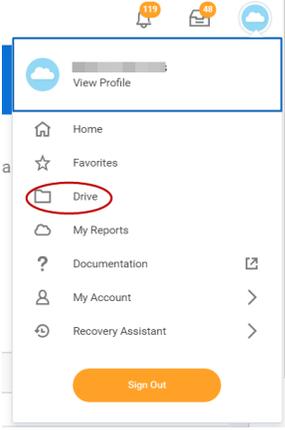
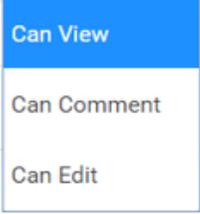
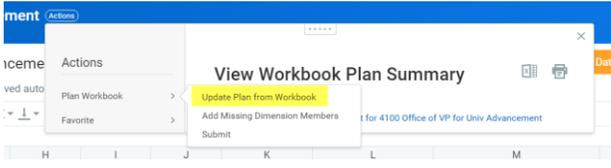
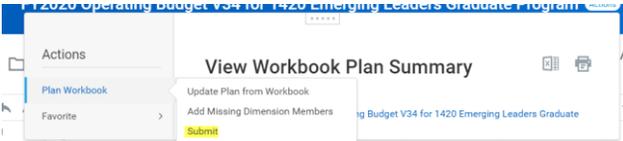


## Planning Cheat Sheet for Cost Center Planners

|  |   |  |
|--|---|--|
| <p><b>Access the Workbook</b></p>            | <p>Open the Plan Workbook from Inbox</p>  |   |
|  | <p>The Plan Workbook can also be accessed and opened from Drive</p>                           |   |
| <p><b>Enter Full Screen Mode</b></p>         | <p>Expand the Workbook to view more of it. Select keyboard esc to return to original size</p> |   |
| <p><b>Request planning participation</b></p> | <p>Share Workbook so others can participate in the planning process</p>                       | <p>From the top of the Workbook, select</p>  <p>Enter the planning participants name and grant access</p>  |
|  | <p>Request feedback from others by using comments</p>   | <p>From the top of the workbook, select</p>  <p>Enter the planning participant using @ and add comments</p> <p>Direct the participant to certain cells by selecting</p>                         |

|  |  |  |
|--|--|--|
|  |  |  <p>Enter comments and</p> <p><b>Post</b></p>   |
| <p><b>Complete the budget</b></p>              | <p>Read the Instructions sheet to understand how to complete the budget</p>  |  |
|  | <p>Complete the Budget Entry sheet, reallocating budget in green cells and adding new budget requests at the bottom of the sheet.</p>  |  |
|  | <p>Complete the Q2 Forecast, providing an updated forecast and a description as to why an adjustment is needed.</p>  |  |
|  | <p>Complete the Additional Position Request sheet where new positions are needed.</p>  |  |
| <p><b>Correct errors before submission</b></p> | <p>Clear any validation errors if they exist. OK to Submit (on the Worksheets) must have a green Yes in order to Submit. Verify that the Workbook Checks on the Instruction sheet also displays OK TO SUBMIT</p> | <p>Okay to Submit: <b>Yes</b><br/> Needs Account Sync:<br/> Needs Position Sync:<br/> Additions / Reallocation Out of Balance:</p> <p><b>Workbook Checks: OK TO SUBMIT</b></p> |
|  | <p>If Needs Account Sync has a red Yes, then fix by using <b>Add Missing Dimension Members</b> from the Workbook&gt; Actions</p>   | <p>Okay to Submit:<br/> Needs Account Sync: <b>Yes</b><br/> Additions/Reductions<br/> Reallocation Out of Balance:<br/> Missing Addition Description:</p>                      |

|  |   |   |
|--|---|---|
|  |   | <p>Correct these errors by using Add Missing Dimension Members</p>                      |
|  | <p>If Additions/Reductions Reallocation Out of Balance has a red Yes, then fix by changing your reallocations in column G to net to 0</p>               | <p><b>Okay to Submit:</b><br/> <b>Needs Account Sync:</b><br/> <b>Additions/Reductions Reallocation Out of Balance: Yes</b><br/> <b>Missing Addition Description:</b></p> |
|  | <p>If Missing Addition Description has a red Yes, then fix by adding a description to each ledger account which has an addition/ reduction request.</p> | <p><b>Missing Addition Description: Yes</b></p>   |
| <p><b>Update Plan from Workbook</b></p>                  | <p>Update the Plan from Workbook so that the Planning reports accurately display budget request amounts.</p>  |    |
| <p><b>Submit Plan (for Level 2 Hierarchy review)</b></p> | <p>Once errors are fixed and Plan updated, select <b>Submit</b> from the Workbook&gt; Actions</p>   |   |