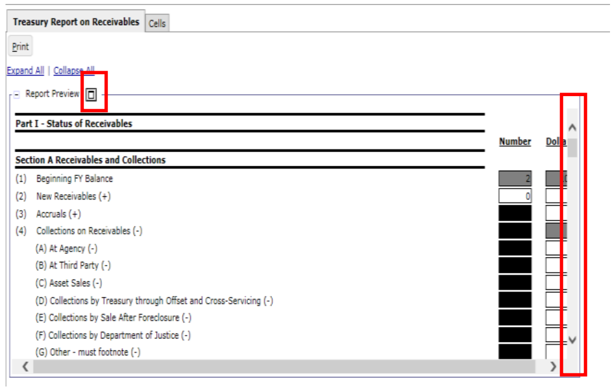
Introduction

- The Pegasys TROR Query allows users to
  - View the results of the TROR Extract (ERTROR) 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

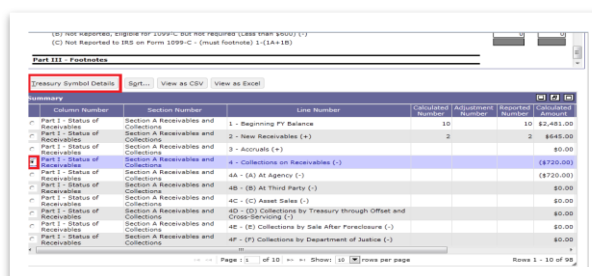
1. Log into **Pegasys.**
2. Navigate to **Queries > External Reports > Treasury Report on Receivables.**

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.

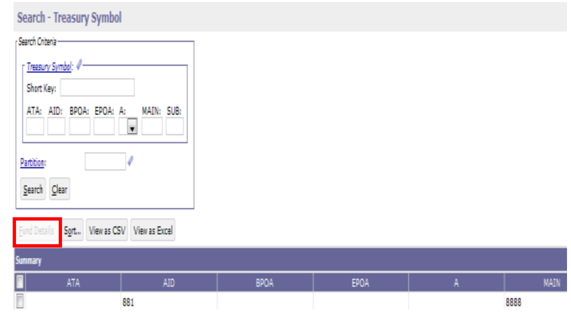


Drill-down to Detail Information

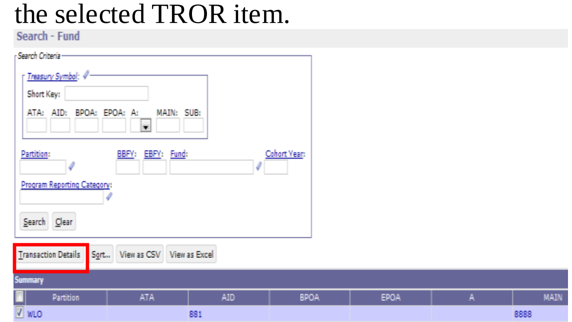
1. Select the **Cells** tab.
2. Select the Column Number, Section Number and Line Number from the Item Collection to review.
3. Select the **Treasury Symbol Details** button.



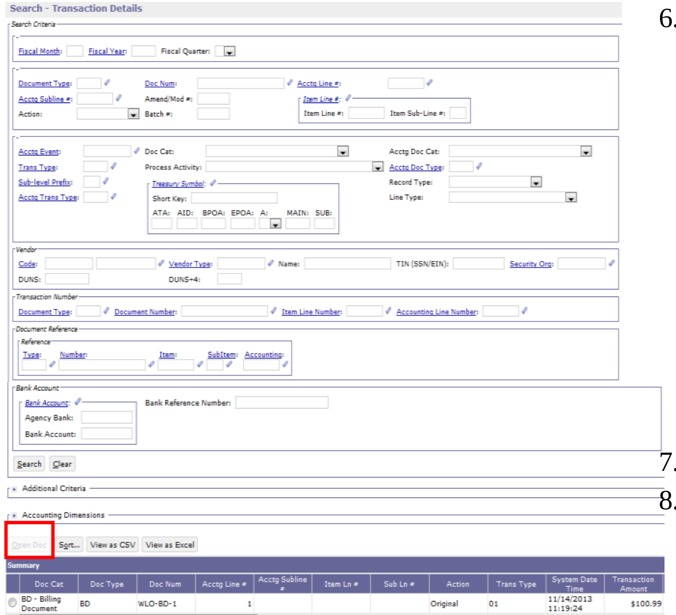
4. The Treasury Symbol Search page is opened, displaying the Treasury Symbol components for the selected TROR item is displayed.



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.



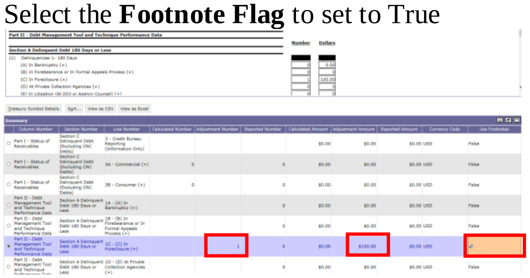
8. Select the Treasury Symbol/Fund component from Item Collection.
9. Select the **Transaction Details** button.
10. The Transaction Details Search page is opened, displaying detailed transaction information for the selected TROR item.



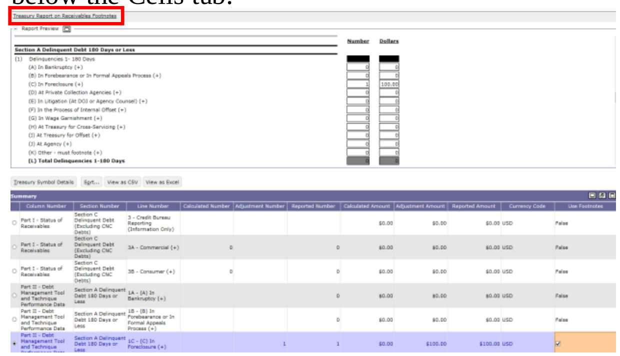
11. Select the Transaction Detail from the Item Collection.
12. Select the **Open Doc** button to review the supporting Document.

Make Adjustments and Add Footnotes

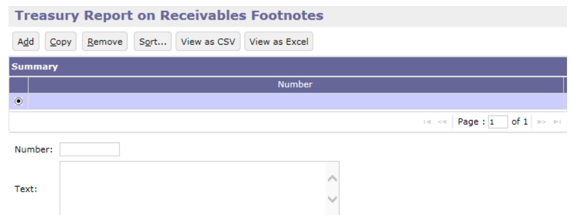
1. Select the **Cells** tab.
2. Select the Column Number, Section Number and Line Number from the Item Collection requiring an adjustment.
3. Click in the **Adjustment Number** field and enter the Adjustment Number.
4. Click in the **Adjustment Amount** field and enter the Adjustment Amount.
5. Select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



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



7. Select **Add** to add a new footnote.
8. Enter the **Number** and **Text** of the footnote.



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