

Introduction

- A receivable's outstanding amount may need to be written-off because GSA is unable to collect on the bill; for these cases, **Write-Offs** need to be created.

- Statement amounts to be written-off can be identified via the Aged Receivables report.

Note: Information displayed on the report is current through the previous day from which the report was run (may not show collections received against statements after generation)

- Statement amounts identified for Write-Off via the Aged Receivables report need to be verified. The Outstanding Bills Query assists GSA in verifying the Statement, Billing Document (BD), and Accounting Line amounts to be written-off.
- In Pegasys, GSA creates Non-IPAC Write-Offs by manually generating Cash Receipt (CR) documents with a Line Type of Write-Off.
- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- Non-IPAC Write-Offs require Workflow approvals prior to processing. Approval routing of Write-Off documents is based on the Write-Off amount and GSA Policy Write-Off thresholds for Federal and Non-Federal receivables.
- For detailed information, please refer to the Write-Off chapter of the BAAR User Guide.

Step 1: Verify Amounts for Write-Off

- Log into **Pegasys**.
- Select **Utilities → Reports → View Reports** from the menu bar.
- From the View Reports page, select **Accounts Receivable → BAAR** from the reports menu.
- Select and run the appropriate Aged Receivables reports to identify statement amounts to be written-off.

- Select **Queries → Accounts Receivable → Outstanding Bills Query** from the menu bar.
- The Outstanding Bills Query page is displayed.

Outstanding Bills

Search Criteria

Document Type: MDN

Document Number: MDNMDN00106-001

Title: MDNMDN00106

Billing Reference Number: MDNMDN00106

External System Document Number: MDNMDN00106

Statement Number: MDNMDN00106

Bill Generated Flag: True

Line Type: MDNMDN00106

Document Date: MDNMDN00106

Bill Generated Date: MDNMDN00106

Collection Due Date: MDNMDN00106

Search: Clear

Additional Criteria

Billing Status: Billed

Bill Type: MDNMDN00106

Source Number: MDNMDN00106

Receivable Type: MDNMDN00106

Contracts Number: MDNMDN00106

- In the Search Criteria section, populate the pertinent fields to retrieve BDs related to Statement amounts that need to be verified for Write-Off (Document Type, Document Number, Statement Number, Bill Generated Flag, etc.).
- In the Additional Criteria section, populate the pertinent fields to retrieve BDs related to Statement amounts that need to be verified for Write-Off (Billing Status, Receivable Type, etc.).
- Select **Search**.
- Select the BD from the Item Collection and select **Details**.
- The Outstanding Bills tab is displayed.

Outstanding Bills

Outstanding Bill Details

Expand All | Collapse All

General

Document Type: MDN

Document Number: MDNMDN00106-001

Statement Number: MDNMDN00106

Title: MDNMDN00106

Billing Reference Number: MDNMDN00106

Document Date: 07/22/2014

Collection Due Date: 09/05/2014

Bill Generated Flag: X

Bill Generated Date: 07/22/2014

Security Organization: GSA

Vendor

Code: 56302A 56302A More

Address Name: US CENTRAL INTELLIGENCE AGE

Bill Totals

Initial Amount: \$34,000.00

Discount Amount: \$0.00

Surcharge Amount: \$0.00

Principal Amount: \$34,000.00

Interest Amount: \$0.00

Admin Charges Amount: \$0.00

Penalty Amount: \$0.00

Bill Total Amount: \$34,000.00

- In the Totals section, verify the total outstanding amount to be written-off for the BD.
- Select the **Outstanding Bill Detail** tab.
- Select the Accounting Line record(s) from the Item Collection.
- Select the **Outstanding Billing Document Line** hyperlink located beneath the Outstanding Bill Detail tab.
- From the Outstanding Billing Document Line page, in the Totals section, verify the total outstanding amount to be written-off at the Accounting Line-level.

	Collected	Applied Credit	Write Off	Closed	Outstanding
Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$34,000.00
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bill Total	\$0.00	\$0.00	\$0.00	\$0.00	\$34,000.00

Step 2: Manually Generate Non-IPAC Write-Off CR

- Select **Transactions → Accounts Receivable → New → New Cash Receipt** from the menu bar.
- From the New Cash Receipt page, enter the Document Type to generate a Federal or Non-Federal Write-Off CR.
 - WO6** or **WO7** for Federal Write-Offs.
 - NW6** or **NW7** for Non-Federal Write-Offs.
- Select the **Generate** button to auto-generate a Document Number. A unique Document Number will be generated in the Document Number field.
- Select **Copy Forward** and select **Next** (the Finish button converts into the Next button once Copy Forward is selected).
- From the Copy Forward page, in the Search Criteria section, enter the Document Number of the outstanding BD (with amounts verified for Write-Off) to Copy Forward.
 - Select the **Copy all lines** radio button to Copy Forward all the Accounting Lines from the outstanding BD.

5b. Select **Choose which lines to copy** radio button to Copy Forward specific Accounting Lines.

6. Select **Search**.

6a. If **Copy all lines** was selected in step 5, select the BD from the Item Collection and select **Finish** and see step 10.

7. **6b.** If **Choose which lines to copy** was selected in step 5, select the BD from the Item Collection and select **Next** and see step 8.

8. From the **Choose Accounting Lines** page, select the desired Accounting Lines to Copy Forward for Write-Off and select **Next**.

9. From the **Choose Itemized Lines** page, select **Finish**.

10. The CR Header page is displayed.

11. In the Amounts section, verify the referenced BD's total outstanding amount to be written-off.

12. Select the **Accounting Lines** tab.

13. From the Accounting Lines tab, select the Accounting Line(s) and select the **Accounting Line** hyperlink located beneath the Accounting Line tab.

14. From the Accounting Line tab, in the General section, select Line Type as **Write Off** and enter Transaction Type as '01'.

The screenshot shows the 'Accounting Line' tab with the 'General' section expanded. The 'Line Number' is 1. The 'Line Type' is 'Write Off' and the 'Transaction Type' is '01'. The 'Write-Off Reason' is 'MNLNI'. Other fields include 'Receivable Type', 'Record Type', 'Offset Type', 'TROR Classification', 'TROR Collection Type', 'Original Accounting Period', 'SF-224 Reclassification', 'Source Number', 'Business Line', and 'Related Statement Number'.

15. In the Line Amounts section, verify the referenced BD's Accounting Line amounts to be written-off.

16. In the Document Reference section, verify the referenced BD's Document Number, Accounting Line Number, and Statement Number.

The screenshot shows the 'Document Reference' section. The 'Type' is 'Number', the 'Number' is '0000', the 'Accounting Line Number' is '1', and the 'Statement Number' is 'MN000106'.

17. In the Accounting Dimensions section, verify the referenced BD's Accounting Dimensions.

18. In the Description section, enter a description or reason for Write-Off (required at the Accounting Line-level).

19. Select **Verify** to check for errors in the form.

20. Select **Save**.

21. Select **Submit** to submit the form for processing.

View Write-Off Document

1. Go to **Transactions→Form/Document Selection** from the menu bar.
2. Enter Document Number of written-off entry.
3. Select the Write-Off CR document from the Item Collection and click **View**.
4. View the Write-Off CR document generated.

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OCFOServiceDesk@gsa.gov
1-866-450-6588

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Creating Non-IPAC
Write-Offs
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