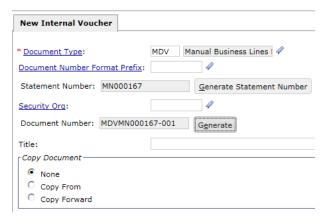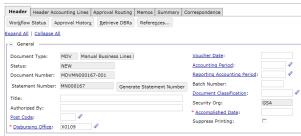## Introduction

- **Internal Voucher (NV) -** Used to perform fund transfers amongst organizations doing business within GSA.
- The Internal Voucher permits the simultaneous recording of expenditure for the receiver of goods/services (buyer) and revenue for the provider of the goods/services (seller).
- **Intrafund** – billing within the same Treasury Accounting Symbol (TAS) (e.g. RWA billing itself).
- **Interfund** – billing within GSA, but not with the same TAS (e.g. 255/455 paying rent to 192X)
- 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 Internal Voucher chapter of the BAAR User Guide.

Creating an NV

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

7. Select the **Finish** button.

8. Enter the Accomplished Date
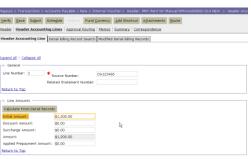9. Enter (or search for using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field.

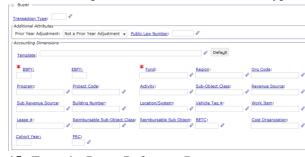10. Enter the Assignment Code in the User Defined Fields Assignment Code field.

11. Select the **Accounting Line** tab.

12. Select the **Add** button to enter a new Accounting Line.
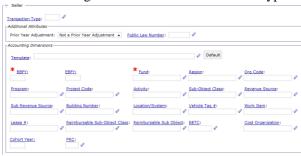13. Enter the Initial Line Amount.

14. Enter the Buyer Accounting Template, Accounting Dimensions and Transaction Type.

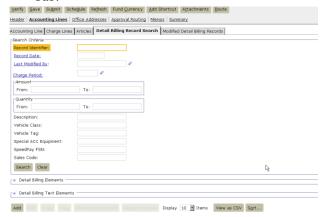15. Enter the Buyer Reference Document Information.

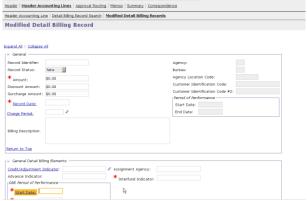16. Enter the Seller Accounting Template, Accounting Dimensions and Transaction Type

17. Enter Revenue Source Code.
18. Enter the other required fields per Business Line.
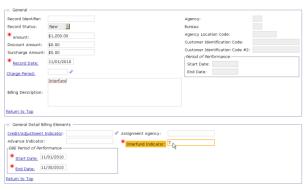19. For Business Lines utilizing PCAS agreements, enter the Agreement Number and Agreement Line Number.

20. For Business Lines utilizing Detail Billing Records, select **Detail Billing Record Search** Tab.

21. Select **Add**.
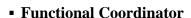22. The Modified Detail Billing Record page is displayed.

23. Enter an Amount.
24. Enter a Record Date.
25. INTERFUND/INTRAFUND —Enter the Interfund Indicator.

26. Enter the business line specific required fields.

27. Select **Save**.
28. Select **Verify**.
29. Select **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

GSA

The Integrated Financial Management System

BAAR: Creating Internal Voucher Quick Reference Card

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