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

Refresh Preprior, Current EAS, and Actuals

Include/Exclude Reappropriations

View/Update Reappropriations

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**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.

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

**Refresh Preprior, Current EAS, and Actuals**

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

1. **Select**: Reappropriations tab.
2. **Select**: Biennium, Budget Type, and Version.
3. **Select**: Load.
4. **Select**: Refresh.
   ➔ A dialog is displayed to confirm refresh.
5. **Select**: OK.
   ➔ CBS will refresh the last date the button was selected, the last closed month, and the last fiscal month/year. The amounts will be changed for all listed projects, making the Actual amounts accurate to the date displayed.

**Include/Exclude Reappropriations**

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

1. **Select**: Reappropriations tab.
2. **Select**: Biennium, Budget Type, and Version.
3. **Select**: Load.
4. **Select**: Checkbox next to a project.
   ➔ You can select one or more.
5. **Select**: Set/Unset Included.

⇒ CBS will display a check mark in the **Included** column and set the **Reappropriation Request** to the amount from the Available column.

6. **Select**: Apply.

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**View/Update Reappropriations**

Use this feature to modify the reappropriation request amounts.

1. **Select**: Reappropriations tab.
2. **Select**: Biennium, Budget Type, and Version.
3. **Select**: Load.
4. **Select**: Checkbox next to a project.

⇒ The project must have a check mark in the **Included** column.

5. **Select**: View/Update.

⇒ The Manage Reappropriation Amounts page is displayed.

6. **Input**: Reappropriation Request.

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

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

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

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

10. **Select:** Return.

11. **Select:** Apply.