

Introduction

- ## Create a Cash Receipt Debit Voucher using Copy Forward

Create a Cash Receipt Debit Voucher using Copy Forward

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

New Cash Receipt

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

☒ None
☐ Copy From
☐ Copy Forward

File:

3. Enter Document Type:

Document Type	Uses
RC6, RC7	Returned Check Debit Voucher
PV6, PV7	Pay.gov Refund Check Debit Voucher

4. Select the **Generate** button to generate a **Document Number**
5. In the Copy Document group box, select **Copy Forward**

6. Click the **Next** button

Copy Forward

Search Criteria

Document Type: ☒ From Accounting Period:

Document Number: To Accounting Period:

Document Status: From Date:

User ID: To Date:

Title: Vendor: ☒

Copy Lines








☒ Copy all lines
 ☐ Choose which lines to copy

☒ Additional Criteria

☒ Accounting

Display 10 Items Sg't...

7. Enter **Search Criteria** for the Cash Receipt 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 entry page is displayed

Header		Accounting Lines	Approval Routing	Memos	Summary	Correspondence
Appendment History		Workflow Status	Approval History			
Expand All Collapse All						
- General						
Document Type:	RCE	R&B Returned Check CR	Receipt Date:		<input type="text"/>	
Deposit Number:	<input type="text"/>		Accounting Period:		<input type="text"/> 	
Status:	NEW		Reporting Accounting Period:		<input type="text"/> 	
Document Number:	RCE201302280001		Batch Number:		<input type="text"/>	
Debit Voucher #:	<input type="text"/>		Document Classification:		<input type="text"/> 	
Title:	<input type="text"/>		Security Org:		GSA	
Received By:	<input type="text"/>		Accomplished Date:		<input type="text"/>	
Post Code:	<input type="text"/> 		Suppress Printing:		<input type="checkbox"/>	
Overseas Cashier Code:	<input type="text"/> 					
Disbursing Office:	GS187 					
Sender's Disbursing Officer	<input type="text"/> 					
Agency DUNS Number:	<input type="text"/>					
Agency DUNS+4:	<input type="text"/>					
FFFO Liquidation Worksheet						
Return To Top						

11. Enter the following in the General group box:
 - **Debit Voucher Number**
 - **Accomplished Date** (*Treasury Accomplished Date*)
12. Select the Accounting Lines tab

header	Accounting Lines	Approval Routing	Menus	Summary	Correspondence												
Accounting Line Charge Lines Articles Associated Spending																	
Add	Save	Copy Forward	Refresh	Reset	Display: 10 Items												
				View as CSV	Sign...												
Line Number	Line Type	Amount	Transaction Type	Template	SBFY	CBFY	un	Org	Cd	Hub Org	Proc Cat	Hub Proj	Activity	DOC	Hub Src	Rate #	Rate
1	Normal	\$0.00		2013-03-28SP Q030C0000	2013	289F	03	Q030C0000		GS21		AF152			7109		562

13. Select the Accounting Line and select the **Accounting Line** hyperlink
14. The accounting line is displayed

Accounting Line Charge Lines Articles Associated Spending

[Expand All](#) | [Collapse All](#)

- General

Line Number: * [Reactivable Type:](#)

Line Type: Record Type:

[Transaction Type:](#) Offset Type:

[Write Off Reason:](#)

[Confirmation Date:](#) TROR Classification:

Calculate Charge Amount: TROR Collection Type:

[Period of Performance](#) SF-224 Reclassification:

[Start Date:](#) [End Date:](#) Source Number:

* [Business Line:](#)

Related Statement Number:

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15. Enter the following in the General group box:
 - Line Type = **Debit Voucher – Normal**
 - Transaction Type = **01**
16. Enter the following in the Line Amounts group box:
 - Principal Amount = **(Amt in parentheses)**
17. Note the Document Reference group box contains information on the original Cash Receipt

The Reopen Bill flag defaults to Yes, which means the original bill will be reopened in the amount of the DV CR upon processing

Document Reference

Type: CHB Number: CH6201302280001 Item: 0 Accounting: 1 Final: ☐ View Default

Reprint Bill: ☐ Referenced Statement Number:

Reopen Bill: ☐ Yes ☐ Update To Unbilled: ☐ Apply

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18. Note Document Number of Cash Receipt
19. Select the **Save** button
20. Select the **Verify** button
21. Select the **Submit** button

[View Updated Agreement](#)

RWA/HOTD and Manual Business Lines reference
PCAS Agreements

1. Navigate to **Queries > Project Cost Accounting > Agreement Query**
2. Enter the **Agreement Number** from the CR
3. Select the **Query at Header** button

Agreement Query

Search Criteria

Agreement Number:

Name:

Title:

Agreement Type:

Agency:

Bureau:

Status:

Bill Type:

Protected:

Holdback:

Security Organization:

Vendor:

Vendor Code:

Designated Agent:

Vendor Code:

Last Agreement Document:

Document Type:

Document Number:

Agreement Amount: From: To:

Agreement Date: From: To:

Original Agreement Date: From: To:

Agreement End Date: From: To:

Description:

4. Select the Agreement and click the **Details** button

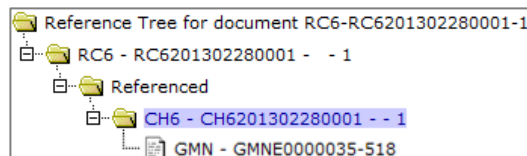
Details

Query At Header

Agreement Num	Name	Type	Vendor	Address Code	Agreement Amount	Agreement Date	Status
TS106.23	TS106.23	External Direct	867091	867091	\$25,100.00	11/20/2012	Active

5. Note the **Chargeback Amount** documented on the agreement

5. Select the [+] symbol to the left of the folders until the BD is displayed



6. Select the symbol to the left of the BD and then click the **View** button
 - The BD Header page is displayed
7. Note that the **Chargeback Amount** (in the Referenced Amounts section), is populated in the amount of the Debit Voucher CR

Referenced Amounts	
External Offset Amount:	\$0.00
Internal Offset Amount:	\$0.00
Offset Total Amount:	\$0.00
Chargeback Amount:	\$100.00
Refunded Amount:	\$0.00

8. Select the **Accounting Lines** tab
9. Select the appropriate accounting line, and then select the **Accounting Line** hyperlink
10. Note that due to the Processed Debit Voucher, the Billing Document now has the Amount entered in Step 16 from the Debit Voucher creation process listed as **Outstanding**

View Updated Billing Document

1. Navigate to Queries > Accounts Receivable > Collections

Collections Query

Search Criteria

Document Type: Number: Accounting:

Related Statement Number:

Referenced Statement Number:

Document Status: ☐ Processed: ☐ Held: ☐ Cancelled: ☐ Rejected: ☐ Scheduled: ☐ Pending Approval: ☐

Line Type: ☐ Advance Payment: ☐ Normal: ☐ Advance Offset: ☐ Receivable Offset: ☐ Debit Voucher - Advance: ☐ Travel Advance Offset: ☐ Debit Voucher - Normal: ☐ Write Off: ☐ Credit Application: ☐ Credit Reduction: ☐

Accounting Line Amount: From: To:

Receipt Date: From: To:

Accomplish Date: From: To:

User ID:

Business Line:

Additional Criteria:

2. Enter the following in the Search Criteria:
 - Document Number = **Debit Voucher Cash Receipt Document Number**
 - Document Status = **Processed**
 - Line Type = **Debit Voucher – Normal**
3. Select the **Search** button
4. Select the Debit Voucher record and then select the **Reference** 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:
Create a Cash
Receipt Debit
Voucher for a
Returned Check
Quick Reference
Card**