Introduction

- The collection of funds in Pegasys is recorded with Cash Receipt (CR) documents
- Cash Receipts are used to record money that is received by GSA as payment for services rendered or goods provided
- CRs are typically used to reduce outstanding receivables and record the collection of cash
- When a CR references a Billing Document (BD), it liquidates the receivable balance on the BD
- CR documents are used to record both normal and advance collections from customers (as defined by the Line Type on the Accounting Line)
- CRs are also used for other purposes, such as advance offsets, credit application, credit refunds, write-offs, returned checks, chargebacks, etc. (also defined via Line Type)
- For further information, refer to BAAR User Guide
- Cash Receipt Document Types:

  (*Note: Users should not create CRs using Doc Types that are created by Interface processes.*)

Document Type	Uses
CH6, CH7	Manual Checks
EF6, EF7	Manual EFTs
CA6, CA7	Manual Cash
IR6, IR7	IPAC CRs
RC6, RC7	Manual Returned Checks
DR6, DR7	IPAC Debit Vouchers
CW6, CR6, CT6, CR7, CW7, CT7	Credit Application CRs
WO6, WO7	Write Off CRs
L6M	R6 Manual Lockbox
L6X	R6 Misc Lockbox
L6B	R6 Supply Lockbox
L7R	R7 RWA Lockbox
L6F	R6 Fleet Lockbox
L6L	R6 AAS & ITS Lockbox
L6C	R6 Claims Lockbox
MC6	R6 Manual Credit Card Terminal
PC6, PC7	Pay.gov (Credit Card)

Document Type	Uses
PS6	R6 SmartBuy Pay.gov
PE6	R6 External Services Manual Pay.gov
PA6	Pay.gov (ACH)
DDC	R6 DoD Interfund Collection
CC6	R6 Revenue Credit Card CRs
LC6	R6 Legacy Credit Card CR
CIF, IFF	Contract Fee Interface Collections
AO6, AO7	Advance Offset
PV6, PV7	Pay.gov Refund
NW6, NW7	Non-Federal Write Off
CV6	Credit Card Chargeback
IOF	Internal Offset

Creating a Cash Receipt using Copy Forward

1. Log into **Pegasys**
2. Navigate to **Transactions > Accounts Receivable > New > Cash Receipt**
3. Enter the Document Type
4. Click the **Generate** button to generate a **Document Number**
   - A unique document number will be generated in the **Document Number** field
5. In the Copy Document group box, select **Copy Forward**
6. Select the **Next** button
   - The Copy Forward page is displayed

7. Enter Search Criteria for the Billing Document you wish to Copy Forward
8. Select the **Search** Button
9. Select the document and then select the **Finish** button
10. The New Cash Receipt Document Header page is displayed

11. In the General group box, enter the:
    - **Accomplished Date**
    - **Deposit Number**
12. Select the **Accounting Lines** tab
13. Select an Accounting Line record and select the **Accounting Line hyperlink**
14. The accounting line page is displayed
15. Enter the Transaction Type, Line Type, Receivable Type, and Business Line (if not defaulted).

16. Note the Document Reference group box contains information on the Billing Document used to create the Cash Receipt
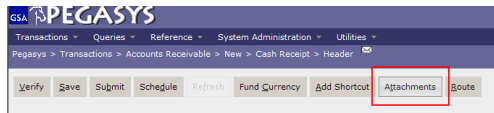

17. If necessary, update the Line Amount

Note the Line Amount defaults to the full amount of the referenced document

18. Select the **Save** button
19. Select the **Verify** button
20. Select the **Submit** button
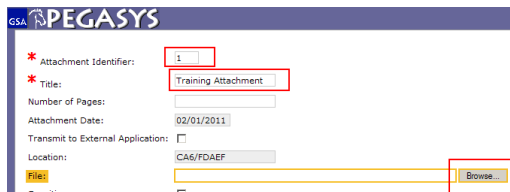
Add an Attachment

1. To Add an Attachment, click the **Attachments** button
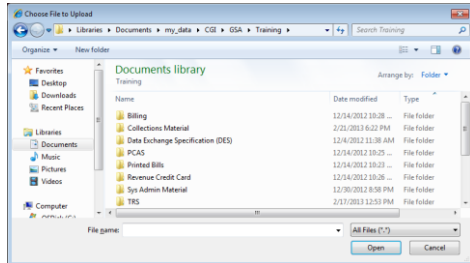

2. Click the **Import Local File** button

3. Enter Attachment Number, Title, and select **Browse**

4. Choose file from local computer
5. Select **Open**

6. Check the Attachments Box
7. Select the **Upload** button
8. Select **Return** to return to Cash Receipt
9. Select the **Save** button
10. Select the **Verify** button
11. Select the **Submit** button

Add Correspondence

1. To Add Correspondence, click the **Correspondence** tab
2. Select the **Add** button
3. Select the newly added Correspondence record

4. Enter the following:
   • Name (First and Last) of Contact Person
   • Name of Agency Contact (Your name)
   • Phone number of Agency Contact (Yours)
   • Communication Source
   • Type of Correspondence
   • Accounting Line Number (of Line in question)
   • Correspondence (message)
5. Select the **Save** button
6. Select the **Back** button

General Services Administration

The Integrated Financial Management System

BAAR: *Creating a Cash Receipt* Quick Reference Card