**CAPITAL PLANNING SYSTEM**
**USER MANUAL**

**Proposed Projects**
**(Form SYP-P2)**

Upon choosing Form SYP-P2 from the **SELECT OPTION** page, a listing of all active projects that have already been entered into the system will be displayed in alphabetical order by project title. For each project, this display reflects the biennium in which the project is proposed, the category of project (e.g., construction, equipment), and whether or not the project is active (if active, the box under the "active" column will be checked).

From this project listing, the user may take any of the following actions (the steps to do each operation are shown in *italics*):

- Retrieve the detailed data for a specific project to review and edit
    - *Select [Edit] on the project line*

- Add a new project and the accompanying detailed data
    - *Select [Add New Project] at the bottom of the page*

- Search for and display a list of projects that include a specific phrase, entire word, or group of letters in the title
    - *Enter that phrase, word, or group of letters in the space provided above the project list and press [Search]or strike  <Enter>*

- Return to the complete project listing after the Search list has been displayed
    - *Press [Reset] above the project list*

- Sort and display the project list based on any of the headings/categories that are shown
    - *Click on the heading that is to be the basis of the sort*

- Display a list of projects that are marked as "inactive" in the system
    - *Click to fill in the circle to the left of "Display Inactive Projects" above the project list*

- View and/or print the detailed data for a single project
    - *Select [View] under the Reports column on the project line*
    (See below for information on printing summary reports and reports of multiple projects.)

Note: Changes to the data or the deletion of an entire project in the listing can be done only by accessing the project form. Changes or deletions cannot be made directly to this listing.

NAVIGATING THE PROJECT LISTING

If there are more than 15 proposed projects, the projects will be listed on multiple pages (15 projects per page). Up to 10 pages will be identified at the bottom of the screen of the selected page, double-click on the ellipse (. . .) to go to pages other than the 10 listed. The bottom of the page will also display the total number of pages and the current page number (Viewing page __ of __).

PRE-POPULATED DATA

For agencies that submitted proposed projects in their previous capital plans, Form SYP-P2 has been pre-populated with those data.

Agencies are to carefully review and update the pre-populated data, as needed, paying particular attention to budget figures and completion dates.

ENTERING / SAVING DATA

Each Form SYP-P2 is divided into two major sections.

- The first section is general information required for all categories of projects. After completing the general information section, selecting [Continue to Project Budget and Detail] will take the user to the second section of the form if all required data have been entered (see Required Data Fields below). The other option at this point is to [Cancel] which returns the user to the proposed project listing, without saving any new or changed data.

- The second section is information specific to the type of project being proposed (construction, equipment, information technology, grant/loan program).

  After completing the Project Budget and Detail section, selecting [Save Changes] will save the project to the database if all required data have been entered (see Required Data Fields below). [Save Changes] will not close the data entry form for the project. The user will remain in that form until selecting [Cancel].

*NOTE: To save data that have been entered and return to the listing of projects, the user must select [Save Changes], then [Cancel].*

To move between fields on each section of Form SYP-P2, use the <Tab> key or mouse.

TYPES OF DATA

Data on Form SYP-P2 is comprised of yes/no responses, selections from picklists, 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.)

Picklists .......Click on the down arrow to the right of the data entry field to access the available options.

Text...............Enter text as in a word processing application. Use the up and down arrows to view contents of the field. A Typing Progress Bar will show the character limit for that field and how close the user is to that limit as the narrative is being entered.

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

ACTIVE / INACTIVE STATUS

A default status of all new and pre-populated projects is "active." A project may be marked "inactive" without being deleted from the system. "Inactive" projects are not included in the reports that may be viewed/printed from the Agency Level Reports or the Cabinet Level reports functions on the **SELECT OPTION** page. "Inactive" projects also do not appear on the listing of projects when the "Set Agency Level Priorities" function is selected from the **SELECT OPTION** page.

The report for an individual "inactive" project may be viewed and printed by selecting [View] under the Reports column on the project line on the inactive project listing.

A project may only be marked "inactive" or returned to the "active" status within the individual (Form SYP-P2); this may not be done from the listing of all proposed projects.

DELETING A PROJECT

To delete a proposed project, select [Edit] from the Form SYP-P2 listing then select [Delete] at the top of the project page, the user will be prompted to confirm that the intent is to completely remove the project from the system.

A project may not be deleted when the user is in the Project Budget and Detail section of Form SYP-P2. It is necessary to save any changes made in that section and return to the project listing, then select [Edit] to enter the project again in order to delete it.

An alternative to deleting a project is to move it to "inactive" status until a final decision is made.

PROJECT BUDGET

For planning purposes, only a two-year total for each fund source and cost element in the project budget is needed. However, to facilitate transfer to the capital budgeting system, the figures must initially be entered separately for each year of the biennium. The printed reports for Form SYP-P2 will reflect only the two-year totals.

The system will automatically round figures in the Project Budget to the nearest $1,000.

A [Calculate] button next to the total line in the Fund Sources and Cost Elements sections must be selected in order to re-generate the total for each section.

IMPACT ON OPERATING BUDGET

The system will automatically round figures in the Impact on Operating Budget to the nearest $100.

A [Calculate] button next to the total line must be selected in order to re-generate the total for each section.

ASSIGNING AGENCY PRIORITIES

Only the Agency Contact is authorized to assign agency priorities in the capital planning system. This function must be accessed on the **SELECT OPTION** page. Under Agency Contact Functions, choose [Select] next to "Set Agency Level Priorities."

The Agency Priority field on Form SYP-P2 will reflect – as read-only – the priority number assigned using the "Set Agency Level Priorities" function.

ASSIGNING CABINET PRIORITIES

Only the cabinet contact for each of cabinet-level submissions is authorized to assign cabinet priority numbers in the capital planning system. This function must be accessed on the **SELECT OPTION** page. Under Cabinet Level Functions, select [Select] next to "Set Cabinet Level Priorities."

REQUIRED DATA FIELDS

Data must appear in the following fields before the system will accept the [Continue to Project Budget and Detail] instruction on Form SYP-P2.

> Project Title
> Biennium
> Category
> County

In the Project Budget and Detail section of Form SYP-P2, before the system will accept the [Save Changes] instruction, the following checks will be run and the user must make the necessary adjustments:

> In the Project Budget, fund source totals must equal cost element totals
> The completion date must be in mm/yyyy format, and it must be valid

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. In addition to the items listed above, the following will also be checked on Form SYP-P2:

- Has the Agency Priority field been completed for projects proposed for in the first biennium and involving the General Fund or Road Fund?
- Has the Brief Description/Justification field been completed?
- Has the Project Budget and Project Budget Explanation narrative been completed?
- Has the Additional Description/Justification field been completed for construction projects proposed for the first biennium?
- For each field requiring a yes or no response, is yes or no selected?
  - If yes is selected, is the narrative field following that question completed?
  - If no is selected, is the narrative field following that question blank?
- For each item in which "other" has been selected as the response, has "other" been described in the field provided?

<u>PRINTING REPORTS</u>

In addition to the ability to print data for individual projects from the Proposed Projects listing, reports for multiple projects and summary data can be printed by choosing "View/Print Forms" under Agency Level Reports on the **SELECT OPTION** page. Options are available here to print the following proposed projects reports:

- Financial Summary (Form SYP-P1a)
- (Listing of) Projects Involving the General Fund or Road Fund (Form SYP-P1b)
- (Listing of) Projects NOT Involving the General Fund or Road Fund (Form SYP-P1c)

- Construction Projects – First Biennium, Priority Order
- Construction Projects – Second Biennium, Alphabetical Order
- Construction Projects – Third Biennium, Alphabetical Order

- Equipment Projects – First Biennium, Priority Order
- Equipment Projects – Second Biennium, Alphabetical Order
- Equipment Projects – Third Biennium, Alphabetical Order

- Information Technology Projects – First Biennium, Priority Order
- Information Technology Projects – Second Biennium, Alphabetical Order
- Information Technology Projects – Third Biennium, Alphabetical Order

- Grant/Loan Programs – First Biennium, Priority Order
- Grant/Loan Programs – Second Biennium, Alphabetical Order
- Grant/Loan Programs – Third Biennium, Alphabetical Order

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