State of Oklahoma
Project ENCORE

Exercise Guide:
Line Item

Deloitte.

July 2014

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PSPB_Training **1**

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PSPB_Training

Line Item

Operational Revenue Planning

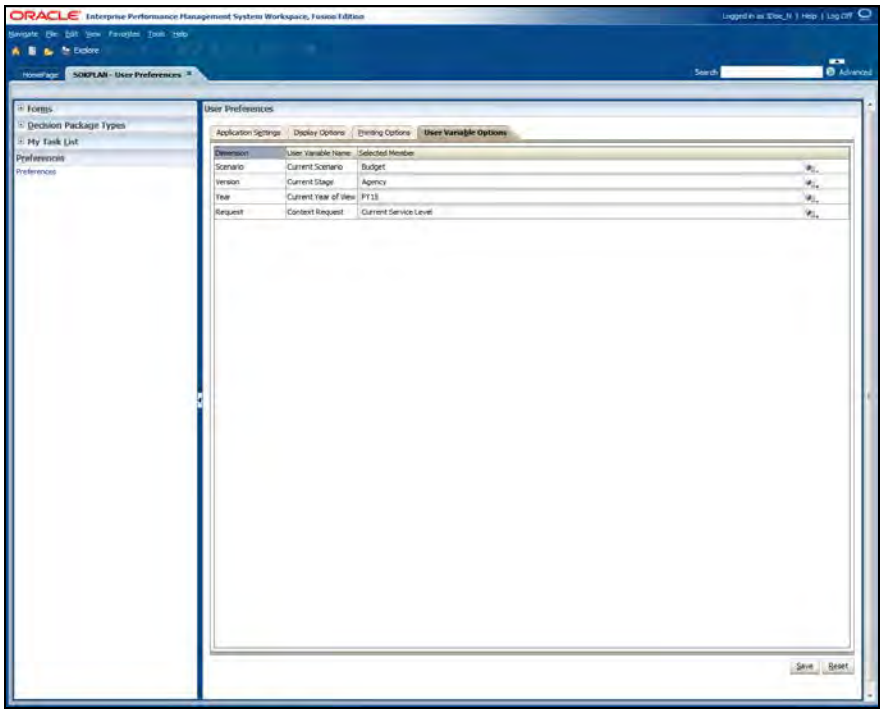
1.6 - Review Budget

Successful completion of this task the tester will be able to review the seeded Revenue for Appropriated funds and the Balance in $ available to spend.

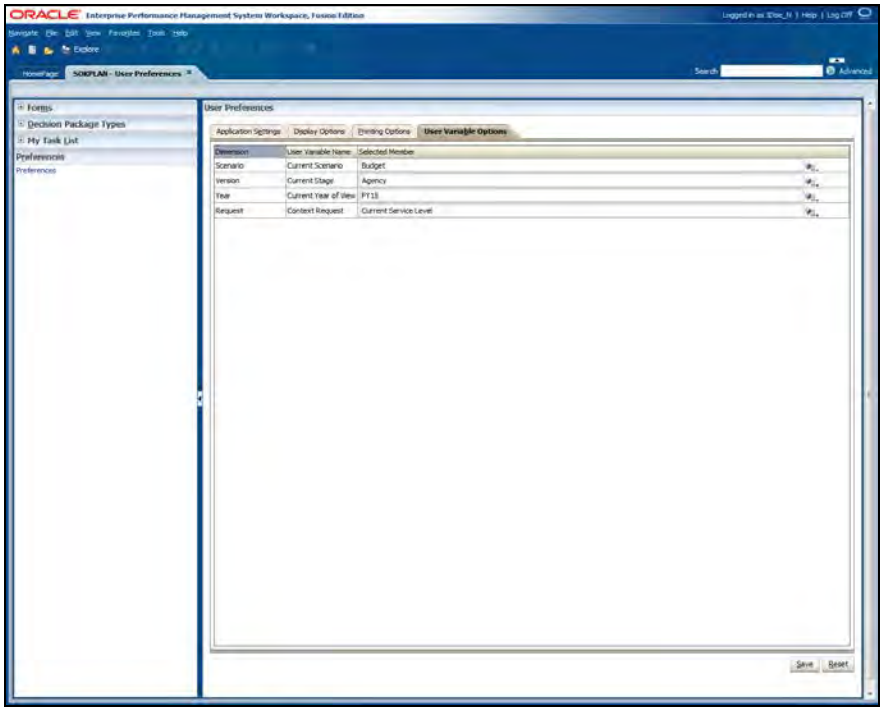
Procedure

Step	Action
1.	*To begin using the application, we must first Log On.* *The user name is not case-sensitive* Enter the desired information into the field. Enter "**<User Name:>**".
2.	Enter the desired information into the field. Enter "**<Password>**".
3.	Click the **Log On** button. Log On

Step	Action
4.	*In order to open up the SOKPLAN application the following steps must be completed:* Click the **Navigate** menu. Navigate
5.	Click the **Applications** menu. Applications
6.	Click the **Planning** menu. Planning
7.	Click the **SOKPLAN** menu. SOKPLAN
8.	*Navigate to the lower left corner of the page* Click the **Preferences Expand** button.
9.	Click the **User Variable Options** tab. User Variable Options

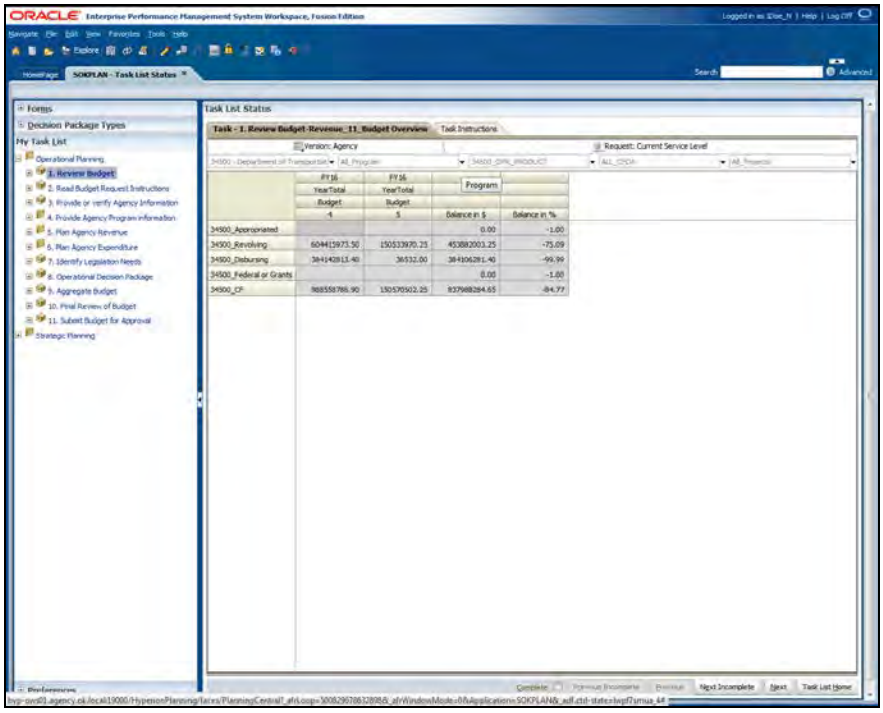


Step	Action
10.	*Edit a Selected Member* *-If you want to edit a selected member you can either enter the member directly in the field or click on the member selection icon to the right of the "Selected Member" column corresponding to the dimension you want to change*
11.	*If not already selected, the following members need to be selected for the first time:* *Scenario: Budget* *Version: Agency* *Year: FY16* *Request: Current Service Level*
12.	*If User Variables have been changed click the "Save" button (skip this step if No changes have been made)* Click the **Save** button Save

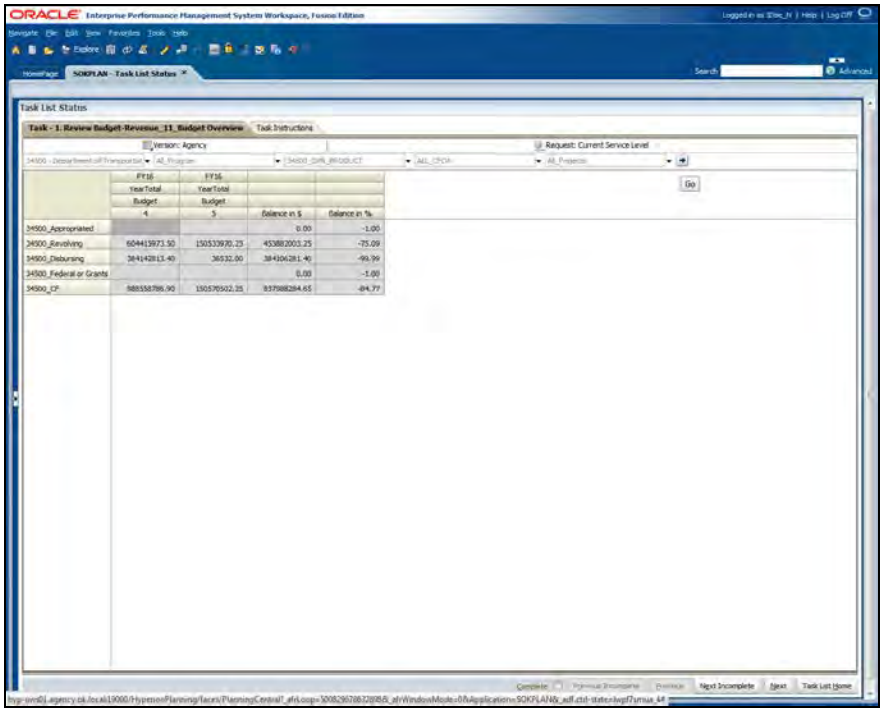


Step	Action
13.	*Navigate to the View Pane on the left side of the page* Click the **My Task List Expand** button. ⊞

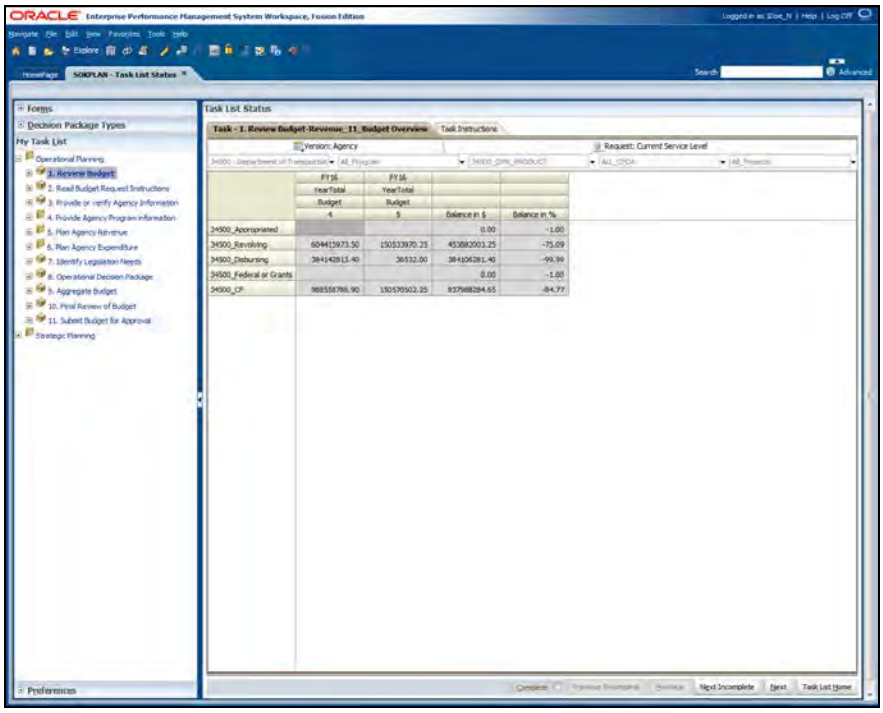
Step	Action
14.	*Navigate to the View Pane* *Click the Operational Planning folder* *E.g.:* Click the **Operational Planning** object. Operational Planning
15.	*Navigate to the Operational Planning Tasks within the content area on the right side of the page* Click the **Review Budget** button.
16.	*Hide the View Pane (if not already hidden) by clicking the collapse pane arrow button on the left* Click the **Collapse Pane** button.



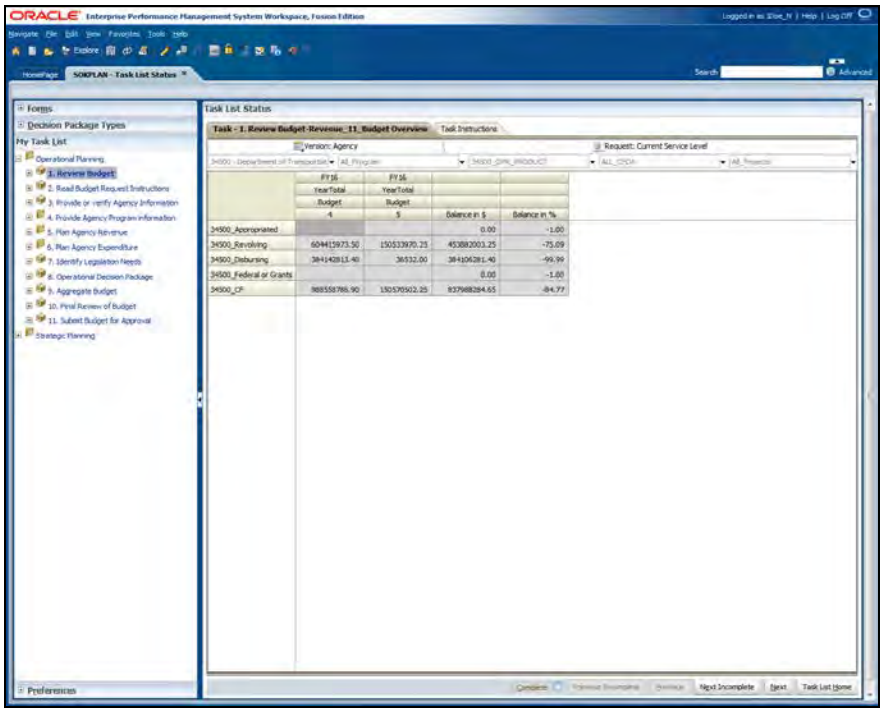
Step	Action
17.	*Adjust View for Form - (Select summary level values for all page drop downs)* ***Pages drop downs are :*** *Entity : < Select Desired Agency/Division/DeptID> , Program : <Select All_Program>, Operating Unit: <Select Agency_OPR_PRODUCT>, CFDA: <Select All_CFDA> , Project: <Select All_Projects>* ***For E.g**. Entity: 26500 (Dept of Education), Program: All_Program, Operating Unit: 26500_OPR_PRODUCT, CFDA: All_CFDA, Project: All_Projects* ***Note:** Enter "**All_**" or "**All** " in the member fields to filter to: All_Program, All_Projects, All_CFDA*



Step	Action
18.	*To set form to POV selections click the "Go" button* Click the **Go** button.
19.	*Unhide the View Pane by clicking the collapse pane arrow button on the left* Click the **Restore Pane** button.



Step	Action
20.	*Review the data in the form:* *Form Rows are :* *<List of Agency Class Fund categories>* *Form Columns are :* *FY16, Budget, 4 - Revenue and 5 - Expenditures* *Balance in $ and Balance in % is variance between account group 4 and 5*

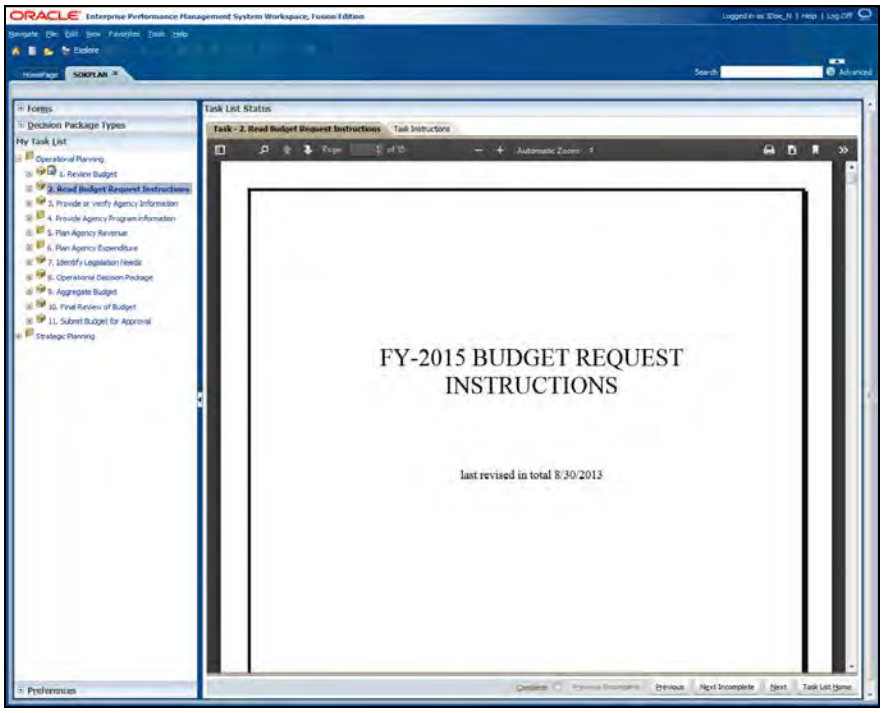


Step	Action
21.	*Complete the "Review Budget" Task* Click the **Complete** option.
22.	Click the **Next** button. Next
23.	**End of Procedure.**

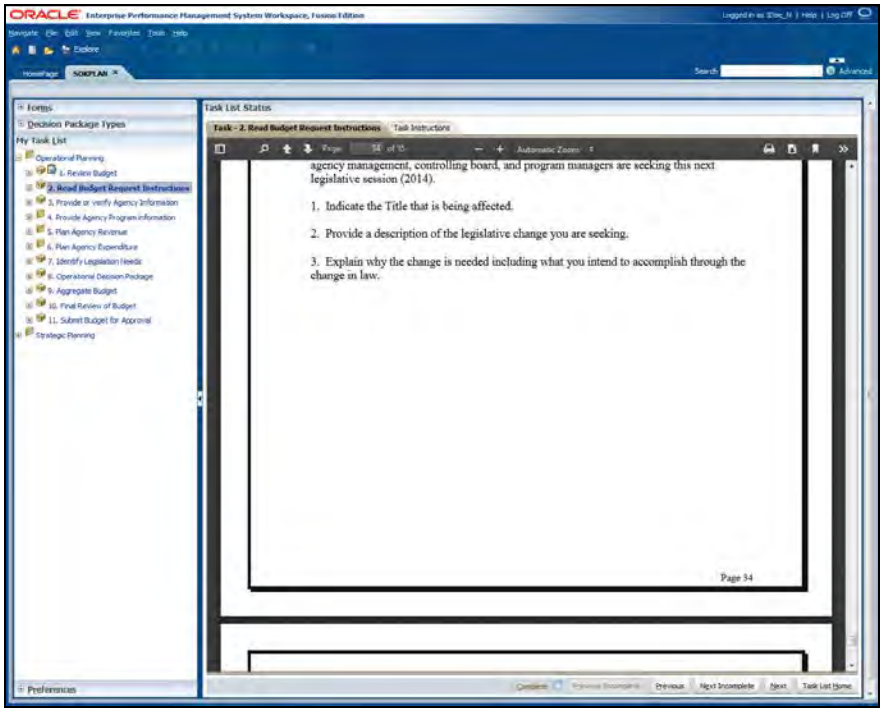
1.7 - Read Budget Request Instructions

In this topic you will be able to open up Budget Request Instructions document and read planning instructions.

Procedure



Step	Action
1.	*Review the Budget Request instructions* *[Note: Verify that it is the current year's instruction guide]*
2.	*Use the vertical scroll bar to scroll through the document for review*

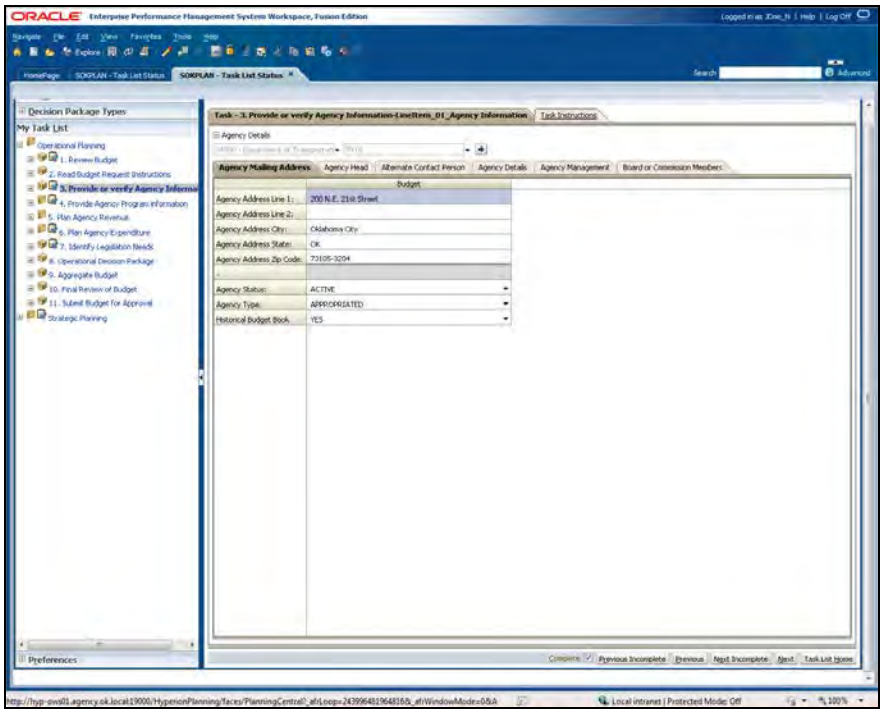


Step	Action
3.	*Complete the "Read Budget Requests Instructions" Task* Click the **Complete** option.
4.	Click the **Next** button. Next
5.	**End of Procedure.**

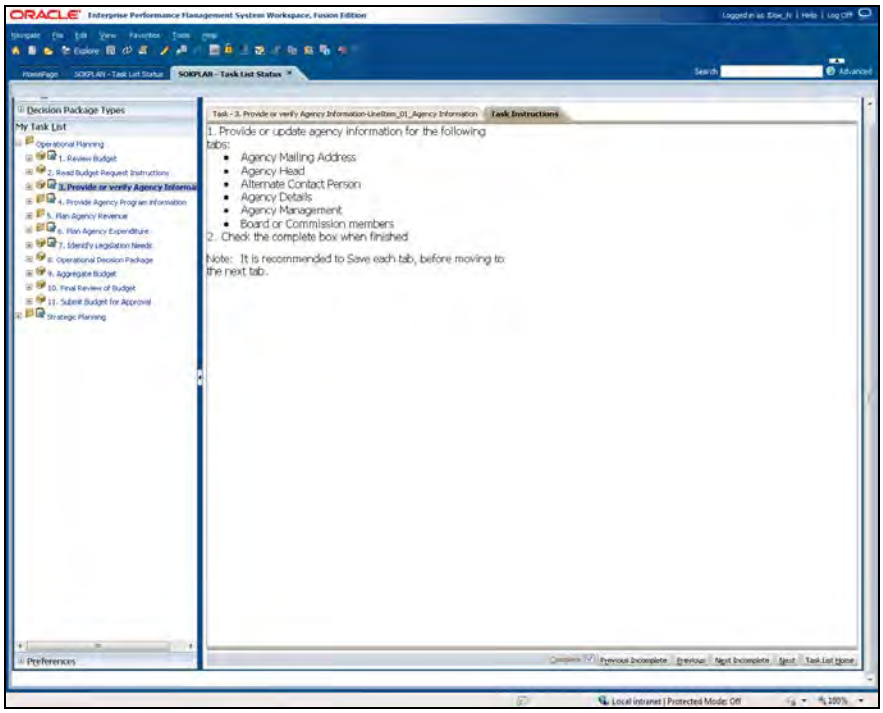
1.8 - Provide or verify Agency Information

In this topic you will update Agency information related to Mailing Address, Agency Head, Contact Person, Agency Details, Management and Board Members.

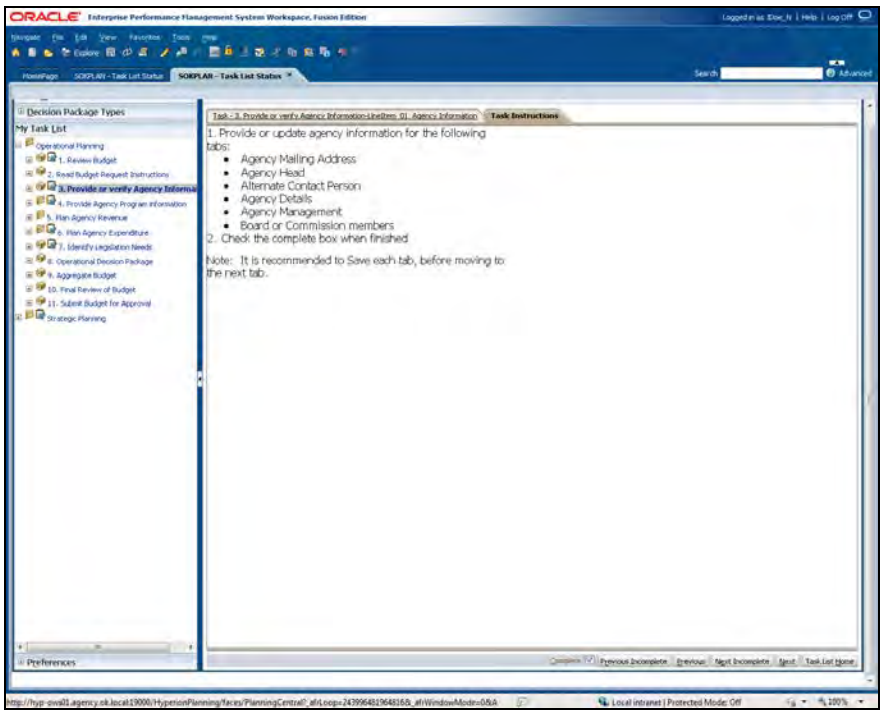
Procedure



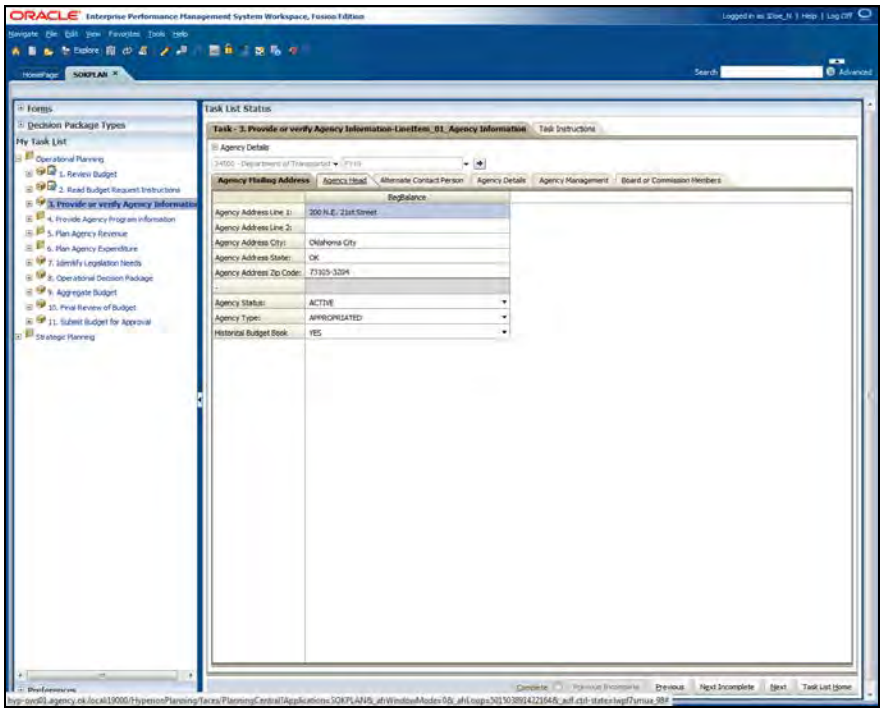
Step	Action
1.	*Adjust View for Form* *Pages drop downs are :* *Entity : < Select Desired Agency> , Year : <Select FYXX>* *For E.g. Entity: 26500 (Dept of Education), Year: FY16* Click the **Go** button.
2.	*To view instructions for this Task, click the Task Instructions tab* Click the **Task Instructions** tab. Task Instructions



Step	Action
3.	*Review the task instructions:* *[Note: Data my already be entered in forms and only require review/updates.]* *Provide Data in Forms* *-On "Agency Mailing Address" tab, select values for Agency Status (Active/Inactive), Agency Type(Appropriated/Non_app) and Historical Budget Book (Yes/No) for including this agency for HBB* *-"Agency Head" tab and enter required details in cells* *-"Alternate Contact Person" tab and enter required details in cells* *-"Agency Details" tab and enter required details in cells. Select value for Governing Body (Board, Council etc.) from the drop down* *-"Agency Management" tab and enter required details in cells* *-"Board or Commission Members" tab and enter required details in cells*

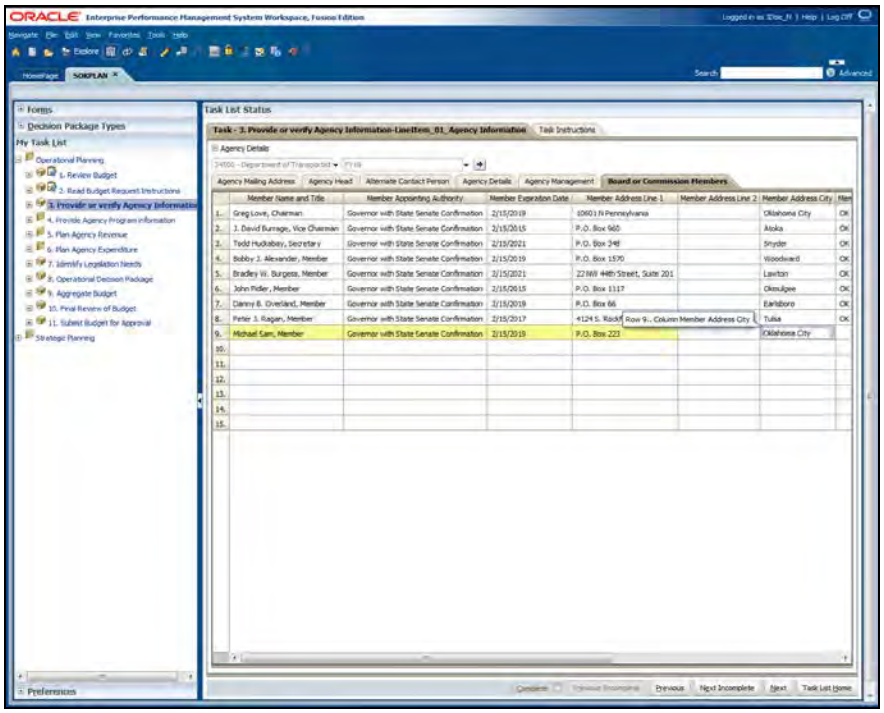


Step	Action
4.	*Navigate back to the Task forms* Click the **Task - 3. Provide or verify Agency Information-LineItem_01_Agency Information** tab.

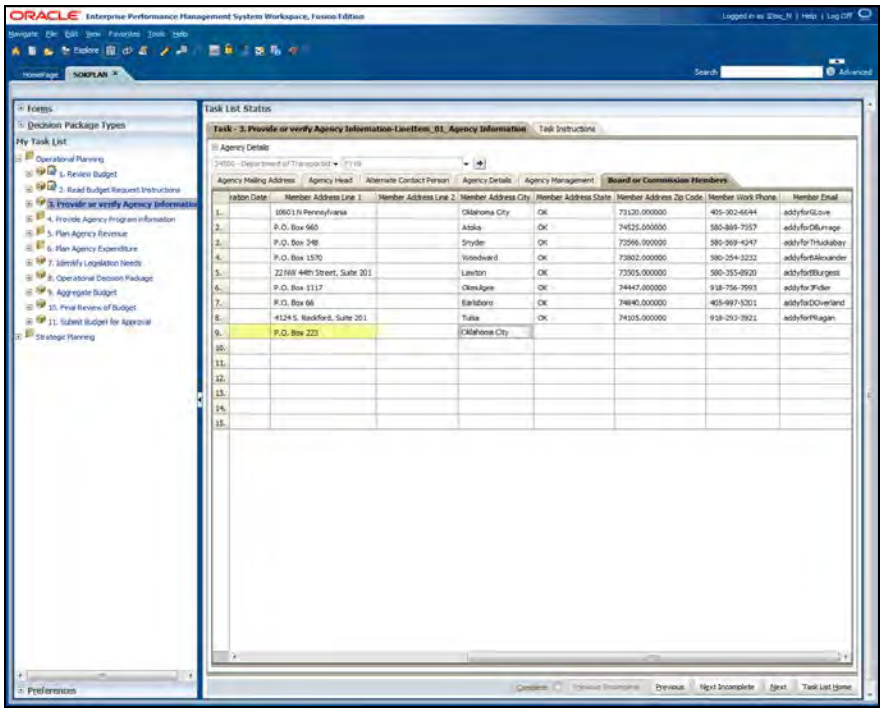


Step	Action
5.	*Review/Update data in form. Proceed to next form when finished.* Click the **Agency Head** tab. Agency Head
6.	*Review/Update data in form. Proceed to next form when finished.* Click the **Alternate Contact Person** tab. Alternate Contact Person
7.	*Review/Update data in form. Proceed to next form when finished.* Click the **Agency Details** tab. Agency Details
8.	*Review/Update data in form. Proceed to the next form when finished.* Click the **Agency Management** tab. Agency Management
9.	*Review/Update data in form. Proceed to next form when finished.* Click the **Board or Commission Members** tab. Board or Commission Members

Step	Action
10.	*Enter a new board member by navigating to blank row and entering data for all the fields in that row* *[Note: You can either click tab to navigate to the next field or click a specific cell]* Enter the desired information into the **Row 9.. Column Member Name and Title** field. Enter "**Michael Sam, Member**".
11.	Enter the desired information into the **Row 9.. Column Member Appointing Authority** field. Enter "**Governor with State Senate Confirmation**".
12.	Enter the desired information into the **Row 9.. Column Member Expiration Date** field. Enter "**2/15/2019**".
13.	Enter the desired information into the **Row 9.. Column Member Address Line 1** field. Enter "**P.O. Box 223**".
14.	Enter the desired information into the **Row 9.. Column Member Address City** field. Enter "**Oklahoma City**".



Step	Action
15.	*Use the horizontal scroll bar to view the whole form*



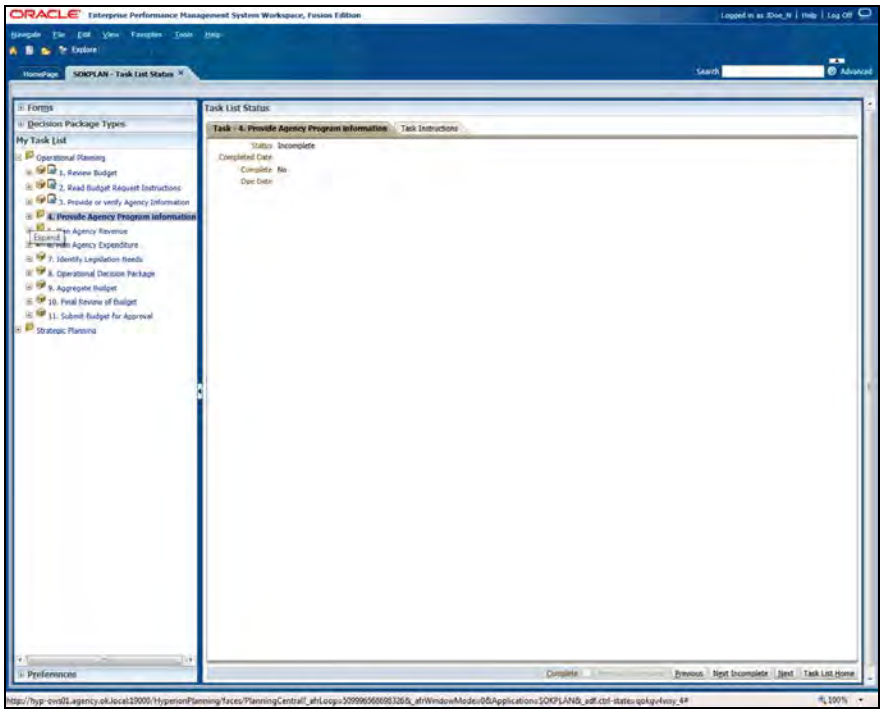
Step	Action
16.	Enter the desired information into the **Row 9.. Column Member Address State** field. Enter "**OK**".
17.	Enter the desired information into the **Row 9.. Column Member Address Zip Code** field. Enter "**73134.000000**".
18.	Enter the desired information into the **Row 9.. Column Member Work Phone** field. Enter "**405-222-2323**".
19.	Enter the desired information into the **Row 9.. Column Member Email** field. Enter "**addyforMSam**".
20.	*Save the newly added board member information.* Click the **Save** button.
21.	*A message displays reading "The data has been saved."* Click the **OK** button. OK
22.	*Complete the "Provide or verify Agency Information" Task* Click the **Complete** option.
23.	Click the **Next** button. Next

Step	Action
24.	**End of Procedure.**

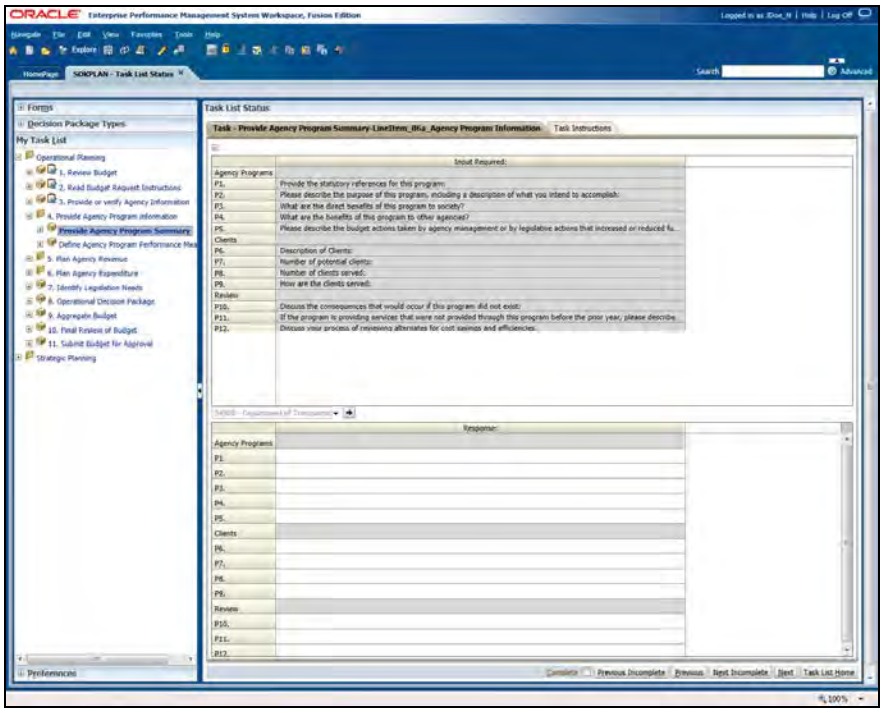
1.9 - Provide Agency Program Summary

In this topic you will update Agency Program details for multiple programs.

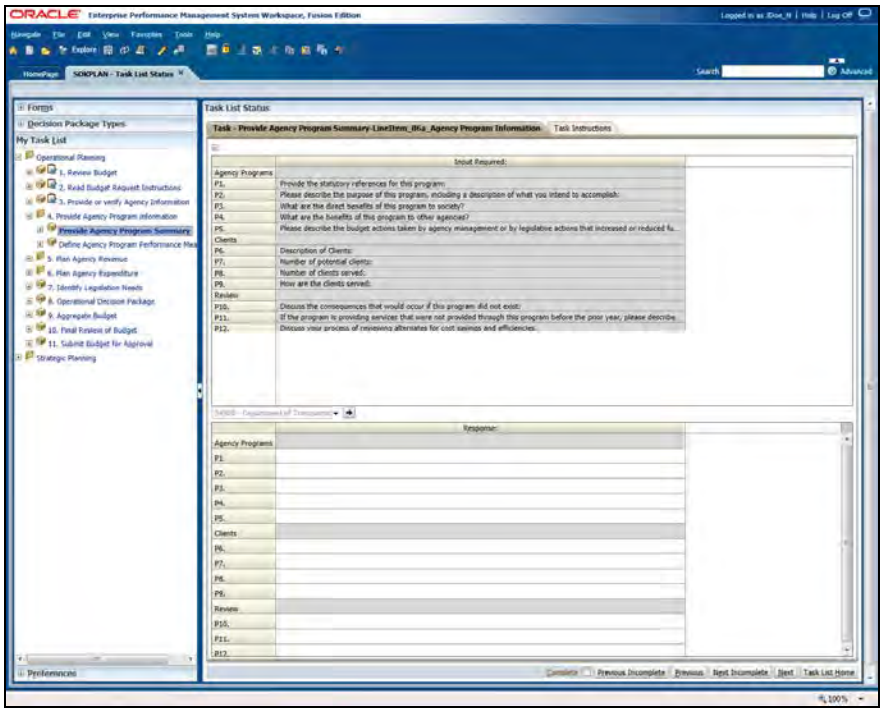
Procedure



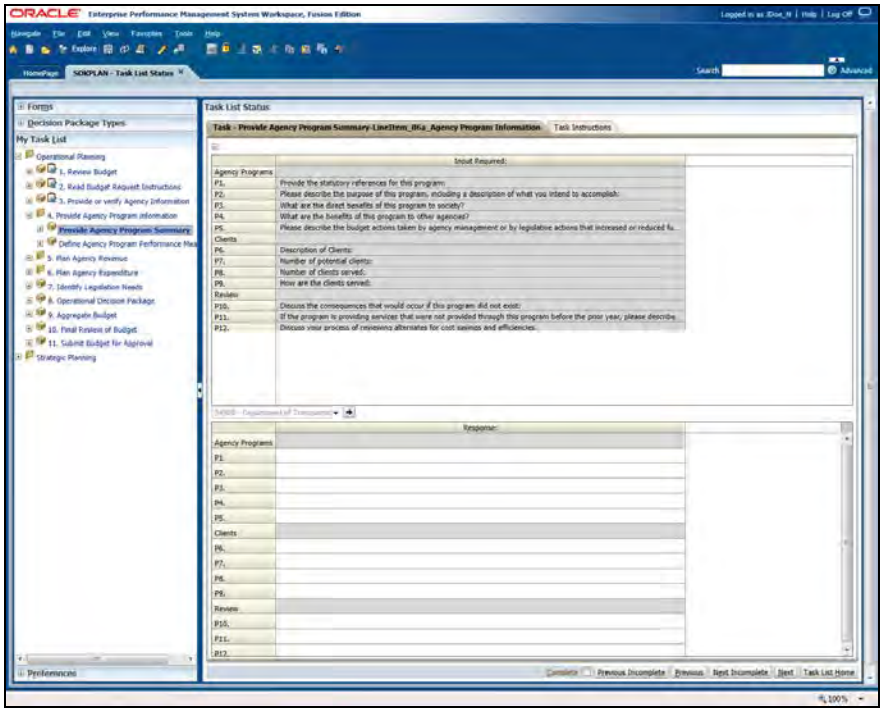
Step	Action
1.	*This Task contains subtasks which must be completed individually* *Navigate to the View Pane on the left side of the page* Click the **Provide Agency Program information Expand** button. [+]
2.	Click the **Provide Agency Program Summary** object. Provide Agency Program Summary



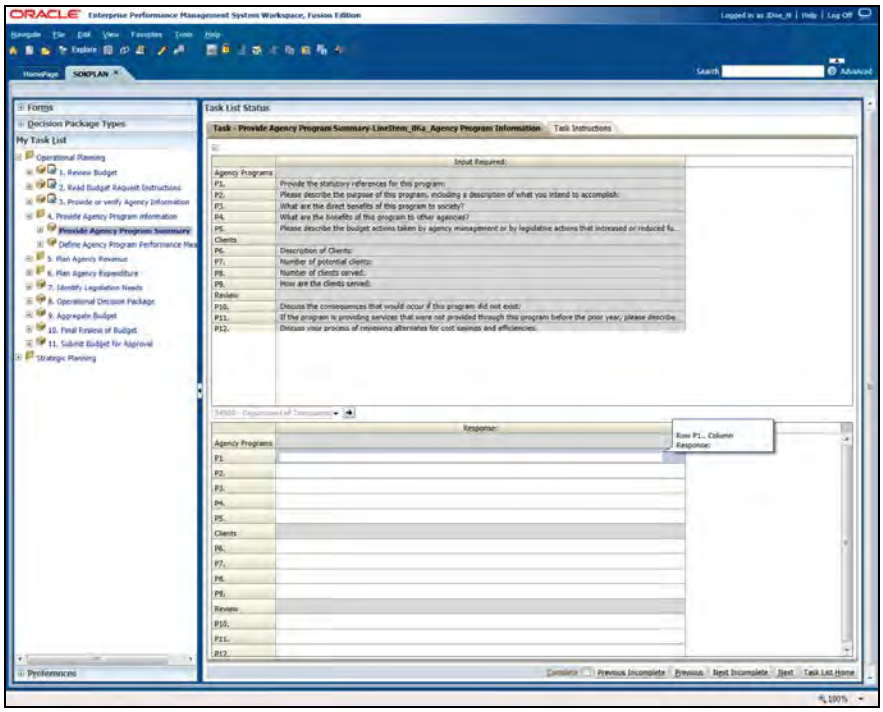
Step	Action
3.	*Adjust View for Form* *Pages drop downs are :* *Entity : < Select Desired DeptID>* *For E.g. Entity: 26500_0100001* *[Note: This form will be populated for each of your agency's programs/divisions. Enter only one program here.]*



Step	Action
4.	Click the **Go** button.

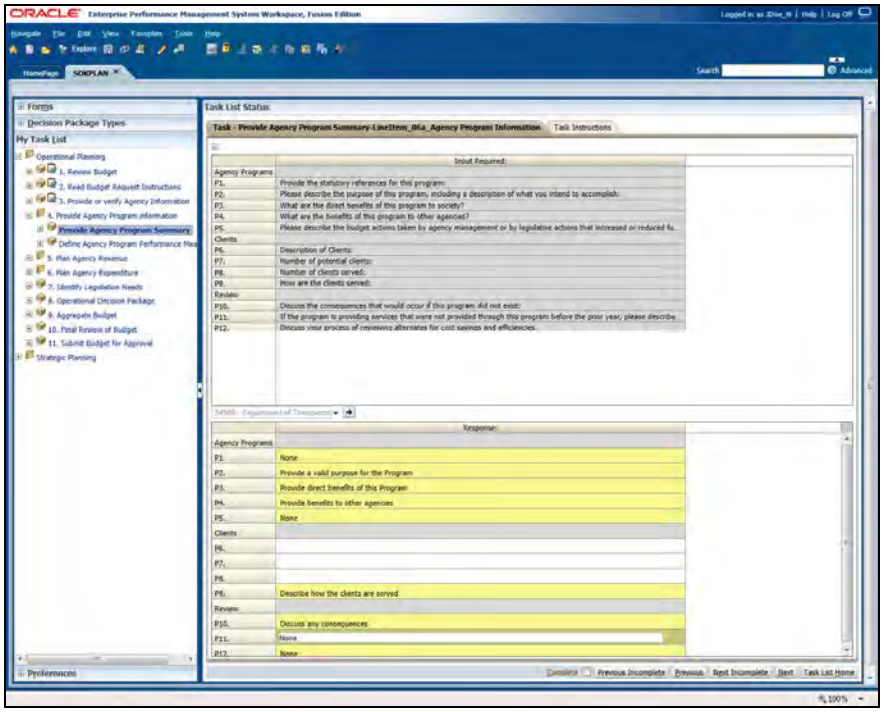


Step	Action
5.	*Provide Data in Form* *-Review the questions in the "Input Required" form* *[NOTE: By placing the mouse over the edge of the column header, as in Excel, you can drag the column width narrower and wider, in order to see the entire questions.]*
6.	*Provide Data in Form* *-Enter the answers in all the fields in the "Response" form referencing the "Input Required" form for the questions* *-Click in each cell to enter question*

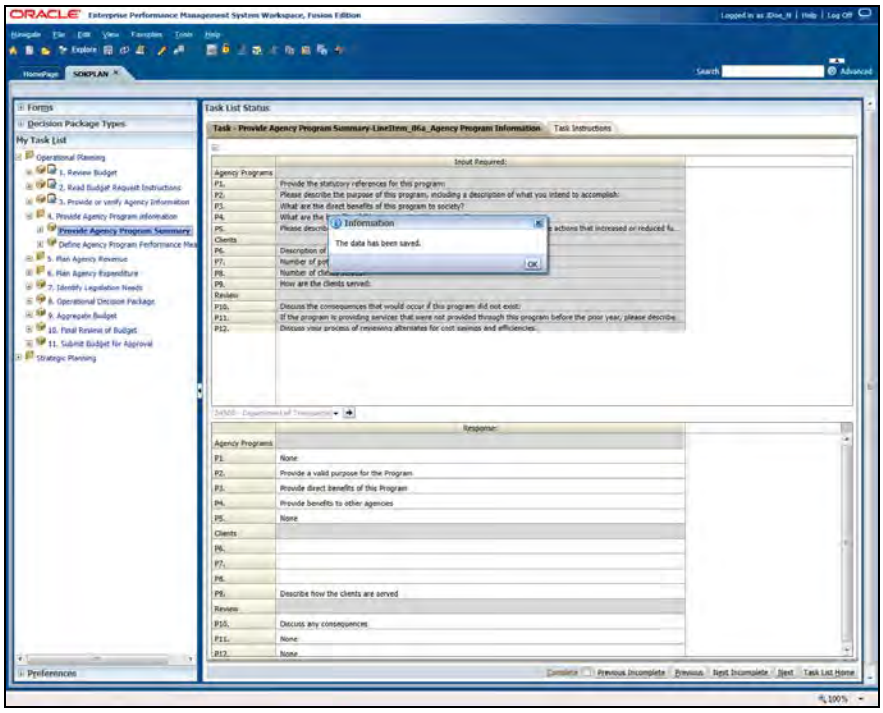


Step	Action
7.	Enter the desired information into the **Row P1.. Column Response:** field. Enter "**None**".
8.	Enter the desired information into the **Row P2.. Column Response:** field. Enter "**Provide a valid purpose for the Program**".
9.	Enter the desired information into the **Row P3.. Column Response:** field. Enter "**Provide direct benefits of this Program**".
10.	Enter the desired information into the **Row P4.. Column Response:** field. Enter "**Provide benefits to other agencies**".

Step	Action
11.	Enter the desired information into the **Row P5.. Column Response:** field. Enter "**None**".
12.	Enter the desired information into the **Row P9.. Column Response:** field. Enter "**Describe how the clients are served**".
13.	Enter the desired information into the **Row P10.. Column Response:** field. Enter "**Discuss any consequences**".
14.	Enter the desired information into the **Row P11.. Column Response:** field. Enter "**None**".
15.	Enter the desired information into the **Row P12.. Column Response:** field. Enter "**None**".



Step	Action
16.	Click the **Save** button.

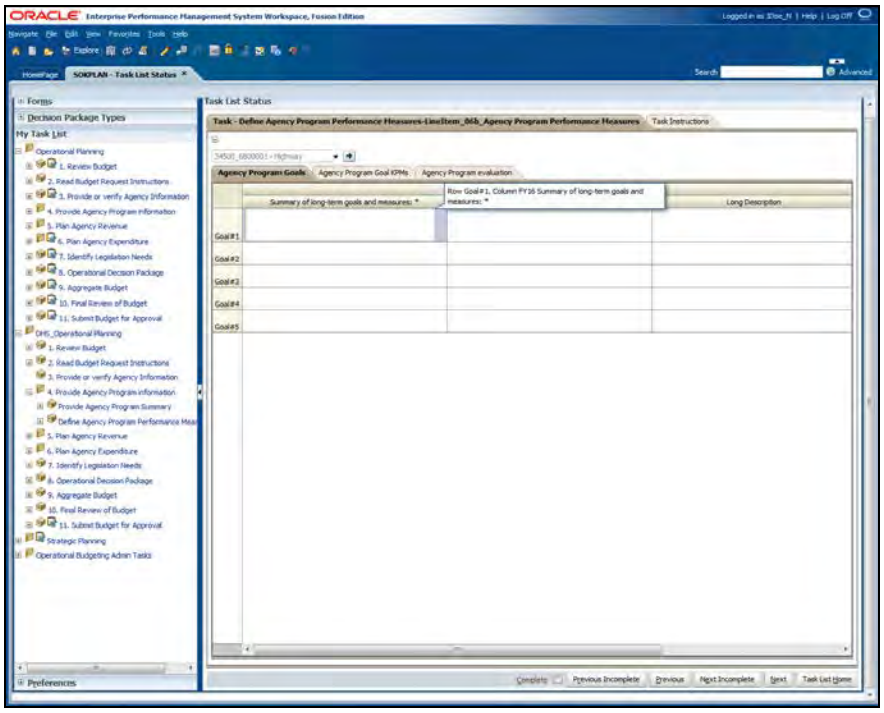


Step	Action
17.	*A message appears reading "The data has been saved."* Point to the **OK** button.
18.	*Complete the "Provide Agency Program Summary" Task* Click the **Complete** option.
19.	Click the **Next** button. Next
20.	**End of Procedure.**

1.10 - Define Agency Program Performance

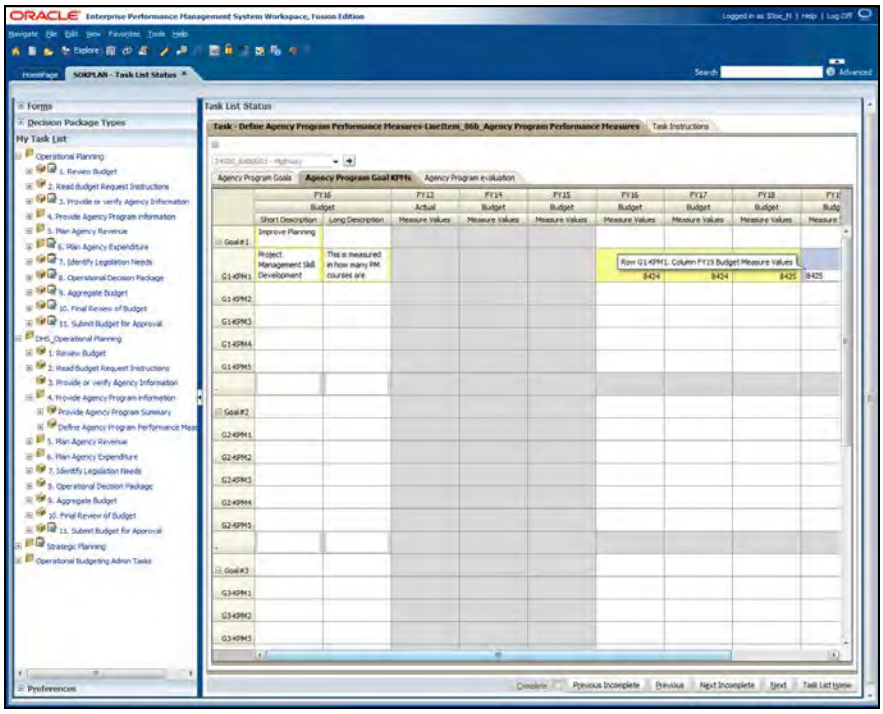
In this topic you will update Agency Program Goals and Program evaluation.

Procedure

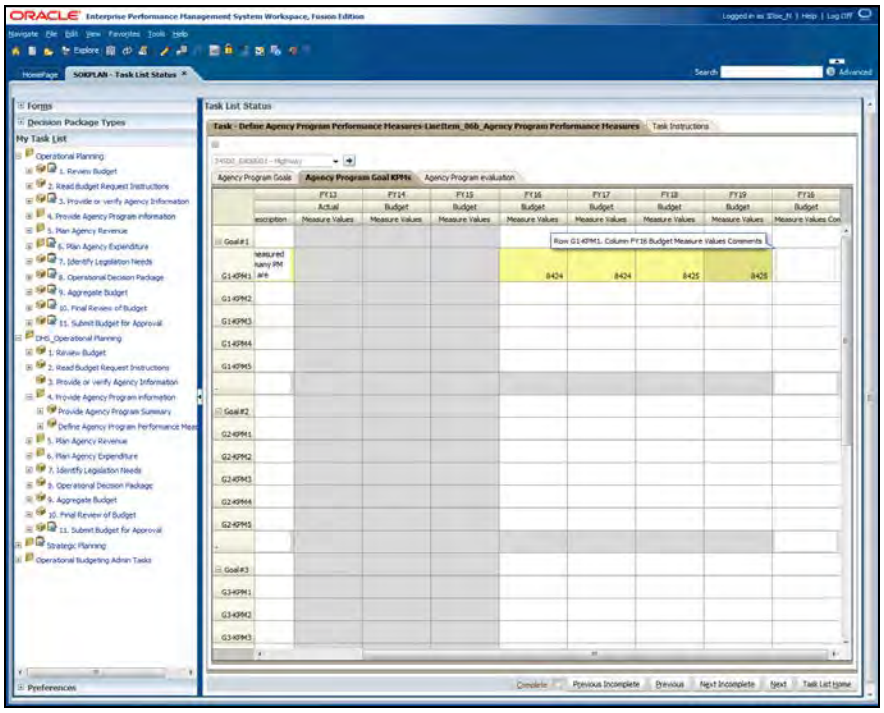


Step	Action
1.	*Adjust View for Form* *Pages drop downs are :* *Entity : < Select Desired DeptID>* *For E.g. Entity: 26500_0100001* Click the **Go** button.
2.	Enter the desired information into the **Row Goal#1. Column FY16 Summary of long-term goals and measures: *** field. Enter "**To develop effective and successful planning**".
3.	Click the **File** menu. File
4.	Click the **Save** menu. Save
5.	*A message displays reading "The data has been saved."* Click the **OK** button. OK
6.	Click the **Agency Program Goal KPMs** tab. Agency Program Goal KPMs

Step	Action
7.	Enter the desired information into the **Row Goal#1. Column FY16 Budget Short Description** field. Enter "**Improve Planning**".
8.	Enter the desired information into the **Row G1-KPM1. Column FY16 Budget Short Description** field. Enter "**Project Management Skill Development**".
9.	Enter the desired information into the **Row G1-KPM1. Column FY16 Budget Long Description** field. Enter "**This is measured in how many PM courses are utilized by State employees**".
10.	Enter the desired information into the **Row G1-KPM1. Column FY16 Budget Measure Values** field. Enter "**8424**".
11.	Enter the desired information into the **Row G1-KPM1. Column FY17 Budget Measure Values** field. Enter "**8424**".
12.	Enter the desired information into the **Row G1-KPM1. Column FY18 Budget Measure Values** field. Enter "**8425**".
13.	Enter the desired information into the **Row G1-KPM1. Column FY19 Budget Measure Values** field. Enter "**8425**".



Step	Action
14.	*Use the horizontal scroll bar to scroll to the right to view the whole form*



Step	Action
15.	Enter the desired information into the **Row G1-KPM1. Column FY16 Budget Measure Values Comments** field. Enter "**Number of trips**".
16.	Click the **File** menu. File
17.	Click the **Save** menu. Save
18.	*A message displays reading "The data has been saved."* Click the **OK** button. OK
19.	Click the **Agency Program evaluation** tab. Agency Program evaluation
20.	*Navigate to the question beginning with "Does this program..."* Click the **1st Row SmartList** dropdown button to activate the menu.
21.	Click the **Yes** list item. Yes
22.	*Navigate to the question beginning with "Are the users..."* Click the **2nd Row SmartList** dropdown button to activate the menu.

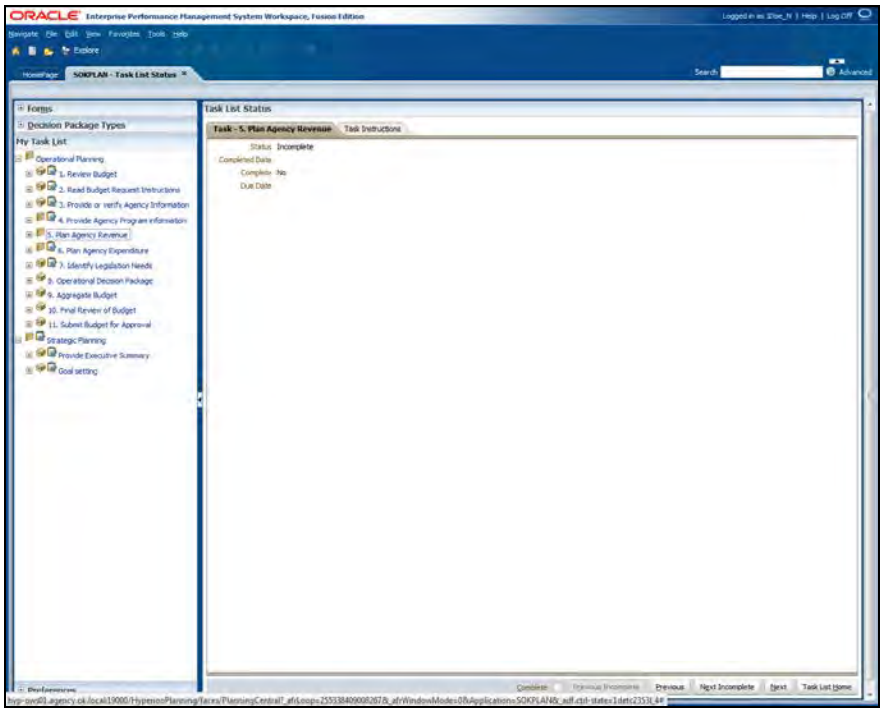
Step	Action
23.	Click the **Yes** list item. Yes
24.	*Navigate to the question beginning with "Does the state..."* Click the **3rd Row SmartList** dropdown button to activate the menu.
25.	Click the **No** list item. No
26.	*Navigate to the question beginning with "If yes, do individual..."* Click the **4th Row SmartList** dropdown button to activate the menu.
27.	Click the **No** list item. No
28.	*Navigate to the question beginning with "Is the service..."* Click the **5th Row SmartList** dropdown button to activate the menu.
29.	Click the **Yes** list item. Yes
30.	*Navigate to the question beginning with "Do other states..."* Click the **6th Row SmartList** dropdown button to activate the menu.
31.	Click the **Yes** list item. Yes
32.	Enter the desired information into the **7th Row If yes, please summarize their experience with the charges. Column FY16 Budget** field. Enter "**None**".
33.	*Navigate to the question beginning with "Are there any related..."* Click the **8th Row SmartList** dropdown button to activate the menu.
34.	Click the **No** list item. No
35.	Enter the desired information into the **9th Row If any exist, summarize service and related benefits to users and public. Column FY16 Budget** field. Enter "**None**".
36.	Enter the desired information into the **10th Row Discussion of user fees *. Column FY16 Budget** field. Enter "**Details provided**".
37.	Click the **File** menu. File

Step	Action
38.	Click the **Save** menu. Save
39.	*A message displays reading "The data has been saved."* Click the **OK** button. OK
40.	*Complete the "Define Agency Program Performance* Click the **Complete** option.
41.	Click the **Next** button. Next
42.	**End of Procedure.**

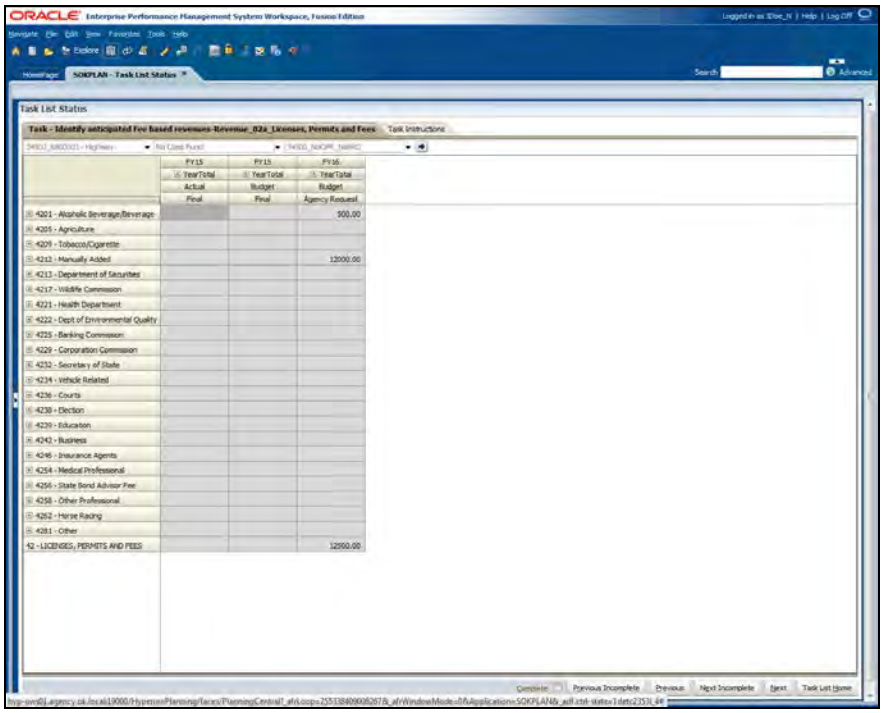
1.11 - Identify Anticipated Fee Based Revenue

In this topic you will add New Agency fees, update Fees Schedule and thereby plan Fee-based revenues for the current year.

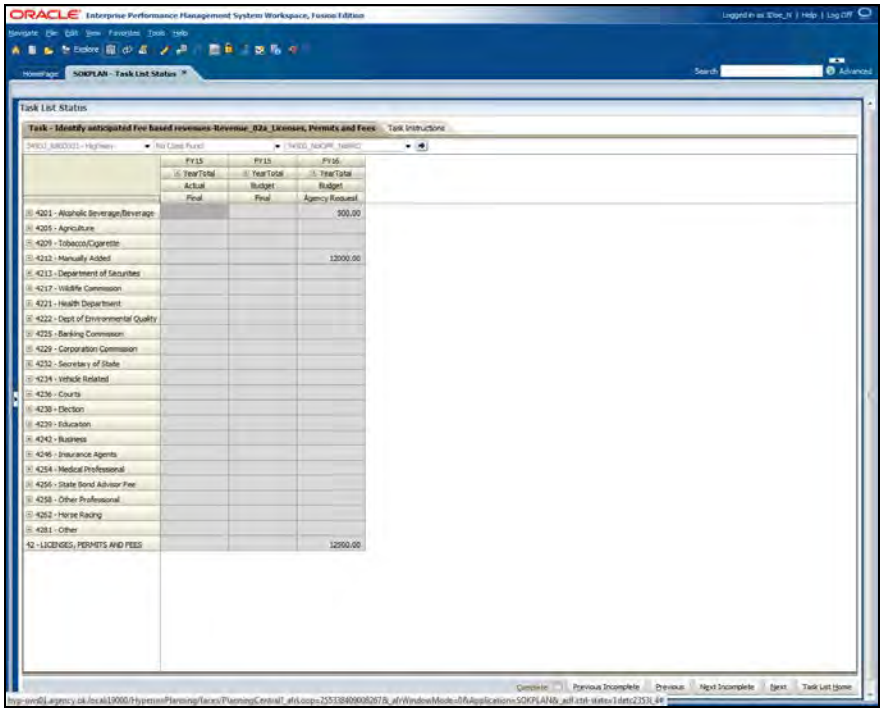
Procedure



Step	Action
1.	*This Task contains subtasks which must be completed individually* *Navigate to the View Pane on the left side of the page* Click the **Plan Agency Revenue Expand** button. [+]
2.	Click the **Identify anticipated Fee based revenues** object. Identify anticipated Fee based revenues
3.	*If not already hidden, hide the View Pane* Click the **Collapse Pane** button. [◀]
4.	*Adjust View for Form (Select lowest level values in page drop downs)* ***Pages drop downs are :*** *Entity : < Select Desired DeptID> , ClassFund: <Select Desired ClassFund>* *Operating Unit: <Select Desired OU_Product>* ***For E.g.:*** *Entity: 26500_0100001 (Administrative Services), ClassFund: No Class Fund,* *Operating Unit: 26500_NoOPR_NoPRD* Click the **Go** button. [→]

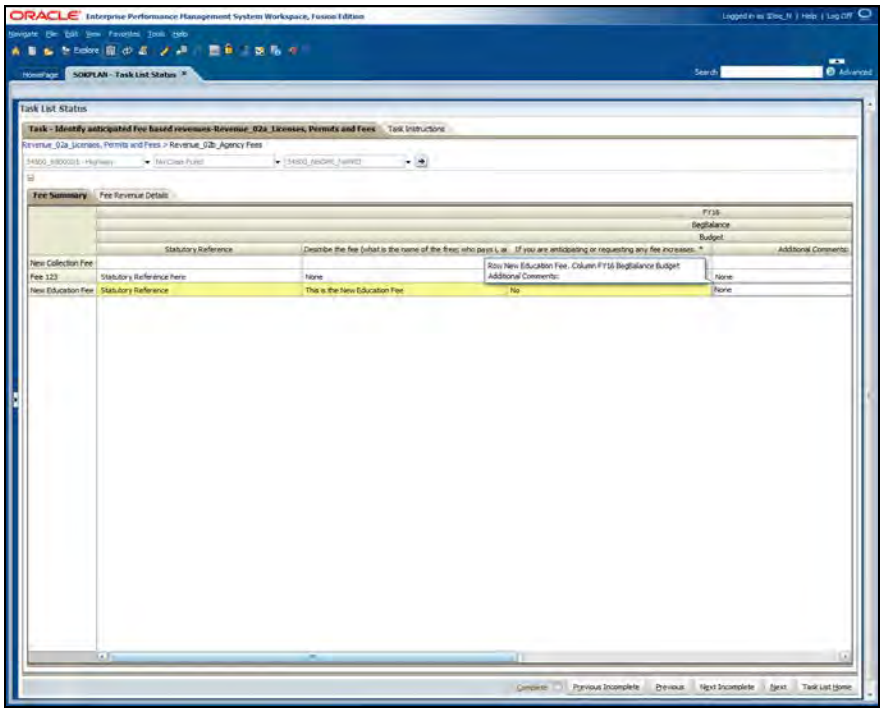


Step	Action
5.	*Provide Anticipated Fee Based Revenues* *-Expand the Account row by clicking on the "Drill Expand" button on that row* *-Right-click a column header in the "Agency Request" column for the current Budget Year* *-Click 'Fees Planning' from the Menu* ⊞

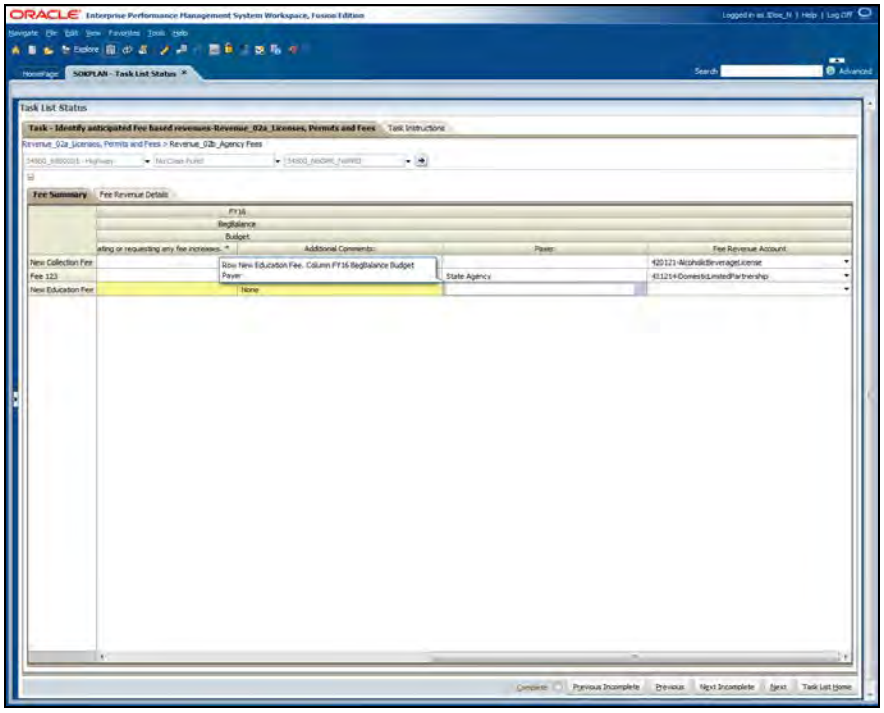


Step	Action
6.	*E.g.:* Click the **4239 - Education Expand** button. ⊞
7.	*Navigate to any of the column headers in the Agency Request column for the current budgeting year column (e.g. FY16)* Right-click the **Column Header** cell. FY 16
8.	Click the **Fees Planning** menu. Fees Planning

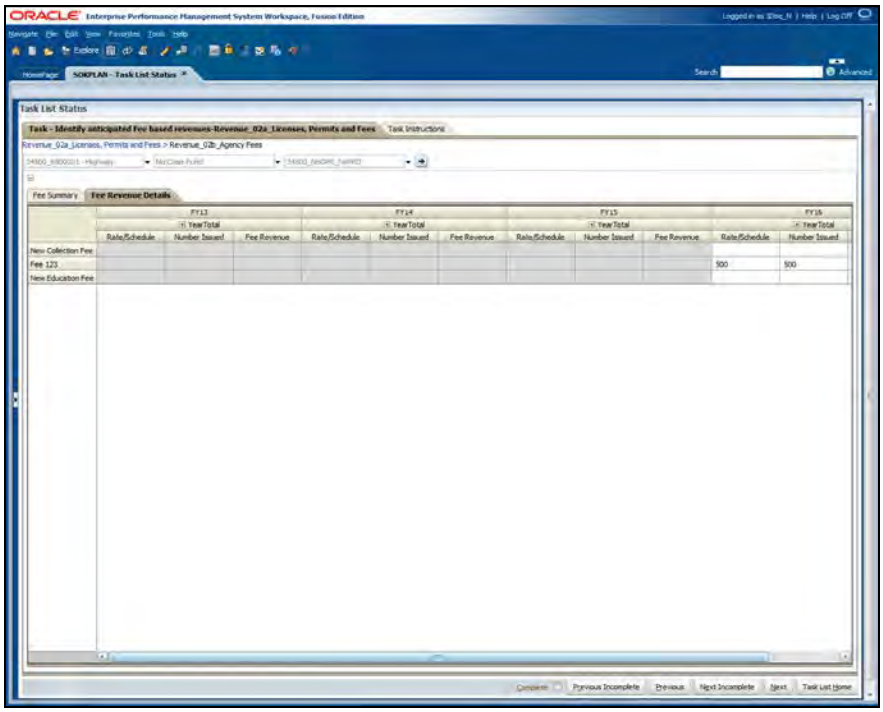
Step	Action
9.	*Right click any of the row headers* *E.g.* Right-click the **Row Header** object. Fee 123
10.	Click the **Add New Agency Fee** menu. Add New Agency Fee
11.	*NOTE:* *-New Fee Name should not have (") or (') characters* *-New Fee Name should not be same as an existing fee name* Enter the desired information into the ***Enter Fee Name** field. Enter "**New Education Fee**".
12.	Click the **Launch** button. Launch
13.	*A message displays reading "LI_Add New Fee was successful."* Click the **OK** button. OK
14.	*Navigate to the first cell in the row and enter data. To move to the next column click that cell or use the TAB key* Enter the desired information into the **Row New Education Fee. Column FY16 BegBalance Budget Statutory Reference** field. Enter "**Statutory Reference**".
15.	Enter the desired information into the **Row New Education Fee. Column FY16 BegBalance Budget Describe the fee (what is the name of the free; who pays i, and so-forth)** field. Enter "**This is the New Education Fee**".
16.	Enter the desired information into the **Row New Education Fee. Column FY16 BegBalance Budget If you are anticipating or requesting any fee increases. *** field. Enter "**No**".
17.	Enter the desired information into the **Row New Education Fee. Column FY16 BegBalance Budget Additional Comments:** field. Enter "**None**".



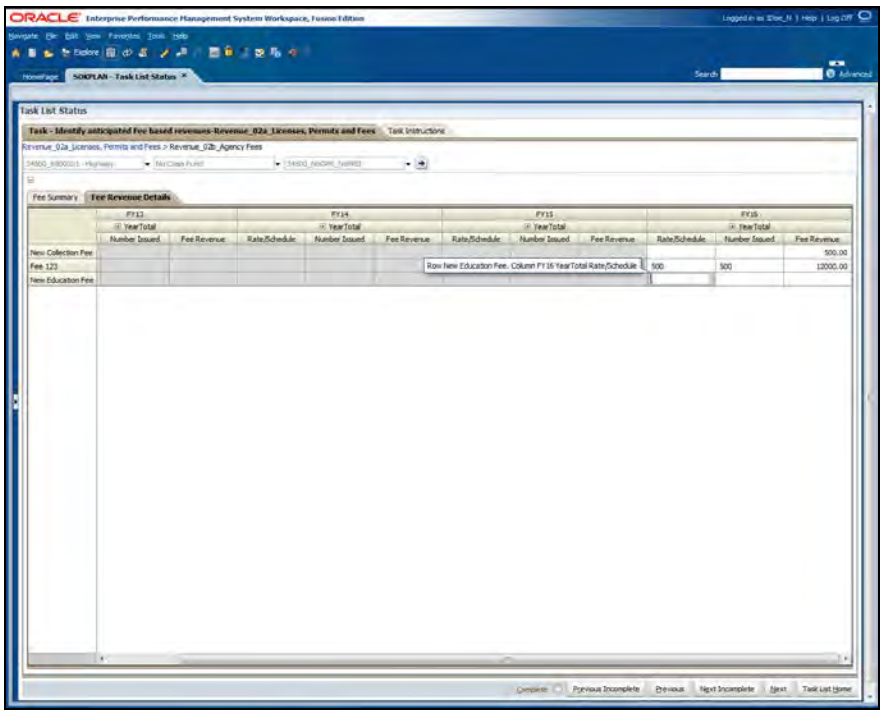
Step	Action
18.	*Use the horizontal scroll bar to view the rest of the form*



Step	Action
19.	Enter the desired information into the **Row New Education Fee. Column FY16 BegBalance Budget Payer** field. Enter "**State Agency**".
20.	Click the **Fee Revenue Account SmartList** dropdown button to activate the menu.
21.	*-Select an appropriate GL Revenue account for the Agency Fee* Click the **Free Revenue Account SmartList** dropdown button to activate the menu.
22.	Enter the desired information into the **Name** field. Enter "**423920**".
23.	Click in the **423920-IdentificationCardFee** field. 423920-IdentificationCardFee
24.	Click the **File** menu. File
25.	Click the **Save** menu. Save
26.	*A message appears reading "The data has been saved. Rule was run successfully"* Click the **OK** button. OK
27.	Click the **Fee Revenue Details** tab. Fee Revenue Details

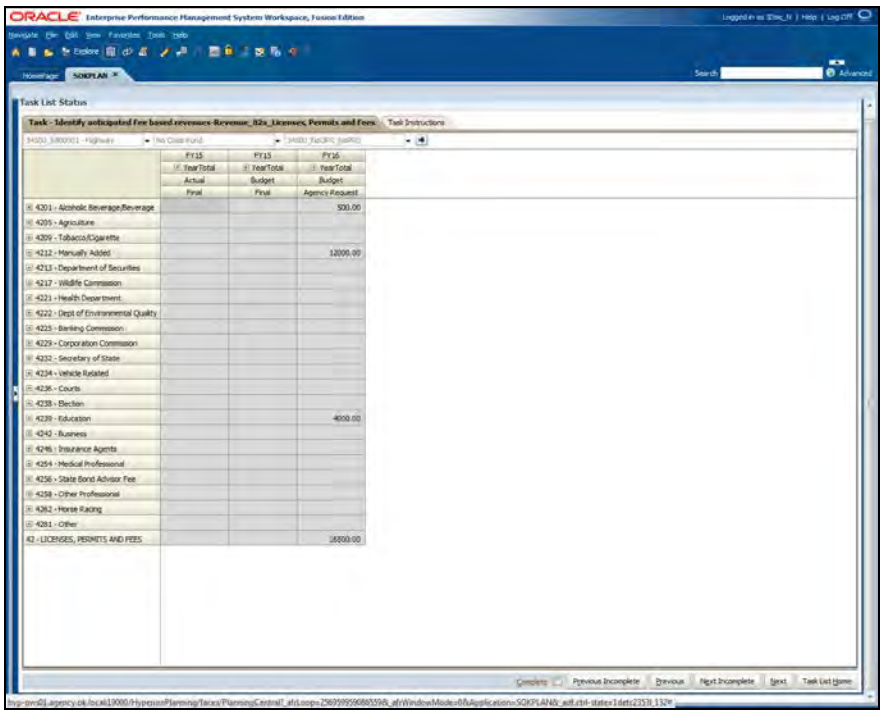


Step	Action
28.	Use the horizontal scroll bar to view the rest of the form
29.	*-Under current Budget Year, fill up "Rate/Schedule" , "Number Issued", and "Fee Revenue"* *-Enter data in the appropriate cells*

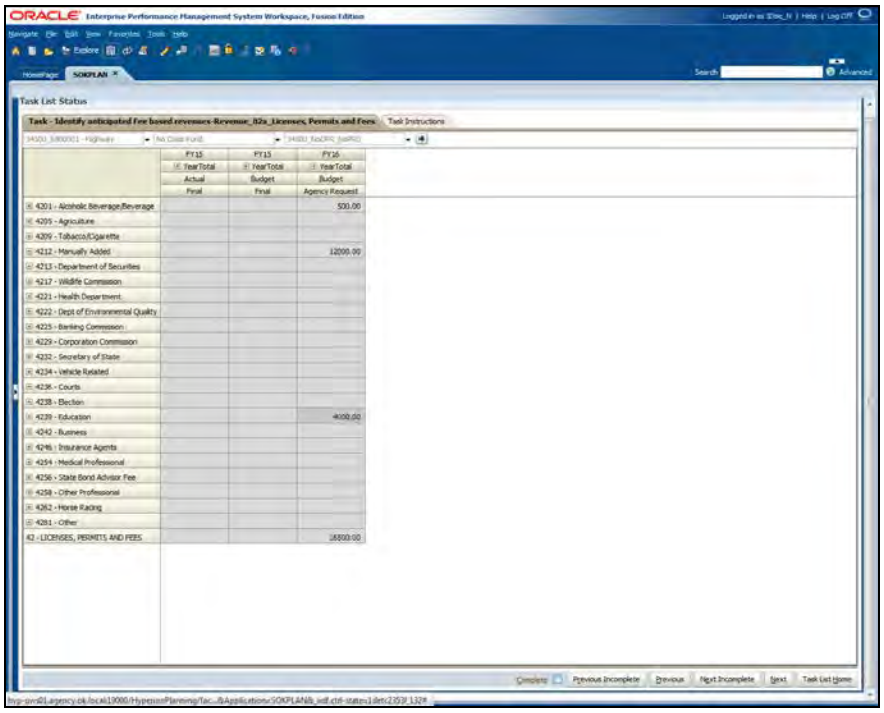


Step	Action
30.	Enter the desired information into the **Row New Education Fee. Column FY16 YearTotal Rate/Schedule** field. Enter "**250**".
31.	Enter the desired information into the **Row New Education Fee. Column FY16 YearTotal Number Issued** field. Enter "**250**".
32.	Enter the desired information into the **Row New Education Fee. Column FY16 YearTotal Fee Revenue** field. Enter "**4000**".
33.	Click the **File** menu. File
34.	Click the **Save** menu. Save

Step	Action
35.	*A message appears reading "The data has been saved. Rule was run successfully"* Click the **OK** button. OK
36.	*View the Results* Click the **Revenue_02a_Licenses, Permits and Fees** link. Revenue_02a_Licenses, Permits and Fees



Step	Action
37.	*Locate the GL Revenue Account that was selected for the Fee* *The data appears in the cell* 4000.00

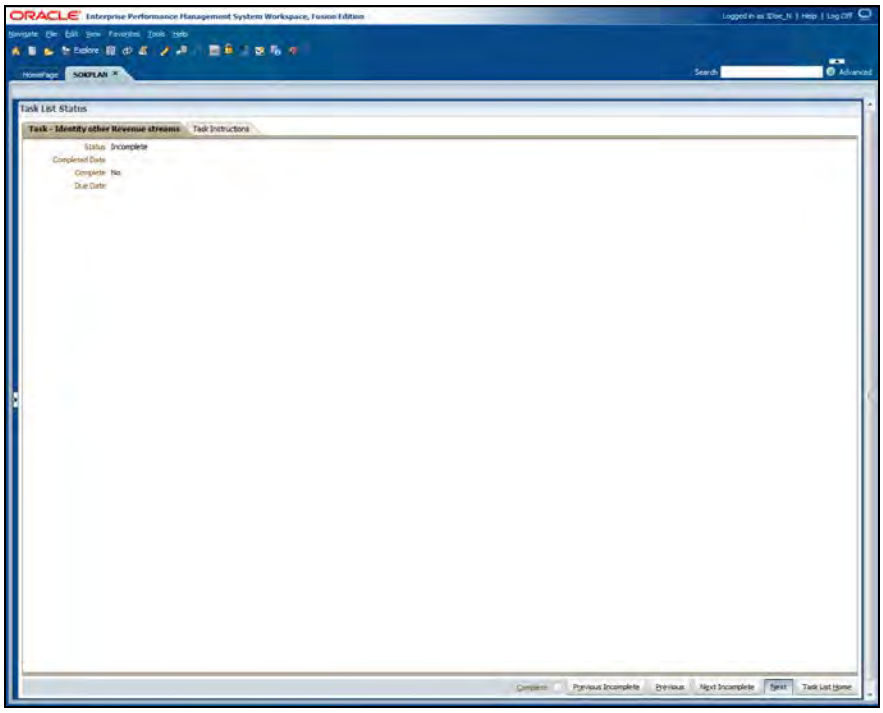


Step	Action
38.	*Complete the "Identify Anticipated Fee Based Revenue" Task* Click the **Complete** option.
39.	Click the **Next** button. Next
40.	**End of Procedure.**

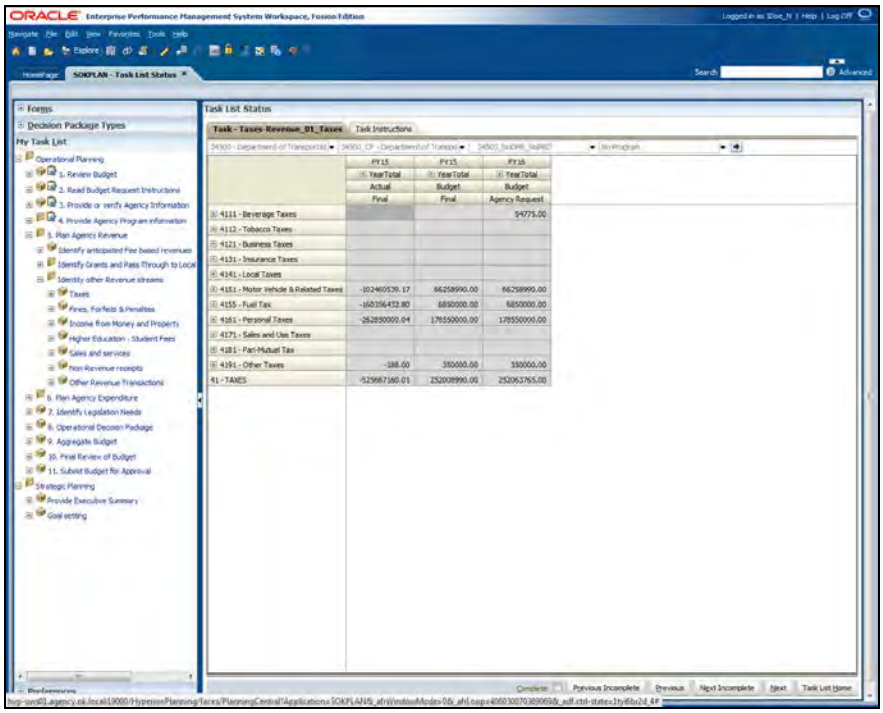
1.12 - Identify other Revenue Streams - Taxes

In this topic you will enter revenue values for taxes based on multiple revenue accounts.

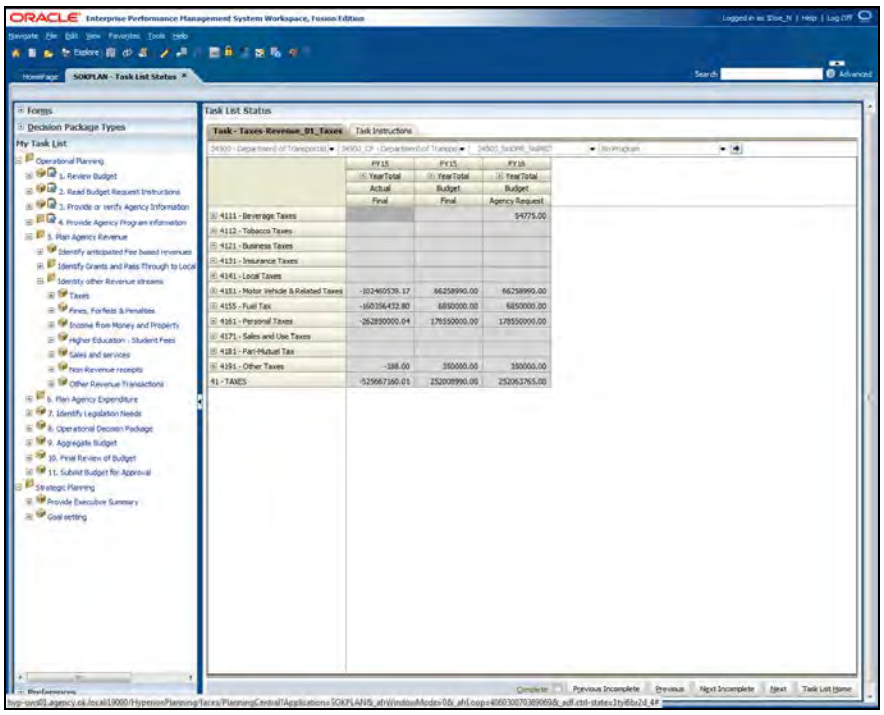
Procedure



Step	Action
1.	Click the **Next** button. Next

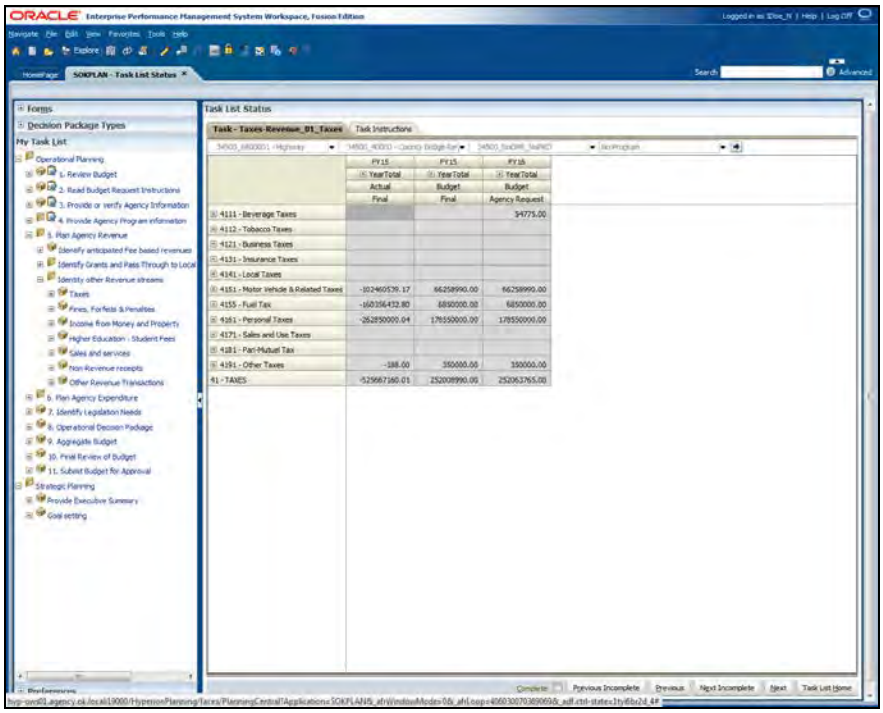


Step	Action
2.	*Select level of detail to view revenue streams* *Verify your POV and change as needed and described below.* *Adjust View for Form (Select lowest level values in page drop downs)* ***Pages drop downs are :*** *Entity : < Select Desired DeptID> , ClassFund: <Select Desired ClassFund>, Operating Unit: <Select Desired OU_PRD>, Program: <Select Program>* ***For E.g.:*** *Entity: 26500_0100001 (Administrative Services), ClassFund: 26500_10000, Operating Unit: 26500_NoOPR_NoPRD, Program: No_Program*



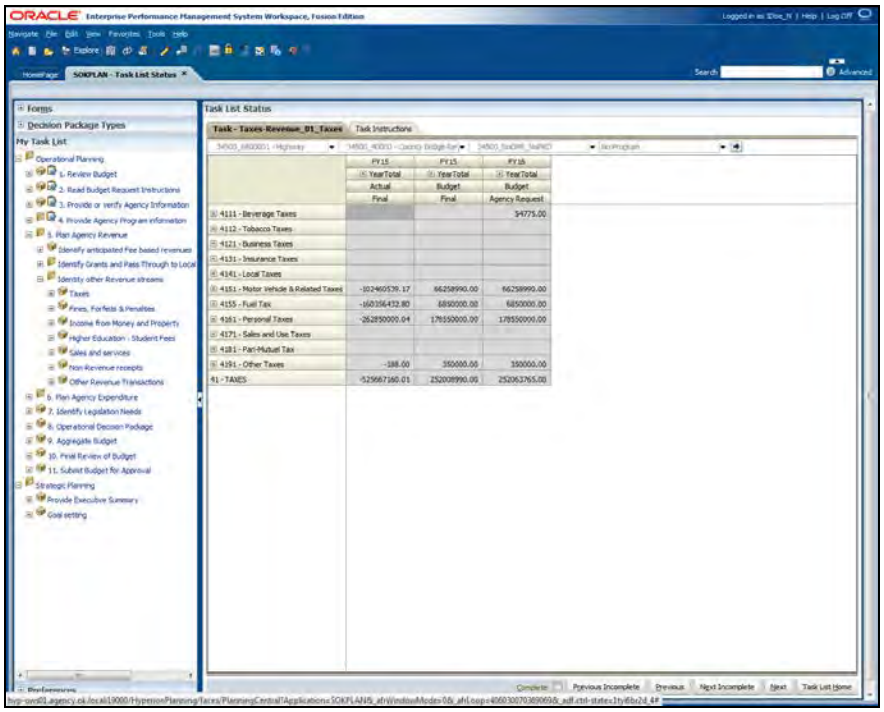
Step	Action
3.	Click the **Entity** dropdown button to activate the menu. ▼
4.	Enter the desired information into the **Member** field. Enter "**34500_68**".

Step	Action
5.	*Click the 7-digit department list item:* *E.g.:* Click the **34500_6800001 - Highway** list item. 34500_6800001 - Highway
6.	Click the **ClassFund** dropdown button to activate the menu. ▼
7.	*Click the 7-digit department list item:* *E.g.:* Click the **34500_40000 - County Bridge Revolving Fund** list item. 34500_40000 - County Bridge Revolving Fund



Step	Action
8.	*Verify that Operating Unit is set to <5 digit agency>_No_OPR_NoPRD* *E.g.: 34500_NoOPR_NoPRD* 34500_NoOPR_NoPRD

Step	Action
9.	*Verify that Program is set to No Program* *E.g.: No Program* No Program



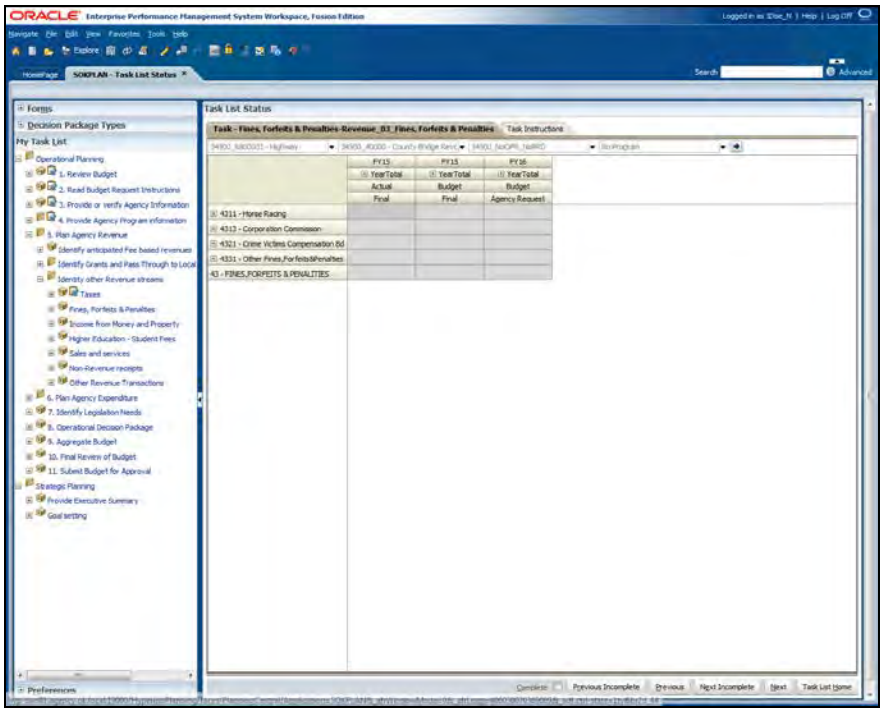
Step	Action
10.	Click the **Go** button.
11.	*Provide Taxes Revenue* *-Expand the row by clicking on the "Drill Expand" button on that row and go the lowest level of GL Account* *-Enter data in the fields under the "FY16" column* *Click the **account code of choice**. E.g. 4112 - Tobacco Taxes Use the drill button to expand to the detail account code level.* Click the **4112 - Tobacco Taxes Expand** button.
12.	*Enter the desired information into the white field for your selected detail account code for FY16. Enter a valid value e.g. "2000".* Enter the desired information into the **411201 - Cigarette Tax. FY16/ YearTotal/ Budget/ Agency Request** field. Enter "**2000**".

Step	Action
13.	*Enter the desired information into the white field for your selected detail account code for FY16. Enter a valid value e.g. "3000".* Enter the desired information into the **411210 - Tobacco Products Tax. FY16 YearTotal/ Budget/ Agency Request** field. Enter "**3000**".
14.	Enter the desired information into the white field for your selected detail account code for FY16. Enter a valid value e.g. "4000". Enter the desired information into the **411219 - Tribal Compact InLieu Tax Pmts. FY16 /YearTotal/ Budget/ Agency Request** field. Enter "**4000**".
15.	Click the **File** menu.
16.	Click the **Save** menu.
17.	*A message dialog box displays: "The data has been saved"* Click the **OK** button.
18.	*Complete the "Identify other Revenue Streams - Taxes" Task* Click the **Complete** option.
19.	Click the **Next** button.
20.	**End of Procedure.**

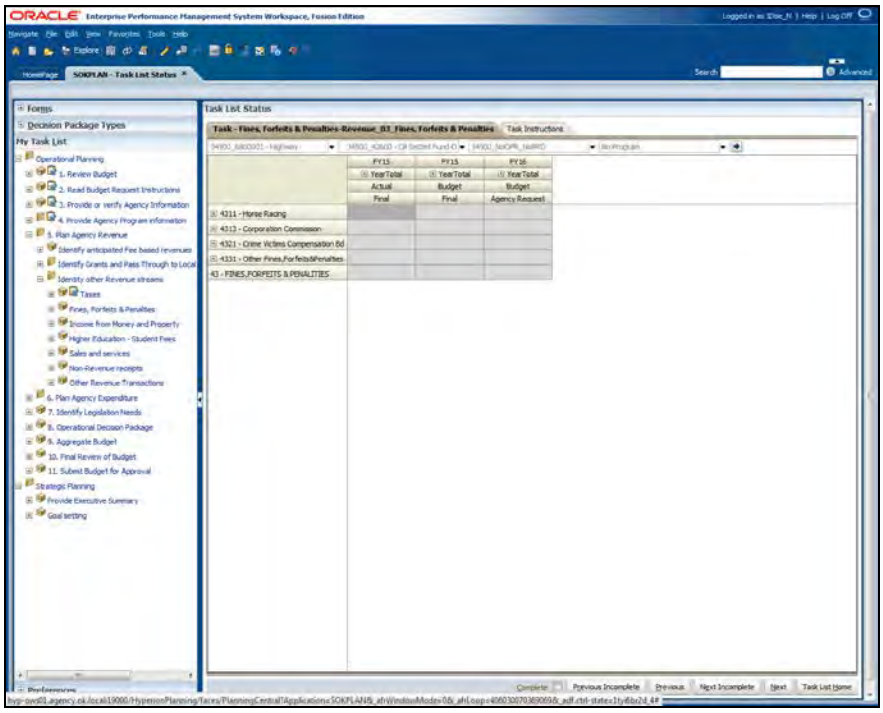
1.13 - Identify other Revenue Streams - Fines, Forfeits, and Penalties

In this topic you will enter revenue values for fines, forfeits, and penalties based on multiple revenue accounts

Procedure



Step	Action
1.	*If your POV is not to most detailed terms, please adjust.* *The forms retain POV members from previous forms* *Adjust View for Form (Select lowest level values in page drop downs)* *Pages drop downs are :* *Entity : < Select Desired DeptID> , ClassFund: <Select Desired ClassFund>, Operating Unit: <Select Desired OU_PRD>, Program: <Select Program>* *For E.g. Entity: 26500_0100001 (Administrative Services), ClassFund: 26500_10000, Operating Unit: 26500_NoOPR_NoPRD, Program: No_Program*



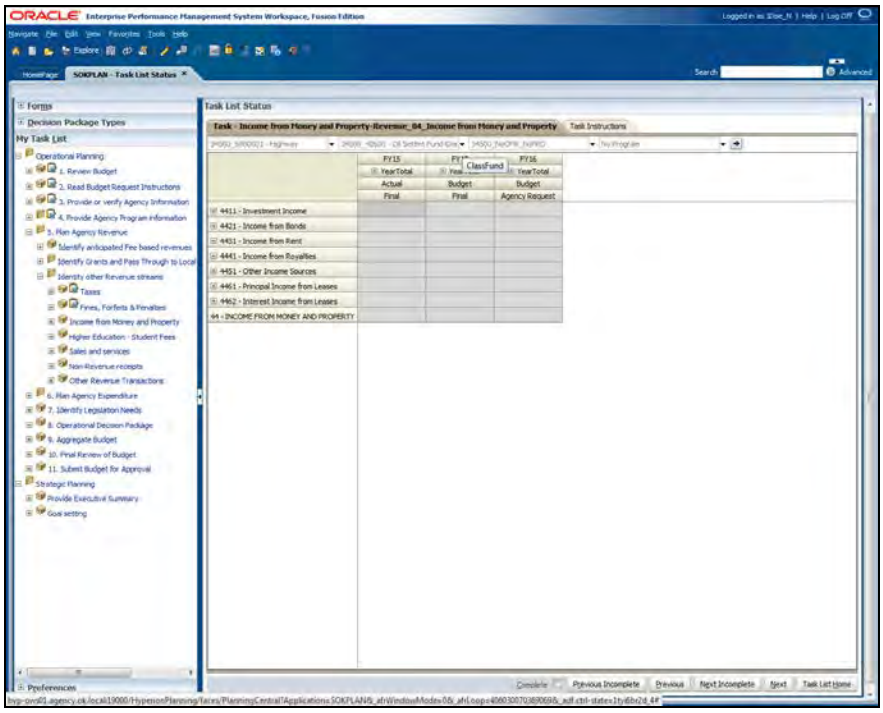
Step	Action
2.	Click the **Go** button.
3.	*Provide Fines, Forfeits, and Penalties Revenue* *-Expand the row by clicking on the "Drill Expand" button on that row and go the lowest level of GL Account* *-Enter data in the fields under the "FY16" column* Click the desired account roll-up and expand to detail account code level. E.g. 4321 - Crime Victims Compensation Bd Drill Expand button. Click the **4321 - Crime Victims Compensation Bd Expand** button.
4.	*Enter the desired information into the select detail account Row* Enter the desired information into the **Row 432101 - Crime Victim Compenstn.Assesmt. Column FY16 YearTotal Budget Agency Request** field. Enter "**2000**".
5.	Click the desired account roll-up and expand to detail account code level. E.g. 4331 - Other Drill Expand Click the **4331 - Other Expand** button.

Step	Action
6.	*Enter the desired information into the select detail account Row* Enter the desired information into the **Row 433102 - Library Fine. Column FY16 YearTotal Budget Agency Request** field. Enter "**300**".
7.	*Enter the desired information into the select detail account Row* Enter the desired information into the **Row 433103 - Parking Fine. Column FY16 YearTotal Budget Agency Request** field. Enter "**700**".
8.	Click the **File** menu. File
9.	Click the **Save** menu. Save
10.	*Complete the "Identify other Revenue Streams - Fines, Forfeits, and Penalties" Task* Click the **Complete** option.
11.	Click the **Next** button. Next
12.	**End of Procedure.**

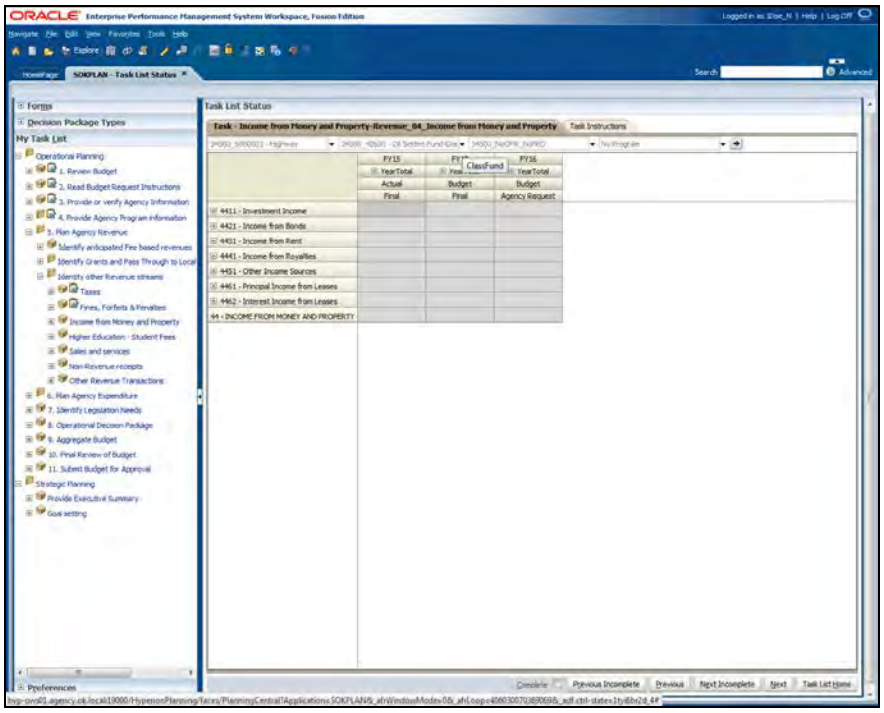
1.14 - Identify other Revenue Streams - Income from Money and Property

In this topic you will enter revenue values for income from money and property based on multiple revenue accounts.

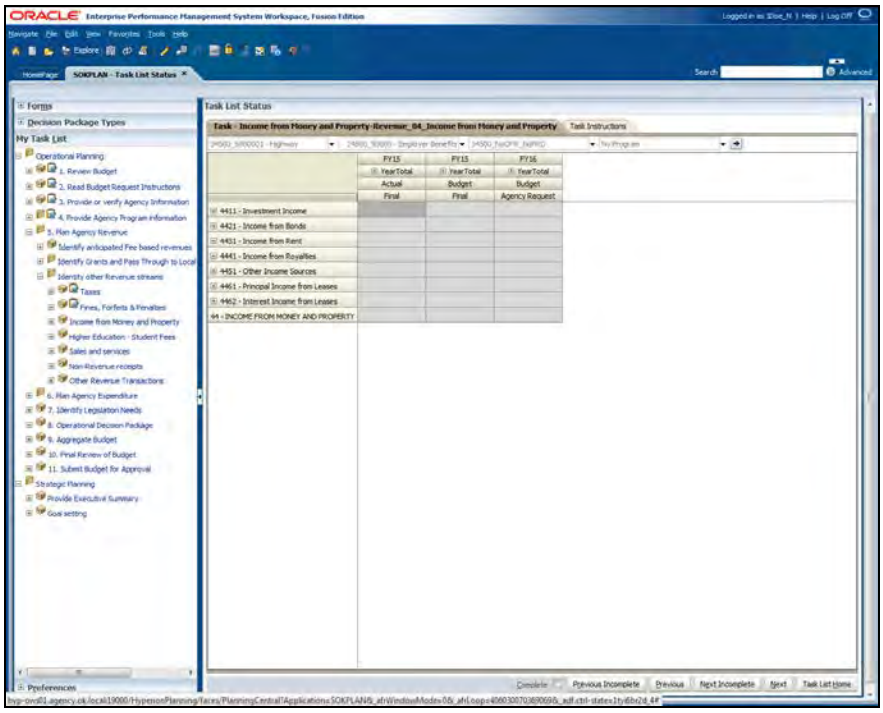
Procedure



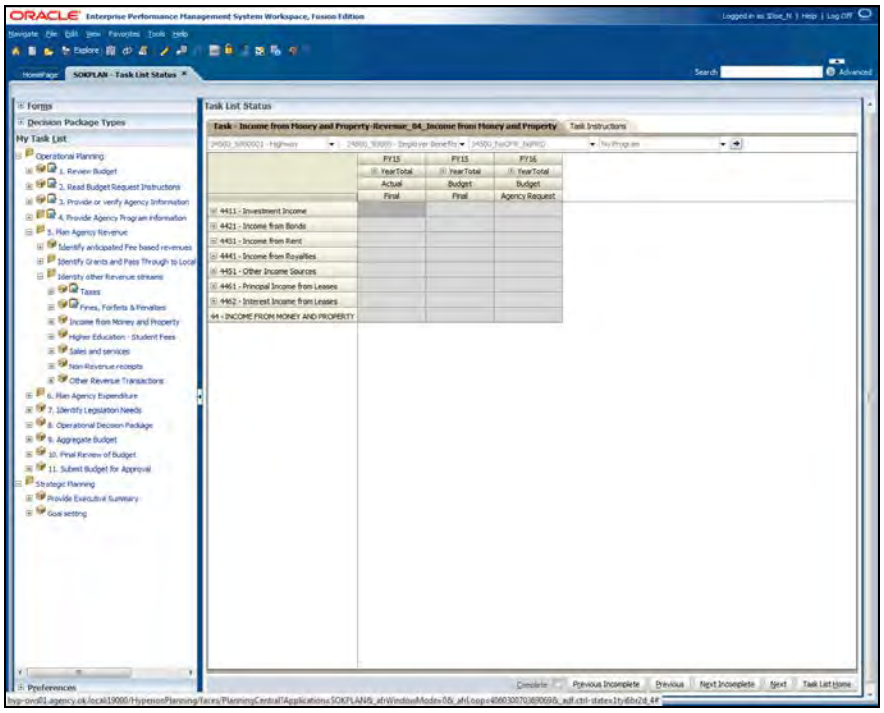
Step	Action
1.	*Adjust View for Form (Select lowest level values in page drop downs)* *Verify all are at the most detailed level. If not, please adjust as instructed below.* *Pages drop downs are :* *Entity : < Select Desired DeptID> , ClassFund: <Select Desired ClassFund>, Operating Unit: <Select Desired OU_PRD>, Program: <Select Program>* *For E.g. Entity: 26500_0100001 (Administrative Services), ClassFund: 26500_10000, Operating Unit: 26500_NoOPR_NoPRD, Program: No_Program*



Step	Action
2.	*Change the Class Fund* Click the **ClassFund** dropdown button to activate the menu.
3.	Enter the desired information into the **Member** field. Enter "**34500_**".
4.	*Click the 5-digit Class Fund:* *E.g. 34500_90000 - Employer Benefits & Taxes* Click the **34500_90000 - Employer Benefits & Taxes** list item. 34500_90000 - Employer Benefits & Taxes
5.	Click the **Go** button.



Step	Action
6.	*Provide Income from Money and Property* *-Expand any of the account code rows by clicking on the "Drill Expand" button for that row and go the lowest level of GL Account* *-Enter data in the fields under the "FY16" column*



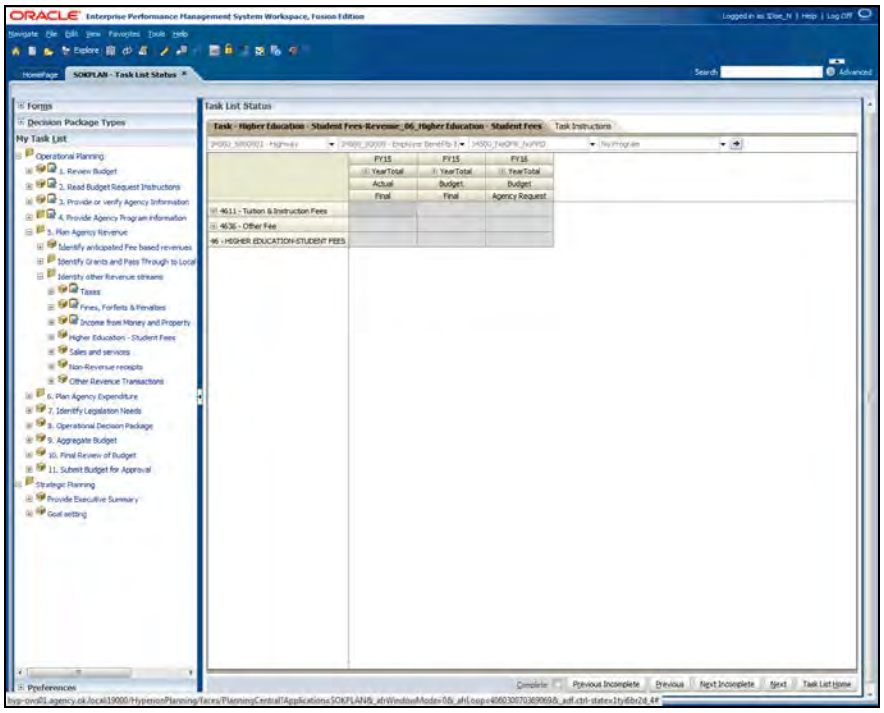
Step	Action
7.	*Click the selected account code drill down to expand to the detail account code level.* *E.g.:* Click the **4411 - Investment Income Drill Expand** button. ⊞
8.	*Enter the desired information into the select detail account Row* *E.G:* Enter the desired information into the **Row 441101 - Interest on Bank Deposits. Column FY16 YearTotal Budget Agency Request** field. Enter "**12000**".
9.	*Enter the desired information into the select detail account Row* *E.G:* Enter the desired information into the **Row 441105 - Interest on Investments. Column FY16 YearTotal Budget Agency Request** field. Enter "**70000**".
10.	*Enter the desired information into the select detail account Row* *E.G:* Enter the desired information into the **Row 441115 - Income Investmt of Endowmnt Fd. Column FY16 YearTotal Budget Agency Request** field. Enter "**2000**".

Step	Action
11.	Click the **File** menu. File
12.	Click the **Save** menu. Save
13.	*A message dialog box displays: "The data has been saved"* Click the **OK** button. OK
14.	*Complete the "Identify other Revenue Streams - Income from Money and Property" Task* Click the **Complete** option.
15.	Click the **Next** button. Next
16.	**End of Procedure.**

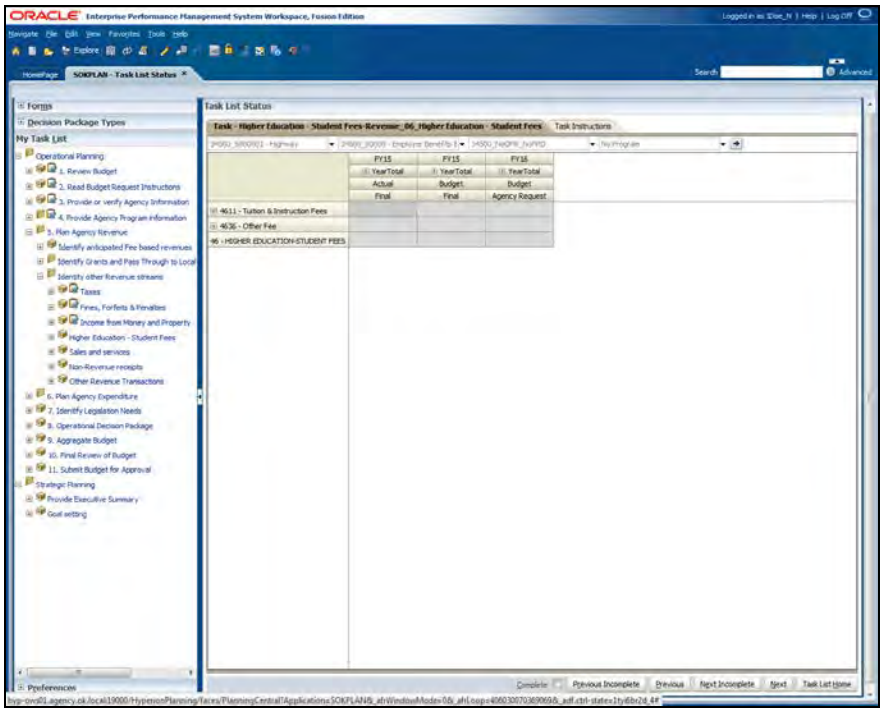
1.15 - Identify other Revenue Streams - Higher Education - Student Fees

In this topic you will enter revenue values for higher education student fees based on multiple revenue accounts.

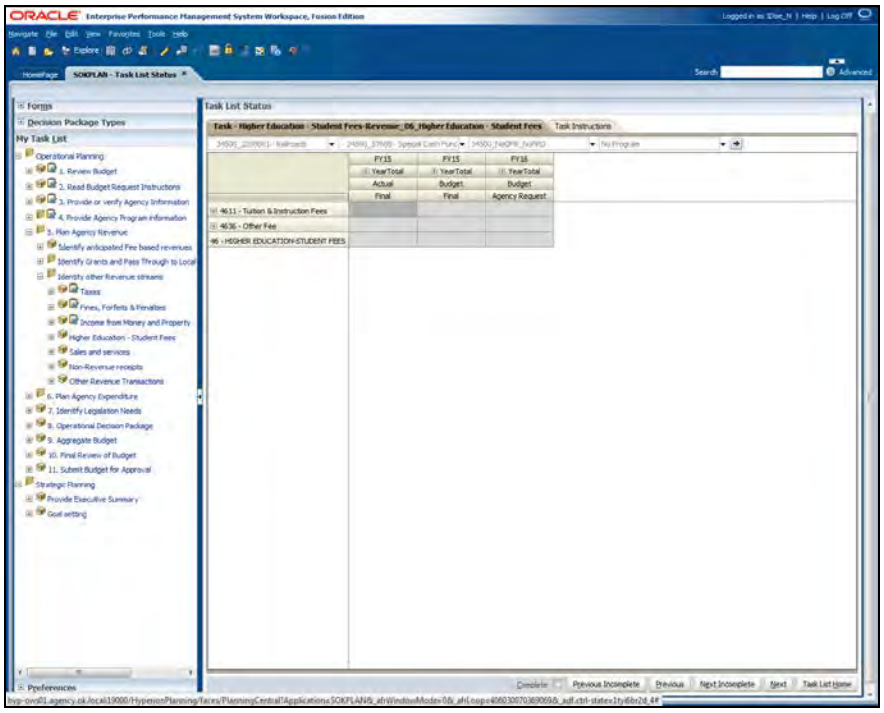
Procedure



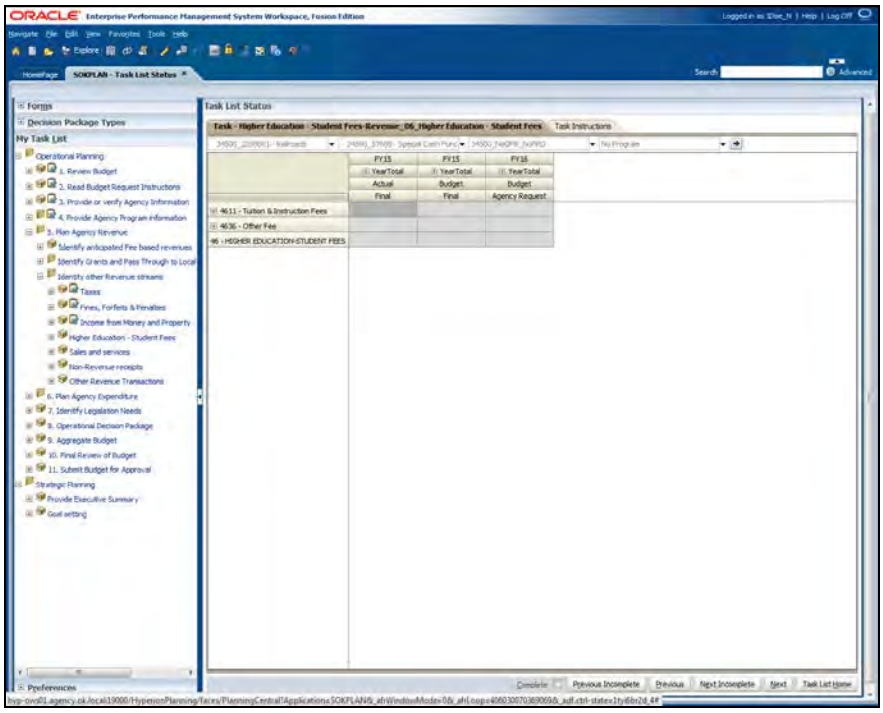
Step	Action
1.	*Adjust View for Form (Select lowest level values in page drop downs)* *Pages drop downs are :* *Entity : < Select Desired DeptID> , ClassFund: <Select Desired ClassFund>, Operating Unit: <Select Desired OU_PRD>, Program: <Select Program>* *For E.g. Entity: 26500_0100001 (Administrative Services), ClassFund: 26500_10000, Operating Unit: 26500_NoOPR_NoPRD, Program: No_Program*



Step	Action
2.	Click the **Entity** dropdown button to activate the menu.
3.	Enter the desired information into the **Member** field. Enter "**34500_22**".
4.	*Click the 7-digit department list item:* *E.g.:* Click the **34500_2200001 - Railroads** list item. 34500_2200001 - Railroads
5.	Click the **ClassFund** dropdown button to activate the menu.
6.	Enter the desired information into the **Member** field. Enter "**34500_57600**".
7.	*Click the desired five-digit class fund:* *E.g.:* Click the **34500_57600 - Special Cash Fund** list item. 34500_57600 - Special Cash Fund
8.	Click the **Go** button.



Step	Action
9.	*Provide Higher Education - Student Fees* *-Expand the row by clicking on the "Drill Expand" button on that row and go the lowest level of GL Account* *-Enter data in the fields under the "FY16" column*



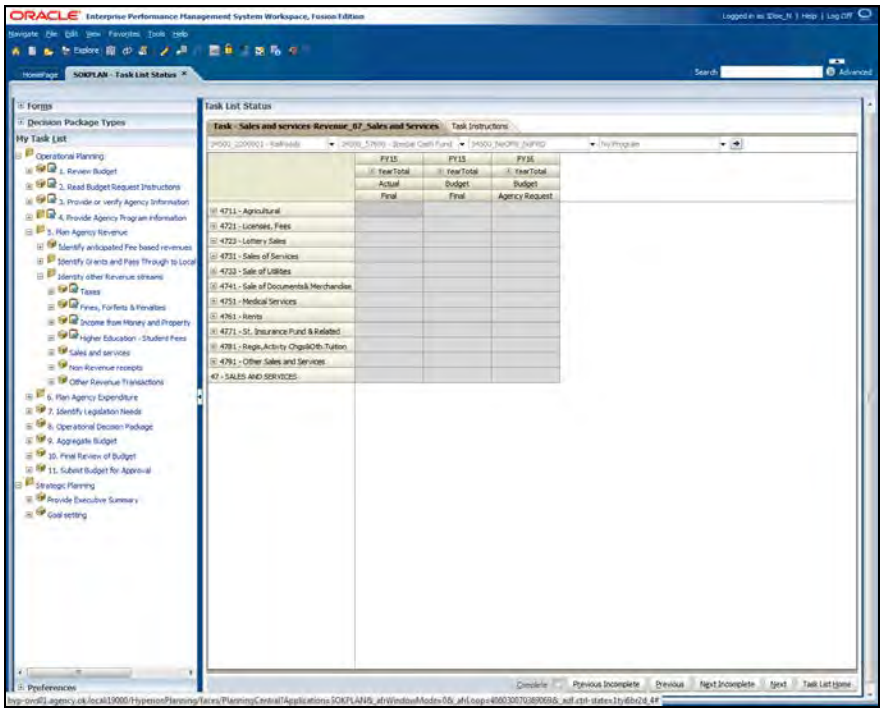
Step	Action
10.	*Click the selected account code drill down to expand to the detail account code level. E.g. 4411 - Investment Income Drill Expand button.* Click the **4611 - Tuition & Instruction Fees Drill Expand** button. ⊞
11.	*Enter the desired information into the select detail account Row* *E.G:* Enter the desired information into the **Row 461101 - General Enrollment Fee. Column FY16 YearTotal Budget Agency Request** field. Enter "**2000**".
12.	*Enter the desired information into the select detail account Row* *E.G:* Enter the desired information into the **Row 461105 - Non-Resident Tuition Fee. Column FY16 YearTotal Budget Agency Request** field. Enter "**2000**".
13.	*Enter the desired information into the select detail account Row* *E.G:* Enter the desired information into the **Row 461112 - Correspondence Study Fee. Column FY16 YearTotal Budget Agency Request** field. Enter "**1000**".
14.	Click the **File** menu. File

Step	Action
15.	Click the **Save** menu. Save
16.	*A message dialog box displays: "The data has been saved"* Click the **OK** button. OK
17.	*Complete the "Higher Education - Student Fees" Task* Click the **Complete** option.
18.	Click the **Next** button. Next
19.	**End of Procedure.**

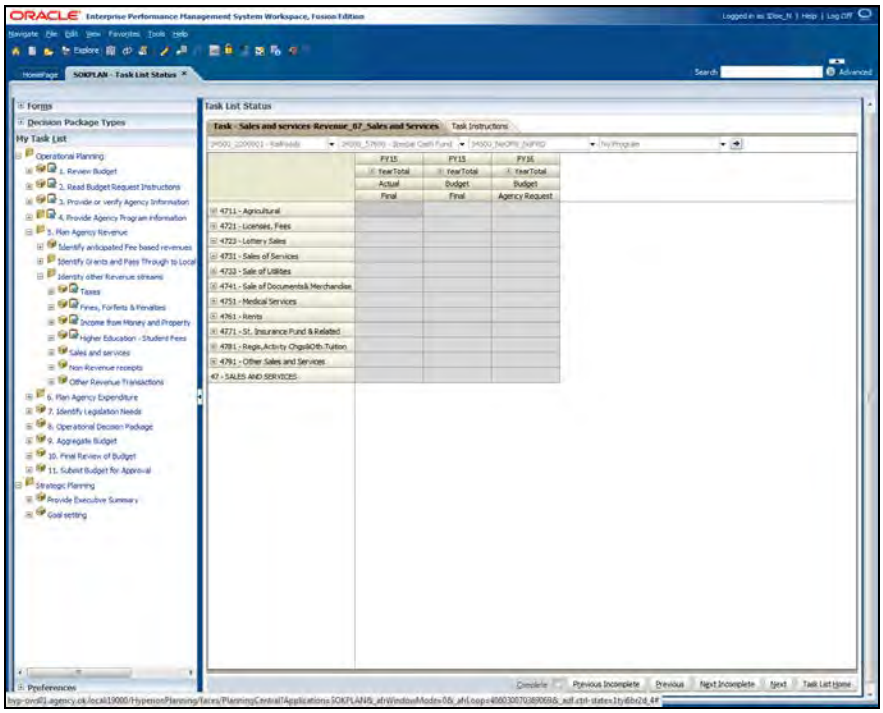
1.16 - Identify other Revenue Streams - Sales and Services

In this topic you will enter revenue values for other revenue streams based on multiple revenue accounts.

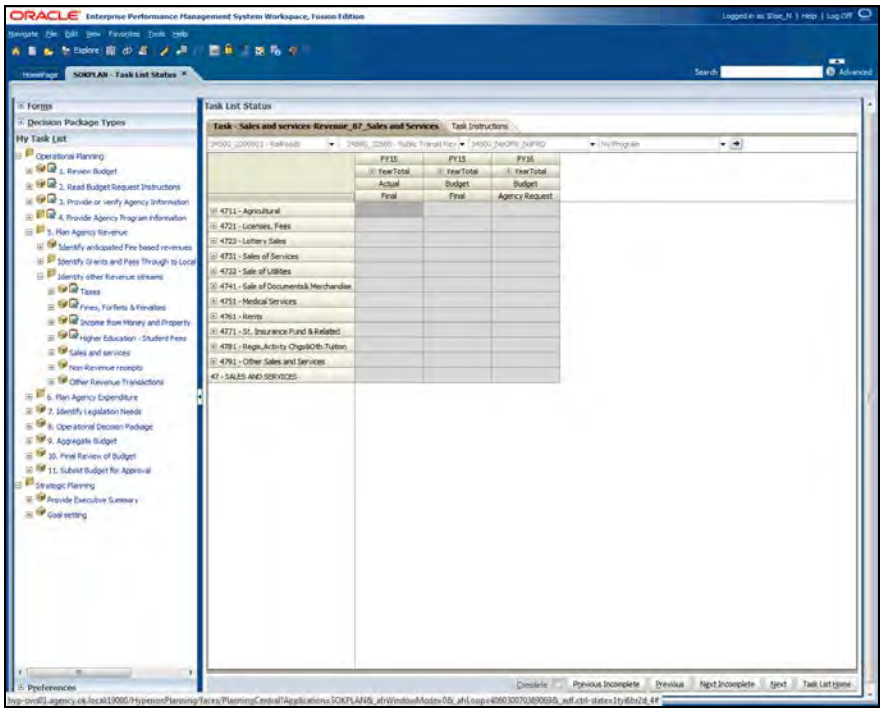
Procedure



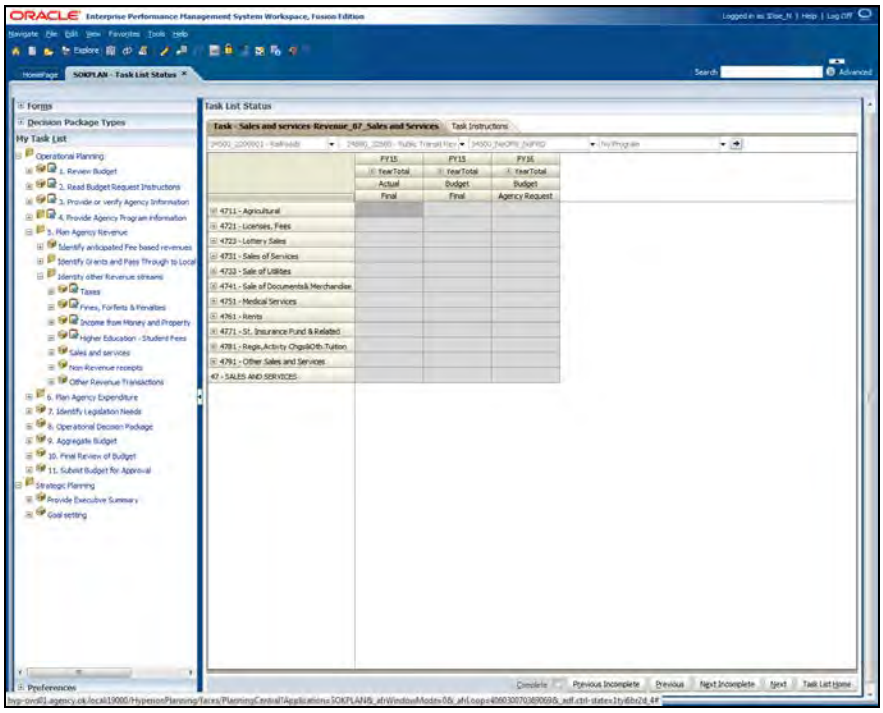
Step	Action
1.	*If not already done: Adjust View for Form (Select lowest level values in page drop downs)* *Pages drop downs are :* *Entity : < Select Desired DeptID> , ClassFund: <Select Desired ClassFund>, Operating Unit: <Select Desired OU_PRD>, Program: <Select Program>* *For E.g. Entity: 26500_0100001 (Administrative Services), ClassFund: 26500_10000, Operating Unit: 26500_NoOPR_NoPRD, Program: No_Program*



Step	Action
2.	Click the **ClassFund** dropdown button to activate the menu. ▼
3.	Enter the desired information into the **Member** field. Enter "**34500_**".
4.	*Click the detail class fund list item: e.g. 34500_22500 - Public Transit Revolving Fund* Click the **34500_22500 - Public Transit Revolving Fund** list item. 34500_22500 - Public Transit Revolving Fund
5.	Click the **Go** button. ➔



Step	Action
6.	*Provide Sales and Services details* *-Expand the row by clicking on the "Drill Expand" button on that row and go the lowest level of GL Account* *-Enter data in the fields under the "FY16" column*



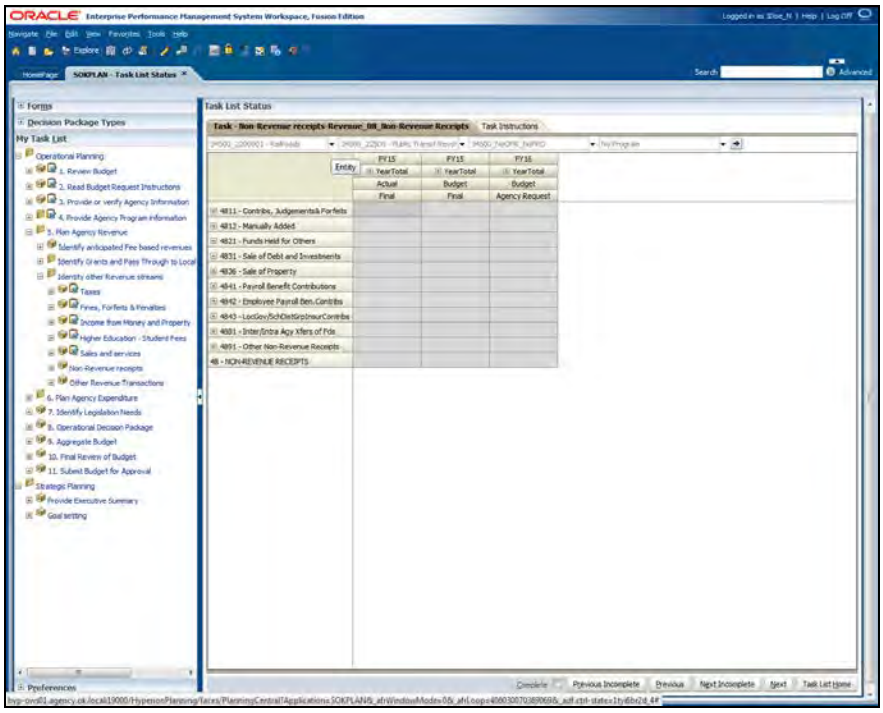
Step	Action
7.	*Click the selected account code drill down to expand to the detail account code level. E.g. 4711 - Agricultural Drill Expand Expand button.* Click the **4711 - Agricultural Drill Expand** button. ⊞
8.	*Enter the desired information into the select detail account Row* *E.G:* Enter the desired information into the **Row 471111 - Extension Division Income. Column FY16 YearTotal Budget Agency Request** field. Enter "**1000**".
9.	*Enter the desired information into the select detail account Row* *E.G:* Enter the desired information into the **Row 471122 - Farm Products General. Column FY16 YearTotal Budget Agency Request** field. Enter "**5000**".
10.	*Enter the desired information into the select detail account Row* *E.G:* Enter the desired information into the **Row 471124 - Farm Products Dairy. Column FY16 YearTotal Budget Agency Request** field. Enter "**1000**".

Step	Action
11.	*Click the selected account code drill down to expand to the detail account code level. E.g. 4761 - Rents Drill Expand* Click the **4761 - Rent Expand** button.
12.	Enter the desired information into the **Row 476137 - Housing Other. Column FY16 YearTotal Budget Agency Request** field. Enter "**10000**".
13.	Click the **File** menu. File
14.	Click the **Save** menu. Save
15.	*A message box displays reading the data has been saved* Click the **OK** button.
16.	*Complete the "Sales and Services" Task* Click the **Complete** option.
17.	Click the **Next** button. Next
18.	**End of Procedure.**

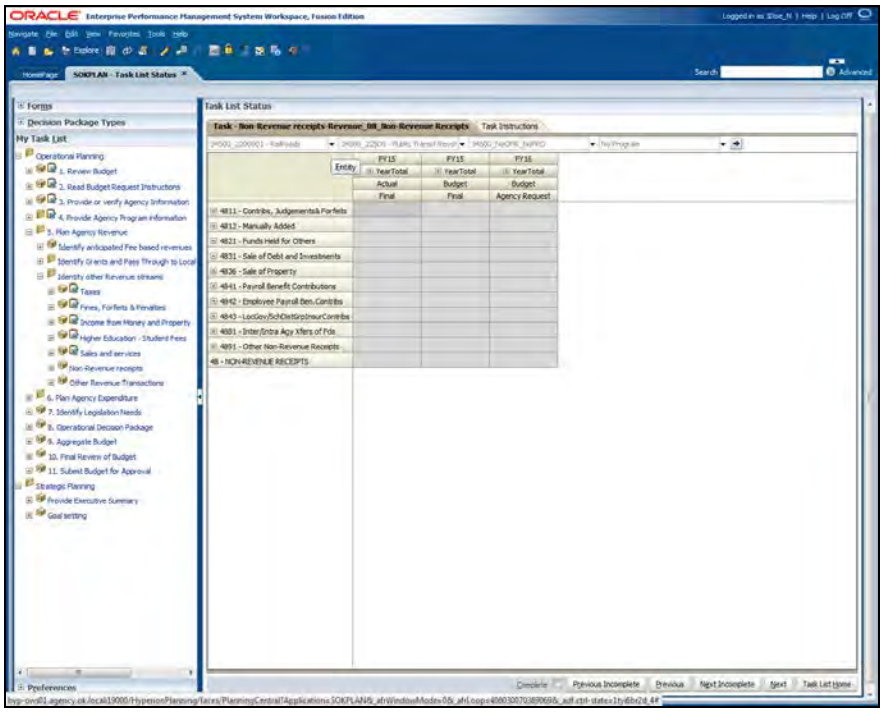
1.17 - Identify other Revenue Streams - Non Revenue Receipts

In this topic you will enter revenue values for non-revenue receipts based on multiple revenue accounts.

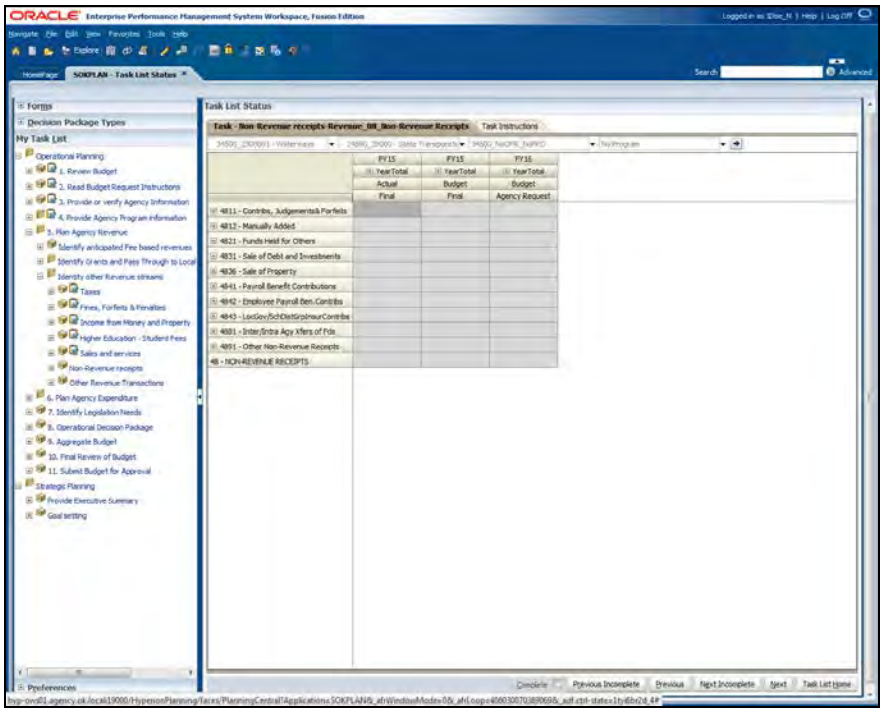
Procedure



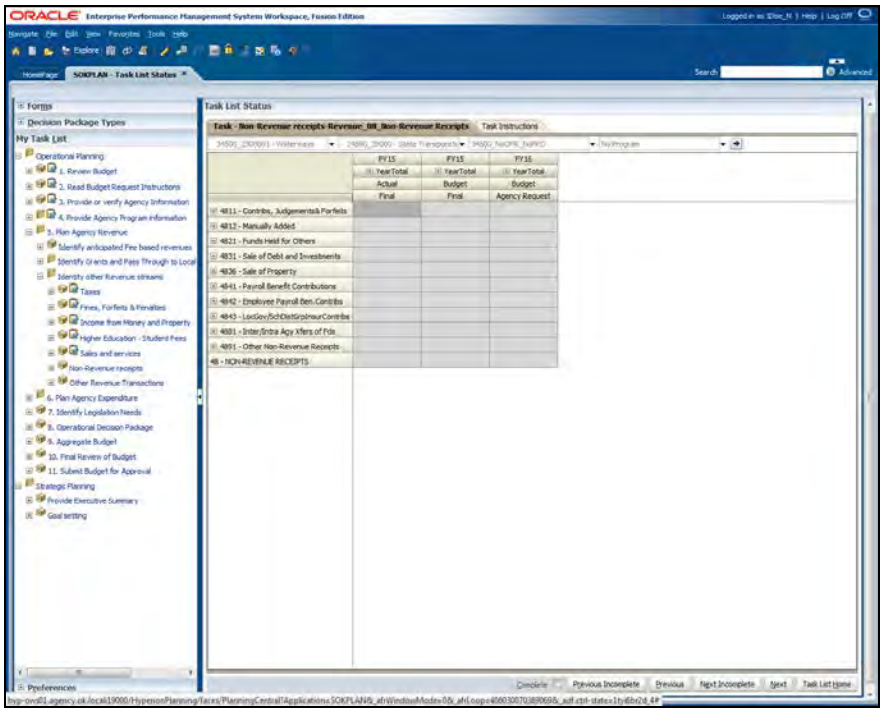
Step	Action
1.	*Adjust View for Form (Select lowest level values in page drop downs)* *Pages drop downs are :* *Entity : < Select Desired DeptID> , ClassFund: <Select Desired ClassFund>, Operating Unit: <Select Desired OU_PRD>, Program: <Select Program>* *For E.g. Entity: 26500_0100001 (Administrative Services), ClassFund: 26500_10000, Operating Unit: 26500_NoOPR_NoPRD, Program: No_Program*



Step	Action
2.	Click the **Entity** dropdown button to activate the menu.
3.	*Click the desired 7-digit department list item:* *e.g.:* Click the **34500_2300001 - Waterways** list item. 34500_2300001 - Waterways
4.	Click the **ClassFund** dropdown button to activate the menu.
5.	*Click the desired class fund list item:* *E.g.:* Click the **34500_29000 - State Transportation Fund** list item. 34500_29000 - State Transporation Fund
6.	Click the **Go** button.



Step	Action
7.	*Provide Non Revenue Receipts details* *-Expand the row by clicking on the "Drill Expand" button on that row and go the lowest level of GL Account* *-Enter data in the fields under the "FY16" column*



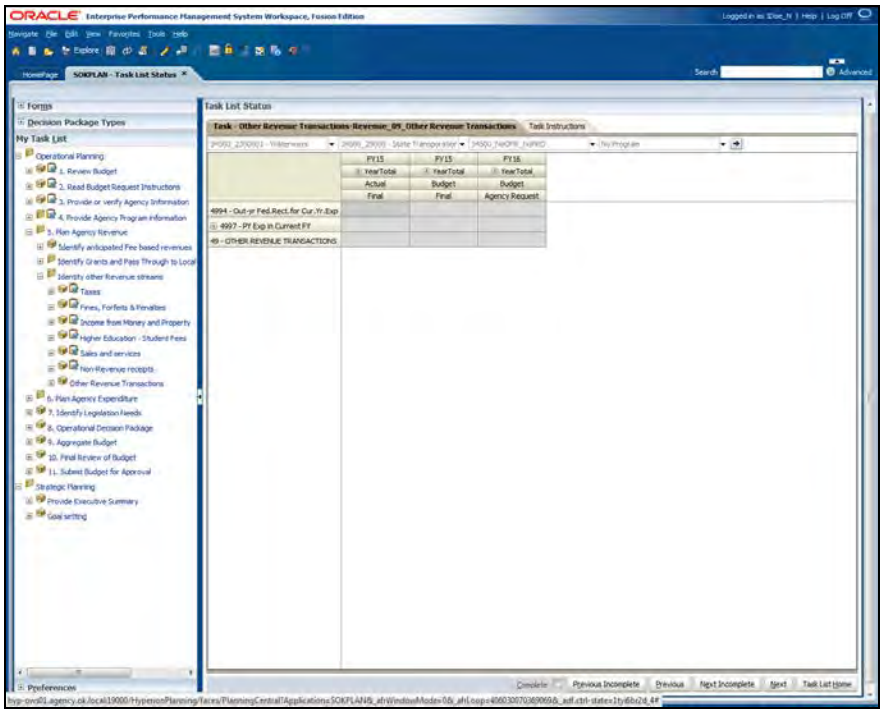
Step	Action
8.	*Click the selected account code drill down to expand to the detail account code level. E.g. 4811 - Contribs, Judgements&Forefeits Drill Expand* Click the **4811 - Contribs, Judgements&Forefeits Drill Expand** button. [+]
9.	*Enter the desired information into the select detail account Row* *E.G:* Enter the desired information into the **Row 481116 - Contributions - Other. Column FY16 YearTotal Budget Agency Request** field. Enter "**7000**".
10.	Click the **File** menu. File
11.	Click the **Save** menu. Save
12.	*A message displays reading the data has been saved* Click the **OK** button. [ ]
13.	*Complete the "Non Revenue Receipts" Task* Click the **Complete** option. [ ]

Step	Action
14.	Click the **Next** button. Next
15.	**End of Procedure.**

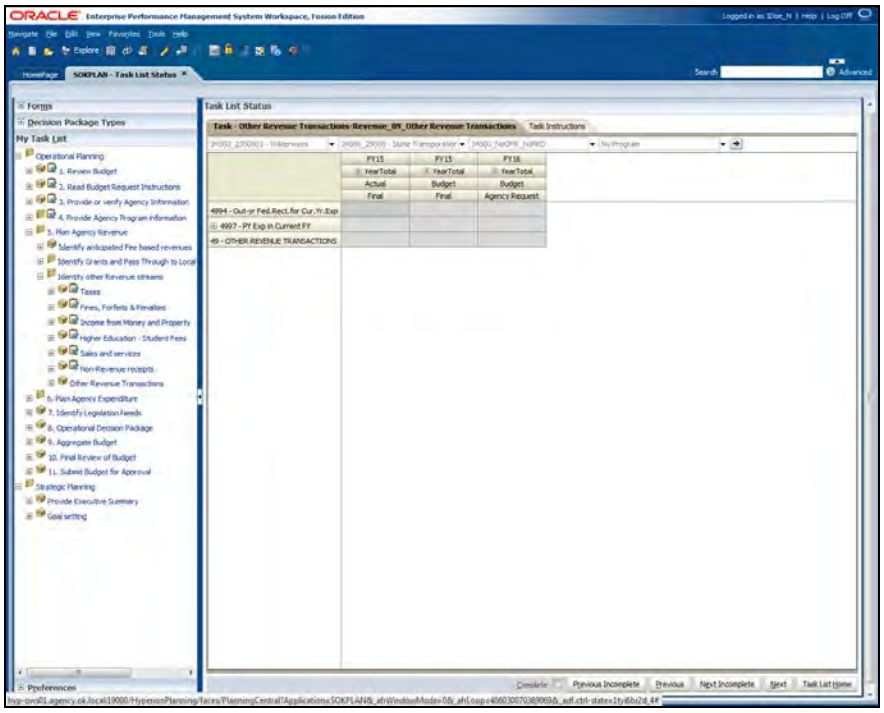
1.18 - Identify other Revenue Streams - Other Revenue Transactions

In this topic you will enter revenue values for other revenue transactions based on multiple revenue accounts.

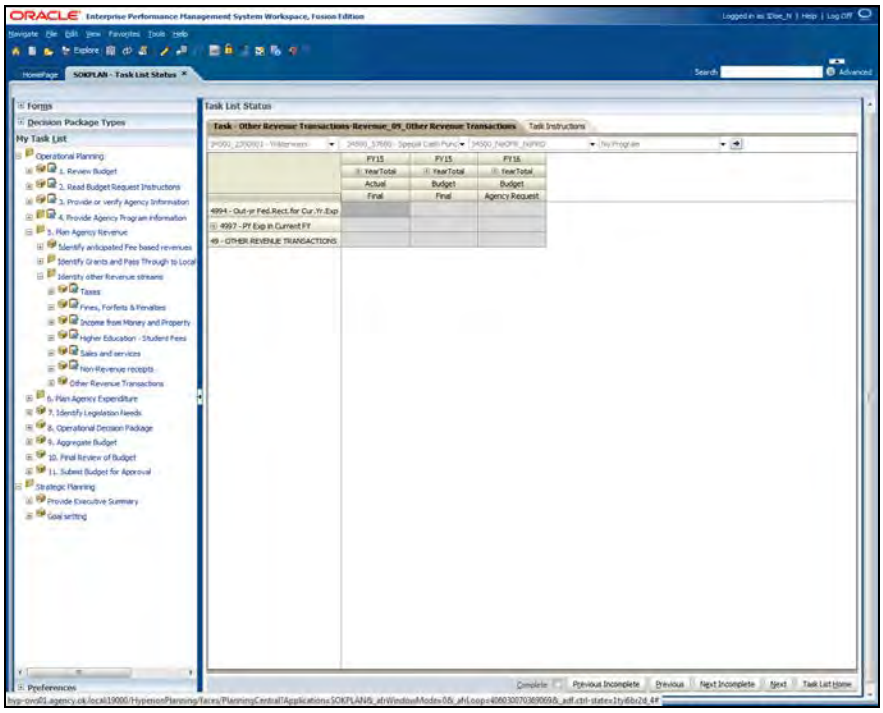
Procedure



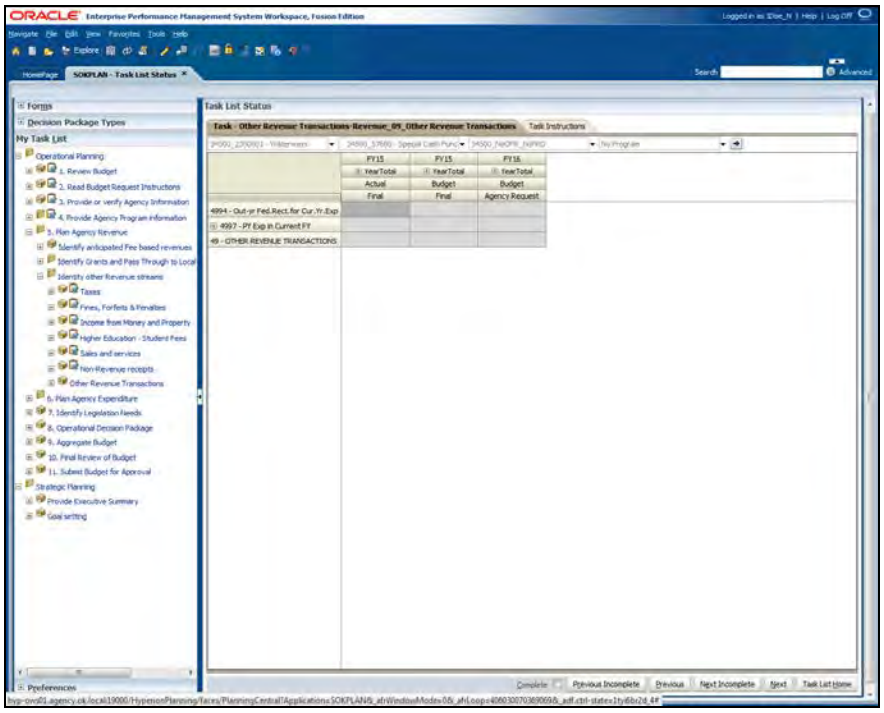
Step	Action
1.	*Adjust View for Form (Select lowest level values in page drop downs)* *Pages drop downs are :* *Entity : < Select Desired DeptID> , ClassFund: <Select Desired ClassFund>, Operating Unit: <Select Desired OU_PRD>, Program: <Select Program>* *For E.g. Entity: 26500_0100001 (Administrative Services), ClassFund: 26500_10000, Operating Unit: 26500_NoOPR_NoPRD, Program: No_Program*



Step	Action
2.	Click the **ClassFund** dropdown button to activate the menu.
3.	Enter the desired information into the **Member** field. Enter "**34500_5**".
4.	*Click the desired class fund list item:* *E.G.:* Click the **34500_57600 - Special Cash Fund** list item. 34500_57600 - Special Cash Fund
5.	Click the **Go** button.



Step	Action
6.	*Provide Other Revenue Transactions details* *-Expand the row by clicking on the "Drill Expand" button on that row and go the lowest level of GL Account* *-Enter data in the fields under the "FY16" column*



Step	Action
7.	*Click the selected account code drill down to expand to the detail account code level. E.g. 4761 - Rents Drill Expand* Click the **4997 - PY Exp in Current FY Drill Expand** button. [+]
8.	*Enter the desired information into the select detail account Row* *E.G:* Enter the desired information into the **Row 499701 - PY Exp in Current FY. Column FY16 YearTotal Budget Agency Request** field. Enter "**3000**".
9.	Click the **File** menu. File
10.	Click the **Save** menu. Save
11.	*A message dialog box displays: "The data has been saved"* Click the **OK** button. OK
12.	*Complete the "Other Revenue Transactions" Task* Click the **Complete** option.

Step	Action
13.	*The Operational Revenue Planning Tasks are now complete* *Log off [As needed]* Click the **File** menu. File
14.	Click the **Log Off** menu. Log Off
15.	Click the **Yes** button. Yes
16.	**End of Procedure.**

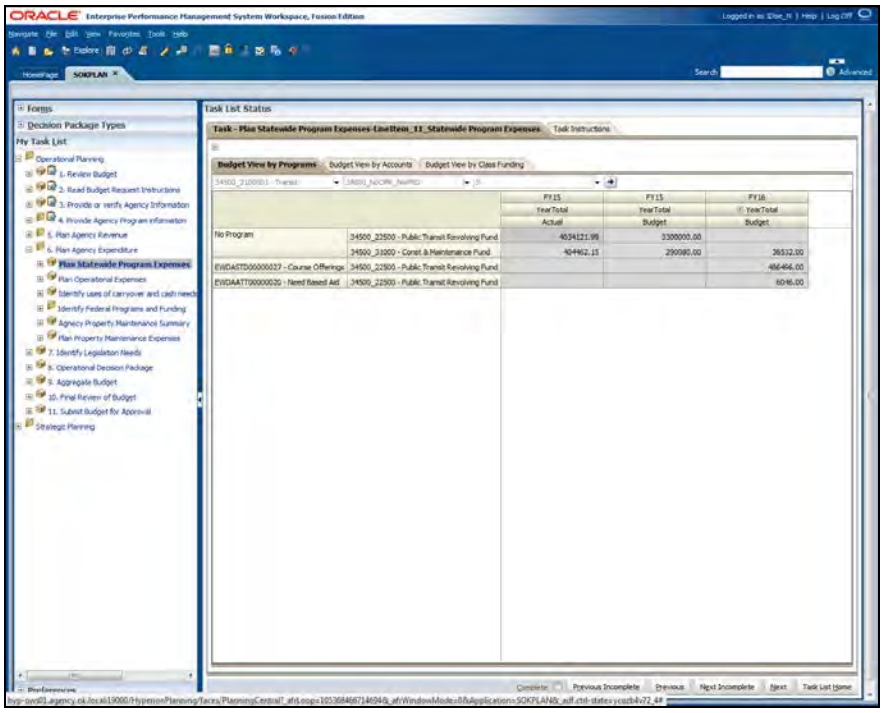
Operational Expense Planning

1.19 - Plan Statewide Program Expenses

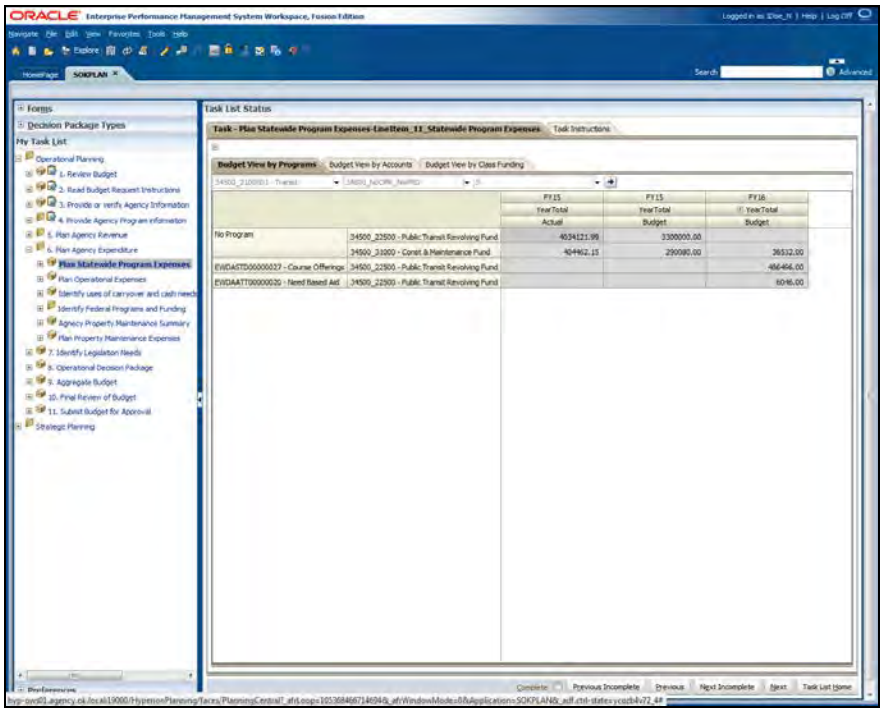
In this topic you will add a new program and enter expenses for a program. The user will be able to review the expenses entered in multiple views.

Procedure

Step	Action
1.	*[Note: If you have not logged off, skip to step 9]* *To begin using the application, we must first Log On.* *The user name is not case-sensitive.* Enter the desired information into the field. Enter "**<Username>**".
2.	Enter the desired information into the field. Enter "**<Password>**".
3.	Click the **Log On** button. Log On
4.	*In order to open up the SOKPLAN application the following steps must be completed:* Click the **Navigate** menu. Navigate
5.	Click the **Applications** menu. Applications
6.	Click the **Planning** menu. Planning
7.	Click the **SOKPLAN** menu. SOKPLAN
8.	*Navigate to the Plan Agency Expenditure button:* Click the **Plan Agency Expenditure Action** button.
9.	*Navigate to the Plan Agency Expenditure* Click the **Plan Agency Expenditure Expand** button.
10.	*Navigate to "Plan Statewide Program Expenses"* Click the **Plan Statewide Program Expenses** object. Plan Statewide Program Expenses



Step	Action
11.	*Adjust View for Form* *Pages drop downs are :* *Entity : < Select Desired DeptID>, Operating Unit: <Select Desired OU_PRD>, GL Account: <Select Total Expense Account '5 - expenditures'>* *For E.g. Entity: 26500_0100001 (Administrative Services), Operating Unit: 26500_NoOPR_NoPRD, Account: '5'*



Step	Action
12.	Click the **Entity** dropdown button to activate the menu.
13.	Enter the desired information into the **Member** field. Enter "**34500**".
14.	*Click the 7-digit department list item:* *E.G.:* Click the **34500_21000001 - Transit** list item. 34500_2100001 - Transit
15.	Click the **Go** button.
16.	*Add Statewide Program* *Right-click the current year column header* *E.g.:* Right-click the **FY16** column header. FY16 YearTotal Budget
17.	Click the **1. Add New Statewide Program** list item. 1. Add New Statewide Program

Step	Action
18.	*Provide Members* Click the ***Select Program Member Selector** button.
19.	*Click the desired program list item:* *E.G.* Click the **EWDCAFD00000023** list item.
20.	Click the **Add** button.
21.	Click the **OK** button. OK
22.	*-Click on Member Selector icon against "Select Class Fund Values" and select 1 or more applicable Class Fund Values* Click the ***Select Class Fund Member Selector** button.
23.	*Click the desired class fund list item:* *E.G.* Click the **34500_10006** list item.
24.	Click the **Add** button.
25.	Click the **OK** button. OK
26.	Click the **Launch** button. Launch
27.	*"LI_Add Program Budget was successful" window appears and a new row is created in the form* Click the **OK** button. OK
28.	*Plan Program Expenses* Right-click the **EWDCAFD00000023 - Parental Investment** row header. EWDCAFD00000023 - Parental Investment
29.	Click the **2. Plan Program Expenses** list item. 2. Plan Program Expenses

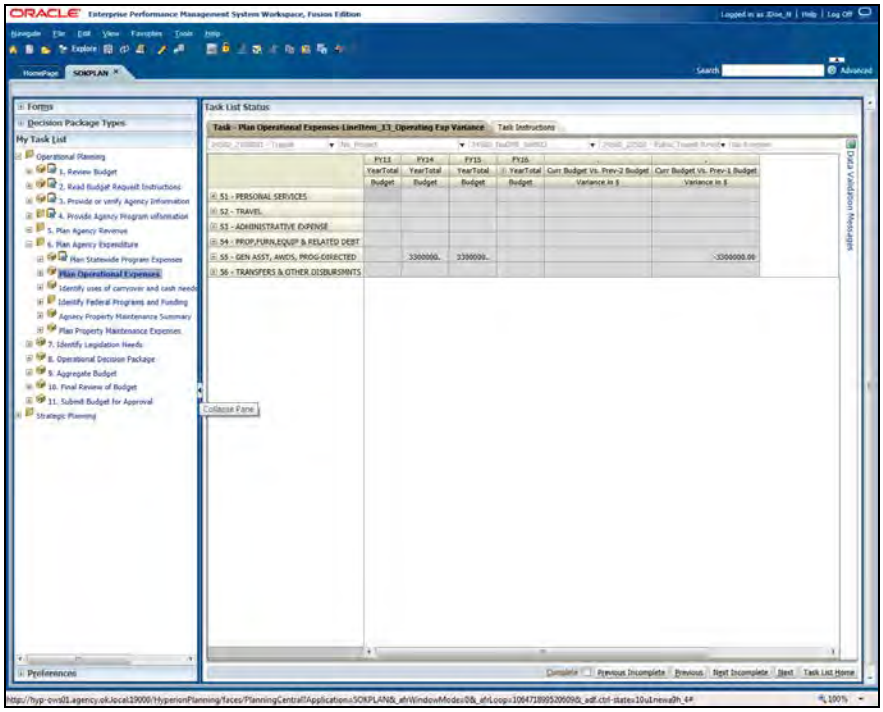
Step	Action
30.	*Provide Program Expenses* *-Expand the row "5 - Expenditures" by clicking on the "Drill Expand" button on that row* *-Enter data against multiple lowest level GL Accounts. For E.g. '5200001'* Click the **5 Drill Expand** button.
31.	Click the **52 - Travel Expand** button.
32.	Click the **521 - Travel - Reimbursements Expand** button.
33.	*Enter the desired information into the select detail account Row* *E.G.:* Enter the desired information into the **Row 521310 - Travel Reimb.-Non-State Empls. Column Budget FY16 YearTotal** field. Enter "**10000**".
34.	*Enter the desired information into the select detail account Row* *E.G.:* Enter the desired information into the **Row 521260 - Out-of-State Lodging. Column Budget FY16 YearTotal** field. Enter "**2000**".
35.	Click the **File** menu. File
36.	Click the **Save** menu. Save
37.	*A message dialog box displays: "The data has been saved"* Click the **OK** button. OK
38.	*Navigate to Main Page* Click the **LineItem_11_Statewide Program Expenses** link. LineItem_11_Statewide Program Expenses
39.	*Review Statewide Program Expenses* *-Review the data on the "Budget View by Accounts" form* Click the **Budget View by Accounts** tab. Budget View by Accounts

Step	Action
40.	*Review Statewide Program Expenses* *-Review "Budget View by Class Fund" form* Click the **Budget View by Class Funding** tab. Budget View by Class Funding
41.	*Review Statewide Program Expenses* *-Review "Budget View by Class Funding" form* *Complete the "Plan Statewide Program Expenses" Task* Click the **Complete** option.
42.	Click the **Next** button. Next
43.	**End of Procedure.**

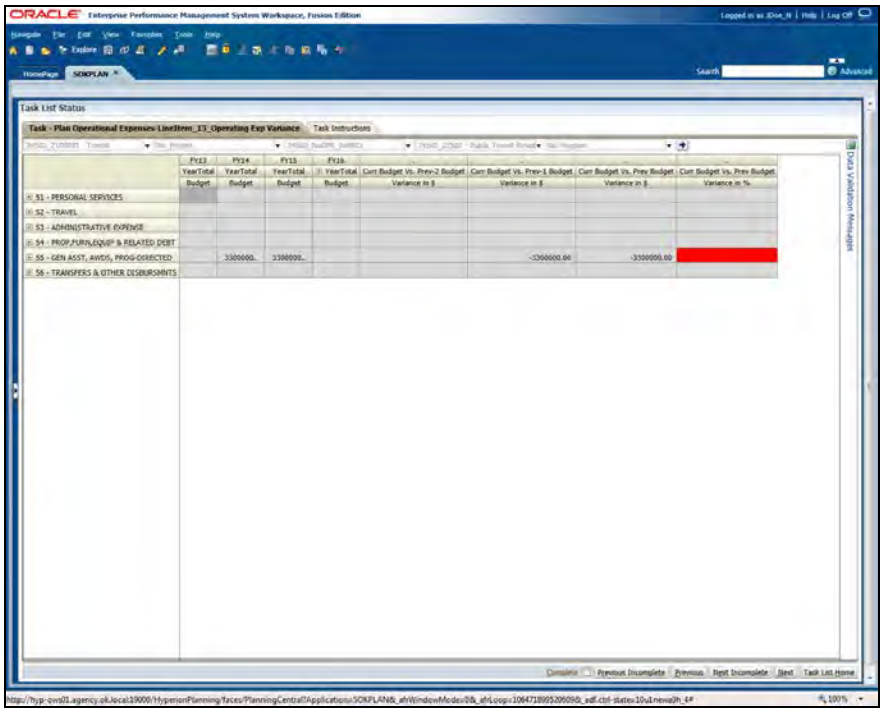
1.20 - Plan Operational Expenses

In this topic you will enter comments for variances in expenses.

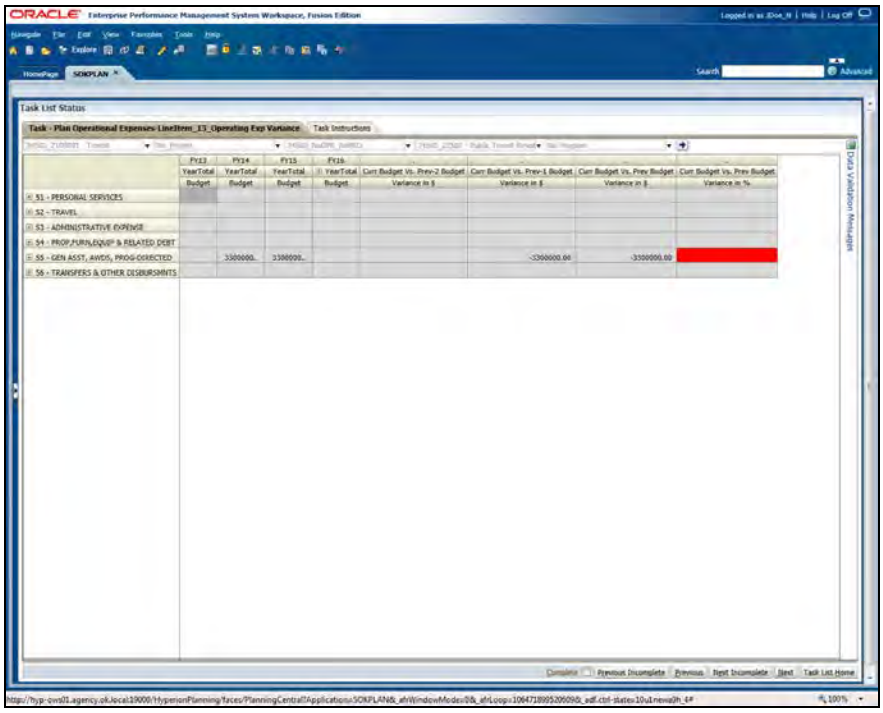
Procedure



Step	Action
1.	*Hide the View Pane* Click the **Collapse Pane** button.

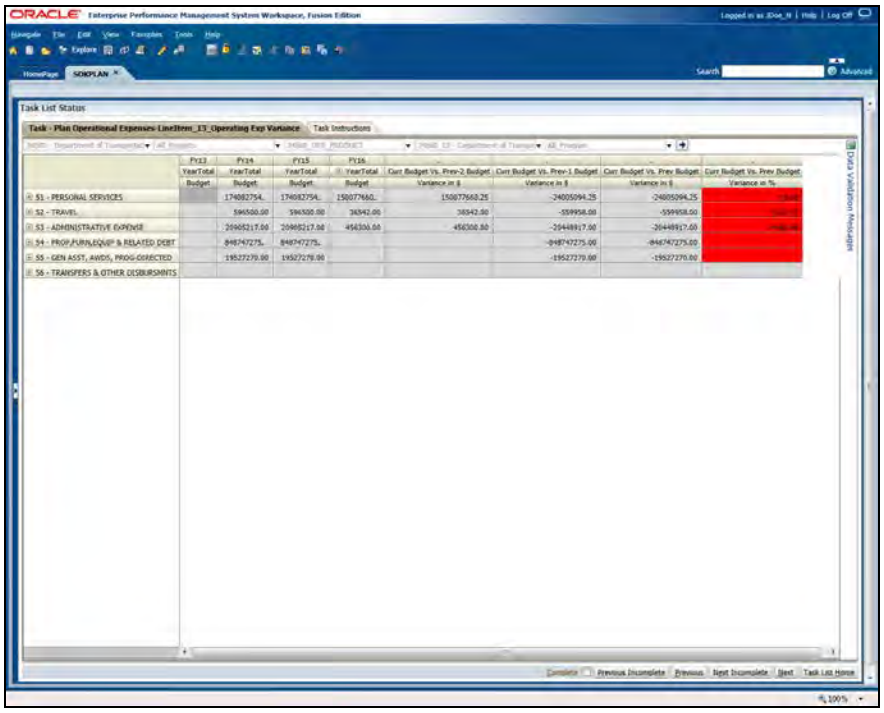


Step	Action
2.	*Adjust View for Form (Select Summary level values in page drop downs)* *Pages drop downs are :* *Entity : < Select Desired DeptID>, Project: <Select Project ID>, Operating Unit: <Select Desired OU_PRD>, ClassFund: <Select Desired ClassFund>, Program: <Select Program>* *For E.g. Entity: 26500, Project: All_Project, Operating Unit: 26500_OPR_PRODUCT, ClassFund: 26500_CF, Program: All_Program*

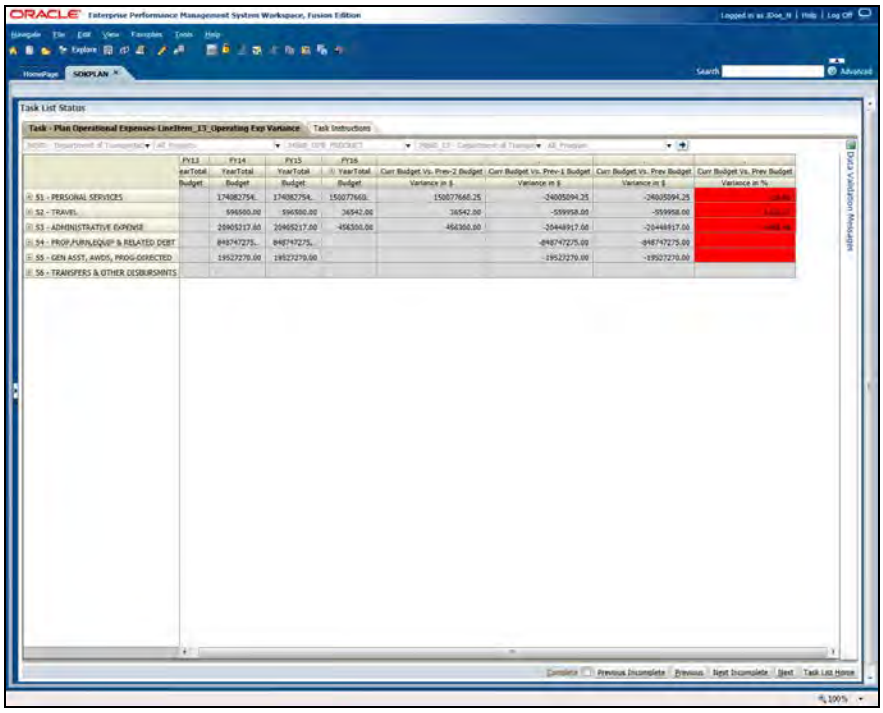


Step	Action
3.	Click the **Entity** dropdown button to activate the menu.
4.	Enter the desired information into the **Member** field. Enter "**34500** ".
5.	Click the **34500 - Department of Transportation** cell. 34500 - Department of Transportation
6.	Click the **Project** dropdown button to activate the menu.
7.	Click the **All_Projects** list item. All_Projects
8.	Click the **Operating Unit** dropdown button to activate the menu.
9.	Enter the desired information into the **Member** field. Enter "**34500_op**".
10.	*Click the desired operating unit/product combination:* *E.G.:* Click the **34500_OPR_PRODUCT** list item. 34500_OPR_PRODUCT
11.	Click the **ClassFund** list item.
12.	Enter the desired information into the **Member** field. Enter "**34500_cf**".

Step	Action
13.	*Click the desired roll up business unit:* *E.G.:* Click the **34500_CF - Department of Transportation** list item. 34500_CF - Department of Transportation
14.	Click the **Program** dropdown button to activate the menu.
15.	Enter the desired information into the **Member** field. Enter "**all**".
16.	Click the **All_Program** list item. All_Program
17.	Click the **Go** button.



Step	Action
18.	Use the horizontal **Scroll Bar** to scroll to the right to view the whole form



Step	Action
19.	*Enter comment* *-This form allows us to capture comments/explanations/assumptions which are resulting into major variances for the current year budget* *-To enter 'Comments', select the variance $ cell which needs to be explained* Right-click the **Red Variance in %** cell. -16.00
20.	Click the **Comments** menu. Comments
21.	Click the **Actions** menu. Actions
22.	Click the **Add** menu. Add Ctrl+M
23.	Enter the desired information into the field. Enter "**This cell contains a variance.**".
24.	Click the **Add** button. Add
25.	Click the **Close** button. Close
26.	*Complete the "Plan Operating Expenses" Task* Click the **Complete** option.

Step	Action
27.	Click the **Next** button. Next
28.	**End of Procedure.**

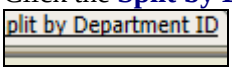
1.20A - DHS Planning assumptions for Disbursing Funds (Only for DHS users)

In this topic you will allow a DHS user to enter split percentages between State and Federal funding for Cost Pools and Department ID.

Procedure

Step	Action
1.	*To begin using the application, we must first Log On.* *The user name is not case-sensitive.* Enter the desired information into the **User Name:** field. Enter "**<username>**".
2.	Enter the desired information into the **Password:** field. Enter "**<Password>**".
3.	Click the **Log On** button. Log On

Step	Action
4.	*In order to open up the SOKPLAN application the following steps must be completed:* Click the **Navigate** menu. Navigate
5.	Click the **Applications** menu. Applications
6.	Click the **Planning** menu. Planning
7.	Click the **SOKPLAN** menu. SOKPLAN
8.	Click the **DHS_Operational Planning** object. DHS_Operational Planning
9.	*Navigate to DHS_Operational Planning* Click the **Expand** button.
10.	*Navigate to "6. Plan Agency Expenditure"* Click the **Expand** button.
11.	Click the **Capture Planning Assumptions for Disbursing Funds** object. Capture Planning Assumptions for Disbursing Funds
12.	*If the View Pane is open, click the "Collapse Pane" button to hide it* Click the **Collapse Pane** button.
13.	*Adjust View for Form (Select lowest level values in page drop downs)* *Pages drop downs are :* *ClassFund : < Select Desired ClassFund> (DHS Disbursing ClassFunds)* *For E.g. Entity: 83000_20000 - Grants and Donations* Click the **ClassFund** button.
14.	Click the **83000_200000: 83000_20000 - Grants And Donations** cell. 83000_20000 : 83000_20000 - Grants And Donations
15.	Click the **Go** button.

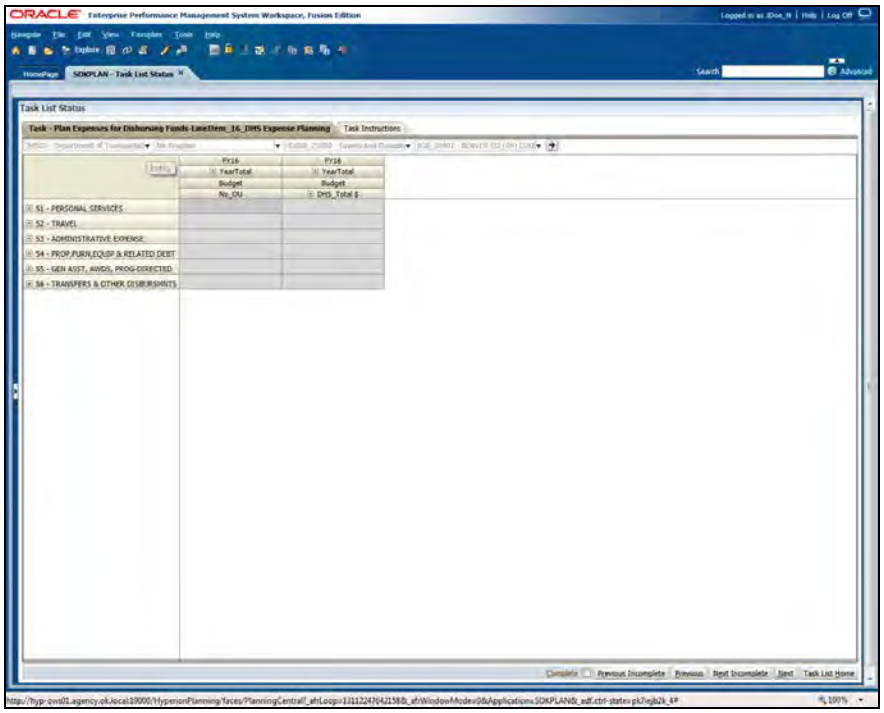
Step	Action
16.	***Enter Split % by Cost Pool*** *-Click on the 'Split by Department ID' tab below ClassFund page dropdown* *1. "LineItem_15_DHS_Assumptions" form will appear* *Form Rows are :* *<DHS Agency_Department IDs> and <830_NoLOC>* *Form Columns are :* *-Q1, Q2, Q3 and Q4 break up of current Budget Year* *-DHS_State_Share % input column* *-System Computed columns: DHS_Federal_Share % (100% - DHS_State_Share %) and DHS_Total% (100%)* *2. Enter a DHS_State_Share % value (between 0 and 100) under Q1, Q2, Q3 and Q4 against a Department ID (83000_2100 - Children & Family Services) row* *3.Click the "Save" button in the top left corner of the webpage* *4. Verify computed values of DHS_Federal_Share % and DHS_Total%* *5. Repeat this for the remaining Department ID rows as required* Enter the desired information into the **830_139/Q1/DHS_State Share %** field. Enter "**20**".
17.	Enter the desired information into the **830_139/Q2/DHS_State Share %** field. Enter "**30**".
18.	*Navigate to Q3 and Q4 columns* Press the left mouse button over the scrollbar and drag the mouse to the desired location.
19.	Enter the desired information into the **830_139/Q3/DHS_State Share %** field. Enter "**40**".
20.	Enter the desired information into the **830_139/Q4/DHS_State Share %** field. Enter "**60**".
21.	Click the **File** menu.
22.	Click the **Save** menu.
23.	Enter Split % by Department ID -Click on the 'Split by Department ID' tab below ClassFund page dropdown Click the **Split by Department ID** tab. 

Step	Action
24.	1. "LineItem_15_DHS_Assumptions" form will appear Form Rows are : <DHS Agency_Department IDs> and <830_NoLOC> Form Columns are : -Q1, Q2, Q3 and Q4 break up of current Budget Year -DHS_State_Share % input column -System Computed columns: DHS_Federal_Share % (100% - DHS_State_Share %) and DHS_Total% (100%) 2. Enter a DHS_State_Share % value (between 0 and 100) under Q1, Q2, Q3 and Q4 against a Department ID (83000_2100 - Children & Family Services) row 3.Click the "Save" button in the top left corner of the webpage 4. Verify computed values of DHS_Federal_Share % and DHS_Total% 5. Repeat this for the remaining Department ID rows as required Enter the desired information into the **83000_2101 - CWS HOTLINE/Q1/DHS_State Share %** field. Enter "**10**".
25.	Enter the desired information into the **830_NoLOC/Q2/DHS_State Share %** field. Enter "**20**".
26.	*Navigate to Q3 and Q4 columns* Press the left mouse button over the scrollbar and drag the mouse to the desired location.
27.	Enter the desired information into the **830_NoLOC/Q3/DHS_State Share %** field. Enter "**30**".
28.	Enter the desired information into the **830_NoLOC/Q4/DHS_State Share %** field. Enter "**40**".
29.	Click the **File** menu. File
30.	Click the **Save** menu. Save
31.	*Complete the "Capture Planning Assumptions for Disbursing Funds" Task* Click the **Complete** option.
32.	Click the **Next** button. Next
33.	**End of Procedure.**

1.20B - DHS Expense Planning for Disbursing Funds (Only for DHS users)

In this topic you will allow a DHS user to enter expenses and display the correct splits based on percentages entered in the previous script.

Procedure



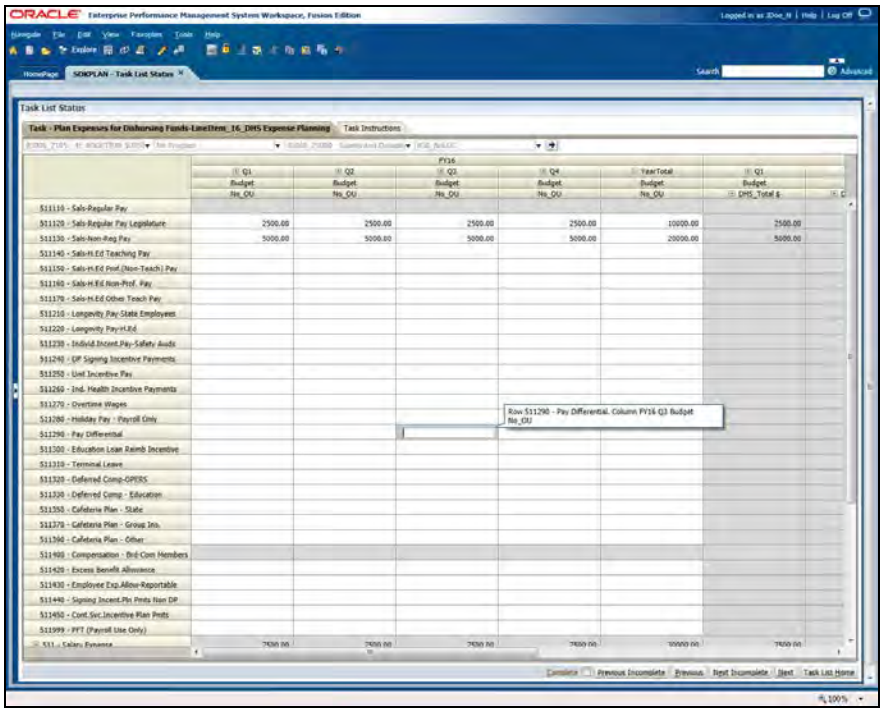
Step	Action
1.	*Plan Expenses for Location Codes* *Adjust View for Form (Select lowest level values in page drop downs)* *Pages drop downs are :* *Entity: < Select Desired Department ID>, Program: < Select Desired Program ID >, ClassFund: <Select Desired ClassFund>, Project: <Select Desired DHS location code>* *For E.g. Entity: 83000_2101 - CWS Hotline, No_Program, 83000_20000 - Grants and Donations, 830_30401 - Beaver Co (04) County Distribution (Location code under the Cost Pool 830_101)* Click the **Entity** dropdown button to activate the menu. ▼
2.	*E.g.:* Click the **83000_2101 - CWS HOTLINE** list item. 83000_2101 - CWS HOTLINE

Step	Action
3.	Click the **Program** dropdown button to activate the menu.
4.	Enter the desired information into the **Member** field. Enter "**no**".
5.	Click the **No Program** list item. No Program
6.	Click the **ClassFund** dropdown button to activate the menu.
7.	*E.g.:* Click the **83000_20000 - Grants And Donations** list item. 83000_20000 - Grants And Donations
8.	Click the **Project** dropdown button to activate the menu.
9.	*Select a location code that matches the sub account* *E.g (this one does not):* Click the **830_30401 - BEAVER CO)04) COUNTY DISTRIBUTION** list item. 830_30401 - BEAVER CO (04) COUNTY DISTRIBUTION
10.	Click the **Go** button.
11.	*Enter Expenses* *-Expand the Account row 5 by clicking on the '+' sign next to the account* *-Go the lowest level 6 digit Account by expanding the required account rows* *-Enter yearly Expenditure value against a relevant Account code under No_OU column* Click the **52 - TRAVEL Expand** button.
12.	Click the **521 - Travel - Reimbursements Drill Expand** button.
13.	Enter the desired information into the **521110 - In-State Mileage-Motor Vehicle No_OU** field. Enter "**22000**".
14.	Enter the desired information into the **521120 - In-State Meals-Subsistence Exp No_OU** field. Enter "**23000**".
15.	Click the **File** menu. File
16.	Click the **Save** menu. Save
17.	Click the **DHS_Total $ Drill Expand** button.

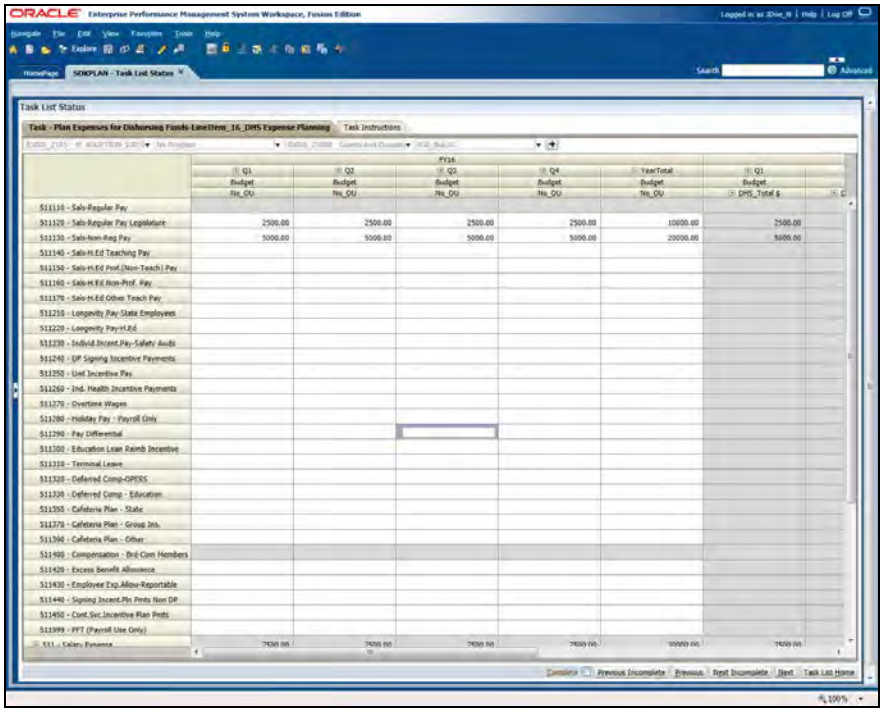
Step	Action
18.	Click the **Save** button.
19.	*[NOTE: If "Save" feature ran the rule, skip this step]* *Launch the "LI_DHS_Split" rule* Click the **Launch** button. Launch
20.	*Message dialog box displays reading "The data has been saved. Rule was run successfully"* Click the **OK** button. OK
21.	*Review Expense Split* *-With data save action, system will compute DHS_State_Share $ and DHS_Federal Share $ based on inputs provided in DHS Planning Assumptions form* *-To Verify the computation, expand 'DHS_Total $' column by clicking on the '+' sign* *-Q1 DHS_State $ = Q1 -> DHS_State_Share % (Location's Parent Cost Pool) * Q1 -> No_OU Value User Input* *-Q2 DHS_State $ = Q2 -> DHS_State_Share % (Location's Parent Cost Pool) * Q2 -> No_OU Value User Input* *-Q3 DHS_State $ = Q3 -> DHS_State_Share % (Location's Parent Cost Pool) * Q3 -> No_OU Value User Input* *-Q4 DHS_State $ = Q4 -> DHS_State_Share % (Location's Parent Cost Pool) * Q4 -> No_OU Value User Input* *-Yearly DHS_State $ = Q1 DHS_State $ + Q2 DHS_State $ + Q3 DHS_State $ + Q4 DHS_State $* *-At any of the Period member, DHS_Total $ = No_OU value* *-At any of the Period member, DHS_Federal $ = DHS_Total $ - DHS_State $* Click the **DHS_Total $ Drill Expand** button.
22.	Click the **YearTotal Expand** button.
23.	*Reload "Plan Expenses for Disbursing Funds" Page by opening the View Pane* Click the **Restore Pane** button.
24.	Click the **DHS_Operational Planning** object. DHS_Operational Planning

Step	Action
25.	Click the **6. Plan Agency Expenditure** object. 6. Plan Agency Expenditure
26.	Click the **Plan Expenses for Disbursing Funds** object. Plan Expenses for Disbursing Funds
27.	*The page has now been reloaded. Hide the View Pane* Click the **Collapse Pane** button.
28.	*Plan Expenses for No Location Code* *Adjust View for Form (Select lowest level values in page drop downs)* *Pages drop downs are :* *Entity: < Select Desired Department ID>, Program: < Select Desired Program ID >, ClassFund: <Select Desired ClassFund>, Project: <Select Desired DHS location code>* *For E.g. Entity: 83000_2100 - Children & Family Services, No_Program, 83000_20000 - Grants and Donations, 830_NoLOC* Click the **Entity** dropdown button to activate the menu.
29.	Enter the desired information into the **Member** field. Enter "**83000_2105**".
30.	Click the **83000_2105 - 4E ADOPTION SUBSIDY** list item. 83000_2105 - 4E ADOPTION SUBSIDY
31.	Click the **Project** button.
32.	Enter the desired information into the **Member** field. Enter "**830_no**".
33.	Click the **830_NoLOC** list item. 830_NoLOC
34.	Click the **Go** button.
35.	*Enter Expenses* *-Expand the Account row 5 by clicking on the '+' sign next to the account* *-Go the lowest level 6 digit Account by expanding the required account rows* *-Enter yearly Expenditure value against a relevant Account code under No_OU column* Click the **51 - PERSONAL SERVICES Drill Expand** button.
36.	Click the **511 - Salary Expense Drill Expand** button.

Step	Action
37.	Enter the desired information into the **511120 - Sals-Regular Pay Legislature No_OU** field. Enter "**10000**".
38.	Enter the desired information into the **511130 - Sals-Regular Pay Legislature No_OU** field. Enter "**20000**".
39.	Click the **File** menu. File
40.	Click the **Save** menu. Save
41.	*Review Expense Split* *-With data save action, system will compute DHS_State_Share $ and DHS_Federal Share $ based on inputs provided in DHS Planning Assumptions form* *-To Verify the computation, expand 'DHS_Total $' column by clicking on the '+' sign* *-Q1 DHS_State $ = Q1 -> DHS_State_Share % (Department ID and NoLOC combination) * Q1 -> No_OU Value User Input* *-Q2 DHS_State $ = Q2 -> DHS_State_Share % (Department ID and NoLOC combination) * Q2 -> No_OU Value User Input* *-Q3 DHS_State $ = Q3 -> DHS_State_Share % (Department ID and NoLOC combination) * Q3 -> No_OU Value User Input* *-Q4 DHS_State $ = Q4 -> DHS_State_Share % (Department ID and NoLOC combination) * Q4 -> No_OU Value User Input* *-Yearly DHS_State $ = Q1 DHS_State $ + Q2 DHS_State $ + Q3 DHS_State $ + Q4 DHS_State $* *-At any of the Period member, DHS_Total $ = No_OU value* *-At any of the Period member, DHS_Federal $ = DHS_Total $ - DHS_State $* Click the **DHS_Total $ Drill Expand** button. ⊞
42.	Click the **YearTotal Drill Expand** button. ⊞



Step	Action
43.	*Review the data on the form using the scroll bar when necessary*

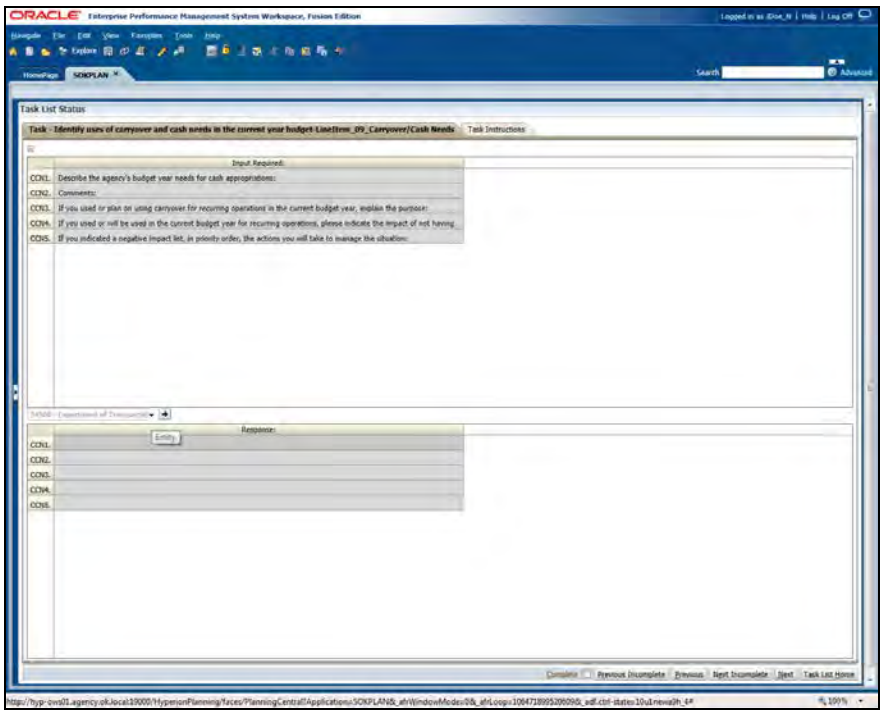


Step	Action
44.	*Complete the "Plan Expenses for Disbursing Funds" Task* Click the **Complete** option.
45.	Click the **Task List Home** button. Task List Home
46.	Click the **Log Off** object. Log Off
47.	Click the **Yes** button. Yes
48.	**End of Procedure.**

1.21 - Identify uses of carryover and cash needs in the current year budget

In this topic you will enter answers for the questions regarding carryover/cash needs.

Procedure

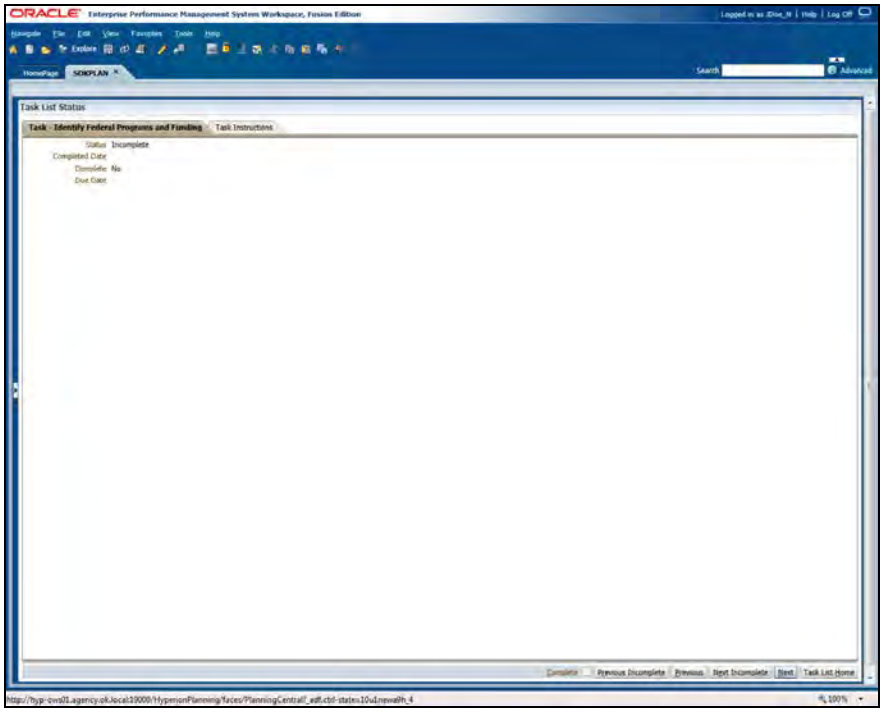


Step	Action
1.	Adjust View for Form (Select lowest level values in page drop downs) **Page drop downs are** : Entity : < Select Desired DeptID> **For E.g.:** Entity: 26500_0100001 (Administrative Services) Click the **Entity** dropdown button to activate the menu.
2.	*Enter a valid value* *E.G.:* Enter the desired information into the **Member** field. Enter "**34500_21**".
3.	Click the **34500_2100001 - Transit** list item. 34500_2100001 - Transit
4.	Click the **Go** button.
5.	*Provide Carry over and cash needs details* *-Navigate to the "Response" form* *-Enter text in the "Response" form corresponding to the questions in the "Input Required" form* Enter the desired information into the **CCN2 Response:** field. Enter "**This field is where you enter comments.**".
6.	Click the **File** menu. File
7.	Click the **Save** menu. Save
8.	*Information dialog box displays reading "The data has been saved"* Click the **OK** button. OK
9.	*Complete the "Identify uses of carryover and cash needs in the current year budget" Task* Click the **Complete** option.
10.	Click the **Next** button. Next
11.	**End of Procedure.**

1.22 - Provide Federal Program overview

In this topic you will add answers to the questions regarding grants.

Procedure



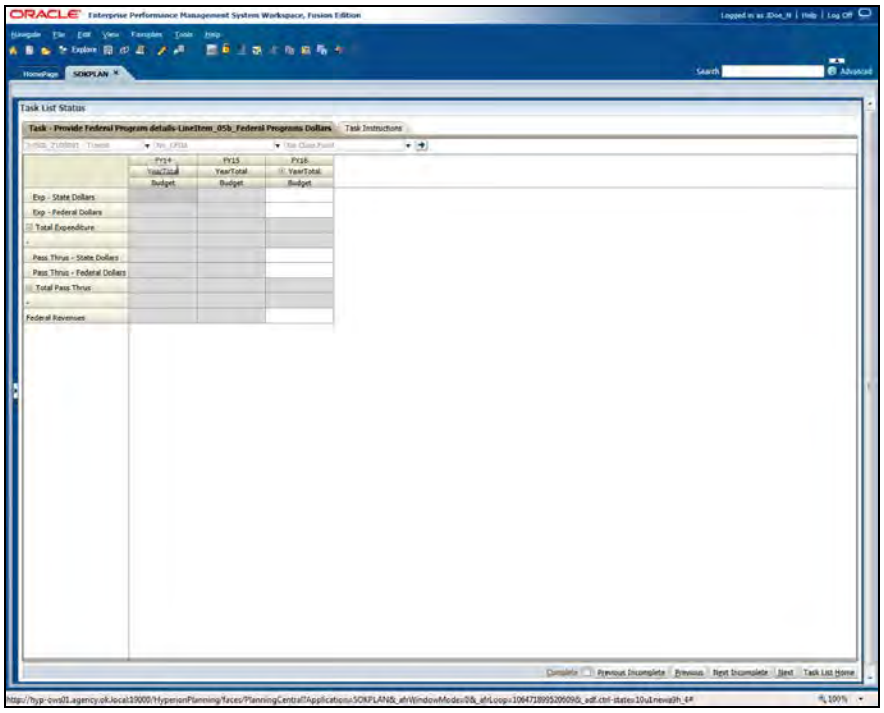
Step	Action
1.	Click the **Next** button. Next
2.	*Adjust View for Form (Select lowest level values in page drop downs)* ***Pages drop downs are :*** *Entity : < Select Desired DeptID>, CFDA: <Select Desired CFDA>* ***For E.g.:*** *Entity: 26500_0100001 (Administrative Services), CFDA: 100690000* Click the **Entity** button. ▼
3.	*Click the desired 7-digit department Member cell.* *E.g.* Click the **Member** cell. 34500_2100001 - Transit

Step	Action
4.	Click the **Go** button.
5.	*Provide Federal Program overview* *-Navigate to the "Response" form* *-Enter text in the "Response" form corresponding to the questions in the "Input Required" form* Enter the desired information into the **FP4 Response:** field. Enter "**There are no limits for this program**".
6.	Enter the desired information into the **FP5 Response:** field. Enter "**5 years**".
7.	Click the **File** menu.
8.	Click the **Save** menu.
9.	*Information dialog box displays reading "The data has been saved"* Click the **OK** button.
10.	*Complete the "Provide Federal Program Overview" Task* Click the **Complete** option.
11.	Click the **Next** button.
12.	**End of Procedure.**

1.23 - Provide Federal Program details

In this topic you will enter revenue values for grants based on multiple revenue accounts.

Procedure



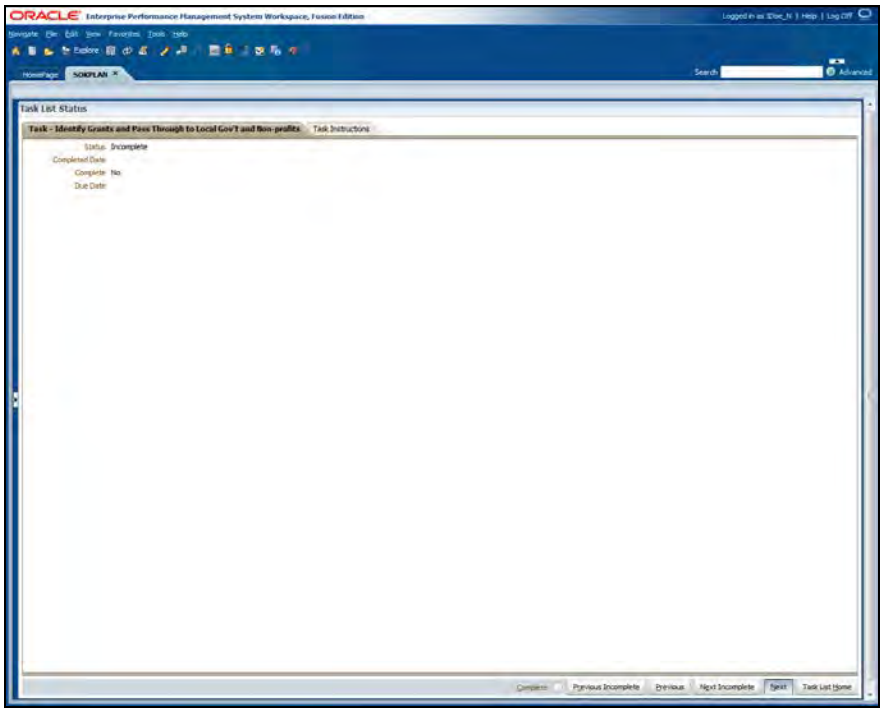
Step	Action
1.	*Adjust View for Form (Select lowest level values in page drop downs)* ***Pages drop downs are :*** *Entity : < Select Desired DeptID>, CFDA: <Select Desired CFDA>, ClassFund: <Select desired ClassFund>* ***For E.g.:*** *Entity: 26500_0100001 (Administrative Services), CFDA: 100690000, ClassFund: 26500_10000* Click the **Entity** dropdown button to activate the menu.
2.	*Enter a valid value* *E.G.:* Enter the desired information into the **Member** field. Enter "**34500_21**".
3.	*Click the desired 7-digit department:* *E.G.:* Click the **34500_2100001 - Transit** cell. 34500_2100001 - Transit
4.	Click the **ClassFund** button.

Step	Action
5.	*Click the desired class fund:* *E.G.:* Click the **34500_40000 - County Bridge Revolving Fund** list item. 34500_40000 - County Bridge Revolving Fund
6.	Click the **Go** button.
7.	*Provide Federal Program details* *-Enter data in the current year budget cells* *-'Total Expenditure' and 'Total Pass Thrus' will be calculated based on inputs provided in above cells* Enter the desired information into the **Exp - State Dollars Budget** field. Enter "**2000**".
8.	Enter the desired information into the **Exp - Federal Dollars Budget** field. Enter "**4000**".
9.	Enter the desired information into the **Pass Thrus - State Dollars Budget** field. Enter "**1000**".
10.	Enter the desired information into the **Pass Thrus - Federal Dollars Budget** field. Enter "**3000**".
11.	Click the **File** menu. File
12.	Click the **Save** menu. Save
13.	*Information dialog box displays reading "The data has been saved"* Click the **OK** button. OK
14.	Click the **Complete** option.
15.	Click the **Next** button. Next
16.	**End of Procedure.**

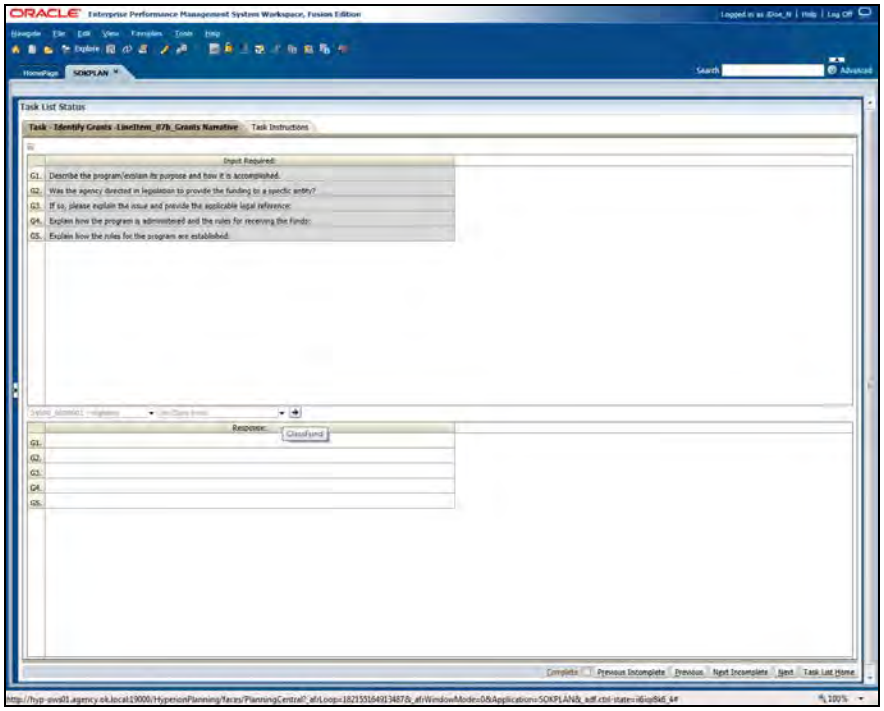
1.24 - Identify Federal Grants

In this topic you will enter answers for the questions regarding Federal Programs.

Procedure



Step	Action
1.	*To access the subtasks, click the "Next" button on the Main task "Identify Grants and Pass Through to Local Gov't and Non-profits"* Click the **Next** button. Next

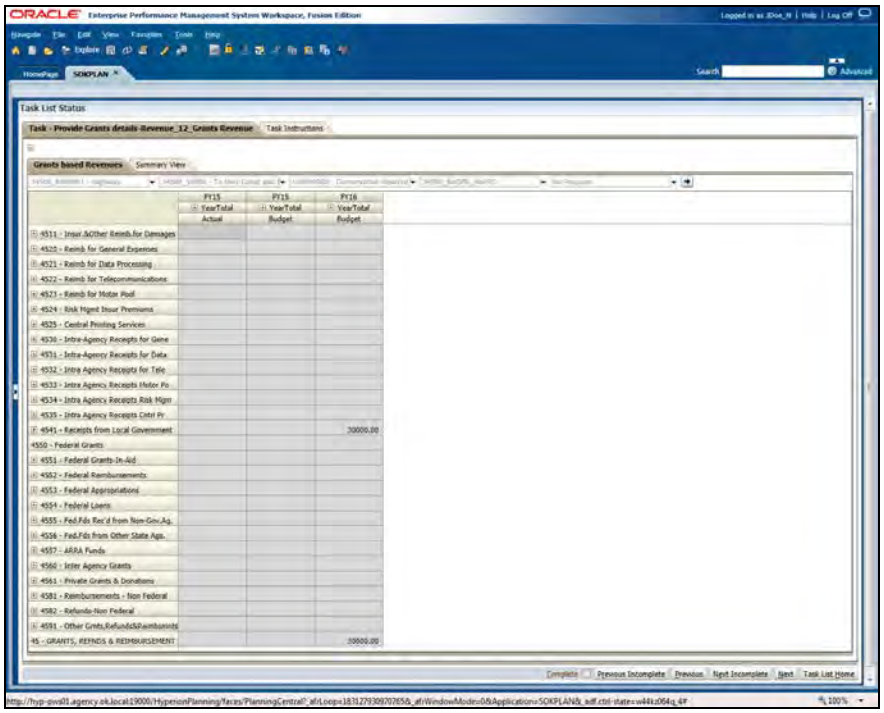


Step	Action
2.	*Adjust View for Form (Select lowest level values in page drop downs)* *Pages drop downs are :* *Entity : < Select Desired DeptID> , ClassFund: <Select Desired ClassFund>* *For E.g. Entity: 26500_0100001 (Administrative Services), ClassFund: 26500_10000* Click the **Class Fund** dropdown button to activate the menu.
3.	*E.g.* Click the **34500_10006 - To Hwy Const and Maint Fund** cell. 34500_10006 - To Hwy Const and Maint Fund
4.	Click the **Go** button.
5.	*Provide Grant Details* *-Navigate to the "Response" form* *-Enter text in the "Response" form corresponding to the questions in the "Input Required" form* Enter the desired information into the **G1/Response:** field. Enter "**Description**".
6.	Enter the desired information into the **G2/Response:** field. Enter "**No**".
7.	Enter the desired information into the **G4/Response:** field. Enter "**Explain Administration**".
8.	Enter the desired information into the **G5/Response:** field. Enter "**Explain how rules are established**".
9.	Click the **File** menu. File
10.	Click the **Save** menu. Save
11.	*A message appears reading "The data has been saved."* Click the **OK** button. OK
12.	*Complete the "Identify Grants" Task* Click the **Complete** option.
13.	Click the **Next** button. Next
14.	**End of Procedure.**

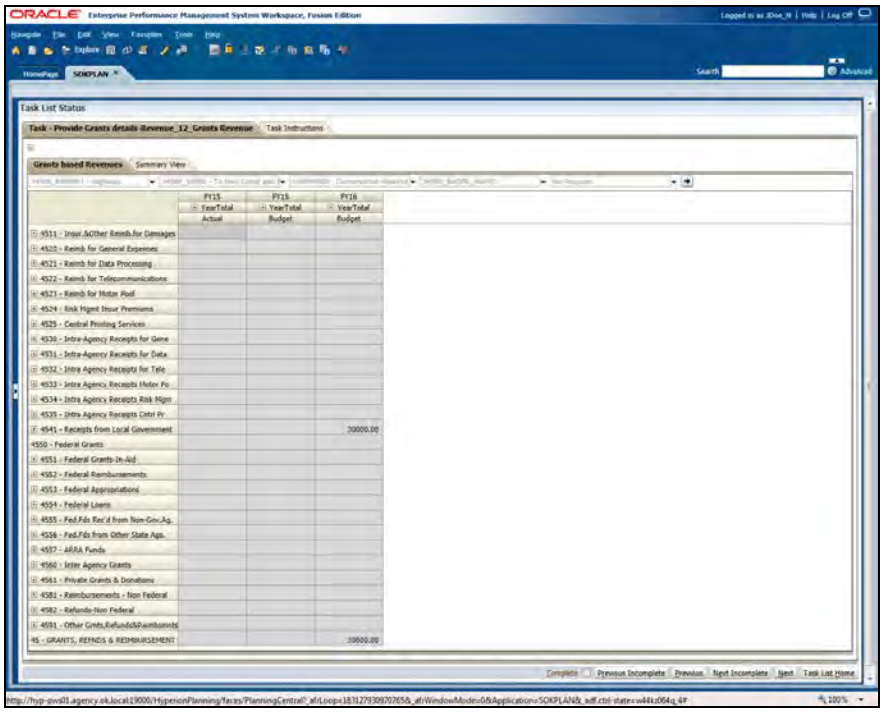
1.25 - Provide Grants details

In this topic you will enter expenses based on federal programs and totals in in Total Expenditures and Total Pass Thru would be calculated correctly.

Procedure

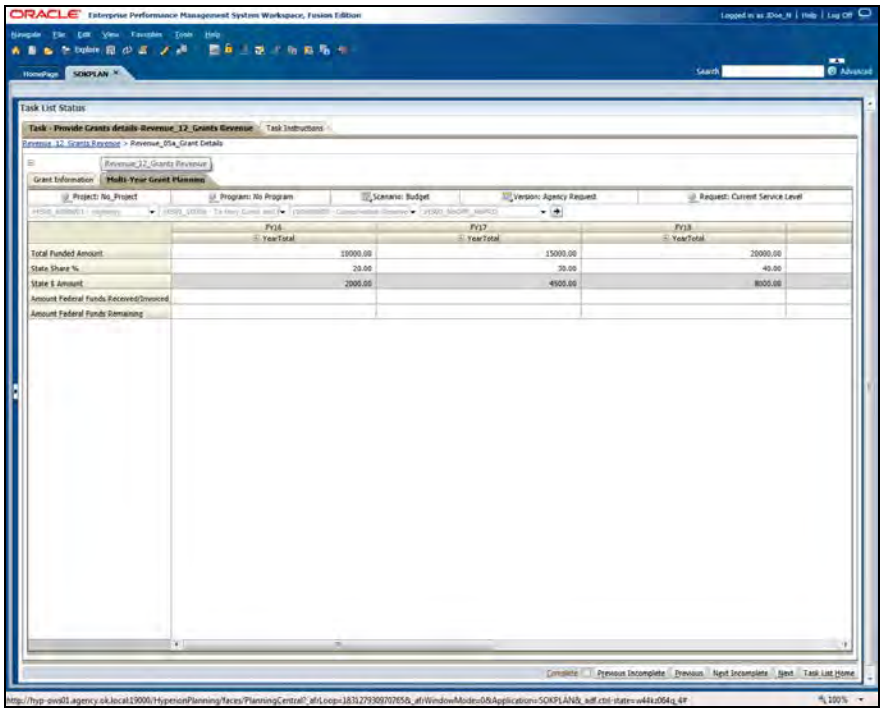


Step	Action
1.	*Adjust View for Form (Select lowest level values in page drop downs)* *Pages drop downs are :* *Entity : < Select Desired DeptID> , ClassFund: <Select Desired ClassFund>, CFDA: <Select Desired CFDA>, Operating Unit: <Select Desired OU_PRD>, Program: <Select Program>* *For E.g. Entity: 26500_0100001 (Administrative Services), ClassFund: 26500_10000, CFDA: 100690000, Operating Unit: 26500_NoOPR_NoPRD, Program: No_Program*

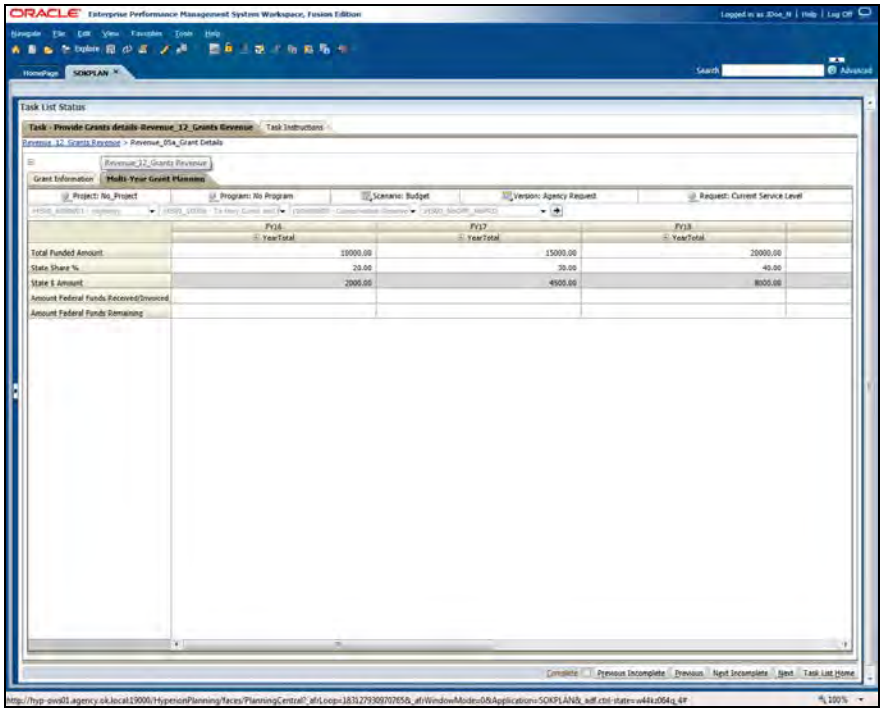


Step	Action
2.	Click the **Entity** dropdown button to activate the menu.
3.	*E.g.:* Click the **34500_6800001 - Highway** cell. 34500_6800001 - Highway
4.	Click the **ClassFund** dropdown button to activate the menu.
5.	*E.g.:* Click the **34500_10006 - To Hwy Const and Maint Fund** cell. 34500_10006 - To Hwy Const and Maint Fund
6.	Click the **CFDA** button.
7.	*E.g.:* Click the **100690000 - Conservation Reserve Program** cell. 100690000 - Conservation Reserve Program
8.	Click the **Go** button.

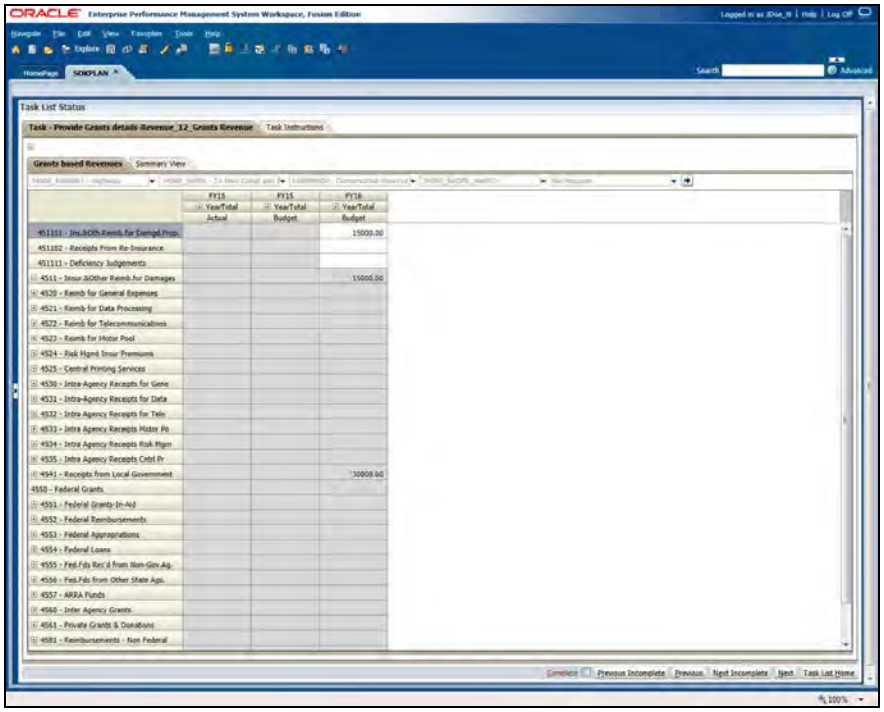
Step	Action
9.	*Provide Grant Details* *-Expand a row by clicking on the "Drill Expand" button on that row* *-Enter data in the fields under the "FY16" column* *E.g.:* Click the **4511 - Insur.&Other Reimb.for Damages Expand** button.
10.	*E.g.:* Enter the desired information into the **FY16 / 451101 - Insur.&Other Reimb.for Damages Expand** field. Enter "**15000**".
11.	Click the **File** menu. File
12.	Click the **Save** menu. Save
13.	*Provide Additional Details* *-Right-click the cell with newly entered revenue data* Right-click the **Budget** cell. 15000.00
14.	Click the **Provide Grant Details** menu. Provide Grant Details
15.	Enter the desired information into the **Award Number\FY16** field. Enter "**123456**".
16.	Enter the desired information into the **Award Period Begins/FY16** field. Enter "**8/5/14**".
17.	Click the **File** menu. File
18.	Click the **Save** menu. Save
19.	*A message appears reading "The data has been saved."* Click the **OK** button. OK
20.	Click the **Multi-Year Grant Planning** tab. Multi-Year Grant Planning



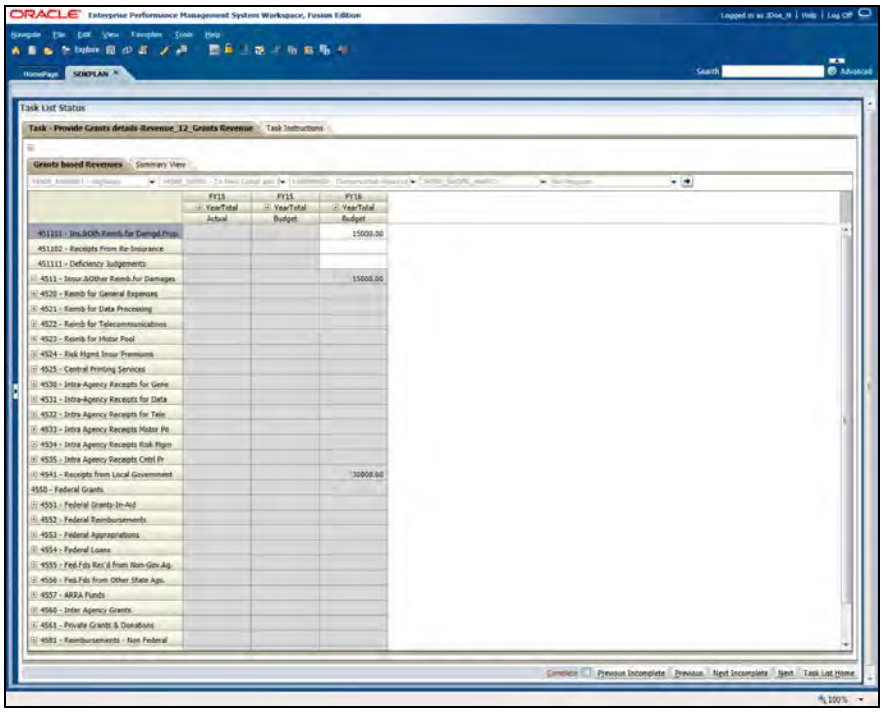
Step	Action
21.	*In the Multi-Year Grant Planning Tab* *-Capture 'Total Funded Amount', 'State Share %', 'Amount Federal Funds Received/Invoiced', and 'Amount Federal Funds Remaining' for Current Budget Year as well as future years based on tenure of the Grant*



Step	Action
22.	Click the **Revenue_12_Grants Revenue** link. Revenue_12_Grants Revenue
23.	*E.g.:* Click the **4511 - Insur.&Other Reimb.for Damages Expand** button. ⊞



Step	Action
24.	*Review the data at the lower level*

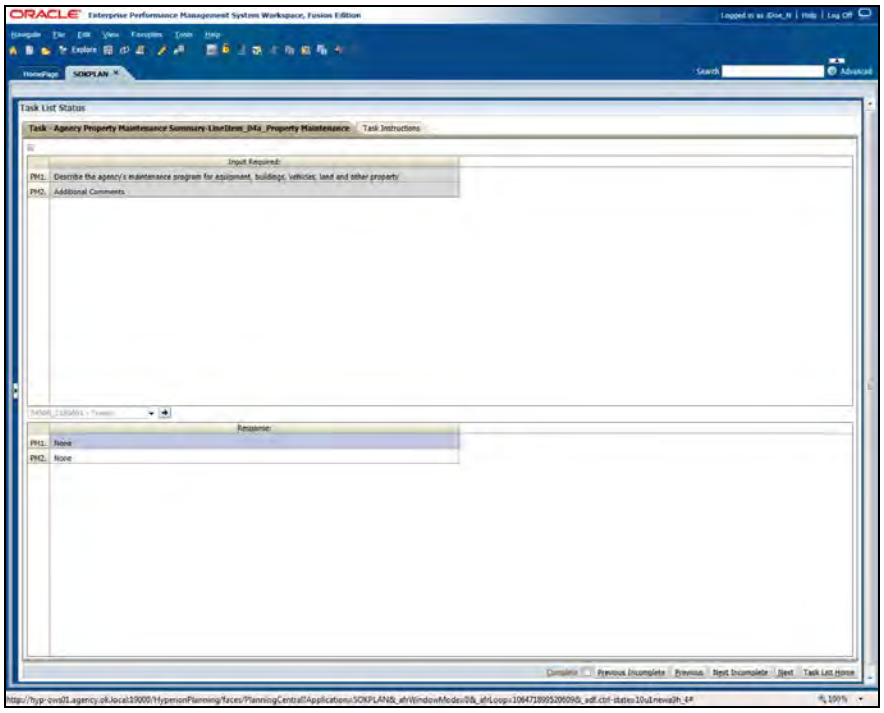


Step	Action
25.	*Complete the "Provide Grants Details" Task* Click the **Complete** option.
26.	Click the **Next** button. Next
27.	**End of Procedure.**

1.26 - Agency Property Maintenance Summary

In this topic you will answer questions regarding property maintenance.

Procedure



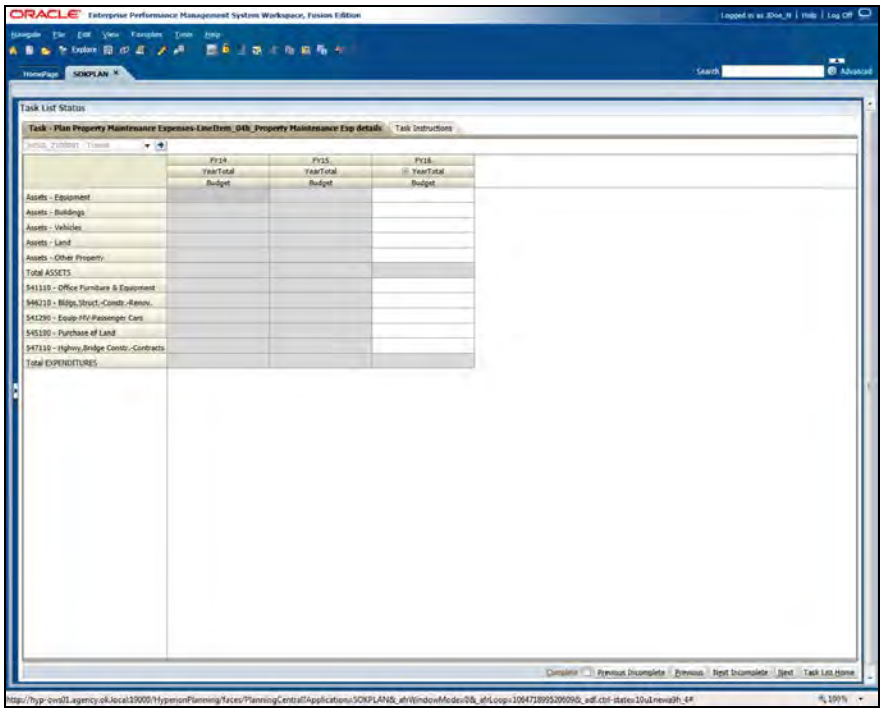
Step	Action
1.	*Adjust View for Form (Select lowest level values in page drop downs)* ***Pages drop downs are :*** *Entity : < Select Desired DeptID>* ***For E.g.:*** *Entity: 26500_0100001 (Administrative Services)* Click the **Entity** dropdown button to activate the menu.
2.	*Enter a valid value* *E.G.:* Enter the desired information into the **Member** field. Enter "**34500_2100001**".
3.	*Click the desired 7-digit department:* *E.G.:* Click the **34500_2100001 - Transit** cell. 34500_2100001 - Transit
4.	Click the **Go** button.

Step	Action
5.	*Provide Agency Property Maintenance Summary* *-Navigate to the "Response" form* *-Enter text in the "Response" form corresponding to the questions in the "Input Required" form* Enter the desired information into the **PM2 Response:** field. Enter "**Enter Additional Comments here.**".
6.	Click the **File** menu. File
7.	Click the **Save** menu. Save
8.	*Information dialog box displays reading "The data has been saved"* Click the **OK** button. OK
9.	Complete the "Agency Property Maintenance Summary" Task Click the **Complete** option.
10.	Click the **Next** button. Next
11.	**End of Procedure.**

1.27 - Plan Property Maintenance Expenses

In this topic you will enter information regarding property maintenance. The Total Assets and Total Expenditures total will be added correctly.

Procedure



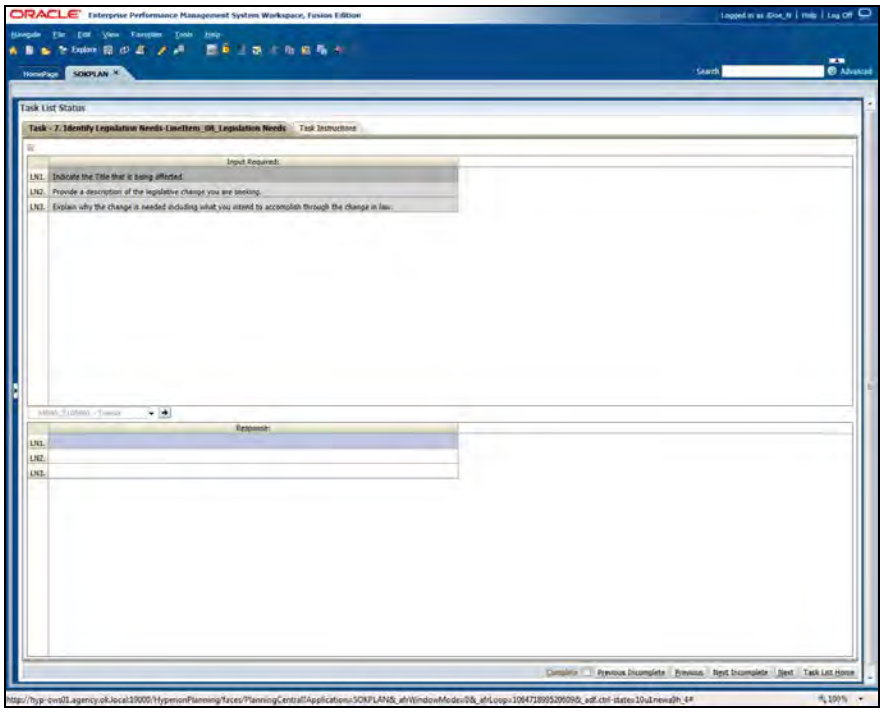
Step	Action
1.	*Adjust View for Form (Select lowest level values in page drop downs)* ***Pages drop downs are:*** *Entity : < Select Desired DeptID>* ***For E.g.:*** *Entity: 26500_0100001 (Administrative Services)* Click the **Entity** dropdown button to activate the menu.
2.	*Enter a valid value* *E.G.:* Enter the desired information into the **Member** field. Enter "**34500_2100001**".
3.	*Click the desired 7-digit department list item:* *E.G.:* Click the **34500_2100001 - Transit** list item. 34500_2100001 - Transit
4.	Click the **Go** button.

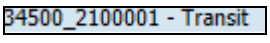
Step	Action
5.	*Provide Property Maintenance Expenses* *-Enter data in the current budget year columns* *-'Total Assets' and 'Total Expenditure' rows will summarize numbers entered in the above rows* Enter the desired information into the **Assets - Equipment Budget** field. Enter "**1000**".
6.	Enter the desired information into the **Assets - Buildings Budget** field. Enter "**2000**".
7.	Enter the desired information into the **Assets - Other Property Budget** field. Enter "**2000**".
8.	Enter the desired information into the **541110 - Office Furniture & Equipment Budget** field. Enter "**2000**".
9.	Enter the desired information into the **547110 - Hgwy,Bridge Constr.-Contracts Budget** field. Enter "**4000**".
10.	Click the **File** menu. File
11.	Click the **Save** menu. Save
12.	A message dialog box displays: "The data has been saved" Click the **OK** button. OK
13.	*Complete the "Plan Property Maintenance Expenses" Task* Click the **Complete** option.
14.	Click the **Next** button. Next
15.	**End of Procedure.**

1.28 - Identify Legislation Needs

In this topic you will answer questions regarding legislation needs.

Procedure



Step	Action
1.	*Adjust View for Form (Select lowest level values in page drop downs)* ***Pages drop downs are :*** *Entity : < Select Desired DeptID>* ***For E.g.:*** *Entity: 26500_0100001 (Administrative Services)* Click the **Entity** dropdown button to activate the menu.
2.	*Enter a valid value* *E.G.:* Enter the desired information into the **Member** field. Enter "**34500_2100001**".
3.	*Click the desired 7-digit department list item:* *E.G.:* Click the **34500_2100001 - Transit** list item. 
4.	Click the **Go** button.

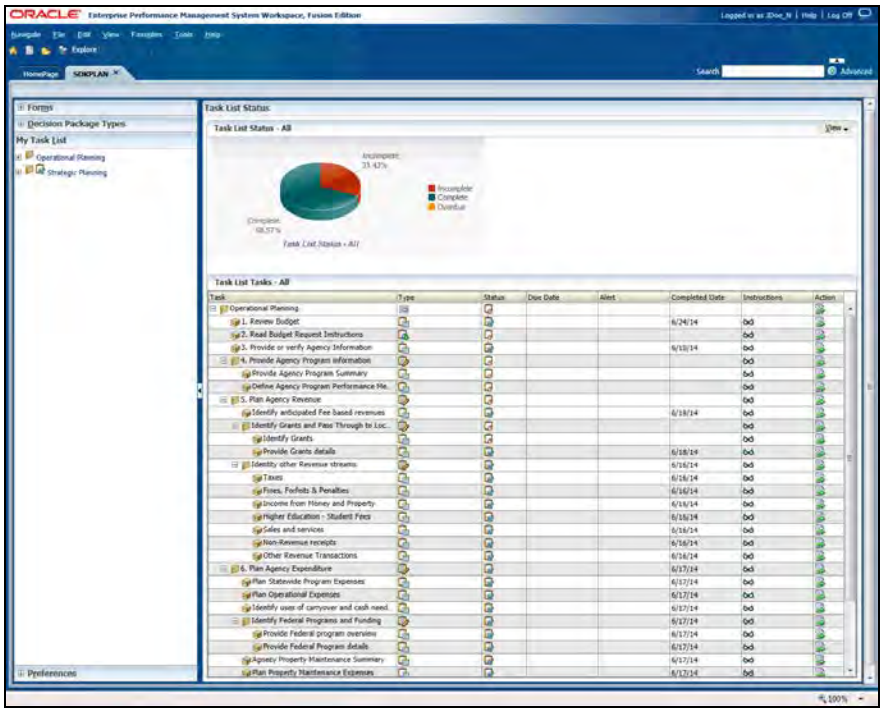
Step	Action
5.	*Identify Legislation Needs* *-Navigate to the "Response" form* *-Enter text in the "Response" form corresponding to the questions in the "Input Required" form* Enter the desired information into the **LN2 Response:** field. Enter "**Provide a description for change here**".
6.	Click the **File** menu. File
7.	Click the **Save** menu. Save
8.	*A message dialog box displays: "The data has been saved"* Click the **OK** button. OK
9.	*Complete the "Identify Legislation Needs" Task* Click the **Complete** option.
10.	Click the **Next** button. Next
11.	**End of Procedure.**

1.29 - Operational Decision Package

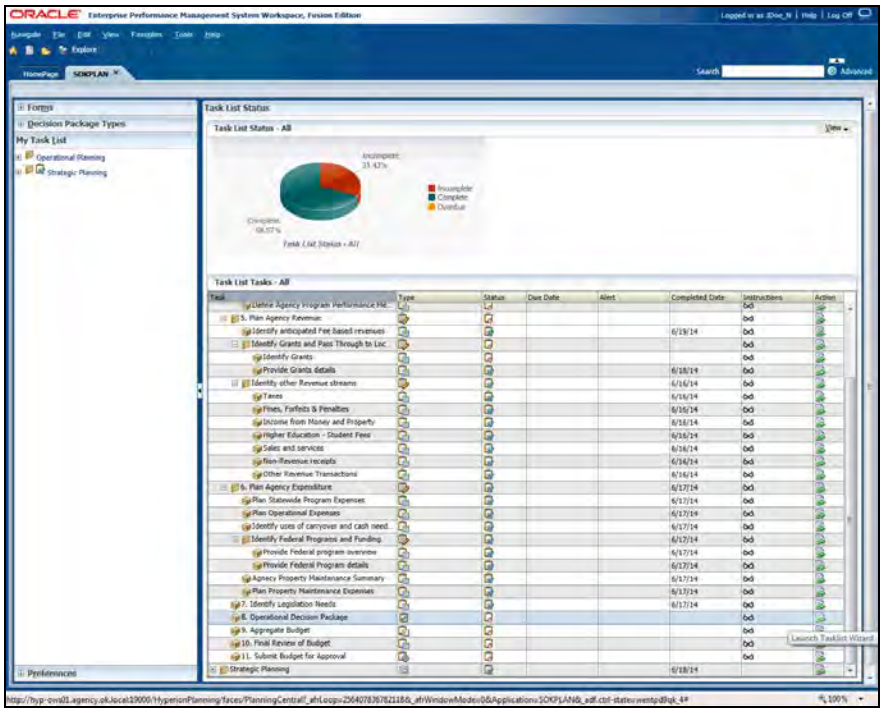
In this topic you will create a decision package, enter the information, and promote to the approver.

Procedure

Step	Action
1.	*[Note: If you have not logged off, skip to step 9]* *To begin using the application, we must first Log On.* *The user name is not case-sensitive.* Enter the desired information into the **User Name:** field. Enter "**JDoe_N**".
2.	Enter the desired information into the **Password:** field. Enter "**Password**".
3.	Click the **Log On** button. Log On
4.	*In order to open up the SOKPLAN application the following steps must be completed:* Click the **Navigate** menu. Navigate
5.	Click the **Applications** menu. Applications
6.	Click the **Planning** menu. Planning
7.	Click the **SOKPLAN** menu. SOKPLAN



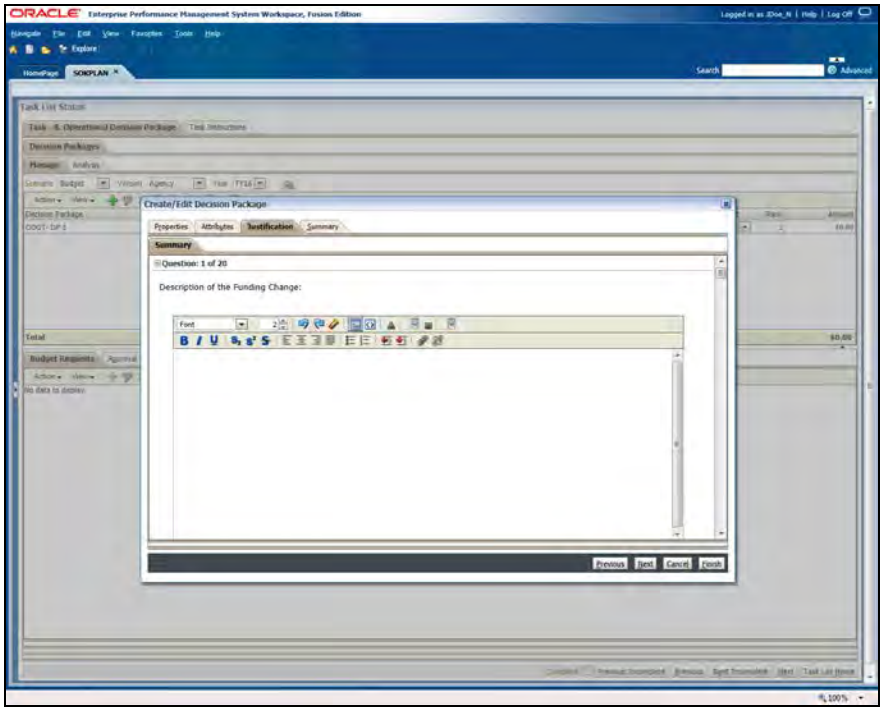
Step	Action
8.	*[NOTE: Refer to your UAT Accessibility Document instructions (Creating a Document to Attach in Hyperion) to set up a document for completing the next steps. If you have created a document on your desktop already, please continue to step 10.]*
9.	*Use the vertical scroll bar to navigate to the "Operational Decision Package" Task*



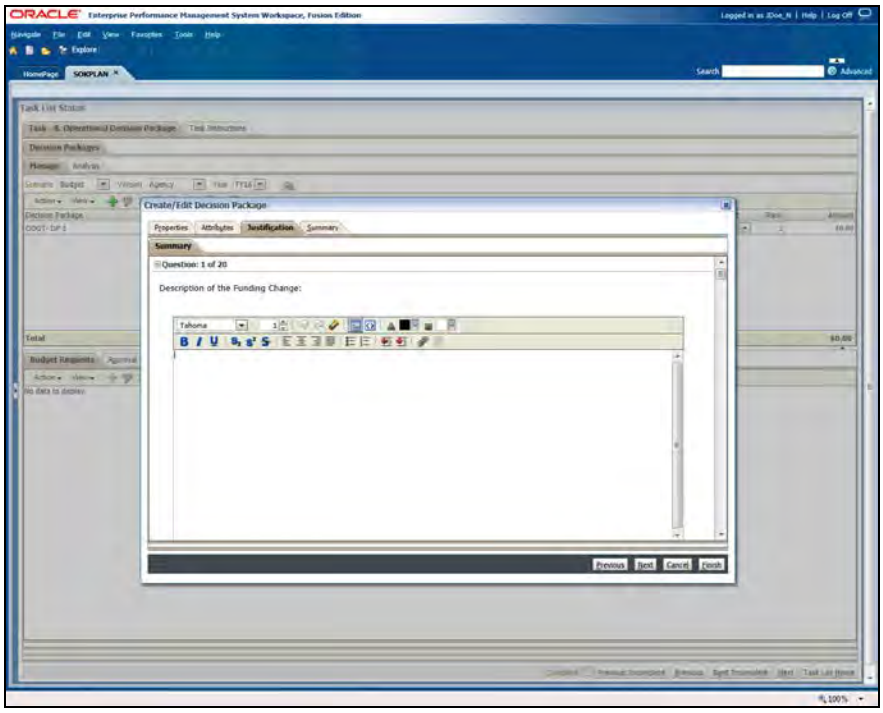
Step	Action
10.	*Navigate to the Action button corresponding to "Operational Decision Package"* Click the **Action** button.
11.	*Hide the View Pane (if not already hidden)* Click the **Collapse Pane** button.
12.	*Create Decision Package* *-Click the "Action" menu located below the "Scenario" list box* Click the **Action** menu. Action
13.	Click the **Create Decision Package** menu. Create Decision Package Ctrl+W

Step	Action
14.	*Provide Information for New Decision Package* *-Enter Name in the "Name" field* *-Enter Description in the "Description" field* *-Choose a desired Rank using the arrows on the "Rank" list box* *-Select "Include" from the "Budget Impact" drop down list box* *-Make no changes to "Scenario" field* *-Make no changes to "Version" field* Enter the desired information into the **Decision Package Name** field. Enter "**34500_New Decision Package**".
15.	Enter the desired information into the **Description** field. Enter "**This is a new decision package**".
16.	*Select a desired rank for the decision package by click the "Increment" button* *Click the increment button next to the **Rank field*** *E.g.:* Click the **increment** button.
17.	*Select Owner Entity for Decision Package* *-Click the "Select Members" button to the right of the "Owner Entity" field* Click the **Owner Entity Select Members** button.
18.	*Click the Expand button next to your five-digit business unit.* *E.g:* Click the **34500 Expand** button.
19.	*Click the Expand button next to your division.* *E.g:* Click the **34500_20 Expand** button.
20.	*Select the 7-digit department list item.* *E.g.* Click the **34500_2000001** list item. 34500_2000001
21.	Click the **Add** button.

Step	Action
22.	*Submit Owner Entity selection* *-Click the "Ok" button in the bottom right corner of the "Member Selection" window* Click the **OK** button. OK
23.	Click the **Justification** tab. Justification

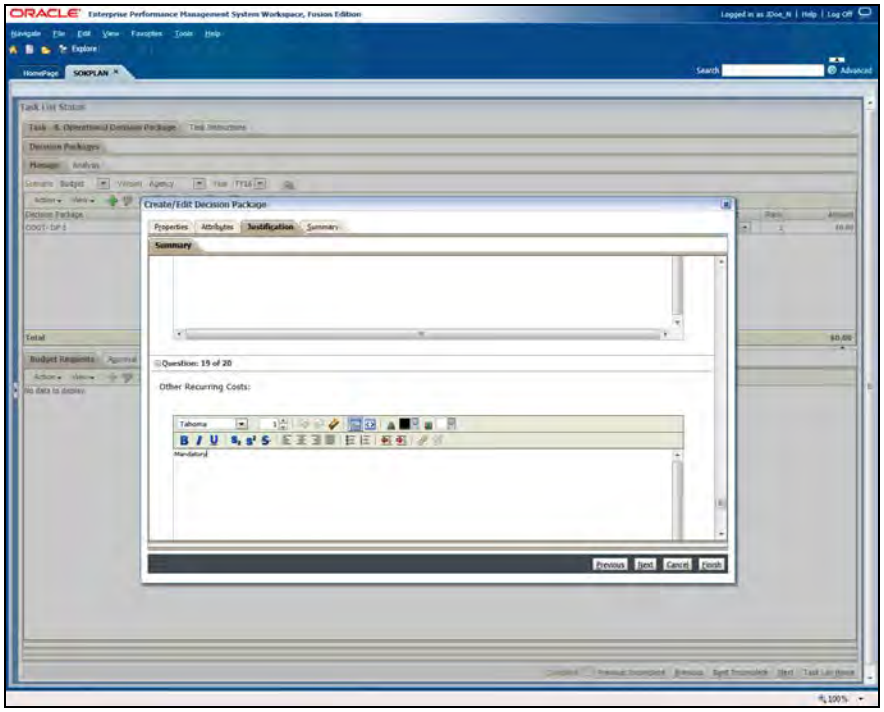


Step	Action
24.	*Answer the Justification Questions* *-Answer all the Justification Questions by scrolling through the dialog box for each question* *-Repeat this step after each question until all questions have been answered*

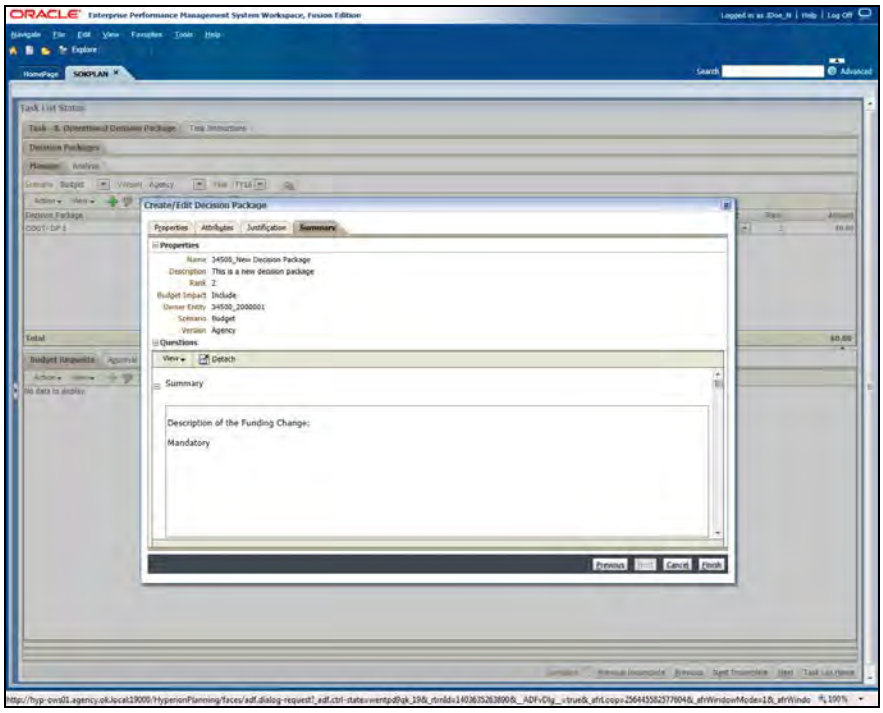


Step	Action
25.	Enter the desired information into the **Question 1** field. Enter "**Mandatory**".
26.	*Use the vertical scroll bar to scroll to **Question 2***
27.	Enter the desired information into the **Question 2** field. Enter "**Mandatory**".
28.	*Use the vertical scroll bar to scroll to **Question 3***
29.	Enter the desired information into the **Question 3** field. Enter "**Mandatory**".
30.	*Use the vertical scroll bar to scroll to **Question 4***
31.	Enter the desired information into the **Question 4** field. Enter "**Mandatory**".
32.	*Use the vertical scroll bar to scroll to **Question 5***
33.	Enter the desired information into the **Question 5** field. Enter "**Mandatory**".
34.	*Use the vertical scroll bar to scroll to **Question 6***
35.	Enter the desired information into the **Question 6** field. Enter "**Mandatory**".
36.	*Use the vertical scroll bar to scroll to **Question 7***
37.	Enter the desired information into the **Question 7** field. Enter "**Mandatory**".
38.	*Use the vertical scroll bar to scroll to **Question 8***
39.	Enter the desired information into the **Question 8** field. Enter "**Mandatory**".
40.	*Use the vertical scroll bar to scroll to **Question 9***
41.	Enter the desired information into the **Question 9** field. Enter "**Mandatory**".
42.	*Use the vertical scroll bar to scroll to **Question 10*** Press the left mouse button over the scrollbar and drag the mouse to the desired location.

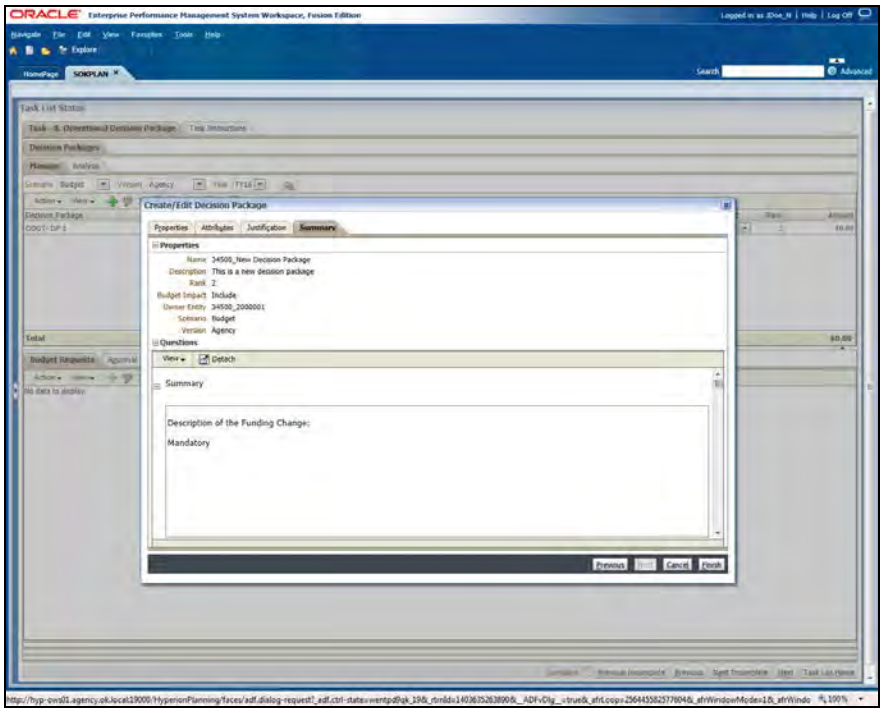
Step	Action
43.	Enter the desired information into the **Question 10** field. Enter "**Mandatory**".
44.	*Use the vertical scroll bar to scroll to* ***Question 11***
45.	Enter the desired information into the **Question 11** field. Enter "**Mandatory**".
46.	*Use the vertical scroll bar to scroll to* ***Question 12***
47.	Enter the desired information into the **Question 12** field. Enter "**Mandatory**".
48.	*Use the vertical scroll bar to scroll to* ***Question 13***
49.	Enter the desired information into the **Question 13** field. Enter "**Mandatory**".
50.	*Use the vertical scroll bar to scroll to* ***Question 14***
51.	Enter the desired information into the **Question 14** field. Enter "**Mandatory**".
52.	*Use the vertical scroll bar to scroll to* ***Question 15***
53.	Enter the desired information into the **Question 15** field. Enter "**Mandatory**".
54.	*Use the vertical scroll bar to scroll to* ***Question 16***
55.	Enter the desired information into the **Question 16** field. Enter "**Mandatory**".
56.	*Use the vertical scroll bar to scroll to* ***Question 17***
57.	Enter the desired information into the **Question 17** field. Enter "**Mandatory**".
58.	*Use the vertical scroll bar to scroll to* ***Question 18***
59.	Enter the desired information into the **Question 18** field. Enter "**Mandatory**".
60.	*Use the vertical scroll bar to scroll to* ***Question 19***
61.	Enter the desired information into the **Question 19** field. Enter "**Mandatory**".



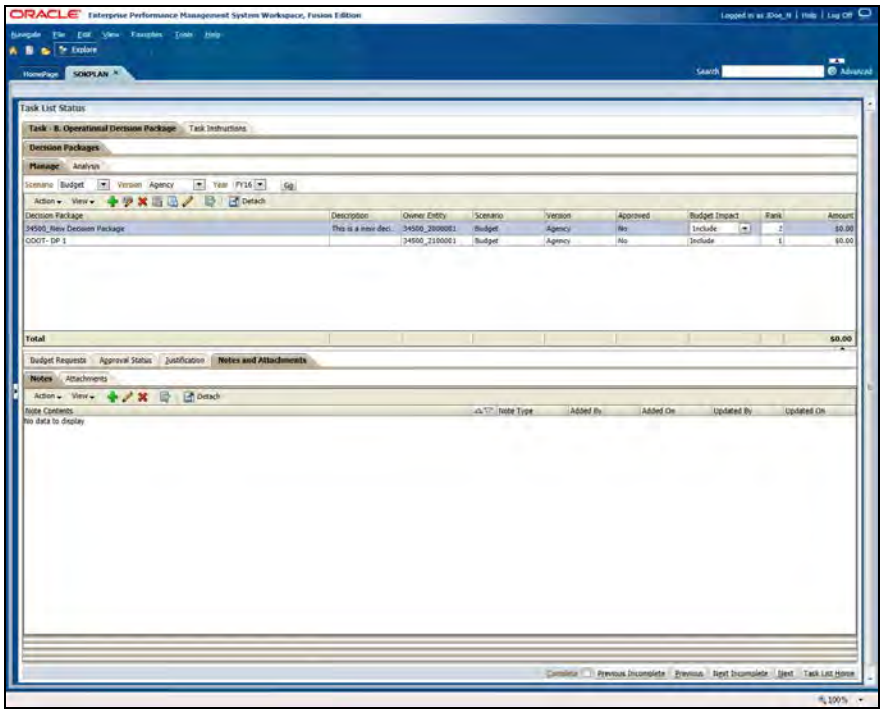
Step	Action
62.	*Use the vertical scroll bar to scroll to* ***Question 20***
63.	Enter the desired information into the **Question 20** field. Enter "**Mandatory**".
64.	Click the **Summary** tab. Summary



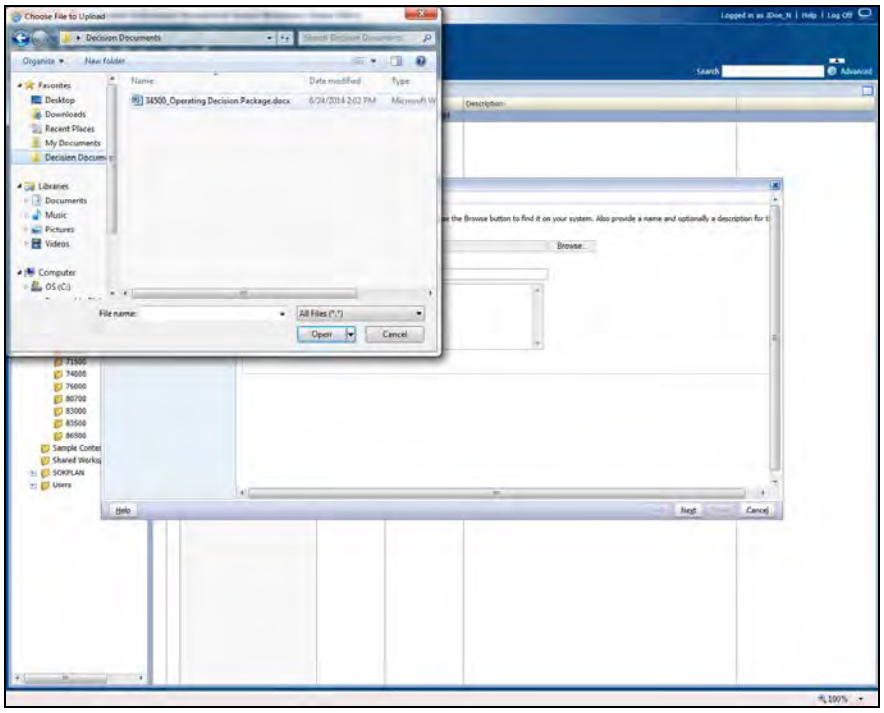
Step	Action
65.	-*Use the scroll bar to scroll through the window to verify all questions have been answered*



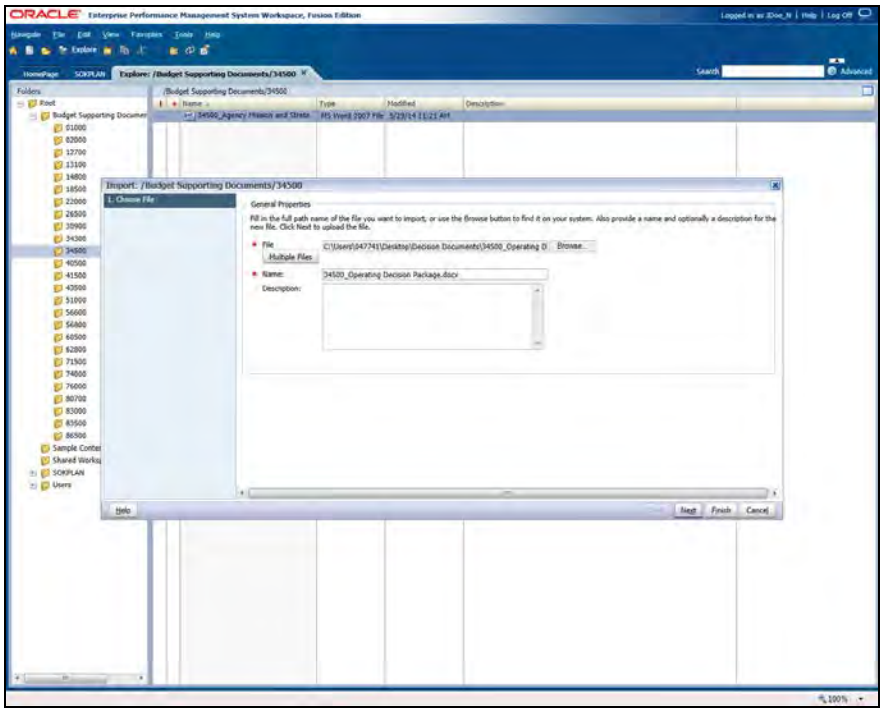
Step	Action
66.	*Create the Decision Package* Click the **Finish** button. Finish



Step	Action
67.	*Navigate to the top of the page* Click the **ExploreMode** button. Explore
68.	Double-click the **Budget Supporting Documents** tree item. Budget Supporting Documents
69.	*Select the 5 digit agency in the "Content Area"* *E.g.:* Double-click the **34500** tree item. 34500
70.	*Navigate to the View Pane* Right-click the **34500** tree item. 34500
71.	Click the **Import** menu. Import
72.	Click the **File...** menu. File...
73.	Click the **Browse...** button. Browse...



Step	Action
74.	*[NOTE: Selecting the note depends on the location where you saved the file. Refer to the instructions]* Click the **34500_Operating Decision Package.docx** list item.
75.	Click the **Open** object. Open
	or Press **[Alt+O]**.

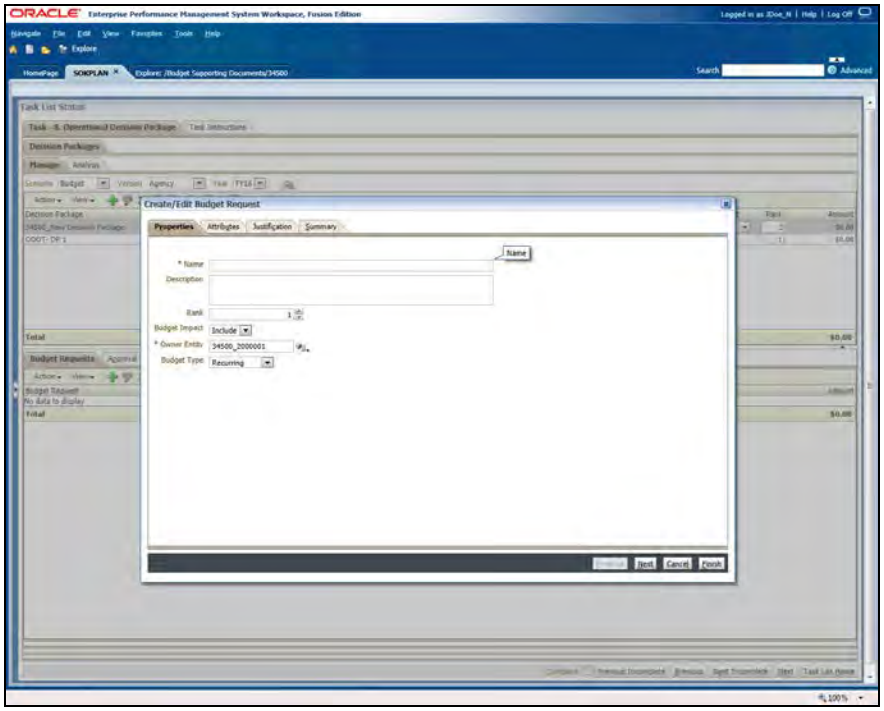


Step	Action
76.	Click the **Next** button. Next
77.	*[NOTE: Advanced Options are optional]* Click the **Next** button. Next
78.	Click the **Groups** tab. Groups
79.	Click in the **begin with** field.
80.	Enter the desired information into the **begin with** field. Enter "**li_grp_34500**".
81.	Click the **Update List** button. Update List
82.	Click the **Update List** button.
83.	Enter the desired information into the **begin with** field. Enter "**li_grp_all_agencies**".
84.	Click the **Update List** button. Update List
85.	Click the **Update List** button.

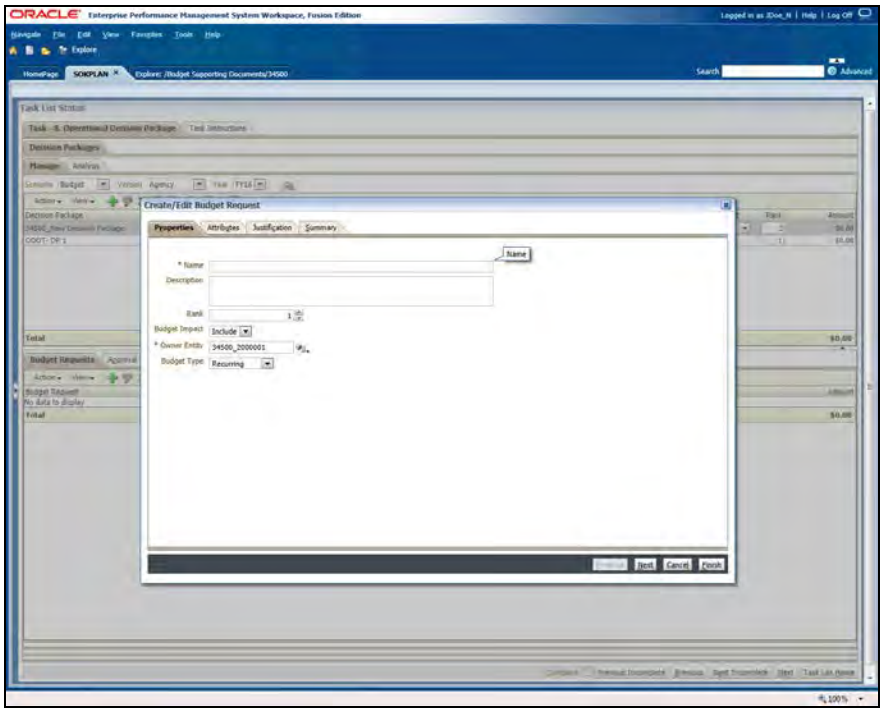
Step	Action
86.	*Navigate to the Access column* *Once in the Access column click "invisible" field located next to the word "Group"* Click the **Group** tree item.
87.	Click the **Modify** list item. Modify
88.	*Modify Access for the second group* Click the **Group** tree item.
89.	Click the **Modify** list item. Modify
90.	Click the **Finish** button. Finish
91.	Click the **SOKPLAN** tab. SOKPLAN
92.	*Click the Decision Package you just created to highlight it.* *E.g:* Click the **Decision Package** cell. 34500_New Decision Package
93.	*Add Notes/Attachments* *Locate the four tabs below the decision package list. These four tabs are: Budget Requests, Approval Status, Justification, and Notes and Attachments.* Click the **Notes and Attachments** tab. Notes and Attachments
94.	Click the **Action** menu. Action
95.	Click the **Create Note** menu. Create Note Ctrl+Shift+N
96.	*Enter Note* *-enter text in the textbox* *-uncheck the "Mark as Private" checkbox* Enter the desired information into the **Note** field. Enter "**Please review Decision Package**".

Step	Action
97.	*De-select the Mark as Private (it will be selected by default)* Click the **Mark as Private** option.
98.	Click the **Save** button. Save
99.	Click the **Attachments** tab. Attachments
100.	Click the **Action** menu. Action
101.	Click the **Create Attachment** menu. Create Attachment Ctrl+Shift+N
102.	*In the Add Attachment box:* *Enter an Attachment Title* *E.g.:* Enter the desired information into the **Attachment Title** field. Enter "**New Attachment**".
103.	Click the **Browse to Workspace** graphic.
104.	Double-click the **Budget Supporting Documents** tree item. Budget Supporting Documents
105.	*Use the vertical scroll bar to find the appropriate 5-digit agency folder.* *E.g.:* Double-click the **34500** tree item. 34500
106.	Double-click the **34500_Operating Decision Package.docx** tree item. 34500_Operating Decision Packa...
107.	*Uncheck the Mark as Private option (checked by default)* Click the **Mark as Private** option.
108.	Click the **Save** button. Save
109.	*Create a New Budget Request* Click the **Budget Requests** tab. Budget Requests

Step	Action
110.	Click the **Action** menu. Action
111.	Click the **Create Budget Request** menu. Create Budget Request Ctrl+Shift+N



Step	Action
112.	*Enter Information for New Budget Request* *-Enter text in the "Name" field* *-Enter text in the "Description" field* *-Select a rank using the arrows in the "Rank" list box* *-Select "Include" for the "Budget Impact" list box* *-Make no changes to the "Owner Entity" field, it inherits DeptID from Decision Package* *-Select "Non Recurring" for the "Budget Type"* *-After all the questions are answered, click the "Summary" tab to review the answers* *-Click the "Finish" button in the bottom right corner of the "Create/Edit Budget Request" window*

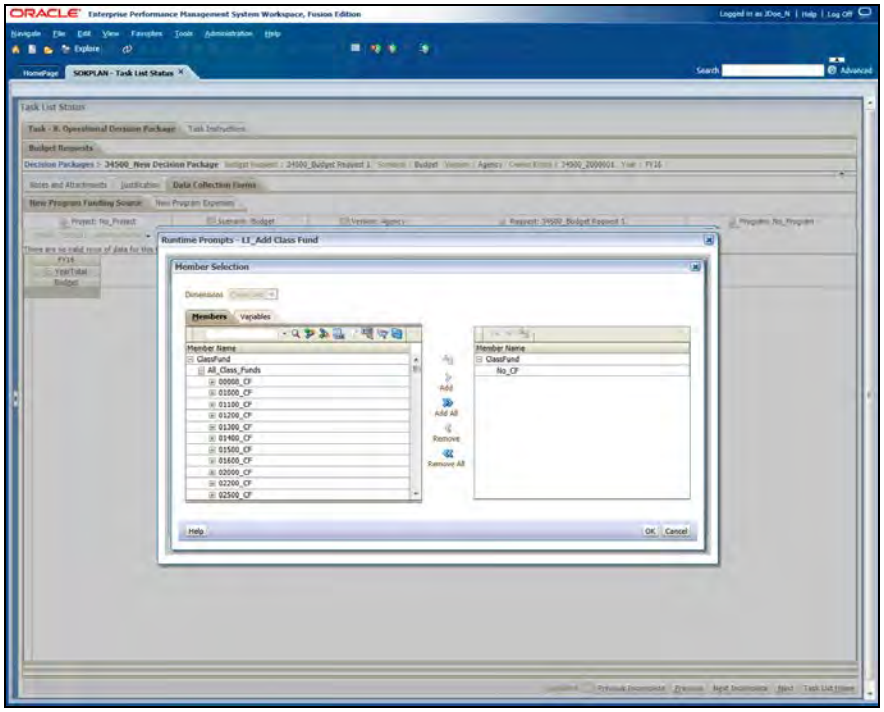


Step	Action
113.	Enter the desired information into the **Name** field. Enter "**34500_Budget Request 1**".
114.	Enter the desired information into the **Description** field. Enter "**This is the 1st budget request for the operating decision package**".
115.	*Select a rank for the budget request that is 1 rank higher* *E.g. 1 to 2* Click the **increment** button.
116.	Click the **Budget Type** list. Recurring
117.	Click the **Non Recurring** list item. Non Recurring
118.	Click the **Summary** tab. Summary
119.	Click the **Finish** button. Finish

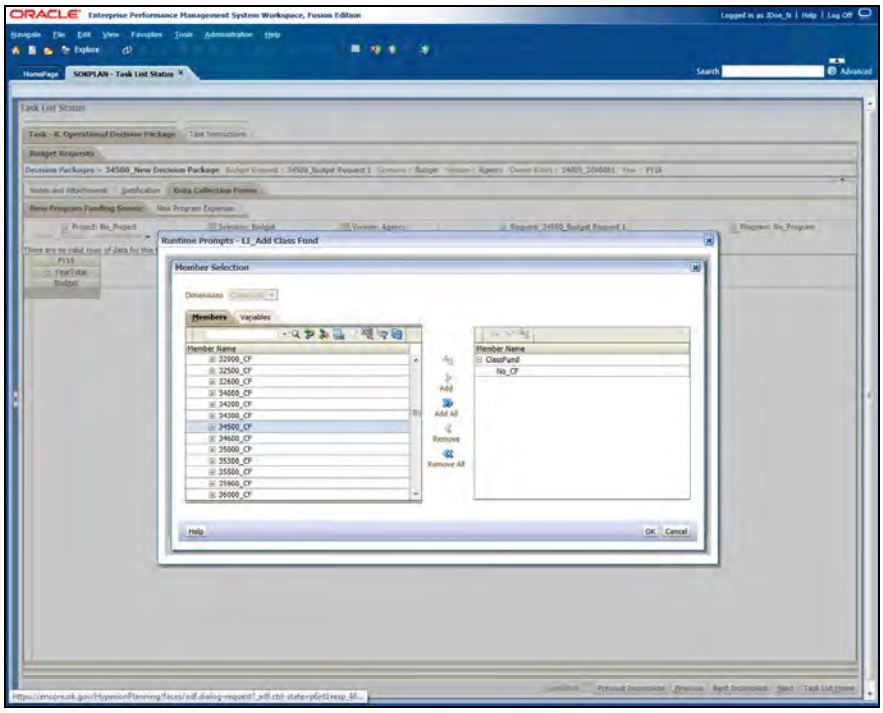
Step	Action
120.	*Edit the newly created Budget Request* *-Click on the newly created Decision Package* *-Select the newly created Decision Package in the "Manage" tab* *-Select the newly created Budget Request in the "Budget Requests" tab at the bottom of the page* *-Click the "Action" list menu* *-Click "Edit Budget Request Data"* Click the **Action** menu. Action
121.	Click the **Edit Budget Requests Data** menu. Edit Budget Requests Data Ctrl+Shift+B
122.	Click the **Action** menu. Action
123.	Click the **Create Note** menu. Create Note Ctrl+Shift+N
124.	*Enter Note* *-enter text in the textbox* *-uncheck the "Mark as Private" checkbox* *-click the "Save" button in the bottom right corner* Enter the desired information into the **Note** field. Enter "**This is the first budget request**".
125.	*De-select the Mark as Private Option (checked by default)* Click the **Mark as Private** option.
126.	Click the **Save** button. Save
127.	Click the **Attachments** tab. Attachments
128.	Click the **Action** menu. Action
129.	Click the **Create AttachmentCtrl+Shift+N** menu. Create Attachment Ctrl+Shift+N
130.	*Select Attachment* *-enter text in the 2 textboxes* *-uncheck the "Mark as Private" checkbox* *-click the "Browse to Workspace" button* Click in the **Attachment Title** field.

Step	Action
131.	Enter the desired information into the **Attachment Title** field. Enter "**budget request 1 attachment**".
132.	Click the **Browse to Workspace** button.
133.	*-select a file from list* *-click the "Ok" button* *-click the "Save" button in the bottom right corner* Click the **34500_Operating Decision Package.docx** tree item. 34500_Operating Decision Packa...
134.	Click the **OK** button. OK
135.	Click the **Mark as Private** option.
136.	Click the **Save** button. Save
137.	*Provide information for the Data Collection Forms* Click the **Data Collection Forms** tab. Data Collection Forms
138.	*Add New Program Funding Source* *-Click the tab "New Program Funding Source"* *Adjust View for Form (Select lowest level values in page drop downs)* ***Pages drop downs are :*** *Program: < Select desired Program ID>, GL Account: <Select desired GL Account>, CFDA: <Select desired CFDA>, Operating Unit: <Select desired Opr_Product>, Entity: <Select desired Entity>* ***For E.g.*** *Program: No_Program, Account: 4511, CFDA: 100690000, Operating_Unit: 26500_NoOPR_NoPRD, Entity: 26500_0100001 (Administrative Services)* Click the **New Program Funding Source** tab. New Program Funding Source
139.	*Navigate to the CDFA POV (3rd from the right)* Click the **CFDA** dropdown button to activate the menu.
140.	Click the **970920000 - Repetitive Flood Claims** cell. 970920000 - Repetitive Flood Claims

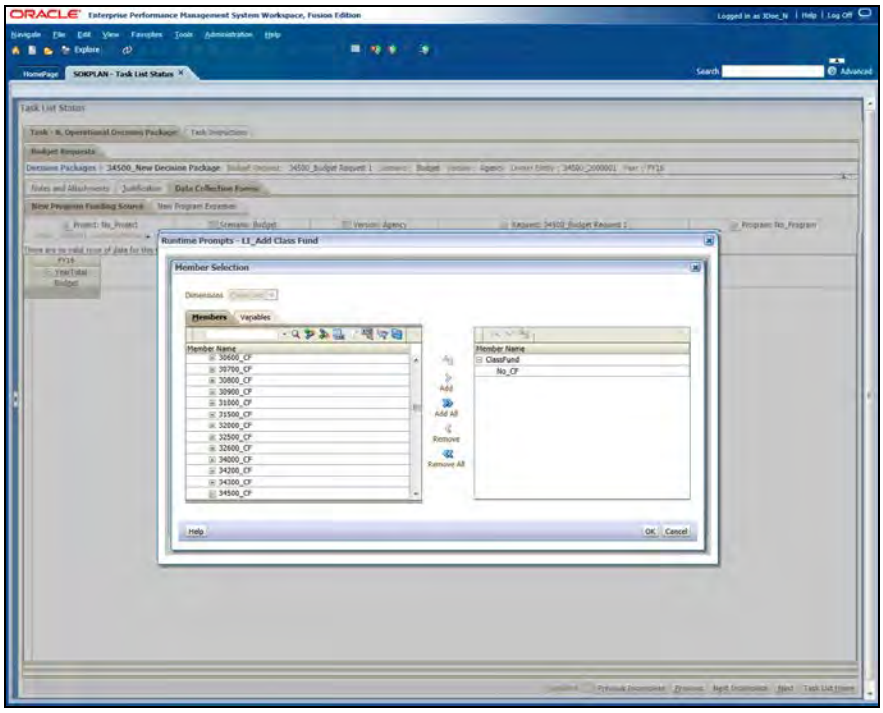
Step	Action
141.	Click the **Go** button.
142.	Right-click the row header.
143.	Right-click the row header.
144.	Click the **Add_New_Class_Fund** menu. Add_New_Class_Fund
145.	Click the ***Select Class Fund Values** button.
146.	Click the **All_Class_Funds Expand** button.



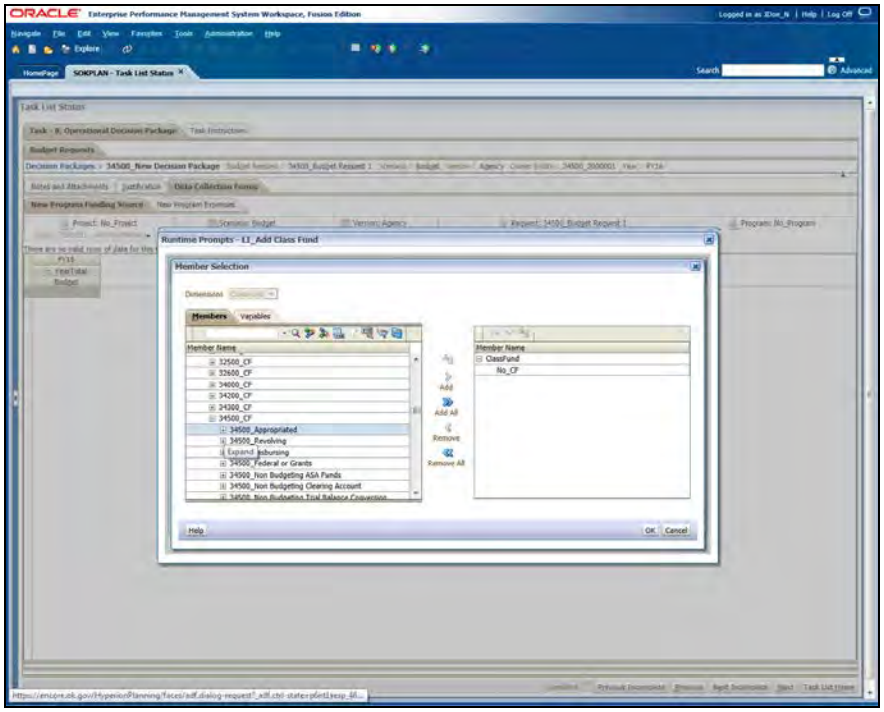
Step	Action
147.	*Use the scroll bar to navigate to the appropriate agency* *E.g.:*



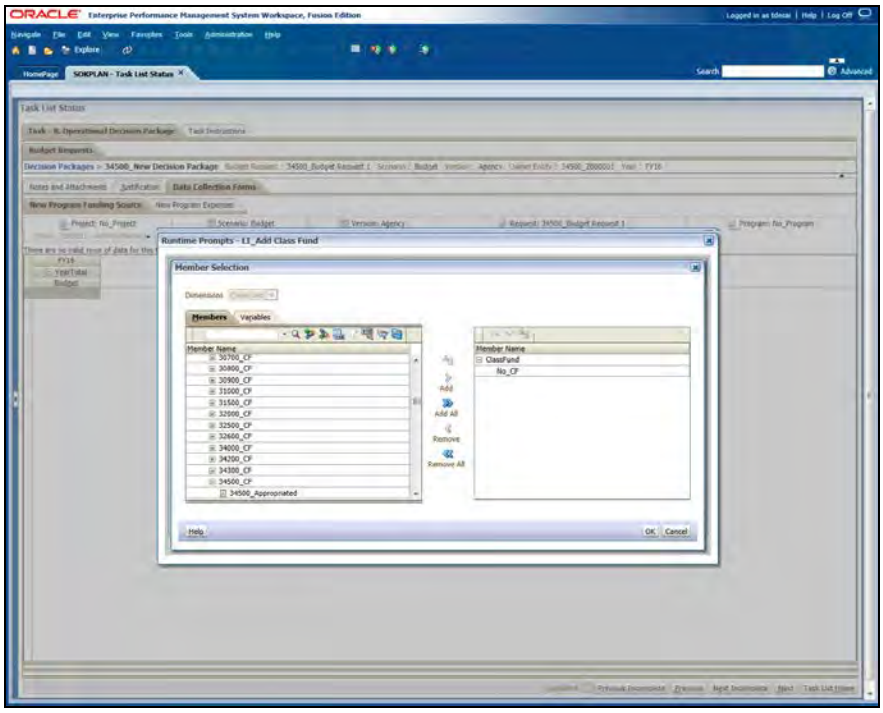
Step	Action
148.	Click the **34500_CF Expand** button.



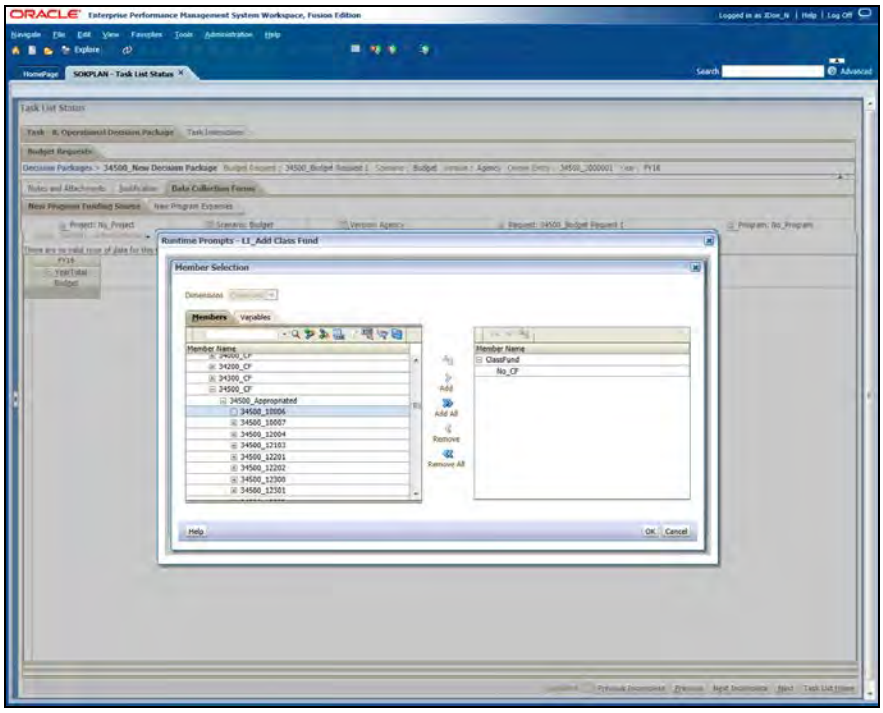
Step	Action
149.	*Use the scroll bar to scroll to the appropriate fund*



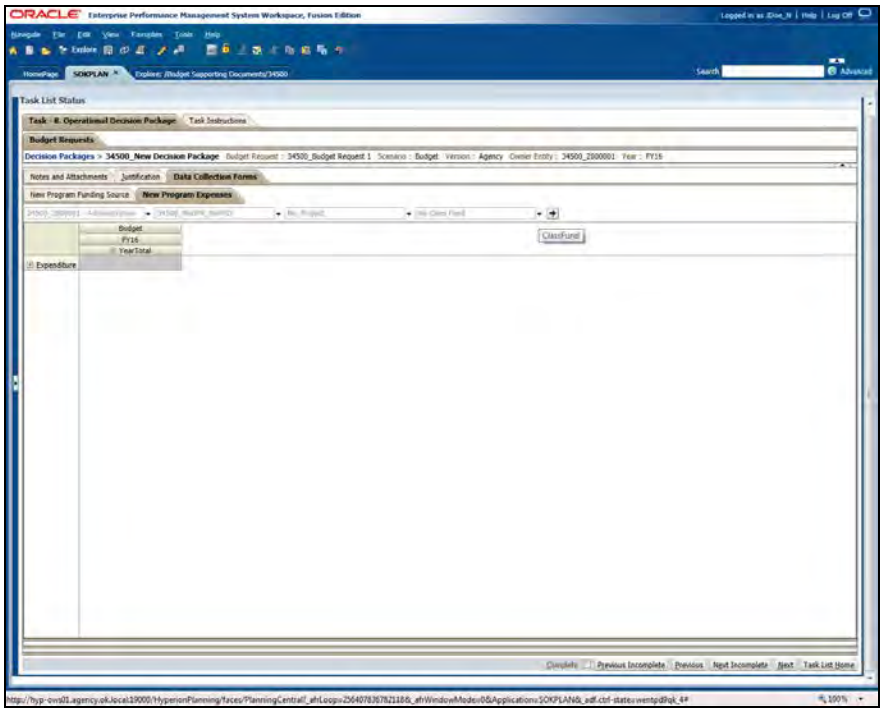
Step	Action
150.	Click the **34500_Appropriated** button.



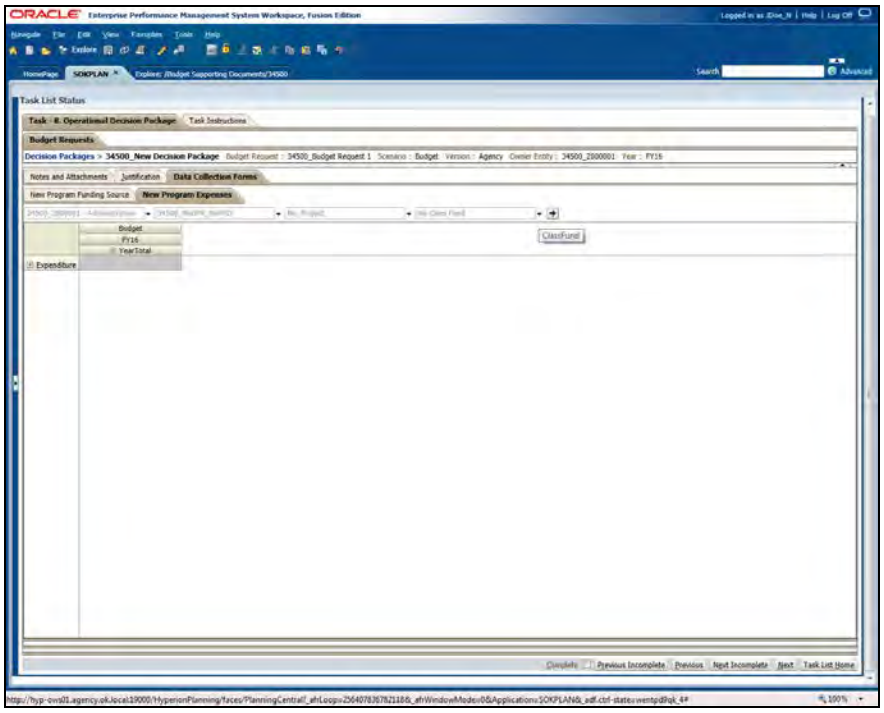
Step	Action
151.	*Use the scroll bar to navigate to the appropriate class fund*



Step	Action
152.	Click the **34500_10006** cell. 34500_10006
153.	Click the **Add** button.
154.	Click the **OK** button. OK
155.	Click the **Launch** button. Launch
156.	*A message displays reading "LI_Add Class FUnd was successful."* Click the **OK** button. OK
157.	*Enter data for the selected Class Fund (do not enter at "No Class Fund")* *E.g.:* *34500_10006 - To Hwy Const and Maint Fund* Enter the desired information into the **Budget** field. Enter "**1000**".
158.	Click the **Save** button.
159.	*A message displays reading "The data has been saved."* Click the **OK** button. OK
160.	Click the **New Program Expenditure** tab. New Program Expenses



Step	Action
161.	*New Program Expenses* *-Click the "New Program Expenses" tab* *Adjust View for Form (Select lowest level values in page drop downs)* *Pages drop downs are :* *Entity: <Select desired Entity>, Operating Unit: <Select desired Opr_Product>, Project: <Select desired Project>, Program: < Select desired Program ID>, ClassFund: <Select desired ClassFund>* *For E.g. Entity: 26500_0100001 (Administrative Services), Operating_Unit: 26500_NoOPR_NoPRD, Project: No_Project, Program: No_Program, ClassFund: 26500_10000* *-Expand the Account row by clicking on the "Drill Expand" button on the row "5"* *-Go to the lowest level of Account* *-Enter data in all the fields on the form* *-Click the "Save" button located on the Workspace toolbar*



Step	Action
162.	Click the **ClassFund** button.
163.	*Select your desired class fund.* *E.g.:* Click the **34500_10006 - To Hwy Const and Maint Fund** list item. 34500_10006 - To Hwy Const and Maint Fund
164.	Click the **Go** button.
165.	Click the **Expenditure Drill Expand** button.
166.	Click the **52 - TRAVEL Drill Expand** button.
167.	Click the **521 - TRAVE - Reimbursements Drill Expand** button.
168.	Enter the desired information into the **521110 - In State Mileage-Motor Vehicle YearTotal** field. Enter "**2000**".
169.	Enter the desired information into the **521120 - In-State Meals-Subsistence Exp/YearTotal** field. Enter "**3000**".
170.	Enter the desired information into the **521130 - In-State Public Transp.ChargesYearTotal** field. Enter "**1000**".

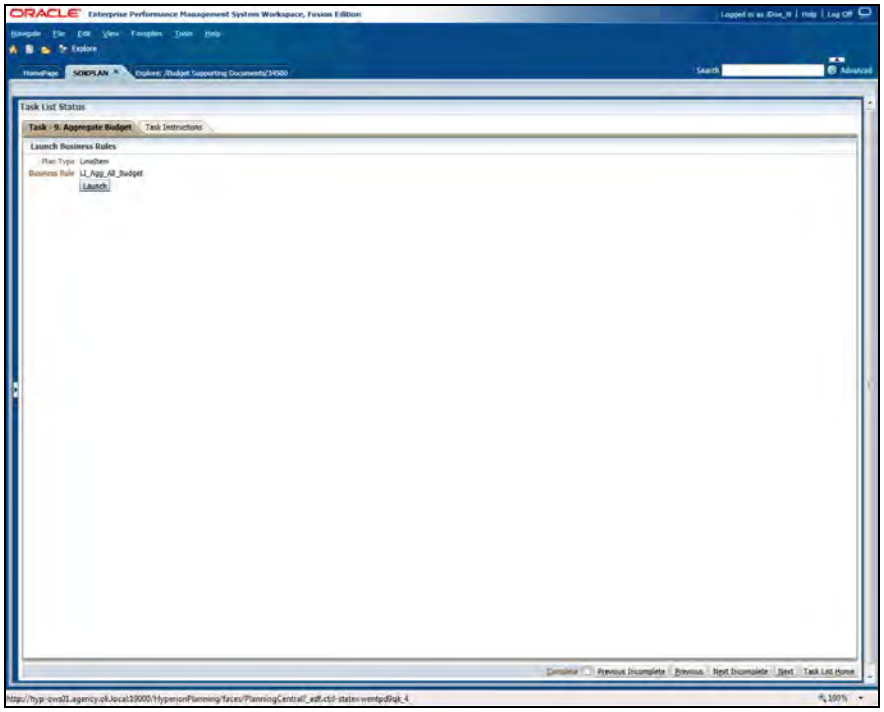
Step	Action
171.	Click the **File** menu. File
172.	Click the **Save** menu. Save
173.	*A message box displays reading "The data has been saved. Rule was run successfully"* Click the **OK** button. OK
174.	Click the **Decision Packages** link. Decision Packages
175.	Click the **Approval Status** tab. Approval Status
176.	*Click the Planning Unit cell for the budget request for your department id.* *E.g.:* Click the **34500_2000001** cell.
177.	Click the **Actions** menu. Actions
178.	Click the **Change Status** menu. Change Status
179.	*Promote Decision Package* *-Select "Promote" from the "Select Action" list menu* *-Select the first level reviewer (1 level above selected planning unit) in the "Select Next Owner" drop down list menu* *-Click the "Ok" button in the bottom right corner of the "Change Status" window* Click the **Select Next Owner** list. <Automatic>
180.	*Click the shared group item allowed.* *E.g.* Click the **PUHShared_Grp_34500** list item. PUHShared_Grp_34500
181.	Click the **OK** button. OK
182.	*A message box displays reading "Change status submitted."* Click the **OK** button. OK

Step	Action
183.	*Complete "Operational Decision Package" task* Click the **Complete** option.
184.	Click the **Next** button. Next
185.	**End of Procedure.**

1.30 - Aggregate Current Budgets

In this topic you will access the job console with all the rules that were executed successfully will appear with the completion status.

Procedure



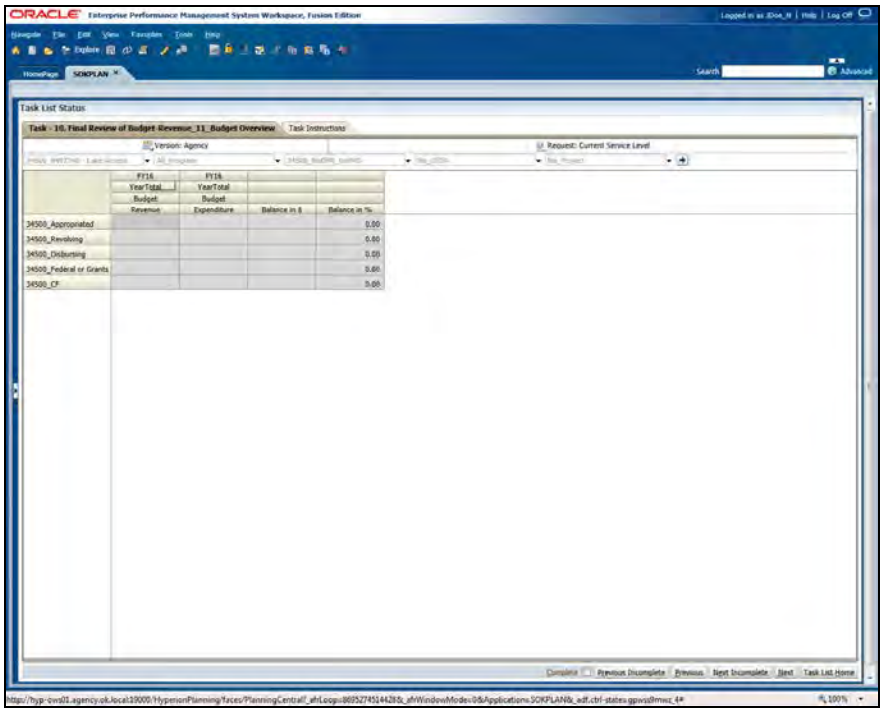
Step	Action
1.	*Launch the Business Rule* Click the **Launch** button. Launch
2.	Click the **Member Selector** button.

Step	Action
3.	*Select Values* *-Select 'Agency' as a value for the "Select Version" field* Click the **Agency** list item.
4.	Click the **Add** button.
5.	Click the **OK** button. OK
6.	Click the **Launch** button. Launch
7.	*A message dialog box displays: "LI_Agg_All_Budget Rule was run successfully". Business Rule would update all summary totals.* Click the **OK** button. OK
8.	*Complete the Aggregate Current Budget Task* Click the **Complete** option.
9.	Click the **Next** button. Next
10.	**End of Procedure.**

1.31 - Final Review of Budget

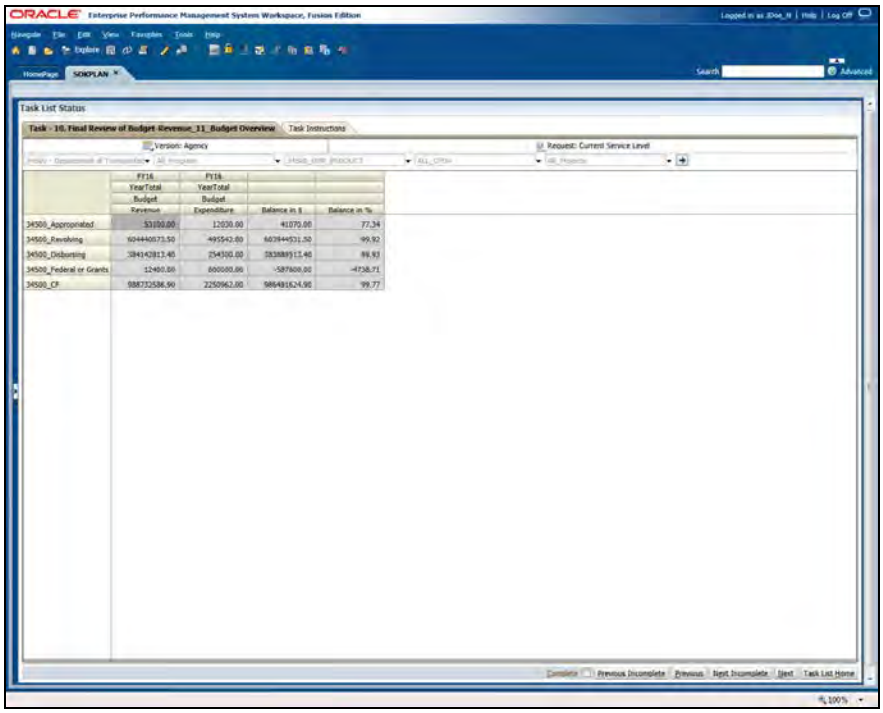
In this topic you will review the budget information entered.

Procedure

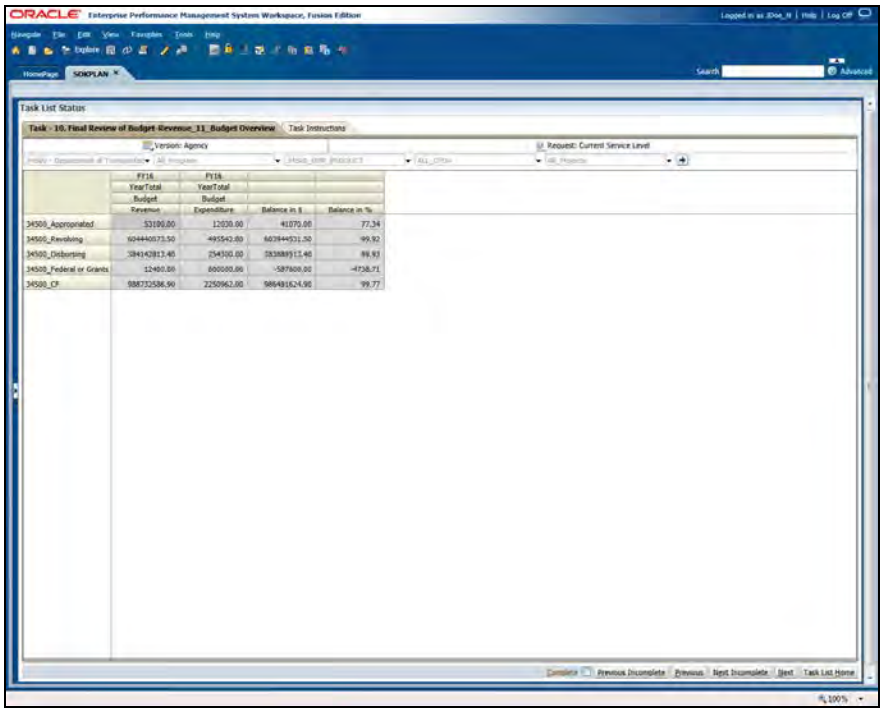


Step	Action
1.	*Adjust View for Form - (Select summary level values for all page drop downs)* *Pages drop downs are :* *Entity : < Select Desired Agency/Division/DeptID> , Program : <Select All_Program>, Operating Unit: <Select All_OPR_PRODUCT>, CFDA: <Select All_CFDA> , Project: <Select All_Projects>* *For E.g. Entity: 26500 (Dept of Education), Program: All_Program, Operating Unit: 26500_OPR_PRODUCT, CFDA: All_CFDA, Project: All_Projects* Click the **Entity** dropdown button to activate the menu.
2.	Enter the desired information into the **Member** field. Enter "**34500 -** ".
3.	*Click the five-digit entity.* *E.G.:* Click the **34500 - Department of Transportation** list item. 34500 - Department of Transportation
4.	Click the **Operating Unit** dropdown button to activate the menu.
5.	Enter the desired information into the **Member** field. Enter "**34500_opr**".

Step	Action
6.	*Click the desired option.* *E.g:* Click the **34500_OPR_PRODUCT** list item. 34500_OPR_PRODUCT
7.	Click the **CFDA** dropdown button to activate the menu.
8.	Enter the desired information into the **Member** field. Enter "**all_**".
9.	Click the **ALL_CFDA** list item. ALL_CFDA
10.	Click the **Project** dropdown button to activate the menu.
11.	Click the **All_Projects** list item. All_Projects
12.	Click the **Go** button.



Step	Action
13.	*Review the data in the form*

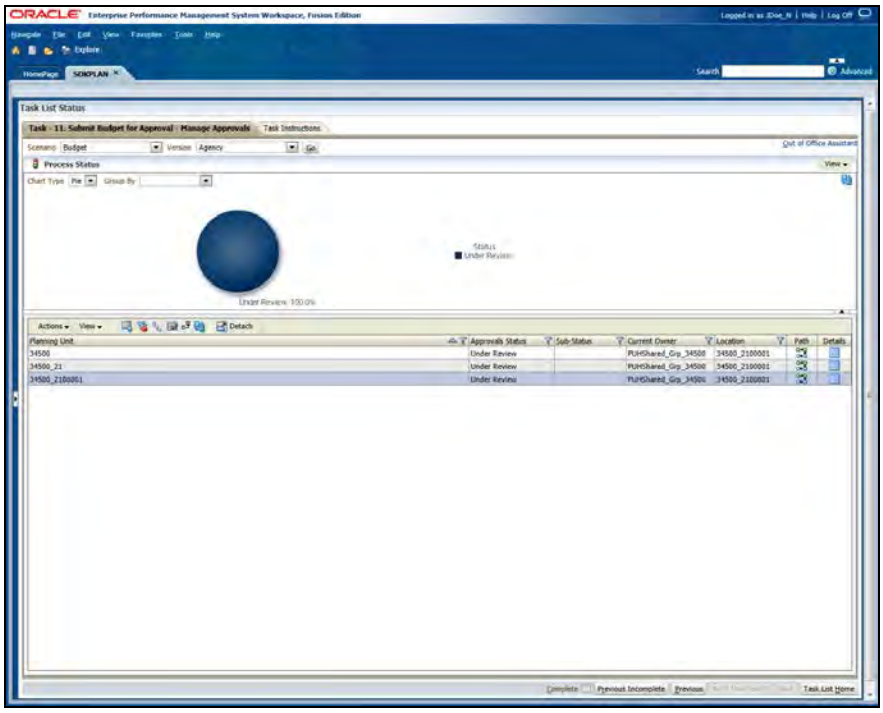


Step	Action
14.	*Complete the "Final Review of Budget" Task* Click the **Complete** option.
15.	Click the **Next** button. Next
16.	**End of Procedure.**

1.32 - Submit Budget for Approval

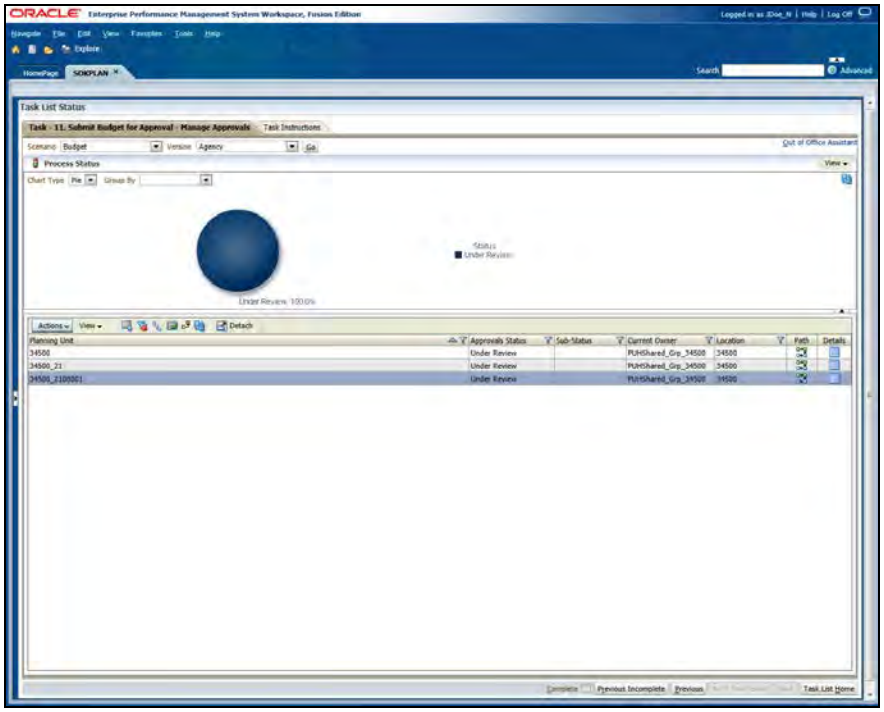
In this topic you will submit the budget to the approver.

Procedure

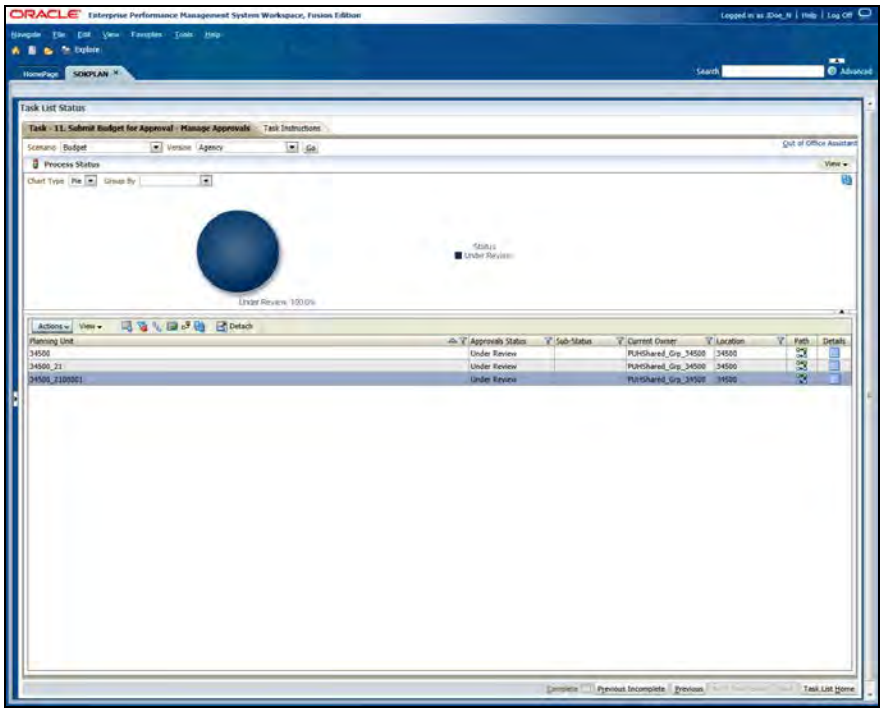


Step	Action
1.	*Select Agency* *-Select a Division level Planning Unit under the "Planning Unit" column* *E.g. 34500_2100001* Click the **34500_2100001** list item. 34500_2100001
2.	Click the **Actions** menu. Actions
3.	Click the **Change Status** menu. Change Status
4.	*-Verify that "Promote" is selected in the "Select Action" list menu* Click the **Select Next Owner** list. <Automatic>
5.	*Select the next owner in the list* *E.g. PUHShared_Grp_34500* Click the **PUHShared_Grp_34500** list item. PUHShared_Grp_34500
6.	Click the **OK** button. OK

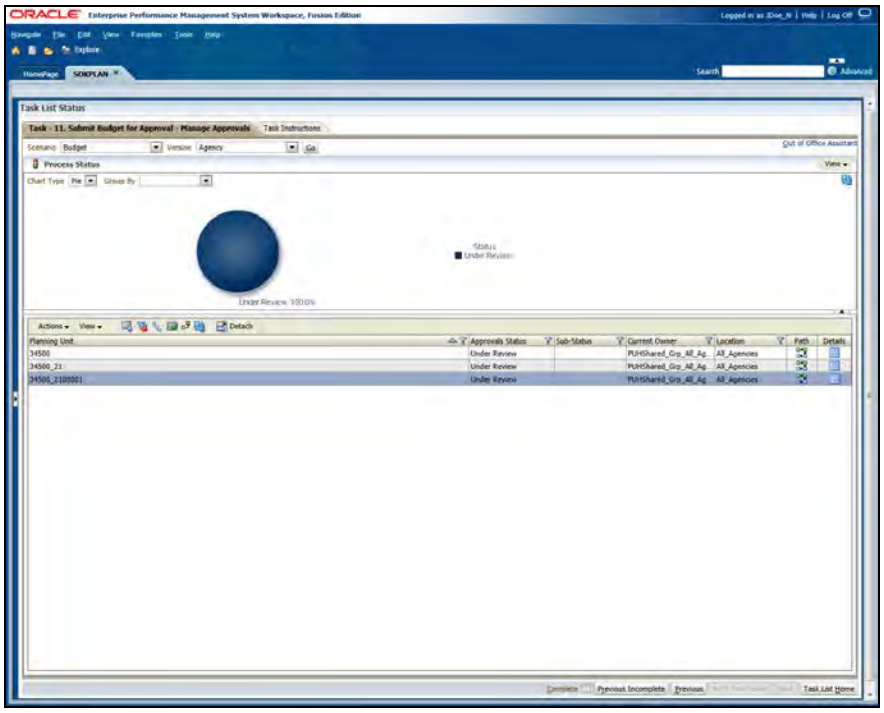
Step	Action
7.	*A message box appears reading "Change status submitted". Current location of the Planning unit gets updated to Agency level* Click the **OK** button. OK



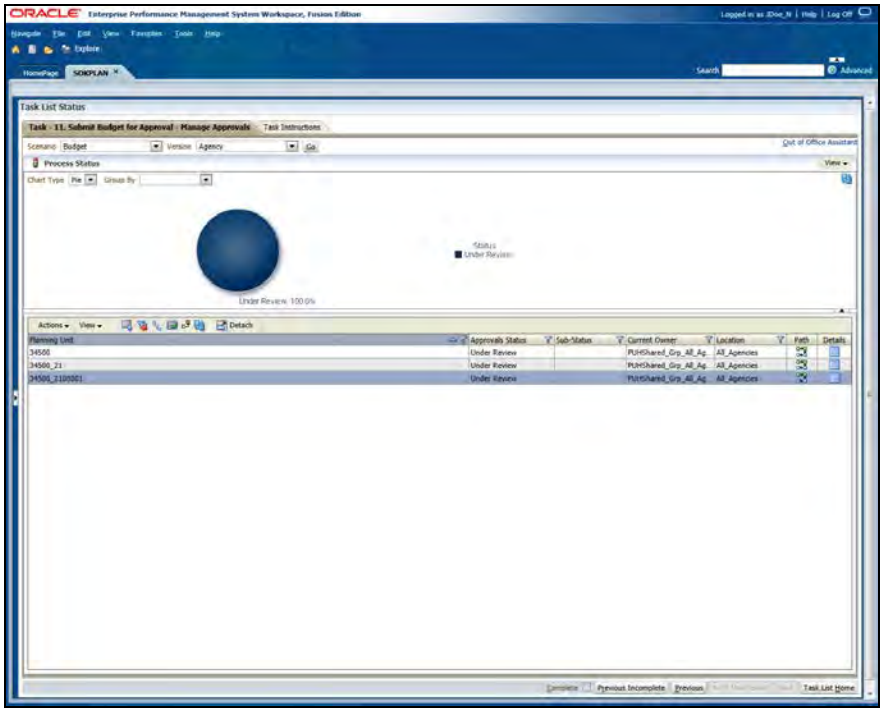
Step	Action
8.	*Current location of the Planning unit gets updated to Agency level* *E.g.: 34500* 34500



Step	Action
9.	Click the **Actions** menu. Actions
10.	Click the **Change Status** menu. Change Status
11.	*-Verify that "Promote" is selected in the "Select Action" list menu* Click the **Select Next Owner** list. <Automatic>
12.	Click the **PUHShared_Grp_All_Agencies** list item. PUHShared_Grp_All_Agencies
13.	Click the **OK** button. OK
14.	A message box appears reading "Change status submitted". Current location of the Planning unit gets updated to All_Agencies level Click the **OK** button. OK



Step	Action
15.	*Current location of the Planning unit gets updated to All_Agencies level* All_Agencies



Step	Action
16.	Complete the "Submit Budget for Approval" Task Click the **Complete** option.
17.	Click the **Task List Home** button. Task List Home
18.	Click the **Log Off** object. Log Off
19.	Click the **Yes** button. Yes
20.	**End of Procedure.**

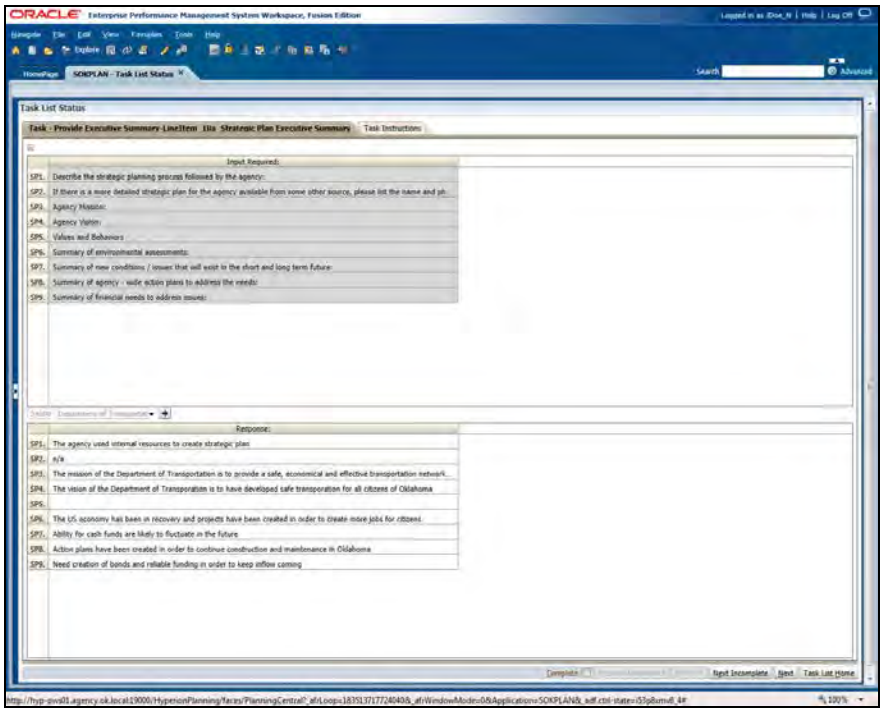
Strategic Planning

1.33 - Provide Executive Summary

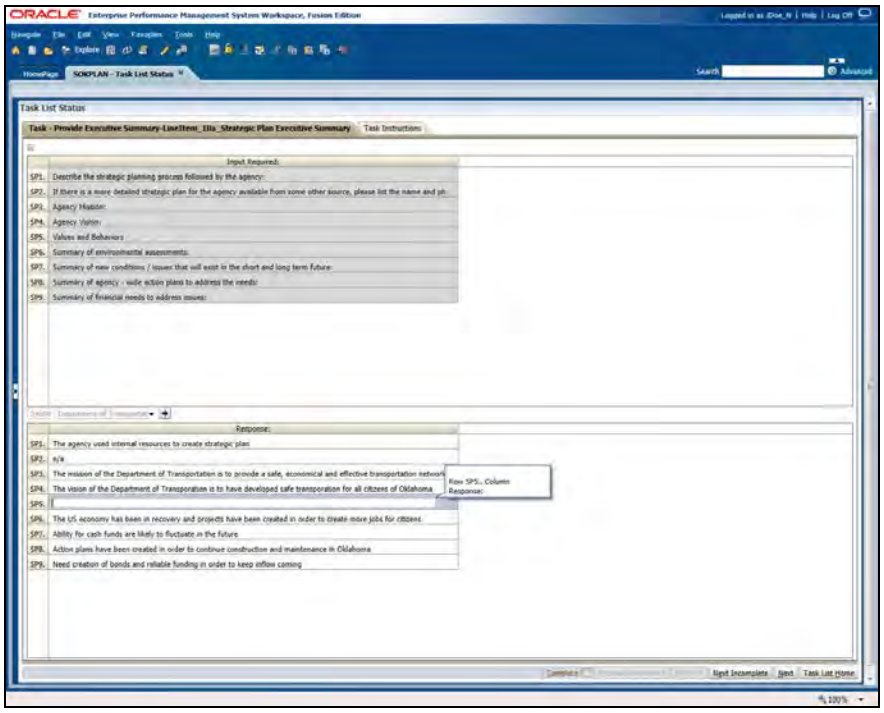
In this topic you will answer questions regarding the strategic plans of the agency.

Procedure

Step	Action
1.	*[Note: If you have not logged off, skip to step 8]* *To begin using the application, we must first Log On.* *The user name is not case-sensitive.* Enter the desired information into the **User Name:** field. Enter "**<User Name:>**".
2.	Enter the desired information into the **Password:** field. Enter "**<Password>**".
3.	Click the **Log On** button. Log On
4.	*In order to open up the SOKPLAN application the following steps must be completed:* Click the **Navigate** menu. Navigate
5.	Click the **Applications** menu. Applications
6.	Click the **Planning** menu. Planning
7.	Click the **SOKPLAN** menu. SOKPLAN
8.	Click the **Strategic Planning** object. Strategic Planning
9.	Click the **Collapse Pane** button.
10.	Click the **Action** button.



Step	Action
11.	*Adjust View for Form (Select lowest level values in page drop downs)* *Pages drop downs are :* *Entity : < Select Desired Agency>* *For E.g. Entity: 26500* *Click on Go*



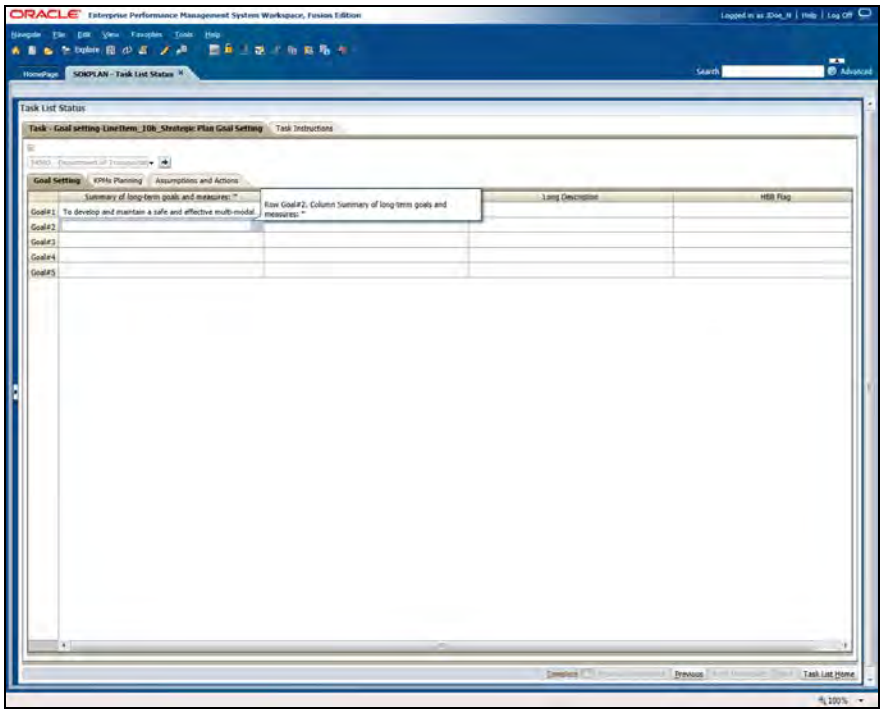
Step	Action
12.	*Provide Executive Summary* *-Navigate to the "Response" form* *-Enter text in the "Response" form corresponding to the questions in the "Input Required" form* *[NOTE: If you cannot read the entire question, note that you can make the column wider by grasping the right hand side of the column header and dragging to the right to make the column wider, to the left to make the column narrower.]* Enter the desired information into the **SP5 Response:** field. Enter "**Enter Values and Behaviors here**".
13.	Click the **File** menu. File
14.	Click the **Save** menu. Save
15.	*A message dialog box displays: "The data has been saved"* Click the **OK** button. OK
16.	*Complete the "Provide Executive Summary" Task* Click the **Complete** option.
17.	Click the **Next** button. Next

Step	Action
18.	**End of Procedure.**

1.34 - Goal Setting

In this topic you will enter information regarding goals of the agency.

Procedure



Step	Action
1.	*Provide Goal Setting* Enter the desired information into the **Summary of long-term goals and measures: *** field. Enter "**To develop effective and successful planning**".
2.	Click the **File** menu. File
3.	Click the **Save** menu. Save
4.	*A message dialog box displays: "The data has been saved"* Click the **OK** button. OK

Step	Action
5.	Click the **KPMs Planning** tab. KPMs Planning
6.	*Moving from left to right on the form, provide KPM's Planning for the following fields:* Enter the desired information into the **Goal#2/Short Description** field. Enter "**Improve planning**".
7.	Enter the desired information into the **G2-Line1/Short Description** field. Enter "**Project Management Skill Development**".
8.	Enter the desired information into the **G2-Line1/Long Description** field. Enter "**This measure in how many PM courses are utilized by State employees**".
9.	Enter the desired information into the **G2-Line1/Measure Values/FY14** field. Enter "**8423**".
10.	Enter the desired information into the **G2-Line1/Measure Values/FY15** field. Enter "**8423**".
11.	Enter the desired information into the **G2-Line1/Measure Values/FY16** field. Enter "**8424**".
12.	Enter the desired information into the **G2-Line1/Measure Values/FY17** field. Enter "**8424**".
13.	Enter the desired information into the **G2-Line1/Measure Values/FY18** field. Enter "**8425**".
14.	Enter the desired information into the **G2-Line1/Measure Values/FY19** field. Enter "**8425**".
15.	Enter the desired information into the **Measure Values Comments** field. Enter "**Number of Trips**".
16.	Click the **File** menu. File
17.	Click the **Save** menu. Save
18.	Click the **Assumptions and Actions** tab. Assumptions and Actions
19.	*Review Assumptions and Actions and enter text in cells if necessary* *Complete the "Goal Setting" Task* Click the **Complete** option.
20.	Click the **Task List Home** button. Task List Home
21.	**End of Procedure.**

Operational Planning Reviewer Tasks

1.35 - Review Budget

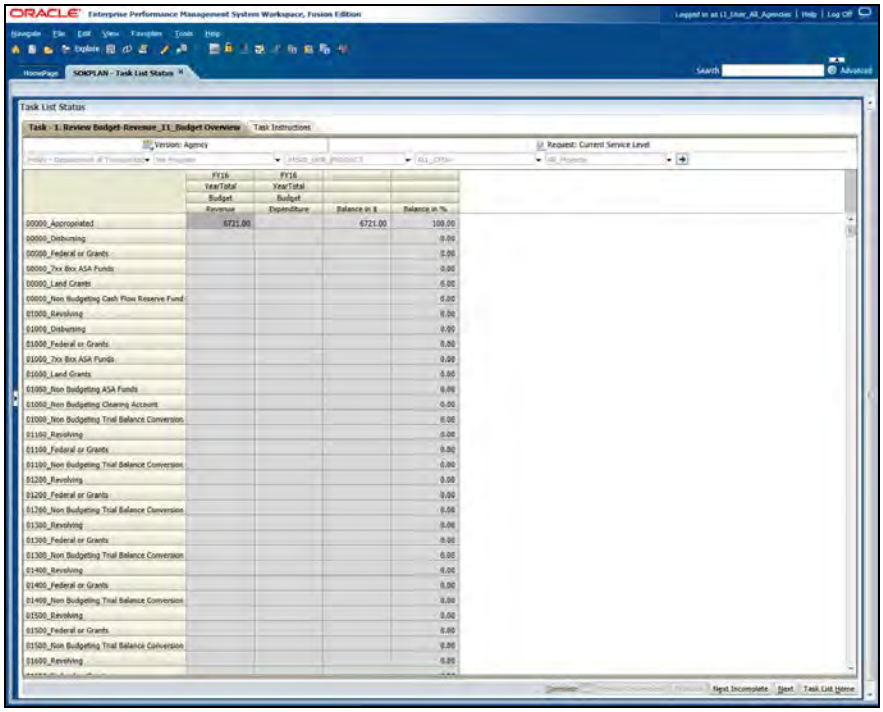
In this topic you will review budget information and instructions.

Procedure

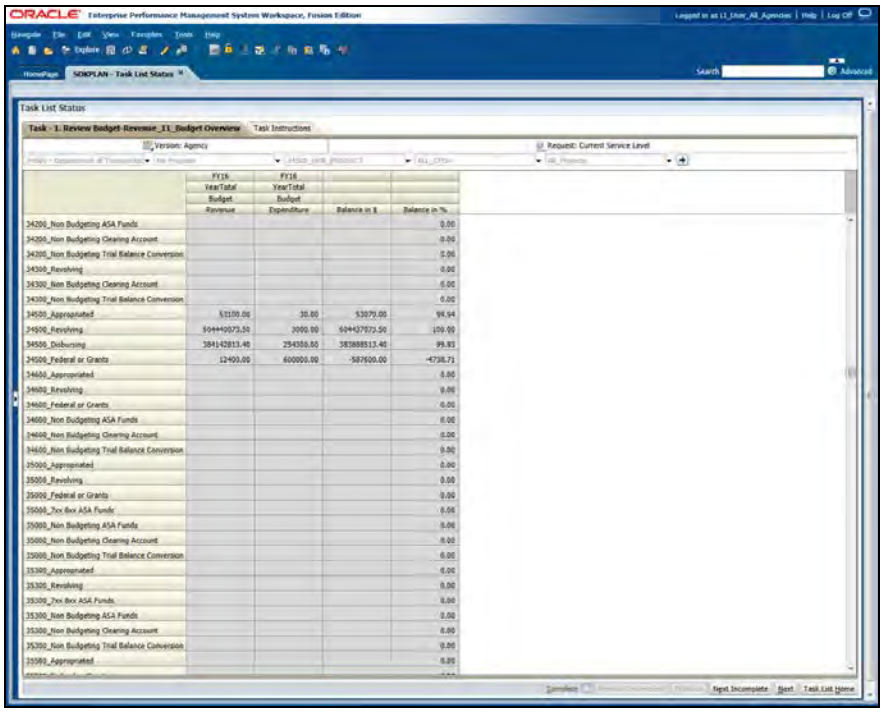
Step	Action
1.	Enter the desired information into the **User Name:** field. Enter "**<User Name>**".
2.	Enter the desired information into the **Password:** field. Enter "**<Password>**".
3.	Click the **Log On** button. Log On
4.	Click the **Navigate** menu. Navigate
5.	Click the **Applications** menu. Applications
6.	Click the **Planning** menu. Planning
7.	Click the **SOKPLAN** menu. SOKPLAN

Step	Action
8.	*Navigate to the Operational Planning Task and expand the sub task* Click the **Operational Planning Expand** button.
9.	Click the **1. Review Budget** object. 1. Review Budget
10.	*Adjust View for Form - (Select summary level values for all page drop downs)* ***Pages drop downs are :*** *Entity : < Select Desired Agency/Division/DeptID> , Program : <Select All_Program>, Operating Unit: <Select All_OPR_PRODUCT>, CFDA: <Select All_CFDA> , Project: <Select All_Projects>* ***For E.g.:*** *Entity: 26500 (Dept of Education), Program: All_Program, Operating Unit: 26500_OPR_PRODUCT, CFDA: All_CFDA, Project: All_Projects* Click the **Entity** dropdown button to activate the menu.
11.	Enter the desired information into the **Member** field. Enter "**34500 -**".
12.	*E.g.:* Click the **34500 - Department of Transportation** list item. 34500 - Department of Transportation
13.	Click the **Operating Unit** dropdown button to activate the menu.
14.	Enter the desired information into the **Member** field. Enter "**34500_opr**".
15.	*E.g.:* Click the **34500_OPR_PRODUCT** list item. 34500_OPR_PRODUCT
16.	Click the **CFDA** dropdown button to activate the menu.
17.	Enter the desired information into the **Member** field. Enter "**all_cfda**".
18.	*E.g.:* Click the **ALL_CFDA** list item. ALL_CFDA
19.	Click the **Project** dropdown button to activate the menu.
20.	Enter the desired information into the **Member** field. Enter "**all_project**".

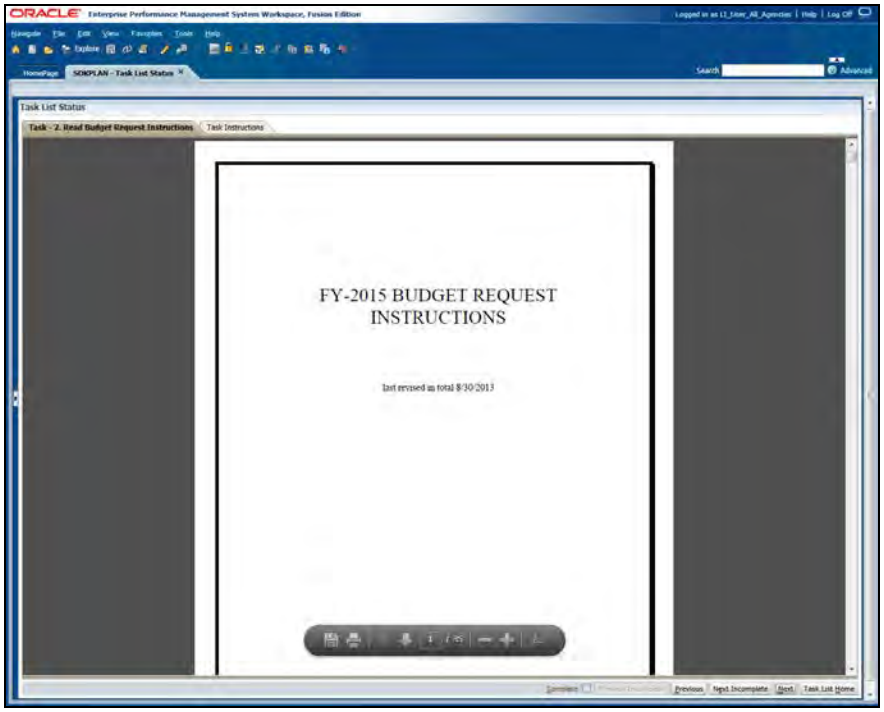
Step	Action
21.	*E.g.:* Click the **All_Projects** list item. All_Projects
22.	*Hide the View Pane (if not already hidden) so the whole form can be displayed* Click the **Collapse Pane** button.
23.	Click the **Go** button.



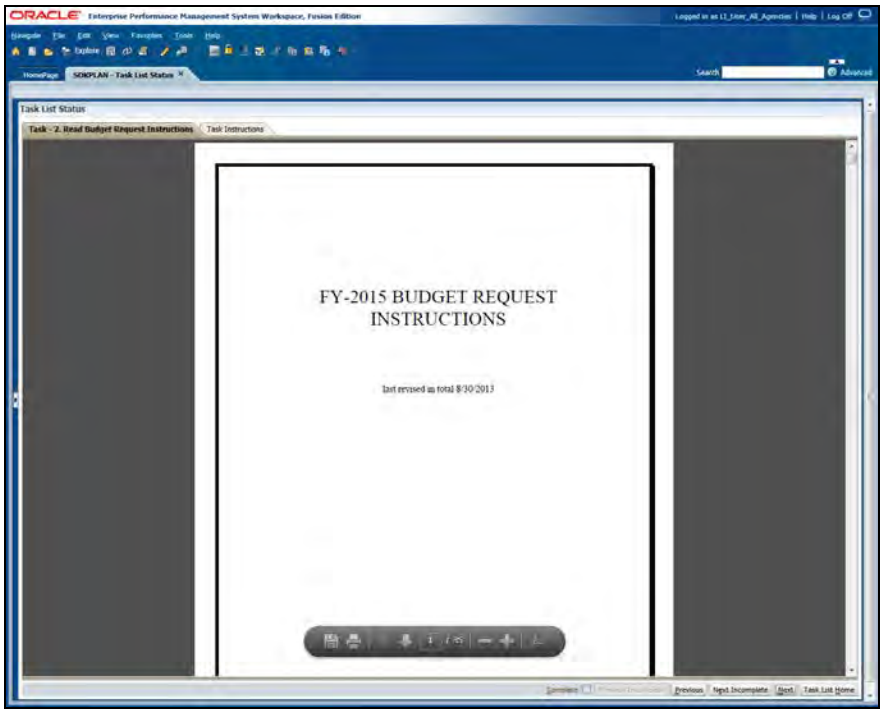
Step	Action
24.	*Use the vertical scroll bar to navigate to the funds associated with the chosen agency* *e.g.* ***34500***
25.	*Review the budget data*



Step	Action
26.	Click the **Complete** option.
27.	Click the **Next** button. Next



Step	Action
28.	*Read the Budget Request Instrcutions using the scroll bar to navigate through the PDF*

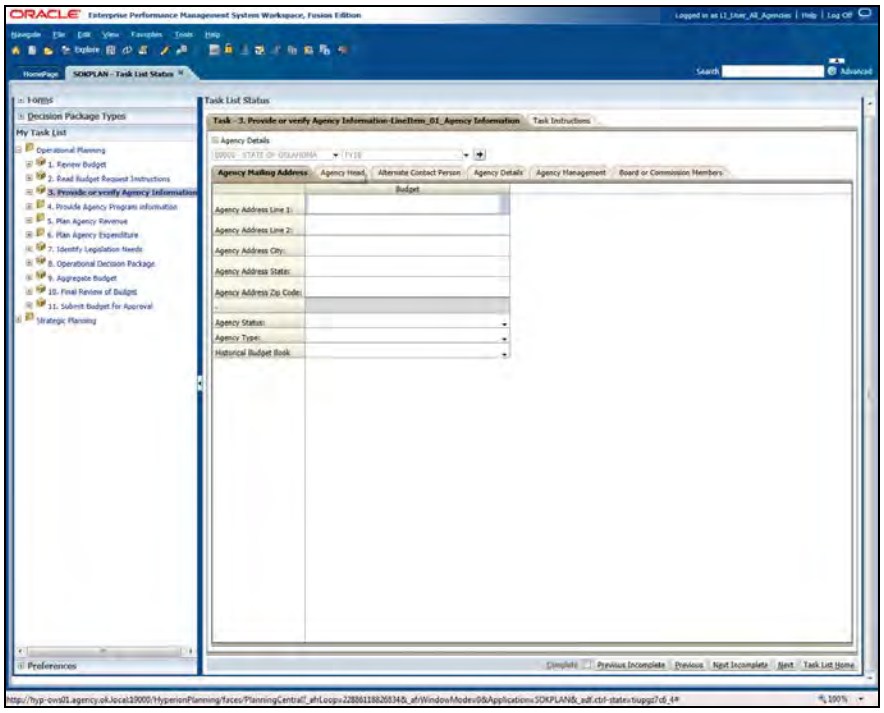


Step	Action
29.	Click the **Complete** option.
30.	Click the **Next** button. Next
31.	Click the **Restore Pane** button.
32.	**End of Procedure.**

1.36 - Review Agency and Agency Program Information

In this topic you will review agency and agency program information.

Procedure



Step	Action
1.	*Adjust View for Form* ***Pages drop downs are :*** *Entity : < Select Desired Agency> , Year : <Select FYXX>* ***For E.g.:*** *Entity: 26500 (Dept of Education), Year: FY16* Click the **Entity** button.
2.	Enter the desired information into the **Member** field. Enter "**34500**".
3.	*Click the 5-digit agency number.* *E.g.* Click the **34500 - Department of Transportation** list item. 34500 - Department of Transportation
4.	Click the **Go** button.
5.	*Review the data on the Agency Mailing Address tab. Click each subsequent tab and review the data there as well.* Click the **Agency Head** tab. Agency Head

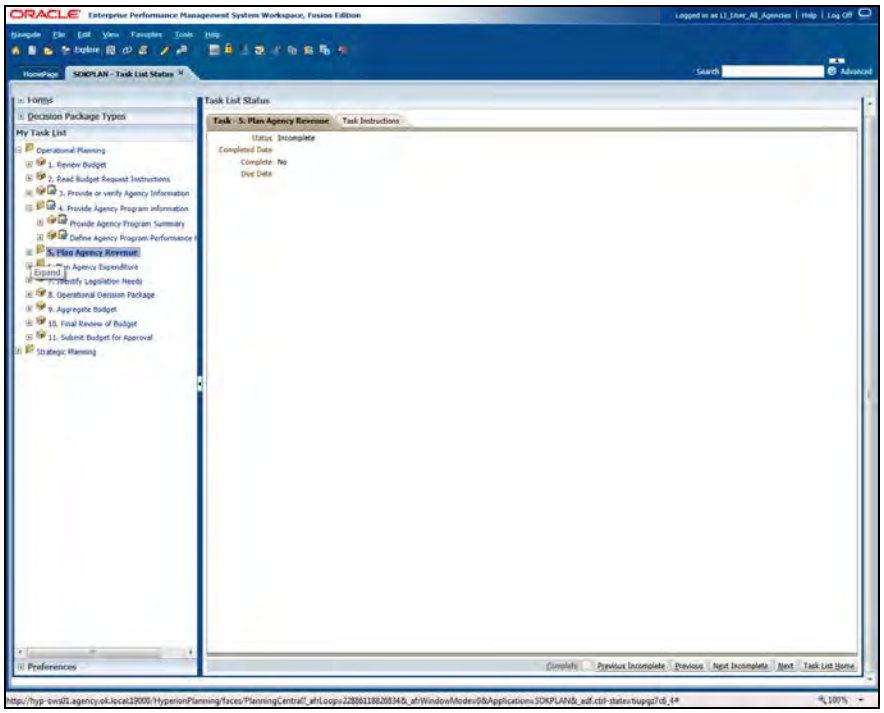
Step	Action
6.	*Review data* Click the **Alternate Contact Person** tab. Alternate Contact Person
7.	*Review data* Click the **Agency Details** tab. Agency Details
8.	*Review data* Click the **Agency Management** tab. Agency Management
9.	Click the **Board or Commission Members** tab. Board or Commission Members
10.	*The task is now complete* Click the **Complete** option.
11.	Click the **Next** button. Next
12.	Click the **Next** button. Next
13.	*Adjust View for Form* ***Pages drop downs are :*** *Entity : < Select Desired DeptID>* ***For E.g.:*** *Entity: 26500_0100001* *or summary level E.g. Entity: 26500* *Review the data displayed in the forms. Once the data has been reviewed complete the task* Click the **Complete** option.
14.	Click the **Next** button. Next
15.	*Review the Agency Program Goals. If necessary, click the Agency Program evaluation and review as well* *After data is reviewed complete the task* Click the **Complete** option.

Step	Action
16.	Click the **Next** button. Next
17.	**End of Procedure.**

1.37 - Review Agency Revenue details

In this topic you will review all agency revenue information.

Procedure

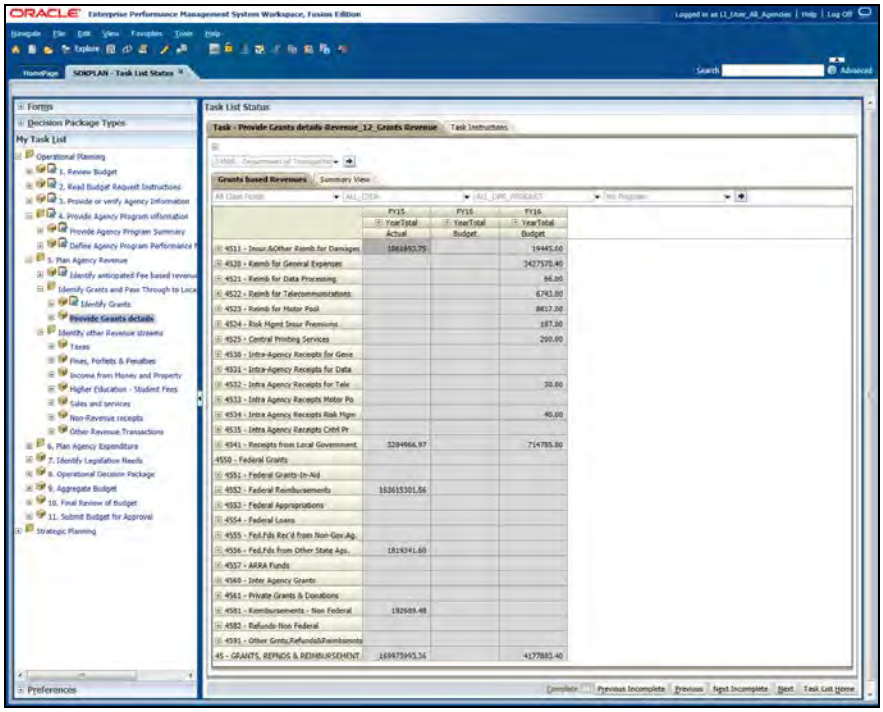


Step	Action
1.	*Navigate to the Plan Agency Revenue object in the View Plane* Click the **Plan Agency Revenue Expand** button. □
2.	Click the **Identify anticipated Fee based revenues** object. Identify anticipated Fee based revenues

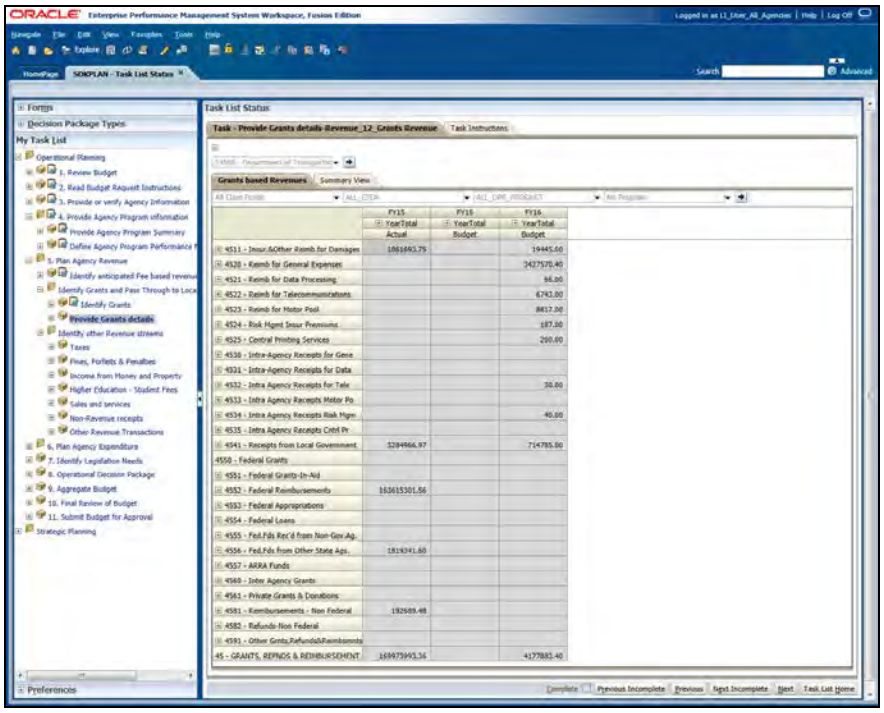
Step	Action
3.	*Adjust View for Form (Select Summary level values in page drop downs)* ***Pages drop downs are :*** *Entity : < Select Desired DeptID> , ClassFund: <Select Desired ClassFund>* *Operating Unit: <Select Desired OU_Product>* ***For E.g.:*** *Entity: 26500, ClassFund: 26500_CF, Operating Unit: 26500_OPR_PRODUCT* Click the **ClassFund** dropdown button to activate the menu.
4.	Enter the desired information into the **Member** field. Enter "**34500_cf**".
5.	*Click the roll up CF list item.* *E.g.:* Click the **34500_CF - Department of Transportation** list item. 34500_CF - Department of Transportation
6.	Click the **Operating Unit** dropdown button to activate the menu.
7.	Enter the desired information into the **Member** field. Enter "**34500_opr**".
8.	*E.g.:* Click the **34500_OPR_PRODUCT** list item. 34500_OPR_PRODUCT
9.	Click the **Go** button.
10.	Click the **Complete** option.
11.	Click the **Next** button. Next
12.	*Navigate to the Identify Grants and Pass Through to Local Gov't and Non-Profits object in the View Plane* Click the **Identify Grants and Pass Through to Local Gov't and Non-Profits Expand** button.
13.	Click the **Identify Grants** object. Identify Grants

Step	Action
14.	*Adjust View for Form (Select Summary level values in page drop downs)* ***Pages drop downs are :*** *Entity : < Select Desired DeptID> , ClassFund: <Select Desired ClassFund>* ***For E.g.:*** *Entity: 26500 , ClassFund: 26500_CF* Click the **Entity** dropdown button to activate the menu.
15.	Enter the desired information into the **Member** field. Enter "**34500_68**".
16.	*Click the chosen department list item.* *E.g.:* Click the **34500_6800001** list item. 34500_6800001 - Highway
17.	Click the **ClassFund** dropdown button to activate the menu.
18.	Enter the desired information into the **Member** field. Enter "**34500_10006**".
19.	*Click the desired class fund.* *E.g.:* Click the **34500_10006** list item. 34500_10006 - To Hwy Const and Maint Fund
20.	Click the **Go** button.
21.	Click the **Complete** option.
22.	*Navigate to the Plan Agency Revenue object in the View Plane* Click the **Provide Grants details** object. Provide Grants details
23.	Click the **CFDA** dropdown button to activate the menu.
24.	Enter the desired information into the **Member** field. Enter "**all_**".
25.	Click the **ALL_CFDA** list item. ALL_CFDA
26.	Click the **ClassFund** dropdown button to activate the menu.
27.	Enter the desired information into the **Member** field. Enter "**all** ".

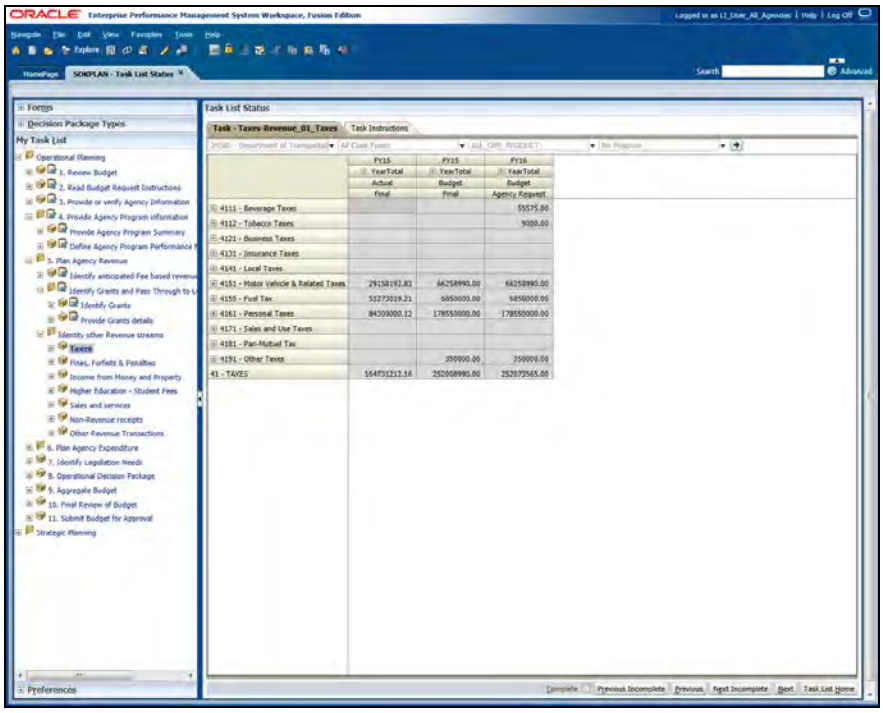
Step	Action
28.	Click the **All Class Funds** list item. All Class Funds
29.	Click the **Go** button.



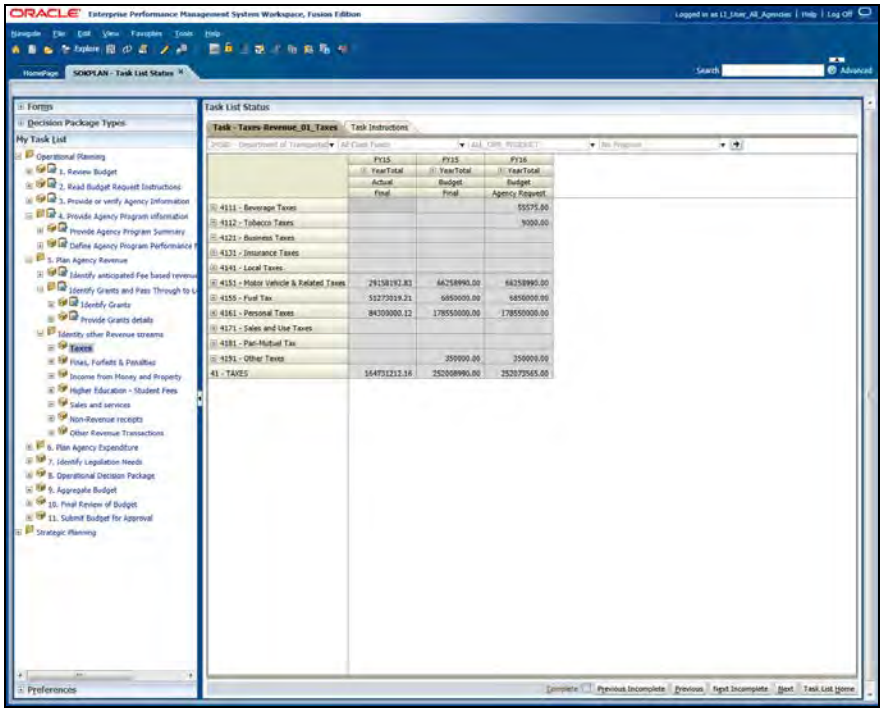
Step	Action
30.	*Review the data in the form*



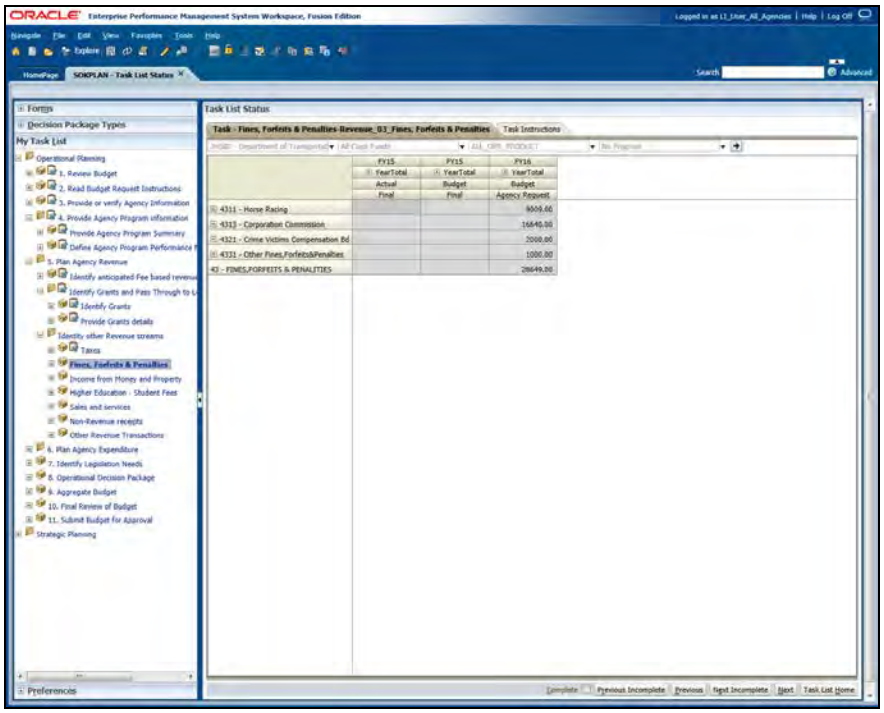
Step	Action
31.	Click the **Complete** option.
32.	Click the **Next** button. Next
33.	Click the **Taxes** object. Taxes



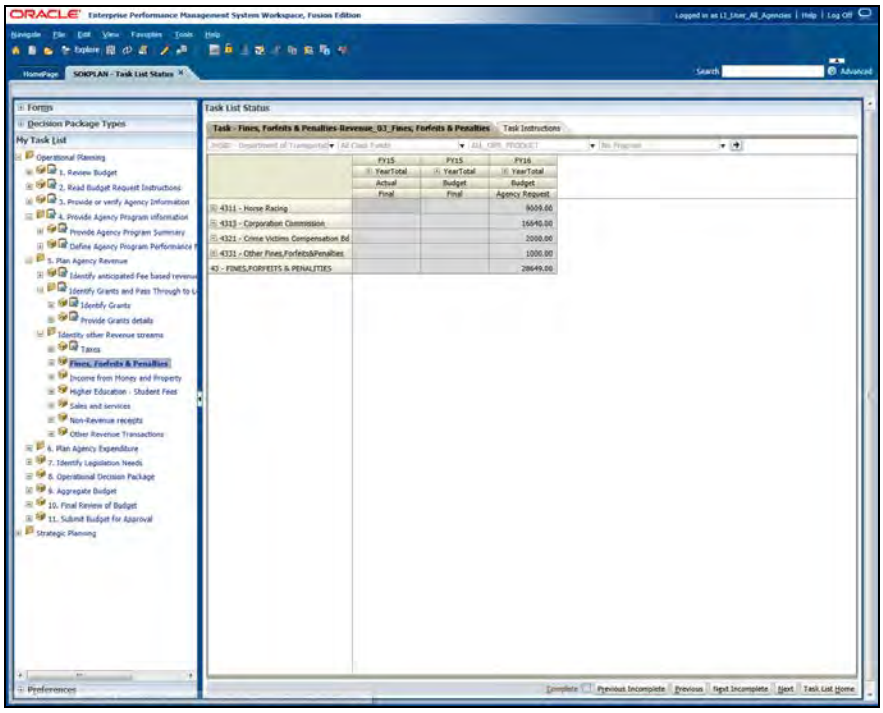
Step	Action
34.	*Review the data in the form*



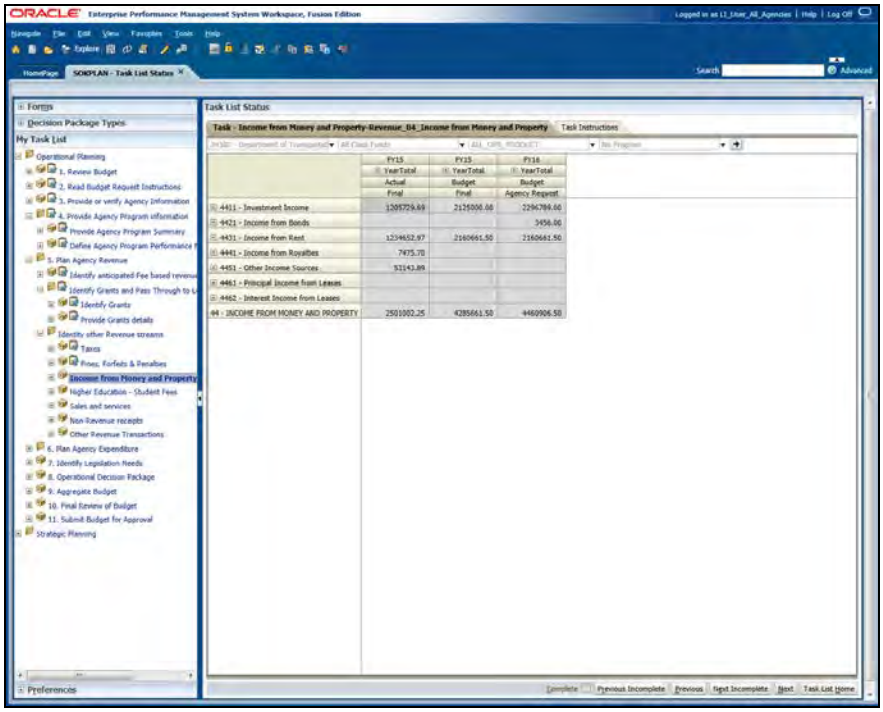
Step	Action
35.	Click the **Complete** option.
36.	Click the **Next** button. Next



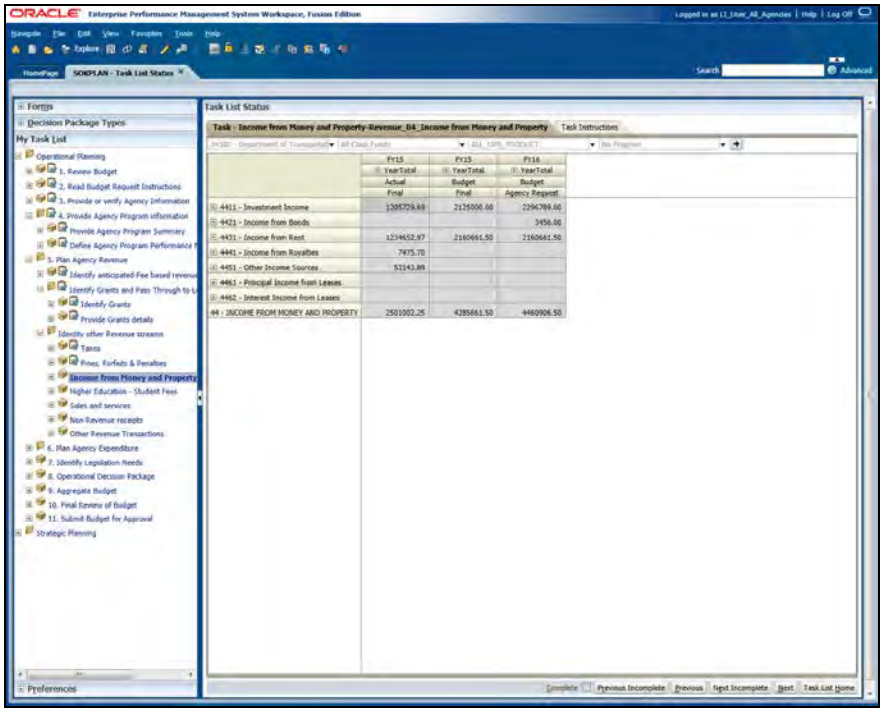
Step	Action
37.	*Review the data in the from*



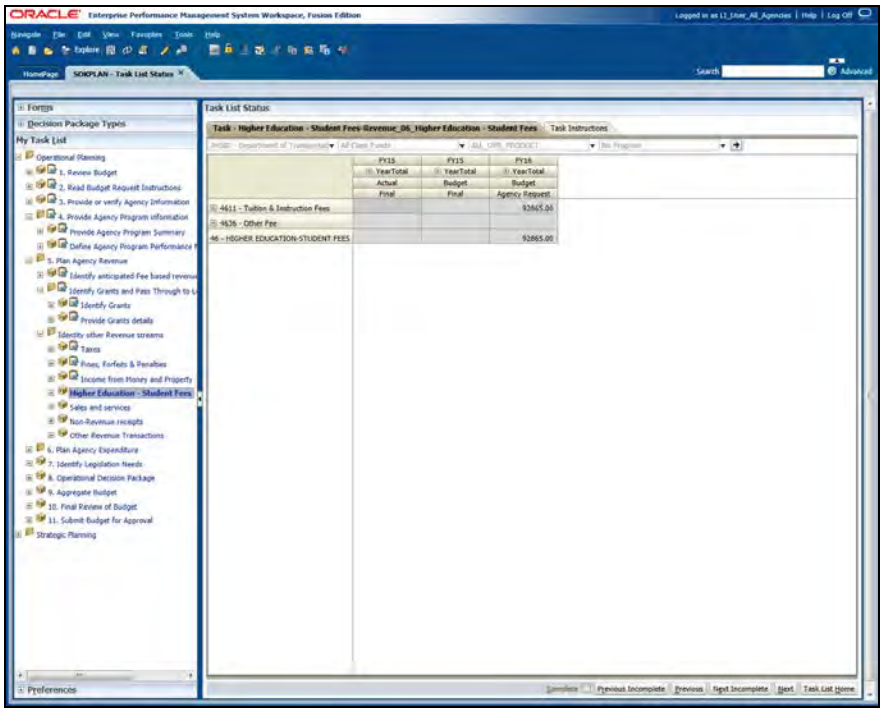
Step	Action
38.	Click the **Complete** option.
39.	Click the **Next** button. Next



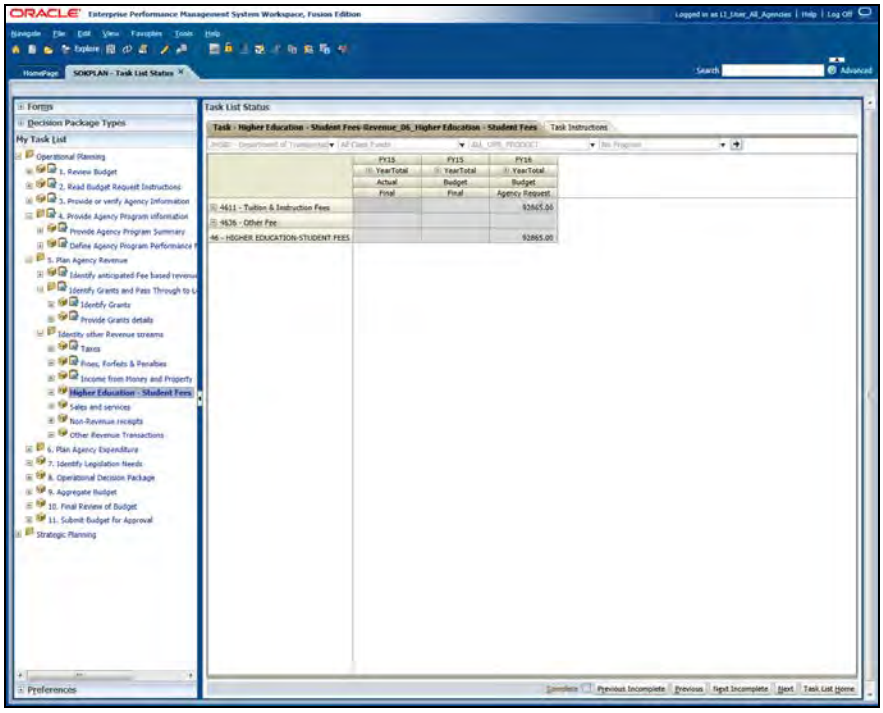
Step	Action
40.	*Review the data in the form*



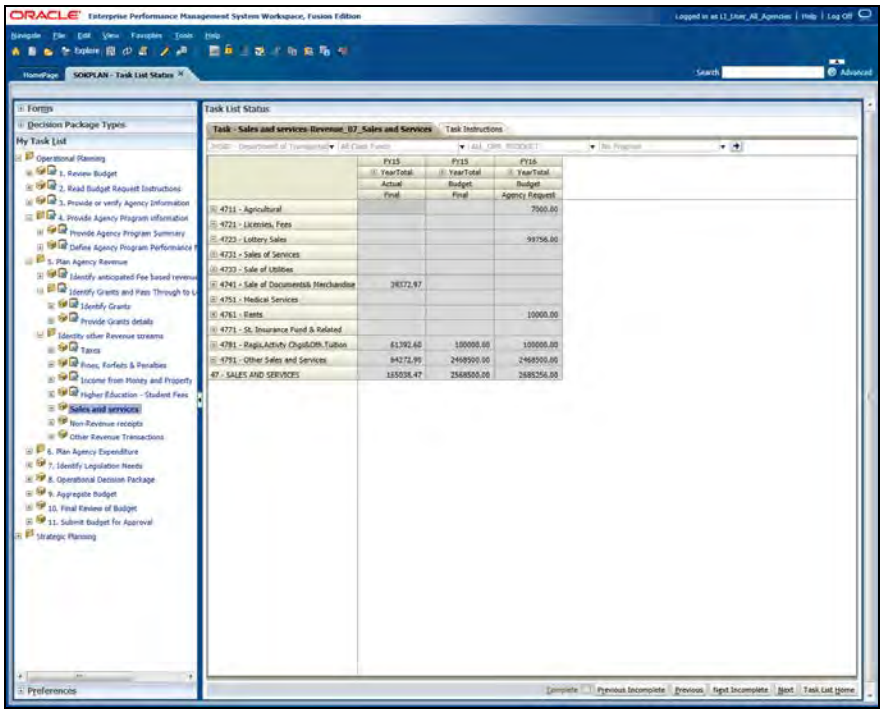
Step	Action
41.	Click the **Complete** option.
42.	Click the **Next** button. Next



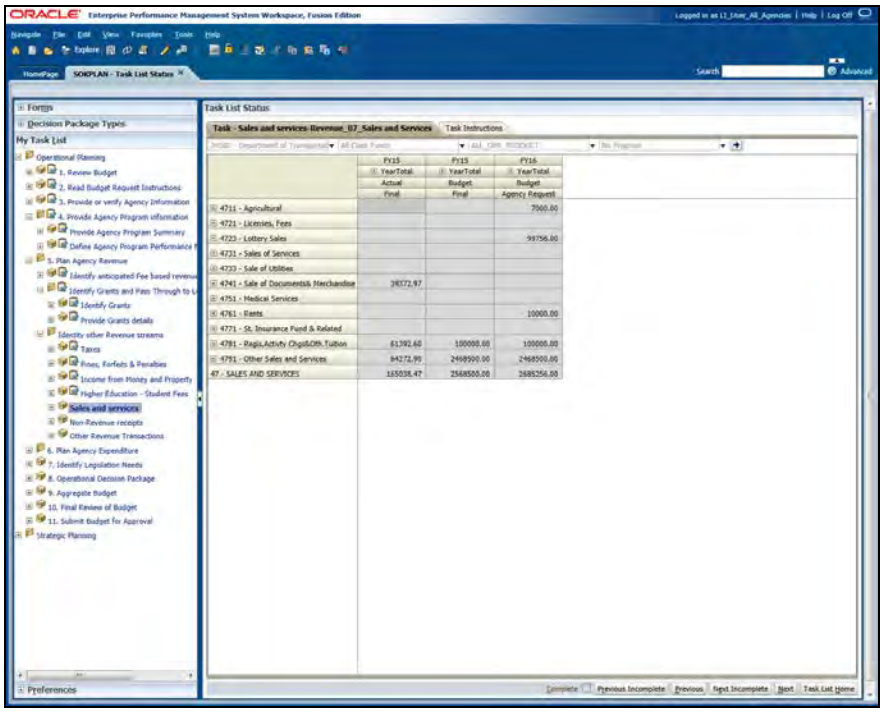
Step	Action
43.	*Review the data in the from*



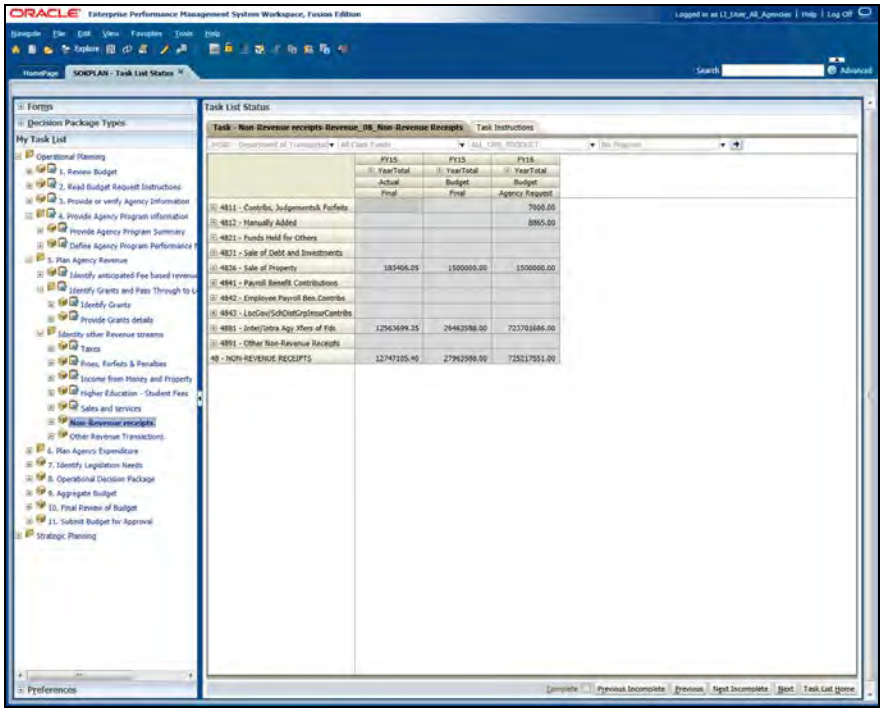
Step	Action
44.	Click the **Complete** option.
45.	Click the **Next** button. Next



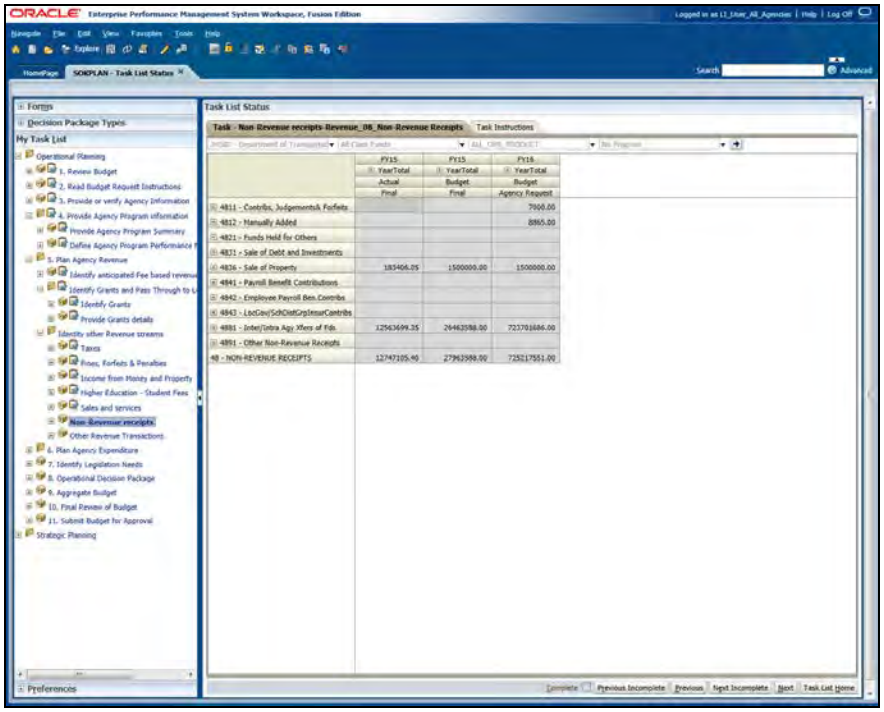
Step	Action
46.	*Review the data in the from*



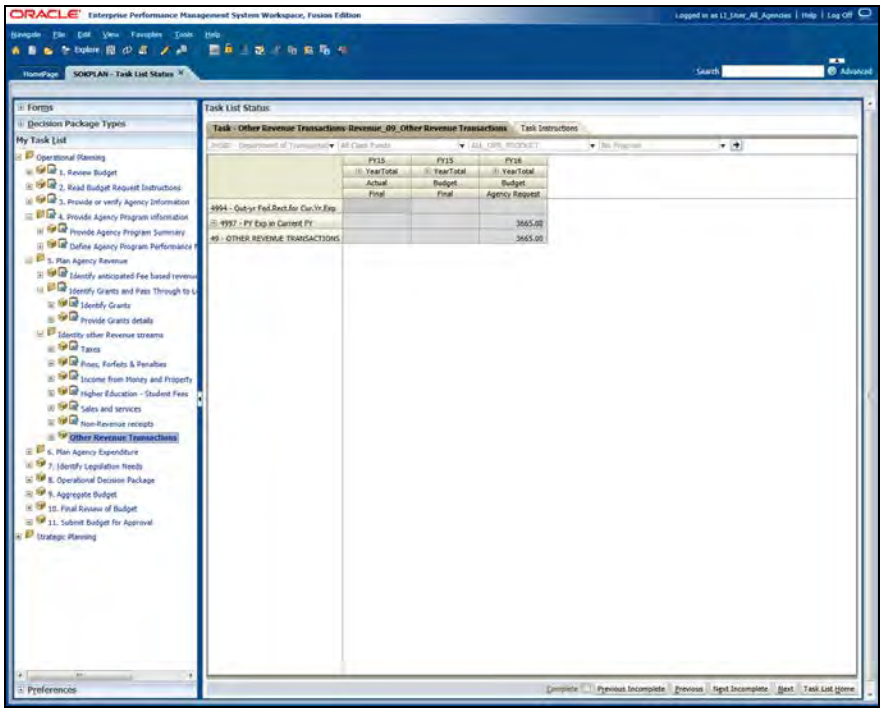
Step	Action
47.	Click the **Complete** option.
48.	Click the **Next** button. Next



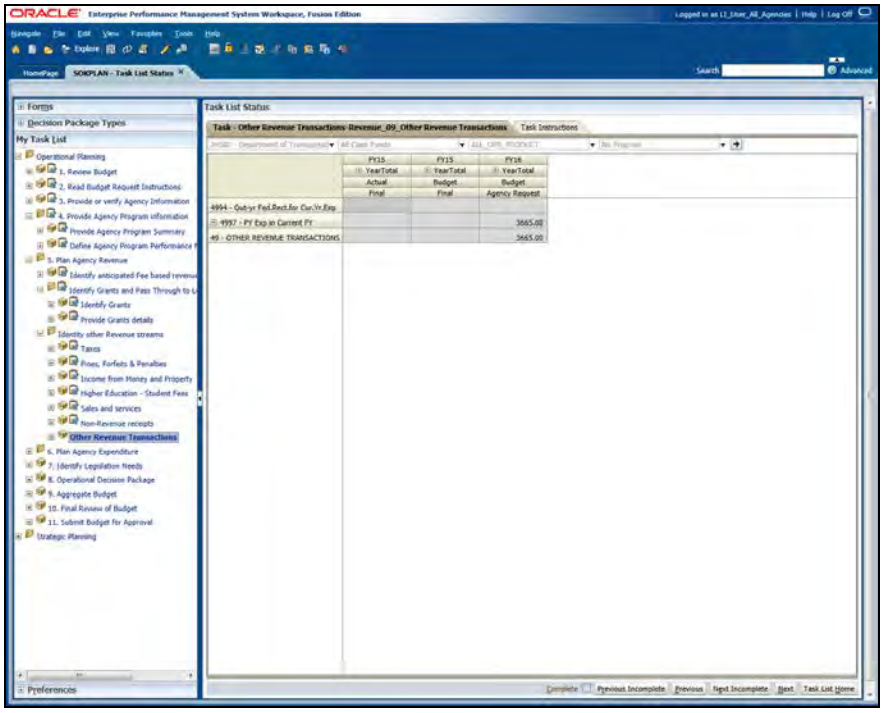
Step	Action
49.	*Review the data in the from*



Step	Action
50.	Click the **Complete** option.
51.	Click the **Next** button. Next



Step	Action
52.	*Review the data in the from*

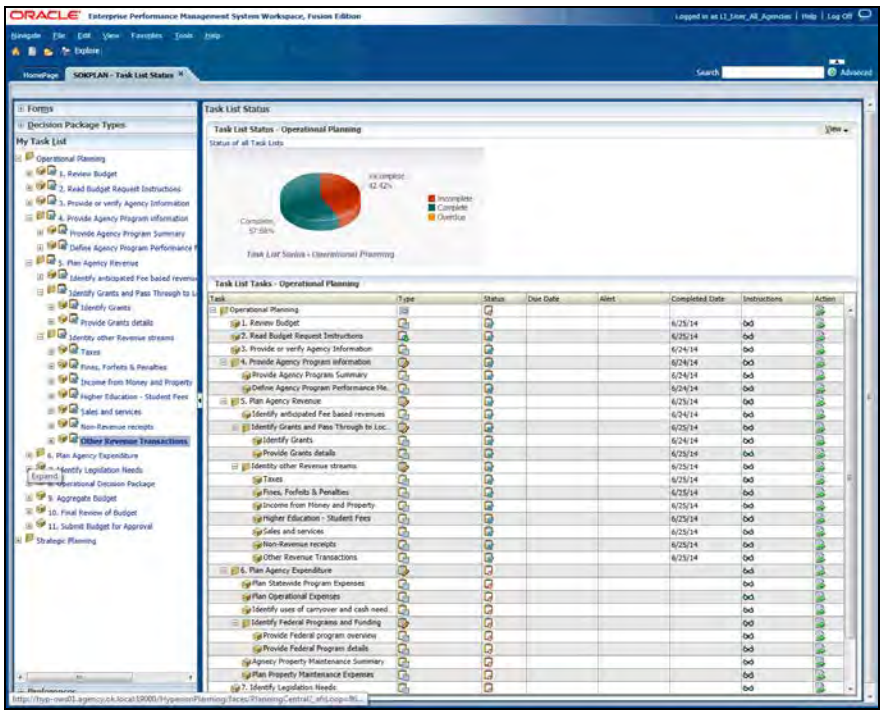


Step	Action
53.	Click the **Complete** option.
54.	Click the **Task List Home** button. Task List Home
55.	**End of Procedure.**

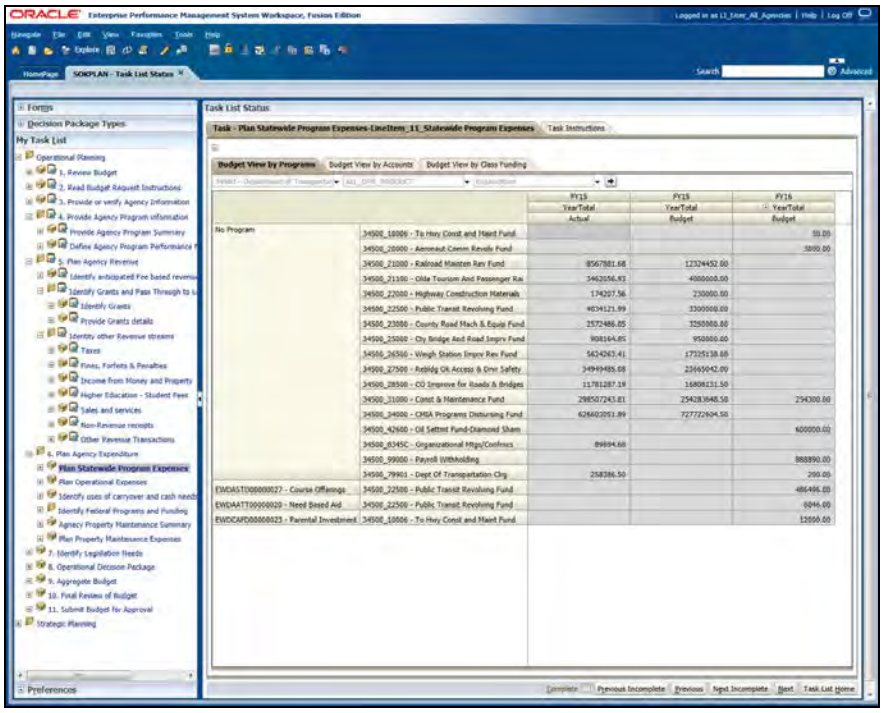
1.38 - Review Agency Expenditure details

In this topic you will review all agency expense information.

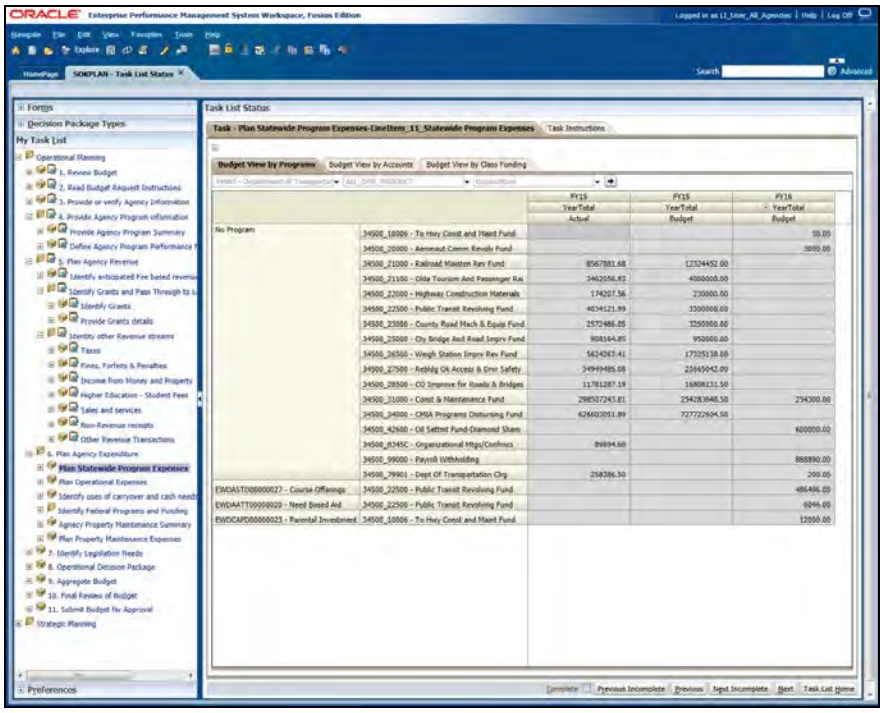
Procedure



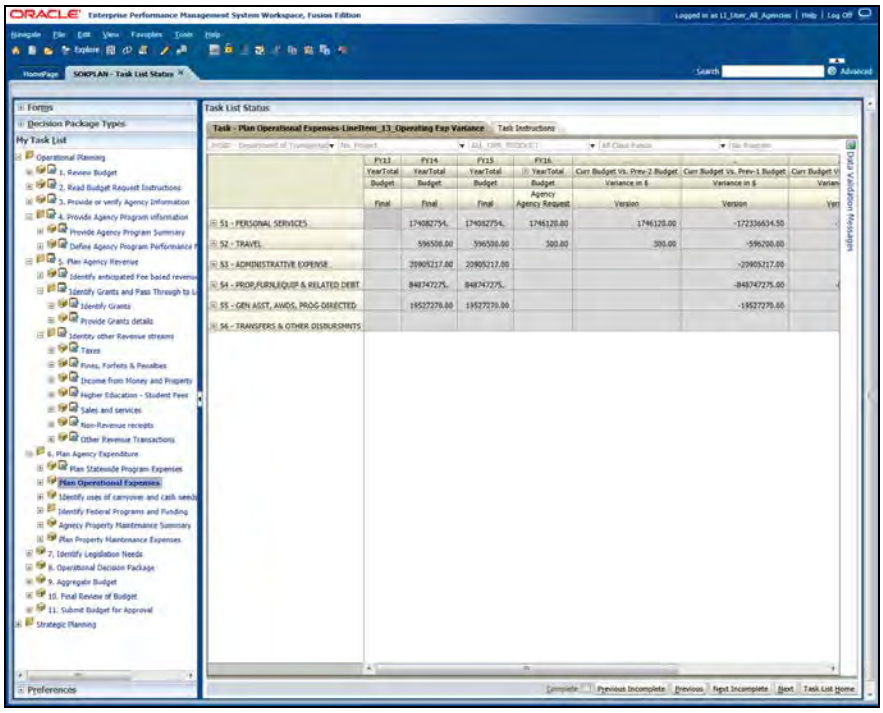
Step	Action
1.	Click the **Plan Agency Expenditure Expand** button. ⊞
2.	Click the **Plan Statewide Program Expenses** object. Plan Statewide Program Expenses



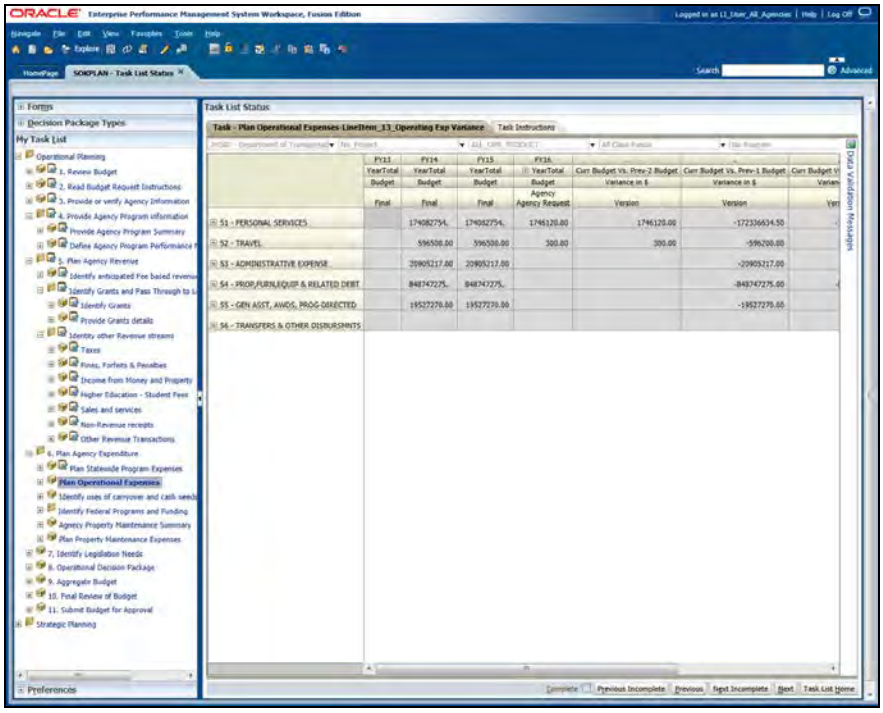
Step	Action
3.	*If no changes have been made the form will retain POV selections and display data. If selections need to be made do the following:* *Adjust View for Form (Select Summary level members)* ***Pages drop downs are :*** *Entity : < Select Desired DeptID>, Operating Unit: <Select Desired OU_PRD>, GL Account: <Select Total Expense Account '5'>* ***For E.g.:*** *Entity: 26500, Operating Unit: 26500_OPR_PRODUCT, Account: '5'* *Review the data in form*



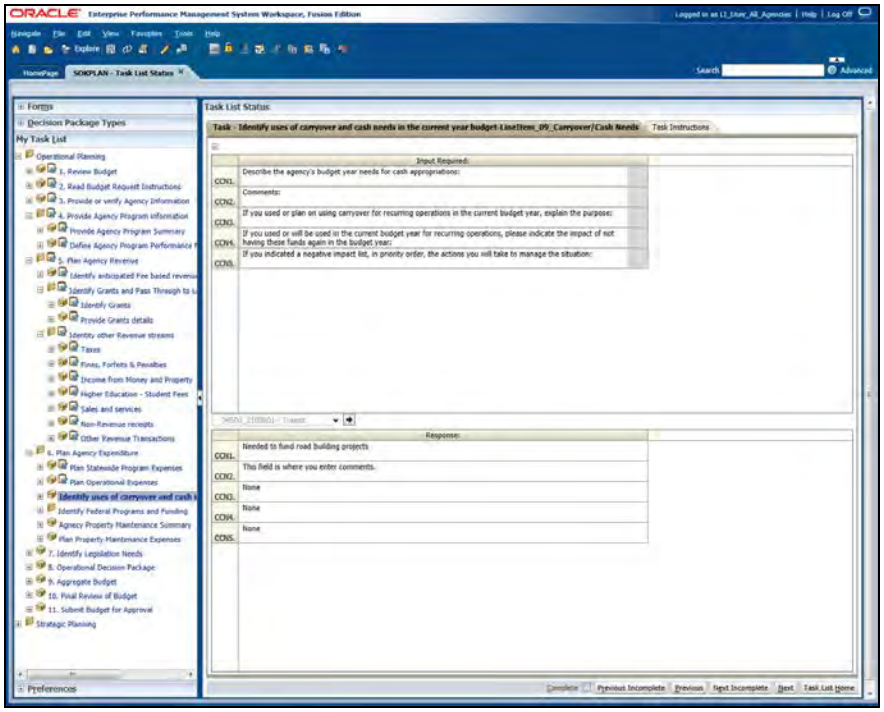
Step	Action
4.	*Complete the "Plan Statewide Program Expenses" Task* Click the **Complete** option.
5.	Click the **Next** button. Next



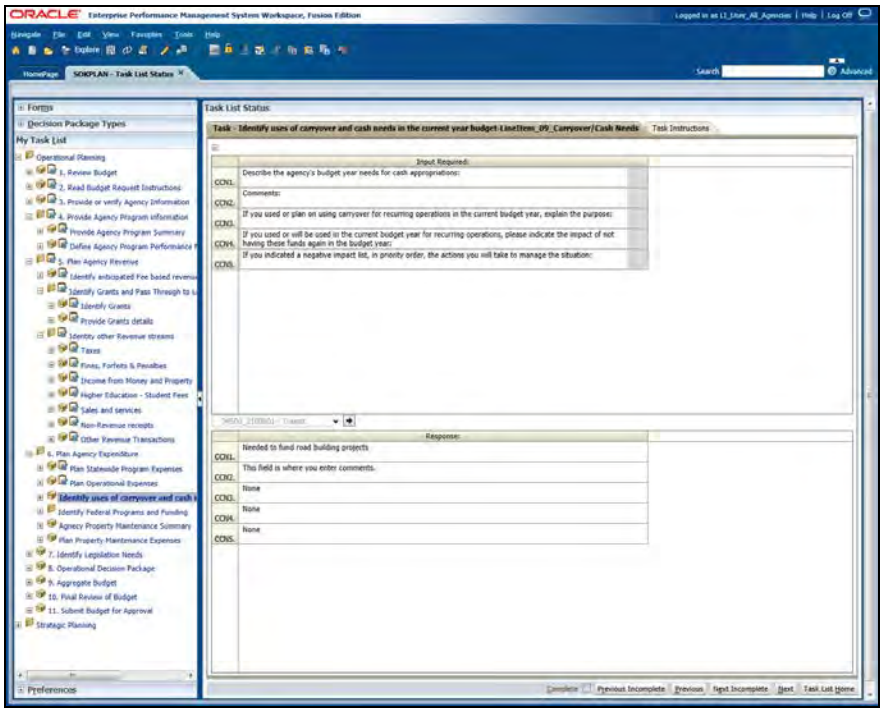
Step	Action
6.	*Review the data in form*



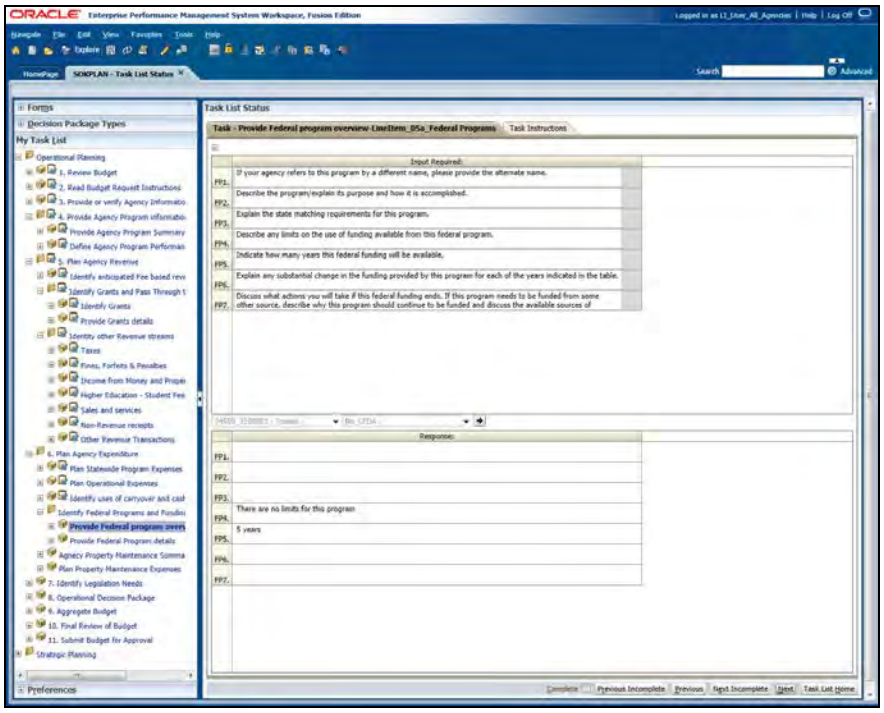
Step	Action
7.	*Complete the "Plan Operational Expenses" Task* Click the **Complete** option.
8.	Click the **Next** button. Next
9.	Click the **Entity** dropdown button to activate the menu.
10.	Enter the desired information into the **Member** field. Enter "**34500_210**".
11.	*Click the desired department.* *E.g.* Click the **34500_2100001 - Transit** list item. 34500_2100001 - Transit
12.	Click the **Go** button.



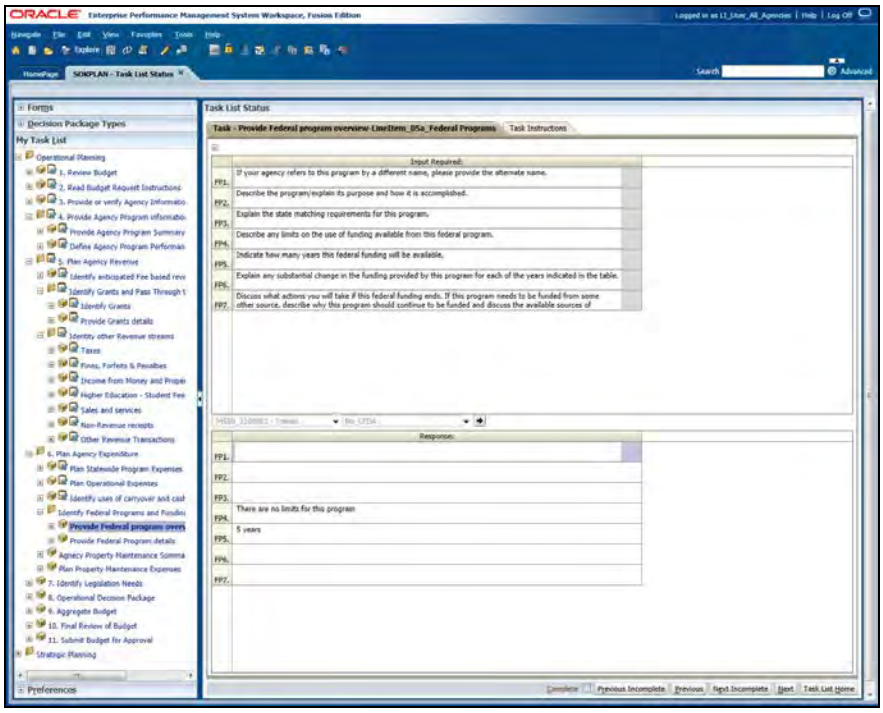
Step	Action
13.	*Review the data in form*



Step	Action
14.	*Complete the "Identify uses of carryover and cash needs in the current year budget" Task* Click the **Complete** option.
15.	Click the **Next** button. Next
16.	Click the **Next** button. Next

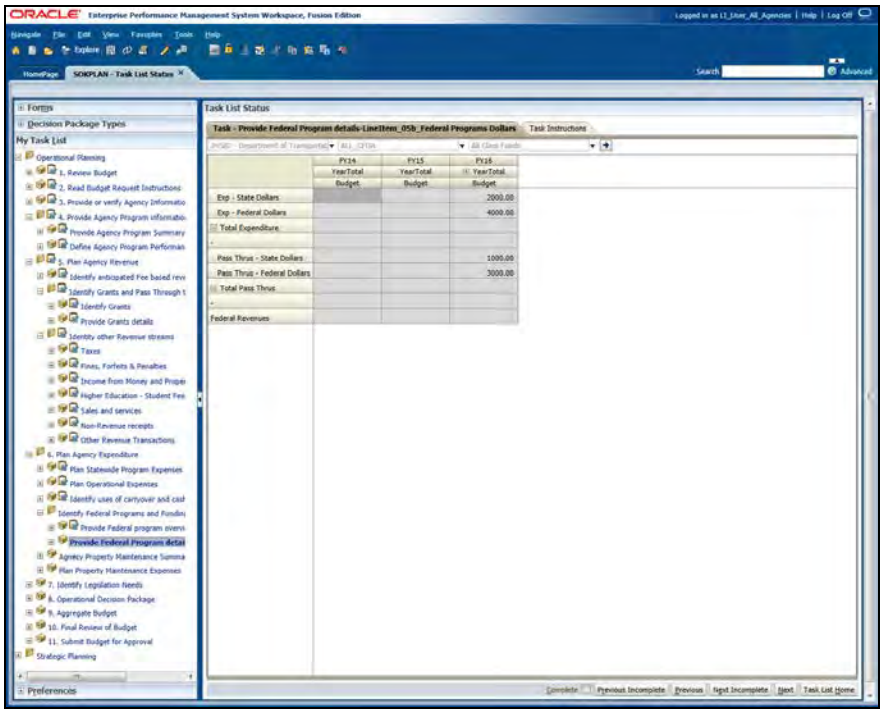


Step	Action
17.	*If necessary:* *Adjust View for Form (Select lowest level values in page drop downs)* ***Pages drop downs are :*** *Entity : < Select Desired DeptID>, CFDA: <Select Desired CFDA>* ***For E.g.:*** *Entity: 26500_0100001 (Administrative Services), CFDA: 100690000* *Review the data in the form*

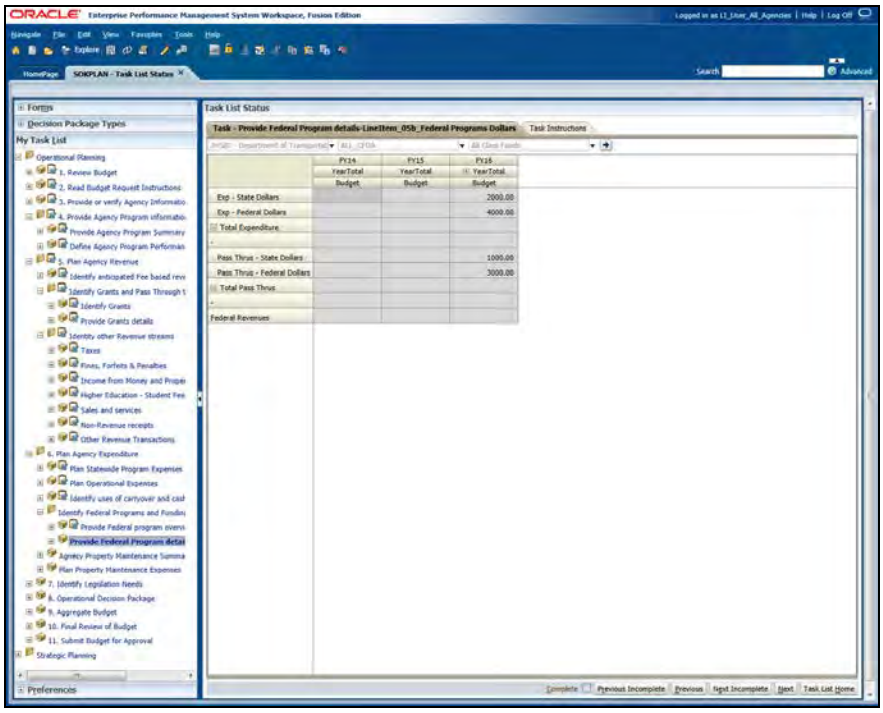


Step	Action
18.	*Complete the "Provide Federal program overview" Task* Click the **Complete** option.
19.	Click the **Next** button. Next
20.	*Adjust View for Form (Select lowest level values in page drop downs)* ***Pages drop downs are :*** *Entity : < Select Desired DeptID>, CFDA: <Select Desired CFDA>, ClassFund: <Select desired ClassFund>* ***For E.g.*** *Entity: 26500_0100001 (Administrative Services), CFDA: 100690000, ClassFund: 26500_10000* Click the **Entity** dropdown button to activate the menu. ▼
21.	Enter the desired information into the **Member** field. Enter "**34500 -** ".
22.	*Click the roll up of the business unit:* *E.g.:* Click the **34500 - Department of Transportation** list item. 34500 - Department of Transportation

Step	Action
23.	Click the **CFDA** dropdown button to activate the menu.
24.	Enter the desired information into the **Member** field. Enter "**all_cfda**".
25.	*E.g.:* Click the **ALL_CFDA** list item. ALL_CFDA
26.	Click the **ClassFund** dropdown button to activate the menu.
27.	Enter the desired information into the **Member** field. Enter "**all class**".
28.	*E.g.:* Click the **All Class Funds** list item. All Class Funds
29.	Click the **Go** button.

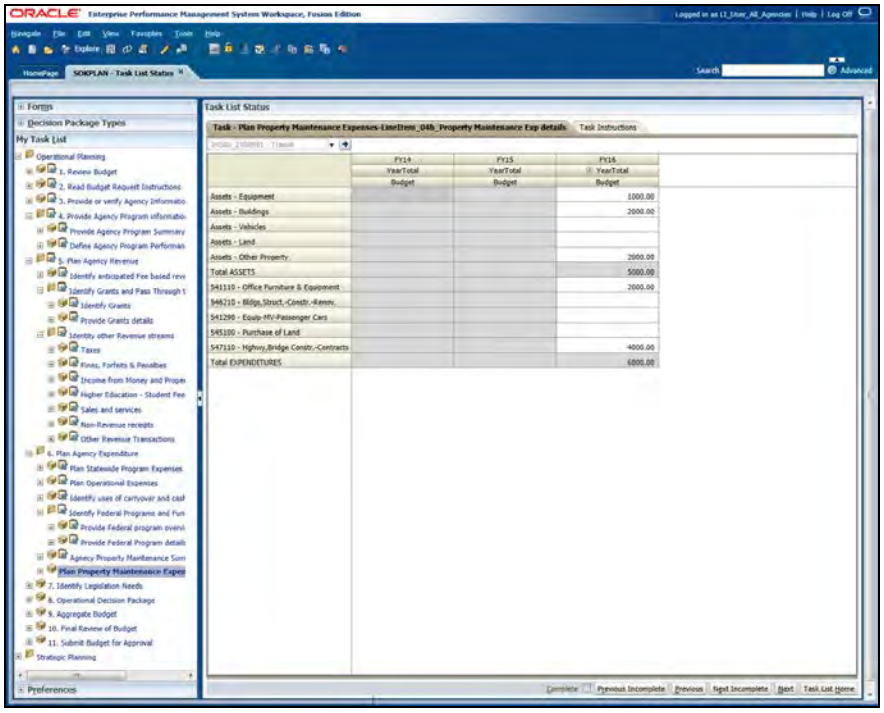


Step	Action
30.	*Review the data in the form*

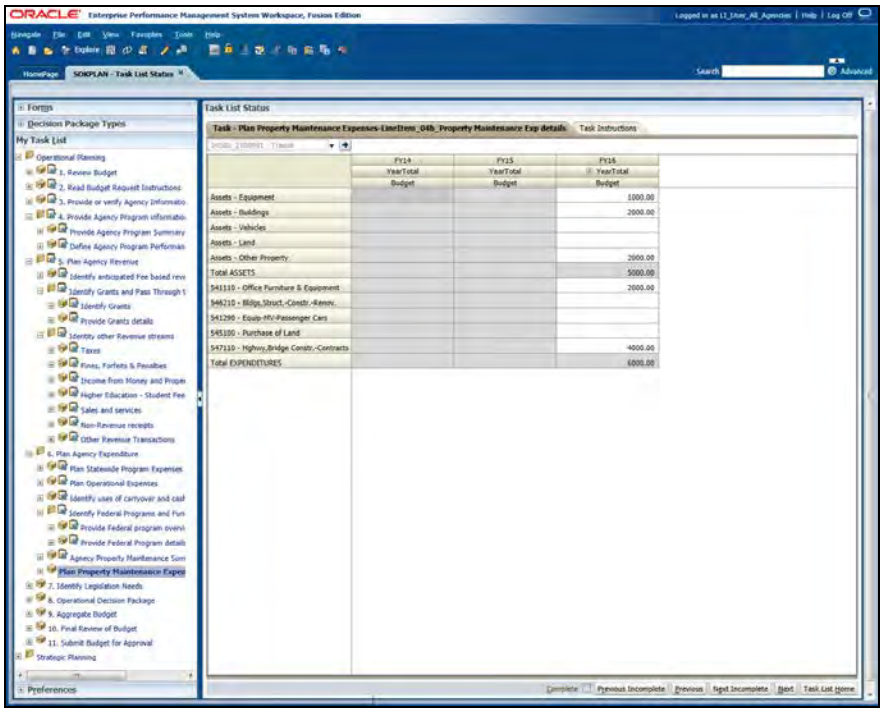


Step	Action
31.	*Complete the "Provide Federal Program details" Task* Click the **Complete** option.
32.	Click the **Next** button. Next
33.	*Adjust View for Form (Select lowest level values in page drop downs)* ***Pages drop downs are:*** *Entity : < Select Desired DeptID>* ***For E.g.:*** *Entity: 26500_0100001 (Administrative Services)* Click the **Entity** dropdown button to activate the menu. ▼
34.	*Enter a valid value* *E.g.:* Enter the desired information into the **Member** field. Enter "**34500_21**".

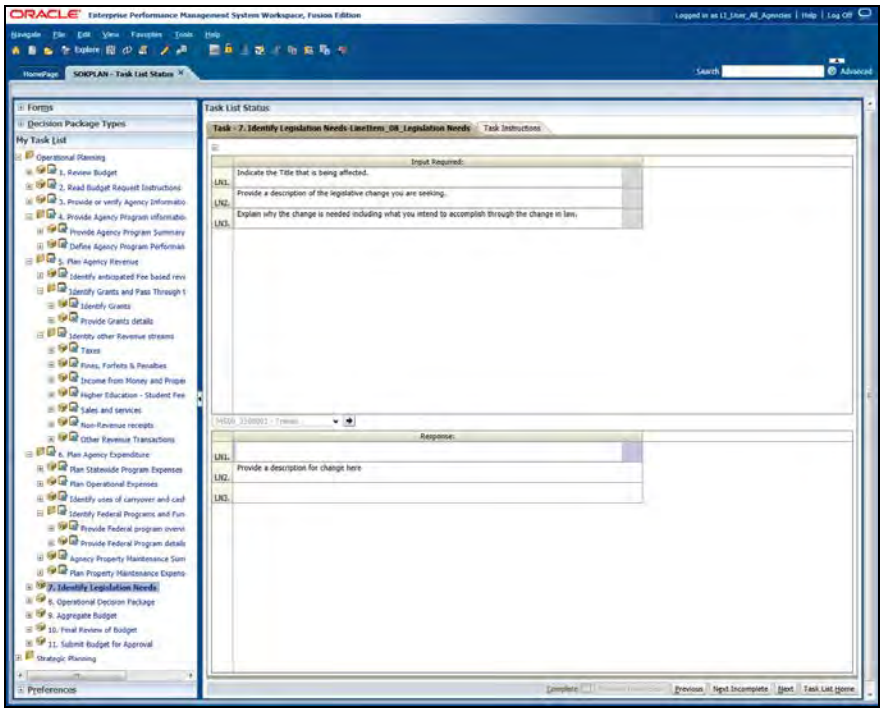
Step	Action
35.	*Click the desired department:* *E.g.:* Click the **34500_2100001 - Transit** list item. 34500_2100001 - Transit
36.	Click the **Go** button.
37.	*Complete the "Agency Property Maintenance Summary" Task* Click the **Complete** option.
38.	Click the **Next** button. Next



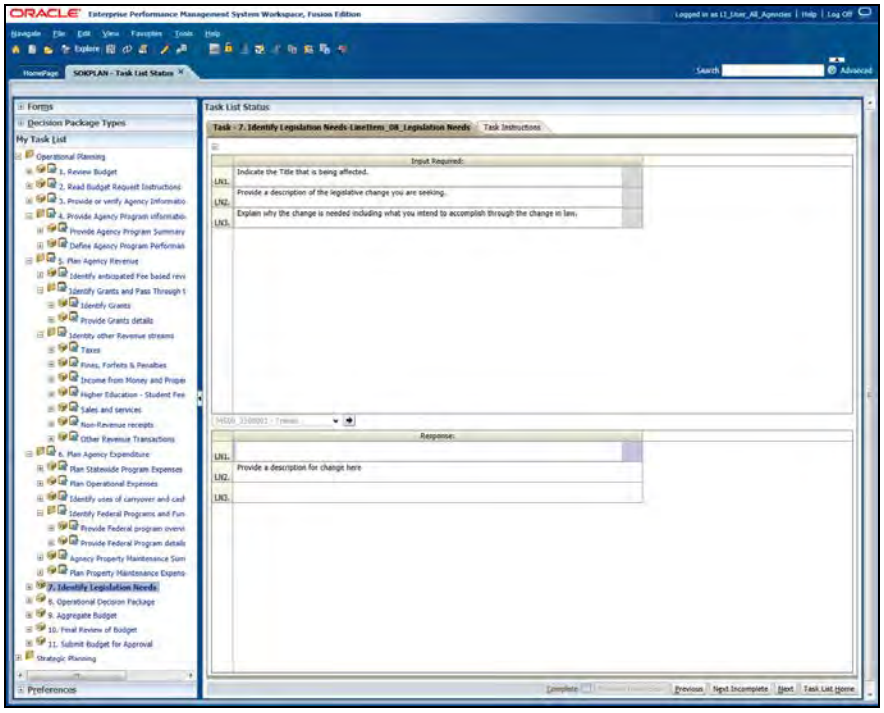
Step	Action
39.	*Review the data in the form*



Step	Action
40.	*Complete the "Plan Property Maintenance Expenses" Task* Click the **Complete** option.
41.	Click the **Next** button. Next



Step	Action
42.	*Review the responses in the form*

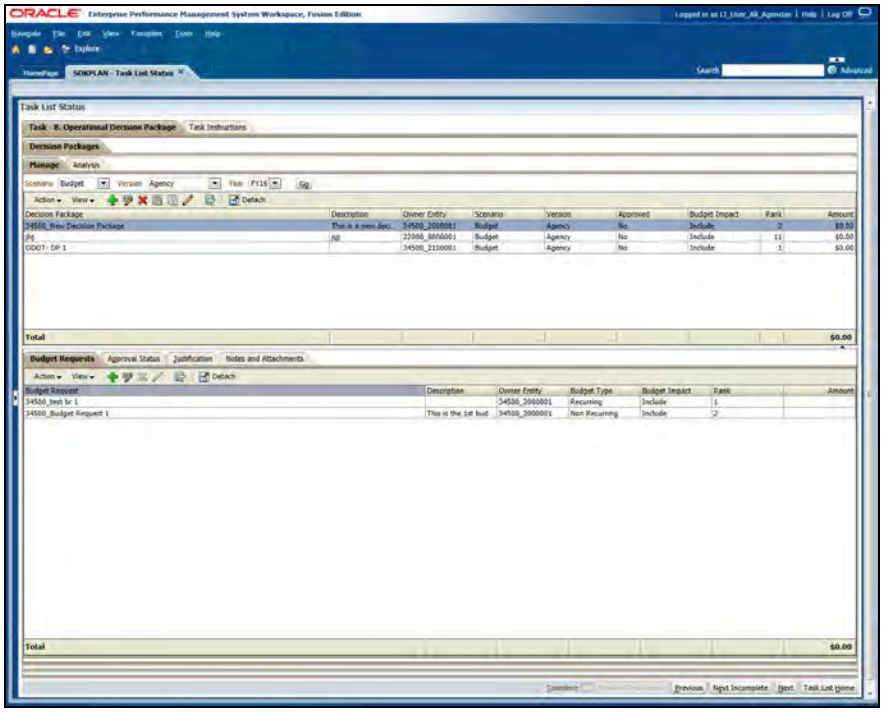


Step	Action
43.	*Complete the "Identify Legislation Needs" Task* Click the **Complete** option.
44.	Click the **Next** button. Next
45.	**End of Procedure.**

1.39 - Review and Approve Operational Decision Package

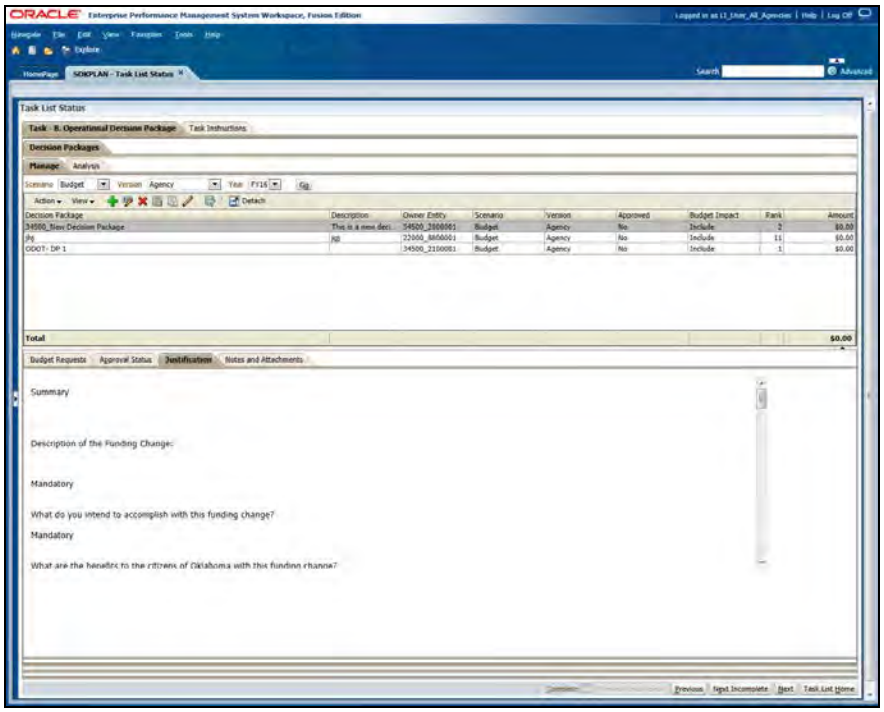
In this topic you will approve or deny a decision package.

Procedure

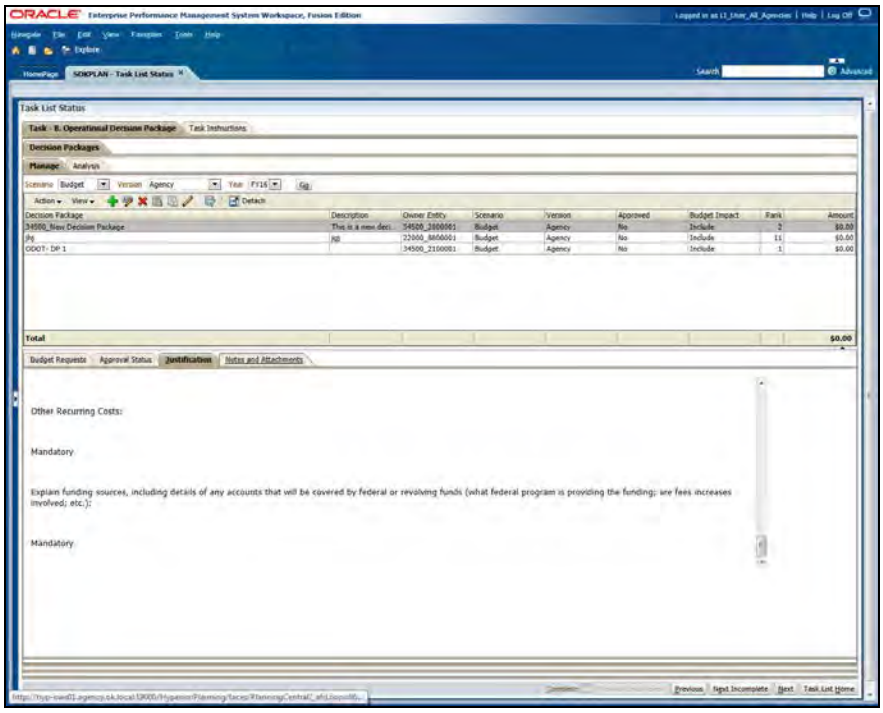


Step	Action
1.	*Click the decision package of choice* *E.g. :* Click the **34500_New Decision Package** cell. 34500_New Decision Package

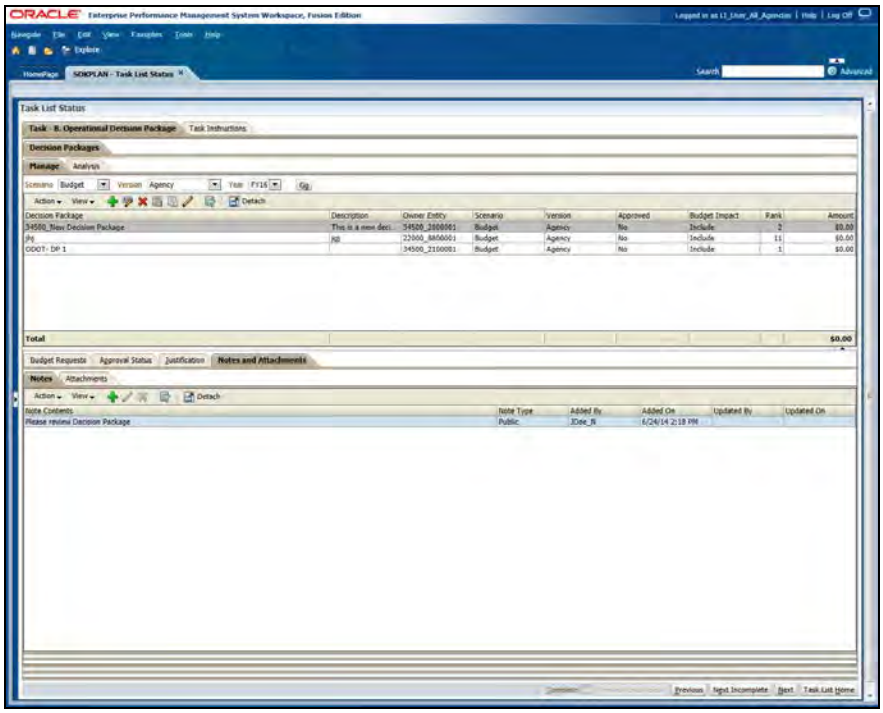
Step	Action
2.	*-Navigate to justifications for Decision Package.* Click the **Justification** tab. Justification



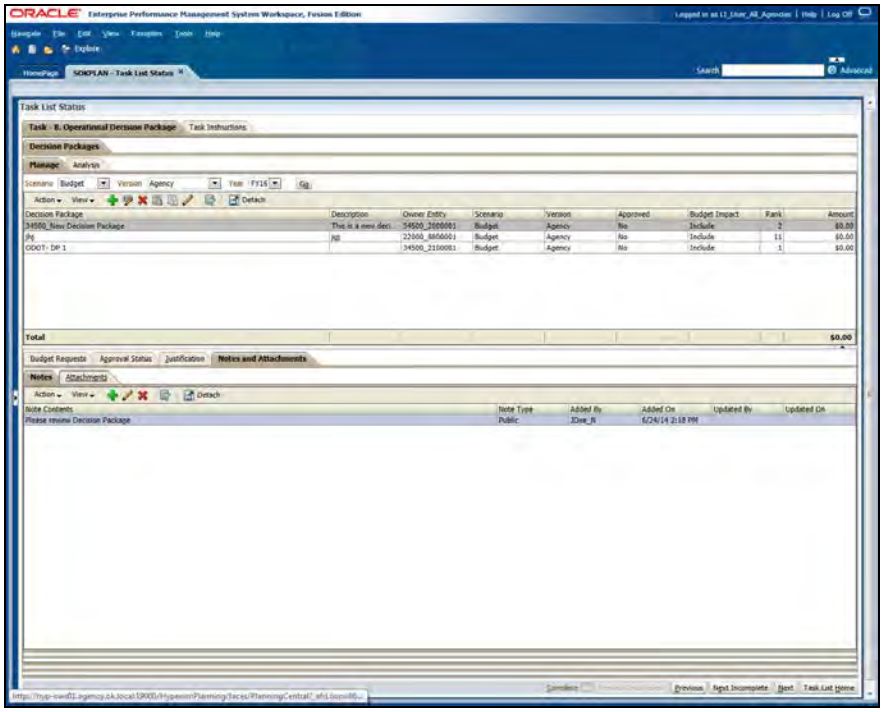
Step	Action
3.	*Use the vertical scroll bar to review the Justification summary questions*



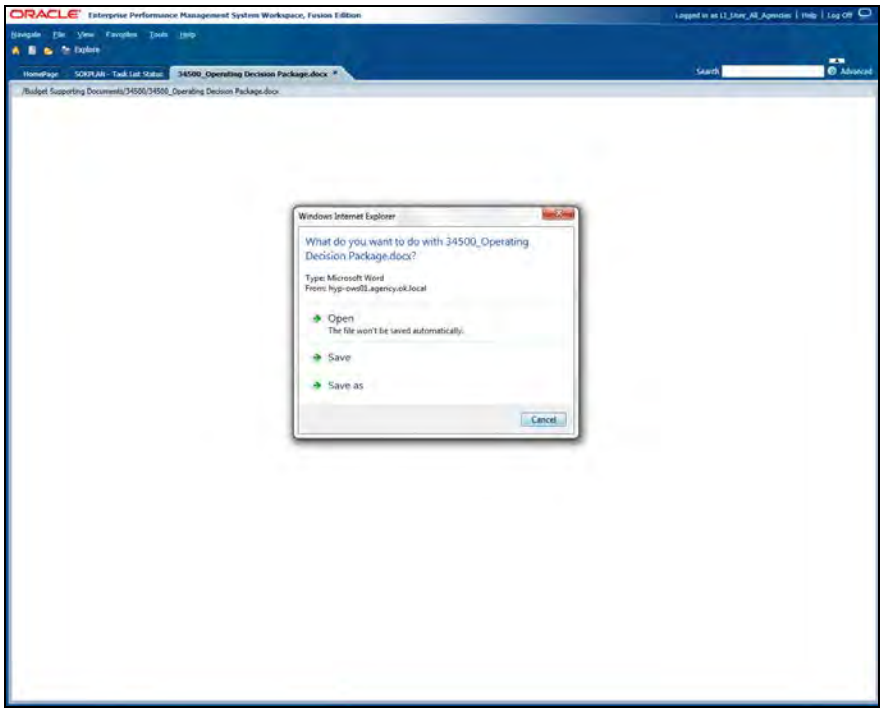
Step	Action
4.	Click the **Notes and Attachments** tab. Notes and Attachments



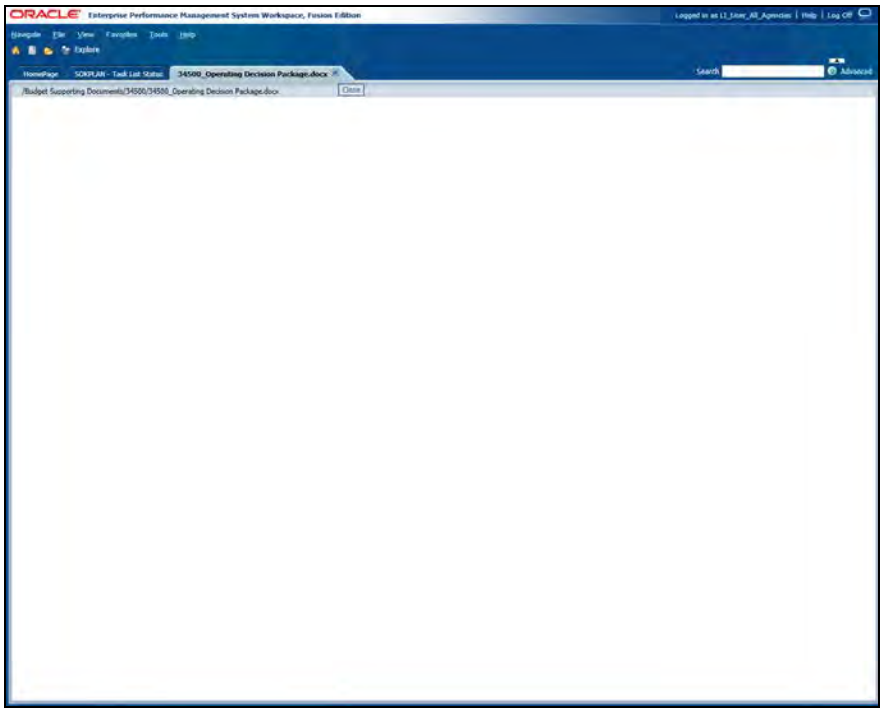
Step	Action
5.	*Review the Note(s)* Please review Decision Package



Step	Action
6.	Click the **Attachments** tab. Attachments
7.	*Review the Attachment(s)* Click the **Attachment** link. New Attachment

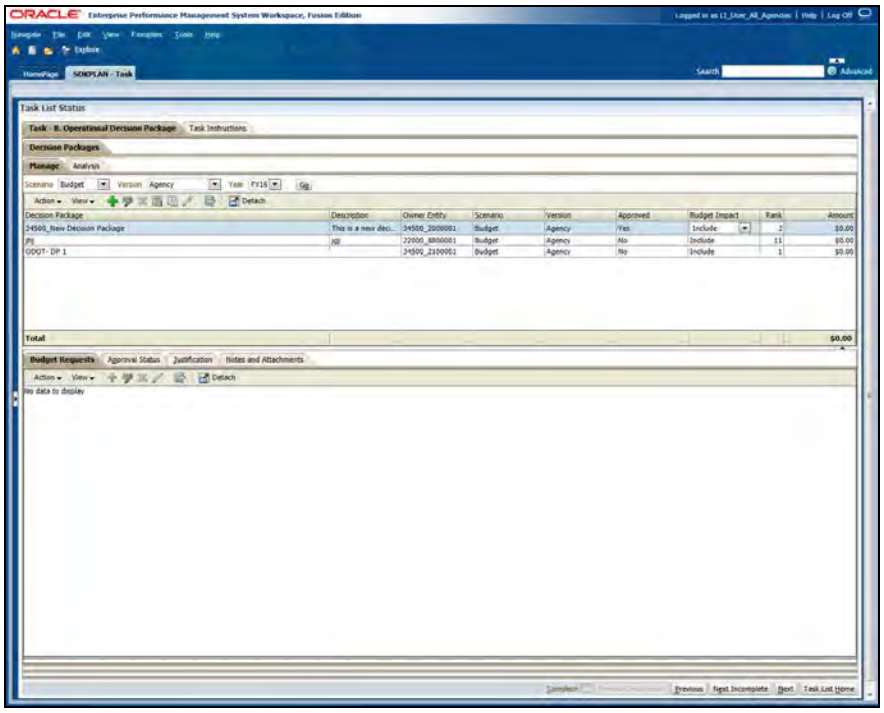


Step	Action
8.	*Here there will be an option to open or save the document. We will just cancel and move to the next step.* Click the **Cancel** button. Cancel

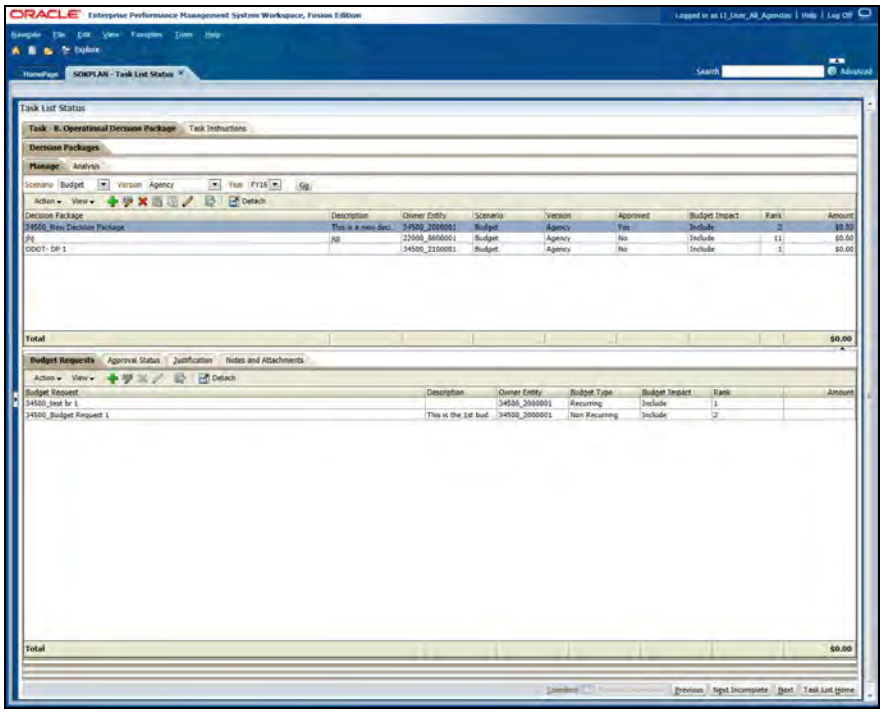


Step	Action
9.	*Navigate to the top of the page and close the opened document's tab* *E.g.:* Click the **[X] 34500_Operating Decision Package.docx** tab.
10.	*Navigate to the Budget Requests* Click the **Budget Requests** tab. Budget Requests
11.	*Click the desired budget request* *E.g.:* Click the **34500_Budget Request 1** cell.
12.	Click the **Approval Status** tab. Approval Status
13.	*Click the roll up business unit in the Planning Unit cell:* *E.g.:* Click the **34500** cell.
14.	Click the **Actions** menu. Actions

Step	Action
15.	Click the **Change Status** menu. Change Status
16.	Click the **Select Action** list. Sign Off
17.	Click the **Approve** list item. Approve
18.	Click the **Select Next Owner** list. <Automatic>
19.	Click the **PUHShared_Grp_All_Agencies** list item. PUHShared_Grp_All_Agencies
20.	Click the **OK** button. OK
21.	*A message box appears reading "Change status submitted."* Click the **OK** button. OK
22.	*Click the desired decision package cell:* *E.g.:* Click the **34500_New Decision Package** cell.
23.	*Refresh the page* Click the **Restore Pane** button.
24.	Click the **7. Identify Legislation Needs** object. 7. Identify Legislation Needs
25.	Click the **8. Operational Decision Package** object. 8. Operational Decision Package
26.	Click the **Collapse Pane** button.



Step	Action
27.	*Review that the decision package has been approved by checking that "Yes" is displaying in the Approved column* Yes

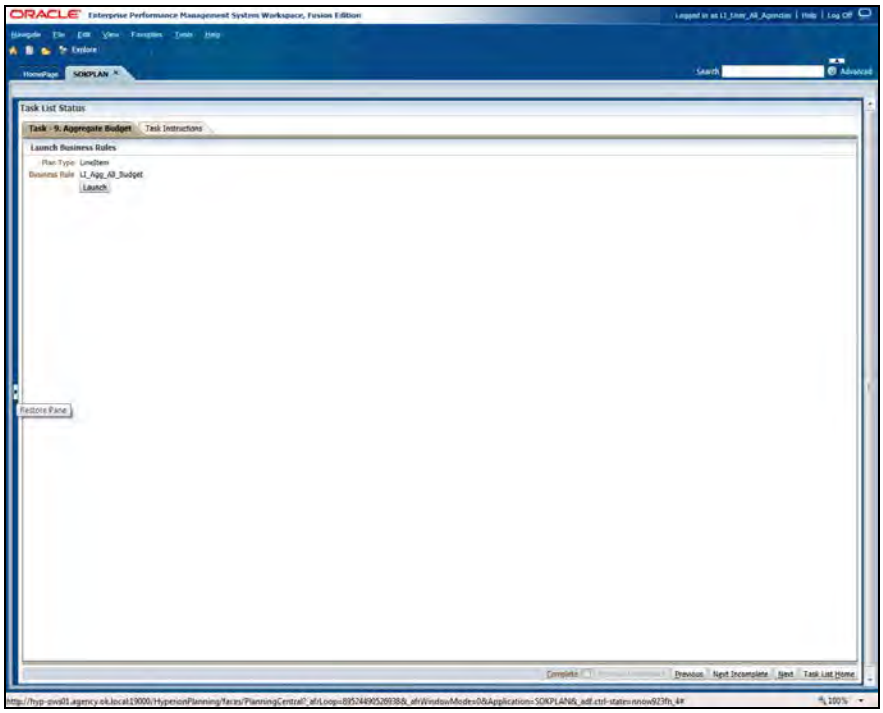


Step	Action
28.	Click the **Complete** option.
29.	Click the **Next** button. Next
30.	**End of Procedure.**

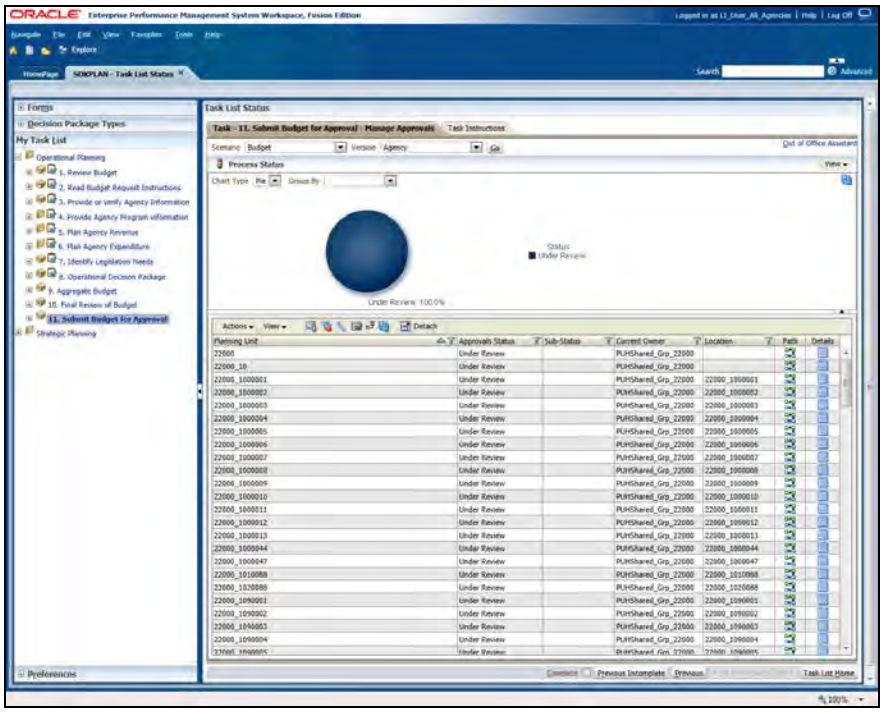
1.40 - Approve Budget

In this topic you will approve or deny an agency's proposed budget.

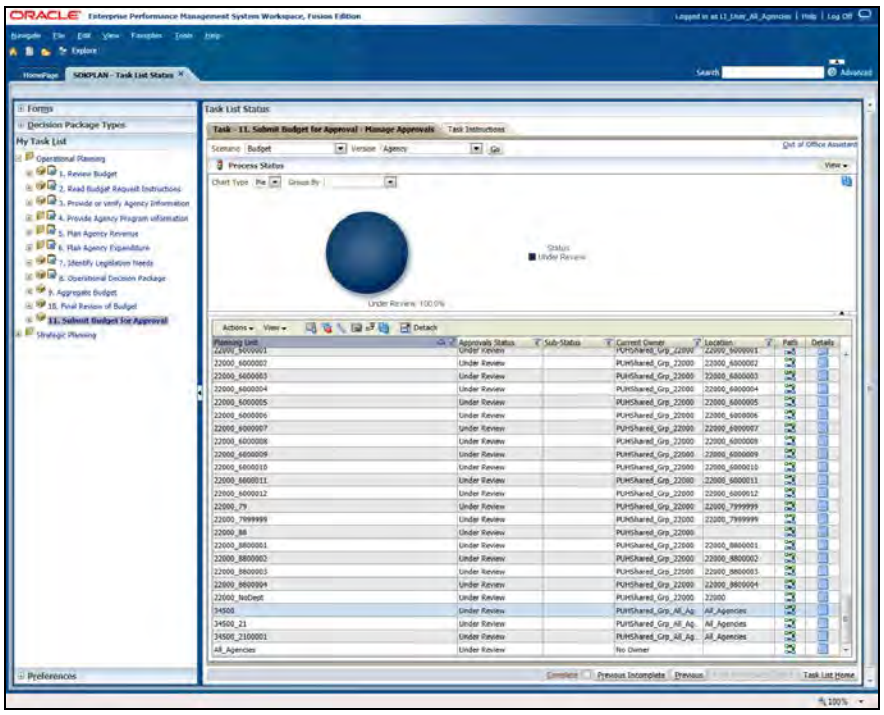
Procedure



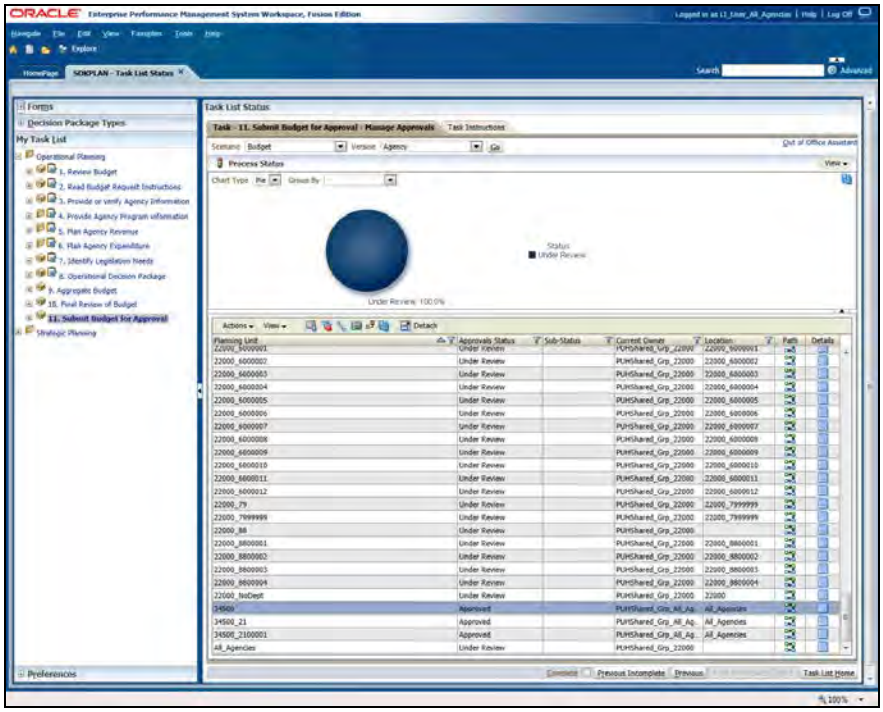
Step	Action
1.	*Show the View Pane (if hidden)* Click the **Restore Pane** button.
2.	Click the **11. Submit Budget for Approval** object. 11. Submit Budget for Approval



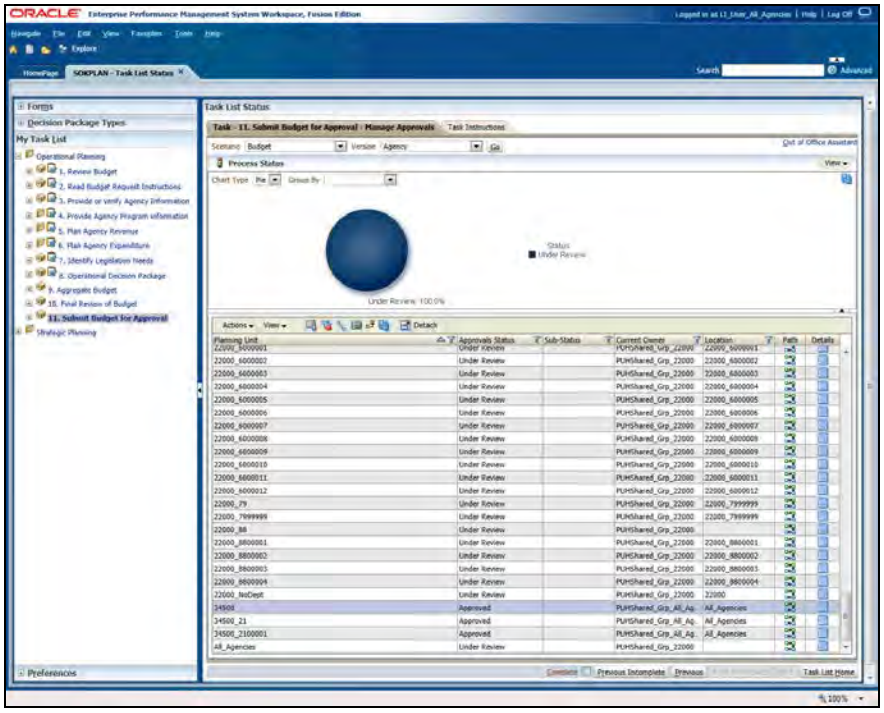
Step	Action
3.	*Navigate to the Planning Unit for the roll up business unit: e.g. 34500*



Step	Action
4.	*Click the business unit cell: e.g.* Click the **34500** cell.
5.	Click the **Actions** menu. Actions
6.	Click the **Change Status** menu. Change Status
7.	Click the **Select Action** list. Sign Off
8.	Click the **Approve** list item. Approve
9.	Click the **Select Next Owner** list. <Automatic>
10.	Click the **PUHShared_Grp_All_Agencies** list item. PUHShared_Grp_All_Agencies
11.	Click the **OK** button. OK
12.	*A message displays reading "Change status submitted"* Click the **OK** button. OK



Step	Action
13.	*Veryify that the budget has been approved* Approved



Step	Action
14.	*Complete the "Approve Budget" Task* Click the **Complete** option.
15.	Click the **Task List Home** button. Task List Home
16.	Click the **Log Off** object. Log Off
17.	Click the **Yes** button. Yes
18.	**End of Procedure.**