

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**.

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

Referral Entry

[Expand All](#) | [Collapse All](#)

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.

Authorization of Referral Entry Record

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

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



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		

5. Update the Treasury Servicing Referral Status to 'Authorized.'
6. Enter the Treasury Servicing Referral Amount.
7. Click Save.
8. 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

Debt Account
 Debt Account Number:
 Debt Account Line Number:

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

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

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

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