PLAN CALC 3 ON 13NETWORK

First screen drop down:

- If you are running a calculation before the bar date, you would normally choose "Calculate using Actual Owed or Claimed Amount or Scheduled Amount." (With this option, the system reads the scheduled claim amount if no proof of claim has been filed.)
- If you are running a calculation after the bar date, you would normally choose "Calculate using Actual Owed." (With this option, the system calculates payments only when a proof of claim has been filed.)
- Tip: the system remembers your last selection. (So don't assume that it's defaulting to a "standard" selection.)
- Note the check boxes and make the appropriate selections for the calculation you plan to run.

Basic functions (main screen):

Check Minimum Plan Lengths

The buttons at the top of the main screen run mock disbursements until the specified events occur. You can calculate the length of time to meet any of three different thresholdds: to the dividend ("Calculate to Payout"), to the base, or to the unsecured pool.

1. Click the button for the calculation desired.
2. The result screen shows the number of months to the selected event. The number appears at the top of the screen ("Month: XX").

(Tip: None of these calculations—to payout, to base, or to unsecured pool—is an overall plan length calculation. For a plan to be complete, it must meet all these thresholds, so the projected plan length would be at least as long as the longest of the three calculations.)

(Tip: You can change variables—like the dividend, the plan payment, or the base—before calculating the plan length. See below for instructions on changing common variables.)

Calculate Plan Payment Necessary to Satisfy a Dividend (Does not Check Base or Permos)

1. Input the new dividend (if applicable) in the "Unsecured %" field and hit enter or click "Go."
2. In the "Payout Months" field, enter the number of months remaining in the plan term. (Tip: the screen displays the number of months since confirmation and since filing in the right corner.)
3. Hit Enter or click "Go" to calculate plan payment. The new plan payment required to satisfy the dividend in the number of months specified appears in the "Plan Payments" drop down. The number displayed is the average monthly payment.

Important: This process does not calculate the payment required to meet the "base" or the "permos."

(Tip: When Plan calc 3 is first opened, the plan payment drop down lists the actual payment schedule. That means if the case has weekly or biweekly payments, you should not compare the new plan payment to the payment that first appears.)

<u>Calculate Projected Dividend after Specified Events or Periods of Time</u>

You can calculate the dividend a plan is projected to pay after certain events or after a specified number of months.

For each method, however, you must verify that the calculation pays secured claims in full. In unusual circumstances, these calculations can complete without paying off secured claims.

<u>A. Dividend at Base or Unsecured Pool</u>

1. Set dividend to 100% (input "100" in the "Unsecured %" field and hit Enter or click "Go").
2. Click the "Calculate to Base" button or the "Calculate to Unsecured Pool" button.
3. The "Average Percent Paid" in the third column of information at the top of the screen provides the average dividend. The projected dividend to individual claims appears in the payee detail at the bottom of the screen.

<u>B. Dividend after Specified Number of Months</u>

1. Set dividend to 100% (see above).
2. Input the number of months desired as a negative number in the "Payout Months" field. For example, to calculate the projected dividend after 10 additional months of payments, enter "-10."
3. Hit Enter or click "Go" to run the calculation. The "Average Percent Paid" returns the average dividend (see above).

(Tip: You can change variables—like the plan payment or the base—before calculating the dividend. See below for instructions on changing common variables.)

<u>Perform Mock Disbursements</u>

Plan calc 3 also allows you to perform mock disbursements, either one month at a time or over multiple months.

To run a mock disbursement for one month, click the "Disburse Date" button.

To run mock disbursements for multiple months, enter a negative number for the number of months in the "Payout Months" field and hit enter or click "Go."   For example, to run a mock disbursement for 5 months, you would enter "-5" in the "Payout Months" field. (The disbursements to unsecured creditors will stop once the dividend has been met. To run a disbursement that continues to make payments on unsecured claims, increase the dividend to 100% before hitting Enter or clicking "Go.")

<u>Change Case Variables</u>

Plan payments:

- To change the current plan payment, enter the new average monthly plan payment in the "Plan Payments" field and hit enter or click "Go." (If the debtor's pay frequency is not monthly, you must convert the new payment to an average monthly amount.)

- To change future plan payments, click the dropdown box and click the future monthly payment you want to change. With the applicable month displayed, enter the new plan payment in the field. The payment for the remaining months will change to the new payment as well. (You can also input additional changes to later months.)

Base: Click the debtor's name at the top of the main screen. The "Plan Base" is an editable field in the window that opens. Click the "Submit" button after editing.

Unsecured Pool: Click the debtor's name at the top of the main screen. The "Unsecured Pool Left" is an editable field in the window that opens. (As the name suggests, this field represents the remaining pool amount, so if payments have already been made to unsecured claims, the confirmed pool will be higher.) Click the "Submit" button after editing.

Claim details:

- You can click on a payee name to edit details about the claim like the claim amount, the principal owed, and the disbursement level. To change step payments, see below.
- Tip: the system does not automatically update the principal owed unless you hit tab after changing the claim amount.

Add new claims:

- At the bottom of the list of payees, there are blank entries labeled "Added Claim." If you click on one of these entries, you can enter the information for a new claim and click "Submit."
- Tip: The program incorporates defaults characteristics for different payee types, so it's usually convenient to select the payee type first, before entering the other information.
- Tip: Adding a claim in plan calc 3 requires you to enter the information the system needs to make mock disbursements.
    - For a non-continuing claim, it requires, at a minimum:
        - Claim amount;
        - Principal owed (remember that the principal owed will be less than the claim amount if the added claim is an unsecured claim and the dividend is less than 100%); and
        - Payee level (disbursement level).
        - (If the added claim involves other characteristics, like interest or a monthly payment, you must enter those as well.)
    - For a continuing claim, it requires, at a minimum:
        - The monthly payment; and
        - The continuing claim flag (select "Continuing Debt" in the "Continuing FlagID" field).

Add or change step payments (for a mortgage payment change, for example):

- Click on the monthly payment number in the columns that list the payee details. This opens a new window with step payment details. To change an existing step payment, click on the applicable row. To add a new step payment, click the "Add New" button.

- Tip: Changing the monthly payment in the claim record without changing the step payment has no effect.

<u>"Monthly Breakdown"</u>

After you have run a calculation, two "Monthly Breakdown" buttons appear at the top of the screen. If you click one of these, it will open a new window that shows the monthly disbursements in the calculation. (One displays horizontally, one vertically.)

<u>"Restart" and "Reset"</u>

- The "Restart" button takes you back to the first screen (starts over completely)
- The "Reset" button essentially just reverses the calculation. It saves most of the changes made, so you can usually use it if you want to change one thing from your last calculation. But it doesn't save every change, so it can be confusing.