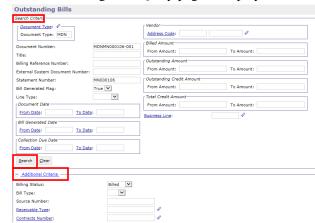
## Introduction

- A receivable's outstanding amount may need to be written-off because GSA is unable to collect on the bill; for these cases, Write-Offs need to be created.
- Statement amounts to be written-off can be identified via the Aged Receivables report.
   Note: Information displayed on the report is current through the previous day from which the report was run (may not show collections received against statements after generation)
- Statement amounts identified for Write-Off via the Aged Receivables report need to be verified. The Outstanding Bills Query assists GSA in verifying the Statement, Billing Document (BD), and Accounting Line amounts to be written-off.
- In Pegasys, GSA creates Non-IPAC Write-Offs by manually generating Cash Receipt (CR) documents with a Line Type of Write-Off.
- Fields with red asterisks (\*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- Non-IPAC Write-Offs require Workflow approvals prior to processing. Approval routing of Write-Off documents is based on the Write-Off amount and GSA Policy Write-Off thresholds for Federal and Non-Federal receivables.
- For detailed information, please refer to the Write-Off chapter of the BAAR User Guide.

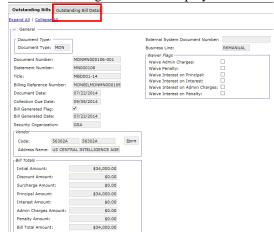
## Step 1: Verify Amounts for Write-Off

- 1. Log into Pegasys.
- 2. Select Utilities → Reports → View Reports from the menu bar.
- 3. From the View Reports page, select **Accounts Receivable** → **BAAR** from the reports menu.
- **4.** Select and run the appropriate Aged Receivables reports to identify statement amounts to be written-off.

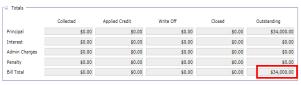
- Select Queries → Accounts Receivable →
   Outstanding Bills Query from the menu bar.
- **6.** The Outstanding Bills Query page is displayed.



- 7. In the Search Criteria section, populate the pertinent fields to retrieve BDs related to Statement amounts that need to be verified for Write-Off (Document Type, Document Number, Statement Number, Bill Generated Flag, etc.).
- 8. In the Additional Criteria section, populate the pertinent fields to retrieve BDs related to Statement amounts that need to be verified for Write-Off (Billing Status, Receivable Type, etc.).
- 9. Select Search.
- **10.** Select the BD from the Item Collection and select **Details**.
- 11. The Outstanding Bills tab is displayed.



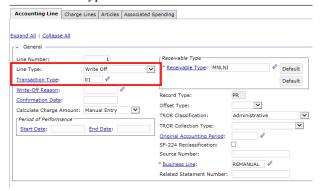
- **12.** In the Totals section, verify the total outstanding amount to be written-off for the BD.
- 13. Select the Outstanding Bill Detail tab.
- **14.** Select the Accounting Line record(s) from the Item Collection.
- **15.** Select the **Outstanding Billing Document Line** hyperlink located beneath the Outstanding Bill Detail tab.
- **16.** From the Outstanding Billing Document Line page, in the Totals section, verify the total outstanding amount to be written-off at the Accounting Line-level.



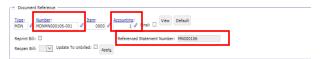
## Step 2: Manually Generate Non-IPAC Write-Off CR

- 1. Select Transactions→Accounts Receivable→ New→New Cash Receipt from the menu bar.
- **2.** From the New Cash Receipt page, enter the Document Type to generate a Federal or Non-Federal Write-Off CR.
  - WO6 or WO7 for Federal Write-Offs.
  - NW6 or NW7 for Non-Federal Write-Offs.
- 3. Select the **Generate** button to auto-generate a Document Number. A unique Document Number will be generated in the Document Number field.
- **4.** Select **Copy Forward** and select **Next** (the Finish button converts into the Next button once Copy Forward is selected).
- **5.** From the Copy Forward page, in the Search Criteria section, enter the Document Number of the outstanding BD (with amounts verified for Write-Off) to Copy Forward.
  - **5a.** Select the **Copy all lines** radio button to Copy Forward all the Accounting Lines from the outstanding BD.

- **5b.** Select **Choose which lines to copy** radio button to Copy Forward specific Accounting Lines.
- 6. Select Search.
  - **6a.** If **Copy all lines** was selected in step 5, select the BD from the Item Collection and select **Finish** and see step 10.
- 7. **6b.** If **Choose which lines to copy** was selected in step 5, select the BD from the Item Collection and select **Next** and see step 8.
- **8.** From the **Choose Accounting Lines** page, select the desired Accounting Lines to Copy Forward for Write-Off and select **Next**.
- From the Choose Itemized Lines page, select Finish.
- 10. The CR Header page is displayed.
- **11.** In the Amounts section, verify the referenced BD's total outstanding amount to be written-off.
- **12.** Select the **Accounting Lines** tab.
- **13.** From the Accounting Lines tab, select the Accounting Line(s) and select the **Accounting Line** hyperlink located beneath the Accounting Line tab.
- **14.** From the Accounting Line tab, in the General section, select Line Type as **Write Off** and enter Transaction Type as '**01**'.



- **15.** In the Line Amounts section, verify the referenced BD's Accounting Line amounts to be written-off.
- **16.** In the Document Reference section, verify the referenced BD's Document Number, Accounting Line Number, and Statement Number.



- **17.** In the Accounting Dimensions section, verify the referenced BD's Accounting Dimensions.
- **18.** In the Description section, enter a description or reason for Write-Off (required at the Accounting Line-level).
- 19. Select **Verify** to check for errors in the form.
- 20. Select Save.
- **21.** Select **Submit** to submit the form for processing.

## **View Write-Off Document**

- 1. Go to Transactions→Form/Document Selection from the menu bar.
- 2. Enter Document Number of written-off entry.
- 3. Select the Write-Off CR document from the Item Collection and click **View**.
- **4.** View the Write-Off CR document generated.
  - Functional Coordinator
  - Service Representative
  - Pegasys Web Site http://pegasys.gsa.gov
  - Pegasys User Guides
  - BAAR User Guides
  - Ouick Reference Cards
  - Federal Financial Service Desk OCFOServiceDesk@gsa.gov

1-866-450-6588

BAAR:
Creating Non-IPAC
Write-Offs
Quick Reference
Card



The Integrated Financial Management System

