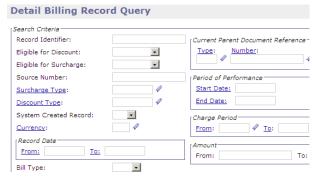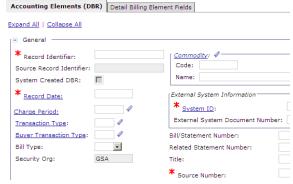## Introduction

- **Detail Billing Records (DBRs)** – provide both 1) financial data and 2) non-financial billing detail used to:
  1. Generate Pegasys billing transactions:
     - External customers: receivable/revenue
     - Internal customers: revenue for seller; expense for buyer
  2. Record billing detail documenting the goods or services provided to be included on customer statement
  3. Record changes in inventory resulting from sale of goods
- The **Detail Billing Record Query** allows users to search for, manually enter, and edit existing Detail Billing Records
  - DBRs added from the Detail Billing Record Query are considered non-associated as they have yet to be formally linked with a Pegasys transaction (a Billing Document (BD) or Internal Voucher (NV) form or document)
- **Detail Billing Record Billing Methods** – four types of billing methods:
  1. Non-IPAC and IPAC: Billing Method = X
  2. Interfund & Intrafund: Billing Method = G

Creating an IPAC, Non-IPAC, or Intrafund/Interfund DBR via the DBR Query

1. Log into **Pegasys**.
2. Select **Queries—Accounts Receivable— Detail Billing Record** from the menu bar.
3. The Detail Billing Record Query page is displayed.

4. Select **New**.
5. The Accounting Elements (DBR) tab is displayed.

6. In the General group box, enter the following:
   - Record Date
   - System ID
   - For IPAC, select Bill Type = IPAC
   - Source Number

   For Billing Method = G, also input
   - Transaction Type = S1 (normal) or S3 (credit)
   - Buyer Transaction Type = B1

   Note: The Record Identifier field should be left blank. As a result of saving the record, Pegasys will automatically generate a unique record ID.

7. In the Vendor Information group box, enter the following:

   For Billing Method = X
   - Vendor Code
   - Vendor Address Code
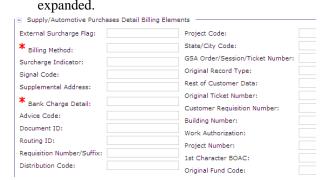   - Designated Agent (if applicable)

   For Billing Method = G

   - Vendor Code (GSA Internal)
   - Vendor Address Code (GSA Internal)

8. In the Amounts group box, enter the following:
   - Amount
   - Discount Type (if eligible)

9. In the Accounting Dimensions group box, enter the following:
   - Accounting Template and required Accounting Dimensions (if using Accounting Template search, please refer to User guide for specific instructions)
     - Select the **Default** button after entering the Accounting Template to populate the accounting dimensions from the template.
   - Revenue Source

10. For Billing Method = G only: In the Accounting Elements – Buyer Section – Interfund Only group box, enter the following:
    - Accounting Template and required Accounting Dimensions (if using Accounting Template search, please refer to User guide for specific instructions) for the buyer
      - Select the **Default** button after entering the Accounting Template to populate the accounting dimensions from the template.

11. In the Inter-Agency Transfer group box, enter the following:
    - Customer Funding Source
    - Funding Document
    - Accounting Classification Code
    - Accounting Classification Reference Number
    - Fiscal Station Number
    - Unit Price Amount
    - Articles or Services

12. In the User Defined Fields – Accounting Line group box, enter the following as needed based on the business line:
    - Task/Subtask

13. If the Business Line uses the Hybrid DBR/PCAS billing vehicle, enter:
   - Agreement Number
   - Agreement Line Number
14. Select the Detail Billing Element Fields tab.
   The Detail Billing Elements Fields tab is displayed.

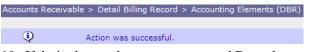| Accounting Elements (DBR)	**Detail Billing Element Fields**

15. In the General Detail Billing Elements group box, enter the following:
   - Credit/Adjustment Indicator if the Detail Billing Record is a Credit ("**C**" for negative amounts) or Adjustment ("**A**" for positive amounts)
   - Advance Indicator: F
   - DBE Period of Performance Start Date
   - DBE Period of Performance End Date
   - Interfund Indicator:
     For Billing Method = X: F
     For Billing Method = G: T or A
16. Select the plus [+] sign to the left of the Detail Billing Elements group box for the applicable Business Line. E.g., for AAS/ITS, the group box is called AAS/ITS Detail Billing Elements.
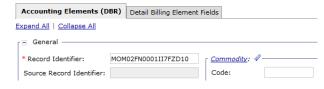   The Detail Billing Elements group box is expanded.

Supply/Automotive Purchases Detail Billing Elements		
External Surcharge Flag:	Project Code:	
* Billing Method:	State/City Code:	
Surcharge Indicator:	GSA Order/Session/Ticket Number:	
Signal Code:	Original Record Type:	
Supplemental Address:	Rest of Customer Data:	
* Bank Charge Detail:	Original Ticket Number:	
Advice Code:	Customer Requisition Number:	
Document ID:	Building Number:	
Routing ID:	Work Authorization:	
Requisition Number/Suffix:	Project Number:	
Distribution Code:	1st Character BOAC:	
	Original Fund Code:	

17. In the Detail Billing Elements group box, enter information appropriate for the Business Line.
18. Select Save.
   If no errors are encountered upon clicking the **Save** button, a message appears stating that the record has been saved successfully.

Accounts Receivable > Detail Billing Record > Accounting Elements (DBR)

ⓘ   Action was successful.

19. If desired, note the system-generated Record Identifier value on the Accounting Elements (DBR) tab.

Accounting Elements (DBR)	Detail Billing Element Fields

Expand All | Collapse All

General
* Record Identifier: MOM02FN0001II7FZD10   Commodity: 🖉
Source Record Identifier: Code:

- **Pegasys Web Site** http://pegasys.gsa.gov
- **Pegasys User Guide**
- **BAAR User Guide**
- **BAAR Detail Billing Record Lifecycle Course Training Materials**
- **Financial System Service Desk**
  - **1-866-450-6588**
  - **ocfoservicedesk@gsa.gov**

GSA General Services Administration

The Integrated Financial Management System

BAAR: AAS/ITS and Telecom – *Creating a Detail Billing Record* Quick Reference Card