

**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, 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:

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**Ten-Year View**

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

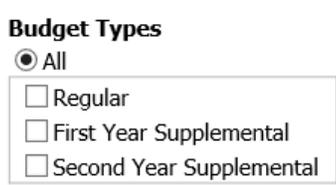
**1. Select:** Ten-Year View tab.  
→ Tab is located at top of screen.



**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.



**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:** 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.

**Include with Selected Version**

Enacted for projects in selected version ▼

**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.

Load Data

**7. View:** Agency Totals.  
 → Project funding data rolled up at the agency level.

**Agency Totals**

1 Agency					
Clear Sort		Reset Default Sort			
Code	Title	Total	Preprior	Current	Reappropriation R
300	Dept of Social and Health Services	2,816	0	0	

**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.

**Project Amounts**

2 Projects										
View/Update		Slide Left		Slide Right		Add Project		Manage Project Details		Manage Project Fundin
Locked	Number	Title	Account - EA Type	Starting Fiscal Year	Facility Priority	Division Priority	Budget Priority	Class		
<input type="checkbox"/>	40000556	Test	001-1	2020						

**9. View:** Account – EA Type Totals.  
 → Project funding data rolled up at the account – EA type level.

**Account - EA Type Totals**

1 Account - EA Type					
Clear Sort		Reset Default Sort			
Code - EA Type	Title - EA Type Title	Total	Preprior	Current	Reappr
001-1	General Fund - Basic Account - State	2,816	0	0	

**Update Funding**

Use this feature to update funding amounts for a project or multiple 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:** View/Update.
- Manage Project Amounts is displayed.

View/Update

- 6. **Select:** Checkbox next to a code – EA type.
- You can select one or more.

<input type="checkbox"/>	Code - EA Type▲1	Title - EA Type Title
<input checked="" type="checkbox"/>	042-1	Char/Ed/Penal/Reform/Institutions - State
<input type="checkbox"/>	057-1	State Building Construction Account - State

- 7. **Input:** New Appropriation Request, Years 3-4, Years 5-6, Years 7-8, Year 9-10.
- No decimals or commas are allowed.

New Appropriation Request	2021-23 (Years 3-4)	2023-25 (Years 5-6)	2025-27 (Years 7-8)	2027-29 (Years 9-10)
0	0	0	0	0

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

Slide Left Slide Right

- 9. **Select:** Recalculate.
- Changes the funding based upon the numbers you entered.

Recalculate

- 10. **Select:** Return.
- You will be returned to the Ten-Year View main page.

Return

- 11. **Select:** Apply.

Apply

### 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.
- 3. **Select:** Load Data.
- 4. **Select:** Checkbox next to a project.

Slide Left Slide Right



→ 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.

[Add 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 Details](#)

### 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.

[Manage Project Funding](#)



### 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).

Zero Out Amounts

6. **Select:** Apply.

Apply

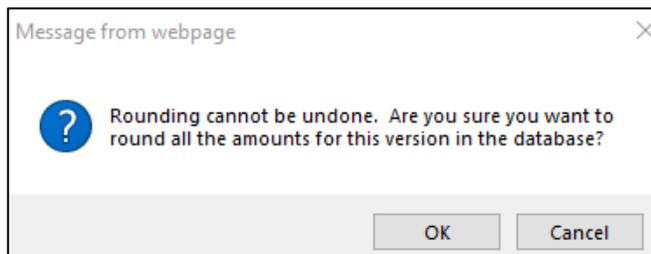
### Round Amounts

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.

Round

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.

**Round Amounts when Applying Changes**

### 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. View Report

Ten-Year View > Reports

**Report: CBS001 Ten-Year View Report**

**Biennium**  
2019-21 ▼

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

### 6. 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.

### 7. 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.

### 8. Version

1A - Sample ▼

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

### 9. 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.

### 10. Sort Order

Project Class ▼

- 10. Select:** Include Page Numbers.  
→ Select Yes or No.

### 11. Include Page Numbers

Yes ▼

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

### 12. 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.

→ If Report Format is **Excel** or **Word**, you will be prompted to open or save the report.

**13** Run Report

OFM 300 - Department of Social and Health Services  
Ten Year Capital Plan by Project Class  
2019-21 Biennium

Version: 1A Sample **SAMPLE** Report Number: CBS001  
Date Run: 4/2/2019 3:53PM

Project Class: Program

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	Estimated 2027-29
0		40000556 Project 2 001-1 General Fund-State	1,316				188	282	376	470	

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