

Introduction

- Collections Information Repository (CIR) is a collections reporting tool that receives collection/deposit information from Financial Management Services (FMS) collections systems and settlement mechanisms
 - Prior to 01/2013, **Collections Information Repository (CIR)** was referred to as Transaction Reporting System (TRS)
- After CIR receives the collection data, GSA retrieves the 3 types of files containing the transaction/settlement information: Detail, Summary, and Detail & Summary (combined)
- The Summary files will be used to perform the reconciliation
- Automatic Reconciliation is run on a daily basis to ensure that CIR records match Pegasys collections
 - The Reconcile Recommended Matches parameter is set to True, therefore records will be reconciled automatically based on system recommended matches
- In the cases when no match is found, **manual intervention** is necessary to:
 - Research to find the discrepancy
 - Search the CIR Collection Reconciliation Query to locate the Unreconciled records
 - If the Reconciliation Status = Unreconciled w/Recommendations, the user can select the record and click the Retrieve Recommendations button to view Pegasys recommended documents as potential matches
 - Correct the issue (ie. Update or create CR/SV/IP)
 - Manually reconcile (using steps outlined here)
- For detailed information, please refer to BAAR User Guide
- CIR vs. Pegasys terminology:

Note: Since a CR will have either a Deposit number OR a Debit Voucher Number, the Voucher Number will be mapped to one or the other based on line type.

CIR		Pegasys
Voucher Number	↔	Deposit Number
Voucher Number	↔	Debit Voucher Number
Deposit Date	↔	Accomplished Date
Unreconciled Amount	↔	Total Collected Amount
ALC	↔	ALC
Voucher Type	↔	Voucher Type

Reconciling CIR and Pegasys Collections

- Log into **Pegasys**
- Navigate to **Queries > Accounts Receivable > Centralized Collection Services > CIR Collection Reconciliation Query**
- In the CIR Collection section (left portion of the screen) enter any known/applicable CIR values

CIR Collection Reconciliation Query

CIR Collection

Voucher Number:

Agency Location Code:

Sub-level Prefix:

Treasury Symbol:

Short Key:

ATA: AID: BPOA: EPOA: A: MAIN: SUB:

BETC:

Input System:

CIR Detail:

Voucher Type:

Voucher Amount: Voucher Amount: \$0.00

Unreconciled Amount: Unreconciled Amount: \$0.00

Run Number:

Security Org:

Partition:

Search Clear

Voucher Date

From:

To:

Deposit Date

From:

To:

Reconciliation Status

Partially Reconciled: ☐

Reconciled: ☐

Unreconciled: ☐

Unreconciled With Recommendations: ☐

- In the Reconciliation Status section, check the box next to **Partially Reconciled, Unreconciled, and Unreconciled with Recommendations**
- Select the **Search** Button
 - The records are returned in the CIR item collections

View Unreconcile Retrieve Recommendations Delete CIR Detail Sgrt... View as CSV View as Excel

CIR Collection

	Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Amount	Unreconciled Amount	Reconciliation Status	Sub-level Prefix
<input type="checkbox"/>	47000017	08/15/2013	944122	Credit	08/16/2013	\$2,265.00	\$2,265.00	Unreconciled	
<input checked="" type="checkbox"/>	47000017	08/16/2013	160020	Credit	08/16/2013	\$3,000.95	\$3,000.95	Unreconciled	
<input type="checkbox"/>	47000017	08/16/2013	100059	Credit	08/16/2013	\$168,683.94	\$168,683.94	Unreconciled	
<input type="checkbox"/>	47000017	08/16/2013	000264	Credit	08/16/2013	\$118,880.16	\$118,880.16	Unreconciled	

- Select the CIR record
 - The CIR Collection record is highlighted
 - Note: If the Reconciliation Status = Unreconciled w/Recommendations, the user can select the record and click the **Retrieve Recommendations** button to view Pegasys recommended documents as potential matches*
- In the Pegasys Collection section (right portion of the screen) enter any known/applicable Pegasys values

Pegasys Collection

Document Category:

GL Account:

Acct Event:

Accomplished Date:

From:

To:

Reconciliation Status: ☐

Unreconciled: ☒

Security Org:

Partition:

Treasury Symbol:

Short Key:

ATA: AID: BPOA: EPOA: A: MAIN: SUB:

BETC:

Voucher Type:

Total Collected Amount:

Unreconciled Amount:

Unreconciled With Recommendations:

Search Clear

- In the Reconciliation Status section, check the box next to **Unreconciled**
- Select the **Search** Button
 - The records are returned in the Pegasys item collections

Reconcile Actions Sgrt... View as CSV View as Excel

Pegasys Collection

	Document Category	Doc Type	Doc Num	Actg Ln #	Charge Line Number	CIR Itemized Line Number	Agency Location Code	Deposit Number	Debit Voucher Number	Voucher Type
<input type="checkbox"/>	CR-Cash Receipt	L6F	L6F201308160023	1			47000016	900638		Credit
<input checked="" type="checkbox"/>	CR-Cash Receipt	L6F	L6F201308160023	2			47000016	900638		Credit
<input type="checkbox"/>	CR-Cash Receipt	L6F	L6F201308160043	1			47000016	900638		Credit

- Select the Pegasys CR record
 - The Pegasys Collection record is highlighted and the Reconcile button above the Pegasys record is now enabled

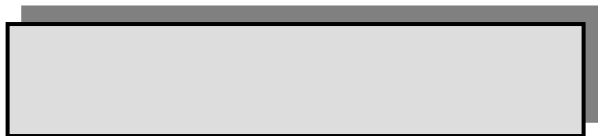
11. Select the **Reconcile** button

- The CIR Collection record and the Pegasys CR Collection record are successfully reconciled with a Reconciliation Status of Reconciled (or Partially Reconciled)

Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Amount	Unreconciled Amount	Reconciliation Status	Sub-level Prefix
47000017	08/14/2013	100058	Credit	08/14/2013	\$207,254.42	\$207,254.42	Reconciled	

- Also, the Reconciled record now appears in the **Reconciled Activity** section

Voucher Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Amount	ATA	AID	BPOA	EPOA	A	MAIN	SUB	Reconciled Date	Reconciled Amount	Unreconciled Amount	Document Type	Doc Num	CIR Reconciled Date	Agency Location Code	Deposit Date	Voucher Number	Voucher Type
47000017	08/14/2013	100058	Credit	08/14/2013	\$207,254.42								08/14/2013	\$207,254.42				08/14/2013	47000017	08/14/2013	100058	Credit



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- Navigate to **Queries > Accounts Receivable > Centralized Collection Services > CIR Collection Reconciliation Query**
- In the CIR Collection section (left portion of the screen) enter any known/applicable CIR values

CIR Collection Reconciliation Query

CIR Collection

Voucher Number:

Agency Location Code:

Sub-level Prefix:

Treasury Symbol:

Short Key:

ATA: AID: BPOA: EPOA: A: MAIN: SUB:

BETC:

Input System:

CIR Detail:

Voucher Type:

Voucher Amount: Voucher Amount: \$0.00

Unreconciled Amount: Unreconciled Amount: \$0.00

Run Number: 91

Security Org:

Partition:

Voucher Date

From:

To:

Deposit Date

From:

To:

Reconciliation Status

Partially Reconciled: ☐

Reconciled: ☒

Unreconciled: ☐

Unreconciled With Recommendations: ☐

- In the Reconciliation Status section, check the box next to **Reconciled**
- Select the **Search** Button
- The records are returned in the CIR item collections

Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Amount	Unreconciled Amount	Reconciliation Status	Sub-level Prefix
47000017	08/14/2013	100058	Credit	08/14/2013	\$207,254.42	\$207,254.42	Unreconciled	

6. Select the CIR record

- The CIR Collection record is highlighted and the Unreconcile button becomes enabled

7. Select the **Unreconcile** button

- The previously Reconciled record will now have a Reconciliation Status of Unreconciled on both the CIR and the Pegasys side of the Query

Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Amount	Unreconciled Amount	Reconciliation Status	Sub-level Prefix
47000017	08/14/2013	100058	Credit	08/14/2013	\$207,254.42	\$207,254.42	Unreconciled	

8. The Unreconciled record will be removed from the Reconciled Activity section of the Query

Voucher Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Sub-level Prefix	ATA	AID	BPOA	EPOA	A	MAIN	SUB	Voucher BETC	Reconciled Date	Reconciled Amount
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■ Pegasys Web Site <http://pegasys.gsa.gov>

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



**General
Services
Administration**

The Integrated Financial Management System



BAAR: CIR Reconciliation & Unreconciliation Quick Reference Card

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Final