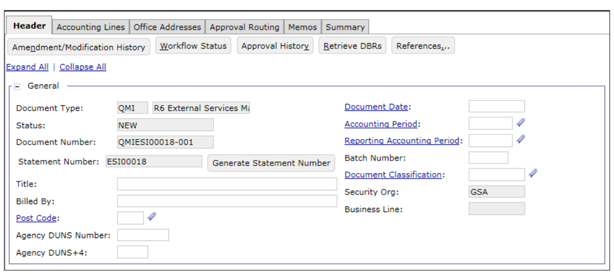
Introduction

- **Billing Document (BD)-** A means of establishing accounts receivable and recording the financial impact of amounts due to GSA for services rendered or goods delivered
- The Normal line type is used on Receivables to recognize revenue
- Intra-Governmental Payment and Collection (**IPAC**) – Transactions between GSA and another customer agency in which billing and collection is performed via IPAC system
- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy/business process
- For detailed information, please refer to the Billing Document chapter of the BAAR User Guide

Creating a BD – IPAC

1. Log into **Pegasys**
2. Select **Transactions—Accounts Receivable—New—Billing Document** from the menu bar.
3. Enter an IPAC BD Document Type
4. Select the **Generate Statement Number** button to generate a Statement Number
5. Select the **Generate** button to generate a Document Number
6. Select the **Finish** button
7. The Header page is displayed

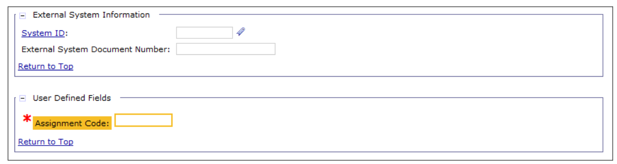


8. Enter the name of the user that authorized the billing in the Billed By field
9. Enter (or search using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field

10. Enter Designated Agent in the Designated Agent Group Box manually or select the **Default** button.

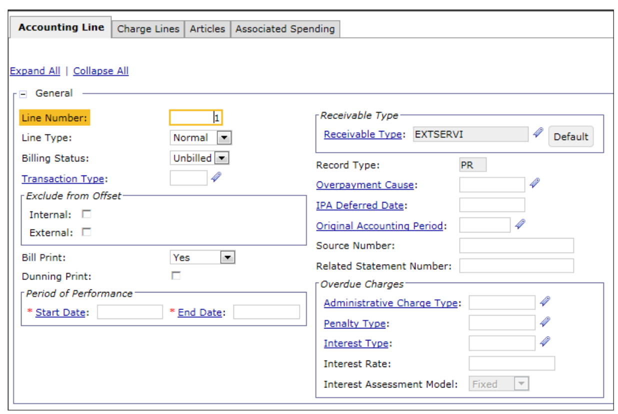
    Note: For AAS and WAN, users will need to manually enter the Designated Agent when the Designated Agent is different than the Vendor Code.

11. Enter the User Defined Fields as required for your business line (such as Assignment Code, Severable Service, Client Telephone, etc.)

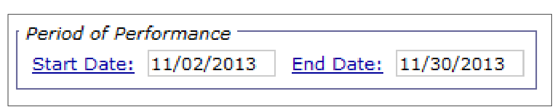


12. Select the **Accounting Line** tab
13. Select the **Add** button to enter a new Accounting Line
14. Enter the Receivable Type

    Note: See User Guide for Accounting Line required IPAC field listing.

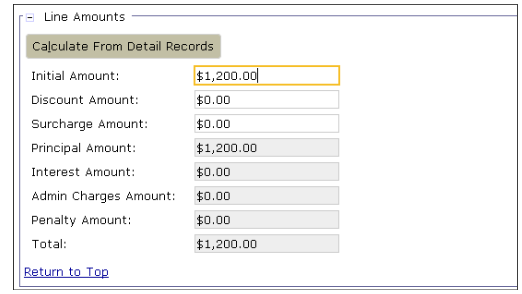


15. Enter the Period of Performance dates



Note: For agreement billing, should be set to agreement start/end dates.

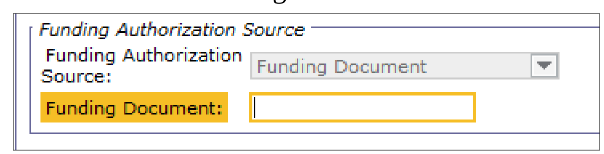
16. Enter the Initial Line Amount



17. Enter the Accounting Template and select **Default**
18. Enter Revenue Source Code and any other required dimensions such as BETC
19. Enter the required IPAC information in the Interagency Transfer Section on the accounting line
20. Enter the Customer Treasury Symbol
21. Enter the Customer Funding Source
22. Funding Authorization Source:

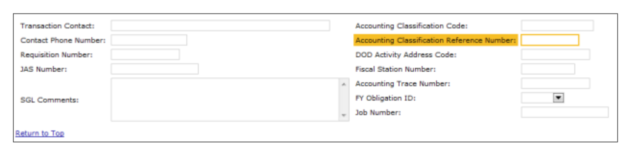
    Defaults to Funding Document or Agreement

23. a. Enter the Funding Document value



    b. For Business Lines utilizing PCAS agreements, enter the Agreement Number and Agreement Line Number

24. Enter the remaining required fields in the Interagency Transfer section such as Accounting Classification Code, Accounting Classification Reference Number, etc.
25. Enter the Fiscal Station Number



26. Enter the Business Line as the Contract Number

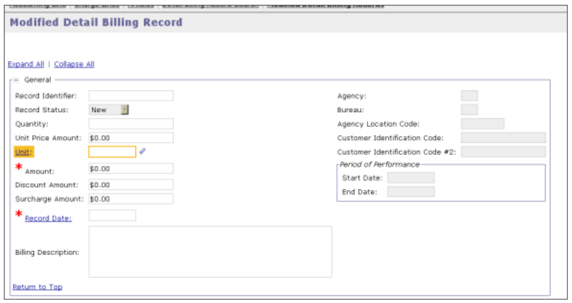
27. Enter “NA” in the Contract Line Item Number field

28. For Business Lines using Detail Billing Records, select **Detail Billing Record** Search Tab

For Business Lines **not** using Detail Billing Records, proceed to **Step 37**

29. Select **Add**

30. The Modified Detail Billing Record page is displayed



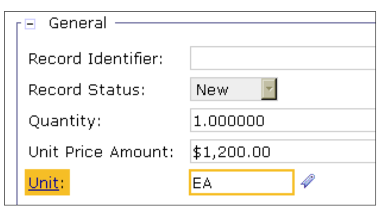
Note: See User Guide for Detail Billing Record required IPAC field listing.

31. Record Identifier:

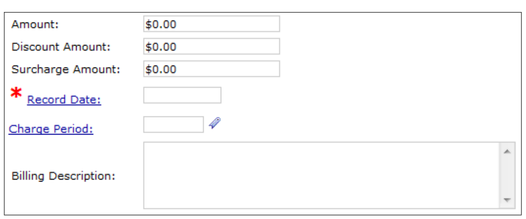
The system will generate a Record Identifier value when left blank and will default the Unit from the detail billing record or article.

32. Enter a Quantity, Unit Price, Articles or Services description for IPAC

33. For business lines requiring the Unit field, enter Unit



34. Enter the Total Amount of the DBR in the **Amounts** field



35. Enter a Record Date

36. Enter the Required Detail Billing Elements for business line

37. Select Save

38. Select **Office Addresses**

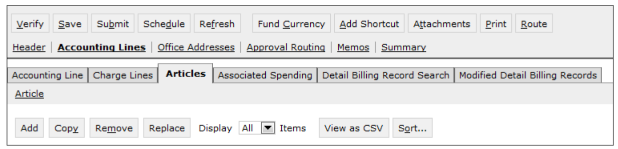
39. Select the **Remit To** address line

40. Select **Office Address** link

41. Enter the Office Code

42. Select the Accounting Line link then select the **Articles Tab**

43. Select the **Add** button



44. The Article page is displayed

*Note: The **Qty Price Indicator** defaults based on the Business Line*

45. Enter the Article or Services text for business lines requiring Articles or Services text.

46. Enter the IPAC Schedule Date (optional)

47. Select **Save**

48. Select **Verify**

49. Select **Submit**

- **Functional Coordinator**
- **Pegasys Web Site** http://pegasys.gsa.gov
- **BAAR User Guide**
- **Financial System Service Desk**
  1-866-450-6588
  ocfoservicedesk@gsa.gov

GSA **General Services Administration**

The Integrated Financial Management System

BAAR: Creating IPAC Billing Document Quick Reference Card

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