Specific Required Fields
- D Appendix: BAAR Glossary
- E Appendix: IPAC Inbound Transaction Chart

2 BAAR Overview

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

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)

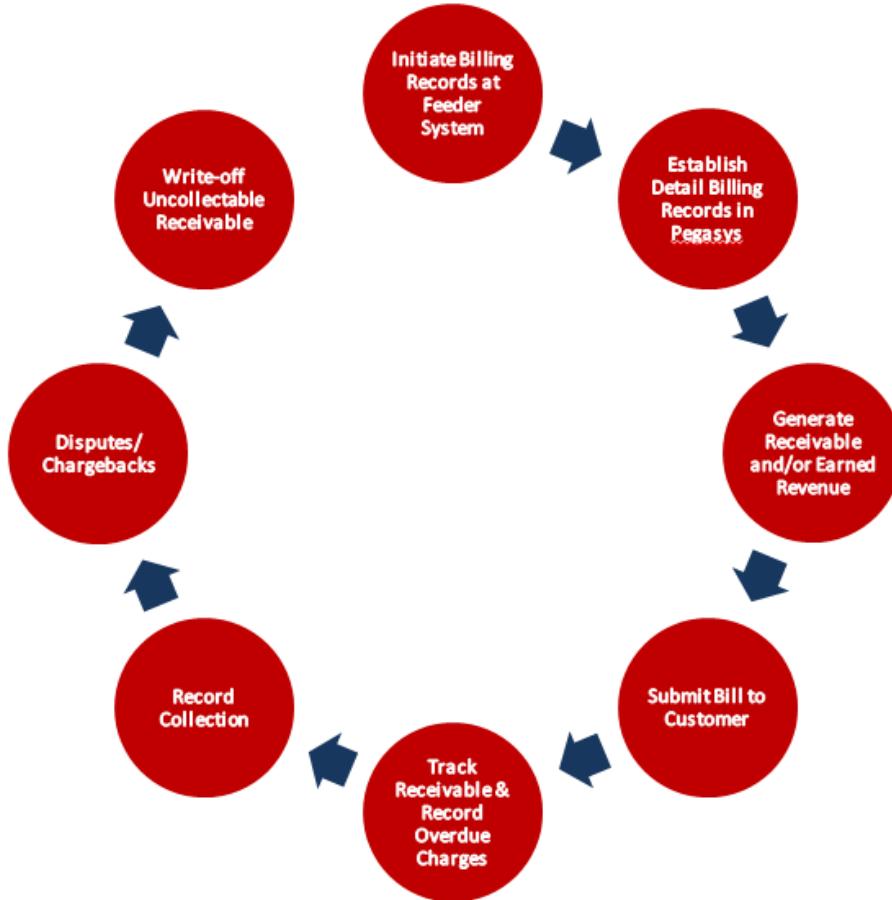
Please refer to *section 3: BAAR Feeder System Integrations* for information on the Feeder System integration process with Pegasys. DBRs can also be created manually via the Pegasys Detail Billing Record Query.

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 GSA to specify 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 Lifecycle – 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 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.

2.3.1 Statement Billing

GSA will use Statement billing as a means to group bills to form consolidated billing. 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 GSA 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.

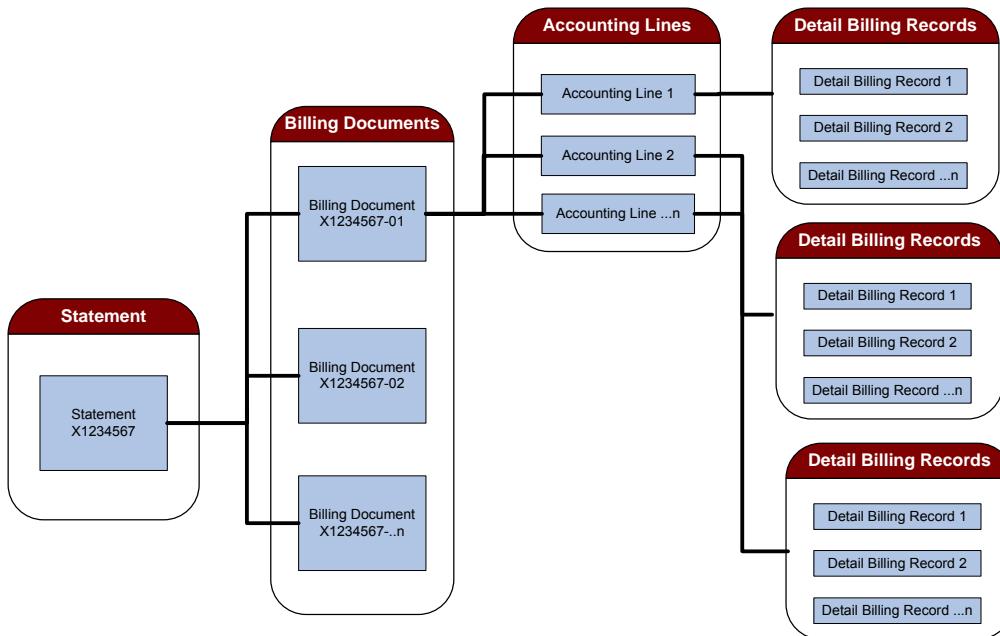
Statement numbers can also be assigned at the time of manual form creation, using the generate statement number button. The user has the option to generate the statement during the new form wizard process or from within the new form.

Statements can be generated for both DBR and 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.

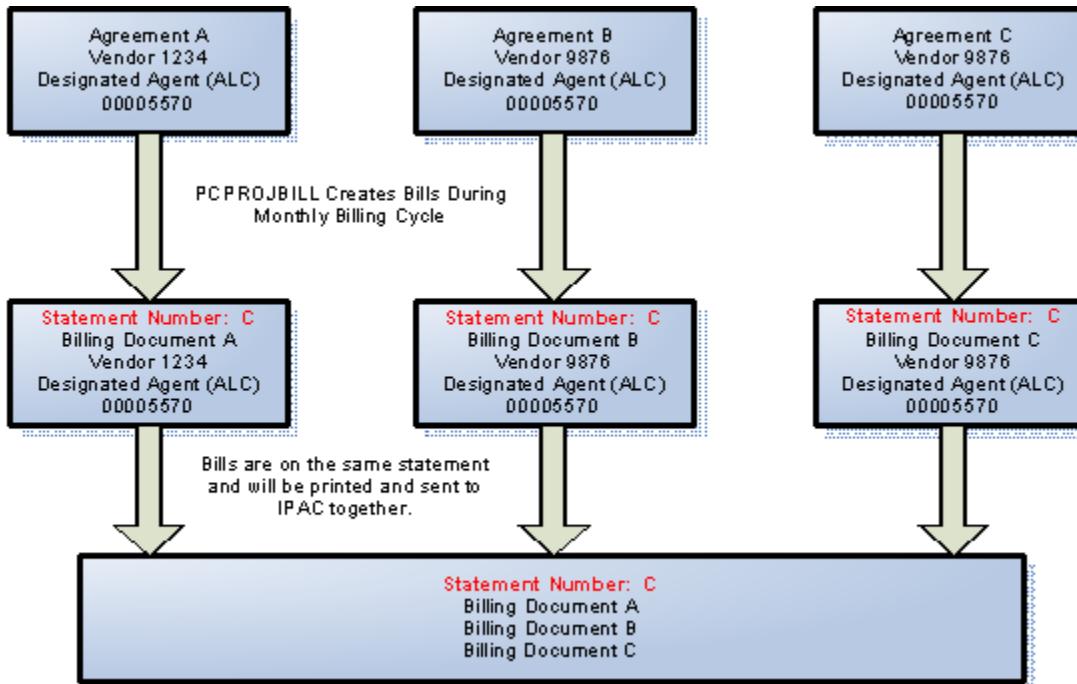
Exhibit 2-3: DBR Statement Structure



- Statement Billing For PCAS (Project Cost Accounting System): In this process a statement is generated when Billing Documents are processed to Billed 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.

The following exhibit depicts the statement structure for PCAS.

Exhibit 2-4: PCAS Statement Structure

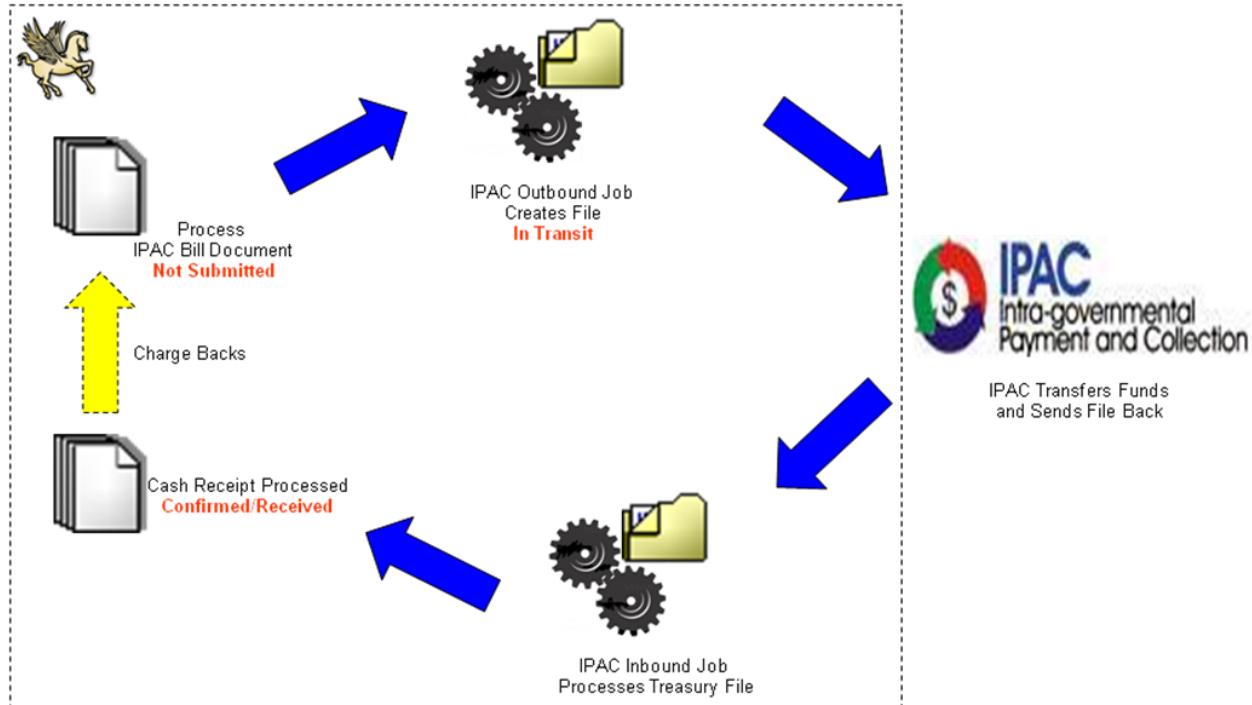


2.3.2 IPAC

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 2-5: 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/corrected.

Exhibit 2-6: 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.

Document Category	IPAC Status	Description
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.
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.

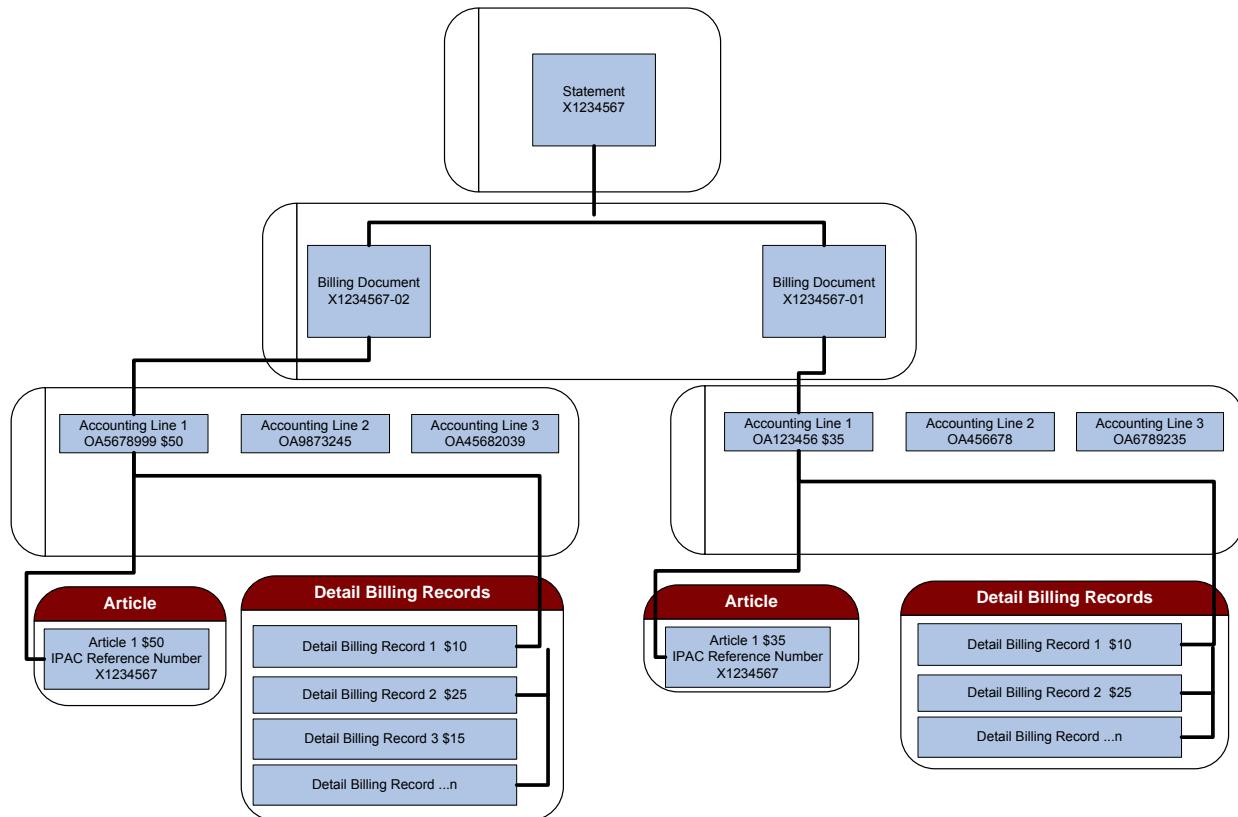
2.3.2.1 IPAC Transaction Structure

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.

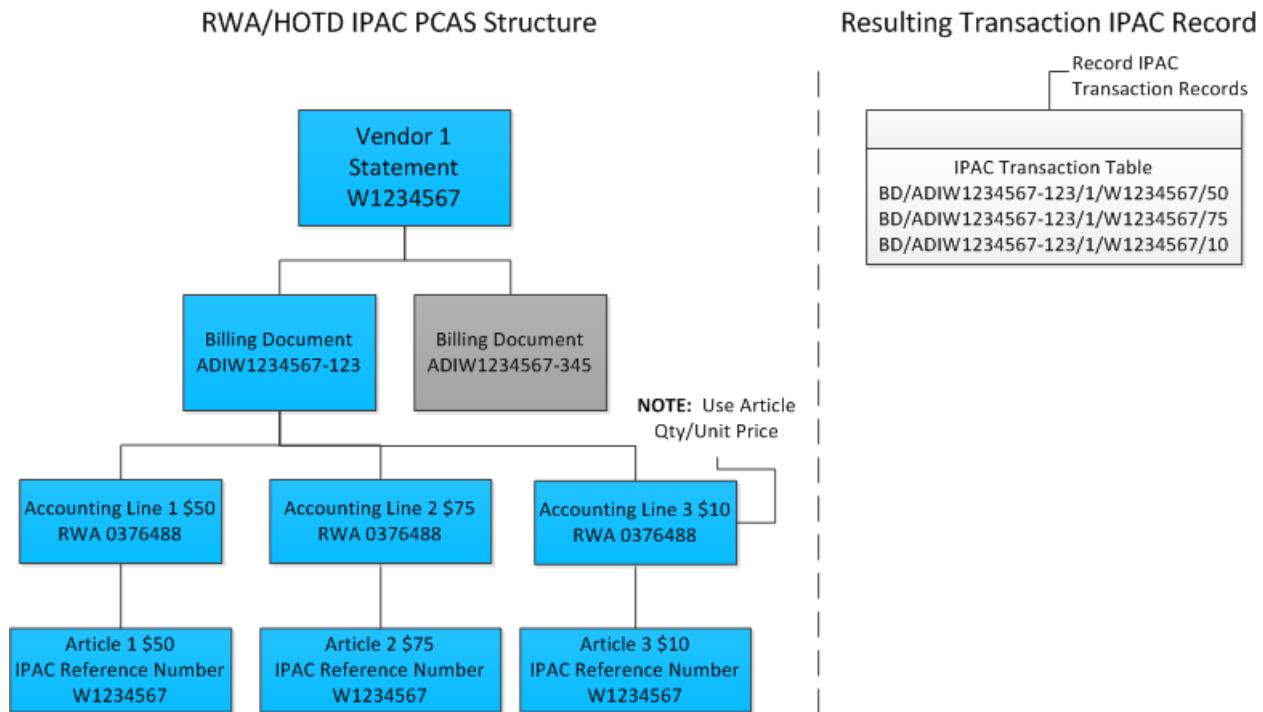
The following illustration is an IPAC Statement using DBRs.

Exhibit 2-7: IPAC Statement using DBR



The following illustration is an IPAC Statement using agreements.

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



2.3.2.2 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.

2.3.2.3 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

2.3.2.4 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

2.3.3 Non-IPAC

Non-IPAC (standard) bills are generated and optionally sent to customers for remittance. Both DBR and PCAS billing methods will generate Non IPAC Billing Documents (BD). 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 will generate Advance Offset Cash Receipts (CR) for 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.

2.3.4 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.

Both the DBR and PCAS billing methods will perform Intra/Interfund billing that is recorded using Pegasys 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).

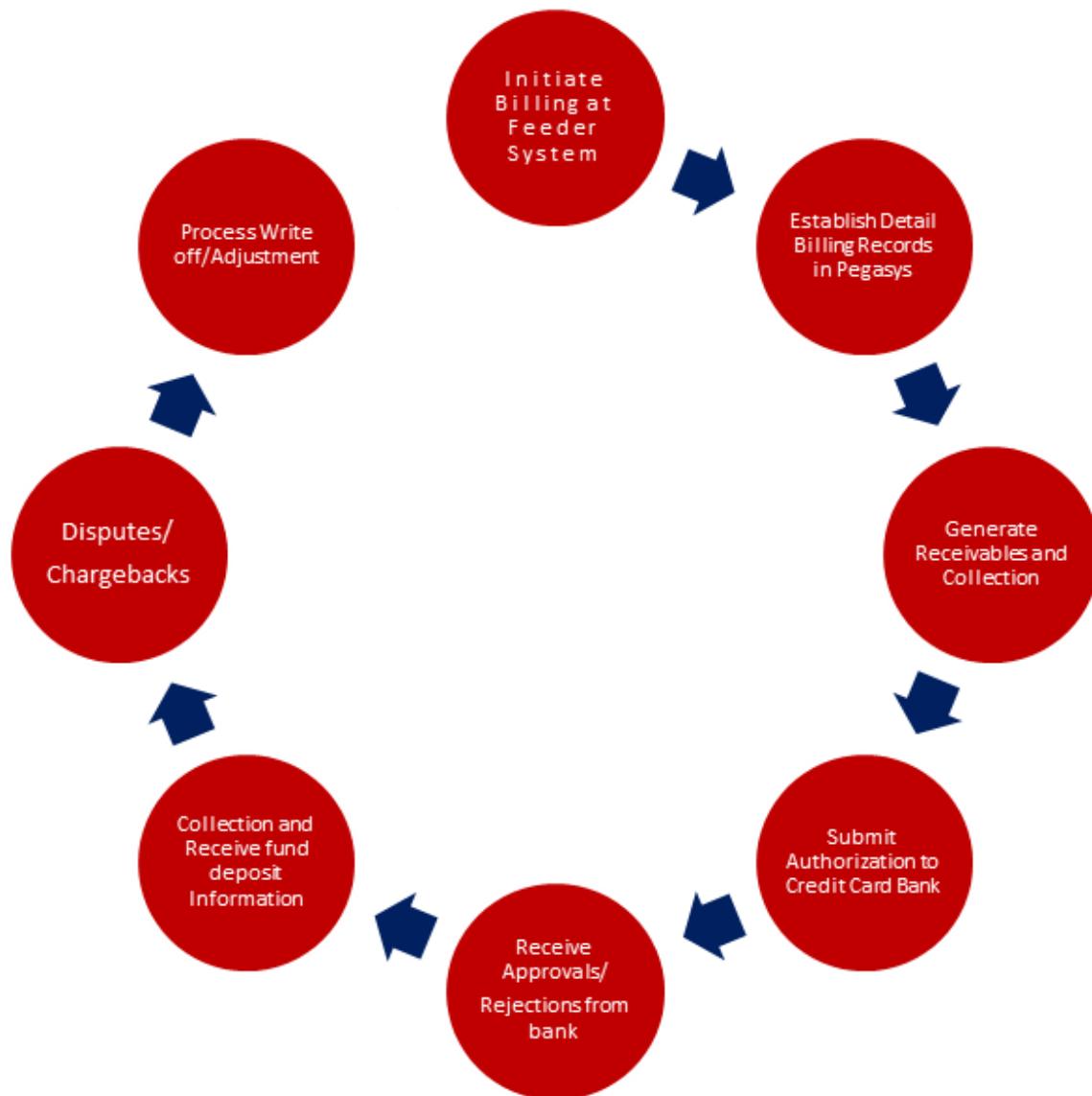
2.3.5 Revenue Credit Card

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 Transaction Reporting System (TRS), 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



2.3.6 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

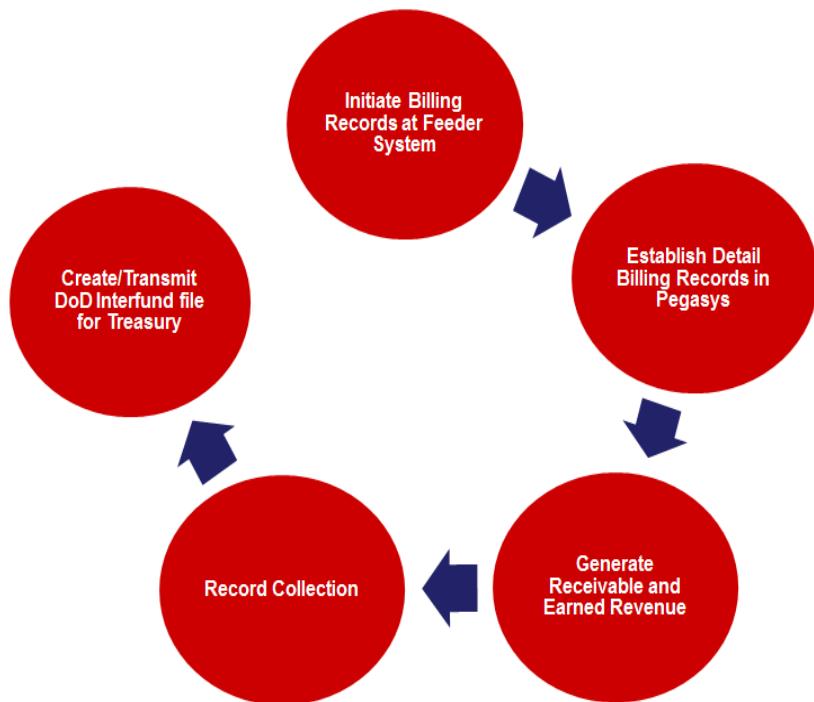
Billing Month	1st Position of String
January	A, B
February	C, D
March	E, F
April	G, H
May	J, K
June	L, M
July	N, P

Billing Month	1st Position of String
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 (SUDLYARDDBSUMR). 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



2.4 Accruals

Provides a means 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 to *section 4.5*.

2.5 Receivables Management

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

2.5.1 Correspondence

Correspondence provides the ability to communicate internally and/or externally. Internal Correspondence is used when GSA needs to document internal (GSA-only) communications or notes. External Correspondence is used to allow GSA to communicate with the customer as well as to allow customers to communicate with GSA. External Correspondence can be created and sent from Pegasys by GSA and created and sent from Vendor/Customer Self Service (VCSS) by a GSA customer.

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*.

2.5.2 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 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*.

2.5.3 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. GSA has established which approval types 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*.

2.5.4 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 GSA and a GSA user 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*.

2.5.5 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*.

2.5.6 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.

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

2.5.7 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, GSA books Unfilled Customer Order with the Advance Payment Cash Receipt Document. For customers that do not require an advance, GSA books Unfilled Customer Order using an Agreement Document. The UFCO process reduces the agreement line amount.

2.5.8 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. GSA may use Mass Import for the following documents:

- Billing Documents
- Internal Vouchers
- Standard Vouchers
- Cash Receipts
- Itemized Payments
- External Direct Agreements
- Internal Direct Agreements

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*.

2.6 Collection

GSA receives collections from several sources, including Lockbox banks, Pay.gov, and TRS (via the IPAC system). Transaction Reporting System (TRS) 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. GSA receives settlement notification from TRS for Pay.gov credit card and Revenue Credit Card collections. The TRS reports are pushed to GSA 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 bank lockbox
- **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 TRS) - 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, GSA is notified of the confirmation by Treasury via TRS. 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
- ▶ TRS Inbound batch processing
 - Reads the TRS file, applies crosswalk rules to the details in the file, populates the TRS Inbound Detail staging table
- ▶ TRS Detail batch processing
 - Reads the TRS Inbound Detail staging table and updates Revenue Credit Card CR transactions to record cash based on Confirmation from TRS
 - Updates records with settlement information from TRS after settlement is confirmed by the bank.
 - Sets CR CCS Status to Confirmed
- **Pay.gov** (via TRS) - 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
 - ▶ Pay.gov sends customer Credit Card payments to Vantiv (settlement bank) for settlement.
 - ▶ Vantiv then sends collection funds to TRS.
 - ▶ TRS notifies GSA of collection and settlement information.
 - ▶ The TRS 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 TRS Inbound Detail Staging Query.
 - ▶ Lastly, the TRS Detail Batch process is executed to read the TRS Inbound Detail Staging table and create new Cash Receipt transactions in Pegasys.
- **TRS Reconciliation**- The TRS Reconciliation (ARTRSREC) batch process provides the ability to reconcile Pegasys collection transactions with the collection data recorded at Treasury received via TRS. It allows for automated reconciliation of Pegasys CRs with TRS Summary level data. The batch process selects records on TRS Entity Summary table with Reconciliation Status = Unreconciled; Partially Reconciled; Unreconciled with Recommendations. Then TRS entity is created upon processing Pegasys Cash Receipt documents. It matches TRS Collection records to TRS Entity Summary records based on Key Defined Fields:
 - ▶ TRS Voucher Number and Pegasys Deposit Number
 - ▶ TRS Voucher Number and Pegasys Debit Voucher Number
 - ▶ TRS Deposit Date and Pegasys Accomplished Date
 - ▶ TRS Unreconciled Amount and Pegasys Total Collected Amount
 - ▶ TRS ALC and Pegasys ALC
 - ▶ TRS Voucher Type and Pegasys Voucher Type
 - ▶ TRS Voucher BETC and Pegasys BETC
 - ▶ TRS 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*

2.7 Delinquency

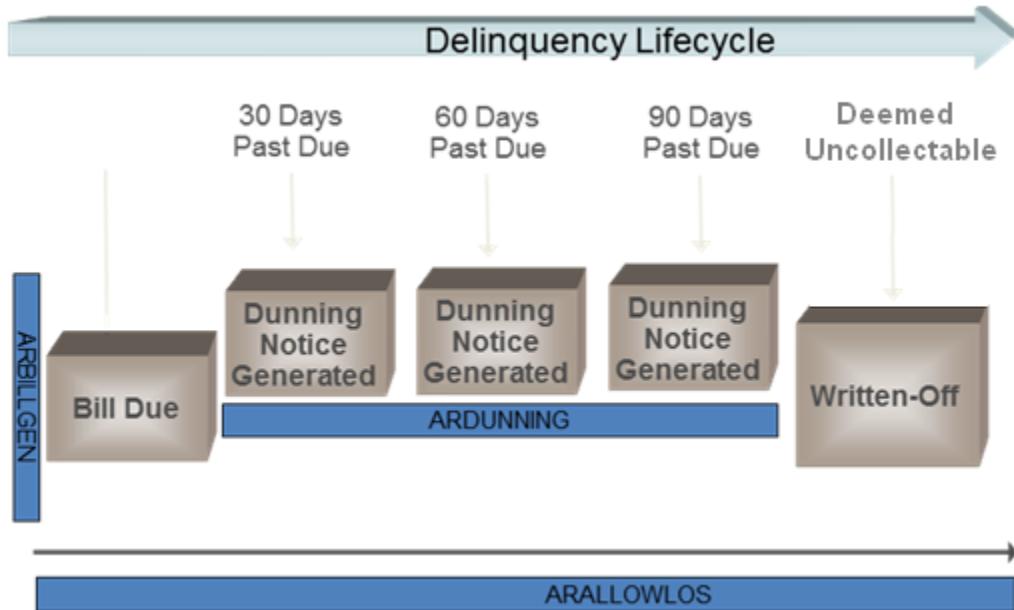
The Accounts Receivable Module tracks delinquent accounts. It provides the ability to dun customers for outstanding amounts owed to an agency and select overdue receivables for write-off.

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 for the customer to view.
- Manually writing off uncollectable receivables.
- Processing Returned Checks.
- Recording the Allowance for Loss General Ledger postings.

The exhibit below depicts BAAR's Delinquency lifecycle.

Exhibit 2-12: 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

Overdue Charges - The day after a Billing Document's due date, overdue charges 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.

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

2.8 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:

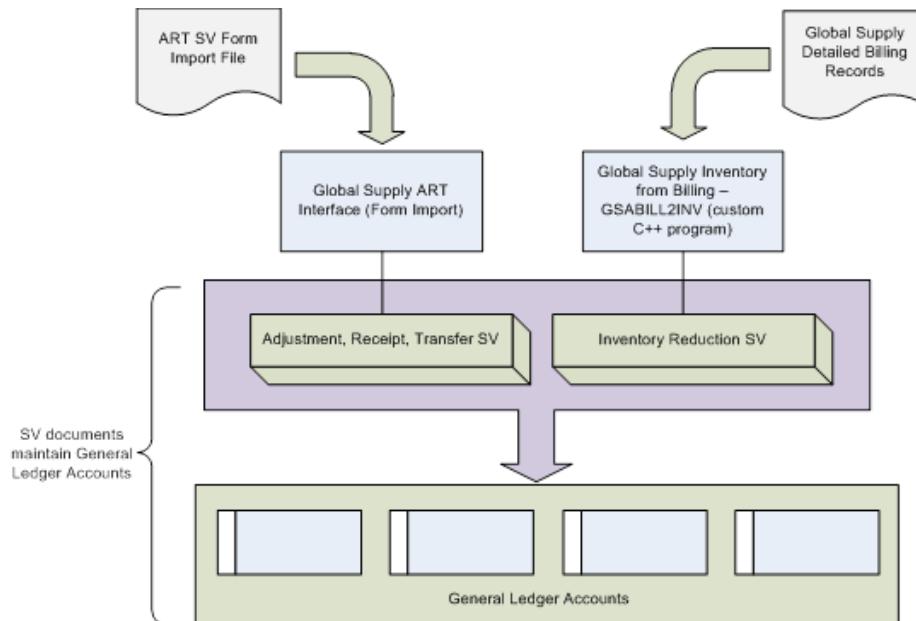
- **ART Interface**- Transaction data provided via interfaces will be sufficient for inventory reporting. It will include Adjustments, Receipts, Transfers, Due-ins and Unbilled Surcharges. The Form Import job will create Standard Voucher (SV) forms and processes them to SV documents. The Standard

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 GSABILL2INV 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*

2.9 VCSS

Vendor Customer Self Service or VCSS provides a single location for customers and financial analysts to access billing information. Customers will request access to VCSS and GSA 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 GSA 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:

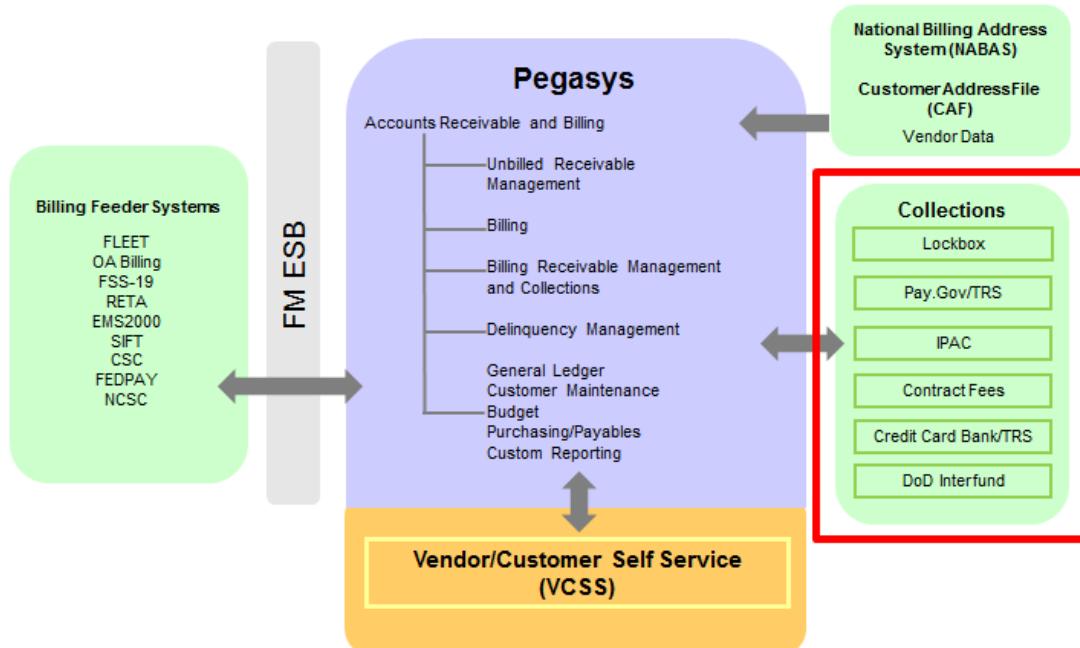
1. Record accounts receivable and revenue amounts in the General Ledger.
2. Generate customer billings with detail billing information so that customers understand the goods/services they are billed for.

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 that mimic the behavior of GSA'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

Fleet:

Pegasys will serve as the main repository for Detail Billing Records (DBRs). For Federal Acquisition System (FAS) detailed billing, a flat-file is transmitted from Financial Management Service (FMS) systems to Pegasys (via the FM ESB) to initiate the establishment of Fleet billing records in Pegasys. The FM ESB will provide batch controls, record count and dollar amount validations on incoming Fleet DBR files. Fleet billing files that successfully pass validation in the FM ESB will be forwarded (via sFTP) to Pegasys for processing. For files that fail validation, an email will be sent to a configured list of contacts describing the error(s) encountered. FAS is subsequently responsible for fixing the errors and resubmitting the file.

Pegasys will use the supplied information to establish DBRs in Pegasys and provide feedback to FAS. This feedback will come in the form of two output flat-files; one will include positive confirmations, the other will include negative confirmations capturing transactions that were not successfully processed and error messages for rejected records. The output flat-files will be transmitted (via the FM ESB using sFTP) back to FAS.

Global Supply and Automotive Purchases:

FAS Financial Interface consolidates Detail Billing Records from multiple systems i.e. 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; using the FAS Pegasys Connect module.

These detail records support all of the bill generation methods used by Global 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).

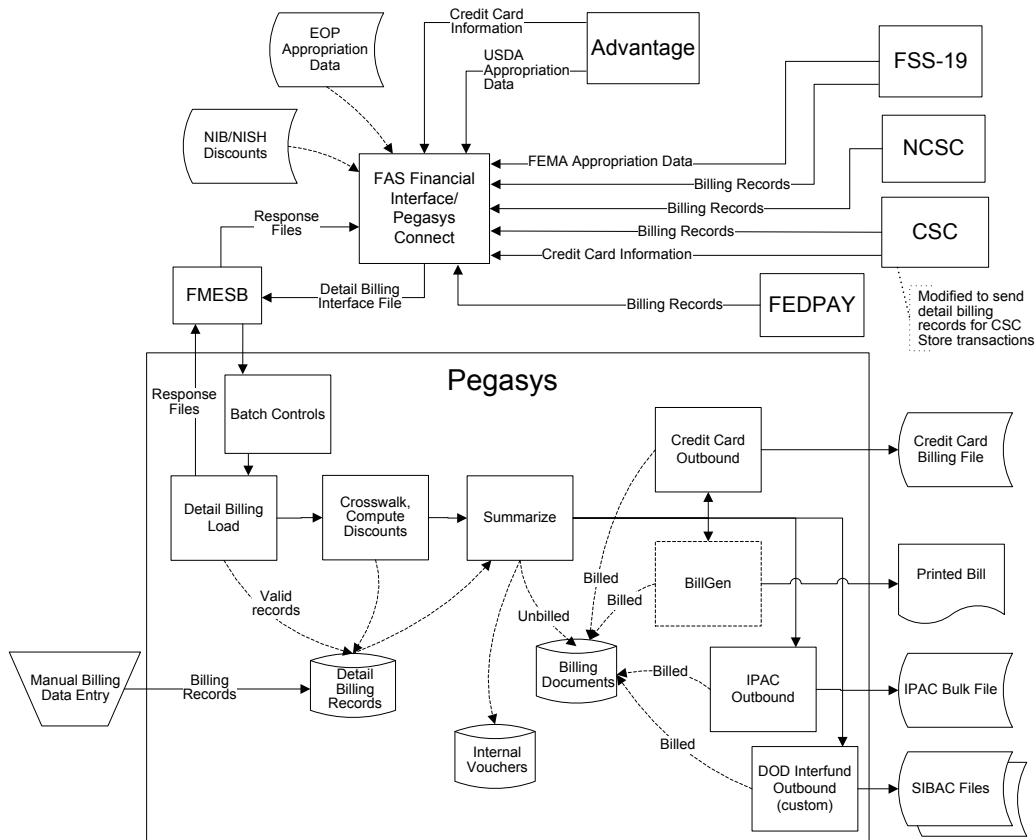
The FAS Financial Interface/Pegasys Connect Module combines the above data and adds the required accounting data elements to generate the Detail Billing Interface file.

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 a batch execution report file. These files are submitted to the FMESB, which forwards them to the FAS Financial Interface/Pegasys Connect module.

The Exhibit below provides a simplified overview of the billing process that utilizes FAS Financial Interface/Pegasys Connect Module

Exhibit 3-2: Overview of FAS Interface



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 FM ESB. 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 error(s) encountered. PBS is subsequently responsible for fixing the errors and resubmitting the file. In addition to DBR files, PBS also 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 OCFO tilde-delimited file layout 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 involves the translation of 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 error(s) encountered. PBS is subsequently responsible for fixing the errors and resubmitting the file.

3.3 IFF Contract Fees Interface

The Industrial Funding Fees (IFF) Contract Fees utilizes 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.

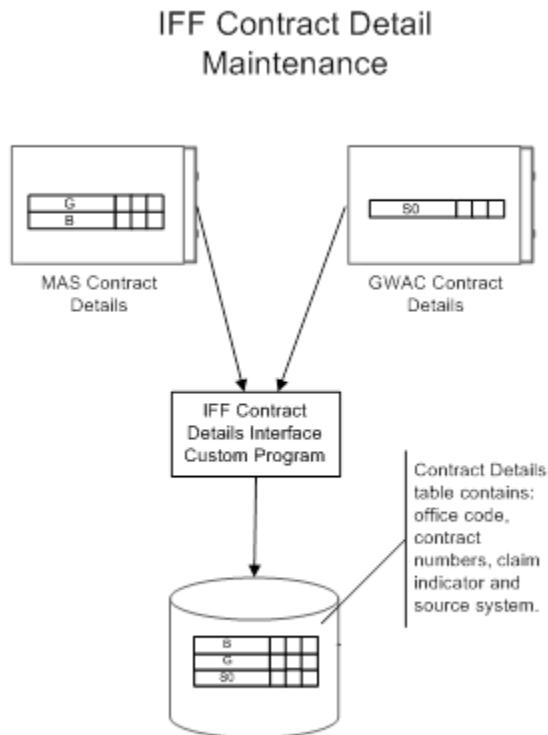
The IFF Contract Fee Collection Interface is used to record collections in Pegasys. This interface is described in section 3.3.2 below.

3.3.1 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 (gwaccont) 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 3-3: FAS IFF Contract Details Interface Overview



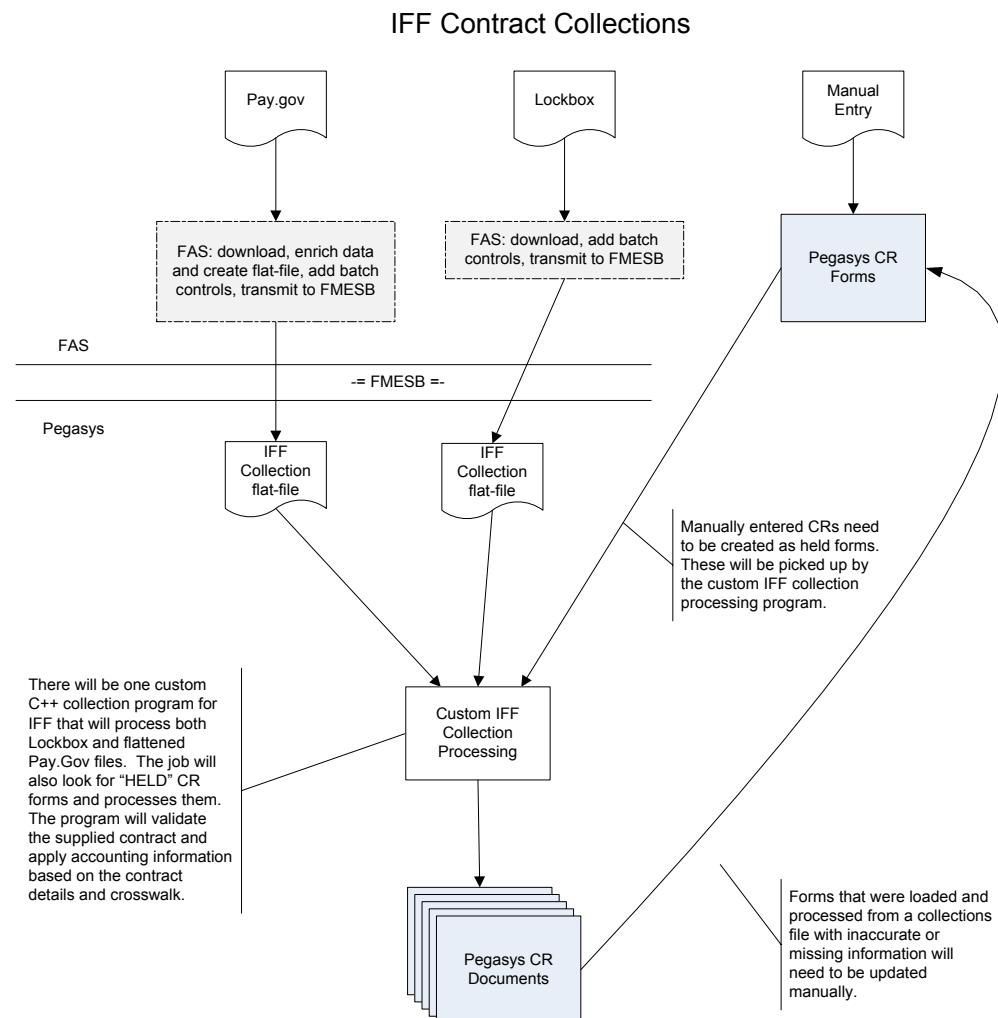
3.3.2 IFF Contract Fees Collection Interface

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 3-4: Overview of IFF Contract Collections Interface



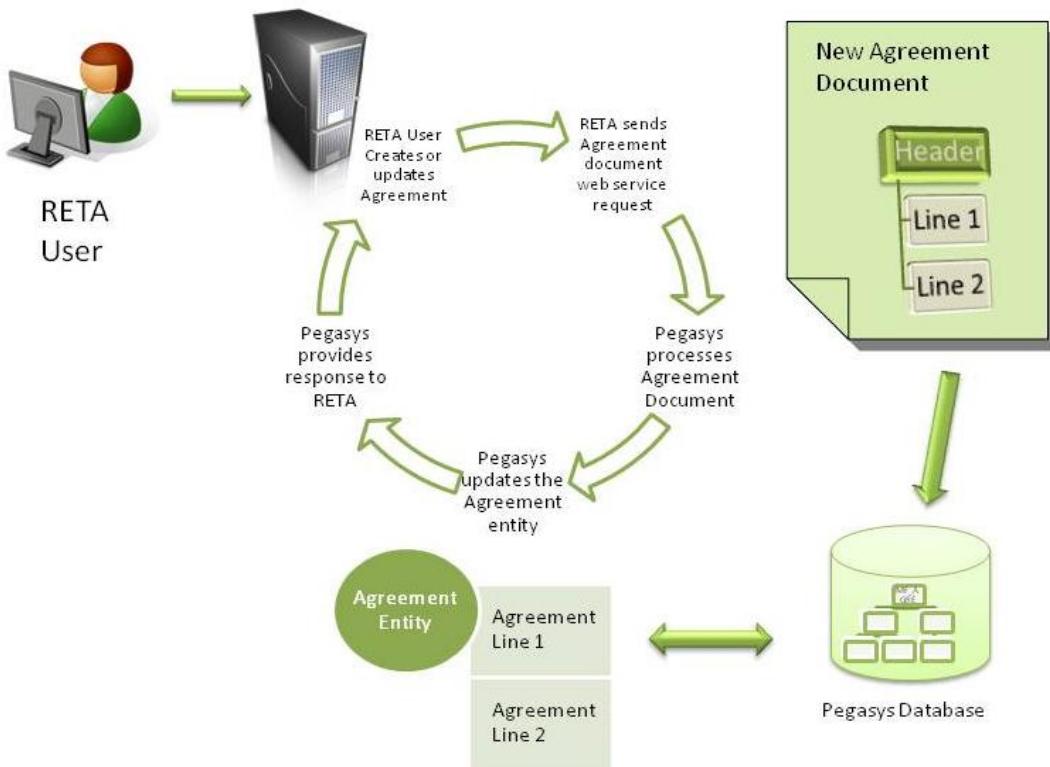
3.4 RETA Interface

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.

RWA 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 3-5: RETA Agreement Interface Message Exchange



3.5 EMS 2000 Interface

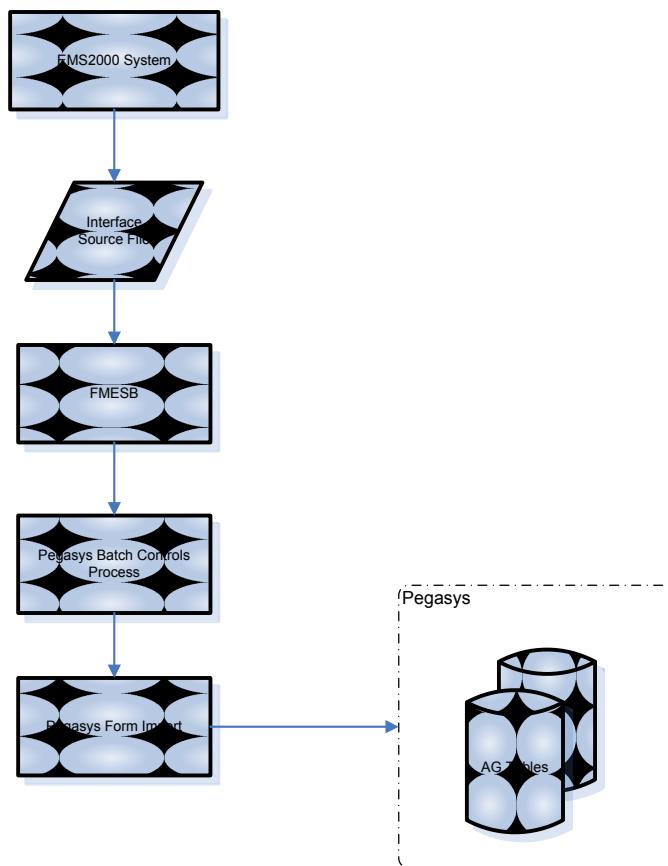
National Capital Region's (NCR) Heating Operation and Transmission District (HOTD) provide steam and chilled water utility service to government and quasi-government customers. Customer consumption is managed and billed via the Environmental Management System (EMS2000) application.

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 3-6: AG Interface Process Overview Diagram

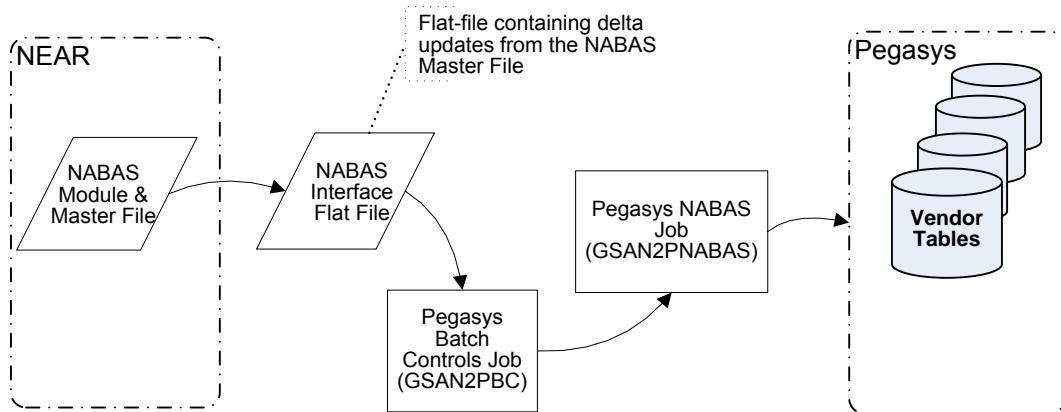


3.6 NABAS (National Billing Address System) Interface

NABAS interface provides ongoing updates for some of the PBS Rent and FAS Fleet billing records from NEAR to Pegasys.

There are three components in this interface: the interface file provided by NEAR/NABAS and two batch jobs that are executed in sequence to process the interface file and update the Pegasys vendor tables.

NOTE: some information such as BPN, contact name, contact phone, etc., cannot be provided by NEAR and must be manually updated directly in Pegasys. The interface program supports a parameter that specifies whether new Pegasys Vendor form should be saved in "held" status or immediately processed.

Exhibit 3-7: NABAS Interface Overview

3.7 Customer Address File (CAF) Interface

The FSS-19 CAF module continues to serve as the system of record for Global Supply billing address information. 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 Global Supply 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.

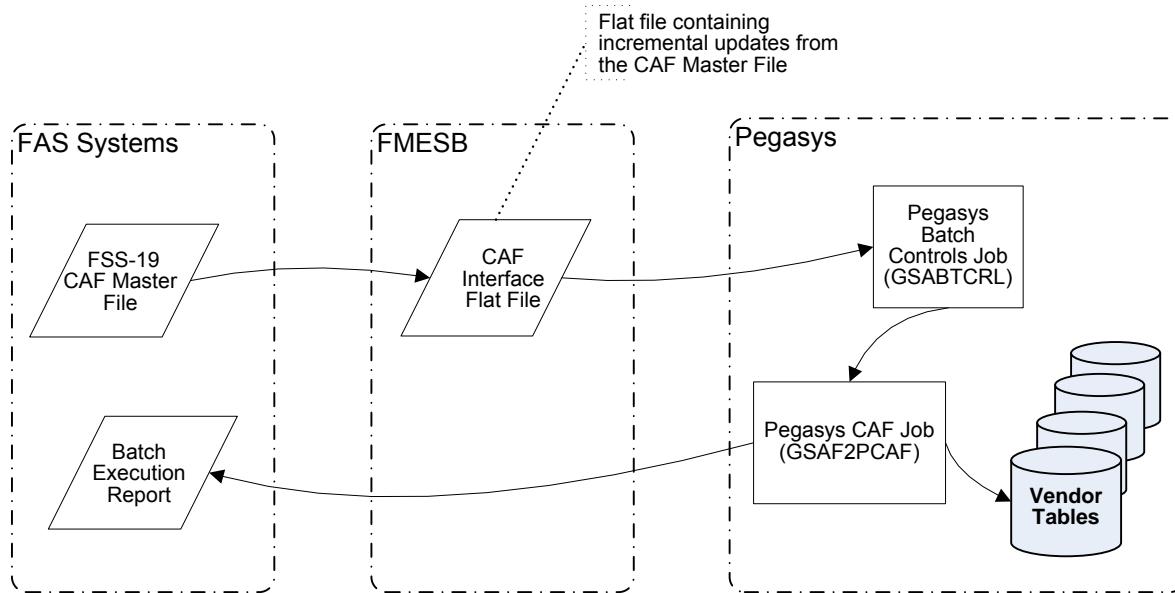
There are three CAF Interface components. The CAF interface file is provided by FSS-19. The two batch jobs are executed in sequence to process the interface file and update the Pegasys vendor tables.

- A batch execution report is returned to FAS containing positive and negative interface results.

NOTE: There are some Pegasys attributes, e.g., Designated Agent that cannot be provided by FSS-19 and must be manually updated directly in Pegasys. Thus, the interface program supports a parameter that specifies whether new Pegasys Vendor forms should be saved in a “held” status or immediately processed. Automatically “holding” the forms that add new vendors simplifies processing if many or all new vendors require manual updates.

The following exhibit illustrates an overview of CAF Interface

Exhibit 3-8: Overview of CAF 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 GSA Operations Guide.

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

- Pre-Billing: Manual Creation of Detail Billing Records, and agreements and their associated spending chains.
- Manual Billing: Manual creation of billing transactions via Detail Billing Records and agreements and their associated spending chains. Both the methods create the transactions of the type Non-IPAC, IPAC and Interfund. The DBR method can also create billing transactions of the type Revenue Credit Card and DoD Interfund. There are multiple querying options available depending on the Bill Types that are created (e.g., The Agreement Query, IPAC Transaction Query, Billing Statement Query, Outstanding Bills Query, etc.).
- Post Billing: Collections, Disputes, Chargebacks, Overdue Charges, Advance off-sets, Correspondence and Dunning.

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

Detail Billing Records and BAAR Document Categories:

The User Actions chapter will describe 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). It will describe how to manually create the agreements using the PCAS module.

Chapter 4 will also describe 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.

The following forms/documents categories will be used in BAAR:

- Accounts Receivable=>Billing Documents (BD).
- Accounts Receivable=>Cash Receipts (CR).
 - ▶ CRs are also used as noncash transactions such as Credit Applications and Write-Offs.
- 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 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 GSA 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 GSA 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 GSA the ability to search, view, add, correct, and delete Detail Billing Records.	Section 4.2
Accounts Receivable	Collections	Provides GSA a single place to obtain information regarding collections in the system.	Section 4.7
Accounts Receivable	Credit Application	Provides GSA the ability to query and apply unapplied credits to outstanding bills.	Section 4.11
General System	IPAC Transaction	Provides GSA the ability to view the status of transactions sent to or received from Treasury's Intra-Governmental Payment and Collection (IPAC) System via GSA's IPAC Search and Pegasys offline processes.	Sections 4.6.3, 4.10
Transactions	Form Document Selection	Provides GSA 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)
Accounts Receivable	Disputed Billings	Provides GSA 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

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 GSA the ability to query information contained in the Pegasys General ledger.	Section 4.6.5
Project Cost Accounting	Agreement Query	Provides GSA the ability to query information on and view documents associated to agreements.	Section 4.3.7
Vendor	Vendor Activity Query	Provides GSA the ability to access detailed vendor account information.	Section 4.6.9

4.1 BAAR User Actions

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

- 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 (offset Advance receipts) forms will be created by the PCAS Project Bill Generation (PCPROJBILL) batch job.
- ED and ID forms for the Reimbursable Work Authorization (RWA) business line will be created in Pegasys using a real-time Web Services-based interface from RWA Entry & Tracking Application (RETA).
- SV forms will be created by the Form Import process.
- CR forms will be created by the Lock Box, Pay.gov/TRS, Revenue Credit Card, DoD Interfund, SIBAC process or the GSIPACIN (IPAC Inbound) batch process.
- IP forms will be created by the IPAC Refund Generation process or the GSIPACIN (IPAC Inbound) batch process.

The BD, ED, ID, AG, CR, NV, IP, SV 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 GSA 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 GSA 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 GSA 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 agencies 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 “Fud”). Unshared Fields are fields that are on the Detail Billing Record only (i.e., “String Mileage” or “Billing 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

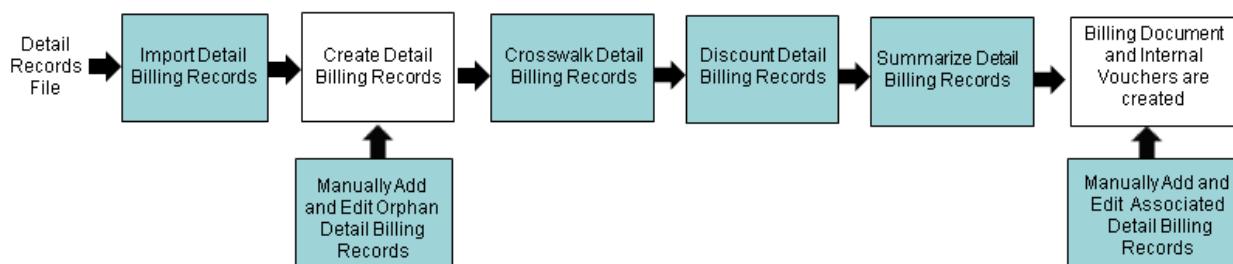
and applies it to DBR. The Discount Types are set up on Discount Type reference table. The Discount Amount Field on the existing DBR record is updated.

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



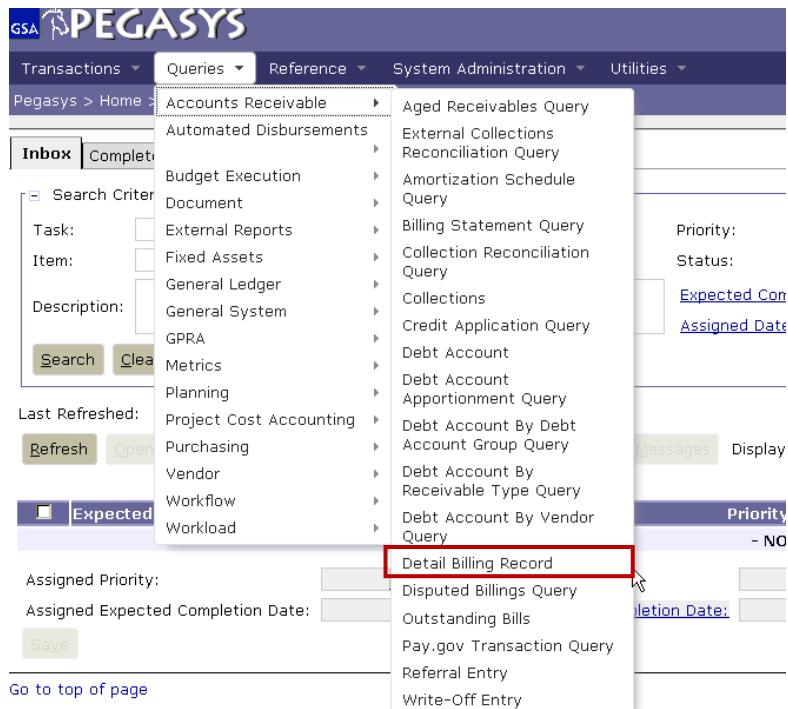
4.2.1 Detailed Billing Records- GSA User Defined Field Description

The listing of GSA User Defined fields on the Detailed Billing Records is available at [Appendix: Detail Billing Record \(DBR\) – GSA 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

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

The screenshot shows a table of detail billing records. At the top of the table, there is a row of buttons: 'New', 'Details' (which is highlighted with a red box), 'Copy', 'Delete', 'View Document', 'Correct Document', 'Amend Document', 'View Statement Entity', and 'Display'. Below this, there is a page navigation bar with 'Item Page: 1 2'. The main part of the table has a header row with columns: 'Record Load Number', 'Record Identifier', 'Quantity', 'Amount', 'Document Type', 'Document Number', 'Accounting Line Number', 'Vendor', 'Address Code', and 'Bill/Statement Number'. A single data row is shown below the header, with the first column also highlighted with a red box. The data in the row includes: Record Load Number '405', Record Identifier 'RNTDBEAPPROVE.001', Quantity '1.000000', Amount '\$(238,631.91)', Document Type 'RMI', Document Number 'RMIAAIPAC07-001', Accounting Line Number '1', Vendor '9567', Address Code 'AAIPAC07', and Bill/Statement Number 'AAIPAC07'.

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.

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

Exhibit 4-5: Detail Billing Record Query Search Criteria

Please refer to the following table that lists the appendices containing GSA 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

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

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

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

[Save](#)

[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: allroles102

Created By: allroles102

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:

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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.

The screenshot shows the 'Detail Billing Record Query' page. At the top left is the Pegasys logo. The top right displays the date 'March 29, 2013' and a 'Sign Out' link. The main header is 'Detail Billing Record Query'. Below the header is a 'Search Criteria' group box, which is highlighted with a red border. This group box contains various search fields: 'Record Identifier' (with dropdowns for 'Eligible for Discount' and 'Eligible for Surcharge'), 'Source Number' (with dropdowns for 'Surcharge Type' and 'Discount Type'), 'System Created Record' (with dropdowns for 'Currency' and 'Record Date'), 'Bill Type' (dropdown), 'Bill/Statement Number' (text input), 'Related Statement Number' (text input), 'Title' (text input), 'Associated With a Document' (dropdown), and 'Assignment Code' (dropdown). Below these fields are 'Search' and 'Clear' buttons. To the right of the 'Search Criteria' group box are three other group boxes: 'Current Parent Document Reference' (with 'Type' dropdown set to 'Number'), 'Period of Performance' (with 'Start Date' and 'End Date' text inputs), and 'Charge Period' (with 'From' and 'To' text inputs). At the bottom of the page are three expandable sections: '+ Billing Detail', '+ General Detail Billing Elements', and '+ Fleet Detail Billing Elements'.

2. 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.*

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

3. Select the **Search** button.

Amount _____
From: _____ To: _____
Assignment Code: _____
Search **Clear**
- + Billing Detail _____
- - General Detail Billing Elements _____

4. The results are returned in the Item Collection.

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 Address Code Bill/Statement Number Record Date External System Id Source Number Interfund Indicator Reg
2 FMN00306BAARTS05.001 0.00000 \$100.00 FMN FMN00306-066 1 897009 897009 FMN00306 12/15/2010 FLEETMANL 45654 F 01

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 Sort...
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
2 FMN00306BAARTS05.001 0.00000 \$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

The Accounting Elements Detail Record Values page is displayed.

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

General

- * Record Identifier: FMSFLT1102201000001
- * Record Date: 11/02/2010
- Charge Period: []
- Transaction Type: []
- Buyer Transaction Type: []
- * Bill Type: IPAC
- Security Org: GSA
- Commodity: []
Code: []
Name: []
- External System Information:
* System ID: FLEETMANL
- Bill/Statement Number: []
- Related Statement Number: []
- Title: []
- Source Number: []
- Agency DUNS Number: []
- Agency DUNS+4 Number: []

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Vendor Information

- * Vendor: 361035
- * Code: 361035
- Name: VA HOSPITAL
- Agency Location Code: []
- Customer Sub-level Prefix: []
- Designated Agent - ALC: []
- Designated Agent - ALC: []

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Amounts

- * Amount: \$1,500.00

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

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

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.

1. Pegasys System required fields – These fields have the red asterisk and the system throws hard error when they are left blank.
2. 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	<u>Appendix: Create Detail Billing Records-DBR Query-Fleet</u>
Rent	<u>Appendix: Create Detail Billing Records-DBR Query - Rent</u>
Global Supply	<u>Appendix: Create Detail Billing Records-DBR Query-Global Supply/Automotive Purchases</u>

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 Address Code	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: <input type="text"/>	Commodity: <input type="text"/>
* Record Date: <input type="text"/>	Code: <input type="text"/>
Charge Period: <input type="text"/> Edit	Name: <input type="text"/>
Transaction Type: <input type="text"/> Edit	
Buyer Transaction Type: <input type="text"/> Edit	
Bill Type: <input type="button" value="▼"/>	Bill/Statement Number: <input type="text"/>
Security Org: <input type="text" value="GSA"/>	Related Statement Number: <input type="text"/>
	Title: <input type="text"/>
	* Source Number: <input type="text"/>
	Agency DUNS Number: <input type="text"/>
	Agency DUNS+4 Number: <input type="text"/>

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Vendor Information

Vendor	Agency Location Code: <input type="text"/> Edit
* Code: <input type="text"/> <input type="text"/> Edit More	Customer Sub-level Prefix: <input type="text"/> Edit
Address Name: <input type="text"/>	
Designated Agent - ALC	
Designated Agent - ALC: <input type="text"/> <input type="text"/> Edit	

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

Notes

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 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.
 2. Vendor Information.
 3. Inter-Agency Transfer.
 4. Description.
 5. Accounting Dimensions:
 - a. 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

Save

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

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

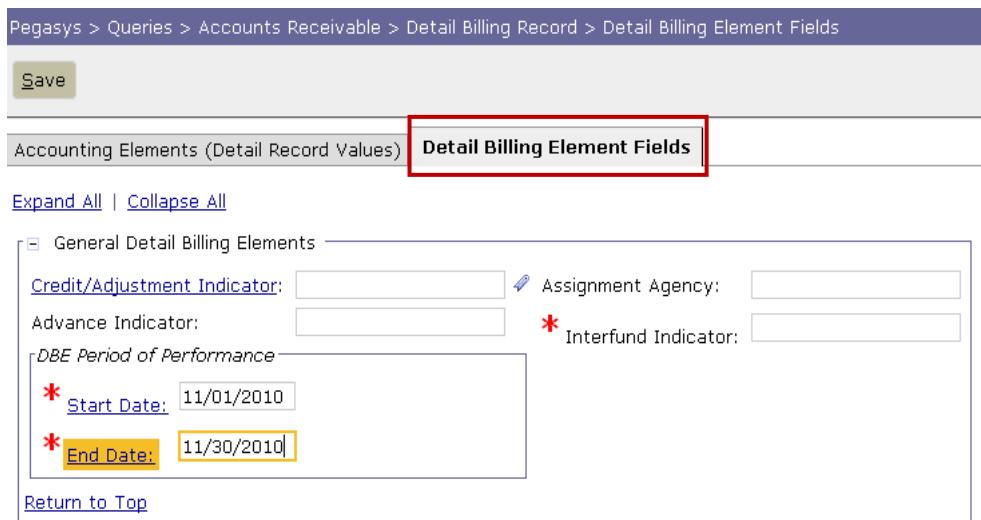
General Detail Billing Elements

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

DBE Period of Performance

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

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

Notes

The Detail Billing Element Fields page is displayed.

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

Detail Billing Element Fields

[Save](#)

[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"/>
DBE Period of Performance			
* Start Date: 11/01/2010			
* End Date: 11/30/2010			
- 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"/>
- 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"/>

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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.

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

Notes

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.

The screenshot shows a web-based application interface for Pegasys. At the top, the URL is "Pegasys > Queries > Accounts Receivable > Detail Billing Record > Detail Billing Element Fields". A red box highlights a success message: "Action was successful." Below this is a "Save" button, also highlighted with a red box. The main content area contains three tabs: "Accounting Elements (Detail Record Values)", "Detail Billing Element Fields" (which is selected), and "Accounting Elements (Document Level Values)". Under "Detail Billing Element Fields", there are sections for "General Detail Billing Elements" and "Fleet Detail Billing Elements". The "General Detail Billing Elements" section includes fields for "Credit/Adjustment Indicator" (highlighted with a yellow box), "Assignment Agency", "Advance Indicator", "DBE Period of Performance" (with "Start Date" and "End Date" fields both marked with a red asterisk), and "Interfund Indicator". There are "Return to Top" links for each section. The "Fleet Detail Billing Elements" and "Rent Detail Billing Elements" sections also have "Return to Top" links.

8. 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.

The screenshot shows the same Pegasys interface as the previous one, but with an error message displayed. The error message is "G50039E The Code value, FLTMANL, is not valid in the database." This message is highlighted with a red box. Below it is a "Save" button, also highlighted with a red box. The "Detail Billing Element Fields" tab is selected. The "General" section of the form contains several fields with validation errors, indicated by red asterisks: "Record Identifier" (highlighted with a yellow box), "Record Date" (marked with a red asterisk), "Change Period" (marked with a red asterisk), "Transaction Type" (marked with a red asterisk), "Buyer Transaction Type" (marked with a red asterisk), "Bill Type" (marked with a red asterisk), and "System ID" (highlighted with a yellow box). Other fields include "Commodity" (with "Code" and "Name" sub-fields), "External System Information" (with "System ID" marked with a red asterisk), and various "Source Number", "Agency DUNS Number", and "Agency DUNS+4 Number" fields. There are "Return to Top" links for each section.

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:

<i>Steps to Modify Orphan Detail Billing Records from the Detail Billing Record Query:</i>	<i>Notes</i>
---	---------------------

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

The Detail Billing Record Query page is displayed.

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

Notes

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”.

The screenshot shows the 'Detail Billing Record Query' page. 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 > Detail Billing Record Query. The main area is titled 'Detail Billing Record Query' and contains several search criteria sections. One section, 'Associated With a Document', has a dropdown menu set to 'No', which is highlighted with a red box. Other sections include 'Record Identifier', 'Currency', 'Bill Type', 'Bill/Statement Number', 'Related Statement Number', 'Title', 'Record Date' (with 'From' and 'To' fields), 'Amount' (with 'From' and 'To' fields), 'Assignment Code', and 'Search' and 'Clear' buttons. There's also a 'Current Parent Document Reference' section with 'Type', 'Number', and 'Accounting' fields, and 'Period of Performance' fields for 'Start Date' and 'End Date'. Another section for 'Charge Period' has 'From' and 'To' fields. At the bottom, there's a 'Billing Detail' section with fields for 'Record Load Number', 'Agency DUNS Number', 'System ID' (set to 'RENTMANL'), and 'Agency DUNS+4 Number'.

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.

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

Notes

- 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.

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	Req	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					

- Update the desired editable fields on the following tabs:

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

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

Save

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: allroles102

Created By: allroles102

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](#)

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

Notes

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

The screenshot shows a web-based form titled "Pegasys > Queries > Accounts Receivable > Detail Billing Record > Accounting Elements (Detail Record Values)". A message at the top says "Action was successful.". The "Save" button is highlighted with a red box. The form contains several sections: "General" (with fields like Record Identifier, Document Type, Record Date, Charge Period, etc.), "Current Parent Document Reference" (Type: Number, Accounting), "Original Parent Document Reference" (Type: Number, Accounting), "Commodity" (Code, Name), and "External System Information" (System ID: RENTMANL, Bill/Statement Number, Related Statement Number, Title, Source Number, Agency DUNS Number, Agency DUNS+4 Number). Most fields have validation stars (*).

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

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](#)

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). 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.

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>
Manual Business Lines	<u>Appendix: Create an External Direct Agreement (ED) – OIG Lines/Acquisition Policy/Excess Supply</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.

The screenshot shows the 'New External Direct Agreement' form. At the top, there are buttons for Back, Finish, and Cancel. The main section is titled 'New External Direct Agreement'. It contains fields for 'Document Type' (marked with a red asterisk), 'Document Number Format', 'Document Number Prefix', 'Document Number' (marked with a red asterisk), 'Generate' button, 'Security Org', 'Title', and a 'Copy Document' section with radio buttons for 'None', 'Copy From', and 'Copy Forward'. There is also a 'File' field with a 'Browse...' button. 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

Notes

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

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

* Document Type:

Document Number Format:
Document Number Prefix:

* Document Number: **Generate** (The 'Generate' button is highlighted with a red box)

Security Org:

Title:

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

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

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](#)

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

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.

4. Select the **Finish** button.



5. The Header page is displayed.

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

Steps to create a Project Cost Accounting

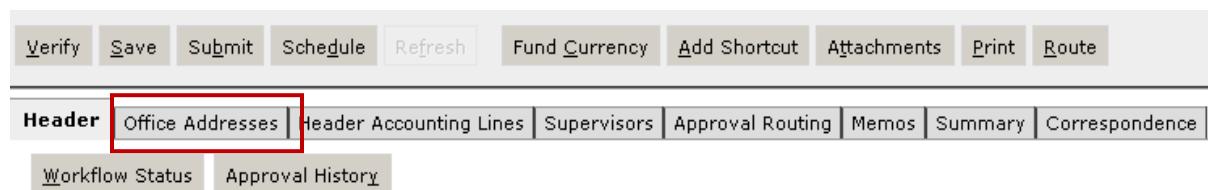
Notes

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

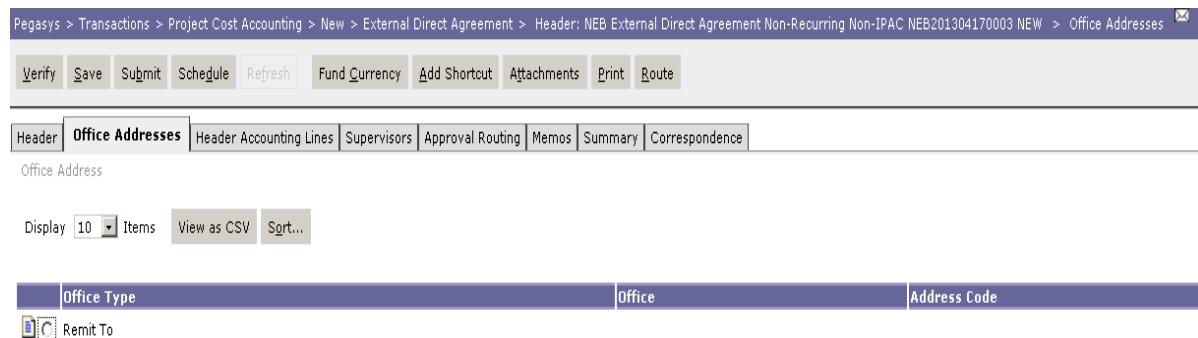
6. On the “Header” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business 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.



8. The Office Addresses page is displayed.



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

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

Office Type	Office	Address Code
Remit To		

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.

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 #	Sys
- NO ITEMS TO DISPLAY -																			

14. Select the **Add** button.

Header Office Addresses

Header Accounting Line | \$

Add Copy Remove

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

15. The Header Accounting Line page is displayed.

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 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.

Steps to create a Project Cost Accounting

Notes

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

17. Select the Alternate Dimensions tab.

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

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 | **Alternate Dimensions**

18. 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

BFFY:	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

19. Select the **Add** button.

Header Accounting Line

Add Copy Remove

Generated Tra

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](#):

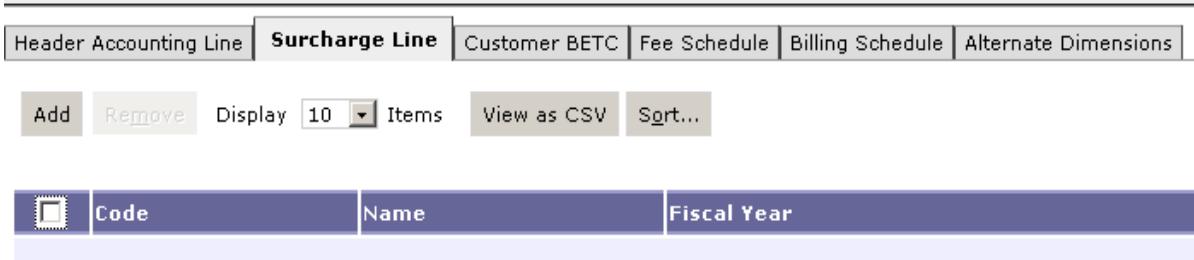
1. General.
2. Alternate Dimensions.

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

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



22. The Surcharge Line page is displayed.



23. Select the **Add** button.



Steps to create a Project Cost Accounting

Notes

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

24. The Search Criteria page is displayed.

Search Criteria

Code:

Name:

Fiscal Year:

Short Name:

Security Org:

Search Cancel

Select Update Display 10 Items View as CSV Sort...

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

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.

Security Org:

Search Cancel

Select Update 10

*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.

The screenshot shows a search interface with fields for Code (11BF), Name, Fiscal Year, Short Name, and Security Org. Below the search bar are buttons for Select, Update, Display (set to 10 items), View as CSV, and Sort... A results grid follows, with columns for Code, Name, Fiscal Year, Short Name, and Status. One row is selected, showing 11BF, 1.1% Benefits Fee (RWA), 2013, and Active.

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

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

The screenshot shows the same search interface and results grid as above. The 'Select' button for the row with Code 11BF has been highlighted with a red box. The results grid shows the same data as before, with the selected row having a blue background.

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

29. The Surcharge Line page is displayed.

The screenshot shows a navigation bar with tabs: Header Accounting Line, Surcharge Line (which is active and highlighted), Customer BETC, Fee Schedule, and Billing Schedule. Below the navigation is a toolbar with Add, Remove, Display (set to 10 items), View as CSV, and Sort... buttons. A results grid displays columns for Code, Name, Fiscal Year, and Maximum Surcharge Amount. The row for 11BF has a blue background. At the bottom left is a link to 'Go to top of page'.

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

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

Steps to create a Project Cost Accounting

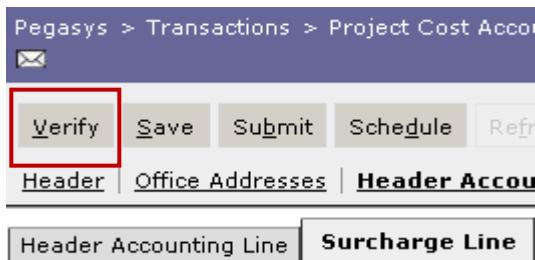
Notes

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

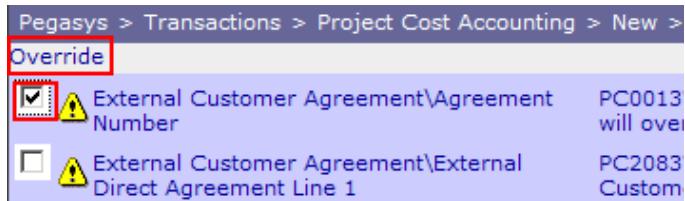
31. Select the **Save** button.



32. Select the **Verify** button.

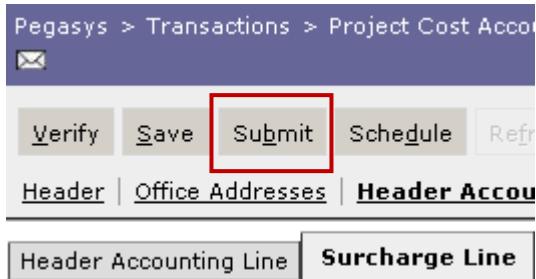


Note: If there are overrideable errors, select the box next to the error and hit the Override link.



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

33. Select the **Submit** button.



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 GSA User Defined Fields - Internal Direct Agreement (ID)

The listing of GSA User Defined fields on the Internal Direct Agreement (ID) Form is available at
[Appendix: Internal Direct Agreement \(ID\) – GSA 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). 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.

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	<u>Appendix: Create an Internal Direct Agreement (ID) – RWA/HOTD</u>
Manual Business Lines	<u>Appendix: Create an Internal Direct Agreement (ID) – OIG Lines/Acquisition Policy/ Excess Supply</u>

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

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

The New Internal Direct Agreement page is displayed.

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

Back Finish Cancel

New Internal Direct Agreement

* 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 a Project Cost Accounting

Notes

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

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

The screenshot shows the 'New Internal Direct Agreement' form. At the top, there are buttons for Back, Finish (which is highlighted with a red box), and Cancel. Below that is a title bar 'New Internal Direct Agreement'. The form contains several input fields: 'Document Type' set to 'DIA' (marked with a red asterisk), 'Document Number Format' (with a preview window showing 'DIA'), 'Document Number Prefix' (empty), 'Document Number' (set to 'DIA201304180001') with a 'Generate' button, 'Security Org' (empty), 'Title' (empty), 'Copy Document' options ('None' is selected), and a 'File' browse button. At the bottom left is a link '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.

4. Select the **Finish** button.



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

5. The Header page is displayed.

The screenshot shows the 'Header' tab of the Pegasys Internal Direct Agreement (ID) form. The interface is a standard web-based form with a header bar containing buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route. Below the header is a navigation bar with tabs: Header, Header Accounting Lines, Supervisors, Approval Routing, Memos, Summary, and Correspondence. The 'Header' tab is selected. Underneath are two buttons: Workflow Status and Approval History. At the bottom left are links for Expand All and Collapse All. The main area is divided into sections:

- General:** Contains fields for Agreement Number (highlighted with a yellow border), Agreement Name, Agreement End Date, Status (Active dropdown), Reimbursable (checkbox), Spend And Reimburse Within Fund (checkbox), Funding Status (Actual dropdown), Document Type (DIA selected), Status (NEW), Document Number (DIA201304180001), Title, and Issued By.
- Funds Availability Options:** A group of checkboxes for Agreement Charges, Obligations, Commitments, Reservations, and Miscellaneous Surcharges Affect Available Amount.
- Date:** Fields for Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA selected), and Suppress Printing.

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

Notes

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

7. Select the Header Accounting Lines tab.

The screenshot shows a software interface with a top navigation bar containing buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and 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, and Correspondence. Underneath the menu bar are two smaller tabs: Workflow Status and Approval History.

8. The Header Accounting Lines page is displayed.

The screenshot shows the Header Accounting Lines page. At the top, there is a breadcrumb trail: Pegasys > Transactions > Project Cost Accounting > New > Internal Direct Agreement > Header: DIA Internal Dire. Below the breadcrumb is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route. A horizontal menu bar below the toolbar includes tabs for Header, Header Accounting Lines (highlighted with a red box), Supervisors, Approval Routing, Memos, Summary, and Correspondence. Below the menu bar are links for Header Accounting Line, Surcharge Line, Fee Schedule, and Billing Schedule. Further down are buttons for Add, Copy, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and Sort... Below these are several columns representing accounting line items, each with a small icon and labels: Line Number, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, Prgm, Proj Cd, Sub Proj, and Activity.

[Go to top of page](#)

9. Select the Add button.

The screenshot shows the Header Accounting Lines page again. The toolbar and menu bar are identical to the previous screenshot. Below them is a horizontal menu bar with tabs: Header, Header Accounting Lines (highlighted with a red box), Supervisors, Approval Routing, Memos, Summary, and Correspondence. Below the menu bar are links for Header Accounting Line, Surcharge Line, Fee Schedule, and Billing Schedule. At the bottom of the page is a row of buttons: Add, Copy, Remove, Reset, and R. The Add button is highlighted with a red box.

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

10. The Header Accounting Line page is displayed.

The screenshot displays the 'Header Accounting Lines' section of the Pegasys application. It includes the following fields:

- General:**
 - Line State: Open
 - Line Number: 1
 - Source Number: Disbursing Office
 - Transaction Type: (dropdown)
 - * Agreement Line #: (text input)
 - Revenue Control: Reject
 - Document Type: (dropdown)
 - Spending Controls: Spending Overage Threshold Amount, Spending Overage Threshold Percentage, Spending Control (Warning)
- Line Amounts:**
 - * Amount: \$0.00
- Buyer:**
 - Transaction Type: (dropdown)
 - Prior Year Adjustment: Not a Prior Year Adjustment
 - Additional Attributes: Public Law Number: (dropdown)

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.

Steps to create a Project Cost Accounting

Notes

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

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.

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

12. Select the Alternate Dimensions tab.

The screenshot shows a software interface for managing accounting lines. At the top, there's a navigation bar with links like 'Transactions', 'Project Cost Accounting', 'New', 'Internal Direct Agreement', and 'Header: DIA Internal Dire...'. Below this is a toolbar with buttons for 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', 'Print', and 'Route'. The main area has tabs for 'Header', 'Header Accounting Lines' (which is currently selected), 'Supervisors', 'Approval Routing', 'Memos', 'Summary', and 'Correspondence'. At the bottom, there's a horizontal navigation bar with tabs for 'Header Accounting Line', 'Surcharge Line', 'Fee Schedule', 'Billing Schedule', and 'Alternate Dimensions'. The 'Alternate Dimensions' tab is highlighted with a red box.

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

13. The Alternate Dimensions page is displayed.

14. Select the **Add** button.

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](#)

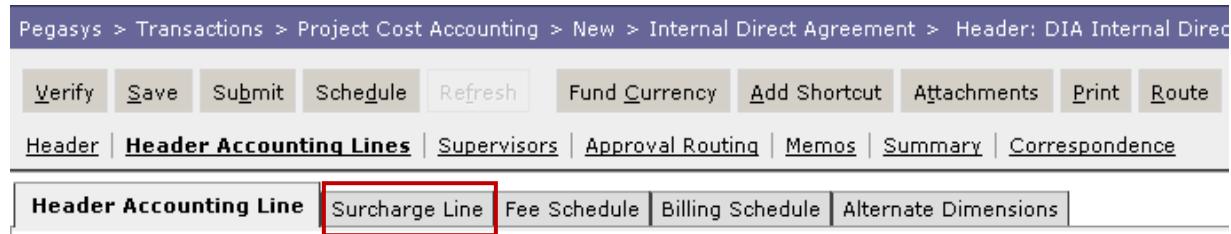
1. General.
2. Alternate Dimensions.

Steps to create a Project Cost Accounting

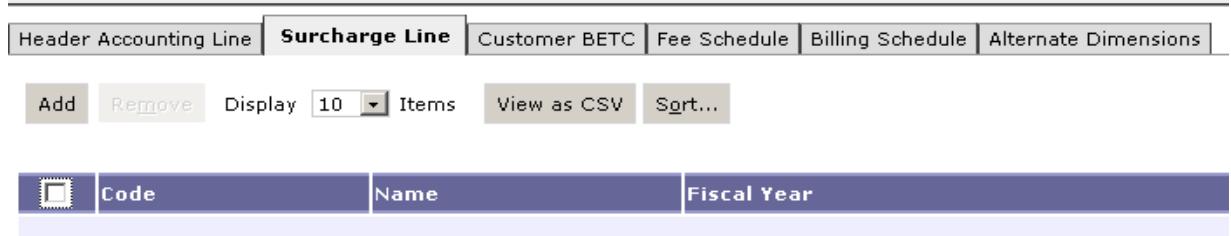
Notes

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

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



17. The Surcharge Line page is displayed.



18. Select the **Add** button.



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

19. The Search Criteria page is displayed.

Search Criteria

Code:

Name:

Fiscal Year:

Short Name:

Security Org:

Search **Cancel**

Select **Update** Display 10 **Items** View as CSV **Sort...**

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

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.

Security Org:

Search **Cancel**

Steps to create a Project Cost Accounting

Notes

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

22. The results are returned in the item collection.

Search Criteria																	
Code:	11BF	Name:															
Fiscal Year:																	
Short Name:																	
Security Org:																	
<input type="button" value="Search"/> <input type="button" value="Cancel"/>																	
<input type="button" value="Select"/> <input type="button" value="Update"/> <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"> <thead> <tr> <th></th> <th>Code</th> <th>Name</th> <th>Fiscal Year</th> <th>Short Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>11BF</td> <td>1.1% Benefits Fee (RWA)</td> <td>2013</td> <td></td> <td>Active</td> </tr> </tbody> </table>							Code	Name	Fiscal Year	Short Name	Status	<input type="checkbox"/>	11BF	1.1% Benefits Fee (RWA)	2013		Active
	Code	Name	Fiscal Year	Short Name	Status												
<input type="checkbox"/>	11BF	1.1% Benefits Fee (RWA)	2013		Active												

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

<input type="button" value="Select"/> <input type="button" value="Update"/> <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"> <thead> <tr> <th></th> <th>Code</th> <th>Name</th> <th>Fiscal Year</th> <th>Short Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>11BF</td> <td>1.1% Benefits Fee (RWA)</td> <td>2013</td> <td></td> <td>Active</td> </tr> </tbody> </table>							Code	Name	Fiscal Year	Short Name	Status	<input checked="" type="checkbox"/>	11BF	1.1% Benefits Fee (RWA)	2013		Active
	Code	Name	Fiscal Year	Short Name	Status												
<input checked="" type="checkbox"/>	11BF	1.1% Benefits Fee (RWA)	2013		Active												

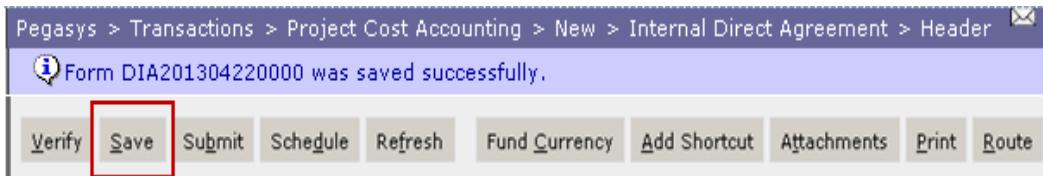
24. The Surcharge Line page is displayed.

<input type="button" value="Header Accounting Line"/> <input type="button" value="Surcharge Line"/> <input type="button" value="Customer BETC"/> <input type="button" value="Fee Schedule"/> <input type="button" value="Billing Schedule"/>															
<input type="button" value="Add"/> <input type="button" value="Remove"/> <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"> <thead> <tr> <th></th> <th>Code</th> <th>Name</th> <th>Fiscal Year</th> <th>Maximum Surcharge Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>11BF</td> <td>1.1% Benefits Fee (RWA)</td> <td>2013</td> <td>\$0.00</td> </tr> </tbody> </table>							Code	Name	Fiscal Year	Maximum Surcharge Amount	<input type="checkbox"/>	11BF	1.1% Benefits Fee (RWA)	2013	\$0.00
	Code	Name	Fiscal Year	Maximum Surcharge Amount											
<input type="checkbox"/>	11BF	1.1% Benefits Fee (RWA)	2013	\$0.00											
Go to top of page															

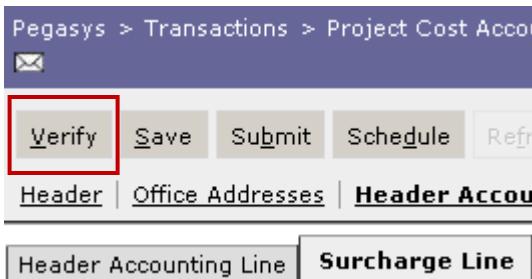
*Steps to create a Project Cost Accounting**Notes****Internal Direct Agreement (ID) form (Recurring/Non-Recurring):***

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

26. Select the **Save** button.

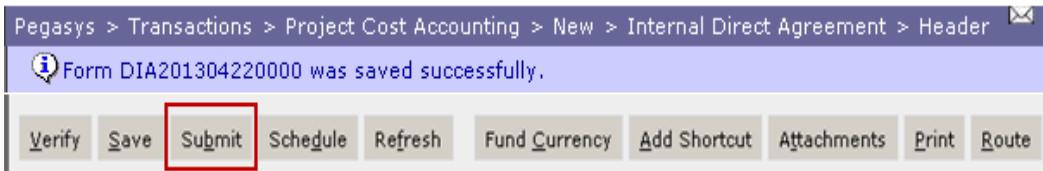


27. Select the **Verify** button.



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.

28. Select the **Submit** button.



Steps to create a Project Cost Accounting

Notes

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

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



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: [] Generate

Security Org: [] []

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: [] []
Document Number Prefix: []

* Document Number: [] Generate []

Security Org: [] []

Title: []

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

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

Notes

The screenshot shows the 'New Order' screen in Pegasys. At the top, the navigation path is 'Pegasys > Transactions > Purchasing > New > New Order'. Below the path are three buttons: '< Back', 'Finish' (which is highlighted with a red box), and 'Cancel'. A large 'New Order' button is at the bottom of the page.

Document Type: PP PBS Purchase Order

Document Number Format: Document Number Prefix: []

Document Number: PP0006029 Generate

Security Org: []

Title: []

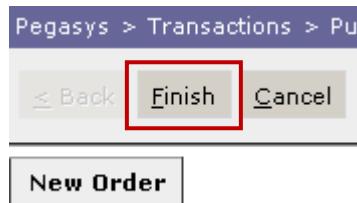
Copy Document:

- None
- Copy From
- Copy Forward

File: [] Browse...

[Go to top of page](#)

4. Select the **Finish** button.



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

Notes

5. The Header page is displayed.

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

- Header Tab:** Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, Correspondence.
- General Section:**
 - Document Type: PP (selected), PBS Purchase Order.
 - Status: NEW.
 - Document Number: PP0006030.
 - Title: [empty]
 - Ordered By: [empty]
 - Agency DUNS Number: [empty]
 - Agency DUNS+4: [empty]
 - Order Date: [empty] Reset:
 - Accounting Period: [empty]
 - Reporting Accounting Period: [empty]
 - Document Classification: [empty]
 - Security Org: GSA
 - Suppress Printing:
 - Fast Pay:
 - Invoice Required:
 - Receipt Required:
- Vendor Information Section:**
 - Vendor:** * Code: [empty], Address Name: [empty].
 - Alternate Payee:** Code: [empty], Address Name: [empty].
 - Designated Agent:** Code: [empty].
 - Customer Account:** [empty].
 - Remit To Address:** * [empty].

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/HOTD/RPUDD](#)

1. General.
2. Vendor Information.

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

Notes

7. Select the Header Accounting Lines tab.

The screenshot shows a software interface with a blue header bar containing the text "Pegasys > Transactions > Purchasing > New > Order > Header". Below the header is a toolbar with buttons for "Verify", "Save", "Submit", "Schedule", "Refresh", "Fund Currency", "Add Shortcut", "Attachments", "Print", and "Route". The main menu bar below the toolbar has several tabs: "Header", "Fixed Assets", "Office Addresses", "Header Accounting Lines" (which is highlighted with a red box), "Itemized Lines", "Approval Routing", "Memos", "Summary", and "Correspondence".

8. The Header Accounting Lines page is displayed.

The screenshot shows the "Header Accounting Lines" page. The header is identical to the previous screenshot. The main content area includes a toolbar with "Add", "Copy", "Copy Forward", "Remove", "Reset", "Replace", "Display 10 Items", "View as CSV", and "Sort...". Below the toolbar is a table header row with columns labeled: Line Number, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, Prgm, Proj Cd, Sub Proj, Activity, SOC Obj, Bldg Sys, Veh Tag #, Wrk Itm #, Lease, and Ca BB. At the bottom of the table area, it says "- NO ITE".

[Go to top of page](#)

9. Select the **Add** button.

This screenshot shows a portion of the "Header Accounting Lines" page. It features a toolbar with "Add", "Copy", and "Copy" again. Below the toolbar is a table with columns: Line Number and Amount. The "Add" button in the toolbar is highlighted with a red box.

*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

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 Tax Lines

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

- General

Line Number:	1	Source Number:	
Transaction Type:		IPAC Document Identifier:	
Prompt Pay Type:			
Period of Performance			
Start Date:		End Date:	
Related Cost Type:	N/A		

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

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
Non-Recurring agreements (IO > IC) forms:*

Notes

12. Select the **Save** button.

The screenshot shows a Pegasys transaction window for a purchase order. At the top, it says "Pegasys > Transactions > Purchasing > New > Order > Header". Below that, a message box displays: "Form PP0005358 was saved successfully." followed by three error messages related to accounting lines: "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.", and "PP-PP0005358 Itemized Order\Order Header Accounting Line 1", "BE0146I Appropriation 2013 192X has actual reimbursements less than zero.". The "Save" button in the toolbar is highlighted with a red box.

13. Select the **Verify** button.

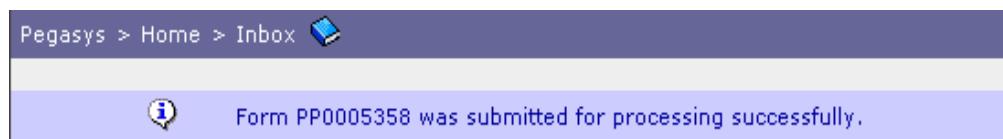
The screenshot shows the same Pegasys transaction window after verification. The "Verify" button in the toolbar is highlighted with a red box. The message box at the top shows the same save message and accounting line errors as the previous screenshot.

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.

14. Select the **Submit** button.

The screenshot shows the transaction window after submission. The "Submit" button in the toolbar is highlighted with a red box. The message box at the top shows the same save message and accounting line errors as the previous screenshots.

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



*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:

Security Org:

Title:

Copy Document

None

Copy From

Copy Forward

File:

[Go to top of page](#)

17. REQUIRED- Enter Document type.

18. 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
Non-Recurring agreements (IO > IC) forms:*

Notes

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

New Receipt

* Document Type: RW

Document Number Format:
Document Number Prefix:

Document Number: RW201304190000

Security Org:

Title:

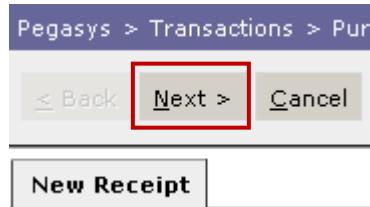
Copy Document

None
 Copy From
 Copy Forward

File:

[Go to top of page](#)

19. Select the Next button.



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

Notes

20. The Copy Forward page is displayed.

Copy Forward

Search Criteria

Document Type:	From Accounting Period:
Document Number:	To Accounting Period:
Document Status:	From Date:
User ID:	To Date:
Title:	Vendor:

Copy Lines

Copy all lines Choose which lines to copy

+ Additional Criteria

+ Accounting

Display 10

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:

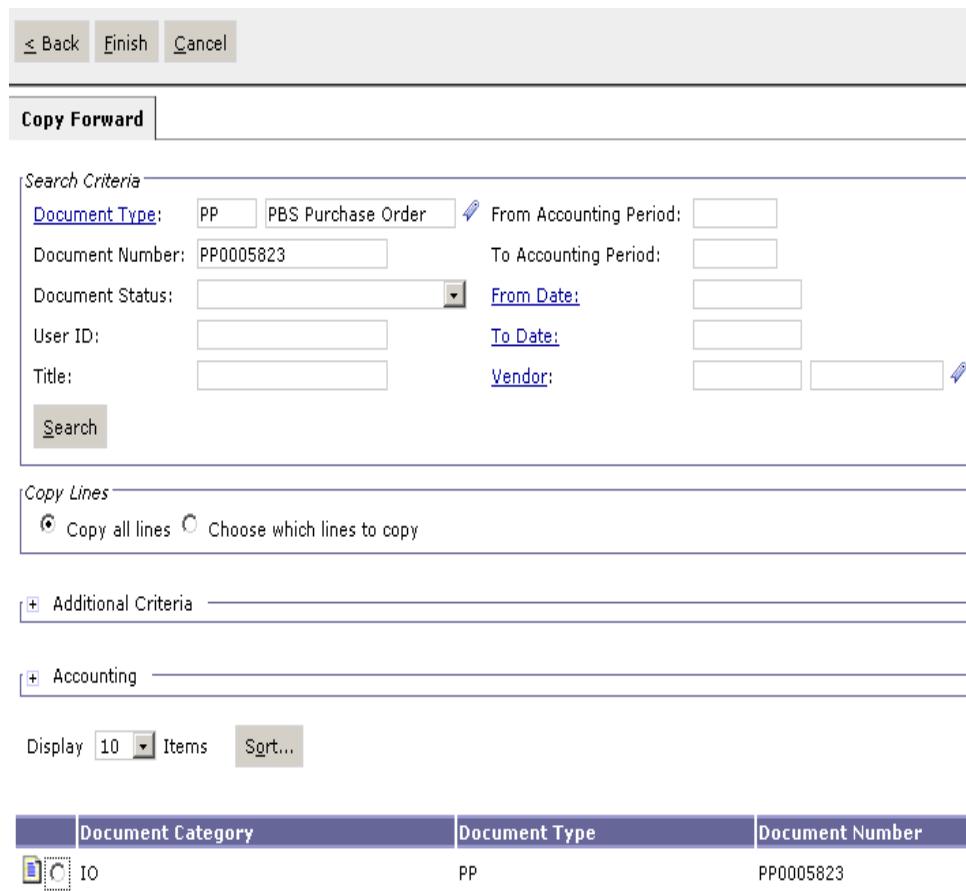
Copy Lines

Copy all lines

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

Notes

23. The results are returned in the item collection.



Copy Forward

Search Criteria

Document Type: PP PBS Purchase Order From Accounting Period: _____
Document Number: PP0005823 To Accounting Period: _____
Document Status: _____ From Date: _____
User ID: _____ 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
IO	PP	PP0005823

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

<u>Document Type:</u>	PP	PBS Purchase Order	
Document Number:	PP0005823		
Document Status:	<input type="button" value="▼"/>		
User ID:	<input type="text"/>		
Title:	<input type="text"/>		

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.

The screenshot shows the 'Copy Forward' page with the following interface elements:

- Buttons:** Back, Finish (highlighted with a red box), Cancel.
- Search Criteria:**
 - Document Type: PP (PBS Purchase Order)
 - From Accounting Period: []
 - To Accounting Period: []
 - Document Number: PP0005823
 - From Date: []
 - To Date: []
 - Document Status: []
 - User ID: []
 - Title: []
 - Vendor: []
- Copy Lines:**
 - Copy all lines
 - Choose which lines to copy
- Buttons:** Search, Additional Criteria, Accounting.
- Display:** 10 Items, Sort... button.
- Table:** A grid showing document details. One row is highlighted with a red box around the first column, which contains icons for Document Category (IO) and Document Type (PP).

26. The Choose Accounting Lines page is displayed.

The screenshot shows the 'Choose Accounting Lines' page with the following interface elements:

- Buttons:** Back, Next >, Cancel.
- Section Header:** Choose Accounting Lines.
- Checkboxes:** Prorate to Itemized Lines: []
- Buttons:** Display 10 Items, Sort... button.
- Table:** A grid showing accounting line details. One row is highlighted with a red box around the first column, which contains icons for Document Category (IO) and Document Type (PP).

	Accounting Line Number	Original Amount	Closed Amount	Outstanding Amount	Part	BBFY	EBFY	Fund
<input type="checkbox"/>	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'. The 'Next >' button is highlighted with a red box. Below this is a section titled 'Choose Accounting Lines' with a checkbox labeled 'Prorate to Itemized Lines:'. There are buttons for 'Display 10 Items' and 'Sort...'. A table follows, showing a single row with a checked checkbox, an Accounting Line Number of 1, an Original Amount of \$1,000.00, a Closed Amount of \$0.00, an Outstanding Amount of \$1,000.00, and fiscal years 2013 and 192X.

	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'. The 'Finish' button is highlighted with a red box. Below this is a section titled 'Choose Itemized Lines' with a checkbox labeled 'Move Funding to Accounting Lines:'. There are buttons for 'Display 10 Items' and 'Sort...'. A table follows, showing columns for 'Item Line Number', 'Commodity Code', and 'Commodity Name'. A message at the bottom right 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 the 'Finish' button is now highlighted with a red box. Below the buttons, the text 'Move Funding to Accounting' is visible.

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

Notes

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.

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](#)

General

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 checked="" type="checkbox"/>	
Automatic Reversal:	<input type="checkbox"/>	Accepted Date:	<input type="text"/>	
Reversal Accounting Period:	<input type="text"/>	Delivery Date:	<input type="text"/>	
Reverse After Period:	<input type="text"/>	Period of Performance		
Agency DUNS Number:	<input type="text"/>	Start Date:	<input type="text"/>	
Agency DUNS+4:	<input type="text"/>	End Date:	<input type="text"/>	

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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.

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

Header	Fixed Assets	Office Addresses	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	Veh Tag #	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.

Header Accounting Line | Invoices

Header	Fixed Assets	Office Addresses	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	Veh Tag #	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
Non-Recurring agreements (IO > IC) forms:*

Notes

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 Acco

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:

* Accepted Date:
* Delivery Date:
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

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35. Select the **Save** button.



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

Notes

36. Select the **Verify** button.

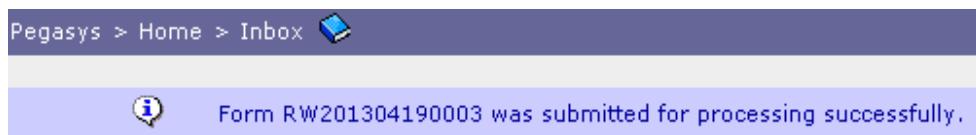


Note: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

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 GSA to enter and process 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 GSA User Defined Fields - Agreement Charge (AG)

The listings of GSA User Defined fields on the Agreement Charge (AG) Form are available at [Appendix: Agreement Charge \(AG\) - GSA 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	<u>Appendix: Create an Agreement Charge (AG) –HOTD</u>
Manual Business Lines	<u>Appendix: Create an Agreement Charge (AG) – Manual Business Lines</u>

*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.

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

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

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

File: [Browse...](#)

[Go to top of page](#)

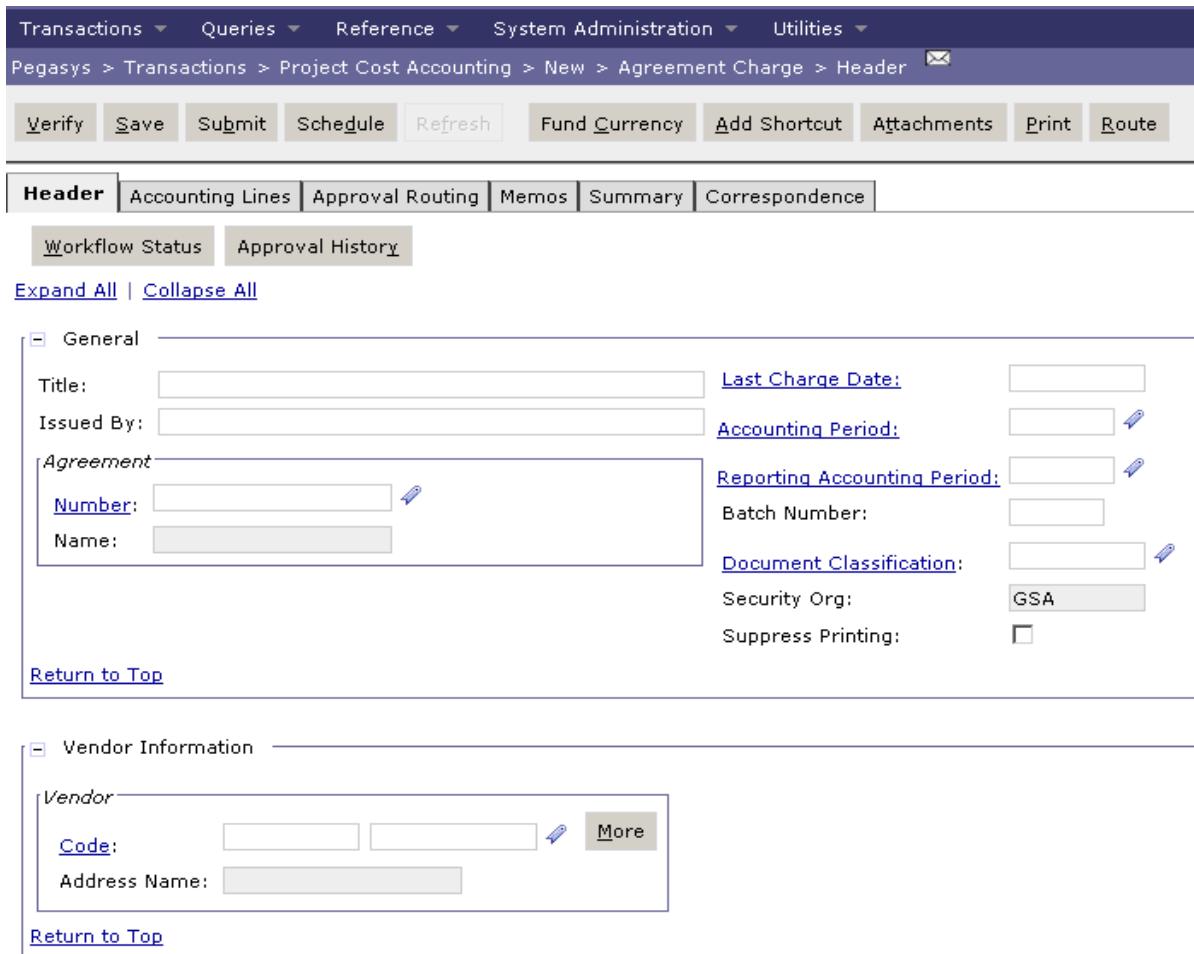
*Steps to create Agreement Charges against
an Agreement (AG) form:*

Notes

5. Select the **Finish** button.



6. The Header page is displayed.

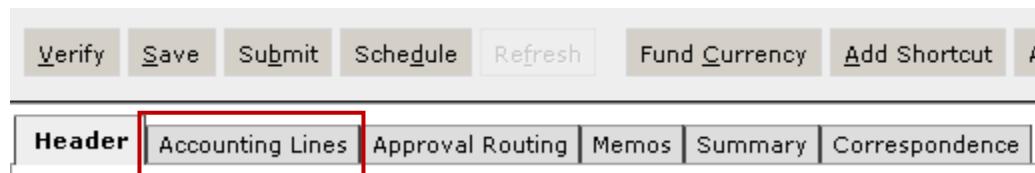


The screenshot displays the 'Header' page for a new Agreement Charge. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. The main title is 'Pegasys > Transactions > Project Cost Accounting > New > Agreement Charge > Header'. Below the title is a toolbar with 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', 'Print', and 'Route' buttons. A horizontal menu bar contains 'Header', 'Accounting Lines', 'Approval Routing', 'Memos', 'Summary', and 'Correspondence'. Underneath are 'Workflow Status' and 'Approval History' buttons. Below these are 'Expand All' and 'Collapse All' links. The main content area is divided into sections: 'General' (expanded), 'Agreement' (collapsed), and 'Vendor Information' (collapsed). The 'General' section contains fields for Title, Issued By, Number, Name, Last Charge Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (set to GSA), and Suppress Printing. The 'Agreement' section contains fields for Number and Name. The 'Vendor Information' section contains fields for Vendor, Code, Address Name, and a 'More' button. At the bottom of each section is a 'Return to Top' link.

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

Notes

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.



9. The Accounting Lines page is displayed.

A screenshot of the Accounting Lines page. At the top, there is a breadcrumb trail: Pegasys > Transactions > Project Cost Accounting > New > Agreement Charge > Header: HCH HOTD Agreement Charge. Below the breadcrumb, there is a toolbar with buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route. A navigation bar below the toolbar has tabs: Header, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The 'Accounting Lines' tab is currently selected. A message 'Header Accounting Line' is displayed. Below the navigation bar, there is a toolbar with buttons: Add, Copy, Remove, Reset, Replace, Display, a dropdown menu for 'Items' set to 10, View as CSV, and Sort... buttons. A table follows, with columns labeled: Line Number, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, Prgm, Proj Cd, Sub Proj, Activity, and SOC. A message at the bottom of the table says '- NO ITEMS TO DISPLAY -'. At the very bottom of the page, there is a link 'Go to top of page'.

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

Notes

10. Select the **Add** button.



11. The Header Accounting Line page is displayed.

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

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

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

Header Accounting Line

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

General

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

[Return to Top](#)

Line Amounts

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

[Return to Top](#)

Additional Attributes

Prior Year Adjustment:	<input type="button" value="Not a Prior Year Adjustment"/>
------------------------	--

[Return to Top](#)

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

Notes

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.
 1. *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 X

(i) Agreement Charge\Agreement Charge Accounting Line 1\Unit Price Amount

(i) Form HCH2013042300000 was saved successfully.

PC0232W The Unit Price Amount is being overridden.

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

14. Select the **Verify** button.

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

(i) 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

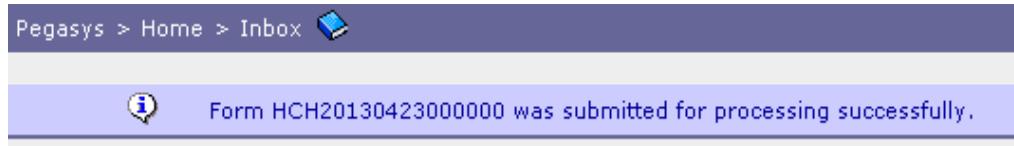
**Steps to create Agreement Charges against
an Agreement (AG) form:**

Notes

15. Select the **Submit** button.



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



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: [Generate](#)

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

File: [Browse...](#)

[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: ADS RWA PCAS 4% Fee Surg

Document Number Format: Document Number Prefix:

* Document Number: **Generate**

Security Org:

Title:

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

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

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

New Standard Voucher

* Document Type: ADS RWA PCAS 4% Fee Surg

Document Number Format: Document Number Prefix:

Document Number: ADS201304190001 **Generate**

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

File: [Browse...](#)

[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.

A screenshot of the Pegasys software interface showing the "Header" page for a "Standard Voucher". The top navigation bar includes "Verify", "Save", "Submit", "Schedule", "Refresh", "Fund Currency", "Add Shortcut", "Attachments", "Print", and "Route". The main header section has tabs for "Header", "Fixed Assets", "Accounting Lines", "Approval Routing", "Memos", "Summary", and "Correspondence". Below this, there are buttons for "Workflow Status" and "Approval History", along with "Expand All" and "Collapse All" links. The "General" tab is selected, displaying fields for Document Type (ADS, RWA PCAS 4% Fee Surcharge), Status (NEW), Document Number (ADS201304190001), Title (highlighted with a yellow box), Issued By, Automatic Reversal (checkbox), Reversal Accounting Period (button with edit icon), Reverse After Period, Agency DUNS Number, and Agency DUNS+4. To the right of these fields are buttons for Document Date, Accounting Period, Reporting Accounting Period, Document Classification, Security Org (GSA), Suppress Printing, and Spending Override. At the bottom of the "General" section is a "Return to Top" link. The "Amounts" tab is also visible at the bottom of the screen.

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

Notes

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.

7. Select the **Accounting Lines** tab.



8. The Accounting Lines page is displayed.

Pegasys > Transactions > General System > New > Standard Voucher > Header: ADS RWA PCAS 4% Fee Surcharge

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

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
--	-------------	-----------	--------	-------------------	-------------------	------------------	----------	------	------	------	-----	--------

Go to top of page

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

Notes

9. Select the **Add** button.



10. The Accounting Line page is displayed.

A screenshot of the "Accounting Line" page. The header shows the path: Pegasys > Transactions > General System > New > Standard Voucher > Header: ADS RWA PCAS 4% Fee Surcharge ADS201304190001 NEW > Accounting Lines. The toolbar includes buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route. The main area has tabs for Header, Fixed Assets, Accounting Lines (selected), Approval Routing, Memos, Summary, and Correspondence. The "Accounting Line" tab is also selected. The page displays a general form with sections for General, Bank Account Information, and Vendor Information. The General section contains fields for Line Number (1), Line Type, Transaction Type, Transaction Event (Expenditure), Increase/Decrease (Increase), Obligation FY, Statement Number, Receivable Type, PCAS Surcharge, Source Number, SF-224 Reclassification, TROR Classification, TROR Category, TROR Collection Type, Related Statement Number, and Referenced Statement Number. Buttons for "Return to Top" and "Generate Statement Number" are also present. The Bank Account Information and Vendor Information sections are partially visible below.

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

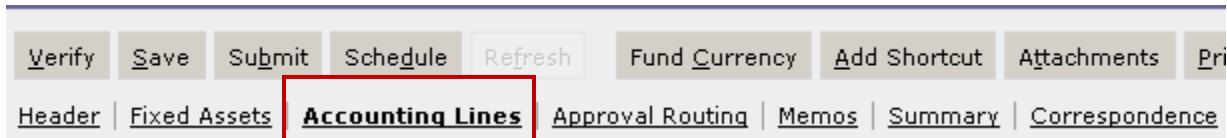
Notes

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.

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



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

Notes

13. The Accounting Lines page is displayed.

Pegasys > Transactions > General System > New > Standard Voucher > Header: ADS RWA PCAS 4%

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments E

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 C

	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.

Accounting Line | C

Add Copy Co

	Line Number	Line Type
--	-------------	-----------

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

Notes

15. The Accounting Line page is displayed.

Pegasys > Transactions > General System > New > Standard Voucher > Header: ADS RWA PCAS 4% Fee Surcharge ADS201304190001 NEW > Acc

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

Header | Fixed Assets | **Accounting Lines** | Approval Routing | Memos | Summary | Correspondence

Accounting Line | Contracts Pay

Item: 1 2

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

- General

Line Number:	2	Receivable Type:	
Line Type:		PCAS Surcharge:	
Transaction Type:		Source Number:	
Transaction Event:	Expenditure	SF-224 Reclassification:	<input type="checkbox"/>
Increase/Decrease:	Increase	TROR Classification:	
Obligation FY:		TROR Category:	
Statement Number:		TROR Collection Type:	
	Generate Statement Number	Related Statement Number:	
		Referenced Statement Number:	

[Return to Top](#)

- Bank Account Information

[Return to Top](#)

- Vendor Information

Vendor			More
* Code:			
Address Name:			

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
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 1
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 3
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 3
Form ADS201304220003 was saved successfully.

BE0146I Allotment 2013 192X has actual reimbursements less than zero.
BE0146I Apportionment 2013 192X has actual reimbursements less than zero.
BE0146I Allotment 2013 192X has actual reimbursements less than zero.
BE0146I Apportionment 2013 192X has actual reimbursements less than zero.

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
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 1
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 3
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 3

BE0146I Allotment 2013 192X has actual reimbursements less than zero.
BE0146I Apportionment 2013 192X has actual reimbursements less than zero.
BE0146I Allotment 2013 192X has actual reimbursements less than zero.
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.

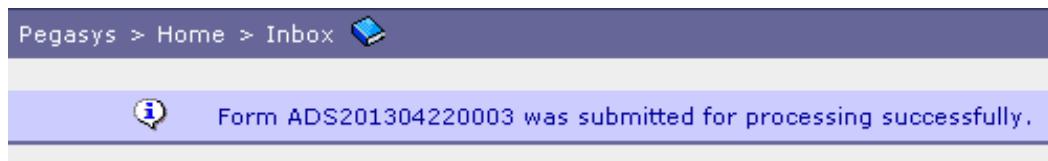
Pegasys > Transactions > General System > New > Standard Voucher > Header

ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 1
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 1
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 3
ADS-ADS201304220003 Standard Voucher\Standard Voucher Line 3
Form ADS201304220003 was saved successfully.

BE0146I Allotment 2013 192X has actual reimbursements less than zero.
BE0146I Apportionment 2013 192X has actual reimbursements less than zero.
BE0146I Allotment 2013 192X has actual reimbursements less than zero.
BE0146I Apportionment 2013 192X has actual reimbursements less than zero.

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.

Exhibit 4-13: Agreement Query Navigation



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

Transactions Queries Reference System Administration Utilities

Inbox | Preferences | Shortcuts | Si
Welcome All Roles 109 CGI | N

Pegasys > Queries > Project Cost Accounting > Agreement Query

Agreement Query

Search Criteria

Agreement Number:	From:	To:
Name:	From:	To:
Title:	From:	To:
Agreement Type:	From:	To:
Agency:	From:	To:
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:

Description:

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 Amo	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

Header | Accounting Lines | Supervisors | Vendor Novation

Entity

Refresh | Activity Log | Surcharges | History

Expand All | Collapse All

General

Agreement Number:	1109123	Agreement Date:	11/27/2012
Agreement Name:	NHR HOTD 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		

Funds Availability Options

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>Total Unliquidated Receivable Amount:</i>	\$900.00
Total Pre-Commitment Amount:	\$0.00	Total Collection Amount:	\$300.75
Total Commitment Amount:	\$0.00	Total Cumulative Debit Voucher Amount:	\$0.00
Total Obligation Amount:	\$0.00	Total Outstanding IPAC Chargeback Amount:	\$0.00
Total Accrual Amount:	\$0.00	Total Unliquidated Credit Amount:	\$0.00
Total Agreement Charge Amount:	\$1,750.00	Total Credit Amount:	\$0.00
Total Per Unit Agreement Charge Amount:	\$1,800.00	Total Write Off Amount:	\$0.00
Total Unliquidated Pre-Commitment Amount:	\$0.00	Total Unliquidated Advance Amount:	\$0.00
Total Unliquidated Commitment Amount:	\$0.00	Total Advance Amount:	\$0.00
Total Unliquidated Obligation Amount:	\$0.00	Total Advance Applied Amount:	\$0.00
Total Unliquidated Accrual Amount:	\$0.00	Total Advance Receivable Amount:	\$0.00
Total Expenditure Amount:	\$0.00	Total Advance Refunded Amount:	\$0.00
Total Expenditure Interest Amount:	\$0.00	Total Cumulative Advance Debit Voucher Amount:	\$0.00
Total Expenditure Penalty Amount:	\$0.00	Total Outstanding Advance IPAC Chargeback Amount:	\$0.00
Total Expenditure Discount Amount:	\$0.00	Total Outstanding Revenue Accrual Amount:	\$0.00
Unliquidated Obligation Surcharge 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:									
Document Number:									
Accounting Period:									
<input type="button" value="Search"/>	<input type="button" value="Unlimited Search"/>								
View Document	Correct Document	Display	10	<input type="button" value="Items"/>	View as CSV	Sort...			
Document Type	Document Number	Line #	Date	Entity Line Incremental Impact	Entity Line Ending Pd Balance	Acctg Pd	System Date/Time	Document Amount	
IEA	IEA201301230024	1	01/23/2013	\$8,000.00	\$8,000.00	04/2013	01/23/2013 15:44:59	\$8,000.00	

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 <input type="button"/> Items View as CSV Sort... Items 1-5 of 5 <input type="button"/>																					
<table border="1"> <thead> <tr> <th>Number</th><th>Amount</th><th>Description</th></tr> </thead> <tbody> <tr> <td>1</td><td>\$100.00</td><td>12-092000-A06XXXE-A06XXXE-2341</td></tr> <tr> <td>2</td><td>\$383.73</td><td>12-092000-A06XXXE-A06XXXE-2341</td></tr> <tr> <td>3</td><td>\$4,816.48</td><td>12-092000-A06XXXE-A06XXXE-2341</td></tr> <tr> <td>4</td><td>\$6.97</td><td>12-092000-A06XXXE-A06XXXE-2341</td></tr> <tr> <td>5</td><td>\$0.00</td><td>12-092000-A06XXXE-A06XXXE-2341</td></tr> </tbody> </table>				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
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																			
Go to top of page																					

Exhibit 4-20: Agreement Query: Vendor Novation

Header	Accounting Lines	Supervisors	Vendor Novation																		
Display 10 <input type="button"/> Items View as CSV Sort... Items 1-2 of 2 <input type="button"/>																					
<table border="1"> <thead> <tr> <th>Sequence Number</th><th>Novation Date</th><th>Vendor Code</th><th>Address Code</th><th>Name</th><th>Last Modified By</th></tr> </thead> <tbody> <tr> <td>1</td><td>01/24/2013</td><td>105326</td><td>105326</td><td>runbatchconvbaar</td><td></td></tr> <tr> <td>0</td><td></td><td>100000000</td><td>00001</td><td>runbatchrwa</td><td></td></tr> </tbody> </table>				Sequence Number	Novation Date	Vendor Code	Address Code	Name	Last Modified By	1	01/24/2013	105326	105326	runbatchconvbaar		0		100000000	00001	runbatchrwa	
Sequence Number	Novation Date	Vendor Code	Address Code	Name	Last Modified By																
1	01/24/2013	105326	105326	runbatchconvbaar																	
0		100000000	00001	runbatchrwa																	
Expand All Collapse All																					
<div style="border: 1px solid #ccc; padding: 5px;"> <p><input checked="" type="checkbox"/> General</p> <p>Sequence Number: <input type="text" value="0"/> Novation Date: <input type="text"/></p> <p>Vendor</p> <table border="1" style="margin-left: 10px;"> <tr> <td>Code:</td> <td><input type="text" value="100000000"/></td> <td><input type="text" value="00001"/></td> <td><input type="button" value="More"/></td> </tr> <tr> <td>Address Name:</td> <td colspan="3"><input type="text" value="JUDICIARY"/></td> </tr> <tr> <td>Last Modified By:</td> <td colspan="3"><input type="text" value="runbatchrwa"/></td> </tr> </table> </div>				Code:	<input type="text" value="100000000"/>	<input type="text" value="00001"/>	<input type="button" value="More"/>	Address Name:	<input type="text" value="JUDICIARY"/>			Last Modified By:	<input type="text" value="runbatchrwa"/>								
Code:	<input type="text" value="100000000"/>	<input type="text" value="00001"/>	<input type="button" value="More"/>																		
Address Name:	<input type="text" value="JUDICIARY"/>																				
Last Modified By:	<input type="text" value="runbatchrwa"/>																				
Go to top of page																					

4.3.7.3 Agreement Query: Search criteria - Agreement Charge (AG)

The listing of GSA User Defined fields on the Agreement Query is available at [Appendix: Agreement Query – GSA 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:

- | <i>Steps to Execute a Query Using the Agreement Query</i> | <i>Notes</i> |
|---|--------------|
| 1. Navigate to Queries=> Project Cost Accounting=> Agreement Query. | |
| 2. The Agreement Query page is displayed. | |

The screenshot shows the 'Agreement Query' search interface. It includes fields for searching by Agreement Number, Name, Title, Agreement Type, Agency, Bureau, Status, Bill Type, Project Notebook, Security Organization, Vendor, Designated Agent, and Last Agreement Document. There are also fields for Agreement Amount (From: To:), Agreement Date (From: To:), Original Agreement Date (From: To:), and Agreement End Date (From: To:). A 'Description' field is also present. At the bottom, there are three buttons: 'Query at Header', 'Query at Line', and 'Clear'.

3. Enter the Agreement Number, Name, or other valid information that can be used to search for the agreement.

*Steps to Execute a Query Using the Agreement Query**Notes*

4. Select the **Query at Header** button.

Document Number:

Query at Header

+ InterAgency Transfer

5. The records are returned in the item collection.

Query At Header								
Agreement Num:	Name	Type	Vendor	Address Code	Agreement Amt\$	Agreement Date	Status	Security Organiz:
# 0260837	OVERTIME UTILITY	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

6. Select the radio button for the desired agreement and select Details.

Query At Header								
Agreement Num:	Name	Type	Vendor	Address Code	Agreement Amt\$	Agreement Date	Status	Security Organiz:
# 0260837	OVERTIME UTILITY	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

7. The Agreement Query is open and visible to the user.

Header Accounting Lines Supervisors Vendor Novation

Entity Refresh Documents Activity Log Surcharges History

Expand All | Collapse All

General

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:
 - a. It amends the Billing Document, updating vendor to match novated agreement vendor.
- For Billed Billing Documents:
 - a. It amends the Billing Document, drawing down to the liquidated amount.
 - b. 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.
 - a. Amend unbilled Billing Documents to update the vendor with the new customer information.
 - b. 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

Pegasys > Utilities > Batch Execution > Batch Jobs > Batch Job Maintenance: PCASAGRNOV >

Save Run Execution

Batch Job Maintenance Simple Parameters Complex Parameters Input Files

New Instance Remove Instance Display 20 Items View as CSV Sort...

Item Page: 1 2 Items 21-37 of 37

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

Sequence Number: 21

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.

Customer Novation Process - Correct an existing document.***Notes***

3. Open the desired agreement document in Correct mode.

History

Search Criteria:
 Document Type:
 Document Number:
 Accounting Period:
 Search Unlimited Search

View Document Correct Document Display Items View as CSV Sort...

Items 1-3 of 3

Line #	Document Type	Document Number	Date	Entity Line Incremental Impact	Entity Line Ending Balance	Acctg Pd	System Date/Time	Document Amount
1	PPI	PP1201301170043	01/17/2013	\$200.00	\$200.00	04/2013	01/17/2013 21:37:48	\$200.00
2	PPI	PP1201301170045	01/17/2013	\$0.00	\$0.00	04/2013	01/17/2013 21:54:11	\$0.00
3	PPI	PP1201301170044	01/17/2013	\$0.00	\$200.00	03/2013	01/17/2013 21:54:11	\$0.00

4. On the Header Novation section, enter Novation Date.

Novation

Novation Date:

Vendor

Code: More Default Designated Agent

[Return to Top](#)

5. Enter the new Vendor Code in the Novation section.

Novation

Novation Date:

Vendor

Code: More Default Designated Agent

[Return to Top](#)

Note: For Internal Direct Agreement ONLY – This step should be repeated for every agreement line”.

Customer Novation Process - Correct an existing document.

Notes

6. Verify and Submit the document.

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, Print, and Route. Below the toolbar is a navigation bar with tabs for Header, Office Addresses, Header Accounting Lines, Supervisors, Approval Routing, Memos, Summary, and Correspondence. Under the Header tab, there 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 and dropdown menus for agreement details such as Agreement Number, Agreement Name, Agreement End Date, Status, Reimbursable, Spend And Reimburse Within Fund, Funding Status, Document Type, Status, Document Number, Title, and Issued By. To the right of these fields are additional fields for Orig Document Date, Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org, and Suppress Printing.

7. Refresh the Agreement Query to allow the changes to be updated.

The screenshot shows a software interface with a navigation bar at the top with tabs for Header, Accounting Lines, Supervisors, and Vendor Novation. Under the Header tab, there are links for Entity, Refresh, Documents, Activity Log, Surcharges, and History, along with Expand All and Collapse All buttons. The main content area is titled 'General' and contains various input fields and dropdown menus for agreement details such as Agreement Number, Agreement Name, Title, Agreement End Date, Agency DUNS Number, Agency DUNS+4, Number of Lines, Authorized Agreement Amount, Total Agreement Line Amount, Total Unliquidated Receivable Amount, and Security Org. To the right of these fields are additional fields for Agreement Date, Last Document Type, Active, Agreement Cancelled, Reimbursable, Spend And Reimburse Within Fund, and Funding Status.

Customer Novation Process - Correct an existing document.**Notes**

8. Select the Vendor Novation tab on the Agreement Query.

The screenshot shows the 'Header' tab selected at the top left. Below it is a toolbar with 'Entity', 'Documents', 'Refresh', 'Activity Log', 'Surcharges', and 'History'. Underneath is a link 'Expand All | Collapse All'. A large panel titled 'General' contains various fields: Agreement Number (TS11720-2), Agreement Name (PCAS TS117.20-2), Title (PCAS TS117.20-2), Agreement End Date (11/07/2014), Agency DUNS Number, Agency DUNS+4, Number Of Lines (2), Authorized Agreement Amount (\$200.00), Total Agreement Line Amount (\$200.00), Total Unliquidated Receivable Amount (\$0.00), Security Org (GSA), Agreement Date (05/10/2013), Last Document Type (PPI), Active (Active), Agreement Cancelled (unchecked), Reimbursable (checked), Spend And Reimburse Within Fund (unchecked), and Funding Status (Actual).

9. Verify that a new record has been added with the new vendor information.

The screenshot shows the 'Header' tab selected at the top left. Below it is a toolbar with 'Display 10 Items' and 'View as CSV'. A table titled 'Items 1-2 of 2' lists two novation records:

	Sequence Number	Novation Date	Vendor Code	Address Code	Name	Last Modified By
	C	01/17/2013	162126	162126		allroles101
	G	05/10/2013	1620	1620		allroles130

Below the table is a 'General' section with fields: Sequence Number (1), Novation Date (05/10/2013), Vendor (Code: 1620, Address Name: VETERANS EMPLOYMENT), and Last Modified By (allroles130). There is also a 'More' button next to the vendor code field.

10. Run the PCAS Customer Novation Batch process to update documents associated to the agreement with the new customer information.

The screenshot shows the 'Batch Job Maintenance' screen. At the top is a search criteria panel with fields: Job ID (PCASAGRNOV), Job Name, Process Name, Name, Location, and a 'Create New Batch Job' section with Process Code. Below is a toolbar with 'New', 'Open', 'Copy', 'Delete', 'Display 10 Items', 'View as CSV', and 'Sort...'. A table lists one job entry:

Job ID	Job Name	Process Name	Name	Location
PCASAGRNOV	PCAS Agreement Novation	Agreement Customer Novation Processor	PCASAGRNOV.rpt	BATCHSTATS

4.4 Manual Billing

GSA will create 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:

1. Detail Billing Records received from GSA feeder systems (as described in *section 4.2 Detail Billing Records*)
2. 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

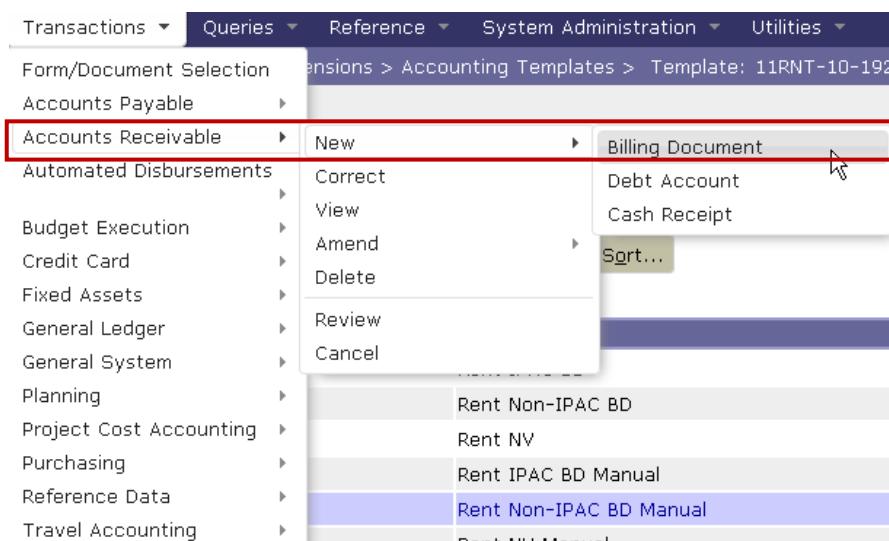
In some circumstances, however, it is necessary to create transactions manually using the Pegasys user interface, or “—onthe”. After document processing, it may also be necessary to correct, amend, or cancel a Billing Document, or correct/cancel an Internal Voucher. These actions can also be performed 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) - GSA User Defined Form Field Descriptions

The listing of GSA User Defined fields on the Billing Document (BD) Form are available at [Appendix: Billing Document \(BD\) – GSA 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	<u>Appendix: Create Billing Document (BD) - Fleet</u>
Rent	<u>Appendix: Create Billing Document (BD) - Rent</u>
Global Supply/Automotive Purchases	<u>Appendix: Create Billing Document (BD) - Global Supply/Automotive Purchases</u>
RWA/HOTD/Manual Business Lines	<u>Appendix: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines</u>

**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' creation screen in Pegasys. 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'. The main form has a title 'New Billing Document'. It contains several input fields: 'Document Type' (selected as 'FMN'), '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 radio buttons 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' creation screen in Pegasys, similar to the previous one but with the 'Document Type' field pre-filled with 'FMN'. The other fields and layout are identical to the first screenshot.

**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 form contains several fields: 'Document Type' (FMN, Fleet Non-IPAC BD Man), 'Document Number Format' (Document Number Prefix: [empty]), 'Statement Number' (F0000004), and a 'Generate Statement Number' button which is highlighted with a red box. Below these are fields for 'Document Number' (FMNF0000004-007) and 'Generate' button, 'Security Org' (Security Org: [empty]), and 'Title' (Title: [empty]). At the bottom left is a 'Copy Document' section with radio buttons for 'None', 'Copy From', and 'Copy Forward', where 'None' is selected.

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 in Pegasys. At the top, there are buttons for Back, Finish, and Cancel. Below that is a title bar 'New Billing Document'. The form fields include:

- * Document Type: FMN Fleet Non-IPAC BD Man
- Document Number Format: (dropdown menu)
- Document Number Prefix: (text input)
- Statement Number: F0000004 (text input) with a 'Generate Statement Number' button next to it.
- * Document Number: FMNF000004-007 (text input) with a 'Generate' button highlighted with a red box.
- Security Org: (text input)
- Title: (text input)
- Copy Document:
 - None (radio button selected)
 - Copy From
 - 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##).

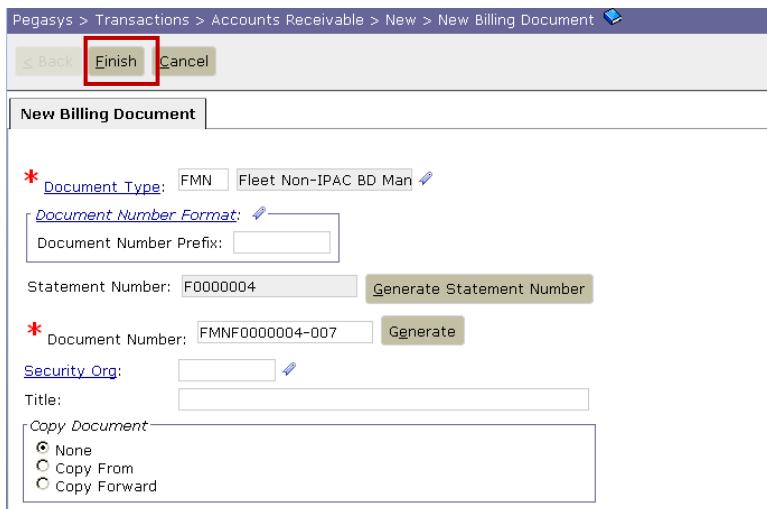
The Document Number format for 'FMN' is the document type of Billing Document (BD) form followed by the Statement Number the document was created and combined with 2 incremented digits. (e.g., FMNSSSSSSSS##).

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

**Steps to Create an Accounts Receivable Billing Document (BD)
Form (IPAC/non-IPAC/DoD Interfund/ Revenue Credit Card):**

Notes

5. Select the **Finish** Button.



The screenshot shows a software interface for creating a new billing document. At the top, there's a navigation bar with 'Pegasys > Transactions > Accounts Receivable > New > New Billing Document'. Below the bar are three buttons: 'Back', 'Finish' (which is highlighted with a red box), and 'Cancel'. A title bar says 'New Billing Document'. The main area contains several input fields and buttons:

- * Document Type: FMN (selected) / Fleet Non-IPAC BD Man
- Document Number Format: (dropdown menu)
- Document Number Prefix: (text input field)
- Statement Number: F0000004 (text input field) / Generate Statement Number button
- * Document Number: FMNF0000004-007 (text input field) / Generate button
- Security Org: (text input field)
- Title: (text input field)
- Copy Document: (checkbox group)
 - None
 - Copy From
 - Copy Forward

**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](#)

1. General
2. Vendor Information
3. External System Information
4. 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

Vendor Information

Vendor	Designated Agent
* <u>Code:</u> 897009 897009	Code:
Address Name: DEPT OF ENERGY SD	Address Name:

[Return to Top](#)

External System Information

System ID: FLEETMANL
External System Document Number:

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User Defined Fields

Assignment Code: RG6GRP1

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7. **REQUIRED for IPAC ONLY**— Select the **Default** button in the Designated Agent Group Box.

Vendor Information

Vendor	Designated Agent
* <u>Code:</u> 9567 9567	Code:
Name: DENALI COMMISSION O	Name:

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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"/>		

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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"/>		

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9. Select the **Accounting Line** tab.



**Steps to Create an Accounts Receivable Billing Document (BD)
Form (IPAC/non-IPAC/DoD Interfund/ Revenue Credit Card):**

Notes

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

The screenshot shows the 'Accounting Lines' screen. At the top, there's a toolbar with buttons for Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. Below the toolbar is a navigation bar with links for Accounting Line, Charge Lines, Articles, Detail Billing Record Search, and Modified Detail Billing Records. The main area is a grid with columns labeled: Line Number, Line Type, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, Proj Cd, Sub Proj, Function, C/E, Sub Obj, Rev Src, Bldg Sys, Veh Tag, Wrk Itm, ABC Activity, C/E Obj, Sub Canc, Canc EBFY, Canc EBFY Fund, Cost Sub Org, Sub YBA, BETC, and Blanket Agreement Number. A message at the bottom of the grid 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.

The screenshot shows the 'Accounting Line' details screen. At the top, there's a toolbar with buttons for Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. Below the toolbar is a navigation bar with links for Accounting Line, Charge Lines, Articles, Detail Billing Record Search, and Modified Detail Billing Records. The main area contains several input fields grouped under sections: 'General' (Line Number: 1, Receivable Type: FLNI, Record Type: PR, Default checkbox), 'Exclude from Offset' (Internal: unchecked, External: unchecked), 'Bill Print' (Yes dropdown), 'Dunning Print' (checkbox checked), 'Overdue Charges' (Administrative Charge Type, Interest Type, Penalty Type dropdowns), 'Period of Performance' (Start Date and End Date fields), 'Source Number' (text field), and 'Related Statement Number' (text field). A link 'Return to To [Display Calendar For Start Date]' is at the bottom left.

**Steps to Create an Accounts Receivable Billing Document (BD)
Form (IPAC/non-IPAC/DoD Interfund/ Revenue Credit Card):**

Notes

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**—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.

13. To search for the Accounting Template, select the **Template** link.

Accounting Dimensions

* Template: _____

*

**Steps to Create an Accounts Receivable Billing Document (BD)
Form (IPAC/non-IPAC/DoD Interfund/ Revenue Credit Card):**

Notes

*Note: When searching for accounting templates, list the office code flanked by asterisks ("*FLT*" or "*RNT*") in the Accounting Template Description field.*

The screenshot shows a search interface with the following fields:

- Name: *FLT*
- Security Org: (empty)
- Effective Dates: Start Date: (empty), End Date: (empty)
- Search button
- Cancel button
- Accounting Dimensions link

14. Select an Accounting Template.

Note: The accounting template dimensions will populate when searching and selecting a template value.

Select	11FLT-02-455F- FE32-F02Y0000- 2011 455F 02 F02Y0000 FE32 FE112 A01
Select	11FLT-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.

The screenshot shows a form for configuring accounting dimensions. The "Template" field is populated with "11FLT-02-455F-FE32-F02Y0000-FE112-A01". Other fields include:

- * BBFY: 2011
- * EBFY: (empty)
- * Fund: 455F
- * Region: 02
- * Org Code: F02Y0000
- * Budget Activity: FE32
- * Project Code: (empty)
- * Function: FE112
- * Cost Element: (empty)
- * Sub Revenue Source: (empty)
- * Building #: (empty)
- * System: A01
- * Vehicle Tag #: (empty)
- * Work Item: (empty)
- ABC Activity: (empty)
- Reimbursable Cost Element: (empty)
- Reimbursable Sub Object: YBA
- BETC: (empty)
- Cost Organization: (empty)
- Cohort Year: (empty)
- PRC: (empty)

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15. To add DBRs, select Detail Billing Record Search tab.

The screenshot shows a navigation bar with the following tabs:

- Header
- Accounting Lines
- Office Addresses
- Approval Routing
- Memos
- Summary
- Accounting Line
- Charge Lines
- Articles
- Associated Spending
- Detail Billing Record Search** (highlighted with a red box)
- Modified Detail Billing Records

**Steps to Create an Accounts Receivable Billing Document (BD)
Form (IPAC/non-IPAC/DoD Interfund/ Revenue Credit Card):**

Notes

16. The Detail Billing Record Search page is displayed.

17. Select **Add**.

**Steps to Create an Accounts Receivable Billing Document (BD)
Form (IPAC/non-IPAC/DoD Interfund/ Revenue Credit Card):**

Notes

18. The Modified Detail Billing Records page is displayed.

Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header: FMN Fleet Non-IPAC BD Manual FMNF000004-007 NEW > 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

Modified Detail Billing Record

Expand All | Collapse All

- General

Record Identifier:
Record Status:
***** Amount:
Discount Amount:
Surcharge Amount:
***** Record Date:

Billing Description:

Agency:
Bureau:
Agency Location Code:
Customer Identification Code:
Customer Identification Code #2:
Period of Performance
Start Date:
End Date:

[Return to Top](#)

Note: The Record Status will default to New.

Modified Detail Billing Record

Expand All | Collapse All

- General

Record Identifier:
Record Status:
***** Amount:
Discount Amount:
Surcharge Amount:
***** Record Date:

Billing Description:

Agency:
Bureau:
Agency Location Code:
Customer Identification Code:
Customer Identification Code #2:
Period of Performance
Start Date:
End Date:

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- General Detail Billing Elements

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

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**Steps to Create an Accounts Receivable Billing Document (BD)
Form (IPAC/non-IPAC/DoD Interfund/ Revenue Credit Card):**

Notes

19. 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.

= General Detail Billing Elements	
<u>Credit/Adjustment Indicator:</u>	<input type="text"/>
<u>Advance Indicator:</u>	<input type="text"/>
Return to Top	
= Fleet Detail Billing Elements	
<u>Starting Mileage:</u>	<input type="text"/>
<u>Ending Mileage:</u>	<input type="text"/>
<u>Miles Driven:</u>	<input type="text"/>
<u>Days Used:</u>	<input type="text"/>
<u>Daily/Monthly Rate:</u>	<input type="text"/>
<u>Special Equipment Rate:</u>	<input type="text"/>
<u>Mileage Rate:</u>	<input type="text"/> SpeedPay FSN: 142596
<u>Description:</u>	<input type="text"/> * Sales Code: 010
<u>Advance Indicator:</u>	<input type="text"/> FSN Lookup:
Return to Top	

20. Select **Modified Detail Billing Record** tab.

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
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”.

**Steps to Create an Accounts Receivable Billing Document (BD)
Form (IPAC/non-IPAC/DoD Interfund/ Revenue Credit Card):**

Notes

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.*

21. Select **Office Addresses**.

22. Select **Remit To**.

The screenshot shows a software application window titled 'PEGASYS'. The top menu bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the menu is a breadcrumb trail: 'Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header: FMN Fleet Non-IPAC BD Manual FMNF0000004-007 HELD > Office Addresses'. A toolbar below the breadcrumb contains buttons for 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'. A navigation bar below the toolbar includes tabs for 'Header', 'Accounting Lines', 'Office Addresses' (which is highlighted in blue), 'Approval Routing', 'Memos', and 'Summary'. At the bottom of the screen, there is a 'Display' dropdown set to '10 Items', a 'View as CSV' button, and a 'Sort...' button. A table below the navigation bar lists 'Office Type' (with a 'Remit To' option selected), 'Office', and 'Address Code'. The 'Remit To' row has a small icon with a red circle and a question mark next to it.

23. Select **Office Address**.

**Steps to Create an Accounts Receivable Billing Document (BD)
Form (IPAC/non-IPAC/DoD Interfund/ Revenue Credit Card):**

Notes

24. Enter the **Office Code**.

Please see the Configuration Guide for Office Table information.

Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header: FMN Fleet Non-IPAC BD Manual FMNF

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:

State: Yes

Name:

Address:

City:

State:

Postal Code:

County:

Country:

Contact Code:

Phone:

25. Select **Save**.

26. Select **Verify**.

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

Expand All | Collapse All

- General

Line Number: 1

Line Type: Normal

Billing Status: Unbilled

Record Type: PR

Overpayment Cause:

Interest Rate %: 0.0000

Exclude from Offset

Administrative Charge Type: FEDADMIN

Interest Type: FEDINT

Penalty Type: FEDPENALTY

Internal: External:

Bill Print: Yes

Dunning Print:

Period of Performance
* Start Date: 11/01/2010 * End Date: 12/03/2010

Source Number: FLT89700911012010

Related Statement Number:

Return to Top

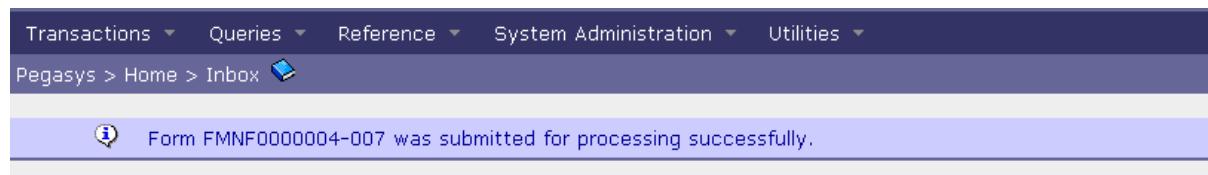
- Line Amounts

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 Receivable Billing Document (BD)
Form (IPAC/non-IPAC/DoD Interfund/ Revenue Credit Card):**

Notes

27. Select **Submit**.
28. 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.

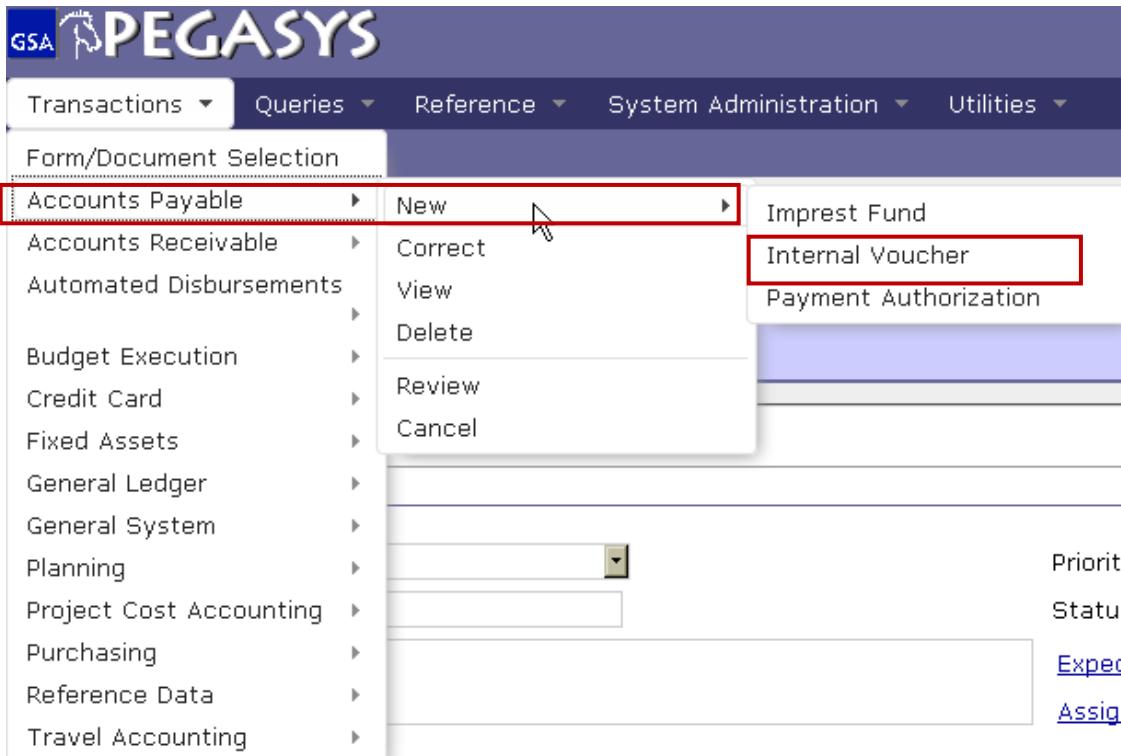
Interfund vs. Intrafund:

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) - GSA User Defined Form Field Descriptions

The listing of GSA User Defined fields on the Internal Voucher (NV) Form are available at [Appendix: Internal Voucher \(NV\) – GSA 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**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 top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. The current path is 'Pegasys > Transactions > Accounts Payable > New > New Internal Voucher'. Below the path are buttons for 'Back', 'Finish', and 'Cancel'. The main form area has a title 'New Internal Voucher'. It contains several input fields:

- * Document Type: A dropdown menu with an edit icon.
- Document Number Format: A dropdown menu with an edit 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 an edit icon.
- Title: An input field.
- Copy Document:
 - None (radio button)
 - Copy From (radio button)
 - Copy Forward (radio button)

Steps to create an Accounts Payable Internal Voucher

Notes

(NV) form:

2. **REQUIRED**—Enter Document Type.

Note: Only manual document types are used for online creation.

The screenshot shows the 'New Internal Voucher' creation interface. At the top, there are 'Back', 'Finish', and 'Cancel' buttons. The main area contains fields for Document Type (set to PMV), Document Number Format (with a prefix input and a 'Generate Statement Number' button), Statement Number (with a 'Generate Statement Number' button), Document Number (marked with a red asterisk), Security Org, Title, and a 'Copy Document' section with radio buttons for None, Copy From, and Copy Forward.

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.

Steps to create an Accounts Payable Internal Voucher**Notes****(NV) form:**

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.

5. Select the **Finish** Button.

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

New Internal Voucher

* Document Type: RMV Rent NV Manual

Document Number Format: AA0000002

Document Number Prefix: AA0000002

Statement Number: AA0000002

Generate Statement Number

* Document Number: RMVA000002-014

Generate

Security Org: []

Title: []

Copy Document

None

Copy From

Copy Forward

Steps to create an Accounts Payable Internal Voucher

Notes

(NV) form:

6. The NV header page is displayed.

The screenshot displays the 'Header Accounting Lines' section of the NV form. It includes tabs for Workflow Status, Approval History, and other document management options. The main area contains several groups of input fields:

- General:** Document Type (FMV), Status (NEW), Document Number (FMVF0041491-002), Statement Number (F0041491), Voucher Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), *Accomplished Date, and Suppress Printing.
- Vendor Information:** Vendor Code and Address Name.
- Amounts:** Initial Amount (\$0.00), Discount Amount (\$0.00), Surcharge Amount (\$0.00), and Net Amount (\$0.00).
- External System Information:** System ID (FLEETMANL) and External System Document Number.
- User Defined Fields:** Assignment Code.
- Description:** A large text area for entering a description.

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.

Steps to create an Accounts Payable Internal Voucher***Notes******(NV) form:***

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](#)
 1. General.
 2. Vendor Information.
 3. User Defined Fields.
 4. Description.
8. Select the **Header Accounting Line** tab.

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 #

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

Line Number	Lin	Type

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

Notes

(NV) form:

10. The Header Accounting Line page is displayed.

The screenshot shows the "Header Accounting Line" tab selected in a web-based application. The interface is divided into several sections:

- General:** Contains fields for Line Number (1), Source Number, and Related Statement Number.
- Line Amounts:** 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 "Calculate From Detail Records" button is also present.
- Buyer:** Contains fields for Line Type (Normal dropdown), Transaction Type (dropdown with a red asterisk), SF-224 Reclassification (checkbox), and Prior Year Adjustment (dropdown).
- Funding:** Contains fields for Template (dropdown with a red asterisk), BBFY (dropdown with a red asterisk), EBFY (dropdown), Fund (dropdown with a red asterisk), Region (dropdown with a red asterisk), and Org Code (dropdown with a red asterisk).

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](#)

1. General.
2. Line Amounts.

*Steps to create an Accounts Payable Internal Voucher**Notes**(NV) form:*

3. Buyer:
 - a. Including the Accounting Dimensions- Select the Default button after entering the Accounting template to populate the accounting dimensions from the template.
4. Seller:
 - a. Including the Accounting Dimensions- Select the Default button after entering the Accounting template to populate the accounting dimensions from the template.
5. User Defined Fields.
6. 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="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" value="Normal"/> Transaction Type: <input type="text"/> <input type="checkbox"/> SF-224 Reclassification: Additional Attributes Prior Year Adjustment: <input type="text" value="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"/>	

Steps to create an Accounts Payable Internal Voucher

Notes

(NV) form:

12. For documents that Reference agreements move to step 18.

Note: Business Lines that use PCAS (Project Cost Accounting System) do not use Detail Billing Records.

13. Select the **Detail Billing Record Search** tab.

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:

Add **Edit** **Copy** **View** **Disassociate Record** **Dispute Records** Display 10 Items **View as CSV** **Sort...**

*Steps to create an Accounts Payable Internal Voucher**Notes**(NV) form:*

14. Select the **Add** button.

The Modified Detail Billing Record page is displayed.

The screenshot shows the 'Modified Detail Billing Record' page with the following interface elements:

- Header:** Header Accounting Lines, Approval Routing, Memos, Summary, Correspondence.
- Sub-Header:** Header Accounting Line, Detail Billing Record Search, Modified Detail Billing Records.
- Title:** Modified Detail Billing Record.
- Buttons:** Expand All, Collapse All.
- General Section:**
 - Record Identifier: [Input Field]
 - Record Status: New [Dropdown]
 - * Amount: \$0.00 [Input Field]
 - Discount Amount: \$0.00 [Input Field]
 - Surcharge Amount: \$0.00 [Input Field]
 - * Record Date: [Input Field]
 - Charge Period: [Input Field] [Edit icon]
 - Billing Description: [Large Text Area]
 - Agency: [Input Field]
 - Bureau: [Input Field]
 - Agency Location Code: [Input Field]
 - Customer Identification Code: [Input Field]
 - Customer Identification Code #2: [Input Field]
 - Period of Performance:
 - Start Date: [Input Field]
 - End Date: [Input Field]
- General Detail Billing Elements:**
 - Credit/Adjustment Indicator: [Input Field]
 - Assignment Agency: [Input Field] [Edit icon]
 - Advance Indicator: [Input Field]
 - * Interfund Indicator: [Input Field]
 - DBE Period of Performance:
 - * Start Date: [Input Field] [Yellow Border]

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*.

1. General.
2. Vendor Information.
3. Inter-Agency Transfer.
4. Description.
5. Accounting Dimensions:
 - a. 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

Notes

(NV) form:

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 checked="" type="checkbox"/>	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	Period of Performance	
Charge Period:	<input type="text"/> 	Start Date:	<input type="text"/>
Interfund 			
Billing Description:			

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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"/> T 
DBE Period of Performance			
* Start Date:	11/01/2010		
* End Date:	11/30/2010		

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Steps to create an Accounts Payable Internal Voucher***Notes******(NV) form:***

16. 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: 11/01/2010

* End Date: 11/30/2010

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- 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"/>

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- 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"/>

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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*.

1. General Detail Billing Elements.
2. <Business Line> Detail Billing Elements.

<i>Steps to create an Accounts Payable Internal Voucher</i>	<i>Notes</i>
<i>(NV) form:</i>	
18. Select the Save button.	
19. Select the Verify button.	<p><i>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.</i></p>
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 GSA 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:

<i>Steps to Create Correspondence on an Internal Voucher</i>	<i>Notes</i>
<i>(NV) form:</i>	

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.

Steps to Create Correspondence on an Internal Voucher***Notes******(NV) form:***

1. Navigate to Transactions=> Form/Document Selection.

The screenshot shows the 'Form/Document Selection' page in Pegasys. The 'Document Type' dropdown is set to 'FDV' and 'Fleet NV'. The 'Document Status' section has several checkboxes checked: Processed, Rejected, Cancelled, Scheduled, Pending Approval, and Held. There are also fields for User ID, Security Org, and 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

Notes

(NV) form:

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:	FDV	Fleet NV	Orig Voucher Date:	09/30/2010		
Status:	PROCESSED		Last Voucher Date:	09/30/2010		
Document Number:	FDV20100930001JR		Accounting Period:	12/2010		
Statement Number:			Reporting Accounting Period:	12/2010		
Title:			Last Batch Number:			
Authorized By:			Document Classification:			
Post Code:			Security Org:	GSA		
Number of Accounting Lines:	1		Accomplished Date:	09/30/2010		
Closed Accounting Lines:	0		Suppress Printing:	<input type="checkbox"/>		
Disbursing Office:						
Created by:	allroles65					
Last Modified by:	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="text"/>					
Created Date		Contact Person			Public Publishing:	<input type="text"/>					
From:		First Name:	<input type="text"/>		Record Number:	<input type="text"/>					
To:		Last Name:	<input type="text"/>		Itemized Line Number:	<input type="text"/>					
		Assignment Code:	<input type="text"/>		Accounting Line Number:	<input type="text"/>					
Correspondence: <div style="border: 1px solid black; height: 40px; 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 type="button" value="Email"/> <input type="button" value="History"/> <input type="button" value="Attachments"/> 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
- 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="button" value="Add"/>											Communication	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:
 Record Number: Last Modified By:
 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 \(NVs\)](#)

1. Contact Person.

Note: This is generally the customer's information.

2. Agency Contact.

Note: This is the information of the Pegasys user entering the correspondence.

3. Correspondence.

Steps to Create Correspondence on an Internal Voucher

Notes

(NV) form:

8. Select the **Save** button.

*Note: Upon selecting **Save**, the following Correspondence fields are automatically populated:*

1. Record Number – Records the next available correspondence record number.
2. Creator – Records the user ID of the person creating the correspondence record.
3. Created Date – Records the date and time the record is created.
4. Last Modified By – Records the user ID of the person modifying the correspondence record.
5. Last Modified Date - Records the date and time the record is modified.

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. Would you prefer to keep the overpayment as a credit on your account or to have it refunded?		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@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

Open Date: _____ Complete Date: _____ Total Research Days: _____
 Researcher Name: _____ Researcher Email Address: _____ Contact Date: _____
 Researcher Phone Number: _____ Researcher International Phone Number: _____

Correspondence

* Communication: Mail Or Email * Type Of Correspondence: Question Public Publishing:
 Source: _____ Creator: allroles65 Created Date: 10/19/2010 12:13:11
 Subject: Overpayment of Nov 2010 Statement Last Modified By: allroles65 Last Modified Date: 10/19/2010 12:13:11
 Record Number: 3 Accounting Line Number: 1
 Itemized 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?
 Regards,
 Mike Brown, Customer Relations
 * Correspondence: _____

Steps to Create Correspondence on an Internal Voucher**Notes****(NV) form:**

9. The Attachments page is displayed:

The screenshot shows a web-based application interface for managing attachments. At the top, there is a navigation bar with buttons for 'Return', 'Import Local File', 'Attachment Access', 'Repository' (which is selected), 'Delete', 'Check Out', 'Check In', 'Unlock', 'View', 'Display Items' (set to 10), and 'Sort...'. Below the navigation bar is a table header with columns: Attachment Identifier, Name, Title, Number of Pages, Attachment, Sensitive, Check Out Status, and Extension Type. A message '- NO ITEMS TO DISPLAY -' is centered below the table. Underneath the table, there are two expandable sections. The first section, 'Document Information', contains fields for Attachment Identifier (marked with a red asterisk), Title, Location, Number of Pages, Attachment Date (marked with a red asterisk), Sensitive, Attachment, Name, and Type. The second section, 'Edit Information', contains fields for Checked Out (set to True), LockedBy, and Last Edit Date.

10. Select **Import Local File**.

This screenshot is similar to the previous one, showing the Attachments page. However, the 'Import Local File' button in the navigation bar is highlighted with a red box. The rest of the interface, including the table header, message, and expandable sections, remains the same.

Steps to Create Correspondence on an Internal Voucher

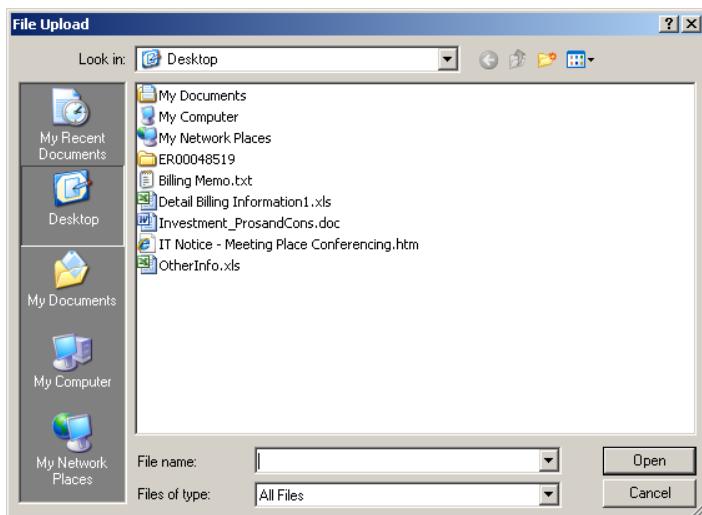
Notes

(NV) form:

11. The Import Local File page is displayed:

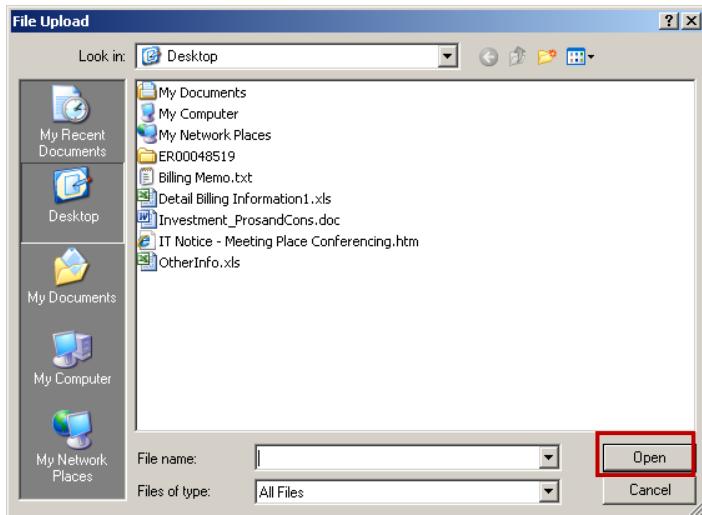
* Attachment Identifier:	<input type="text" value="1"/>
* Title:	<input type="text"/>
Number of Pages:	<input type="text"/>
Attachment Date:	05/03/2011
Location:	DocumentCorresponde
File:	<input type="text"/> <input type="button" value="Browse..."/>
Sensitive:	<input type="checkbox"/>
Attachment:	<input type="checkbox"/>
Transmit to External Application:	<input type="checkbox"/>
<input type="button" value="Cancel"/> <input type="button" value="Upload"/>	

12. File Upload screen using the local directory is displayed.



*Steps to Create Correspondence on an Internal Voucher**Notes**(NV) form:*

13. Select the desired file from the local directory and select **Open**.



Steps to Create Correspondence on an Internal Voucher

Notes

(NV) form:

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"/>	

Steps to Create Correspondence on an Internal Voucher***Notes******(NV) form:***

16. Select **Save**.
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.

Attachment Identifier: 1
 Title: Overpayment Items
 Location: DocumentCorresponde
 Number of Pages: 2
 Attachment Date: 10/19/2010
 Sensitive:
 Attachment:
 Transmit to External Application:
 Name: Overpayment Items.dc
 Type: doc

Checked Out: False
 LockedBy:
 Last Edit Date: Tue Oct 19 16:42:36 ET

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 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.	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.

Steps to Amend 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. 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 'Search Criteria' section of the Pegasys 6.5 interface. 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 a search button. On the right, there's a 'Document Status' section with checkboxes for Processed, Rejected, Cancelled, Archived, Scheduled, Pending Approval, and Held. Below that are fields for User ID, Security Org, and Title. At the bottom, there are links for Additional Criteria, Accounting, and Advance Search, along with fields for Statement Number, Referenced Statement Number, and Source Number.

3. Select the **Search** button to execute the query.

4. Select the record of the document to amend.

The screenshot shows the 'Advance Search' results page. It displays a table with one row, where the 'Amend' button is highlighted with a red box. The table columns are Document Type, Document Number, Amendment Number, Title, Document Date, Document Status, and User ID. The data in the table is: Document Type (RMN), Document Number (RMNAAD00011-044), Amendment Number (empty), Title (empty), Document Date (11/10/2010), Document Status (Processed), and User ID (allroles102). There are also buttons for Correct, View, Delete, Reference Query, Route, GL Detail, Display, Items, View as CSV, Sort..., and a refresh icon.

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Steps to Amend an Accounts Receivable Billing Document (BD) Form:**Notes**

5. Select the **Amend** button to open the document in amend mode.

The screenshot shows the 'New Amendment' screen in the Pegasys software. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. The current path is 'Pegasys > Transactions > Accounts Receivable > Amend > New Amendment'. Below the navigation is a toolbar with 'OK' and 'Cancel' buttons. The main area is titled 'New Amendment'. A dropdown menu for 'Subsystem' is set to 'Accounts Receivable'. A group of fields is enclosed in a red border: 'Document' (with an asterisk and a file icon), 'Document Type' (containing 'RMN'), 'Document Name' (containing 'Rent Non-IPAC BD Manl'), and 'Document Number' (containing 'RMNAA000011-044'). Below this group, another section is also enclosed in a red border: 'Amendment Number' (with an asterisk) and a 'Generate' button.

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.

The screenshot shows the 'New Amendment' dialog box. At the top left are buttons for 'OK' (highlighted with a red box) and 'Cancel'. Below this is the title 'New Amendment'. The form contains the following fields:

- Subsystem: Accounts Receivable
- * Document: RMN
- * Document Type: RMN
- Document Name: Rent Non-IPAC BD Mani
- * Document Number: RMNA000011-044
- Amendment Number: 00001 (with a 'Generate' button)

8. The Header page is displayed.

The screenshot shows the 'Header' page for a Billing Document. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation is the path 'Pegasys > Transactions > Accounts Receivable > Amend > Billing Document > Header'. The main area has tabs for 'Header', 'Accounting Lines', 'Office Addresses', 'Approval Routing', 'Memos', and 'Summary'. Sub-tabs include 'Amendment History' (highlighted), 'Workflow Status', and 'Approval History'. A 'General' section contains the following fields:

Document Type:	RMN	Rent Non-IPAC BD Mani	Document Date:	_____	
Status:	PROCESSED	Accounting Period:	_____		
Document Number:	RMNA000011-044	Reporting Accounting Period:	_____		
Statement Number:	AA000011	Generate Statement Number	Batch Number:	_____	
Amendment Number:	00001	Title:	_____		
Billed By:				Document Classification:	_____
Post Code:				Security Org:	GSA
Agency DUNS Number:				Business Line:	RENT
Agency DUNS+4:					

At the bottom left is a 'Return to Top' link.

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 OA 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.

The screenshot shows the Pegasys Accounting Lines screen. The top navigation bar includes links for Transactions, Accounts Receivable, Amend, Billing Document, Header, Fund Currency, Add Shortcut, Attachments, and Route. The main toolbar has buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the toolbar, tabs include Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. A sub-menu for Accounting Line is open, showing options like Charge Lines, Articles, Detail Billing Record Search, and Modified Detail Billing Records. The main content area displays a table of accounting lines. The first row shows a selected line with the following data:

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 Src	Bldg #	Sys Tag #	Veh Itm	Wrk Activity	ABC	C/E	Sub Obj	Conc Obj	BBFY	EBFY	Final
1	Normal	\$100.00	01	11RNT-00-192X-PG61-PGA31	2011	192X	00	P0060001	PG61			PGA31			4305	RI7085Z2													

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](#)

Steps to Amend an Accounts Receivable Billing Document (BD) Form: **Notes**

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.

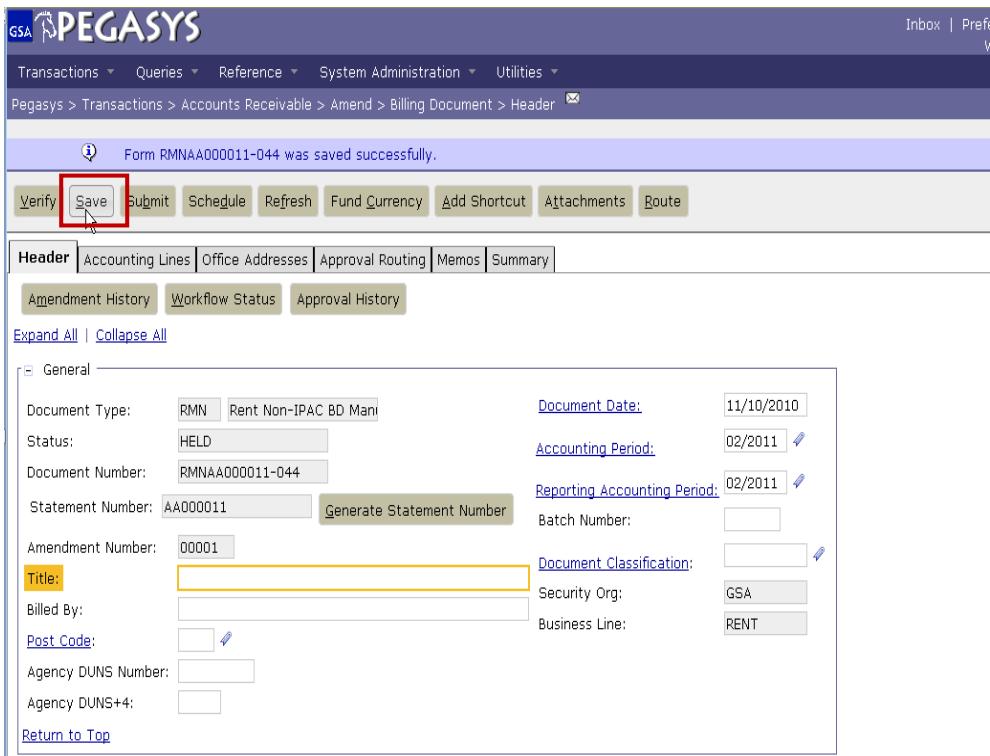
Note: While this section uses changing the amount as an example of an amendment, amendments can be used to change other data as well.

Line Amounts

	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](#)

14. Select the **Save** button.



The screenshot shows the Pegasys application interface. The title bar reads "PEGASYS". The menu bar includes "Transactions", "Queries", "Reference", "System Administration", and "Utilities". The current location is "Pegasys > Transactions > Accounts Receivable > Amend > Billing Document > Header". A message at the top states "Form RMNAA000011-044 was saved successfully." Below the message, 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". The main area is titled "Header" and contains tabs for "Accounting Lines", "Office Addresses", "Approval Routing", "Memos", and "Summary". Under the "Header" tab, there are sections for "Amendment History", "Workflow Status", and "Approval History". Buttons for "Expand All" and "Collapse All" are present. A large form area displays various document details: Document Type (RMN), Document Date (11/10/2010), Accounting Period (02/2011), Reporting Accounting Period (02/2011), Status (HELD), Document Number (RMNAA000011-044), Statement Number (AAD000011), Generate Statement Number, Amendment Number (00001), Title (highlighted with a yellow box), Document Classification, Security Org (GSA), Batch Number, Business Line (RENT), Billed By, Post Code, Agency DUNS Number, and Agency DUNS+4. At the bottom left of the form area is a link "Return to Top".

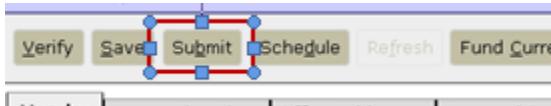
Steps to Amend an Accounts Receivable Billing Document (BD) Form: **Notes**

15. Select the **Verify** button.

The screenshot shows the Pegasys web application interface. At the top, there's a navigation bar with links like 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation bar, the path 'Pegasys > Transactions > Accounts Receivable > Amend > Billing Document > Header' is displayed. A message 'Action was successful.' is shown above the main form area. The main form has tabs for 'Header', 'Accounting Lines', 'Office Addresses', 'Approval Routing', 'Memos', and 'Summary'. The 'Header' tab is selected. Under the 'Header' tab, there are several input fields: 'Document Type' (RMN), 'Status' (PROCESSED), 'Document Number' (RMNA000011-044), 'Statement Number' (AA000011), 'Generate Statement Number' (button), 'Amendment Number' (00001), 'Title' (empty), 'Billed By' (empty), 'Post Code' (empty), 'Agency DUNS Number' (empty), 'Agency DUNS+4' (empty), 'Document Date' (11/10/2010), 'Accounting Period' (02/2011), 'Reporting Accounting Period' (02/2011), 'Batch Number' (empty), 'Document Classification' (empty), 'Security Org' (GSA), and 'Business Line' (RENT). At the bottom left of the form, there are links 'Expand All' and 'Collapse All'. At the very bottom of the form, there's a link '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.

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.

The screenshot shows the Pegasys web application interface. At the top, there's a navigation bar with links like 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation bar, the path 'Pegasys > Home > Inbox' is displayed. A message 'Form RMNA000011-044 was submitted for processing successfully.' is shown. The main area is titled 'Inbox' and contains a table for 'Completed Tasks'. The table has columns: Task, Priority, Status, Description, Assigned Date, and Status. There are also buttons for 'Search' and 'Clear'. At the bottom of the table, there's a footer with links like 'Refresh', 'Search', 'Actions', 'Task History', 'Original Assignees', 'Messages', 'Display 10 Items', and 'Sort...'. The table header includes a checkbox for 'Expected Completion Date' and a column for 'Status'.

Steps to Amend an Accounts Receivable Billing Document (BD) Form: **Notes**

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

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"/> RMNAA000011-044	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"/>	User ID: allroles102															
From Accounting Period:	<input type="text"/>	Security Org: <input type="text"/>															
To Accounting Period:	<input type="text"/>	Title: <input type="text"/>															
From Date:	<input type="text"/> 11/10/2010																
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"/>																
<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"/> <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"> <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><input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> RMN	RMNAA000011-044	00001		11/10/2010	Processed	allroles102
Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID											
<input checked="" type="checkbox"/> 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 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.	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		Document Status	
Subsystem:	<input type="text"/>	Processed:	<input checked="" type="checkbox"/> Rejected:
Document Type:	<input type="text"/>	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"/>		
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:	02/14/2011	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="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		Document Status	
Subsystem:	<input type="text"/>	Processed:	<input checked="" type="checkbox"/> Rejected:
Document Type:	<input type="text"/>	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"/>		
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:	02/14/2011	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="button" value="Search"/>		<input type="button" value="Clear"/>	
Additional Criteria			
Accounting			
Address Book			
Statement Number:	<input type="text" value="G0000423"/>	Referenced Statement Number:	<input type="text"/>
Source Number:	<input type="text"/>		

Steps to Correct an Accounts Receivable BD Form:

Notes

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.

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.

The screenshot shows the 'Header' tab selected in the navigation bar. Below it, there are tabs for 'Amendment History', 'Workflow Status', and 'Approval_History'. A link to 'Expand All | Collapse All' is also present. The main form area contains various input fields for document details, including Document Type (Fleet IPAC BD Manual), Document Date (02/16/2011), Accounting Period (05/2011), Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), and Business Line. A 'Generate Statement Number' button is located near the statement number field. The 'Post Code' field is highlighted with a red box. Other visible fields include Title, Billed By, Agency DUNS Number, and Agency DUNS+4. A 'Return to Top' link is at the bottom of the form area.

Steps to Correct an Accounts Receivable BD Form:**Notes**

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.
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 verify.

The screenshot shows a web-based form titled "Inter-Agency Transfer". The form includes fields for "Interagency Transfer" (checkbox checked), "Type of Transfer" (dropdown set to "IPAC"), "Customer Agency Location Code" (text input field), "Customer Voucher Number" (text input field), "Transfer Schedule Number" (text input field), "Transfer Voucher Number" (text input field), "Transfer Authorized By" (text input field), and "IPAC Article Qty/Unit Price Indicator" (dropdown set to "Use DBE Detail"). The "Use Statement Number For IPAC" checkbox is checked and highlighted with a red border.

Steps to Correct an Accounts Receivable BD Form:

Notes

10. 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...											
<input checked="" type="checkbox"/>	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 #	Veh Sys	Tag #	W It
<input checked="" type="checkbox"/>	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.

		Article Number		Article Amount		IPAC Reference Number		IPAC Reference Line Number		IPAC Status		Rebill		Adjustment		Date Of Delivery		Quantity		Unit P	
Add	Copy	Remove	Replace	Display	10	Items	View as CSV	Sort...													
<input checked="" type="checkbox"/>	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.

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 'Action was successful.' is displayed above the toolbar. Below the toolbar is a navigation bar with tabs: Header, Accounting Lines, Office Addresses, Approval Routing (which is selected), Memos, and Summary. Underneath the navigation bar are three sub-tabs: Amendment History, Workflow Status, and Approval_History. Below these tabs is a link 'Expand All | Collapse All'. The main content area is titled 'General' and contains various document metadata fields. The 'Title:' field is highlighted with a yellow background. Other fields include Document Type (FMI, Fleet IPAC BD Manual), Document Date (02/16/2011), Status (HELD), Document Number (FMIG0000423-01342), Statement Number (G0000423), Document Classification, Reporting Accounting Period (05/2011), Batch Number, Security Org (GSA), and Business Line (FLEET). There are also links for Generate Statement Number and Document Classification.

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**Notes****Billing Document (BD) Form:**

1. Navigate to Transactions=> Form/Document Selection.

Note: The document can also be corrected from Transactions=> Accounts Receivable=> Cancel.

Form/Document Selection

Search Criteria

Subsystem: Document Type:

Document Number:
Amendment Number:
Document Category:

From Accounting Period:
To Accounting Period:
From Date:
To Date:

Document Status

Processed: Rejected:
Cancelled: Archived:
Scheduled: Pending Approval:
Held:

User ID:
Security Org:
Title:

Vendor

Code: TIN (SSN/EIN):
DUNS: DUNS+4:
Designated Agent - ALC: Customer Account:

System ID:

Search **Clear**

Steps to Cancel an Accounts Receivable

Notes

Billing Document (BD) Form:

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 BD Form. It includes fields for Subsystem, Document Type, Document Number (set to RMIAA000344-00001), Amendment Number, Document Category, From Accounting Period, To Accounting Period, From Date (02/21/2011), To Date, Vendor information (Code, TIN, DUNS, DUNS+4, Designated Agent - ALC, Customer Account), System ID, and User-defined fields for Document Status (Processed checked, Rejected checked, Cancelled checked, Archived unchecked, Scheduled checked, Pending Approval checked, Held checked), User ID (allroles102), Security Org, and Title. Below the main search area are sections for Additional Criteria and Accounting. The 'Statement Number' field is highlighted with a red border.

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 search results table with one record. The table has columns for Document Type (RMI), Document Number (RMIAA000344-00001), Amendment Number, Title (Cancel BD), and Document Date (02/21/2011). The toolbar above the table includes buttons for Correct, View, Delete, Reference Query, Amend, Route, GL Detail, Display (set to 10 items), View as CSV, and Sgrt... The 'Delete' button is highlighted with a red box.

*Steps to Cancel an Accounts Receivable**Notes***Billing Document (BD) Form:**

6. The document will be opened in a new window in Pending Cancellation mode.

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:	02/21/2011
Status:	PENDINGCANCELLATION			Document Date:
Document Number:	RMIAA000344-00001			Accounting Period:
Statement Number:	AA000344	Generate Statement Number	Reporting Accounting Period:	
* Amendment Number:	00001	Batch Number:		
Title:	Cancel BD			Document Classification:
Billed By:				Security Org:
Post Code:				Business Line:
Agency DUNS Number:				RENT
Agency DUNS+4:				

[Return to Top](#)

7. REQUIRED— Enter the Cancel Reason.

Cancel Reason

Erroneous Document

* Cancel Reason:

[Return to Top](#)

Steps to Cancel an Accounts Receivable

Notes

Billing Document (BD) Form:

8. Select the **Save** button.

The screenshot shows the 'General' section of the BD form. The 'Save' button in the top toolbar is highlighted with a red box. The form includes fields for 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), and Business Line (RENT). An amendment number (00001) is also present.

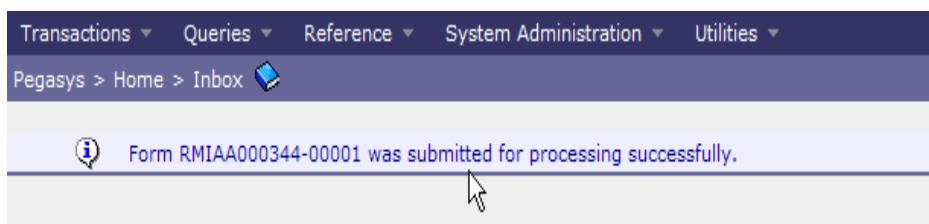
9. Select the **Verify** button.

The screenshot shows the 'General' section of the BD form after verification. The 'Verify' button in the top toolbar is highlighted with a red box. The form includes fields for Document Type (RMI), Status (PENDINGCANCELLATION), 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), and Business Line (RENT). An amendment number (00001) is 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.

Steps to Cancel an Accounts Receivable**Notes****Billing Document (BD) Form:**

10. Select the **Submit** button.
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.

The screenshot shows the 'Search Criteria' section of the Pegasys application. It includes fields for Subsystem, Document Type, Document Number (set to RMIAA000344-00001), Amendment Number, Document Category, From Accounting Period, To Accounting Period, From Date (02/21/2011), To Date, Vendor (Code, TIN, DUNS, DUNS+4, Designated Agent - ALC, Customer Account), System ID, and User ID (allroles102). The 'Document Status' section is highlighted with a red box and contains checkboxes for Processed (checked), Rejected (checked), Cancelled (checked), Archived (unchecked), Scheduled (checked), Pending Approval (checked), and Held (checked). Below this are fields for Security Org and Title. At the bottom, there are buttons for 'Search' and 'Clear', and sections for 'Additional Criteria', 'Accounting', and 'Advance Search'. The status bar at the bottom shows buttons for Correct, View, Delete, Cancel, Reference Query, Amend, Route, GL Detail, Display (set to 10 items), View as CSV, Sort..., and navigation links for Home, Log Off, Help, and About.

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
RMI	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.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾
Pegasys > Transactions > Form/Document Selection

Form/Document Selection

Search Criteria

Subsystem: 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:
Security Org:
Title:

Buttons: 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.

**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 in the Pegasys application. 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 several search criteria fields:

- Search Criteria**:
 - Subsystem: Accounts Receivable (dropdown)
 - Document Type: FMN (radio button), Fleet Non-IPAC BD Mar (radio button)
 - Document Number: FMN00014
 - Amendment Number: (empty field)
 - Document Category: (dropdown)
 - From Accounting Period: (empty field)
 - To Accounting Period: (empty field)
 - From Date: (empty field)
 - To Date: (empty field)
- Document Status**:
 - Processed: Rejected:
 - Cancelled: Archived:
 - Scheduled: Pending Approval:
 - Held:
- User ID**: (empty field)
- Security Org**: (empty field)
- Title**: (empty field)
- Vendor**:
 - Code: (two empty fields) TIN (SSN/EIN): (empty field)
 - DUNS: (empty field) DUNS+4: (empty field)
 - Designated Agent - ALC: (empty field) Customer Account: (empty field)
- System ID**: (empty field)

At the bottom left are 'Search' and 'Clear' buttons.

Steps to correct a Detail Billing Record from within a Billing Document (BD)(non-IPAC):

Notes

4. Select the record of the document to correct.

The screenshot shows the 'Form/Document Selection' screen. At the top, there are search criteria fields for Subsystem (Accounts Receivable), Document Type (FMN | Fleet Non-IPAC BD Mai), Document Number (FMN00014), and Document Status (Processed: checked, Rejected: checked). Below these are fields for User ID, Security Org, and Title. A vendor section includes fields for Code, TIN (SSN/EIN), DUNS, DUNS+4, Designated Agent - ALC, and Customer Account. There are also fields for System ID, Search, and Clear. Below the search area are sections for Additional Criteria, Accounting, and Advance Search. At the bottom, a toolbar includes buttons for Correct, View, Delete, Cancel, Reference Query, Amend, Route, GL Detail, Display (set to 10 items), View as CSV, and Sort... A table below the toolbar lists one document: FMN, Document Number FMN00014, Title SD BAARTS90.30, Document Date 12/20/2010, Document Status Processed, and User ID allroles81. The 'Correct' button is highlighted with a red box.

5. Select the **Correct** button to open the document in Correct Mode.

The screenshot shows the 'Header' screen for the document FMN00014. The header section 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. The Header tab is selected. Under the Header tab, there are tabs for Amendment History, Workflow Status, and Approval_History. The Amendment History tab is selected. It shows the document type FMN, document number FMN00014, and various status fields like Orig Document Date (12/20/2010), Document Date (02/01/2011), Accounting Period (05/2011), Reporting Accounting Period, Batch Number, Document Classification (GSA), Security Org (GSA), and Business Line (FLEET). There are also fields for Title, Billed By, Post Code, Agency DUNS Number, Agency DUNS+4, Bill Generated Flag (checked), and Bill Generated Date. At the bottom left is a 'Return to Top' link.

Steps to correct a Detail Billing Record from within a Billing Document (BD)(non-IPAC):

Notes

6. Select the Accounting Line tab.

The screenshot shows the Pegasys application interface. At the top, there is a navigation bar with links for Transactions, Queries, Reference, System Administration, and Utilities. Below the navigation bar, the text '> Header' is visible. A toolbar below the navigation bar contains buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The main area has tabs for Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. The Accounting Lines tab is highlighted with a red box. Below these tabs, there are buttons for Amendment History, Display Accounting Lines, and Final History. The 'Display Accounting Lines' button is also highlighted with a red box.

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 Header selected. The Accounting Lines tab is highlighted with a red box. Below the tabs, there are buttons for Accounting Line, Charge Lines, Articles, Detail Billing Record Search, and Modified Detail Billing Records. The 'Detail Billing Record Search' button is highlighted with a red box. Below these buttons, there are links for Add, Copy, Copy Forward, Remove, Reset, Replace, Display Detail Billing Record Search, View as CSV, and Sort... A table is displayed below, showing detail billing records. The first record has a checkbox checked and is highlighted with a red box.

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A Cd	Proj	Sub Proj	Function	C/L Obj	Sub Rev Src	Sub Bidg	Sys Tag #	Veh Wrk Itm	ABC Activity	C/E
<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

- Enter the appropriate search criteria and select search.

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.

- 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.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

> Header: RMN Rent Non-IPAC BD Manual RMNAAD00014-063 CORRECT > Accounting Lines: 1 > Modified Detail Billing Records > Modified Detail Billing Record

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header | Accounting Lines | Office Addresses | Approval Routing | Memos | Summary

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

Modified Detail Billing Record

Expand All | Collapse All

General

Record Identifier:	MOM02FP0001XOOJH0	Agency:	[redacted]
Record Status:	Update	Bureau:	[redacted]
* Amount:	\$1,400.00	Agency Location Code:	[redacted]
Discount Amount:	\$0.00	Customer Identification Code:	[redacted]
Surcharge Amount:	\$0.00	Customer Identification Code #2:	[redacted]
* Record Date:	11/04/2010	<i>Period of Performance</i>	
Charge Period:	[redacted]	Start Date:	09/27/2010
	RENT Billing	End Date:	10/27/2010
Billing Description:			

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General Detail Billing Elements

Credit/Adjustment Indicator:	[redacted]	Assignment Agency:	[redacted]
Advance Indicator:	[redacted]		

[Return to Top](#)

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:	MOM02FP0001XOOJHOC	Agency:	<input type="text"/>
Record Status:	Update	Bureau:	<input type="text"/>
* Amount:	\$1,000.00	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:	11/04/2010	Period of Performance	
Charge Period:	<input type="text"/> 	Start Date:	09/27/2010
RENT Billing			
Billing Description:	<input type="text"/>		

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[-] General Detail Billing Elements

Credit/Adjustment Indicator:	<input type="text"/>	Assignment Agency:	<input type="text"/>
Advance Indicator:	<input type="text"/>		

[Return to Top](#)

[-] Rent Detail Billing Elements

Building Zip Code:	98022	Building Name:	<input type="text"/>
Building Address:	<input type="text"/>	Building State:	<input type="text"/>
Building City:	<input type="text"/>	* Non-Cancelable OA Designation:	F <input type="text"/>

[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 web-based application for managing billing records. At the top, there's a navigation bar with links like 'Transactions', 'Queries', 'References', 'System Administration', and 'Entities'. Below the header, a message says 'Form RMNA000014-063 was saved successfully.' A toolbar below the message includes buttons for 'Verify', 'Save' (which is highlighted with a red box), 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'. Underneath the toolbar, there are links for 'Header', 'Accounting Lines' (which is underlined to indicate it's the current page), 'Office Addresses', 'Approval Routing', 'Memos', and 'Summary'. A horizontal line separates this from the main content area. The main content area has a title 'Modified Detail Billing Record'. At the top of this section, there are links for 'Accounting Line', 'Charge Lines', 'Articles', 'Detail Billing Record Search', and 'Modified Detail Billing Records'. Below these links, there's a 'General' section containing various input fields. One of the fields, 'Amount', is highlighted with an orange border and contains the value '\$1,000.00'. Other fields in this section include 'Record Identifier' (MOM02FP0001XOOJH0), 'Record Status' (Update), 'Record Date' (11/04/2010), 'Charge Period' (RENT Billing), and 'Billing Description'. To the right of these fields, there are sections for 'Agency', 'Bureau', 'Agency Location Code', 'Customer Identification Code', 'Customer Identification Code #2', and a 'Period of Performance' section with 'Start Date' (09/27/2010) and 'End Date' (10/27/2010). At the bottom left of the main content area, there's 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 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 a search interface with the following fields:

- Search Criteria** (left):
 - Subsystem: Accounts Receivable (dropdown)
 - Document Type: RMI (selected)
 - Document Number: RMIAA000013-030
 - Amendment Number: (empty)
 - Document Category: (empty dropdown)
 - From Accounting Period: (empty)
 - To Accounting Period: (empty)
 - From Date: 12/15/2010
 - To Date: (empty)
- Document Status** (right):
 - Processed:
 - Rejected:
 - Cancelled:
 - Archived:
 - Scheduled:
 - Pending Approval:
 - Held:
- Vendor** (center):
 - Code: (empty)
 - TIN (SSN/EIN): (empty)
 - DUNS: (empty)
 - DUNS+4: (empty)
 - Designated Agent - ALC: (empty)
 - Customer Account: (empty)
- System ID** (bottom center):
 - RENTMANL
- Buttons** (bottom left):
 - Search (highlighted with a red box)
 - Clear

3. Select the **Search** button to execute the query.

Select the record of the document to amend.

*Steps to Modify an IPAC DBR by Amending an IPAC BD:**Notes*

4. Select the **Amend** button to open the document in Amend Mode.

The screenshot shows a toolbar with several buttons: 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.

5. Enter the **Amendment Number** or select **Generate**.

The screenshot shows a dialog box titled "New Amendment". At the top are "OK" and "Cancel" buttons. The main area has a title "New Amendment". Below it is a "Subsystem:" dropdown set to "Accounts Receivable". The form fields are as follows:

* Document:	<input type="text"/>
* Document Type:	RMI
Document Name:	Rent IPAC BD Manual
* Document Number:	RMIAA000013-030
Amendment Number:	<input type="text"/> Generate

Steps to Modify an IPAC DBR by Amending an IPAC BD:

Notes

6. Select the **OK** button.

The screenshot shows the 'New Amendment' window with the following fields:

- Subsystem: Accounts Receivable
- * Document: (document icon)
- * Document Type: RMI
- Document Name: Rent IPAC BD Manual
- * Document Number: RMIAA000013-030
- Amendment Number:
 - * Amendment Number: 00001
 - Generate

7. Correct the incorrect information or add information to the BD.
8. Select the **Accounting Line** tab.
9. Select an accounting line.

*Steps to Modify an IPAC DBR by Amending an IPAC BD:**Notes*

10. 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.

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A	Proj Cd	Sub Proj	Fund
1	Normal	\$777.00	01	11RNT-00-192X-PG53-PGA31	2010		192X 00	P0010090		PG53				PGA3

11. 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.

12. 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.**

Steps to Modify an IPAC DBR by Amending an IPAC BD:

Notes

- To correct the DBR, select the **Edit** button.

	Record Identifier	Last Modified By	Quantity	Amount	Record Date	Accounting Period	Description	Interfund Indicator	Credit/Adjustment Indicator
<input checked="" type="checkbox"/>	MOM02FP0001GJ3PDP00	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:	MOM02FP0001GJ3PDP00	Agency:	
Record Status:	Update	Bureau:	
Quantity:	1.000000	Agency Location Code:	95670000
Unit Price Amount:	\$777.00	Customer Identification Code:	
Unit:		Customer Identification Code #2:	
* Amount:	\$777.00	Period of Performance	
Discount Amount:	\$0.00	Start Date:	09/01/2010
Surcharge Amount:	\$0.00	End Date:	09/30/2010
* Record Date:	08/12/2010		
Billing Description:	RENT DBR Amendment		

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- 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.

	Record Identifier	Last Modified By	Quantity	Amount	Record Date	Accounting Period
<input type="checkbox"/>	MOM02FP0001GJ3PDP00	allroles102	1.000000	\$777.00	08/12/2010	
<input checked="" type="checkbox"/>						

Note: When copying DBRs, each DBR will have a unique Record Identifier.

Steps to Modify an IPAC DBR by Amending an IPAC BD:

Notes

18. To disassociate a DBR from the accounting line, select the Detail Billing Record Search tab.

Note: Only DBRs associated with the document can be disassociated from the Detail Billing Record Search page. New/edited DBRs (visible only from the Modified Detail Billing Record tab until the form is processed) can be disassociated using the Modified Detail Billing Record page.

Note: If a DBR were for some reason summarized to the incorrect Billing Document, it could be disassociated and then changed. The DBR would then be summarized again to the correct Billing document.

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 a web-based application for managing detail billing records. At the top, there are tabs: 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 (with From and To fields), and Quantity (with From and To fields). There are also Search and Clear buttons. Below the search area are two expandable sections: Detail Billing Elements and Detail Billing Text Elements. Under Detail Billing Elements, there is a toolbar with Add, Edit, Copy, View, and Disassociate Record buttons. The Disassociate Record button is highlighted with a red box and has a cursor pointing at it. Other buttons in the toolbar include Dispute Records, Display (set to 10 items), and View. Below the toolbar is a table with columns: Record Identifier, Last Modified By, Quantity, Amount, Record Date, Accounting Period, Description, and Interfund Indicator. A single row is visible in the table, showing data corresponding to the highlighted Disassociate Record button.

Record Identifier	Last Modified By	Quantity	Amount	Record Date	Accounting Period	Description	Interfund Indicator
MOM02FP0001GJ3PDP00	allroles102	1.000000	\$777.00	08/12/2010			

*Steps to Modify an IPAC DBR by Amending an IPAC BD:**Notes*

20. The DBR will be put on the Modified Detail Billing Records page with a Record Status of Remove.

Record Identifier	Record Status
MOM02FP0001GJ3PDP00	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.

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	

Steps to Modify an IPAC DBR by Amending an IPAC BD:

Notes

21. After disassociating or changing DBR amounts, select the accounting line to make any necessary updates to the accounting line amount.

Line Amounts

	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 Generate Statement Number Reporting Accounting Period: 03/2011

Title:

Billed By:

Post Code:

Agency DUNS Number:

Agency DUNS+4:

Bill Generated Flag:

[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.

Steps to Modify an IPAC DBR by Amending an IPAC BD:

Notes

24. Select the **Save** button.

The screenshot shows the Pegasys application interface. At the top, there is a navigation bar with links for Transactions, Queries, Reference, System Administration, and Utilities. Below the navigation bar, a message box displays: "Form RMIAA000013-030 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, the "Header" tab is selected, showing tabs for Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. Underneath these tabs, there are buttons for Amendment History, Workflow Status, and Approval History. At the bottom left, there are links for "Expand All" and "Collapse All". The main content area displays form fields for General information, including Document Type (RMI), Orig Document Date (12/15/2010), Status (HELD), Document Number (RMIAA000013-030), Statement Number (AA000013), Title (highlighted with a yellow box), Document Date (12/15/2010), Accounting Period (03/2011), Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), Business Line (RENT), and Bill Generated Flag. There is also a "Generate Statement Number" button. At the bottom left of the form area, there is a link "Return to Top".

25. Select the **Submit** button.

26. 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 the Pegasys application interface. At the top, there is a navigation bar with links for Transactions, Queries, Reference, System Administration, and Utilities. Below the navigation bar, the path "Pegasys > Home > Inbox" is shown. A message box displays: "Form RMIAA000013-030 was submitted for processing successfully." The main content area is currently empty, indicating the inbox.

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.

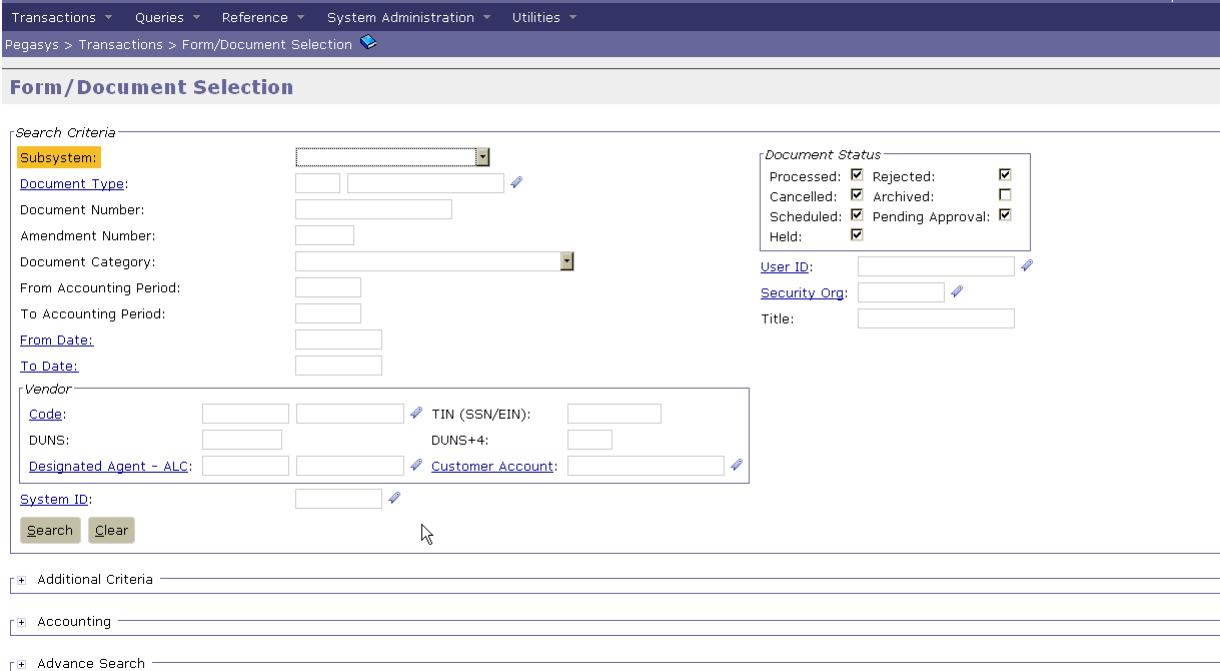
The screenshot shows the Pegasys application interface. At the top, there is a toolbar with buttons for Correct, View, Delete, Cancel, Reference Query, Amend, Route, GL Detail, Display, 10 Items, View as CSV, and Sort... Below the toolbar, a search results table is displayed. The table has columns for Document Type (RMI), Document Number (RMIAA000013-030), Amendment Number (00001), Title, Document Date (12/15/2010), and Document Status (Processed). The "Amendment Number" column is highlighted with a red box. At the bottom left of the table area, there is a link "Go to top of page".

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).

<i>Steps to Correct an Accounts Payable Internal Voucher (NV) form</i>	<i>Notes</i>
1. Navigate to Transactions=> Form Document Selection.	
<i>Note: The document can also be corrected from Transactions=> Accounts Payable=> Correct.</i>	
 <p>The screenshot shows the 'Form/Document Selection' screen in Pegasys. 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 criteria fields grouped under 'Search Criteria' and 'Document Status'. Under 'Search Criteria', there are 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). Under 'Document Status', there are 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 (text box), Security Org (text box), and Title (text box). At the bottom left are 'Search' and 'Clear' buttons, and at the bottom right is a cursor icon.</p>	
<input type="checkbox"/> Additional Criteria <input type="checkbox"/> Accounting <input type="checkbox"/> Advance Search	

Steps to Correct an Accounts Payable 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.

The screenshot shows the 'Form/Document Selection' page. At the top, there are navigation links: Transactions, Queries, Reference, System Administration, Utilities. Below that, the path is Pegasys > Transactions > Form/Document Selection. The main area is titled 'Form/Document Selection' and contains a 'Search Criteria' section. The 'Document Type' dropdown is set to 'Accounts Payable'. The 'Statement Number' field contains 'F0000006'. There are also sections for Vendor (Code, TIN, DUNS, Designated Agent - ALC, Customer Account), System ID, and Document Status (Processed, Rejected, Cancelled, Archived, Scheduled, Pending Approval, Held). Buttons for 'Search' and 'Clear' are at the bottom of the search criteria. Below the search criteria, there are sections for 'Additional Criteria', 'Accounting', and 'Advance Search'. The 'Statement Number' field in the 'Advance Search' section is also highlighted with a red box.

3. Select the Search button to execute the query.

The screenshot shows a table of search results. The first row has a 'Correct' button highlighted with a red box. The columns are: Document Type, Document Number, Amendment Number, Title, Document Date, Document Status, and User ID. The first row shows 'FMV' as the Document Type, 'FMVF0000006-019' as the Document Number, '11/16/2010' as the Document Date, 'Processed' as the Document Status, and 'alroles102' as the User ID.

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
FMV	FMVF0000006-019			11/16/2010	Processed	alroles102

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 Accounts Payable Internal Voucher (NV) form **Notes**

5. To Correct the transaction down to \$0 without cancelling it, select the Header Accounting Line tab.

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 App [Display Header Accounting Lines](#)

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

- General

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:	FMVF000006-019		Accounting Period:	<input type="text"/>		
Statement Number:	F0000006		Reporting Accounting Period:	<input type="text"/>		
Title:	CORRECTION		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"/>						

[Return to Top](#)

6. 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.

> Header: FMV Fleet NV Manual FMVF000006-019 CORRECT > Header Accounting Lines

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 Cd	Sub Proj	Function	C/E	Sub Obj	Bldg #	Sy
<input checked="" type="checkbox"/>	1	Normal	\$1,500.00	B1	NV-24F470455	2010	455F 00	FOOY0000	FE00			FE952	511					

Steps to Correct an Accounts Payable Internal Voucher (NV) form

Notes

7. Reduce the Initial Amount to \$0.00.

The screenshot shows a software interface with a navigation bar at the top. The main area displays a form for 'Header Accounting Lines'. The 'Initial Amount' field, which contains '\$0.00', is highlighted with a yellow box. Other fields visible include 'Source Number' (FLT11162010), 'Related Statement Number' (JUL2010), and several amount fields: 'Discount Amount', 'Surcharge Amount', 'Amount', and 'Applied Prepayment Amount', all set to '\$0.00'.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾
> Header: FMV Fleet NV Manual FMVF000006-019 CORRECT > Header Accounting Lines > Header Accounting Line

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

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

General

Line Number: 1 Source Number: FLT11162010
Related Statement Number: JUL2010

[Return to Top](#)

Line Amounts

Calculate From Detail Records

Initial Amount: \$0.00
Discount Amount: \$0.00
Surcharge Amount: \$0.00
Amount: \$0.00
Applied Prepayment Amount: \$0.00

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Steps to Correct an Accounts Payable Internal Voucher (NV) form **Notes**

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.

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: <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"/>					

[Return to Top](#)

Vendor

* Code:	440553234	00008		More
Name:	GSA,OAD,FINANCE DIVI			

[Return to Top](#)

Steps to Correct an Accounts Payable 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).

The screenshot shows a web-based form for managing an Internal Voucher (NV). The top navigation bar includes links for Header, Header Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Below this is a toolbar with Workflow Status and Approval History buttons, and links for Expand All and Collapse All.

The main content area is divided into sections by expandable/collapsible buttons:

- General:** Contains fields for Document Type (FMV), Status (CORRECT), Document Number (FMVF0000006-019), Statement Number (F0000006), Orig Voucher Date (11/16/2010), Voucher Date (11/16/2010), Accounting Period (02/2011), Reporting Accounting Period (02/2011), Batch Number, Document Classification, Security Org (GSA), and Accomplished Date (11/09/2010). The "Title" field is set to "CORRECTION".
- Vendor Information:** Contains a "Return to Top" link.
- Amounts:** Contains a "Return to Top" link.
- External System Information:** Contains a "Return to Top" link.
- User Defined Fields:** Contains a "Return to Top" link.
- Description:** Contains a single text field with the value "Updated correction".

Steps to Correct an Accounts Payable Internal Voucher (NV) form **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 screenshot shows a web-based application interface for managing accounting lines. At the top, there's a navigation bar with links for Transactions, Queries, Reference, System Administration, and Utilities. Below that, a breadcrumb trail indicates the current location: Header: FMV Fleet NV Manual FMVF0000006-019 CORRECT > Header Accounting Lines > Header Accounting Line. A success message 'Action was successful.' is displayed above the main content area. The main area contains several buttons: Verify (highlighted with a cursor), Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these buttons is a navigation menu with links for Header, Header Accounting Lines (which is the active tab), Approval Routing, Memos, Summary, and Correspondence. Further down, there are links for Header Accounting Line, Detail Billing Record Search, and Modified Detail Billing Records. The main content area displays two expandable sections: 'General' and 'Line Amounts'. The 'General' section includes fields for Line Number (1), Source Number (FLT11162010), and Related Statement Number (JUL2010). The 'Line Amounts' section includes a 'Calculate From Detail Records' button and a table of amounts: Initial Amount (\$1,500.00), Discount Amount (\$0.00), Surcharge Amount (\$0.00), Amount (\$1,500.00), and Applied Prepayment Amount (\$0.00).

Steps to Correct an Accounts Payable Internal Voucher (NV) form

Notes

10. Select the **Save** button.

Form FMVF0000006-019 was saved successfully.

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: HELD Voucher Date: 11/16/2010

Document Number: FMVF0000006-019 Accounting Period: 02/2011

Statement Number: F0000006 Reporting Accounting Period: 02/2011

Title: CORRECTION

Authorized By:

Post Code:

Disbursing Office: GS127

Batch Number:

Document Classification:

Security Org: GSA

*Accomplished Date: 11/09/2010

Suppress Printing:

[Return to Top](#)

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.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Home > Inbox

Form FMVF0000006-019 was submitted for processing successfully.

Steps to Correct an Accounts Payable Internal Voucher (NV) form **Notes**

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)**

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, there's a navigation bar with links for 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 several search criteria groups:

- Search Criteria**:
 - Subsystem: [dropdown]
 - Document Type: [dropdown]
 - Document Number: [text input]
 - Amendment Number: [text input]
 - Document Category: [dropdown]
 - From Accounting Period: [text input]
 - To Accounting Period: [text input]
 - From Date: [text input]
 - To Date: [text input]
- Vendor**:
 - Code: [text input]
 - TIN (SSN/EIN): [text input]
 - DUNS: [text input]
 - DUNS+4: [text input]
 - Designated Agent - ALC: [text input]
 - Customer Account: [text input]
- System ID**: [text input]
- Document Status**:
 - Processed:
 - Rejected:
 - Cancelled:
 - Archived:
 - Scheduled:
 - Pending Approval:
 - Held:
- User ID: [text input]
- Security Org: [text input]
- Title: [text input]

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 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' screen. At the top, there are navigation links: Transactions, Queries, Reference, System Administration, Utilities, and a welcome message 'Welcome All Roles 102 - GSA'. Below the header, the title 'Form/Document Selection' is displayed. The main area contains several search fields grouped under 'Search Criteria': Subsystem (Accounts Payable), Document Type, Document Number, Amendment Number, Document Category, From Accounting Period, To Accounting Period, From Date, and To Date. There is also a 'Vendor' section with fields for Code, TIN (SSN/EIN), DUNS, DUNS+4, Designated Agent - ALC, Customer Account, and System ID. On the right side, there are sections for 'Document Status' (Processed, Rejected, Cancelled, Archived, Scheduled, Pending Approval, Held) and user information (User ID: allroles102, Security Org, Title). At the bottom, there are buttons for 'Search' and 'Clear', and links for 'Additional Criteria', 'Accounting', and 'Advance Search' (which is highlighted with a red box). The 'Statement Number' field contains 'F0000006'.

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 first column has a 'Correct' button, which is highlighted with a red box. The table columns are: Document Type, Document Number, Amendment Number, Title, Document Date, Document Status, and User ID. One row is selected, showing 'FMV' in the Document Type column, 'FMVF0000006-019' in the Document Number column, 'CORRECTION' in the Title column, '11/16/2010' in the Document Date column, 'Processed' in the Document Status column, and 'allroles102' in the User ID column.

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.

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:	CORRECT	Voucher Date:			
Document Number:	FMVF0000006-019	Accounting Period:			
Statement Number:	F0000006	Reporting Accounting Period:			
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](#)

7. Select the **Header Accounting Lines** tab.

Transactions | Queries | Reference | System Administration | Utilities

> Header: FMV Fleet NV Manual FMVF0000006-019 CORRECT > Header Accounting Lines

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

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 Cd	Sub Proj	Function	C/E	Sub Obj
1	Normal	\$1,500.00	B1	NV-24F470455	2010	00	455F	00	FOOY0000	FE00	FE952	511				

**Steps to Correct a Detail Billing Record from within an
Internal Voucher (NV)**

Notes

8. Select the accounting line record to correct.

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	Bldg #	Veh Sys	Wrk Tag #	ABC Itm	Activity	Canc BBFY	Canc EBFY	Canc Fund	Cost Sub Org	BETC Document Type	Docu Num
1	Normal	\$1,500.00	B1	NV-24F470455	2010		455F 00		FOOY0000		FE00		FE952	511											

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.

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

Notes

- 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																											
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	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MOM02FP0001702LH000	allroles102	0.000000	\$1,000.00	11/09/2010					0.00	0.00	0.00	0.00	0.00	0.00	11/02/2010	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MOM02FP0001802LH000	allroles102	0.000000	\$500.00	11/09/2010					0.00	0.00	0.00	0.00	0.00	0.00	11/02/2010	

- 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.

Modified Detail Billing Record

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

General

Record Identifier:	MOM02FP0001802LH000	Agency:	
Record Status:	Update	Bureau:	
* Amount:	\$500.00	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:		Start Date:	
INTRAFUND		End Date:	
Billing Description:			

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General Detail Billing Elements

Credit/Adjustment Indicator:		* Assignment Agency:	47
Advance Indicator:		* Interfund Indicator:	A
DBE Period of Performance			

Note: The Detail Billing Record Record Status will be “Update”.

*Steps to Correct a Detail Billing Record from within an
Internal Voucher (NV)*

Notes

12. The Detail Billing Record will be opened in a new window to the “**Modified Detail Billing Record**” page in Update status.
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:	MOM02FP00018O2LHOC	Agency:	<input type="text"/>
Record Status:	Update	Bureau:	<input type="text"/>
* Amount:	\$250.00	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:	11/09/2010	Period of Performance	
Charge Period:	<input type="text"/> 	Start Date:	<input type="text"/>
INTRAFUND updated reduce cost			
Billing Description:			

[Return to Top](#)

**Steps to Correct a Detail Billing Record from within an
Internal Voucher (NV)**

Notes

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:	<input type="text"/>	Assignment Agency:	<input type="text"/> 47
Advance Indicator:	<input type="text"/>	Interfund Indicator:	<input type="text"/> A
DBE Period of Performance			
* Start Date: <input type="text"/> 11/02/2010			
* End Date: <input type="text"/> 11/10/2010			

[Return to Top](#)

Fleet Detail Billing Elements

Starting Mileage:	<input type="text"/> 35,757.00	Vehicle Class:	<input type="text"/>
Ending Mileage:	<input type="text"/> 36,100.00	Vehicle Tag:	<input type="text"/>
Miles Driven:	<input type="text"/> 343.00	Billing Estimate Code:	<input type="text"/>
Days Used:	<input type="text"/> 0.00	Vehicle Action Code:	<input type="text"/>
Daily/Monthly Rate:	<input type="text"/> 0.00	Body Type:	<input type="text"/>
Special Equipment Rate:	<input type="text"/> 0.00	Special ACC Equipment:	<input type="text"/>
Mileage Rate:	<input type="text"/> 0.00	SpeedPay FSN:	<input type="text"/>
Description:	<input type="text"/>	* Sales Code:	<input type="text"/> 01A
Advance Indicator:	<input type="text"/>	FSN Lookup:	<input type="text"/>

**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.

The screenshot shows a web-based application with a navigation bar at the top. Below the navigation, a message box displays "Form FMVF0000006-019 was saved successfully." The main content area is titled "Modified Detail Billing Record". It contains several input fields and dropdown menus. The "Amount" field is highlighted with a yellow border. The "Record Date" field contains the value "11/09/2010". The "Billing Description" field contains the text "INTRAFUND updated reduce cost". At the bottom left, there is a link "Return to Top".

**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.

> Header: FMV Fleet NV Manual FMVF0000006-019 HELD > Header Accounting Lines: 1 > Detail Billing Record Search [✉](#)

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

Search Criteria

Record Identifier:

Record Date:

Last Modified By: allroles102 [✎](#)

Charge Period: [✎](#)

Amount

From: 100.000000 To: 1,600.000000

Quantity

From: To:

Description:

Vehicle Class:

Vehicle Tag:

Special ACC Equipment:

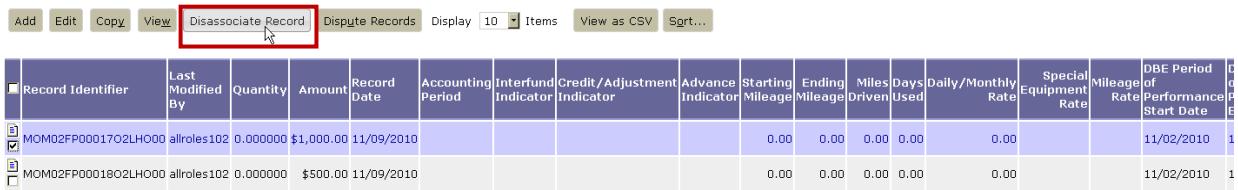
SpeedPay FSN:

Sales Code:

Search **Clear**

*Steps to Correct a Detail Billing Record from within an**Notes**Internal Voucher (NV)*

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.

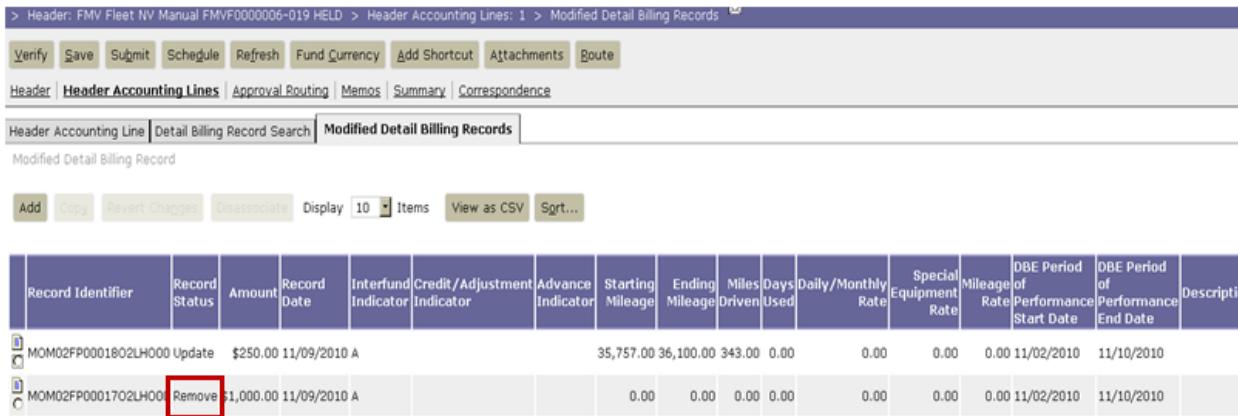


Add	Edit	Copy	View	Disassociate Record	Display	10	Items	View as CSV	Sgrt...
<input type="checkbox"/>	Record Identifier	Last Modified By	Quantity	Amount	Record Date	Accounting Period	Interfund Indicator	Credit/Adjustment Indicator	Advance Indicator
<input checked="" type="checkbox"/>	MOMO2FP0001702LH000	allroles102	0.000000	\$1,000.00	11/09/2010				
<input checked="" type="checkbox"/>	MOMO2FP0001802LH000	allroles102	0.000000	\$500.00	11/09/2010				

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.

17. The Detail Billing Record will be put on the Modified Detail Billing Records page with a Record Status of Remove.



Header: FMV Fleet NV Manual FMVF000006-019 HELD > Header Accounting Lines: 1 > Modified Detail Billing Records															
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															
Add	Copy	Revert Changes	Disassociate	Display	10	Items	View as CSV	Sgrt...							
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	MOMO2FP0001802LH000	Update	\$250.00	11/09/2010	A			35,757.00	36,100.00	343.00	0.00	0.00	0.00	11/02/2010	11/10/2010
<input checked="" type="checkbox"/>	MOMO2FP0001702LH000	Remove	\$1,000.00	11/09/2010	A			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”.

Steps to Correct a Detail Billing Record from within an

Notes

Internal Voucher (NV)

18. After disassociating or changing Detail Billing Record amounts, select the accounting line to make any necessary updates to the accounting line amount.

The screenshot shows a system interface with a red box highlighting a warning message: "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." Below the message are standard application buttons like Verify, Save, and Cancel.

Modified Detail Billing Record

General

Record Identifier: MOM02FP0001XOOJHO	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:	Start Date: 09/27/2010
Renting Description: RENT Billing	End Date: 10/27/2010

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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.

Line Amounts

Calculate From Detail Records

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.

**Steps to Correct a Detail Billing Record from within an
Internal Voucher (NV)**

Notes

20. Select the **Save** button.

Form FMVF0000006-019 was saved successfully.

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: HELD Voucher Date: 11/16/2010

Document Number: FMVF0000006-019 Accounting Period: 02/2011

Statement Number: F0000006 Reporting Accounting Period: 02/2011

Title: CORRECTION Generate Statement Number

Authorized By:

Post Code:

Disbursing Office: GS127

Batch Number:

Document Classification:

Security Org: GSA

* Accomplished Date: 11/09/2010

Suppress Printing:

[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:	Document Type:	Document Status:														
Document Number:	AMENDMENT NUMBER: RMNAA000014-063	Processed: <input checked="" type="checkbox"/> Rejected: <input checked="" type="checkbox"/>														
Amendment Number:		Cancelled: <input checked="" type="checkbox"/> Archived: <input type="checkbox"/>														
Document Category:		Scheduled: <input checked="" type="checkbox"/> Pending Approval: <input checked="" type="checkbox"/>														
From Accounting Period:		Held: <input checked="" type="checkbox"/>														
To Accounting Period:																
From Date:		User ID:														
To Date:		Security_Org:														
Vendor		Title:														
Code:	TIN (SSN/EIN):															
DUNS:	DUNS+4:															
Designated Agent - ALC:	Customer Account:															
System ID:																
<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"/> <input type="button" value="Display 10 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>RMNAA000014-063</td> <td></td> <td>CORRECTION</td> <td>11/12/2010</td> <td>Processed</td> <td>allroles102</td> </tr> </tbody> </table>			Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID	RMN	RMNAA000014-063		CORRECTION	11/12/2010	Processed	allroles102
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 Accounts Payable 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

Subsystem:	<input type="text"/>	<input type="button" value="▼"/>
Document Type:	<input type="text"/> <input type="button" value="▼"/>	<input type="button" value="edit"/>
Document Number:	<input type="text"/>	
Amendment Number:	<input type="text"/>	
Document Category:	<input type="text"/> <input type="button" value="▼"/>	
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="button" value="▼"/>	<input type="button" value="edit"/>	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="▼"/>	<input type="button" value="edit"/>	Customer Account:	<input type="text"/> <input type="button" value="▼"/>

System ID:

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:

Steps to Cancel an Accounts Payable 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.

The screenshot shows the 'Form / Document Selection' page. At the top, there are dropdown menus for Transactions, Queries, Reference, System Administration, and Utilities. Below that, a breadcrumb trail shows 'Pegasys > Transactions > Form/Document Selection'. The main area is titled 'Form / Document Selection' and contains a 'Search Criteria' section. It includes fields for Subsystem (Accounts Payable), Document Type (FMV, Fleet NV Manual), Document Number, Amendment Number, Document Category, From Accounting Period, To Accounting Period, From Date, To Date, Vendor information (Code, TIN, DUNS, Designated Agent - ALC, Customer Account), System ID, and Document Status (Processed, Rejected, Cancelled, Archived, Scheduled, Pending Approval, Held). There are also fields for User ID (allroles102), Security Org, and Title. At the bottom, there are buttons for Search and Clear, and links for Additional Criteria, Accounting, and Advance Search. A statement number field (F0000006) and referenced statement number field are also present.

3. Select the **Search button to execute the query.**

4. Select the record of the document to cancel.

The screenshot shows a table of document records. The columns are Document Type, Document Number, Amendment Number, Title, Document Date, and Document Status. One record is shown: Document Type FMV, Document Number FMVF0000006-019, Title CORRECTION, Document Date 11/16/2010, and Document Status Processed. Action buttons at the top of the table include Correct, View, Delete, Cancel (which has a cursor over it), Reference Query, Amend, Route, GL Detail, Display (set to 10 items), View as CSV, and Sort... .

Steps to Cancel an Accounts Payable Internal Voucher (NV) form: **Notes**

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 Voucher Date:
Document Number: FMVF0000006-019 Accounting Period:
Statement Number: F0000006 Generate Statement Number Reporting Accounting Period:
Title: CORRECTION Batch Number:
Authorized By: Document Classification:
Post Code: Security Org: GSA
Disbursing Office: GS127 * 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 Accounts Payable Internal Voucher (NV) form: **Notes**

7. Select the **Verify** button.

The screenshot shows the Pegasys 6.5 user interface with the following details:

- Header:** Action was successful.
- Buttons:** Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Route.
- Header Tab:** Header Accounting Lines, Approval Routing, Memos, Summary, Correspondence.
- Workflow Status:** Approval History.
- General Section:** Document Type: FMV, Fleet NV Manual; Status: PENDING CANCELLATION; Document Number: FMVF000012-024; Statement Number: F0000012; Title: CORRECTION; Authorized By: (empty); Post Code: (empty); Disbursing Office: GS127; Orig Voucher Date: 11/20/2010; 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; Suppress Printing: (checkbox).
- Links:** Expand All | Collapse All, Return to Top.

Steps to Cancel an Accounts Payable Internal Voucher (NV) form: **Notes**

8. Select the **Save** button.

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.

Steps to Cancel an Accounts Payable Internal Voucher (NV) form: **Notes**

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

4.4.4 Manual Billing: Imputed Rent: Standard Vouchers (SV)

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 into 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 4.4.44 will describe how to manually create an SV for Imputed rent with the differences for Revenue and Cost/Expense noted in the steps.

4.4.4.1 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:

- 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.

4.4.4.2 Available Standard Voucher (SV) Document Types for Imputed Rent

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.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions
[Appendix: Available Standard Voucher \(SV\) Document Types](#)

4.4.4.3 Standard Voucher (SV) - GSA User Defined Form Field Descriptions

The listing of GSA User Defined fields on the Standard Voucher (SV) Form is available at [Appendix: Standard Voucher \(SV\) – GSA User Defined Fields and Form Descriptions](#)

4.4.4.4 Manual Creation of Imputed Rent (SV)

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 that is a breadcrumb trail: Pegasys > Transactions > General System > New > New Standard Voucher. The main area has three buttons: Back, Finish, and Cancel. A title bar says 'New Standard Voucher'. Below it are several input fields:

- '* Document Type': A dropdown menu with a red asterisk.
- 'Document Number Format': A dropdown menu.
- 'Document Number Prefix': An input field.
- '* Document Number': An input field with a red asterisk.
- 'Generate': A brown button.
- 'Security Org': An input field.
- 'Title': An input field.
- 'Copy Document': A section with three radio buttons:
 - None (selected)
 - Copy From
 - Copy Forward

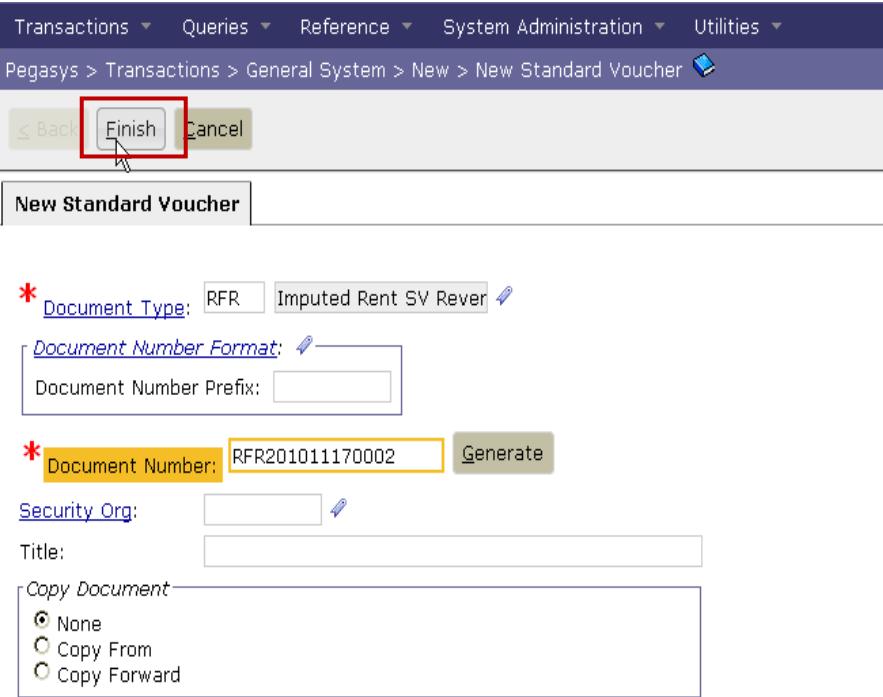
A small link 'Go to top of page' is at the bottom of the form.

2. **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.

Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):**Notes**

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#####).

3. Select the **Finish** button.



The screenshot shows the 'New Standard Voucher' screen in the Pegasys application. At the top, there is a navigation bar with links: Transactions, Queries, Reference, System Administration, and Utilities. Below the navigation bar, the path is displayed as Pegasys > Transactions > General System > New > New Standard Voucher. The main area contains several input fields and buttons. A red box highlights the 'Finish' button in the top right corner of the input group. The input group includes fields for Document Type (RFR), Document Number Format, Document Number Prefix, Document Number (containing 'RFR201011170002'), Security Org, Title, and a Copy Document section with options for None, Copy From, or Copy Forward.

* Document Type:	RFR	Imputed Rent SV Rever	edit icon
Document Number Format:			
Document Number Prefix:			
* Document Number:	RFR201011170002	Generate	button
Security Org:	edit icon		
Title:	edit icon		
Copy Document			
<input checked="" type="radio"/> None			
<input type="radio"/> Copy From			
<input type="radio"/> Copy Forward			

Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):

Notes

The Header page is displayed.

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

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																																																																												
<p>- General</p> <table> <tr> <td>Document Type:</td> <td>RFR</td> <td>Imputed Rent SV Rever</td> <td>Document Date:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>Status:</td> <td colspan="2">NEW</td> <td>Accounting Period:</td> <td colspan="3"><input type="text"/> </td> </tr> <tr> <td>Document Number:</td> <td colspan="2">RFR201011170002</td> <td>Reporting Accounting Period:</td> <td colspan="3"><input type="text"/> </td> </tr> <tr> <td>Title:</td> <td colspan="2"><input type="text"/></td> <td>Document Classification:</td> <td colspan="3"><input type="text"/> </td> </tr> <tr> <td>Issued By:</td> <td colspan="2"><input type="text"/></td> <td>Security Org:</td> <td colspan="3">GSA</td> </tr> <tr> <td>Automatic Reversal:</td> <td colspan="2"><input type="checkbox"/></td> <td>Suppress Printing:</td> <td colspan="3"><input type="checkbox"/></td> </tr> <tr> <td>Reversal Accounting Period:</td> <td colspan="2"><input type="text"/> </td> <td>Spending Override:</td> <td colspan="3"><input type="checkbox"/></td> </tr> <tr> <td>Reverse After Period:</td> <td colspan="2"><input type="text"/></td> <td colspan="4"></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:	RFR	Imputed Rent SV Rever	Document Date:	<input type="text"/>			Status:	NEW		Accounting Period:	<input type="text"/>			Document Number:	RFR201011170002		Reporting Accounting Period:	<input type="text"/>			Title:	<input type="text"/>		Document Classification:	<input type="text"/>			Issued By:	<input type="text"/>		Security Org:	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"/>					
Document Type:	RFR	Imputed Rent SV Rever	Document Date:	<input type="text"/>																																																																								
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Agency DUNS Number:	<input type="text"/>																																																																											
Agency DUNS+4:	<input type="text"/>																																																																											

[Return to Top](#)

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 \(SV\)](#)

1. General.
2. User Defined Fields.
3. External System Information.

- User Defined Fields

<u>Assignment Code:</u>	RG7GRP1
-------------------------	---------

[Return to Top](#)

- External System Information

<u>Site ID:</u>	<input type="text"/>
<u>System ID:</u>	RENTMANL
<u>External System Document Number:</u>	OA123456799

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Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):**Notes**

5. Select the **Accounting Lines** tab.

6. Select the **Add** button.

The screenshot shows the 'Accounting Lines' tab selected in the header. Below the header, there is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The 'Add' button is highlighted with a red box. Below the toolbar, there is a row of buttons for Copy, Copy Forward, Remove, Reset, Replace, Display, View as CSV, and Sort... A message at the bottom right 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 on the Remove button.

The Accounting line is displayed.

The screenshot shows the expanded Accounting Line form. At the top left, there are links for Expand All and Collapse All. The main form has a section titled 'General' with the following fields: Line Number (input field with value '1'), Transaction Type (dropdown menu), Transaction Event (dropdown menu with 'Revenue' selected), Increase/Decrease (dropdown menu with 'Increase' selected), Obligation FY (input field), Statement Number (input field) with a 'Generate Statement Number' link, and several dropdown menus for Receivable Type, Source Number, SF-224 Reclassification, TROR Classification, TROR Category, TROR Collection Type, Related Statement Number, and Referenced Statement Number. At the bottom left, there is a 'Return to Top' link.

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 \(SV\)](#)
 1. General.
 2. Vendor Information.
 3. Line Amounts.
 4. Accounting Dimensions.
 5. User Defined Fields.

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

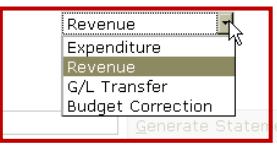
Accounting Line Contracts Pay

[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:	<input type="button" value="Revenue"/>	SF-224 Reclassification:	<input type="checkbox"/>
Increase/Decrease:	<input type="button" value="Expenditure"/>	TROR Classification:	<input type="text"/>
Obligation FY:	<input type="button" value="Revenue"/>	TROR Category:	<input type="text"/>
Statement Number:	<input type="text"/> <input type="button" value="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**

Pegasys > Transactions > General System > New > Standard Voucher > Header: RFR Imputed Rent SV Revenue for BAAR RFR201011170003 HELD > Acco

Buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Route

Links: 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:	01	Source Number:	OA123456799
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:	1022915	TROR Collection Type:	<input type="text"/>
		Related Statement Number:	<input type="text"/>
		Referenced Statement Number:	<input type="text"/>

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Vendor Information

Vendor

* <u>Code:</u>	9567	9567	<input type="button" value="More"/>
Name:	DENALI COMMISSION Q		

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:	\$1,000.00
---------	------------

[Return to Top](#)

Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):

Notes

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: 2011 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:	<input type="text"/>
Transaction Type:	01	Source Number:	OA123456799
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:	1022915	TROR Collection Type:	<input type="text"/>
	Generate Statement Number	Related Statement Number:	<input type="text"/>
		Referenced Statement Number:	<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.

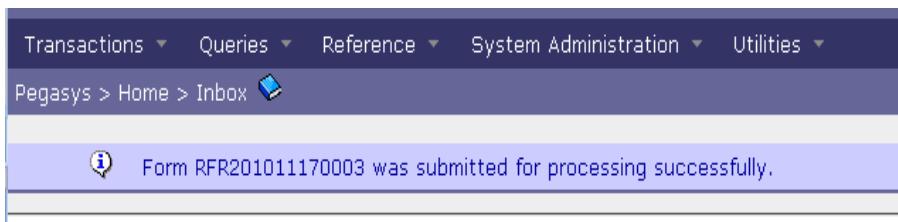
Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):

Notes

9. Select the **Save** button.

The screenshot shows the Pegasys application interface for creating a Standard Voucher. The main area is titled 'Header'. A message at the top states 'Form RFR201011170003 was saved successfully.'. Below this are several input fields and buttons. The 'Title' field contains 'OA123456799' and is highlighted with a yellow border. Other fields include Document Type (RFR), Status (HELD), Document Number (RFR201011170003), and various date and period fields like Document Date (11/17/2010), Accounting Period (02/2011), and Reporting Accounting Period (02/2011). The toolbar at the top includes 'Verify', 'Save' (which is highlighted with a mouse cursor), 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'.

10. Select the **Submit** button.
11. If no errors are encountered upon selecting the Submit button a message appears stating that the form has successfully processed.



4.4.4.5 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

1. Navigate to Transactions=> Form Document Selection.

Note: The document can also be corrected from Transactions=> General System=> Correct.

This screenshot shows the 'Form/Document Selection' interface. The 'Document Number' field is highlighted with a yellow box and contains the value 'RFR201011170003'. Other fields include 'Document Type', 'Category', and various status checkboxes for 'Processed', 'Rejected', 'Cancelled', 'Archived', 'Scheduled', 'Pending Approval', and 'Held'. Buttons for 'Search' and 'Clear' are at the bottom.

2. **REQUIRED**—Enter the Document Number or the Line Level Statement Number.

This screenshot shows the 'Form/Document Selection' interface. The 'Document Number' field is highlighted with a yellow box and contains the value 'RFR201011170003'. Other fields include 'Document Type', 'Category', and various status checkboxes for 'Processed', 'Rejected', 'Cancelled', 'Archived', 'Scheduled', 'Pending Approval', and 'Held'. Buttons for 'Search' and 'Clear' are at the bottom.

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 General System Standard Voucher (SV) form (Imputed Rent): Notes

3. Select the **Search** button to execute the query.
4. Select the record of the document to correct.



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	RF201011170003		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' page of the Pegasys 6.5 application. 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 links for Header, Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, Correspondence, Workflow Status, and Approval History. There are also links for Expand All and Collapse All. The main content area is titled 'General' and contains various document fields. The 'Title' field, which contains the value 'OA123456799', is highlighted with a yellow background. Other fields include Document Type (RFR, Imputed Rent SV Rever), Status (CORRECT), Document Number (RFR201011170003), and various dates and periods. A cursor arrow is visible at the bottom center of the form.

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.

Steps to Correct a General System Standard Voucher (SV) form (Imputed Rent): Notes

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.

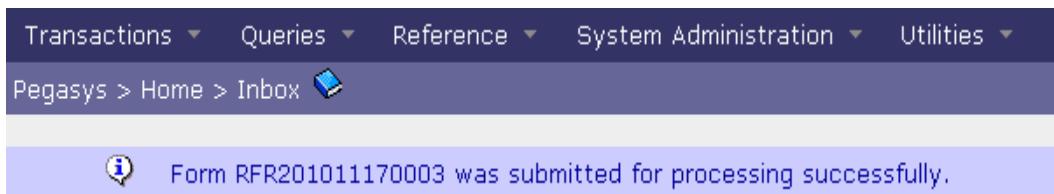
The screenshot shows the Pegasys 6.5 application interface for managing accounting lines. The title bar indicates the header is 'RFR Imputed Rent SV Revenue for BAAR RFR201011170003 CORRECT'. The main area displays various fields for an accounting line, including Line Number (1), Transaction Type (01), Receivable Type, Source Number (OA123456799), and other financial details. A message at the top states 'Action was successful.' Below the message, there are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The 'Header' tab is selected, followed by Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The 'Accounting Line' tab is active, and the sub-tab 'Contracts Pay' is selected. At the bottom left, there are 'Expand All' and 'Collapse All' links.

9. Select the **Save** button.

The screenshot shows the Pegasys 6.5 application interface for managing document headers. The title bar indicates the header is 'RFR201011170003 was saved successfully.'. The main area displays various fields for a document header, including Document Type (RFR), Status (HELD), Document Number (RFR201011170003), and other metadata like Title, Orig Document Date (11/17/2010), and Reporting Accounting Period (02/2011). A message at the top states 'Form RFR201011170003 was saved successfully.' Below the message, there are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The 'Header' tab is selected, followed by Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The 'Workflow Status' tab is active. The 'Title' field is highlighted with a yellow border. At the bottom left, there are 'Expand All' and 'Collapse All' links.

Steps to Correct a General System Standard Voucher (SV) form (Imputed Rent): Notes

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.



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.

4.4.4.6 Query Imputed Rent Standard Voucher (SV)

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 for information on Accrual SVs, section 4.14.2 for Allowance for Loss as well as the Pegasys User Guide for release 6.5.

4.5 Manage Accruals: Standard Voucher (SV)

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. GSA will use self-reversing accruals to record 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 4.4 for information on Imputed Rent SVs (including the SV field definitions), see section 4.14.2 for Allowance for Loss as well as the Pegasys User Guide for release 6.5.

Exhibit 4-28: New Standard Voucher Navigation

Transactions=> General System=> New=> Standard Voucher

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

- Top Navigation Bar:** Transactions, Queries, Reference, System Administration, Utilities, Inbox, Preferences, Shortcuts, Welcome, All Roles.
- Left Sidebar:** Accounts Payable, Accounts Receivable, Automated Disbursements, Budget Execution, Credit Card, Fixed Assets, General Ledger, General System (selected), Planning, Project Cost Accounting, Purchasing, Reference Data, Travel Accounting.
- Current View:** Form/Document Selection, with RMN* highlighted.
- Submenu for General System:** New (highlighted with a red box), Correct, View, Delete, Review, Cancel.
- Submenu for New:** Cashier Non-Accounting Transaction, Standard Voucher (highlighted with a red box).
- Right Side Fields:** Document Status (Processed: checked, Rejected: checked, Cancelled: checked, Archived: unchecked, Scheduled: checked, Pending Approval: checked, Held: checked), User ID, Security Org, Title.
- Bottom Fields:** Vendor (Code, DUNS, Designated Agent - ALC), TIN (SSN/EIN), DUNS+4, Customer Account, System ID, Search, Clear.

4.5.1 Available Standard Voucher (SV) Document Types for Accruals

The listing of GSA User Defined fields on the Standard Voucher (SV) Form are available at [Appendix: Available Standard Voucher \(SV\) Document Types](#)

Note: M for manually created SVs, D for interfaced SVs.

4.5.2 Automated Methods to Create Standard Vouchers (SV)

Standard Vouchers will be created automatically by GSA using the following processes and interfaces:

- Form Import- GSA will load SV's for accrual transactions into Pegasys via their internal Bulk load process.

- Surcharge Generation Process- Batch job that will determine eligible surcharges, calculate the amount of those surcharges and generate them on SV documents 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 that calculated revenue accrual amount to the agreement entity at the line level.
- Adjustments, Receipts, and Transfers Interface (ART) - Used to load in GSA's Adjustment Receipt, and Transfer transactions directly into Pegasys via the customized ART form import interface.

4.5.3 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 6.5 for more information on Standard Vouchers (SV) and Accounts Payable.

For more information about Standard Vouchers (SV), see section 4.4.4 for information on Imputed Rent SVs (including the SV field definitions), see section 4.14.2 for Allowance for Loss as well as the Pegasys User Guide for release 6.5.

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:

1. Pegasys System Required fields – These fields have the red asterisk and the system throws hard error when they are left blank.
2. 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 (Accruals):**

Notes

1. Navigate to Transactions=> General System=> New=> Standard Voucher.

The New Standard Voucher page is displayed.

New Standard Voucher

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number: Generate

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., RMAYYYMMDD####).

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.

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

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: FMA Fleet SV Accrual Manual Document Date:

Status: NEW Accounting Period: 

Document Number: FMA201011160002 Reporting Accounting Period: 

Title: Document Classification: 

Issued By:

Automatic Reversal:

Reversal Accounting Period: 

Reverse After Period:

Agency DUNS Number:

Agency DUNS+4:

[Return to Top](#)

Amounts

Net Amount: \$0.00

[Return to Top](#)

External System Information

Site ID: 

External System Document Number:

[Return to Top](#)

Description

Description:

Extended Description:

**Steps to Create a General System Standard Voucher (SV)
Form (Accruals):**

Notes

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. For details on these fields, refer to [Appendix: Create Accrual Standard Voucher \(SV\) - All Business Lines](#)
 1. General.
 2. User Defined Fields.
 3. Description.
6. Select the **Accounting Lines** tab.
7. Select the **Add** button.

The screenshot shows the Pegasys Transaction interface. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation is a breadcrumb trail: 'Pegasys > Transactions > General System > New > Standard Voucher > Header: FMA Fleet SV Accrual Manual FMA201011160002 NEW > Accounting Lines'. A toolbar below the breadcrumb contains buttons for 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'. The main content area has tabs: 'Header' (selected), 'Fixed Assets', 'Accounting Lines' (highlighted with a blue border), 'Approval Routing', 'Memos', 'Summary', and 'Correspondence'. Below the tabs is a sub-navigation: 'Accounting Line' and 'Contracts Pay'. A toolbar below the sub-navigation includes buttons for 'Add', 'Copy', 'Copy Forward', 'Remove', 'Reset', 'Replace', 'Display' (with a dropdown menu showing 'All'), 'Items', 'View as CSV', and 'Sort...'. The main data grid has columns: Line Number, Amount, Transaction Event, Increase/Decrease, Transaction Type, Template, BBFY, EBFY, Fund, Req, Org Cd, Sub Org, B/A, Proj Cd, Sub Proj, Function, C/E, Sub Obj, Rev Src, Sub Rev Src, Bldg #, and Sy. The 'Add' button is highlighted with a cursor.

**Steps to Create a General System Standard Voucher (SV)
Form (Accruals):**

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 on the Remove button.

The screenshot shows a web-based application interface for creating a General System Standard Voucher (SV). The top navigation bar includes links for Transactions, Queries, Reference, System Administration, Utilities, and a specific header entry: Pegasys > Transactions > General System > New > Standard Voucher > Header: FMA Fleet SV Accrual Manual FMA201011160002 NEW > Accounting.

Below the navigation is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. A secondary menu bar below the toolbar includes Header, Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The Accounting Lines tab is currently active.

The main content area displays a detailed form for an Accounting Line. It includes sections for General information (Line Number: 1, Transaction Type, Transaction Event, Increase/Decrease, Obligation FY, Statement Number, Receivable Type, Source Number, SF-224 Reclassification, TROR Classification, TROR Category, TROR Collection Type, Related Statement Number, Referenced Statement Number), Bank Account Information, and Vendor Information (Vendor Code, Name).

The Accounting line is displayed.

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](#)

1. General.
2. Vendor.

**Steps to Create a General System Standard Voucher (SV)
Form (Accruals):**

Notes

3. Line Amounts.
4. Accounting Dimensions:
 - a. 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.

Line Amounts

Amount: \$0.00

[Return to Top](#)

Document Reference

Type: Number: Item: SubItem: Accounting: View Default

[Return to Top](#)

Commodity Info

Item Type: Commodity Name: Quantity: 0.000000 Increase/Decrease: Increase

[Return to Top](#)

Additional Attributes

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

[Return to Top](#)

Accounting Dimensions

Template: Default

* BBFY: EBFY: * Fund: Region: Org Code:

Program: Project Code: Activity: Sub-Object Class: Revenue Source:

Building #: Location/System: Vehicle Tag #: Work Item:

Lease #: Reimbursable Sub-Object Class: YBA: BETC:

**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 a web-based application interface for creating a Standard Voucher (SV). The top navigation bar includes links for Transactions, Queries, Reference, System Administration, Utilities, and a menu for Pegasys > Transactions > General System > New > Standard Voucher > Header. Below the navigation is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. A message bar at the top indicates "Action was successful." The main content area is titled "Header" and contains tabs for Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Under the "Header" tab, there are sections for Workflow Status and Approval History, with "Approval History" being the active tab. A "General" section is expanded, showing fields for Document Type (FMA), Status (NEW), Document Number (FMA201011160002), Title (highlighted in yellow), Issued By, Automatic Reversal, Reversal Accounting Period, Reverse After Period, Agency DUNS Number, Agency DUNS+4, Document Date (11/16/2010), Accounting Period (02/2011), Reporting Accounting Period (02/2011), Document Classification, Security Org (GSA), Suppress Printing, and Spending Override. Below the General section is an "Amounts" section with a Net Amount field set to \$1,000.00. At the bottom left of the form are "Return to Top" links.

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 a General System Standard Voucher (SV)
Form (Accruals):**

Notes

10. Select the **Save** button.

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

- Header Tab:** The 'Header' tab is selected, showing various fields for document configuration.
- Buttons:** A row of buttons includes 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'.
- Message Bar:** A message bar at the top indicates: "Form FMA201011160002 was saved successfully."
- Form Fields:**
 - General Section:** Includes fields for Document Type (FMA), Status (HELD), Document Number (FMA201011160002), Title, Issued By, Automatic Reversal, Reversal Accounting Period, Reverse After Period, Agency DUNS Number, and Agency DUNS+4.
 - Document Dates:** Includes fields for Document Date (11/16/2010), Accounting Period (02/2011), Reporting Accounting Period (02/2011), and Document Classification.
 - Security Options:** Includes fields for Security Org (GSA), Suppress Printing, and Spending Override.

11. Select the **Submit** button.

12. If no errors are encountered upon selecting the Submit button a message appears stating that the form has successfully processed.

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

- Inbox Screen:** The user is in the 'Home > Inbox' section.
- Message Bar:** A message bar at the top indicates: "Form FMA201011160002 was submitted for processing successfully."

4.5.4 Correct Standard Voucher (SV) Accruals

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 4.4.4 for information on Imputed Rent SVs (including the SV field definitions), see section 4.14.2 for Allowance for Loss as well as the Pegasys User Guide for release 6.5.

**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.

The screenshot shows the 'Form/Document Selection' screen in the Pegasys application. The top navigation bar includes links for 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 several search criteria sections:

- Search Criteria**:
 - 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**:
 - Code: text input field
 - DUNS: text input field
 - Designated Agent - ALC: text input field
 - TIN (SSN/EIN): text input field
 - DUNS+4: text input field
 - Customer Account: text input field
- Document Status**:
 - Processed: checked checkbox
 - Rejected: checked checkbox
 - Cancelled: checked checkbox
 - Archived: unchecked checkbox
 - Scheduled: checked checkbox
 - Pending Approval: checked checkbox
 - Held: checked checkbox
- Optional Fields**:
 - User ID: text input field
 - Security Org: text input field
 - Title: text input field
- Action Buttons**:
 - Search button
 - Clear button

At the bottom of the screen, there are two expandable sections:

- * Additional Criteria
- * Accounting

**Steps to Correct a General System Standard Voucher (SV)
Form (Accruals):**

Notes

2. **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:		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:		User ID:	
To Date:		Security Org:	
Vendor	Title/Contract Number:		
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.

3. Select the **Search** button to execute the query.
4. Select the record of the document to correct.

<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"/>	<input type="button" value="Display"/>	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						
	FMA	FMA201304230001		Fleet Billed Receivables Manual Adjustment	04/23/2013	Processed						

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 (Accruals):**

Notes

6. The Header page is displayed.

The screenshot shows the 'Header' tab selected in the top navigation bar. Below it, there are tabs for 'Fixed Assets', 'Accounting Lines', 'Approval Routing', 'Memos', 'Summary', and 'Correspondence'. Under the 'Header' tab, there are two sub-tabs: 'Workflow Status' and 'Approval History'. At the bottom left of the main content area, there are links for 'Expand All' and 'Collapse All'. The main content area is divided into sections: 'General' and 'Amounts'. The 'General' section contains fields for Document Type (FMA), Status (CORRECT), Document Number (FMA201304230001), Title (Fleet Billed Receivables Manual Adjustment), and Automatic Reversal (checkbox checked). Other fields include 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).

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.



**Steps to Correct a General System Standard Voucher (SV)
Form (Accruals):**

Notes

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...



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.

4.5.5 Cancel Standard Voucher (SV) Accruals

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 4.5.4.

For more information about Standard Vouchers (SV), see section 4.4 for information on Imputed Rent SVs (including the SV field definitions), see section 4.14.2 for Allowance for Loss as well as the Pegasys User Guide for release 6.5.

Steps to Cancel a General System Standard Voucher	Notes
--	--------------

(SV) Form (Accruals):

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' page in the Pegasys system. The top navigation bar includes links for Transactions, Queries, Reference, System Administration, and Utilities. The current location is Pegasys > Transactions > Form/Document Selection.

Search Criteria:

- Subsystem: [dropdown]
- Document Type: [dropdown]
- Document Number: [text input]
- Amendment Number: [text input]
- Document Category: [dropdown]
- From Accounting Period: [text input]
- To Accounting Period: [text input]
- From Date: [text input]
- To Date: [text input]
- Vendor:

Code: [text input]	[text input]	TIN (SSN/EIN): [text input]
DUNS: [text input]	[text input]	DUNS+4: [text input]
Designated Agent - ALC: [text input]	[text input]	Customer Account: [text input]
- System ID: [text input]

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: [text input]
 Security Org: [text input]
 Title: [text input]

Buttons:

Search | Clear

Additional Criteria:

Accounting:

Steps to Cancel a General System Standard Voucher

Notes

(SV) Form (Accruals):

2. **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	Rejected:	<input checked="" type="checkbox"/>
Document Number:	FMA201304230001	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:		User ID:	
To Date:		Security Org:	
Vendor		Title/Contract Number:	
Code:		TIN (SSN/EIN):	
DUNS:		DUNS+4:	
Designated Agent - ALC:		Customer Account:	
System ID:			
Search		Clear	

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.

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	
<input checked="" type="radio"/> FMA	FMA201304230001		Fleet Billed Receivables Manual Adjustment	04/23/2013	Processed	

5. Select the **Cancel** button to open the document in Cancel Mode.

*Steps to Cancel a General System Standard Voucher**Notes**(SV) Form (Accruals):*

6. The Header page is displayed.

> Header

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: FMA Fleet SV Accrual Manual Orig Document Date: 04/23/2013

Status: PENDINGCANCELLATIO Document Date:

Document Number: FMA201304230001 Accounting Period:

Title: Fleet Billed Receivables Manual Adjustment Reporting Accounting Period:

Issued By:

Automatic Reversal: Document Classification:

Reversal Accounting Period: 09/2013 Security Org: GSA

Reverse After Period:

Agency DUNS Number:

Agency DUNS+4:

[Return to Top](#)

Amounts

Net Amount: \$0.00

[Return to Top](#)

Cancel Reason

* Cancel Reason:

Steps to Cancel a General System Standard Voucher

Notes

(SV) Form (Accruals):

7. **REQUIRED**— Enter the **Cancel Reason**.

Cancel Reason

* Cancel Reason: CANCELLATION

[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.



*Steps to Cancel a General System Standard Voucher**Notes**(SV) 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.



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.

Steps to Cancel a General System Standard Voucher

Notes

(SV) Form (Accruals):

11. To check the status of the document, navigate back to Form Document Selection.

The screenshot shows the 'Form/Document Selection' page. In the 'Search Criteria' section, the 'Document Type' is set to 'FMA'. The 'Document Number' field contains '201011120001'. Under 'Document Status', 'Cancelled' is selected. Other fields like 'User ID' and 'Title' are also present. Below the search criteria, there are sections for 'Vendor' (with fields for Code, TIN, DUNS, and Designated Agent) and 'System ID'. At the bottom are 'Search' and 'Clear' buttons.

When the document has been approved, the document status will be Cancelled.

The screenshot shows a table of query results. The columns include Document Type, Document Number, Amendment Number, Title, Document Date, Document Status, and User ID. One row is highlighted with a red box around the 'Document Status' column, which shows 'Cancelled'. The 'User ID' for this row is 'allroles102'.

4.5.6 Query Standard Voucher (SV) Accruals

Accrual information can be viewed on the following Pegasys queries:

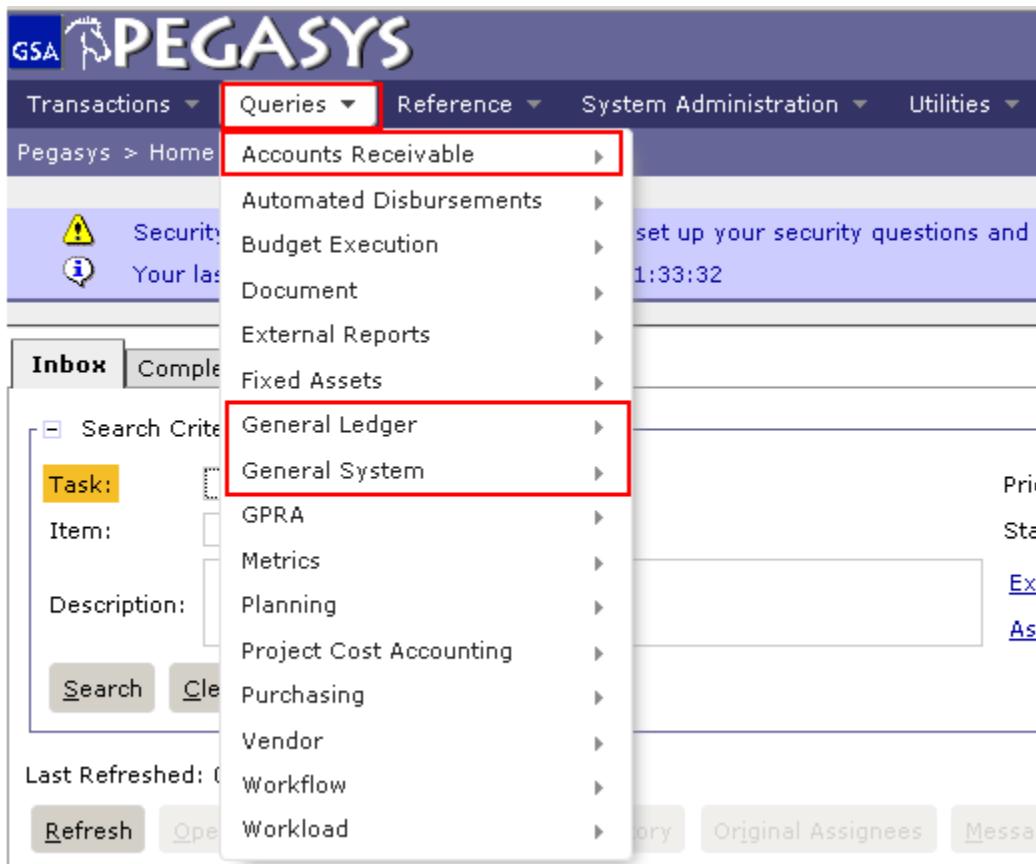
- Transactions=> Form/Document Selection.
- Queries=> General Ledger=> GL Account Detail.
- Queries=> General System=> Transaction Journal Query.

For further Query information, refer to *section 4.5 Billing Queries*.

For more information about Standard Vouchers (SV), see section 4.4 for information on Imputed Rent SVs (including the SV field definitions) and section 4.14.2 for Allowance for Loss. For additional information on SVs see the Pegasys User Guide for release 6.5.

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

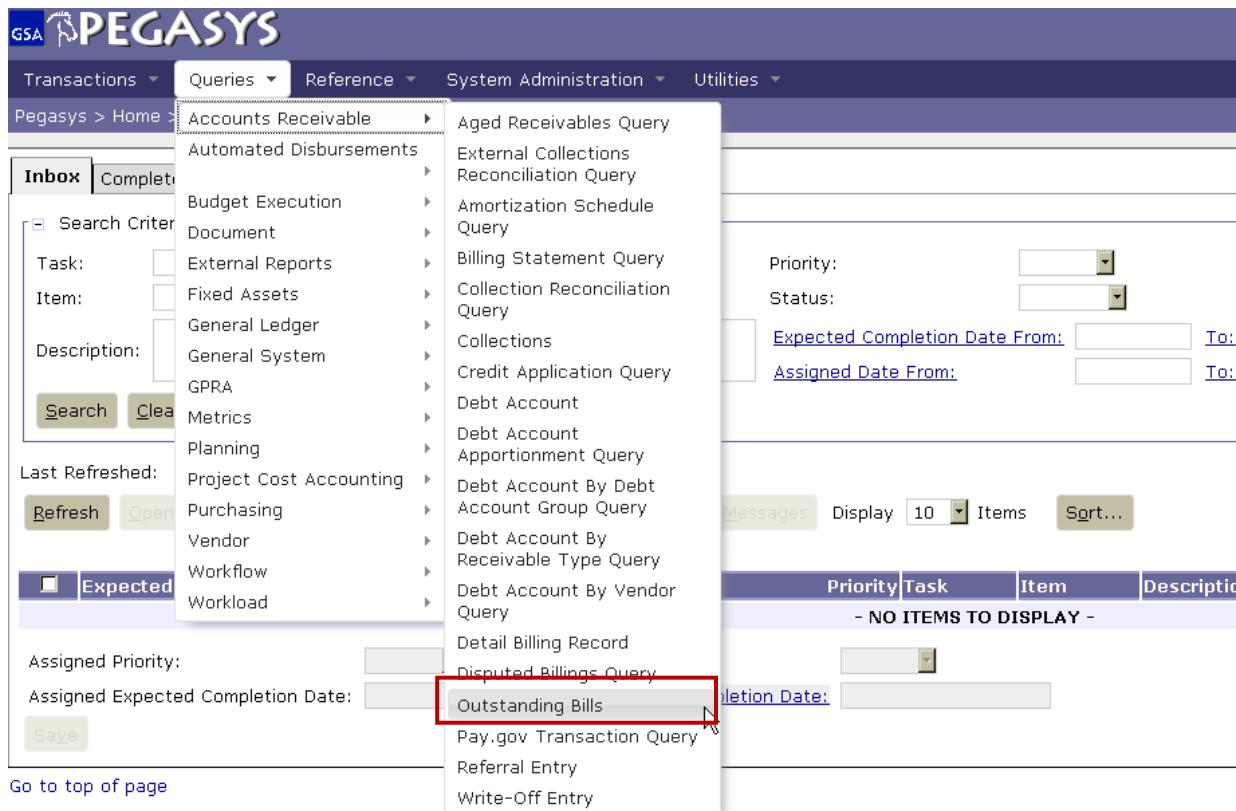
The Outstanding Bills Query provides the ability to search Billing Documents (BD) with an unliquidated receivable balance (i.e., "outstanding amount").

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
Document Type: <input type="text"/>	Address Code: <input type="text"/> <input type="text"/> <input type="button"/>
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="checkbox"/>	From Amount: <input type="text"/> To Amount: <input type="text"/>
Line Type: <input type="checkbox"/>	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"/>
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="checkbox"/>	
Bill Type: <input type="checkbox"/>	
Source Number: <input type="text"/>	
Receivable Type: <input type="text"/> <input type="button"/>	
Contracts Number: <input type="text"/> <input type="button"/>	
Agreement	
Agreement Number: <input type="text"/> <input type="button"/>	Agreement Line Number: <input type="text"/> <input type="button"/>
Blanket Agreement Number: <input type="text"/> <input type="button"/>	

Exhibit 4-31: Outstanding Bills Query Additional Search Criteria

+ Additional Criteria

Billing Status:

Bill Type:

Source Number:

Receivable Type:

Contracts Number:

Agreement

Agreement Number: _____ Agreement Line Number: _____

Blanket Agreement Number: _____

Period of Performance

From Start Date: _____ To Start Date: _____
From End Date: _____ To End Date: _____

Related Statement Number: _____

Last Refunded

From Date: _____ To Date: _____ Refunded: _____

Debt Account Number: _____ Depository Line Number: _____

Debt Account Line Number: _____ Payee Line Number: _____

+ 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 type="checkbox"/>	RMI	RM100002	RMIBILRMI0002	AA000004	\$100.00	\$100.00	\$0.00	\$0.00	SD BAARTS55.16	11/17/2010		allroles121	S1017	S1017	
<input type="checkbox"/>	RMI	RM100057	RMIBILRMI00057	AA000006	\$100.00	\$100.00	\$0.00	\$0.00	SD BAARTS55.19	11/18/2010		allroles121	S1017	S1017	
<input type="checkbox"/>	RMI	RM100058	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.

From the Outstanding Bills tab, users also have the ability and option to view, correct or amend the document. 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](#)

General

Document Type:	RMI	External System Document Number:	
Document Type:	RMI	Business Line:	RENT
Document Number:	RMI00002	Waiver Flags	
Statement Number:	AA00004	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		

Vendor

Code:	S1017	S1017	More
Name:	US COURTS OF APPEAL		

Bill Totals

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

The screenshot shows the Pegasys interface for 'Outstanding Bills'. The top navigation bar includes 'View Document', 'Correct Document', and 'Amend Document'. The main content area has tabs for 'Outstanding Bills' and 'Outstanding Bill Detail', with 'Outstanding Bill Detail' selected. A red box highlights the 'Outstanding Billing Document Line' link. Below this, there are sections for '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), and 'Debt Account Information' (Debt Account Number, Depository Line Number, Debt Account Line Number, Payee Line Number).

Exhibit 4-35: Outstanding Bill Detail Item Collection

The screenshot shows the 'Outstanding Bill Detail Item Collection' page. It includes sections for 'Agreement' (Agreement Number, Agreement Line Number), 'Last Refunded' (From Date, To Date, Refunded), 'Search' button, 'Accounting Elements' (checkbox), 'IPAC Criteria' (checkbox), and a footer with 'Credit Application', 'Display 10 Items', 'View as CSV', and 'Sort...' buttons. A table at the bottom lists an outstanding bill detail item:

Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Type of Transfer
RM1BILRMI00002	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:	<input type="text" value="1"/>
Funding Document:	<input type="text" value="12345678"/>
Requisition Number:	<input type="text" value="12345678"/>
JAS Number:	<input type="text"/>
Fiscal Station Number:	<input type="text" value="12,345,678"/>
Job Number:	<input type="text"/>
Accounting Classification Reference Number:	<input type="text" value="12345678"/>

Internal Obligation —

Type:	<input type="text"/>	Number:	<input type="text"/>	Accounting:	<input type="text"/>
-------	----------------------	---------	----------------------	-------------	----------------------

IPAC Refund —

Document Type:	<input type="text"/>		Generate IPAC Refund Payment
--------------------------------	----------------------	---	--

[Return to Top](#)

[+ Totals](#) —
[Return to Top](#)

4.6.1.3 Outstanding Bills Query Search Criteria- GSA User Defined Field Descriptions

The listing of GSA User Defined fields on the Outstanding Bills Query are available at [Appendix: Outstanding Bills Query – GSA 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

1. Navigate to Queries=>Accounts Receivable=>Outstanding Bills.

The Outstanding Bills page is displayed.

Outstanding Bills

Search Criteria

Document Number: [red box]
[red box] Statement Number: G000036
Bill Generated Flag: True

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: _____

Line Type: _____

Document Date
From Date: _____ To Date: _____

Business Line: FLEET

Bill Generated Date
From Date: 02/01/2011 To Date: 02/21/2011

Collection Due Date
From Date: _____ To Date: _____

Search **Clear**

Additional Criteria

Billing Status: Billed
Bill Type: IPAC
Source Number: _____
Receivable Type: _____
Contracts Number: _____
Agreement
Agreement Number: _____ Agreement Line Number: _____
Blanket Agreement Number: _____

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 <input type="checkbox"/>														
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 <input type="checkbox"/>														
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><input type="checkbox"/> 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 type="text" 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>Waiver Flags</td> <td></td> </tr> <tr> <td>Statement Number:</td> <td><input type="text" value="FC000081"/></td> <td>Waive Admin Charges:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Title:</td> <td><input type="text" value="SD BAARTS004.13"/></td> <td>Waive Penalty:</td> <td><input 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 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 type="checkbox"/></td> </tr> <tr> <td>Collection Due Date:</td> <td><input type="text"/></td> <td>Waive Interest on Admin Charges:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Bill Generated Flag:</td> <td><input checked="" type="checkbox"/></td> <td>Waive Interest on Penalty:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Bill Generated Date:</td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Security Organization:</td> <td><input type="text" value="GSA"/></td> <td></td> <td></td> </tr> </table>		Document Type:	<input type="text" value="FMN"/>	External System Document Number:	<input type="text"/>	Document Type:	<input type="text" 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 type="checkbox"/>	Title:	<input type="text" value="SD BAARTS004.13"/>	Waive Penalty:	<input type="checkbox"/>	Billing Reference Number:	<input type="text" value="FMNBILFMN00302"/>	Waive Interest on Principal:	<input type="checkbox"/>	Document Date:	<input type="text" value="12/20/2010"/>	Waive Interest on Interest:	<input type="checkbox"/>	Collection Due Date:	<input type="text"/>	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:	<input type="text"/>			Security Organization:	<input type="text" value="GSA"/>		
Document Type:	<input type="text" value="FMN"/>	External System Document Number:	<input type="text"/>																																										
Document Type:	<input type="text" 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 type="checkbox"/>																																										
Title:	<input type="text" value="SD BAARTS004.13"/>	Waive Penalty:	<input type="checkbox"/>																																										
Billing Reference Number:	<input type="text" value="FMNBILFMN00302"/>	Waive Interest on Principal:	<input type="checkbox"/>																																										
Document Date:	<input type="text" value="12/20/2010"/>	Waive Interest on Interest:	<input type="checkbox"/>																																										
Collection Due Date:	<input type="text"/>	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:	<input type="text"/>																																												
Security Organization:	<input type="text" value="GSA"/>																																												
<p><input type="checkbox"/> Vendor</p>																																													

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**

[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 type="checkbox"/>
Billing Reference Number:	FMNBILFMN00302	Waive Penalty:	<input type="checkbox"/>
Document Date:	12/20/2010	Waive Interest on Principal:	<input type="checkbox"/>
Collection Due Date:		Waive Interest on Interest:	<input type="checkbox"/>
Bill Generated Flag:	<input checked="" type="checkbox"/>	Waive Interest on Admin Charges:	<input type="checkbox"/>
Bill Generated Date:		Waive Interest on Penalty:	<input type="checkbox"/>
Security Organization:	GSA		
<input checked="" type="checkbox"/> 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 form. 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 border. The form is divided into several sections: '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), 'Agreement' (Agreement Number, Agreement Line Number), 'Last Refunded' (From Date, To Date, Refunded), and a 'Search' button. At the bottom, there are two expandable sections: '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 a web-based application interface titled 'Outstanding Bill Detail'. At the top, there are two tabs: 'Outstanding Bills' and 'Outstanding Bill Detail', with 'Outstanding Bill Detail' being the active tab. Below the tabs, a link labeled 'Outstanding Billing Document Line' is highlighted with a red box. A sub-menu titled 'Search Criteria' is open, containing four dropdown fields: 'Billing Status', 'Line Type', 'Source Number', and 'Receivable Type'. To the right of the 'Source Number' field is a small blue edit icon.

9. View the Outstanding Billing Document Line page information.

The screenshot shows the 'Outstanding Billing Document Line' page. The title bar says 'Outstanding Billing Document Line'. Below it, there are several sections of information:

- General:** Includes fields for Line Number (1), Line Type (Normal), Receivable Type (RTNA), Source Number (12345678), and Related Statement Number.
- Totals:** A table showing financial details:

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
Total Amount:	\$0.00
- Additional Information:** Contains a 'Return to Top' link.
- Accounting Elements:** Contains a 'Return to Top' link.
- IPAC Criteria:** Contains a 'Return to Top' link.
- Totals:** Contains a 'Return to Top' link.

Steps to Execute a Query Using Outstanding Bills:**Notes**

10. To view the document, select the **View Document** button.

Pegasys > Queries > Accounts Receivable > Outstanding Bills > Outstanding Bills:

View Document **Amend Document**

Outstanding Bills **Outstanding Bill Detail**

Outstanding Billing Document Line

Search Criteria

Billing Status:

Line Type:

Source Number:

Receivable Type:

The document will be opened in a new window in View mode.

PEGASYS

Inbox | Preferences | Shortcuts | Site Map | Welcome All Roles 102 CGI | November 1,

Transactions | Queries | Reference | System Administration | Utilities

> Header

Header Accounting Lines Office Addresses Approval Routing Memos Summary

References... Amendment History Workflow Status Approval History

Expand All | Collapse All

General

Make Recurring

Document Type:	FMN	Fleet Non-IPAC BD Man	Orig Document Date:	10/25/2010
Status:	PROCESSED	Last Document Date:	10/25/2010	
Document Number:	25-009	Accounting Period:	01/2011	
Statement Number:		Reporting Accounting Period:	01/2011	
Billing Reference Number:	FMNBIL25-009	Last Batch Number:		
Title:		Document Classification:		
Billed By:		Security Org:	GSA	
Post Code:		Business Line:	FLEET	
Number of Lines:				
Closed Lines:				
Agency DUNS Number:				
Agency DUNS+4:				
Created by:	allroles88			
Last Modified by:	allroles88			
Bill Generated Flag:	<input checked="" type="checkbox"/>			

[Return to Top](#)

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

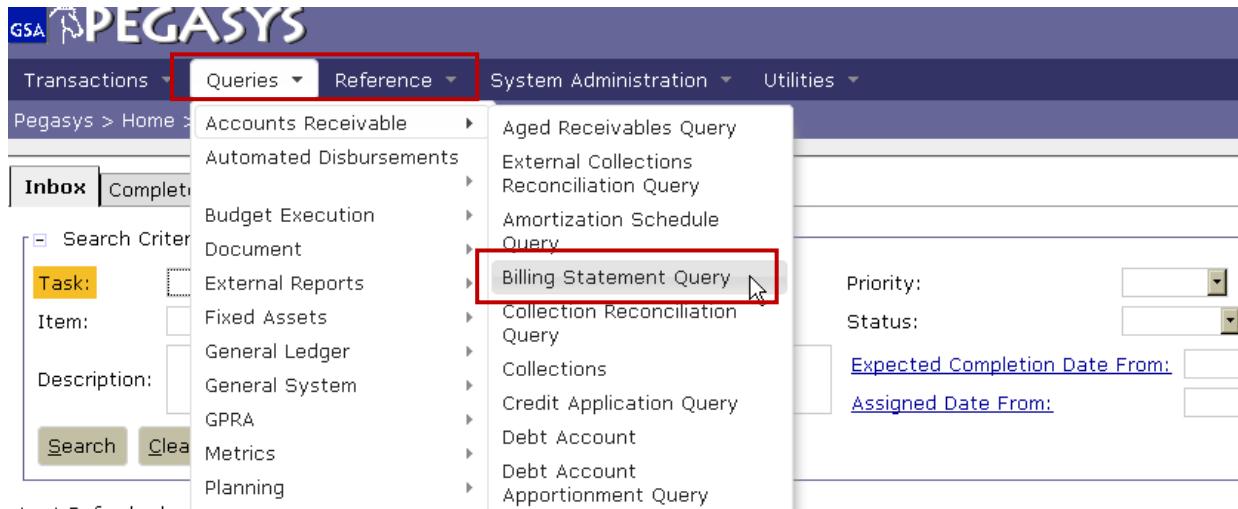
Document (BD) prompts the system to create a Statement Entity, which is used as a way to logically tie together multiple receivables (BDs) that will be presented to a customer as a consolidated statement. There can be a one-to-one or a one-to-many relationship between statements and billing documents. 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 - Billing Statement Query

Search Criteria

Statement Number:

Security Organization: [Edit](#)

Statement Vendor

Code: [Edit](#)

Disbursing Office: [Edit](#)

ALC: [Edit](#)

Customer ALC: [Edit](#)

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 [Edit](#)

[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 [Edit](#)

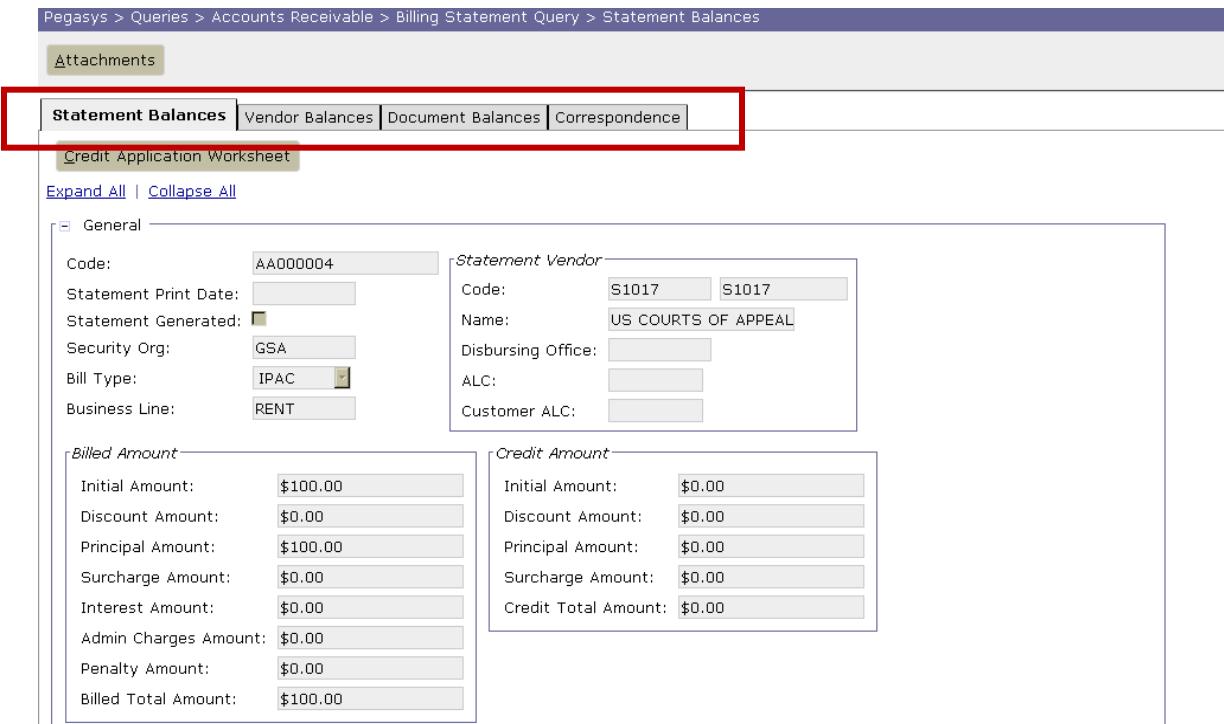
Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Statement Print Date	Collection Due Date	Last Statement Print Date	Security Organization
B0901001	9567	9567	IPAC	Suppress	RENT	04/14/2011	05/14/2011	04/14/2011	GSA
B0901003	9567	9567	IPAC	Suppress	RENT	04/14/2011	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	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



The screenshot shows the Pegasys interface for the Billing Statement Query. At the top, there is a navigation bar with the path: Pegasys > Queries > Accounts Receivable > Billing Statement Query > Statement Balances. Below the navigation bar, there is a toolbar with an 'Attachments' button. A red box highlights the 'Statement Balances' tab, which is currently selected. Other tabs include 'Vendor Balances', 'Document Balances', and 'Correspondence'. Below the tabs, there is a 'Credit Application Worksheet' button and links for 'Expand All' and 'Collapse All'. The main content area is divided into two sections: 'General' and 'Billed Amount' on the left, and 'Statement Vendor' and 'Credit Amount' on the right. The 'General' section contains fields for Code (AA000004), Statement Print Date, Statement Generated, Security Org (GSA), Bill Type (IPAC), and Business Line (RENT). The 'Statement Vendor' section contains fields for Code (S1017), Name (US COURTS OF APPEAL), Disbursing Office, ALC, and Customer ALC. The 'Billed Amount' section contains fields for 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), and Billed Total Amount (\$100.00). The 'Credit Amount' section contains fields for Initial Amount (\$0.00), Discount Amount (\$0.00), Principal Amount (\$0.00), Surcharge Amount (\$0.00), and Credit Total Amount (\$0.00).

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 - Billing Statement Query

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

Search Criteria

Statement Number:	F000249
Security Organization:	<input type="text"/>
Statement Vendor	
Code:	<input type="text"/> <input type="text"/>
Disbursing Office:	<input type="text"/> <input type="button" value="edit"/>
ALC:	<input type="text"/> <input type="button" value="edit"/>
Customer ALC:	<input type="text"/> <input type="button" value="edit"/>
Bill Type:	<input type="button" value="dropdown"/>
Print Option:	<input type="button" value="dropdown"/>
Statement Generated Flag:	<input type="button" value="dropdown"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

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 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	

Billed Amount

Initial Amount:	\$190.00
Discount Amount:	\$0.00
Principal Amount:	\$190.00
Surcharge Amount:	\$0.00
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00
Billed Total Amount:	\$190.00

Credit Amount

Initial Amount:	(\$190.00)
Discount Amount:	\$0.00
Principal Amount:	(\$190.00)
Surcharge Amount:	\$0.00
Credit 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)

GSA does not reprint bills. These fields are only updated by ARBILLGEN therefore the values should remain from the initial billing cycle.

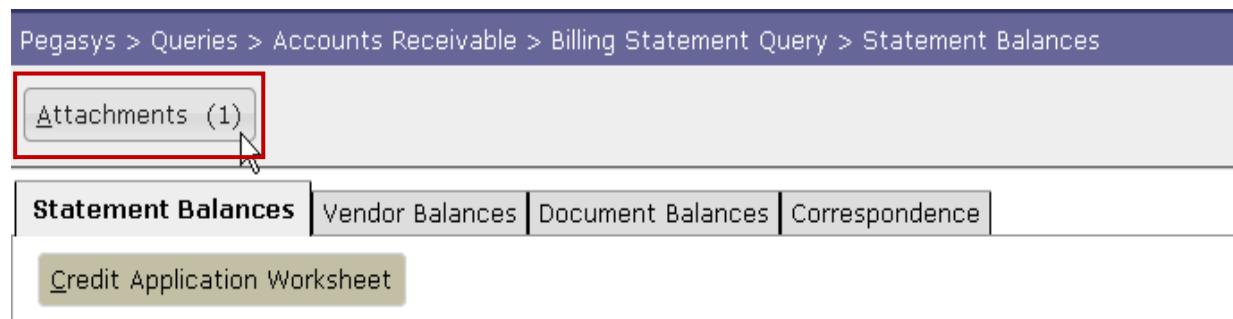
Steps to Execute a Query Using the Billing Statement Query: Notes

If the Statement has attachments, including the consolidated Billing Statement (PDF), the attachment button will indicate there are attachments present.

The user must have the appropriate security permission to view or modify attachments.

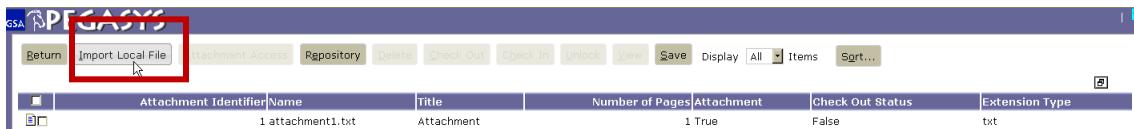
7. To add or view an attachment to the Statement, select **Attachments**.

Note: In order to maintain consistency with VCSS, users should add attachments to the Statement rather than to the Billing Document (BD).



Note: The Attachment Button will indicate the number of the attachments in parenthesis's () next to the word Attachment.

8. **REQUIRED — to Upload Attachments—To import a file as an attachment, select **Import Local File**.**



Steps to Execute a Query Using the Billing Statement Query:**Notes**

9. **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

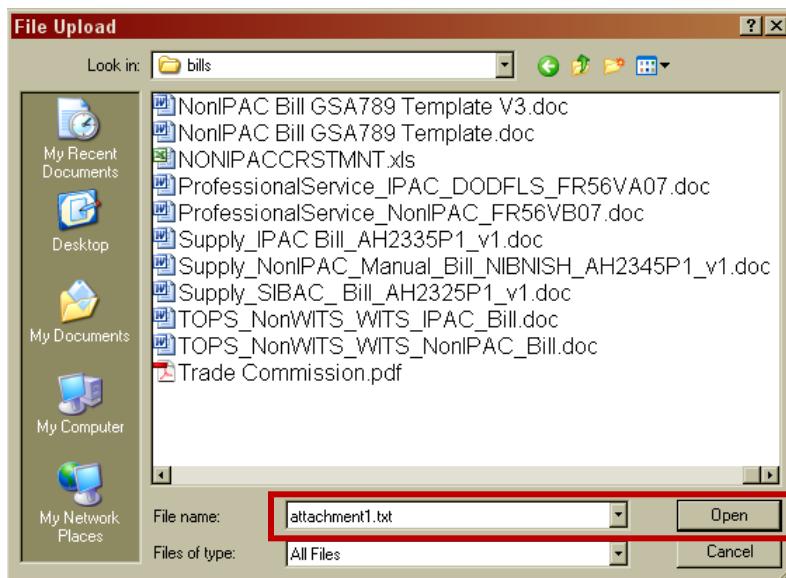
File:

Attachment:

Transmit to External Application:

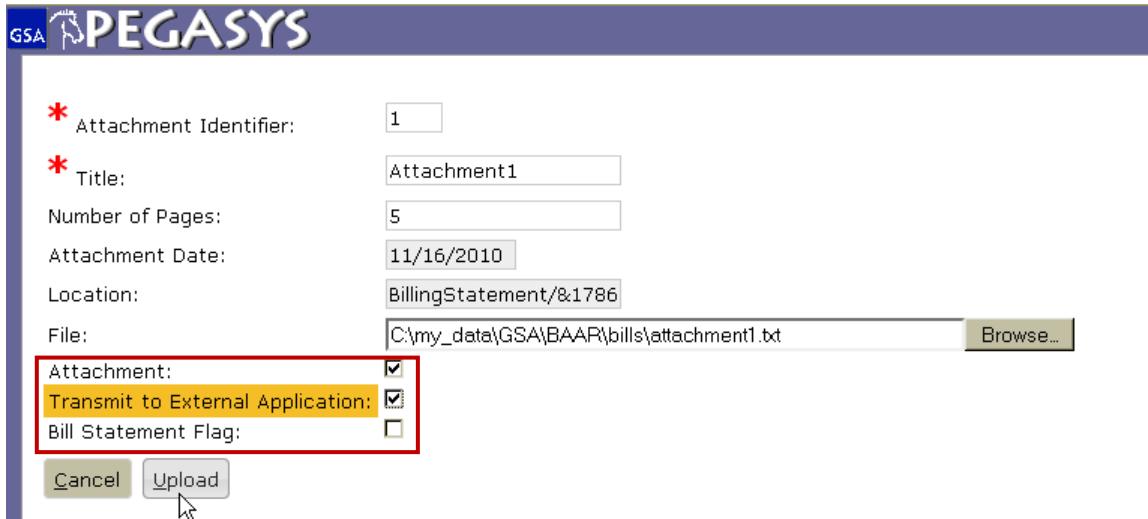
Bill Statement Flag:

10. Select the file from the appropriate local drive and select **Open**.



Steps to Execute a Query Using the Billing Statement Query:**Notes**

11. Once the file name is populated, check the appropriate flags for the attachment.



* Attachment Identifier: 1

* Title: Attachment1

Number of Pages: 5

Attachment Date: 11/16/2010

Location: BillingStatement/81786

File: C:\my_data\GSA\BAAP\bills\attachment1.txt

Attachment:

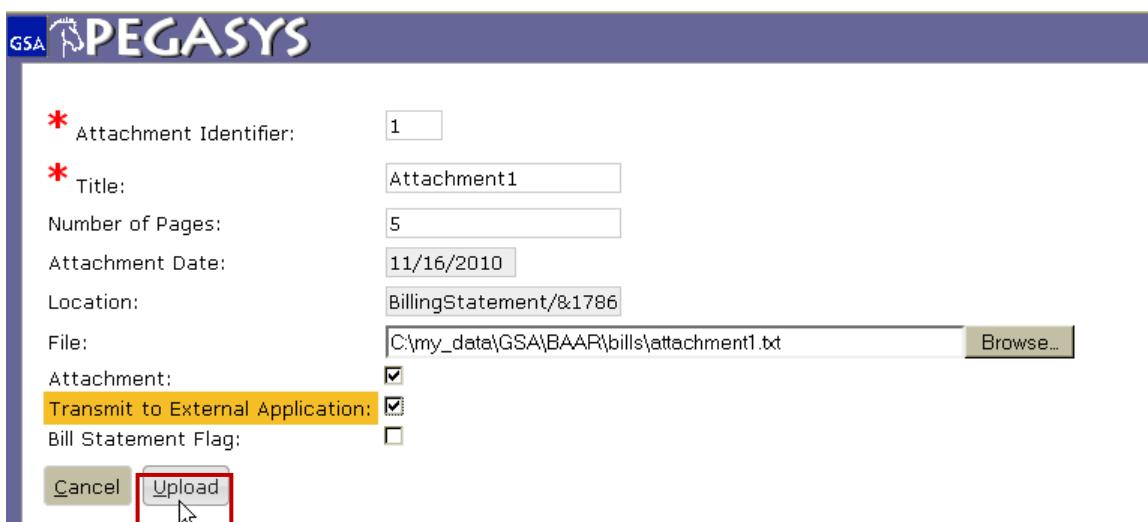
Transmit to External Application:

Bill Statement Flag:

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.

12. Select the **Upload** button to add the attachment.



* Attachment Identifier: 1

* Title: Attachment1

Number of Pages: 5

Attachment Date: 11/16/2010

Location: BillingStatement/81786

File: C:\my_data\GSA\BAAP\bills\attachment1.txt

Attachment:

Transmit to External Application:

Bill Statement Flag:

Steps to Execute a Query Using the Billing Statement Query:**Notes**

The attachment will display on the manage attachments page.

Attachment Identifier	Name	Title	Number of Pages	Attachment	Check Out Status	Extension Type
<input checked="" type="checkbox"/>	1 attachment1.txt	Attachment1		True	False	txt

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

Document Information

- * Attachment Identifier:
- * Title:
- Location:
- Number of Pages:
- * Attachment Date:
- Attachment:
- Name:
- Type:
- Bill Statement Flag:
- Transmit to External Application:

[Return to Top](#)

Edit Information

- Checked Out:
- LockedBy:
- Last Edit Date:

[Return to Top](#)

- 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.



Steps to Execute a Query Using the Billing Statement Query:

Notes

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*.*

Search Criteria

Name:

Checked Out:

Version:

Location:

Search Clear

Select Cancel Display All Items Sort...

15. Select a file to attach and choose **Select**.

File Name	Size	Last Modified	Location
Lexmark E312L Printers.xls	0.000000	False	Repository/Lexmark E312L Printers.xls
Printers1Bid2.pdf	0.000000	False	Repository/Printers1Bid2.pdf
Cost of Reproduction Services for Printing.doc	0.000000	False	Repository/Cost of Reproduction Services for Printing.doc
30 printers-1310527.xls	0.000000	False	Repository/30 printers-1310527.xls
Printers3Bid3.pdf	0.000000	False	Repository/Printers3Bid3.pdf
print button.zip	0.000000	False	Repository/print button.zip
Lexmark Printers.xls	0.000000	False	Repository/Lexmark Printers.xls
<input checked="" type="checkbox"/> INFOPRINTGSA.doc	0.000000	False	Repository/INFOPRINTGSA.doc
15 hp printer quote jani.pdf	0.000000	False	Repository/15 hp printer quote jani.pdf
Plotter Printer 01.pdf	0.000000	False	Repository/Plotter Printer 01.pdf
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
Printers3Bid2.pdf	0.000000	False	Repository/Printers3Bid2.pdf

Items 1-22 of 22

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.

The attachments page is displayed.

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.

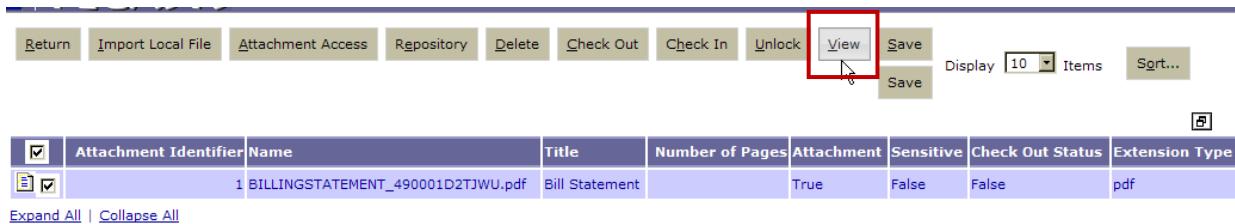


The screenshot shows a table with one row containing an attachment. The first column has checkboxes for selecting multiple attachments. The second column is 'Attachment Identifier', the third is 'Name', and the fourth is 'Title'. The row contains the value '1 BILLINGSTATEMENT_490001D2TJWU.pdf' in the Name field and 'Bill Statement' in the Title field. Below the table are links 'Expand All' and 'Collapse All'. A large box labeled 'Document Information' contains the following fields:

- * Attachment Identifier: 1
- * Title: Bill Statement
- Location: BILLINGSTATEMENT-FO
- Number of Pages: (empty)
- * Attachment Date: 03/01/2011
- Sensitive: (checkbox)
- Attachment: (checkbox, checked)
- Name: BILLINGSTATEMENT_49
- Type: pdf
- Transmit to External Application: (checkbox)

[Return to Top](#)

19. Select the View button to view the attachment.



The screenshot shows a toolbar with various buttons: Return, Import Local File, Attachment Access, Repository, Delete, Check Out, Check In, Unlock, View (highlighted with a red box), Save, Save, Display 10 Items, and Sort... Below the toolbar is a table with columns: Attachment Identifier, Name, Title, Number of Pages, Attachment, Sensitive, Check Out Status, and Extension Type. The table has one row with the same data as the previous screenshot: Attachment Identifier 1, Name BILLINGSTATEMENT_490001D2TJWU.pdf, Title Bill Statement, Number of Pages (empty), Attachment True, Sensitive False, Check Out Status False, and Extension Type pdf. Below the table are links 'Expand All' and 'Collapse All'.

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 Address/Customer Information DEPT OF ENERGY LOS ALAMOS NATL LAB ATTN: LIZ PO BOX 1663 MAIL STOP P240 LOS ALAMOS, NM 87545	Statement Information Statement Number: F0002249 Amount Due: \$190.00 Due Date: 03/31/2011	Fleet 03/01/2011																						
Customer Codes Account Code: 897009/897009		Contact Us Phone Number: 816-926-7037 Fax Number: 816-823-5507 Email Address: KC-Accnts-Receivable.Finance@gsa.gov																						
Statement Summary <table border="1" style="width: 100%;"> <tr> <td>Initial Charges</td> <td>\$190.00</td> </tr> <tr> <td>Discount</td> <td>0</td> </tr> <tr> <td>Surcharge</td> <td>0</td> </tr> <tr> <td>Interest Charges</td> <td>0</td> </tr> <tr> <td>Penalty Charges</td> <td>0</td> </tr> <tr> <td>Admin Charges</td> <td>0</td> </tr> <tr> <td>Bill Amount</td> <td>\$190.00</td> </tr> <tr> <td>Collected</td> <td>0</td> </tr> <tr> <td>Applied Credit</td> <td>0</td> </tr> <tr> <td>Adjustments</td> <td>0</td> </tr> <tr> <td>Amount Due</td> <td>\$190.00</td> </tr> </table>			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
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																							
Remit to Address GSA: Payment for NON-IPAC Fleet Bills Lockbox 979083 St. Louis, MO 63197-9000																								
Credit Summary <table border="1" style="width: 100%;"> <tr> <td>Applied Credit</td> <td>\$0.00</td> </tr> <tr> <td>Unapplied Credit</td> <td>-190</td> </tr> <tr> <td>Total Credit</td> <td>(\$190.00)</td> </tr> </table>			Applied Credit	\$0.00	Unapplied Credit	-190	Total Credit	(\$190.00)																
Applied Credit	\$0.00																							
Unapplied Credit	-190																							
Total Credit	(\$190.00)																							
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																								

Steps to Execute a Query Using the Billing Statement Query:

Notes

22. Select **Return** to return to the Billing Statement Query details.



23. Select the **Vendor Balances** tab to view the vendor balances.

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.

Vendor	Vendor Address	Vendor Name
36001200	36001200	VA CENTRAL OFFICE
361035	361035	VA HOSPITAL
361035_AK1	361035	VA HOSPITAL

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

General

<i>Billed Amount</i>		<i>Credit Amount</i>	
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.

The screenshot shows a top navigation bar with tabs: Statement Balances, Vendor Balances, Document Balances (which is highlighted with a red box), and Correspondence. Below the tabs are buttons for View Document, References, Display (set to 10 items), View as CSV, and Sort... A table below lists two document entries:

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.

The screenshot shows the same interface as above, but the View Document button is highlighted with a red box and has a cursor arrow pointing to it. The table below shows one document entry:

Document Type	Document Number
RMI	RMIAA000234-01271

27. To view the document references, select the document and select the **References** button.

The screenshot shows the same interface, but the References button is highlighted with a red box and has a cursor arrow pointing to it. The table below shows one document entry:

Document Type	Document Number
RMI	RMIAA000234-01271

Steps to Execute a Query Using the Billing Statement Query:

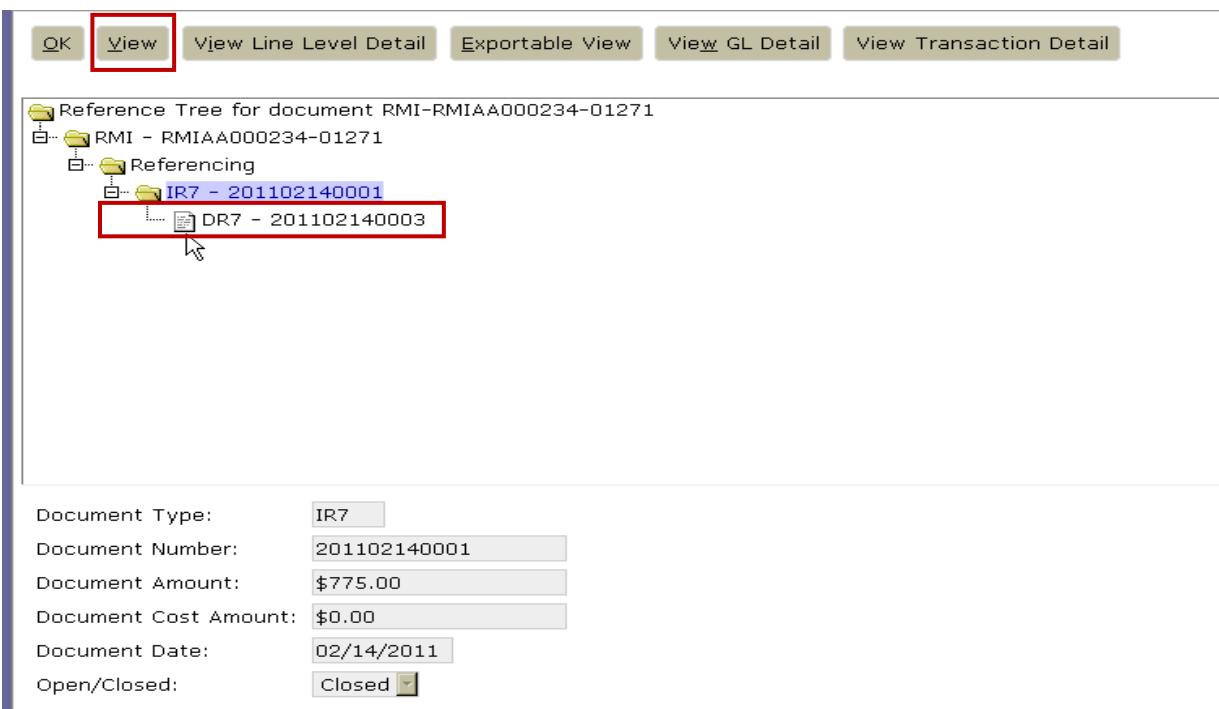
Notes

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.

<i>Steps to Add Correspondence from the</i>	<i>Notes</i>
<i>Billing Statement Query:</i>	

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 Vendor	Statement Print Dates
Security Organization: <input type="text"/>	Code: <input type="text"/>	From Date: <input type="text"/>
Disbursing Office: <input type="text"/>	Disbursing Office: <input type="text"/>	To Date: <input type="text"/>
ALC: <input type="text"/>	ALC: <input type="text"/>	Collection Due Dates
Customer ALC: <input type="text"/>	Customer ALC: <input type="text"/>	From Date: <input type="text"/>
Bill Type: <input type="button" value="▼"/>	Print Option: <input type="button" value="▼"/>	To Date: <input type="text"/>
Statement Generated Flag: <input type="button" value="▼"/>	Last Statement Print Dates	
From Date: <input type="text"/> To Date: <input type="text"/> Business Line: <input type="text"/>		

Search Clear

Steps to Add Correspondence from the

Notes

Billing Statement Query:

- Enter appropriate search criteria and select **Search**.

Search - Billing Statement Query

Search Criteria

Statement Code:	F*43	Statement Print Dates
Security Organization:	<input type="text"/>	From Date: 02/10/2011
Statement Vendor	To Date:	
Code:	<input type="text"/>	Collection Due Dates
Disbursing Office:	<input type="text"/>	From Date:
ALC:	<input type="text"/>	To Date:
Customer ALC:	<input type="text"/>	Last Statement Print Dates
Bill Type:	<input type="button" value="▼"/>	From Date:
Print Option:	<input type="button" value="▼"/>	To Date:
Statement Generated Flag:	<input type="button" value="▼"/>	Business Line:
Search Clear		

- Select the desired billing statement record in the item collection and select **Details**.

Details **Display** 10 Items **View as CSV** **Sgrt...**

	Statement Code	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Statement Print Date	Collection Due Date	Last Statement Print Date	Securit
<input checked="" type="checkbox"/> <input type="checkbox"/>	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

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

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

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
From: <input type="text"/>	First Name: <input type="text"/>	Public Publishing: <input type="button"/>
To: <input type="text"/>	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 <input type="button"/> Items View as CSV Sort...		

<input type="checkbox"/>	Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
<input checked="" type="checkbox"/>	1	89769	89769	11/13/10 11:59:00	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
From: <input type="text"/>	First Name: <input type="text"/>	Public Publishing: <input type="button"/>
To: <input type="text"/>	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 <input type="button"/> Items View as CSV Sort...		

<input type="checkbox"/>	Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
<input checked="" type="checkbox"/>	1	89769	89769	11/13/10 11:59:00	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**Notes****Billing Statement Query:**

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
										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:

- 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
						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):

Steps to Add Correspondence from the

Notes

Billing Statement Query:

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 External System
* Type Of Correspondence:	TAX Mail Or Email Phone
* Type Of Correspondence:	Question Resolution Communication Question Chargeback Chargeback Resolution Dispute Other

**Steps to Add Correspondence from the
Billing Statement Query:**

Notes

9. Update the Correspondence field to include the text to be sent to the customer.
10. Optionally populate the additional fields pertinent to the correspondence:

Correspondence

* Communication Source:	Mail Or Email	Public Publishing: <input checked="" type="checkbox"/>	Record Number:
* Type Of Correspondence:	Question	Creator:	Created Date:
Subject:	Overpayment of Noc 2010 Statement	Last Modified By:	Last Modified Date:
<p>Dear Mr. Smith,</p> <p>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.</p> <p>Regards, GSA Pegasys User Name</p>			
* 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 GSA staff.

Correspondence

* Communication Source:	Mail Or Email	Public Publishing: <input checked="" type="checkbox"/>	Record Number:
* Type Of Correspondence:	Question	Creator:	Created Date:
Subject:	Overpayment of Noc 2010 Statement	Last Modified By:	Last Modified Date:
<p>Dear Mr. Smith,</p> <p>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.</p> <p>Regards, GSA Pegasys User Name</p>			
* Correspondence:			

Steps to Add Correspondence from the Billing Statement Query:	Notes
--	--------------

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**Notes****Billing Statement Query:**

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	12/7/2010 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

* Type Of Correspondence: Question

Subject: Overpayment of Noc 2010 Statement

Public Publishing: Record Number: 1

Creator: allroles65 Created Date: 12/3/2010 11:12:00

Last Modified By: allroles65 Last Modified Date: 12/3/2010 11:12:00

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.

**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.

Attachment Identifier	Name	Title	Number of Pages	Attachment	Check Out Status	Extension Type
- NO ITEMS TO DISPLAY -						

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

Document Information

* Attachment Identifier:

* Title:

Location:

Number of Pages:

* Attachment Date:

Attachment:

Name:

Type:

[Return to Top](#)

Edit Information

Checked Out:

LockedBy:

Last Edit Date:

[Return to Top](#)

14. Select **Import Local File**.

Attachment Identifier	Name	Title	Number of Pages	Attachment	Check Out Status	Extension Type
- NO ITEMS TO DISPLAY -						

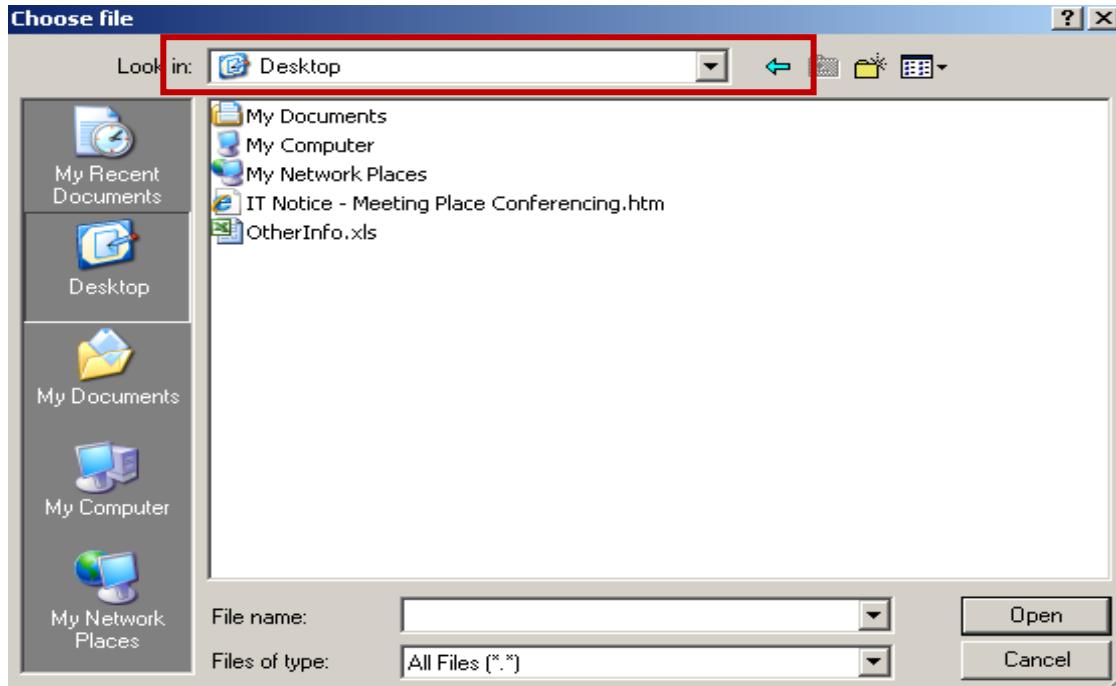
[Return](#) **Import Local File** [Attachment Access](#) [Repository](#) [Delete](#) [Check Out](#) [Check In](#) [Unlock](#) [View](#) [Display](#) Items [Sort...](#)

*Steps to Add Correspondence from the**Notes**Billing Statement Query:*

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:	<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"/>

The File Upload screen using the local directory is displayed.

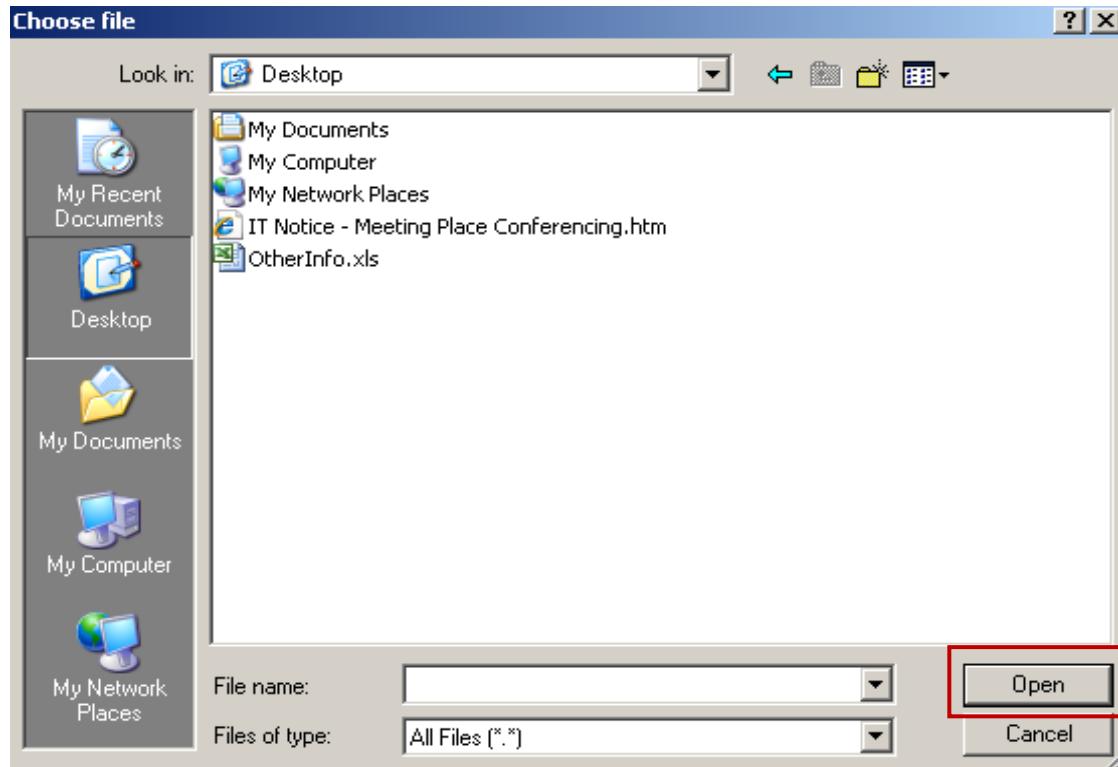


Steps to Add Correspondence from the

Notes

Billing Statement Query:

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.

*Steps to Add Correspondence from the**Notes**Billing Statement Query:*

Note: Select the Sensitive checkbox denotes the file contains sensitive materials and should be treated with caution.

17. 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="outline: 2px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="Upload"/>

Steps to Add Correspondence from the

Notes

Billing Statement Query:

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.

<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="Sort..."/>									
Display <input type="button" value="10"/> Items									
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**Notes****Billing Statement Query:**

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 GSA 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' screen. At the top, a message box displays '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, and various contact details like From, To, First Name, Last Name, Assignment Code, Public Publishing, Record Number, Itemized Line Number, and Accounting Line Number. A large text area labeled 'Correspondence:' contains the message: 'Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$,1000. Wou'. At the bottom, there are buttons for Search, Clear, Back, Add, Remove, Save, History, Attachments, Display (set to 10 items), View as CSV, Sort..., and an 'Email' button which is highlighted with a red box. Below these buttons is a table listing one correspondence record.

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.

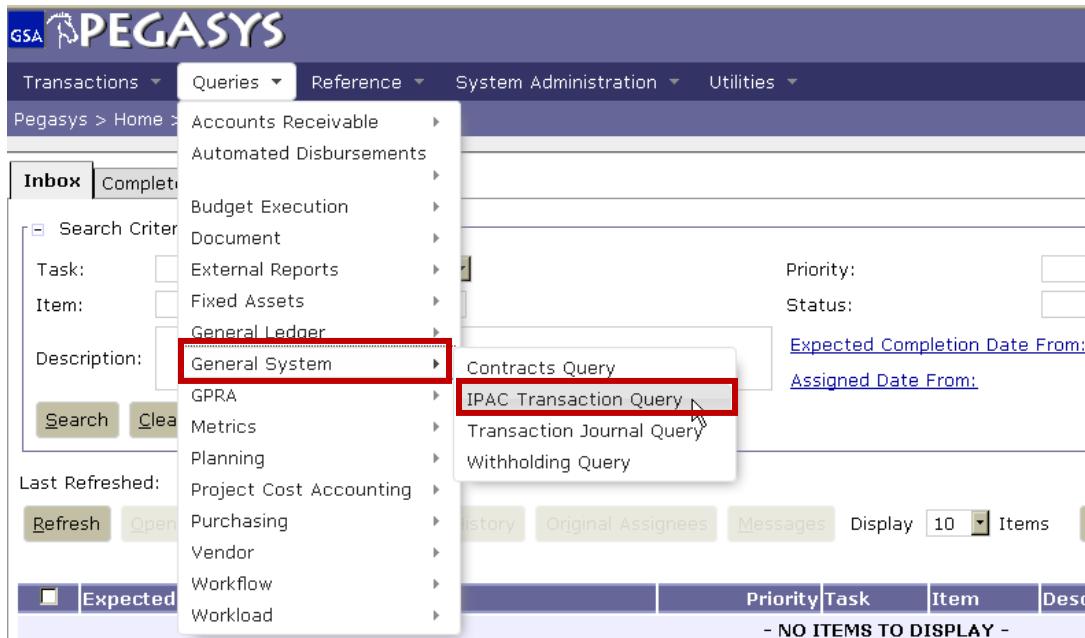
Exhibit 4-41: IPAC Statuses

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.

Document Category	IPAC Status	Description
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 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

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:
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:

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

summary	Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	IPAC Status	IPAC Reference	Article Number	Article Amount	IPAC Submissio	IPAC Co
<input checked="" type="checkbox"/>											

Page 1 of 1 Show 10 rows per page No records to view

Exhibit 4-45: IPAC Transaction Query Item Collection (User Altered)
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

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.

IPAC Fields on IPAC Input Files	
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.
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.

IPAC Fields on IPAC Input Files	
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 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 to 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.

IPAC Fields on IPAC Input Files	
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).
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

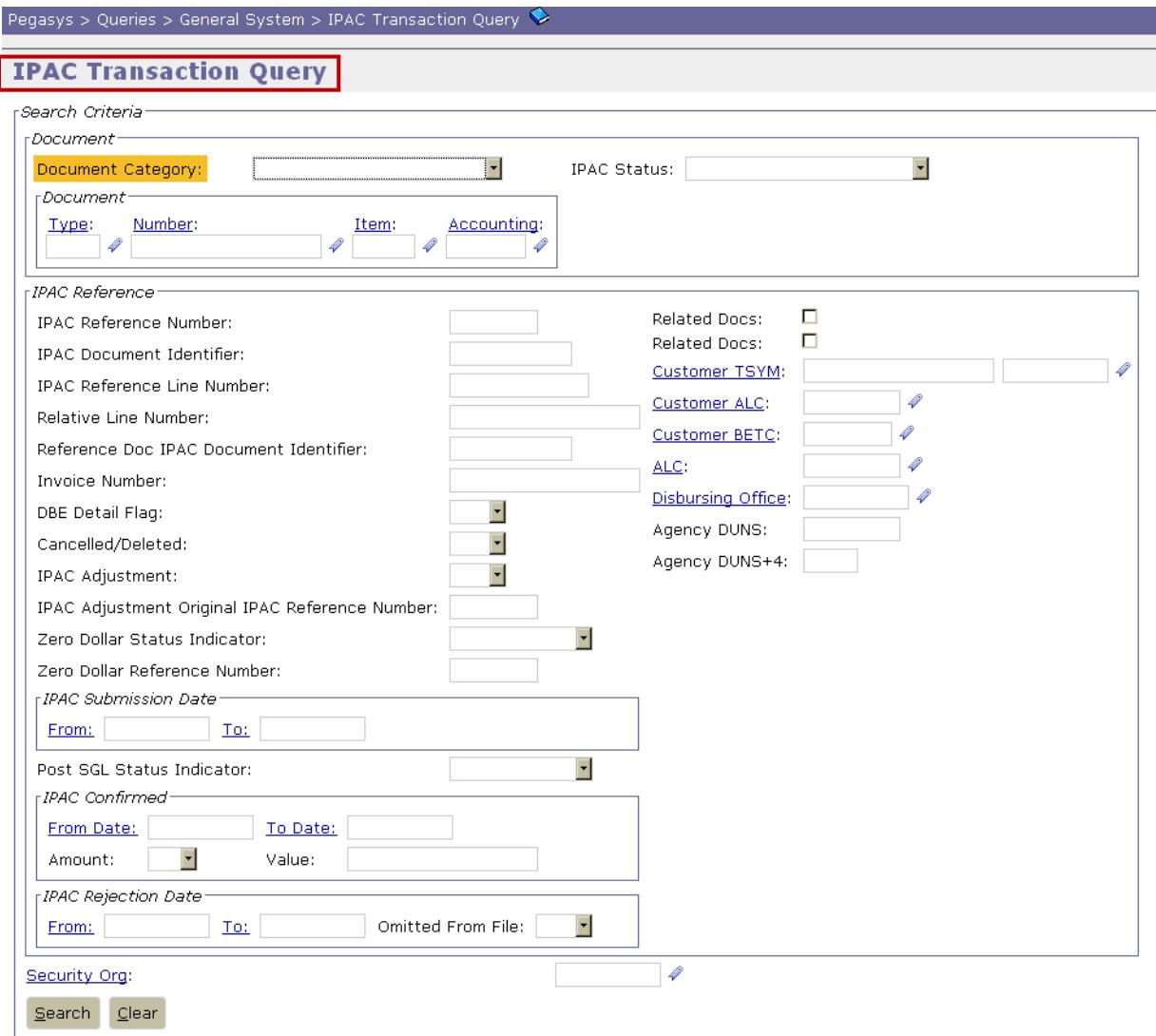
Note: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

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.



The screenshot shows the 'IPAC Transaction Query' page with the following fields:

- Document**:
 - Document Category: [dropdown]
 - IPAC Status: [dropdown]
 - Type: Number: [text] Item: [text] Accounting: [text]
- IPAC Reference**:
 - IPAC Reference Number: [text]
 - IPAC Document Identifier: [text]
 - IPAC Reference Line Number: [text]
 - Relative Line Number: [text]
 - Reference Doc IPAC Document Identifier: [text]
 - Invoice Number: [text]
 - DBE Detail Flag: [dropdown]
 - Cancelled/Deleted: [dropdown]
 - IPAC Adjustment: [dropdown]
 - IPAC Adjustment Original IPAC Reference Number: [text]
 - Zero Dollar Status Indicator: [dropdown]
 - Zero Dollar Reference Number: [text]
 - Related Docs: [checkbox]
 - Customer TSYM: [text] [edit icon]
 - Customer ALC: [text] [edit icon]
 - Customer BETC: [text] [edit icon]
 - ALC: [text] [edit icon]
 - Disbursing Office: [text] [edit icon]
 - Agency DUNS: [text]
 - Agency DUNS+4: [text]
- IPAC Submission Date**:
 - From: [text] To: [text]
- Post SGL Status Indicator**: [dropdown]
- IPAC Confirmed**:
 - From Date: [text] To Date: [text]
 - Amount: [dropdown] Value: [text]
- IPAC Rejection Date**:
 - From: [text] To: [text] Omitted From File: [dropdown]
- Security Org**: [text] [edit icon]
- Buttons**: 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.

Search Criteria

Document

Document Category: BD - Billing Document IPAC Status:

Document

Type: <input type="text"/>	Number: <input type="text"/>	Item: <input type="text"/>	Accounting: <input type="text"/>
RMI <input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>

IPAC Reference

IPAC Reference Number: <input type="text" value="AA000007"/>	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" value=""/>
Relative Line Number: <input type="text"/>	Customer ALC: <input type="text"/> <input type="button" value=""/>
Reference Doc IPAC Document Identifier: <input type="text"/>	Customer BETC: <input type="text"/> <input type="button" value=""/>
Invoice Number: <input type="text"/>	ALC: <input type="text"/> <input type="button" value=""/>
DBE Detail Flag: <input type="text"/>	Disbursing Office: <input type="text"/> <input type="button" value=""/>
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: To:

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: To: Omitted From File:

Security Org:

Buttons: Search Clear

*Note: Query performance is improved with each additional search criterion entered. Users **should not** execute "Blind" queries, meaning no search criterion is entered.*

Steps to Execute a Query Using IPAC Transaction Query: **Notes**

3. Select the **Search** button.

The screenshot shows a search form with fields for 'IPAC Rejection Date' (From: [] To: [] Omitted From File: []), 'Security Org:' (dropdown menu), and two buttons: 'Search' (highlighted with a red box) and 'Clear'.

The results are returned in the Item Collection.

The table has columns: Document Cat, Document Typ, Document Number, Accounting Lin, Itemized Line N, IPAC Status, IPAC Reference, IPAC Reference, Article Number, Article Amount, IPAC Submissio. A single row is shown with values: BD - Billing Doc RMI, RMIAA000007-027, 1 0, Not Submitted, AA000007, 1 1, \$100.00. The 'Details' button in the toolbar is highlighted with a red box.

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.

The table has columns: Document Cat, Document Typ, Document Number, Accounting Lin, Itemized Line N, IPAC Status, IPAC Reference, IPAC Reference, Article Number, Article Amount, IPAC Submissio. A single row is shown with values: BD - Billing Doc RMI, RMIAA000007-027, 1 0, Not Submitted, AA000007, 1 1, \$100.00. The 'Details' button in the toolbar is highlighted with a red box.

Steps to Execute a Query Using IPAC Transaction Query:**Notes**

The IPAC Transaction Detail page is displayed.

This screenshot shows the IPAC Transaction Detail page with the 'General' tab selected. The 'IPAC Transaction Detail' tab is highlighted with a red box. Below the tabs are three buttons: 'View Document', 'Amend Document', and 'Correct Document'. Under the 'General' section, there are several input fields and dropdown menus. The 'Document Category' is set to 'BD - Billing Document'. The 'Billing Status' is 'Unbilled'. Other fields include 'Article Number' (1), 'Article Amount' (\$100.00), 'Currency Code' (USD), 'Security Org' (GSA), 'Fiscal Year' (2011), 'Customer ALC' (95670000), 'Customer TSYM' (empty), 'Customer BETC' (empty), 'ALC' (47000017), and 'Disbursing Office' (GS193). There are also fields for 'Type', 'Number', 'Item', 'Accounting', 'Statement Number', 'Related Statement Number', 'Referenced Statement Number', 'DBE Detail Flag', 'Source Number', 'Title', 'Invoice Number', and 'Requisition Number'.

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.

This screenshot shows the IPAC Transaction Detail page with the 'IPAC History' tab selected. The 'IPAC History' tab is highlighted with a red box. Below the tabs are two buttons: 'Sort...' and 'View as CSV'. The 'Summary' section displays a table with columns: Document, Cat, Document Typ, Document Num, Accounting Lin, Itemized Line, Related Statem, Statement Nur, Referenced St, DBE Detail Flag, Agreement Nur, Source Number, and Title. A single row is selected, showing 'BD - Billing Doc' as the Document Type, 'RMI' as the Document Number, 'RMI AA000007-C' as the Accounting Line, '1 0' as the Itemized Line Number, and 'AA000007' as the Statement Number. The DBE Detail Flag is 'False'. The Source Number is 'OA102034'. The 'General' section below contains the same information as the first screenshot, including the document category 'BD', customer information like TSYM (95670000), and various ALC and Disbursing Office details.

Steps to Execute a Query Using IPAC Transaction Query:

Notes

- 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="checkbox"/> C Sender	1310	Debit	03/06/2011	Federal	\$777.00
<input checked="" type="checkbox"/> C 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.

- 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.

Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	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	\$
<input type="checkbox"/> BD - Billing Doc FMI	FMIGA000060-2		1 0	1	MOM02FP00012					1.000000	\$
<input type="checkbox"/> BD - Billing Doc FMI	FMIGA000060-2		1 0	1	MOM02FP00013					1.000000	\$

Page 1 of 1 Show 10 rows per page Rows 1 - 3 of 3

General

Document Category: <input type="button" value="BD"/>	DBE Amount: \$100.00
Document	Confirmed Amount: \$0.00
Type: Number: <input type="text" value="FMI"/>	Confirmed Date: <input type="text"/>
Item: <input type="text" value="FMIGA000060-267"/>	Original IPAC Reference Number: <input type="text"/>
Accounting: <input type="text" value="0"/>	Original IPAC Reference Line Number: <input type="text"/>
Article Number: <input type="text" value="1"/>	Original IPAC Document Identifier: <input type="text"/>
DBE IPAC Doc ID (DBE UIDD): <input type="text" value="MOM02FP00011WNSDP1"/>	Original Detail Line Number: <input type="text"/>
IPAC Reference Number: <input type="text"/>	Adjustment: <input type="button" value="No"/>
IPAC Reference Line Number: <input type="text"/>	Rebill: <input type="button" value="No"/>
Detail Line Number: <input type="text"/>	Omitted From File: <input type="button" value="No"/>
Quantity: <input type="text" value="1.000000"/>	Article Or Services: <input type="text"/>
Unit Price Amount: <input type="text" value="\$100.0000"/>	
Unit: <input type="text"/>	

Steps to Execute a Query Using IPAC Transaction Query:**Notes**

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.

Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail

Save

IPAC Transaction Detail | IPAC History | SGL Information Record | IPAC Transaction DBE Detail | Correspondence

Action Buttons: View Document (highlighted with a red box), Amend Document, Correct Document

Expand All | Collapse All

General

Document Category: IP - Itemized Payment

Billing Status:

Document

Type:	Number:	Item:	Accounting:
IM7	IM7201103060008	0	1

Article Number: 1

Article Amount: \$777.00

Currency Code: USD

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**

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:

Steps to Update the IPAC Status Using the IPAC Transaction Query:**Notes**

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.*

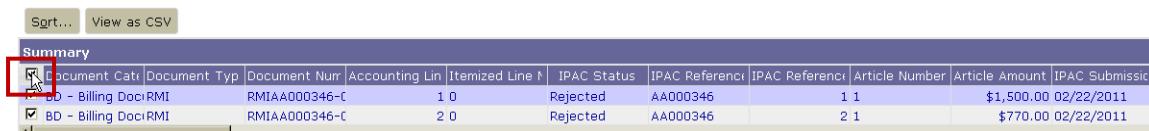
Note: The IPAC Transaction Query should only be used to update the IPAC Status from Rejected to Not Submitted or Hold Pending Chargeback to Not Submitted.

Note: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Update the IPAC Status Using the IPAC Transaction Query:

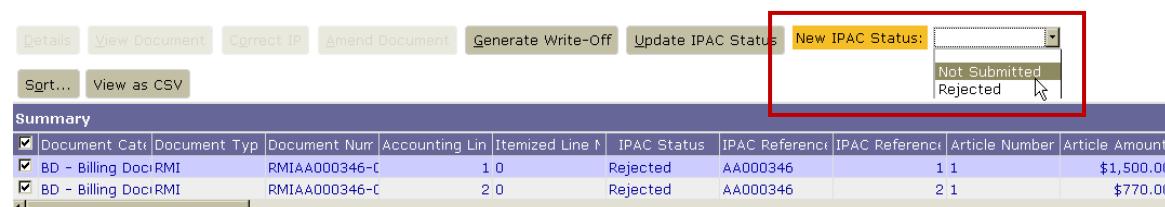
Notes

3. Select the **Search** button.
4. Select all records in the item collection by selecting the top box.



Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	IPAC Status	IPAC Reference	IPAC Reference	Article Number	Article Amount	IPAC Submiss
<input checked="" type="checkbox"/> BD - Billing Doc RMI		RMIAAU00346-L		1 0	Rejected	AA000346		1 1	\$1,500.00	02/22/2011
<input checked="" type="checkbox"/> BD - Billing Doc RMI		RMIAAU00346-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: Not Submitted

Sort... View as CSV

Summary

Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	IPAC Status	IPAC Reference	IPAC Reference	Article Number	Article Amount	IPAC Submiss
<input checked="" type="checkbox"/> BD - Billing Doc RMI		RMIAAU00346-C		1 0	Rejected	AA000346		1 1	\$1,500.00	02/22/2011
<input checked="" type="checkbox"/> BD - Billing Doc RMI		RMIAAU00346-C		2 0	Rejected	AA000346		2 1	\$770.00	02/22/2011

6. Select the “Update IPAC Status” button.



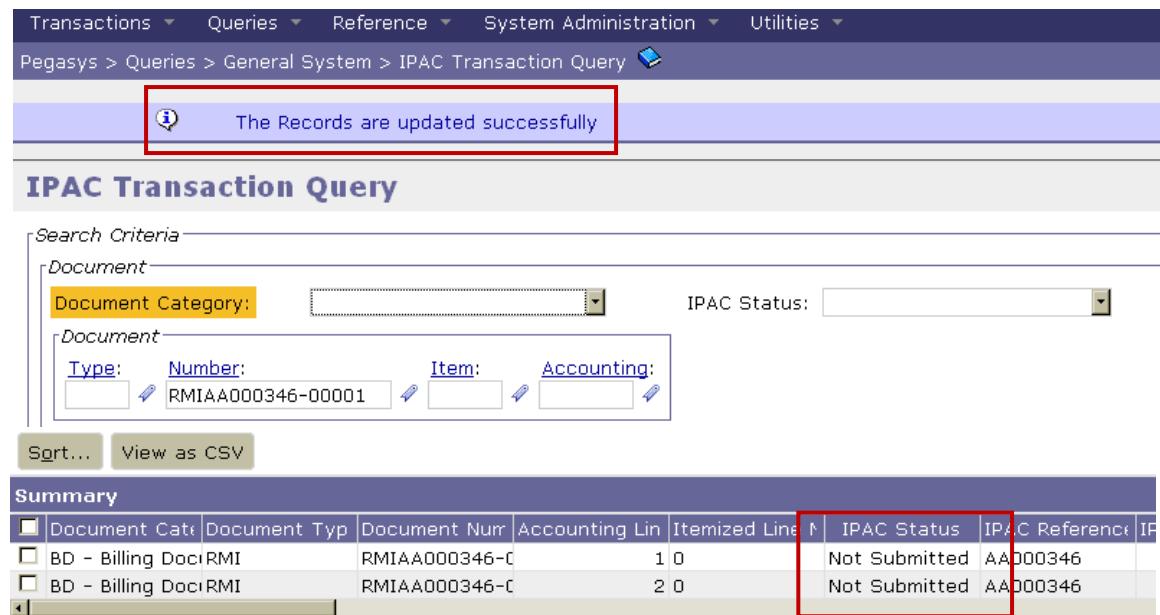
Details View Document Correct IP Amend Document Generate Write-Off Update IPAC Status New IPAC Status: Not Submitted

Sort... View as CSV

Summary

Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	IPAC Status	IPAC Reference	IPAC Reference	Article Number	Article Amount	IPAC Submiss
<input checked="" type="checkbox"/> BD - Billing Doc RMI		RMIAAU00346-C		1 0	Rejected	AA000346		1 1	\$1,500.00	02/22/2011
<input checked="" type="checkbox"/> BD - Billing Doc RMI		RMIAAU00346-C		2 0	Rejected	AA000346		2 1	\$770.00	02/22/2011

A message is returned stating the records have been updated.



Transactions Queries Reference System Administration Utilities

Pegasys > Queries > General System > IPAC Transaction Query

The Records are updated successfully

IPAC Transaction Query

Search Criteria

Document

Document Category:

IPAC Status:

Document

Type: Number: Item: Accounting:

Sort... View as CSV

Summary

Document Cat	Document Typ	Document Num	Accounting Lin	Itemized Line N	IPAC Status	IPAC Reference	IP
<input type="checkbox"/> BD - Billing Doc RMI		RMIAAU00346-C		1 0	Not Submitted	AA000346	
<input type="checkbox"/> BD - Billing Doc RMI		RMIAAU00346-C		2 0	Not Submitted	AA000346	

4.6.3.5 Add Statement Level Correspondence from IPAC Transaction Query

Correspondence functionality enables GSA 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.

The screenshot shows the 'IPAC Transaction Query' search interface. At the top, there's a breadcrumb navigation: 'Pegasys > Queries > General System > IPAC Transaction Query'. Below it is a title bar with the text 'IPAC Transaction Query' in blue. The main area is divided into several sections: 'Search Criteria', 'Document', 'IPAC Reference', and 'Notes'. The 'Document' section contains fields for 'Document Category' and 'IPAC Status', along with a grid for 'Type', 'Number', 'Item', and 'Accounting'. The 'IPAC Reference' section contains fields for 'IPAC Reference Number' (which is highlighted in yellow), 'IPAC Document Identifier', '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', and 'IPAC Adjustment Original IPAC Reference Number'. The 'Notes' section is currently empty.

Steps to Add Correspondence from the 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.

IPAC Reference Number:	AA000234	Related Docs:	<input type="checkbox"/>
IPAC Document Identifier:		Related Docs:	<input type="checkbox"/>
IPAC Reference Line Number:		Customer TSYM:	<input type="text"/> <input type="button"/>
DBE IPAC Doc ID (DBE UIDD):		Customer ALC:	<input type="text"/> <input type="button"/>
Relative Line Number:		Customer BETC:	<input type="text"/> <input type="button"/>
Reference Doc IPAC Document Identifier:		ALC:	<input type="text"/> <input type="button"/>
Invoice Number:		Disbursing Office:	<input type="text"/> <input type="button"/>
DBE Detail Flag:	<input type="button"/>	Agency DUNS:	<input type="text"/>
Cancelled/Deleted:	<input type="button"/>	Agency DUNS+4:	<input type="text"/>
IPAC Adjustment:	<input type="button"/>		
IPAC Adjustment Original IPAC Reference Number:			
Zero Dollar Status Indicator:	<input type="button"/>		
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="button"/>	Value:	<input type="text"/>
IPAC Rejection Date			
From:	<input type="text"/>	To:	<input type="text"/> Omitted From File: <input type="button"/>
Security Org:			
<input type="button"/> Search	<input type="button"/> Clear		

3. Select the desired IPAC record in the item collection and select **Details**.

<input type="button"/> Details	<input type="button"/> View Document	<input type="button"/> Correct IP	<input type="button"/> Amend Document	<input type="button"/> Generate Write-Off	<input type="button"/> Update IPAC Status	<input type="button"/> New IPAC Status:		
<input type="button"/> Sort...	<input type="button"/> View as CSV							
Summary								
<input type="checkbox"/>	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.

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	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.

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	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 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="button" value="New"/>											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 Source: <input type="text" value="External System"/>	Public Publishing: <input type="checkbox"/>	Record Number: <input type="text"/> Creator: <input type="text"/> Last Modified By: <input type="text"/> Last Modified Date: <input type="text"/> Vendor/Address Code: <input type="text"/>
* Type Of Correspondence: <input type="text" value="Resolution"/>		
Subject: <input type="text"/>		
* Correspondence: <input type="text"/>		

Steps to Add Correspondence from the IPAC Transaction Query:**Notes**

6. 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
						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):

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

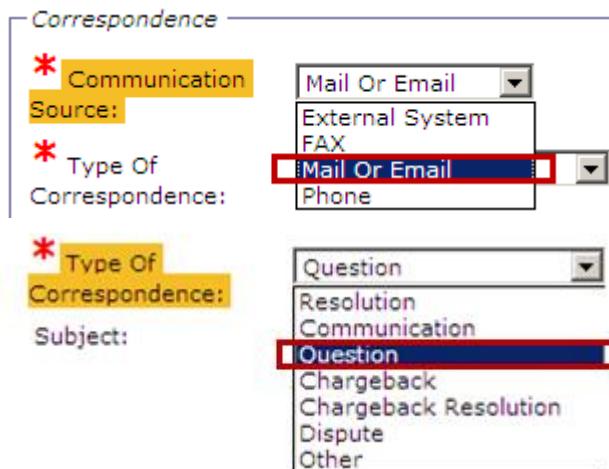
Phone Number: 555-555-5555

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.

Steps to Add Correspondence from the IPAC Transaction Query:**Notes**

8. In the Correspondence section, select the **Communication Source** and **Type of Correspondence** from the available dropdown lists.



The screenshot shows the 'Correspondence' section of a form. It includes fields for 'Communication Source' (set to 'Mail Or Email') and 'Type Of Correspondence'. The 'Type Of Correspondence' dropdown is open, showing options like 'Question', 'Resolution', 'Communication', and 'Chargeback', with 'Question' selected.

9. Update the Correspondence field to include the text to be sent to the customer.
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 GSA staff. Additionally, the vendor code needs to be available to VCSS in order for correspondence to be viewable by the customer.



The screenshot shows the 'Correspondence' section with various fields. The 'Public Publishing' checkbox is checked. The 'Creator' and 'Last Modified By' fields are populated. The 'Record Number' and 'Created Date' fields are empty. The 'Last Modified Date' field is also empty. The 'Vendor/Address Code' field contains '897009/897009'. Below these fields is a large text area containing a message to a customer about an overpayment.

Steps to Add Correspondence from the IPAC Transaction Query:**Notes**

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.

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	
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. Would you prefer to keep the overpayment as a credit on your account or to have it refunded via IPAC?			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*

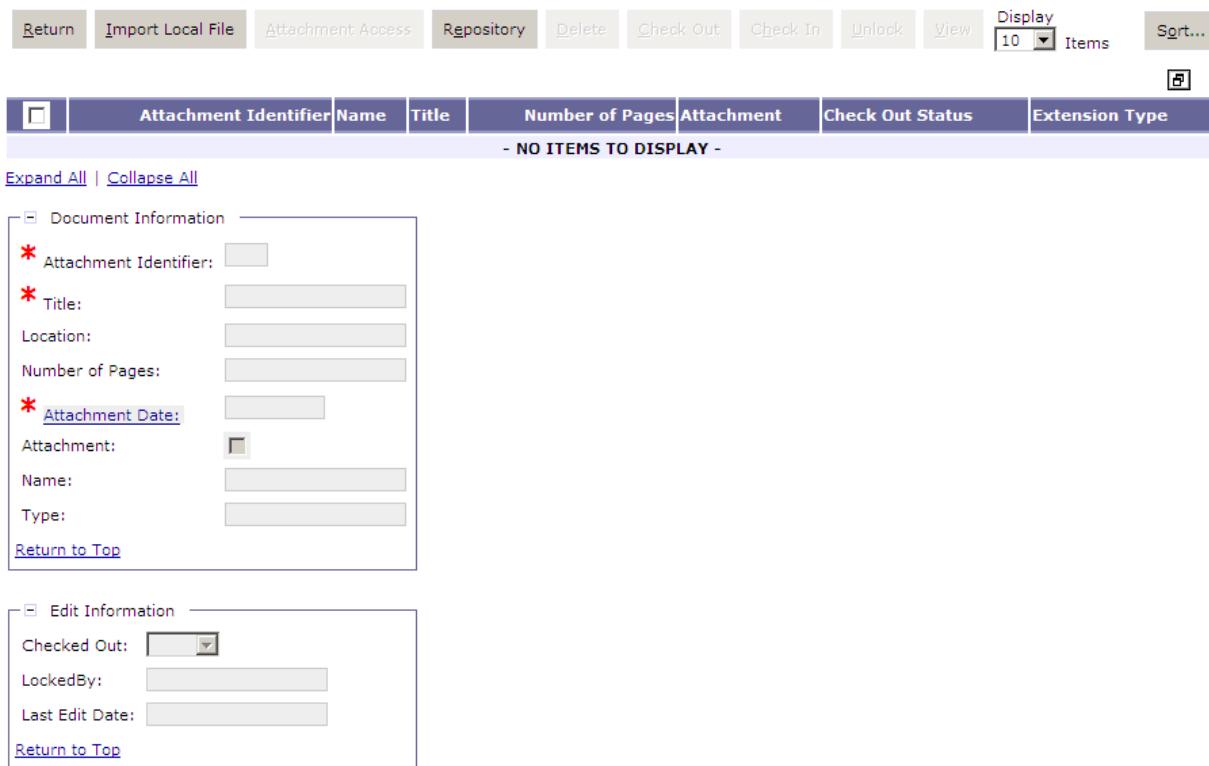
12. To attach a file to the correspondence record, select **Attachments**.



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 transaction from 10/19/2010 at 12:13:11, created by 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'.

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

The Attachments page is displayed.



The screenshot shows a search interface with buttons for Return, Import Local File, Attachment Access, Repository, Delete, Check Out, Check In, Unlock, View, Display (set to 10 items), and Sort... . Below this 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 displayed below the table. At the bottom left are links for Expand All and Collapse All.

Document Information

- * Attachment Identifier:
- * Title:
- Location:
- Number of Pages:
- * Attachment Date:
- Attachment:
- 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*

13. Select Import Local File.



The import screen is displayed.

* Attachment Identifier:

* Title:

Number of Pages:

Attachment Date:

Location:

File: [Browse...](#)

Attachment:

Transmit to External Application:

[Cancel](#) [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:

* Title:

Number of Pages:

Attachment Date:

Location:

File: [Browse...](#) (The 'Browse...' button is highlighted with a red box)

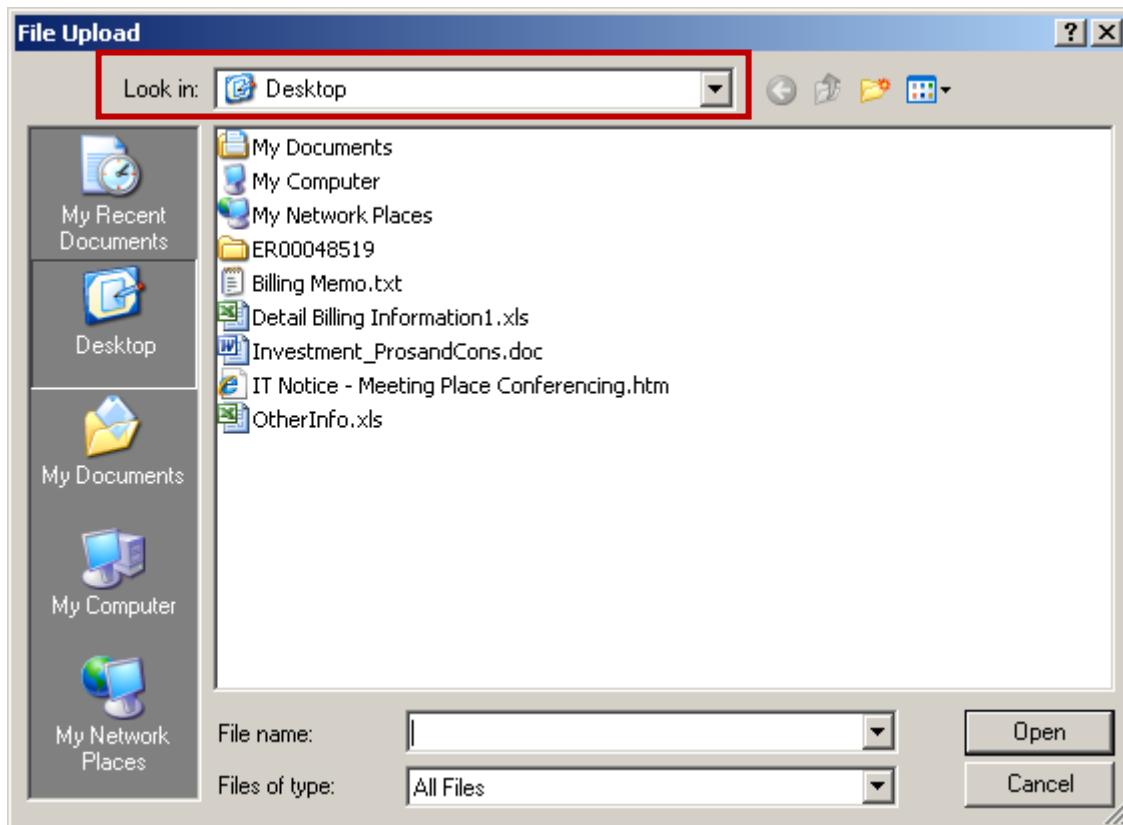
Attachment:

Transmit to External Application:

[Cancel](#) [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"/>
<input type="button" value="Cancel"/> <input type="button" value="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 GSA 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.

17. Select the **Save** button.

Steps to Add Correspondence from the IPAC Transaction Query:**Notes**

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"/> <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 GSA 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.

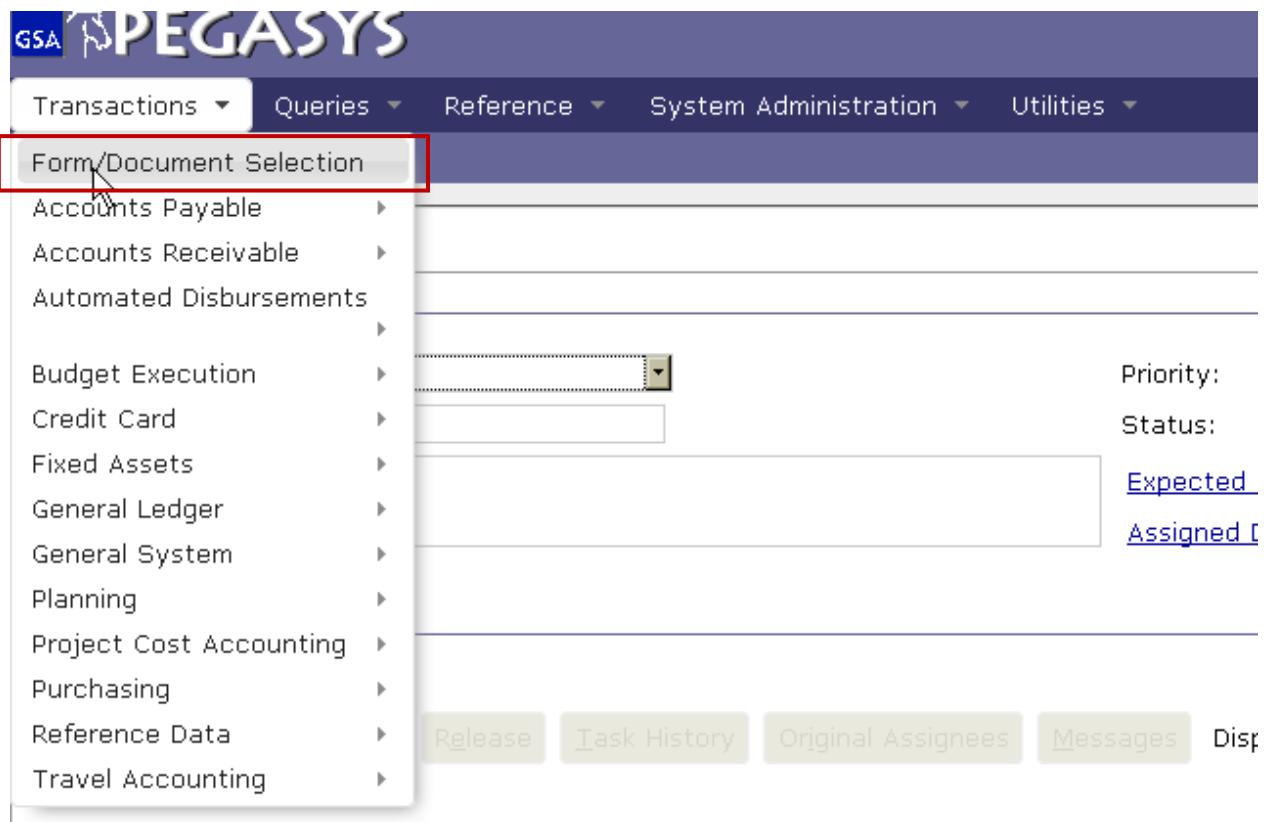
The screenshot shows the 'Item 1: Correspondence' screen. At the top, a message box displays 'GS4624I An email was sent to John.Smith@doe.gov'. Below this is a search criteria panel with fields for Creator, Subject, Type Of Correspondence, Created Date, Contact Person, First Name, Last Name, Assignment Code, Public Publishing, Record Number, Itemized Line Number, and Accounting Line Number. A large text area labeled 'Correspondence:' contains the message body: 'Dear Mr. Smith, I noticed you overpaid your Nov 2010 billing statement in the amount of \$,1000. Wou'. At the bottom, there are buttons for Back, Add, Remove, Save, Email (which is highlighted with a red box), History, Attachments, Display (set to 10 items), View as CSV, and Sort... A toolbar at the very bottom includes Back, Add, Remove, Save, Email, History, Attachments, Display, View as CSV, Sort..., and a refresh icon.

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

4.6.4 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*Transactions=>Form Document Selection*

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

The screenshot shows the 'Form/Document Selection' interface. At the top left is a 'Search Criteria' section with fields for Subsystem (dropdown), Document Type (dropdown), Document Number (FMNB14*), Amendment Number (dropdown), Document Category (dropdown), From Accounting Period (dropdown), To Accounting Period (dropdown), From Date (dropdown), To Date (dropdown), Vendor (Code, DUNS, Designated Agent - ALC), System ID (dropdown), and a 'Search' button (highlighted with a red box). 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, Security Org, and Title. At the bottom are buttons for Correct, View, Delete, Cancel, Reference Query, Amend (highlighted with a red box), Route, GL Detail, Display (set to 10 items), View as CSV, and Sort... A status bar at the bottom shows 'Item Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20'. The results table has columns: Document Type, Document Number, Amendment Number, Title, Document Date, and Document Status. One row is shown: FMN, FMNB1401001-001, (empty), 04/07/2011, Processed.

Exhibit 4-49: Form Document Selection Item Collection

The screenshot shows the 'Form Document Selection Item Collection' interface. At the top is a toolbar with buttons for Correct, View, Delete, Cancel, Reference Query, Amend (highlighted with a red box), Route, GL Detail, Display (set to 10 items), View as CSV, and Sort... A status bar at the bottom shows 'Item Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20'. The results table has columns: Document Type, Document Number, Amendment Number, Title, Document Date, Document Status, and User ID. One row is shown: FMN, BAARTS005.40TEST, (empty), 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.

Steps to Execute a Query using Form Document Selection: **Notes**

The results are returned in the Item Collection.

Items 1-5 of 5							
	Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
	RMN	RMN00336		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

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

Steps to Execute a Query using Form Document Selection:**Notes**

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.

The screenshot shows the Pegasys 6.5 application interface. At the top, there is a navigation bar with links for Transactions, Queries, Reference, System Administration, and Utilities. Below the navigation bar, there is a toolbar with buttons for View in Fund Currency, Add Shortcut, Attachments, and Route. The main area is titled 'Header' and contains tabs for Header Accounting Lines, Approval Routing, Memos, Summary, Correspondence, References..., Workflow Status, and Approval History. There are also links for Expand All and Collapse All. A large form panel is open, showing various document details such as Document Type (FMV), Status (PROCESSED), Document Number (FMVF000006-019), Statement Number (F0000006), Title (CORRECTION), and Authorized By. The 'Attachments' button in the toolbar is highlighted with a red box.

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.

8. To add an attachment, click the attachment button.

The screenshot shows the Pegasys 6.5 application interface. At the top, there is a navigation bar with links for Transactions, Queries, Reference, System Administration, and Utilities. Below the navigation bar, there is a toolbar with buttons for View in Fund Currency, Add Shortcut, Attachments, and Route. The main area is titled 'Header' and contains tabs for Header Accounting Lines, Approval Routing, Memos, Summary, Correspondence, References..., Workflow Status, and Approval History. There are also links for Expand All and Collapse All. A large form panel is open, showing various document details such as Document Type (FMV), Status (PROCESSED), Document Number (FMVF000006-019), Statement Number (F0000006), Title (CORRECTION), and Authorized By. The 'Attachments' button in the toolbar is highlighted with a red box.

Note: the user must have permission to add attachments.

Steps to Execute a Query using Form Document Selection: **Notes**

The Manage Attachments page is displayed.

Note: For more information on managing attachments, please refer to the Pegasys User Guide for release 6.5.

The screenshot shows the Pegasys Manage Attachments interface. At the top, there's a toolbar 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 (set to 10 items), Sort..., and a search icon. Below the toolbar is a header row with columns for Attachment Identifier, Name, Title, Number of Pages, Attachment, Sensitive, Check Out Status, and Extension Type. A message '- NO ITEMS TO DISPLAY -' is centered below the header. Underneath is a section titled 'Expand All | Collapse All' which is currently collapsed. It 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, Attachment, Name, Type, Explicit Access, Export Controlled, and Is CD Available. 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.

9. **REQUIRED** for Attachments: To import a file as an attachment, click **Import Local File**.

The screenshot shows the Pegasys Import Local File interface. It has a similar layout to the Manage Attachments page, with a toolbar at the top and a header row with columns for Attachment Identifier, Name, Title, Number of Pages, Attachment, Sensitive, Check Out Status, and Extension Type. A message '- NO ITEMS TO DISPLAY -' is centered below the header. The 'Import Local File' button in the toolbar is highlighted with a red box.

The Import Local File page is displayed.

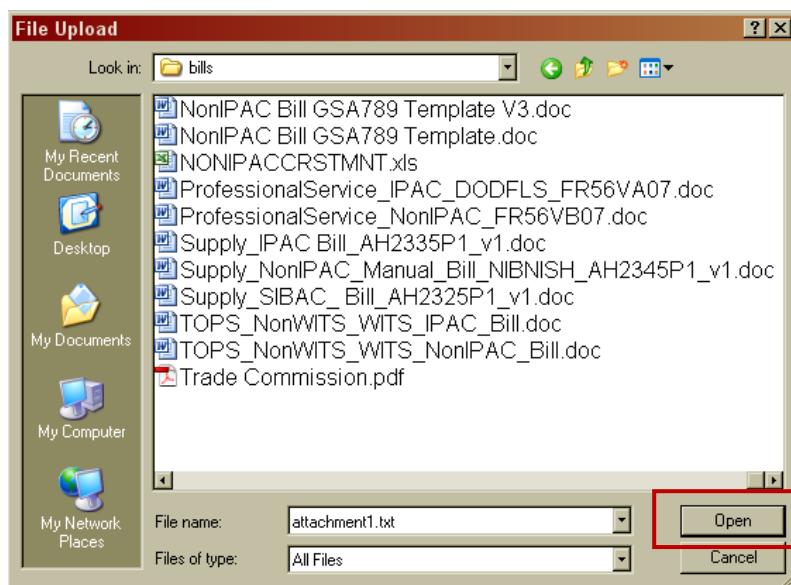
*Steps to Execute a Query using Form Document Selection:**Notes*

The screenshot shows a Pegasys application window. At the top, there is a header bar with the GSA logo and the word "PEGASYS". Below the header, there is a form with various fields and checkboxes. The fields include:

- * Attachment Identifier:
- * Title:
- Number of Pages:
- Attachment Date:
- Location:
- File:
- Sensitive:
- Attachment:
- Explicit Access:
- Export Controlled:
- Is CD Available:

At the bottom of the form are two buttons: "Cancel" and "Upload".

10. **REQUIRED** for Attachments: Enter the file information for the attachment and click **Browse** to select a file.
11. Select the file from the appropriate local drive and click **Open**.



Steps to Execute a Query using Form Document Selection: **Notes**

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"/>
Cancel 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.

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"/>
Cancel Upload	

Steps to Execute a Query using Form Document Selection:**Notes**

14. To add an attachment from the attachment repository, select the Repository button.



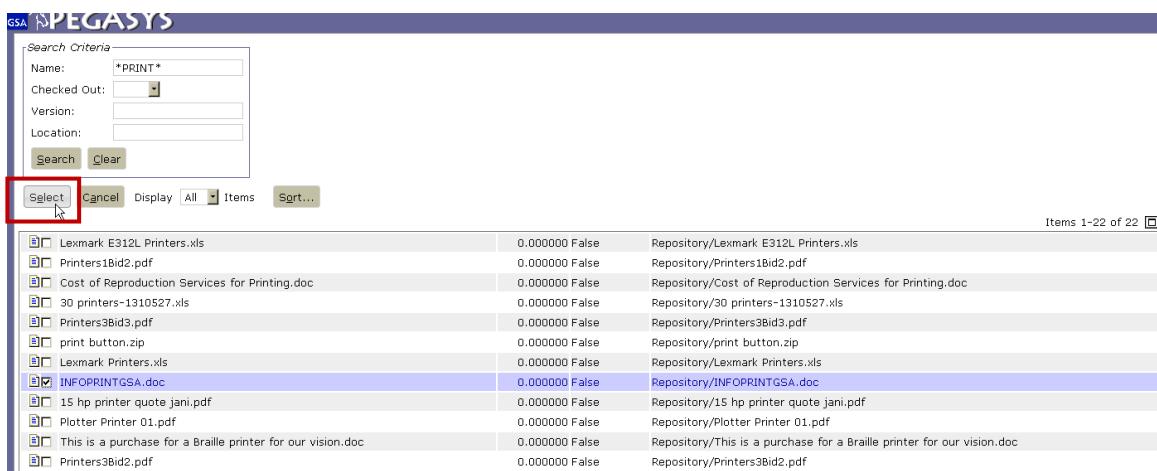
Note: The Document Repository is a collection of Attachment Templates that may be used by the collective group and be added to forms. Once an Attachment Template has been added to a form, the user may edit the attachment within the form and the edits will not appear within the original Attachment Template. 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*.*

 A screenshot of a 'Search Criteria' dialog box. It contains fields for 'Name' (with a yellow border), 'Checked Out' (set to 'False'), 'Version', and 'Location'. Below the fields are 'Search' and 'Clear' buttons. At the bottom are 'Select', 'Cancel', 'Display', 'All Items', and 'Sort...' buttons.

16. Select a file to attach and click Select.



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

The screenshot shows the 'GL Account Detail Query' search interface. At the top, there's a navigation bar with links like 'Transactions', 'Queries', 'Reference', 'System Administration', 'Utilities', 'Inbox', 'Preferences', 'Shortcuts', and 'Site'. Below the navigation is a breadcrumb trail: 'Pegasys > Queries > General Ledger > GL Account Detail Query'. The main area is titled 'GL Account Detail Query' and contains several sections of search criteria:

- Search Criteria:** Includes fields for 'Fiscal Month' (radio buttons), 'Fiscal Year' (text input), and 'Fiscal Quarter' (radio buttons).
- Doc Type:** Fields for 'Doc Num' (text input), 'Acctg Line #' (text input), 'Acctg Subline #' (text input), 'Amend #' (text input), and 'Action' (dropdown menu).
- Item Line #:** Fields for 'Item Line #' (text input) and 'Batch #' (text input).
- GL Account:** Fields for 'GL Account' (text input), 'GL Account Extension' (text input), 'Acctg Event' (text input), 'Acctg Entry' (text input), 'Process Activity' (dropdown menu), 'Trans Type' (dropdown menu), 'Sub-level Prefix' (text input), 'Treasury Symbol' (text input), 'Acctg Doc Type' (text input), 'Acctg Trans Type' (text input), 'Search Journal' (dropdown menu), and 'Record Type' (dropdown menu).
- Vendor:** Fields for 'Code' (text input), 'Vendor Type' (text input), 'Name' (text input), 'TIN (SSN/EIN)' (text input), 'Security Org' (text input), 'DUNS' (text input), and 'DUNS+4' (text input).

Exhibit 4-51: GL Account Detail Query Item Collection

[*] Additional Criteria _____

[*] Accounting Dimensions _____

[*] User Defined Fields _____

Doc Cat	Doc Type	Doc Num	Acctg Line #	Acctg Subline #	Item #	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	Acc Trn Type
<input checked="" type="radio"/> 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		
<input checked="" type="radio"/> 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		
<input checked="" type="radio"/> 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		
<input checked="" type="radio"/> 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		
<input checked="" type="radio"/> 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		
<input checked="" type="radio"/> 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 – GSA User Defined Field Descriptions

The GL Account Detail Query provides the ability to query Statements. The listing of GSA User Defined fields on the GL Account Detail Query is available at [Appendix: General Ledger \(GL\) Account Detail Query – GSA 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
--	--------------

1. In Pegasys navigate to Queries=>General Ledger=>GL Account Detail Query.

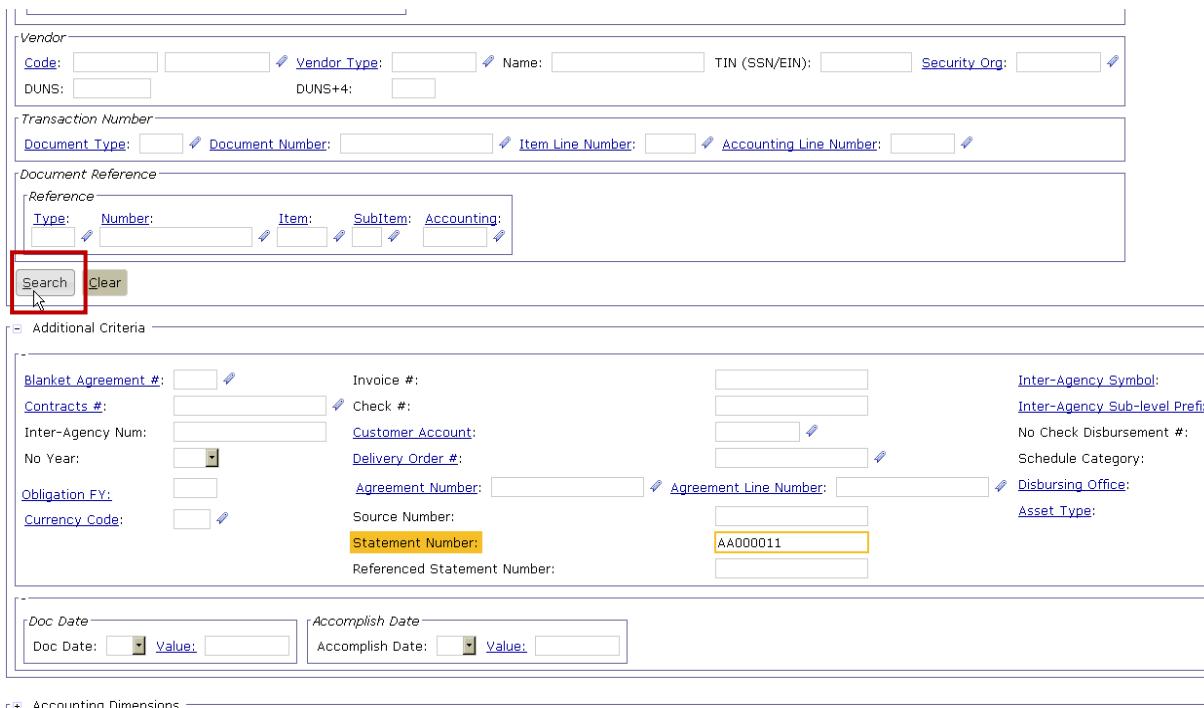
The GL Account Detail Query page is displayed.

2. 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.

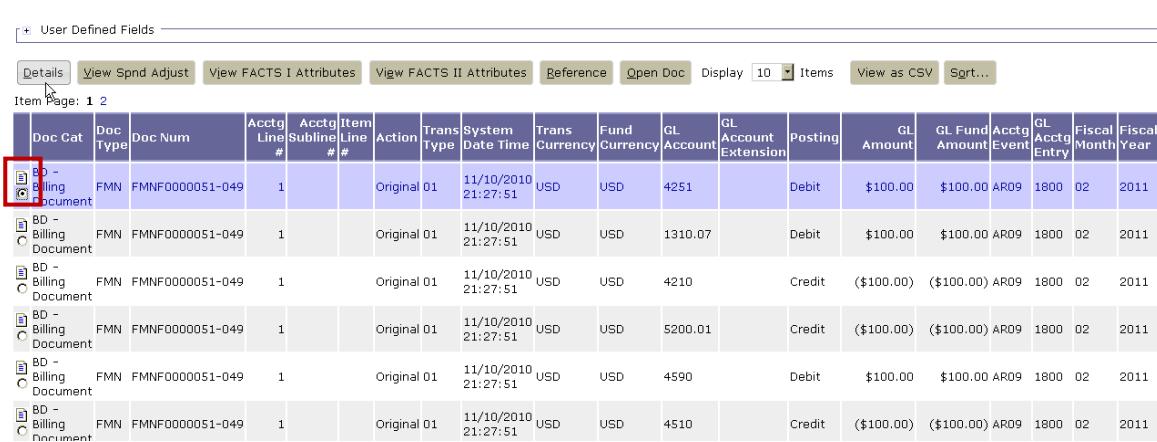
Steps to Execute a Query Using the GL Account Detail Query:**Notes**

3. Click the **Search** button to execute the query.



The screenshot shows the search criteria for a GL Account Detail Query. It includes sections for Vendor, Transaction Number, Document Reference, Additional Criteria, and Accounting Dimensions. The 'Search' button at the bottom left of the main search area is highlighted with a red box.

4. Select a detail record from the Item collection.



The screenshot displays the results of the query. The 'Details' tab is active. The first row of the table, which contains a 'BD - Billing Document' entry, is highlighted with a red box. The table has columns for Doc Cat, Doc Type, Doc Num, Acctg Line #, Acctg Subline #, 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.

Steps to Execute a Query Using the GL Account Detail Query:

Notes

- 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.



- On the Detail page, the user can view the document or review the detail information.

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	

4.6.5.4 Flexible Postings Review on the GL Account Detail Query

Pegasys 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 GSA point of contact outside of the Pegasys system in order to identify and correct the Rejected transactions. Typically, the GSA 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 GSA makes the necessary updates, GSA 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 —Bled” to —Unfiled”. 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:

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.

The screenshot shows a search form with various date and reference number fields. The 'IPAC Submission Date' section is highlighted with a red box, showing 'From: 02/01/2011' and 'To: 02/21/2011'. Below it, the 'Search' button is also highlighted with a red box.

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:	02/01/2011	To:	02/21/2011			
Post SGL Status Indicator:		<input type="text"/>				
IPAC Confirmed		<input type="text"/>				
From Date:	<input type="text"/>	To Date:	<input type="text"/>			
Amount:	<input type="text"/>	Value:	<input type="text"/>			
IPAC Rejection Date		<input type="text"/>				
From:	<input type="text"/>	To:	<input type="text"/>	Omitted From File:	<input type="text"/>	
Security Org:		<input type="text"/>				
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="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 Categ.	Document Type	Document Num.	Accounting Line Nu	Itemized Line Nu	IPAC Status	IPAC Reference I
<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 “In Transit” to “Rejected” after identifying a Rejected transaction:

Notes

5. Select the **Details** button.

The IPAC Transaction Detail page is displayed.

This screenshot shows the 'IPAC Transaction Detail' page. 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'. A link to 'Expand All | Collapse All' is also present. The main area contains a form with various fields. Under the 'General' section, the 'Document Category' is set to 'BD - Billing Document' and the 'Billing Status' is 'Billed'. Other fields include 'Article Number' (1), 'Article Amount' (\$2,450.00), 'Currency Code' (USD), 'Security Org' (GSA), 'Fiscal Year' (2011), 'Customer ALC' (36001200), 'Customer TSYM' (36X0151), 'Customer BETC' (blank), 'ALC' (47000016), 'Disbursing Office' (GS127), 'Agency DUNS' (blank), 'Agency DUNS+4' (blank), 'Vendor Code' (361035), 'Vendor Name' (VA HOSPITAL), 'Trading Partner Agency' (36), 'DUNS' (039624291), 'DUNS+4' (blank), and 'Designated Agent AIC' (36001200). The 'Document' section includes fields for Type (Number: FMIG0001071-00001), Item (Accounting: 0), Statement Number (G0001071), Related Statement Number (blank), Referenced Statement Number (blank), DBE Detail Flag (Yes), Source Number (FLT36), Title (Rejected Fleet BD), Invoice Number (blank), Requisition Number (052011), JAS Number (blank), Fiscal Station Number (0), Job Number (blank), Accounting Classification Reference Number (blank), Contracts (FLEET), Blanket Agreement (blank), and Agreement Number (blank).

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' page with a navigation bar at the top for 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation bar, the path is 'Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail'. There is a 'Save' button. The main area has 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' (which is highlighted with a red box), and 'Correct Document'. A link to 'Expand All | Collapse All' is also present.

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**.

Subsystem: Accounts Receivable

* Document: FMI

* Document Type: FMI

Document Name: Fleet IPAC BD Manual

* Document Number: FMIG0001071-00001

Amendment Number

* Amendment Number: [Placeholder] 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	Sgt...																			
	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm Cd	Proj	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src	Bldg #	Sys #	Veh Tag
					11FLT-01-455F- FE32- F01Y0000- FE113-A12																	
<input type="checkbox"/>	1	Normal	\$2,450.00	01		2011		455F	01	F01Y0000		FE32			FE111			A100		A12		
<input type="checkbox"/>	2	Normal	\$1,700.00	01		2011		455F	01	F01Y0000		FE32			FE111			A100		A12		

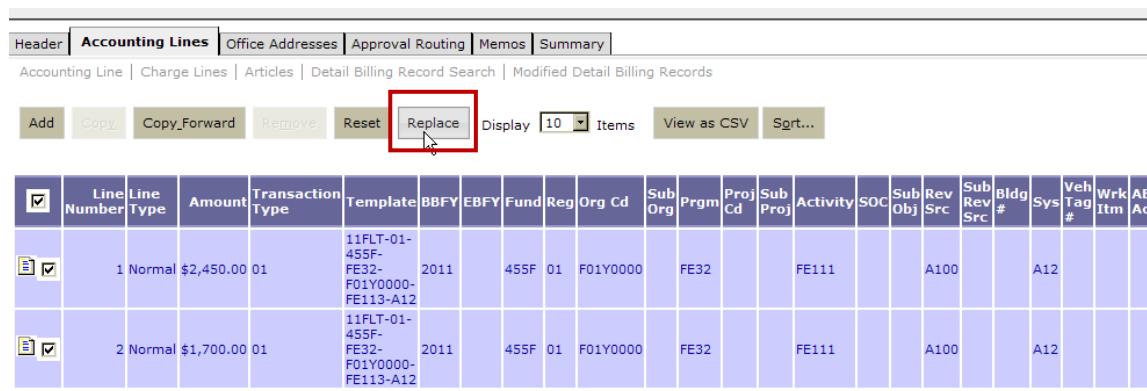
Steps to Set IPAC Status from “In Transit” to “Rejected” after identifying a Rejected transaction:

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.

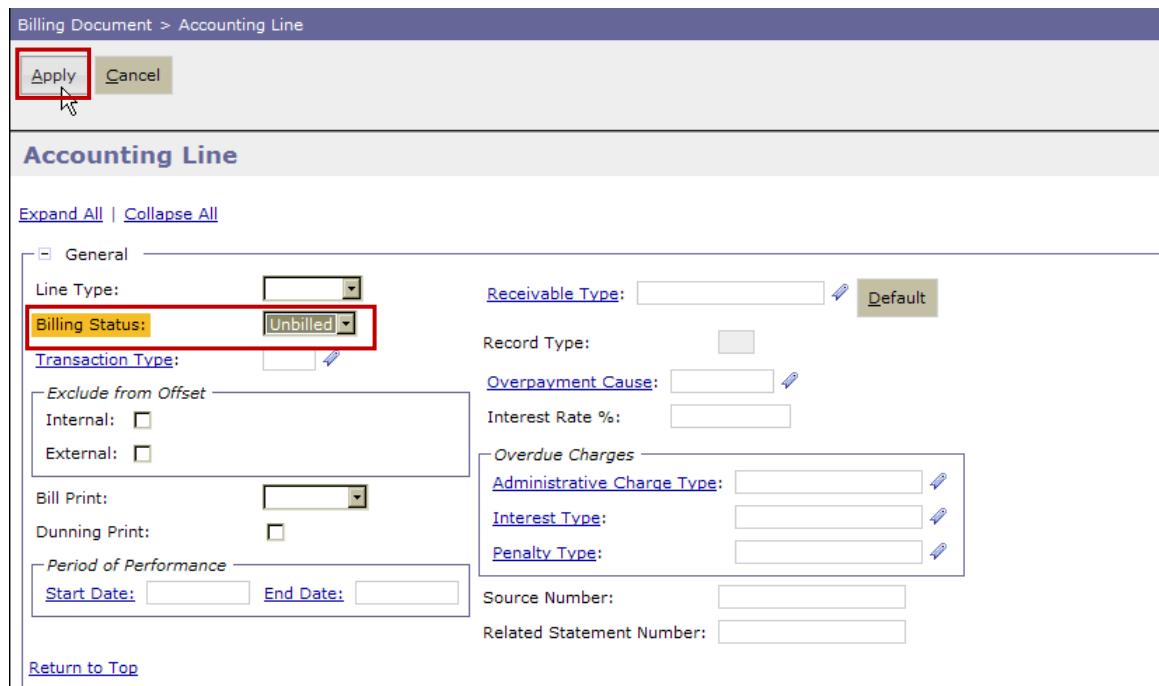


		Header		Accounting Lines		Office Addresses		Approval Routing		Memos		Summary	
Accounting Line Charge Lines Articles Detail Billing Record Search Modified Detail Billing Records													
Add	Copy	Copy_Foward	Remove	Reset	Replace	Display	10	Items	View as CSV	Sqrt...			

The screenshot shows a table of accounting lines. The first two rows contain header information and navigation links. Below these are several buttons: Add, Copy, Copy_Foward, Remove, Reset, Replace (which is highlighted with a red box), Display, and a dropdown for items. The main table has columns for 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, and ABC Act. Two rows of data are visible, both with checkboxes checked and the same values across most columns.

Go to top of page

11. Update the **Billing Status** to “Unbilled” and select “Apply”.



Billing Document > Accounting Line

Accounting Line

Expand All | Collapse All

General

Line Type:	<input type="button" value="▼"/>	Receivable Type:	<input type="text"/>	<input type="button" value="✎"/>	<input type="button" value="Default"/>
Billing Status:	<input type="button" value="Unbilled"/>	Record Type:	<input type="checkbox"/>		
Transaction Type:	<input type="button" value="▼"/>	Overpayment Cause:	<input type="text"/>	<input type="button" value="✎"/>	
Exclude from Offset		Interest Rate %:	<input type="text"/>		
Internal:	<input type="checkbox"/>				
External:	<input type="checkbox"/>				
Bill Print:	<input type="button" value="▼"/>	Overdue Charges			
Dunning Print:	<input type="checkbox"/>	Administrative Charge Type:	<input type="text"/>	<input type="button" value="✎"/>	
Period of Performance		Interest Type:	<input type="text"/>	<input type="button" value="✎"/>	
Start Date:	<input type="text"/>	Penalty Type:	<input type="text"/>	<input type="button" value="✎"/>	
End Date:	<input type="text"/>	Source Number:	<input type="text"/>		
		Related Statement Number:	<input type="text"/>		

[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.

Header																	
Accounting Lines																	
Office Addresses Approval Routing Memos Summary																	
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	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		A
<input type="checkbox"/>	2	Normal	\$1,700.00	01	11FLT-01-455F-FE32-F01Y0000-FE113-A12	2011		455F	01	F01Y0000		FE32			FE111		A

13. Set the Billing Status to “Unbilled”.

General

Line Number: 1

Line Type: Normal

Billing Status: Billed

Transaction Type: Billed

Exclude from Offset: Unbilled

Internal:

Steps to Set IPAC Status from “In Transit” to “Rejected” after identifying a Rejected transaction:

Notes

14. Select the Article Tab.

Note: The Article must be updated for each accounting line.

Article Number	Article Amount	IPAC Reference Number	IPAC Reference Line Number	IPAC Status
1	\$2,450.00	G0001071	1	Rejected

15. Select the article.

16. To indicate the transaction has been rejected by Treasury, set the IPAC Status field to “Rejected”.

General

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

Steps to Set IPAC Status from “In Transit” to “Rejected” after identifying a Rejected transaction:

Notes

17. Select the **Save** button.

Header | Accounting Lines | Office Addresses | Approval Routing | Memos | Summary

Amendment History | Workflow Status | Approval_History

Expand All | Collapse All

Document Type: FMI	Fleet IPAC BD Manual	Document Date: 03/06/2011
Status: HELD	Accounting Period: 06/2011	
Document Number: FMIG0001071-00001	Reporting Accounting Period:	
Statement Number: G0001071	Generate Statement Number	
Batch Number:	Document Classification:	

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.

Transactions | Queries | Reference | System Administration | Utilities

Pegasys > Home > Inbox

Form FMIG0001071-00001 was submitted for processing successfully.

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:

1. Navigate to Queries=>General System=>IPAC Transaction Query.

The IPAC Transaction Query page is displayed.

The screenshot shows the 'IPAC Transaction Query' page with various search criteria fields. The 'Document' section contains a 'Document Category' dropdown and an 'IPAC Status' dropdown, which is highlighted with a red box. Below this are fields for 'Type', 'Number', 'Item', and 'Accounting'. The 'IPAC Reference' section includes fields for 'IPAC Reference Number', 'IPAC Document Identifier', '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', 'Zero Dollar Status Indicator', 'Zero Dollar Reference Number', and several reference fields like 'Customer TSYM', 'Customer ALC', 'Customer BETC', 'ALC', and 'Disbursing Office'. The 'IPAC Submission Date' section has 'From' and 'To' date pickers. The 'Post SGL Status Indicator' dropdown is also shown. At the bottom, there's a section labeled 'IPAC Confirmed'.

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.

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 SGL Status Indicator:

IPAC Confirmed
From Date: To Date:
Amount: Value:

IPAC Rejection Date
From: To: Omitted From File:

Security One:

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									
Document Categ	Document Type	Document Numbr	Accounting Line N	Itemized Line N	IPAC Status	IPAC Reference	IPAC Reference	Article Number	Article Amount
<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 “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' page. 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' (which is highlighted), and 'Correct Document'. A link 'Expand All | Collapse All' is also present. The main area is titled 'General' and contains various input fields for document metadata. Key fields include:

- Document Category: BD - Billing Document
- Billing Status: Billed
- Type: Number: FMIG0001071-00001
- Item: Accounting: 0 1
- Statement Number: G0001071
- Related Statement Number:
- Referenced Statement Number:
- DBE Detail Flag: Yes
- Source Number: FLT36
- Title: Rejected Fleet BD
- Invoice Number:
- Requisition Number: 052011
- JAS Number:
- Fiscal Station Number: 0
- Job Number:
- Accounting Classification Reference Number:
- Contracts: FLEET
- Blanket Agreement:
- Agreement Number:
- Article Number: 1
- Article Amount: \$2,450.00
- 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 361035
- Vendor Name: VA HOSPITAL
- Trading Partner Agency: 36
- DUNS: 039624291
- DUNS+4:
- 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.*

This screenshot shows the 'IPAC Transaction Detail' page with a navigation bar at the top: 'Transactions', 'Queries', 'Reference', 'System Administration', 'Utilities'. Below the navigation bar, the path is 'Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail'. In the main area, there is a 'Save' button and a toolbar with buttons for 'View Document', 'Amend Document' (which is highlighted with a red box), and 'Correct Document'. Below the toolbar are links 'Expand All | Collapse All'. The 'General' section of the form is visible, containing the same fields as the previous screenshot.

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:

Notes

- For Amendments, enter the **Amendment Number**.

New Amendment

Subsystem: Accounts Receivable

* Document: FMI

* Document Type: FMI

Document Name: Fleet IPAC BD Manual

* Document Number: FMIG0001071-00001

* Amendment Number: Generate

- Select the **Ok** button.

The BD is opened in a new window.

- 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

	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"/>	1	Normal	\$2,450.00	01	11FLT-01-455F- FE32-FO1Y0000- FE113-A12	2011	455F	01	F01Y0000	FE32				FE111		A100		A12				
<input checked="" type="checkbox"/>	2	Normal	\$1,700.00	01	11FLT-01-455F- FE32-FO1Y0000- 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:

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.

The screenshot shows the 'Accounting Lines' tab selected in the header. There are two rows of data with checkboxes checked. The 'Replace' button is highlighted with a red box. The table columns include: 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.

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
1	Normal	\$2,450.00	01	11FLT-01-455F-FE32-F01Y0000-FE113-A12	2011	455F	01	F01Y0000	FE32				FE111			A100		A12					
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”.

The screenshot shows the 'Accounting Line' edit screen. The 'Billing Status' dropdown is highlighted with a red box and set to 'Unbilled'. The 'Apply' button is also highlighted with a red box. Other fields shown include: General (Line Type, Receivable Type, Record Type), Transaction Type, Overpayment Cause, Interest Rate %, Overdue Charges (Administrative Charge Type, Interest Type, Penalty Type), and various print and performance period fields.

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.

Header	Accounting Lines		Office Addresses		Approval Routing		Memos		Summary								
Accounting Line		Charge Lines		Articles		Detail Billing Record Search		Modified Detail Billing Records									
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Copy_Foward"/> <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..."/>											
<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:	1
Line Type:	Normal
Billing Status:	Billed
<u>Transaction Type:</u>	Billed 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

Steps to Set IPAC Status from “Rejected” to “Not Submitted” to be re-selected and re-sent back to Treasury:

Notes

15. Select the article.
16. To re-submit the transaction to Treasury, set the IPAC Status to **Not Submitted**.

The screenshot shows the 'General' tab of a transaction form. The 'IPAC Status' dropdown menu is open, displaying 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'. Other fields visible include Article Number (1), Date Of Delivery, Qty/Unit Price Indicator (Use DBE Detail), Quantity (0.000000), Unit Price Amount (\$0.0000), Unit, Article Amount (\$2,450.00), IPAC Schedule Date, IPAC Submission Date, IPAC Confirmation Date, IPAC Confirmed Amount, IPAC Reference Number (G0001071), IPAC Reference Line Number (1), Detail Line Number, IPAC Document Identifier (2KY00178O7W), Reference Document IPAC Document Identifier, Adjustment (No), IPAC Rejection Date (02/21/2011), and Omitted from File (No).

17. Select the **Save** button.

The screenshot shows the 'Header' tab of a transaction form. A success message 'Form FMIG0001071-00001 was saved successfully.' is displayed in a blue bar at the top. Below it are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The 'Header' tab is selected. Below the tabs are buttons for Amendment History, Workflow Status, and Approval_History. At the bottom of the screen, there is a general section with fields for Document Type (FMI / Fleet IPAC BD Manual), Document Date (03/06/2011), Status (HELD), Accounting Period (06/2011), Document Number (FMIG0001071-00001), Reporting Accounting Period, Statement Number (G0001071), Generate Statement Number, Batch Number, and Document Classification.

Steps to Set IPAC Status from “Rejected” to “Not Submitted” to be re-selected and re-sent back to Treasury:

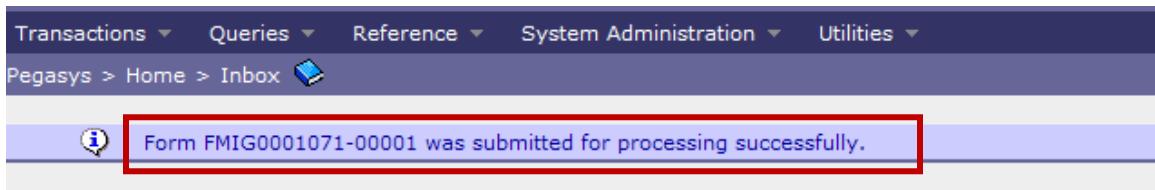
Notes

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.

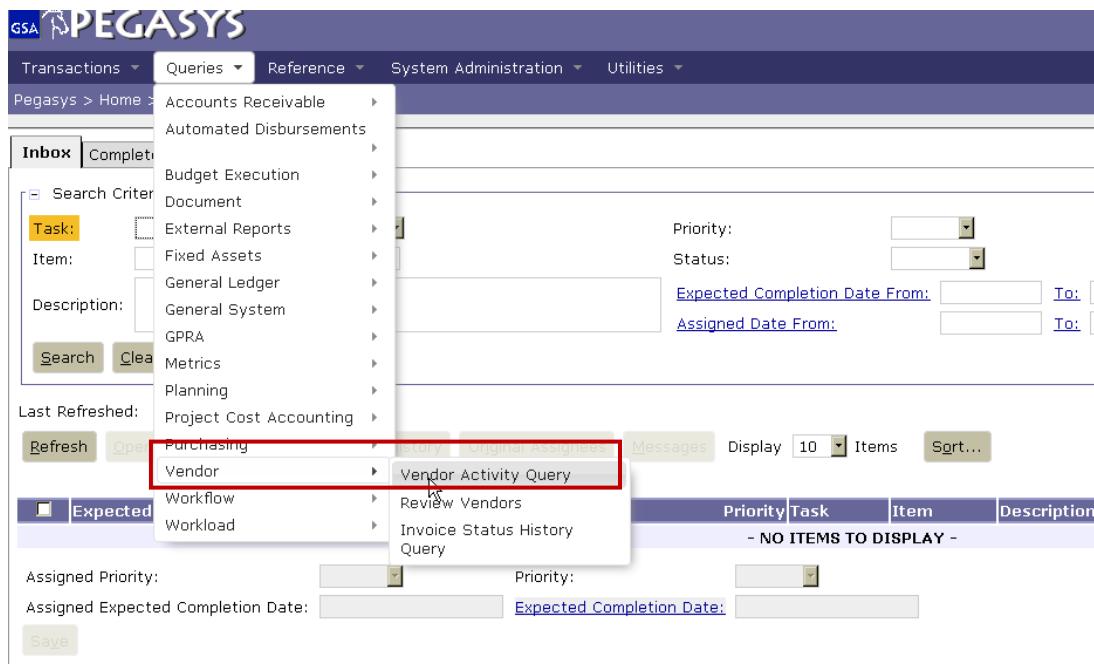
4.6.7 Vendor Activity Query

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 > Queries > Vendor > Vendor Query

Vendor Query

Search Criteria

Code:	S1017	Address Code:	
DUNS Number:		Address Type:	
DUNS+4:		Address Active Status:	
CAGE Code:		Region:	
Name:		Region Number:	
Legal Name:		Agency:	
SSN/EIN:		Bureau:	
Vendor Category:		Agency Location Code:	
Vendor Class:		Security Organization:	
Vendor Group:		Use For Payments:	
Vendor Type:		Use For Billing:	
Default Payment Type:		Use For Procurement:	
Reporting Attribute:		Prevent New Spending:	
Currency Code:		1099 Vendor:	
		Miscellaneous:	
		CCR Enabled:	
NAICS			
NAICS Code:			

Search Clear

Exhibit 4-54: Vendor Activity Query Item Collection

Details More Sort... View as CSV

Summary

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="radio"/> S1017				US COURTS OF	4				F	Government	S1017	Remittance Adr1
<input type="radio"/> S1017				US COURTS OF	4				F	Government	S1017	Physical Address1
<input type="radio"/> S1017				US COURTS OF	4				F	Government	S1017	Mailing Address1

Page 1 of 1 Show 10 rows per page Rows 1 - 3 of 3

- 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 Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code	Address Type
S1017				US COURTS OF	4				F	Government	S1017	Remittance Adc 1
S1017				US COURTS OF	4				F	Government	S1017	Physical Address 1
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 - GSA User Defined Field Definitions

The listing of GSA User Defined fields on the Vendor Activity Query are available at [Appendix: Vendor Activity Search – GSA 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"/>	<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:	<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"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>		Miscellaneous:	<input type="text"/>
CCR Enabled: <input type="text"/>			

NAICS

<u>NAICS Code:</u>	<input type="text"/>
Small Business (by NAICS):	<input type="text"/>
Emerging Small Business (by NAICS):	<input type="text"/>

Steps to Execute a Query Using the Vendor Activity Query:**Notes**

- 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.

The screenshot shows the 'Vendor Query' search interface. It includes fields for basic vendor information like Name, Legal Name, and Address, along with more specific filters such as Agency, Bureau, and Reporting Attribute (set to 'Government'). There are also dropdowns for Address Type, Active Status, and various business-related flags like 'Use For Payments'. A 'NAICS' section at the bottom contains fields for NAICS Code, Small Business (by NAICS), and Emerging Small Business (by NAICS). At the bottom left, there are 'Search' and 'Clear' buttons.

- Click the **Search** button to execute the query.

This screenshot shows the search results page, which is mostly blank except for the search controls at the top. The 'Search' button is highlighted with a red box.

Steps to Execute a Query Using the Vendor Activity Query:

Notes

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 Attribu	Address Code	Address Type
<input type="checkbox"/>	S1017				US COURTS OF AF					F	Government	S1017	Mailing Address
<input type="checkbox"/>	S1017				US COURTS OF AF					F	Government	S1017	Physical Address
<input type="checkbox"/>	S1017				US COURTS OF AF					F	Government	S1017	Remittance Addre

Page 1 of 1 Show 10 rows per page

4. To view additional information about the vendor address, click the **More** button.

Search		Clear		Detail Section																																																																			
				<p>Item: <input type="text"/> <input type="button" value="D"/></p> <p>Standardized Format: <input type="button" value="Yes"/></p> <p>Address Name: US COURTS OF APPL FC</p> <p>Address Line 1: ATTN: CAROLYN RUFFIN MASON ROOM 412 717 MADISON PLACE, N.W.</p> <p>+ Socio-Econ Info</p> <p>+ Advanced Search</p> <p>Details More Sort... View</p> <p>County: <input type="text"/></p> <p>Address Active Status: <input type="button" value="Active"/></p> <p>City: WASHINGTON</p> <p>State: DC</p> <p>Postal Code: 20439</p> <p>Country: <input type="text"/></p> <p>Currency Code: USD</p> <p>Prevent New Spending: <input type="button" value="No"/></p> <p>CCR Enabled: <input type="button" value="No"/></p>																																																																			
Summary				<table border="1"> <thead> <tr> <th></th> <th>Vendor Codes</th> <th>DUNS Number</th> <th>DUNS+4</th> <th>CAGE Code</th> <th>Name</th> <th>SSN/EIN</th> <th>Vendor Category</th> <th>Vendor Class</th> <th>Vendor Group</th> <th>Vendor Type</th> <th>Reporting Attribu</th> <th>Address Code</th> <th>Address Type</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>S1017</td> <td></td> <td></td> <td></td> <td>US COURTS OF AI</td> <td></td> <td></td> <td></td> <td></td> <td>F</td> <td>Government</td> <td>S1017</td> <td>Mailing Address</td> </tr> <tr> <td><input type="checkbox"/></td> <td>S1017</td> <td></td> <td></td> <td></td> <td>US COURTS OF AI</td> <td></td> <td></td> <td></td> <td></td> <td>F</td> <td>Government</td> <td>S1017</td> <td>Physical Address</td> </tr> <tr> <td><input type="checkbox"/></td> <td>S1017</td> <td></td> <td></td> <td></td> <td>US COURTS OF AI</td> <td></td> <td></td> <td></td> <td></td> <td>F</td> <td>Government</td> <td>S1017</td> <td>Remittance Addre</td> </tr> </tbody> </table>													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 AI					F	Government	S1017	Mailing Address	<input type="checkbox"/>	S1017				US COURTS OF AI					F	Government	S1017	Physical Address	<input type="checkbox"/>	S1017				US COURTS OF AI					F	Government	S1017	Remittance Addre
	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 AI					F	Government	S1017	Mailing Address																																																										
<input type="checkbox"/>	S1017				US COURTS OF AI					F	Government	S1017	Physical Address																																																										
<input type="checkbox"/>	S1017				US COURTS OF AI					F	Government	S1017	Remittance Addre																																																										

Page 1 of 1 Show 10 rows per page

Steps to Execute a Query Using the Vendor Activity Query:**Notes**

5. Close the pop-up and click **Details** to view the vendor information details.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾
Pegasys > Queries > Vendor > Vendor Activity Query > Main

Route

Main Account Summary Blanket Agreements Contracts Invoices

Documents

Expand All | Collapse All

- General Information -

Code:	S1017
Name:	US COURTS OF APPEAL
Alias:	Rent, non-IPAC
Miscellaneous:	<input checked="" type="checkbox"/>
SSN/EIN:	<input type="text"/>
SSN/EIN:	<input type="text"/>
SSN/EIN:	<input type="text"/>
Vendor Category:	4
Vendor Class:	<input type="text"/>
Vendor Group:	<input type="text"/>
Vendor Type:	F
Active Status:	Active
Approval Status:	Reviewed
Security Org:	GSA
Vendor/Provider:	Both
Reporting Attribute:	Government

Parent Vendor

Name:	<input type="text"/>
TIN:	<input type="text"/>

TIN Verification Information

Action:	Not Required
Status:	<input type="text"/>
Date:	<input type="text"/>

Invoice Key Configuration

Include Invoice Date:	<input checked="" type="checkbox"/>
Include Contract Number:	<input checked="" type="checkbox"/>

Bureau: 17

Steps to Execute a Query Using the Vendor Activity Query: Notes

- 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 tabs: Main, **Account Summary**, Blanket Agreements, Contracts, and Invoices. Underneath the toolbar are buttons for Address Amounts, Refresh Account Summary, Partition Amounts, Expand All, and Collapse All. The main content area is titled 'General' and contains a table of financial data for vendor S1017. The table includes columns for Code (\$1017), Scheduled Amount (\$0.00), Outstanding Unbilled Amount (\$576,083.95), Vendor Name, In Transit Amount (\$0.00), Outstanding Billed Amount (\$1,664,065.79), Reservation Amount (\$0.00), Disbursed Amount (\$3,045.00), Outstanding Billing Amount (\$2,240,149.74), 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 (\$3,045.00), Prepayment Amount (\$0.00), Collected Amount (\$7,720,624.00), 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 (\$(-978,584.72)), Agreement Amount (\$214,200.00), Advance Amount (\$2,000.00), Offset Amount (\$0.00), and Withdrawal Amount (\$0.00). A note at the bottom states 'Security Org: ARPEG'.

- 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 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 tabs: Main, **Account Summary**, Blanket Agreements, Contracts, and Invoices. Underneath the toolbar are buttons for Address Amounts, Refresh Account Summary, Partition Amounts, Expand All, and Collapse All. The 'Address Amounts' button is highlighted with a red box and a cursor arrow pointing to it.

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.

9. Select the Address level vendor record and click details to view the detail information.

The Address level balances are displayed. To view or add correspondence, click the Correspondence button.

4.6.7.5 Add Account Level Correspondence from Vendor Activity Query

Pegasys Accounts Receivable correspondence functionality enables GSA 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.

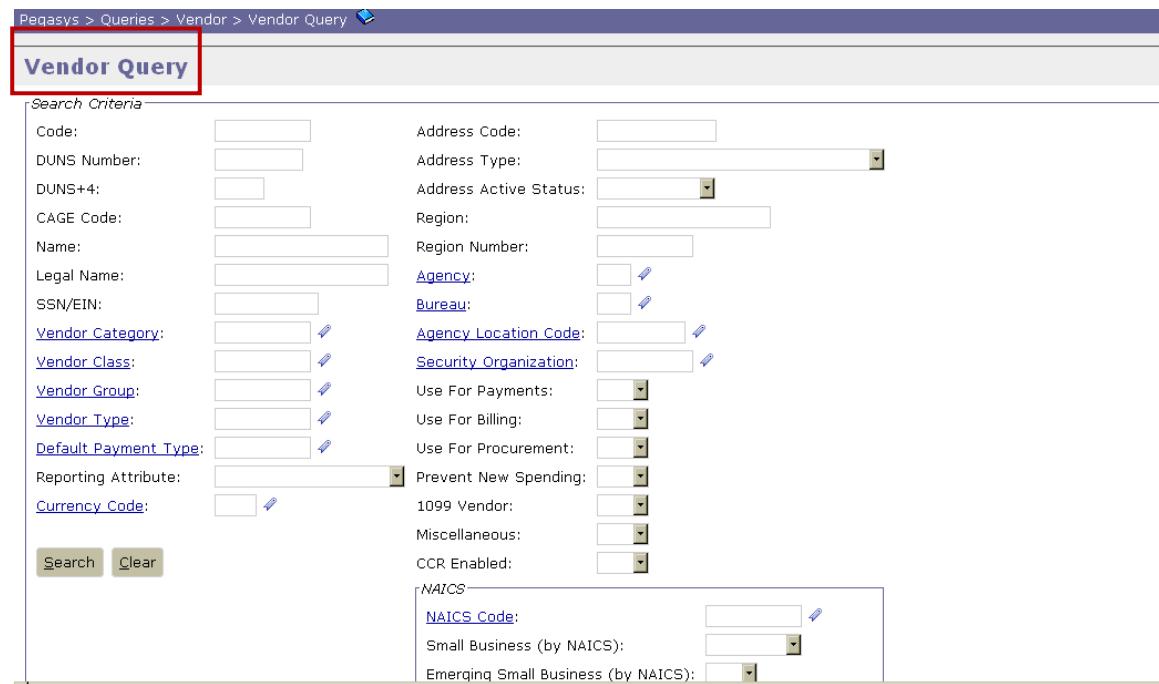
The correspondence template used to create a correspondence record is designed to extract pertinent information regarding the communication. Additionally, GSA users can determine whether GSA-created correspondence records should be publicly published (i.e., transmitted to VCSS to be viewed by the customer) or should remain as internal correspondence. GSA users are also provided the option to send emails containing the correspondence text to customers.

Account level correspondence can be created and viewed by GSA 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.

<i>Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:</i>	<i>Notes</i>
--	--------------

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 Categ	Vendor Class	Vendor Group	Vendor Type	Reporting Attr	Address Code	Address Type
S1017				US COURTS OF APPEAL		4			F	Government	S1017	Remittance Address
S1017				US COURTS OF APPEAL		4			F	Government	S1017	Physical Address
S1017				US COURTS OF APPEAL		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:		Action:	Not Required
SSN/EIN:		Status:	
SSN/EIN:		Date:	
SSN/EIN:			
Vendor Category:	4	Invoice Key Configuration	
Vendor Class:		Include Invoice Date:	
Vendor Group:		Include Contract Number:	
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:			
1099 Vendor:			

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

Notes

- 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

Address Amounts Refresh Account Summary 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

- 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...

	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

The Vendor Activity Query Correspondence page is displayed.

- Search Criteria -

Creator: <input type="text"/>	Subject: <input type="text"/>	Type Of Correspondence: <input type="text"/>								
Created Date		<input type="button" value="▼"/>								
From: <input type="text"/>	Contact Person	Public Publishing: <input type="checkbox"/>								
To: <input type="text"/>	First Name: <input type="text"/>	Record Number: <input type="text"/>								
	Last Name: <input type="text"/>	Statement Number: <input type="text"/>								
	Assignment Code: <input type="text"/>	Include Statement Number Records: Yes <input type="checkbox"/>								
Correspondence: <div style="border: 1px solid black; height: 100px; 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 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	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

- Click the Add button.

The screenshot shows a search interface with various buttons at the top: Back, Add, Remove, Save, Email, History, Attachments, Display 10 Items, View as CSV, and Sort... A red box highlights the 'Add' button. Below the buttons is a table header with columns: Record Number, Statement Number, Created Date, Creator, First Name, Last Name, Assignment Code, Subject, Correspondence, Type Of Correspondence, and Public Publishing. The message '- NO ITEMS TO DISPLAY -' is centered below the header.

A new record is displayed in the Correspondence page Item Collection.

The screenshot shows a search interface with fields for Creator (highlighted with a yellow box), Subject, Type Of Correspondence, Public Publishing, Record Number, Statement Number, and Include Statement Number Records (set to Yes). Below these are fields for Contact Person (First Name, Last Name, Assignment Code) and Correspondence. At the bottom are Search and Clear buttons. Above the search area is a toolbar with Back, Add, Remove, Save, Email, History, Attachments, Display 10 Items, View as CSV, and Sort... buttons. A red box highlights the 'Add' button. Below the toolbar is a table header with columns: Record Number, Statement Number, Created Date, Creator, First Name, Last Name, Assignment Code, Subject, Correspondence, Type Of Correspondence, and Public Publishing. The last row of the table has a 'False' value in the Public Publishing column.

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

Notes

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 Source: External System

* Type Of Correspondence: Communication

Subject: _____

Public Publishing:

Creator: _____

Last Modified By: _____

Record Number: _____

Created Date: _____

Last Modified Date: _____

Statement Number: _____

* Correspondence: _____

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).

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.
 - 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.

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

Notes

- Click 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.

	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:	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

Correspondence

* Communication Source:	Mail Or Email	Public Publishing:	<input checked="" type="checkbox"/>	Record Number:	1
* Type Of Correspondence:	Question	Creator:	allroles65	Created Date:	11/10/10 3:25:00
Subject:	Question About Your Current Account Balan	Last Modified By:	allroles65	Last Modified Date:	11/10/10 3:25:00
Statement Number:					
<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:					

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

Notes

12. To attach a file to the correspondence record, select **Attachments**.
13. Select **Import Local File**.

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:

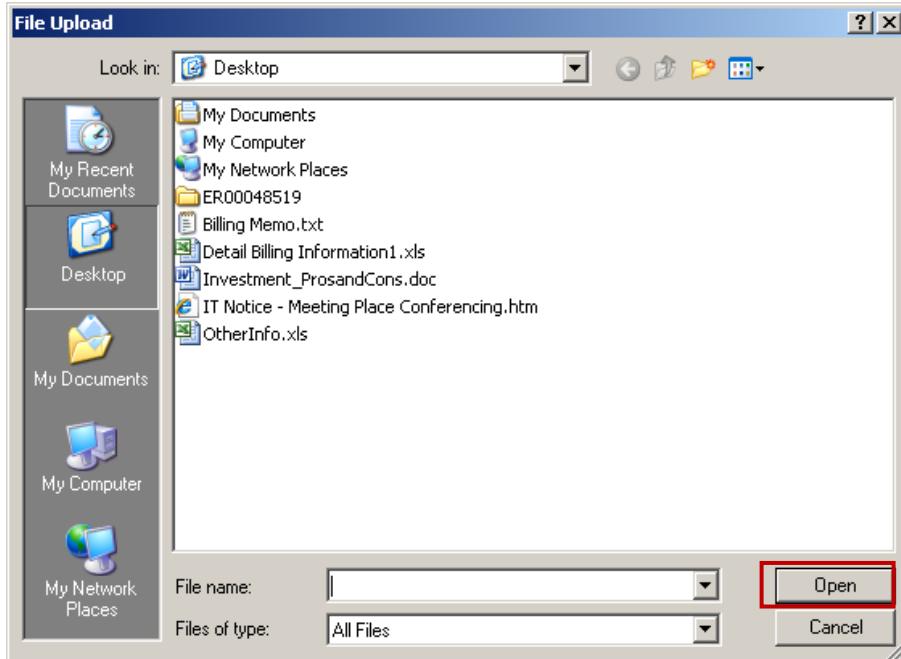
[Return to Top](#)

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.

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

Notes

15. Select the desired file from the local directory and select **Open**.



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.

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: 2px solid red; background-color: #e0e0e0; color: black; font-weight: bold; padding: 2px 10px; margin-left: 10px;" type="button" value="Upload"/>	

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

Notes

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 GSA email address so that the correspondence is also sent to their inbox.

The screenshot shows the 'Item 1: Correspondence' screen. At the top, it says 'GS4624I An email was sent to John.Smith@doe.gov'. Below this is a 'Search Criteria' section with fields for Creator, Created Date, From, To, Subject, Contact Person (First Name, Last Name, Assignment Code), Type Of Correspondence, Public Publishing, Record Number, Itemized Line Number, Accounting Line Number, and Correspondence. Below the search criteria is a large text area for 'Correspondence'. At the bottom are buttons for Search, Clear, Back, Add, Remove, Save, and Email (which is highlighted with a red box). Below these buttons is a toolbar with History, Attachments, Display, View as CSV, and Sort... buttons. The main area displays a table of correspondence records:

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 \$1000.00. You			1 Question	False

4.7 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 TRS).
- Revenue Credit Card (via TRS).
- DoD Interfund.
- ACH (via TRS 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, GSA will create manual Cash Receipts for ACH transactions after retrieving the ACH report from TRS. 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.

4.7.1 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), therefore liquidating the receivable balance recorded on the BD. 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, 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.

4.7.1.1 Automated Methods to Create Cash Receipts (CR)

Lockbox, Contract Fees, IPAC, Pay.gov (via TRS), Revenue Credit Card (via TRS), and DoD Interfund collections are automatically created via offline (batch) processes. GSA 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. GSA has configured a Lockbox batch process instance for each Lockbox they want 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. GSA 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)*.

TRS:

TRS (Transaction Reporting System) is a collections reporting tool that will acts 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. TRS also sends settlement detail information to Pegasys in a Detail file used to create/update CR documents for Pay.gov or Revenue Credit Card.

Note: The Transaction Reporting System was renamed to the Collections Information Repository (CIR) in January 2013. FMS rebranded the system name to be consistent with the naming convention for its other data repositories. Throughout this documentation we will still refer to this system as TRS.

Pay.gov (via TRS):

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 TRS => TRS notifies GSA of collection and settlement information. The TRS Inbound Batch process is run to import the Pay.gov files, perform a crosswalk and create staging records that can be viewed via the TRS Inbound Detail Staging Query. Lastly, the TRS Detail Batch process is executed to read the TRS Inbound Detail Staging table and create new Cash Receipt transactions in Pegasys.

Revenue Credit Card (via TRS):

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 TRS > TRS 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).

4.7.1.2 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.

For Cash Receipt (CR) document types will be shared by multiple business lines as the method for receiving the transactions does not discern by the 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 and Region 7 (47000017) may use another. 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 (CR line type used to record write offs and adjustments) and debit vouchers (CR line type used to record chargeback or returned checks).

For a listing of CR Document Types, please refer to [Appendix: Available Cash Receipt \(CR\) Document Types](#)

4.7.1.3 Cash Receipt (CR) - GSA 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 GSA with a flexible means of configuring and utilizing specific business fields that are important to their business processes.

The listing of GSA User Defined fields on the Cash Receipt (CR) Form are available at [Appendix: Cash Receipt \(CR\) – GSA User Defined Fields and Forms Descriptions](#)

4.7.2 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 GSA 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 GSA 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.

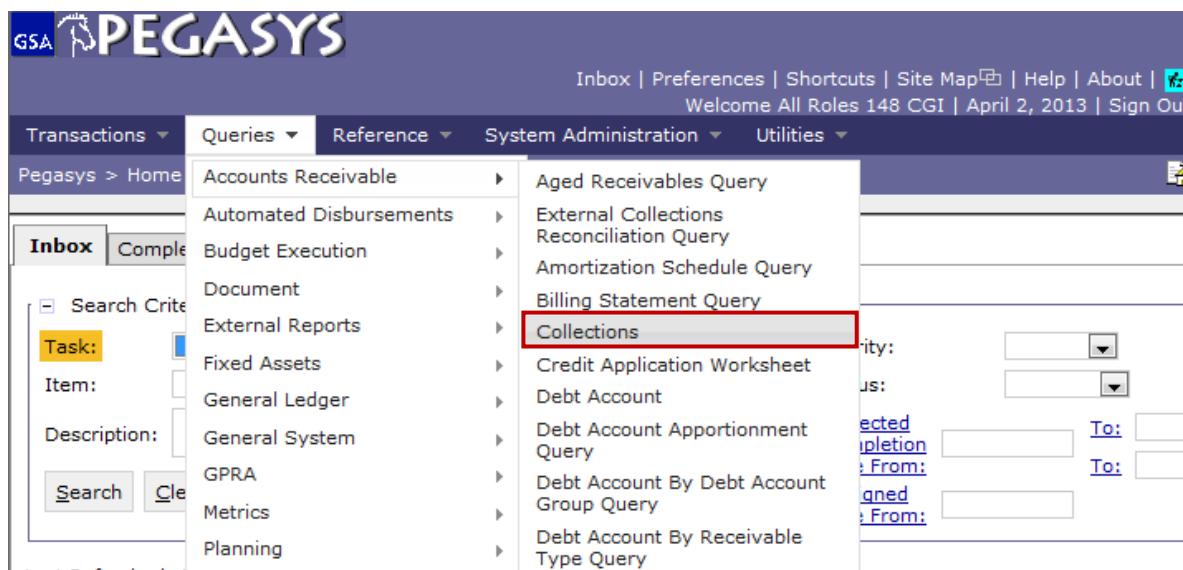
Accessing the Collections query can be accomplished by using the following path:

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 4-57: Navigation to Collections Query



The Exhibit below provides a list of Pegasys queries that can be used to research Cash Receipts.

Exhibit 4-58: Querying Collections

Subsystem	Query	Description	Described in User Guide?
Accounts Receivable	Collections	Provides GSA 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 GSA 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 GSA 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 GSA the ability to query information contained in the Pegasys General ledger.	Section 4.6.5
Vendor	Vendor Activity Query	Provides GSA the ability to access detailed vendor account information.	Section 4.6.7
Accounts Receivable	CCS > TRS Collections Reconciliation	Populated via TRS Reconciliation Batch process, this query allows GSA to search for TRS Summary collections and Pegasys Cash Receipts.	Section 4.7.4
Accounts Receivable	CCS > TRS Inbound Detail Staging Query	Populated via TRS Inbound Batch/Crosswalk process, this query allows GSA to search for TRS Detail collection records from Pay.gov and Revenue Credit Card.	Section 4.7.5

4.7.2.1 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 4-59: Collections Query Search Criteria

The screenshot shows the 'Collections Query' search criteria page. At the top, the navigation path is 'Pegasys > Queries > Accounts Receivable > Collections Query'. Below the title 'Collections Query', there is a section titled 'Search Criteria' which is currently collapsed. The expanded search criteria include:

- Document** (collapsed):
 - Type:
 - Number:
 - Accounting:
- Related Statement Number:**
- Referenced Statement Number:**
- Document Status** (collapsed):
 - Processed: Held:
 - Cancelled: Rejected:
 - Scheduled: Pending Approval:
- Accounting Line Amount** (collapsed):
 - From:
 - To:
- Receipt Date** (collapsed):
 - From: To:
- Accomplish Date** (collapsed):
 - From: To:
- User ID:**
- Business Line:**
- Line Type** (collapsed):
 - Advance Payment: Normal:
 - Advance Offset: Receivable Offset:
 - Debit Voucher - Advance: Travel Advance Offset:
 - Debit Voucher - Normal: Write Off:
 - Credit Application: Credit Reduction:

At the bottom left are two buttons: 'Search' and 'Clear'.

Note: GSA 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 4-60: Collections Query Collapsed Search Criteria

The screenshot shows the collapsed search criteria sections. Each section has a '+' sign followed by its name:

- [+] Additional Criteria
- [+] Vendor
- [+] Header Field - User Defined Fields
- [+] Accounting Line - User Defined Fields
- [+] Accounting Dimensions

Exhibit 4-61: Collections Query Additional Criteria

- Additional Criteria	
Applied to Billing Document:	<input type="checkbox"/> No
Applied to Debt Account:	<input type="checkbox"/> No
<u>External System ID:</u>	<input type="text"/>
Deposit Number:	<input type="text"/>
Check/Money Order Number:	<input type="text"/>
<u>Tender Type:</u>	<input type="text"/>
Centralized Collection Services Type:	<input type="text"/>
<u>Receivable Type:</u>	<input type="text"/>
Debt Account Number:	<input type="text"/>
Debt Account Line Number:	<input type="text"/>
Funding Document Number:	<input type="text"/>
Source Number:	<input type="text"/>
Bill Type:	<input type="text"/>
<u>Centralized Collections Services</u>	<input type="text"/>
Reference Document	
Type:	<input type="text"/>
Number:	<input type="text"/>
Accounting:	<input type="text"/>
Debit Voucher #:	<input type="text"/>
Blanket Agreement Number:	<input type="text"/>
Contracts Number:	<input type="text"/>
Customer Account:	<input type="text"/>
Agreement Number:	<input type="text"/>
Agreement Line Number:	<input type="text"/>
Customer Funding Source:	<input type="text"/>
Internal Obligation	
Type:	<input type="text"/>
Number:	<input type="text"/>
Accounting:	<input type="text"/>
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 4-62: Collections Query Vendor Criteria

- Vendor	
<u>Vendor Code:</u>	<input type="text"/>
<u>Address Code:</u>	<input type="text"/>
Vendor Name:	<input type="text"/>
TIN (SSN/EIN):	<input type="text"/>
<u>Security Organization:</u>	<input type="text"/>
DUNS:	<input type="text"/>
DUNS+4:	<input type="text"/>

Exhibit 4-63: 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"/>
Client Phone Number/Office Code:	<input type="text"/>
Lockbox Number:	<input type="text"/>
Short Contract Number (GWAC):	<input type="text"/>

Exhibit 4-64: 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 4-65: Collections Query Accounting Dimensions Criteria

Accounting Dimensions

Template:	<input type="text"/>			
BBFY:	EBFY:	Fund:	Region:	Org Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program:	Project Code:	Activity:	Sub-Object Class:	Revenue Source:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sub Revenue Source:	Building #:	System:	Work Item:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
ABC Activity:	Reimbursable Sub-Object Class:	Reimbursable Sub Object:	YBA:	BETC:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost Organization:	Cohort Year:	PRC:		
<input type="text"/>	<input type="text"/>	<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 4-66: Collections Query Item Collection

Display 10 Items

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	Check/Money Order Number
WR2	FDNBETAWO2_BETA3	1				Pending Approval	Write Off		\$2,000.00	08/19/2010	08/19/2010		

4.7.2.2 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.

4.7.2.3 Collections Query – GSA User Defined Search Criteria Field Descriptions

The listing of GSA User Defined fields on the Collections Query is available at [Appendix: Collections Query – GSA User Defined Search Criteria Field Descriptions](#)

4.7.2.4 Execute a Query Using the Collections Query

The following steps describe how to execute a basic query using the Collections query.

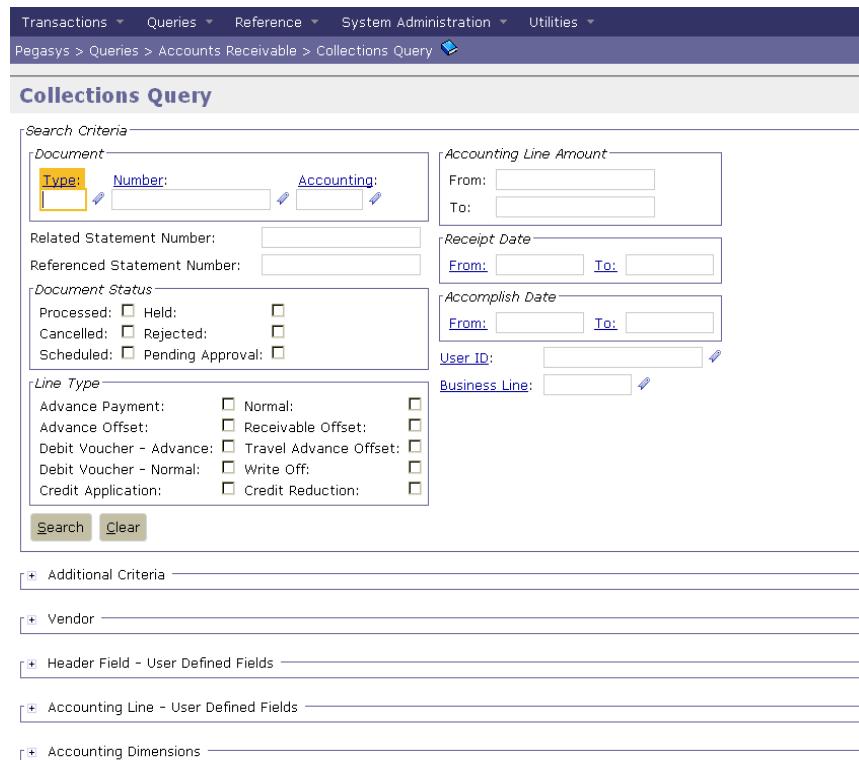
Steps to Query Cash Receipts (CRs)

Notes:

Using the Collections Query:

1. Navigate to Queries=>Accounts Receivable=>Collections.

The Collections query search criteria page is displayed.



The screenshot shows the 'Collections Query' search criteria page. At the top, there are dropdown menus for Transactions, Queries, Reference, System Administration, and Utilities. The path 'Pegasys > Queries > Accounts Receivable > Collections Query' is visible. The main form is titled 'Collections Query' and contains several search criteria sections:

- Document**: Fields for Type (Number) and Accounting.
- Accounting Line Amount**: Fields for From and To.
- Related Statement Number**: Text input field.
- Referenced Statement Number**: Text input field.
- Document Status**: Checkboxes for Processed, Held, Cancelled, Rejected, and Scheduled.
- Accomplish Date**: Fields for From and To.
- User ID**: Text input field.
- Business Line**: Text input field.
- Line Type**: Radio buttons for Advance Payment (Normal, Receivable Offset, Travel Advance Offset), Debit Voucher - Advance (Normal, Write Off), and Credit Application (Credit Reduction).

At the bottom of the search criteria section, there are 'Search' and 'Clear' buttons. Below the search criteria, there are four expandable sections:

- + Additional Criteria**
- + Vendor**
- + Header Field - User Defined Fields**
- + Accounting Line - User Defined Fields**
- + Accounting Dimensions**

Steps to Query Cash Receipts (CRs)**Notes:*****Using the Collections Query:***

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

Search Criteria -

Document	Accounting Line Amount
Type: <input type="text" value="Number: L6F"/>	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"/>
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"/>

Search **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.*

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.

Additional Criteria	
Applied to Billing Document:	Yes <input type="radio"/>
Applied to Debt Account:	No <input type="radio"/>
Yes <input type="radio"/>	Yes <input type="radio"/>

Steps to Query Cash Receipts (CRs)

Notes:

Using the Collections Query:

4. 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

5. Select a record and the appropriate action from the action buttons.

View Document	Correct Document	Amend Document	Reference	Display	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

	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.

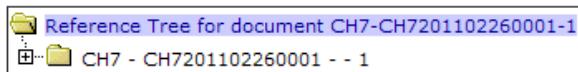
6. To view the Reference document information, select the Reference button.

View Document	Correct Document	Amend Document	Reference	Display	10	Items	View as CSV	Sort...
-------------------------------	----------------------------------	--------------------------------	---------------------------	---------	----	-------	-----------------------------	-------------------------

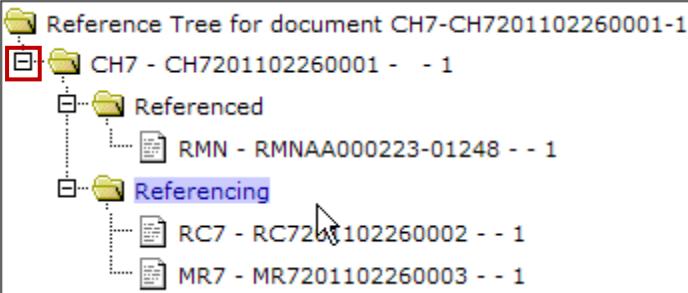
	Document Type	Document Number	Accounting Line Number	Related Statement Number	Referenced Statement Number	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount	Receipt Date	Accomplish Date	Deposit Number
	CH7	CH7201102160016	1	AA000288	AA000288		Processed	Normal	RENT	\$56,829.00	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)**Notes:****Using the Collections Query:**

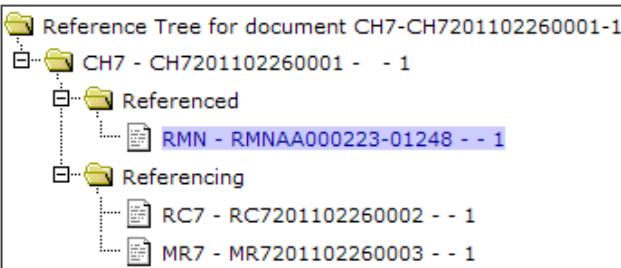
The Reference Tree page is displayed.



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.



Steps to Query Cash Receipts (CRs)

Notes:

Using the Collections Query:

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		References		Open Doc		Display		Items		View as CSV		Sgrt...				
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		

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.

Previous	View	Exportable View	View GL Detail	View Transaction Detail
--------------------------	----------------------	---------------------------------	--------------------------------	---

Reference Tree for document CH7-CH7201102260001-1

- CH7 - CH7201102260001 - - 1
 - Referenced
 - RMN - RMNAA000223-01248 - - 1
 - Referencing

Steps to Query Cash Receipts (CRs)**Notes:*****Using the Collections Query:***

The Collections query is displayed.

4.7.3 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.

The screenshot shows the 'IPAC Transaction Query' search criteria interface. At the top, there's a header bar with the path 'Pegasys > Queries > General System > IPAC Transaction Query'. Below this is a title bar 'IPAC Transaction Query' with a red border. The main area is divided into sections: 'Search Criteria', 'Document', 'IPAC Reference', and 'IPAC Adjustment'. The 'Document' section contains fields for 'Document Category' (dropdown), 'IPAC Status' (dropdown), and three input fields labeled 'Type', 'Number', 'Item', and 'Accounting' with edit icons. The 'IPAC Reference' section contains multiple pairs of input fields for various identifiers like 'IPAC Reference Number', 'IPAC Document Identifier', etc., each with an edit icon. The 'IPAC Adjustment' section has a single dropdown field. The entire form is set against a light gray background with horizontal lines separating the sections.

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.*

Pegasys > Queries > General System > IPAC Transaction Query

IPAC Transaction Query

Search Criteria

Document

Document Category: CR - Cash Receipt IPAC Status: Pending

Type: IR7

Document

Number: Item: Accounting:

IPAC Reference

IPAC Reference Number:	Related Docs:	<input type="checkbox"/>
IPAC Document Identifier:	Related Docs:	<input type="checkbox"/>
IPAC Reference Line Number:	Customer TSYM:	<input type="text"/> <input type="button"/>
DBE IPAC Doc ID (DBE UIDD):	Customer ALC:	<input type="text"/> <input type="button"/>
Relative Line Number:	Customer BETC:	<input type="text"/> <input type="button"/>
Reference Doc IPAC Document Identifier:	ALC:	<input type="text"/> <input type="button"/>
Invoice Number:	Disbursing Office:	<input type="text"/> <input type="button"/>
DBE Detail Flag:	Agency DUNS:	<input type="text"/>
Cancelled/Deleted:	Agency DUNS+4:	<input type="text"/>
IPAC Adjustment:		
IPAC Adjustment Original IPAC Reference Number:		
Zero Dollar Status Indicator:		
Zero Dollar Reference Number:		

IPAC Submission Date

From: To:

Steps to Query Collections Using the IPAC Transaction Query:

Notes

- Select the **Search** button.

The results are returned in the Item Collection.

Document Categ	Document Typ	Document Num	Accounting Lin	Itemized Line N	IPAC Status	IPAC Reference I	IPAC Reference L	Article Number	Article Amount	IPAC Submis
<input type="checkbox"/> CR - Cash Recei	IR7	201102030001	1 0	Pending	G0000012		1 1		\$0.00	
<input type="checkbox"/> CR - Cash Recei	IR7	201102070001	1 0	Pending	AA000164		1 1		\$100.00	
<input type="checkbox"/> CR - Cash Recei	IR7	201102090014	1 0	Pending	AA000203		1 1		\$3,000.00	
<input type="checkbox"/> CR - Cash Recei	IR7	201102090014	2 0	Pending	AA000203		2 1		\$2,500.00	
<input type="checkbox"/> CR - Cash Recei	IR7	201102090015	1 0	Pending	AA000203		1 1		\$3,000.00	
<input type="checkbox"/> CR - Cash Recei	IR7	201102090015	2 0	Pending	AA000203		2 1		\$2,500.00	
<input type="checkbox"/> CR - Cash Recei	IR7	201102090024	1 0	Pending	AA000204		1 2		\$100.00	
<input type="checkbox"/> CR - Cash Recei	IR7	201102100013	1 0	Pending	AA000217		1 1		\$10,000.00	
<input type="checkbox"/> CR - Cash Recei	IR7	201102100019	1 0	Pending	AA000222		1 1		\$1,000.00	
<input type="checkbox"/> CR - Cash Recei	IR7	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.

- Select a detail record from the item collection.

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 Receip	DR6	DR620110307000	1 0	Received	GAD59449		1 1		\$4,000.00
<input type="checkbox"/> CR - Cash Receip	IR6	IR6201103070004	1 0	Confirmed	G0059449		1 1		\$3,720.00
<input type="checkbox"/> CR - Cash Receip	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

- Select the **Details** button.

Document Categ	Document Type	Document Numbr	Accounting Line N	Itemized Line Nu	IPAC Status	IPAC Reference I	IPAC Reference L
<input type="checkbox"/> CR - Cash Receip	DR6	DR620110307000	1 0	Received	GAD59449		1 1
<input type="checkbox"/> CR - Cash Receip	IR6	IR6201103070004	1 0	Confirmed	G0059449		1 1
<input type="checkbox"/> CR - Cash Receip	IR6	IR6201103070004	2 0	Confirmed	G0059449		2 1

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 | SQL 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 201102110005	Article Number:	\$775.00
Item:	0	Article Amount:	USD
Accounting:	1	Currency Code:	GSA
Statement Number:		Fiscal Year:	2011
Related Statement Number:		Customer ALC:	95670000
Referenced Statement Number:	AA000091	Customer TSYM:	95X0650
DBE Detail Flag:	No	Customer BETC:	
Source Number:	OA12345677	ALC:	47000017
Title:		Disbursing Office:	GS193
Invoice Number:		Agency DUNS:	
Requisition Number:		Agency DUNS+4:	
JAS Number:		Vendor Code:	9567 9567
Fiscal Station Number:	0		
Job Number:			

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 History IPAC Transaction Detail | SQL Information Record | IPAC Transaction DBE Detail | Correspondence

[Sort...](#) [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 Rec	IR7	201102110005	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
Doc Type:	IR7	Customer ALC:	95670000
Document Number:	201102110005	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 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.

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.

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type Of Correspondence	Public Publish
3	05/26/2011 00:00:00	allroles130	Rachel	Keller		Correspondence Testing	Correspondence Testing 5-26			1 Communication	True
2	05/16/2011 00:00:00	curtiscreson	James	Jones		regression Testing	When will this be taking place?			1 Question	True
1	05/16/2011 16:22:11	allroles111	Rachel	Keller		Regression Testing	Hi All, We will 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.

Document Category	Document Type	Document Number	Accounting Line Number	Itemized Line Number	Article Number	DBE IPAC Doc ID	IPAC Reference	IPAC Reference	Detail Line Number	Quantity	DBE Amount	Confirmed Amount	Status
CR - Cash Receipt	IR6	201102090011	1 0	1	M0M02FP0001IPG G0000361				1 2	1.000000	\$2,000.00	\$0.00	
CR - Cash Receipt	IR6	201102090011	1 0	1	M0M02FP0001PG G0000361				1 3	1.000000	\$2,000.00	\$0.00	
CR - Cash Receipt	IR6	201102090011	1 0	1	M0M02FP0001KPC G0000361				1 4	1.000000	\$2,000.00	\$0.00	
CR - Cash Receipt	IR6	201102090011	1 0	1	M0M02FP0001LPG 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:

Steps to Query Collections Using the IPAC Transaction Query:

Notes

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:	IR720110222001	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		
Sender's Disbursing Office:	12345		
Agency DUNS Number:			
Agency DUNS+4:			

FIFO Liquidation Worksheet

- 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.

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

Accounting Line | Charge Lines | Articles

Add | Copy | Copy Forward | Remove | Reset | Replace | Display | 10 | Items

	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									

Steps to Query Collections Using the IPAC Transaction Query: **Notes**

12. **Alternatively**, to update multiple accounting lines at once, use the “Replace” functionality.

Document Reference

Type: Number: Item: Accounting: Final:

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.

Steps to Query Collections Using the IPAC Transaction Query:

Notes

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.

Accounting Line

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

<input type="checkbox"/> General													
Line Type:	<input type="text"/> * <u>Receivable Type:</u> RTNA <input type="button" value="Edit"/> <input type="button" value="Default"/>												
Transaction Type:	<input type="text"/> <input type="button" value="Edit"/>												
Write Off Reason:	<input type="text"/> <input type="button" value="Edit"/>												
Confirmation Date:	<input type="text"/>												
Calculate Charge Amount:	<input type="text"/>												
Period of Performance	<input type="text"/> Start Date: <input type="text"/> End Date: <input type="text"/>												
	Record Type: <input type="text"/>												
	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"/>												
	* <u>Business Line:</u> RENT <input type="button" value="Edit"/> <input type="button" value="Default"/>												
	Related Statement Number: <input type="text"/>												
Return to Top													
<input type="checkbox"/> Vendor Information													
<table border="1"> <tr> <td colspan="2">Vendor</td> <td colspan="2">Designated Agent</td> </tr> <tr> <td>* <u>Code:</u> S1017 <input type="text"/> <input type="button" value="Edit"/></td> <td><input type="button" value="More"/></td> <td><u>Code:</u> <input type="text"/> <input type="text"/> <input type="button" value="Edit"/> <input type="button" value="More"/> <input type="button" value="Default"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="2"><input type="text"/></td> <td colspan="2"><input type="text"/></td> </tr> </table>		Vendor		Designated Agent		* <u>Code:</u> S1017 <input type="text"/> <input type="button" value="Edit"/>	<input type="button" value="More"/>	<u>Code:</u> <input type="text"/> <input type="text"/> <input type="button" value="Edit"/> <input type="button" value="More"/> <input type="button" value="Default"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Vendor		Designated Agent											
* <u>Code:</u> S1017 <input type="text"/> <input type="button" value="Edit"/>	<input type="button" value="More"/>	<u>Code:</u> <input type="text"/> <input type="text"/> <input type="button" value="Edit"/> <input type="button" value="More"/> <input type="button" value="Default"/>	<input type="text"/>										
<input type="text"/>		<input type="text"/>											

14. 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.

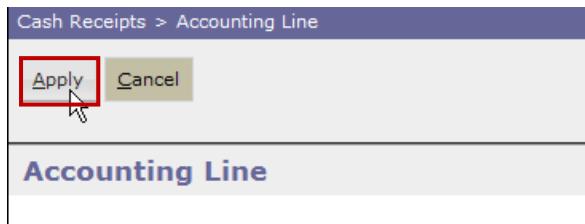
<input type="checkbox"/> Document Reference	
Type: <input type="text"/> <input type="button" value="Edit"/>	Number: <input type="text"/> <input type="button" value="Edit"/>
Item: <input type="text"/> <input type="button" value="Edit"/>	Accounting: <input type="text"/> <input type="button" value="Edit"/>
<input type="checkbox"/> 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.

Steps to Query Collections Using the IPAC Transaction Query: **Notes**

15. Select **Apply** on the Replace Value screen.

Note: Apply from the Replace value screen does not remove or overwrite fields that are not updated.



16. Enter any remaining line specific data by selecting each line.

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...										
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 Tab #
<input checked="" type="checkbox"/>	1 Normal	\$333.00	01	11RNNT-01-192X-P0125100- PG00-PGA33	2011		192X 01	P0125100		PG00			PGA33		4305		RI0024ZZ			
<input type="checkbox"/>	2 Normal	\$444.00	01	11RNNT-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 black; padding: 5px;"> <p><input type="checkbox"/> General</p> <table> <tr> <td>Document Type:</td> <td>IR7</td> <td>R7 IPAC CR (AL)</td> <td>470</td> <td>Receipt Date:</td> <td>02/18/2011</td> </tr> <tr> <td>Deposit Number:</td> <td colspan="3">88679012</td> <td>Accounting Period:</td> <td>05/2011</td> </tr> <tr> <td>Status:</td> <td colspan="3">HELD</td> <td>Reporting Accounting Period:</td> <td>05/2011</td> </tr> <tr> <td>Document Number:</td> <td colspan="3">IR7201102220001</td> <td>Batch Number:</td> <td></td> </tr> </table> </div>																		Document Type:	IR7	R7 IPAC CR (AL)	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:	
Document Type:	IR7	R7 IPAC CR (AL)	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:																																					

Steps to Query Collections Using the IPAC Transaction Query: **Notes**

18. Select the **Verify** button.

The screenshot shows the Pegasys IPAC Transaction Query interface. At the top, there are four error messages in a purple box:

- Cash Receipt\Cash Receipt Line 1 GS3365I The Fund Symbol associated with the entered Transfer Treasury Symbol is not valid for the entered vendor.
- Cash Receipt\Cash Receipt Line 1 GS5535I The entered Customer ALC does not match the ALC on the ADDRESS CODE S1017 for this document
- Cash Receipt\Cash Receipt Line 2 GS3365I The Fund Symbol associated with the entered Transfer Treasury Symbol is not valid for the entered vendor.
- Cash Receipt\Cash Receipt Line 2 GS5535I The entered Customer ALC does not match the ALC on the ADDRESS CODE S1017 for this document

Below the errors is a row of buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The "Submit" button is highlighted.

Underneath the buttons is a navigation bar with tabs: Header, Accounting Lines, Approval Routing, Memos, Summary, Correspondence. The "Header" tab is selected.

Below the navigation bar are three sub-tabs: Amendment History, Workflow Status, and Approval History. The "Approval History" tab is selected.

At the bottom left is a link to "Expand All" or "Collapse All".

The main form area is titled "General". It contains various input fields and dropdown menus for document details like Document Type (IR7), Deposit Number (88679012), Status (HELD), Document Number (IR7201102220001), Debit Voucher #, Title, Received By, Post Code, Overseas Cashier Code, Disbursing Office (GS193), Receipt Date (02/18/2011), Accounting Period (05/2011), Reporting Accounting Period (05/2011), Batch Number, Document Classification, Security Org (GSA), Accomplished Date (02/18/2011), and Suppress Printing.

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.

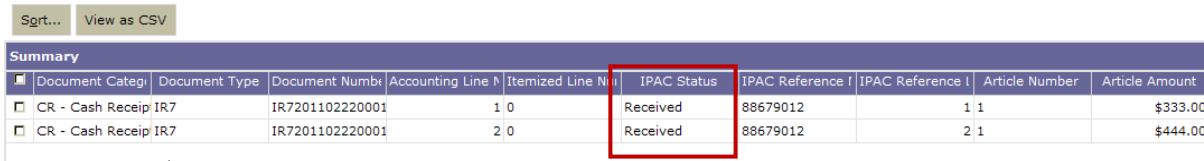
The screenshot shows the Pegasys inbox. At the top, it says "Pegasys > Home > Inbox". Below that is a message box with an info icon and the text "Form IR7201102220001 was submitted for processing successfully.".

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.

Steps to Query Collections Using the IPAC Transaction Query: **Notes**

20. Optional- re-query the document after processing to see updates on the IPAC Transaction Query.



Document Categ	Document Type	Document Numbr	Accounting Line N	Itemized Line N	IPAC Status	IPAC Reference	IPAC Reference I	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.

4.7.4 TRS Collection Reconciliation Query

The TRS Collection Reconciliation Query is used for researching and tracking all transactions that post to the TRS Entity. CR, IP, SV, and JV transactions that meet the requisite criteria will appear on this query. The query displays the summarized collections from TRS 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 TRS 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 TRS Collection with a Pegasys Collection, the system ensures the following values match:

- TRS Unreconciled Amount = Pegasys Total Collected Amount.
- TRS Accomplished Date = Pegasys Accomplished Date.
- TRS Summary Number (Voucher Number) = Pegasys Deposit Ticket Number (if populated).
- TRS Summary Number (Voucher Number) = Pegasys Debit Voucher Number (if populated).
- TRS Voucher Type = Pegasys Voucher Type.
- TRS Agency Location Code = Pegasys Agency Location Code.
- TRS Treasury Symbol = Pegasys Treasury Symbol.
- TRS BETC = Pegasys BETC.
- TRS Sub-Level Prefix = Pegasys Sub-Level Prefix.

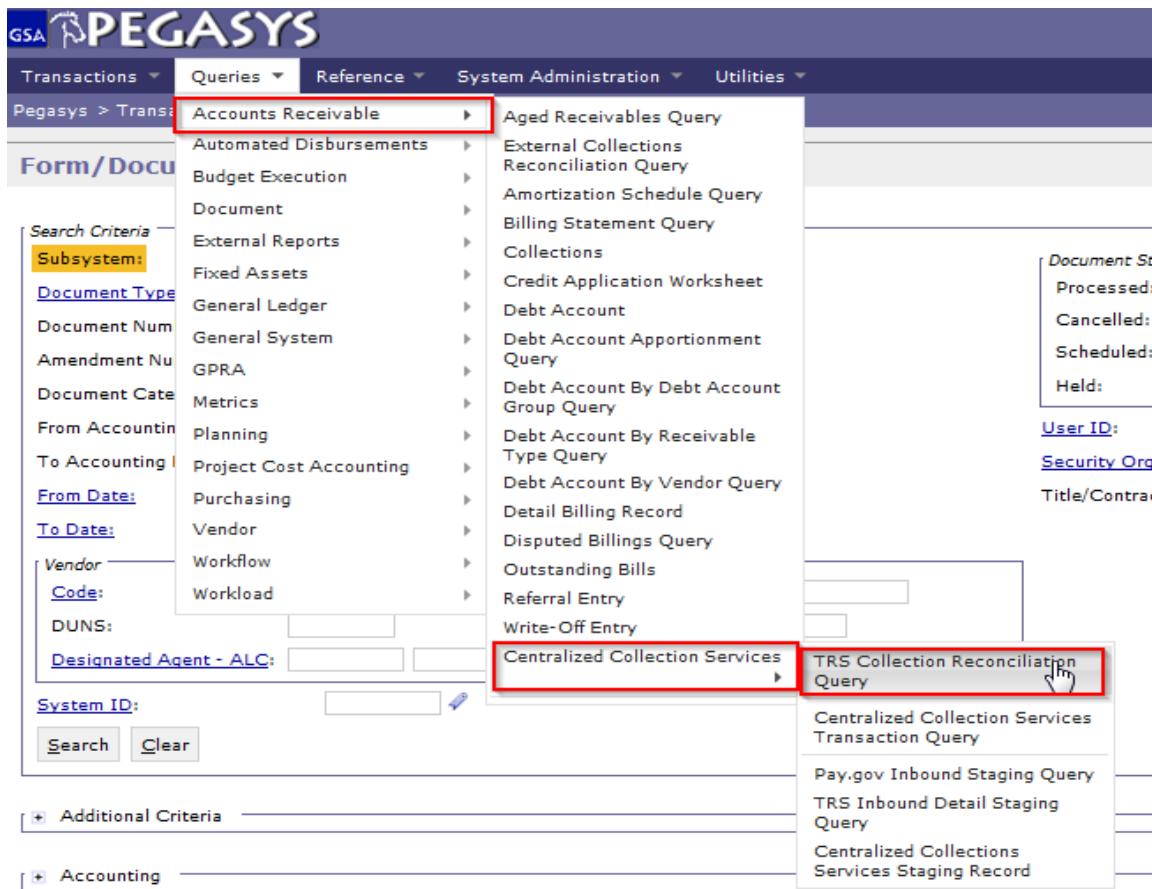
The query has two sides: the TRS Collection side on the left and the Pegasys Collection side on the right. A user can search by a number of criteria to limit the TRS Collection records that are returned. For instance, the search criteria can be limited by reconciliation status, e.g., reconciled, unreconciled, 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 TRS Collection records are updated via the TRS Inbound batch process. The Pegasys Collection records are added to the table/updated via the TRS Reconciliation batch process.

The TRS Collections Reconciliation query can be accomplished by using the following path:

Queries=>Accounts Receivable=>Centralized Collection Services=>TRS Collection Reconciliation Query.

Exhibit 4-67: Navigate to TRS Collections Reconciliation Query



4.7.4.1 TRS 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 TRS 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 TRS Collection query include:

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Voucher Number. ▪ Run Number. ▪ Voucher From/To Date. | <ul style="list-style-type: none"> ▪ Reconciliation Status. ▪ Input System. |
|---|---|

Exhibit 4-68: TRS Collection Records Query

TRS Collection Reconciliation Query

TRS Collection	Voucher Date
Voucher Number:	From: _____
<u>Agency Location Code:</u>	To: _____
<u>Sub-level Prefix:</u>	
<u>Treasury Symbol:</u>	
<u>BETC:</u>	
Input System:	
TRS Detail:	
Voucher Type:	
Voucher Amount:	Voucher Amount:
Unreconciled Amount:	Unreconciled Amount:
Run Number:	
<u>Security Org:</u>	
<u>Partition:</u>	
Total Amounts	
Unreconciled Amount:	Voucher Amount:

Common parameters entered for the Pegasys Collection query include:

- Deposit Number.
- Document Type/Number/Accounting Line.
- Accomplished Date From/To.
- Reconciliation Status.

Exhibit 4-69: Pegasys Collection Records Query

Momentum Collection

Document	GL Account:
Document Category:	_____
Type: _____	Accts Event: _____
Number: _____	
Item: _____	
Accounting: _____	
Deposit Number:	
Debit Voucher Number:	
<u>Agency Location Code:</u>	
<u>Sub-level Prefix:</u>	
<u>Treasury Symbol:</u>	
<u>BETC:</u>	
Voucher Type:	
Total Collected Amount:	Total Collected Amount:
Unreconciled Amount:	Unreconciled Amount:
Total Amounts	
Collected Amount:	Unreconciled Amount:

There are three item collection sections on the TRS Reconciliation Query:

- TRS Collection.
- Pegasys Collection.
- Reconciliation Activity.

Exhibit 4-70: Record Collections

TRS Collection															Momentum Collection														
Reconciled Activity																													
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 Security Number Org	Partition	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	
- NO ITEMS TO DISPLAY -															- NO ITEMS TO DISPLAY -														
Voucher Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Sub-level Prefix	Voucher Treasury Symbol	Voucher BETC	Reconciled Date	Reconciled Amount	Unreconciled Amount	Document Type	Document Number	Itemized Line Number	Acctg Line Number	Charge Line Number	Accomplished Date	Deposit Number	Debit Voucher Number	Agency Location Code	Sub-level Prefix	Treasury Symbol	BETC	Last User ID	Security Org					
- NO ITEMS TO DISPLAY -															- NO ITEMS TO DISPLAY -														

After searching for records on the TRS Collection Records Query, record results will be displayed in the TRS Collection item collection. A user can then select records and use the action buttons to perform different tasks.

Exhibit 4-71: TRS Collection Records

Total Amounts															Total Amounts															
Unreconciled Amount: \$172.55								Voucher Amount: \$172.55								Collected Amount: \$777.65														
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="IRS Detail"/>															<input type="button" value="Display 10"/> Items <input type="button" value="View as CSV Sort..."/>															
Item Page: 1 2															Items 1-10 of 19															
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 Security Number Org	Partition	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		
4700001602/04/2013044978	Credit	02/04/2013	\$17.99	\$17.99			Unreconciled with Recommendations				ECP	False																		
4700001602/14/2013L6M0214D	Credit	02/14/2013	\$172.55	\$172.55			Unreconciled with Recommendations				ECP	False																		
4700001602/14/2013L6M0214E	Credit	02/14/2013	\$2,331.00	\$2,331.00			Unreconciled				ECP	False																		
4700001602/14/2013CH60214	Credit	02/14/2013	\$172.55	\$0.00			Reconciled				ECP	False																		
4700001602/14/2013CH60214B	Credit	02/14/2013	\$2,331.00	\$0.00			Reconciled				ECP	False																		
4700001602/11/2013L6M0211A	Credit	02/11/2013	\$777.00	\$0.00			Reconciled				ECP	False																		
4700001602/11/2013L6M0211B	Credit	02/11/2013	\$700.00	(\$77.00)			Partially Reconciled				ECP	False																		
4700001602/14/2013L6M0214A	Credit	02/11/2013	\$2,331.00	\$0.00			Reconciled				ECP	False																		
4700001602/14/2013L6M0214B	Credit	02/14/2013	\$1,554.00	\$0.00			Reconciled				ECP	False																		
4700001602/14/2013L6M0214C	Credit	02/14/2013	\$799.99	\$0.00			Reconciled				ECP	False																		

Exhibit 4-72: Pegasys Collection Records

The screenshot shows a web-based application for managing collection records. At the top, there's a header with 'Total Amounts' and two boxes: 'Collected Amount: \$777.65' and 'Unreconciled Amount: \$777.65'. Below this is a toolbar with buttons for 'Reconcile', 'Amend Document', 'Correct Document', and 'View Document'. A dropdown menu 'Display' is set to '10 Items'. To the right of the grid, there's a link 'View as CSV Sort...'. The main area contains a table titled 'Momentum Collection' with 81 items. The columns include: Document Category, Document Type, Document Number, Access 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, and Due Date. The data in the table consists of multiple entries for 'CR-Cash Receipt' documents, each with a unique ID and various status indicators.

As can be seen in the screenshots above, the cumulative available action buttons are Unreconcile, Reconcile, Retrieve Recommendations, Delete, View Detail, View History, TRS Detail, Amend Document, Correct Document, and View Document.

- Unreconcile: This action can be used for Reconciled and Partially Reconciled collections. It will update the TRS Collection record's Reconciliation Status to Unreconciled.
- Reconcile: This action can be used to reconcile Partially Reconciled, Unreconciled, or Unreconciled with Recommendations TRS 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.
- TRS Detail: This action will open a separate window that navigates the user to the TRS 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 TRS entity.

Exhibit 4-73: View Detail Window

Details

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

Details

Agency Location Code:	47000017	Adjusted Voucher Number:	<input type="text"/>
Voucher Date:	02/06/2013	Adjusted Description:	<input type="text"/>
Voucher Number:	062978	Cash Link Account Number:	001932
Voucher Type:	Credit	Input System:	CGACH
Deposit Date:	02/06/2013	Classification Name:	CG ACH
Voucher Amount:	\$3,111.99	Classification Value:	800220016000
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"/>
Treasury Symbol:	<input type="text"/>	Security Org:	<input type="text"/>
BETC:	<input type="text"/>		
Reference Text:	<input type="text"/>		

Exhibit 4-74: View History Window

Reconciliation History

[Sort...](#) [View as CSV](#)

Summary		
Action	User ID	Action Date
Reconciled	allroles135	02/06/2013

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

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

General

TRS Collection Details	Momentum Collection Details
Agency Location Code: 47000017	Document Type: EF7
Voucher Date: 02/06/2013	Document Number: EF7201302060049
Voucher Number: 062978	Itemized Line Number: 0
Voucher Type: credit	Acctg Line Number: 1
Deposit Date: 02/06/2013	Charge Line Number: <input type="text"/>
Sub-level Prefix: <input type="text"/>	Accomplished Date: 02/06/2013
Treasury Symbol: <input type="text"/>	Deposit Number: 062978
BETC: <input type="text"/>	Debit Voucher Number: <input type="text"/>
Reconciled Amount: \$3,111.99	Agency Location Code: 47000017
Unreconciled Amount: \$0.00	Sub-level Prefix: <input type="text"/>
Security Org: GSA	Treasury Symbol: 47X4542.1
Partition: <input type="text"/>	BETC: COLL

The Reconciliation Activity Section displays all reconciliation records associated to a particular TRS Collection or Pegasys Collection. The query is populated by selecting a TRS 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 4-75: Reconciliation Activity Query

Reconciled Activity		<input type="button" value="Retrieve"/>	<input type="button" value="Unreconcile"/>	<input type="button" value="View Document"/>	<input type="button" value="View History"/>	<input type="button" value="Display All"/>	<input type="checkbox"/> Items	<input type="button" value="View as CSV"/>	<input type="button" value="Sort..."/>
Voucher Number	Agency Location Code	Voucher Date	Voucher Type	Deposit Date	Voucher Sub-level Prefix	Voucher Treasury Symbol	BETC	Reconciled Date	Reconciled Amount
47000017	02/06/2013	062978	Credit	02/06/2013				02/06/2013	\$3,111.99

4.7.4.2 TRS Collection Reconciliation Query Details

The TRS 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.

4.7.4.3 Execute a Query Using the TRS Collection Reconciliation Query

The following steps describe how to execute a basic query using the TRS Collection Reconciliation query.

Steps to Execute a Query

Notes:

Using the TRS Collection Reconciliation Query:

1. Navigate to Queries=>Accounts Receivable=>Centralized Collection Services=>TRS Collection Reconciliation Query.

The TRS Collection Reconciliation query search criteria page is displayed with a TRS Collection section and a Pegasys Collection section.

2. Enter the desired and appropriate search criteria in the TRS Collection query on the left: common criteria entered include Run Number, Reconciliation Status, From/To Date, etc.

Steps to Execute a Query

Notes:

Using the TRS Collection Reconciliation Query:

- Select the **Search** button.

TRS Collection

Voucher Number:	<input type="text"/>	Voucher Date	<input type="text"/>
<u>Agency Location Code:</u>	<input type="text"/>	From:	<input type="text"/>
<u>Sub-level Prefix:</u>	<input type="text"/>	To:	<input type="text"/>
<u>Treasury Symbol:</u>	<input type="text"/>	Deposit Date	<input type="text"/>
<u>BETC:</u>	<input type="text"/>	From:	<input type="text"/>
Input System:	<input type="text"/>	To:	<input type="text"/>
TRS Detail:	<input type="button" value="▼"/>	Reconciliation Status	<input type="checkbox"/>
Voucher Type:	<input type="button" value="▼"/>	Partially Reconciled:	<input type="checkbox"/>
Voucher Amount:	<input type="button" value="▼"/>	Reconciled:	<input type="checkbox"/>
Unreconciled Amount:	<input type="button" value="▼"/>	Unreconciled:	<input type="checkbox"/>
Run Number:	<input type="text"/>	Unreconciled With Recommendations:	<input type="checkbox"/>
<u>Security Org:</u>	<input type="text"/>		
<u>Partition:</u>	<input type="text"/>		
Search Clear			

- The results are returned in the TRS Collection Item Collection.

TRS Collection

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	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: GSA users can perform the following actions:

*Steps to Execute a Query**Notes:****Using the TRS Collection Reconciliation Query:***

- a. To view the details, select the **View Detail** action button.
 - b. To view the Reconciliation history, select the **View History** action button.
 - c. To Unreconcile a Reconciled record, select the **Unreconcile** action button.
 - d. To retrieve recommended matches for an Unreconciled with Recommendations record, select the **Retrieve Recommendations** action button.
 - e. To delete a record, select the **Delete** action button.
 - f. To view the TRS Inbound Staging Query, select the **TRS Detail** action button.
5. Select the radio button next to an Unreconciled TRS Collection.

TRS Collection										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	Print Num
<input type="checkbox"/>	4700001602/04/2013044978	Credit	02/04/2013	\$17.99	\$17.99			Unreconciled with Recommendations			ECP	False		
<input type="checkbox"/>	4700001602/14/2013L6M0214DCredit		02/14/2013	\$172.55	\$172.55			Unreconciled with Recommendations			ECP	False		
<input checked="" type="checkbox"/>	4700001602/14/2013L6M0214ECredit		02/14/2013	\$2,331.00	\$2,331.00			Unreconciled			ECP	False		
<input type="checkbox"/>	4700001602/14/2013CH60214 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.

Steps to Execute a Query

Notes:

Using the TRS Collection Reconciliation Query:

- Select the **Search** button.

Momentum Collection

Document Category:	<input type="text"/>	GL Account:	<input type="text"/>
Document		Acctg Event:	<input type="text"/>
Type:	<input type="text"/>	Accomplished Date	<input type="text"/>
Number:	<input type="text"/>	From:	<input type="text"/>
Item:	<input type="text"/>	To:	<input type="text"/>
Accounting:	<input type="text"/>	Reconciliation Status	
Deposit Number:	<input type="text"/>	Reconciled:	<input type="checkbox"/>
Debit Voucher Number:	<input type="text"/>	Unreconciled:	<input type="checkbox"/>
Agency Location Code:	<input type="text"/>	Security Org:	
Sub-level Prefix:	<input type="text"/>	Partition:	
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"/>
Search		Clear	

The results are returned in the item collection.

Momentum Collection

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
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			
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			
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			
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			
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			
CR-Cash Receipt	CH6	CH6201302070007	1	0	47000016	CH60207C		Credit	02/06/2013	\$87.54	\$87.54	Unreconciled		47X4534.1	AR12	2013	1010.05	GSA			
CR-Cash Receipt	CH6	CH6201302070007	2	0	47000016	CH60207C		Credit	02/06/2013	\$87.54	\$87.54	Unreconciled		47X4534.1	AR12	2013	1010.05	GSA			
CR-Cash Receipt	CH6	CH6201302070007	3	2	47000016	CH60207C		Credit	02/06/2013	\$6.00	\$6.00	Unreconciled		47X4534.1	AR05	2013	1010.35	GSA			
CR-Cash Receipt	CH6	CH6201302070008	1	0	47000016	CH60207B		Credit	02/06/2013	\$87.54	\$0.00	Reconciled		47X4534.1	AR12	2013	1010.05	GSA			
CR-Cash Receipt	CH6	CH6201302070008	3	1	47000016	CH60207B		Credit	02/06/2013	\$6.00	\$0.00	Reconciled		47X4534.1	AR05	2013	1010.35	GSA			

Note: GSA users can perform the following actions:

- To reconcile the Pegasys Collection with the TRS Collection selected on the left, select **Reconcile**.
- To Amend/Correct/View the document associated with the selected record, click **Amend/Correct/View Document**

*Steps to Execute a Query**Notes:***Using the TRS Collection Reconciliation Query:**

8. Select the radio button next to an Unreconciled Pegasys Collection that should be reconciled with the corresponding TRS 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
View as CSV Sort... Reconcile Amend Document Correct Document View Document Display 10 Items View as CSV Sort...

Items 1-10 of 19 Item Page: 1 2 3 4 5 6 7 8 9 Items 1-10 of 81

Input System	TRS Detail	Re	Document Category	Document Type	Document Number	Access Line Number	Charge Parent Line Number	Agency Location Code	Deposit Number	Bear Voucher Number	Voucher Type	Accomplished Date	Total Collected Amount	Unreconciled Amount
ECP	False		CR-Cash Receipt	L6M	L6M201302070009	1	0	47000016L6M0207A			Credit	02/07/2013	\$777.65	\$777.65
ECP	False		CR-Cash Receipt	L6M	L6M201302070009	2	0	47000016L6M0207A			Credit	02/07/2013	\$555.32	\$555.32
ECP	False		CR-Cash Receipt	CH6	CH6201302070005	11	0	47000016CH620130207			Credit	02/06/2013	\$379.57	\$0.00
ECP	False		CR-Cash Receipt	CH6	CH6201302070006	1	0	47000016CH620130207			Credit	02/06/2013	\$87.54	\$87.54
ECP	False		CR-Cash Receipt	CH6	CH6201302070006	3	1	47000016CH620130207			Credit	02/06/2013	\$6.00	\$6.00

10. In the Reconciled Activity section, click **Retrieve**.

Reconciled Activity

Retrieve Unreconcile View Document View History Display 10 Items View as CSV Sort...

Voucher Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Sub-level Prefix	Voucher Treasury Symbol	Voucher BETC	Reconciled Date	Reconciled Amount

Steps to Execute a Query

Notes:

Using the TRS Collection Reconciliation Query:

The reconciled activity record displays in the item collection.

TRS Collection																						
Reconcile [Retrieves Recommendations] [Delete] [View Detail] [View History] [TRS Detail] [Display] [10] [Items] [View as CSV/ SQL]																						
Item Page: 1 2 3 4 5 6 7 8 9 Items 1-10 of 19																						
Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Amount	Unreconciled Amount	Reconciliation Status	Sub-level Prefix	Treasury System	BETC	Input System	TSS Detail	Run Security Number	Partition Security Org								
47000016	02/14/2013	04897	Credit	02/14/2013	\$17.99		Unreconciled w/o Recommendations		BCP	False			20									
47000016	02/14/2013	6M02140	Credit	02/14/2013	\$172.55		Unreconciled w/o Recommendations		BCP	False			25									
47000016	02/14/2013	6M0214E	Credit	02/14/2013	\$2,331.00	\$2,331.00	Unreconciled		BCP	False			25									
47000016	02/14/2013	6M0214	Credit	02/14/2013	\$172.55	\$0.00	Reconciled		BCP	False			26									
47000016	02/14/2013	6M0214B	Credit	02/14/2013	\$2,331.00	\$0.00	Reconciled		BCP	False			26									
47000016	02/14/2013	6M0211A	Credit	02/11/2013	\$777.00	\$0.00	Reconciled		BCP	False			21									
47000016	02/11/2013	6M0211B	Credit	02/11/2013	\$700.00	(\$77.00)	Partially Reconciled		BCP	False			21									
47000016	02/14/2013	6M0211A	Credit	02/11/2013	\$700.00	(\$77.00)	Partially Reconciled		BCP	False			21									
47000016	02/14/2013	6M0211A	Credit	02/11/2013	\$2,331.00	\$0.00	Reconciled		BCP	False			24									
47000016	02/14/2013	6M0211B	Credit	02/14/2013	\$1,554.00	\$0.00	Reconciled		BCP	False			24									
47000016	02/14/2013	6M0214C	Credit	02/14/2013	\$799.99	\$0.00	Reconciled		BCP	False			24									
47000016	02/14/2013	6M0214D	Credit	02/14/2013	\$172.55																	
Reconciled Activity																						
Unreconcile [Retrieves] [View Document] [View History] [Display] [10] [Items] [View as CSV/ SQL]																						
Debtor Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Sub-line Prefix	Voucher Treasury Symbol	Reconciled Date	Reconciled Amount	Unreconciled Amount	Document Type	Document Number	Reconciled Line Number	Debit Line Number	Charged Line Number	Accomplished Date	Deposit Number	Debit Voucher Number	Agency Location Code	Sub-level Prefix	BETC	Last User ID	Security Org
47000016	02/14/2013	CH60214	Credit	02/14/2013			02/15/2013	\$172.55		CH6	CH6201302150003	01		02/14/2013	CH60214	47000016	47K4534.1	elholes102 GSA				

Note: The GSA user can select the record in the item collection and perform the following actions:

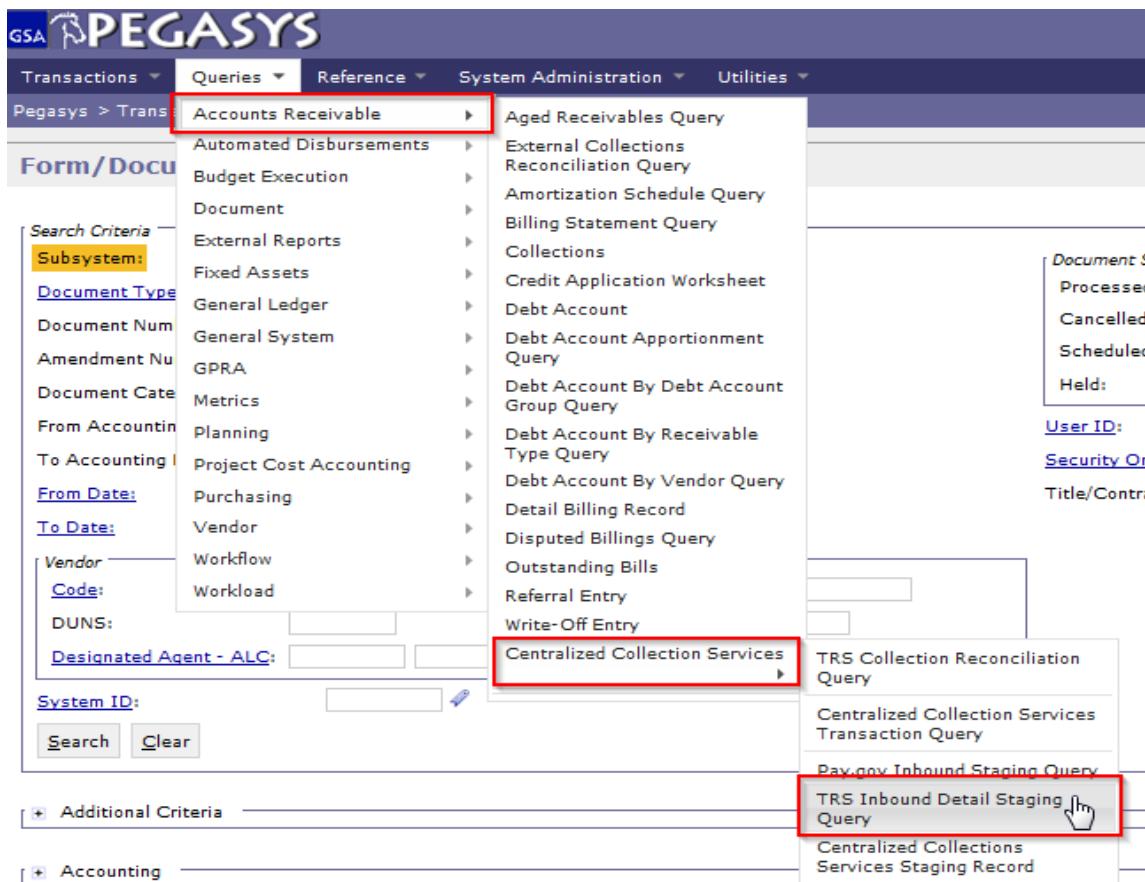
- To view the reconciliation activity, select the **View History** action button.
- To view the document associated to the activity, select the **View Document** action button.
- To unreconcile the records, select the **Unreconcile** action button.

4.7.5 TRS Inbound Detail Staging Query

The TRS Inbound Detail Staging query contains records imported and cross walked by the TRS 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 TRS 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 TRS Inbound Detail Staging query can be accomplished by using the following path:

Queries=>Accounts Receivable=>Centralized Collections Services=>TRS Inbound Detail Staging Query.

Exhibit 4-76: Navigate to TRS Inbound Detail Staging Query**4.7.5.1 TRS Inbound Detail Staging Query Search Parameters and Results**

Once the user has navigated to the TRS 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 4-77: TRS Inbound Detail Staging Query Search Criteria

The screenshot displays the 'Search - TRS Inbound Detail Staging Query' interface. It features several search criteria sections:

- Search Criteria:** Includes fields for Agency Location Code, Security Org, Run Number, Run Date (From/To), Last Modified By, and Last Modified.
- Parent:** Document Category dropdown.
- Document:** Type, Number, Item, and Accounting fields.
- Reference:** Document Category dropdown.
- Accounting:** Type, Number, Item, Accounting fields, and Referenced Statement Number.

On the right side, there are dropdowns for Record Status, Parent TRS Record ID, Transaction Generated, and Transaction Updated.

At the bottom, there are 'Search' and 'Clear' buttons, and expandable sections for 'Pegasys General Elements' and 'Pegasys Accounting Elements'.

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 TRS 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 TRS Inbound Detail Staging Query detail page.
- Click **Replace Values** to update values on the staging table.

Exhibit 4-78: TRS Inbound Detail Staging Query Item Collection

4.7.5.2 TRS Inbound Detail Staging Query Details

The TRS Inbound Detail Staging Query details page includes five subsections. These include:

- General.
 - Pegasys General Elements.
 - Pegasys Accounting Elements.
 - TRS Inbound Staging Parent Lines.
 - TRS Inbound Staging Reference Lines.

The GSA 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 4-79: TRS Inbound Detail Staging Query Details General Item Section

TRS Inbound Staging Query Detail

General

Agency Location Code:	<input type="text"/>
Inbound Run Number:	57
Inbound Run Date:	<input type="text"/>
<u>Security Org:</u>	<input type="text"/> 
Part:	<input type="text"/>
Record Amount:	\$0.00
Record Status:	<input type="text"/>
User ID:	<input type="text"/>
Transaction Generated:	<input type="checkbox"/>
Transaction Updated:	<input type="checkbox"/>
Parent TRS Record ID:	<input type="text"/>

Exhibit 4-80: TRS Inbound Detail Staging Query Details – Pegasys General Elements

Pegasys General Elements	
<u>Document Type:</u>	<input type="text"/>
<u>Document Number:</u>	<input type="text"/>
<u>Document Title:</u>	<input type="text"/>
<u>Document/Receipt Date:</u>	<input type="text"/>
<u>Accounting Period:</u>	<input type="text"/>
<u>Accomplished Date:</u>	<input type="text"/>
<u>Deposit Number:</u>	<input type="text"/>
<u>Debit Voucher Number:</u>	<input type="text"/>
<u>Post Code:</u>	<input type="text"/>
<u>Overseas Cashier Code:</u>	<input type="text"/>
<u>Disbursing Office:</u>	<input type="text"/>
<u>Sender Disbursing Office:</u>	<input type="text"/>
<u>Agency DUNS Number:</u>	<input type="text"/>
<u>Agency DUNS+4:</u>	<input type="text"/>
<u>Batch Number:</u>	<input type="text"/>
<u>Receipt/Payment Total Amount:</u>	<input type="text"/>
<u>System ID:</u>	<input type="text"/>
<u>External System Document Number:</u>	<input type="text"/>
<u>Input System:</u>	<input type="text"/>
<u>Header Field 1:</u>	<input type="text"/>
<u>Header Field 2:</u>	<input type="text"/>
<u>Header Field 3:</u>	<input type="text"/>
<u>Header Field 4:</u>	<input type="text"/>
<u>Header Field 5:</u>	<input type="text"/>
<u>Header Field 6:</u>	<input type="text"/>
<u>Header Field 7:</u>	<input type="text"/>
<u>Header Field 8:</u>	<input type="text"/>
<u>Header Field 9:</u>	<input type="text"/>
<u>Header Field 10:</u>	<input type="text"/>
<u>Header Description:</u>	<input type="text"/>
<u>Extended Header Description:</u>	<input type="text"/>
<u>Transaction Type:</u>	<input type="text"/>
<u>Line Type:</u>	<input type="text"/>
<u>Line Amount:</u>	<input type="text"/>
<u>Period of Performance Start Date:</u>	<input type="text"/>
<u>Public Law Number:</u>	<input type="text"/>
<u>Asset Number:</u>	<input type="text"/>
<u>Authorization Code:</u>	<input type="text"/>
<u>Authorization Amount:</u>	<input type="text"/>
<u>Authorization Date:</u>	<input type="text"/>
<u>Expiration Date:</u>	<input type="text"/>
<u>Card Type:</u>	<input type="text"/>
<u>Transaction Source:</u>	<input type="text"/>
<u>Billing Address Line 1:</u>	<input type="text"/>
<u>Billing Address Line 2:</u>	<input type="text"/>
<u>Billing Address City:</u>	<input type="text"/>
<u>Billing Address State:</u>	<input type="text"/>
<u>Billing Address Zip:</u>	<input type="text"/>
<u>Billing Address Country:</u>	<input type="text"/>
<u>Bank ABA Number:</u>	<input type="text"/>
<u>Bank Name:</u>	<input type="text"/>
<u>Bank Account Number:</u>	<input type="text"/>
<u>Bank Account Type:</u>	<input type="text"/>
<u>ACH Transaction Code:</u>	<input type="text"/>
<u>Application Name:</u>	<input type="text"/>
<u>Form ID:</u>	<input type="text"/>
<u>Agency Tracking ID:</u>	010713038M
<u>Tracking ID:</u>	<input type="text"/>
<u>Agreement Number:</u>	<input type="text"/>
<u>Agreement Line 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>Payer Line Number:</u>	<input type="text"/>
<u>Contracts Number:</u>	<input type="text"/>
<u>Blanket Agreement Number:</u>	<input type="text"/>
<u>Delivery Order Number:</u>	<input type="text"/>
<u>Contract Line Item Number:</u>	<input type="text"/>
<u>Sub Contract Line Item Number:</u>	<input type="text"/>
<u>Blanket Agreement Line Number:</u>	<input type="text"/>

<u>Period of Performance End Date:</u>	<input type="text"/>	<u>Sub Blanket Agreement Line Number:</u>	<input type="text"/>
<u>Source Number:</u>	<input type="text"/>	<u>Invoice Number:</u>	<input type="text"/>
<u>Business Line:</u>	<input type="text"/>	<u>Invoice Date:</u>	<input type="text"/>
<u>Related Statement Number:</u>	<input type="text"/>	<u>Customer Account:</u>	<input type="text"/>
<u>Vendor Code:</u>	<input type="text"/>	<u>Amortization Schedule:</u>	<input type="text"/>
<u>Vendor Address Code:</u>	<input type="text"/>	<u>Line Field 1:</u>	<input type="text"/>
<u>Vendor SSN/EIN:</u>	<input type="text"/>	<u>Line Field 2:</u>	<input type="text"/>
<u>Designated Agent Vendor:</u>	<input type="text"/>	<u>Line Field 3:</u>	<input type="text"/>
<u>Designated Agent Address Code:</u>	<input type="text"/>	<u>Line Field 4:</u>	<input type="text"/>
<u>Document Reference Type:</u>	<input type="text"/>	<u>Line Field 5:</u>	<input type="text"/>
<u>Referenced Document Number:</u>	<input type="text"/>	<u>Line Field 6:</u>	<input type="text"/>
<u>Document Reference Itemized Line Number:</u>	<input type="text"/>	<u>Line Field 7:</u>	<input type="text"/>
<u>Referenced Statement Number:</u>	<input type="text"/>	<u>Line Field 8:</u>	<input type="text"/>
<u>Reopen Bill:</u>	<input type="button" value="No"/>	<u>Line Field 9:</u>	<input type="text"/>
<u>Update To Unbilled:</u>	<input type="button" value="No"/>	<u>Line Field 10:</u>	<input type="text"/>
<u>Transfer Treasury Symbol:</u>	<input type="text"/>	<u>Line Description:</u>	<input type="text"/>
<u>Obligation Reference Document Type:</u>	<input type="text"/>	<u>Agency Code:</u>	<input type="text"/>
<u>Obligation Reference Document Number:</u>	<input type="text"/>	<u>Bureau:</u>	<input type="text"/>
<u>Obligation Reference Document Itemized Line Number:</u>	<input type="text"/>	<u>Agency Location Code:</u>	<input type="text"/>
<u>Obligation Reference Document Accounting Line Number:</u>	<input type="text"/>		
<u>Tender Type:</u>	<input type="text"/>		
<u>Check/Money Order:</u>	<input type="text"/>		
<u>Credit Card Number:</u>	<input type="text"/>		
<u>First Name:</u>	<input type="text"/>		
<u>Middle Initial:</u>	<input type="text"/>		
<u>Last Name:</u>	<input type="text"/>		
<u>Business Name:</u>	<input type="text"/>		

Exhibit 4-81: TRS Inbound Detail Staging Query Details – Pegasys Accounting Elements

Pegasys Accounting Elements

<u>Template:</u>	<input type="text"/>			
<u>BBFY:</u>	<u>EBFY:</u>	<u>Fund:</u>	<u>Region:</u>	<u>Org. Code:</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Program:</u>	<u>Project Code:</u>	<u>Activity:</u>	<u>Sub-Object Class:</u>	<u>Building #:</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Location/System:</u>	<u>Vehicle Tag #:</u>	<u>Work Item:</u>	<u>Lease #:</u>	<u>YBA:</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>BETC:</u>	<u>Cost Organization:</u>	<u>Cohort Year:</u>	<u>PRC:</u>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Exhibit 4-82: TRS Inbound Detail Staging Query Details – Staging Parent/Reference Line

The image contains two separate screenshots of a Pegasys 6.5 application interface. Both screenshots show tables with columns: Document Category, Document Type, Document Number, Accounting Line Number, and Parent Line Number.

Top Screenshot: Title is "TRS Inbound Staging Parent Lines". It shows a table with no records. Below the table is a navigation bar with buttons: View, Add, Remove, Sort..., and View as CSV. At the bottom is a page navigation bar with buttons: Page, Show, rows per page, and a message: "No records to view".

Bottom Screenshot: Title is "TRS Inbound Staging Reference Lines". It also shows a table with no records. Below the table is a navigation bar with buttons: View, Add, Remove, Sort..., and View as CSV. At the bottom is a page navigation bar with buttons: Page, Show, rows per page, and a message: "No records to view".

4.7.5.3 Execute a Query Using the TRS Inbound Detail Staging Query

The following steps describe how to execute a basic query using the TRS Inbound Detail Staging query.

Steps to Execute a Query

Notes:

Using the TRS Inbound Detail Staging Query:

1. Navigate to Queries=>Accounts Receivable=>Centralized Collection Services=>TRS Inbound Detail Staging Query.

The TRS Inbound Detail Staging query search criteria page is displayed.

This screenshot shows the search criteria page for the TRS Inbound Detail Staging Query. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. The 'Queries' menu is expanded, showing 'Accounts Receivable' and 'Centralized Collection Services'. 'Accounts Receivable' has several sub-options like 'Aged Receivables Query' and 'External Collections Reconciliation Query'. 'Centralized Collection Services' has sub-options like 'Centralized Collection Services Transaction Query' and 'Pav-nov Inbound Staging Query'. A red box highlights the 'Centralized Collection Services' menu item. On the left, there are various search criteria fields: 'Subsystem' (highlighted in yellow), 'Document Type', 'Document Num', 'Amendment Nu', 'Document Cat', 'From Accountin', 'To Accounting', 'From Date', 'To Date', 'Vendor Code', 'DUNS', 'Designated Agent - ALC', 'System ID', 'Search', and 'Clear'. A red box highlights the 'Centralized Collection Services Transaction Query' option. On the right, there are status filters: 'Document S Processed', 'Cancelled', 'Scheduled', 'Held', 'User ID', 'Security Obj', and 'Title/Contra'.

2. Enter the desired and appropriate search criteria in the TRS Collection query on the left: common criteria entered include Run Number, Reconciliation Status, From/To Date, etc.

Steps to Execute a Query**Notes:****Using the TRS Inbound Detail Staging Query:**

3. Select the **Search** button.

The screenshot shows the 'Search - TRS Inbound Detail Staging Query' page. It has several search criteria sections: 'Search Criteria' (Agency Location Code, Security Org, Run Number, Run Date, Last Modified), 'Parent' (Document Category, Document Type, Number, Item, Accounting), 'Record Status' (Parent TRS Record ID, Transaction Generated, Transaction Updated), and 'Reference' (Document Category, Document Type, Number, Item, Accounting). At the bottom left is a 'Search' button, which is highlighted with a red box.

Records are returned in the item collection.

The screenshot shows a table titled 'Summary' with columns: Agency Location Code, Run Number, Run Date, Security Org, Part, Record Amount, Record Status, User ID, Transaction Generated, Transaction Updated, and Parent TRS Record ID. The first row contains data: Agency Location Code 85, Run Number blank, Run Date blank, Security Org blank, Part blank, Record Amount \$0.00, Record Status blank, User ID blank, Transaction Generated No, Transaction Updated No, and Parent TRS Record ID blank. The second row contains data: Agency Location Code 66, Run Number blank, Run Date blank, Security Org blank, Part blank, Record Amount \$0.00, Record Status blank, User ID blank, Transaction Generated No, Transaction Updated No, and Parent TRS Record ID blank. The third row contains data: Agency Location Code 66, Run Number blank, Run Date blank, Security Org blank, Part blank, Record Amount \$0.00, Record Status blank, User ID blank, Transaction Generated No, Transaction Updated No, and Parent TRS Record ID blank. The fourth row contains data: Agency Location Code 66, Run Number blank, Run Date blank, Security Org blank, Part blank, Record Amount \$0.00, Record Status blank, User ID blank, Transaction Generated No, Transaction Updated No, and Parent TRS Record ID blank. The fifth row contains data: Agency Location Code 66, Run Number blank, Run Date blank, Security Org blank, Part blank, Record Amount \$0.00, Record Status blank, User ID blank, Transaction Generated No, Transaction Updated No, and Parent TRS Record ID blank. The sixth row contains data: Agency Location Code 66, Run Number blank, Run Date blank, Security Org blank, Part blank, Record Amount \$0.00, Record Status blank, User ID blank, Transaction Generated No, Transaction Updated No, and Parent TRS Record ID blank. The seventh row contains data: Agency Location Code 66, Run Number blank, Run Date blank, Security Org blank, Part blank, Record Amount \$0.00, Record Status blank, User ID blank, Transaction Generated No, Transaction Updated No, and Parent TRS Record ID blank. The eighth row contains data: Agency Location Code 66, Run Number blank, Run Date blank, Security Org blank, Part blank, Record Amount \$0.00, Record Status blank, User ID blank, Transaction Generated No, Transaction Updated No, and Parent TRS Record ID blank. The ninth row contains data: Agency Location Code 66, Run Number blank, Run Date blank, Security Org blank, Part blank, Record Amount \$0.00, Record Status blank, User ID blank, Transaction Generated No, Transaction Updated No, and Parent TRS Record ID blank. The tenth row contains data: Agency Location Code 66, Run Number blank, Run Date blank, Security Org blank, Part blank, Record Amount \$0.00, Record Status blank, User ID blank, Transaction Generated No, Transaction Updated No, and Parent TRS Record ID blank. The top row of buttons (Details, Replace Values, Sort.., View as CSV) is highlighted with a red box.

Note: The GSA 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

Notes:

Using the TRS Inbound Detail Staging Query:

4. 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
	57					\$0.00		No	No		
10	57					\$0.00		No	No		
	57					\$0.00		No	No		
	48					\$0.00		No	No		
	57					\$0.00		No	No		
	48					\$0.00		No	No		
	57					\$0.00		No	No		
	62					\$0.00		No	No		
	48					\$0.00		No	No		
	57					\$0.00		No	No		

The TRS Inbound Detail Staging Query is displayed.

5. 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:

1. General.
2. Pegasys General Elements.
3. Pegasys Accounting Elements.
4. Parent/Reference Lines.

Agency Location Code:	<input type="text"/>
Inbound Run Number:	<input type="text" value="62"/>
Inbound Run Date:	<input type="text"/>
Security Org:	<input type="text"/>
Part:	<input type="text"/>
Record Amount:	<input type="text" value="\$0.00"/>
Record Status:	<input type="text"/>
User ID:	<input type="text"/>
Transaction Generated:	<input type="checkbox"/>
Transaction Updated:	<input type="checkbox"/>
Parent TRS Record ID:	<input type="text"/>

Steps to Execute a Query**Notes:****Using the TRS Inbound Detail Staging Query:**

Pegasys General Elements

Document Type:	Document Number:	Public Law Number:
Document Title:	Asset Number:	Authorization Code:
Document/Receipt Date:	Authorization Amount:	Authorization Date:
Accounting Period:	Expiration Date:	
Accomplished Date:		
Deposit Number:	142668	Card Type:
Debit Voucher Number:		Transaction Source:
Post Code:		Billing Address Line 1:
Overreas Cashier Code:		Billing Address Line 2:
Disbursing Office:		Billing Address City:
Sender Disbursing Office:		Billing Address State:
Agency DUNS Number:		Billing Address Zip:
Agency DUNS=4:		Billing Address Country:
Batch Number:		Bank ABA Number:
Receipt/Payment Total Amount:		Bank Name:
System ID:		Bank Account Number:
External System Document Number:		Bank Account Type:
Input System:		ACH Transaction Code:
Header Field 1:		Application Name:
Header Field 2:		Form ID:
Header Field 3:		Agency Tracking ID:
Header Field 4:		Tracking ID:
Header Field 5:		Agreement Number:
Header Field 6:		Agreement Line Number:
Header Field 7:		Debt Account Number:
Header Field 8:		Debt Account Line Number:
Header Field 9:		Depository Line Number:
Header Field 10:		Paves Line Number:
Header Description:		Contracts Number:

Pegasys Accounting Elements

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

TRS Inbound Staging Parent Lines

Document Category	Document Type	Document Number	Accounting Line Number	Parent Line Number
No records to view				

TRS Inbound Staging Reference Lines

Document Category	Document Type	Document Number	Accounting Line Number	Parent Line Number	Statement Number	Reference Amount
No records to view						

Steps to Execute a Query**Notes:*****Using the TRS Inbound Detail Staging Query:***

Note: The GSA user may choose to review parent/reference lines.

The user can select:

- **View** parent/reference lines.
- **Add** parent/reference lines.
- **Remove** parent/reference lines.

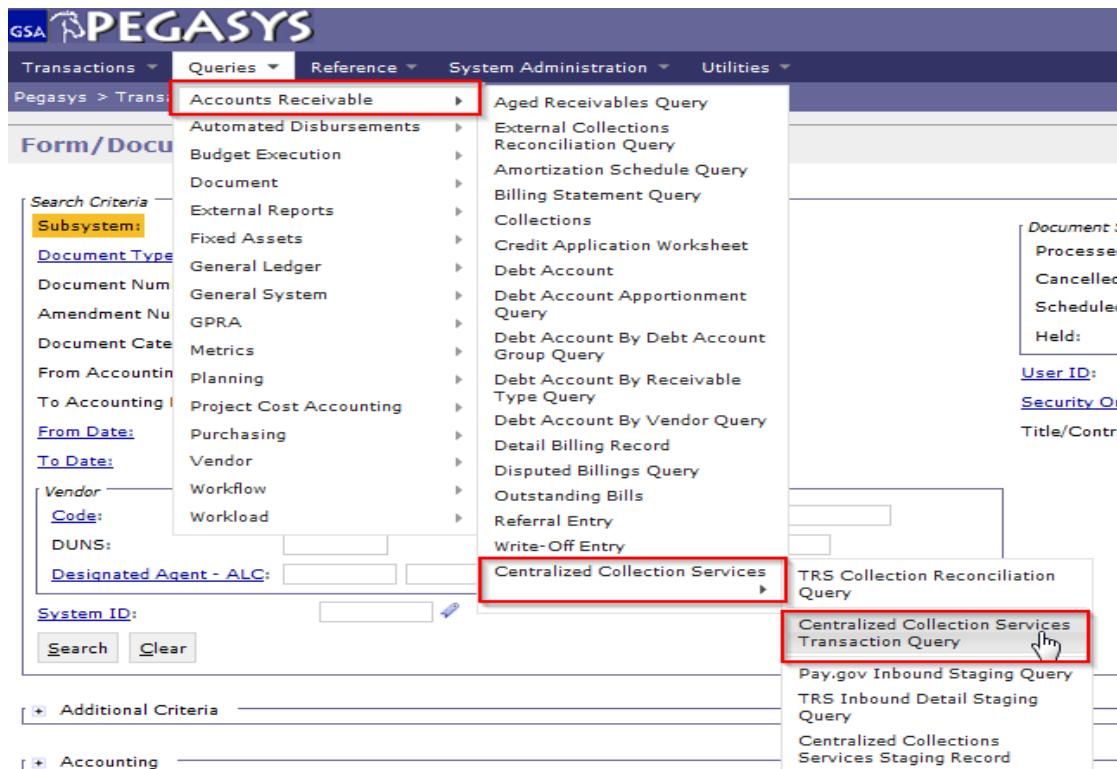
4.7.6 Centralized Collection Services Transaction Query

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 4-83: Navigate to Centralized Collection Services Transaction Query


4.7.6.1 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 4-84: Centralized Collection Services Transaction Query – Search Criteria

The screenshot shows a search interface for centralized collection services transactions. It is organized into several sections:

- Search Criteria:** Includes fields for Agency Tracking Id, Summary Agency Tracking Id, Centralized Collection Services Type, Status, and Agency Id/Merchant Id.
- Document:** Includes fields for Document Category, Type, Number, Item, Accounting, and Referenced Statement Number.
- Vendor:** Includes fields for Address Code and Name.
- Status Dates:** Includes fields for Submission Date (From: To:), Approval Date (From: To:), Confirmation Date (From: To:), Staging Date (From: To:), Authorization Date (From: To:), Reject Date (From: To:), and Reconciled (checkbox).

The screenshot shows a form titled "Credit Card Information" with fields for Card Type, Authorization Amount, Transaction Source, Destination, Bank Charge Indicator, Reject Reason Code, File Submission ID, and Batch Sequence Number. Below this is the "Authorization Date" section with "From:" and "To:" date pickers. The "ACH Information" section includes fields for Bank Account Type and ACH Transaction Code. The "Pay.gov Information" section contains fields for Application Name, Form Id, Tracking Id, and Agency Location Code. At the bottom are buttons for "Search", "Unlimited Search", and "Clear".

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 GSA 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 4-85: Centralized Collection Services Transaction Query – Item Collection

Agency Merchant Id	Summary Agency Tracking Id	Centralized Collection Services Type	Status	Document Category	Document Type	Document Number	Parent Line Number	Referenced Line Statement Number	Cancelled	Amount	External System Amount	Fiscal Year	Partition	Security Org	Currency Code	Vendor Code	Address Code	Name	Agreement Number	Type of Transaction	Payment Type	Agency Location Code	Application Name	Form Id	Tracking Id	Card Type	Bank Charge Indicator	Transaction Source	Destination
011492488	0311300000	Bank Credit Card	IP - Staged Remained Payment	CP6	CP62013021200010		1	No	\$50.00	\$0.00	2013	ARPEG	USD	USD	004000	004000	WASTE MANAGEMENT OF FLORIDA	Refund	Credit Card			VISA			04200031				
011492488	0311300000	Bank Credit Card	IP - Staged Remained Payment	CP6	CP62013031300000		1	No	\$50.00	\$0.00	2013	ARPEG	USD	USD	004000	004000	WASTE MANAGEMENT OF FLORIDA	Refund	Credit Card			VISA			04200031				

4.7.6.2 Centralized Collection Services Transaction Query Details

From the Centralized Collection Services Transaction Query detail page, the GSA 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 4-86: Centralized Collection Services Transaction Detail Section

Centralized Collection Services Transaction [History](#)

[View Document](#) [Correct Document](#) [Amend Document](#)

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

General

Agency Tracking Id:	02121300000	Status:	Staged
Summary Agency Tracking Id:		Agency Id/Merchant Id:	011492488
Centralized Collection Services Type:	Bank Credit Card		

Document

Document Category:	IP - Itemized Payment		
Type:	Number:	Item:	Accounting:
CP6	CP6201302120003	0	1
Referenced Statement Number:			

Cancelled:

Amount: \$50.00 Partition:

External System Amount: \$0.00 Security Org: ARPEG

Currency Code: USD Type of Transaction: Refund

Fiscal Year: 2013 Payment Type: Credit Card

Agreement Number:

Vendor

Address Code:	004000	004000
Name:	WASTE MANAGEMENT	

Status Dates

Submission Date:	Approval Date:	Confirmation Date:
Staging Date:	02/15/2013	Authorization Date:
Reconciled:	Yes	Reject Date:

Credit Card Information

Card Type:	VISA	Bank Charge Indicator:
Credit Card Authorization Date:		Reject Reason Code:
Authorization Amount:		File Submission ID:
Transaction Source:		Batch Sequence Number:
Destination:	04200031	

ACH Information

Bank Account Type:	ACH Transaction Code:
--------------------	-----------------------

Pay.gov Information

Application Name:	Form Id:
Tracking Id:	Agency Location Code:

[Return to Top](#)

Document Reference

Type:	Number:	Accounting:
CH6	CH6201302070007	1

[Return to Top](#)

The GSA user can navigate to the History tab to review the detailed history for each CCS Transaction record.

Exhibit 4-87: Centralized Collection Services Transaction History Section

Centralized Collection Services Transaction		History																			
Display 10 <input type="button" value="Items"/> 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	External System Amount	Fiscal Year	Partition	Security Org	Currency Code	Currency Code	Vendor Code	Address Code	Name
011492488		02121300000	Bank Credit Card	Not Submitted	IP - Itemized Payment	CP6	CP6201302120003 0		1	No	\$50.00	\$0.00	2013		ARPEG	USD	USD	004000	004000	WASTE MANAGEMENT OF FLORIDA	
011492488		02121300000	Bank Credit Card	Staged	IP - Itemized Payment	CP6	CP6201302120003 0		1	No	\$50.00	\$0.00	2013		ARPEG	USD	USD	004000	004000	WASTE MANAGEMENT OF FLORIDA	
011492488		02121300000	Bank Credit Card	Not Submitted	IP - Itemized Payment	CP6	CP6201302120003 0		1	No	\$50.00	\$0.00	2013		ARPEG	USD	USD	004000	004000	WASTE MANAGEMENT OF FLORIDA	

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

General

Agency Tracking Id:	02121300000	Status:	Not Submitted
Summary Agency Tracking Id:		Agency Id/Merchant Id:	011492488
Centralized Collection Services Type:	Bank Credit Card		

Document

Document Category:	IP - Itemized Payment		
Type:	Number:	Item:	Accounting:
CP6	CP6201302120003	0	1
Referenced Statement Number:			

Cancelled:

Amount:	\$50.00	Partition:	
External System Amount:	\$0.00	Security Org:	ARPEG
Currency Code:	USD	Type of Transaction:	Refund
Fiscal Year:	2013	Payment Type:	Credit Card
Agreement Number:			

Vendor

Address Code:	004000	004000
Name:	WASTE MANAGEMENT	

Status Dates

Submission Date:	Approval Date:	Confirmation Date:
Staging Date:	Authorization Date:	Reject Date:
Remanded: <input type="checkbox"/>		

4.7.6.3 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**Notes:****Using the TRS Collection Reconciliation Query:**

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"/>
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"/>			
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
011492488		Bank Credit Card	Not Submitted Receipt	CR - Cash	CC6	CC620121127009 0	1	C0000003	No	\$1,000.00	\$0.00	2013		

Steps to Execute a Query

Notes:

Using the TRS Collection Reconciliation Query:

- Select the Centralized Collection Services record from the item collection and select Details.

Centralized Collection Services Transaction																			
Centralized Collection Services Transaction																			
Centralized Collection Services Transaction																			
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	Partition	Security Org	Currency Code	Vendor Code	Address Code
D 011492488	02121300000	Bank Credit Card	Staged Itemized Payment	IP - Payment	CP6	CP6201302120003 0		1		No	\$50.00	\$0.00	2013		ARPEG	USD	USD	004000	004000 WASTE MANAGEMENT OF FLORIDA
E 011492488	03131300000	Bank Credit Card	Staged Itemized Payment	IP - Payment	CP6	CP6201303130001 0		1		No	\$50.00	\$0.00	2013		ARPEG	USD	USD	004000	004000 WASTE MANAGEMENT OF FLORIDA

- 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](#)

General

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"/>		
Document			
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"/>		
Vendor			
Address Code:	140000000	00001	<input type="text"/>
Name:	<input type="text" value="Department of the Inte"/>		

Steps to Execute a Query**Notes:****Using the TRS Collection Reconciliation Query:**

Status Dates		
Submission Date:	Approval Date:	Confirmation Date:
Staging Date:	Authorization Date:	Reject Date:
Reconciled: Yes		
Credit Card Information		
Card Type:	MSCD	Bank Charge Indicator:
Credit Card Authorization Date:	02/21/2013	Reject Reason Code:
Authorization Amount:	\$1,000.00	File Submission ID:
Transaction Source:	External Batch	Batch Sequence Number:
Destination:	04200031	
ACH Information		
Bank Account Type:	ACH Transaction Code:	
Pay.gov Information		
Application Name:	Form Id:	
Tracking Id:	Agency Location Code:	
Return to Top		
Document Reference		
Type: GMS	Number: GMSC0000003-298	Accounting: 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 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"/> Summary Agency Tracking Id: <input type="text"/> Centralized Collection Services Type: <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"/>														

Steps to Execute a Query***Notes:******Using the TRS Collection Reconciliation Query:***

7. 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.

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: Status:

Summary Agency Tracking Id: Agency Id/Merchant Id:

Centralized Collection Services Type:

Document Category:

Document

Type:	Number:	Item:	Accounting:
CC6	CC6201211270009	0	1

Referenced Statement Number:

Cancelled:

Amount: Partition:

External System Amount: Security Org:

Currency Code: Type of Transaction:

4.7.7 Centralized Collection Services Staging Record Query

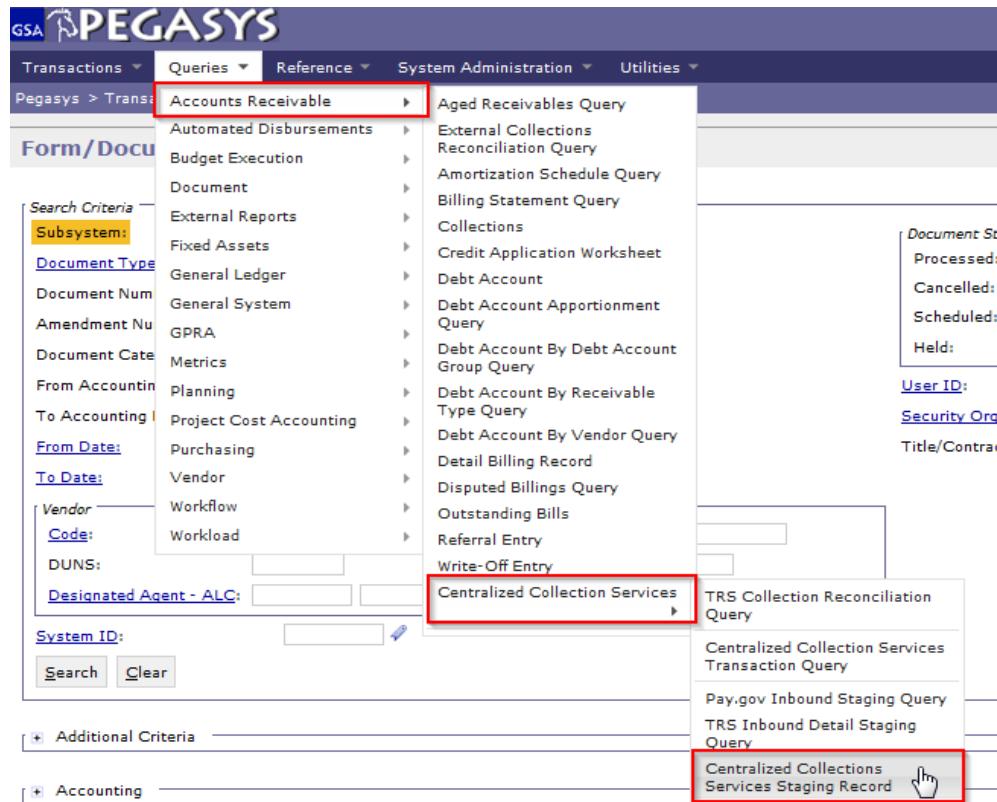
The Centralized Collections Services Staging Record query allows the user to search and optionally update information on the Centralized Collections Services Staging Record query before the Centralized Collections Services Outbound process is executed to create a Credit Card file. Centralized Collections 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 4-88: Navigate to Centralized Collection Services Staging Record Query

4.7.7.1 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 4-89: Centralized Collection Services Staging Record Query – Search Criteria

Search - Centralized Collections Services Staging

Search Criteria

Agency ID/Merchant ID: 

Run Number:

Run Date From:

Run Date To:

Security Org: 

Error During Crosswalk:

Modification Made:

File Generated:

[+] 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 4-90: 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 [x]																	
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	Order Date	Transaction Identifier	Cardholder	Customer Name	Customer Code	Destination Zip	Billing Address	Billing State	Billing Zip			
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			
011492488	2	03/13/2013	ARPEG	No	No	No		5478				03121300000		06	\$50.00												

4.7.7.2 Centralized Collection Services Staging Record Query Details

The Centralized Collections Services Staging Record Query 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 GSA 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 4-91: Centralized Collection Services Staging Query Staging Record – General Section

Centralized Collections Services Staging Query Staging Record	Centralized Collections Services Staging Detail
Expand All Collapse All	
<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 Made: <input type="checkbox"/></p> <p>File Generated: <input type="checkbox"/></p>	
Return to Top	

Exhibit 4-92: Centralized Collection Services Staging Query Staging Record – Pegasys General Elements Section

Pegasys General Elements

Header			
Document Type:	CP6	Disbursing Office:	X0109
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:	
Tender Type:		Invoice Number:	
Check/Money Order:		Customer Account:	
Credit Card Number:	5478	Invoice Date:	
First Name:		Amortization Schedule:	
Middle Initial:		Fedcode/Customer Fund Code/Record Type (SIFT):	
Last Name:		Line Field 2:	
Business Name:		Order Number:	
Authorization Code:		Product Code:	
Authorization Amount:		Customer Code:	
Authorization Date:		FAS PO Number:	
Expiration Date:		TD Code/Transaction Code:	
Card Type:	V	Agency Code:	047
Transaction Source:		Bureau:	00
Billing Address Line 1:		Agency Location Code:	
Billing Address Line 2:		Line Description:	
Billing Address City:			
Billing Address State:			
Billing Address Zip:			
Billing Address Country:			

Exhibit 4-93: Centralized Collection Services Staging Query Staging Record – Pegasys Accounting Elements Section

Pegasys Accounting Elements

Template: 2013-11-455F-F11Y0000-FE32-FE114

BBFY:	EBFY:	Fund:	Region:	Org Code:
2013		455F	11	F11Y0000
Program:	Project Code:	Activity:	Sub-Object Class:	Building #:
FE32		FE114		
Location/System:	Vehicle Tag #:	Work Item:	Lease #:	YBA:
				2013
BETC:	Cost Organization:	Cohort Year:	PRC:	
Return to Top				

Exhibit 4-94: 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:	
Credit Card Number:	5478	Merchant ID:		Commodity Code:	
Expiration Date:	01/10/2017	Transaction Identifier:		Commodity Name:	
Authorization Code:		Cardholder:	Dummy Name	Quantity:	
Authorization Amount:		Customer Name:	Bob	Unit Price Amount:	
Draft Locator Number:	02121300000	Customer Code:		Unit:	
Mail/Phone Indicator:	1	Destination Zip:	93305		
Purchase Type:	06	Billing Address:	123 Cherry st	Billing State:	CA
Transaction Amount:	\$50.00	Billing Zip:	93305		

Credit Card Additional File Elements

Memo Report Indicator:		Sales Tax Collected ID:	
Transaction Date Day:	02/15/2013	Sales Tax Amount (MC):	
Code identifying the Authorization Number:		Freight Amount:	
POS Terminal Capability:	9	Duty Amount:	
POS Entry Mode:	01	National Tax Collected Indicator (MC):	
Cardholder ID Method:		National Tax Amount (MC):	
AVS Response Code:		Ship from Postal Code:	
Purchase Identifier:		Tax Exempt Indicator:	
Purchase Type:		Destination Country Code:	
Sales Tax Collected Indicator:		Merchant Reference Number:	
Sales Tax Amount (VISA):		Product Code (MC):	
National Tax Collected Indicator (VISA):		Extended Item Amount:	50
National Tax Amount (VISA):		Extended Item Amount Sign:	D
Other Tax:		Extended Item Amount Net Gross Indicator:	
Product Code (VISA):		Discount Indicator:	
Discount Line Item:		Discount Amount:	
Line Item Total:	50		

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The Centralized Collection Services Staging Detail tab allows the GSA user to review the detail information associated to each CCS Transaction record.

Exhibit 4-95: Centralized Collection Services Staging Detail Tab

Centralized Collections Services Staging Query Staging Record										Centralized Collections Services Staging Detail									
Display <input type="button" value="10"/> <input type="checkbox"/> Items <input type="button" value="View as CSV"/> <input type="button" value="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>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>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>																			

4.7.7.3 Centralized Collection Services Staging Record Query – GSA User Defined Search Criteria Field Descriptions

This section reviews the GSA User Defined fields on the Centralized Collection Services Staging Record Query. User Defined fields provide GSA with a flexible means of configuring and utilizing specific business fields that are important to their business processes. The below table defines the GSA User Defined Fields on the Centralized Collection Services Staging Record Query.

The listing of GSA User Defined fields on the CCS Staging Query is available at [Appendix: Centralized Collection Services Staging Record–GSA User Defined Search Fields and Form Definitions](#)

4.7.7.4 Execute a Query Using the Centralized Collection Services Staging Record Query

Steps to Execute a Query

Notes:

Using the Centralized Collection Services Staging Record:

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 shows a web-based search interface titled "Search - Centralized Collections Services Staging". The main section is labeled "Search Criteria" and contains the following fields:

- Agency ID/Merchant ID: [text input field]
- Run Number: [text input field]
- Run Date From: [text input field]
- Run Date To: [text input field]
- Security Org: [text input field]
- Error During Crosswalk: [dropdown menu]
- Modification Made: [dropdown menu]
- File Generated: [dropdown menu]

Below the search criteria are three expandable sections:

- + Pegasys General Elements
- + Pegasys Accounting Elements
- + Credit Card General File Elements

At the bottom left of the search criteria section are two buttons: "Search" and "Clear".

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

Notes:

Using the Centralized Collection Services Staging Record:

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.

<input type="checkbox"/>	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 checked="" type="checkbox"/>	011492488	1	02/15/2013	ARPEG	No	No	No	Visa	5478	01/10/2017			02121300000
<input type="checkbox"/>	011492488	2	03/13/2013	ARPEG	No	No	No		5478				03131300000

Note: The GSA 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**.

<input type="checkbox"/>	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 checked="" type="checkbox"/>	011492488	1	02/15/2013	ARPEG	No	No	No	Visa	5478	01/10/2017			02121300000
<input type="checkbox"/>	011492488	2	03/13/2013	ARPEG	No	No	No		5478				03131300000

Go to top of page

Steps to Execute a Query**Notes:****Using the Centralized Collection Services Staging Record:**

The Centralized Collection Services Staging Query Staging Record page is displayed.

Note: The GSA 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***Notes:******Using the Centralized Collection Services Staging Record:***

5. Navigate to the Centralized Collection Services Staging Detail page and review any records if desired.

4.7.8 Apply Collections

Collections can be received by GSA via the following interface processes: Lockbox, IPAC, TRS (Pay.gov, Revenue Credit Card, and ACH), DoD Interfund, and Contract Fees. Lockbox, Pay.gov, and IPAC collections may be sent to the Finance regions directly from the customer with or without the customer providing a reference to a bill. When such collections are received, they may need to be applied to an outstanding bill. Collections that cannot find a bill 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 because it is missing or has an incorrect billing document reference and in some scenarios the collection amount is for more than the bill amount. In some cases, collections will need to be processed in Pegasys without a bill reference.

4.7.8.1 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.

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 form is titled 'Collections Query' and contains several search criteria sections:

- Document**: Includes fields for 'Type' (with a yellow highlight), 'Number', and 'Accounting'.
- Related Statement Number**: A field for entering a related statement number.
- Referenced Statement Number**: A field for entering a referenced statement number.
- Document Status**: Includes checkboxes for 'Processed', 'Cancelled', and 'Scheduled' status types.
- Accounting Line Amount**: Fields for 'From' and 'To' dates.
- Receipt Date**: Fields for 'From' and 'To' dates.
- Accomplish Date**: Fields for 'From' and 'To' dates.
- User ID**: A field for entering a user ID.
- Business Line**: A field for entering a business line.
- Line Type**: Includes checkboxes for various line types: Advance Payment, Advance Offset, Debit Voucher - Advance, Debit Voucher - Normal, Credit Application, Normal, Receivable Offset, Travel Advance Offset, Write Off, and Credit Reduction.
- Buttons**: 'Search' and 'Clear' buttons.
- Expandable Sections**: Buttons for '+ Additional Criteria', '+ Vendor', '+ Header Field - User Defined Fields', '+ Accounting Line - User Defined Fields', and '+ Accounting Dimensions'.

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="Number: 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
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="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"/> 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

Steps to Apply Collections Using the Collections Query:

Notes:

The form/document 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:	L6F R6 Fleet Lockbox CR (4)	Receipt Date:	02/10/2011
Deposit Number:	L6F201102100008	Accounting Period:	05/2011
Status:	HELD	Reporting Accounting Period:	05/2011
Document Number:	L6F201102100008	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:	02/10/2011
Post Code:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Overseas Cashier Code:	<input type="text"/>		
Disbursing Office:	GS127		
Sender's Disbursing Office:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		

FIFO Liquidation Worksheet

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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.

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"/>	Agreement Number: <input type="text"/>
* Collection Amount: <input type="text"/>	Agreement Line Number: <input type="text"/>
Document Category	
* Document Category: <input type="text"/>	
Debt Account	
Debt Account Number: <input type="text"/>	
Debt Account Line Number: <input type="text"/>	
Other Items	
BD Line Type: <input type="text"/>	
Query Clear	

+ Accounting Elements

- Add to All CR Lines

Tender Type	Credit Card Information
Tender Type: <input type="text"/>	Credit Card Number: <input type="text"/>
Check/Money Order Number: <input type="text"/>	Cardholder Name: <input type="text"/>
	Authorization Code: <input type="text"/>
	Expiration Date: <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"/> 897009 <input type="text"/> 897009	Agreement Number: <input type="text"/>
* Collection Amount: \$100.00	Agreement Line Number: <input type="text"/>
Document Category	
* Document Category: Billing Document <input type="text"/>	
Debt Appeal/Forbearance	
Debt Appeal/Forbearance Indicator: No <input type="text"/>	
Other Items	
BD Line Type: Normal <input type="text"/>	
Query Clear	

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.

	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	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 ►											
	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.

i 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 checked="" 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.

Item: 1 2

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

General

Line Number:	2	* Receivable Type:	FLNI		<input type="checkbox"/> 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:	Administrative		
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	Start Date: 08/01/2012 End Date: 08/31/2012				
	Source Number: FLT8970092012				
	* Business Line: FLEET				
	Related Statement Number: <input type="text"/>				

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"/>	Vendor Address Code: <input type="text"/> <input type="text"/>
Document Type: <input type="text"/>	Billed Amount From Amount: <input type="text"/> To Amount: <input type="text"/>
Document Number: <input type="text"/>	Outstanding Amount From Amount: <input type="text"/> To Amount: <input type="text"/>
Title: <input type="text"/>	Outstanding Credit Amount From Amount: <input type="text"/> To Amount: <input type="text"/>
Billing Reference Number: <input type="text"/>	Total Credit Amount From Amount: <input type="text"/> To Amount: <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 From Date: <input type="text"/> To Date: <input type="text"/>	Business Line: <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"/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

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"/>	Vendor Address Code: <input type="text"/> 897009 <input type="text"/>
Document Type: <input type="text"/>	Billed Amount From Amount: <input type="text"/> To Amount: <input type="text"/>
Document Number: <input type="text"/>	Outstanding Amount From Amount: <input type="text"/> To Amount: <input type="text"/>
Title: <input type="text"/>	Outstanding Credit Amount From Amount: <input type="text"/> To Amount: <input type="text"/>
Billing Reference Number: <input type="text"/>	Total Credit Amount From Amount: <input type="text"/> To Amount: <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 From Date: <input type="text"/> To Date: <input type="text"/>	Business Line: <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"/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

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.)

Document Reference

Type: FDN	Number: FDNF0002289-001	Item: 0	Accounting: 1	Final: <input type="checkbox"/>	Default
Reprint Bill: <input type="checkbox"/>		Referenced Statement Number: F0002289			
Reopen Bill: <input type="checkbox"/>		Update To Unbilled: <input type="checkbox"/>		Apply	

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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.



	Original	Change	Current
Principal Amount:	\$720.16	\$0.00	\$720.16
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
Receipt Total:	\$720.16	\$0.00	\$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.



Form L6F201102100008 was submitted for processing successfully.

4.7.8.2 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**Notes****Cash Receipt (CR) Form (Non-IPAC/Normal Line):**

1. Navigate to Transactions=>Accounts Receivable=>New=>Cash Receipt.

The New Cash Receipt page is displayed.

The screenshot shows a web-based form titled 'New Cash Receipt'. At the top, there are three buttons: '< Back', 'Finish', and 'Cancel'. Below the title, there are several input fields:

- '* Document Type': A dropdown menu with 'CH6' selected, highlighted by a red border.
- 'Document Number Format': A dropdown menu with 'R6 Check Manual CR' selected, also highlighted by a red border.
- 'Document Number Prefix': An input field containing a placeholder value.
- '* Document Number': An input field where a user can type or generate a document number. There is a 'Generate' button next to it.
- 'Security Org': An input field.
- 'Title': An input field.
- 'Copy Document' section: A group of radio buttons for 'None', 'Copy From', and 'Copy Forward'. 'None' is selected.
- 'File': An input field for selecting a file, 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.

This screenshot shows the same 'New Cash Receipt' form as above, but with a red rectangular box highlighting the 'Document Type' field. The field contains 'CH6' and has a red asterisk to its left, indicating it is a required field.

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC/Normal Line):

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' interface. At the top, there is a dropdown menu labeled 'Document Type' with 'CH6' selected. To the right of the dropdown are two buttons: 'R6 Check Manual CR' and a pencil icon. Below this, there is a section for 'Document Number Format' with a pencil icon and a 'Document Number Prefix' input field. The 'Document Number' field contains the value 'CH6201304050001'. To the right of this field is a red-bordered 'Generate' button. Further down, there are fields for 'Security Org' and 'Title', each with a pencil icon. A 'Copy Document' section follows, containing three radio buttons: 'None' (selected), 'Copy From', and 'Copy Forward'. At the bottom, there is a 'File' input field with a 'Browse...' button to its right.

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**Notes****Cash Receipt (CR) Form (Non-IPAC/Normal Line):**

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 this, the title 'New Cash Receipt' is displayed. The 'Copy Document' section contains the following fields:

- * **Document Type:** CH6 (highlighted with a red box)
- R6 Check Manual CR** (checkbox)
- Document Number Format:** (button with edit icon)
- Document Number Prefix:** (text input field)
- Document Number:** CH6201304050001
- Generate** (button)
- Security Org:** (text input field)
- Title:** (text input field)
- Copy Document** (group box):
 - None
 - Copy From
 - Copy Forward
- File:** (text input field) **Browse...** (button)

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. The 'Search Criteria' section includes the following fields:

- Document Type:** GMN (highlighted with a red box)
- GS-FAIM Manual Non-IP** (highlighted with a red box)
- From Accounting Period:** (text input field)
- To Accounting Period:** (text input field)
- Document Number:** GMNE0000017-516 (highlighted with a red box)
- From Date:** (text input field)
- To Date:** (text input field)
- Document Status:** (dropdown menu)
- User ID:** (text input field)
- Title:** (text input field)
- Vendor:** (text input field)
- Search** (button, highlighted with a red box)

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC/Normal Line):

- Select the BD to copy from the item collection and select the **Finish** button.

	Document Category	Document Type	Document Number	Document Date	Title	Document Status	User ID
	BD	GMN	GMNE0000017-516	12/27/2012	KMA 09.41	Processed	allroles135

The Header page is displayed.

Steps to Create an Accounts Receivable**Notes****Cash Receipt (CR) Form (Non-IPAC/Normal Line):**

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														
<table border="1"> <tr> <td>Accounting Line</td> <td>Charge Lines</td> <td>Articles</td> <td>Associated Spending</td> <td colspan="3"></td> </tr> <tr> <td>Add</td> <td>Copy</td> <td>Copy Forward</td> <td>Remove</td> <td>Reset</td> <td>Replace</td> <td>Display 10 Items View as CSV Sort...</td> </tr> </table>						Accounting Line	Charge Lines	Articles	Associated Spending				Add	Copy	Copy Forward	Remove	Reset	Replace	Display 10 Items View as CSV Sort...
Accounting Line	Charge Lines	Articles	Associated Spending																
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				
<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: 1px solid #ccc; padding: 5px;"> <p><input type="checkbox"/> General</p> <table> <tr> <td>Line Number:</td> <td>1</td> <td>* <u>Receivable Type:</u> SUNI <input type="button" value="Default"/></td> </tr> <tr> <td>Line Type:</td> <td>Normal</td> <td>Record Type: PR</td> </tr> <tr> <td><u>Transaction Type:</u></td> <td><input type="text"/></td> <td>Offset Type: <input type="button" value=""/></td> </tr> <tr> <td><u>Write Off Reason:</u></td> <td><input type="text"/></td> <td>TROR Classification: Administrative</td> </tr> <tr> <td><u>Confirmation Date:</u></td> <td><input type="text"/></td> <td>TROR Collection Type: <input type="button" value=""/></td> </tr> <tr> <td>Calculate Charge Amount:</td> <td>Manual Entry</td> <td>SF-224 Reclassification: <input type="checkbox"/></td> </tr> <tr> <td><u>Period of Performance</u></td> <td colspan="3"></td> </tr> <tr> <td>Start Date:</td> <td>12/05/2012</td> <td>End Date:</td> <td>12/05/2012</td> </tr> <tr> <td colspan="4"> <u>Source Number:</u> <input type="text"/> * <u>Business Line:</u> SUPPLY <input type="button" value=""/> <u>Related Statement Number:</u> <input type="text"/> </td> </tr> </table> </div>				Line Number:	1	* <u>Receivable Type:</u> SUNI <input type="button" value="Default"/>	Line Type:	Normal	Record Type: PR	<u>Transaction Type:</u>	<input type="text"/>	Offset Type: <input type="button" value=""/>	<u>Write Off Reason:</u>	<input type="text"/>	TROR Classification: Administrative	<u>Confirmation Date:</u>	<input type="text"/>	TROR Collection Type: <input type="button" value=""/>	Calculate Charge Amount:	Manual Entry	SF-224 Reclassification: <input type="checkbox"/>	<u>Period of Performance</u>				Start Date:	12/05/2012	End Date:	12/05/2012	<u>Source Number:</u> <input type="text"/> * <u>Business Line:</u> SUPPLY <input type="button" value=""/> <u>Related Statement Number:</u> <input type="text"/>			
Line Number:	1	* <u>Receivable Type:</u> SUNI <input type="button" value="Default"/>																															
Line Type:	Normal	Record Type: PR																															
<u>Transaction Type:</u>	<input type="text"/>	Offset Type: <input type="button" value=""/>																															
<u>Write Off Reason:</u>	<input type="text"/>	TROR Classification: Administrative																															
<u>Confirmation Date:</u>	<input type="text"/>	TROR Collection Type: <input type="button" value=""/>																															
Calculate Charge Amount:	Manual Entry	SF-224 Reclassification: <input type="checkbox"/>																															
<u>Period of Performance</u>																																	
Start Date:	12/05/2012	End Date:	12/05/2012																														
<u>Source Number:</u> <input type="text"/> * <u>Business Line:</u> SUPPLY <input type="button" value=""/> <u>Related Statement Number:</u> <input type="text"/>																																	
Return to Top																																	

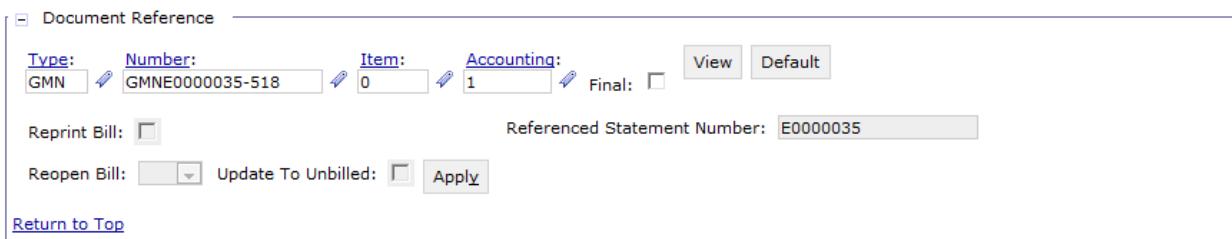
Steps to Create an Accounts Receivable**Notes****Cash Receipt (CR) Form (Non-IPAC/Normal Line):**

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.*



Type: GMN Number: GMNE0000035-518 Item: 0 Accounting: 1 Final:

Reprint Bill: Referenced Statement Number: E0000035

Reopen Bill: Update To Unbilled: 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.



Principal Amount: \$100.00

Interest Amount: \$0.00

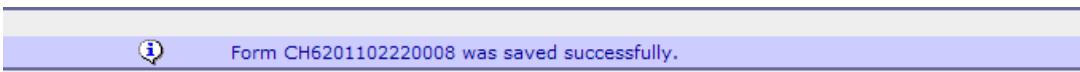
Admin Charges Amount: \$0.00

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**Notes***Cash Receipt (CR) Form (Non-IPAC/Normal 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. 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.

4.7.8.3 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.

*Steps to Create an Accounts Receivable**Notes***Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:**

1. Navigate to Transactions=>Accounts Receivable=>New=>Cash Receipt.

The New Cash Receipt page is displayed.

The screenshot shows the 'New Cash Receipt' form interface. At the top, there are buttons for Back, Finish, and Cancel. The main area contains several input fields and dropdown menus. Required fields are marked with an asterisk (*). The 'Document Type' field is a dropdown menu. The 'Document Number Format' section includes a 'Document Number Prefix' input field. The 'Document Number' field is required and includes a 'Generate' button. The 'Security Org' field is a dropdown menu. The 'Title' field is an input field. The 'Copy Document' section has three radio button options: 'None' (selected), 'Copy From', and 'Copy Forward'. Below this is a 'File' input field with a 'Browse...' button.

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:

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.

* Document Type:

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:

Document Number Format:

Document Number Prefix:

* Document Number:

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

*Steps to Create an Accounts Receivable**Notes***Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:**

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	<u>From Accounting Period:</u> <input type="text"/>
<u>Document Number:</u> CH7201201200039	<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> <input type="text"/>	<u>To Date:</u> <input type="text"/>
<u>Title:</u> <input type="text"/>	<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> CH7 R7 Check Manual CR	<u>From Accounting Period:</u> <input type="text"/>
<u>Document Number:</u> CH7201201200039	<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> <input type="text"/>	<u>To Date:</u> <input type="text"/>
<u>Title:</u> <input type="text"/>	<u>Vendor:</u> <input type="text"/>

Copy Lines

Copy all lines Choose which lines to copy

Additional Criteria

Accounting

Display 10

	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

Notes

Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:

The Header page is displayed.

Header		Accounting Lines	Approval Routing	Memos	Summary	Correspondence																																																																																																									
		Amendment History	Workflow Status	Approval History																																																																																																											
Expand All Collapse All																																																																																																															
<input type="checkbox"/> General <table> <tr> <td>Document Type:</td> <td>RC7</td> <td>R7 Returned Check CR</td> <td>Receipt Date:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>Deposit Number:</td> <td colspan="3"><input type="text"/></td> <td>Accounting Period:</td> <td colspan="2"><input type="text"/> </td> </tr> <tr> <td>Status:</td> <td colspan="3"><input type="text"/> NEW</td> <td>Reporting Accounting Period:</td> <td colspan="2"><input type="text"/> </td> </tr> <tr> <td>Document Number:</td> <td colspan="3"><input type="text"/> RC7201304070002</td> <td>Batch Number:</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Debit Voucher #:</td> <td colspan="3"><input type="text"/></td> <td>Document Classification:</td> <td colspan="2"><input type="text"/> </td> </tr> <tr> <td>Title:</td> <td colspan="3"><input type="text"/></td> <td>Security Org:</td> <td colspan="2"><input type="text"/> GSA</td> </tr> <tr> <td>Received By:</td> <td colspan="3"><input type="text"/></td> <td>Accomplished Date:</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td><u>Post Code:</u></td> <td colspan="3"><input type="text"/> </td> <td>Suppress Printing:</td> <td colspan="2"><input type="checkbox"/></td> </tr> <tr> <td><u>Overseas Cashier Code:</u></td> <td colspan="3"><input type="text"/> </td> <td colspan="3"></td> </tr> <tr> <td><u>Disbursing Office:</u></td> <td colspan="3"><input type="text"/> </td> <td colspan="3"></td> </tr> <tr> <td><u>Sender's Disbursing Office:</u></td> <td colspan="3"><input type="text"/> </td> <td colspan="3"></td> </tr> <tr> <td>Agency DUNS Number:</td> <td colspan="3"><input type="text"/> 130944668</td> <td colspan="3"></td> </tr> <tr> <td>Agency DUNS+4:</td> <td colspan="3"><input type="text"/> 1001</td> <td colspan="3"></td> </tr> <tr> <td colspan="7" style="text-align: center;">FIFO Liquidation Worksheet</td> </tr> <tr> <td colspan="7"> Return to Top </td> </tr> </table>							Document Type:	RC7	R7 Returned Check CR	Receipt Date:	<input type="text"/>			Deposit Number:	<input type="text"/>			Accounting Period:	<input type="text"/>		Status:	<input type="text"/> NEW			Reporting Accounting Period:	<input type="text"/>		Document Number:	<input type="text"/> RC7201304070002			Batch Number:	<input type="text"/>		Debit Voucher #:	<input type="text"/>			Document Classification:	<input type="text"/>		Title:	<input type="text"/>			Security Org:	<input type="text"/> 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>	<input type="text"/>						<u>Sender's Disbursing Office:</u>	<input type="text"/>						Agency DUNS Number:	<input type="text"/> 130944668						Agency DUNS+4:	<input type="text"/> 1001						FIFO Liquidation Worksheet							Return to Top						
Document Type:	RC7	R7 Returned Check CR	Receipt Date:	<input type="text"/>																																																																																																											
Deposit Number:	<input type="text"/>			Accounting Period:	<input type="text"/>																																																																																																										
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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.

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**Notes***Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:**

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																		
Add	Copy	Copy Forward	Remove	Reset	Replace	Display	All	Items	View as CSV	Sqrt...								
<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
<input checked="" type="checkbox"/>	1	Normal	\$0.00		11RNT-01-192X-P0125100-2011			192X	01	P0125100	PG00			PGA33			430	

The CR Accounting line page is displayed.

Accounting Line Charge Lines Articles																																																														
Expand All Collapse All																																																														
General																																																														
<table border="0"> <tr> <td>Line Number:</td> <td>1</td> <td>* Receivable Type:</td> <td>RTNA</td> <td>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></td> <td>Offset Type:</td> <td></td> <td></td> </tr> <tr> <td>Write Off Reason:</td> <td></td> <td>TROR Classification:</td> <td></td> <td></td> </tr> <tr> <td>Confirmation Date:</td> <td></td> <td>TROR Collection Type:</td> <td></td> <td></td> </tr> <tr> <td>Calculate Charge Amount:</td> <td>Manual Entry</td> <td>SF-224 Reclassification:</td> <td></td> <td></td> </tr> <tr> <td colspan="2"> Period of Performance </td> <td>Source Number:</td> <td>OA1234567</td> <td></td> </tr> <tr> <td colspan="2"> Start Date: 02/01/2011 End Date: 02/28/2011 </td> <td>* Business Line:</td> <td>RENT</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Related Statement Number:</td> <td></td> <td></td> </tr> </table>																		Line Number:	1	* Receivable Type:	RTNA	Default	Line Type:	Normal	Record Type:	PR		Transaction Type:		Offset Type:			Write Off Reason:		TROR Classification:			Confirmation Date:		TROR Collection Type:			Calculate Charge Amount:	Manual Entry	SF-224 Reclassification:			Period of Performance		Source Number:	OA1234567		Start Date: 02/01/2011 End Date: 02/28/2011		* Business Line:	RENT				Related Statement Number:		
Line Number:	1	* Receivable Type:	RTNA	Default																																																										
Line Type:	Normal	Record Type:	PR																																																											
Transaction Type:		Offset Type:																																																												
Write Off Reason:		TROR Classification:																																																												
Confirmation Date:		TROR Collection Type:																																																												
Calculate Charge Amount:	Manual Entry	SF-224 Reclassification:																																																												
Period of Performance		Source Number:	OA1234567																																																											
Start Date: 02/01/2011 End Date: 02/28/2011		* Business Line:	RENT																																																											
		Related Statement Number:																																																												

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:

10. In the General section, enter the following:

- Line Type = Debit Voucher – Normal.
- Transaction Type = 01.

Accounting Line Charge Lines Articles Associated Sp

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

General

Line Number: 1

Line Type: Debit Voucher - Normal

Transaction Type: 01

Write Off Reason:

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:	(\$100.00)
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00
Receipt Total:	(\$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**Notes****Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type:**

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.

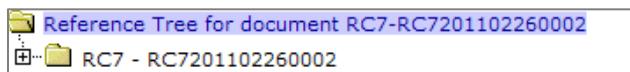
If no errors are encountered upon selecting the Submit button a message appears stating that the form has been submitted for processing.

When reviewing the Debit Voucher document, the reference tree includes both the CR and the BD.

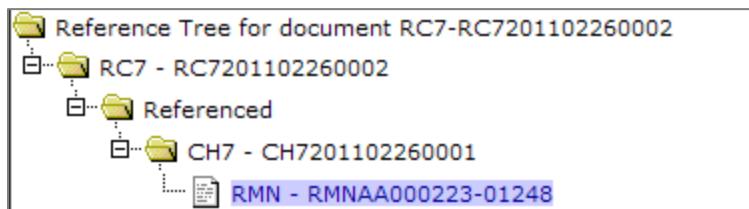
16. To research the Debit Vouchers effect on the Billing Document, navigate to Form/Document Selection.
17. Enter the **Document Number** and search the document.
18. Select the document and select the **Reference Query** button.

Correct	View	Delete	Cancel	Reference Query	Amend	Route	GL Detail	Display	All <input checked="" type="checkbox"/> Items	View as CSV	Sort...
				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:

Document Type:	RMN
Document Number:	RMNAA000223-01248
Document Amount:	\$1,000.00
Document Cost Amount:	\$0.00
Document Date:	02/11/2011
Open/Closed:	Open

Note the Billing Document (BD) is open.

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 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.

* Document Type:

Document Number Format: Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None

Copy From

Copy Forward

File:

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.

* Document Type: CH7 | R7 Check Manual CR

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC/Advance Payment Line):

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 a software interface for creating a new cash receipt. At the top, there are buttons for '< Back', 'Finish', and 'Cancel'. Below that, a title bar says 'New Cash Receipt'. The main area contains several input fields and options:

- * **Document Type:** CH7 (highlighted with a red box)
- Document Number Format:** R7 Check Manual CR (with a pencil icon)
- Document Number Prefix:** (empty text box)
- Document Number:** CH7201304080001 (highlighted with a red box)
- Generate** button (highlighted with a red box)
- Security Org:** (empty text box)
- Title:** (empty text box)
- Copy Document** section:
 - None
 - Copy From
 - Copy Forward
- File:** (empty text box) with 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.)

*Steps to Create an Accounts Receivable**Notes***Cash Receipt (CR) Form (Non-IPAC/Advance Payment Line):**

4. Ensure the **None** radio button is selected, and then click the **Finish** button.

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](#)

- General

Document Type:	CH7 R7 Check Manual CR	Receipt Date:	[]
Deposit Number:	[]	Accounting Period:	[]
Status:	NEW	Reporting Accounting Period:	[]
Document Number:	CH7201304080002	Batch Number:	[]
Debit Voucher #:	Form	Document Classification:	[]
Title:	[]	Security Org:	GSA
Received By:	[]	* Accomplished Date:	[]
Post Code:	[]	Suppress Printing:	<input type="checkbox"/>
Overseas Cashier Code:	[]		
Disbursing Office:	[]		
Sender's Disbursing Office:	[]		
Agency DUNS Number:	[]		
Agency DUNS+4:	[]		
FIFO Liquidation Worksheet			

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Note: The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date/period when the form is verified or processed.

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC/Advance Payment Line):

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 Cash Receipt \(CR\) – Lockbox & Contract Fees](#)
6. Select the **Accounting Line** tab.

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

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.

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](#)

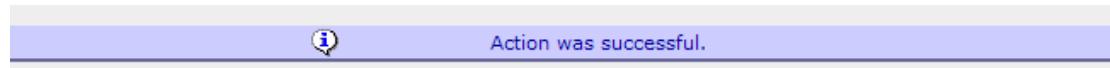
Steps to Create an Accounts Receivable**Notes****Cash Receipt (CR) Form (Non-IPAC/Advance Payment Line):**

Note: Receivable Type, Transaction Type, Posting Order, Tender Type and TROR 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.

4.7.8.5 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.

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 **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.

New Cash Receipt

* Document Type: 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.

New Cash Receipt

* Document Type: AO7 R7 Advance Offset

Document Number Format: Document Number Prefix:

Document Number: AO7201304080004 Generate

*Steps to Create an Accounts Receivable**Notes***Cash Receipt (CR) Form (Non-IPAC/Advance Offset Line):**

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 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.

The screenshot shows the 'New Cash Receipt' interface. At the top, there are buttons for 'Back', 'Next >' (which is highlighted with a red box), and 'Cancel'. Below this is a title bar labeled 'New Cash Receipt'. The main area contains several input fields and dropdowns:

- Document Type:** AO7 (highlighted with a red box)
- Document Number Format:** R7 Advance Offset (highlighted with a red box)
- Document Number Prefix:** (empty field)
- Document Number:** AO7201304080004
- Generate:** (button)
- Security Org:** (empty field)
- Title:** (empty field)
- Copy Document:** A section with three radio buttons:
 - None
 - Copy From
 - Copy Forward
- File:** (empty field) with a 'Browse...' button.

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 includes the following fields:

- Search Criteria** section:
 - Document Type:** CH7 | R7 Check Manual CR (highlighted with a red box)
 - Document Number:** CH7201212120012 (highlighted with a red box)
 - Document Status:** (dropdown menu)
 - User ID:** (empty field)
 - Title:** (empty field)
- From Accounting Period:** (empty field)
- To Accounting Period:** (empty field)
- From Date:** (empty field)
- To Date:** (empty field)
- Vendor:** (empty field)
- Search** (button)

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC/Advance Offset Line):

- 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:

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	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
<input type="button" value="Amendment History"/> <input type="button" value="Workflow Status"/> <input type="button" value="Approval History"/>						
Expand All Collapse All						
General						
Document Type:	A07	R7 Advance Offset	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="A07201304080004"/>		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"/>		
<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="X0112"/>					
<u>Sender's Disbursing Office:</u>	<input type="text"/>					
Agency DUNS Number:	<input type="text"/>					
Agency DUNS+4:	<input type="text"/>					
<input type="button" value="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 Lines** 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.

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity
1	Advance Offset	\$100.00		2013PBS-05-192X-P0525256-PG00-PG000	2013		192X	05	P0525256	PG00				PG000

The CR Accounting line page is displayed.

General

Line Number: * Receivable Type: Default

Line Type: Record Type:

Transaction Type: Offset Type:

Write Off Reason: TROR Classification:

Confirmation Date: TROR Collection Type:

Calculate Charge Amount: SF-224 Reclassification:

Period of Performance

Start Date: End Date: Source Number:

* Business Line: Related Statement Number:

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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.

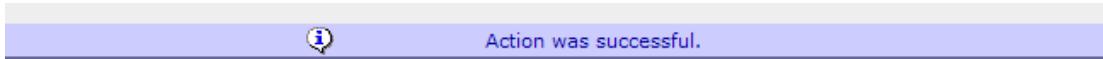
- Select the **Save** button.



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.

4.7.8.6 Add Document Level Correspondence to Cash Receipt (CR)

Correspondence functionality enables GSA 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.

The CR document is opened in View mode, displaying the CR header.

General	
Document Type:	CH7 R7 Check Manual CR
Deposit Number:	110A
Status:	PROCESSED
Document Number:	CH7201212030001
Debit Voucher #:	
Title:	
Received By:	
Post Code:	
Number of Accounting Lines:	1
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
Org Receipt Date:	12/03/2012
Last Receipt Date:	12/03/2012
Accounting Period:	03/2013
Reporting Accounting Period:	03/2013
Last Batch Number:	
Document Classification:	
Security Org:	GSA
Accomplished Date:	12/03/2012
Last Print Date:	
Suppress Printing:	<input type="checkbox"/>

[Return to Top](#)

Steps to Add CR Document Level Correspondence:**Notes:**

- Select the Correspondence tab.

The screenshot shows a horizontal navigation bar with several tabs: Header, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The 'Correspondence' tab is highlighted with a red border.

The Correspondence page Search Criteria section and item collection are displayed.

The screenshot displays the 'Search Criteria' section with fields for Creator, Subject, Type Of Correspondence, Created Date (From: and To:), Contact Person (First Name, Last Name, Assignment Code), Public Publishing, Record Number, Itemized Line Number, and Accounting Line Number. Below this is a large text area for 'Correspondence' with a scroll bar. At the bottom are 'Search' and 'Clear' buttons. Below the search area is a toolbar with Back, Add, Remove, Save, Email, History, Attachments, Display (set to 10 items), View as CSV, and Sort... buttons. The main content area 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. A message at the bottom of the table area says '- NO ITEMS TO DISPLAY -'.

- Select the **Add** button.

A new, blank correspondence record is displayed in the item collection.

The screenshot shows the same interface as above, but the 'Correspondence' table now displays one item. The table header and message '- NO ITEMS TO DISPLAY -' are still present. The single item is shown in a row 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 'Public Publishing' field contains the value 'False'. The 'Add' button in the toolbar is highlighted with a red border.

Steps to Add CR Document Level Correspondence:

Notes:

- 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
<input type="checkbox"/>												False

Contact Person

* First Name: * Last Name:
 Title:
 Phone Number:
 International Phone Number:
 To Email Address(es):

Agency Contact

Name:
 Title:
 Phone Number:
 From Email Address:

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: Public Publishing:
 Creator: Record Number:
 Last Modified By: Created Date:
 Correspondence: Last Modified Date:
 Type Of Correspondence: Accounting Line Number:
 Subject:
 Itemized Line Number:
 Correspondence:

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

Correspondence

* Communication Source:	External System
* Type Of Correspondence:	Resolution
Subject:	Resolution
Itemized Line Number:	Communication Question Chargeback Chargeback Resolution Dispute Other

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:	<input type="text"/>
* Type Of Correspondence:	Communication	Creator:	<input type="text"/>	Created Date:	<input type="text"/>
Subject:	RE: Payment 2355068	Last Modified By:	<input type="text"/>	Last Modified Date:	<input type="text"/>
Itemized Line Number:	<input type="text"/>	Accounting Line Number:	<input type="text"/>		
Sample Correspondence Message					
<input type="checkbox"/> * Correspondence:					

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"/>
* Type Of Correspondence:	Communication	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" value="2"/>

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	Customer 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@gsa.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
 * Type Of Correspondence: Communication Creator: allroles65 Created Date: 06/17/2011 09:21:32
 Subject: RE: Payment 2355068 Last Modified By: allroles65 Last Modified Date: 06/17/2011 09:21:32
 Itemized Line Number: 1
 Sample Correspondence Message
 * Correspondence:

13. To attach a file to the correspondence record, select **Attachments**.

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	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.

The screenshot shows the Attachments screen with the following interface elements:

- Top Bar:** Buttons for Return, Import Local File, Attachment Access, Repository, Delete, Check Out, Check In, Unlock, View, Display (set to 10), Sort..., and a search icon.
- Table Headers:** Attachment Identifier, Name, Title, Number of Pages, Attachment, Sensitive, Check Out Status, Extension Type.
- Message:** - NO ITEMS TO DISPLAY -
- Expand All | Collapse All:** Links to collapse or expand all items.
- Document Information Section:**
 - * Attachment Identifier: [Text Box]
 - * Title: [Text Box]
 - Location: [Text Box]
 - Number of Pages: [Text Box]
 - * Attachment Date: [Text Box]
 - Sensitive: [Check Box]
 - Attachment: [Check Box]
 - Name: [Text Box]
 - Type: [Text Box]
- Edit Information Section:**
 - Checked Out: True [Select Box]
 - LockedBy: [Text Box]
 - Last Edit Date: [Text Box]
- Buttons:** Return to Top, Return to Top (for each section).

14. Select the **Import Local File** button.

The screenshot shows the Attachments screen with the Import Local File button highlighted in red.

The Import Attachments screen is displayed.

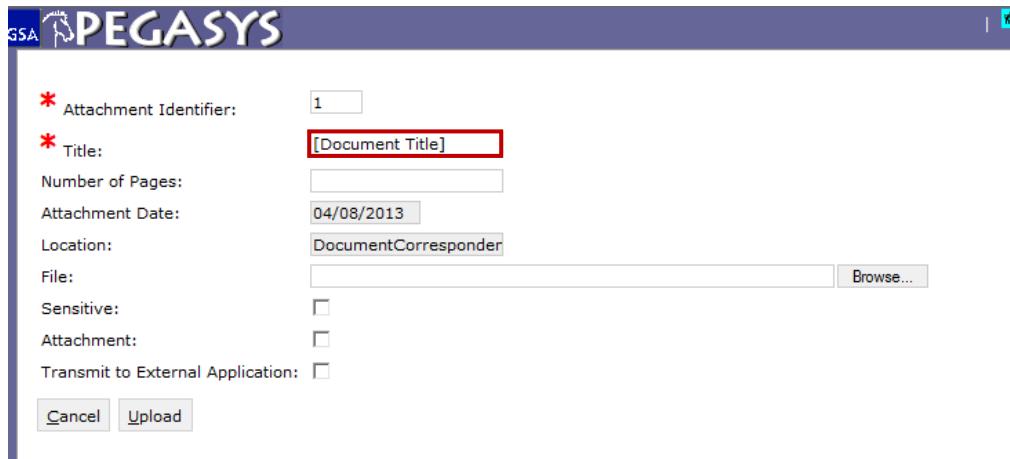
The screenshot shows the Import Attachments screen with the following fields:

- * Attachment Identifier: 1
- * Title: [Text Box]
- Number of Pages: [Text Box]
- Attachment Date: 04/08/2013
- Location: DocumentCorresponder
- File: [Text Box]
- Sensitive: [Check Box]
- Attachment: [Check Box]
- Transmit to External Application: [Check Box]
- Buttons: Cancel, Upload

Steps to Add CR Document Level Correspondence:**Notes:**

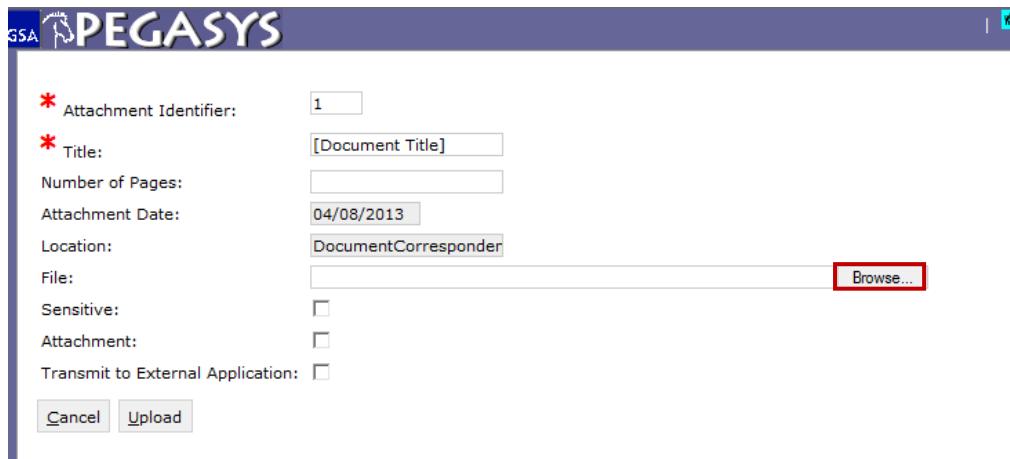
15. Enter the **Title** field as well as any other pertinent fields associated with the attachment file.

Note: The Sensitive checkbox denotes the file contains sensitive materials and should be treated with caution.



The screenshot shows a software window titled 'PEGASYS'. Inside, there's a form for adding document correspondence. The fields include: Attachment Identifier (1), Title (highlighted with a red box containing '[Document Title]'), 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.

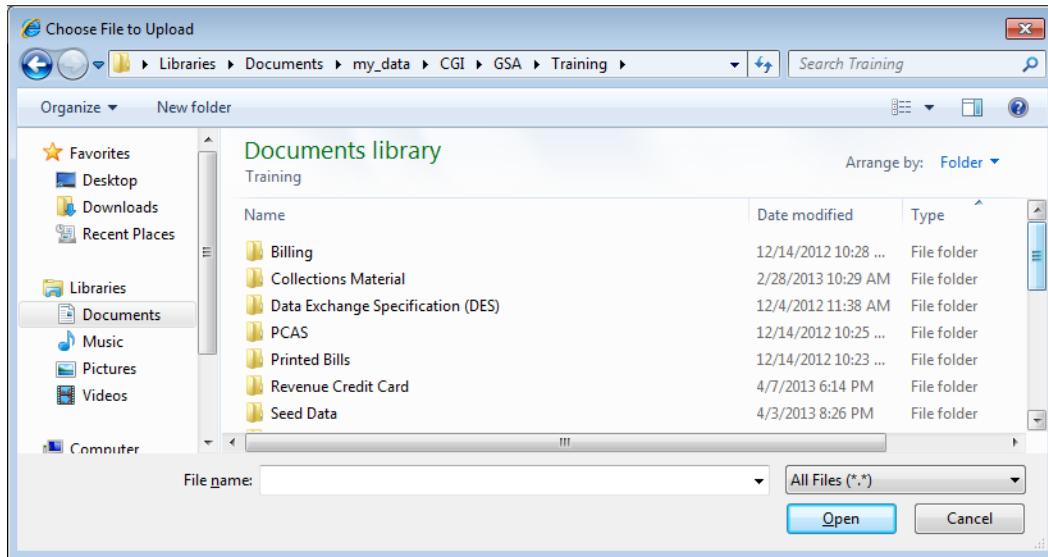


This screenshot is similar to the previous one, showing the 'Add CR Document Level Correspondence' form. The 'File' field and its 'Browse...' button are highlighted with a red box. All other fields and buttons are in their original state.

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:
- * Title:
- Number of Pages:
- Attachment Date:
- Location:
- File:
- Sensitive:
- Attachment:
- Transmit to External Application:

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's a toolbar with buttons for Return, Import Local File, Attachment Access, Repository, Delete, Check Out, Check In, Unlock, View, a dropdown for Display Items (set to 10), Sort..., Expand All, and Collapse All. 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 is a 'Document Information' section with fields for Attachment Identifier (1), Title (test), Location (DocumentCorresponder), Number of Pages (1), Attachment Date (04/08/2013), Sensitive (unchecked), Attachment (unchecked), Name (Collections Outline.docx), and Type (docx). A 'Return to Top' link is at the bottom of this section.

19. Select the **Return** button.

This screenshot is similar to the previous one, showing the PEGASYS Attachment page. The 'Return' button in the toolbar is highlighted with a red box. The rest of the interface, including the table and document information section, appears identical to the previous screenshot.

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 GSA 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.

The image shows a horizontal toolbar with several buttons. From left to right, they are: 'Back' (highlighted with a red border), 'Add', 'Remove', 'Save', 'Email', 'History', 'Attachments', 'Display', a dropdown menu labeled 'Items' with a value of '10', 'View as CSV', and 'Sort...'. The 'Back' button is the only one with a red border around it.

4.7.9 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.

4.7.9.1 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 document's 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.*

The Form/Document Selection page is displayed.

Form/Document Selection

Search Criteria		Document Status													
Subsystem:	<input type="text"/>	Processed:	<input checked="" type="checkbox"/> Rejected:												
<u>Document Type:</u>	<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"/>													
<u>From Date:</u>	<input type="text"/>														
<u>To Date:</u>	<input type="text"/>														
Vendor <table border="1"> <tr> <td><u>Code:</u></td> <td><input type="text"/></td> <td><u>TIN (SSN/EIN):</u></td> <td><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><u>Designated Agent - ALC:</u></td> <td><input type="text"/></td> <td><u>Customer Account:</u></td> <td><input type="text"/> <input type="button" value=""/></td> </tr> </table>				<u>Code:</u>	<input type="text"/>	<u>TIN (SSN/EIN):</u>	<input type="text"/>	DUNS:	<input type="text"/>	DUNS+4:	<input type="text"/>	<u>Designated Agent - ALC:</u>	<input type="text"/>	<u>Customer Account:</u>	<input type="text"/> <input type="button" value=""/>
<u>Code:</u>	<input type="text"/>	<u>TIN (SSN/EIN):</u>	<input type="text"/>												
DUNS:	<input type="text"/>	DUNS+4:	<input type="text"/>												
<u>Designated Agent - ALC:</u>	<input type="text"/>	<u>Customer Account:</u>	<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 Amend an Accounts Receivable
Non-IPAC Cash Receipt (CR) Document:**

Notes

- 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.

The screenshot shows the 'Search Criteria' section of the Pegasys 6.5 application. It includes fields for Subsystem (Accounts Receivable), Document Type (CH7 R7 Check Manual CR), Document Number, Amendment Number, Document Category, From Accounting Period, To Accounting Period, From Date (11/02/2012), To Date, Vendor information (Code, TIN, DUNS, Designated Agent, ALC), System ID, and User-defined fields for Document Status, User ID, Security Org, and Title/Contract Number. Below the main search area are sections for Additional Criteria, Accounting, and Advance Search, with the Referenced Statement Number field highlighted.

- Select the **Search** button to execute the query.
- Select the document to amend from the search results and then select the **Amend** button.

The screenshot shows the 'Amend' screen for the selected document. The top navigation bar includes buttons for Correct, View, Delete, Cancel, Reference Query, Amend (highlighted in red), Route, GL Detail, Display, Items, View as CSV, and Sort... Below the navigation is a table with columns: Document Type, Document Number, Amendment Number, Title, Document Date, Document Status, and User ID. The first row shows the document details: Document Type CH7, Document Number CH7201205220135, Document Date 11/14/2012, Document Status Processed, and User ID allroles134. There is also a small edit icon next to the Document Type column.

**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

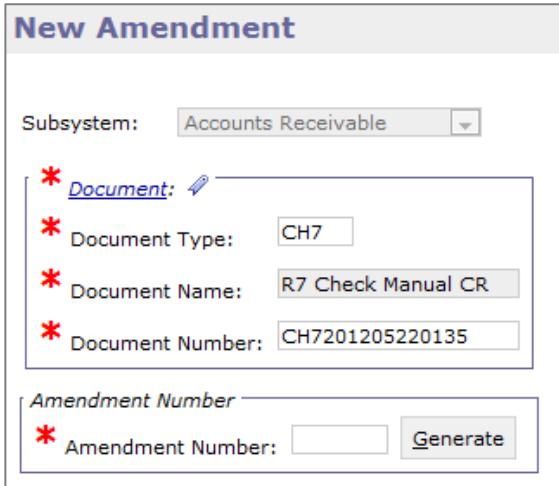
* Document Type: CH7

* Document Name: R7 Check Manual CR

* Document Number: CH7201205220135

Amendment Number

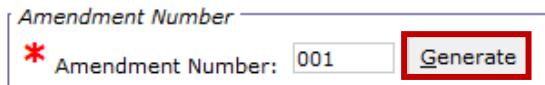
* Amendment Number: Generate



5. Enter or Generate the Amendment Number.

Amendment Number

* Amendment Number: 001 **Generate**



6. Select the **OK** button to open the Cash Receipt in amend mode.

New Amendment

OK Cancel

Subsystem: Accounts Receivable

* Document: CH7

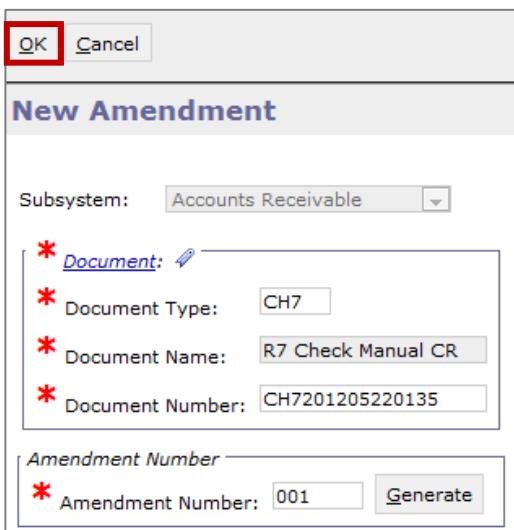
* Document Type: CH7

* Document Name: R7 Check Manual CR

* Document Number: CH7201205220135

Amendment Number

* Amendment Number: 001 Generate



**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

- 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...			
<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														
	1	Normal	\$0.00	02		2011		192X	04	P0425303	PG00				PG000														

- 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	Change	Current
Principal Amount:	\$300.00	(\$300.00)	\$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
Receipt Total:	\$300.00	(\$300.00)	\$0.00

- Select the **Save** button.

Form CH7201205220135 was saved successfully.

- Select the **Verify** button.

Action was successful.

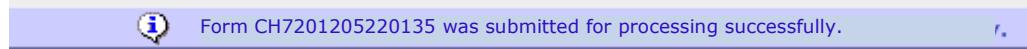
Note: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above with the are informational only and do not need to be corrected.

**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.



4.7.9.2 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.*

**Steps to Correct an Accounts Receivable
Non-IPAC Cash Receipt (CR) Form:**

Notes

The Form/Document Selection page is displayed.

Form/Document Selection

Search Criteria

Subsystem:

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 - Customer Account:

ALC:

System ID:

Document Status

Processed: Rejected:
Cancelled: Archived:
Scheduled: Pending Approval:
Held:

User ID:

Security Org:

Title/Contract Number:

Buttons

**Steps to Correct an Accounts Receivable
Non-IPAC Cash Receipt (CR) Form:**

Notes

- 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:		TIN (SSN/EIN):	
DUNS:		DUNS+4:	
Designated Agent - ALC:		Customer Account:	
System ID:			
<input type="button" value="Search"/> <input type="button" value="Clear"/>			
<input checked="" type="checkbox"/> Additional Criteria			
<input checked="" type="checkbox"/> Accounting			
<input checked="" type="checkbox"/> Advance Search			
Statement Number:		Referenced Statement Number:	F000000009
		Source Number:	

- Select the **Search** button to execute the query.
- Select the form to correct from the search results and select the **Correct** button.

<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	10	Items	<input type="button" value="View as CSV"/>	<input type="button" value="Sort..."/>															
<table border="1"> <thead> <tr> <th></th> <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><input checked="" type="checkbox"/></td> <td>L6F</td> <td>L6F201210090156</td> <td></td> <td></td> <td>10/09/2012</td> <td>Rejected</td> <td>runbatchlockbox</td> </tr> </tbody> </table>													Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID	<input checked="" type="checkbox"/>	L6F	L6F201210090156			10/09/2012	Rejected	runbatchlockbox
	Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID																				
<input checked="" type="checkbox"/>	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.

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.
Cash Receipt\Cash Receipt Line 1\Business Line	GS0228E No value was provided. Please enter a value.
Cash Receipt\Cash Receipt Line 1\Code	GS0228E No value was provided. Please enter a value.
Cash Receipt\Cash Receipt Line 1\Fund	GS3006E The FUND dimension is required by line 1.
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 Lines** tab.

Header

Accounting Lines

Approval Routing

Memos

Summary

Correspondence

**Steps to Correct an Accounts Receivable
Non-IPAC Cash Receipt (CR) Form:**

Notes

- Select the checkbox by the Accounting Line and then select the **Accounting Line** hyperlink to open the page.

The screenshot shows a table 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. A single row is selected, indicated by a red border around the first column.

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	\$330.03															

- 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.

The screenshot shows the 'General' tab of the Accounting Line edit form. Several fields have validation errors, indicated by red boxes and error icons:

- * **Receivable Type:** (highlighted in red)
- * **Business Line:** (highlighted in red)
- Start Date:** (highlighted in red)
- End Date:** (highlighted in red)

Other fields shown include Line Number (1), Line Type (Normal), Transaction Type (highlighted in red), Write Off Reason, Confirmation Date, Calculate Charge Amount (Manual Entry), Record Type (PR), Offset Type, TROR Classification (Administrative), TROR Collection Type (Agency), SF-224 Reclassification (unchecked), Source Number, and Related Statement Number (Z0000133).

- Select the **Save** button.

Form L6F201210090156 was saved successfully.

- 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 L6F201210090156 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.

4.7.9.3 Add/Update Cash Receipt Overpayment Line

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, GSA 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.

*Steps to correct an Accounts Receivable**Notes***Cash Receipt (CR) Form to Add/Update Overpayment Line:**

1. Navigate to Transactions=>Accounts Receivable=>Collections.

The Collections Query page is displayed.

Collections Query

Search Criteria

Document	Accounting Line Amount
Type: <input type="text"/> <input type="button" value="Number:"/>	From: <input type="text"/>
Number: <input type="text"/> <input type="button" value="Accounting:"/>	To: <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"/>	Cancelled: <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"/>	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"/>	
+ Additional Criteria <input type="text"/>	

Steps to correct an Accounts Receivable

Notes

Cash Receipt (CR) Form to Add/Update Overpayment Line:

- 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 No, which will only return Cash Receipts Accounting Lines that have not been applied to a Billing Document.

Collections Query

Search Criteria		Accounting Line Amount	
Document	Type: L6B	Number: L6B201302080004	Accounting:
Related Statement Number:		From:	
Referenced Statement Number:		To:	
Document Status		Receipt Date	
Processed: <input checked="" type="checkbox"/> Held: <input type="checkbox"/>		From: 01/01/2013 To:	
Cancelled: <input type="checkbox"/> Rejected: <input checked="" type="checkbox"/>		Accomplish Date	
Scheduled: <input type="checkbox"/> Pending Approval: <input type="checkbox"/>		From: _____ To: _____	
Line Type		User ID: _____	
Advance Payment: <input type="checkbox"/> Normal: <input checked="" type="checkbox"/>		Business Line: _____	
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"/>			
Search Clear			
Additional Criteria			
Applied to Billing Document:		No	
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:**

4. 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.*

[View Document](#) **Correct Document** [Amend Document](#) [Reference](#) [Display 10](#) [Items](#) [View as CSV](#) [Sort...](#)

	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	02/08/2013

The Cash Receipt document is displayed 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																																																							
<div style="border: 1px solid #ccc; padding: 5px;"> <p>- General</p> <table> <tr> <td>Document Type:</td> <td>L6M</td> <td>R6 Fleet Manual Lockbox</td> <td>Receipt Date:</td> <td>03/03/2013</td> </tr> <tr> <td>Deposit Number:</td> <td>0001</td> <td></td> <td>Accounting Period:</td> <td>06/2013 </td> </tr> <tr> <td>Status:</td> <td>REJECTED</td> <td></td> <td>Reporting Accounting Period:</td> <td>06/2013 </td> </tr> <tr> <td>Document Number:</td> <td colspan="2">L6B201303030001</td> <td>Batch Number:</td> <td></td> </tr> <tr> <td>Debit Voucher #:</td> <td colspan="2"></td> <td>Document Classification:</td> <td></td> </tr> <tr> <td>Title:</td> <td colspan="2"></td> <td>Security Org:</td> <td>GSA</td> </tr> <tr> <td>Received By:</td> <td colspan="2"></td> <td>Accomplished Date:</td> <td>03/02/2013</td> </tr> <tr> <td>Post Code:</td> <td><input type="text"/></td> <td></td> <td>Suppress Printing:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Overseas Cashier Code:</td> <td><input type="text"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Disbursing Office:</td> <td colspan="2">GS116 </td> <td></td> <td></td> </tr> </table> </div>						Document Type:	L6M	R6 Fleet Manual Lockbox	Receipt Date:	03/03/2013	Deposit Number:	0001		Accounting Period:	06/2013	Status:	REJECTED		Reporting Accounting Period:	06/2013	Document Number:	L6B201303030001		Batch Number:		Debit Voucher #:			Document Classification:		Title:			Security Org:	GSA	Received By:			Accomplished Date:	03/02/2013	Post Code:	<input type="text"/>		Suppress Printing:	<input type="checkbox"/>	Overseas Cashier Code:	<input type="text"/>				Disbursing Office:	GS116			
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Overseas Cashier Code:	<input type="text"/>																																																						
Disbursing Office:	GS116																																																						

5. *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.

6. Select the Accounting Lines tab.

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

Steps to correct an Accounts Receivable

Notes

Cash Receipt (CR) Form to Add/Update Overpayment Line:

- Select the checkbox by the Accounting Line containing the overpayment and then select the **Accounting Line** hyperlink to open the page.

The screenshot shows the 'Accounting Lines' tab selected in the header. Below it, a sub-menu bar includes 'Accounting Line', 'Charge Lines', 'Articles', and 'Associated Spending'. A toolbar at the top provides buttons for 'Add', 'Copy', 'Copy Forward', 'Remove', 'Reset', 'Replace', 'Display', and 'View as CSV'. The main area displays a table of accounting lines. One row is highlighted in blue, indicating it is selected. The selected row contains the following 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	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.

The screenshot shows the 'Accounting Line' tab selected in the header. Below it, a sub-menu bar includes 'Charge Lines', 'Articles', and 'Associated Spending'. The main form area contains various input fields for editing the accounting line. The 'General' section includes fields for Line Number (1), Line Type (Normal), Transaction Type (01), Receivable Type (SUNI), Record Type (PR), Offset Type, TROR Classification (Administrative), TROR Collection Type (Agency), SF-224 Reclassification, Source Number, Business Line (SUPPLY), and Related Statement Number.

- Scroll to the Line Amounts section and note the line amount.

The screenshot shows the 'Line Amounts' section. It displays the following amounts:

Principal Amount:	\$125.00
Interest Amount:	\$0.00
Admin Charges Amount:	\$0.00
Penalty Amount:	\$0.00
Receipt Total:	\$125.00

At the bottom left is a link 'Return to Top'.

Steps to correct an Accounts Receivable**Notes****Cash Receipt (CR) Form to Add/Update Overpayment Line:**

9. Scroll to Document Reference Section and click the **View** button.

The screenshot shows a form titled "Document Reference". It includes fields for Type (GMN), Number (GMN-537), Item (0), Accounting (1), Final (checkbox), View (button), Default (button), Reprint Bill (checkbox), Referenced Statement Number (E0000036), Reopen Bill (dropdown), Update To Unbilled (checkbox), and Apply (button). A "Return to Top" link is at the bottom.

The referenced Billing Document is displayed in a new window.

The screenshot shows a detailed view of a billing document. At the top are tabs: Header, Accounting Lines, Office Addresses, Approval Routing, Memos, Summary, References..., Amendment History, Workflow Status, and Approval History. Below is an "Expand All | Collapse All" link. The General tab is selected, displaying the following fields:

Document Type:	GMN / GS-FAIM Manual Non-IP	Orig Document Date:	03/03/2013
Status:	PROCESSED	Last Document Date:	03/03/2013
Document Number:	GMN-537	Accounting Period:	06/2013
Statement Number:	E0000036	Reporting Accounting Period:	06/2013
Title:		Last Batch Number:	
Billed By:		Document Classification:	
Post Code:		Security Org:	GSA
Number of Lines:		Business Line:	SUPPLY
Closed Lines:			
Agency DUNS Number:			
Agency DUNS+4:			
Created by:	allroles148		
Last Modified by:	allroles148		
Bill Generated Flag:	<input checked="" type="checkbox"/>		
Bill Generated Date:			

A "Return to Top" link is at the bottom.

10. Select the Accounting Lines tab.

The screenshot shows a 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:

- Select the checkbox by the Accounting Line referenced by the Cash Receipt 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...							
<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
	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.

Accounting Line	Charge Lines	Articles	Detail Billing Record Search	Associated Spending	Histories																																																				
Item 1 of 1																																																									
Expand All Collapse All <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">General</td> </tr> <tr> <td style="padding: 5px;">Line Number:</td> <td style="padding: 5px; text-align: center;">1</td> <td style="padding: 5px;">Receivable Type:</td> <td style="padding: 5px; text-align: center;">SUNI</td> </tr> <tr> <td style="padding: 5px;">Billing Status:</td> <td style="padding: 5px; text-align: center;">Unbilled</td> <td style="padding: 5px;">Source Number:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Transaction Type:</td> <td style="padding: 5px; text-align: center;">01</td> <td style="padding: 5px;">Related Statement Number:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Closed Date:</td> <td style="padding: 5px;"></td> <td colspan="2" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Overpayment Cause:</td> <td style="padding: 5px;"></td> <td colspan="2" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Interest Rate %:</td> <td style="padding: 5px; text-align: center;">0.0000</td> <td colspan="2" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Exclude from Internal Offset:</td> <td style="padding: 5px; text-align: center;"><input type="checkbox"/></td> <td colspan="2" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Exclude from External Offset:</td> <td style="padding: 5px; text-align: center;"><input type="checkbox"/></td> <td colspan="2" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Eligible for Internal Offset:</td> <td style="padding: 5px; text-align: center;"><input checked="" type="checkbox"/></td> <td colspan="2" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Eligible for External Offset:</td> <td style="padding: 5px; text-align: center;"><input type="checkbox"/></td> <td colspan="2" style="padding: 5px;"></td> </tr> <tr> <td colspan="4" style="padding: 5px;"> Period of Performance <input type="text" value="Start Date: 02/05/2013"/> <input type="text" value="End Date: 12/05/2013"/> </td> </tr> <tr> <td colspan="6" style="text-align: left; padding: 5px;"> Return to Top </td> </tr> </table>						General		Line Number:	1	Receivable Type:	SUNI	Billing Status:	Unbilled	Source Number:		Transaction Type:	01	Related Statement Number:		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"/>			Period of Performance <input type="text" value="Start Date: 02/05/2013"/> <input type="text" value="End Date: 12/05/2013"/>				Return to Top					
General																																																									
Line Number:	1	Receivable Type:	SUNI																																																						
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Period of Performance <input type="text" value="Start Date: 02/05/2013"/> <input type="text" value="End Date: 12/05/2013"/>																																																									
Return to Top																																																									

Steps to correct an Accounts Receivable**Notes****Cash Receipt (CR) Form to Add/Update Overpayment Line:**

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.

Calculate From Detail Records	
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
Total:	\$100.00

[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:	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:		
Period of Performance Start Date: 02/05/2013 End Date: 12/05/2013		Source Number:		
		* Business Line:	SUPPLY	<input type="button" value="Default"/>
		Related Statement Number:		

Steps to correct an Accounts Receivable

Notes

Cash Receipt (CR) Form to Add/Update Overpayment Line:

14. 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

15. 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...							
<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
<input checked="" type="checkbox"/>	1	Normal	\$100.00	01	2013-03-285F-Q03SD000-GS21-AF152-S62-FN	2013		285F	03	Q03SD000	GS21			AF152				7109	

16. Select the updated Accounting Line, and select the **Copy** button.

Steps to correct an Accounts Receivable**Notes****Cash Receipt (CR) Form to Add/Update Overpayment Line:**

A new accounting line is generated and displayed in the item collection.

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...	
<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org
<input checked="" type="checkbox"/>	1	Normal	\$100.00	01	2013-03-285F-Q03SD000-GS21-AF152-S62-F0	2013	285F	03	Q03SD000	GS21	
<input type="checkbox"/>	2	Normal	\$100.00	01	2013-03-285F-Q03SD000-GS21-AF152-S62-F0	2013	285F	03	Q03SD000	GS21	

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				
General				
Line Number:	2	* Receivable Type:	SUNI	<input type="button" value="Default"/>
Line Type:	Normal	Record Type:	PR	<input type="button" value=""/>
<u>Transaction Type:</u>	01	Offset Type:	<input type="button" value=""/>	<input type="button" value=""/>
<u>Write Off Reason:</u>	<input type="text"/>	TROR Classification:	Administrative	<input type="button" value=""/>
<u>Confirmation Date:</u>	<input type="text"/>	TROR Collection Type:	Agency	<input type="button" value=""/>
<u>Calculate Charge Amount:</u>	Manual Entry	SF-224 Reclassification:	<input type="checkbox"/>	
Period of Performance		Source Number:	<input type="text"/>	
<u>Start Date:</u> 02/05/2013 <u>End Date:</u> 12/05/2013		* Business Line:	SUPPLY	<input type="button" value=""/>
Related Statement Number: <input type="text"/>				

Steps to correct an Accounts Receivable

Notes

Cash Receipt (CR) Form to Add/Update Overpayment Line:

18. In the General group box, update:

- Transaction Type = **02.**

The screenshot shows the 'Accounting Line' screen with several tabs at the top: 'Accounting Line' (selected), 'Charge Lines', 'Articles', and 'Associated Spec'. Below the tabs is a button bar with 'Save', 'Cancel', and 'Print' buttons. Underneath is a section titled 'Expand All | Collapse All'. A 'General' group box is expanded, showing fields for 'Line Number' (1), 'Line Type' (Normal), and 'Transaction Type' (02). There is also a 'Write Off Reason' field with a pencil icon.

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 fields for 'Principal Amount' (\$25.00), 'Interest Amount' (\$0.00), 'Admin Charges Amount' (\$0.00), 'Penalty Amount' (\$0.00), and 'Receipt Total' (\$25.00). Below the fields is a 'Return to Top' link.

20. In the Accounting Dimensions Group Box:

- Remove Revenue Source Code.

The screenshot shows a 'Revenue Source' field with a pencil icon, indicating it is empty.

21. Delete the Document Reference information from the Document Reference section.

The screenshot shows the 'Document Reference' section with fields for 'Type' (with a pencil icon), 'Number' (with a pencil icon), 'Item' (with a pencil icon), 'Accounting' (with a pencil icon), 'Final' (checkbox), 'View' (button), and 'Default' (button). Below these are 'Reprint Bill' (checkbox), 'Referenced Statement Number' (text input), 'Reopen Bill' (dropdown), 'Update To Unbilled' (checkbox), and an 'Apply' button. At the bottom is a 'Return to Top' link.

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:**

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 Correspondence

Correspondence functionality enables GSA 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 within GSA 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, GSA users can determine whether GSA-created correspondence records should be publicly published (i.e., transmitted to VCSS to be viewed by the customer) or should remain as internal correspondence. GSA 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 GSA 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 GSA 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 GSA 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.

4.8.1 Statement/ Vendor Account/ Document Level Correspondence – GSA 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 GSA User Defined fields for Correspondence is available at [Appendix: Vendor Account/Statement/Document Level Correspondence – GSA User Defined Search Fields and Form Definitions](#)



The screenshot shows a search interface for correspondence. It includes fields for 'Creator' (with a yellow highlight), 'Subject', 'Type Of Correspondence', 'Created Date' (with 'From:' and 'To:' sub-fields), 'Contact Person' (with 'First Name' and 'Last Name' sub-fields), 'Public Publishing', 'Record Number', 'Assignment Code', and a large 'Correspondence' list box with scroll bars. At the bottom are 'Search' and 'Clear' buttons.

4.8.2 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.

4.8.3 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.

4.8.4 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

Notes

Associated with a Billing Statement

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.*

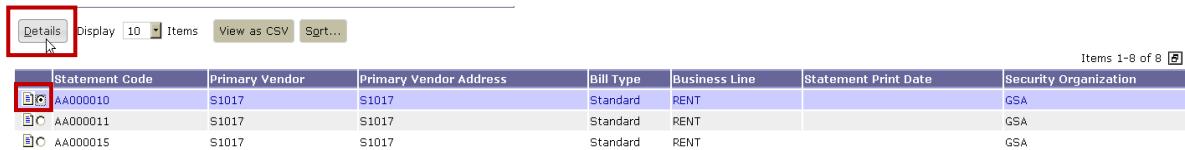
3. Select the **Search** button.

The billing statement records are returned in the item collection.

Statement Code	Primary Vendor	Primary Vendor Address	Bill Type	Business Line	Statement Print Date	Security Organization
AA000010	S1017	S1017	Standard	RENT		GSA
AA000011	S1017	S1017	Standard	RENT		GSA
AA000015	S1017	S1017	Standard	RENT		GSA

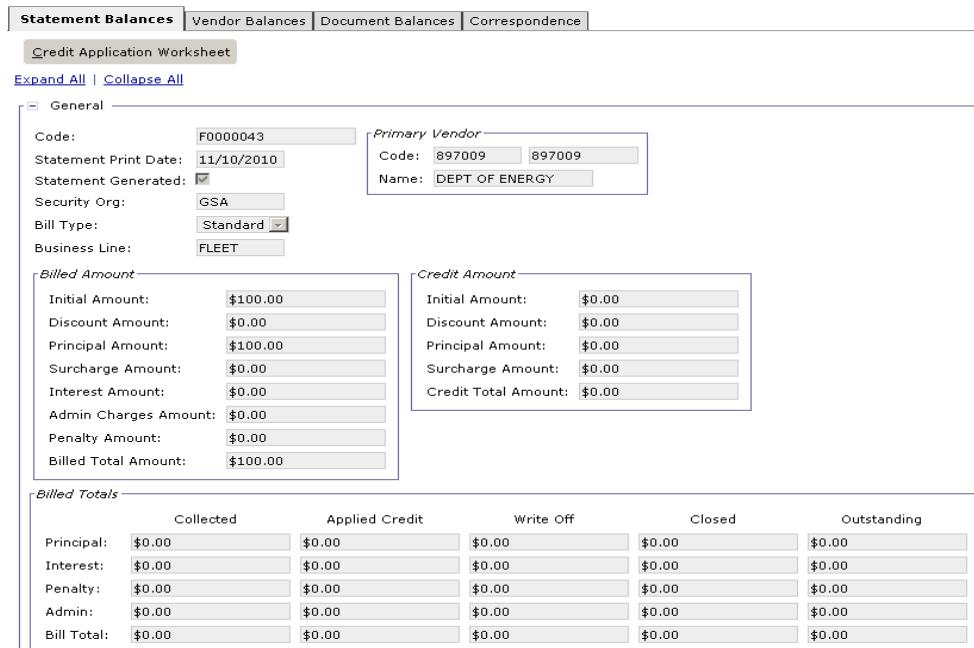
Steps to Search Correspondence Records**Notes****Associated with a Billing Statement**

4. Select the desired billing statement record in the item collection and select the **Details** button.



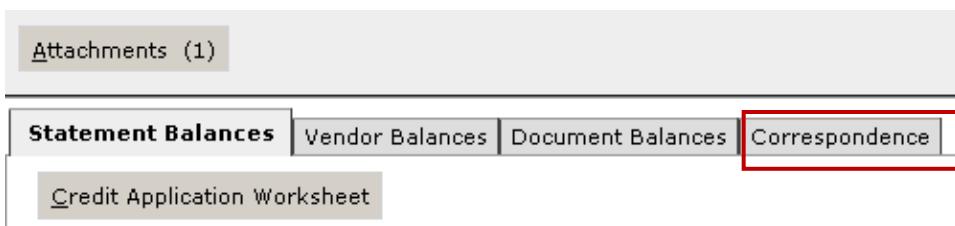
Statement Code	Primary Vendor	Primary Vendor Address	Bill Type	Business Line	Statement Print Date	Security Organization
AA000010	S1017	S1017	Standard	RENT		GSA
AA000011	S1017	S1017	Standard	RENT		GSA
AA000015	S1017	S1017	Standard	RENT		GSA

The Statement Balances page is displayed.



Statement Balances		Vendor Balances	Document Balances	Correspondence																														
Credit Application Worksheet Expand All Collapse All																																		
General <table border="1"> <tr> <td>Code: F0000043</td> <td>Primary Vendor</td> </tr> <tr> <td>Statement Print Date: 11/10/2010</td> <td>Code: 897009 897009</td> </tr> <tr> <td>Statement Generated: <input checked="" type="checkbox"/></td> <td>Name: DEPT OF ENERGY</td> </tr> <tr> <td>Security Org: GSA</td> <td></td> </tr> <tr> <td>Bill Type: Standard</td> <td></td> </tr> <tr> <td>Business Line: FLEET</td> <td></td> </tr> </table>					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																			
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Statement Print Date: 11/10/2010	Code: 897009 897009																																	
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Security Org: GSA																																		
Bill Type: Standard																																		
Business Line: FLEET																																		
Billed Amount <table border="1"> <tr> <td>Initial Amount: \$100.00</td> <td>Credit Amount</td> </tr> <tr> <td>Discount Amount: \$0.00</td> <td>Initial Amount: \$0.00</td> </tr> <tr> <td>Principal Amount: \$100.00</td> <td>Discount Amount: \$0.00</td> </tr> <tr> <td>Surcharge Amount: \$0.00</td> <td>Principal Amount: \$0.00</td> </tr> <tr> <td>Interest Amount: \$0.00</td> <td>Surcharge Amount: \$0.00</td> </tr> <tr> <td>Admin Charges Amount: \$0.00</td> <td>Credit Total Amount: \$0.00</td> </tr> <tr> <td>Penalty Amount: \$0.00</td> <td></td> </tr> <tr> <td>Billed Total Amount: \$100.00</td> <td></td> </tr> </table>					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															
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 <table border="1"> <tr> <th>Collected</th> <th>Applied Credit</th> <th>Write Off</th> <th>Closed</th> <th>Outstanding</th> </tr> <tr> <td>Principal: \$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Interest: \$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Penalty: \$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Admin: \$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Bill Total: \$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </table>					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
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

Notes

Associated with a Billing Statement

The Correspondence page is displayed.

- Enter the search criteria to search for correspondence records.

For example, the Type of Correspondence, Contact Person, and date range.

- Select the **Search** button.



The correspondence records are returned in the item collection.

*Steps to Search Correspondence Records**Notes**Associated with a Billing Statement*

	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

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 Name

Title: GSA Billing Manager

Phone Number: 555-555-5555

From Email Address: first.last@gsa.gov

Correspondence

* Communication: Mail Or Email

Source:

* Type Of Correspondence: Question

Subject: Overpayment of Nov 2010 Statement

Public Publishing: Record Number: 1

Creator: allroles65 Created Date: 12/3/2010 11:12:00

Last Modified By: allroles65 Last Modified Date: 12/3/2010 11:12:00

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

Notes

Associated with a Billing Statement

10. The Correspondence History page is displayed.

Review the correspondence history records associated with the billing statement.

Correspondence History

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

11. Select the **Attachments** button from the main Correspondence page.

Search Clear

Back Add Remove Save History **Attachments** Display 10 Items View as CSV Sort...

The Correspondence Manage Attachments page is displayed.

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
<input type="checkbox"/>	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](#)

Steps to Search Correspondence Records**Notes****Associated with a Billing Statement**

12. To view an attachment, select the desired attachment in the item collection and select the **View** button.
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
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](#)

<i>Steps to Search Correspondence Records Associated with a Billing Statement</i>	<i>Notes</i>
---	--------------

17. 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](#)

18. Select the **Browse** button to upload the attachment file that has been edited.

Document Management Check In

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

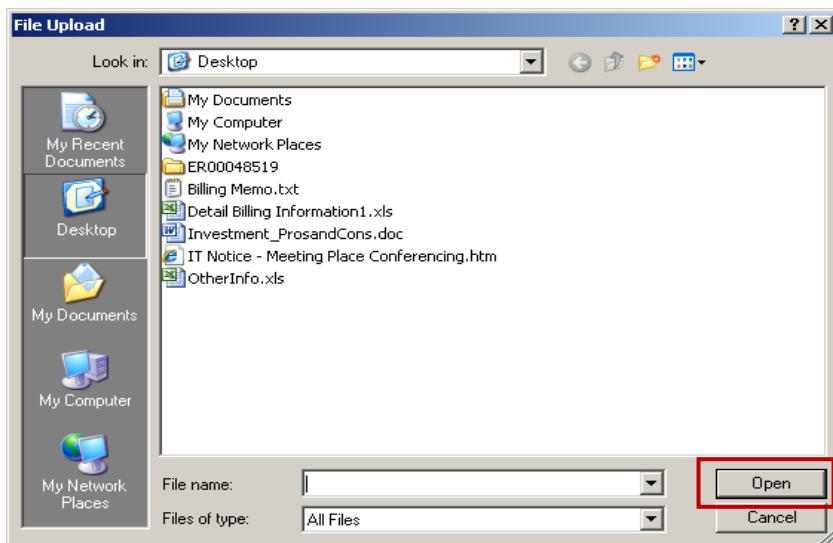
Document Check In

Content:

[Go to top of page](#)

Steps to Search Correspondence Records**Notes****Associated with a Billing Statement**

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**

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

Notes

Associated with a Billing Statement

- 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	

4.8.5 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

- Navigate to Queries=>Vendor=>Vendor Activity Query.

The Vendor Activity Query page is displayed.

Vendor Query

Search Criteria

DUNS Number:	<input type="text"/>	Address Code:	<input type="text"/>
DUNS+4:	<input type="text"/>	Address Type:	<input type="text"/>
CAGE Code:	<input type="text"/>	Address Active Status:	<input type="text"/>
Name:	<input type="text"/>	Region:	<input type="text"/>
Legal Name:	<input type="text"/>	Region Number:	<input type="text"/>
SSN/EIN:	<input type="text"/>	Agency:	<input type="text"/>
Vendor Category:	<input type="text"/>	Bureau:	<input type="text"/>
Vendor Class:	<input type="text"/>	Agency Location Code:	<input type="text"/>
Vendor Group:	<input type="text"/>	Security Organization:	<input type="text"/>
Vendor Type:	<input type="text"/>	Use For Payments:	<input type="text"/>
Default Payment Type:	<input type="text"/>	Use For Billing:	<input type="text"/>
Reporting Attribute:	<input type="text"/>	Use For Procurement:	<input type="text"/>
Currency Code:	<input type="text"/>	Prevent New Spending:	<input type="text"/>
1099 Vendor:			
Miscellaneous:			
CCR Enabled:			
NAICS			
NAICS Code:			
Small Business (by NAICS):			
Emerging Small Business (by NAICS):			

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**

- 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.

- Select the **Search** button.

Currency Code:

Search **Clear**

The vendor records are returned in the item collection.

Summary

	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	

- Select the desired vendor record in the item collection and select the **Details** button.

Summary

	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.

The screenshot shows the Pegasys 6.5 Main page. At the top, there is a navigation bar with tabs: Route, Main, Account Summary, Blanket Agreements, Contracts, and Invoices. The Main tab is selected. Below the navigation bar, there is a section titled "Documents" with links to "Expand All" and "Collapse All". The main content area is divided into several sections:

- General Information:** This section contains various input fields for vendor details:
 - 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:** Fields for Name and TIN.
- TIN Verification Information:** Action: Not Required
Status:
Date:
- Invoice Key Configuration:** Includes checkboxes for "Include Invoice Date" and "Include Contract Number".
- Bureau:** A dropdown menu.
- Effective Dates:** Fields for Start Date and End Date.

Steps to Search Correspondence Records Associated with a Vendor Account: *Notes*

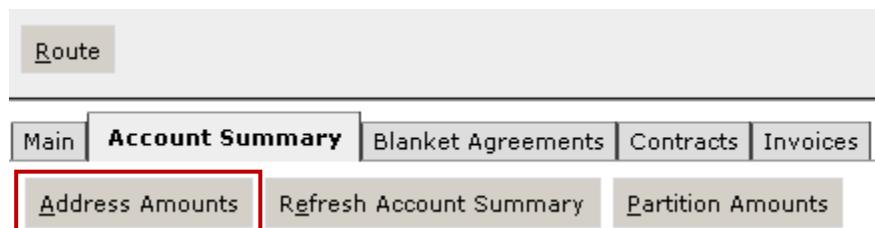
5. Select the **Account Summary** tab.



The Account Summary page is displayed.

The screenshot shows the 'Account Summary' page with the 'Main' tab selected. Below the tabs, three buttons are visible: 'Address Amounts' (highlighted with a red box), 'Refresh Account Summary', and 'Partition Amounts'. The main content area contains a large table with numerous rows of financial data. At the bottom left, there is a 'Security Org' dropdown set to 'PEGASYS'. At the bottom center, there is a 'Return to Top' link.

6. Select the **Address Amounts** button.



Steps to Search Correspondence Records Associated with a Vendor Account: **Notes**

The Address Amounts page is displayed.

Address Amounts				
Details	Correspondence	Display <input type="button" value="10"/> Items	View as CSV	Sort...
	Address Level Vendor Code	Currency	DUNS	DUNS+4
	00001	USD	*****	47945

7. Select the appropriate **Address Level Vendor Code** from the item collection and then select the **Correspondence** button.

Address Amounts				
Details	Correspondence	Display <input type="button" value="10"/> Items	View as CSV	Sort...
	Address Level Vendor Code	Currency	DUNS	DUNS+4
	00001	USD	*****	47945

The Correspondence page is displayed.

Search Criteria									
Creator:	Subject:					Type Of Correspondence:			
Created Date	Contact Person	From:	To:	First Name:	Last Name:	Public Publishing:	Record 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 type="button" value="Email"/> <input type="button" value="History"/> <input type="button" value="Attachments"/> Display <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>									
<input type="button" value="Record Number"/> <input type="button" value="Vendor"/> <input type="button" value="Vendor Address"/> <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"/>									
- NO ITEMS TO DISPLAY -									
<i>Contact Person</i>									
* 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.

Steps to Search Correspondence Records Associated with a Vendor Account: *Notes*

9. Select the **Search** button.

Search 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.

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="checkbox"/> 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:

To 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

Creator: allroles65

Created Date: 11/10/10 3:25:00

Last Modified By: allroles65

Last Modified Date: 11/10/10 3:25:00

Date:

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.

Search Clear

[Back](#) [Add](#) [Remove](#) [Save](#) [Email](#) **History** [Attachments](#) [Display](#) [10](#) [Items](#) [View as CSV](#) [Sort...](#)

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
	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
	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...

Steps to Search Correspondence Records Associated with a Vendor Account: **Notes**

The Correspondence Manage Attachments page is displayed.

Attachment Identifier	Name	Title	Number of Pages	Attachment	Sensitive	Check Out Status	Extension Type
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	1 Detail Billing Information.xls	Detail Documentation	1	True	False	False	xls
<input type="checkbox"/>	2 Billing Memo.txt	Billing Memo	3	True	True	False	txt

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. 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.

Steps to Search Correspondence Records Associated with a Vendor Account: **Notes**

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 El

[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.

[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](#)

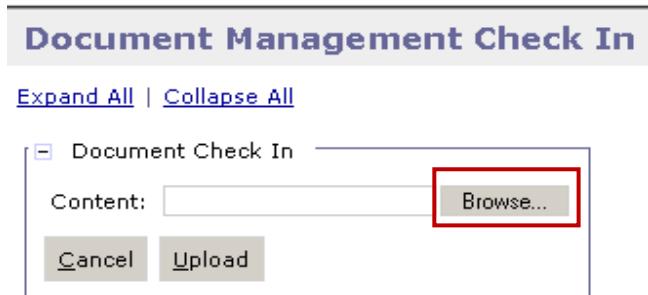
Document Check In

Content:	<input type="text"/>	Browse...
Cancel	Upload	

[Go to top of page](#)

*Steps to Search Correspondence Records Associated with a Vendor Account:**Notes*

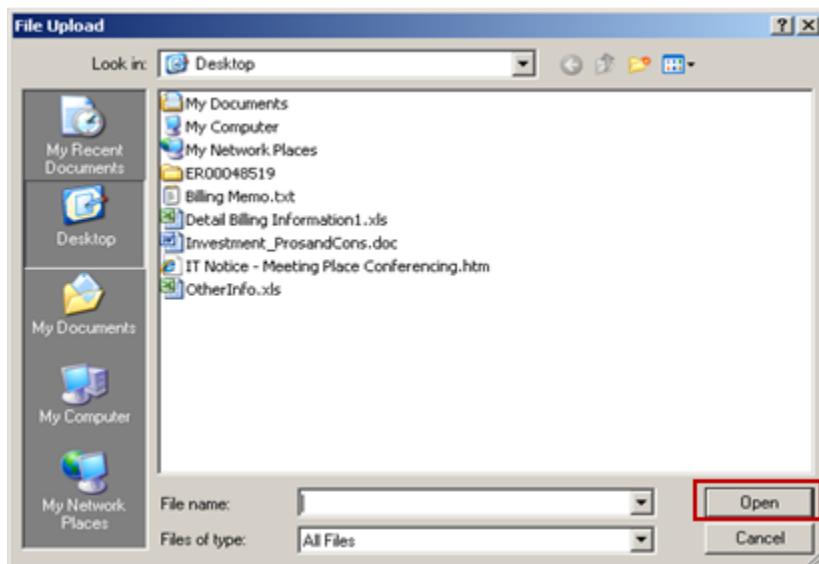
20. Select the **Browse** button to upload the attachment file that has been edited.



[Go to top of page](#)

21. The File Upload screen using the local directory is displayed.

Select the updated file from the local directory and select **Open**.



Steps to Search Correspondence Records Associated with a Vendor Account: **Notes**

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:

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.

23. 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](#)

4.8.6 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.

The screenshot shows the 'Form/Document Selection' interface. At the top left is a red box labeled 'Search Criteria'. Below it are various search fields: 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 (dropdown), Code (text box), DUNS (text box), Designated Agent - ALC (text box), TIN (SSN/EIN) (text box), DUNS+4 (text box), Customer Account (text box), System ID (text box), and a 'Search' button. To the right is a 'Document Status' section with checkboxes for Processed (checked), Rejected (unchecked), Cancelled (unchecked), Archived (unchecked), Scheduled (unchecked), Pending Approval (unchecked), and Held (unchecked). Further right are fields for User ID, Security Org, and Title, each with a text box and a small edit icon. At the bottom are buttons for Correct, View, Delete, Cancel, Reference Query, Amend, Route, GL Detail, Display (set to 10 items), View as CSV, Sort..., and a refresh icon. Below these are tabs for Additional Criteria, Accounting, and Advance Search. The main area shows a table header with columns: Document Type, Document Number, Amendment Number, Title, Document Date, Document Status, and User ID. The message '- NO ITEMS TO DISPLAY -' is centered below the header.

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.

Steps to Search Correspondence Records Associated with a Document:

Notes

3. Select the **Search** button.

System ID:

Additional Criteria

The document records are returned in the item collection.

Correct **View** **Delete** **Cancel** **Reference Query** **Amend** **Route** **QL Detail** **Display 10 Items** **View as CSV** **Sort...**

	Document Type	Document Number	Amendment Number	Title	Document Date
	WO6	WO6201211290005			11/29/2012

4. Select the desired document record in the item collection and select the **View** button.

Correct **View** **Delete** **Cancel** **Reference Query** **Amend** **Route** **QL Detail** **Display 10 Items** **View as CSV** **Sort...**

	Document Type	Document Number	Amendment Number	Title	Document Date
	WO6	WO6201211290005			11/29/2012

Steps to Search Correspondence Records Associated with a Document:**Notes**

The Header page is displayed.

This screenshot shows the Pegasys 6.5 Header page. The top navigation bar includes tabs for Header, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The Correspondence tab is highlighted with a red border. Below the tabs are buttons for References..., Amendment History, Workflow Status, and Approval History. A link to 'Expand All' or 'Collapse All' is also present. The main content area is titled 'General' and contains various document metadata fields. Some fields have dropdown menus or buttons next to them. At the bottom left of the form is a 'Return to Top' link.

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:	
Overseas Cashier Code:			
Disbursing Office:	X0109		
Sender's Disbursing Office:			
Agency DUNS Number:			
Agency DUNS+4:			
Created by:	allroles107		
Last Modified by:	allroles107		

5. Select the **Correspondence** tab.

This screenshot shows the same Pegasys 6.5 Header page as above, but with the Correspondence tab selected. The tabs are now: Header, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The Correspondence tab is highlighted with a red border. Below the tabs are buttons for References..., Amendment History, Workflow Status, and Approval History. The main content area is currently empty, indicating no correspondence records are displayed.

Steps to Search Correspondence Records Associated with a Document:

Notes

The 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: <input type="checkbox"/>
From: <input type="text" value=""/>	First Name: <input type="text" value=""/>	Record Number: <input type="text" value=""/>
To: <input type="text" value=""/>	Last Name: <input type="text" value=""/>	Assignment Code: <input type="text" value=""/>
Correspondence: <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		
<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	Correspondence
- NO ITEMS TO DISPLAY -									

Contact Person

* First Name: <input type="text" value=""/>	* Last Name: <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): <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>	

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.

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
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

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.

The screenshot shows the 'Correspondence Record Details' page. At the top, there is a navigation bar with buttons for Back, Add, Remove, Save, Email, History, Attachments, Display, View as CSV, and Sort... A red box highlights the 'History' button. Below the navigation bar 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. A row in the table has a red box around the 'Record Number' field (value: 2) and the 'Creator' field (value: allroles130). The 'Correspondence' column contains a rich text editor with the following content:

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

Below the table are three expandable sections: 'Contact Person', 'Agency Contact', and 'Research Information'. Each section contains several input fields. The 'Correspondence' section at the bottom contains fields for Communication Source (Mail Or Email), Public Publishing (checkbox), Record Number (2), Creator (allroles130), Last Modified By (allroles130), and Accounting Line Number. It also contains a large text area with the same content as the rich text editor above.

9. Select the **History** button.

The screenshot shows the 'History' tab selected in the top navigation bar. The navigation bar includes buttons for Back, Add, Remove, Save, Email, History, Attachments, Display, View as CSV, and Sort... A red box highlights the 'History' button. The rest of the interface is mostly blank, indicating the history view.

Steps to Search Correspondence Records Associated with a Document:

Notes

10. The Correspondence History page is displayed.

Review the correspondence history records associated with the document record.

Correspondence History													
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
<input type="checkbox"/> <input checked="" type="checkbox"/>	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
<input type="checkbox"/> <input checked="" type="checkbox"/>	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.

Return	Import Local File	Attachment Access	Repository	Delete	Check Out	Check In	Unlock	View	Display	10	Items	Sort...																											
Items 1-2 of 2 [edit]																																							
<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Attachment Identifier</td> <td>Name</td> <td>Title</td> <td>Number of Pages</td> <td>Attachment</td> <td>Sensitive</td> <td>Check Out Status</td> <td>Extension Type</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>Detail Billing Information1.xls</td> <td>Detail Documentation</td> <td>1</td> <td>True</td> <td>False</td> <td>False</td> <td>.xls</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>Billing Memo.txt</td> <td>Billing Memo</td> <td>3</td> <td>True</td> <td>True</td> <td>False</td> <td>.txt</td> </tr> </table>													<input type="checkbox"/>	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	<input type="checkbox"/>	2	Billing Memo.txt	Billing Memo	3	True	True	False	.txt
<input type="checkbox"/>	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																															
<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> <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 checked="" 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 Informatic"/></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 type="text" 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> <p>Return to Top</p> </div>																																							

Steps to Search Correspondence Records Associated with a Document: **Notes**

12. To view an attachment, select the desired attachment in the item collection and select the **View** button.

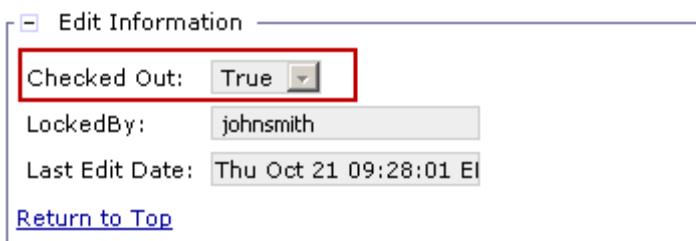
13. To delete an attachment, select the desired attachment in the item collection and select the **Delete** button.

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:

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** View Display 10 Items Sort... [Expand All](#) | [Collapse All](#)

	Attachment Identifier	Name	Title	Number of Pages	Attachment
<input checked="" type="checkbox"/>	1	Test052013.txt	Test052013.txt	1	True

Steps to Search Correspondence Records Associated with a Document:

Notes

17. 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](#)

18. Select the **Browse** button to upload the attachment file that has been edited.

Document Management Check In

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

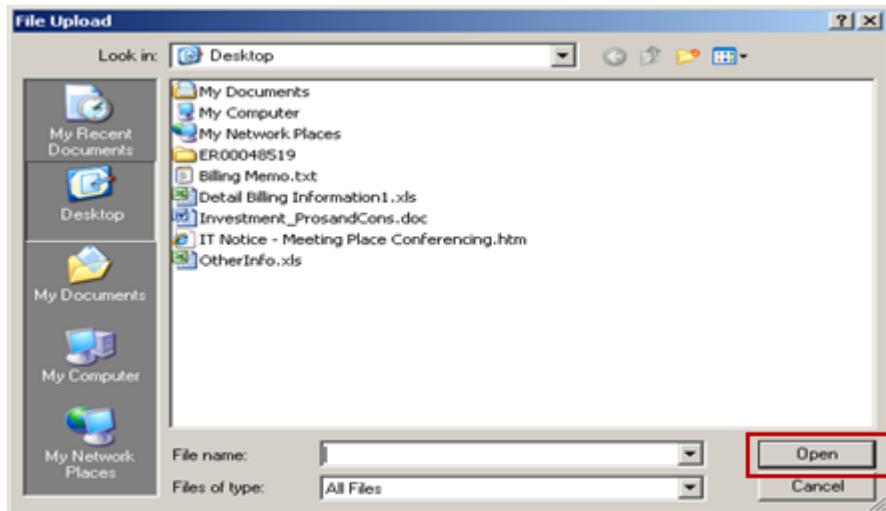
Document Check In

Content:

[Go to top of page](#)

Steps to Search Correspondence Records Associated with a Document:**Notes**

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 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](#)

4.8.7 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 GSA review.

To search for and manage the Review Correspondence Workflow Task, follow the steps below.

<i>Steps to Manage the Review Correspondence Workflow Task:</i>	<i>Notes</i>
--	---------------------

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 ("Expected Completion Date From" and "Assigned Date From"). There are also "Search" and "Clear" buttons. Below the search criteria is a message indicating "Last Refreshed: 04/05/2013". Underneath are buttons for "Refresh", "Open", "Acquire", "Release", "Task History", "Original Assignee", and "Messages". The "Display" dropdown is set to "10 Items" and the "Sort..." button is visible. A pagination bar shows "Item Page: 1 2 3 4 5 6 7". The main area displays a table of items with columns: "Expected Completion Date", "Priority", "Task", "Item", "Description", "Assigned Date", and "Status". One item is listed: "11/18/2012 Medium Review Billing Dispute Request R7WA200 X0000121 Review Billing Dispute Request for X0000121 214718 214718 11/14/2012 Acquired". A note at the bottom right says "Items 1-10 of 65".

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.

3. Select the **Search** button.



4. The Review Correspondence workflow tasks are returned in the item collection.

Select the **Review Correspondence** task from the Item collection and select **Open**.

The screenshot shows the Pegasys inbox interface with search criteria for "Task: Technical Evaluation". The "Open" button in the toolbar is highlighted with a red box. The main area displays a table of items with columns: "Expected Completion Date", "Priority", "Task", "Item", "Description", "Assigned Date", and "Status". Two items are listed: "11/26/2012 Medium Review Correspondence 12345 X0000311 14804F 14804F Review Correspondence Communication 14804F 14804F X0000311 11/26/2012 Assigned" and "11/26/2012 Medium Review Correspondence 12345 W0000096 215035 215035 Review Correspondence Communication 215035 215035 W0000096 11/26/2012 Assigned". A note at the bottom right says "Items 1-2 of 2".

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

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Contact Person

First Name: John

Last Name: Smith

john.smith@usagency.gov

To Email Address(es):

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

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 Sort Ascending Sort Descending Search Display 10 Items Sort

Expected Completion Date	Priority	Task	Item	Description	Assigned Date	Status
- NO ITEMS TO DISPLAY -						

4.9 Disputes (Non-IPAC)

Accounts Receivables disputes functionality provides GSA 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 GSA analysts 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 GSA 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).

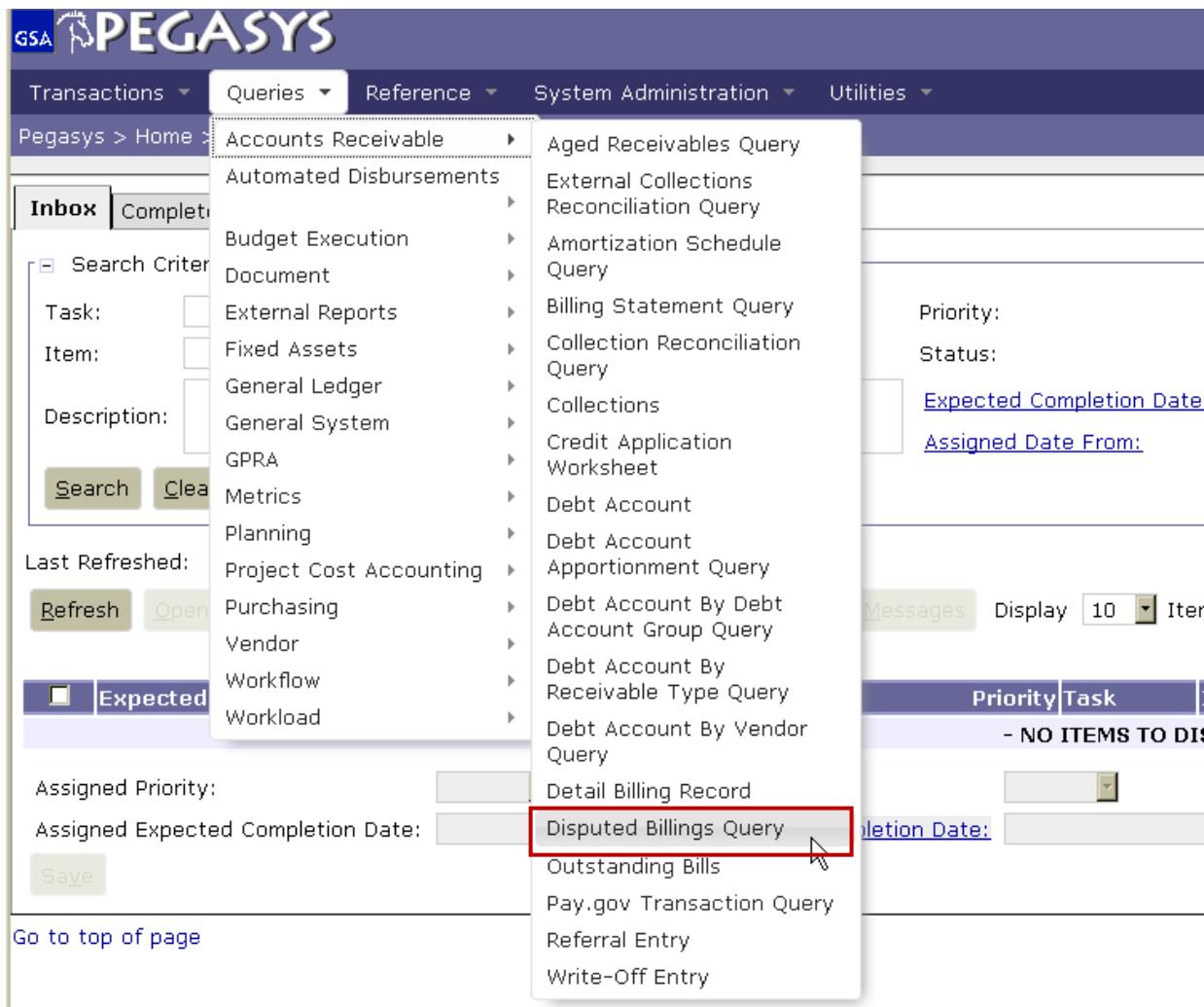
4.9.2 Query Disputed Billings

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.



**Steps to Query Dispute Requests
from the Disputed Billings Query:**

Notes

The Disputed Billings Query is displayed.

2. Enter the search criteria to search for a dispute request.
3. Select the **Search** button.
Records matching the search criteria are displayed in the item collection.
4. 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.

*Steps to Query Dispute Requests
from the Disputed Billings Query:*

Notes

The 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: New

Dispute Received/Created Date Time: 11/11/2010 09:52:00

Under Review Date:

Pending Final Action Date:

Dispute Resolution Date:

[Return to Top](#)

Customer Information

Vendor Code: 897009

Vendor Name: DEPT OF ENERGY

Contact Information

First Name: Matthew

Last Name: Cavalcante

Assignment Code:

Phone Number: 1234567890

International Phone Number:

Email Address: matthew.cavalcante@c

Title:

[Return to Top](#)

Note: To perform an action on a dispute, select one of the action buttons.

General Dispute Information [Disputed Items]

Save View Document Correct Document Amend Document Add Customer Correspondence Record Dispute Remove Dispute Add Correspondence

*Steps to Query Dispute Requests
from the Disputed Billings Query:*

Notes

5. To see the disputed accounting line and Detail Billing Record (DBR) information, select the **Disputed Items** tab.

	Disputed Amount	Accounting Line Number	Detail Billing Record Identifier
	\$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 GSA 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**Notes****Workflow Tasks:**

1. Navigate to the Pegasys Inbox.

The inbox Search Criteria section and item collection is displayed.

The screenshot shows the Pegasys inbox interface. At the top, there are two tabs: "Inbox" (which is selected and highlighted with a red border) and "Completed Tasks". Below the tabs is a search criteria panel with fields for Task, Item, Description, Priority, Status, and date ranges. There are also "Search" and "Clear" buttons. Underneath the search panel is a "Last Refreshed" timestamp and a row of buttons: Refresh, Open, Acquire, Release, Task History, Original Assignees, Messages, Display (set to 10 items), and Sort... A toolbar below these buttons includes icons for Expected Completion Date, Priority, Task, Item, Description, Assigned Date, and Status. The main area displays a table of workflow tasks with columns for Expected Completion Date, Priority, Task, Item, Description, Assigned Date, and Status.

2. To narrow down the list of workflow tasks in the Inbox, select **-Review Billing Dispute Request** from the Task dropdown.
3. To further narrow down the list of workflow tasks in the Inbox, optionally enter additional search criteria regarding the dispute.

This screenshot shows the same inbox interface as above, but with a specific focus on the search criteria. The "Task:" dropdown menu is open, and the option "Review Billing Dispute Request" is selected and highlighted with a red box. The other options in the dropdown are "All Tasks" and "None". The rest of the search criteria fields (Item, Description, Priority, Status, date ranges) and the main inbox interface remain visible.

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.

Steps to Manage Review Billing Dispute Request

Notes

Workflow Tasks:

4. Select the **Search** button.

Records are returned in the item collection matching the search criteria.

The screenshot shows the 'Inbox' tab selected in the top navigation bar. Below it is a search criteria panel with fields for Task (set to 'Review Billing Dispute Request'), Item (highlighted in yellow), Priority, Status, Description, and date ranges. Buttons for 'Search' and 'Clear' are at the bottom. Below the search panel is a message indicating 'Last Refreshed: 02/16/2011'. A toolbar below the message includes buttons for Refresh, Open, Acquire, Release, Task History, Original Assignees, Messages, Display (set to 10 items), and Sort... A red border highlights a table below. The table has columns for Expected Completion Date, Priority, Task, Item, Description, Assigned Date, and Status. One row is visible, showing 02/20/2011, Medium, Review Billing Dispute Request, R6GRP1 F0000599 S1017 S1017, Review Billing Dispute Request for R6GRP1 F0000599 S1017 S1017, 02/16/2011, and Assigned.

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

5. 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 screenshot shows a notification message: 'The selected task has been acquired.' followed by 'Security Classification: Rank 2 Default Handling Message'. Below this is the title 'Notification of Review Billing Dispute Request Workflow Task'. At the bottom are two buttons: 'View Billing Dispute Request' and 'Complete'. Above these buttons is a table with vendor information: Vendor Code (95165289), Vendor Address Code (00008), Vendor Name (JOHN C STENNIS), Document type (FMN), and Document Number (MCFMN11/3).

Vendor Code:	95165289
Vendor Address Code:	00008
Vendor Name:	JOHN C STENNIS
Document type:	FMN
Document Number:	MCFMN11/3

*Steps to Manage Review Billing Dispute Request**Notes**Workflow Tasks:*

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

Notes

Workflow Tasks:

7. The Disputed Billings Query is displayed with the dispute request associated with the notification task in the item collection.

Disputed Billings Query

Search Criteria						
Vendor Code:	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>	Dispute Received/Created Date	<input type="text"/>	Dispute Resolution Date
Designated Agent:	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>	From:	<input type="text"/>	From:
Assignment Code:	<input type="text"/>			To:	<input type="text"/>	To:
Document Type:	<input type="text"/>	<input type="button" value=""/>	Under Review Date			Period of Performance Start Date
Document Number:	ADNX000434-404			From:	<input type="text"/>	From:
Statement Number:	<input type="text"/>			To:	<input type="text"/>	To:
Document Title:	<input type="text"/>			Period of Performance End Date		
Accounting Line Number:	<input type="text"/>			From:	<input type="text"/>	From:
Agreement Number:	<input type="text"/>			To:	<input type="text"/>	To:
Dispute Status:	<input type="text"/>			Pending Final Action Date		
Disputed Amount	<input type="text"/>			From:	<input type="text"/>	From:
				To:	<input type="text"/>	To:
<input type="button" value="Search"/> <input type="button" value="Clear"/>						

+ Accounting

New	Details	Delete	View Document	Correct Document	Amend Document	Add Customer Correspondence	Add Correspondence	Display	10	Items	View as CSV	Sgt...				
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		ADNX000434-404	X0000434	C104-08	\$1,000.00	Services are over billed	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

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

The screenshot shows the 'Disputed Billings Query' page. At the top left is a red box highlighting the 'Search Criteria' section. This section contains various input fields for filtering search results, including dropdowns for 'Vendor Code' and 'Document Type', and date pickers for 'Dispute Received/Created Date' and 'Dispute Resolution Date'. Below these are fields for 'Statement Number', 'Document Title', 'Accounting Line Number', 'Agreement Number', and 'Dispute Status' (set to 'New'). There is also a 'Disputed Amount' range selector with 'From:' and 'To:' fields. At the bottom of this section are 'Search' and 'Clear' buttons. To the right of the search criteria are two columns of date range pickers: 'Under Review Date' and 'Period of Performance Start Date' (From: [] To: []) and 'Pending Final Action Date' and 'Period of Performance End Date' (From: [] To: []). Below the search criteria is a navigation bar with buttons for 'New', 'Details', 'Delete', 'View Document', 'Correct Document', 'Amend Document', 'Add Customer Correspondence', 'Add Correspondence' (disabled), 'Display' (set to '10'), 'Items' (set to '10'), 'View as CSV', and 'Sort..'. A message 'Items 1-4 of 4' is displayed next to the sort button. The main area shows a grid of 14 columns representing dispute request details. The columns are: Dispute Status, Vendor Code, Address Code, Vendor Name, First Name, Last Name, Assignment Code, Document Type, Document Number, Statement Number, Document Title, Disputed Amount, Dispute Reason, and Dispute Received/Created Date Time. The first four columns ('Dispute Status' through 'Document Type') have yellow boxes around them, indicating they are part of the search criteria.

Dispute Status	Vendor Code	Address Code	Vendor Name	First Name	Last Name	Assignment Code	Document Type	Document Number	Statement Number	Document Title	Disputed Amount	Dispute Reason	Dispute Received/Created Date Time
New	12345	ABC123	John Doe	John	Doe	12345	Document Type	12345	Statement Number	Document Title	1000.00	Rejected	2013-07-15 10:00:00
New	54321	XYZ987	Jane Smith	Jane	Smith	54321	Document Type	54321	Statement Number	Document Title	1500.00	Rejected	2013-07-15 10:00:00
New	65432	ABC123	John Doe	John	Doe	65432	Document Type	65432	Statement Number	Document Title	2000.00	Rejected	2013-07-15 10:00:00
New	23456	XYZ987	Jane Smith	Jane	Smith	23456	Document Type	23456	Statement Number	Document Title	2500.00	Rejected	2013-07-15 10:00:00

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:

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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

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Status

* Dispute Status: Rejected
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

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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:

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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.

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													

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**.

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**.

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:	<input type="text"/>
Status:	PROCESSED	Accounting Period:	<input type="text"/>
Document Number:	MCFMN11/10	Reporting Accounting Period:	<input type="text"/>
Statement Number:	F0000043	Batch Number:	<input type="text"/>
Amendment Number:	00001	Document Classification:	<input type="text"/>
Title:	<input style="border: 2px solid yellow; width: 200px; 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"/>		

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Vendor Information

Vendor	Designated Agent
* Code: <input type="text" value="897009"/> <input type="text" value="897009"/> More	Code: <input type="text"/> More Default
Name: DEPT OF ENERGY	Name: <input type="text"/>

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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.

Steps to Perform the Initial Dispute Evaluation from the Disputed Billings Query – Under Review:

Notes

- iii. Transfers the DBRs specified in the billing dispute request from the original accounting line to the new accounting line.

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.

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	Generate Statement Number	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"/>			

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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 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

Status: HELD

Orig Document Date: 11/10/2010

Document Date: 12/05/2010

Document Number: MCFMN11/10

Accounting Period: 03/2011

Statement Number: F0000043 Generate Statement Number

Reporting Accounting Period: 03/2011

Title:

Billed By:

Post Code:

Agency DUNS Number:

Agency DUNS+4:

Bill Generated Flag:

Batch Number:

Document Classification:

Security Org: GSA

Business Line: FLEET

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9. Select the **Submit** button.

Steps to Perform the Initial Dispute Evaluation from the Disputed Billings Query – Under Review:

Notes

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:](#)

Search Clear

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, GSA 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
----------------	-------------	--------------	-------------	------------	-----------	-----------------	---------------	-----------------	------------------	----------------	----------------	----------------	------------------------------------

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 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.

**Steps to Perform the Pending Final Action and Dispute Resolution Updates from
the Disputed Billings Query:**

Notes

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

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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](#)

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[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:

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Note: The Dispute Status and Dispute Resolution Description fields updated and the Dispute Resolution Date field automatically populated the current date.

**Steps to Perform the Pending Final Action and Dispute Resolution Updates from
the Disputed Billings Query:****Notes**

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.

The screenshot shows a form titled "Accounts Receivable Status". On the left, there is a vertical list of date fields: "Debt Appeal/Forbearance Date", "Foreclosure Date", "Wage Garnishment Date", "Rescheduled Date", "Waived Date", "Suspended Date", "Compromised Date", "Closed Out Date", "Litigation Date", and "Bankruptcy Date". To the right of each date field is a corresponding checkbox labeled with the same status term. The "Debt Appeal/Forbearance Date" field and its associated checkbox are both highlighted with a red border, indicating they are the focus of the step. Below the form is a link "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.

**Steps to Perform the Pending Final Action and Dispute Resolution Updates from
the Disputed Billings Query:****Notes**

13. 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	Generate Statement Number	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"/>			

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**Steps to Perform the Pending Final Action and Dispute Resolution Updates from
the Disputed Billings Query:**

Notes

14. Select the **Submit** button.

The screenshot shows a user interface for managing tasks. At the top, a message box displays "Form MCFMN11/10 was submitted for processing successfully." Below this, there are tabs for "Inbox" and "Completed Tasks". Under the "Completed Tasks" tab, there is a search criteria panel with fields for Task, Item, Description, Priority, Status, and Date ranges. Below the search panel, there are buttons for "Search" and "Clear". Further down, there is a toolbar with buttons for Refresh, Open, Acquire, Release, Task History, Original Assignees, Messages, Display (set to 10 items), Sort..., and a refresh icon. The "Last Refreshed" timestamp is also visible.

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

Notes

for a Dispute Request:

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.

***Steps to Create Statement Level Correspondence
for a Dispute Request:***

Notes

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.

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.

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
	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:	<input type="text" value="John"/>	* 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"/>		
<input type="text" value="john.smith@epa.gov"/>			
To Email Address(es):			

Agency Contact

Name:	<input type="text" value="Jim Smith"/>
Title:	<input type="text" value="GSA R6 Billings Manager"/>
Phone Number:	<input type="text" value="555-555-5555"/>
From Email Address:	<input type="text" value="jim.smith@gsa.gov"/>

Correspondence

* Communication	<input type="button" value="Phone"/>	Public Publishing:	<input checked="" type="checkbox"/>
Source:		Record Number:	<input type="text" value="1"/>
* Type Of Correspondence:	<input type="button" value="Dispute"/>	Creator:	<input type="text" value="jsmith"/>
Subject:		Created Date:	<input type="text" value="11/13/10 12:21:00"/>
Last Modified By:		Last Modified Date:	<input type="text" value="11/13/10 12:21:00"/>
Vendor/Address <input type="button" value="897009/897009"/>			
<input type="text" value="Dispute Status: New"/> <input type="text" value="Dispute Explanation: Damaged Goods"/> <input type="text" value="Dear Mr. Smith,"/> <input type="text" value="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."/> <input type="text" value="Regards,"/> <input type="text" value="Jim Smith"/> <input type="text" value="GSA R6 Billings Manager"/>			

4. **REQUIRED**—Enter the following sections:

Steps to Create Statement Level Correspondence

Notes

for a Dispute Request:

- a. Contact Person:
 1. First Name (required).
 2. Last Name (required).
 3. Assignment Code (optional).
- b. Agency Contact:
 1. None.
- c. Correspondence:
 2. Communication Source (pre-populated with phone; required).
 3. Type of Correspondence (pre-populated with Dispute; required).
 4. Public Publishing (pre-populated as True).
 5. Subject (pre-populated with text recorded in the Dispute Reason field of the dispute request).
 6. Correspondence (required).

Note: The remaining fields of the Contact Person, Agency Contact, and Correspondence sections will be defaulted after selecting Save.

The screenshot shows a software interface for creating a new correspondence record. The form is titled 'Correspondence' and includes the following fields:

- * Communication Source:** Phone (dropdown menu)
- * Type Of Correspondence:** Dispute (dropdown menu)
- Subject:** DAMAGE
- 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:** 897009/897009
- Code:** (dropdown menu)

The correspondence body contains the following text:

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

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.

Steps to Create Statement Level Correspondence**Notes****for a Dispute Request:**

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**.
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 GSA 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	Contact Person	Public Publishing:
From:	First Name:	Record Number:
To:	Last Name:	Itemized Line Number:
	Assignment Code:	Accounting Line Number:

Correspondence:

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	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

4.9.7 New Disputed Creation from Dispute Billings Query

In addition to tracking disputes received from VCSS, the Disputed Billings Query also provides GSA 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

Notes

from the Disputed Billings Query:

1. Navigate to Queries=>Accounts Receivable=>Disputed Billings Query.
The Disputed Billings Query is displayed.

2. Select the **New** button.

**Steps to Create a New Dispute Request
from the Disputed Billings Query:**

Notes

3. The Dispute Request Submission Billing Document/Internal Voucher page is displayed.

Billing Document/Internal Voucher

Document

Document Type:

* Document Number:

Dispute Type

Dispute Entire Document

Choose Which Accounting Lines to Dispute

Choose Which Detail Records to Dispute

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.

Choose Accounting Lines

Search Criteria

Line Number: []

Total Accounting Line Amount

From: [] To: []

Accounting Line Principal Amount

From: [] To: []

Billing Status: []

Line Type: []

Agreement Number: [] Agreement Line Number: []

Contract Number: [] Contract Line Number: []

Delivery Order Number: []

Search

+ Interagency Search Criteria

+ Accounting Dimensions

Mark for Dispute Sort...

Summary

	Line Number	Total Accounting	Principal Amount	Interest Amount	Administration CI	Penalty Amount	Billing Status	Line Type	Agreement Num	Agreement Line	Delivery Order N
<input type="checkbox"/>	1	\$5,486.00	\$5,486.00	\$0.00	\$0.00	\$0.00 Billed	Billed	Normal			

8. 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.

**Steps to Create a New Dispute Request
from the Disputed Billings Query:**

Notes

[Back](#) [Next >](#) [Cancel](#)

Choose Accounting Lines

Search Criteria

Line Number:	<input type="text"/>
Total Accounting Line Amount:	<input type="text"/>
From:	<input type="text"/>
To:	<input type="text"/>
Accounting Line Principal Amount:	<input type="text"/>
From:	<input type="text"/>
To:	<input type="text"/>
Billing Status:	<input type="text"/>
Line Type:	<input type="text"/>
Agreement Number:	<input type="text"/> Agreement Line Number: <input type="text"/> Edit
Contract Number:	<input type="text"/> Contract Line Number: <input type="text"/> Edit
Delivery Order Number:	<input type="text"/> Edit
Search	

+ Interagency Search Criteria

+ Accounting Dimensions

[Mark for Dispute](#) [Sort...](#)

Summary

<input type="checkbox"/>	Line Number	Total Accounting	Principal Amount	Interest Amount	Administration CI	Penalty Amount	Billing Status	Line Type	Agreement Num	Agreement Line N	Delivery Order N
<input checked="" type="checkbox"/>	1	\$5,486.00	\$5,486.00	\$0.00	\$0.00	\$0.00 Billed	Normal				

9. Select the Accounting Lines in the item collection to include in the dispute, and then select the **Mark for Dispute** button.

[Mark for Dispute](#) [Sort...](#)

Summary

<input type="checkbox"/>	Line Number	Total Accounting	Principal Amount	Interest Amount	Administration CI	Penalty Amount	Billing Status	Line Type	Agreement Num	Agreement Line N	Delivery Order N
<input checked="" type="checkbox"/>	1	\$5,486.00	\$5,486.00	\$0.00	\$0.00	\$0.00 Billed	Normal				

10. Select **Next**.

Skip to step 16.

11. The Dispute Request Submission Wizard Choose Detail Records page is displayed.

**Steps to Create a New Dispute Request
from the Disputed Billings Query:**

Notes

< Back Next > Cancel

Choose Detail Records

Search Criteria

Record Identifier:

Amount:

Source Number:

Record Date:

Period of Performance

Start Date:

End Date:

Commodity: 

Quantity:

Search

+ 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

Mark for Dispute Clear Result Display 10 Items 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	Customer Identification Code	Interfund Indicator	Credit/Adjustment Indicator
- NO ITEMS TO DISPLAY -															

Steps to Create a New Dispute Request***Notes******from the Disputed Billings Query:***

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.

Choose Detail Records

Search Criteria

Record Identifier:	MOM02FP0001XPSCGP00
Amount:	\$576.00
Source Number:	
Record Date:	
Period of Performance	
Start Date:	
End Date:	
Commodity:	
Quantity:	
Search	

+ Billing Detail

+ General Detail Billing Elements

Credit/Adjustment Indicator:		Assignment Agency:	00
Advance Indicator:		Interfund Indicator:	
DPE Period of Performance			
Start Date:			
End Date:			

+ Fleet Detail Billing Elements

+ Rent Detail Billing Elements

+ Additional Criteria

Mark for Dispute **Clear Result** **Display 10 Items** **Sort...**

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	Interfund Indicator
<input checked="" type="checkbox"/>	MOM02FP0001XPSCGP00	0.000000	\$576.00	FDN	FDNF0002239-001	1	897009	897009	F0002239	03/03/2011				

13. Select the DBRs in the item collection to include in the dispute, and then select the **Mark for Dispute** button.

Mark for Dispute **Clear Result** **Display 10 Items** **Sort...**

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	Interfund Indicator
<input checked="" type="checkbox"/>	MOM02FP0001XPSCGP00	0.000000	\$576.00	FDN	FDNF0002239-001	1	897009	897009	F0002239	03/03/2011				

**Steps to Create a New Dispute Request
from the Disputed Billings Query:**

Notes

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.

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

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Supplementary Dispute Information

* Dispute Reason Code: DAMAGE 

The goods associated with this billing were damaged upon delivery.

* Dispute Explanation:

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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.

Review General 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

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- Supplementary Dispute Information

Dispute Reason Code:	DAMAGE
The goods associated with this billing were damaged upon delivery.	
Dispute Explanation:	

[Return to Top](#)

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.

Disputed Items Review

Remove Details Display 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
FMN	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**.

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
FMN	MCFMN11/2 1			\$100.00	F0000012	951652894 00008		JOHN C STENNIS WARDROOM MESS						455F 01	F01Y0000 FE32	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.

DB0006 Dispute request has successfully been submitted.

Disputed Billings Query

Search Criteria –

Vendor Code: <input type="text"/>	Assignment Code: <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"/>
Document Type: <input type="text"/>	Document Number: <input type="text"/>	Under Review Date To: <input type="text"/> From: <input type="text"/>	Period of Performance Start Date From: <input type="text"/> To: <input type="text"/>
Statement Number: <input type="text"/>	Document Title: <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"/>
Document Title: <input type="text"/>	Accounting Line Number: <input type="text"/>		
Agreement Number: <input type="text"/>	Dispute Status: <input type="text"/>		
Disputed Amount From: <input type="text"/> To: <input type="text"/>			

Search **Clear**

4.10 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.

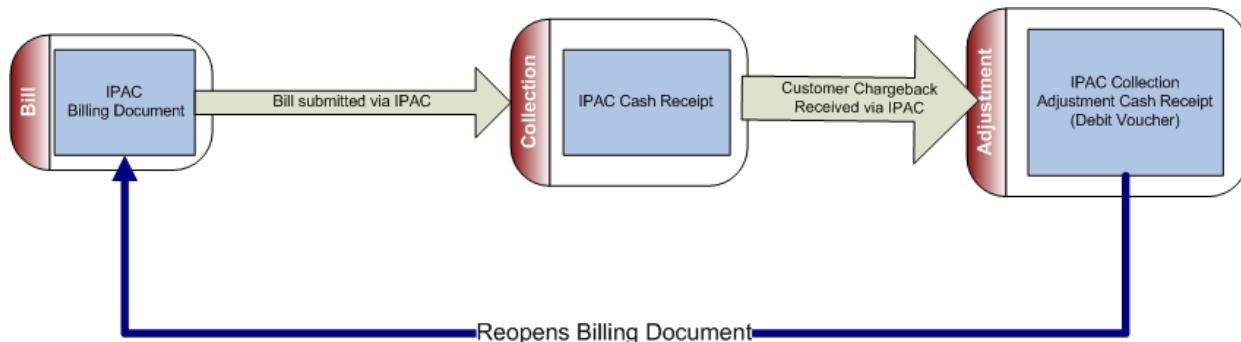
In addition to the Treasury adjustments, customers may intend to “chargeback” an IPAC Transaction by creating their adjustment outside of the Treasury adjustment process. GSA will receive regular payment and collection transactions via IPAC that are intended to be chargebacks by the customer. These transactions 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.

4.10.1 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 4-96: High Level IPAC Collection Adjustment Process



GSA 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.

4.10.1.1 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	Notes
Using the IPAC Transaction Query:	

1. Navigate to Queries=>General System=>IPAC Transaction Query.

The IPAC Transaction Query page is displayed.

The screenshot shows the 'IPAC Transaction Query' search criteria interface. The 'IPAC Transaction Query' title bar is highlighted with a red box. The form is divided into several sections:

- Document**: Contains fields for Document Category (dropdown), IPAC Status (dropdown), and Type, Number, Item, Accounting (each with a text input and a pencil icon).
- IPAC Reference**: Contains 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, Related Docs (checkbox), Customer TSYM, Customer ALC, Customer BETC, ALC, Disbursing Office, Agency DUNS, and Agency DUNS+4.
- IPAC Submission Date**: Contains From and To date pickers.
- Post SGL Status Indicator**: Contains a dropdown menu.
- IPAC Confirmed**: Contains From Date, To Date, Amount, and Value fields.

Steps to Review Collection Adjustments

Notes

Using the IPAC Transaction Query:

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.

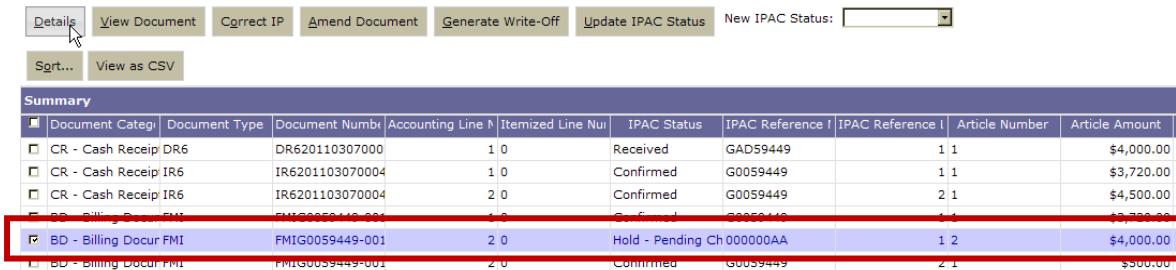
The screenshot shows a form for searching IPAC Transaction Query. It includes fields for Rebill, Chargeback Original IPAC Reference Number, Chargeback Original IPAC Reference Line Number, Chargeback Original IPAC Document Identifier, Reason, DV Document Title, DV Articles Or Services, DV Accomplished Date (From: _____ To: _____), DV Accounting Date (From: _____ To: _____), Total WriteOff Amount (Amount: _____ Value: _____), Processed WriteOff Amount (Amount: _____ Value: _____), and Outstanding WriteOff Amount (Amount: _____ Value: _____). A red box highlights the 'Chargeback Age' dropdown menu, which lists categories: 0-30 Days, 31-60 Days, 61-90 Days, 91-120 Days, and 121+ Days.

3. Select **Search** to execute the query.

Search **Clear**

Steps to Review Collection Adjustments***Notes******Using the IPAC Transaction Query:***

4. Select a detail from the Item Collection.



The screenshot shows a software interface for managing IPAC transaction details. At the top, there are several buttons: 'Details' (highlighted with a mouse cursor), 'View Document', 'Correct IP', 'Amend Document', 'Generate Write-Off', 'Update IPAC Status', and a dropdown menu for 'New IPAC Status'. Below these buttons are two links: 'Sgrt...' and 'View as CSV'. The main area is titled 'Summary' and contains a table with the following data:

Document Categ	Document Type	Document Numbr	Accounting Line N	Itemized Line Num	IPAC Status	IPAC Reference I	IPAC Reference L	Article Number	Article Amount
<input type="checkbox"/> CR - Cash Receipt DR6	DR6	DR620110307000		1 0	Received	GAD59449		1 1	\$4,000.00
<input type="checkbox"/> CR - Cash Receipt IR6	IR6	IR6201103070004		1 0	Confirmed	G0059449		1 1	\$3,720.00
<input type="checkbox"/> CR - Cash Receipt IR6	IR6	IR6201103070004		2 0	Confirmed	G0059449		2 1	\$4,500.00
<input checked="" type="checkbox"/> BD - Billing Docur FMI	FMI	FMIG0059449-001		1 0	Confirmed	G0059449		1 1	\$3,720.00
<input checked="" type="checkbox"/> BD - Billing Docur FMI	FMI	FMIG0059449-001		2 0	Hold - Pending Ch 000000AA		1 2		\$4,000.00
<input type="checkbox"/> BD - Billing Docur FMI	FMI	FMIG0059449-001		2 0	Confirmed	G0059449		2 1	\$500.00

Steps to Review Collection Adjustments

Notes

Using the IPAC Transaction Query:

- 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 Pegasys 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 New IPAC Status dropdown. Below these are buttons for Sort... and View as CSV. A summary table header row is shown with columns for Document Category, Document Type, Document Number, Accounting Line N, Itemized Line N, IPAC Status, IPAC Reference I, and IPAC Reference L. The main content area shows the IPAC Transaction Detail page with tabs for IPAC History, SGL Information Record, IPAC Transaction DBE Detail, and Correspondence. Under IPAC Transaction Detail, there are buttons for View Document, Amend Document, and Correct Document. Below these are links for Expand All and Collapse All. The main form area contains sections for General, Document, and Internal Obligation. The General section includes fields for Document Category (BD - Billing Document), Billing Status (Unbilled), 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), and Designated Agent Name (VA CENTRAL OFFICE). The Document section includes fields for Type, Number, Item, Accounting (Item 2 highlighted with a red box), Statement Number (G0059449), Related Statement Number, Referenced Statement Number, DBE Detail Flag (Yes), Source Number (FLT3610352011), Title (Fleet IPAC DBE Detail Normal Multiple Lines), Invoice Number (G0059449), Requisition Number (012011), JAS Number, Fiscal Station Number (0), Job Number, Accounting Classification Reference Number, Contracts (FLEET), Blanket Agreement, Agreement Number, Customer Funding Source (NOT PROV CUST), and Funding Document (FLT3610352011). The Internal Obligation section includes fields for Type, Number, Item, Accounting, and Reason.

Steps to Review Collection Adjustments***Notes******Using the IPAC Transaction Query:***

6. Scroll down page to see the Chargeback information.

Note the Rebill flag is Yes.

IPAC Status

IPAC Status:	Hold - Pending Chargeback	Cancelled/Deleted:	<input type="checkbox"/>
IPAC Submission Date:		Zero Dollar Status Indicator:	<input type="checkbox"/>
IPAC Confirmation Date:		Zero Dollar Reference Number:	
IPAC Confirmed Amount:		Post SGL Status Indicator:	<input type="checkbox"/>
IPAC Rejection Date:		Omitted From File:	No

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IPAC Reference

IPAC Reference Number:	000000AA	Relative Line Number:																																					
IPAC Reference Line Number:	1	Transaction Identity:																																					
IPAC Document Identifier:	2KS001KAEOW	IPAC Adjustment:	<input type="checkbox"/> No																																				
Reference Doc IPAC Document Identifier:		IPAC Adjustment Original IPAC Reference Number:																																					
Chargeback Information <table border="1"> <tr> <td>Rebill:</td> <td><input checked="" type="checkbox"/> Yes</td> <td><input type="button" value="Enter Write-Off"/></td> </tr> <tr> <td>Chargeback Original IPAC Reference Number:</td> <td>G0059449</td> <td></td> </tr> <tr> <td>Chargeback Original IPAC Reference Line Number:</td> <td>2</td> <td></td> </tr> <tr> <td>Chargeback Original IPAC Document Identifier:</td> <td>2KY001JEBOWU</td> <td></td> </tr> <tr> <td>Chargeback Age:</td> <td>0</td> <td></td> </tr> <tr> <td>Total Write-Off Amount:</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>Processed Write-Off Amount:</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>Outstanding Write-Off Amount:</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>Debit Voucher Accounting Date:</td> <td>03/07/2011</td> <td></td> </tr> <tr> <td>Debit Voucher Acomplished Date:</td> <td>03/07/2011</td> <td></td> </tr> <tr> <td>Debit Voucher Document Title:</td> <td>Fleet IPAC DBE Detail Normal Multiple Lines</td> <td></td> </tr> <tr> <td>Debit Voucher Articles Or Services:</td> <td colspan="2"></td> </tr> </table>				Rebill:	<input checked="" type="checkbox"/> Yes	<input type="button" value="Enter Write-Off"/>	Chargeback Original IPAC Reference Number:	G0059449		Chargeback Original IPAC Reference Line Number:	2		Chargeback Original IPAC Document Identifier:	2KY001JEBOWU		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:		
Rebill:	<input checked="" type="checkbox"/> Yes	<input type="button" value="Enter Write-Off"/>																																					
Chargeback Original IPAC Reference Number:	G0059449																																						
Chargeback Original IPAC Reference Line Number:	2																																						
Chargeback Original IPAC Document Identifier:	2KY001JEBOWU																																						
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:																																							

Steps to Review Collection Adjustments

Notes

Using the IPAC Transaction Query:

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 transactions. 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...', 'View as CSV', and other buttons. The main area is divided into sections: 'Summary' (containing a table with columns like Document Category, Type, Number, Item, Accounting, etc.) and 'General' (containing detailed transaction information). In the 'General' section, fields include Document Category (BD), Type (FMI), Number (FMIG0059449-001), Item (0), Accounting (2), Article Number (2), DBE IPAC Doc ID (MOM02MH00019DXKGF), IPAC Reference Number (000000AA), IPAC Reference Line Number (1), Detail Line Number (1), Quantity (1.000000), Unit Price Amount (\$4,000.0000), and Unit (EA). Other fields include 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), and Omitted From File (No). A large text area labeled 'Article Or Services:' is also present.

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**Notes****Using the IPAC Transaction Query:**

8. 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 is a search criteria panel with fields for Creator, Subject, Type Of Correspondence, Contact Person, Public Publishing, Record Number, From, To, First Name, Assignment Code, and Last Name. Below this is a large text area for Correspondence. At the bottom of the main panel are buttons for Back, Add, Remove, Save, Email, History, Attachments, Display (set to 10 items), View as CSV, and Sort... A message '- NO ITEMS TO DISPLAY -' is centered below the display buttons. Below the main panel is a contact person form with fields for First Name, Last Name, Assignment Code, Title, Phone Number, International Phone Number, and To Email Address(es). The 'Add' button in the toolbar is highlighted with a red box.

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 the buttons is a summary table with columns for Document Cat, Document Typ, Document Num, Accounting Lin, Itemized Line, IPAC Status, IPAC Reference, Article Number, and Article A.

Steps to Review Collection Adjustments

Notes

Using the IPAC Transaction Query:

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, the "Subsystem:" dropdown is set to "Accounts Receivable". A red box highlights the "Document" section, which includes fields for "Document" (with a file icon), "Document Type" (set to "FMI"), "Document Name" (set to "Fleet IPAC BD Manual"), and "Document Number" (set to "FMIG0059449-001"). Below this, another red box highlights the "Amendment Number" section, which includes a field for "Amendment Number" and a "Generate" button. The "Amendment Number" field contains the value "FMIG0059449-001".

[Go to top of page](#)

*Steps to Review Collection Adjustments**Notes**Using the IPAC Transaction Query:*

10. **REQUIRED**—Enter the **Amendment Number** (or select Generate) and select **OK**.

The screenshot shows the 'New Amendment' screen. At the top, there are 'OK' and 'Cancel' buttons. Below them is a section titled 'New Amendment'. Inside this section, there is a form with the following fields:

- Subsystem:** Accounts Receivable
- * Document:** FMI (with a pencil icon)
- * Document Type:** FMI
- Document Name:** Fleet IPAC BD Manual
- * Document Number:** FMIG0059449-001
- Amendment Number:** 001 (highlighted in yellow)
- Generate** button (next to the Amendment Number field)

A red box highlights the 'Amendment Number' field and its associated controls.

11. **REQUIRED**—Enter the **Amendment Justification**, for example –Chargeback Reason”.

The screenshot shows the 'Amendment Information' screen. It includes a 'Date:' field (with a calendar icon) and a 'Justification:' field. The 'Justification:' field contains the text 'Rebill of Chargeback DRN ZZ123234'. A red box highlights the 'Justification:' field. At the bottom left, there is a 'Return to Top' link.

Steps to Review Collection Adjustments

Notes

Using the IPAC Transaction Query:

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.

13. Select the Article tab.

14. Select the Article with the IPAC Status –Hold Pending Chargeback” and the Rebill flag set to Yes.

Accounting Line	Charge Lines	Articles	Detail Billing Record Search	Modified Detail Billing Records			
<u>Article</u>							
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	Rebill	Adjustment	
<input type="checkbox"/> <input checked="" type="radio"/> 1	\$500.00	G0059449	2	Confirmed	No	Yes	
<input type="checkbox"/> <input checked="" type="radio"/> 2	\$4,000.00	000000AA	1	H	Yes	No	

*Steps to Review Collection Adjustments**Notes**Using the IPAC Transaction Query:*

15. **REQUIRED for Chargebacks**—Enter the Chargeback Reason in the “Reason” field.

Article

Item: 1 2

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

General

Article Number:	2	Articles Or Services:
Date Of Delivery:		Reason:
Qty/Unit Price Indicator:	Use DBE Detail	CB Reason 05
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.

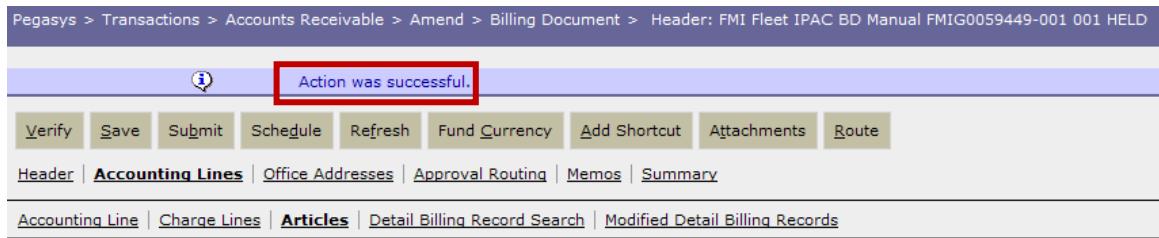


Steps to Review Collection Adjustments

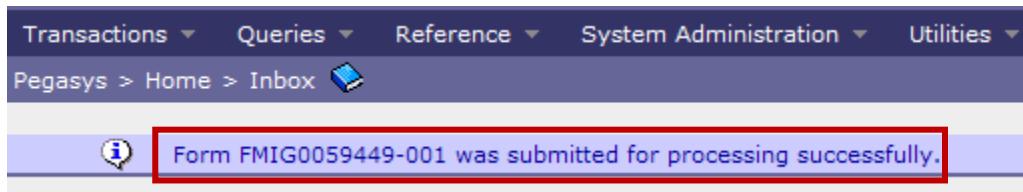
Notes

Using the IPAC Transaction Query:

17. Select the **Verify** button.



18. Select the **Submit** button.



To rebill or accept the chargeback, please refer to the sub-sections that follow in section 4.10.1 Collection Adjustments.

4.10.1.2 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 —NbSubmitted” 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**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:

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:

Steps to Rebill a Chargeback Collection Adjustment

Notes

Using the IPAC Transaction Query:

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

Search Criteria

Document

Document Category: BD - Billing Document IPAC Status: Hold - Pending Chargeback

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:

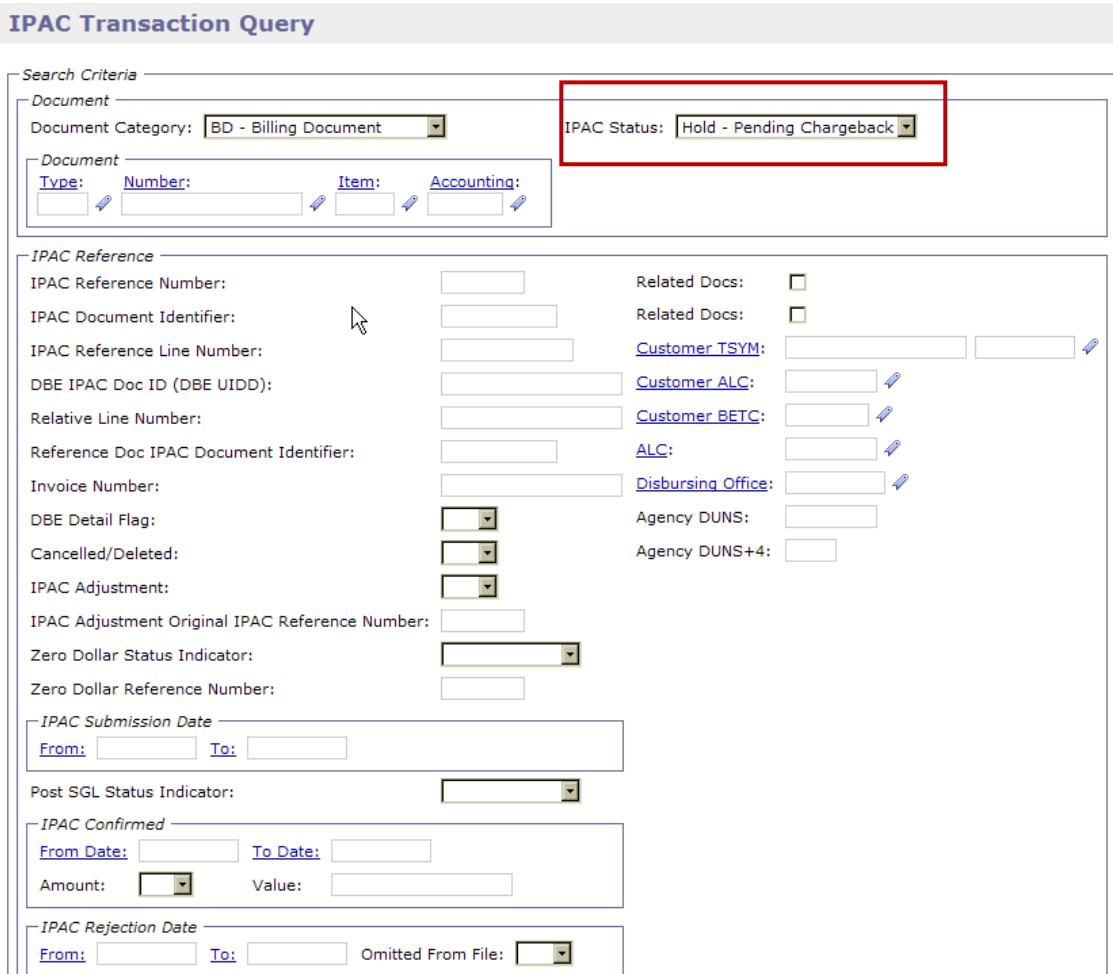
Post SGL Status Indicator:

IPAC Confirmed

From Date: To Date:
Amount: Value:

IPAC Rejection Date

From: To: Omitted From File:



Steps to Rebill a Chargeback Collection Adjustment**Notes****Using the IPAC Transaction Query:**

The screenshot shows a search interface for the IPAC Transaction Query. At the top are two buttons: 'Search' (highlighted with a mouse cursor) and 'Clear'. Below is a section titled 'Additional Criteria' containing various input fields. A specific row for 'Statement Number' has been highlighted with a red box; the input field contains 'AA000420' and the 'Related Docs' checkbox is checked. Other fields in this row include 'Related Statement Number' and 'Referenced Statement Number', each with its own 'Related Docs' checkbox. To the right of this row are several other search criteria: Business Line, Contracts, Blanket Agreement, Agreement Number, Source Number, Article Number, Article Amount, Fiscal Year, and Currency Code. At the bottom left is a large text area labeled '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.

Steps to Rebill a Chargeback Collection Adjustment

Notes

Using the IPAC Transaction Query:

- Select the detail from the item collection.

Document Category	Document Type	Document Number	Accounting Line N	Itemized Line Num	IPAC Status	IPAC Reference I	IPAC Reference II	Article Number	Article Amount
BD - Billing Docur RMI	RMIAA000420-00		1 0		Hold - Pending Ch	0000008K		1 2	\$777.00

- 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'.

General	Billing Status:
Document Category: BD - Billing Document	Billing Status: Unbilled
Type: Number: RMI	Article Number: 2
Item: 0	Article Amount: \$777.00
Accounting: RMIAA000420-001	Currency Code: USD
Statement Number: AA000420	Security Org: GSA
Related Statement Number:	Fiscal Year: 2011
Referenced Statement Number:	Customer ALC: 95670000
DBE Detail Flag: No	Customer TSYM:
Source Number: OA89781125	Customer BETC:
Title: RENT Debit Bill	ALC: 47000017
Invoice Number:	Disbursing Office: GS193
Requisition Number:	Agency DUNS: 123456789
JAS Number:	Agency DUNS+4: 1234
Fiscal Station Number: 0	Vendor Code: 9567 9567
Job Number:	Vendor Name: DENALI COMMISSION
Accounting Classification Reference Number: RENT	Trading Partner Agency: 95
Contracts: RENT	DUNS:
Blanket Agreement:	DUNS+4:
Agreement Number:	Designated Agent ALC: 95670000 95670000
Customer Funding Source: CUSTNOTPROV	Designated Agent Name: DENALI COMMISSION
Funding Document: OA89781125	

Steps to Rebill a Chargeback Collection Adjustment**Notes****Using the IPAC Transaction Query:**

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

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:	Article Number:
RMI	RMIAA000420-001	0	2
Statement Number:	AA000420	Article Amount:	\$777.00
Related Statement Number:		Currency Code:	USD
Referenced Statement Number:		Security Org:	GSA
DBE Detail Flag:	NO	Fiscal Year:	2011
Source Number:	OA89781125	Customer ALC:	95670000
Title:	RENT Debit Bill	Customer TSYM:	
Invoice Number:		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

Notes

Using the IPAC Transaction Query:

8. Enter the **Amendment Number** or select the **Generate** button.

The screenshot shows a software interface titled "New Amendment". At the top, there are "OK" and "Cancel" buttons. Below the title, the "Subsystem" is set to "Accounts Receivable". A large rectangular form contains the following fields:

- * Document: A dropdown menu with an edit icon.
- * Document Type: A dropdown menu containing "RMI".
- Document Name: Rent IPAC BD Manual
- * Document Number: RMIAA000420-001
- Amendment Number: A field with a red border and a "Generate" button next to it.

The "Amendment Number" field is highlighted with a red border.

Steps to Rebill a Chargeback Collection Adjustment**Notes****Using the IPAC Transaction Query:**

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

Notes

Using the IPAC Transaction Query:

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	Detailed 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	Sub Proj	Activit
1	Normal	\$777.00	01	11RNT-01-192X-P0125100-	2011		192X	01	P0125100	PG00				PGA33

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	Detailed Billing Record Search	Modified Detail Billing Records				
Add	Copy	Remove	Replace	Display	10 Items	View as CSV	Sort...	

Article Number	Article Amount	IPAC Reference Number	IPAC Reference Line Number	IPAC Status	Rebill	Adjustment
1	\$388.50	AA000420	1	Confirmed	No	Yes
2	\$777.00	0000008K	1	H	Yes	No

Steps to Rebill a Chargeback Collection Adjustment**Notes****Using the IPAC Transaction Query:**

14. Select the **Article** link.

The Article Page is displayed.

15. **REQUIRED**— Enter the Reason for the Chargeback in the Reason Code field.

Steps to Rebill a Chargeback Collection Adjustment

Notes

Using the IPAC Transaction Query:

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.

IPAC Status	
IPAC Status:	<input type="button" value="Not Submitted"/>
IPAC Schedule Date:	
IPAC Submission Date:	
IPAC Confirmation Date:	<input type="button" value="Not Submitted"/> 
IPAC Confirmed Amount:	
IPAC Reference Number:	0000008K
IPAC Reference Line Number:	1
Detail Line Number:	
IPAC Document Identifier:	2KS001QUDJW
Reference Document IPAC Document Identifier:	
Adjustment:	<input type="button" value="No"/>
IPAC Rejection Date:	
Omitted from File:	<input type="button" value="No"/>

Steps to Rebill a Chargeback Collection Adjustment**Notes****Using the IPAC Transaction Query:**

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. The messages in the screen above with the are informational only and do not need to be corrected.

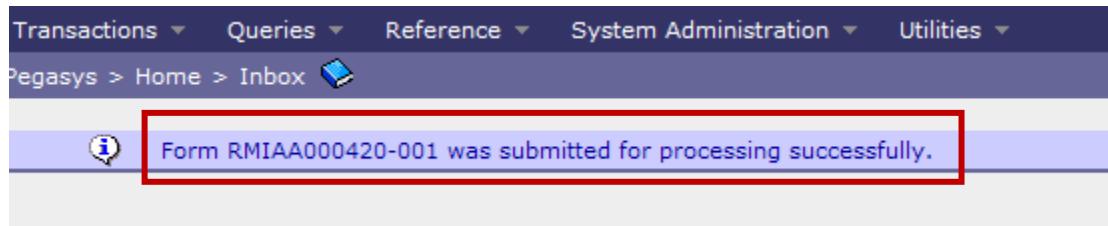
Steps to Rebill a Chargeback Collection Adjustment

Notes

Using the IPAC Transaction Query:

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.



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.

4.10.1.2.1 Rebill Collection Adjustment Chargeback – Correcting Articles and Services

- RWA/HOTD 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 and Automotive Purchases (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: GSA 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).

4.10.1.2.2 Rebill Collection Adjustment Chargeback – Correcting ALC or Vendor Code

- RWA/HOTD 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 and Automotive Purchases (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 FRBARDBIMPT.
 - 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.

4.10.1.2.3 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 4.4.3.5 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.

4.10.1.3 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**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:
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:

Steps to Accept a Chargeback

Notes

Using the IPAC Transaction Query:

2. 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**.

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: G0059449 Related Docs:

Related Statement Number: _____ Related Docs:

Referenced Statement Number: _____ Related Docs:

Chargeback Information

Rebill: _____

Chargeback Original IPAC Reference Number: _____

Chargeback Original IPAC Reference Line Number: _____

Chargeback Original IPAC Document Identifier: _____

Reason: _____

Chargeback Age

0-30 Days:
31-60 Days:
61-90 Days:
91-120 Days:
121+ Days:

*Steps to Accept a Chargeback**Notes**Using the IPAC Transaction Query:*

3. Select the **Search** button to execute the query.

4. Select the detail from the Item Collection.

The screenshot shows a user interface for managing IPAC transaction queries. 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 buttons are two links: 'Sgrt...' and 'View as CSV'. The main area is titled 'Summary' and contains a table with the following data:

Document Category	Document Type	Document Number	Accounting Line N	Itemized Line Num	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

Notes

Using the IPAC Transaction Query:

5. 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

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		
Invoice Number:	G0059449	Customer BETC:	
Requisition Number:	012011	ALC:	47000016
JAS Number:		Disbursing Office:	GS127
Fiscal Station Number:	0	Agency DUNS:	
Job Number:		Agency DUNS+4:	
Accounting Classification Reference Number:		Vendor Code:	361035 361035
Contracts:	FLEET	Vendor Name:	VA HOSPITAL
Blanket Agreement:		Trading Partner Agency:	36
Agreement Number:		DUNS:	039624291
Customer Funding Source:	NOT PROV CUST	DUNS+4:	
Funding Document:	FLT3610352011	Designated Agent ALC:	36001200 36001200
<i>Internal Obligation</i>		Designated Agent Name:	VA CENTRAL OFFICE
Type: Number:	Item: Accounting:	Reason:	

*Steps to Accept a Chargeback**Notes***Using the IPAC Transaction Query:**

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.

6. Enter the **Amendment Number** or select the **Generate** button.

The screenshot shows the 'New Amendment' window from the Pegasys system. At the top, there are 'OK' and 'Cancel' buttons. Below them, the title 'New Amendment' is displayed. The main form area has a red border around the document information section. Inside this section, there are four fields: 'Document' (with a file icon), 'Document Type' (set to 'FMI'), 'Document Name' (set to 'Fleet IPAC BD Manual'), and 'Document Number' (set to 'FMIG0059449-001'). Below this section, there is a separate box labeled 'Amendment Number' containing a field for 'Amendment Number' and a 'Generate' button. The entire window has a blue header bar with the path 'Pegasys > Transactions > Accounts Receivable > Amend > New Amendment' and a small book icon.

[Go to top of page](#)

7. Select the **OK** button.

Steps to Accept a Chargeback

Notes

Using the IPAC Transaction Query:

The BD is opened in a new window in Amend mode.

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:

Status: PROCESSED Accounting Period:

Document Number: FMIG0059449-001 Reporting Accounting Period:

Statement Number: G0059449 Generate Statement Number Batch Number:

Amendment Number: 002 Document Classification:

Title: Fleet IPAC DBE Detail Normal Multiple Lines Security Org: GSA

Billed By: Business Line: FLEET

Post Code:

Agency DUNS Number:

Agency DUNS+4:

Bill Generated Flag:

Bill Generated Date: 03/07/2011

[Return to Top](#)

8. Enter the **Amendment Justification**.

Amendment Information

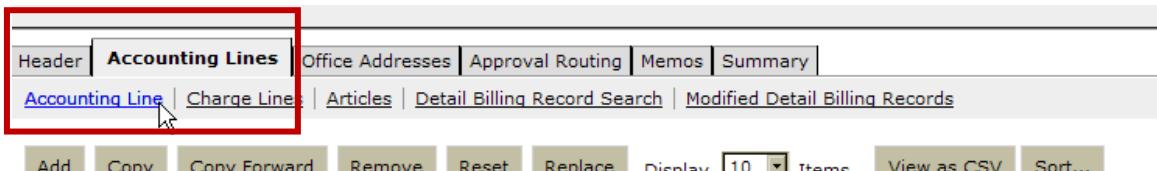
Date:

* Justification:

[Return to Top](#)

*Steps to Accept a Chargeback**Notes****Using the IPAC Transaction Query:***

9. Select the Accounting Line Tab.
10. 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								
<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	SC
<input checked="" type="checkbox"/>	1	Normal	\$3,720.00	01	11FLT-01-455F-FE32-F01Y0000-FE113-A12	2011		455F	01	F01Y0000	FE32				FE111	

11. 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			
<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
Date Of Delivery:	<input type="text"/>
Qty/Unit Price Indicator:	Use DBE Detail
Quantity:	0.000000
Unit Price Amount:	\$0.0000
Unit:	<input type="text"/>
Article Amount:	\$3,000.00

IPAC Status

IPAC Status:	Hold - Pending Chargeback
IPAC Schedule Date:	03/07/2011
IPAC Submission Date:	<input type="text"/>
IPAC Confirmation Date:	<input type="text"/>
IPAC Confirmed Amount:	\$0.00
IPAC Reference Number:	000000AB
IPAC Reference Line Number:	1
Detail Line Number:	<input type="text"/>
IPAC Document Identifier:	2KS001U0FOW
Reference Document IPAC Document Identifier:	<input type="text"/>
Adjustment:	No
IPAC Rejection Date:	<input type="text"/>
Omitted from File:	No

Articles Or Services:

Reason:

13. **REQUIRED**—Enter the Reason for the Chargeback in the Reason Code field.

Accept ChargebackDRN G0059449

Reason:

*Steps to Accept a Chargeback**Notes**Using the IPAC Transaction Query:*

14. **REQUIRED**—Set the **IPAC Status** to Do Not Send.

IPAC Status

IPAC Status:	Hold - Pending Chargeback
IPAC Schedule Date:	Confirmed
IPAC Submission Date:	Hold - Pending Chargeback
IPAC Confirmation Date:	In Transit
IPAC Confirmed Amount:	Rejected
IPAC Reference Number:	Net Submitted
	Do Not Send
	Write-Off

15. Select the **Save** button.

Form FMIG0059449-001 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

16. Select the **Verify** button.

Steps to Accept a Chargeback

Notes

Using the IPAC Transaction Query:

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.

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

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:	\$3,000.00

Reason:

Articles Or Services:

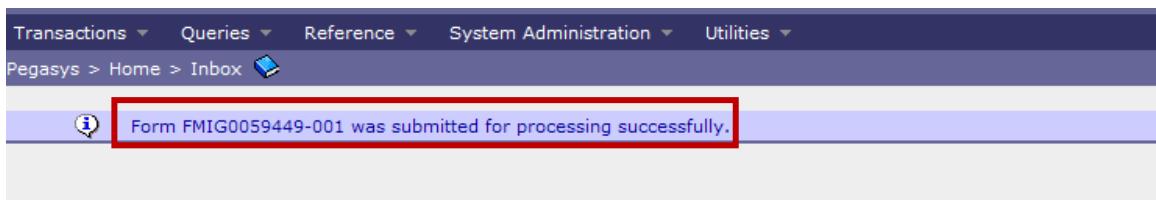
IPAC Status

IPAC Status:	Do Not Send
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

*Steps to Accept a Chargeback**Notes**Using the IPAC Transaction Query:*

17. Select the **Submit** button.

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 Categ	Document Type	Document Numbe	Accounting Line N	Itemized Line Nu	IPAC Status	IPAC Reference I
<input checked="" type="checkbox"/>	BD - Billing Docur FMI		FMIG0059449-001	1 0		Do Not Send	000000AB

4.10.1.3.1 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 but no corresponding update in RETA.

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 months) – ((\\$9k / 12 months) * 6 months) = \$1500. *Refer to section 4.13 for manual creation of a credit bill.*
 - ▶ Rebill full chargeback amount = \$1k.
 - ▶ Perform the associated mod in RETA (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 ($\$9k - \$6k + \1500) / 6 remaining months. *Refer to section 4.3 for information about creating or adjusting an agreement.*
- In the above scenario, follow the process outlined below, if customer does not want refund for previous months' over-billing:
 - ▶ Rebill full chargeback amount = \$1k. Refer to section 4.10 for information on how to rebill a chargeback.
 - ▶ Perform the associated mod in RETA (will result in reduced billing amounts for remainder of agreement).
 - New Pegasys agreement authorized amount = \$9k.
 - New Pegasys agreement monthly bill amount = \$500/month ($\$12k - \$9k$) / 6 remaining months.

Refer to section 4.3 for information about creating or adjusting an agreement.

4.10.1.3.2 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.

4.10.1.4 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

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:

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 Processing Date

Steps to Write Off Outstanding Collection Adjustments**Notes****Using the IPAC Transaction Query:**

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.

The screenshot shows a form for searching IPAC Transaction Query. It includes fields for 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: []), and Outstanding WriteOff Amount (Amount: [] Value: []). A red box highlights the 'Chargeback Age' section, which contains checkboxes for 0-30 Days, 31-60 Days, 61-90 Days, 91-120 Days, and 121+ Days.

Steps to Write Off Outstanding Collection Adjustments

Notes

Using the IPAC Transaction Query:

The screenshot shows a search interface with the following fields:

- Search** (button, highlighted with a red box)
- Clear** (button)
- Additional Criteria** (checkbox)
- Title:** [Text input]
- Customer Funding Source:** [Text input]
- Funding Document:** [Text input]
- Requisition Number:** [Text input]
- JAS Number:** [Text input]
- Fiscal Station Number:** [Text input]
- Job Number:** [Text input]
- Accounting Classification Reference Number:** [Text input]
- Statement Number** (group header)
- Statement Number:** **AA000503** (highlighted with a yellow box)
- Related Docs:**
- Related Statement Number:** [Text input]
- Related Docs:**
- Referenced Statement Number:** [Text input]
- Related Docs:**

3. Select the **Search** button to execute the query.
4. Select a detail from the Item Collection.

The screenshot shows a table with the following columns:

Document Category	Document Type	Document Number	Accounting Line N	Itemized Line Num	IPAC Status	IPAC Reference ID	
CR - Cash Receipt	DR7	DR720110308000		1	0	Received	AAADJ503
CR - Cash Receipt	IR7	IR72011030800000		1	0	Confirmed	AA000503
BD - Billing Docur	RMI	RMIAA000503-00:		1	0	Hold - Pending Ch	000000AK
BD - Billing Docur	RMI	RMIAA000503-00:		1	0	Confirmed	AA000503

Steps to Write Off Outstanding Collection Adjustments***Notes******Using the IPAC Transaction Query:***

5. Select the Details button to view the details of the IPAC Transaction record.

The screenshot shows the Pegasys 6.5 General System interface for the IPAC Transaction Detail screen. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation is a breadcrumb trail: 'Pegasys > Queries > General System > IPAC Transaction Query > IPAC Transaction Detail'. A 'Save' button is located at the top left. The main content area has tabs: 'IPAC Transaction Detail' (selected), 'IPAC History', 'SQL 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 'General' section is expanded, displaying fields such as Document Category (BD - Billing Document), Article Number (3), Article Amount (\$479.00), and various other transaction details like Statement Number (AA000503), Security Org (GSA), and Customer ALC (95670000). Other sections like 'Document', 'DBE Detail Flag', and 'Title' are also visible.

Steps to Write Off Outstanding Collection Adjustments

Notes

Using the IPAC Transaction Query:

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:	
<i>Chargeback Information</i>	
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
Debit Voucher Articles Or Services:	RENT MONTHLY BILLING 479.00

Steps to Write Off Outstanding Collection Adjustments**Notes*****Using the IPAC Transaction Query:***

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"/>	<input type="button" value="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:	\$150.00	
Processed Write-Off Amount:	\$0.00	
Outstanding Write-Off Amount:	\$0.00	
Debit Voucher Accounting Date:	03/08/2011	
Debit Voucher Accomplished Date:	03/08/2011	
Debit Voucher Document Title:	RENT IPAC BD for write off	
Debit Voucher Articles Or Services:	RENT MONTHLY BILLING 479.00	

7. Select the Save button to save the write off amount to the record.

<input type="button" value="Save"/>
IPAC Transaction Detail IPAC History SGL Information Record IPAC Transaction DBE Detail Correspondence
View Document Amend Document Correct Document

If no errors are encountered upon choosing the Save button a message appears stating that the record has successfully processed.

Steps to Write Off Outstanding Collection Adjustments

Notes

Using the IPAC Transaction Query:

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.

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: FMI FMIG0059449-001	Item: 0	Accounting: 2
	Article Number:	2	Article Amount: \$4,000.00

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.

IPAC Transaction Detail | IPAC History | SGL Information Record | **IPAC Transaction DBE Detail** | Correspondence

SORT... View as CSV

Document Categ	Document Type	Document Numbe	Accounting Line N	Itemized Line Nu	Article Number	DBE IPAC Doc ID	IPAC Reference I	IPAC
BD - Billing Docur	FMI	FMIG0059449-001	2 0	2	MOM02MH00019D 000000AA			

Steps to Write Off Outstanding Collection Adjustments**Notes****Using the IPAC Transaction Query:**

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 web-based application 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. The table columns are: Document Category, Document Type, Document Number, Accounting Line N, Itemized Line Num, Article Number, DBE IPAC Doc ID, IPAC Reference I, and IPAC Reference II. The data in the table is: BD - Billing Docur FMI, FMIG0059449-001, 2 0, 2, MOM02MH00019D 00000AA, and G0059449. Below the table is a pagination control showing 'Page 1 of 1'. The bottom section is a detailed view of the selected record, titled 'General'. It includes fields for Document Category (BD), Document Type (FMI), Document Number (FMIG0059449-001), Item (0), Accounting (2), Article Number (2), DBE IPAC Doc ID (MOM02MH00019DXKGF), IPAC Reference Number (00000AA), IPAC Reference Line Number (1), Detail Line Number (1), Quantity (1.000000), Unit Price Amount (\$4,000.0000), and Unit (EA). On the right side, there are fields for 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), and Omitted From File (No). A yellow box highlights the 'DBE Write-Off Amount' field, which is set to '\$4000.00'. A cursor arrow points to this field. The bottom part of the screen shows a large, empty text area labeled 'Article Or Services:'.

Steps to Write Off Outstanding Collection Adjustments

Notes

Using the IPAC Transaction Query:

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... and View as CSV. A summary table is present, and below it is a grid of data. At the bottom of the grid, there are buttons for Page, Show, and rows per page. Below the grid, there are links for Expand All and Collapse All. The main area contains a 'General' tab with various input fields. One field, 'Document Category', has a dropdown menu with 'BD' selected. Other fields include '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), and 'Omitted From File' (No). There is also a large text area for 'Article Or Services'.

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**Notes****Using the IPAC Transaction Query:**

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 Accomplished 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.

Summary

Document Categ	Document Type	Document Numbe	Accounting Line N	Itemized Line Num	IPAC Status	IPAC Reference I	IPAC Reference I	Art
CR - Cash Reciep DR7	DR720110308000		1 0		Received	AAADJ503		1 2
CR - Cash Reciep IR7	IR7201103080005		1 0		Confirmed	AA000503		1 2
BD - Billing Docur RMI	RMIAA000503-00		1 0		Hold - Pending Ch	000000AK		1 3

Toolbar Buttons: Details, View Document, Correct IP, Amend Document, **Generate Write-Off**, Update IPAC Status, New IPAC Status: [dropdown], Sort..., View as CSV.

Steps to Write Off Outstanding Collection Adjustments

Notes

Using the IPAC Transaction Query:

A pop-up window will be displayed.

The screenshot shows the Pegasys 6.5 User Interface for the IPAC Transaction Query. A 'Write Off' dialog box is open in the center. The dialog has fields for 'Document Type' (WO7), 'Document Number' (WO703082011), and 'Write Off Reason'. Below the dialog, there is a 'Generate Write-Off' button. The background shows various input fields for IPAC Status, Reference, and Chargeback Information.

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 contains 'WO703082011'. Both fields are highlighted with red borders.

Steps to Write Off Outstanding Collection Adjustments**Notes****Using the IPAC Transaction Query:**

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.

16. **REQUIRED**—Enter the Write-Off Description.

The screenshot shows the 'Write Off' dialog box. At the top, there are fields for 'Document Type' (WO7) and 'Document Number' (WO703082011). Below these, the 'Write Off Reason' field contains 'NONCOLLEC' and has a red box drawn around it. To the left of this field is a yellow box labeled 'Write Off Description:' containing the text 'Write-off outstanding chargeback +730 days old'. A red box also surrounds this entire section. At the bottom of the dialog is a grey button labeled 'Generate Write-Off'.

17. Select the **Generate** button to create the CR Write-Off.

This screenshot shows the same 'Write Off' dialog box as the previous one, but with a red box drawn around the 'Generate Write-Off' button at the bottom. The rest of the interface is identical to the first screenshot.

Steps to Write Off Outstanding Collection Adjustments

Notes

Using the IPAC Transaction Query:

The CR form will be opened in a new window.

Note: The CR will have most fields populated from the referenced BD.

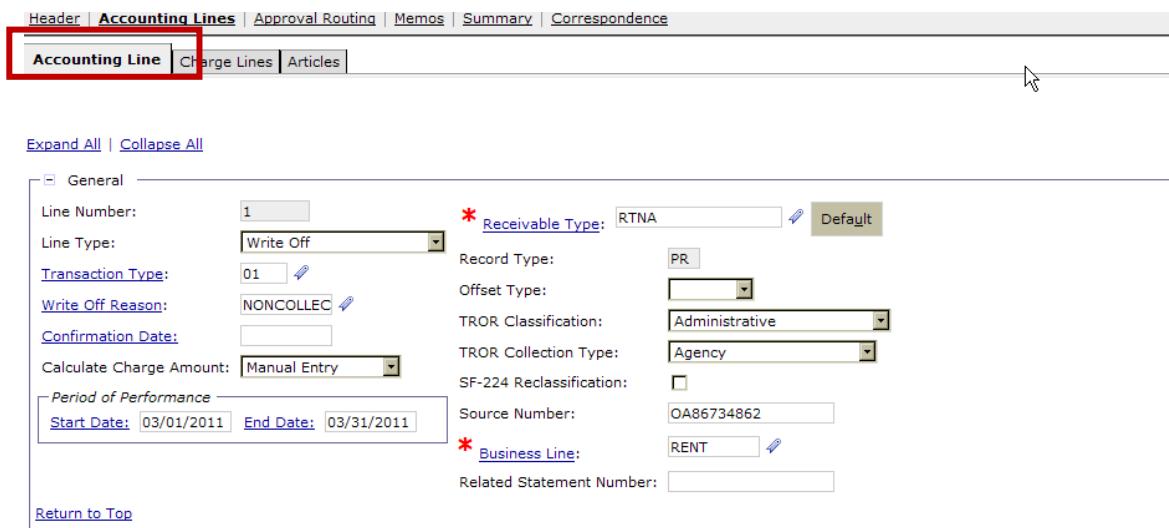
Header		Accounting Lines	Approval Routing	Memos	Summary	Correspondence																																								
<input type="button" value="Amendment History"/> <input type="button" value="Workflow Status"/> <input type="button" value="Approval History"/> Expand All Collapse All																																														
<input type="checkbox"/> General <table> <tr> <td>Document Type:</td> <td>WO7 R7 Write Off CR</td> <td>Receipt Date:</td> <td><input type="text"/></td> </tr> <tr> <td>Deposit Number:</td> <td><input type="text"/></td> <td>Accounting Period:</td> <td><input type="text"/> </td> </tr> <tr> <td>Status:</td> <td>NEW</td> <td>Reporting Accounting Period:</td> <td><input type="text"/> </td> </tr> <tr> <td>Document Number:</td> <td>WO7201103080007</td> <td>Batch Number:</td> <td><input type="text"/></td> </tr> <tr> <td>Debit Voucher #:</td> <td><input type="text"/></td> <td>Document Classification:</td> <td><input type="text"/> </td> </tr> <tr> <td>Title:</td> <td>RENT IPAC BD for write off</td> <td>Security Org:</td> <td>GSA</td> </tr> <tr> <td>Received By:</td> <td><input type="text"/></td> <td>Accomplished Date:</td> <td><input type="text"/></td> </tr> <tr> <td><u>Post Code:</u></td> <td><input type="text"/> </td> <td>Suppress Printing:</td> <td><input type="checkbox"/></td> </tr> <tr> <td><u>Overseas Cashier Code:</u></td> <td><input type="text"/> </td> <td colspan="2"></td> </tr> <tr> <td><u>Disbursing Office:</u></td> <td>GS193 </td> <td colspan="2"></td> </tr> </table>							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"/>	<u>Post Code:</u>	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>	<u>Overseas Cashier Code:</u>	<input type="text"/>			<u>Disbursing Office:</u>	GS193		
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"/>																																											
<u>Post Code:</u>	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>																																											
<u>Overseas Cashier Code:</u>	<input type="text"/>																																													
<u>Disbursing Office:</u>	GS193																																													

18. Select the accounting line.

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="text" 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	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			
<input checked="" type="checkbox"/>																						

Steps to Write Off Outstanding Collection Adjustments**Notes****Using the IPAC Transaction Query:**

The CR accounting line will be displayed.



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

Accounting Line | Charge Lines | Articles

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

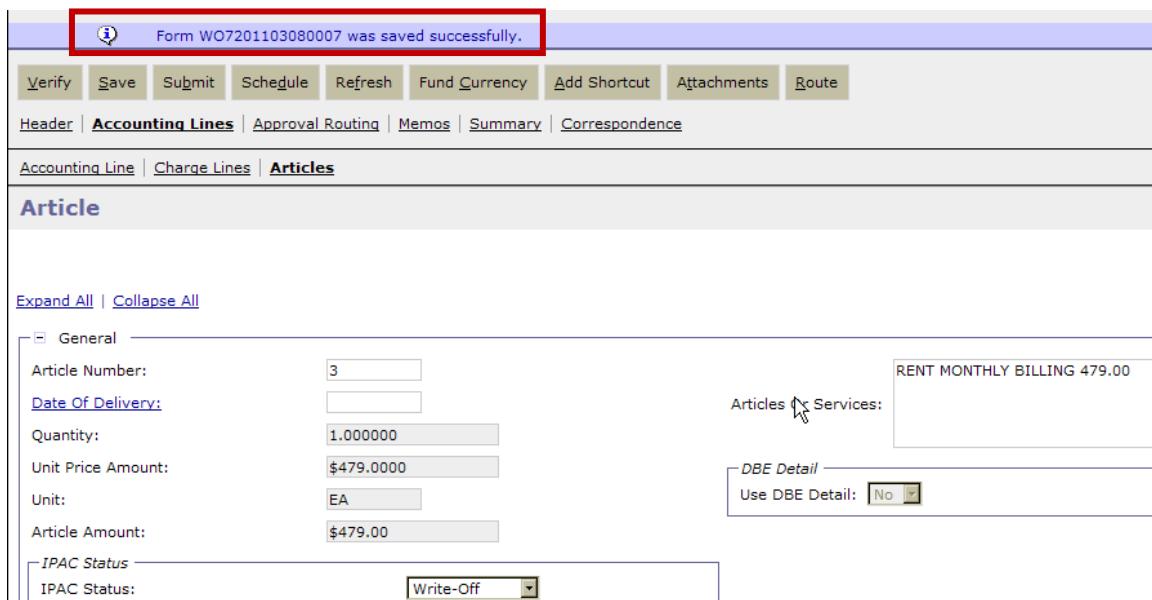
General

Line Number:	1	* Receivable Type:	RTNA		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:	<input type="checkbox"/>		
Period of Performance					
Start Date:	03/01/2011	End Date:	03/31/2011	Source Number:	OA86734862
				* 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	
Unit:	EA	
Article Amount:	\$479.00	

DBE Detail

Use DBE Detail: No

IPAC Status

IPAC Status: Write-Off

Steps to Write Off Outstanding Collection Adjustments

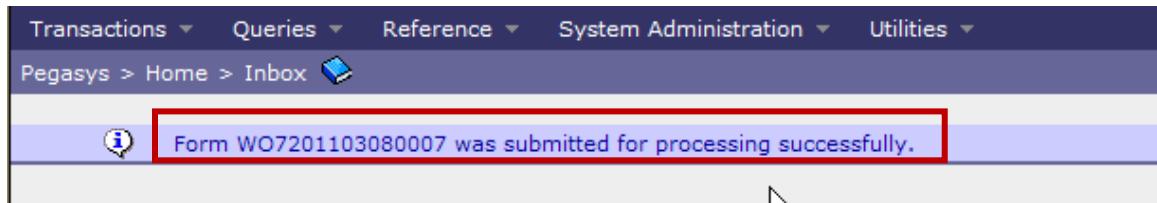
Notes

Using the IPAC Transaction Query:

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.

21. Select the **Submit** button.



22. Navigate to the IPAC Query.

Steps to Write Off Outstanding Collection Adjustments**Notes****Using the IPAC Transaction Query:**

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.

Statement Number: AA000503 Related Docs:

Related Statement Number: Related Docs:

Referenced Statement Number: Related Docs:

Articles Or Services:

+ Vendor:

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: 200.000000

Processed WriteOff Amount:

Amount: < Value:

Outstanding WriteOff Amount:

Amount: < Value:

Steps to Write Off Outstanding Collection Adjustments

Notes

Using the IPAC Transaction Query:

The write-off amounts are visible in the details or the item collection.

Summary								
Chargeback Age	Chargeback Orig	Chargeback Orig	Chargeback Orig	DV Accounting D	DV Acomplished	Total Write-Off C	Processed Write-	Outstanding Write-
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 Number	Accounting Line N	Itemized Line Num	IPAC Status	IPAC Reference I	IPAC Reference L	Article
<input type="checkbox"/>	BD - Billing Docur RMI		RMIAA000551-00	1 0		Hold - Pending Ch	000000BG		1 2
<input type="checkbox"/>	BD - Billing Docur RMI		RMIAA000551-00	1 0		Confirmed	AA000551		2 1
<input type="checkbox"/>	BD - Billing Docur RMI		RMIAA000551-00	2 0		Hold - Pending Ch	000000BG		2 2
<input type="checkbox"/>	BD - Billing Docur RMI		RMIAA000551-00	2 0		Confirmed	AA000551		4 1
<input checked="" type="checkbox"/>	BD - Billing Docur RMI		RMIAA000551-00	3 0		Write-Off	000000BG		3 2
<input type="checkbox"/>	BD - Billing Docur RMI		RMIAA000551-00	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 Num	IPAC Status	Total Write-Off C	Processed Write-
<input type="checkbox"/>	BD - Billing Docur FMI		FMIG005957-001	1 0		Hold - Pending Chargeback	\$999.00	\$0.00
<input type="checkbox"/>	BD - Billing Docur FMI		FMIG005952-001	2 0		Hold - Pending Chargeback	\$812.00	\$0.00
<input type="checkbox"/>	BD - Billing Docur FMI		FMIFMI00012-001	1 0		Hold - Pending Chargeback	\$597.36	\$0.00
<input type="checkbox"/>	BD - Billing Docur RMI		RMI-BAARTS26-04	2 0		Hold - Pending Chargeback	\$420.00	\$420.00
<input checked="" type="checkbox"/>	BD - Billing Docur RMI		RMIAA000551-001	1 0		Hold - Pending Chargeback	\$250.00	\$0.00
<input type="checkbox"/>	BD - Billing Docur RMI		RMI_AK_WRITEOFF	1 0		Hold - Pending Chargeback	\$250.00	\$250.00
<input type="checkbox"/>	BD - Billing Docur RMI		RMI-BAARTS26-02	4 0		Hold - Pending Chargeback	\$242.00	\$242.00

Steps to Write Off Outstanding Collection Adjustments**Notes****Using the IPAC Transaction Query:**

26. To search for the CR Write-Off, the user can search the IPAC Transaction Query by selecting the IPAC Status of Write-Off.

Details	View Document	Correct IP	Amend Document	Generate Write-Off	Update IPAC Status	New IPAC Status: <input type="text"/>			
<input type="button" value="Sort..."/>	<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 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

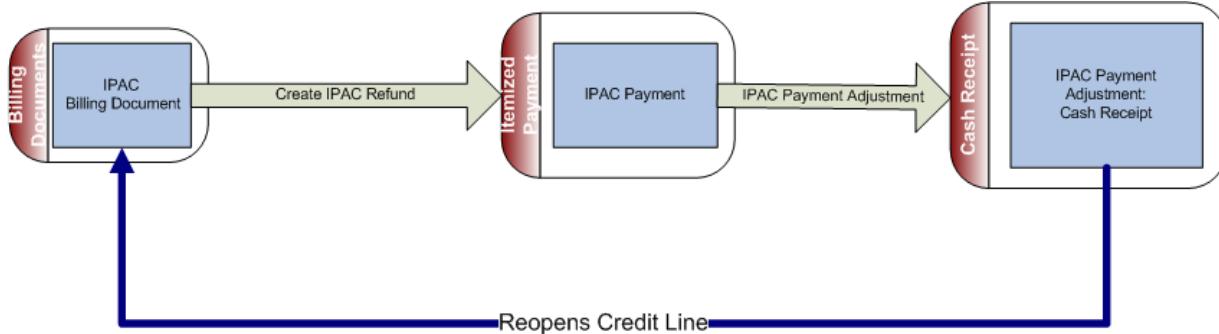
To rebill or accept the chargeback, please refer to the sub-sections following in section *4.10.1 Collection Adjustments*.

4.10.2 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.

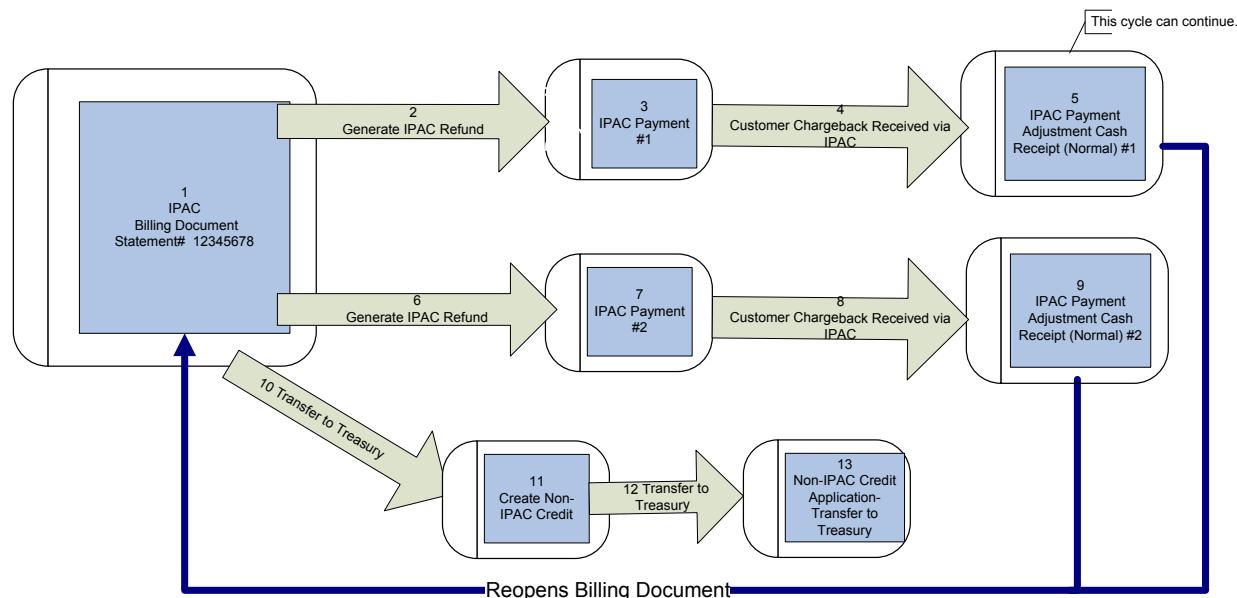
Note: Payment adjustments are true adjustments in Treasury but will be reported on the BC1300 Customer Generated Exception report.

Exhibit 4-97: 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 4-98: 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.

4.10.2.1 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**Notes****Using the Outstanding Bills Query:**

1. Navigate to Queries=>Accounts Receivable=>Outstanding Bills.

The Outstanding Bills page is displayed.

The screenshot shows the 'Outstanding Bills' search criteria page. The 'Outstanding Bills' section is highlighted with a red box. The page includes fields for Document Type, Vendor Address Code, Billed Amount, Outstanding Amount, Outstanding Credit Amount, Total Credit Amount, Business Line, and various date ranges (From Date, To Date) for Document Date and Collection Due Date. There are also 'Search' and 'Clear' buttons at the bottom.

Steps to Query Reopened IPAC Credits

Notes

Using the Outstanding Bills Query:

- 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 criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

- 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="radio"/> FMI	FMIG0000013-295	FMIBILFMIG0000013-295	G0000013	\$0.00	\$0.00	(\$100.00)	\$0.00		01/18/2011	
	<input type="radio"/> FMI	FMIG0000030-385	FMIBILFMIG0000030-385	G0000030	\$0.00	\$0.00	(\$5,000.00)	\$0.00		01/25/2011	
	<input type="radio"/> FMI	FMIG0000032-392	FMIBILFMIG0000032-392	G0000032	\$0.00	(\$600.00)	(\$600.00)	(\$600.00)		01/25/2011	02/17/2011
	<input type="radio"/> RMI	RMIA012012-001	RMIBILRMLIA012012-001	AA012012	\$0.00	\$0.00	(\$118.26)	\$0.00		02/24/2011	03/26/2011
	<input type="radio"/> RMI	RMI_IPACOUT_IP	RMIBILRMLI_IPACOUT_IP	AA000303	\$0.00	(\$1,000.00)	(\$2,000.00)	(\$1,000.00)		03/13/2011	04/12/2011
	<input type="radio"/> FMI	WCFMI021811-1	FMIBILWCFMI021811-1	G0001043	\$50.00	\$50.00	(\$100.00)	\$0.00		02/18/2011	
	<input type="radio"/> RMI	WCRMIO21811-1	RMIBILWCRMIO21811-1	AA000313	\$0.00	\$0.00	(\$100.00)	\$0.00		02/18/2011	04/12/2011
	<input type="radio"/> RMI	WCRMIO22411-1	RMIBILWCRMIO22411-1	AA000378	\$0.00	\$0.00	(\$425.00)	\$0.00		02/24/2011	

Steps to Query Reopened IPAC Credits***Notes******Using the Outstanding Bills Query:***

4. Select a detail record.

5. Select the **Details** button.

The Outstanding Bill Detail Page is displayed.

Outstanding Bills | Outstanding Bill Detail

Expand All | Collapse All

General

Document Type:	FMI	External System Document Number:	
Document Number:	FMIG0028717-001	Business Line:	FLEET
Statement Number:	G0028717	Waiver Flags	
Title:	Fleet Credit IPAC BD	Waive Admin Charges:	<input checked="" type="checkbox"/>
Billing Reference Number:	FMIBILFMIG0028717-01	Waive Penalty:	<input checked="" type="checkbox"/>
Document Date:	02/27/2011	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

Code:	361035	361035	More
Address Name: VA HOSPITAL			

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

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.

Steps to Query Reopened IPAC Credits

Notes

Using the Outstanding Bills Query:

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	KIG0028717-001		Credit	(\$777.00)	open	Unbilled	IPAC

8. Select the **Outstanding Billing Document Line** link
9. View the Outstanding Billing Document Line page information.

Outstanding Billing Document Line

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

General

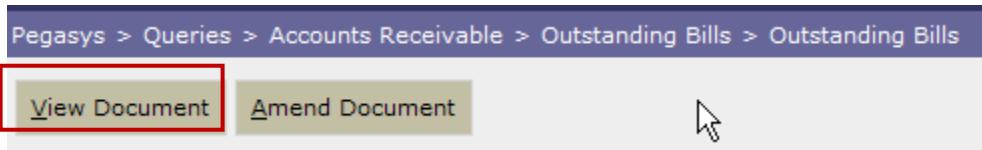
Line Number:	1
Line Type:	Credit
Receivable Type:	FLIP
Source Number:	FLT2011361035
Related Statement Number:	

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 Query Reopened IPAC Credits**Notes****Using the Outstanding Bills Query:**

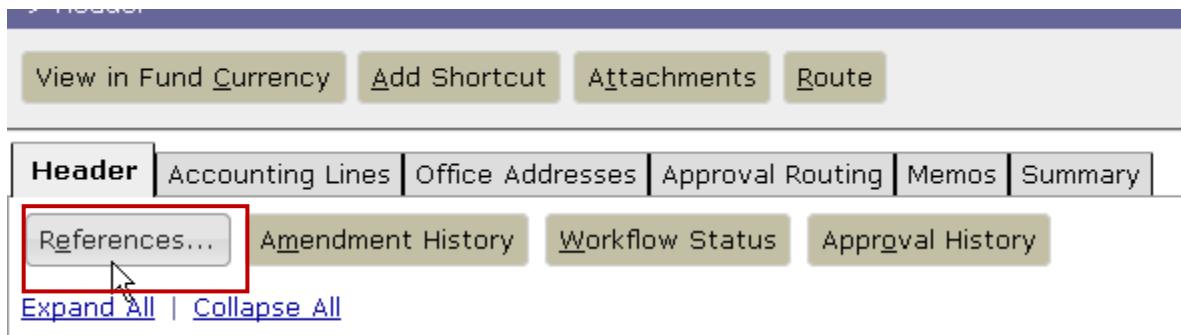
10. To determine the number of refund attempts made for the credit, select the View Document button.



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.

11. Select the **References** button

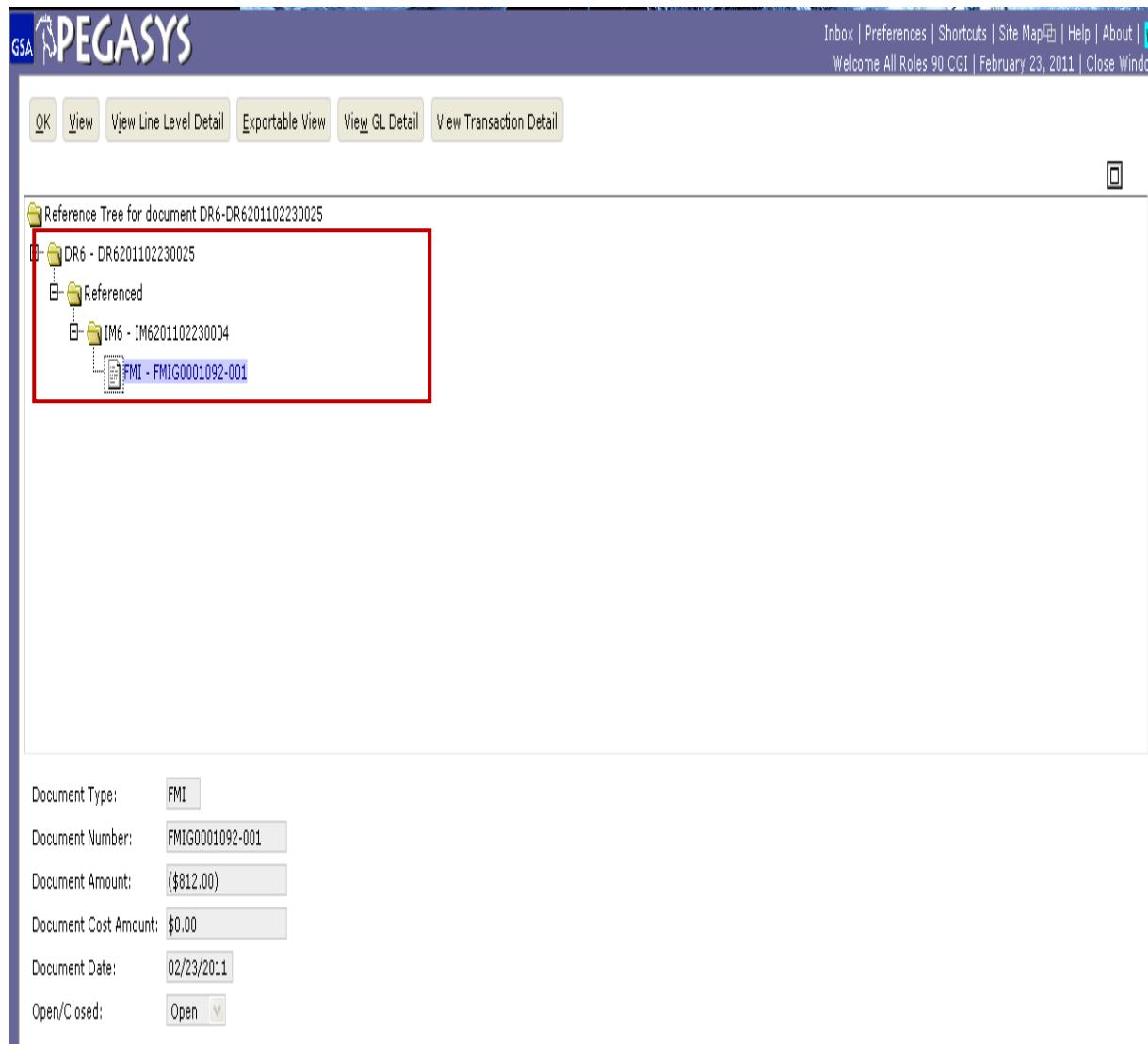


Steps to Query Reopened IPAC Credits

Notes

Using the Outstanding Bills Query:

12. Expand the reference tree to see all Payments made for this credit.



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.

4.10.2.2 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

Notes

Using the Outstanding Bills Query:

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.

The screenshot shows the 'Outstanding Bills' search interface. At the top left, there's a breadcrumb trail: Pegasys > Queries > Accounts Receivable > Outstanding Bills. Below it is a title bar with the text 'Outstanding Bills'. The main area is titled 'Search Criteria' and contains several search fields grouped by category:

- Doc Type:** (dropdown menu)
- Document Type:** (text input field)
- Document Number:** (text input field)
- Title:** (text input field)
- Billing Reference Number:** (text input field)
- External System Document Number:** (text input field)
- Statement Number:** (text input field)
- Bill Generated Flag:** (dropdown menu)
- Line Type:** (dropdown menu)
- Document Date:** (date range input field: From Date: [] To Date: [])
- Collection Due Date:** (date range input field: From Date: [] To Date: [])
- Vendor** (grouped under this label):
 - Address Code:** (text input field)
 - Billed Amount** (grouped under this label):
 - From Amount:** [] **To Amount:** []
 - Outstanding Amount** (grouped under this label):
 - From Amount:** [] **To Amount:** []
 - Outstanding Credit Amount** (grouped under this label):
 - From Amount:** [] **To Amount:** []
 - Total Credit Amount** (grouped under this label):
 - From Amount:** [] **To Amount:** []
 - Business Line:** (text input field)

At the bottom left are two buttons: 'Search' and 'Clear'.

*Steps to Refund Payment Adjustments**Notes**Using the Outstanding Bills Query:*

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

<input type="checkbox"/> Doc Type: <input type="text"/> Document Type: <input type="text" value="FMI"/> Document Number: <input type="text" value="FMI*"/> 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="text" value="True"/> Line Type: <input type="text" value="Credit"/> 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"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>	Vendor Address Code: <input type="text"/> <input type="text"/> <input type="button" value="Edit"/> Billed Amount From Amount: <input type="text"/> To Amount: <input type="text"/> Outstanding Amount From Amount: <input type="text"/> To Amount: <input type="text"/> Outstanding Credit Amount From Amount: <input type="text"/> To Amount: <input type="text"/> Total Credit Amount From Amount: <input type="text"/> To Amount: <input type="text"/> Business Line: <input type="text" value="FLEET"/> <input type="button" value="Edit"/>
---	---

Additional Criteria

Billing Status: <input type="text"/> Bill Type: <input type="text" value="IPAC"/> Source Number: <input type="text"/> Related Statement Number: <input type="text"/> Last Refunded From Date: <input type="text"/> To Date: <input type="text"/>	<input type="checkbox"/> Refunded: <input type="text" value="Yes"/>
--	--

*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 Refund Payment Adjustments

Notes

Using the Outstanding Bills Query:

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.

Steps to Refund Payment Adjustments***Notes******Using the Outstanding Bills Query:***

The Outstanding Bill Detail Page is displayed.

The screenshot shows the 'Outstanding Bill Detail' tab selected within the 'Outstanding Bills' section. The page displays various bill details and flags. Key fields include:

- General:**
 - Document Type: FMI
 - External System Document Number: [redacted]
 - Business Line: FLEET
 - Waiver Flags (checkboxes):
 - Waive Admin Charges:
 - Waive Penalty:
 - Waive Interest on Principal:
 - Waive Interest on Interest:
 - Waive Interest on Admin Charges:
 - Waive Interest on Penalty:
- Vendor:**
 - Code: 361035
 - Address Name: VA HOSPITAL
- 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

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.

Steps to Refund Payment Adjustments

Notes

Using the Outstanding Bills Query:

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
FMIBILPMIG0028717-001	FMI	IG0028717-001		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](#)

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 Refund Payment Adjustments**Notes****Using the Outstanding Bills Query:**

10. To refund the Credit via IPAC, Enter the IPAC Refund Document Type.

The screenshot shows a software interface for managing payment adjustments. At the top left is a blue GSA logo. To its right, the text "Pegasys 6.5 User Guide for General Services Administration" is displayed. Below this, there are two main sections: "IPAC Criteria" and "IPAC Refund".

In the "IPAC Criteria" section, several fields are populated:

- Customer Funding Source: CUST_NOT_PROV
- Funding Document: FLT2011361035
- Requisition Number: 042011
- JAS Number: (empty)
- Fiscal Station Number: 0
- Job Number: (empty)
- Accounting Classification Reference Number: (empty)

The "IPAC Refund" section contains:

- A "Type:" dropdown menu.
- A "Number:" input field containing "IM6". This field is highlighted with a yellow border and has a small cursor icon pointing at it.
- An "Accounting:" dropdown menu.
- A large green button labeled "Generate IPAC Refund Payment".

A red rectangular box surrounds the "Document Type: IM6" field and the "Generate IPAC Refund Payment" button, indicating they are the primary focus of this step.

11. Select the **Generate IPAC Refund Payment** button.



Steps to Refund Payment Adjustments

Notes

Using the Outstanding Bills Query:

The IPAC IP document will be opened in a new window.

The screenshot shows the IPAC IP document interface. At the top, there are several buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these are tabs for Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, Disbursing Information, and Correspondence. Underneath are Workflow Status and Approval History buttons, and links for Expand All and Collapse All. The main area is titled "General". It contains the following fields:

- Document Type: IM6 R6 Manual IP IPAC Ref
- Status: NEW
- Document Number: IM6201102270006
- Title: Fleet Credit IPAC BD (highlighted with a yellow border)
- Authorized By: (empty field)
- Post Code: (empty field)
- Automatic Reversal:
- Reversal Accounting Period: (empty field)
- Reverse After Period: (empty field)
- Agency DUNS Number: (empty field)
- Agency DUNS+4: (empty field)
- Authorization Date: (empty field)
- Accounting Period: (empty field)
- Reporting Accounting Period: (empty field)
- Document Classification: (empty field)
- Security Org: GSA
- Additional Payee Name: (empty field)
- * Accomplished Date: 02/25/2011 (highlighted with a red border)
- Suppress Printing:

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12. **Optional**— Enter the person authorizing the payment in the **Authorized By** field.

13. **REQUIRED** — Enter the **Accomplished Date**.

The screenshot shows the IPAC IP document interface. It includes the same header and tabs as the previous screenshot. The General tab has the following fields:

- Title: IPAC Payment (highlighted with a yellow border)
- Authorized By: (empty field)
- Post Code: (empty field)
- Automatic Reversal:
- Reversal Accounting Period: (empty field)
- Reverse After Period: (empty field)
- Agency DUNS Number: (empty field)
- Document Classification: (empty field)
- Security Org: GSA
- Additional Payee Name: (empty field)
- * Accomplished Date: 02/25/2011 (highlighted with a red border)
- Suppress Printing:

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 Refund Payment Adjustments**Notes****Using the Outstanding Bills Query:**

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.

The screenshot shows two sections of a form. The top section is titled 'External System Information' and contains fields for 'System ID' (with a red box around it) and 'External System Document Number'. The bottom section is titled 'User Defined Fields' and contains a field for 'Assignment Code' which has a yellow background and a red box around it. A cursor is visible over the 'Assignment Code' field.

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 a table of header 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, SOC, Sub Obj, Rev Src, Sub Rev Src, Bldg, Sys, and Vel Tag #. One row is selected, showing details: Line Number 1, Line Type Normal, Amount \$777.00, Transaction Type 11FLT-01-455F-, Template FE32-, BBFY 2011, EBFY 455F, Fund 01, Reg F01Y0000, Org Cd FE32, Sub Org FE111, Prgm A100, Proj Cd A12, Sub Proj FE113-A12, Activity, SOC, Sub Obj, Rev Src, Sub Rev Src, Bldg, Sys, and Vel Tag #.

Steps to Refund Payment Adjustments

Notes

Using the Outstanding Bills Query:

16. Enter any remaining information; note the amount and referenced document information are populated.

Line Amounts

	Current Amount	Applied Prepayment Amount:
Payment	\$777.00	Holdback Amount:
Applied Credit	\$0.00	Suspension Amount:
Withholding Tax	\$0.00	
Line Amount After Withholding	\$777.00	
Withholding Tax Allowance	\$0.00	
Net Total	\$777.00	

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Bank Information

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Document Reference

Type:	Number:	Item:	Accounting:	View	Default
FMI	FMIG0028717-001	0	1	Final:	Misc:

Liquidate Items: Referenced Statement Number: G0028717

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17. **REQUIRED for Refunds**—Review the YBA to match that of the Credit.

Accounting Dimensions

Template:	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:		

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Note: The YBA is in the accounting dimensions section. The accounting information will copy forward from a referenced document.

Steps to Refund Payment Adjustments**Notes****Using the Outstanding Bills Query:**

18. **Optional**— To review the reference document, select the view button in the Document Reference section.

Document Reference

Type: Number: FMIG0028717-001 Item: 0 Accounting: 1 Final: Misc: View Default

Liquidate Items: Referenced Statement Number: G0028717

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19. Select the **Payment Article** tab.

Note: For Credit Bills with the Use DBE Detail flag set to Yes, 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 Refund Payment Adjustments

Notes

Using the Outstanding Bills Query:

*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
Date Of Delivery:	
Quantity:	1.000000
Unit Price Amount:	\$444.0000
Unit:	
Article Amount:	\$444.00

Articles Or Services: **Fleet Credit (\$444.00)**

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:	Inter-Agency Transfer
* Disbursing Office:	GS127

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Inter-Agency Transfer Information

Type:	IPAC	Payee's ALC:	36000103
Inter-Agency Sub-level Prefix:		* Payee's Disbursing Office:	
* Inter-Agency Symbol:	36X0151	Partition:	
Customer BETC:		Disbursement Number:	
		IPAC Schedule Date:	

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Note: The Disbursing Information will be populated.

Steps to Refund Payment Adjustments**Notes****Using the Outstanding Bills Query:**

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:	IPAC <input type="button" value="▼"/>	Pavee's ALC:	36000103 <input type="button" value="✎"/>
Inter-Agency Sub-level Prefix:	<input type="text"/> <input type="button" value="✎"/>	* Payee's Disbursing Office:	12345 <input type="button" value="✎"/>
* Inter-Agency Symbol:	36X0151		
Customer BETC:	<input type="text"/> <input type="button" value="✎"/>	Partition:	<input type="text"/> <input type="button" value="✎"/>
		Disbursement Number:	<input type="text"/>
		IPAC Schedule Date:	<input type="text"/>

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22. Select the **Save** button.

Form IM6201102270006 was saved successfully.

Verify	Save <input type="button" value="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 <input type="button" value="R6 Manual IP IPAC Ref"/>	Authorization Date:	02/27/2011
Status:	HELD	Accounting Period:	05/2011 <input type="button" value="✎"/>
Document Number:	IM6201102270006	Reporting Accounting Period:	<input type="text"/> <input type="button" value="✎"/>
Title:	Fleet Credit IPAC BD <input type="text"/>	Document Classification:	<input type="text"/> <input type="button" value="✎"/>
Authorized By:	<input type="text"/>	Security Org:	GSA
Post Code:	<input type="text"/> <input type="button" value="✎"/>	Additional Payee Name:	<input type="text"/>

Steps to Refund Payment Adjustments

Notes

Using the Outstanding Bills Query:

23. Select the **Verify** button.

4 warning(s) have been overridden.
Itemized Payment\IP Accounting Line 1

AD0006I The entered schedule payment date,

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:	
Authorized By:		Security Org:	GSA
Post Code:		Additional Payee Name:	
Automatic Reversal:	<input type="checkbox"/>	* Accomplished Date:	02/14/2011
Reversal Accounting Period:		Suppress Printing:	<input type="checkbox"/>
Reverse After Period:			
Agency DUNS Number:			
Agency DUNS+4:			

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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: 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.

4.10.2.3 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*.

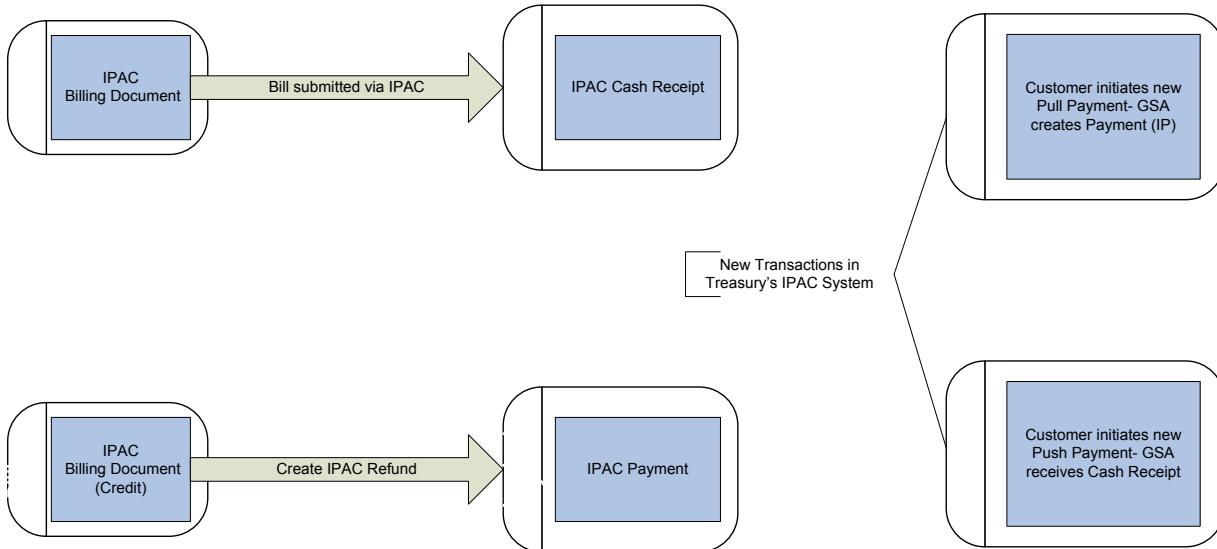
Below is a list of cross references to complete the steps needed to create a new-non IPAC credit or transfer credits to Treasury fund 0890.

- 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*.

4.10.3 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 4-99: High Level Process for Customer Generated Exceptions



4.10.3.1 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.

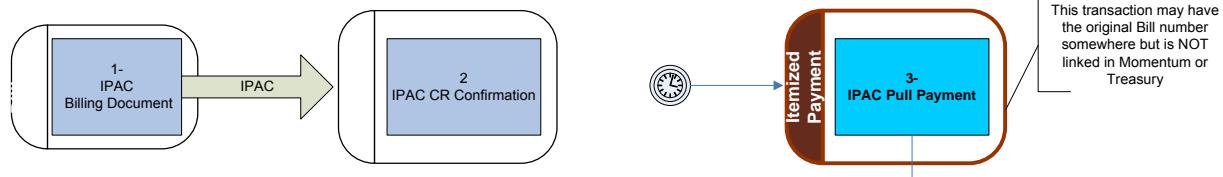
Customer Generated Exceptions Pull Payments (IPs) can be resolved in the following manner:

- 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.

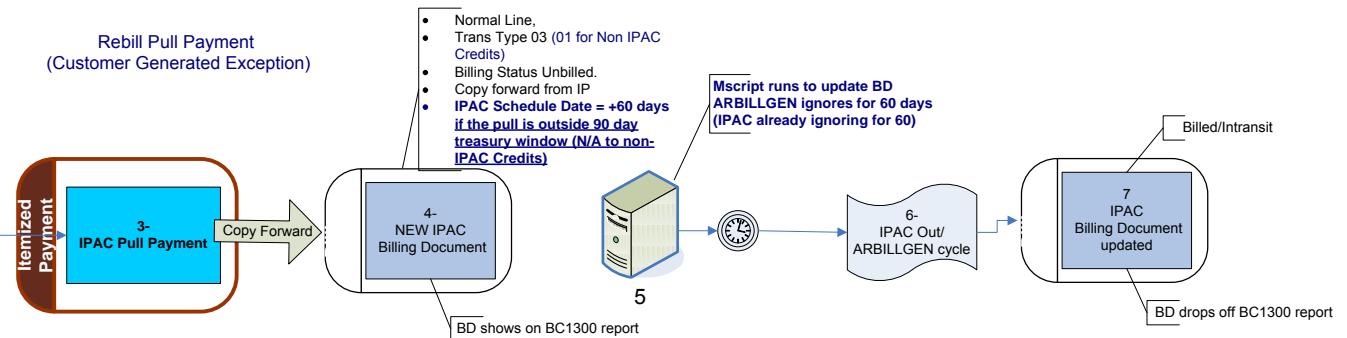
Note: The following illustrations are intended to be high level conceptual aides. Please refer to business process flow 86 for the Customer Generated Exception process steps.

Exhibit 4-100: Customer Generated Exception Process for Rebilling IP (Pulls)

Receive IP Pull Payment
(Customer Generated Exception)



Rebill Pull Payment
(Customer Generated Exception)

**Exhibit 4-101: Customer Generated Exception (IP) Rebill Pull for Non-IPAC Credit**

Refuse IP Payment of Non IPAC Credit
(Rebill Pull)

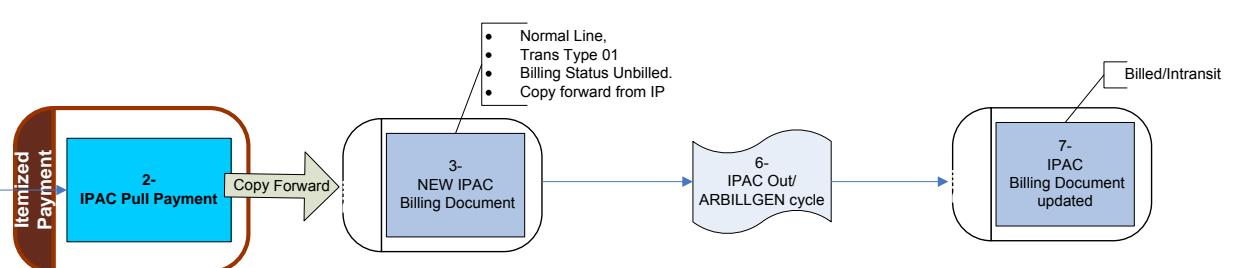
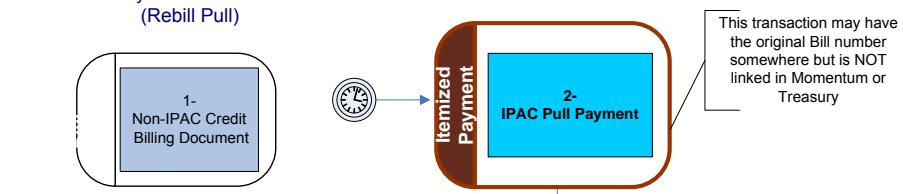
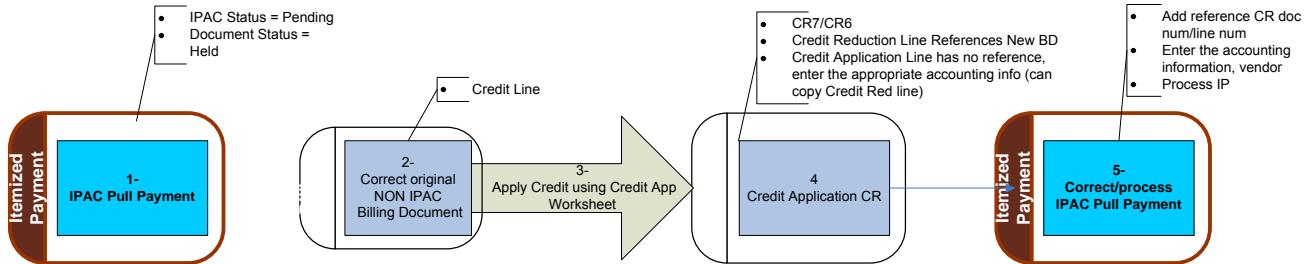


Exhibit 4-102: Customer Generated Exception (IP) Apply to Non-IPAC Credit

Resolve IP Payment of 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 4-103: Resolve Customer Generated Exception Push (CR) by Re-Crediting

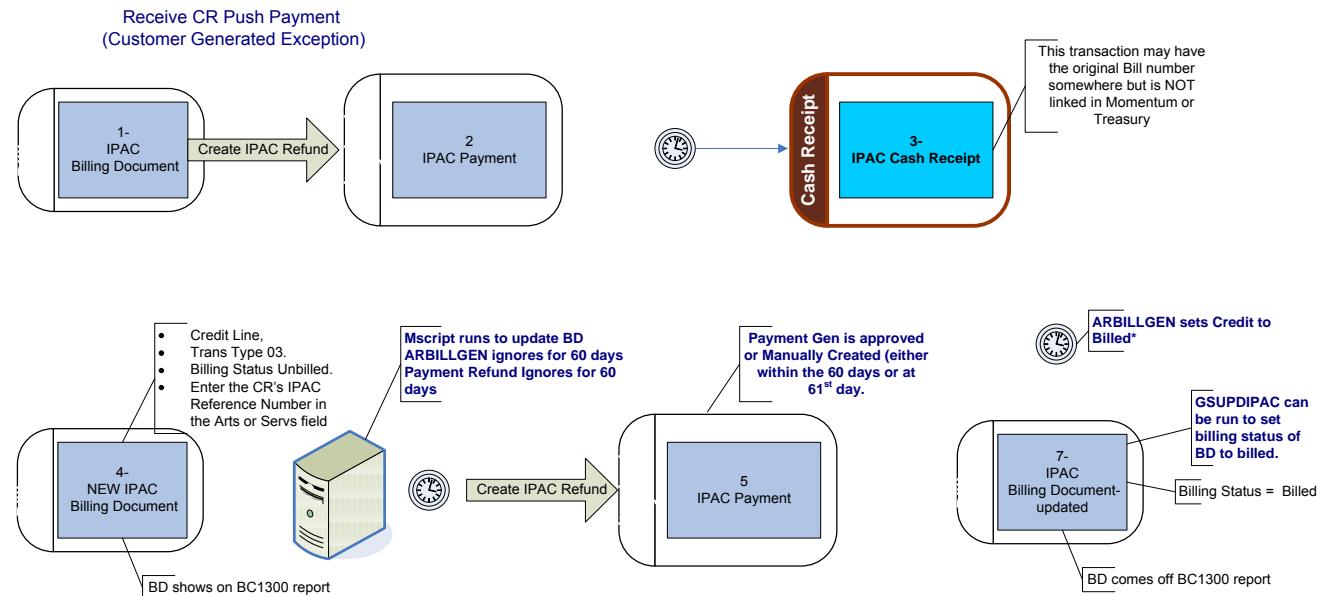
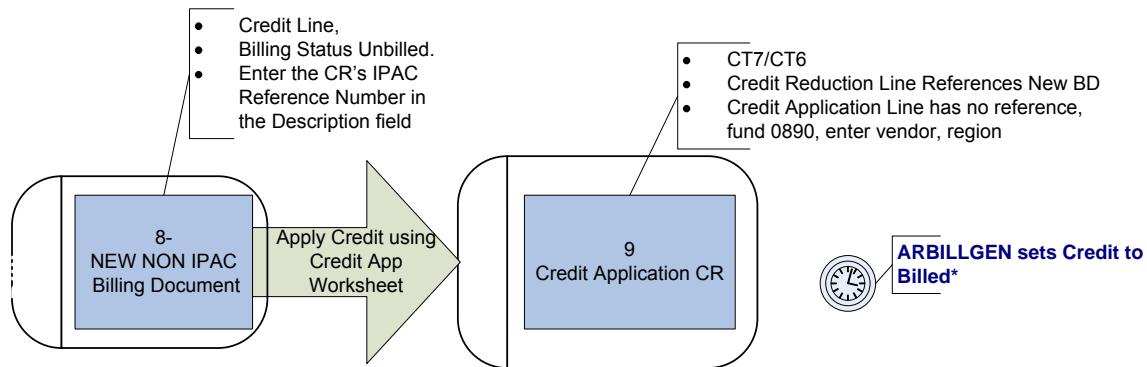


Exhibit 4-104: Resolve Customer Generated Exception Push (CR) by Transfer to Treasury**Transfer to Treasury from CR Push Payment
(Customer Generated Exception)****4.10.3.2 Review (Process) Customer Generated Exceptions**

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:	<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="text"/>
Relative Line Number:	<input type="text"/>	Customer ALC:	<input type="text"/> <input type="checkbox"/>
Reference Doc IPAC Document Identifier:	<input type="text"/>	Customer BETC:	<input type="text"/> <input type="checkbox"/>
Invoice Number:	<input type="text"/>	ALC:	<input type="text"/> <input type="checkbox"/>
DBE Detail Flag:	<input type="text"/>	Disbursing Office:	<input type="text"/> <input type="checkbox"/>
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:

<input type="text"/>

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:

<input type="text"/>

Search **Clear**

Steps to Review and Process Customer Generated Exceptions **Notes**

Using the IPAC Transaction Query:

- 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.

*Note: Query performance is improved with each additional search criteria entered. Users **should not** execute “Blind” queries, meaning no search criterion is entered.*

- Select the **Search** button.

Steps to Review and Process Customer Generated Exceptions

Notes

Using the IPAC Transaction Query:

The results are returned in the Item Collection.

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.

Steps to Review and Process Customer Generated Exceptions**Notes****Using the IPAC Transaction Query:**

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

Type:	Number:	CB6	CB6201102170004	Item:	Accounting:	0	1
Statement Number:							
Related Statement Number:							
Referenced Statement Number:							
DBE Detail Flag:	No						
Source Number:							
Title:							
Invoice Number:	INVNUM1234221						
Requisition Number:	RQ84950221						
JAS Number:	JAS						
Fiscal Station Number:	0						
Job Number:	JOB						
Billing Status:							
Article Number:	1						
Article Amount:	\$0.00						
Currency Code:	USD						
Security Org:	GSA						
Fiscal Year:	2011						
Customer ALC:	47000016						
Customer TSYM:	36X0151						
Customer BETC:							
ALC:	47000016						
Disbursing Office:	GS127						
Agency DUNS:							
Agency DUNS+4:							
Vendor Code:							

Steps to Review and Process Customer Generated Exceptions

Notes

Using the IPAC Transaction Query:

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 Statem	Statement Num	Referenced St	DBE Detail Flag	Agreement Num	Source Number	Title	Cust
<input type="checkbox"/> IP - Itemized P:CB6	CB6	CB6201101250C	1 0					False				
<input type="checkbox"/> IP - Itemized P:CB6	CB6	CB6201101250C	1 0					False	OBDOC12345	OBDOC12345		
<input checked="" type="checkbox"/> IP - Itemized P:CB6	CB6	CB6201101250C	1 0					False	OBDOC12345	OBDOC12345		

Page 1 of 1 Show 10 rows per page

Expand All | Collapse All

General

Document Category: IP	Customer TSYM: 95X0650
Doc Type: CB6	Customer ALC: 36000103
Document Number: CB6201101250000	Customer BETC:
Accounting Line Number: 1	ALC: 47000016
Itemized Line Number: 0	Disbursing Office: GS127
Statement Number:	Agency DUNS:
Related Statement Number:	Agency DUNS+4:
Referenced Statement Number:	Vendor Code: 9567
DBE Detail Flag:	Vendor Addr Code: 9567
	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.

Steps to Review and Process Customer Generated Exceptions**Notes****Using the IPAC Transaction Query:**

7. Select the **Correspondence** tab to view/add any correspondence on the transaction.

To add Correspondence, please refer to section 4.5.3.6.

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	02/17/2011 13:29:06	allroles102	Don	Juan	RG6GRP3	GSA will chargeback pull DRN 12345678				Communication	False

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.

Steps to Review and Process Customer Generated Exceptions

Notes

Using the IPAC Transaction Query:

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 Submissio
<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

<input type="button" value="Save"/>																																																																												
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 style="border: 2px solid red; padding: 2px; background-color: #f0f0f0; color: black; font-weight: bold; font-size: 10pt; margin-left: 10px;" type="button" value="Correct Document"/>																																																																										
Expand All Collapse All																																																																												
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> General <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Document Category:</td> <td style="width: 30%;"><input type="button" value="IP - Itemized Payment"/></td> <td style="width: 40%;">Billing Status:</td> <td style="width: 40%;"><input type="button" value=""/></td> </tr> <tr> <td>Document</td> <td></td> <td>Article Number:</td> <td><input type="button" value="1"/></td> </tr> <tr> <td>Type: Number:</td> <td><input type="button" value="CB6 CB6201102170003"/></td> <td>Item:</td> <td><input type="button" value="0"/></td> </tr> <tr> <td>Accounting:</td> <td><input type="button" value="1"/></td> <td>Article Amount:</td> <td><input type="button" value="\$0.00"/></td> </tr> <tr> <td>Statement Number:</td> <td colspan="3"><input type="button" value=""/></td> </tr> <tr> <td>Related Statement Number:</td> <td colspan="3"><input type="button" value=""/></td> </tr> <tr> <td>Referenced Statement Number:</td> <td colspan="3"><input type="button" value=""/></td> </tr> <tr> <td>DBE Detail Flag:</td> <td><input type="button" value="No"/></td> <td>Fiscal Year:</td> <td><input type="button" value="2011"/></td> </tr> <tr> <td>Source Number:</td> <td colspan="3"><input type="button" value=""/></td> </tr> <tr> <td>Title:</td> <td colspan="3"><input type="button" value=""/></td> </tr> <tr> <td>Invoice Number:</td> <td colspan="3"><input type="button" value="INNUUM1234220"/></td> </tr> <tr> <td>Requisition Number:</td> <td colspan="3"><input type="button" value="RQ84950220"/></td> </tr> </table> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td>Currency Code:</td> <td><input type="button" value="USD"/></td> </tr> <tr> <td>Security Org:</td> <td><input type="button" value="GSA"/></td> </tr> <tr> <td>Customer ALC:</td> <td><input type="button" value="47000016"/></td> </tr> <tr> <td>Customer TSYM:</td> <td><input type="button" value="36X0151"/></td> </tr> <tr> <td>Customer BETC:</td> <td><input type="button" value=""/></td> </tr> <tr> <td>ALC:</td> <td><input type="button" value="47000016"/></td> </tr> <tr> <td>Disbursing Office:</td> <td><input type="button" value="GS127"/></td> </tr> </table> </div> <div style="width: 45%;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td>Fiscal Year:</td> <td><input type="button" value="2011"/></td> </tr> <tr> <td>Customer ALC:</td> <td><input type="button" value="47000016"/></td> </tr> <tr> <td>Customer TSYM:</td> <td><input type="button" value="36X0151"/></td> </tr> <tr> <td>Customer BETC:</td> <td><input type="button" value=""/></td> </tr> <tr> <td>ALC:</td> <td><input type="button" value="47000016"/></td> </tr> <tr> <td>Disbursing Office:</td> <td><input type="button" value="GS127"/></td> </tr> </table> </div> </div>			Document Category:	<input type="button" value="IP - Itemized Payment"/>	Billing Status:	<input type="button" value=""/>	Document		Article Number:	<input type="button" value="1"/>	Type: Number:	<input type="button" value="CB6 CB6201102170003"/>	Item:	<input type="button" value="0"/>	Accounting:	<input type="button" value="1"/>	Article Amount:	<input type="button" value="\$0.00"/>	Statement Number:	<input type="button" value=""/>			Related Statement Number:	<input type="button" value=""/>			Referenced Statement Number:	<input type="button" value=""/>			DBE Detail Flag:	<input type="button" value="No"/>	Fiscal Year:	<input type="button" value="2011"/>	Source Number:	<input type="button" value=""/>			Title:	<input type="button" value=""/>			Invoice Number:	<input type="button" value="INNUUM1234220"/>			Requisition Number:	<input type="button" value="RQ84950220"/>			Currency Code:	<input type="button" value="USD"/>	Security Org:	<input type="button" value="GSA"/>	Customer ALC:	<input type="button" value="47000016"/>	Customer TSYM:	<input type="button" value="36X0151"/>	Customer BETC:	<input type="button" value=""/>	ALC:	<input type="button" value="47000016"/>	Disbursing Office:	<input type="button" value="GS127"/>	Fiscal Year:	<input type="button" value="2011"/>	Customer ALC:	<input type="button" value="47000016"/>	Customer TSYM:	<input type="button" value="36X0151"/>	Customer BETC:	<input type="button" value=""/>	ALC:	<input type="button" value="47000016"/>	Disbursing Office:	<input type="button" value="GS127"/>
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ALC:	<input type="button" value="47000016"/>																																																																											
Disbursing Office:	<input type="button" value="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 Pegasys 6.5 User Guide for General Services Administration. It displays the 'Steps to Review and Process Customer Generated Exceptions' section, specifically the 'Using the IPAC Transaction Query' part. The form is titled 'Header' and includes tabs for Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, Disbursing Information, and Correspondence. Below the tabs are buttons for Workflow Status and Approval History, and links for Expand All and Collapse All. The main area contains fields for Document Type (CB6, R6 AR Related Pull Pay), Authorization Date (02/07/2011), Status (HELD), Document Number (CB6201102170006), Title (Rebill Pull Test 2-17), and various other document metadata like Reporting Accounting Period, Document Classification, Security Org (GSA), and Additional Payee Name. A note at the bottom indicates that 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.

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' tab of the IPAC Transaction Query form. It includes fields for Vendor (Code: 361035, Address Name: VA HOSPITAL SD), Designated Agent (Code: [empty], Address Name: [empty]), Customer Account, and Contract Proration Worksheet. A note at the bottom indicates that 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.

Steps to Review and Process Customer Generated Exceptions **Notes**

Using the IPAC Transaction Query:

11. 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, Period of Performance (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. The 'Source Number' field contains 'FLT361035' and the 'Related Statement Number' field contains 'G0000001', both of which are highlighted with a red box.

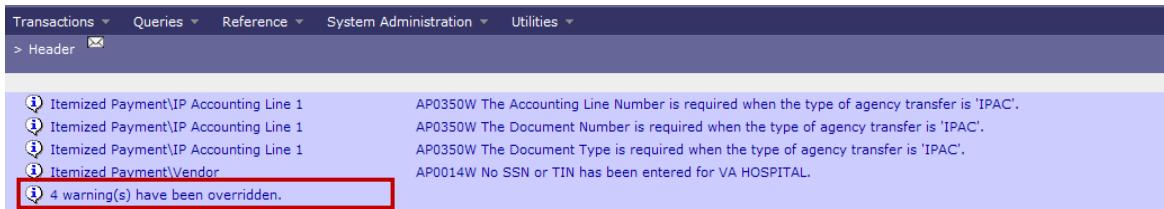
12. Select the **Save** button.



Steps to Review and Process Customer Generated Exceptions**Notes****Using the IPAC Transaction Query:**

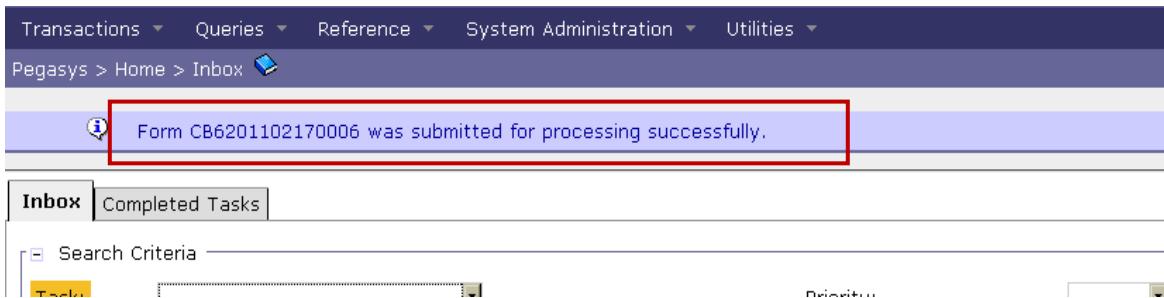
13. Select the **Verify** button.

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.



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.



Steps to Review and Process Customer Generated Exceptions

Notes

Using the IPAC Transaction Query:

15. Navigate back to the IPAC Transaction Query and query for the document.

The screenshot shows the 'IPAC Transaction Query' page. In the 'Search Criteria' section, under 'Document', the 'Type' field is highlighted with a red box and contains the value 'Number: CB6201102170006'. Below this, in the 'IPAC Reference' section, the 'IPAC Status' field is also highlighted with a red box and contains the value 'Received'. The results table at the bottom shows one row of data with the 'IPAC Status' column also highlighted with a red box and containing the value 'Received'.

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	Bill
IP - Itemized P(CB6	CB6201102170C	1 0		Received	1011136		1 1		\$1,400.00	02/09/2011		\$1,400.00	

Note: The IPAC Status of the document is now —Received”.

The screenshot shows the results of the IPAC Transaction Query. A single row of data is displayed in a table. The 'IPAC Status' column is highlighted with a red box and contains the value 'Received'.

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	Bill
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.

4.10.3.3 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.

<i>Steps to Create an IPAC BD for Customer Generated Exceptions:</i>	<i>Notes</i>
---	---------------------

1. Navigate to Transactions=>Accounts Receivable=>New=>Billing Document.

The New Billing Document page is displayed.

- | <i>Steps to Create an IPAC BD for
Customer Generated Exceptions:</i> | <i>Notes</i> |
|--|--------------|
| 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: Document Number Prefix:

Statement Number: AA000003

* Document Number: RMIAA000003-029

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.

The screenshot shows a user interface for creating a new billing document. At the top, there is a section titled "Copy Document" with three radio button options: "None", "Copy From", and "Copy Forward". The "Copy Forward" option is selected and highlighted with a red box. Below this is a toolbar with "Back", "Finish", and "Cancel" buttons, where "Finish" is also highlighted with a red box. A cursor arrow points towards the "Finish" button. At the bottom, there is a title bar labeled "New Billing Document".

5. **REQUIRED**—Enter the **Document Number** of the IP to Reference in the Search Criteria.

The screenshot shows a search criteria form titled "Copy Forward". It includes fields for "Document Type" (set to "CB7"), "From Accounting Period" (empty), "To Accounting Period" (empty), "Document Number" (set to "CB7201101110003"), "From Date" (set to "01/10/2011"), "To Date" (empty), "Document Status" (dropdown menu), "User ID" (set to "allroles102"), "Title" (empty), "Vendor" (empty), and a "Search" button at the bottom. The "Document Number" field is highlighted with a red box.

6. **REQUIRED**—Select the **Search** button.
7. Select the IP and Select the **Finish** button.

**Steps to Create an IPAC BD for
Customer Generated Exceptions:**

The Header page is displayed.

The screenshot shows the Pegasys Transaction interface. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below this, the path is 'Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header'. A toolbar below the path contains buttons for 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'. The main content area has tabs: 'Header' (which is selected and highlighted with a red border), 'Accounting Lines', 'Office Addresses', 'Approval Routing', 'Memos', and 'Summary'. Sub-tabs include 'Amendment History', 'Workflow Status', and 'Approval History'. Buttons for 'Expand All' and 'Collapse All' are also present. The 'Header' tab displays various fields: 'Document Type' (RMI, Rent IPAC BD Manual), 'Status' (NEW), 'Document Number' (RMIAA000003-029), 'Statement Number' (AA000003, with a 'Generate Statement Number' button), 'Title' (highlighted with a yellow border), 'Billed By' (empty), 'Post Code' (empty), 'Agency DUNS Number' (empty), 'Agency DUNS+4' (empty), 'Document Date' (empty), 'Accounting Period' (empty), 'Reporting Accounting Period' (empty), 'Batch Number' (empty), 'Document Classification' (empty), 'Security Org' (GSA), and 'Business Line' (empty). A 'Return to Top' link is at the bottom left.

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.

8. **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.

**Steps to Create an IPAC BD for
Customer Generated Exceptions:**

Notes

9. **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.

The screenshot shows the 'Vendor Information' section of a form. It contains two main groups: 'Vendor' and 'Designated Agent'. The 'Vendor' group has fields for 'Code' (9567) and 'Name' (DENALI COMMISSION O). The 'Designated Agent' group has fields for 'Code' and 'Name', with a 'Default' button highlighted by a red box. A 'Return to Top' link is at the bottom.

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.

The screenshot shows the IPAC BD creation interface. At the top, a message says 'Action was successful.' Below are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The 'Header' tab is selected. Under 'General', fields include Document Type (RMI), Status (NEW), Document Number (RMIAA000003-029), Statement Number (AA000003), Document Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), Business Line, Title, Billed By, Post Code, Agency DUNS Number, and Agency DUNS+4. A 'Generate Statement Number' button is also present. A 'Return to Top' link is at the bottom. The 'Vendor Information' and 'Designated Agent' sections are also shown, with the 'Designated Agent' section highlighted by a red box.

**Steps to Create an IPAC BD for
Customer Generated Exceptions:**

Notes

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.

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"/>		
Customer Voucher Number:	<input type="text"/>		
Transfer Schedule Number:	<input type="text"/>		
Transfer Voucher Number:	<input type="text"/>		
Transfer Authorized By:	<input type="text"/>		

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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
External System Document Number:	<input type="text"/>

[Return to Top](#)

[-] User Defined Fields

* Assignment Code:	RG7GRP1
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[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.*

**Steps to Create an IPAC BD for
Customer Generated Exceptions:**

Notes

14. Select the **Accounting Line** tab.
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.

The screenshot shows the Pegasys interface for managing accounting lines. The top navigation bar includes links for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the navigation is a header with tabs for Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. The 'Accounting Lines' tab is highlighted. A sub-menu bar below the header includes Accounting Line, Charge Lines, Articles, Detail Billing Record Search, and Modified Detail Billing Records. The main content area is titled 'Expand All | Collapse All' and contains a 'General' section. Within 'General', there are fields for Line Number (set to 1), Receivable Type (RTNA), Record Type (PR), Overpayment Cause, Interest Rate %, and Overdue Charges. There are also sections for Exclude from Offset, Transaction Type, Bill Print, Dunning Print, Period of Performance, and Source Number. At the bottom left is a 'Return to Top' link.

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.

This screenshot shows the 'General' section of an accounting line form. It includes fields for Line Number (1), Line Type (highlighted in yellow), Billing Status, and Transaction Type. The Line Type dropdown menu is open, showing options: Normal, Advance, Credit (which is highlighted with a red box and has a cursor over it), and Normal again. Other fields in the General section include Line Number (1), Line Type (Normal selected), Billing Status (Unbilled), and Transaction Type (empty).

*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 a software interface for creating an IPAC BD. On the left, there's a section titled 'Exclude from Offset' with two checkboxes: 'Internal' (checked) and 'External' (checked). A red box highlights these two checkboxes. Below this are 'Bill Print:' (set to 'No') and 'Dunning Print:' (unchecked). On the right, there's a section titled 'Overdue Charges' which is currently empty. It includes fields for 'Administrative Charge Type', 'Interest Type', and 'Penalty Type', each with a small edit icon.

Interest Rate %:

Overdue Charges

Administrative Charge Type:

Interest Type:

Penalty Type:

Exclude from Offset

Internal: External:

Bill Print: No Dunning Print:

Transaction Type: 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.

*Steps to Create an IPAC BD for
Customer Generated Exceptions:*

Notes

20. REQUIRED—Enter the Source Number.

Note: The Source Number will copy forward from a referenced IP.

The screenshot shows the 'General' configuration section of the IPAC BD creation interface. It includes fields for Line Number (1), Receivable Type (RTNA), Record Type (PR), Overpayment Cause, Interest Rate %, Transaction Type (03), and various offset and print settings. A red box highlights the 'Source Number' field, which contains 'OA0449522'. Below this, the 'Period of Performance' section shows Start Date (03/01/2011) and End Date (04/04/2011). A note at the bottom states: 'Note: The Funding Document value should match the value entered in the Source Number field.'

Note: The Funding Document value should match the value entered in the Source Number field.

21. REQUIRED—Enter the Initial Line Amount.

Note: The Initial Amount will be defaulted into the Principal Amount and Total Amount fields.

The screenshot shows the 'Line Amounts' section with a 'Calculate From Detail Records' button. Below it, the 'Initial Amount' field is highlighted with a red border and contains '\$1,200.00'. Other fields shown include 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), and Total (\$1,200.00). A link 'Return to Top' is visible at the bottom left.

<p>Steps to Create an IPAC BD for Customer Generated Exceptions:</p>	<p>Notes</p>
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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

Line Amounts

Calculate From Detail Records

Initial Amount:	<input type="text" value="(\$120.00)"/>
Discount Amount:	<input type="text" value="\$0.00"/>
Surcharge Amount:	<input type="text" value="\$0.00"/>
Principal Amount:	<input type="text" value="(\$120.00)"/>
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"/>
Total:	<input type="text" value="(\$120.00)"/>

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.

**Steps to Create an IPAC BD for
Customer Generated Exceptions:**

Notes

23. To search for the Accounting Template, select the Template link.

Accounting Dimensions

* 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.*

Search Criteria

Name:

Security Org:

Effective Dates

Start Date:

End Date:

Accounting Dimensions

BBFY:

EBFY:

Fund:

Region:

Org Code:

Program:

Project Code:

Activity:

Sub-Object Class:

Revenue Source:

Sub Revenue Source:

Building #:

System:

Vehicle Tag #:

Work Item:

ABC Activity:

Reimbursable Sub-Object Class:

Reimbursable Sub Object:

BETC:

Cost Organization:

Cohort Year:

PRC:

**Steps to Create an IPAC BD for
Customer Generated Exceptions:**

Notes

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
	11RNT-01-192X-P0125100-PG00-PG000			2011	192X	01	P0125100	PG00			PG000			

*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.*

- Accounting Dimensions

* <u>Template:</u> 11RNT-01-192X-P0125100-PG00-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"/>		

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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.

*Steps to Create an IPAC BD for
Customer Generated Exceptions:*

Notes

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="button"/>	* <u>Fund:</u> 192X	* <u>Region:</u> 02	* <u>Org Code:</u> P0225200
* <u>Program:</u> PG00	<u>Project Code:</u> <input type="button"/>	* <u>Activity:</u> PGA35	<u>Sub-Object Class:</u> <input type="button"/>	* <u>Revenue Source:</u> 4305
<u>Sub Revenue Source:</u> ABC Activity: <input type="button"/>	* <u>Building #:</u> DC0007ZZ	<u>System:</u> <input type="button"/>	<u>Vehicle Tag #:</u> <input type="button"/>	<u>Work Item:</u> <input type="button"/>
<u>Cost Organization:</u> <input type="button"/>	<u>Reimbursable Sub-Object Class:</u> <input type="button"/>	<u>Reimbursable Sub Object:</u> YBA: <input type="button"/>	YBA: 2011	BETC: DISBAJ <input type="button"/>
<u>Cohort Year:</u> <input type="button"/>	<u>PRC:</u> <input type="button"/>			

27. REQUIRED for Rebilling Pull Payments—the document reference section will be populated.

[-] Document Reference

Type: CB7	Number: CB7201101110003	<input type="button"/>	Item: 0	<input type="button"/>	Accounting: 1	<input type="button"/>	Final: <input type="checkbox"/>	<input type="button" value="View"/>	<input type="button" value="Default"/>
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**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.

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**.

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.

*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:	9567
Contact Phone Number:	
Requisition Number:	
JAS Number:	
SGL Comments:	
* Accounting Classification Reference Number:	ANTENNA
DOD Activity Address Code:	
* Fiscal Station Number:	0
Accounting Trace Number:	
FY Obligation ID:	
Job Number:	

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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>	

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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

**Steps to Create an IPAC BD for
Customer Generated Exceptions:**

Notes

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.

The screenshot shows a configuration interface for creating an IPAC Business Document (BD) for Customer Generated Exceptions. It includes sections for basic customer information, funding sources, and internal obligations. A specific section for accounting details is highlighted with a red box, indicating it is a required field.

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.

**Steps to Create an IPAC BD for
Customer Generated Exceptions:**

Notes

40. Select the **Add** button.

The screenshot shows a web-based application interface for managing accounting lines. At the top, there's a header bar with links like 'Header', 'Accounting Lines', 'Office Addresses', etc. Below the header, there are tabs for 'Accounting Line', 'Charge Lines', 'Articles', 'Detail Billing Record Search' (which is currently selected), and 'Modified Detail Billing Records'. Under the 'Detail Billing Record Search' tab, there's a 'Search Criteria' section with fields for 'Record Identifier', 'Record Date', 'Last Modified By', 'Amount' (with 'From:' and 'To:' fields), and 'Quantity' (with 'From:' and 'To:' fields). There are also 'Search' and 'Clear' buttons. Below this, there are sections for 'Detail Billing Elements' and 'Detail Billing Text Elements', each with a '+' sign. At the bottom of the search section, there are buttons for 'Edit', 'Copy', 'View', 'Disassociate Record', 'Dispute Records', and a dropdown for 'Display' items. The 'Add' button is highlighted with a red box.

The Modified Detail Billing Record page is displayed.

The screenshot shows the 'Modified Detail Billing Record' page. At the top, there's a title bar with the page name. Below it, there are buttons for 'Expand All' and 'Collapse All'. The main form area contains several input fields grouped under sections like 'General', 'Period of Performance', and 'Billing Description'. The 'General' section includes fields for 'Record Identifier', 'Record Status' (set to 'New'), 'Quantity', 'Unit Price Amount' (\$0.00), 'Unit' (highlighted with a yellow box), 'Amount' (\$0.00), 'Discount Amount' (\$0.00), 'Surcharge Amount' (\$0.00), and 'Record Date' (highlighted with a yellow box). The 'Period of Performance' section has fields for 'Start Date' and 'End Date'. The 'Billing Description' section is a large text area. At the bottom left, there's a 'Return to Top' link.

**Steps to Create an IPAC BD for
Customer Generated Exceptions:**

Notes

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**.

<input type="checkbox"/> General	
Record Identifier:	
Record Status:	New
Quantity:	1.000000
Unit Price Amount:	\$1,200.00
Unit:	EA

Note: For all business lines use quantity of '1' and unit of 'EA'.

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.

* <u>Amount:</u>	\$1,200.00
Discount Amount:	\$0.00
Surcharge Amount:	\$0.00
* <u>Record Date:</u>	12/02/2010
RENT Bill	
Billing Description:	

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*Steps to Create an IPAC BD for
Customer Generated Exceptions:*

Notes

Credit DBR

Quantity:	1.000000
Unit Price Amount:	(\$777.00)
Unit:	<input type="text"/> Edit
* Amount:	(\$777.00) <input type="button" value=""/>

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.

The screenshot shows a calendar interface for selecting a record date. The date 11/01/2010 is highlighted in a white box with a red asterisk (*) to its left. Above the calendar, the text "Record Date: 11/01/2010" is displayed. Below the date, there are navigation buttons: "<<" and "<" on the left, and ">" and ">>" on the right. A dropdown menu above the calendar shows "November 2010". The calendar grid shows the days of the week from Sunday (S) to Saturday (S). The days in November 2010 are: 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. The day 11 is also highlighted with a red box and an asterisk (*). At the bottom of the calendar, there are buttons labeled "Bill" and "Ret".

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.

*Steps to Create an IPAC BD for
Customer Generated Exceptions:*

Notes

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**.

51. Enter the **Office Code**.

Please refer to the Configuration Guide for Office Table information.

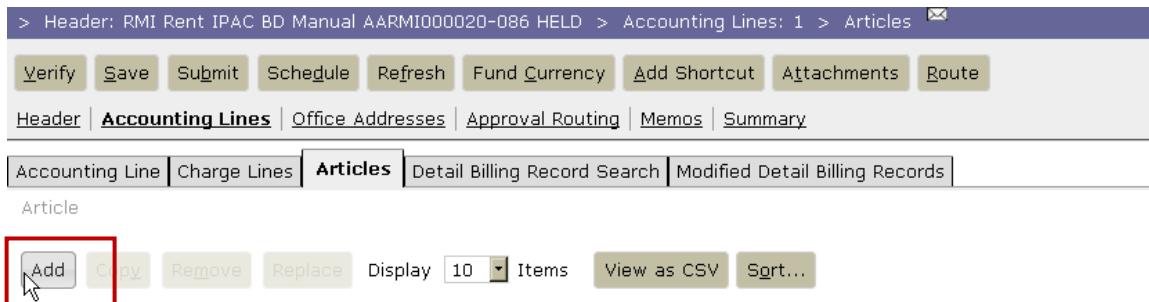
The screenshot shows a web-based application interface for creating an office address. At the top, there is a navigation bar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the navigation bar, a breadcrumb trail shows Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. The main title is "Office Address". Below the title, there is a link to "Expand All" or "Collapse All". The form is divided into sections: "General", "Address", "Phone", and "Fax". The "General" section contains fields for Office Type (set to Remit To), Name, Address, City, State, Postal Code, County, Country, Contact Code, Phone, and Fax. The "Address" section contains fields for Name, Address, City, State, Postal Code, County, Country, Contact Code, Phone, and Fax. The "Phone" and "Fax" sections contain fields for Phone and Fax respectively. A "Code:" field is highlighted with a red box, and a cursor is over the "Search For Code" button. There are also "Get Address" and "Clear Address" buttons. The entire form is enclosed in a light gray border.

**Steps to Create an IPAC BD for
Customer Generated Exceptions:**

Notes

52. **REQUIRED**—Select the Accounting Line link then select the **Articles Tab**.

Note: The Article is only required for IPAC Transactions.



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.

**Steps to Create an IPAC BD for
Customer Generated Exceptions:**

Notes

The Article page is displayed.

Article

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

General

Article Number:	<input type="text"/>
Date Of Delivery:	<input type="text"/>
Qty/Unit Price Indicator:	<input type="checkbox"/> Use Article Qty/Sum DBE Amount
Quantity:	<input type="text"/> 0.00000
Unit Price Amount:	<input type="text"/> \$0.0000
Unit:	<input type="text"/> EA
Article Amount:	<input type="text"/> \$0.00
IPAC Status	
IPAC Status:	<input type="text"/>
IPAC Schedule Date:	<input type="text"/>
IPAC Submission Date:	<input type="text"/>
IPAC Confirmation Date:	<input type="text"/>
IPAC Confirmed Amount:	<input type="text"/> \$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"/>
Reference Document IPAC Document Identifier:	<input type="text"/>
Adjustment:	<input type="text"/>
IPAC Rejection Date:	<input type="text"/>
Omitted from File:	<input type="text"/>

Articles Or Services:

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.

*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.*

**Steps to Create an IPAC BD for
Customer Generated Exceptions:**

Notes

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.

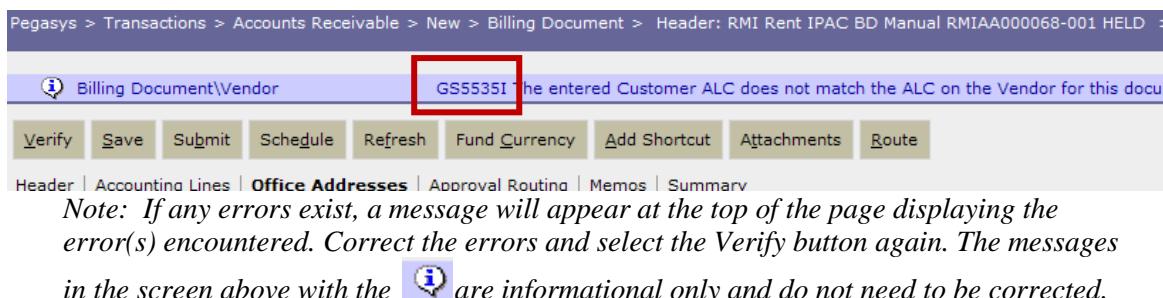
If the pull payment has been identified as a pull outside of the 90 day Treasury window, enter the IPAC Schedule Date 60 days in the future. The bill will be 'ignored' by the billing cycle until the 60 day window has expired or when the IPAC Schedule Date on the BD is updated to the current date.

The screenshot shows the 'IPAC Status' section of a software interface. On the left, there is a calendar for November 2010. The date '26' is highlighted with a cursor. To the right of the calendar are several input fields, some of which contain '\$0.00'. The top right corner of the calendar area has a dropdown arrow.

56. Select the Save button.



57. Select the Verify button.



*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

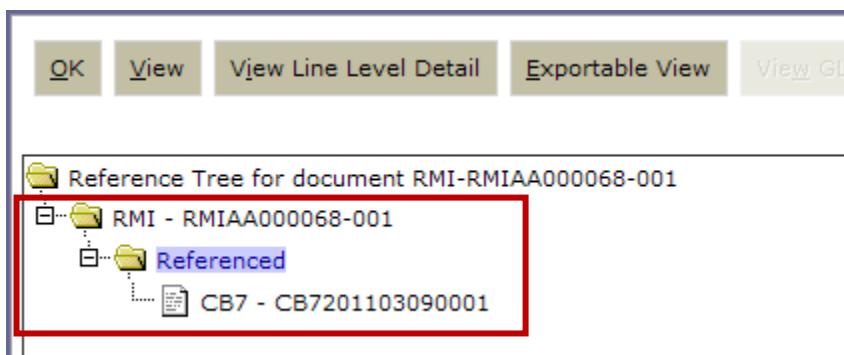
60. Select the record.

61. Select the Reference Query.

A screenshot of a software interface. At the top, there is a toolbar with several buttons: "Correct", "View", "Delete", "Cancel", "Reference Query" (which is highlighted with a red box), "Amend", "Route", "GL Detail", "Display" (with a dropdown menu showing "10 Items"), "View as CSV", and "Sort...". Below the toolbar is a table with one row of data.

Document Type	Document Number	Amendment Number	Title
RMI	RMIAA000068-001		Rent Customer Generated Exception Pull

62. Expand the nodes in the reference tree.



<i>Steps to Create an IPAC BD for Customer Generated Exceptions:</i>	<i>Notes</i>
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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.

4.10.3.4 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*.

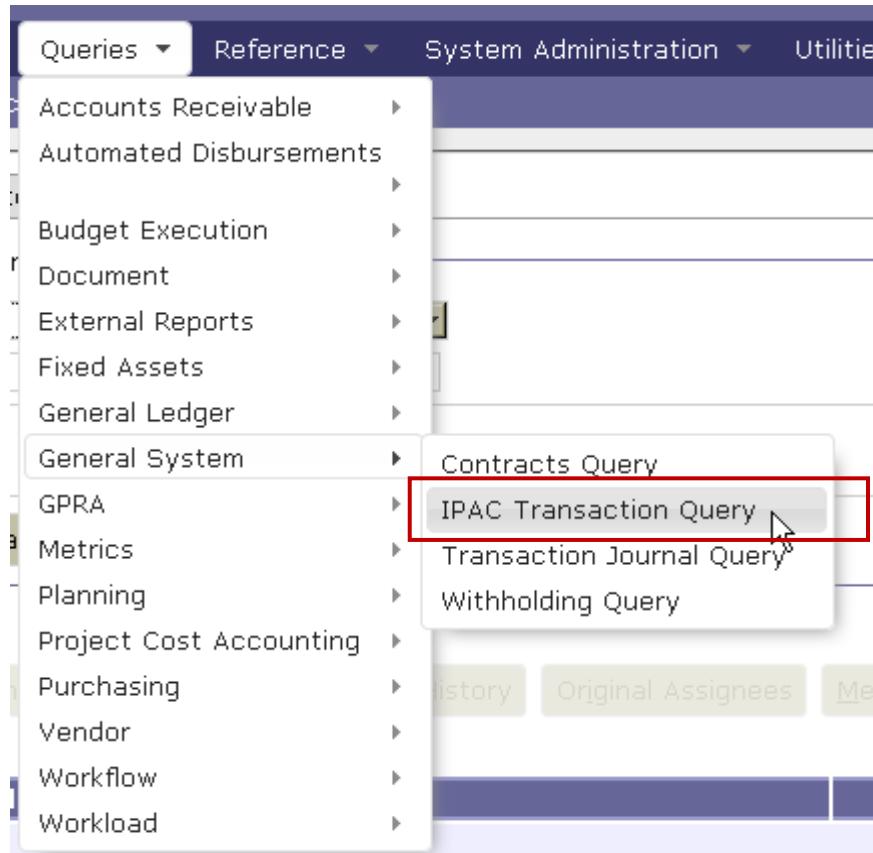
To query for IP pulls, please refer to section 4.10.3.2.

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:
Customer TSYM: 
IPAC Reference Line Number:
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

Search Criteria

Document Category:	IP - Itemized Payment	IPAC Status:	Pending
Type:	Number:	Item:	Accounting:
<input type="text" value="CB7201103090002"/> <input type="button" value=""/>			

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" value=""/>
DBE IPAC Doc ID (DBE UIDD):	<input type="text"/>	Customer ALC:	<input type="text"/> <input type="button" value=""/>
Relative Line Number:	<input type="text"/>	Customer BETC:	<input type="text"/> <input type="button" value=""/>
Reference Doc IPAC Document Identifier:	<input type="text"/>	ALC:	<input type="text"/> <input type="button" value=""/>
Invoice Number:	<input type="text"/>	Disbursing Office:	<input type="text"/> <input type="button" value=""/>
DBE Detail Flag:	<input type="button" value=""/>	Agency DUNS:	<input type="text"/>
Cancelled/Deleted:	<input type="button" value=""/>	Agency DUNS+4:	<input type="text"/>
IPAC Adjustment:	<input type="button" value=""/>		
IPAC Adjustment Original IPAC Reference Number:	<input type="text"/>		
Zero Dollar Status Indicator:	<input type="button" value=""/>		
Zero Dollar Reference Number:	<input type="text"/>		

IPAC Submission Date

From:	To:
-------	-----

Post SGL Status Indicator:

IPAC Confirmed

From Date:	To Date:
Amount:	<input type="button" value=""/>
Value:	<input type="text"/>

IPAC Rejection Date

From:	To:	Omitted From File:	<input type="button" value=""/>
-------	-----	--------------------	---------------------------------

Security Org:

Buttons:

3. Select the **Search** button.

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: **Notes**

4. Select the IPAC IP that was identified as the pull of the non-IPAC Credit.

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. The main area is titled 'Summary' and contains a table with columns: Document Category, Document Type, Document Number, Accounting Line N, Itemized Line Num, IPAC Status, and IPAC Reference I. A single row is selected, showing 'IP - Itemized Payment' as the category, 'CB7' as the type, 'CB720110309000' as the number, '1 0' as the accounting line number, 'Pending' as the status, and 'RG309002' as the reference. At the bottom left of the summary area is a small navigation icon.

The IP form is opened in a new window.

6. **REQUIRED**—Enter the **Vendor code**.

The screenshot shows the 'Vendor Information' section of the IP form. It includes a 'Vendor' section with a 'Code:' field containing '9567' (which is highlighted with a yellow box) and an 'Address Name:' field containing 'DENALI COMMISSION O'. There is also a 'More' button and a small icon. The entire vendor section is highlighted with a red box.

7. **Optional**—Enter the **Assignment code**.

The screenshot shows the 'User Defined Fields' section of the IP form. It includes an 'Assignment Code:' field containing 'RG7GRP3' (which is highlighted with a yellow box). Below the assignment code is a 'Return to Top' link. The entire user defined fields section is highlighted with a red box.

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 several buttons: Verify, Save, Submit, Schedule, Refresh, and Fun. Below these are tabs: Header, Fixed Assets, Header Accounting Lines (which is selected and highlighted in red), and Contracts Pay, Payment A. Under the Header Accounting Lines tab, there is a sub-menu with options: Add, Copy, Copy Forward, Remove, and Reset. A 'Display Header Accounting Line' button is also present. The main area displays a table with columns: Line Number, Line Type, Amount, Transaction Type, and Template. One row is visible, showing: Line Number 1, Line Type Normal, Amount \$777.00, Transaction Type 01, and Template (empty). The 'Line Number' column contains a checkbox and a file icon.

	Line Number	Line Type	Amount	Transaction Type	Template
<input type="checkbox"/>	1	Normal	\$777.00	01	

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.

This screenshot shows the 'Document Reference' section. It includes fields for 'Type' (with a dropdown menu and a pencil icon), 'Number' (highlighted with a red box and a yellow border), 'Item' (with a dropdown menu and a pencil icon), 'Accounting' (with a dropdown menu and a pencil icon), and checkboxes for 'Final', 'Misc', and 'View'. Below these fields is a 'Liquidate Items' checkbox and a 'Referenced Statement Number' field. At the bottom left is a 'Return to Top' link.

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: **Notes**

12. To search for the CR, select the Number reference link.

Document Reference

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

Liquidate Items: Referenced Statement Number:

[Return to Top](#)

13. Enter the CR information in the **Search Criteria**.

Search Criteria

Document Type: CR7

Document Number:

Amendment Number:

From Accounting Period:

To Accounting Period:

From Date: 01/05/2011

To Date:

Document Status

Processed: Rejected:
Cancelled: Archived:
Scheduled: Pending Approval:
Held:

User ID: allroles102

Title:

Vendor

Code:

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	

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: **Notes**

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.

Document Reference

Type: CR7	Number: CR7201101120007	Item: <input type="text"/>	Accounting: <input type="text" value="3"/> 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](#)

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: <input type="text"/>	* Fund: 192X	* Region: 00	* Org Code: P0010090
* Program: PG53	Project Code: <input type="text"/>	* Activity: PGA31	Sub-Object Class: <input type="text"/>	* Revenue Source: 4305
* Building #: RI0024ZZ	System: <input type="text"/>	Vehicle Tag #:	Work Item: <input type="text"/>	
ABC Activity: <input type="text"/>	Reimbursable Sub-Object Class: YBA: <input type="text"/>	BETC: <input type="text"/>		
Cost Organization: <input type="text"/>	Cohort Year: <input type="text"/>	PRC: <input type="text"/>		

[Return to Top](#)

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: **Notes**

18. Select the **Disbursing Information** tab.

The screenshot shows the Pegasys application interface for managing disbursements. At the top, there is a navigation bar with tabs: Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, **Disbursing Information**, Workflow Status, and Approval History. Below the navigation bar, there are two expandable sections: "General" and "Inter-Agency Transfer Information". The "General" section is currently expanded, showing fields for "Disbursing Method" (set to "Inter-Agency Transfer") and "Disbursing Office" (set to "GS193"). The "Inter-Agency Transfer Information" section contains fields for Type (set to "IPAC"), Payee's ALC (set to "10001001"), Payee's Disbursing Office (set to "12345"), Inter-Agency Sub-level Prefix, Partition, Customer BETC, Disbursement Number (set to "RG309002"), and IPAC Schedule Date. At the bottom of each section, there is a "Return to Top" link.

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.

19. Select the **Save** button.

The screenshot shows the Pegasys application interface after a successful save operation. At the top, there is a message box with a blue exclamation icon containing the text "Form CB7201103090002 was saved successfully.". Below the message box 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. At the bottom, there is a navigation bar with tabs: Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, **Disbursing Information**, Correspondence, Workflow Status, and Approval History. Below the navigation bar, there are two expandable sections: "General" and "Inter-Agency Transfer Information". The "General" section is currently expanded, showing fields for "Disbursing Method" (set to "Inter-Agency Transfer") and "Disbursing Office" (set to "GS193"). The "Inter-Agency Transfer Information" section contains fields for Type (set to "IPAC"), Payee's ALC (set to "10001001"), Payee's Disbursing Office (set to "12345"), Inter-Agency Sub-level Prefix, Partition, Customer BETC, Disbursement Number (set to "RG309002"), and IPAC Schedule Date. At the bottom of each section, there is a "Return to Top" link.

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: **Notes**

20. Select the **Verify** button.

The screenshot shows the Pegasys application's header menu with 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the menu, the 'Header' tab is selected. A red box highlights the 'Override' link and the error message 'AP0362W Referenced Line is not an IPAC transaction.' Other errors listed include 'AP0014W No SSN or TIN has been entered for US COURTS OF APPEAL FEDERAL CIRCUITS.', 'AR2255I The ALC for the IPAC Itemized Payment's address level Vendor S1017,, does not match the ALC,10001001, on the document.', and 'GS3365I The Fund Symbol associated with the entered Transfer Treasury Symbol is not valid for the entered vendor.' Below the errors are buttons for 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', 'Fund Currency', 'Add Shortcut', 'Attachments', and 'Route'. At the bottom, there are tabs for 'Header', 'Fixed Assets', 'Header Accounting Lines', 'Itemized Lines', 'Approval Routing', 'Memos', 'Summary', 'Disbursing Information', and 'Correspondence'. Under 'Header', there are 'Workflow Status' and 'Approval History' buttons, and links for 'Expand All' and 'Collapse All'.

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.

The screenshot shows the 'Override' link being selected, indicated by a mouse cursor. A red box highlights the 'Override' link and the error message 'AP0362W Referenced Line is not an IPAC transaction.' The other errors listed are the same as in the previous screenshot.

22. **REQUIRED**—Select the override link.

The screenshot shows the 'Override' link being selected. A red box highlights the 'Override' link and the error message 'AP0362W Referenced Line is not an IPAC transaction.' The other errors listed are the same as in the previous screenshots.

23. Select the **Verify** button again.

24. Select the **Submit** button.

The screenshot shows the 'Submit' button being selected. A red box highlights the success message 'Form CB7201103090002 was submitted for processing successfully.' at the top of the screen.

Steps to Resolve Customer Generated Exceptions IP Pull of Non-IPAC Credit: **Notes**

25. Navigate to the IPAC Transaction Query.
26. Enter the IP Document Number in the Search Criteria and search.

IPAC Transaction Query

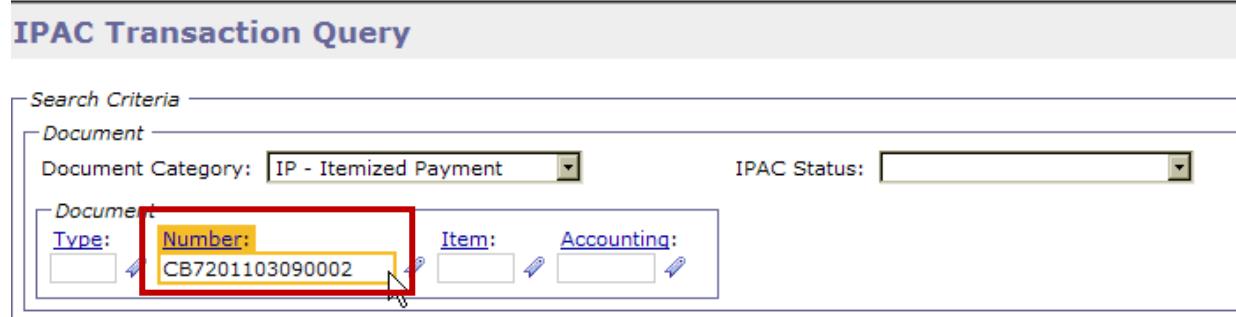
Search Criteria

Document

Document Category: IP - Itemized Payment IPAC Status:

Document

Type: Number: CB7201103090002 Item: Accounting:



27. Review the IP on the IPAC query, the IPAC Status is now —Received”.

Summary							
Document Categ	Document Type	Document Numbr	Accounting Line N	Itemized Line Nu	IPAC Status	IPAC Reference I	IPAC Reference I
<input checked="" type="checkbox"/> IP - Itemized Pay	CB7	CB720110309000	1 0		Received	RG309002	1 1

4.10.3.5 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*.

4.10.3.6 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

4.11 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 TRS). Notification of chargeback settlement is sent from Vantiv to TRS. GSA receives the chargeback settlement notification via TRS, 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 GSA determines chargeback validity.

4.11.1 Automated methods

Revenue Credit Card chargebacks come in through the TRS 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.

4.11.2 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.

4.11.2.1 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.

The screenshot shows the 'General Dispute Information' page. At the top, there are tabs for 'General Dispute Information' and 'Disputed Items'. Below the tabs are several buttons: Save, View Document, Correct Document, Amend Document, Add Customer Correspondence, Record Dispute, and Remove Dispute (which is highlighted with a red box). Under the 'General Dispute Information' tab, there is a section for 'Disputed Document' containing fields for Document Type (GML), Document Number (GMLC0000032-001), and Statement Number (C0000032). Below this is a 'Return to Top' link. Under the 'Status' section, there is a field for 'Dispute Status' with a dropdown menu set to 'Rejected' (also highlighted with a red box). Other status-related fields include Dispute Received/Created Date Time (04/08/2013 15:55:32), Under Review Date, Pending Final Action Date, and Dispute Resolution Date. A 'Return to Top' link is also present here.

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.

The screenshot shows the 'Credit Card Information' page. It includes fields for Credit Card Number, Expiration Date, Authorization Code (which is 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 'Authorization Code' field.

4.11.2.2 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.

<i>Steps to perform to rebill a BD reopened by a Revenue Credit Chargeback:</i>	<i>Notes</i>
---	--------------

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

[Return to Top](#)

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 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.

Credit Card Information

Credit Card Number: **Expiration Date:**
Authorization Code: **Authorization Date:**
Authorization Amount: **Authorization Only:**
Card Type: **Bank Charge Indicator:**
Transaction Source:

Steps to perform to rebill a BD reopened by a Revenue Credit Chargeback: Notes

4. Reply back to NCSC when final action has been completed.

4.11.3 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:

Document Number:

Statement Number:

[Return to Top](#)

Status

* Dispute Status:

Dispute Received/Created Date Time:

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

- 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

- 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.
2. Add specific comments to the Description Field and click Save.

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](#)

3. Depending on amount of billing and guidance provided in the Accounts Receivable and Debt Collection Manual, the Billings – FAS Supply/Fleet Unit will:

- a) Create a WO6 to write-off the Federal Customer billing.
- b) Create a NW6 to write-off the Non-Federal billing.

Or

- c) 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.

4.11.4 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.
3. Add specific comments to the Description Field and select the Remove Dispute button.

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.

Note: This will remove the debt forbearance flag from the BD and allow the Cash Collections Unit to process the Cash Receipt (CR) document.

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.

4.12 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 TRS. GSA receives settlement notification via TRS, not from Pay.gov.

4.12.1 Automated methods

The Pay.gov chargebacks come in through the TRS 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.

4.12.2 Steps to execute: To rebill a Pay.gov chargeback

<p>Steps to perform to rebill a BD reopened by a Pay.gov Chargeback:</p>	<i>Notes</i>
---	--------------

If the Cash Collections Unit determines the original bill was valid:

1. 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)

2. The BD is selected by the next Bill Generation run and billed out.

4.12.3 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.

4.13 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. GSA 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.

4.13.1 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.

4.13.1.1 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.

The screenshot shows the 'Outstanding Bills' search interface. It includes sections for 'Search Criteria' with fields for 'Doc Type', 'Vendor', 'Address Code', 'Billed Amount', 'Outstanding Amount', 'Outstanding Credit Amount', 'Total Credit Amount', and 'Business Line'. There are also fields for 'Document Date', 'Collection Due Date', and 'Bill Generated Flag'. At the bottom are 'Search' and 'Clear' buttons.

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 form. The 'Line Type' dropdown is highlighted with a red box and set to 'Credit'. Other fields include 'Doc Type' (RMN), 'Statement Number' (AA00026), and 'Bill Generated Flag' (selected). The 'Search' button is at the bottom left.

*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	RMNBILRMNA00026-036	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	External System Document Number:	
Business Line:	RENT		
Document Number:	RMNAA00026-036		
Statement Number:	AA00026		
Title:			
Billing Reference Number:	RMNBILRMNAA00026-03		
Document Date:	09/13/2010		
Collection Due Date:			
Bill Generated Flag:	<input checked="" type="checkbox"/>		
Security Organization:	GSA		

Waiver Flags

Waive Admin Charges:	<input checked="" type="checkbox"/>
Waive Penalty:	<input checked="" type="checkbox"/>
Waive Interest on Principal:	<input checked="" type="checkbox"/>
Waive Interest on Interest:	<input checked="" type="checkbox"/>
Waive Interest on Admin Charges:	<input checked="" type="checkbox"/>
Waive Interest on Penalty:	<input checked="" type="checkbox"/>

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.

PEGASYS

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

- Select the **Outstanding Bill Detail** tab.

The Outstanding Bills Query Outstanding Bill Detail tab is displayed.

- 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

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	RMNAA00026-036		1 Credit	(\$1,500.00) open		Unbilled	
<input type="checkbox"/> RMNBLRMNA00026-036	RMN	RMNAA00026-036		2 Normal	\$300.00 open		Unbilled	

Steps to Query Credits Using Outstanding Bills:**Notes**

8. Select the **Outstanding Billing Document Line** link.



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
Total Amount:	\$0.00

[Return to Top](#)

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

Steps to Query Credits Using Outstanding Bills:

Notes

The document will be opened in a new window in View mode.

The screenshot shows a software interface with a dark blue header bar containing menu items: Transactions, Queries, Reference, System Administration, and Utilities. Below the header is a toolbar with buttons for View in Fund Currency, Add Shortcut, Attachments, and Route. A red box highlights the 'Header' tab in the top navigation bar. Underneath the toolbar, there are several buttons: References..., Amendment History, Workflow Status, and Approval History. Below these buttons are links for Expand All and Collapse All. The main content area is titled 'General' and contains a form with various input fields. On the left side of the form, there is a 'Make Recurring' button. To the right of the button, there are several input fields: Orig Document Date (09/13/2010), Last Document Date (09/13/2010), Accounting Period (12/2010), Reporting Accounting Period (12/2010), Last Batch Number, Document Classification, Security Org (GSA), and Business Line (RENT). Other fields include Document Type (RMN/Rent Non-IPAC BD Man), Status (PROCESSED), Document Number (RMNA00026-036), Statement Number (AA00026), Title, Billed By, and Post Code.

Note: BD Credit lines will not have a bill total amount. The Bill total amount is the sum of Normal and Advance Line types.

4.13.1.2 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.

Pegasys > Queries > Accounts Receivable > Search - Billing Statement Query

Search - Billing Statement Query

Search Criteria

Statement Code:

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:

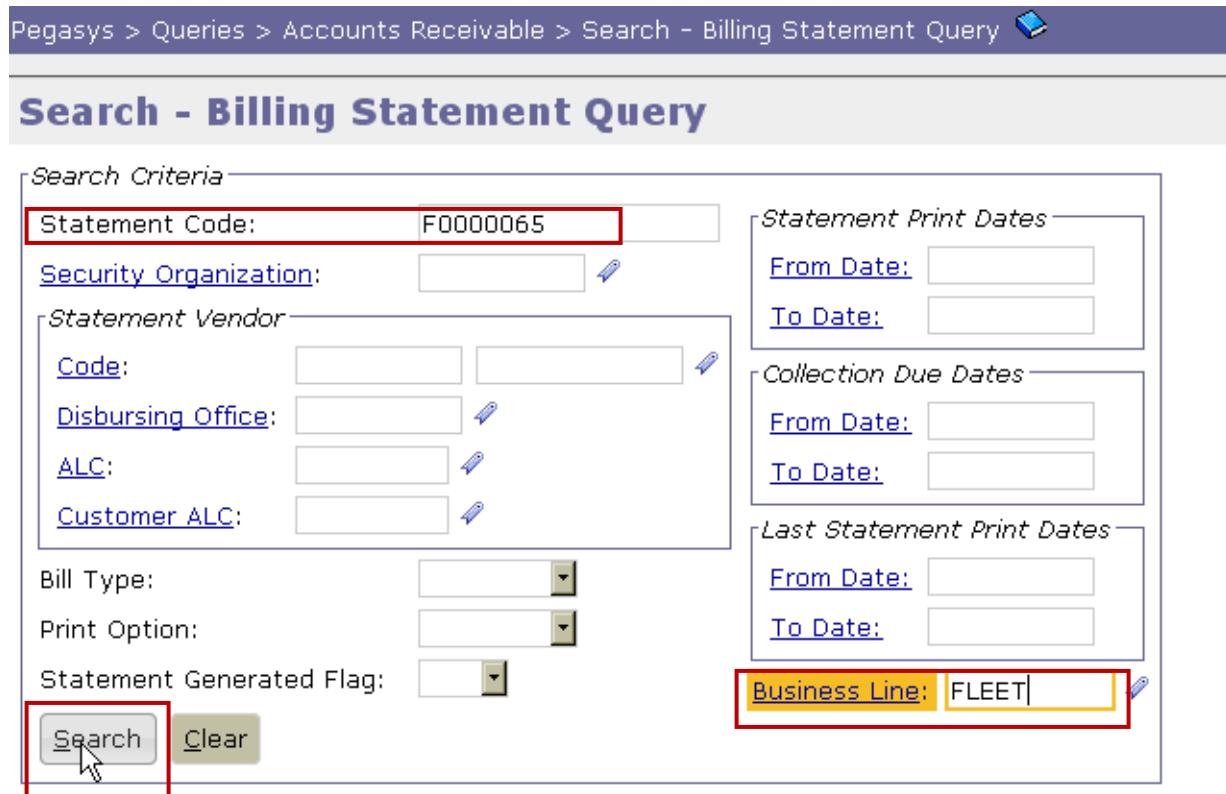
Search **Clear**

Steps to View Credits Using the Billing Statement Query:**Notes**

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.*

3. Select the **Search** button.



Pegasys > Queries > Accounts Receivable > Search - Billing Statement Query

Search - Billing Statement Query

Search Criteria

Statement Code:	F0000065
Security Organization:	
Statement Vendor	
Code:	
Disbursing Office:	
ALC:	
Customer ALC:	
Bill Type:	
Print Option:	
Statement Generated Flag:	
Business Line:	FLEET

Statement Print Dates

From Date:	
To Date:	

Collection Due Dates

From Date:	
To Date:	

Last Statement Print Dates

From Date:	
To Date:	

Search **Clear**

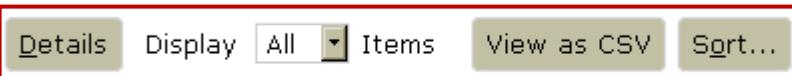
The results are returned in the Item Collection.

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

Steps to View Credits Using the Billing Statement Query:**Notes**

Note: To perform a specific action upon a Statement, select the appropriate action button.



4. Select a detail record and select Details.

A screenshot of a software interface showing a table of billing statement details. The table has columns for Statement Code, Primary Vendor, Primary Vendor Address, Bill Type, Print Option, and Business Line. A single row is selected, showing F0000065 as the Statement Code, 361035 as the Primary Vendor, 361035 as the Primary Vendor Address, Standard as the Bill Type, Yes as the Print Option, and FLEET as the Business Line. Above the table is a toolbar with buttons for Details, Display, All Items, View as CSV, and Sort..., where the 'Details' button is highlighted with a red border and a cursor is shown pointing at it.

	Statement Code	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line
<input checked="" type="checkbox"/> <input type="radio"/>	F0000065	361035	361035	Standard	Yes	FLEET

Steps to View Credits Using the Billing Statement Query:

Notes

- 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
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)

*Steps to View Credits Using the Billing Statement Query:**Notes*

6. To launch the Credit Application Worksheet, select the Credit Application Worksheet button.

The screenshot shows the 'Statement Balances' tab selected in the top navigation bar. A red box highlights the 'Credit Application Worksheet' button, which is being clicked. Below the tabs, there are sections for 'General' settings and 'Statement Vendor' information. Under 'Billed Amount' and 'Credit Amount', there are lists of amounts for various categories like Initial Amount, Discount Amount, etc.

General	
Code:	G0028717
Last Statement Print Date:	
Collection Due Date:	
Statement Print Date:	
Statement Generated:	<input checked="" type="checkbox"/>
Security Org:	GSA
Bill Type:	IPAC
Print Option:	Yes
Business Line:	FLEET

Statement Vendor	
Code:	36001200 36001200
Name:	VA CENTRAL OFFICE
Disbursing Office:	GS127
ALC:	47000016
Customer ALC:	36000103

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)

4.13.2 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.

4.13.2.1 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 4-105: Link to Appendices: Business Process Required Fields for BD creation

Business Line	Link to Appendices
Fleet	<u>Appendix: Create Billing Document (BD) - Fleet</u>
Rent	<u>Appendix: Create Billing Document (BD) - Rent</u>
Global Supply/Automotive Purchases	<u>Appendix: Create Billing Document (BD) - Global Supply/Automotive Purchases</u>
RWA/HOTD/Manual Business Lines	<u>Appendix: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines</u>

**Steps to Create an Accounts Receivable Form-
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' 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 > Accounts Receivable > New > New Billing Document'. At the bottom of the screen are buttons for 'Back', 'Finish', and 'Cancel'. The main area is titled 'New Billing Document'. It contains several input fields:

- 'Document Type:' with a yellow border and a required asterisk (*). To its right is a small icon and a clear button.
- 'Document Number Format:' with a blue pencil icon.
- 'Document Number Prefix:' with a text input field.
- 'Statement Number:' with a text input field and a 'Generate Statement Number' button.
- 'Document Number:' with a required asterisk (*), a text input field, and a 'Generate' button.
- 'Security Org:' with a text input field and a blue pencil icon.
- 'Title:' with a text input field.
- A section titled 'Copy Document' with three radio button options: 'None' (selected), 'Copy From', and '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.

<i>Steps to Create an Accounts Receivable Form-</i>	<i>Notes</i>
Billing Document (BD)(Non-IPAC) Credit Line:	

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.

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 title 'New Billing Document' is displayed. The form fields include:

- * Document Type: RMN (highlighted with a yellow box)
- Document Number Format: (with a pencil icon)
- Document Number Prefix: (input field)
- Statement Number: AA00026
- * Document Number: RMNAA00026-036 (highlighted with a red box)
- Generate Statement Number button (highlighted with a red box)
- Generate button (next to the Document Number field)
- Security Org: (input field)
- Title: (input field)
- Copy Document section:
 - None (radio button selected)
 - Copy From
 - 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.

Steps to Create an Accounts Receivable Form-**Notes****Billing Document (BD)(Non-IPAC) Credit Line:**

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.



6. If copying from another BD, select **Next**.

* Document Type: RMN [Rent Non-IPAC BD Mani](#)

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.

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

<i>Steps to Create an Accounts Receivable Form-</i>	<i>Notes</i>
<i>Billing Document (BD)(Non-IPAC) Credit Line:</i>	

10. Select the **Finish** button.

The Header page is displayed.

Header

Document Type: RMN Rent Non-IPAC BD Mani

Status: NEW

Document Number: RMNA00026-036

* Statement Number: AA00026 Generate Statement Number

Title: [highlighted in yellow]

Billed By:

Post Code:

Agency DUNS Number:

Agency DUNS+4:

Document Date:

Accounting Period:

Reporting Accounting Period:

Batch Number:

Document Classification:

Security Org: GSA

Business Line:

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 4-105: Link to Appendices: Business Process Required Fields for BD creation](#)

1. General
2. Vendor Information
3. External System Information
4. 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- Notes

Billing Document (BD)(Non-IPAC) Credit Line:

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.

Vendor Information

Vendor

* Code: 361035 361035 More

Name: VA HOSPITAL

Designated Agent

Code: 36001200 36001200 More Default

Name: VA CENTRAL OFFICE

[Return to Top](#)

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.

Inter-Agency Transfer

Interagency Transfer:

Type of Transfer: IPAC

Customer Agency Location Code:

Customer Voucher Number:

Transfer Schedule Number:

Transfer Voucher Number:

Transfer Authorized By:

Use Statement Number For IPAC:

IPAC Article Qty/Unit Price Indicator: Use Article Qty/Sum DBE Amount

[Return to Top](#)

Steps to Create an Accounts Receivable Form-

Notes

Billing Document (BD)(Non-IPAC) Credit Line:

Inter-Agency Transfer

Interagency Transfer: IPAC Use Statement Number For IPAC! IPAC Article Qty/Unit Price Indicator Use DBE Detail

Type of Transfer: IPAC

Customer Agency Location Code:

Customer Voucher Number:

Transfer Schedule Number:

Transfer Voucher Number:

Transfer Authorized By:

[Return to Top](#)

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

Header | Accounting Lines | Office Addresses | Approval Routing | Memos | Summary

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

Add | 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 Cd	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 Canc EBFY	Canc EBFY	Canc Fund	Cost Org	Sub YBA	Blanket Org	BETC Number
- 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.

Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header: RMN Rent Non-IPAC BD Manual RMNAAD00026-036 NEW > 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

Expand All | Collapse All

General

Line Number: **1** Receivable Type: RTNA Default

Line Type: Normal Record Type: PR

Billing Status: Unbilled Overpayment Cause:

Transaction Type: Interest Rate %:

Exclude from Offset

Internal: Adminstrative Charge Type:

External: Interest Type:

Bill Print: Suppress Penalty Type:

Dunning Print:

Period of Performance

* Start Date: * End Date: * Source Number:
Related Statement Number:

[Return to Top](#)

Steps to Create an Accounts Receivable Form-**Notes****Billing Document (BD)(Non-IPAC) Credit Line:**

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 4-105: Link to Appendices: Business Process Required Fields for BD creation](#)

1. General (*Note: ensure that Line Type = Credit, Line Type =02, Initial Line Amount = negative value*)
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. 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 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, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. A navigation bar at the bottom includes links for Accounting Line, Charge Lines, Articles, Detail Billing Record Search, and Modified Detail Billing Records. The main area is titled "General". It contains the following fields:

- Line Number:** A text input field containing "1", which is highlighted with a red border.
- Receivable Type:** A dropdown menu set to "RTNA" with a "Default" link next to it.
- Record Type:** A dropdown menu set to "PR".
- Overpayment Cause:** An empty text input field.
- Interest Rate %:** An empty text input field.
- Exclude from Offset:** A section with two checkboxes: "Internal" and "External".
- Bill Print:** A dropdown menu set to "Suppress".
- Dunning Print:** A checkbox checked.
- Period of Performance:** A section with two date input fields labeled "Start Date" and "End Date", both marked with a red asterisk (*).
- Overdue Charges:** A section with three dropdown menus: "Administrative Charge Type", "Interest Type", and "Penalty Type".
- * Source Number:** An empty text input field marked with a red asterisk (*).
- Related Statement Number:** An empty text input field.

At the bottom left, there is a "Return to Top" link.

**Steps to Create an Accounts Receivable Form-
Billing Document (BD)(Non-IPAC) Credit Line:**

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.

The screenshot shows a configuration interface for a credit line. On the left, under 'Exclude from Offset', the 'Internal' and 'External' checkboxes are selected and highlighted with a red box. Below these are 'Bill Print' (set to 'Yes') and 'Dunning Print' (checkbox checked). On the right, there's a section titled 'Overdue Charges' with three dropdown menus: 'Administrative Charge Type', 'Interest Type', and 'Penalty Type', each accompanied by a small edit icon.

17. **REQUIRED**—Enter the **Accounting Template** and select **Default**.

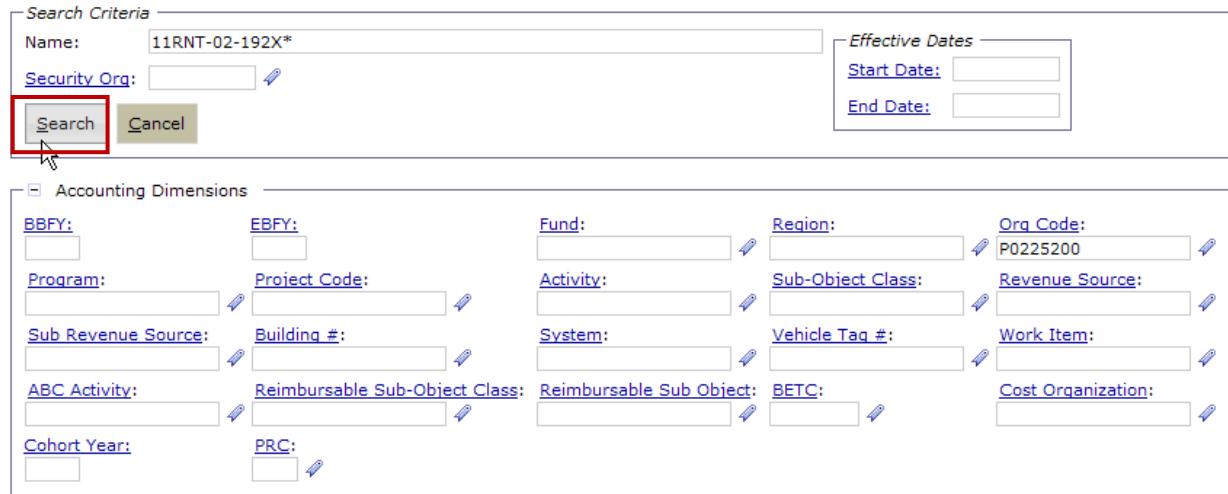
Please refer to the Configuration Guide for the complete list of Accounting Templates.

18. To search for the Accounting Template, select the **Template** link.

The screenshot shows a search interface for accounting dimensions. At the top, it says 'Accounting Dimensions'. Below that is a search field with the placeholder text '* Template' and a small 'X' icon to clear the text. Below the search field is a button labeled 'Search For Template'.

**Steps to Create an Accounts Receivable Form-
Billing Document (BD)(Non-IPAC) Credit Line:**

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"/>
<input type="button" value="Search"/>	End Date: <input type="text"/>

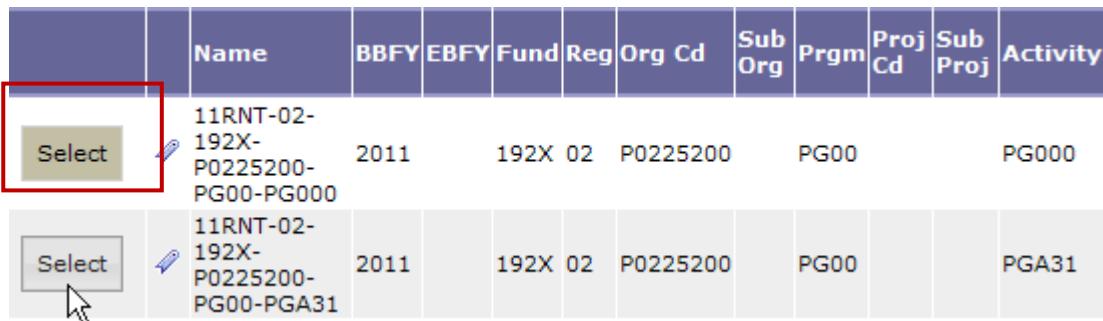
Accounting Dimensions

BBFY: <input type="text"/>	EBFY: <input type="text"/>	Fund: <input type="text"/>	Region: <input type="text"/>	Org Code: <input type="text" value="P0225200"/>
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" value="BETC"/>	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
<input type="button" value="Select"/>	11RNT-02-192X-P0225200-PG00-PG000	<input type="text" value="2011"/>	<input type="text" value="192X"/>	<input type="text" value="02"/>	<input type="text" value="P0225200"/>	<input type="text" value="PG00"/>	<input type="text" value="PG00"/>	<input type="text" value="PG000"/>			
<input type="button" value="Select"/>	11RNT-02-192X-P0225200-PG00-PGA31	<input type="text" value="2011"/>	<input type="text" value="192X"/>	<input type="text" value="02"/>	<input type="text" value="P0225200"/>	<input type="text" value="PG00"/>	<input type="text" value="PG00"/>	<input type="text" value="PGA31"/>			

**Steps to Create an Accounts Receivable Form-
Notes**

Billing Document (BD)(Non-IPAC) Credit Line:

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.

The screenshot shows the 'Accounting Lines' screen with various input fields for creating a Billing Document (BD). The 'Revenue Source' field, located in the top right section, is highlighted with a red box. The data entry fields include: Template (11RNT-01-192X-P0125100-PG00-PGA33), BBFY (2011), EBFY (blank), Fund (192X), Region (01), Org Code (P0125100), Revenue Source (4305), Program (PG00), Project Code (blank), Activity (PGA33), Sub-Object Class (blank), Sub Revenue Source (RI0024ZZ), Building # (blank), System (blank), Vehicle Tag # (blank), Work Item (blank), ABC Activity (blank), Reimbursable Sub-Object Class (blank), Reimbursable Sub Object (YBA), BETC (blank), Cost Organization (blank), Cohort Year (blank), and PRC (blank).

Header																				
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="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 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		

Steps to Create an Accounts Receivable Form-**Notes****Billing Document (BD)(Non-IPAC) Credit Line:**

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																																																										
<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..."/>																																																										
<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>Sub 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 T#</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1 Credit</td> <td>\$0.00 02</td> <td></td> <td>11RNT-00-192X-PG00-PG000</td> <td>2011</td> <td></td> <td>192X 00</td> <td>P0060001</td> <td></td> <td>PG00</td> <td></td> <td></td> <td>PG000</td> <td></td> <td></td> <td>4305</td> <td>RI0024ZZ</td> <td></td> <td></td> </tr> </tbody> </table>																			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	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		
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	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"/>	<input type="button" value=""/>
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 OA Designation	DBE Perof 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:	Agency:
Record Status: <input type="text" value="New"/>	Bureau:
Quantity: <input type="text" value="0.000000"/>	Agency Location Code:
Unit Price Amount: \$0.00	Customer Identification Code:
Unit: <input type="text"/> 	Customer Identification Code #2:
* 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"/>	

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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:	New	Agency:
Record Status:	Quantity:	Bureau:
Unit Price Amount:	Unit:	Agency Location Code:
* Amount:	(\$1,500.00)	Customer Identification Code:
Discount Amount:	\$0.00	Customer Identification Code #2:
Surcharge Amount:	\$0.00	Period of Performance
* Record Date:	12/01/2010	Start Date:
RENT Credit		End Date:
Billing Description:		

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26. **REQUIRED for Credit lines**—Enter the **Credit/Adjustment Indicator** of ‘C’.

General Detail Billing Elements

Credit/Adjustment Indicator:	C	Assignment Agency:
Advance Indicator:		

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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.

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	Building Name
	New	(\$1,500.00)	12/01/2010	C	F				

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**.

Office Type	Office	Address Code
Remit To		

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 FMNF

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:

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 Rent 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

Form RMNAA00026-036 was saved successfully.

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

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:

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.

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

Expand All | Collapse All

General

Line Number: 1 Receivable Type: RTNA Default

Line Type: Credit Record Type: PR

Billing Status: Unbilled Overpayment Cause:

Transaction Type: 02 Interest Rate %:

Exclude from Offset

Internal: Suppress

External: Dunning Print:

Bill Print:

Administrative Charge Type:

Interest Type:

Penalty Type:

Period of Performance

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

* Source Number: OA123456 Related Statement Number:

[Return to Top](#)

Line Amounts

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.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Home > Inbox

Form RMNAA00026-036 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.

4.13.2.2 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:

1. Pegasys System Required fields – These fields have the red asterisk and the system throws hard error when they are left blank.
2. GSA Business process required fields – These fields are optional in Pegasys but required to be populated per the business process of each Business line.

<i>Steps to create an Accounts Payable Internal Voucher</i>	<i>Notes</i>
(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' page from the Pegasys application. The top navigation bar includes 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below the navigation is a breadcrumb trail: 'Pegasys > Transactions > Accounts Payable > New > New Internal Voucher'. The main area has a title 'New Internal Voucher'. It contains several input fields: 'Document Type' (marked with a red asterisk), 'Document Number Format', 'Document Number Prefix', 'Statement Number' (with a 'Generate Statement Number' button), 'Document Number' (marked with a red asterisk), 'Security Org', 'Title', and a 'Copy Document' section with radio buttons for 'None', 'Copy From', and 'Copy Forward'. At the bottom are 'Back', 'Finish', and 'Cancel' buttons.

Steps to create an Accounts Payable Internal Voucher**Notes****(NV) form:**

2. **REQUIRED**—Enter Document Type.

For details on these fields, refer to [Appendix: Available Internal Voucher \(NV\) Document Types](#)

Note: Only manual document types are used for online creation.

The screenshot shows the 'New Internal Voucher' form interface. At the top, there are buttons for Back, Finish, and Cancel. The main area has a title 'New Internal Voucher'. A required field 'Document Type' is highlighted with a yellow background and contains the value 'RMV'. To its right is a button 'Rent NV Manual'. Below this is a section for 'Document Number Format' with a 'Generate Statement Number' button. There are fields for 'Document Number Prefix' and 'Statement Number'. A 'Document Number' field is marked with an asterisk (*) and has a 'Generate' button next to it. Further down are fields for 'Security Org' and 'Title', and a 'Copy Document' section with radio buttons for 'None', 'Copy From', and 'Copy Forward', where 'None' is selected.

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.

Steps to create an Accounts Payable Internal Voucher

Notes

(NV) form:

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 and combined with 2 incremented digits. (i.e., RMVSSSSSSSS##).

The complete list of Document Number formats is defined in the Configuration Spreadsheet and the Pegasys Document Number Formats Reference table.

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

Back **Finish** Cancel

New Internal Voucher

* Document Type: RMV Rent NV Manual

Document Number Format: Document Number Prefix:

Statement Number: AA000002 **Generate Statement Number**

* Document Number: RMVA000002-014 **Generate**

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

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.

Steps to create an Accounts Payable Internal Voucher**Notes****(NV) form:**

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](#)
1. General.
 2. Vendor Information.
 3. User Defined Fields.
 4. Description.

7. Select the **Header Accounting Line** tab.

Pegasys > Transactions > Accounts Payable > New > Internal Voucher > Header: RMV Rent NV Manual RMVAA00002-

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 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 Cd	Sub Proj	Function	C/E	Sub Obj	B
-------------	-----------	--------	------------------	----------	------	------	------	-----	--------	---------	-----	---------	----------	----------	-----	---------	---

Steps to create an Accounts Payable Internal Voucher

Notes

(NV) form:

8. 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.

The screenshot shows a web-based form for creating a Header Accounting Line. At the top, there are four tabs: "Header Accounting Line" (selected), "Detail Billing Record Search", "Modified Detail Billing Records", and "Associated Spending". Below the tabs are two links: "Expand All" and "Collapse All".

General Tab:

- Line Number:
- Source Number:
- Related Statement Number:

[Return to Top](#)

Line Amounts Tab:

- Initial Amount:
- Discount Amount:
- Surcharge Amount:
- Amount:
- Applied Prepayment Amount:

[Return to Top](#)

Buyer Tab:

- Line Type:
- * Transaction Type:
- SF-224 Reclassification:

Additional Attributes:

- Prior Year Adjustment:

Funding:

- * Template:
- * BBFY:
- * EBFY:
- * Fund:
- * Region:
- * Org Code:

<i>Steps to create an Accounts Payable Internal Voucher</i>	<i>Notes</i>
<p>(NV) form:</p>	
9. 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 <u>Appendix: Create Internal Voucher (NV) – All Business Lines</u>	
1. General.	
2. Line Amounts. (<i>Note: Initial Amount = negative value</i>)	
3. Buyer:	
a. Including the Accounting Dimensions- Click the Default button after entering the Accounting template to populate the accounting dimensions from the template.	
4. Seller: (<i>Note: ensure that Transaction Type = S3</i>)	
a. Including the Accounting Dimensions- Click the Default button after entering the Accounting template to populate the accounting dimensions from the template.	
b. Add the agreement reference (agreement number and agreement line number for business lines utilizing PCAS agreements).	
5. User Defined Fields.	
6. Description.	

Steps to create an Accounts Payable Internal Voucher

Notes

(NV) form:

The screenshot displays the 'NV' form interface for creating an Accounts Payable Internal Voucher. It is organized into several sections:

- Reference Document:** Contains fields for Type (dropdown), Number (text input), Item (dropdown), Accounting (dropdown), Final (checkbox), Misc (checkbox), View, and Default buttons.
- Advance Reference Document:** Contains fields for Type (dropdown), Number (text input), Accounting (dropdown), and View button.
- Agreement:** Contains fields for Agreement Number (text input) and Agreement Line Number (text input).
- Buyer Description:** Contains a large text area for Description.
- Seller:** Contains fields for Line Type (dropdown set to Normal), Transaction Type (dropdown), SF-224 Reclassification (checkbox), Prior Year Adjustment (dropdown set to Not a Prior Year Adjustment), and a Funding section.
- Funding:** Contains fields for Template (dropdown), BBFY (dropdown), EBFY (dropdown), Fund (dropdown), Region (dropdown), Org Code (dropdown), Program (dropdown), Project Code (dropdown), Activity (dropdown), Sub-Object Class (dropdown), and Revenue Source (dropdown).

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 accounting lines. At the top, there's a navigation bar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below this is a secondary navigation bar with links for Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. The main content area has tabs for Accounting Line, Charge Lines, Articles, Detail Billing Record Search (which is selected), and Modified Detail Billing Records. A 'Search Criteria' section contains fields for Record Identifier (highlighted with a yellow box), Record Date, Last Modified By, Charge Period, Amount (From: To:), Quantity (From: To:), Description, Vehicle Class, Vehicle Tag, Special ACC Equipment, SpeedPay FSN, and Sales Code. At the bottom of this section are Search and Clear buttons. Below the search criteria is a section titled '+ Detail Billing Elements' and another titled '+ Detail Billing Text Elements'. A toolbar at the very bottom includes buttons for Add (highlighted with a red box), Edit, Copy, View, Disassociate Record, and Dispute Records, followed by a Display dropdown set to 10 items, a View as CSV button, and a Sort... button.

Steps to create an Accounts Payable Internal Voucher

Notes

(NV) form:

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 <input type="button" value="..."/>	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"/> <input type="button" value="..."/>	Start Date: <input type="text"/>
Billing Description: <input type="text"/>	End Date: <input type="text"/>

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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"/>
DDE Period of Performance	
* Start Date: <input type="text"/>	End Date: <input type="text"/>

Steps to create an Accounts Payable Internal Voucher**Notes****(NV) form:**

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.

1. General.
2. Vendor Information.
3. Inter-Agency Transfer.
4. Description.
5. Accounting Dimensions:
 - a. Click 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 15, as these documents will not use Detail Billing Records.

General

Record Identifier:	<input type="text"/>	Agency:	<input type="text"/>
Record Status:	New	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	Period of Performance	
Charge Period:	<input type="text"/>	Start Date:	<input type="text"/>
Interfund		End Date:	<input type="text"/>
Billing Description:			

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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"/> T
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

Notes

(NV) form:

13. Select the **Detail Billing Element Fields** tab.

The Detail Billing Element Fields page is displayed.

The screenshot shows the 'Detail Billing Element Fields' page with three main sections:

- General Detail Billing Elements:** Contains fields for Credit/Adjustment Indicator, Assignment Agency, Advance Indicator, DPE Period of Performance (with Start Date [11/01/2010] and End Date [11/30/2010]), and Interfund Indicator.
- Fleet Detail Billing Elements:** Contains fields for Starting Mileage, Ending Mileage, Miles Driven, Days Used, Daily/Monthly Rate, Special Equipment Rate, Mileage Rate, Description, Advance Indicator, Vehicle Class, Vehicle Tag, Billing Estimate Code, Vehicle Action Code, Body Type, Special ACC Equipment, SpeedPay FSN, Sales Code, and FSN Lookup.
- Rent Detail Billing Elements:** Contains fields for Building Zip Code, Building Name, Building Address, Building State, Building City, Non-Cancelable OA Designation, and a Return to Top link.

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.

1. General Detail Billing Elements.
2. <Business Line> Detail Billing Elements.

<i>Steps to create an Accounts Payable Internal Voucher</i>	<i>Notes</i>
	<i>(NV) form:</i>
15. Click the Save button.	
16. Click the Verify button.	<p><i>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.</i></p>
17. Click the Submit button.	<p><i>Note: If no errors are encountered upon clicking the Submit button, a message appears stating that the form has been submitted for processing.</i></p>

4.13.3 Credit Application Worksheet

In order to clear the credit receivable, non-IPAC credits must be liquidated. The Credit Application Worksheet can be used to:

1. Apply non-IPAC Credit bills to non-IPAC outstanding debit (normal line) bills.
2. Refund non IPAC Credit bills to customers.
3. Transfer non-refundable non-IPAC Credit amounts to Treasury.

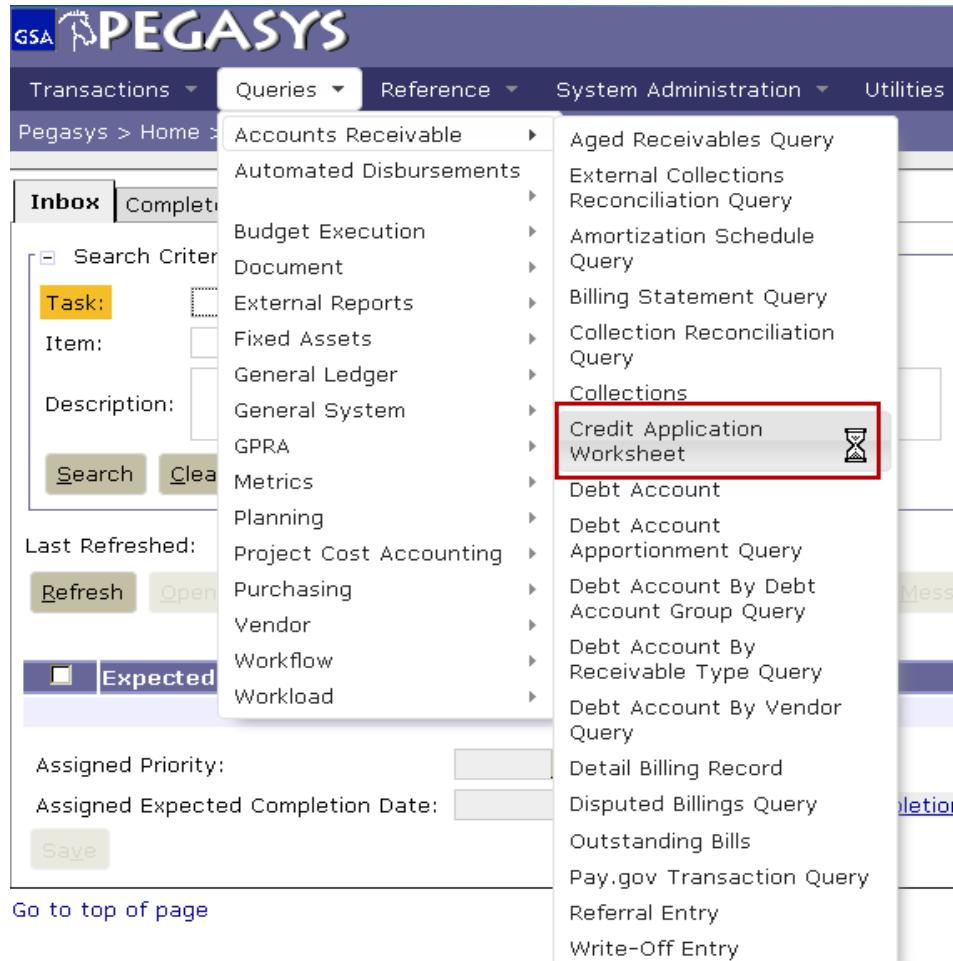
The Credit Application Worksheet facilitates searching for and applying Credit line bills against outstanding normal line bills, refunding credits, and transferring non-refundable credits to Treasury. Users can query both outstanding credits and outstanding bills from the Credit Application Worksheet. 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 4-106: Credit Application Worksheet Navigation



The Credit Application Worksheet provides a double query in the user interface.

Exhibit 4-107: 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:
- Outstanding Credit Amount: From Amount: To Amount:
- External System ID: Business Line:
- Statement Number: Related Statement Number:
- Agreement Number: Agreement Line Number:
- Contracts Number: Blanket Agreement Number:
- Debt Account Number: Debt Account Line Number:
- Depository Line Number: Payee Line Number:
- Billing Status: Debt Appeal Forbearance:
- Source Number: Receivable Type:

Search Criteria for Outstanding Bills

- Document Title:
- Document Type:
- Document Number:
- Accounting Line Number:
- Line Type:
- Vendor:
- Document Date: From: To:
- Collection Due Date: From: To:
- Outstanding Amount: From Amount: To Amount:
- External System ID: Business Line:
- Statement Number: Related Statement Number:
- Agreement Number: Agreement Line Number:
- Contracts Number: Blanket Agreement Number:
- Debt Account Number: Debt Account Line Number:
- Depository Line Number: Payee Line Number:
- Billing Status: Debt Appeal Forbearance:
- Source Number: Receivable Type:

Accounting Dimension

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 4-108: Unapplied Credit Search Screen

Search Criteria for Unapplied Credit

Document Title:

Document Type:

Document Number: FMIG0000030-385

Accounting Line Number:

Vendor: 361035

Document Date: From: To:

Outstanding Credit Amount: From Amount: To Amount:

External System ID: Business Line: FLEET

Statement Number: G0000030 Related Statement Number:

Agreement Number: Agreement Line Number:

Contracts Number: Blanket Agreement Number:

Debt Account Number: Debt Account Line Number:

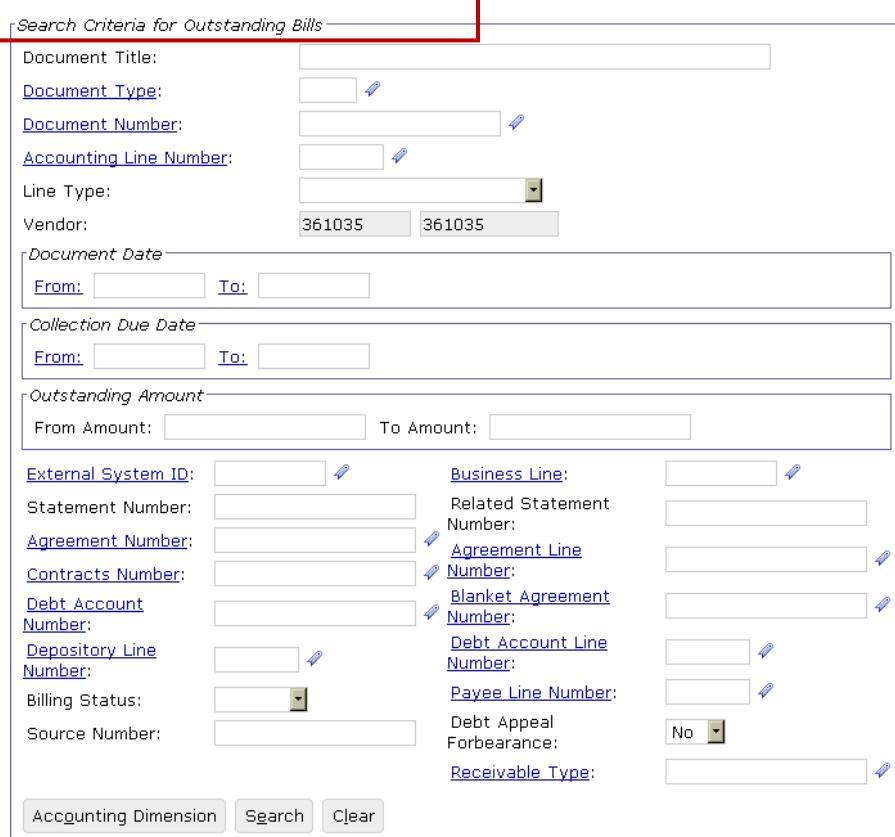
Depository Line Number: Payee Line Number:

Billing Status: Debt Appeal Forbearance:

Source Number: Receivable Type:

Accounting Dimension

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 4-109: Outstanding Bill Search Criteria

Search Criteria for Outstanding Bills

Document Title:

Document Type: 

Document Number: 

Accounting Line Number: 

Line Type:

Vendor: 361035 361035

Document Date

From: To:

Collection Due Date

From: To:

Outstanding Amount

From Amount: To Amount:

External System ID: 

Business Line: 

Statement Number:

Related Statement Number:

Agreement Number: 

Agreement Line Number: 

Contracts Number: 

Blanket Agreement Number: 

Debt Account Number: 

Debt Account Line Number: 

Depository Line Number: 

Payee Line Number: 

Billing Status:

Source Number:

Debt Appeal Forbearance: No

Receivable Type: 

Accounting Dimension Search 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 4-110: Credit Application Worksheet Item Collections

The screenshot shows three separate tables representing item collections:

- Unapplied Credit:** Shows one row with a checked checkbox, indicating an unapplied credit of \$4,525.00 from vendor FMN.
- Outstanding Bills:** Shows two rows with checked checkboxes, indicating outstanding bills of \$300.00 and \$200.00 respectively.
- Applied Credit:** Shows one row with a checked checkbox, indicating applied credit of \$7,350.00 from vendor FMN.

At the bottom of the interface, there is a toolbar with buttons: Move Up, Move Down, Remove, Details, View Document, **Apply Credit** (which is highlighted with a red box), Sort..., and View as CSV.

The following CR document types are used in conjunction with the Credit Application Worksheet.

Exhibit 4-111: 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.

4.13.3.1 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"/>	
Receivable Type:	<input type="text"/>	
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.

The screenshot shows two overlapping windows. The top window is titled 'Search Criteria for Outstanding Bills' and contains fields for Document Title, Document Type (RMN), Document Number, Accounting Line Number, Vendor (S1017), and Document Date (From: 02/21/2011, To: 02/28/2011). Below this is another window titled 'Search Criteria for Unapplied Credit' with similar fields. A red box highlights the 'Accounting Dimension Criteria' section in the 'Outstanding Bills' window, which includes fields for BBFY, EBFY, Fund, Region, Org Code, Program, Project Code, Activity, Sub-Object Class, Revenue Source, Sub Revenue Source, Building #, System, Vehicle Tag #, Work Item, ABC Activity, Reimbursable Sub-Object Class, Reimbursable Sub Object, YBA, BETC, Cost Organization, Cohort Year, and PRC.

Steps to Launch the Credit Application Worksheet:**Notes**

Note: The pop-up accounting dimensions is applicable to both the Unapplied Credit side and the Outstanding bill side. A pop-up window is also viewable when selecting the details button upon selecting a record. The details pop-up also applies to both Unapplied Credits and Outstanding Bills.

Applied Line Amt	Document Type	Document Numbr	Accounting Line N	Document Date	Statement Numbr
(\$2,389.75)	RMN	RMNAA000439-00		1 02/28/2011	AA000439

Applied Line Amt	Document Type	Document Numbr	Accounting Line N	Document Date	Statement Numbr
\$2,300.00	RMN	RMNAA000440-00		1 02/28/2011	AA000440

4. Select the Search button.

The results are displayed in the Unapplied Credit item collection on the left side of the screen.

Applied Line Amt	Document Type	Document Numbr	Accounting Line N	Document Date	Statement Numbr
(\$2,389.75)	RMN	RMNAA000439-00		1 02/28/2011	AA000439

Steps to Launch the Credit Application Worksheet:

Notes

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.

The screenshot shows a software interface with a toolbar at the top containing buttons for 'Select', 'Details', 'View Document', 'Sort...', and 'View as CSV'. Below the toolbar is a table titled 'Unapplied Credit' with one row of data. The table columns are: Applied Line Amo, Document Type, Document Number, Accounting Line N, Document Date, and Statement Num. The data in the row is: (\$2,389.75), RMN, RMNAA000439-00, 1, 02/28/2011, AA000439. The 'Select' button in the toolbar is highlighted with a red box.

The Vendor on the selected document will be pre-populated in the Outstanding Bills section of the query.

The screenshot shows a search criteria form for 'Outstanding Bills'. It includes fields for Document Title, Document Type, Document Number, Accounting Line Number, Line Type, and Vendor. The 'Vendor' field is highlighted with a red box. The vendor value 'S1017' is also highlighted with a red box.

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	<input type="text"/> From: 02/21/2011 To: 02/28/2011	
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:	RENTMANL	
Statement Number:	AA*	<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="▼"/>	
Source Number:	<input type="text"/>	
Business Line:	<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="button" value="▼"/>
Receivable Type:	<input type="text"/>	
Accounting Dimension	<input type="button"/>	<input type="button"/> Search <input type="button"/> Clear

Steps to Launch the Credit Application Worksheet:**Notes**

- 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
	\$3,500.00	RMN	RMNAA000440-00	1	02/28/2011

- 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.

A screenshot of a software interface showing a table titled "Outstanding Bills". The table has columns: Document Number, Applied Line Amo, Document Type, Document Numbe, Accounting Line N, and Document Date. A single row is selected, highlighted with a red box around the "Applied Line Amo" cell which contains "\$2,300.00". Above the table is a toolbar with buttons: Select, Details, View Document, Sort..., and View as CSV. A cursor arrow points towards the bottom right corner of the table area.

- 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.

Move Up	Move Down	Remove	Details	View Document	Apply Credit	Sort...	View as CSV

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
RMN	RMNAA000440-00	1	02/28/2011		AA000440	S1017	S1017	Normal	USD	\$2,300.00	\$3,500.00

Steps to Launch the Credit Application Worksheet:**Notes**

The user can perform various actions on the line by selecting the appropriate action buttons.



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.

10. To create the Cash Receipt (CR) for Applying Credits to Outstanding Bills, select the **Apply Credit** button.

A new page will be displayed.

Steps to Launch the Credit Application Worksheet:

Notes

11. **REQUIRED**—Enter the CR Document Type to apply credit to an outstanding bill.

The screenshot shows a user interface for creating a document. At the top are two buttons: 'Create' and 'Back'. Below them is a form area with a red border around the 'Document Type' field. Inside the form, there is a label 'Document Type:' followed by a dropdown menu containing 'CW7' and 'R7 Credit App (With BC)'. To the right of the dropdown is a small edit icon. Below the dropdown is another field labeled 'Document Number:' with a red asterisk, followed by a text input box containing 'CW7201102280018' and a 'Generate' button. A cursor arrow points towards the 'Generate' button.

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.

This screenshot is similar to the previous one, but the 'Generate' button has been clicked, as indicated by a cursor arrow pointing at it. The 'Document Number' field now contains the generated value 'CW7201102280018'. The rest of the interface remains the same, with the 'Create' and 'Back' buttons at the top and the 'Document Type' and 'Generate' fields below.

13. Select the **Create** button to create the CR form.

This screenshot shows the final step where the 'Create' button is highlighted with a red box and a cursor arrow is pointing directly at it. The other elements of the screen, including the 'Back' button, 'Document Type' dropdown, and 'Document Number' field, are visible but not the focus.

Steps to Launch the Credit Application Worksheet:**Notes**

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.

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](#)

General

Document Type: CW7 R7 Credit App (With BD)
Deposit Number:
Status: NEW
Document Number: CW7201102280018

Receipt Date:
Accounting Period:
Reporting Accounting Period:
Batch Number:
Document Classification:
Security Org: GSA
Accomplished Date:
Suppress Printing:

Debit Voucher #:
Title: Rent Credit Bill
Received By:
Post Code:
Overseas Cashier Code:
* Disbursing Office: GS193
Sender's Disbursing Office:

Note: The Disbursing Office will copy forward from the referenced BD.

External System Information

System ID: CREDITAPP

External System Document Number:

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Steps to Launch the Credit Application Worksheet:

Notes

Note: the System ID will default from the Document Type.

User Defined Fields

Assignment Code: RG7GRP8

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).

Accounting Lines																				
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 Cd	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src	Bldg #	
1	Credit Reduction	(\$2,300.00)		11RNT-01-192X-P0125100-2011 PG00- PGA33			192X	01	P0125100	PG00			PGA33			4305	DC0006ZZ			
2	Credit Application	\$2,300.00		11RNT-01-192X-P0125100-2011 PG00- PGA33			192X	01	P0125100	PG00			PGA33			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' page with the 'General' tab selected. The page includes a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the toolbar, there are links for Header, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The main area contains tabs for Accounting Line, Charge Lines, and Articles, with 'Accounting Line' being the active tab. A red box highlights the 'Accounting Line' tab. Below the tabs, the item number 'Item: 1 2' is shown. At the bottom left is a link to 'Return to Top'. The 'General' tab displays the following fields:

Line Number:	1	* Receivable Type:	RTNA	Default
Line Type:	Credit Reduction	Record Type:	PR	
* Transaction Type:	01	Offset Type:		
Write Off Reason:		TROR Classification:	Administrative	
Confirmation Date:		TROR Collection Type:		
Calculate Charge Amount:	Manual Entry	SF-224 Reclassification:		
Period of Performance		Source Number:	OA7837325	
Start Date: 01/31/2011 End Date: 02/28/2011		* Business Line:	RENT	
		Related Statement Number:	AA001235	

16. REQUIRED—Enter the Transaction Type of '01'.

This screenshot shows the 'General' tab with the 'Transaction Type' field highlighted by a yellow box. The field contains the value '01'. The rest of the fields on the screen are identical to the previous screenshot.

17. Select the Accounting Line link.

18. Select the Credit Application Line and select the Accounting Line link.

Steps to Launch the Credit Application Worksheet:

Notes

19. REQUIRED—Enter the Transaction Type of ‘02’.

The screenshot shows a form with a tree view on the left labeled 'General'. Under 'General', there are fields for 'Line Number' (value 2), 'Line Type' (dropdown menu showing 'Credit Application'), and 'Transaction Type' (text input field containing '02'). A red box highlights the 'Transaction Type' field and its value.

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.

20. Select the **Save** button.

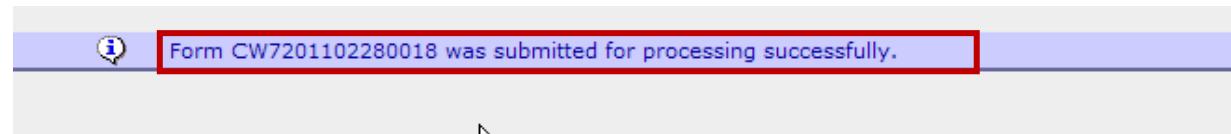
The screenshot shows a success message 'Form CW7201102280018 was saved successfully.' in a blue header bar. Below it is a toolbar with buttons: Verify, Save (highlighted with a red box), Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The main area shows a 'Header' tab selected. Below the tabs are buttons for Amendment History, Workflow Status, and Approval History. Under the 'General' section, the 'Document Type' is set to 'CW7 R7 Credit App (With BD)'. The 'Deposit Number' field is empty and highlighted with a yellow box. The 'Status' is 'HELD'. To the right, 'Receipt Date' is '02/28/2011', 'Accounting Period' is '05/2011' (with a pencil icon), and 'Reporting Accounting Period' is empty.

Steps to Launch the Credit Application Worksheet:**Notes**

21. Select the **Verify** button.

The screenshot shows the Pegasys 6.5 user interface for the Credit Application Worksheet. 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 is a header bar with tabs for Header, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Under the Header tab, there are sub-tabs for Amendment History, Workflow Status, and Approval History. Below these tabs are links for Expand All and Collapse All. The main content area is titled 'General' and contains fields for Document Type (CW7), Deposit Number (highlighted with a yellow box), Status (HELD), Receipt Date (02/28/2011), Accounting Period (05/2011), and Reporting Accounting Period (05/2011). A note below the form states: '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.

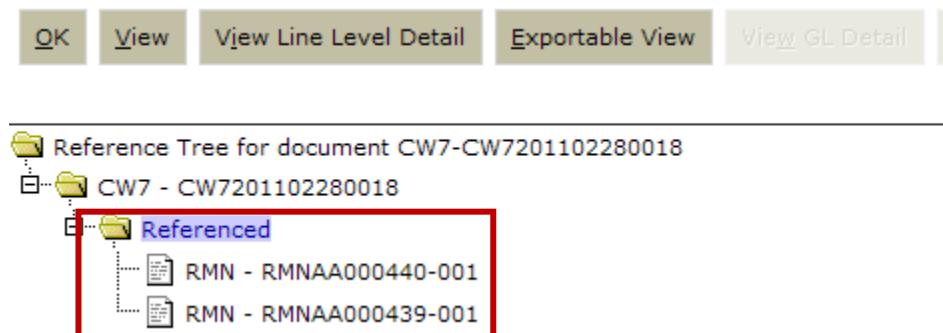


Note: If no errors are encountered upon selecting the Submit button a message appears stating that the form has been submitted for processing.

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.



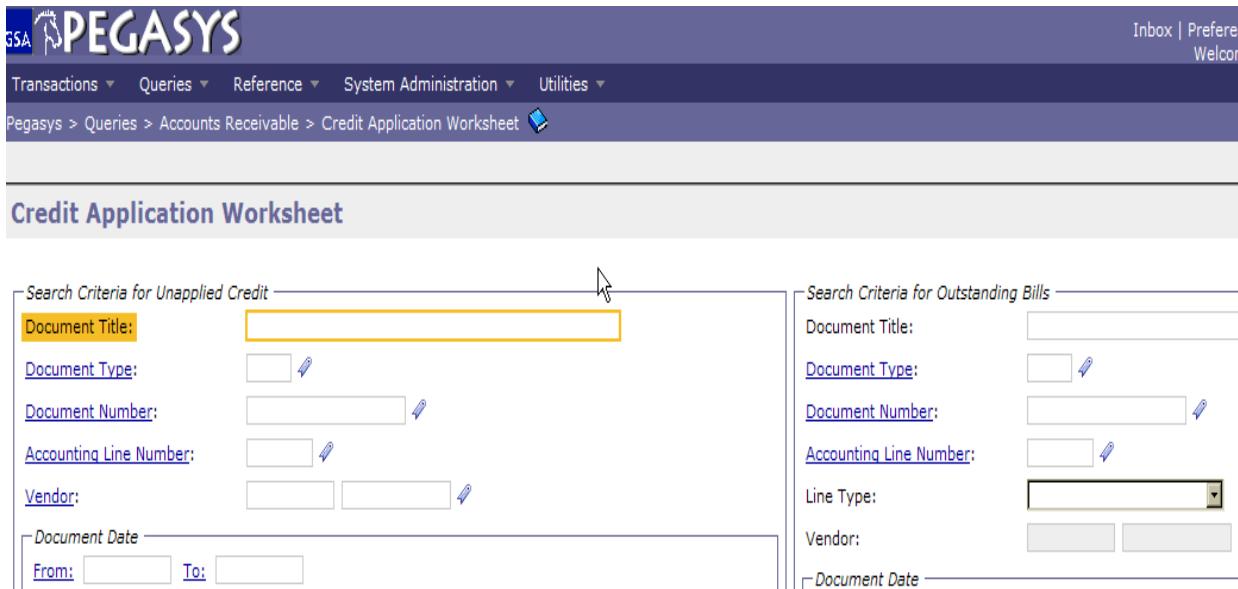
Steps to Launch the Credit Application Worksheet:**Notes**

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.



The Credit Application Worksheet is again displayed.

A screenshot of the "Credit Application Worksheet" page. The header shows the Pegasys logo and a navigation bar with links like "Transactions", "Queries", "Reference", "System Administration", and "Utilities". Below this is a breadcrumb trail: "Pegasys > Queries > Accounts Receivable > Credit Application Worksheet". The main content area has two side-by-side sections for search criteria. The left section is titled "Search Criteria for Unapplied Credit" and includes fields for "Document Title" (with a yellow highlight), "Document Type", "Document Number", "Accounting Line Number", "Vendor", and "Document Date" with "From" and "To" date pickers. The right section is titled "Search Criteria for Outstanding Bills" and includes similar fields for "Document Title", "Document Type", "Document Number", "Accounting Line Number", "Line Type", "Vendor", and "Document Date".

4.13.3.2 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:

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:

Steps to Apply Credit Using the Credit Application Worksheet from the Billing Statement Query:**Notes**

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:

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

Details All View as CSV

*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.
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
<input type="checkbox"/>	F0000065	361035	361035	Standard	Yes	FLEET	02/04/2011	03/06/2011	02/04/2011

Steps to Apply Credit Using the Credit Application Worksheet from the Billing Statement Query:**Notes**

The Statement Balances page is displayed.

The screenshot shows the Pegasys 6.5 user interface for the Statement Balances page. At the top, there is a navigation bar with tabs: Statement Balances, Vendor Balances, Document Balances, and Correspondence. Below the navigation bar, a button labeled "Credit Application Worksheet" is highlighted with a yellow background. Underneath this button are links "Expand All" and "Collapse All". A section titled "General" is expanded, displaying various input fields for statement parameters like Code, Last Statement Print Date, Collection Due Date, Statement Print Date, Statement Generated, Security Org, Bill Type, Print Option, and Business Line. To the right of the General section is another panel titled "Statement Vendor" containing fields for Code, Name, Disbursing Office, ALC, and Customer ALC. Below the General section are two groups of amount fields: "Billed Amount" and "Credit Amount", each with four sub-fields: Initial Amount, Discount Amount, Principal Amount, and Surcharge Amount.

5. To launch the Credit Application Worksheet, select the **Credit Application Worksheet** button.

This screenshot shows the same Statement Balances page as the previous one, but with a red box highlighting the "Credit Application Worksheet" button. A cursor arrow is positioned over this highlighted button, indicating it is the target of the next step in the process. The rest of the page, including the navigation bar, tabs, and other sections, appears identical to the first screenshot.

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.

The screenshot shows the 'Credit Application Worksheet' interface. It has two main search 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, Date Range (From: To:), and various financial and agreement-related fields like External System ID, Business Line, Statement Number, Agreement Number, Contracts Number, Debt Account Number, Depository Line Number, Billing Status, Source Number, and Receivable Type. At the bottom of each section are buttons for Accounting Dimension, Search, and Clear.

Note: The Unapplied Credit will be automatically returned in the Unapplied Credit item collection with the record selected.

- To apply the credit line, select the credit line and click the **Select** button.

The screenshot shows a grid titled 'Unapplied Credit'. The first column contains a checkbox, which is checked for the first row. The columns are labeled: Applied Line Ar, Document Typ, Document Num, Accounting Lin, Document Date, and Statement Num. The first row displays the value '\$(4,525.00)' in the Applied Line Ar column, 'FMN' in Document Typ, 'FMNF0000065-' in Document Num, '1' in Accounting Lin, '01/19/2011' in Document Date, and 'F0000065' in Statement Num. Below the grid is a navigation bar with buttons for Page, Show, and Rows per page, and a message indicating 'Rows 1 - 1 of 1'.

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"/>	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="text"/>	Debt Appeal Forbearance: No
Source Number:	<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.

Search Criteria for Outstanding Bills

Document Title: []

Document Type: []

Document Number: []

Accounting Line Number: []

Vendor: 361095 361035

Line Type: []

From Amount: []

External System ID: []

Statement Number: []

Agreement Number: []

Contracts Number: []

Debt Account Number: []

Depository Line Number: []

Billing Status: []

Source Number: []

Accounting Dimension Criteria

Accounting Template: []

BBFY: [] EBFY: [] Fund: [] Region: [] Org_Cod: []

Program: [] Project Code: [] Activity: [] Sub-Object Class: [] Revenue: []

Sub Revenue Source: [] Building #: [] System: [] Vehicle Tag #: [] Work_It: []

ABC Activity: [] Reimbursable Sub-Object Class: [] Reimbursable Sub Object: YBA: [] BETC: []

Cost Organization: [] Cohort Year: [] PRC: []

Forbearance: [] Receivable Type: []

Accounting Dimension Search Clear

Select Details View Document Sort... View as CSV

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 type="checkbox"/>	\$3,500.00	FMN	FMNFO000638-I	1	02/17/2011		F000063
<input checked="" type="checkbox"/>							

Steps to Apply Credit Using the Credit Application Worksheet from the Billing Statement Query: Notes

- 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.

Outstanding Bills					
<input type="checkbox"/> Applied Line Ar	Document Typ	Document Num	Accounting Lin	Document Date	Collection Due
<input checked="" type="checkbox"/> 3000	FMN	FMNF0000638-(1 02/17/2011	

- 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.

Note: Multiple Debit Lines can be selected for ONE Credit line, but only ONE Credit Line can be applied at a time.

- Select the **Apply Credit** button in the lower section of the screen.

<input type="checkbox"/> Document Typ	Document Num	Accounting Lin	Document Date	Collection Due	Statement Num	Vendor Code	Address Code	Line Type	Currency	Applied Line Ar	Line Amount
<input checked="" type="checkbox"/> FMN	FMNF0000638-(1 02/17/2011		F0000638	361035	361035	Normal	USD	\$3,000.00	\$3,500.00

- REQUIRED**—Enter the **Document Type** and enter or generate Document Number.

Create Back

* Document Type: CW6 R6 Credit App (With BD)

* Document Number: Generate

Steps to Apply Credit Using the Credit Application Worksheet from the Billing Statement Query:

Notes

14. Select the **Create** button to create the CR.

* Document Type: CW6 R6 Credit App (With BD)

* Document Number: CW6201102170033

Generate

The CR form will be opened in a new window.

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

General

Document Type: CW6 R6 Credit App (With BD)

Deposit Number: [highlighted]

Status: NEW

Document Number: CW6201102170033

Debit Voucher #:

Title:

Received By: Bob Marley

Post Code:

Overseas Cashier Code:

* Disbursing Office: GS127

Sender's Disbursing Office:

Agency DUNS Number:

Agency DUNS+4:

FIFO Liquidation Worksheet

Receipt Date:

Accounting Period:

Reporting Accounting Period:

Batch Number:

Document Classification:

Security Org: GSA

Accomplished Date:

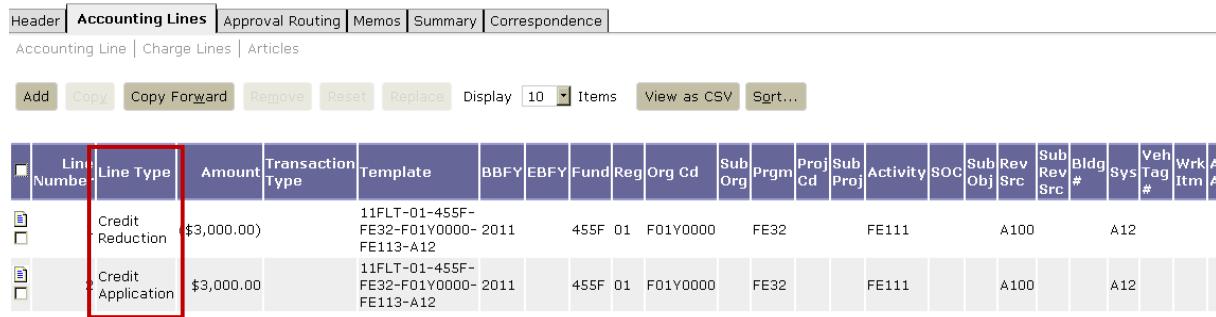
Suppress Printing:

Steps to Apply Credit Using the Credit Application Worksheet from the Billing Statement Query:

Notes

15. Select the **Accounting Lines** tab.

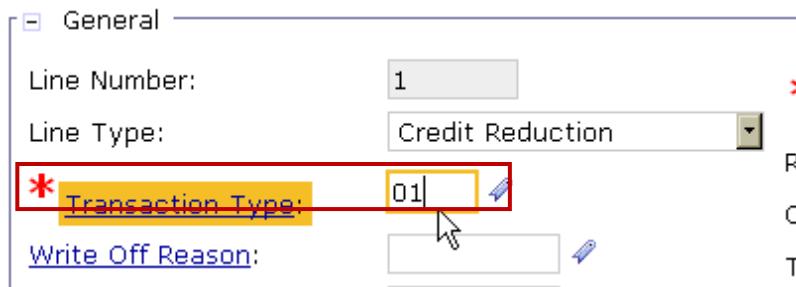
Note there are 2 accounting lines, one for Credit Reduction line type, and one for Credit Application line type.



The screenshot shows a grid of accounting lines. The columns are labeled: Line Number, Line Type, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, Prgm Cd, Sub Proj, Activity, SOC, Sub Obj, Sub Rev Src, Sub Rev #, Bldg Sys, Veh Tag #, Wrk Itm A. The first row has a line number of 1, a line type of 'Credit Reduction', an amount of '\$3,000.00', and a transaction type of '11FLT-01-45SF-FE32-F01Y0000- 2011 45SF 01 F01Y0000 FE32 FE111 A100 A12'. The second row has a line number of 2, a line type of 'Credit Application', an amount of '\$3,000.00', and a transaction type of '11FLT-01-45SF-FE32-F01Y0000- 2011 45SF 01 F01Y0000 FE32 FE111 A100 A12'. The 'Line Type' column for both rows is highlighted with a red border.

16. Select Line 1.

17. **REQUIRED**—Enter the **Transaction Type 01** for the Credit Reduction line type.



The screenshot shows the 'General' tab of an accounting line edit screen. The 'Line Number' is 1, the 'Line Type' is 'Credit Reduction', and the 'Transaction Type' is '01'. The 'Transaction Type' field is highlighted with a red border. There is a red asterisk (*) next to the 'Transaction Type' label.

18. Select the **Accounting Line** link.

19. Select Line 2 (Credit Application).

20. Select the **Accounting Line** link.

Steps to Apply Credit Using the Credit Application Worksheet from the Billing Statement Query:

Notes

21. **REQUIRED**—Enter the **Transaction Type 02** for the Credit Application line type.

The screenshot shows a software interface for a 'Credit Application Worksheet'. A specific field, 'Transaction Type', is highlighted with a red rectangular border. This field contains the value '02' and has a small edit icon (pencil) next to it. Other visible fields include 'Line Number' (2), 'Line Type' (Credit Application), and a general section header 'General'.

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.



23. Select the **Verify** button.



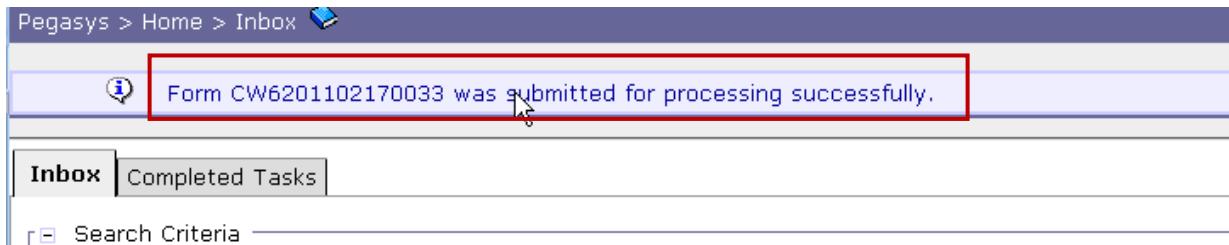
Note: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above with the are informational only and do not need to be corrected.

Steps to Apply Credit Using the Credit Application Worksheet from the Billing Statement Query:

Notes

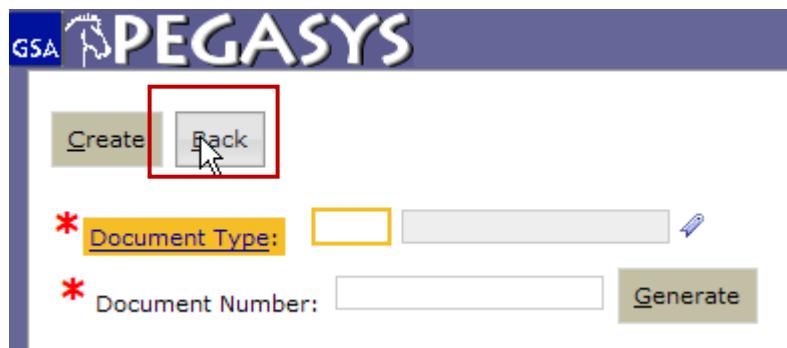
24. Select the **Submit** button.

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



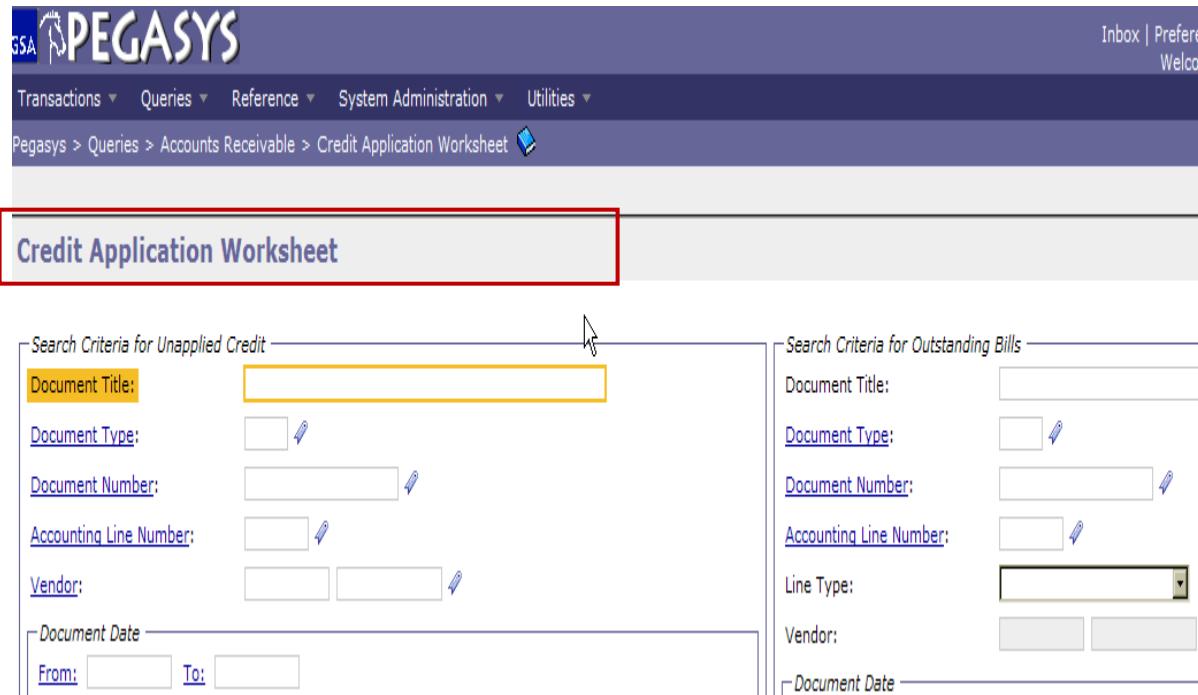
Note: Upon completion of work on the CR, the Credit Application document generation screen will need to be closed.

25. Select the **Back** button to return to the Pegasys navigation.



Steps to Apply Credit Using the Credit Application Worksheet from the Billing Statement Query:**Notes**

The Credit Application Worksheet is again displayed.



The screenshot shows the Pegasys application interface. At the top, there is a navigation bar with links for Transactions, Queries, Reference, System Administration, and Utilities. Below the navigation bar, the path 'Pegasys > Queries > Accounts Receivable > Credit Application Worksheet' is visible. The main area is titled 'Credit Application Worksheet' (which is highlighted with a red box). On the left, there is 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 (with From and To fields). On the right, there is a section for 'Search Criteria for Outstanding Bills' with similar fields. Both sections include edit icons next to each input field.

4.13.3.3 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.

The screenshot shows the 'Outstanding Bills' search interface. At the top, there's a breadcrumb navigation: Pegasys > Queries > Accounts Receivable > Outstanding Bills. Below the header, the title 'Outstanding Bills' is centered. The form is divided into several sections for search criteria:

- Search Criteria:** Includes fields for Doc Type (with a dropdown menu), Document Type (dropdown), 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), and Business Line (dropdown).
- Document Date:** Fields for From Date and To Date.
- Collection Due Date:** Fields for From Date and To Date.
- Buttons:** A 'Search' button and a 'Clear' button at the bottom left.

Steps to Launch the Credit Application Worksheet

Notes

From Outstanding Bills Query:

- 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**.

The screenshot shows the 'Outstanding Bills' search interface. The 'Statement Number' field is highlighted with a red border and contains the value 'AC000138'. Other fields include 'Doc Type' (RMN), 'Billed Amount', 'Outstanding Amount', and various date ranges and business line 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.*

- 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
RMN	RMNAC000138-244	RMNBILRMNAC000138-244	AC000138	\$0.00	(\$1,000.00)	

- Select a detail record.

Steps to Launch the Credit Application Worksheet**Notes****From Outstanding Bills Query:**

5. Select the **Details** button.

	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount
	RMN	RMNAC000138-244	RMNBILRMNAC000138-244	AC000138	\$0.00	(\$1,000.00)

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:	RMNBILRMNAC000138-244	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.

Steps to Launch the Credit Application Worksheet

Notes

From Outstanding Bills Query:

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
RMNBILRMNAC000138-244	RMN	RMNAC000138-244	1	Credit	(\$1,000.00)	open	Unbilled

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 Number:</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 Number:</u>	<input type="text"/>
<u>Depository Line Number:</u>	<input type="text"/>	<u>Debt Account Line Number:</u>	<input type="text"/>
<u>Billing Status:</u>	<input type="text"/>	<u>Payee Line Number:</u>	<input type="text"/>
<u>Source Number:</u>	<input type="text"/>	<u>Debt Appeal Forbearance:</u>	No <input type="text"/>
<u>Receivable Type:</u> <input type="text"/>			
Accounting Dimension		Search	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 AC000138

- To apply credit to outstanding bills, please refer to 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.

4.13.3.4 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) *Notes*
for Refunds:

1. Navigate to Queries=>Accounts Receivable=>Credit Application Worksheet.

The Credit Application Worksheet is displayed.

The screenshot shows the 'Credit Application Worksheet' page with two main search sections on the left and right sides.

Search Criteria for Unapplied Credit:

- Document Title:
- Document Type:
- Document Number:
- Accounting Line Number:
- Vendor:
- Document Date: From: , To:
- Outstanding Credit Amount: From Amount: , To Amount:
- External System ID:
- Business Line:
- Statement Number:
- Related Statement Number:
- Agreement Number:
- Agreement Line Number:
- Contracts Number:
- Blanket Agreement Number:
- Debt Account Number:
- Debt Account Line Number:
- Depository Line Number:
- Payee Line Number:
- Billing Status:
- Debt Appeal Forbearance:
- Source Number:
- Receivable Type:
- Accounting Dimension

Search Criteria for Outstanding Bills:

- Document Title:
- Document Type:
- Document Number:
- Accounting Line Number:
- Line Type:
- Vendor:
- Document Date: From: , To:
- Collection Due Date: From: , To:
- Outstanding Amount: From Amount: , To Amount:
- External System ID:
- Business Line:
- Statement Number:
- Related Statement Number:
- Agreement Number:
- Agreement Line Number:
- Contracts Number:
- Blanket Agreement Number:
- Debt Account Number:
- Debt Account Line Number:
- Depository Line Number:
- Payee Line Number:
- Billing Status:
- Debt Appeal Forbearance:
- Source Number:
- Receivable Type:
- Accounting Dimension

Steps to Create Credit Application Cash Receipt (CR)**Notes****for Refunds:**

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"/> 	Payee 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)

Notes

for Refunds:

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 Number	Accounting Line N	Document Date	Statement Number
<input type="checkbox"/>	(\$1,000.00)	RMN	RMNAC000138-24	1	01/12/2011	AC000138

4. Select a detail record.

5. Select the **Select** button.

Select	Details	View Document	Sort...	View as CSV
Unapplied Credit				
<input checked="" type="checkbox"/>	Applied Line Amo	Document Type	Document Number	Accounting Line N

Steps to Create Credit Application Cash Receipt (CR)**Notes****for Refunds:**

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	Vendor Code	Ad

6. To create the Cash Receipt (CR) Credit Application, select the **Apply Credit** button.

A new window will be displayed.

Create

* Document Type: RMN

* Document Number: _____ Generate

Steps to Create Credit Application Cash Receipt (CR)

Notes

for Refunds:

7. **REQUIRED**—Enter the **Document Type** for Refunds (CR7/CR6).

[Create](#) [Back](#)

* Document Type: CR7 R7 Credit App (Refund, 

* Document Number: [Generate](#)

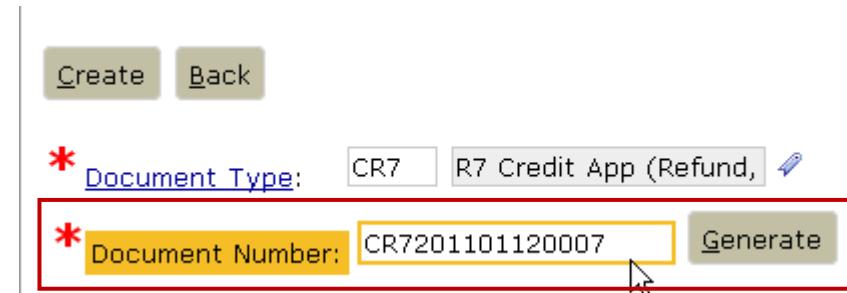


8. **REQUIRED**—Select the **Generate** button to generate a document number.

[Create](#) [Back](#)

* Document Type: CR7 R7 Credit App (Refund, 

* Document Number: [Generate](#)



Steps to Create Credit Application Cash Receipt (CR)**Notes****for Refunds:**

9. Select the **Create** button to generate the CR.

The CR form will be opened in a new window.

The screenshot shows a software interface with a dark blue header bar containing menu items: Transactions, Queries, Reference, System Administration, and Utilities. Below the header is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. A red box highlights the 'Header' tab in the top navigation bar. The main content area displays a form for a 'Credit Application Cash Receipt (CR)'. The 'Header' tab is active, showing tabs for Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Below these are buttons for Amendment History, Workflow Status, and Approval History, along with links for Expand All and Collapse All. The form itself has a section titled 'General' with various input fields. Some fields have yellow borders around them, indicating they are required or highlighted. Fields include Document Type (CR7), Deposit Number (highlighted in yellow), Status (NEW), Document Number (CR7201101120007), Debit Voucher #, Title, Received By, Post Code, Overseas Cashier Code, Disbursing Office (highlighted in yellow with a red asterisk), Sender's Disbursing Office, Agency DUNS Number, Agency DUNS+4, Receipt Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), Accomplished Date, and Suppress Printing. At the bottom of the form are buttons for FIFO Liquidation Worksheet and 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)

Notes

for Refunds:

- Select the Credit Reduction line and 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	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									

- REQUIRED—Enter the Transaction Type of 01

General

Line Number: 1

Line Type: Credit Reduction

* Transaction Type: 01

- Select the Accounting Lines hyperlink.

- Un-select the Credit Reduction line.

Steps to Create Credit Application Cash Receipt (CR)**Notes****for Refunds:**

15. Select the Credit Application accounting line and select the **Remove** button.

The screenshot shows the 'Accounting Lines' tab selected in the header. Below the tabs are three buttons: 'Add', 'Copy', and 'Copy Forward'. The 'Remove' button is highlighted with a red box and a cursor arrow pointing to it. To the right of these buttons are 'Reset' and 'Replace' buttons. The main area displays a table with columns: Line Number, Line Type, Amount, Transaction Type, and Template. There are two rows of data. Row 1 is for a 'Credit Reduction' line with amount (\$1,000.00) and transaction type 01. Row 2 is for a 'Credit Application' line with amount \$1,000.00 and transaction type 02. The 'Credit Application' row has a checked checkbox in the Line Number column.

Line Number	Line Type	Amount	Transaction Type	Template
1	Credit Reduction	(\$1,000.00)	01	11RNT-00-192X-PG53-PGA31
2	Credit Application	\$1,000.00	02	

16. Select the Credit Reduction Line.

17. Select the **Copy** button.

The screenshot shows the 'Accounting Lines' tab selected in the header. Below the tabs are five buttons: 'Add', 'Copy', 'Copy Forward', 'Remove', 'Reset', and 'Replace'. The 'Copy' button is highlighted with a red box and a cursor arrow pointing to it. The main area displays a table with columns: Line Number, Line Type, Amount, Transaction Type, and Template. There are two rows of data. Row 1 is for a 'Credit Reduction' line with amount (\$1,000.00) and transaction type 01. Row 2 is for a 'Credit Application' line with amount \$1,000.00 and transaction type 02. The 'Credit Reduction' row has a checked checkbox in the Line Number column.

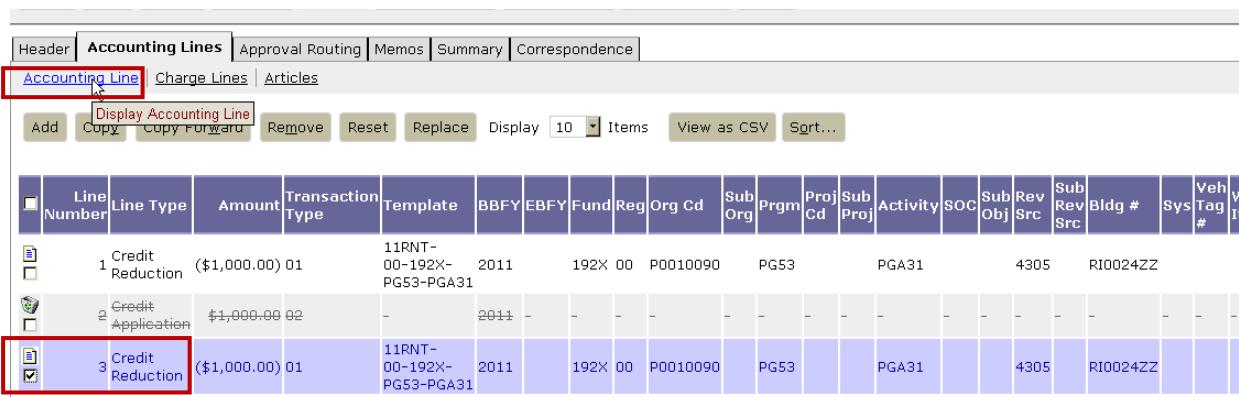
Line Number	Line Type	Amount	Transaction Type	Template
1	Credit Reduction	(\$1,000.00)	01	11RNT-00-192X-PG53-PGA31
2	Credit Application	\$1,000.00	02	-

Steps to Create Credit Application Cash Receipt (CR)

Notes

for Refunds:

18. Unselect the Credit Reduction line (Line 1).
19. Select the new Credit Reduction line (Line 3).
20. Select the Accounting Line hyperlink.



The screenshot shows the 'Accounting Lines' screen with the following details:

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Proj Prgm Cd	Sub Proj	Activity	SOC	Sub Obj	Rev Src	Sub Rev Src	Bldg #	Sys Tag #	Veh Tag #	Wk
1	Credit Reduction	(\$1,000.00)	01	11RNT-00-192X-PG53-PGA31	2011		192X	00	P0010090	PG53			PGA31			4305		RI0024ZZ			
2	Credit Application	\$1,000.00	02		-	2011	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	Credit Reduction	(\$1,000.00)	01	11RNT-00-192X-PG53-PGA31	2011		192X	00	P0010090	PG53			PGA31			4305		RI0024ZZ			

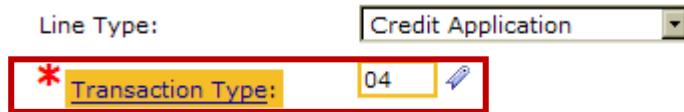
21. **REQUIRED**—Set the line type to **Credit Application**.



The screenshot shows the 'General' tab settings for a credit application line:

- Line Number: 3
- Line Type: Credit Reduction (highlighted in yellow)
- * Transaction Type: Credit Application (highlighted in green)
- Write Off Reason: (dropdown menu)
- Confirmation Date: (dropdown menu)
- Calculate Charge Amount: (checkbox)
- Period of Performance: (checkbox)
- Start Date: 12/27/2010

22. **REQUIRED**—Enter the Transaction Type of 04.



The screenshot shows the Transaction Type field with the value '04' entered:

Line Type: Credit Application

* Transaction Type: 04

Steps to Create Credit Application Cash Receipt (CR)**Notes****for Refunds:**

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

Type:	Number:	Item:	Accounting:	Final:	<input type="checkbox"/> View
Reopen Bill:	<input type="checkbox"/>	Referenced Statement Number:			
Update To Unbilled:	<input type="checkbox"/>	<input type="button" value="Apply"/>			

[Return to Top](#)

Steps to Create Credit Application Cash Receipt (CR)

Notes

for Refunds:

25. **REQUIRED**—Remove the Accounting Template value.

The screenshot shows the 'Accounting Dimensions' section of a Pegasys application. It includes fields for BBFY, EBFY, Fund, Region, Org Code, Program, Project Code, Activity, Sub-Object Class, Revenue Source, Sub Revenue Source, Building #, System, Vehicle Tag #, Work Item, ABC Activity, Reimbursable Sub-Object Class, Reimbursable Sub Object, YBA, BETC, Cost Organization, Cohort Year, and PRC. The 'Template:' field is highlighted with a red box.

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.

26. Select the **Save** button.

The screenshot shows a success message 'Form CR7201101120007 was saved successfully.' displayed in a blue header bar. Below it is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The URL in the address bar is > Header: CR7 R7 Credit App (Refund, WithOUT BD Normal Line Ref) CR CR7201101120007 HELD > Accounting Lines > Accounting Line.

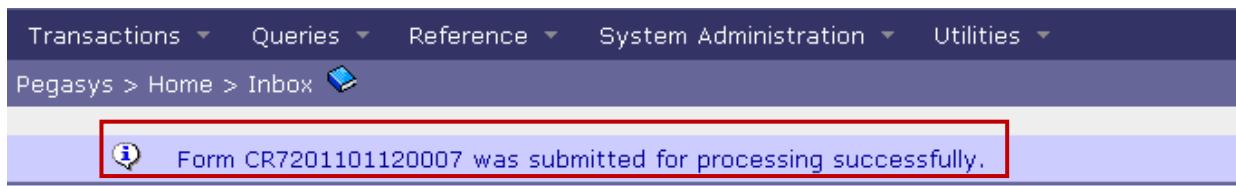
27. Select the **Verify** button.

The screenshot shows a success message 'Action was successful.' displayed in a blue header bar. Below it is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The URL in the address bar is > Header: CR7 R7 Credit App (Refund, WithOUT BD Normal Line Ref) CR CR7201101120007 HELD > Accounting Lines > Accounting Line.

Steps to Create Credit Application Cash Receipt (CR)**Notes****for Refunds:**

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.



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.

29. Select the **Back** button to return to the Pegasys navigation.



Steps to Create Credit Application Cash Receipt (CR)

Notes

for Refunds:

The Credit Application Worksheet is again displayed.

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

4.13.3.5 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.

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:

Outstanding Credit Amount

From Amount: To Amount:

External System

ID:
Statement Number:
Agreement Number:
Contracts Number:
Debt Account Number:
Depository Line Number:
Billing Status:
Source Number:

Business Line:

Number:
Agreement Line Number:
Blanket Agreement Number:
Debt Account Line Number:
Payee Line Number:
Debt Appeal Forbearance: No
Receivable Type:

Search Criteria for Outstanding Bills

Document Title:

Document Type:

Document Number:

Accounting Line Number:

Line Type:

Vendor:

Document Date

From: To:

Collection Due Date

From: To:

Outstanding Amount

From Amount: To Amount:

External System

ID:
Statement Number:
Agreement Number:
Contracts Number:
Debt Account Number:
Depository Line Number:
Billing Status:
Source Number:

Business Line:

Number:
Related Statement Number:
Agreement Line Number:
Blanket Agreement Number:
Debt Account Line Number:
Payee Line Number:
Debt Appeal Forbearance: No
Receivable Type:

Accounting Dimension Search Clear

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

Document Title:	<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"/>	
<i>Outstanding Credit Amount</i>		
<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> <input type="text"/> 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>Pavee Line Number:</u> <input type="text"/>	
<u>Billing Status:</u> <input type="button" value="Down"/>	<u>Debt Appeal Forbearance:</u> <input type="button" value="No"/>	
<u>Source Number:</u> <input type="text"/>	<u>Receivable Type:</u> <input type="text"/>	
<u>Accounting Dimension</u>	<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 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

Document Title: **Document Type:** **Document Number:** **Accounting Line Number:**

Vendor: **Document Date**: **From:** **To:**

Outstanding Credit Amount: **From Amount:**

External System ID: RENTMA

Statement Number: **Agreement Number:** **Contracts Number:** **Debt Account Number:** **Depository Line Number:** **Billing Status:** **Source Number:**

Accounting Dimension Criteria

Accounting Template: [Edit](#)

BBFY: <input type="text"/>	EBFY: <input type="text"/>	Fund: <input type="text"/> Edit	Region: <input type="text"/> Edit	Org Code: <input type="text"/> Edit
Budget Activity: <input type="text"/> Edit	Project Code: <input type="text"/> Edit	Function: <input type="text"/> Edit	Cost Element: <input type="text"/> Edit	Revenue Source: <input type="text"/> Edit
Sub Revenue Source: <input type="text"/> Edit	Building #: <input type="text"/> Edit	System: <input type="text"/> Edit	Vehicle Tag #: <input type="text"/> Edit	Work Item: <input type="text"/> Edit
ABC Activity: <input type="text"/> Edit	Reimbursable Cost Element: <input type="text"/> Edit	Reimbursable Sub Object: YBA: <input type="text"/> Edit	BETC: <input type="text"/> Edit	
Cost Organization: <input type="text"/> Edit	Cohort Year: <input type="text"/> Edit	PRC: <input type="text"/> Edit		

Payee Line Number: [Edit](#) **Debt Appeal Forbearance:** [Edit](#) **Receivable Type:** [Edit](#)

Agreement Number: [Edit](#) **Contracts Number:** [Edit](#) **Debt Account Number:** [Edit](#) **Depository Line Number:** [Edit](#) **Billing Status:** [Edit](#) **Source Number:** [Edit](#)

Accounting Dimension **Search** **Clear**

- 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

- To view the accounting information, select the record and select the **Details** button.

A pop-up window with the accounting information is displayed.

The screenshot shows a 'UnApplied Credit Detail' window with the following fields:

- Item: (with back and forward arrows)
- Agreement Number: (text input field)
- Agreement Line Number: (text input field)
- Accounting Line Description: (large text area)
- Accounting Template: 11RNT-00-192X-PG53-PGA31
- BBFY: 2011
- EBFY: (text input field)
- Fund: 192X
- Region: (text input field)
- Org Code: (text input field)
- Budget Activity: (text input field)
- Project Code: (text input field)
- Function: (text input field)
- Cost Element: (text input field)
- Revenue Source: 4305
- Sub Revenue Source: (text input field)
- Building #: (text input field)
- System: (text input field)
- Vehicle Tag #: (text input field)
- Work Item: (text input field)
- ABC Activity: (text input field)
- Reimbursable Cost Element: (text input field)
- Reimbursable Sub Object: YBA: (text input field)
- BETC: (text input field)
- Cost Organization: (text input field)
- Cohort Year: (text input field)
- PRC: (text input field)

- To apply the credit and create a CR to transfer the credit to Treasury, select the record.

- Select the **Select** button.

The screenshot shows a 'Unapplied Credit' grid with the following details for the selected row:

	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

Grid navigation controls at the bottom include: Page 1 of 1, Show 10 rows per page, and 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.

The screenshot shows a web-based application interface for managing financial documents. At the top, there are two tables: 'Unapplied Credit' and 'Outstanding Bills'. Below these tables, a section titled 'Applied Credit' is visible, which is highlighted with a red box. This section contains a table with columns for Document Type, Document Number, Accounting Line, Document Date, Collection Due, Statement Number, Vendor Code, Address Code, Line Type, Currency, Applied Line Amount, and Line Description. The 'Applied Credit' section also includes buttons for 'Move Up', 'Move Down', 'Delete', 'Details', 'View Document', 'Apply Credit', 'Sort...', and 'View as CSV'. At the bottom of the page, there is a footer with a link to 'Go to top of page'.

7. Select the Apply Credit button to generate a Cash Receipt (CR).



A new page will be displayed.

This screenshot shows a new page for generating a Cash Receipt (CR). The page has a dark blue header with the GSA logo and the word 'PEGASYS'. Below the header, there are two buttons: 'Create' and 'Back'. The main form area contains two required fields: 'Document Type:' and 'Document Number:'. Both fields have a red asterisk (*) indicating they are mandatory. The 'Document Type:' field is highlighted with a yellow background. To the right of each field is a text input box. Next to the 'Document Type:' input box is a small edit icon. Below the fields are two buttons: 'Generate' and 'Cancel'.

Steps to Transfer Non-IPAC Credit to Treasury 0890 Fund:

Notes

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.

9. To search for the Document Type, select the reference link and enter search criteria.

The screenshot shows a 'Search Criteria' dialog box. It includes fields for 'Code' (empty), 'Document Category' (set to 'CR - Cash Receipt'), 'Name' (containing '*Treasury*'), 'Short Name' (empty), and 'Security Org' (empty). There are also 'Effective Dates' fields for 'Start Date' and 'End Date'. At the bottom are 'Search' and 'Cancel' buttons.

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

*Steps to Transfer Non-IPAC Credit to Treasury 0890 Fund:**Notes*

11. Select the **Generate** button.

The screenshot shows a Pegasys application window. At the top, there is a blue header bar with the GSA logo on the left and the Pegasys logo on the right. Below the header, there are two buttons: 'Create' and 'Back'. The main area contains two required fields marked with a red asterisk (*). The first field is 'Document Type' with the value 'CT7' selected. The second field is 'Document Number' with the value 'R7 Credit App (Return t)'. To the right of these fields is a 'Generate' button. A red rectangular box highlights the 'Generate' button, and a cursor arrow points towards it from the bottom right.

12. Select the **Create** button to create the CR form.

The screenshot shows the same Pegasys application window as the previous one. The 'Create' button at the top left is now highlighted with a red rectangular box and has a cursor arrow pointing towards it. The other elements in the window remain the same: the 'Back' button, the 'Document Type' field (value 'CT7'), the 'Document Number' field (value 'R7 Credit App (Return t)'), and the 'Generate' button.

Steps to Transfer Non-IPAC Credit to Treasury 0890 Fund:

Notes

The Cash Receipt form will be opened in a new window.

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾
> Header

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](#)

General

Document Type:	CT7 R7 Credit App (Return t)	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:	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:	<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			

13. Select the **Accounting Lines** tab.

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...

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 Tac #	Wrk Itm	ABC Activity	C/E	Sub Obj	Car B
1	Credit Reduction	(\$700.00)	11RNT-00-192X-PG53-PGA31	2011	192X	00	P0010090	PG53	PGA31										4305	RI0024ZZ						
2	Credit Application	\$700.00																								

Steps to Transfer Non-IPAC Credit to Treasury 0890 Fund: Notes

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.

14. Select the Credit Reduction line.

The screenshot shows a grid of accounting lines. The first column contains a checkbox, the second column is 'Line Number', the third is 'Line Type' (with 'Credit Reduction' highlighted in blue and boxed), the fourth is 'Amount' (\$-\$8,345.00), and the fifth is 'Transaction Type' (01). Other columns include 'Template' (11FLT-01-455F-FE32-F01Y0000-FE113-A12), 'BBFY' (2011), 'EBFY', 'Fund', 'Reg', 'Org Cd', 'Sub Org', 'Prgm', and 'P'. A toolbar at the top includes Add, Copy, Copy Forward, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and other buttons.

	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	P
<input checked="" 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.

The screenshot shows a 'General' configuration form. It includes fields for 'Line Number' (1), 'Line Type' (Credit Reduction), and 'Transaction Type' (01). The 'Transaction Type' field is highlighted with a red border and contains a yellow warning icon (*).

<input type="checkbox"/> General	
Line Number:	1
Line Type:	Credit Reduction
* Transaction Type:	01

Steps to Transfer Non-IPAC Credit to Treasury 0890 Fund:

Notes

17. **REQUIRED**—Enter the Tender Type of CHECK.

The screenshot shows a form section titled "Tender Type Information". Inside, there is a field labeled "Tender Type" containing the value "CHECK", which is highlighted with a red border. To the right of this field is another field labeled "Check/Money Order Number:" with an input box. Below the main field, there is a sub-section titled "Credit Card Information" with a "Tender Type" field containing "Tender Type" (also highlighted with a red border). To the right of this sub-section is a "Billing Address" section.

18. Select the **Accounting Lines** hyperlink and select the Credit Application line.

19. Select the **Accounting Line** hyperlink.

The screenshot shows a screen titled "Header: CR7 R7 Credit App (Refund, WithOUT BD Normal Line Ref) CR CR7201101120007 NEW > Accounting Lines". The top navigation bar includes buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below this is a toolbar with buttons for Add, Display Accounting Line (highlighted with a red border), Copy, Forward, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and Sort... A table below lists accounting lines. The first line, "1 Credit Reduction (\$1,000.00)", has its checkbox checked. The second line, "2 Credit Application \$1,000.00", also has its checkbox checked and is highlighted with a red border.

20. **REQUIRED**—Enter the Transaction Type of 02.

The screenshot shows a form section titled "General". It contains fields for "Line Number" (value 2) and "Line Type" (value "Credit Application"). Below these is a field labeled "Transaction Type:" with a red asterisk (*) next to it. The input box for "Transaction Type:" contains the value "02", which is highlighted with a red border. To the right of the input box is a small edit icon.

Steps to Transfer Non-IPAC Credit to Treasury 0890 Fund:**Notes****21. REQUIRED—Enter the Receivable Type and Business Line.**

The screenshot shows the 'General' section of a form. Several fields are highlighted with red boxes:

- * Receivable Type: RTNA
- * Business Line: RENT

Other visible fields include:

- Line Number: 2
- Line Type: Credit Application
- * Transaction Type: 02
- Record Type: PR
- Offset Type: (dropdown)
- TROR Classification: Administrative
- TROR Collection Type: Agency
- SF-224 Reclassification: (checkbox)
- Source Number: (dropdown)
- Related Statement Number: (dropdown)
- Period of Performance:
 - Start Date: (dropdown)
 - End Date: (dropdown)

22. REQUIRED—Enter the Vendor Code.

The screenshot shows the 'Vendor' section of a form. The 'Code' field is highlighted with a red box:

- * Code: 9567
- Address Name: DENALI COMMISSION O

Note: The Vendor entered on the Credit Application line must match the Vendor on the Credit Reduction line.

Steps to Transfer Non-IPAC Credit to Treasury 0890 Fund:

Notes

23. **REQUIRED** for the Transfer to Treasury Credit Application Line—Enter the following accounting information:

- 1.BBFY.
- 2.FUND Code = ‘0890’.
- 3.Region (06 or 07 as appropriate).
- 4.Org Code = R0600000 or R0700000 as appropriate.
- 5.Revenue Source Code = 6104 or 6105 as appropriate.

Accounting Dimensions

<u>Template:</u>	<input type="button" value="Default"/>			
* <u>BBFY:</u> 2011	<u>EBFY:</u> <input type="text"/>	* <u>Fund:</u> 0890	<u>Region:</u> 07	<u>Org Code:</u> R0700000
<u>Program:</u> <input type="text"/>	<u>Project Code:</u> <input type="text"/>	<u>Activity:</u> <input type="text"/>	<u>Sub-Object Class:</u> <input type="text"/>	<u>Revenue Source:</u> 6104
<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"/>
<u>ABC Activity:</u> <input type="text"/>	<u>Reimbursable Sub-Object Class:</u> <input type="text"/>	<u>Reimbursable Sub Object:</u> YBA:	<u>BETC:</u> <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](#)

24. **REQUIRED**—Enter the Tender Type of Check.

Tender Type Information

Tender Type:	CHECK	Check/Money Order Number:	<input type="text"/>
<small>Credit Card Information</small>			

Steps to Transfer Non-IPAC Credit to Treasury 0890 Fund:**Notes**

25. Select the **Save** button.

The screenshot shows a software application window with a purple header bar. The bar contains an information icon and the text "Form CT7201012230005 was saved successfully.". Below the header is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The Save button is highlighted with a red box and a mouse cursor is hovering over it. Below the toolbar is a navigation menu with tabs: Header, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The Header tab is selected. Underneath the menu are three sub-tabs: Amendment History, Workflow Status, and Approval History. Below these are links for Expand All and Collapse All. The main content area is titled "General". It contains various input fields and dropdown menus. Some fields have yellow boxes around them, indicating they are required or highlighted. The fields include:

- Document Type: CT7 R7 Credit App (Return t)
- Deposit Number: (highlighted with a yellow box)
- Status: HELD
- Document Number: CT7201012230005
- Debit Voucher #:
- Title:
- Received By:
- Post Code:
- Overseas Cashier Code:
- * Disbursing Office: GS193
- Sender's Disbursing Office:
- Agency DUNS Number:
- Agency DUNS+4:
- FIFO Liquidation Worksheet

On the right side of the form, there are several more fields with blue underlined labels and edit icons:

- Receipt Date: 12/23/2010
- Accounting Period: 03/2011
- Reporting Accounting Period:
- Batch Number:
- Document Classification:
- Security Org: GSA
- Accomplished Date:
- Suppress Printing:

At the bottom left of the form area, there is a link "Return to Top".

Steps to Transfer Non-IPAC Credit to Treasury 0890 Fund:

Notes

26. 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.

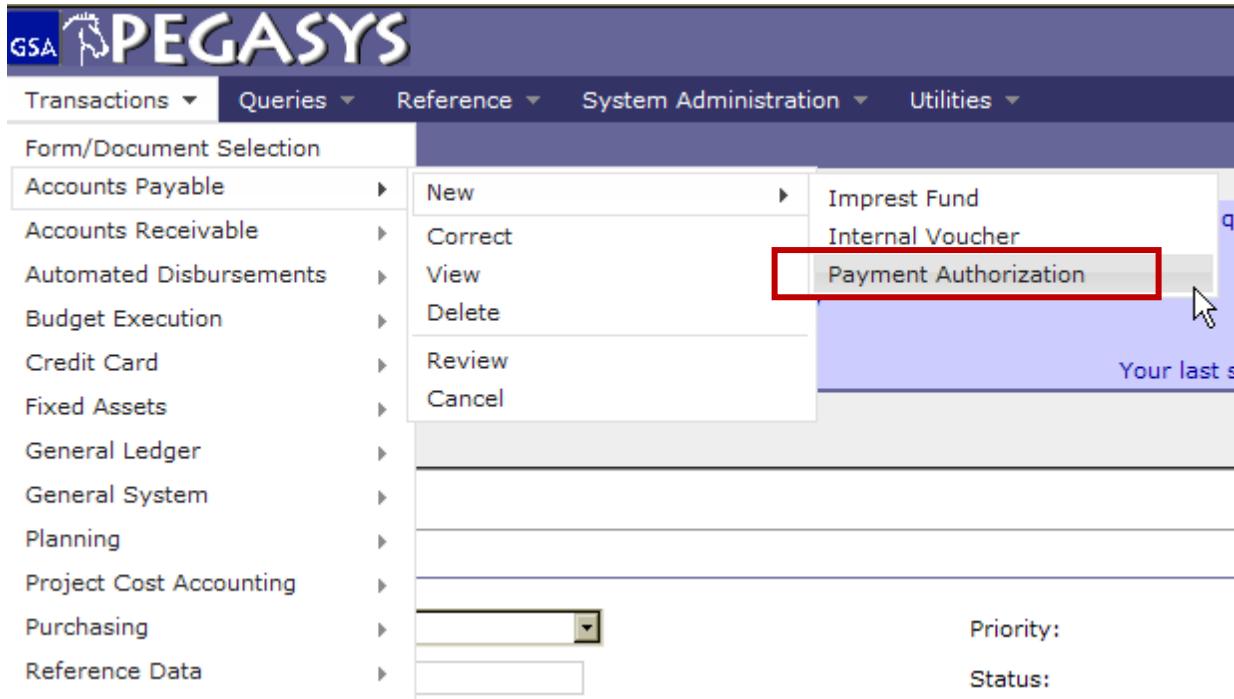
27. Select the **Submit** button.

4.13.4 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



4.13.4.1 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.

4.13.4.2 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](#)

4.13.4.3 Payment Authorization (IP) – GSA 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 GSA User Defined fields on the Billing Document (BD) Form is available at [Appendix: Payment Authorization \(IP\) – GSA User Defined Fields and Form Descriptions](#)

4.13.4.4 Add Document Level Correspondence to Payment Authorization (IP)

Correspondence functionality enables GSA 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**Notes****During New Payment Authorization(IP)Form Creation:**

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: [Yellow Box] R6 Manual IP NonIPAC

Document Number Format: Document Number Prefix: [Text Box]

* Document Number: [Text Box] Generate

Security Org: [Text Box]

Title: [Text Box]

Copy Document:

None

Copy From

Copy Forward

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: R6 Manual IP NonIPAC

Document Number Format: Document Number Prefix: [Text Box]

* Document Number: MR6201102270001

Generate

Security Org: [Text Box]

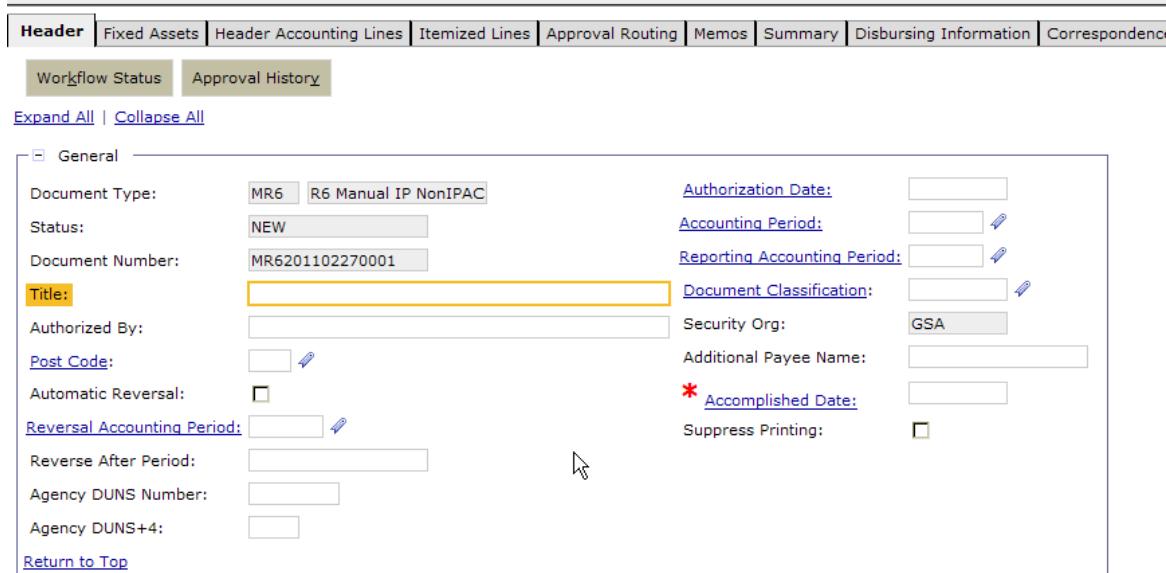
Title: [Text Box]

Copy Document:

Steps to Add Document Level Correspondence
During New Payment Authorization(IP)Form Creation:

4. Select the **Finish** button.

The Payment Authorization (IP) header tab is displayed.



The screenshot shows the 'Header' tab selected in the top navigation bar. Below it, the 'General' section is expanded. The 'Title:' field is highlighted with a yellow border. Other visible fields include Document Type (MR6, R6 Manual IP NonIPAC), Status (NEW), Document Number (MR6201102270001), and various accounting and security fields.

Field	Value
Document Type	MR6, R6 Manual IP NonIPAC
Status	NEW
Document Number	MR6201102270001
Title:	(highlighted)
Authorized By:	
Post Code:	
Automatic Reversal:	<input type="checkbox"/>
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:	
Suppress Printing:	<input type="checkbox"/>

Note: To create the IP, please refer to section 4.13.4.5.

Steps to Add Document Level Correspondence**Notes****During New Payment Authorization(IP)Form Creation:**

5. Select the **Correspondence** tab.

The Correspondence page Search Criteria section and item collection are displayed.

The screenshot shows the 'Search Criteria' section with fields for Creator, Subject, Type Of Correspondence, and various contact person details like First Name, Last Name, and Assignment Code. Below this is a large text area for 'Correspondence'. At the bottom are buttons for Search, Clear, Back, Add, Remove, Save, Email, History, Attachments, Display (set to 10 items), View as CSV, and Sort... A table below shows columns for 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. A message at the bottom of the table says '- NO ITEMS TO DISPLAY -'.

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.

This screenshot is similar to the previous one but focuses on the 'Add' button. The 'Add' button is highlighted with a red box and a cursor arrow pointing to it. The rest of the interface, including the search criteria and table, is identical to the previous screenshot.

Steps to Add Document Level Correspondence

Notes

During New Payment Authorization(IP)Form Creation:

The Correspondence page item collection, Contact Person, Agency Contact, Research Information, and Correspondence sections are displayed.

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).

Agency Contact	
Name:	Mike Brown
Title:	Customer Relations
Phone Number:	555-555-5555
From Email Address:	Mike.Brown@gsa.gov

Steps to Add Document Level Correspondence**Notes****During New Payment Authorization(IP)Form Creation:**

- 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: John * Last Name: Smith

Title: Purchasing Manager

Phone Number: 555-555-5555

International Phone Number:

To Email Address(es): 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.

- In the Correspondence section, select the Communication Source and Type of Correspondence from the available dropdown lists.

Correspondence

* Communication Source: Phone

* Type Of Correspondence: Mail Or Email

Subject: Phone

- Update the Correspondence field to include the text to be sent.
- Optionally populate the additional fields pertinent to the correspondence.

Correspondence

* Communication Source: Phone

* Type Of Correspondence: Communication

Subject: RE:Payment 2355068

Itemized Line Number:

Public Publishing: R

Creator:

Last Modified By:

Accounting Line Number:

Dear sir,

* Correspondence:

Steps to Add Document Level Correspondence

Notes

During New Payment Authorization(IP)Form Creation:

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.

The screenshot shows a 'Correspondence' section of a form. It includes fields for 'Communication Source' (set to 'Phone'), 'Type Of Correspondence' (set to 'Communication'), 'Subject' (set to 'RE:Payment 2355068'), and 'Itemized Line Number'. There are also optional fields for 'Creator', 'Last Modified By', and 'Accounting Line Number' (set to '2'). The 'Public Publishing' checkbox is checked and highlighted with a red border. The 'Accounting Line Number' field is also highlighted with a red border.

15. Select the **Save** button.

Note: Upon selecting Save, the following Correspondence fields are automatically populated:

1. 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.
2. Record Number – Records the next available correspondence record number.
3. Creator – Records the user ID of the person creating the correspondence record.
4. Created Date – Records the date and time the record is created.
5. Last Modified By – Records the user ID of the person modifying the correspondence record.
6. Last Modified Date - Records the date and time the record is modified.

Steps to Add Document Level Correspondence**Notes****During New Payment Authorization(IP)Form Creation:**

The Correspondence page item collection and Contact Person, Agency Contact, Research Information, and Correspondence sections are displayed.

Correspondence											
<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"/> <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
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: <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"/>
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"/>
---	--	---	---

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

* Communication Source: <input type="button" value="Mail Or Email"/>	* Type Of Correspondence: <input type="button" value="Question"/>	Public Publishing: <input type="checkbox"/>
Subject: <input type="text" value="Overpayment of Nov 2010 Statement"/>	Creator: <input type="text" value="allroles65"/>	Created Date: <input type="text" value="10/19/2010 12:13:11"/>
Record Number: <input type="text" value="3"/>	Last Modified By: <input type="text" value="allroles65"/>	Last Modified Date: <input type="text" value="10/19/2010 12:13:11"/>
Itemized Line Number: <input type="text"/>	Accounting Line Number: <input type="text" value="1"/>	
<p>Dear Mr. Smith,</p> <p>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?</p> <p>Regards, Mike Brown, Customer Relations</p>		
<p>* Correspondence:</p>		

Steps to Add Document Level Correspondence

Notes

During New Payment Authorization(IP)Form Creation:

16. To attach a file to the correspondence record, select **Attachments**.

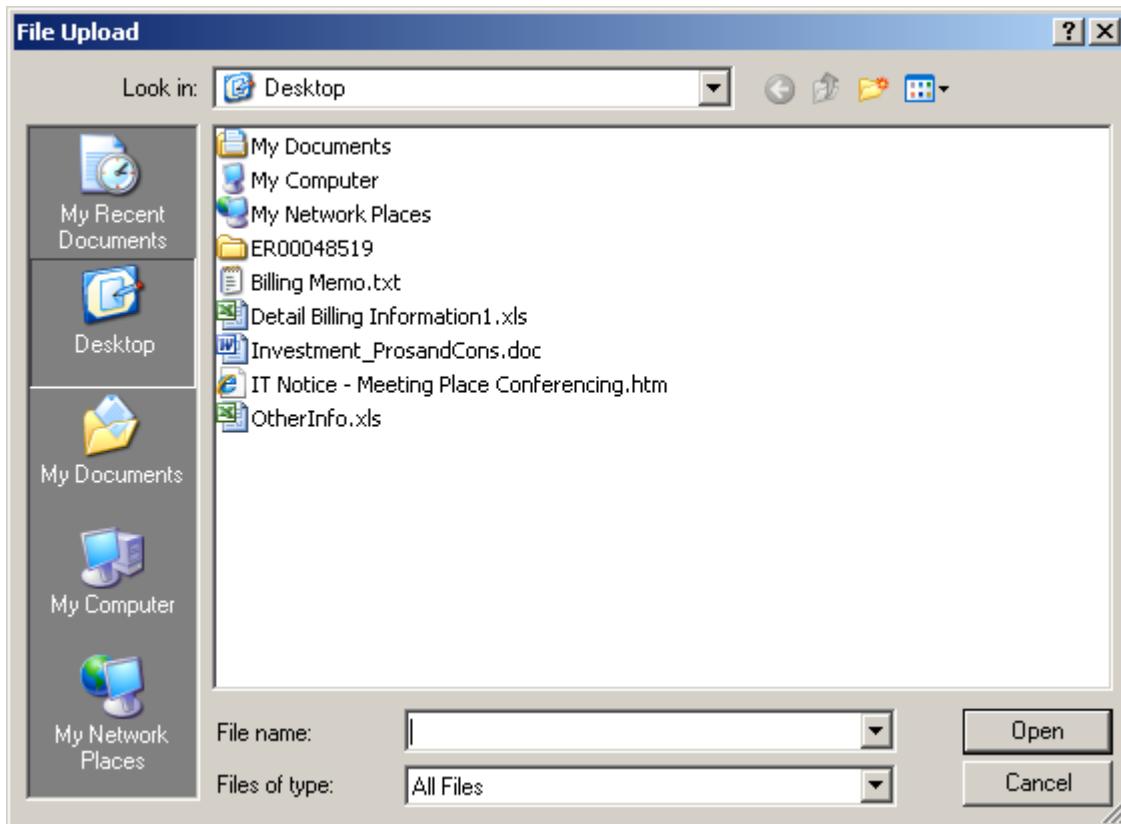
The screenshot shows a software interface with a toolbar at the top containing buttons for Search, Clear, Back, Add, Remove, Save, Email, History, and Attachments. The Attachments button is highlighted with a red box and a cursor arrow pointing to it. Below the toolbar is a table with columns: Record Number, Created Date, Creator, First Name, Last Name, Assignment Code, Subject, Correspondence, and Itemized Line Number. One row in the table is visible, showing Dorian Gray as the creator, RE:Payment 2355068 as the subject, and Dear sir, in the correspondence field.

	Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number
				Dorian	Gray		RE:Payment 2355068	Dear sir,	

17. Select **Import Local File**.

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.



Steps to Add Document Level Correspondence**Notes****During New Payment Authorization(IP)Form Creation:**

19. Select the desired file from the local directory and select **Open**.



The correspondence Import Local File page is displayed.

* Attachment Identifier:	1
* Title:	Overpayment Items
Number of Pages:	2
Attachment Date:	10/19/2010
Location:	CorrespondenceBase/1
File:	C:\my_data\Overpayment Items.doc
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

Notes

During New Payment Authorization(IP)Form Creation:

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
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](#)

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 GSA email address so that the correspondence is also sent to their inbox.

Steps to Add Document Level Correspondence**Notes****During New Payment Authorization(IP)Form Creation:**

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 'Correspondence' search interface. At the top, a message box displays 'Item 1: Correspondence' and 'GS4624I An email was sent to John.Smith@doe.gov'. Below this is a search criteria form with fields for Creator, Subject, Type Of Correspondence, Created Date (From and To), Contact Person (First Name, Last Name), and various item numbers. A large text area labeled 'Correspondence:' contains the message text. At the bottom are 'Search' and 'Clear' buttons, and a navigation bar with Back, Add, Remove, Save, Email, 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

4.13.4.5 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-

Notes

Payment Authorization (IP) Non-IPAC:

1. Navigate to Transactions=>Accounts Payable=>New=>Payment Authorization.
The New Payment page is displayed.

The screenshot shows the 'New Payment Authorization' page. At the top, there are buttons for 'Back', 'Finish', and 'Cancel'. Below that, a title bar says 'New Payment Authorization'. The form fields include:

- * Document Type: A dropdown menu with 'MR6' selected, highlighted by a yellow border.
- Document Number Format: A dropdown menu.
- Document Number Prefix: An input field.
- * Document Number: An input field.
- Generate: A button.
- Security Org: An input field.
- 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. Payment Authorization (IP) document types are differentiated by the type of the disbursing method (IPAC or Treasury check).

The screenshot shows the 'New Payment Authorization' page again. The 'Document Type' field now contains 'MR6' and is highlighted by a red border. The rest of the page is mostly blank.

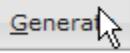
Steps to Create an Accounts Payable Form-**Notes****Payment Authorization (IP) Non-IPAC:**

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 —

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.

4. **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.

— Copy Document —

None
 Copy From
 Copy Forward

Steps to Create an Accounts Payable Form-

Notes

Payment Authorization (IP) Non-IPAC:

- 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: []

Search

- Select the CR document to reference and select the **Finish** button.

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: []

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
	CR	L6F	L6F201102160014	02/16/2011

Steps to Create an Accounts Payable Form-**Notes****Payment Authorization (IP) Non-IPAC:**

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: MR6 R6 Manual IP NonIPAC

Status: NEW

Document Number: MR6201102270001

Title:

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:

Suppress Printing:

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Steps to Create an Accounts Payable Form-

Notes

Payment Authorization (IP) Non-IPAC:

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.

1. General.
2. Vendor Information.
3. External System Information.

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:	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"/>		

External System Information

System ID:	FLEETMANL
External System Document Number:	<input type="text"/>

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User Defined Fields

Assignment Code:	RG6GRP2
------------------	---------

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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.

Steps to Create an Accounts Payable Form-**Notes****Payment Authorization (IP) Non-IPAC:**

8. Select the **Header Accounting Line** tab.

Note: GSA 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.

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 #	Veh 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		

10. **REQUIRED**—Enter the Payment Amount.

Note: IPs do not copy forward the amount from CRs.

Current Amount	Applied Prepayment Amount: \$0.00
Payment	\$56,829.00
Applied Credit	\$0.00
Withholding Tax	\$0.00
Line Amount After Withholding	\$56,829.00
Withholding Tax Allowance	\$0.00
Net Total	\$56,829.00

[Return to Top](#)

Steps to Create an Accounts Payable Form-

Notes

Payment Authorization (IP) Non-IPAC:

11. **REQUIRED for Refunds**—Review the YBA to match that of the Collection.

The screenshot shows the 'Accounting Dimensions' section of a form. It includes fields for BBFY (2011), Fund (455F), Region (01), Org Code (F01Y0000), Program (FE32), Project Code, Building #, System (A12), Activity (FE113), Sub-Object Class, Revenue Source (A100), ABC Activity, Reimbursable Sub-Object Class (YBA1), Vehicle Tag #, Work Item, Cost Organization, Cohort Year, PRC, and BETC. The 'Reimbursable Sub-Object Class' field is highlighted with a red box.

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.

The screenshot shows the 'Document Reference' section. It includes fields for Type (CR6), Number (CR6201012220010), Item (0), Accounting (3), Final, Misc, and a 'View' button. The 'View' button is highlighted with a red box. Below it, there are fields for Liquidate Items and Referenced Statement Number.

The reference document will be opened in a new window in View mode.

Steps to Create an Accounts Payable Form-**Notes****Payment Authorization (IP) Non-IPAC:**

12. **REQUIRED**—Enter valid Revenue Source.

Accounting Dimensions

<u>Template:</u> <input type="text"/>	<input type="button" value="Default"/>			
* <u>BBFY:</u> <input type="text" value="2011"/>	<u>EBFY:</u> <input type="text"/>	* <u>Fund:</u> <input type="text" value="455F"/>	* <u>Region:</u> <input type="text" value="01"/>	* <u>Org Code:</u> <input type="text" value="F01Y0000"/>
* <u>Program:</u> <input type="text" value="FE32"/>	<u>Project Code:</u> <input type="text"/>	<u>Activity:</u> <input type="text" value="FE113"/>	<u>Sub-Object Class:</u> <input type="text"/>	* <u>Revenue Source:</u> <input type="text" value="A100"/>
Building #:	* <u>System:</u> <input type="text" value="A12"/>	Vehicle Tag #:	Work Item:	
ABC Activity:	<u>Reimbursable Sub-Object Class:</u> <input type="text" value="YBA:"/>	2011	<u>BETC:</u> <input type="text"/>	
<u>Cost Organization:</u> <input type="text"/>	<u>Cohort Year:</u> <input type="text"/>	<u>PRC:</u> <input type="text"/>		

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13. **Optional**—Enter the User Defined Fields.

Note: The UDF should copy forward from the referenced document if entered.

User Defined Fields

<u>Fedcode:</u> <input type="text"/>

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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-

Notes

Payment Authorization (IP) Non-IPAC:

The Disbursing Information page is displayed.

The screenshot shows a web-based application interface for creating an Accounts Payable Form. At the top, there is a navigation bar with links: Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, **Disbursing Information** (which is highlighted with a red box), and Correspondence. Below the navigation bar, there are two tabs: Workflow Status and Approval History, with Approval History being the active tab. A link to 'Expand All | Collapse All' is present. The main content area is divided into several sections:

- General**: Contains fields for Disbursing Method (dropdown menu), * Disbursing Office (text input field with edit icon), and a 'Return to Top' link.
- Inter-Agency Transfer Information**: Contains fields for Type (dropdown menu), Payee's ALC (text input field with edit icon), Inter-Agency Sub-level Prefix (text input field with edit icon), * Payee's Disbursing Office (text input field with edit icon), * Inter-Agency Symbol (text input field with edit icon), Partition (text input field with edit icon), Customer BETC (text input field with edit icon), Disbursement Number (text input field), and IPAC Schedule Date (text input field). It also includes a 'Return to Top' link.
- No Check Information**: Contains fields for Disbursed By (text input field), Check/Disbursement Number (text input field), Date (text input field), and a 'Return to Top' link.
- Check/EFT Information**: Contains fields for Group Payments (checkbox checked), Disbursing Model (dropdown menu), and a 'Return to Top' link.

Steps to Create an Accounts Payable Form-**Notes****Payment Authorization (IP) Non-IPAC:**

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-

Notes

Payment Authorization (IP) Non-IPAC:

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

Payment Category: VENDOR [edit](#)

Line Code: Vendor

Check Type:

Schedule

* Payment Type: CHECK [edit](#) Manual:

Fiscal Year:

Category: Treasury Disbursed Check

Type: Corporate

Number:

Sequence Number:

[Return to Top](#)

Steps to Create an Accounts Payable Form-***Notes******Payment Authorization (IP) Non-IPAC:***

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.
AD00061 The entered schedule payment date, 02/27/2011, is either a weekend or a holiday.

Buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Route

Header: Headers | 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
- Status: HELD
- Document Number: MR6201102270001
- Title: Manual Non IPAC IP
- Authorized By: (empty)
- Post Code: (empty)
- Automatic Reversal:
- Reversal Accounting Period: (empty)
- Reverse After Period: (empty)
- Agency DUNS Number: (empty)
- Agency DUNS+4: (empty)
- 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: 02/21/2011
- Suppress Printing:

[Return to Top](#)

17. Select the **Verify** button.

Itemized Payment\HdrDisbursementInformation

AP00101 This payment is marked for grouping, but is not eligible for grouping according to the selected vendor address.
AD00061 The entered schedule payment date, 02/27/2011, is either a weekend or a holiday.

Buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Route

Header: Headers | 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
- Status: HELD
- Document Number: MR6201102270001
- Title: Manual Non IPAC IP
- Authorized By: (empty)
- Post Code: (empty)
- Automatic Reversal:
- Reversal Accounting Period: (empty)
- Reverse After Period: (empty)
- Agency DUNS Number: (empty)
- Agency DUNS+4: (empty)
- 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: 02/21/2011
- Suppress Printing:

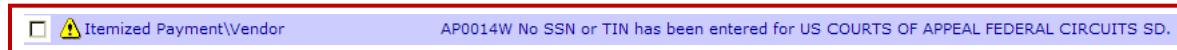
Steps to Create an Accounts Payable Form-

Notes

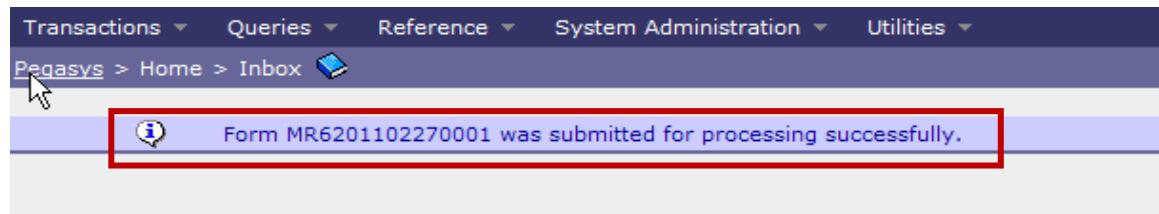
Payment Authorization (IP) Non-IPAC:

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.



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.

Correct	View	Delete	Cancel	Reference Query	Amend	Route	Get Detail	Display 10 Items	View as CSV	Sgt...

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	Pending Approval

Once approved, the document status will be updated to Processed.

4.13.4.6 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:

<i>Steps to Correct an Accounts Payable Form-</i>	<i>Notes</i>
<i>Payment Authorization(IP):</i>	

1. Navigate to Form/Document Selection.

Payments can also be corrected via Transactions=>Accounts Payable=>Correct.

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 criteria sections: 'Search Criteria' (Subsystem dropdown, Document Type dropdown, Document Number, Amendment Number, Document Category dropdown, From Accounting Period, To Accounting Period, From Date, To Date); 'Vendor' (Code, DUNS, Designated Agent - ALC, TIN (SSN/EIN), DUNS+4, Customer Account); and 'Document Status' (checkboxes for Processed, Rejected, Cancelled, Archived, Scheduled, Pending Approval, Held). At the bottom are 'Search' and 'Clear' buttons.

Steps to Correct an Accounts Payable Form-

Notes

Payment Authorization(IP):

- Enter the appropriate search criteria to retrieve the payment such as Document Number, Document Type, and Date range.

Form/Document Selection

Search Criteria		Document Status	
Subsystem:	Accounts Payable	Processed:	<input checked="" type="checkbox"/> Rejected: <input checked="" type="checkbox"/>
Document Type:	MR7 R7 Manual IP NonIPAC	Cancelled:	<input checked="" type="checkbox"/> Archived: <input type="checkbox"/>
Document Number:	MR7201102260003	Scheduled:	<input checked="" type="checkbox"/> Pending Approval: <input checked="" type="checkbox"/>
Amendment Number:		Held:	<input checked="" type="checkbox"/>
Document Category:			
From Accounting Period:		User ID:	allroles102
To Accounting Period:		Security Org:	
From Date:	02/26/2011	Title:	
To Date:			
Vendor			
Code:		TIN (SSN/EIN):	
DUNS:		DUNS+4:	
Designated Agent - ALC:		Customer Account:	

*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.*

- Select the **Search** button to execute the query.
- Select the document record and select the **Correct** button.

Correct	View	Delete	Cancel	Reference Query	Amend	Rgate	SQL Detail	Display 10 Items	View as CSV	Sort...	
	Document Type	Document Number△	Amendment Number	Title	Document Date	Document Status					
<input checked="" type="checkbox"/>	MR7	MR7201102260003		Manual nonIPAC Correct Document	02/27/2011	Processed					

Steps to Correct an Accounts Payable Form-**Notes****Payment Authorization(IP):**

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

Status: CORRECT

Document Number: MR7201102260003

Title:

Authorized By:

Post Code:

Automatic Reversal:

Reversal Accounting Period:

Reverse After Period:

Agency DUNS Number:

Agency DUNS+4:

Orig Authorization Date: 02/26/2011

Authorization Date:

Accounting Period:

Reporting Accounting Period:

Document Classification:

Security Org: GSA

Additional Payee Name:

* Accomplished Date: 02/14/2011

Suppress Printing:

[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:

Steps to Correct an Accounts Payable Form-

Notes

Payment Authorization(IP):

6. Select the accounting line to update the line information.
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:
Payment <input type="text" value="0"/>	\$0.00
Applied Credit	\$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.

The screenshot shows a user interface for managing a document. At the top, a blue header bar displays a success message: "Form MR7201102260003 was saved successfully." Below the header are several buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Underneath these buttons is a navigation menu with links like Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, Disbursing Information, and Correspondence. Further down, there are tabs for Workflow Status and Approval History, along with links for Expand All and Collapse All. A large form area is titled "General" and contains fields for Document Type (MR7, R7 Manual IP NonIPAC), Status (HELD), Document Number (MR7201102260003), Title (Manual nonIPAC Correct Document), and various dates and periods. The "Title" field is highlighted with a yellow border.

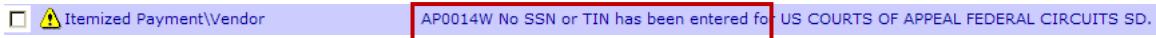
Steps to Correct an Accounts Payable Form-**Notes****Payment Authorization(IP):**

9. Select the **Verify** button.

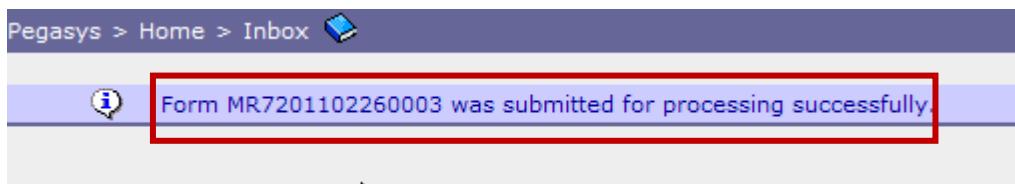
The screenshot shows the 'Itemized Payment\IP Accounting Line 1' screen. At the top, there are two informational messages with blue exclamation marks: 'AR2255I The ALC for the IPAC Itemized Payment's address level Vendor 9567,95670000, is defined.' and 'AD0006I The entered schedule payment date, 02/27/2011, is either a weekend or a holiday.'. Below these are several buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. A toolbar below the buttons includes Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, Disbursing Information, Correspondence, Workflow Status, and Approval History. The 'Workflow Status' tab is selected. Under 'General' settings, the 'Title' field is highlighted with a yellow box and contains 'Manual nonIPAC Correct Document'. Other fields include Document Type (MR7), Status (HELD), Document Number (MR7201102260003), and various dates and periods. A note at the bottom right says 'Accomplished Date: 02/14/2011'.

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.



Steps to Correct an Accounts Payable Form- Notes**Payment Authorization(IP):**

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	MR720110226003		Manual nonIPAC Correct Document	02/27/2011	Processed

4.13.4.7 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-**Notes****Payment Authorization(IP):**

1. Navigate to Form/Document Selection.

Payments can also be cancelled via Transactions=>Accounts Payable =>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 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:
Security Org:
Title:

Buttons: Search, Clear

2. Enter the appropriate search criteria to retrieve the payment such as **Document Number**, **Document Type**, and Date range.

Search Criteria

Subsystem:
Document Type:
Document Number:

Amendment Number:
Document Category:
From Accounting Period:
To Accounting Period:
From Date:
To Date:

Document Status

Processed: Rejected:
Cancelled: Archived:
Scheduled: Pending Approval:
Held:

User ID:
Security Org:
Title:

Steps to Cancel an Accounts Payable Form-

Notes

Payment Authorization(IP):

*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.

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.

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:	PENDINGCANCELLATION	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 checked="" 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 checked="" type="checkbox"/>
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		

Steps to Cancel an Accounts Payable Form-**Notes****Payment Authorization(IP):**

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:	HELD CANCEL	Authorization Date:	02/27/2011
Document Number:	IM6201102270004	Accounting Period:	05/2011 <input type="button" value=""/>
Title:	IP Cancellation	Reporting Accounting Period:	<input type="text"/> <input type="button" value=""/>
Authorized By:	<input type="text"/>	Document Classification:	<input type="text"/>
Post Code:	<input type="text"/>	Security Org:	GSA

7. Select the **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.

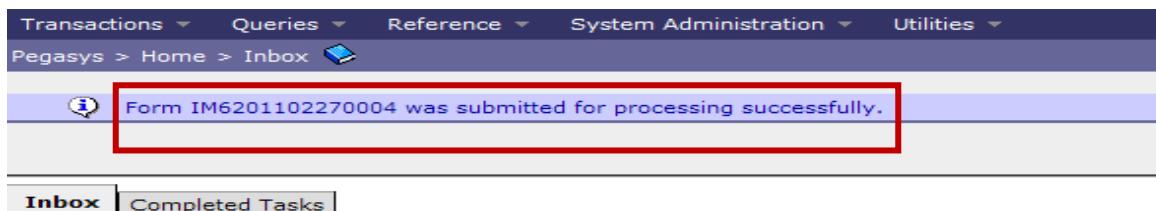
Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Steps to Cancel an Accounts Payable Form-**Notes****Payment Authorization(IP):**

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.



Note: Manual payment documents are submitted to workflow for approval.

9. Navigate to Form/Document Selection to verify the status of the payment processing.

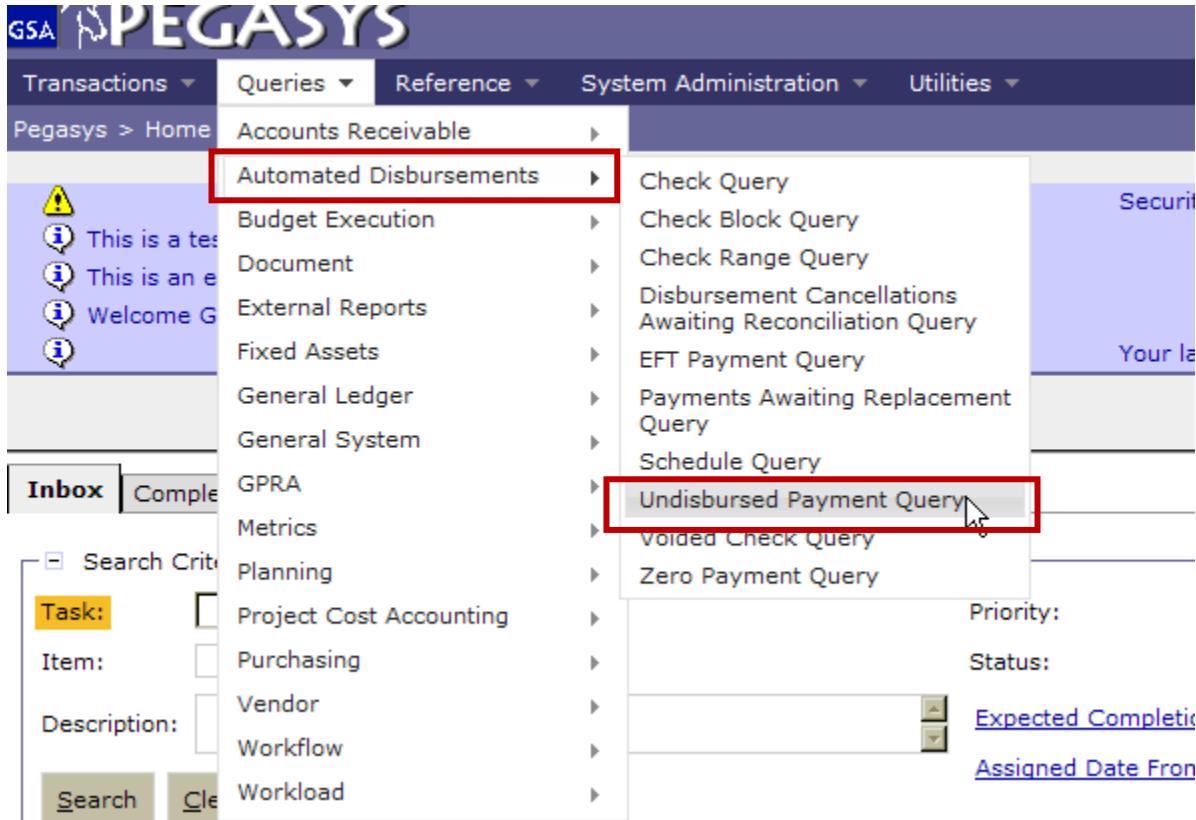
Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
IMG	IM6201102270004		IP Cancellation	02/27/2011	Cancelled	allroles102

4.13.4.8 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 4-106: 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 screenshot shows the 'Undisbursed Payment Query' search interface. It includes sections for 'Search Criteria' (Schedule Date, System-Calculated Schedule Date, Disbursing Office, Disbursing Model, Schedule Category, Schedule Type, Security Org, Currency, Post Code), 'Vendor' (Code, Payee Name), 'Document' (Doc Type, Document Number), and various status filters (Approved, Held, Rescheduled, Disbursement in Progress, Group Payments, Manual Check, Revaluation Required, Bank Account Changed). Buttons for 'Search' and 'Clear' are at the bottom.

2. Enter the appropriate search criteria to retrieve payments awaiting disbursements. At a minimum, enter the **Document Number**, **Vendor**, and **Disbursing Office**.

The screenshot shows the same search interface with specific values entered: 'Disbursing Office' is set to 'GS127', 'Doc Type' is set to 'MR6', and 'Document Number' is set to 'MR6201102270001'. The 'Search' button is highlighted with a red box.

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.*

Steps to Approve Payments on the Undisbursed Payment Query:**Notes**

Payments meeting the search criteria will be displayed in the item collection.

<input type="checkbox"/>	Approved	Last Modified By	Schedule Date	System-Calculated Schedule Date	Disbursing Office	Disbursing Model	Schedule Category	Schedule Type	Payer Code	Address Code	Payer Name	Doc Type	Doc Number	Total Amount	Security Org	Currency	Post Code	Rescheduled	Revaluation Required	Dish in Progress	Group Payments	Manual Check
<input checked="" type="checkbox"/>	Approved	allroles102	02/27/2011	02/27/2011	GS127	Treasury Disbursing	Treasury Disbursed Check	Corporate	897009	897009	DEPT OF ENERGY	MR6	MR6201102270001	\$56,829.00	GSA	USD		No	No	No	No	No

4. Select the record.

5. 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...						
<input type="button" value="Reschedule"/>	<input 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"/>	<input type="button" value="Display 10 Items"/>	<input type="button" value="View as CSV"/>	<input type="button" value="Sort..."/>						
<table border="1"> <tr> <td>Doc Type</td> <td>Doc Num</td> <td>Line Number</td> </tr> <tr> <td>MR6</td> <td>MR6201102270001</td> <td>2</td> </tr> </table>					Doc Type	Doc Num	Line Number	MR6	MR6201102270001	2					
Doc Type	Doc Num	Line Number													
MR6	MR6201102270001	2													
Expand All Collapse All															
<div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="checkbox"/> General</p> <p>Schedule Date: <input type="text" value="02/27/2011"/></p> <p>System-Calculated Schedule Date: <input type="text" value="02/27/2011"/></p> <p>Disbursing Office: <input type="text" value="GS127"/></p> <p>Disbursing Model: <input type="text" value="Treasury Disbursing"/></p> <p>Schedule Category: <input type="text" value="Treasury Disbursed Check"/></p> <p>Schedule Type: <input type="text" value="Corporate"/></p> <p>Security Organization: <input type="text" value="GSA"/></p> <p>Currency: <input type="text" value="USD"/></p> <p>Post Code: <input type="text"/></p> <p><input type="checkbox"/> Bank Account Information</p> <p>Bank Name: <input type="text"/></p> <p><input type="checkbox"/> Fund</p> <p>BBFY: <input type="text" value="2011"/> EBFY: <input type="text"/> Fund: <input type="text" value="455F"/></p> <p>Approved: <input type="checkbox"/></p> <p>Rescheduled: <input type="checkbox"/></p> <p>Disbursement in Progress: <input type="checkbox"/></p> <p>Group Payments: <input type="checkbox"/></p> <p>Manual Check: <input type="checkbox"/></p> <p>Revaluation Required: <input type="checkbox"/></p> <p>Insufficient Funds: <input type="checkbox"/></p> <p>Last Modified By: <input type="text" value="allroles102"/></p> </div>															

6. Select the detail record and choose the appropriate action to take on the record.

Undisbursed Payment Query Detail

Reschedule	Approve	Disapprove	Hold	Release Hold	<input type="button" value="View Document"/>	History	Display 10 Items	View as CSV	Sort...
<input type="button" value="Reschedule"/>	<input 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"/>	<input type="button" value="Display 10 Items"/>	<input type="button" value="View as CSV"/>	<input type="button" value="Sort..."/>

Steps to Approve Payments on the Undisbursed Payment Query: Notes

7. **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...
									
 	Doc Type	MR6	Doc Num	MR6201102270001		Line Number	2		

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

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](#)

General

Make Recurring		Orig Authorization Date: 02/27/2011
Document Type:	MR6 R6 Manual IP NonIPAC	Last Authorization Date: 02/27/2011
Status:	PROCESSED	Accounting Period: 05/2011
Document Number:	MR6201102270001	Reporting Accounting Period: 05/2011
Title:	Manual Non IPAC IP	Document Classification:
Authorized By:		Security Org: GSA
Post Code:		Additional Payee Name:
Automatic Reversal:	<input checked="" type="checkbox"/>	Accomplished Date: 02/21/2011
Reversal Accounting Period:		Suppress Printing: <input checked="" type="checkbox"/>
Reverse After Period:		
Agency DUNS Number:		
Agency DUNS+4:		
Created by:	allroles102	

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.

 **Itemized Payment\Vendor** AP0014W No SSN or TIN has been entered for US COURTS OF APPEAL FEDERAL CIRCUITS SD.

OR

 **Itemized Payment\Vendor** AP0014W No SSN or TIN has been entered for US COURTS OF APPEAL FEDERAL CIRCUITS SD.

Steps to Approve Payments on the Undisbursed Payment Query: **Notes**

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.

The screenshot shows a table with one row. The columns are labeled 'Doc Type' (with value 'MR6'), 'Doc Num' (with value 'MR6201102270001'), and 'Line Number' (with value '2'). Above the table is a toolbar with buttons for 'Reschedule', 'Approve' (highlighted with a red box), 'Disapprove', 'Hold', 'Release Hold', 'View Document', 'History', 'Display' (set to 10 items), and 'Items'.

Doc Type	Doc Num	Line Number
MR6	MR6201102270001	2

A message will be returned that the payment approval is successful.

The screenshot shows a message box with the text 'Undisbursed Payment Approve was successful for Document MR6 MR6201102270001'. Below this is the same table and toolbar as the previous screenshot.

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.

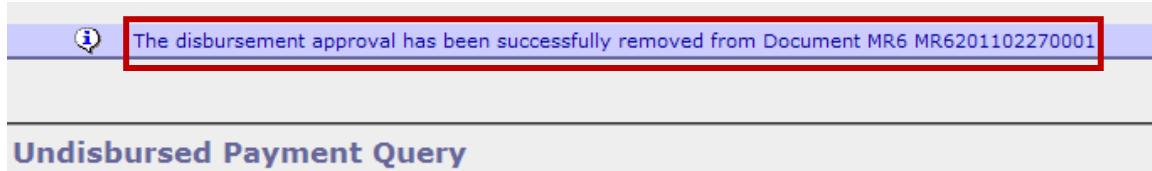
10. To disapprove a payment for disbursement, select the record and select the **Disapprove** button.

The screenshot shows a table with one row. The columns are labeled 'Approved' (with checked checkbox), 'Last Modified By' (with value 'allroles102'), 'Schedule Date' (with value '02/27/2011'), 'System-Calculated Schedule Date' (with value '02/27/2011'), 'Held' (with empty cell), 'Disbursing Office' (with value 'GS127'), 'Disbursing Model' (with value 'Treasury Disbursing'), 'Schedule Category' (with value 'Treasury Disbursed Check'), 'Schedule Type' (with value 'Corporate'), 'Payee Code' (with value '897009'), and 'Addr Code' (with value '89700')). Above the table is a toolbar with buttons for 'Details', 'Approve' (disabled), 'Disapprove' (highlighted with a red box), 'Reschedule', 'Hold', 'Release', 'Display' (set to 10 items), 'View as CSV', and 'Sort...'. There is also a link 'Expand All' at the bottom left.

Approved	Last Modified By	Schedule Date	System-Calculated Schedule Date	Held	Disbursing Office	Disbursing Model	Schedule Category	Schedule Type	Payee Code	Addr Code	
<input checked="" type="checkbox"/>	Yes	allroles102	02/27/2011	02/27/2011		GS127	Treasury Disbursing	Treasury Disbursed Check	Corporate	897009	89700

Steps to Approve Payments on the Undisbursed Payment Query:***Notes***

A message will be returned stating the approval is removed.



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	Rescheduled	Revaluation Required	Disb in Progress
<input checked="" type="checkbox"/> <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	\$56,829.00	GSA	USD	No	No	Yes	

For additional Undisbursed Payment Query topics please refer to the Pegasys User Guide.

4.13.4.9 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:

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: IM7 R7 Manual IP IPAC Ref

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 Payment Authorization

* Document Type: IM7 R7 Manual IP IPAC Ref

Steps to Create an Accounts Payable Form-

Notes

Payment Authorization(IP) IPAC:

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).

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.

*Steps to Create an Accounts Payable Form-**Notes**Payment Authorization(IP) IPAC:*

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.

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

Document Number: RMIAA000057-374

Document Status:

User ID: allroles102

Title:

From Accounting Period:

To Accounting Period:

From Date:

To Date:

Vendor: 9567

Search

Steps to Create an Accounts Payable Form-

Notes

Payment Authorization(IP) IPAC:

- Select the document to reference from the search results.

The screenshot shows a search interface for 'Copy Forward'. At the top are buttons for 'Back', 'Finish' (which is highlighted), and 'Cancel'. Below is a 'Search Criteria' section with fields for Document Type (RMI), Document Number (RMIAAA000057-374), Document Status (BD), User ID (allroles102), Title, From Date, To Date, and Vendor (9567). There's a 'Search' button and sections for 'Copy Lines' (with 'Copy all lines' selected) and 'Additional Criteria' and 'Accounting'. At the bottom, there are buttons for 'Display' (set to 10 items) and 'Sort...'. A table below lists one result: Document Category (BD), Document Type (RMI), Document Number (RMIAAA000057-374), and Document Date (01/24/2011). The 'Document Number' field is highlighted with a red box.

- Select the **Finish** button.

The Payment header page is displayed.

Note: The Payment will copy most information from the referenced document.

The screenshot shows the 'Header' tab of a payment form. At the top are tabs for 'Header', 'Fixed Assets', 'Header Accounting Lines', 'Itemized Lines', 'Approval Routing', 'Memos', 'Summary', 'Disbursing Information', and 'Correspondence'. Below are buttons for 'Workflow Status' and 'Approval History', and links for 'Expand All' and 'Collapse All'. A 'General' section contains fields for Document Type (IM7, R7 Manual IP IPAC Ref), Status (NEW, highlighted with a red box), Document Number (IM720110227005, highlighted with a red box), Title, Authorized By, Post Code, Automatic Reversal, Reversal Accounting Period, Reverse After Period, Agency DUNS Number, Agency DUNS+4, and other options like Authorization Date, Accounting Period, Reporting Accounting Period, Document Classification, Security Org (GSA), Additional Payee Name, *Accomplished Date, and Suppress Printing. The 'Status' and 'Document Number' fields are highlighted with a red box.

*Steps to Create an Accounts Payable Form-**Notes***Payment Authorization(IP) IPAC:**

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.

1. General.
2. Vendor Information.
3. 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](#)

External System Information

System ID:	<input type="text"/>
External System Document Number:	<input type="text"/>

[Return to Top](#)

User Defined Fields

Assignment Code:	<input type="text"/> R7GRP1
------------------	-----------------------------

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.

Steps to Create an Accounts Payable Form-

Notes

Payment Authorization(IP) IPAC:

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** (The 'Default' button is highlighted with a red box.)

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: GSA 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: IM7 R7 Manual IP IPAC Ref Authorization Date:

Steps to Create an Accounts Payable Form-**Notes****Payment Authorization(IP) IPAC:**

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.

The screenshot shows the 'Header Accounting Lines' tab selected in the top navigation bar. A single row of data is selected, indicated by a red box around the 'Line Number' column. The data in the selected row is as follows:

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 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.

The screenshot shows the 'Line Amounts' section. The 'Payment' amount is highlighted with a red box and contains '\$5,000.00'. Other fields shown include Applied Credit (\$0.00), Withholding Tax (\$0.00), Line Amount After Withholding (\$5,000.00), Withholding Tax Allowance (\$0.00), and Net Total (\$5,000.00). Buttons for 'Return to Top' and a cursor icon are also visible.

13. Add any additional information to the Payment.

The screenshot shows the 'Document Reference' section. It includes fields for Type (RMI), Number (RMIAA000057-374), Item (0), Accounting (1), Final (unchecked), Misc (unchecked), View, and Default buttons. Below these are fields for Liquidate Items (unchecked) and Referenced Statement Number (AA000057). A 'Return to Top' link and a cursor icon are also present.

Note: The reference document information is populated.

Steps to Create an Accounts Payable Form-

Notes

Payment Authorization(IP) IPAC:

14. **REQUIRED for Refunds**—Review the YBA to match that of the Credit.

- Accounting Dimensions

Template: 11RNT-02-192X-P0225200-PG00-PGA35 Default

* <u>BBFY:</u> 2011	<u>EBFY:</u> <input type="text"/>	* <u>Fund:</u> 192X <input type="button" value="View"/>	* <u>Region:</u> 02 <input type="button" value="View"/>	* <u>Org Code:</u> P0225200 <input type="button" value="View"/>
* <u>Program:</u> PG00 <input type="button" value="View"/>	<u>Project Code:</u> <input type="text"/> <input type="button" value="View"/>	* <u>Activity:</u> PGA35 <input type="button" value="View"/>	<u>Sub-Object Class:</u> <input type="text"/> <input type="button" value="View"/>	* <u>Revenue Source:</u> 4305 <input type="button" value="View"/>
* <u>Building #:</u> RI0024ZZ <input type="button" value="View"/>	<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"/>	<u>Reimbursable Sub-Object Class:</u> <input type="text"/> YBA; <input type="button" value="View"/> 2011 <input type="button" value="View"/>	BETC: DISB <input type="button" value="View"/>		
<u>Cost Organization:</u> <input type="text"/> <input type="button" value="View"/>	<u>Cohort Year:</u> <input type="text"/> <input type="button" value="View"/>	<u>PRC:</u> <input type="text"/> <input type="button" value="View"/>		

[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 <input type="button" value="View"/>	Number: RMIAA000057-374 <input type="button" value="View"/>	Item: 0 <input type="button" value="View"/>	Accounting: 1 <input type="button" value="View"/>	Final: <input type="checkbox"/> Misc: <input type="checkbox"/> <input type="button" value="View"/> Default
Liquidate Items: <input type="checkbox"/> 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: <input type="text"/> <input type="button" value="View"/>
--

[Return to Top](#)

Steps to Create an Accounts Payable Form-**Notes****Payment Authorization(IP) IPAC:**

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 navigation links: Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, Disbursing Information, and Corres. A sub-menu bar below 'Header Accounting Lines' includes Header Accounting Line, Contracts Pay, Payment Article (which is highlighted with a red box), and Tax Lines. Under 'Payment Article', there are fields for Line Number (1), Source Number (OA12345), Line Type (Normal), Related Statement Number (123456), Transaction Type, and Prompt Pay Type. There is also a 'General' section with a checkbox.

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: Header Accounting Line, Contracts Pay, Payment Articles (which is highlighted with a red box), and Tax Lines. Below the tabs are buttons for Add, Copy, Remove, Display (set to 10 items), View as CSV, and Sort... A table follows, with columns: Article Number, Article Amount, and IPAC Reference Number. One row is shown, with Article Number 1 and Article Amount \$5,000.00. At the bottom left is a link 'Go to top of page'.

Article Number	Article Amount	IPAC Reference Number
1	\$5,000.00	

Steps to Create an Accounts Payable Form-

Notes

Payment Authorization(IP) IPAC:

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:	1
Date Of Delivery:	
Quantity:	1.000000
Unit Price Amount:	\$5,000.0000
Unit:	EA
Article Amount:	\$5,000.00

IPAC Status

IPAC Status:	
IPAC Submission Date:	
IPAC Confirmation Date:	
IPAC Confirmed Amount:	\$0.00
IPAC Reference Number:	
IPAC Reference Line Number:	
Detail Line Number:	
IPAC Document Identifier:	
Zero Dollar Reference Number:	
Reference Document IPAC Document Identifier:	2KY001ZQ5UV

19. **REQUIRED**—Select the Disbursing Information tab.

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

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

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

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:	
* Inter-Agency Symbol:		Partition:	
Customer BETC:		Disbursement Number:	
		IPAC Schedule Date:	

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Note: If copying from an IPAC BD, the Disbursing Information tab will be pre-populated for Inter-Agency Transfer/Type of IPAC.

Steps to Create an Accounts Payable Form-**Notes****Payment Authorization(IP) 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.

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.

<input type="checkbox"/> General	
Disbursing Method:	Inter-Agency Transfer
* Disbursing Office:	GS193
Return to Top	
<input type="checkbox"/> Inter-Agency Transfer Information	
Type:	IPAC
Inter-Agency Sub-level Prefix:	
* Inter-Agency Symbol:	95X0650
Customer BETC:	
Payee's ALC:	95670000
* Payee's Disbursing Office:	99999
Disbursement Number:	
IPAC Schedule Date:	
Return to Top	

Steps to Create an Accounts Payable Form-

Notes

Payment Authorization(IP) IPAC:

25. Select the **Save** button.

Form IM7201102270005 was saved successfully.
Itemized Payment\IP Accounting Line 1

AD0006I The entered schedule payment date, 02/27/2011, is either a warning or an error.

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:	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:			

Return to Top

26. Select the **Verify** button.

Form IM7201102270005 was saved successfully.
Itemized Payment\IP Accounting Line 1

AD0006I The entered schedule payment date, 02/27/2011, is either a warning or an error.

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

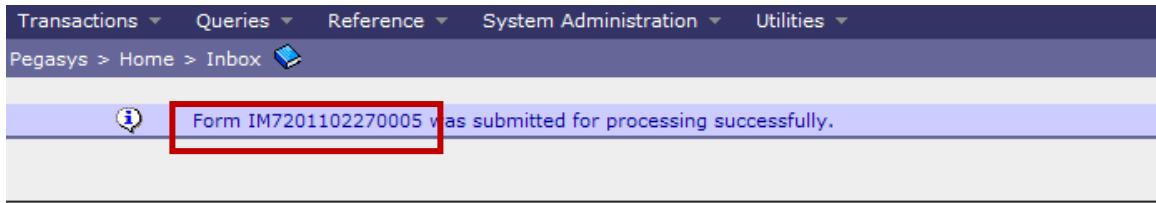
Document Type:	IM7 R7 Manual IP IPAC Ref	Authorization Date:	02/27/2011
Status:	HELD	Accounting Period:	05/2011
Document Number:	IM7201102270005	Reporting Accounting Period:	05/2011
Title:	IPAC Payment	Document Classification:	
Authorized By:		Security Org:	GSA
Post Code:		Additional Payee Name:	
Automatic 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:			

Return to Top

Steps to Create an Accounts Payable Form-**Notes****Payment Authorization(IP) IPAC:**

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.



Note: Manual IPAC payment documents are not submitted to workflow for approval while non-IPAC payments must be approved.

4.13.4.10 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.

The screenshot shows the 'Outstanding Bills' search interface. At the top left, the breadcrumb navigation is 'Pegasys > Queries > Accounts Receivable > Outstanding Bills'. The main title 'Outstanding Bills' is centered above a grid of search fields. The fields are organized into several sections: '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), 'Vendor' (Address Code, Billed Amount, From Amount, To Amount), 'Outstanding Amount' (From Amount, To Amount), 'Outstanding Credit Amount' (From Amount, To Amount), and 'Total Credit Amount' (From Amount, To Amount). There is also a 'Business Line' field with a dropdown arrow. At the bottom left are 'Search' and 'Clear' buttons.

Steps to Generate IPAC Refund Payment
from Outstanding Bills Query:

Notes

- 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**.

The screenshot shows the 'Outstanding Bills' search interface. The 'Search Criteria' section is highlighted with a red box. Inside, the 'Statement Number' field contains the value 'G0028717', which is also highlighted with a yellow box. Other fields in this section include 'Doc Type: FMI', 'Vendor Address Code', 'Billed Amount', 'Outstanding Amount', 'Outstanding Credit Amount', 'Total Credit Amount', and 'Business Line'. Below this section are fields for 'Document Date', 'Bill Generated Date', and 'Collection Due Date', each with 'From Date:' and 'To Date:' input fields. At the bottom of the search criteria section are 'Search' and 'Clear' buttons. Below the search criteria section is an 'Additional Criteria' section with dropdown menus for 'Billing Status' and 'Bill Type', both currently set to 'IPAC'.

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.

- 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

- Select a detail record.

**Steps to Generate IPAC Refund Payment
from Outstanding Bills Query:**

Notes

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 tabs for 'Outstanding Bills' and 'Outstanding Bill Detail'. Below them are links for 'Expand All' and 'Collapse All'. The main area is divided into several sections:

- General:** Contains fields for Document Type (FMI), Document Number (FMIG0028717-001), Statement Number (G0028717), Title (Fleet Credit IPAC BD), Billing Reference Number (FMIBILFMIG0028717-01), Document Date (02/27/2011), Collection Due Date, Bill Generated Flag, Bill Generated Date, Security Organization (GSA), 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:** Shows Code (361035) and Address Name (VA HOSPITAL). There is also a 'More' button.
- Bill Totals:** Displays various financial 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.

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.

A screenshot of a table titled 'Accounting Lines' showing one row of data. The columns are: Line Number, Line Type, Line Amount, State Of Line, Billing Status, and Type of Transfer. The data in the first row is:

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		1 Credit	(\$777.00)	open	Unbilled	IPAC

*Steps to Generate IPAC Refund Payment
from Outstanding Bills Query:*

Notes

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 a software interface for generating an IPAC Refund Payment. The 'IPAC Criteria' section is expanded, displaying various fields: 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 this is an 'Internal Obligation' section with three empty fields for Type, Number, and Accounting. The 'IPAC Refund' section is highlighted with a red box. It contains a 'Document Type' field with the value 'IM6' (which is also highlighted with a yellow box) and a 'Generate IPAC Refund Payment' button.

*Steps to Generate IPAC Refund Payment
from Outstanding Bills Query:*

Notes

10. Select the **Generate IPAC Refund Payment** button to create the IPAC IP.

The screenshot shows a software interface for generating an IPAC Refund Payment. At the top left, there is a tree view labeled "IPAC Criteria". Below it, several input fields are displayed: "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 fields is a section titled "Internal Obligation" containing "Type", "Number", and "Accounting" fields, all of which are empty. At the bottom of the screen, there is a section titled "IPAC Refund" with a dropdown menu set to "Document Type: IM6". To the right of this dropdown is a button labeled "Generate IPAC Refund Payment". This "Generate IPAC Refund Payment" button is highlighted with a thick red rectangular border, and a mouse cursor is shown pointing directly at it.

**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	Authorization Date:	[]
Status:	NEW	Accounting Period:	[]
Document Number:	IM6201102270006	Reporting Accounting Period:	[]
Title:	Fleet Credit IPAC BD	Document Classification:	[]
Authorized By:	[]	Security Org:	GSA
Post Code:	[]	Additional Payee Name:	[]
Automatic Reversal:	<input type="checkbox"/>	* Accomplished Date:	[]
Reversal Accounting Period:	[]	Suppress Printing:	<input type="checkbox"/>
Reverse After Period:	[]		
Agency DUNS Number:	[]		
Agency DUNS+4:	[]		

[Return to Top](#)

11. **OPTIONAL**— Enter the person authorizing the payment in the **Authorized By** field.

12. **REQUIRED** — Enter the **Accomplished Date**.

IPAC Payment Document Classification: []

Authorized By: [] Security Org: GSA

Post Code: [] Additional Payee Name: []

Automatic Reversal:

* Accomplished Date: 02/25/2011

Reversal Accounting Period: []

Reverse After Period: []

Agency DUNS Number: []

Suppress Printing:

Steps to Generate IPAC Refund Payment **Notes**
from Outstanding Bills Query:

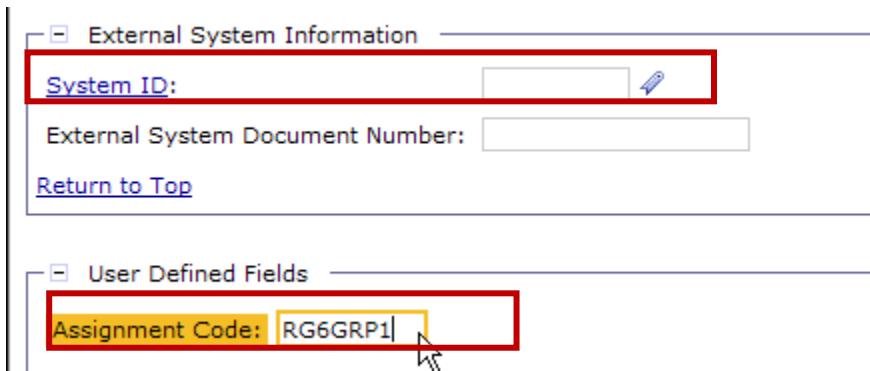
Note: The Accomplished Date will be updated with the Treasury accomplished date when Treasury confirms the IPAC Payment.

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.

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.



The screenshot shows a web-based application interface. At the top, there's a header bar with a blue background and white text. Below the header, there are two main sections: 'External System Information' and 'User Defined Fields'. In the 'External System Information' section, there is a 'System ID' input field which is highlighted with a red border. In the 'User Defined Fields' section, there is an 'Assignment Code' input field containing the value 'RG6GRP1', which is also highlighted with a red border. A cursor arrow is pointing towards the 'Assignment Code' field. There are also other fields like 'External System Document Number' and a 'Return to Top' link.

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.

**Steps to Generate IPAC Refund Payment
from Outstanding Bills Query:**

Notes

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:	Number:	Item:	Accounting:	<input type="button" value="View"/>	<input type="button" value="Default"/>
FMI	<input type="text" value="FMIG0028717-001"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="Final"/>	<input type="text" value="Misc"/>

Liquidate Items: Referenced Statement Number: G0028717

[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

Template: Default

* BBFY: 2011 EBFY:
Program: FE32 Project Code:
Building #: System: A12
ABC Activity: Reimbursable Sub-Object Class: YBA: 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: FMI Number: FMIG0028717-001 Item: 0 Accounting: 1 Final: Misc: [View](#) Default

Liquidate Items: Referenced Statement Number: G0028717

[Return to Top](#)

**Steps to Generate IPAC Refund Payment
from Outstanding Bills Query:**

Notes

17. Select the **Payment Article** tab.

Note: For Fleet Credit Bills, multiple articles will be created.



The screenshot shows the 'Header Accounting Lines' tab selected in the top navigation bar. Below it, the 'Payment Articles' tab is highlighted with a red box and a cursor is hovering over it. The table below displays two payment articles with the following data:

	Article Number	Article Amount	IPAC Reference Number	IPAC Refe
	1	\$444.00		
	2	\$333.00		

Below the table are standard grid controls: Add, Copy, Remove, Display (set to 10 items), View as CSV, and Sort... .

Note the Article information is copied from the Detail Billing Record on the BD Credit.



The screenshot shows the 'Payment Article' detail view. On the left, there's a sidebar with 'Expand All' and 'Collapse All' buttons. The main area has a section titled 'Articles' with fields for Article Number (1), Date Of Delivery, Quantity (1.00000), Unit Price Amount (\$444.0000), Unit, and Article Amount (\$444.00). To the right, a summary box contains the text 'Fleet Credit (\$444.00)' under 'Articles Or Services:'.

**Steps to Generate IPAC Refund Payment
from Outstanding Bills Query:**

Notes

18. Select the **Disbursing Information** tab.

The screenshot shows a software application window with a navigation bar at the top containing links: Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, and **Disbursing Information**. Below the navigation bar are two buttons: Workflow Status and Approval History. Underneath these are links for Expand All and Collapse All. The main content area is divided into two sections: General and Inter-Agency Transfer Information. The General section contains fields for Disbursing Method (set to Inter-Agency Transfer), Disbursing Office (GS127), and a link to Return to Top. The Inter-Agency Transfer Information section contains fields for Type (IPAC), Payee's ALC (36000103), Inter-Agency Sub-level Prefix, Payee's Disbursing Office (highlighted with a red box), Inter-Agency Symbol (36X0151), Partition, Customer BETC, Disbursement Number, IPAC Schedule Date, and a link to Return to Top.

Note: The Disbursing Information will be populated.

19. **Optional — Enter the Payee’s Disbursing Office.**

Note: While this field is starred, it is not required nor is it validated.

This screenshot shows the same software interface as above, but with a yellow box highlighting the "Payee's Disbursing Office" field in the Inter-Agency Transfer Information section. The field contains the value "12345". Other fields in the section include Type (IPAC), Payee's ALC (36000103), Inter-Agency Sub-level Prefix, Inter-Agency Symbol (36X0151), Partition, Customer BETC, Disbursement Number, and IPAC Schedule Date. A link to Return to Top is also present.

**Steps to Generate IPAC Refund Payment
from Outstanding Bills Query:**

Notes

20. Select the **Save** button.

Form IM6201102270006 was saved successfully.

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:	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		
Authorized By:	<input type="text"/>		
Post Code:	<input type="text"/>	Additional Payee Name: <input type="text"/>	

21. Select the **Verify** button.

4 warning(s) have been overridden.
Itemized Payment/IP Accounting Line 1 AD0006I The entered schedule payment date,

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:	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		
Authorized By:	<input type="text"/>		
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](#)

<i>Steps to Generate IPAC Refund Payment from Outstanding Bills Query:</i>	<i>Notes</i>
--	--------------

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.



4.13.5 Cancel Refund Check (Non IPAC) -Disbursement Cancellation (CX)

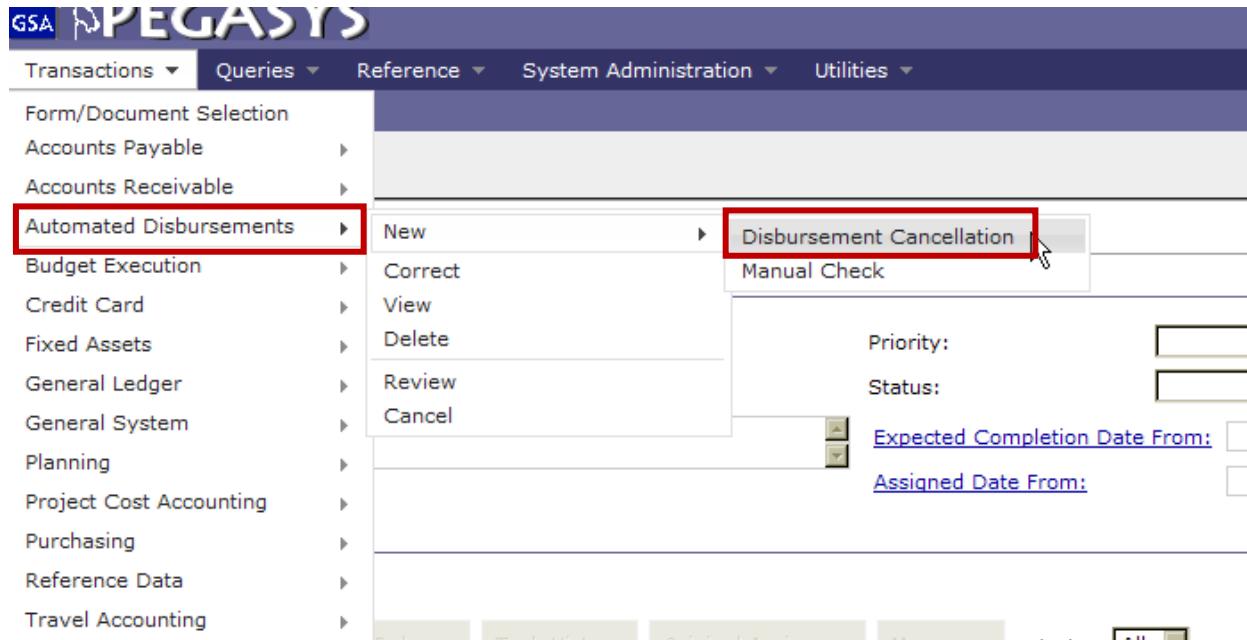
Disbursement Cancellation transactions are used to record the cancellation of previously disbursed checks or EFT payments. The Disbursement Cancellation (CX) is used in both Accounts Receivables, to cancel refunds, as well as in Accounts Payable for cancelling payments.

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



4.13.5.1 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: Available Disbursement Cancellation \(CX\) Document Types](#)

4.13.5.2 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-**Notes**Disbursement Cancellation (CX):*

1. Navigate to Transactions=>Automated Disbursements=> New=>Disbursement Cancellation.

The New Disbursement Cancellation page is displayed.

Pegasys > Transactions > Automated Disbursements > New > New Disbursement Cancellation

Back Finish Cancel

New Disbursement Cancellation

* 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 Disbursement Cancellation

* Document Type: []

Steps to Create an Automated Disbursements Form-

Notes

Disbursement Cancellation (CX):

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: 

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.

Steps to Create an Automated Disbursements Form-**Notes****Disbursement Cancellation (CX):**

4. Select the **Finish** button.



Pegasys > Transactions > Automated Disbursements > New > Disbursement Cancellation > Header

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	Cancel Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	201102280001	Reporting Accounting Period:	<input type="text"/>
Title:	Rent Cancellation	Batch Number:	<input type="text"/>
Cancelled By:	<input type="text"/>	Document Classification:	<input type="text"/>
		Security Org:	GSA
		Suppress Printing:	<input type="checkbox"/>

[Return to Top](#)

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

System ID:

External System Document Number:

[Return to Top](#)

Steps to Create an Automated Disbursements Form-

Notes

Disbursement Cancellation (CX):

Note: The Cancel Date, Accounting Period, Reporting Accounting Period and Security org will be defaulted.

7. **Optional**—Enter a Description.

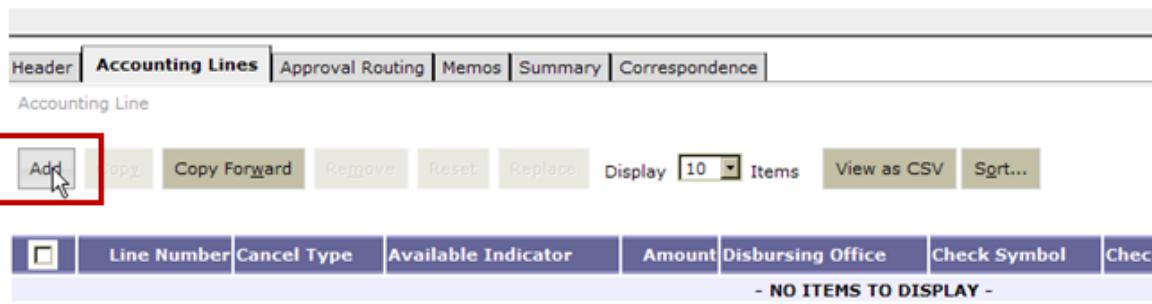
Description _____

Description:



8. Select the Accounting Line tab.

9. Add an accounting line.



*Steps to Create an Automated Disbursements Form-**Notes**Disbursement Cancellation (CX):*

10. REQUIRED—Enter the Disbursing Model, Disbursing Office, Check/Trace Number, Check/Payment Date, and Cancel Type.

[Header](#) | **Accounting Lines** | [Approval Routing](#) | [Memos](#) | [Summary](#) | [Correspondence](#)**Accounting Line**[Expand All](#) | [Collapse All](#) General

Line Number:	1	* Available Indicator:	Available
Fiscal Year:		Re-Open:	<input checked="" type="checkbox"/>
Disbursing Office:		Bank Account Fault:	<input type="checkbox"/>
Disbursing Model:		Source Number:	
Check Symbol:		<i>Schedule Information</i>	
* Check/Trace Number:		Category:	
* Check/Payment Date:		Type:	
* Cancel Type:	Deletion	Number:	
Bank ABA/BIC:			
Prior Year Adjustment: Not a Prior Year Adjustment			
Transfer Agency			
Treasury Symbol:			
To/From:			
Partition:			

[Return to Top](#)

Steps to Create an Automated Disbursements Form-

Notes

Disbursement Cancellation (CX):

Note: the vendor payment(s) related to the disbursed check will be cancelled.

- Vendor Information

Code:

Address Name:

[Return to Top](#)

- Line Amounts

Amount:

[Return to Top](#)

11. Select the **Save** button.

Form 201102280002 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:	<input type="text" value="DC7"/> <input type="text" value="R7 Disbursement Canc"/>	Cancel Date:	<input type="text" value="02/28/2011"/>
Status:	<input type="text" value="HELD"/>	Accounting Period:	<input type="text" value="05/2011"/> <input type="checkbox"/>
Document Number:	<input type="text" value="201102280002"/>	Reporting Accounting Period:	<input type="text" value="05/2011"/> <input type="checkbox"/>
Title:	<input type="text"/>	Batch Number:	<input type="text"/>
Cancelled By:	<input type="text"/>	Document Classification:	<input type="text"/> <input type="checkbox"/>
		Security Org:	<input type="text" value="GSA"/>
		Suppress Printing:	<input type="checkbox"/>

Steps to Create an Automated Disbursements Form-**Notes****Disbursement Cancellation (CX):**

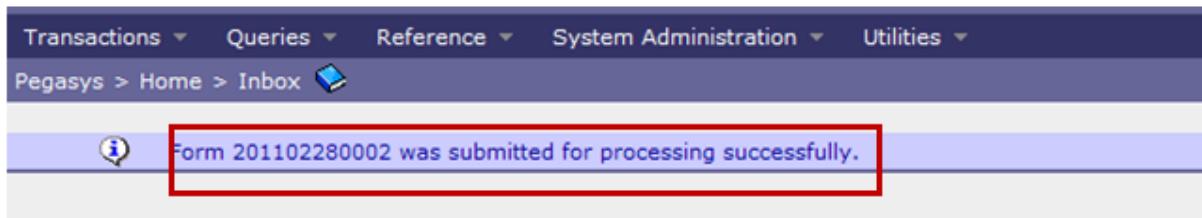
12. Select the **Verify** button.

The screenshot shows the Pegasys CX screen. At the top, there is a toolbar with buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. A red box highlights the "Action was successful." message in the top center. Below the toolbar is a navigation bar with tabs: Header, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The "Header" tab is selected. Underneath the navigation bar are two sub-tabs: Workflow Status and Approval History, with "Workflow Status" being the active one. Below these are links for "Expand All" and "Collapse All". The main content area is titled "General" and contains various input fields. Some fields have yellow borders around them, indicating they are required or have been modified. The fields include:

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:	<input type="text"/>	Document Classification:	<input type="text"/>
		Security Org:	GSA
		Suppress Printing:	<input type="checkbox"/>

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.

4.13.5.3 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.

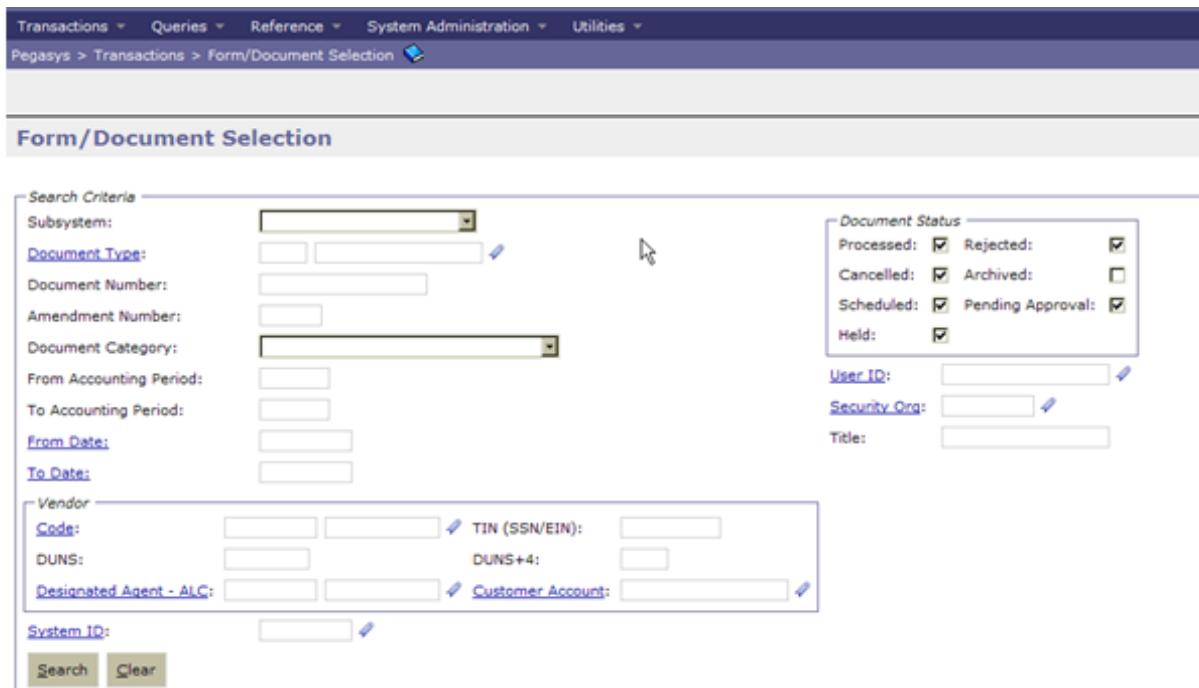
The following steps describe how to cancel a CX document.

**Steps to Cancel an Automated Disbursements Form-
Disbursement Cancellation (CX):**

1. Navigate to Form/Document Selection.

Payments can also be cancelled via Transactions => Automated Disbursements=> 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 has a title 'Form/Document Selection'. It contains several search criteria fields grouped under 'Search Criteria': 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). To the right of these are 'Document Status' checkboxes: Processed (checked), Rejected (checked), Cancelled (checked), Archived (unchecked), Scheduled (checked), Pending Approval (checked), and Held (checked). Further down are fields for User ID (text box), Security Org (dropdown), and Title (text box). A 'Vendor' section contains fields for Code (text box), TIN (SSN/EIN) (text box), DUNS (text box), DUNS+4 (text box), Designated Agent - ALC (text box), Customer Account (text box), and System ID (text box). At the bottom left are 'Search' and 'Clear' buttons.

Steps to Cancel an Automated Disbursements Form-**Notes*****Disbursement Cancellation (CX):***

2. Enter the appropriate search criteria to retrieve the CX such as **Document Number**, **Document Type**, and Date range.

Form / Document Selection

Search Criteria			
Subsystem:	Automated Disbursements		
Document Type:	DC7 R7 Disbursement Canc		
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:	02/25/2011		
To Date:	<input type="text"/>		
Vendor			
Code:	<input type="text"/> <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"/>		
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"/>		
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 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-

Notes

Disbursement Cancellation (CX):

The CX will be opened in a new window in Pending Cancellation mode.

The screenshot shows the CX interface with the 'General' tab selected. A red box highlights the 'Document Type' field (DC7), 'Status' field (PENDINGCANCELLATION), and 'Document Number' field (201102270001). To the right, other fields include 'Orig Cancel Date' (02/27/2011), 'Cancel Date' (highlighted with a yellow border), 'Accounting Period', 'Reporting Accounting Period', 'Batch Number', 'Document Classification', 'Security Org' (GSA), and 'Suppress Printing'. Navigation buttons at the top include Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route.

5. REQUIRED—Enter the **Cancel Reason** on the CX header.

The screenshot shows the CX interface with the 'Cancel Reason' section selected. A red box highlights the 'Cancel Reason' input field, which contains the text 'Customer received check'. Below the input field is a 'Return to Top' link. A cursor arrow points towards the bottom right corner of the input field.

The Payment amount will be reduced to \$0 automatically. No other updates should be needed.

*Steps to Cancel an Automated Disbursements Form-**Notes**Disbursement Cancellation (CX):*

6. Select the **Save** button.

Form 201102270001 was saved successfully.

Save

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

Document Number: 201102270001

Title:

Cancelled By:

Orig Cancel Date: 02/27/2011

Cancel Date: 02/28/2011

Accounting Period: 05/2011

Reporting Accounting Period:

Batch Number:

Document Classification:

Security Org: GSA

Suppress Printing:

[Return to Top](#)

Steps to Cancel an Automated Disbursements Form-

Notes

Disbursement Cancellation (CX):

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:	HELDCANCEL	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-**Notes**Disbursement Cancellation (CX):*

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

4.14 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 not collectible. 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. 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.

4.14.1 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.

GSA manually write-offs 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*).
- Verify the statement amounts identified to be written off via the Outstanding Bills Query (*section 4.14.1.2*).
- Manually generate Non-IPAC Cash Receipt (CR) documents with a Line Type of Write-Off (*section 4.14.1.3*).

Note: All Non-IPAC Write-Off CRs require workflow approvals prior to processing.

4.14.1.1 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.

4.14.1.2 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.

Note: The Additional Criteria section needs to be expanded to see all search criteria.

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: To Date:
- Bill Generated Date: To Date:
- Collection Due Date: To Date:

Business Line:

Search **Clear**

- Additional Criteria

- Billing Status:
- Bill Type:
- Source Number:
- Receivable Type:
- Contracts Number:
- Agreement
- Agreement Number: Agreement Line Number:

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.

Steps to Search & Verify Amounts for

Notes

Write-Off via Outstanding Bills Query:

3. Enter the additional criteria to search for BDs related to statement amounts that need to be verified for Write-Off.
4. Select the **Search** button.

Collection Due Date

From Date: _____ To Date: _____

Search **Clear**

[- Additional Criteria]

Billing Status: _____

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:	<input type="text" value="ADN"/>	External System Document Number:	<input type="text"/>
Document Type:	ADN	Business Line:	RWAHOTD
Document Number:	<input type="text" value="ADN-090"/>	Waiver Flags	
Statement Number:	<input type="text" value="X0000027"/>	Waive Admin Charges:	<input type="checkbox"/>
Title:	<input type="text"/>	Waive Penalty:	<input type="checkbox"/>
Billing Reference Number:	<input type="text" value="ADNBILADN-090"/>	Waive Interest on Principal:	<input type="checkbox"/>
Document Date:	<input type="text" value="01/23/2013"/>	Waive Interest on Interest:	<input type="checkbox"/>
Collection Due Date:	<input type="text" value="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:	<input type="text" value="01/23/2013"/>		
Security Organization:	<input type="text" value="GSA"/>		

Vendor

Code:	<input type="text" value="280000000"/>	00001	More
Address Name: Social Security Administ			

Bill Totals

Initial Amount:	<input type="text" value="\$1,200.00"/>
Discount Amount:	<input type="text" value="\$0.00"/>
Surcharge Amount:	<input type="text" value="\$0.00"/>
Principal Amount:	<input type="text" value="\$1,200.00"/>
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"/>
Bill Total Amount:	<input type="text" value="\$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

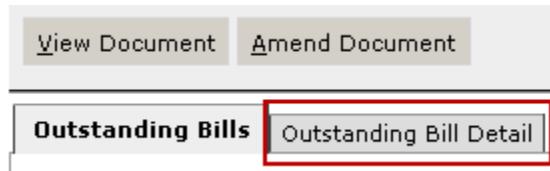
Assignment Code: AC0092

Header Field 2:

Header Field 3:

[Return to Top](#)

7. Select the **Outstanding Bill Detail** tab.



*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	
<i>Search Criteria</i>	
Billing Status:	<input type="button" value="▼"/>
Line Type:	<input type="button" value="▼"/>
Source Number:	<input type="text"/>
<u>Receivable Type:</u>	<input type="text"/> 
<i>Period of Performance</i>	
<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"/>
<i>Contract Information</i>	
<u>Contracts Number:</u>	<input type="text"/> 
<u>Blanket Agreement Number:</u>	<input type="text"/> 
<u>Delivery Order Number:</u>	<input type="text"/> 
<u>Contracts Line Item Number:</u>	<input type="text"/> 
<u>Sub Contracts Line Item Number:</u>	<input type="text"/> 
<u>Blanket Agreement Line Item Number:</u>	<input type="text"/> 
<u>Sub Blanket Agreement Line Item Number:</u>	<input type="text"/> 

Steps to Search & Verify Amounts for

Notes

Write-Off via Outstanding Bills Query:

- 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

Search Criteria

- Billing Status:
- Line Type:
- Source Number:
- Receivable Type:

Period of Performance

<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"/>

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

<u>Debt Account Number:</u> <input type="text"/> <input type="button"/>	<u>Depository Line Number:</u> <input type="text"/> <input type="button"/>
<u>Debt Account Line Number:</u> <input type="text"/> <input type="button"/>	<u>Payee Line Number:</u> <input type="text"/> <input type="button"/>

Agreement

<u>Agreement Number:</u> <input type="text"/> <input type="button"/>	<u>Agreement Line Number:</u> <input type="text"/> <input type="button"/>
--	---

Last Refunded

<u>From Date:</u> <input type="text"/>	<u>To Date:</u> <input type="text"/>	Refunded: <input type="checkbox"/> No <input type="button"/>
--	--------------------------------------	--

Search

+ Accounting Elements

+ IPAC Criteria

Credit Application Display 10 Items View as CSV Sort...

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:

Line Type:

Receivable Type:

Source Number:

Related Statement Number:

Totals

Initial Amount:	<input type="text" value="\$1,200.00"/>
Discount Amount:	<input type="text" value="\$0.00"/>
Surcharge Amount:	<input type="text" value="\$0.00"/>
Principal Amount:	<input type="text" value="\$1,200.00"/>
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"/>

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Additional Information

Period of Performance

Start Date: End Date:

Steps to Search & Verify Amounts for
Write-Off via Outstanding Bills Query:

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

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4.14.1.3 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. These appendices listing these fields for every business line can be found in the table below:

Steps to Create an Accounts Receivable**Notes****Cash Receipt (CR) Form (Non-IPAC)****Write-Off Line 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.

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC)

Write-Off Line Type:

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

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

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

Pegasys > Transactions > Accounts Receivable > New > New Cash Receipt 

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

*Steps to Create an Accounts Receivable**Notes***Cash Receipt (CR) Form (Non-IPAC)****Write-Off Line Type:**

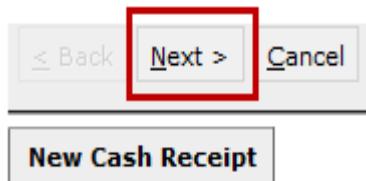
Cash Receipt (CR) form followed by the date and a sequential number, e.g., WO7YYYYMMDD####. The Document Number format for 'WO6' is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., WO6YYYYMMDD####.

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

4. Select **Copy Forward** to copy forward the referenced BD.



5. Select the **Next** button.



Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC)

Write-Off Line Type:

The **Copy Forward** page is displayed.

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: 250px; height: 25px;" type="text"/>		To Accounting Period:	<input style="width: 100px; height: 25px;" type="text"/>
Document Status:	<input style="width: 250px; height: 25px;" type="text"/>		From Date:	<input style="width: 100px; height: 25px;" type="text"/>
User ID:	<input style="width: 250px; height: 25px;" type="text"/>		To Date:	<input style="width: 100px; height: 25px;" type="text"/>
Title:	<input style="width: 250px; 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 **10** 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:

Search

Copy Lines

Copy all lines Choose which lines to copy

*Steps to Create an Accounts Receivable**Notes***Cash Receipt (CR) Form (Non-IPAC)****Write-Off Line Type:**

The results are returned in the item collection.

[≤ Back](#) [Finish](#) [Cancel](#)

Copy Forward

Search Criteria

<u>Document Type:</u>	<input type="text"/>	<input type="text"/>	<input type="text"/> From Accounting Period:	<input type="text"/>
Document Number:	PMN-237		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"/>

Copy Lines

Copy all lines Choose which lines to copy

[+ Additional Criteria](#)

[+ Accounting](#)

Display Items

	Document Category	Document Type	Document Number
BD	PMN	PMN-237	

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC)

Write-Off Line Type:

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.

The screenshot shows a user interface for 'Copy Forward'. At the top, there are three buttons: '< Back', 'Finish', and 'Cancel'. Below this is a section titled 'Copy Forward' with a 'Search Criteria' label. Under 'Search Criteria', there are several input fields:

- Document Type:** A dropdown menu with a pencil icon.
- Document Number:** An input field containing 'PMN-237'.
- Document Status:** A dropdown menu with a downward arrow icon.
- User ID:** An input field.
- Title:** An input field.

Below these fields is a 'Search' button. Further down, under the 'Copy Lines' label, there are two radio buttons:

- Copy all lines
- Choose which lines to copy

*Steps to Create an Accounts Receivable**Notes***Cash Receipt (CR) Form (Non-IPAC)****Write-Off Line 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' screen of the Pegasys 6.5 software. At the top, there are buttons for 'Back', 'Finish' (which is highlighted with a red box), and 'Cancel'. Below this, a 'Copy Forward' button is visible. The main area contains a 'Search Criteria' section with fields for Document Type, Document Number (PMN-237), Document Status, User ID, Title, and accounting periods. There are also fields for From Date, To Date, and Vendor. A 'Search' button is located below the search criteria. Under the 'Copy Lines' heading, there are two radio buttons: 'Copy all lines' (selected) and 'Choose which lines to copy'. Below these are sections for 'Additional Criteria' and 'Accounting'. At the bottom, there is a 'Display' dropdown set to 10 items and a 'Sort...' button. A table at the bottom lists document details: Document Category (BD), Document Type (PMN), and Document Number (PMN-237). The 'BD' entry in the Document Category column has a small icon with a red border around it.

Document Category	Document Type	Document Number
BD	PMN	PMN-237

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC)

Write-Off Line Type:

10. The Choose Accounting Lines page is displayed.

<input type="checkbox"/>	Accounting Line Number	Original Amount	Closed Amount	Outstanding Amount	Part	BBFY	EBFY	Fund
<input checked="" 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.

<input type="checkbox"/>	Accounting Line Number	Original Amount	Closed Amount	Outstanding Amount	Part	BBFY	EBFY	Fund
<input checked="" type="checkbox"/>	1	\$1,300.00	\$0.00	\$1,300.00	2013			262X
<input checked="" type="checkbox"/>	2	\$1,300.00	\$0.00	\$1,300.00	2013			262X

12. The Choose Itemized Lines page is displayed.

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

*Steps to Create an Accounts Receivable**Notes***Cash Receipt (CR) Form (Non-IPAC)*****Write-Off Line Type:***

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 10 Items' and 'Sort...'. A table header row is shown below, with columns for 'Item Line Number', 'Commodity Code', and 'Commodity Name'. The message '- NO ITEMS TO DISPLAY -' is displayed at the bottom of the list area.

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

The CR Header page is displayed.

The screenshot displays the 'CR Header' page with several tabs at the top: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route. The 'Header' tab is active. Below the tabs, there are links for Amendment History, Workflow Status, and Approval History, along with 'Expand All' and 'Collapse All' buttons.

General tab content:

- Document Type: NW6 R6 Non-Federal Write Off
- Deposit Number:
- Status: NEW
- Document Number: NW6201304110003
- Debit Voucher #:
- Title: TS16.12
- Received By:
- Post Code:
- Overseas Cashier Code:
- Disbursing Office: X0109
- Sender's Disbursing Office:
- Agency DUNS Number:
- Agency DUNS+4:
- Receipt Date:
- Accounting Period:
- Reporting Accounting Period:
- Batch Number:
- Document Classification:
- Security Org: GSA
- Accomplished Date:
- Suppress Printing:

Amounts tab content:

- Principal Amount: \$1,300.00
- Interest Amount: \$0.00
- Admin Charges Amount: \$0.00
- Penalty Amount: \$0.00
- Receipt Total: \$1,300.00

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC)

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, and Correspondence. The Accounting Lines tab is highlighted with a red box and has a cursor pointing at it. Below the navigation bar are three buttons: Amendment History, Workflow Status, and Approval History. At the bottom of the interface are links for Expand All and Collapse All.

The Accounting Lines tab is displayed.

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity
1	Normal	\$1,300.00	2013-G-00 -262X- CCC1- S00H0261 2013 -CCOLK- PBS Child Care	262X 00	S00H0261	CCC1								CCCOLK

*Steps to Create an Accounts Receivable**Notes***Cash Receipt (CR) Form (Non-IPAC)****Write-Off Line Type:**

15. Select the Accounting Line(s) and select the **Accounting Line** hyperlink located beneath the Accounting Line 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, Print, and Route. Below the toolbar is a navigation bar with tabs: Header, Accounting Lines (which is selected and highlighted in blue), Approval Routing, Memos, Summary, and Correspondence. Underneath the navigation bar is a sub-navigation bar with links: Accounting Line, Charge Lines, Articles, and Associated Spending. The main area is a data grid titled 'Accounting Lines'. The grid has columns: Line Number, Line Type, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, Prgm, Proj Cd, Sub Proj, and Activity. A single row of data is visible: Line Number 1, Line Type Normal, Amount \$1,300.00, Transaction Type 2013-G-00-262X-CCC1-, Template S00H0261, BBFY 2013, EBFY 262X 00, Fund S00H0261, Reg CCC1, Org Cd CCOLK, Sub Org PBS Child Care, Prgm, Proj Cd, Sub Proj, and Activity. The first column contains a checkbox, which is checked in the first row and 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 the Remove button.

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC)

Write-Off Line Type:

The Accounting Line page is displayed.

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

General

Line Number: * Receivable Type: [Default](#)

Line Type: Record Type:

Transaction Type: Offset Type:

Write Off Reason: TROR Classification:

Confirmation Date: TROR Collection Type:

Calculate Charge Amount: SF-224 Reclassification:

Period of Performance

Start Date: End Date: Source Number:

* Business Line: Related Statement Number:

[Return to Top](#)

Vendor Information

Vendor

* Code: [More](#)

Address Name:

Designated Agent

Code: [More](#) [Default](#)

Address Name:

[Return to Top](#)

Steps to Create an Accounts Receivable**Notes****Cash Receipt (CR) Form (Non-IPAC)****Write-Off Line Type:**

16. On the “Accounting Line” tab,

1. Enter field **Line Type = Write Off**.
2. Enter field **Transaction Type = 01**.
3. 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.
4. Accounting Dimensions.
 - a. Verify the referenced BD’s Accounting Dimensions.
5. Description.

Note: the remaining information on the CR has been populated by the referenced document.

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 Pegasys 6.5 software interface for creating a Cash Receipt (CR) form. At the top, there's a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route. Below the toolbar, there are several tabs: Header (which is selected), Accounting Lines, Approval Routing, Memos, Summary, Correspondence, Amendment History, Workflow Status, and Approval History. Under the Header tab, there are links for Expand All and Collapse All. A General section is expanded, showing a Document Type dropdown set to NW6 R6 Non-Federal Write Off and a Receipt Date field which is empty. Other tabs like Fund Currency, Add Shortcut, Attachments, Print, and Route are also visible.

Steps to Create an Accounts Receivable

Notes

Cash Receipt (CR) Form (Non-IPAC)

Write-Off Line Type:

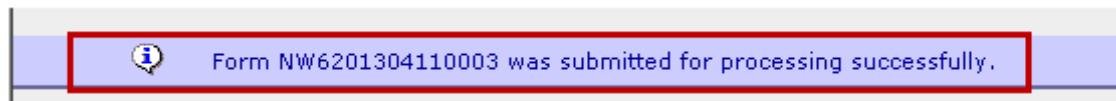
18. Select the **Save** button.

The screenshot shows a software interface for managing forms. At the top, there is a message: "Form NW6201304110003 was saved successfully." Below this is a toolbar with several buttons: Verify, Save (which is highlighted with a red box), Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, and Route. Underneath the toolbar is a "Header" tab and a "General" section. In the General section, there are fields for Document Type (set to NW6 and R6 Non-Federal Write Off), Receipt Date (set to 04/11/2013), and other tabs like Accounting Lines, Approval Routing, Memos, Summary, Correspondence, Amendment History, Workflow Status, and Approval History.

19. Select the **Submit** button to submit the form for processing.

This screenshot is similar to the previous one, showing the same software interface. The "Save" button is now highlighted with a red box. The "Submit" button is also highlighted with a red box. The rest of the interface, including the header, general section, and document type fields, remains the same.

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



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.

4.14.1.4 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 4-107: 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

4.14.2 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. GSA applies a different calculation for allowances 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 4-108: Allowance Age and Percentages

	Frequency	From Age- days	To Age days	%
Region 6	Quarterly	> 365	<730	50
		> 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		>24		100
		12	24	50
		6	12	35

	Frequency	From Age- days	To Age days	%
RWA Non-Disputed		>24		100
		12	24	65
		6	12	20
RWA Chargeback		>24		100
		12	24	25
		6	12	10

4.14.2.1 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](#)

4.14.2.2 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

Notes

Standard Voucher (SV)Form (Allowance for Loss):

1. Navigate to Transactions=>General System=>New=>Standard Voucher.

The New Standard Voucher page is displayed.

The screenshot shows the 'New Standard Voucher' form. At the top, there are navigation buttons: 'Back', 'Finish', and 'Cancel'. Below these are tabs for 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. The main title is 'Pegasys > Transactions > General System > New > New Standard Voucher'. The form itself has a title bar 'New Standard Voucher'. It contains several input fields:

- * Document Type: [Text Box] [Browse... Button] [Edit icon]
- Document Number Format: [Text Box] [Edit icon]
Document Number Prefix: [Text Box]
- * Document Number: [Text Box] [Generate Button]
- Security Org: [Text Box] [Edit icon]
- Title: [Text Box]
- Copy Document
[Radio Buttons]:
 - None (selected)
 - Copy From
 - Copy Forward
- File: [Text Box] [Browse... Button]

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

Note: Only manual document types are used for online creation.

Steps to Create a General System**Notes****Standard Voucher (SV)Form (Allowance for Loss):**

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

The screenshot shows the 'Document Number Format' configuration section. It includes fields for 'Document Type' (with a red asterisk), 'Document Number Format' (with a red asterisk), 'Document Number Prefix', 'Document Number' (with a red asterisk), and a 'Generate' button. A 'Security Org' field is also present. The 'Generate' button is highlighted with a red box.

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.

Steps to Create a General System

Notes

Standard Voucher (SV)Form (Allowance for Loss):

4. Select the **Finish** button.

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:

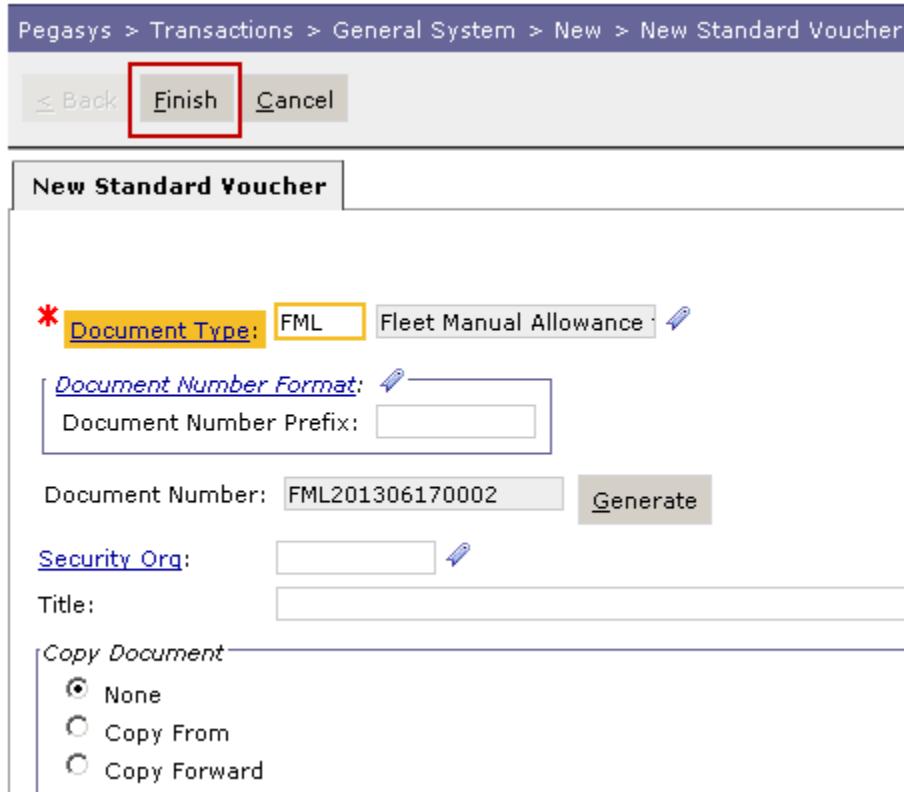
Document Number: **FML201306170002** [Generate](#)

Security Org: 

Title:

Copy Document

None
 Copy From
 Copy Forward



Steps to Create a General System**Notes****Standard Voucher (SV)Form (Allowance for Loss):**

The Header page is displayed.

The screenshot shows the Pegasys application interface for creating a Standard Voucher (SV) Form (Allowance for Loss). The main window title is "Pegasys > Transactions > General System > New > Standard Voucher > Header". The toolbar includes buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, Print, Route, and Export To Excel. Below the toolbar, there are tabs: Header (selected), Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Under the Header tab, there are sub-tabs: Workflow Status and Approval History, with "Workflow Status" selected. Below these tabs, there 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: NEW
- Document Number: FML201306170002
- Title: (highlighted with a yellow box)
- Issued By: (text input field)
- Automatic Reversal: (checkbox)
- Reversal Accounting Period: (text input field with edit icon)
- Reverse After Period: (text input field)
- Agency DUNS Number: (text input field)
- Agency DUNS+4: (text input field)
- Document Date: (text input field)
- Accounting Period: (text input field with edit icon)
- Reporting Accounting Period: (text input field with edit icon)
- Document Classification: (text input field with edit icon)
- Security Org: GSA
- Suppress Printing: (checkbox)
- Spending Override: (checkbox)

At the bottom left of the form area, there is a link "Return to Top".

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.

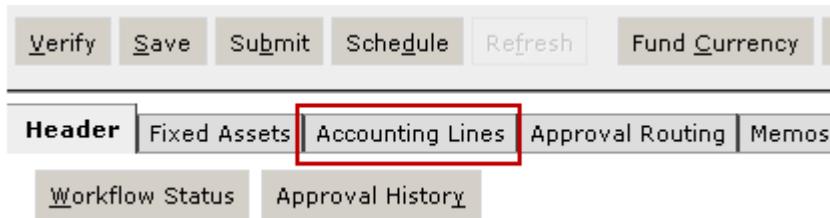
2. Amounts.

Steps to Create a General System

Notes

Standard Voucher (SV)Form (Allowance for Loss):

6. Select the Accounting Lines tab.



The Accounting Lines page is displayed.

A screenshot of the Accounting Lines page. The header shows the path: Pegasys > Transactions > General System > New > Standard Voucher > Header: FML Fleet Manual All. Below the header is another 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, Approval Routing, Memos, Summary, and Correspondence. The "Accounting Lines" tab is highlighted. Below the navigation bar, there are links for Accounting Line and Contracts Pay. At the bottom, there are buttons for Add, Copy, Copy Forward, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and View as PDF. A table header row is shown below these buttons, with columns for Line Number, Line Type, Amount, Transaction Event, Increase/Decrease, Transaction Type, Template, BBFY, and EBFY.

7. Select the Add button.



Steps to Create a General System**Notes****Standard Voucher (SV)Form (Allowance for Loss):**

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.

Pegasys > Transactions > General System > New > Standard Voucher > Header: FML Fleet Manual Allowance for Loss on A/R FML201306170002 NEW

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

Header | Fixed Assets | **Accounting Lines** | Approval Routing | Memos | Summary | Correspondence

Accounting Line Contracts Pay

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

- General

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

[Return to Top](#)

- Bank Account Information

[Return to Top](#)

- Vendor Information

Vendor

* Code: Address Name:

Steps to Create a General System

Notes

Standard Voucher (SV)Form (Allowance for Loss):

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:

- 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 managing financial documents. 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, Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. The Header tab is selected. Below the navigation bar are two buttons: Workflow Status and Approval History. At the bottom, there is a section titled "General" which contains the following information:

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

Steps to Create a General System**Notes****Standard Voucher (SV)Form (Allowance for Loss):**

10. Select the **Verify** button.

Note: The Accomplished Date will default upon verify or process.

The screenshot shows a software interface for creating a standard voucher. At the top, there is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. A message "Action was successful." is displayed above the toolbar. Below the toolbar is a header bar with tabs: Header, Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Under the Header tab, there are links for Workflow Status and Approval History. A cursor arrow is pointing towards the Approval History link. Below the header is a section titled "General" which contains various input fields and dropdown menus. The "Title" field is highlighted with a yellow border. Other fields include Document Type (FML), Document Number (FML201101270001), Document Date (01/27/2011), Accounting Period (04/2011), Reporting Accounting Period (04/2011), Document Classification, Security Org (GSA), Suppress Printing, and Spending Override. At the bottom left of this section 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.

11. Select the **Submit** button.

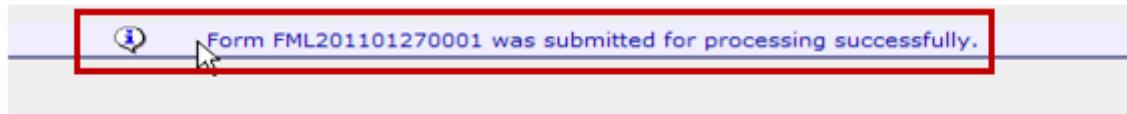
This screenshot shows the same software interface as the previous one, but with the "Submit" button highlighted with a red box. The rest of the interface, including the toolbar, header, and general settings section, appears identical to the previous screenshot.

Steps to Create a General System

Notes

Standard Voucher (SV)Form (Allowance for Loss):

Note: If no errors are encountered upon selecting the Submit button a message appears stating that the form has successfully processed.



4.14.3 Dunning

Pegasys generates Dunning Notices to inform both Federal and Non-Federal customers (vendor or designated agent level) of delinquent bill 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 not emailed but rather 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.

GSA determines whether or not to dun customers based on Document Type, or at the individual bill level. 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 Accounting Line determines whether Dunning Notices will generate.

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. Customers with multiple receivables outstanding will have one Dunning Notice generated per statement.

Pegasys determines when to generate Dunning Notices by adding the Initial Dunning Days value specified on the AR 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.
- Outstanding accounting lines under \$50 for Federal customers or \$25 for Non-Federal customers are not included in the dunning notice.

Exhibit 4-109: AR Options Maintenance Table

Dunning Criteria: Non-Federal Customers	Dunning Criteria: Federal Customers
* Initial Days: <input type="text" value="1"/>	* Initial Days: <input type="text" value="1"/>
* Subsequent Days: <input type="text" value="29"/>	* Subsequent Days: <input type="text" value="29"/>
* First Threshold Maximum Letters: <input type="text" value="0"/>	* First Threshold Maximum Letters: <input type="text" value="0"/>
* Second Threshold Maximum Letters: <input type="text" value="3"/>	* Second Threshold Maximum Letters: <input type="text" value="4"/>
* Excess of Threshold Maximum Letters: <input type="text" value="3"/>	* Excess of Threshold Maximum Letters: <input type="text" value="4"/>
* First Threshold Amount: <input type="text" value="\$0.00"/>	* First Threshold Amount: <input type="text" value="\$0.00"/>
* Second Threshold Amount: <input type="text" value="\$999,999,999.00"/>	* Second Threshold Amount: <input type="text" value="\$999,999,999.00"/>
Return to Top	

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.

4.14.3.1 Automated Dunning Notice Generation Process

GSA 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.

4.14.4 Overdue Charges

Overdue charges are assessed against non-Federal customers when any portion of a statement remains outstanding after the Collection Due Date. Overdue charges, or late fees, are calculated/assessed against the outstanding Billing Document (BD) amount as overdue charge lines. The charges are assessed on the following GSA business lines:

- FAS – Fleet, Global Supply/Automotive Purchases.
- PBS – RWA/HOTD.

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.

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 4-110: General System Options Maintenance Table



The screenshot shows a software interface for the 'General System Options Maintenance Table'. Under the 'Accounts Receivable' section, several settings are listed:

- * 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:

A 'Return to Top' link is located at the bottom of the form.

The following Overdue Charges maintenance tables are configured by the funds each type hits:

- Interest Type.
- Penalty Type.
- Administrative Charge Type.

GSA will use the automated Pegasys batch process to calculate and access overdue charges for Non-Federal customers only.

Exhibit 4-111: Overdue Charges Maintenance Table – Fund Types

Business Line	Overdue Charges Maintenance Table	Fund	Federal No Interest
Supply	Interest	INT285F	FEDINT
	Penalty	PEN285F	FEDPEN
	Administrative Charge	ADMIN285F	FEDADMIN

Business Line	Overdue Charges Maintenance Table	Fund	Federal No Interest
PBS	Interest	INT192X	FEDINT
	Penalty	PEN192X	FEDPEN
	Administrative Charge	ADMIN192X	FEDADMIN
Fleet	Interest	INT455F	FEDINT
	Penalty	PEN455F	FEDPEN
	Administrative Charge	ADMIN455F	FEDADMIN

4.14.4.1 Three Types of Overdue Charges

GSA calculates and assesses the three types of overdue charges (interest, penalty, and administrative) on a monthly interval and only on the Billing Document's outstanding Principal Amount. Therefore, additional interest is not calculated on the prior month's interest.

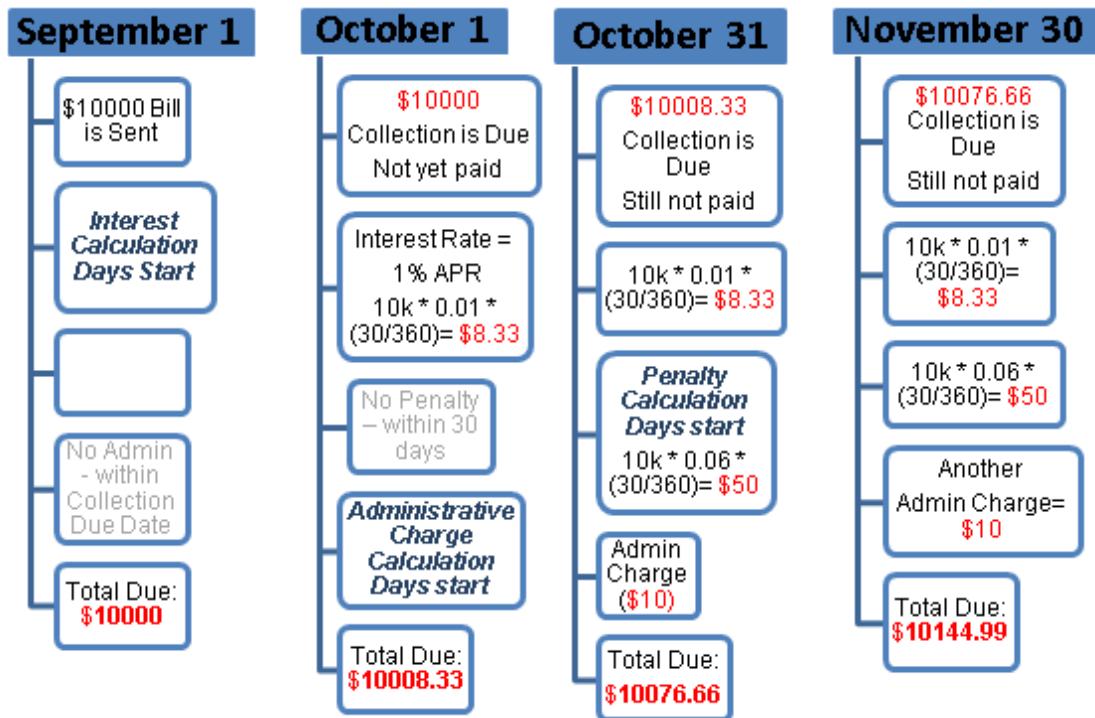
Pegasys begins calculations on interest charges monthly from the Bill Print Date. If Collection is not received by the Due Date of the bill, interest will be applied at the fixed Treasury Current Value rate, APR.

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 4-112: Combined Overdue Charges Example – Interest, Penalty, & Admin



Note: When GSA receives dispute correspondence regarding an overdue bill, the overdue charges (interest, penalty, and administrative fees) are frozen until the dispute is resolved.

4.14.4.2 Automated Assessment of Overdue Charges

GSA 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 outstanding principal amount. Note that a different batch instance of AROVERDUE exists per business line. 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.

Note: GSA may manually assess overdue charges for certain Federal customers with recurring delinquency issues.

4.15 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:

GSA will utilize CGI Production Support in the event that a NEAR Write-Off Reversal or NEAR Collection Reversal are required to be processed.

For a list of Adjustment Standard Voucher (SV) Document Types, please refer to [Appendix: Available Standard Voucher \(SV\) Document Types](#)

4.16 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

4.16.1 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.

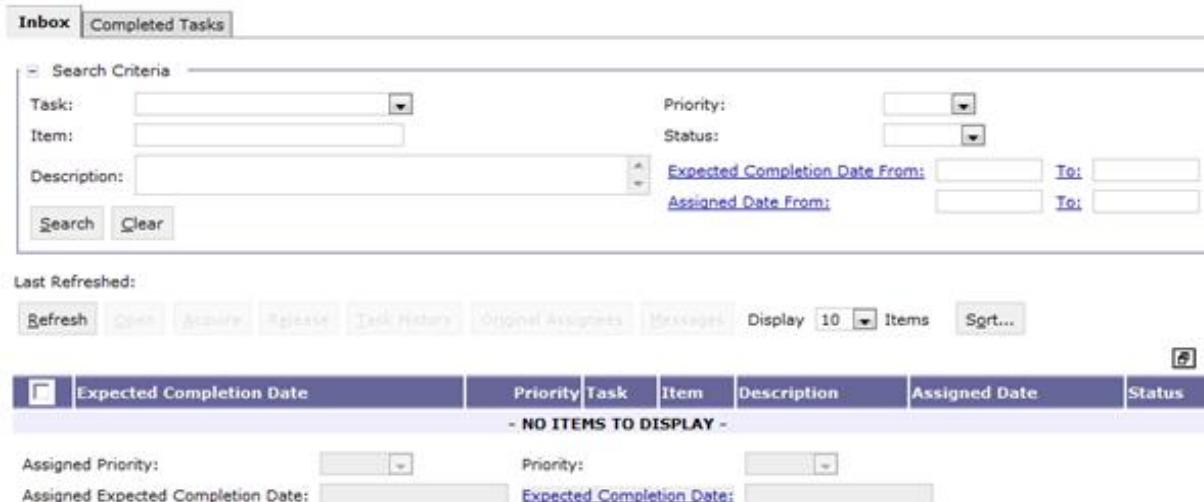
The Completed Tasks tab of the Inbox serves as a repository of tasks completed by the user. Completed tasks can be searched using the same criteria as those from the Inbox (except for Status and Priority). The list of completed tasks includes the Task Type, Item, Description, and Assigned Date fields 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.



The screenshot shows the Pegasys inbox interface. At the top, there are two tabs: "Inbox" (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 also "Search" and "Clear" buttons. Underneath the search section is a "Last Refreshed" button and a row of buttons: Refresh, Create, Archive, Release, Task History, Original Assignee, Message, Display, 10 Items, and Sort... A main table area displays columns for Expected Completion Date, Priority, Task, Item, Description, Assigned Date, and Status. A message "- NO ITEMS TO DISPLAY -" is centered in the table area. Below the table are additional filter fields: Assigned Priority, Assigned Expected Completion Date, and Expected Completion Date.

2. View the **Inbox**. Users may have **Approve Form**, **Correct Form**, or **Ad-Hoc Routing Task** records in their Inboxes.
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.

Steps to Open a Workflow Task from the Inbox: **Notes**

4. Select Search.

The Pegasys Inbox returns search results matching the search criteria in the item collection.

Expected Completion Date	Priority	Task	Item	Description	Assigned Date	Status
02/01/2011	Medium	Approve Form	#60RPI FMN FMN/F0000174-467	Approve PENDCANCELAPPROVAL FMN FMN/F0000174-467 S1017 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.

Approve Form and Correct Form tasks will be removed automatically from the 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.

4.16.1.1 Form 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. The following tables list the Approval Doc types for GSA's Business Lines.

Exhibit 4-113: Forms Requiring Approvals for Automated Business Lines

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	--

Type of Transaction	Doc Action	Fleet	Rent	RWA/HOTD	Supply	Automotive Purchases	GWAC/MAS (SIFT)
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 4-114: Forms 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

Type of Transaction	Doc Action	RPUDD	Acquisition Policy	OIG Investigative	GM&A (CAS)	Centralized Charges
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 4-115: Forms 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	--

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 (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	--

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 Refund (IP)	Create/Edit/Cancel	--	IM6	IM6	IM6	--
Manual Non-IPAC Refund (IP)	Create/Edit	--	MR6	MR6	MR6	--

4.17 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.

4.17.1 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.

4.17.2 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](#)

4.17.3 Inventory Management - GSA User Defined Form and Fields Descriptions

For inventory management, GSA 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 GSA User Defined fields on the Standard Voucher (SV) Form is available at [Appendix: Standard Voucher \(SV\) – GSA User Defined Fields and Form Descriptions](#)

4.17.4 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.

4.17.5 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.

Steps to Create an Inventory Standard Voucher (SV)**Notes**

3. Select the **Finish** button to create the form.

The new form screen appears

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**.

Steps to Create an Inventory Standard Voucher (SV)**Notes**[Header](#) | [Fixed Assets](#) | **Accounting Lines** | [Approval Routing](#) | [Memos](#) | [Summary](#) | [Correspondence](#)[Accounting Line](#) [Contracts Pay](#)

Item 1 of 1

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

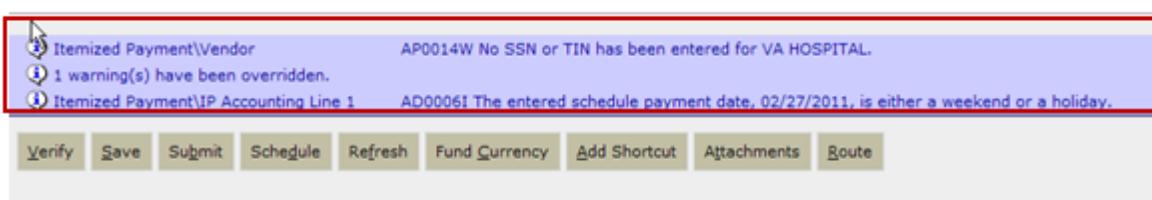
General

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"/>
Generate Statement Number		Related Statement Number:	<input type="text"/>
		Referenced Statement Number:	<input type="text"/>

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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.



Steps to Create an Inventory Standard Voucher (SV)**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.

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.

4.18 Mass Import

Mass import provides GSA 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 seven Pegasys document categories: Billing Documents, Cash Receipts, Itemized Payments, Internal Vouchers, Standard Vouchers, Internal and External Direct Agreements.

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 GSA 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 GSA to create a single new form at a time in this manner.

- Mass Import - Multiple Online Interface.

The Multiple Online Mass Import Interface allows GSA 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 GSA 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 4-116: 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			

4.18.1 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.



4.18.2 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 seven document categories (BD, CR, IP, NV, SV, ID, ED) 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 GSA 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](#)

4.18.3 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.

4.18.4 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' interface for a Standard Voucher (SV). It includes fields for Document Type, Document Number Format, Document Number Prefix, Document Number, Security Org, Title, Copy Document options (None, Copy From, Copy Forward), and a file browse button.

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number: Generate

Security Org:

Title:

Copy Document

None

Copy From

Copy Forward

File: Browse...

Steps to Create a Standard Voucher (SV) through Mass Import

Notes

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 a web-based application interface for document creation. At the top, there's a navigation bar with tabs: Header (which is selected and highlighted in blue), Fixed Assets, Accounting Lines, Approval Routing, Memos, Summary, and Correspondence. Below the navigation bar, there are two buttons: Workflow Status and Approval History. Underneath these buttons is a link to Expand All or Collapse All. The main content area is titled "General". It contains several input fields and dropdown menus. Some fields have validation icons (pencil and exclamation mark). The fields include:

- Document Type: GMM (selected)
- Status: NEW
- Document Number: GMM20130410000000
- Title: [empty input field]
- Issued By: [empty input field]
- Automatic Reversal:
- Reversal Accounting Period: [empty input field]
- Reverse After Period: [empty input field]
- Agency DUNS Number: [empty input field]
- Agency DUNS+4: [empty input field]
- Document Date: [empty input field]
- Accounting Period: [empty input field]
- Reporting Accounting Period: [empty input field]
- Document Classification: [empty input field]
- Security Org: GSA
- Suppress Printing:
- Spending Override:

At the bottom left of the form area, there is a link to "Return to Top". A cursor arrow is visible at the bottom center of the form area.

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="text"/>
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.

Steps to Create a Standard Voucher (SV) through Mass Import

Notes

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.

4.18.5 Steps to Perform Mass Import - Multiple Online Interface

Steps to Create a Document through the Multiple Online Interface

Notes

1. Navigate to Transactions=>Bulk Upload.
The Bulk Upload page is displayed.

The screenshot shows the 'Mass Import' interface. At the top left is a yellow 'Upload' button. Below it is a purple header bar with the title 'Mass Import'. The main area contains several input fields and checkboxes:

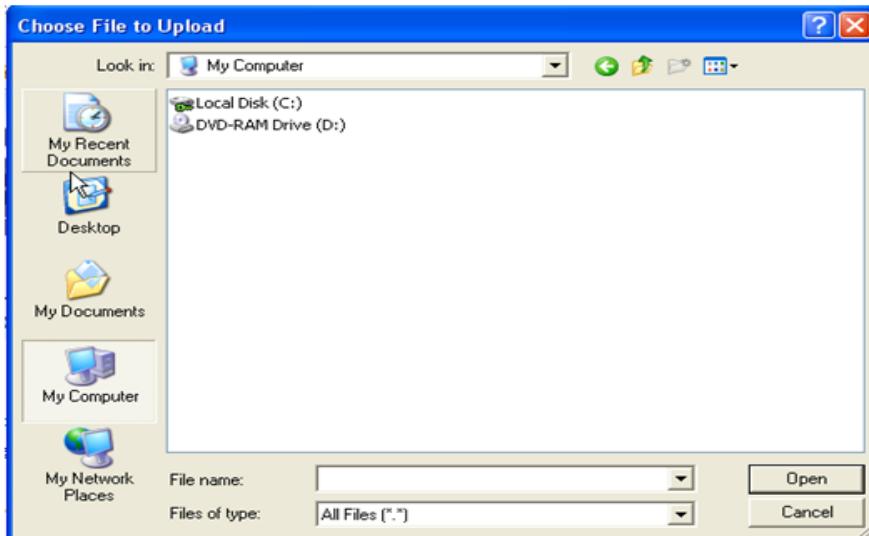
- Batch Job ID:** GSMASSIMPORT
- Document Action:** Process (dropdown menu)
- Schedule Date:** (empty text field)
- Hold Rejected Form:**
- Overwrite Rejected:**
- Override:**
- File:** C:\Documents and Settings\aoalarte\Desktop\Bulk Load Presenta... (text field with 'Browse...' button)

2. Select the appropriate Document Action and place checkmarks in the appropriate checkboxes.

*Steps to Create a Document through the Multiple Online Interface**Notes*

3. Select the **Browse** button.

The file selection pop-up box appears.



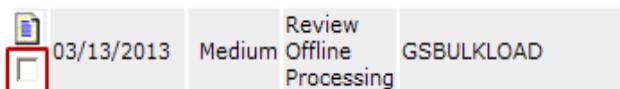
4. Select the excel file and select the Open button.

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.



Steps to Create a Document through the Multiple Online Interface

Notes

9.

Attachments (1) Complete

Review Offline Processing

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

Workflow Information

Task:	Batch Job
Item:	GSBULKLOAD
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

10. Select the **Attachments** button.

Return View Display 10 Items Sort...

<input checked="" type="checkbox"/>	Attachment Identifier	Name	Title	Number of Pages
<input checked="" type="checkbox"/>	0	GSBulkLoad1363216565261.rpt	GSBulkLoad1363216565261.rpt	5

*Steps to Create a Document through the Multiple Online Interface**Notes*

11. Select the record and Select **View**



	Attachment Identifier	Name	Title	Number o
<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

```

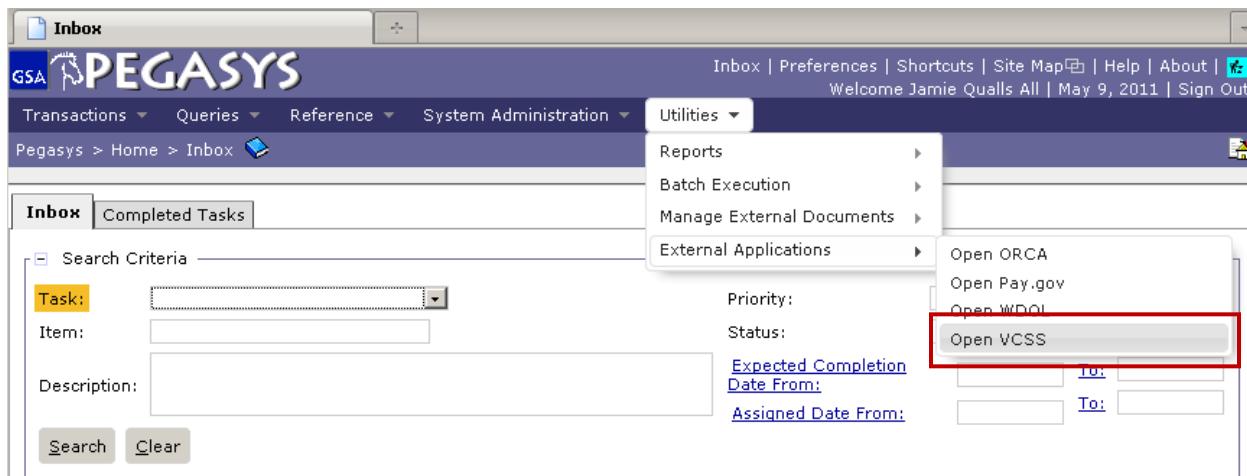
5 Vendor Customer Self Service

The following chapter will discuss the Vendor Customer Self Service (VCSS) application and its many functions. 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 GSA Pegasys users from within Pegasys via the Utilities menu:

Exhibit 5-1: Pegasys External Applications Menu



Additionally, GSA Pegasys users may associate their Pegasys user ID with their VCSS user ID. Once associated, the GSA 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 GSA 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, VCSS user ID, VCSS password, and select the Associate flag:

Exhibit 5-2: VCSS Single Sign-On Page

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.

Momentum User ID: john.smith
Vendor and Customer Self Service User ID: john.smith
Password:
Associate:
Sign In
[Return to VCSS Homepage](#)

VCSS Access – From GSA Launch Page:

VCSS can also be accessed directly from the GSA Launch page at <http://vcss.gsa.gov>:

Exhibit 5-3: GSA VCSS Launch Page

The screenshot shows a Microsoft Internet Explorer window with the title bar "Vendor Self Service - Microsoft Internet Explorer provided by CGI Federal" and the URL "http://vcss.gsa.gov/". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar has icons for Back, Forward, Stop, Refresh, Home, Print, and Page. The address bar shows the current URL. Below the toolbar is a tab bar with "HRWeb - P...", "Phase 1 Do...", "Sign Out", "Phase 1 Do...", "Vendor ... x", and "Home". The main content area has a blue header with "GSA" and "GSA Vendor Self Service". A navigation bar below it has tabs for "VSS" (selected), "GSA.gov", and links to "Home", "System Requirements", "Contact Us", and "Reference". The "Home" link is underlined. Below the navigation bar is the text "Vendor Self Service (VSS) >> Home". A horizontal line separates this from the main content. A button labeled "Login to VSS Here >>" is visible. A red warning message follows: "If you have not been contacted by GSA, please do not attempt to log in." Below this, a purple note states: "The General Services Administration (GSA) is implementing a new Vendor Self Service (VSS) system which 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." Another purple note says: "The VSS electronic invoicing module will:" followed by a bulleted list: "• Allow GSA's vendors to submit real-time electronic invoices, track the status of submitted invoices and the status of payments generated from those invoices; • View current orders and payments; • Eliminate the need for vendors to submit paper invoices." A purple note at the bottom left says: "VSS is a voluntary participation program; however any vendor desiring to participate must have a valid DUNS/DUNS+4 number and must register in the Central Contractor Registration (CCR) database prior to registering in VSS. Please contact the Office of the Chief Financial Officer, Financial and Payroll Services Division, Financial Operations and Disbursement Branch (BCEB) for more information." A purple note at the bottom right says: "Vendors can contact Dun & Bradstreet at <http://ccr.dnb.com/ccr/pages/CCRSearch.jsp> to obtain a DUNS/DUNS+4 number. The vendor must ensure that the CCR registration remains active at all times." A purple note at the bottom center says: "Instructions for CCR registration can be found at www.ccr.gov in the CCR handbook."

Please note that this page can be used by both GSA 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



Once the page is loaded, accounts that the user has access to should default. The user will have the ability to view detailed information by selecting a specific account.

5.1.1.1 Search Parameters and Results

The Account Information page does not contain search criteria and will default the appropriate accounts.

Exhibit 5-5: Account Information Page

Account Code	DUNS+4/BPN+4	Account Name	Agency	Bureau	Agency Location Code
897009	DEPT OF ENERGY	89	00		
S1017	US COURTS OF APPEAL FEDERAL	10	17		
95670000	DENALI COMMISSION	95	00	95670000	

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 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: The Account Information Detail Page

The screenshot shows a web-based application interface for viewing account information. At the top, there is a navigation bar with three tabs: "Account Information" (which is highlighted with a red border), "Address Information", and "Users". Below the navigation bar, there are several input fields containing account details. Most fields are read-only and contain placeholder text. There are also dropdown menus and checkboxes for selecting business types and program representations. At the bottom, there are two dropdown menus for "Previous Contracts And Compliance Reports" and "Affirmative Action Compliance", each with a link to a specific document.

Field	Value				
Vendor Registration Number	897009897009000055				
Vendor Code	897009				
Vendor Address Code	897009				
DUNS+4/BPN+4	[Redacted]				
Account Name	DEPT OF ENERGY				
Doing Business As	DEPT OF ENERGY				
SSN/EIN	[Redacted]				
CAGE Code	[Redacted]				
Parent DUNS Number	[Redacted]				
Agency	89				
Bureau	00				
Agency Location Code	[Redacted]				
Phone Number	[Redacted]				
Fax Number	[Redacted]				
Registered in CCR	[Redacted]				
Business Type	Large Business				
Small Business Program Representation					
HUBZone Small Business	<input type="checkbox"/>	Service-Disabled Veteran	<input type="checkbox"/>	Very Small Business	<input checked="" 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	[Redacted]				
Previous Contracts And Compliance Reports	Not Applicable	52.220-22			
Affirmative Action Compliance	Not Applicable	52.220-25			

The Address Information page displays the different addresses that belong to the Account. The fields on the Address Information page are read only and are not able to be edited.

Exhibit 5-7: The Address Information Page

Save

Account 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:

5.1.1.3 Viewing Account Detail from the Account Information Query

Steps to View Account Detail

Notes

Using Account Information Query:

- 1 In VCSS navigate to Accounts=>Account Information.

The Account Information page is displayed.

The screenshot shows the VCSS Accounts page. At the top, there's a blue header bar with the GSA logo and the text "Vendor and Customer Self Service". Below the header is a navigation bar with several tabs: "Accounts", "Statements", "Payments", "Electronic Invoicing", "Correspondence", and "Acco". Underneath the navigation bar, the URL "VCSS > Accounts > Accounts" is visible along with a small icon. The main content area has a blue header "Accounts". Below it is a toolbar with four buttons: "Edit", "View", "Sort...", and "View as CSV". The main body of the page is titled "Summary" and contains a list of accounts. Each account entry has a checkbox to its left and the account name to its right. The account "US COURTS OF APPEAL FEDERAL CIRCUITS" has a checked checkbox and is highlighted with a red box. Other accounts listed include "OFFICE OF THE SECRETARY", "LIVELY'S WRECKER SERVICE", "GRAPHIC SYSTEMS, INC.", "EASTERN RESEARCH GROUP, INC.", "ACTION AUTO SERVICES, LLC", "HANDY BUSINESS SOLUTIONS, LLC", "MERCHANTS LEASING", "DENALI COMMISSION", and "VA CENTRAL OFFICE". At the bottom right of the list, there are pagination controls showing "Page 1 of 2" and a dropdown menu set to "10".

[Go to top of page](#)

Steps to View Account Detail

Notes

Using Account Information Query:

2. Select an Account and select View.

The Account Information Detail page is displayed.

The screenshot shows the 'Account Information' tab selected in a navigation bar. Below it, two main sections are visible: 'General Information' and 'Representations and Certifications'.

General Information:

- Account Code: S1017
- DUNS+4/BPN+4: [redacted]
- Account Name: US COURTS OF APPEAL
- Doing Business As: US COURTS OF APPEAL
- SSN/EIN: [redacted]
- CAGE Code: [redacted]
- Parent DUNS Number: [redacted]
- Agency: 10
- Bureau: 17
- Agency Location Code: [redacted]
- Phone Number: [redacted]
- Fax Number: [redacted]
- Registered in CCR:

Representations and Certifications:

- Business Type: Large Business
- Small Business Program Representation:**
 - HUBZone Small Business:
 - Service-Disabled Veteran:
 - Very Small Business:
 - Disadvantaged Business:
 - Other Veteran:
 - Women-Owned Business:
 - Emerging Small Business:
- Ethnic Group: [redacted]
- Previous Contracts And Compliance Reports: Not Applicable [52.220-22](#)
- Affirmative Action Compliance: Not Applicable [52.220-25](#)

*Steps to View Account Detail**Notes**Using Account Information Query:*

3. 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 Line 1:	ATTN: RUTH A. BUTLER ROOM 412	City:	WASHINGTON
Address Line 2:	717 MADISON PLACE, NW	State:	District of Columbia
Address Line 3:		Zip:	20439
Address Line 4:		Country:	UNITED STATES
Address Line 5:			

Physical Address

Address Line 1:	ATTN: RUTH A. BUTLER ROOM 412	City:	WASHINGTON
Address Line 2:	717 MADISON PLACE, NW	State:	District of Columbia
Address Line 3:		Zip:	20439
Address Line 4:		Country:	UNITED STATES
Address Line 5:			

Remittance Address

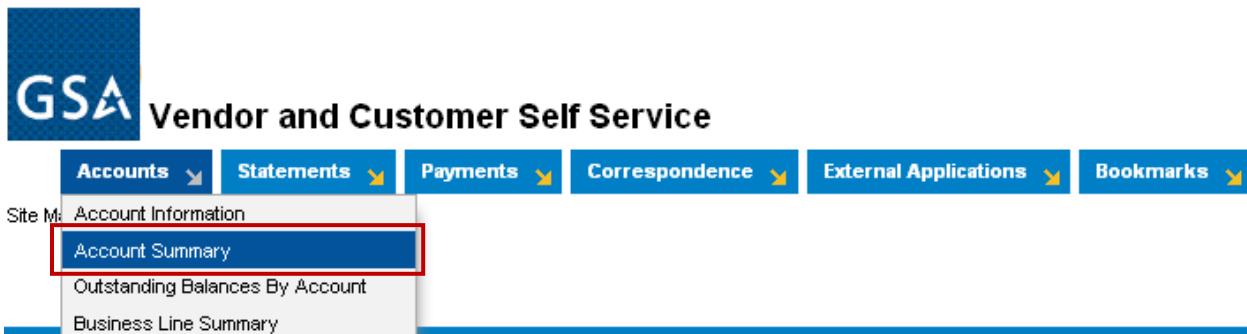
Address Line 1:	ATTN: RUTH A. BUTLER ROOM 412	City:	WASHINGTON
Address Line 2:	717 MADISON PLACE, NW	State:	District of Columbia
Address Line 3:		Zip:	20439
Address Line 4:		Country:	UNITED STATES
Address Line 5:			

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 5-8: 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 5-9: Account Summary Search Criteria and Item Collection

The screenshot shows the 'Account Summary' search interface. At the top, there is a 'Search Criteria' section with fields for Account Code (897009), Agency (89), DUNS+4/BPN+4, Bureau (00), Account Name (DEPT OF ENERGY), and Agency Location Code. To the right, there is a 'General Criteria' section for Statement Date, with 'From' set to 03/01/2011 and 'To' set to 05/03/2011. Below these are 'Search' and 'Clear' buttons. At the bottom, there are four action buttons: View Statements, View Payments, Sort..., and View as CSV. Below these buttons is a 'Summary' table with columns for Account Code, Account Name, DUNS+4/BPN+4, Business Line, Bill Total, Paid, Applied Credit, Adjusted, and Closed. The table shows data for account 897009 under 'DEPT OF ENERGY' for 'Rent' and 'Fleet' categories, with a total bill of \$132,738.80 and paid amount of \$20,300.00.

Account Code	Account Name	DUNS+4/BPN+4	Business Line	Bill Total	Paid	Applied Credit	Adjusted	Closed
Totals				\$132,738.80	\$20,300.00	\$0.00	\$12,549.49	\$32,849.49
897009	DEPT OF ENERGY		Rent	\$600.00	\$0.00	0	\$0.00	\$0.00
897009	DEPT OF ENERGY		Fleet	\$132,138.80	\$20,300.00	0	\$12,549.49	\$32,849.49

Exhibit 5-10: 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>	

Search Element	Description
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 VCSS Account Summary page. At the top, there is a navigation bar with tabs: Accounts, Statements, Payments, Electronic Invoicing (selected), Correspondence, and External Applications. Below the navigation bar, the URL is shown as VCSS > Accounts > Account Summary. The main area contains two search criteria sections: 'Search Criteria' and 'General Criteria'. The 'Search Criteria' section includes fields for Account Code (highlighted in yellow), Agency, DUNS+4/BPN+4, Bureau, Account Name, and Agency Location Code. The 'General Criteria' section includes fields for Statement Date (From and To), Business Line, and a dropdown menu. Below these sections are buttons for Search and Clear. At the bottom, there are four orange buttons: View Statements, View Payments, Sort..., and View as CSV. A summary table titled 'Summary' follows, with columns for Account Code, Account Name, DUNS+4/BPN+4, Business Line, Bill Total, Paid, and Applied Credit. The first row is labeled 'Totals'. At the very bottom right, there is a page navigation control showing 'Page 1 of 1'.

Summary						
Account Code	Account Name	DUNS+4/BPN+4	Business Line	Bill Total	Paid	Applied Credit
Totals						

Steps to Execute a Query Using Account Summary:***Notes***

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.

Summary									
	Account Code	Account Name	DUNS+4/BPII+4	Business Line	Bill Total	Paid	Applied Credit	Adjusted	Closed
	Totals				\$132,738.80	\$20,300.00	\$0.00	\$12,549.49	\$32,849.49
	897009	DEPT OF ENERGY		Rent	\$600.00	\$0.00	0	\$0.00	\$0.00
	897009	DEPT OF ENERGY		Fleet	\$132,138.80	\$20,300.00	0	\$12,549.49	\$32,849.49

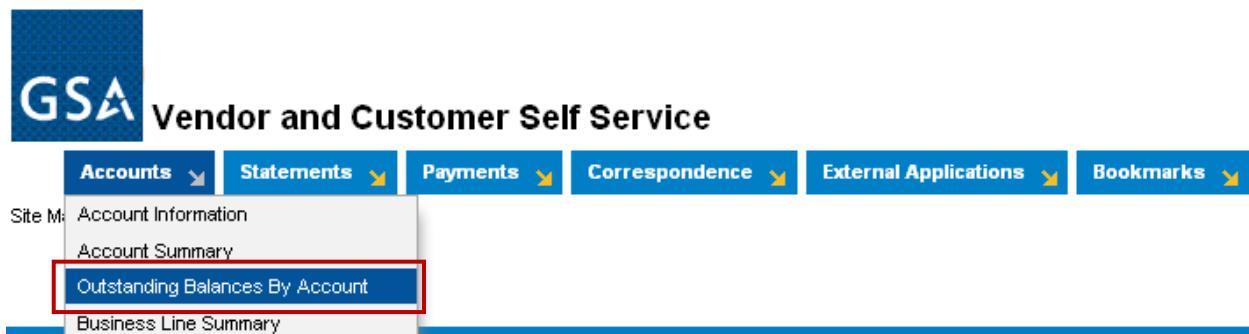
Note: If an account is selected and either the View Customer Payments or View Statements buttons are selected, the user will be directed to that particular query with the selected account defaulted.

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 5-11: 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.

Exhibit 5-12: Outstanding Balances by Account Page

The screenshot shows a web-based application interface for managing accounts. At the top, there is a navigation bar with links: Accounts, Statements, Payments, Correspondence, External Applications, and Bookmarks. Below the navigation bar, a breadcrumb trail indicates the current location: VCSS > Accounts > Outstanding Balances By Account. A red box highlights the title "Outstanding Balances By Account". Below the title, there are several action buttons: View Outstanding Statements, View Recent Statements (3 Months), Send Correspondence, Sort..., and View as CSV. The main content area displays a table titled "Summary". The table has columns: Account Code, Account Name, Outstanding Amount, Outstanding Chargeback Amount, and Outstanding Credit Amount. It shows two rows: a "Totals" row with values \$2,000,751,391.03, \$0.00, and (\$282,727.04); and a row for account 897009 named "DEPT OF ENERGY" with the same values. At the bottom of the table, there is a page navigation section showing "Page 1 of 1" and a "Rows 1 - 1 of 1" message.

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 5-13: Navigation to the Business Line Summary Query

The screenshot shows the "Vendor and Customer Self Service" (VCSS) interface. At the top, there is a navigation bar with links: Accounts, Statements, Payments, Correspondence, External Applications, and Bookmarks. Below the navigation bar, a sidebar menu is visible under the heading "Site Map". The menu items are: Account Information, Account Summary, Outstanding Balances By Account, and Business Line Summary. The "Business Line Summary" link is highlighted with a red box. The main content area is currently empty.

- 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 5-14: Business Line Summary Search Criteria and 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

Exhibit 5-15: 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.

Search Element	Description
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.

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

2. Enter the desired and appropriate **Search Criteria**.

Steps to Execute a Query Using Business Line Summary:

Notes

- Select the Search button.

The results are returned in the Item Collection.

A screenshot of a web-based reporting interface. At the top, there are four buttons: 'View Statements' (orange), 'View Payments' (orange), 'Sort...' (white), and 'View as CSV' (orange). Below this is a table titled 'Summary'. The columns are: Business Line, Bill Total, Paid, Applied Credit, Adjusted, Closed, Outstanding, and Outstanding Chargeback. A 'Totals' row shows a sum of \$132,738.80. Below it, two rows are listed: 'Rent' with a bill total of \$600.00 and 'Fleet' with a bill total of \$132,138.80. The 'Fleet' row is highlighted with a red border. At the bottom of the table, there are navigation controls for pages 1 through 10, and a note indicating 'Rows 1 - 2 of 2'.

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:

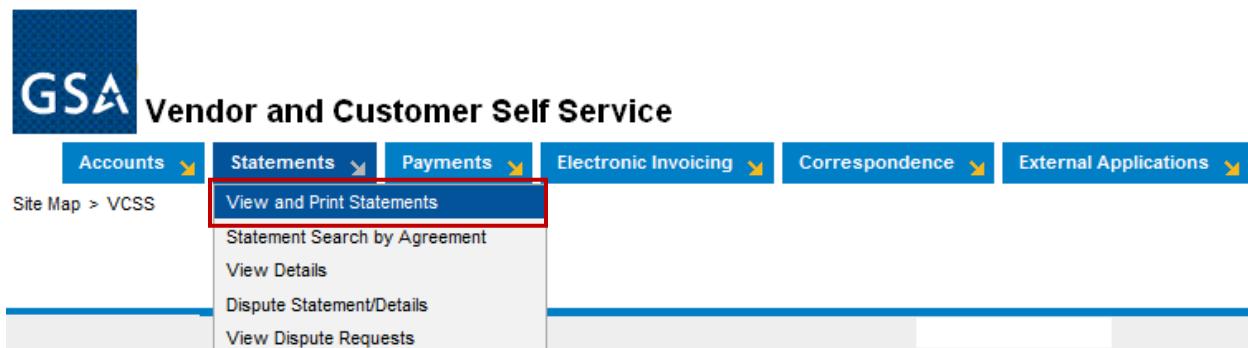
- View or Print Statements.
- Statement Search by Agreement.
- View Details.
- Dispute Statement/Details.
- View Dispute Requests.

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 5-16: 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 5-17: View and Print Statements Search Criteria and Item Collection

The screenshot shows the 'Statement Search' page. At the top, there is a navigation bar with tabs: Accounts, Statements, Payments, Correspondence, External Applications, and Bookmarks. Below the navigation bar, the URL is shown as VCSS > Statements > Statement Search. A red box highlights the 'Statement Search' tab.

Search Criteria:

- General Criteria:**
 - Statement Number: [Input field]
 - Statement Type: [Dropdown menu]
 - Business Line: [Dropdown menu]
 - Statement Date: [From: 03/01/2011 To: 05/03/2011]
- Account:**
 - Account Code: 897009
 - Agency Location Code: [Input field]
 - DUNS+4/BPN+4: [Input field]

Action Buttons: Search, Clear

Result Buttons: View, View PDF, Sort.., View as CSV

Summary Table:

Summary								
<input type="checkbox"/>	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	

Page 1 of 12 10

Rows 1 - 10 of 111

Exhibit 5-18: View and Print Statements Field Descriptions

Search Element	Description
<i>Search Criteria Group Box</i>	
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.
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 5-19: 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>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>																																								
<p>Account Information</p> <p>Account: <input type="text"/></p> <p>Account Code: <input type="text" value="C-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"/></p>																																								
<p>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 5-20: Statement Information Page Continued

<p>Amounts</p> <p>Billed Amounts</p> <p>Principal Amount: <input type="text" value="\$5,486.00"/> 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"/> Total Amount: <input type="text" value="\$5,486.00"/> 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"/> Closed Credit Amount: <input type="text" value="\$0.00"/> 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 5-21: 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](#)

[Detail](#)

Search Criteria

Detail Search Criteria

Reference ID:	From:	To:	Title:
Charge Period:	From:	To:	Record Type:
Articles/Services Description:	Disputed:		
Bill Document Date	Entry Date	Detail Amount	
From:	From:	From:	
To:	To:	To:	
Account DUNS+4/BPN+4: Account Code:			

+ Additional Criteria

[Search](#) [Clear](#)

[Detail](#) [Sort...](#) [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								
MOM02FP0001METJCY00	01/25/2013	\$5,486.00	C-123604	VCSS Demo Vendor	Normal				09	

Page 1 of 1 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 5-22: Statement Detail Record Page

The screenshot displays the Statement Detail Record Page. At the top, there is a navigation bar with links: View Referencing Payments, Send Correspondence, Dispute Statement, View Related Dispute Requests, and View PDF. Below this, a row of buttons includes Statement Information, Detail Billing Records, Attachments, and Review Correspondence. The main content area is divided into several sections:

- General**: Contains fields for Reference ID (MOM02FP0001METJCY00), Record Date (01/25/2013), Record Type (Normal), Record Amount (\$5,486.00), Source Number, and Invoice Number.
- Period of Performance**: Contains Start Date and End Date fields.
- Dispute**: Contains Disputed (False) and Disputed Date fields.
- Account**: Contains Account Information (Account Code: C-123604, Account Name: VCSS Demo Vendor), DUNS+4/BPN+4, and Agency (012). A "More" button is present.
- Header Information**
- Payment Information**: Contains Overdue Status and Overdue Status Date fields.
- Remit to Office Address**: Contains Address Format (US), Phone Number (800-676-3690), Name (GSA: Payments For NON-), Fax Number (816-823-5507), Address Line 1 (Lockbox 979020), Email (kc.accts-receivable.finance@gsa.gov), and a large empty text area.

Exhibit 5-23: 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 5-24: 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 From: To:	First Name: Last Name: Account Information: Account Code: Agency Location Code:
Subject:	
Correspondence:	

[Search](#) [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
<input checked="" type="checkbox"/>	9	02/28/2013	John	Smith	E0000094 C-123604

Exhibit 5-25: Correspondence Details

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.

<i>Steps to Execute a Query Using</i>	<i>Notes</i>
<i>View and Print Statements Query:</i>	

1. In VCSS navigate to Statements=>View and Print Statements.

The View and Print Statements page is displayed.

If the Statement contains information for multiple customers, the search results contain the Statement Balance that applies to your customer only.

Search **Clear**

2. Enter the desired Search Criteria.

*Steps to Execute a Query Using
View and Print Statements Query:*

Notes

3. Select the Search button.

The results are returned in the Item Collection.

Summary								
	Statement Number	Statement Date	Business Line	Account Code	Account Name	Total Billed	Paid	A
	Totals					\$1,242,732.58	\$31,065.07	
<input type="checkbox"/>	F0000000	03/23/2011	Fleet	897009	DEPT OF ENERGY	\$12,000.00	\$11,010.01	
<input type="checkbox"/>	F0000628	02/17/2011	Fleet	S1017	US COURTS OF APPEAL	\$100.00	\$0.00	
<input type="checkbox"/>	F0000630	02/17/2011	Fleet	897009	DEPT OF ENERGY	\$120,000.00	\$0.00	
<input type="checkbox"/>	F0000634	02/17/2011	Fleet	S1017	US COURTS OF APPEAL	\$125.00	\$0.00	
<input checked="" type="checkbox"/>	F0000635	02/17/2011	Fleet	S1017	US COURTS OF APPEAL	\$125.00	\$0.00	
<input type="checkbox"/>	F0000640	02/18/2011	Fleet	S1017	US COURTS OF APPEAL	\$100.00	\$0.00	
<input type="checkbox"/>	F0000642	02/18/2011	Fleet	S1017	US COURTS OF APPEAL	\$40.00	\$0.00	
<input type="checkbox"/>	F0000643	02/18/2011	Fleet	897009	DEPT OF ENERGY	\$100.00	\$0.00	
<input type="checkbox"/>	F0000652	02/18/2011	Fleet	897009	DEPT OF ENERGY	\$100.00	\$0.00	

Select a Statement.

*Steps to Execute a Query Using
View and Print Statements Query:*

4. Select View as PDF.

A new window with the PDF is displayed, close the PDF.

 <p>GSA, Financial Information Control Branch, GSA 1500 East Bassman Road Kansas City, MO 64131</p> <p>Address/Customer Information DEPT OF ENERGY LOS ALAMOS NATL LAB ATTN: LIZ PO BOX 1663 MAIL STOP P240 LOS ALAMOS, NM 87545</p> <p>Customer Codes Account Code: 897009/897009</p>	<p>Statement Information</p> <table><tr><td>Statement Number:</td><td>F0002425</td></tr><tr><td>Amount Due:</td><td>\$589.65</td></tr><tr><td>Due Date:</td><td>04/09/2011</td></tr></table> <p>Contact Us</p> <p>Phone Number: Fax Number: Email Address:</p> <p>Remit to Address</p> <p>Instructions To ensure proper credit, please write your statement number on your payment document.</p>	Statement Number:	F0002425	Amount Due:	\$589.65	Due Date:	04/09/2011	<p>Fleet 03/10/2011</p> <p>Statement Summary</p> <table><tr><td>Initial Charges</td><td>\$589.65</td></tr><tr><td>Discount</td><td>0</td></tr><tr><td>Surcharge</td><td>0</td></tr><tr><td>Interest Charges</td><td>0</td></tr><tr><td>Penalty Charges</td><td>0</td></tr><tr><td>Admin Charges</td><td>0</td></tr><tr><td>Bill Amount</td><td>\$589.65</td></tr><tr><td>Collected</td><td>0</td></tr><tr><td>Applied Credit</td><td>0</td></tr><tr><td>Adjustments</td><td>0</td></tr><tr><td>Amount Due</td><td>\$589.65</td></tr></table> <p>Credit Summary</p> <table><tr><td>Applied Credit</td><td>\$0.00</td></tr><tr><td>Unapplied Credit</td><td>0</td></tr><tr><td>Total Credit</td><td>\$0.00</td></tr></table> <p>Pay By IPAC ALC 47000016 TAS 47X45341 BPN/DUNS +4 964253686</p>	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	Adjustments	0	Amount Due	\$589.65	Applied Credit	\$0.00	Unapplied Credit	0	Total Credit	\$0.00
Statement Number:	F0002425																																			
Amount Due:	\$589.65																																			
Due Date:	04/09/2011																																			
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																																			
Adjustments	0																																			
Amount Due	\$589.65																																			
Applied Credit	\$0.00																																			
Unapplied Credit	0																																			
Total Credit	\$0.00																																			

*Steps to Execute a Query Using
View and Print Statements Query:*

Notes

5. Select View.

VCSS > Statements > View and Print Statements > Billing Statement Information: E0000094

The screenshot shows the 'View and Print Statements' query interface. At the top, there's a red box around the 'E0000094' identifier. Below it, a red box highlights the 'Statement Information' tab. The interface is divided into several sections:

- General:** Shows Statement Number (E0000094), Bill Type (NonIPAC), Statement Print Date (01/28/2013), Business Line (Supply), and Statement Collection Due Date (03/14/2013).
- Account Information:** Shows Account (C-123604), Agency (012), DUNS+4/BPN+4, Bureau (23), Account Name (VCSS Demo Vendor), and Agency Location Code (12401100).
- Statement Amounts:** A table titled 'Billed Totals' showing amounts for Principal, Interest, Admin Charges, Penalty, and Total. All values are \$0.00 except for Total which is \$5,486.00.
- Amounts:** Two side-by-side boxes. The left box, 'Billed Amounts', contains fields for Principal Amount (\$5,486.00), Interest Amount (\$0.00), Admin Charges Amount (\$0.00), Penalty Amount (\$0.00), and Total Amount (\$5,486.00). The right box, 'Credit Amounts', contains fields for Total Credit Amount (\$0.00), Closed Credit Amount (\$0.00), and Outstanding Credit Amount (\$0.00). A note states: 'Note: The Credit Total Field is calculated by adding the Sum of all CREDIT line Principal Amounts.'

*Steps to Execute a Query Using
View and Print Statements Query:*

Notes

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"/>	Disputed: <input type="text"/>	
Bill Document Date From: <input type="text"/> To: <input type="text"/>	Entry Date From: <input type="text"/> To: <input type="text"/>	Detail Amount From: <input type="text"/> To: <input type="text"/>
Account: <input type="text"/> DUNS+4/BPN+4: <input type="text"/> Account Code: <input type="text"/>		

+ Additional Criteria

[Search](#) [Clear](#)

[Detail](#) [Splt..](#) [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								
<input type="checkbox"/> MOM02FP0001METJCY00	01/25/2013	\$5,486.00	C-123604	VCSS Demo Vendor	Normal				09	

Page 1 of 1 | 10 | 20 | 30 | 100 | Rows 1 - 1 of 1

*Steps to Execute a Query Using
View and Print Statements Query:*

Notes

7. Select a detail record and select **Detail**.

The detail record is displayed.

The screenshot shows a web-based application interface for managing statements. At the top, there is a navigation bar with several buttons: 'View Referencing Payments' (highlighted with a red box), 'Send Correspondence', 'Dispute Statement', 'View Related Dispute Requests', and 'View PDF'. Below the navigation bar, there is a breadcrumb trail: 'Statement Information' → 'Detail Billing Records' (highlighted with a red box) → 'Attachments' → 'Review Correspondence'. The main content area displays a 'General' section with fields for Reference ID (MOM02FP0001METJCY00), Record Date (01/25/2013), Record Type (Normal), Record Amount (\$5,486.00), Source Number, and Invoice Number. It also includes sections for 'Period of Performance' (Start Date and End Date fields) and 'Dispute' (Disputed status and Disputed Date). Below the General section is an 'Account' section with 'Account Information' fields for Account Code (C-123604), Account Name (VCSS Demo Vendor), DUNS+4/BPN+4, and Agency (012). A 'More' button is located next to the account information.

**Steps to Execute a Query Using
View and Print Statements Query:**

Notes

Header Information

Payment Information

Overdue Status:

Overdue Status Date:

Remit to Office Address

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"/>	

Dunning

Dunning Count: Last Dunning Date:

Additional Criteria

Printed Message:

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"/>	FedCode: <input type="text"/>
Special ACC Equipment: <input type="text" value="Radar"/>	Accessories Charge Amount: <input type="text" value="\$200.00"/>	

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"/>

*Steps to Execute a Query Using
View and Print Statements Query:*

Notes

General			
Reference ID:	MOM02FP0001YS7BFP00	Record Date:	02/17/2011
Record Amount:	\$125.00	Source Number:	12345678
Record Type:	Normal	Invoice Number:	
Period of Performance			
Start Date:	01/01/2011	End Date:	01/31/2011
Dispute			
Disputed:	False	Disputed Date:	
Account			
Account Information:			More
Account Code:	S1017	Account Name:	US COURTS OF APPEAL F
DUNS+4/BPN+4:		Agency:	10

*Note: Selecting the **More** button provides more information about the vendor.*

Ok

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

Vendor Address

Vendor:	Phone Number:
Address Code:	Fax Number:
Code:	Email:
Address Format:	Contact:
Name:	Title:
Address Line 1:	DUNS:
Address Line 2:	DUNS+4/BPN+4:
Address Line 3:	TIN (SSN/EIN):
City:	
State:	
Zip:	
Country:	

*Steps to Execute a Query Using
View and Print Statements Query:*

Notes

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: <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"/>

Period of Performance

Start Date: <input type="text"/>	End Date: <input type="text"/>
----------------------------------	--------------------------------

Dispute

Disputed: <input type="button" value="False ▾"/>	Disputed Date: <input type="text"/>
--	-------------------------------------

*Steps to Execute a Query Using
View and Print Statements Query:*

Notes

9. 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](#)

Search Criteria

Record Number: Type Of Correspondence:

Created Date
From:
To:

First Name: Last Name: [Account Information](#):
Account Code: Agency Location Code:

Subject:
Correspondence:

[Search](#) [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
<input checked="" type="checkbox"/>	9	02/28/2013	John	Smith	E0000094

Steps to Execute a Query Using

Notes

View and Print Statements Query:

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
Type Of Correspondence:	Dispute	Statement Number: E0000094			
Subject:	DUPCHARGE				
Dispute Status: New. Dispute Explanation: I believe I have already been charged for this shipment					
Correspondence:					

5.2.2 VCSS: Statement Search by Agreement

The Statement Search by Account page allows users to search for statements by using their GSA Agreement Number (for RWA/HOTD customers, this would be the RWA Number).

Statements=>Statement Search by Agreement

Exhibit 5-26: 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 5-27: Statement Search by Agreement Page

VCSS > Statements > Bill Search

Audit

Agreement Search Criteria

Agreement Search Criteria

Agreement Number:

IPAC

Funding Document: Related Statement Number:
Purchase Order Number: Customer Treasury Symbol:
Accounting Classification Reference Number:

Search Criteria

Account Criteria

Account:

Account Code: Agency:
DUNS+4/BPN+4: Bureau:
Account Name: Agency Location Code:

Search **Clear**

5.2.2.2 Executing Steps to View Statement Search by Agreement

Notes

Steps to View Statement Search by Agreement:

1. In VCSS navigate to Statements=>Statements Search by Agreement.

The Statement Search by Agreement page is displayed.

The screenshot shows the GSA Vendor and Customer Self Service (VCSS) interface. The top navigation bar includes links for Accounts, Statements, Payments, Electronic Invoicing, Correspondence, and External Applications. The current page is VCSS > Statements > Bill Search. The 'Audit' tab is selected. The main form has several sections: 'Agreement Search Criteria' (with a highlighted 'Agreement Number' field), 'IPAC' (with fields for Funding Document, Related Statement Number, Purchase Order Number, Customer Treasury Symbol, and Accounting Classification Reference Number), and 'Search Criteria' (with an 'Account Criteria' section containing fields for Account Code, Agency, DUNS+4/BPN+4, Bureau, Account Name, and Agency Location Code). At the bottom are 'Search' and 'Clear' buttons, with the 'Search' button highlighted with a red box.

2. Enter the desired **Search Criteria**.

Notes**Steps to View Statement Search by Agreement:**

3. 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	Vendor Address	Vendor Name	DUNS+4/BPN+4	Business Line			
Totals										
<input checked="" type="checkbox"/> W0000138	Billed Charges		ADIBILADIW0000138-403	158825	VCSS Demo Vendor			Reimbursable Work A		

4. 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 5-28: Navigation to View Details 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 dropdown menus: "Accounts", "Statements", "Payments", "Electronic Invoicing", "Correspondence", and "External Applications". Under the "Statements" menu, there are three options: "View and Print Statements", "Statement Search by Agreement", and "View Details". The "View Details" option is highlighted with a red box. Below the menu, there is a sidebar with a "Site Map > VCSS" link and two other links: "Dispute Statement/Details" and "View Dispute Requests".

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 5-29: 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.
<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.

Search Element	Description
<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 5-30: 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"/>	Record Type:	<input type="text"/>
Title:	<input type="text"/>	Bill Type:	<input type="text"/>	Disputed:	<input type="text"/>
Reference ID:					
Statement Date	From: <input type="text"/>	Entry Date	From: <input type="text"/>	Detail Amount	From: <input type="text"/>
	To: <input type="text"/>		To: <input type="text"/>		To: <input type="text"/>
				Collection Due Date	From: <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: Vehicle Tag:
 Vehicle Class: Sales Code:

Rent Search Criteria

Building Name: Source Number:

Summary

View Statement **Sort...** **View as CSV**

<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"/>	MOM02FP0001YABFF0000846	02/18/2011	897009	DEPT OF ENERGY	Fleet	Normal	NonIPAC	False	
<input type="checkbox"/>	MOM02FP0001EJABFAA000311	02/18/2011	S1017	US COURTS OF APPEAL	Rent	Normal	NonIPAC	False	
<input type="checkbox"/>	MOM02FP0001VBBFAA000312	02/18/2011	S1017	US COURTS OF APPEAL	Rent	Normal	NonIPAC	False	
<input type="checkbox"/>	MOM02FP0001M76BF0000827	02/17/2011	S1017	US COURTS OF APPEAL	Fleet	Normal	NonIPAC	False	
<input type="checkbox"/>	MOM02FP0001DP7BFF0000632	02/17/2011	897009	DEPT OF ENERGY	Fleet	Normal	NonIPAC	False	
<input type="checkbox"/>	MOM02FP0001CS0XF0000770	02/25/2011	897009	DEPT OF ENERGY	Fleet	Normal	NonIPAC	False	
<input type="checkbox"/>	MOM02FP0001CW0XG0028695	02/26/2011	897009	DEPT OF ENERGY	Fleet	Normal	IPAC	False	
<input type="checkbox"/>	MOM02FP0001LNRWFAA000378	02/24/2011	9567	DENALI COMMISSION	Rent	Credit	IPAC	False	
<input type="checkbox"/>	MOM02FP0001406CFF0000702	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 5-31: View Details Detail Page

Detail

[Previous](#) [Next](#) [View Statement](#)

General

Statement Information

Statement Number: F0000646 Business Line: Fleet

Bill Type: NonIPAC Payment Due Date:

Detail Information

Reference ID: M0M02FP0001YIABFP00 Record Date: 02/18/2011 Record Type: Normal

Record Amount: \$100.00 Source Number: 12345678 Invoice Number:

Period of Performance

Start Date: 01/01/2011 End Date: 01/31/2011 Accounting Classification Reference Number:

Dispute

Disputed: False Disputed Date:

Account

Account Information:

Account Code: 897009 Account Name: DEPT OF ENERGY

DUNS+4/BPN+4: Agency: 89

Exhibit 5-32: 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.

Detail Record Search

Search Criteria

Detail Search Criteria

Statement Number:	<input type="text"/>	Business Line:	<input type="text"/>	Record Type:	<input type="checkbox"/>
Title:	<input type="text"/>	Bill Type:	<input type="text"/>	Disputed:	<input type="checkbox"/>
Reference ID:	<input type="text"/>				
Statement Date	From: <input type="text"/>	Entry Date	From: <input type="text"/>	Detail Amount	From: <input type="text"/>
	To: <input type="text"/>		To: <input type="text"/>		Collection Due Date
				From: <input type="text"/>	To: <input type="text"/>

Account: DUNS+4/BPN+4: Account Code:

Additional Criteria

Charge Period:	<input type="text"/>	Articles/Services Description:	<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"/>			

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**

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
Totals								
<input checked="" type="checkbox"/>	MOM02FP0001YIABF F0000646		02/18/2011	897009	DEPT OF ENERGY	Fleet	Normal	NonIPAC
<input type="checkbox"/>	MOM02FP0001EJABF AA000311		02/18/2011	S1017	US COURTS OF APP	Rent	Normal	NonIPAC
<input type="checkbox"/>	MOM02FP00014VBB AA000312		02/18/2011	S1017	US COURTS OF APP	Rent	Normal	NonIPAC
<input type="checkbox"/>	MOM02FP0001M76BF F0000627		02/17/2011	S1017	US COURTS OF APP	Fleet	Normal	NonIPAC
<input type="checkbox"/>	MOM02FP0001DP7BF F0000632		02/17/2011	897009	DEPT OF ENERGY	Fleet	Normal	NonIPAC
<input type="checkbox"/>	MOM02FP0001CS0XF F0000770		02/25/2011	897009	DEPT OF ENERGY	Fleet	Normal	NonIPAC
<input type="checkbox"/>	MOM02FP0001CW0X G0028695		02/26/2011	897009	DEPT OF ENERGY	Fleet	Normal	IPAC
<input type="checkbox"/>	MOM02FP0001LNRW AA000378		02/24/2011	9567	DENALI COMMISSION	Rent	Credit	IPAC
<input type="checkbox"/>	MOM02FP0001406CF F0000702		02/23/2011	897009	DEPT OF ENERGY	Fleet	Normal	NonIPAC

[Navigation icons] Page 1 of 100 [Next] [Last] Rows 1

4. Select a Detail Record.

Steps to Execute a Query Using View Details Query:**Notes****5. Select View.**

The Detail Record is displayed.

Detail

[Previous](#) [Next](#) [View Statement](#)

General

Statement Information

Statement Number: F0000646 Business Line: Fleet
Bill Type: NonPAC Payment Due Date: []

Detail Information

Reference ID: MOM02FP0001YIABFP00 Record Date: 02/18/2011 Record Type: Normal
Record Amount: \$100.00 Source Number: 12345678 Invoice Number: []
Period of Performance Accounting Classification Reference Number:
Start Date: 01/01/2011 End Date: 01/31/2011

Dispute

Disputed: False Disputed Date: []

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

-----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 FedCode: []

Additional Information

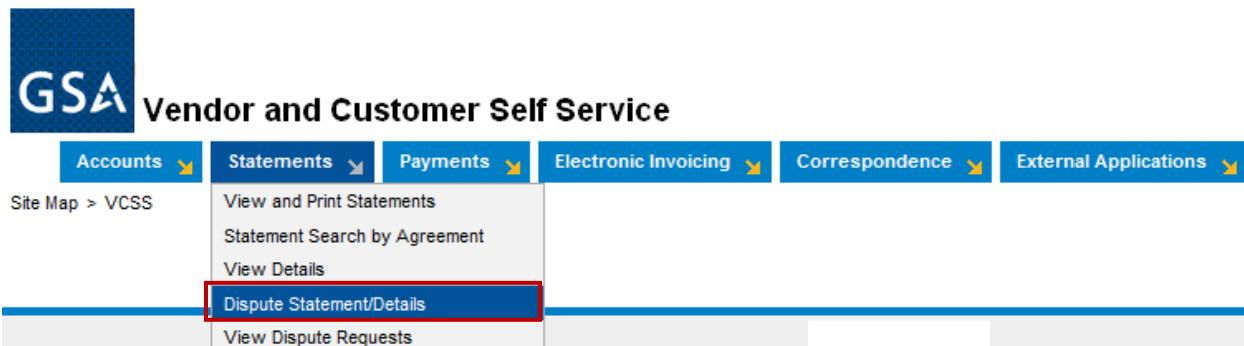
Region: 01 FMC: A12
Sales Code: T Description: []

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 users who believe they have been billed incorrectly, to bring the error to the attention of GSA. The dispute wizard will walk users step by step through the entire process of disputing.

Statements=>Dispute Statement/Details

Exhibit 5-33: 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.

VCSS > Statements > Enter Statement Number to Dispute

Cancel

Enter Statement Number to Dispute

Billing Statement:

Statement Number:	<input type="text"/>
Account Code:	<input type="text"/>

Next

Steps to Execute the Dispute Process at the Statement Level: **Notes**

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.

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](#)

<input type="checkbox"/> 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
 <input type="checkbox"/> Supplementary Dispute Information	
Dispute Reason Code:	Services are over billed
This statement is an overbilling.	
Dispute Explanation:	

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.

Steps to Execute the Dispute Process at the Statement Level:

Notes

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	Title
Totals							
<input type="checkbox"/>			\$800.00				Bil
<input type="checkbox"/>			\$700.00				Bil

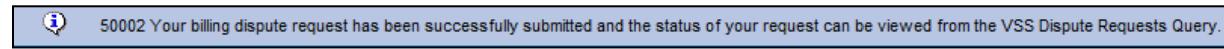
Rows 1 - 2 of 2

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 GSA 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.



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

1. In VCSS navigate to Statements=>Dispute Statement/Details.

The Dispute Wizard page is displayed.

VCSS > Statements > Enter Statement Number to Dispute 

[Cancel](#)

Enter Statement Number to Dispute

Billing Statement: 

Statement Number:

Account Code:

[Next](#)

Steps to Execute the Dispute Process at the Detail Level:

Notes

2. Enter the desired Statement Number and select Next.

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.

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

The screenshot shows a web-based application interface for disputing a statement. At the top, there is a note in a red-bordered box: "Please identify the type of dispute you would like to request below and then select the **Next** button to continue." Below this are three buttons: "< Back", "**Next >**", and "Cancel". The next section is titled "Statement Information" and contains two fields: "Account Name" (set to "DEPT OF ENERGY") and "Statement Amount" (set to "\$1,500.00"). The final section is titled "Dispute Type" and contains two radio buttons: one selected ("Dispute Entire Statement") and one unselected ("Choose Which Detail Records to Dispute"). The "Dispute Type" section is enclosed in a red border.

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

4. 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:

Record Amount:

Record Date:

Detail Billing Record

Fleet Search Criteria	Fleet Additional Search Criteria
Vehicle Class: <input type="text"/>	Sales Code: <input type="text"/>
Vehicle Tag: <input type="text"/>	Description: <input type="text"/>
Est. Mileage Indicator: <input type="text"/>	FMC: <input type="text"/>
Body Type: <input type="text"/>	

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**

Summary

<input type="checkbox"/>	Reference ID	Entry Date	Record Amount	Account Code	Account Name	Record Type	Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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**.

*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: 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	Title
Totals							
<input checked="" type="checkbox"/>			\$800.00	897009	DEPT OF ENERGY		De

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 GSA 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.



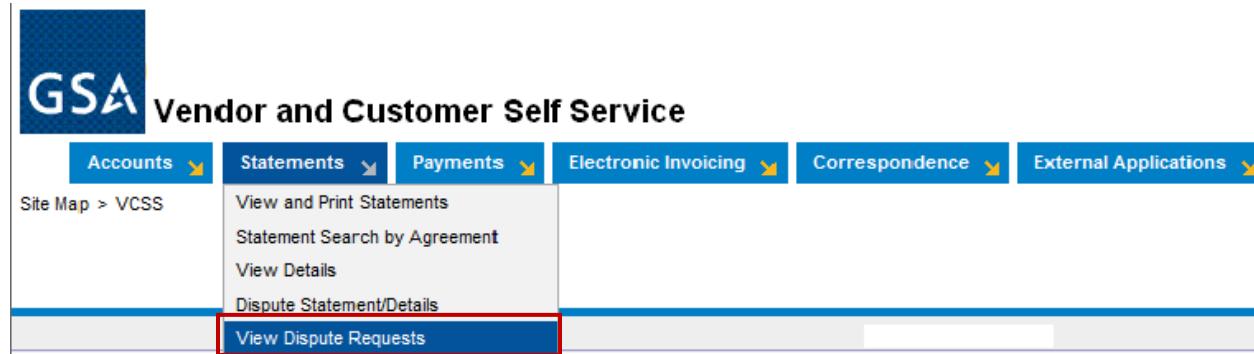
50002 Your billing dispute request has been successfully submitted and the status of your request can be viewed from the VSS Dispute Requests Query.

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 5-34: 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:	<input type="text"/>
DUNS+4/BPN+4:	<input type="text"/>
Account Name:	<input type="text"/>
Agency:	<input type="text"/>
Bureau:	<input type="text"/>

Dispute Criteria

Dispute Submitted Date

From:
To:

Dispute Status: 

Dispute Reason: 

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.

The screenshot shows the 'Dispute Requests Search' page of the GSA VCSS system. 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 current location is shown as 'VCSS > Statements > Dispute Requests Search'. A red 'Audit' button is visible on the left. The main form area is titled 'Search Criteria' and contains three sections: 'General Criteria' (Statement Number input field with a pencil icon), 'Vendor Criteria' (Address Code, DUNS+4/BPN+4, Account Name, Agency, Bureau fields), and 'Dispute Criteria' (Dispute Submitted Date range from/to fields, Dispute Status dropdown, Dispute Reason dropdown). At the bottom of the form, there are 'Search' and 'Clear' buttons, and a note: 'Please note that dispute requests may be tracked at a lower level from when initially submitted.'

2. Enter the Search criteria.

*Steps to View Dispute Requests**Notes*

3. Select the Search Button.

The results are displayed in the item collection.

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

Page 1 of 1 | 10 |

Rows 1 - 1 of 1

4. 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.

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

Detail Billing Record Identifier		Disputed Amount
<input checked="" type="checkbox"/>	MOM02FP0001METJCY0	\$5,486.00

Page 1 of 1 | 10 |

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 GSA.

Vendor Address	Statement Number	Original Dispute Amount	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanation	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...	

VCSS > Statements > View Dispute Requests > Send Correspondence

Audit

Send Correspondence **Attachments**

Submit Correspondence **Cancel**

Contact Person

* First Name: [] * Last Name: [] Phone Number: []
 Title: [] Email Address: [all@fake.com] International Phone Number: []

Account Information:

Account Code: C-123604 Account Name: VCSS Demo Vendor DUNS+4/BPN+4: []

Correspondence

* Type Of Correspondence: Communication []

* Subject: []

* Text:

Steps to View Dispute Requests***Notes***

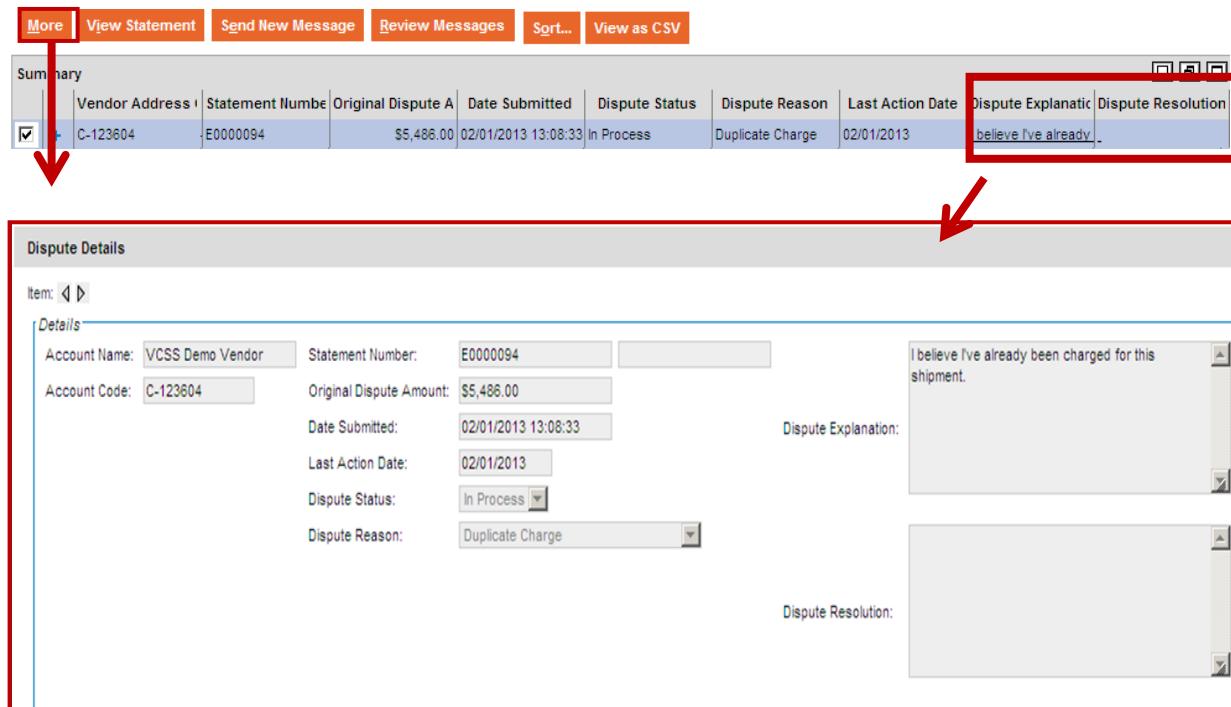
6. In order to view correspondence, select the Statement Number and then the Review Messages button to bring up the Review Correspondence Page.

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 Explanatory</td> <td>Dispute Resolution</td> </tr> <tr> <td><input type="checkbox"/> +</td> <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>						<input checked="" type="checkbox"/>	Vendor Address	Statement Number	Original Dispute A	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanatory	Dispute Resolution	<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...	
<input checked="" type="checkbox"/>	Vendor Address	Statement Number	Original Dispute A	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanatory	Dispute Resolution																
<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...																	
VCSS > Statements > View Dispute Requests > Review Correspondence <ul style="list-style-type: none"> Audit Send New Correspondence 																									
Search Criteria <table border="1"> <tr> <td>Record Number:</td> <td>Type Of Correspondence:</td> </tr> <tr> <td>Created Date</td> <td>First Name:</td> </tr> <tr> <td>From:</td> <td>Last Name:</td> </tr> <tr> <td>To:</td> <td>Account Information:</td> </tr> <tr> <td>Subject:</td> <td>Account Code:</td> </tr> <tr> <td>Correspondence:</td> <td>Agency Location Code:</td> </tr> </table>						Record Number:	Type Of Correspondence:	Created Date	First Name:	From:	Last Name:	To:	Account Information:	Subject:	Account Code:	Correspondence:	Agency Location Code:								
Record Number:	Type Of Correspondence:																								
Created Date	First Name:																								
From:	Last Name:																								
To:	Account Information:																								
Subject:	Account Code:																								
Correspondence:	Agency Location Code:																								
<input type="button" value="Search"/> <input type="button" value="Clear"/>																									
Use the wildcard (*) character to search if needed.																									
<input type="button" value="Attachments"/> <input type="button" value="Sort..."/> <input type="button" value="View as CSV"/>																									
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>							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																				
Page 1 of 1 10 <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>																									

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.



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 Explanation	Dispute Resolution
<input checked="" 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 for this shipment.							

Dispute Details

Item:

Details

Account Name: VCSS Demo Vendor	Statement Number: E0000094	Original Dispute Amount: \$5,486.00	Dispute Explanation:
Account Code: C-123604	Date Submitted: 02/01/2013 13:08:33	Last Action Date: 02/01/2013	Dispute Resolution:
Dispute Status: In Process	Dispute Reason: Duplicate Charge		

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

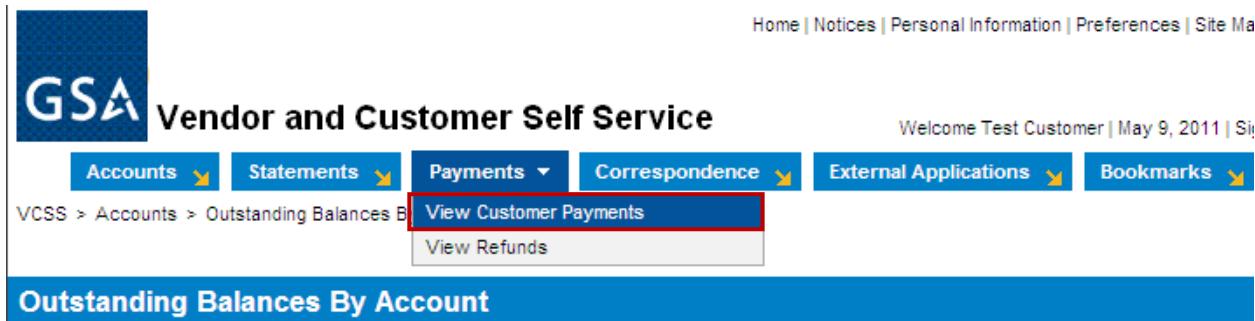
The View Customer Payments query allows users to search for and review payments made against their statements. The query contains the ability to drill down to the View Customer Payment Information

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 5-35: Navigation to View Customer Payments Query



- 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 5-36: 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: <input type="text" value="02/01/2011"/>	To: <input type="text" value="03/01/2011"/>
From: <input type="text"/>	To: <input type="text"/>

Note: The OA Number is the Alternate Agreement Number.

Account: 
DUNS+4/BPN+4: Account Code:

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 Statement	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-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
						Rows 1 - 10 of 72		

Exhibit 5-37: 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.

Search Element	Description
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.
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.

Search Element	Description
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 5-38: Payment Information Page

The screenshot shows a web-based application interface for viewing payment information. At the top, there's a red button labeled "Send New Correspondence". Below it, a navigation bar has two tabs: "Payment Information" (which is highlighted with a red box) and "Review Correspondence". Underneath the navigation bar, there are links for "Expand All" and "Collapse All".

The main content area is divided into sections:

- General:** Contains fields for 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).
- Statement:** Contains a field for Statement Number.
- Vendor Information:** Contains fields for Agency Disbursing Office (WADC), Account (Account Code S1017, Agency 10, DUNS+4/BPN+4, Bureau 17, Account Name US COURTS OF APPEAL, Agency Location Code), and a "More" button.

Amounts

Principal Amount:	\$250.00	Referenced
Interest Amount:	\$0.00	Chargeback Amount: \$0.00
Admin Charges Amount:	\$0.00	Refunded Amount: \$0.00
Penalty Amount:	\$0.00	Deposit Amount: \$0.00
Total Amount:	\$250.00	

Transfer

Treasury Symbol: To/From:

Tender Type

Tender Type: CASH Check/Money Order Number:

IPAC

IPAC:	<input type="checkbox"/> False	Funding Authorization Source:	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 GSA about the payment.

Exhibit 5-39: View Payment Correspondence Tab

[Send New Correspondence](#)

[Payment Information](#) **Review Correspondence**

Search Criteria

Record Number: Creator: Type Of Correspondence:

Created Date
[From:](#)
[To:](#)

Contact Person
First Name:
Last Name:
Middle Initial:

Subject:
Correspondence:

[Search](#) [Clear](#)

[Attachments](#) [Sort...](#) [View as CSV](#)

Summary								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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 | 10 | Rows 1 - 1 of 1

Contact Person

First Name:	John	Middle Initial:		Last Name:	Smith
Title:	Purchasing Manager	Phone Number:	555-555-5555	International Phone Number:	
Email Address:	john.smith@usagency.gov				

Agency Contact

Name:	Title:	Phone Number:	Agency Email Address:
-------	--------	---------------	-----------------------

Correspondence

Record Number:	Pending Assignment	Creator:	tstcustomer	Created Date:	05/09/2011
Type Of Correspondence:	Question	Communication Source:	VSS		
Parent Itemized Line Number:		Parent Accounting Line Number:	1		

Subject: Question About My Payment Amount

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:*

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 **Paid Amount**

From: [] To: [] 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**

*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' (which is highlighted with a red box), '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 labeled: Payment Number, Referenced Stater, Related Statement, Title, Account Code, Account Name, DUNS+4/BPN+4, and B. A 'Totals' row is present above the data rows. The first data row has a checked checkbox in the first column and is highlighted with a red box. The data grid includes several other rows with payment numbers like CA7-CA7201102020, CA7-CA7201102090, etc., and account codes like S1017. At the bottom of the grid, there is a page navigation bar with 'Page 1 of 8' and a dropdown for selecting '10' rows per page. The status bar at the bottom right indicates 'Rows 1 - 10 of 72'.

	Payment Number	Referenced Stater	Related Statement	Title	Account Code	Account Name	DUNS+4/BPN+4	B
Totals								
<input checked="" type="checkbox"/>	CA7-CA7201102020			32.05	S1017	US COURTS OF APPE		F
<input type="checkbox"/>	CA7-CA7201102090				S1017	US COURTS OF APPE		F
<input type="checkbox"/>	CA7-CA7201102220				S1017	US COURTS OF APPE		F
<input type="checkbox"/>	CA7-MTACA7201102			32.05	S1017	US COURTS OF APPE		F
<input type="checkbox"/>	CH6-CH610847-1	F0000429			S1017	US COURTS OF APPE		F
<input type="checkbox"/>	CH6-CH6201102200				S1017	US COURTS OF APPE		F
<input type="checkbox"/>	CH6-CH62011022400	F0000731			S1017	US COURTS OF APPE		F
<input type="checkbox"/>	CH6-CH62011022400	F0000734			S1017	US COURTS OF APPE		F
<input type="checkbox"/>	CH6-CH62011022400	F0000736			S1017	US COURTS OF APPE		F

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 the 'Payment Information' tab selected in the top navigation bar. Below it, there are several expandable sections:

- General:** Contains fields for Document Number (CA7-CAT201102020008-1), Line Type (Normal), Source Number, Title (32.05), Deposit Number (1), Business Line (Rent), Debit Voucher Number, Receipt Date (02/02/2011), and Statement Number.
- Statement:** Contains a Statement Number field.
- Vendor Information:** Contains fields for 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.
- More:** A red 'More' button is located here.
- Amounts:** Contains fields for Principal Amount (\$250.00), Interest Amount (\$0.00), Admin Charges Amount (\$0.00), Penalty Amount (\$0.00), Total Amount (\$250.00), and Reference amounts (Chargeback Amount \$0.00, Refunded Amount \$0.00, Deposit Amount \$0.00).
- Transfer:** Contains fields for Treasury Symbol and To/From.

***Steps to Execute a Query Using
the View Customer Payments Query:***

Notes

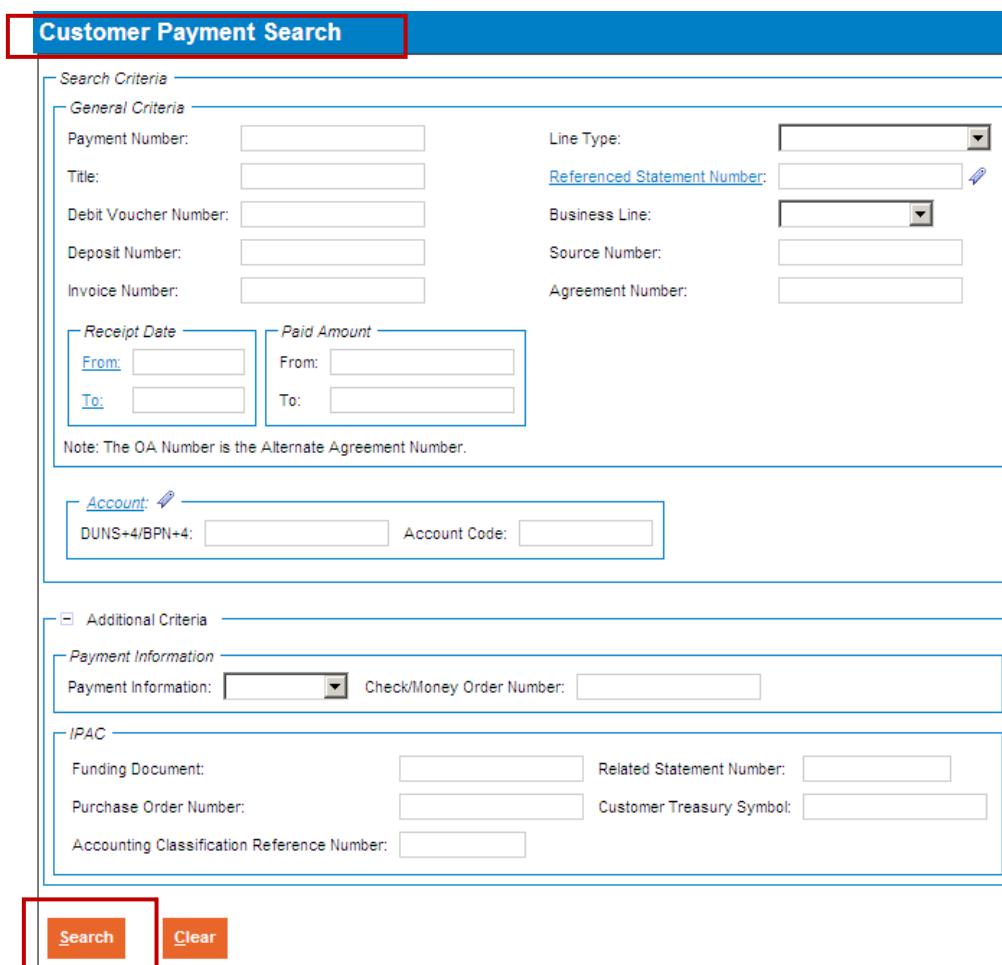
<input type="checkbox"/> Tender Type	
Tender Type:	CASH
Check/Money Order Number: <input type="text"/>	
<input type="checkbox"/> IPAC	
IPAC:	<input type="button" value="False"/>
Customer Voucher Number:	<input type="text"/>
Transfer Schedule Number:	<input type="text"/>
Transfer Voucher Number:	<input type="text"/>
Transfer Authorized By:	<input type="text"/>
Funding Authorization Source:	<input type="button" value="Agreement"/>
Purchase Order Number:	<input type="text"/>
Accounting Classification Reference Number:	<input type="text"/>
Related Statement Number:	<input type="text"/>
Customer Treasury Symbol:	<input type="text"/>
Internal Obligation Document Number:	<input type="text"/>
FY Obligation ID:	<input type="text"/>
Transaction Contact:	<input type="text"/>
Contact Phone Number:	<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 *Notes*
Using the View Customer Payments Query:

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:	<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

From:	<input type="text"/>	From:	<input type="text"/>
To:	<input type="text"/>	To:	<input type="text"/>

Note: The OA Number is the Alternate Agreement Number.

Account: 

DUNS+4/BPN+4:	<input type="text"/>	Account Code:	<input type="text"/>
---------------	----------------------	---------------	----------------------

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"/>		

Search **Clear**

Steps to Search and Create Correspondence

Notes

Using the View Customer Payments Query:

2. Enter the desired search criteria and select **Search**.

The results are returned in the item collection.

	Payment Number	Referenced Statement	Related Statement	Title	Account Code	Account Name	DUNS+4/BPN+4	Bln
Totals								
<input checked="" type="checkbox"/>	CA7-CA7201102020			32.05	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-MTACA7201102			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

3. Select a payment.

Steps to Search and Create Correspondence**Notes****Using the View Customer Payments Query:**

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.

[Send New Correspondence](#)

[Payment Information](#) [Review Correspondence](#)

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

General

Document Number: CA7-CA7201102020008-1 Line Type: Normal Source Number:
Title: 32.05 Deposit Number: 1 Business Line: Rent
Debit Voucher Number: Receipt Date: 02/02/2011

Statement

Statement Number:

Vendor Information

Agency Disbursing Office: WADC [More](#)

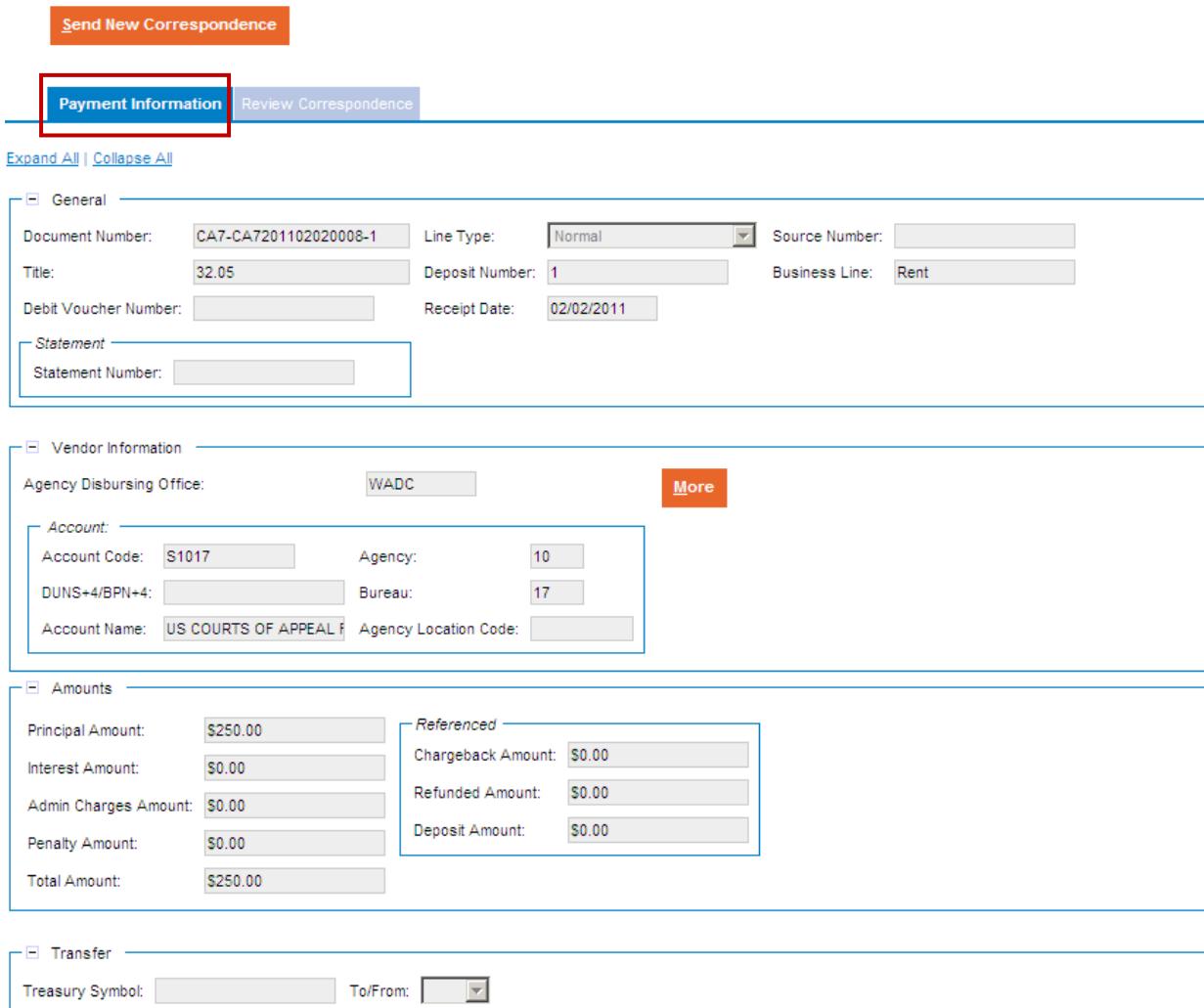
Account:
Account Code: S1017 Agency: 10
DUNS+4/BPN+4: Bureau: 17
Account Name: US COURTS OF APPEAL F Agency Location Code:

Amounts

Principal Amount: \$250.00 Referenced
Interest Amount: \$0.00 Chargeback Amount: \$0.00
Admin Charges Amount: \$0.00 Refunded Amount: \$0.00
Penalty Amount: \$0.00 Deposit Amount: \$0.00
Total Amount: \$250.00

Transfer

Treasury Symbol: To/From:



Steps to Search and Create Correspondence

Notes

Using the View Customer Payments Query:

Tender Type	
Tender Type:	CASH
Check/Money Order Number: <input type="text"/>	
IPAC	
IPAC:	<input type="text" value="False"/>
Customer Voucher Number:	<input type="text"/>
Transfer Schedule Number:	<input type="text"/>
Transfer Voucher Number:	<input type="text"/>
Transfer Authorized By:	<input type="text"/>
Funding Source:	<input type="text" value="Agreement"/>
Purchase Order Number:	<input type="text"/>
Accounting Classification Reference Number:	<input type="text"/>
Related Statement Number:	<input type="text"/>
Customer Treasury Symbol:	<input type="text"/>
Internal Obligation Document Number:	<input type="text"/>
FY Obligation ID:	<input type="text"/>
Transaction Contact:	<input type="text"/>
Contact Phone Number:	<input type="text"/>
Contact Email:	<input type="text"/>

5. Select the Correspondence tab.

The correspondence search is displayed.

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	
From:	<input type="text"/>
To:	<input type="text"/>
Contact Person	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Subject:	<input type="text"/>
Correspondence:	<input type="text"/>
Search	Clear

Steps to Search and Create Correspondence**Notes****Using the View Customer Payments Query:**

Attachments **Sort...** **View as CSV**

Summary								
	Record	Type Of Correspondence	Created Date	Creator	First Name	Middle Initial	Last Name	Subject
<input checked="" type="checkbox"/>	5	Question	05/09/2011	tstcustomer	John		Smith	Question About My Payment Amount

Page 1 of 1 10 Rows 1 - 1 of 1

Contact Person

First Name:	John	Middle Initial:		Last Name:	Smith
Title:	Purchasing Manager	Phone Number:	555-555-5555	International Phone Number:	
Email Address:	john.smith@usagency.gov				

Agency Contact

Name:	Title:	Phone Number:	Agency Email Address:
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Correspondence

Record Number:	5	Creator:	tstcustomer	Created Date:	05/09/2011
Type Of Correspondence:	Question	Communication Source:	VSS		
Parent Itemized Line Number:		Parent Accounting Line Number:	1		
Subject:	Question About My Payment Amount				
Dear GSA, I have a question about the payment amount that I sent in for my 02/2011 billing statement. Sincerely, John Smith					
Correspondence:					

- Enter the desired search criteria.

Steps to Search and Create Correspondence

Notes

Using the View Customer Payments Query:

7. Select a correspondence record from the item collection and view its details below.

8. Select the Send New Correspondence button.

The Send Correspondence page is displayed.

Send Correspondence Attachments

Submit Correspondence Cancel

Contact Person

* First Name: [] * Last Name: [] Email Address: ohn.smith@usagency.gov
Title: [] Phone Number: [] International Phone Number: []

Correspondence

* Type Of Correspondence: Communication
Parent Itemized Line Number: [] Parent Accounting Line Number: 1
* Subject: []
* Correspondence:

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.

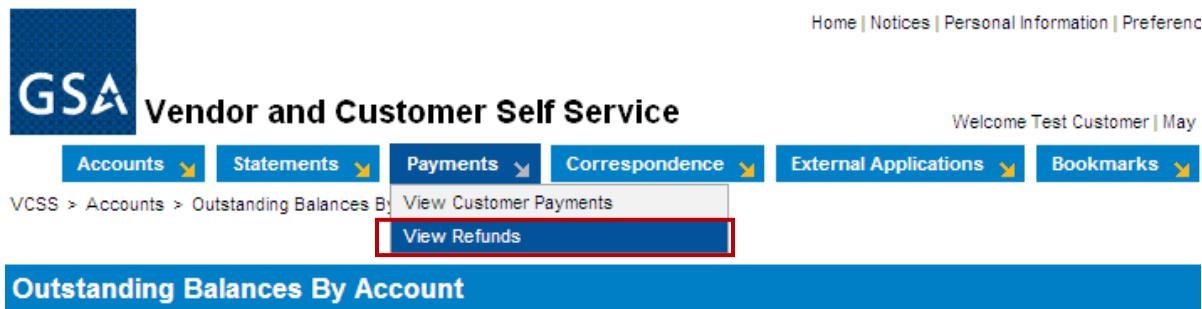
5.3.2 VCSS: View Refunds

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 5-40: Navigation to the View Refunds Query



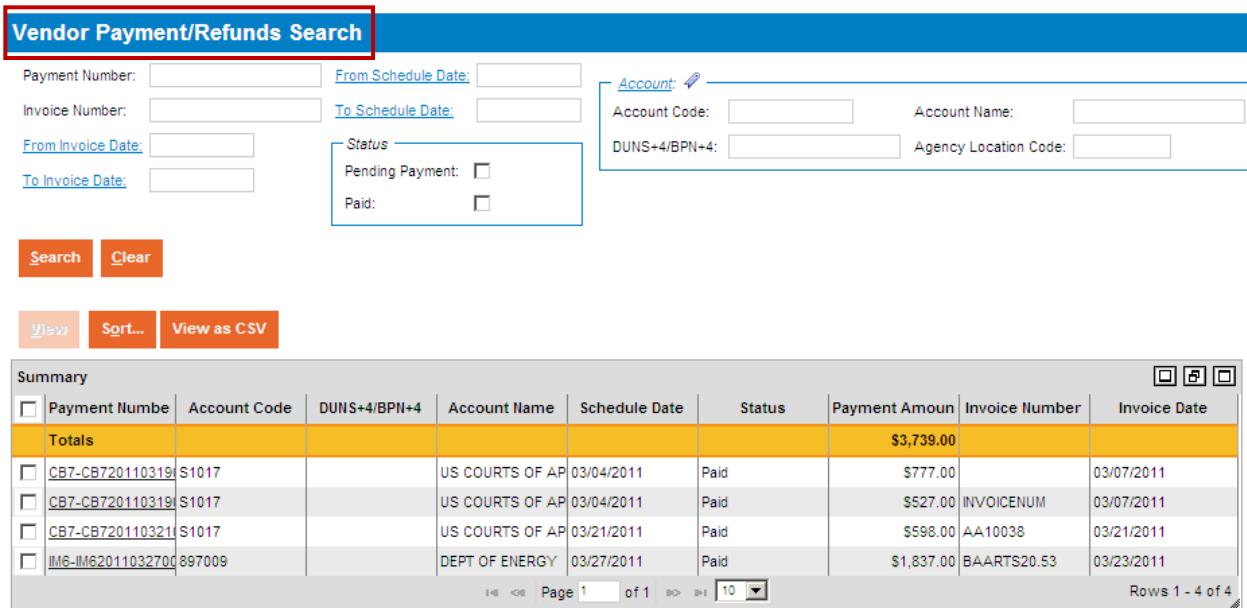
- To search for refund information, enter the applicable search criteria and select the Search button.

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 5-41: View Refunds Search Criteria and Item Collection

VCSS > Payments > Vendor Payment/Refunds Search 



Vendor Payment/Refunds Search

Payment Number: From Schedule Date:
 Invoice Number: To Schedule Date:
 From Invoice Date: Status: Pending Payment:
 To Invoice Date: Paid:

Account: Account Code: Account Name:
 DUNS+4/BPN+4: Agency Location Code:

Search **Clear**

View **Sort...** **View as CSV**

Summary									
<input type="checkbox"/>	Payment Numbe	Account Code	DUNS+4/BPN+4	Account Name	Schedule Date	Status	Payment Amoun	Invoice Number	Invoice Date
Totals \$3,739.00									
<input type="checkbox"/>	CB7-CB720110319	S1017		US COURTS OF AP	03/04/2011	Paid	\$777.00		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-IM62011032700	897009		DEPT OF ENERGY	03/27/2011	Paid	\$1,837.00	BAARTS20.53	03/23/2011

Page 1 of 1 Rows 1 - 4 of 4

Exhibit 5-42: 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.

Search Element	Description
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 5-43: The Refund Information Page

The screenshot shows a web-based application interface for viewing refund 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 in blue) and "Review Correspondence". There is also an "Exit" button. Underneath the navigation bar, there are two links: "Expand All" and "Collapse All".

The main content area is divided into several sections:

- General Information:** This section contains fields for Payment Document Number (IM6-IM6201103270001), Schedule Date (03/27/2011), Payment Date (03/27/2011), and Status (Paid).
- Referenced Invoice:** This section contains fields for Invoice Number (BAARTS20.53) with a "View" link, Invoice Date (03/23/2011), and Log Date (empty field).
- Vendor:** This section contains fields for Address Code (897009), Code (897009), DUNS+4/BPN+4 (empty field), Name (DEPT OF ENERGY), Agency (89), Bureau (00), and Agency Location Code (empty field).
- Financial Details:** This section contains fields for Payment Amount (\$1,837.00), Disbursed Amount (\$1,837.00), Check Number (empty field), and EFT Number (empty field).

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 5-44: The Review Refunds Review Correspondence Tab

Send New Correspondence

Payment Information **Review Correspondence**

Search Criteria

Record Number: [] Creator: [] Type Of Correspondence: []

Created Date Contact Person

From: [] First Name: []

To: [] Last Name: []

Middle Initial: []

Subject: []

Correspondence: []

Search Clear

Attachments Sort... View as CSV

Summary

<input type="checkbox"/>	Record	Type Of Correspondence	Created Date	Creator	First Name	Middle Initial	Last Name	Subject	Correspondence
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"/>
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Correspondence

Record Number:	<input type="text"/>	Creator:	<input type="text"/>	Created Date:	<input type="text"/>
Type Of Correspondence:	<input type="button" value="Communication"/>	Communication Source:	<input type="button" value="VSS"/>		
Parent Itemized Line Number:	<input type="text"/>	Parent Accounting Line Number:	<input type="text"/>		
Subject:	<input type="text"/>				
Correspondence:	<input type="text"/>				

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:	<input type="text"/>	From Schedule Date:	<input type="text"/>	Account:	<input type="button"/>
Invoice Number:	<input type="text"/>	To Schedule Date:	<input type="text"/>	Account Code:	<input type="text"/>
From Invoice Date:	<input type="text"/>	Status	<input type="text"/>	Account Name:	<input type="text"/>
To Invoice Date:	<input type="text"/>	Pending Payment:	<input type="checkbox"/>	DUNS+4/BPN+4:	<input type="text"/>
		Paid:	<input type="checkbox"/>	Agency Location Code:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>					

Steps to Execute a Query Using the View Refunds Query:**Notes**

2. Enter the desired search criteria and select Search.

The results are returned in the item collection.

Summary								
	Payment Number	Account Code	DUNS+4/BPN+4	Account Name	Schedule Date	Status	Payment Amount	Invoice Number
Totals								\$3,739.00
<input type="checkbox"/>	CB7-CB720110319	S1017		US COURTS OF AP	03/04/2011	Paid	\$777.00	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-IM62011032700	897009		DEPT OF ENERGY	03/27/2011	Paid	\$1,837.00	BAARTS20.53 03/23/2011

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.

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

Status: Paid

Referenced Invoice

Invoice Number: BAARTS20.53 [View](#)

Invoice Date: 03/23/2011

Log Date: [empty]

Vendor:

Address Code:	897009
Code:	897009
DUNS+4/BPN+4:	[empty]
Name:	DEPT OF ENERGY
Agency:	89
Bureau:	00
Agency Location Code:	[empty]

Payment Amount: \$1,837.00

Disbursed Amount: \$1,837.00

Check Number: [empty]

EFT Number: [empty]

5.3.2.4 Searching and Creating Correspondence Using the View Refund Query

Steps to Search and Create Correspondence

Notes

Using the View Refund Query:

1. In VCSS navigate to Payments=>View Refunds.

The View Refunds Query page will be displayed.

Vendor Payment/Refunds Search

Payment Number: <input type="text"/>	From Schedule Date: <input type="text"/>	Account: <input type="text"/>	
Invoice Number: <input type="text"/>	To Schedule Date: <input type="text"/>	Account Code: <input type="text"/>	Account Name: <input type="text"/>
From Invoice Date: <input type="text"/>	Status: <input type="checkbox"/> Pending Payment: <input type="checkbox"/>	DUNS+4/BPN+4: <input type="text"/>	Agency Location Code: <input type="text"/>
To Invoice Date: <input type="text"/>	Paid: <input type="checkbox"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

2. Enter the desired search criteria and select Search.

The results are returned in the item collection.

Summary

	Payment Number	Account Code	DUNS+4/BPN+4	Account Name	Schedule Date	Status	Payment Amount	Invoice Number	Invoice Date
Totals									\$3,739.00
<input type="checkbox"/>	CB7-CB720110319	S1017		US COURTS OF AP	03/04/2011	Paid	\$777.00		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-IM62011032700	897009		DEPT OF ENERGY	03/27/2011	Paid	\$1,837.00	BAARTS20.53	03/23/2011

Rows 1 - 4 of 4

3. Select a refund.

Steps to Search and Create Correspondence

Notes

Using the View Refund Query:

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		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:	

Steps to Search and Create Correspondence**Notes****Using the View Refund Query:**

5. Select the Review Correspondence tab.

The Correspondence search is displayed.

The screenshot displays the 'Review Correspondence' tab of the Pegasys 6.5 User Interface. The interface is divided into several sections:

- Search Criteria:** Includes fields for Record Number, Creator, Type Of Correspondence, Created Date (From and To), Contact Person (First Name, Last Name, Middle Initial), Subject, and Correspondence.
- Action Buttons:** Search, Clear, Attachments, Sort..., View as CSV.
- Summary:** A table showing the results of the search. It includes columns for Record, Type Of Correspondence, Created Date, Creator, First Name, Middle Initial, Last Name, Subject, and Correspondence. The message "No records to view" is displayed.
- Contact Person:** Fields for First Name, Middle Initial, Last Name, Title, Phone Number, International Phone Number, and Email Address.
- Agency Contact:** Fields for Name, Title, Phone Number, and Agency Email Address.
- Correspondence:** Fields for Record Number, Creator, Type Of Correspondence (Communication), Communication Source (VSS), Parent Itemized Line Number, Parent Accounting Line Number, Subject, and Correspondence.

Steps to Search and Create Correspondence

Notes

Using the View Refund Query:

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.

8. Select the Send New Correspondence button.

The Send Correspondence page is 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: []

Correspondence

* Type Of Correspondence: Communication

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 user's way of communicating any problems or updates about statements or overall accounts to GSA. The Correspondence Menu contains the following pages:

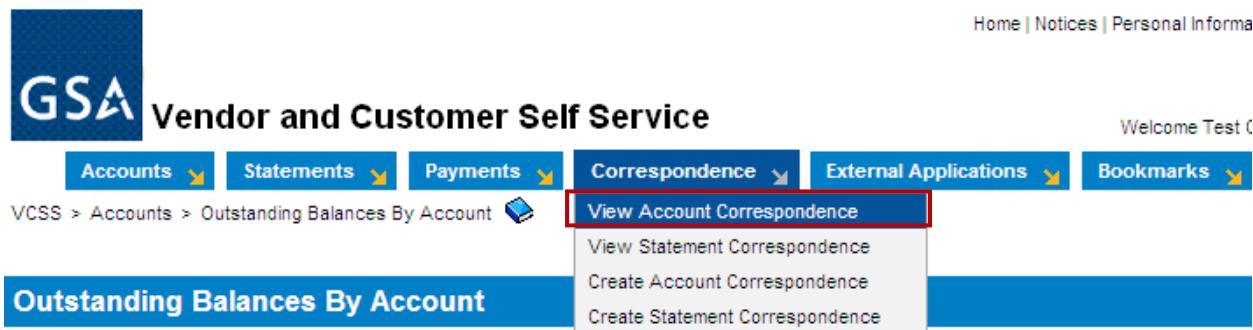
- View Account Correspondence.
- View Statement Correspondence.
- Create Account Correspondence.
- Create Statement Correspondence.

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 5-45: 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 5-46: View Account Correspondence Search Criteria and Item Collection

Send Correspondence

Review Correspondence

Search Criteria

Record Number:	Type Of Correspondence:	Include Statement Number Records:	<input checked="" type="checkbox"/> Yes	Statement Number:	<input type="text"/>
Created Date		Account Information:			
From:	First Name:	Account Code:	Agency Location Code:		
To:	Last Name:				
Subject:					
Correspondence:					

Use the wildcard (*) character to search if needed.

	Record Number	Created Date	First Name	Last Name	Statement Num:	Account Code	Type Of Corresp	Subject	Has Attachments
1	1	04/28/2011	test	test	F0008120	897009	Dispute	ACCIDENT	
1	1	03/30/2011	Jane	Doe	AA000753	S1017	Communication	BAARTS32.53	
1	1	03/27/2011	John	Doe	F0002700	897009	Chargeback	Chargeback Corres	
1	1	04/01/2011	Joe	Griffin	F0003114	897009	Dispute	DAMAGE	
1	1	04/04/2011	Bobby	Gordon	F0002716	897009	Dispute	DAMAGE	
1	1	03/17/2011	allroles136	136	F0002555	897009	Dispute	DAMAGE	
1	1	03/14/2011	John	Smith	F0002239	897009	Dispute	DAMAGE	
1	1	04/01/2011	Devonna	Colley	AA000767	S1017	Dispute	DAMAGE	
1	1	05/03/2011	Rachel	Keller	F0008135	897009	Dispute	DUPCHARGE	
1	1	03/23/2011	Jane	Doe	F0002651	897009	Dispute	DUPCHARGE	

Page 1 of 12 | <> | >> | 10 | Rows 1 - 10 of 120

Exhibit 5-47: View Account Correspondence Field Descriptions

Search Element	Description
Search Criteria Group Box	
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.

Search Element	Description
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.
<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: First Name: Account Information:
From: Last Name: Account Code: Agency Location Code:
To:

Subject:
Correspondence:

Search **Clear**

Use the wildcard (*) character to search if needed.

2. Enter the desired search criteria and select **Search**.

The search results and item collection are displayed.

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	

Steps to Execute a Query Using the View Account Correspondence Query:**Notes**

3. Select a correspondence record.

The correspondence record detail is displayed.

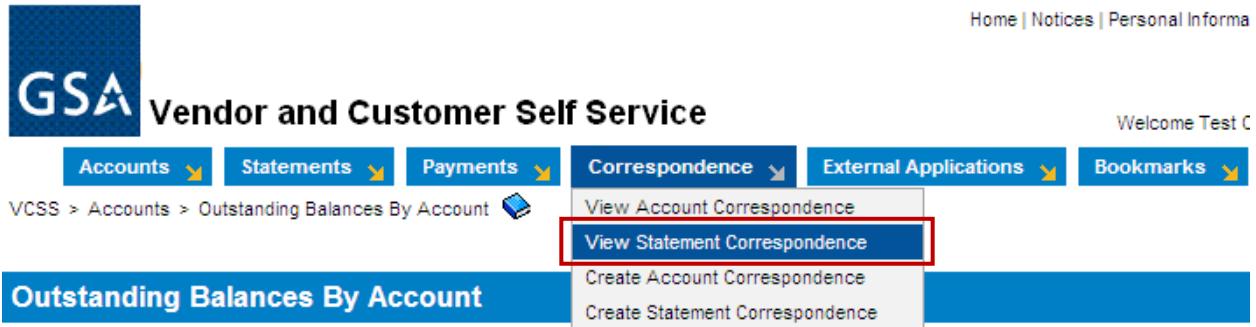
The screenshot shows a web-based application interface for managing account correspondence. At the top, there is a table listing correspondence records with columns for ID, Date, First Name, Last Name, Statement Number, Dispute Status, and Duplication Type. A row for record ID 1 is selected, highlighted with a red border. Below the table is a navigation bar with links for 'Contact Person', 'GSA Contact', and 'Account Information'. The 'Contact Person' section contains fields for First Name (Rachel), Last Name (Keller), Email Address (rachel.keller@cgifederal.c), Title (empty), Phone Number (7032278912), and International Phone Number (empty). The 'GSA Contact' section has fields for Name, Title, Phone Number, and Email Address (test6@gsa.gov). The 'Account Information' section includes fields for Account Code (897009), Account Name (empty), and Agency Location Code (empty). The bottom section, titled 'Correspondence', displays detailed information for the selected record. It shows the Record Number (1), Communication Source (Phone), Created Date (05/03/2011), Statement Number (F0008135), Type Of Correspondence (Dispute), Subject (DUPCHARGE), and a note about Dispute Status (New). The 'Correspondence' text area is empty. The entire screenshot is framed by a thick red border.

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 5-48: 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 5-49: Statement Number Selection Page

The screenshot shows a search form titled "Enter Statement Number for Viewing Correspondence". It features a "Billing Statement:" field with a pencil icon, a "Statement Number:" field which is highlighted with a red border, and an "Account Code:" field. To the right of the fields is a red "Next" button.

The View Statement Correspondence search page contains the search criteria, item collection and action buttons listed below in the field definitions.

Exhibit 5-50: Review Statement Correspondence Page

Review Correspondence

Search Criteria

Record Number:	Type Of Correspondence:
Created Date	
From:	First Name:
To:	Last Name:
Account Information:	
Subject:	Account Code:
Correspondence:	Agency Location Code:

Buttons: Search | Clear

Use the wildcard (*) character to search if needed.

Links: Attachments | Sort... | View as CSV

Summary	Record Number	Created Date	First Name	Last Name	Statement Numbr	Account Code	Type Of Corresp	Subject	Has Attachments
	Pending Assignment	05/09/2011	John	Smith	F0000635	S1017	Communication	Question about my	

Page 1 of 1 | Rows 1 - 1 of 1

Exhibit 5-51: 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.

Search Element	Description
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	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

Steps to Execute a Query Using the View Account Correspondence Query:**Notes**

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:
To:	Last Name:
Account Information:	
Subject:	Account Code:
Correspondence:	Agency Location Code:
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.

Summary										
	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		

Steps to Execute a Query Using the View Account Correspondence Query:

Notes

- Select a record in the item collection and view the correspondence in the fields below.

Summary								
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

Dear GSA,
Can you please provide the following information regarding my February 2011 billing statement:
1.
2.
3.

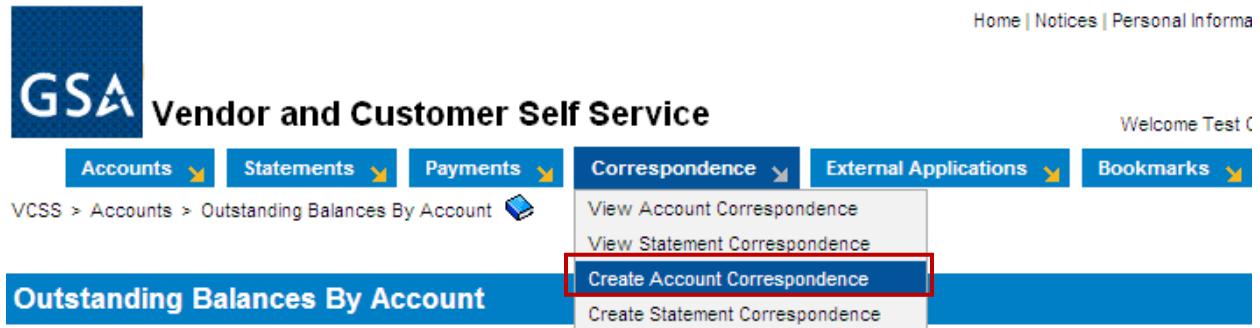
Sincerely,
John Smith

Correspondence:

5.4.3 VCSS: Create Account Correspondence

The Create Account Correspondence page allows the user to create correspondence to send to GSA 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 5-52: 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.

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.

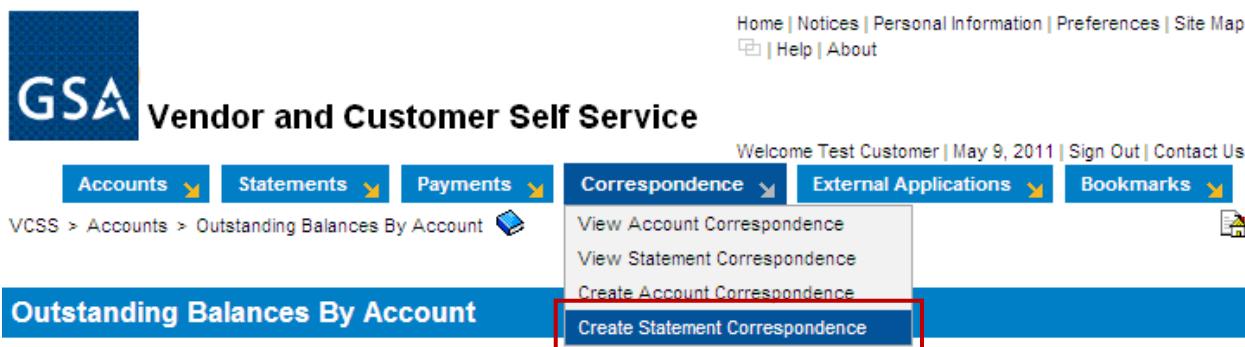
Note: If the user wishes to add an attachment to the correspondence record they will select the Attachments button and add the attachment before selecting Submit.

5.4.4 VCSS: Create Statement Correspondence

The Create Statement Correspondence page allows the user to create a correspondence to send to GSA 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 5-53: Navigation to Create Statement Correspondence Page



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:

Account Code:

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.

Steps to Creating an Account Correspondence in VCSS:

Notes

3. Select the **Next** button.

The Create Statement Correspondence page is displayed.

Send Correspondence Attachments

Submit Correspondence Cancel

Contact Person

* First Name: _____ * Last Name: _____ Phone Number: _____
Name: _____ Email Address: john.smith@usagency.gov International Phone Number: _____
Title: _____

Account Information:

Account Code: S1017 Account Name: US COURTS OF APPEAL DUNS+4/BPN+4: _____

Correspondence

* Type Of Correspondence: Communication
* Subject: _____

* 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](#).

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 5-54: External Applications Menu

The screenshot shows the GSA Vendor and Customer Self Service (VCSS) portal. At the top, there's a navigation bar with links to Home, Notices, Personal Information, Preferences, Site Map, Help, and About. Below the navigation bar, the main header reads "Vendor and Customer Self Service". A sub-header displays the welcome message "Welcome Test Customer | May 9, 2011 | Sign Out | Contact Us". The main menu includes tabs for Accounts, Statements, Payments, Correspondence, External Applications (which is currently selected and highlighted in blue), and Bookmarks. The "External Applications" menu is open, showing a list of external services: Pay.gov, IPAC, ROW, WebBill, RWA, MORRIS, TOPS, and EMORRIS. A red box highlights this list. At the bottom of the page, there are buttons for "View Outstanding Statements", "View Recent Statements (3 Months)", and "Summary".

A Appendix: BAAR Document Types

A.1 Appendix: Overview of BAAR Document Types

Please click on this link to go back to the section [BAAR User Actions](#)

Exhibit A-1: Overview of BAAR Document Types

Document Category	GSA 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	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	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	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	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
Itemized Payment (IP)	PCR, RE6, IM6, MR6, MI6, CB6, NI6, CP6, DDR, RE7, IM7, MR7, CB7, NI7	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

Document Category	GSA Document Types	Description	Described in User Guide
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	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	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 [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 (BD)	RDI	Rent Business Line IPAC Document created from DBRs received from the OABILLING Feeder System.

Business Line	Document Category	Document Type	Description
		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, 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, 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, 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

Business Line	Document Category	Document Type	Description
			created from DBRs received from the FSS-19, CSC, FEDPAY, 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, 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, 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, NCSC Feeder Systems.
		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, 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.

Business Line	Document Category	Document Type	Description
		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.

A.3 Appendix: Available Internal Voucher (NV) Document Types

Please click on this link to go back to the section

[Available Internal Voucher \(NV\) Document Types](#)

[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.

Business Line	Document Category	Document Type	Description
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, NCSC Feeder Systems.
		GMV	Global Supply Business Line Document that was manually created by a user.
Automotive Purchases	Internal Voucher (NV)	VDV	Automotive Purchases Business Line Document created from DBRs received from the FSS-19, CSC, FEDPAY, NCSC Feeder Systems.
		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.

A.4 Appendix: Available Standard Voucher (SV) Document Types

Please click on this link to go back to the section

[Available Standard Voucher \(SV\) Document Types for Imputed Rent](#)

[Available Standard Voucher \(SV\) Document Types for Accruals](#)

[Standard Voucher \(SV\) Available Document Types for AFL](#)

[Adjustments](#)

[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.
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.
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

Business Line	Document Category	Document Type	Description
			Document that was manually created by a user.
		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 .
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.
Automotive Purchases	Standard Voucher (SV)	VDA	Automotive Purchases Business Line Accrual Documents submitted

Business Line	Document Category	Document Type	Description
			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.
Real Property Utilization and Disposal Division (RPUDD)	Standard Voucher (SV)	PDA	RPUDD Business Line Accrual Documents generated by PCACCRU.
		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
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.

A.5 Appendix: Available Cash Receipt (CR) Document Types

Please click on this link to go back to the section [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.
		IR6	IPAC CR.
		DR6	IPAC Debit Voucher.
		L6F	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.
		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.

Region	Document Category	Document Type	Description
		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.

A.6 Appendix: Available Payment Authorization (IP) Document Types

Please click on this link to go back to the section [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.
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 [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 [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.
		IHR	External Direct agreement Recurring IPAC.
		NHR, NHC	External Direct agreement Recurring Non-IPAC.
		PPI	External Direct agreement Non-Recurring IPAC.
		PPN	External Direct agreement Non-Recurring Non-IPAC.
		MAI	External Direct agreement Non-Recurring IPAC.
		MAN	External Direct agreement Non-Recurring Non-IPAC.
R6 Manual: Acquisition Policy	MAI		External Direct agreement Non-Recurring IPAC.
R6: Manual: OIG Investigative			External Direct agreement Recurring IPAC.
GM&A Central Office PCAS (262) - Information	WAI		External Direct agreement Recurring IPAC.

Business Line	Document Category	Document Type	Description
Personal Property Center Excess Supply		MAI	External Direct agreement Non-Recurring IPAC.
		MAN	External Direct agreement Non-Recurring Non-IPAC.

A.9 Appendix: Available Internal Direct Agreement (ID) Document Types

Please click on this link to go back to the section [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.
		DHR	Internal Direct agreement Recurring.
		PPV	Internal Direct agreement Non-Recurring.
		MID	Internal Direct agreement Non-Recurring.
		MID	Internal Direct agreement Non-Recurring.
		WA	Internal Direct agreement Recurring.
		WA	Internal Direct agreement Recurring.
		MID	Internal Direct agreement Non-Recurring.

A.10 Appendix: Available Agreement Charge (AG) Document Types

Please click on this link to go back to the section [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 Manual Acquisition Policy Business Line Document, Region 6 Manual OIG Investigative Business Line Document, Personal Property Center Excess Supply Business Line Document.

A.11 Appendix: Available Mass Import Document Types

Please click on this link to go back to the section [Available Document Types for Mass Import](#)

Exhibit A-111: Available Mass Import Document Types

Business line	Document Category	GSA 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

Business line	Document Category	GSA Document Types
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
	External Direct Agreement	PPI, PPN, MAI, MAN, WAI
	Internal Direct Agreement	PPV, MID, WA
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
	Itemized Payments	IM7, MR7, CB7, NI7

B Appendix: GSA User Defined Field and Form Description

B.1 Appendix: Detail Billing Record (DBR) – GSA User Defined Fields and Form Descriptions

Please click on this link to go back to the section [Detailed Billing Records- GSA User Defined Field Description](#)

Exhibit B-1: Detail Billing Record (DBR) – GSA 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.

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 Modify 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 Modify Tab Global Supply/Automotive Purchases Detail Billing Elements	
1 st 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". 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="878 523 1204 1015"> <thead> <tr> <th data-bbox="878 523 1024 585">Original Record Type</th><th data-bbox="1024 523 1204 585">Character</th></tr> </thead> <tbody> <tr> <td data-bbox="878 585 1024 684">5020 with TD Code not equal to 62 or O2</td><td data-bbox="1024 585 1204 684">A</td></tr> <tr> <td data-bbox="878 684 1024 741">5020 with TD Code equal to 62 or O2</td><td data-bbox="1024 684 1204 741">D</td></tr> <tr> <td data-bbox="878 741 1024 772">5030</td><td data-bbox="1024 741 1204 772">B</td></tr> <tr> <td data-bbox="878 772 1024 804">5040, 5041</td><td data-bbox="1024 772 1204 804">C</td></tr> <tr> <td data-bbox="878 804 1024 836">5045</td><td data-bbox="1024 804 1204 836">X</td></tr> <tr> <td data-bbox="878 836 1024 868">5047, 5052, 5054</td><td data-bbox="1024 836 1204 868">N</td></tr> <tr> <td data-bbox="878 868 1024 899">5049, 5051, 5055</td><td data-bbox="1024 868 1204 899">Q</td></tr> <tr> <td data-bbox="878 899 1024 931">5050</td><td data-bbox="1024 899 1204 931">W</td></tr> <tr> <td data-bbox="878 931 1024 988">5071 – 5078</td><td data-bbox="1024 931 1204 988">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
Original Record Type	Character																				
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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	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.																				
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	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.																				
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	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																								
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"> <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
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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	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.																								
State/Country Name	The State/Country name of customer.																								

Field Name	Description
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.
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).

Field Name	Description
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 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 Global Supply/Automotive Purchases Detail Billing Elements	
1 st 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).

Field Name	Description																				
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code.																				
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="878 587 1192 1070"> <tr> <th data-bbox="878 587 1073 646">Original Record Type</th> <th data-bbox="1073 587 1192 646">Character</th> </tr> <tr> <td data-bbox="878 646 1073 741">5020 with TD Code not equal to 62 or O2</td> <td data-bbox="1073 646 1192 741">A</td> </tr> <tr> <td data-bbox="878 741 1073 798">5020 with TD Code equal to 62 or O2</td> <td data-bbox="1073 741 1192 798">D</td> </tr> <tr> <td data-bbox="878 798 1073 834">5030</td> <td data-bbox="1073 798 1192 834">B</td> </tr> <tr> <td data-bbox="878 834 1073 870">5040, 5041</td> <td data-bbox="1073 834 1192 870">C</td> </tr> <tr> <td data-bbox="878 870 1073 906">5045</td> <td data-bbox="1073 870 1192 906">X</td> </tr> <tr> <td data-bbox="878 906 1073 941">5047, 5052, 5054</td> <td data-bbox="1073 906 1192 941">N</td> </tr> <tr> <td data-bbox="878 941 1073 977">5049, 5051, 5055</td> <td data-bbox="1073 941 1192 977">Q</td> </tr> <tr> <td data-bbox="878 977 1073 1013">5050</td> <td data-bbox="1073 977 1192 1013">W</td> </tr> <tr> <td data-bbox="878 1013 1073 1070">5071 – 5078</td> <td data-bbox="1073 1013 1192 1070">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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5071 – 5078	G																				
Email Address	The Email Address of the Customer.																				
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.																				
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	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.																				
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	If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.]																				

Field Name	Description																							
	If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] 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>																							
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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.
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	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:

Field Name	Description
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 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 Global Supply/Automotive Purchases Detail Billing Elements	
1 st 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="878 639 1204 1136"> <thead> <tr> <th data-bbox="878 639 1024 699">Original Record Type</th> <th data-bbox="1024 639 1204 699">Character</th> </tr> </thead> <tbody> <tr> <td data-bbox="878 699 1024 798">5020 with TD Code not equal to 62 or O2</td><td data-bbox="1024 699 1204 798">A</td></tr> <tr> <td data-bbox="878 798 1024 876">5020 with TD Code equal to 62 or O2</td><td data-bbox="1024 798 1204 876">D</td></tr> <tr> <td data-bbox="878 876 1024 910">5030</td><td data-bbox="1024 876 1204 910">B</td></tr> <tr> <td data-bbox="878 910 1024 944">5040, 5041</td><td data-bbox="1024 910 1204 944">C</td></tr> <tr> <td data-bbox="878 944 1024 977">5045</td><td data-bbox="1024 944 1204 977">X</td></tr> <tr> <td data-bbox="878 977 1024 1011">5047, 5052, 5054</td><td data-bbox="1024 977 1204 1011">N</td></tr> <tr> <td data-bbox="878 1011 1024 1045">5049, 5051, 5055</td><td data-bbox="1024 1011 1204 1045">Q</td></tr> <tr> <td data-bbox="878 1045 1024 1079">5050</td><td data-bbox="1024 1045 1204 1079">W</td></tr> <tr> <td data-bbox="878 1079 1024 1113">5071 – 5078</td><td data-bbox="1024 1079 1204 1113">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
Original Record Type	Character																				
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.																				

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="931 1262 1144 1712"> <thead> <tr> <th data-bbox="931 1262 997 1296">[Region]</th><th data-bbox="997 1262 1144 1296">Character</th></tr> </thead> <tbody> <tr> <td data-bbox="931 1296 997 1330">1</td><td data-bbox="997 1296 1144 1330">B</td></tr> <tr> <td data-bbox="931 1330 997 1364">2</td><td data-bbox="997 1330 1144 1364">N</td></tr> <tr> <td data-bbox="931 1364 997 1398">3</td><td data-bbox="997 1364 1144 1398">W</td></tr> <tr> <td data-bbox="931 1398 997 1431">4</td><td data-bbox="997 1398 1144 1431">A</td></tr> <tr> <td data-bbox="931 1431 997 1465">5</td><td data-bbox="997 1431 1144 1465">C</td></tr> <tr> <td data-bbox="931 1465 997 1499">6</td><td data-bbox="997 1465 1144 1499">K</td></tr> <tr> <td data-bbox="931 1499 997 1533">7</td><td data-bbox="997 1499 1144 1533">F</td></tr> <tr> <td data-bbox="931 1533 997 1567">8</td><td data-bbox="997 1533 1144 1567">D</td></tr> <tr> <td data-bbox="931 1567 997 1600">9</td><td data-bbox="997 1567 1144 1600">S</td></tr> <tr> <td data-bbox="931 1600 997 1634">0</td><td data-bbox="997 1600 1144 1634">T</td></tr> <tr> <td data-bbox="931 1634 997 1668">P</td><td data-bbox="997 1634 1144 1668">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
[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.																								

Field Name	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.
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 – GSA User Defined Fields and Form Descriptions

Exhibit B-2: Detail Billing Record (DBR) Query – GSA 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.

Search Element	Description
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.
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

Search Element	Description
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.
Supply/Automotive Purchases Detail Billing Elements	Provides the ability to search for records by the Supply/Automotive Purchases Detail Billing Elements
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.
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.
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.
Detail Billing Record (DBR) Query Search Results: Item Collection	
Quantity (QY)	Provides the ability to search for records by the Quantity.
Location/System	Provides the ability to search for records by the Location/System.
Extended Cost	Provides the ability to search for records by the Extended Cost.
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.
Region (Division)	Provides the ability to search for records by the Region (Division).
Detail Billing Record (DBR) Query Search Screen	
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.

Search Element	Description
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.

Search Element	Description
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.
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 – GSA User Defined Fields and Form Descriptions

Please click on this link to go back to the section [Agreement Query: Search criteria - Agreement Charge \(AG\)](#)

Exhibit B-3: Agreement Query – GSA 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/SCAC Code	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.

Search Element	Description
Lease Number/Adjustment Code	The lease number or the GSA value that is used to determine who at GSA Finance is assigned to work on the document.
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.
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) – GSA User Defined Fields and Form Descriptions

Please click on this link to go back to the section [Billing Document \(BD\) - GSA User Defined Form Field Descriptions](#)

Exhibit B-4: Billing Document (BD) – GSA 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.

Field Name	Description																				
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																					
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 GSA Global Supply 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																					
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	<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
Original Record Type	Character																				
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5045	X																				
5047, 5052, 5054	N																				
5049, 5051, 5055	Q																				
5050	W																				
5071 – 5078	G																				

Field Name	Description																								
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="915 530 1160 1184"> <thead> <tr> <th data-bbox="915 530 1046 587">[Region]</th><th data-bbox="1046 530 1160 587">Character</th></tr> </thead> <tbody> <tr> <td data-bbox="915 587 1046 644">1</td><td data-bbox="1046 587 1160 644">B</td></tr> <tr> <td data-bbox="915 644 1046 701">2</td><td data-bbox="1046 644 1160 701">N</td></tr> <tr> <td data-bbox="915 701 1046 758">3</td><td data-bbox="1046 701 1160 758">W</td></tr> <tr> <td data-bbox="915 758 1046 815">4</td><td data-bbox="1046 758 1160 815">A</td></tr> <tr> <td data-bbox="915 815 1046 872">5</td><td data-bbox="1046 815 1160 872">C</td></tr> <tr> <td data-bbox="915 872 1046 929">6</td><td data-bbox="1046 872 1160 929">K</td></tr> <tr> <td data-bbox="915 929 1046 986">7</td><td data-bbox="1046 929 1160 986">F</td></tr> <tr> <td data-bbox="915 986 1046 1043">8</td><td data-bbox="1046 986 1160 1043">D</td></tr> <tr> <td data-bbox="915 1043 1046 1100">9</td><td data-bbox="1046 1043 1160 1100">S</td></tr> <tr> <td data-bbox="915 1100 1046 1157">0</td><td data-bbox="1046 1100 1160 1157">T</td></tr> <tr> <td data-bbox="915 1157 1046 1184">P</td><td data-bbox="1046 1157 1160 1184">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
[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.																								
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.</p> <p>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].</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>																								
Advance Indicator	Designates the internal voucher as an advance transaction.																								
Original Record Type	Record Type from Source System.																								

Field Name	Description
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.

Field Name	Description
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).

B.5 Appendix: Internal Voucher (NV) – GSA User Defined Fields and Form Descriptions

Please click on this link to go back to the section [Internal Voucher \(NV\) - GSA User Defined Form Field Descriptions](#)

Exhibit B-5: Internal Voucher Fields (NV) – GSA 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	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 GSA Global Supply 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.

Field Name	Description																				
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.																				
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".</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
Original Record Type	Character																				
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5047, 5052, 5054	N																				
5049, 5051, 5055	Q																				
5050	W																				
5071 – 5078	G																				

Field Name	Description																								
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="915 487 1127 889"> <tr> <th data-bbox="915 487 980 530">[Region]</th><th data-bbox="980 487 1127 530">Character</th></tr> <tr><td data-bbox="915 530 980 566">1</td><td data-bbox="980 530 1127 566">B</td></tr> <tr><td data-bbox="915 566 980 601">2</td><td data-bbox="980 566 1127 601">N</td></tr> <tr><td data-bbox="915 601 980 637">3</td><td data-bbox="980 601 1127 637">W</td></tr> <tr><td data-bbox="915 637 980 673">4</td><td data-bbox="980 637 1127 673">A</td></tr> <tr><td data-bbox="915 673 980 709">5</td><td data-bbox="980 673 1127 709">C</td></tr> <tr><td data-bbox="915 709 980 745">6</td><td data-bbox="980 709 1127 745">K</td></tr> <tr><td data-bbox="915 745 980 781">7</td><td data-bbox="980 745 1127 781">F</td></tr> <tr><td data-bbox="915 781 980 817">8</td><td data-bbox="980 781 1127 817">D</td></tr> <tr><td data-bbox="915 817 980 853">9</td><td data-bbox="980 817 1127 853">S</td></tr> <tr><td data-bbox="915 853 980 889">0</td><td data-bbox="980 853 1127 889">T</td></tr> <tr><td data-bbox="915 889 980 895">P</td><td data-bbox="980 889 1127 895">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																								
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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.]. 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 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: 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</p>																								

Field Name	Description
	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.
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.

Field Name	Description																								
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> <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				
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[Region]	Character																								
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2	N																								
3	W																								
4	A																								
5	C																								
6	K																								
7	F																								
8	D																								
9	S																								
0	T																								
P	P																								

Field Name	Description
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	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 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	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 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.

Field Name	Description
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) – GSA User Defined Fields and Form Descriptions

Please click on this link to go back to the section

[Standard Voucher \(SV\) - GSA User Defined Form Field Descriptions](#)
[Inventory Management - GSA User Defined Form and Fields Descriptions](#)

Exhibit B-6: Standard Voucher (SV) – GSA 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.

Field Name	Description
	[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 GSA Global Supply 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 – GSA User Defined Search Criteria Field Descriptions

Please click on this link to go back to the section [Outstanding Bills Query Search Criteria- GSA User Defined Field Descriptions](#)

Exhibit B-7: Outstanding Bills Query – GSA 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 – GSA User Defined Search Criteria Field Descriptions

Please click on this link to go back to the section [Search Criteria – GSA User Defined Field Descriptions](#)

Exhibit B-8: GL Account Detail Query Field Descriptions– GSA 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	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/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.
Description/Contract Number	Provides the ability to search for records by the Description/Contract Number.
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.
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 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 – GSA User Defined Search Criteria Field Descriptions

Please click on this link to go back to the section [Search Criteria - GSA User Defined Field Definitions](#)

Exhibit B-9: Vendor Activity Search – GSA 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: Cash Receipt (CR) – GSA User Defined Fields and Forms Descriptions

Please click on this link to go back to the section [Cash Receipt \(CR\) - GSA User Defined Form Field Descriptions](#)

Exhibit B-10: Cash Receipt (CR) – GSA 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.
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.
Product Code	The Product Code.
Customer Code	The Customer Code.

Field Name	Description
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	GSA 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 GSA Global Supply 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.11 Appendix: Collections Query – GSA User Defined Search Criteria Field Descriptions

Please click on this link to go back to the section [Collections Query – GSA User Defined Search Criteria Field Descriptions](#)

Exhibit B-11: Collections Query – GSA 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.

Search Criteria	Field Description
Lease Number/Report Period	Provides the ability to search for records by the Lease Number/Report Period.
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	Provides the ability to search for records by the Customer Code.
Pay.gov Tracking ID	Provides the ability to search for records by the Pay.gov Tracking ID.
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.12 Appendix: Centralized Collection Services Staging Record—GSA User Defined Search Fields and Form Definitions

Please click on this link to go back to the section [Centralized Collection Services Staging Record Query – GSA User Defined Search Criteria Field Descriptions](#)

Exhibit B-12: Centralized Collection Services Staging Record—GSA 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.

Field Name	Description
	<p>Value to pass in EMD Settlement.</p> <p>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...)</p>
POS Entry Mode	<p>How the credit card information was read at the POS system:</p> <p>01 - Key entry 07 - Contactless magnetic chip 81 - Ecommerce (MasterCard Only) 90 - Complete magnetic stripe read and transmitted 91 - Contactless magnetic stripe read.</p>
Cardholder ID Method	<p>Method used by the card holder for identification when making the transaction:</p> <p>1 - Signature 2 - Pin 3 - Unattended terminal, no pin 4 - Mail/phone order 5 - Unattended terminal, PIN capable</p>
AVS Response Code	Address verification response code as returned in original authorization response.
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.

Field Name	Description
Tax Exempt Indicator	Indicator for Tax Emit.
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 used by GSA 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 GSA Global Supply 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.13 Appendix: Vendor Account/Statement/Document Level Correspondence –GSA User Defined Search Fields and Form Definitions

Please click on this link to go back to the section [Statement/ Vendor Account/ Document Level Correspondence – GSA User Defined Search Field Definitions](#)

Exhibit B-13: Vendor Account/Statement/Document Level Correspondence –GSA User Defined Search Fields and Form Definitions

Search Element	Description
Assignment Code	The code used to identify the GSA 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.14 Appendix: Payment Authorization (IP) – GSA User Defined Fields and Form Descriptions

Please click on this link to go back to the section [Payment Authorization \(IP\) – GSA User Defined Form Field Descriptions](#)

Exhibit B-14: Payment Authorization (IP) – GSA 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.
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 GSA Global Supply 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.15 Appendix: External Direct Agreement (ED) – GSA User Defined Fields and Form Descriptions

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

Exhibit B-15: External Direct Agreement (ED) – GSA 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.

Field Name	Description
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.
Location/System	An alphanumeric code that specifies the location/system dimension. The value must be valid in the system maintenance table.

B.16 Appendix: Internal Direct Agreement (ID) – GSA User Defined Fields and Form Descriptions

Please click on this link to go back to the section [GSA User Defined Fields - Internal Direct Agreement \(ID\)](#)

Exhibit B-16: Internal Direct Agreement (ID) – GSA 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).
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.

B.17 Appendix: Agreement Charge (AG) – GSA User Defined Fields and Form Descriptions

Please click on this link to go back to the section [GSA User Defined Fields - Agreement Charge \(AG\)](#)

Exhibit B-17: Agreement Charge (AG) – GSA 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	GSA 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 [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 (PRC)	Reference link to the PRC (Product Service Code) table (Not Used by GSA)	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 [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 [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 the Detail Billing Record.

Search Element	Description
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 [Search Parameters and Results](#)

Exhibit C-4: Detail Billing Record Query Search Criteria – Global Supply/Automotive Purchases

Search Element	Description
Fleet 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 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.

Search Element	Description
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.3 Appendix: Create Detail Billing Records-DBR Query-Fleet

C.3.1 Appendix: Create Detail Billing Records-DBR Query-Fleet

Please click on this link to go back to the section [Manual Creation of Detail Billing Records from the Detail Billing Record Query](#)

Exhibit C-5: 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

Field	Description	Non- IPAC	IPAC	Interfund/Intrafund
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 transfers.	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
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	The Assignment Code determines the group of	Value =	Value = Assignment	Value = Assignment Code

Field	Description	Non- IPAC	IPAC	Interfund/Intrafund
Code	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.	Assignment Code	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 Mileage	Stores the starting mileage in a whole number (no partial miles).	Value = optional	Value = optional	Value = optional
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

Field	Description	Non- IPAC	IPAC	Interfund/Intrafund
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-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	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)
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 [Manual Creation of Detail Billing Records from the Detail Billing Record Query](#)

Exhibit C-6: 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 ALC Billing Address associated with the vendor.	Value = blank	Value = 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
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"

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
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
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

Field	Description	Non-IPAC	IPAC	Interfund/Intrafund
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 [Manual Creation of Detail Billing Records from the Detail Billing Record Query](#)

Exhibit C-7: 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

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Bill Type	Determines if the Bill Type is IPAC/Non-IPAC.	Value = blank	Value = IPAC	Value = date	Value = date	Value = date
Designated Agent- ALC	Required if 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 = Required if Bill by ALC	Value = blank	Value = blank	Value = 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				
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	Value = blank	Value = blank	Value = See Description	Value = blank	Value = blank

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
	Otherwise, leave blank.					
Document Reference Number	If the Billing Method equals G, set to the Document 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
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/Merchant 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 Detail level If the Billing Method is not C, leave blank	Value= blank	Value = blank	Value= blank	Value = D or S, see Description	Value = blank

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund																				
	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".																									
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	<p>Set first character to "F"</p> <p>Set second character from table to the right based on Original Record Type and TD Code .</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"> <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> <p>If DBR is a Surcharge Record, Document ID= FN1, FN2, FQ1 or FQ2</p>	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																								
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="474 650 687 1108"> <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	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	If [Record ID] is 5071 – 5078, set to [Cost Element] Otherwise, set to [Distribution Code].	Value = See Description																												
Project Code	If [Record ID] is 5071 – 5078, set to [Function Code] Otherwise, set to [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																												

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
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.] Otherwise, leave blank.	Value = See Description				

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
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 transactions	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
FAX Number	If [Record ID] is 5071 – 5078, set to [Fax No.] Format as NNN-NNN-NNNN.	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
Email Address	If [Record ID] is 5071 – 5078, set to [Email Address]. Otherwise, leave blank.	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				
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				
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				

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Original Date	Format: MMDDYYYY 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.	Value = 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				
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				

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 [Manual Steps to process Agreement Charges \(AG\)](#)

Exhibit C-8: 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	Value= RWA Agreement Vendor Code

Field	Description	Value
	Vendor as Agreement Vendor.	
Net Amount	Amount of the Agreement Charge.	Value = amount
Assignment Code	The group assigned to this Agreement Charge.	Value = GSA 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 UOI = Gallons per Minute, populate with „G2 Overhead Fee (line 7) does not have a Unit of Issue (Leave Blank) Each unit of issue is represented on a separate line and has a corresponding Function Code accounting dimension.	Value = the unit
Org Code	Reference backed field. HOTD will use one Org Code, P112HOTD.	Value = P112HOTD

Field	Description	Value
Activity	The EMS2000 function Code. When the Unit of Issue (UOI) is: Refrigeration Demand Tons (RZ) Refrigeration Ton-Hours (RY) MMBTU (BZ) Gallon (GA) Gallons per Minute (G2) Then populate with Function Code = „PGA37 . Else, if UOI is: Thousand Pounds of Steam (1Z) Then populate with Function Code = „PGA34 vii. Else, if Line Number 7 = Overhead Fee, Then populate with Function Code = „PG981 .	Value = See Description
Program	The Program this transaction hits.	Value = PG61
Sub-Object Class	If the Function Code = PGA34 then Sub-Object Class= „F26 If the Function Code = PGA37, then Sub-Object Class = „F20 If the Function Code = PG981 then Sub-Object Class = „H99	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	GSA 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) – Manual Business Lines

Please click on this link to go back to [Manual Steps to process Agreement Charges \(AG\)](#)

Exhibit C-9: Create an Agreement Charge (AG) – 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

Field	Description	Value
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 = GSA 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 [Manual Creation of External Direct Agreement \(ED\) \(Recurring/Non-Recurring\)](#)

Exhibit C-10: 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 = GSA Assignment Code, e.g.: R7WA700	Value = GSA 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 "02".	Value = trans type	Value = trans type

Field	Description	Non- IPAC	IPAC
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 Amount. For changes to an existing agreement: "delta" from the previous	Value = Dollar amount	Value = Dollar amount

Field	Description	Non- IPAC	IPAC
	transaction to this transaction of the total agreement amount (non-recurring) and for each line (recurring).		
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 numeric value "0".</p>	Value = see description	Value = see description
Bill Print	True to generated Printed Bill.	Value = True	Value = True

Field	Description	Non- IPAC	IPAC
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 (round up to the next whole number). The number of billing periods for yearly billing is always one.	Value = dollar value	Value = dollar value

Field	Description	Non- IPAC	IPAC
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 Percentage.	Value = Reject	Value = Reject

Field	Description	Non- IPAC	IPAC
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 used for interagency transfers. IPAC only.	Value = blank	Value = ACRN
Fiscal Station Number	Free text field. For the generated BD, value maps to the Treasury	Value = blank	Value = Fiscal Station Number

Field	Description	Non- IPAC	IPAC
	IPAC file field "FSN". The fiscal station number used for interagency transfers. IPAC only.		
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) – OIG Lines/Acquisition Policy/Excess Supply

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

Exhibit C-11: Create an External Direct Agreement (ED) – OIG Lines/Acquisition Policy/Excess Supply

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

Field	Description	Non- IPAC	IPAC
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
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 for Manual Business Line Agreement Charge based Agreements	Value = True for Manual Business Line Agreement Charge based 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 = 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 and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC
Funding Source	Lists if customer is federal or non-federal.	Value = Federal or Non-Federal	Value = Federal or Non Federal
Authorized Agreement Amount	Amount of the Agreement will be for.	Value = amount	Value = amount
Assignment Code	The group assigned to this Agreement Charge.	Value = GSA Assignment Code, eg: MNLBL	Value = GSA Assignment Code, eg: MNLBL
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 = MNLNI	Value= MNLIPAC
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	Value = trans type
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	As the Spending Control is set to	Value = 0	Value = 0

Field	Description	Non- IPAC	IPAC
Threshold Amount	Reject, this value is the Amount that spending can be over the Agreement before it is rejected.		
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
Amount	The Amount of the Agreement.	Value = Dollar amount	Value = Dollar amount
Billing Start Date	<p>State Date Bills will be generated off of Agreement.</p> <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>	Value = date	Value = date
Billing End Date	<p>End Date Bills will be generated off of Agreement.</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	The minimum amount of spending or AG that must exist before bills are generated.	Value = see description	Value = see description
Bill Print	True to generated Printed Bill.	Value = True	Value = True

Field	Description	Non- IPAC	IPAC
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	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 "false" If Recurring RWA, populate with constant "true".	Value = see description	Value = see description
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

Field	Description	Non- IPAC	IPAC
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
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 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, 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	Value = False or True	Value = False or True

Field	Description	Non- IPAC	IPAC
	Agreement, then populate with constant "true". Else, populate with constant "false".		
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 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 = 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, or GMA
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 = 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	Value = blank	Value = Customer's Line of Accounting

Field	Description	Non- IPAC	IPAC
	user is billing the customer agency or Customer information such as line of accounting that would otherwise not be included in the IPAC File.		
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.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 [Manual Creation of Internal Direct Agreement \(ID\) \(Recurring/Non-Recurring\)](#)

Exhibit C-12: 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 will be reimbursed.	Value = False
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

Field	Description	Value
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
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

Field	Description	Value
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	<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
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
Prohibit Revenue Refunds	If True, will prevent payment refunds generated by PCPROJBILL.	Value = True or 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
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	<p>If Non-Recurring RWA or HOTD, populate with constant "false"</p> <p>If Recurring RWA, populate with constant "true".</p>	Value = see description
Bill Agreement Amount	<p>If Non-Recurring RWA or HOTD, do not populate</p> <p>If Recurring RWA, on AL1, populate with numeric value, "100"</p> <p>Else Recurring RWA and not the \$100 one time flat fee, then populate with the recurring</p>	Value = dollar value to bill if Bill Agreement Amount/Percent set to True

Field	Description	Value
	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.	
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
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

Field	Description	Value
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) – OIG Lines/Acquisition Policy/ Excess Supply

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

Exhibit C-13: Create an Internal Direct Agreement (ID) – OIG Lines/Acquisition Policy/ Excess Supply

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
Title	Title of Agreement, Free text Field.	Value = title of the agreement
Issued By	Name of person who issued Agreement. Not Required.	Value = name
Maximum Agreement Amount	Amount of the Agreement will be for.	Value = amount

Field	Description	Value
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 populate with numeric value "1". Else, Recurring RWA, populate with sequential value.	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 = 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	Value = date

Field	Description	Value
	<p>Agreement.</p> <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	<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

Field	Description	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
Frequency Interval (X)	If billing is Monthly, do not populate. If billing is Quarterly, populate with 88.	Value = see description
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
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 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, Referenced Document, and Conditionally Available for Advances and Entered Value. User must set value for each dimension.	Value = All Generated Revenue Transactions

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

[Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type](#)
[Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type](#)

Exhibit C-14: 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 GSA user assigned to Bill.	Value = GSA user name	Value = GSA 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

Field	Description	Non- IPAC	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, 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

Field	Description	Non- IPAC	IPAC
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
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.

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 = 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 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 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

Field	Description	Non- IPAC	IPAC
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	Value = Required for IPAC BDs. The Articles Or Services field is the value sent in the 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
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

Field	Description	Non- IPAC	IPAC
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 record.	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-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

[Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type](#)

[Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type](#)

Exhibit C-15: 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 GSA user assigned to Bill.	Value = GSA user name	Value = GSA 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	Value = blank	Value = customer ALC

Field	Description	Non- IPAC	IPAC
	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

Field	Description	Non- IPAC	IPAC
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
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	Value = level 4 business line	Value = level 4 business line

Field	Description	Non- IPAC	IPAC
	enter the „level 4 business line , e.g., Rent, ANTENNA, 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.
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	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 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	Value = blank	Value = see description

Field	Description	Non- IPAC	IPAC
	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. 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

[Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type](#)

[Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type](#)

Exhibit C-16: 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 GSA user assigned to Bill	Value = GSA user name	Value = GSA User name	Value = GSA User name	Value = GSA 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 transaction is marked as an Inter-Agency Transfer and this field is blank, the system will populate this field with	Value = blank	Value = IPAC	Value = blank	Value = blank

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
	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
Assignment Code	The Assignment Code determines the group of users that work	Value = Assignment Code			

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
	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.				
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	Value = Yes	Value = Yes	Value = Yes	Value = Suppress

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
	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	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

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
Accounting Classification Reference Number	If [Record ID] equals 5071, 5075, 5076, or 5078, set to [Acct/GSA Fund] Otherwise, set to [Purchase Order Number]	Value = See Description	Value = level See Description	Value = See Description	Value = See 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	Value = blank	Value = see description	Value = blank	Value = blank

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
	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	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 Surcharge Indicator is E, F, H, J, K, or L, generate a second	Value = True or False	Value = True or False	Value = True or False	Value = True or False

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card								
	detail billing record for the surcharge												
Signal Code	Signal Code for Billing Document	Value = Signal Code	Value = Signal Code	Value = Signal Code	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	Value = Advice Code	Value = Advice Code	Value = Advice Code								
Document ID	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" <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th>Original Record Type</th> <th>Character</th> </tr> <tr> <td>5020 with TDA Code not equal to 62 or O2</td> <td></td> </tr> <tr> <td>5020 with TDD Code equal to 62 or O2</td> <td></td> </tr> <tr> <td>5030</td> <td>B</td> </tr> </table>	Original Record Type	Character	5020 with TDA Code not equal to 62 or O2		5020 with TDD Code equal to 62 or O2		5030	B	Value = see description			
Original Record Type	Character												
5020 with TDA Code not equal to 62 or O2													
5020 with TDD Code equal to 62 or O2													
5030	B												

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card																								
	<table border="1"> <tr><td>5040, 5041</td><td>C</td></tr> <tr><td>5045</td><td>X</td></tr> <tr><td>5047, 5052,</td><td>N</td></tr> <tr><td>5054</td><td></td></tr> <tr><td>5049, 5051,</td><td>Q</td></tr> <tr><td>5055</td><td></td></tr> <tr><td>5050</td><td>W</td></tr> <tr><td>5071 – 5078</td><td>G</td></tr> </table>	5040, 5041	C	5045	X	5047, 5052,	N	5054		5049, 5051,	Q	5055		5050	W	5071 – 5078	G												
5040, 5041	C																												
5045	X																												
5047, 5052,	N																												
5054																													
5049, 5051,	Q																												
5055																													
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> <table border="1"> <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	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	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.	Value = see description																											

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
	Note that this code is associated with the Requisitioner or Ship To address, not with the billed office address.				
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 from source system	Value = 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 (Error! Reference source not found.) 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]	Value = see description			

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
	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	Value = see description	Value = see description	Value = see description	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, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] Otherwise, leave blank	Value = see description	Value = see description	Value = see description	Value = see description
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	Value = see description	Value = see description	Value = see description
Work Authorization	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
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
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	Value = populated by GS Inventory from billing process, if	Value = populated by GS Inventory from billing process, if applicable	Value = populated by GS Inventory from billing process, if

Field	Description	Non- IPAC	IPAC	DOD Interfund	Revenue Credit Card
		applicable	applicable		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 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

[Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type](#)

[Manual Creation of Billing Document \(BD\): IPAC/Non-IPAC Credit Line Type](#)

Exhibit C-17: 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 GSA user assigned to Bill.	Value = GSA user name	Value = GSA 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

Field	Description	Non- IPAC	IPAC
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 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

Field	Description	Non- IPAC	IPAC
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			
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	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	Value = blank	Value = see description

Field	Description	Non- IPAC	IPAC
	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 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. 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

[Manual Creation of Internal Voucher \(NV\)](#)

[Manual Creation of Internal Voucher \(NV\): Normal Line Type](#)

Exhibit C-18: 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 GSA user assigned to NV.	Value = GSA user name

Field	Description	Value
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
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 + MMDDYY For Global Supply= Optional For RWA/HOTD= 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	For RWA/HOTD/MB Lines only: The Agreement Number associated to Seller.	Value = Agreement Number

Field	Description	Value
Agreement Line Number	For RWA/HOTD/MB Lines only: The Agreement Line Number associated to Seller.	Value = Agreement Line #
Seller Description	Free text field, optional.	Value = Description

C.9 Appendix: Create Itemized Order (IO) - RWA/HOTD/RPUDD

Please click on this link to go back to the section [Manual Steps to Process Spending against Non-Recurring agreements](#)

Exhibit C-19: Create Itemized Order (IO) - RWA/HOTD/RPUDD

Field	Description	Value
Header		
Title	Title of Document. Free Text field.	Value = Optional
Issued By	Name of GSA user assigned to Order.	Value = GSA 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 [Manual Steps to create Surcharges \(SV\)](#)

Exhibit C-20: Create Surcharge Standard Voucher (SV) - RWA/HOTD/Manual Business Lines

Field	Description	11BF	29SF	SLSC2013
Header tab				
Title	Title of Surcharge SV. Free Text field.	Value = Optional	Value = Optional	Value = Optional
Issued By	Name of GSA user assigned to Surcharge.	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	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
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	Value = Accrual or Expenditure Surcharge	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 general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = 01	Value = 01	Value = 01
Transaction Event	Drop down. Lists available transactions events for Standard Voucher.	Value = Expenditure	Value = Expenditure	Value = Expenditure

Field	Description	11BF	29SF	SLSC2013
Increase/Decrease	Drop down. Indicates if the transaction event will increase or decrease.	Value = Increase	Value = Increase	Value = Increase
PCAS Surcharge	Lists the Surcharge Type, either 11BF, 29SF or 2013SLSC.	Value = 11BF	Value = 29SF	Value = SLSC2013
Line Amount	The amount of the surcharge. Cannot be negative.	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
Agreement Number	The Agreement the surcharge is generated by/referenced to.	Value = Agreement Number	Value = Agreement Number	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the surcharge is generated by/referenced to.	Value = Agreement Line number	Value = Agreement Line number	Value = Agreement Line number
Accounting Lines- Line 2- Cost Transfer				
Line Type	Drop down. Designates type of Surcharge	Value = Leave Blank	Value = Leave Blank	Value = Leave 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	Value = 01	Value = 01
Transaction Event	Drop down. Lists available transactions events for Standard Voucher.	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

Field	Description	11BF	29SF	SLSC2013
PCAS Surcharge	Lists the Surcharge Type, either 11BF, 29SF or 2013SLSC.	Value = 11BF	Value = 29SF	Value = SLSC2013
Line Amount	The amount of the surcharge. Cannot be negative.	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
Agreement Number	The Agreement the surcharge is generated by/referenced to.	Value = Leave blank	Value = Leave blank	Value = Leave blank
Agreement Line Number	The Agreement Line Number the surcharge is generated by/referenced to.	Value = Leave blank	Value = Leave blank	Value = Leave blank

C.10.2 Appendix: Create Accrual Standard Voucher (SV) - All Business Lines

Please click on this link to go back to the section [Manual Creation of Standard Voucher \(SV\) Accrual](#)

Exhibit C-21: 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 GSA 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	Value = Assignment Code

Field	Description	Value
	Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	
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
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 [Manual Document Creation for Inventory Management Standard Voucher \(SV\)](#)

Exhibit C-22: 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	Value = see description

Field	Description	Value
	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).	
Issued By	Name of GSA 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 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 = 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

Field	Description	Value
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 [Manual Creation of a Standard Voucher \(SV\) Allowance for Loss](#)

Exhibit C-23: 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 GSA 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.	Value = 01

Field	Description	Value
	Must be valid in the Transaction Definition maintenance table.	
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
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 [Manual Creation of Imputed Rent \(SV\)](#)

Exhibit C-24: 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	Not required

Field	Description	Rent
	on when the transaction should have been entered. If left blank, the system will default to the current Reporting Accounting Period value	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		
Transaction Event	Identifies the transaction represents a revenue accounting event, or an expense accounting event. For Imputed Rent Revenue, select Revenue. For Imputed Rent Cost/Expense, enter Expenditure.	Required See Description
Increase/Decrease	Identifies whether the line amount represents an increase or decrease to the specified accounting line.	Required Value = Increase
Statement Number	Identifies the unique number used to associate related Billing Documents when generating the printed bill for customers.	Not required See Description
Related Statement Number	Identifies the original billing statement for which current billing (or credit) activity can be attributed.	Not required See Description
Referenced Statement Number	Identifies billing statement on which the current billing (or credit) activity was initially recorded in the system.	Not required See Description
Source Number	Identifies the specific source of the financial transaction activity. For Imputed Rent Revenue, enter the OA Number. For Imputed Rent Cost/Expense, enter <i>IMPTRENT</i> .	Required See Description

Field	Description	Rent
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 NF00000000.</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		
NOTE: The accounting dimensions are different for Imputed Rent Revenue and Imputed Rent Cost/Expense. Consult with Public Buildings Service for correct values.		
Region	Identifies the Region dimension.	<p>Required</p> <p>See Description</p>
Org Code	Identifies the Organization dimension.	<p>Required</p> <p>See Description</p>
Program	Identifies the Program dimension.	<p>Required</p> <p>See Description</p>
Activity	Identifies the Activity dimension.	<p>Required</p> <p>See Description</p>
Revenue Source	Identifies the Revenue Source dimension.	<p>Required</p> <p>Imputed Rent Cost/Expense does not use Revenue Source.</p>
Building	<p>Identifies the Building dimension.</p> <p>Imputed Rent Cost/Expense does not use Building.</p>	<p>Required</p> <p>See Description</p>

C.11 Appendix: Create Cash Receipt (CR) – Lockbox & Contract Fees

Please click on this link to go back to the section

- [Manual Creation of a Cash Receipt \(CR\): Non-IPAC/Normal Line](#)
- [Manual Creation Cash Receipt \(CR\): Non-IPAC/Debit Voucher Line](#)
- [Manual Creation Cash Receipt \(CR\): Non-IPAC Advance Payment](#)

Exhibit C-25: 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 GSA user assigned to Cash Receipt.	Value = GSA user name	Value = GSA User name	Value = GSA 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
Accounting Classification Reference Number	Free text field.	Value = level 4 business line	Value = level 4 business line	Value = level 4 business line

Field	Description	Normal - Applies to Lockbox and Contract Fees	Advance Payment - Applies to Lockbox only	Debit Voucher - Applies to Lockbox only
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

[Maintain Correspondence on Internal Voucher \(NV\)](#)

Exhibit C-26: 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. Multiple email addresses must be separated by a semicolon.	Not required See Description
Agency Contact Box		
Name	Name of the Pegasys user who is entering the Correspondence.	Not required

Field	Description	Interfund/Intrafund
	If left blank, Pegasys will default this information from the Principal table upon selecting Save.	See Description
Phone Number	Telephone number of the Pegasys user who is entering the Correspondence. If left blank, Pegasys will default this information from the Principal table upon selecting Save.	Not required See Description
From Email Address	Email address of the Pegasys user who is entering the Correspondence. If left blank, Pegasys will default this information from the Principal table upon selecting Save.	Not required See Description
Correspondence Box		
Public Publishing	Identifies if the Correspondence record should be transmitted to VCSS for public viewing. 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. Defaults to False (unchecked)	Not required Value = Checked (True) Unchecked (False)
Itemized Line Number	The number of the Itemized Line being referenced.	Not required See Description
Accounting Line Number	The number of the Accounting Line being referenced.	Not required See Description
Correspondence	Free text field. Limited to 60,000 characters.	See Description

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.
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. - 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.

Term	Definition
Billing Document (BD)	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 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.

Term	Definition
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 amount. Debit Vouchers are used to record reversal of receipts from chargebacks or returned checks.
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. 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.

Term	Definition
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 Generation	Document Number generation is where the user interacts with the system to produce a 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.

Term	Definition
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 = Received	An IPAC Status = Received is given to any IPAC Payment or Collection that has been 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.

Term	Definition
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 an 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 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.

Term	Definition
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 GSA'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>

Term	Definition
Rejected Dispute Status	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.
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

Term	Definition
	<p>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:</p> <ul style="list-style-type: none"> - 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 - 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 GSA 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).	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.		BP25
4		GSA	C	GSA receives a "Pull" payment (Customer takes money via IPAC).	Create IP Manual review required. Might be "chargeback" outside 90-day window or customer pulling money for non-IPAC credit.	Pseudo	BP86



#	Originating ALC	Customer ALC	IPAC Transaction Type	Functional Description	Pegasys Action	Potential Chargeback Type	Process Flow
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.

#	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
6	Process CR Confirmation	Processed	Pending	Confirmed/ Received	Cash/Billed* *(Please refer to the configuration guide for posting models)	Documents successfully created by the IPAC 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.