CAPITAL PLANNING SYSTEM
USER MANUAL

Agency Bond Priorities
(Form SYP-A2)

Selecting Form SYP-A2 will display a list of those projects that meet the criteria requiring an agency bond priority ranking to be assigned. The ***initial display*** will be in alphabetical order by project title. The project category (e.g., construction, equipment, IT) and the total budget are also displayed. Two columns to the left of the project title will be blank – they are labeled Sort Order and Agency Bond Priority.

ASSIGNING AGENCY BOND PRIORITY NUMBERS

Enter a priority number (up to 4 digits) for each project in the Sort Order column. To move between projects, use the <Tab> key – or mouse. (Using the <Enter> Key while the cursor is in the sort order column will automatically resort the projects but will not take the user out of the listing.)

Click on the [Sort] button above the Sort Order column to reorder the display based on the numbers entered.

-   The Agency Bond Priority column will display numbers from 1 . . . n based on the total number of projects to which priorities have been assigned. Any projects without priority numbers will be assigned lower priority numbers and moved toward the bottom of the list.

-   The Sort Order column will display numbers in intervals of 10. Any project that has not been given a priority number will appear at the bottom of the list.

-   Numbers may be entered again in the Sort Order column to allow changes to a priority ranking without re-numbering all projects that follow. (For example, to insert a project between number 10 and 20, assign it the number 15 in the Sort Order column.) Clicking on [Sort] will again reorder the display based on the changes that have been made.

Click the [Save Changes] button to save the priorities that have been assigned. This will automatically enter the ***numbers as reflected in the Agency Bond Priority*** column on the Agency Bond Priority field on Form SYP-P2. The Agency Bond Priority field on Form SYP-P2 will reflect – as read-only (non-modifiable) – the priority number assigned using this function.

Users attempting to leave this page or move to another biennium without clicking the [Save Changes] button, will be asked if they do, in fact, want to leave without saving changes.

RETURNING TO THE AGENCY BOND PRIORITIES FORM/FUNCTION

Once priority rankings have been assigned and the user has left this function, selecting Agency Bond Priorities (Form SYP-A2) again from the **SELECT OPTIONS** page will display a list of projects with numbers in the Agency Bond Priority column reflecting the most recently saved rankings. The Sort Order column will display numbers in intervals of 10 to facilitate any additional changes by the user.

WHEN A PROJECT IS CHANGED SO THAT AN AGENCY BOND PRIORITY RANKING IS NOT REQUIRED

After priorities have been assigned, if a project changes so that it no longer requires a priority ranking (e.g., inactive status, Agency Bond amounts deleted from the project budget), the Agency Bond Priority number will automatically be deleted. Following such changes, users must return to the Form SYP-A2 and select [Save Changes] so the priorities on all affected projects are renumbered to close gaps and so the Form SYP-P2 Agency Bond Priority numbers are revised.

WHEN A PROJECT IS CHANGED SO THAT A PRIORITY RANKING IS REQUIRED

If changes are made that would require the assignment of an agency bond priority ranking to a project (e.g., active status, Agency Bond amounts included in the project budget), the user must return to the Form SYP-A2. Projects without a priority assigned will appear at the top of the list with a blank Sort Order value. The user will need to make the necessary priority ranking modifications, and select [Save Changes] to renumber the projects and revise the Form SYP-P2 Agency Bond Priority numbers.

WHEN A PROJECT (FORM SYP-P2) IS DELETED

When the Form SYP-P2 for a project with a priority ranking assigned is deleted, the user must return to Form SYP-A2 and select [Save Changes] so the priorities on all affected projects are renumbered to close gaps and so that the Form SYP-P2 priority numbers are revised/updated.

WHEN A PROJECT (FORM SYP-P2) IS ADDED

When a project is added that would require the assignment of a priority ranking (i.e., Agency Bond amounts involved), the user must return to Form SYP-A2. The new project (no priority assigned) will appear at the top of the list with a blank Sort Order value. The user will need to make the necessary priority ranking modifications, and select [Save Changes] to renumber the projects and revise the Form SYP-P2 Agency Bond Priority numbers.

REQUIRED DATA FIELDS

Before the Cabinet/Agency Contact can submit the completed agency plan to CPAB, the system will check to ensure that each active project involving Agency Bonds has a priority number assigned and that all priority numbers are in consecutive order with no gaps or duplications.

PRINTING REPORTS

To print a report of projects listed by Agency Bond Priority, [Select] "View/Print Reports" under Agency Level Reports on the **SELECT OPTION** page. Then select [View Report] for "Agency Bond Priorities."

All reports are provided in PDF, which requires the Adobe Acrobat Reader. (This software may be downloaded from the capital planning system **HOME** page.)