Introduction

- An Amortization Schedule is generated when the Debtor requests a Payment Schedule for an outstanding debt.
- The Amortization Schedule is stored on a Pegasys Reference table where users have the option to Create, Modify, and View individual payment schedules.
- The Amortization Schedule reference table allows GSA to define the terms of the payment schedule, including payment periods, payment installations, and interest.
- Once an Amortization Schedule is established, it is associated to the Debt Account Entity in order to generate the Promissory Note.
- The Promissory Note report is generated through the On-Demand reports utility.
- The generated Promissory Note report is sent to the Debtor to be signed and notarized.
 - The Amortization Schedule reference is removed from the Debt Account Entity to prevent activation
- The Amortization Schedule is re-associated to the Debt Account Entity once the signed and notarized copy is received.
 - This action activates the Promissory Note.

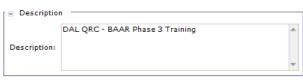
Create an Amortization Schedule

- 1. Log into Pegasys
- 2. Navigate to Reference > Accounts Receivable > Amortization Schedule.
 - The Amortization Schedule reference table is opened successfully.
- Click New to generate a new Amortization Schedule.



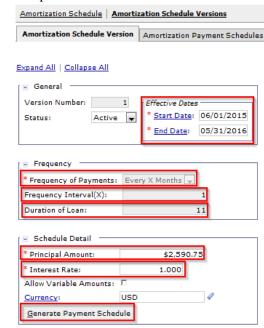
- 4. Enter a unique value in the Amortization Schedule **Code** field (Maximum Length = 10 Characters).
- 5. Populate the **Name**.
- 6. Enter the **Security Org**.

Amortization Schedule	Amortization Schedule Versions
Expand All Collapse All	
☐ General ————	
* Code: N	TZ624151
* Name:	AMTZ624151
Short Name:	
Status:	Active 🔻
* Security Org: 0	gSA ✓
Debt Account Number	
Debt Account Line Nur	mber:
Effective Dates	
Start Date:	
End Date:	



- 7. Navigate to the **Amortization Schedule Versions** tab.
- 8. Click Add.
 - The Amortization Schedule Version tab opens successfully.
- 9. Enter a **Start Date** and **End Date** to define the Amortization Schedule's effective period.
- 10. Set the **Frequency of Payments** dropdown as desired.
- 11. Enter a Frequency Interval (X).
- 12. Enter the **Principal Amount** of the outstanding debt.
- 13. Enter the Interest Rate as a percentage.

- 14. Click the **Generate Payment Schedule** button.
 - The Duration of Loan value is defaulted based on the effective date and frequency parameters.



- 15. Navigate to the **Amortization Payment** Schedules tab.
- 16. Review the Payment Schedule information.



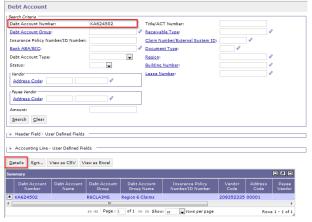
17. Click Save.

Create the Promissory Note

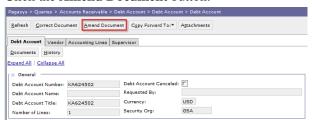
- Navigate to Queries > Accounts Receivable > Debt Account > Debt Account.
- 2. Enter the **Debt Account Number** of the DA Entity

you will use to associate the Amortization Schedule.

- Click Search.
- Select the record from the item collection and click **Details**.



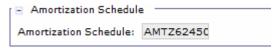
5. Click the **Amend Document** button.



- 6. Click Generate to create a system-generated Amendment Number.
- 7. Click OK.
- 8. Enter an **Amendment Justification**.

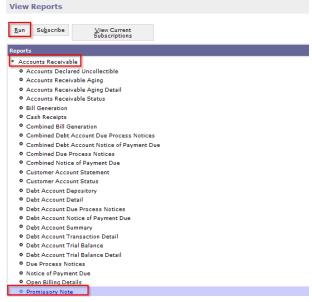


- 9. Navigate to the Accounting Lines tab.
- 10. Select the Accounting Line and click the **Accounting Line** <u>hyperlink</u>.
- 11. Enter the Amortization Schedule Code in the Amortization Schedule field.

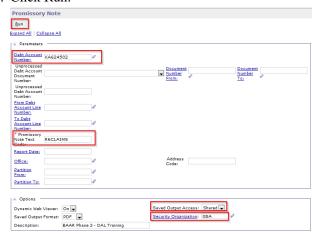


- 12. Click Save.
- 13. Click Verify.

- 14. Click the **Submit** button.
- 15. Navigate to Utilities > Reports > View Reports.
- 16. Expand the Accounts Receivable section.
- 17. Select the Promissory Note report.
- 18. Click Run.



- 19. Enter the Debt Account Number.
- 20. Enter the Promissory Note Text Code.
- 21. Set the Saved Output Access dropdown to Shared.
- 22. Set the Security Organization to GSA.
- 23. Click Run.



24. Close the report execution window.

- 25. Click Refresh.
- 26. Retrieve the Promissory Report Output by selecting the record from the item collection and clicking **Output**.



Disassociate the Amortization Schedule from the Debt Account

- 1. Navigate to Queries > Accounts Receivable > Debt Account > Debt Account.
- 2. Enter the **Debt Account Number** of the DA Entity from which you will disassociate the Amortization Schedule.
- 3. Click Search.
- Select the record from the item collection and click **Details**.

Search Criteria Debt Account Number:	KA624502	Tiel	le/ACT Number:			
Debt Account Group:	101021002		eivable Type:			,
Insurance Policy Number/ID Number			im Number/External System ID:		9	
Bank ABA/BIC:			cument Type:	- 4		
Debt Account Type:			aion:			,
Status:			lding Number:		-	
I Vendor		ler	ise Number:			,
Address Code:	9					
Pavee Vendor						
Address Code:	0					
Amount:						
Search Clear						
+ Header Field - User Defined Fields						
 Accounting Line - User Defined Fiel 	ids —					
Details Sort View as CSV Vi	ew as Excel					
ummary						□ 8 □
	Debt Account	Debt Accou	nt Insurance Policy	Vendor	Address	Pave
Debt Account Debt Account		Group Nam		Code	Code	Vend
Debt Account Debt Account Number Name						
Number Name		Region 6 Claim	s	208352335	00001	

Click the Amend Document button.

Refresh Cor	rect Docur	nent <u>A</u> mer	nd Document	Copy Forward To:▼	Attachments	
Debt Account	Vendor	Accounting	Lines Super	visor		
Qocuments .	<u>H</u> istory					
kpand All Co	llapse All					
	llapse All					
- General -		KA624502		Debt Account Canceled:		
General —	Number:	KA624502		Debt Account Canceled:		
General — Debt Account Debt Account	Number: Name:	KA624502 KA624502			USD	

- 6. Click Generate to create a system-generated Amendment Number.
- 7. Click OK.

August 2015 Final 8. Enter an Amendment Justification.



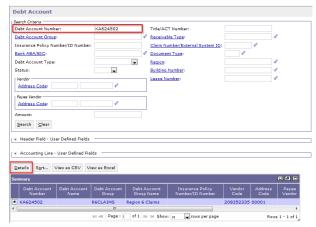
- 9. Navigate to the Accounting Lines tab.
- 10. Select the Accounting Line and click the **Accounting Line** <u>hyperlink</u>.
- 11. Remove the Amortization Schedule Code in the Amortization Schedule field.



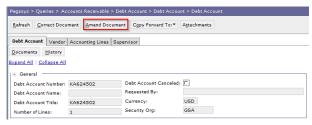
- 12. Click Save.
- 13. Click Verify.
- 14. Click the **Submit** button.

Activate the Promissory Note

- Navigate to Queries > Accounts Receivable > Debt Account > Debt Account.
- Enter the **Debt Account Number** of the DA Entity you will use to activate the Promissory Note
- 3. Click Search.
- 4. Select the record from the item collection and click **Details**.



5. Click the **Amend Document** button.



- 6. Click Generate to create a system-generated Amendment Number.
- 7. Click OK.
- Enter an Amendment Justification.



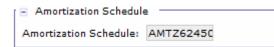
9. Set the Waive Interest on Principal, Waive Penalty, and Waive Admin Charges Flags to True.



- 10. Click the **Attachments** button.
- 11. Click the **Import Local File** button and browse for the signed and notarized Promissory Note to attach.
- 12. Click Upload.



- Click Return.
- 14. Navigate to the Accounting Lines tab.
- 15. Select the Accounting Line and click the **Accounting Line** <u>hyperlink</u>.
- 16. Re-associate the Amortization Schedule Code in the Amortization Schedule field.



17. Set the **Dunning Print Flag** to False



- 18. Click Save.
- 19. Click Verify.
- 20. Click the **Submit** button.

Pegasys Web Site

http://pegasys.gsa.gov

- Pegasys User Guide
- BAAR User Guide
- BAAR Management Course Training Materials
- Federal Financial Service Desk
 - 1-866-450-6588
- ocfoservicedesk@gsa.gov



The Integrated Financial Management System



BAAR:
Create an
Amortization
Schedule and
Promissory Note