



Capital Budget System (CBS)

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Logging On

Open Microsoft Edge or Google Chrome and enter the login address <https://budgetlogon.ofm.wa.gov/Logon.aspx> in the address bar of the browser.

Enter your login ID and password to log into BudgetWorks. If you do not have access please use the [Security Request Form](#) to request it through the OFM Helpdesk at HereToHelp@ofm.wa.gov. The menu will only show the applications that the user has permission to access.

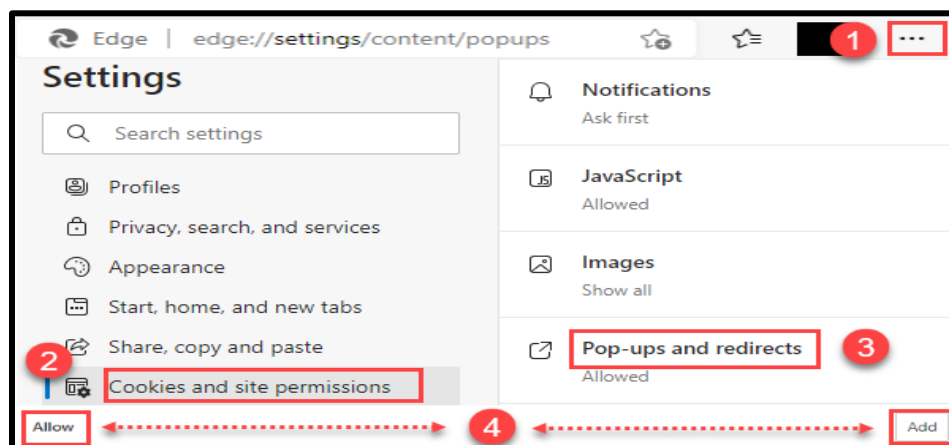


How to Disable Pop-Up Blockers

CBS has pop-up notifications and instructions, to enable pop-ups or verify pop-ups are allowed, please follow the steps below.

1. Beside the address bar, select the ... which will display a drop-down menu
2. Select **Settings**, this will open a new menu, on the left side select **Cookies and site permissions**
3. Scroll down to **Pop-ups and redirects**, **Allow**
4. Select **Add**, enter the site <https://budgetlogon.ofm.wa.gov> and click **Add** again.

In Edge:

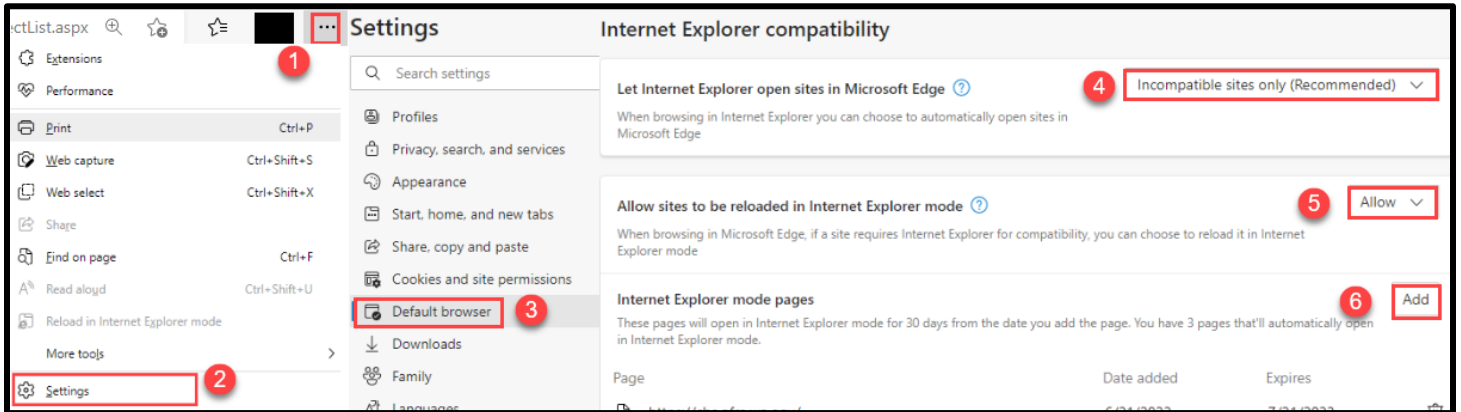


Note: Documents downloaded in Edge may appear in a new browser tab instead of a document reader such as Adobe or Excel and the following warning may appear.

Internet Explorer Compatibility Mode

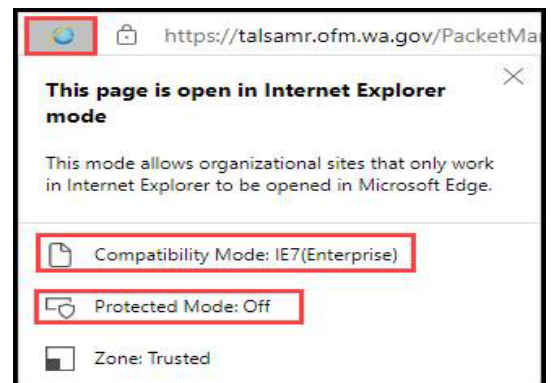
For Edge:

1. Beside the address bar, select the ... which will display a drop-down menu
2. Select **Settings**, this will open a new menu, on the left side select **Default Browser**
3. Scroll down to **Internet Explorer Compatibility, Incompatible Sites Only**
4. Select **Allow**, enter the site **address**, and click **Add**



Once the steps are complete, the address bar should display the IE in the address bar.

Note: IE7 may vary depending on which IE version has been downloaded by the agency.



Getting to know CBS

CBS allows for the online development of the agency's capital budget request. It supports multiple budget versions so agencies can easily develop various scenarios. A project estimation tool is available within the application that calculates the necessary costs for completing a capital project including automatic calculations for inflation factors, taxes, etc. Security levels are built in to ensure that only users with the appropriate level of authority have the ability to make changes after records are locked.

User Roles

Roles	Tabs available and system features
Agency Budget Operations	Create new and manage Projects, Ten-Year View, Reappropriations, Cost Estimate, Capital FTEs, Versions, Facility Users, Reports, and Settings
Agency Budget Edit Access	Manage Projects, Ten-Year View, Reappropriations, Cost Estimate, Versions, Reports, and Settings
Agency Division	View and update Projects, Ten-Year View, Cost Estimate, Versions, Reports, and Settings
Agency Facility	View and update Projects, Ten-Year View, Cost Estimate, Reports, and Settings

CBS Main Menu

The Capital Budget main menu is displayed by user access, each tab is linked for details and instructions.

1. **Projects (default tab):** Develop or view a list of projects and sub-projects to include in a budget. Add details and data to existing projects for the next budget session.
2. **Ten-Year View:** Identify costs for a project, view and update total funds, add, delete, or round project funds.
3. **Reappropriations:** Select projects and their funding from the previous enacted budget session to carry forward. Then filter by session, type, and version to copy or edit to use in a current session
4. **Cost Estimates:** Estimate project costs, including building, non-building, and infrastructure
5. **Capital FTEs:** Enter Full-time Equivalent funds for the capital version or view the previous session's enacted amounts by job classification title by account
6. **Versions:** Reappropriation data including actuals, lock/unlock, and delete versions can be copied, rounded, refreshed by "As of Date", or create new reappropriation data. All projects and associated cost estimates are contained within a version by biennium and budget type.
7. **Facility Users:** Assign a facility user's projects to another facility user or copy user's projects for access.
8. **Reports:** Filter and run Capital Budget reports
9. **Settings:** Select either PDF or Excel as the preferred way to run future reports

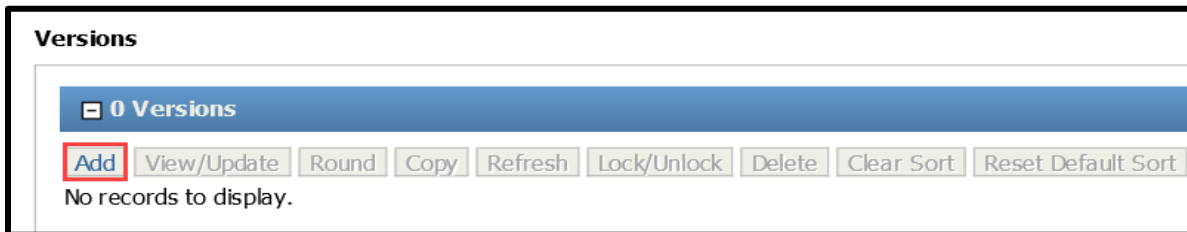


Create a New Version

Create multiple budget scenarios by having projects in versions. An agency created version is required prior to adding a project. Each version may contain unique data and is treated separately from others. For example; the same project number might exist in two different versions and have different details or funding data and reflect different project totals depending on which version is being viewed.

Note: Agency Operations are able to create new versions only, others will need to populate the versions list prior to updating, copying, or deleting a version. See [Manage Versions](#).

1. Add



1. **Biennium:** Select the Biennium years to work in
 2. **Budget Type:** Select which budget type; Regular, First Year Supplemental or Second Year Supplemental
 3. **Code:** Create a 2-digit number, letter, or combination.
- Note:** Do not use O or I to avoid confusion with 0 and 1. Duplicates are not allowed within the same biennium. Codes are not editable after a version is saved.
4. **Title:** Create a version title, up to 35 numbers, letters, or combination.
 5. **Source:** 'Agency' is the agency required input
 6. **Budget Source:** 'Agency' is the agency required input
 7. **Operating Version:** This adds the decision package selection field for Project Class under **Program /Additional Info** tab
 8. **Owner:** 'Budget Group' is the agency required input
 9. **Comment:** Optional comments for internal use and not submitted to OFM, maximum of 600 characters

The screenshot shows a form titled 'Version: [New]'. At the top, there are buttons for 'Apply', 'Save', 'Reset', and 'Cancel'. The form contains the following fields with numbered callouts:

- 1. **Biennium:** A dropdown menu showing '2023-25'.
- 2. **Budget Type:** A dropdown menu with the text '[Select a Budget Type]'.
- 3. **Code:** A text input field.
- 4. **Title:** A text input field.
- 5. **Source:** A dropdown menu showing 'Agency'.
- 6. **Budget Source:** A dropdown menu showing 'Agency'.
- 7. **Operating Version:** A dropdown menu with the text '[Select an Operating Version]'.
- 8. **Owner:** A dropdown menu showing '[Budget Group]'.
- 9. **Comment:** A text input field.

View Preferences

View/update the Title, Owner, or Comments in selected versions, updates can be made to multiple versions at a time. Versions that are locked, owned by another agency or OFM are restricted from updates.

Note: User permissions may disable or enable other fields.

1. Select **Biennium** and **Budget Type(s)**
2. **Load:** agency created versions
3. To view more or fewer versions, select **10,20, 30, or Show All** from the dropdown at the bottom of the screen.
4. Check the box(es) next to the Locked row(s) update
5. Click on **View/Update**, Update any fields necessary and **Save**

The screenshot shows the 'View Preferences' interface. At the top, there are buttons for 'Load Data' and 'Reset Default Search'. Below this, the 'Biennium' is set to '2021-23' and 'Budget Types' are set to 'All'. A table titled 'Versions' displays 27 versions with columns for 'Locked', 'Code', 'Title', 'Budget Type', 'Source', 'Owner', and 'Pr'. A 'View/Update' button is highlighted in red. At the bottom, a dropdown menu shows options for 'Rows Per Page' (10, 20, 30, Show All).

Manage Versions

View / Update

View/update the Title, Owner, or Comments in selected versions, updates can be made to multiple versions at a time. Versions that are locked, owned by another agency or OFM are restricted from updates.

Note: User permissions may disable or enable other fields.

The screenshot shows the 'View/Update' form for version '2B - TEST'. The form includes fields for 'Biennium' (2021-23), 'Budget Type' (Regular), 'Code' (2B), 'Title' (TEST), 'Source' (Agency), 'Budget Source' (Agency), 'Operating Version' ([Select an Operating Version]), 'Owner' ([Budget Group]), and 'Comment'. Red arrows point to the 'Agency' dropdowns and the 'Budget Group' dropdown.

1. Select **Biennium** and **Budget Type(s)**
2. **Load:** agency created versions
3. To view more or fewer versions, select **10,20, 30, or Show All** from the dropdown at the bottom of the screen.
4. Check the box(es) next to the Locked row(s) update
5. Click on **View/Update**, Update any fields necessary and **Save**

Copy

Copy one version into another version to create a different budget submittal or new base budget from the enacted OFM Version.

1. Load Versions
2. Check the version to copy
3. Select Copy
4. Select Data:
 - All
 - Projects
 - FTEs
5. Copy Type:
 - a. Do Not Replace Duplicates
 - b. Replace Duplicates
 - c. Create New Projects for Duplicates
6. Okay

Refresh Version

Refresh a version to make the data current as of the last AFRS Closed Month. The updated data includes the Prior, Current Biennium, and Reappropriation Available amounts which are calculated based on numbers in Monitor and the Expenditure Authority Schedule.

1. Load Versions
 2. Select Version(s)
 3. Refresh
- Note:** A warning message populates confirming refresh as this cannot be undone.

Lock / Unlock

Budget Operation users can lock or unlock a version for modification.

1. Load Versions
2. Check Version(s) to lock or unlock
3. Click on the **Lock/Unlock** icon, when a version is locked a padlock icon is added beside the version:

27 Versions						
	Locked	Code	Title	Budget Type	Source	Owner
<input type="checkbox"/>		00	2021-23 CBS to BuildSum Landing	Regular	OFM	OFM

Delete Version

Agency Budget Operations users can delete versions, versions that are owned by another agency or OFM locked versions cannot be deleted.

1. Load Versions
2. Check the Version(s) to delete
3. Click on the **Delete** icon.

Create a Project / Subproject

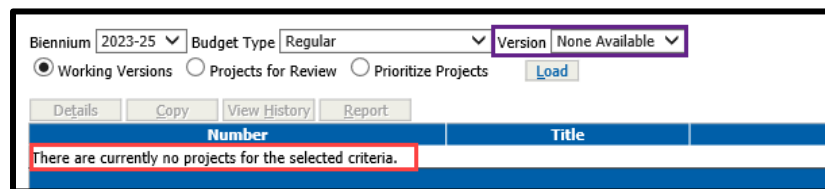
Projects: A capital project is a project to construct either new facilities or make significant, long-term renewal improvements to existing facilities. Grants made by or passed through the state to fund projects for other entities are also included in the capital budget, and these instructions apply to those projects as well.

Subprojects: Programs and projects (for example, minor works, grants, or loans) where there is a known subproject are required to submit a project list with additional subproject data through CBS 002. If a project includes subprojects, complete the agency summary and project description for the parent project and each subproject. DO NOT enter “See parent project” in the agency summary and project description. Include the location information, when known for subprojects, such as county, city, legislative district, longitude, and latitude. If a project list is developed after the release of the Governor’s budget, please contact the agency’s [capital budget analyst](#) to coordinate the transfer of subproject data when it becomes available.

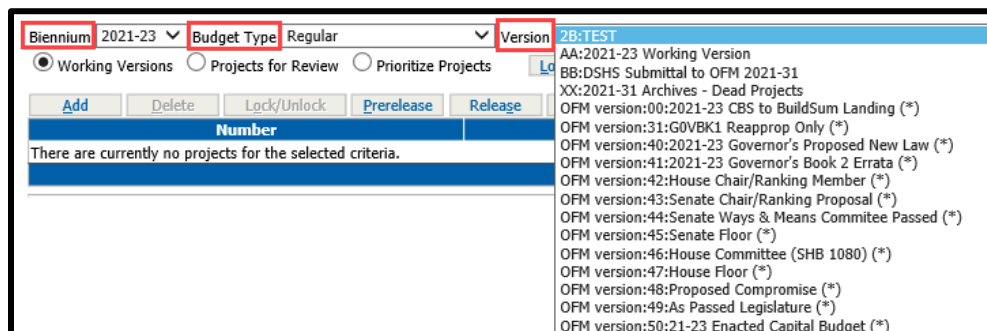
Note: Please refer to [OFM Capital Budget Instructions](#) for current session details and rules.

Add, view, be the recipient of projects submitted for review, update, or delete Projects. Projects submitted for review are accessed using the Projects for Review selection criteria.

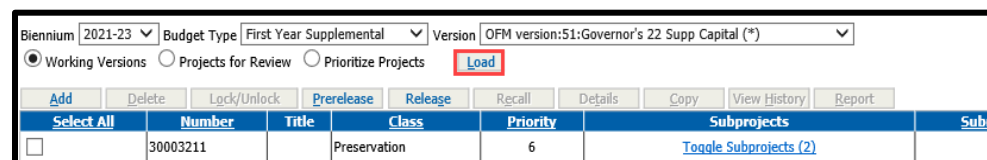
- The Project list is required to be populated prior to any actions
 - Chose a **Biennium**
 - Choose a **Budget Type**



- A Version is required to be created prior to the ability to create a project
 - Working Version:** All versions user has access to
 - Projects for Review:** All projects sent for review
 - Prioritized Projects:** All projects and the assigned priority; Agencies must prioritize each capital project with a new appropriation in the Ten-Year capital plan by need and contribution to the goals, objectives, strategies, and activities in the agency’s strategic plan.



3. Load



Select All	Number	Title	Class	Priority	Subprojects	Subj
<input type="checkbox"/>	30003211		Preservation	6	Toggle Subprojects (2)	

Once the Projects are loaded, user access options display in blue and grayed out if access is not allowed. More options are available once a specific project or projects are selected.

4. Select Add

The screenshot shows a control panel with the following elements:

- Biennium: 2021-23 (dropdown)
- Budget Type: [All] (dropdown)
- Version: AA:2021-23 Working Version (dropdown)
- Radio buttons: Working Versions (selected), Projects for Review, Prioritize Projects
- Load button
- Action buttons: Add (highlighted in red), Delete, Lock/Unlock, Prerelease, Release, Recall, Details, Copy, View History, Report

Project Details

Information required from agencies for budget requests are required by law and OFM for budget analysis purposes. The information provided should support the budget request by explaining the problem, opportunity or program requirement being addressed; why the problem or opportunity exists; alternatives for addressing it; and the rationale for choosing the preferred alternative.

Project numbers: Project numbers are automatically generated in CBS and serve as the unique identifier of a project. The project number is used for project monitoring and comparisons throughout the life of the project.

1. Sub Project:

- No: The project is not related to another project
- Yes: Displays a list of projects (Drafts only) to assign to a parent project. **Note:** Parent Projects with a Grant-Pass Project Class are not listed as sub-projects are not permitted. See [OFM Capital Budget Instructions](#) for additional information on Sub-Projects

📖 Caution! If the selected parent project has funding associated with it, adding a subproject will prompt a confirmation as it will cause the funding to be deleted when saved.

2. Project Title: Create a title, up to 65 characters, letters, numbers, or a combination. **Note:** Once enacted in the budget, the project title and number for major and stand-alone projects must not be changed during the life of the project. If the agency requests a reappropriation or new appropriation for an existing project, the agency should copy the project from the enacted version in CBS for subsequent biennia. Competitive grant and loan program appropriations and minor works appropriations should use a new project number and title with a biennial identifier (“2023-25”) for each biennium. This improves tracking of reappropriations.

3. Project Phrase Title: Create a Project Phase title, up to 65 characters, letters, numbers, or a combination.

4. Project Class: Capital projects are identified as preservation, program, grant, or loan projects.

- **Preservation:** maintain, preserve, and extend the life of existing state facilities and assets and do not significantly change the facility and building footprint to address current or anticipated program changes. Examples include renovating building systems, upgrading utility systems and making other significant repairs.
- **Program:** primarily achieve a programmatic goal, such as changing or improving an existing space to meet program requirements or creating a new facility or asset through construction, lease, or purchase. This category includes projects ranging from building new facilities to significant renovation of existing facilities. Programmatic projects may also improve conditions, accommodate changes in services or clientele, or increase or maintain federal reimbursement.
- **Grant and loan programs.** Some grants and loans are authorized directly in the capital budget bill for tribal and local or community organizations for various purposes, while other grants and loans are authorized through competitively awarded statutory programs. Statutory grant programs must submit Ten-year capital budget requests within the limits specified by statute. Agencies whose grant programs have no specified appropriation limits should submit requests based on a demonstrated need and

reasonableness for the pending biennium and on a historical biennial appropriation history for the remaining four biennia. The agency's OFM budget analyst may have questions about projects on multiple funding lists

5. **Starting Fiscal Year:** Identifies the year an agency intends to start the proposed project or expenditures for specific purposes.

6. **Agency Summary:** This is also known as the project summary or recommendation summary (RecSum) text. Provide a brief, clear and concise description of the project, including the problem or opportunity and how the proposed project addresses it. The agency summary should be no more than two or three sentences.

7. **Project Description:**

 **Note:** Answers to the project description questions are not required for reappropriation requests.

Provide answers to the following questions:

- **Identify the problem or opportunity addressed. Why is the request a priority?** This narrative should identify unserved/underserved people or communities, operating budget savings, public safety improvements or other backup necessary to understand the need for the request. For preservation projects, it is helpful to include information about the current condition of the facility or system.
- **What will the request produce or construct (i.e., predesign or design of a building, construction of additional space, etc.)? When will the project start and be completed?** Identify whether the project can be phased, and if so, which phase is included in the request. Please provide detailed cost backup.
- **How would the request address the problem or opportunity identified in question 1? What would be the result of not acting?**
- **What alternatives were explored? Why was the recommended alternative chosen?** Be prepared to provide detailed cost backup. If this project has an associated predesign, please summarize the alternatives the predesign considered.
- **Which clientele would be impacted by the budget request?** Where and how many units would be added, people or communities served, etc.
- **Does this project or program leverage non-state funding? If yes,** how much by source? If the other funding source requires cost share, also include the minimum state (or other) share of project cost allowable and the supporting citation or documentation.
- **Describe how this project supports the agency's strategic master plan or would improve agency performance.** Reference feasibility studies, master plans, space programming and other analyses as appropriate.
- **Does this decision package include funding for any Information Technology related costs including hardware, software (to include cloud-based services), contracts or staff? If yes,** a prompt requests a complete IT addendum attachment. See [Operating Budget Instructions](#) for additional requirements.)
- **If the project is linked to the Puget Sound Action Agenda, describe the impacts on the Action Agenda, including expenditure and FTE detail.** See [HEAL Act and Puget Sound Recovery in the Operating Budget Instructions](#).
- **How does this project contribute to meeting the greenhouse gas emissions limits established in RCW 70A.45.050, Clean Buildings performance standards in RCW 19.27A.210, or other statewide goals to reduce carbon pollution and/or improve energy efficiency?** Please elaborate.
- **How is your proposal impacting equity in the state? Which communities are impacted by this proposal?** Include both demographic and geographic communities. How are disparities in communities impacted?
- **Is there additional information you would like decision makers to know when evaluating this request?**

8. **Agency Comments:** Internal use only, not submitted to OFM

9. **Contact Information:** Agency contact for follow up
 10. **Program:** Only populated when the agency has program association such as DSHS.
 11. **Branch Campus:** Only populated for Higher Education Agencies *with* Branches
 12. **Agency Activity:** Select any agency's activities which correlate with the budget request, if there are none, leave blank
 13. **User Defined:** (Optional)
 14. **Historical Significance:** Select **Yes** if the building is on the historical register,
- Note:** If there are archaeological impacts, or per Executive Order [21-02](#), the Department of Archaeology and Historic Preservation (DAHP) and the Governor's Office of Indian Affairs identifies this project as having historical or archaeological impacts.
15. **Dependent on Legislation Passing:** Enter the related bill number
 16. **Provisos:** Any related budget bills that places conditions and limitations on the use of appropriations
 17. **Save**

*** Indicates Required Information**

Project Information

Is this a sub project?
(Changing to No will ask you to confirm.) No Yes

Project Title *

Project Phase Title

Project Class * Grant

Starting fiscal year * 2022

Agency Summary *

Spell Check

Project Description *

Answer these questions... ← **Questions removed**

Words: 0 Characters: 0

Comments

Spell Check

Contact Name

Contact Phone Number () () () ext ()

Contact E-mail

Program [Select a program]

Agency Activity
[Select an agency activity] Clear
[Add another activity](#)

User Defined

Historical Significance No Yes

Dependent on legislation passing (Enter related bill number)

Provisos

Spell Check

Save Save & Continue

Additional Info

Prior to capital budget submittal, agencies should make early contact with affected local governments and review their project lists against local plans and ordinances to ensure consistency with local growth management plans. Agencies must submit verification that a project is consistent with the provisions set forth in the state Growth Management Act (Chapter [36.70A](#) RCW).

Project Class: The questions displayed depend on the Project class selected in the Project Details

Question	Project Class			
	Grant	Grant – Pass Through	Preservation	Program
Project Type	X	X	X	X
Location	X		X	X
Describe Growth Management Impacts	X	X	X	X
Grant Recipient Organization	X	X		
RCW that establishes grant	X	X		
Application process used	X	X		
Is this a new facility?				X
How does this fit into your master plan?				X
Decision package				X
Assumptions in the Operating Budget				X

1. Select **Project Type**, multiple projects can be added when needed. **“Clear”** option will populate if a project needs to be removed.
2. Add **Location**: can identify the address, zip code, county, city, legislative district, latitude, and longitude where the project is located. **Reset** will clear entered text.
3. **Find Latitude/Longitude Information**: opens a new window to select where the project is located. **Add Another Location** if there is more than one.
4. **Describe Growth Management Impacts**: Describe the impacts or type “Not applicable to this project” to pass a pre-release edit check.

5. **Grant Recipient Organization:** Identify the organization who would get the grant.
6. **RCW that establishes grant program:** Identify the RCW associated with the grant program. **Note:** Not applicable for subprojects.
7. **Application process used:** Describe the application process used for the grant.

Funding

Use this tab to add funding decisions for a project. For subprojects, the funding tab will display the summarized account totals as read-only. Provide a reasonable cost estimate of the project and the fund source for the ensuing biennium and future needs. The funding request must be consistent with the project C-100. When a project has subprojects, funding information is required at a subproject level. **Note:** If agencies intend to request minor works funding in future biennia, they should enter future funding along with their minor works request.

Note: For detailed instructions for funding, please refer to the most recent [OFM Capital Budget Instructions](#).

Project Funding: Total amount of all accounts entered on the project funding tab, this will update as amounts are entered into the subsequence fiscal years.

1. **Add Account**
2. Add **Expenditure Authority Type**; only one account and expenditure type combination can be saved per project.
3. Add another Account or
4. Add **Funding**,
 - **slide left / slide Right** to view less or more funding year columns.
5. **Save**

Operating Impacts

Operation and maintenance information for multiple acquisitions within one request or within a minor works list must be submitted at the subproject level. Capital budget requests must identify associated operational costs, including but not limited to the following:

- **Alternatively financed projects, New facility costs, & Habitat and recreation land acquisitions**

Note: Please see the most recent [OFM Capital Budget Instructions](#) for details. For assistance, please refer to the agency's [Budget Analyst](#).

For **NO** Operational Impacts:

1. Add a check to the "There are no operating impacts for the project" box
2. Explain why the project has no Operating Impacts
3. Save

Subproject Operating Impacts do not display as a summarized total on the Parent Project screen; a Parent Project can have Operating Impacts.

*** Indicates Required Information**

Are there Operating Impacts?

There are no operating impacts for this project.

Explain why this project has no Operating Impacts

For Operational Impacts:

1. Select the fiscal year
2. Enter One-Time Start-up Costs
3. Enter Ongoing Costs
4. Provide a narrative,

Note: Narrative requirements are dependent on the associated cost and outlined in the OFM Capital Budget Instructions.

Subproject Operating Impacts do not display as a summarized total on the Parent Project screen; a Parent Project can have Operating Impacts.

*** Indicates Required Information**

Are there Operating Impacts?

Starting Fiscal Year for Operating Impacts | 2022

One time startup cost			
Account	FY2022	FY2023	Delete/Clear
FTE			
001 - General Fund			Clear
1 - State			
2 - Federal			
7 - Private/Local	0	0	
8 - Federal Stimulus			
J - Federal Stimulus Direct			
K - Federal Stimulus Indirect			
M - Stimulus FHAP			
N - Nonappropriated Federal Stimulus			

Ongoing costs											
	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	Delete/Clear
FTE											
Select an Account.											Clear
Total ongoing costs	0	0	0	0	0	0	0	0	0	0	0

Total one time start up and ongoing costs										
Account	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total operating costs	0	0	0	0	0	0	0	0	0	0

Narrative*

Cost Estimates

Agencies must conduct due diligence analyzing and submitting their project cost estimates in the format required for capital project budget requests to OFM. Please include C-100s for projects with acquisition, predesign, design or construction funds requested in 2023-25. Request totals for each subproject or minor works parent projects can be entered into CBS without a detailed cost estimate. The CBS003 report is no longer required and will not be used in OFM or Legislative budget development.

Note: OFM has implemented an Excel Template; [C-100](#) for Projects with Cost Estimate requirements, other templates or attachments are not accepted as substitutes. Please see the most recent [OFM Capital Budget Instructions](#) for details. For assistance, please refer to the agency's assigned [Budget Analyst](#).

- **Construction Projects:** with an estimated total cost over \$1 million, or \$2 million for higher education, agencies must provide cost estimates by completing a C-100 and attaching it in CBS.
- **Minor Works:** Agencies are not required to submit a C-100s or CBS cost estimates for subprojects less than \$1 million, or \$2 million for higher education institutions, or minor works parent projects.
- **Projects in Outlier Budgets:** Agencies are not required to submit cost estimates for projects that will not be initiated until budget 2025-27 and after.

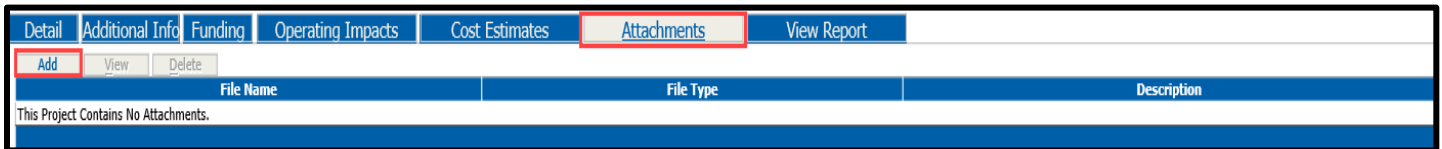
Term or Field	Description
A/E Fee Class	Architect / Engineer Fee Guideline
A/E Fee Percentage	Field is based on the A/E Fee Class , and if the project is a Remodel.
Alternative Public Works	Allows for the entry of cost associated with the design-build and general contractor/construction manager (GCCM) types of contracts.
Analysis Date	Default to today's date.
Art Requirement Applies	The Artwork allowance will be calculated and displayed on the Cost Estimate Detail tab titled Artwork.
Base Month and Year	Defaults to June and the first fiscal year for the selected biennium of the new cost estimate. Base month and year cannot be a date in the prior biennium and cannot be prior to today's date.
Construction Duration	Based on the year/month of the first construction start date to the year and month of last construction end date. Construction End Date minus Construction Start Date divided by 365 days divided by 12 months
Construction End Date	The year and month construction will end. The year and month cannot be prior to Construction Start year and month.
Construction Start Date	The year and month construction will start. The year and month cannot be prior to Design Start year and month.
Construction Type	Establishes the Architect/Engineer (A/E) fee class and associated basic design fee schedule. Field is required.
Contact Name	Person who will answer questions about the cost estimate.
Contact Number	Phone number of the contact person.
Contingency Explanation	An explanation for the Contingency Rate may be provided. Cost Estimate will use a rate of 5% based on the project sites unknown ecological factors.
Contingency Rate	An allowance for uncertainties associated with estimating costs for design services and construction. Non-Remodels are capped at 5% and Remodels are capped at 10%.
Current Project Total	Excel Calculated.
Design End Date	The year and month design will end. The year and month cannot be prior to Design Start year and month.

Design Start Date	The year and month design will start. The year and month cannot be prior to Predesign Start year and month.
Escalated Cost per Sq. Ft.	Maximum Allowable Construction Cost (MACC - Escalated) divided by Gross Square Feet. Field is not visible if a non- building construction type has been selected. See the Capital Budget Instructions for efficiency guidelines.
Escalated Cost per Sq. Ft. Explanation	Not applicable if a non-building construction type has been selected. Used to explain cost per square foot, when cost per sq. ft. amount exceeds standard amount.
Gross Sq. Ft.	Gross square feet of building area contained in the project based on American Institute of Architects document. This field is not applicable if a non- building construction type was selected.
Higher Ed Institution	Higher Education artwork allowance is calculated on the Artwork tab.
Location used for tax rate	Enter the cost estimate sales tax rate location. Use the link in C-100 to look-up the current rate for a specified location.
Maximum Allowable Construction Cost (MACC) Escalated	Amount totals from the Cost Estimate Detail Construction Contracts tab, for total site work (escalated) + total related project costs (escalated) + total facility construction (escalated) + GCCM Fee (escalated) + Bid General Conditions (escalated).
Maximum Allowable Construction Cost (MACC) Not Escalated	Amount totals from the Cost Estimate Detail Construction Contracts tab, for total of site work + total related project costs + total facility construction + GCCM Fee + bid General Conditions.
Predesign End Date	The year and month predesign will end. The selected year/month cannot be prior to the selected Predesign Start year and month.
Predesign Start Date	The year and month predesign will start.
Project Administration by	If the Project will be administered by the Department of Enterprise Services (DES) Division of Engineering and Architectural Services (E&AS), select DES. For the request of capital appropriations for costs to an Agency for project management, select Agency.
Projected Life of Asset	Number of years the asset is estimated to be useful. See SAAM 30.50.10 for more information.
Remodel?	Field is not applicable if a non-building construction type has been selected. If construction is a remodel, the A/E Fee Percentage and A/E Basic Design Services calculations are increased by 3% except in the calculation for project management.
Rentable Sq. Ft.	Rentable square feet of the building. Field is not visible if a non-building construction type has been selected.
Rounded Current Project Total	Calculated.
Rounded Escalated Project Total	Calculated.
Space Efficiency	Calculated. Usable Square Feet divided by Gross Square Feet. Usable Square Feet cannot be greater than Gross Square Feet, Field is not applicable if a non-building construction type has been selected
State Construction Inflation Rate	Currently maintained by the system at 4.90%.
Tax Rate	Sales tax rate for the location of the project.
Usable Sq. Ft.	Also known as net square feet or assignable square feet. Usable square feet of the structure. Field is not applicable if a non-building construction type has been selected. Usable Square Feet cannot be greater than Gross Square Feet

Attachments

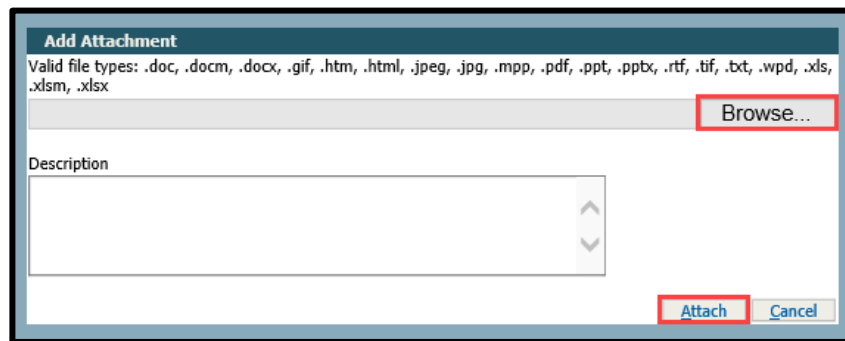
Attachments added become an artifact of the project or subproject and are available for viewing until the project is deleted. For modifications to documents previously attached, update the document on the agency network or workstation, delete the original in CBS and add the modified document to the project or subproject.

Valid file types include; **Word Documents** (.doc, .docm, .docx), **Excel Spreadsheets** (.xls, .xlsm, .xlsx), **Jpeg Images** (.jpeg, .jpg), **MS PowerPoint** (.ppt, .pptx), **Adobe PDF** (.pdf), **Text** (.txt) and **Misc.**, gif, .htm, .html, .mpp, .rtf, .tif and .wpd.



Add

1. Browse for the attachment
2. Add a description if needed
3. Attach

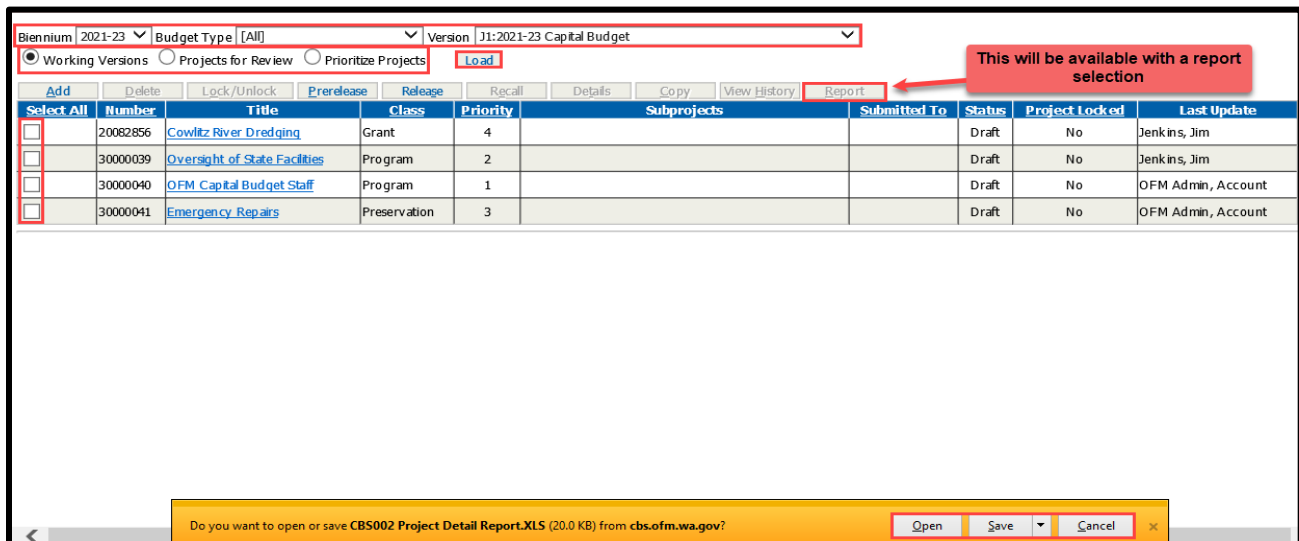


Reports

To view the CBS002 Capital Project Request report select the parameters:

- Biennium
- Budget Type
- Version
- One option: Working Versions, Projects for Review, or Prioritize Projects
- Load
- Select the project(s) to run
- Report

The CBS Report will open a display at the bottom of the screen, select open, save, or cancel.



More reports are available in [Enterprise Reports](#) / Budget Reports / Capital Reports. Report details and other CBS reports are included in the top tab [Reports](#) section.

Manage Projects / Subprojects

View / Update Details, Update Subprojects, Prioritize, Lock / Unlock, Prerelease, Release, Copy, View History, or Delete Projects

Note: Actions are enabled or disabled based on permissions and role assignments.

Edit Projects

Within the details tab manage Subprojects, prioritization, and editing of projects and subprojects.

Edit Project Details

1. **Select a project** to manage in the Projects tab
2. Click on the **Details** tab
3. Select applicable tab to update

Biennium: 2021-23 | Budget Type: Regular | Version: [dropdown]

Working Versions | Projects for Review | Prioritize Projects | **Load**

Buttons: Add, Delete, Lock/Unlock, Prerelease, Release, Recall, Details, Copy, View History, Report

Select All	Number	Title	Class	Priority	Subprojects
<input checked="" type="checkbox"/>	40000011	HM CBS	Program		Toggle Subprojects (1)

Prioritize Subprojects

1. Click on the **subprojects** tab in the Project Details tab
2. Add number priority to subprojects
3. Save

Once subprojects are prioritized, they can be sorted by sequence by clicking on the **Make Sequential** icon

Buttons: Detail, Additional Info, **Subprojects**, Funding, Operating Impacts, Cost Estimates, Attachments, View Report

Buttons: Save, Make Sequential

Project Number	Title	Class	Facility Priority	Division Priority	Agency Priority	Delete
40000012	CBS2	Program			<input type="text"/>	Delete

Buttons: Save

Delete a Subproject

In the Project Detail, Subprojects tab click the Delete icon next to the appropriate subproject

Edit Subprojects

In the Project Details tab click on the subproject **Title**. This opens the subproject Details screen

1. **Remove subproject status:** Selecting **No** to “Is this a sub project?”
2. **Change Parent Project:** Click on icon and select a new parent project
3. **Edit Information:** From here edit any information in which user access provides

Buttons: Detail, Additional Info, Funding, Operating Impacts, Cost Estimates

Buttons: Save, Save & Continue

*** Indicates Required Information**

Project Information
Parent Project is 40000011 HM CBS

Is this a sub project?
(Changing to No will ask you to confirm.) No Yes **Change parent project**

Project Title * CBS2

Copy Project:

Copy all data related to a project between versions, within a version, and from biennium to biennium. The data copied includes; project details, additional info, funding, operating impacts, and attachments. If a project has subprojects, the subprojects will be copied into the new version (project numbers and titles retained).

1. **Load Projects** in Project Tab: Select **Biennium, Budget Type, and Version**, and **Load** icon
2. Check the Project(s) to copy
3. Click on the **Copy Icon**
4. Chose the **Biennium, Budget Type, and Version** to copy the project into
5. **Data Types:** Select the Project Data to copy
 - a. **Selected Projects**
 - b. **Selected Projects plus FTEs**
6. **Copy Type:** Select an option of how to copy:
 - a. **Do Not Replace Duplicates:** copy only if the destination version doesn't have the same project number already.
 - b. **Replace Duplicates:** copy over/replace the destination version of a project that already exists in the version being copied to
7. **Create New Projects for Duplicates:** will copy to the destination where a project already exists. The project will receive a new project number and the project title will contain 'Copy of' at the beginning of the title – if this is selected type in a new name for the project
8. Click **Okay**

Please select a destination for the data.

Biennium 2021-23 Budget Type Regular Version ██████

Data Types

Selected Projects

Selected Projects plus FTEs

Copy Type

Do Not Replace Duplicates

Replace Duplicates

Create New Projects for Duplicates

Rename Project (Optional)

*Requires a single project selection.

Lock / Unlock

Budget Operation users can lock or unlock a project for modification.

1. **Load** Projects in Projects Tab
2. **Check Project(s)** to lock or unlock
3. Click on the **Lock/Unlock** icon, Yes is displayed inside the Project Locked column when the project is locked:

Select All	Number	Title	Class	Priority	Subprojects	Submitted To	Status	Project Locked
<input checked="" type="checkbox"/>	40000011	CBS	Program		Toggle Subprojects (1)		Draft	Yes

View History

View the change history to a project in the Projects tab.

1. **Select the project** to view
2. Click on **View History**, a separate window will open
3. Sort or Reset Default Sort to view the changes made
4. Close the Window to return to the previous screen

History Records			
2 Records			
Clear Sort		Reset Default Sort	
Action	Additional Information	User	Date ▼1
Updated			6/27/2022 10:40:10 AM
Created			6/27/2022 9:44:14 AM

1 | (Page 1 of 1) | Rows Per Page 10

Ten-Year View

The State Budgeting, Accounting, and Reporting System Act (Chapter [43.88](#) RCW) mandates a long-range approach to capital budget planning. It requires state agencies to submit a plan of proposed capital spending for a Ten-year period, starting with the ensuing biennium. This long-range planning is designed to identify future needs and propose capital projects to address those needs. The Ten-year capital plan must support the agency's mission and the goals and objectives of its strategic plan.

The planning process recognizes that major capital projects span several biennia from start to finish. In the Ten-year plan, project information must include estimates for present and future operating and maintenance costs, including any debt service that must be paid from a dedicated account.

In the **Ten-Year View tab**: located at the top of the screen

1. **Biennium**: Select which biennium to load data
2. **Budget Types**: All, Regular, First Year Supplemental, or Second Year Supplemental
3. **Version**: Select the version to include data
4. Included Enacted in the data load:
 - **Enacted for Projects in the selected Version**: Shows only enacted projects in the current working session
 - **Enacted for Projects in the selected biennium**: Shows the enacted projects in the current working session and any projects that are enacted for the current biennium.
5. **Load**: Load the data to view

Ten-Year Result Views

The Ten-Year Report is detailed in [Reports](#)

Agency Totals: Project funding data at the agency level

- **Code:** Agency Number
- **Title:** Agency Title
- **Total:** Total amount from the Preprior, Current, Reappropriation request, New Appropriation request, and Biennial Years
- **Preprior:** Calculated expenditures of a given project available to reappropriation
- **Current:** Last updated amount available in The Allotment System – Expenditure Authority
- **Reappropriation Request:** Request to reauthorize the unexpended portion of previously appropriated funds
- **New Appropriation Request:** Request for more Appropriation funding
- **Biennial Years:** 3-4, 4-6, 7-8, 9-10.

Code	Title	Total	Preprior	Current	Reappropriation Request	New Appropriation Request	2021-23 (Years 3-4)	2023-25 (Years 5-6)	2025-27 (Years 7-8)
105	Office of Financial Management								

Project Amounts: Displays the selected project data.

- **Rows: Gray:** Project total including the Enacted budget
- **Blue:** Enacted amounts from the OFM Flagged Enacted Versions
- **Yellow:** Current Request or incremental (not shown below)

Projects Options – Main Page

- **Apply:** Save changes and Remain on current screen
 - **Round:** Round amounts in all currency columns as required by OFM prior to submission
 - **View Report:** View CBS 001 report
 - **Reset:** Reset values
 - **Round Amounts when Applying Changes:** Amounts will automatically be rounded when entered in.
- Note:** Versions are required to be Rounded prior to submitting to OFM.

Ten-Year Management Options

- **View Update:** Manage Project EA code, Reappropriation Request, and all Fiscal Years for selected project(s)
- **Slide Left / Right:** Moves Amount columns left or right (Prior, Current, & Reappropriation do not slide)
- **Add Project:** Navigate to Project Tab
- **Manage Project Details:** Navigate to project detail screen
- **Manage Project Funding:** Navigate to Project Funding Screen
- **Set/Unset Valid for S2 Reappropriation:** Select project(s) to Request a Reappropriation in the Regular ensuing session.

- **Zero Out Amounts:** Clear New Appropriation Request and any Fiscal Years to zero
- **Clear Sort:** Clear applied sort
- **Reset Default Sort:** Reset to Default Sort

View/Update	Slide Left	Slide Right	Add Project	Manage Project Details	Manage Project Funding	Set/Unset Valid for S2 Reappropriation
Zero Out Amounts	Clear Sort	Reset Default Sort				

Columns 1 – 11

- Selection Box:** Check to select a project for actions
- Locked:** Yes: Padlock is viewable, No: Column is blank
- Number:** Project Number
- Title:** Project Title
- Account EA Type**
- Enacted Budget Type:** Regular Session, 1st Year or 2nd Year Supplemental
- Starting Fiscal Year**
- Facility Priority: Priority Rating 1-3**
- Division Priority: Priority Rating 1-3**
- Budget Priority: Priority Rating 1-3**
- Class:** Preservation, Program, or Grant,

<input type="checkbox"/>	Locked	Number ▲2	Title	Account - EA Type	Enacted Budget Type	Starting Fiscal Year	Facility Priority	Division Priority	Budget Priority	Class
<input type="checkbox"/>		20082856	Cowlitz River Dredging			2008			4	Grant
				057-1	Regular					
				057-1	First Year Supplemental					

Columns 12 – 24

- User Defined:** enter information to further define projects.
- Cost Estimate:** Amount from Cost Estimate Worksheet C-100
- Total:** Total Amount from columns to the right
- Preprior**
- Current**
- Reappropriation Request**
- New Appropriation Request**
- Fiscal Year 3-4**
- Fiscal Year 5-6**
- Fiscal Year 7-8**
- Fiscal Year 9-10**
- Valid for S2 Reappropriation:** Select for ensuing regular session reappropriation
- Has Subprojects:** Select if project has subprojects

User Defined	Cost Estimate	Total	Preprior	Current	Reappropriation Request	New Appropriation Request	2021-23 (Years 3-4)	2023-25 (Years 5-6)	2025-27 (Years 7-8)	2027-29 (Years 9-10)	Valid for S2 Reappropriation	Has Subprojects
		2,440,156	1,400,562	239,594	800,000	0	0	0	0	0		
		1,500,281	700,281	0	800,000	0	0	0	0	0		
		939,875	700,281	239,594								

EA Type Totals: Project funding data rolled up at the account for EA type level. Columns displayed match the columns above with two exceptions:

- Code – EA Type:** Allocation Codes assigned and found in AFRS
- Title – EA Type Title:** Allocation Title assigned and found in AFRS

Account - EA Type Totals											
35 Account - EA Types											Options
											Hide Options
Code - EA Type ▲1	Title - EA Type Title	Total	Preprior	Current	Reappropriation Request	New Appropriation Request	2023-25 (Years 3-4)	2025-27 (Years 5-6)	2027-29 (Years 7-8)	2029-31 (Years 9-10)	
001-1	General Fund - State	2,000	0	0	0	500	500	500	500	0	
003-1	Architects' License Account - State	2,500	0	0	0	500	500	500	500	500	

Reappropriations

For a project that requires more than one biennium to complete and for which an unexpended balance is anticipated at the end of the biennium, an agency request that funds be carried forward (reappropriated) to the next biennium is required. It is also required that agencies demonstrate that funds are needed to complete the previously approved scope of work. Minor works projects should be completed in the biennium in which they are appropriated.

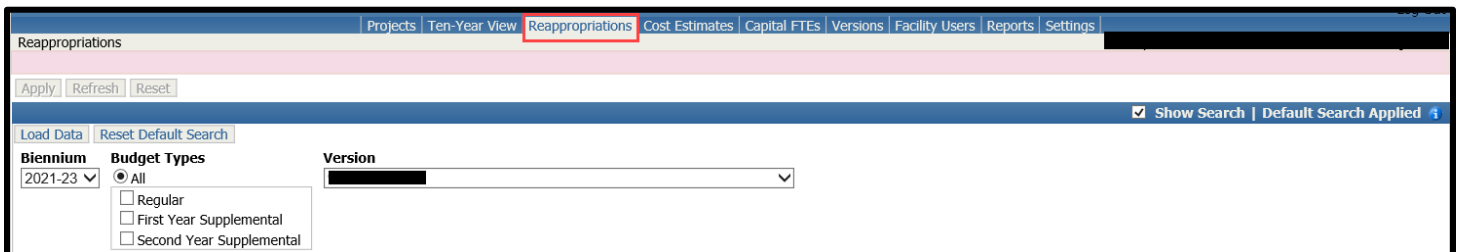
When requesting a reappropriation, agencies should follow these guidelines:

- The reappropriation request cannot not exceed the remaining expenditure authority amount. Reappropriations must retain the same project title, number, and description as the enacted appropriation. To ensure reappropriation requests are accurate, it is best practice that agencies copy forward the enacted budget version of a project and not the original agency request from the previous biennium.
- Agencies do not need to populate answers to the “project description” questions in CBS for reappropriation requests.
- Agencies do not need to enter a priority for reappropriation requests.

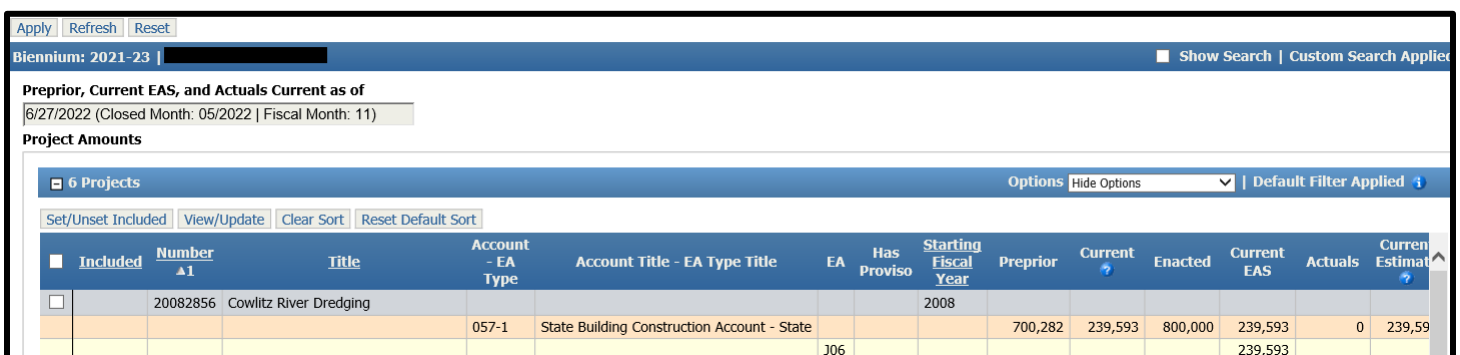
Agencies priorities should be focused on new project requests. OFM and the Legislature will request periodic reappropriation updates as they develop their budgets. OFM and the Legislature are developing a new process that calculate reappropriations based on actual expenditures and future allotted amounts. This will require that agencies accurately account for capital expenditures and allotments. More information will be released and communicated as it develops.

 **Note:** Please see [OFM Budget Instructions](#) for the most current details.

Reappropriation Tab; Result Views & Options



1. **Load project(s):** Once the projects are loaded Preprior, EAS, and Actuals amounts are shown with the date of the most recently closed fiscal month.
2. **Project(s) List:** Projects available for reappropriation.



Included	Number	Title	Account - EA Type	Account Title - EA Type Title	EA	Has Proviso	Starting Fiscal Year	Preprior	Current	Enacted	Current EAS	Actuals	Current Estimat
<input type="checkbox"/>	20082856	Cowlitz River Dredging	057-1	State Building Construction Account - State			2008	700,282	239,593	800,000	239,593	0	239,59
						306					239,593		

Included: Sort by Included Ascending
Number: Project Number
Title: Project Title
Account-EA Type: EA Code
Account Title – EA Type Title: EA Title
EA: Expenditure Authority
Has Proviso: conditions and limitations on the use of appropriations from legislative bills
Starting Fiscal Year: Sort by earliest FY
Preprior: calculated expenditures of a given project available to reappropriation
Current: Actuals + Current Estimate Total

Enacted: Enacted Allotment
Current EAS: Latest dollar amount from TALS
Actuals: Amount spent to date
Current Estimate: Total of Current EAS – Actuals – Reappropriation Request - Lapse.
Available: Total of Current EAS – Actuals – Lapse.
Reappropriation Request: Amount Requested
Over Available: Total of Reappropriation Request - Available.
Lapse: Take out or give up amount
Truncated Comment: Reason for why the project was selected for reappropriation

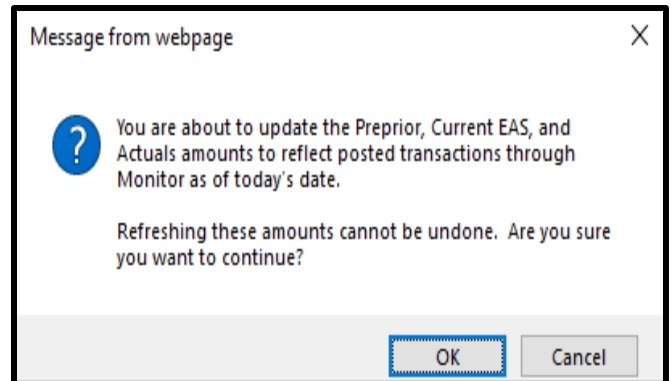
Included	Number ▲1	Title	Account - EA Type	Account Title - EA Type Title	EA	Has Proviso	Starting Fiscal Year	Preprior

Continued after Preprior

Current	Enacted	Current EAS	Actuals	Current Estimate	Available	Reappropriation Request	Over Available	Lapse	Truncated Comment

Reappropriation Options

Set/Unset Included: Select a project to include or exclude from Reappropriation, Click **Apply**
View Update: To use this a CBS automated checkmark has to be in the **Included** Column
Clear Sort: Clear applied sort
Reset Default Sort: Reset to Default Sort



Apply Refresh Reset

Biennium: 2021-23 | ██████████

Preprior, Current EAS, and Actuals Current as of
 6/27/2022 (Closed Month: 05/2022 | Fiscal Month: 11)

Project Amounts

6 Projects

Set/Unset Included View/Update Clear Sort Reset Default Sort

Included	Number ▲1	Title
<input type="checkbox"/>	20082856	Cowlitz River Dredging

Apply: Apply options
Refresh: Refresh Current “As Of”, which displays a warning message to proceed.
Reset: Reset to default values

For the Cost Estimate tab Please See [Cost Estimates](#)


Capital FTEs

A summary of capital full-time equivalent (FTE) staff necessary for and related to the capital project or program is required by the agency. The summary includes:

- Staff and expenditures budgeted for capital projects in the current biennium. These are all FTEs either wholly or partially funded by the capital budget. Accurate FTE information allows us to estimate the impact of the enactment of the capital budget.
- Proposed number of staff and staff-related expenditures for the current biennium, by account and by program.
- Narrative describing the role of proposed FTEs and an explanation for any changes from the previous biennium.
- Account and level of anticipated expenditures for the FTEs.

 **Note:** Please see [OFM Capital Budget Instructions](#) for more information and up to date details

Copy: Copy Data from one version to another version

 **Note:** If FTEs are copied from version to version (or copied from appropriation period to another appropriation period), the data in the budget period being created is the only data being copied. The enacted budget data will not be copied.

View Report: View CBS 004 report

Capital Budgeting System

Projects
Ten-Year View
Reappropriations
Cost Estimates
Capital FTEs
Versions

FTEs

Biennium 2021-23 Budget Type [All] Version ██████████ Show FTEs

Copy View Report

FTEs - Budgeted

Job Classification	Authorized FY 2020	Authorized FY 2021	FY 2022	FY 2023
Administrative Assistant			1.0	1.0
Budget Assistant			3.0	3.0
Facilities Analyst			5.0	5.0
Facilities Inventory & GIS Data Analyst			2.0	2.0
Sr. Budget Assistant			1.0	1.0
Add another job class above				
Total FTEs	0.0	0.0	12.0	12.0

FTEs - Actual

Prior Period Actuals	Expended FY 2020	Expended FY 2021	FY 2022	FY 2023
Agency ██████████ calculations based on 24 months of biennium	██████████	██████████		

Account

Account	Authorized FY 2020	Authorized FY 2021	FY 2022	FY 2023
██████████ Fac ▼			██████████	██████████
1 - State ▼				
Add another account above				
Total Account	0	0	██████████	██████████

Narrative

Save

Facility Users

The Facility Users tab gives the Budget Operations role the ability to assign or copy all projects (and associated cost estimates) from one Facility User ID to another.

Assign Projects: Assign projects from one user to another

Copy Projects: Copy a user's projects to another user

Clear Sort: Unsort data

Reset Default Sort: reset to data to default

Facility Users

4 Facility Users

Assign Projects Copy Projects Clear Sort Reset Default Sort

<input type="checkbox"/>	Last Name▲1	First Name▲2	Has Projects
<input type="checkbox"/>	Facility	Agency	
<input type="checkbox"/>	Facility	User	
<input type="checkbox"/>	Facility	Operations	
<input type="checkbox"/>	Wonderland	Alice	

1 | (Page 1 of 1) | Rows Per Page 10

Reports

Select the Report Tab at the top of the screen and check the **Show Reports** box, for each report the following options need to be selected.

Note: Once a report is selected and parameters are loaded, additional requirements may be needed prior to running the report.

Reports

Run Report Reset

Report: CBS001 Ten-Year View Report

CBS001 Ten-Year View Report Load Report Parameters

Biennium
2021-23

Budget Types
 All
 Regular
 First Year Supplemental
 Second Year Supplemental

Version
[Dropdown]

Project Classes
 All
 Grant
 Grant - Pass Through Preservation Program

Sort Order
Project Class

Include Page Numbers
Yes

Report Format
PDF

Report
 CBS001 Ten-Year View Report
 CBS002 Project Detail Report
 CBS003 Cost Estimates Report
 CBS004 Capital FTEs Report
 CBS005 Two-Version Comparison by Agency
 CBS007 Three-Version Comparison by Agency
 CBS009 Four-Version Comparison by Agency
 CBS010 Reappropriations & New Appropriations Version Compare by Agency & Project
 CBS011 Ten-Year Fund Summary
 CBS012 Ten-Year Capital Plan by Subproject
 CBS013 Cost Estimate Version Compare

CBS 001: Ten-Year Example:

Version: ██████ Test - Agency Edit		Report Number: CBS001 Date Run: 7/6/2022 10:05AM								
Project Class: Preservation										
Agency Priority	Project by Account-EA Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2021-23	New Approp 2021-23	Estimated 2023-25	Estimated 2025-27	Estimated 2027-29	Estimated 2029-31
0	40000003 Capital Staff Compensation 289- Thur Cty Capital Fac-Unknown	1,320,000				264,000	264,000	264,000	264,000	264,000
0	40000006 HM Test 001-1 General Fund-State	500				200	300			
Total: Preservation		1,320,500				264,200	264,300	264,000	264,000	264,000
Total Account Summary										
Account-Expenditure Authority Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2021-23	New Approp 2021-23	Estimated 2023-25	Estimated 2025-27	Estimated 2027-29	Estimated 2029-31	
001-1 General Fund-State	500				200	300				
289- Thur Cty Capital Fac-Unknown	1,320,000				264,000	264,000	264,000	264,000	264,000	
Total	1,320,500				264,200	264,300	264,000	264,000	264,000	

CBS 002: Project Detail

Version: ██████ Test - Agency Edit		Report Number: CBS002 Date Run: 7/6/2022 10:08AM				
Project Number: 40000006 Project Title: ██████ Test Project Class: Preservation						
Description						
Starting Fiscal Year: 2022 Agency Priority: 0						
Project Summary Test						
Project Description Test only						
Location City: Olympia County: Thurston Legislative District: 022						
Project Type Special Programs						
Growth Management impacts TEST						
Funding						
Acct Code	Account Title	Estimated Total	Expenditures Prior Biennium	Current Biennium	2021-23 Fiscal Period Reapprops	New Approps
001-1	General Fund-State	500				200
Total		500	0	0	0	200
Future Fiscal Periods						
		2023-25	2025-27	2027-29	2029-31	
001-1	General Fund-State	300				
Total		300	0	0	0	
Operating Impacts						
Total one time start up and ongoing operating costs						
Acct Code	Account Title	FY 2022	FY 2023			
FTE	Full Time Employee	200.0	200.0			
001-1	General Fund-State	300	300			
Total		300	300			
Narrative TEST						

CBS 004: Capital FTEs

Version: [REDACTED]	Report Number: CBS004			
	Date Run: 7/6/2022 10:14AM			
FTEs by Job Classification				
Job Class	Authorized Budget		2021-23 Biennium	
	2019-21 Biennium		FY 2022	FY 2023
	FY 2020	FY 2021		
Administrative Assistant			1.0	1.0
Budget Assistant			3.0	3.0
Facilities Analyst			5.0	5.0
Facilities Inventory & GIS Data Analyst			2.0	2.0
Sr. Budget Assistant			1.0	1.0
Total FTEs			12.0	12.0
Account				
Account - Expenditure Authority Type	Authorized Budget		2021-23 Biennium	
	2019-21 Biennium		FY 2022	FY 2023
	FY 2020	FY 2021		
[REDACTED]			[REDACTED]	[REDACTED]
Narrative				

Version 1: [REDACTED] - Agency Edit	Report Number: CBS005		
Version 2: [REDACTED]	Date Run: 7/6/2022 10:21AM		
	Enacted Parameter: Do Not Include Enacted		
OFM	105 - Office of Financial Management		
	Two Version Comparison by Agency		
	2021-23 Biennium		
	Example		
Version 1: [REDACTED] - Agency Edit	Report Number: CBS005		
Version 2: [REDACTED]	Date Run: 7/6/2022 10:21AM		
	Enacted Parameter: Do Not Include Enacted		
Project Totals			
Project by Account - Expenditure Authority Type	Version HP	Version J1	Difference
2020 - 30000039 - Oversight of State Facilities			
289-1 - Thurston County Capital Facilities - State		2,610,000	2,610,000
2020 - 30000040 - OFM Capital Budget Staff			
289-1 - Thurston County Capital Facilities - State		1,315,000	1,315,000
Account Totals:			
Account - Expenditure Authority Type	Version HP	Version J1	Difference
289-1 - Thurston County Capital Facilities - State		3,925,000	3,925,000
105 - Office of Financial Management Total		3,925,000	3,925,000

CBS 005: Two-Version Comparison by Agency

CBS 007: Three-Version Comparison by Agency

Version 1: [REDACTED]	Report Number: CBS007				
Version 2: [REDACTED]	Date Run: 7/6/2022 10:37AM				
Version 3: [REDACTED]	Enacted Parameter: Do Not Include Enacted				
Project Totals					
Project by Account - Expenditure Authority Type	Version [REDACTED]	Version [REDACTED]	Version [REDACTED]	Difference (2-1)	Difference (3-1)
2020 - 30000041 - Emergency Repairs					
057-1 - State Building Construction Account - State		5,000,000	4,000,000	5,000,000	4,000,000
2022 - 40000003 - Capital Staff Compensation					
289- - Thurston County Capital Facilities - Unknown	264,000			(264,000)	(264,000)
2022 - 40000006 - [REDACTED]					
001-1 - General Fund - State	200			(200)	(200)
Example					
Account Totals:					
Account - Expenditure Authority Type	Version [REDACTED]	Version [REDACTED]	Version [REDACTED]	Difference (2-1)	Difference (3-1)
001-1 - General Fund - State	200			(200)	(200)
057-1 - State Building Construction Account - State		5,000,000	4,000,000	5,000,000	4,000,000
289- - Thurston County Capital Facilities - Unknown	264,000			(264,000)	(264,000)
105 - Office of Financial Management Total	264,200	5,000,000	4,000,000	4,735,800	3,735,800
Account - Expenditure Authority Type					
Account - Expenditure Authority Type	Version [REDACTED]	Version [REDACTED]	Version [REDACTED]	Difference (2-1)	Difference (3-1)
001-1 - General Fund - State	200			(200)	(200)
057-1 - State Building Construction Account - State		5,000,000	4,000,000	5,000,000	4,000,000
289- - Thurston County Capital Facilities - Unknown	264,000			(264,000)	(264,000)
Grand Total	264,200	5,000,000	4,000,000	4,735,800	3,735,800

CBS 009: Four-Version Comparison by Agency

Version 1: [Redacted] Test - Agency Edit	Example				Report Number: CBS009
Version 2: [Redacted]					Date Run: 7/6/2022 10:49AM
Version 3: [Redacted]					Enacted Parameter: Do Not Include Enacted
Version 4: [Redacted]					
Project Totals					
<u>Project by Account - Expenditure Authority Type</u>	<u>Version HP</u>	<u>Version J1</u>	<u>Version J2</u>	<u>Version J3-A</u>	
2020 - 30000039 - Oversight of State Facilities					
289-1 - Thurston County Capital Facilities - State		2,610,000	2,610,000	2,610,000	
2020 - 30000040 - OFM Capital Budget Staff					
289-1 - Thurston County Capital Facilities - State		1,315,000	1,315,000	1,315,000	
2020 - 92000035 - Fircrest School Land Use Assessment					
057-1 - State Building Construction Account - State				211,000	
2022 - 40000002 - Construction Cost Assessment					
289-1 - Thurston County Capital Facilities - State			300,000	300,000	
Account Totals:					
<u>Account - Expenditure Authority Type</u>	<u>Version HP</u>	<u>Version J1</u>	<u>Version J2</u>	<u>Version J3-A</u>	
057-1 - State Building Construction Account - State				211,000	
289-1 - Thurston County Capital Facilities - State		3,925,000	4,225,000	4,225,000	
105-Office of Financial Management Total		3,925,000	4,225,000	4,436,000	

CBS 010: Reappropriations & New Appropriations Version Comparison by Agency

Version 1: [Redacted] Test - Agency Edit	Example						Report Number: CBS010
Version 2: [Redacted]							Date Run: 7/6/2022 11:08AM
							Enacted Parameter: Do Not Include Enacted
Project Totals							
	<u>Version [Redacted]</u>		<u>Version [Redacted]</u>		<u>Difference [Redacted]</u>		
	<u>Reapprop</u>	<u>New Approp</u>	<u>Reapprop</u>	<u>New Approp</u>	<u>Reapprop</u>	<u>New Approp</u>	
20082856 Cowlitz River Dredging							
057-1 - State Building Construction Account - State			240,000	257,000	240,000	257,000	
30000039 Oversight of State Facilities							
289-1 - Thurston County Capital Facilities - State				2,610,000		2,610,000	
30000040 [Redacted]							
289-1 - Thurston County Capital Facilities - State				1,315,000		1,315,000	
30000041 Emergency Repairs							
057-1 - State Building Construction Account - State				5,000,000		5,000,000	
40000003 [Redacted]							
289-1 - Thurston County Capital Facilities - Unknown		264,000					(264,000)
40000006 [Redacted] Test							
001-1 - General Fund - State		200					(200)
Total for Agency 105 Office of Financial Management		264,200	240,000	9,182,000	240,000	8,917,800	

CBS 011: Ten-Year Fund Summary

Version: [Redacted] Test - Agency Edit	Example								Report Number: CBS011
									Date Run: 7/6/2022 11:13AM
<u>Appropriated Funds</u>	<u>Estimated Total</u>	<u>Prior and Current Expenditures</u>	<u>Reapprop 2021-23</u>	<u>New Approp 2021-23</u>	<u>Estimated 2023-25</u>	<u>Estimated 2025-27</u>	<u>Estimated 2027-29</u>	<u>Estimated 2029-31</u>	
Project Class: - State									
001-1 General Fund State	500			200	300				
289- Thur Cty Capital Fac Unknown	1,320,000			264,000	264,000	264,000	264,000	264,000	
Project Class: - Unknown Total	1,320,500			264,200	264,300	264,000	264,000	264,000	
Agency Account Summary									
001-1 General Fund State	500			200	300				
289- Thur Cty Capital Fac Unknown	1,320,000			264,000	264,000	264,000	264,000	264,000	
Version Total	1,320,500			264,200	264,300	264,000	264,000	264,000	

CBS 012: Ten-Year Capital Plan by Subproject

Version: [REDACTED] Test - Agency Edit		Report Number: CBS012 Date Run: 7/6/2022 11:16AM								
Project Class: Preservation										
Agency Priority	Project/SubProject by Account-FA Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2021-23	New Approp 2021-23	Estimated 2023-25	Estimated 2025-27	Estimated 2027-29	Estimated 2029-31
0	40000003 Capital									
	289- Thur Cty Capital Fac-Unknown	1,320,000				264,000	264,000	264,000	264,000	264,000
0	40000006 Test									
	001-1 General Fund-State	500				200	300			
Total: Preservation		1,320,500				264,200	264,300	264,000	264,000	264,000
Total Account Summary										
Account-Expenditure Authority Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2021-23	New Approp 2021-23	Estimated 2023-25	Estimated 2025-27	Estimated 2027-29	Estimated 2029-31	
001-1 General Fund-State	500				200	300				
289- Thur Cty Capital Fac-Unknown	1,320,000				264,000	264,000	264,000	264,000	264,000	
Total	1,320,500				264,200	264,300	264,000	264,000	264,000	

Note: CBS 003: Cost Estimates and CBS 013: Cost Estimate Version Compare are not available at this time as Cost Estimates are done as an attachment. CBS reports can be also found in [Enterprise Reports](#) (ER) or CBS.

Pre-Release Edits

Under the Projects tab;

1. Load the report(s) to release to OFM for consideration.
2. Select the project(s) to release by adding a checkmark to the box beside the project.
3. Click on **Prerelease**; A pop-up displays additional options to choose
4. Select the **type of data** to include
 - FTEs
 - Projects
 - Both
5. Click 'OK'

Please select the type of data you want included.

Data Types

FTEs Project(s) Both

The CBS Edit Report is displayed in another browser tab.

Critical Errors; Displayed first and are required to be fixed prior to release.

Warning Errors: Displayed second and are not required to be fixed prior to release but should be reviewed if deemed necessary to the agency.

Informational Messages: Displays last and are for informational purposes only. Updates are not needed or required.

Prerelease Edits for Agency Budget Operations and Agency Budget Edit Users

Edit Check #	Screen	Field	Agency Budget - Release to OFM (ABO)	Error Description	Warning or Critical Edit
1	Detail Screen	Project Title	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
2	Detail Screen	Project Class	Y	Subprojects will be edited to assure that project class is same as parent's. The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
3	Detail Screen	Starting Fiscal Year	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
4	Detail Screen	Branch campus (only for Higher Ed agencies and Universities with branch campus.)	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
5	Detail Screen	Agency Summary	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
6	Detail Screen	Project Description	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
7	Additional Info	Grant Recipient Organization	Y: Only apply to Project class: Grant and Grant Pass Through	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
8	Additional Info	RCW that establishes grant	Y: Only apply to Project class: Grant and Grant Pass Through	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
9	Additional Info	Application process	Y: Only apply to Project class: Grant and Grant Pass Through	For a Project: The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
12	Detail Screen	Contact Name	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
13	Detail Screen	Contact Phone number	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
14	Detail Screen	Contact email	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
15	Detail Screen	Agency activity	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
16	Detail Screen	Historical Significance	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
18	Additional Info	Project type	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical

19	Additional Info	Location	Y: For Each Project class Grant, Preservation, and Program: County, City Leg district Latitude and Longitude will always be a required and Critical Edits. For Each Project class Grant, Preservation, and Program: Address 1, Address 2, and Zip code will NOT be edited by the system. Note: Grant Pass-through does not have a location field for users, thus not location edits for this Project Class.	The following field for Project (List Title & #) is required for submittal: [List Fields Missing] (County, City, Leg District, Latitude, and Longitude).	Critical
20	Additional Info	Project Location: County	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
21	Additional Info	Project Location: City	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
22	Additional Info	Project Location: Leg District	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
23	Additional Info	Project Location: Latitude	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
24	Additional Info	Project Location: Longitude	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
25	Additional Info	Growth management	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
26	Additional Info	Fit in Master plan	Y: Only If Project Class Program selected, and User selected "Yes" to Is this a new facility	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
27	Additional Info	Assumptions in operating budget	Y: Only If Project Class Program selected, and User selected a Decision Package	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
29	Operating Impacts	Account and EA Type	Y: Only if user does not select the check box 'There are no Operating impacts for this project'	Project (List Title & #) has amounts entered in account 996-Z. Operating dollars must have a valid account.	Critical
31	Operating Impacts	Account and amount fields	Y	Project (List Title & #) has FTEs indicated in the Operating tab	Critical

				without associated operating dollars.	
34	Operating Impacts	Operating Impacts Narrative required for any FTE and/or Account data entered on Operating Impacts page	Y: Only if user does not select the check box 'There are no Operating impacts for this project'	Project (List Title & #) has an Account/EA type and/or FTE amounts indicated in the Operating tab without associated operating impacts narrative.	Critical
35	Funding Screen	An Account from the list must be selected if dollar amount entered. (Note: 996-Z is not valid for Submittal to OFM or the Legislature)	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing] Funding dollars entered must be assigned an Account and EA type for submittal.	Critical
36	Funding Screen	Total Project Funding Costs	Y: Project Type Minor Works Funding Greater than 1 Million Dollars	The following Project (List Title & #) has total project funding costs in excess of 1 Million dollars	Warning
37	Funding Screen	New Funding Dollar Amounts	Y: The First Biennium with dollars must be equal to or greater than the Starting Fiscal Year selected on Project Detail tab	The first biennium with dollars on the Funding screen must be equal to or greater than the Starting Fiscal Year selected on Project Detail tab.	Critical
38	Funding Screen	Cost Estimate attached?	Y: If project is project classification Preservation or Program and over \$1 million, a cost estimate must be attached. Not applicable if project has subprojects.	The following Project (List Title & #) has total project funding costs in excess of 1 million dollars. A cost estimate must be attached.	Critical
39	Cost Estimating Tool		N: Cost Estimate is not required. Y: If Cost Estimate is attached, then difference between the preferred Cost Estimate and Project Funding must be (Allow an acceptable variance (1%) for the difference between a preferred cost estimate and the Project funding.)	For Project (List Title & #) a Cost Estimate is attached, the variance between the preferred Cost Estimate and Project Funding must be (see 2.35.1) prior to submittal.	Critical: When edit will not apply: Parent projects with cost estimates attached will not be checked
40	Cost Estimating Tool	Gross Sq Ft	Y: If cost estimate is a building, then gross sq ft. required N: If cost estimate is not a building.	For Project (List Title & #) Gross Sq Ft is required for buildings. Note: this edit check is not restricted to only preferred cost estimates. It is applied to any cost estimate attached to the project.	Critical

41	Cost Estimating Tool		Y: If Cost Estimate is attached, then first phase starting fiscal year of the Preferred cost estimate must match the starting fiscal year in the project detail. If not, provide an error	For Project (List Title & #) a Cost Estimate is attached, the starting fiscal year between the preferred Cost Estimate and Project must be the same prior to submittal.	Critical
42	Agency Priorities		Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical
44	Reappropriations		Y: If a Reappropriation is being requested	The Reappropriation amount for the following Project (List Title & #) is greater than the system calculated unobligated amount. A comment is required on the Reappropriation screen for this version prior to submittal: [List Fields Missing].	Critical
46	Reappropriations		Y: If a Reappropriation is being requested	If the Version is Budget Type: Regular. For Project (List Title & #) the reappropriation amount cannot be negative for the Regular budget request. Agencies need to work with their Financial Office figure out what caused the negative and to make the corrective entries. If the Version is Budget Type: Supplemental For Project (List Title & #) the reappropriation amount cannot be negative for the net total of the Regular and Supplemental budget request.	Critical
47	FTE		Y	There is no FTE data. Please submit capital FTE data if applicable. (Note: This is an edit for the whole capital FTE page, both the top that contain the job class title and number AND the bottom that contains the Account/EA type and dollars. Only If both top and bottom have no data is this edit displayed.)	Warning
50	FTE	Account and amount fields	Y	The Capital FTE screen has FTEs, but no dollars associated. (Note: This is an edit for the capital FTE page, when the top contain the job class title and number, and then there must be data in the bottom that contains the Account/EA type and dollars.)	Critical
52	FTE	Job Class and FTE amounts	Y	The Capital FTE screen has dollars, but no FTEs listed. (Note: This is an edit for the capital FTE page, when the bottom contains the Account/EA type and dollars, and then there must be data in the	Critical

				top that contain the job class title and number.)	
54	FTE	FTE Narrative is required to be submitted	Y	The Capital FTE screen does not contain narrative but contains FTE data. (Note: This is an edit for the whole capital FTE page, A narrative description is required when the top contain the job class title and number AND the bottom contains the Account/EA type and dollars.)	Critical
55	Submittal edit - Rounding		Y	The following Project(s) (List Title & #) are required to be rounded to the thousands prior to submittal.	Critical

Pre-Release Edits for Facility and Agency Division Users

Edit Check #	Screen	Field	Facility role (AFP)	Agency Division (ADV)	Error Description	Warning or Critical Edit
1	Detail Screen	Project Title	Y	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical
2	Detail Screen	Project Class	Y	Y	Subprojects will be edited to assure that project class is same as parent's. The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical
3	Detail Screen	Starting Fiscal Year	Y	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical
4	Detail Screen	Branch campus (only for Higher Ed agencies and Universities with branch campus.)	N	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical
6	Detail Screen	Project Description	Y	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical
7	Detail Screen	Grant Recipient Organization	N: Only apply to Project class: Grant and Grant Pass Through	Y: Only apply to Project class: Grant and Grant Pass Through	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical only for Division users

8	Detail Screen	RCW that establishes grant	N: Only apply to Project class: Grant and Grant Pass Through	Y: Only apply to Project class: Grant and Grant Pass Through	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical only for Division users
9	Detail Screen	Application process	N: Only apply to Project class: Grant and Grant Pass Through	Y: Only apply to Project class: Grant and Grant Pass Through	The following field for Project (List Title & #) is required for submittal: [List Fields Missing]	Critical only for Division users
10	Funding Screen	When Account 996- Z is selected and if dollar amount entered.	Y	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing] 996-z is available for submittal within an agency, but Funding dollars entered must be assigned a valid Account and EA type for submittal to OFM.	Warning
11	Funding Screen	A dollar amount must be entered when an Account has been selected	Y	Y	The following field for Project (List Title & #) is required for submittal: [List Fields Missing] Funding dollars must be entered for selected Account and EA type.	Warning

Release to OFM

Capital Budget Submittal Instructions are updated and posted to the OFM Website. To ensure required criteria is met prior to submittal, please refer to the most current [OFM Capital Budget Instructions](#).


Prior to releasing, budget currency is required to be rounded. This is done in the Ten-Year or Versions Tab.

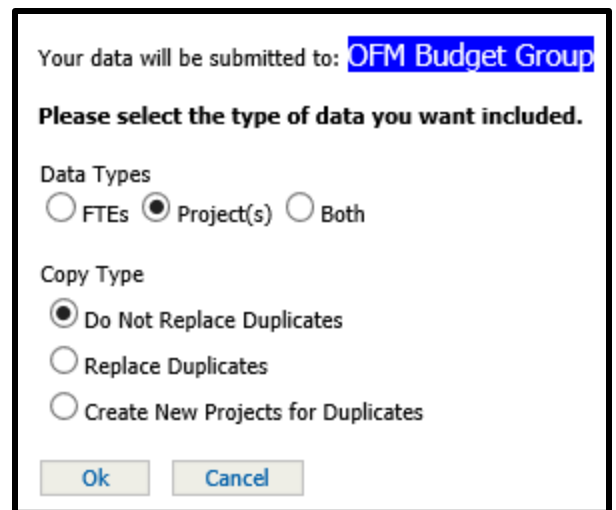
1. Load Version(s)
2. Select the Version(s) to round
3. Select Round, in the Ten-Year tab, it is an option to select '**Round Amounts when Applying Changes**' which will continue to round amounts automatically. When selecting the option to round a message will pop-up:



Once all edits are complete and amounts are rounded, projects can be released to OFM.

1. Select the Projects tab
2. Select the projects to release
3. Click on Release, a message will populate requesting further information:
 - Data Types: FTEs, Projects, or Both
 - Copy Type:
 - Do Not Replace Duplicates
 - Replace Duplicates
 - Create New Projects for Duplicates
4. Click OK

 **Note:** Projects can also be submitted to other staff for review if the 'Your data will be submitted to' assignment name is changed.



Your data will be submitted to: **OFM Budget Group**

Please select the type of data you want included.

Data Types
 FTEs Project(s) Both

Copy Type
 Do Not Replace Duplicates
 Replace Duplicates
 Create New Projects for Duplicates

If there are errors, CBS populates the error report. Critical Errors are required to be corrected prior to submission. If there are no errors, a message will pop-up:



An email is then sent to the OFM Budget Team for notification of submission.

Recall Project

A project can be recalled by selecting the project with a 'Pending' status by selecting that project and clicking on Recall. An email is sent to the recipient of the project notifying them that the project has been recalled.

Resources

For System assistance please contact HereToHelp@ofm.wa.gov.

For Budget Instructions and up-to-date requirements go to [OFM Budget Instructions](#)

For the agency assigned Budget Analyst go to [Agency Assignments](#).