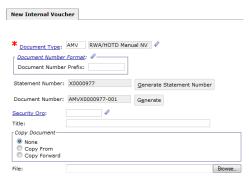
#### Introduction

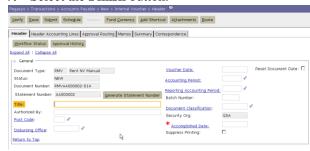
- **Internal Voucher (NV)** Used to perform fund transfers amongst organizations doing business within GSA
- The Internal Voucher permits the simultaneous recording of expenditure for the receiver of goods/services (buyer) and revenue for the provider of the goods/services (seller).
- **Intrafund** billing within the same Treasury Accounting Symbol (TAS) (e.g. RWA billing itself)
- **Interfund** billing within GSA, but not with the same TAS (e.g. 255/455 paying rent to 192X)
- Fields with red asterisks (\*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- For detailed information, please refer to the Internal Voucher chapter of the BAAR User Guide.

#### **Creating an NV**

- 1. Log into Pegasys.
- 2. Select Transactions—Accounts Payable—New—Internal Voucher from the menu bar.
- **3.** The New Internal Voucher page is displayed.
- 4. Enter Document Type.
- Select the Generate Statement Number button to generate a Statement Number. A unique Statement number will be generated in the Statement Number field.
- **6.** Select the **Generate** button to generate a Document Number. A unique document number will be generated in the Document Number field.



7. Select the **Finish** button.



- **8.** Enter the Accomplished Date
- Enter (or search for using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field.



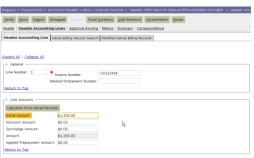
**10.** Enter the Assignment Code in the User Defined Fields Assignment Code field.



11. Select the **Accounting Line** tab.



- **12.** Select the **Add** button to enter a new Accounting Line.
- 13. Enter the Initial Line Amount.



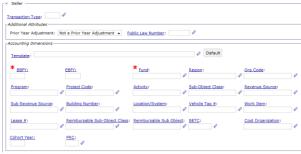
**14.** Enter the Buyer Accounting Template, Accounting Dimensions and Transaction Type.



**15.** Enter the Buyer Reference Document Information.



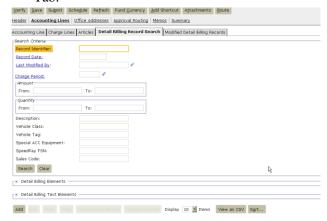
**16.** Enter the Seller Accounting Template, Accounting Dimensions and Transaction Type



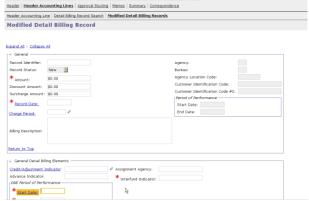
- 17. Enter Revenue Source Code.
- **18.** Enter the other required fields per Business Line.
- 19. For Business Lines utilizing PCAS agreements, enter the Agreement Number and Agreement Line Number.



### **20.** For Business Lines utilizing Detail Billing Records, select **Detail Billing Record Search** Tab.



- 21. Select Add.
- **22.** The Modified Detail Billing Record page is displayed.



- 23. Enter an Amount.
- 24. Enter a Record Date.
- **25.** INTERFUND/INTRAFUND —Enter the Interfund Indicator.



**26.** Enter the business line specific required fields.



- 27. Select Save.
- 28. Select Verify.
- 29. Select Submit.

#### **Pegasys Resources**

- Functional Coordinator
- Service Representative
- Pegasys Web Site http://pegasys.gsa.gov
- Pegasys User Guides
- BAAR User Guides
- Ouick Reference Cards
- OCFO Consolidated Service Desk 1-866-740-0994



## General Services Administration

# The Integrated Financial Management System



BAAR: Creating
Internal Voucher
Quick Reference
Card