



Planning

Pegasys 6.5.0 User Guide

General Services Administration

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Pegasys 6.5 Upgrade

Final

April 14, 2011

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1 Introduction

The Planning Subsystem is a flexible tool which allows you to specify the type of information you want to track in Pegasys. As the planning user, you determine the structure of the plan, its accounting dimensions (fund, project, organization, etc.), and the period over which transactions are recorded. Query and reporting tools allow you to analyze the information. This packet of resources will help you understand the Planning Subsystem and provide you with basic instructions to create your own plans.

This packet contains:

- **Planning Pointers**—Suggestions and cautions to keep in mind when working with plans.
- **Plan Map Worksheet**—Table for recording setup information prior to entering a plan in Pegasys.
- **Sample Plans**—List of model plans in Pegasys to be used for review or as a foundation for copying.
- **Planning Step By Step Instructions**—Detailed documentation for creating, copying, and querying plans.

2 Planning Pointers

1. The highest level of a plan is called the operating plan. This term should not be confused with the operating plan of a budget.
2. The recommended naming convention for the highest level of a plan is:
user initials-fiscal year-fund-dimension(s)
i.e. UIN-FY06-262X-TRAVEL-00
3. At the top level of the plan, begin the plan name with your initials to aid in identifying your plan. Use all upper case.
4. At the lower levels, begin the sub plan name with S1 (for sublevel 1 sub plans), S2 (for sublevel 2 sub plans), etc. to aid in identifying the plan level.
5. For each dimension, a plan can track only one summary level. For example, a plan can track Major Object Class at one level and Sub Object Class at a lower level, or it can track Object Class and Sub Object Class, but it cannot track Major Object Class and Object Class within the same plan.
6. The 'Other' sub plan created when the Maintain 'Other' option is used should not be confused with the Major Object Class OTHER.
7. Baseline all plans in order to track changes. Include your initials when citing the reason for making baseline changes. Once a plan is baselined, it cannot be "unbaselined".
8. If you wish to make changes to the dimensions of a plan after it has been processed, delete sub plans, or add new sub plans, copy the original plan and make changes in the new plan. You cannot make these types of changes once transactions have been processed against the plan.
9. When a plan is copied, all supervisors associated with the original plan are also associated with the new plan.
10. The accounting period of a plan may be a few months or span several years.
11. If a plan is enabled sometime after the accounting period start date, a separate plan rebuild process must be performed to update the plan with all relevant transactions.

For more information consult:

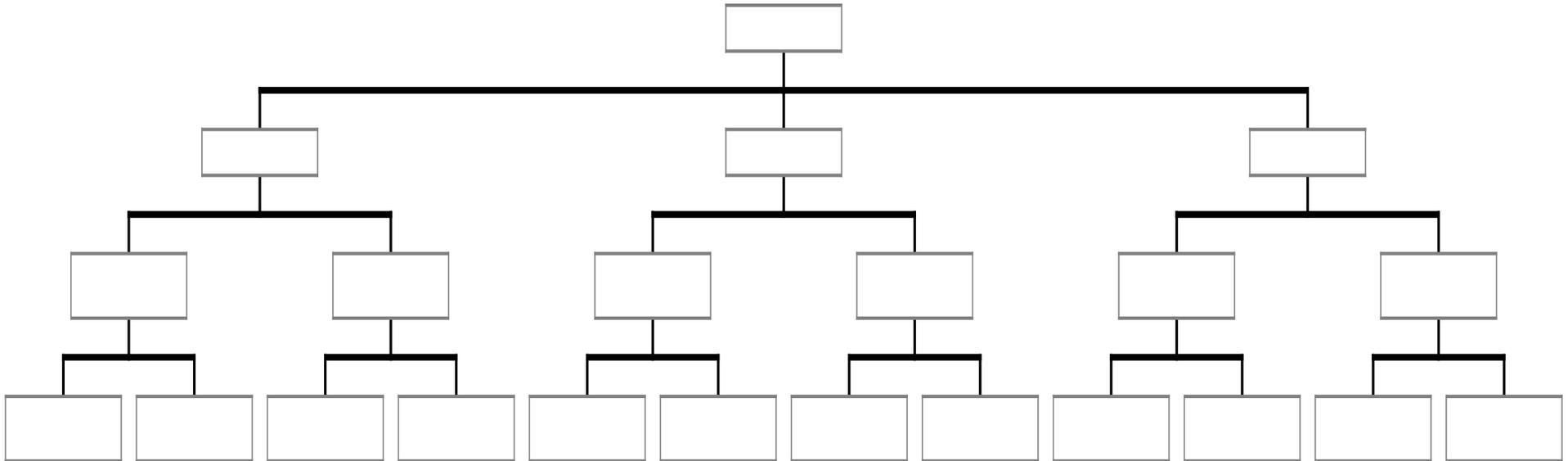
Planning Step-By-Step Instructions
Functional Coordinator/Service Rep.
Pegasys Web Sites:
www.pegasys.gsa.gov
support.pegasys.gsa.gov
Pegasys Hotline (202) 501-HELP

3 Map Plan Worksheet

It is helpful to map out your plan before you actually enter it in Pegasys. The Map Plan Worksheet provides a table in which to enter the relevant information pertaining to your plan.

3.1 Map Plan Worksheet

Accounting Period	Start Date:	End Date:
Frequency	<input type="checkbox"/> Total <input type="checkbox"/> Annual	<input type="checkbox"/> Quarter <input type="checkbox"/> Month
Plan Fund Control	<input type="checkbox"/> Obligation Based <input type="checkbox"/> Expense Based	
Plan Option	<input type="checkbox"/> Obligations <input type="checkbox"/> Commitments	<input type="checkbox"/> Pre-Commitments
Supervisor(s):		



4 Sample Plans

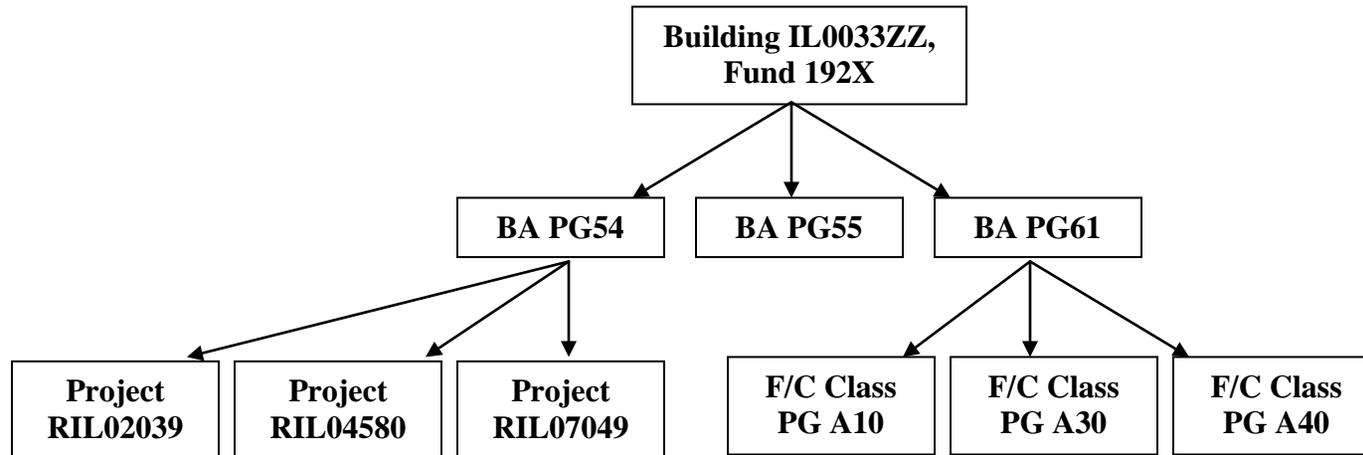
As a Planning User, you have access to many of the plans in Pegasys. Several sample plans have been created specifically as models for the plans you may wish to create. Use these plans to review the structures of a plan or copy them as the foundation for your own plans. New sample plans will continue to be entered.

Here is a list of the sample plans currently in Pegasys. All the levels of each plan are illustrated in a diagram. The actual plan can be found in Pegasys by searching on the word SAMPLE or by entering the full name of the plan.

1. SAMPLE-FY03-FUND-BUILDING-BA-PROJECT-FCCLASS
2. SAMPLE-FY03-FUND-BA-ORGCODE-OBJCLASS
3. SAMPLE-FY03-FUND-BA-ORG-PROJECT
4. SAMPLE-FY03-FUND-CE-ORG
5. SAMPLE-FY03-FUND-OBJCLS-CE
6. SAMPLE-FY03-FUND-BA-ORG-MOC
7. SAMPLE-FY03-FUND-BA-ORG-OBJCLS-FCCAT

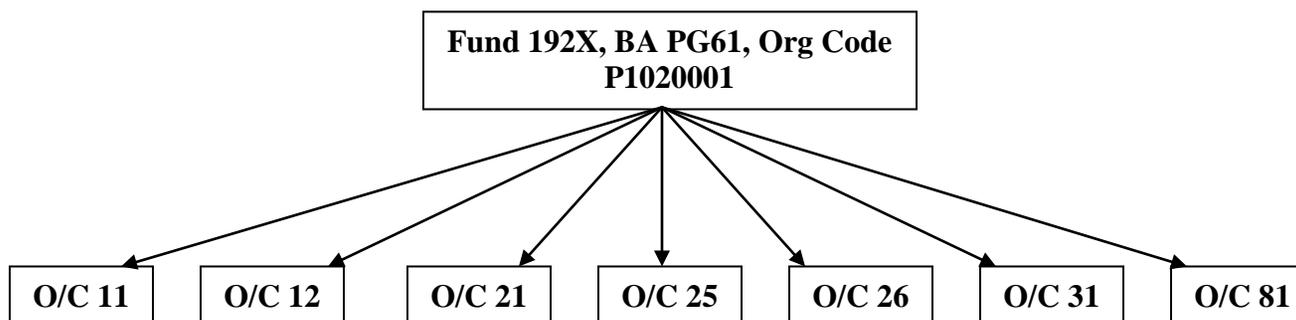
4.1 SAMPLE-FY03-FUND-BUILDING-BA-PROJECT-FCCLASS

Accounting Period	Start Date: 01/2003	End Date: 12/2003		
Frequency	<input checked="" type="checkbox"/> Total	<input type="checkbox"/> Annual	<input type="checkbox"/> Quarter	<input type="checkbox"/> Month
Plan Fund Control:	<input checked="" type="checkbox"/> Obligation Based		<input type="checkbox"/> Expense Based	
Plan Option	<input checked="" type="checkbox"/> Obligations	<input checked="" type="checkbox"/> Commitments	<input type="checkbox"/> Pre-Commitments	
Supervisor(s):				



4.2 SAMPLE-FY03-FUND-BA-ORGCODE-OBJCLASS

Accounting Period	Start Date: 01/2003	End Date: 12/2003
Frequency	<input checked="" type="checkbox"/> Total <input type="checkbox"/> Annual	<input type="checkbox"/> Quarter <input type="checkbox"/> Month
Plan Fund Control:	<input checked="" type="checkbox"/> Obligation Based	<input type="checkbox"/> Expense Based
Plan Option	<input checked="" type="checkbox"/> Obligations <input checked="" type="checkbox"/> Commitments	<input type="checkbox"/> Pre-Commitments
Supervisor(s):		



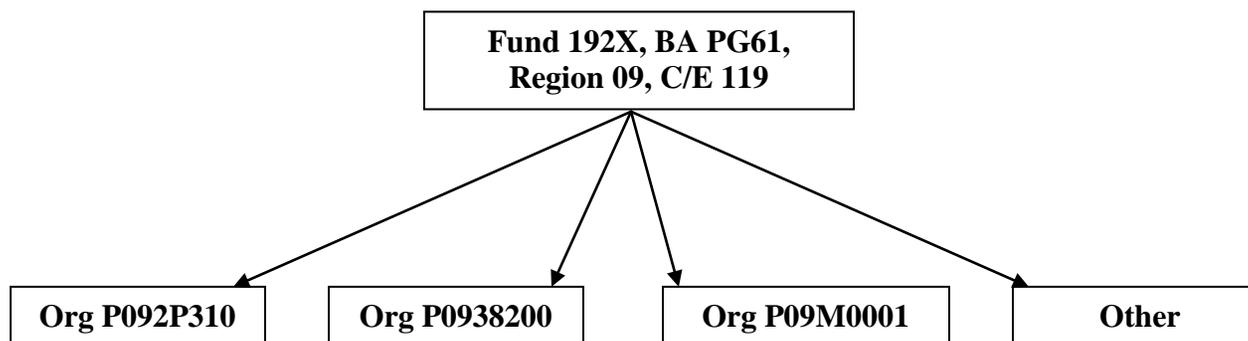
4.3 SAMPLE-FY03-FUND-BA-ORG-PROJECT

Accounting Period	Start Date: 01/2003 End Date: 12/2003			
Frequency	<input checked="" type="checkbox"/> Total	<input type="checkbox"/> Annual	<input type="checkbox"/> Quarter	<input type="checkbox"/> Month
Plan Fund Control:	<input checked="" type="checkbox"/> Obligation Based		<input type="checkbox"/> Expense Based	
Plan Option	<input checked="" type="checkbox"/> Obligations	<input checked="" type="checkbox"/> Commitments	<input type="checkbox"/> Pre-Commitments	
Supervisor(s):				

Fund 192X, BA PG54, Org P1025111, Project RAZ05271

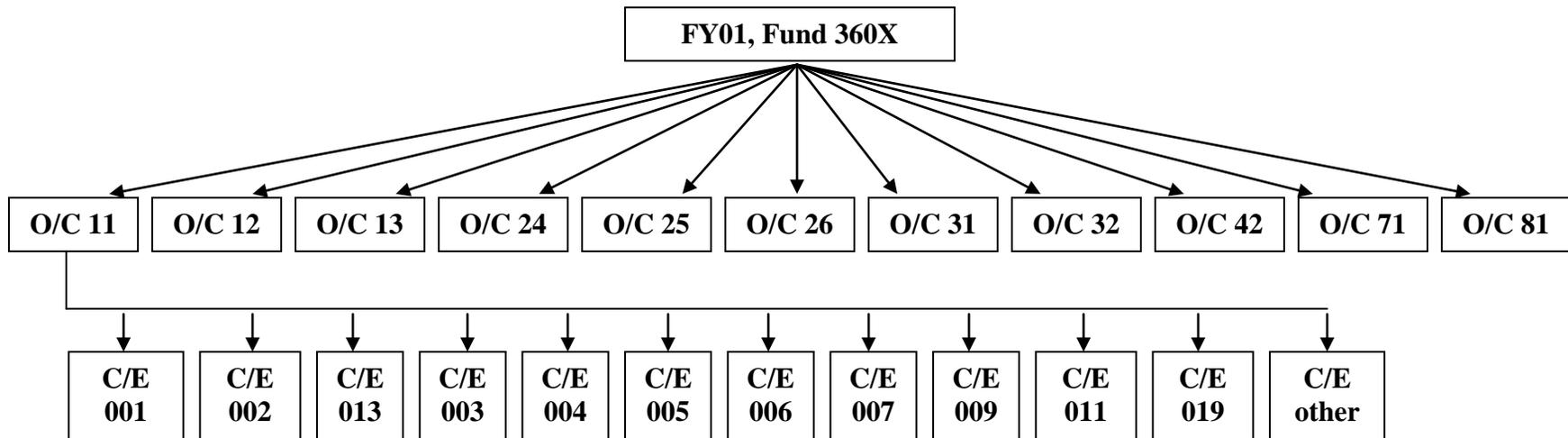
4.4 SAMPLE-FY03-FUND-CE-ORG

Accounting Period	Start Date: 01/2003	End Date: 12/2003	
Frequency	<input checked="" type="checkbox"/> Total	<input type="checkbox"/> Annual	<input type="checkbox"/> Quarter <input type="checkbox"/> Month
Plan Fund Control:	<input checked="" type="checkbox"/> Obligation Based	<input type="checkbox"/> Expense Based	
Plan Option	<input checked="" type="checkbox"/> Obligations	<input checked="" type="checkbox"/> Commitments	<input type="checkbox"/> Pre-Commitments
Supervisor(s):			



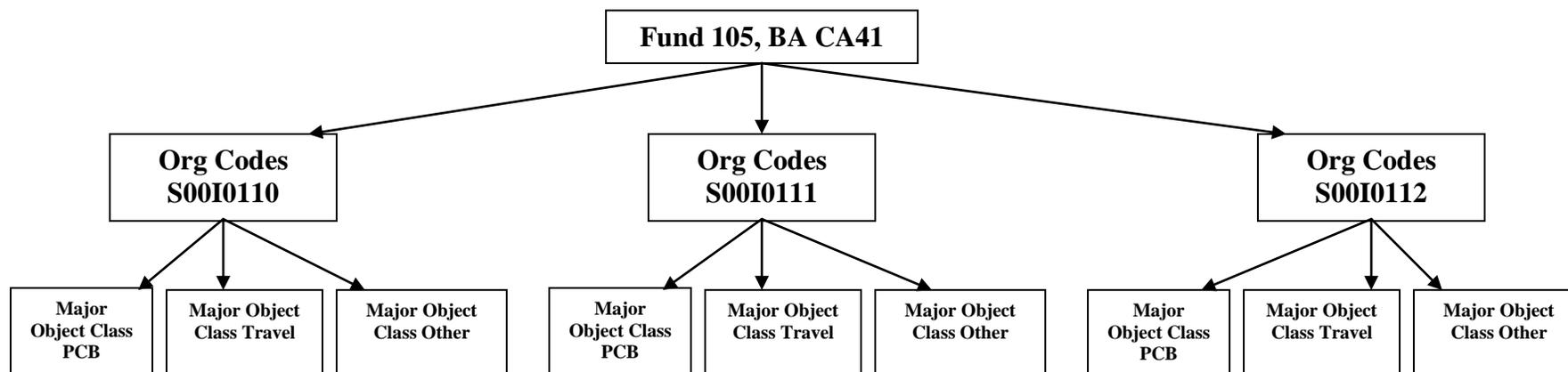
4.5 SAMPLE-FY03-FUND-OBJCLS-CE

Accounting Period	Start Date: 01/2003	End Date: 12/2003		
Frequency	<input checked="" type="checkbox"/> Total	<input type="checkbox"/> Annual	<input type="checkbox"/> Quarter	<input type="checkbox"/> Month
Plan Fund Control:	<input type="checkbox"/> Obligation Based		<input checked="" type="checkbox"/> Expense Based	
Plan Option	<input checked="" type="checkbox"/> Obligations	<input checked="" type="checkbox"/> Commitments	<input checked="" type="checkbox"/> Pre-Commitments	
Supervisor(s):				



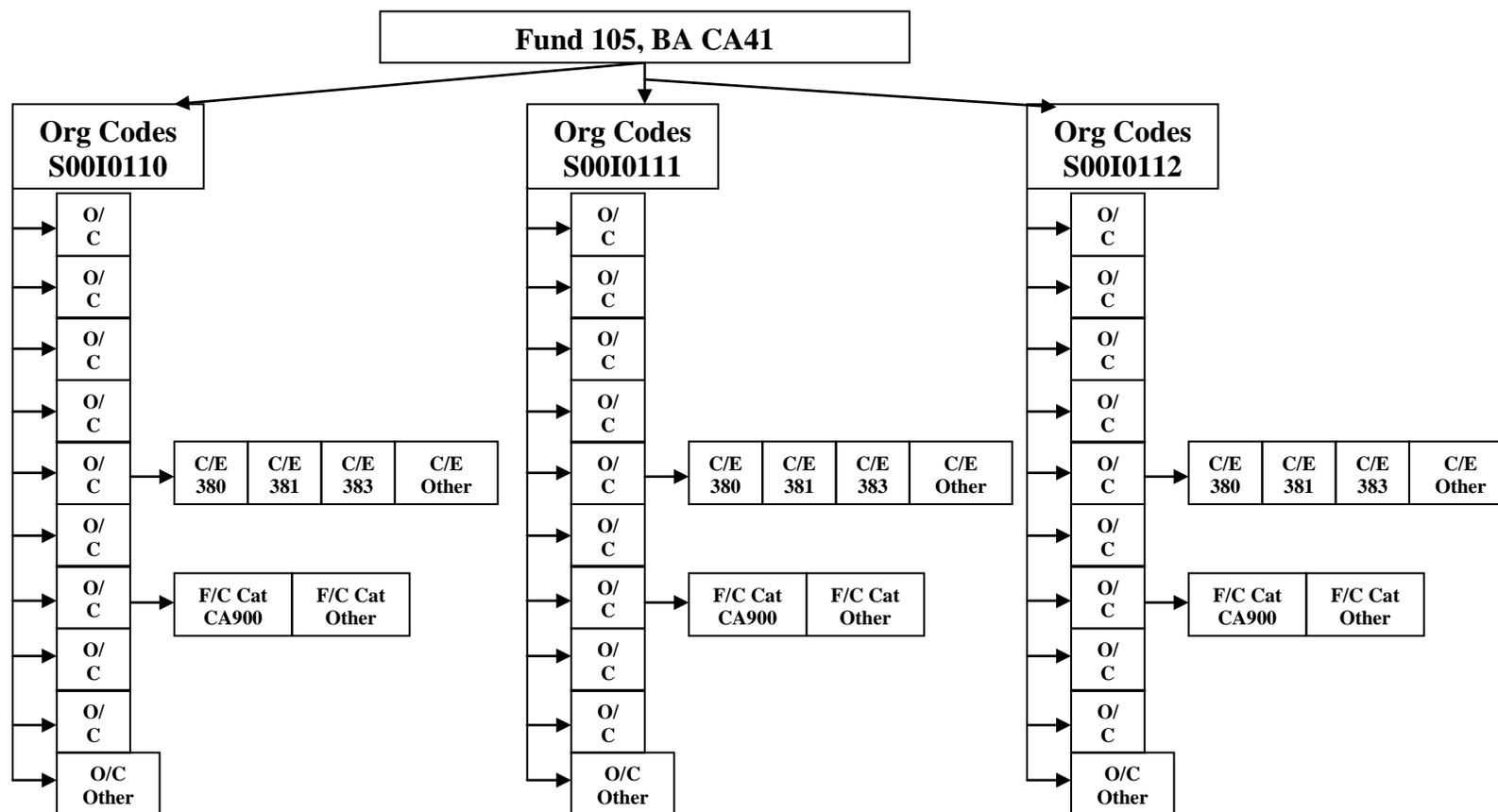
4.6 SAMPLE-FY03-FUND-BA-ORG-MOC

Accounting Period	Start Date: 01/2003	End Date: 12/2003		
Frequency	<input checked="" type="checkbox"/> Total	<input type="checkbox"/> Annual	<input type="checkbox"/> Quarter	<input type="checkbox"/> Month
Plan Fund Control:	<input checked="" type="checkbox"/> Obligation Based		<input type="checkbox"/> Expense Based	
Plan Option	<input checked="" type="checkbox"/> Obligations	<input checked="" type="checkbox"/> Commitments	<input checked="" type="checkbox"/> Pre-Commitments	
Supervisor(s):				



4.7 SAMPLE-FY03-FUND-BA-ORG-OBJCLS-FCCAT

Accounting Period	Start Date: 01/2003	End Date: 12/2003
Frequency	<input checked="" type="checkbox"/> Total <input type="checkbox"/> Annual	<input type="checkbox"/> Quarter <input type="checkbox"/> Month
Plan Fund Control:	<input type="checkbox"/> Obligation Based	<input checked="" type="checkbox"/> Expense Based
Plan Option	<input checked="" type="checkbox"/> Obligations <input checked="" type="checkbox"/> Commitments	<input checked="" type="checkbox"/> Pre-Commitments
Supervisor(s):		

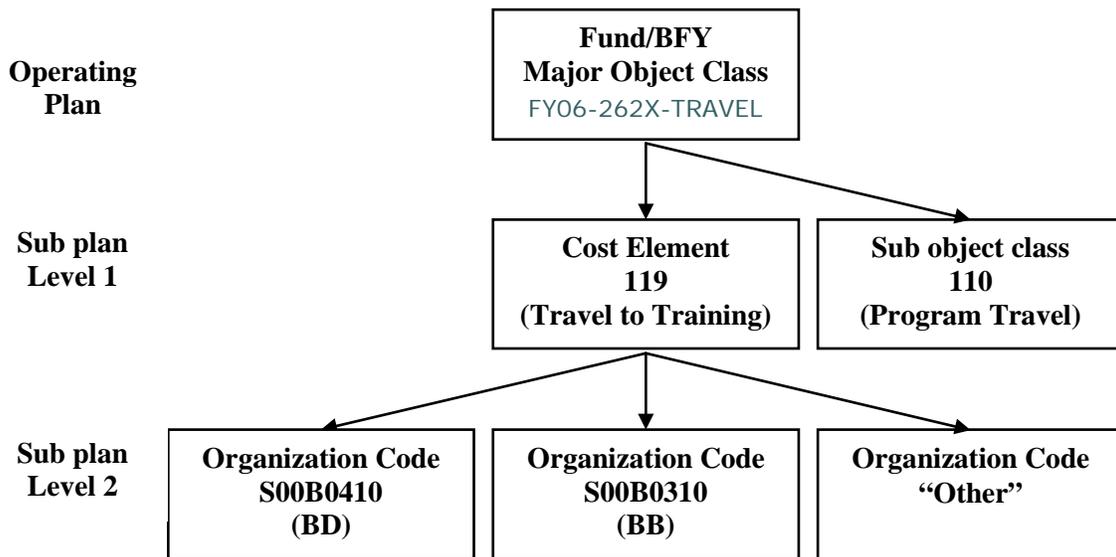


5 Planning Concepts

5.1 Plan Scenario

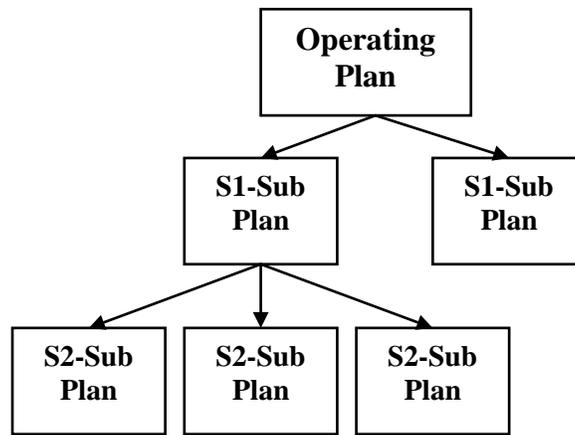
The Planning Subsystem in Pegasys provides the ability to track and analyze spending independent of budget structures. It is especially useful to track spending in a manner different from an agency’s formal budget structure. The Planning Subsystem permits tracking by building, projects, major object class, and any combination of accounting dimensions.

This set of instructions demonstrates the steps for creating a sample plan. In this example, a program office would like to track travel for various associated Sub Object Class codes using Fund 262X for 2006. Furthermore, the office would like to track a specific Sub Object Class code across various organizations.



Note: All subsequent illustrations demonstrate the steps for creating this plan.

5.2 Planning Terms



- **Plan**—a plan is made up of its operating plan and any additional sub plans.
- **Operating Plan**—the plan at the highest level. All plans have at least an operating plan. **Note:** *In the Planning Subsystem, the term “operating plan” should not be confused with the operating plan of a budget.*
- **SubLevel Plans**—all sub plans beneath the operating plan. The Planning Subsystem allows up to six sublevels.

Although plans are structured in a manner similar to budgets, each level of a plan is defined by the user, unlike budget levels which are predefined and cannot change.

5.3 Planning Notebook

In Pegasys, all of the information pertaining to a plan is organized in the Planning Notebook. The tabs along the top are used to go to different pages of the notebook, including plan options and setup for the sub plan(s).

5.3.1 Notebook Pages

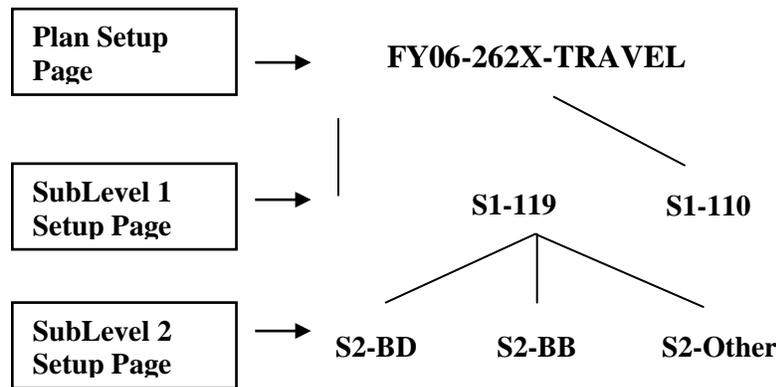
- **Plan Setup page** contains settings such as the plan name, dollar amounts, spending controls, and frequency for the operating plan level. It also contains the dimensions such as fund, fiscal year, region, organization, program, sub object class, and project for the operating plan level.
- **Supervisors page** allows the user to designate the supervisors for the plan and specify the actions each supervisor can perform (ex. View, Edit, Delete).
- **Miscellaneous Items page** allows the user to enter miscellaneous supporting items used to track spending items.
- **FTE Items page** allows the user to enter Full Time Equivalent (‘FTE’) items used to track spending items.

- **SubLevel Setup page(s)** contain settings such as the plan name, dollar amounts, spending controls, and frequency for each different sub plan level. From the SubLevel Setup pages, the **Sub Plan Time Distribution** pages are also accessible, and display how funding is distributed for each sub plan for all levels of the plan.
- **Plan Time Distribution page** shows how funding is distributed for each period for all levels of the plan.



Note: To create an operating plan or a sub plan, information must be entered on two different pages.

1. **Plan, SubLevel 1, or SubLevel 2 Setup**—enter Name, Frequency, Amount, etc., including Dimensions setup: enter the fund, fiscal year, region, organization, program, sub object class, or project.



5.4 Naming Conventions

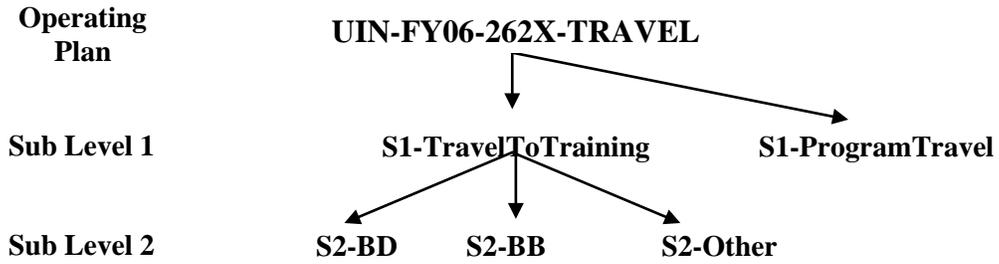
Plan names must be less than 61 characters in length. Only the first few characters of each name are displayed in the planning notebook; therefore, concise names are preferred.

It is suggested that the top level of the plan be named using the user’s initials, fund, fiscal year, and any additional dimensions. Names of sub plans should indicate the sublevel as well as the plan dimension.

S1 = Sub Plan Level 1

S2 = Sub Plan Level 2

Note: Although Pegasys permits upper and lower case letters in the plan name, use all upper case letters to avoid confusion. In Pegasys, *UIN-FY06-262X-TRAVEL* and *uin-FY06-262X-TRAVEL* are considered two different plans.



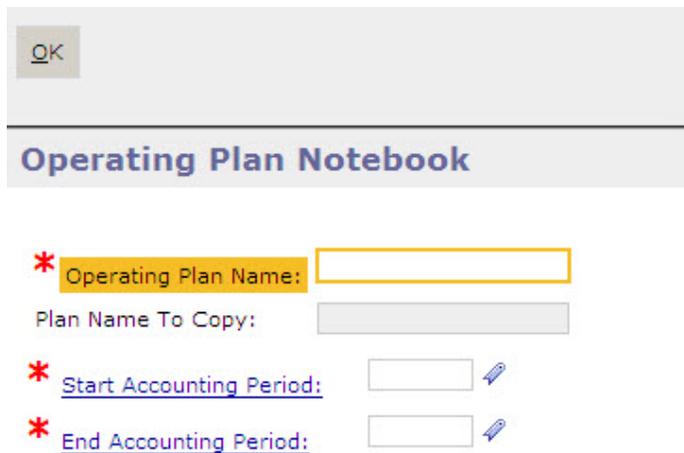
6 Creating a New Plan

Notes

1. Select **Transactions—Planning—Operating Plan Notebook** from the menu bar. The Operating Plan Notebook search page appears.



2. Click the **New** button. The Operating Plan Notebook page appears.



3. In the **Plan Name** box, type a name following the recommended naming convention see **Section 5.4: Naming Conventions**.
4. Enter the **Start Accounting Period** and **End Accounting Period** fiscal dates.
Note: *01/2009 is the first month in fiscal year 2009, or October 2008, and 12/2008 is the last month in the fiscal year, or September 2008. The accounting period can be as short as a couple of months or span fiscal years. If dates prior to the current period are selected, a separate rebuild process must be performed so that past spending transactions update the plan.*
5. Click the **OK** button.

Note: *The Plan Name To Copy field is not enabled because a new plan is now being created. If the user were copying an existing plan, then this field would contain the plan name to be copied. Review Section 4 on how to copy an existing plan.*

6.1 The Plan Setup Page

Figure 6-1: Plan Setup Page



The screenshot shows the 'Plan Setup' page with the 'General' tab selected. The page has a navigation bar with tabs: Plan Setup, Supervisors, Miscellaneous Items, FTE Items, SubLevel 1 Setup, and Plan Time Distribution. Below the navigation bar are links for 'Expand All' and 'Collapse All'. The 'General' section contains the following fields and settings:

- Name:** UIN-FY01-262X-TRAVE
- Status:** Active
- Plan Funds Control:** Obligation
- Enabled:**
- Available Amount:** No Collections
- Start Accounting Period:** 04/2011
- Frequency:** Quarterly
- Pre-Commitments Affect Available Amount:**
- End Accounting Period:** 05/2011
- Baseline:**
- Commitments Affect Available Amount:**
- Security Org:** GSA
- Maintain 'Other':**
- Obligations Affect Available Amount:**
- Currency:** USD

At the bottom left of the form is a 'Return to Top' link.

Every plan must have at least one level. The **Plan Setup** page contains all settings for the plan at the highest level, which is known as the operating plan. This page also includes the dimensions setup that defines this level.

GSA will not use the following sections/fields at this time:

- **Available Amount** calculation setting, which should be left at **No Collections**
- **Collections** (Income) group box setting
- **FTE** group box
- **FTE Controls** group box
- **FTE Items** page

The default settings for these sections may be left as shown in the above *Figure 6-1: Plan Setup Page*.

Notes

1. In the **Start** and **End Accounting Periods** fields, dates default from those entered in the plan selection window.
2. In the Status drop down list, the **Active** selection will default. Processed spending transactions only affect the plan if it is active. The active option only has an effect if the plan is also enabled.
3. Check the **Enabled** box. When a spending transaction is processed, it updates a plan only if the plan is enabled.
Note: A plan may be saved before it is finalized by unchecking the **Enabled** box.
4. From the **Frequency** drop down list, select **Quarterly**. The **Plan Time Distribution** tab will establish a line for each quarter. If monthly is selected,

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twelve lines are established (see *Section 6.6: Plan Time Distribution Page*).

5. Click **Save**. Check the **Baseline** box. This setting determines whether changes to the plan's duration or amounts will be recorded as amendments. It is recommended to use this feature to maintain the history of the plan. **Once this option is checked, it cannot be changed.**
6. Select **Obligation** in the **Plan Funds Control** drop down list. This setting affects whether queries associated with this plan will display obligation or expense related fields as well as how the available amount is calculated. An obligation-based fund can have an expense-based plan and visa versa.
7. Click the **Commitments Affect Available Amount** and **Obligations Affect Available Amount** checkboxes to determine which type of spending transactions affect the available amount of an obligation-based plan. In this example, both processed obligations and commitments draw down the available amount of the plan.

Note: *If the plan is designated as expense-based then the plan option settings for Pre-Commitments, Commitments, and Obligations are ignored. See Step 11 Plan Funds Control.*

8. The estimated spending for the plan in the **Estimated Spending Amount** field of the **Spending** group box may be entered by the user or calculated by the system.

The **Spending Calculation** drop down field determines how the spending amount is derived. In this example, a fixed amount of \$500,000.00 is entered at the top level. See *Section 7: Spending Calculations* for other examples.

9. The **Plan Amount Controls** field defaults to **None** in the **Spending Controls** group box. If the setting is not set to **None**, the plan may actually prevent spending transactions from being processed.

The **Period Amount Controls** field functions the same as the Plan Amount Controls for the period of the plan. This field is enabled if the Frequency is Annually, Quarterly, or Monthly.

10. Check the **Notify At** box so that warning e-mail messages will be sent to the supervisor(s) of the plan when the specified **80.0%** of the plan's amount has been reached. See *Section 6-4* for instructions on how to delegate supervisors and assign permissions.

The **Notification Sent** box is unchecked by default. The system will check the box once the first notification has been sent. As long as this box is checked, no more notifications are sent.

11. The accounting dimensions for the operating plan level are defined in the **Dimensions** section.

Unlike the Budgeting Subsystem, which uses seven dimensions and their associated rollups (fund, fiscal year, region, organization, program, sub object

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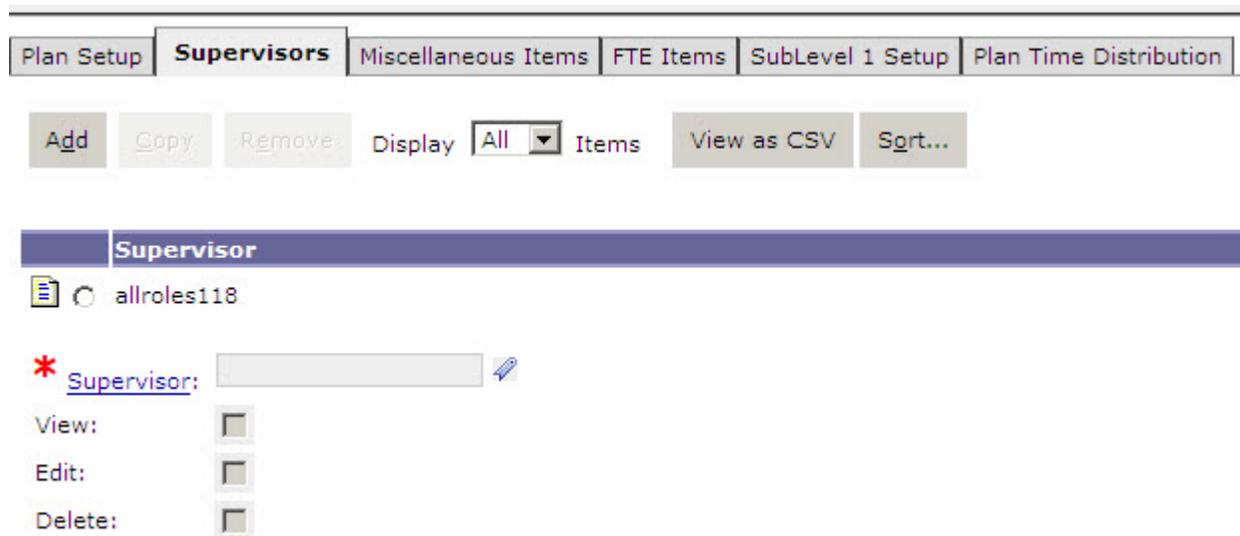
- class, and project), the Planning Subsystem allows plans to be tracked by additional dimensions such as Building #, System, etc.
12. The following steps will select the accounting dimension(s) which define the operating plan level. In our example, Fund and Fiscal Year are used.
 13. In the Dimensions section, set the Budgeted Object Budgeted or Coded to Either.
 14. In the **BBFY** field, enter **2011**.
 15. From the **Fund** drop-down list, select **Code**.
 16. In the **Fund** field, enter **262X**.
 17. In the Budget Line Item, select **Budget Line Item** and enter TRAVEL.
 18. The **Description** section contains a free form text field used to enter a description for the plan. It is used in much the same way as the description button on purchasing and budget documents.

If the **Notify At** setting is in use (**Step 10**), the creator of a plan receives e-mail notification when the plan reaches the spending threshold. Use the **Supervisors** page to specify an additional person to receive these e-mail notifications.

6.2 The Plan Supervisors Page

The **Supervisors** page allows the user to designate the supervisors for the plan and specify the actions each supervisor can perform (ex., View, Edit, Delete).

Figure 6-2: Plan Supervisors Page



Notes

1. Click the **Supervisors** tab to designate a person to receive e-mail notification. The Supervisors page is displayed. The creator of the plan is automatically listed on this page.
2. To add a new supervisor, click the **Add** button.
3. Click the **Supervisor** hyperlink. The Search – Principal page is displayed.
4. Enter the **User ID** or **Name** of the plan’s supervisor in the appropriate search fields, and click the **Search** button. If the specific **User ID** or **Name** of the supervisor is unknown, then the asterisk (“*”) can be used as a wildcard in the search. The search results listing the plan’s supervisor will appear.
5. Click the **Select** button for the plan’s supervisor. The Supervisors page is displayed with the new supervisor listed.

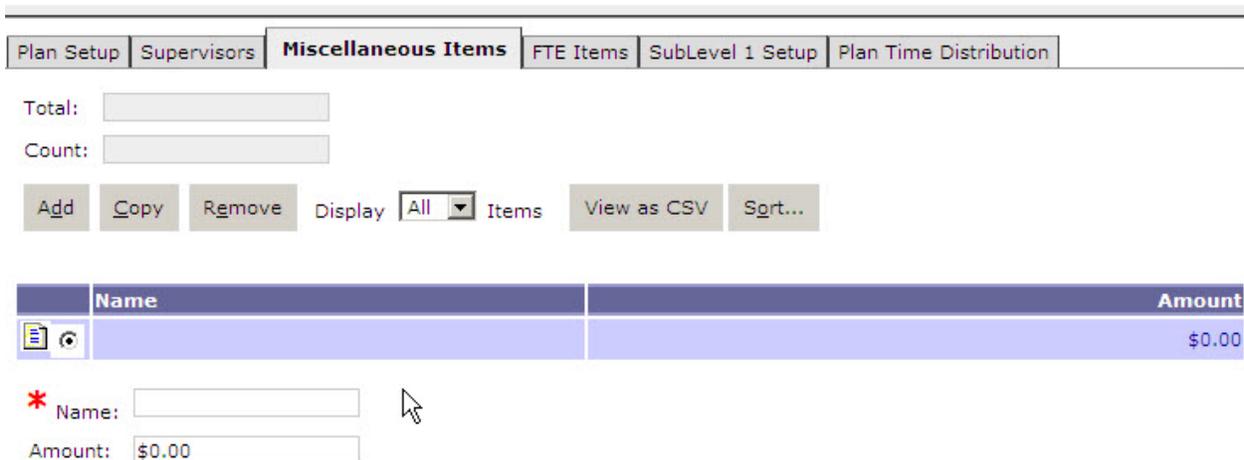
Note: *Currently Pegasys uses the supervisor name for notification purposes only. Supplemental documentation will be provided as additional actions become available.*

6. Click the **View** checkbox to indicate this supervisor may view the plan.

6.3 The Plan Miscellaneous Items Page

The **Miscellaneous Items** page allows the user to record user-defined items and their associated dollar amounts. These fixed amounts are not updated by spending documents or other system transactions but are stored here for informational purposes.

Figure 6-3: Plan Miscellaneous Items Page



The screenshot shows a web interface with a navigation bar containing tabs: Plan Setup, Supervisors, **Miscellaneous Items**, FTE Items, SubLevel 1 Setup, and Plan Time Distribution. Below the tabs are input fields for 'Total:' and 'Count:'. A toolbar includes buttons for 'Add', 'Copy', 'Remove', 'Display' (with a dropdown menu set to 'All'), 'Items', 'View as CSV', and 'Sort...'. A table with two columns, 'Name' and 'Amount', is displayed. The table has one row with a blue background, containing a document icon, a refresh icon, and the value '\$0.00'. Below the table are input fields for '* Name:' and 'Amount: \$0.00'.

Notes

1. Click the **Miscellaneous Items** tab. The Miscellaneous Items page is displayed.

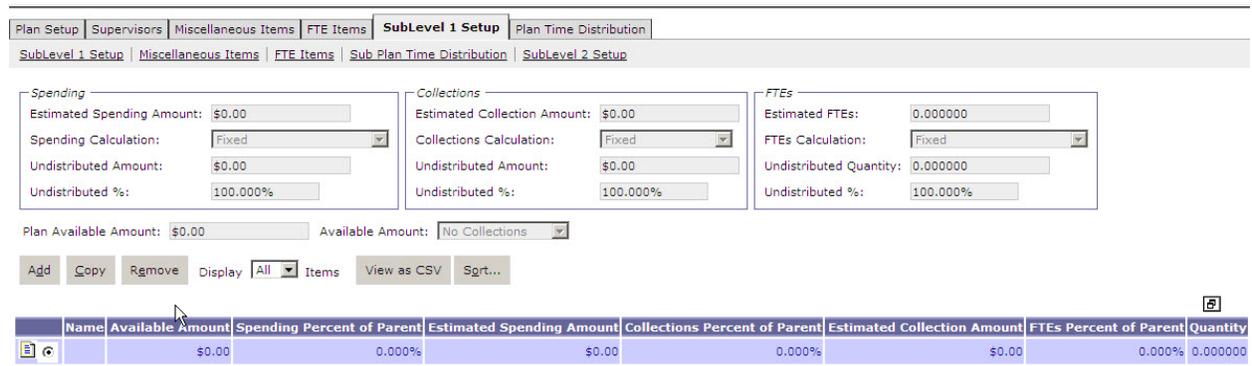
Notes

2. To add a miscellaneous supporting item, click the **Add** button.
3. Enter **Local Transportation** in the **Name** field and **50,000.00** in the **Amount** field.
4. Repeat Steps 1-3 to add a miscellaneous item of **Miscellaneous** for **20,000.00**.

6.4 SubLevel 1 Setup Page

6.4.1 S1–ProgramTravel

Figure 6-4: Sublevel 1 Set Up Page



The screenshot shows the 'SubLevel 1 Setup' page with the following sections:

- Spending:** Estimated Spending Amount: \$0.00, Spending Calculation: Fixed, Undistributed Amount: \$0.00, Undistributed %: 100.000%
- Collections:** Estimated Collection Amount: \$0.00, Collections Calculation: Fixed, Undistributed Amount: \$0.00, Undistributed %: 100.000%
- FTEs:** Estimated FTEs: 0.000000, FTEs Calculation: Fixed, Undistributed Quantity: 0.000000, Undistributed %: 100.000%

Below these sections are fields for Plan Available Amount (\$0.00) and Available Amount (No Collections), and buttons for Add, Copy, Remove, Display, All, Items, View as CSV, and Sqrt... A table at the bottom contains one row of data:

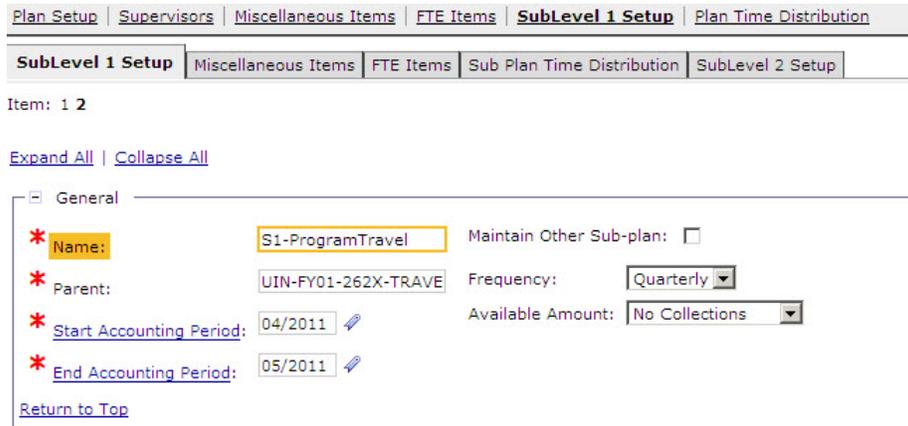
Name	Available Amount	Spending Percent of Parent	Estimated Spending Amount	Collections Percent of Parent	Estimated Collection Amount	FTEs Percent of Parent	Quantity
	\$0.00	0.000%	\$0.00	0.000%	\$0.00	0.000%	0.000000

Notes

1. Click the **SubLevel 1 Setup** tab. The SubLevel 1 Setup summary page is displayed.

Notes

- To add a sub plan, click the **Add** button. The SubLevel 1 Setup page is displayed.



- Verify that **UIN-FY06-262X-TRAVEL** is entered in the **Parent** field.
- Enter **S1-ProgramTravel** in the **Name** field.
- In the **Spending** group box, enter **300,000.00** in the **Estimated Spending Amount** field. Verify the **Spending Calculation** is **Fixed**.
- Verify the **Plan Amount Controls** defaults to **None** in the **Spending Controls** group box.
- Scroll down to the **Dimensions Setup** section. From the **Sub object class** dimension, change the setting from **Budget Line Item** to **Sub Object Class**.
- Change the value from **TRAVEL** to **110**.
- In the **Use Budget Or Coded Dimension** group box, set the **Budget Object Budgeted or Coded** field to **Either**.

6.4.2 S1-TravelToTraining

Notes

- Click the bold **SubLevel 1 Setup** hyperlink located beneath the Breadcrumbs Track. The SubLevel 1 Setup summary page is displayed.

Notes

- To add another sub plan, click the **Add** button. The SubLevel 1 Setup page is displayed.

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

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

Item: 1 2

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

[-] General

* **Name:** Maintain Other Sub-plan:

* **Parent:** Frequency:

* **Start Accounting Period:** Available Amount:

* **End Accounting Period:**

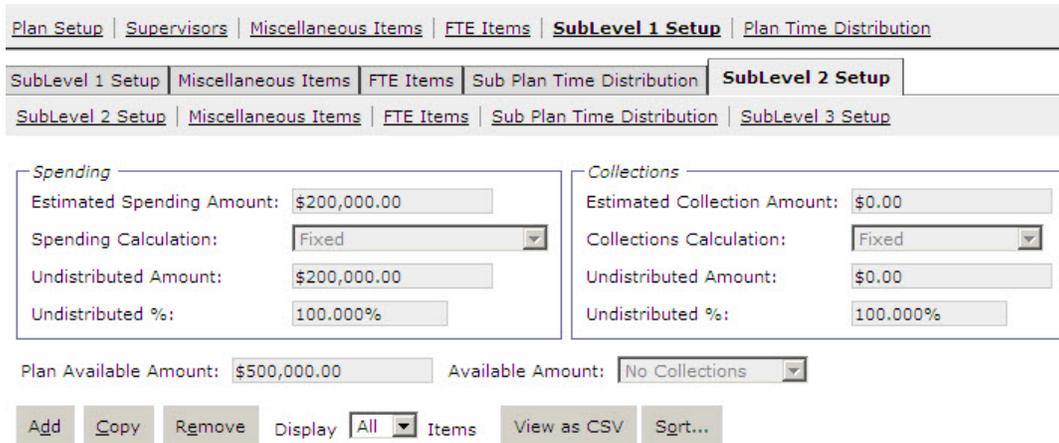
[Return to Top](#)

- Verify that **UIN-FY01-262X-TRAVEL** is entered in the **Parent** field.
- Enter **S1-TravelToTraining** in the **Name** field.
- In the **Spending** group box, enter **200,000.00** in the **Estimated Spending Amount** field. Verify the **Spending Calculation** is **Fixed**.
- Verify the **Plan Amount Controls** defaults to **None** in the **Spending Controls** group box.
- Scroll to the **Dimensions Setup** section. From the **Sub object class** dimension, change the setting to **Sub Object Class**.
- Change the value from **TRAVEL** to **119**.
- In the **Use Budget Or Coded Dimension** group box, set the **Budget Object Budgeted or Coded** to **Either**.

6.5 Sublevel 2 Setup Page

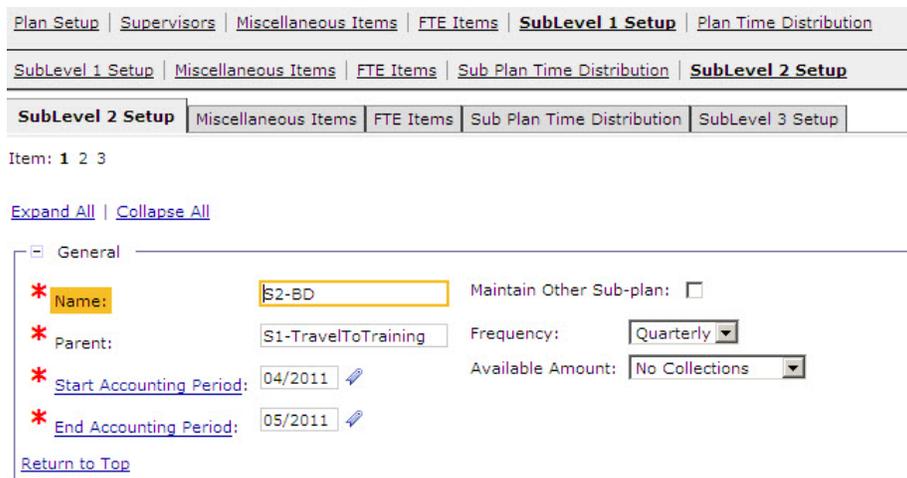
6.5.1 S2-BD

Figure 6-5: Sublevel 2 Setup Page



Notes

1. From the **SubLevel 1 Setup** page for **S1-Travel to Training**, click the **SubLevel2 Setup** tab. The SubLevel2 Setup summary page is displayed.
2. To add a sub plan, click the **Add** button. The SubLevel 2 Setup page is displayed.



3. Verify that **S1-TravelToTraining** is entered in the **Parent** field.
4. Enter **S2-BD** in the **Name** field.
5. Verify the **Plan Amount Controls** defaults to **None** in the **Spending Controls** group box.

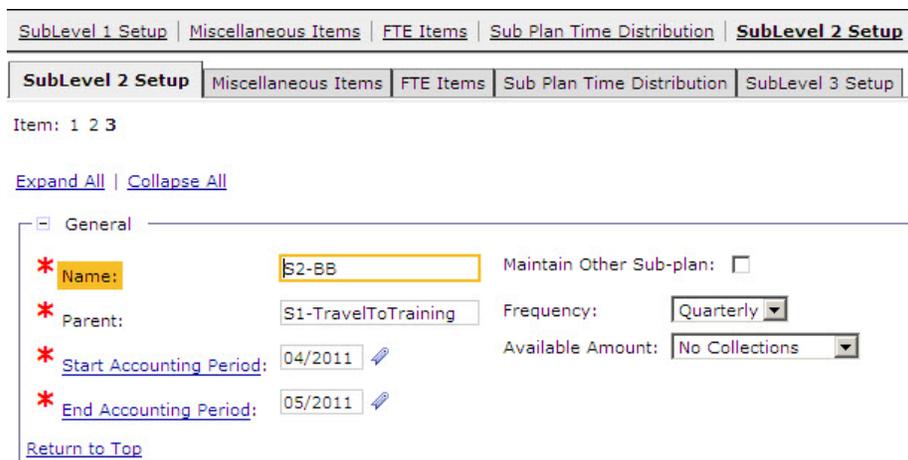
Notes

6. Scroll down to the **Dimensions Setup** group box. From the **Org Code** dimension, select **Org Code**.
7. Enter **S00B0410** for the value.
8. In the **Use Budget Or Coded Dimension** group box, set the **Organization Budgeted or Coded** field to **Either**.

6.5.2 S2-BB

Notes

1. Click the bold **SubLevel 2 Setup** hyperlink located beneath the Breadcrumbs Track. The SubLevel2 Setup summary page is displayed.
2. To add a sub plan, click the **Add** button. The SubLevel 2 Setup page is displayed.

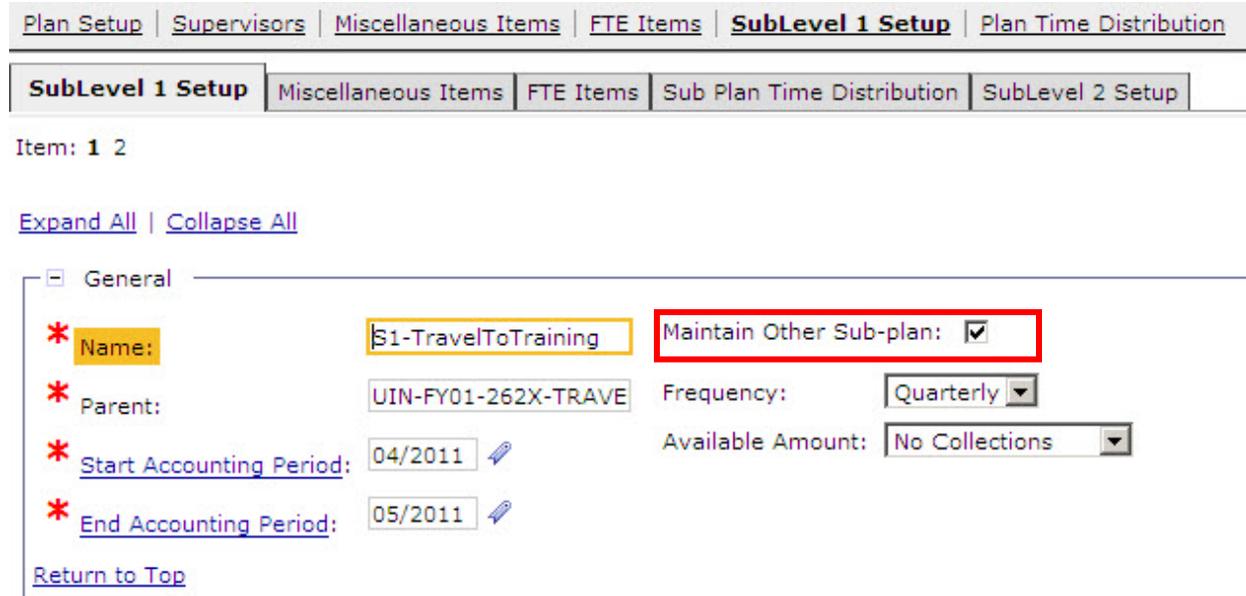


3. Verify that **S1-TravelToTraining** is entered in the **Parent** field.
4. Enter **S2-BB** in the **Name** field.
5. Verify the **Plan Amount Controls** defaults to **None** in the **Spending Controls** group box.
6. Scroll down to the **Dimensions Setup** group box. From the **Org Code** dimension, select **Org Code**.
7. Enter **S00B0310** for the value.
8. In the **Use Budget Or Coded Dimension** group box, set the **Organization Budgeted or Coded** field to **Either**.

6.5.3 S2–Other

In addition to tracking organization codes S00B0410 and S00B0310, the Planning Subsystem allows you to track all remaining codes collectively by using the **Maintain ‘Other’**, option. This option is available by going to the parent level.

Figure 6-6: Maintain Other Sub-plan



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

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

Item: 1 2

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

General

* Name: S1-TravelToTraining **Maintain Other Sub-plan:**

* Parent: UIN-FY01-262X-TRAVE Frequency: Quarterly

* Start Accounting Period: 04/2011 Available Amount: No Collections

* End Accounting Period: 05/2011

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Notes

1. Click the bold **SubLevel 1 Setup** hyperlink located in the second row beneath the Breadcrumbs Track. The SubLevel1 Setup page for sub plan S1-TravelToTraining is displayed.
2. Check the **Maintain Other Sub-plan** box to establish a new “Other” plan at SubLevel2.
3. Click the **SubLevel 2 Setup** tab. The SubLevel2 Setup summary page is displayed.
4. To add another sub plan, click the **Add** button. The SubLevel 2 page is displayed.
5. Verify that **S1–TravelToTraining** is entered in the **Parent** field.
6. Enter **S2-Other** in the **Name** field.
7. Verify the **Plan Amount Controls** defaults to **None** in the **Spending Controls** group box.
8. Scroll down to the **Dimensions Setup** section. From the **Org Code** dimension, select **Org Code**. *Do not enter an Organization Code in the corresponding field.*

9. In the **Use Budget Or Coded Dimension** group box, set the **Organization Budgeted or Coded** field to **Either**
10. Now that all sub plans have been added and their dimensions defined, click the **Save** button to save the plan. Any errors on the plan will appear at the top of the page.
11. If the plan was successfully saved, then the following message will appear:

 Action was successful.

6.5.4 Warning Messages

Figure 6-7: Warning Messages

	Action was successful.	
	Operating Plan Notebook	PL0123I The updates to plan UIN-FY06-262X-TRAVEL may be incomplete due to transactions already processed that may have affected the plan.
	Operating Plan Notebook\Sub Plan	PL0123I The updates to plan S1-ProgramTravel may be incomplete due to transactions already processed that may have affected the plan.
	Operating Plan Notebook\Sub Plan	PL0123I The updates to plan S1-TravelToTraining may be incomplete due to transactions already processed that may have affected the plan.
	Operating Plan Notebook\Sub Plan\Sub Plan	PL0123I The updates to plan S2-BB may be incomplete due to transactions already processed that may have affected the plan.
	Operating Plan Notebook\Sub Plan\Sub Plan	PL0123I The updates to plan S2-BD may be incomplete due to transactions already processed that may have affected the plan.
	Operating Plan Notebook\Sub Plan\Sub Plan	PL0123I The updates to plan S2-Other may be incomplete due to transactions already processed that may have affected the plan.

Expect to receive warning messages when verifying or processing a plan. They indicate that the date the plan is processed comes after the start date of the accounting period the plan is tracking. The rebuild process must be performed to update the plan with all transactions that fall between the accounting period start date and the date the plan was “turned on.” Central Operations will rebuild plans as new plans are entered. Contact Central Operations to rebuild a plan and provide the exact plan name.

6.6 Plan Time Distribution Page

The Plan Time Distribution page follows the SubLevel Setup pages. This page allows you to distribute the available amount across periods if the plan frequency is set to a frequency other than total.

Figure 6-8: Plan Time Distribution Page

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

Total Spending

Estimated Spending Amount:

Undistributed Amount:

Undistributed %:

Total Collections

Estimated Collection Amount:

Undistributed Amount:

Undistributed %:

Total FTEs

Estimated FTEs:

Undistributed Quantity:

Undistributed %:

Display Items

	Name	Percent of Total	Estimated Spending Amount	Actual Spending Amount	Spending Difference Amount	Percent of Total	Estimated Collection Amount	Actual Collection Amount	Collection Difference Amount	Quantity	Percent of Total	Expended FTEs	FTE Difference
	Total	0	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	0.000000	0	0.000000	0.000000

Period Spending

* Percent of Total:

Estimated Spending Amount:

Period Collections

* Percent of Total:

Estimated Collection Amount:

Period FTEs

* Percent of Total:

Estimated FTEs:

6.7 Sub Plan Time Distribution Page

The Sub Plan Time Distribution page for each sub plan is accessible from the SubLevel Setup pages. This page provides a way to view how the resources for the plan are distributed across its sub plans. The structure of the Plan Distribution page is similar to that of the Plan Time Distribution page, broken down by period.

Figure 6-9: Sub Plan Time Distribution Page

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

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

Total Spending

Estimated Spending Amount:

Undistributed Amount:

Undistributed %:

Total Collections

Estimated Collection Amount:

Undistributed Amount:

Undistributed %:

Total FTEs

Estimated FTEs:

Undistributed Quantity:

Undistributed %:

Display Items

	Name	Percent of Total	Estimated Spending Amount	Actual Spending Amount	Spending Difference Amount	Percent of Total	Estimated Collection Amount	Actual Collection Amount	Collection Difference Amount	Quantity	Percent of Total	Expended FTEs	FTE Difference
	Total	0	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	0.000000	0	0.000000	0.000000

Period Spending

* Percent of Total:

Estimated Spending Amount:

Period Collections

* Percent of Total:

Estimated Collection Amount:

Period FTEs

* Percent of Total:

Estimated FTEs:

6.8 Amendment History Page

For all plans using the baseline option, the Amendment History page is the final page. Whenever edits are made to a baseline plan, a reason must be provided before the plan is processed. This page lists each amendment. If you attempt to process the plan without entering a reason, the following error message appears at the top of the page.



To access the Amendment History page, click the **Amendment History** tab. On the **Amendment History** page, highlight the amendment record and enter the **Reason** for the current change in the text box. It is recommended to include your initials with your comments. Select an amendment from the list of previous amendments to display its reason in the **Reason** text box.

Figure 6-10: Amendment History Page



Reason	Amendment Date	Funding Amount	Reimbursement Amount	FTE Amount	Accounting Period	Accounting Period
Baseline plan	02/09/2011	\$500,000.00	\$0.00	0.000000	04/2011	05/2011
		\$0.00	\$0.00	0.000000	04/2011	05/2011

Reason:

7 Spending Calculations

In the Spending group box on the Plan Set up tab, the spending calculation setting can be set to Fixed, Total of Sub Plan, or Total of Supporting Items. The following sections describe each option in detail.

7.1 Fixed Amount



Amounts & Controls

Spending

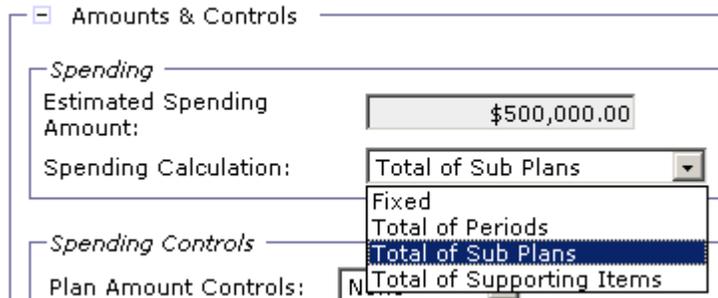
Estimated Spending Amount:

Spending Calculation:

In our initial example, the available amount was fixed at the top level of the plan. Any transactions processed against the lowest levels of the plan would draw down the amount at the top.

Plan	Level	Calculation	Available Amount	How Amount is Set
UIN-FY06-262X-TRAVEL	Operating Plan	Fixed	\$500,000	Entered by user
S1-ProgramTravel	Sub Plan Level 1 Parent: UIN-FY06-262X-TRAVEL	Fixed	\$0	Default
S1-TravelToTraining		Fixed	\$0	Default
S2-BD	Sub Plan Level 2 Parent: S1-TravelToTraining	Fixed	\$0	Default
S2-BB		Fixed	\$0	Default
S2-Other		Fixed	\$0	Default

7.2 Total of Sub Plan

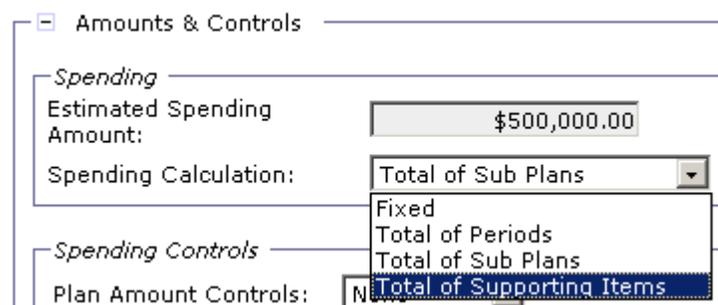


The screenshot shows a form titled "Amounts & Controls". Under the "Spending" section, "Estimated Spending Amount:" is set to "\$500,000.00" and "Spending Calculation:" is a dropdown menu set to "Total of Sub Plans". Under the "Spending Controls" section, "Plan Amount Controls:" is a dropdown menu set to "Total of Sub Plans".

Another possibility would have been to fix the available amount at one of the sub plan levels. In this case, use the **Total of Sub Plans** option at the higher levels to allow the system to calculate the total amount.

Plan	Level	Calculation	Available Amount	How Amount is Set
UIN-FY01-262X-TRAVEL	Operating Plan	Total of Sub Plans	\$500,000	Calculated by system
S1-ProgramTravel	Sub Plan Level 1	Fixed	\$350,000	Entered by user
S1-TravelToTraining	Parent: UIN-FY01-262X-TRAVEL	Fixed	\$150,000	Entered by user
S2-BD	Sub Plan Level 2	Fixed	\$0	Default
S2-BB	Parent: S1-TravelToTraining	Fixed	\$0	Default
S2-Other	Parent: S1-TravelToTraining	Fixed	\$0	Default

7.3 Total of Supporting Items



The screenshot shows a form titled "Amounts & Controls". Under the "Spending" section, "Estimated Spending Amount:" is set to "\$500,000.00" and "Spending Calculation:" is a dropdown menu set to "Total of Sub Plans". Under the "Spending Controls" section, "Plan Amount Controls:" is a dropdown menu set to "Total of Supporting Items".

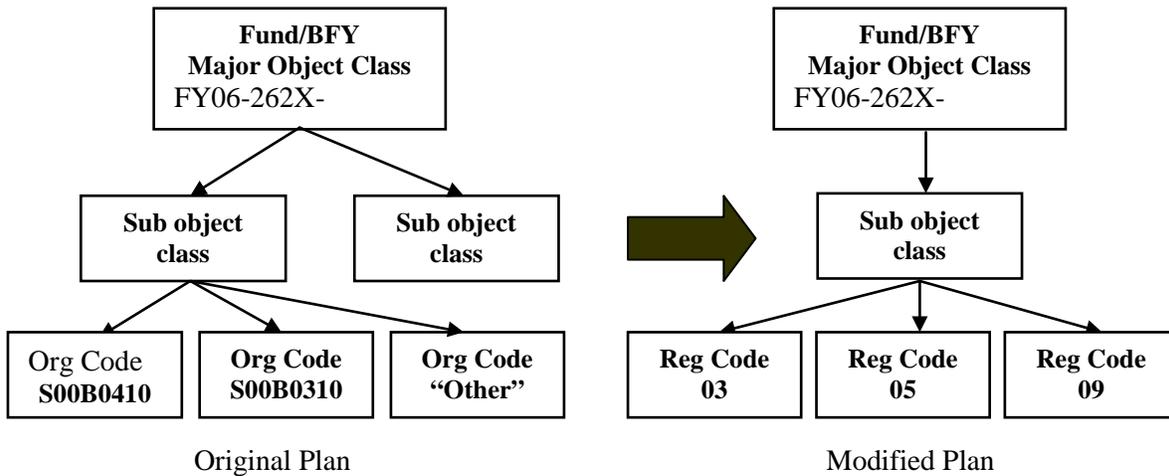
Use the **Total of Supporting Items** option to have the system derive the available amount from the Miscellaneous Supporting Items entered for a particular level of the plan. In this example, two supporting items were previously entered.

Note: *As spending transactions are processed against the plan, the available amount is drawn down but the amounts for Miscellaneous Items remain the same.*

8 Copying a Plan

This set of instructions demonstrates the steps for copying a sample plan. In this example, a program office would like to copy an existing plan named **UIN-FY06-262X-TRAVEL** and modify it by deleting particular sub plans, adding others, and changing the dimensions being tracked from organization codes to region codes.

Note: All subsequent figures demonstrate the steps for creating this modified plan.



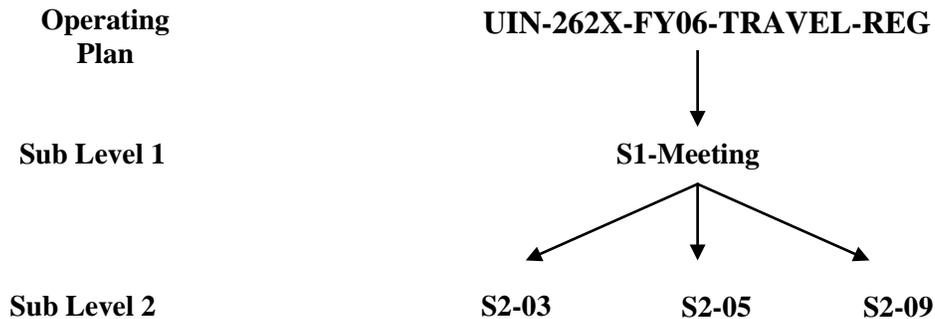
8.1 Naming Conventions

Plan names must be less than 61 characters in length. Only the first few characters of each name are displayed in the planning notebook; therefore, concise names are preferred.

It is suggested that the top level of the plan be named according to the user's initials, fiscal year, fund, and any other additional dimensions. Names of sub plans should indicate the sublevel as well as the plan dimension.

S1 = Sub Plan Level 1

S2 = Sub Plan Level 2



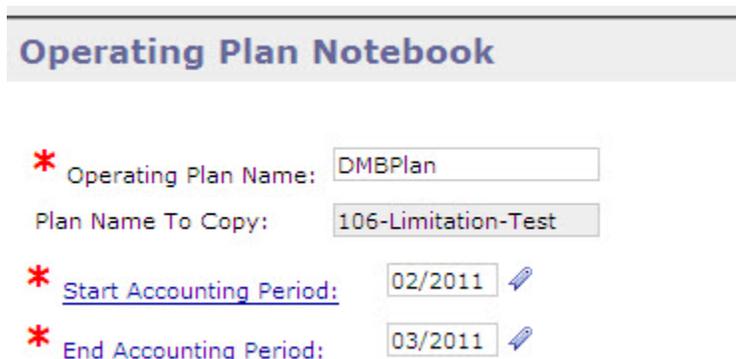
8.2 Steps to Copy a Plan

Notes

1. Select **Transactions—Planning—Operating Plan Notebook** from the menu bar. The Operating Plan Notebook search page appears.



2. In the **Operating Plan Name** field, enter the name of an existing plan. If the entire plan name is unknown, then the asterisk (“*”) as a wildcard can be used in the search.
3. Click the **Search** button. The search results will appear in the bottom portion of the page.
4. Select the plan you wish to copy and click the **Copy** button. The Operating Plan Notebook page appears.



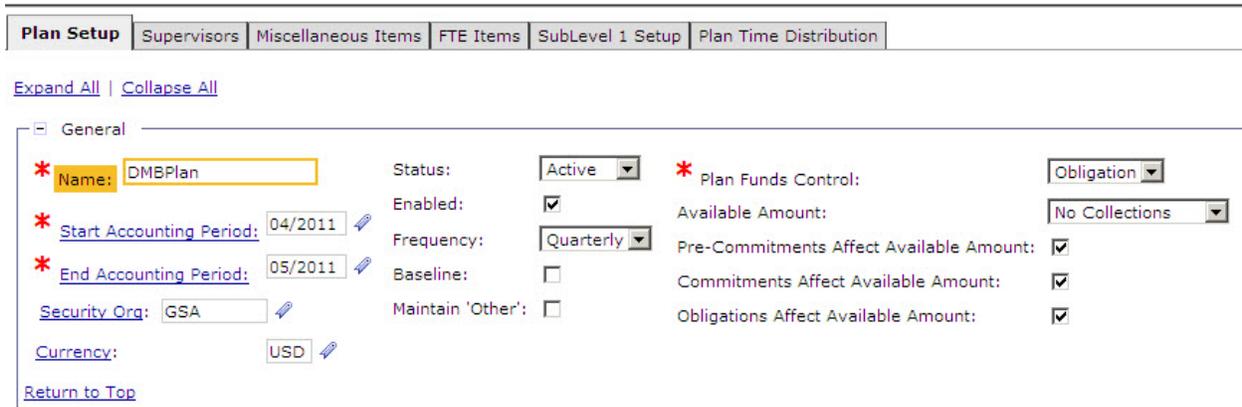
5. In the **Operating Plan Name** box, type a name following the recommended naming convention see *Section 5.4: Naming Conventions*.
6. Enter the **Start Accounting Period** and **End Accounting Period** fiscal dates. **Note:** *01/2006 is the first month in fiscal year 2006, or October 2005, and 12/2006 is the last month in the fiscal year, or September 2006. The accounting period can be as short as a couple of months or span fiscal years. If dates prior to the current period are selected, a separate rebuild process must be performed so that past spending transactions update the plan.*

Notes

7. Click the **OK** button.

Note: *The Plan Name To Copy field will contain the plan name to be copied.*

8.3 Changing Settings

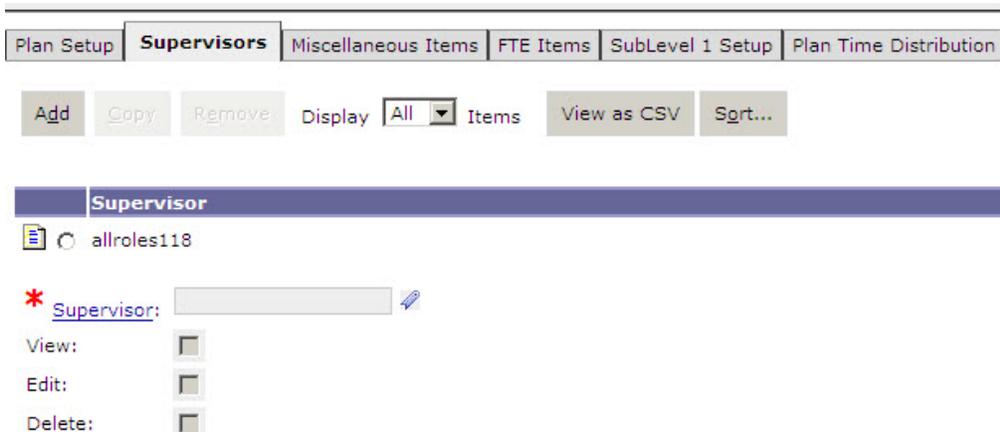


The screenshot shows the 'Plan Setup' tab with sub-tabs: Supervisors, Miscellaneous Items, FTE Items, SubLevel 1 Setup, and Plan Time Distribution. Below the tabs are links for 'Expand All' and 'Collapse All'. The 'General' section is expanded, showing fields for Name (DMEPlan), Status (Active), Plan Funds Control (Obligation), Start Accounting Period (04/2011), End Accounting Period (05/2011), Security Org (GSA), Currency (USD), Enabled (checked), Frequency (Quarterly), Available Amount (No Collections), Pre-Commitments Affect Available Amount (checked), Commitments Affect Available Amount (checked), and Obligations Affect Available Amount (checked). There are also checkboxes for Baseline and Maintain 'Other'.

Notes

1. All settings from the original plan except for the new name and accounting period are copied from the original plan. Change the spending amount, notification settings, or any other parameters particular to the new plan.
2. Enter the new **Amount** in the Spending group box.
3. Select **Monthly** in the **Frequency** drop down box to change the distribution period

8.4 Changing Supervisors



The screenshot shows the 'Supervisors' tab with sub-tabs: Plan Setup, Miscellaneous Items, FTE Items, SubLevel 1 Setup, and Plan Time Distribution. Below the tabs are buttons for 'Add', 'Copy', 'Remove', 'Display' (with a dropdown menu set to 'All'), 'Items', 'View as CSV', and 'Sort...'. A table header 'Supervisor' is visible, with one entry 'allroles118'. Below the table is a form to add a new supervisor, with a 'Supervisor' field, and checkboxes for 'View', 'Edit', and 'Delete'.

The **Supervisors** page is used to specify persons who have access to the plan and the actions they can perform in relation to the plan. When a plan is copied, all supervisors from the original plan are brought forward to the new plan.

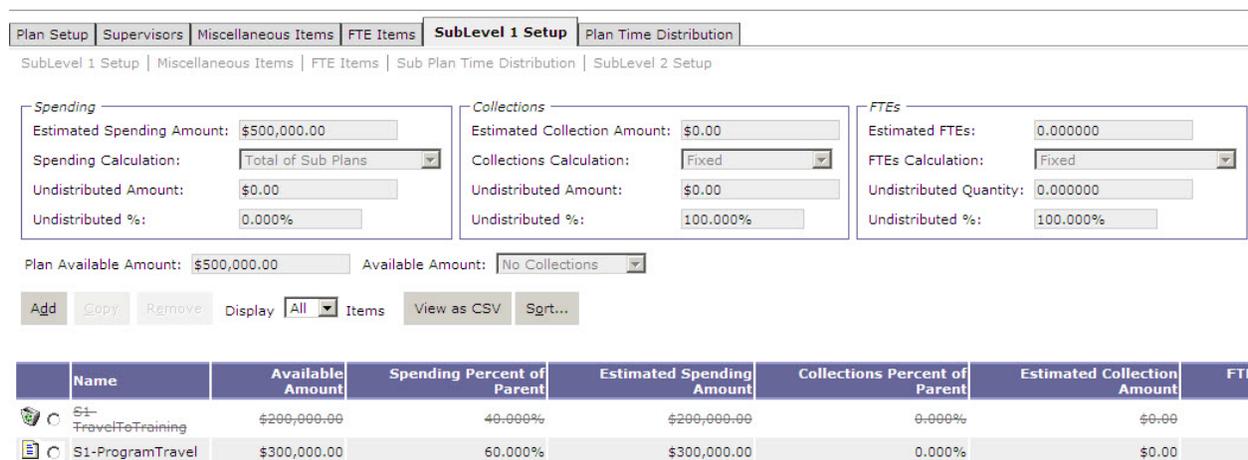
Notes

1. Click the **Supervisors** tab to designate a person to receive e-mail notification. The Supervisors page is displayed. The creator of the plan is automatically listed on this page.
2. To delete a supervisor, select an existing supervisor’s name and click the **Remove** button it from the list. The supervisor’s name is stricken out and a trashcan icon appears.
3. To add a new supervisor, click the **Add** button.
4. Click the **Supervisor** hyperlink. The Search – Principal page is displayed.
5. Enter the **User ID** or **Name** of the plan’s supervisor in the appropriate search fields, and click the **Search** button. If the specific **User ID** or **Name** of the supervisor is unknown, then the asterisk (“*”) can be used as a wildcard in the search. The search results listing the plan’s supervisor will appear.
6. Click the **Select** button for the plan’s supervisor. The Supervisors page is displayed with the new supervisor listed.

Note: *Currently Pegasys uses the supervisor name only for notification purposes. Supplemental documentation will be provided as additional actions become available.*

7. Click the **View** checkbox to indicate this supervisor may view the plan.

8.5 Deleting SubLevel 1



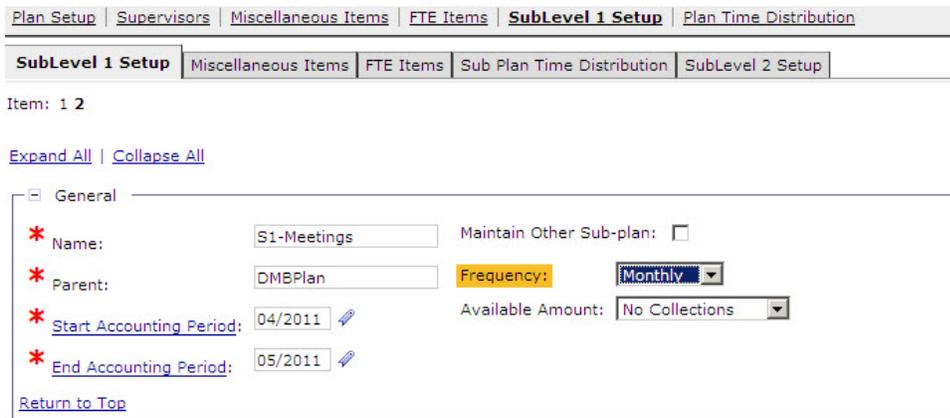
Name	Available Amount	Spending Percent of Parent	Estimated Spending Amount	Collections Percent of Parent	Estimated Collection Amount	FTEs
S1-TravelToTraining	\$200,000.00	40.000%	\$200,000.00	0.000%	\$0.00	
S1-ProgramTravel	\$300,000.00	60.000%	\$300,000.00	0.000%	\$0.00	

Notes

1. Click the **SubLevel 1 Setup** tab. The SubLevel1 Setup summary page is displayed.

- To delete the sub plan, highlight the sub plan record and click the **Remove** button. The sub plan's name is stricken out and a trashcan icon appears.

8.6 Rename Sublevel1



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

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

Item: 1 2

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

[-] General

* Name: Maintain Other Sub-plan:

* Parent: Frequency:

* Start Accounting Period: Available Amount:

* End Accounting Period:

[Return to Top](#)

Notes

- To view the sub plan information, highlight the sub plan record and click the **SubLevel 1 Setup** hyperlink located beneath the Operating Plan Notebook tabs.
- Change the name to **S1-Meetings**.
- Select **Monthly** in the **Frequency** group box. It is also possible to change other settings for this sub plan.

8.7 Redefine Sublevel1

- On the **SubLevel 1 Setup** page for **S1-Meetings**, scroll down to the **Dimension Setup** group box.
- Change the **Sub object class** value to **117**.

8.8 Rename S2–BB To S2–03

[SubLevel 1 Setup](#) | [Miscellaneous Items](#) | [FTE Items](#) | [Sub Plan Time Distribution](#) | **[SubLevel 2 Setup](#)**

[SubLevel 2 Setup](#) | [Miscellaneous Items](#) | [FTE Items](#) | [Sub Plan Time Distribution](#) | [SubLevel 3 Setup](#)

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

General

* Name: Maintain Other Sub-plan:

* Parent: Frequency:

* Start Accounting Period: Available Amount:

* End Accounting Period:

[Return to Top](#)

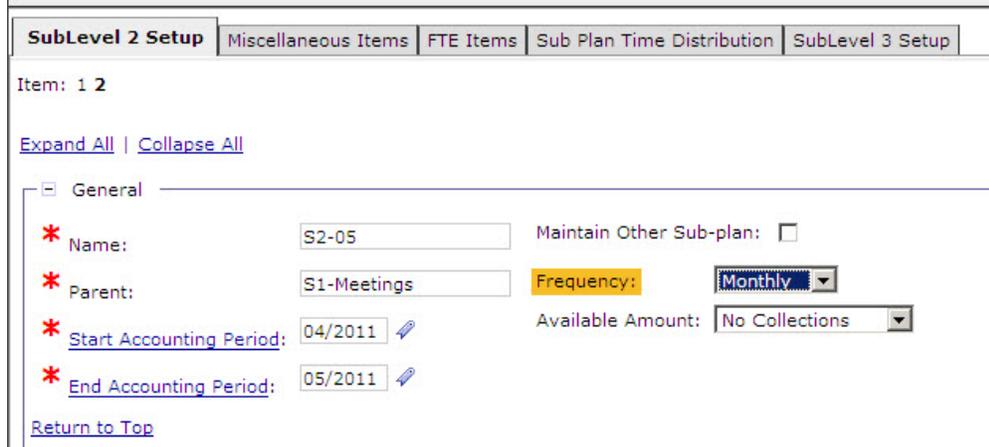
1. Click the **SubLevel2 Setup** tab. The SubLevel2 Setup summary page is displayed.
2. To view the sub plan information, highlight the **S2-BB** sub plan record and click the **SubLevel 2 Setup** hyperlink located beneath the Operating Plan Notebook tabs.
3. Change the name to **S2-03**.
4. Select **Monthly** in the **Frequency** drop down box. It is also possible to change other settings for this sub plan.

8.9 Redefine S2-03

Notes

1. On the **SubLevel 2 Setup** page for **S2-03**, scroll down to the **Dimension Setup** group box.
2. From the **Region** dimension, select **Region**.
3. Enter **03** for the value.
4. From the **Org Code** dimension, unselect **Org Code** and delete the corresponding org code.
5. In the **Use Budget Or Coded Dimension** group box, set the **Organization Budgeted or Coded** field to null.

8.10 Rename S2–BD To S2–05



SubLevel 2 Setup | Miscellaneous Items | FTE Items | Sub Plan Time Distribution | SubLevel 3 Setup

Item: 1 2

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

General

* Name: S2-05 Maintain Other Sub-plan:

* Parent: S1-Meetings Frequency: Monthly

* Start Accounting Period: 04/2011 Available Amount: No Collections

* End Accounting Period: 05/2011

[Return to Top](#)

1. Click the **SubLevel2 Setup** hyperlink beneath the Breadcrumbs Track. The SubLevel2 Setup summary page is displayed.
2. To view the sub plan information, highlight the **S2-BD** sub plan record and click the **SubLevel 2 Setup** hyperlink located beneath the plan tabs.
3. Change the name to **S2–05**.
4. Select **Monthly** in the **Frequency** drop down box. It is also possible to change other settings for this sub plan.

8.11 Redefine S2-05

1. On the **SubLevel2 Setup** page for **S2-03**, scroll to the **Dimension Setup** group box.
2. From the **Region** dimension, select **Region**.
3. Enter **05** for the value.
4. From the **Org Code** dimension, unselect the Org Code and the corresponding org code.
5. In the **Use Budget Or Coded Dimension** group box, set the **Organization Budgeted or Coded** field to null.

8.12 Adding S2-09

SubLevel 2 Setup | Miscellaneous Items | FTE Items | Sub Plan Time Distribution | SubLevel 3 Setup

Item: 1 2 3 4 Item 4 of 4

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

General

*Name: Maintain Other Sub-plan:

*Parent: Frequency:

* Start Accounting Period: Available Amount:

* End Accounting Period:

Amounts & Controls

Spending	Collections	FTEs
Estimated Spending Amount: <input type="text" value="\$0.00"/>	Estimated Collection Amount: <input type="text" value="\$0.00"/>	Estimated FTEs: <input type="text" value="0.00"/>
Spending Calculation: <input type="text" value="Fixed"/>	Collections Calculation: <input type="text" value="Fixed"/>	FTEs Calculation: <input type="text" value="Fixed"/>
Spending Percent of Parent: <input type="text"/>	Collections Percent of Parent: <input type="text"/>	FTEs Percent of Parent: <input type="text"/>

Notes

1. Click the **SubLevel2 Setup** hyperlink beneath the Breadcrumbs Track. The SubLevel2 Setup summary page is displayed.
2. To add a sub plan, click the **Add** button. The SubLevel2 Setup page is displayed.

[Plan Setup](#) | [Supervisors](#) | [Miscellaneous Items](#) | [FTE Items](#) | **[SubLevel 1 Setup](#)** | [Plan Time Distribution](#)

[SubLevel 1 Setup](#) | [Miscellaneous Items](#) | [FTE Items](#) | [Sub Plan Time Distribution](#) | **[SubLevel 2 Setup](#)**

SubLevel 2 Setup | Miscellaneous Items | FTE Items | Sub Plan Time Distribution | SubLevel 3 Setup

Item: 1 2 3

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

General

* Name: Maintain Other Sub-plan:

* Parent: Frequency:

* Start Accounting Period: Available Amount:

* End Accounting Period:

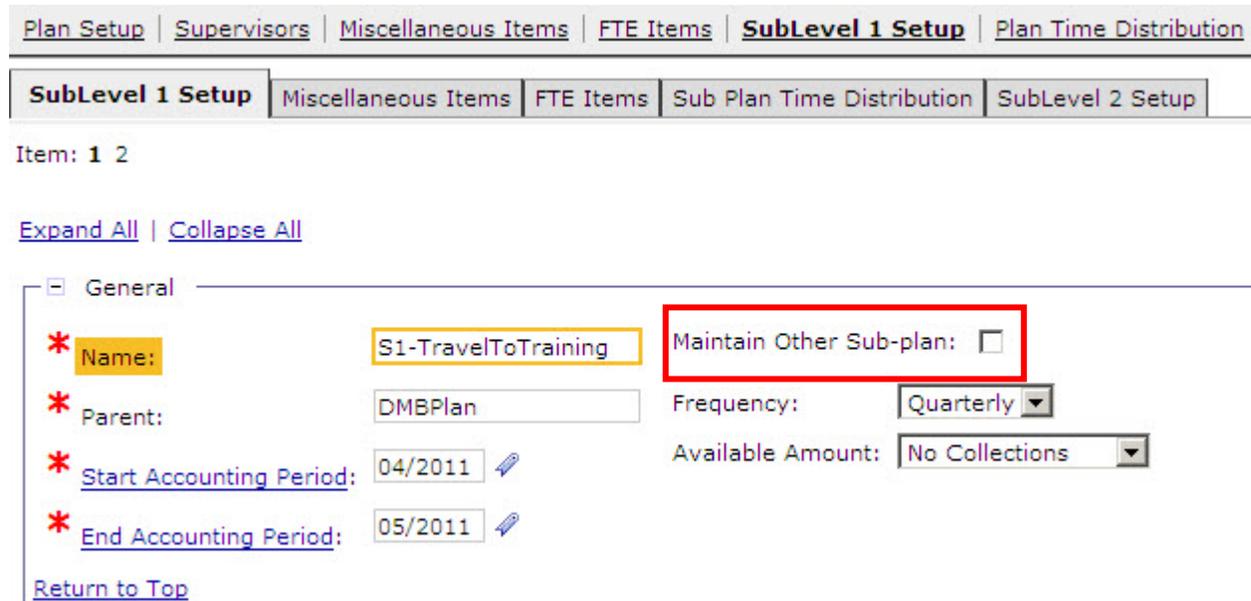
[Return to Top](#)

3. Verify that **S1-TravelToTraining** is entered in the **Parent** field.
4. Enter **S2-09** in the **Name** field.
5. Select **Monthly** in the **Frequency** drop down box.
6. Verify the **Plan Amount Controls** defaults to **None** in the **Spending Controls** group box.

Notes

7. Scroll down to the **Dimensions Setup** group box. From the **Region** dimension, select **Region**.
8. Enter **09** for the value.

8.13 Removing the “Other” Sub Plan



The screenshot shows the 'SubLevel 1 Setup' page for sub plan S1-TravelToTraining. The breadcrumb trail includes 'Plan Setup', 'Supervisors', 'Miscellaneous Items', 'FTE Items', 'SubLevel 1 Setup', and 'Plan Time Distribution'. The 'SubLevel 1 Setup' tab is active, showing a list of sub plans. The first sub plan is selected, and its details are shown in a 'General' section. The 'Name' field is 'S1-TravelToTraining', the 'Parent' is 'DMBPlan', the 'Frequency' is 'Quarterly', and the 'Available Amount' is 'No Collections'. The 'Maintain Other Sub-plan' checkbox is unchecked and highlighted with a red box. The 'Start Accounting Period' is '04/2011' and the 'End Accounting Period' is '05/2011'. There are 'Expand All' and 'Collapse All' links above the details, and a 'Return to Top' link below.

The **Maintain ‘Other’** option, which generates the **S2-Other** sub plan, is actually set at the parent of the sub plan.

Notes

1. Click the **SubLevel 1 Setup** hyperlink located in the second row beneath the Breadcrumbs Track. The SubLevel1 Setup page for sub plan S1-TravelToTraining is displayed.
2. Deselect the **Maintain Other Sub-plan** box.
3. Now that all sub plans have been modified or added and their dimensions defined, click the **Save** button to save the plan. Any errors on the plan will appear at the top of the page.
4. If the plan was successfully saved, then the following message will appear:
 -  Action was successful.

8.14 Warning Messages

Expect to receive warning messages when verifying or processing a plan. They indicate that the date the plan is processed comes after the start date of the accounting period the plan is tracking. The rebuild process must be performed to update the plan with all transactions that fall between the accounting period start date and the date the plan was “turned on.” Central Operations will rebuild plans as new plans are entered. Contact Central Operations to rebuild a plan and provide the exact plan name.

9 Planning Queries

9.1 Operating Plan Query

The Operating Plan query provides a summary of all activity that has taken place against a plan and its sub plans. The query will read and display the total dollar amounts for the commitments, obligations, and expenditures, which have affected the plan.

9.1.1 Querying an Obligation Based Plan

Notes

1. Select **Queries—Planning—Operating Plan Query** from the menu bar. The Query Operating Plan page appears
2. In the **Operating Plan Name** field, enter the name of the plan. If the entire plan name is unknown, then the asterisk (“*”) as a wildcard can be used in the search
3. Click the **Search** button. The search results will appear in the bottom portion of the page.
4. Select the plan record and click the **Details** button. The Operating Plan Detail Query is displayed.

9.1.2 Operating Plan Query Page

Figure 9-1: Operation Plan Query Page displays the Operation Plan Query.

Figure 9-1: Operation Plan Query Page

Operating Plan Query Detail		Sub Plans	Plan Periods
Documents			
Plan:	105-Limitation-Test		
Available Amount:	(\$441,344.21)		
Available FTEs:	0.000000		
Status:	Active		
Plan Amounts			
Estimated Spending Amount:	\$0.00		
Estimated Collection Amount:	\$0.00		
Estimated FTEs:	0.000000		
Differences			
Spending Difference Amount:	(\$441,344.21)		
Collection Difference Amount:	\$0.00		
FTE Difference:	0.000000		
Undistributed Amounts			
Spending Amount:	\$0.00		
Collection Amount:	\$0.00		
FTEs:	0.000000		
Actual Amounts			
Unliquidated Pre-Commitment Amount:	\$0.00		
Unliquidated Commitment Amount:	(\$11,728.40)		
Unliquidated Obligation Amount:	\$29,571.98		
Unliquidated Accrual Amount:	\$27,849.20		
Expenditure Amount:	\$395,651.43		
Total Spending Amount:	\$441,344.21		
Total Reservation Amount:	\$0.00		
Total Commitment Amount:	(\$11,728.40)		
Total Obligation Amount:	\$166,411.10		
Total Accrual Amount:	\$27,849.20		
Actual Collection Amount:	\$0.00		
Expended FTEs:	0.000000		

Information about the operating plan, the highest level of the plan, is displayed. See *Section 9.3 Glossary of Query Fields* for a description of each field.

9.1.3 Sub Plan Details Page

Figure 9-2: Sub Plan Details Page displays the Sub Plan Details Page.

Figure 9-2: Sub Plan Details Page

Operating Plan Query Detail		Sub Plans	Plan Periods	
Sub Plans Plan Periods				
Display	10	Items	View as CSV Sgtr...	
Name	Available Amount	Estimated Spending Amount	Total Spending Amount	Estimated Collection Amount
S1-P0530000	(\$31,915.46)	\$0.00	\$31,915.46	\$0.00
S1-P0570000	(\$123,459.68)	\$0.00	\$123,459.68	\$0.00
Other	(\$89,441.38)	\$0.00	\$89,441.38	\$0.00
S1-P0520000	(\$419,827.30)	\$0.00	\$419,827.30	\$0.00
S1-P0540000	(\$60,780.56)	\$0.00	\$60,780.56	\$0.00

1. Select the **Sub Plans** tab. The Sub Plan summary page is displayed.
2. To view the details of a particular sub plan, select a sub plan record from the list.

3. If additional sub plans are available, click the **Sub Plans** hyperlink to view a new page displaying information about the sub plans. See **Section 9.3: Glossary of Query Fields** for a description of each field.
4. To view the details of a particular sub plan, select a sub plan record from the list.

9.1.4 Documents Button

The Documents button [**Figure 9-3: Documents Button**] displays all documents associated with the plan.

Figure 9-3: Documents Button

Operating Plan Query Detail		Sub Plans	Plan Periods
Documents			
Plan:	A-FY03-142-STATUS		
Available Amount:	\$240,467.78		
Available FTEs:	0.000000		
Status:	Active		
Plan Amounts		Actual Amounts	
Estimated Spending Amount:	\$2,300,211.00	Unliquidated Pre-Commitment Amount:	\$0.00
Estimated Collection Amount:	\$0.00	Unliquidated Commitment Amount:	\$0.00
Estimated FTEs:	0.000000	Unliquidated Obligation Amount:	\$63,096.17
		Unliquidated Accrual Amount:	\$25,523.57
		Expenditure Amount:	\$1,971,123.48
		Total Spending Amount:	\$2,059,743.22
		Total Reservation Amount:	\$0.00
		Total Commitment Amount:	\$0.00
		Total Obligation Amount:	\$130,493.16
		Total Accrual Amount:	\$30,418.32
		Actual Collection Amount:	\$0.00
Differences			
Spending Difference Amount:	\$240,467.78		
Collection Difference Amount:	\$0.00		
FTE Difference:	0.000000		

Notes

1. Click the **Documents** button. The Plan Document window appears.
2. Click the **Search** button view the documents associated with the plan being queried. See **Glossary of Query Fields** for a description of each field.
3. From the list in the bottom portion of the page, select a particular document.
4. Click the **View Document** button to view a particular document.
5. Close the document window by clicking the **Close Window** hyperlink in the Link Strip to return to the **Plan Document Query** page.
6. Close the **Plan Document Query** page by clicking the **Close Window** hyperlink in the Link Strip to return to the **Operating Plan Query** page.
7. Click the **Plan Periods** hyperlink. The **Plan Period** page is displayed.

9.1.5 Plan Periods Page

Figure 9-4: Plan Periods Page displays the Plan Periods page.

Figure 9-4: Plan Periods Page

Operating Plan Query Detail Sub Plans Plan Periods						
Display <input type="text" value="10"/> Items		View as CSV		Sgrr...		
Item Page: 1 2						
	Name	Estimated Spending Amount	Total Spending Amount	Spending Difference Amount	Estimated Collection Amount	Actual Collection Amount
	October, 2002	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	November, 2002	\$0.00	\$127,602.60	(\$127,602.60)	\$0.00	\$0.00
	December, 2002	\$0.00	\$102,999.28	(\$102,999.28)	\$0.00	\$0.00
	January, 2003	\$0.00	\$57,704.45	(\$57,704.45)	\$0.00	\$0.00
	February, 2003	\$0.00	\$99,680.71	(\$99,680.71)	\$0.00	\$0.00
	March, 2003	\$0.00	\$92,949.75	(\$92,949.75)	\$0.00	\$0.00
	April, 2003	\$0.00	\$2,863.06	(\$2,863.06)	\$0.00	\$0.00
	May, 2003	\$0.00	\$12,867.97	(\$12,867.97)	\$0.00	\$0.00
	June, 2003	\$0.00	\$7,260.50	(\$7,260.50)	\$0.00	\$0.00
	July, 2003	\$0.00	\$24,561.13	(\$24,561.13)	\$0.00	\$0.00

1. Select a particular period. The fields in the bottom portion of the display information for the period selected. See *Glossary of Query Fields* for a description of each field.

9.2 Expense-Based Plan Status Query

The Expense-Based Plan Status provides a summary of all expense-based activity that has taken place against a plan and its sub plans. The query will look similar to the obligation-based query with additional expense related fields.

Figure 9-5: Expense Related Fields

Operating Plan Query Detail		Sub Plans	Plan Periods
Documents			
Plan:	106-Limitation-Test		
Available Amount:	(\$441,344.21)		
Available FTEs:	0.000000		
Status:	Active		
Plan Amounts			
Estimated Spending Amount:	\$0.00		
Estimated Collection Amount:	\$0.00		
Estimated FTEs:	0.000000		
Differences			
Spending Difference Amount:	(\$441,344.21)		
Collection Difference Amount:	\$0.00		
FTE Difference:	0.000000		
Undistributed Amounts			
Spending Amount:	\$0.00		
Collection Amount:	\$0.00		
FTEs:	0.000000		
Actual Amounts			
Unliquidated Pre-Commitment Amount:	\$0.00		
Unliquidated Commitment Amount:	(\$11,728.40)		
Unliquidated Obligation Amount:	\$29,571.98		
Unliquidated Accrual Amount:	\$27,849.20		
Expenditure Amount:	\$395,651.43		
Total Spending Amount:	\$441,344.21		
Total Reservation Amount:	\$0.00		
Total Commitment Amount:	(\$11,728.40)		
Total Obligation Amount:	\$166,411.10		
Total Accrual Amount:	\$27,849.20		
Actual Collection Amount:	\$0.00		
Expended FTEs:	0.000000		

9.2.1 Querying an Expense Based Plan

Follow the exact same steps as querying an obligation based plan. The expense based plan displays additional fields in the **Plan Status Query** page.

Notes

1. Select **Queries—Planning—Operating Plan Query** from the menu bar. The Query Operating Plan page appears
2. In the **Plan Name** field, enter the name of the plan. If the entire plan name is unknown, then the asterisk (“*”) as a wildcard can be used in the search
3. Click the **Search** button. The search results will appear in the bottom portion of the screen.
4. Select the plan record and click the **Details** button. The Operating Plan Detail Query is displayed.

9.3 Glossary of Query Fields

Figure 9-6: Glossary of Query Fields displays a glossary of the query fields.

Figure 9-6: Glossary of Query Fields

Field Name	Description
Available Amount	Total amount available to spend against.
Differences: Spending	Obligation Based Plans = Plan Spending Amount - Total Spending.
Differences: Spending	Expense Based Plans = Plan Spending Amount - Total Expenses (expense expenditures + expense accruals + expense).
Expenditures	Total amount of expenditures against a plan.
Expense Expenditures	The total amount of expense expenditures against the plan.
Expenses	The total amount of expenses (e.g., depreciation) against the plan.
Non-expense Expenditure	The total amount of non-expense expenditures against the plan.
Operating Plan	The name of the plan being queried.
Parent Plan	The name of the parent of sub plan being queried.
Plan Amounts:, Spending	The estimated spending amount for the plan.
Status	The status of the plan: Active or Inactive.
Total Accruals	Total amount of accruals that have occurred against a plan.
Total Commitments	Total amount of commitments that have occurred against a plan.
Total Expense Receipts	The total amount of expense receipts that have occurred against the plan.
Total Expenses	The total amount of all expenses incurred (Expense Expenditures + Unliquidated Expense Accruals + Expenses) against the plan.
Total Non-expense Receipts	The total amount of non-expense receipts that have occurred against the plan.
Total Obligations	The total amount of orders that have occurred against the plan.
Total Reservations	The total amount of reservations that have occurred against the plan.
Total Spending	Total amount of all spending against a plan.
Undistributed Amounts: Spending	Spending amount that has not been distributed to sub plans.
Unliquidated Accruals	The total amount of all open accruals against a plan.
Unliquidated Commitments	The total amount of all open commitments against the plan.
Unliquidated Expense Accruals	The total amount of all open expense accruals against the plan.
Unliquidated Non-expense Accruals	The total amount of all open non-expense accruals against the plan.
Unliquidated Obligations	The total amount of all open orders against the plan.

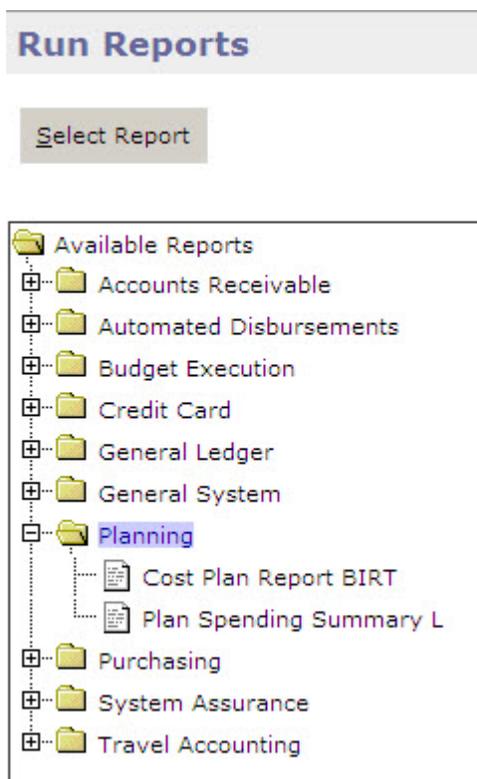
Field Name	Description
Unliquidated Reservations	The total amount of all open reservations against a plan.

10 Planning Reports

Pegasys Planning Subsystem reports provide printed versions of the information in the online plan queries. The following are the Planning reports offered by Pegasys:

- Plan Spending Summary Report
- Cost Plan Report

10.1 Generating Planning Reports from the Reports Menu



Notes

1. Select **Utilities—Reports—Run Reports** from the Menu Bar on the desktop.
2. Select the **Planning** folder.
3. Select the report to be viewed or printed.
4. Click the **Select Report** button. The **Reports Parameter** page is displayed.
5. Enter the **Plan Name**.
Note: *The Plan Name is case sensitive.*
6. Select the **Saved Output Format**.

Notes

7. Click **Run**.
8. Navigate to Utilities –Report – Report Status
Click Search and select the report and click the **Details** button.
Choose the latest report run and click the **Output** button.
9. The report appears onscreen.

10.2 Cost Plan Report

Figure 10-1: Cost Plan Report

Cost Plan Report					Page 1 of 1
Plan: UIN-FY01-262X-TRAVEL Plan Type: Obligation-Based					
Plan Name	Accounting Dimension/Code	Total Planned Income	Total Planned Spending	Projected Net Income/Loss	
Operating Plan: UIN-FY01-262X-TRAVEL					
	bbfy ebfy Fund-C/E: 2001 262X-TRAVEL	0.00	500,000.00	(500,000.00)	
<hr/>					
Subplan Level 1: S1-TravelToTraining		0.00	200,000.00	(200,000.00)	
Subplan Level 2: S2-BD	Org: S00B0410	0.00	0.00	0.00	
Subplan Level 2: S2-BB	Org: S00B0310	0.00	0.00	0.00	
Subplan Level 2: S2-Other	Org:	0.00	0.00	0.00	
Subplan Level 2 Totals:		0.00	0.00	0.00	
Subplan Level 1: S1-ProgramTravel :		0.00	300,000.00	(300,000.00)	
Subplan Level 1 Totals:		0.00	500,000.00	(500,000.00)	

Figure 10-2: Field Definitions For the Cost Plan Report

Field Name	Description
Operating Plan: Plan Name	Name of the plan
Accounting Dimension/Code	Accounting dimension name and code (e.g. Sub object class: 110) that defines the plan level
Total Planned Income	The total amount of income entered for a plan level
Total Planned Spending	The total amount of Spending entered for a plan level
Projected Net Income/Loss	Calculation: TOTAL PLANNED INCOME–TOTAL PLANNED SPENDING
Sub plan Level 1:, , Sub plan Name	Name of respective Level 1 sub plans under parent plan
Sub plan Level 2:, , Sub plan Name	Name of respective Level 2 sub plans under Level 1 sub plan
Sub plan Level 2 Subtotals:	The subtotals from sub plan level 2

Field Name	Description
Sub plan Level 1 Subtotals:	The subtotals from sub plan level 1

10.3 Plan Spending Summary Report

Figure 10-3: Plan Spending Summary Report

Plan Spending Summary Report										
Plan: UIN-FY01-262X-TRAVEL Plan Type: Obligation-Based										
Plan Name (Accounting Dimensions)	Planned Amount	Unliq Comm	Unliq Orders	Unliq Accr	Expenditures	Expenses	Total Oblig	Total Spending	Available Amount	% Remaining
Operating Plan: UIN-FY01-262X-TRAVEL (2001 262X-TRAVEL)	500,000.00	0.00	0.00	0.00	541.79	N/A	541.79	541.79	499,458.21	100
Subplan Level 1: S1-TravelToTraining ()	200,000.00	0.00	0.00	0.00	0.00	N/A	0.00	0.00	200,000.00	100
Subplan Level 2: S2-BD (S00B0410)	0.00	0.00	0.00	0.00	0.00	N/A	0.00	0.00	0.00	-
Subplan Level 2: S2-BB (S00B0310)	0.00	0.00	0.00	0.00	0.00	N/A	0.00	0.00	0.00	-
Subplan Level 2: S2-Other ()	0.00	0.00	0.00	0.00	0.00	N/A	0.00	0.00	0.00	-
Subplan Level 2 Totals:	0.00	0.00	0.00	0.00	0.00	N/A	0.00	0.00	0.00	-
Subplan Level 1: S1-ProgramTravel ()	300,000.00	0.00	0.00	0.00	541.79	N/A	541.79	541.79	299,458.21	100
Subplan Level 1 Totals:	500,000.00	0.00	0.00	0.00	541.79	N/A	541.79	541.79	499,458.21	100

Figure 10-4: Field Definitions for the Plan Spending Summary Report

Field Name	Description
Plan Name, (Accounting Dimensions)	Name of plan, followed by the accounting dimension(s) of the plan
Planned Amount	Planned Spending Amount for the corresponding plan level
Unliquidated, Commitments	The total amount of all open commitments for corresponding plan level
Unliquidated Orders	The total amount of all open orders for corresponding plan level
Unliquidated Accruals	The total amount of all open accruals for corresponding plan level Calculation: UNLIQ EXP ACCRUALS + UNLIQ NON-EXP ACCRUALS
Expenditures	The total amount of all expenditures for corresponding plan level Calculation: EXP EXPENDITURES + NON-EXP EXPENDITURES
Expenses (Exp. Based Plans only)	The total amount of expenses incurred for corresponding plan level
Total Obligations	The total obligation amount for corresponding plan level. Derived by: UNLIQ ORDERS + UNLIQ ACCR + EXPENDITURES

Field Name	Description
Total Spending	<p>The total spending against corresponding plan level (For Obligation -Based Plans; depending on Plan Option settings)</p> <p>UNLIQ RES + UNLIQ COMM + UNLIQ ORDERS + UNLIQ ACCR +, TOTAL EXPEND (For Expense Based Plans)</p> <p>TOTAL EXPENSES, derived by: UNLIQ EXP ACCRUALS + EXP EXPENDITURES + EXPENSES</p>
Available Amount	<p>The total amount available for spending against the corresponding plan level</p> <p>CALCULATED AMOUNT: PLANNED AMOUNT - TOTAL SPENDING</p>
% Remaining	<p>Percentage remaining of original planned amount</p> <p>CALCULATED AMOUNT: AVAIL AMOUNT/ PLANNED AMOUNT</p>
Sub plan level 1: Sub plan Name (Accounting Dimensions)	<p>Name of respective Level 1 sub plans under parent plan, followed by the accounting dimension(s) of the sub plan.</p>
Sub plan Level 2: Sub plan Name (Accounting Dimensions)	<p>Name of respective Level 2 sub plans under Level 1 sub plan, followed by the accounting dimension(s) of the sub plan.</p>
Sub plan Level 2 Subtotals:	<p>The subtotals from sub plan level 2</p>
Sub plan Level 1 Subtotals:	<p>The subtotals from sub plan level 1</p>