



CREATING PLANS

1. Select **Transactions > Planning > Operating Plan Notebook** from the Pegasys menu bar.
2. Click **New**.

The screenshot shows a web application window titled "Operating Plan Notebook". Inside the window, there is a "Search Criteria" section with a text input field labeled "Operating Plan Name:". Below the input field are two buttons: "Search" and "Clear". At the bottom of the window, there is a toolbar with buttons for "View", "New", "Open", "Copy", and "Delete". To the right of these buttons is a "Display" dropdown menu set to "10" and the text "Items".

3. On the Operating Plan Notebook page, enter the **Operating Plan Name**.

***Note:** The recommended naming convention is user initials - fiscal year - fund - dimensions.

- Ex: UIN-FY11-262X-TRAVEL-00
 - User Initials: UIN
 - Fiscal Year: FY11
 - Fund: 262X (if Fund is used)
 - Dimension: TRAVEL (Major Object Class)
 - Dimension: 00 (Region code)
4. Enter the **Start and End Accounting Period**.
 - a. Clicking on the Accounting Period link allows the user to select from Previous, Current or Next. Users can also search for an accounting period by pressing on the search button.
 5. Click **OK**.



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The screenshot shows the 'Operating Plan Notebook' form in the Pegasys system. The breadcrumb trail is 'Pegasys > Transactions > Planning > Operating Plan Notebook > Operating Plan Notebook'. The form contains the following fields:

- Operating Plan Name:** A text input field with a yellow border.
- Plan Name To Copy:** A text input field.
- Start Accounting Period:** A date input field with a calendar icon.
- End Accounting Period:** A date input field with a calendar icon.

There is a 'Go to top of page' link at the bottom left of the form.

6. Enable the following checkboxes in the **General** group box:
 - a. **Enabled:** Check to allow transactions to update plan. Uncheck before “Holding” plan.
 - b. **Maintain “Other”:** Check to establish a sub plan that tracks spending for values not specifically defined (optional).

The screenshot shows the 'Plan Setup' form, specifically the 'General' group box. The breadcrumb trail is 'Plan Setup > Supervisors > Miscellaneous Items > FTE Items > SubLevel 1 Setup > Plan Time Distribution'. The 'General' group box is expanded and contains the following fields:

- Name:** Text input field with value 'jo'.
- Status:** Drop-down menu with value 'Active'.
- Enabled:** Check box, checked.
- Frequency:** Drop-down menu with value 'Total'.
- Baseline:** Check box, unchecked.
- Maintain 'Other':** Check box, checked.
- Plan Funds Control:** Drop-down menu with value 'Obligation'.
- Available Amount:** Drop-down menu with value 'No Collections'.
- Pre-Commitments Affect Available Amount:** Check box, checked.
- Commitments Affect Available Amount:** Check box, checked.
- Obligations Affect Available Amount:** Check box, checked.

Other fields include 'Start Accounting Period' (02/2015), 'End Accounting Period' (04/2015), 'Security Org' (GSA), and 'Currency'.

***Note:** The Status field in the General group box will default to Active (required).

7. Select an option from the **Frequency** drop-down list.
8. Select **Obligation** or **Expense** from the Plan Funds Control drop down list.
9. Check the **Pre-Commitments**, **Commitments** and **Obligations Affect Available Amount** checkboxes where appropriate to specify which spending transactions affect the available amount of an obligations-based plan.
10. In the Amount and Controls Spending group box, enter the **fixed amount of the plan** in the **Estimated Spending Amount**, or select a calculation method for the amount from the Spending Calculation drop-down list.



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<i>Spending</i>	
Estimated Spending Amount:	<input type="text" value="\$0.00"/>
Spending Calculation:	<input type="text" value="Fixed"/> ▼
Maintain % for Periods:	<input type="checkbox"/>
Distribute Evenly:	<input type="checkbox"/>



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11. In the Amount and Controls Spending Controls group box, verify the Plan Amount Controls are set to **None**.

Spending Controls

Plan Amount Controls:

Period Amount Controls:

Notify: Notify at %: Notify at Amount:

Notification Sent:

12. Check the **Notify** checkbox to indicate a message will be sent to the supervisor of the plan when the specified *Notify at %* of the plan's amount has been spent or when the available amount reaches the specified *Notify at Amount* field.
 - a. The Notification Sent checkbox is unchecked by default. The box is checked once the first notification is sent. As long as this box is checked, no more notifications are sent.
13. Enter any necessary information in the **Plan Description** box.

Description

Plan Description:

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14. Click the **Supervisors** tab.
15. Click **Add**.
16. Click the **Supervisors** link.

Plan Setup **Supervisors** Miscellaneous Items FTE Items SubLevel 1 Setup Plan Time Distribution

Add Copy Remove Display 10 Items View as CSV Sort...

Supervisor

allroles6

* Supervisor:

View:

Edit:

Delete:



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- 17. Enter an appropriate supervisor for this plan in the **User ID** field.
- 18. Click **Search**.

A dialog box titled "Search Criteria" with two input fields: "User ID:" and "Name:". Below the fields are "Search" and "Cancel" buttons. At the bottom of the dialog, there is a "Display" dropdown menu set to "10", followed by "Items", "View as CSV", and "Sort..." buttons.

- 19. Select the appropriate **Principal ID**, and click the corresponding **Select** button.

Item Page: 1 2 3 4 5

	Principal ID
Select	bobbiesmith
Select	tracysmith
Select	carolsmith
Select	allroles8
Select	carolynsmith

- 20. Select the appropriate actions.
 - a. To **Add**: Follow steps 17-20 above.
 - b. To **Delete**: Select the appropriate supervisor, and click Remove.

Plan Setup | **Supervisors** | Miscellaneous Items | FTE Items | SubLevel 1 Setup | Plan Time Distribution

Add | Copy | Remove | Display 10 Items | View as CSV | Sort...

Supervisor	
	allroles6
	bobbiesmith

* Supervisor:

View:

Edit:

Delete:



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21. Click the **Miscellaneous Items** tab to populate the name and amount fields, in multiples if necessary.

22. Click **Add**.

The screenshot shows the 'Miscellaneous Items' tab in a software application. At the top, there are several tabs: 'Plan Setup', 'Supervisors', 'Miscellaneous Items' (which is selected), 'FTE Items', 'SubLevel 1 Setup', and 'Plan Time Distribution'. Below the tabs, there are input fields for 'Total:' and 'Count:'. A row of buttons includes 'Add', 'Copy', 'Remove', 'Display' (with a dropdown menu set to '10'), 'Items', 'View as CSV', and 'Sgrt...'. Below this is a table with a header row labeled 'Name' and a single row containing '- NO'. At the bottom, there are input fields for 'Name:' (marked with a red asterisk) and 'Amount:'.

23. Populate the **Name** and **Amount** fields.

- Additional items can be added by repeating steps 23-24.
- Items can be copied by selecting the appropriate item and clicking **Copy**. From there, select the newly created item, and follow step 25.
- An item can be deleted by selecting the appropriate item and clicking **Remove**.
- An item can be modified by selecting the appropriate item and following step 24 above.

24. Return by clicking the **Plan Setup** tab.

25. In the **Dimension - Use Budget Or Coded Dimension** group box, set required fields to **Either**, except for specific org codes for Fund 142 (GM&A).

The screenshot shows a 'Dimensions' window with a group box titled 'Use Budget or Coded Dimension'. Inside the group box, there are three dropdown menus: 'Organization Budgeted Or Coded:', 'Program Budgeted Or Coded:', and 'Budget Object Budgeted Or Coded:'. Each dropdown menu is currently set to 'Either'.

26. Select the appropriate accounting dimensions.

***Note:** At this top level, only high-level dimensions are typically entered. Dimensions become detailed at corresponding sub-levels.



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27. If the plan contains a single level, save the plan by clicking **Save**. Otherwise, continue to the **Sublevel 1 Setup** tab.

Refresh Save Add Shortcut

Plan Setup Supervisors Miscellaneous Items FTE Items **SubLevel 1 Setup** Plan Time Distribution

[Expand All](#) | [Collapse All](#)

28. Click **Add**.

Plan Setup Supervisors Miscellaneous Items FTE Items **SubLevel 1 Setup** Plan Time Distribution

SubLevel 1 Setup | Miscellaneous Items | FTE Items | Sub Plan Time Distribution | SubLevel 2 Setup

Spending

Estimated Spending Amount: \$0.00
 Spending Calculation: Fixed
 Undistributed Amount: \$0.00
 Undistributed %: 100.000%

Collections

Estimated Collection Amount: \$0.00
 Collections Calculation: Fixed
 Undistributed Amount: \$0.00
 Undistributed %: 100.000%

Plan Available Amount: \$0.00 Available Amount: No Collections

Add Copy Remove Display 10 Items View as CSV Sqrt...

Name	Available Amount	Spending Percent of Parent	Estimated Spending Amount	Collec
Other	\$0.00	0.000%	\$0.00	

***Note:** A Sublevel 2 Setup tab will be created. As new sublevels are set up, a lower-level Setup tab will be created, allowing users to create even more detailed sub-levels.

29. Fill in the **Name** field in the General group box. Begin the plan name with S1, S2, etc., to make the plan level easy to identify.

Plan Setup Supervisors Miscellaneous Items FTE Items **SubLevel 1 Setup** Plan Time Distribution

SubLevel 1 Setup Miscellaneous Items FTE Items Sub Plan Time Distribution SubLevel 2 Setup

Item: 1 2

[Expand All](#) | [Collapse All](#)

General

* Name: Maintain Other Sub-plan:

* Parent: jo Frequency: Total

* Start Accounting Period: 02/2015 Available Amount: No Collections

* End Accounting Period: 04/2015

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30. Enter all sub-plan values and settings.

31. Return to the Sublevel 1 Setup page by clicking on the **Sublevel 1 Setup** link.

a. Additional setups at Sublevel 1 can be created by following steps 29-32.



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- b. A setup can be copied by selecting the appropriate setup, clicking **Copy**, selecting the new setup and clicking the **Sublevel 1 Setup** link to make any needed changes.

The screenshot displays two parts of the Pegasys interface. The top part shows a table with columns for Name, Available Amount, and Spending Percent of Parent. The bottom part shows the 'SubLevel 1 Setup' configuration panel with various input fields and a 'SubLevel 1 Setup' link.

Name	Available Amount	Spending Percent of Parent	Estimated Spending
	\$0.00	0.000%	
	\$0.00	0.000%	

Name	Available Amount	Spending Percent of Parent	Estimated Spending
	\$0.00	0.000%	
	\$0.00	0.000%	
	\$0.00	0.000%	

- c. A setup can be deleted by selecting the desired setup and clicking **Remove**.
- d. A setup can be modified by selecting the desired setup and clicking the **Sublevel 1 Setup** link to make any needed changes.

32. Repeat this process until all sub-plans for all levels have been added.

33. Click **Save**.