

## Introduction

- **Billing Document (BD)** - A means of establishing accounts receivable and recording the financial impact of amounts due to an agency for services rendered or goods delivered.
- The Normal line type is used on Receivables to recognize revenue.
- Fields with red asterisks (\*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- For detailed information, please refer to the Billing Document chapter of the BAAR User Guide.

## Creating a BD – Non-IPAC

1. Log into **Pegasys**.
2. Select **Transactions—Accounts Receivable—New—Billing Document** from the menu bar.
3. The New Billing Document page is displayed.
4. Enter Document Type.
5. Click the **Generate Statement Number** button to generate a Statement Number. A unique Statement number will be generated in the Statement Number field.
6. Click the **Generate** button to generate a Document Number. A unique document number will be generated in the Document Number field.

**New Billing Document**

\* Document Type: QMN R6 External Services M

Document Number Format Prefix:

Statement Number: ESN00009 [Generate Statement Number](#)

Security Org:

Document Number: QMNESN00009-001 [Generate](#)

Title:

Copy Document

☒ None

☐ Copy From

7. Click the **Finish** button.

8. The Header page is displayed.

**Header** Accounting Lines Office Addresses Approval Routing Memos Summary

Amendment/Modification History Workflow Status Approval History Retrieve DBRs References...

[Expand All](#) [Collapse All](#)

General

Document Type: QMN R6 External Services M Document Data:

Status: NEW Accounting Period:

Document Number: QMNESN00009-001 Reporting Accounting Period:

Statement Number: ESN00009 Generate Statement Number Batch Number:

Title: Document Classification:

Billed By: Security Org: GSA

Post Code: Business Line:

Agency DUNS Number:

Agency DUNS+4:

9. Enter the name of the user that authorized the billing in the Billed By field.
10. Enter (or search using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field.

**Vendor Information**

Vendor

\* Code: 361035 361035 [More](#)

Name: VA HOSPITAL

Designated Agent

Code: [More](#) [Default](#)

Name:

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11. Enter the Assignment Code, Severable Service and Client Telephone Number in the User Defined Fields group box.

**User Defined Fields**

\* Assignment Code:

\* Severable Service:

\* Client Telephone Number:

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

**Accounting Line** Charge Lines Articles Associated Spending

[Expand All](#) [Collapse All](#)

General

Line Number: 1

Line Type: Normal

Billing Status: Unbilled

Transaction Type: R6 External Services M

Exclude from Offset:

Internal:

External:

Bill Print: Yes

During Print: G

Period of Performance:

Start Date: End Date:

Source Number: Related Statement Number:

\* Receivable Type: R6 [Default](#)

Record Type: PK

Overpayment Cause:

Overpayment Charge:

Administrative Charge Type:

Interest Type:

Penalty Type:

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14. Enter the Transaction Type and Receivable Type.
15. Enter the Source Number
16. Enter the Initial Line Amount.

**Line Amounts**

[Calculate From Detail Records](#)

Initial Amount: \$1500.00

Discount Amount: \$0.00

Surcharge Amount: \$0.00

Principal Amount: \$0.00

Interest Amount: \$0.00

Admin Charges Amount: \$0.00

Penalty Amount: \$0.00

Total: \$0.00

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17. Enter the Accounting Template and click **Default**.

18. Enter Revenue Source Code.

19. Enter the Funding Document Number. This is the Source Number.

20. Enter the Accounting Classification Code.

This value should match the BOAC or AB code entered on the BD header (Vendor Code).

21. Enter the Fiscal Station Number.

22. Enter the Accounting Classification Reference Number

23. Enter the other required fields per Business Line.

See Users guide for more specific parameter instructions.

**Transaction Contact:**

Contact Phone Number:

Requisition Number:

JAS Number:

**Accounting Classification Code:**

Accounting Classification Reference Number:

DOD Activity Address Code:

Fiscal Station Number:

Accounting Trace Number:

FY Obligation ID:

Job Number:

**Agreement**

Agreement Number: Agreement Line Number:

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**Description**

24. For Business Lines utilizing PCAS agreements, enter the Agreement Number and Agreement Line Number.

**Agreement**

Agreement Number: Agreement Line Number:

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**Description**

25. For Business Lines using Detail Billing Records, select **Detail Billing Record Search Tab**

For Business Lines **not** using Detail Billing Records, proceed to **Step 32**

26. Click **Add**.

27. The Modified Detail Billing Records page is displayed.

28. Enter an Amount.

29. Enter a Record Date.

30. Enter the Required Detail Billing Element.

31. Enter other required fields per Business Line.  
See Users guide for more specific instruction.

32. Select **Office Addresses** tab.

33. Select **Remit To**, select **Office Address** link.

34. Enter Office Code.

35. Select **Get Address** button.

36. Click **Save**.

37. Click **Verify**.

38. Click **Submit**.

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site**  
<http://pegasys.gsa.gov>
- **Pegasys User Guides**
- **BAAR User Guides**
- **Quick Reference Cards**
- **Financial System Service Desk**  
**1-866-450-6588**  
**ocfoservicedesk@gsa.gov**



**General  
Services  
Administration**

## ***The Integrated Financial Management System***



### **BAAR: Creating Non-IPAC Billing Document Quick Reference Card**