





Introduction

- ## Create an Internal Offset CR

Create an Internal Offset CR

1. Log into **Pegasys**
2. Navigate to **Transactions > Accounts Receivable > New > Cash Receipt.**
3. Enter Document Type = IOF.

- Pegasy > Transacts > Accounts Receivable > New > New Cash Receipt 
- [Back](#) [Next >](#) [Cancel](#)
- New Cash Receipt**
- * **Document Type:** IOF R6/7 Internal Offset 
- [Document Number Format Prefix:](#) 
- [Security Org:](#) 
- * **Document Number:** IOF2015062400014 [Generate](#)
- Title:**
- Copy Document:**
- ☐ None
- ☐ Copy From
- ☒ Copy Forward
- File:** [Browse...](#)

-
-
- Search Criteria**
 Document Type: From Accounting Period:
 Document Number: To Accounting Period:
 Document Status: From Date:
 User ID: To Date:
 Title: Valid:
-
- Day Lines
☐ Copy all lines ☐ Choose which lines to copy ☐ Copy no lines
- Additional Criteria
- Accounting Dimensions
-
- | Summary | | | | | |
|-------------------|---------------|------------------|---------------|---------------|-----------------|
| Document Category | Document Type | Document Number | Document Date | Title | Document Status |
| DA | OTH | 07M2015062200019 | 06/22/2015 | DANUMED017017 | Processed |
- 20 of Page 15 of 1 | 1 of 1 | Show | rows per page

- Payments > Transactions > Accounts Receivable > New > Cash Receipt > Header: IOF R6/7 Internal Offset IOF2015062300008 New
- Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments
- Header Accounting Lines Approval Routing Memos Summary Correspondence
- Amendment/Modification History Workflow Status Approval History References...
- [Expand All](#) | [Collapse All](#)
- < General
- | | | | |
|---|--------------------------|--|--------------------------|
| Document Type: | IOF R6/7 Internal Offset | Receipt Date: | |
| Deposit Number: | | Accounting Period: | |
| Status: | NEW | Reporting Accounting Period: | |
| Document Number: | IOF2015062300008 | Batch Number: | |
| Debit Voucher #: | | Document Classification: | |
| Title: | DANUMEX017017 | Security Org: | GSA |
| Received By: | | Accomplished Date: | |
| Post Code: | | Suppress Printing: | <input type="checkbox"/> |
| Overseas Cashier Code: | | Lockbox Number: | |
| Disbursing Office: | | Schedule Name: | |
| Sender's Disbursing Office: | | Formal Contract Number: | |
| Agency DUNS Number: | | | |
| Agency DUNS+4: | | | |
| FIFO Liquidation Worksheet | | | |

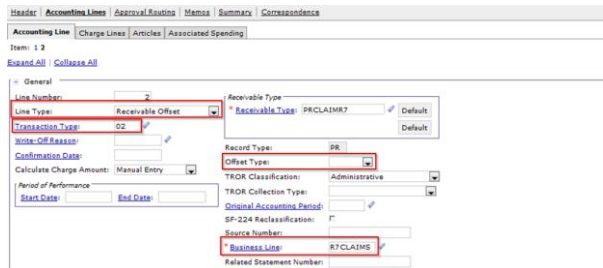
- ## Region 7 Lease and FedPay/TAP/AutoPay Offsets

- All Other Claims Internal Offsets**

- | Header | | | | | | | | | | | | | | | | Accounting Lines | Approval Routing | Memo | Summary | Correspondence | | | | | | |
|-----------------------------------|-------------|-----------|---------------|----------------------|----------|------|------|---------|---------------|--------|-----|---------|--|--|--|------------------|------------------|---------------------|---------|----------------|-------|--------|-------------|---------------|--|--|
| Accounts/Life | | | | | | | | | | | | | | | | Change Lines | Articles | Associated Accounts | | | | | | | | |
| Add | | | | | | | | | | | | | | | | Copy | Copy Forward | Remove | Reset | Replace | Print | Sgt... | View as CSV | View as Excel | | |
| Summary | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # | Line Number | Line Type | Amount | Transaction Type | Template | EBY* | EBY* | Fund | Fdg | Org Cd | Sym | Proj Cd | | | | | | | | | | | | | | |
| 1 | 1 Normal | \$0.00 | | 2015R85-07-192X-P060 | 2015 | | | 192X 07 | P0710110 P060 | | | | | | | | | | | | | | | | | |
| 2 | 2 Normal | \$0.00 | | 2015R85-07-192X-P060 | 2015 | | | 192X 07 | P0710110 P060 | | | | | | | | | | | | | | | | | |
| Total Header Funded Amount | | | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | |
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- August 2015
Final

28. Navigate to accounting line 2 by clicking the '2' hyperlink at the top of the page.
29. Enter Transaction Type = **02**.
30. Enter Line Type = **Receivable Offset**.
31. Enter Offset Type = **Internal**.
32. Enter the **Business Line**.



The screenshot shows the 'Accounting Line' form in the GSA system. The 'Line Number' field is set to 2. The 'Transaction Type' is 02, and the 'Line Type' is 'Receivable Offset'. The 'Offset Type' is 'Internal'. The 'Business Line' is 87CLAIMS. Other fields like 'Record Type' (PR) and 'TROR Classification' (Administrative) are also visible.

33. Enter the undisbursed payment document information in the **Reference Document** section.
34. **Remove** the **Debt Account reference** from the accounting line's Debt Account Information section.



The screenshot shows the 'Debt Account Information' section. It includes fields for 'Debt Account Number', 'Depository Line Number', and 'Payee Line Number'. There are also links for 'View Debt Account' and 'Payee Line Number'.

35. Click **Save**.
36. Click **Verify**.
37. Click the **Submit** button.



General Services Administration

The Integrated Financial Management System



Pegasys Resources

- Pegasys Web Site <http://pegasys.gsa.gov>
 - Pegasys User Guide
 - BAAR User Guide
 - BAAR Management Course Training Materials
- Federal Financial Service Desk
 - 1-866-450-6588
 - ocfoservicedesk@gsa.gov