## Introduction

- The collection of funds in Pegasys is recorded with Cash Receipt (CR) documents
- Cash Receipts are used to record money that is received by GSA as payment for services rendered or goods provided
- CRs are typically used to reduce outstanding receivables and record the collection of cash
- When a CR references a Billing Document (BD), it liquidates the receivable balance on the BD
- CR documents are used to record both normal and advance collections from customers (as defined by the Line Type on the Accounting Line)
- CRs are also used for other purposes, such as advance offsets, credit application, credit refunds, write-offs, returned checks, chargebacks, etc. (also defined via Line Type)
- For further information, refer to BAAR User Guide
- Cash Receipt Document Types:
   (Note: Users should not create CRs using Doc Types that are created by Interface processes.)

Document Type Uses  CH6, CH7 Manual Checks  EF6, EF7 Manual EFTs  CA6, CA7 Manual Cash  IR6, IR7 IPAC CRs  RC6, RC7 Manual Returned Checks  DR6, DR7 IPAC Debit Vouchers  CW6, CR6, CT6, Credit Application CRs  CR7, CW7, CT7
EF6, EF7 Manual EFTs  CA6, CA7 Manual Cash  IR6, IR7 IPAC CRs  RC6, RC7 Manual Returned Checks  DR6, DR7 IPAC Debit Vouchers  CW6, CR6, CT6, Credit Application CRs
CA6, CA7 Manual Cash IR6, IR7 IPAC CRs RC6, RC7 Manual Returned Checks DR6, DR7 IPAC Debit Vouchers CW6, CR6, CT6, Credit Application CRs
RC6, RC7 Manual Returned Checks  DR6, DR7 IPAC Debit Vouchers  CW6, CR6, CT6, Credit Application CRs
RC6, RC7 Manual Returned Checks  DR6, DR7 IPAC Debit Vouchers  CW6, CR6, CT6, Credit Application CRs
DR6, DR7 IPAC Debit Vouchers CW6, CR6, CT6, Credit Application CRs
CW6, CR6, CT6, Credit Application CRs
• •
CR7, CW7, CT7
WO6, WO7 Write Off CRs
L6M R6 Manual Lockbox
L6X R6 Misc Lockbox
L6B R6 Supply Lockbox
L7R R7 RWA Lockbox
L6F R6 Fleet Lockbox
L6L R6 AAS & ITS Lockbox
L6C R6 Claims Lockbox
MC6 R6 Manual Credit Card Terminal
PC6, PC7 Pay.gov (Credit Card)

Document Type	Uses
PS6	R6 SmartBuy Pay.gov
PE6	R6 External Services Manual Pay.gov
PA6	Pay.gov (ACH)
DDC	R6 DoD Interfund Collection
CC6	R6 Revenue Credit Card CRs
LC6	R6 Legacy Credit Card CR
CIF, IFF	Contract Fee Interface Collections
AO6, AO7	Advance Offset
PV6, PV7	Pay.gov Refund
NW6, NW7	Non-Federal Write Off
CV6	Credit Card Chargeback
IOF	Internal Offset

## Creating a Cash Receipt using Copy Forward

- 1. Log into **Pegasys**
- 2. Navigate to **Transactions > Accounts Receivable > New > Cash Receipt**
- 3. Enter the Document Type
- 4. Click the **Generate** button to generate a **Document Number** 
  - A unique document number will be generated in the **Document Number** field
- 5. In the Copy Document group box, select **Copy Forward**
- 6. Select the **Next** button
  - The Copy Forward page is displayed

Search Criteria  Document Type:  Document Number:  Document Status:  User ID:	•	From Accounting Period: To Accounting Period: From Date: To Date:		
Title:		Vendor:	4	
Search  Copy Lines  Copy all lines  Additional Criteria  Accounting	ines to copy			

7. Enter Search Criteria for the Billing Document you wish to Copy Forward

- 8. Select the **Search** Button
- Select the document and then select the **Finish** button
- 10. The New Cash Receipt Document Header page is displayed

Amendment History Wor	kflow Status	Approval History		
and All   Collapse All				
General				
Document Type:	CH6 R6 C	Check Manual CR	Receipt Date:	
Deposit Number:			Accounting Period:	-
Status:	NEW		Reporting Accounting Peri	nd:
Document Number:	CH62013022	80001	Batch Number:	
Debit Voucher #:				
Fitle:			Document Classification:	
Received By:			Security Org:	GSA
Post Code:	4		* Accomplished Date:	
Overseas Cashier Code:		4	Suppress Printing:	
Disbursing Office:	GS187	4		
Sender's Disbursing Office:		0		
Agency DUNS Number:				
Agency DUNS+4:				
	FIFO Liquidati	on Worksheet		

- 11. In the General group box, enter the:
  - · Accomplished Date
  - Deposit Number
- 12. Select the **Accounting Lines** tab
- 13. Select an Accounting Line record and select the **Accounting Line hyperlink**
- 14. The accounting line page is displayed
- 15. Enter the Transaction Type, Line Type, Receivable Type, and Business Line (if not defaulted).

Accounting Line Charge	Lines Articles Associated S	pending			
Expand All   Collapse All					Item 1 of 1
- General -					
Line Number:	1	* Receivable Type: SUNI		Default	
Transaction Type:	Normal 🐙	Record Type: Offset Type:	PR		
Write Off Reason: Confirmation Date:	-	TROR Classification:	Administrative		
Calculate Charge Amount:	Manual Entry	TROR Collection Type: SF-224 Reclassification:	П		
Period of Performance  Start Date: 12/05/2012	End Date: 12/05/2012	Source Number:			
		* Business Line: Related Statement Number:	SUPPLY		
Return to Top		Related Statement Number:			

16. Note the Document Reference group box contains information on the Billing Document used to create the Cash Receipt

Document Reference		
Type: Number: Item: GMN	Accounting: View Default	
Reprint Bill:	Referenced Statement Number: E0000035	
Reopen Bill: Update To Unbilled:	Apply	
Return to Top		

17. If necessary, update the Line Amount

Note the Line Amount defaults to the full amount of the referenced document

- 18. Select the **Save** button
- 19. Select the **Verify** button
- 20. Select the **Submit** button

## **Add an Attachment**

1. To Add an Attachment, click the **Attachments** button



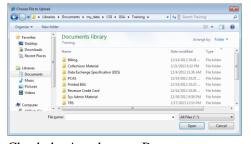
2. Click the **Import Local File** button



3. Enter Attachment Number, Title, and select **Browse** 



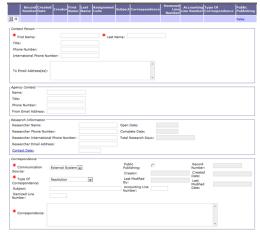
- 4. Choose file from local computer
- 5. Select Open



- 6. Check the Attachments Box
- 7. Select the **Upload** button
- 8. Select **Return** to return to Cash Receipt
- 9. Select the **Save** button
- 10. Select the **Verify** button
- 11. Select the **Submit** button

## **Add Correspondence**

- 1. To Add Correspondence, click the **Correspondence** tab
- 2. Select the **Add** button
- 3. Select the newly added Correspondence record



- 4. Enter the following:
  - Name (First and Last) of Contact Person
  - Name of Agency Contact (Your name)
  - Phone number of Agency Contact (Yours)
  - Communication Source
  - Type of Correspondence
  - Accounting Line Number (of Line in question)
  - Correspondence (message)
- 5. Select the **Save** button
- 6. Select the **Back** button



- Pegasys User Guide
- BAAR User Guide
- BAAR Management Course Training Materials
- Financial System Service Desk
- 1-866-450-6588
- · ocfoservicedesk@gsa.gov



The Integrated Financial Management System



BAAR:
<u>Creating a</u>
<u>Cash Receipt</u>
Quick Reference
<u>Card</u>