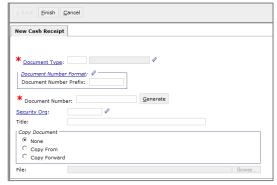## Introduction

- Non-Federal customers that enter into an Agreement with GSA must submit a pre-payment before GSA fulfills the customer order
- These pre-payments are processed as an Advance Payment Cash Receipt in Pegasys
- An **Advance Payment** CR is considered a liability since GSA has yet to fill the customer order and therefore cannot record earned revenue associated with the collection
- An **Advance Offset** CR is processed after GSA has provided the goods or service
- The Advance Offset CR references an Advance Payment CR and transfers the collection from a liability to earned revenue
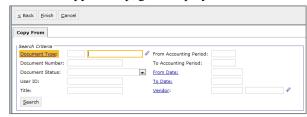- For detailed information, please refer to BAAR User Guide

Creating an Advance Cash Receipt using Copy From

1. Log into **Pegasys**
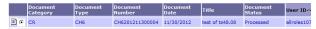2. Navigate to **Transactions > Accounts Receivable > New > Cash Receipt**

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
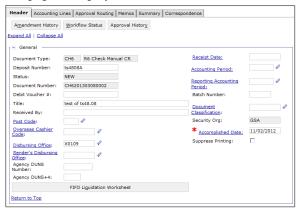5. In the Copy Document group box, select **Copy From**

6. Select the **Next** button
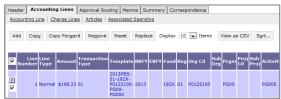   a. The Copy From page is displayed

7. Enter Search Criteria for a similar Advance Cash Receipt that you wish to Copy From
   Note: When the CR is created, all fields will editable and can be manipulated as needed
8. Select the **Search** Button
   - The record is returned

9. Select the document and then select the **Finish** button
   - The New Cash Receipt Document Header page is displayed

10. In the General group box, enter the following:
    - **Accomplished Date**
    - **Deposit Number**
11. Select the **Accounting Lines** tab

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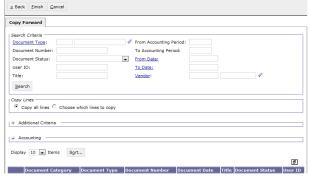   - The Accounting Line page is displayed

13. In the General section, set the following:
    - Line Type = **Advance Payment**
    - Transaction Type = **04**
14. Update the Line Amount, as necessary
15. *Note: the Revenue Source Code (Actg Dimensions section) should not be populated*
16. *Note: the Document Reference fields will not be populated on Advance Payment CR's since a BD is unnecessary since the payment was already received*
17. Select the **Save** button
18. Select the **Verify** button
19. Select the **Submit** button

Creating an Advance Offset Cash Receipt

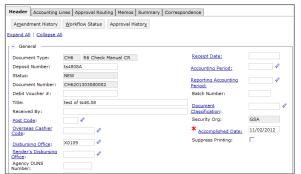1. Navigate to **Transactions > Accounts Receivable > New > Cash Receipt**

2. Enter the Document Type: **AO7**
3. Click the **Generate** button to generate a **Document Number**
   - A unique document number will be generated in the **Document Number** field
4. In the Copy Document group box, select **Copy Forward**
5. Select the **Next** button
   b. The Copy Forward page is displayed

6. Enter Search Criteria for the **Advance Payment** Cash Receipt
7. Select the **Search** Button
   - The record is returned

8. Select the document and then select the **Finish** button
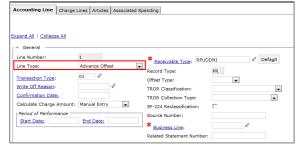   - The New Cash Receipt Document Header page is displayed

9. In the General group box, enter the following:
   - **Accomplished Date**
   - **Deposit Number**

10. Select the **Accounting Lines** tab

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

12. In the General section, set the following:
    - Line Type = **Advance Offset**
13. In the Accounting Dimensions section, populate the **Revenue Source Code**
14. *Note the Line Amount will default to the full amount of the Advance Payment CR*
15. *Note the Document Reference fields will be populated with the Advance Payment CR*
16. Select the **Save** button
17. Select the **Verify** button
18. Select the **Submit** 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

GSA General Services Administration

The Integrated Financial Management System

BAAR: Creating an Advance Payment & Advance Offset Cash Receipt Quick Reference Card

April 2013
Final