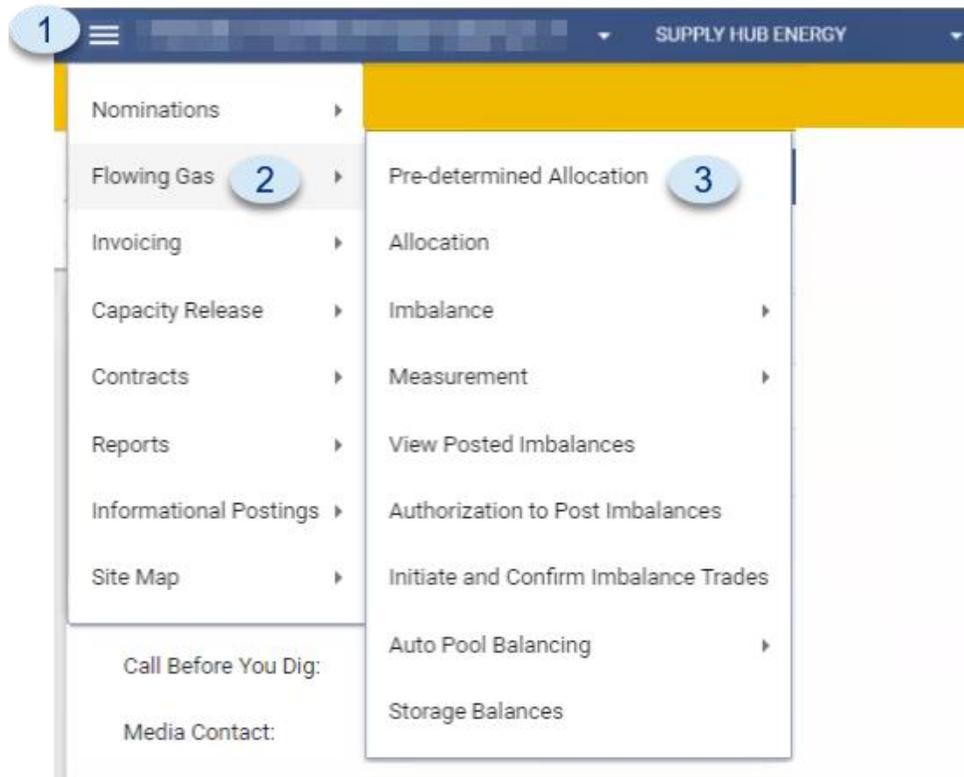**Messenger+**
Scheduling and Allocation:
How to Enter a PDA

How to Enter a PDA

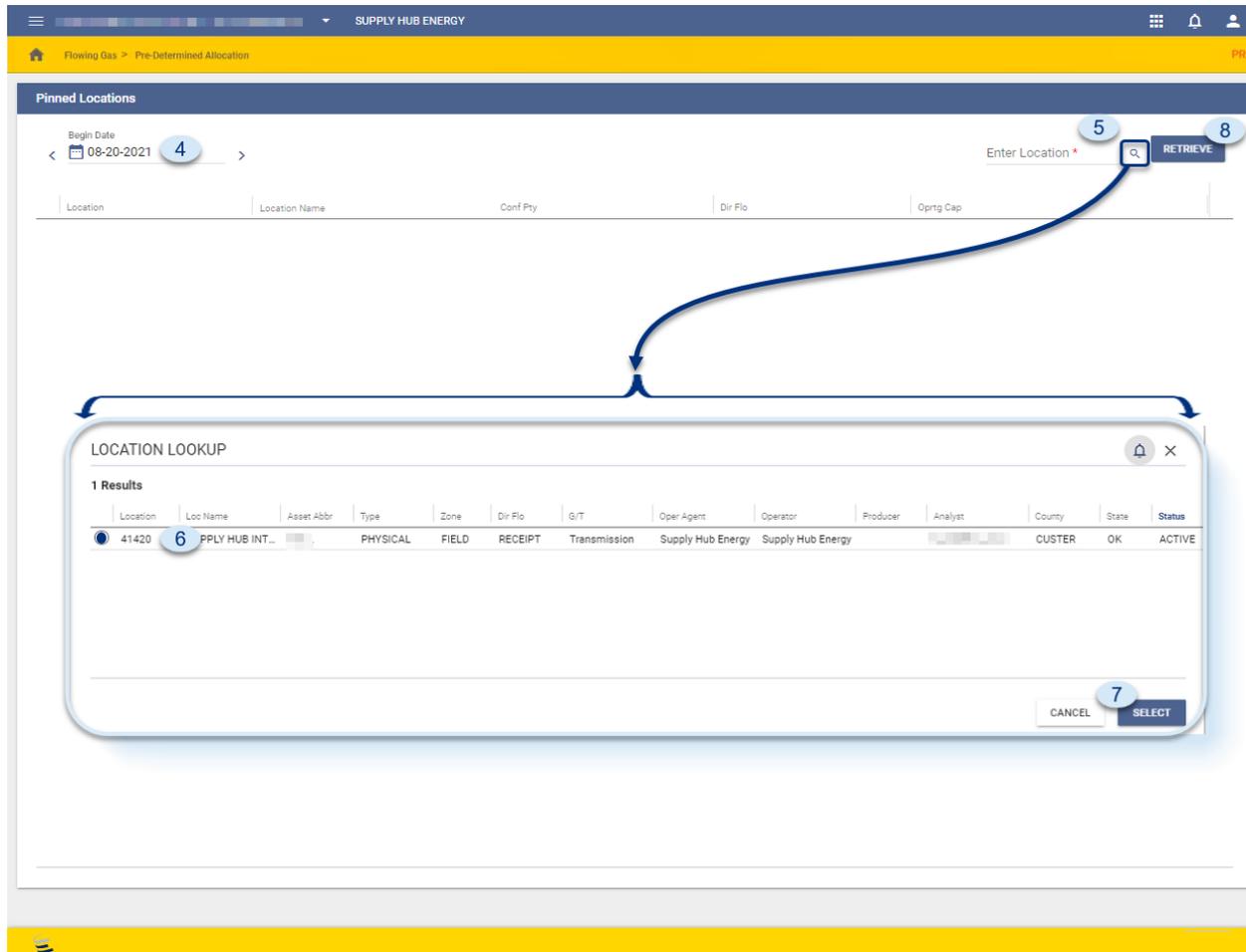**Pre-Determined Allocations** can be entered for **today** and **future days.**

1. To **Enter a PDA,** select the **Customer Activities Menu** ☰ .

2 & 3. Select **Flowing Gas** and **Pre-determined Allocation**

ℹ The **default** Allocation Method is **PRORATA.** Nominations will be proportionately allocated based upon their scheduled quantities.

How to Enter a PDA, Cont.

4. Select the **Begin Date**.

ⓘ Allocation schemes cannot be entered for a prior day.

5. Enter a **Location Number** or choose the 🔍 button

6 & 7. Choose the radio button for the **Location** and click the SELECT button.

8. Click the RETRIEVE button

How to Enter a PDA, Cont.

Once the **Location** is retrieved for the date, all **Nominated** contracts are displayed.

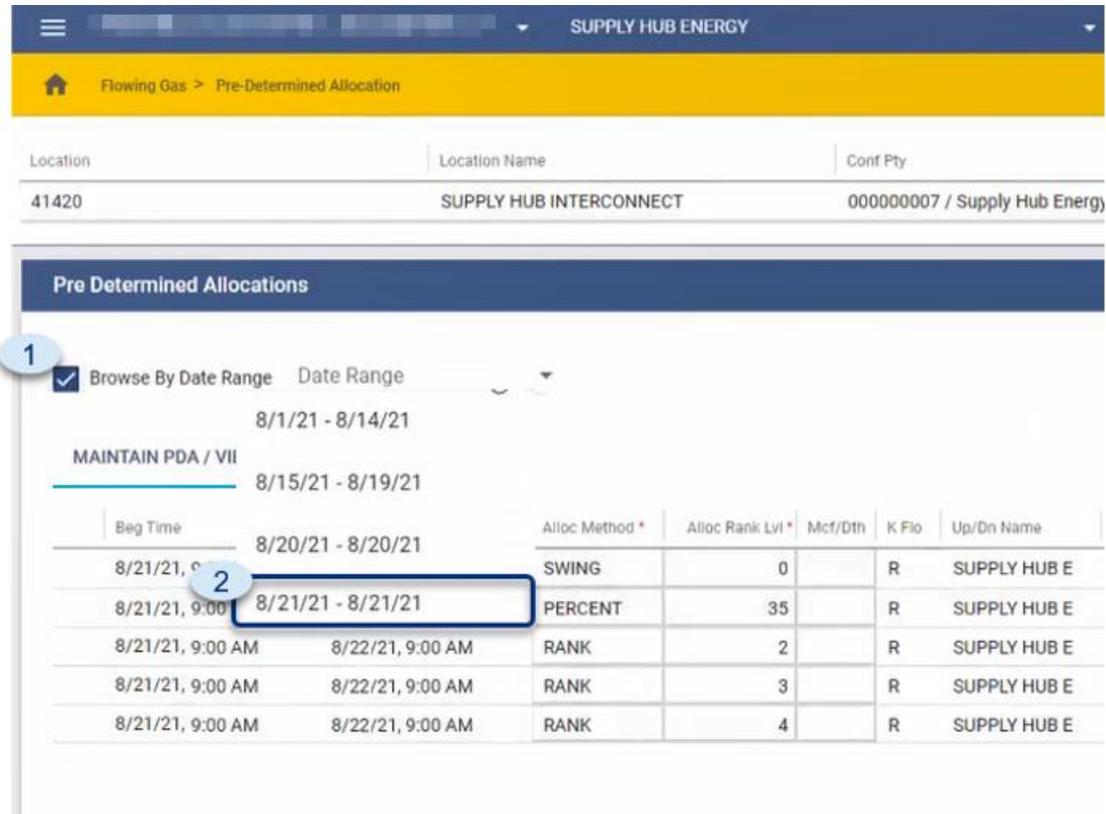9. In this example there are five **Contracts** with an **Allocation Method** of '**PRORATA**'.

10 & 11. To **change** the allocation from Prorata select the preferred **Allocation Method** and **Save**.

ⓘ The **Allocation Methods** which may be available include:

Additional Features – Browse By Date Range

The **Browse By Date Range** displays days where the nominations and allocation methodologies are the same.

1. Select the ☑ Browse By Date Range button.

2. Select the **Date Range**.

ℹ️ View or make changes and click the 💾 button.

Additional Features – Copy Allocation Scheme

1. Retrieve the **Date** that is being updated.

2. Select the COPY ALLOCATION SCHEME button.

3. Select **Copy from date**.

4. Click the SUBMIT button.

ⓘ The **Allocation Scheme** will be copied into the new date range.