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.	**Capital Budgeting System** Projects | Ten-Year View | **Reappropriations** | Cost Estimates | Capital FTEs | Versions | Facility Users | Reports | Settings
2. Select: Biennium. ➔ You can select the biennium for the data to load.	**Biennium** 2019-21 ▾
3. Select: Budget Types. ➔ You can select all or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.	**Budget Types** ⦿ All ☐ Regular ☐ First Year Supplemental ☐ Second Year Supplemental
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.	Version 1A:Sample ▾
5. Select: Load Data. ➔ CBS will display Reappropriation dollar details for the selected biennium, budget type, and version.	Load Data

CAPITAL BUDGET SYSTEM

6. View: Preprior, Current EAS, and Actuals Current as of.
➔ Displays date the Preprior, Current EAS, and Actuals amounts were updated.

Preprior, Current EAS, and Actuals Current as of

9/19/2017 (Closed Month: 08/2017 | Fiscal Month: 02)

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

Project Amounts

50 Projects

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

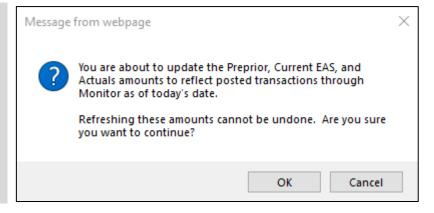|	Included	Number ▲1	Title	Account - EA Type	Account Title - EA Type Title	EA
☐		30002235	Minor Works Preservation Projects: Statewide			
				042-1	Char/Ed/Penal/Reform/Institutions -	
				057-1	State Building Construction Account -	

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.

Preprior, Current EAS, and Actuals Current as of

3/22/2019 (Closed Month: 02/2019 | Fiscal Month: 20)

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.

Message from webpage ✕

? You are about to update the Preprior, Current EAS, and Actuals amounts to reflect posted transactions through Monitor as of today's date.

Refreshing these amounts cannot be undone. Are you sure you want to continue?

OK | Cancel

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.

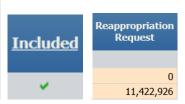|	Included	Number ▲1	Title
☑		30002235	Minor Works Preservation Projects: Statewide

➔ You can select one or more.

5. **Select**: Set/Unset Included.
➔ CBS will display a check mark in the **Included** column and set the **Reappropriation Request** to the amount from the Available column.

Set/Unset Included

Included	Reappropriation Request
	0
✔	11,422,926

6. **Select**: Apply.

Apply

View/Update Reappropriations

Use this feature to modify the reappropriation request amounts.

1. **Select**: Reappropriations tab.
2. **Select**: Biennium, Budget Type, and Version.
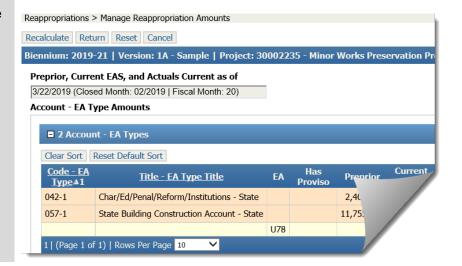3. **Select**: Load.
4. **Select**: Checkbox next to a project.
➔ The project must have a check mark in the **Included** column.

☐	Included	Number ▲1	Title
☑		30002235	Minor Works Preservation Projects: Statewide

5. **Select**: View/Update.
➔ The Manage Reappropriation Amounts page is displayed.

View/Update

Reappropriations > Manage Reappropriation Amounts

Recalculate | Return | Reset | Cancel

Biennium: 2019-21 | Version: 1A - Sample | Project: 30002235 - Minor Works Preservation Pr

Preprior, Current EAS, and Actuals Current as of

3/22/2019 (Closed Month: 02/2019 | Fiscal Month: 20)

Account - EA Type Amounts

⊟ 2 Account - EA Types

Clear Sort | Reset Default Sort

Code - EA Type ▲1	Title - EA Type Title	EA	Has Proviso	Preprior	Current
042-1	Char/Ed/Penal/Reform/Institutions - State			2,40	
057-1	State Building Construction Account - State			11,75	
		U78			

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

6. Input: Reappropriation Request.

➔ Identify the amount that reauthorizes the unexpended portion of previously appropriated funds.

Reappropriation Request

| 0 |

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.

Lapse

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.

Comment

9. Select: Recalculate.

➔ CBS will apply the changes.

➔ CBS will revert back to the original state of the project before you made any changes.

Recalculate

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

Return

Apply

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