



**CGI**  
**Federal**

# **Document Level Reorganization**

## **Pegasys 6.5.0 User Guide**

### **General Services Administration**

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**Final**

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## Revision Log

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



# 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, executing the reorganization reports and running the document level reorganization batch jobs.

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 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 the Finance Centers in Kansas City and Ft. Worth. The Regions will send an email to their appropriate Finance Center requesting the document level reorganization.

The Document Level Reorganization Notebook will allow an approving official to search for and approve reorganization records. The GSA Finance Centers will be creating the document level reorganizations. The person who is creating the document level 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 document level 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.

### 2.1 How Do I Create A Document Level Reorganization?

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

#### *Notes*

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

*The **Document Level Reorganization Notebooks** page will be displayed.*

*Notes*

**Search - Document Level Reorganization Notebook**

**Search Criteria**

Code:

Name:

Reorganization Status:

Processing Date:

Display  Items

2. Click the **New** button.
3. In the **General** group box, enter the code for this reorganization in the **Code** field on the **Document Level Reorganization Notebooks** page.  
**Note:** *The Reorganization Code format is the first document number in the chain to be reorganized. If multiple 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:**
  - *The accounting period must be open in order for the document level 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.*
7. 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.*
8. No **Spending Control Options** are to be selected for a document level

## Notes

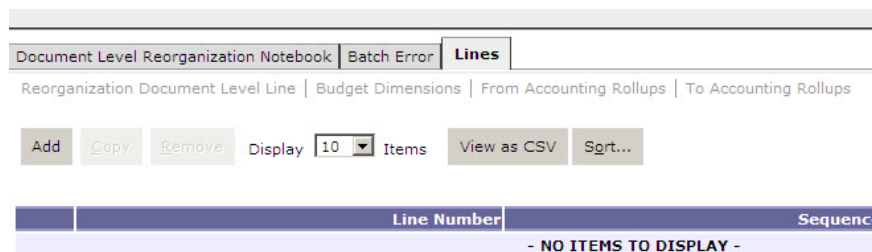
reorganization.

9. In the **Justification** group box, enter the current date, name of the person requesting the action 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 clicking the **Reorg Info** button of a document that has been reorganized.*

10. Select the reorganization **Lines** tab.

*The **Lines** page will be displayed.*



The screenshot shows the 'Document Level Reorganization Notebook' interface. The 'Lines' tab is selected. Below the tabs, there are links: 'Reorganization Document Level Line', 'Budget Dimensions', 'From Accounting Rollups', and 'To Accounting Rollups'. Below these links are buttons: 'Add', 'Copy', 'Remove', 'Display' (with a dropdown menu showing '10'), 'Items', 'View as CSV', and 'Sort...'. At the bottom, there is a table header with 'Line Number' and 'Sequence' columns. Below the header, it says '- NO ITEMS TO DISPLAY -'.

11. Add a new line by clicking the **Add** button. The **Reorganization Document Level** line page will display.
12. In the **Referenced Document** group box, enter the document type of the first document in the chain to be reorganized in the **Type** field.
13. In the **Document** field, enter the document number of the first document in the chain to be reorganized.
14. 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.*

15. Click 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.*

16. 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.

**Note:** *If multiple lines on an order are being reorganized and an invoice miscellaneously references the order, the last **To Accounting** line in the Document Level Reorganization Notebook must contain the accounting template that the miscellaneous reference is to be reorganized.*

17. In the Spending Adjustment/Recovery Options choose a value for the Spending Adjustment Option and Recovery Option for both From and To Adjustment/Recovery Options

## Notes

18. If more lines need to be reorganized for the document, repeat **Steps 11–17**.
19. Click the **Save** button.

## 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.

## Notes

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

*The **Document Level Reorganization Notebook** page will be displayed.*



2. To locate a particular reorganization document, enter any of the following search criteria and click the **Search** button:
  - First document number in chain to be reorganized in the **Code** field.
  - **Name** in the **Name** field.
  - Select the **Reorganization Status** from the drop-down list box.
  - Enter the date of processing in the **Processing Date** field.
3. Select the appropriate reorganization record and click 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.

## Notes

- 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. Note: To delete the reorganization notebook in this status, click the Delete button and answer the prompt.
- 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, click the Delete button and answer the prompt.
- 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.

- If the reorganization document is in **Error** status, click the **Batch Error** tab to review the errors encountered during the offline process.

The **Batch Errors** page will be displayed.

- To review the last modification information for this document level reorganization, view the **Properties** group box.

- To review the accounting line reorganization information, select the reorganization **Lines** tab.

Choose a line and click the **Reorganization Document Level Line link**.

The reorganization **Lines** page will be displayed.

Document Level Reorganization Notebook	Batch Error	<b>Lines</b>
Reorganization Document Level Line	Budget Dimensions	From Accounting Rollups
To Accounting Rollups		
Add	Copy	Remove
Display	10	Items
View as CSV	Sgt...	
Line Number	Sequence #	Processed
1	0	True

## 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.

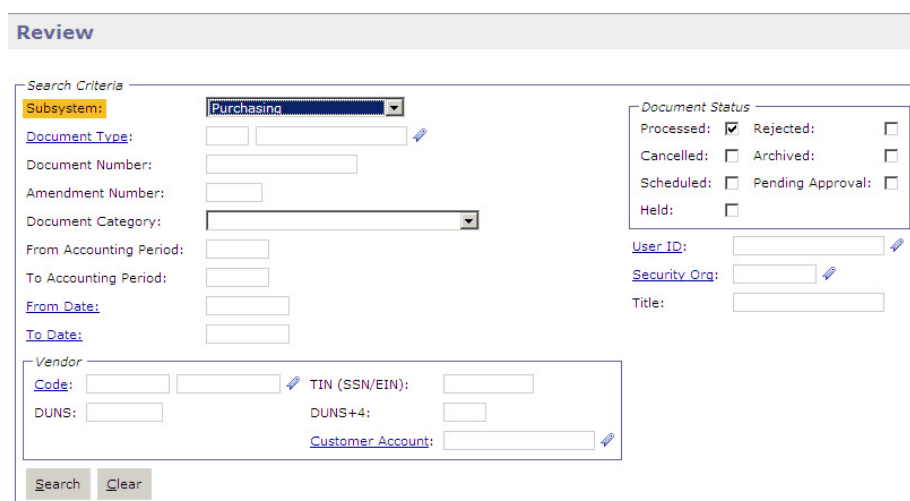
### 2.3.1 How Do I Review A Document Through The Purchasing Subsystem?

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

#### 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:** *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 the **Search** button.
5. Select the desired document from the generated list and click 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 click the **Header Accounting Line** link.
8. The **Header Accounting Line** page displays.
9. View the **Reorganization Information** box.

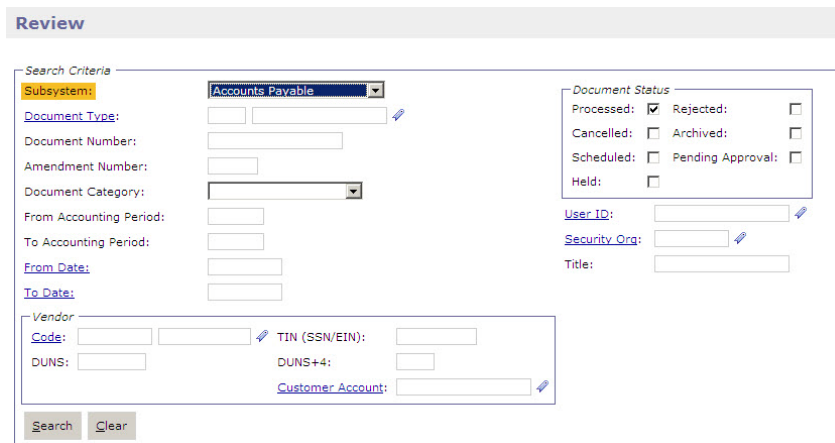
### 2.3.2 How Do I Review A Payment Document Through The Accounts Payable Subsystem?

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

#### Notes

1. Select **Transactions—Accounts Payable—Review Status** 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. Select the desired document from the generated list and click the **View** button.

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

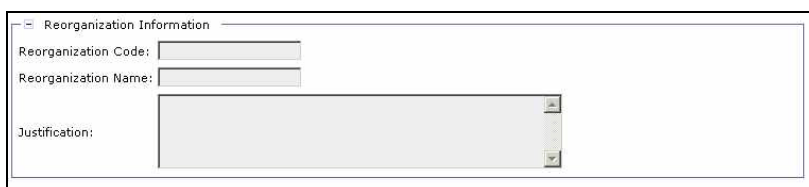
5. Select the **Header Accounting Lines** tab.

*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. Click 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.*

*Notes*

A screenshot of a web form titled 'Reorganization Information'. It contains three input fields: 'Reorganization Code' (a small text box), 'Reorganization Name' (a medium text box), and 'Justification' (a large text area with a vertical scrollbar on the right side).



## 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
3. Reorganization Recoveries Report	General System→ Reorganization	None	Processing From Date Processing To Date Reorganization Type Reorganization Code
4. 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?

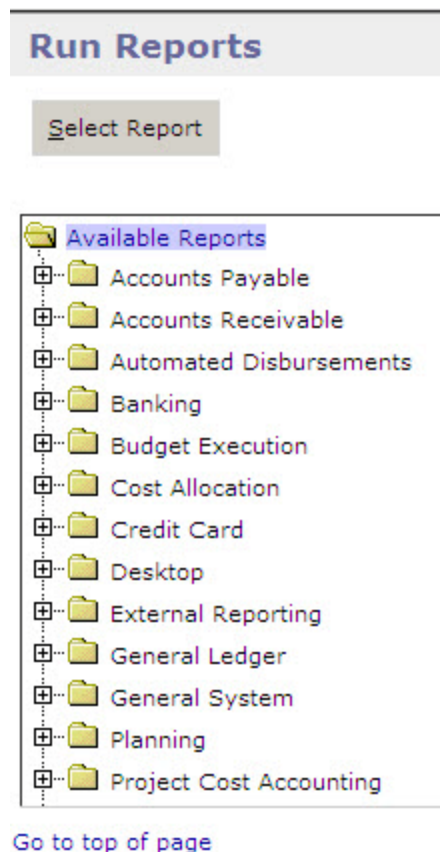
The following steps describe how to run the Reorganization Reports from the Reports menu.

*Notes*

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

*Notes*

The **Run Reports** page will be displayed for the available reports.



3. Double-click the **General System** folder.
4. Select the report to be viewed or printed and click the **Select Report** button.
5. Fill in the **Parameters** group box fields on the **Reporting** page. The **Parameters** group box will vary based on the selected report.
6. Under **Options**, select the desired **Saved Output Format** from the drop down list.  
*Output options are HTML and PDF.*
7. Click the **Run** button to run the report.
  - The selected Reorganization Report will be displayed.

### 3.1.3 What Type Of Information Do Each Of The Reports Provide Me?

- **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.



## 4 Document Level Reorganization Batch Jobs

This section describes general procedures that are required by GSA 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.

### 4.1 What Are The Batch Jobs For The Document Level Reorganization?

**Figure 4-1: : Document Level Reorganization Batch Jobs** 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.

**Figure 4-1: Document Level Reorganization Batch Jobs**

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

### 4.2 What is the Setup for the Document Level Reorganization Batch Jobs?

**Figure 4-2: : Document Level Reorganization Batch Job Setup**, **Figure 4-3: Document Level Reorganization Batch Job Parameter Descriptions**, and **Figure 4-4: : Document Level Reorganization Recoveries Batch Job Setup** list the general information and parameters for the Document Level Reorganization Batch Jobs.

**Figure 4-2: Document Level Reorganization Batch Job Setup**

BATCH JOB SETUP	
GENERAL	
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

BATCH JOB SETUP	
Report Options – File Name Format	
Report Options – File Name	DOCREORG.rpt
Report Options – Location	BATCHSTATS
PARAMETERS	
errorsStopProcessingFlag	'T'
fromDate	
processErrorRecordsFlag	'T'
processOverrideErrorsFlag	'T'
reorgCode	
reorgType	'D'
saveDocumentsToTempFlag	'T'
toDate	
userID	'runbatchreorg'

**Figure 4-3: Document Level Reorganization Batch Job Parameter Descriptions**

Day	Description
errorsStopProcessingFlag	<p>Determines whether the batch job should stop and roll back all uncommitted changes if it encounters an error.</p> <p>The value is T for document level reorg batch job to prevent partial updates to the document chain in case of error.</p> <p>The value is F for global reorg batch job to allow all accounting lines without errors to process.</p>
fromDate	<p>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.</p> <p>The value is blank because all reorg records with past processing date should be processed by the batch job.</p>
processErrorRecordsFlag	<p>Determines whether Reorg records in Error status should be processed by the batch job.</p> <p>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.</p>
processOverrideErrorsFlag	<p>Determines whether overridable errors should be overridden by the batch job.</p> <p>The value is T for document level and global reorg batch jobs to allow overridable errors to be overridden by the batch job.</p>

Day	Description
reorgCode	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	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	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	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	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.

**Figure 4-4: Document Level Reorganization Recoveries Batch Job Setup**

BATCH JOB SETUP	
GENERAL	
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	
Report Options – File Name	DOCRECREORG.rpt
Report Options – Location	BATCHSTATS
PARAMETERS	
deleteRecordsAfterProcessing	'T'
fiscalMonth	

BATCH JOB SETUP	
fiscalYear	
processingFromDate	
processingToDate	
reorganizationCode	'D'
userID	'runbatchreorg'

### 4.3 What Are The Common Reorganization Errors?

**Figure 4-5: 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.	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.	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.	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 clicking 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.	Document Level Only.  Resolve the error described in the Relationship Edit prior to reprocessing the reorg record.



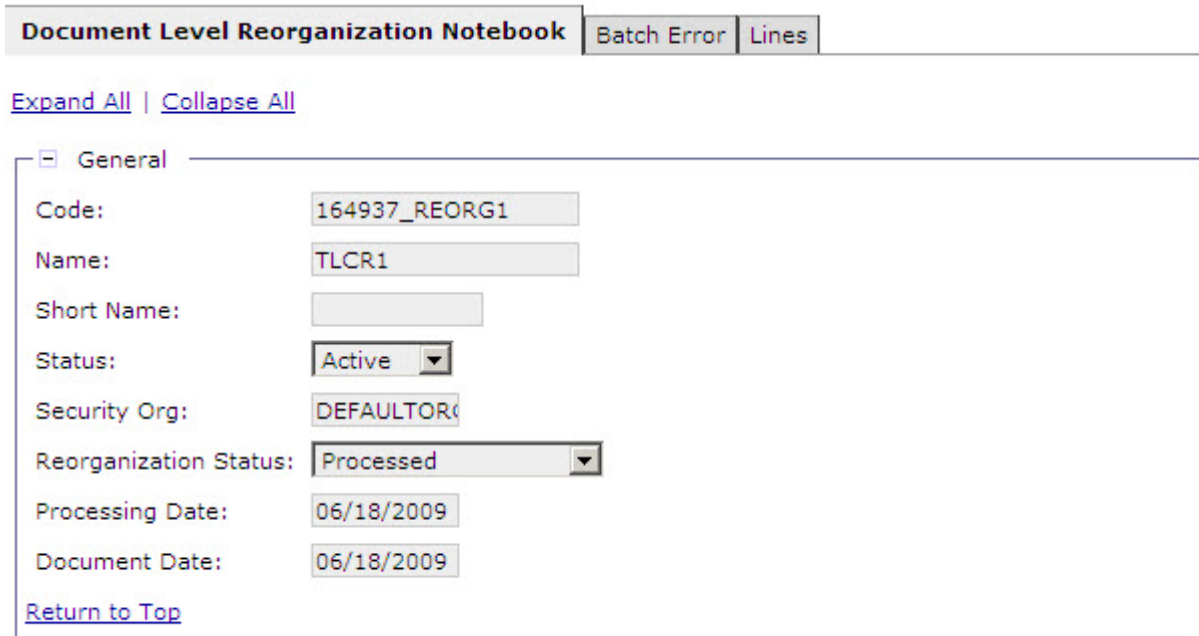
Error Code	Description	Solution
PC0072E	The transaction date must be within the External Direct agreement start date and end bill date.	<p>Document Level Only.</p> <p>The agreement listed on the accounting line or in the To Accounting is expired.</p> <p>Choose a different agreement or enter a Document Date on the General Information page of the Reorganization Notebook that is within the effective dates of the agreement.</p>

## 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. The first page of the **Document Level Reorganization Notebook** is the **General** page. The **General** page contains information about the reason for the reorganization and the dates of when the reorganization is to take place. **Figure A-1: General Page displays the General Page of the Document Level Reorganization Notebook.**

**Figure A-1: General Page**



The screenshot shows the 'Document Level Reorganization Notebook' interface. At the top, there are tabs for 'Batch Error' and 'Lines'. Below the tabs, there are links for 'Expand All' and 'Collapse All'. The 'General' section is expanded, showing the following fields and values:

- Code: 164937\_REORG1
- Name: TLCR1
- Short Name: (empty)
- Status: Active (dropdown menu)
- Security Org: DEFAULTORC
- Reorganization Status: Processed (dropdown menu)
- Processing Date: 06/18/2009
- Document Date: 06/18/2009

At the bottom of the 'General' section, there is a link for 'Return to Top'.

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

**Figure A-2: General Page Field and Button 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.
Status	Active or Inactive	Drop down list.

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.	Optional. GSA not using.
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.	Required. GSA will be using the Current Date.
Document Date	The date that will be on the documents that are reorganized.	Optional.
Justification	Displays the Justification information for this document level reorganization. It is a free text field 255 characters long.	Required. Name of person requesting the action and any additional descriptive information.
Accounting Period Options (group box)	The Use Current Accounting Period option will default. The current accounting period must be open.	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
Processing Rules (group box)		
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.	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.	Optional. Defaults to False and GSA will leave this option as unchecked.

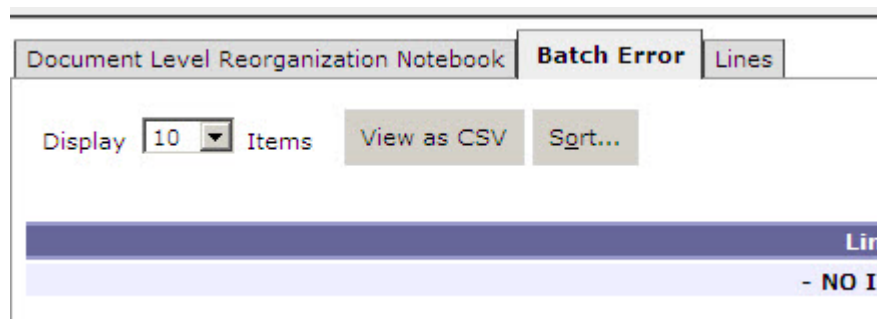
Field Name	Description	Features
Ignore Contract Spending Controls (check box)	If this option is checked, when performing the reorganization to the document chain, it will ignore any contract spending controls that may occur during the reorganization.	Optional. Defaults to False and GSA will leave this 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.	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.	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.	Optional. Defaults to False and GSA will leave this option as unchecked.
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.	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.	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.	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.	Optional. GSA will check this option.
Properties (group box)		
Last Modified box	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.
Modification Date	Contains the modification date.	System – maintained.

Field Name	Description	Features
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.
Batch Errors (Tab)	Displays the Batch Errors page.	System-maintained.
Save (button)	Saves the document level reorganization.	Required.

### A.1.1 Batch Errors Button

The **Batch Errors** tab displays the **Batch Errors** page that displays the batch errors encountered for this reorganization. **Figure A-3: Batch Errors Group Box** displays the **Batch Errors** page.

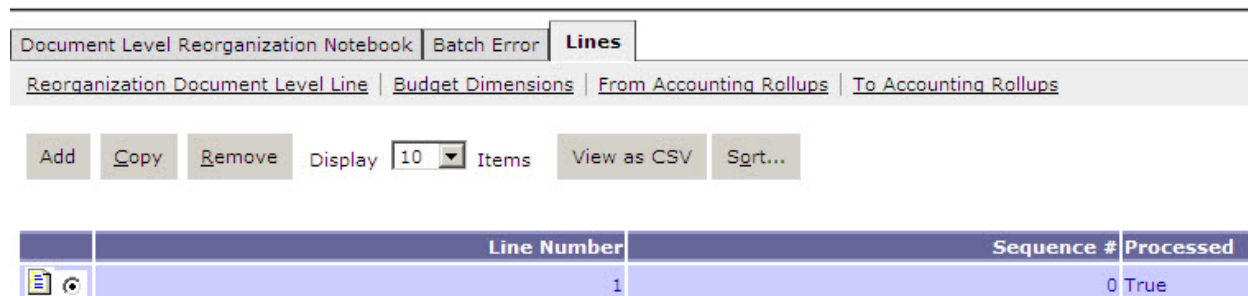
**Figure A-3: Batch Errors Group Box**



### A.2 Reorganization Lines Page

The **Reorganization Lines** page contains document accounting line information associated with the reorganization. This page will display the accounting template to be changed and the accounting template that will be used by reorganization to update the document chain. **Figure A-4: Reorganization Lines Page** displays the **Reorganization Lines** page of the **Document Level Reorganization Notebook**.

**Figure A-4: Reorganization Lines Page**



**Figure A-5: Reorganization Lines Page Field and Button Descriptions** provides information about **Reorganization Lines** page fields and buttons for the reorganization.

**Figure A-5: Reorganization Lines Page Field and Button Descriptions**

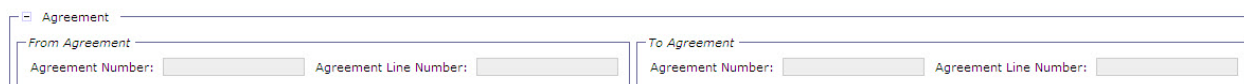
Field Name	Description	Features
Line Number	A number that uniquely identifies the current line.	Pegasys will default this value to the next sequential number from the highest line number already entered.  System-maintained.
Processed (check box)	Indicates whether this reorganization line has been processed.	System-maintained.
Sequence #	Identifies the order sequence when reorganizing lines. Pegasys will default to next sequence #.	Optional.  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.
Referenced Document (group box)		
Document Reference	The first document number in the chain to be reorganized.	Required.  Click 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.
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.

Field Name	Description	Features
Budget Dimensions (tab)	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.2.1 Agreement Group Box

The **Agreement Number** group box contains agreement number information from the selected document number for the document level reorganization. **Figure A-6: Agreement Number** Dialog Box displays the **Agreement Number** dialog box.

**Figure A-6: Agreement Number Dialog Box**



**Figure A-7: Agreement Number Dialog Box** Field Descriptions provides additional information about the **Agreement Number** fields.

**Figure A-7: Agreement Number Dialog Box Field Descriptions**

Field Name	Description	Features
From Agreement (group box)		
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.
To Agreement (group box)		
Agreement Number	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the document level reorganization.	Optional.  Click on the hyperlink to search for a value. Enter only the numeric portion of the agreement number in Field 1.

Field Name	Description	Features
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.2.2 Spending Adjustment Recovery Options

The Spending Adjustment Recovery Options group box contains To and From Adjustment Recovery Options as shown in **Figure A-8: Spending Adjustment Recovery Options Group Box**.

**Figure A-8: Spending Adjustment Recovery Options Group Box**



**Figure A-9: Spending Adjustments/Recovery Options Group Box Field Descriptions** provides additional information about the fields.

**Figure A-9: Spending Adjustments/Recovery Options Group Box Field Descriptions**

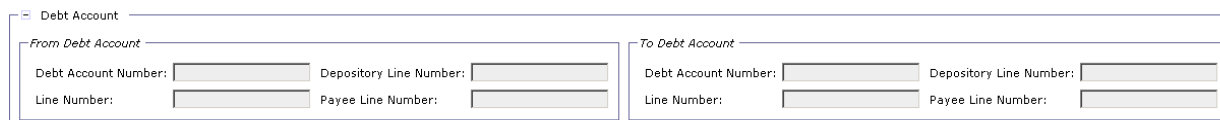
Field Name	Description	Features
Recovery Option	When set to Regenerate, recoveries will be created as if the user made the corrections on line. When set to Exclude, the reorganization process will be prevented from reallocating the recoveries. When set to Backout, the recoveries that were recorded in the From dimensions at the time the transaction was initially processed will be zeroed out. When set to Transfer, the recoveries that were recorded as the transaction was initially processed will be reallocated and moved to the specified To dimensions.	System-maintained.
Spending Adjustment Option	When set to Regenerate, adjustments will be created as if the user made the corrections on line. When set to Exclude, the reorganization process will be prevented from reallocating the adjustments. When set to Backout, the adjustments that were recorded in the From dimensions at the time the transaction was initially processed will be zeroed out. When set to Transfer, the adjustments that were recorded as the transaction was initially processed will be reallocated and moved to the specified To dimensions.	System-maintained.

## A.2.3 Debt Account

The Debt Account group box contains debt account information as shown in **Figure A-10: Debt Account Group Box**.



**Figure A-10: Debt Account Group Box**



**Figure A-11: Debt Account Group Box Field Descriptions** provides additional information about the fields.

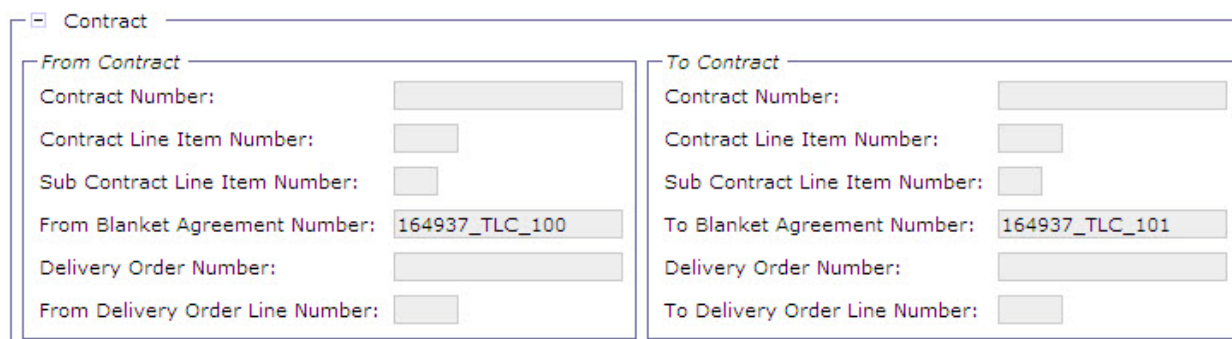
**Figure A-11: Debt Account Group Box Field Descriptions**

Field Name	Description	Features
From Debt Account group box		
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
To Debt Account group box		
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.2.4 Contract

The **Contract** group box contains contract number information from the selected document number for the document level reorganization as shown in **Figure A-12: Contract Group Box**.

**Figure A-12: Contract Group Box**



**Figure A-13: Contract Group Box Field Descriptions** provides additional information about the Contract group box.

**Figure A-13: 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.2.5 From Accounting Group Box

**Figure A-14: From Accounting Strip** displays the From Accounting Strip group box.

**Figure A-14: From Accounting Strip**

Accounting Strip

From Accounting Strip

Accounting Template:

BBFY:

EBFY:

Fund:

Region:

Org Code:

Program:

Project Code:

Activity:

Sub-Object Class:

Revenue Source:

Sub Revenue Source:

Building #:

System:

Vehicle Tag #:

Work Item:

ABC Activity:

Reimbursable Sub-Object Class:

Reimbursable Sub Object:

BETC:

Cost Organization:

Cohort Year:

PRC:

**Figure A-15: From Accounting Strip Field Descriptions**

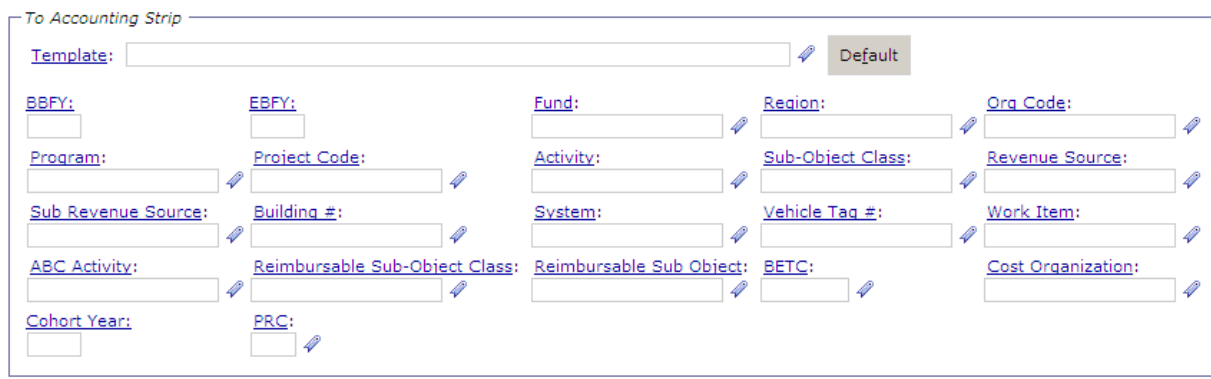
Field Name	Description	Features
Template	The accounting template used to obtain the accounting strip.  Valid values are listed in the Accounting Template Maintenance table.	System-maintained.  Will default based on the document and line number selected.
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields:  Field 1: Beginning Budget Fiscal Year (BBFY).  Field 2: Ending Budget Fiscal Year, if applicable. (EBFY).	System-maintained.  Will default based on the document and line number selected.
Fund	The fund code of the accounting strip.  Valid values are listed in the Fund Maintenance table.	System-maintained.  Will default based on the document and line number selected.
Reg	The region code of the accounting strip.  Valid values are listed in the Region Maintenance table.	System-maintained.  Will default based on the document and line number selected.
Program	The program code of the accounting strip.  Valid values are listed in the Program Maintenance table.	System-maintained.  Will default based on the document and line number selected.
Activity	The Activity code of the accounting strip.	System-maintained.
Org	The organization code of the accounting strip.  Valid values are listed in the Organization Maintenance table.	System-maintained.  Will default based on the document and line number selected.
Sub-Object Class	The sub object class of the accounting strip.  Valid values are listed in the Sub Object Class Maintenance table.	System-maintained.  Will default based on the document and line number selected.
Sub	Currently not in use.	
Activity	The Activity code of the accounting strip.  Valid values are listed in the Activity Maintenance table.	System-maintained.  Will default based on the document and line number selected.
Proj	The project/grant/case number/audit number code/profit center of the accounting strip.  Valid values are listed in the Project Maintenance table.	System-maintained.  Will default based on the document and line number selected.

Field Name	Description	Features
Sub	Currently not in use.	
Bldg #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	System-maintained. Will default based on the document and line number selected.
Wrk Itm	The work item/work category code of accounting strip. Valid values are listed in the Sub Project Maintenance table.	System-maintained. Will default based on the document and line number selected.
Syst	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	System-maintained. Will default based on the document and line number selected.
Veh Tag#	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	System-maintained. Will default based on the document and line number selected.
Cost Org	Currently not in use.	
Sub	Currently not in use.	
CBFYs	Canceled Budget Fiscal Year(s) that the form has been processed against.	System-maintained. Will default based on the document and line number selected.
Cancelled Fund	The cancelled fund code that the form has been processed against.	System-maintained. Will default based on the document and line number selected.

## A.2.6 To Accounting Group Box

**Figure A-16:** *To Accounting Strip* displays the To Accounting Strip group box.

**Figure A-16: To Accounting Strip**



The screenshot shows the 'To Accounting Strip' form with a 'Template' dropdown set to 'Default'. The form contains the following fields:

- BBFY:** [Input Field]
- EBFY:** [Input Field]
- Fund:** [Input Field]
- Region:** [Input Field]
- Org Code:** [Input Field]
- Program:** [Input Field]
- Project Code:** [Input Field]
- Activity:** [Input Field]
- Sub-Object Class:** [Input Field]
- Revenue Source:** [Input Field]
- Sub Revenue Source:** [Input Field]
- Building #:** [Input Field]
- System:** [Input Field]
- Vehicle Tag #:** [Input Field]
- Work Item:** [Input Field]
- ABC Activity:** [Input Field]
- Reimbursable Sub-Object Class:** [Input Field]
- Reimbursable Sub Object:** [Input Field]
- BETC:** [Input Field]
- Cost Organization:** [Input Field]
- Cohort Year:** [Input Field]
- PRC:** [Input Field]

**Figure A-17: To Accounting Strip Field Descriptions**

Field Name	Description	Features
Template	The accounting template used to obtain the accounting strip.  Valid values are listed in the Accounting Template Maintenance table.	Required.  Click on the hyperlink to search for values
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields:  Field 1: Beginning Budget Fiscal Year (BBFY).  Field 2: Ending Budget Fiscal Year, if applicable (EBFY).	Required.  Will default based on the accounting template selected.
Fund	The fund code of the accounting strip.  Valid values are listed in the Fund Maintenance table.	Required.  Will default based on the accounting template selected.
Reg	The region code of the accounting strip.  Valid values are listed in the Region Maintenance table.	Will default based on the accounting template selected.
Program	The program of the accounting strip.  Valid values are listed in the Program Maintenance table.	Will default based on the accounting template selected.
Org	The organization code of the accounting strip.  Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.
Sub-Object Class	The Sub-Object Class of the accounting strip.  Valid values are listed in the Sub-Object Class Maintenance table.	Required.  Click on the hyperlink to search for a value.
Sub	Currently not in use.	
Activity	The activity code of the accounting strip.  Valid values are listed in the Activity Maintenance table.	May default and/or may become required, based on the accounting template selected.  Click on the hyperlink to search for values
Proj	The project/grant/case number/audit number code/profit center of the accounting strip.  Valid values are listed in the Project Maintenance table.	May default and/or may become required, based on the accounting template selected.  Click on the hyperlink to search for values
Sub	Currently not in use.	

Field Name	Description	Features
Bldg#	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	May default and/or may become required, based on the accounting template selected. Click on the hyperlink to search for values
Wrk Itm	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	May default and/or may become required, based on the accounting template selected. Click on the hyperlink to search for values
Syst	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	May default and/or may become required, based on the accounting template selected. Click on the hyperlink to search for values
Veh Tag#	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	May default and/or may become required, based on the accounting template selected. Click on the hyperlink to search for values
Cost Org	Currently not in use.	
Sub	Currently not in use.	
CBFYs	Canceled Budget Fiscal Year(s) that the form will be processed against.	May default and/or may become required, based on the accounting template selected.
Cancelled Fund	The cancelled fund code that the form will be processed against.	May default and/or may become required, based on the accounting template selected.
Rollups (tabs)	GSA not using.	Disabled.
Save (button)	Saves the information on the document reorganization notebook and changes the status to Awaiting Approval.	Required.