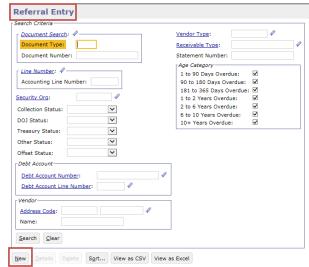## Introduction

- 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.**
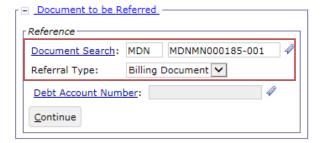3. Click **New.**



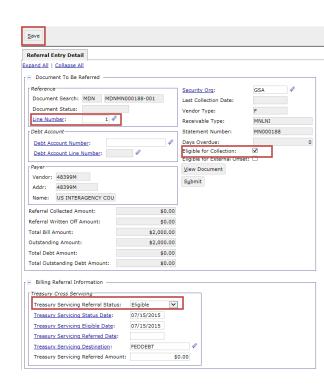4. Enter the Billing Document **Document Type and Document Number.**
5. Select **Billing Document** from the Referral Type dropdown.
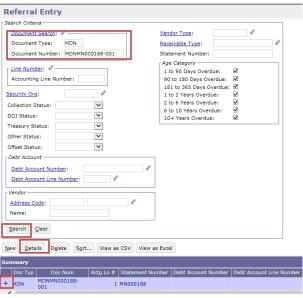6. Click **Continue**.



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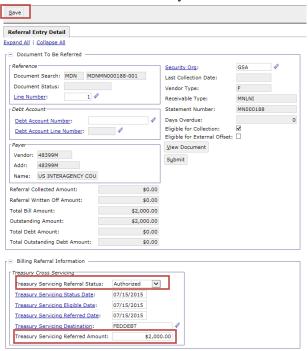9. Set the **Eligible for Collection** flag = True
10. Click Save.



## 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**

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.



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

Final – August 2015