

Introduction

- Cash Receipt Debit Vouchers can be used to record returned checks, chargebacks or refunds (Pay.gov)
- The user can create a Debit Voucher Cash Receipt by indicating a *Debit Voucher* line type and entering a negative dollar amount on the document
- The user references the original Cash Receipt that liquidated the bill
 - Since the original Cash Receipt references the closed Billing Document line, Pegasys re-opens the bill's outstanding amount
- Debit Vouchers can be manually created or by using the Copy Forward functionality
- For detailed information, please refer to the BAAR User Guide

Create a Cash Receipt Debit Voucher using Copy Forward

1. Log into **Pegasys**
2. Navigate to Transactions > Accounts Receivable > New > New Cash Receipt

3. Enter Document Type:

Document Type	Uses
RC6, RC7	Returned Check Debit Voucher
PV6, PV7	Pay.gov Refund Check Debit Voucher

4. Select the **Generate** button to generate a **Document Number**
5. In the Copy Document group box, select **Copy Forward**

6. Click the **Next** button

7. Enter **Search Criteria** for the Cash Receipt you wish to Copy Forward
8. Select the **Search** Button
9. Select the document and then select the **Finish** button
10. The New Cash Receipt Document entry page is displayed

11. Enter the following in the General group box:
 - **Debit Voucher Number**
 - **Accomplished Date** (*Treasury Accomplished Date*)
12. Select the Accounting Lines tab

Line Number	Line Type	Amount	Template	Date	Other Fields
1	Normal	\$0.00	2013-03-28SF	2013-03-28SF	Q0350000, Q021, AF152, 7199, 562

13. Select the Accounting Line and select the **Accounting Line** hyperlink
14. The accounting line is displayed

15. Enter the following in the General group box:
 - Line Type = **Debit Voucher – Normal**
 - Transaction Type = **01**
16. Enter the following in the Line Amounts group box:
 - Principal Amount = (**Amt in parentheses**)
17. Note the Document Reference group box contains information on the original Cash Receipt

The Reopen Bill flag defaults to Yes, which means the original bill will be reopened in the amount of the DV CR upon processing

18. Note Document Number of Cash Receipt
19. Select the **Save** button
20. Select the **Verify** button
21. Select the **Submit** button

View Updated Agreement


RWA/HOTD, Outlease, AAS/ITS, and Manual Business Lines reference PCAS Agreements

1. Navigate to Queries > Project Cost Accounting > Agreement Query
2. Enter the **Agreement Number** from the CR
3. Select the **Query at Header** button

4. Select the Agreement and click the **Details** button

5. *Note the Chargeback Amount documented on the agreement*

2. Enter the following in the Search Criteria:
 - Document Number = **Debit Voucher Cash Receipt Document Number**
 - Document Status = **Processed**
 - Line Type = **Debit Voucher – Normal**
3. Select the **Search** button
4. Select the Debit Voucher record and then select the **Reference** button

6. Select the  symbol to the left of the BD and then click the **View** button
 - The BD Header page is displayed

8. Select the **Accounting Lines** tab
9. Select the appropriate accounting line, and then select the **Accounting Line** hyperlink
10. Note that due to the Processed Debit Voucher, the Billing Document now has the Amount entered in Step 16 from the Debit Voucher creation process listed as **Outstanding**

- BAAR:**
Create a Cash
Receipt Debit
Voucher for a
Returned Check
Quick Reference
Card
- General**
Services
Administration

The Integrated Financial Management System

