

## 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.

Pegasys > Queries > Accounts Receivable > Outstanding Bills

**Outstanding Bills**

Search Criteria

Doc Type: Document Type: Vendor: Address Code: 75A713

Document Number: AMNX0000319-298 Billed Amount: From Amount: 100.000000 To Amount: 100.000000

Title: Billing Reference Number: Outstanding Amount: From Amount: 100.000000 To Amount: 100.000000

External System Document Number: Outstanding Credit Amount: From Amount: To Amount:

Statement Number: X0000319 Total Credit Amount: From Amount: To Amount:

Bill Generated Flag: Line Type: Business Line: RWAHOTD

Document Date: From Date: To Date:

Bill Generated Date: From Date: To Date:

Collection Due Date: From Date: 01/11/2013 To Date: 01/11/2013

Search Clear

Additional Criteria

Billing Status: Billed Bill Type: Source Number: Receivable Type: Contracts Number: Agreement Number: Agreement Line Number:

- 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.

Expand All Collapse All

General

Document Type: AMN Document Number: AMNX0000319-298 Statement Number: X0000319 Title: AMN for 143.05 Billing Reference Number: AMNBILAMNX0000319 Document Date: 11/27/2012 Collection Due Date: 01/11/2013 Bill Generated Date: 11/27/2012 Security Organization: GSA Vendor: Code: 75A713 Address Name: FAIRBANKS NATIVE AS More

External System Document Number: RWAHOTD

Waiver Flags

Waive Admin Charges: Waive Interest on Principal: Waive Interest on Interest: Waive Interest on Admin Charges: Waive Interest on Penalty:

Bill Totals

Initial Amount: \$100.00 Discount Amount: \$0.00 Surcharge Amount: \$0.00 Principal Amount: \$100.00 Interest Amount: \$0.00 Admin Charges Amount: \$0.00 Penalty Amount: \$0.00 Bill Total Amount: \$100.00

- 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	\$100.00
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	\$100.00

## 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.

**5a.** 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'.

General

Line Number: 1 Receivable Type: RWAN Default

Line Type: Write Off Record Type: PR

Transaction Type: 01 Offset Type: [v]

Write Off Reason: NONCOLLECT TROR Classification: Administrative

Confirmation Date: [ ] TROR Collection Type: Agency

Calculate Charge Amount: Manual Entry SF-224 Reclassification: [ ]

Period of Performance Source Number: [ ]

Start Date: 11/26/2012 End Date: 12/26/2012 Business Line: RWAHOTD

Related Statement Number: [ ]

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**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.

Document Reference

Type: Number: AMN Item: 0 Accounting: 1 Final: [ ] View Default

Reprint Bill: [ ] Referenced Statement Number: X0000319

Reopen Bill: [ ] Update To Unbilled: [ ] Apply

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**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.

## Pegasys Resources

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site**  
<http://pegasys.gsa.gov>
- **Pegasys User Guides**
- **BAAR User Guides**
- **Quick Reference Cards**
- **OCFO Consolidated Service Desk**  
**1-866-740-0994**



**General  
Services  
Administration**

# The Integrated Financial Management System



**BAAR:  
Creating Non-IPAC  
Write-Offs  
Quick Reference  
Card**