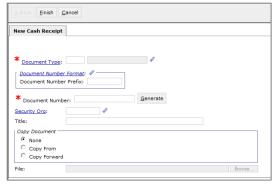
Introduction

- Non-Federal customers that enter into an Agreement with GSA must submit a pre-payment before GSA fulfills the customer order
- These pre-payments are processed as an Advance Payment Cash Receipt in Pegasys
- An Advance Payment CR is considered a liability since GSA has yet to fill the customer order and therefore cannot record earned revenue associated with the collection
- An Advance Offset CR is processed after GSA has provided the goods or service
- The Advance Offset CR references an Advance Payment CR and transfers the collection from a liability to earned revenue
- For detailed information, please refer to BAAR User Guide

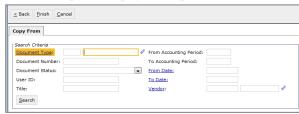
Creating an Advance Cash Receipt using Copy From

- 1. Log into Pegasys
- 2. Navigate to **Transactions > Accounts Receivable > New > Cash Receipt**

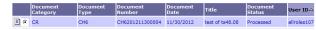


- 3. Enter the Document Type
- 4. Click the **Generate** button to generate a **Document Number**
 - A unique document number will be generated in the **Document Number** field
- 5. In the Copy Document group box, select **Copy From**

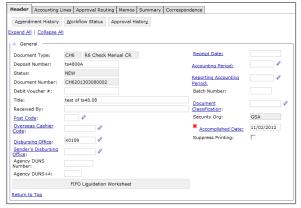
- 6. Select the **Next** button
 - The Copy From page is displayed



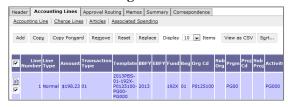
- 7. Enter Search Criteria for a similar Advance Cash Receipt that you wish to Copy From Note: When the CR is created, all fields will editable and can be manipulated as needed
- 8. Select the **Search** Button
 - The record is returned



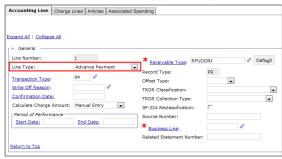
- Select the document and then select the **Finish** button
 - The New Cash Receipt Document Header page is displayed



- 10. In the General group box, enter the following:
 - Accomplished Date
 - Deposit Number
- 11. Select the **Accounting Lines** tab



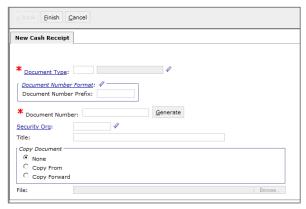
- 12. Select the Accounting Line and select the **Accounting Line** hyperlink
 - The Accounting Line page is displayed



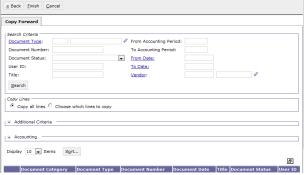
- 13. In the General section, set the following:
 - Line Type = **Advance Payment**
 - Region 7 Transaction Type = **04**
 - Region 6 Transaction Type:
 - \circ Non PCAS = **04**
 - \circ PCAS = A4
- 14. Update the Line Amount, as necessary
- 15. Note: the Revenue Source Code (Actg Dimensions section) should not be populated
- 16. Note: the Document Reference fields will not be populated on Advance Payment CR's since a BD is unnecessary and the payment was already received
- 17. Select the **Save** button
- 18. Select the **Verify** button
- 19. Select the **Submit** button

Creating an Advance Offset Cash Receipt

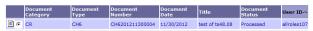
1. Navigate to **Transactions > Accounts** Receivable > New > Cash Receipt



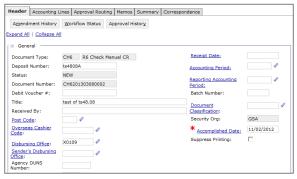
- 2. Enter the Document Type: AO7 or AO6
- 3. Click the **Generate** button to generate a **Document Number**
 - A unique document number will be generated in the **Document Number** field
- 4. In the Copy Document group box, select **Copy Forward**
- 5. Select the **Next** button
 - The Copy Forward page is displayed



- 6. Enter Search Criteria for the **Advance Payment** Cash Receipt
- 7. Select the **Search** Button
 - The record is returned



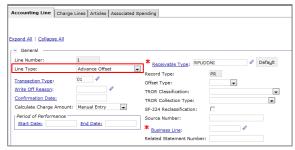
- 8. Select the document and then select the **Finish** button
 - The New Cash Receipt Document Header page is displayed



- 9. In the General group box, enter the following:
 - Accomplished Date
 - Deposit Number
- 10. Select the **Accounting Lines** tab



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



- 12. In the General section, set the following:
 - Line Type = **Advance Offset**
- 13. In the Accounting Dimensions section, populate the **Revenue Source Code**
- 14. Note the Line Amount will default to the full amount of the Advance Payment CR. Update the Line Amount, as necessary
- 15. Note the Document Reference fields will be populated with the Advance Payment CR
- 16. Select the **Save** button
- 17. Select the **Verify** button

18. Select the **Submit** button

- Pegasys Web Site http://pegasys.gsa.gov
 - · 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:
Creating an
Advance Payment
Advance Offset
Cash Receipt
Quick Reference
Card