

## Introduction

- GSA will use two methods to select Billing Documents 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 **Billing Document**.
- 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:
  - Referral Minimum Amount of \$25
  - Referral Lag Days of 90 days
  - Referral Minimum Dunning Count
  - Referral Dunning Lag Days of 0
- 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

1. Log into **Pegasys**.
2. Navigate to **Queries > Accounts Receivable > Referral Entry**.
3. Click **New**.

**Referral Entry**

Search Criteria

Document Search:  Document Type:  Document Number:

Line Number:  Accounting Line Number:

Security Org:

Collection Status:  DOJ Status:  Treasury Status:  Other Status:  Offset Status:

Debt Account

Debt Account Number:  Debt Account Line Number:

Vendor

Address Code:  Name:

Search Clear

New Details Delete Sprt... View as CSV View as Excel

4. Enter the Billing Document **Type** and **Document Number**.
5. Select **Billing Document** from the Referral Type dropdown.
6. Click **Continue**.

**Referral Entry**

Expand All | Collapse All

Document to be Referred

Reference

Document Search:  MDN MDNMN000185-001

Referral Type:  Billing Document

Debt Account Number:

Continue

7. Enter Billing Document Line Number = **'1.'**
8. Set the Treasury Servicing Referral Status to **'Eligible.'**
9. Set the **Eligible for Collection** flag = True
10. Click Save.

**Referral Entry Detail**

Expand All | Collapse All

Document To Be Referred

Reference

Document Search: MDN MDNMN000185-001

Document Status:  Security Org: GSA

Line Number:  1

Debt Account

Debt Account Number:  Debt Account Line Number:

Billing Referral Information

Treasury Cross Servicing

Treasury Servicing Referral Status:  Eligible

Treasury Servicing Status Date: 07/15/2015

Treasury Servicing Eligible Date: 07/15/2015

Treasury Servicing Referred Date:

Treasury Servicing Destination: FEDDEBT

Treasury Servicing Referred Amount: \$0.00

## Authorization of Referral Entry Record

- Note the following should be verified prior to authorizing the referral entry record on the query:  
**On the Vendor Maintenance Table:**
  - TIN Type populated with EIN, SSN, ITIN:
    - Commercial debt: SSN, EIN, or ITIN
    - Consumer debt: SSN or ITIN
    - Consumer debt should not be EIN.
  - TIN is populated.
- If these fields are not populated and the vendor is not a miscellaneous vendor, update the vendor record accordingly.
- On the Billing Document:**
  - Doc Date is at least 90 Days old.
  - DMS Debt Information box:
    - **TROR Category** – 'Commercial' can be used for TIN Type of EIN, SSN, or ITIN. 'Consumer' can be used for SSN or ITIN. Should match value in Consumer/Commercial Debt field. Drives 2A vs. 2B record being produced in the file.
    - **DMS Debt Classification** – Standard value is MD- Miscellaneous Debt; Do not use 'None'.
    - **DMS Debt Type** – Administrative
    - **Consumer/Commercial Debt** – Drives value in the referral file of Commercial

or Consumer. Should match value in TROR Category field.

- Interest and Penalty Apply dates should be populated and Interest and Penalty should be present on the transaction.

If these fields are not populated per the instruction above, Amend the Billing Document and populate accordingly.

- Navigate to **Queries > Accounts Receivable > Referral Entry**.
- Enter the **Document Type** and **Document Number** of the Billing Document
- Click **Search**.
- Select the record from the item collection and click **Details**.

**Referral Entry**

Search Criteria

Document Search: ☐ Document Type: MDN Document Number: MDNMN000188-001

Line Number:  Accounting Line Number:

Security Org:

Collection Status: ☐ DOJ Status: ☐ Treasury Status: ☐ Other Status: ☐ Offset Status: ☐

Debt Account

Debt Account Number:  Debt Account Line Number:

Vendor

Address Code:  Name:

Search Clear

New Details Delete Sgtr... View as CSV View as Excel

Doc Typ	Doc Num	Actg Ln #	Statement Number	Debt Account Number	Debt Account Line Number
MDN	MDNMN000188-001	1	MN000188		

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

Save

**Referral Entry Detail**

Expand All Collapse All

Document To Be Referred

Reference

Document Search: MDN MDNMN000188-001

Document Status:

Line Number: 1

Security Org: GSA

Last Collection Date:

Vendor Type: F

Receivable Type: MNLNI

Statement Number: MN000188

Days Overdue: 0

Eligible for Collection: ☒

Eligible for External Offset: ☐

View Document

Submit

Payer

Vendor: 48399M

Addr: 48399M

Name: US INTERAGENCY COU

Referral Collected Amount: \$0.00

Referral Written Off Amount: \$0.00

Total Bill Amount: \$2,000.00

Outstanding Amount: \$2,000.00

Total Debt Amount: \$0.00

Total Outstanding Debt Amount: \$0.00

Billing Referral Information

Treasury Cross Servicing

Treasury Servicing Referral Status: Authorized

Treasury Servicing Status Date: 07/15/2015

Treasury Servicing Eligible Date: 07/15/2015

Treasury Servicing Referred Date: 07/15/2015

Treasury Servicing Destination: FEDDEBT

Treasury Servicing Referred Amount: \$2,000.00

- 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:**  
**Manually Enter and**  
**Authorize a Referral**  
**Entry Record for**  
**Billing Document**