CAPITAL BUDGET SYSTEM

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.

Prerelease

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

1. **Select:** Projects tab. ➔ Tab is located at top of screen.	
2. **Select:** Biennium, Budget Type, Version, and Working Versions. 3. **Select:** Load.	
4. **Select:** Checkbox next to a project. ➔ You can select one or more or select **Select All**.	
5. **Select:** Prerelease. ➔ A dialog is displayed to select the data to check.	
6. **Select:** Data Types. ➔ Select FTEs, Projects, or Both. FTEs and Both are not available for selection for Agency Division and Facility users. 7. **Select:** OK.	

8. View: CBS Edit Report.
→ Report is displayed in a new browser window.
→ Critical errors will display first, then warnings, then informational messages, each in their own section.
→ The type of edit check (Project or FTE) will display in the Type column.

Capital Budget System: Edit Report

Agency	360	Biennium
Version	02	Version Source
Date		

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.

SAMPLE

9. Select: Print.

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		N Cost Estimate is not required. 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.) 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.)	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.	Critical **When edit will not apply:** Parent projects with cost estimates attached will not be checked
40	Cost Estimating Tool	Gross Sq Ft	Y If cost estimate is a building, then gross sq ft. required N If cost estimate is not a building.	For Project (List Title & #) Gross Sq Ft is required for buildings. Note: this edit check is not restricted to only preferred cost estimates. It is applied to any cost estimate attached to the project.	Critical

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

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