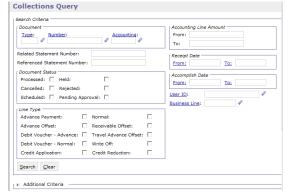
## Introduction

- An Unapplied Collection is a Collection that is not applied to a reference document due to one of the following scenarios:
  - The Collection contains incorrect information; preventing it from processing
- The Collection has a missing or incorrect Billing Document reference
- The Collection amount is for more than the bill amount (Overpayment)
- If any of the conditions listed in the above occurs, Pegasys will create an Unapplied Collection in Rejected status
- Collections discrepancies can be researched on the Collection Query, IPAC Query, and the Form/Document Selection Query
- For detailed info, refer to BAAR User Guide

## Apply an Unapplied Collection

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



- 3. In the Search Criteria, enter the following:
  - Document Type = **Doc Type of CR**
  - Document Status = **Rejected**
  - Select Line Type = **Normal**
  - Business Line = Business Line code
  - Additional applicable fields

- 4. Click the [+] symbol to the left of the *Additional Criteria* section to view this section
- 5. Set the **Applied To Billing Document** dropdown box to **Yes** or **No** (accordingly)
  - Selecting *No* will only return CR's that do not have an associated BD (unapplied)



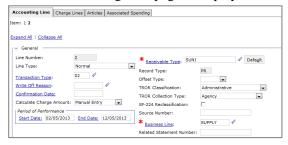
- 6. Select the **Search** button
- 7. Select the record and select the **Correct Document** button
- 8. The Cash Receipt document is opened in a new window



- 9. Review/correct any errors on the Header Tab
- 10. Select the Accounting Lines tab



- 11. Select the appropriate Accounting Line and select the **Accounting Line** hyperlink
  - The Accounting Line page is displayed



- 12. Review/correct any errors on the Accounting Lines tab
- 13. When updating a Document Reference, first research to find which Billing Document the unapplied collection should be applied to
  - Note the **Vendor Code** for use below



- 14. Select the New Window icon located in the top right of the screen
  - A new window is opened
- 15. In new window, navigate to Queries > Accounts Receivable > Outstanding Bills
- 16. Enter the **Vendor Code** noted from Step 13 in the Vendor Code search box
  - Alternatively, the user may enter additional search criteria, including:
    - Agreement Number
    - Document Number
    - Statement Number

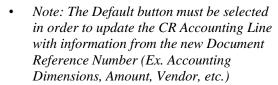
Outstanding Bills		
Search Criteria  Doc Type:   Document Type:	Vendor Address Code: S1017	4

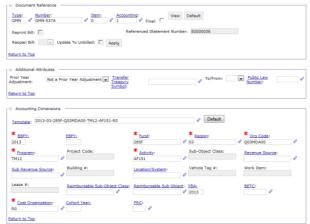
- 17. Select the **Search** button
- 18. Review the returned results to determine the correct Billing Document reference (check the outstanding amount to ensure the full amount of the unapplied collection can be applied)
  - Note Billing Document Type, Document Number, and Accounting Line Number



Return back to Cash Receipt Accounting Line screen

- 20. To update the Document Reference field, enter the Billing **Document Type**, **Number**, and **Accounting line Number** from Step 18
- 21. Select the **Default** button next to the Document Reference





22. Identify and resolve any additional errors on the Accounting Line

Please refer to the User Guide for detailed instructions

- 23. Select the Save button
- 24. Select the **Verify** button

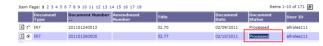
Note: If errors still exist, correct and click Verify again until the verification is successful

25. Select the **Submit** button

 To view processed Cash Receipts, navigate to Transactions > Form/Document selection Note: The Collection Query could also be used • The Form/Document Selection screen is displayed



- 2. Enter the **Document Number** of the Cash Receipt
- 3. Select the **Search** button
- 4. View the Cash Receipt search results
  - Note the **Document Status** is now Processed





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



General
Services
Administration

## The Integrated Financial Management System



BAAR:
Apply an Unapplied
Collection Quick
Reference
Card