

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

- Log into **Pegasys**
- Navigate to **Transactions > Accounts Receivable > New > Cash Receipt**

- Enter the Document Type
- Click the **Generate** button to generate a **Document Number**
 - A unique document number will be generated in the **Document Number** field
- In the Copy Document group box, select **Copy From**

- Select the **Next** button
 - The Copy From page is displayed

- 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

- Select the **Search** Button

- The record is returned

Document Category	Document Type	Document Number	Document Date	Title	Document Status	User ID
CR	CH6	CH6201211300004	11/30/2012	test of ts48.08	Processed	allroles107

- Select the document and then select the **Finish** button

- The New Cash Receipt Document Header page is displayed

- In the General group box, enter the following:

- Accomplished Date**
- Deposit Number**

- Select the **Accounting Lines** tab

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Orgm	Proj Cd	Sub Proj	Activit
1	Normal	\$198.23	01	2013PBS-01-192X-P0125100-PG00-PG000	2013	192X	01	P0125100	PG00					PG000

- Select the Accounting Line and select the **Accounting Line** hyperlink

- The Accounting Line page is displayed

- In the General section, set the following:

- Line Type = **Advance Payment**
- Region 7 Transaction Type = **04**
- Region 6 Transaction Type:
 - Non_PCAS = **04**
 - PCAS = **A4**

- Update the Line Amount, as necessary

- Note: the Revenue Source Code (Actg Dimensions section) should not be populated*

- Note: the Document Reference fields will not be populated on Advance Payment CR's since a BD is unnecessary and the payment was already received*

- Select the **Save** button

- Select the **Verify** button

- Select the **Submit** button

Creating an Advance Offset Cash Receipt

- Navigate to **Transactions > Accounts Receivable > New > Cash Receipt**

2. Enter the Document Type: **AO7** or **AO6**
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

- 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

Document Category	Document Type	Document Number	Document Date	Title	Document Status	User ID
CR	CH6	CH6201211300004	11/30/2012	test of ts48.08	Processed	allroles107

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

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity
1	Normal	\$198.23	01	2013PBS-01-192X-P0125100-PG00-PG000	2013		192X	01	P0125100	PG00				PG000

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. Update the Line Amount, as necessary*
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 Web Site** <http://pegasys.gsa.gov>
- **Pegasys User Guide**
- **BAAR User Guide**
- **BAAR Management Course Training Materials**
- **Financial System Service Desk**
 - 1-866-450-6588
 - ocfoservicedesk@gsa.gov



General
Services
Administration

The Integrated Financial Management System



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