

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
FPG	Fleet Pay.gov CR
L6F	Region 06 Fleet Lockbox
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
MC6	R6 Manual Credit Card Terminal
PC6, PC7	Pay.gov (Credit Card)
DDC	R6 DoD Interfund Collection

CC6	R6 Credit Card
CIF	Contract Fee Interface Collections
AO7	Advance Offset
PV6, PV7	Pay.gov Refund
NW6, NW7	Non-Federal Write Off
CV6	Credit Card Chargeback

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

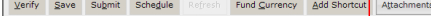
7. Enter Search Criteria for the Billing Document you wish to Copy Forward
8. Select the **Search** Button
9. Select the document and then select the **Finish** button
10. The New Cash Receipt Document Header page is displayed

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

16. If necessary, update the Line Amount
Note the Line Amount defaults to the full amount of the referenced document
17. Select the **Save** button
18. Select the **Verify** button
19. Select the **Submit** button

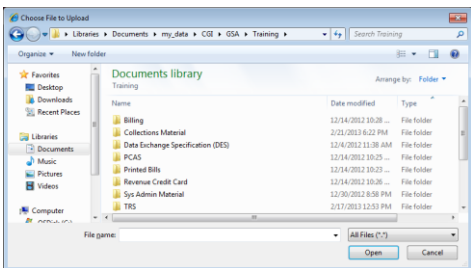
Add an Attachment

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- The screenshot shows the Pegasys application interface. The top navigation bar includes the GSA logo and the Pegasys logo. Below the logo, there is a menu with options: Transactions, Queries, Reference, System Administration, and Utilities. The breadcrumb trail indicates the current location: Pegasys > Transactions > Accounts Receivable > New > Cash Receipt > Header. At the bottom of the interface, there is a row of buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. The 'Attachments' button is highlighted with a red rectangular box.

- Return **Import Local File** Attachment Access Repository Delete Check Out

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- The screenshot shows the PEGASYS GSA website interface. The 'Attachment Identifier' field is set to '1', and the 'Title' field is set to 'Training Attachment'. Other fields like 'Number of Pages', 'Attachment Date' (02/01/2011), 'Transmit to External Applications' (unchecked), and 'Location' (CA6/FDAEF) are also visible. A 'Browse' button is present next to the 'File' field.


- ## 5. Select Open



- ## Add Correspondence

Add Correspondence

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

Record Created	Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number	Type of Correspondence	Public Publishing
											False
<p>Contact Person</p> <p>* First Name: <input type="text"/> * Last Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p>International Phone Number: <input type="text"/></p> <p>To Email Address(es): <input type="text"/></p>											
<p>Agency Contact</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p>From Email Address: <input type="text"/></p>											
<p>Researcher Information</p> <p>Researcher Name: <input type="text"/> Open Date: <input type="text"/></p> <p>Researcher Phone Number: <input type="text"/> Complete Date: <input type="text"/></p> <p>Researcher International Phone Number: <input type="text"/> Total Research Days: <input type="text"/></p> <p>Researcher Email Address: <input type="text"/></p> <p><u>Contact Date:</u> <input type="text"/></p>											
<p>Correspondence</p> <p>* Communication Source: <input type="text" value="External System"/> <input type="button" value="External System"/></p> <p>* Type of Correspondence: <input type="text" value="Resolution"/> <input type="button" value="Resolution"/></p> <p>Subject: <input type="text"/></p> <p>Itemized Line Number: <input type="text"/></p> <p>Public Publishing: <input type="checkbox"/></p> <p>Creator: <input type="text"/></p> <p>Last Modified By: <input type="text"/></p> <p>Accounting Line Number: <input type="text"/></p> <p>Record Number: <input type="text"/></p> <p>Created Date: <input type="text"/></p> <p>Last Modified Date: <input type="text"/></p> <p>* Correspondence: <input type="text"/></p>											

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

Pegasys Resources

- **Pegasys Web Site** <http://pegasys.gsa.gov>
 - Pegasys User Guide
 - BAAR User Guide
 - BAAR Management Course Training Materials
- **OCFO Consolidated Service Desk**
 - 1-866-450-6588
 - ocfoservicedesk@gsa.gov



General Services Administration

The Integrated Financial Management System



BAAR:
Creating a
Cash Receipt
Quick Reference
Card