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 has a simple and easy to use interface.

- 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.
- 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.
Frequently Asked Questions (FAQs)
Capital Budget System (CBS)

For additional information about the Capital Budget System (CBS), please contact the OFM Help Desk (HereToHelp@ofm.wa.gov 360.407.9100).

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General Questions

What is the Capital Budget System (CBS)?
✓ CBS allows for the online development of the agency's capital budget request. It supports multiple budget versions so agencies can easily develop various scenarios. A project estimation tool is available within the application that calculates the necessary costs for completing a capital project including automatic calculations for inflation factors, taxes, etc. Security levels are built in to ensure that only users with the appropriate level of authority have the ability to make changes after records are locked.

How do I get access to CBS?
✓ You can gain access by filling out a Security Request Form located at https://budgetlogin.ofm.wa.gov/library/security.pdf.

How can I see who in my agency has CBS access and what their security levels are?
✓ A report is available if you have access to the Budget Reports within the Reporting Portal. Steps to get report:

1. Select the Budget Reports Folder
2. Then select Agency Access Reports
3. Double click on the report “List Budget Login ID” to schedule the report. It will default to your agency. You can use the “Sort List By” to sort by “Budget System” and then click Schedule.
4. The report will show the status and will auto refresh until it has successfully completed.
5. Double click on the line for the report and it will open. You can then click on CBS from the Group Tree. This will take you to the CBS section where you can view your agency users for each security level.

How can I add or delete CBS users or change their security level for my agency?
✓ Complete and submit a BudgetWorks Security Request Form and mail it to HereToHelp@ofm.wa.gov

Are there preferred browser types or compatibility settings that I need to know about?
✓ CBS works best with current versions of Microsoft Internet Explorer. Follow your agency standard processes for browser settings/preferences. For example, you may need to use your browser tools to adjust pop-up blocker settings.

How can I disable pop-up blockers?
✓ In order for CBS to work, you must disable your pop-up blocker for this site. This is a two-step process that you need to do from Internet Explorer:

1. Select Tools, Pop-up Blocker, TURN OFF POP-UP BLOCKER
2. Select Tools, Compatibility View Settings. Once in the Compatibility View Setting you will see *wa.gov in the “Add this Website”. If you have administrative rights to your machine, you will be able to click the “ADD” Icon. (Note: If this is greyed out, you will need to work with your internal IT staff.)

Help and Resources

Does CBS include a user manual?
✓ CBS Job Aids replaced the CBS Tutorial in May 2019. Every effort was made to ensure the CBS Job Aids and OFM Capital Budget Instructions match. In cases where a discrepancy exists, the OFM Capital Instructions take precedence.

Does CBS include access to online help?
✓ Yes. The Help link in the upper right corner will navigate you to the BudgetWorks System Help & Tutorials page. You can also access the page directly through the following link:
Is CBS training available?
✓ Sign up for CBS training in the Learning Management System. A PowerPoint presentation is also available on the OFM site under IT Systems.

Where are the CBS budget instructions?
✓ The CBS instructions are available from the OFM website (ofm.wa.gov).

Is there a distribution list for news and updates about budget modernization activities?
✓ Sign-up for news and updates via GovDelivery subscriptions on the OFM website. For example, subscribe to Budget Systems Modernization via https://public.govdelivery.com/accounts/WAGOV/subscriber/topics.

Is there a distribution list for news and updates about CBS?
✓ Sign-up for news and updates via GovDelivery subscriptions on the OFM website. For example, subscribe to Capital Budget System under Budget, Legislative & Executive Applications via https://public.govdelivery.com/accounts/WAGOV/subscriber/topics.

Who do I contact if I need help using CBS?
✓ Contact the OFM Help Desk at HereToHelp@ofm.wa.gov or 360.407.9100

Log In / Log Out / Change Password

What is the BudgetWorks website?
✓ The new BudgetWorks site replaces the old Budget Portfolio Systems (BPS) and uses the same web address https://budgetlogon.ofm.wa.gov/Logon.aspx. BudgetWorks includes quick links to budget-related information, budget systems and support, password change request, and a form to request access for new users.

What is my CBS log in ID/password?
✓ Use the quick links on BudgetWorks (https://budgetlogon.ofm.wa.gov/Logon.aspx). The system will send information and current password rules to your email address. If you do not receive an email, check your junk email settings to ensure you have not blocked email from ‘no-reply’ or ‘OFM’.

How do I change my password? What if I forgot my log in ID/Password?
✓ Use the Forgot your Login ID or Password quick link on BudgetWorks (https://budgetlogon.ofm.wa.gov/Logon.aspx). If you request a new password, the system will send information and current password rules to your email address. If you do not receive an email, check your junk email settings to ensure you have not blocked email from ‘no-reply’ or ‘OFM’.

How do I get my account unlocked?
✓ Use the Forgot your Login ID or Password quick link on BudgetWorks (https://budgetlogon.ofm.wa.gov/Logon.aspx). If you need help, contact the OFM Help Desk at HereToHelp@ofm.wa.gov or 360.407.9100.

How do I log out from CBS?
✓ Select Log Out near the top right of the CBS page.

Why did my session timeout?
✓ Users may receive ‘Your session has timed out’ or ‘The website cannot display the page’ when CBS can no longer authenticate your account. If this occurs, close the internet browser then launch a new internet browser and navigate to the BudgetWorks logon page.
Navigation

What tabs are available in CBS?
✓ System features and data views depend on the CBS security access you have been granted by your agency.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Your Agency Role</th>
<th>Projects</th>
<th>Ten-Year View</th>
<th>Reappropriations</th>
<th>Cost Estimate</th>
<th>Capital FTEs</th>
<th>Versions</th>
<th>Facility Users</th>
<th>Reports</th>
<th>Settings</th>
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</thead>
<tbody>
<tr>
<td>Agency Budget Operations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Agency Budget Edit Access</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Projects

What is the Projects tab?
✓ The Project List screen provides budget personnel a means to view a list of projects and subprojects that they are considering to include in a budget. This list and its fields will be read-only and provide the ability to link to the project detail data for established projects. From the Project List screen users have the ability to enter project detail information for projects to be considered in the next budget.

What rules apply to project titles?
✓ All users can change project titles until it is locked by the system when a released project is accepted by the reviewer. A locked project title can reside in an unlocked agency version and a locked project title can exist for an unlocked project.

Only Agency Operations can update non-locked project titles that are submitted by lower level (Facility/Division user) in versions controlled by the Agency Budget Group. A project must be accepted by a higher level prior to the title being locked at the lower level. For a project submitted but in Pending or Review status the Project title will not be locked, but will appear in a read-only view.

A lock icon will appear next to the Project Title on the Project Detail tab when the project title is locked. A Subproject(s) title will retain the same attributes as the parent (i.e. when the parent project title is locked, all associated subprojects titles will be locked). When a parent’s project title is updateable, so will the subprojects.

Agencies cannot change titles after the project has been released to OFM. OFM Operations user can change a locked title for non-enacted projects. For any non-enacted projects submitted to OFM, OFM Operations can change the project title upon an agency’s request.

When a project is copied: 1) If the project title is locked in the ‘original’ project and is copied within the same version, a new project number is assigned and the project title is not locked. 2) If the project title is locked in the ‘original’ project and is copied to a new version, the same project number is retained and the project title is locked.

If a subproject is being created, make sure the title is entered prior to selecting a parent project. If a parent project is selected that has a locked project title, any associated subprojects will also have locked project titles. The tiered effect of the project title lock will not allow for the subprojects title to be editable when the
parent project has a locked title. A project title is locked when a project has been submitted to an individual with higher security level than the submitter, and the project has been accepted by the reviewer.

**What rules apply to subprojects?**
- The parent project is based upon the biennium and version of the subproject being created.
- Only draft projects will display in the list of available projects for selection to be parent projects.
- A project class of Grant-Pass Through cannot have subprojects and will not display in the list available to be parent projects.

**How do I enter a statewide project on the Additional Info tab of the Project Details?**
- The location requirements are different based on the Project Class selection. For a Parent Project the location for County, City and Legislative district should be statewide or left blank, and each Subproject should have the specific location information.

**Is it possible to run an edit check before releasing?**
- Yes, you can run a pre-release edit check at any point, by selecting the project(s) from the Projects tab and clicking Prerelease. All the edits for your security level will be displayed as of that point in time.

**How do I select a Second Supplemental project for Reappropriation?**
- Since Second Supplemental versions are created in unison with Regular, there is the need to create the Second Supplemental request then include that request as a reappropriation in the ensuing regular budget. From the Ten-Year View, select the Set/Unset Valid for S2 Reappropriation button in the Second Supplemental version on any project that you desire to request a reappropriation on in the Regular ensuing version.

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**Ten-Year View**

**What is the 10 Year View tab?**
- This screen will provide tools to identify costs for a project and the ability to look at the funding as a whole. Users can view and update funding, round project amounts, slide dollars out or in, and view agency totals.

**What is the “User Defined” field on the Ten Year View tab?**
- The "User Defined" field is available to agencies to enter whatever information helps you to further define their projects.

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**Reappropriations**

**What is the Reappropriations tab?**
- The Reappropriation tab provides the ability to select projects and their funding from a previous enacted budget session to be carried forward. Available projects will display in a list similar to the Project List and will be populated by user selected biennium, budget type, and version.

---

**Cost Estimates**

**What is the Cost Estimates tab?**
- The Cost Estimate List screen provides budget personnel a means to estimate a project’s cost. This will include the ability to estimate for buildings, non-building and infrastructure projects.

**Where can I find cost estimating resources?**
- You can go to the Office of Financial Management (OFM) website for the Capital Budget. Some of the topics available on this site are: Capital Budget Instructions, Capital Plan Instructions, A/E Fee Guidelines, A/E Fee Schedule, and Predesign Manual.
Capital FTEs

What is the Capital FTE tab?
✓ The Capital FTE tab provides the ability to enter FTE amounts and dollars for a capital version. This screen will also display the previous biennium’s capital FTE enacted amounts by job classification title and dollar amounts by account.

Versions

What is the Versions tab?
✓ This screen will provide the ability to: create, round, copy, refresh the Date As Of for the most current reappropriation data including actuals, lock/unlock, and delete versions. All projects and their associated cost estimates are contained within a version for a biennium, and budget type (Regular, Supplemental 1, and Supplemental 2.)

Facility Users

What is the Facility Users tab?
✓ This screen will provide the ability to assign all of a facility user’s projects to another facility user. It will also provide a means to copy all of a facility user’s projects to a version that you have access to.

Reports

What is the Reports tab?
✓ This screen will provide the ability to run the CBS001, CBS002, CBS003, and CBS004 reports from within the application with your desired criteria. This is in addition to being able to run the relative reports from their current place within specific tabs in the system.

Settings

What is the Settings tab?
✓ The Settings tab allows you to set the report preference when running reports from within the application. Setting to .PDF, .DOC, or .XLS will automatically run the report in that format when ran through the system.
This job aid includes information for Agency Budget Operations, Agency Budget Edit, and Agency Division users.

The Capital Budget System (CBS) allows you to create multiple budget scenarios by having projects in versions. Each version may contain unique data, and is treated separate from others, meaning the same project number might exist in two different versions and have different detail or funding data in it, reflecting a different project total depending on which version is being viewed.

The Versions tab is designed to be a single source for all actions related to versions including:

View List of Versions ......................................................................................................................................... 1
Add Version ....................................................................................................................................................... 2
View/Update Version ......................................................................................................................................... 3
Copy Version ..................................................................................................................................................... 4
Refresh Version (Date as Of)............................................................................................................................. 5
Lock/Unlock Version .......................................................................................................................................... 6
Delete Version ................................................................................................................................................... 6

View List of Versions
You will need to populate the Versions list with data prior to updating, copying or deleting a version.

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

2. Select: Biennium.
   ➔ You can select the biennium for the version data to load.
   ➔ If Biennium is changed, use Reset Default Search to return to the previous value.

3. Select: Budget Types.
   ➔ You can select all or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.
   ➔ If Budget Types is changed, use Reset Default Search to return to the previous value.

4. Select: Load Data.
   ➔ CBS will display the Versions list.
Add Version
Agency Budget Operations users can add a new version for a Biennium and Budget Type.

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

2. **Select:** Add.
   ➞ CBS will display the Manage Version screen.

3. **Select:** Biennium.
   ➞ You can select the biennium for the version.

4. **Select:** Budget Type.
   ➞ You can select Regular, First Year Supplemental, or Second Year Supplemental.

5. **Input:** Code.
   ➞ Use up to 2 letters and/or numbers to create a version code.
   ➞ Do not use letters ‘O’ or ‘I’ to avoid confusion with the numbers ‘0’ (zero) and ‘1’ (one).
   **Caution!** CBS does not allow duplicates for version code in the same biennium.

6. **Input:** Title.
   ➞ Use up to 35 letters and/or numbers to create a version title.
7. **Select:** Source.
   ➔ Always select ‘Agency’ for the source.

8. **Select:** Budget Source.
   ➔ Always select ‘Agency’ for the budget source. Enacted is used by OFM for a budget signed by the Governor.

9. **Select:** Operating Version.
   ➔ This drives the decision package selection field for the project class of ‘Program’ listed on the Additional Info tab.

10. **Select:** Owner.
    ➔ Always select ‘Budget Group’ for Owner.

11. **Input:** Comment.
    ➔ Maximum length for comments is 600 characters.
    ➔ Comments are for internal agency use. CBS does not include comments in the information submitted to OFM.

12. **Select:** Save.

**View/Update Version**

Agency Budget Operations can update the Title, Operating Version, Owner, or Comments.

✓ You cannot update versions that are owned by another agency.
✓ You cannot update a locked version or an OFM version.

1. **Select:** Versions tab.
2. **Select:** Biennium, Budget Types, and Load Data.
3. **Select:** Checkbox next to the Version to view or update.
   ➔ You can select one or more.

4. **Select:** View/Update button.
CBS will display the Manage Version screen.

5. **Update:** Title, Operating Version, Owner, or Comment.
   ➔ If you selected multiple versions, use the arrows (located above biennium) to go to the next version in your list.

6. **Select:** Save.

### Copy Version

You can copy one version into another version. For example, you might want to copy a version to create a different budget submittal scenario or create a new base budget from the enacted OFM version.

1. **Select:** Versions tab.
2. **Select:** Biennium, Budget Types, and Load Data.
3. **Select:** Checkbox next to the Version to copy.
   ➔ You can select one or more.
4. **Select:** Copy button.
   ➔ CBS will display the Copy Version screen.
5. **Select:** Data Types.
   ➔ You can select all or select the checkbox next to Projects and/or FTEs.
6. **Select:** Copy Type.
   - You can select Do Not Replace Duplicates, Replace Duplicates, Create New Projects for Duplicates, or Delete Destination and Replace.

   **Copy Type**
   - Do Not Replace Duplicates
   - Replace Duplicates
   - Create New Projects for Duplicates
   - Delete Destination and Replace

7. **Select:** Destination Biennium.
   - This is the biennium for the destination version.
   - If copying across a biennium (e.g. 2017-19 to 2019-21 biennium), CBS will automatically keep numbers in the same timeframe.

   **Destination Biennium**
   - 2019-21

8. **Select:** Destination Budget Type.
   - This is the budget type for the destination version.

   **Destination Budget Type**
   - Regular

9. **Select:** Destination Version.
   - Contents from the source version will be copied into this destination version.

   **Destination Version**
   - [Select a Version]

10. **Select:** Copy button.
    - CBS will copy contents from the source version into the destination version.

**Refresh Version (Date as Of)**

You can refresh a version to make the data current as of the last AFRS Closed Month. The updated data includes the Prior, Current Biennium, and Reappropriation Available amounts which are calculated based on numbers in Monitor and the Expenditure Authority Schedule.

1. **Select:** Versions tab.
2. **Select:** Biennium, Budget Types, and Load Data.
3. **Select:** Checkbox next to the Version to refresh.
   - You can select one or more.

   **Locked** | **Code** | **Title** | **Budget Type**
---|---|---|---
[ ] | 1A | Sample | Regular
5. **Select:** OK.

**Caution!** This action cannot be undone.

A message box will appear verifying your intention to refresh the entire version.

---

**Lock/Unlock Version**

Agency Budget Operations users can lock/unlock agency versions. Agency Edit users are unable to modify a locked version. Division users do not have access to lock versions.

1. **Select:** Versions tab.
2. **Select:** Biennium, Budget Types, and Load Data.
3. **Select:** Checkbox next to the Version to lock or unlock.

You can select one or more.

4. **Select:** Lock/Unlock button.

The Versions list will appear. A lock icon will appear if the version was locked. A lock icon will not appear if the version was unlocked.

---

**Delete Version**

Agency Budget Operations users can delete versions.

- You cannot delete versions that are owned by another agency.
- You cannot delete a locked version or an OFM version.

---

<table>
<thead>
<tr>
<th>Locked</th>
<th>Code</th>
<th>Title</th>
<th>Budget Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>1A</td>
<td>Sample</td>
<td>Regular</td>
</tr>
</tbody>
</table>
4. **Select:** Delete button.
   ➔ A message box will appear verifying your intention to delete the version(s).

5. **Select:** OK.
   ➔ **Caution!** This action cannot be undone.

- Are you sure you want to delete the selected versions and all of their projects permanently from the database?

  [OK]  [Cancel]
This job aid includes information for Agency Budget Operations, Agency Budget Edit, Agency Division, and Facility users.

Agency Budget Edit Access and Agency Budget Operations users can view, add, and delete projects in versions where they are designated as the owner.

Agency Budget Edit Access and Agency Budget Operations users can be the recipient of projects submitted to them for review by Facility users and Division users. Projects submitted for review are accessed using the Projects for Review selection criteria.

Agency Budget Edit Access users, Agency Division users, and Agency Facility users cannot delete project(s) from a locked version, delete locked project(s), and cannot lock project(s) or version(s).

The Projects tab is designed to be a single source for all actions related to projects and subprojects including:

View List of Projects ................................................................................................................................................ 1
Add Project/Subproject ........................................................................................................................................... 3
Detail Tab ......................................................................................................................................................... 3
Additional Information Tab ................................................................................................................................. 6
Funding Tab ....................................................................................................................................................... 8
Operating Impacts Tab ........................................................................................................................................ 10
Cost Estimates Tab ............................................................................................................................................ 11
Main data ......................................................................................................................................................... 11
Acquisition Costs ........................................................................................................................................... 13
Consultant Services ......................................................................................................................................... 14
Constructions Contracts .................................................................................................................................. 15
Equipment .................................................................................................................................................... 17
Artwork ............................................................................................................................................................ 18
Project Management ....................................................................................................................................... 18
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View Cost Estimate Report ................................................................................................................................ 19
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View Report Tab .................................................................................................................................................. 20
View Project ...................................................................................................................................................... 21
View Subproject .................................................................................................................................................. 21
Delete Project ................................................................................................................................................... 22
Delete Subproject ............................................................................................................................................ 23
Copy Project ..................................................................................................................................................... 23
Lock/Unlock Project .......................................................................................................................................... 25
View History .................................................................................................................................................... 25
View Project Detail Report (CBS002) ................................................................................................................... 26

**View List of Projects**

You will need to populate the Project list with data prior to taking any actions.

1. **Select**: Projects tab.
   - Tab is located at top of screen.
2. **Select:** Biennium.  
   ➔ You can select the biennium for the project data to view.

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

4. **Select:** Version.  
   ➔ Populates based upon the Biennium and Budget Type selected.  
   ➔ Only versions where you are the owner and all OFM Official Versions will display in the dropdown.

5. **Select:** Working Versions, Projects for Review, or Prioritize Projects.  
   ➔ Working Versions displays all versions you have access to.  
   ➔ Projects for Review displays all projects sent to review.  
   ➔ Prioritize Projects displays all projects and their assigned priority.

6. **Select:** Load.  
   ➔ CBS will display the Project list associated with the selected biennium and version.  
   ➔ If a project has a status of Rejected, click the Rejected link to display any comments entered by the analyst who reviewed and rejected the project. The project status is then changed from Rejected to Draft.
In this example, a list of projects for the selected Biennium and Version are displayed.

<table>
<thead>
<tr>
<th>Biennium</th>
<th>2019-21</th>
<th>Budget Type</th>
<th>Regular</th>
<th>Version</th>
<th>SA:Sample</th>
<th>Add</th>
<th>Delete</th>
<th>Lock/Unlock</th>
<th>Prevent Save</th>
<th>Release</th>
<th>Recall</th>
<th>Details</th>
<th>Copy</th>
<th>View History</th>
<th>Report</th>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Project/Subproject

Agency Budget Operations users can add a new project for a Biennium, Budget Type and Version.

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

2. **Select:** Biennium, Budget Type, and Version.
   ➔ The biennium and version selected are assigned to a new project.

3. **Select:** Add.
   ➔ **Caution!** Add is not available for an OFM version.
   ➔ CBS will display the Projects Details screen with tabs from left to right.

**Detail Tab**

Use this tab to provide details on the project or subproject. Required fields are indicated with a red (*) asterisk.

1. **Select:** Is this a sub project?
   ➔ Selecting **No** indicates the project is not related to another project.
   ➔ Selecting **Yes** will prompt you to select a parent project to attach the subproject to.
   ➔ Only draft projects will be listed.
   ➔ Parent projects with a project class of Grant-Pass Through will not be listed

   **For a project:**
   Is this a sub project?
   (Changing to No will ask you to confirm.) ☐ No ☐ Yes

   **For a subproject:**
   Is this a sub project?
   (Changing to No will ask you to confirm.) ☐ No ☐ Yes
since they cannot have subprojects.

 Caution! If the selected parent project has funding associated with it, adding a subproject will prompt you to confirm add since it will cause the funding to be deleted when you save.

2. Input: Project Title.
 Use up to 65 letters and/or numbers.

3. Input: Project Phase Title.
 Use up to 65 letters and/or numbers.

4. Select: Project Class.
 You can select Grant, Grant – Pass Through, Preservation, or Program.
 Selection determines additional information tab fields and questions.
 For a subproject, the project class will default to match the parent project.

5. Select: Starting fiscal year.
 You must select a year from the dropdown.

 Spell check is available.

7. Input: Project Description.
 Answer the questions listed above the input field.
 Use the toolbar to perform a spell check, copy, paste, undo, redo, bold, italicize, and underline.
8. **Input:** Comments.
   - Agency comments are not released or viewable to your OFM analyst.
   - Spell check is available.

9. **Input:** Contact Name, Contact Phone Number, and Contact E-mail.
   - If you input a phone number, the area code is required.
   - If you input an e-mail, a valid e-mail address format is required.

10. **Select:** Program.
    - Field is only available to agencies that have programs (e.g. DSHS).

11. **Select:** Branch Campus.
    - Field is only available to higher education with branches (e.g. UW).

12. **Select:** Agency Activity.
    - If the project is associated with more than one activity, select **Add another activity**.
    - If you need to remove an activity that was selected, use the **Clear** button.

13. **Input:** User Defined.
    - Use up to 12 letters and/or numbers.

14. **Select:** Historical Significance.
    - Select **Yes** if the building is on the historical register, if there are archaeological impacts, or per Executive Order 05-05, the Department of Archaeology and Historic Preservation (DAHP) and the Governor's Office of Indian Affairs identifies this project as having historical or archaeological impacts.

**Comments**

Contact Name

Contact Phone Number: [____] [____] [____] ext [____]

Contact E-mail

**Program**

In this example, the dropdown is populated with programs associated with DSHS.

In this example, the dropdown is populated with UW campuses.

**Agency Activity**

**User Defined**

**Historical Significance**

- [ ] No
- [ ] Yes
15. Input: Dependent on legislation passing. 
   ➔ You can identify the related bill number.

   ➔ Spell check is available.

17. Select: Save.

Additional Information Tab

Use this tab to answer questions about the project or subproject. The questions displayed on this tab depend upon the Project Class you selected on the Details tab.

<table>
<thead>
<tr>
<th>Project Class ➔</th>
<th>Grant</th>
<th>Grant-Pass Through</th>
<th>Preservation</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question ➔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Type</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Location</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Describe Growth Management Impacts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Grant Recipient Organization</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>RCW that establishes grant</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Application process used</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>If this a new facility?</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>How does this fit into your master plan?</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Decision package</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Assumptions in the Operating Budget</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

1. Select: Project Type. 
   ➔ You can select a project type from the dropdown. 
   ➔ If another project type needs to be selected, select the Add another project type above button. 
   ➔ If you need to remove a project type that was selected, use the Clear button.
2. **Input:** Location.

   → You can identify the address, zip code, county, city, legislative district, latitude and longitude where the project is located.

   → Select the **Reset counties, cities, and legislative districts** button to clear the previously selected county, city, and legislative district.

   → Select the **Find Latitude/Longitude information** link to open a new window to determine the latitude and longitude for an address where the project is located.

   → Select the **Add another Location above** to identify another location.

3. **Input:** Describe Growth Management Impacts.

   → Describe the impacts or type “Not applicable to this project” to pass a pre-release edit check.

4. **Input:** Grant Recipient Organization.

   → Identify the organization who would get the grant.

5. **Input:** RCW that establishes grant program.

   → Identify the RCW associated with the grant program.

   → Field is not applicable to subprojects.
6. Input: Application process used.
   ➔ Describe the application process used for the grant.
   ➔ Spell check is available.

7. Select: Is this a new facility?
   ➔ Select No if the project is not a new facility.
   ➔ Select Yes if the project is a new facility then describe **How does this fit into your master plan?**

8. Select: Decision package.
   ➔ Field will only display if Project Class is Program.
   ➔ If an operating version is identified in version management by a Budget Operations user, then the agency’s decision packages for that version are displayed.
   ➔ If no operating version is identified in version management, screen displays “Decision packages not available.”
   ➔ If a decision package is selected, also describe the **Assumptions in the Operating Budget.**


**Funding Tab**

Use this tab to add funding decisions for a project. For subprojects, the funding tab will display the summarized account totals as read-only.
1. **View:** Estimate.
   - Total dollar amount from the preferred cost estimate.
   - If no cost estimate is attached, field will not display.

2. **View:** Project Funding.
   - Total amount of all accounts entered on the project funding tab.

3. **View:** Variance.
   - Variance between total preferred cost estimate dollars minus total dollar amount of project funding.
   - If the project has subprojects, field will not display.
   - If no cost estimate is attached, field will not display.

4. **Select:** Account.

5. **Select:** Expenditure Authority Type.
   - To add another account, select the Add another account above button.
   - **Caution!** Only one account and expenditure authority type combination can be saved per project.

6. **View:** Total Costs.

7. **View:** Pre XXXX-XX Prior.

8. **View:** XXXX-XX Current.

9. **View:** XXXX-XX Reapprops.

10. **Input:** New Approps.

11. **Input:** Years 3-4

12. **Input:** Years 5-6

13. **Input:** Years 7-8

14. **Input:** Years 9-10

---

**Estimate:** 75,000,000

**Project Funding:** 54,700,000

**Variance:** 20,300,000
Projects
Capital Budget System (CBS)

15. Select: Slide Left.
- Moves all amounts (except Prior, Current and Reappropriation) to the left.

16. Select: Slide Right
- Moves all amounts (except Prior, Current and Reappropriation) to the right.

17. Select: Save.

Operating Impacts Tab
Use this tab to identify operating impacts to the project or subproject.

1. Select: There are no operating impacts for this project.
- If this field is checked, explain why the project has no operating impacts.

- If this field is unchecked, you can select a fiscal year for operating impacts, enter one time startup costs and ongoing costs, and provide a narrative.
2. **Select**: Save.

### Cost Estimates Tab

Use this tab to associate or create cost estimates to the project or subproject.

1. **Select**: Associate Cost Estimate.
   - A list of unassociated cost estimates will display to select from.

2. **Select**: Create New Cost Estimate.

3. **Input**: Cost Estimate Title.
   - Use up to 50 letters and/or numbers.

4. **Select**: Ok
   - New cost estimate form is displayed.

5. **Input**: Detail Page Name.
6. **Select**: Add.
   - Main page of cost estimate is displayed.
   - You can add one or more cost estimates to your project or subproject.

### Main data

The main tab captures relevant information for a single cost estimate detail.

1. **Input**: Main data.
2. **Select**: Save.

---

The following fields are displayed on the Main tab of a cost estimate.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Type</td>
<td>Establishes the Architect/Engineer (A/E) fee class and associated basic design fee schedule. Field is required.</td>
</tr>
<tr>
<td>Analysis Date</td>
<td>Defaults to today’s date.</td>
</tr>
<tr>
<td>Projected Life of Asset</td>
<td>Number of years the asset is estimated to be useful. See SAAM 30.50.10 for more information.</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Person who will answer questions about the cost estimate.</td>
</tr>
<tr>
<td>Contact Number</td>
<td>Phone number of the contact person.</td>
</tr>
<tr>
<td>Tax Rate</td>
<td>Sales tax rate for the location of the project.</td>
</tr>
<tr>
<td>Location used for tax rate</td>
<td>Enter the cost estimate sales tax rate location. Use the Location Finder link to look-up the current rate for a specified location.</td>
</tr>
<tr>
<td>Gross Sq. Ft.</td>
<td>Gross square feet of building area contained in the project based on American Institute of Architects document. This field is not visible if a non-building construction type was selected.</td>
</tr>
<tr>
<td>Usable Sq. Ft.</td>
<td>Also known as net square feet or assignable square feet. Usable square feet of the structure. Field is not visible if a non-building construction type has been selected. Usable Square Feet cannot be greater than Gross Square Feet.</td>
</tr>
<tr>
<td>Rentable Sq. Ft.</td>
<td>Rentable square feet of the building. Field is not visible if a non-building construction type has been selected.</td>
</tr>
<tr>
<td>Space Efficiency</td>
<td>System calculated. Usable Square Feet divided by Gross Square Feet. If Usable Square Feet is greater than Gross Square Feet, an error message is displayed. Field is not visible if a non-building construction type has been selected.</td>
</tr>
<tr>
<td>Escalated Cost per Sq. Ft.</td>
<td>System calculated. Maximum Allowable Construction Cost (MACC - Escalated) divided by Gross Square Feet. Field is not visible if a non-building construction type has been selected. See the Capital Budget Instructions for efficiency guidelines.</td>
</tr>
<tr>
<td>Escalated Cost per Sq. Ft.</td>
<td>Field is not visible if a non-building construction type has been selected. Used to explain cost per square foot, when cost per sq. ft. amount exceeds standard amount. No entry needed for the Hands On exercise</td>
</tr>
<tr>
<td>Remodel?</td>
<td>Select Yes or No. Field is not visible if a non-building construction type has been selected. If construction is a remodel, the A/E Fee Percentage and A/E Basic Design Services calculations are increased by 3% except in the calculation for project management.</td>
</tr>
<tr>
<td>A/E Fee Class</td>
<td>Field is based on the Construction Type selected.</td>
</tr>
<tr>
<td>A/E Fee Percentage</td>
<td>Field is based on the A/E Fee Class, and if the project is a Remodel.</td>
</tr>
<tr>
<td>Contingency Rate</td>
<td>An allowance for uncertainties associated with estimating costs for design services and construction. Non-Remodels are capped at 5% and Remodels are capped at 10%.</td>
</tr>
<tr>
<td>Contingency Explanation</td>
<td>An explanation for the Contingency Rate may be provided. Cost Estimate will use a rate of 5% based on the project sites unknown ecological factors.</td>
</tr>
<tr>
<td>Art Requirement Applies</td>
<td>Select Yes or No. If Yes is selected, the Artwork allowance will be system calculated and displayed on the Cost Estimate Detail tab titled Artwork.</td>
</tr>
<tr>
<td>Project Administration by</td>
<td>If the Project will be administered by the Department of Enterprise Services (DES) Division of Engineering and Architectural Services</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>(E&amp;AS), select DES. For the request of capital appropriations for costs to an Agency for project management, select Agency.</td>
<td></td>
</tr>
<tr>
<td>Higher Ed Institution</td>
<td>Select Yes or No. If Yes is selected, the Higher Education artwork allowance is calculated on the Artwork tab.</td>
</tr>
<tr>
<td>Alternative Public Works</td>
<td>Select Yes or No. If Yes is selected, allows for the entry of cost associated with the design-build and general contractor/construction manager (GCCM) types of contracts.</td>
</tr>
<tr>
<td>Predesign Start Date</td>
<td>The year and month predesign will start.</td>
</tr>
<tr>
<td>Predesign End Date</td>
<td>The year and month predesign will end. The selected year/month cannot be prior to the selected Predesign Start year and month.</td>
</tr>
<tr>
<td>Design Start Date</td>
<td>The year and month design will start. The year and month cannot be prior to Predesign Start year and month.</td>
</tr>
<tr>
<td>Design End Date</td>
<td>The year and month design will end. The year and month cannot be prior to Design Start year and month.</td>
</tr>
<tr>
<td>Construction Start Date</td>
<td>The year and month construction will start. The year and month cannot be prior to Design Start year and month.</td>
</tr>
<tr>
<td>Construction End Date</td>
<td>The year and month construction will end. The year and month cannot be prior to Construction Start year and month.</td>
</tr>
<tr>
<td>Construction Duration</td>
<td>System calculated. Based on the year/month of the first construction start date to the year and month of last construction end date. Construction End Date minus Construction Start Date divided by 365 days divided by 12 months.</td>
</tr>
<tr>
<td>State Construction Inflation Rate</td>
<td>Currently maintained by the system at 3.12%.</td>
</tr>
<tr>
<td>Base Month and Year</td>
<td>Defaults to June and the first fiscal year for the selected biennium of the new cost estimate. Base month and year cannot be a date in the prior biennium and cannot be prior to today’s date.</td>
</tr>
<tr>
<td>Maximum Allowable Construction Cost (MACC) Not Escalated</td>
<td>System calculated. Amount totals from the Cost Estimate Detail Construction Contracts tab, for total of site work + total related project costs + total facility construction + GCCM Fee + bid General Conditions.</td>
</tr>
<tr>
<td>Maximum Allowable Construction Cost (MACC) Escalated</td>
<td>System calculated. Amount totals from the Cost Estimate Detail Construction Contracts tab, for total site work (escalated) + total related project costs (escalated) + total facility construction (escalated) + GCCM Fee (escalated) + Bid General Conditions (escalated).</td>
</tr>
<tr>
<td>Current Project Total</td>
<td>System calculated.</td>
</tr>
<tr>
<td>Rounded Current Project Total</td>
<td>System calculated.</td>
</tr>
<tr>
<td>Rounded Escalated Project Total</td>
<td>System calculated.</td>
</tr>
</tbody>
</table>

**Acquisition Costs**

Acquisition costs are the associated purchase or leasing costs, and any costs necessary to prepare the property for agency use.
**Projects**

**Capital Budget System (CBS)**

1. **Input:** Acquisition Costs.
   - Enter base amounts.
   - Escalation Factor is not applied.

2. **Select:** Save.

### Consultant Services

Consultant Services are costs associated with architect and engineering (A/E) services from private consulting firms.

1. **Input:** Pre-Schematic Design Services.
   - Enter base amounts.
   - Escalation Factor is not applied.

2. **View:** Construction Documents.
   - A/E Basic Design Services is system calculated based on the construction type selected. Hover the mouse over the item title to see the calculation.

3. **Input:** Extra Services.
   - Enter base amounts.
   - Escalation Factor is not applied.
   - Leadership Energy & Environmental Design List (LEED) is not displayed for non-building construction types.
4. **Input:** Other Services.
   - Bid/Construction/Closeout is system calculated based on 31% of basic services.
   - Enter base amounts.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>4 Other Services</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid/Construction/Closeout</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HVAC Balancing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staffing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

5. **Input:** Design Services Contingency.
   - Design Services Contingency is system calculated: contingency rate multiplied by sum of non-escalated amounts within Consultant Services.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>5 Design Services Contingency</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Design Services Contingency</strong></td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

6. **Select:** Save.

**Constructions Contracts**

Construction Contracts are the costs associated with a project's construction.

1. **Input:** Site work.
   - UNIFORMAT code precedes the title.
   - Enter base amounts.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Item</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G10 - Site Preparation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G20 - Site Improvements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G30 - Site Mechanical Utilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G40 - Site Electrical Utilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G60 - Other Site Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

2. **Input:** Related Project Costs.
   - Enter base amounts.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>2 Related Project Costs</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offsite Improvements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Utilities Relocation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Mitigation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Retention/Detention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wetland Mitigation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
3. **Input:** Facility Construction.
   - This section is not displayed for non-building construction types.
   - UNIFORMAT code precedes the title.
   - Enter base amounts.
   - Escalation Factor is applied.

4. **View:** MACC.
   - MACC Non-escalated is system calculated: Total Site Work + Total Related Project Costs + Facility Construction.
   - MACC Escalated is system calculated: Total Site Work (escalated) + Total Related Project Costs (escalated) + Facility Construction (escalated).

5. **Input:** GCCM Risk Contingency.
   - Section only displays if Alternative Public Works has been selected (and a building construction type) on cost estimate Main tab.
   - Enter base amounts.
   - Escalation Factor is applied.

6. **Input:** GCCM or Design Build Costs.
   - Section only displays if Alternative Public Works has been selected (and a building construction type) on cost estimate Main tab.

---

### Table: 3 Facility Construction

<table>
<thead>
<tr>
<th>UNIFORMAT Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A10 - Foundations</td>
<td></td>
</tr>
<tr>
<td>A20 - Basement</td>
<td></td>
</tr>
<tr>
<td>B10 - Superstructure</td>
<td></td>
</tr>
<tr>
<td>B20 - Exterior</td>
<td></td>
</tr>
<tr>
<td>B30 - Roofing</td>
<td></td>
</tr>
<tr>
<td>C10 - Interior</td>
<td></td>
</tr>
<tr>
<td>C20 - Stairs</td>
<td></td>
</tr>
<tr>
<td>C30 - Interior Finishes</td>
<td></td>
</tr>
<tr>
<td>D10 - Conveying</td>
<td></td>
</tr>
<tr>
<td>D20 - Plumbing Systems</td>
<td></td>
</tr>
<tr>
<td>D30 - HVAC Systems</td>
<td></td>
</tr>
<tr>
<td>D40 - Fire Protection</td>
<td></td>
</tr>
<tr>
<td>D50 - Electrical Systems</td>
<td></td>
</tr>
<tr>
<td>F10 - Special Construction</td>
<td></td>
</tr>
<tr>
<td>F20 - Selective Demolition</td>
<td></td>
</tr>
<tr>
<td>General Conditions</td>
<td></td>
</tr>
</tbody>
</table>

| Sub Total | 0 | 1 | 0 |

### Table: 4 MACC

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACC Non-escalated</td>
<td>0</td>
</tr>
<tr>
<td>MACC Escalated</td>
<td>0</td>
</tr>
</tbody>
</table>

| Sub Total | 0 | 1 | 0 |

### Table: 5 GCCM Risk Contingency

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>

| Sub Total | 0 | 1 | 0 |

### Table: 6 GCCM or Design Build Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>

| Sub Total | 0 | 1 | 0 |
construction type) on cost estimate Main tab.
  ➔ Enter base amounts.
  ➔ Escalation Factor is applied.

7. View: Construction Contingencies.
  ➔ System calculated: MACC (not escalated) multiplied by Contingency Rate.
  ➔ Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Allowance for Change Orders</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Sub Total: 0 1 0

8. Input: Non-Taxable Items.
  ➔ Enter base amounts.
  ➔ Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Sub Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 1 0</td>
</tr>
</tbody>
</table>

  ➔ System calculated.

<table>
<thead>
<tr>
<th>Sales Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax - Non Escalated: 0</td>
</tr>
<tr>
<td>Sales Tax - Escalated: 0</td>
</tr>
</tbody>
</table>

10. Select: Save.

Equipment

Equipment costs include the cost of equipment and furnishings that are essential to the project. These items are not considered consumables and have a life expectancy of greater than one year.

1. Input: Equipment.
  ➔ UNIFORMAT code precedes the title.
  ➔ Enter base amounts.
  ➔ Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Item</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>E10 - Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E20 - Furnishings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F10 - Special Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total: 0 1 0

2. Input: Non Taxable Items.
  ➔ Enter base amounts.
  ➔ Escalation Factor is applied.

  ➔ System calculated.

<table>
<thead>
<tr>
<th>Sales Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax - Non Escalated: 0</td>
</tr>
<tr>
<td>Sales Tax - Escalated: 0</td>
</tr>
</tbody>
</table>

4. Select: Save.
Artwork
Most major projects are subject to allowances for Artwork, per RCW 43.17.200 and RCW 28B.10.027 for Higher Education.

   ➔ System calculated: MACC (escalated) multiplied by 0.5%.
   ➔ Escalation Factor is not applied.
   ➔ System calculated: For new construction and remodels over $200,000, MACC (escalated) multiple by 0.5%.

3. Select: Save.

Project Management
The items listed on the Project Management tab are based on the Project Administration by selection listed on the Main tab. Project Administration by DES costs is not included in the cost estimate Project Total. If a user-defined item is added, and Project Administration by DES has been selected, then only the user added row costs are added into the Project Total. Project Administration by Agency costs is included in the cost estimate Project Total.

1. Input: DES Project Management.
   ➔ Only displayed if “Project Administration by” is DES on Main tab.
   ➔ Escalation Factor is applied.
   ➔ Only displayed if “Project Administration by” is Agency on Main tab.
   ➔ Escalation Factor is applied.
3. Select: Save.
Other Costs

Use this tab to input other costs for the project (e.g. permits, insurance, advertising).

1. **Input:** Other Costs.
   - Enter base amounts.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Other Costs</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mitigation Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Material Remediation/Removal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historic and Archeological Mitigation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Select:** Save.

Summary of Cost Estimate

The summary tab displays the summarized costs of one or more cost estimate detail tabs. If only one detail tab exists for the cost estimate, the summary tab will display the totals of the individual detail tab.

1. **Select:** Summary.
   - Displays a summary of the cost estimate data saved.

View Cost Estimate Report

You can produce a CBS003 report containing summarized data of the cost estimate detail tabs and each individual cost estimate detail. If a cost estimate only contains one detail tab, the summary section will be the same as the detail data on the report.

1. **Select:** View Report.
   - Displays the report in a new browser window to view, print, export, or save.
Attachments Tab
Budget Operations, Agency Edit, Agency Division, and Facility users can attach files such as pictures or work plans about a project or subproject. Valid file types include: Word Documents (.doc, .docm, .docx), Excel Spreadsheets (.xls, .xslm, .xlsx), Jpeg Image (.jpeg, .jpg), MS PowerPoint (.ppt, .pptx), Adobe PDF (.pdf), Text (.txt) and .gif, .htm, .html, .mpp, .rtf, .tif and .wpd.

Attachments added become an artifact of the project or subproject and are available for viewing until the project is deleted. For modifications to documents previously attached, you must update the document on your agency network or workstation then in CBS delete and re-add to the project or subproject.

To add an attachment:
2. Select: Browse to locate a file, select the file, and select Open.
3. Input: Description to include a synopsis of the material for quick reference.
4. Select: Attach. More than one file can be attached.

To view an attachment:
5. Select: Radio button for an attachment.
6. Select: View. You can also click the attachments paper clip icon from the project list.
7. Select: Open Attachment. You can also click on the attachment name to view.

To delete an attachment:
1. Select: Radio button for an attachment.
2. Select: Delete.
3. Select: OK.

View Report Tab
You can produce a report containing the project or subproject data (CBS002).
   ➔ Displays the report in a new browser window to view, print, export, or save.

**View Project**

You can view or modify the project.

1. Select: Projects tab.
2. Select: Biennium, Budget Type, and Version.
   ➔ CBS will display the Project list associated with the selected biennium and version.

4. Select: Checkbox next to the project to view or modify.
5. Select: Details.
   ➔ CBS will display the Projects Details screen with tabs from left to right.
   ➔ You can also open a project by selecting the project title from the project list.

**View Subproject**

You can view or modify subprojects.

1. Select: Projects tab.
2. Select: Biennium, Budget Type, and Version.
   ➔ CBS will display the Project list associated with the selected biennium and version.
   ➔ If a project has subprojects, the total number of subprojects associated with the project will display in the Subprojects column.

4. Select: Checkbox next to the project with subprojects.
5. Select: Details.
The parent project is displayed.

6. **Select:** Subprojects.
   - A list of subprojects associated to the parent project is displayed.
   - You can open the subproject by clicking on the Title.

7. **Select:** Parent Project.
   - Quick navigation between subprojects, updating a parent project, or identifying how a particular subproject affects the parent.

**Subprojects**

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Title</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000550</td>
<td>Subproject 1</td>
<td>Grant</td>
</tr>
<tr>
<td>4000560</td>
<td>Subproject 2</td>
<td>Grant</td>
</tr>
</tbody>
</table>

**Parent Project**

To remove a subproject from a parent project:

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** parent project title.
5. **Select:** Subprojects.
6. **Select:** Is this a subproject? to No.
7. **Select:** OK.

**Message from webpage**

Are you sure you want to change this subproject to a project?

OK | Cancel

To prioritize subprojects:

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** parent project title.
5. **Select:** Subprojects.
6. **Input:** Agency Priority.
   - You can also drag the projects into the appropriate order then select the **Make Sequential** button to set the priority in sequential order as listed.

7. **Select:** Save.

**Delete Project**
You can delete a project along with all of its associated data.

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** Checkbox next to the project to delete.
   - You can select one or more.
5. **Select:** Delete.
6. **Select:** OK.

### Delete Subproject

You can delete a subproject along with all of its associated data.

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** parent project title.
5. **Select:** Subprojects
6. **Select:** Delete.
   - Delete button is located at the end of the subproject row.
7. **Select:** OK.

### Copy Project

You can copy all data related to a project between versions, within a version and from biennium to biennium. The data copied includes: project detail, additional info, funding, operating impacts, attachments, and cost estimates. If a project has subprojects, the subprojects will be copied into the new version (project numbers and titles retained).

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** Checkbox next to the project to copy.
You can select one or more or select Select All to copy all projects in the version.

5. Select: Copy.
   ➔ A dialog is displayed to select a destination for the data.

6. Select: Biennium, Budget Type, and Version.
   ➔ The biennium and version selected are assigned to the new project.

7. Select: Data Types.
   ➔ You can select Selected Projects or Selected Projects plus FTEs.

8. Select: Copy Type.
   ➔ Do Not Replace Duplicates will copy only if the destination version doesn't have the same project number already.
   ➔ Replace Duplicates will copy over/replace the destination version of a project that already exists in the version being copied to
   ➔ Create New Projects for Duplicates will copy to the destination where a project already exists. The project will receive a new project number and the project title will contain ‘Copy of’ at the beginning of the title.
   ➔ If you select Create New Projects for Duplicates, you can input a new project name but this only works if there is one project to copy.

9. Select: OK.
Lock/Unlock Project
You can lock/unlock projects.

1. Select: Projects tab.
2. Select: Biennium, Budget Type, and Version.
4. Select: Checkbox next to the project to lock or unlock.
   ➔ You can select one or more.

   In this example, we selected one project to lock:

<table>
<thead>
<tr>
<th>Select All</th>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>40000554</td>
<td>Project 1</td>
</tr>
<tr>
<td></td>
<td>40000556</td>
<td>Test</td>
</tr>
<tr>
<td></td>
<td>40000558</td>
<td>Test 2</td>
</tr>
</tbody>
</table>

5. Select: Lock/Unlock.
   ➔ The Project Locked column will update to reflect whether the project is locked (Yes) or unlocked (No).

View History
You can view a history of changes to a project.

1. Select: Projects tab.
2. Select: Biennium, Budget Type, and Version.
4. Select: Checkbox next to a project.

   In this example, we selected one project:

<table>
<thead>
<tr>
<th>Select All</th>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>40000554</td>
<td>Project 1</td>
</tr>
<tr>
<td></td>
<td>40000556</td>
<td>Test</td>
</tr>
<tr>
<td></td>
<td>40000558</td>
<td>Test 2</td>
</tr>
</tbody>
</table>

5. Select: View History.
   ➔ A window will display the user and date the project was updated and created.

   History Records
   2 Records

<table>
<thead>
<tr>
<th>Action</th>
<th>Additional Information</th>
<th>User</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated</td>
<td>Gosda, Christine</td>
<td>3/14/2019 1:22:04 PM</td>
<td></td>
</tr>
<tr>
<td>Created</td>
<td>Gosda, Christine</td>
<td>3/14/2019 1:20:14 PM</td>
<td></td>
</tr>
</tbody>
</table>

   1 | (Page 1 of 1) | Rows Per Page 10

   Clear Sort | Reset Default Sort
View Project Detail Report (CBS002)
You can view a report of summarized data of the project and any attached subprojects.

1. Select: Projects tab.
2. Select: Biennium, Budget Type, and Version.
4. Select: Checkbox next to a project.  
   ➔ You can select one or more.

   In this example, we selected one project:

<table>
<thead>
<tr>
<th>Select All</th>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>40000554</td>
<td>Project 1</td>
</tr>
<tr>
<td></td>
<td>40000556</td>
<td>Test</td>
</tr>
<tr>
<td></td>
<td>40000558</td>
<td>Test 2</td>
</tr>
</tbody>
</table>

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

   ➔ Caution! Even if you are not ready to set the priority, you will need to do a preliminary prioritization on the sub-projects. Otherwise your report will not have the correct information.
This job aid includes information for Agency Budget Operations, Agency Budget Edit, Agency Division, and Facility users.

The **Cost Estimates** tab will assist you in estimating the cost of a project:

- View Unassociated Cost Estimates ................................................................. 1
- View Associated Cost Estimates .................................................................... 1
- View All Cost Estimates .................................................................................. 2
- Add a Cost Estimate ......................................................................................... 2
  - Main data ...................................................................................................... 2
  - Acquisition Costs ......................................................................................... 5
  - Consultant Services ...................................................................................... 5
  - Constructions Contracts ............................................................................. 6
  - Equipment .................................................................................................... 8
  - Artwork ........................................................................................................ 9
  - Project Management ..................................................................................... 9
  - Other Costs .................................................................................................. 10
- Summary of Cost Estimate ............................................................................. 10
- View Cost Estimate Report ........................................................................... 10
- Rename a Cost Estimate ................................................................................. 11
- Copy a Cost Estimate ..................................................................................... 11
- Delete a Cost Estimate ................................................................................... 12
- Update a Cost Estimate .................................................................................. 12
- Associate a Project to a Cost Estimate ......................................................... 13
- Unassociate a Cost Estimate from a Project or Subproject ......................... 14
- Mark a Cost Estimate as Preferred ............................................................... 14

**View Unassociated Cost Estimates**

Use this feature to view a list of cost estimates that are not associated with a project.

1. **Select:** Cost Estimates tab.  
   → Tab is located at top of screen.

2. **Select:** Unassociated.

3. **Select:** Show Cost Estimates.  
   → Cost estimates that are not attached to a project are listed.

**View Associated Cost Estimates**

Use this feature to view a list of cost estimates that are associated with a project.

1. **Select:** Cost Estimates Tab.  
2. **Select:** Associated.
4. Select: Budget Type.
5. Select: Version.

   ➔ Cost estimates are listed that are attached to a project for the selected biennium and version.

**View All Cost Estimates**

Use this feature to view a list of all cost estimates.

2. Select: Show All.
4. Select: Budget Type.
5. Select: Version.

   ➔ All cost estimates are listed for the selected biennium and version.

**Add a Cost Estimate**

Use this feature to create a new cost estimate.

2. Select: Add
   ➔ A dialog is displayed to enter a new Cost Estimate Title.
3. Input: Cost Estimate Title.
4. Select: OK.

5. Input: Detail Page Name.
   ➔ Main tab of cost estimate is displayed.

**Main data**

The main tab captures relevant information for a single cost estimate detail.
1. **Input:** Main data.
2. **Select:** Save.

The following fields are displayed on the Main tab of a cost estimate.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Type</td>
<td>Establishes the Architect/Engineer (A/E) fee class and associated basic design fee schedule. Field is required.</td>
</tr>
<tr>
<td>Analysis Date</td>
<td>Defaults to today’s date.</td>
</tr>
<tr>
<td>Projected Life of Asset</td>
<td>Number of years the asset is estimated to be useful. See SAAM 30.50.10 for more information.</td>
</tr>
<tr>
<td>Tax Rate</td>
<td>Sales tax rate for the location of the project.</td>
</tr>
<tr>
<td>Location used for tax rate</td>
<td>Enter the cost estimate sales tax rate location. Use the <strong>Location Finder</strong> link to look-up the current rate for a specified location.</td>
</tr>
<tr>
<td>Gross Sq. Ft.</td>
<td>Gross square feet of building area contained in the project based on American Institute of Architects document. This field is not visible if a non-building construction type was selected.</td>
</tr>
<tr>
<td>Usable Sq. Ft.</td>
<td>Also known as net square feet or assignable square feet. Usable square feet of the structure. Field is not visible if a non-building construction type has been selected. Usable Square Feet cannot be greater than Gross Square Feet.</td>
</tr>
<tr>
<td>Rentable Sq. Ft.</td>
<td>Rentable square feet of the building. Field is not visible if a non-building construction type has been selected.</td>
</tr>
<tr>
<td>Space Efficiency</td>
<td>System calculated. Usable Square Feet divided by Gross Square Feet. If Usable Square Feet is greater than Gross Square Feet, an error message is displayed. Field is not visible if a non-building construction type has been selected.</td>
</tr>
<tr>
<td>Escalated Cost per Sq. Ft.</td>
<td>System calculated. <strong>Maximum Allowable Construction Cost (MACC - Escalated)</strong> divided by Gross Square Feet. Field is not visible if a non-building construction type has been selected. See the Capital Budget Instructions for efficiency guidelines.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Escalated Cost per Sq. Ft.</td>
<td>Field is not visible if a non-building construction type has been selected. Used to explain cost per square foot, when cost per sq. ft. amount exceeds standard amount. No entry needed for the Hands On exercise.</td>
</tr>
<tr>
<td>Explanation</td>
<td></td>
</tr>
<tr>
<td>Remodel?</td>
<td>Select Yes or No. Field is not visible if a non-building construction type has been selected. If construction is a remodel, the A/E Fee Percentage and A/E Basic Design Services calculations are increased by 3% except in the calculation for project management.</td>
</tr>
<tr>
<td>A/E Fee Class</td>
<td>Field is based on the Construction Type selected.</td>
</tr>
<tr>
<td>A/E Fee Percentage</td>
<td>Field is based on the A/E Fee Class, and if the project is a Remodel.</td>
</tr>
<tr>
<td>Contingency Rate</td>
<td>An allowance for uncertainties associated with estimating costs for design services and construction. Non-Remodels are capped at 5% and Remodels are capped at 10%.</td>
</tr>
<tr>
<td>Contingency Explanation</td>
<td>An explanation for the Contingency Rate may be provided. Cost Estimate will use a rate of 5% based on the project sites unknown ecological factors.</td>
</tr>
<tr>
<td>Art Requirement Applies</td>
<td>Select Yes or No. If Yes is selected, the Artwork allowance will be system calculated and displayed on the Cost Estimate Detail tab titled Artwork.</td>
</tr>
<tr>
<td>Project Administration by</td>
<td>If the Project will be administered by the Department of Enterprise Services (DES) Division of Engineering and Architectural Services (E&amp;AS), select DES. For the request of capital appropriations for costs to an Agency for project management, select Agency.</td>
</tr>
<tr>
<td>Higher Ed Institution</td>
<td>Select Yes or No. If Yes is selected, the Higher Education artwork allowance is calculated on the Artwork tab.</td>
</tr>
<tr>
<td>Alternative Public Works</td>
<td>Select Yes or No. If Yes is selected, allows for the entry of cost associated with the design-build and general contractor/construction manager (GCCM) types of contracts.</td>
</tr>
<tr>
<td>Predesign Start Date</td>
<td>The year and month predesign will start.</td>
</tr>
<tr>
<td>Predesign End Date</td>
<td>The year and month predesign will end. The selected year/month cannot be prior to the selected Predesign Start year and month.</td>
</tr>
<tr>
<td>Design Start Date</td>
<td>The year and month design will start. The year and month cannot be prior to Predesign Start year and month.</td>
</tr>
<tr>
<td>Design End Date</td>
<td>The year and month design will end. The year and month cannot be prior to Design Start year and month.</td>
</tr>
<tr>
<td>Construction Start Date</td>
<td>The year and month construction will start. The year and month cannot be prior to Design Start year and month.</td>
</tr>
<tr>
<td>Construction End Date</td>
<td>The year and month construction will end. The year and month cannot be prior to Construction Start year and month.</td>
</tr>
<tr>
<td>Construction Duration</td>
<td>System calculated. Based on the year/month of the first construction start date to the year and month of last construction end date. Construction End Date minus Construction Start Date divided by 365 days divided by 12 months.</td>
</tr>
<tr>
<td>State Construction Inflation Rate</td>
<td>Currently maintained by the system at 3.12%.</td>
</tr>
<tr>
<td>Base Month and Year</td>
<td>Defaults to June and the first fiscal year for the selected biennium of the new cost estimate. Base month and year cannot be a date in the prior biennium and cannot be prior to today’s date.</td>
</tr>
</tbody>
</table>
Field | Description
--- | ---
Maximum Allowable Construction Cost (MACC) Not Escalated | System calculated. Amount totals from the Cost Estimate Detail Construction Contracts tab, for total of site work + total related project costs + total facility construction + GCCM Fee + bid General Conditions.
Maximum Allowable Construction Cost (MACC) Escalated | System calculated. Amount totals from the Cost Estimate Detail Construction Contracts tab, for total site work (escalated) + total related project costs (escalated) + total facility construction (escalated) + GCCM Fee (escalated) + Bid General Conditions (escalated).
Current Project Total | System calculated.
Rounded Current Project Total | System calculated.
Rounded Escalated Project Total | System calculated.

**Acquisition Costs**
Acquisition costs are the associated purchase or leasing costs, and any costs necessary to prepare the property for agency use.

1. **Input:** Acquisition Costs.
   - Enter base amounts.
   - Escalation Factor is not applied.
2. **Select:** Save.

<table>
<thead>
<tr>
<th>Item</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase/Lease Cost</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Appraisal and Closing Costs</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Right of Way Costs</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Demolition Cost</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Pre-Site Development</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

**Consultant Services**
Consultant Services are costs associated with architect and engineering (A/E) services from private consulting firms.

1. **Input:** Pre-Schematic Design Services.
   - Enter base amounts.
   - Escalation Factor is not applied.
2. **View:** Construction Documents.
   - A/E Basic Design Services is system calculated based on the construction type selected. Hover the mouse over the item title to see the calculation.
3. **Input:** Extra Services.
   - Enter base amounts.
   - Escalation Factor is not applied.
   - Leadership Energy & Environmental Design List (LEED) is not displayed for non-building construction types.

<table>
<thead>
<tr>
<th>3 Extra Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Design (Above Basic Services)</td>
</tr>
<tr>
<td>Geotechnical Investigation</td>
</tr>
<tr>
<td>Commissioning (System Check)</td>
</tr>
<tr>
<td>Site Survey</td>
</tr>
<tr>
<td>Testing</td>
</tr>
<tr>
<td>Leadership Energy &amp; Environment Design List (LEED)</td>
</tr>
<tr>
<td>Voice/Data Consultant</td>
</tr>
<tr>
<td>Value Engineering Participation &amp; Implementation</td>
</tr>
<tr>
<td>Constructability Review Participation</td>
</tr>
<tr>
<td>Environmental Mitigation Services (EMS)</td>
</tr>
<tr>
<td>Landscape Consultant</td>
</tr>
</tbody>
</table>

| Sub Total | 0 | 1 | 0 |

4. **Input:** Other Services.
   - Bid/Construction/Closeout is system calculated based on 31% of basic services.
   - Enter base amounts.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>4 Other Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid/Construction/Closeout</td>
</tr>
<tr>
<td>HVAC Balancing</td>
</tr>
<tr>
<td>Staffing</td>
</tr>
</tbody>
</table>

| Sub Total | 0 | 1 | 0 |

5. **Input:** Design Services Contingency.
   - Design Services Contingency is system calculated: contingency rate multiplied by sum of non-escalated amounts within Consultant Services.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>5 Design Services Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Services Contingency</td>
</tr>
</tbody>
</table>

| Sub Total | 0 | 1 | 0 |

6. **Select:** Save.

**Constructions Contracts**

Construction Contracts are the costs associated with a project's construction.

<table>
<thead>
<tr>
<th>1 Site work</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>G10 - Site Preparation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G20 - Site Improvements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G30 - Site Mechanical Utilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G40 - Site Electrical Utilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G60 - Other Site Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Sub Total | 0 | 1 | 0 |
2. **Input**: Related Project Costs.
   - Enter base amounts.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Related Project Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offsite Improvements</td>
</tr>
<tr>
<td>City Utilities Relocation</td>
</tr>
<tr>
<td>Parking Mitigation</td>
</tr>
<tr>
<td>Stormwater Retention/Detention</td>
</tr>
<tr>
<td>Wetland Mitigation</td>
</tr>
</tbody>
</table>

Sub Total: 0

3. **Input**: Facility Construction.
   - This section is not displayed for non-building construction types.
   - UNIFORMAT code precedes the title.
   - Enter base amounts.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Facility Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>A10 - Foundations</td>
</tr>
<tr>
<td>A20 - Basement Construction</td>
</tr>
<tr>
<td>B10 - Superstructure</td>
</tr>
<tr>
<td>B20 - Exterior Closure</td>
</tr>
<tr>
<td>B30 - Roofing</td>
</tr>
<tr>
<td>C10 - Interior Construction</td>
</tr>
<tr>
<td>C20 - Stairs</td>
</tr>
<tr>
<td>C30 - Interior Finishes</td>
</tr>
<tr>
<td>D10 - Conveying</td>
</tr>
<tr>
<td>D20 - Plumbing Systems</td>
</tr>
<tr>
<td>D30 - HVAC Systems</td>
</tr>
<tr>
<td>D40 - Fire Protection Systems</td>
</tr>
<tr>
<td>D50 - Electrical Systems</td>
</tr>
<tr>
<td>F10 - Special Construction</td>
</tr>
<tr>
<td>F20 - Selective Demolition</td>
</tr>
<tr>
<td>General Conditions</td>
</tr>
</tbody>
</table>

Sub Total: 0

4. **View**: MACC.
   - MACC Non-escalated is system calculated: Total Site Work + Total Related Project Costs + Facility Construction.
   - MACC Escalated is system calculated: Total Site Work (escalated) + Total Related Project Costs (escalated) + Facility Construction (escalated).

<table>
<thead>
<tr>
<th>MACC</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACC Non-escalated</td>
</tr>
<tr>
<td>MACC Escalated</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MACC</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACC Non-escalated</td>
</tr>
<tr>
<td>MACC Escalated</td>
</tr>
</tbody>
</table>

Sub Total: 0

5. **Input**: GCCM Risk Contingency.
   - Section only displays if Alternative Public Works has been selected (and a building

<table>
<thead>
<tr>
<th>GCCM Risk Contingency</th>
</tr>
</thead>
</table>

Sub Total: 0
6. **Input:** GCCM or Design Build Costs.
   - Section only displays if Alternative Public Works has been selected (and a building construction type) on cost estimate Main tab.
   - Enter base amounts.
   - Escalation Factor is applied.

   **Table:**
<table>
<thead>
<tr>
<th>Input</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCCM Fees</td>
<td></td>
</tr>
<tr>
<td>Bid General Conditions</td>
<td></td>
</tr>
<tr>
<td>GCCM Preconstruction Services</td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>0 1 0</td>
</tr>
</tbody>
</table>

7. **View:** Construction Contingencies.
   - System calculated: MACC (not escalated) multiplied by Contingency Rate.
   - Escalation Factor is applied.

   **Table:**
<table>
<thead>
<tr>
<th>Input</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowance for Change Orders</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>0 1 0</td>
</tr>
</tbody>
</table>

8. **Input:** Non-Taxable Items.
   - Enter base amounts.
   - Escalation Factor is applied.

   **Table:**
<table>
<thead>
<tr>
<th>Input</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add new item above</td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>0 1 0</td>
</tr>
</tbody>
</table>

9. **View:** Sales Tax.
   - System calculated.

   **Table:**
<table>
<thead>
<tr>
<th>Input</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add new item above</td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>0 1 0</td>
</tr>
</tbody>
</table>

10. **Select:** Save.

---

**Equipment**

Equipment costs include the cost of equipment and furnishings that are essential to the project. These items are not considered consumables and have a life expectancy of greater than one year.

1. **Input:** Equipment.
   - UNIFORMAT code precedes the title.
   - Enter base amounts.
   - Escalation Factor is applied.

   **Table:**
<table>
<thead>
<tr>
<th>Input</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add new item above</td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>0 1 0</td>
</tr>
</tbody>
</table>

2. **Input:** Non Taxable Items.
   - Enter base amounts.
   - Escalation Factor is applied.

   **Table:**
<table>
<thead>
<tr>
<th>Input</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add new item above</td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>0 1 0</td>
</tr>
</tbody>
</table>
3. **View:** Sales Tax.
   ➔ System calculated.
   
<table>
<thead>
<tr>
<th>Sales Tax</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Escalated</td>
<td>0</td>
</tr>
<tr>
<td>Escalated</td>
<td>0</td>
</tr>
</tbody>
</table>

4. **Select:** Save.

**Artwork**

Most major projects are subject to allowances for Artwork, per RCW 43.17.200 and RCW 28B.10.027 for Higher Education.

1. **View:** Project Artwork.
   ➔ System calculated: MACC (escalated) multiplied by 0.5%.
   ➔ Escalation Factor is not applied.

2. **View:** Higher Ed Artwork.
   ➔ System calculated: For new construction and remodels over $200,000, MACC (escalated) multiple by 0.5%.

3. **Select:** Save.

**Project Management**

The items listed on the Project Management tab are based on the Project Administration by selection listed on the Main tab. Project Administration by DES costs is not included in the cost estimate Project Total. If a user-defined item is added, and Project Administration by DES has been selected, then only the user added row costs are added into the Project Total. Project Administration by Agency costs is included in the cost estimate Project Total.

1. **Input:** DES Project Management.
   ➔ Only displayed if “Project Administration by” is DES on Main tab.
   ➔ Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Item</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES Project Management</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   | Sub Total | 0 | 1 | 0 |

   | Totals    | Total | Escalated Total | 0 |

   | Add new item above |
2. **Input:** Agency Project Management.  
   ➔ Only displayed if “Project Administration by” is Agency on Main tab.  
   ➔ Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Item</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Project Management</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

**Totals**

<table>
<thead>
<tr>
<th>Item</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

3. **Select:** Save.

**Other Costs**

Use this tab to input other costs for the project (e.g. permits, insurance, advertising).

1. **Input:** Other Costs.  
   ➔ Enter base amounts.  
   ➔ Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Item</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mitigation Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Material Remediation/Removal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historic and Archeological Mitigation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals**

<table>
<thead>
<tr>
<th>Item</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

2. **Select:** Save.

**Summary of Cost Estimate**

The summary tab displays the summarized costs of one or more cost estimate detail tabs. If only one detail tab exists for the cost estimate, the summary tab will display the totals of the individual detail tab.

1. **Select:** Summary.  
   ➔ Displays a summary of the cost estimate data saved.
You can produce a CBS003 report containing summarized data of the cost estimate detail tabs and each individual cost estimate detail. If a cost estimate only contains one detail tab, the summary section will be the same as the detail data on the report.

1. **Select:** View Report.
   ➔ Displays the report in a new browser window to view, print, export, or save.

### Rename a Cost Estimate

Use this feature to rename an unassociated cost estimate. Associated cost estimates cannot be renamed.

1. **Select:** Cost Estimates tab.
2. **Select:** Unassociated.
3. **Select:** Show Cost Estimates.
4. **Select:** Checkbox next to the cost estimate to rename.
5. **Select:** Rename.
   ➔ A dialog is displayed to enter a new Cost Estimate Title.
6. **Input:** Cost Estimate Title.
7. **Select:** OK.

### Copy a Cost Estimate

Use this feature to copy a cost estimate.

1. **Select:** Cost Estimates tab.
2. **Select:** Show All.
3. **Select:** Biennium.
4. **Select:** Budget Type.
5. **Select:** Version.
6. **Select:** Show Cost Estimates.
7. **Select:** Checkbox next to the cost estimate to copy.
8. **Select:** Copy.
A dialog is displayed to enter a new Cost Estimate Title.

9. **Input:** Cost Estimate Title.
10. **Select:** OK.

**Delete a Cost Estimate**

Use this feature to delete an unassociated cost estimate. Associated cost estimates cannot be deleted.

1. **Select:** Cost Estimates tab.
2. **Select:** Unassociated.
3. **Select:** Show Cost Estimates.
4. **Select:** Checkbox next to the cost estimate to delete.
   - You can select one or more.
5. **Select:** Delete.
   - A dialog is displayed to confirm deletion.

6. **Select:** OK.

**Update a Cost Estimate**

Use this feature to update a cost estimate.

1. **Select:** Cost Estimates tab.
2. **Select:** Show All.
3. **Select:** Biennium.
4. **Select:** Budget Type.
5. **Select:** Version.
6. **Select:** Show Cost Estimates.
7. **Select:** Estimate Title.
   - Cost Estimate Summary is displayed.
8. **Select**: the detail tab.
   ➔ The main data tab is displayed.
   ➔ Navigate from tab or tab that has data to update.

9. **Select**: Save.

### Associate a Project to a Cost Estimate

Use this feature to associate a cost estimate to a project. In order to pass a cost estimate to another user in the agency it must be first attached to a project. The cost estimate is associated to a project then the project is selected to be submitted to another user in the agency for review.

If more than one cost estimates are attached to a project, only one can be marked as the preferred estimate for the review process.

A cost estimate is unique to a user. For example, if an individual created a cost estimate, that user is the only person who can see the unassociated cost estimate. Once the cost estimate is associated to a project, it can be viewed by any member who has access to the version. If the cost estimate is unassociated from the project, only the creator of the cost estimate will see the cost estimate on their unassociated Cost Estimate tab.

1. **Select**: Cost Estimates tab.
2. **Select**: Show All.
3. **Select**: Biennium.
4. **Select**: Budget Type.
5. **Select**: Version.
6. **Select**: Show Cost Estimates.
7. **Select**: Associate/Change.
   ➔ CBS will display the project list.
8. Select: Biennium.
9. Select: Budget Type.
10. Select: Version.
11. Select: Load.
   → CBS will display a list of available projects for selection.

    → CBS will display the Cost Estimate List.
    → The Project Associated To column is updated with the project number you associated to the cost estimate.

Unassociate a Cost Estimate from a Project or Subproject
Use this feature to unassociate a cost estimate from a project or subproject. If you unassociate an estimate from a project and that estimate is the last one associated to a project in all versions, the cost estimate will be viewed on the Unassociated list.

1. Select: Projects tab.
2. Select: Biennium, Budget Type, and Version.
4. Select: project title with associated cost estimates.
   → CBS will display the cost estimates associated to the project.

    → A dialog is displayed to confirm unassociation.

7. Select: Ok.

Mark a Cost Estimate as Preferred
Use this feature to indicate which cost estimate is primary of a project. If there is only one cost estimate associated to a project then it will always be preferred. If there are multiple, one will always be preferred. Unassociated cost estimates cannot be marked as preferred.
1. Select: Projects tab.
2. Select: Biennium, Budget Type, and Version.
4. Select: project title with associated cost estimates.
5. Select: Cost Estimates tab. CBS will display the cost estimates associated to the project.

6. Select: Preferred radio button for the Cost Estimate that should be marked as preferred.

7. Select: Save Preferred.
This job aid includes information for Agency Budget Operations and Agency Budget Edit users.

The **Reappropriations** tab allows you to request projects for reappropriation:

1. View List of Projects Available for Reappropriation
2. Refresh Preprior, Current EAS, and Actuals
3. Include/Exclude Reappropriations
4. View/Update Reappropriations

View List of Projects Available for Reappropriation

You will need to populate the Reappropriations tab with data prior to taking any action.

1. Select: Reappropriations tab.
   - Tab is located at top of screen.

2. Select: Biennium.
   - You can select the biennium for the data to load.

3. Select: Budget Types.
   - You can select all or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.

   - Populates based upon the Biennium and Budget Types selected.
   - Only versions where you are the owner and all OFM Official Versions will display in the dropdown.

5. Select: Load Data.
   - CBS will display Reappropriation dollar details for the selected biennium, budget type, and version.

   - Displays date the Preprior, Current EAS, and Actuals amounts were updated.
7. **View:** Project Amounts.  
   ➔ Displays a list of projects available for reappropriation.

### Refresh Preprior, Current EAS, and Actuals

Use this feature to update the Preprior, Current EAS, and Actuals amounts to reflect posted transactions through Monitor as of today's date.

1. **Select:** Reappropriations tab.  
2. **Select:** Biennium, Budget Type, and Version.  
3. **Select:** Load.  
4. **Select:** Refresh.  
   ➔ A dialog is displayed to confirm refresh.

5. **Select:** OK.  
   ➔ CBS will refresh the last date the button was selected, the last closed month, and the last fiscal month/year. The amounts will be changed for all listed projects, making the Actual amounts accurate to the date displayed.

### Include/Exclude Reappropriations

Use this feature to identify which projects are included for reappropriation or not.

1. **Select:** Reappropriations tab.  
2. **Select:** Biennium, Budget Type, and Version.  
3. **Select:** Load.  
4. **Select:** Checkbox next to a project.  
   ➔ You can select one or more.
5. **Select**: Set/Unset Included.
   ➔ CBS will display a check mark in the Included column and set the Reappropriation Request to the amount from the Available column.

   ![Set/Unset Included](image)

6. **Select**: Apply.

   ![Apply](image)

### View/Update Reappropriations
Use this feature to modify the reappropriation request amounts.

1. **Select**: Reappropriations tab.
2. **Select**: Biennium, Budget Type, and Version.
3. **Select**: Load.
4. **Select**: Checkbox next to a project.
   ➔ The project must have a check mark in the Included column.

5. **Select**: View/Update.
   ➔ The Manage Reappropriation Amounts page is displayed.

6. **Input**: Reappropriation Request.
   ➔ Identify the amount that reauthorizes the unexpended

   ![Reappropriation Request](image)
portion of previously appropriated funds.

7. **Input:** Lapse.
   ➔ Identify any amount you wish to Lapse, or give up.
   ➔ The amount entered will reduce your project total cost by the amount entered.

8. **Input:** Comment.
   ➔ Provide a brief but descriptive reason why the project was selected for reappropriation.
   ➔ A comment must be entered if the reappropriation amount is **Over Available** to pass a pre-release edit check.

9. **Select:** Recalculate.
   ➔ CBS will apply the changes.
   ➔ CBS will revert back to the original state of the project before you made any changes.

10. **Select:** Return.
11. **Select:** Apply.
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.

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.

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

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

### 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.

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.

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.

4. **Select:** Save.

### FTEs Actual

You can view FTE actual data.
1. **View:** FTEs Actual.

### 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.

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.

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.

4. **Select:** Save.

### Narrative
You can add, update or delete the narrative for Capital FTE data.
1. **Input:** Narrative.
   ➔ Text box.
   ➔ Required if data is entered in the FTE or Account fields for the current biennium.

2. **Select:** 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.
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.**

<table>
<thead>
<tr>
<th>Biennium</th>
<th>Budget Type</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-21</td>
<td>Regular</td>
<td>02:2019-2021 Draft Version 1</td>
</tr>
</tbody>
</table>

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

**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.

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

### OFM

**360 - University of Washington**

**Capital FTE Summary**

*2019-21 Biennium*

**Version:** 02 2019-2021 Draft Version 1

**Report Number:** CB8004

**Date Run:** 4/16/2019 2:36PM

#### FTEs by Job Classification

<table>
<thead>
<tr>
<th>Job Class</th>
<th>Authorized Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2017-19 Biennium</td>
</tr>
<tr>
<td></td>
<td>FY 2018</td>
</tr>
<tr>
<td>Accountant</td>
<td>4.0</td>
</tr>
<tr>
<td>Accounting Manager</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>2019-21 Biennium</td>
</tr>
<tr>
<td></td>
<td>FY 2019</td>
</tr>
<tr>
<td></td>
<td>FY 2020</td>
</tr>
</tbody>
</table>
This job aid includes information for Agency Budget Operations, Agency Budget Edit, Agency Division, and Facility users.

The **Ten-Year View** is designed to be a single source for all actions related to project and subproject funding including:

- Ten-Year View
- Update Funding
- Update Project Amounts
- Add Project
- Manage Project Details
- Manage Project Funding
- Zero Out Amounts
- Round Amounts
- Ten-Year View Report

**Ten-Year View**

You will need to populate the Ten-Year View with data prior to taking any action.

1. **Select**: Ten-Year View tab.
   - Tab is located at top of screen.

2. **Select**: Biennium.
   - You can select the biennium for the data to load.

3. **Select**: Budget Types.
   - You can select all or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.

4. **Select**: Version.
   - Populates based upon the Biennium and Budget Types selected.
   - Only versions where you are the owner and all OFM Official Versions will display in the dropdown.

5. **Select**: Include with Selected Version.
   - Field is only available if you selected First and Second Year Supplemental budget types.
Ten-Year View
Capital Budget System (CBS)

→ Select Enacted for projects in selected version to show only enacted projects in the current working version.
→ Select Enacted for projects in selected biennium to show enacted projects in the current working version as well as any projects that are enacted for the current biennium.

→ CBS will display projects and subprojects dollar details for selected biennium, budget type, and version.
→ The Ten-Year View has features to help users customize their views.

→ Project funding data rolled up at the agency level.

→ The gray row is the project total including the Enacted.
→ The blue row(s) are the Enacted amounts from all OFM flagged Enacted versions.
→ The yellow row(s) are the current request or incremental change.

→ Project funding data rolled up at the account – EA type level.

Update Funding
Use this feature to update funding amounts for a project or multiple projects.
1. **Select**: Ten-Year View tab.

2. **Select**: Biennium, Budget Types, and Version.

3. **Select**: Load Data.

4. **Select**: Checkbox next to a project.
   - You can select one or more.

5. **Select**: View/Update.
   - Manage Project Amounts is displayed.

6. **Select**: Checkbox next to a code – EA type.
   - You can select one or more.

7. **Input**: New Appropriation Request, Years 3-4, Years 5-6, Years 7-8, Year 9-10.
   - No decimals or commas are allowed.

8. **Select**: Slide Left or Slide Right.
   - Moves all amounts (except Prior, Current and Reappropriation) to the left or right.

9. **Select**: Recalculate.
   - Changes the funding based upon the numbers you entered.

10. **Select**: Return.
    - You will be returned to the Ten-Year View main page.

11. **Select**: Apply.

### Update Project Amounts

Use this feature to shift amounts across biennium. CBS will automatically apply inflation to the amounts shifted.

1. **Select**: Ten-Year View tab.

2. **Select**: Biennium, Budget Types, and Version.

3. **Select**: Load Data.
4. **Select**: Checkbox next to a project.
   ➔ You can select one or more.
5. **Select**: Slide Left or Slide Right.
   ➔ Moves all amounts (except Prior, Current and Reappropriation) to the left or right.

**Add Project**

Use this feature to create a new project in the currently selected Biennium, Budget Type, and Version.

1. **Select**: Ten-Year View tab.
2. **Select**: Biennium, Budget Types, and Version.
3. **Select**: Load Data.
4. **Select**: Add Project.
   ➔ This will navigate you away from the Ten-Year View and onto the first tab for a new project.

**Manage Project Details**

Use this feature to select a single project then navigate to the project details for that project.

1. **Select**: Ten-Year View tab.
2. **Select**: Biennium, Budget Types, and Version.
3. **Select**: Load Data.
4. **Select**: Checkbox next to a project.
5. **Select**: Manage Project Details.
   ➔ This will navigate you away from the Ten-Year View and onto the first tab for the project selected.

**Manage Project Funding**

Use this feature to select a single project then navigate to the project funding tab for that project.

1. **Select**: Ten-Year View tab.
2. **Select**: Biennium, Budget Types, and Version.
3. **Select**: Load Data.
4. **Select**: Checkbox next to a project.
5. **Select**: Manage Project Funding.
Zero Out Amounts
Use this feature to clear out New Appropriation Request, Years 3-4, Years 5-6, Years 7-8 and Years 9-10 amounts for one or more projects.

1. Select: Ten-Year View tab.
2. Select: Biennium, Budget Types, and Version.
4. Select: Checkbox next to a project.
   ➔ You can select one or more.
   ➔ The New Appropriation Request, Years 3-4, Years 5-6, Years 7-8 and Years 9-10 amounts are changed to zero for the selected project(s).

Round Amounts
OFM requires all versions to be rounded prior to submittal. The round button is not available to Facility users.

1. Select: Ten-Year View tab.
2. Select: Biennium, Budget Types, and Version.
4. Select: Round.
   ➔ A dialog is displayed to continue or cancel rounding.
5. Select: OK.
   ➔ Caution! Rounding cannot be undone if OK is selected.
   ➔ If you would prefer to round as changes are made rather than use the Round button, you can select the checkbox next to Round Amounts when Applying Changes
Round Amounts when Applying Changes on the Ten-Year View main page.

**Ten-Year View Report**

Use this feature to create a CBS001 Ten-Year View Report.

1. **Select:** Ten-Year View tab.  
2. **Select:** Biennium, Budget Types, and Version.  
3. **Select:** Load Data.  
4. **Select:** View Report.  
   → This will navigate you away from the Ten-Year View and onto the report selection page.

5. **Select:** Biennium.  
   → You can select the biennium for the data to report.

6. **Select:** Budget Types.  
   → You can select all or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.

7. **Select:** Version.  
   → Populates based upon the Biennium and Budget Types selected.  
   → Only versions where you are the owner and all OFM Official Versions will display in the dropdown.

8. **Select:** Project Classes.  
   → You can select the radio button All or select Grant, Grant – Pass Through, Preservation, or Program from the dropdown.

9. **Select:** Sort Order.  
   → Select to sort the data by Project Class, Project Priority, or Project Number.
10. **Select**: Include Page Numbers.
   ➞ Select Yes or No.

11. **Select**: Report Format.
    ➞ Select to generate the report as a PDF, Excel, or Word document.

12. **Select**: Run Report.
    ➞ If Report Format is **PDF**, the report displays in a new browser window to view, print, export, or save.
    ➞ If Report Format is **Excel** or **Word**, you will be prompted to open or save the report.
This job aid includes information for Agency Budget Operations, Agency Budget Edit, Agency Division, and Facility users.

Prerelease Edits for Agency Budget Operations and Agency Budget Edit Users ................................. 2
Pre-Release Edits for Facility and Agency Division Users ................................................................. 8

**Prerelease**

Run an edit check for selected project(s) prior to submittal to OFM.

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

2. **Select:** Biennium, Budget Type, Version, and Working Versions.

3. **Select:** Load.

4. **Select:** Checkbox next to a project.  
   ➔ You can select one or more or select **Select All**.

5. **Select:** Prerelease.  
   ➔ A dialog is displayed to select the data to check.

6. **Select:** Data Types.  
   ➔ Select FTEs, Projects, or Both. FTEs and Both are not available for selection for Agency Division and Facility users.

7. **Select:** OK.

8. **View:** CBS Edit Report.  
   ➔ Report is displayed in a new browser window.  
   ➔ Critical errors will display first, then warnings, then informational messages, each in their own section.  
   ➔ The type of edit check (Project or FTE) will display in the Type column.
Prerelease Edits for Agency Budget Operations and Agency Budget Edit Users

All edit checks for projects will also be run on subprojects unless noted below.

<table>
<thead>
<tr>
<th>Edit Check #</th>
<th>Screen</th>
<th>Field</th>
<th>Agency Budget – Release to OFM (ABO)</th>
<th>Error Description</th>
<th>Warning or Critical Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detail Screen</td>
<td>Project Title</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>2</td>
<td>Detail Screen</td>
<td>Project Class</td>
<td>Y</td>
<td>Subprojects will be edited to assure that project class is same as parent’s. The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>3</td>
<td>Detail Screen</td>
<td>Starting Fiscal Year</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>4</td>
<td>Detail Screen</td>
<td>Branch campus (only for Higher Ed agencies and Universities with branch campus.)</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>5</td>
<td>Detail Screen</td>
<td>Agency Summary</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>6</td>
<td>Detail Screen</td>
<td>Project Description</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>7</td>
<td>Additional Info</td>
<td>Grant Recipient Organization</td>
<td>Y</td>
<td>Only apply to Project class: Grant and Grant Pass Through The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>8</td>
<td>Additional Info</td>
<td>RCW that establishes grant</td>
<td>Y</td>
<td>Only apply to Project class: Grant and Grant Pass Through The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>9</td>
<td>Additional Info</td>
<td>Application process</td>
<td>Y</td>
<td>Only apply to Project class: Grant and Grant Pass Through For a Project: The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>12</td>
<td>Detail Screen</td>
<td>Contact Name</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>13</td>
<td>Detail Screen</td>
<td>Contact Phone number</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td></td>
<td>Detail Screen</td>
<td>Contact email</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>---</td>
<td>---------------</td>
<td>---------------</td>
<td>---</td>
<td>---------------------------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>14</td>
<td>Detail Screen</td>
<td>Contact email</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>15</td>
<td>Detail Screen</td>
<td>Agency activity</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>16</td>
<td>Detail Screen</td>
<td>Historical Significance</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>18</td>
<td>Additional Info</td>
<td>Project type</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>19</td>
<td>Additional Info</td>
<td>Location</td>
<td>Y</td>
<td>For Each Project class Grant, Preservation, and Program: County, City Leg district Latitude and Longitude will always be a required and Critical Edits. Note: Grant Pass-through does not have a location field for users, thus not location edits for this Project Class. The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>20</td>
<td>Additional Info</td>
<td>Project Location: County</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>21</td>
<td>Additional Info</td>
<td>Project Location: City</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>22</td>
<td>Additional Info</td>
<td>Project Location: Leg District</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>23</td>
<td>Additional Info</td>
<td>Project Location: Latitude</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>24</td>
<td>Additional Info</td>
<td>Project Location: Longitude</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td></td>
<td>Additional Info</td>
<td>Growth management</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>---</td>
<td>----------------</td>
<td>-------------------</td>
<td>---</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>25</td>
<td>Additional Info</td>
<td>Fit in Master plan</td>
<td>Y Only If Project Class Program selected, and User selected “Yes” to Is this a new facility</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>26</td>
<td>Additional Info</td>
<td>Assumptions in operating budget</td>
<td>Y Only If Project Class Program selected, and User selected a Decision Package</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing].</td>
<td>Critical</td>
</tr>
<tr>
<td>27</td>
<td>Operating Impacts</td>
<td>Account and EA Type</td>
<td>Y Only if user does not select the check box ‘There are no Operating impacts for this project’</td>
<td>Project (List Title &amp; #) has amounts entered in account 996-Z. Operating dollars must have a valid account.</td>
<td>Critical</td>
</tr>
<tr>
<td>29</td>
<td>Operating Impacts</td>
<td>Account and amount fields</td>
<td>Y Only if user does not select the check box ‘There are no Operating impacts for this project’</td>
<td>Project (List Title &amp; #) has FTEs indicated in the Operating tab without associated operating dollars.</td>
<td>Critical</td>
</tr>
<tr>
<td>31</td>
<td>Operating Impacts</td>
<td>Operating Impacts Narrative required for any FTE and/or Account data entered on Operating Impacts page</td>
<td>Y Only if user does not select the check box ‘There are no Operating impacts for this project’</td>
<td>Project (List Title &amp; #) has an Account/EA type and/or FTE amounts indicated in the Operating tab without associated operating impacts narrative.</td>
<td>Critical</td>
</tr>
<tr>
<td>34</td>
<td>Funding Screen</td>
<td>An Account from the list must be selected if dollar amount entered. (996-Z is not valid for Submittal to OFM or the Legislature)</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing] Funding dollars entered must be assigned an Account and EA type for submittal.</td>
<td>Critical</td>
</tr>
<tr>
<td></td>
<td>Funding Screen</td>
<td>Total Project Funding Costs</td>
<td>Y Project Type Minor Works Funding Greater than 1 Million Dollars</td>
<td>The following Project (List Title &amp; #) has total project funding costs in excess of 1 million dollars.</td>
<td>Warning</td>
</tr>
<tr>
<td>---</td>
<td>----------------</td>
<td>------------------------------</td>
<td>---------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>36</td>
<td>Funding Screen</td>
<td>New Funding Dollar Amounts</td>
<td>Y The First Biennium with dollars must be equal to or greater than the Starting Fiscal Year selected on Project Detail tab</td>
<td>The first biennium with dollars on the Funding screen must be equal to or greater than the Starting Fiscal Year selected on Project Detail tab.</td>
<td>Critical</td>
</tr>
<tr>
<td>37</td>
<td>Funding Screen</td>
<td>Cost Estimate attached?</td>
<td>If project is project classification Preservation or Program and over $1 million, a cost estimate must be attached. Not applicable if project has subprojects. Y</td>
<td>The following Project (List Title &amp; #) has total project funding costs in excess of 1 million dollars. A cost estimate must be attached.</td>
<td>Critical</td>
</tr>
<tr>
<td>39</td>
<td>Cost Estimating Tool</td>
<td>Y</td>
<td>N</td>
<td>For Project (List Title &amp; #) a Cost Estimate is attached, the variance between the preferred Cost Estimate and Project Funding must be (see 2.35.1) prior to submittal.</td>
<td></td>
</tr>
<tr>
<td>----</td>
<td>----------------------</td>
<td>---</td>
<td>---</td>
<td>----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If Cost Estimate is attached, then difference between the preferred Cost Estimate and Project Funding must be (Allow an acceptable variance (1%) for the difference between a preferred cost estimate and the Project funding.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If Cost Estimate is attached, then difference between the preferred Cost Estimate and Subproject Funding must be (Allow an acceptable variance (1%) for the difference between a preferred cost estimate and the Project funding.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Cost Estimating Tool</td>
<td>Y</td>
<td>N</td>
<td>For Project (List Title &amp; #) Gross Sq Ft is required for buildings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gross Sq Ft</td>
<td></td>
<td></td>
<td>Note: this edit check is not restricted to only preferred cost estimates. It is applied to any cost estimate attached to the project.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cost Estimating Tool</td>
<td></td>
<td>For Project (List Title &amp; #) a Cost Estimate is attached, then first phase starting fiscal year of the Preferred cost estimate must match the starting fiscal year in the project detail. If not, provide an error.</td>
<td>Critical</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------------------</td>
<td>---</td>
<td>----------------------------------------------------------------------------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Y</td>
<td></td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing]</td>
<td>Critical</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Agency Priorities</td>
<td>Y</td>
<td>The Reappropriation amount for the following Project (List Title &amp; #) is greater than the system calculated unobligated amount. A comment is required on the Reappropriation screen for this version prior to submittal: [List Fields Missing].</td>
<td>Critical</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Reappropriations</td>
<td>Y</td>
<td>If the Version is Budget Type=Regular For Project (List Title &amp; #) the reappropriation amount cannot be negative for the Regular budget request. Agencies need to work with their Financial Office figure out what caused the negative and to make the corrective entries. If the Version is Budget Type=Supplemental For Project (List Title &amp; #) the reappropriation amount cannot be negative for the net total of the Regular and Supplemental budget request.</td>
<td>Critical</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Reappropriations</td>
<td>Y</td>
<td>There is no FTE data. Please submit capital FTE data if applicable. (Note: This is an edit for the whole capital FTE page, both the top that contain the job class title and number AND the bottom that contains the Account/EA type and dollars. Only If both top and bottom have no data is this edit displayed.)</td>
<td>Warning</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>FTE</td>
<td>Y</td>
<td>The Capital FTE screen has FTEs, but no dollars associated. (Note: This is an edit for the capital FTE page, when the top contain the job class title and number, and then there must be data in the bottom that contains the Account/EA type and dollars.)</td>
<td>Critical</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>FTE</td>
<td>Account and amount fields</td>
<td>Y</td>
<td></td>
<td>Critical</td>
</tr>
</tbody>
</table>
### Prerelease Edits for Facility and Agency Division Users

All edit checks for projects will also be run on subprojects unless noted below.

<table>
<thead>
<tr>
<th>Edit Check #</th>
<th>Screen</th>
<th>Field</th>
<th>Facility role (AFP)</th>
<th>Agency Division (ADV)</th>
<th>Error Description</th>
<th>Warning or Critical Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detail Screen</td>
<td>Project Title</td>
<td>Y</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing]</td>
<td>Critical</td>
</tr>
<tr>
<td>2</td>
<td>Detail Screen</td>
<td>Project Class</td>
<td>Y</td>
<td>Y</td>
<td>Subprojects will be edited to assure that project class is same as parent's. The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing]</td>
<td>Critical</td>
</tr>
<tr>
<td>3</td>
<td>Detail Screen</td>
<td>Starting Fiscal Year</td>
<td>Y</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing]</td>
<td>Critical</td>
</tr>
<tr>
<td>4</td>
<td>Detail Screen</td>
<td>Branch campus (only for Higher Ed agencies and Universities with branch campus.)</td>
<td>N</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing]</td>
<td>Critical</td>
</tr>
<tr>
<td></td>
<td>Detail Screen</td>
<td>Agency summary</td>
<td></td>
<td></td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing]</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------------</td>
<td>----------------</td>
<td>---</td>
<td>---</td>
<td>-----------------------------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td>Critical</td>
</tr>
<tr>
<td>6</td>
<td>Detail Screen</td>
<td>Project Description</td>
<td>Y</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing]</td>
<td>Critical</td>
</tr>
<tr>
<td>7</td>
<td>Detail Screen</td>
<td>Grant Recipient Organization</td>
<td>N Only apply to Project class: Grant and Grant Pass Through</td>
<td>Y Only apply to Project class: Grant and Grant Pass Through</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing]</td>
<td>Critical only for Division users</td>
</tr>
<tr>
<td>8</td>
<td>Detail Screen</td>
<td>RCW that establishes grant</td>
<td>N Only apply to Project class: Grant and Grant Pass Through</td>
<td>Y Only apply to Project class: Grant and Grant Pass Through</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing]</td>
<td>Critical only for Division users</td>
</tr>
<tr>
<td>9</td>
<td>Detail Screen</td>
<td>Application process</td>
<td>N Only apply to Project class: Grant and Grant Pass Through</td>
<td>Y Only apply to Project class: Grant and Grant Pass Through</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing]</td>
<td>Critical only for Division users</td>
</tr>
<tr>
<td>10</td>
<td>Funding Screen</td>
<td>When Account 996-Z is selected and if dollar amount entered.</td>
<td>Y</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing] 996-z is available for submittal within an agency, but Funding dollars entered must be assigned a valid Account and EA type for submittal to OFM.</td>
<td>Warning</td>
</tr>
<tr>
<td>11</td>
<td>Funding Screen</td>
<td>A dollar amount must be entered when an Account has been selected.</td>
<td>Y</td>
<td>Y</td>
<td>The following field for Project (List Title &amp; #) is required for submittal: [List Fields Missing] Funding dollars must be entered for selected Account and EA type. Note: Rounding (data rounded down to zero) can cause this edit to occur.</td>
<td>Warning</td>
</tr>
</tbody>
</table>
This job aid includes information for Agency Budget Operations users.

**Round Version**

You will need to round a version prior to submitting it to OFM.

1. Select: Versions tab.
2. Select: Biennium, Budget Types, and Load Data.
3. Select: Checkbox next to the Version to round.
   ➔ You can select one or more.

4. Select: Round button.
   ➔ A message box will appear verifying your intention to round the entire version.

5. Select: OK.
   ➔ Caution! This action cannot be undone.

**Release to OFM**

Use this feature to release project(s) to OFM for review.

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

2. Select: Biennium, Budget Type, Version, and Working Versions.


4. Select: Checkbox next to the project to copy.
   ➔ You can select one or more or select Select All to release.

5. Select: Release.
A dialog is displayed to select the type of data to submit.

6. **Select:** Data Types.
   - You can select to copy FTEs, Project(s), or Both.

   ![Data Types]
   - FTEs
   - Project(s)
   - Both

7. **Select:** Copy Type.
   - Choose to not replace duplicates, replace duplicate, or create new projects for duplicates.

   ![Copy Type]
   - Do Not Replace Duplicates
   - Replace Duplicates
   - Create New Projects for Duplicates

8. **Select:** Ok.
   - Selection will run a prerelease edit check for selected project(s) prior to submittal.

If there are errors:
- A CBS Edit Report will display.
- Projects with critical errors need to be corrected prior to OFM submittal.
- Projects with warning messages can be released.

If there are no errors:
- A message is displayed in a new browser window that data was submitted/released successfully.
- Email notification is sent to the OFM analyst that there are projects pending their review.

9. **Select:** Close.

10. **View:** Submitted To.
    - On the project list, the Submitted To field for the selected project(s) is changed to Budget Group.
If there is a need to re-release the project to OFM, the project status must be changed to draft by viewing the project details or modifying the details.


- On the project list, the Status field for the selected project(s) is changed to Accepted.
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**

Use this feature to assign 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**: Assign Projects.

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

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

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


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

Submit projects for review within your agency ................................................................. 1
Recall projects for review within your agency ................................................................. 2

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
The 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.

12. **View**: Status.
    ➔ 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.

3. **Select**: Load.

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

The reports tab was created to give a central source for all CBS reports including parameters.

Select a Report.................................................................................................................................................. 1
CBS001 Ten-Year View Report ......................................................................................................................... 1
CBS002 Project Detail Report ........................................................................................................................... 3
CBS003 Cost Estimates Report ........................................................................................................................ 4
CBS004 Capital FTEs Report............................................................................................................................. 6
CBS005 Two-Version Comparison by Agency ................................................................................................. 7
CBS007 Three-Version Comparison by Agency .............................................................................................. 9
CBS009 Four-Version Comparison by Agency ............................................................................................... 12
CBS010 Reappropriations & New Appropriations Version Compare by Agency & Project ............................. 14
CBS011 Ten-Year Fund Summary .................................................................................................................. 16
CBS012 Ten-Year Capital Plan by Subproject ................................................................................................. 18
CBS013 Cost Estimate Version Compare ....................................................................................................... 20

Select a Report

Use this feature to display a list of reports available to run.

1. Select: Reports tab. ➔ Tab is located at top of screen.
2. Select: Show Reports. ➔ Dropdown is displayed listing the reports.

CBS001 Ten-Year View Report

1. Select: Reports tab.
2. Select: Show Reports.
5. Select: Biennium. ➔ You can select the biennium for the data to view.
6. Select: Budget Types. ➔ You can select All or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.

Report

CBS001 Ten-Year View Report

Biennium

2019-21

Budget Types

- All

- Regular
- First Year Supplemental
- Second Year Supplemental
7. Select: Version.  
   ➔ Populates based upon the Biennium and Budget Types selected.  
   ➔ Only versions where you are the owner and all OFM Official Versions will display in the dropdown.

   ➔ Dropdown only displays if Budget Type is First Year Supplemental or Second Year Supplemental.  
   ➔ **Enacted for projects in selected version** will show the entire project total including Enacted only for projects in the Supplemental version.  
   ➔ **Enacted for projects in selected biennium** will show the entire project total including Enacted for all enacted projects including those in the Supplemental version.

   ➔ You can select All or select Grant, Grant – Pass Through, Preservation, or Program from the dropdown.

10. Select: Sort Order.  
    ➔ Select to sort the data by Project Class, Project Priority, or Project Number.

    ➔ Select Yes or No.
  ➔ Select to generate the report as a PDF, Excel, or Word document.

  ➔ If Report Format is PDF, the report displays in a new browser window to view, print, export, or save.  
  ➔ If Report Format is Excel or Word, you will be prompted to open or save the report.

**CBS002 Project Detail Report**

1. Select: Reports tab. 
2. Select: Show Reports.  


5. Select: Biennium.  
  ➔ You can select the biennium for the data to view.

6. Select: Budget Types.  
  ➔ You can select All or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.

7. Select: Version.  
  ➔ Populates based upon the Biennium and Budget Types selected.  
  ➔ Only versions where you are the owner and all OFM Official Versions will display in the dropdown.
8. **Select:** Projects.
   ➔ Select All or select one or more projects.

9. **Select:** Project Classes.
   ➔ You can select All or select Grant, Grant – Pass Through, Preservation, or Program from the dropdown.

10. **Select:** Sort Order.
    ➔ Select to sort the data by Project Class, Project Priority, or Project Number.

11. **Select:** Include Page Numbers.
    ➔ Select Yes or No.

12. **Select:** Report Format.
    ➔ Select to generate the report as a PDF, Excel, or Word document.

13. **Select:** Run Report.
    ➔ If Report Format is PDF, the report displays in a new browser window to view, print, export, or save.
    ➔ If Report Format is Excel or Word, you will be prompted to open or save the report.

---

**CBS003 Cost Estimates Report**

1. **Select:** Reports tab.
2. **Select:** Show Reports.
3. **Select:** CBS003.
4. **Select:** Load Report Parameters.

5. **Select:** Cost Estimate Types to Include.
   - Select to include Unassociated or Associated Cost Estimates.

6. **Select:** Biennium.
   - You can select the biennium for the data to view.

7. **Select:** Cost Estimates.
   - Select All or select one cost estimate.

8. **Select:** Project Classes.
   - You can select All or select Grant, Grant – Pass Through, Preservation, or Program from the dropdown.

9. **Select:** Sort Order.
   - Select to sort the data by Project Class, Project Priority, or Project Number.

10. **Select:** Include Page Numbers.
    - Select Yes or No.

11. **Select:** Report Format.
    - Select to generate the report as a PDF, Excel, or Word document.

12. **Select:** Run Report.
    - If Report Format is PDF, the report displays in a new browser.
window to view, print, export, or save.

If Report Format is Excel or Word, you will be prompted to open or save the report.

### CBS004 Capital FTEs Report

1. Select: Reports tab.
2. Select: Show Reports.
5. Select: Biennium.
   - You can select the biennium for the data to view.
6. Select: Budget Types.
   - You can select All or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.
7. Select: Version.
   - Populates based upon the Biennium and Budget Types selected.
   - Only versions where you are the owner and all OFM Official Versions will display in the dropdown.
   - Select Yes or No.

### Report

- CBS004 Capital FTEs Report

### Biennium

- 2019-21

### Budget Types

- All
  - Regular
  - First Year Supplemental
  - Second Year Supplemental

### Version

- 1A - Test

### Include Page Numbers

- Yes

### Report Format

- PDF
Select to generate the report as a PDF, Excel, or Word document.


If Report Format is PDF, the report displays in a new browser window to view, print, export, or save.

If Report Format is Excel or Word, you will be prompted to open or save the report.

---

**CBS005 Two-Version Comparison by Agency**

1. Select: Reports tab.
2. Select: Show Reports.
5. Select: Biennium.

You can select the biennium for the data to view.

6. Select: Budget Types.

You can select All or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.


Populates based upon the Biennium and Budget Types selected.

Only versions where you are the owner and all OFM Official Versions will display in the dropdown.
8. **Select:** Version 2.

9. **Select:** Include with Selected Version.
   - Dropdown only displays if Budget Type is First Year Supplemental or Second Year Supplemental.
   - **Enacted for projects in selected version** will show the entire project total including Enacted only for projects in the Supplemental version.
   - **Enacted for projects in selected biennium** will show the entire project total including Enacted for all enacted projects including those in the Supplemental version.

10. **Select:** Project Classes.
    - You can select All or select Grant, Grant – Pass Through, Preservation, or Program from the dropdown.

11. **Select:** Account.
    - Select All or select one account.

12. **Select:** Include COP Account.
    - Select Yes or No.

13. **Select:** Appropriations to Include.
    - Select All New Appropriations and Reappropriations, New Appropriations Only, or Reappropriations Only.
14. Select: Include Project Variances Only
   ➔ Select Yes or No.

Include Project Variances Only
   No

15. Select: Include Subprojects.
   ➔ Select Yes or No.

Include Subprojects
   Yes

   ➔ Select Yes or No.

Include Page Numbers
   Yes

   ➔ Select to generate the report as a PDF, Excel, or Word document.

Report Format
   PDF

   ➔ If Report Format is PDF, the report displays in a new browser window to view, print, export, or save.
   ➔ If Report Format is Excel or Word, you will be prompted to open or save the report.

Run Report

CBS007 Three-Version Comparison by Agency

1. Select: Reports tab.
2. Select: Show Reports.

Report
   CBS007 Three-Version Comparison by Agency

Load Report Parameters

5. Select: Biennium.
   ➔ You can select the biennium for the data to view.

Biennium
   2019-21
6. Select: Budget Types.
   → You can select All or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.

   **Budget Types**
   - All
   - [ ] Regular
   - [ ] First Year Supplemental
   - [ ] Second Year Supplemental

   → Populates based upon the Biennium and Budget Types selected.
   → Only versions where you are the owner and all OFM Official Versions will display in the dropdown.

   **Version 1**
   - 1A - Test


   **Version 2**
   - 02 - 2019-2021 Draft Version 1


   **Version 3**
   - 03 - Final OFM Submission 2019-21

10. Select: Include with Selected Version.
    → Dropdown only displays if Budget Type is First Year Supplemental or Second Year Supplemental.
    → **Enacted for projects in selected version** will show the entire project total including Enacted only for projects in the Supplemental version.
    → **Enacted for projects in selected biennium** will show the entire project total including Enacted for all enacted projects including those in the Supplemental version.
11. Select: Project Classes.  
⇒ You can select All or select Grant, Grant – Pass Through, Preservation, or Program from the dropdown.

⇒ Select All or select one account.

⇒ Select Yes or No.

⇒ Select All New Appropriations and Reappropriations, New Appropriations Only, or Reappropriations Only.

15. Select: Include Project Variances Only.  
⇒ Select Yes or No.

⇒ Select Yes or No.

17. Select: Include Page Numbers.  
⇒ Select Yes or No.

⇒ Select to generate the report as a PDF, Excel, or Word document.

⇒ If Report Format is PDF, the report displays in a new browser.
window to view, print, export, or save.

- If Report Format is Excel or Word, you will be prompted to open or save the report.

**CBS009 Four-Version Comparison by Agency**

1. Select: Reports tab.
2. Select: Show Reports.


5. Select: Biennium.
   - You can select the biennium for the data to view.
   - Biennium: 2019-21

6. Select: Budget Types.
   - You can select All or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.

   - Populates based upon the Biennium and Budget Types selected.
   - Only versions where you are the owner and all OFM Official Versions will display in the dropdown.
   - Version 1: 1A - Test

   - Version 2: 02 - 2019-2021 Draft Version 1

   - Version 3: 03 - Final OFM Submission 2019-21

   ➔ Dropdown only displays if Budget Type is First Year Supplemental or Second Year Supplemental.
   ➔ **Enacted for projects in selected version** will show the entire project total including Enacted only for projects in the Supplemental version.
   ➔ **Enacted for projects in selected biennium** will show the entire project total including Enacted for all enacted projects including those in the Supplemental version.

   ➔ You can select All or select Grant, Grant – Pass Through, Preservation, or Program from the dropdown.

   ➔ Select All or select one account.

   ➔ Select Yes or No.

15. Select: Appropriations to Include.
   ➔ Select All New Appropriations and Reappropriations, New Appropriations Only, or Reappropriations Only.
16. **Select:** Include Project Variances Only
   ➔ Select Yes or No.

   **Include Project Variances Only**
   - Yes

17. **Select:** Include Subprojects.
   ➔ Select Yes or No.

   **Include Subprojects**
   - Yes

18. **Select:** Include Page Numbers.
   ➔ Select Yes or No.

   **Include Page Numbers**
   - Yes

19. **Select:** Report Format.
   ➔ Select to generate the report as a PDF, Excel, or Word document.

   **Report Format**
   - PDF

20. **Select:** Run Report.
   ➔ If Report Format is PDF, the report displays in a new browser window to view, print, export, or save.
   ➔ If Report Format is Excel or Word, you will be prompted to open or save the report.

**CBS010 Reappropriations & New Appropriations Version Compare by Agency & Project**

1. **Select:** Reports tab.

2. **Select:** Show Reports.

3. **Select:** CBS010.

4. **Select:** Load Report Parameters.

5. **Select:** Biennium.
   ➔ You can select the biennium for the data to view.

**Report**
- CBS010 Reappropriations & New Appropriations Version Compare by Agency & Project

**Biennium**
- 2019-21
6. **Select:** Budget Types.
   - You can select All or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.

   **Budget Types**
   - **All**
   - [ ] Regular
   - [ ] First Year Supplemental
   - [ ] Second Year Supplemental

7. **Select:** Version 1.
   - Populates based upon the Biennium and Budget Types selected.
   - Only versions where you are the owner and all OFM Official Versions will display in the dropdown.

   **Version 1**
   - 1A - Test

8. **Select:** Version 2.

9. **Select:** Include with Selected Version.
   - Dropdown only displays if Budget Type is First Year Supplemental or Second Year Supplemental.
   - **Enacted for projects in selected version** will show the entire project total including Enacted only for projects in the Supplemental version.
   - **Enacted for projects in selected biennium** will show the entire project total including Enacted for all enacted projects including those in the Supplemental version.

10. **Select:** Project Classes.
    - You can select All or select Grant, Grant – Pass Through, Preservation, or Program from the dropdown.

   **Project Classes**
   - **All**
   - Grant
   - Grant - Pass Through
   - Preservation
   - Program
   ➔ Select All or select one account.

<table>
<thead>
<tr>
<th>Account</th>
<th>All Accounts</th>
</tr>
</thead>
</table>

   ➔ Select Yes or No.

<table>
<thead>
<tr>
<th>Include COP Account</th>
<th>Yes</th>
</tr>
</thead>
</table>

   ➔ Select All New Appropriations and Reappropriations, New Appropriations Only, or Reappropriations Only.

<table>
<thead>
<tr>
<th>Appropriations to Include</th>
<th>All New Appropriations and Reappropriations</th>
</tr>
</thead>
</table>

   ➔ Select Yes or No.

<table>
<thead>
<tr>
<th>Include Project Variances Only</th>
<th>No</th>
</tr>
</thead>
</table>

15. Select: Include Page Numbers.  
   ➔ Select Yes or No.

<table>
<thead>
<tr>
<th>Include Page Numbers</th>
<th>Yes</th>
</tr>
</thead>
</table>

   ➔ Select to generate the report as a PDF, Excel, or Word document.

<table>
<thead>
<tr>
<th>Report Format</th>
<th>PDF</th>
</tr>
</thead>
</table>

   ➔ If Report Format is PDF, the report displays in a new browser window to view, print, export, or save.  
   ➔ If Report Format is Excel or Word, you will be prompted to open or save the report.

<table>
<thead>
<tr>
<th>Run Report</th>
</tr>
</thead>
</table>

**CBS011 Ten-Year Fund Summary**

1. Select: Reports tab.  
2. Select: Show Reports.  
4. **Select:** Load Report Parameters.

5. **Select:** Biennium.
   - You can select the biennium for the data to view.
   - 2019-21

6. **Select:** Budget Types.
   - You can select All or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.
   - Regular
   - First Year Supplemental
   - Second Year Supplemental

7. **Select:** Version.
   - Populates based upon the Biennium and Budget Types selected.
   - Only versions where you are the owner and all OFM Official Versions will display in the dropdown.
   - 1A - Test

8. **Select:** Include with Selected Version.
   - Dropdown only displays if Budget Type is First Year Supplemental or Second Year Supplemental.
   - Enacted for projects in selected version will show the entire project total including Enacted only for projects in the Supplemental version.
   - Enacted for projects in selected biennium will show the entire project total including Enacted for all enacted projects including those in the Supplemental version.
9. **Select:** Project Classes.
   ➔ You can select All or select Grant, Grant – Pass Through, Preservation, or Program from the dropdown.

   **Project Classes**
   - All
   - Grant
   - Grant - Pass Through
   - Preservation
   - Program

10. **Select:** Sort Order.
    ➔ Select to sort data by Project Account or Project Class.

   **Sort Order**
   - Project Class

11. **Select:** Include Page Numbers.
    ➔ Select Yes or No.

   **Include Page Numbers**
   - Yes

12. **Select:** Report Format.
    ➔ Select to generate the report as a PDF, Excel, or Word document.

   **Report Format**
   - PDF

13. **Select:** Run Report.
    ➔ If Report Format is PDF, the report displays in a new browser window to view, print, export, or save.
    ➔ If Report Format is Excel or Word, you will be prompted to open or save the report.

   **Run Report**

---

**CBS012 Ten-Year Capital Plan by Subproject**

1. **Select:** Reports tab.
2. **Select:** Show Reports.
3. **Select:** CBS012.
4. **Select:** Load Report Parameters.
5. **Select:** Biennium.
   ➔ You can select the biennium for the data to view.

   **Report**
   - CBS012 Ten-Year Capital Plan by Subproject

   **Load Report Parameters**

   **Biennium**
   - 2019-21
6. **Select:** Budget Types.
   ➔ You can select All or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.

7. **Select:** Version.
   ➔ Populates based upon the Biennium and Budget Types selected.
   ➔ Only versions where you are the owner and all OFM Official Versions will display in the dropdown.

8. **Select:** Include with Selected Version.
   ➔ Dropdown only displays if Budget Type is First Year Supplemental or Second Year Supplemental.
   ➔ **Enacted for projects in selected version** will show the entire project total including Enacted only for projects in the Supplemental version.
   ➔ **Enacted for projects in selected biennium** will show the entire project total including Enacted for all enacted projects including those in the Supplemental version.

9. **Select:** Project Classes.
    ➔ You can select All or select Grant, Grant – Pass Through, Preservation, or Program from the dropdown.

10. **Select:** Sort Order.
    ➔ Select to sort data by Project Account or Project Class.
→ Select Yes or No.

Include Page Numbers

Select Yes or No.

→ Select to generate the report as a PDF, Excel, or Word document.

Report Format

Select PDF.

→ If Report Format is PDF, the report displays in a new browser window to view, print, export, or save.
→ If Report Format is Excel or Word, you will be prompted to open or save the report.

Run Report

CBS013 Cost Estimate Version Compare

1. Select: Reports tab.
2. Select: Show Reports.

Load Report Parameters

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

Biennium

2019-21

6. Select: Budget Types.
→ You can select All or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.

Budget Types

☐ All
☐ Regular
☐ First Year Supplemental
☐ Second Year Supplemental

→ Populates based upon the Biennium and Budget Types selected.
→ Only versions where you are the owner and all OFM Official

Version 1

1A - Test
   ➔ Select one project.

   ➔ Select a cost estimate.


    ➔ Select Yes or No.

    ➔ Select to generate the report as a PDF, Excel, or Word document.

    ➔ If Report Format is PDF, the report displays in a new browser window to view, print, export, or save.
    ➔ If Report Format is Excel or Word, you will be prompted to open or save the report.
This glossary includes common terms used with the Capital Budget System (CBS).

✓ Use the OFM website [https://ofm.wa.gov/](https://ofm.wa.gov/) to search for specific budget and legislative terms.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td></td>
</tr>
<tr>
<td>Acquisition Costs</td>
<td>Associated purchase or leasing costs, and any costs necessary to prepare the property for agency use.</td>
</tr>
<tr>
<td>Appropriation</td>
<td>A legislative allocation of money for a specific purpose.</td>
</tr>
<tr>
<td>Associated</td>
<td>Cost estimates associated to a project.</td>
</tr>
<tr>
<td>Artwork</td>
<td>Most major projects are subject to allowances for Artwork, per RCW 43.17.200 and RCW 28B.10.027 for Higher Education.</td>
</tr>
<tr>
<td>Attachments</td>
<td>Agencies must attach the following documentation: C-100, documentation from DAHP and GOIA, expected use on bond/COP proceeds, pictures (optional), and other documentation that may inform decision makers.</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td></td>
</tr>
<tr>
<td>Biennium</td>
<td>Two-year period. The Washington State fiscal biennium is from July 1 of odd-numbered years to June 30, two years later.</td>
</tr>
<tr>
<td>Budget Group</td>
<td>Anyone with a security access level of Agency Budget Edit Access and Agency Budget Operations are members of this group.</td>
</tr>
<tr>
<td>Budget Instructions</td>
<td>Information and timelines provided by OFM to guide agencies through the budget development and submittal processes.</td>
</tr>
<tr>
<td><strong>BudgetWorks Portal</strong></td>
<td>Website for agency users to access budget-related systems. The new BudgetWorks portal replaces the old Budget Portfolio Systems (BPS) site.</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td></td>
</tr>
<tr>
<td>Capital Budget</td>
<td>Appropriations made to state and local agencies for building and construction projects.</td>
</tr>
<tr>
<td>Capital Budget System (CBS)</td>
<td>CBS allows for the online development of the agency’s capital budget request. It supports multiple budget versions so agencies can easily develop various scenarios.</td>
</tr>
<tr>
<td>Construction Contracts</td>
<td>Costs associated with a projects construction.</td>
</tr>
<tr>
<td>Consultant Services</td>
<td>Costs associated with architect and engineering (A/E) services from private consulting firms.</td>
</tr>
<tr>
<td>Cost Estimate</td>
<td>Approximation of the cost of a project.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td></td>
</tr>
<tr>
<td>Design</td>
<td>Design documents form the basis for taking bids and constructing a facility.</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>Cost of equipment and furnishings that are essential to the project.</td>
</tr>
<tr>
<td>Escalated Cost</td>
<td>Base amount multiplied by escalation factor.</td>
</tr>
<tr>
<td>Escalation Factor</td>
<td>A percentage increase.</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td></td>
</tr>
<tr>
<td>FTEs</td>
<td>Full-time equivalent staff necessary for and related to the capital project or program.</td>
</tr>
<tr>
<td><strong>G</strong></td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>Grant and loan program</td>
<td>Some grants and loans are authorized directly in the capital budget bill to be passed through to state, tribal, and local or community organizations for various purposes, while other grants and loans are authorized through competitively-awarded statutory programs. Statutory grant programs must submit ten-year capital budget requests within the limits specified by statute. Agencies whose grant programs have no specified appropriation limits should submit requests based on a demonstrated need and reasonableness for the pending biennium and on a historical biennial appropriation history for the remaining four biennia.</td>
</tr>
<tr>
<td>H</td>
<td>Historical Significance</td>
</tr>
<tr>
<td>L</td>
<td>Lapse</td>
</tr>
<tr>
<td>Location</td>
<td>Address or latitude/longitude where the project is located.</td>
</tr>
<tr>
<td>M</td>
<td>Minor works</td>
</tr>
<tr>
<td>O</td>
<td>Operating Impacts</td>
</tr>
<tr>
<td>P</td>
<td>Predesign</td>
</tr>
<tr>
<td>Preferred</td>
<td></td>
</tr>
<tr>
<td>Pre-Release</td>
<td>Edit check projects prior to submittal to OFM.</td>
</tr>
<tr>
<td>Preservation</td>
<td>Preservation projects maintain, preserve, and extend the life of existing state facilities and assets and do not significantly change the facility to address current or anticipated program changes. Examples include renovating building systems, upgrading utility systems, and making other significant repairs.</td>
</tr>
<tr>
<td>Program</td>
<td>Program projects primarily achieve a programmatic goal, such as changing or improving an existing space to meet program requirements or creating a new facility or asset through construction, lease, or purchase. This category includes projects ranging from building new facilities to significant renovation of existing facilities. Programmatic projects may also improve conditions, accommodate changes in services or clientele, or increase or maintain federal reimbursement.</td>
</tr>
<tr>
<td>Project</td>
<td>Appropriations for a broad range of construction, repair, and acquisition projects involving state office buildings; colleges and universities; prisons and juvenile rehabilitation facilities; parks and recreation; K-12 schools, affordable housing for low-income persons and people with special needs; water quality, water supply, and flood risk reduction infrastructure; and other capital facilities and programs.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Project class</td>
<td>Capital projects are identified as preservation, program, grant, or loan projects.</td>
</tr>
<tr>
<td>Proviso</td>
<td>A condition attached to an agreement.</td>
</tr>
<tr>
<td>Reappropriations</td>
<td>Unspent amounts from original appropriations made in the two-year budget period that are necessary to complete a project.</td>
</tr>
<tr>
<td>Release</td>
<td>Submit projects for review to OFM.</td>
</tr>
<tr>
<td>Session</td>
<td>Official meeting of the Legislature. The Constitution provides for one 105-day regular session during odd-numbered years and one 60-day regular session during even-numbered years each biennium.</td>
</tr>
<tr>
<td>Subproject</td>
<td>Minor works or grants or loans.</td>
</tr>
<tr>
<td>Ten-Year View</td>
<td>Plan of proposed capital spending for a ten-year period, starting with the ensuing biennium.</td>
</tr>
<tr>
<td>Unassociated</td>
<td>Cost estimates not associated to a project.</td>
</tr>
<tr>
<td>User Role</td>
<td>Set of permissions provided to someone authorized to use CBS. Agency budget data is secured by a user role to help ensure agencies control and maintain their own budget information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CBS User Role</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Budget Operations</td>
<td>✓ Manage agency versions and decision packages.       ✓ Manage agency budget submittal. ✓ Manage agency administration/settings. ✓ Run reports.</td>
</tr>
<tr>
<td>Agency Division</td>
<td>✓ Limited to specific/assigned tasks.       ✓ View/update assigned decision package, budget information, and working capital.       ✓ Run reports.</td>
</tr>
<tr>
<td>Agency Facility</td>
<td>✓ Manage global settings. ✓ Manage administration/budget instructions. ✓ Manage budget intake and submittal process.       ✓ Run reports.</td>
</tr>
</tbody>
</table>

| Version                       | Represents an agency budget version. For example, a CBS budget version is created by the agency budget manager to prepare for an upcoming session. |