This job aid includes information for Agency Division and Facility users.

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Submit projects for review within your agency

Use this function to pass projects from one person to another within your agency. Projects can only be released to a person in your agency with a higher security level than yours.

1. **Select**: Projects tab.
   ➔ Tab is located at top of screen.

2. **Select**: Biennium and Working Versions.

3. **Select**: Load.

4. **Select**: Checkbox next to the project to submit.
   ➔ You can select one or more projects with a status of Draft.

5. **Select**: Submit.
   ➔ A dialog is displayed to select who to submit the data to and how to handle duplicates.

6. **Select**: Recipient.
   ➔ You can submit the project(s) to the Budget Group Only or users designated by your agency budget division to review projects.

7. **Select**: Type of Data.
   ➔ Default is Project(s). FTEs and Both are not available for selection.

8. **Select**: Copy Type.
   ➔ If there are duplicates, you can select to not replace duplicates, replace duplicates, or create new projects for duplicates.

9. **Select**: Ok.
   ➔ A message is displayed in a new browser window that data was submitted/released successfully.
10. Select: Close.

11. View: Submitted To.
   ➞ On the project list, the Submitted To field for the selected project(s) is changed to reflect the recipient you selected.

   ➞ On the project list, the Status field for the selected project(s) is changed to Pending.

**Recall projects for review within your agency**

Use this function to recall a project that is in pending status.

1. Select: Projects tab.
   ➞ Tab is located at top of screen.

2. Select: Biennium and Working Versions.


4. Select: Checkbox next to the project to recall.
   ➞ You can select one or more projects with a status of Pending.

5. Select: Recall.
   ➞ Email notification is sent to the individual selected as the recipient for the project(s) that have been recalled.
   ➞ The project status is changed to Recalled for the project(s) you selected to recall.

**Additional Information – Help Desk**

For additional information about Capitol Budget System (CBS) contact the OFM Help Desk.

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