

Capital Budgeting System (CBS)

CBS TUTORIAL MANUAL FOR BUILDING THE CAPITAL BUDGET

June 2014



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About The CBS Tutorial

This tutorial was developed to take budget staff through the sequential steps of building an initial capital budget request using the Capital Budgeting System (CBS). The sample capital budget projects created in this tutorial are developed using the most basic features of CBS. The tutorial will outline differences in access and system usage based on security level where it applies.



Keep in mind that the biennium date you use impacts the results produced.

The tutorial can be used in a formal training session, for individual practice, or for developing the agency capital budget request. Some tutorial conventions:

- § Actual values to be entered when using for training or for practice are **highlighted**.
- § Functions to use will be in **Bold**.
- § If using on your own, please use your judgment to determine values to be used for practice or actual budget request development.
- § Each task is preceded by a brief explanation of the task, its importance in your budget development, and general business rules.
- § Specific business rules and recommendations for entering your capital projects are denoted with a & under the task.
- § Additionally, Appendix A contains a central listing of all the system release notes.

Every effort is made to ensure that the CBS tutorial and OFM Capital Budget Instructions agree in every way. In cases where a discrepancy exists, the OFM Capital Instructions take precedence. The *OFM Capital Budget Instructions* can be found at <http://www.ofm.wa.gov/budget/instructions/default.asp>

By accessing the HELP links available in all BASS applications you can get to the Tutorials and BASS Library. You can also access them directly through the following links:

Within SGN: <http://bass.ofm.wa.gov/BASSPR/library/default.htm>

Outside the SGN: <https://fortress.wa.gov/ofm/bass/BASSPR/library/default.htm>

If discrepancies are found or you need assistance please contact the DES Solutions Center at (360) 407-9100, Option 2 or email, solutionscenter@des.wa.gov.

How to Disable Pop-Up Blockers

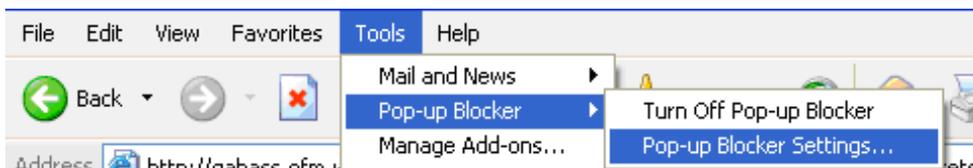
& Note: In order for the application to work, you must disable your pop up blocker for this site. The easiest way to do this if your security is set to block pop ups, is to take the following actions when the message below appears as you try to work in the application:

Click on  Pop-up blocked. To see this pop-up or additional options click here... and the following choices will appear:

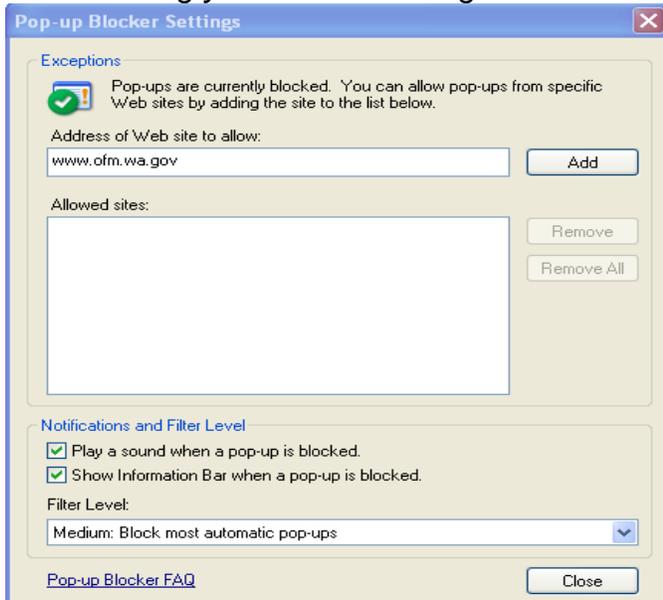


Choose “Always Allow Pop-ups from this Site...” This will put the site in your security settings automatically.

Or, while in Internet Explorer, select Tools, Pop-up Blocker, Pop-up Blocker Settings as seen below:



This will bring you to the following:



Type in under the “Address of Web Site to allow:” *bass.ofm.wa.gov* or *fortress.wa.gov* and click Add.

CBS User Roles and Security Access

System features and data views depend on the CBS security access you have been granted by your agency. This tutorial includes all roles and their system functionality. They are:

- Agency Budget Operations User
- Agency Budget Edit Access User
- Agency Division User
- Agency Facility User

Any differences between the four users will be noted in the tutorial where applicable.

Agency Budget Edit Access and Agency Budget Operations users make up the agency Budget Group. Versions assigned to the Budget Group that contain projects and associated cost estimates can be managed by any member of the group. Any member of the Budget Group can accept/reject projects submitted to the group for review by the Agency Division User or Facility User. The CBS system does not contain any 'in use' flags for a project. The last modifications made to a project will be saved if more than one user is modifying a project at the same time.

Based on your user role you will see the following information.

1. All Users see the following tabs after logging into CBS:

Projects tab

The Project List screen provides budget personnel a means to view a list of projects and subprojects that they are considering to include in a budget. This list and its fields will be read-only and provide the ability to link to the project detail data for established projects. From the Project List screen users have the ability to enter project detail information for projects to be considered in the next budget.

10 Year View tab

This screen will provide tools to identify costs for a project and the ability to look at the funding as a whole. Users can view and update funding, round project amounts, slide dollars out or in, and view agency totals.

Cost Estimates tab

The Cost Estimate List screen provides budget personnel a means to estimate a project's cost. This will include the ability to estimate for buildings, non-building and infrastructure projects.

Reports tab

This screen will provide the ability to run the CBS001, CBS002, CBS003, and CBS004 reports from within the application with your desired criteria. This is in addition to being able to run the relative reports from their current place within specific tabs in the system.

Settings tab

This screen will provide the ability to set the method for running a report either in .pdf (default), .xls, or .doc. These settings will be tied to your user id and will remain the same once set until you change them.

- 2. The Division User and Budget Group (Agency Budget Edit Access and Agency Budget Operations users) see the following additional tab after logging into CBS:**

Versions tab

This screen will provide the ability to: create, round, copy, refresh the Date As Of for the most current reappropriation data including actuals, lock/unlock, and delete versions. All projects and their associated cost estimates are contained within a version for a biennium, and budget type (Regular, Supplemental 1, and Supplemental 2.) (& Note: **Agency Division User cannot create** versions but will have the Versions Tab on their screen and can make updates or changes to existing versions.)

- 3. The Budget Group (Agency Budget Edit Access and Agency Budget Operations users) see the following additional tabs after logging into CBS:**

Reappropriations tab

The Reappropriation tab provides the ability to select projects and their funding from a previous enacted budget session to be carried forward. Available projects will display in a list similar to the Project List and will be populated by user selected biennium, budget type, and version.

Capital FTE tab

The Capital FTE tab provides the ability to enter FTE amounts and dollars for a capital version. This screen will also display the previous biennium's capital FTE enacted amounts by job classification title and dollar amounts by account.

- 4. The Agency Budget Operations Users see the following additional tab after logging into CBS:**

Facility Users tab

This screen will provide the ability to assign all of a facility user's projects to another facility user. It will also provide a means to copy all of a facility user's projects to a version that you have access to.

Getting Started – Logging on to CBS and System Navigation

1. Open Internet Explorer and enter one of the following addresses into to the browser:
 Within SGN: http://bass.ofm.wa.gov/BASSLogon_pr/
 Outside SGN: https://fortress.wa.gov/ofm/bass/BASSLogon_pr/
2. Use your **login** ID and password to log in to the Budget Portfolio Systems (BASS). *If you do not have a login ID and password, a security form can be found on the front page of the login screen of the BASS site.*
3. **Select** the Tool icon for **CBS** (Capital Budgeting System).



4. The Projects tab is the default screen upon selecting the CBS icon.

Capital Budgeting System Log Out

Project List 69900cslabo01 : 699

Biennum 2011-13 Budget Type [All] Version T2-Olds Test

Working Versions Projects for Review Prioritize Projects

Select All	Number	Title	Class	Priority	Subprojects	Submitted To	Status	Project Locked	Last Update
<input type="checkbox"/>	20042850	Centralia Community College: Science Building	Program	92			Draft	No	
<input type="checkbox"/>	20061205	Green River Community College: Humanities and Classroom Building	Preservation	13			Draft	No	
<input type="checkbox"/>	20081223	Bellingham Technical College: Instructional Resource Center	Preservation	21			Draft	No	
<input type="checkbox"/>	30000010	Roof Repairs "A"	Preservation	2	Show/Hide Subprojects		Draft	No	
<input type="checkbox"/>	30000036	Site Repairs "A"	Preservation	4	Show/Hide Subprojects		Draft	No	

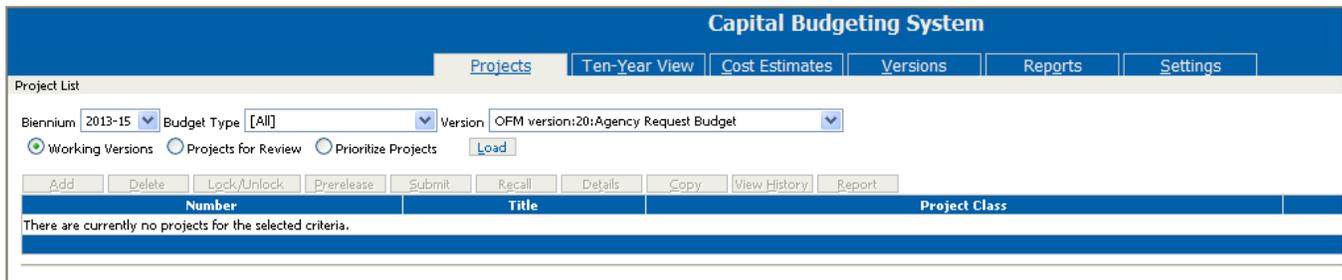
LESSON 1 – Versions Tab

(BUDGET OPERATIONS USER, AGENCY EDIT USER, & AGENCY DIVISION USER)

SPECIAL NOTE ABOUT THE VERSIONS

Agency Budget Operations users must create a version for agency division users.

Agency Division users



Division users do not have access to create versions. ***If a version is not available upon entering CBS, please contact your agency budget office to request a version for the biennium.*** An agency version is any version where the title is not preceded by the word “OFM.” Division users can have multiple versions where they are assigned as the owner. Division users do not have access to lock versions, only Budget Operations can lock/unlock a version. Division users can select to view read-only OFM versions of the enacted budget.

Division users’ versions are maintained by a Budget Type: Regular, Supplemental 1, and Supplemental 2.

Agency Facility users



Facility users do not have Versions; the version selection option is not available for this security level throughout the system. Facility users do not have an option to select Budget Type. Facility user projects and cost estimates are maintained by biennia. The tutorial will note this exception when relevant.

Version Tabs

CBS was designed to allow multiple budget scenarios. To accomplish this we've established buckets to put projects into called **Versions**. Each **Version** may contain unique data, and is treated separate from others, meaning the same project number might exist in two different **Versions** and have different detail or funding data in it, reflecting a different project total depending on which version is being viewed.

The **Versions** tab is designed to be a single source for all actions related to versions including:

- Add New Versions
- View/Update existing Versions
- Round an entire Version
- Copy an entire Version
- Refresh the Date as Of for an entire Version
- Lock/Unlock an entire Version (& *Note: This is only done by Budget Operations Users.*)
- Delete an entire Version



Lesson 1, Task 1 – Adding a New Version

An Agency Budget Operations user must establish a version for a biennium for the Budget Group. An Agency Budget Group will exist for your agency, anyone with a security access level of Agency Budget Edit Access and Agency Budget Operations are members of this group.

1. **Select the Versions tab.**
2. **Select the Biennium** from the dropdown list for the version that's desired.
3. **Select the Budget Type.**
4. **Select the Load Data** button.

Show Search | Default Search Applied

Versions

Locked	Code	Title	Budget Type	Source	Owner	Prior, Current, EAS, and Actuals Current as of	Operating Version	Budget Source	Has Projects	Truncated Comment
<input type="checkbox"/>	20	Agency Request Budget	Regular	OFM	OFM	9/22/2010 2:59:06 PM			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	4L	2011-13 Final Legislative Budget	Regular	OFM	OFM	5/25/2011 1:43:46 PM			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	31	John's Supp 1 test	First Year Supplemental	Agency	Budget Group	6/15/2011 12:51:12 PM		Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	3R	John Reg Test	Regular	Agency	Budget Group	6/14/2011 12:30:33 PM		Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	T1	SBTC Request	Regular	Agency	Budget Group	6/13/2011 1:20:32 PM		Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	T2	Ofm Test	Regular	Agency	Budget Group	9/10/2010 11:15:31 AM		Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	T4	OFM Test Version 2011-13 Regular	Regular	Agency	Budget Group	6/16/2011 2:23:02 PM		Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	T6	OFM Test	Regular	Agency	Sara_ADM01 Corbin_699	6/16/2011 1:43:13 PM		Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	X9	Winsum shaun test	Regular	OFM	OFM				<input checked="" type="checkbox"/>	

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

5. Select the **Add** button.
6. Select a **Budget Type**: Regular, Supplemental 1, Supplemental 2.
7. Enter a Version **Code** (& Note: This is a 2 digit alpha numeric code, must be unique to the selected biennium.)
8. Enter a Version **Title**.
9. **Source** will default to **Agency** – **DO NOT CHANGE**
10. **Budget Source** will default to **Agency** (& Note: Agency users should not use "Enacted").
11. Select an **Operating Version**: This drives the decision package selection field for the project class of 'Program' listed on the Additional Info tab.
12. Select an **Owner**: dropdown selection box to assign an owner of the version.
13. Comments box: Comments about the version can be entered.
14. Select the **Save** button to create your **Version**.

Capital Budgeting System

[Projects](#) | [Ten-Year View](#) | [Reappropriations](#) | [Cost Estimates](#) | [Capital FTEs](#) | [Versions](#) | [Facility Users](#) | [Reports](#) | [Settings](#)

Versions > Manage Version

Apply Save Reset Cancel

Version: [New]

Biennium
2015-17

Budget Type
Regular

Code
T4

Title
OFM Test Version 2015-17 Regular

Source
Agency

Budget Source
Agency

Operating Version
[Select an Operating Version]

Owner
[Budget Group]

Comment

Lesson 1, Task 2 – Modify an Existing Version

Agency Budget Operations can modify an existing version to update the **Title**, **Operating Version**, **Owner**, or **Comments**.

Locked	Code	Title	Budget Type	Source	Owner	Priorities	Current	EAS	Actuals	Operating Version	Budget Source	Has Projects	Truncated Comment
<input type="checkbox"/>	20	Agency Request Budget	Regular	OFM	OFM		9/22/2010 2:59:06 PM					<input checked="" type="checkbox"/>	
<input type="checkbox"/>	4L	2011-13 Final Legislative Budget	Regular	OFM	OFM		5/25/2011 1:43:46 PM					<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	J1	Test	First Year Supplemental	Agency	Budget Group		7/19/2011 10:22:02 AM				Agency	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	JU	June M and O 2011 kk test no touch	Regular	OFM	OFM								
<input type="checkbox"/>	3W	CBS Test Version	First Year Supplemental	OFM	OFM		7/14/2011 9:18:15 AM						
<input type="checkbox"/>	NE	M and O 2011 kk No touch	Regular	OFM	OFM								
<input type="checkbox"/>	T1	SBCTC Request	Regular	Agency	Budget Group		7/14/2011 9:12:29 AM				Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	T2	Ofm Test	Regular	Agency	Budget Group		9/10/2010 11:15:31 AM				Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	X9	Winsum shaun test	Regular	OFM	OFM								

1. **Select the Versions tab.**
2. **Select the Biennium** from the dropdown list for the version that's desired
3. **Select the Budget Type**
4. **Select the Load Data** button
5. **Select the Checkbox** next to the **Version(s)** that needs to be updated. (& Note: You will only be able to update Agency versions you have access to, OFM or locked versions won't have any fields available for update.)
6. **Select the View/Update** button to navigate to the **Version's** details.
7. **Update Version Title, Operating Version, Owner, or Comment.** (& Note: If multiple Versions were selected you may navigate to the next version using the navigation arrows above the "Biennium" display.)

Capital Budgeting System

Projects | Ten-Year View | Reappropriations | Cost Estimates | Capital FTEs | Versions | Facility Users | Reports | Settings

Versions > Manage Version

Apply Save Reset Delete Cancel

Version: 11 - test

<<< < 1 of 3 > >>>

Biennium
[2015-17]

Budget Type
[Regular]

Code
[11]

Title
[test]

Source
[Agency]

Budget Source
[Agency]

Operating Version
[Select an Operating Version]

Owner
[Budget Group]

Comment
[test]

8. Select the **Save** button to **Update** your **Version** and return to the **Versions List**.

Other Options Available:

Apply: Will save all changes and stay on the current page.

Reset: Will revert all changes back to what was originally made on the page and display what's currently saved in the database. This will only work if **Save** or **Apply** has NOT been selected yet.

Delete: Will delete the version currently being viewed.

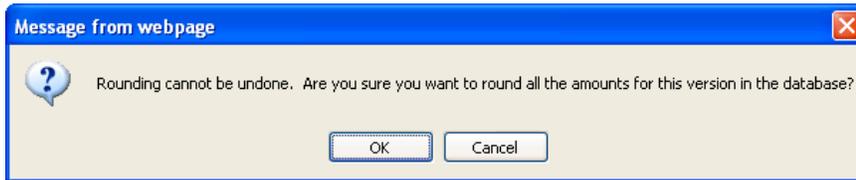
Cancel: Will cancel all changes and take user back to the **Versions List**.

Lesson 1, Task 3 – Rounding an entire Version

OFM requires all Versions to be rounded prior to submittal. You may do this on either the **10 Year View**, or here on the **Versions Tab**.

1. **Select the Versions tab.**
2. **Select the Biennium** from the dropdown list for the version that's desired.
3. **Select the Budget Type.**
4. **Select the Load Data** button.

5. **Select the Checkbox** next to the **Version(s)** that needs to be updated. (& *Note: You will only be able to update Agency versions you have access to, OFM or locked versions won't have any fields available for update.*)
6. **Select the Round** button to round all numbers in a version.
7. A message box will appear verifying your intention to round the entire version – this action cannot be undone.



8. **Select OK.** (& *Note: Selecting OK will round the entire version and automatically save. Selecting Cancel will cancel and return you to the Versions Tab.*)

Lesson 1, Task 4 – Copying an entire Version

This functionality gives you the ability to copy one entire version into another. This may be used to create a new Budget Submittal scenario (copying from one of your versions to another), or creating a base budget from the Enacted Version (copying the Enacted OFM Version to one of your versions). If copying across a biennium, such as from the 2013-15 biennium to the 2015-17biennium, the system will automatically keep your numbers in the same timeframe.

Locked	Code	Title	Budget Type	Source	Object	Priorities	Current EAS	Actuals	Operating Version	Budget Source	Has Projects	Truncated Comment
<input type="checkbox"/>	20	Agency Request Budget	Regular	OFM	OFM	9/22/2010 2:59:06 PM					<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	4L	2011-13 Final Legislative Budget	Regular	OFM	OFM	5/25/2011 1:43:46 PM					<input checked="" type="checkbox"/>	
<input type="checkbox"/>	JJ	June M and O 2011 k: test no touch	Regular	OFM	OFM							
<input type="checkbox"/>	NE	M and O 2011 k: No touch	Regular	OFM	OFM							
<input type="checkbox"/>	T1	SBCTC Request	Regular	Agency	Budget Group	7/14/2011 9:12:29 AM				Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	T2	Ofm Test	Regular	Agency	Budget Group	9/10/2010 11:15:31 AM				Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	X9	Wrsnum shaun test	Regular	OFM	OFM							

1. **Select the Versions tab.**
2. **Select the Biennium** from the dropdown list for the version that's desired.
3. **Select the Budget Type.**
4. **Select the Load Data** button.
5. **Select the Checkbox** next to the **Version** to be copied.
6. **Select the Copy** button.

7. **Choose the Data Type** to copy (All, Projects, or FTE's).
8. **Select the Copy Type** (Do Not Replace Duplicates, Replace Duplicates, Create New Projects for Duplicates, or Delete Destination and Replace).
9. **Select the Destination Biennium.**
10. **Select the Destination Budget Type.**
11. **Select the Destination Version.**
12. **Select the Copy** button to copy (all data will be copied and you'll be taken back to the Versions list).

Other Options Available:

Reset: Will revert all changes back to what was originally made on the page and display what's currently saved in the database. This will only work if **Save** or **Apply** has NOT been selected yet.

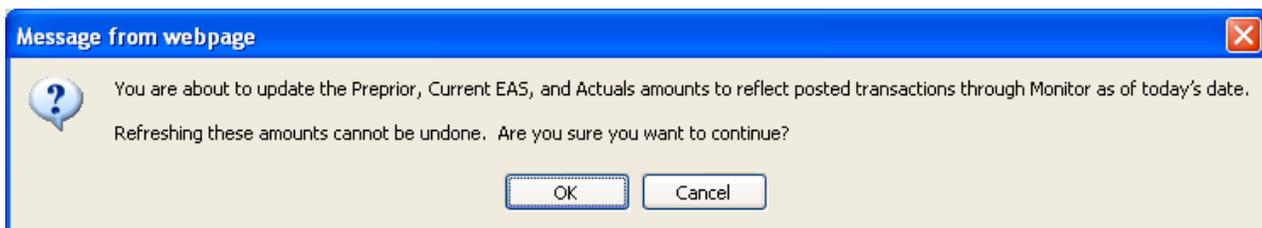
Cancel: Will cancel all changes and take user back to the **Versions List**.

Lesson 1, Task 5 – Refresh the Date as Of for an entire Version

Prior, Current Biennium, and Reappropriation Available amounts are calculated based on numbers in Monitor and the Expenditure Authority Schedule as of a point in time. We call this the Date As Of in CBS. The date is set unique to each version based on either the date the Version was created, or the last time a Refresh was run. When you refresh the data the system gets the most current data and sets the Refresh date to today's date with the data current as of the last AFRS Closed Month.

Locked	Code	Title	Budget Type	Source	Owner	Priorior	Current EAS, and Actuals Current as of	Operating Version	Budget Source	Has Projects	Truncated Comment
<input type="checkbox"/>	20	Agency Request Budget	Regular	OFM	OFM	9/22/2010 2:59:06 PM				<input checked="" type="checkbox"/>	
<input type="checkbox"/>	4L	2011-13 Final Legislative Budget	Regular	OFM	OFM	5/25/2011 1:43:46 PM				<input checked="" type="checkbox"/>	
<input type="checkbox"/>	JU	June M and O 2011 kk test no touch	Regular	OFM	OFM						
<input type="checkbox"/>	NE	M and O 2011 kk No touch	Regular	OFM	OFM						
<input type="checkbox"/>	T1	SBCTC Request	Regular	Agency	Budget Group	7/14/2011 9:12:29 AM			Agency	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	T2	Ofm Test	Regular	Agency	Budget Group	9/10/2010 11:15:31 AM			Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	X9	Winsum shaun test	Regular	OFM	OFM						

1. Select the **Versions** tab.
2. Select the **Biennium** from the dropdown list for the version that's desired.
3. Select the **Budget Type**.
4. Select the **Load Data** button.
5. Select the **Checkbox** next to the **Version to Refresh**.
6. Select the **Refresh** button.



7. Select the **Ok** button to continue – this will refresh the version. (Selecting the **Cancel** button will return to the version list and without changing anything).

Lesson 1, Task 6 – Lock/Unlock an entire Version

Agency Budget Operations users can lock/unlock Agency versions for the Budget Group. Agency Edit users are unable to modify any data inside a Budget Group locked version, however Agency Budget Operations users are able to since their security level allows modification of locked projects/versions.

Capital Budgeting System

Enterprise Reporting
Contact
Help
Log Out

Projects | Ten-Year View | Reallocations | Cost Estimates | Capital FTEs | **Versions** | Facility Users | Reports | Settings

Versions OFM User : 699 - Community/Technical College System

Show Search | Custom Search Applied

Versions

17 Versions Options Hide Options

Add View/Update Round Copy Refresh Lock/Unlock Delete Clear Sort Reset Default Sort

Locked	Code #1	Title	Budget Type	Source	Owner	Priorior, Current EAS, and Actuals Current as of	Operating Version	Budget Source	Has Projects	Truncated Comment
<input type="checkbox"/>	J1	Test	First Year Supplemental	Agency	Budget Group	7/19/2011 10:22:02 AM		Agency	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	J6	Test Refresh Version	Regular	Agency	Budget Group	7/21/2011 11:13:30 AM		Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	T1	SBCTC Request	Regular	Agency	Budget Group	7/14/2011 9:12:29 AM		Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	T2	Ofm Test	Regular	Agency	Budget Group	9/10/2010 11:15:21 AM		Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	ZA	11-13 Capital Compromise-Cash Only	Regular	OFM	OFM	5/25/2011 11:04:35 AM			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	ZB	11-13 Capital Compromise-Bonds Only	Regular	OFM	OFM	5/25/2011 11:05:31 AM			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	ZT	2011-13 Capital Cropped Gov Bill	Regular	OFM	OFM	9/22/2010 2:59:06 PM			<input checked="" type="checkbox"/>	

1 2 | (Page 2 of 2) | Rows Per Page 10

1. Select the **Versions** tab.
2. Select the **Biennium** from the dropdown list for the version that's desired.
3. Select the **Budget Type**.
4. Select the **Load Data** button.
5. Select the **Checkbox** next to the **Version** to **Lock/Unlock**.
6. Select the **Lock/Unlock** button.

Lesson 1, Task 7 – Delete a Version

Users who have security rights to update a version may choose to **Delete** it. The **Versions** tab provides a way to do this.

Capital Budgeting System

Enterprise Reporting
Contact
Help
Log Out

Projects | Ten-Year View | Reallocations | Cost Estimates | Capital FTEs | **Versions** | Facility Users | Reports | Settings

Versions OFM User : 699 - Community/Technical College System

Show Search | Custom Search Applied

Versions

17 Versions Options Hide Options

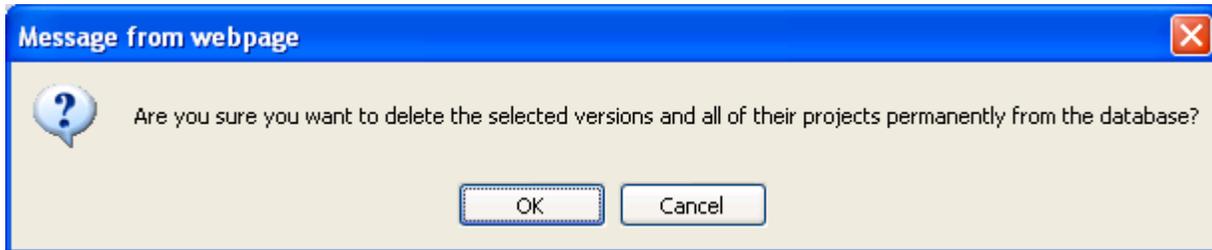
Add View/Update Round Copy Refresh Lock/Unlock **Delete** Clear Sort Reset Default Sort

Delete selected versions (8)

Locked	Code #1	Title	Budget Type	Source	Owner	Priorior, Current EAS, and Actuals Current as of	Operating Version	Budget Source	Has Projects	Truncated Comment
<input type="checkbox"/>	J1	Test	First Year Supplemental	Agency	Budget Group	7/19/2011 10:22:02 AM		Agency	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	J6	Test Refresh Version	Regular	Agency	Budget Group	7/21/2011 11:13:30 AM		Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	T1	SBCTC Request	Regular	Agency	Budget Group	7/14/2011 9:12:29 AM		Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	T2	Ofm Test	Regular	Agency	Budget Group	9/10/2010 11:15:21 AM		Agency	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	ZA	11-13 Capital Compromise-Cash Only	Regular	OFM	OFM	5/25/2011 11:04:35 AM			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	ZB	11-13 Capital Compromise-Bonds Only	Regular	OFM	OFM	5/25/2011 11:05:31 AM			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	ZT	2011-13 Capital Cropped Gov Bill	Regular	OFM	OFM	9/22/2010 2:59:06 PM			<input checked="" type="checkbox"/>	

1 2 | (Page 2 of 2) | Rows Per Page 10

1. **Select the Versions tab.**
2. **Select the Biennium** from the dropdown list for the version that's desired.
3. **Select the Budget Type.**
4. **Select the Load Data** button.
5. **Select the Checkbox** next to the **Version to Delete.**
6. **Select the Delete** button.



7. **Select the OK** button to proceed with the deletion, the selected Version is now deleted. (**Selecting the Cancel** button will cancel the delete and take you back to the Version List page.)

Lesson 1, Task 8 – Assign a Version to a new owner

Agency Budget Operations can assign a Division or Agency Budget Group as an owner of an established version.

1. **Select the Biennium** from the dropdown list for the version that's desired.
2. **Select the Budget Type.**
3. **Select the Load Data** button.
4. **Select the Checkbox** next to the **Version to Re-assign.**
5. **Select the View/Update** button to navigate to the details of the version.
6. **Select the Owner** dropdown menu, and **select** the name of the individual (only division users will be listed by name) or Budget Group title that will become the new version owner.
7. **Select the Save** button to save the new **Owner.**

Other Options Available:

Apply: Will save all changes and stay on the current page.

Reset: Will revert all changes back to what was originally made on the page and display what's currently saved in the database. This will only work if **Save** or **Apply** has NOT been selected yet.

Delete: Will delete the version currently being viewed.

Cancel: Will cancel all changes and take user back to the **Versions List.**

Lesson 2 – Projects tab

(BUDGET OPERATIONS USER, AGENCY EDIT USER, AGENCY DIVISION USER & FACILITY USER)

Budget Group users can view, add, and delete projects in versions where they are designated as the owner. Budget Group users can be the recipient of projects submitted to them for review by Facility users and Division users. Projects submitted for review are accessed using the Projects for Review selection criteria. Agency Budget Operations can submit project(s) for review to OFM. Agency Budget Edit Access users, Agency Division users, and Agency Facility users cannot delete project(s) from a locked version, delete locked project(s), and cannot lock project(s) or version(s).

(& Note: Lesson 9 & 12 will discuss the submit, accept and reject processes)

The Project List Screen

Select All	Number	Title	Class	Priority	Subversion	Submitted By	Status	Locked	Last Update
<input type="checkbox"/>	2000000	Supports University of California, Irvine, Public	Program		Final/Official Subversion		Draft	No	System Default
<input type="checkbox"/>	2000004	Supports University of California, Irvine, Public	Program		Final/Official Subversion		Draft	No	System Default
<input type="checkbox"/>	2000007	Supports University of California, Irvine, Public	Program		Final/Official Subversion		Draft	No	System Default
<input type="checkbox"/>	2000000	Supports University of California, Irvine, Public	Program		Final/Official Subversion		Draft	No	System Default
<input type="checkbox"/>	2000004	Supports University of California, Irvine, Public	Program		Final/Official Subversion		Draft	No	System Default

The Project List screen displays the following selections and read-only fields:

1. **Biennium** – selection that determines the Budget Period for viewing and adding projects.
2. **Budget Type** – selection used to display projects for All (budget types), Regular, Supplemental 1, and Supplemental 2.
3. **Version** – selection used to view and add projects. Only versions where you are designated as the owner and all OFM Official Versions will display in the dropdown.
4. **Working Versions** - selection displays all versions, in the version dropdown field, where the Budget Group has access to view data.
5. **Projects for Review** – selection displays all projects sent to the Budget Group for review.
6. **Prioritize Projects** – selection displays all projects and their assigned priority.
7. **Load** button – action button. After selecting the Load button, your screen will display projects that fit your selection criteria.

Project tabs:

8. **Add** – Used to add a new project. Selecting the Add tab takes you to the project detail page.
9. **Delete** – Used to delete selected project(s).
10. **Lock/Unlock** – Used by Budget Operations to Lock/Unlock selected project(s).
11. **Prerelease** - Used to run an edit check for selected project(s) prior to submittal.
12. **Release** – Used by **Budget Operations** to submit project(s) for review to OFM. Selection will run a prerelease edit check for selected project(s) prior to submittal.
13. **Recall** – Used to recall project(s), feature not available to the Budget Group. (& Note: Budget Operations cannot recall project(s) previously submitted to OFM. Project(s) must be resubmitted if needed.)
14. **Details** – Selecting the Details button after selection of a project check box will navigate you to the Project Details, Detail tab.
15. **Copy** – Used to create a copy of the project(s) selected.
16. **View History** – provides a way to view the history of the project
17. **Report** – provides the ability to print the CBS002 report for selected projects.
18. **Select All** header and **Checkboxes** below header – The underlined ‘Select All’ title will mark all displayed projects with a checkmark. After the ‘Select All’ title is chosen, the ‘Deselect All’ title is displayed. Checkboxes to the left of the project number allow for individual project selection.
19. **Number** - (Project Number) Read-only system generated number for new projects and for projects copied within the same version. Existing projects copied between versions and reappropriations retain established project number.
20. **Title** - (Project Title) Selecting a Project Title navigates you to the Project Details, Detail tab to view or update data. Project title updates for draft projects where the title is not locked are made on the project Detail tab.
21. **Class** – Displays the projects class: Grant, Grant-Pass Through, Preservation, and Program. Selection determines additional information tab fields and questions.
22. **Priority** – Displays the projects priority.
23. **Subprojects** –Select Show/Hide functionality to view all subproject(s) by project number and project title attached. Column displays Show/Hide Subprojects title when subprojects are attached to the project. Click on the Subproject Title to be taken to the Project Details, Detail Tab for the subproject to view or update data.
24. **Submitted To** – Displays the name of the individual to which you submit project(s) for review.
25. **Status** – Draft, Pending, Accepted, and Rejected will be displayed for a project. If a project has a status of Rejected, clicking the link for the word Rejected to display any comments entered by the analyst who reviewed and rejected the project.

(& Note: once a user selects to view the rejected comments, the projects will move to draft status. Presently, the only way to view the comments again is to retain the system generated Rejection notification e-mail.)

- 26. **Project Locked** – Displays “No” if the project is not locked and “Yes” if the project is locked.
- 27. **Rejected by** – Displays the name of the individual who rejects the project that is sent back to the Facility User or Division User.
- 28. **Last Update** – Date of last saved change to the project. If you hover your mouse over the text, system displays the last saved changes, date and time.

Lesson 2, Task 1 – Add a new project

The Blue bar will display: Agency, Budget Period (biennium), version, Project Number, and Project Title. By default the biennium and version identified on the project list screen are assigned to a new project. The system assigns a project number and displays the title entered after the first save for new projects.

Below the blue bar the Project Details information tabs will run left to right: Detail, Additional Info, Funding, Operating Impacts, Cost Estimates, Attachments, and View Report.

The following fields are required to establish a project: biennium, version, project title, project class, project description, and starting fiscal year. All required fields are indicated with a red (*) asterisk. Data must be entered for all required fields to save a project and to navigate to another area of the system.

Agency: 101 Budget Period: 202-07 Version: 11 Project #: 1010000 Project Title: Centralia Community College Science Building

Details | Additional Info | Subprojects | Funding | Operating Impacts | Cost Estimates | Attachments | View Report

Save Save & Continue

*** Indicate Required Information**

Project Information

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

Project Title * Centralia Community College Science Building

Project Phase Title

Project Class * Grant

Starting fiscal year * 2024

Agency Summary *

Summary to be entered by agency budget staff

Spell Check

Project Description *

Answer these questions...

- What is the proposed project?
- What opportunity or problem is driving this request?
- How does the project support the agency and statewide results?
- What are the specific benefits of this project?
- How will clients be affected and services change if this project is funded?
- How will other state programs or units of government be affected if this project is funded?
- What is the impact on the state operating budget?
- Why is this the best option or alternative?
- What is the agency's proposed funding strategy for the project?

Rich text editor toolbar

What is the proposed project?
What opportunity or problem is driving this request?
How does the project support the agency and statewide results?
What are the specific benefits of this project?
How will clients be affected and services change if this project is funded?
How will other state programs or units of government be affected if this project is funded?
What is the impact on the state operating budget?
Why is this the best option or alternative?
What is the agency's proposed funding strategy for the project?

Words: 0 Characters: 136

Comments

Request for grant to include in new building

Spell Check

Contact Name

Contact Phone Number

Contact Email

Agency Activity

AGS: Accounting Services for Other Agencies

Select an agency activity

[Add another activity](#)

User Defined

Historical Significance No Yes

Dependent on legislation passing (2 for needed bill number)

Priority

Spell Check

Save Save & Continue

Hands On:

1. **Select the Projects tab.**
2. **Select the Biennium, Budget Type, and Version.** Verify **Working Versions** is selected.
3. **Select the Load button.**
4. **Select the Add button.**
5. The project 'Detail' tab is now displayed.

Lesson 2, Task 2 – Detail tab

Hands On:

1. Is this a subproject?

No (leave the default selection for this exercise.)

***Required field to save**

(& Note: If “yes” is selected, Select Parent Project button displays. **Select Parent Project is a *Required field if Yes “Is this a subproject?” is selected.** Once the Select Parent Project button is chosen, a screen will display a list of projects for the biennium and version of the subproject being created. After the parent project is selected, you return to the subproject detail screen, where the selected parent project number and title is displayed.)

2. Project Title

Enter the project title - Building for the Arts Grant

***Required field to save**

3. Project Phase Title

Can be blank, field not required to save project.

4. Project Class

Select - Grant

***Required field to save**

Selection determines additional information tab fields and questions.

5. Starting Fiscal Year

Select from the dropdown – 2014

***Required field to save**

6. Agency Summary

Type the following text – Summary to be entered by agency budget staff.

***Required field to save**

(& Note: this field was called Project Summary in the Old CBS system)

Spell check available. (For those accessing CBS from outside the state firewall, Fortress Access, the spell check button will be available)

7. Project Description

Type the following text – Description to be completed by agency budget staff.

***Required field to save**

The Project Description is used to answer the following questions:

- **What is the proposed project?**
- **What opportunity or problem is driving this request?**
- **How does the project support the agency and statewide results?**
- **What are the specific benefits of this project?**
- **How will clients be affected and services change if this project is funded?**
- **How will other state programs or units of government be affected if this project is funded?**
- **What is the impact on the state operating budget?**
- **Why is this the best option or alternative?**
- **What is the agency's proposed funding strategy for the project?**

(& Note: Project Description box tool bar contains the following icons: Spell Check, Copy, Paste, Undo, Redo, Bold, Italicize, and Underline.)



8. Comments

Type the following text – Proposal for grant to include ten new buildings.

Agency comments are not released or viewable to your OFM analyst. Spell check available.

9. Contact Name

Type the following– Enter your name.

Can be blank, field not required to save project.

10. Contact Phone Number

Type the following–Enter your phone number

Can be blank, field not required to save project.

If a phone number is entered without an area code, system will display error message on the save. "Area Code is incorrect." If an area code is entered, the prefix and suffix fields must have data. The extension field can be blank and is not required, even if a phone number has been entered.

11. Contact E-mail

Type the following – Enter your e-mail address.

Can be blank, field not required to save project. A valid e-mail address format is required; if an e-mail address is entered.

12. Branch Campus

Skip this step in class

(& Note: **Branch Campus field is only displayed if the higher education organization has branch campuses**, i.e. University of Washington would have Tacoma, Seattle, and Bothell.)

13. Agency Activity

Skip this step in class

Can be blank, field not required to save project.

14. Add another activity above

Skip this step in class

Displays a new blank row for selecting an additional Agency Activity.

15. **Clear** - Selection clear a selected activity from the project that has not been saved to the project.

- **Delete** - Selection deletes activity from project. Only displays if an activity has been saved for the project.

16. User Defined

Skip this step in class

Can be blank, field not required to save project.

17. Historical Significance

The tool tip for this field reads, "Please select yes if the building is on the historical register, you know that there are archaeological impacts, or per Executive Order 05-05, 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."

No (leave the default selection for this exercise.)

Select yes or no.

18. Dependent on legislation passing (Enter related bill number)

Skip this step in class

Can be blank, field not required to save project.

19. Provisos

Skip this step in class

Can be blank, field not required to save project. Spell check available. (For those accessing CBS from outside the state firewall, Fortress Access, the spell check button will be available)

20. Select the Save & Continue button

Save - Saves all new and/or modifications entered. Selection does not navigate you from the page. Data must be in “*” required fields to save. If you select to leave the page and new data has been entered and not saved, a warning will be displayed.

Save & Continue - Saves all new and/or modifications entered. Selection navigates you to the next page. Data must be in “*” required fields to save. If you select to leave the page and new data has been entered and not saved, a warning will be displayed.

Lesson 2, Task 3 – Additional Information tab

The project’s class specified on the Project Details, Detail tab (Grant, Grant-Pass Through, Preservation, Program) determines fields and questions displayed on the Project Details, Additional Info tab.

Below each of the screens will be discussed, with a hands on exercise to follow

If the Project is Classified as Preservation:

The screenshot displays the 'Capital Budgeting System' interface. At the top, there is a navigation bar with tabs for 'Projects', 'Ten-Year View', 'Reappropriations', 'Cost Estimates', 'Capital FTEs', 'Versions', 'Facility Users', 'Reports', and 'Settings'. Below this, a breadcrumb trail shows 'Project List > Project Details'. The main content area is titled 'Agency: 699 Budget Period: 2011-13 Versions: T2 Project #: 30000709 Project Title: Building for the Arts Grant'. The 'Additional Info' tab is selected, showing a form with the following fields: 'Project Type' (a dropdown menu with a 'Clear' button and a link to 'Add another project type above'), 'Location' (a sub-section containing 'Address 1', 'Address 2', 'Zip Code', 'County' (dropdown), 'City' (dropdown), 'Legislative district' (dropdown), and a link to 'Find Latitude/Longitude information (opens a new window)'), 'Latitude' (text input with a 'Degrees' label and a range of 'Valid between -45.523104 and 49.023079'), 'Longitude' (text input with a 'Degrees' label and a range of 'Valid between -116.791626 and -124.007591'), and 'Describe Growth Management Impacts' (a large text area). At the bottom of the form, there are 'Save' and 'Save & Continue' buttons.

1. Project Type

Available project types are displayed in the dropdown.

2. **Clear** - Selection clears a selected activity from the project that has not been saved to the project.

a. **Delete** - Selection deletes activity from project. Only displays if an activity has been saved for the project.

3. **Add another project type above**

After selected, displays a new blank row for Project Type entry.

4. **Location**

a. **Address 1**

Blank is valid, field not required to save project.

b. **Address 2**

Blank is valid, field not required to save project.

c. **Zip code**

Blank is valid, field not required to save project.

d. **County**

Blank is valid, field not required to save project.

e. **City**

Blank is valid, field not required to save project

f. **Legislative District**

Blank is valid, field not required to save project.

Reset counties, cities, and legislative districts - Selection clears any of the selected values from the project. If values have been previously saved to the project, the save must be selected after clearing the fields to permanently be deleted from the project. Selection returns city, county, and legislative district to “select a city, select a county, select a legislative district” respectively.

g. **Link to Latitude and Longitude**

The link will display a page for converting addresses to/from Latitude/Longitude.

h. **Latitude**

Blank is valid, field not required to save project. If latitude is entered, a longitude is required to save project.

i. **Longitude**

Blank is valid, field not required to save project. If a longitude is entered, latitude is required to save project.

j. **Clear** - Selection clears all Location entries from the project that have not been saved to the project.

- **Delete** - Selection deletes all Location entries from the project. Only displays if Location items have been saved for the project.

k. **Add another location above**

After select, a new set of blank rows for location are available for entry.

5. Describe Growth Management Impacts

Text field. Blank is valid, field not required to save project.

6. **Save** button, and **Save & Continue** button

If the Project is Classified as a Program:

Capital Budgeting System Logout

Project List > Project Details **Projects** Fan-Year View Reappropriations Cost Estimates Capital ETAs Versions Facility Issues Reports Settings e9900cslab01 : 699

Agency: 999 Budget Period: 2011-13 Version: T2 Project #: 30000709 Project Title: Building for the Arb Grant

Detail Additional Info Funding Operating Impacts Cost Estimates Attachments View Report

Project Type
[Select a project type]

Location

Address 1
Address 2
Zip Code
Country: [Select a country]
City: [Select a city]
Legislative District: [Select a legislative district]
Reset country, city, and legislative district

[Find Latitude/Longitude information \(opens a new window\)](#)

Latitude
Degrees Valid between -45.523104 and 49.023879

Longitude
Degrees Valid between -116.791626 and -124.807591

Describe Growth Management Impacts

Is this a new facility? No Yes

How does this fit into your master plan? Only required if this is a new facility.

Decision package [Select a decision package]

Assumptions in the Operating Budget. Only required if a decision package is selected.

1. **Project Type**

Available project types are displayed in the dropdown.

2. **Clear** - Selection clears a selected activity from the project that has not been saved to the project.

- **Delete** - Selection deletes activity from project. Only displays if an activity has been saved for the project.

3. **Add another project type above**

4. **Location**

a. **Address 1**

Blank is valid, field not required to save project.

b. **Address 2**

Blank is valid, field not required to save project.

c. **Zip code**

Blank is valid, field not required to save project.

d. **County**

Blank is valid, field not required to save project.

e. **City**

Blank is valid, field not required to save project.

f. **Legislative District**

Blank is valid, field not required to save project.

Reset counties, cities, and legislative districts - Selection clears any of the selected values from the project. If values have been previously saved to the project, the save must be selected after clearing the fields to permanently be deleted from the project. Selection returns city, county, and legislative district to “select a city, select a county, select a legislative district” respectively.

g. **Link to Latitude and Longitude**

The link will display a page for converting addresses to/from Latitude/Longitude.

h. **Latitude**

Blank is valid, field not required to save project. If latitude is entered, a longitude is required to save project.

i. **Longitude**

Blank is valid, field not required to save project. If a longitude is entered, latitude is required to save project.

- j. **Clear** - Selection clears all Location entries from the project that have not been saved to the project.
 - **Delete** - Selection deletes all Location entries from the project. Only displays if Location items have been saved for the project.
- k. **Add another location above**
After select, a new set of blank rows for location are available for entry.

5. **Describe Growth Management Impacts**

Text field. Blank is valid, field not required to save project.

6. **Is this a new facility?**

By Default No is selected.

7. **How does this fit in your master plan? Only required if this is a new facility.**

Blank is valid, field not required to save project. If Yes, then the question must be answered prior to the release to OFM.

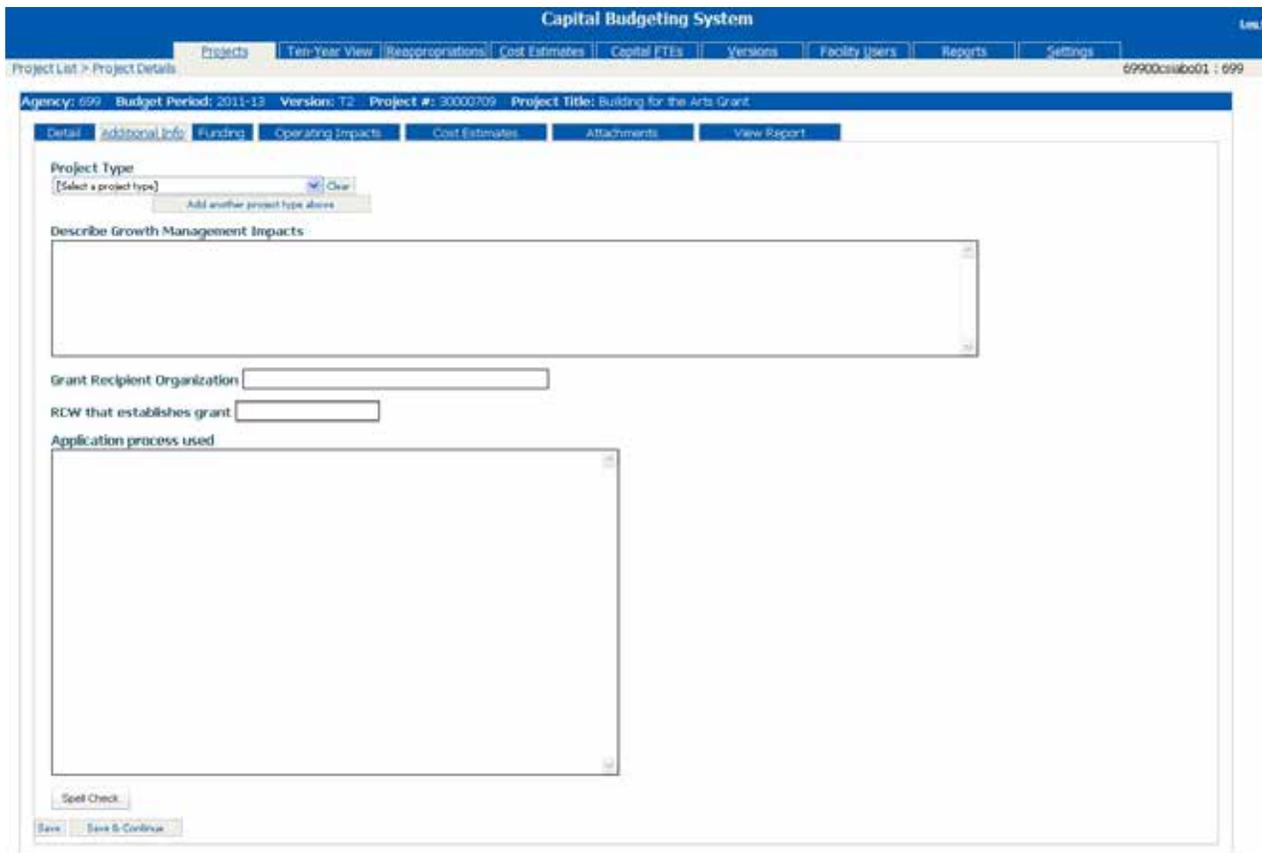
8. **Decision package**

If an operating version is identified in version management by a Budget Operations user, then the agency's decision packages for that version are displayed. If no operating version is identified in version management, screen displays "Decision packages not available."

9. **Assumptions in the operating budget**

10. **Save** button, and **Save & Continue** button

If the Project is Classified as a Grant Pass-Through:
 (& Note: Grant Pass-Through projects cannot have subprojects.)



1. **Project Type**
Available project types are displayed in the dropdown.
2. **Clear** - Selection clears a selected activity from the project that has not been saved to the project.
 - **Delete** - Selection deletes activity from project. Only displays if an activity has been saved for the project.
3. **Add another project type above**
Blank is valid, field not required to save project.
4. **Describe Growth Management Impacts**
Text field. Blank is valid, field not required to save project.
5. **Grant Recipient Organization**
Blank is valid, field not required to save project.

6. **RCW that establishes grant**

Blank is valid, field not required to save project.

7. **Application process used**

Blank is valid, field not required to save project.

8. **Spell check available.** (For those accessing CBS from outside the state firewall, Fortress Access, the spell check button will be available)

9. **Save** button, and **Save & Continue** button

If the Project is Classified as a Grant:

The screenshot displays the 'Capital Budgeting System' interface. At the top, there is a navigation bar with tabs for 'Expense', 'Ten-Year View', 'Reappropriations', 'Cost Estimates', 'Capital FTEs', 'Versions', 'Facility Users', 'Reports', and 'Settings'. Below this, the 'Project List > Project Details' window is open, showing the following information: Agency: 699, Budget Period: 2011-13, Version: 72, Project #: 3000709, and Project Title: Builders for the Arts Grant. The main form area has several sections: 1. 'Project Type' with a dropdown menu and a 'Clear' button, and a link 'Add another project type above'. 2. 'Location' section with input fields for Address 1, Address 2, Zip Code, Country (dropdown), City (dropdown), Legislative District (dropdown), Latitude (with a range of 45.529104 to 49.023079), and Longitude (with a range of -116.791626 to -124.807591). 3. A large text area for 'Describe Growth Management Impacts'. 4. 'Grant Recipient Organization' and 'RCW that establishes grant' input fields. 5. A large text area for 'Application process used'. At the bottom, there are 'Spell Check', 'Save', and 'Save & Continue' buttons.

- 1. Project Type**
Select from the dropdown - Grants
Blank is valid, field not required to save project.
- 2. Add another project type above**
Blank is valid, field not required to save project.
- 3. Location**
Blank is valid, field not required to save project.

4. **Add another location above**
5. **Describe Growth Management Impacts**
Text field. Blank is valid, field not required to save project.
6. **Grant Recipient Organization**
Blank is valid, field not required to save project.
7. **RCW that establishes grant**
Blank is valid, field not required to save project.
This field is read only for subprojects.
8. **Application process used**
Blank is valid, field not required to save project.
9. **Spell Check**
10. **Save** button, and **Save & Continue** button

Hands On:

Continuing with the exercise from Lesson 3, Task 2 where the Project Class *Grant* was selected.

1. **Project Type**
Select from the dropdown - **Grants**
2. **Location**
 - a. Address 1 - Enter **5555 Dummy Address**
 - b. Address 2 -
 - c. **Zip code** - Enter **98501**
 - d. **County** - Select from the dropdown **Thurston**
 - e. **City** - Select from the dropdown **Olympia**
 - f. **Legislative District** - Select from the dropdown **Twenty-Second Leg DS**
 - g. Link to Latitude and Longitude
 - h. Latitude
 - i. Longitude
 - j. Clear
 - k. Delete

- l. Add another location above
 - m. Spell Check
 - n. **Save** button, and **Save & Continue** button
3. **RCW that establishes grant** – Enter RCW 34.05.328
 4. **Application process used** - Enter Eligible applicants for Heritage Barn Preservation Grants include private property owners, non-profit organizations, and local governments. Leaseholders may apply for funds in conjunction with the property owner.
 5. Select the **Save & Continue** button.

Lesson 2, Task 4 – Subprojects tab

The screenshot shows the 'Capital Budgeting System' interface. The 'Subprojects' tab is active, displaying a table of subprojects for Project # 30000010. The table has the following columns: Project Number, Title, Class, Facility Priority, Division Priority, Agency Priority, and a Delete button. The subprojects listed are:

Project Number	Title	Class	Facility Priority	Division Priority	Agency Priority	Delete
30000011	Grays Harbor College	Preservation			1	Delete
30000012	Olympic College	Preservation			1	Delete
30000013	Skagit Valley College	Preservation			1	Delete
30000014	Everett Community College	Preservation			1	Delete
30000015	Seattle Central Community College	Preservation			1	Delete
30000016	North Seattle Community College	Preservation			1	Delete
30000017	Shoreline Community College	Preservation			1	Delete
30000018	Bellevue Community College	Preservation			1	Delete
30000019	Highline Community College	Preservation			1	Delete
30000020	Pierce College Fort Steilacoom	Preservation			1	Delete
30000021	Lower Columbia College	Preservation			1	Delete
30000022	Clark College	Preservation			1	Delete
30000023	Wenatchee Valley College	Preservation			1	Delete
30000024	Spokane Falls Community College	Preservation			1	Delete
30000025	Big Bend Community College	Preservation			1	Delete
30000026	Columbia Basin College	Preservation			1	Delete
30000027	Walla Walla Community College	Preservation			1	Delete
30000028	Whitcom Community College	Preservation			1	Delete
30000029	Tacoma Community College	Preservation			1	Delete
30000030	Edmonds Community College	Preservation			1	Delete
30000031	South Puget Sound Community College	Preservation			1	Delete
30000032	Bellingham Technical College	Preservation			1	Delete
30000033	Benton Technical College	Preservation			1	Delete
30000034	Clover Park Technical College	Preservation			1	Delete
30000035	Cascadia Community College	Preservation			1	Delete

For Project(s) with a subproject attached, the Project Details will display a Subproject tab. The Subproject tab, will display all subprojects attached to the project. The project number, title, class, facility priority, division priority, agency priority, and a delete button are displayed.

A user can navigate to a subproject's detail tabs, by selecting the title on this screen. Likewise a subproject can be deleted from the project by selecting the Delete button on the subprojects row.

The subproject tab is the only location to assign a subprojects priority. A user can enter a priority in the appropriate priority column. Also, the user can drag the projects into the appropriate order, and then select the Make Sequential button, to assign a sequential priority number to the current list of projects.

Lesson 2, Task 5 – Create a Subproject

Hands On: The following steps will walk you through creating a subproject. Only required fields to save will be entered for this exercise.

1. On the **Projects tab**, load the version and biennium of the project.
2. On the Project List screen **select** the **Add** tab.
3. The Project Details, Detail page is displayed.

4. Enter a **Project Title**
***Required field to save**

Enter a title of Westside Historical Society Grant

Note: Project-Subproject Title Locking

If a subproject is being created, make sure the title is entered prior to selecting a parent project. If a parent project is selected that has a locked project title, any associated subprojects will also have locked project titles. The tiered effect of the project title lock will not allow for the subprojects title to be editable, when the parent project has a locked title. Rule: A project title is locked when a project has been submitted to an individual with higher security level than the submitter, and the project has been accepted by the reviewer.

5. **Is this a subproject?**
***Required field to save**

Select Yes

Agency: 225 Budget Period: 2009-11 Version: XX Project #: 20082003 Project Title: Replace Existing D

Detail Additional Info Funding Operating Impacts Cost Estimates

*** Indicates Required Information**

Project Information

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

6. The **Select parent project** button is now available
***Required field to save if Yes "Is this a subproject?" is selected.**
Click the *Select parent project* button.

Number	Title	Class	Priority	Submitted To	Status	Locked
20081001	Minor Works - Preservation	Preservation			Draft	No
20082902	Fire Training Academy Sanitary System	Program			Draft	No
20182901	Fire Training Academy Library/Office Construction	Program			Draft	No
20182902	ETA Residential Training Prop Design/Construction	Program			Draft	No
20182903	ETA Apartment Training Prop Design/Construction	Program			Draft	No
20122601	Tacoma Crime Lab Addition Design/Construction	Program			Draft	No
30000006	Test (b)(7)(c)(B)	Preservation			Draft	No
30000007	Preservation	Preservation			Draft	No
30000008	Program	Program			Draft	No
30000010	Grant	Grant			Draft	No

A list of available projects is now displayed, based on the biennium and version of the subproject being creating. Selecting a Parent Project from the list provided. Only draft projects will display in the list of available projects for selection to be parent projects. Also, note that the project class of Grant-Pass Through cannot have subprojects and will not display in the list available to be parent projects.

Click on the title of the project the subproject is being created for. Locked projects are not included in the list of projects available.

Select the project title **Building for the Arts Grant**

(& Note: When creating a new subproject, if the parent project has funding associated with it, a message will be displayed, "This project has funding associated with it. Adding a subproject will cause this funding to be deleted when you Save. Are you sure you want to add a subproject?" Selecting OK will delete the parent project's funding.)

7. The Project Details, Detail tab is now displayed. The parent project title and number are visible at the top of the Detail page for the subproject.

(& Note: A subproject's parent project can be changed at any time. A subproject can only be attached to one parent project.)

Agency: 225 Budget Period: 2009-11 Version: XX Project #: 20082003 Project Title: Replace Existing Dormi

Detail Additional Info Funding Operating Impacts Cost Estimates

*** Indicates Required Information**

Project Information
Parent Project is 30000008 Program

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

8. **Project Class** (& Note: The project class field will default to the parent project's project class, and will be read-only.)

*Required field to save

9. **Starting Fiscal Year**

*Required field to save

10. **Agency Summary**

*Required field to save

11. **Project Description**

*Required field to save.

12. Select the button **Save & Continue**

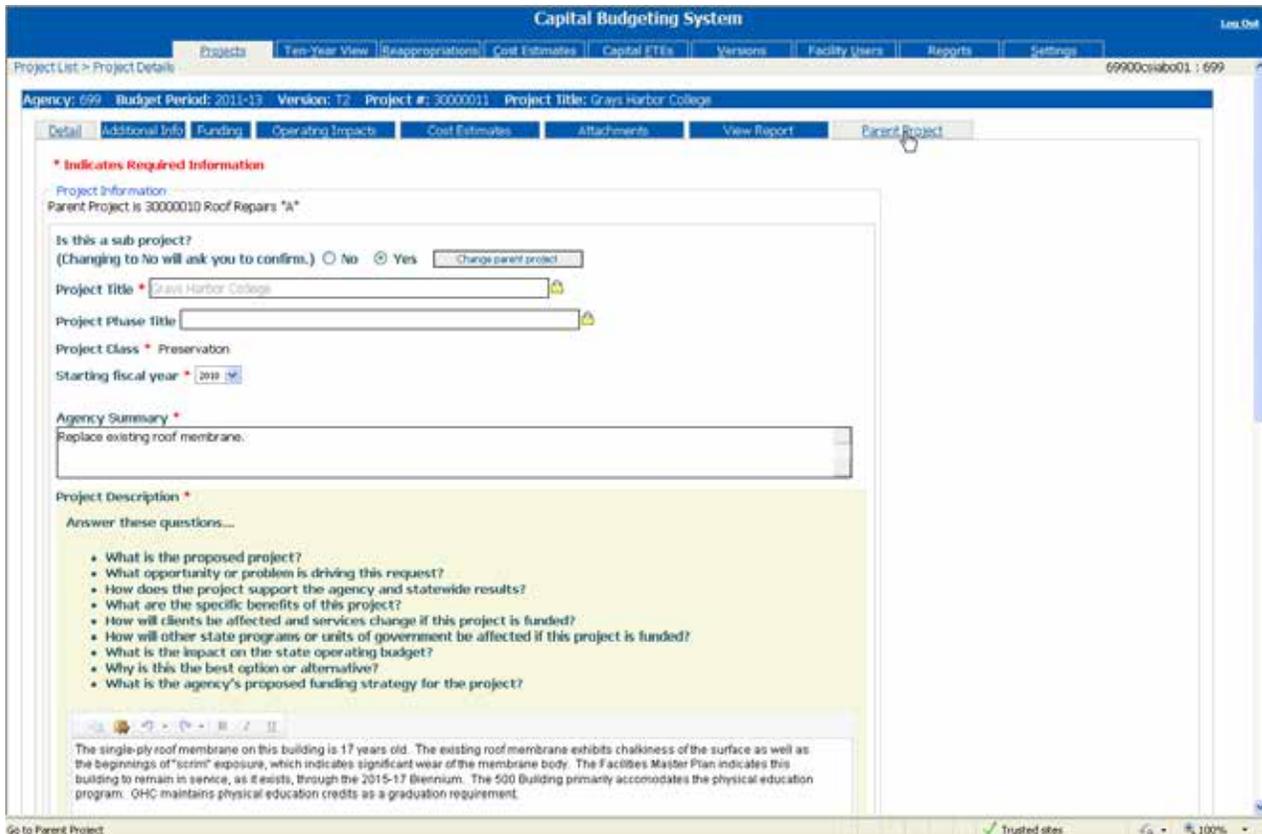
13. Navigate to the Project List screen, **select the Projects tab.**

The screenshot displays the 'Capital Budgeting System' interface. At the top, there is a navigation bar with options like 'Home View', 'Budgetization', 'Cost Estimates', 'Capital Plan', 'Versions', 'Facilities', 'Reports', and 'Setup'. Below this, there are filters for 'Period' (2024), 'Budget Year' (2024), and 'View' (List). The main area shows a table with columns: 'Project ID', 'Project Name', 'Class', 'Priority', 'Marquise', 'Subproject', 'Status', 'Project Linked', and 'Last Update'. The table lists several projects, including 'Capital Construction - Office Space Building' and 'Capital Construction - Office Space Building - Subproject'. A dropdown menu is open for the 'Subproject' column, showing a list of subprojects like 'Capital Construction - Office Space Building - Subproject 1' through 'Subproject 10'.

(& Note: Use the 10 year view screen to list all the subprojects for the parent project, where the ability to change the subprojects funding is available. Also, the subproject title on the Project List screen can be used to navigate directly to the subproject to change the funding amount. And, the subproject can be selected from the parent projects Subproject tab, to navigate to the subprojects funding screen.)

Lesson 2, Task 6 – Parent Project Tab

A user can navigate directly back to the Parent Project's Subproject list by selecting the Parent Project tab when in a subproject. This allows for quick navigation between subprojects, updating a parent project, or quickly identifying how a particular subproject affects the parent.



Lesson 2, Task 7 – Project Funding tab

The project funding tab provides a means to view the results of funding decisions under consideration. Estimated cost items listed in a cost estimate are not itemized by a funding source (Account and EA Type); rather projects funding sources are entered separately on the detail funding tab. If a cost estimate is attached to the project, a variance between estimated expenses and project funding is displayed. Tools provide the ability to move amounts to different biennia for an account-ea. type without re-keying of data.

If the project has subprojects attached, the funding page will display the summarized account totals as read-only. And the selection to add new account-ea types and dollars will not be available.

(& Note: Use the 10 year view screen to list all the subprojects for the parent project, where the ability to change the subprojects funding is also available. Also, the subproject title on the Project List screen can be used to navigate directly to the subproject to change the funding amount. And, the subproject can be selected from the parent projects subprojects tab, to navigate to the subprojects funding screen.)

(& Note: Changes to a project on the 10 year view screen will update the project funding screen.)

The screenshot displays the 'Capital Budgeting System' interface. At the top, there are navigation tabs: 'Details', 'Two Year View', 'Supplemental Items', 'Cost Estimate', 'Capital ETRs', 'Versions', 'Facility Lists', 'Reports', and 'Settings'. Below this, the 'Agency' is identified as 'Burlington Parks 2012-17 - Version 21 - Project 46 300000 - Project Title: Olympic Village'. The main section is titled 'Detail' and includes a sub-tab 'Additional Info'. It shows a table with columns for 'Account', 'Total Costs', 'Pre 2013-13 Prior', '2013-13 Current', '2013-17 Reapportion', '2013-17 New Appropn', '2017-19 Years 3-4', '2019-21 Years 5-6', '2021-23 Years 7-8', and '2023-25 Years 9-10'. There are also 'Slide Left - Slide Right' and 'Delete/Clear' buttons for each row. Below the main table is a 'New Funding' section with a dropdown menu and a 'Total project funding costs' field. At the bottom, there is a 'Totals' section with a similar table structure.

1. Estimate

Total dollar amount from the preferred cost estimate displays as read-only. If no cost estimate is attached this field will not display.

2. Project Funding

Total amount of all accounts entered on the project funding tab displays as read-only.

3. Variance

Variance between total preferred cost estimate dollars minus total dollar amount of project funding is displayed as read-only. When viewing the funding tab for a project with subproject(s), the variance field will not be displayed. If no cost estimate is attached this field will not display.

4. Select an Account

***Required field to save if dollars are entered in amount columns.**

Account title and Expenditure Authority Type titles are listed in dropdowns. Once an Account has been selected, available Expenditure Authority Types will be displayed to the left in a dropdown. (A placeholder account 996-Z is available.)

An Account and Expenditure Authority Type combination can only be used once. Only one Account and Expenditure Authority type can be saved per project, for example if one row has 001-1, another row cannot contain 001-1. Once account selected and saved, the account row becomes read only. To change account ea type selected, delete the row and add a new row.

5. Add another account above

Displays a new blank row for entry.

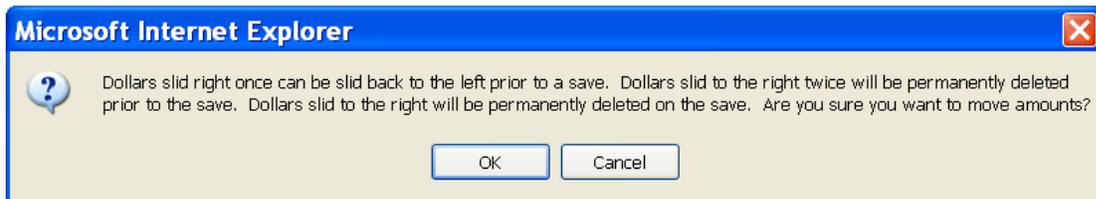
6. Total Costs (Column)

Sum of all amounts in the row, and any amounts that exist in the 'Undo placeholder field' prior to the save. (This is the amount that has been moved using the slide-right feature into Years

11-12 that is not visible on the screen. When the Funding Details page is saved all amounts in the 'Undo placeholder fields' will be deleted.)

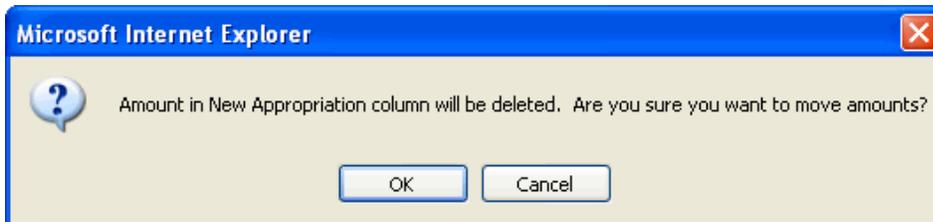
- 7. Pre XXXX-XX Prior (2013-15 if based on 2015-17 budget)
- 8. XXXX-XX Current (2013-15 if based on 2015-17 budget)
- 9. XXXX-XX Reappropriation (2015-17 if based on 2015-17 budget)
- 10. XXXX-XX New Appropriation (2015-17 if based on 2015-17 budget)
- 11. XXXX-XX (Years 3 and 4 - 2017-19 if based on 2015-17 budget)
- 12. XXXX-XX (Years 5 and 6 – 2019-21 if based on 2015-17 budget)
- 13. XXXX-XX (Years 7 and 8 - 2021-23 if based on 2015-17 budget)
- 14. XXXX-XX (Years 9 and 10 – 2023-25 if based on 2015-17 budget)
- 15. **Undo Placeholder Field for Row This field is not visible on the screen.**

The Placeholder Field is used to hold an amount moved to the right from years 9-10. This is the amount that has been moved using the slide-right feature into Years 11-12 that is not visible on the screen. When the Funding Details page is saved all amounts in the 'Undo placeholder fields' will be deleted.



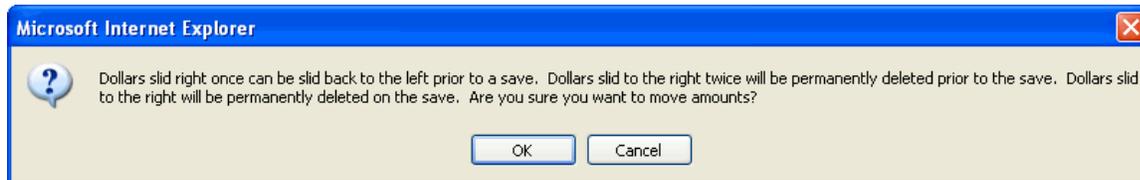
16. Slide Left

Selection moves all amounts to the left. (& Note: Prior, Current, and Reappropriation amounts will not slide. Also, Amounts cannot be moved left or move right on a parent project.) Amount will inflate based on the inflation rate. A message will be displayed when data will be deleted.



17. Slide Right

Selection moves all amounts to the right. FY9&10 amount will be placed in FY11&12, which is not viewable. Save will delete undo bucket. (& Note: Prior, Current, and Reappropriation amounts will not slide. Also, Amounts cannot be moved left or move right on a parent project.) Amount will inflate based on the inflation rate. A message will be displayed when data will be deleted.



18. **Clear** - Selection clears any entries on a row that have not been saved.

- **Delete** - Selection deletes row and entries from the project.

19. **Total Project Funding Costs** (*Row*)
Displays the sum of an amount column.

20. **Totals** (section)
Displays Account totals.

21. **Totals Revised** (Row)
Grand total amount will display at the top of screen for Project Funding.

Hands On:

1. **Select** an **Account** from the drop down list box. 001 – General Fund
2. **Select** an **EA type** form the drop down list box. 2 – Federal
3. **Enter amounts** for the 2015-17 biennium. 6,398,000
4. **Select** the **Save** button.

Lesson 2, Task 8 – Operating Impacts tab

The CBS system provides the ability to enter operating impacts on projects and subprojects. Subproject operating impacts do not display as a summarized total on the parent projects operating impact screen.

The Operating Impacts tab provides a means to designate a project as having no operating impacts, start-up impacts, and/or on-going impacts. This includes funding dollar amounts and FTEs.

Changing the starting fiscal year on the Project Detail screen will change the starting fiscal year column headers and starting fiscal year for operating impacts dropdown selection on the operating impacts screen. All data will remain, when a starting fiscal year is changed.

Capital Budgeting System

Project List > Project Details

[Home](#) | [Ten-Year View](#) | [Supplemental](#) | [Cost Estimates](#) | [Capital FTEs](#) | [Voices](#) | [Facility Users](#) | [Reports](#) | [Settings](#)

Account ID: Budget Period: 2017-17 Version: 1.1 Project #: 2000001 Project Title: Olympic Village

[Detail](#) | [Additional Info](#) | [Funding](#) | [Operating Impacts](#) | [Cost Estimates](#) | [Attachments](#) | [View Report](#) | [Parent Project](#)

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.

Starting Fiscal Year for Operating Impacts: 2016

One time startup cost

ACCOUNT	FY2016	FY2017	Amount	Clear
FTE				
Select an Account:				Clear
Total one time start up costs				
Add another one time start up cost above.				

Ongoing costs

Amount	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Delete/Clear
FTE											
Select an Account:											Clear
Total ongoing costs											
Add another ongoing cost above.											

Total one time start up and ongoing costs

Amount	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total operating costs										

Narrative*

[Save](#)

Are there Operating Impacts?

1. **Select the Operating Impacts tab.**
2. **There are no operating impacts for this project** - If the box is checked, only the narrative textbox to *Explain why this project has no Operating Impacts* will be displayed. Uncheck the checkbox for this exercise
3. **Starting Fiscal Year for Operating Impacts**
**Required field to save if "There are no operating impacts for this project" is not checked.*
 By default the projects starting fiscal year is displayed, and all column headers display future fiscal years based on the project starting fiscal year. Changing the Starting Fiscal Year for Operating Impacts will update the fiscal years displayed on the column headers accordingly.

One time startup costs and FTEs:

1. **Fiscal Years**
 Column header displays fiscal years based on starting fiscal year for operating impacts selected. Only two columns if one-time start up.
2. **FTE** row
3. Fiscal Years **FTE amount** fields - entry fields available for the FTE number by fiscal year. For FTE in Both fiscal years Enter 2.5

4. **Account**

Select form the drop down list, Account 001 and EA type 2

***Required to save if dollars amounts are entered.**

Account title and Expenditure Authority Type titles are listed in dropdowns. Once an Account has been selected, available Expenditure Authority Types will be displayed to the right. (A placeholder account 996-Z is available.)

An Account and Expenditure Authority Type combination can only be used once. Only one Account and Expenditure Authority type can be saved per project, for example if one row has 001-1, another row cannot contain 001-1.

5. **Fiscal Years Dollar amount fields** - Amount entry fields for fiscal years for the selected account.

Enter amounts in both fiscal years of 150,000

6. **Clear** - Selection clears any entries on a row that have not been saved.

· **Delete** - Selection deletes row and entries from the project.

7. **Add another one time startup cost above**

After select, displays new set of blank rows for account.

8. **Total one time startup costs**

Displays total of all account/expenditure authority type amounts by fiscal year for startup costs only. FTE amounts will not be included in the Total.

Ongoing costs and FTEs

1. **Fiscal Years**

Column header displays fiscal years based on starting fiscal year for operating impacts selected. Ten Fiscal Year columns are available for ongoing costs.

2. **FTE**

Row with fields for each Fiscal Year – entry fields available for the FTE number by fiscal year. Enter 2.5 for each fiscal year

3. **Account**

Account and Expenditure Authority type selection dropdowns.

***Required field for all roles to save if data is entered in amount columns.**

4. **Fiscal Years Dollar amount fields**

5. **Clear** – Selection clears any entries on a row that have not been saved.

6. **Delete** – Selection deletes row and entries from the project.

7. **Total ongoing costs**

Displays total of all account/expenditure authority type amounts by fiscal year for all ten years for ongoing costs only. FTE amounts will not be included in the Total.

8. **Add another ongoing cost above**

9. **Total one time start up and ongoing costs** – Displays row for FTE totals for each fiscal year, startup and ongoing. Displays row for each account and expenditure authority type for totals of all account amounts by fiscal year for all ten years.

10. **Enter a Narrative** description in the text box

Estimated Administrative costs and energy costs

***Required Field to save.** If FTE amounts or dollar amounts are entered a narrative explanation is required to save.

11. **Select the Save** button.

Hands On – Enter the following on the Operating Impacts screen

- a. **Enter an FTE amount** for the first fiscal year – 1.5
- b. **Select an Account** from the drop down list box – 001 – General Fund
- c. **Select an EA Type** from the drop down list box – 2 – Federal
- d. **Enter dollar amounts** for the first fiscal year – 98,000
- e. **Enter a Narrative description in the text box** - Estimated Administrative costs and energy costs
- f. **Select the Save** button.

Lesson 2, Task 9 – Project Details - Cost Estimates tab

This screen displays a list of cost estimates associated to the project. If no cost estimates are associated to the project, the screen will display, 'No cost estimates were found.'



On the project detail cost - estimates tab, a user can select the button Associate Cost Estimate, and be taken to a list on unassociated cost estimate to select from. Selecting a Cost Estimate from the list will 'associate' it to the project being viewed.

Selecting “Create New Cost Estimate” will automatically take the user into a new cost estimate. Upon completion of the cost estimate it will automatically be associated to the original project where the button “Create New Cost Estimate” was originally selected.

Selecting a cost estimate, then the Unassociated button will remove it from the project being viewed.

If more than one cost estimates are associated to a project, a user can select the preferred circle on the row of the Preferred cost estimate, than select the Save Preferred button.

Selecting a cost estimate and then the Copy button, will create a copy of the cost estimate and associate it to the project being viewed.

(& Note: You will be presented with the popup box to enter a new Cost estimate title, than select the OK button. Next you will be presented with Cost Estimate summary page, where you can enter an additional detail page name. To navigate back to the project detail – cost estimate tab, select Project Details from the breadcrumb bar, project detail – then the cost estimate tab.)

Lesson 2, Task 10 – Attachments tab

Displays a list of documents (Word Documents (.doc, docx), Excel Spreadsheets (.xls, .xlsx), Jpeg Image, MS Project, and Adobe PDF (.pdf)) attached to the project. If the project does not contain attachments, the screen will display, ‘This Project Contains No Attachments.’



This section will be discussed further in Lesson 15.

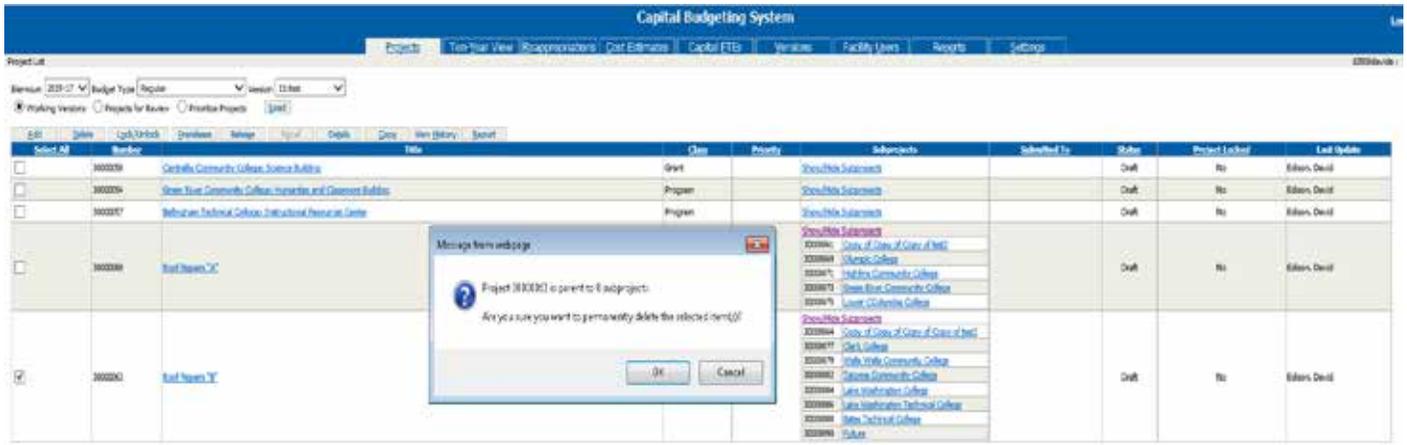
Lesson 2, Task 11 – Delete a Project or Subproject

When a Project is deleted, all data, attachments, and subprojects will be deleted.

How to delete a Project

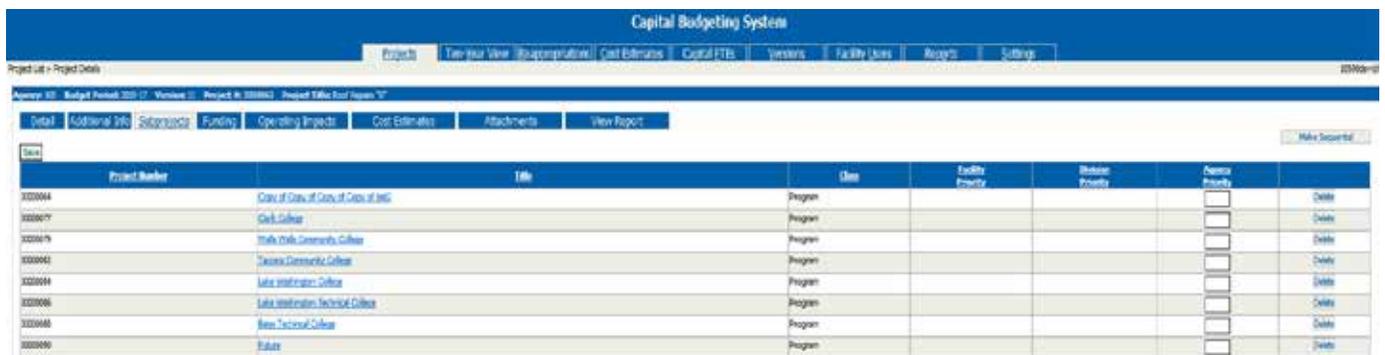
1. Go to the **Projects tab**.
2. **Select** the **Search Criteria** (Biennium, Budget Type, and Version,) then the **Load** button.
3. A list of projects for the chosen search criteria is displayed.
4. **Select** the **projects check box** to be deleted.

5. **Select** the **Delete** button.
6. A warning message appears, select **OK**.
7. The selected project is now deleted.



How to delete a Subproject

1. From the **Projects** tab.
2. **Select** the **Search Criteria** (Biennium, Budget Type, and Version,) then the **Load** button.
3. A list of projects for the chosen search criteria is displayed.
4. **Select** the **Project title** of the parent project containing the subproject to be deleted.
5. The parent project's Detail tab is displayed.
6. **Select** the parent project's **Subproject** tab; identify the subproject to be deleted.



7. **Select** the **Delete** button **to the right of the subproject title**.
8. A warning message appears, select **OK**.
9. **Select** the **Save** button to permanently delete the subproject.
10. The selected subproject is now deleted.

Lesson 2, Task 12 – How to remove a Subproject from a parent Project

1. Go to the **Projects tab**.
2. **Select** the **Search Criteria** (Biennium, Budget Type, and Version,) then the **Load** button.
3. A list of projects for the chosen search criteria is displayed.
4. Identify the parent project of the subproject to be deleted.
5. **Select** the **Show/Hide Subprojects link on the row of the parent project** to view the subproject number and title.
6. **Select** the **Subproject title**
7. The Subprojects projects Details page displays.
8. **Select No** to the question ***Is this a subproject.***
9. A warning message appears, select **OK**.
10. **Select** the **Save** button.
11. The capital project is no longer a subproject, it is now a project.

Hands On Exercise - Take some time to add two projects

Hands On project #1:

1. **Select** the **Projects tab**, load the version and biennium of the project.
2. **Select** the **Add** button.
3. The project 'Detail' page is now displayed.
4. **Is this a subproject?**
Retain the default of NO for this exercise.
5. **Project title**
Enter Main Building Repairs
6. **Project Phase Title**
Enter Phase 3
7. **Project Class**
Select Preservation
8. **Starting fiscal year**
Select 2015
9. **Agency Summary**
Enter Phase 3 of Replace Main building repairs to the existing center.
10. **Project Description**
Enter The Main Building repairs
11. **Contact Name**
Enter Your Name
12. **Contact Phone Number**
Enter Your Phone Number
13. **Contact E-mail**
Enter Your E-mail Address
14. **Select** the button **Save & Continue**

Hands On project #2:

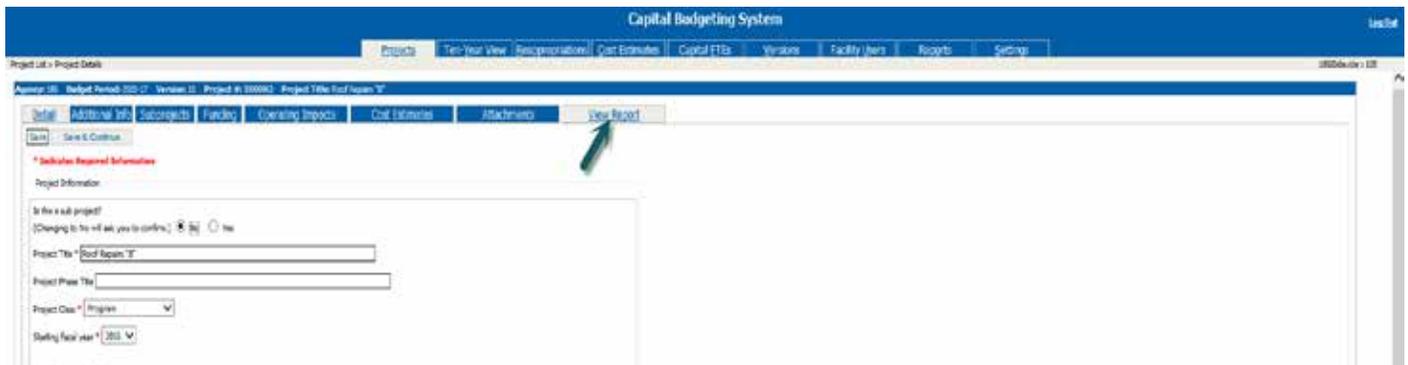
1. Selecting the **Projects tab**, load the version and biennium of the project.

2. **Select** the **Add** button.
 3. The project 'Detail' page is now displayed.
 4. **Is this a subproject?**
Retain the default of NO for this exercise.
 5. **Project title**
Enter Main Water Line Repairs
 6. **Project Phase Title**
Enter Phase 3
 7. **Project Class**
Select Preservation
 8. **Starting fiscal year**
Select 2015
 9. **Agency Summary**
Enter Phase 3 of Replace Main building water lines to the existing center.
 10. **Project Description**
Enter The Main Building will not have water
 11. **Contact Name**
Enter Your Name
 12. **Contact Phone Number**
Enter Your Phone Number
 13. **Contact E-mail**
Enter Your E-mail Address
- Select the button **Save & Continue**

Lesson 2, Task 13 – View the Project Detail Report CBS002

To view/print a CBS002 report from the Project Details, select the View Report button. (& Note: The CBS002 report can also be view/printed by selecting the project then the Reports button on the Project List screen.) For a selected project, the report will display the summarized data of the project and any attached subprojects. If a subproject has been selected only the summarized details of the subproject will print on the report. Any attachments for the project or subproject will not print as part of the CBS002 report.

1. From the **Projects tab**, load the version and biennium of the project.
2. **Select** the **Project Title or Subproject title** on the Project List screen for the report you wish to view.
3. On the Project Details page, **select** the **View Report tab**.



4. A print preview box will be displayed with the report details.
5. **Select the Printer Icon**, on the upper left side of the print preview box.
6. Then the OK button, on the printer destination/criteria box. **Skip this step in class**
7. Report prints to your local printer.
8. Close the print preview box, by selecting the Red X on the upper right hand side. You must close report dialogue, X, prior to viewing a new report.

Lesson 2, Task 14 – Sorting Columns

Sorting

The project list grid supports sorting on none, one or many columns. Each column header has three possible states which you select by clicking the text in the column header. In order they are:

Not Sorted	No graphical indicator	ProjectID
Sorted Ascending	graphical upward arrow	ProjectID ▲1
Sorted Descending	graphical downwards arrow	ProjectID ▼1

There is a numeric indicator to the right of the sort direction arrow indicating that columns rank in the sort order. **For example on the Projects tab:**

Number ▼3	Title	Class ▼1	Priority ▲2
---------------------------	-----------------------	--------------------------	-----------------------------

In the above graphic the sort order is ranked as follows, Number descending, Class descending and Priority ascending.

(& Note: The system will allow you to sort on none, one or many columns. Each column header has three possible states (not sorted—indicated with no arrow, sorted ascending—indicated with an up arrow, sorted descending—indicated with a down arrow), which can be selected by clicking the text in the column header.)

Lesson 2, Task 15 – General Project Title Locking Rules

All users can change project titles until locked by the system. Project titles are locked by the system, when a released project is accepted by the reviewer. A locked project title can reside in an unlocked agency version. And a locked project title can exist for an unlocked project.

Once projects are released (passed to a higher level) within an agency, lower levels cannot change a project titles. Titles become read only for the submitter. For example: Facility user can change a project title until released to Division or to the Budget Group. Division can change a project title until released to the Budget Group. Agency Operations can change a project title until released to OFM.

Only Agency Operations can update non-locked project titles that are submitted by lower level (Facility/Division user) in versions controlled by the Agency Budget Group. A project must be accepted by a higher level prior to the title being locked at the lower level. For a project submitted but in Pending or Review status the Project title will not be locked, but will appear in a read-only view.

A lock icon will appear next to the Project Title on the Project Detail tab when the project title is locked. A Subproject(s) title will retain the same attributes as the parent (i.e. when the parent project title is locked, all associated subprojects titles will be locked). When a parent's project title is updateable, so will the subprojects.

Agencies cannot change titles after the project has been released to OFM. OFM Operations user can change a locked title for non-enacted projects. For any non-enacted project submitted to OFM, OFM Operations can change the project title upon an agency's request.

Copy of a Project with a locked project title: A) On a project copy if the project title is locked in the 'original' project and is copied within the same version and receives a new project number then the project title is not locked. B) On a project copy if the project title is locked in the 'original' project and is copied to a new version and retains the same project number then the project title is locked.

Project-Subproject Title Locking

If a subproject is being created, make sure the title is entered prior to selecting a parent project. If a parent project is selected that has a locked project title, any associated subprojects will also have locked project titles. The tiered effect of the project title lock will not allow for the subprojects title to be editable, when the parent project has a locked title. Rule: A project title is locked when a project has been submitted to an individual with higher security level than the submitter, and the project has been accepted by the reviewer.

LESSON 3 – Copy Projects

(BUDGET OPERATIONS USER, AGENCY EDIT USER, AGENCY DIVISION USER & FACILITY USER)

All data related to a project being copied will be copied: project detail, additional info, funding, operating impacts, attached documents, and cost estimates.

Project(s) can be copied between versions, within a version and from biennium to biennium.

A project can only be copied into an existing version. All users can copy from a locked version to an unlocked version of which they are designated as the owner. The copy of the project will not be locked in the version where the project is copied into. If copying a locked project, the project copy will not be locked. (& Note: Budget Operations users ONLY have access to lock/unlock projects or versions.)

When copying a project into a version, you will have a few copy options:

- Do Not Replace Duplicates - copy only if the destination version doesn't have the same project number already.
- Replace Duplicates – copy over/replace the destination version of a project that already exists in the version being copied to
- Create New Projects for Duplicates - copy to the destination where a project already exists, the project will receive a new project number and the project title will be copied with the words 'Copy of' becoming the first part of the title.

Please select a destination for the data.

Biennium Budget Type Version

Data Types

Selected Projects

Selected Projects plus FTEs

Copy Type

Do Not Replace Duplicates

Replace Duplicates

Create New Projects for Duplicates

(& Note: The selection chosen only applies if the criteria exist. For example if copying a range of projects and selecting “Create New Projects for Duplicates”, only those projects that already exist will get new project numbers, the other projects will just copy as they normally would.)

If a project has subprojects, the subprojects will be copied into the new version (project numbers and titles retained). If a subproject is copied within the same version, all data associated with the subproject is copied and assigned to the same parent project (receive new project numbers and ‘copy of’ will precede the titles).

To copy all projects in a version from the Project tab, click the column *Select All* header prior to clicking the copy tab. The Projects tab will retain the biennium and version from which the data is being copied on screen when the copy is complete.

Lesson 3, Task 1 – Copy a project within a version (Projects tab)

1. **Select the Projects tab; load the version and biennium** of the project.
2. **Check the box** to the left of the **project** number for one or many projects to be copied.
3. **Select the copy** button.
4. A destination selection box is presented. **Verify the version** has not changed, and is the version the project is contained in.
5. **Select the Data Types and Copy Type**
6. **Select the OK** button.
7. The **project copy** is **displayed** with a new project number and the words “Copy of” prior to the project title.

Lesson 3, Task 2 – Copy a project from one version to another version

1. **Select the Projects tab; load the version and biennium** of the project.
2. **Check the box** to the left of the **project** number for one or many projects to be copied.
3. **Select the copy** button.
4. A destination selection box is presented.
5. **Select a new Biennium and/or Version** from the drop down box.
6. **Select the Data Types and Copy Type**
7. **Select the OK** button.
8. The **project is copied** to the new version. The project will retain its project number and project title on a copy to a new version. To view, select the biennium and/or version where the project was copied into, and then the load button. The project is now displayed on the project list screen.

LESSON 4 – Cost Estimates tab

(BUDGET OPERATIONS USER, AGENCY EDIT USER, AGENCY DIVISION USER & FACILITY USER)

The cost estimating tool will assist in estimating the cost of a project; building, non-building, and infrastructure.

The Cost Estimate list screen provides three view options:



1. **Unassociated** - view only cost estimates that are not attached to a project.
2. **Associated** - view only cost estimates that are attached to a project.
3. **Show All** - view all cost estimates on one screen.

Associated Cost Estimates

Cost estimates do not have to be attached (associated) to a project.

In order to pass a cost estimate to another user in the agency it must be first attached to a project. The cost estimate is Associated to a project, then the project is selected to be submitted to another user in the agency for review.

A project and any associated cost estimates can exist in many versions.

Cost Estimate List Screen

Information Header Bar

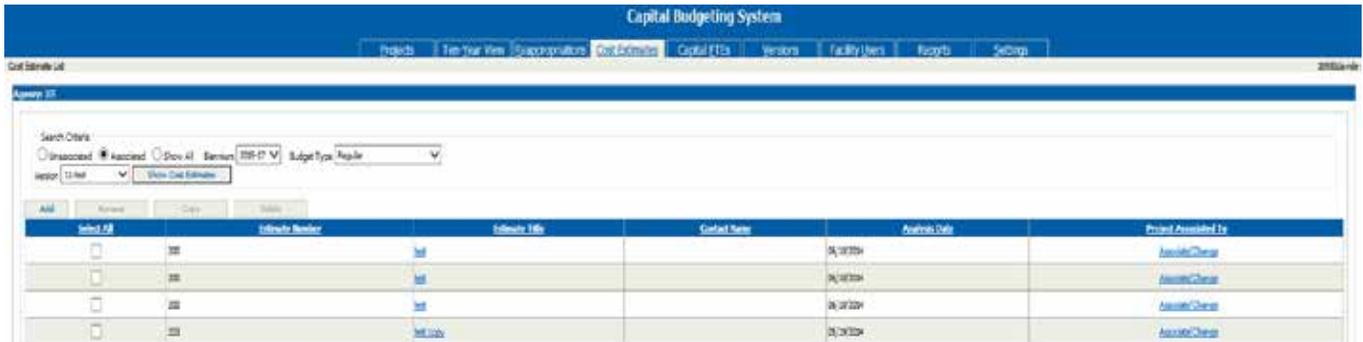
1. **Agency number** – Displays your agency number.
2. **Budget Period** – Displays the chosen biennium when the Associated or Show All search criteria is selected.
3. **Version** – displays the chosen version when the Associated or Show All search criteria are selected.

Search Criteria Section:

1. **Unassociated** - when selected, a green circle displays to the left. **This view option displays all cost estimates regardless of biennium.** The Unassociated view option will display all the user's cost estimates which have not been assigned to any project. There are no selection criteria for the biennium, budget type, and version.



- Associated** - when selected, a green circle displays to the left. **This view option will display all the user's associated cost estimates for the currently selected biennium, budget type, and version.** The biennium, budget type, and version selections will display once the Associated or Show All option is selected.



- Show All** - when selected, a green circle displays to the left. **The Show All view option will display all the user's unassociated cost estimates, plus only the associated cost estimates for the currently selected biennium, budget type, and version.** The biennium, budget type, and version selections will display once the Associated or Show All option is selected.



- Biennium** - selection for the budget period of the cost estimate.
- Budget Type** – Selection choices, All, Regular, Supplemental 1, and Supplemental 2. Division users' associated cost estimates exist in a version that is maintained by a Budget Type: Regular, Supplemental 1, and Supplemental 2. Selecting a Budget Type from the drop down list will narrow the version(s) available for selection in the Version drop down box, to only those versions with the selected budget type.
- Version** - Selection drop down lists all versions that are assigned to you and all OFM Official versions, based on the Budget type and biennium selected.
- Show Cost Estimates** – button displays cost estimates for the search criteria selected.

Action Buttons:

- Add** – Select to add a new unassociated cost estimate.

2. **Rename** – Select to rename a cost estimate. Button is available when one cost estimate check box has been selected.
3. **Copy** – select to copy a cost estimate. Button is available when one cost estimate check box has been selected.
4. **Delete** – Select to delete a cost estimate. Button is available when one or many check boxes of unassociated cost estimates have been selected. Button is not available when one or many of the cost estimates are associated to a project.

Cost Estimate Display Grid:

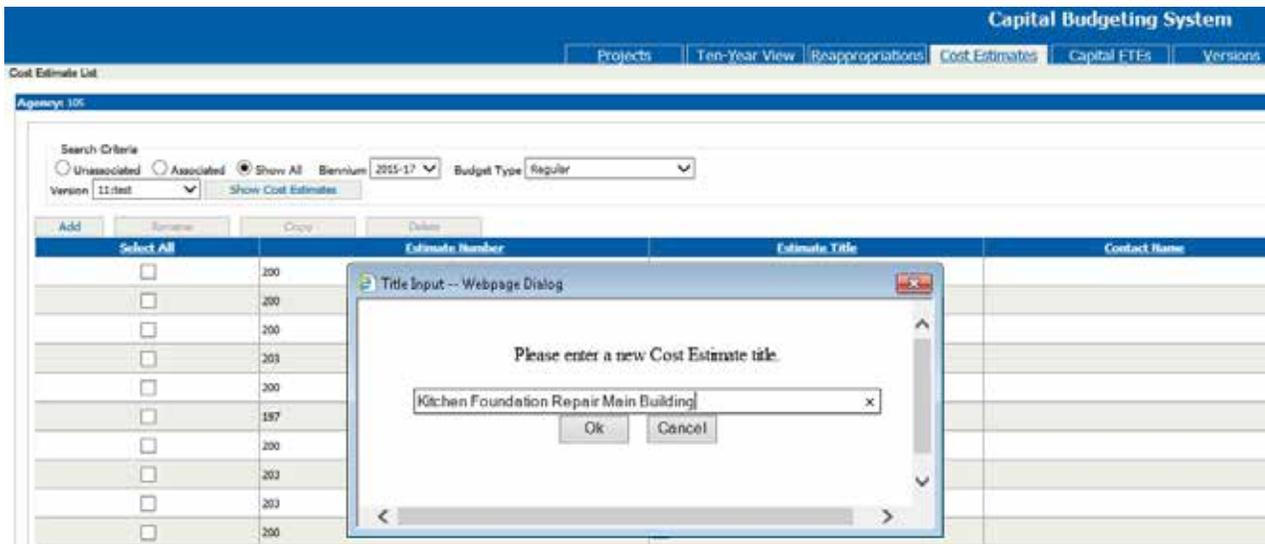
1. **Select All** - header and checkboxes below header – The underlined ‘Select All’ title will mark all displayed cost estimate with a checkmark. After the ‘Select All’ title is chosen, the ‘Deselect All’ title is displayed. Checkboxes to the left of the cost estimate number allow for individual project selection.
2. **Estimate Number** – is a read only system assigned number. A unique cost estimate number is assigned by the system when a cost estimate is added or copied. Cost Estimates can have the same title, but will be assigned unique Cost Estimate Numbers.
3. **Estimate Title** - selecting the estimate title will navigate the user to the cost estimate's summary page.
4. **Contact Name** – Displays the contact name entered on the cost estimate detail tab. If a cost estimate contains multiple detail tabs, "Variable" will be displayed for contact name.
5. **Analysis Date** – Displays the analysis date entered on the cost estimate detail tab. If a cost estimate contains multiple detail tabs, "Variable" will be displayed for analysis date.
6. **Project Associated To** – Displays the project number (if a cost estimate has been associated to a project) and the Associate/Change link. Selecting the Associate/Change link provide the ability to associate a cost estimate to a project, or change the association of a cost estimate to a project. The Associate/Change link will display a list of available projects for selection.

Lesson 4, Task 1 – Add an Unassociated Cost Estimate

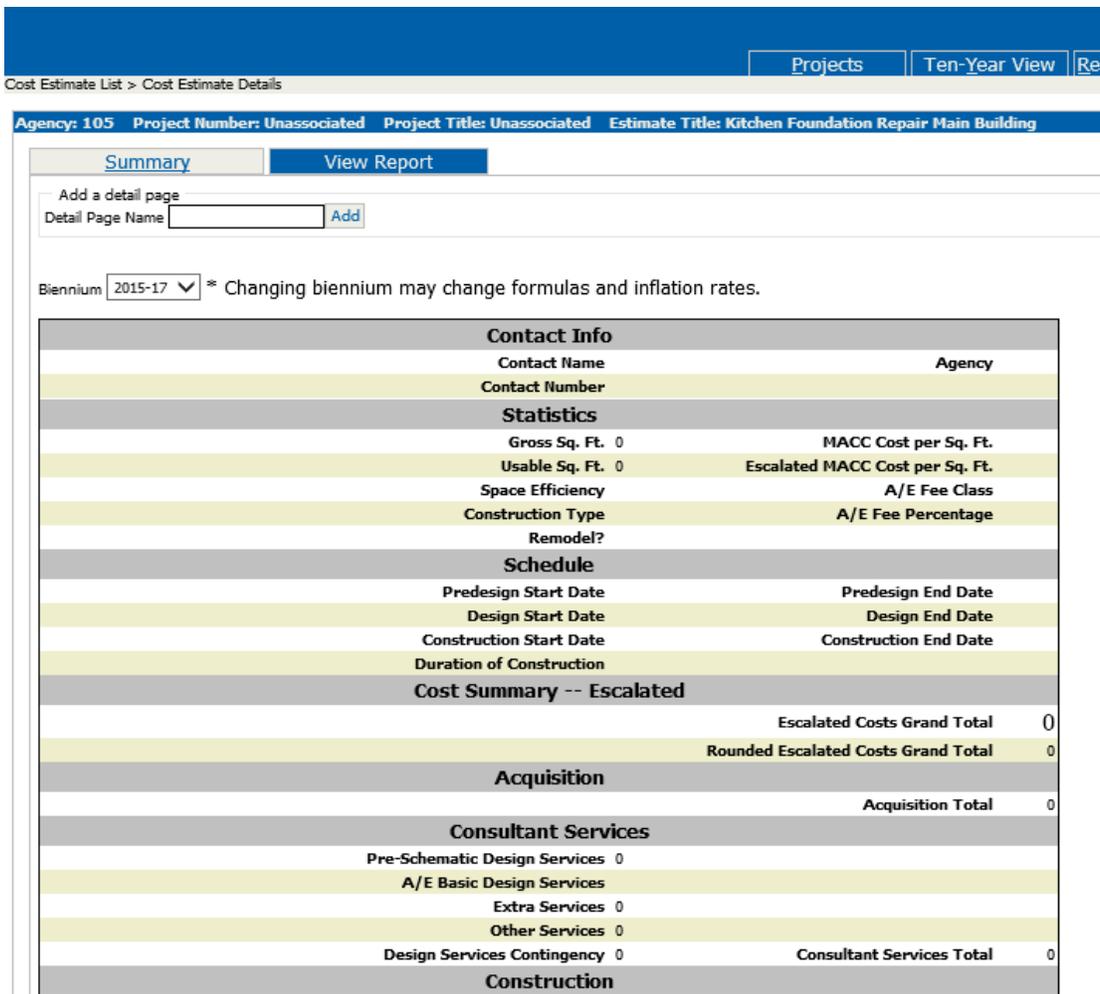
Within a cost estimate the Tab key will advance you to the next field, and the Enter key will save changes made to a tab.

Hands On:

1. **Select** the Cost Estimate tab.
2. **Select** the **Unassociated** circle and the **Show Cost Estimates** button.
3. **Select** the **Add** button. **Enter** a **Cost Estimate Title** and then select the OK button.
Enter **Kitchen Foundation Repair Main Building**



4. **Select the OK button.** The cost estimate detail, summary page is now displayed. On this page a Detail Page Name must be added before any cost estimate dollars can be entered. & *Note: Within a cost estimate, detail tabs cannot have duplicate titles.*



5. Enter **Detail Page Name** Foundation Repair and click the **ADD** button. (& Note: Different detail tab can be added to a cost estimate for different part of construction, used for different calculations (base month, A/E factor). Example: Office Building (new and remodel construction), or New building and Parking Lot costs.)
6. The Cost Estimate Detail tab with the newly added title is now displayed. Below the Detail Tab, the main page is now displayed.

Capital

Cost Estimate List > Cost Estimate Details

Projects | Ten-Year View | Reappropriations | **Cost Estimates**

Agency: 105 Project Number: Unassociated Project Title: Unassociated Estimate Title: Kitchen Foundation Repair Main Building

Summary | **Foundation Repair** | View Report

Detail Page Name	Foundation Repair X		
Construction Type	[Select a Construction Type]		
Analysis Date	6/12/2014	Projected Life of Asset	[] Years
Contact Name	[]	Contact Number	[] [] [] ext. []
Tax Rate	[] %	Location used for tax rate	[] Location Finder
Gross Sq. Ft.	[]	Usable Sq. Ft.	[]
Rentable Sq. Ft.	[]	Space Efficiency	0%
Escalated Cost per Sq. Ft.	Escalated Cost per Sq. Ft. Explanation []		
Remodel?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
A/E Fee Class	undefined	A/E Fee Percentage	%
Contingency Rate	[] %	Contingency Explanation	[]
Art Requirement Applies	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Higher Ed Institution	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Project Administration by	DES		
Alternative Public Works	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Pre-design Start Date	[] []	Pre-design End Date	[] []
Design Start Date	2014 [] []	Design End Date	2014 [] []
Construction Start Date	2014 [] []	Construction End Date	2014 [] []
Construction Duration	0 Months	State Construction Inflation Rate	3.08 %
Base Month and Year	2014 [] []		
MACC	MACC (escalated)		
Current Project Total	Escalated Project Total		
Rounded Current Project Total	Rounded Escalated Project Total		

Save | Save & Continue

7. Select the cost estimates Construction Type, from the drop down list.
Archive Building

Construction Type	[Select One]	
Analysis Date	[Select One]	Project
Contact Name	Archive Building	
Tax Rate	Armories	Location
	Art Galleries	
	Auditorium with Stage	

8. Verify that the **Base Month and Year** is not prior to today's date. If the Base Month and Year is in the past, select the correct time period for the cost estimate. The base

month/year is the month and year that the cost estimate is based on, and inflation is calculated from the selected month and year forward.
 Year 2014 and Month 06

9. **Select** the **Save** button, found at the bottom left side of the screen.
10. The Cost Estimate and Detail tab are now saved. Your screen now displays the cost estimate detail sub tabs: Main, Acquisition Costs, Consultant Services, Construction Contracts, Equipment, Artwork, Project Management, and Other Costs.

The screenshot shows the 'Capital Budgeting System' interface. At the top, there are navigation tabs: 'Projects', 'Ten-Year View', 'Reappropriations', 'Cost Estimates', 'Capital FTEs', and 'VE'. Below this, the breadcrumb trail reads 'Cost Estimate List > Cost Estimate Details'. The main header area includes 'Agency 105', 'Project Number: Unassociated', 'Project Title: Unassociated', and 'Estimate Title: Kitchen Foundation Repair Main Building'. The primary navigation bar has 'Summary', 'Foundation Repair', and 'View Report'. A secondary bar shows cost categories: 'Main' (0), 'Acquisition Costs' (0), 'Consultant Services' (0), 'Construction Contracts' (0), 'Equipment' (0), 'Artwork' (0), 'Project Management' (0), and 'Other Costs' (0). The main content area is titled 'Updated Successfully' and contains a form for 'Foundation Repair'. Fields include: 'Detail Page Name' (Foundation Repair), 'Construction Type' (Archive Building), 'Analysis Date' (6/12/2014), 'Projected Life of Asset' (Years), 'Contact Name', 'Contact Number', 'Tax Rate' (%), 'Location used for tax rate' (with a 'Location Finder' link), 'Gross Sq. Ft.', 'Usable Sq. Ft.', 'Rentable Sq. Ft.', 'Space Efficiency' (0%), 'Escalated Cost per Sq. Ft.', 'Escalated Cost per Sq. Ft. Explanation', 'Remodel?' (Yes/No), 'A/E Fee Class N', 'A/E Fee Percentage' (0%), 'Contingency Rate' (%), 'Contingency Explanation', 'Art Requirement Applies' (Yes/No), 'Project Administration by' (DES), 'Higher Ed Institution' (Yes/No), 'Alternative Public Works' (Yes/No), 'Predesign Start Date', 'Predesign End Date', 'Design Start Date' (2015/7), 'Design End Date' (2016/6), 'Construction Start Date' (2017/7), 'Construction End Date' (2019/6), 'Construction Duration' (23 Months), 'State Construction Inflation Rate' (3.06%), and 'Base Month and Year' (2014/6). At the bottom, there are summary rows for 'MACC', 'Escalated Project Total', and 'Rounded Escalated Project Total', all showing 0. A 'Save' button is located at the bottom left.

Lesson 4, Task 2 – Main page sub tab

The main page captures relevant information for a single cost estimate detail.

Hands On: Move down the screen from Left to Right.

1. **Detail Page Name** – Displays the Cost Estimate Detail Page title. To change the detail tab title, type or modify the field text and save.
2. **Construction Type** – Establishes the Architect/Engineer (A/E) fee class and associated basic design fee schedule.
 Archive Building previously selected.

& Note: A construction type must be selected prior to moving off the Main page. Depending on the construction type selected, some fields contained on the cost estimate will not be displayed. For example, when a non-building type of Fish Hatchery Infrastructure is selected from the Construction Type drop down list the cost estimate main page will not display field's specific to a building construction type.

3. **Analysis Date** - Defaults to today's date.
4. **Projected Life of Asset** –The number of years the asset is estimated to be useful. See SAAM 30.50.10 for more information. 50
5. **Contact Name** – The contact name should be the person who will answer questions about the cost estimate. Your Name
6. **Contact Number** – The phone number of the contact person who will answer questions about the cost estimate. Your phone number
7. **Tax Rate** - The sales tax rate for the location of the project. Converts to a percentage, if 10 is entered becomes 10%. 8.7
8. **Location used for tax rate** – Enter the cost estimate sales tax rate location. The system provides a Location Finder link to look-up the current rate for a specified location. Olympia
9. **Gross Sq. Ft.** – Gross square feet of building area contained in the project based on American Institute of Architects document. This field is not visible if a non-building construction type has been selected. 25,300
10. **Usable Sq. Ft.** – Also known as net square feet or assignable square feet. Usable square feet of the structure. This field is not visible if a non-building construction type has been selected. Usable Square Feet cannot be greater than Gross Square Feet. 22,300
11. **Rentable Sq. Ft.** – Rentable square feet of the building. This field is not visible if a non-building construction type has been selected. 22,300
12. **Space Efficiency** - System calculation. Usable Square Feet divided by Gross Square Feet. If Usable Square Feet is greater than Gross Square Feet, an error message is displayed. This field is not visible if a non-building construction type has been selected.
13. **Escalated Cost per Sq. Ft.** - System calculation. Maximum Allowable Construction Cost (MACC - Escalated) divided by Gross Square Feet. This field is not visible if a non-building construction type has been selected. See the Capital Budget Instructions for efficiency guidelines.

14. **Escalated Cost per Sq. Ft. Explanation** - This field is not visible 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. No entry needed for the Hands On exercise
15. **Remodel?** – Question defaults to No. This field is not visible if a non-building construction type has been selected. & Note: 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. Retain default of No for the Hands On exercise
16. **A/E Fee Class** – Assigned by the system based on the Construction Type selected.
17. **A/E Fee Percentage** – Percentage is based on the A/E Fee Class, and if the project is a Remodel.
18. **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%. Converts to a percentage, if 10 is entered becomes 10%. Enter an amount of 5.
19. **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.
20. **Art Requirement Applies** – Question defaults to No. If Yes is selected, the Artwork allowance will be calculated by the system and displayed on the Cost Estimate Detail tab titled Artwork.
Retain the No default selection for this exercise.
21. **Project Administration by** – Selections available are DES or Agency. If the Project will be administered by the Department of Enterprise Services (DES) Division of Engineering and Architectural Services (E&AS), select the DES option from the drop down list box. For the request of capital appropriations for costs to an Agency for project management, select Agency from the drop down list box.
Select AgencyDES
22. **Higher Ed Institution?** - Question defaults to No. If Yes is selected, the Higher Education artwork allowance is calculated on the Artwork sub tab.
Retain the No default selection for this exercise.
23. **Alternative Public Works?** - Question defaults to No. A selection of Yes, allows for the entry of cost associated with the design-build and general contractor/construction manager (GCCM) types of contracts.
Retain the No default selection for this exercise.

24. **Predesign Start Date** – Selection drop down list box for both the year and month predesign will start. (& Note: if the blank value form the drop down list box for both Year and Month is not available, save any changes made, then select the acquisition sub tab then select the Main sub tab again.) 2013 and 2
25. **Predesign End Date** – Selection drop down list box for both the year and month predesign will end. The selected year/month cannot be prior to the selected Predesign Start year and month. 2013 and 3
26. **Design Start Date** – The selected year/month cannot be prior to Predesign Start year and month. 2015 and 7
27. **Design End Date** – The selected year/month cannot be prior to Design Start year and month. 2017 and 12
28. **Construction Start Date** – The selected year/month cannot be prior to Design Start year and month. 2017 and 12
29. **Construction End Date** – The selected year/month cannot be prior to Construction Start year and month. 2019 and 2
30. **Construction Duration in Months** – System calculation. Based on the year/month of the first construction start date to the year/month of last construction end date. Construction End Date minus Construction Start Date divided by 365 days divided by 12 months.
31. **State Construction Inflation Rate** – Currently maintained by the system at 3.08%
32. **Base Month and Year** – Defaults to June and the first fiscal year for the selected biennium of the new cost estimate. For example, the 2009-11 Budget will default to June 2008. Uses previously entered base month and year date when existing cost estimate. Base month and year cannot be a date in the prior biennium.
33. **Maximum Allowable Construction Cost (MACC) Not Escalated** - System calculation. 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.
34. **Maximum Allowable Construction Cost (MACC) Escalated** - System calculation. 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).
35. **Current Project Total** - System calculation.

36. **Project management fee for minor projects** = (total escalated acquisition costs + total escalated consultant services + MACC escalated + Construction Contingency escalated + other totals escalated)*.04.

37. **Rounded Current Project Total** - System calculation.

38. **Escalated Project Total** - System calculation.

39. **Project Management for large projects** = (total (escalated) acquisition costs + total (escalated) consultant services + total (escalated) MACC + escalated Construction Contingency + escalated other totals + (escalated * (AEBasicDesignServiceSchedule 'A,B,orC' [if Remodel] – 0.03) – 0.04).

40. **Rounded Escalated Project Total** - System calculation.

41. **Save** button

42. **Save & Continue** button

Lesson 4, Task 3 – Acquisition Costs sub tab

Acquisition costs are the associated purchase or leasing costs, and any costs necessary to prepare the property for agency use.

Item	Base Amount	Escalation Factor	Escalated Cost
Purchase/Lease Cost	35,000		
Appraisal and Closing Costs			
Right of Way Costs			
Demolition Cost			
Pre-Site Development			
Property Development Costs (PDR)	10,000		
Totals	Total		Escalated Total
	45,000		46,000

1. **Purchase/Lease Cost** – Enter 35,000

2. **Appraisal and Closing Cost** – Skip for this exercise

3. **Right of Way Cost** – Skip for this exercise
4. **Demolition Cost** – Skip for this exercise
5. **Pre-Site Development** – Skip for this exercise
6. **Add new item above** – button will add a new Acquisition Cost line item row for a custom acquisition cost to be entered.
Select Add new item above button. Enter a title of Property Development Costs (DNR) and an amount of 10,000

A note on customizing a cost estimates cost items:

Each cost estimate detail tab allows for the addition of cost item rows for nonstandard activities. These user-defined items can be added manually to each project phase of a detail tab. A title for the newly added row must be entered, in order to save the item for the cost estimate. User-defined rows are not required to have amounts entered to save, allowing for the creation of cost estimate templates. To delete a user-defined row, first delete the title and select the save button. User-defined rows with blank titles will be deleted from the cost estimate.

7. **Base Amount Total** – System calculation. Total Acquisition Costs.
8. **Escalation Factor** - System calculation. Factor is 1.
9. **Escalated Total** - System calculation. Total Acquisition Costs multiplied by escalation factor.
10. **Escalated Cost**
11. **Save** button
12. **Save & Continue** button

Lesson 4, Task 4 – Consultant Services sub tab

Consultant Services are costs associated with architect and engineering (A/E) services from private consulting firms. Basic Design Services fees are automatically calculated by the system based on the construction type selected.

Capitol

Cost Estimate List > Cost Estimate Details

Projects | Ten-Year View | Reappropriations | Cost Estimates

Agency: 105 Project Number: Unassociated Project Title: Unassociated Estimate Title: Kitchen Foundation Repair Main Building

Summary | Foundation Repair | X | View Report

Main	Acquisition Costs	Consultant Services	Construction Contracts	Equipment	Artwork	Project Management	Other Costs
52,720	45,000	7,720	0	0	0	0	0

Save | Save & Continue

Item	Base Amount	Escalation Factor	Escalated Cost
1 Pre-Schematic Design Services			
Programming/Site Analysis	<input type="text"/>		
Environment Analysis	<input type="text" value="2,000"/>		
Pre-design Study	<input type="text"/>		
Add new item above			
Sub Total	2,000	1.0334	2,067
2 Construction Documents			
A/E Basic Design Services	<input type="text" value="0"/>		
Add new item above			
Sub Total	0	1.0479	0
3 Extra Services			
Civil Design (Above Basic Services)	<input type="text"/>		
Geotechnical Investigation	<input type="text"/>		
Commissioning (Systems Check)	<input type="text"/>		
Site Survey	<input type="text"/>		
Testing	<input type="text"/>		
Leadership Energy & Environment Design List (LEED)	<input type="text"/>		
Voice/Data Consultant	<input type="text"/>		
Value Engineering Participation & Implementation	<input type="text"/>		
Constructability Review Participation	<input type="text"/>		
Environmental Mitigation Services (EIS)	<input type="text"/>		
Landscape Consultant	<input type="text"/>		
Add new item above			
Sub Total	0	1.0479	0
4 Other Services			
Bid/Construction/Closeout	<input type="text" value="0"/>		
HVAC Balancing	<input type="text"/>		
Staffing	<input type="text" value="5,000"/>		
Add new item above			
Sub Total	5,000	1.1305	5,653
5 Design Services Contingency			
Design Services Contingency	<input type="text" value="0"/>		
Add new item above			
Sub Total	0	1.1305	0
Totals			
Total	7,000	Escalated Total	7,720

Save | Save & Continue

Pre-Schematic Design Services:

1. **Programming/Site Analysis**
2. **Environment Analysis** - Enter 2,000
3. **Pre-design Study**

4. **Add new item above** - button
5. **Sub Total**
 - a. **Base amount**
 - b. **Escalation Factor**
 - c. **Escalated Cost**

Construction Documents:

6. **A/E Basic Design Services** – System Calculation (see Tooltip by hovering your mouse over the item title).
7. **A/E Basic Design Services Override Amount** – this field has been removed. If the A/E Basic Design Services needs to be modified it should be done in a new line item.
8. **Add new item above** - button
9. **Sub Total**
 - a. **Base Amount**
 - b. **Escalation Factor**
 - c. **Escalated Cost**

Extra Services: Leave this section blank for this exercise

10. **Civil Design (Above Basic Services)**
11. **Geotechnical Investigation**
12. **Commissioning (Systems Check)**
13. **Site Survey**
14. **Testing**
15. **Leadership Energy & Environment Design list (LEED)** (& note: This field is not displayed for non-building construction types)
16. **Voice/Data Consultant**
17. **Value Engineering Participation & Implementation**
18. **Constructability Review Participation**
19. **Environmental Mitigation Services (EIS)**
20. **Landscape Consultant**
21. **Add new item above** - button
22. **Sub Total**
 - a. **Base Amount**
 - b. **Escalation Factor**
 - c. **Escalated Cost**

Other Services:

23. **Bid/Construction/Closeout** – System Calculation. Based on 31% of basic services.
24. **Bid/Construction/Closeout Override Amount** - this field has been removed. If the Bid Construction Closeout Override Amount needs to be modified it should be done in a new line item.
25. **HVAC Balancing** - field
26. **Staffing** – Enter 5,000

27. **Add new item above** - button

28. **Sub Total**

- a. **Base Amount**
- b. **Escalation Factor**
- c. **Escalated Cost**

Design Services Contingency:

29. **Design Services Contingency – System Calculation.**

30. **Add new item above** - button

31. **Sub Total**

- a. **Base Amount**
- b. **Escalation Factor**
- c. **Escalated Cost**

32. **Total**

33. **Escalated Total**

34. **Save** - button

35. **Save & Continue** - button

Lesson 4, Task 5 – Construction Contracts sub tab

Construction Contracts are the costs associated with a projects construction. Estimate Items display a UNIFORMAT code preceding the title, G10 Site Preparation.

Summary						
Main	Acquisition Costs	Consultant Services	Construction Contracts	Equipment	Artwork	Project Management
3,715,542	45,000	7,720	3,662,822	0	0	0
Save Save & Continue						
1 Site work						
Item	Base Amount	Escalation Factor	Escalated Cost			
G10 - Site Preparation	375,000					
G20 - Site Improvements	253,000					
G30 - Site Mechanical Utilities						
G40 - Site Electrical Utilities						
G60 - Other Site Construction						
Add new item above						
Sub Total	628,000	1.0981	686,607			
2 Related Project Costs						
Offsite Improvements						
City Utilities Relocation						
Parking Mitigation						
Stormwater Retention/Detention						
Wetland Mitigation						
Add new item above						
Sub Total	0	1.0981	0			
3 Facility Construction						
A10 - Foundations	990,000					
A20 - Basement Construction	855,000					
B10 - Superstructure	763,000					
B20 - Exterior Closure						
B30 - Roofing						
C10 - Interior Construction						
C20 - Stairs						
C30 - Interior Finishes						
D10 - Conveying						
D20 - Plumbing Systems						
D30 - HVAC Systems						
D40 - Fire Protection Systems						
D50 - Electrical Systems						
F10 - Special Construction						
F20 - Selective Demolition						
General Conditions						
Add new item above						
Sub Total	2,630,000	1.1305	2,973,215			
4 MA CC						
MA CC Non-escalated	3,238,000					
MA CC Escalated	3,662,822					
7 Construction Contingencies						
A Allowance for Change Orders	0					
Add new item above						
Sub Total	0	1.1305	0			
8 Non Taxable Items						
Add new item above						
Sub Total	0	1.1305	0			
Sales Tax						
Sales Tax - Non Escalated	0					
Sales Tax - Escalated	0					
Totals						
Total	3,238,000	Escalated Total	3,662,822			
Save Save & Continue						

Site work:

1. **G10 Site Preparation** – Enter 375,000
2. **G20 Site Improvements** – Enter 253,000
3. **G30 Site Mechanical Utilities**
4. **G40 Site Electrical Utilities**
5. **G60 Other Site Construction**
6. **Add new item above - button**
7. **Sub Total**
 - a. **Base Amount**
 - b. **Escalation Factor**
 - c. **Escalated Cost**

Related Project Costs: Leave this section blank for this exercise

8. **Offsite Improvements**
9. **City Utilities Relocation**
10. **Parking Mitigation**
11. **Storm water Retention/Detention**
12. **Wetland Mitigation**
13. **Add new item above - button**
14. **Sub Total**
 - a. **Base Amount**
 - b. **Escalation Factor**
 - c. **Escalated Cost**

Facility Construction: (this section is not displayed for non-building construction types)

15. **A10 Foundations** – Enter 990,000
16. **A20 Basement Construction** – Enter 855,000
17. **B10 Superstructure** – Enter 785,000
18. **B20 Exterior Closure**
19. **B30 Roofing**
20. **C10 Interior Construction**
21. **C20 Stairs**
22. **C30 Interior Finishes**
23. **D10 Conveying**
24. **D20 Plumbing Systems**
25. **D30 HVAC Systems**
26. **D40 Fire Protection Systems**
27. **D50 Electrical Systems**
28. **F10 Special Construction**
29. **F20 Selective Demolition**
30. **General Conditions**
31. **Add new item above-button**
32. **Sub Total**
 - a. **Base Amount**
 - b. **Escalation Factor**

c. Escalated Cost

MACC:

33. **MACC Non-escalated** - Total Site Work + Total Related Project Costs + Facility Construction

34. **MACC Escalated** - Total Site Work (escalated) + Total Related Project Costs (escalated) + Facility Construction (escalated)

GCCM Risk Contingency: Section will not display for this exercise

Section only display if Alternative Public Works has been selected (and a building construction type) on cost estimate Main page.

35. **GCCM Risk Contingency**

36. **Add new item above** - button

37. **Sub Total**

a. Base Amount

b. Escalation Factor

c. Escalated Cost

GCCM or Design Build Costs: Section will not display for this exercise

Section only display if Alternative Public Works has been selected (and a building construction type) on cost estimate Main page.

38. **GCCM Fee**

39. **Bid General Conditions**

40. **GCCM Preconstruction Services**

41. **Add new item above** - button

42. **Sub Total**

a. Base Amount

b. Escalation Factor

c. Escalated Cost

Construction Contingencies:

43. **Allowance for Change Orders**

44. **Add new item above** - button

45. **Sub Total**

a. Base Amount

b. Escalation Factor

c. Escalated Cost

Non Taxable Items: Leave this section blank for this exercise

46. **Non Taxable Items**

47. **Add new item above** – button

Sales Tax:

48. **Sales Tax – Non Escalated**

49. **Sales Tax – Escalated**

50. **Total**

51. Escalated Total

52. Save - button

53. Save & Continue – button

Lesson 4, Task 6 – Equipment sub tab

Equipment costs include the cost of equipment and furnishings that are essential to the project. These items are not considered consumables and have a life expectancy of greater than one year.

Capital Budgeting System

Projects Ten-Year View Reappropriations **Cost Estimates** Capital FTEs Versio

Cost Estimate List > Cost Estimate Details

Agency: 103 Project Number: Unassociated Project Title: Unassociated Estimate Title: Kitchen Foundation Repair Plan Building

Summary **Foundation Repair** View Report

Item	Base Amount	Escalation Factor	Escalated Cost
Main	4,038,009		
Acquisition Costs	45,000		
Consultant Services	330,187		
Construction Contracts	3,662,822		
Equipment	0		
Artwork	0		
Project Management	0		
Other Costs	0		

Item	Base Amount	Escalation Factor	Escalated Cost
E10 - Equipment	<input type="text"/>		
E20 - Furnishings	<input type="text"/>		
F10 - Special Construction	<input type="text" value="5000"/>		
<input type="button" value="Add new item above"/>			
Sub Total	0	1.1305	0
1 Non Taxable Items			
<input type="button" value="Add new item above"/>			
Sub Total	0	1.1305	0
Sales Tax			
Sales Tax - Non Escalated	0		
Sales Tax - Escalated	0		
Totals			
Total	0	Escalated Total	0

1. E10 Equipment
2. E20 Furnishings
3. F10 Special Construction – Enter 5,000
4. Add new item above - button
5. Sub Total
 - a. Base Amount
 - b. Escalation Factor
 - c. Escalated Cost

Non Taxable Items: Leave this section blank for this exercise

6. Add another user defined item - button
7. Sub Total
 - a. Base Amount
 - b. Escalation Factor

c. Escalated Cost

Sales Tax

8. **Sales Tax - Non Escalated**

9. **Sales Tax Escalated**

10. **Total**

11. **Escalated Total**

12. **Save** – button

13. **Save & Continue** - button

Lesson 4, Task 7 – Artwork sub tab

Most Major Capital projects are subject to allowances for Artwork, per RCW 43.17.200 and RCW 28B.10.027 for Higher Education. The Artwork amount is not escalated.

Item	Base Amount	Escalation Factor	Escalated Cost
Project Artwork			
Higher Ed Artwork			0
Add new item above			
Totals			
Total		0	Escalated Total 0

Note: Artwork will not be calculated for this exercise, since 'No' was selected for Art Requirement Applies on the Main sub tab.

1. **Project Artwork**

2. **Higher Ed Artwork**

3. **Add new item above** - button

4. **Total**

5. **Escalated Total**

6. **Save** – button

7. **Save & Continue** – button

Lesson 1, Task 8 – Project Management sub tab

The items listed on the Project Management sub tab are based on the *Project Administration* by selection listed on the Main page. If DES is selected, the DES Project Management row is displayed and the DES amount is calculated. If agency is selected, the Agency Project Management row is displayed for an amount to be entered. Project Administration by DES costs is not included in the cost estimate Project Total. If a user-defined item is added, and

Project Administration by DES has been selected, then only the user added row costs are added into the Project Total. Project Administration by Agency costs is included in the cost estimate Project Total.

Capital Budgeting System

Cost Estimate List > Cost Estimate Details

Agency: 105 Project Number: Unassociated Project Title: Unassociated Estimate Title: Kitchen Foundation Repair Main Building

Summary **Foundation Repair** View Report

Main	Acquisition Costs	Consultant Services	Construction Contracts	Equipment	Artwork	Project Management	Other Costs
4,256,719	45,000	330,187	3,662,822	5,653	0	213,057	0

Updated Successfully

Item	Base Amount	Escalation Factor	Escalated Cost
Agency Project Management	188,462		
<input type="button" value="Add new item above"/>			
Sub Total	188,462	1.1305	213,057
Totals			
Total	188,462	Escalated Total	213,057

1. **DES Project Management** - Only displayed if “Project Administration by” is DES on main page.
2. **Agency Project Management** - Only displayed if “Project Administration by” is Agency on main page.
3. **Add new item above** – button
4. **Total**
5. **Escalated Total**
6. **Save** - button
7. **Save & Continue** - button

Lesson 4, Task 9 – Other Costs sub tab

Capital Budgeting System

Cost Estimate List > Cost Estimate Details

Agency: 105 Project Number: Unassociated Project Title: Unassociated Estimate Title: Kitchen Foundation Repair Main Building

Summary **Foundation Repair** View Report

Main	Acquisition Costs	Consultant Services	Construction Contracts	Equipment	Artwork	Project Management	Other Costs
4,314,575	45,000	330,187	3,662,822	5,653	0	216,007	54,906

Updated Successfully

Item	Base Amount	Escalation Factor	Escalated Cost
Mitigation Costs	<input type="text" value="50,000"/>		
Hazardous Material Remediation/Removal	<input type="text"/>		
Historic and Archeological Mitigation	<input type="text"/>		
<input type="button" value="Add new item above"/>			
Totals			
Total	50,000	Escalated Total	54,906

1. **Mitigation Costs**
2. **Hazardous Material Remediation/Removal** – Enter 50,000
3. **Historic and Archeological Mitigation**
4. **Add new item above** - button
5. **Total**
6. **Escalated Total**
7. **Select** the **Save** button.
8. Next, **select** the Cost Estimate **Summary tab**. (& Note: to navigate back to the cost estimate sub tabs, select the Detail tab title to the right of the Summary tab.)

Lesson 4, Task 10 – Summary tab

Summary				Foundation Repair		View Report	
Add a detail page							
Detail Page Name						Add	
Biennium: 2015-17 * Changing biennium may change formulas and inflation rates.							
Contact Info							
Contact Name				Agency		105	
Contact Number							
Statistics							
Gross Sq. Ft.		0		MACC Cost per Sq. Ft.			
Usable Sq. Ft.		0		Escalated MACC Cost per Sq. Ft.			
Space Efficiency				A/E Fee Class		B	
Construction Type		Archive Building		A/E Fee Percentage		9.22%	
Remodel?		No					
Schedule							
Predesign Start Date				Predesign End Date			
Design Start Date		7/2015		Design End Date		6/2016	
Construction Start Date		7/2017		Construction End Date		6/2019	
Duration of Construction		23 months					
Cost Summary -- Escalated							
Escalated Costs Grand Total						4,314,574	
Rounded Escalated Costs Grand Total						4,315,000	
Acquisition							
Acquisition Total						45,000	
Consultant Services							
Pre-Schematic Design Services		2,067					
A/E Basic Design Services		0					
Extra Services		0					
Other Services		5,653					
Design Services Contingency		0		Consultant Services Total		330,187	
Construction							
General Contractor Construction Management (GCOM) Risk Contingency		0					
General Contractor Construction Manager (GCOM) or Design Build Costs		0					
Construction Contingencies		0					
Sales Tax		0					
Non Taxable Items		0		Construction Total		3,662,822	
Maximum Allowable Construction Cost (MACC)		3,258,000					
Maximum Allowable Construction Cost (MACC) Escalated		3,662,822					
Equipment							
Equipment		5,653					
Sales Tax		0					
Non Taxable Items		0		Equipment Total		5,653	
Artwork							
Artwork Total						0	
Other Costs							
Other Costs Total						54,905	
Agency Project Administration							
Agency Project Administration Total						216,007	
Additional Details							
Alternative Public Works Project		N		Project Administration by		Agency	
Base Month and Year		6/2014		State Construction Inflation Rate		3.08%	
Project Admin Impact to DES that is NOT Included in Project Total		0					

The Cost Estimate Summary sub tab displays the summarized costs of one or more cost estimate detail tabs. If only one detail tab exists for the cost estimate, the summary page will display the totals of the individual detail tab.

Review the Cost Estimate Summary page; move down the page from left to right:

Add a detail page

1. **Detail Page Name** – field provided for the entry of a new tab title.
2. **Add** – button

Biennium

3. **Biennium** – drop down selection box. The biennium displayed will determine formulas and inflation rate calculations. The biennium of cost estimates can be changed on the Summary page, selecting a new biennium for a cost estimate will recalculate inflation rates and any standard formulas.

Contact Info

4. **Contact Name** - Displays the contact name entered on the cost estimate detail tab. If a cost estimate contains multiple detail tabs, "Varies" will be displayed for contact name.
5. **Agency** – Displays the Agency of the cost estimate.
6. **Contact Number** - Displays the contact number entered on the cost estimate detail tab. If a cost estimate contains multiple detail tabs, "Varies" will be displayed for contact number. If multiple detail tabs exist for the cost estimate and a contact number is entered only on one detail tab, the contact number will be displayed.

Statistics

7. **Gross Sq. Ft.**
8. **MACC Cost per Sq. Ft.**
9. **Usable Sq. Ft.**
10. **Escalated MACC Cost per Sq. Ft.**
11. **Space Efficiency** – system calculation: sum of net square feet from detail pages divided by sum of gross square feet from detail page(s.)
12. **A/E Fee Class** – Displays selected value from detail page if cost estimate consists of a single detail page, otherwise displays "varies".
13. **Construction Type** - Displays construction type if cost estimate consists of a single detail page, otherwise displays "varies".
14. **A/E Fee Percentage** - Displays selected value from detail page if cost estimate consists of a single detail page, otherwise displays "varies".
15. **Remodel?** - If any detail page is a Construction Type of Building, displays selected value from detail page if cost estimate consists of a single detail page, otherwise displays "varies".

Schedule

16. **Predesign Start Date** - Earliest predesign start date found on any detail page. Blank selections are available for both month and year if predesign does not apply for the cost estimate.

- 17. **Predesign End Date** - Latest predesign end date found on any detail page.
- 18. **Design Start Date** - Earliest design start date found on any detail page.
- 19. **Design End Date** - Latest design end date found on any detail page.
- 20. **Construction Start Date** - Earliest construction start date found on any detail page.
- 21. **Construction End Date** - Latest construction end date found on any detail page.
- 22. **Duration of Construction (months)** - calculation: earliest construction start date found on any detail page subtracted from latest construction start date found on any detail page.

Cost Summary – Escalated

- 23. **Escalated Costs Grand Total**
- 24. **Rounded Escalated Costs Grand Total**

Acquisition

- 25. **Acquisition Total**

Consultant Services

- 26. **Pre-Schematic Design Services**
- 27. **A/E Basic Design Services**
- 28. **Extra Services**
- 29. **Other Services**
- 30. **Design Services Contingency**
- 31. **Consultant Services Total**

Construction

- 32. **General Contractor Construction Management (GCCM) Risk Contingency**
- 33. **General Contractor Construction Manager (GCCM) or Design Build Costs**
- 34. **Construction Contingencies**
- 35. **Sales Tax**
- 36. **Non Taxable Items**
- 37. **Construction Total**
- 38. **Maximum Allowable Construction Cost (MACC)**
- 39. **Maximum Allowable Construction Cost (MACC) Escalated**

Equipment

- 40. **Equipment**
- 41. **Sales Tax**
- 42. **Non Taxable Items**
- 43. **Equipment Total**

Artwork

- 44. **Artwork Total**

Other Costs

- 45. **Other Costs Total**

Agency Project Administration

46. Agency Project Administration Total

Additional Details

47. **Alternative Public Works Project** - Displays selected value from detail page if cost estimate consists of a single detail page, otherwise displays "varies".

48. **Project Administration by** - Displays selected value from detail page if cost estimate consists of a single detail page, otherwise displays "varies".

49. **Base Month and Year** - Displays selected value from detail page if cost estimate consists of a single detail page, otherwise displays "varies".

50. State Construction Inflation Rate

51. Project Admin Impact to DES that is NOT Included in Project Total

Optional Hands On Exercise – Take some time to add a second Cost Estimate

1. **Select** the **Cost Estimate** tab.
2. **Select** the **Unassociated** circle and the **Show Cost Estimates** button.
3. **Select** the **Add** button. **Enter a Cost Estimate Title** and then select the OK button.
Enter **Full Replacement of Main Building Water Lines**
4. **Enter Detail Page Name** and click the **ADD** button. Enter **Water Line Repair**
5. **Select** the cost estimates **Construction Type**, form the drop down list. **Select Art Galleries**
6. **Base Month and Year** is not prior to today's date. **Select Year 2014 and Month 2**
7. **Select** the **Save** button.
8. **Analysis Date** - Defaults to today's date.
9. **Projected Life of Asset** – Enter **50**
10. **Contact Name** – Enter **Your Name**
11. **Contact Number** – Enter **Your phone number**
12. **Tax Rate** - Enter **8.6**
13. **Location used for tax rate** – Enter **Olympia**
14. **Gross Sq. Ft.** – Enter **2300**
15. **Usable Sq. Ft.** – Enter **2200**
16. **Rentable Sq. Ft.** – Enter **2200**
17. **Remodel?** – **Retain default of No for the Hands On exercise**
18. **Contingency Rate** – Enter **5**

19. **Contingency Explanation** – An explanation for the Contingency Rate must be provided.

Cost Estimate will use a rate of 5% based on the project sites unknown ecological factors.

20. **Art Requirement Applies** – Retain the No default selection for this exercise.

21. **Project Administration by** – Select **DES**

22. **Higher Ed Institution?** - Retain the No default selection for this exercise.

23. **Alternative Public Works?** - Retain the No default selection for this exercise.

24. **Predesign Start Date** – Select 2014 and 3

25. **Predesign End Date** – Select 2014 and 4

26. **Design Start Date** – Select 2015 and 4

27. **Design End Date** – The Select 2016 and 5

28. **Construction Start Date** – Select 2016 and 6

29. **Construction End Date** –Select 2017 and 12

30. Select the button **Save**.

31. Select the **Construction Contract tab**.

32. For section **3 Facility Construction, D20 Plumbing Systems**. Enter **550,000**

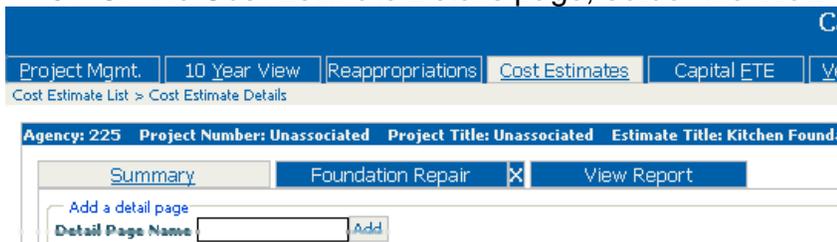
33. Select the button **Save**.

34. Select the **Cost Estimate tab**.

Lesson 4, Task 11 – View the Cost Estimate Report CBS003

The cost estimate must be viewed to print a report from CBS. For a selected cost estimate, the report will display the summarized data of the cost estimate detail page(s) and then displays each individual cost estimate detail. If a cost estimate only contains one detail page, the summary section will be the same as the detail data on the report.

1. **Select the Cost Estimate tab.**
2. **Select the Estimate title** on the Cost Estimate List screen for the report you wish to view.
3. On the Cost Estimate Details page, **select the View Report tab.**



4. A print preview box will be displayed with the report details.

This screenshot shows a browser window displaying the 'Cost Estimate Summary' report for the '105 - Office of Financial Management' for the '2015-17 Biennium'. The browser address bar shows 'https://test-...' and 'test-fortress.wa.gov'. The report content includes:

- OFM 105 - Office of Financial Management**
- Cost Estimate Summary**
- 2015-17 Biennium**
- Cost Estimate Number: 204 Report Number: CBS003
- Cost Estimate Title: Kitchen Foundation Repair Main Building Date Run: 8/12/2014 2:07PM
- Contact Info: Contact Name: Contact Number:
- Statistics**
- Gross Sq. Ft.: 0 Usable Sq. Ft.: 0 Space Efficiency: MACC Cost per Sq. Ft.: 0 Escalated MACC Cost per Sq. Ft.: 0
- Remodel?: No
- Construction Type: Archive Building
- Equipment**
- Equipment: 5,653
- Sales Tax: 0
- Non Taxable Items: 0 Equipment Total: 5,653
- Artwork**

5. **Select the Printer Icon**
6. Then the OK button. Reports Print to your local printer. **Skip this step in class**
7. Close the print preview box, by selecting the Red 'X' on the upper right hand side. You must close report dialogue, X, prior to viewing a new report.



Lesson 4, Task 12 – Rename a cost estimate or detail tab

Rename a Cost Estimate:

1. **Select the Cost Estimate Tab.**
2. **Select the Search Criteria** and then the **Show Cost Estimates button** to display a list of cost estimates.
3. **Select the checkbox** to the left of the cost estimate to be renamed.
4. The Rename tab is now available, **click the Rename tab**. If two or more cost estimates are selected the copy and rename tabs are not available (grayed out).
5. The system displays a Title Input field for **entering the new title** for the cost estimate.
6. After entering a title **select the OK** button, system renames the cost estimate.

(& Note: A cost estimate that is associated to a project can also be renamed from the Project Details – Cost Estimate screen for the project.)

Rename a Detail Tab:

1. **Select the Cost Estimate Tab.**
2. **Select the Search Criteria** and then the **Show Cost Estimates button** to display a list of cost estimates.
3. **Select the title of the cost estimate** containing the tab to be renamed.
4. The Cost Estimate Details screen is displayed. Located to the right of the Summary tab, it will be the first detail tab.

(& Note: additional detail tabs may exist for your cost estimate; the number of detail tabs for a cost estimate will depend on how many you have entered for the cost estimate.)

5. **Select the detail tab title** in need of being renamed.

6. The Detail tab – Main page is now displayed.
7. **Enter a new detail tab title**, in the Detail Page Name field. This field is located above the Construction Type drop down list, on the upper left side of the screen.
8. **Select** the button **Save & Continue**, and the title is updated.

& Note: If the Save button is selected the tab name will not display the new detail tab title until after navigating off the Main page.

Lesson 4, Task 13 – Delete a cost estimate or detail tab

Cost estimates not associated to a project can be deleted. Any cost estimates associated to a project must first be unassociated, prior to being selected for deletion. The Delete button will only show for checked unassociated cost estimates.

Delete a cost estimate:

1. **Select the Cost Estimate Tab**
2. **Select the Search Criteria** and then the **Show Cost Estimates button** to display a list of cost estimates.

The show all option displays all unassociated and associated cost estimates for the Biennium, budget type, and version.

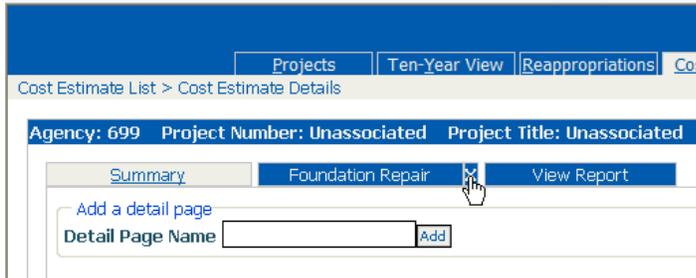
3. **Select the checkbox of the cost estimate** to be deleted. (& Note: Only unassociated cost estimate can be deleted. An associated cost estimate must be unassociated from all projects and all versions prior to selection to be deleted.)



4. The Delete tab is now available, **click the Delete button**. (& Note: If two or more cost estimates are selected or the cost estimate is associated to a project, the delete tab is not available (grayed out).
5. The system displays a confirmation box “Are you sure you want to delete the selected cost estimate?”
6. **Select the Cancel button**. If you select the OK button, system deletes the cost estimate.

Delete a detail tab:

1. From the **Cost Estimate Tab**
2. **Select** the **Search Criteria** and then the **Show Cost Estimates button** to display a list of cost estimates.
3. **Select** the **cost estimate title** of the containing the tab to be deleted.
4. The Cost Estimate Details screen is displayed.



5. **Select** the **detail tab title** in need of being deleted.
6. To the right of the tab title is an “X”, **click** on the “X” to delete the detail tab.
7. The system displays a confirmation box “Are you sure you would like to delete this cost estimate detail?”
8. **Select** the **OK** button, system deletes the cost estimate detail page.

To Submit a Cost Estimate it must be associated to an established project. The next Lesson will walk you through the step to create a project.

LESSON 5 – Copy Cost Estimates

(BUDGET OPERATIONS USER, AGENCY EDIT USER, AGENCY DIVISION USER & FACILITY USER)

Only one cost estimate can be copied at a time. A title must be entered for the copy being created. Cost estimates can have duplicate titles. The system will assign a new cost estimate number to the cost estimate being created.

Lesson 5, Task 1 – Copy an Unassociated Cost Estimate on the Cost Estimate Tab

If you are on the Cost Estimates tab, cost estimate copies are marked as “unassociated” and will appear in the unassociated search criteria of the cost estimate biennium.

1. **Select the Cost Estimate Tab**
2. **Select Unassociated** and then the **Show Cost Estimates** button. A list of unassociated cost estimates is displayed.
3. **Select the checkbox** of the cost estimate to be copied.
4. The Copy tab is now available, **click the Copy** tab. If two or more cost estimate are selected the copy and rename tabs are not available (grayed out).
5. **Enter the new cost estimate title** and **select the OK** button. The system creates a new cost estimate with a new number and title, and the system now displays the cost estimate summary page.
6. On the cost estimate summary page, a detail page name can be entered for the cost estimate (If a detail tab is added, a construction type must be selected on the Main sub tab to save the detail tab to the cost estimate.) The entry of an additional detail page is not required.
7. **Select the Cost Estimate tab. View the cost estimate copy on the unassociated cost estimate list.**

Lesson 5, Task 2 – Copy a Cost Estimate from the Project Detail screen

If you are on the Project Details - Cost Estimate tab the cost estimate copy will be associated to the current project.

1. Go to the **Projects tab**; **load the version and biennium of the project**.
2. **Select the title project** of the associated cost estimate to be copied.
3. **Select the *Project Details - Cost Estimate tab***.
4. **Select the cost estimate checkbox** to be copied.
5. The Copy tab is now available, **select the Copy tab**. If two or more cost estimate are selected the copy and rename tabs are not available (grayed out).
6. **Enter a cost estimate title**.
7. After entering a title **select the OK button**, the system creates a new cost estimate with a new number and name, and the system now displays the cost estimate summary page.
8. On the cost estimate summary page, a detail page name can be entered for the cost estimate. (If a detail tab is added, a construction type must be selected on the Main sub tab to save the detail tab to the cost estimate.) The entry of an additional detail page is not required.
9. **Select the Cost Estimate tab**. View the cost estimate copy on the associated cost estimate list for the biennium and version of the project selected.
10. For the newly copied cost estimate, select the project number link listed in the Project Associated To column.
11. This selection will navigate you to the project Detail tab.
12. Select the Project Details – Cost Estimate tab. View the original cost estimate and the newly created cost estimate. & Note that the original cost estimate is marked as Preferred.

Lesson 6 – Associate a cost estimate to a Project or Subproject

(BUDGET OPERATIONS USER, AGENCY EDIT USER, AGENCY DIVISION USER & FACILITY USER)

A project can have none, one or many cost estimates attached. This provides the ability to attach alternatives to a project. For example: Project is “Add 100 beds to Purdy Correction Center.” Cost estimates for 100 beds, 200 beds and 300 beds can be created and attached to the project for consideration. If more than one cost estimates are attached to a project, only one can be marked as the preferred estimate for the review process.

(& *Note:* When creating a new subproject, if a parent project has a cost estimate associated, the system will retain the cost estimate on the parent, even if the subproject has its own cost estimate. No warning will be displayed when this occurs.)

For the Agency Budget Group a cost estimate is unique to a user. For example, if an individual of the agency budget group created a cost estimate, that user is the only person who can see the unassociated cost estimate. Once the cost estimate is associated to a project in a version assigned to the Budget Group, it can be viewed by any member of the Budget Group. If the cost estimate is unassociated from the project, only the creator of the cost estimate will see the cost estimate on their unassociated Cost Estimate tab.

Lesson 6, Task 1 – Associate a cost estimate to a project

Cost estimates will retain the biennium of the project to which it is being associated.

From the Cost Estimate tab

1. From the Cost Estimate List screen, **select Show All** and then the **Show Cost Estimates** button. A list of unassociated cost estimates is displayed.

The Associated selection displays all cost estimates associated to a project, and the show all option displays all unassociated and associated cost estimates for the Biennium, budget type, and version.

2. **Select** the **Associate/Change** link located in the Project Associated To column, for the cost estimate you wish to associate to a project or subproject. **Select Associate/Change** link for the row with *Full Replacement of Main Building Water Lines*
3. A list of your available project(s) and subproject(s) to select from will appear for the Biennium, Budget Type, and Version. (Select a new search criteria and then load button if the project resides in a different version.) Only projects or subprojects in Draft status will be displayed.
4. **Select** the **title of the project or subproject** you wish to associate to the cost estimate. **Select** the project title **Main Building Repairs**

5. You will be returned to the Cost Estimate List screen with the filter criteria for associated cost estimates, the biennium and version of the Project/Subproject for which you attached the cost estimate to.

Once assigned to a project, the cost estimate will no longer appear in your list of unassociated cost estimates.

Lesson 6, Task 2 – Associate a cost estimate to a project in the same version/biennium

From the Cost Estimate tab

1. From the Cost Estimate List screen, **select Associated, biennium, Budget Type, and Version** and then the **Show Cost Estimates** button. A list of associated cost estimates is displayed. **Select Associated, 2015-17, All, and <valid version>**
2. **Select** the **Associate/Change** link located in the Project Associated To column, for the cost estimate you wish to associate to a different project. **Select Associate/Change** on the row with *Full Replacement of Main Building Water Lines*
3. A list of your available project(s) and subproject(s) to select from will appear. Only projects or subprojects in Draft status will be displayed.
4. **Select** the **title of the project** or subproject you wish to associate to the cost estimate. **Select** the project title **Main Water Line Repairs**
5. You will be returned to the Cost Estimate List screen with the filter criteria for associated cost estimates, the biennium and version of the Project/Subproject for which you attached the cost estimate to.

Lesson 6, Task 3 – Associate a cost estimate to a project in a different version/biennium

From the Cost Estimate tab

1. From the Cost Estimate List screen, **select Associated, biennium, Budget Type, and Version**, then the **Show Cost Estimates** button. The list of associated cost estimates is displayed.
2. **Select** the **Associate/Change** link located in the Project Associated To column, for the cost estimate you wish to associate to a project or subproject in a different version.
3. A list of your available project(s) and subproject(s) to select from will appear. Only projects or subprojects in Draft status will be displayed.

4. **Select a new biennium, budget type, and/or version** and then the **load** button.
5. **Select the title of the project or subproject** you wish to associate to the cost estimate.
6. You will be returned to the Cost Estimate List screen with the filter criteria for associated cost estimates, the biennium and version of the Project/Subproject for which you attached the cost estimate to.

Lesson 6, Task 4 – Mark a cost estimate as Preferred

If there is only one cost estimate associated to a project then it will always be preferred, if there are multiple, one will always be preferred. Unassociated cost estimates cannot be marked as preferred. Preferred indicate which is the primary estimate of a project.

1. Select the **Projects tab**; load the version and biennium of the project.
2. Select the **project title** with the associated cost estimates. The project Details screen is displayed, to the right of the Operating Impacts tab, **Select the *Project Details - Cost Estimate Tab***.
3. The Preferred column on the right side of the screen contains a selection circle. **Select the circle for the Cost Estimate that should be marked as preferred.**
4. **Select the Save Preferred** button to save change.

Lesson 6, Task 5 – Unassociate a cost estimate from a Project or Subproject

If a user unassociated an estimate from a project and that estimate is the last one associated to a project in all versions the cost estimate will be viewed on the Unassociated list.

1. Select the **Projects tab**; load the version and biennium of the project.
2. Select the **project title** with the associated cost estimate. The project Details screen is displayed, to the right of the Operating Impacts tab, **Select the *Project Details -Cost Estimate Tab***.
3. **Select the check box** for the cost estimate to be unassociated from the project.



4. **Select** the **Unassociate** button.
5. A message box displays 'Are you sure you want to Unassociate the selected cost estimate', **select** the **OK** button.

Lesson 7 – Reappropriations tab

(BUDGET OPERATIONS USER & AGENCY EDIT USER)

A project that requires more than one biennium to complete and that contains funding to be carried forward to the next biennium must request those funds in a “reappropriation request” as a specific action in subsequent biennia capital budget submittals. The Reappropriation screen has been developed to allow the ability to request projects for reappropriation. A user will select individual projects for reappropriation by checking the box next to the desired project on the Reappropriations tab. Once a project is selected for reappropriation, the system will copy it to the current working version and it will display on the 10 year view upon exiting the system.

(& Note: All reappropriations will retain the same project number, and description as the original project. Additionally they must include an estimate of expenditures for reappropriation, and the expected unexpended balance of the current biennium.)

Budget	Description	Account	Year	Current 17%	Actuals	Current 17%	Actuals	Reappropriation Request	Other Available	Unexpended
2016004	Couley River Driveway	027-1 State Building Construction Account - State	2016	250,000	250,000	250,000	250,000			
2016003	Columbian Floor Relief	027-1 State Building Construction Account - State	2016	26,375,574	26,375,574	26,375,574	26,375,574			
2016014	Office of Technical Management Capital Staff	027-1 State Building Construction Account - State	2014	900,000	900,000	900,000	900,000			
2016023	Overight of State Facilities	027-1 State Building Construction Account - State	2014	2,080,000	2,080,000	2,080,000	2,080,000			
2016005	Emergency Repairs	027-1 State Building Construction Account - State	2014	2,980,000	2,980,000	2,980,000	2,980,000			

(& Note: If the project is locked or the version is locked, the reappropriation amount can be updated by the Budget Group.)

Reappropriation Screen displays the following selections and read-only fields:

Search Criteria:

Biennium: 2015-17 | Version: 11 - Test

Budget Types:

- All
- Regular
- First Year Supplemental
- Second Year Supplemental

Version: 11 - Test

1. Biennium selection.
2. Budget Type: Select All, or check Regular, First Year Supplemental, Second Year Supplemental.
3. Version: Selection drop down lists all versions assigned to user, plus all OFM Official versions.
4. Load Data: Selection displays Reappropriation dollar details for selected biennium, budget type, and version.
5. Reset Default Search: Sets search criteria back to default.
6. Preprior, Current EAS, and Actuals current as of - Displays date of last actual dollar amount extraction from TALS and Enterprise Reporting.
7. Refresh: Refreshes the "Date as of:" to the last date the button was selected, the last closed month, and the last fiscal month/year.

(& Note: The Refresh will change the figures for all listed projects, making the Actual amounts accurate to the date displayed. This is irreversible and is saved upon accepting the warning message.)

Agency Projects section

Included	Project #1	EBIC	Account EA Type	Account EBIC - EA Type EBIC	EA	Req. Period	Starting (Fiscal Year)	Project	Current \$	Enacted	Current EAS	Actuals	Current Estimate \$	Available \$	Reappropriation Request	Req. Available \$	Open	Transferred Forward
<input type="checkbox"/>	20000104	Cowley River Dredging	857-1	State Building Construction Account - State	806		2008		889,875	250,000	250,000	250,000	0	250,000	250,000			
<input type="checkbox"/>	20004020	Catastrophic Flood Relief	857-1	State Building Construction Account - State	806		2008		6,215,842	28,310,514	28,954,000	28,955,014	0	28,955,014	28,955,014			0
<input type="checkbox"/>	30000204	Office of Financial Management Capital Staff	857-1	State Building Construction Account - State	802		2018		0	900,000	900,000	900,000	0	900,000	900,000			
<input type="checkbox"/>	30000205	Overight of State Facilities	857-1	State Building Construction Account - State	802		2018		0	2,080,000	2,080,000	2,080,000	0	2,080,000	2,080,000			
<input type="checkbox"/>	90000008	Emergency Repairs					2018											

Set/Unset Included

Check one or many projects to toggle the project(s) as included for reappropriation or not.

View/Update

Check one or many projects and then select **View/Update** to modify the reappropriation request amounts.

Clear Sort:

Any underlined column is available for sorting either ascending or descending.
Select Clear Sort to clear previously set sort options.

Reset Default Sort:

Any underlined column is available for sorting either ascending or descending.
Select Reset Default Sort to set default back to Default selections.

Columns on the Reappropriation page:

1. Included

This column shows a check mark if the project is currently included with a reappropriation request.

2. Number

Read-only displays the project number of a project available for reappropriation.

3. Title

Read-only displays the project Title for a project available for reappropriation.

4. Account -EA Type

Read-only displays the Account and EA Type of funding by project that is available for reappropriation.

5. Account Title - EA Type Title

Read-only displays the Account title and EA Type title of funding by project that is an available for reappropriation.

6. EA

Read-only displays the Expenditure Authority Code for a given project available to reappropriation.

7. Has Proviso

Read-only displays a check mark if the project has a proviso.

8. Starting Fiscal Year

Read-only displays the starting fiscal year of a project available for reappropriation.

9. Preprior

Read-only system populated amount provides the calculated Preprior expenditures of a given project available to reappropriation.

10. Current

Read-only system calculated amount, displays current biennium funding. This is a sum of the Actuals + Current Estimate amounts and is the same number that's displayed on the 10 year view Current Biennium expenditures.

11. Enacted

Read-only system populated amount, displays funds from the enacted budget.

12. Current EAS

Read-only system populated amount, provides the "Latest" dollar amount from The Allotment System - Expenditure Authority schedule (TALS-EA) current to the "Refresh Date as of".

13. Actuals

Read-only system populated amount provides the current actual expenditures, current to the "Date as of:"

14. Current Estimate

Read-only system populated amount provides any amount left over from the Available amount that isn't requested for **Reappropriation** or entered as a **Lapse**. This essentially is an estimate of expenditures outside of current actual expenditures that the user anticipates spending for the remainder of this biennium. This will be summed with the **Actuals** to become the **Current Biennium** expenditures on the Funding and 10 Year View page.

15. Available

Read-only system populated amount, is a calculation establishing the maximum amount available for reappropriation.

16. Reappropriation Request

User editable field, pre-populated with the **Available** amount for convenience once a user has set the project to be **Included**.

17. Over Available

Read-only system populated amount that displays the amount greater than **Available** that has been entered as a reappropriation request. This means the current request is in excess of your current spending authority.

18. Lapse

This is an editable field to identify any amount you wish to Lapse, or give up. Entering an amount in this field will reduce your project total cost by the amount entered.

19. Truncated Comment

An editable field comment field. A comment must be entered in the comment field if the reappropriation amount is **Over Available**. A pre-release edit will require a comment on the reappropriation screen for the project prior to submittal to OFM. A comment may be entered to explain why a project was selected for reappropriation. Comment should be brief but descriptive. It is truncated on the main page to save room – to view entire comment select the project and **View/Update**.

Reappropriation Filter Options:

The screenshot shows the 'Capital Budgeting System' interface. At the top, there are navigation links: 'Projects | See how view | Reappropriation | Cost Estimates | Capital FFEs | Versions | Facility Users | Reports | Settings'. Below this, the 'Reappropriation' section is active, with 'Apply | Refresh | Reset' buttons. The 'Period: 2025-17 | Version: 11 - test' is displayed. The 'Projector, Current EAS, and Actuals Current as of' is set to '3/27/2014 (Closed Month: 3/31/14 | Fiscal Month: 18)'. The 'Project Amounts' section shows a table with columns: 'Included', 'Number #1', 'Title', 'Account - EA Type', 'Account Title - EA Type Title', 'EA', 'Has Preced', 'Starting Fiscal Year', 'Proposer', 'Current #', 'Enacted', 'Current EAS', 'Actuals', 'Current Estimate #', 'Available #', 'Reappropriation Request', 'New Available #', 'Lapse', and 'Truncated Comment'. A single row is visible for project '2096256 - Caveltz River Dredging' with account '057-1 - State Building Construction Account - State' and a starting fiscal year of 2008.

The Projects section has an additional filter capability where you're able to drill down the returned results. By default it shows all projects available and those selected **Included**. If you wish to only see projects that are **Included** check the checkbox and Filter Data.

Additional Reappropriation grid Options:

This screenshot is similar to the previous one but highlights additional grid options. A 'Help Options' dropdown menu is open, showing options: 'Show Filter', 'Change Row Size Height', 'Change Visible Columns', 'Change Filtered Columns', 'Reset Columns', and 'Reorder Columns'. The 'Default Filter Applied' button is also visible. The data table below is identical to the previous screenshot, showing the '2096256 - Caveltz River Dredging' project.

The Reappropriation page has some additional features to help users customize their views. The default has been set to accommodate most users however feel free to change as desired and the changes will be saved to your user ID for the next time you log in.

Change Maximum Height:

The screenshot shows the 'Capital Budgeting System' interface. At the top, there are navigation tabs: 'Projects', 'Year View', 'Reappropriation', 'Cost Estimates', 'Capital PFDs', 'Versions', 'Facility Users', 'Reports', and 'Settings'. Below the navigation, there is a header area with 'Reappropriation' and 'Default Edition: 105 - Office of Financial Management'. The main content area is titled 'Project Amounts' and shows a table with columns for 'Included', 'Number', 'Title', 'Account - EA Type', 'Account Title - EA Type Title', 'EA', 'Row Preview', 'Starting Fiscal Year', 'Proprior', 'Current', 'Tracked', 'Current EAS', 'Actuals', 'Current Estimate', 'Available', 'Reappropriation Request', 'Over Available', 'Lapse', and 'Truncated Comment'. A dropdown menu is open over the 'Set Maximum Height' field, showing options: '400px', '800px', and 'Unlimited'. The current selection is '400px'.

Changing this setting changes the number of rows in the Projects grid that are displayed. Change to a smaller number and less rows show before scrolling to the next page, change to a larger number or unlimited and the system will return more rows. Select the desired number and click the Set Maximum Height to save. Reset Default Maximum Height will return to 400px. This setting is saved with your user id and will be remembered by the system.

Choose Visible Columns:

The screenshot shows the 'Capital Budgeting System' interface. At the top, there are navigation tabs: 'Projects', 'Year View', 'Reappropriation', 'Cost Estimates', 'Capital PFDs', 'Versions', 'Facility Users', 'Reports', and 'Settings'. Below the navigation, there is a header area with 'Reappropriation' and 'Default Edition: 105 - Office of Financial Management'. The main content area is titled 'Project Amounts' and shows a table with columns for 'Included', 'Number', 'Title', 'Account - EA Type', 'Account Title - EA Type Title', 'EA', 'Row Preview', 'Starting Fiscal Year', 'Proprior', 'Current', 'Tracked', 'Current EAS', 'Actuals', 'Current Estimate', 'Available', 'Reappropriation Request', 'Over Available', 'Lapse', and 'Truncated Comment'. A dialog box titled 'Choose Visible Columns' is open, showing a list of columns with checkboxes. The columns are: 'Included', 'Row Type', 'Number', 'Title', 'Truncated Title', 'Account - EA Type', 'Account Title - EA Type Title', 'EA', 'Row Preview', 'Starting Fiscal Year', 'Proprior', 'Current', 'Tracked', 'Current EAS', 'Actuals', 'Current Estimate', 'Available', 'Reappropriation Request', 'Over Available', 'Lapse', and 'Truncated Comment'. The 'Included' checkbox is checked, and the 'Row Type' checkbox is unchecked. The 'Set Visible Columns' button is highlighted.

This setting allows you to select the columns you'd like displayed in the Projects view. Uncheck a column(s) and click Set Visible Columns and the grid reloads without the selected column(s). Check a column(s) and repeat to show. Reset Default Visible Columns sets back to all columns displayed except Row Type, and Truncated Title. This setting is saved with your user id and will be remembered by the system

Choose Wrapped Columns:

The screenshot shows the 'Capital Budgeting System' interface. At the top, there are navigation tabs: 'Projects', 'Ten Year View', 'Reappropriation', 'Cost Estimates', 'Capital PITA', 'Versions', 'Facility Users', 'Reports', and 'Settings'. Below this, there are filters for 'Included' and 'Excluded' projects. The 'Included' filter is checked, and the 'Excluded' filter is unchecked. The 'Options' dropdown is set to 'Choose wrapped columns'. The table below shows project amounts with columns for 'Included', 'Number', 'Title', 'Account EA Type', 'Account Title', 'EA Type Title', 'EA', 'Risk Priority', 'Starting Fiscal Year', 'Propose', 'Current +', 'Enacted', 'Current EAS', 'Actuals', 'Current Estimate +', 'Available', 'Reappropriation Request', 'Over Available', 'Lapse', and 'Truncated Comment'.

Included	Number	Title	Account EA Type	Account Title	EA Type Title	EA	Risk Priority	Starting Fiscal Year	Propose	Current +	Enacted	Current EAS	Actuals	Current Estimate +	Available	Reappropriation Request	Over Available	Lapse	Truncated Comment
<input checked="" type="checkbox"/>	0002056	County River Lodging	057-1	State Building Construction Account - State		206		2014	889,875	250,000	250,000	250,000	0	250,000	250,000				
<input checked="" type="checkbox"/>	0009450	Catastrophic Flood Relief	057-1	State Building Construction Account - State				2014	1,231,942	28,355,574	28,954,900	28,355,574	0	28,355,574	28,355,574				

This option allows the column data to wrap which shrinks the grids footprint on the page. For example choosing this option for Title will wrap every word; it increases the length but shortens the width to the longest single word. Check/uncheck the desired columns to change and select Set Wrapped Columns button. Select the Reset Default Wrapped Columns to change to defaults. This setting is saved with your user id and will be remembered by the system.

Freeze Columns:

The screenshot shows the 'Capital Budgeting System' interface. At the top, there are navigation tabs: 'Projects', 'Ten Year View', 'Reappropriation', 'Cost Estimates', 'Capital PITA', 'Versions', 'Facility Users', 'Reports', and 'Settings'. Below this, there are filters for 'Included' and 'Excluded' projects. The 'Included' filter is checked, and the 'Excluded' filter is unchecked. The 'Options' dropdown is set to 'Freeze Columns'. The table below shows project amounts with columns for 'Included', 'Number', 'Title', 'Account EA Type', 'Account Title', 'EA Type Title', 'EA', 'Risk Priority', 'Starting Fiscal Year', 'Propose', 'Current +', 'Enacted', 'Current EAS', 'Actuals', 'Current Estimate +', 'Available', 'Reappropriation Request', 'Over Available', 'Lapse', and 'Truncated Comment'.

Included	Number	Title	Account EA Type	Account Title	EA Type Title	EA	Risk Priority	Starting Fiscal Year	Propose	Current +	Enacted	Current EAS	Actuals	Current Estimate +	Available	Reappropriation Request	Over Available	Lapse	Truncated Comment
<input checked="" type="checkbox"/>	0000004	Three State Agencies	057-1	State Building Construction Account - State		512		2014	0	7,806,000	7,806,000	7,810,200	0	7,806,000	7,240,000				
<input checked="" type="checkbox"/>	0009436	Disaster Contingency Pool	057-1	State Building Construction Account - State		539		2014	0	3,289,000	4,800,000	3,289,000	0	3,289,000	3,289,000				
<input checked="" type="checkbox"/>	0009427	From Consolidation Board	061-1	ENV Capital Projects Account - State		505		2014	0	23,000	23,000	23,000	0	23,000	23,000				

This option gives you the ability to freeze a set number of columns that won't scroll right and then scroll the rest of the columns after the set number. In the example above the first 4 columns are frozen as a user scrolls. Set the number of columns to freeze and select the Set Frozen Column Count button to set. Select the Reset Default Frozen Column Count button to reset to 0. This setting is saved with your user id and will be remembered by the system.

Reorder Columns:

The screenshot displays the 'Capital Budgeting System' interface. At the top, there's a navigation bar with 'Capital Budgeting System' and various tabs like 'Projects', 'EAS', 'Actuals', etc. Below this, there's a 'Project Amounts' section with filters for 'Project Amounts' and 'Project Amounts'. A 'Reorder Columns' dialog box is open, allowing users to rearrange the columns of the data table. The dialog has a 'Set Column Order' section with 19 numbered dropdown menus. Below the dialog, a table is shown with columns: 'Included', 'Number #1', 'Title', 'Account - EA Type', 'Account Title - EA Type Title', 'EA', 'Has Priority', 'FISCAL Year', 'Project', 'Current \$', 'Enacted', 'Current EAS', 'Actuals', 'Current Estimate', 'Available \$', 'Reappropriation Request', 'Over Available \$', 'Laps', and 'Truncated Comment'. The table contains three rows of project data.

This feature gives you the ability to change the progressive order of the columns as they're displayed in the grid. Set the order 1-19 as you'd like to see them displayed left to right and select Save Column Order button. Select Reset Default Column Order to reset back to the Default order. This setting is saved with your user id and will be remembered by the system.

Lesson 7, Task 1 – Selecting a Project for Reappropriation

From the Reappropriation tab

1. **Select** a **Biennium**, **Budget Type**, and **Version** then select **Load Data**. (& *Note:* The search criteria will automatically hide, to view again select the **Show Search** checkbox.)
2. Verify the **“Date as of:”** is populated with the date that coincides with the desired values to reappropriation. If it does not, **select** the **“Refresh”** button. (& *Note:* Selecting the **Refresh** will refresh the page with current EAS and Actuals)
3. **Select** a checkbox next to a project(s) that you would like to include a reappropriation request for.
4. **Select** the **Set/Unset Included** button.
5. **Select** the **Apply** button.

The system should now display a check mark in the **Included** column next to the previously selected projects indicating they are now included for reappropriation. It also should have set the **Reappropriation Request** amount to the maximum, the amount from the **Available** column.

Lesson 7, Task 2 – Manage Reappropriation Amounts

1. **Select** a checkbox next to a project that you would like to change the reappropriation request on, and then click the **View/Update** button to navigate to the **Manage Reappropriation Amounts** page. (& *Note:* The project(s) must already have a check mark in the **Included** column indicating it's currently selected for reappropriation)

The screenshot shows the 'Capital Budgeting System' interface. At the top, there are navigation links for 'Projects', 'Ten-Year View', 'Reappropriations', 'Cost Estimates', 'Capital FTEs', 'Versions', 'Facility Users', 'Reports', and 'Settings'. The main content area is titled 'Reappropriations > Manage Reappropriation Amounts'. Below this, there are buttons for 'Recalculate', 'Return', 'Reset', and 'Cancel'. A breadcrumb trail shows 'Home > 2011-13 > Versions: 12 - Dim Test > Project: 20942050 - Centralia Community College: Science Building > Use By: DM User'. A 'Recalculate on Navigation' checkbox is present. The main table has the following data:

Code - EA Type	TR# - EA Type (TR#)	FA	Has Previous	Prior	Current	Budgeted	Current EAS	Monitor Actuals	Current Estimate	Available	Reappropriation Request	Over Available Lapse	Comment
057-1 State Building construction Account - State		H62		3,125,390	55,328	194,000	91,609	55,328	0	35,281	35,281	0	
357-1 Gardner-Evans High Ed Constructors - State		ISS		27,246,513	1,204,487	2,737,000	1,457,487	1,204,487	0	263,000	263,000	0	

2. **Enter** the desired **Reappropriation Request** or **Lapse** by account and any comments.

Options on Manage Reappropriation Amounts page

- a. **Select Recalculate** to see how the numbers entered change the request.
- b. **Select Return** to go back to the **Reappropriation** main page, this will keep the changes you've entered in memory and display them on the main page. To actually save these numbers you will need to select **Apply** on the main **Reappropriation** page.
- c. **Select Reset** to revert back to the original state of the project before you made any changes
- d. **Select Cancel** to navigate back to the **Reappropriation** main page and not retain any changes.
- e. If you selected more than one project the navigation arrows appear and you may select the next arrow to navigate to the next project. (& *Note:* Checking the checkbox **Recalculate on Navigation** will automatically recalculate any changes made to the projects as you cycle through to the next one.

Enterprise Reporting
Contact
Help
Log Out

Capital Budgeting System

Reappropriations > Manage Reappropriation Amounts

ORF User : 699 - Community/Technical College System

Recalculate | Return | Reset | Cancel

Budget: 2011-13 | Version: 12 - Offr Test | Project: 20042850 - Centralia Community College: Science Building | In Use By: ORF User

1 of 2 | Recalculate on Navigation

Preprior, Current EAS, and Actuals Current as of
5/18/2011 (Closed Month: 04/2011 | Fiscal Month: 22)

Account - EA Type Amounts

7 Account - EA Types

Options Hide Options

Clear Sort | Reset Default Sort

Line - EA Type	Title - EA Type Title	EA	Has Proviso	Priorior	Current Exacted	Current EAS	Monitor Actuals	Current Estimate	Available	Reappropriation Request	Over Available	Lapse	Comment
057-1	State Building Construction Account - State			3,155,390	55,326	194,000	91,609	55,326	0	36,261	36,261	0	
		H62					91,609	55,326					
257-1	Gardner-Evans High Ed Construction - State			27,248,513	1,204,487	2,792,000	1,467,487	1,204,487	0	263,000	263,000	0	
		I55					1,467,487	1,204,487					

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

- When you've completed updating your project(s) select **Return** to go to the **Reappropriations** main page and review updates. Your updates have not yet been completely saved, so make sure to select **Apply** to save the request as it is currently viewed.

Lesson 8 – Capital FTE tab

(BUDGET OPERATIONS USER & AGENCY EDIT USER)

The FTE tab provides the ability to enter FTE amounts and dollars for the capital version. The Capital FTE screen will pre-populate the open fiscal year columns with the last biennium's enacted data for all budget type versions as a starting point. Previous biennium enacted FTE Job Classification titles and accounts will display in the Enacted Amounts columns, and the system will provide FTE job class and amount entry fields for the fiscal years of the biennium.

FTE's are created for a version. If the version is locked the FTE screen is locked. Only Agency Operations Users can update data in locked versions. Locked FTE data will appear as read-only to Edit Access users. OFM enacted version data will appear as read-only to both Agency Edit Access and Agency Operations users.

Both sections provide the user a selection button to add a new entry row for items that did not exist in the enacted version. FTE Job Class and Accounts are listed in ascending order; any new job classes or accounts that did not exist last biennium, but that were added to the version will be resorted within the list. These added rows will be displayed with a black line around the title and the amounts fields will be blank. A new FTE job class or Account row must contain an amount in one of the open biennium columns to be saved.

Capital FTE's and dollar amounts need to be submitted with each capital budget request version. For supplemental capital budget requests, if FTE's increase or decrease, include the net total of the FTE amount and dollar amounts in your version being released. Even if your capital FTE's did not change in a supplemental request (from your regular budget request) total FTE's and dollar amounts for the biennium will need to be submitted with your capital budget request. The FTEs are not incremental in a supplemental 1 or 2 budget.

The FTE screen displays the following selections and read-only fields:

Capital Budgeting System

[Projects](#) | [Ten-Year View](#) | [Reappropriations](#) | [Cost Estimates](#) | [Capital FTEs](#) | [Version](#)

FTEs

Biennium: 2015-17 | Budget Type: Regular | Version: 11/16 | [Show FTEs](#)

[Copy](#) | [View Report](#)

FTEs - Budgeted

Job Classification	Authorized FY 2014	Authorized FY 2015	FY 2016	FY 2017
Associate Architect			1.5	1.4
Budget Analyst - Capital Projects			1.8	1.8
Capital FTEs	6.0	6.0	1.0	1.0
Capital Program Administrator			2.0	2.0
Capital Projects Coordinator			2.4	2.4
Carpenter			2.0	1.0
Construction Admin Coordinator			5.5	5.5
Drafting Technician			1.5	1.5
Electrician			1.2	0.2
Maintenance Mechanic II			5.0	4.0
Maintenance Supervisor II			1.0	0.8
Painter			3.5	2.0
Project Manager			11.5	11.5
Trades Technician			2.5	2.5
Utility Worker			2.2	2.2
Add another job class above				
Total FTEs	6.0	6.0	44.6	46.7

FTEs - Actual

Prior Period Actuals	Expended FY 2014	Expended FY 2015	FY 2016	FY 2017
Agency 105 FTE calculations based on 10 months of biennium	12.4			

Account

Account	Authorized FY 2014	Authorized FY 2015	FY 2016	FY 2017
057-1 - State Bldg Contr - State	766,000	766,000	76,600,000	7,660,000
Add another account above				
Total Account	766,000	766,000	76,600,000	7,660,000

Narrative

[Save](#)

Search Criteria section

1. **Biennium** – selection that determines the Budget Period for viewing and adding projects.
2. **Budget Type** – selection used to display projects for All (budget types), Regular, Supplemental 1, and Supplemental 2.
3. **Version** – selection used to view and add projects. Only versions where you are designated as the owner and all OFM Official Versions will display in the dropdown.
4. **Copy** – button used to create a copy of the FTE data.

Notes about the copy of FTE data between versions:

1. If FTEs are copied from within the same appropriation period and version, the data is copied even though the data will be exactly the same.
2. 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.
5. **View Report** –button provides the ability to print the CBS004 FTE report.

FTE section

1. Job Classification - column displays the Job Classification Title. The titles in Enacted rows are read-only.
2. Authorized FYXXXX - column for first year of previous biennium. Will display FTE amounts if they exist in the enacted budget for the biennium previous to the one currently selected. Read-only fields
3. Expended FYXXXX - column for second year of previous biennium. Will display FTE amounts if they exist in the enacted budget for the biennium previous to the one currently selected. Read-only fields
4. FYXXXX - column for FTE amounts first year of current biennium.
5. FYXXXX - column for FTE amounts second year of current biennium.
6. Add another job class above – button to enter a new line to the grid. (& Note: To delete a job classification FTE row, delete the title and any FTE amounts then select the save button.)
7. Total FTE row at bottom – displays the corresponding FTE column total

Account section

1. Account - column displays the Account Code and Title then the Expenditure Authority Code and Title. Account and EA types in Enacted rows are Read-only.
2. Enacted FYXXXX - column for first year of previous biennium. Will display FTE dollar amounts if they exist in the enacted budget for the biennium previous to the one currently selected. Read-only fields
3. Enacted FYXXXX - column for second year of previous biennium. Will display FTE dollar amounts if they exist in the enacted budget for the biennium previous to the one currently selected. Read-only fields
4. FYXXXX - column for FTE dollar amounts first year of current biennium.
5. FYXXXX - column for FTE dollar amounts second year of current biennium.
Add another job account above – button to enter a new line to the grid. (& Note: To delete an FTE account row, select the line “Select an Account” at the top of the Account drop down list and delete any FTE amounts then select the save button.)
6. Total Account row – displays the corresponding account column total

Narrative - text box, entry is required to save this page if data is entered in the FTE or Account fields for the current biennium.

Save – button saves changes to the page.

Hands On

1. **Select** the **FTE tab**, then **biennium** and **version** of the FTE data to be modified.
2. **Select** the **Show FTEs** button.

3. **Review the data.** (Job Classification titles and their amounts, and the Account titles and their amounts.)
4. **Select the Add another job class above** button.
5. **Enter a title** of 'Maintenance Mechanic II' **and an FTE amount** of 5 in the first fiscal year field.
6. **Select the Add another account above** button.
7. **Select an Account code** from the dropdown list, Account '001 – General Fund'.
8. **Select an EA type** from the dropdown list, EA type '2 – Federal'.
9. **Enter a short descriptive Narrative.**
10. **Select the Save** button.

LESSON 9 – Accept / Reject Projects

(BUDGET OPERATIONS USER, AGENCY EDIT USER, AGENCY DIVISION USER & FACILITY USER)

CBS provides the ability to pass projects from one person to another within your agency. Facility users and Agency budget division users can submit projects to the Budget Group for review. Project data must pass critical submittal release edit checks, and edit checks are dependent by your user security access.

Once a reviewer accepts a project, the status of the project displays as accepted on the submitters Projects tab.

For projects with a status of Accepted, once the project details have been viewed, the status is changed to Draft. Once a project is accepted by a reviewer, the submitter will have their own copy and the reviewer has their own copy of the project.

If a reviewer rejects a project, the status of the project displays as rejected on your Projects tab. Selecting the word 'Rejected' in the Status column for the project will display any comments entered by the reviewer. Once a project has been rejected and returned to the submitted owner, the project details must be viewed to place the project into a status of draft. A project with a status of Rejected cannot be selected for submittal.

Once your project(s) has moved to accepted or rejected status, it can be updated. A project with a status of accepted or rejected that has been updated will change its status to draft. Any changes to the project cannot be viewed by the person who received and accepted the project. In order for the changes to be viewed and considered, the project must be re-submitted for review.

Once a project has been moved from the review queue and accepted into your version, the status becomes draft, and the project can be updated. Updates made to the project accepted into your version cannot be viewed by the person who submitted the project.

(& Note: Changes to project titles and project phase titles flow through the system for a Project Number, for all users who hold a copy of the project.)

Capital Budgeting System									
Project List									
Number	Title	Class	Subprojects	Submitted by	Status	Project Locked	Last Update		
<input type="checkbox"/> 20061501	Green River Community College: Water System Replacement	Preservation		69900CSIADV01	Pending	No	Corbin_699, Sara_ADV01		
<input type="checkbox"/> 20062696	Spokane Falls Community College: Campus Classrooms	Program		69900CSIADV01	Pending	No	Corbin_699, Sara_ADV01		
<input type="checkbox"/> 20062698	South Puget Sound Community College: Learning Resource Center	Program		69900CSIADV01	Pending	No	Corbin_699, Sara_ADV01		
<input type="checkbox"/> 20062699	Clear Fork Technical College: Allied Health Care Facility	Program		69900CSIADV01	Pending	No	Corbin_699, Sara_ADV01		
<input type="checkbox"/> 20081219	Spokane Falls Community College: Chemistry and Life Science Bldg	Preservation		69900CSIADV01	Pending	No	Corbin_699, Sara_ADV01		
<input type="checkbox"/> 20081220	Spokane Community College: Technical Education Building	Preservation		69900CSIADV01	Pending	No	Corbin_699, Sara_ADV01		
<input type="checkbox"/> 20081222	Green River Community College: Trades and Industry Building	Preservation		69900CSIADV01	Pending	No	Corbin_699, Sara_ADV01		
<input type="checkbox"/> 20081224	Skagit Valley College: Academic and Student Services Building	Preservation		69900CSIADV01	Pending	No	Corbin_699, Sara_ADV01		
<input type="checkbox"/> 20081321	Pierce College Fort Steilacoom: Cascade Cong	Preservation		69900CSIADV01	Pending	No	Corbin_699, Sara_ADV01		
<input type="checkbox"/> 20082703	Rahar Technical College: Miliar Communications Technology Center	Program		69900CSIADV01	Pending	No	Corbin_699, Sara_ADV01		
<input type="checkbox"/> 30000010	Roof Repairs "A"	Preservation	Show/Hide Subprojects	69900CSIADV01	Pending	No	Corbin_699, Sara_ADV01		

Lesson 9, Task 1 – View all projects pending in your Review Queue

1. Select the **Projects** tab.
2. Select the **Project for Review** circle, then the **load** button.
3. All projects assigned to the Budget Group that are awaiting review are displayed.

Lesson 9, Task 2 – Review projects details and attachments

The review of projects is optional, projects can be marked accepted or rejected without being reviewed first.

1. Select the **title** of the **Project** to be reviewed.
2. Review **Project detail** tab, **Additional Info** tab, **Project funding** tab, **Cost Estimate(s)** attached, **Attachments**. (& Note: Projects displays as a status of Review for both the reviewer and the submitter.)

Lesson 9, Task 3 – Marking a Project in your review queue as Accepted

1. Check the **box** to the left of the **project** number for one or many projects to be marked Accepted.
2. Select the **Accept** button.
3. A **Project Destination selection box** is presented. A project marked as accepted from your review queue must be placed in a working version.
4. Select the **version** from the drop down box.
5. Select the **OK** button.
6. The project for review screen no longer displays the accepted project. **The project is moved to the selected version**. The Projects for Review screen remains displayed until you select to navigate away from the screen.
7. Select the **Working Versions** circle, in order to see the project.
8. Select the **Load** button.

9. Verify that the **project(s) accepted** are listed in your version, and that their status is listed as **draft**.

Lesson 10 – Prioritize Projects and Subprojects

(BUDGET OPERATIONS USER, AGENCY EDIT USER, AGENCY DIVISION USER, & FACILITY USER)

The Prioritization screen will pre-populate the Agency Priority value with data assigned by the previous owner as a starting point. On the prioritization screen zeroes are not allowed, if a zero is entered it will not be saved as a zero; instead it will be saved and displayed as a blank. By default the priority order is to have blanks at bottom, unless a priority column is selected to be resorted to have blanks at the top. Projects can be ‘dragged’ into a user specified order to create a row sequence order. Also, the user can drag the projects into the appropriate order, and then select the Make Sequential button, to assign a sequential priority number to the current list of projects. For Agency Edit Access members of the Budget Group, if one project is in Pending or Review status, or the project is locked, or the project is in a locked version, the Make Sequential button will not be available on the priority screen.

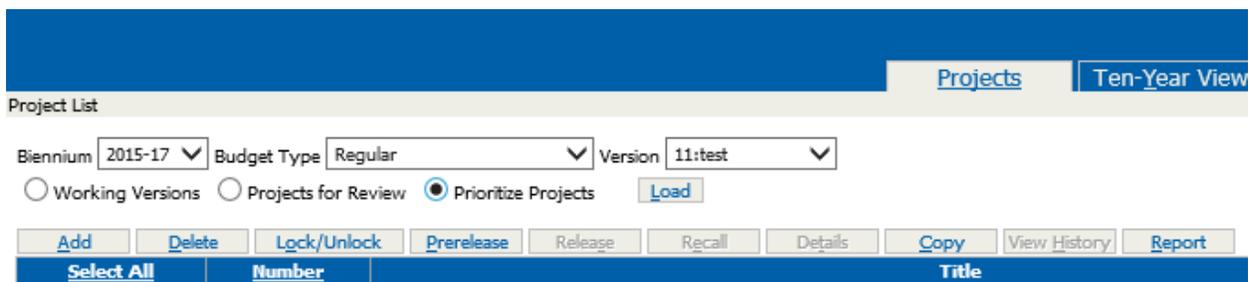
The project details - subproject tab is the only location to assign a subprojects priority.

Only Budget Operations can change priority of projects that are locked, or projects in a locked version. The projects priority can’t be changed when the project is in pending or review status.

If a project that was previously assigned a priority order is resubmitted to the Budget Group for review, once accepted into a version it will need to be reprioritized. The submitter sent a new copy of a project to you and any previous priority is not retained.

Steps to prioritize a Project

1. **Select the Projects tab.**
2. **Select the Biennium, Budget Type, and Version, the Prioritize Projects circle, and then the Load button.**



3. The project prioritization screen is now displayed, and will list all projects for the version selected.
4. The columns for left to right: Project Number, Title, Class, Facility Priority, Division Priority, Agency Priority.

5. Using your mouse drag the last project to the top of the list. This will not change the Agency Priority number, just the projects placement on the screen.
6. Enter an Agency Priority number of one to the first project in the list.
7. On the right hand side of the screen, above the Agency Priority column, a **Make Sequential** button is available, **Select the button**. This button will assign each project a sequential number in the Agency Priority column.
8. Click on “OK” button on the message, to save changes.

The screenshot shows the 'Capital Budgeting System' interface. At the top, there are navigation tabs: 'Project', 'Two Year View', 'Proprietary', 'Cost Estimate', 'Digital Files', 'Version', 'Facility/Class', 'Reports', and 'Settings'. Below the tabs, there are filters for 'Biennium' (2017-18), 'Budget Type' (Regular), and 'Version' (11/16). There are also radio buttons for 'Working Versions', 'Projects for Review', and 'Priority Projects'. A 'Load' button is visible. Below the filters is a table with the following columns: Project Number, Title, Class, Facility Priority, Division Priority, and Agency Priority. The table contains five rows of project data.

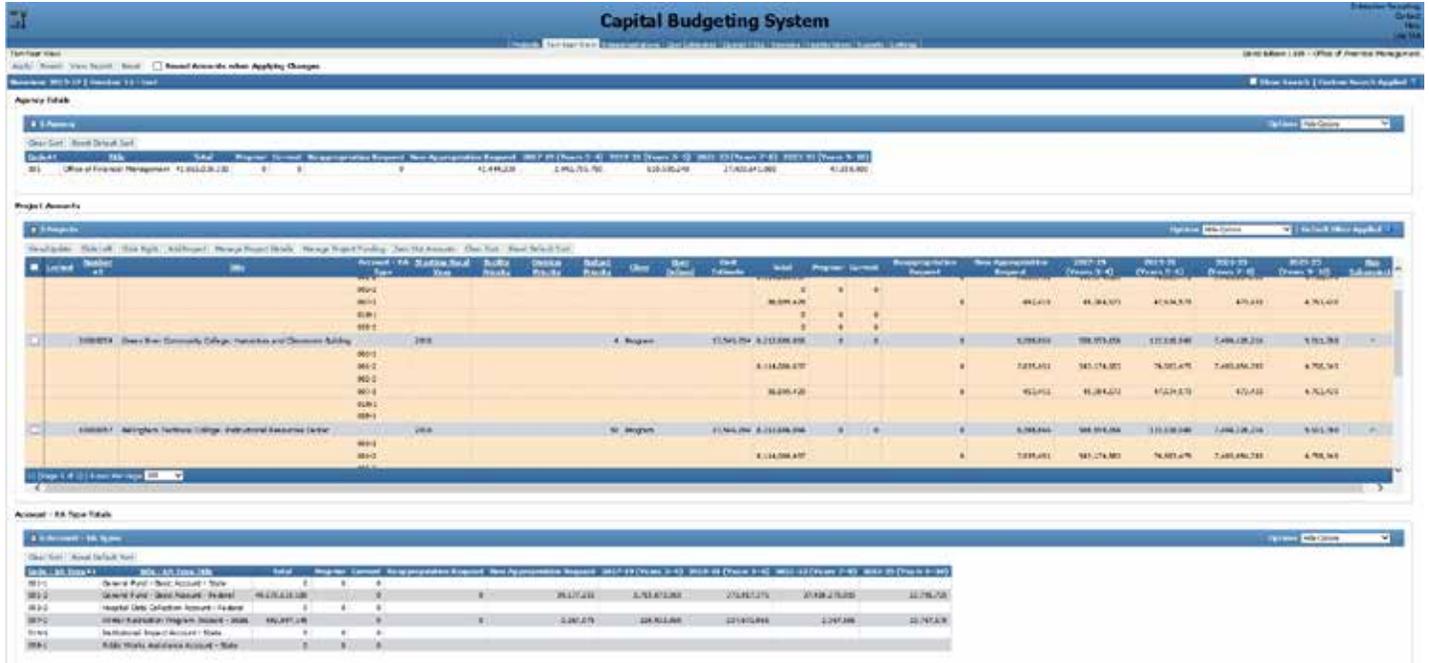
Project Number	Title	Class	Facility Priority	Division Priority	Agency Priority
2002043	Central Community College Science Building	Gen			1
2002044	West Side Community College Humanities and Computer Building	Program			4
2002047	Jefferson Technical College Instructional Resource Center	Program			10
2002049	West Campus '17	Program			11
2002048	West Campus '18	Program			12

Steps to prioritize a Subproject

9. **Select the Projects tab.**
10. **Select the Biennium, Budget Type, and Version, verify Working Versions is selected, and then the Load button.**
11. A list of project is now displayed, and will list all projects for the version selected. **Select the project title** of the project with subprojects to be prioritized.
12. The projects project details are now displayed, **select the Subprojects tab.**
13. The columns for left to right: Number, Title, Class, Facility Priority, Division Priority, Agency Priority, and Delete.
14. Using your mouse drag the last project to the top of the list. This will not change the Agency Priority number, just the projects placement on the screen.
15. Enter an Agency Priority number of one to the first project in the list.
16. On the right hand side of the screen, above the Agency Priority column, a **Make Sequential** button is available, **Select the button**. This button will assign each project a sequential number in the Agency Priority column.
17. Click on “OK” button on the message, to save changes.

LESSON 11 – Ten-Year View tab

(BUDGET OPERATIONS USER, AGENCY EDIT USER, AGENCY DIVISION USER, & FACILITY USER)



The 10 Year View provides users a mechanism to view a list of projects and the project's funding within a selected version (budget period for facility users.) This screen will provide tools to identify costs for a project and the ability to look at the funding as a whole. Tools provide the ability to move amounts to different biennia without re-keying of data. A project's funding dollars can be updated on this screen. Updates to a project on the 10 year view screen will be reflected on the project's funding detail tab. Changes to a projects funding (Account and EA type) and the addition or deletion of funding is only available on a projects Funding Details screen.

Show Enacted Options

The screenshot shows the 'Capital Budgeting System' interface. At the top, there is a navigation bar with 'Enterprise Reporting', 'Contact', 'Help', and 'Log Out'. Below this is a breadcrumb trail: 'Projects | Ten-Year View | Reallocations | Cost Estimates | Capital PTHs | Versions | Facility Users | Reports | Settings'. The main content area has a 'Ten-Year View' section with buttons for 'Apply', 'Round', 'View Search', and 'Print', and a checkbox for 'Round Amounts when Applying Changes'. Below this is a search section with 'Load Data' and 'Reset Default Search' links. The search criteria include: 'Biennium' set to '2009-11', 'Budget Types' with 'Regular' (unchecked), 'First Year Supplemental' (checked), and 'Second Year Supplemental' (unchecked). The 'Version' is set to '32 - Test 2'. A dropdown menu for 'Include with Selected Version' is open, showing four options: 'Enacted for projects in selected version', 'Incremental changes only - no enacted', 'Enacted for projects in selected version' (highlighted), and 'Enacted for projects in selected biennium'.

For 1st and 2nd Supplemental versions there are additional selections:

- Incremental changes only – no enacted.
- Enacted for projects in selected version – this shows only enacted for projects that exist in the current working version
- Enacted for projects in selected biennium – this shows enacted for projects that exist in the current working version as well as any projects that are enacted for the current biennium.

Search Criteria:

1. Biennium selection
2. Budget Type: Select All, or check Regular, First Year Supplemental, Second Year Supplemental
3. Version: Selection drop down lists all versions assigned to you and all OFM Official versions
4. Include with Selected Version (Enacted options) – pick list will only display for Budget Types of 1st Supplemental, and 2nd Supplemental.
5. Load Data: Selection displays Projects and Subprojects dollar details for selected biennium, budget type, and version.
6. Reset Default Search: Sets search criteria back to default

Agency Totals section:

Agency	Project Number	Starting Fiscal Year	Priority (current user)	Priority (prior user)	Project Class	Total	Prior Biennium	Current Biennium	Reappropriations	New Appropriations	Years 3-4	Years 5-6	Years 7-8	Years 9-10
001 - Office of Financial Management	FC-001-00000	0	0	0	0	0	0	0	0	0	0	0	0	0

1. Show/Hide Agency Totals: selection of link will display or remove Agency totals section from screen view.
2. Agency Totals column header: Columns listed in Gray Bar: Agency, Project Number, Starting Fiscal Year, Priority (current user), Priority (prior user), Project Class, Total, Prior Biennium, Current Biennium, Reappropriations, New Appropriations, Years 3-4, Years 5-6, Years 7-8, Years 9-10.
3. Agency number and title: row displays the summarized data for all columns listed based on the search criteria selected.

Clear Sort:

Any underlined column is available for sorting either ascending or descending. Select Clear Sort to clear previously set sort options.

Reset Default Sort:

Any underlined column is available for sorting either ascending or descending. Select Reset Default Sort to set default back to Default selections.

Project Amounts Filter Options:

The screenshot shows the 'Project Amounts' section of the Capital Budgeting System. It includes a 'Filter Data' dropdown menu set to 'Exact Default Filter' and a 'Classes' dropdown menu set to 'All'. Below these are two columns of checkboxes for selecting specific accounts and classes. A data table follows, showing project details for '20190000 - Georgia Community College Science Building'.

Account	EA Type	Year	Amount	EA Type	Year	Amount	EA Type	Year	Amount	EA Type	Year	Amount	EA Type	Year	Amount	EA Type	Year	Amount
001-0		2019		001-0		2019		001-0		2019		001-0		2019		001-0		001-0
001-2			8,114,862,427	001-2			0	001-2		001-2		73,924,021	001-2		242,274,001	001-2		76,180,475
001-3				001-3			0	001-3		001-3		0	001-3		0	001-3		0
001-5			16,993,603	001-5			45,810	001-5		001-5		61,384,870	001-5		67,134,170	001-5		475,431

The Project Totals section has an additional filter capability where you're able to drill down the returned results. By default it's set to All accounts and Classes, however if you wanted to view only projects with General Fund impact, selecting that particular account and the Filter Data button would limit to only those projects with General Fund Impact.

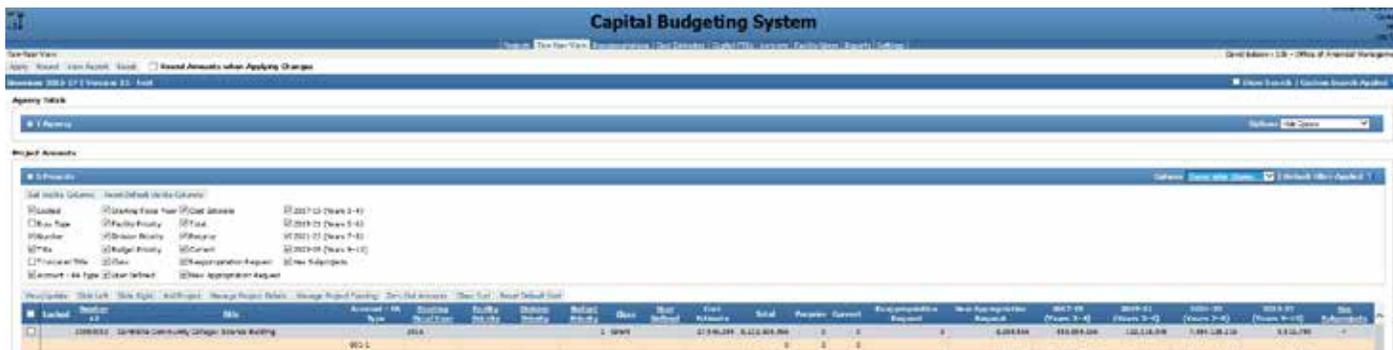
Account Totals section:

The screenshot shows the 'Account - EA Type Totals' section of the Capital Budgeting System. It displays a table with columns for 'EA Type', 'Year', 'Total', 'Program/Commod', 'Appropriation Request', and 'New Appropriation Request' for various years from 2017 to 2023.

EA Type	Year	Total	Program/Commod	Appropriation Request	New Appropriation Request
001-0	2017	0		0	0
001-0	2018	0		0	0
001-0	2019	8,114,862,427		0	0
001-0	2020	0		0	0
001-0	2021	0		0	0
001-0	2022	0		0	0
001-0	2023	0		0	0

The Account Totals section gives the ability to view by fiscal period the total dollars by Account and EA Type of all projects in the requested version.

Choose Visible Columns:



This setting allows you to select the columns you'd like displayed in the Projects view. Uncheck a column(s) and click Set Visible Columns and the grid reloads without the selected column(s). Check a column(s) and repeat to show. Reset Default Visible Columns sets back to all columns displayed except Row Type, and Truncated Title. This setting is saved with your user id and will be remembered by the system.

Choose Wrapped Columns:



This option allows the column data to wrap which shrinks the grids footprint on the page. For example choosing this option for Titles will wrap every word; it increases the length but shortens the width to the longest single word. Check/uncheck the desired columns to change and select Set Wrapped Columns button. Select the Reset Default Wrapped Columns to change to defaults. This setting is saved with your user id and will be remembered by the system.

Freeze Columns:

Locked	Number	Title	Amount	CA	Estimate												
0	310000	Centralia Community College Science Building	888	000	000	000	000	000	000	000	000	000	000	000	000	000	000

This option gives you the ability to freeze a set number of columns that won't scroll right and then scroll the rest of the columns after the set number. In the example above the first 5 columns are frozen as a user scrolls. Set the number of columns to freeze and select the Set Frozen Column Count button to set. Select the Reset Default Frozen Column Count button to reset to 0. This setting is saved with your user id and will be remembered by the system.

Reorder Columns:

Locked	Number	Title	Amount	CA	Estimate												
0	310000	Centralia Community College Science Building	888	000	000	000	000	000	000	000	000	000	000	000	000	000	000

This feature gives you the ability to change the progressive order of the columns as they're displayed in the grid. Set the order 1-21 as you'd like to see them displayed left to right and select Save Column Order button. Select Reset Default Column Order to reset back to the Default order. This setting is saved with your user id and will be remembered by the system.

Automatic Round Amounts when Applying Changes:

Account	Title	Amount	2017-18	2018-19	2019-20	2020-21
200000	Central Community College Science Building	889.0	889.000	889.000	889.000	889.000
800-1		889.0	889.000	889.000	889.000	889.000
800-2		889.0	889.000	889.000	889.000	889.000
800-3		889.0	889.000	889.000	889.000	889.000
800-4		889.0	889.000	889.000	889.000	889.000
800-5		889.0	889.000	889.000	889.000	889.000
800-6		889.0	889.000	889.000	889.000	889.000

When this checkbox is selected the system will automatically round to the nearest thousand when changes are applied. This setting is saved with your user id and will be remembered by the system.

Manage Project Amounts – 10 Year View

To manage project amounts on the 10 Year View we've provided a separate screen that must be navigated to. To accomplish this select one or many projects desired to change and select the **View/Update** button.

Account	Title	Amount	2017-18	2018-19	2019-20	2020-21	2021-22
200000	Central Community College Science Building	889.0	889.000	889.000	889.000	889.000	889.000
800-1		889.0	889.000	889.000	889.000	889.000	889.000
800-2		889.0	889.000	889.000	889.000	889.000	889.000
800-3		889.0	889.000	889.000	889.000	889.000	889.000
800-4		889.0	889.000	889.000	889.000	889.000	889.000
800-5		889.0	889.000	889.000	889.000	889.000	889.000
800-6		889.0	889.000	889.000	889.000	889.000	889.000

Lesson 11, Task 1 – Update Funding on the 10 Year Plan

1. **Select the 10 Year View tab, select the Biennium, Budget Type and Version then select Load Data.** (& Note: The Search criteria are automatically hidden on loading the data. To view the Search Criteria again select the checkbox **Show Search**.)
2. **Check the box** to the left of the **project** number for one or many projects to update their funding.
3. **Select the View/Update** button.

Options on Manage Project Amounts for Subprojects

Update:

Select a single or multiple projects then click on the **Update** button to navigate to the **Manage Subproject Amounts** page. This will navigate you away from the **Manage Project Amounts** page.

Slide Left, Slide Right:

Select a project or multiple projects to slide the New Appropriation Request, Years 3-4, Years 5-6, Years 7-8 and Years 9-10 amounts including inflation. Prior, current, and Reappropriation amounts will not slide.

Manage Subproject Details:

Select a single project then click on Manage Project Details button to navigate to the project details for that project. This will navigate you away from the 10 year view and onto the first detail tab of the selected project.

Manage Subproject Funding:

Select a single project then click on Manage Project Funding button to navigate to the project funding tab for that project. This will navigate you away from the 10 year view and onto the funding tab of the selected project.

Zero Out Amounts:

Select a single or multiple projects and click the Zero Out Amounts button to clear out all New Appropriation Request, Years 3-4, Years 5-6, Years 7-8 and Years 9-10 amounts.

Clear Sort:

Any underlined column is available for sorting either ascending or descending.

Select Clear Sort to clear previously set sort options.

Reset Default Sort:

Any underlined column is available for sorting either ascending or descending.

Select Reset Default Sort to set default back to Default selections.

Manage Subproject Amounts

For subprojects we drill down one more level to actually update funding to the **Manage Subproject Amounts** page. This page provides a view to the entire Parent Project funding totals, the Subproject Funding totals and then the individual Subproject funding by account where you can modify the amounts.

The screenshot shows the 'Manage Subproject Amounts' interface. It features a navigation bar at the top with the title 'Capital Budgeting System'. Below the navigation, there are several sections: 'Project Totals', 'Subproject Amounts', and 'Project Account - SA Type Amounts'. Each section contains a table of data. The 'Subproject Amounts' table has columns for Budget Year, Account Type, and various funding amounts for the years 2017-2025. The 'Project Account - SA Type Amounts' table has columns for Account Type, Budget Year, and funding amounts for the same years.

Lesson 11, Task 3 – Update Subproject(s) Funding

1. **Select** the checkbox next to a Parent Project on the **10 Year View** main page and select **View/Update**.
2. **Select** the checkbox next to one or many Subprojects on the **Manage Project Amounts** page and select **Update**.
3. **Edit/enter** desired amounts by account

Options on Manage Reappropriation Amounts page:

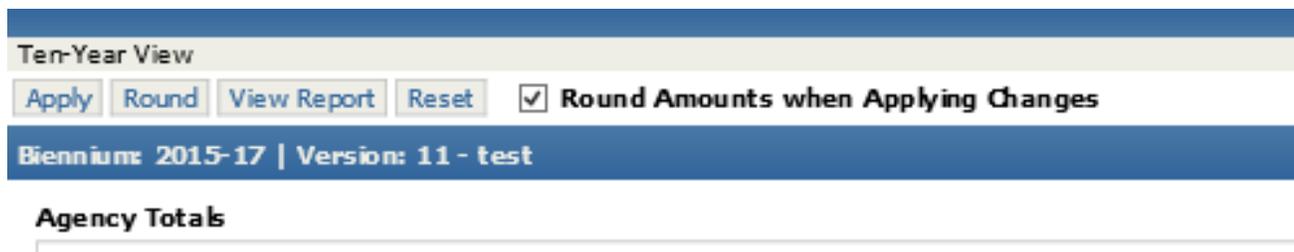
- a. **Select Recalculate** to see how the numbers entered change the request.
- b. **Select Return** to go back to the **Manage Project Amounts** page, this will keep the changes you've entered in memory and display them on the main page. To actually save these numbers you will need to select **Apply** on the main **10 Year View** page.

- c. **Select Reset** to revert back to the original state of the project before you made any changes
- d. **Select Cancel** to navigate back to the **Manage Project Amounts** page and not retain any changes.
- e. If you selected more than one project the navigation arrows appear and you may select the next arrow to navigate to the next project. (& *Note:* Checking the checkbox **Recalculate on Navigation** will automatically recalculate any changes made to the projects as you cycle through to the next one.

Lesson 11, Task 4 – Rounding

The **Round** button is available from the 10 Year View tab. The Round Button will round all projects in a version. The Facility user security level will not have a Round button; all other CBS security level users will have the round functionality. (& *Note:* **Rounding** is also available from the **Versions** tab.)

A **Round Amounts when Applying Changes** option is available as a checkbox that will automatically round when applying changes to the version when it is checked.



Project dollars (the project dollars on the Funding tab and associated cost estimate(s) total project dollar amount) will be rounded to the thousands when the Round Button is selected. Data is immediately rounded on selection of the round button, a warning message on the button selection states that the dollars will be rounded (yes, no). Data will be saved on selection of Yes. Amounts < 500 will be round down, >500 will be rounded up. i.e. (\$10,242,768 becomes \$10,243,000) (\$10,499 becomes \$10,000) (\$500 becomes \$1,000).

ONCE SELECTED ROUNDING CANNOT BE UNDONE!

Project Detail Funding dollar amounts fields rounded: Preprior, Current, Reappropriations, New Appropriations, Years 3-4, Years 5-6, Years 7-8, and Years 9-10, by project, account/ea type, and program. Only the Cost Estimate 'Current Project Total' amount and 'Escalated Project Total' amount are rounded. A cost estimate will display two fields on the cost estimate main tab

for the 'Rounded Current Project Total' and 'Rounded Escalated Project Total'. And the cost estimate summary screen to display the cost estimate 'Rounded Escalated Costs Grand Total'.

Items not rounded: cost estimate's detail line item amounts on each sub tab, Operating Impacts data, and Capital FTE data.

LESSON 12 – Submit A Version to OFM

(BUDGET OPERATIONS USER)

Only Agency Budget Operations can release data to OFM. Project data must pass critical submittal release edit checks. Once data has been released to OFM it cannot be recalled.

Submitting projects to OFM:

If a project has been submitted to OFM by the Agency Budget Group, the project status will display as accepted on the Project List screen for the version the project was released from. For Agency Budget Group users, projects that have been released to OFM will display 'Budget Group' (for the OFM Budget Group), in the Submitted To column. If there is a need to re-release the project to OFM, the project status must be changed to draft by viewing the project details or modifying the details.

1. **Select the Projects tab; load the version and biennium** of the project. Verify **Working Versions** is selected.
2. **Check the box** to the left of the **project** number for one or many projects **to be submitted** to OFM. Only those projects that are in Draft status can be submitted for review.
3. **Select the release** button.
4. A Project Submittal selection box is presented.
5. The **recipient** of your projects will be OFM. Verify if the **Project(s)** selection is marked. Both Capital Projects and Capital FTES can be submitted to OFM at one time.
6. **Select the OK** button. Email notification is sent to the OFM analyst that there are projects pending their review.
7. The **project status** is changed to **Accepted**, and the project is now **available for review by OFM**. Project(s) submitted for review will remain read-only while in pending or review status.

Lesson 12, Task 1 – Pre-Release Report and Edits

The pre-release report will display any critical errors first, then warnings, then informational messages, each in their own section. The type of edit check (*Project* or *FTE*) will be displayed in the *Type* column. And the Edit Check report can be printed by clicking the *Print* button.

Agency Budget Operations users have the option to release data to OFM one of three ways: selecting to release project data only, selecting to release FTE data only, or selecting to release both project and FTE data.

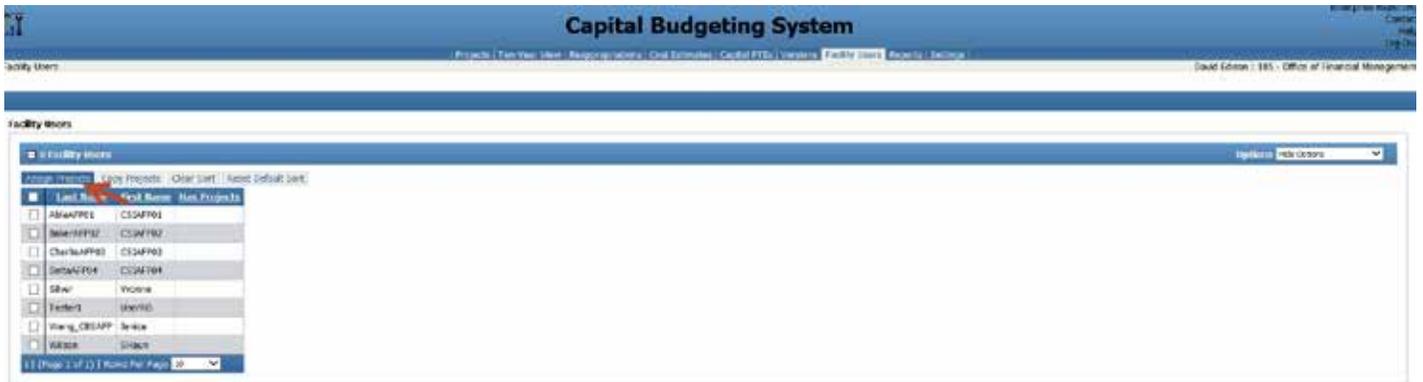
Agency Budget Operations users will be able to release project data that have passed all critical edit checks, projects with warning edit check messages can be released to the OFM Budget Group.

A user will select one, many or All projects from the Projects tab. Then select the Release button; if no critical error (projects are allowed to be submitted that have not passed all warning edits). User will not be able to submit with one or many critical errors. A dialogue box will display any edit check errors. If no critical errors, then the system will display a message 'The data was submitted/released successfully.' Additionally, an e-mail messages is sent when a project(s) are submitted.

Lesson 13 – Facility Users Tab

(BUDGET OPERATIONS USER & AGENCY EDIT USER)

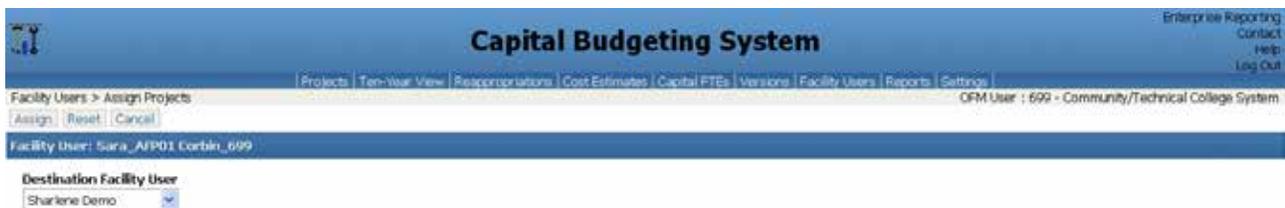
The Facility Users tab is designed to manage all projects owned by Facility users at the Budget Operations level. This gives the Budget Operations role the ability to assign all projects (and associated cost estimates) from one Facility User ID to another. This also provides a means of Copying all of a Facility Users projects to a Versions owned by the Budget Group.



Lesson 13, Task 1 – Re-assign a Facility user Project(s) to a different Facility User

Assign Facility projects to a different person. All projects from one user can be reassigned to another user.

1. **Select the Checkbox** next to the Facility user that you're copying **FROM**.
2. **Select the Assign Project** button.
3. **Select the Destination User** from the dropdown menu.
4. **Select the Assign** button to **Assign** all of the first user's project(s) to the **Destination Facility user**.



Other Options Available:

Reset: Will revert all changes made on the page and display what's currently saved in the database.

Cancel: Will cancel all changes and take user back to the **Facility User** tab.

Lesson 13, Task 2 – Copy a Facility user Project(s) to a Budget Group Version

Copying a Facility Users projects to a Budget Group version may be helpful if a User is no longer at the agency, or a Budget Office wants to bypass the submittal process.



1. Select the **Checkbox** next to the Facility user that you're copying **FROM**.
2. Select the **Copy Projects** button.
3. Select the **Source (Facility User) Biennium** from the dropdown list for the version that's desired.
4. Select the **Destination (Budget Group Version) Biennium** from the dropdown list for the version that's desired.
5. Select the **Destination Budget Type**.
6. Select the **Destination (Budget Group) Version**.
7. Select the **Copy** button.

Other Options Available:

Reset: Will revert all changes made on the page and display what's currently saved in the database.

Cancel: Will cancel all changes and take user back to the **Facility User** tab.

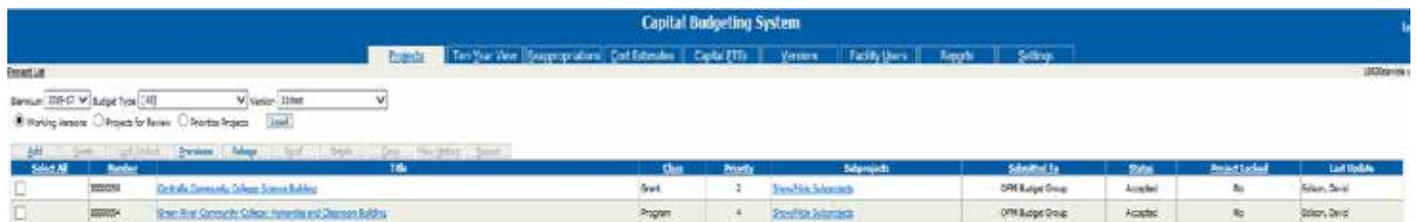
LESSON 14 – Submit/Recall Projects for Review within your Agency

(AGENCY DIVISION USER & FACILITY)

This function provides the ability to pass projects from one person to another within your agency. Only users designated by your agency budget division to review projects will appear in the recipient drop down list for selection. Projects can only be released to a person in your agency with a higher security level than yours. Project data must pass critical submittal release edit checks, and edit checks are dependent by your user security access.

Hands On:

1. **Select** the **Projects** tab, the **version** and **biennium** of the project.
2. Verify **Working Versions** is selected, and then **select Load**.
3. **Check the box** to the left of the **project** number for one or many projects **to be submitted** to a designated member of your agency for review. Only those projects that are in Draft status can be submitted for review.



The screenshot shows the 'Capital Budgeting System' interface. At the top, there are navigation tabs: Drafts, Ten-Year View, Appropriations, Cost Estimates, Capital PTEs, Versions, Facility Users, Budgets, and Settings. Below the tabs, there are dropdown menus for Biennium (2020-21) and Budget Year (2021), and a Version dropdown (2020). There are also radio buttons for Working Versions, Projects for Review, and Drafts Projects. Below this is a table with columns: Select All, Number, Title, Class, Priority, Subjects, Submittal Gr, Status, Project Locked, and Last Update. Two rows are visible in the table:

Select All	Number	Title	Class	Priority	Subjects	Submittal Gr	Status	Project Locked	Last Update
<input type="checkbox"/>	000000	Centralia Community College Science Building	Draft	2	Biennial Submittals	GM Budget Group	Accepted	No	Eden, David
<input type="checkbox"/>	000000	Green Star Community College, Peninsula and Willson Buildings	Program	4	Biennial Submittals	GM Budget Group	Accepted	No	Eden, David

4. **Select** the **submit** button.
5. A Project Submittal selection box is presented.
6. **Select** the **recipient** of your projects for review from the drop down box. (For Facility users both Budget Group and the names of a division user for your agency will be listed. For Division users only Budget Group will be available.)
7. **Select** the **OK** button. Email notification is sent to the individual selected as the recipient that there are projects pending their review.
8. The **project status** is changed to **Pending**, and the project is now **available for review by the recipient**. Project(s) submitted for review will remain read-only while in pending status.

To recall a project that is in pending status

9. **Select** the **Projects** tab, the **version** and **biennium** of the project.
10. Verify **Working Versions** is selected, and then **select Load**.
11. **Check the box** to the left of the **project** number for one or many projects **to be recalled** & Note: only projects in pending status can be recalled.
12. **Select** the **Recall** button.
13. The Project(s) status change to Recalled.

14. Email notification is sent to the individual selected as the recipient that the project(s) have been recalled.

15. After viewing any Project(s) with a status of Recalled, their status will change to draft.

& Note: Projects in draft status and/or unlocked are editable. Projects that are not in draft status and/or are locked are not editable and can be viewed as read only.

Lesson 14, Task 1 – Pre-Release Report and Edits

The pre-release report will display any critical errors first, then warnings, then informational messages, each in their own section. The type of edit check (*Project* or *FTE*) will be displayed in the *Type* column. And the Edit Check report can be printed by clicking the *Print* button.

Facility users are able to release projects with outstanding warning edit check messages.

Division users will be able to release project data that have passed all critical edit checks, projects with warning edit check messages can be released to the Agency Budget Group.

A user will select one, many or All projects from the Project Management tab. Then select the Submit button; if no critical error (projects are allowed to be submitted that have not passed all warning edits). User will not be able to submit with one or many critical errors. A dialogue box will display any edit check errors. If no critical errors, then the system will display a message 'The data was submitted/released successfully.' Additionally, an e-mail messages is sent when a project(s) are submitted.

Lesson 15 – System Rules around Locking Projects and Versions

(BUDGET OPERATIONS USER & AGENCY EDIT USER)

Lock Versions on the Versions tab. Lock individual projects on the Projects tab.

1. All users can copy from a locked version to an unlocked version that they have edit access to. The “copy” of the project will be locked in the “to” version.
2. All users can copy a locked project to a version that they have edit access to. The “copy” of the project will be locked in the “to” version.
3. For Agency Edit Access: The system will display a message that the copy cannot proceed, due to the fact the project exists in and is locked in the Copy To version. (& Note: This user cannot lock/unlock a project.)
4. When projects are locked or in a locked version, an Agency Edit Access user will see the data as read-only. This includes any subprojects, cost estimates, and/or attachments associated to the locked project and/or version.
5. When projects are locked or in a locked version, an Agency Operations user will be warned that the data is locked, and that this security level can make changes to locked projects.
6. Agency Budget Operations users are the only users that can copy a project into an agency locked version. Message will display, “This version is locked. Are you sure you want to copy to this version? OK, Cancel.”
7. For Agency Budget Operations: The system will display a message that the project being copied exists in and is locked in the Copy To version. The user can select Yes: copy proceeds, the project is replaced and is still not locked. If the user selects No/Cancel the copy does not proceed.
8. The project title or subproject title is locked when a project is submitted to a higher security level than the submitter. Changes to a project's title will be reflected in all copies for that project number within the agency. No agency user can change the project title after release to OFM.
9. When viewing OFM enacted data all users will view the data as read-only.

Lesson 16 – Attach Documents

(BUDGET OPERATIONS USER, AGENCY EDIT USER, AGENCY DIVISION USER, & FACILITY USER)

The Add Attachments feature is available if there is a need to incorporate additional information about a capital project being requested in the budget. This tool will allow users to send pictures, work plans, and even a document containing a project description.

CBS supports file types: Word Documents (.doc, .docm, .docx), Excel Spreadsheets (.xls, .xlsm, .xlsx), Jpeg Image (.jpeg, .jpg), MS PowerPoint (.ppt, .pptx), Adobe PDF (.pdf), Text (.txt) and .gif, .htm, .html, .mpp, .rtf, .tif and .wpd.

(& Note: Attachment files are limited in size to 6MB. Files larger than 6 MB cannot be uploaded to CBS.)

Documents attached to a capital project are saved to the CBS database. Attachments added become an artifact of the capital project and are available for viewing until the project is deleted. For modifications to documents previously attached, you must update the document on your agency network or workstation and delete and reattach to the project in CBS.

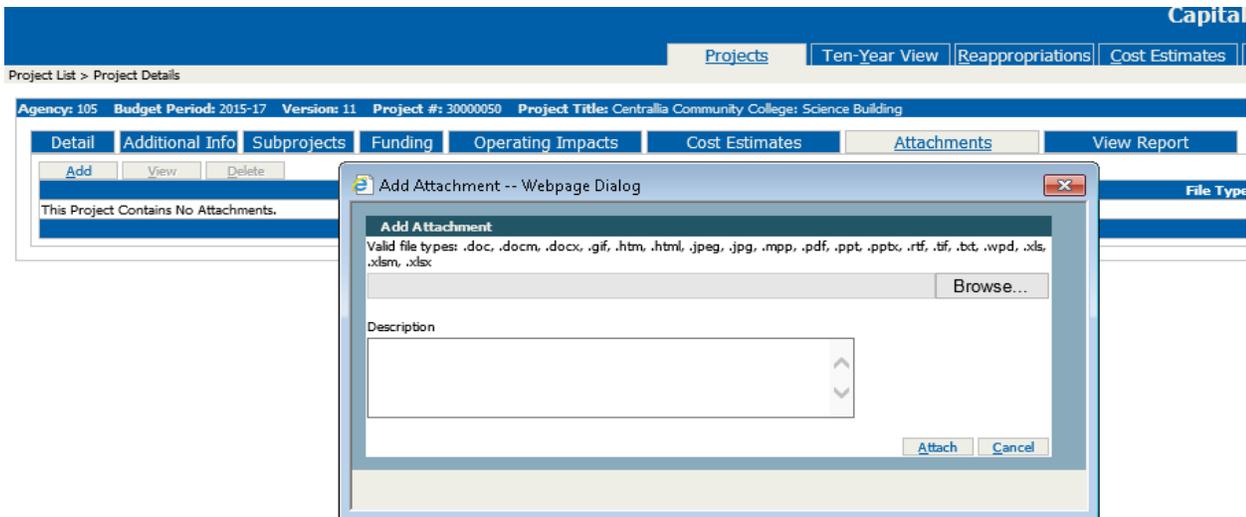
& Note: All users can attach one or more documents, view attachments, and delete attachments in projects that they have access to.

& Note: The system shall display a list of attachments in projects to which they have access.

& Note: Each project within a version can have different attachments. Also, the same project in different versions can have different attachments.

& Note: Ability to view on project list screen if a project contains an attachment.

1. **Select the project.**
2. **Select the project** from the **Project List** screen for which the attachment will be added. You are taken to the Project details screen.
3. **Select the Attachments** tab, located in the upper middle of the screen.
4. The **Attachment** screen will be displayed.
5. Select the **Add** button.
6. An Add Attachments Dialog box will appear. Select the Browse Button to search on your agency network or workstation for the document to be attached to your capital project.



7. After locating the document, double click the file name or single click and click the open button. The Choose file dialogue box will close upon your selection of the file. Locate an excel document on the training room workstation.
8. Verify that the selected attachment name and file location displays in the field to the left of the browse button.
9. **Enter a description** of the document for future reference. & *Note: The Description field is optional, and provides the ability to include a synopsis of the material for quick reference. The description included will display on the Project Attachment screen.* Capital project detailed work plan.
10. Select the **Attach** button. The attached file name, file type and description now displays in the attachment section of the screen.
11. View the newly added file. Click the attachment selector (circle to the left of the file name) and then select the **View** tab, or click on the File Name. A View Attachments dialog box will display with the selection button Open Attachment.
12. Click **Open Attachment** to display the dialog box below. If the “Always ask before opening the type of file” box is unchecked, the dialog box will not display.
13. Click **Open**, then look at the attachment and close the file.
14. If this is the wrong attachment or it is not necessary, simply click the attachment selector and click the Delete button on the screen. A warning message appears “Are you sure you want to delete the selected attachment”, select ‘OK’ button. The file has been removed from the Capital Project. Skip this step in class
15. Go back to the **Project List** screen.

Lesson 17 – Reports tab

(BUDGET OPERATIONS USER, AGENCY EDIT USER, AGENCY DIVISION USER, & FACILITY USER)

The reports tab was created to give a central source for all CBS reports including parameters. Once the tab is loaded and you've selected a report the appropriate parameters will display, this is a way to run any of the Capital reports CBS001 – CBS005, CBS007, and CBS009 - CBS013.



1. **Select** the **Report** from the dropdown list that you want to run. (In this example it's the CBS001)
2. **Select** the **Load Report Parameters** button located above the report list.
3. **Select** the **Biennium** for the report.
4. **Select** the **Budget Type** for the report.
5. **Select** the **Version** for the report.
6. **Select** the **Project Classes** for the report.
7. **Select** the **Sort Order**.
8. **Select** a value from the **Include Page Numbers** dropdown list.
9. **Select** the **Report Format**.
10. **Select** the **Run Report** button at the top of the page.

& *Note:* Different reports have different parameters, the steps above work with the CBS001, however if running for a different report you would substitute the Version for say Project Number (CBS002).

& *Note:* For 1st or 2nd Supplemental versions/projects you'll notice a different selection.

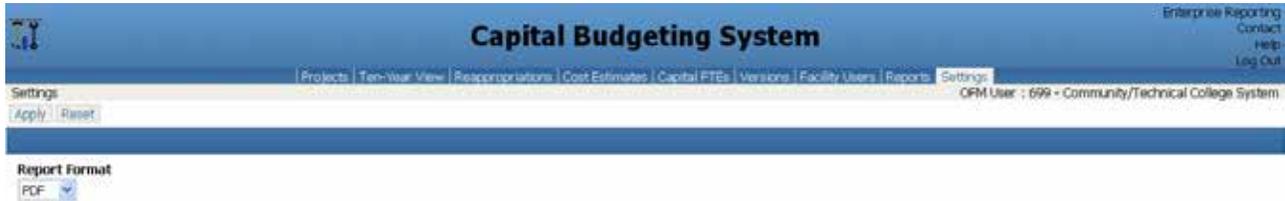
Enacted for projects in selected version: will show the entire project total including Enacted only for projects in the Supplemental version.

Enacted for projects in selected biennium: will show the entire project total including Enacted for all enacted projects including those in the Supplemental version.

Lesson 18 – Settings tab

(BUDGET OPERATIONS USER, AGENCY EDIT USER, AGENCY DIVISION USER, & FACILITY USER)

The Settings tab allows you to set the report preference when running reports from within the application. Setting to .PDF, .DOC, or .XLS will automatically run the report in that format when ran through the system.



1. **Select** the **Report Format** from the dropdown list that you want to reports to use.
2. **Select** the **Apply** button.

Lesson 19 – Supplemental Data

(BUDGET OPERATIONS USER, AGENCY EDIT USER, & AGENCY DIVISION USER)

In CBS the supplemental request is an incremental request. The system has been built to accommodate and show the Supplemental ask as that increment so when viewing the system will display a project total row, an enacted row and the current working version row that is the incremental change to the enacted and its impact on the project total.

This data can be viewed on both the 10 Year View and the individual project funding tab.

On the 10 Year View there are two different options for viewing your data:

Enacted for projects in selected version: will show the entire project total including Enacted only for projects in the Supplemental version.

Enacted for projects in selected biennium: will show the entire project total including Enacted for all enacted projects including those in the Supplemental version.

The Gray row is the project total including the Enacted, the blue row(s) are the Enacted amounts from all OFM flagged Enacted versions, and the yellow row(s) are the current request or incremental change.

Enterprise Reporting
Contact
Help
Log Out

Capital Budgeting System

CFM User : 699 - Community/Technical College System
Projects | Ten-Year View | Reappropriations | Cost Estimates | Capital FTEs | Versions | Facility Users | Reports | Settings

Show Search | Custom Search Applied
Ten-Year View | Apply | Round | View Report | Reset | Round Amounts when Applying Changes

Biennium: 2011-13 | Version: 31 - Test

Agency Totals

Code	Title	Total	Preprior	Current	Reappropriation Request	New Appropriation Request	2013-15 (Years 3-4)	2015-17 (Years 5-6)	2017-19 (Years 7-8)	2019-21 (Years 9-10)
699	Community/Technical College System	54,919,000	31,548,000	10,519,000	12,852,000	0	0	0	0	0

Project Amounts

Number	Truncated Title	Account - EA Type	Enacted Budget Type	Total	Preprior	Current	Reappropriation Request	New Appropriation Request	2013-15 (Years 3-4)	2015-17 (Years 5-6)	2017-19 (Years 7-8)	2019-21 (Years 9-10)
20012687	Tacoma Community College: Scie...	057-1	Regular	31,078,000	30,223,000	712,000	143,000	0	0	0	0	0
		057-1	Regular	30,978,000	30,223,000	612,000	143,000	0	0	0	0	0
		057-1	Regular	85,000	0	100,000	0	0	0	0	0	0
20081321	Pierce College Fort Steadocoom...	057-1	Regular	23,841,000	1,325,000	9,807,000	12,709,000	0	0	0	0	0
		057-1	Regular	15,341,000	1,325,000	9,426,000	4,590,000	0	0	0	0	0
		057-1	Regular	14,016,000	0	0	0	0	0	0	0	0
		060-1	Regular	8,500,000	0	381,000	8,119,000	0	0	0	0	0
		060-1	Regular	8,500,000	0	0	0	0	0	0	0	0

Account - EA Type Totals

Code - EA Type	Title - EA Type Title	Total	Preprior	Current	Reappropriation Request	New Appropriation Request	2013-15 (Years 3-4)	2015-17 (Years 5-6)	2017-19 (Years 7-8)	2019-21 (Years 9-10)
057-1	State Building Construction Account - State	46,419,000	31,548,000	10,136,000	4,733,000	0	0	0	0	0
060-1	Comm/Tech Col Capital Projects Acct - State	8,500,000	0	381,000	8,119,000	0	0	0	0	0

On the Funding Tab there is a checkbox to include/view the enacted project data in addition to the incremental change. When viewing the Enacted data the project total will reflect the entire project total.

Capital Budgeting System LmsDef

Project Details: 69900cslab01 : 699

Agency: 699 Budget Period: 2011-13 Version: 11 Project #: 20081321 Project Title: Pierce College Fort Steilacoom: Cascade Core

Detail Additional Info Enroll Operating Impacts Cost Estimates Attachments View Report

Project Funding 38,959,000

Include Enacted

Enacted Budget

Account	Total Costs	Pre 2009-11 Prior	2009-11 Current	2011-13 Reapprops	2011-13 New Approps	2013-15 Years 3-4	2015-17 Years 5-6	2017-19 Years 7-8	2019-21 Years 9-10
057-1 - State Bldg Constr - State	15,341,000	1,325,000	9,426,000	4,590,000	0	0	0	0	0
060-1 - Comm/Tech Cap Proj A - State	6,500,000		381,000	6,119,000	0	0	0	0	0

New Funding

Account	Total Costs	Pre 2009-11 Prior	2009-11 Current	2011-13 Reapprops	2011-13 New Approps	2013-15 Years 3-4	2015-17 Years 5-6	2017-19 Years 7-8	2019-21 Years 9-10
057-1 - State Bldg Constr - State	12,475,000	1,325,000	11,150,000						
060-1 - Comm/Tech Cap Proj A - State	2,643,000		2,643,000						
Select an Account:									
Total project funding costs	15,118,000	1,325,000	13,793,000						

Add another account above

Totals

Account	Total Costs	Pre 2009-11 Prior	2009-11 Current	2011-13 Reapprops	2011-13 New Approps	2013-15 Years 3-4	2015-17 Years 5-6	2017-19 Years 7-8	2019-21 Years 9-10
057-1 - State Bldg Constr - State	27,816,000	2,650,000	20,576,000	4,590,000	0	0	0	0	0
060-1 - Comm/Tech Cap Proj A - State	11,143,000		3,024,000	8,119,000	0	0	0	0	0
Totals Revised	38,959,000	2,650,000	23,600,000	12,709,000					

Save

Lesson 19, Task 1 – Suggested process to build a 1st supplemental budget version

1. From the **Projects** tab.
2. **Select** the **Biennium**, **Budget Type**, and select the **OFM enacted regular Version**, then **Load** button. (2013-15, First Year Supplemental, OFM version 5U)
3. **Select** the **checkbox** to the left of the **project** number for all project to be included in the supplemental budget request.
4. **Select** the **Copy** button.
5. **Select** the **destination** for the copied projects and/or FTEs to reside. Select Biennium, Budget Type and Version. (2013-15, First Year Supplemental, Version S1)
6. To specify the data to be copied, **Select one option: Selected Projects** or **Selected Projects plus FTEs**
7. To specify the **Copy Type**, select one option: **Do Not Replace Duplicates**, **Replace Duplicates**, or **Create New Projects for Duplicates**
8. **Select** the **Ok** button.
9. **Select** the **Biennium**, **Budget Type**, the **Version** where data was copied, **Working Versions**, then **load** button.
10. Change project(s) detail and funding information to reflect the supplemental amount.

- Review the FTEs for the version and adjust if any changes are needed. (FTEs in a supplemental version are not incremental.)

Lesson 19, Task 2 – Selecting a Second Supplemental Project for Reappropriation

Since Second Supplemental versions are created in unison with Regular, there is the need to create the Second Supplemental request and then include that request as a reappropriation in the ensuing regular budget. We have create a way to do this by setting a flag in the Second Supplemental version on any project that you desire to request a reappropriation on in the Regular ensuing version.

The screenshot displays the 'Capital Budgeting System' interface. At the top, there are navigation tabs: 'Projects', 'Ten-Year View', 'Reappropriations', 'Cost Estimates', 'Capital FTEs', 'Versions', 'Facility Users', 'Reports', and 'Settings'. The current view is 'Ten-Year View'. Below the navigation, there are buttons for 'Apply', 'Round', 'View Report', and 'Reset', along with a checkbox for 'Round Amounts when Applying Changes'. The biennium is set to '2011-13' and the version is '2nd Supp Test'. The 'Agency Totals' section shows a table for '1 Agency' with columns for Code, Title, Total, Priorior, Current, Reappropriation Request, New Appropriation Request, and four biennium periods (2013-15, 2015-17, 2017-19, 2019-21). The 'Project Amounts' section shows a table for '6 Projects' with columns for Number, Truncated Title, Account - EA Type, Enacted Budget Type, Reappropriation Request, New Appropriation Request, and four biennium periods. A 'Set/Unset Valid for S2 Reappropriation' button is highlighted over the 'Valid for S2 Reappropriation' column in the Project Amounts table.

- Select the **10 Year View** tab.
- Select the desired **Biennium** for the 2nd supplemental version.
- Select the **Budget Type** for the version.
- Select the 2nd supplemental **Version**.
- Select the **Load Data** button.
- Select the **Project** desired for 2nd Supplemental Reappropriation.
- Select the **Set/Unset Valid for S2 Reappropriation** button.
- Verify the **Valid for S2 Reappropriation** column has a checkbox for the project.
- Select the **Apply** button.

Other Options Available:

Round: Will round and save all amounts for the version.

Reset: Will revert all changes made on the page and display what's currently saved in the database. This will only work if **Save** or **Apply** has NOT been selected yet.

Appendix A – Release Notes

Projects tab:

1. When a project is selected to be copied into the same version, the project will receive a new project number and the project title will be copied with the words 'Copy of' becoming the first part of the title. If the title of the project being copied is the maximum allowable (60 characters), the copy of the project will lose the last seven characters.
2. OK/Cancel buttons display off the screen when more than 36 rows are selected for deletion. An informational popup message is displayed when both projects with subprojects and cost estimates are selected for deletion. The message box accommodates 36 message lines. If a user attempts to delete projects that equal to more than 36 rows the OK/Cancel buttons will display off the screen and the user can either select "Enter" because the message box will automatically set focus to the "OK", or they can "X" out of the screen which will cancel.
3. Projects in a status of Rejected cannot be deleted. To delete the project is must first be placed into a status of Draft (view the projects details), then select the project to be deleted.
4. A warning message will display when creating a new subproject, 'The selected project contains a different project classification than the subproject.'

Project Details – Detail tab:

1. For the question, *is this a Subproject?* The message next to the question (*Changing to No will ask you to confirm.*) is always displayed on the screen. The message is only relevant if changing from a Yes (currently a subproject) to a No (changing the project to not be a subproject).

Project Details – Funding tab:

1. After entering a dollar amounts, a user must leave the entry field (move to the next field) prior to hitting the save button. If not a prompt will be displayed to save changes, prior to leaving the screen.

Project Details – Operating Impacts tab:

1. When a project is in Read-only status, the scroll ability is not available for narrative text boxes. Select to view the report, to view narrative description text.
2. After entering a dollar amounts, a user must leave the entry field (move to the next field) prior to hitting the save button. If not a prompt will be displayed to save changes, prior to leaving the screen.
3. If the 'No Operating Impacts' check box is selected (checked) and no data has been entered on the tab, a Confirmation message will always appear *Are you sure you want to check "No operating Impacts?" Data currently entered in other fields will be deleted after save.*

Project Details – Cost Estimate tab:

1. A server error is displayed when a cost estimate with a special character in its title is associated to the project on the project details - cost estimate tab. (& Note: The cost estimate can be associated to the project from Cost Estimates (parent tab) List when the cost estimate's title has a special character.)

Cost Estimate tab:

1. Column sorting functionality does not allow for the sorting of multiple columns, and will not display an indicator of ascending or descending on the Cost Estimate tab.
2. A cost estimate must be attached to a project prior to that project being copied into a new version. Currently there is not system functionality to attach a cost estimate to the same project number that exists in two different versions from the Cost Estimate tab. But on a project copy, all data related to a project will be copied: project detail, additional info, funding, operating impacts, attached documents, and cost estimates.
3. Cost Estimate message warning user that a non-building type has been selected, will be partially hidden by construction drop down list when using IE 7.0.
4. An associated cost estimate cannot be renamed from the Cost Estimate parent tab. The cost estimate can be renamed from the Project Details - Cost Estimate tab.
5. Currently the Rounded Current Project totals and Rounded Current Escalated Project totals are being rounded down in all instances.

Capital FTE report:

1. If the Capital FTE report displays 'No Data Available', but data displays for the version on the Capital FTE tab select the save button. Then select to the View Report button, data will appear on the report.

System Login and General Notes:

1. A message 'The page cannot be found' may display due to the authentication failing when logging into CBS after your session times out. When receiving this error, close the internet browser, then launch the internet browser and navigate to the Budget Portfolio Applications login screen.
2. Tool tips may hide behind drop down list boxes and fields when using IE 6.0.
3. If a view report button is selected and the tab contains unsaved changes, the system will prompt with a message and save option. The view report button will need to be selected again after the changes have been saved, to view the report.
4. Projects in a status of Rejected (as displayed on the Project Management screen) will not have their status changed to Draft if updated on the 10-year view. The project can be placed into a status of Draft by viewing the projects details.

5. Known bug with the popup Save message box on the Prioritization screen. Make sure you save any changes prior to navigating away from the Prioritization screen.

Project accept or Project Copy

1. After selecting a project(s) and the accept button, the selected destination version may momentarily be removed from the version drop down list box after the OK button is clicked. Note: The destination version momentarily displays the first version in the list.

Appendix B – Pre-Release Edits BUDGET GROUP

*** Note that all checks for projects will also be run on subprojects unless noted below. The error description will be the same except that the text “for Subproject (List Title & #) of” will be added before the text “Project (List Title & #)”. The following text will also be added to the beginning of the error message for OFM users: “For agency [agency], ”.

Release Edits for Agency Edit Analysts and Agency Operations; and OFM Budget/Operations 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
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
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
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
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
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	<p>Y</p> <p>For Each Project class Grant, Preservation, and Program: County, City Leg district Latitude and Longitude will always be a required and Critical Edits.</p> <p>For Each Project class Grant, Preservation, and Program: Address 1, Address 2, and Zip code will NOT be edited by the system.</p> <p>Note: Grant Pass-through does not have a location field for users, thus not location edits for this Project Class.</p>	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	<p>Y</p> <p>Only If Project Class Program selected, and User selected "Yes" to Is this a new facility</p>	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
27	Additional Info	Assumptions in operating budget	<p>Y</p> <p>Only If Project Class Program selected, and User selected a Decision Package</p>	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
7	Additional Info	Grant Recipient Organization	<p>Y</p> <p>Only apply to Project class: Grant and Grant Pass Through</p>	The following field for Project (List Title & #) is required for submittal: [List Fields Missing].	Critical
8	Additional Info	RCW that establishes grant	<p>Y</p> <p>Only apply to Project class: Grant and Grant Pass Through</p>	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
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 Only if user does not select the check box 'There are no Operating impacts for this project'	Project (List Title & #) has FTEs indicated in the Operating tab without associated operating dollars.	Critical
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. (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?	If project is project classification Preservation or Program and over \$1 million, a cost estimate must be attached. Not applicable if project has subprojects. Y	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		<p>N Cost Estimate is not required.</p> <p>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.)</p> <p>Y If Cost Estimate is attached, then difference between the preferred Cost Estimate and Subproject Funding must be (Allow an acceptable variance (1%) for the difference between a preferred cost estimate and the Project funding.)</p>	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
41	Cost Estimating Tool		<p>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</p>	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
40	Cost Estimating Tool	Gross Sq Ft	<p>Y If cost estimate is a building, then gross sq ft. required</p> <p>N If cost estimate is not a building.</p>	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
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	<p>If the Version is Budget Type=Regular</p> <p>For Project (List Title & #) the reappropriation amount cannot be negative for the Regular budget request.</p> <p>If the Version is Budget Type=Supplemental</p> <p>For Project (List Title & #) the reappropriation amount cannot be negative for the net total of the Regular and Supplemental budget request.</p>	Critical
47	FTE		Y	<p>There is no FTE data. Please submit capital FTE data if applicable.</p> <p>(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.)</p>	Warning
50	FTE	Account and amount fields	Y	<p>The Capital FTE screen has FTEs, but no dollars associated.</p> <p>(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.)</p>	Critical
52	FTE	Job Class and FTE amounts	Y	<p>The Capital FTE screen has dollars, but no FTEs listed.</p> <p>(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 top that contain the job class title and number.)</p>	Critical
54	FTE	FTE Narrative is required to be submitted	Y	<p>The Capital FTE screen does not contain narrative, but contains FTE data.</p> <p>(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.)</p>	Critical
55	Submittal edit - Rounding		Y	<p>The following Project(s) (List Title & #) are required to be rounded to the thousands prior to submittal.</p>	Critical
57	Funding Screen	A dollar amount must be entered when an Account has been selected.	Y	<p>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.</p> <p>Note: Rounding (data rounded down to zero) can cause this edit to occur.</p>	Critical
60	FTE	996-Z is not valid for Submittal to OFM or the Legislature	Y	<p>The Capital FTE screen contains account 996-Z; capital FTE dollars must be assigned a valid account prior to submittal.</p>	Critical

Appendix C – Pre-Release Edits FACILITY and AGENCY DIVISION USERS

*** Note that all checks for projects will also be run on subprojects unless noted below. The error description will be the same except that the text “for Subproject (List Title & #) of” will be added before the text “Project (List Title & #)”. The following text will also be added to the beginning of the error message for OFM users: “For agency [agency],”.

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
5	Detail Screen	Agency summary	Y	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. Note: Rounding (data rounded down to zero) can cause this edit to occur.	Warning