

## Introduction

- For detailed information, please refer to the BAAR User Guide

### Add/Update Overpayment Line

1. Log into **Pegasys**

2. Navigate to Queries > Accounts Receivable > Collections

### Collections Query

Search Criteria

Document

Type:  Number:  Accounting:

Related Statement Number:

Referenced Statement Number:

Document Status

Processed: ☐ Held: ☐

Cancelled: ☐ Rejected: ☐

Scheduled: ☐ Pending Approval: ☐

Line Type

Advance Payment: ☐ Normal: ☐

Advance Offset: ☐ Receivable Offset: ☐

Debit Voucher - Advance: ☐ Travel Advance Offset: ☐

Debit Voucher - Normal: ☐ Write Off: ☐

Credit Application: ☐ Credit Reduction: ☐

Accounting Line Amount

From:

To:

Receipt Date

From:  To:

Accounting Date

From:  To:

User ID:

Business Line:

Search Clear

Additional Criteria

3. Enter the following Search Criteria:

- Document Category = **Cash Receipt**
- Document Type = **Doc Type of CR**
  - Lockbox: **L6M, L6X, L6B, L7R, L6F**
  - Pay.gov: **PC6, PC7**
- Document Status = **Rejected**

- Line Type = **Normal**
  - Business Line = **Business Line** code
  - **Additional Search Criteria**, if applicable
4. Click the [+] symbol to the left of the Additional Criteria section to view this section
  5. Set the **Applied To Billing Document** dropdown box to **Yes**
    - This will allow the user to only view CRs that have an associated BD

Additional Criteria

Applied to Billing Document:	Yes
Applied to Debt Account:	No
	Yes

6. Select the **Search** button
7. The results are returned in the Item Collection

Document Type	Document Number	Accounting Line Number	Related Statement Number	Input System	Referenced Statement Number	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount
L6M	L6M201303030001	1			E0000036		Rejected	Normal		\$125.

8. Select applicable Cash Receipt
9. Select the **Correct Document** button
  - The Cash Receipt document is displayed in a new window

<b>Header</b>	Accounting Lines	Approval Routing	Memos	Summary	Correspondence
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Amendment History	Workflow Status	Approval History
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[Expand All](#) | [Collapse All](#)

General

Document Type:	L6M	R6 Fleet Manual Lockbox	Receipt Date:	03/03/2013
Deposit Number:	0001		Accounting Period:	06/2013
Status:	REJECTED		Reporting Accounting Period:	06/2013
Document Number:	L6M201303030001		Batch Number:	
Debit Voucher #:			Document Classification:	
Title:			Security Org:	GSA
Received By:			Accomplished Date:	03/02/2013
Post Code:			Suppress Printing:	<input type="checkbox"/>
Overseas Cashier Code:				
Disbursement Office:	GS116			

10. Note error message: “*The amount on line Cash Receipt Line 1 exceeds the referenced line’s outstanding amount. Please enter a separate line for excess amount.*”

11. Select **Accounting lines** tab
  - The Accounting Line summary screen is displayed

Header: <b>Accounting Lines</b>		Appl. Routing		Memo		Summary		Correspondence									
Accounting Line		Charge Lines		Articles		Associated Spending											
Add	Copy	Copy Forward	Remove	Reset	Replace	Display	10	▼	Items								
						View as CSV	Sgtr...										
<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgr Cd	Sub Prgr	Activity	SGC	Sub Org	Rev Src
<input checked="" type="checkbox"/>	1	Normal	\$125.00	01	2013-03-PRG Q03SD000 -GS21 -AP152	2013		285F	Q3	Q03SD000		GS21		AP152			7109

12. Select the appropriate Accounting Line and select the **Accounting Line** hyperlink

- The Accounting Line is displayed

Accounting Line		Charge Lines	Articles	Associated Spending
<a href="#">Expand All</a>   <a href="#">Collapse All</a>				
<div>General</div>				
Line Number:	<input type="text" value="1"/>	* <a href="#">Receivable Type:</a> <input type="text" value="SUNI"/> <input type="button" value="Default"/>		
Line Type:	<input type="text" value="Normal"/>	Record Type: <input type="text" value="PR"/>		
<a href="#">Transaction Type:</a>	<input type="text" value="01"/>	Offset Type: <input type="text" value=""/>		
<a href="#">Write Off Reason:</a>	<input type="text" value=""/>	TROR Classification: <input type="text" value="Administrative"/>		
<a href="#">Confirmation Date:</a>	<input type="text" value=""/>	TROR Collection Type: <input type="text" value="Agency"/>		
Calculate Charge Amount:	<input type="text" value="Manual Entry"/>	SF-224 Classification: <input type="text" value=""/>		
Period of Performance <a href="#">Start Date:</a> <input type="text" value="02/05/2013"/> <a href="#">End Date:</a> <input type="text" value="12/05/2013"/>		Source Number: <input type="text" value=""/>		
		* <a href="#">Business Line:</a> <input type="text" value="SUPPLY"/>		
		Related Statement Number: <input type="text" value=""/>		

13. Scroll to the Line Amount Section, note the **Line Amount**

## Research Billing Document

1. On the Accounting Lines tab of the Overpayment CR, scroll to the **Document Reference** Section

Document Reference

Type: Number: Item: Accounts: Final: View Default

GMN: GMN-537 0 1

Reprint Bill: Referenced Statement Number: E0000036

Reopen Bill: Update To Unbilled: Apply

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- Click the **View** button
  - The referenced Billing Document is displayed in a new window

Header	Accounting Lines	Office Addresses	Approval Routing	Remos	Summary
References...	Amendment History	Workflow Status	Approval History		
<a href="#">Expand All</a>   <a href="#">Collapse All</a>					
General					
Major Recurring			Orig Document Date:	03/03/2013	
Document Type:	GMR GS-FAMH Manual Non-IP		Last Document Date:	03/03/2013	
Status:	PROCESSED		Accounting Period:	06/2013	
Document Number:	GMR-537		Reporting Accounting Period:	06/2013	
Statement Number:	E0000036		Last Batch Number:		
Title:			Document Classification:		
Billed By:			Security Org:	GSA	
Post Code:			Business Line:	SUPPLY	
Closed Lines:					
Agency DUNS Number:					
Agency DUNS+4:					
Created by:	alr0les148				
Last Modified by:	alr0les148				
Bill Generated Flag:	Y				
Bill Generated Date:					

3. Select the **Accounting Lines** tab

[Header](#)
[Accounting Lines](#)
[Office Addresses](#)
[Approval Routing](#)
[Memo](#)
[Summary](#)

[Accounting Line](#)
[Charge Lines](#)
[Articles](#)
[Detail Billing Record Search](#)
[Associated Spending](#)
[Histories](#)

[Addresses](#)
 Display 10 
[View as CSV](#)
[Split...](#)

Line Number	Type	Transaction Type	Net Amount	Template	BSFY	CBFY	Fund	Req	Org Cd	Sub Org	Prgr	Proj Cd	Proj	Activity	SOC	Subline Src	Subline	Ref #
1	Normal	01	\$100.00	2013-03-18 Q03S00000 2021- AF130	2013		285F	63	Q03S0000		GS21			AF152				7109

4. Select the Accounting Line and then click the **Accounting Line** hyperlink
  - The Accounting Line screen is displayed

Accounting Line | Charge Lines | Articles | Detail Billing Record Search | Associated Spending | Histories

Item 1 of 1

Expand All | Collapse All

General

Line Number: 1      Receivable Type: SUNI

Billing Status: Unbilled      Source Number:

Transaction Type: 01      Related Statement Number:

Closed Date:

Overpayment Cause:

Interest Rate %: 0.0000

Exclude from Internal Offset:

Exclude from External Offset:

Eligible for Internal Offset:

Eligible for External Offset:

Period of Performance  
Start Date: 02/05/2013      End Date: 12/05/2013

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5. Scroll to the Line Amounts Section and note **Amount** of the BD
  - Note the Cash Receipt Accounting Line 1 Referencing this Billing Document's accounting line should not exceed this amount
6. Click the **Close Window** link to exit the BD and navigate back to the Cash Receipt window
7. Note that for Pay.gov CRs, steps 8-11 can be skipped as this is performed automatically by Pegasys - simply open the Overpayment Accounting Line (Line 2) and proceed to step 12
8. On the Cash Receipt Accounting Line, in the Line Amounts group box, change the value in the Cash Receipt **Principal Amount** field to the full amount of the Billing Document line (This is the amount noted in Step 5)
9. Select the **Accounting Lines** hyperlink
10. Select line 1 and click the **Copy** button
  - A second line is created

Header   Accounting Lines   Approval Routing   Memos   Summary   Correspondence																		
Accounting Line   Charge Lines   Articles   Associated Spending																		
Add Copy Copy Forward Remove Reset Replace Display 10 Items View as CSV Sgtr...																		
<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Req	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub (Obj)	Rev Src
<input checked="" type="checkbox"/>	1	Normal	\$100.00	01	2013-03-285F-Q03SD000-GS21-AF152-S62-F0	2013		285F	03	Q03SD000	GS21				AF152			7109
<input type="checkbox"/>	2	Normal	\$100.00	01	2013-03-285F-Q03SD000-GS21-AF152-S62-F0	2013		285F	03	Q03SD000	GS21				AF152			7109

11. Select line 2, **deselect** Line 1, and then click the **Accounting Line** hyperlink
  - The line 2 Accounting Line is displayed

Accounting Line | Charge Lines | Articles | Associated Spending

Item: 1 2      Item 2 of 2

Expand All | Collapse All

General

Line Number: 2      Receivable Type: SUNI      Default

Line Type: Normal

Transaction Type: 01      Record Type: PR

Write Off Reason:

Confirmation Date:

Calculate Charge Amount: Manual Entry

Period of Performance  
Start Date: 02/05/2013      End Date: 12/05/2013

TROR Classification: Administrative

TROR Collection Type: Agency

Source Number:

Business Line: SUPPLY

Related Statement Number:

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12. In the General Group box, enter the following:
  - Transaction Type = 02
  - Line Type = Normal
13. In the Line Amounts section, enter a **Principle Amount** equal to the Overpayment **excess amount** (Original Cash Receipt Accounting Line 1 amount – New Cash Receipt Accounting Line 1 Amount)
  - Note that Pay.gov CRs will populate the excess amount automatically
14. Delete the **Document Reference** information for Accounting Line 2
15. Update the Accounting Dimensions section:
  - Region 7: Delete the **Accounting Template** and the **Revenue Source Code**
  - Region 6: Replace the Accounting Template/Dimensions with the **generic Region 6 unapplied collection Accounting Template/Dimensions**
16. In the Agreement Reference section, delete the **Agreement** (if applicable)
17. Select the **Save** button
18. Select the **Verify** button
19. Select the **Submit** button

## 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](mailto:ocfoservicedesk@gsa.gov)



**General  
Services  
Administration**

# The Integrated Financial Management System



## BAAR: Add Overpayment Line Quick Reference Card