



Additional Information – Help Desk

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



HereToHelp@ofm.wa.gov 360.407.9100

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

The Facility Users tab gives the Budget Operations role the ability to assign or copy all projects (and associated cost estimates) from one Facility User ID to another.

| | |
|----------------------|---|
| Assign Projects..... | 1 |
| Copy Projects..... | 2 |

Assign Projects

Use this feature to assign project(s) from one Facility user to another Facility user.

- Select:** Facility Users tab.
→ Tab is located at top of screen.



- Select:** Checkbox next to a facility user with projects.

Facility Users



- Select:** Assign Projects.

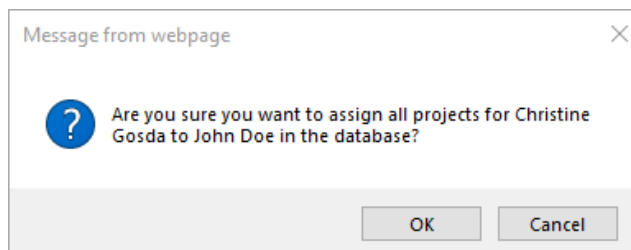
Assign Projects

- Select:** Destination Facility User.
→ Dropdown list containing Facility Users.

Destination Facility User

John Doe ▼

- Select:** Assign.
→ A dialog will display to confirm assignment.



- Select:** Ok.
→ All of the first user's project(s) are assigned to the destination user.

OK



Copy Projects

Use this feature to copy project(s) from one Facility user to another Facility user.

1. **Select:** Facility Users tab.
→ Tab is located at top of screen.



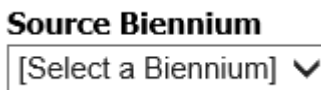
2. **Select:** Checkbox next to a facility user with projects.



3. **Select:** Copy Projects.



4. **Select:** Source Biennium.
→ You can select the biennium for the project data to copy from.



5. **Select:** Destination Biennium.
→ You can select the biennium for the project data to copy to.



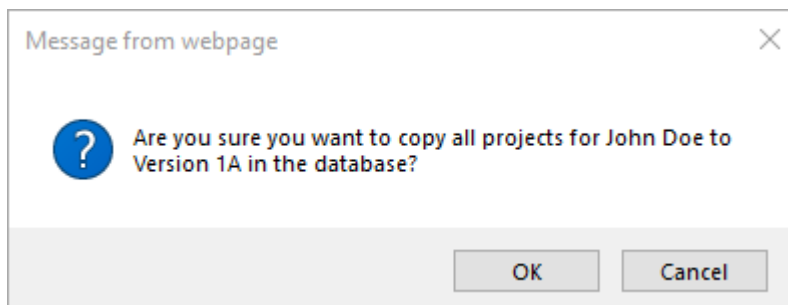
6. **Select:** Destination Budget Type.
→ You can select Regular, First Year Supplemental, or Second Year Supplemental.



7. **Select:** Destination Version.
→ You can select the version for the project data to copy to.



8. **Select:** Copy.
→ A dialog will display to confirm copy.





9. Select: OK.

→ All of the first user's project(s) are copied to the destination user.

OK

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