

Introduction

- A claim is recorded in Pegasys with Debt Account (DA) documents.
- Debt Accounts are established for non-Federal debtors for the amount of money owed to GSA.
- When a Debt Account document is initially processed a new Debt Account Entity is created for the unique Debt Account Number recorded on the document.

- Note: For Region 7, this will equal the Debt Account Document Number

- All subsequent amendments, updates, and downstream transactions associated to the Debt Account Entity can be tracked via the Debt Account Query.
- GSA's Debt Account documents will reference a single Debtor. The Debtor information is stored on the Debtor tab.
- For further information, refer to BAAR User Guide
- Debt Account Document Types:

(Note: Users should not create DAs using Doc Types that are created by Interface processes.)

Document Type	Uses
DAV	Region 6 Claims – Vehicle (Automated)
D6M	Region 6 Claims – Manual
D7M	Region 7 Claims – Manual
DES	External Services Claims - Manual

Creating a Debt Account

- Log into **Pegasys**
- Navigate to **Transactions > Accounts Receivable > New > Debt Account**.
- Enter the Document Type.
- Click the **Generate** button to generate a **Document Number**.
 - A unique document number will be generated in the **Document Number** field.

- Select the **Finish** button.
 - The new Debt Account form creation screen is displayed.
- Enter a unique **Debt Account Number**.
 - Note: Region 7 populates this field with the last 13 digits of the Document Number. For example, if the Document Number equals D7M2015110900001, the Debt Account Number would be 2015110900001.

- Enter the appropriate **External System ID/Claim Type**.
- Optionally enter applicable values in the **Header User Defined Fields**.

- Select the **Debtor** tab.
- Enter the Non-Federal **Vendor Code** and **Vendor Address Code** of the applicable Debtor.

- Select the **Accounting Lines** tab.
- Click **Add**.
 - The accounting line page is displayed

- Enter **'1'** in the Debt Account Line Number field.
- Enter Transaction Type = **01**.
- Enter the date the First Demand Letter was sent to the Debtor in the following fields:
 - Start Date
 - First Demand Letter Generated Date
 - Interest/Penalty/Admin Charge Begin Date

- Enter a **Principal Line Amount**.
- Enter the Claim **Receivable Type**.
- Enter a valid **Accounting Template** and click **Default**.
- Enter a valid Sub-Object Class or Revenue Source Code, as is determined by the Receivable Type.

- Enter text to appear on the Demand Letter/Dunning Notice in the **Comments to Print** box.
- Set **Print Comments on Dunning Letter** equal to True.
- Enter a valid claims Text Code.



General Services Administration

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BAAR: Creating a Debt Account Quick Reference Card

23. Optionally enter valid values in the **Accounting Line User Defined Fields**.

24. Select the **Save** button.
25. Select the **Verify** button.
26. Select the **Submit** button.

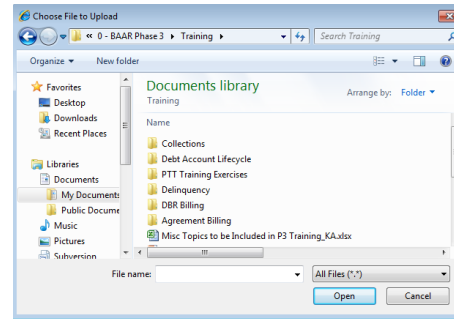
Add an Attachment

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

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

3. Enter Attachment Identifier, 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.

Pegasys Resources

