

Introduction

- Transaction Reporting System (TRS) is a collections reporting tool that receives collection/deposit information from Financial Management Services (FMS) collections systems and settlement mechanisms
 - TRS was renamed to the **Collections Information Repository (CIR)** in 01/2013
 - Here, it will still be referred to as TRS
- After TRS 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 TRS 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 TRS 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
- TRS 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.

TRS		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
Voucher BETC	↔	BETC
Treasury Symbol	↔	Treasury Symbol

Reconciling TRS and Pegasys Collections

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

TRS Collection Reconciliation Query

TRS Collection Voucher Number: <input type="text"/> Agency Location Code: <input type="text"/> Sub-level Prefix: <input type="text"/> Treasury Symbol: <input type="text"/> BETC: <input type="text"/> Input System: <input type="text"/> TRS Detail: <input type="text"/> Voucher Type: <input type="text"/> Voucher Amount: <input type="text"/> Unreconciled Amount: <input type="text"/> Run Number: <input type="text"/> Security Org: <input type="text"/> Partition: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>	Voucher Date From: <input type="text"/> To: <input type="text"/> Deposit Date From: <input type="text"/> To: <input type="text"/> Reconciliation Status Partially Reconciled: <input checked="" type="checkbox"/> Reconciled: <input type="checkbox"/> Unreconciled: <input checked="" type="checkbox"/> Unreconciled With Recommendations: <input checked="" type="checkbox"/>
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- 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 TRS item collections

TRS Collection

Unreconcile Retrieve Recommendations Delete View Detail View History TRS Detail Display 10 Items View as CSV

Item Page: 1 2 3 4 5 6 7 8 9 Items 11-20 of 90

Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Amount	Unreconciled Amount	Reconciliation Status	Sub-level Prefix	Treasury Symbol	BETC
47000011	03/28/2013	000037	Credit	03/28/2013	\$100.00	\$100.00	Unreconciled			

- Select the TRS record
 - The TRS 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

Momentum Collection

Document Category:

Document: Type: Number: Item: Accounting:

Deposit Number:
Debit Voucher Number:
Agency Location Code:
Sub-level Prefix:
Treasury Symbol:
BETC:
Voucher Type:
Total Collected Amount:
Unreconciled Amount:

Accomplished Date: From: To:

Reconciliation Status: Reconciled: ☐ Unreconciled: ☒

Security Org: Partition:

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

Momentum Collection

Reconcile Amend Document Correct Document View Document Display 10 Items View as CSV

Document Category	Document Type	Document Number	Charge Line Number	Parent Line Number	Agency Location Code	Deposit Number	Debit Voucher Number	Voucher Type	Accomplished Date	Total Collected Amount
CR-Cash Receipt	WCR	071812-2	1	0	47000016	000037	19373646	Credit	03/28/2013	\$100.00

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

reconciled with a Reconciliation Status of Reconciled (or Partially Reconciled)

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

Unreconciling TRS and Pegasys Collections

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

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

- Select the TRS record
 - The TRS Collection record is highlighted and the Unreconcile button becomes enabled
- Select the **Unreconcile** button
 - The previously Reconciled record will now have a Reconciliation Status of Unreconciled on both the TRS and the Pegasys side of the Query

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

Pegasys Resources

- Pegasys Web Site <http://pegasys.gsa.gov>
 - Pegasys User Guide
 - BAAR User Guide
 - BAAR Management Course Training Materials
- OCFO Consolidated Service Desk
 - 1-866-450-6588
 - ocfoservicedesk@gsa.gov



**General
Services
Administration**

The Integrated Financial Management System



BAAR: **TRS Reconciliation &** **Unreconciliation** **Quick Reference** **Card**