

## 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 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
- IPAC BD Document Types:

| Document Type | Business Lines                    |
|---------------|-----------------------------------|
| QMI           | R6 External Services              |
| MMI           | R6 Manual : TMVCS/Travel Training |
| IMI           | R7 Manual ITC                     |

## 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 Business Line, if not auto populated
10. Enter (or search using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field

11. Select the **Default** Button in the Designated Agent Group Box
12. Select the **Accounting Line** tab
13. Select the **Add** button to enter a new Accounting Line
14. Enter the Transaction Type, Line Type and Receivable Type (if not defaulted).  
*Note: See User Guide for Accounting Line required IPAC field listing.*

15. Enter the Period of Performance 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

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

20. Enter the required IPAC information in the Interagency Transfer Section on the accounting line

- Enter the Customer Treasury Symbol
- Enter the Customer BETC
- Enter the Customer Funding Source
- Funding Authorization Source: Defaults to Funding Document
- Enter the **Funding Document** value

21. Enter the remaining required fields in the Interagency Transfer section such as Accounting Classification Code, Accounting Classification Reference Number, etc.

## 22. Enter the Fiscal Station Number

|                       |  |   |  |
|-----------------------|--|---|--|
| Transaction Contact:  |  | Accounting Classification Code:             |  |
| Contact Phone Number: |  | Accounting Classification Reference Number: |  |
| Requisition Number:   |  | DOD Activity Address Code:                  |  |
| JAS Number:           |  | Fiscal Station Number:                      |  |
| SQL Comments:         |  | Accounting Trace Number:                    |  |
|                       |  | FY Obligation ID:                           |  |
|                       |  | Job Number:                                 |  |

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## 23. Enter the Business Line as the Contract Number

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

## 25. Select the Accounting Line link then select the Articles Tab

## 26. Select the Add button

|   |      |        |          |         |               |              |             |         |       |
|---|------|--------|----------|---------|---------------|--------------|-------------|---------|-------|
| Verify  | Save | Submit | Schedule | Refresh | Fund Currency | Add Shortcut | Attachments | Print   | Route |
| Header   <b>Accounting Lines</b>   Office Addresses   Approval Routing   Memos   Summary  |      |        |          |         |               |              |             |         |       |
| Accounting Line   Charge Lines   <b>Articles</b>   Associated Spending   Detail Billing Record Search   Modified Detail Billing Records |      |        |          |         |               |              |             |         |       |
| Article   |      |        |          |         |               |              |             |         |       |
| Add   | Copy | Remove | Replace  | Display | All           | Items        | View as CSV | Sgtr... |       |

## 27. The Article page is displayed

|  |                                |
|--|--------------------------------|
| Expand All   Collapse All                    |                                |
| General                                      |                                |
| Article Number:                              |                                |
| Date of Delivery:                            |                                |
| Qty/Line Price Indicator:                    | Use Article Qty/Sum DBL amount |
| Quantity:                                    | 0.000000                       |
| Unit Price Amount:                           | \$0.0000                       |
| Unit:  | EA                             |
| Article Amount:                              | \$0.00                         |
| Reason:                                      |                                |
| IPAC Status:                                 |                                |
| IPAC Status:                                 |                                |
| IPAC Schedule Date:                          |                                |
| IPAC Submission Date:                        |                                |
| IPAC Confirmation Date:                      |                                |
| IPAC Confirmed Amount:                       | \$0.00                         |
| IPAC Reference Number:                       |                                |
| IPAC Reference Line Number:                  |                                |
| Detail Line Number:                          |                                |
| IPAC Document Identifier:                    |                                |
| Reference Document IPAC Document Identifier: |                                |
| Acquisition:                                 |                                |
| IPAC Rejection Date:                         |                                |
| Contract Item ID:                            |                                |

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

## 28. Enter the Article or Services text to be sent to IPAC

## 29. Enter the IPAC Schedule Date (optional)

## 30. Select Office Addresses Tab

## 31. Select the Remit To address line

## 32. Select Office Address link

## 33. Enter the Office Code

## 34. Select Save

## 35. Select Verify

## 36. Select Submit

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**1-866-740-0994**



# **BAAR: Creating Non-PCAS/Non-DBR IPAC Billing Document Quick Reference Card**