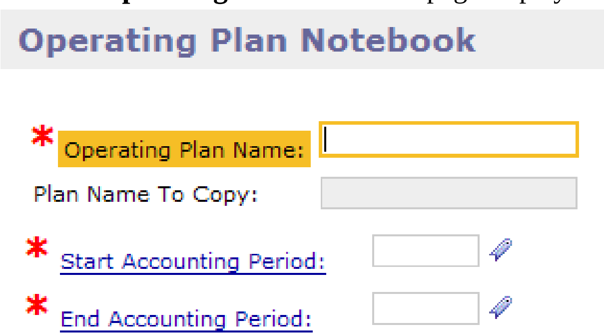
Plan Naming Convention

The recommended naming convention is:
user initials-fiscal year-fund-dimension(s)
i.e., **UIN-FY11-262X-TRAVEL-00**

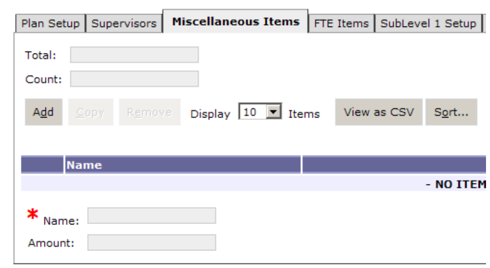
User Initials	**UIN**	
Fiscal Year	**FY11**	
Fund	**262X**	*(if Fund is used)*
Dimension	**TRAVEL**	*(Major Object Class)*
Dimension	**00**	*(Region code)*

Creating a New Plan

1. Log into **Pegasys**.
2. Select **Transactions—Planning—Operating Plan Notebook** from the Pegasys menu bar.
3. Click **New**.
4. The **Operating Plan Notebook** page displays.



5. Enter the **Operating Plan Name** and enter or click on the **Start and End Accounting Period** links to select Previous, Current, Next, or Search to search for an accounting period.
6. Click **OK**.
7. The **Plan Setup** page displays.
8. In the **General** group box, the **Status** field defaults to Active (required).
9. Enable the following checkboxes:
   - **Enabled**—Check to allow transactions to update plan. Uncheck before **Holding** plan.
   - **Baseline**—Check to track changes as amendments (recommended).
   - **Maintain 'Other'** —Check to establish a sub plan that tracks spending for values not specifically defined (optional).
10. Select an option from the **Frequency** group box.
11. Select **Obligation** or **Expense** from the **Plan Funds Control** drop down list.
12. Populate the **Pre-Commitments, Commitments, and Obligations Affect Available Amount** checkboxes where appropriate to specify which spending transactions affect the available amount of an obligations-based plan
13. In the **Amount and Controls –Spending group** box, enter the fixed amount of the plan in the **Estimated Spending Amount** or select a calculation method for the amount from the **Spending Calculation** drop down list.
14. In the **Amount and Controls –Spending Controls** group box, verify the **Plan Amount Controls** are set to None.
15. Check the **Notify** checkbox to indicate a message will be sent to the supervisor of the plan when the specified Note at **%** of the plan's amount has been spent or when the available amount reaches the specified Notify Amount field.
    - *The **Notification Sent** check box is unchecked by default. The box is checked once the first notification is sent. As long as this box is checked, no more notifications are sent.*
16. In the **Description** group box, enter any descriptive information.
17. Click the **Supervisors** tab.
18. The **Supervisors** page will display.
19. Click **Add**.
20. Click the **Supervisors** hyperlink. The **Search—Principal** page displays**.**
21. Enter the **User ID** field enter an appropriate supervisor for this plan and click **Search**.
22. Select the appropriate **Principal ID** and click the corresponding **Select** button.
23. The **Supervisors** page displays.
24. Select the appropriate actions.
    - *Additional supervisors can be added by repeating steps **20-22**.*
    - *Supervisors can be copied by selecting the appropriate Supervisor, clicking **Copy**. Then select the newly created supervisor and follow steps **20-22** above to modify the **Supervisor**.*
    - *A supervisor can be deleted by selecting the appropriate **Supervisor** and clicking **Remove**.*
    - *A **Supervisor** can be modified by selecting the appropriate **Supervisor** and following steps **20-22** above.*
25. Click the **Miscellaneous Items** tab.
    *The **Miscellaneous Items** page displays.*



26. Click **Add**.
27. Populate the **Name** and **Amount** fields.
    - *Additional Items can be added by repeating steps **27-28**.*

- *Items can be copied by selecting the appropriate Item, clicking **Copy**. Then select the newly created Item and follow step **28**.*
- *An Item can be deleted by selecting the appropriate Item and clicking **Remove**.*
- *An Item can be modified by selecting the appropriate Item and following step 28 above.*

28. Return to the **Plan Setup** page by clicking the **Plan Setup** tab.
29. In the **Dimension - Use Budget Or Coded Dimension** group box, set required fields to **Either** except for specific org codes for Fund 142 (GM&A).
30. Select the appropriate accounting dimensions.
    - *Note: At this top level only high level dimensions are typically entered. Dimensions become detailed at corresponding Sublevels.*
31. If the plan contains a single level, save the plan by clicking **Save**. Otherwise, continue to the **Sublevel 1 Setup** tab.
32. The **Sublevel 1 Setup** page displays.
33. Click **Add**.
    - *Note: A **Sublevel 2 Setup** tab will be created. As new sublevels are set up a lower level Setup tab will be created, allowing users to create ever more detailed sublevels.*
34. In the **General** group box, enter a name in the **Name** field.
35. Enter all sub plan values and settings.
36. Return to the **Sublevel 1 Setup** page by clicking on the **Sublevel 1 Setup** hyperlink.
    - *Additional setups at Sublevel 1 can be created by following steps **34-36**.*
    - *A setup can be copied by selecting the appropriate setup, clicking **Copy**, selecting the new setup and clicking the **Sublevel 1 Setup** hyperlink to make any needed changes.*
    - *A setup can be deleted by selecting the desired setup and clicking **Remove**.*
    - *A setup can be modified by selecting the desired setup and clicking the **Sublevel 1 Setup** hyperlink to make any needed changes.*
37. Repeat this process until all sub plans for all levels have been added.
38. Click **Save**.

Pegasys Resources

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site**

  http://pegasys.gsa.gov
- **Pegasys User Guides**
- **Quick Reference Cards**
- **Name - OCFO Service Desk**
  Email address - OCFOServiceDesk@gsa.gov
  Telephone Number - 1-866-450-6588

GSA

General Services Administration

The Integrated Financial Management System

Pegasys 6.5.0: Creating Plans Quick Reference Card

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