This job aid includes information for Agency Budget Operations, Agency Budget Edit, Agency Division, and Facility users.

The **Ten-Year View** is designed to be a single source for all actions related to project and subproject funding including:

- Ten-Year View
- Update Funding
- Update Project Amounts
- Add Project
- Manage Project Details
- Manage Project Funding
- Zero Out Amounts
- Round Amounts
- Ten-Year View Report

**Ten-Year View**

You will need to populate the Ten-Year View with data prior to taking any action.

1. Select: Ten-Year View 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.

   - 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: Include with Selected Version.
   - Field is only available if you selected First and Second Year Supplemental budget types.
Select **Enacted for projects in selected version** to show only enacted projects in the current working version.

Select **Enacted for projects in selected biennium** to show enacted projects in the current working version as well as any projects that are enacted for the current biennium.

6. **Select:** Load Data.

- CBS will display projects and subprojects dollar details for selected biennium, budget type, and version.
- The Ten-Year View has features to help users customize their views.

7. **View:** Agency Totals.

- Project funding data rolled up at the agency level.

8. **View:** Project Amounts.

- The gray row is the project total including the Enacted.
- The blue row(s) are the Enacted amounts from all OFM flagged Enacted versions.
- The yellow row(s) are the current request or incremental change.

9. **View:** Account – EA Type Totals.

- Project funding data rolled up at the account – EA type level.

**Update Funding**

Use this feature to update funding amounts for a project or multiple projects.
Ten-Year View
Capital Budget System (CBS)

**Update Project Amounts**
Use this feature to shift amounts across biennium. CBS will automatically apply inflation to the amounts shifted.

1. Select: Ten-Year View tab.
2. Select: Biennium, Budget Types, and Version.
4. Select: Checkmark next to a code – EA type.
   ➔ You can select one or more.
5. Select: View/Update.
6. Select: Checkbox next to a project.
   ➔ You can select one or more.
7. Input: New Appropriation Request, Years 3-4, Years 5-6, Years 7-8, Year 9-10.
   ➔ No decimals or commas are allowed.
8. Select: Slide Left or Slide Right.
   ➔ Moves all amounts (except Prior, Current and Reappropriation) to the left or right.
   ➔ Changes the funding based upon the numbers you entered.
10. Select: Return.
    ➔ You will be returned to the Ten-Year View main page.
11. Select: Apply.

**Update Project Amounts**
Use this feature to shift amounts across biennium. CBS will automatically apply inflation to the amounts shifted.
4. **Select:** Checkbox next to a project.
   ➔ You can select one or more.

5. **Select:** Slide Left or Slide Right.
   ➔ Moves all amounts (except Prior, Current and Reappropriation) to the left or right.

### Add Project

Use this feature to create a new project in the currently selected Biennium, Budget Type, and Version.

1. **Select:** Ten-Year View tab.
2. **Select:** Biennium, Budget Types, and Version.
3. **Select:** Load Data.
4. **Select:** Add Project.
   ➔ This will navigate you away from the Ten-Year View and onto the first tab for a new project.

### Manage Project Details

Use this feature to select a single project then navigate to the project details for that project.

1. **Select:** Ten-Year View tab.
2. **Select:** Biennium, Budget Types, and Version.
3. **Select:** Load Data.
4. **Select:** Checkbox next to a project.
5. **Select:** Manage Project Details.
   ➔ This will navigate you away from the Ten-Year View and onto the first tab for the project selected.

### Manage Project Funding

Use this feature to select a single project then navigate to the project funding tab for that project.

1. **Select:** Ten-Year View tab.
2. **Select:** Biennium, Budget Types, and Version.
3. **Select:** Load Data.
4. **Select:** Checkbox next to a project.
5. **Select:** Manage Project Funding.
This will navigate you away from the Ten-Year View and onto the Funding tab for the project selected.

**Zero Out Amounts**

Use this feature to clear out New Appropriation Request, Years 3-4, Years 5-6, Years 7-8 and Years 9-10 amounts for one or more projects.

1. **Select**: Ten-Year View tab.
2. **Select**: Biennium, Budget Types, and Version.
3. **Select**: Load Data.
4. **Select**: Checkbox next to a project.
   → You can select one or more.
5. **Select**: Zero Out Amounts.
   → The New Appropriation Request, Years 3-4, Years 5-6, Years 7-8 and Years 9-10 amounts are changed to zero for the selected project(s).
6. **Select**: Apply.

**Round Amounts**

OFM requires all versions to be rounded prior to submittal. The round button is not available to Facility users.

1. **Select**: Ten-Year View tab.
2. **Select**: Biennium, Budget Types, and Version.
3. **Select**: Load Data.
4. **Select**: Round.
   → A dialog is displayed to continue or cancel rounding.
5. **Select**: OK.
   → **Caution!** Rounding cannot be undone if OK is selected.

→ If you would prefer to round as changes are made rather than use the Round button, you can select the checkbox next to
**Round Amounts when Applying Changes** on the Ten-Year View main page.

**Ten-Year View Report**
Use this feature to create a CBS001 Ten-Year View Report.

1. **Select**: Ten-Year View tab.
2. **Select**: Biennium, Budget Types, and Version.
3. **Select**: Load Data.
4. **Select**: View Report.
   - This will navigate you away from the Ten-Year View and onto the report selection page.

5. **Select**: Biennium.
   - You can select the biennium for the data to report.

6. **Select**: Budget Types.
   - You can select all or select the checkbox next to Regular, First Year Supplemental, and/or 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.

8. **Select**: Project Classes.
   - You can select the radio button All or select Grant, Grant – Pass Through, Preservation, or Program from the dropdown.

9. **Select**: Sort Order.
   - Select to sort the data by Project Class, Project Priority, or Project Number.
**10. Select:** Include Page Numbers.
   ➞ Select Yes or No.

**11. Select:** Report Format.
   ➞ Select to generate the report as a PDF, Excel, or Word document.

**12. 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.