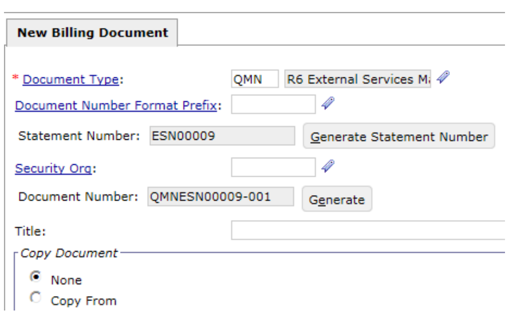
Introduction

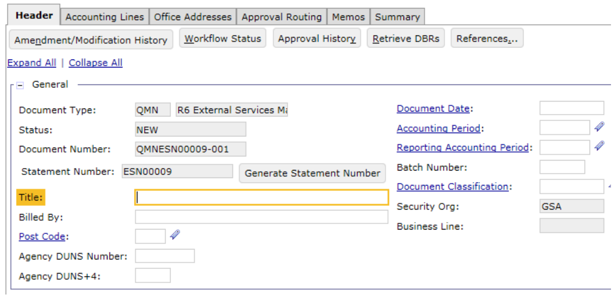
- **Billing Document (BD) -** A means of establishing accounts receivable and recording the financial impact of amounts due to an agency for services rendered or goods delivered.
- The Normal line type is used on Receivables to recognize revenue.
- Fields with red asterisks (*) are mandatory for Pegasys 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.

Creating a BD – Non-IPAC

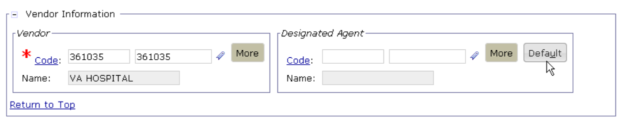
1. Log into **Pegasys**.
2. Select **Transactions—Accounts Receivable—New—Billing Document** from the menu bar.
3. The New Billing Document page is displayed.
4. Enter Document Type.
5. Click the **Generate Statement Number** button to generate a Statement Number. A unique Statement number will be generated 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.

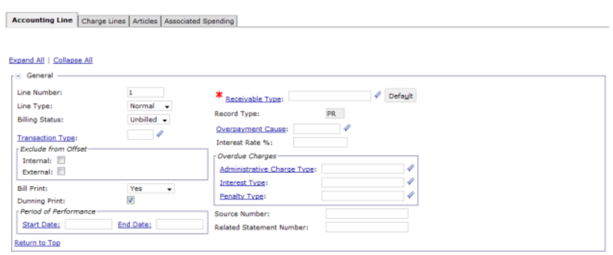


9. Enter the name of the user that authorized the billing in the Billed By field.
10. Enter (or search using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field.

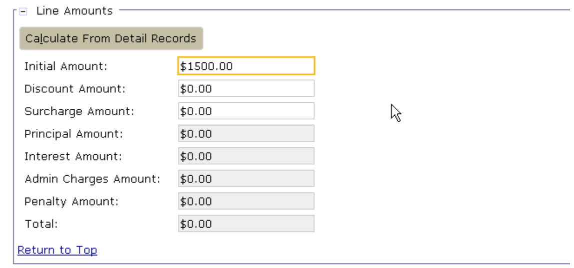


11. Enter the Assignment Code, Severable Service and Client Telephone Number in the User Defined Fields group box.

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



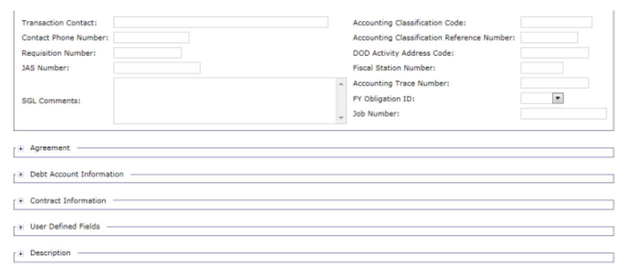
14. Enter the Transaction Type and Receivable Type.
15. Enter the Source Number
16. Enter the Initial Line Amount.



17. Enter the Accounting Template and click **Default**.
18. Enter Revenue Source Code.
19. Enter the Funding Document Number. This is the Source Number.
20. Enter the Accounting Classification Code.

    This value should match the BOAC or AB code entered on the BD header (Vendor Code).
21. Enter the Fiscal Station Number.
22. Enter the Accounting Classification Reference Number
23. Enter the other required fields per Business Line.

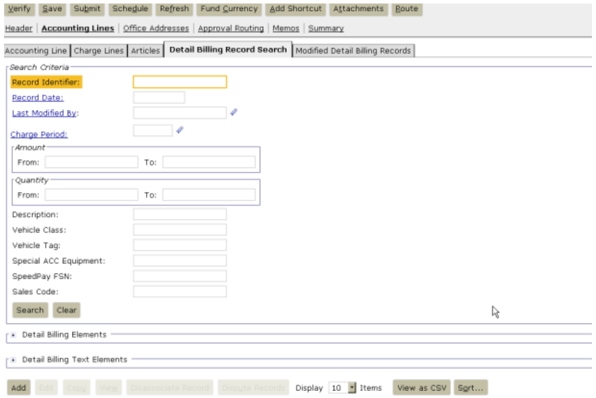
    See Users guide for more specific parameter instructions.



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

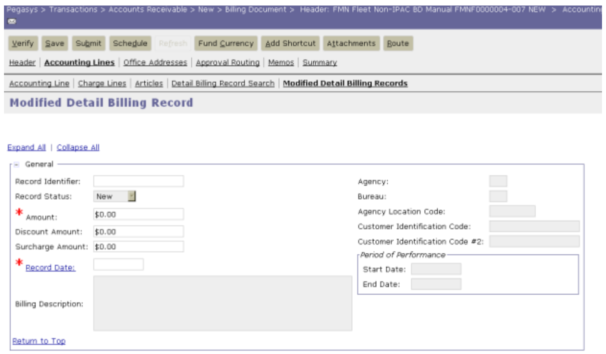
25. For Business Lines using Detail Billing Records, select **Detail Billing Record** Search Tab

    For Business Lines **not** using Detail Billing Records, proceed to **Step 32**



26. Click **Add.**

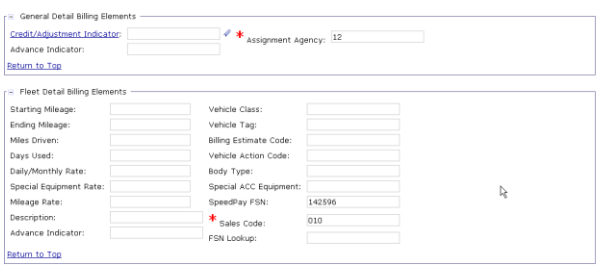
27. The Modified Detail Billing Records page is displayed.



28. Enter an Amount.

29. Enter a Record Date.

30. Enter the Required Detail Billing Element.



31. Enter other required fields per Business Line. See Users guide for more specific instruction.

32. Select **Office Addresses** tab.

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

34. Enter Office Code.

35. Select **Get Address** button.

36. Click **Save.**

37. Click **Verify.**

38. Click **Submit.**

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site**
  http://pegasys.gsa.gov
- **Pegasys User Guides**
- **BAAR User Guides**
- **Quick Reference Cards**
- **Financial System Service Desk**
  1-866-450-6588
  ocfoservicedesk@gsa.gov

General Services Administration

The Integrated Financial Management System

BAAR: Creating Non-IPAC Billing Document Quick Reference Card

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