



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

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

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

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



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



CBS has a simple and easy to use interface.

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



Additional Information – Help Desk

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



HereToHelp@ofm.wa.gov 360.407.9100

- General Questions** 2
 - What is the Capital Budget System (CBS)? 2
 - How do I get access to CBS? 2
 - How can I see who in my agency has CBS access and what their security levels are? 2
 - How can I add or delete CBS users or change their security level for my agency? 2
 - Are there preferred browser types or compatibility settings that I need to know about? 2
 - How can I disable pop-up blockers? 2
- Help and Resources** 2
 - Does CBS include a user manual? 2
 - Does CBS include access to online help? 3
 - Is CBS training available? 3
 - Where are the CBS budget instructions? 3
 - Is there a distribution list for news and updates about budget modernization activities? 3
 - Is there a distribution list for news and updates about CBS? 3
 - Who do I contact if I need help using CBS? 3
- Log In / Log Out / Change Password** 3
 - What is the BudgetWorks website? 3
 - What is my CBS log in ID/password? 3
 - How do I change my password? What if I forgot my log in ID/Password? 3
 - How do I get my account unlocked? 3
 - How do I log out from CBS? 3
 - Why did my session timeout? 4
- Navigation** 4
 - What tabs are available in CBS? 4
- Projects** 4
 - What is the Projects tab? 4
 - What rules apply to project titles? 4
 - What rules apply to subprojects? 5
 - How do I enter a statewide project on the Additional Info tab of the Project Details? 5
 - Is it possible to run an edit check before releasing? 5
 - How do I select a Second Supplemental project for Reappropriation? 5
- Ten-Year View** 5
 - What is the 10 Year View tab? 5
 - What is the “User Defined” field on the Ten Year View tab? 5
- Reappropriations** 5
 - What is the Reappropriations tab? 5
- Cost Estimates** 5
 - What is the Cost Estimates tab? 5
 - Where can I find cost estimating resources? 5
- Capital FTEs** 6
 - What is the Capital FTE tab? 6
- Versions** 6
 - What is the Versions tab? 6
- Facility Users** 6
 - What is the Facility Users tab? 6
- Reports** 6
 - What is the Reports tab? 6
- Settings** 6
 - What is the Settings tab? 6



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://budgetlogon.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: <https://budgetlogon.ofm.wa.gov/library/default.htm>

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.

Tab →		Ten-Year View		Cost Estimate	Capital FTEs	Versions	Facility Users	Reports	Settings
Your Agency Role ↓	Projects		Reappropriations						
Agency Budget Operations	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Agency Budget Edit Access	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes
Agency Division	Yes	Yes	No	Yes	No	Yes	No	Yes	Yes
Agency Facility	Yes	Yes	No	Yes	No	No	No	Yes	Yes

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.

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.

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?



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

- ✓ 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.

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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.

Capital Budgeting System

[Projects](#) | [Ten-Year View](#) | [Reappropriations](#) | [Cost Estimates](#) | [Capital FTEs](#) | [Versions](#) | [Facility Users](#) | [Reports](#) | [Settings](#)

Biennium

2019-21 ▼

Budget Types

All

Regular
 First Year Supplemental
 Second Year Supplemental

Load Data



In this example, a list of versions for the selected Biennium and Budget Types are displayed.

Versions

Locked	Code	Title	Budget Type	Source	Owner	Preprior, Current EAS, and Actuals Current as of	Operating Version	Budget Source	Has Projects	Truncated Comment
<input type="checkbox"/>	1A	Sample	Regular	Agency	Budget Group	3/5/2019 2:12:04 PM	01 - 2017-19 Biennial Budget Request	Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	30	Governor's Recommended 2017-19 CLaw	Regular	OFM	OFM				<input checked="" type="checkbox"/>	
<input type="checkbox"/>	40	Governor's Recommended 2017-19 NLaw	Regular	OFM	OFM	12/12/2016 1:37:23 PM			<input checked="" type="checkbox"/>	

Add Version

Agency Budget Operations users can add a new version for a Biennium and Budget Type.

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



- Select:** Add.
→ CBS will display the Manage Version screen.



- Select:** Biennium.
→ You can select the biennium for the version.

Biennium

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

Budget Type

- Regular
- First Year Supplemental
- Second Year Supplemental

- 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).

In this example, we input '1A' for the version code.

Code

Caution! CBS does not allow duplicates for version code in the same biennium.

- Input:** Title.
→ Use up to 35 letters and/or numbers to create a version title.

In this example, we input "Sample" for the version title.

Title



7. Select: Source.
→ Always select 'Agency' for the source.

Source

Agency

8. Select: Budget Source.
→ Always select 'Agency' for the budget source. Enacted is used by OFM for a budget signed by the Governor.

Budget Source

Agency

9. Select: Operating Version.
→ This drives the decision package selection field for the project class of 'Program' listed on the Additional Info tab.

Operating Version

[Select an Operating Version]

10. Select: Owner.
→ Always select 'Budget Group' for Owner.

Owner

[Budget Group]

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.

Comment

12. Select: Save.

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.

<input type="checkbox"/>	Locked	Code▲1	Title	Budget Type
<input checked="" type="checkbox"/>		1A	Sample	Regular

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

View/Update



- 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.

| << < 1 of 2 > >> |

Version: 1A - Sample

Biennium
2019-21

Budget Type
Regular

Code
1A

Title
Sample

Source
Agency

Budget Source
Agency

Operating Version
[Select an Operating Version]

Owner
[Budget Group]

Comment

- 6. Select:** Save.

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.

<input type="checkbox"/>	Locked	Code	Title	Budget Type
<input checked="" type="checkbox"/>		1A	Sample	Regular

- 4. Select:** Copy button.
- CBS will display the Copy Version screen.

Copy

- 5. Select:** Data Types.
- You can select all or select the checkbox next to Projects and/or FTEs.

Data Types

All

Projects

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.

Destination Biennium

2019-21



→ If copying across a biennium (e.g. 2017-19 to 2019-21 biennium), CBS will automatically keep numbers in the same timeframe.

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.

Copy

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.

<input type="checkbox"/>	Locked	Code▲1	Title	Budget Type
<input checked="" type="checkbox"/>		1A	Sample	Regular

4. Select: Refresh button.
→ A message box will appear verifying your intention to refresh the entire version.

Refresh

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

Message from webpage

You are about to update the Preprior, Current EAS, and Actuals amounts to reflect posted transactions through Monitor as of today's date.

Refreshing these amounts cannot be undone. Are you sure you want to continue?

OK Cancel



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.

- Select:** Versions tab.
- Select:** Biennium, Budget Types, and Load Data.
- Select:** Checkbox next to the Version to lock or unlock.
→ You can select one or more.

<input type="checkbox"/>	Locked	Code▲1	Title	Budget Type
<input checked="" type="checkbox"/>		1A	Sample	Regular

- 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.

Lock/Unlock

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.

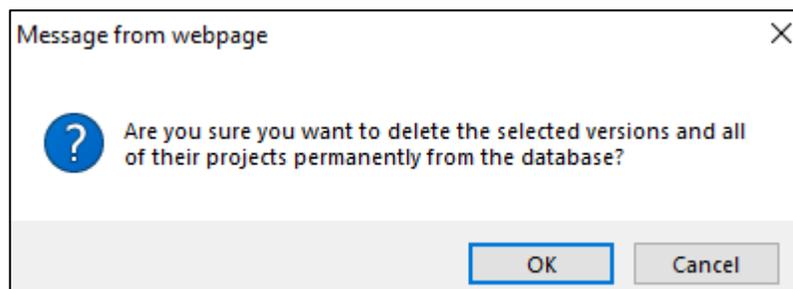
- Select:** Versions tab.
- Select:** Biennium, Budget Types, and Load Data.
- Select:** Checkbox next to the Version to delete.

<input type="checkbox"/>	Locked	Code▲1	Title	Budget Type
<input checked="" type="checkbox"/>		1A	Sample	Regular

- Select:** Delete button.
→ A message box will appear verifying your intention to delete the version(s).

Delete

- Select:** OK.
→ **Caution!** This action cannot be undone.



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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..... 10
 - Main data 11
 - Acquisition Costs 13
 - Consultant Services..... 14
 - Constructions Contracts 15
 - Equipment 16
 - Artwork 17
 - Project Management 17
 - Other Costs 18
 - Summary of Cost Estimate 18
 - View Cost Estimate Report..... 19
 - Attachments Tab 19
 - View Report Tab 20
- View Project 20
- View Subproject..... 21
- Delete Project..... 22
- Delete Subproject..... 22
- 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.

Biennium

3. Select: Budget Type.

→ You can select all or individually select Regular, First Year Supplemental, or Second Year Supplemental.

Budget Type

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.

Version

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.

Working Versions Projects for Review Prioritize Projects

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.

Project List

Biennium Budget Type Version

Working Versions Projects for Review Prioritize Projects

Select All	Number	Title	Class	Priority	Subprojects
<input type="checkbox"/>	40000554	Project 1	Grant		Toggle Subprojects (1)
<input type="checkbox"/>	40000556	Project 2	Program		
<input type="checkbox"/>	40000558	Project 3	Program		

Add Project/Subproject

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

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

Capital Budgeting System

[Projects](#) | [Ten-Year View](#) | [Reappropriations](#) | [Cost Estimates](#) | [Capital FTEs](#) | [Versions](#) | [Facility Users](#) | [Reports](#) | [Settings](#)

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

Biennium Budget Type Version

Working Versions Projects for Review Prioritize Projects

- 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](#) | [Additional Info](#) | [Subprojects](#) | [Funding](#) | [Operating Impacts](#) | [Cost Estimates](#) | [Attachments](#) | [View Report](#)

Detail Tab

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

- 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 since they cannot have subprojects.

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

Please select a parent project.
Adding a subproject to a parent will delete any funding that exists at the parent level.

Number	Title	Class
40000554	Project 1	Grant
40000558	Project 3	Program



→ **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.

Project Title *

3. Input: Project Phase Title.

→ Use up to 65 letters and/or numbers.

Project Phase Title

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.

Project Class *

5. Select: Starting fiscal year.

→ You must select a year from the dropdown.

Starting fiscal year *

6. Input: Agency Summary.

→ Spell check is available.

Agency Summary *

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.

Project Description *

Answer these questions...

- Identify the problem or opportunity addressed. Why is the request a priority?
- What will the request produce or construct (i.e., building predesign or design, construction of additional space, etc.)? When will the project start and be completed?
- How would the request address the problem or opportunity identified in question #1? What would be the result of not taking action?
- What alternatives were explored? Why was the recommended alternative chosen? Be prepared to provide detailed cost backup. If this project has an associated predesign, please summarize the alternatives the predesign considered.
- Which clientele would be impacted by the budget request? Where and how many units would be added, people or communities served, etc.
- Will non-state funds be used to complete the project? How much, what fund source, and could the request result in matching federal, state, local, or private funds?
- Describe how this project supports the agency's strategic master plan or would improve agency performance. Reference feasibility studies, master plans, space programming, and other analyses as appropriate.
- Does this project include IT-related costs, including hardware, software, cloud-based services, contracts or IT staff? If yes, [IT Addendum](#)
- If the project is linked to the Puget Sound Action Agenda, describe the impacts on the Action Agenda, including expenditure and FTE detail. See the Puget Sound recovery chapter of the 2019-21 Operating Budget Instructions.
- Does this project contribute to statewide goals to reduce carbon pollution and/or improve energy use? If yes, please elaborate.
- Is there additional information you would like decision makers to know when evaluating this request?

8. Input: Comments.

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.

Contact Name

Contact Phone Number () - ext

Contact E-mail

10. Select: Program.

→ Field is only available to agencies that have programs (e.g. DSHS).

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

Program ▼

11. Select: Branch Campus.

→ Field is only available to higher education with branches (e.g. UW).

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

Branch Campus ▼

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.

Agency Activity

▼

13. Input: User Defined.

→ Use up to 12 letters and/or numbers.

User Defined

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.

Historical Significance No Yes

15. Input: Dependent on legislation passing.

Dependent on legislation passing (Enter related bill number)



→ You can identify the related bill number.

16. Input: Provisos.
→ Spell check is available.

Provisos

Spell Check

17. Select: Save.

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.

Project Class →	Grant	Grant-Pass Through	Preservation	Program
Question ↓				
Project Type	✓	✓	✓	✓
Location	✓		✓	✓
Describe Growth Management Impacts	✓	✓	✓	✓
Grant Recipient Organization	✓	✓		
RCW that establishes grant	✓	✓		
Application process used	✓	✓		
If this a new facility?				✓
How does this fit into your master plan?				✓
Decision package				✓
Assumptions in the Operating Budget				✓

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.

Project Type

Clear

Add another project type above



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.

Location

Address 1

Address 2

Zip Code

County

City

Legislative district

[Reset counties, cities, and legislative districts](#)

[Find Latitude/Longitude information \(opens a new window\)](#)

Latitude
Degrees Valid between 45.523104 and 49.023879

Longitude
Degrees Valid between -116.791626 and -124.807591

[Add another Location above](#)

3. Input: Describe Growth Management Impacts.

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

Describe Growth Management Impacts

4. Input: Grant Recipient Organization.

→ Identify the organization who would get the grant.

Grant Recipient Organization

5. Input: RCW that establishes grant program.

→ Identify the RCW associated with the grant program.

→ Field is not applicable to subprojects.

RCW that establishes grant



6. Input: Application process used.

- Describe the application process used for the grant.
- Spell check is available.

Application process used

Spell Check

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?**

Is this a new facility? No Yes

How does this fit into your master plan? Only required if this is a new facility.

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.**

Decision package [Select a decision package] ▼

Assumptions in the Operating Budget. Only required if a decision package is selected.

9. Select: Save.

Save

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.



New Funding

Account	Total Costs	Pre 2017-19 Prior	2017-19 Current	2019-21 Reapprops	2019-21 New Approps	2021-23 Years 3-4	2023-25 Years 5-6	2025-27 Years 7-8	2027-29 Years 9-10
Select an Account. <input type="text"/> <input type="text"/>									
Total project funding costs									
Add another account above									

Totals

Account	Total Costs	Pre 2017-19 Prior	2017-19 Current	2019-21 Reapprops	2019-21 New Approps	2021-23 Years 3-4	2023-25 Years 5-6	2025-27 Years 7-8	2027-29 Years 9-10
Totals Revised									

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.

Estimate 75,000,000
Project Funding 54,700,000
Variance 20,300,000

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.

Select an Account. <input type="text"/>	<input type="text"/>
Total project funding costs	
Add another account above	

6. View: Total Costs.

7. View: Pre XXXX-XX Prior.

8. View: XXXX-XX Current.

9. View: XXXX-XX Reapprops.

Total Costs	Pre 2017-19 Prior	2017-19 Current	2019-21 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

→ No decimals or commas are allowed.

2019-21 New Approps	2021-23 Years 3-4	2023-25 Years 5-6	2025-27 Years 7-8	2027-29 Years 9-10
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



15. Select: Slide Left.

→ Moves all amounts (except Prior, Current and Reappropriation) to the left.

Slide Left

16. Select: Slide Right

→ Moves all amounts (except Prior, Current and Reappropriation) to the right.

Slide Right

17. Select: Save.

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.

Are there Operating Impacts?

There are no operating impacts for this project:

Explain why this project has no Operating Impacts

Subproject Operating Impacts do not display as a summarized total on the Parent Project screen; a Parent Project can have Operating Impacts.

* Indicates Required Information

Are there Operating Impacts?

There are no operating impacts for this project.

Starting Fiscal Year for Operating Impacts: 2020

One time startup cost				
Account	FY2020	FY2021	Delete/Clear	
FTE				
Select an Account.				Clear
Total one time start up costs	0	0		
Add another one time start up cost above				

Ongoing costs				
Account	FY2020	FY2021	FY2022	FY2023
FTE				
Select an Account.				
Total ongoing costs	0	0	0	
Add another ongoing cost above				

Operating costs		
Account	FY2020	FY2021
FTE		0.0
Total operating costs		0

Narrative*

2. Select: Save.

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.

Associate Cost Estimate

- 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.

Create New Cost Estimate

Please enter a new Cost Estimate title.

Text input field for Cost Estimate title with Ok and Cancel buttons.

- 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.

Add a detail page
Detail Page Name [input field] Add

Main data

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

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

Detail Page Name <input type="text" value="Test"/>							
Construction Type <input type="text" value="[Select a Construction Type]"/>							
Analysis Date <input type="text" value="3/18/2019"/>	Projected Life of Asset <input type="text" value=""/> Years						
Contact Name <input type="text"/>	Contact Number <input type="text"/> ext. <input type="text"/>						
Tax Rate <input type="text" value=""/> %	Location used for tax rate <input type="text"/> Location Finder						
Gross Sq. Ft. <input type="text"/>	Usable Sq. Ft. <input type="text"/>						
Rentable Sq. Ft. <input type="text"/>	Space Efficiency <input type="text" value="0%"/>						
Escalated Cost per Sq. Ft. <input type="text"/>	Escalated Cost per Sq. Ft. Explanation <input type="text"/>						
Remodel? <input type="radio"/> Yes <input checked="" type="radio"/> No							
A/E Fee Class <input type="text" value="undefined"/> A/E Fee Percentage <input type="text" value=""/>							
Contingency Rate <input type="text" value=""/> %	Contingency Explanation <input type="text"/>						
Art Requirement Applies <input type="radio"/> Yes <input checked="" type="radio"/> No							
Project Administration by <input type="text" value="DES"/>							
Higher Ed Institution <input type="radio"/> Yes <input checked="" type="radio"/> No							
Alternative Public Works <input type="radio"/> Yes <input checked="" type="radio"/> No							
Pre-design Start Date <input type="text" value=""/> <input type="text" value=""/>	Pre-design End Date <input type="text" value=""/> <input type="text" value=""/>						
Design Start Date <input type="text" value="2019"/> <input type="text" value="3"/>	Design End Date <input type="text" value="2019"/> <input type="text" value="3"/>						
Construction Start Date <input type="text" value="2019"/> <input type="text" value="3"/>	Construction End Date <input type="text" value="2019"/> <input type="text" value="3"/>						
Construction Duration <input type="text" value="0"/> Months	State Construction Inflation Rate <input type="text" value="3.12"/>						
Base Month and Year <input type="text" value="2018"/> <input type="text" value="6"/>							
<table border="0"> <tr> <td>MACC</td> <td>MACC (escalated)</td> </tr> <tr> <td>Current Project Total</td> <td>Escalated Project Total</td> </tr> <tr> <td>Rounded Current Project Total</td> <td>Rounded Escalated Project Total</td> </tr> </table>		MACC	MACC (escalated)	Current Project Total	Escalated Project Total	Rounded Current Project Total	Rounded Escalated Project Total
MACC	MACC (escalated)						
Current Project Total	Escalated Project Total						
Rounded Current Project Total	Rounded Escalated Project Total						

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

Field	Description
Construction Type	Establishes the Architect/Engineer (A/E) fee class and associated basic design fee schedule. Field is required.
Analysis Date	Defaults to today's date.
Projected Life of Asset	Number of years the asset is estimated to be useful. See SAAM 30.50.10 for more information.



Field	Description
Contact Name	Person who will answer questions about the cost estimate.
Contact Number	Phone number of the contact person.
Tax Rate	Sales tax rate for the location of the project.
Location used for tax rate	Enter the cost estimate sales tax rate location. Use the Location Finder link to look-up the current rate for a specified location.
Gross Sq. Ft.	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.
Usable Sq. Ft.	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.
Rentable Sq. Ft.	Rentable square feet of the building. Field is not visible if a non-building construction type has been selected.
Space Efficiency	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.
Escalated Cost per Sq. Ft.	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.
Escalated Cost per Sq. Ft. Explanation	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
Remodel?	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.
A/E Fee Class	Field is based on the Construction Type selected.
A/E Fee Percentage	Field is based on the A/E Fee Class, and if the project is a Remodel.
Contingency Rate	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%.
Contingency Explanation	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.
Art Requirement Applies	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.
Project Administration by	If the Project will be administered by the Department of Enterprise Services (DES) Division of Engineering and Architectural Services (E&AS), select DES. For the request of capital appropriations for costs to an Agency for project management, select Agency.
Higher Ed Institution	Select Yes or No. If Yes is selected, the Higher Education artwork allowance is calculated on the Artwork tab.
Alternative Public Works	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.
Predesign Start Date	The year and month predesign will start.



Field	Description
Predesign End Date	The year and month predesign will end. The selected year/month cannot be prior to the selected Predesign Start year and month.
Design Start Date	The year and month design will start. The year and month cannot be prior to Predesign Start year and month.
Design End Date	The year and month design will end. The year and month cannot be prior to Design Start year and month.
Construction Start Date	The year and month construction will start. The year and month cannot be prior to Design Start year and month.
Construction End Date	The year and month construction will end. The year and month cannot be prior to Construction Start year and month.
Construction Duration	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.
State Construction Inflation Rate	Currently maintained by the system at 3.12%.
Base Month and Year	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.
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.

Item	Base Amount	Escalation Factor	Escalated Cost
Purchase/Lease Cost	<input type="text"/>		
Appraisal and Closing Costs	<input type="text"/>		
Right of Way Costs	<input type="text"/>		
Demolition Cost	<input type="text"/>		
Pre-Site Development	<input type="text"/>		
<input type="button" value="Add new item above"/>			
Totals			
Total	0	Escalated Total	0



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.

Item	Base Amount	Escalation Factor	Escalated Cost
1 Pre-Schematic Design Services			
Programming/Site Analysis	<input type="text"/>		
Environment Analysis	<input type="text"/>		
Pre-design Study	<input type="text"/>		
	Add new item above		
Sub Total	0	1	0

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.

2 Construction Documents			
A/E Basic Design Services	0		
	Add new item above		
Sub Total	0	1	0

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.

3 Extra Services			
Civil Design (Above Basic Services)	<input type="text"/>		
Geotechnical Investigation	<input type="text"/>		
Commissioning (Systems Check)	<input type="text"/>		
Site Survey	<input type="text"/>		
Testing	<input type="text"/>		
Leadership Energy & Environment Design List (LEED)	<input type="text"/>		
Voice/Data Consultant	<input type="text"/>		
Value Engineering Participation & Implementation	<input type="text"/>		
Constructability Review Participation	<input type="text"/>		
Environmental Mitigation Services (EIS)	<input type="text"/>		
Landscape Consultant	<input type="text"/>		
	Add new item above		
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.

4 Other Services			
Bid/Construction/Closeout	0		
HVAC Balancing	<input type="text"/>		
Staffing	<input type="text"/>		
	Add new item above		
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.

5 Design Services Contingency			
Design Services Contingency	0		
	Add new item above		
Sub Total	0	1	0



6. Select: Save.

Save

Constructions Contracts

Construction Contracts are the costs associated with a projects construction.

1. Input: Site work.

→ UNIFORMAT code precedes the title.

→ Enter base amounts.

→ Escalation Factor is applied.

Item	Base Amount	Escalation Factor	Escalated Cost
1 Site work			
G10 - Site Preparation	<input type="text"/>		
G20 - Site Improvements	<input type="text"/>		
G30 - Site Mechanical Utilities	<input type="text"/>		
G40 - Site Electrical Utilities	<input type="text"/>		
G60 - Other Site Construction	<input type="text"/>		
Add new item above			
Sub Total	0	1	0

2. Input: Related Project Costs.

→ Enter base amounts.

→ Escalation Factor is applied.

2 Related Project Costs			
Offsite Improvements	<input type="text"/>		
City Utilities Relocation	<input type="text"/>		
Parking Mitigation	<input type="text"/>		
Stormwater Retention/Detention	<input type="text"/>		
Wetland Mitigation	<input type="text"/>		
Add new item above			
Sub Total	0	1	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.

3 Facility Construction			
A10 - Foundations	<input type="text"/>		
A20 - Basement Construction	<input type="text"/>		
B10 - Superstructure	<input type="text"/>		
B20 - Exterior Closure	<input type="text"/>		
B30 - Roofing	<input type="text"/>		
C10 - Interior Construction	<input type="text"/>		
C20 - Stairs	<input type="text"/>		
C30 - Interior Finishes	<input type="text"/>		
D10 - Conveying	<input type="text"/>		
D20 - Plumbing Systems	<input type="text"/>		
D30 - HVAC Systems	<input type="text"/>		
D40 - Fire Protection Systems	<input type="text"/>		
D50 - Electrical Systems	<input type="text"/>		
F10 - Special Construction	<input type="text"/>		
F20 - Selective Demolition	<input type="text"/>		
General Conditions	<input type="text"/>		
Add new item above			
Sub Total	0	1	0

4. View: MACC.

→ MACC Non-escalated is system calculated: Total Site

4 MACC			
MACC Non-escalated	0		
MACC Escalated	0		



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.

5 GCCM Risk Contingency			
GCCM Risk Contingency	<input type="text"/>		
	Add new item above		
Sub Total	0	1	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.

6 GCCM or Design Build Costs			
GCCM Fee	<input type="text"/>		
Bid General Conditions	<input type="text"/>		
GCCM Preconstruction Services	<input type="text"/>		
	Add new item above		
Sub Total	0	1	0

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

7 Construction Contingencies			
Allowance for Change Orders	0		
	Add new item above		
Sub Total	0	1	0

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

8 Non Taxable Items			
	Add new item above		
Sub Total	0	1	0

9. View: Sales Tax.
→ System calculated.

Sales Tax			
Sales Tax - Non Escalated	0		
Sales Tax - Escalated	0		

10. Select: Save.

[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.

Item	Base Amount	Escalation Factor	Escalated Cost
E10 - Equipment	<input type="text"/>		
E20 - Furnishings	<input type="text"/>		
F10 - Special Construction	<input type="text"/>		
<input type="button" value="Add new item above"/>			
Sub Total	0	1	0

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

1 Non Taxable Items			
<input type="button" value="Add new item above"/>			
Sub Total	0	1	0

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

Sales Tax			
Sales Tax - Non Escalated	0		
Sales Tax - Escalated	0		

- 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%.

Item	Base Amount	Escalation Factor	Escalated Cost
Project Artwork	0		
Higher Ed Artwork	0		
<input type="button" value="Add new item above"/>			
Totals			
Total	0	Escalated Total	0

- 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.

Item	Base Amount	Escalation Factor	Escalated Cost
DES Project Management	0		
Add new item above			
Sub Total	0	1	0
Totals			
Total	0	Escalated Total	0

- 2. **Input:** Agency Project Management.
- Only displayed if “Project Administration by” is Agency on Main tab.
- Escalation Factor is applied.

Item	Base Amount	Escalation Factor	Escalated Cost
Agency Project Management	0		
Add new item above			
Sub Total	0	1	0
Totals			
Total	0	Escalated Total	0

- 3. **Select:** Save.

[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.

Item	Base Amount	Escalation Factor	Escalated Cost
Mitigation Costs	<input type="text"/>		
Hazardous Material Remediation/Removal	<input type="text"/>		
Historic and Archeological Mitigation	<input type="text"/>		
Add new item above			
Totals			
Total		0	Escalated Total 0

- 2. **Select:** Save.

[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.

[Summary](#)



Contact Info			
Contact Name		Agency	360
Contact Number			
Statistics			
Gross Sq. Ft.	0	MACC Cost per Sq. Ft.	
Usable Sq. Ft.	0	Escalated MACC Cost per Sq. Ft.	
Space Efficiency		A/E Fee Class	A
Construction Type	Sewer Treatment Plant Buildings	A/E Fee Percentage	0%
Remodel?	No		
Schedule			
Predesign Start Date		Predesign End Date	
Design Start Date	4/2019	Design End Date	4/2019
Construction Start Date	4/2019	Construction End Date	
Duration of Construction	0 months		
Cost Summary -- Escalated			
		Escalated Costs	
		Rounded Escalated Costs	

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.

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

View Report

OFM

Cost Estimate Number: 445
Cost Estimate Title: New cost estimate

Version: 1A Sample
Project Number: 40000554
Project Title: Project 1
Project Phase Title:

300 - Department of Social and Health Services

Cost Estimate Summary

2019-21 Biennium

SAMPLE

Report Number: CBS003
Date Run: 4/2/2019 2:44PM

Agency Preferred: Yes

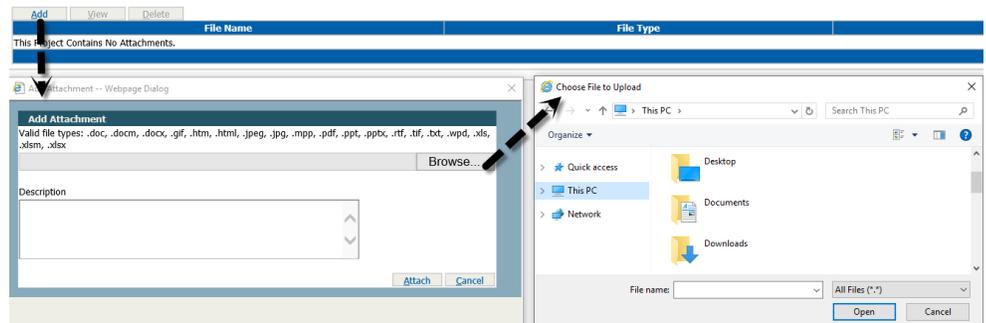
Attachments Tab

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, .xlsm, .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:

- Select:** Add.
→ More than one file can be attached.
- Select:** Browse to locate a file, select the file, and select Open.
- Input:** Description to include a synopsis of the material for quick reference.
- Select:** Attach.





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.

Add	View	Delete	File Name	File Type	Description
<input type="radio"/>			Building_repair_costs.xlsx	xlsx	Spreadsheet with costs to repair the building.

To delete an attachment:

- 1. **Select:** Radio button for an attachment.
- 2. **Select:** Delete.
- 3. **Select:** OK.

Message from webpage ×

Are you sure you want to delete the selected attachment?

View Report Tab

You can produce a report containing the project or subproject data (CBS002).

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

OFM

300 - Department of Social and Health Services
Capital Project Request
2019-21 Biennium

Version: 1A Sample

Project Number: 40000554
Project Title: Project 1



Report Number: CBS002
Date Run: 4/2/2019 2:49PM

View Project

You can view or modify the project.

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

Project List

Biennium Budget Type Version

Working Versions Projects for Review Prioritize Projects

Add	Delete	Lock/Unlock	Prerelease	Release	Recall	Details	Copy	View History	Report
Select All	Number	Title	Class	Priority					
<input checked="" type="checkbox"/>	40000554	Project 1	Grant						
<input type="checkbox"/>	40000556	Project 2	Program						

[Details](#)

- 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.



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.

Agency Priority
1
2

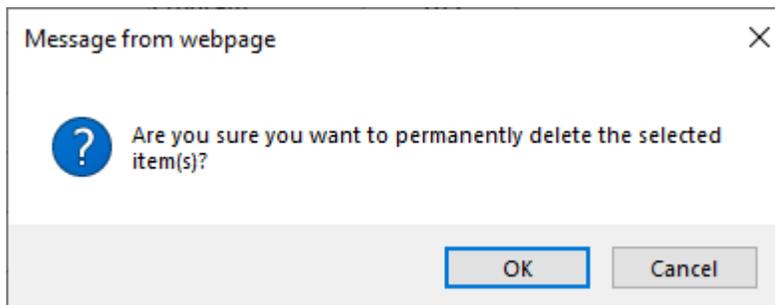
7. **Select:** Save.



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

In this example, the parent project has one subproject attached.

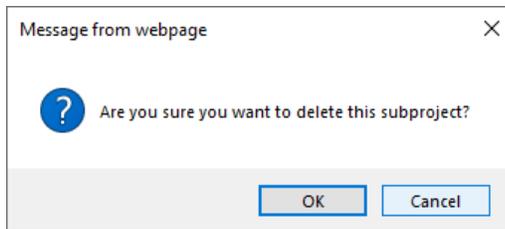
Detail	Additional Info	Subprojects	Funding	Operating Impacts	Cost Estimates
Save					
Project Number		Title	Class		
40000553		Test	Grant		

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.

Copy

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

Biennium Budget Type Version

- 7. **Select:** Data Types.
→ You can select Selected Projects or Selected Projects plus FTEs.

Data Types
 Selected Projects
 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

Copy Type
 Do Not Replace Duplicates
 Replace Duplicates
 Create New Projects for Duplicates

Rename Project (Optional)

Project 1

*Requires a single project selection.



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.

- Select:** Projects tab.
 - Select:** Biennium, Budget Type, and Version.
 - Select:** Load.
 - 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:

Select All	Number	Title
<input checked="" type="checkbox"/>	40000554	Project 1
<input type="checkbox"/>	40000556	Test
<input type="checkbox"/>	40000558	Test 2

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

[Lock/Unlock](#)

View History

You can view a history of changes to a project.

- Select:** Projects tab.
- Select:** Biennium, Budget Type, and Version.
- Select:** Load.
- Select:** Checkbox next to a project.

In this example, we selected one project:

Select All	Number	Title
<input checked="" type="checkbox"/>	40000554	Project 1
<input type="checkbox"/>	40000556	Test
<input type="checkbox"/>	40000558	Test 2

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

[View History](#)

History Records

2 Records			
Clear Sort	Reset Default Sort		
Action	Additional Information	User	Date ▾1
Updated		Gosda, Christine	3/14/2019 1:22:04 PM
Created		Gosda, Christine	3/14/2019 1:20:14 PM

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



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

In this example, we selected one project:

Select All	Number	Title
<input checked="" type="checkbox"/>	40000554	Project 1
<input type="checkbox"/>	40000556	Test
<input type="checkbox"/>	40000558	Test 2

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

[Report](#)

→ **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.

OFM

300 - Department of Social and Health Services
 Capital Project Request
 2019-21 Biennium

Version: 1A Sample

Project Number: 40000554
 Project Title: Project 1



Report Number: CBS002
 Date Run: 4/2/2019 2:49PM

Additional Information – Help Desk

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



HereToHelp@ofm.wa.gov 360.407.9100

Additional Information – Help Desk

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


HereToHelp@ofm.wa.gov **360.407.9100**

This job aid includes information for Agency Budget Operations, 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.....	11
Update a Cost Estimate.....	12
Associate a Project to a Cost Estimate	12
Unassociate a Cost Estimate from a Project or Subproject.....	13
Mark a Cost Estimate as Preferred.....	14

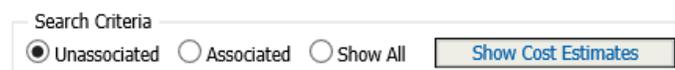
View Unassociated Cost Estimates

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.

Select All	Estimate Number	Estimate Title
<input type="checkbox"/>	447	Unassociated cost estimate

View Associated Cost Estimates

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



- Select:** Cost Estimates Tab.
- Select:** Associated.
- Select:** Biennium.
- Select:** Budget Type.
- Select:** Version.

Search Criteria
 Unassociated Associated Show All Biennium 2019-21 Budget Type Regular
 Version 1A:Sample [Show Cost Estimates](#)

- Select:** Show Cost Estimates.
 → Cost estimates are listed that are attached to a project for the selected biennium and version.

Select All	Estimate Number	Estimate Title
<input type="checkbox"/>	445	New cost estimate

View All Cost Estimates

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

- Select:** Cost Estimates Tab.
- Select:** Show All.
- Select:** Biennium.
- Select:** Budget Type.
- Select:** Version.

Search Criteria
 Unassociated Associated Show All Biennium 2019-21 Budget Type Regular
 Version 1A:Sample [Show Cost Estimates](#)

- Select:** Show Cost Estimates.
 → All cost estimates are listed for the selected biennium and version.

Select All	Estimate Number	Estimate Title
<input type="checkbox"/>	447	Unassociated cost estimate
<input type="checkbox"/>	445	New cost estimate

Add a Cost Estimate

Use this feature to create a new cost estimate.

- Select:** Cost Estimates tab.
- Select:** Add
 → A dialog is displayed to enter a new Cost Estimate Title.

[Add](#)

- Input:** Cost Estimate Title.
- Select:** OK.

Please enter a new Cost Estimate title.

- Input:** Detail Page Name.
- Select:** Add.
 → Main tab of cost estimate is displayed.

Add a detail page

Detail Page Name [Add](#)

Main data

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



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

Detail Page Name <input type="text" value="Test"/>	
Construction Type <input type="text" value="[Select a Construction Type]"/>	
Analysis Date <input type="text" value="3/18/2019"/>	Projected Life of Asset <input type="text" value=""/> Years
Contact Name <input type="text"/>	Contact Number <input type="text" value=""/> ext. <input type="text" value=""/>
Tax Rate <input type="text" value=""/> %	Location used for tax rate <input type="text" value=""/> Location Finder
Gross Sq. Ft. <input type="text"/>	Usable Sq. Ft. <input type="text"/>
Rentable Sq. Ft. <input type="text"/>	Space Efficiency <input type="text" value="0%"/>
Escalated Cost per Sq. Ft. <input type="text"/>	Escalated Cost per Sq. Ft. Explanation <input type="text"/>
Remodel? <input type="radio"/> Yes <input checked="" type="radio"/> No	
A/E Fee Class <input type="text" value="undefined"/>	A/E Fee Percentage <input type="text" value=""/>
Contingency Rate <input type="text" value=""/> %	Contingency Explanation <input type="text"/>
Art Requirement Applies <input type="radio"/> Yes <input checked="" type="radio"/> No	Project Administration by <input type="text" value="DES"/>
Higher Ed Institution <input type="radio"/> Yes <input checked="" type="radio"/> No	Alternative Public Works <input type="radio"/> Yes <input checked="" type="radio"/> No
Pre-design Start Date <input type="text" value=""/> / <input type="text" value=""/>	Pre-design End Date <input type="text" value=""/> / <input type="text" value=""/>
Design Start Date <input type="text" value="2019"/> / <input type="text" value="3"/>	Design End Date <input type="text" value="2019"/> / <input type="text" value="3"/>
Construction Start Date <input type="text" value="2019"/> / <input type="text" value="3"/>	Construction End Date <input type="text" value="2019"/> / <input type="text" value="3"/>
Construction Duration <input type="text" value="0"/> Months	State Construction Inflation Rate <input type="text" value="3.12 %"/>
Base Month and Year <input type="text" value="2018"/> / <input type="text" value="6"/>	
Current Project Total	MACC (escalated)
Rounded Current Project Total	Escalated Project Total
	Rounded Escalated Project Total

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

Field	Description
Construction Type	Establishes the Architect/Engineer (A/E) fee class and associated basic design fee schedule. Field is required.
Analysis Date	Defaults to today's date.
Projected Life of Asset	Number of years the asset is estimated to be useful. See SAAM 30.50.10 for more information.
Contact Name	Person who will answer questions about the cost estimate.
Contact Number	Phone number of the contact person.
Tax Rate	Sales tax rate for the location of the project.
Location used for tax rate	Enter the cost estimate sales tax rate location. Use the Location Finder link to look-up the current rate for a specified location.
Gross Sq. Ft.	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.
Usable Sq. Ft.	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.
Rentable Sq. Ft.	Rentable square feet of the building. Field is not visible if a non-building construction type has been selected.
Space Efficiency	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.
Escalated Cost per Sq. Ft.	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.
Escalated Cost per Sq. Ft. Explanation	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



Field	Description
Remodel?	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.
A/E Fee Class	Field is based on the Construction Type selected.
A/E Fee Percentage	Field is based on the A/E Fee Class, and if the project is a Remodel.
Contingency Rate	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%.
Contingency Explanation	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.
Art Requirement Applies	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.
Project Administration by	If the Project will be administered by the Department of Enterprise Services (DES) Division of Engineering and Architectural Services (E&AS), select DES. For the request of capital appropriations for costs to an Agency for project management, select Agency.
Higher Ed Institution	Select Yes or No. If Yes is selected, the Higher Education artwork allowance is calculated on the Artwork tab.
Alternative Public Works	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.
Predesign Start Date	The year and month predesign will start.
Predesign End Date	The year and month predesign will end. The selected year/month cannot be prior to the selected Predesign Start year and month.
Design Start Date	The year and month design will start. The year and month cannot be prior to Predesign Start year and month.
Design End Date	The year and month design will end. The year and month cannot be prior to Design Start year and month.
Construction Start Date	The year and month construction will start. The year and month cannot be prior to Design Start year and month.
Construction End Date	The year and month construction will end. The year and month cannot be prior to Construction Start year and month.
Construction Duration	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.
State Construction Inflation Rate	Currently maintained by the system at 3.12%.
Base Month and Year	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.
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).



Field	Description
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.

Item	Base Amount	Escalation Factor	Escalated Cost
Purchase/Lease Cost	<input type="text"/>		
Appraisal and Closing Costs	<input type="text"/>		
Right of Way Costs	<input type="text"/>		
Demolition Cost	<input type="text"/>		
Pre-Site Development	<input type="text"/>		
Add new item above			
Totals			
Total	0	Escalated Total	0

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.

Item	Base Amount	Escalation Factor	Escalated Cost
1 Pre-Schematic Design Services			
Programming/Site Analysis	<input type="text"/>		
Environment Analysis	<input type="text"/>		
Pre-design Study	<input type="text"/>		
Add new item above			
Sub Total	0	1	0

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.

2 Construction Documents			
A/E Basic Design Services	0		
Add new item above			
Sub Total	0	1	0



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.

3 Extra Services			
Civil Design (Above Basic Services)	<input type="text"/>		
Geotechnical Investigation	<input type="text"/>		
Commissioning (Systems Check)	<input type="text"/>		
Site Survey	<input type="text"/>		
Testing	<input type="text"/>		
Leadership Energy & Environment Design List(LEED)	<input type="text"/>		
Voice/Data Consultant	<input type="text"/>		
Value Engineering Participation & Implementation	<input type="text"/>		
Constructability Review Participation	<input type="text"/>		
Environmental Mitigation Services (EIS)	<input type="text"/>		
Landscape Consultant	<input type="text"/>		
	Add new item above		
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.

4 Other Services			
Bid/Construction/Closeout	<input type="text" value="0"/>		
HVAC Balancing	<input type="text"/>		
Staffing	<input type="text"/>		
	Add new item above		
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.

5 Design Services Contingency			
Design Services Contingency	<input type="text" value="0"/>		
	Add new item above		
Sub Total	0	1	0

6. Select: Save.

[Save](#)

Constructions Contracts

Construction Contracts are the costs associated with a projects construction.

1. Input: Site work.

- UNIFORMAT code precedes the title.
- Enter base amounts.
- Escalation Factor is applied.

Item	Base Amount	Escalation Factor	Escalated Cost
1 Site work			
G10 - Site Preparation	<input type="text"/>		
G20 - Site Improvements	<input type="text"/>		
G30 - Site Mechanical Utilities	<input type="text"/>		
G40 - Site Electrical Utilities	<input type="text"/>		
G60 - Other Site Construction	<input type="text"/>		
	Add new item above		
Sub Total	0	1	0



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

2 Related Project Costs			
Offsite Improvements	<input type="text"/>		
City Utilities Relocation	<input type="text"/>		
Parking Mitigation	<input type="text"/>		
Stormwater Retention/Detention	<input type="text"/>		
Wetland Mitigation	<input type="text"/>		
	Add new item above		
Sub Total	0	1	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.

3 Facility Construction			
A10 - Foundations	<input type="text"/>		
A20 - Basement Construction	<input type="text"/>		
B10 - Superstructure	<input type="text"/>		
B20 - Exterior Closure	<input type="text"/>		
B30 - Roofing	<input type="text"/>		
C10 - Interior Construction	<input type="text"/>		
C20 - Stairs	<input type="text"/>		
C30 - Interior Finishes	<input type="text"/>		
D10 - Conveying	<input type="text"/>		
D20 - Plumbing Systems	<input type="text"/>		
D30 - HVAC Systems	<input type="text"/>		
D40 - Fire Protection Systems	<input type="text"/>		
D50 - Electrical Systems	<input type="text"/>		
F10 - Special Construction	<input type="text"/>		
F20 - Selective Demolition	<input type="text"/>		
General Conditions	<input type="text"/>		
	Add new item above		
Sub Total	0	1	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).

4 MACC			
MACC Non-escalated	0		
MACC Escalated	0		

- 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.

5 GCCM Risk Contingency			
GCCM Risk Contingency	<input type="text"/>		
	Add new item above		
Sub Total	0	1	0



→ 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.

→ Enter base amounts.

→ Escalation Factor is applied.

6 GCCM or Design Build Costs			
GCCM Fee	<input type="text"/>		
Bid General Conditions	<input type="text"/>		
GCCM Preconstruction Services	<input type="text"/>		
	Add new item above		
Sub Total	0	1	0

7. View: Construction Contingencies.

→ System calculated: MACC (not escalated) multiplied by Contingency Rate.

→ Escalation Factor is applied.

7 Construction Contingencies			
Allowance for Change Orders	0		
	Add new item above		
Sub Total	0	1	0

8. Input: Non-Taxable Items.

→ Enter base amounts.

→ Escalation Factor is applied.

8 Non Taxable Items			
	Add new item above		
Sub Total	0	1	0

9. View: Sales Tax.

→ System calculated.

Sales Tax			
Sales Tax - Non Escalated	0		
Sales Tax - Escalated	0		

10. Select: Save.

[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.

Item	Base Amount	Escalation Factor	Escalated Cost
E10 - Equipment	<input type="text"/>		
E20 - Furnishings	<input type="text"/>		
F10 - Special Construction	<input type="text"/>		
	Add new item above		
Sub Total	0	1	0

2. Input: Non Taxable Items.

→ Enter base amounts.

→ Escalation Factor is applied.

1 Non Taxable Items			
	Add new item above		
Sub Total	0	1	0

3. View: Sales Tax.

→ System calculated.

Sales Tax			
Sales Tax - Non Escalated	0		
Sales Tax - Escalated	0		



4. **Select:** Save.

[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%.

Item	Base Amount	Escalation Factor	Escalated Cost
Project Artwork	0		
Higher Ed Artwork	0		
Add new item above			
Totals			
Total	0	Escalated Total	0

3. **Select:** Save.

[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.

Item	Base Amount	Escalation Factor	Escalated Cost
DES Project Management	0		
Add new item above			
Sub Total	0	1	0
Totals			
Total	0	Escalated Total	0

2. **Input:** Agency Project Management.

→ Only displayed if “Project Administration by” is Agency on Main tab.

→ Escalation Factor is applied.

Item	Base Amount	Escalation Factor	Escalated Cost
Agency Project Management	0		
Add new item above			
Sub Total	0	1	0
Totals			
Total	0	Escalated Total	0

3. **Select:** Save.

[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.

Item	Base Amount	Escalation Factor	Escalated Cost
Mitigation Costs	<input type="text"/>		
Hazardous Material Remediation/Removal	<input type="text"/>		
Historic and Archeological Mitigation	<input type="text"/>		
Add new item above			
Totals			
Total	0	Escalated Total	0

- 2. **Select:** Save.

[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.

Summary			
Contact Info			
Contact Name		Agency	360
Contact Number			
Statistics			
Gross Sq. Ft.	0	MACC Cost per Sq. Ft.	
Usable Sq. Ft.	0	Escalated MACC Cost per Sq. Ft.	
Space Efficiency		A/E Fee Class	A
Construction Type	Sewer Treatment Plant Buildings	A/E Fee Percentage	0%
Remodel?	No		
Schedule			
Pre-design Start Date		Pre-design End Date	
Design Start Date	4/2019	Design End Date	4/2019
Construction Start Date	4/2019	Construction End Date	
Duration of Construction	0 months		
Cost Summary -- Escalated			
		Escalated Costs	
		Rounded Escalated Costs	

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.

[View Report](#)

OFM	300 - Department of Social and Health Services	
	Cost Estimate Summary	
	2019-21 Biennium	
Cost Estimate Number: 445	Report Number: CBS003	
Cost Estimate Title: New cost estimate	Date Run: 4/2/2019 2:44PM	
Version: 1A Sample	Agency Preferred: Yes	
Project Number: 40000554		
Project Title: Project 1		
Project Phase Title:		





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.

Rename

- 6. Input:** Cost Estimate Title.
- 7. Select:** OK.

Please enter a new Cost Estimate title.

Ok

Cancel

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.

Copy

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

Please enter a new Cost Estimate title.

Ok

Cancel

Delete a Cost Estimate

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

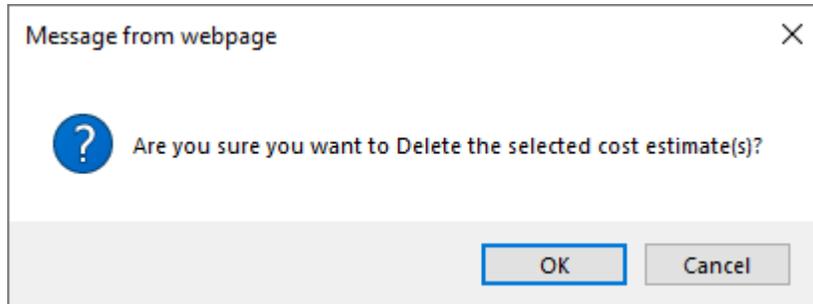
- 1. Select:** Cost Estimates tab.
- 2. Select:** Unassociated.
- 3. Select:** Show Cost Estimates.
- 4. Select:** Checkbox next to the cost estimate to delete.
→ You can select one or more.

Delete



5. **Select:** Delete.
→ A dialog is displayed to confirm deletion.

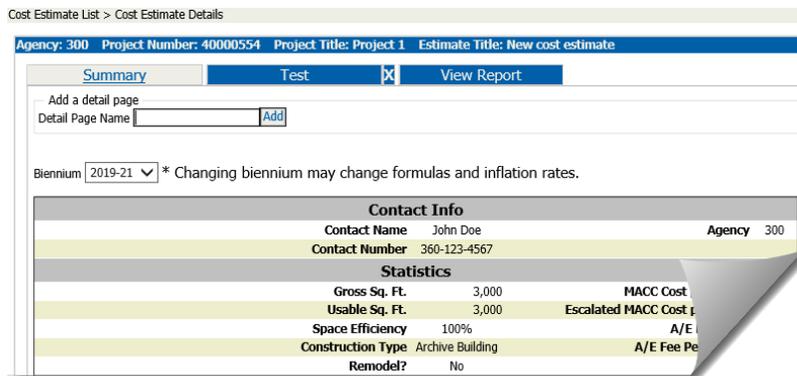
6. **Select:** OK.



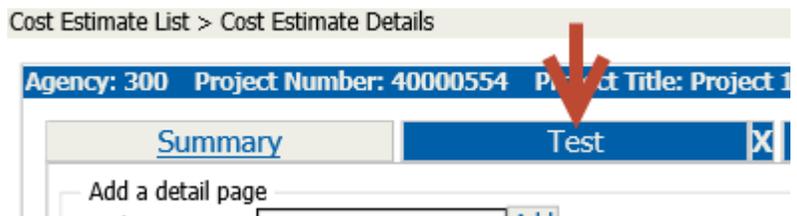
Update a Cost Estimate

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.

Project Associated To

[Associate/Change](#)

8. **Select:** Biennium.
9. **Select:** Budget Type.
10. **Select:** Version.
11. **Select:** Load.
→ CBS will display a list of available projects for selection.

Cost Estimate List > Project List

Please select a project.

Biennium Budget Type Version

Number	Title
There are currently no projects for the selected criteria.	

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

Number	Title
40000528	Grant:ALTA Mental Health Transitions 2019-21
40000561	Test

Project Associated To

[40000561](#) [Associate/Change](#)

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.
3. **Select:** Load.
4. **Select:** project title with associated cost estimates.
5. **Select:** Cost Estimates tab.
→ CBS will display the cost estimates associated to the project.

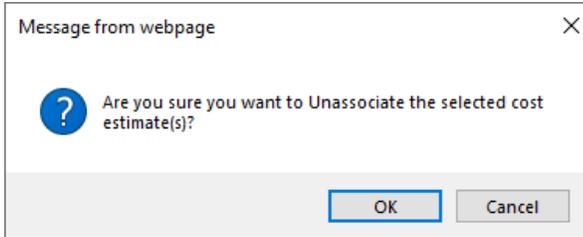
Detail	Additional Info	Funding	Operating Impacts	Cost Estimates	Attachments	View Report
<input type="button" value="Rename"/>	<input type="button" value="Copy"/>	<input type="button" value="Unassociate"/>	<input type="button" value="Save Preferred"/>	<input type="button" value="Associate Cost Estimate"/>	<input type="button" value="Create New Cost Estimate"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select All		Estimate Number		Estimate Title		
<input type="checkbox"/>		211		Test		
<input type="checkbox"/>		212		Test 2		



6. **Select:** Unassociate.
→ A dialog is displayed to confirm unassociation.

Unassociate

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.
3. **Select:** Load.
4. **Select:** project title with associated cost estimates.
5. **Select:** Cost Estimates tab.
→ CBS will display the cost estimates associated to the project.

Detail		Additional Info	Funding	Operating Impacts	Cost Estimates	Attachments	View Report
Rename	Copy	Unassociate	Save Preferred	Associate Cost Estimate	Create New Cost Estimate		
<input type="checkbox"/>	Select All		Estimate Number	Estimate Title			
<input type="checkbox"/>		211		Test			
<input type="checkbox"/>		212		Test 2			

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



7. **Select:** Save Preferred.

Save Preferred

Additional Information – Help Desk

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

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

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

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.

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: Load Data.

→ CBS will display Reappropriation dollar details for the selected biennium, budget type, and version.

Capital Budgeting System

Projects
Ten-Year View
Reappropriations
Cost Estimates
Capital FTEs
Versions
Facility Users
Reports
Settings

Biennium

2019-21 ▼

Budget Types

All

Regular

First Year Supplemental

Second Year Supplemental

Version 1A:Sample ▼

[Load Data](#)



- 6. **View:** Preprior, Current EAS, and Actuals Current as of.
→ Displays date the Preprior, Current EAS, and Actuals amounts were updated.

Preprior, Current EAS, and Actuals Current as of

9/19/2017 (Closed Month: 08/2017 | Fiscal Month: 02)

- 7. **View:** Project Amounts.
→ Displays a list of projects available for reappropriation.

Project Amounts

50 Projects					
Set/Unset Included View/Update Clear Sort Reset Default Sort					
Included	Number ▲1	Title	Account - EA Type	Account Title - EA Type Title	EA
<input type="checkbox"/>	30002235	Minor Works Preservation Projects: Statewide			
			042-1	Char/Ed/Penal/Reform/Institutions - S	
			057-1	State Building Construction Account -	

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.

Preprior, Current EAS, and Actuals Current as of

3/22/2019 (Closed Month: 02/2019 | Fiscal Month: 20)

- 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.

Message from webpage

You are about to update the Preprior, Current EAS, and Actuals amounts to reflect posted transactions through Monitor as of today's date.

Refreshing these amounts cannot be undone. Are you sure you want to continue?

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.

<input type="checkbox"/>	Included	Number ▲1	Title
<input checked="" type="checkbox"/>		30002235	Minor Works Preservation Projects: Statewide



→ 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

Included	Reappropriation Request
✓	0
	11,422,926

6. Select: Apply.

Apply

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.

<input type="checkbox"/>	Included	Number ▲1	Title
<input checked="" type="checkbox"/>		30002235	Minor Works Preservation Projects: Statewide

5. Select: View/Update.

→ The Manage Reappropriation Amounts page is displayed.

View/Update

Reappropriations > Manage Reappropriation Amounts

Recalculate Return Reset Cancel

Biennium: 2019-21 | Version: 1A - Sample | Project: 30002235 - Minor Works Preservation Pr

Preprior, Current EAS, and Actuals Current as of
3/22/2019 (Closed Month: 02/2019 | Fiscal Month: 20)

Account - EA Type Amounts

2 Account - EA Types

Clear Sort Reset Default Sort

Code - EA Type▲1	Title - EA Type Title	EA	Has Proviso	Preprior	Current
042-1	Char/Ed/Penal/Reform/Institutions - State			2,40	
057-1	State Building Construction Account - State			11,75	
		U78			

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



6. Input: Reappropriation Request.

→ Identify the amount that reauthorizes the unexpended portion of previously appropriated funds.

Reappropriation Request

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.

Lapse

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.

Comment

9. Select: Recalculate.

→ CBS will apply the changes.
→ CBS will revert back to the original state of the project before you made any changes.

Recalculate

10. Select: Return.

11. Select: Apply.

Return

Apply

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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	1
FTEs Budgeted	2
FTEs Actual	2
Accounts	3
Narrative	3
Copy Capital FTEs	4
View Report.....	4

View Capital FTEs

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

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



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

Biennium ▼

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

Budget Type ▼

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

Version ▼



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

5. Select: Show FTEs.

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

Show FTEs

FTEs Budgeted

You can add, update or delete FTE budgeted data.

1. Input: Job Classification.

→ Column displays the Job Classification Title.

→ The titles in Enacted rows are read-only.

Job Classification

Accountant

2. View: Authorized FYXXXX.

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

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

Authorized FY 2018	Authorized FY 2019

3. Input: FYXXXX.

→ Column for FTE amounts first year of current biennium.

→ Column for FTE amounts second year of current biennium.

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

FY 2020	FY 2021
4.0	4.0

4. Select: Save.

Save

FTEs Actual

You can view FTE actual data.



1. View: FTEs Actual.

FTEs - Actual

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

Accounts

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

1. Input: Account data.

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

Account	
057 - State Bldg Constr	1 - State

2. Input: Authorized FYXXXX.

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

Authorized FY 2018	Authorized FY 2019

3. Input: FYXXXX.

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

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

4. Select: Save.

Save

Narrative

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

1. Input: Narrative.

- Text box.

Narrative

Capital staffing



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

2. **Select:** Save.

Save

Copy Capital FTEs

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

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

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

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

Copy

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

Please select a destination for the data.

Biennium Budget Type Version

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

Ok

View Report

Provides the ability to print the CBS004 FTE report.

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

View Report



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

OFM **360 - University of Washington**
Capital FTE Summary
2019-21 Biennium

Version: 02 2019- 2021 Draft Version 1 **Report Number:** CBS004
Date Run: 4/16/2019 2:38PM

SAMPLE

FTEs by Job Classification

<u>Job Class</u>	Authorized Budget		2019-21 Bienn
	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Accountant			4.0
Accounting Manager			1.0

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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.....	1
Update Funding.....	2
Update Project Amounts.....	3
Add Project.....	4
Manage Project Details.....	4
Manage Project Funding.....	4
Zero Out Amounts.....	5
Round Amounts.....	5
Ten-Year View Report.....	5

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.

Capital Budgeting System

Projects | **Ten-Year View** | Reappropriations | Cost Estimates | Capital FTEs | Versions | Facility Users | Reports | Settings

Biennium

2019-21 ▼

Budget Types

All

Regular

First Year Supplemental

Second Year Supplemental

Version 1A:Sample ▼



5. Select: Include with Selected Version.
 → Field is only available if you selected First and Second Year Supplemental budget types.
 → 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.

Include with Selected Version

Enacted for projects in selected version ▼

6. Select: Load Data.
 → 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.

Load Data

7. View: Agency Totals.
 → Project funding data rolled up at the agency level.

Agency Totals

1 Agency					
Clear Sort		Reset Default Sort			
Code	Title	Total	Preprior	Current	Reappropriation R
300	Dept of Social and Health Services	2,816	0	0	

8. View: Project Amounts.
 → 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 Amounts

2 Projects										
View/Update		Slide Left		Slide Right		Add Project		Manage Project Details		Manage Project Fundin
Locked	Number	Title	Account - EA Type	Starting Fiscal Year	Facility Priority	Division Priority	Budget Priority	Class		
<input type="checkbox"/>	40000556	Test	001-1	2020						

9. View: Account – EA Type Totals.
 → Project funding data rolled up at the account – EA type level.

Account - EA Type Totals

1 Account - EA Type					
Clear Sort		Reset Default Sort			
Code - EA Type	Title - EA Type Title	Total	Preprior	Current	Reappr
001-1	General Fund - Basic Account - State	2,816	0	0	

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.

View/Update

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

<input type="checkbox"/>	Code - EA Type▲1	Title - EA Type Title
<input checked="" type="checkbox"/>	042-1	Char/Ed/Penal/Reform/Institutions - State
<input type="checkbox"/>	057-1	State Building Construction Account - State

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

New Appropriation Request	2021-23 (Years 3-4)	2023-25 (Years 5-6)	2025-27 (Years 7-8)	2027-29 (Years 9-10)
0	0	0	0	0

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

Slide Left Slide Right

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

Recalculate

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

Return

- 11. **Select:** Apply.

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.

Slide Left Slide Right



→ 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.

Add 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 Details

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.

→ This will navigate you away from the Ten-Year View and onto the Funding tab for the project selected.

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.
3. **Select:** Load Data.
4. **Select:** Checkbox next to a project.
→ You can select one or more.
5. **Select:** Zero Out Amounts.
→ 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).

Zero Out Amounts

6. **Select:** Apply.

Apply

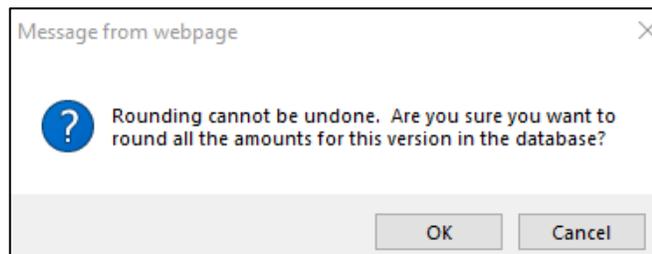
Round Amounts

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.
3. **Select:** Load Data.
4. **Select:** Round.
→ A dialog is displayed to continue or cancel rounding.

Round

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** on the Ten-Year View main page.

Round Amounts when Applying Changes

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. **View Report**

Ten-Year View > Reports

Run Report Reset Cancel

Report: CBS001 Ten-Year View Report

Biennium
2019-21 ▼

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

6. **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. **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.

8. **Version**

1A - Sample ▼

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

9. **Project Classes**

All

Grant

Grant - Pass Through

Preservation

Program

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

10. **Sort Order**

Project Class ▼

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

11. **Include Page Numbers**

Yes ▼

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

12. **Report Format**

PDF ▼



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.

13 Run Report

OFM 300 - Department of Social and Health Services
Ten Year Capital Plan by Project Class
2019-21 Biennium

Version: 1A Sample **SAMPLE** Report Number: CBS001
Date Run: 4/2/2019 3:53PM

Project Class: Program

Agency	Priority	Project by Account-EA Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2019-21	New Approp 2019-21	Estimated 2021-23	Estimated 2023-25	Estimated 2025-27	Estimated 2027-29
0		40000556 Project 2 001-1 General Fund-State	1,316				188	282	376	470	

Additional Information – Help Desk

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



HereToHelp@ofm.wa.gov 360.407.9100



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

Prerelease	1
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.

Capital Budgeting System

[Projects](#) | [Ten-Year View](#) | [Reappropriations](#) | [Cost Estimates](#) | [Capital FTEs](#) | [Versions](#) | [Facility Users](#) | [Reports](#) | [Settings](#)

Biennium 2019-21 Budget Type Regular Version 1A:Sample
 Working Versions Projects for Review Prioritize Projects [Load](#)

Project List

Biennium 2019-21 Budget Type [All] Version 1A:Test
 Working Versions Projects for Review Prioritize Projects [Load](#)

[Add](#) [Delete](#) [Lock/Unlock](#) [Prerelease](#) [Release](#) [Recall](#) [Details](#) [Copy](#) [View](#)

Select All	Number	Title
<input checked="" type="checkbox"/>	30000736	2017-19 Minor Works - Preservation

[Prerelease](#)

Capital Budget System -- Webpage Dialog

Please select the type of data you want included.

Data Types

FTEs Project(s) Both

[Ok](#) [Cancel](#)



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.

Capital Budget System: Edit Report		
Agency Version Date	360 02	Biennium Version Source
Edit Level: Critical (10)		
Type	Edit #	Description
Project	7	The following field for Project #40000050 - "Test" is required for submittal: Grant Recipient Organization.
Project	8	The following field for Project #40000050 - "Test" is required for submittal: RCW that establishes Grant.
Project	9	The following field for Project #40000050 - "Test" is required for submittal: Application Process.
Project	12	The following field for Project #40000050 - "Test" is required for submittal: Contact Name.
Project	13	The following field for Project #40000050 - "Test" is required for submittal: Contact Phone Number.
Project	14	The following field for Project #40000050 - "Test" is required for submittal: Contact Email Address.
Project	15	The following field for Project #40000050 - "Test" is required for submittal: Agency Activity.
Project	18	The following field for Project #40000050 - "Test" is required for submittal: Project Type.
Project	19	The following field for Project #40000050 - "Test" is required for submittal: Project Location (County, City, Leg District, Latitude, and Longitude).
Project	25	The following field for Project #40000050 - "Test" is required for submittal: Growth Management.



9. Select: Print.



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.

Edit Check #	Screen	Field	Agency Budget - Release to OFM (ABO)	Error Description	Warning or Critical Edit
1	Detail Screen	Project Title	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
2	Detail Screen	Project Class	Y	Subprojects will be edited to assure that project class is same as parent's. The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
3	Detail Screen	Starting Fiscal Year	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
4	Detail Screen	Branch campus (only for Higher Ed agencies and Universities with branch campus.)	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
5	Detail Screen	Agency Summary	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
6	Detail Screen	Project Description	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
7	Additional Info	Grant Recipient Organization	Y Only apply to Project class: Grant and Grant Pass Through	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
8	Additional Info	RCW that establishes grant	Y Only apply to Project class: Grant and Grant Pass Through	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical



9	Additional Info	Application process	Y Only apply to Project class: Grant and Grant Pass Through	For a Project: The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
12	Detail Screen	Contact Name	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
13	Detail Screen	Contact Phone number	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
14	Detail Screen	Contact email	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical
15	Detail Screen	Agency activity	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
16	Detail Screen	Historical Significance	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
18	Additional Info	Project type	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
19	Additional Info	Location	Y For Each Project class Grant, Preservation, and Program: County, City Leg district Latitude and Longitude will always be a required and Critical Edits. For Each Project class Grant, Preservation, and Program: Address 1, Address 2, and Zip code will NOT be edited by the system. 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 & #) is required for submittal: [List Fields Missing] (County, City, Leg District, Latitude, and Longitude).	Critical
20	Additional Info	Project Location: County	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
21	Additional Info	Project Location: City	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical



22	Additional Info	Project Location: Leg District	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
23	Additional Info	Project Location: Latitude	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
24	Additional Info	Project Location: Longitude	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
25	Additional Info	Growth management	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
26	Additional Info	Fit in Master plan	Y Only If Project Class Program selected, and User selected "Yes" to Is this a new facility	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
27	Additional Info	Assumptions in operating budget	Y Only If Project Class Program selected, and User selected a Decision Package	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
29	Operating Impacts	Account and EA Type	Y Only if user does not select the check box 'There are no Operating impacts for this project'	Project (List Title & #) has amounts entered in account 996-Z. Operating dollars must have a valid account.	Critical
31	Operating Impacts	Account and amount fields	Y Only if user does not select the check box 'There are no Operating impacts for this project'	Project (List Title & #) has FTEs indicated in the Operating tab without associated operating dollars.	Critical
34	Operating Impacts	Operating Impacts Narrative required for any FTE and/or Account data entered on Operating Impacts page	Y Only if user does not select the check box 'There are no Operating impacts for this project'	Project (List Title & #) has an Account/EA type and/or FTE amounts indicated in the Operating tab without associated operating impacts narrative.	Critical



35	Funding Screen	An Account from the list must be selected if dollar amount entered. (996-Z is not valid for Submittal to OFM or the Legislature)	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing] Funding dollars entered must be assigned an Account and EA type for submittal.	Critical
36	Funding Screen	Total Project Funding Costs	Y Project Type Minor Works Funding Greater than 1 Million Dollars	The following Project (List Title & #) has total project funding costs in excess of 1 million dollars.	Warning
37	Funding Screen	New Funding Dollar Amounts	Y The First Biennium with dollars must be equal to or greater than the Starting Fiscal Year selected on Project Detail tab	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.	Critical
38	Funding Screen	Cost Estimate attached?	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	The following Project (List Title & #) has total project funding costs in excess of 1 million dollars. A cost estimate must be attached.	Critical



39	Cost Estimating Tool		<p>N Cost Estimate is not required.</p> <p>Y 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.)</p> <p>Y 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.)</p>	<p>For Project (List Title & #) a Cost Estimate is attached, the variance between the preferred Cost Estimate and Project Funding must be (see 2.35.1) prior to submittal.</p>	<p>Critical</p> <p>When edit will not apply: Parent projects with cost estimates attached will not be checked</p>
40	Cost Estimating Tool	Gross Sq Ft	<p>Y If cost estimate is a building, then gross sq ft. required</p> <p>N If cost estimate is not a building.</p>	<p>For Project (List Title & #) Gross Sq Ft is required for buildings.</p> <p>Note: this edit check is not restricted to only preferred cost estimates. It is applied to any cost estimate attached to the project.</p>	<p>Critical</p>



41	Cost Estimating Tool		Y If 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	For Project (List Title & #) a Cost Estimate is attached, the starting fiscal year between the preferred Cost Estimate and Project must be the same prior to submittal.	Critical
42	Agency Priorities		Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical
44	Reappropriations		Y If a Reappropriation is being requested	The Reappropriation amount for the following Project (List Title & #) 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].	Critical
46	Reappropriations		Y If a Reappropriation is being requested	If the Version is Budget Type=Regular For Project (List Title & #) 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 & #) the reappropriation amount cannot be negative for the net total of the Regular and Supplemental budget request.	Critical
47	FTE		Y	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.)	Warning
50	FTE	Account and amount fields	Y	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.)	Critical



52	FTE	Job Class and FTE amounts	Y	The Capital FTE screen has dollars, but no FTEs listed. (Note: This is an edit for the capital FTE page, when the bottom contains the Account/EA type and dollars, and then there must be data in the top that contain the job class title and number.)	Critical
54	FTE	FTE Narrative is required to be submitted	Y	The Capital FTE screen does not contain narrative, but contains FTE data. (Note: This is an edit for the whole capital FTE page, A narrative description is required when the top contain the job class title and number AND the bottom contains the Account/EA type and dollars.)	Critical
55	Submittal edit - Rounding		Y	The following Project(s) (List Title & #) are required to be rounded to the thousands prior to submittal.	Critical
57	Funding Screen	A dollar amount must be entered when an Account has been selected.	Y	The following field for Project (List Title & #) 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.	Critical
60	FTE	996-Z is not valid for Submittal to OFM or the Legislature	Y	The Capital FTE screen contains account 996-Z; capital FTE dollars must be assigned a valid account prior to submittal.	Critical

Pre-Release Edits for Facility and Agency Division Users

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

Edit Check #	Screen	Field	Facility role (AFP)	Agency Division (ADV)	Error Description	Warning or Critical Edit
1	Detail Screen	Project Title	Y	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical
2	Detail Screen	Project Class	Y	Y	Subprojects will be edited to assure that project class is same as parent's. The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical
3	Detail Screen	Starting Fiscal Year	Y	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical
4	Detail Screen	Branch campus (only for Higher Ed agencies and Universities with branch campus.)	N	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical
5	Detail Screen	Agency summary	Y	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical



6	Detail Screen	Project Description	Y	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical
7	Detail Screen	Grant Recipient Organization	N Only apply to Project class: Grant and Grant Pass Through	Y Only apply to Project class: Grant and Grant Pass Through	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical only for Division users
8	Detail Screen	RCW that establishes grant	N Only apply to Project class: Grant and Grant Pass Through	Y Only apply to Project class: Grant and Grant Pass Through	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical only for Division users
9	Detail Screen	Application process	N Only apply to Project class: Grant and Grant Pass Through	Y Only apply to Project class: Grant and Grant Pass Through	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical only for Division users
10	Funding Screen	When Account 996-Z is selected and if dollar amount entered.	Y	Y	The following field for Project (List Title & #) 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.	Warning
11	Funding Screen	A dollar amount must be entered when an Account has been selected.	Y	Y	The following field for Project (List Title & #) 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.	Warning

Additional Information – Help Desk

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



HereToHelp@ofm.wa.gov **360.407.9100**

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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.

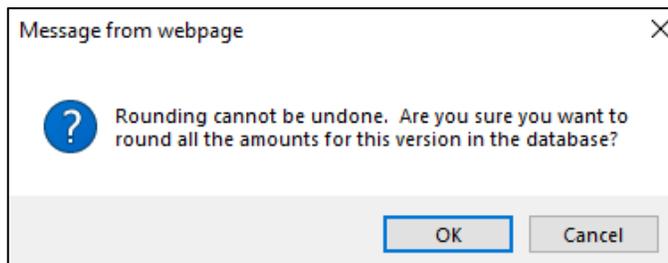
1. **Select:** Versions tab.
2. **Select:** Biennium, Budget Types, and Load Data.
3. **Select:** Checkbox next to the Version to round.
→ You can select one or more.

<input type="checkbox"/>	Locked	Code▲1	Title	Budget Type
<input checked="" type="checkbox"/>		1A	Sample	Regular

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

Round

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.
3. **Select:** Load.

Biennium: 2019-21 | Budget Type: Regular | Version: 1A:Sample
 Working Versions | Projects for Review | Prioritize Projects | [Load](#)

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

Project List

Biennium: 2019-21 | Budget Type: [All] | Version: 1A:Test
 Working Versions | Projects for Review | Prioritize Projects | [Load](#)

Add	Delete	Lock/Unlock	Prerelease	Release	Recall	Details	Copy	View
<input checked="" type="checkbox"/>	Number	Title						
<input checked="" type="checkbox"/>	30000736	2017-19 Minor Works - Preservation						



5. Select: Release.

→ A dialog is displayed to select the type of data to submit.

Release

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.

Ok

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.

Capital Budget System: Edit Report

Agency	350	Biennium	
Version	1A	Version Source	
Date			

Edit Level: Critical (11)

Type	Edit #	Description
Project	7	The following field for Project #40000049 - "Test" is required for submittal: Grant Recipient Organization.
Project	8	The following field for Project #40000049 - "Test" is required for submittal: RCW that establishes Grant.
Project	9	The following field for Project #40000049 - "Test" is required for submittal: Application Process.
Project	12	The following field for Project #40000049 - "Test" is required for submittal: Contact Name.
Project	13	The following field for Project #40000049 - "Test" is required for submittal: Contact Phone Number.
Project	14	The following field for Project #40000049 - "Test" is required for submittal: Contact Email Address.
Project	15	The following field for Project #40000049 - "Test" is required for submittal: Agency Activity.
Project	18	The following field for Project #40000049 - "Test" is required for submittal: Project Type.
Project	19	The following field for Project #40000049 - "Test" is required for submittal: Project Location (County, City, Leg District, Latitude, and Longitude).
Project	25	The following field for Project #40000049 - "Test" is required for submittal: Growth Management.
Project	40	The following field for Project #40000049 - "Test" is required for submittal: Gross Square Feet for Buildings. (Cost Estimate #211)

Edit Level: Warning (1)

Type	Edit #	Description
Project	41	The Project #40000049 - "Test" has a Cost Estimate attached; the starting fiscal year between the preferred Cost Estimate and Project must be the same prior to submittal.

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.

The data was submitted/released successfully.

Close

9. Select: Close.

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

Submitted To

Budget Group



project status must be changed to draft by viewing the project details or modifying the details.

11. View: Status.

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

Status
Accepted

Additional Information – Help Desk

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



HereToHelp@ofm.wa.gov **360.407.9100**



Additional Information – Help Desk

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



HereToHelp@ofm.wa.gov 360.407.9100

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

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

Assign Projects.....	1
Copy Projects.....	2

Assign Projects

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

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



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

Facility Users



- Select:** Assign Projects.

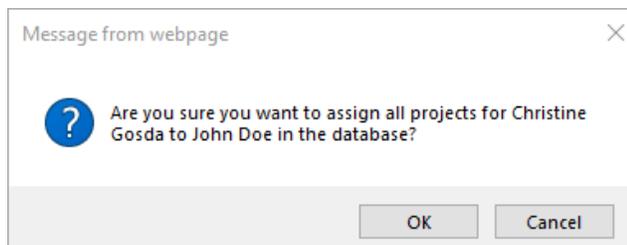
Assign Projects

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

Destination Facility User

John Doe ▼

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



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

OK



Copy Projects

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

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



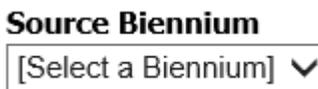
2. **Select:** Checkbox next to a facility user with projects.



3. **Select:** Copy Projects.



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



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



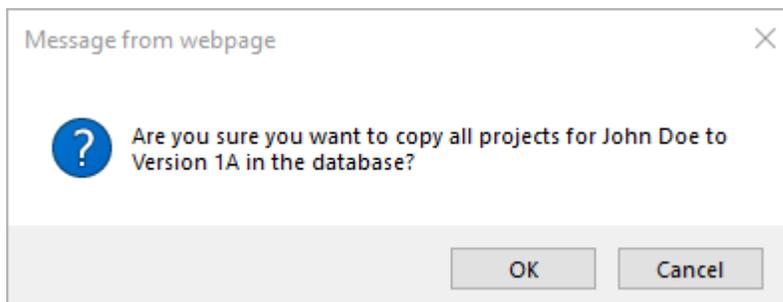
6. **Select:** Destination Budget Type.
→ You can select Regular, First Year Supplemental, or Second Year Supplemental.



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



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





9. Select: OK.

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

OK

Additional Information – Help Desk

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



HereToHelp@ofm.wa.gov **360.407.9100**



This job aid includes information for Agency 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.

Biennium
 Working Versions Prioritize Projects

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

Capital Budgeting System									
Add	Delete	Lock/Unlock	Prerelease	Submit	Recall	Details	Copy	View History	Report
Select All	Number	Title	Class	Priority	Subprojects				
<input checked="" type="checkbox"/>	40000565	Test	Grant						

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.

Please select a recipient for your data.

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

Data Types
 FTEs Project(s) Both

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

Copy Type
 Do Not Replace Duplicates
 Replace Duplicates
 Create New Projects for Duplicates

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



The data was submitted/released successfully.

Close

10. Select: Close.

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.

Submitted To

Budget Group

12. View: Status.

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

Status

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.

Capital Budgeting System

Projects Ten-Year View Reappropriations Cost Estimates Capital FTEs Versions Facility Users Reports Settings

2. Select: Biennium and Working Versions.

Biennium 2019-21

3. Select: Load.

Working Versions Prioritize Projects

Load

4. Select: Checkbox next to the project to recall.

→ You can select one or more projects with a status of Pending.

Add Delete Lock/Unlock Prerelease Submit Recall Details Copy View History Report

Select All	Number	Title	Class	Priority	Subprojects
<input type="checkbox"/>	40000568	Test	Grant		
<input checked="" type="checkbox"/>	40000567	Library	Preservation		

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.

Recall

Status

Recalled

Additional Information – Help Desk

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



HereToHelp@ofm.wa.gov 360.407.9100



Additional Information – Help Desk

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



HereToHelp@ofm.wa.gov 360.407.9100

This job aid includes information for Agency Budget Operations, 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 11

CBS010 Reappropriations & New Appropriations Version Compare by Agency & Project..... 14

CBS011 Ten-Year Fund Summary 16

CBS012 Ten-Year Capital Plan by Subproject..... 17

CBS013 Cost Estimate Version Compare..... 19

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.
3. **Select:** CBS001.

Report

CBS001 Ten-Year View Report ▼

4. **Select:** 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

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.

Version

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.

Include with Selected Version

Enacted for projects in selected 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 the data by Project Class, Project Priority, or Project Number.

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

OFM		360 - University of Washington Ten Year Capital Plan by Project Class 2019-21 Biennium							
Version: 1A Test		Report Number: CBS001 Date Run: 4/17/2019 3:21PM							
Project Class: Preservation									
Agency Priority	Project by Account-EA Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2019-21	New Approp 2019-21	Estimated 2021-23	Estimated 2023-25	Estimated 2025-27
0	30000736 2017-19 Minor Works - Preservation								

CBS002 Project Detail Report

1. Select: Reports tab.

2. Select: Show Reports.

3. Select: CBS002.

Report

CBS002 Project Detail Report ▾

4. Select: Load Report Parameters.

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

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.

Version

1A - Test ▾



8. Select: Projects.

→ Select All or select one or more projects.

Projects

All

30000736 - 2017-19 Minor Works - Preservation

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 the data by Project Class, Project Priority, or Project Number.

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

OFM

Version: 1A Test

Project Number: 30000736

Project Title: 2017-19 Minor Works - Preservation

Project Class: Preservation

360 - University of Washington

Capital Project Request

2019-21 Biennium

Report Number: CBS002

Date Run: 4/17/2019 3:23PM

Description

Starting Fiscal Year: 2018

Agency Priority: 0

CBS003 Cost Estimates Report

1. Select: Reports tab.

2. Select: Show Reports.

3. Select: CBS003.

Report

CBS003 Cost Estimates Report ▼



4. Select: Load Report Parameters.

[Load Report Parameters](#)

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

Cost Estimate Types to Include

Unassociated Cost Estimates ▼

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

Biennium

2019-21 ▼

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

Cost Estimates

All Cost Estimates ▼

8. 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

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

Sort Order

Project Class ▼

10. Select: Include Page Numbers.
→ Select Yes or No.

Include Page Numbers

Yes ▼

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

Report Format

PDF ▼

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

[Run Report](#)



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

OFM	SAMPLE	360 - University of Washington
		Cost Estimate Summary
		2019-21 Biennium
Cost Estimate Number: 212		Report Number: CBS003
Cost Estimate Title: Test 2		Date Run: 4/17/2019 3:58PM
Version: 1A Test		Agency Preferred: No
Project Number: 30000736		
Project Title: 2017-19 Minor Works - Preservation		
Project Phase Title:		
Contact Info	Contact Name:	Contact Number:
Statistics		
Gross Sq. Ft.:	0	

CBS004 Capital FTEs Report

- Select:** Reports tab.
- Select:** Show Reports.
- Select:** CBS004.

Report

CBS004 Capital FTEs Report

- Select:** Load Report Parameters.

Load Report Parameters

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

Biennium

2019-21

- 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

- 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.

Version

1A - Test

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

Include Page Numbers

Yes

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

Report Format

PDF



10. 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

OFM	360 - University of Washington Capital FTE Summary 2019-21 Biennium		
Version: 02 2019- 2021 Draft Version 1		Report Number: CBS004 Date Run: 4/17/2019 4:00PM	
FTEs by Job Classification			
	Authorized Budget		2019-21 Biennium
	2017-19 Biennium		FY 2020
<u>Job Class</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Accountant			4.0

CBS005 Two-Version Comparison by Agency

- 1. **Select:** Reports tab.
- 2. **Select:** Show Reports.
- 3. **Select:** CBS005.

Report

CBS005 Two-Version Comparison by Agency

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

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

- 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.

Version 2

02 - 2019- 2021 Draft Version 1



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.

Include with Selected Version

Enacted for projects in selected 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

11. Select: Account.
→ Select All or select one account.

Account

All Accounts ▼

12. Select: Include COP Account.
→ Select Yes or No.

Include COP Account

Yes ▼

13. Select: Appropriations to Include.
→ Select All New Appropriations and Reappropriations, New Appropriations Only, or Reappropriations Only.

Appropriations to Include

All New Appropriations and Reappropriations ▼

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 ▾

16. Select: Include Page Numbers.
→ Select Yes or No.

Include Page Numbers

Yes ▾

17. Select: Report Format.
→ Select to generate the report as a PDF, Excel, or Word document.

Report Format

PDF ▾

18. 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

Two Version Comparison by Agency
2019-21 Biennium

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

Report Number: CBS005
Date Run: 4/17/2019 10:44AM
Enacted Parameter: Do Not Include Enacted

OFM
360 - University of Washington
Two Version Comparison by Agency
2019-21 Biennium

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

Report Number: CBS007
Date Run: 4/17/2019 10:44AM
Enacted Parameter: Do Not Include Enacted

Project Totals		
Project by Account - Expenditure Authority Type	Version 1A	Version 02

CBS007 Three-Version Comparison by Agency

1. Select: Reports tab.
2. Select: Show Reports.
3. Select: CBS007.

Report

CBS007 Three-Version Comparison by Agency ▾

4. Select: Load Report Parameters.

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



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.

Version 2

02 - 2019- 2021 Draft Version 1 ▼

9. Select: Version 3.

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.

Include with Selected Version

Enacted for projects in selected version ▼

11. 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

12. Select: Account.

→ Select All or select one account.

Account

All Accounts ▼



13. **Select:** Include COP Account.

→ Select Yes or No.

Include COP Account

Yes ▾

14. **Select:** Appropriations to Include.

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

Appropriations to Include

All New Appropriations and Reappropriations ▾

15. **Select:** Include Project Variances Only

→ Select Yes or No.

Include Project Variances Only

No ▾

16. **Select:** Include Subprojects.

→ Select Yes or No.

Include Subprojects

Yes ▾

17. **Select:** Include Page Numbers.

→ Select Yes or No.

Include Page Numbers

Yes ▾

18. **Select:** Report Format.

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

Report Format

PDF ▾

19. **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](#)

OFM					
360 - University of Washington Three Version Comparison by Agency 2019-21 Biennium					
Version 1: 1A Test Version 2: 02 2019- 2021 Draft Version 1 Version 3: 03 Final OFM Submission 2019- 21			SAMPLE		Report Number: CBS007 Date Run: 4/17/2019 10:43AM Enacted Parameter: Do Not Include Enacted
Project Totals					
Project by Account - Expenditure Authority Type	Version 1A	Version 02	Version 03	Difference (2-1)	Difference

CBS009 Four-Version Comparison by Agency

1. **Select:** Reports tab.

2. **Select:** Show Reports.

3. **Select:** CBS009.

Report

CBS009 Four-Version Comparison by Agency ▾

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

[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

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.

Version 2

02 - 2019- 2021 Draft Version 1 ▼

9. Select: Version 3.

Version 3

03 - Final OFM Submission 2019- 21 ▼

10. Select: Version 4.

Version 4

04 - Working Space ▼

11. 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.

Include with Selected Version

Enacted for projects in selected version ▼



12. 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

13. Select: Account.
→ Select All or select one account.

Account

All Accounts ▼

14. Select: Include COP Account.
→ Select Yes or No.

Include COP Account

Yes ▼

15. Select: Appropriations to Include.
→ Select All New Appropriations and Reappropriations, New Appropriations Only, or Reappropriations Only.

Appropriations to Include

All New Appropriations and Reappropriations ▼

16. Select: Include Project Variances Only
→ Select Yes or No.

Include Project Variances Only

No ▼

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

Run Report



window to view, print, export, or save.

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

OFM **360 - University of Washington**
Four Version Comparison by Agency
 2019-21 Biennium

Version 1: 1A Test
 Version 2: 02 2019- 2021 Draft Version 1
 Version 3: 03 Final OFM Submission 2019- 21
 Version 4: 04 Working Space

SAMPLE

Report Number: CBS009
 Date Run: 4/17/2019 10:51AM
 Enacted Parameter: Do Not Include Enacted

Project Totals

Project by Account - Expenditure Authority Type	Version 1A	Version 02	Version 03	Version 04

CBS010 Reappropriations & New Appropriations Version Compare by Agency & Project

- Select:** Reports tab.
- Select:** Show Reports.
- Select:** CBS010.

Report
 CBS010 Reappropriations & New Appropriations Version Compare by Agency & Project ▼

- Select:** Load Report Parameters.

Load Report Parameters

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

Biennium
 2019-21 ▼

- 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

- 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 ▼

- Select:** Version 2.

Version 2
 02 - 2019- 2021 Draft Version 1 ▼

- Select:** Include with Selected Version.
 → Dropdown only displays if Budget Type is First Year Supplemental or Second Year Supplemental.

Include with Selected Version
 Enacted for projects in selected version ▼



→ **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

11. Select: Account.

→ Select All or select one account.

Account

All Accounts ▼

12. Select: Include COP Account.

→ Select Yes or No.

Include COP Account

Yes ▼

13. Select: Appropriations to Include.

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

Appropriations to Include

All New Appropriations and Reappropriations ▼

14. Select: Include Project Variances Only

→ Select Yes or No.

Include Project Variances Only

No ▼

15. Select: Include Page Numbers.

→ Select Yes or No.

Include Page Numbers

Yes ▼

16. Select: Report Format.

Report Format

PDF ▼



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

17. 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

OFM		360 - University of Washington		Reapprop & New Approp Version Compare by Agency & Project		2019-21 Biennium	
Version 1: 1A-A - Test		Version 02.A		Difference (02.A-1		Report Number: CBS010	
Version 2: 02-A - 2019- 2021 Draft Version 1				Reapprop		Date Run: 4/17/2019 11:13AM	
				Reapprop		Enacted Parameter: Do Not Include Enacted	
Project Totals				Version 1A-A		Version 02.A	
				Reapprop	New Approp	Reapprop	New Approp



CBS011 Ten-Year Fund Summary

- 1. **Select:** Reports tab.
- 2. **Select:** Show Reports.
- 3. **Select:** CBS011.

Report

CBS011 Ten-Year Fund Summary

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

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

- 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.

Version

1A - Test

- 8. **Select:** Include with Selected Version.
- Dropdown only displays if Budget Type is First Year

Include with Selected Version

Enacted for projects in selected version



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](#)

OFM		360 - University of Washington					Ten Year Fund Summary by Project Account	
Version: 1A Test		2019-21 Biennium					Report Number: CBS011 Date Run: 4/18/2019 7:54AM	
Appropriated Funds	Estimated Total	Prior and Current Expenditures	Reapprop 2019-21	New Approp 2019-21	Estimated 2021-23	Estimated 2023-25	Estimated 2025-27	
Project Class: - State								

CBS012 Ten-Year Capital Plan by Subproject



- 1. Select:** Reports tab.
- 2. Select:** Show Reports.
- 3. Select:** CBS012.

Report

CBS012 Ten-Year Capital Plan by Subproject ▼

- 4. Select:** Load Report Parameters.

[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

- 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.

Version

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.

Include with Selected Version

Enacted for projects in selected 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

OFM		360 - University of Washington Ten Year Capital Plan SubProject by Project Class 2019-21 Biennium							
Version: 1A Test		SAMPLE						Report Number: CBS012 Date Run: 4/17/2019 1:58PM	
Project Class: Preservation									
Agency Project/SubProject Priority by Account-EA Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2019-21	New Approp 2019-21	Estimated 2021-23	Estimated 2023-25	Estimated 2025-27	
0 30000736 2017-19 Minor Works - Preservation									

CBS013 Cost Estimate Version Compare

1. Select: Reports tab.
2. Select: Show Reports.
3. Select: CBS013.

Report

CBS013 Cost Estimate Version Compare ▼

4. Select: Load Report Parameters.

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

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: Project 1.

→ Select one project.

Project 1

[Select a Project]

9. Select: Cost Estimate 1.

→ Select a cost estimate.

Cost Estimate 1

[Select a Cost Estimate]

10. Select: Version 2.

Version 2

02 - 2019- 2021 Draft Version 1

11. Select: Project 2.

Project 2

[Select a Project]

12. Select: Cost Estimate 2.

Cost Estimate 2

[Select a Cost Estimate]

13. Select: Include Page Numbers.

→ Select Yes or No.

Include Page Numbers

Yes

14. Select: Report Format.

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

Report Format

PDF

15. Select: Run Report.

→ If Report Format is **PDF**, the report displays in a new browser

[Run Report](#)



window to view, print, export, or save.

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

OFM	SAMPLE		Cost Estimate Version Compare Summary	Report Number: CBS013
			2019-21 Biennium	Date Run: 4/17/2019 2:08PM
	Cost Estimate #1		Cost Estimate #2	
Agency:	360 - University of Washington		360 - University of Washington	
Cost Estimate Number:	192		191	

Additional Information – Help Desk

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



HereToHelp@ofm.wa.gov **360.407.9100**



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This glossary includes common terms used with the Capital Budget System (CBS).

✓ Use the OFM website <https://ofm.wa.gov/> to search for specific budget and legislative terms.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) I J K [L](#) [M](#) N [O](#) [P](#) Q [R](#) [S](#) [T](#) [U](#) [V](#) W X Y Z

Term	Description
A	
Acquisition Costs	Associated purchase or leasing costs, and any costs necessary to prepare the property for agency use.
Appropriation	A legislative allocation of money for a specific purpose.
Associated	Cost estimates associated to a project.
Artwork	Most major projects are subject to allowances for Artwork, per RCW 43.17.200 and RCW 28B.10.027 for Higher Education.
Attachments	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.
B	
Biennium	Two-year period. The Washington State fiscal biennium is from July 1 of odd-numbered years to June 30, two years later.
Budget Group	Anyone with a security access level of Agency Budget Edit Access and Agency Budget Operations are members of this group.
Budget Instructions	Information and timelines provided by OFM to guide agencies through the budget development and submittal processes. ✓ Budget instructions are available from the CBS dashboard.
BudgetWorks Portal	Website for agency users to access budget-related systems. BudgetWorks (https://budgetlogon.ofm.wa.gov/Logon.aspx) includes links to budget-related information, budget systems and support, password resets, and a form to request access for new users.
C	
Capital Budget	Appropriations made to state and local agencies for building and construction projects.
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.
Construction Contracts	Costs associated with a projects construction.
Consultant Services	Costs associated with architect and engineering (A/E) services from private consulting firms.
Cost Estimate	Approximation of the cost of a project.
D	
Design	Design documents form the basis for taking bids and constructing a facility.
E	
Equipment	Cost of equipment and furnishings that are essential to the project.
Escalated Cost	Base amount multiplied by escalation factor.
Escalation Factor	A percentage increase.
F	
FTEs	Full-time equivalent staff necessary for and related to the capital project or program.



Term	Description
G	
Grant and loan program	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.
H	
Historical Significance	A building is on the historical register, 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 a project as having historical or archaeological impacts.
L	
Lapse	Amount to give up.
Location	Address or latitude/longitude where the project is located.
M	
Minor works	Minor works projects are a consolidation of small capital projects, each valued at less than \$1 million (or \$2 million for higher education).
O	
Operating Impacts	Operational costs, including but not limited to the following: Alternatively financed projects, new facility costs, property acquisitions, and habitat and recreation land acquisitions.
P	
Predesign	A document that explores alternatives, conveys programming information, and provides a cost estimate for a proposed capital project.
Preferred	
Pre-Release	Edit check projects prior to submittal to OFM.
Preservation	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.
Program	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.
Project	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.
Project class	Capital projects are identified as preservation, program, grant, or loan projects.
Proviso	A condition attached to an agreement.
R	



Term	Description										
Reappropriations	Unspent amounts from original appropriations made in the two-year budget period that are necessary to complete a project.										
Release	Submit projects for review to OFM.										
S											
Session	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.										
Subproject	Minor works or grants or loans.										
T											
Ten-Year View	Plan of proposed capital spending for a ten-year period, starting with the ensuing biennium.										
U											
Unassociated	Cost estimates not associated to a project.										
User Role	<p>Set of permissions provided to someone authorized to use CBS.</p> <ul style="list-style-type: none"> ✓ Agency budget data is secured by a user role to help ensure agencies control and maintain their own budget information. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">CBS User Role</th> <th style="width: 50%;">Additional Information</th> </tr> </thead> <tbody> <tr> <td>Agency Budget Operations</td> <td> <ul style="list-style-type: none"> ✓ Manage agency versions and decision packages. ✓ Manage agency budget submittal. ✓ Manage agency administration/settings. ✓ Run reports. </td> </tr> <tr> <td>Agency Budget Edit</td> <td> <ul style="list-style-type: none"> ✓ Create/update decision packages. ✓ View/update working capital. ✓ View/update budget submittal information. ✓ Run reports. </td> </tr> <tr> <td>Agency Division</td> <td> <ul style="list-style-type: none"> ✓ 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> <ul style="list-style-type: none"> ✓ Manage global settings. ✓ Manage administration/budget instructions. ✓ Manage budget intake and submittal process. ✓ Run reports. </td> </tr> </tbody> </table>	CBS User Role	Additional Information	Agency Budget Operations	<ul style="list-style-type: none"> ✓ Manage agency versions and decision packages. ✓ Manage agency budget submittal. ✓ Manage agency administration/settings. ✓ Run reports. 	Agency Budget Edit	<ul style="list-style-type: none"> ✓ Create/update decision packages. ✓ View/update working capital. ✓ View/update budget submittal information. ✓ Run reports. 	Agency Division	<ul style="list-style-type: none"> ✓ Limited to specific/assigned tasks. ✓ View/update assigned decision package, budget information, and working capital. ✓ Run reports. 	Agency Facility	<ul style="list-style-type: none"> ✓ Manage global settings. ✓ Manage administration/budget instructions. ✓ Manage budget intake and submittal process. ✓ Run reports.
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V											
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 .										

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