

**United States Department of Agriculture**  
**Billing and Accounts Receivable**  
**Pegasys 7.5.1 User Guide**



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7 of 10

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## Guide Summary

To meet 508 compliance requirements, the BAAR Guide is divided into 10 documents, which contains the following sections. This is Document 7.

### Document 1

- Section 1: General
- Section 2: BAAR Overview
- Section 3: BAAR Feeder System Integrations
- Section 4: BAAR User Actions and Procedures
  - o Section 4.1: BAAR User Actions
  - o Section 4.2: Detail Billing Records from Detail Billing Record Query
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### Document 2

- Section 4.4: Manual Billing
- Section 4.5: Standard Voucher (SV)
- Section 4.6: BAAR Queries
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### Document 3

- Section 4.6.4: Retired IPAC Transaction Query
- Section 4.6.5: IPAC Outbound Query
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- Section 4.6.13: Vendor Activity Query
- Section 4.7: Debt Accounts (Claims)

Document 4

- Section 4.8: Collections

Document 5

- Section 4.9: Correspondence
- Section 4.10: Disputes (Non-IPAC)
- Section 4.11: Amend DA to Set the Debt Appeal Forbearance Flag
- Section 4.12: IPAC Chargebacks

Document 6

- Section 4.13: Revenue Credit Card Chargebacks
- Section 4.14: Pay.gov Chargebacks
- Section 4.15: Manage Credits

Document 7

- **Section 4.16: Delinquency**
- **Section 4.17: Adjustments**
- **Section 4.18: Treasury Report on Receivables (TROR)**
- **Section 4.19: Workflow Management and Form Approval**
- **Section 4.20: Inventory Management**
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- Section 5: Vendor Customer Self Service
- Appendix A: BAAR Document Types

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- Appendix B: User-Defined Field and Form Description
- Appendix C: GSA Business Line Specific Required Fields
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- C.8: Appendix: Create Internal Voucher (NV) - All Business Lines
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- C.13: Appendix: Create Debt Account
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- Appendix D: BAAR Glossary
- Appendix E: Workflow Approvals
- Appendix F: TROR Calculations

## 4 BAAR User Actions and Procedures

### 4.16 Delinquency

---

The accounts receivable life cycle includes activities to manage delinquent accounts. Sometimes an agency is not able to collect receivables that have been established. Outstanding receivables may need to be written off for reasons such as the inability to collect. Outstanding billed receivables that cannot be collected may have an allowance reduction recorded in net realizable value on the GL. Customers with overdue receivable balances may be notified of their delinquent bill amounts via Dunning Notices generated at the Statement level for Billing Documents as well as at the Debt Account Level. Outstanding billed receivables that have passed their Collection Due Dates may have late fees applied in the form of overdue charges. For Federal and Non-Federal customers, the delinquency process includes Write-Offs, allowance for doubtful accounts, and dunning. Additionally, for Non-Federal customers, the delinquency process also includes overdue charges.

#### 4.16.1 Write-Offs

##### 4.16.1.1 Write-Offs of Billing Documents (Non-IPAC)

###### 4.16.1.1.1 Manual Creation of Write-Offs (Non-IPAC)

---

The outstanding amount of a receivable (Normal Line Type) may need to be written off because the debtor cannot pay the bill. Write-Offs may happen as an adjustment to a receivable or a permanent indication that the bill cannot be collected.

Users manually Write-Off uncollectible Non-IPAC receivable amounts (i.e., losses).

The manual Write-Off process involves the following steps:

- Identify eligible statement amounts to be written-off via the Aged Receivables report (**Section 4.16.1.1.2**)
- Verify the statement amounts identified to be written off via the Billing Query (**Section 4.16.1.1.3**)
- Manually generate Non-IPAC Cash Receipt (CR) documents with a Line Type of Write-Off (**Section 4.16.1.1.4**)

**NOTE:** All Non-IPAC Write-Off CRs require workflow approvals prior to processing.

###### 4.16.1.1.2 Identify Statements to be Written Off via Aged Receivables Report

---

Users are able to identify eligible statement amounts to be written-off via the Aged Receivables report. It is important to note the information displayed on the report is current through the previous day from which the report was run and may not show collections received against

statements after being generated. Thus, statement amounts identified for Write-Off via the Aged Receivables report need to be verified.

#### 4.16.1.1.3 Verify Amounts for Write-Off via Billing Query

The Billing Query can be used to verify the statement, BD, and Accounting Line amounts to be written-off. The following steps describe how to search and verify Non-IPAC receivable amounts that should be written off as uncollectible via the Billing Query.

#### Steps to Search & Verify Amounts for Write-Off via Billing Query:

1. Navigate to Queries → Accounts Receivable → Billing Query.

The Billing Query page is displayed.

**Figure 1: Billing Query Page**

2. Enter the search criteria to search for BDs related to statement amounts that need to be verified for Write-Off. At a minimum, enter the **Document Type, Document Number, Bill Generated Flag, and Bill Type.**

**NOTE:** Query performance is improved with each additional search criteria entered. For example, rather than simply entering Document Number, enter the Document Type, Bill Generated Flag, Line Type and any additional BD detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Enter the additional criteria to search for BDs related to statement amounts that need to be verified for Write-Off.

**NOTE:** If necessary, use the Advanced Search tab to run additional queries to return the appropriate results.

**Figure 2: Advanced Search tab**

**Billing Query**

Basic Search **Advanced Search**

Select predefined search 

New Query [Actions](#) 

Tell us what the query does.

Select field name  =  Enter a Value 

**Search** **Clear** Save Query

4. Select the **Search** button.

The results are returned in the item collection.

**Figure 3: Item Collection**

1 - 1 of 1 results

<input type="checkbox"/>	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount	System Generated Bill Reduction Amount	Administration Charges Amount	Outstanding Amount	C Am
<input type="checkbox"/>	WDN	WDNZN000361-001	WDNBILWDNZN000361-001	ZN000361	\$195.48	\$23.34	\$0.33	\$1.81	\$0.00	\$170.00	\$195.48	

[Details](#) [View Document](#) [View Case History](#) [Additional Actions](#)  [Correct Document](#) [Amend Document](#)

10 per page  [Go to top of page](#)

5. Select the desired BD record from the item collection and select the **Details** button to review the selected BD record.

**Figure 4: Details Button**

1 - 1 of 1 results

<input type="checkbox"/>	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount
<input checked="" type="checkbox"/>	WDN	WDNZN000361-001	WDNBILWDNZN000361-001	ZN000361	\$195.48	\$23.34	\$0.33	\$1.81

Details
View Document
View Case History
Additional Actions
Correct Document
Amend Document

[Go to top of page](#)

The Billing page is displayed.

**Figure 5: Billing Query**

[Pegasys](#) / [Queries](#) / [Accounts Receivable](#) / [Billing Query](#) / Billing Query

Billing Query
Billing Detail

**General**

Document Type:

Document Number:

Statement Number:

Title:

Billing Reference Number:

Document Date:

Collection Due Date:

Bill Generated Flag

Bill Generated Date:

Security Organization:

External System Document Number:

Business Line:

**Waiver Flags**

Waive Admin Charges

Waive Penalty

Waive Interest on Principal

Waive Interest on Interest

Waive Interest on Admin Charges

Waive Interest on Penalty

**Vendor**

Vendor:   More

Address Name:

**Bill Totals**

Initial Amount:

- Review the Billing Query page information. In the Totals section, verify the total outstanding amount to be written-off for the BD.

**Figure 6: Total Outstanding Amount**

- Credit Totals	
Principal Credit Closed Amount	\$0.00
Principal Credit Outstanding Amount	\$0.00

- Totals					
	Collected	Applied Credit	Write Off	Closed	Outstanding
Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$23.34
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.33
Admin Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$170.00
Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$1.81
Bill Total	\$0.00	\$0.00	\$0.00	\$0.00	\$195.48

- User Defined Fields	
Assignment Code	R6FIT2

7. Select the **Billing Detail** tab.

**Figure 7: Billing Detail Tab**

Pegasys / Queries / Accounts Receivable / Billing Query / **Billing Query**

Billing Query **Billing Detail**

**General**

Document Type: WDN

Document Number: WDNZN000361-001

Statement Number: ZN000361

The Billing Detail page is displayed.

### Figure 8: Billing Document Line

Pegasys / Queries / Accounts Receivable / Billing Query / Billing Query: WDNZN000361-001 / Billing Detail

Billing Query | **Billing Detail**

Billing Document Line | Detail Billing Record

**Search**

+ Additional Criteria

+ Accounting Dimensions

+ IPAC Criteria

1 - 1 of 1 results

Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Bill Type/Type of Transfer	Debt Appeal/Foreb
<input type="checkbox"/> WDNBILWDNZN001	WDN	WDNZN000361-001	1	Normal	\$195.48	open	Billed	Standard	False

Credit Application | Additional Actions ▼ 10 pe

[Go to top of page](#)

- Select the accounting line from the item collection and select the **Billing Document Line** hyperlink.

### Figure 9: Billing Document Line

Billing Query | **Billing Detail**

**Billing Document Line** | Detail Billing Record

**Search**

+ Additional Criteria

+ Accounting Dimensions

+ IPAC Criteria

1 - 1 of 1 results

Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status
<input checked="" type="checkbox"/> WDNBILWDNZN001	WDN	WDNZN000361-001	1	Normal	\$195.48	open	Billed

Credit Application | **Additional Actions** ▼

[Go to top of page](#)

The Billing Document Line page is displayed.

**Figure 10: Billing Document Line Page**

Pegasys / Queries / Accounts Receivable / Billing Query / Billing Query: WDNZN000361-001 / Billing Detail / **Billing Document Line**

Billing Query | Billing Detail

Billing Document Line | Detail Billing Record

— General

Line Number: 1

Line Type: Normal

Receivable Type: WANNI

Source Number: 0022NA6950

Related Statement Number:

Totals

Initial Amount	\$23.34
Discount Amount	\$0.00
Surcharge Amount	\$0.00
Principal Amount	\$23.34
Interest Amount	\$0.33
Admin Charges Amount	\$170.00
Penalty Amount	\$1.81
Total Amount	\$0.00

- Review the Billing Document Line page information. In the Totals section, verify the total outstanding amount to be written-off at the Accounting Line-level.

**Figure 11: Bill Total**

— Totals

	Collected	Applied Credit	Write Off	Closed	Outstanding
Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$23.34
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.33
Admin Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$170.00
Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$1.81
Bill Total	\$0.00	\$0.00	\$0.00	\$0.00	\$195.48

**4.16.1.1.4 Write-Off Cash Receipt (CR) (Non-IPAC) via Billing Query**

Once receivable amounts to be written off are verified via the Billing Query, the Write-Off CR can be generated by the user to Write-Off those amounts. The Billing Query can then be used to generate the Write-Off CR.

**Steps to Write Off Outstanding Collection Adjustments Using the Billing Query:**

- Navigate to Queries → Accounts Receivable → Billing Query.
- The Billing Query page is displayed.

**Figure 12: Billing Query**

**Billing Query**

Basic Search    Advanced Search

Document Type  ☆

Document Number

Vendor  ☆     ☆

Bill Generated Date  📅 To  📅

Collection Due Date  📅 To  📅

Bill Type  ▼

Receivable Type  ☆

Bill Generated Flag  ▼

Rebill  ▼

Selected For IPAC  ▼

Business Line  ☆

Bill Status  ▼

Debt Age Categories

- 1 - 30 Days
- 31 - 60 Days
- 61 - 90 Days
- 91 - 120 Days
- 121 - 150 Days
- 151 - 180 Days
- 181 - 365 Days
- 1 - 2 Years
- 2 - 6 Years
- 6 - 10 Years
- Over 10 Years
- Current

3. Enter the desired and appropriate search criteria on the **Basic Search** tab or the **Advanced Search** tab.

a. Helpful search criteria for **Basic Search**:

- i. Document Type
- ii. Document Number
- iii. Receivable Type
- iv. Business Line

b. Helpful search Criteria for **Advanced Search**:

- i. Document Type
- ii. Document Number
- iii. Receivable Type
- iv. Business Line
- v. Agreement Number
- vi. Assignment Code
- vii. Statement Number

Figure 13: Billing Query - Helpful Search Criteria for Basic Search

## Billing Query

**Basic Search**    Advanced Search

**Document Type**  ☆

**Document Number**

Vendor  ☆  ☆

Bill Generated Date  📅 To  📅

Collection Due Date  📅 To  📅

Bill Type  ▼

**Receivable Type**  ☆

Bill Generated Flag  ▼

Rebill  ▼

Selected For IPAC  ▼

**Business Line**  ☆

Bill Status  ▼

**Search**    **Clear**

**Figure 14: Billing Query - Helpful Search Criteria for Advanced Search**

**Billing Query**

Basic Search **Advanced Search**

Select preconfigured search

New Query Actions

Tell us what the query does.

Match All  Match Any

**Agreement Number**  =  Enter a Value OR

**Assignment Code**  =  Enter a Value OR

**Statement Number**  =  Enter a Value

**Search** **Clear** **Save Query**

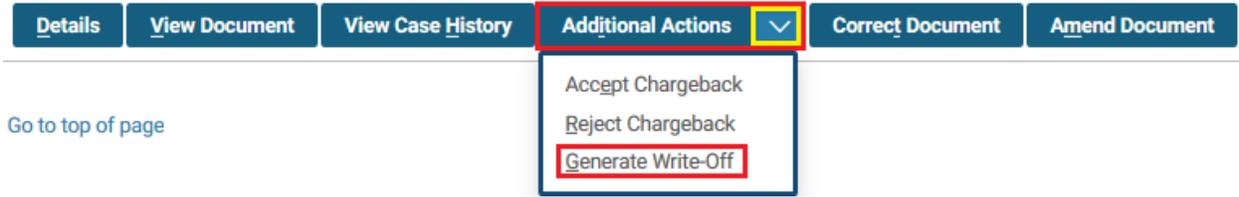
4. Select the **Search** button to execute the query.
5. Select a detail from the Item Collection.

**Figure 15: Billing Query - Item Collection**

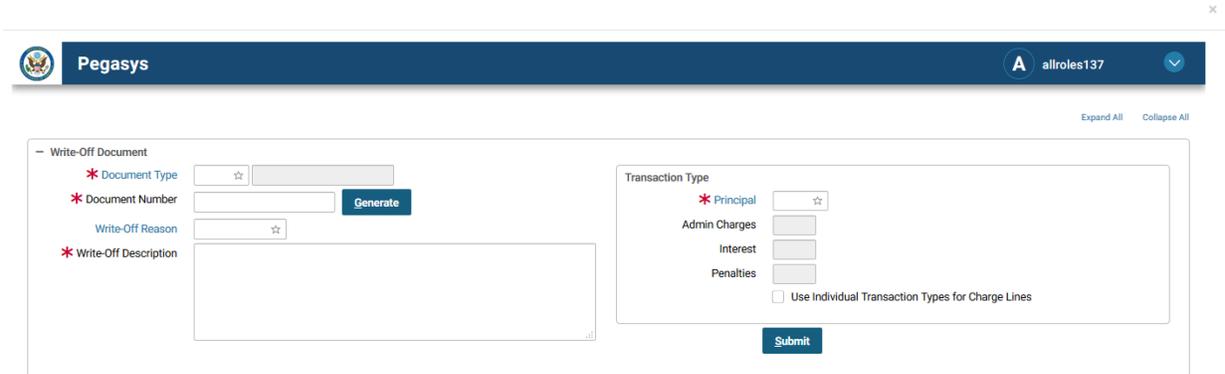
<input type="checkbox"/>	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Total Amount
<input type="checkbox"/>	BD	0101_MM35	BDBIL0101_MM35		\$800.00
<input checked="" type="checkbox"/>	BD	286217	BDBIL286217		\$7.00
<input type="checkbox"/>	BD	563643	BDBIL563643		\$7.00

6. Open the **Additional Actions** drop-down menu.
7. Select **Generate Write-Off**.
8. The write-off generation page opens in a new window.

**Figure 16: Additional Actions - Generate Write-Off**



**Figure 17: Write-Off Generation Page**



9. REQUIRED - Enter the Write-Off **Document Type** (NW6 or NW7 for non-Federal receivables; WO6 or WO7 for Federal receivables).
10. REQUIRED - Enter a **Document Number** or select **Generate**.
11. REQUIRED - Enter the Write-Off Reason.  
 NOTE: Users can search for a valid value for Write-Off Reason by selecting on the hyperlink and using the query that is presented.
12. REQUIRED - Enter the Write-Off Description.
13. REQUIRED - Enter **Transaction Type** Principal 01.

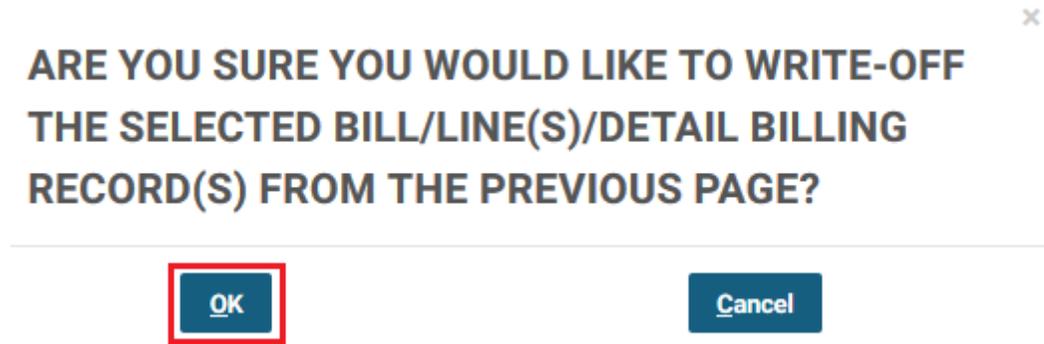
**Figure 18: Enter Document Information**



14. Select **Submit**.
15. Select **OK**.

**NOTE:** This action will write-off the chargeback for all document lines and Detail Billing Records associated with the selected Billing Document.

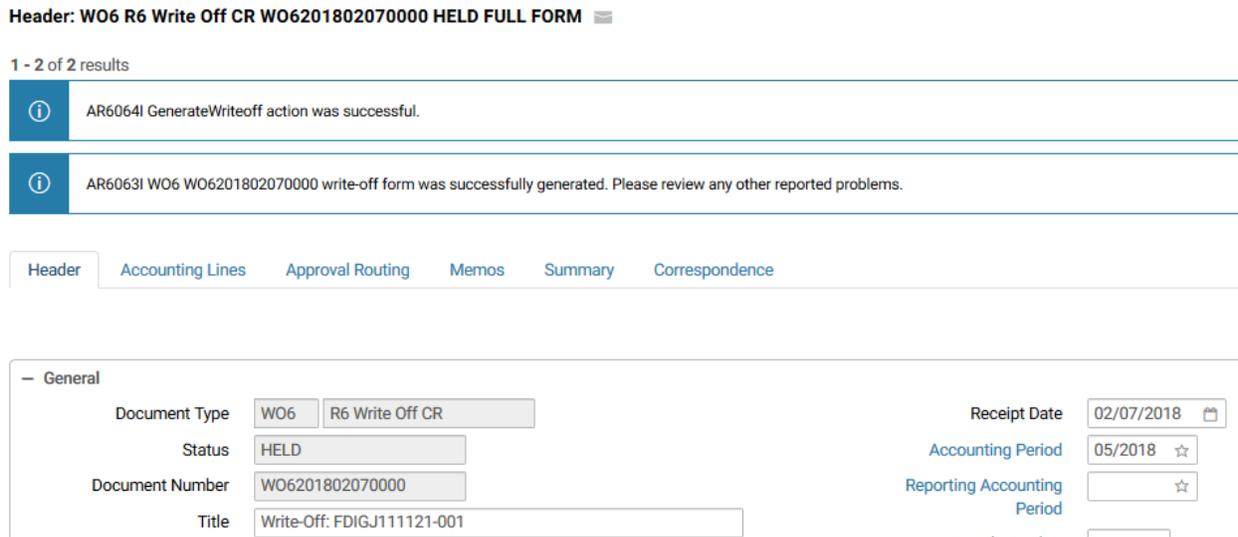
**Figure 19: Action Confirmation Message**



The CR form will be opened in a new window.

**NOTE:** The CR will have most fields populated from the referenced BD.

**Figure 20: Opened CR Form**



16. Select the **Approval Routing** tab.

**NOTE:** If using the Workflow process please see **Section 4.19** after submitting the Document for additional information.

17. Select **Add User**.

**Figure 21: Approval Routing - Add User**

Header   Accounting Lines   **Approval Routing**   Memos   Summary   Correspondence

---

10 results

Approver Name

---

**Add Routing List**   **Add User**   Remove

18. Search for and select the user ID of an approver.

**Figure 22: Approval Routing - Approver Added**

Header   Accounting Lines   **Approval Routing**   Memos   Summary   Correspondence

---

1 - 1 of 1 results

<input type="checkbox"/> Approver Name	<b>Approver Id</b>
<input type="checkbox"/> Trung D. Truong	<b>trungtruong</b>

---

**Add Routing List**   **Add User**   Remove

19. Select the **Save** button.

**Figure 23: Successful Save**

**i** Form WO6201802070000 was saved successfully.

20. Select the **Verify** button.

**NOTE:** If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The message in the screen above is informational only and does not need to be corrected.

21. Select the **Submit** button.

**Figure 24: Successful Submission**

**i** Form WO6201802070000 was submitted for processing successfully.

#### 4.16.1.1.5 Manual Creation of Write-Off Cash Receipt (CR) (Non-IPAC)

---

Once receivable amounts to be written off are verified via the Billing Query, the Write-Off CR can be manually generated by the user to Write-Off those amounts. When creating the Write-Off CR, the Copy Forward functionality enables the user to reference the BD with line amounts to be written off.

The users are required to populate the following types of fields to manually create the Write-Off CR:

- **Pegasys System Required Fields** - These fields have the red asterisk and the system throws hard error when they are left blank.
- **GSA Business Process Required Fields** - These fields are optional in Pegasys but required to be populated per the business process of each Business line. For a list of available Cash Receipt (CR) Document Types for Write-Offs, please refer to **BAAR User Guide 8 of 10 A.5 Appendix: Available Cash Receipt (CR) Document Types**.

1. Navigate to Transactions → Accounts Receivable → New → Cash Receipt.

The New Cash Receipt page is displayed.

**Figure 25: New Cash Receipt Page**

Pegasys / Transactions / Accounts Receivable / New / **New Cash Receipt** 

---

New Cash Receipt

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number  **Generate**

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

[Go to top of page](#)

---

2. **REQUIRED-** Enter the Document Type.

**NOTE:** Only manual document types are used for online creation. Cash Receipt (CR) document types are differentiated by what type of collection is being recorded. CR Write-Off documents have a distinct document type.

3. Select the **Generate** button to auto-generate a Document Number.

**Figure 26: Auto-Generate Document Number**

Pegasys / Transactions / Accounts Receivable / New / **New Cash Receipt**

New Cash Receipt

\* Document Type  Central Office Misc. Adjust

Document Number Format Prefix

Security Org

\* Document Number

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

[Go to top of page](#)

A unique Document Number is generated in the Document Number field.

**Figure 27: Unique Document Number**

Pegasys / Transactions / Accounts Receivable / New / **New Cash Receipt** 

New Cash Receipt

\* Document Type  

Document Number Format Prefix

Security Org

\* Document Number

Title

Copy Document  None  
 Copy From  
 Copy Forward

File

[Go to top of page](#)

**NOTE:** The Document Number Formats are defined per document type and business line. For example: the Document Number format for ‘WO7’ is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., WO7YYYYMMDD###. The Document Number format for ‘WO6’ is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., WO6YYYYMMDD###.

The complete list of Document Number formats is defined in the Configuration Spreadsheet.

4. Select **Copy Forward** to copy forward the referenced BD.

**Figure 28: Copy Forward**

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

5. Select **Next**.

**Figure 29: New Cash Receipt Next Button**

The **Copy Forward** page is displayed.

**Figure 30: Copy Forward Page**

Copy Forward

Search Criteria

Document Type  ☆

Document Number

Document Status  ▾

User ID

Title

Accounting Period

Accounting Period

From Date  📅

To Date  📅

Vendor  ☆  ☆

Copy Lines

Copy all lines  Choose which lines to copy  Copy no lines

+ Additional Criteria

+ Accounting Dimensions

6. Enter the search criteria to search for the BD to **Copy Forward** (i.e., Document Type, Document Number, etc.).

7. Select the **Search** button.

**Figure 31: Search Button**

The screenshot shows a 'Search Criteria' form with the following fields: Document Type (with a star icon), Document Number, Document Status (with a dropdown arrow), User ID, and Title. A blue 'Search' button is highlighted with a red rectangle at the bottom of the form.

The results are returned in the item collection.

**Figure 32: Returned Results in the Item Collection**

1 - 10 of 42 results 🔍 🗨️ 🗑️ ✖️

Document Category	Document Type	Document Number	Document Date	Amendment / Modification Number	Title	Document Status	User ID
<input type="radio"/> IO	PN	PN0005148	01/05/2018		Regression PMS5148	Processed	ALLROLES_PURCHASING
<input type="radio"/> IO	PN	PN010518131221	01/05/2018			Processed	ALLROLES_PURCHASING
<input type="radio"/> IO	PN	PN010518132351	01/05/2018			Processed	ALLROLES_PURCHASING
<input type="radio"/> IO	PN	PN20180217864	01/18/2018			Processed	allroles122
<input type="radio"/> IO	PN	PN171717	01/02/2018		RegressionScript	Processed	allroles138
<input type="radio"/> IO	PN	PN00010418	01/08/2018		Regression	Processed	allroles140
<input type="radio"/> IO	PN	PN201701041	01/04/2018			Processed	allroles140
<input type="radio"/> IO	PN	PN201801081	01/08/2018			Processed	allroles140
<input type="radio"/> IO	PN	PN201801082	01/08/2018			Processed	allroles140
<input type="radio"/> IO	PN	PN201701042	01/04/2018			Processed	allroles140

10 per page << Page 1 of 5 >>

8. Select the **Copy all lines** radio button to **Copy Forward** all the Accounting Lines from the outstanding BD.
- OR Select the **Choose which lines to copy** radio button to **Copy Forward** specific Accounting Lines.
- a. If **Copy all lines** was selected in step 8, select the BD from the item collection and select the Finish button and see step 14.
  - b. If **Choose which lines to copy** was selected in step 8, select the BD from the item collection and select the Next button and see step 10.

**Figure 33: Copy all Lines and Choose Which Lines to Copy Button**

The screenshot shows a 'Copy Lines' section with three radio buttons: 'Copy all lines' (which is selected and highlighted with a red box), 'Choose which lines to copy' (highlighted with a red box), and 'Copy no lines'.

**NOTE:** The Finish button converts into the Next button once Choose which lines to copy is selected.

**Figure 34: Finish Button**



9. The Choose Accounting Lines page is displayed.

**Figure 35: Prorate to Itemized Lines**

Choose Accounting Lines

Prorate to Itemized Lines

1 - 2 of 2 results

<input type="checkbox"/>	Actg Ln #	Original Amount	Closed Amount	Outstanding Amount	Part	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Bldg #	Sy
<input type="checkbox"/>	1	\$346.17	\$0.00	\$346.17		2018		120A	00	J00A0000	IA10		IAB11	PNSS149		
<input type="checkbox"/>	2	\$346.17	\$0.00	\$346.17		2018		120A	00	J00A0000	IA10		IAB11	PNSS149		

10 per page << < Page 1 of 1 >>

Go to top of page

10. Select the desired Accounting Lines to **Copy Forward** and select the **Next** button.

**Figure 36: Next Button**

Choose Accounting Lines

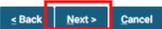
Prorate to Itemized Lines

1 - 2 of 2 results

<input type="checkbox"/>	Actg Ln #	Original Amount	Closed Amount	Outstanding Amount	Part	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Bldg #	Sy
<input checked="" type="checkbox"/>	1	\$346.17	\$0.00	\$346.17		2018		120A	00	J00A0000	IA10		IAB11	PNSS149		
<input type="checkbox"/>	2	\$346.17	\$0.00	\$346.17		2018		120A	00	J00A0000	IA10		IAB11	PNSS149		

10 per page << < Page 1 of 1 >>

Go to top of page



11. The Choose Itemized Lines page is displayed.

12. Select the **Finish** button.

**Figure 37: Finish Choosing Itemized Lines**



The CR Header page is displayed.

**Figure 38: Cash Receipt Header Page**

Pegasys / Transactions / Accounts Receivable / New / Cash Receipt / Header: NW6 R6 Non-Federal Write Off CR NW6201802070012 NEW FULL FORM

Header | Accounting Lines | Approval Routing | Memos | Summary | Correspondence

Expand All Collapse All

**General**

Document Type	NW6 R6 Non-Federal Write Off	Receipt Date	<input type="text"/>
Status	NEW	Accounting Period	<input type="text"/>
Document Number	NW6201802070012	Reporting Accounting Period	<input type="text"/>
Title	V0717116	Batch Number	<input type="text"/>
Received By	<input type="text"/>	Document Classification	<input type="text"/>
Post Code	<input type="text"/>	Security Org	GSA
Overseas Cashier Code	<input type="text"/>	Accomplished Date	04/14/2017
Disbursing Office	X0109	<input type="checkbox"/> Suppress Printing	
Sender's Disbursing Office	<input type="text"/>	Lockbox Number	<input type="text"/>
Agency DUNS Number	<input type="text"/>	Schedule Name	<input type="text"/>
Agency DUNS+4	<input type="text"/>	Formal Contract Number	<input type="text"/>
<input type="button" value="FIFO Liquidation Worksheet"/>			
Deposit/Debit Voucher Number	<input type="text"/>	<input type="button" value="Default to Lines"/>	

**Amounts**

Principal Amount:	<input type="text" value="\$7.74"/>
Interest Amount:	<input type="text" value="\$0.00"/>

**NOTE:** The Document Date, Disbursing Office, Accounting Period, and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

**NOTE:** The System ID will not **Copy Forward** from a referenced document. For a list of System IDs, please refer to the Configuration Specification.

**NOTE:** The Disbursing Office, Assignment Code, Accomplished Date and Security Org, will default from the Document Type settings and/or **Copy Forward** from the referenced document.

13. Select the **Accounting Lines** Tab.

**Figure 39: Accounting Lines Tab**

Pegasys / Transactions / Accounts Receivable / New / Cash Receipt / Header: NW6 R6 Non-Federal Write Off CR NW6201802070012 NEW FULL FORM

Header **Accounting Lines** Approval Routing Memos Summary Correspondence

Expand All Collapse All

**General**

Document Type: NW6 R6 Non-Federal Write Off  
 Status: NEW  
 Document Number: NW6201802070012  
 Title: V0717116  
 Received By:   
 Post Code:   
 Overseas Cashier Code:   
 Disbursing Office: X0109  
 Sender's Disbursing Office:   
 Agency DUNS Number:   
 Agency DUNS+4:   
 Deposit/Debit Voucher Number:  **Default to Lines**

Receipt Date:   
 Accounting Period:   
 Reporting Accounting Period:   
 Batch Number:   
 Document Classification:   
 Security Org: GSA  
 Accomplished Date: 04/14/2017  
 Suppress Printing  
 Lockbox Number:   
 Schedule Name:   
 Formal Contract Number:

**Amounts**

Principal Amount: \$7.74  
 Interest Amount: \$0.00

**Verify Save Submit Schedule Refresh Fund Currency**

The Accounting Lines tab is displayed.

**Figure 40: Accounting Lines Tab Display**

Pegasys / Transactions / Accounts Receivable / New / Cash Receipt / Header: NW6 R6 Non-Federal Write Off CR NW6201802070013 NEW FULL FORM / Accounting Lines

Header Accounting Lines Approval Routing Memos Summary Correspondence

Accounting Line Charge Lines Associated Spending

1 - 1 of 1 results

Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd
1	Write Off			\$7.74	CD1		2017		285F	07	Q07MD000	TM11	
<b>Total Header Funded Amou</b>				\$7.74									

References... **Add Copy Remove Reset Replace** 10 per page Page 1 of 1

Go to top of page

14. Select the Accounting Line(s) and select the **Accounting Line** hyperlink located beneath the Accounting Line tab.

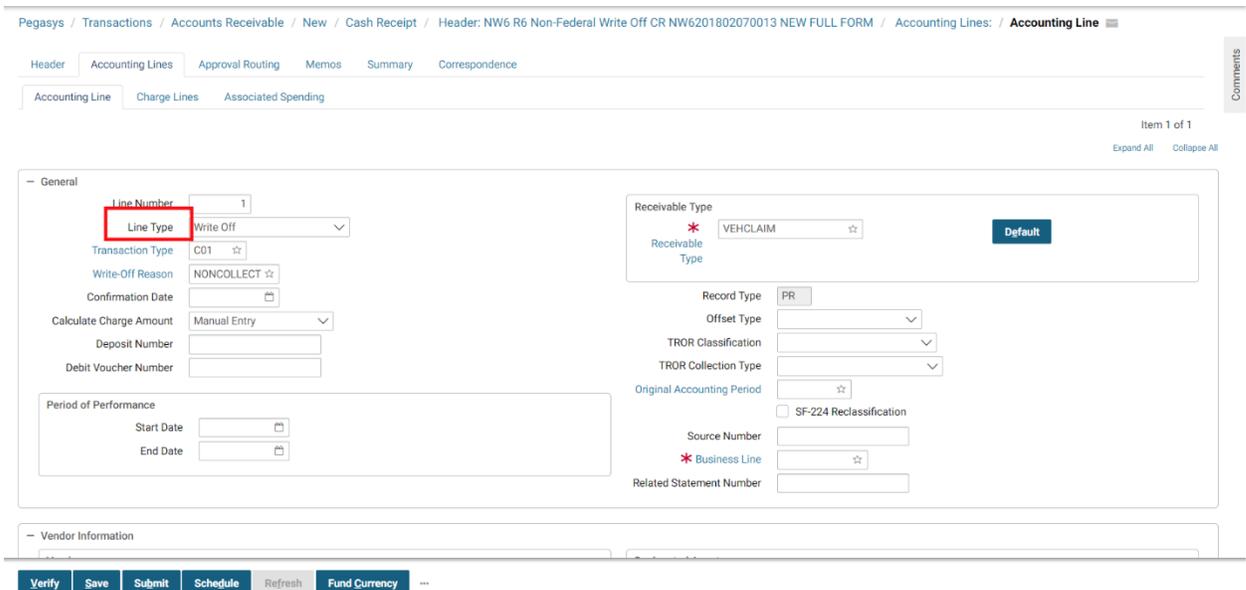
**Figure 41: Accounting Line Hyperlink**



**NOTE:** To modify an accounting line, select the checkbox by the row and then select the ‘Accounting Line’ link to open the page. To delete an existing line, select the line by highlighting its tab and select the Remove button.

The Accounting Line page is displayed.

**Figure 42: Accounting Lines Type**



15. On the “Accounting Line” tab:

- a. Enter field Line Type = Write Off
- b. Enter field Transaction Type = 01
- c. Document Reference
- d. Verify the referenced BD’s Document Number, Accounting Line Number, and Statement Number.
- e. When manually creating CRs, the Final Flag should not be checked because it will liquidate the full amount of the referenced BD even if the amount of the CR is less than the BD.

- f. Accounting Dimensions
  - i. Verify the referenced BD's Accounting Dimensions.
- g. Description

**NOTE:** The remaining information on the CR has been populated by the referenced document.

16. Select the **Verify** button to check for errors in the form.

**NOTE:** If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

**Figure 43: Select Verify Button for Errors**

The screenshot displays the 'Accounting Line' form in the CGI Federal system. The breadcrumb trail at the top reads: 'Pegasys / Transactions / Accounts Receivable / New / Cash Receipt / Header: NW6 R6 Non-Federal Write Off CR NW6201802070013 NEW FULL FORM / Accounting Lines: Accounting Line'. Below this, there are tabs for 'Header', 'Accounting Lines', 'Approval Routing', 'Memos', 'Summary', and 'Correspondence'. The 'Accounting Line' tab is active, showing sub-sections for 'Accounting Line', 'Charge Lines', and 'Associated Spending'. On the right side, there is a 'Comments' button and 'Item 1 of 1' with 'Expand All' and 'Collapse All' options.

The main form area is divided into two columns. The left column, under the 'General' section, includes fields for:
 

- Line Number: 1
- Line Type: Write Off
- Transaction Type: C01
- Write-Off Reason: NONCOLLECT
- Confirmation Date: (calendar icon)
- Calculate Charge Amount: Manual Entry
- Deposit Number: (empty)
- Debit Voucher Number: (empty)
- Period of Performance: Start Date and End Date (calendar icons)

The right column contains:
 

- Receiveable Type: VEHCLAIM (with a red asterisk and a 'Default' button)
- Record Type: PR
- Offset Type: (dropdown)
- TROR Classification: (dropdown)
- TROR Collection Type: (dropdown)
- Original Accounting Period: (calendar icon)
- SF-Z24 Reclassification: (checkbox)
- Source Number: (empty)
- Business Line: (with a red asterisk and a star icon)
- Related Statement Number: (empty)

At the bottom of the form, there is a 'Vendor Information' section. Below the form, a row of buttons is visible: 'Verify' (highlighted with a red border), 'Save', 'Submit', 'Schedule', 'Refresh', and 'Fund Currency'.

17. Select the **Save** button.

**Figure 44: Save button**

The screenshot shows the 'Accounting Lines' form in Pegasys. The breadcrumb trail is 'Pegasys / Transactions / Accounts Receivable / New / Cash Receipt / Header: NW6 R6 Non-Federal Write Off CR NW620180270013 NEW FULL FORM / Accounting Lines: Accounting Line'. The 'General' section contains various input fields: Line Number (1), Line Type (Write Off), Transaction Type (C01), Write-Off Reason (NONCOLLECT), Confirmation Date, Calculate Charge Amount (Manual Entry), Deposit Number, Debit Voucher Number, and Period of Performance (Start and End Dates). The 'Receivable Type' section shows 'VEHCLAIM' selected. The 'Record Type' is 'PR'. The 'Business Line' is marked with a red asterisk. At the bottom, a toolbar contains buttons for 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', and 'Fund Currency'. The 'Save' button is highlighted with a red rectangular box.

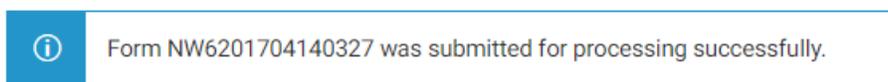
18. Select the **Submit** button to submit the form for processing.

**Figure 45: Select the Submit Button for form Processing.**

This screenshot is identical to Figure 44, showing the same Accounting Lines form. However, in this version, the 'Submit' button in the bottom toolbar is highlighted with a red rectangular box, indicating the next step in the process.

19. If no errors are encountered upon selecting the Submit button, a message appears stating that the form has been submitted for processing.

**Figure 46: Form Processing Successfully**



**NOTE:** After submission, the form will go through the Workflow process. For more information on Workflow, see **Section 4.19** Workflow Management and Form Approval.

## **4.16.1.2 Write-Offs of Debt Accounts**

### **4.16.1.2.1 Creation of Write-Offs**

---

The outstanding amount of a Debt Account may need to be written off because the debtor cannot pay the claim. Write-Offs may happen as an adjustment to a debt account or a permanent indication that the debt account cannot be collected.

Pegasys has both manual and automated processes to Write-Offs uncollectible Debt Account amounts. The Write-Off process may involve the following steps:

- Write-Off Query (**Section 4.16.1.2.2**).
- Manual Creation (**Section 4.16.1.2.1**).
- Write-Off Selection batch job (**Section 4.16.1.2.3**).
- Authorization (**Section 4.16.1.2.4**).
- Write-Off Generation batch job (**Section 4.16.1.2.5.1**).

**NOTE:** All Debt Account Write-Off CRs require workflow approvals prior to processing.

### **4.16.1.2.2 Write-Off Entry Query**

#### **4.16.1.2.2.1 Write-Off Entry Query**

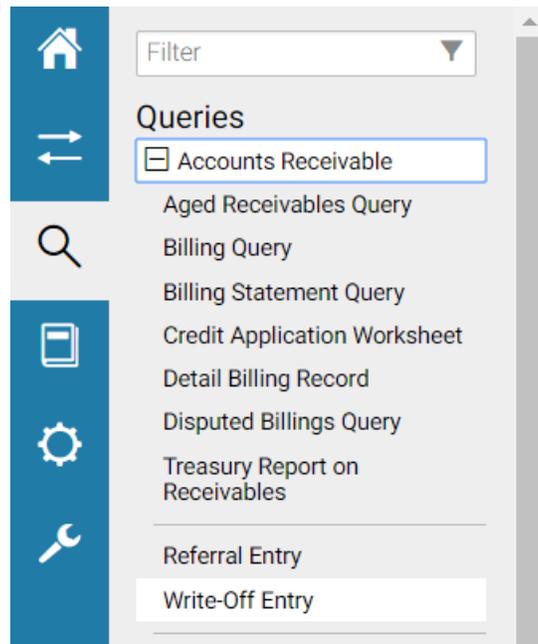
---

The Write-Off Query is used to view Write-Off information and update Debt Account information for Write-Off. The following steps describe how to view the Write-Off uncollectible Debt Account via the Write-Off Query.

#### **Steps to View the Write-Off via Write-Off Entry Query:**

1. Navigate to Queries → Accounts Receivable → Write-Off Entry  
The Write-Off Entry Query page is displayed.

**Figure 47: Write-Off Entry**



**Figure 48: Write-Off Entry Search Criteria**

Pegasys / Queries / Accounts Receivable / Write-Off Entry

### Write-Off Entry

**Search Criteria**

<p><b>Document Number</b> ☆</p> <p>Doc Typ <input type="text"/></p> <p>Doc Num <input type="text"/></p>	<p><b>Write-Off Reason</b> ☆</p> <p>Write-Off Reason <input type="text"/></p>
<p><b>Line Number</b> ☆</p> <p>Actg Ln # <input type="text"/></p> <p>Statement Number <input type="text"/></p>	<p>Currency <input type="text"/> ☆</p> <p>Amount <input type="text"/> To <input type="text"/></p>
<p><b>Debt Account</b></p> <p>Debt Account Number <input type="text"/> ☆</p> <p>Debt Account Line Number <input type="text"/> ☆</p>	<p><b>Age Category</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 1 to 30 Days Overdue</li> <li><input checked="" type="checkbox"/> 31 to 60 Days Overdue</li> <li><input checked="" type="checkbox"/> 61 to 90 Days Overdue</li> <li><input checked="" type="checkbox"/> 91 to 120 Days Overdue</li> <li><input checked="" type="checkbox"/> 121 to 150 Days Overdue</li> <li><input checked="" type="checkbox"/> 151 to 180 Days Overdue</li> <li><input checked="" type="checkbox"/> 181 to 365 Days Overdue</li> <li><input checked="" type="checkbox"/> 1 to 2 Years Overdue</li> <li><input checked="" type="checkbox"/> 2 to 6 Years Overdue</li> <li><input checked="" type="checkbox"/> 6 to 10 Years Overdue</li> <li><input checked="" type="checkbox"/> 10+ Years Overdue</li> </ul>
<p><b>Vendor</b></p> <p>Vendor <input type="text"/> ☆ <input type="text"/> ☆</p> <p>Address Name <input type="text"/></p>	
<p>Vendor Type <input type="text"/> ☆</p> <p>Receivable Type <input type="text"/> ☆</p> <p>Transaction Type <input type="text"/> ☆</p>	

2. Enter the search criteria to search for DAs related to debt account amounts that need to be Write-Off.

At a minimum, enter the Debt Account Number, Debt Account Line Number, Receivable Type, Vendor, Write-Off Status, and Age Category. The Write-Off Entry Query page is displayed.

**NOTE:** Query performance is improved with each additional search criteria entered. For example, rather than simply entering Debt Account Number, enter the Debt Account Line

Number, Write-Off Status, Receivable Type, Vendor, Write-Off Status and any additional DA detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

**Figure 49: Write-Off Entry**

**Steps to View the Write-Off Entry Query:**

1. Select the **Search** button.

**Figure 50: Search Button**



2. Select the record from the item collection and select **Details**.

**Figure 51: Item Selected from the Collection Details**

1 - 3 of 3 results

Doc Type	Doc Num	Actg Ln #	Statement Number	Debt Account Number	Debt Account Line Number	Vendor Code	Address Code	Name	Vendor Type	Receivable Type	Days Overdue	Currency	Write-Off Status	Status Date	Transaction Type	Total Document Bill Amount
<input checked="" type="radio"/>	RDN	RDNA100870101-001	17	A100870101		S9700	S9700	WASHINGTON HEADQUATERS SERVICES	F	RTNA	2,843	USD	Eligible			\$12,823.47
<input type="radio"/>	RDN	RDNA100870101-001	20	A100870101		S9700	S9700	WASHINGTON HEADQUATERS SERVICES	F	RTNA	2,843	USD	Eligible			\$32,529.55
<input type="radio"/>	RDN	RDNA100870101-001	4	A100870101		S9700	S9700	WASHINGTON HEADQUATERS SERVICES	F	RTNA	2,843	USD	Eligible			\$9,351.02

10 per page Page 1 of 1

3. Review the Write-Off Entry record.

Figure 52: Write-Off Entry Record

Pegasys / Queries / Accounts Receivable / Write-Off Entry / Write-Off Entry

### Write-Off Entry

**Document To Write-Off**

Reference

Document Number

Line Number  ☆

Statement Number

Debt Account

Debt Account Number  ☆

Debt Account Line Number

Payer

Vendor   [More](#)

Address Name

Total Collected Amount

Applied Credit Amount

Total Bill Amount

Outstanding Amount

Security Organization  ☆

**Write-Off Status**  ▼

Status Change Date

Collection Due Date

Overdue Status

Vendor Type

[View Document](#)

Bill Type/Type of Transfer

Customer Agency Location Code

Originating Agency Location Code

Receivable Type

Days Overdue

[Save](#)

#### 4.16.1.2.2.2 Manual Creation of Write-Off Cash Receipt (CR)

Once debt account amounts to be written off are viewed via the Write-Off Query, the Write-Off CR can be manually generated by the user to Write-Off those amounts. When creating the Write-Off CR, the **Copy Forward** functionality enables the user to reference the DA with line amounts to be written off.

The users are required to populate the following types of fields to manually create the Write-Off CR:

- **Pegasys System Required Fields** - These fields have the red asterisk and the system throws hard error when they are left blank.
- **GSA Business Process Required Fields** - These fields are optional in Pegasys but required to be populated per the business process of each Business line. For a list of available Cash Receipt (CR) Document Types for Write-Offs, please refer to **BAAR User Guide 8 of 10 A.5 Appendix: Available Cash Receipt (CR) Document Types**.

#### Steps to Create an Accounts Receivable Cash Receipt (CR) Form Write-Off Line Type:

1. Navigate to Transactions → Accounts Receivable → New → Cash Receipt.  
The New Cash Receipt page is displayed.

**Figure 53: New Cash Receipt**

Pegasys / Transactions / Accounts Receivable / New / **New Cash Receipt**

New Cash Receipt

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number  **Generate**

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

[Go to top of page](#)

[< Back](#) [Finish](#) [Cancel](#)

2. **REQUIRED:** Enter the **Document Type**.

**NOTE:** Only manual document types are used for online creation. Cash Receipt (CR) document types are differentiated by what type of collection is being recorded. CR Write-Off documents have a distinct document types they are, NW6 or NW7 for Non-federal customers.

3. Select the **Generate** button to auto-generate a Document Number.

**Figure 54: Auto Generate Document Number Page**

Pegasys / Transactions / Accounts Receivable / New / **New Cash Receipt** 

New Cash Receipt

\* Document Type  

Document Number Format Prefix

Security Org

\* Document Number

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

[Go to top of page](#)

A unique Document Number is generated in the Document Number field.

**Figure 55: New Cash Receipt**

Pegasys / Transactions / Accounts Receivable / New / **New Cash Receipt**

New Cash Receipt

\* Document Type: NW6 ☆ R6 Non-Federal Write Off C

Document Number Format Prefix: ☆

Security Org: ☆

\* Document Number: NW6201805170004 **Generate**

Title: \_\_\_\_\_

Copy Document:
   
 None
   
 Copy From
   
 Copy Forward

File: **Choose File** No file chosen

[Go to top of page](#)

---

**< Back** **Finish** **Cancel**

**NOTE:** The Document Number Formats are defined per document type and business line. For example: the Document Number format for ‘NW7’ is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., NW7YYYYMMDD###. The Document Number format for ‘NW6’ is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., NW6YYYYMMDD###.

The complete list of Document Number formats is defined in the Configuration Spreadsheet.

4. Select **Copy Forward** to Copy Forward the referenced AO7.

**Figure 56: Copy Forward**

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

5. Select **Next**.

**Figure 57: Next**

< Back **Next >** Cancel

The **Copy Forward** page is displayed.

6. Enter the search criteria to search for the DA to Copy Forward (i.e., Document Type, Document Number, etc.)
7. Select the **Search** button.

**Figure 58: Search**

Search Criteria

Document Type  ☆  ☆

Document Number

Document Status  ▾

User ID

Title

**Search**

The results are returned in the item collection.

**Figure 59: Results Returned**

Document Category	Document Type	Document Number	Document Date	Amendment / Modification Number	Title	Document Status	User ID
<input type="radio"/> DA	D6M	D6M2015122100002	11/10/2015		046E1192	Processed	ginaweaver
<input type="radio"/> DA	D6M	D6M201511201668	11/12/2015		073EA056	Processed	runbatchconvaar
<input type="radio"/> DA	D6M	D6M201511203535	11/12/2015		042ED597	Processed	runbatchconvaar
<input type="radio"/> DA	D6M	D6M201511204005	11/12/2015		14001561	Processed	runbatchconvaar
<input type="radio"/> DA	D6M	D6M201511201771	11/12/2015		07001035	Processed	runbatchconvaar
<input type="radio"/> DA	D6M	D6M201511203106	11/12/2015		07000620	Processed	runbatchconvaar
<input type="radio"/> DA	D6M	D6M201511202297	11/12/2015		084E1767	Processed	runbatchconvaar
<input type="radio"/> DA	D6M	D6M201511201454	11/12/2015		15003420	Processed	runbatchconvaar

All << < Page 1 of 1 > >>

8. a. Select the **Copy all lines** radio button to **Copy Forward** all the Accounting Lines from the outstanding D6M or D7M.
  - b. Select the **Choose which lines to copy** radio button to **Copy Forward** specific Accounting Lines.
9. a. If **Copy all lines** was selected in step 8, select the BD from the item collection and select the Finish button and see step 14.
  - b. If **Choose which lines to copy** was selected in step 8, select the BD from the item collection and select the Next button and see step 10.

**NOTE:** The Finish button converts into the Next button once Choose which lines to copy is selected.

**Figure 60: Finish Button**



10. The Choose Accounting Lines page is displayed.

**Figure 61: Choose Accounting Lines**

Choose Accounting Lines

Prorate to Itemized Lines

1 - 2 of 2 results

<input type="checkbox"/>	Actg Ln #	Original Amount	Closed Amount	Outstanding Amount	Part	BBFY	EBFY	Fund	Reg	Org Cd	Prgm
<input type="checkbox"/>	1	\$500.00	\$0.00	\$500.00		2016		192X	04	P0410001	PG00
<input type="checkbox"/>	2	\$50.00	\$0.00	\$50.00		2016		192X	04	P0410001	PG00

10 per page << < Page 1 of 1 > >>

11. Select the desired Accounting Lines to Copy Forward and select the **Next** button.

**Figure 62: Accounting Lines**

Choose Accounting Lines

Prorate to Itemized Lines

1 - 2 of 2 results

<input type="checkbox"/>	Actg Ln #	Original Amount	Closed Amount	Outstanding Amount	Part	BBFY	EBFY	Fund	Reg	Org Cd
<input checked="" type="checkbox"/>	1	\$500.00	\$0.00	\$500.00		2016		192X	04	P0410001
<input type="checkbox"/>	2	\$50.00	\$0.00	\$50.00		2016		192X	04	P0410001

< Back **Next >** Cancel

12. The Choose Itemized Lines page is displayed.

**Figure 63: Choose Itemized Lines**

Choose Itemized Lines

Move Funding to Accounting Lines

No results

<input type="checkbox"/>	Line Type	Item Ln #	Sub Ln #	Commodity	Comm Name	Outstanding Quantity	Outstanding Amount
--------------------------	-----------	-----------	----------	-----------	-----------	----------------------	--------------------

10 per page Page 1 of 1

13. Choose Vendor Page is displayed.

14. Select the Vendor.

15. Select the **Finish** button.

**Figure 64: Finish Choosing Itemized Lines**

< Back **Finish** Cancel

The CR Header page is displayed.

**Figure 65: Cash Receipt Header Page**

Pegasys / Transactions / Accounts Receivable / New / Cash Receipt / Header: NW6 R6 Non-Federal Write Off CR NW6201802070012 NEW FULL FORM

Header | Accounting Lines | Approval Routing | Memos | Summary | Correspondence

Expand All Collapse All

**General**

Document Type	NW6 R6 Non-Federal Write Off	Receipt Date	<input type="text"/>
Status	NEW	Accounting Period	<input type="text"/>
Document Number	NW6201802070012	Reporting Accounting Period	<input type="text"/>
Title	V0717116	Batch Number	<input type="text"/>
Received By	<input type="text"/>	Document Classification	<input type="text"/>
Post Code	<input type="text"/>	Security Org	GSA
Overseas Cashier Code	<input type="text"/>	Accomplished Date	04/14/2017
Disbursing Office	X0109	<input type="checkbox"/> Suppress Printing	
Sender's Disbursing Office	<input type="text"/>	Lockbox Number	<input type="text"/>
Agency DUNS Number	<input type="text"/>	Schedule Name	<input type="text"/>
Agency DUNS+4	<input type="text"/>	Formal Contract Number	<input type="text"/>
<input type="button" value="FIFO Liquidation Worksheet"/>			
Deposit/Debit Voucher Number	<input type="text"/>	<input type="button" value="Default to Lines"/>	

**Amounts**

Principal Amount:	<input type="text" value="\$7.74"/>
Interest Amount:	<input type="text" value="\$0.00"/>

**NOTE:** The Document Date, Disbursing Office, Accounting Period, and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

**NOTE:** The System ID will not **Copy Forward** from a referenced document. For a list of System IDs, please refer to the Configuration Specification.

**NOTE:** The Disbursing Office, Assignment Code, Accomplished Date and Security Org, will default from the Document Type settings and/or **Copy Forward** from the referenced document.

16. Select the **Accounting Lines** tab.

**Figure 66: Accounting Lines Tab**

Pegasys / Transactions / Accounts Receivable / New / Cash Receipt / Header: NW6 R6 Non-Federal Write Off CR NW6201802070012 NEW FULL FORM

Header **Accounting Lines** Approval Routing Memos Summary Correspondence

Expand All Collapse All

**General**

Document Type: NW6 R6 Non-Federal Write Off  
 Status: NEW  
 Document Number: NW6201802070012  
 Title: V0717116  
 Received By:   
 Post Code:   
 Overseas Cashier Code:   
 Disbursing Office: X0109  
 Sender's Disbursing Office:   
 Agency DUNS Number:   
 Agency DUNS+4:   
 Deposit/Debit Voucher Number:  **Default to Lines**

Receipt Date:   
 Accounting Period:   
 Reporting Accounting Period:   
 Batch Number:   
 Document Classification:   
 Security Org: GSA  
 Accomplished Date: 04/14/2017  
 Suppress Printing  
 Lockbox Number:   
 Schedule Name:   
 Formal Contract Number:

**Amounts**

Principal Amount: \$7.74  
 Interest Amount: \$0.00

**Verify Save Submit Schedule Refresh Fund Currency**

The Accounting Lines tab is displayed.

**Figure 67: Accounting Lines Tab**

Pegasys / Transactions / Accounts Receivable / New / Cash Receipt / Header: NW6 R6 Non-Federal Write Off CR NW6201802070013 NEW FULL FORM / Accounting Lines

Header Accounting Lines Approval Routing Memos Summary Correspondence

Accounting Line Charge Lines Associated Spending

1 - 1 of 1 results

Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd
1	Write Off			\$7.74	CD1		2017		285F	07	Q07MD000	TM11	
<b>Total Header Funded Amou</b>				\$7.74									

References... **Add Copy Remove Reset Replace** 10 per page Page 1 of 1

Go to top of page

17. Select the Accounting Line(s) and select the **Accounting Line** hyperlink located beneath the Accounting Line tab.

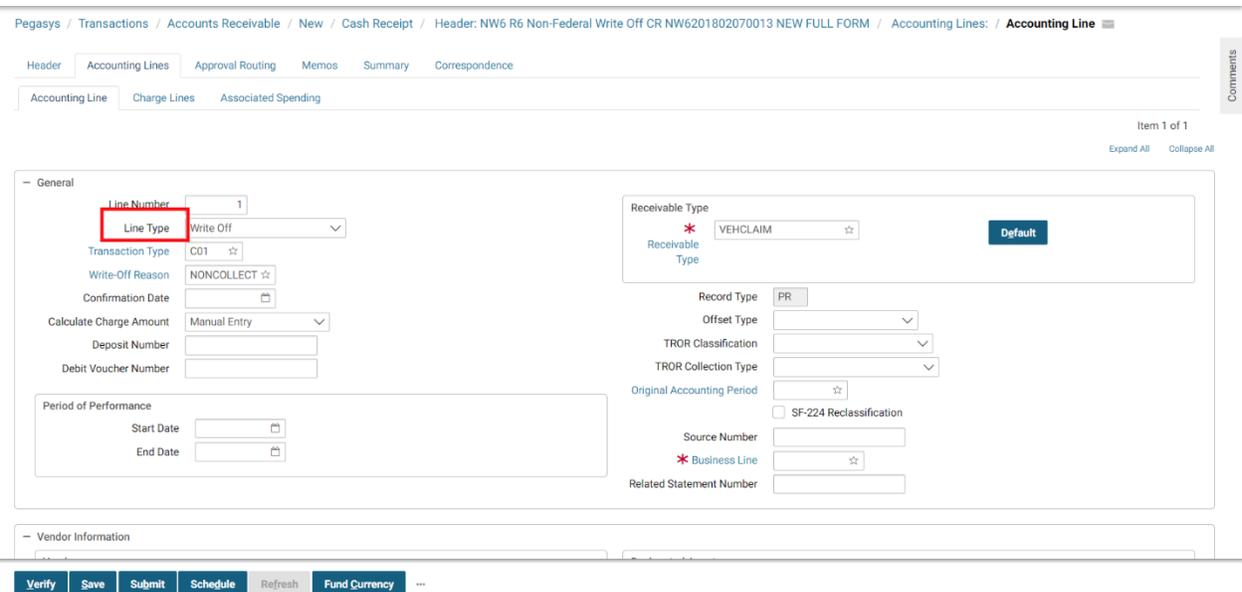
**Figure 68: Accounting Line Hyperlink**



**NOTE:** To modify an accounting line, select the checkbox by the row and then select the ‘Accounting Line’ link to open the page. To delete an existing line, select the line by highlighting its tab and select the Remove button.

The Accounting Line page is displayed.

**Figure 69: Accounting Line Page**



18. On the “Accounting Line” tab,
  - a. Enter field Line Type = Write Off.
  - b. Enter field Transaction Type = 01

**Figure 70: Field Transaction and Line Type**



c. Debt Account Information.

- i. Verify the referenced Debt Account Number, Accounting Line Number.

**Figure 71: Debt Account and Line Number**

d. Accounting Dimensions

- i. Verify the referenced DA’s Accounting Dimensions.

e. Description.

**NOTE:** The remaining information on the CR has been populated by the referenced document.

**Figure 72: Populated Reference Document**

19. Select the **Verify** button to check for errors in the form.

**NOTE:** If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

Figure 73: Verify Button

The screenshot shows the 'Accounting Lines' form in Pegasys. The breadcrumb trail is 'Pegasys / Transactions / Accounts Receivable / New / Cash Receipt / Header: NW6 R6 Non-Federal Write Off CR NW620180270013 NEW FULL FORM / Accounting Lines: / Accounting Line'. The 'Accounting Line' tab is selected. The form contains several sections: 'General' with fields for Line Number (1), Line Type (Write Off), Transaction Type (C01), Write-Off Reason (NONCOLLECT), Confirmation Date, Calculate Charge Amount (Manual Entry), Deposit Number, and Debit Voucher Number; 'Period of Performance' with Start and End Date fields; 'Receivable Type' (VEHCLAIM); 'Record Type' (PR); 'Offset Type'; 'TROR Classification'; 'TROR Collection Type'; 'Original Accounting Period'; 'SF-224 Reclassification' checkbox; 'Source Number'; 'Business Line'; and 'Related Statement Number'. At the bottom, a toolbar contains buttons for 'Verify', 'Save', 'Submit', 'Schedule', 'Refresh', and 'Fund Currency'. The 'Verify' button is highlighted with a red box.

20. Select the **Save** button.

Figure 74: Select Save Button

This screenshot is identical to Figure 73, showing the same Accounting Lines form. However, in this version, the 'Save' button in the bottom toolbar is highlighted with a red box, indicating the next step in the process.

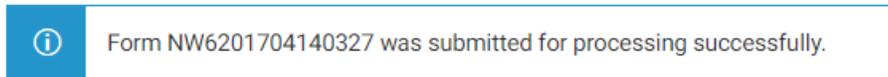
21. Select the **Submit** button to submit the form for processing.

**Figure 75: Submitted Form**

The screenshot shows the 'Accounting Lines' form in Pegasys. The 'General' section includes fields for Line Number (1), Line Type (Write Off), Transaction Type (C01), Write-Off Reason (NONCOLLECT), Confirmation Date, Calculate Charge Amount (Manual Entry), Deposit Number, and Debit Voucher Number. There is also a 'Period of Performance' section with Start and End Date fields. The 'Receivable Type' section shows 'VEHCLAIM' selected. Other fields include Record Type (PR), Offset Type, TROR Classification, TROR Collection Type, Original Accounting Period, SF-224 Reclassification, Source Number, Business Line, and Related Statement Number. At the bottom, a navigation bar contains buttons for Verify, Save, Submit (highlighted with a red box), Schedule, Refresh, and Fund Currency.

If no errors are encountered upon selecting the Submit button, a message appears stating that the form has been submitted for processing.

**Figure 76: Submitted Form**



**4.16.1.2.3 Write-Off Selection Batch Job**

The Write-Off Selection batch job selects Debt Accounts that meet the eligibility criteria. Debt Accounts become eligible for Write-Off selection 30 days after the First Demand Letter Generation date. When an eligible Debt Account is located, the batch job will: Create a new record on the Write-Off Entry Query and set the Write-Off Status to 'Eligible.' Below are the parameters associated with the Write-Off Selection Batch job.

**Table 1: Write-Off Selection Batch Job (R6 Claims) - Maintenance Tab**

Field	Required? Multi Values?	Description	Value
Job ID	Yes	Unique code assigned to the batch job run.	ARWOSELR6C
Process Code	No	The unique code used to identify and initiate the batch process.	ARWOSEL

<b>Field</b>	<b>Required? Multi Values?</b>	<b>Description</b>	<b>Value</b>
Job Name	No	Name assigned to the batch job being run.	Write Off Selection R6 Claims
Process Name	No	Name assigned to the process code to identify the batch process.	Write Off Selection Processor
Security Org	No	The established security organization for the item. When performing maintenance, the security org establishes what group the item will be associated with. Only users specified in the security organization will have access to this item. Must be a valid Security Org	GSA
Save Report To Database	No	Indicates that the report will be saved to the database so that users will be able to view the report from the user interface. Defaults to False.	TRUE
Save Report To File	No	Indicates that the report will be saved to the server so that it can be accessed by system administrator. Defaults to True.	TRUE
Batch File Location	No	The location of the batch file.	NULL
Generate File Name	No	Indicates that the file name will be generated.	FALSE
Name Format	No	The format of the file name.	NULL
Name	No	The file name.	ARWOSELR6C.rpt
Create Formatted Report	No	Indicates whether the system should create a formatted report.	FALSE
Saved Output Format	No	Indicates the format of the saved output file.	PDF

<b>Field</b>	<b>Required? Multi Values?</b>	<b>Description</b>	<b>Value</b>
Report Output View Access	No	Indicates the access needed to view the report. Valid options include: Private, Shared. Defaults to Private.	PRIVATE
Report Security Org	No	The Security Organization associated with the batch job report.	NULL

**Table 2: Write-Off Selection Batch Job (R6 Claims) - Parameters**

<b>Field</b>	<b>Required? Multi Values?</b>	<b>Description</b>	<b>Value</b>
Effective Date	Required	This field identifies the date to be used as the current date in determining the age of the outstanding receivable. Defaults to the current date. Must be a valid date in mm/dd/yy or mm/dd/yyyy format.	Current Date
Age Category	Multi Values	This field identifies the age category upon which overdue charges calculations are based.	Valid values include: A, B, C, D, E, F, and G. (A - 1 to 90 Days Overdue, B - 91 to 180 Days Overdue, C - 181 to 365 Days Overdue, D - 1 to 2 Years Overdue, E - 2 to 6 Years Overdue, F - 6 to 10 Years Overdue, G - 10+ Years Overdue). Multiple values are allowed.
Receivable Type	Multi Values	This field identifies the receivable type associated with the transaction.	Must be a valid entry on the Receivable Type table. Multiple instances allowed.

<b>Field</b>	<b>Required? Multi Values?</b>	<b>Description</b>	<b>Value</b>
Vendor Type	Multi Values	This field identifies the vendor type associated with the vendor on the transaction.	Must be a valid entry on the Vendor Type table. Multiple instances allowed.

**Table 3: Write-Off Selection Batch Job (R7 Claims) - Maintenance Tab**

<b>Field</b>	<b>Required? Multi Values?</b>	<b>Description</b>	<b>Value</b>
Job ID	Yes	Unique code assigned to the batch job run.	ARWOSELR7C
Process Code	No	The unique code used to identify and initiate the batch process.	ARWOSEL
Job Name	No	Name assigned to the batch job being run.	Write Off Selection R7 Claims
Process Name	No	Name assigned to the process code to identify the batch process.	Write Off Selection Processor
Security Org	No	The established security organization for the item. When performing maintenance, the security org establishes what group the item will be associated with. Only users specified in the security organization will have access to this item. Must be a valid Security Org	GSA
Save Report To Database	No	Indicates that the report will be saved to the database so that users will be able to view the report from the user interface. Defaults to False.	TRUE
Save Report To File	No	Indicates that the report will be saved to the server so that it can be accessed by system administrator. Defaults to True.	TRUE

<b>Field</b>	<b>Required? Multi Values?</b>	<b>Description</b>	<b>Value</b>
Batch File Location	No	The location of the batch file.	NULL
Generate File Name	No	Indicates that the file name will be generated.	FALSE
Name Format	No	The format of the file name.	NULL
Name	No	The file name.	ARWOSELR7C.rpt
Create Formatted Report	No	Indicates whether the system should create a formatted report.	FALSE
Saved Output Format	No	Indicates the format of the saved output file.	PDF
Report Output View Access	No	Indicates the access needed to view the report. Valid options include: Private, Shared. Defaults to Private.	PRIVATE
Report Security Org	No	The Security Organization associated with the batch job report.	NULL

**Table 4: Write-Off Selection Batch Job (R7 Claims) - Parameters**

<b>Field</b>	<b>Required? Multi Values?</b>	<b>Description</b>	<b>Value</b>
Effective Date	Required	This field identifies the date to be used as the current date in determining the age of the outstanding receivable. Defaults to the current date. Must be a valid date in mm/dd/yy or mm/dd/yyyy format.	Current Date

<b>Field</b>	<b>Required? Multi Values?</b>	<b>Description</b>	<b>Value</b>
Age Category	Multi Values	This field identifies the age category upon which overdue charges calculations are based.	Valid values include: A, B, C, D, E, F, and G. (A - 1 to 90 Days Overdue, B - 91 to 180 Days Overdue, C - 181 to 365 Days Overdue, D - 1 to 2 Years Overdue, E - 2 to 6 Years Overdue, F - 6 to 10 Years Overdue, G - 10+ Years Overdue). Multiple values are allowed.
Receivable Type	Multi Values	This field identifies the receivable type associated with the transaction.	Must be a valid entry on the Receivable Type table. Multiple instances allowed.
Vendor Type	Multi Values	This field identifies the vendor type associated with the vendor on the transaction.	Must be a valid entry on the Vendor Type table. Multiple instances allowed.

#### **4.16.1.2.4 Authorization**

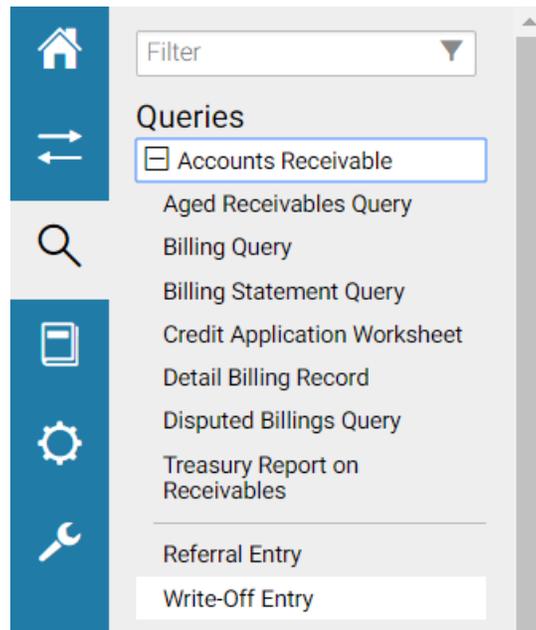
The Write-Off Authorization takes place after the Write-Off Selection batch job execution and the Debt Account becomes eligible for Write-Off.

The following steps describe how to search and Write-Off eligible uncollectible Debt Account via the Write-Off Query.

##### **Steps to Search and Write-Off via Write-Off Entry Query:**

1. Navigate to Queries → Accounts Receivable → Write-Off Entry.  
The Write-Off Entry Query page is displayed.

**Figure 77: Write-Off Entry Page**



**Figure 78: Write-Off Entry Criteria**

Pegasys / Queries / Accounts Receivable / Write-Off Entry

### Write-Off Entry

**Search Criteria**

Document Number ☆  
 Doc Typ   
 Doc Num

Line Number ☆  
 Actg Ln #   
 Statement Number

Debt Account  
 Debt Account Number  ☆  
 Debt Account Line Number  ☆

Vendor  
 Vendor  ☆  ☆  
 Address Name

Vendor Type  ☆  
 Receivable Type  ☆  
 Transaction Type  ☆

Write-Off Reason ☆  
 Write-Off Reason

Currency  ☆  
 Amount  To

Age Category

- 1 to 30 Days Overdue
- 31 to 60 Days Overdue
- 61 to 90 Days Overdue
- 91 to 120 Days Overdue
- 121 to 150 Days Overdue
- 151 to 180 Days Overdue
- 181 to 365 Days Overdue
- 1 to 2 Years Overdue
- 2 to 6 Years Overdue
- 6 to 10 Years Overdue
- 10+ Years Overdue

- Enter the search criteria to search for eligible DAs related to debt account amounts that need to be Write-Off. At a minimum, enter the Debt Account Number, Debt Account Line Number, Receivable Type, Vendor, Write-Off Status, and Age Category.

**NOTE:** Query performance is improved with each additional search criteria entered. For example, rather than simply entering Debt Account Number, enter the Debt Account Line Number, Write-Off Status, Receivable Type, Vendor, Write-Off Status and any additional DA detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

**Figure 79: Write-Off Entry**

Pegasys / Queries / Accounts Receivable / Write-Off Entry

### Write-Off Entry

Search Criteria

Document Number ☆  
 Doc Typ   
 Doc Num

Line Number ☆  
 Actg Ln #   
 Statement Number

Debt Account  
 Debt Account Number   
 Debt Account Line Number

Vendor  
 Vendor   
 Address Name   
 Vendor Type   
 Receivable Type   
 Transaction Type

Write-Off Reason ☆  
 Write-Off Reason

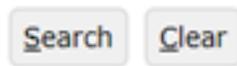
Currency   
 Amount  To

Age Category

- 1 to 30 Days Overdue
- 31 to 60 Days Overdue
- 61 to 90 Days Overdue
- 91 to 120 Days Overdue
- 121 to 150 Days Overdue
- 151 to 180 Days Overdue
- 181 to 365 Days Overdue
- 1 to 2 Years Overdue
- 2 to 6 Years Overdue
- 6 to 10 Years Overdue
- 10+ Years Overdue

3. Select the **Search** button.

**Figure 80: Search**



4. Select the record and select the **Details** button.

**Figure 81: Write-Off Entry**

1 - 3 of 3 results

Doc Typ	Doc Num	Actg Ln #	Statement Number	Debt Account Number	Debt Account Line Number	Vendor Code	Address Code	Name	Vendor Type	Receivable Type	Days Overdue	Currency	Write-Off Status	Status Date	Transaction Type	Total Document Bill Amount
<input checked="" type="radio"/>	RDN	RDNA100870101-001	17	A100870101		S9700	S9700	WASHINGTON HEADQUARTERS SERVICES	F	RTNA	2,843	USD	Eligible			\$12,823.47
<input type="radio"/>	RDN	RDNA100870101-001	20	A100870101		S9700	S9700	WASHINGTON HEADQUARTERS SERVICES	F	RTNA	2,843	USD	Eligible			\$32,529.55
<input type="radio"/>	RDN	RDNA100870101-001	4	A100870101		S9700	S9700	WASHINGTON HEADQUARTERS SERVICES	F	RTNA	2,843	USD	Eligible			\$9,351.02

10 per page Page 1 of 1

5. Review the Write-Off Entry record.

**Figure 82: Review Write-Off Record**

Pegasys / Queries / Accounts Receivable / Write-Off Entry / Write-Off Entry

### Write-Off Entry

**Document To Write-Off**

Reference

Document Number

Line Number

Statement Number

Debt Account

Debt Account Number

Debt Account Line Number

Payer

Vendor   [More](#)

Address Name

Total Collected Amount

Applied Credit Amount

Total Bill Amount

Outstanding Amount

Security Organization

**Write-Off Status**

Status Change Date

Collection Due Date

Overdue Status

Vendor Type

[View Document](#)

Bill Type/Type of Transfer

Customer Agency Location Code

Originating Agency Location Code

Receivable Type

Days Overdue

[Save](#)

6. Update the Write-Off Status from 'Eligible' to **'Authorized.'**
7. Populate Document Type, Document Number, Reason, Write-Off Amount, and Transaction Type.

**Figure 83: Debit Account Number**

Pegasys / Queries / Accounts Receivable / Write-Off Entry

### Write-Off Entry

**Search Criteria**

**Document Number**

Doc Typ

Doc Num

**Line Number**

Actg Ln #

Statement Number

**Debt Account**

Debt Account Number

Debt Account Line Number

**Vendor**

Vendor

Address Name

Vendor Type

Receivable Type

Transaction Type

**Write-Off Reason**

Write-Off Reason

Currency

Amount  To

**Age Category**

- 1 to 30 Days Overdue
- 31 to 60 Days Overdue
- 61 to 90 Days Overdue
- 91 to 120 Days Overdue
- 121 to 150 Days Overdue
- 151 to 180 Days Overdue
- 181 to 365 Days Overdue
- 1 to 2 Years Overdue
- 2 to 6 Years Overdue
- 6 to 10 Years Overdue
- 10+ Years Overdue

8. Select **Save**.

**Figure 84: Save Button**

#### 4.16.1.2.5 Write-Off Generation

##### 4.16.1.2.5.1 Write-Off Generation Batch Job

The Write-Off Generation batch job will search for Debt Account records on the Write-Off Entry query where the Write-Off status has been updated to 'Authorized.' When an Authorized record is located, the Write-Off Generation batch job will: Generate a new Write-Off Cash Receipt (Document Type = NW6/NW7). **Copy Forward** all relevant information from the Debt Account to the Cash Receipt. Submit the document to Workflow for Approval if the CR dollar amount is within the range specified on the Document Type Approval Template, and update the Debt Account Entity to record the Write-Off transaction. Below are the parameters associated with the Write-Off Generation Batch job.

**Table 5: Write-Off Generation - Maintenance Tab**

Field	Description	Value
Job ID	Unique code assigned to the batch job run.	ARWOGENRCLMS
Process Code	The unique code used to identify and initiate the batch process.	ARWOGEN
Job Name	Name assigned to the batch job being run.	Write Off Generation - Claims
Process Name	Name assigned to the process code to identify the batch process.	Write Off Generation Processor
Security Org	The established security organization for the item. When performing maintenance, the security org establishes what group the item will be associated with. Only users specified in the security organization will have access to this item. Must be a valid Security Org	GSA
Save Report To Database	Indicates that the report will be saved to the database so that users will be able to view the report from the user interface. Defaults to False.	TRUE

<b>Field</b>	<b>Description</b>	<b>Value</b>
Save Report To File	Indicates that the report will be saved to the server so that it can be accessed by system administrator. Defaults to True.	TRUE
Batch File Location	The location of the batch file.	NULL
Generate File Name	Indicates that the file name will be generated.	FALSE
Name Format	The format of the file name.	NULL
Name	The file name.	ARWOGENRCLMS.rpt
Create Formatted Report	Indicates whether the system should create a formatted report.	FALSE
Saved Output Format	Indicates the format of the saved output file.	PDF
Report Output View Access	Indicates the access needed to view the report. Valid options include: Private, Shared. Defaults to Private.	PRIVATE
Report Security Org	The Security Organization associated with the batch job report.	NULL

**Table 6: Write-Off Generation - Parameters**

<b>Field</b>	<b>Description</b>	<b>Value</b>
Doc Status	This field identifies the status of the Write-Off Cash Receipt form generated. Valid values are SCHEDULED and HELD. Defaults to HELD.	HELD
Effective Date	This field identifies the date used as the Document Date on the generated cash receipts. Defaults to the current date. Must be a valid date in mm/dd/yy or mm/dd/yyyy format.	Current Date

Field	Description	Value
Overridden Flag	This field identifies the overridden flag, which allows the batch process to automatically override any overrideable errors that occur during processing. Valid options include True (T) and False (F). Defaults to False.	T
Schedule Date	This field identifies the schedule date. If SCHEDULED is selected for the docStatus parameter, then this is the date that the CR is scheduled to be processed through off-line document processing. If HELD is selected for the docStatus parameter, then this value is ignored. Defaults to the current date. Must be a valid date in mm/dd/yy or mm/dd/yyyy format.	Current Date
user ID	This field identifies the identification code associated with all database updates. Where necessary, the security permissions of the ID are checked and validated against the requirements for completing the updates. In addition, all log entries made are associated with the given value. Must be a valid entry on the Principal table.	runbatchwogen

#### 4.16.1.2.5.2 Approval of Write-Off CR via Workflow

Non-IPAC Write-Off CR forms require Workflow Approvals prior to processing. The Approval routing of Write-Off CR forms is based on the Write-Off amount and GSA Policy Write-Off thresholds for Federal and Non-Federal receivables.

Non-IPAC receivables between the amounts of \$0.01 and \$999,999.999.00 are eligible for Write-Off after 30 days of delinquency.

**Table 7: Federal and Non-Federal Write-Off Approvers**

Federal Min (\$)	Federal Max (\$)	Non-Federal Min (\$)	Non-Federal Max (\$)	Approvals
50.01	1,000	50.01	1,000	User
1,000.01	5,000	1,000.01	10,000	Manager
5,000.01	10,000	10,000.01	50,000	Branch Chief
10,000.01	20,000	50,000.01	99,999.99	Division Director
20,000.01	N/A	100,000	N/A	Director Financial Policy and Operations

#### 4.16.2 Allowance for Loss (AFL)

---

An allowance for estimated losses is recorded for uncollectible amounts when it is not likely that the receivable will be fully collected. Receivables are presented on the Balance Sheet at their net realizable value.

\* Net Realizable Value = Total Accounts Receivable - Allowance for Loss

An allowance for loss is established based on the history of collections and responses or non-responses from debtor customers. A different calculation for allowances is applied based on the age and type of receivable for the following receivable categories: Federal, Non-Federal, Disputed, and Charged Back.

Allowance can be manually calculated using the following reports:

- Aged Unbilled Receivables (BC1040)
- Aged Billed Receivables (BC1265).
- Outstanding Chargebacks (BC1048).
- Delinquencies and Disputes Queries.
- IPAC Customer Generated Exceptions Report (BC1300).

**NOTE:** Instructions for using the above reports will be included in the Reporting Addendum.

The Standard Voucher (SV) document is used to create allowance entries in Pegasys. The SV updates any affected budget lines, plans, and projects based on the accounting event derived from the vouchers entered transaction type.

Please refer to the existing Pegasys User Guide for additional information on Standard Vouchers (SV). For information on AR Accruals, please refer to **BAAR User Guide 1 of 10, Section 2.6**. For information on PBS Imputed Rent, please refer to **BAAR User Guide 2 of 10, Section 4.5.5**.

- Region 6 - Quarterly
  - o > 365 days - < 730 days - 50%
  - o > 730 days - 100%
- AAS/ITS
  - o > 365 days - < 730 days - 5%
  - o > 730 days - 100%
- Supply
  - o > 180 days - < = 365 days - 15%
  - o > 365 days - < = 730 days - 35%
  - o > 730 days - 100%
- Fleet

- o > 180 days - < = 365 days - 15%
- o > 365 days - < = 730 days - 35%
- o > 730 days - 100%
- Region 7 - Monthly
  - o Rent Disputed Federal
    - > 180 days - < = 365 days - 50%
    - > 365 days - < = 731 days - 85%
    - > 730 days - 100%
  - o Rent Non-Disputed Federal
    - > 180 days - < = 365 days - 15%
    - > 365 days - < = 730 days - 35%
    - > 730 days - 100%
  - o Rent Chargeback
    - < = 90 days - 85%
    - > 90 days - 100%
  - o RWA Disputed
    - > 180 days - < = 365 days - 35%
    - > 365 days - < = 730 days - 50%
    - > 730 days - 100%
  - o RWA Non-Disputed
    - > 180 days - < = 365 days - 20%
    - > 365 days - < = 730 days - 65%
    - > 730 days - 100%
  - o RWA Chargeback
    - > 180 days - < = 365 days - 10%
    - > 365 days - < = 730 days - 25%
    - > 730 days - 100%
  - o Outlease
    - > 180 days - < = 365 days - 25%
    - > 365 days - < = 730 days - 50%
    - > 730 days - 100%
  - o Region 7 Manual Federal

- > 180 days - < = 365 days - 10%
- > 365 days - < = 730 days - 25%
- > 730 days - 100%
- o Region 7 Manual Non Federal
  - > 180 days - < = 365 days - 25%
  - > 365 days - < = 730 days - 50%
  - > 730 days - 100%
- o Region 7 Claims
  - > 180 days - < = 365 days - 25%
  - > 365 days - < = 730 days - 50%
  - > 730 days - 100%
- o FAS Information Technology Category
  - > 365 days - < 730 days - 5%
  - > 730 days - 100%

#### **4.16.2.1 Allowance for Loss Batch Job**

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The Allowance for Loss Batch job to allows agencies to select receivables to be included in the calculation to determine the allowance for loss amount based on a variety of selection criteria (and associate an Allowance for Loss Percentage); not limited to the Fund dimension. This flexibility will allow Pegasys to tailor the document line selection criteria to the needs of each individual GSA Business Line. Each GSA Business Line will be able to control the level of the detailed selection in the receivable base, set the allowance for loss percentage at the desired level of detail, use the automated batch process to calculate and post the allowance for loss amounts at either the Fund level or the lowest accounting dimension level. An additional parameter setting will control if a vendor will be present on the SV line and posting will be grouped by Vendor, using a combination of Vendor/Vendor Address Code and Transfer TSYM for summarization. The batch process will introduce the ability to be run in Preliminary or Final Mode.

**NOTE:** Preliminary does not make any updates, only produces the batch execution report for analysis.

The batch job now requires an Allowance for Loss Selection Criteria Code. This code links the batch job to the appropriate Selection Criteria. The Allowance for Loss Selection Criteria is used to set up allowance for loss percentages and additional conditions that have to be met for a record to be eligible for batch selection.

#### **4.16.2.2 Standard Voucher (SV) Available Document Types for AFL**

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For a list of Standard Voucher (SV) Available Document Types for AFL, please refer to **BAAR User Guide 8 of 10 A.4 Appendix: Available Standard Voucher (SV) Document Type**.

#### **4.16.2.3 Manual Creation of a Standard Voucher (SV) Allowance for Loss**

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Standard Vouchers are currently used in Pegasys Accounts Payable transactions, and will also be used in Accounts Receivable Allowance for Loss transactions. Please see the Pegasys User Guide for more information on Standard Vouchers (SV) and Accounts Payable.

For more information about Standard Vouchers (SV), please refer to **BAAR User Guide 2 of 10, Section 4.5.5** for information on Imputed Rent SVs; see **Section 4.16.2** for Allowance for Loss as well as the Pegasys User Guide.

The steps to create a Standard Voucher (SV) form (Allowance for Loss) below assumes the user has reviewed the reports listed in **Section 4.16.2** and has determined the appropriate calculation based on receivable age and group.

The users are required to populate the following types of fields to manually create a General System Standard Voucher (SV) form (Allowance for Loss):

- **Pegasys System Required Fields** -These fields have the red asterisk and the system throws hard error when they are left blank.
- **GSA Business Process Required Fields** -These fields are optional in Pegasys but required to be populated per the business process of each Business line. Appendices list these fields for every business line.

#### **Steps to Create a General System Standard Voucher (SV)Form (Allowance for Loss):**

1. Navigate to Transactions → General System → New → Standard Voucher.  
The New Standard Voucher page is displayed.

### Figure 85: New Standard Voucher

Pegasys / Transactions / General System / New / **New Standard Voucher**

New Standard Voucher

\* Document Type

Document Number Format Prefix

Security Org

\* Document Number  **Generate**

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

[Go to top of page](#)

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2. **REQUIRED** - Enter the **Document Type**.  
**NOTE:** Only manual document types are used for online creation.
3. Select the **Generate** button to auto-generate a Document Number.

**Figure 86: Document Type**

Pegasys / Transactions / General System / New / **New Standard Voucher**

New Standard Voucher

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number  **Generate**

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

[Go to top of page](#)

≤ Back **Finish** **Cancel**

A unique document number is generated in the Document Number field.

**NOTE:** The Document Number Formats are defined per document type and business line. For example: the Document Number format for ‘RML’ is the document type of Standard Voucher (SV) form followed by the year, month and day, combined with 4 incremented digits. (i.e., RMLYYYYMMDD####).

The Document Number format for ‘FML’ is the document type of Standard Voucher (SV) form followed by the year, month and day, combined with 4 incremented digits. (i.e., FMLYYYYMMDD####).

The complete list of Document Number formats is defined in the Configuration Spreadsheet.

4. Select the **Finish** Button.

**Figure 87: Finish New Standard Voucher**

Pegasys / Transactions / General System / New / New Standard Voucher 

New Standard Voucher

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

[Go to top of page](#)

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The Header page is displayed.

**Figure 88: Header Page Display**

5. On the “Header” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR User Guide 10 of 10 C.10.4 Appendix: Create Allowance for Loss Standard Voucher (SV) - All Business Lines**

- a. General.

**NOTE:** The Accounting Period, Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

**NOTE:** The System ID will default from the document type.

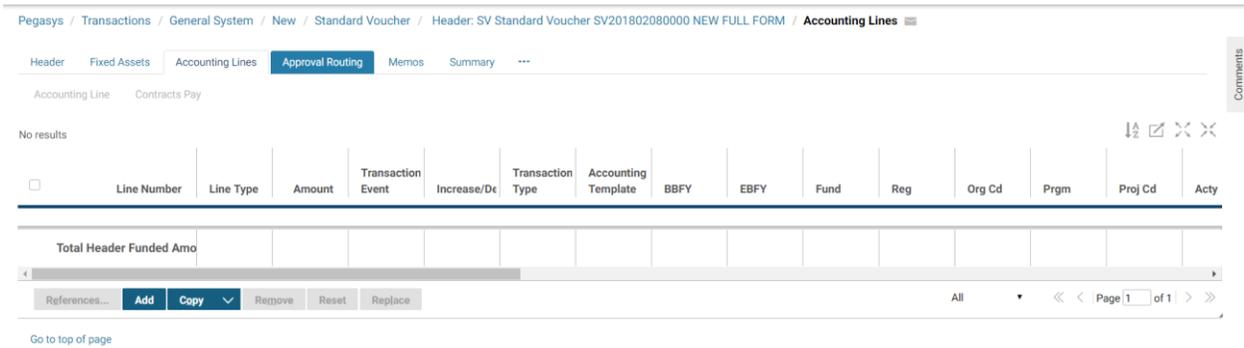
- b. Amounts.

6. Select the **Accounting Lines** tab.

**Figure 89: Accounting Lines Tab**

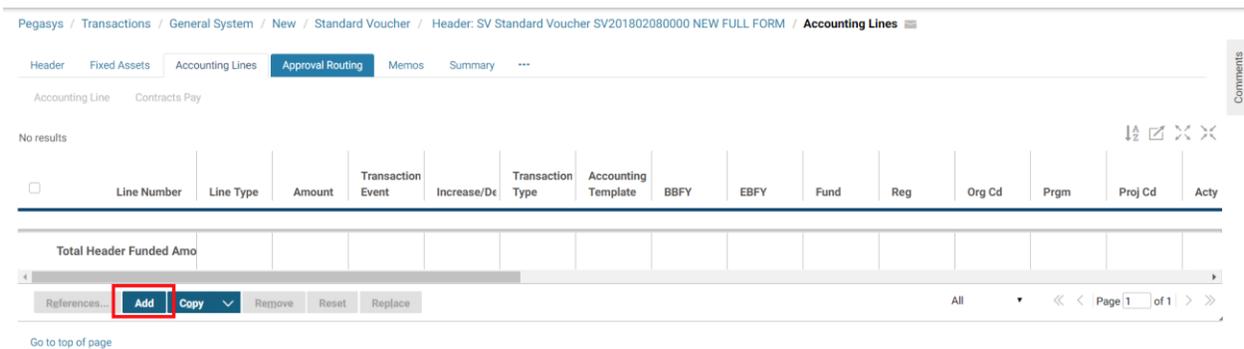
The Accounting Lines page is displayed.

**Figure 90: Accounting Lines Page**



7. Select the **Add** button.

**Figure 91: Select the Add button**



**NOTE:** To modify an accounting line, select the checkbox by the row and then select the ‘Accounting Line’ link to open the page. To delete an existing line, select the line by highlighting its tab and select the Remove button.

8. On the “Accounting Line” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR User Guide 10 of 10 C.10.4 Appendix: Create Allowance for Loss Standard Voucher (SV) - All Business Lines**

- a. General.
- b. Vendor Information:

**NOTE:** The Vendor Code used on Allowance Entries represents the Agency level rather than an ALC or BOAC/AB level.

- c. Line Amounts:

**NOTE:** The SV does not reference other documents. Referenced Statement Number is for descriptive purposes only.

- d. Accounting Dimensions:

- e. Select the Default button after entering the Accounting template to populate the accounting dimensions from the template.

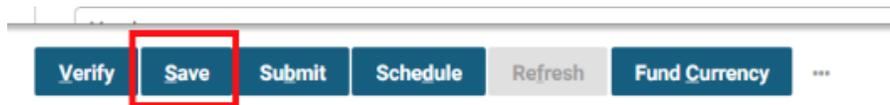
Example Accounting Template For Rent Bills:

11RNT-01-192X-P0125100-PG00-PGA33

**NOTE:** Please see the Configuration Guide for the complete list of Accounting Templates.

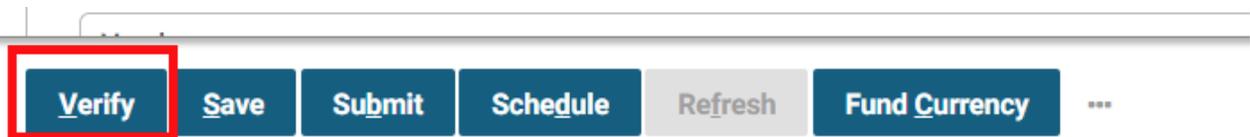
- 9. Select the **Save** button.

**Figure 92: Save Form**



- 10. Select the **Verify** button.

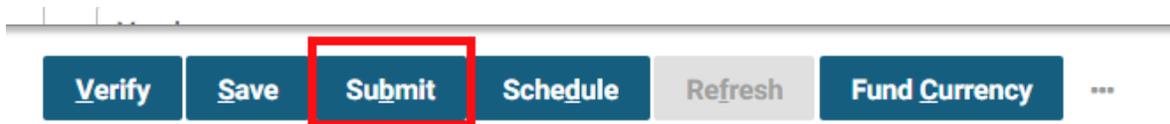
**Figure 93: Select Verify**



**NOTE:** The Accomplished Date will default upon verify or process.

- 11. Select the **Submit** button.

**Figure 94: Submit**



**NOTE:** If no errors are encountered upon selecting the Submit button a message appears stating that the form has successfully processed.

### 4.16.3 Dunning

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Pegasys generates Dunning Notices to inform both Federal and Non-Federal customers (vendor or designated agent level) of delinquent bill or debt account amounts, including principal and IP&A charges, and Collections received by GSA. Dunning Notices are sent to customers to formally notify them of delinquency and to request for payment for delinquent amount cited on the notice. Dunning Notices are generated in Pegasys and transmitted to VCSS for the customer to view. GSA additionally sends printed hard copy Dunning Notices to delinquent customers through the mail.

The dunning of customers is based on Document Type or at the individual bill level. The GSA Accounts Receivable and Debt Collection Manual and GSA business process requirements provide guidance on the eligibility, timing, and frequency for the generation of dunning notices for federal and non-federal customers.

Dunning selection criteria is configured on the AR Options Maintenance table. The setup determines time between dunning letters and maximum number of letters generated for selected bills or debt accounts. Customers with multiple receivables outstanding will have one Dunning Notice generated per statement or debt account.

IPAC Document Types, Revenue Credit Card, and DoD Interfund billings are not set up to dun in Pegasys. For Non-IPAC billings, the Dunning Print Flag on the BD and DA Accounting Line determines whether Dunning Notices will generate.

Pegasys determines when to generate Dunning Notices by adding the Initial Dunning Days value specified on the Accounts Receivable Options Maintenance table to the Collections Due Date on the BD:

- If the resulting date is less than the Print Date parameter, a dunning notice is generated.
- Once the first dunning notice has been generated, another calculation is performed to determine if a subsequent notice should be printed.

**Figure 95: Accounts Receivable Options Maintenance Table Settings for Statement Dunning**

Non-Federal Customers		Federal Customers	
- Dunning Information		- Dunning Information	
* Initial Days	1	* Initial Days	1
* Subsequent Days	29	* Subsequent Days	29
* First Threshold Maximum Letters	0	* First Threshold Maximum Letters	0
* Second Threshold Maximum Letters	3	* Second Threshold Maximum Letters	4
* Excess of Threshold Maximum Letters	3	* Excess of Threshold Maximum Letters	4
* First Threshold Amount	\$0.00	* First Threshold Amount	\$0.00
* Second Threshold Amount	\$999,999,999.00	* Second Threshold Amount	\$999,999,999.00
Installment Dunning Multiplier	0	Installment Dunning Multiplier	0

**NOTE:** The Accounts receivable options maintenance table settings for statement dunning is composed of a non-federal customers section and a federal customers section. Both sections are composed of the following required fields: initial days, subsequent days, first threshold maximum letters, second threshold maximum letters, excess of threshold maximum letters, first threshold amount, and second threshold amount. There is also an installment dunning multiplier. For both non-federal customers and federal customers, the initial days has a value of 1 and the first threshold maximum letters has a value of 0. For non-federal customers the second threshold maximum letters and excess threshold maximum letters fields have a value of 3. For federal customers the second threshold maximum letters and excess threshold maximum letters fields have a value of 4.

If the Debt Appeal/Forbearance flag is True on the DA Accounting Line, the DA line will not be dunned. The Debt Appeal/Forbearance flag is manually checked by the Claims Billing Unit when a customer has formally submitted a dispute against their Debt Account.

If an Amortization Schedule has been established with the customer, the user updates the DA and sets the Dunning Print flag to false (unchecked) causing the DA Line to be excluded from dunning.

#### **4.16.3.1 Automated Dunning Notice Generation Process - Billing Document.**

---

Pegasys will use the automated dunning notice batch job (ARDUNNING) which runs on a weekly basis (on Thursday at 3 AM for all business lines) to generate Dunning Notices at the Statement level for customers. The ARDUNNING process selects statements that are eligible for dunning based on the information defined on the Accounts Receivable Options Maintenance Table. Once eligible Statements are selected, the ARDUNNING batch process will create the Notice of Payment Due reports based on the Accounting Line information on the statement. The Notice of Payment Due reports will only contain details for the Accounting Lines which are eligible for Dunning (e.g., Not in Dispute, unliquidated and X days past their collection due dates or since the last dunning date). AROVERDUE corrects BDs to apply IP&A calculations on each Accounting Line by creating Charge Lines. IP&A calculations for each batch instance apply to the Document Types that are set up in the Complex Parameters. ARDUNNING will auto trigger the Dunning/Due Process reports. The Dunning report will be attached to the statement.

#### **4.16.3.2 Automated Dunning Notice Generation Process - Debt Account**

---

Pegasys will use the automated dunning notice batch job (ARDUNNING) which runs on a daily basis to generate Dunning Notices for customer Debt Accounts. The ARDUNNING process selects Debt Accounts that are eligible for dunning based on the information defined on the Accounts Receivable Options Maintenance Table. Once eligible Debt Accounts are selected, the ARDUNNING batch process will create the Notice of Payment Due reports based on the Accounting Line information on the debt account. The Notice of Payment Due reports will only contain details for the Accounting Lines which are eligible for Dunning (e.g., Not in Dispute, unliquidated and X days past their First Demand Letter Generated Dates or since the last dunning date). AROVERDUE corrects DAs to apply IP&A calculations on each Accounting Line by creating Charge Lines. IP&A calculations for each batch instance apply to the Document Types that are set up in the Complex Parameters. ARDUNNING will auto trigger the Dunning/Due Process reports. The Dunning report will be attached to the debt account in Pegasys.

#### **4.16.4 Overdue Charges**

---

Overdue charges are assessed against non-Federal customers when any portion of a billing statement or debt account remains outstanding after the Collection Due Date. Overdue charges, or late fees, are calculated/assessed against the outstanding Billing Document (BD) amount or Debt Account (DA) amount as overdue charge lines. The charges are assessed on the following GSA business lines:

- FAS - Fleet, Global Supply/Automotive Purchases.
- PBS - RWA/HOTD.
- Region 6 Claims.
- Region 7 Claims.

**NOTE:** Rent is only for Federal customers and since only Non-Federal customers are assessed overdue charges, Rent does not assess overdue charges.

- GSA calculates and assesses the following three types of overdue charges:
- Interest Charges.
- Penalty Charges.
- Administrative Charges.

Overdue charges are manually set up by the user on the General System Options Maintenance table and Overdue Charges Maintenance tables. The General System Options Maintenance table specifies billing periods for Non-Federal bills that dictate assessment of Interest, Penalty, and Administrative (IP&A) Charges. Non-Federal bills are due in 30 days after the Bill Print date. For interest calculations, the Interest Uses Collection Due Date Flag determines the date used to calculate interest. The dates specified for the Interest Begin Date, Admin Begin Date, and Penalty Begin Date values specified on the Debt Account document.

**NOTE:** Both Region 6 and Region 7 will have the Interest Uses Collection Due Date flag set to False (this flag is a global setting on the General System Options Maintenance table).

**Figure 96: General System Options Maintenance Table**

— Accounts Receivable

* Federal Billing Days	<input type="text" value="45"/>
* Non-Federal Billing Days	<input type="text" value="30"/>
	<input checked="" type="checkbox"/> Group Bills
	<input checked="" type="checkbox"/> Group Dunning
First Internal Offset Posting Order	<input type="text" value="Collection Due Date"/>
Second Internal Offset Posting Order	<input type="text" value="Outstanding Amount"/>
	<input checked="" type="checkbox"/> Require Non-Federal Advance
Date Used for Calculating IPA Charges	<input type="text" value="Collection Due Date"/>

The following Overdue Charges maintenance tables are configured by the funds each type hits:

- Interest Type.
- Penalty Type.
- Administrative Charge Type.

Pegasys will use the automated Pegasys batch process to calculate and access overdue charges for Non-Federal customers only.

**Table 8: Overdue Charges**

<b>Business Line</b>	<b>Overdue Charges Maintenance Table</b>	<b>Non-Federal IP&amp;A Types</b>	<b>Federal IP&amp;A Types</b>
Global Supply, Automotive Purchases, AAS,ITS,Telecom,WANR, 6 Manual Business Lines,FAS Information Technology Category	Intreset	INTF285	FEDINT
Global Supply, Automotive Purchases, AAS,ITS,Telecom,WANR, 6 Manual Business Lines,FAS Information Technology Category	Penalty	PEN28F	FEDPENALTY
Global Supply, Automotive Purchases, AAS,ITS,Telecom,WANR, 6 Manual Business Lines,FAS Information Technology Category	Adminstrative Charge	ADMIN285F	FEDADMIN
Rent,RWA,HOTD,Outlease.R7 Manual Business Lines	Intreset	INT192X	FEDINT
Rent,RWA,HOTD,Outlease.R7 Manual Business Lines	Penalty	PEN455F	FEDPENALTY
Rent,RWA,HOTD,Outlease.R7 Manual Business Lines	Adminstrative Charge	ADMIN192X	FEDADMIN
Fleet	Intreset	INT455F	FEDINT
Fleet	Penalty	PEN455F	FEDPENALTY
Fleet	Adminstrative Charge	ADMIN455F	FEDADMIN

**Table 9: Overdue Charges - Region 6 and 7 Claims**

<b>Business Line</b>	<b>Overdue Charges Maintenance Table</b>	<b>Non-Federal IP&amp;A Types</b>
Region 6 Claims	Intreset	INTR6CLM
Region 6 Claims	Penalty	PENR6CLM
Region 6 Claims	Administrative Charge	ADMINR6CLM
Region 7 Claims	Intreset	INTR7CLM
Region 7 Claims	Penalty	PENR7CLM
Region 7 Claims	Administrative Charge	ADMINR7CLM

#### 4.16.4.1 Billing Documents - Three Types of Overdue Charges

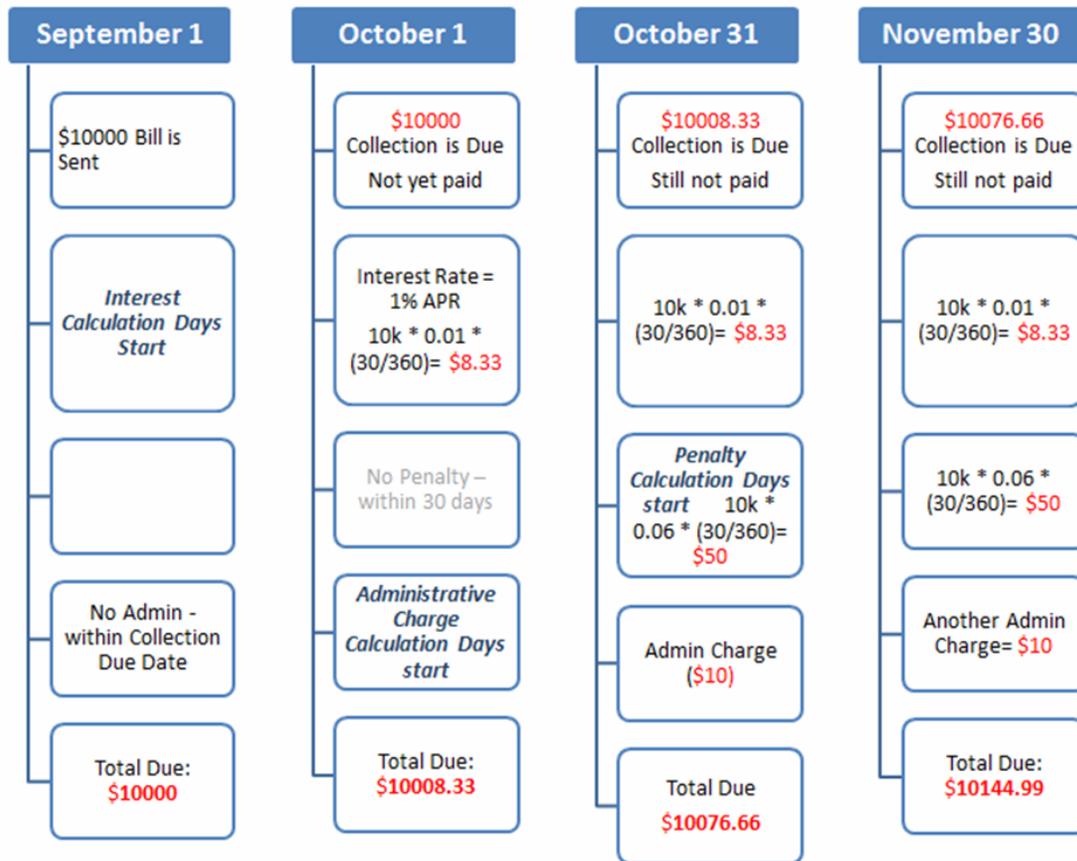
GSA calculates and assesses the three types of overdue charges (interest, penalty, and administrative) on a monthly interval only on the Billing Document's outstanding Principal Amount. Therefore, additional interest is not calculated on the prior month's interest.

Pegasys begins calculations on interest charges monthly from the Bill Print Date. If Collection is not received by the Due Date of the bill, interest will be applied at the fixed Treasury Current Value rate, APR.

**NOTE:** The Treasury Current Value Rate as initially assessed is fixed throughout the life of the overdue receivable (even though the Treasury Current Value Rate may be updated during that period).

Pegasys begins calculations on Penalty charges 30 days after the bill's Collection Due Date. If Collection is not received 30 days after the BD's Collection Due Date, penalty of 6% APR will be applied. Pegasys begins calculations on administrative charges the day of the Collection Due Date. If Collection is not received 30 days after the BD's Collection Due Date, flat administrative charge of \$10 will be applied at the statement level.

**NOTE:** The administrative fee of \$10 per month will not vary in amount regardless of the amount overdue.

**Figure 97: Billing Document - Overdue Charges Example**

The Billing Document - Overdue Charges illustration is detailed below.

- September 1
  - o \$10,000 bill is sent
  - o Interest calculation days start
  - o No admin within collection due date
  - o Total Due: \$10,000
- October 1
  - o \$10,000 collection is due but not yet paid
  - o Interest rate = 1% APR
    - $\$10,000 * 0.01 * (30/360) = \$8.33$
  - o No penalty within 30 days
  - o Administrative charge calculation days start
  - o Total due: \$10,008.33

- October 31
  - o \$10,008.33 collection is due and is still not paid
  - o  $\$10,000 * 0.01 * (30/60) = \$8.33$
  - o Penalty calculation days start
    - $\$10,000 * 0.06 * (30/360) = \$50$
  - o Admin charge is \$10
  - o Total due is \$10,076.66
- November 30
  - o \$10,076.66 collection is due and is still not paid
  - o  $\$10,000 * 0.01 * (30/360) = \$8.33$
  - o  $\$10,000 * 0.06 * (30/360) = \$50$
  - o Admin charge is \$10
  - o Total due: \$10,144.99

**NOTE:** When Pegasys receives dispute correspondence regarding an overdue bill, the overdue charges (interest, penalty, and administrative fees) are frozen until the dispute is resolved.

#### **4.16.4.2 Debt Accounts - Three Types of Overdue Charges**

---

GSA calculates and assesses the three types of overdue charges (interest, penalty, and administrative) on the Debt Account's outstanding Principal Amount. Therefore, additional IP&A overdue charges are not calculated on the prior month's IP&A. For all Debt Accounts, the Interest Begin Date, Admin Begin Date, and Penalty Begin Date are set to be equal to the First Demand Letter Generated Date.

Pegasys begins calculations on interest charges monthly from the Interest Begin Date. If Collection is not received within 30 days of the Interest Begin Date, interest will be applied at the fixed Treasury Current Value rate, APR.

**NOTE:** The Treasury Current Value Rate as initially assessed is fixed throughout the life of the overdue receivable (even though the Treasury Current Value Rate may be updated during that period).

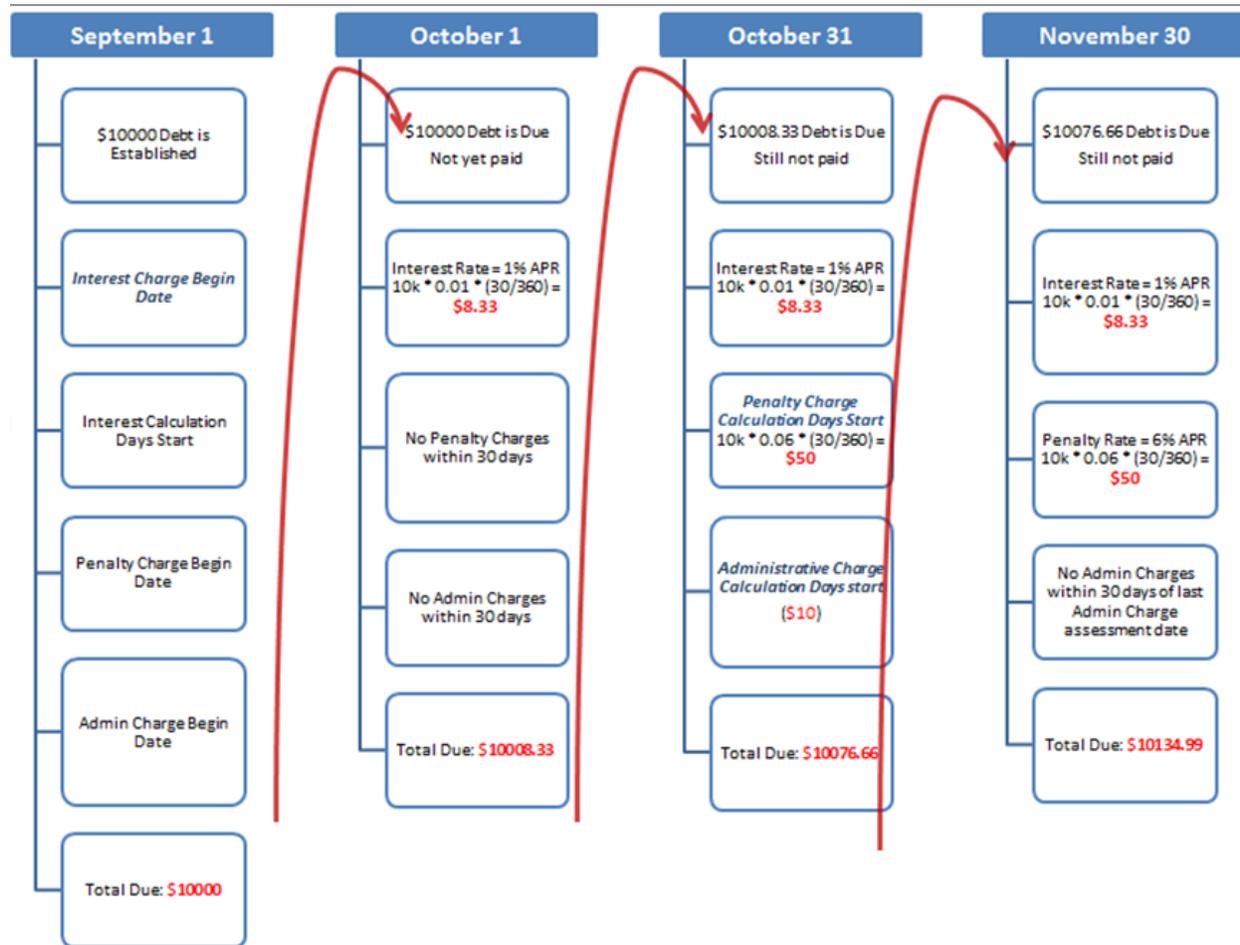
Pegasys begins calculations on Penalty charges 60 days after the Debt Account's Penalty Begin Date. If Collection is not received within 60 days of the Penalty Begin Date, then penalty of 6% APR will be applied. A penalty charge of 6% APR will subsequently be applied every 30 days after the previous penalty charge application date.

Pegasys begins calculations on administrative charges 60 days after the Admin Begin Date. If Collection is not received within 60 days of the Admin Begin Date, then a flat administrative

charge of \$10 will be applied to the Debt Account. A flat administrative charge of \$10 will subsequently be applied every 60 days after the previous admin charge application date.

**NOTE:** The administrative fee of \$10 per month will not vary in amount regardless of the amount overdue.

**Figure 98: Debt Account - Overdue Charges Example**



The Debt Account - Overdue Charges illustration is detailed below.

- September 1
  - o \$10,000 debt is established
  - o Interest charge begin date
  - o Interest calculation days start
  - o Penalty charge begin date
  - o Admin charge begin date
  - o Total due \$10,000

- October 1
  - o \$10,000 debt is due but not yet paid
  - o Interest rate = 1% APR
    - $\$10,000 * 0.01 * (30/360) = \$8.33$
  - o No penalty charges within 30 days
  - o No admin charges within 30 days
  - o Total due: \$10,008.33
- October 31
  - o \$10,008.33 debt is due and is still not paid
  - o Interest rate = 1% APR
    - $\$10,000 * 0.01 * (30/60) = \$8.33$
  - o Penalty charge calculation days start
    - $\$10,000 * 0.06 * (30/360) = \$50$
  - o Administrative charge calculation days start \$10
  - o Total due is \$10,076.66
- November 30
  - o \$10,076.66 debt is due and is still not paid
  - o Interest rate = 1% APR
    - $\$10,000 * 0.01 * (30/360) = \$8.33$
  - o Penalty rate = 6% APR
    - $\$10,000 * 0.06 * (30/360) = \$50$
  - o No admin charges within 30 days of last admin charge assessment date
  - o Total due: \$10,134.99

#### **4.16.4.3 Automated Assessment of Overdue Charges**

---

Pegasys will use the automated Overdue Charges batch job (AROVERDUE) which runs on a monthly basis (6 or 7 days after the end of the month) to calculate and assess overdue charges on the Billing Document's or Debt Account's outstanding principal amount. This calculation, driven by the "Assess Current Period IP&A" flag on the BD or DA (set to True), uses the Current Outstanding Principal Balance for each period the BD or DA was delinquent.

**NOTE:** That a different batch instance of AROVERDUE exists per business line. AROVERDUE corrects BDs and DAs to apply IP&A calculations on each Accounting Line by creating Charge Lines. IP&A calculations for each batch instance apply to the Document Types that are set up in the Complex Parameters.

**NOTE:** The Outlease Business Line utilizes a different timeline for executing the AROVERDUE batch job. Outlease will run AROVERDUE prior to the current month’s billing to ensure only the prior month’s bills have Interest, Penalty, and Admin Charges assessed.

**NOTE:** Users may manually assess overdue charges for certain Federal customers with recurring delinquency issues.

#### 4.16.5 Referrals

After 90 days and a minimum of 3 dunning notices (or in the case of claims, the First Demand Letter and 2 subsequent dunning notices) Pegasys can refer debts to Treasury for collection. The process of submitting a debt to Treasury for referral can be split into two stages: Referral Submission and Treasury Collection.

When Pegasys refers a debt to the U.S. Treasury Financial Management System Center, Treasury will act as a collections agent and attempt to collect the debt on GSA’s behalf. Treasury assesses a fee to the debtor for this service. The Referral service is facilitated by the Treasury FedDebt system. If Treasury successfully collects on the debt, they notify Pegasys via a weekly collections file/report and IPAC the money back to GSA. If Treasury is unsuccessful, they return the debt to GSA as uncollectible. Users may write the debt off as uncollectible at this time if it has not been written off already.

**Figure 99: Referrals Life Cycle**



The Referrals Life Cycle illustration is detailed below.

1. Delinquent debt
2. Transmit to FedDebt/TOP
3. Treasury successfully collects
4. Treasury IPACs money back to Agency and records on the weekly Collection file
5. Agency records collection in their system against the debt

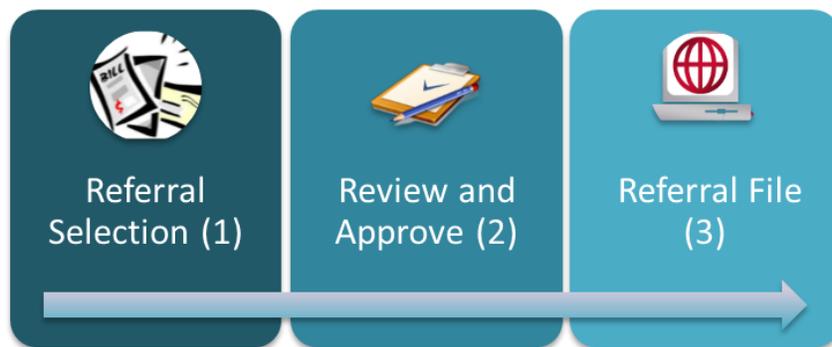
If Treasury is unsuccessful, they return the debt to GSA as uncollectible. Users may write the debt off as uncollectible at this time if it has not been written off already.

The Outlease, Region 6 Claims and Region 7 Claims business lines use the Pegasys Treasury referral functionality.

#### 4.16.5.1 Referrals: Submission Life Cycle

The Referral Submission Life Cycle flows through three stages. First, the system or a user identifies delinquent debt that meets pre-defined eligibility criteria. Next, a user reviews the identified debt and if appropriate, authorizes the submission of the debt to Treasury for referral. The system then creates an extract file using the ARTREOX batch to send the authorized debt information to Treasury for collection.

**Figure 100: Referrals Submission Life Cycle**



The Referrals Submission Life Cycle illustration is detailed below.

1. Referral selection
2. Review and approve
3. Referral file

#### 4.16.5.2 Referrals: Selection

##### 4.16.5.2.1 Referrals: Selection - Automated (ARREFSEL)

The Referral Selection batch job selects all delinquent debt that meets Pegasys' pre-defined eligibility criteria for selection. There is a distinct instance of the batch job for each of the business lines using the Referral process (R6 Claim, R7 Claims and Outlease). The batch job only selects records that meet the appropriate criteria. These criteria include:

- Non-Federal Vendor type
- Referral Minimum Amount = \$0.00
- Minimum Number of Days Outstanding = 90 days
- Minimum Dunning Notice Count = 3, (2 for R6 Program Office Claims as the first Demand Letter is generated outside of Pegasys)

- Billing Document or Debt Account Entity is not in debt appeal/forbearance, bankruptcy or foreclosure.

The batch then creates a referral entry on the Referral entry query for each eligible Billing Document or Debt Account Entity and sets the Treasury Servicing status to ‘Eligible’ so a user can review the debt and determine if it should be referred to Treasury. If a user determines the debt should be referred, the user sets the treasury Servicing Status to ‘Authorized’ and then selects the Submit button. This process is covered in detail in **Section 4.16.5.2**.

#### 4.16.5.2.2 Referrals: Selection - Manual

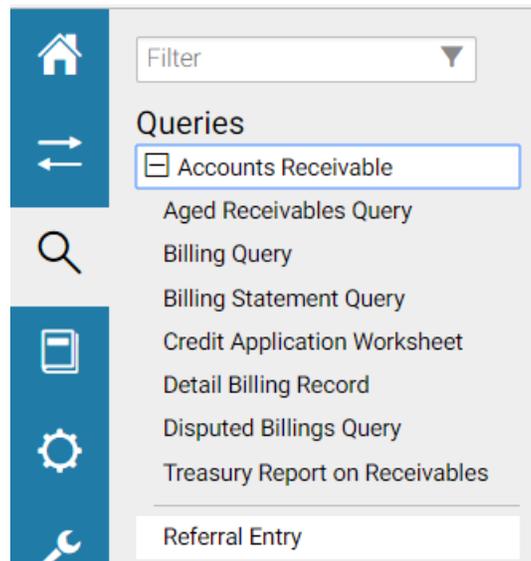
---

Users can manually create a referral entry on the Referral Entry Query to refer an outstanding debt to Treasury that has not yet been selected by the Referral Selection batch job. The steps to manually create a Referral Entry are outlined below.

##### Steps to Create the Referral Entry via Referral Entry Query:

1. Navigate to Queries→Accounts→Receivable→Referral Entry.  
The Referral Entry Query page is displayed.

**Figure 101: Referral Entry Query Page Display**



2. Select the **New** button.

**Figure 102: New Referral Entry**

Pegasys / Queries / Accounts Receivable / Referral Entry

### Referral Entry

Offset Status

**Debt Account**

Debt Account Number

Debt Account Line Number

- 1 to 2 Years Overdue
- 2 to 6 Years Overdue
- 6 to 10 Years Overdue
- 10+ Years Overdue
- Current

**Vendor**

Address Code

Name

**Referrals**

Adjustment Submitted

No results

Doc Typ	Doc Num	Actg Ln #	Statement Number	Debt Account Number	Debt Account Line Number	Vendor	Addr	Name	Vendor Type	Receivable Type	Days Overdue	Currency	Total Bill Amount	Outstanding Amount	T E Amc
No results															

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- To create a Referral Entry record for a Billing Document, enter the **Document Type** and **Document Number** of the Billing Document to be referred.

To create a Referral Entry record for a Debt Account Entity, set the **Referral Type** dropdown to Debt Account and enter the **Debt Account Number**.

**Figure 103: Referral Entry Document Search**

## Referral Entry

Search Criteria

**Document Search** ☆

Doc Typ

Doc Num

**Line Number** ☆

Actg Ln #

**Figure 104: Referral Type**

**Debt Account**

Debt Account Number  ☆

Debt Account Line Number  ☆

4. Select **Continue** and the Referral Entry page displays. The Reference section of the Document Search and Document Status fields are populated if creating a Referral Entry for a Billing Document (note the Line Number will not auto-populate), and the Debt Account section Debt Account Number field is populated if creating a Referral Entry for a Debt Account Entity (note the Line Number will not auto-populate).

**Figure 105: Referral Entry Detail**

Pegasys / Queries / Accounts Receivable / Referral Entry / Referral Entry Detail

Referral Entry Detail Expand All Collapse All

**Document To Be Referred**

**Reference**

Document Type

Document Search

Document Status

Line Number  ☆

**Debt Account**

Debt Account Number  ☆

Debt Account Line Number

**Payer**

Vendor

Addr

Name

Referral Collected Amount	\$0.00
Referral Written Off Amount	\$0.00
Total Bill Amount	\$75.00
Outstanding Amount	\$75.00

Security Org  ☆

Last Collection Date

Vendor Type

Receivable Type

Statement Number

Days Overdue

Eligible for Collection  
 Eligible for External Offset

5. Enter the Billing Document Line Number or the Debt Account Line Number as applicable.

**Figure 106: Billing Document Line Number**

– Document To Be Referred

Reference

Document Type

Document Search

Document Status

Line Number

Debt Account

Debt Account Number  ☆

Debt Account Line Number

6. Select the checkbox (set to checked or True).
  7. In the Treasury Cross Servicing box, Set the Treasury Referral Status to ‘Eligible’.
- NOTE:** The status may be set to ‘Eligible’, ‘Not Authorized’ or ‘Rejected’ and the referral entry will not be submitted to Treasury. Setting the status to ‘Authorized’ will trigger transmission to Treasury.

**Figure 107: Billing Referral Information**

– Referral Information

Treasury Cross Servicing

Treasury Servicing Referral Status  ▼

Treasury Servicing Status Date  📅

Treasury Servicing Eligible Date  📅

Treasury Servicing Referred Date  📅

Treasury Servicing Destination  ☆

Treasury Servicing Referred Amount

8. Select the **Save** button.

**Figure 108: Select Save**

The screenshot shows a web form with the following fields:

Treasury Servicing Eligible Date	04/11/2016
Treasury Servicing Referred Date	06/30/2016
Treasury Servicing Destination	FEDDEBT
Treasury Servicing Referred Amount	\$200.39

A blue button labeled "Save" is located below the form and is highlighted with a red border.

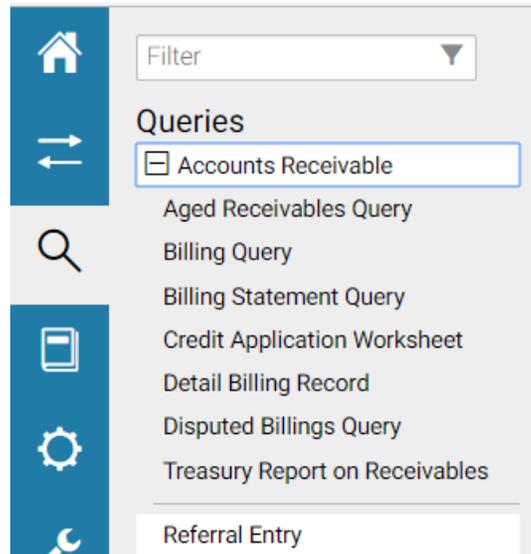
#### 4.16.5.3 Referrals: Review and Approval

All referral entries must be authorized manually prior to submission to Treasury. Referral entries, whether created by the Referral Selection batch job (ARREFSEL) or manually via the Referral Entry Query, are initially set with a Treasury Cross Servicing status of 'Eligible'. This indicates that the debt has met Pegasys' pre-defined eligibility criteria and is waiting for authorization/approval to be sent to Treasury.

##### Steps to Review and Authorize a Referral Entry:

1. Navigate to Queries → Accounts Receivable → Referral Entry.  
The Referral Entry Query page is displayed.

**Figure 109: Referral Entry Query Page**



2. Enter the **Document Type** and **Document Number** of the Billing Document or the **Debt Account Number** if searching for a specific Referral Entry to review.

If looking for items selected by the Referral Selection batch, set the Treasury Status field to 'Eligible', enter the appropriate Receivable Type (OUTL, R6CLAIMS, R7CLAIMS) and select the Age Categories desired for review.

**NOTE:** The query parameters only permit the return of 5000 results, so Age Category and Vendor Type may need to be adjusted to reduce the query results.

**Figure 110: Referral Entry**

Pegasys / Queries / Accounts Receivable / Referral Entry

### Referral Entry

Offset Status:

Debt Account

Debt Account Number:

Debt Account Line Number:

Vendor

Address Code:

Name:

Referrals

Adjustment Submitted:

1 to 2 Years Overdue  
 2 to 6 Years Overdue  
 6 to 10 Years Overdue  
 10+ Years Overdue  
 Current

No results

Doc Typ	Doc Num	Actg Ln #	Statement Number	Debt Account Number	Debt Account Line Number	Vendor	Addr	Name	Vendor Type	Receivable Type	Days Overdue	Currency	Total Bill Amount	Outstanding Amount	T E Amc
---------	---------	-----------	------------------	---------------------	--------------------------	--------	------	------	-------------	-----------------	--------------	----------	-------------------	--------------------	---------------

All   Page 1 of 1

3. Select the **Search** button.

**Figure 111: Search Address Code**



4. Select the radio button of the desired Referral Entry and select the **Details** button.

**Figure 112: Details Button**

1 - 10 of 18 results

Doc Type	Doc Num	Actg Ln #	Statement Number	Debt Account Number	Debt Account Line Number	Vendor	Addr	Name	Vendor Type	Receivable Type	Days Overdue	Currency	Total Bill Amount	Outstanding Amount	Total Debt Amount	Total Outstanding Debt Amount	Cl	Al	Ri	St
<input type="radio"/>	ODN00005687-001	1	00005687			OL0427	OL0427		C	OUTLS	458	USD	\$2,434.38	\$0.00	\$0.00	\$0.00				
<input type="radio"/>	ODN00005387-001	1	00005387			OL0244	OL0244		C	OUTLS	458	USD	\$4,502.36	\$4,502.36	\$0.00	\$0.00				
<input type="radio"/>	ODN00000187-001	1	00000187			OL0065	OL0065		C	OUTLS	983	USD	\$75.00	\$75.00	\$0.00	\$0.00				
<input checked="" type="radio"/>	ODN000001187-001	1	00001187			OL0187	OL0187		C	OUTLS	759	USD	\$360.00	\$0.00	\$0.00	\$0.00				
<input type="radio"/>	ODN00000687-001	1	00000687			OL0427	OL0427		C	OUTLS	953	USD	\$0.00	\$0.00	\$0.00	\$0.00				
<input type="radio"/>	ODN00004187-001	1				OL0222	OL0222		C	OUTLS	553	USD	\$121.94	\$0.00	\$0.00	\$0.00				
<input type="radio"/>	ODN00002876-001	1	00002876			OL0423	OL0423		C	OUTLS	644	USD	\$6,675.00	\$6,675.00	\$0.00	\$0.00				
<input type="radio"/>	ODN00002878-001	1	00002878			OL0187	OL0187		C	OUTLS	644	USD	\$92.90	\$0.00	\$0.00	\$0.00				
<input type="radio"/>	ODN00003879-001	1	00003879			OL0675	OL0675		C	OUTLS	582	USD	\$154.83	\$2.03	\$0.00	\$0.00				
<input type="radio"/>	ODN00005871-001	1	00005871			OL0047	OL0047		C	OUTLS	428	USD	\$66.35	\$66.35	\$0.00	\$0.00				

10 per page | Page 1 of 2

Details New Delete

5. Review the Referral Entry. If the debt is ready to be referred to Treasury, set the **Treasury Servicing Referral Status** to 'Authorized' and enter the **Treasury Servicing Referred Amount** (Amount to be referred to Treasury).

If the debt should not be referred to Treasury, set the **Treasury Servicing Referral Status** to 'Not Authorized'.

**Figure 113: Billing Referral Information**

Referral Entry Detail

---

Document To Be Referred

Reference		Security Org	GSA ☆
Document Type	ODN	Last Collection Date	
Document Search	ODN00001187-001	Vendor Type	C
Document Status	Processed	Receivable Type	OUTLS
Line Number	1 ☆	Statement Number	00001187
Debt Account		Days Overdue	759
Debt Account Number		<input checked="" type="checkbox"/> Eligible for Collection	
Debt Account Line Number		<input type="checkbox"/> Eligible for External Offset	
Payer		<a href="#">View Document</a>	
Vendor	OL0187	<a href="#">Submit</a>	
Addr	OL0187		
Name	SPRINTCOM INC		
Referral Collected Amount	\$260.00		

[Save](#)

**ALTERNATE PROCESS FLOW:** If the referral entry record is for a Debt Account, the following should be verified prior to authorizing the referral entry record on the query:

- a. If the Vendor Code documented on the referral entry record is NOT a miscellaneous vendor:
  - i. In a new window, navigate to Reference → Vendor → Vendor Codes.
  - ii. Enter the Vendor Code from the referral entry record and select Search.
  - iii. Select one of the records in the item collection and select Open.
  - iv. Confirm TIN Type and TIN fields are populated.
  - v. If not, populate with the appropriate TIN Type and TIN values for the vendor. (Note that these fields are required for Treasury referral.)
  - vi. Select Save.
- b. Close the Vendor Maintenance window and return to the Referral Entry Query window.
  - i. From the Referral Entry Query, copy the Debt Account Number.
  - ii. In a new window, navigate to Queries → Accounts Receivable → Debt Account → Debt Account.
  - iii. Enter the Debt Account Number copied from the Referral Entry Query and select Search.
  - iv. Select the Debt Account record from the item collection and select Details.
  - v. Select the History.

- vi. On the Debt Account History window, select the Debt Account document record in the item collection and select View Document.
  - vii. Select the Debtor tab.
  - viii. Select the Vendor record from the item collection.
  - ix. If the Vendor Code documented on the Debtor tab is a miscellaneous vendor:
    - x. Select More.
    - xi. Confirm the TIN Type and TIN fields are populated.
    - xii. If not, amend the Debt Account document via Form/Document Selection and populate with the appropriate TIN Type and TIN values for the vendor. (Note that these fields are required for Treasury referral.)
  - c. Select the Accounting Lines tab.
  - d. Select the Accounting Line from the item collection and select the Accounting Line hyperlink.
  - e. In the DMS Debt Information section, verify the following:
    - i. TROR Category - Should be set to “Commercial” or “Consumer”. “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.
    - ii. DMS Debt Classification - Should be set to MD- Miscellaneous Debt.
    - iii. Do not use “None”.
    - iv. DMS Debt Type - Should be set to Administrative.
    - v. Consumer/Commercial Debt - Should match value in TROR Category field.
  - f. If any of the above fields are not set correctly, amend the Debt Account Document via Form/Document Selection and populate with the appropriate values.
6. Select **Save**.

**Figure 114: Select Save Button**



7. Select the **Submit** button.

Figure 115: Submit

Referral Entry Detail

---

Document To Be Referred

Reference	
Document Type	ODN
Document Search	ODNO0001187-001
Document Status	Processed
Line Number	1 ☆

Debt Account	
Debt Account Number	☆
Debt Account Line Number	

Payer	
Vendor	OL0187
Addr	OL0187
Name	SPRINTCOM INC

Referral Collected Amount: \$260.00

[Save](#)

Security Org	GSA ☆
Last Collection Date	
Vendor Type	C
Receivable Type	OUTLS
Statement Number	00001187
Days Overdue	759
<input checked="" type="checkbox"/> Eligible for Collection	
<input type="checkbox"/> Eligible for External Offset	
<a href="#">View Document</a>	
<a href="#">Submit</a>	

**NOTE:** The data in the **Billing Referral Information** box can be viewed on the associated Billing Document or Debt Account by selecting the Accounting Line and then selecting the **Referral** button.

Figure 116: Referral

Referral

Agency Transaction Id	
Adjustment Submitted	N/A
Agency Debt Id	

[Referral](#)

**Figure 117: Treasury Servicing**

Referral	Coll Agency	Dept Of Justice	Treasury Servicing	Other	External Offset
Destination					
Eligible For Referral	04/11/2016	04/11/2016	04/11/2016	04/11/2016	
Referral Date					
Last Adjustment Referred Date					
Referred Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Referred Amount with Treasury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Referred Principal Amount with Treasury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Referred Interest Amount with Treasury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Referred Penalty Amount with Treasury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Referred Admin Charge Amount with Treasury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Status	eligible	eligible	notAuthorized	eligible	
Status Date	04/11/2016	04/11/2016	04/11/2016	04/11/2016	
Collection Type Collected					\$360.00
External Offset					\$0.00
Referral Last Payment Date					
External Offset Last Payment Date					
Exclude IPA SB Records					

**4.16.5.4 Referrals: Generation**

The Referral Generation process consists of two phases, both executed by batch jobs in Pegasys. The first batch job is the Treasury Referral and External Offset (ARTREOEX) batch job. ARTREOEX extracts the data from the Referral Entry Query and builds the submission file to Treasury. The Second is the Treasury Referral and External Offset Error (ARTREOERR) batch. This batch processes any file errors returned from Treasury.

**4.16.5.4.1 Referrals: Generation - Treasury Referral and External Offset Extract (ARTREOEX)**

The Treasury Referral and External Offset Extract batch job (ARTREOEX) selects all referral entries with a status of ‘Authorized’ or ‘Processed’, creates a unique Agency Debt ID for each entry, and builds a submission file of all the debt to be referred to Treasury (FEDDEBT system).

The Agency Debt ID is a concatenation of Doc Type, Doc Number, Line Number, DA Number and DA Line Number. This means either the first three sections of the Agency Debt ID will be blank (when referring a Debt Account) or the last two sections will be blanked out (when referring a Billing Document).

The batch then updates the associated Referral Entries with the Referral Status (‘Processed’), Status Date, and the Referred Date. The corresponding Billing Document or Debt Account is also updated to record this information.

#### **4.16.5.4.2 Referrals: Generation - Treasury Referral and External Offset Error (ARTREOERR)**

---

After Treasury receives the extract file created by the Treasury Referral and External Offset Extract batch job (ARTREOEX), Treasury validates the information from the file. Any data that appears to have errors or is missing pertinent information is returned to Pegasys via a return file.

The Treasury Referral and External Offset Error batch job (ARTREOERR) interprets the data in the return file and updates the related record on the Referral Entry Query **Treasury Servicing Referral Status** to 'Rejected'. It also adds Treasury's error(s) to the referral entry record so users can correct the problem (i.e., Vendor Zip Code is not in the State of the Vendor's address or debt has been referred previously).

Users can then review the rejected referral entry, make the appropriate corrections to the debt or referral entry, and change the status of the **Treasury Servicing Referral Status** back to 'Authorized' to be picked up in the next extract run.

#### **4.16.5.5 Referrals: Treasury Collection Life Cycle**

---

After Treasury has received and validated the extract file from Pegasys, it will begin collection activities. Any payment received by Treasury on the agency's behalf will be turned over to GSA via Treasury's IPAC system. Money collected from Treasury will then be applied against the referred debts in Pegasys. Treasury also provides a report with collection information, which is processed through the External Collections (AREOCOLL) batch job. This report is used to reconcile Treasury's collections against the actual collections records received via IPAC.

##### **4.16.5.5.1 Referrals: Collection - IPAC Inbound (GSIPACIN)**

---

Debt collected by Treasury is returned to GSA through the new IPAC process and will no longer utilize the IPAC Inbound (GSIPACIN) batch job. With the new IPAC process, the the IPAC file from Treasury will be imported using the IPAC Import Processor batch job (GSIPACIMP). The import job will process the IPAC file from Treasury and import these debt collection records to the IPAC Import Query. Once the import is complete, the IPAC Crosswalk batch job (GSIPACXWIN) will skip and reject any Debt collected by Treasury for referrals based on the IPAC Crosswalk configuration in the system. This will prevent the IPAC process from generating Cash Receipts for referred debt.

The referral collection from Treasury will now be processed using the Referral External Collections (AREOCOLL) process. Please refer to **Section 4.16.5.5.2**.

##### **4.16.5.5.2 Referrals: External Collections (AREOCOLL)**

---

Treasury sends a weekly collections report regarding collections on the Debt Accounts and Billing Documents previously referred by GSA called the External Collections Report (also known as the Weekly Collections FedDebt Integrated Agency Interface (IAI) file). The External

Collections batch job (AREOCOLL) uses the information from the file to generate individual Cash Receipts on a debt by debt basis.

The information from the report is identified by the Agency Debt ID originally generated by the Treasury Referral and External Offset Extract (ARTREOEX) batch job when the debt was referred. Pegasys uses the Agency Debt ID from the file to locate and copy forward reference transactions (Billing Documents/Debt Accounts) and to map data from the file to populate fields on the Cash Receipt. The AREOCOLL batch job streamlines the referral collections process by automatically creating Cash Receipts to capture collections from Treasury.

If the batch cannot parse the Agency Debt ID (ie it was entered manually in FedDebt or was referred to Treasury before the referral functionality was live in Pegasys), the system will still create a CR for the transaction. The debt details are captured in the description field on the accounting line so a user can easily identify the debt associated debt and the document will be in a rejected or held status.

If the Cash Receipt did not process in the initial batch run, the user can make any necessary corrections to the held or rejected document and submit the form for processing. The collection will then be applied to the referenced debt.

**Figure 118: External Collections Description**

- Description	
Description	ALC: 47000017 Debtor's Name or Business Name: FLORIDA REGIONAL AIRPORT Agency Debt Id: CLA12345678
Extended Description	

**NOTE:** For the FD6 and FD7 cash receipts used exclusively for referral collections from Treasury, the TROR Collection Type is defaulted to Treasury to prevent these collections from being transmitted back to Treasury as new payments.

The batch also writes the collection records to the Pegasys External Collections Reconciliation Query. The External Collections Reconciliation Query provides collection information for Billing Documents and Debt Accounts that have been previously referred to Treasury.

Various simple and complex parameters have been configured to create individual cash receipts for each item in the external collection report. Two new cash receipt document types (FD6/FD7) have been configured for the Treasury collections process. This new process allows the system to do the work of creating individual collection documents for each debt, rather than trying to manually split IPAC transactions to be applied to the corresponding BD/DA.

**Figure 119: External Collections batch job (AREOCOLL) parameters**

Name	Required	Value
ALC	False	47000016
applicationMethod	False	F
batchNumber	False	
cashReceiptInternalReferralUpdates	True	T
createCashReceipt	True	T
defaultCashReceiptDocType	False	FD6
documentAction	False	SCHEDULE
documentDate	False	
externalSystemID	False	fedebt
holdRejectedForm	False	T
numberOfExternalLines	False	1
overriddenFlag	False	T
overrideJustification	False	
postExtCollReconQuery	True	T
scheduleDate	False	
unreferencedOutputFile	False	F
userid	False	runbatchareocoll

**NOTE:** Figure 119 only displays KC Finance center’s AREOCOLL job parameters. Fort Worth Finance center also has its own batch job version with the appropriate ALC and document type FD7 configured.

As records are received from the External Collection file on the External Collections Reconciliation Query, the records are updated to record the Pegasys IPAC Cash Receipt document numbers, showing a match between the collection information provided by Treasury in the file and the collection transactions received via the IPAC Treasury system in Pegasys.

The associated IPAC collection is returned in the **External Collections Reconciliation Documents Summary** item collection **if**:

- A CR (IR6/IR7/FD6/FD7) has been processed with the same IPAC Reference Number.

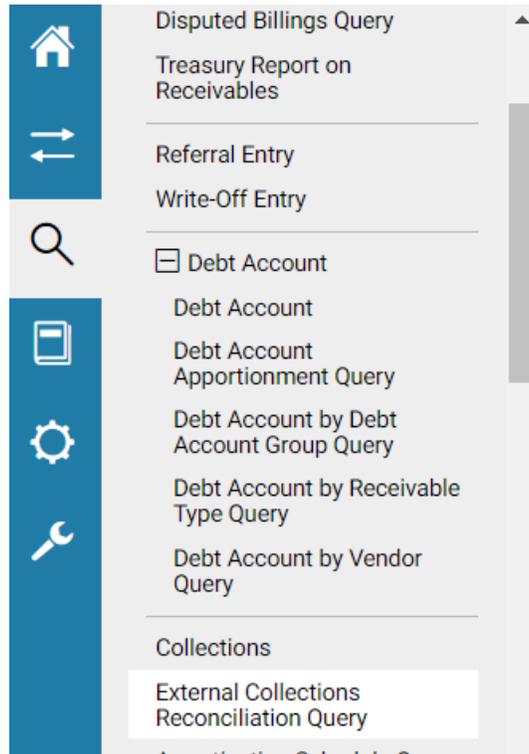
**NOTE:** Unapplied Collections, CRs processed with TT = 02 and matching IPAC Reference Number, will also be displayed on this screen even though there is no direct link (reference) between the CR and DA

**Steps to Use the External Collections Query:**

1. Navigate to Queries → Accounts Receivable → External Collections Query.

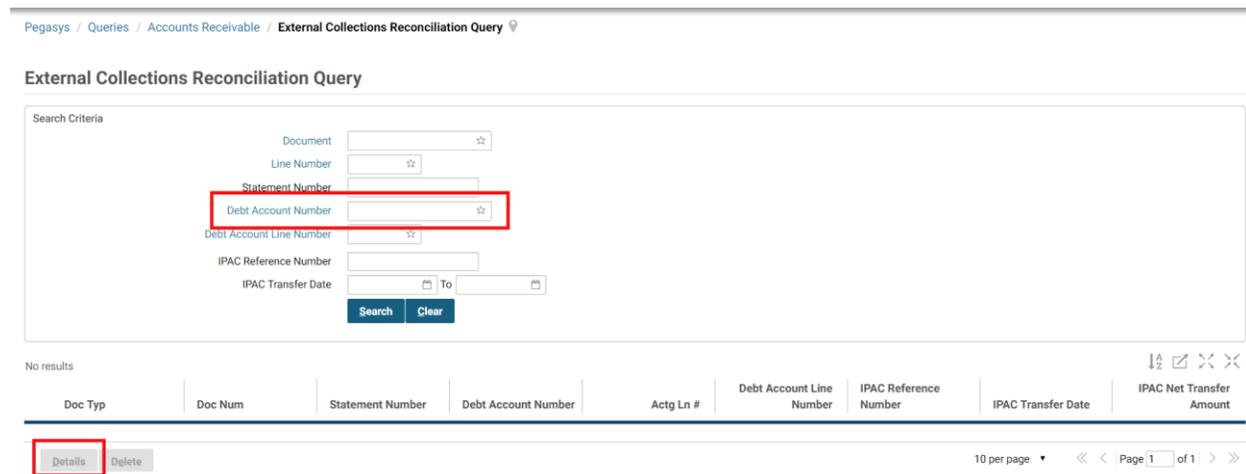
The Referral Entry Query page is displayed.

**Figure 120: External Collections**



2. Enter the appropriate search criteria to identify the referred debt or transaction i.e., **Document** (Doc Type, Document Number), **Debt Account Number**, **IPAC Reference Number** or **IPAC Transfer Date**. and select **Search**.
3. Select the item to review and select **Details**.

**Figure 121: External Collections Reconciliation Query**



4. The system then displays the details of the transaction and the breakdown of the payment.

**Figure 122: External Collections Reconciliation Detail**

## External Collections Reconciliation Detail

Documents

Document	ODNO0002811-001
Line Number	1
Statement Number	00002811
Debt Account Number	
Debt Account Line Number	0
Receivable Type	OUTLS
IPAC Reference Number	09999999999
IPAC Transfer Date	
IPAC Net Transfer Amount	\$1,500.00
Principal Amount	\$0.00
Interest Amount	\$0.00
Penalty Amount	\$0.00
Admin Charges Amount	\$0.00
Total Charges Amount	\$0.00

[Go to top of page](#)

5. Select **Documents** to view the associated Cash Receipts
6. Select the desired Cash Receipt and select View to see the details or Correct to change or add referenced documents.

**Figure 123: External Collections Reconciliation Documents Summary**

External Collections Reconciliation Documents Summary

Doc Typ	Doc Num	Document Date	Status	IPAC Reference Number	User ID
No results					

Correct View
10 per page
Page 1 of 1

#### **4.16.5.6 Referrals: Direct Payment from Debtor after Referral**

---

If a Debtor pays a debt directly to GSA after it has been referred to Treasury, there is a general procedure for processing the collection in Pegasys, with slight variations depending on the kind of debt (Debt Account versus Billing Document). Treasury will then deduct its fee(s) via an IPAC pull, and this pull payment will be recorded in Pegasys. The steps for the procedure are described in detail in the following section.

##### **4.16.5.6.1 Referrals: Post Direct Payment from Debtor after Referral**

---

When GSA receives a payment directly from a debtor after the debt has been referred to Treasury, the payment should be applied to the debt as a collection. This process may occur automatically for Pay.gov payments, or, may require manual processing for Lockbox check or other manual collection types. After Treasury's fee has been pulled from GSA, the fee amount must be recorded in Pegasys. The steps for this process include the following:

1. The collection is processed on a Cash Receipt (CR) as an applied collection, and references the associated debt.
  - a. Apply balance via normal CR posting order using Charge Lines and Principal line: Interest → Penalty → Admin → Principal
  - b. Interest Charge Line
    - i. For Debt Account debt collection, Transaction Type = INC
    - ii. For Billing Document debt collection, Transaction Type = IN
  - c. Penalty Charge Line
    - i. For Debt Account debt collection, Transaction Type = PNC
    - ii. For Billing Document Debt collection, Transaction Type = PN
  - d. Administrative Charge Line
    - i. For Debt Account debt collection, Transaction Type = ADC
    - ii. For Billing Document debt collection, Transaction Type = AD
  - e. Accounting Line (principal)
    - i. For Debt Account debt collection, Transaction Type = C01
    - ii. For Billing Document debt collection, Transaction Type = 01
  - f. Referenced Debt
    - i. For Debt Account debt collection, populate the Debt Account Number and Debt Accounting Line Number in the Debt Account section.
    - ii. For Billing Document Debt, populate the Document Type, Document Number, and Accounting Line Number in the Document Reference section.
  - g. Referrals

- i. Collection Reversal = False
  - ii. Internal Referral Updates Only = False
  - iii. Cash Receipt Type = Payment
2. During the next scheduled run, ARTREOEX runs and generates 5A collection adjustment record, sent to Treasury.
  - a. For Debt Account debt, the Debt Account entity and the Referral Entry Query referral amounts are updated to reflect the collection.
  - b. For Billing Document debt, the Billing Document and the Referral Entry Query referral amounts are updated to reflect the collection.
3. Treasury then sends a Pull Payment transaction that is created in Pegasys via the IPAC Inbound batch job (GSIPACIN) to deduct their fee.
  - a. The Treasury Pull Payment results in the creation of an Itemized Payment CB6 or CB7 (IP) for the Treasury fee amount. The CB6/CB7 rejects in Pegasys.
  - b. The Pegasys user corrects and submits the CB6/CB7 for processing.
    - i. Amount = amount from GSIPACIN file (Do not change amount.)
    - ii. Transaction Type = 04
    - iii. Sub-Object Class = (blank)
    - iv. Revenue Source = (blank)
    - v. Document Reference = (blank)
    - vi. Document Reference = (blank) (Can write Billing Document number in Description.)
    - vii. Debt Account Reference (blank) (Can write Debt Account number in Description.)
4. During the next scheduled run, AREOCOLL runs and populates the External Collections Query.
  - a. Use the IPAC Reference Number from CB6/CB7 transaction to search for and determine applicable Debt Account or Billing Document.
5. Create and process a manual Cash Receipt (CR) to update the collected amounts and outstanding amounts on the referred Debt Account or Billing Document.

**The CR document type is the same CR document type used in Step 1.**

- a. Accounting Line 1.
- b. Line Type = Debit Voucher-Normal
- c. Transaction Type =
  - i. For Debt Account debt use C01
  - ii. For Billing Document debt use 01

- d. Document Reference = Document Type, Document Number, and Accounting Line Number of the CR in Step 1
  - e. For Debt Account debt, Debt Reference = Debt Account Number and Debt Account Line Number
  - f. Internal Referral Updates Only flag = True (checked)
  - g. Amount = amount of Treasury's fee processed on CB6/CB7 in step 3
  - h. Referrals
    - i. Collection Reversal = False
    - ii. Internal Referral Updates Only = True
    - iii. Cash Receipt Type
      - 1. For Lockbox or check Cash Receipts, Cash Receipt Type = Bad Check
      - 2. For pay.gov Cash Receipts, Cash Receipt Type = Credit/Debit Card Chargeback
    - iv. Accounting Line 2
  - i. Line Type = Normal
  - j. Transaction Type = 02
  - k. Document Reference = Document Type, Document Number, and Accounting Line Number of the CB6/CB7 in Step 3
  - l. For Debt Account debt, Debt Reference = (blank)
  - m. Internal Referral Updates Only flag = False (unchecked)
  - n. Amount = amount of Treasury's fee
  - o. Referrals
  - p. Collection Reversal = False
    - i. Internal Referral Updates Only = False
    - ii. Cash Receipt Type = (blank)
6. During the next scheduled run, ARTREOEX runs and does not generate a 5A or 5B record.
- a. For Debt Account debt, the Debt Account entity and the Referral Entry Query referral amounts are updated to reflect the new amount at Treasury.
  - b. For Billing Document debt, the Billing Document and the Referral Entry Query referral amounts are updated to reflect the new amount at Treasury.

## 4.17 Adjustments

---

Adjustments are necessary in Pegasys to correct or update the General Ledger. Similar to Pegasys today, the Accounts Receivable subsystem will use the Standard Voucher (SV) document category to create adjustment transactions.

- The NEAR Write-Off Reversal SV is used in the event that a collection is received for a billing that was originally written-off in NEAR. This document provides the ability to recreate the NEAR receivable transaction, reverse the NEAR Write-Off, and book the collection without overstating revenue.
- The NEAR Collection Reversal SV is used in the event that a chargeback or returned check is received for a billing that was originally collected upon in NEAR. This document provides the ability to recreate the NEAR receivable and collection transactions and then process the chargeback or returned check without overstating revenue.
- The Unfilled Customer Order transaction will be created when it is necessary to record transactions in Pegasys to represent the unfilled customer order balances.

NCR/NWR:

USDA will utilize CGI Production Support in the event that a NEAR Write-Off Reversal or NEAR Collection Reversal is required to be processed.

For a list of Adjustment Standard Voucher (SV) Document Types, please refer to **BAAR User Guide 8 of 10 A.4 Appendix: Available Standard Voucher (SV) Document Types**.

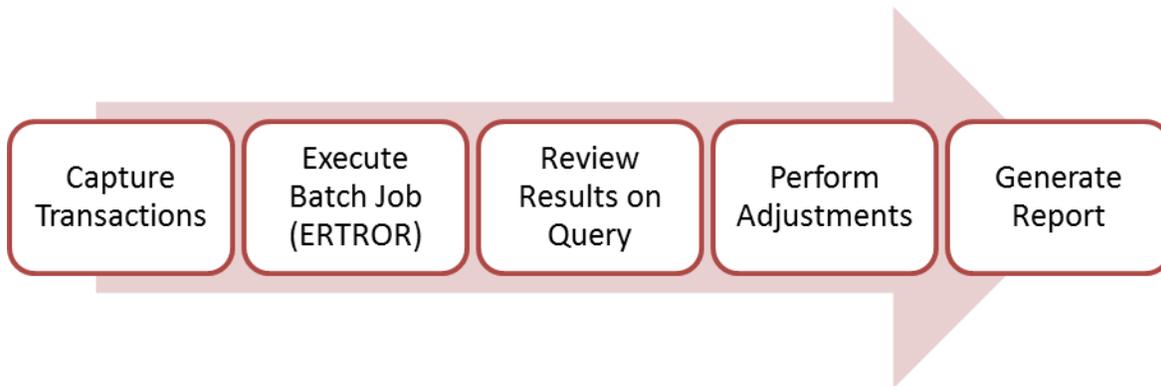
## 4.18 Treasury Report on Receivables (TROR)

---

The Treasury Report on Receivables or TROR report is a quarterly report mandated by Treasury. It is a compilation of all outstanding debts in the agency and the efforts to collect on outstanding debts. The TROR is a management report that is then compiled by Treasury of the gross book value of receivables owed to Federal agencies and the status of the Federal Government's debt portfolio. Additional information about the TROR and report due dates can be found at the Bureau of Fiscal Management's website:

[https://fiscal.treasury.gov/fsservices/gov/debtColl/rsrscTools/debt\\_dmrpts\\_tror.htm](https://fiscal.treasury.gov/fsservices/gov/debtColl/rsrscTools/debt_dmrpts_tror.htm).

The process for producing the TROR flows through five steps: capturing transaction, executing the batch job (ERTROR), reviewing results on the query, performing adjustments and generating the report.

**Figure 124: Pegasys TROR Process**

The Pegasys TROR Process is detailed below in order:

1. Capture transactions
2. Execute batch job (ERTROR)
3. Review results on query
4. Perform adjustments
5. Generate report

#### **4.18.1 TROR: Capturing Transactions**

The first part is capturing transactions. The attributes used by the TROR are captured on transactions in Pegasys. The TROR tracks Receivables (Billing Documents; Debt Accounts; and Standard and Journal Vouchers with a ‘Receivable’ Accounting Event that is not a Budget Correction). It also tracks Collections (Cash Receipts and Vouchers with an Accounting Event of ‘Cash Receipt’ that is not a Budget Correction). Finally, it tracks Write-Offs, debts written off by the agency (Cash Receipts and Standard Vouchers).

During document processing, Pegasys identifies the kind of debt (Administrative, Direct Loan and Defaulted Guaranteed Loan), also known as the TROR Classification. All of GSA’s transactions fall under Administrative, which defaults by the system during document processing.

Pegasys also captures data about the debtor (Foreign/Sovereign government, State/Local government, Commercial or Consumer), also known as the TROR Category. The TROR Category defaults based on the Vendor Reporting Attribute of the vendor recorded on the transaction:

- If the Reporting Attribute is ‘Government’, a TROR Category will NOT be defaulted to the line (i.e., will remain as blank).
- If the Reporting Attribute is ‘Employee’, a TROR Category of ‘Consumer’ will be defaulted to the line.

- If the Reporting Attribute is 'State Government', a TROR Category of 'State/Local Government' will be defaulted to the line.
- Else, a TROR Category of 'Commercial' will be defaulted to the line.
- If the TROR Category on a billing document line is NOT blank, the system will not attempt to default a value to the line.

Finally, Pegasys captures information about collections (Agency, Sales after Foreclosure, Private Collection Agency, DOJ/Litigation, Wage Garnishment, and Treasury), also known as the TROR Collection Type.

- If the cash receipt line references a billing document line or it references a cash receipt line that in turn references a billing document line, then the system will read the value of the following fields on the billing document line:
  - o Foreclosure Date
  - o Referred to Collection Agency Referral Date
  - o Litigation Date
  - o Wage Garnishment Date
  - o Referred to Treasury Cross-Servicing Date
  - o Referred to TOP Date
- If one or more of these date fields is populated, the system will choose the most recent date of the populated date fields and default the TROR Collection Type as follows, depending on which date is the most recent date:
  - o Foreclosure Date: TROR Collection Type defaulted to 'Sales After Foreclosure'
  - o Referred to Collection Agency Referral Date: TROR Collection Type defaulted to 'Private Collection Agency'
  - o Litigation Date: TROR Collection Type defaulted to 'DOJ/Litigation'
  - o Wage Garnishment Date: TROR Collection Type defaulted to 'Wage Garnishment'
  - o Referred to Treasury Cross-Servicing Date: TROR Collection Type defaulted to 'Treasury'
  - o Referred to TOP Date: TROR Collection Type defaulted to 'Treasury'
- If the conditions in the steps above are not met, the TROR Collection Type is defaulted to 'Agency'.

#### **4.18.2 TROR: Executing the Batch Job**

---

The Treasury Report on Receivables batch job groups transactions by Bureau as defined by the Fund code on the transaction. If no Bureau is specified in the batch parameters, the batch will create a TROR record for each Agency/Bureau record configured in Pegasys.

The TROR Data Extract (ERTROR) batch job extracts the applicable records based on the simple input parameters and hard-coded selection criteria, including the specified Agency and Bureau. The batch job then filters through Pegasys documents, only selecting transactions where the Vendor Reporting Attribute of the associated vendor is not set to Government, and where the Accounting Event does not start with “BE”.

The TROR Data Extract (ERTROR) batch job then builds the TROR entity by populating the selected data on the TROR Query based on the criteria rules set up within each cell of the TROR.

Please refer to the appendix for a full listing of TROR fields and how Pegasys calculates the values to populate the report - **BAAR User Guide 10 of 10 F.1 Appendix: TROR Calculations.**

#### **4.18.3 TROR: Reviewing the Batch Results on the Query**

---

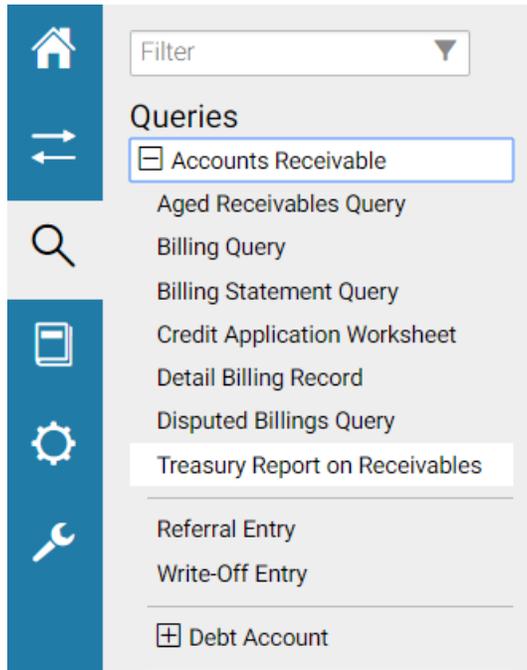
The Treasury Report on Receivables query allows GSA to preview the report and make necessary adjustments to the report as needed before creating the soft copy TROR pdf for upload to Treasury.

The TROR Query initially displays a single “header” record for each Reporting Period (FQ/FY), Agency/Bureau, TROR Classification, and Version Number. The header record then provides the ability to drill-down on a given TROR field to view the detailed transaction information. Any applicable footnotes can also be added directly from the query to be displayed on the PDF report.

#### **Steps to Review a TROR record on the Treasury Report on Receivables Query.**

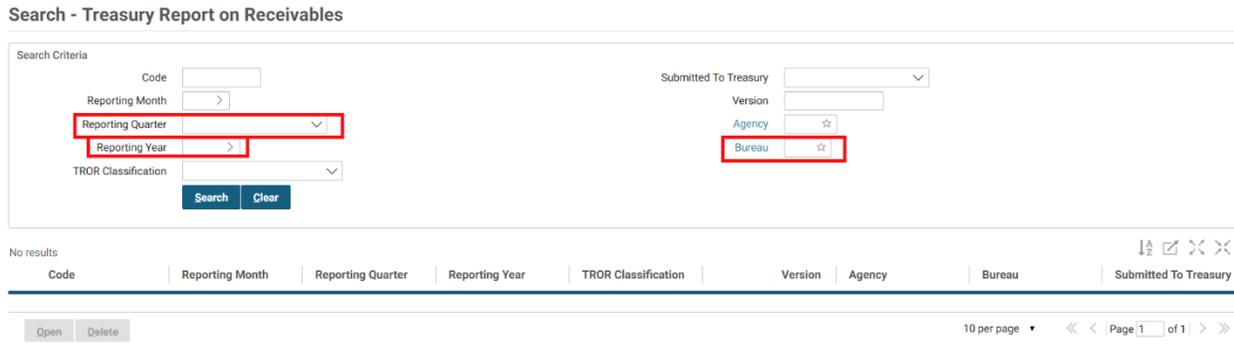
1. Navigate to Queries → External Reports → Treasury Report on Receivables.  
The Treasury Report on Receivables Query page is displayed.

**Figure 125: Treasury Report on Receivables**



2. Enter the **Reporting Quarter**, **Reporting Year** and **Bureau** of the TROR report you wish to review.

**Figure 126: Treasury Report on Receivables**



3. Select the **Search** Button.

**Figure 127: Search Button**

**Search - Treasury Report on Receivables**

Search Criteria

Code

Reporting Month

Reporting Quarter

Reporting Year

TROR Classification

Submitted To Treasury

Version

Agency

Bureau

No results

Code	Reporting Month	Reporting Quarter	Reporting Year	TROR Classification	Version	Agency	Bureau	Submitted To Treasury
<input type="button" value="Open"/> <input type="button" value="Delete"/>								

10 per page | Page 1 of 1

- Select the radio button of the desired TROR record and select the Open button.

**Figure 128: Report Review**

<input type="radio"/>	BASE	
<input checked="" type="radio"/>	BASE	
<input type="radio"/>	BASE	
<input type="radio"/>	BASE	

- The preview of the report will display. Select the Report Preview button to view the report in full, instead of in the small window.

**Figure 129: Report Preview**

Treasury Report on Receivables | Cells

Expand All | Collapse All

Report Preview

**Part I - Status of Receivables**

	Number	Dollars
<b>Section A Receivables and Collections</b>		
(1) Beginning FY Balance	0	0
(2) New Receivables (+)	0	0
(3) Accruals (+)		0
(4) Collections on Receivables (-)		0
(A) At Agency (-)		0
(B) At Third Party (-)		0
(C) Asset Sales (-)		0
(D) Collections by Treasury through Offset and Cross-Servicing (-)		0
(E) Collections by Sale After Foreclosure (-)		0
(F) Collections by Department of Justice (-)		0
(G) Other - must footnote (-)		0

General

Code

Reporting Month

Reporting Quarter

Reporting Year

TROR Classification

Last Run Date

Submitted To Treasury

Version

Agency

Bureau

### 4.18.4 TROR: Making Adjustments

From within the TROR Record, a user with appropriate security permissions can adjust the values of that display in the report. There are several values that the batch job is unable to calculate and will need to be completed manually. Also, a user can add footnotes to the report from within the query.

#### Steps to Adjust a TROR Report.

1. From within the TROR Query Record, select the **Cells** tab.

**Figure 130: Cells Tab**

Treasury Report on Receivables **Cells** Print

---

Report Preview

**Part I - Status of Receivables**

	Number	Dollars
<b>Section A Receivables and Collections</b>		
(1) Beginning FY Balance	0	0
(2) New Receivables (+)	0	0
(3) Accruals (+)		0
(4) Collections on Receivables (-)		0
(A) At Agency (-)		0
(B) At Third Party (-)		0
(C) Asset Sales (-)		0
(D) Collections by Treasury through Offset and Cross-Servicing (-)		0
(E) Collections by Sale After Foreclosure (-)		0
(F) Collections by Department of Justice (-)		0
(G) Other - must footnote (-)		0

---

General

Code:   Submitted To Treasury

Reporting Month:

Reporting Quarter:  Version:

Reporting Year:  Agency:

TROR Classification:  Bureau:

Last Run Date:

**Audit** **Save**

2. Each row of the TROR displays with the calculated values. By selecting a row and then the button at the top of the Summary, a user can drill down through the various levels down to the actual documents that make up the calculated amounts. The first drill down is by Treasury Symbol. Select the row and then select the Treasury Symbol button.
3. Then select the desired Fund and Select Fund Details.

**NOTE:** If results (Funds) selections can be narrowed by using the Treasury Symbol Search functionality to narrow results.

**Figure 131: Fund Details**

Column Number	Section Number	Line Number	Calculated Number	Adjustment Number	Reported Number	Calculated Amount	Adjustment Amount	Reported Amount	Currency Code	Use Footnotes
<input type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	1 - Beginning FY Balance	0	0	\$0.00	\$0.00	\$0.00	USD	False
<input checked="" type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	2 - New Receivables (+)		0	\$0.00	\$0.00	\$0.00	USD	False
<input type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	3 - Accruals (+)			\$0.00	\$0.00	\$0.00	USD	False
<input type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	4 - Collections on Receivables (-)			\$0.00	\$0.00	\$0.00	USD	False
<input type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	4A - (A) At Agency (-)			\$0.00	\$0.00	\$0.00	USD	False
<input type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	4B - (B) At Third Party (-)			\$0.00	\$0.00	\$0.00	USD	False
<input type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	4C - (C) Asset Sales (-)			\$0.00	\$0.00	\$0.00	USD	False
<input type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	4D - (D) Collections by Treasury through Offset and Cross-Servicing (-)			\$0.00	\$0.00	\$0.00	USD	False
<input type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	4E - (E) Collections by Sale After Foreclosure (-)			\$0.00	\$0.00	\$0.00	USD	False
<input type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	4F - (F) Collections by Department of Justice (-)			\$0.00	\$0.00	\$0.00	USD	False

Drill Down: Treasury Symbol Details, Fund Details, Transaction Details

Audit Save

- The user can then select a Fund and then select Transaction Details to view the individual transaction records that fall under the Fund.
- Finally, the user can select the individual billing documents, cash receipts, debt accounts or vouchers to see the lowest level details of the dollar amount and count of the selected TROR item.
- To make adjustments, return to the query (cells tab) and enter the amount by which the calculated value needs to be adjusted in the Adjustment Number or Adjustment Amount field as applicable. The field accepts both positive and negative numbers. The page will then sum the calculated and adjustment values into the Reported column.

**Figure 132: Adjustment Amount**

<input type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	3 - Accruals (+)			\$0.00	\$0.00	\$0.00	USD	False
<input checked="" type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	4 - Collections on Receivables (-)			\$0.00	\$0.00	\$0.00	USD	False

- To add a footnote. Select the radio button at the beginning of the row.

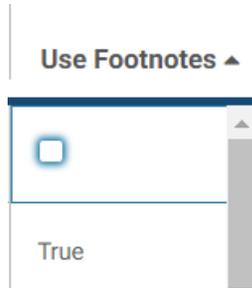
**Figure 133: Radio Button to Select a Row**

<input checked="" type="radio"/>	Part I - Status of Receivables	Section A Receivables and Collections	4 - Collections on Receivables (-)			\$0.00	\$0.00	\$0.00	USD	False
----------------------------------	--------------------------------	---------------------------------------	------------------------------------	--	--	--------	--------	--------	-----	-------

- Select the Use Footnotes field at the end of the row. The value 'False' will change to a checkbox.

9. Select the check box.

**Figure 134: Use Footnotes**



10. Select the **Footnotes** hyperlink at the top of the page.

**Figure 135: Treasury Report on Receivables**



11. Select the **Add** button.
12. Enter the footnote **Number** and footnote **Text**.

**Figure 136: Enter Footnote Number**



13. Select **Save**.

**Figure 137: Save**

---

Number

Text

[Go to top of page](#)



#### 4.18.5 TROR: Generate the Final TROR Report (pdf)

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The final step of the TROR process is to generate the final report in pdf format for submission to the Bureau of Fiscal Services (BFS) via the internet utilizing the Debt Management Information System (DMIS). Pegasys takes all the information compiled in the query and creates a pdf version of the TROR.

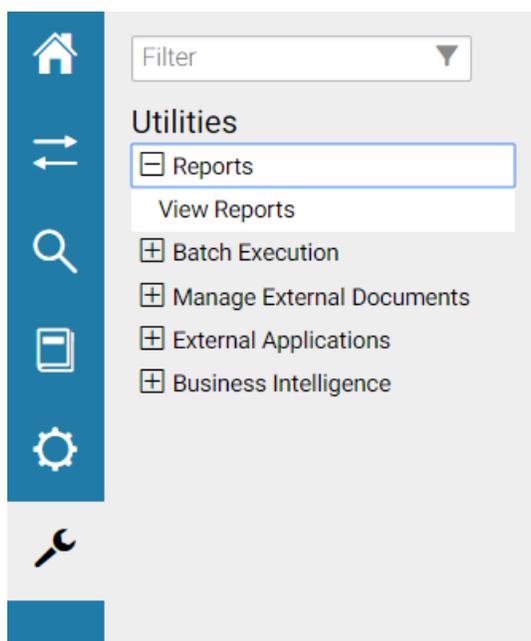
**NOTE:** The submitting the TROR to Treasury electronically (through an interface) is not supported, so the data will need to be manually entered into DMIS, Treasury's Debt Management Information System.

##### Steps to Create a the TROR Report in PDF Format

1. Navigate to Utilities → Reports → View Reports.

The View Reports page is displayed.

**Figure 138: Reports**



2. Select External Reporting.

Figure 139: External Reporting

## View Reports

### Reports

- + Pegasys Reports Portal
- + Accounts Receivable
- + Auto Disbursements
- + Budget Execution
- + Credit Card
- + External Reporting**
- + General Ledger

Run

Subscribe

View Current Subscriptions

### Report Status

No results

Description

Report Status

Saved Output Format

Refresh

Parameters

Output

Delete

Route

Add Shortcut

...

3. Select Treasury Report on Receivables.

**Figure 140: Select Report Receivables**

## View Reports

### Reports

- Combined Bill Generation WAN
- Combined Debt Account Due Process Notices
- Combined Debt Account Notice of Payment Due
- TROR
- Combined Due Process Notices
- Combined Notice of Payment Due R6

- At this point, a user can select an existing report from the Report Status table at the bottom of the screen and view either the parameters or the report by selecting the desired row and Parameters or Output buttons respectively.

**Figure 141: Parameters and Outputs**

Description	Report Status	Saved Output Format	Report Start	Report End	Report Expiration
<input checked="" type="radio"/>	Complete	PDF	02/16/2018 14:57:44	02/16/2018 14:57:45	03/18/2018 14:57:44
<input type="radio"/>	Complete	PDF	02/16/2018 14:51:53	02/16/2018 14:51:54	03/18/2018 14:51:53
<input type="radio"/>	Complete	PDF	02/15/2018 09:33:13	02/15/2018 09:33:14	03/17/2018 09:33:13
<input type="radio"/>	Complete	PDF	01/29/2018 21:08:07	01/29/2018 21:08:08	02/28/2018 21:08:07
<input type="radio"/>	Complete	PDF	01/29/2018 20:11:36	01/29/2018 20:11:36	02/28/2018 20:11:36
<input type="radio"/>	Complete	PDF	01/22/2018 13:33:58	01/22/2018 13:33:59	02/21/2018 13:33:58
<input type="radio"/>	Complete	PDF	01/22/2018 13:00:29	01/22/2018 13:00:30	02/21/2018 13:00:29
<input type="radio"/>	Complete	PDF	05/31/2017 09:38:20	05/31/2017 09:38:21	06/30/2017 09:38:20
<input type="radio"/>	Complete	PDF	05/31/2017 09:36:44	05/31/2017 09:36:45	06/30/2017 09:36:44
<input type="radio"/>	Complete	PDF	05/31/2017 08:49:42	05/31/2017 08:49:43	06/30/2017 08:49:42

10 per page

- To create a new report, select **Run**.



### **4.19.1 Query Inbox Workflow Tasks**

---

The Pegasys Inbox provides query functionality similar to that found on typical Pegasys queries. This functionality allows for the querying Inbox items using a variety of criteria to identify specific workflow tasks or groups of workflow tasks. For example, the Task search parameter can be used to identify all workflow tasks assigned to the user by task type (i.e., Approve Form, Review Correspondence, and Review Billing Dispute Request).

In addition to querying workflow tasks, the Inbox provides the ability to actively manage those tasks. Tasks can be opened and viewed directly from the Inbox. Once opened, tasks generally require some type of user action to complete the task (depending on the type of task). Additionally, tasks can be acquired by the user directly from the Inbox. If originally routed to a group of users, the task will drop from the Inbox of the other users once it has been acquired by a single user. Similarly, tasks that have been acquired by a user can also be released, resulting in the task being re-displayed in the Inbox of the other users in the original routing group with a status of assigned.

The Completed Tasks tab of the Inbox serves as a repository of tasks completed by the user. Completed tasks can be searched using the same criteria as those from the Inbox (except for Status and Priority). The list of completed tasks includes the Task Type, Item, Description, and Assigned Date fields found in the Inbox. Additionally, the Completed Tasks tab includes the Outcome (e.g., Complete, Disapproved) as well as the Completion Date of the task.

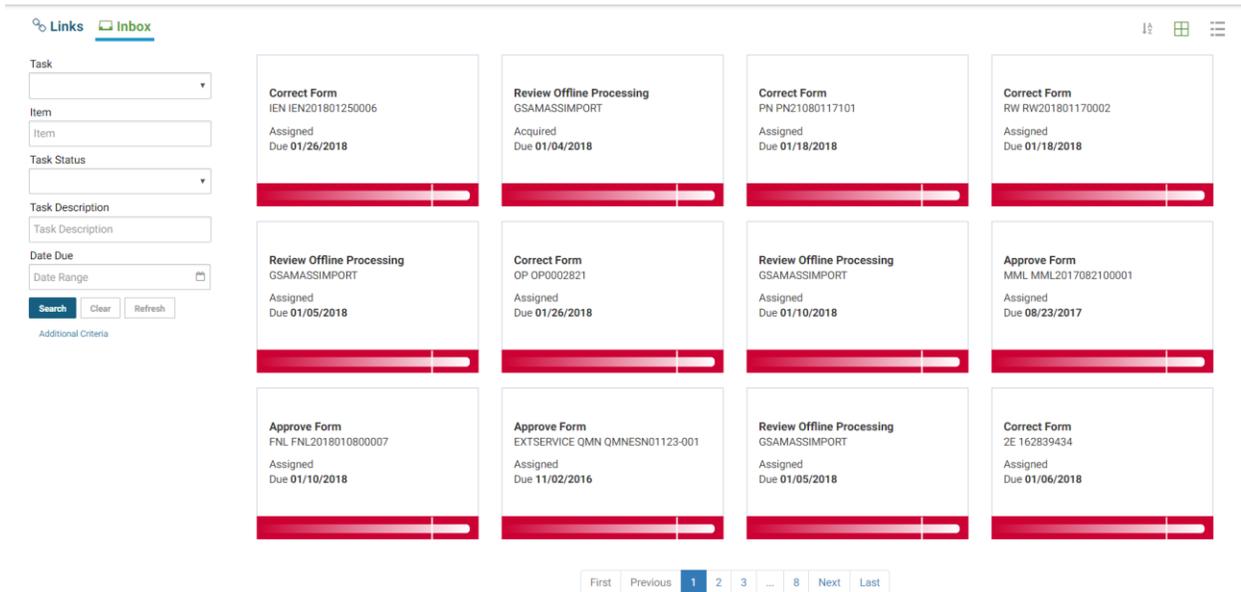
The following steps describe how to query and open a workflow task from the Inbox.

#### **Steps to Open a Workflow Task from the Inbox:**

1. Log into Pegasys and select the Inbox hyperlink from the top right hand corner of the screen.

The Pegasys Inbox is displayed.

**Figure 144: Pegasys Inbox**



2. View the Inbox. Users may have Approve Form, Correct Form, or Ad-Hoc Routing Task records in their Inboxes.
  3. If needed, enter search criteria to narrow the workflow tasks in the Inbox as appropriate.
- NOTE:** No fields of the Inbox search criteria are required, but it is advisable to include as much information as possible for optimum query performance.
4. Select **Search**.

The Pegasys Inbox returns search results matching the search criteria in the item collection.

**Figure 145: Expected Completion Date**

<p><b>Approve Form</b> MML MML2017082100001</p> <p>Assigned Due <b>08/23/2017</b></p>	<p><b>Approve Form</b> R7WA109 CR7 CR7201705040000</p> <p>Assigned Due 05/26/2017</p>	<p><b>Approve Form</b> R7WA104 WO7 WO7201706010360</p> <p>Assigned Due 06/02/2017</p>	<p><b>Approve Form</b> SALES MR6 MR6201705080013</p> <p>Assigned Due 05/09/2017</p>
<p><b>Approve Form</b> R6GRP7 WO6 WO6201706010004</p> <p>Assigned Due 06/02/2017</p>	<p><b>Approve Form</b> R6GRP3 WO6 WO6201705220003</p> <p>Assigned Due 06/01/2017</p>	<p><b>Approve Form</b> R6GRP5 WO6 WO6201702230000</p> <p>Assigned Due 02/24/2017</p>	<p><b>Approve Form</b> R6CLAIMS MR6 MR6201705010005</p> <p>Assigned Due 05/02/2017</p>
<p><b>Approve Form</b> MR6 MR6201705120006</p> <p>Assigned Due 05/13/2017</p>	<p><b>Approve Form</b> R7WA109 CR7 CR7201705040000</p> <p>Assigned Due 05/26/2017</p>	<p><b>Approve Form</b> R6GRP1 IM6 IM6201703160059</p> <p>Assigned Due 03/18/2017</p>	<p><b>Approve Form</b> R7RWAIP AMI AMIW0017037-001</p> <p>Assigned Due 02/09/2017</p>

5. Select from the item collection the workflow task record to be approved/disapproved.
6. Select the **Open** button.

**NOTE:** The form will be displayed in read-only mode for approvals and in an editable mode for corrections.

**NOTE:** Once opened, the workflow task status will be updated from Assigned to Acquired. If originally routed to a group of users, the task will drop from the Inbox of the other users once it has been acquired.

**Figure 146: Selected Task Acquired**

Pegasys / Utilities / Reports / View Reports / Header: MML Manual Business Lines Manual Allowance for Loss on A/R MML2017082100001 PENCANCELAPPROVAL FULL FORM

1 - 1 of 1 results

The selected task has been acquired.

Header Fixed Assets Accounting Lines Approval Routing Memos Summary ...

Expand All Collapse All

**General**

Document Type	MML Manual Business Lines M...	Original Document Date	08/21/2017
Status	PENCANCELAPPROVAL	Document Date	08/22/2017
Document Number	MML2017082100001	Accounting Period	11/2017
Title		Reporting Accounting Period	11/2017
Issued By		Document Classification	
<input type="checkbox"/> Automatic Reversal		Security Org	GSA
Reversal Accounting Period		<input type="checkbox"/> Suppress Printing	
Reverse After Period		<input type="checkbox"/> Spending Override	
Agency DUNS Number			
Agency DUNS+4			

**Amounts**

Net Amount \$0.00

**Cancel Reason**

\* Cancellation Reason test

Approve Disapprove Fund Currency Add Shortcut Attachments Route ...

Approve Form and Correct Form tasks will be removed automatically from the Inbox after the user has either approved or resubmitted the corrected form.

For detailed information about the Bulk Load “Review Offline Processing” workflow task, please refer to **Section 4.19.1**.

### 4.19.1.1 Documents Requiring Approval

Approvals are used to ensure transactions are processed via a specified level of authority. Approvals are required on following Accounts Receivables related transactions based on the specified document action.

## 4.20 Inventory Management

Inventory Management processes are used to track and record inventory transactions within the Pegasys system. All of the information that is tracked in Pegasys is part of the Federal Acquisition Service (FAS) and the inventory that it tracks for its clients. Inventory counts are maintained within the FAS systems however, Pegasys is the system of record that maintains the Inventory General Ledger (GL). As Pegasys is the GL system of record, any time that inventory is acquired, sold, adjusted or transferred between warehouses or between warehouses and stores it must be recorded in the Pegasys GL.

#### **4.20.1 Inventory Management: Automated Batch Processes**

---

As part of the inventory management processes, there are two methods of recording the inventory transactions within Pegasys. These automated processes allow for the import of records from each of the FAS inventory feeder systems.

The first method is the Adjustments, Receipts and Transfers (ART) interface. This batch process utilizes the existing Pegasys Form Import Batch Process. This batch process accepts an input file that is received from FAS and creates inventory Standard Vouchers (SVs). These SVs record all of the adjustment, receipt, transfer and due in records that have occurred in the FAS systems and affect the Pegasys General Ledger.

The second method for recording inventory management transactions is the Inventory from Billing Process. This batch process uses cost information included with the detail billing records to create inventory reduction SVs. As with the ART interface SVs, the Inventory from Billing SVs adjusts the Pegasys General Ledger.

#### **4.20.2 Standard Voucher (SV) Available Document Types for Inventory Management**

---

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the Standard Voucher (SV) is a Document Category. For most document categories, each Business Line has been assigned a unique document type to accommodate different business processes as well as to provide a unique system categorization of the business line's transactions; however, certain document types will be shared by multiple business lines.

There are a number of different document types that are used for the inventory management processes. These document types are all from the Standard Voucher document category.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions - **BAAR User Guide 8 of 10 A.4 Appendix: Available Standard Voucher (SV) Document Types**.

#### **4.20.3 Inventory Management - User Defined Form and Fields Descriptions**

---

For inventory management, Pegasys has a number of user-defined fields. These fields are used to store information that is specific to inventory information:

- Assignment Code
- Transaction Date
- Unit Cost Price
- Signal Code
- Supplemental Address/ FAS PO Number
- TD Code/Transaction Code

- Location/System
- Fedcode/Customer Fund Code
- Additional Codes

The listing of User-Defined fields on the Standard Voucher (SV) Form is available at **BAAR User Guide 9 of 10 B.6 Appendix: Standard Voucher (SV) - User-Defined Fields and Form Descriptions**.

#### **4.20.4 Queries for Inventory Management**

---

As part of inventory management, there are two queries that will be used in order to search for inventory Standard Voucher Information:

- Form/Document Selection Query.

For detailed information about the Form/Document Selection Query, please refer to **BAAR User Guide 3 of 10, Section 4.6.10**.

- GL Account Detail Query.

For detailed information about the GL Account Detail Query, please refer to **BAAR User Guide 3 of 10, Section 4.6.11**.

#### **4.20.5 Manual Document Creation for Inventory Management Standard Voucher (SV)**

---

As part of inventory management there is the possibility that the user will have to create inventory SV records manually. The process to create these SVs is listed below.

##### **Steps to Create an Inventory Standard Voucher (SV)**

1. Navigate to Transactions → General System → New → Standard Voucher  
The New Form Creation page is displayed.

**Figure 147: New Form Creation**

Pegasys / Transactions / General System / New / **New Standard Voucher**

New Standard Voucher

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number  **Generate**

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

[Go to top of page](#)

---

2. Enter the appropriate document type and select Generate to generate a document number.
3. Select the Finish button to create the form.  
The new form screen appears.

**Figure 148: New Form Screen**

Pegasys / Transactions / General System / New / Standard Voucher / Header: SV Standard Voucher SV201802080000 NEW FULL FORM

Header Fixed Assets Accounting Lines Approval Routing Memos Summary

Expand All Collapse All

**General**

Document Type: SV Standard Voucher  
 Status: NEW  
 Document Number: SV201802080000  
 Title:   
 Issued By:   
 Automatic Reversal  
 Reversal Accounting Period:   
 Reverse After Period:   
 Agency DUNS Number:   
 Agency DUNS+4:

Document Date:   
 Accounting Period:   
 Reporting Accounting Period:   
 Document Classification:   
 Security Org: GSA  
 Suppress Printing  
 Spending Override

**Amounts**

Net Amount: \$0.00

**External System Information**

Site ID:   
 System ID:   
 External System Document Number:

Verify Save Submit Schedule Refresh Fund Currency

- On the “Header” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR User Guide 10 of 10 C.10.3 Appendix: Create Inventory Management Standard Voucher (SV) - Global Supply**.
- Navigate to the Accounting Lines Tab and select **Add**.

**Figure 149: Accounting Line Header Tab**

Pegasys / Transactions / General System / New / Standard Voucher / Header: SV Standard Voucher SV201802080000 NEW FULL FORM / Accounting Lines

Header Fixed Assets Accounting Lines Approval Routing Memos Summary

Accounting Line Contracts Pay

No results

Line Number	Line Type	Amount	Transaction Event	Increase/Decrease	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty
<b>Total Header Funded Amo</b>														

References... Add Copy Remove Reset Replace All Page 1 of 1

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**Figure 150: Accounting Line Page**

6. On the “Accounting Lines” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR User Guide 10 of 10 C.10.3 Appendix: Create Inventory Management Standard Voucher (SV) - Global Supply**.
7. Select **Verify** button.
 

**NOTE:** If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.
8. Select the **Submit** button.
9. To check on the status of the processed document the user should navigate to Form/Document Selection Query. For detailed information about the Form/Document Selection Query, please refer to **BAAR User Guide 3 of 10, Section 4.6.10**.

## 4.21 Mass Import

Mass import provides users with the ability to import one or more Pegasys forms into the system systematically using an Excel spreadsheet format, without requiring the user to enter data through the user interface. There are templates for eight Pegasys BAAR document categories: Billing Documents; Cash Receipts; Itemized Payments; Internal Vouchers; Standard Vouchers; Internal Direct Agreements; External Direct Agreements; Debt Accounts.

The Mass Import functionality can be used to upload Excel files to generate either a single form or multiple processed documents. There are two methods for using the mass import functionality:

- Mass Import - Single Online Interface.

The Single Online Mass Import Interface allows users to create a new form from the Pegasys New Form Creation screen via uploading an Excel import file from their computer. After the Excel file has been uploaded, the new form is displayed and can be manipulated (i.e., changing field values, verifying) prior submission for processing. The Single Online Interface allows users to create a single new form at a time in this manner.

- Mass Import - Multiple Online Interface.

The Multiple Online Mass Import Interface allows users to create and process multiple forms/documents at a time from the Mass Import screen via uploading an Excel import file from their computer. After the Excel file has been uploaded and submitted for processing, Pegasys performs normal document processing edit checks and routes a workflow notification task to the user with information regarding the submission. The Multiple Online Interface allows users to create and process multiple forms/documents at a time in this manner.

Excel Templates will be provided for each of the seven document categories listed above. These templates will provide information on how to populate certain fields as part of Pegasys document creation. Mass import can be used to create new documents as well as correct and amend existing documents, all through the use of the Excel input files. The below screenshot is an example of what a Mass Import Excel input file will look like. It will include information for the header, accounting lines and any sub lines that are associated to the document that is being created such as Articles for IPAC documents or Detail Billing Records.

**Figure 151: Excel Template for Mass Input File**

Type	External System Document Number	Header Field 2	Customer Voucher Number
Billing Document		T	
Type	Line Field 7	Sub Rev Src	
Billing Document Line			
Type	parentIdentity		
BD Articles			
Count: 1			
Type	Office	AddressCode	
Office	RWAIPAC	RWAIPAC_REMI	
Count: 1			
Count: 1			

#### 4.21.1 Automated Processes for Mass Import

As part of the mass import process, there is the necessity to run an automated batch process in order to process multiple documents through the Multiple Online Interface. This process can be used on any of the seven document categories that are configured to be eligible for import. The batch process is defined on the multiple online interface screens. This definition allows the system to know which batch process is going to be run in order to process the multiple documents. The GSBULKLOAD batch process allows for the import of documents through the use of an Excel import file. The front end user will not notice that the batch process is running as this is a background process. Once the import is complete, the user will receive a workflow task notification in his or her inbox that will indicate the success or failure of the import of the documents.

**Figure 152: Review Offline**

Pegasys / Utilities / Batch Execution / Batch Jobs / Batch Job Maintenance / Batch Job Log / **Review Offline Processing**

---

**Review Offline Processing**

---

— Workflow Information

Task	Batch Job
Item	GSAMASSIMPORT
Description	BE_ItemizedEstimatedAcc
Submitter	allroles122
Start Time	01/03/2018 14:27:42
End Time	01/03/2018 14:27:42
Completed	Failed
Return Status Code	8

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Attachments (1)
Cancel
Complete

**4.21.2 Available Document Types for Mass Import**

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the Standard Voucher (SV) is a Document Category. For most document categories, each Business Line has been assigned a unique document type to accommodate different business processes as well as to provide a unique system categorization of the business line’s transactions; however, certain document types will be shared by multiple business lines.

There are a number of document categories that are available for Excel import though the Mass Import process. The eight BAAR document categories (BD, CR, IP, NV, SV, ID, ED, and DA) are the high level values that are available for export and those for which templates will be provided. Each document category can have one or all of the document types associated to it eligible for import. In the Pegasys configuration, only manual documents will be set up to be eligible for import.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions: **BAAR User Guide 8 of 10 A.12 Appendix: Available Mass Import Document Types.**

#### **4.21.3 Queries for Mass Import**

---

As part of Mass Import, there is one query that will be used in order to search for documents created through the Mass Import process

- Form/Document Selection Query

For detailed information about the Form/Document Selection Query, please refer to **BAAR User Guide 3 of 10, Section 4.6.10.**

#### **4.21.4 Steps to Perform Mass Import - Single Online Interface**

---

The Single Online Interface allows for the upload of a single document from the new form creation screen using an excel spreadsheet. This process can occur for any document category that is eligible for mass import. The example below is for a Standard Voucher. This can be performed for any document category by navigating to the appropriate location in the Transactions menu. For example, if the user wanted to perform the steps below for a Billing Document, they would navigate to Transactions → Accounts Receivable → New → Billing Document.

1. Navigate to Transactions → General System → New → Standard Voucher

The New Form Creation page is displayed.

**Figure 153: Standard Voucher**

Pegasys / Transactions / General System / New / **New Standard Voucher**

New Standard Voucher

\* Document Type

Document Number Format Prefix

Security Org

\* Document Number  **Generate**

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

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---

2. Enter the appropriate document type and select Generate to generate a document number.
3. Select the Browse button to select a file with one record in the Excel file for Mass Import.
4. Select the Finish button to create the form.

The new form screen appears with all of the values from the Excel file populated.

**Figure 154: New Form Screen with Populated Values**

Pegasys / Transactions / General System / New / Standard Voucher / Header: SV Standard Voucher SV201802080000 NEW FULL FORM

Header Fixed Assets Accounting Lines Approval Routing Memos Summary ...

Expand All Collapse All

**General**

Document Type: SV Standard Voucher  
 Status: NEW  
 Document Number: SV201802080000  
 Title:   
 Issued By:   
 Automatic Reversal  
 Reversal Accounting Period:   
 Reverse After Period:   
 Agency DUNS Number:   
 Agency DUNS+4:

Document Date:   
 Accounting Period:   
 Reporting Accounting Period:   
 Document Classification:   
 Security Org: GSA  
 Suppress Printing  
 Spending Override

**Amounts**

Net Amount: \$0.00

**External System Information**

Site ID:   
 System ID:   
 External System Document Number:

Verify Save Submit Schedule Refresh Fund Currency ...

5. Navigate to the Accounting Lines Tab and verify that the values from the Excel file are populated.

6. Select **Verify** button.

**NOTE:** If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

7. Select the **Submit** button.

To check on the status of the processed document the user should navigate to the Form/Document Selection Query. For detailed information about the Form/Document Selection Query, please refer to **BAAR User Guide 3 of 10, Section 4.6.10**.

#### 4.21.5 Steps to Perform Mass Import - Multiple Online Interface

##### Steps to Create a Document through the Multiple Online Interface:

1. Navigate to Transactions → Mass Import.

The Bulk Upload page is displayed.

**Figure 155: Mass Import**

**Mass Import**

\* Batch Job ID: GSAMASSIMPORT ☆

Document Action: Hold ▾

Schedule Date:

Hold Rejected Form

Overwrite Rejected

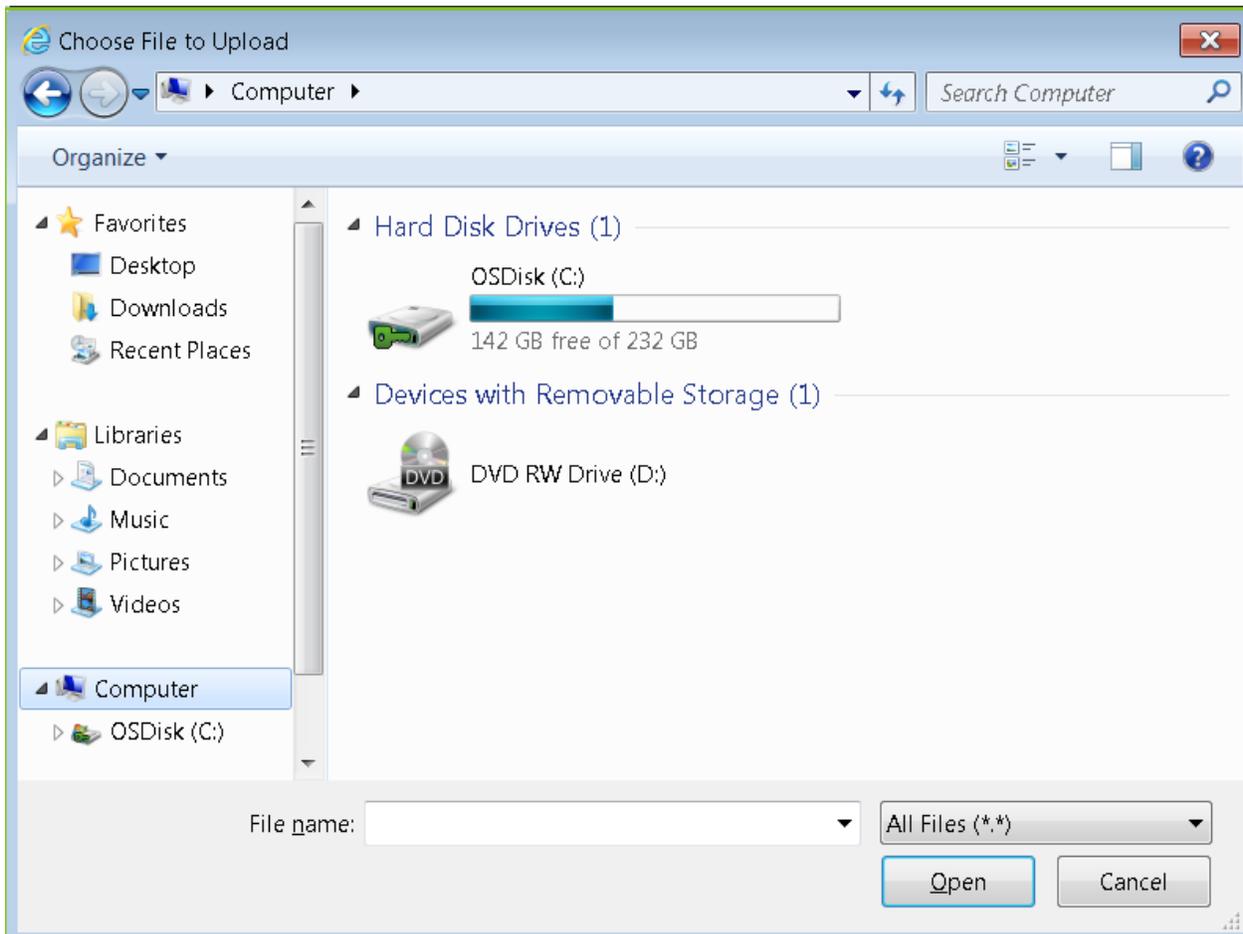
Override

File:

2. Select the appropriate Document Action and place checkmarks in the appropriate checkboxes.
3. Select the Browse button.

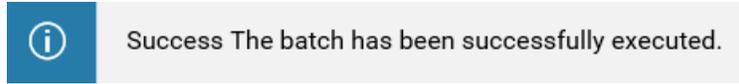
The file selection pop-up box appears.

**Figure 156: Choose File to Upload**



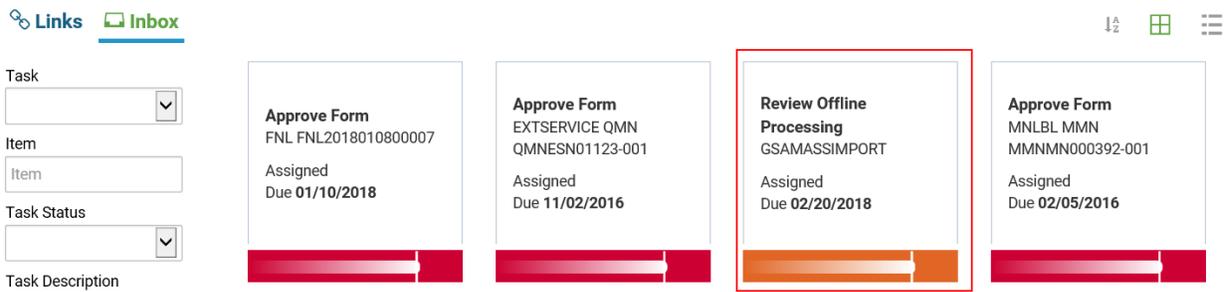
4. Select the excel file and select the **Open** button.
5. Select Upload to load the forms for processing.

**Figure 157: Success Batch Executed Message**



6. Navigate to the Inbox.
7. Select the Bulk Load “Review Offline Processing” Workflow task.

**Figure 158: Bulk Load Offline Processing**



8. Select the record and select the **Open and Acquire** button.

**Figure 159: Open and Acquire**



**Figure 160: Review Offline Processing**

## Review Offline Processing

**Workflow Information**

Task	Batch Job
Item	GSAMASSIMPORT
Description	Mass Upload151906927973
Submitter	allroles148
Start Time	02/19/2018 14:41:27
End Time	02/19/2018 14:41:27
Completed	Failed
Return Status Code	8

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Attachments (1)
Cancel
Complete

9. Select the **Attachments** button.

**Figure 161: Attachments**

	Attachment Identifier	Name	Title
<input checked="" type="checkbox"/>	1	GSAMASSIMPORT1519069280724.rpt	GSAMASSIMPORT1519069280724.rpt

Return
View

10. Select the record and Select **View**.

**NOTE:** You may have to override some security warnings in order to open the attachment.