

## 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

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

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

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

## Authorization of Referral Entry Record

- Note the following should be verified prior to authorizing the referral entry record on the query:  
**On the Vendor Maintenance Table**, if the vendor recorded on the DA is **not** a miscellaneous vendor:
  - 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 a miscellaneous vendor:
  - 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.**

Debt Account

Debt Account Number: KA624503

Debt Account Line Number: 1

Vendor

Address Code:

Name:

Search Clear

Summary

Doc Type	Doc Num	Acct Ln #	Statement Number	Debt Account Number	Debt Account Line Number	Vendor	Addr	Name	Vendor Type	Receivable Type
				KA624503	1	208352335	00001			ADCLAMR6

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

Billing Referral Information

Treasury Cross Servicing

Treasury Servicing Referral Status: Authorized

Treasury Servicing Status Date: 06/24/2015

Treasury Servicing Eligible Date: 06/24/2015

Treasury Servicing Referred Date: 06/24/2015

Treasury Servicing Destination: FEDDEBT

Treasury Servicing Referred Amount: \$2,500.00

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

Referral Information

Treasury Cross Servicing

Treasury Servicing Referral Status: Processed

Treasury Servicing Status Date: 07/29/2015

Treasury Servicing Eligible Date: 07/29/2015

Treasury Servicing Referred Date: 07/29/2015

Treasury Servicing Destination: FEDDEBT

Treasury Servicing Referred Amount: \$15,000.00

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.**

Debt Account

Search Criteria

Debt Account Number: 07M2015072900003

Debt Account Group:

Insurance Claim Number:

Bank ABA/BIC:

Debt Account Type:

Status:

Vendor

Address Code:

Payee Vendor

Address Code:

Amount:

Search Clear

Header Field - User Defined Fields

Accounting Line - User Defined Fields

Details Sgtr... View as CSV View as Excel

Summary

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount	Status
07M2015	K7CLAMR	7	Claims		20045735	00001			Primary	\$15,000.00	Active

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

Referral

Rgerral

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

Referral

Destination	Coll Agency	Dept Of Justice	Treasury Servicing	Other	External Offset
Eligible For Referral	07/29/2015	07/29/2015	FEDDEBT	07/29/2015	
Referral Date	07/29/2015	07/29/2015	07/29/2015	07/29/2015	
Status Date	07/29/2015	07/29/2015	07/29/2015	07/29/2015	
Collection Type Collected	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00
Referral Last Payment Date					
External Offset Last Payment Date					

- **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](mailto:ocfoservicedesk@gsa.gov)



**General  
Services  
Administration**

## *The Integrated Financial Management System*



**BAAR:**  
**Manually Enter and**  
**Authorize a Referral**  
**Entry Record – Debt**  
**Accounts**