



CBS is a software solution that agencies use to develop, submit and share capital budget requests.

- ✓ Create multiple budget versions to easily develop various scenarios.
- ✓ Use an estimation tool to calculate costs for completing a capital project including automatic calculations for inflation factors, taxes, etc.
- ✓ Request projects for reappropriation.
- ✓ Enter FTE amounts and dollars for the capital version.
- ✓ Move amounts to different biennia on the Ten-Year View.
- ✓ Submit projects for review to OFM.

CBS Menu - located at the top of each page
> Menu options are dependent on your user role.

CBS Quick Links - located in upper right corner of each page
> Quick links are dependent on the page. In addition to Log Out, you can select Enterprise Reporting, Contact, or Help.

The screenshot shows the 'Capital Budgeting System' header with a 'Log Out' link in the top right. Below the header is a navigation menu with options: Projects, Ten-Year View, Reappropriations, Cost Estimates, Capital FTEs, Versions, Facility Users, Reports, and Settings. Below the menu is a 'Project List' section with filters for Biennium (2019-21), Budget Type (All), and Version (02-2019-2021 Draft Version 1). There are also buttons for 'Add', 'Delete', 'Lock/Unlock', 'Release', 'Recall', 'Details', 'Copy', 'View History', and 'Report'. A table header is visible with columns for 'Number', 'Title', 'Project Class', and 'Priority'. A message at the bottom of the table states 'There are currently no projects for the selected criteria.'

- ✓ Log in using BudgetWorks portal The new BudgetWorks site replaces the old Budget Portfolio Systems (BPS) and uses the same web address <https://budgetlogon.ofm.wa.gov/Logon.aspx>.



CBS has a simple and easy to use interface.

- ✓ Sort Data in a grid can be sorted by clicking on one or more columns.
- ✓ Help Display online help for a field by selecting the icon.
- ✓ Summary Display the search or filter applied by selecting the icon.
- ✓ Reports Generate any Capital report in PDF, Word or Excel.
- ✓ Breadcrumb Navigate back a page by using breadcrumbs in upper left corner.
- ✓ Show Search View or hide the parameters selected for the data displayed.
- ✓ Add new item above Add a custom cost in a cost estimate.
- ✓ Required Fields An asterisk (*) indicates required information.