CAPITAL PLANNING SYSTEM
USER MANUAL

Off-Budget Funds
(Form SYP-A3)

Upon choosing Form SYP-A3 from the **SELECT OPTION** page, the user will be taken directly into this form. Only one Form SYP-A3 is to be completed by each agency that has facility-generated revenues or other off-budget revenues that may be used to address capital needs.

ENTERING DATA

To move between fields on Form SYP-A3, use the <Tab> key or the mouse.

After completing the data entry, selecting [Save Changes] will save the information to the database. The other option at this point is to [Cancel] which returns the user to the **SELECT OPTION** page, without saving any new or changed data.

TYPES OF DATA

Data on Form SYP-A3 is comprised of yes/no responses, text, and numeric entries.

Yes/No..........Click to fill in the circle to the left of the Yes or No response. (If "yes," be sure to complete the required narrative in the next field.)

Text...............Enter text as in a word processing application. Use the up and down arrows to view contents of the field.

Numbers ....Enter figures with or without commas (,); commas will be inserted automatically. Select [Calculate] to generate and display totals.

REQUIRED DATA FIELDS

Before the cabinet/agency contact can submit the completed agency plan to CPAB, the system will run a series of checks to ensure that all required data fields have been completed. The plan will not be submitted unless all required fields are completed. The following will be checked on Form SYP-A3.

-   Has the Revenue Source(s) field been completed?
-   Has the Receipts field been completed?
-   Has a yes or no response been provided to the question "Were there any actual expenditures during the previous biennium for capital-related items?" If yes, identify the specific uses and amounts expended.

PRINTING THE FORM SYP-A3 REPORT

For a printed copy of the information entered on Form SYP-A3, the user must choose "View/Print Reports" under Agency Level Reports on the **SELECT OPTION** page. This report cannot be printed directly from the Form SYP-A3 data entry page.

All reports are provided in PDF, which requires the Adobe Acrobat Reader.