

#### Additional Information – Help Desk

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



[HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) 360.407.9100

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.

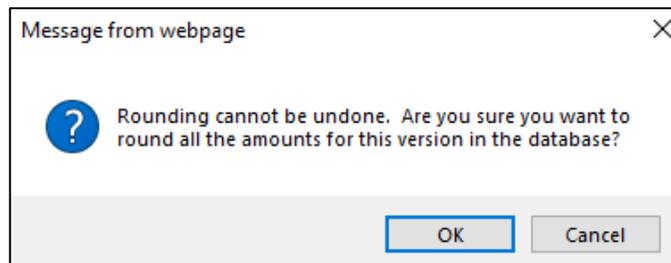
- Select:** Versions tab.
- Select:** Biennium, Budget Types, and Load Data.
- Select:** Checkbox next to the Version to round.  
→ You can select one or more.

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

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

Round

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



### Release to OFM

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

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



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

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

- Select:** Load.

- 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](#)

<a href="#">Add</a>	<a href="#">Delete</a>	<a href="#">Lock/Unlock</a>	<a href="#">Prerelease</a>	<a href="#">Release</a>	<a href="#">Recall</a>	<a href="#">Details</a>	<a href="#">Copy</a>	<a href="#">View</a>
<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

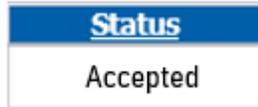
Budget Group



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.



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