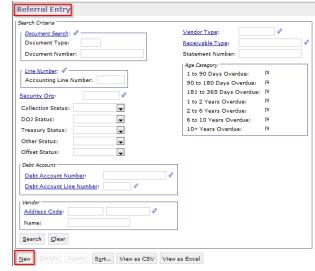
#### Introduction

- 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 ORC 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.
  - o 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).

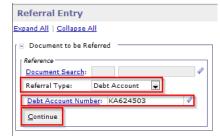
### **Manual Entry of Referral** Record

- Log into Pegasys.
- Navigate to **Oueries** > Accounts Receivable > Referral Entry.

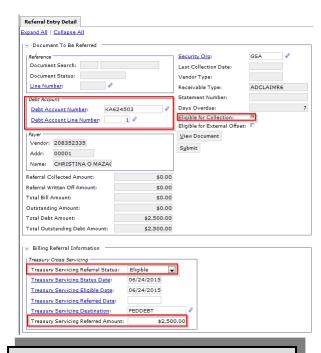
Click New.



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

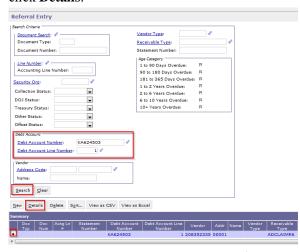


- Enter Debt Account Line Number =  $^{1}$ .
- Set the Treasury Servicing Referral Status to 'Eligible.'
- 9. Enter the **Treasury Servicing** Referred Amount.
- 10. Set the **Eligible for Collection** flag = True
- 11. Click Save.

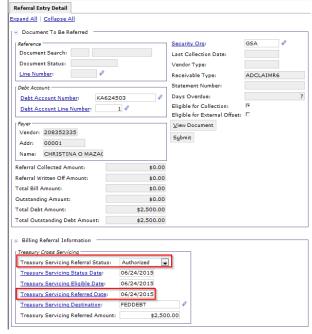


### **Authorization of Referral Entry Record**

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



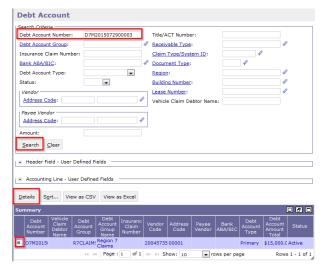
- 5. Update the Treasury Servicing Referral Status to 'Authorized.'
- 6. Click Save.
- 7. The record is saved successfully.



- 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.
- 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.



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



- Pegasys Web Site <a href="http://pegasys.gsa.gov">http://pegasys.gsa.gov</a>
  - · 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