

Introduction

- **Billing Document (BD)**- A means of establishing accounts receivable and recording the financial impact of amounts due to GSA for services rendered or goods delivered
- The Normal line type is used on Receivables to recognize revenue
- **IPAC** – Transactions between GSA and customer agency in which billing and collection is performed via Treasury's Intra-Governmental Payment and Collection (IPAC) system
- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy/business process
- For detailed information, please refer to the Billing Document chapter of the BAAR User Guide

Creating a BD – IPAC

1. Log into **Pegasys**
2. Select **Transactions—Accounts Receivable—New—Billing Document** from the menu bar.
3. Enter an IPAC BD Document Type
4. Select the **Generate Statement Number** button to generate a Statement Number
5. Select the **Generate** button to generate a Document Number
6. Select the **Finish** button
7. The Header page is displayed

8. Enter the name of the user that authorized the billing in the Billed By field

9. Enter (or search using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field

10. Select the **Default** Button in the Designated Agent Group Box
11. Enter the User Defined Fields as required for your business line (such as Assignment Code, Severable Service, Client Telephone, etc.)

12. Select the **Accounting Line** tab
13. Select the **Add** button to enter a new Accounting Line

Note: See User Guide for Accounting Line required IPAC field listing.

14. Enter the Period of Performance dates

Note: For agreement billing, should be set to agreement start/end dates.

15. Enter the Initial Line Amount

16. Enter the Accounting Template and select **Default**

17. Enter Revenue Source Code and any other required dimensions

18. Verify BETC

- If the Transaction Definition corresponding to the Transaction Type entered does not have a default BETC indicated the system will populate the BETC with the BETC on the Treasury Symbol that corresponds to the document category/line type of the transaction.
- If a BETC for the document category/line type does not exist, then the system will populate it with the default BETC indicated on the Treasury Symbol associated with the fund.

19. Enter the required IPAC information in the Interagency Transfer Section on the accounting line

20. Enter the Customer Treasury Symbol (optional)

21. Enter the Customer Funding Source

22. Funding Authorization Source:

Defaults to Funding Document or Agreement

23. Enter the **Funding Document** value

24. Enter the remaining required fields in the Interagency Transfer section such as Accounting Classification Code, Accounting Classification Reference Number, etc.

25. Enter the Fiscal Station Number

26. Enter the Business Line as the Contract Number

27. Enter "NA" in the Contract Line Item Number field
28. For Business Lines utilizing PCAS agreements, enter the Agreement Number and Agreement Line Number.
29. For Business Lines using Detail Billing Detail Records, select **Detail Billing Record** Search Tab
For Business Lines **not** using Detail Billing Records, proceed to **Step 37**
30. Select **Add**
31. The Modified Detail Billing Record page is displayed

Note: See User Guide for Detail Billing Record required IPAC field listing.

32. Record Identifier:
The system will generate a Record Identifier value when left blank and will default the Unit from the detail billing record or article.
33. Enter a Quantity, Unit Price, Articles or Services description for IPAC
34. For business lines requiring the Unit field, enter Unit

35. Enter the Total Amount of the DBR in the **Amounts** field

36. Enter a Record Date
37. Enter the Required Detail Billing Elements for business line
38. Select **Save**
39. Select **Office Addresses**
40. Select the **Remit To** address line
41. Select **Office Address** link
42. Enter the Office Code
43. Select the Accounting Line link then select the **Articles** Tab
44. Select the **Add** button

45. The Article page is displayed

Note: The **Qty Price Indicator** defaults based on the Business Line

46. Enter the Article or Services text for business lines requiring Articles or Services text.
47. Enter the IPAC Schedule Date (optional)
48. Select **Save**
49. Select **Verify**
50. Select **Submit**



**General
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