Introduction

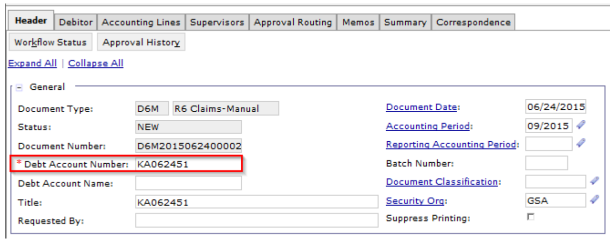
- A claim is recorded in Pegasys with Debt Account (DA) documents.
- Debt Accounts are established for non-Federal debtors for the amount of money owed to GSA.
- When a Debt Account document is initially processed a new Debt Account Entity is created for the unique Debt Account Number recorded on the document.
  - Note: For Region 7, this will equal the Debt Account Document Number
- All subsequent amendments, updates, and downstream transactions associated to the Debt Account Entity can be tracked via the Debt Account Query.
- GSA's Debt Account documents will reference a single Debtor. The Debtor information is stored on the Debtor tab.
- For further information, refer to BAAR User Guide
- Debt Account Document Types:

  (*Note: Users should not create DAs using Doc Types that are created by Interface processes.)*

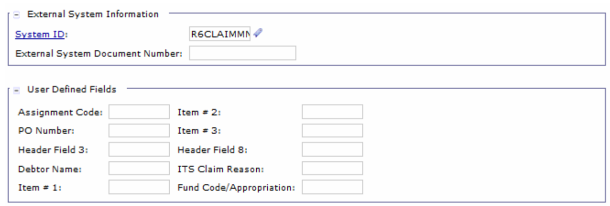
Document Type	Uses
DAV	Region 6 Claims – Vehicle (Automated)
D6M	Region 6 Claims – Manual
D7M	Region 7 Claims – Manual
DES	External Services Claims - Manual

Creating a Debt Account

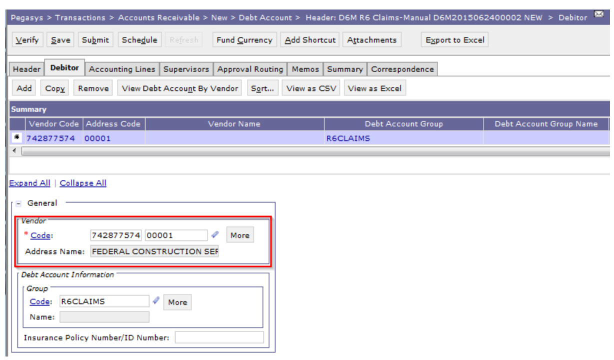
1. Log into **Pegasys**
2. Navigate to **Transactions > Accounts Receivable > New > Debt Account.**
3. Enter the Document Type.
4. Click the **Generate** button to generate a **Document Number.**
   - A unique document number will be generated in the **Document Number** field.
5. Select the **Finish** button.
   - The new Debt Account form creation screen is displayed.
6. Enter a unique **Debt Account Number**.
   - *Note: Region 7 populates this field with the Document Number.*



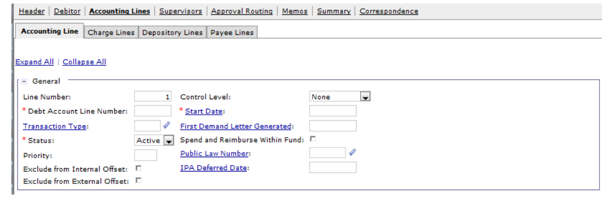
7. Enter the appropriate **External System ID/Claim Type.**
8. Optionally enter applicable values in the **Header User Defined Fields**.



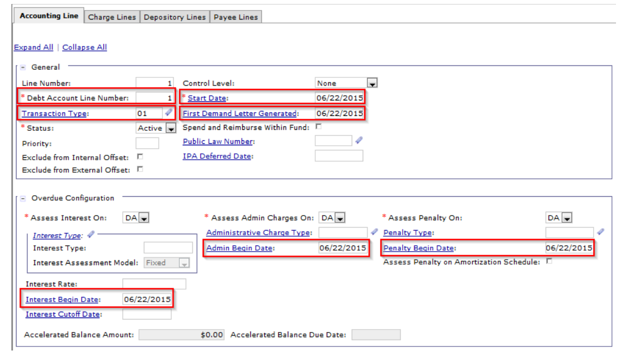
9. Select the **Debtor** tab.
10. Enter the Non-Federal **Vendor Code** and **Vendor Address Code** of the applicable Debtor.



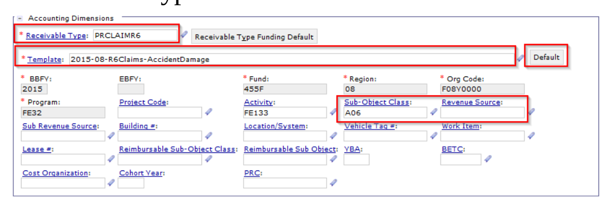
11. Select the **Accounting Lines** tab.
12. Click **Add**.
    - The accounting line page is displayed



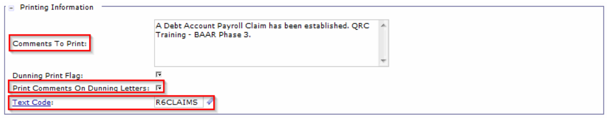
13. Enter **'1'** in the Debt Account Line Number field.
14. Enter Transaction Type = **01**.
15. Enter the date the First Demand Letter was sent to the Debtor in the following fields:
    - *Start Date*
    - *First Demand Letter Generated Date*
    - *Interest/Penalty/Admin Charge Begin Date*



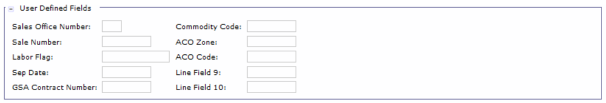
16. Enter a **Principal Line Amount**.
17. Enter the Claim **Receivable Type**.
18. Enter a valid **Accounting Template** and click **Default**.
19. Enter a valid Sub-Object Class or Revenue Source Code, as is determined by the Receivable Type.



20. Enter text to appear on the Demand Letter/Dunning Notice in the **Comments to Print** box.
21. Set **Print Comments on Dunning Letter** equal to True.
22. Enter a valid claims Text Code.



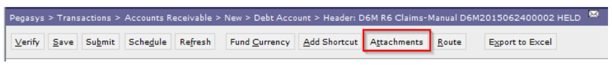
23. Optionally enter valid values in the **Accounting Line User Defined Fields.**



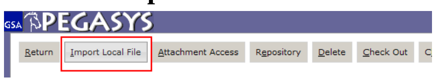
24. Select the **Save** button.
25. Select the **Verify** button.
26. Select the **Submit** button.

Add an Attachment

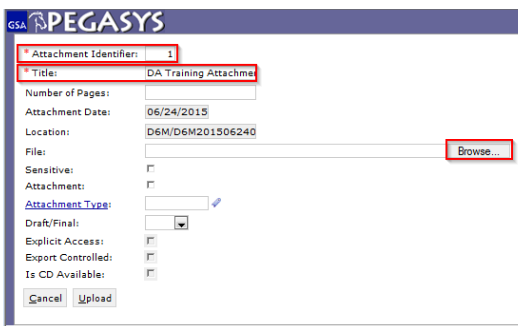
1. To Add an Attachment, click the **Attachments** button.



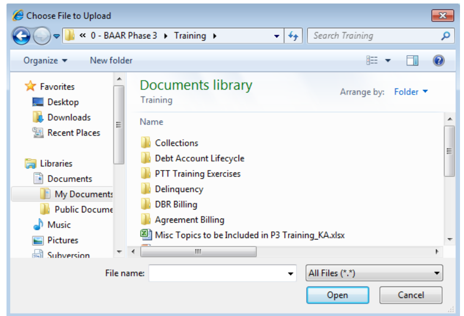
2. Click the **Import Local File** button.



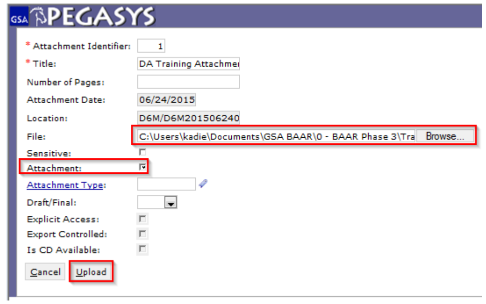
3. Enter Attachment Identifier, Title, and select **Browse.**



4. Choose file from local computer.
5. Select **Open.**



6. Check the Attachments Box.
7. Select the **Upload** button.



8. Select **Return** to return to Cash Receipt.
9. Select the **Save** button.
10. Select the **Verify** button.
11. Select the **Submit** button.

Pegasys Resources

General Services Administration

The Integrated Financial Management System

BAAR: Creating a Debt Account Quick Reference Card

August 2015
Final