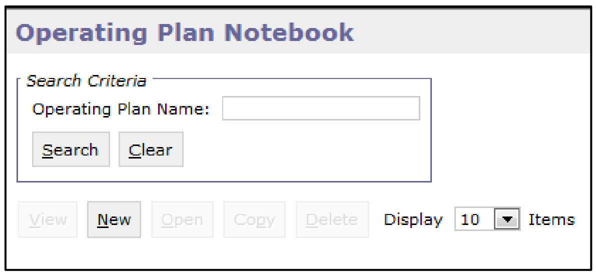
CREATING PLANS

1. Select **Transactions** > **Planning** > **Operating Plan Notebook** from the Pegasys menu bar.
2. Click **New**.

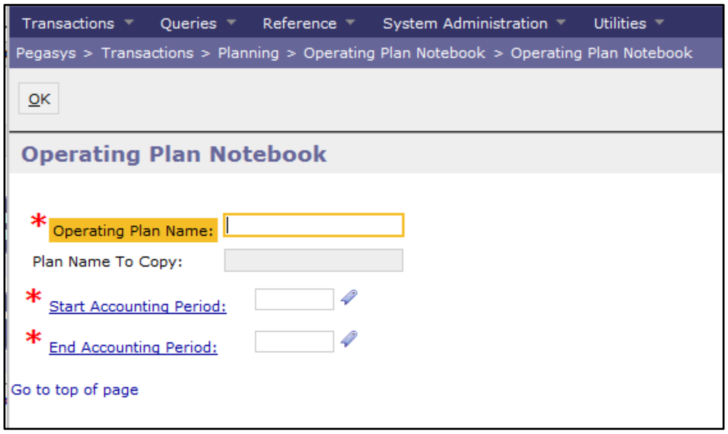


3. On the Operating Plan Notebook page, enter the **Operating Plan Name**.

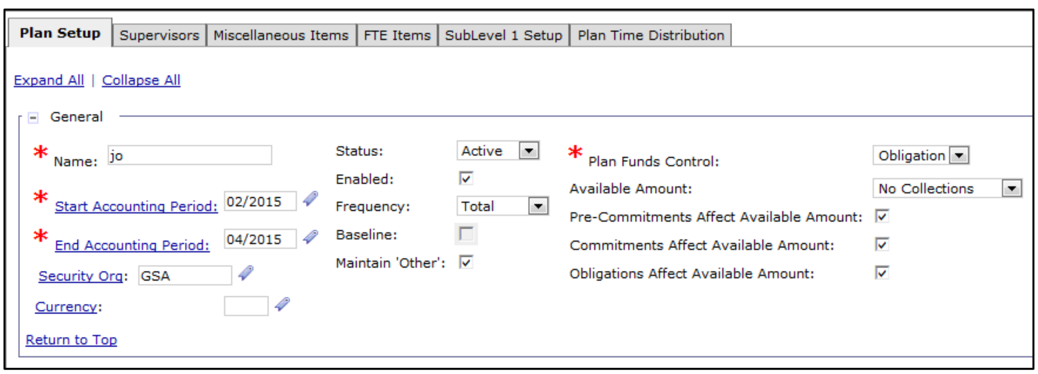
***Note:** *The recommended naming convention is user initials - fiscal year - fund - dimensions.*

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

4. Enter the **Start and End Accounting Period**.
    a. Clicking on the Accounting Period link allows the user to select from Previous, Current or Next. Users can also search for an accounting period by pressing on the search button.
5. Click **OK**.

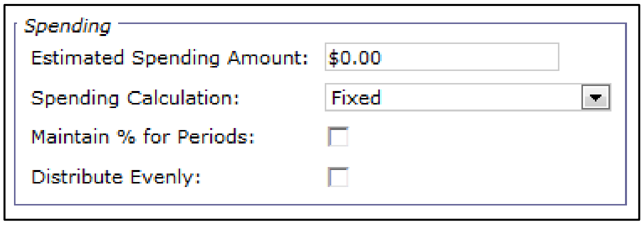


6. Enable the following checkboxes in the **General** group box:
   a. **Enabled:** Check to allow transactions to update plan. Uncheck before "Holding" plan.
   b. **Maintain "Other":** Check to establish a sub plan that tracks spending for values not specifically defined (optional).

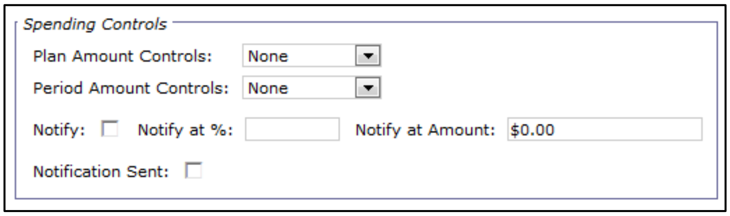


***Note:** The Status field in the General group box will default to Active (required).*

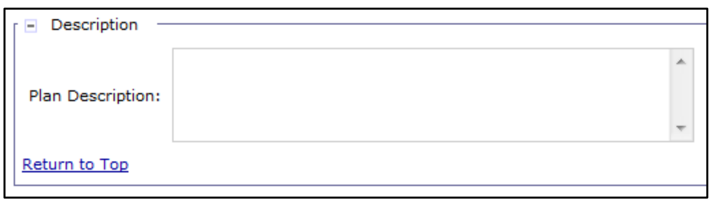
7. Select an option from the **Frequency** drop-down list.
8. Select **Obligation** or **Expense** from the Plan Funds Control drop down list.
9. Check the **Pre-Commitments, Commitments** and **Obligations Affect Available Amount** checkboxes where appropriate to specify which spending transactions affect the available amount of an obligations-based plan.
10. In the Amount and Controls Spending group box, enter the **fixed amount of the plan** in the **Estimated Spending Amount**, or select a calculation method for the amount from the Spending Calculation drop-down list.


Spending
Estimated Spending Amount: $0.00
Spending Calculation: Fixed
Maintain % for Periods:
Distribute Evenly:

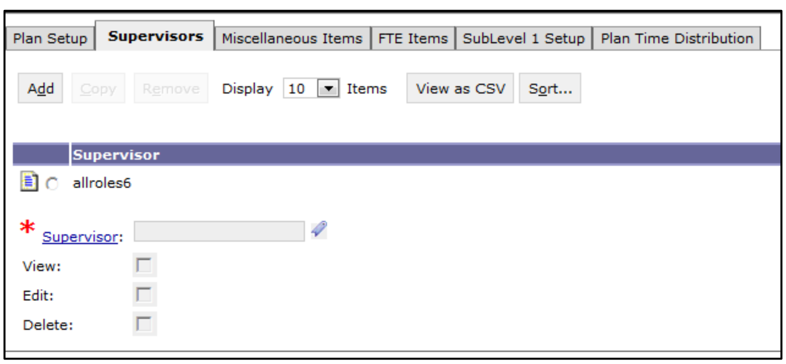
11. In the Amount and Controls Spending Controls group box, verify the Plan Amount Controls are set to **None**.



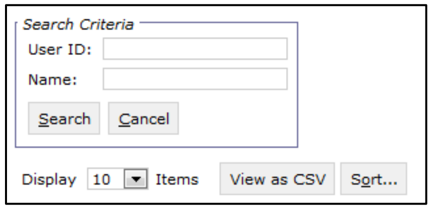
12. Check the **Notify** checkbox to indicate a message will be sent to the supervisor of the plan when the specified *Notify at %* of the plan's amount has been spent or when the available amount reaches the specified *Notify at Amount* field.
    a. The Notification Sent checkbox is unchecked by default. The box is checked once the first notification is sent. As long as this box is checked, no more notifications are sent.
13. Enter any necessary information in the **Plan Description** box.



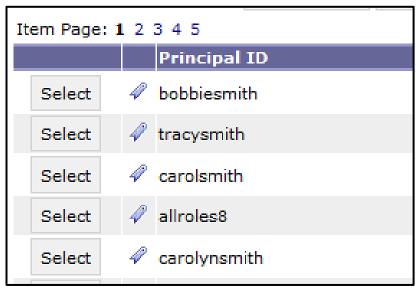
14. Click the **Supervisors** tab.
15. Click **Add**.
16. Click the **Supervisors** link.



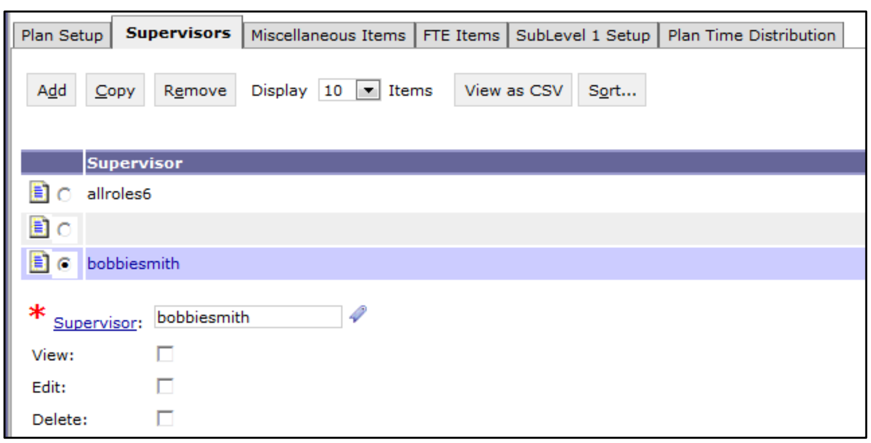
17. Enter an appropriate supervisor for this plan in the **User ID** field.
18. Click **Search**.



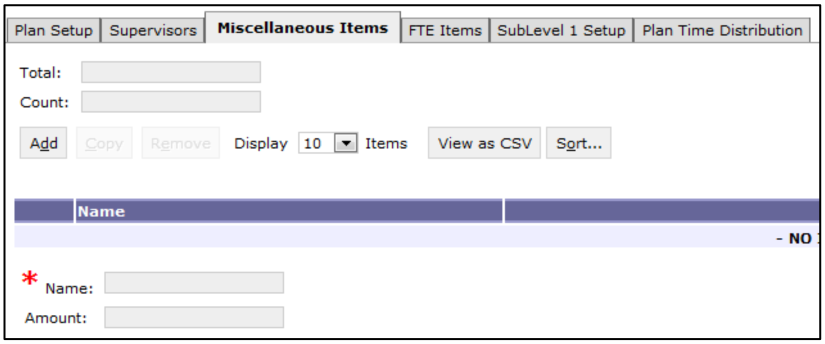
19. Select the appropriate **Principal ID**, and click the corresponding **Select** button.



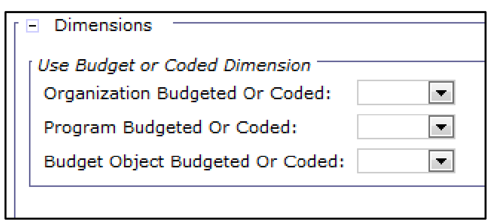
20. Select the appropriate actions.
    a. To **Add**: Follow steps 17-20 above.
    b. To **Delete**: Select the appropriate supervisor, and click Remove.



21. Click the **Miscellaneous Items** tab to populate the name and amount fields, in multiples if necessary.
22. Click **Add**.



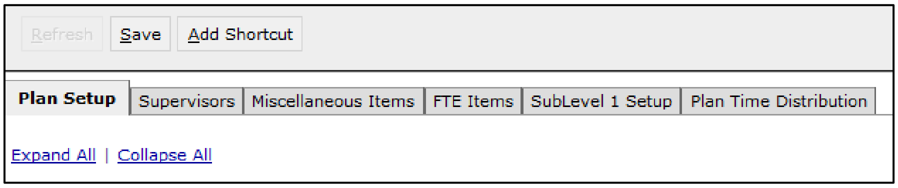
23. Populate the **Name** and **Amount** fields.
    a. Additional items can be added by repeating steps 23-24.
    b. Items can be copied by selecting the appropriate item and clicking **Copy**. From there, select the newly created item, and follow step 25.
    c. An item can be deleted by selecting the appropriate item and clicking **Remove**.
    d. An item can be modified by selecting the appropriate item and following step 24 above.
24. Return by clicking the **Plan Setup** tab.
25. In the **Dimension - Use Budget Or Coded Dimension** group box, set required fields to **Either**, except for specific org codes for Fund 142 (GM&A).



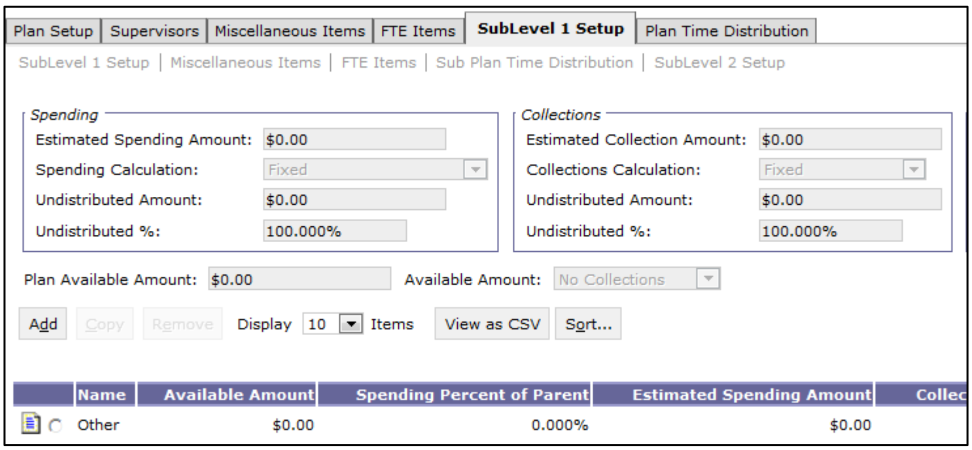
26. Select the appropriate accounting dimensions.

***Note:** At this top level, only high-level dimensions are typically entered. Dimensions become detailed at corresponding sub-levels.*

27. If the plan contains a single level, save the plan by clicking **Save**. Otherwise, continue to the **Sublevel 1 Setup** tab.

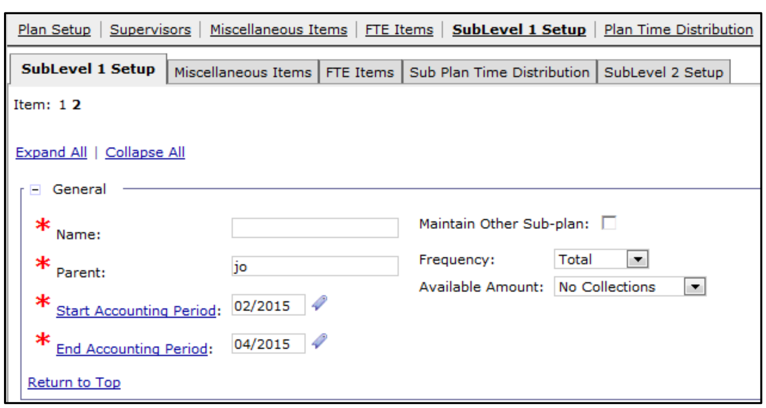


28. Click **Add**.



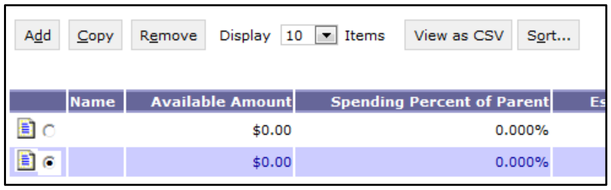
***Note:** A Sublevel 2 Setup tab will be created. As new sublevels are set up, a lower-level Setup tab will be created, allowing users to create even more detailed sub-levels.*

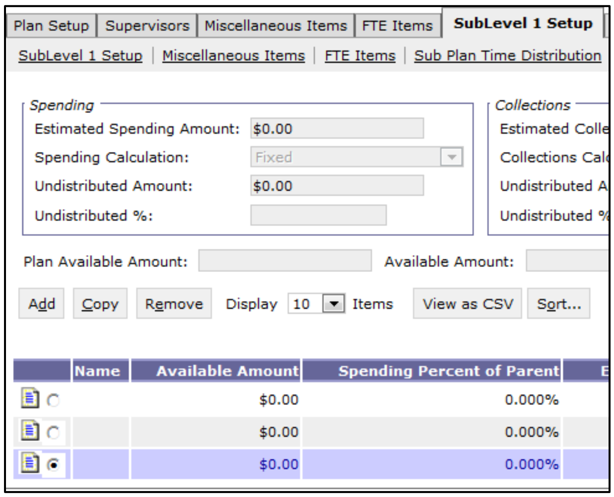
29. Fill in the **Name** field in the General group box. Begin the plan name with S1, S2, etc., to make the plan level easy to identify.



30. Enter all sub-plan values and settings.
31. Return to the Sublevel 1 Setup page by clicking on the **Sublevel 1 Setup** link.
    a. Additional setups at Sublevel 1 can be created by following steps 29-32.

b. A setup can be copied by selecting the appropriate setup, clicking **Copy**, selecting the new setup and clicking the **Sublevel 1 Setup** link to make any needed changes.





c. A setup can be deleted by selecting the desired setup and clicking **Remove**.

d. A setup can be modified by selecting the desired setup and clicking the **Sublevel 1 Setup** link to make any needed changes.

32. Repeat this process until all sub-plans for all levels have been added.
33. Click **Save**.