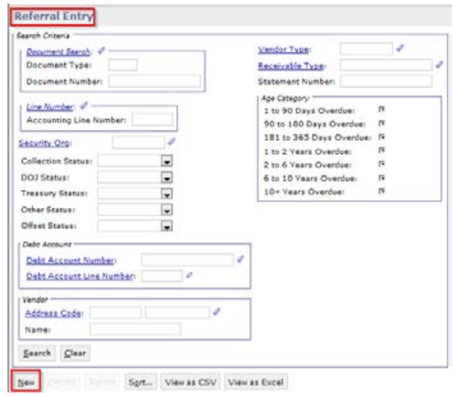
Introduction

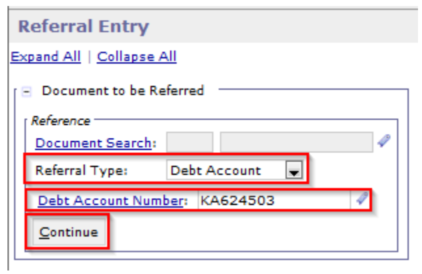
- GSA will use two methods to select Debt Accounts for referral to Treasury:
    - Automated Referral Selection batch process
    - Manual Referral Entry via the Referral Entry Query
- This QRC will cover the **Manual Referral Entry** method and subsequent approval.
- GSA Finance may manually enter new Referral entries referencing the **Debt Account Number** and **Debt Account Line Number**.
- 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:
    - Debt Appeal and litigation flags are false
    - Not associated to a Federal or Foreign Government vendor/debtor
    - Not in bankruptcy, foreclosure, or deceased
    - No Promissory Note exists
- 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

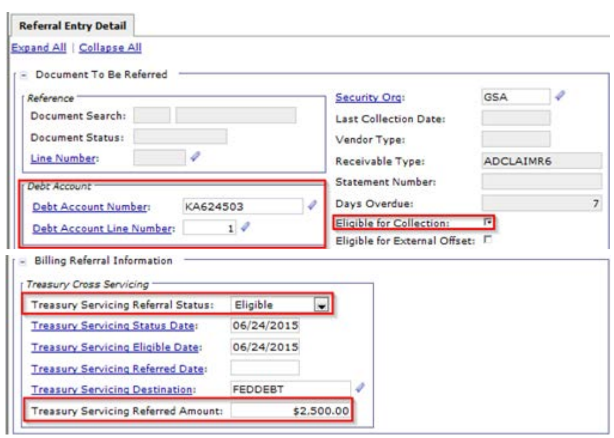
1. Log into **Pegasys.**
2. Navigate to **Queries** > **Accounts Receivable** > **Referral Entry.**
3. Click **New.**



4. Select **Debt Account** from the Referral Type dropdown.
5. Enter the **Debt Account Number**.
6. Click **Continue**.



7. Enter Debt Account Line Number = **'1.'**
8. Set the Treasury Servicing Referral Status to '**Eligible**.'
9. Enter the **Treasury Servicing Referred Amount**.
10. Set the **Eligible for Collection** flag = True
11. Click Save.



Authorization of Referral Entry Record

- Note the following should be verified <u>prior to authorizing the referral entry record on the query</u>:

On the Vendor Maintenance Table, if the vendor recorded on the DA is **<u>not</u>** <u>a miscellaneous vendor</u>**:**

- 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, update the vendor record accordingly.

On the Debt Account Document:

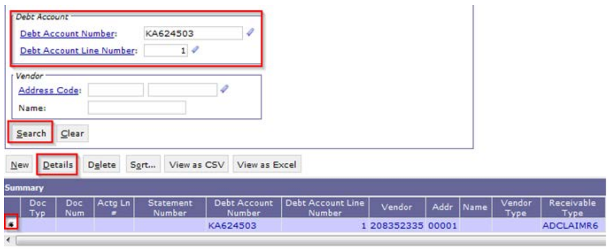
- Doc Date is at least 90 Days old.
- DMS Debt Information box:
    - **TROR Category** – 'Commercial' can be used for TIN Type of EIN, SSN, or ITIN. 'Consumer' can be used for SSN or ITIN. Should match value in Consumer/Commercial Debt field. Drives 2A vs. 2B record being produced in the file.
    - **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.
- Debtor tab 'More' page, if the vendor recorded on the DA is <u>a miscellaneous vendor</u>:
    - TIN Type populated with EIN, SSN, ITIN:
        - Commercial debt: SSN, EIN, or ITIN
        - Consumer debt: SSN or ITIN

Consumer debt should not be EIN.

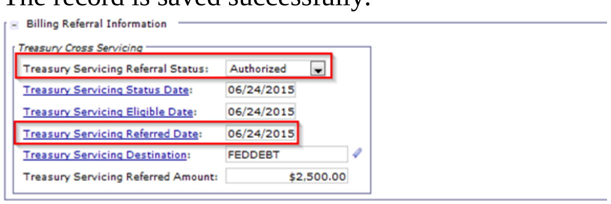
- TIN is populated.

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

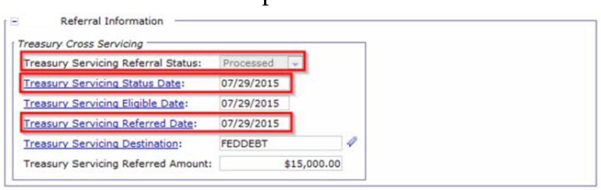
1. Navigate to **Queries > Accounts Receivable > Referral Entry.**
2. Enter the **Debt Account Number** and **Debt Account Line Number**.
3. Click **Search**.
4. Select the record from the item collection and click **Details**.



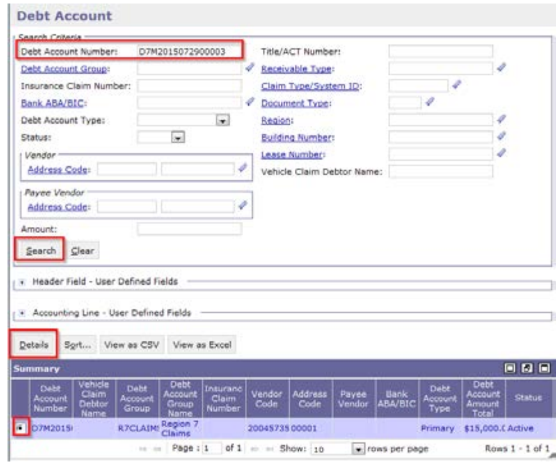
5. Update the Treasury Servicing Referral Status to '**Authorized**.'
6. Click **Save**.
7. The record is saved successfully.



8. Click **Submit**.
9. The Referral Status is updated to '**Processed**'.



10. Navigate to **Queries > Accounts Receivable > Debt Account > Debt Account.**
11. Enter the **Debt Account Number**.
12. Click **Search**.
13. Select the record from the item collection and click **Details**.



14. Navigate to the Accounting Lines tab.
15. Scroll down to the **Referral** section and click the **Referral** button.

16. A new screen opens with the Referral information.
17. The Referral Status is '**Processed**.'

- **Pegasys Web Site http://pegasys.gsa.gov**
  - **Pegasys User Guide**
  - **BAAR User Guide**
  - **BAAR Management Course Training Materials**
- **Federal Financial 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 – Debt Accounts

January 2016
Final