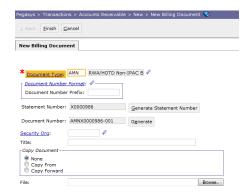# Introduction

- **Billing Document (BD) -** A means of establishing accounts receivable and recording the financial impact of amounts due to an agency for services rendered or goods delivered.

- The Normal line type is used on Receivables to recognize revenue.

- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.

- For detailed information, please refer to the Billing Document chapter of the BAAR User Guide.
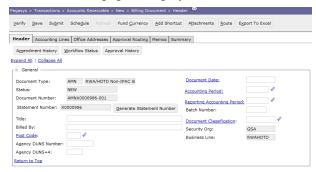
- Non-IPAC BD Document Types:

Document Type	Business Lines
QMN	R6 External Services
MMN	R6 Manual : TMVCS/Travel
IMN	R7 Recycling

Creating a BD – Non-IPAC

1. Log into **Pegasys**.

2. Select **Transactions—Accounts Receivable—New—Billing Document** from the menu bar.

3. The New Billing Document page is displayed.

4. Enter Document Type.

5. Click the **Generate Statement Number** button to generate a Statement Number. A unique Statement number will be generated in the Statement Number field.

6. Click the **Generate** button to generate a Document Number. A unique document number will be generated in the Document Number field.
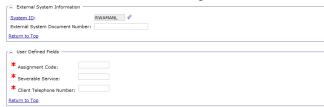

7. Click the **Finish** button.

8. The Header page is displayed.

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

10. Enter Business Line, if not auto populated

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

12. Enter the User Defined Fields as required for your business line (such as Assignment Code, Severable Service, Client Telephone, etc.).

13. Select the **Accounting Line** tab.

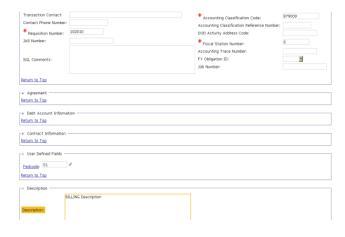14. Click the **Add** button to enter a new Accounting Line.

15. Enter the Transaction Type, Line Type and Receivable Type (if not defaulted).

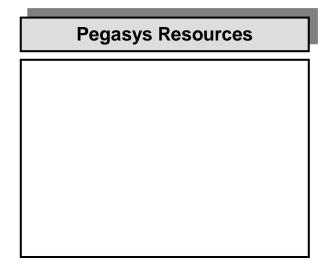16. Enter the Source Number

17. Enter the Initial Line Amount.

18. Enter the Accounting Template and click **Default**.

19. Enter Revenue Source Code.

20. Enter the Funding Document Number. This is the Source Number.

21. Enter the Accounting Classification Code.

    This value should match the BOAC or AB code entered on the BD header (Vendor Code).

22. Enter the Fiscal Station Number.

23. Enter the Accounting Classification Reference Number

24. Enter the other required fields per Business Line.

    See Users guide for more specific parameter instructions.

25. Select **Office Addresses** tab.

26. Select **Remit To**, select **Office Address** link.

27. Enter Office Code.

28. Select **Get Address** button.

29. Click **Save.**

30. Click **Verify.**

31. Click **Submit.**

Pegasys Resources

General
Services
Administration

GSA

The Integrated Financial Management System

BAAR: Creating Non-PCAS/Non-DBR Non-IPAC Billing Document Quick Reference Card