

**Additional Information – Help Desk**

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



[HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) **360.407.9100**

**This job aid includes information for Agency Budget Operations and Agency Budget Edit users.**

The Capital FTEs screen will pre-populate the open fiscal year columns with the last biennium’s enacted data for all budget type versions as a starting point. Previous biennium enacted FTE Job Classification titles and accounts will display in the Enacted Amounts columns, and the system will provide FTE job class and amount entry fields for the fiscal years of the biennium.

FTE’s are created for a version. If the version is locked, the FTE screen is locked. Only Agency Operations Users can update data in locked versions. Locked FTE data will appear as read-only to Edit Access users. OFM enacted version data will appear as read-only to both Agency Edit Access and Agency Operations users.

Capital FTE’s and dollar amounts need to be submitted with each capital budget request version. For supplemental capital budget requests, if FTE’s increase or decrease, include the net total of the FTE amount and dollar amounts in your version being released. Even if your capital FTE’s did not change in a supplemental request (from your regular budget request) total FTE’s and dollar amounts for the biennium will need to be submitted with your capital budget request. The FTEs are not incremental in a supplemental 1 or 2 budget.

The **Capital FTEs** tab provides the ability to enter FTE amounts and dollars for the capital version.

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**View Capital FTEs**

Use this feature to populate the Capital FTEs page with data.

**1. Select:** Capital FTEs tab.  
→ Tab is located at top of screen.



**2. Select:** Biennium.  
→ You can select the biennium for the data to view.

Biennium  ▼

**3. Select:** Budget Type.  
→ You can select all, Regular, First Year Supplemental, or Second Year Supplemental.

Budget Type  ▼

**4. Select:** Version.  
→ Populates based upon the Biennium and Budget Type selected.

Version  ▼



→ Only versions where you are the owner and all OFM Official Versions will display in the dropdown.

**5. Select:** Show FTEs.

→ Capital FTE data for the selected biennium and version will display.

Show FTEs

### FTEs Budgeted

You can add, update or delete FTE budgeted data.

**1. Input:** Job Classification.

→ Column displays the Job Classification Title.

→ The titles in Enacted rows are read-only.

#### Job Classification

Accountant

**2. View:** Authorized FYXXXX.

→ Column for first year of previous biennium. Will display FTE amounts if they exist in the enacted budget for the biennium previous to the one currently selected. Read-only field.

→ Column for second year of previous biennium. Will display FTE amounts if they exist in the enacted budget for the biennium previous to the one currently selected. Read-only field.

Authorized FY 2018	Authorized FY 2019

**3. Input:** FYXXXX.

→ Column for FTE amounts first year of current biennium.

→ Column for FTE amounts second year of current biennium.

→ An amount is required in one or both columns for a job classification to be saved.

FY 2020	FY 2021
4.0	4.0

**4. Select:** Save.

Save

### FTEs Actual

You can view FTE actual data.



### 1. View: FTEs Actual.

FTEs - Actual

Prior Period Actuals	Expended FY 2018	Expended FY 2019	FY 2020	FY 2021
Agency 360 FTE calculations based on 21 months of biennium	4.8	0.0		

## Accounts

You can add, update or delete account data for Capital FTEs.

### 1. Input: Account data.

- Column displays the Account Code and Title then the Expenditure Authority Code and Title.
- Account and EA types in Enacted rows are Read-only.

Account	
057 - State Bldg Constr	1 - State

### 2. Input: Authorized FYXXXX.

- Column for first year of previous biennium. Will display FTE dollar amounts if they exist in the enacted budget for the biennium previous to the one currently selected. Read-only field.
- Column for second year of previous biennium. Will display FTE dollar amounts if they exist in the enacted budget for the biennium previous to the one currently selected. Read-only field.

Authorized FY 2018	Authorized FY 2019

### 3. Input: FYXXXX.

- Column for FTE dollar amounts first year of current biennium.
- Column for FTE dollar amounts second year of current biennium.
- An amount is required in one or both columns for an account to be saved.

FY 2020	FY 2021
2,079,000	1,927,000

### 4. Select: Save.

Save

## Narrative

You can add, update or delete the narrative for Capital FTE data.

### 1. Input: Narrative.

- Text box.

Narrative

Capital staffing



→ Required if data is entered in the FTE or Account fields for the current biennium.

2. **Select:** Save.

Save

### Copy Capital FTEs

You can copy Capital FTE data from one version to another version.

If FTEs are copied from within the same appropriation period and version, the data is copied even though the data will be exactly the same.

If FTEs are copied from version to version (or copied from appropriation period to another appropriation period), the data in the budget period being created is the only data being copied. The enacted budget data will not be copied.

- 1. **Select:** Capital FTE tab.
- 2. **Select:** Biennium, Budget Type, and Version.
- 3. **Select:** Show FTEs.
- 4. **Select:** Copy.
- A dialog will display to select the destination biennium, budget type, and version.

Copy

- 5. **Select:** Biennium.
- This is the biennium for the destination Capital FTEs.
- 6. **Select:** Budget Type.
- This is the budget type for the destination version.
- 7. **Select:** Version.
- This is the version for the destination Capital FTEs.

**Please select a destination for the data.**

Biennium  Budget Type  Version

- 8. **Select:** Ok.
- CBS will copy contents from the source version into the destination version.

Ok

### View Report

Provides the ability to print the CBS004 FTE report.

- 1. **Select:** Capital FTE tab.
- 2. **Select:** Biennium, Budget Type, and Version.
- 3. **Select:** Show FTEs.
- 4. **Select:** View Report.

View Report



→ Displays the report in a new browser window to view, print, export, or save.

<b>OFM</b>	<b>360 - University of Washington</b>		
	<b>Capital FTE Summary</b>		
	2019-21 Biennium		
Version: 02 2019- 2021 Draft Version 1	<b>SAMPLE</b>		Report Number: CBS004
			Date Run: 4/16/2019 2:38PM
<b>FTEs by Job Classification</b>			
	<b>Authorized Budget</b>		
	<b>2017-19 Biennium</b>		<b>2019-21 Bienn</b>
<u>Job Class</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Accountant			4.0
Accounting Manager			1.0

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