

Introduction

- GSA will use two methods to select Debt Accounts for referral to Treasury:
 - Automated Referral Selection batch process
 - Manual Referral Entry via the Referral Entry Query
- This QRC will cover the **Manual Referral Entry** method and subsequent approval.
- GSA Finance may manually enter new Referral entries referencing the **Debt Account Number** and **Debt Account Line Number**.
- The entry is initially generated with a Treasury Cross-Servicing Status = **'Eligible.'**
- Once the record is saved, Pegasys will ensure the entry meets the minimum eligibility criteria, including:
 - Debt Appeal and litigation flags are false
 - Not associated to a Federal or Foreign Government vendor/debtor
 - Not in bankruptcy, foreclosure, or deceased
 - No Promissory Note exists
- Subsequent GSA Finance users with the necessary permissions may choose to accept or reject the Referral Entry record.
 - If accepted, the Treasury Cross-Servicing Referral Status is updated to 'Authorized.'
 - If rejected, the Treasury Cross-Servicing Referral Status is updated to 'Not Authorized.'
- Once authorized, the Referral Entry record is eligible to be picked up by the Treasury Cross-Servicing External Offset Generation batch process (ARTREOEX).

Manual Entry of Referral Record

- Log into **Pegasys**.
- Navigate to **Queries > Accounts Receivable > Referral Entry**.

3. Click New.

The screenshot shows the 'Referral Entry' form with various search criteria fields. The 'New' button at the bottom left is highlighted with a red box.

4. Select **Debt Account** from the Referral Type dropdown.

5. Enter the **Debt Account Number**.

6. Click **Continue**.

The screenshot shows the 'Referral Entry' form with the 'Referral Type' dropdown set to 'Debt Account' and the 'Debt Account Number' field filled with 'KA624503'. The 'Continue' button is highlighted with a red box.

7. Enter Debt Account Line Number = **'1.'**

8. Set the Treasury Servicing Referral Status to **'Eligible.'**

9. Enter the **Treasury Servicing Referred Amount**.

10. Set the **Eligible for Collection** flag = True

11. Click Save.

The screenshot shows the 'Referral Entry Detail' form. The 'Eligible for Collection' flag is set to 'True' and the 'Treasury Servicing Referred Amount' is set to '\$2,500.00'. Both are highlighted with red boxes.

Authorization of Referral Entry Record

- Navigate to **Queries > Accounts Receivable > Referral Entry**.
- Enter the **Debt Account Number** and **Debt Account Line Number**.
- Click **Search**.
- Select the record from the item collection and click **Details**.

The screenshot shows the 'Referral Entry' form with search criteria filled in. The 'Details' button at the bottom left is highlighted with a red box.

- Update the Treasury Servicing Referral Status to **'Authorized.'**
- Click **Save.**
- The record is saved successfully.

Referral Entry Detail
Expand All Collapse All

Document To Be Referred

Reference
Document Search:
Document Status:
Line Number:

Debt Account
Debt Account Number: KA624503
Debt Account Line Number: 1

Payer
Vendor: 208352335
Addr: 00001
Name: CHRISTINA O MAZAC

Referral Collected Amount: \$0.00
Referral Written Off Amount: \$0.00
Total Bill Amount: \$0.00
Outstanding Amount: \$0.00
Total Debt Amount: \$2,500.00
Total Outstanding Debt Amount: \$2,500.00

Billing Referral Information

Treasury Cross Servicing
Treasury Servicing Referral Status: Authorized
Treasury Servicing Status Date: 06/24/2015
Treasury Servicing Eligible Date: 06/24/2015
Treasury Servicing Referred Date: 06/24/2015
Treasury Servicing Destination: FEDDEBT
Treasury Servicing Referred Amount: \$2,500.00

- Click **Submit.**
- The Referral Status is updated to **'Processed.'**

Referral Information

Treasury Cross Servicing
Treasury Servicing Referral Status: Processed
Treasury Servicing Status Date: 07/29/2015
Treasury Servicing Eligible Date: 07/29/2015
Treasury Servicing Referred Date: 07/29/2015
Treasury Servicing Destination: FEDDEBT
Treasury Servicing Referred Amount: \$15,000.00

- Navigate to **Queries > Accounts Receivable > Debt Account > Debt Account.**
- Enter the **Debt Account Number.**
- Click **Search.**
- Select the record from the item collection and click **Details.**

Debt Account

Search Criteria
Debt Account Number: D7M201507290003
Debt Account Group:
Insurance Claim Number:
Bank ABA/BIC:
Debt Account Type:
Status:
Vendor:
Address Code:
Payee Vendor:
Address Code:
Amount:
Search Clear

Title/ACT Number:
Receivable Type:
Claim Type/System ID:
Document Type:
Region:
Building Number:
Lease Number:
Vehicle Claim Debtor Name:

Header Field - User Defined Fields
Accounting Line - User Defined Fields

Details Sgtr... View as CSV View as Excel

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
D7M2015	R7CLAIM	Region 7 Claims	20045735 00001					Primary	\$15,000.00	Active

Page: 1 of 1 Show: 10 rows per page Rows 1 - 1 of 1

- Navigate to the Accounting Lines tab.
- Scroll down to the **Referral** section and click the **Referral** button.

Referral
Rgreferral

- A new screen opens with the Referral information.
- The Referral Status is **'Processed.'**

Referral

Coll Agency	Dept Of Justice	Treasury Servicing	Other	External Offset
Destination	07/29/2015	07/29/2015	07/29/2015	
Eligible For Referral	07/29/2015	07/29/2015	07/29/2015	
Referred Amount	\$0.00	\$0.00	\$15,000.00	\$0.00
Status	eligible	eligible	processed	eligible
Status Date	07/29/2015	07/29/2015	07/29/2015	
Collection Type Collected	\$0.00			
External Offset	\$0.00			
Referral Last Payment Date				
External Offset Last Payment Date				

- Pegasys Web Site <http://pegasys.gsa.gov>
 - Pegasys User Guide
 - BAAR User Guide
 - BAAR Management Course Training Materials
- Federal Financial Service Desk
 - 1-866-450-6588
 - ocfoservicedesk@gsa.gov



**General
Services
Administration**

The Integrated Financial Management System



BAAR:
Manually Enter and
Authorize a Referral
Entry Record – Debt
Accounts