This job aid includes information for Agency Budget Operations users.

**Round Version**
You will need to round a version prior to submitting it to OFM.

1. **Select:** Versions tab.
2. **Select:** Biennium, Budget Types, and Load Data.
3. **Select:** Checkbox next to the Version to round.
   ➔ You can select one or more.
4. **Select:** Round button.
   ➔ A message box will appear verifying your intention to round the entire version.
5. **Select:** OK.
   ➔ **Caution!** This action cannot be undone.

**Release to OFM**
Use this feature to release project(s) to OFM for review.

1. **Select:** Projects tab.
   ➔ Tab is located at top of screen.
2. **Select:** Biennium, Budget Type, Version, and Working Versions.
3. **Select:** Load.
4. **Select:** Checkbox next to the project to copy.
   ➔ You can select one or more or select Select All to release.
5. Select: Release.

- A dialog is displayed to select the type of data to submit.

6. Select: Data Types.

- You can select to copy FTEs, Project(s), or Both.

7. Select: Copy Type.

- Choose to not replace duplicates, replace duplicate, or create new projects for duplicates.

8. Select: Ok.

- Selection will run a prerelease edit check for selected project(s) prior to submittal.

If there are errors:

- A CBS Edit Report will display.
- Projects with critical errors need to be corrected prior to OFM submittal.
- Projects with warning messages can be released.

If there are no errors:

- A message is displayed in a new browser window that data was submitted/released successfully.
- Email notification is sent to the OFM analyst that there are projects pending their review.


10. View: Submitted To.

- On the project list, the Submitted To field for the selected project(s) is changed to Budget Group.
- If there is a need to re-release the project to OFM, the
11. **View:** Status.

- On the project list, the Status field for the selected project(s) is changed to Accepted.

**Status**

| Accepted |

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Additional Information – Help Desk

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

HereToHelp@ofm.wa.gov 360.407.9100