CAPITAL PLANNING SYSTEM
USER MANUAL

Plan Validation

Before the cabinet/agency contact can submit the completed agency plan to CPAB, a series of validations must be run to ensure that various data requirements have been meet. The validations can be run from either of two locations on the SELECT OPTION page:

- View/Print Validation Reports under Agency Level Reports
- Submit Plan to CPAB under Submit Plan

Any agency with a large plan is urged to run the validations under Agency Level Reports periodically rather than waiting until the plan is ready to be submitted. These validations can be run by any system user (agency contact, agency user, or cabinet contact). The validations, when accessed under Submit Plan to CPAB, can be run only by users authorized to submit the plan.

The Validations addressing the Agency Level Priorities, Agency Bond Priorities (under Agency Contact Functions), and Cabinet Level Priorities (under Cabinet Level Functions) can be run only by the agency or cabinet contact.

The VALIDATE PLAN and VALIDATE/SUBMIT PLAN pages look essentially the same as they relate to the validation function. Each includes a listing of the various forms and functions, which require validation. This includes each form completed by the agency and each priority setting function used by the agency.

To run a specific validation procedure,

- Click on [View] in the Error Report column next to the form/function to generate a report listing the projects/entries for which errors have been identified. The report may be viewed on screen and then printed, as desired.
- Each error will be identified by a code number. The numbers correspond to error messages on the Data Validation Error Explanations report.
- To view and print the Error Explanations report, click on [View] under the Message Explanations column.
- If there are no errors, a "no errors detected" message will be displayed on the Data Validation Report.
- When a form/function has passed the validation procedure (no errors detected), the date will appear in the Passed Validation column.

Dates must appear in the Passed Validation column for all forms and functions that are listed before the electronic submit function will be enabled.

If a form is changed after it has passed validation, the date will be removed from the Passed Validation column and the validation procedure must be run again. Changing the priority number will not require the re-validation of the specific form, but will require the re-validation of the relevant priorities function.