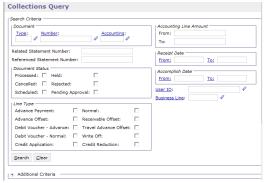
Introduction

- If Pegasys receives a Cash Receipt with an amount that is greater than that of the BD it references:
 - The Cash Receipt is placed in a **Rejected** status
 - User must research the overpayment
 - An overpayment line must be added to the CR
 - The Lockbox CR overpayment line must be added manually and the user must research to identify the excess amount of the overpayment
 - Pay.gov Overpayment CRs will automatically create the new overpayment line in the amount of the overpayment (but it must still be manually corrected and processed)
- For detailed information, please refer to the BAAR User Guide

Add/Update Overpayment Line

An overpayment line must be added to Lockbox overpayments; Pay.gov overpayments will automatically generate the overpayment line

- 1. Log into **Pegasys**
- 2. Navigate to Queries > Accounts Receivable > Collections



- 3. Enter the following Search Criteria:
 - Document Category = Cash Receipt
 - Document Type = \mathbf{Doc} Type of \mathbf{CR}
 - Lockbox: L6M, L6X, L6B, L7R, L6F,
 L6L
 - Pay.gov: PC6, PC7

- Document Status = **Rejected**
- Line Type = **Normal**
- Business Line = **Business Line code**
- Additional Search Criteria, if applicable
- Click the [+] symbol to the left of the Additional Criteria section to view this section
- 5. Set the **Applied To Billing Document** dropdown box to **Yes**
 - This will allow the user to only view CRs that have an associated BD



- 6. Select the **Search** button
- 7. The results are returned in the Item Collection



- 8. Select applicable Cash Receipt
- 9. Select the **Correct Document** button
 - The Cash Receipt document is displayed in a new window



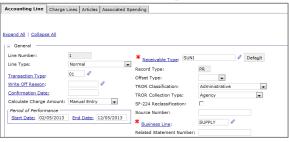
10. Note error message: "The amount on line Cash Receipt Line 1 exceeds the referenced line's outstanding amount. Please enter a separate line for excess amount."

Cash Receipt/Cash Receipt Line 1 AR0307E The amount on line Cash Receipt Line 1 exceeds the referenced line's outstanding amount. Please enter a separate line for excess amount on line Cash Receipt Line 1 exceeds the referenced line's outstanding amount. Please enter a separate line for excess amount on line Cash Receipt Line 1.

- 11. Select **Accounting lines** tab
 - The Accounting Line summary screen is displayed



- 12. Select the appropriate Accounting Line and select the **Accounting Line** hyperlink
 - The Accounting Line is displayed



13. Scroll to the Line Amount Section, note the **Line Amount.**

Research Billing Document

1. On the Accounting Lines tab of the Overpayment CR, scroll to the **Document Reference** Section



- 2. Click the **View** button
 - The referenced Billing Document is displayed in a new window



3. Select the **Accounting Lines** tab

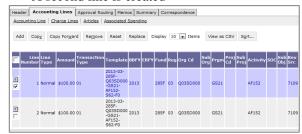


4. Select the Accounting Line and then click the **Accounting Line** hyperlink

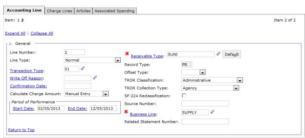
The Accounting Line screen is displayed



- 5. Scroll to the Line Amounts Section and note **Amount** of the BD
 - Note the Cash Receipt Accounting Line 1 Referencing this Billing Document's accounting line should not exceed this amount
- 6. Click the **Close Window** link to exit the BD and navigate back to the Cash Receipt window
- 7. Note that for Pay.gov CRs, steps 8-11 can be skipped as this is performed automatically by Pegasys - simply open the Overpayment Accounting Line (Line 2) and proceed to step 12
- 8. On the Cash Receipt Accounting Line, in the Line Amounts group box, change the value in the Cash Receipt **Principal Amount** field to the full amount of the Billing Document line (This is the amount noted in Step 5)
- Select the **Accounting Lines** hyperlink
- 10. Select line 1 and click the **Copy** button
- A second line is created



- 11. **Select** line 2. **deselect** Line 1, and then click the **Accounting Line** hyperlink
 - The line 2 Accounting Line is displayed



- 12. In the General Group box, enter the following:
 - Transaction Type = 02
 - Line Type = Normal
- 13. In the Line Amounts section, enter a **Principal Amount** equal to the Overpayment excess **amount** (Original Cash Receipt Accounting Line 1 amount - New Cash Receipt Accounting Line 1 Amount)
 - Note that Pay.gov CRs will populate the excess amount automatically
- 14. Delete the **Document Reference** information for Accounting Line 2
- 15. Update the Accounting Dimensions section:
 - Region 7: Delete the **Accounting Template** and the Revenue Source Code
 - Region 6: Replace the Accounting Template/Dimensions with the **generic** Region 6 unapplied collection Accounting Template/Dimensions.
- 16. In the Agreement Reference section, delete the **Agreement** (if applicable)
- 17. Select the **Save** button
- 18. Select the **Verify** button
- 19. Select the **Submit** button
 - 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



BAAR: Add Overpayment Line **Quick Reference** Card