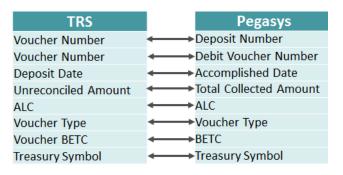
Introduction

- Transaction Reporting System (TRS) is a collections reporting tool that receives collection/deposit information from Financial Management Services (FMS) collections systems and settlement mechanisms
 - TRS was renamed to the Collections
 Information Repository (CIR) in 01/2013
 - Here, it will still be referred to as TRS
- After TRS receives the collection data, GSA retrieves the 3 types of files containing the transaction/settlement information: Detail, Summary and Detail & Summary (combined)
- The Summary files will be used to perform the reconciliation
- Automatic Reconciliation is run on a daily basis to ensure that TRS records match Pegasys collections
 - The Reconcile Recommended Matches parameter is set to True, therefore records will be reconciled automatically based on system recommended matches
- In the cases when no match is found, manual intervention is necessary to:
- Research to find the discrepancy
- Search the TRS Collection Reconciliation Query to locate the Unreconciled records
- If the Reconciliation Status = Unreconciled w/Recommendations, the user can select the record and click the Retrieve Recommendations button to view Pegasys recommended documents as potential matches
- $\bullet\,$ Correct the issue (ie. Update or create CR/SV/IP)
- Manually reconcile (using steps outlined here)
- For detailed information, please refer to BAAR User Guide
- TRS vs. Pegasys terminology:

Note: Since a CR will have either a Deposit number OR a Debit Voucher Number, the Voucher Number will be mapped to one or the other based on line type.



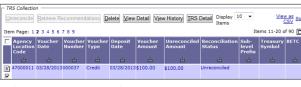
Reconciling TRS and Pegasys Collections

- 1. Log into **Pegasys**
- 2. Navigate to Queries > Accounts Receivable > Centralized Collection Services > TRS Collection Reconciliation Query
- 3. In the TRS Collection section (left portion of the screen) enter any known/applicable TRS values

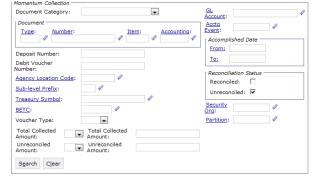
 TRS Collection Reconciliation Query

TRS Collection	
Voucher Number:	Voucher Date
Agency Location Code:	From:
Sub-level Prefix:	To:
Treasury Symbol:	Deposit Date
BETC:	From:
Input System:	To:
TRS Detail:	Reconciliation Status
Voucher Type:	Partially Reconciled:
Voucher Amount:	Reconciled:
Unreconciled Unreconciled	Unreconciled:
Amount: Amount:	Unreconciled With Recommendations:
Security Org:	
Partition:	
<u>S</u> earch <u>C</u> lear	

- In the Reconciliation Status section, check the box next to Partially Reconciled, Unreconciled, and Unreconciled with Recommendations
- 5. Select the **Search** Button
 - The records are retuned in the TRS item collections



- 6. Select the TRS record
 - The TRS Collection record is highlighted
 - Note: If the Reconciliation Status =
 Unreconciled w/Recommendations, the user
 can select the record and click the Retrieve
 Recommendations button to view Pegasys
 recommended documents as potential
 matches
- 7. In the Pegasys Collection section (right portion of the screen) enter any known/applicable Pegasys values



- 8. In the Reconciliation Status section, check the box next to **Unreconciled**
- 9. Select the **Search** Button
 - The records are retuned in the Pegasys item collections



- 10. Select the Pegasys CR record
 - The Pegasys Collection record is highlighted and the Reconcile button above the Pegasys record is now enabled
- 11. Select the **Reconcile** button
 - The TRS Collection record and the Pegasys CR Collection record are successfully

reconciled with a Reconciliation Status of Reconciled (or Partially Reconciled)



 Also, the Reconciled record now appears in the Reconciled Activity section

	Reconcide Activity. Rictional Upreconcide (View Document) View History Copins 10 • Items View as CSV Sect													
Ī	Agen Local Code	cy tion		Voucher Number			Sub-	Voucher Treasury Symbol				Unreconciled Amount		Document Number
Ī	47000	016		123	Credit			CT1112	USD	03/28/2013	\$275.00		WIP	071812-2

Unreconciling TRS and Pegasys Collections

- 1. Log into **Pegasys**
- 2. Navigate to Queries > Accounts Receivable > Centralized Collection Services > TRS Collection Reconciliation Query
- 3. In the TRS Collection section (left portion of the screen) enter any known/applicable TRS values

TRS Collection	
Voucher Number:	Voucher Date
Agency Location Code:	From:
Sub-level Prefix:	To:
Treasury Symbol:	Deposit Date
BETC:	From:
Input System:	To:
TRS Detail: ▼	Reconciliation Status
Voucher Type:	Partially Reconciled:
Voucher Amount: Voucher Amount:	Reconciled:
Unreconciled Unreconciled	Unreconciled:
Amount: Amount:	Unreconciled With Recommendations:
Security Orq:	
Partition:	
<u>S</u> earch <u>C</u> lear	

- 4. In the Reconciliation Status section, check the box next to **Reconciled**
- 5. Select the **Search** Button
 - The records are retuned in the TRS item collections



- 6. Select the TRS record
 - The TRS Collection record is highlighted and the Unreconcile button becomes enabled
- 7. Select the **Unreconcile** button
 - The previously Reconciled record will now have a Reconciliation Status of Unreconciled on both the TRS and the Pegasys side of the Query



8. The Unreconciled record will be removed from the Reconciled Activity section of the Ouery



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: TRS Reconciliation & Unreconciliation Quick Reference Card