Global Reorganization

Pegasys 6.5.0 User Guide

General Services Administration

Contract # GS-35F-4797H

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Pegasys 6.5 Upgrade

Final

April 15, 2011

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Revision Log

Date	Version	Description	Author	Reviewer	Review Date
2/11/2011	Draft/Version .1	Original Draft	Danielle Becker	Jenna Stegmann	1/20/2011
4/14/2011	Final Version 1.0	Final – No comments to draft		Jennifer Ritchey	4/14/2011

1   Introduction

The Reorganization function in Pegasys will allow users to change accounting information throughout the system (*i.e.,* globally) when an agency reorganizes. This user guide provides step-by-step procedures for changing accounting information throughout Pegasys for agency reorganization.

There are several Pegasys resources available on the Pegasys website http://support.pegasys.gsa.gov. Resources include the Purchasing User's Guide, the Finance User Guide, and the Automated Disbursements User Guide.

2   Global Reorganization

Global Reorganization will allow GSA to change accounting information throughout the system (*i.e.,* globally) when an agency reorganizes. Pegasys will change all accounting information related to an agency's reorganization. For example, if GSA currently has two Divisions, Division A and Division B, and is reorganizing to consolidate the two Divisions into Division C, Pegasys will globally change all transactional data that contained either Division A or Division B, and update the Division to Division C. Pegasys will insert new records into the journals appropriately, without compromising either the pre-reorganization audit trail, or the post-reorganization audit trail. Global reorganizations will affect all Pegasys transactions that contain the user-specified original accounting dimensions. The reorganization will modify these transactions to refer to new accounting dimensions and will perform the appropriate budgetary and journal updates to reflect this change.

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. For each line record, the Global Reorganization Notebook will require the user to enter the original accounting elements and the new accounting elements and will not allow modifications to Agreement Information, Contract Information, or Blanket Agreements.

The Global Reorganization Notebook will allow an approving official to search for and approve reorganization records. BDA will be creating the global reorganizations. The person who is creating the global reorganization notebook will also apply the approval. The only exception is if the person is new to the process, they must have their supervisor approve the global reorganization. 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.

Global Reorganization does not modify reference data (*e.g.,* Relationship Edits and Accounting templates) and will not create budgets. If these types of updates need to be made in Pegasys, they need to be made prior to executing the reorganization. The dimension fields in the ALNS table should be indexed for the reorganized dimensions prior to Global reorganization. For example, if the global reorganization is reorganizing the Fund code, the FUND field in the MF_ALNS table should be indexed before the reorganization is executed.

The following are sample types of reorganization:

- Organization Code to another Organization Code within the same Fund;

- Budget Activity and an Organization Code to another Budget Activity and another Organization Code;

- Fund Code to another Fund Code.

The following sections give step-by-step procedures on how to complete each one of the above types of global reorganizations in Pegasys.

2.1 How Do I Create an Organization Code to Organization Code Global Reorganization?

The following steps describe how to create an organization code to a new organization code global reorganization record in Pegasys.

Notes

1. Select **Reference—Document—Reorganization—Global Level Reorganization Notebooks.**

    *The **Search-Global Level Reorganization Notebooks** page will be displayed.*

2. Click the **New** button. The **Global Level Reorganization Notebooks.** Page will display.

3. In the **General** group box, enter the **Code** for this reorganization in the **Code** field.

    Note:

    - The Global Reorganization Code format is the following: 1 digit or more correspondence symbol of the Service or staff office reorganizing; 4 digit fiscal year; 5 digit number beginning with 00001.
    - Example: F200300001

4. Enter **Correspondence Symbol** of the branch inputting the reorganization in the **Name** field.

5. Enter or choose the date to execute the reorganization in the **Processing Date** field.

6. In the **Accounting Period Options** group box, choose the **Use Current Accounting Period** for the **Accounting Period Options** field.

    Note:

    - The accounting period must be open in order for the global reorganization to process.
    - The **Use Specified Accounting Period** option in the **Accounting**

Notes

      Period Options group box can be selected but the accounting period entered must be open.

7.   In the **Accounting Template Options** group box, select **Use Specified Template**.

8.   Enter an accounting template in the **Accounting Template** field.

9.   In the **Processing Rules** group box, enter the first date of the Current Fiscal Year in the **Reorganize Chains Initiated from Date** field and the Accounting Period in the Reorganize Chains Initiated from Accounting Period.

10. Select the **Reorganize All Chains Open on this Date** check box.

11. 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 global reorganization notebook is created.

12. Enter the reason for the global reorganization in the **Justification** field (e.g., legislation).

13. Click the **Lines** tab.

14. The **Lines** page will display.

15. Click the **Add** button.

16. In the **From Accounting** group box, select **Value** from the drop-down list for the **Organization** field.

17. Enter the organization code to be updated.

18. In the **To Accounting** group box, select **Value** from the drop-down list for the **Organization** field.

19. Enter the new organization code.

20. If more accounting dimensions need to be reorganized, repeat **Steps 16-19.**
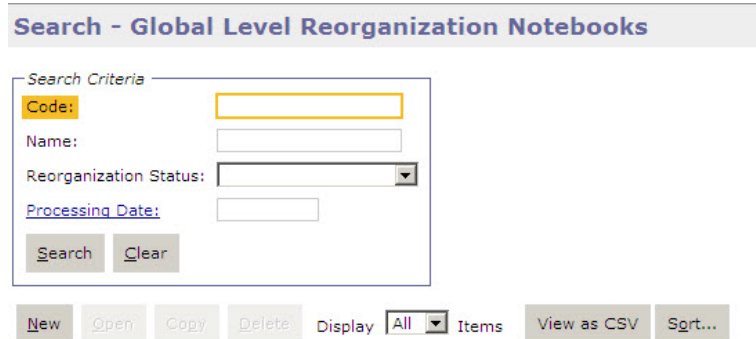
21. Click **Save**.

2.2   How Do I Create a Budget Activity/Organization Code to Budget Activity/Organization Code Global Reorganization?

The following steps describe how to create a budget activity/organization code to a new budget/activity organization code global reorganization record in Pegasys.

Notes

1. Select **Reference—Document—Reorganization—Global Level Reorganization Notebooks**.

    *The **Search-Global Level Reorganization Notebooks** page will display.*

2. Click the **New** button.

3. The **Global Level Reorganization Notebook** page will display.

4. In the **General** group box, enter the **Code** for this reorganization in the **Code** field.

    Note:
    - The Global Reorganization format is the following: 1 digit correspondence symbol of Service or staff office reorganizing; 4 digit fiscal year; 5 digit number beginning with 00001.
    - Example: F200300001

5. Enter **Correspondence Symbol** of the branch inputting the reorganization in the **Name** field.

6. Enter the date to execute the reorganization the **Processing Date** field.

7. In the **Accounting Period Options** group box, choose **Use Current Accounting Period**.

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

8. In the **Accounting Template** group, select **Use Specified Template**.

9. Enter an **Accounting Template**.

10. In the **Processing Rules** group box, enter the first date of the Current Fiscal Year in the **Reorganization Chains Initiated from Date** field.

11. Select the **Reorganization All Chains Open on this Date** check box.

Notes

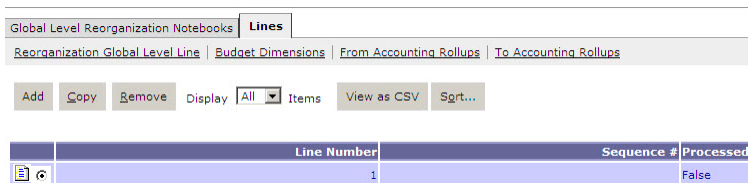12. Select the **Reorganize Miscellaneous References** check box.

   Note:
   ▪ This will allow any miscellaneous reference in the chain to be reorganized.
   ▪ This option must be selected each time a new global reorganization notebook is created.

13. Enter the reason for the global reorganization in the **Justification** field (*e.g.,* legislation).

14. Select the **Lines** tab.

15. The **Lines** page will display

16. Click the **Add** button.

17. In the **From Accounting** group box, select **Value** from the drop-down list for the Program accounting dimension field

18. Enter the budget activity to be updated.

19. In the **Org Code** accounting dimension field, select **Value** from the drop-down list.

20. Enter the organization code to be updated.

21. In the **To Accounting** group box, select **Value** from the drop-down list for the Program accounting dimension field.

22. Enter the new budget activity code.

23. In the **Org Code** accounting dimension field, select **Value** from the drop-down list.

24. Enter the new organization code.

25. If more accounting dimensions need to be reorganized, repeat **Steps 17-24**.

26. Click **Save**.

2.3   How Do I Create a Fund to Fund Global Reorganization?

The following steps describe how to create a fund to a new fund global reorganization record in Pegasys.

Notes

1. Select **Reference—Document—Reorganization—Global Level Reorganization Notebooks**.

    *The **Search-Global Reorganization Notebooks** page will be displayed.*

2. Click the **New** button.

3. The **Global Level Reorganization Notebooks** page will display.

4. Enter the **Code** for this reorganization in the **Code** field.

    Note:
    - The Global Reorganization format is the following: 1 digit correspondence symbol of Service or staff office reorganizing; 4 digit fiscal year; 5 digit number beginning with 00001.
    - Example: F200300001

5. Enter **Correspondence Symbol** of the branch in the **Name** field.

6. Enter the date to execute the reorganization in the **Processing Date** field.

7. In the **Accounting Period Options** group box, choose **Use Current Accounting Period**.
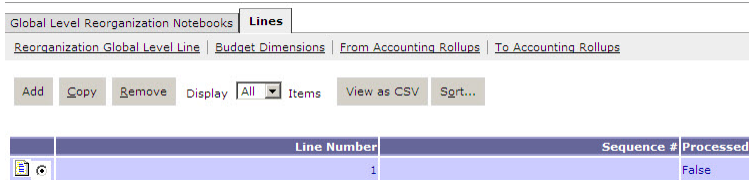
    Note:
    - The accounting period must be open in order for the global reorganization to process.
    - The **Use Specified Accounting Period** option in the **Accounting Period Options** group box can be selected but the accounting period entered must be open.

8. In the **Accounting Template Options** group box, select **Use Specified Template**.

9. Enter an **Accounting Template**.

10. In the Processing Rules group box, enter the first date of the Current Fiscal Year in the **Reorganization Chains Initiated from Date** field.

11. Select the **Reorganization All Chains Open on this Date** check box.

Notes

12. 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 global reorganization notebook is created.

13. Enter the reason for the global reorganization in the **Justification** field (*e.g.,* legislation).

14. Select the **Lines** tab.

    *The **Global Reorganization Notebook Lines** page will be displayed.*

Global Level Reorganization Notebooks	Lines

    Reorganization Global Level Line | Budget Dimensions | From Accounting Rollups | To Accounting Rollups

    Add   Copy   Remove   Display [All ▼] Items   View as CSV   Sort...

	Line Number	Sequence #	Processed
📄 ⊙	1		False

15. Click the **Add** button.

16. In the **From Accounting** group box, select **Value** from the drop-down list for the **Fund** field.

17. Enter the fund code to be updated.

18. In the **To Accounting** group box, select **Value** from the drop-down list for the **Fund** field.

19. Enter the new fund code.

20. If more accounting dimensions need to be reorganized, repeat **Steps 16-19**.

21. Click **Save**.

2.4   How Do I Review the Status of a Global Reorganization Notebook?

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

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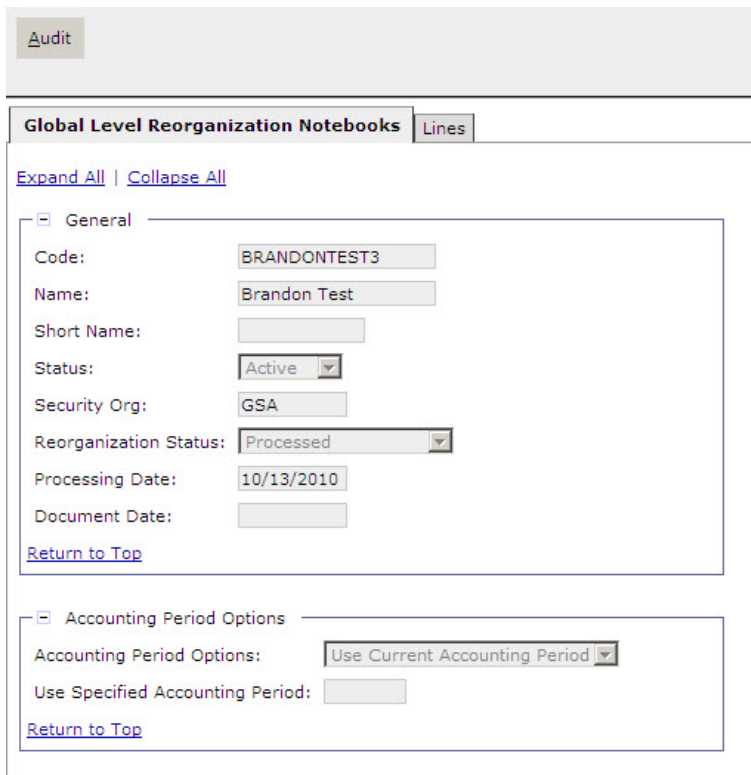
Notes

1. Select **Reference—Document—Reorganization—Global Level Reorganization Notebooks**.

   *The **Search-Global Reorganization Notebooks** page will be displayed.*

Notes

2. To locate a particular reorganization document, enter any of the following search criteria and select **Search**:

   ▪ Enter the global reorganization code in the **Code** field.
   ▪ Enter the **Correspondence Symbol** in the **Name** field.
   ▪ Select the **Reorganization Status** of **Processed** from the drop-down list box.
   ▪ Enter the date of processing in the **Processing Date** field.

3. Click **Search**.

4. Select the appropriate notebook from the generated list.

5. Click **Open**.

6. The selected Notebook will open.

7. The **Global Level Reorganization Notebook** page is displayed in **Review Status** only if in **Processed** or **In Process** status. The Notebook is editable otherwise.

Notes

Audit

Global Level Reorganization Notebooks | Lines

Expand All | Collapse All

General

Code: BRANDONTEST3

Name: Brandon Test

Short Name:

Status: Active

Security Org: GSA

Reorganization Status: Processed

Processing Date: 10/13/2010

Document Date:

Return to Top

Accounting Period Options

Accounting Period Options: Use Current Accounting Period

Use Specified Accounting Period:

Return to Top

8. Review the **Reorganization Status** field.

    Note:

    ▪ Status of **Processed** indicates that the reorganization has been successfully completed.
    ▪ Status of **Awaiting Approval** indicates that approval is needed for this reorganization notebook before it can be processed.
    ▪ 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.
    ▪ Status of **In Process** indicates that the offline process is in the process of completing the reorganization and any additional system updates.
    ▪ Status of **Error** indicates that during the offline process Pegasys could not pass the system edits while processing the reorganization notebook.

2.5   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.
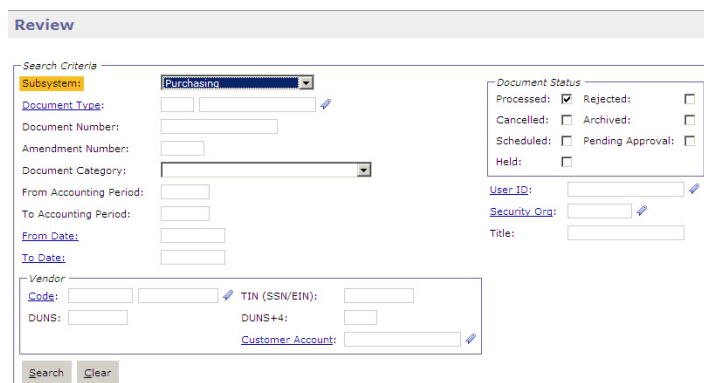
2.5.1   How Do I Review A Document Through The Purchasing Subsystem?

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

Notes

1. Select **Transactions—Purchasing—Review** from the menu bar.

    *The **Review** page will be displayed.*

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

    Note: *Purchase Request, 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. Click **Search**.

5. Select the desired document and click **View**.

    *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.*

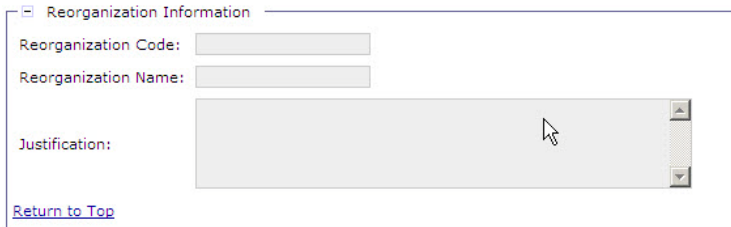7. Select the appropriate line.

8. Click the **Header Accounting Line** link.

9. The **Header Accounting Line** page will display.

10. View the **Reorganization Information** group box.

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

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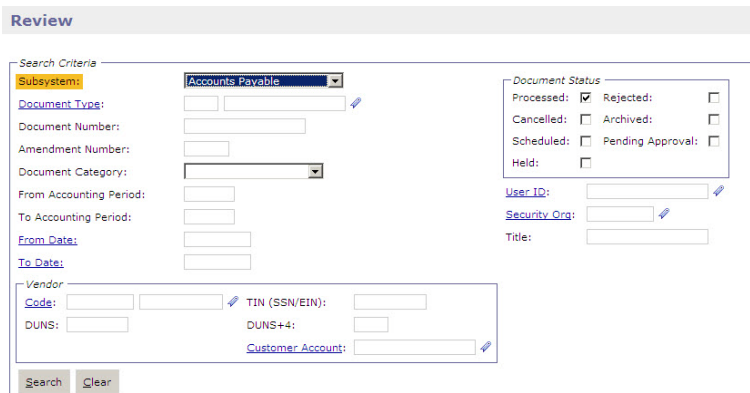April 15, 2011
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Notes

11. To return to the **Header Accounting Lines** page click the **Header Accounting Lines** link.

12. Additional lines can be viewed by following **steps 7 – 10**.

2.5.2 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.

Notes

1. Select **Transactions—Accounts Payable—Review** from the menu bar.

   *The **Review** page will be displayed.*

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. Click **Search**. Select the desired document and click **View**.

   *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*

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Notes

6.   Select the appropriate line.

7.   Click the **Header Accounting Line** link.

8.   The **Header Accounting Line** page displays.

9.   View the **Reorganization Information** group box.

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

10.   To return to the **Header Accounting Lines** page click the **Header
       Accounting Lines** link.

11.   Additional lines can be viewed by following **steps 6 – 10**.

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3 Reports

3.1 Reorganization Reports

3.1.1 What Types Of Reorganization Reports Are Available In Pegasys?

The following table summarizes the Reorganization Reports by report name, report menu folder, required fields, and optional fields. Please refer to *Section 3.1.2: How Do I Generate and Print Reorganization Reports from the Reports Menu?* for procedural steps on how to generate Reorganization Reports.

Figure 3-1: Reorganization Reports

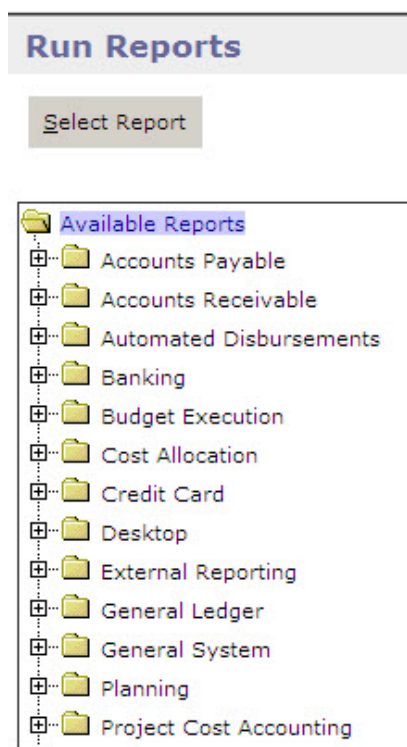| Report Name	Report Menu Folder	Required Fields	Optional Fields
1.. Reorganization Recoveries Report	General System→ Reorganization	None	Processing From Date Processing To Date Reorganization Type Reorganization Code
2.. Budget Affected by Global Reorganization Report	General System→ Reorganization	None	From Process Date To Process Date Status Select only Active Reorganization Type Reorganization Sort Order 1 Reorganization Sort Order 2 Reorganization Sort Order 3 Reorganization Sort Order 4 Reorganization Sort Order 5 Reorganization Sort Order 6 Reorganization Sort Order 7 Reorganization Sort Order 8 Reorganization Sort Order 9 Reorganization Sort Order 10

3.1.2   How Do I Generate and Print Reorganization Reports from the Reports Menu?

The following steps describe how to run the Reorganization Reports from the Reports menu.

Notes

1. Log into Pegasys.

2. Select **Utilities—Reports—Run Reports** from the Pegasys menu bar on the desktop.

   *The **View Reports** window will be displayed for the available reports.*

   Run Reports

   Select Report

   📁 Available Reports
   ⊞ 📁 Accounts Payable
   ⊞ 📁 Accounts Receivable
   ⊞ 📁 Automated Disbursements
   ⊞ 📁 Banking
   ⊞ 📁 Budget Execution
   ⊞ 📁 Cost Allocation
   ⊞ 📁 Credit Card
   ⊞ 📁 Desktop
   ⊞ 📁 External Reporting
   ⊞ 📁 General Ledger
   ⊞ 📁 General System
   ⊞ 📁 Planning
   ⊞ 📁 Project Cost Accounting

   Go to top of page

3. Select the **General System** folder.

   The user can also click the magnifying glass to the left of the folder to expand the folder.

4. Select the report to be viewed or printed and click the **Select Report** button.

5. Enter the appropriate criteria in the **Parameters** group box .The **Parameters** window will vary based on the selected report.

6. Under **Options**, select the desired **Saved Output Format** from the drop down list.

Notes

Output options are: HTML and PDF.

7. Enter the appropriate value (where/which printer the report will print) in the **Print Queue** field or if unknown:

    ▪ Click the **Print Queue** hyperlink to open the **Search-Network Printer** page
    ▪ Enter the appropriate criteria in the search fields
    ▪ Select the appropriate printer from the generated list.
    ▪ You will return to the **Report Name** page

8. Click the **Print** button to send the report to the selected printer.

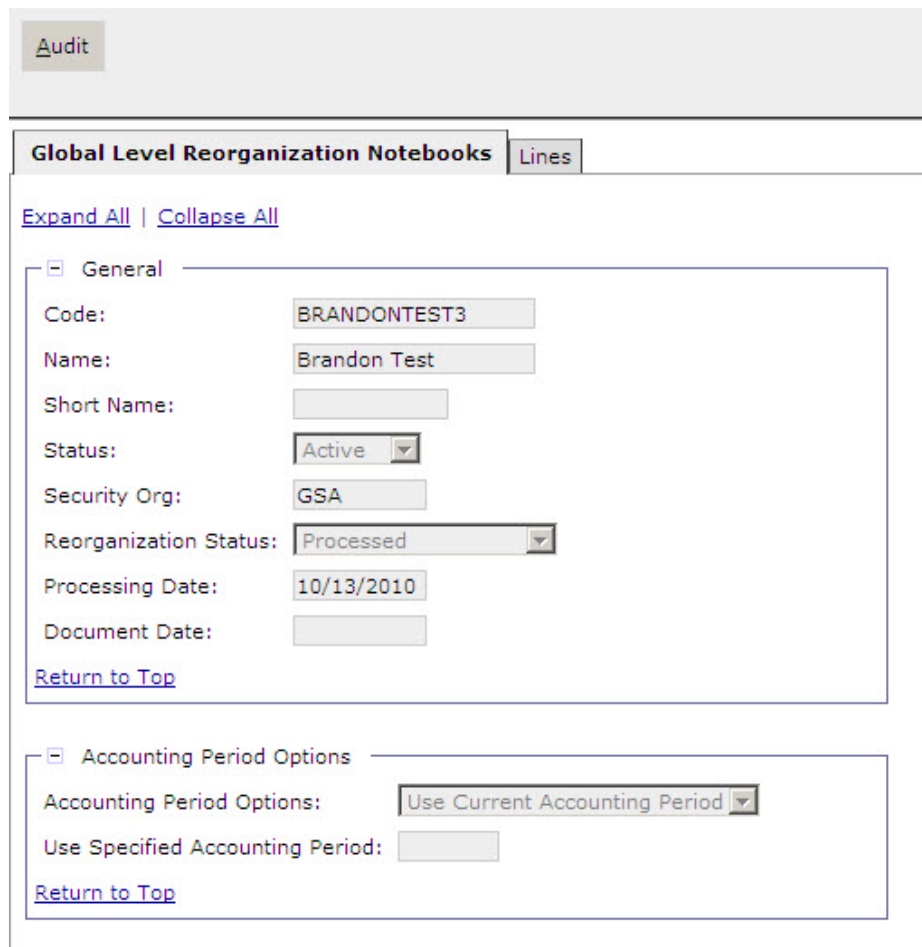## 3.1.3   What Types Of Information Do Each Of the Reports Provide?

▪ **Reorganization Recoveries Report**—The Reorganization Recoveries Report lists which recoveries need to be reorganized. It displays the reorganization code and name of each selected reorganization record and document type, number, and itemized and accounting line number. The report is sorted by reorganization code with secondary sorts by document number and itemized and accounting line numbers.

▪ **Budget Affected by Global Reorganization Report**—The Budget Affected by Global Reorganization Report lists budget lines that may be required to be established prior to executing a reorganization. Using the To and From Accounting values, the report will apply the reorganization to select the unique accounting dimension line combinations from the document lines tables. The report lists each unique dimension combination, is sorted by the value provided in the parameters, and summarized according to the parameters.

A   Global Reorganization Field Definitions

A.1   General Information Page

The **Global Reorganization Notebook** will allow GSA to change accounting information throughout the system when an agency reorganizes. The first page of the **Global Reorganization Notebook** is the **General Information** page. The **General Information** page contains information about the reason for the reorganization and the dates of when the reorganization is to take place. *Figure A-1: General Information Page* displays the **General Information Page** of the **Global Reorganization Notebook**.

Figure A-1: General Information Page

Figure A-2: General Information Page Field and Button Descriptions provides additional information about **General Information** page fields and buttons.

Figure A-2: General Information Page Field and Button Descriptions

Field Name	Description	Features
Code	Alphanumeric text used to identify a global reorganization.	▪ Required. ▪ The code will be made up of user specified identifying code; 4 digit fiscal year; 5 digit position number starting at 00001. ▪ Example: F200300001
Name	Provides a description of the global reorganization.	▪ Required.
Short Name	Abbreviated version of the reorganization notebook name.	▪ Optional.
Status	States the status	▪ Defaults to Active
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, and 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.	▪ Required.
Document Date	The date that will be on the documents that are reorganized.	▪ Optional.
Accounting Period Options (group box)		
Accounting Period Options	The Use Current Accounting Period option may be selected. The current accounting period must be open.	▪ Required.
Use Specified Accounting Period	The Use Specified Accounting Period may be selected; however an open accounting period must be specified.	▪ Defaults to Use Current Accounting Period.
Accounting Template Options (group box)		
Accounting Template Options	Use Original Template: Indicates that the original accounting template will remain on the reorganized document accounting lines. Remove Template: Indicates that the original accounting template will be removed on the reorganized document accounting lines. Use Specified Template: Indicates that the specified accounting template will be removed on the reorganized document accounting lines. The specified accounting template is entered into the Accounting Template field.	▪ Required.

Field Name	Description	Features
Accounting Template	The accounting template from which the reorganization is occurring. The system will default based on the document and line number selected. Or, if the Accounting Template Option is Use Specified Template, the specified accounting template will be removed on the reorganized document accounting lines.	• Required.
Processing Rules (group box)		
Reorganization Chains Initiated From Date	When this field is entered, Pegasys will reorganize all document chains in the systems that were initiated from this date forward.	• Indicates whether or not the Reorganization batch job will only reorganize document chains that were initiated on or after the specified date. If the date is specified, and the first document in a chain is prior to the specified date, the Reorganization batch job will not reorganize the chain, unless the Reorganize All Chains Open on This Date box is selected.
Reorganization Chains Initiated From Accounting Period	Indicates whether or not the Reorganization batch job will only reorganize document chains that were initiated during or after the specified accounting period. If the accounting period is specified, and the first document in a chain is prior to the specified accounting period, the Reorganization batch job will not reorganize the chain, unless the Reorganize All Chains Open on This Date box is selected.	• Indicates whether or not the Reorganization batch job will only reorganize document chains that were initiated during or after the specified accounting period. If the accounting period is specified, and the first document in a chain is prior to the specified accounting period, the Reorganization batch job will not reorganize the chain, unless the Reorganize All Chains Open on This Date box is selected.
Reorganize All Chains Open On This Date	Indicates whether or not the Reorganization batch job will reorganize the document chain if one document in the chain is open, even if the initial document in the chain is prior to the Reorg Chains Initiated From Date. This option is enabled when a specified date is entered in the Reorg Chains Initiated From Date field.	• Available when date is entered in the Reorganize Chains Initiated From Date field. • Defaults to False.
Reorganize Miscellaneous References (check box)	If this option is checked, when performing the reorganization of documents in Pegasys, it will also reorganize any miscellaneous references and their referencing documents. Check box is disabled until date is entered in Reorganize Chains Initiated From Date field.	• Defaults to False
Properties (group box)		
Last Modified By	Displays the user ID of the last person to modify the document.	• System-maintained.
Modification Date	Displays the date of the last update for the selected document.	• System-maintained.

Field Name	Description	Features
Approved By	The user ID and name of the user who applied the approval.	▪ System-maintained.
Approval Date	The date that the Office of Management and Budget approved this appropriation or revolving fund transfer.	▪ System-maintained.
Justification	Displays the Justification information for this document level reorganization. It is a free text field 255 characters long.	▪ Required. ▪ The reason for the reorganization e.g., legislation.
Save (button)	Saves the document level reorganization.	▪ Required.

A.2   Global Reorganization Lines Page

The **Global Reorganization Lines** page contains accounting information associated with the reorganization. This page will display the accounting dimensions to be changed and the accounting dimensions that are to update the documents in Pegasys. *Figure A-3 : Global Reorganization Lines Page* displays the **Global Reorganization Lines** page of the **Global Reorganization Notebook**.

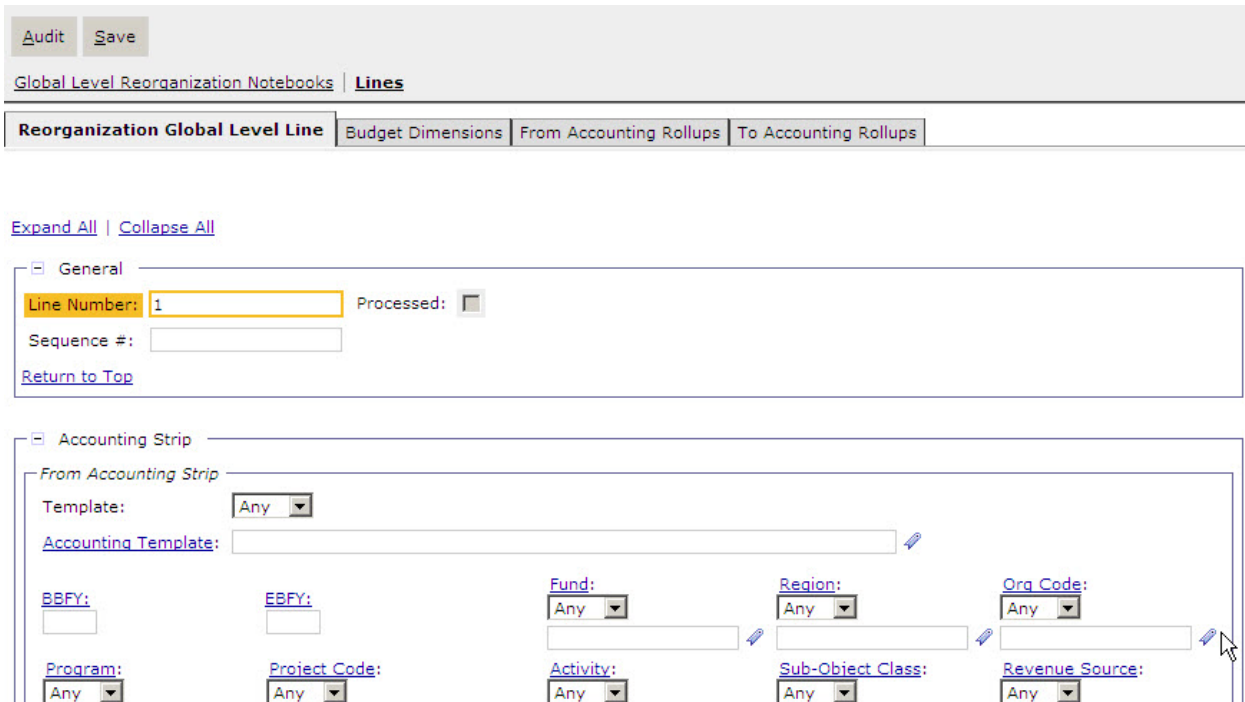**Figure A-3: Global Reorganization Lines Page**

Figure A-4 : Global Reorganization Lines Page Field and Button Descriptions provides information about **Global Reorganization Lines** page fields and buttons for the reorganization.
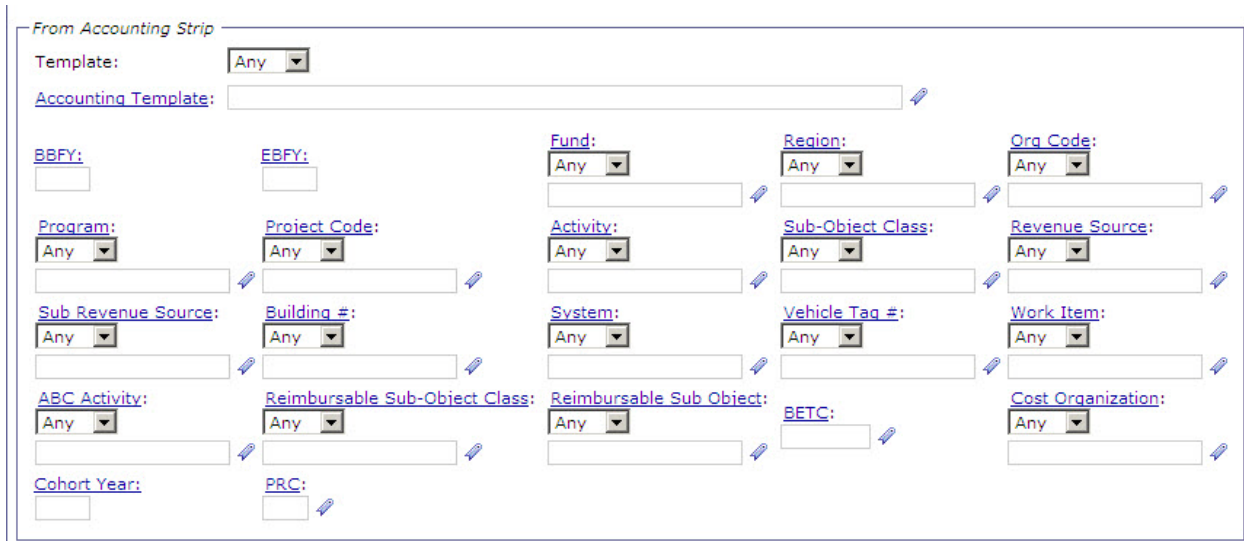
Figure A-4: Global Reorganization Lines Page Field and Button Descriptions

Field Name	Description	Features
Line #	The numeric value of the line for ordering the lines.	▪ Pegasys will default this value to the next sequential number from the highest line number already entered. ▪ System-maintained.
Sequence #	Identifies the order sequence when reorganizing lines.	▪ Defaults to the order in which the notebook lines are added. ▪ Optional.
Processed (check box)	Indicates whether this reorganization line has been processed.	▪ System-maintained.
From Accounting (group box)	From Accounting Dimensions	
To Accounting (group box)	To Accounting Dimensions	
Audit (button)	Click to view audit log values.	
Save (button)	Saves the information on the document reorganization notebook and changes the status to Awaiting Approval.	▪ Required.

A.2.1   From Accounting Strip Fields

The **Accounting Strip** values in the **From Accounting** group box display the budget dimensions to be reorganized in Pegasys. *Figure A-5: From Accounting Dimension Information Section* displays the **From Accounting Dimension Information** section.

Figure A-5: From Accounting Dimension Information Section

Figure A-6 : From Accounting Dimension Information Field Descriptions provides additional
information about the **From Accounting Dimension Information** fields.

Figure A-6: From Accounting Dimension Information Field Descriptions

Field Name	Description	Features
Template	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. Accounting template used to obtain the accounting strip. Valid values are listed in the **Accounting Template Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Field 2: Click on the hyperlink to Search for value options.
BFYs	Budget Fiscal Year(s) of the Fund for which the reorganization is being processed. Displayed in two fields: ▪ Field 1: Beginning Budget Fiscal Year (BBFY). ▪ Field 2: Ending Budget Fiscal Year, if applicable. (EBFY).	▪ Required if Fund is entered. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Will default based on the accounting template selected if entered.

Field Name	Description	Features
Fund	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The fund of the accounting strip. Valid values are listed in the **Fund Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Will default based on the accounting template selected if entered.
Region	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The region code of the accounting strip. Valid values are listed in the **Region Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Will default based on the accounting template selected if entered.
Program	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The program code of the accounting strip. Valid values are listed in the **Program Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Will default based on the accounting template selected if entered.
Org Code	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The organization code of the accounting strip. Valid values are listed in the **Organization Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Will default based on the accounting template if entered.
Sub-Object Class	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The sub object class code of the accounting strip. Valid values are listed in the Sub-Object Class **Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Click the hyperlink to search for values

Field Name	Description	Features
Activity	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The activity code of the accounting strip. Valid values are listed in the Activity **Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ May default and/or may become required, based on the accounting template selected if entered. ▪ Click on the hyperlink to search for values.
Project Code	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the **Project Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ May default and/or may become required, based on the accounting template selected if entered. ▪ Click on the hyperlink to Search for value options.
Building #	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The building number of the accounting strip. Valid values are listed in the **Building Number Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ May default and/or may become required, based on the accounting template selected if entered. ▪ Click on the hyperlink to Search for value options.
Work Item	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The work item/work category code of the accounting strip. Valid values are listed in the **Sub Project Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ May default and/or may become required, based on the accounting template selected if entered. ▪ Click on the hyperlink to Search for value options.

Field Name	Description	Features
System	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The system code of the accounting strip. Valid values are listed in the **System Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ May default and/or may become required, based on the accounting template selected if entered. ▪ Click on the hyperlink to Search for value options.
Vehicle Tag#	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The vehicle tag of the accounting strip. Valid values are listed in the **Vehicle Tag Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ May default and/or may become required, based on the accounting template selected if entered. ▪ Click on the hyperlink to Search for value options.
Cost Organization	Currently not in use.	
Reim Sub Object Class	Currently not in use.	

A.2.2   To Accounting Strip Fields

The **Accounting Strip** values in the **To Accounting** group box display the budget dimensions to be reorganized in Pegasys. *Figure A-7: To Accounting Dimension Information Page* displays the **To Accounting Dimension Information** section.

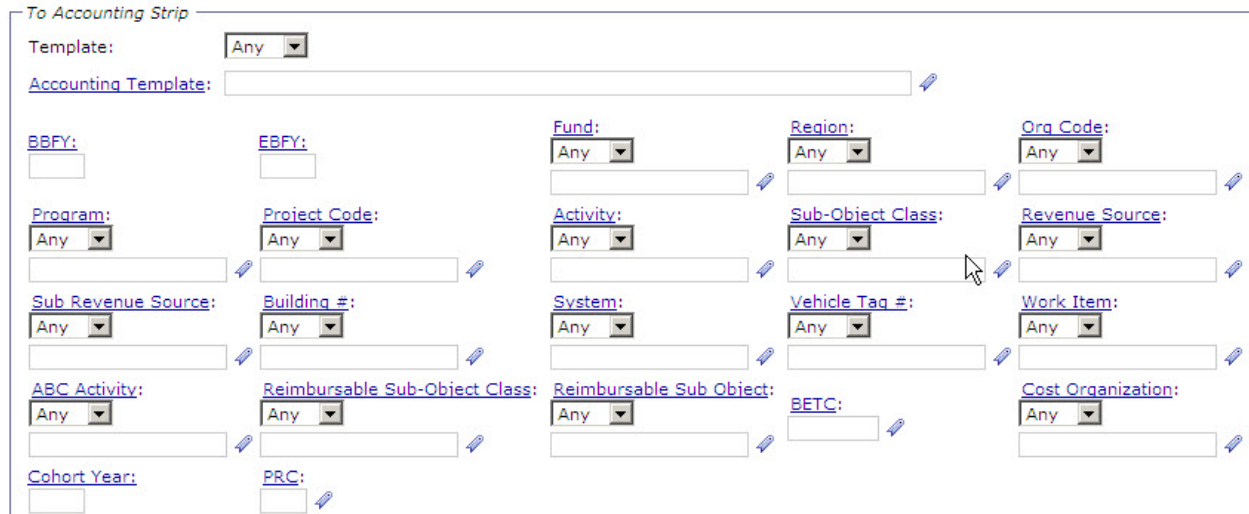**Figure A-7: To Accounting Dimension Information Page**

Figure A-8: To Accounting Dimension Information Field Descriptions provides additional information about the **To Accounting Dimension Information** fields.

Figure A-8: To Accounting Dimension Information Field Descriptions

Field Name	Description	Features
Template	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. Accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Field 2: Click on the hyperlink to Search for value options.
BFYs	Budget Fiscal Year(s) of the Fund for which the reorganization is being processed. Displayed in two fields: ▪ Field 1: Beginning Budget Fiscal Year (BBFY). ▪ Field 2: Ending Budget Fiscal Year, if applicable. (EBFY).	▪ Required if Fund is entered. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Will default based on the accounting template selected if entered.
Fund	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The fund of the accounting strip. Valid values are listed in the **Fund Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Will default based on the accounting template selected if entered.

Field Name	Description	Features
Region	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The region code of the accounting strip. Valid values are listed in the **Region Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Will default based on the accounting template selected if entered.
Program	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The program code of the accounting strip. Valid values are listed in the Program **Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Will default based on the accounting template selected if entered.
Org Code	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The organization code of the accounting strip. Valid values are listed in the **Organization Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Will default based on the accounting template selected if entered.
Sub-Object Class	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The Sub Object Class code of the accounting strip. Valid values are listed in the Sub-Object Class **Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ Click on the hyperlink to Search for value options.
Activity	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The activity code of the accounting strip. Valid values are listed in the Activity **Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ May default and/or may become required, based on the accounting template selected if entered. ▪ Click on the hyperlink to Search for value options.

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Field Name	Description	Features
Project Code	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the **Project Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ May default and/or may become required, based on the accounting template selected if entered. ▪ Click on the hyperlink to Search for value options.
Buildingg#	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The building number of the accounting strip. Valid values are listed in the **Building Number Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ May default and/or may become required, based on the accounting template selected if entered. ▪ Click on the hyperlink to Search for value options.
Work Item	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The work item/work category code of the accounting strip. Valid values are listed in the **Sub Project Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ May default and/or may become required, based on the accounting template selected if entered. ▪ Click on the hyperlink to Search for value options.
System	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The system code of the accounting strip. Valid values are listed in the **System Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ May default and/or may become required, based on the accounting template selected if entered. ▪ Click on the hyperlink to Search for value options.
Vehicle Tag#	Displayed in two fields: ▪ Field 1: Drop-down list with valid values of **Value** and **Any** with **Any** as the default selection. ▪ Field 2: Dimension field. The vehicle tag of the accounting strip. Valid values are listed in the **Vehicle Tag Maintenance** table.	▪ Optional. ▪ Field 2: Dimension Field is disabled until **Value** is entered in Field 1. ▪ May default and/or may become required, based on the accounting template selected if entered. ▪ Click on the hyperlink to Search for value options.

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Field Name	Description	Features
Cost Organization	Currently not in use.	
Reim Sub Object Class	Currently not in use.	

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