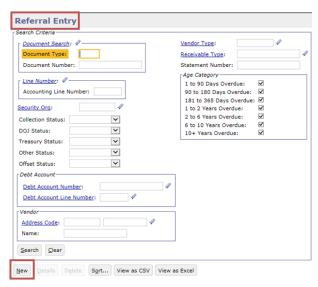
#### Introduction

- GSA will use two methods to select Billing Documents for referral to Treasury:
  - Automated Referral Selection batch process
  - o Manual Referral Entry via the Referral Entry Query
- This QRC will cover the <u>Manual Referral Entry</u> 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
  - o Referral Minimum Dunning Count
  - o 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

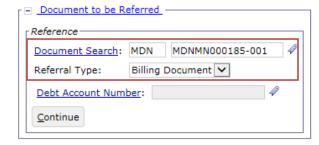
- 1. Log into Pegasys.
- 2. Navigate to Queries > Accounts Receivable > Referral Entry.
- Click New.



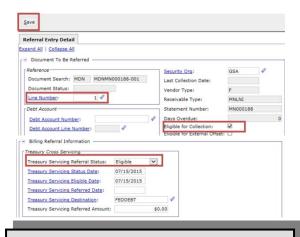
- 4. Enter the Billing Document **Type and Document Number.**
- 5. Select **Billing Document** from the Referral Type dropdown.
- 6. Click Continue.

#### **Referral Entry**

Expand All | Collapse All



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



#### Authorization of Referral Entry Record

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

#### On the Vendor Maintenance Table:

- o TIN Type populated with EIN, SSN, ITIN:
  - Commercial debt: SSN, EIN, or ITIN
  - Consumer debt: SSN or ITIN
     Consumer debt should not be EIN.
- o TIN is populated.

If these fields are not populated and the vendor is not a miscellaneous vendor, update the vendor record accordingly.

#### On the Billing Document:

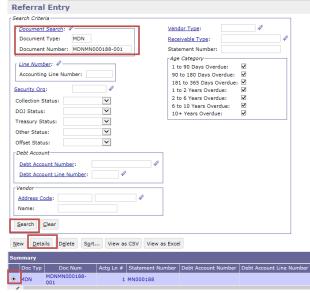
- o Doc Date is at least 90 Days old.
- o DMS Debt Information box:
  - TROR Category 'Commercial' can be used for TIN Type of EIN, SSN, or ITIN. 'Consumer' can be used for SSN or ITIN. Should match value in Consumer/Commercial Debt field. Drives 2A vs. 2B record being produced in the file.
  - DMS Debt 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.

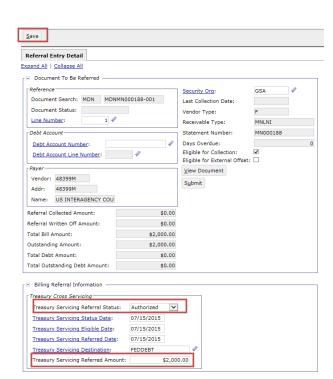
 Interest and Penalty Apply dates should be populated and Interest and Penalty should be present on the transaction.

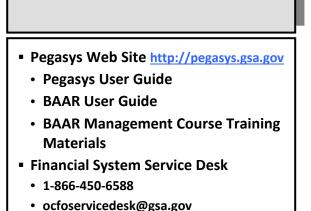
If these fields are not populated per the instruction above, Amend the Billing Document and populate accordingly.

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



- 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.







### General Services Administration

# The Integrated Financial Management System



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