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

HereToHelp@ofm.wa.gov 360.407.9100

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

The **Reappropriations** tab allows you to request projects for reappropriation:

**View List of Projects Available for Reappropriation**
You will need to populate the Reappropriations tab with data prior to taking any action.

1. **Select**: Reappropriations 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**: Load Data.
   
   ➔ **CBS will display Reappropriation dollar details for the selected biennium, budget type, and version.**
6. **View:** Preprior, Current EAS, and Actuals Current as of.
   ➔ Displays date the Preprior, Current EAS, and Actuals amounts were updated.

7. **View:** Project Amounts.
   ➔ Displays a list of projects available for reappropriation.

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### Refresh Preprior, Current EAS, and Actuals

Use this feature to update the Preprior, Current EAS, and Actuals amounts to reflect posted transactions through Monitor as of today’s date.

1. **Select:** Reappropriations tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** Refresh.
   ➔ A dialog is displayed to confirm refresh.

5. **Select:** OK.
   ➔ CBS will refresh the last date the button was selected, the last closed month, and the last fiscal month/year. The amounts will be changed for all listed projects, making the Actual amounts accurate to the date displayed.

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### Include/Exclude Reappropriations

Use this feature to identify which projects are included for reappropriation or not.

1. **Select:** Reappropriations tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** Checkbox next to a project.
5. Select: Set/Unset Included.  
You can select one or more.

CBS will display a check mark in the Included column and set the Reappropriation Request to the amount from the Available column.

<table>
<thead>
<tr>
<th>Included</th>
<th>Reappropriation Request</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>11,422,926</td>
</tr>
</tbody>
</table>


View/Update Reappropriations

Use this feature to modify the reappropriation request amounts.

1. Select: Reappropriations tab.
2. Select: Biennium, Budget Type, and Version.
4. Select: Checkbox next to a project.
You can select one or more.

The project must have a check mark in the Included column.

5. Select: View/Update.

The Manage Reappropriation Amounts page is displayed.
6. **Input:** Reappropriation Request.
   ➞ Identify the amount that reauthorizes the unexpended portion of previously appropriated funds.

7. **Input:** Lapse.
   ➞ Identify any amount you wish to Lapse, or give up.
   ➞ The amount entered will reduce your project total cost by the amount entered.

8. **Input:** Comment.
   ➞ Provide a brief but descriptive reason why the project was selected for reappropriation.
   ➞ A comment must be entered if the reappropriation amount is **Over Available** to pass a pre-release edit check.

9. **Select:** Recalculate.
   ➞ CBS will apply the changes.
   ➞ CBS will revert back to the original state of the project before you made any changes.

10. **Select:** Return.
11. **Select:** Apply.

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