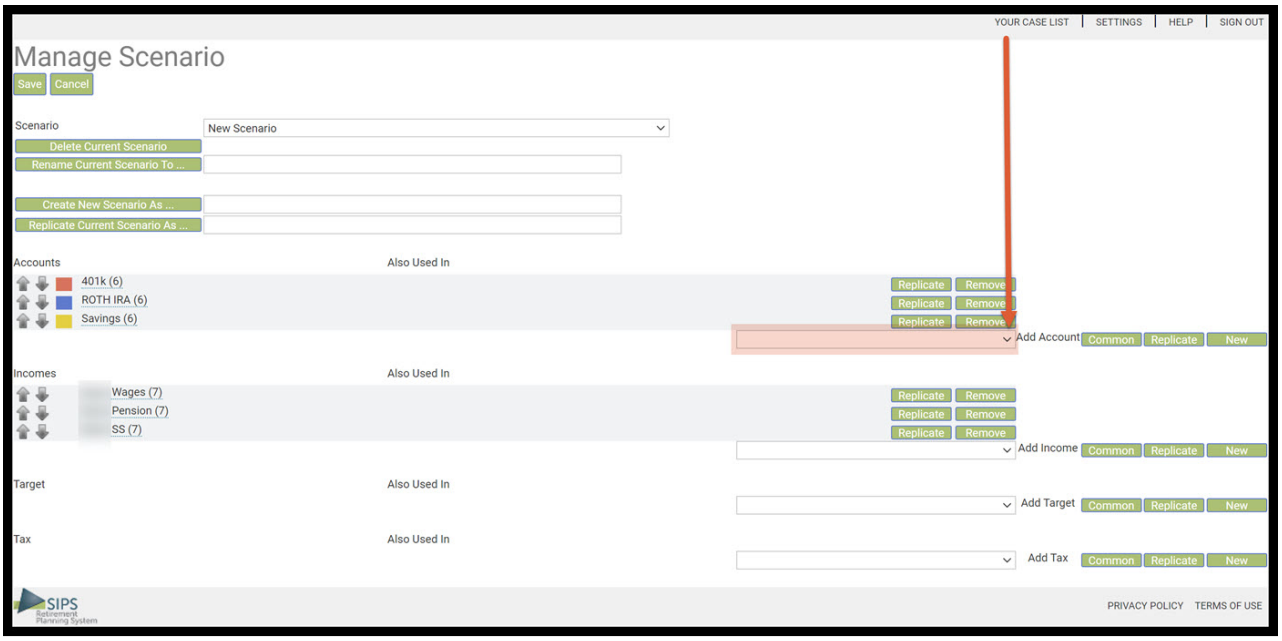
The Common Button on the Manage Scenario Page

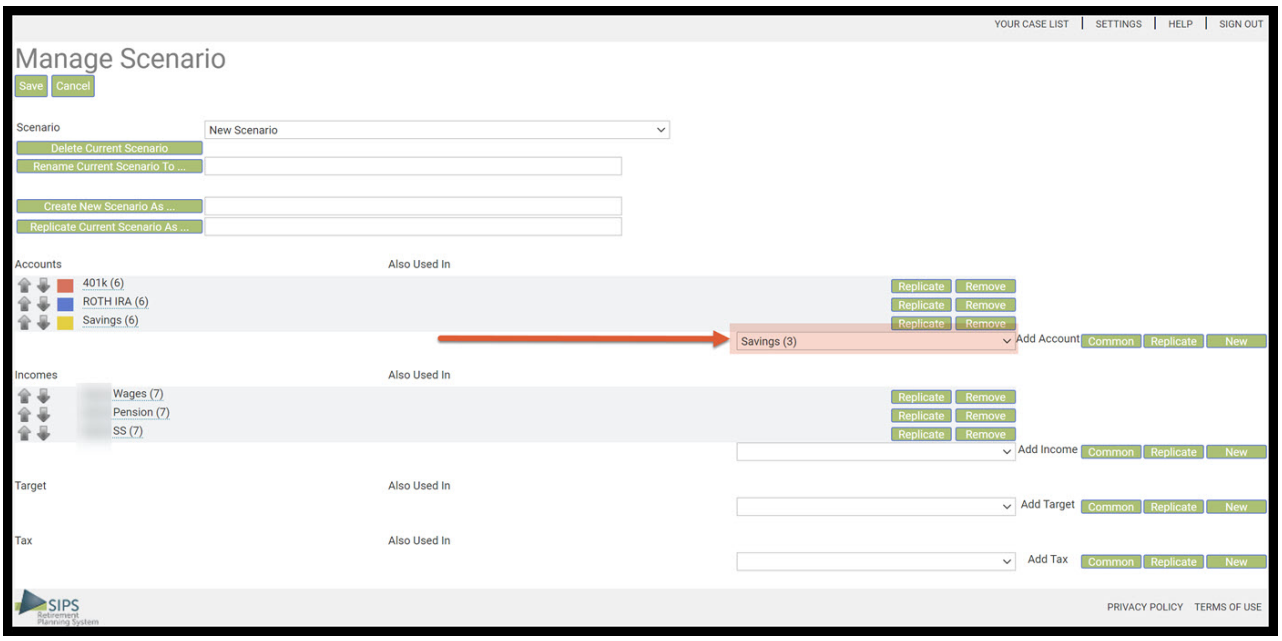
01/12/2026 11:11 am EST

The function of the common button on the manage scenario page is to add an existing account, income, target, and/or tax from another scenario into the current scenario you are working in. When you add the new items into the current scenario and you make editing changes to those items, it will only be affected in the scenario you are working in. Below are the step-by-step guideline for adding an existing account, income, target and tax through the Common button.

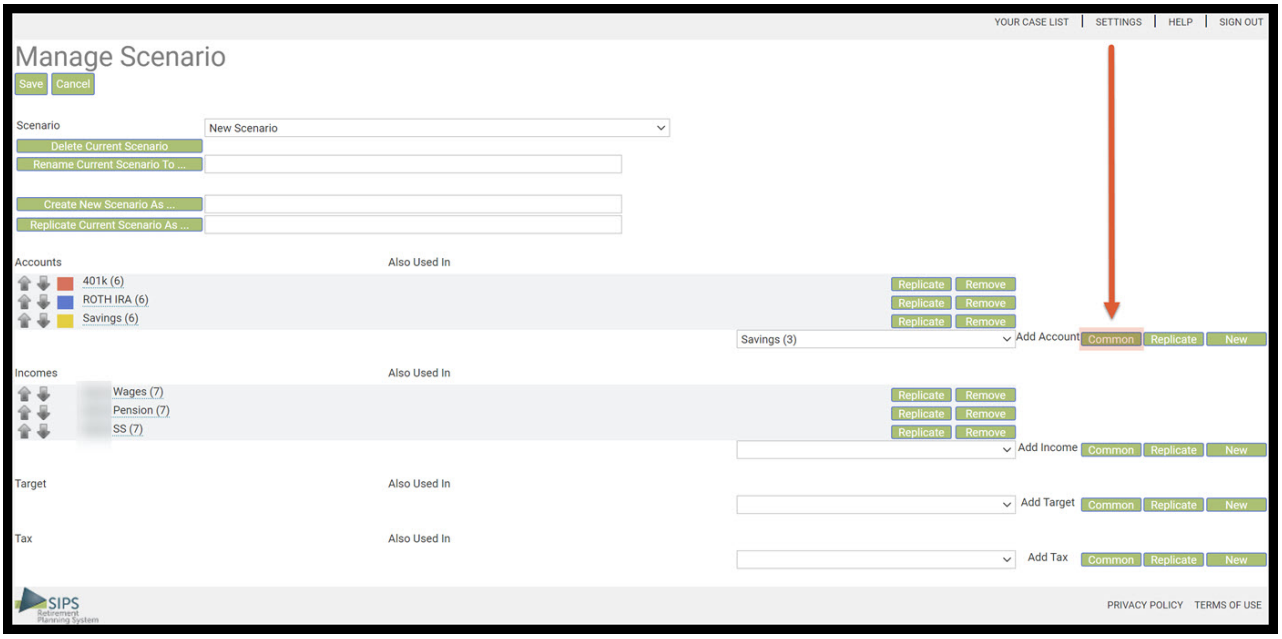
Adding an account:
Step 1: Drop Down Carrot Arrow: Click on the dropdown carrot arrow in the text box next to the add account heading.



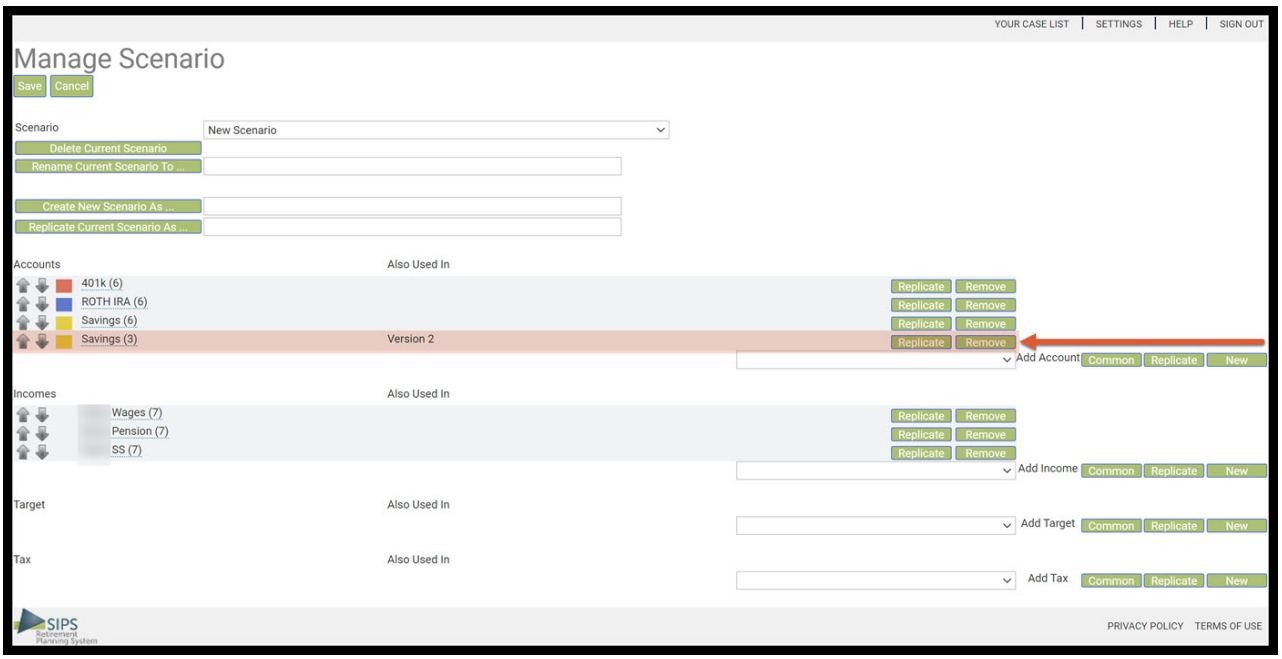
Step 2: Selection: Select which account you would like to add.



Step 3: Common: Click on the green Common button.

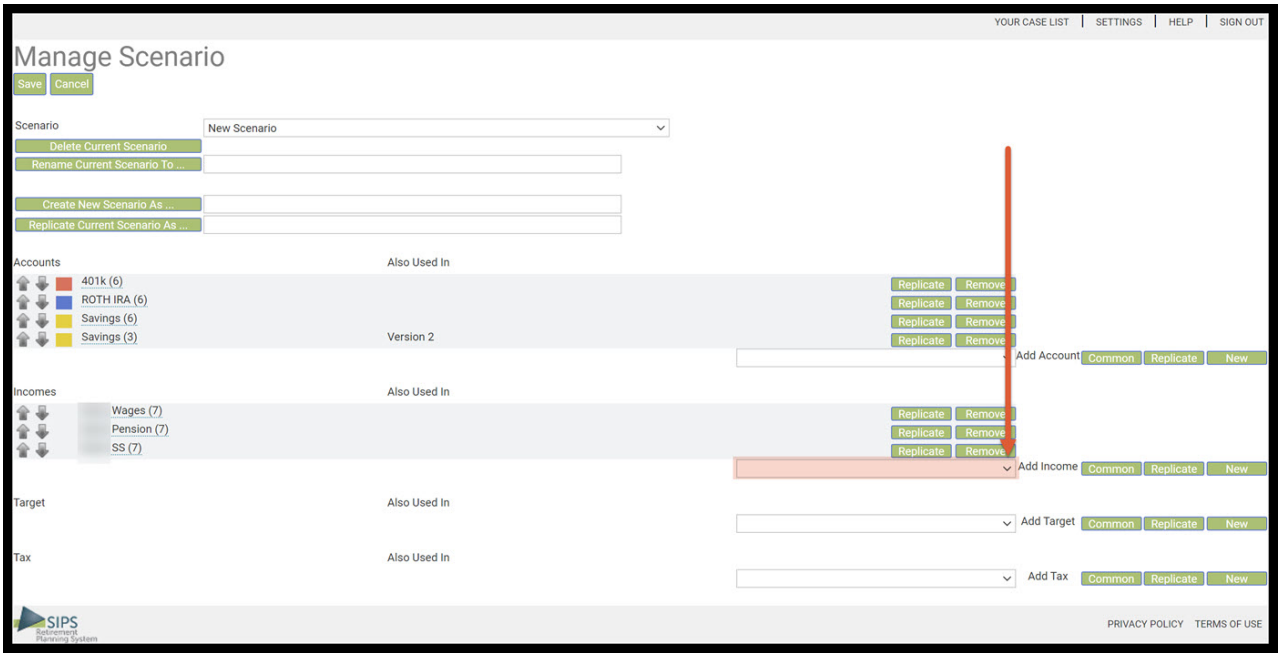


Step 4: Table: The new account will be shown under the list of account.

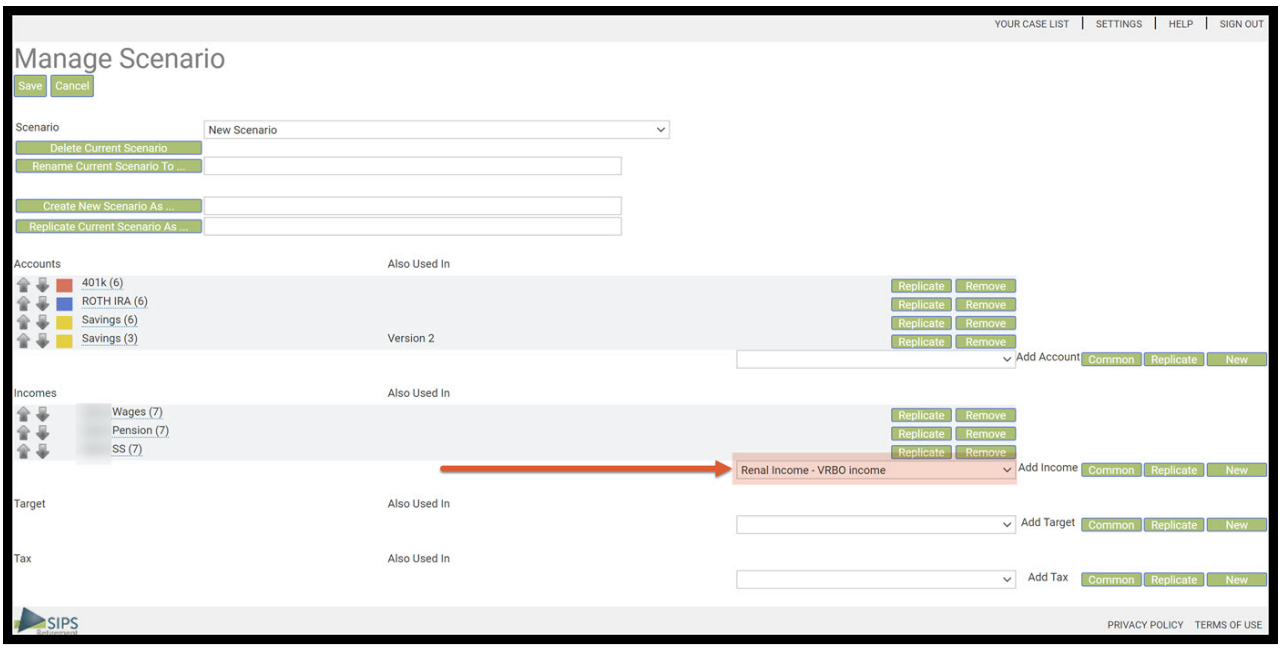


Adding an income:

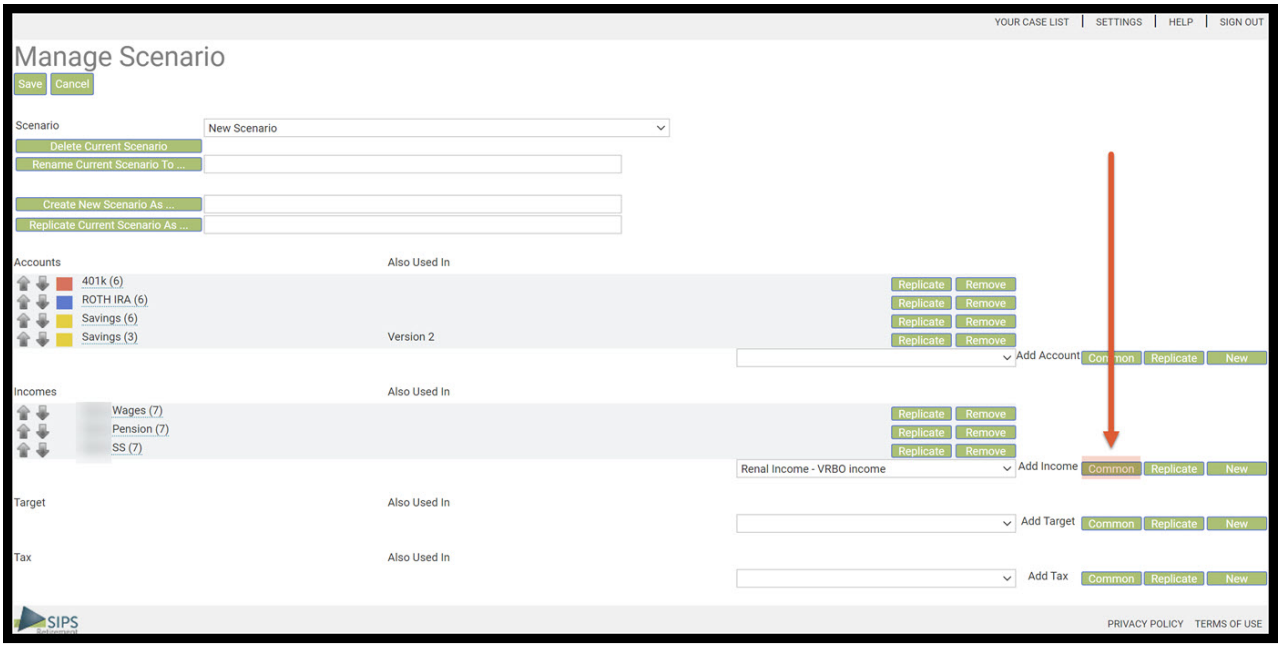
Step 5: Drop Down Carrot Arrow: Click on the dropdown carrot arrow in the text box next to the add income heading.



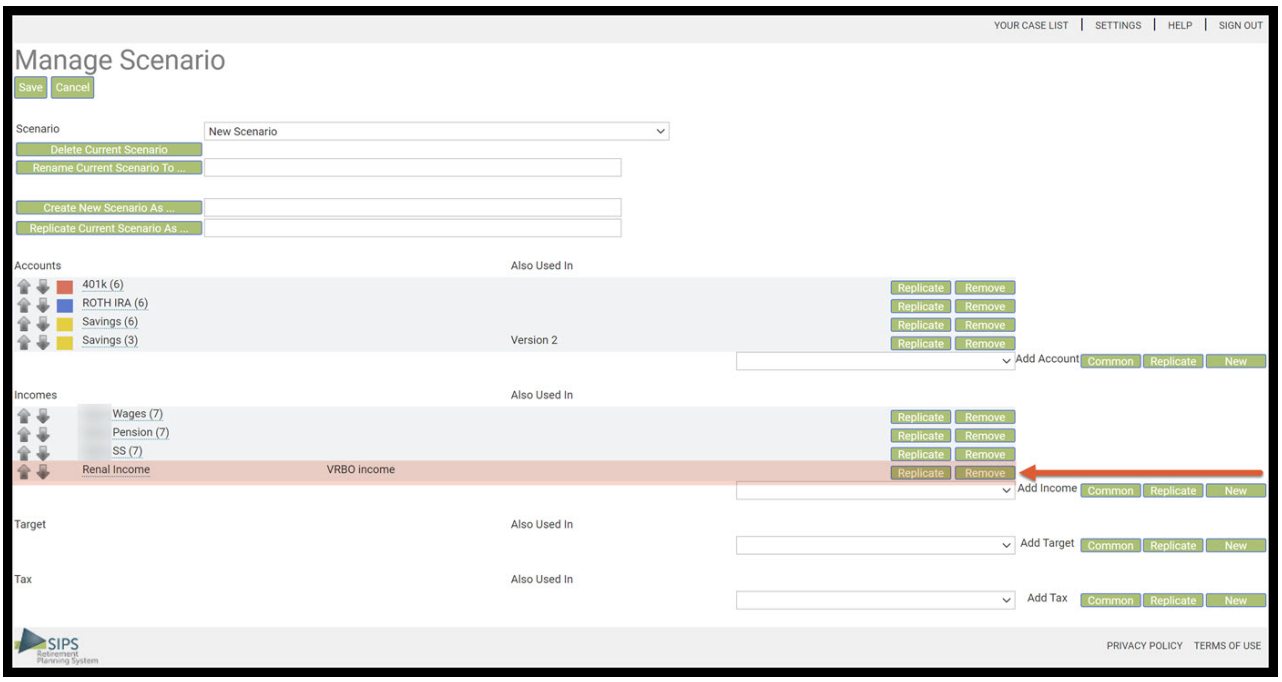
Step 6: Selection: Select which income you would like to add.



Step 7: Common: Click on the green Common button.

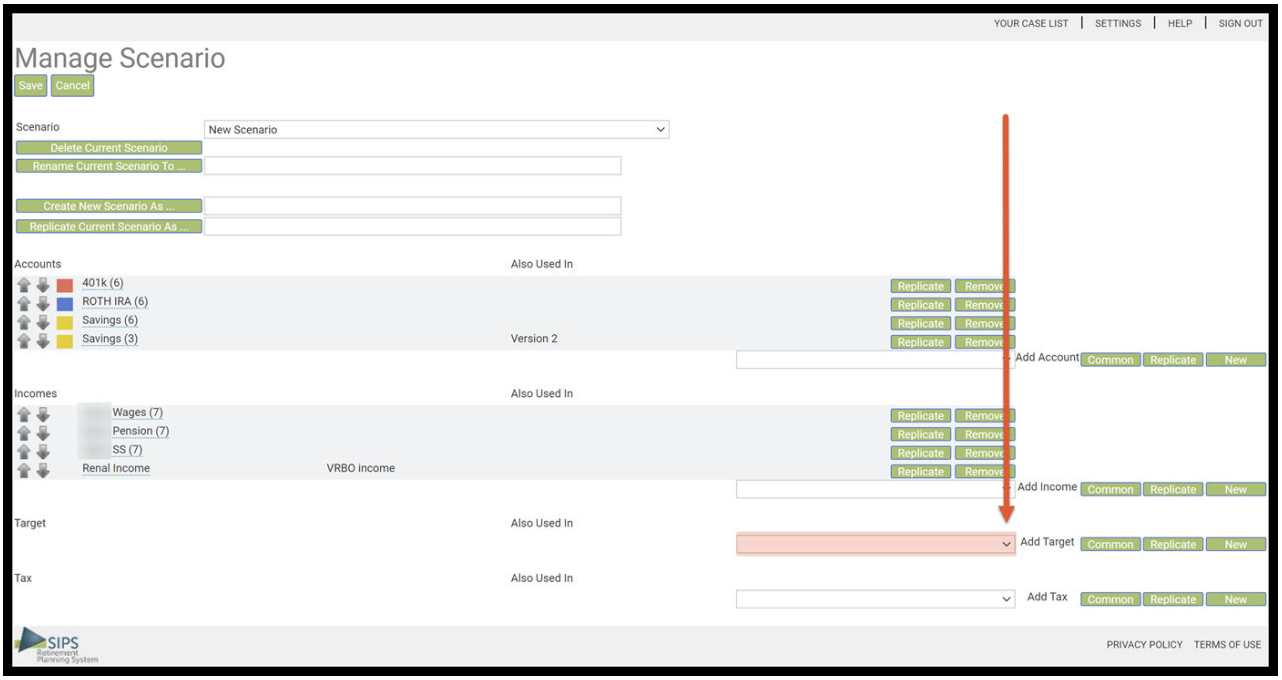


Step 8: Table: The new income will be shown under the list of incomes.

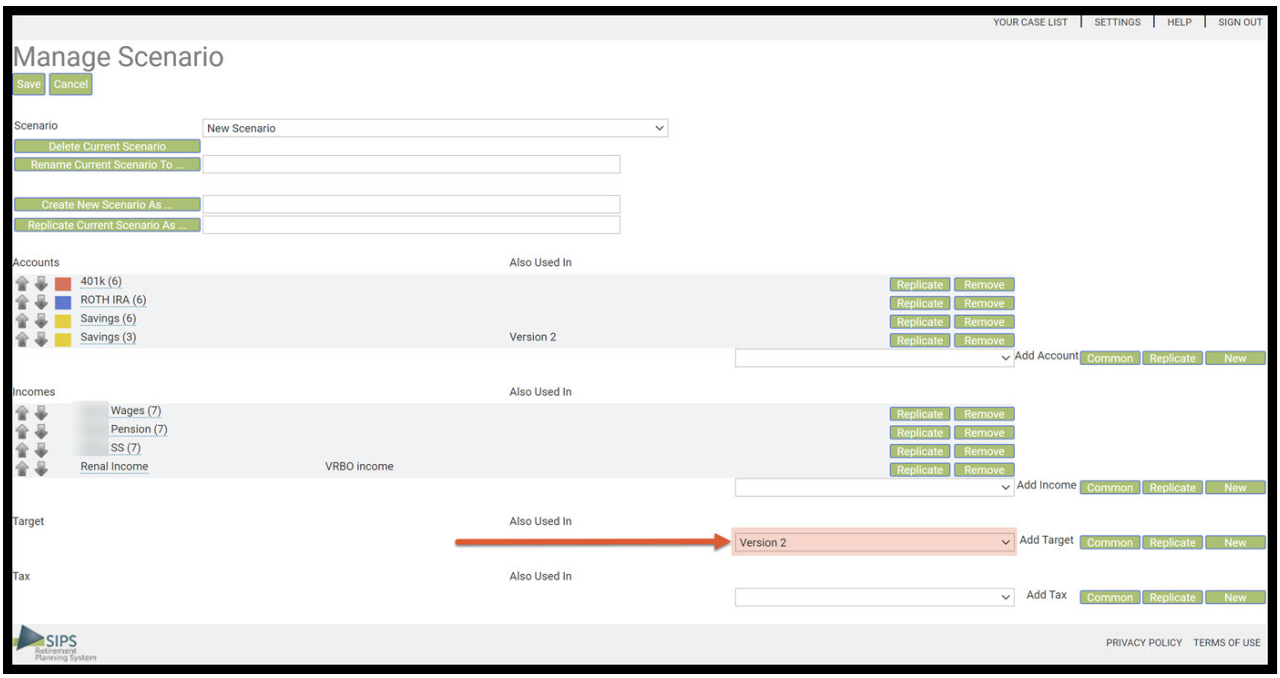


Adding a Target:

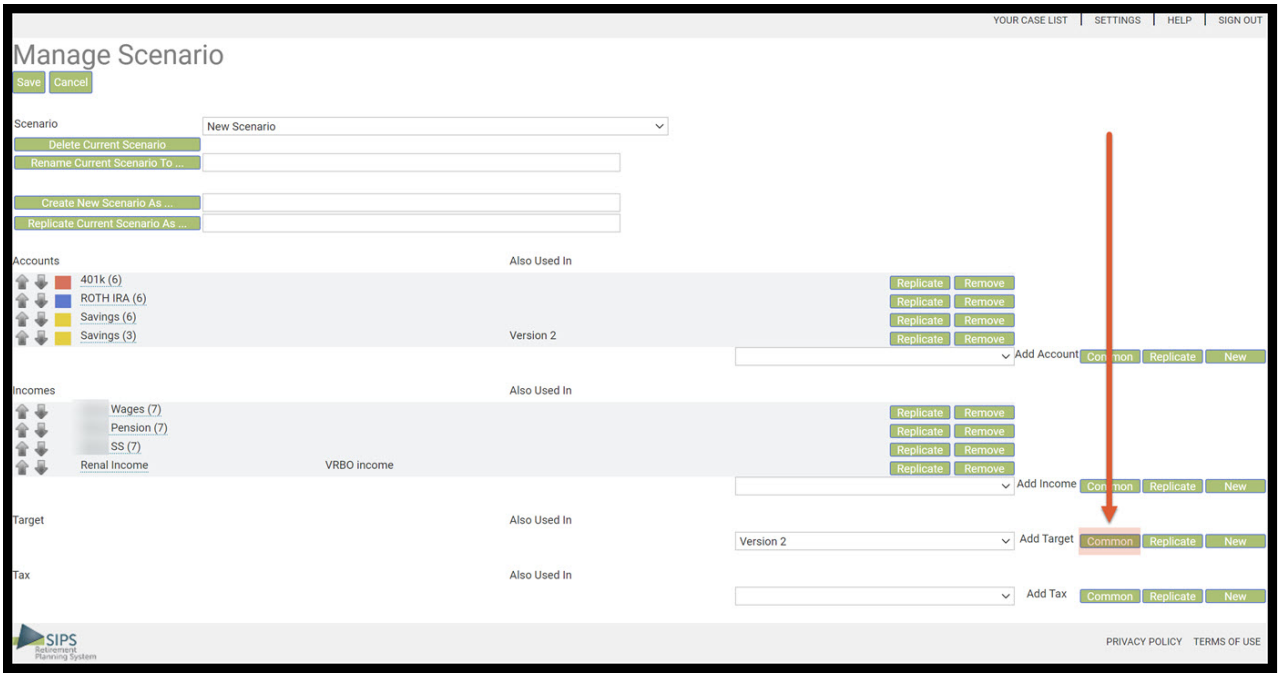
Step 9: Drop Down Carrot Arrow: Click on the dropdown carrot arrow in the text box next to the add target heading.



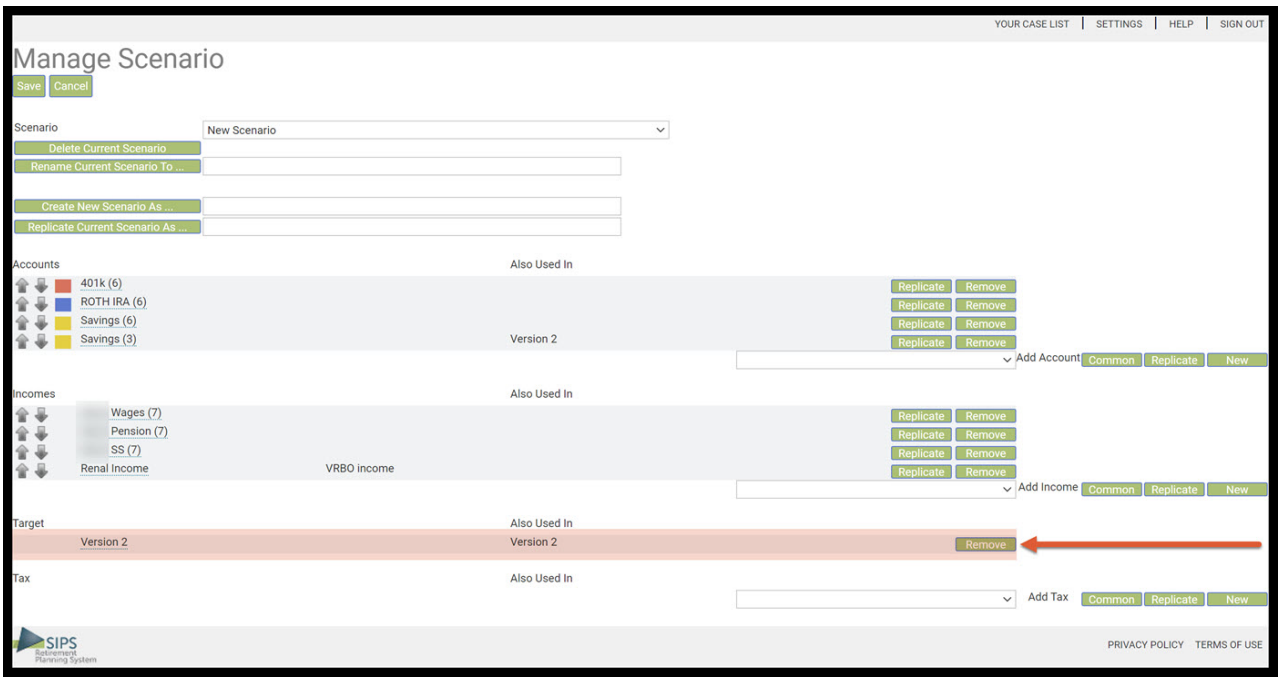
Step 10: Selection: Select which target you would like to add.



Step 11: Common: Click on the green Common button.

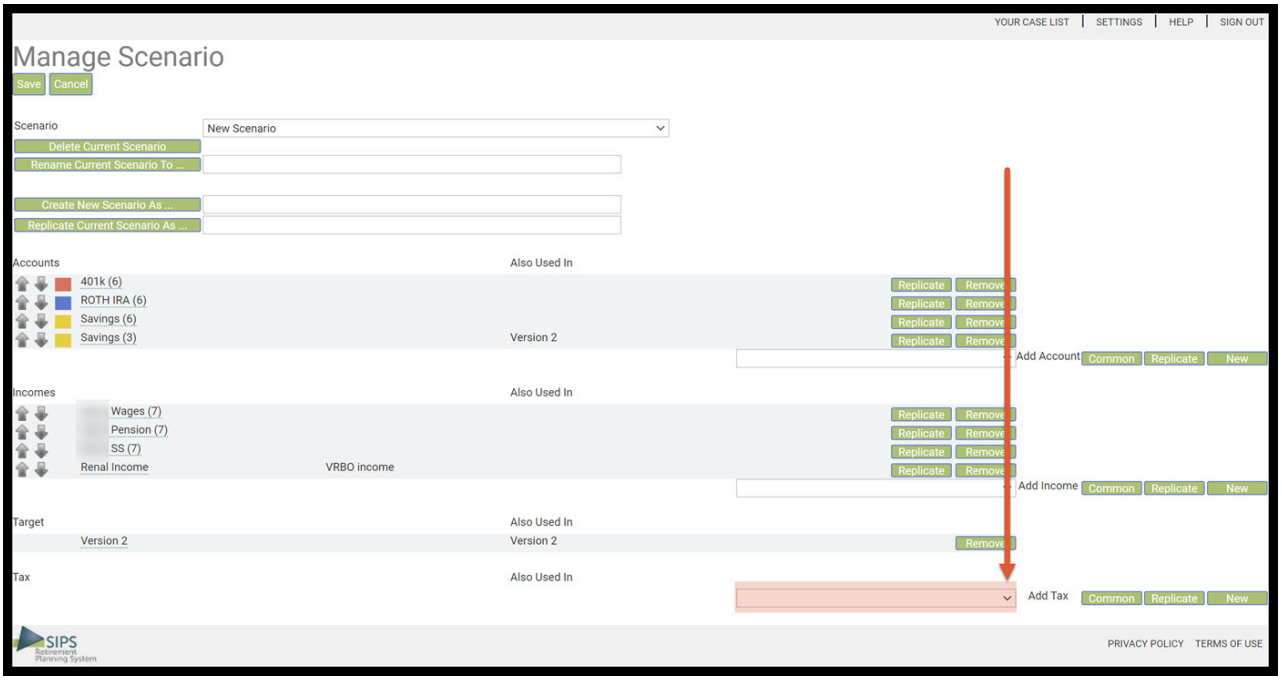


Step 12: Table: The new target will also show which other scenario the account is being used.

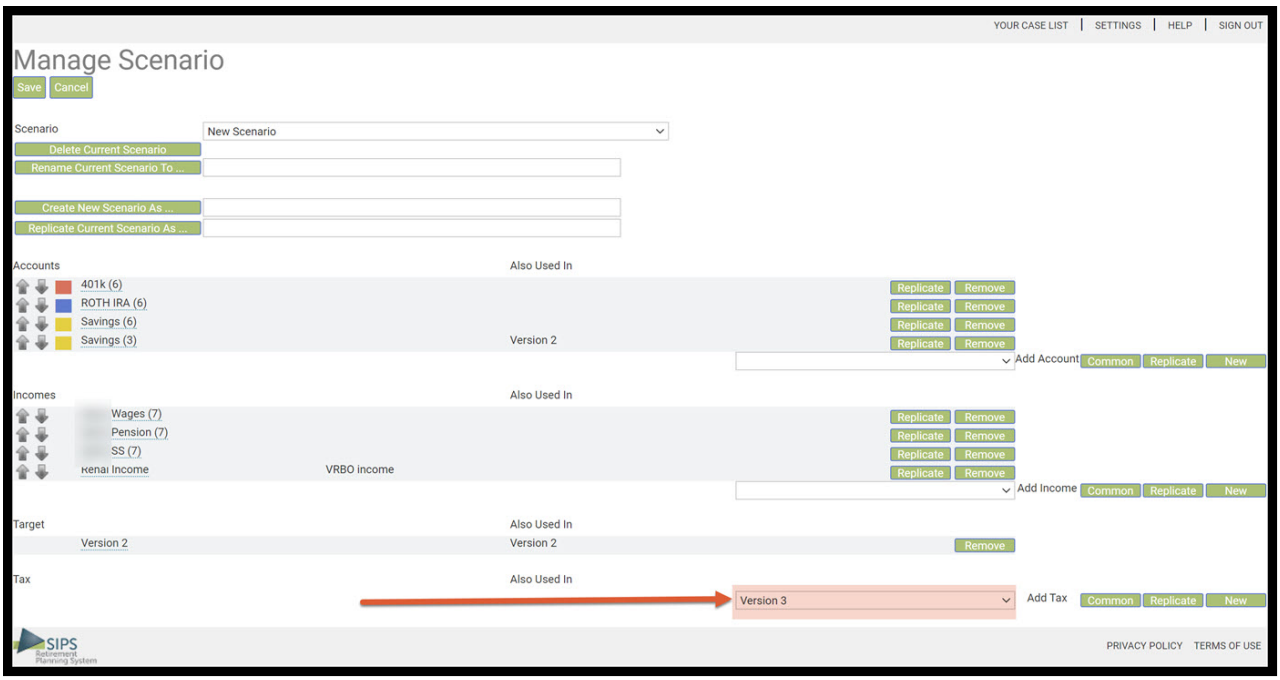


Adding a Tax:

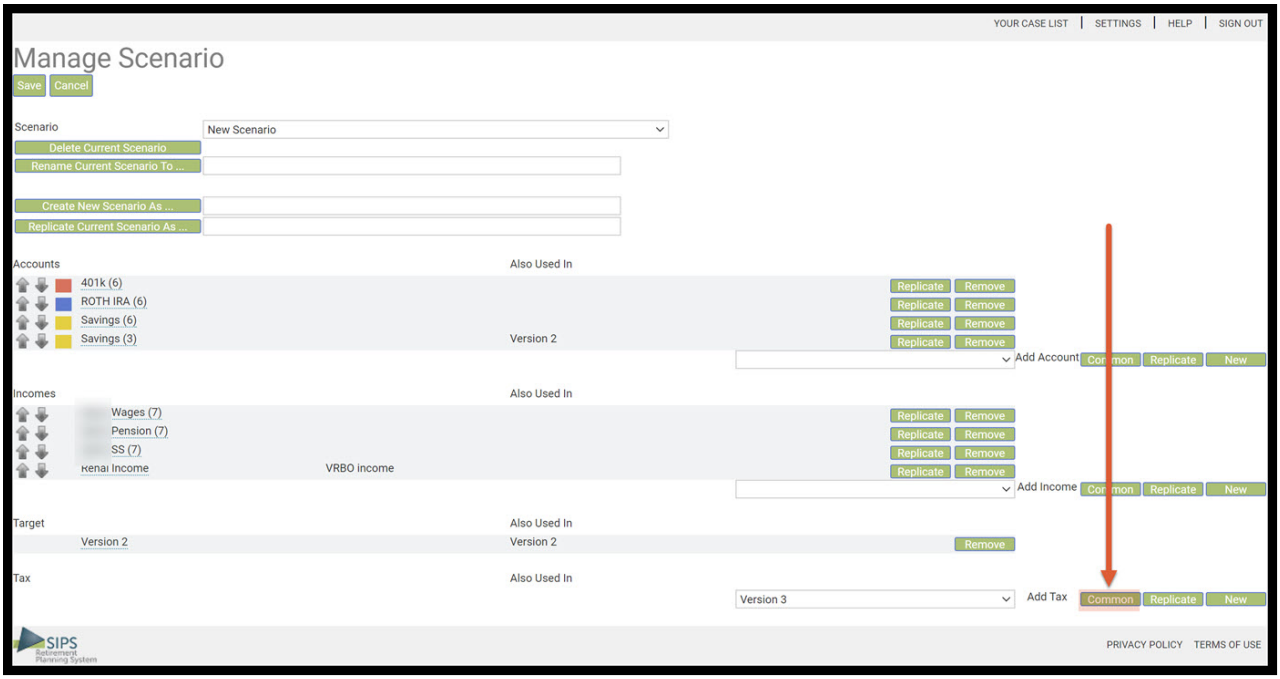
Step 13: Drop Down Carrot Arrow: Click on the dropdown carrot arrow in the text box next to the add tax heading.



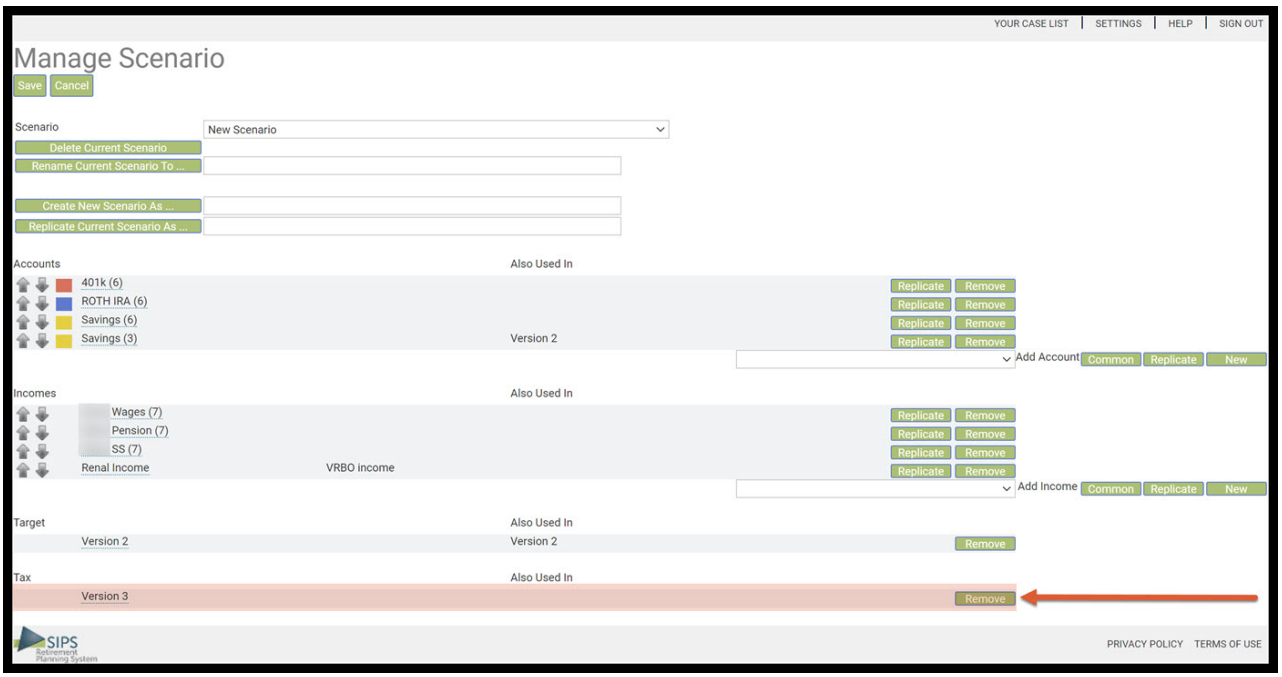
Step 14: Selection: Select which tax you would like to add.



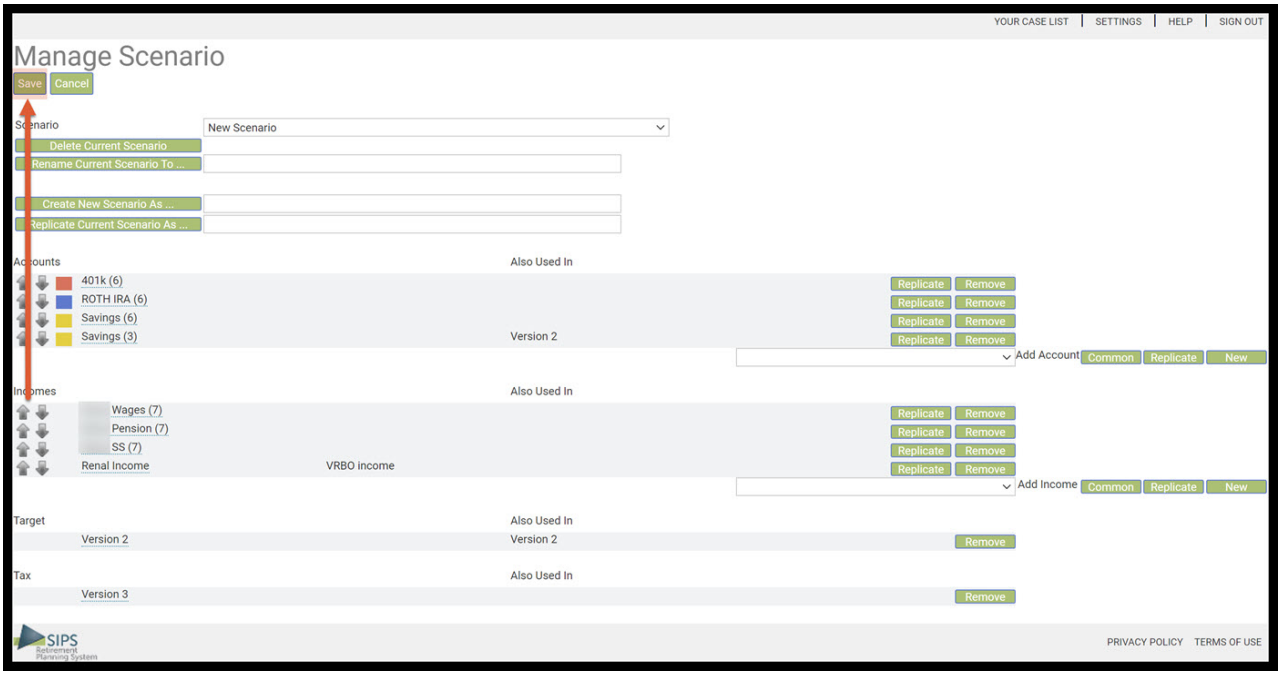
Step 15: Common: Click on the green Common button.



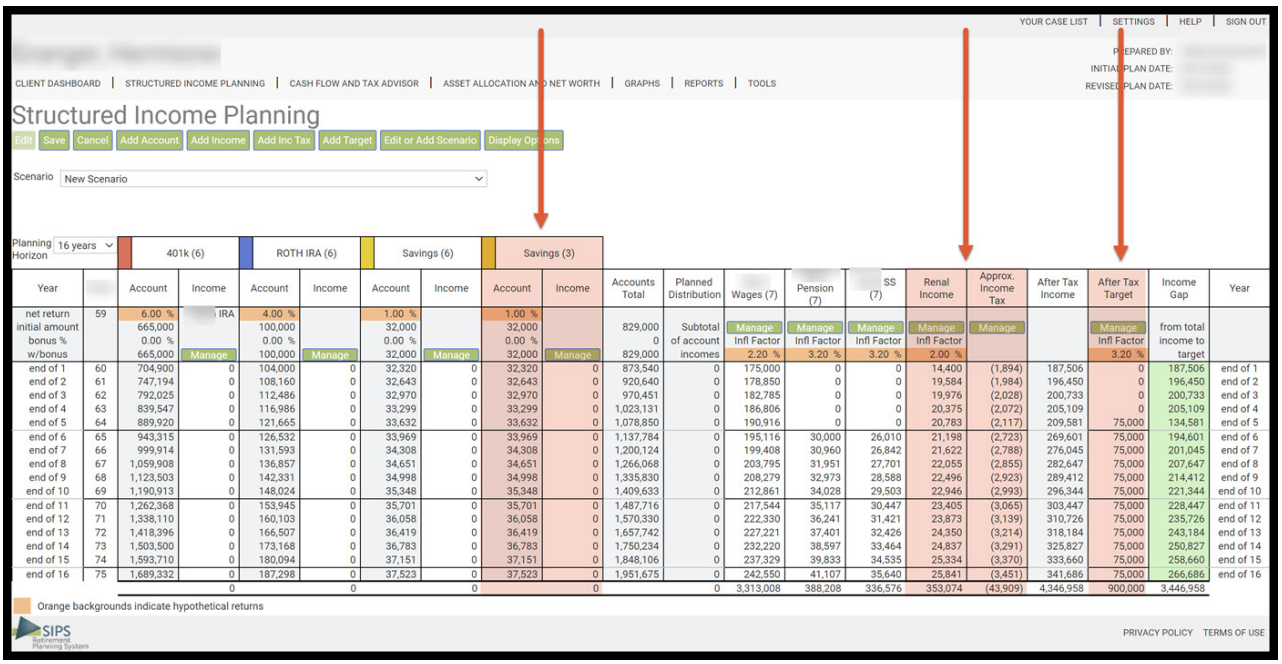
Step 16: Table: The new tax will also show which other scenario the account is being used.



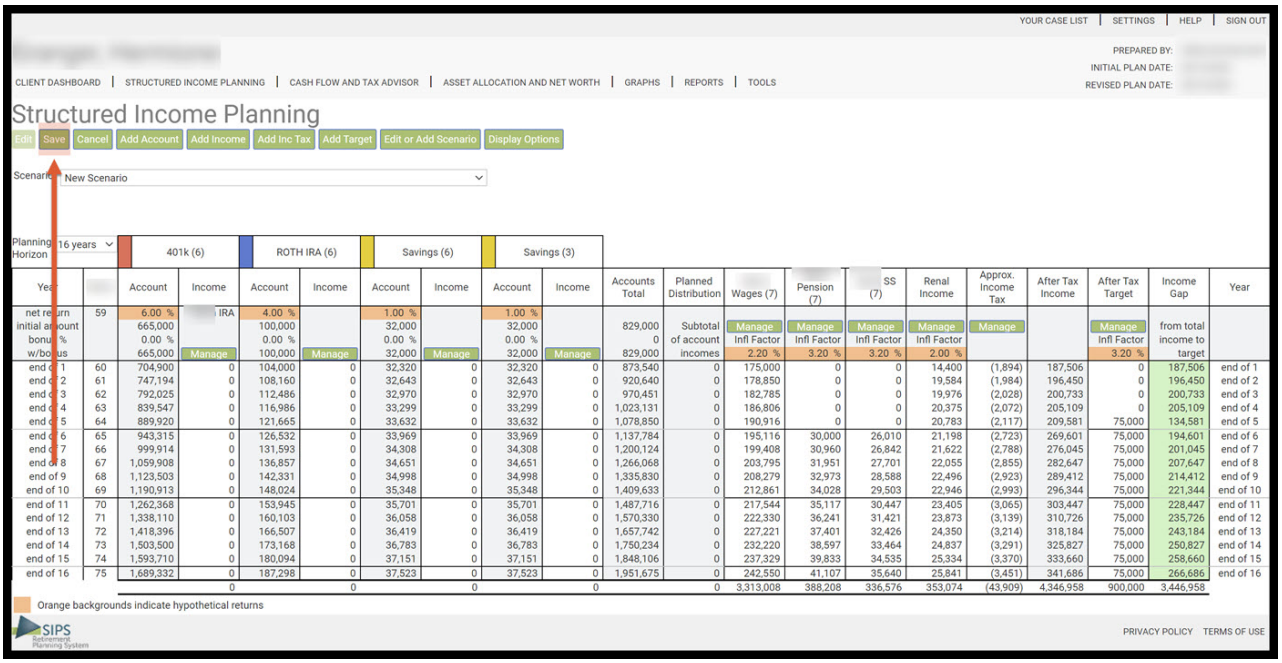
Step 17: Save: Click the green Save button underneath the Manage Scenario subheading.



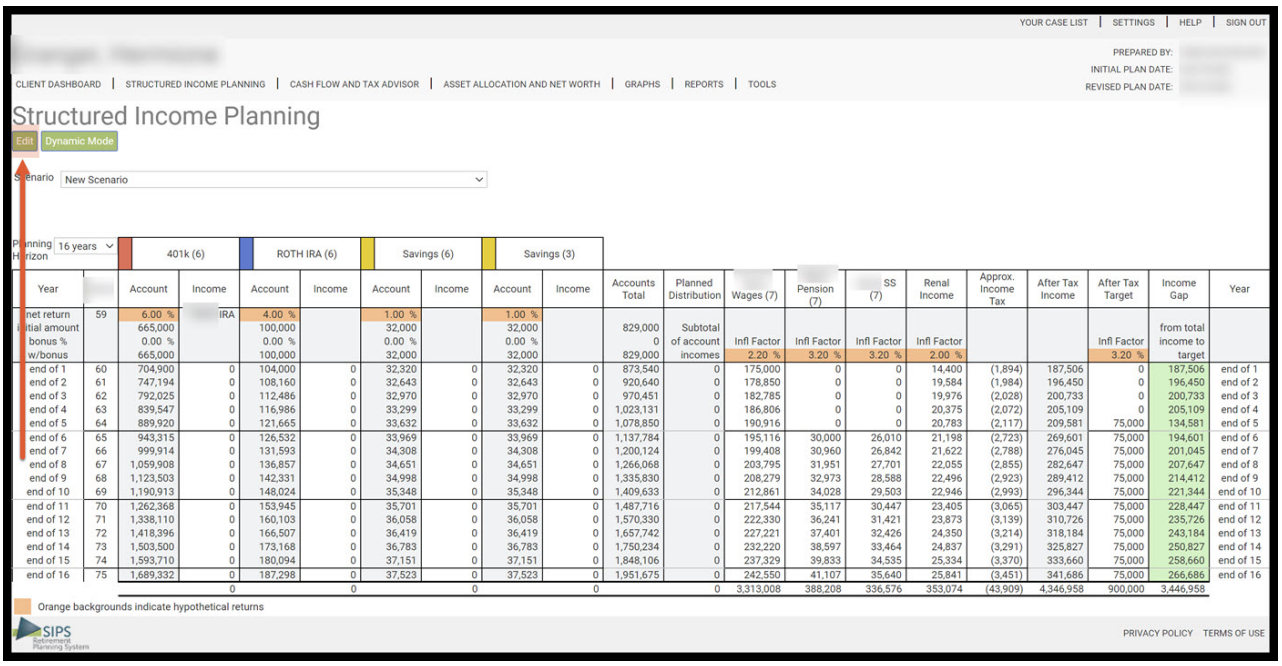
Step 18: Structured Income Plan: The new accounts, income, target, and taxes should have new columns in the structured income plan.



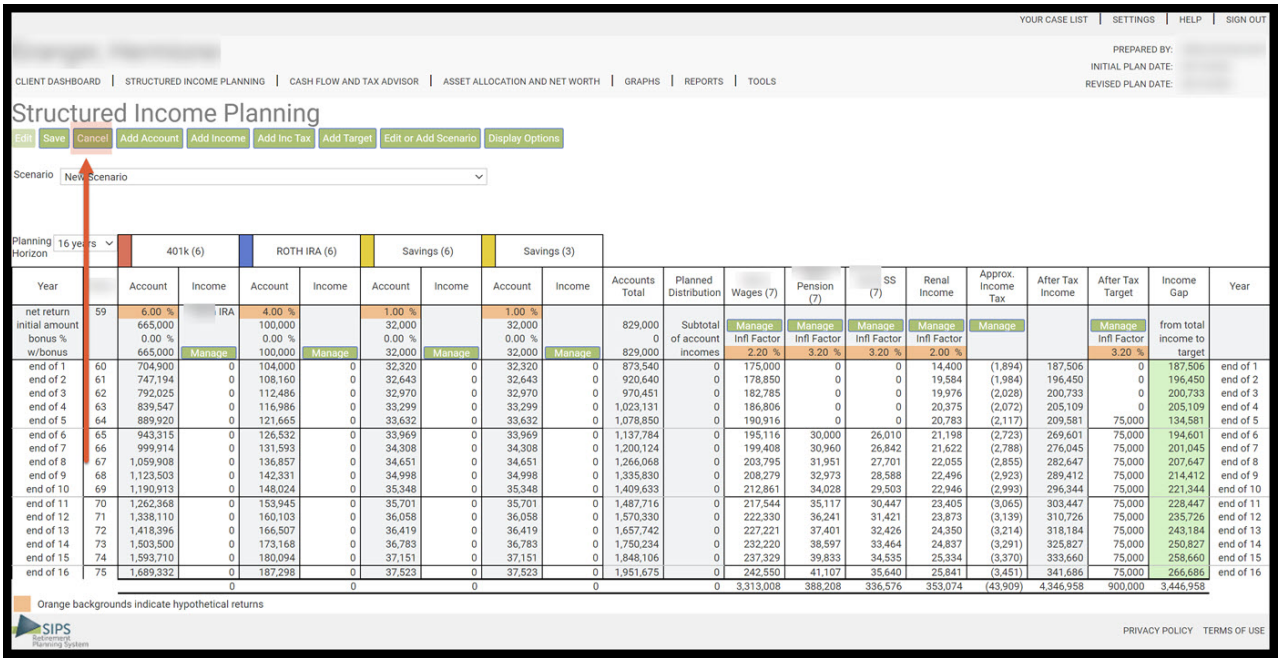
Step 19: Saving the Structured Income Planning Scenario: Click the green Save button underneath the Structured Income Planning subheading.



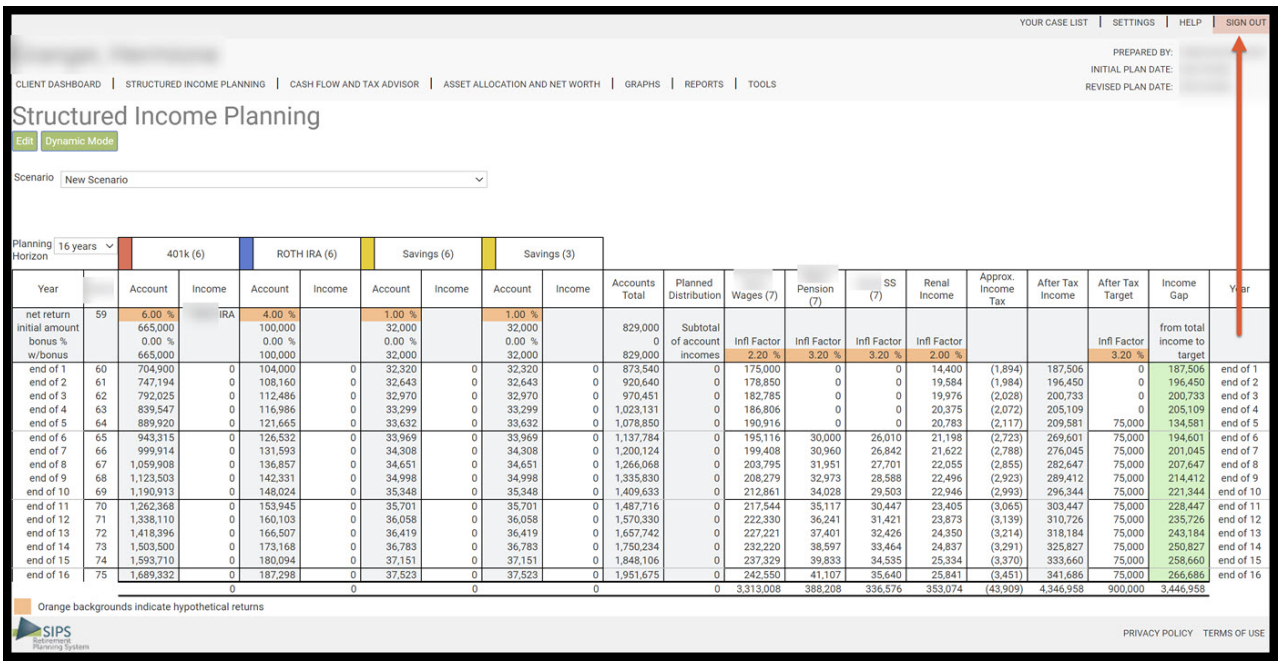
Step 20: Edit: If you need to make an edit to the structured income plan click on the green edit button underneath the Structured Income Planning subheading.



Step 21: Cancel: If you need to go back to the previous page, click on the green Cancel button underneath the Structured Income Planning subheading.



Step 22: Logout: To sign out of SIPS, click on the Sign Out heading that is located in the upper right-hand side of the screen.



If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: support@planscout.com.