

Introduction

- The Pegasys TROR Query allows users to
 - View the results of the TROR Extract (ERTOR) process
 - Drill-down to a document to view the detailed transactions information
 - Perform adjustments to the TROR and add footnotes
- The Pegasys TROR Query displays one header record for each
 - Reporting Period (Fiscal Month/Fiscal Year or Fiscal Quarter/Fiscal Year)
 - Agency/Bureau
 - TROR Classification
 - Version Number
- The Pegasys offers three levels of views
 - First Level – Treasury Symbol information
 - Second Level – Fund information
 - Third Level – Transaction information
- This QRC will cover how to access the TROR Query, drill-down to view supporting documents, and make adjustments.

View the TROR Results on the TROR Query

1. Log into **Pegasys**.
2. Navigate to **Queries > External Reports > Treasury Report on Receivables**.

Search - Treasury Report on Receivables

Search Criteria

Reporting Month:		Submitted To Treasury:	<input type="button" value="v"/>
Reporting Quarter:	<input type="button" value="v"/>	Version:	
Reporting Year:		Agency:	<input type="button" value="v"/>
TROR Classification:	<input type="button" value="v"/>	Bureau:	<input type="button" value="v"/>

3. In the Search Criteria section, populate the pertinent fields to retrieve the TROR Entity (created by the TROR Extract process) to review.

4. Select **Search**
5. Select the TROR from the Item Collection and select **Open**.
6. The Treasury Report on Receivables tab is displayed.
7. To preview the TROR, either scroll through the report or maximize the selection by selecting the Maximize icon.

Treasury Report on Receivables

Print

Expand All | Collapse All

Report Preview

Part I - Status of Receivables

Section A Receivables and Collections

(1) Beginning FY Balance

(2) New Receivables (+)

(3) Accruals (+)

(4) Collections on Receivables (-)

(A) At Agency (-)

(B) At Third Party (-)

(C) Asset Sales (-)

(D) Collections by Treasury through Offset and Cross-Servicing (-)

(E) Collections by Sale After Foreclosure (-)

(F) Collections by Department of Justice (-)

(G) Other - must footnote (-)

Drill-down to Detail Information

1. Select the **Cells** tab.
2. Select the Column Number, Section Number and Line Number from the Item Collection to review.
3. Select the **Treasury Symbol Details** button.

Treasury Symbol Details

Print

View as CSV | View as Excel

Summary

Column Number	Section Number	Line Number	Calculation	Amount	Revised
Part I - Status of Receivables	Section A Receivables and Collections	1 - Beginning FY Balance	10	10	\$2,481.00
Part I - Status of Receivables	Section A Receivables and Collections	2 - New Receivables (+)	2	2	\$655.00
Part I - Status of Receivables	Section A Receivables and Collections	3 - Accruals (+)			
Part I - Status of Receivables	Section A Receivables and Collections	4 - Collections on Receivables (-)			(\$720.00)
Part I - Status of Receivables	Section A Receivables and Collections	4A - (A) At Agency (-)			(\$720.00)
Part I - Status of Receivables	Section A Receivables and Collections	4B - (B) At Third Party (-)			\$0.00
Part I - Status of Receivables	Section A Receivables and Collections	4C - (C) Asset Sales (-)			\$0.00
Part I - Status of Receivables	Section A Receivables and Collections	4D - (D) Collections by Treasury through Offset and Cross-Servicing (-)			\$0.00
Part I - Status of Receivables	Section A Receivables and Collections	4E - (E) Collections by Sale After Foreclosure (-)			\$0.00
Part I - Status of Receivables	Section A Receivables and Collections	4F - (F) Collections by Department of Justice (-)			\$0.00

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4. The Treasury Symbol Search page is opened, displaying the Treasury Symbol components for the selected TROR item is displayed.

Search - Treasury Symbol

Search Criteria

Treasury Symbol:

Short Key:

ATA: AID: BPOA: EPOA: A: MAIN: SUB:

Partitions:

Summary

ATA	AID	BPOA	EPOA	A	MAIN
881					8888

5. Select the Treasury Symbol component from the Item Collection.
6. Select the **Fund Details** button.
7. The Fund Details page is opened, displaying the Treasury Symbol/Fund components for the selected TROR item.

Search - Fund

Search Criteria

Treasury Symbol:

Short Key:

ATA: AID: BPOA: EPOA: A: MAIN: SUB:

Partitions:

BBFY: BBFY: Fund: Cohort Year:

Program Reporting Category:

Summary

Partitions	ATA	AID	BPOA	EPOA	A	MAIN
WLO		881				8888

8. Select the Treasury Symbol/Fund component from Item Collection.
9. Select the **Transaction Details** button.
10. The Transaction Details Search page is opened, displaying detailed transaction information for the selected TROR item.

Search - Transaction Details

Search Criteria

Fiscal Month: Fiscal Year: Fiscal Quarter: [v]

Document Type: [v] Doc Num: [v] Accts Line #: [v]
 Accts Subline #: [v] Amend/Mod #: [v] Item Line #: [v]
 Action: [v] Batch #: [v] Item Sub-Line #: [v]

Accts Event: [v] Div Cat: [v] Acctg Doc Cat: [v]
 Trans Type: [v] Process Activity: [v] Acctg Doc Type: [v]
 Sub-Level Profile: [v] Treasury Symbol: [v] Record Type: [v]
 Accts Trans Type: [v] Short Key: [v] Line Type: [v]
 ATA: AID: BPOA: EPOA: A: MAIN: SUB:

Vendor: [v] Vendor Type: [v] Name: [v] TIN (SEN/EIN): [v] Security Org: [v]
 DUNS: [v] DUNS-4: [v]

Transaction Number: [v] Document Number: [v] Item Line Number: [v] Accounting Line Number: [v]

Document Reference

Reference: [v] Type: [v] Number: [v] Item: [v] SubItem: [v] Accounting: [v]

Bank Account

Bank Account: [v] Bank Reference Number: [v]
 Agency Bank: [v]
 Bank Account: [v]

Search Clear

Additional Criteria

Accounting Dimensions

Open Doc Sgtr... View as CSV View as Excel

Summary

Doc Cat	Doc Type	Doc Num	Acctg Line #	Acctg Subline #	Item Line #	Sub Line #	Action	Trans Type	System Date	Transaction Amount
BD - Billing Document	BD	WLO-BD-1	1				Original	01	11/14/2013 11:19:24	\$100.99

- To add the footnote, select the Treasury Report on Receivables Footnotes hyperlink located below the Cells tab.

Treasury Report on Receivables Footnotes

Open Print

Section A: Delinquencies 1-180 Days at Last

Section	Section Number	Section Name	Section Description	Section Date	Section Amount	Section Balance	Section Status
(A) In Receivables	1	Delinquencies 1-180 Days at Last					
(B) In Receivables at In Formal Appeals Process	2	Delinquencies 1-180 Days at Last					
(C) In Receivables	3	Delinquencies 1-180 Days at Last					
(D) In Receivables at In Formal Appeals Process	4	Delinquencies 1-180 Days at Last					
(E) In Receivables	5	Delinquencies 1-180 Days at Last					
(F) In Receivables at In Formal Appeals Process	6	Delinquencies 1-180 Days at Last					
(G) In Receivables	7	Delinquencies 1-180 Days at Last					
(H) In Receivables at In Formal Appeals Process	8	Delinquencies 1-180 Days at Last					
(I) In Receivables	9	Delinquencies 1-180 Days at Last					
(J) In Receivables at In Formal Appeals Process	10	Delinquencies 1-180 Days at Last					
(K) In Receivables	11	Delinquencies 1-180 Days at Last					
(L) In Receivables at In Formal Appeals Process	12	Delinquencies 1-180 Days at Last					
(M) In Receivables	13	Delinquencies 1-180 Days at Last					
(N) In Receivables at In Formal Appeals Process	14	Delinquencies 1-180 Days at Last					
(O) In Receivables	15	Delinquencies 1-180 Days at Last					
(P) In Receivables at In Formal Appeals Process	16	Delinquencies 1-180 Days at Last					
(Q) In Receivables	17	Delinquencies 1-180 Days at Last					
(R) In Receivables at In Formal Appeals Process	18	Delinquencies 1-180 Days at Last					
(S) In Receivables	19	Delinquencies 1-180 Days at Last					
(T) In Receivables at In Formal Appeals Process	20	Delinquencies 1-180 Days at Last					
(U) In Receivables	21	Delinquencies 1-180 Days at Last					
(V) In Receivables at In Formal Appeals Process	22	Delinquencies 1-180 Days at Last					
(W) In Receivables	23	Delinquencies 1-180 Days at Last					
(X) In Receivables at In Formal Appeals Process	24	Delinquencies 1-180 Days at Last					
(Y) In Receivables	25	Delinquencies 1-180 Days at Last					
(Z) In Receivables at In Formal Appeals Process	26	Delinquencies 1-180 Days at Last					

- Select Add to add a new footnote.

- Enter the Number and Text of the footnote.

Treasury Report on Receivables Footnotes

Add Copy Remove Sgtr... View as CSV View as Excel

Summary

Number	Text
1	

Number: [v]
 Text: [v]

- Select the Transaction Detail from the Item Collection.
- Select the **Open Doc** button to review the supporting Document.

Make Adjustments and Add Footnotes

- Select the Cells tab.
- Select the Column Number, Section Number and Line Number from the Item Collection requiring an adjustment.
- Click in the **Adjustment Number** field and enter the Adjustment Number.
- Click in the **Adjustment Amount** field and enter the Adjustment Amount.
- Select the **Footnote Flag** to set to True

Treasury Report on Receivables Footnotes

Open Print

Section A: Delinquencies 1-180 Days at Last

Section	Section Number	Section Name	Section Description	Section Date	Section Amount	Section Balance	Section Status
(A) In Receivables	1	Delinquencies 1-180 Days at Last					
(B) In Receivables at In Formal Appeals Process	2	Delinquencies 1-180 Days at Last					
(C) In Receivables	3	Delinquencies 1-180 Days at Last					
(D) In Receivables at In Formal Appeals Process	4	Delinquencies 1-180 Days at Last					
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Pegasys Resources

- 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



General
Services
Administration

The Integrated Financial Management System



BAAR: Treasury Report on Receivables (TROR) Query and Adjustments