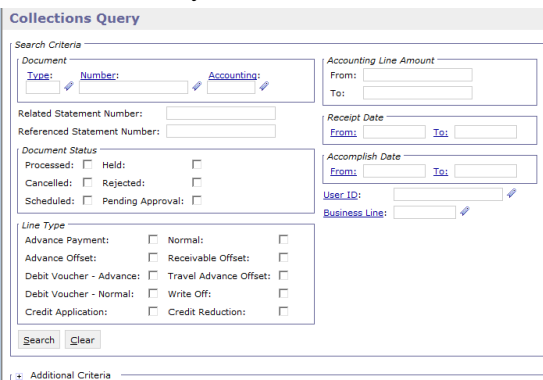


Introduction

- An Unapplied Collection is a Collection that is not applied to a reference document due to one of the following scenarios:
 - The Collection contains incorrect information; preventing it from processing
 - The Collection has a missing or incorrect Billing Document reference
 - The Collection amount is for more than the bill amount (Overpayment)
- If any of the conditions listed in the above occurs, Pegasys will create an Unapplied Collection in **Rejected** status
- Collections discrepancies can be researched on the Collection Query, IPAC Query, and the Form/Document Selection Query
- For detailed info, refer to BAAR User Guide

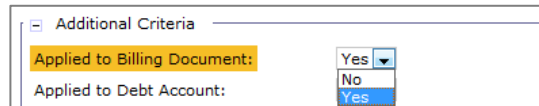
Apply an Unapplied Collection

1. Log into **Pegasys**
2. Navigate to Queries > Accounts Receivable > Collections Query

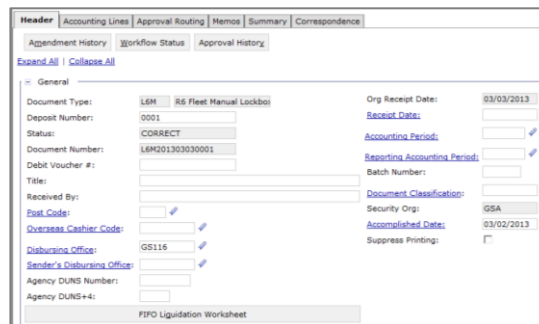


3. In the Search Criteria, enter the following:
 - Document Type = **Doc Type of CR**
 - Document Status = **Rejected**
 - Select Line Type = **Normal**
 - Business Line = **Business Line code**
 - Additional applicable fields

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** or **No** (accordingly)
 - Selecting *Yes* will only return CR's that have an associated BD



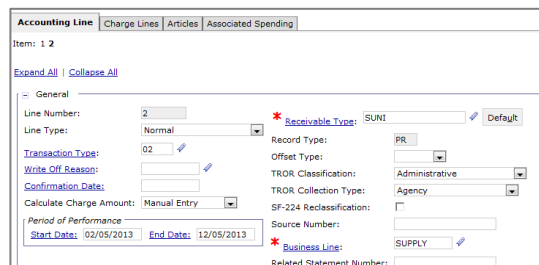
6. Select the **Search** button
7. Select the record and select the **Correct Document** button
8. The Cash Receipt document is opened in a new window



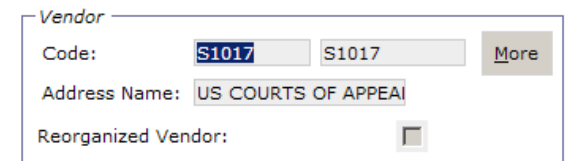
9. Review/correct any errors on the Header Tab
10. Select the Accounting Lines tab




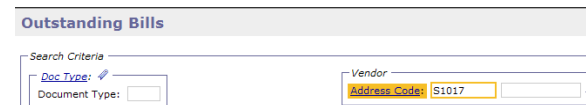
11. Select the appropriate Accounting Line and select the **Accounting Line** hyperlink
 - The Accounting Line page is displayed



12. Review/correct any errors on the Accounting Lines tab
13. When updating a Document Reference, first research to find which Billing Document the unapplied collection should be applied to
 - Note the **Vendor Code** for use below



14. Select the New Window icon  located in the top right of the screen
 - A new window is opened
15. In new window, navigate to Queries > Accounts Receivable > Outstanding Bills
16. Enter the **Vendor Code** noted from Step 13 in the Vendor Code search box



17. Select the **Search** button
18. Review the returned results to determine the correct Billing Document reference (check the outstanding amount to ensure the full amount of the unapplied collection can be applied)
 - Note **Billing Document Type, Document Number, and Accounting Line Number**



19. Return back to Cash Receipt Accounting Line screen
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

Apply an Unapplied Collection Cont.

- Document Reference

Type: Number: Item: Accounting: View: Default

GMN: GMN-537A 0 1 Final: ☐

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 Treasury Number: To/From: Public/Less Number:

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Accounting Dimensions

Template: 2013-03-28SF-Q03MDA00-TM12-AF151-60 Default

*EBPR: *EBPR: *Fund: *Session: *Org Code:

2013 28SF 03 Q03MDA00

*Program: Project Code: *Activity: Sub-Object Class: Revenue Source:

TM12 AF151

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

Lease #: Rembursable Sub-Object Class: Rembursable Sub Object: YSA: BETC:

*Cost Organization: Cohort Year: PRG:

RO

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- ## Query Collections

- CSA PEGASYS**

Transactions > Queries > Reference > System Administration > Utilities >

pegsys > Transactions > Form/Document Selection

Form/Document Selection

Search Criteria

Subsystem:

Document Type:

Document Number:

Amendment Number:

Document Category:

From Accounting Period:

To Accounting Period:

From Date:


Document Status

Processed:	<input checked="" type="checkbox"/>	Rejected:	<input checked="" type="checkbox"/>
Cancelled:	<input type="checkbox"/>	Archived:	<input type="checkbox"/>
Scheduled:	<input type="checkbox"/>	Pending Approval:	<input type="checkbox"/>
Hold:	<input checked="" type="checkbox"/>		

User ID:

Security Org:

Title:

- | 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 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



April 2013
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