

Introduction

- ## Apply an Unapplied Collection

Apply an Unapplied Collection

- ## Collections Query

Search Criteria

<p>Document</p> <p>Type: <input type="text"/> Accounting: <input type="text"/></p> <p>Related Statement Number: <input type="text"/></p> <p>Referenced Statement Number: <input type="text"/></p> <p>Document Status</p> <p>Processed: <input type="checkbox"/> Held: <input type="checkbox"/></p> <p>Cancelled: <input type="checkbox"/> Rejected: <input type="checkbox"/></p> <p>Scheduled: <input type="checkbox"/> Pending Approval: <input type="checkbox"/></p> <p>Line Type</p> <p>Advance Payment: <input type="checkbox"/> Normal: <input type="checkbox"/></p> <p>Advance Offset: <input type="checkbox"/> Receivable Offset: <input type="checkbox"/></p> <p>Debit Voucher - Advance: <input type="checkbox"/> Travel Advance Offset: <input type="checkbox"/></p> <p>Debit Voucher - Normal: <input type="checkbox"/> Write Off: <input type="checkbox"/></p> <p>Credit Application: <input type="checkbox"/> Credit Reduction: <input type="checkbox"/></p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> </p>	<p>Accounting Line Amount</p> <p>From: <input type="text"/></p> <p>To: <input type="text"/></p> <p>Receipt Date</p> <p>From: <input type="text"/> To: <input type="text"/></p> <p>Accomplish Date</p> <p>From: <input type="text"/> To: <input type="text"/></p> <p>User ID: <input type="text"/></p> <p>Business Line: <input type="text"/></p>
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3. In the Search Criteria, enter the following:
- Document Type = **Doc Type of CR**
 - Document Status = **Rejected**
 - Select Line Type = **Normal**
 - Business Line = **Business Line code**
 - Additional applicable fields

6. Select the **Search** button
7. Select the record and select the **Correct Document** button
8. The Cash Receipt document is opened in a new window

Header		Accounting Lines	Approval Routing	Memos	Summary	Correspondence
Agreement History		Workflow Status	Approval History			
Expand All Collapse All						
- General						
Document Type:	L&M - 86 Fleet Manual Lockbox		Org Receipt Date:		03/03/2013	
Deposit Number:	0001		Receipt Date:			
Status:	CORRECT		Accounting Period:			
Document Number:	L&M001303030001		Reversing Accounting Period:			
Debit Voucher #:			Batch Number:			
Title:			Document Classification:			
Received By:			Security Org:		GSA	
Post Code:			Accomplished Date:		03/02/2013	
Overseas Cashier Code:			Suppress Printing:		<input type="checkbox"/>	
Disbursing Office:	GS116					
Sender's Disbursing Office:						
Agency DUNS Number:						
Agency DUNS4:						
FFFO Liquidation Worksheet						

- | Accounting Line | | Charge Lines | Articles | Associated Spending |
|---|--|--------------|------------------------------------|--|
| Item: 1 2 | | | | |
| Expand All Collapse All | | | | |
| - General | | | | |
| Line Number: | 2 | | * Receivable Type: | SUN1 <input type="button" value="Default"/> |
| Line Type: | Normal | | | |
| Transaction Type: | 02 <input type="button" value=""/> | | Record Type: | PR <input type="button" value=""/> |
| Write Off Reason: | <input type="button" value=""/> | | Offset Type: | <input type="button" value=""/> |
| Confirmation Dates: | <input type="button" value=""/> | | TROR Classification: | Administrative <input type="button" value=""/> |
| | <input type="button" value=""/> | | TROR Collection Type: | Agency <input type="button" value=""/> |
| Calculate Charge Amount: | Manual Entry <input type="button" value=""/> | | SF-224 Reclassification: | <input type="button" value=""/> |
| Period of Performance | | | | |
| Start Date: 02/05/2013 | End Date: 12/05/2013 | | * Business Line: | SUPPLY <input type="button" value=""/> |
| Related Statement Number: | | | | |

19. Return back to Cash Receipt Accounting Line screen

Outstanding Bills

Search Criteria

Doc Type:
Document Type:

Vendor:
Address Code:

Print	Print Preview	Display	10	Items	View as CSV	Split...				
	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Invoice	Document Date
C	PN	PNF0000174-467	PNF0000000174-467	P0000174	\$100.00	\$100.00	\$0.00	\$0.00	PNF0000174-467	02/01/2011
C	PN	PNF0000182-478	PNF0000000182-478	P0000182	\$100.00	\$100.00	\$0.00	\$0.00	PNF0000182-478	02/01/2011
C	PN	PNF0000442-01180	PNF0000000442-01180	P0000442	\$100.00	\$100.00	\$0.00	\$0.00	PNF0000442-01180	02/08/2011
C	PN	PNF0000480-01183	PNF0000000480-01183	P0000480	\$100.00	\$100.00	\$0.00	\$0.00	PNF0000480-01183	02/09/2011
C	PN	PNF0000482-01188	PNF0000000482-01188	P0000482	\$100.00	\$100.00	\$0.00	\$0.00	PNF0000482-01188	02/09/2011
C	PN	WC000020111-5	WC0000000020111-5	WCSTATE1	\$925.84	\$925.84	\$0.00	\$0.00	WC000020111-5	02/02/2011
C	PN	WC000020111-5	WC0000000020111-5	WCSTATE1A	\$769.47	\$769.47	\$0.00	\$0.00	WC000020111-5	02/02/2011

20. To update the Document Reference field, enter the Billing **Document Type**, **Number**, and **Accounting line Number** from Step 18
21. Select the **Default** button next to the Document Reference



- *Note: The Default button must be selected in order to update the CR Accounting Line with information from the new Document Reference Number (Ex. Accounting Dimensions, Amount, Vendor, etc.)*

Document Reference

Type: Number: Item: Accounting: Final: View: Default

Reprint Bill: ☐ Referenced Statement Number: E0000036

Reopen Bill: Update To Unbilled: ☐ Apply

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Additional Attributes

Prior Year Adjustment: Not a Prior Year Adjustment: ☐ Transfer: ☐ To/From: Public Law Number:

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Accounting Dimensions

Template: 2013-03-285F-Q03MDA00-TM12-AF151-RD ☐ Default

Year: 2013 ☐ Band: 285F ☐ Region: 03 ☐ Org Code: Q03MDA00 ☐

Program: TM12 ☐ Project Code: Sub-Object Class: AF151 ☐ Revenue Source:

Sub Revenue Source: Building #: Location/System: Vehicle Tag #: Work Item:

Lease #: Reimbursable Sub-Object Class: Reimbursable Sub-Object: YSA: BCTC:

Cost Organization: Cohort Year: PLC:

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22. Identify and resolve any additional errors on the Accounting Line
Please refer to the User Guide for detailed instructions
23. Select the **Save** button
24. Select the **Verify** button
Note: If errors still exist, correct and click Verify again until the verification is successful
25. Select the **Submit** button



1. To view processed Cash Receipts, navigate to Transactions > Form/Document selection
Note: The Collection Query could also be used

- The Form/Document Selection screen is displayed

PEGASYS

Transactions > Queries > Reference > System Administration > Utilities >

Pegasys > Transactions > Form/Document Selection

Form/Document Selection

Search Criteria

Subsystem: Accounts Receivable ☐

Document Type: ☐

Document Number: 201101260005 ☐

Amendment Number:

Document Category: CR - Cash Receipt ☐

From Accounting Period:

To Accounting Period:

Document Status

Processed: ☒ Rejected: ☐

Cancelled: ☐ Archived: ☐

Scheduled: ☐ Pending Approval: ☐

Held: ☐

User ID:

Security Group:

Title:

[Form/Document Selection](#)

2. Enter the **Document Number** of the Cash Receipt
3. Select the **Search** button
4. View the Cash Receipt search results
 - Note the **Document Status** is now **Processed**

Item Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 Items 1-10 of 171

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status	User ID
IR7	201101240013		32.70	02/09/2011	Processed	allroles111
IR7	201101260005		32.77	02/10/2011	Processed	allroles111



- 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: Apply an Unapplied Collection Quick Reference Card