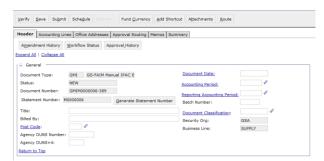# Introduction

- **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
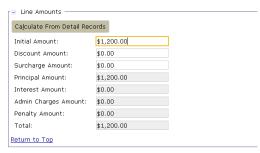14. Enter the Transaction Type, Line Type and Receivable Type (if not defaulted).
    Note: See User Guide for Accounting Line required IPAC field listing.

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
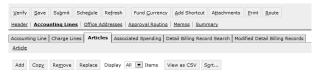   - Enter the **Funding Document** value

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

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

27. The Article page is displayed

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**

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

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