

Capital Budget Request Bulk Submit to DPB

Overview

The purpose of the Capital Budget Request Bulk Submit to DPB module is for an agency to submit its entire package of capital budget requests to DPB at one time. Before doing this, an agency must prioritize its capital budget request prior to submitting it to DPB.

Quick Guide

AGENCY REVIEWER

1. Mouse over the **Capital Budget** menu item and then mouse over **Capital Budget Requests**. Select **Capital Budget Request Bulk Submit to DPB** from the resulting menu.

Capital Budget	Budget Execution	Six Year Plans	Narrative
Capital Budget Re	Capital Budget Request		
Maintenance Rese	Capital Budget Request Prioritization		
Capital Project Re	Capital Budget Request Prioritization - DPB		
	DGS Review		
	Capital Budget Request Bulk Submit to DPB		

2. Follow the Capital Budget Request Bulk Submit instructions below.

Capital Budget Request Bulk Submit to DPB

Overview

The purpose of the Capital Budget Request Bulk Submit to DPB module is for an agency to submit all their capital budget requests to DPB at once. The capital budget requests must be prioritized prior to submitting it to DPB.

Instructions

1. To ensure that all requests are accounted for look at the **Document Title** column to review the capital budget requests.

Document Title

2. Confirm that the **Step Title** and **State** fields are correct for each of the capital budget requests.

Step Title	State Field

3. To bulk manage the submit action, click the **Set all to** dropdown and select the submit action that the requests require: **Submit to DPB**, **Continue Review** or **Return to Previous Submitter**. For submitting to DPB, all requests must be set to Submit to DPB.

Set all to:	-- Please Select --
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4. Click the **Submit** button. A message will display in the text box below the submit button that will alert the user that the submit was successful.

Submit

Field Definitions

Field Name	Description
Document Title	A read only field that displays the title of the capital budget request.
Set all to	A dropdown field that allows a user to bulk set the submit action for the capital budget requests.
Step Title	A read only field that displays the workflow step in which a capital budget request currently resides.
Submit	A button that submits the capital budget requests according to the submit action column.