



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, 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.

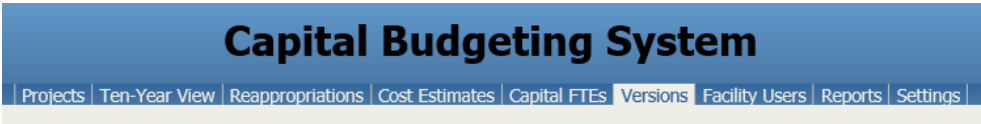
Versions

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 type="checkbox"/>	30	Governor's Recommended 2017-19 CLaw	Regular	OFM	OFM				✓	
<input type="checkbox"/>	40	Governor's Recommended 2017-19 NLaw	Regular	OFM	OFM	12/12/2016 1:37:23 PM			✓	

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

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

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

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

Owner


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

Comment

12. Select: Save.

View/Update Version

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

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

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

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

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



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



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.



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.



- 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?





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.

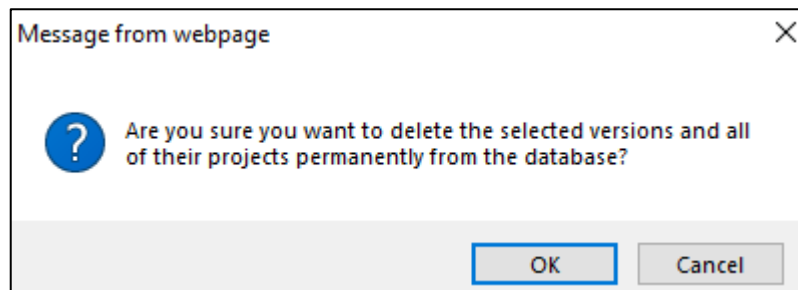
- Select:** Versions tab.
- Select:** Biennium, Budget Types, and Load Data.
- Select:** Checkbox next to the Version to delete.

<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.



Additional Information – Help Desk

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



HereToHelp@ofm.wa.gov 360.407.9100