

# Decision Package Bulk Submit to DPB

## Overview

The purpose of the Decision Package Bulk Submit to the DPB module is to allow an agency to submit all their decision packages to the Department of Planning and Budget (DPB) at once. Decision packages must be prioritized using the Decision Package Prioritization module **prior** to submitting it to DPB. Agencies are required to use the bulk submit feature unless another method is approved by their DPB budget analyst.

## Quick Guide

### AGENCY REVIEWER

1. Mouse over the **Operating Budget** menu item and then mouse over **Decision Package**. Select **Decision Package Bulk Submit to DPB** from the resulting menu.

Operating Budget	Capital Budget	Budget Execution	Six Ye.
Base Budget			
Base Budget Adjustment			
Technical Adjustment			SI
Decision Package	Decision Packages		
Supplemental Rep	Decision Package Prioritization		
Budget Reduction	Decision Package Bulk Submit to DPB		

2. Follow the Decision Package Bulk Submit to DPB instructions below.

## Decision Package Bulk Submit to DPB

### Instructions

1. To ensure that all requests are accounted for, look at the **Document Title** column to review the decision packages .

Document Title

2. Confirm that the **Step Title** and **State** fields are correct for each of the decision packages.

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**. If submitting to DPB, all requests must be set to Submit to DPB. The submit actions correspond to the submit actions in the decision package documentation.

Set all to:

-- Please Select --

4. Click the **Submit** button. A message will display in the text box below the submit button to alert you that the submit was successful.

Submit

## Field Definitions

Field Name	Description
<b>Document Title</b>	A read-only field that displays the title of the decision package.
<b>Set all to</b>	A dropdown list that allows you to bulk set the submit action for the decision packages.
<b>Step Title</b>	A read-only field that displays the workflow step in which a decision package currently resides.
<b>Submit</b>	A button that submits the decision packages according to the submit action column.