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, Agency Budget Edit, Agency Division, and Facility users.

The Ten-Year View is designed to be a single source for all actions related to project and subproject funding including:

Ten-Year View
Update Funding
Update Project Amounts
Add Project
Manage Project Details
Manage Project Funding
Zero Out Amounts
Round Amounts
Ten-Year View Report

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

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

2. **Select**: Biennium.
   - You can select the biennium for the data to load.

3. **Select**: Budget Types.
   - You can select all or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.

4. **Select**: Version.
   - Populates based upon the Biennium and Budget Types selected.
   - Only versions where you are the owner and all OFM Official Versions will display in the dropdown.
5. **Select:** Include with Selected Version.
   ➔ Field is only available if you selected First and Second Year Supplemental budget types.
   ➔ Select **Enacted for projects in selected version** to show only enacted projects in the current working version.
   ➔ Select **Enacted for projects in selected biennium** to show enacted projects in the current working version as well as any projects that are enacted for the current biennium.

6. **Select:** Load Data.
   ➔ CBS will display projects and subprojects dollar details for selected biennium, budget type, and version.
   ➔ The Ten-Year View has features to help users customize their views.

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

8. **View:** Project Amounts.
   ➔ The gray row is the project total including the Enacted.
   ➔ The blue row(s) are the Enacted amounts from all OFM flagged Enacted versions
   ➔ The yellow row(s) are the current request or incremental change.

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

**Update Funding**

Use this feature to update funding amounts for a project or multiple projects.
1. **Select:** Ten-Year View tab.
2. **Select:** Biennium, Budget Types, and Version.
3. **Select:** Load Data.
4. **Select:** Checkbox next to a project.
   - You can select one or more.
5. **Select:** View/Update.
   - Manage Project Amounts is displayed.

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

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

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

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

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

11. **Select:** Apply.

**Update Project Amounts**

Use this feature to shift amounts across biennium. CBS will automatically apply inflation to the amounts shifted.

1. **Select:** Ten-Year View tab.
2. **Select:** Biennium, Budget Types, and Version.
3. **Select:** Load Data.
4. **Select:** Checkbox next to a project.
You can select one or more.

5. **Select**: Slide Left or Slide Right.

Moves all amounts (except Prior, Current and Reappropriation) to the left or right.

### Add Project

Use this feature to create a new project in the currently selected Biennium, Budget Type, and Version.

1. **Select**: Ten-Year View tab.
2. **Select**: Biennium, Budget Types, and Version.
3. **Select**: Load Data.
4. **Select**: Add Project.
5. **Select**: This will navigate you away from the Ten-Year View and onto the first tab for a new project.

### Manage Project Details

Use this feature to select a single project then navigate to the project details for that project.

1. **Select**: Ten-Year View tab.
2. **Select**: Biennium, Budget Types, and Version.
3. **Select**: Load Data.
4. **Select**: Checkbox next to a project.
5. **Select**: Manage Project Details.
6. **Select**: This will navigate you away from the Ten-Year View and onto the first tab for the project selected.

### Manage Project Funding

Use this feature to select a single project then navigate to the project funding tab for that project.

1. **Select**: Ten-Year View tab.
2. **Select**: Biennium, Budget Types, and Version.
3. **Select**: Load Data.
4. **Select**: Checkbox next to a project.
5. **Select**: Manage Project Funding.
6. **Select**: This will navigate you away from the Ten-Year View and onto the Funding tab for the project selected.
Zero Out Amounts
Use this feature to clear out New Appropriation Request, Years 3-4, Years 5-6, Years 7-8 and Years 9-10 amounts for one or more projects.

1. Select: Ten-Year View tab.
2. Select: Biennium, Budget Types, and Version.
4. Select: Checkbox next to a project.
   ➔ You can select one or more.
   ➔ The New Appropriation Request, Years 3-4, Years 5-6, Years 7-8 and Years 9-10 amounts are changed to zero for the selected project(s).

Round Amounts
OFM requires all versions to be rounded prior to submittal. The round button is not available to Facility users.

1. Select: Ten-Year View tab.
2. Select: Biennium, Budget Types, and Version.
4. Select: Round.
   ➔ A dialog is displayed to continue or cancel rounding.
5. Select: OK.
   ➔ Caution! Rounding cannot be undone if OK is selected.

➢ If you would prefer to round as changes are made rather than use the Round button, you can select the checkbox next to Round Amounts when Applying Changes on the Ten-Year View main page.

Ten-Year View Report
Use this feature to create a CBS001 Ten-Year View Report.
1. Select: Ten-Year View tab.
2. Select: Biennium, Budget Types, and Version.
   ➔ This will navigate you away from the Ten-Year View and onto the report selection page.

5. Select: Biennium.
   ➔ You can select the biennium for the data to report.

6. Select: Budget Types.
   ➔ You can select all or select the checkbox next to Regular, First Year Supplemental, and/or Second Year Supplemental.

7. Select: Version.
   ➔ Populates based upon the Biennium and Budget Types selected.
   ➔ Only versions where you are the owner and all OFM Official Versions will display in the dropdown.

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

9. Select: Sort Order.
   ➔ Select to sort the data by Project Class, Project Priority, or Project Number.

10. Select: Include Page Numbers.
    ➔ Select Yes or No.

    ➔ Select to generate the report as a PDF, Excel, or Word document.

12. Report Format
    ➔ PDF
   ➔ If Report Format is PDF, the report displays in a new browser window to view, print, export, or save.
   ➔ If Report Format is Excel or Word, you will be prompted to open or save the report.

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