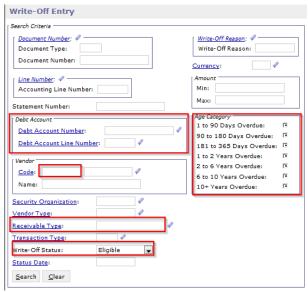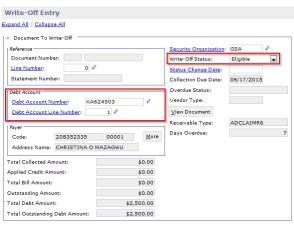# Introduction

- GSA will use the **Write-Off Selection** and **Write-Off Generation** batch jobs and Write-Off Entry Query to select, authorize, and create Write-Off transactions for Debt Accounts.
- The Write-Off Selection batch job selects Debt Accounts that meet the eligibility criteria.
  - Debt Accounts become eligible for Write-Off selection 30 days after the First Demand Letter Generation date.
- When an eligible Debt Account is located, the batch job will:
  - Create a new record on the Write-Off Entry Query.
  - Set the Write-Off Status to 'Eligible.'
- GSA Finance MUST review Debt Account Write-Off Entry records by navigating to the Write-Off Entry query.
- If Finance deems the Write-Off acceptable the following actions are performed:
  - The Write-Off status is updated to 'Authorized.'
  - The Write-Off Reason is populated/updated, i.e. NONCOLLECT or BANKRUPTCY.
- If Finance does not accept the Write-Off Entry record, then the entry is deleted from the query.
- The Write-Off Generation batch job will search for records on the Write-Off Entry query where the Write-Off status has been updated to 'Authorized.'
- When an Authorized record is located, the Write-Off Generation batch job will:
  - Generate a new Write-Off Cash Receipt (Document Type = NW6/NW7).
  - Copy forward all relevant information from the Debt Account to the Cash Receipt.
  - Submit the document to Workflow for Approval if the CR dollar amount is within the range specified on the Document Type Approval Template.
  - Update the Debt Account Entity to record the Write-Off transaction.
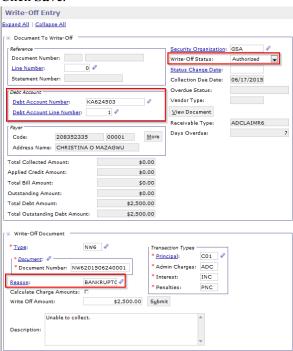
Authorize a Write-Off Entry

1. Log into **Pegasys.**
2. Navigate to **Queries > Accounts Receivable > Write-Off Entry.**
3. Set the **Write-Off Status** dropdown = '**Eligible**.'
4. Enter any additional search criteria to limit the selection, e.g.:
   - *Receivable Type*
   - *Age Category*
   - *Vendor*
   - *Debt Account Number*
5. Click **Search**.

6. Select the record from the item collection and click **Details**.
7. Review the Write-Off Entry record.

8. Update the Write-Off Status from 'Eligible' to '**Authorized**.'
9. Populate the Write-Off **Reason**.
10. Click **Save**.

11. The authorized Write-Off Entry is eligible for selection during the next execution of the Write-Off Generation batch job.

GSA

General Services Administration

The Integrated Financial Management System

BAAR:
Authorize a Write-Off
for a Debt Account

August 2015
Final