



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.



4. Select: Load Report Parameters.



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





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 **360 - University of Washington**
Capital Project Request
 2019-21 Biennium

SAMPLE

Version: 1A Test Report Number: CBS002
Date Run: 4/17/2019 3:23PM

Project Number: 30000736
 Project Title: 2017-19 Minor Works - Preservation
 Project Class: Preservation

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: CBS005
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			Report Number: CBS007		
Version 2: 02 2019- 2021 Draft Version 1			Date Run: 4/17/2019 10:43AM		
Version 3: 03 Final OFM Submission 2019- 21			Enacted Parameter: Do Not Include Enacted		
Project Totals					
Project by Account - Expenditure Authority Type	Version 1A	Version 02	Version 03	Difference (2-1)	Difference
SAMPLE					

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						Date Run: 4/17/2019 11:13AM	
						Enacted Parameter: Do Not Include Enacted	
Project Totals		Version 1A-A		Version 02.A		Difference (02.A-1	
		Reapprop	New Approp	Reapprop	New Approp	Reapprop	New

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
 2019-21 Biennium

SAMPLE

Version: 1A Test 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**