

United States Department of Agriculture
Document Level Reorganization Pegasys 7.8
User Guide



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Revision Log

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1 Introduction

Document Level Reorganization in Pegasys will allow users to change document level accounting information throughout an entire spending chain. This user guide provides step-by-step procedures for creating a document level reorganization and running the document level reorganization batch jobs.

There are several Pegasys resources available on the Pegasys website:

<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>. Resources included are under the following categories: Getting Started, Training Materials by Subsystem and Training Materials by Job Function.

2 Document Level Reorganization

Document Level Reorganization will allow GSA to move a particular chain in the system from one accounting dimension to another by performing the following:

- Journal Entries
- Budget Updates
- Entity (Plan/Agreement) Updates
- Accounting Line Updates
- Other table (e.g., Credit Card) Updates

Document Level Reorganization will NOT create new budgets, modify reference data, or modify held or rejected forms.

Pegasys will allow the user to specify the reorganization record code, name, justification and the date when the reorganization record is to be processed. The user will be able to specify which open accounting period should be used by the Reorganization batch job for the back out and repost journal entries. The user will be able to enter multiple reorganization line records under a single reorganization code. This will allow GSA to perform multiple reorganization actions under a single main reorganization, so these actions can update the system together. For each line record, the Document Level Reorganization Notebook will require the user to enter an accounting line in the chain to be reorganized and the changes to be made to the accounting distribution or agreement information of that chain.

Requests for a document level reorganization are sent from the Regions to USDA Pegasys Financial Services (PFS) in Kansas City and Ft. Worth. The Regions will send an email to PFS requesting the document level reorganization.

The Document Level Reorganization Notebook will allow an approving official to search for and approve reorganization records. PFS will create the document level reorganizations. The person who is creating the document level reorganization notebook will also apply the approval. The notebook will save and display the user ID of the user who last modified the reorganization record and the date when the modification occurred as well as the user ID of the approving official and the date of the approval.

2.1 How Do I Create A Document Level Reorganization?

The following steps describe how to create a document level reorganization record in Pegasys.

NOTE: Before initiating a document level reorganization, search to confirm if the Reorganization Code that represents a particular document already exists. Searching with a Reorganization Code of Document Number + Wildcard (*) will return prior reorganizations for that document. Follow the navigation in Step 1 below to search for a Reorganization Code.

1. Select Reference - Document - Reorganization - Document Level Reorganization Notebooks. The **Document Level Reorganization Notebook** page will be displayed.

Figure 1: Create a Document Level Reorganization Notebook - Search Page

Search - Document Level Reorganization Notebook

Search Criteria

Code

Name

Reorganization Status

Processing Date

No results

Reorganization Code	Name	Reorganization
<input style="background-color: #ccc; padding: 2px 5px;" type="button" value="Open"/> <input style="background-color: #ccc; padding: 2px 5px;" type="button" value="Copy"/> <input style="background-color: #0056b3; color: white; padding: 2px 5px; font-weight: bold;" type="button" value="New"/> <input style="background-color: #ccc; padding: 2px 5px;" type="button" value="Delete"/>		

2. Select the **New** button.
3. In the General group box, enter the code for this reorganization in the **Code** field on the **Document Level Reorganization Notebook** page.

NOTE: The Reorganization Code format is the first document number in the chain to be reorganized. If subsequent reorganizations need to be made to this chain, a letter of the alphabet will be added after the document number beginning with A.

4. Enter your User ID in the Name field.
5. Enter the current date in the Processing Date field.

NOTE: If using another date other than the current date for the processing date, a justification must be noted in the Justification field.

6. In the Accounting Period Options group box, allow the Use Current Accounting Period option in the Accounting Period Options box to default.

NOTE:

- a. The accounting period must be open in order for the document level reorganization to process.
- b. The **Use Specified Accounting Period** option in the **Accounting Period Options** group box can be selected but the accounting period entered must be open.

- In the Processing Rules group box, select the Reorganize Miscellaneous References check box.

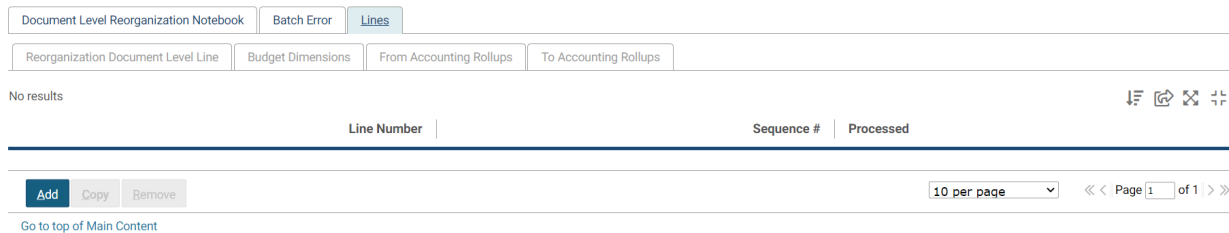
NOTE:

- This will allow any miscellaneous reference in the chain to be reorganized.
 - This option must be selected each time a new document level reorganization notebook is created.
- No **Spending Control Options** are to be selected for a document level reorganization.
 - In the **Justification** group box, enter: current date, name of the person requesting the action, what is being changed (from and to, what is added/removed) and any other descriptive information for this document reorganization in the **Justification** field.

NOTE: Entering the current date is essential since the **Processing Date** does not appear in the **Reorganization Information** dialog box after selecting the **Reorg Info** button of a document that has been reorganized.

- Select the reorganization **Lines** tab. The Lines page will be displayed.

Figure 2: Create a Document Level Reorganization Notebook - Lines Page



- Add a new line by selecting the **Add** button. The **Reorganization Document Level** line page will display. In the General groupbox, enter the **Line Number** and select the **Apply BFY Change to All Documents** checkbox.
- In the **Referenced Document** group box, enter the document type of the first document in the chain to be reorganized in the **Type** field.
- In the **Document** field, enter the document number of the first document in the chain to be reorganized.
- Enter the appropriate **Line Number** of the document to be reorganized.

NOTE: If this is a multi-line document and several lines need to be reorganized, a new line must be created in the document level notebook for each line in the document to be reorganized.

- Select the **Default** button.

NOTE: The **From Accounting** and **To Accounting** fields default with the accounting template information from the document accounting line that was selected.

- In the **To Accounting** strip group box, enter the dimension(s) to change for the document chain or a different accounting template for the chain. When changes are made in this section, if it is part of the accounting template, the changes also need to be made to the

template shown in the "**Template**" field. For example: if changing Fund 192X to Fund 192V, the user should also change the **Template** to reflect 192V.

17. If more lines need to be reorganized for the document, repeat **Steps 11- 17**.

18. Select the **Save** button.

NOTE: The Document Level Reorganization will have to be approved by designated approvers before it can be processed.

2.2 How Do I Review The Status Of A Reorganization Notebook?

After a document level reorganization notebook has been created, an offline process will run every evening to process the reorganization. A user can go into the document level reorganization notebook to review the status of their reorganization.

The following steps describe how to review a document level reorganization record in Pegasys.

1. Select Reference - Document - Reorganization - Document Level Reorganization Notebooks. The Document Level Reorganization Notebook page will be displayed.

Figure 3: Review a Document Level Reorganization Notebook - Search Page

Search - Document Level Reorganization Notebook

Search Criteria

Code

Name

Reorganization Status

Processing Date

No results

Reorganization Code	Name	Reorganization Status
<input type="button" value="Open"/> <input style="background-color: #0070c0; color: white;" type="button" value="New"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>		

2. To locate a particular reorganization document, enter any of the following search criteria listed below and then select the **Search** button:
 - a. First document number in chain to be reorganized in the **Code** field.
 - b. **Name** in the **Name** field.
 - c. Select the **Reorganization Status** from the drop-down list box.

- d. Enter the date of processing in the **Processing Date** field.
3. Select the appropriate reorganization record and select the **Open** button.
The information page of the **Document Level Reorganization Notebook** will be displayed.
4. If the record status is **Processed** or **In Process**, the **Document Level Reorganization Notebook** will be displayed in **Review Status** only; otherwise, the Notebook is editable.
5. Review the Reorganization Status field.

NOTE:

- a. Status of **Processed** indicates that the reorganization has been successfully completed.
 - b. Status of **Awaiting Approval** indicates that approval is needed for this reorganization notebook before it can be processed. **NOTE:** To delete the reorganization notebook in this status, select the Delete button and answer the prompt.
 - c. Status of **Ready for Processing** indicates that the approval has been applied to the reorganization notebook and will be picked up the next time the offline process is run. **NOTE:** To delete the reorganization notebook in this status, select the Delete button and answer the prompt.
 - d. Status of **In Process** indicates that the offline process is in the process of completing the reorganization and any additional system updates.
 - e. Status of **Error** indicates that during the offline process Pegasys could not pass the system edits while processing the reorganization notebook.
6. If the reorganization document is in **Error** status, select the **Batch Error** tab to review the errors encountered during the offline process.
The **Batch Errors** page will be displayed.
 7. To review the last modification information for this document level reorganization, view the **Properties** group box.
 8. To review the accounting line reorganization information, select the reorganization **Lines** tab.
 9. Choose a line and select the **Reorganization Document Level Line link**.
The reorganization **Lines** page will be displayed.

Figure 4: Review a Document Level Reorganization Notebook - Lines Page

2.3 How Do I Review A Document That Has Been Reorganized?

Any document that has been reorganized can be reviewed. Documents in the purchasing chain can be reviewed through the Purchasing Subsystem, except for payment documents, which can be reviewed through the Accounts Payable subsystem.

2.3.1 How Do I Review A Document Through The Purchasing Subsystem?

The following steps describe how to review a document through the Purchasing Subsystem that has been reorganized in Pegasys.

1. Select Transactions - Purchasing - Review from the menu bar.

The **Review** page will be displayed.

Figure 5: Purchasing Subsystem Document Review page

2. Enter a document type in the **Document Type** box.

NOTE: Order, Receipt, Invoice, Direct Pay, or Credit Card document types can be selected.

3. Enter the document number of the document in the **Document Number** field.
4. Select the **Search** button.
5. Select the desired document from the generated list and select the **View** button.

The **Header** page of the selected document will be displayed. All fields will be protected.

6. Select the Header Accounting Lines tab.

The **Header Accounting Lines** page of the document will be displayed. The accounting dimensions, agreement, or contract info will be modified according to the reorganization.

7. Select the desired line and select the **Header Accounting Line** link.
8. The **Header Accounting Line** page displays.
9. View the **Reorganization Information** box.

2.3.2 How Do I Review A Payment Document Through The Accounts Payable Subsystem?

The following steps describe how to review a payment document through the Accounts Payable Subsystem that has been reorganized in Pegasys.

1. Select Transactions - Accounts Payable - Review from the menu bar.

The **Review** page will be displayed.

Figure 6: Accounts Payable Subsystem Document Review page

Review

Search Criteria

Subsystem: Accounts Payable

Document Type: [Field]

Document Number: [Field]

Amendment / Modification Number: [Field]

Temporary Amendment Number: [Field]

Document Category: [Field]

Accounting Period: [Field] To [Field]

Document Date: [Field] To [Field]

Document Status

Processed Rejected

Canceled Archived

Scheduled Pending Approval

Held

User ID: [Field]

Security Org: [Field]

Title: [Field]

Contracting Officer Login ID: [Field]

Vendor

Code: [Field]

UEI: [Field]

DUNS: [Field]

AAC/DODAAC: [Field]

TIN (SSN/EIN): [Field]

EFT Indicator: [Field]

Customer Account: [Field]

Search Clear

2. Enter the payment document type in the **Document Type** box.
3. Enter the document number of the document in the **Document Number** field.
4. Select the desired document from the generated list and select the **View** button.

The **Header** page of the selected document will be displayed. All fields will be protected.

5. Select the Header Accounting Lines tab.

The Header Accounting Lines page of the document will be displayed. The accounting dimensions, agreement, or contract info will be modified according to the reorganization.

6. The Header Accounting Lines page displays.
7. Select the appropriate line.
8. Select the Header Accounting Lines link.
9. View the Reorganization Information box.

The **Reorganization Information** box will be displayed showing the **Reorganization Code**, **Reorganization Name** and **Justification** of the last reorganization record that affected this accounting line.

Figure 7: Document Level Reorganization Notebook Header Accounting Line Reorganization Information Page

The screenshot shows a user interface element titled "Reorganization Information" with a minus sign icon to its left. Below the title, there are three input fields. The first is labeled "Reorganization Code" and is a single-line text box. The second is labeled "Reorganization Name" and is also a single-line text box. The third is labeled "Justification" and is a larger, multi-line text area with a small icon in the bottom right corner, likely for expanding or collapsing the text.

3 Document Level Reorganization Batch Jobs

This section describes general procedures that are required to ensure proper operation of the document level reorganization batch jobs. Descriptions of the batch jobs, their parameters, job name, data inputs & outputs, and execution reports are discussed in this section.

3.1 What Are The Batch Jobs For The Document Level Reorganization?

Table 1 lists the batch job name, description, script name, expected volume, and any dependencies in order to run the batch job. The following batch jobs should be run on a daily basis anytime between 9 p.m. and 7 a.m. The batch jobs will run for approximately 1-2 hours. The following batch jobs **should not** run with any batch job that affects the journals.

Table 1: Document Level Reorganization Batch Jobs

Name	Description	Batch Script Name	Expected Volume	Dependency
DOCREORG DAILY	Perform document level reorganizations	docreorgdaily.cmd	Processes 1-10 document level reorganization records	Run after Check Cancellation Reconciliation batch job
DOCRECRE ORGDAILY	Reorganize recoveries for document level reorganizations	docrecreorgdaily.cmd	Processes 1-10 document level reorganization records	Run after docreorgdaily.cmd has completed

3.2 What is the Setup for the Document Level Reorganization Batch Jobs?

Table 2 lists the general information for the Document Level Reorganization Batch Jobs.

Table 2: Document Level Reorganization Batch Job Setup - General

Field	Value
Job Id	DOCREORG
Job Name	Document Reorganization
Process Code	ROREORG
Process Name	Reorganization
Report Options - Save Report to Database	TRUE
Report Options - Generate File Name	FALSE

Field	Value
Report Options - File Name Format	N/A
Report Options - File Name	DOCREORG.rpt
Report Options - Location	BATCHSTATS

Table 3 lists the parameters for the Document Level Reorganization Batch Jobs.

Table 3: Document Level Reorganization Batch Job Setup - Parameters

Parameter	Value
errorsStopProcessingFlag	'T'
fromDate	MM/DD/YYYY
processErrorRecordsFlag	'T'
processOverrideErrorsFlag	'T'
reorgCode	Blank
reorgType	'D'
saveDocumentsToTempFlag	'T'
toDate	MM/DD/YYYY
userID	'runbatchreorg'

Table 4 lists the parameter descriptions for the Document Level Reorganization Batch Jobs.

Table 4: Document Level Reorganization Batch Job Parameter Descriptions

Parameter	Description
errorsStopProcessingFlag	<ul style="list-style-type: none"> • Determines whether the batch job should stop and roll back all uncommitted changes if it encounters an error. • The value is T for document level reorg batch job to prevent partial updates to the document chain in case of error. • The value is F for global reorg batch job to allow all accounting lines without errors to process.
fromDate	<ul style="list-style-type: none"> • If specified, determines the starting date of the period into which the Processing Date of the Reorg code should fall in order to be picked up by the batch job. • The value is blank because all reorg records with past processing date should be processed by the batch job.

Parameter	Description
processErrorRecordsFlag	<ul style="list-style-type: none"> • Determines whether Reorg records in Error status should be processed by the batch job. • The value is T for document level reorg batch job and global reorg batch job to allow reorg records to be “recycled” every time the batch job is executed.
processOverrideErrorsFlag	<ul style="list-style-type: none"> • Determines whether overridable errors should be overridden by the batch job. • The value is T for document level and global reorg batch jobs to allow overridable errors to be overridden by the batch job.
reorgCode	<ul style="list-style-type: none"> • If specified, determines the Reorg code to be processed by the batch job. • The value is blank for the document level and global reorg batch jobs because all records with a specified processing date should be processed by the batch job.
reorgType	<ul style="list-style-type: none"> • Determines if reorg to be processed is document level (D) or global (G). • The value is D for document level reorg batch job and G for global reorg batch job.
saveDocumentsToTempFlag	<ul style="list-style-type: none"> • Determines whether the accounting lines processed by the batch job and their To and From accounting should be saved to the Reorg history tables. • This parameter should be set to T if Recovery Reorganization batch job will be executed after the Reorganization batch job. The value is T for document level and global reorg batch jobs.
toDate	<ul style="list-style-type: none"> • If specified, determines the ending date of the period into which the Processing Date of the Reorg code should fall in order to be picked up by the batch job. • The batch job script for document level and global reorg batch jobs will set this date to the current date so all reorg records having the processing date from this point back will be processed.
userID	<ul style="list-style-type: none"> • The userID used by the batch job to create new journal and history entries. • The value is runbatchreorg for document level and global reorg batch jobs.

Table 5 lists the general information for the Document Level Reorganization Batch Jobs.

Table 5: Document Level Reorganization Recoveries Batch Job Setup - General

Field	Value
Job Id	DOCRECREORG
Job Name	Document Recovery Reorganization
Process Code	RORECOVERY
Process Name	Reorganization Recovery
Report Options - Save Report to Database	TRUE
Report Options - Generate File Name	FALSE
Report Options - File Name Format	N/A
Report Options - File Name	DOCRECREORG.rpt
Report Options - Location	BATCHSTATS

Table 6 lists the parameters for the Document Level Reorganization Batch Jobs.

Table 6: Document Level Reorganization Recoveries Batch Job Setup - Parameters

Parameter	Value
deleteRecordsAfterProces	'T'
deleteRecordsAfterProcessing	'T'
fiscalMonth	MM
fiscalYear	YY
processingFromDate	MM/DD/YYYY
processingToDate	MM/DD/YYYY
reorganizationCode	'ALL'
userID	'runbatchreorg'

3.3 What Are The Common Reorganization Errors?

Table 7 lists the Common Reorganization Errors.

Table 7: Common Reorganization Errors

Error Code	Description	Solution
BE0002E	The total spending exceeds the available funding for Budget Node Level and Budget Node Name by Amount.	<ul style="list-style-type: none"> • Document Level Only. • The spending controls on the listed budget node have been violated. • Contact the budget officer to determine if the correct budget is being used.
BE0143E	The appropriation does not exist for Document Type Fund.	<ul style="list-style-type: none"> • The budget has not been set up for the specified Fund. • Contact the budget officer to set up appropriate budgets.
BJ1119E	The accounting strip of the Document does not match the From Accounting.	<ul style="list-style-type: none"> • Document Level Only. • The accounting distribution on the document accounting line has been modified after the Reorganization Notebook has been created, but before the reorg batch job processed the notebook. • Determine whether the reorg is still necessary and, if yes, modify the Reorganization Notebook by selecting Default on the Reorganization Lines page to bring in correct accounting and making the appropriate modifications to the To Accounting section of the page.
GS0027E	The budget node could not find any matching Allowance. The listed name has not been set up.	Contact the budget officer to set up appropriate budgets.
GS0144E	The Relationship edit with a listed number has been violated.	<ul style="list-style-type: none"> • Document Level Only. • Resolve the error described in the Relationship Edit prior to reprocessing the reorg record.

Error Code	Description	Solution
PC0072E	The transaction date must be within the External Direct agreement start date and end bill date.	<ul style="list-style-type: none">• Document Level Only.• The agreement listed on the accounting line or in the To Accounting is expired.• Choose a different agreement or enter a Document Date on the General Information page of the Reorganization Notebook that is within the effective dates of the agreement.

A Appendix A - Document Level Reorganization Field Definitions

A.1 General Page

The **Document Level Reorganization Notebook** will allow GSA to move particular chains in the system from one accounting dimension(s) to another. To navigate to the notebook, select **Reference - Document - Reorganization - Document Level Reorganization Notebooks**. The Document Level Reorganization Notebook page will be displayed. The Document Level Reorganization Notebook includes 3 tabs: Document Level Reorganization Notebook (**Figure 8**), Batch Error (**Section A.1.1**), and Lines (**Section A.1.2**).

Figure 8: Document Level Reorganization Notebook: Document Level Reorganization Notebook Tab

The screenshot displays the 'DOCUMENT LEVEL REORGANIZATION NOTEBOOK' interface with three tabs: 'Document Level Reorganization Notebook', 'Batch Error', and 'Lines'. The 'Document Level Reorganization Notebook' tab is active. The interface is organized into several sections:

- General:** Contains fields for Code (marked with a red asterisk), Name (marked with a red asterisk), Short Name, Status (dropdown menu set to 'Active'), Security Org (dropdown menu with a star icon), Reorganization Status (dropdown menu), Processing Date (marked with a red asterisk), and Document Date.
- Accounting Period Options:** Includes 'Accounting Period Options' (dropdown menu) and 'Use Specified Accounting Period' (checkbox with a star icon).
- Processing Rules:** A collection of checkboxes for various controls: Ignore Budget Spending Controls, Ignore Project Code Spending Controls, Ignore Contracts Spending Controls, Ignore Blanket Agreement Spending Controls, Ignore Relationship Edits, Ignore Planning Spending Controls, Ignore Agreement Spending Controls, Ignore Delivery Order Spending Controls, Ignore Debt Account Spending Controls, Ignore Prevent Spend Against Expired, and Reorganize Miscellaneous References.
- Properties:** Includes fields for Last Modified By, Modification Date, Approved By, and Approval Date.
- Justification:** A single field for Justification (marked with a red asterisk).

Table 8 provides information about each **Document Level Reorganization Notebook** tabs.

Table 8: Document Level Reorganization Notebook - General Group Box Field Descriptions

Field Name	Description	Features
Code	Alphanumeric text used to identify a document level reorganization. GSA will be putting the document number of the first document in the chain to be reorganized as the Code.	Required.

Field Name	Description	Features
Name	Provides a description of the document level reorganization. GSA will be using the userid of the person creating the reorganization notebook for the Name.	Required.
Short Name	Abbreviated version of the reorganization notebook name.	<ul style="list-style-type: none"> • Optional. • USDA/GSA not using.
Status	Active or Inactive	Drop down list.
Security Org	The security organization established when the document level reorganization was created.	Default to user's default security organization.
Reorganization Status	Values are the following: Awaiting Approval, Ready for Processing, Error, In Process, Processed. The Reorganization Status will change by actions by the user or batch job.	Drop-down list. System-maintained.
Processing Date	The date the reorganization should be processed.	<ul style="list-style-type: none"> • Required. • GSA will be using the Current Date.
Document Date	The date that will be on the documents that are reorganized.	Optional.
Use Specified Accounting Period	Use the specified accounting period. The Use Specified Accounting Period may be selected, however, an open accounting period must be specified.	System Maintained

Table 9: Document Level Reorganization Notebook – Accounting Period Options Group Box Field Descriptions

Field Name	Description	Features
Accounting Period Options	The Use Current Accounting Period option will default. The current accounting period must be open.	<ul style="list-style-type: none"> • Required. • Defaults to Use Current Accounting Period.
Use Specified Accounting Period	Use the specified accounting period. The Use Specified Accounting Period may be selected, however, an open accounting period must be specified.	System Maintained

Table 10: Document Level Reorganization Notebook - Processing Rules Group Box Field Descriptions

Field Name	Description	Features
Ignore Budget Spending Controls (check box)	If this option is checked, when performing the reorganization to the document chain, it will ignore any budget spending controls that may occur during the reorganization.	<ul style="list-style-type: none"> • Optional. • Defaults to False and GSA will leave this option as unchecked.
Ignore Project Spending Controls (check box)	If this option is checked, when performing the reorganization to the document chain, it will ignore any project spending controls that may occur during the reorganization.	<ul style="list-style-type: none"> • Optional. • Defaults to False and GSA will leave this option as unchecked.
Ignore Contracts Spending Controls (check box)	If this option is checked, when performing the reorganization to the document chain, it will ignore any contract spending controls that may occur during the reorganization.	<ul style="list-style-type: none"> • Optional. • Defaults to False and GSA will leave this option as unchecked.
Ignore Blanket Agreement Spending Controls (check box)	If this option is checked, when performing the reorganization to the document chain, it will ignore any blanket agreement spending controls that may occur during the reorganization.	<ul style="list-style-type: none"> • Optional. • Defaults to False and GSA will leave this option as unchecked.
Ignore Relationship Edits (check box)	If this option is checked the reorganization will ignore any relationship edits that may occur during the document chain processing.	<ul style="list-style-type: none"> • Optional. • Defaults to False and GSA will leave this option as unchecked.
Ignore Planning Spending Controls (check box)	If this option is checked, when performing the reorganization to the document chain, it will ignore any planning spending controls that may occur during the reorganization.	<ul style="list-style-type: none"> • Optional. • Defaults to False and GSA will leave this option as unchecked.

Field Name	Description	Features
Ignore Agreement Spending Controls (check box)	If this option is checked, when performing the reorganization to the document chain, it will ignore any agreement spending controls that may occur during the reorganization.	<ul style="list-style-type: none"> • Optional. • Defaults to False and GSA will leave this option as unchecked.
Ignore Delivery Order Spending Controls (check box)	If this option is checked, when performing the reorganization to the document chain, it will ignore any delivery order spending controls that may occur during the reorganization.	<ul style="list-style-type: none"> • Optional. • Defaults to False and GSA will leave this option as unchecked.
Ignore Debt Account Spending Controls (check box)	If this option is checked, when performing the reorganization to the document chain, it will ignore any debt account spending controls that may occur during the reorganization.	<ul style="list-style-type: none"> • Optional. • Defaults to False and GSA will leave this option as unchecked.
Ignore Prevent Spend Against Expired (check box)	If this option is checked the reorganization will allow spending against expired funds that may occur during the document chain processing.	<ul style="list-style-type: none"> • Optional. • Defaults to False and GSA will leave this option as unchecked.
Reorganize Miscellaneous References (check box)	If this option is checked, when performing the reorganization on the document chain, it will also reorganize any miscellaneous references and their referencing documents.	<ul style="list-style-type: none"> • Optional. • GSA will check this option.

Table 11: Document Level Reorganization Notebook – Properties Group Box Field Descriptions

Field Name	Description	Features
Last Modified By	Contains the user ID of the last person making updates to the document level reorganization and the date of the last update for the selected document level reorganization.	System-maintained.

Field Name	Description	Features
Modification Date	Contains the modification date.	System - maintained.
Approved By	Contains the user ID of the last person to approve the document level reorganization and the date of the last document level reorganization approval.	System-maintained.
Approval Date	Contains the date of the approval.	System-maintained.

Table 12: Document Level Reorganization Notebook – Justification Group Box Field Descriptions

Field Name	Description	Features
Justification	Displays the Justification information for this document level reorganization. It is a free text field 255 characters long.	<ul style="list-style-type: none"> • Required. • Name of person requesting the action and any additional descriptive information.

A.1.1 Batch Errors Tab

The **Batch Errors** tab displays the **Batch Errors** page that displays the batch errors encountered for this reorganization. **Figure 9** displays the **Batch Errors** page.

Figure 9: Batch Errors Group Tab



No results

A.1.2 Lines Tab

The **Lines** page contains document accounting line information associated with the reorganization. This page displays the accounting template to be changed and the accounting template that will be used by reorganization to update the document chain.

Figure 10 displays the **Reorganization Lines** page of the **Document Level Reorganization Notebook**.

Figure 10: Reorganization Lines Page

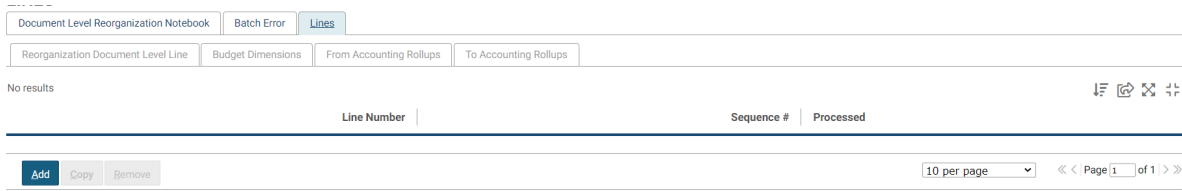


Table 13 and **Table 14** provide information about **Reorganization Lines** page fields and buttons for the reorganization.

Table 13: Reorganization Lines Page Field and Button Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies the current line.	<ul style="list-style-type: none"> Pegasys will default this value to the next sequential number from the highest line number already entered. System-maintained.
Processed (check box)	Indicates whether this reorganization line has been processed.	System-maintained.
Sequence #	Identifies the order sequence when reorganizing lines. Pegasys will default to next sequence #.	<ul style="list-style-type: none"> Optional. USDA/GSA not using.
Apply BFY Change to all Documents	Apply change to all BFY documents.	Checkbox.
Type	Drop-down list containing all document types that can be reorganized.	Required.

Table 14: Reorganization Lines Page Field and Button Descriptions – Reference Document (Group Box)

Field Name	Description	Features
Document Reference	The first document number in the chain to be reorganized.	<ul style="list-style-type: none"> Required. Select on the hyperlink to search for values.
Itemized Line	The itemized line of the document to be reorganized.	Required if an itemized document is selected.

Field Name	Description	Features
Accounting Line	The accounting line of the document to be reorganized.	Required.
Default (button)	When the default button is selected, the system will default the accounting and agreement information into the To and From accounting fields on the notebook from the specified accounting line.	Required.
Agreement group box	Displays the Agreement Number group box. Agreement number information will default based on the document and line number selected.	Optional.
Spending Adjustment/ Recovery Options group box	Displays the Spending Adjustment and Recovery Options for the Reorganization.	Optional.
Debt Account group box	Displays the Debt Account Information.	Optional.
Contract group box	Displays the Contracts group box. Contract information will default based on the document and line number selected.	Optional.
Budget Dimensions (tab)	USDA/GSA not using.	Button disabled.
From Accounting (group box)	Displays the From Accounting Dimensions.	Optional.
To Accounting (group box)	Displays the To Accounting Dimensions.	Optional.

A.1.3 Agreement Group Box

The **Agreement Number** group box contains agreement number information from the selected document number for the document level reorganization.

Figure 11 displays the **Agreement Number** dialog box.

Figure 11: Agreement Number Dialog Box

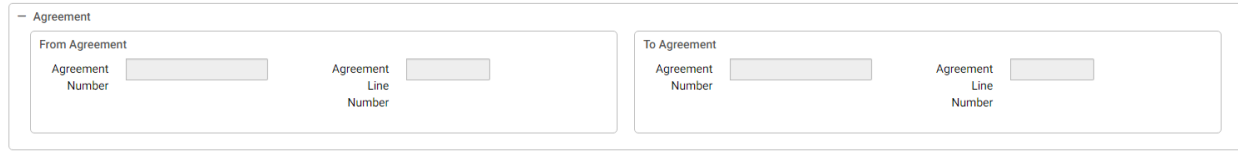


Table 15 and Table 16 provide additional information about the Agreement Number fields.

Table 15: Agreement Number Dialog Box Field Descriptions – From Agreement (Group Box)

Field Name	Description	Features
Agreement Number	Displays the agreement number (e.g., RWA, IBAA) associated with the document accounting line selected for the document level reorganization.	System-maintained.
Agreement Line Number	Displays the line number of the agreement number associated with the document accounting line selected for the document level reorganization.	System-maintained.

Table 16: Agreement Number Dialog Box Field Descriptions – To Agreement (Group Box)

Field Name	Description	Features
Agreement Number	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the document level reorganization.	<ul style="list-style-type: none"> Optional. Select on the hyperlink to search for a value. Enter only the numeric portion of the agreement number in Field 1.
Agreement Line Number	Used to specify line number of the Agreement to be referenced to be associated with the document level reorganization.	Enter Line Number in Field 2.

A.1.4 Debt Account

The Debt Account group box contains debt account information as shown in **Figure 12**.

Figure 12: Debt Account Group Box

The screenshot shows a 'Debt Account' group box with two sub-sections: 'From Debt Account' and 'To Debt Account'. Each sub-section contains four input fields: 'Debt Account Number', 'Debt Account Line Number', 'Depository Line Number', and 'Payee Line Number'. The fields are represented by light gray rectangular boxes.

Table 17 and Table 18 provide additional information about the fields.

Table 17: From Debt Account Group Box Field Descriptions

Field Name	Description	Features
Debt Account Line Number	The numeric value entered for the Debt Account Line.	Optional
Debt Account Number	The alphanumeric code defining the debt account. The value entered in this field must be unique.	Optional
Depository Line Number	The numeric user-defined depository line number.	Optional
Payee Line Number	The numeric user-defined payee line number.	Optional

Table 18: To Debt Account Group Box Field Descriptions

Field Name	Description	Features
Debt Account Line Number	The numeric value entered for the Debt Account Line.	Optional
Debt Account Number	The alphanumeric code defining the debt account. The value entered in this field must be unique.	Optional
Depository Line Number	The numeric user-defined depository line number.	Optional
Payee Line Number	The numeric user-defined payee line number.	Optional

A.1.5 Contract

The **Contract** group box contains contract number information from the selected document number for the document level reorganization as shown in **Figure 13**.

Figure 13: Contract Group Box

The screenshot shows a web interface titled "Contracts" with two main sections: "From Contracts" and "To Contracts". Each section contains several input fields with labels: "Contracts Number", "Contracts Line Item Number", "Sub Contracts Line Item Number", "From/To Blanket Agreement Number", and "Delivery Order Number". The fields are represented by light gray rectangular boxes.

Table 19 lists the Contract Group Box Fields Descriptions group box.

Table 19: Contract Group Box Field Descriptions

Day	Step	Description
Contract Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	System Maintained
Delivery Order Number	The number of the delivery order to which this form applies.	System Maintained
From Blanket Agreement Number	Specifies whether the From Contract is a contract or a blanket agreement.	System Maintained
From Delivery Order Line Number	The delivery order line number from which the document level reorganization is occurring.	System Maintained
Sub Contract Line Item Number	The number of the sub-contract line to which this form applies.	System Maintained
To Blanket Agreement Number	Specifies whether the To Contract is a contract or a blanket agreement.	System Maintained
To Delivery Order Line Number	The delivery order line number to which the document level reorganization is occurring.	System Maintained

A.1.6 From Accounting Group Box

Figure 14 displays the From Accounting Dimensions group box.

Figure 14: From Accounting Dimensions

The screenshot shows a form titled "From Accounting Dimensions" with a header "Accounting Template" and a long input field. Below this, there are several rows of input fields:

- Row 1: BBFY, EBFY, Fund, Region, Org Code, Program
- Row 2: Project Code, Activity, Sub-Object Class, Revenue Source, Sub Revenue Source, Building Number
- Row 3: Location/System, Vehicle Tag #, Work Item, Lease #, Reimbursable Sub-Object Class, Reimbursable Sub Object
- Row 4: BETC, Cohort Yr, PRC, Cost Organization

Table 20: From Accounting Strip Field Descriptions

Field Name	Description	Features
Template	<ul style="list-style-type: none"> The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
BFYs	<p>Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields:</p> <ul style="list-style-type: none"> Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable. (EBFY). 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
Fund	<ul style="list-style-type: none"> The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
Region	<ul style="list-style-type: none"> The region code of the accounting strip. Valid values are listed in the Region Maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.

Field Name	Description	Features
Org Code	<ul style="list-style-type: none"> • The organization code of the accounting strip. • Valid values are listed in the Organization Maintenance table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Program	<ul style="list-style-type: none"> • The program code of the accounting strip. • Valid values are listed in the Program Maintenance table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Project Code	<ul style="list-style-type: none"> • The project/grant/case number/audit number code/profit center of the accounting strip. • Valid values are listed in the Project Maintenance table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Activity	<ul style="list-style-type: none"> • The activity code of the accounting strip. 	<ul style="list-style-type: none"> • System Maintained.
Sub-Object Class	<ul style="list-style-type: none"> • The sub object class of the accounting strip. • Valid values are listed in the Sub Object Class Maintenance table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Revenue Source	<ul style="list-style-type: none"> • The revenue source of the accounting strip. • Valid values are listed in the Revenue Source table. 	System-maintained.
Sub Revenue Source	Currently not in use.	N/A
Bldg #	<ul style="list-style-type: none"> • The building number of the accounting strip. • Valid values are listed in the Building Number Maintenance table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.

Field Name	Description	Features
Location/System	<ul style="list-style-type: none"> • The system code of the accounting strip. • Valid values are listed in the System Maintenance table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Vehicle Tag#	<ul style="list-style-type: none"> • The vehicle tag of the accounting strip. • Valid values are listed in the Vehicle Tag Maintenance table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Work Item	<ul style="list-style-type: none"> • The work item/work category code of accounting strip. • Valid values are listed in the Sub Project Maintenance table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Lease #	<ul style="list-style-type: none"> • The lease # of accounting strip. • Valid values are listed in the Lease # Maintenance table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Reimbursable Sub-Object Class	<ul style="list-style-type: none"> • The reimbursable sub-object class of accounting strip. • Valid values are listed in the Sub-Object Class table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Reimbursable Sub Object	<ul style="list-style-type: none"> • The reimbursable sub-object of accounting strip. • Valid values are listed in the Sub-Object table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.

Field Name	Description	Features
Cost Organization	<ul style="list-style-type: none"> The reimbursable cost organization of accounting strip. Valid values are listed in the Cost Organization table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
BETC	<ul style="list-style-type: none"> The BETC of accounting strip. Valid values are listed in the BETC table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
Cohort Yr	<ul style="list-style-type: none"> The cohort year of the accounting strip. 	<ul style="list-style-type: none"> Must be a valid 4-digit year.
PRC	<ul style="list-style-type: none"> The program reporting category of the accounting strip. Valid values are listed on the Program Reporting Category maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.

A.1.7 To Accounting Group Box

Figure 15 displays the To Accounting Dimensions group box.

Figure 15: To Accounting Dimensions

The screenshot shows a form titled "To Accounting Dimensions" with a "Template" dropdown and a "Default" button. The form contains several input fields, each with a star icon for saving or a chevron for selection:

- BBFY (dropdown)
- EBFY (dropdown)
- Fund (text)
- Region (text)
- Org Code (text)
- Program (text)
- Project Code (text)
- Activity (text)
- Sub-Object Class (text)
- Revenue Source (text)
- Sub Revenue Source (text)
- Building Number (text)
- Location/System (text)
- Vehicle Tag # (text)
- Work Item (text)
- Lease # (text)
- Reimbursable Sub-Object Class (text)
- Reimbursable Sub Object (text)
- BETC (text)
- Cohort Yr (dropdown)
- PRC (text)
- Cost Organization (text)

Table 21: To Accounting Strip Field Descriptions

Field Name	Description	Features
Template	<ul style="list-style-type: none"> The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
BFYs	<p>Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields:</p> <ul style="list-style-type: none"> Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable. (EBFY). 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
Fund	<ul style="list-style-type: none"> The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
Region	<ul style="list-style-type: none"> The region code of the accounting strip. Valid values are listed in the Region Maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
Org Code	<ul style="list-style-type: none"> The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
Program	<ul style="list-style-type: none"> The program code of the accounting strip. Valid values are listed in the Program Maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.

Field Name	Description	Features
Project Code	<ul style="list-style-type: none"> The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
Activity	<ul style="list-style-type: none"> The activity code of the accounting strip. 	<ul style="list-style-type: none"> System Maintained.
Sub-Object Class	<ul style="list-style-type: none"> The sub object class of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
Revenue Source	<ul style="list-style-type: none"> The revenue source of the accounting strip. Valid values are listed in the Revenue Source table. 	System-maintained.
Sub Revenue Source	Currently not in use.	N/A
Bldg #	<ul style="list-style-type: none"> The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
Location/System	<ul style="list-style-type: none"> The system code of the accounting strip. Valid values are listed in the System Maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.
Vehicle Tag#	<ul style="list-style-type: none"> The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table. 	<ul style="list-style-type: none"> System-maintained. Will default based on the document and line number selected.

Field Name	Description	Features
Work Item	<ul style="list-style-type: none"> • The work item/work category code of accounting strip. • Valid values are listed in the Sub Project Maintenance table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Lease #	<ul style="list-style-type: none"> • The lease # of accounting strip. • Valid values are listed in the Lease # Maintenance table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Reimbursable Sub-Object Class	<ul style="list-style-type: none"> • The reimbursable sub-object class of accounting strip. • Valid values are listed in the Sub-Object Class table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Reimbursable Sub Object	<ul style="list-style-type: none"> • The reimbursable sub-object of accounting strip. • Valid values are listed in the Sub-Object table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Cost Organization	<ul style="list-style-type: none"> • The reimbursable cost organization of accounting strip. • Valid values are listed in the Cost Organization table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
BETC	<ul style="list-style-type: none"> • The BETC of accounting strip. • Valid values are listed in the BETC table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.
Cohort Yr	<ul style="list-style-type: none"> • The cohort year of the accounting strip. 	<ul style="list-style-type: none"> • Must be a valid 4-digit year.

Field Name	Description	Features
PRC	<ul style="list-style-type: none"> • The program reporting category of the accounting strip. • Valid values are listed on the Program Reporting Category maintenance table. 	<ul style="list-style-type: none"> • System-maintained. • Will default based on the document and line number selected.