#### Introduction

- The Lockbox interface allows debtors to remit checks to designated Lockbox locations.
- The Lockbox Banks transmit the check to the Federal Reserve (ECP) for settlement before transmitting the data file into Pegasys.
- The following Lockbox Document Types will be used to record collections against Debt Accounts:

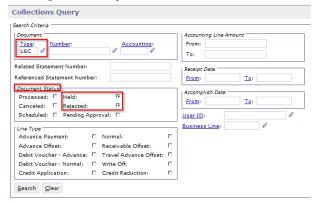
<b>Document Type</b>	Name
L6C	Region 6 Claims Lockbox
L6X	Region 6 Miscellaneous Lockbox
L7M	Region 7 Miscellaneous Lockbox

- Lockbox transactions referencing DAs will enter Pegasys in Held/Rejected status because the Lockbox batch job does not include Debt Account "matching logic."
  - o Region 6 L6C = Held status
  - o Region 7 L7M = Rejected status
- GSA will use the Collections Query to research Held/Rejected L6C and L7M Cash Receipts for correction.
- The Debt Account must be manually associated to the Lockbox CR.
- The processing logic differs for Lockbox CRs referencing DAs without an Amortization Schedule reference vs. DAs with an Amortization Schedule reference.
  - o TT = **C01** without an Amortization Schedule reference (default TT)
  - TT = P01 with an Amortization Schedule reference

### Query for Held/Rejected Lockbox Cash Receipts

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

- 3. Enter the Lockbox CR document type.
- 4. Enter the Document Status.
  - Region 6 = Held
  - Region 7 = Rejected



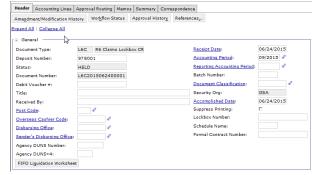
5. Click **Search**.

### Correct Held/Rejected Lockbox Cash Receipts

1. Select the record from the **Collections Query** item collection and click **Correct**.



2. The Cash Receipt form creation screen is opened successfully.



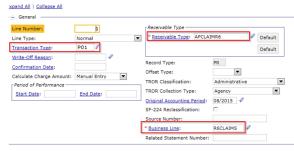
- 3. Navigate to the **Accounting Lines** tab.
- 4. Select accounting line 1 from the item collection and click the **Accounting Line** <u>hyperlink</u>.
- 5. Enter the **Transaction Type**.

- TT = C01 without an Amortization Schedule reference
- TT = P01 with an Amortization Schedule reference
- Enter the **Debt Account Number** and **Debt Account Line Number**.



referenced DA.

8. Enter the **Business Line**.



Enter the **Vendor** associated to the referenced Debt Account.



- 10. Enter the **Accounting Template** from the referenced Debt Account.
- 11. Click the **Default** button.
- 12. Based on the **Receivable Type** entered, populated the Revenue Source Code or **Sub-Object Class**.



13. If the referenced DA contains an associated Amortization Schedule, enter the Amortization Schedule Code, Schedule Code Version, and Payment Line Number on the Lockbox CR accounting line.



- 14. Click Save.
- 15. Click Verify.
- 16. Click the **Submit** button.

Pegasys Web Site

http://pegasys.gsa.gov

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



## General Services Administration

# The Integrated Financial Management System



BAAR:
Search for
Held/Rejected
Lockbox Cash
Receipt and Apply to
Debt Account