Introduction

- The collection of funds in Pegasys is recorded with Cash Receipt (CR) documents.
- The Collections Query provides GSA a single place to obtain information regarding all collections.
- Users with the appropriate security permissions have the capability to amend/correct documents and forms from the Collections Query.
  - Amend is used for Processed CRs.
  - Correct is used for Held/Rejected CRs Forms.
- Through the Collections Query, users can also view the forms and documents (e.g., Billing Documents, Cash Receipts, Debt Accounts, etc.) associated with the Collection.

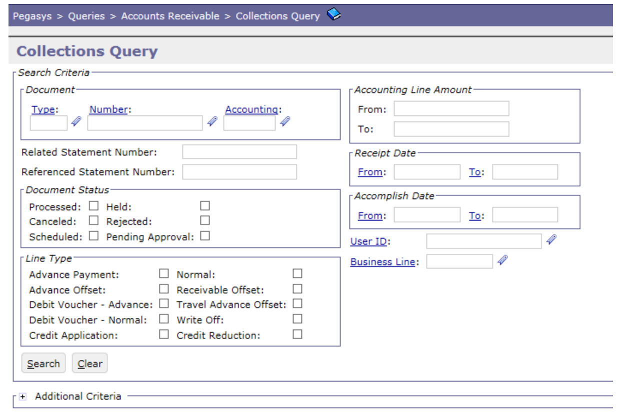
Collections Query Search Criteria

1. Access the Collections Query by selecting **Queries > Accounts Receivable > Collections**.
2. To search for Collections, enter the desired search criteria and click the **Search** button.

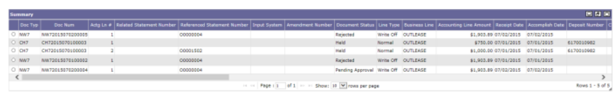
   Note: The Collections Query defaults upon opening with the General Search Criteria displayed. Select the [+] *to expand the remaining criteria sections as desired.*

- General Key Search Fields include:
  - Document Type/Number
  - Document Status
  - Document Date
  - Statement Number
  - Vendor Info
  - Accounting Dimensions
- Collection Specific Key Search Fields include:
  - Line Type (Normal, Advance, etc.)
  - Accounting Line Number
  - Applied or Unapplied Collections
  - Receivable Type
  - Input System (Lockbox, Pay.gov, etc.)
  - Agreement Number
  - Deposit Number
  - Business Line

Note: Performance is improved with each additional search criteria entered.

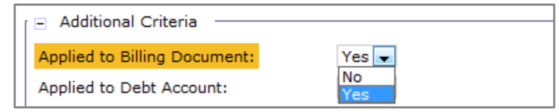


3. Items matching the entered search criteria are returned in the Item Collection.

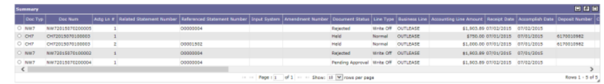


Searching for Held or Rejected Collections

1. Navigate to **Queries > Accounts Receivable > Collections**.
2. In the *Search Criteria* section, enter the following:
   - Document Type = **Document Type of CR**
   - Document Status = **Held and/or Rejected**
   - Business Line = **Business Line code**
   - Additional applicable fields
3. Click the **[+]** symbol to the left of the *Additional Criteria* section to view this section
4. Set the **Applied To Billing Document** dropdown box to **Yes** or **No** as desired
   - Selecting *Yes* will only return CRs that have an associated BD

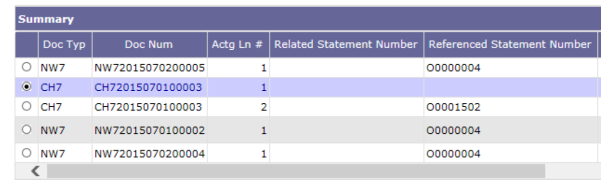


5. Select the **Search** button
6. Items matching the entered search criteria will be returned in the Item Collection.

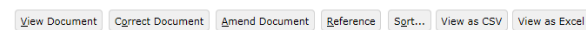


Form and Document Actions

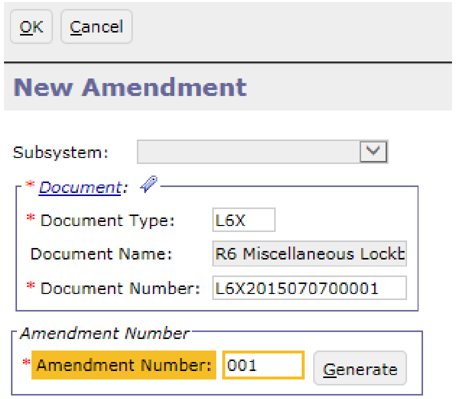
1. After searching for Collections, review items returned in the Item Collection to determine which record needs further review or action.
2. Select the desired item by clicking the radio button next to the record.



3. The buttons above the Item Collection will activate based on the allowed actions for the record selected.



4. If reviewing the form/document (no edits needed), select the **View Document** button. The corresponding form/document will open in View Only mode.
5. If correcting a Held or Rejected form, select the **Correct Document** button. The corresponding form will open in Edit mode.
   a. Make desired edits and **Save** or **Submit** for processing.
6. If amending a Processed document, select the **Amend** Document button. The corresponding Amend Document window will open.



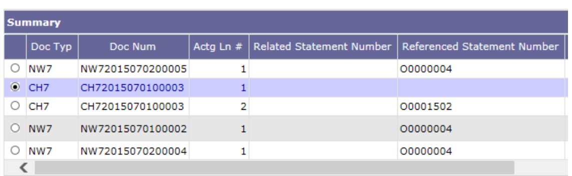
a. Generate or enter an **Amendment Number** and click **OK**.

b. The amendment form will open in Edit mode.

c. Enter desired information and **Save** or **Submit** for processing.

Note: Please refer to the User Guide for detailed instructions on correcting and amending Collection forms and documents.

1. After searching for Collections, select desired record from the Item Collection by selecting the radio button next to the record.



Summary

	Doc Typ	Doc Num	Actg Ln #	Related Statement Number	Referenced Statement Number
○	NW7	NW72015070200005	1		00000004
◉	CH7	CH72015070100003	1		
○	CH7	CH72015070100003	2		00001502
○	NW7	NW72015070100002	1		00000004
○	NW7	NW72015070200004	1		00000004

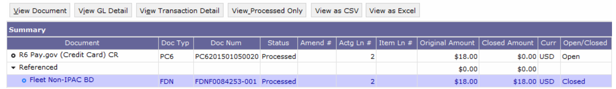
2. Select the **Reference** button to view forms and documents referencing and referenced by the selected Collection.

View Document | Correct Document | Amend Document | Reference | Sort... | View as CSV | View as Excel

Summary

	Doc Typ	Doc Num	Actg Ln #	Related Statement Number	Referenced Statement Number	Input System	Amendment Number	Document Status	Line Type
○	PC6	PC6201501050020	1		F0084253	PAYGOV		Processed	Normal
◉	PC6	PC6201501050020	2		F0084253	PAYGOV		Processed	Normal
○	PC6	PC6201501050020	3		F0086212	PAYGOV		Processed	Normal

3. The corresponding **Accounting Line Reference Tree** window will open displaying forms and documents referencing or referenced by the selected Collection.



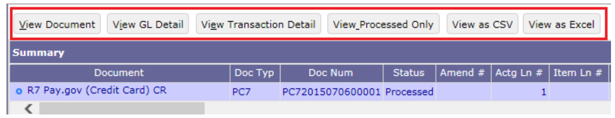
View Document | View GL Detail | View Transaction Detail | View Processed Only | View as CSV | View as Excel

Summary

Document	Doc Typ	Doc Num	Status	Amend #	Actg Ln #	Item Ln #	Original Amount	Closed Amount	Curr	Open/Closed
R6 Pay.gov (Credit Card) CR	PC6	PC6201501050020	Processed		2		$18.00	$0.00	USD	Open
Referenced							$0.00	$0.00		
Fleet Non-IPAC BD	FDN	FDNF0084253-001	Processed		2		$18.00	$18.00	USD	Closed

4. To view additional details for a particular Accounting Line Reference Tree record, select the corresponding radio button.

5. Allowed actions for the selected record will be activated.



View Document | View GL Detail | View Transaction Detail | View Processed Only | View as CSV | View as Excel

Summary

Document	Doc Typ	Doc Num	Status	Amend #	Actg Ln #	Item Ln #
R7 Pay.gov (Credit Card) CR	PC7	PC72015070600001	Processed		1	

6. Review and close window when complete.

Pegasys Resources

- **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

<u>BAAR: Collections Query Reference Card</u>

July 2015
Final