

Capital Budget System (CBS)

Agency Training



Introductions...

- 
- **Name**
 - **Agency**
 - **Capital Budget System Role**
 - **Goals for the class**



Partnership between Office of Financial Management (OFM) and Department of Enterprise Services (DES)

- OFM Budget division is the Business Owner of the Capital Budget System (CBS) and maintains Policy & Instructions.
- DES Enterprise Technology Solutions(ETS)is the Technology Owner of the CBS System and provides system training, maintenance, and updates.
- OFM Budget & ETS staff work together to make sure that the appropriate tools are available for agencies to complete their Capital Budget.



Budget Types & Systems

- Capital – Capital Budgeting System (CBS)
- Operation – Budget Development System (BDS)
- Transportation – Transportation Executive Information System (TEIS)



Objectives

- Gain a broad understanding of the CBS Application.
- Knowledge of the various Security Roles within the application
- Understand the different Budget Types
- View the Process flows
- Hands on activities
- Available Resources
 - OFM Site
 - CBS Tutorial Site
 - ETS Solution Center



Web Browser Requirements

The Budget Portfolio Systems has adopted **Microsoft Internet Explorer version 6.0 or 7.0** as the standard web browsers for system access. All system features and functions have been fully tested in and are supported by this standard. No other web browsers or release levels have been tested or are supported.

You will need to use this standard to successfully access all Budget Portfolio System components.

To determine your web browser release level, Select **Help** from your browser toolbar

Select **About Internet Explorer**

If you have **Microsoft Internet Explorer 6.0 or 7.0** installed your about internet explorer window should clearly state this.

If you have questions or need assistance please contact the DES Solution Center at (360) 407-9100 or solutionscenter@des.wa.gov



**BUDGET AND ALLOTMENT SUPPORT SYSTEM (BASS)
SECURITY MAINTENANCE**

Bass Security Form

Leave shaded areas blank

Select Systems:	Security Level						Action	
	Budget Ops	Edit Access	Division Access	Facility Access	Read Only	Release Data to OFM	Add Access	Delete Access*
Budget Development System (BDS)								
Capital Budgeting System (CBS)								
Results through Performance Management (RPM)								
Budget Reporting System (BRS) <i>(formerly VRS)</i>								
Salary Projection System (SPS)								
The Allotment System-Allotment Management and Review (TALS-AMR)								
Expenditure Authority Schedule using Enterprise Reporting								

*Check here if user has left the agency, and all access should be denied, including Enterprise Reporting and Web Intelligence

User Identification:

Login ID: ** _____ *(Required only for new BASS users)*

** First five characters are agency code (3), sub-agency code (1) and reserved for future use (1) (default to 0). (eg. 10500 is OFM)
Next eight characters at agency discretion with first three characters required (local area network ID is recommended).

Agency Code #: _____ Agency Name: _____

User Name: _____

Telephone: (_____) _____ FAX: (_____) _____

E-Mail Address: _____

Requested by: _____ Date (mm/dd/yyyy): ____/____/____

Telephone #: (_____) _____ Effective Date (mm/dd/yyyy): ____/____/____

Approval (REQUIRED):

Approval Signature: _____

Approval Name (please print): _____

Telephone #: (_____) _____ Date (mm/dd/yyyy): ____/____/____

Please email completed form to: solutionscenter@des.wa.gov - or - fax to: (360) 664-3423

Or send original form to: Department of Enterprise Services, ETS, Solutions Center
PO Box 41433
Olympia, WA 98504-1433

(DES USE ONLY)

____ Verified Authority ____ BASS Security Entered ____ Listserv® Entered ____ ER Login/Folders ____ User Notified ____ ER Notified



Security Roles

There are four different roles within the CBS system

1. Agency Facility User

- Users can create projects with associated cost estimates
- Users can submit to a Agency Division User, or BUDGET GROUP (Agency Edit Access User, or Agency Budget Operations User)
- Users in this group only see their personal entries
- Users do not have version capability



Security Roles

Continued

2. Agency Division User

- Users can create projects with associated cost estimates
- Users collect projects from Agency Facility Users for submission to the Agency Budget Office
- Users work with versions created by Budget Group
- Users can submit projects to the Budget Group
- Division User is the only person who can see individual data in a version



Security Roles

Continued

3. Agency Edit Access User

- Users can create projects with associated cost estimates
- Users can collect projects from Agency Facility Users and Agency Division User to create a Budget Group Version
- Versions assigned to Budget Group can be viewed or modified by the Budget Group
- Locked versions or projects data can only viewed



Security Roles

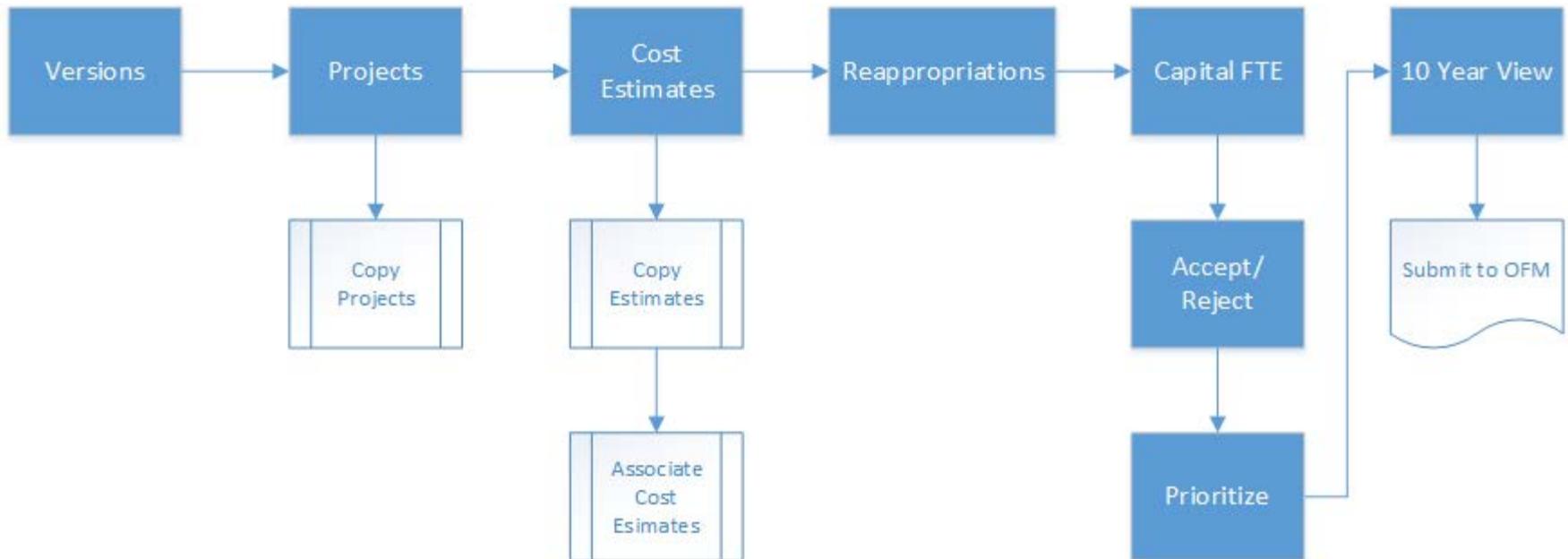
Continued

4. Agency Budget Operations User

- Users can create projects with associated cost estimates
- Users can collect projects from Agency Facility Users and Agency Division User to create a Budget Group Version
- User can Lock Versions and projects
- User can create versions for Agency Division User and the Budget Group
- Users can submit Capital Budget request data to OFM



High Level Flow of CBS



What is the CBS System?

CBS is a:

- Estimating tool
- Automatic Calculation for inflation
- Multiple Version of Budgets
- Electronic submittal to OFM
- Secure
 - Access within the SGN or through Fortress



What types of Budget Requests can be entered into CBS?

- Biennial Budget (requested every two years in the even year)
 - A financial plan that shows:
 - proposed expenditures
 - Timeline
 - Source of funding



What types of Budget Requests can be entered into CBS? Continued

- Supplemental 1 (requested in the Odd year)
 - Any legislative change to the original budget appropriations
- Supplemental 2 (requested in the Even year with your regular Budget request)
 - Any legislative change to the original budget appropriations

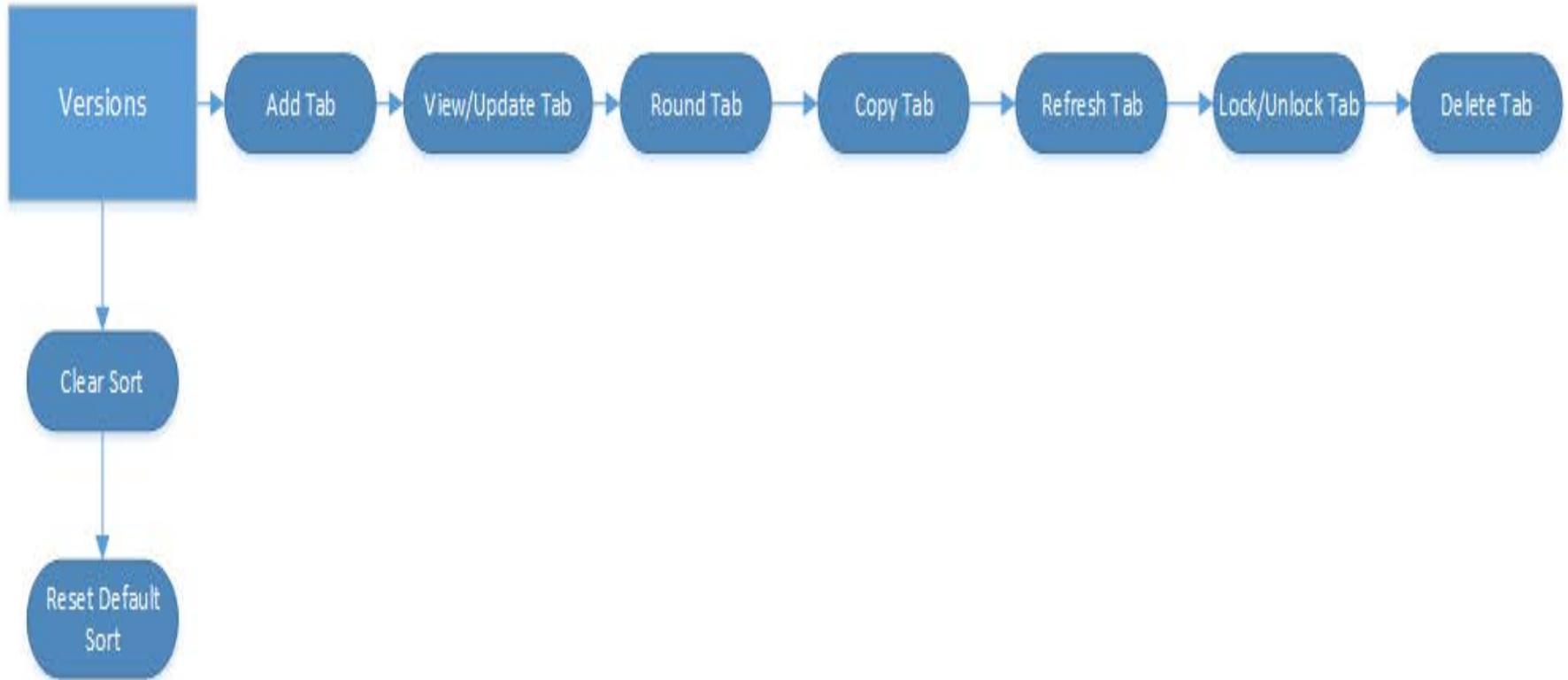


What types of Budget Requests can be entered into CBS? Continued

- Re-appropriations
 - Authorization to use funds that were not spent as originally planned, with appropriate approval authority to ensure project completion



Version Flow



Establish a Version

- Create a Version
- Budget Group (Budget Operations & Edit Access User) creates Versions
- Division User uses the versions created by the Budget Group.
- Facility Users do not see versions when creating their projects & cost estimates



Exercise and Review

CREATING A VERSION



Projects Flow



Establish your Projects

- DETAIL TAB has general information
- Agency Summary needs to tell the whole story as this is what will determine funding
- Direction for actual entries

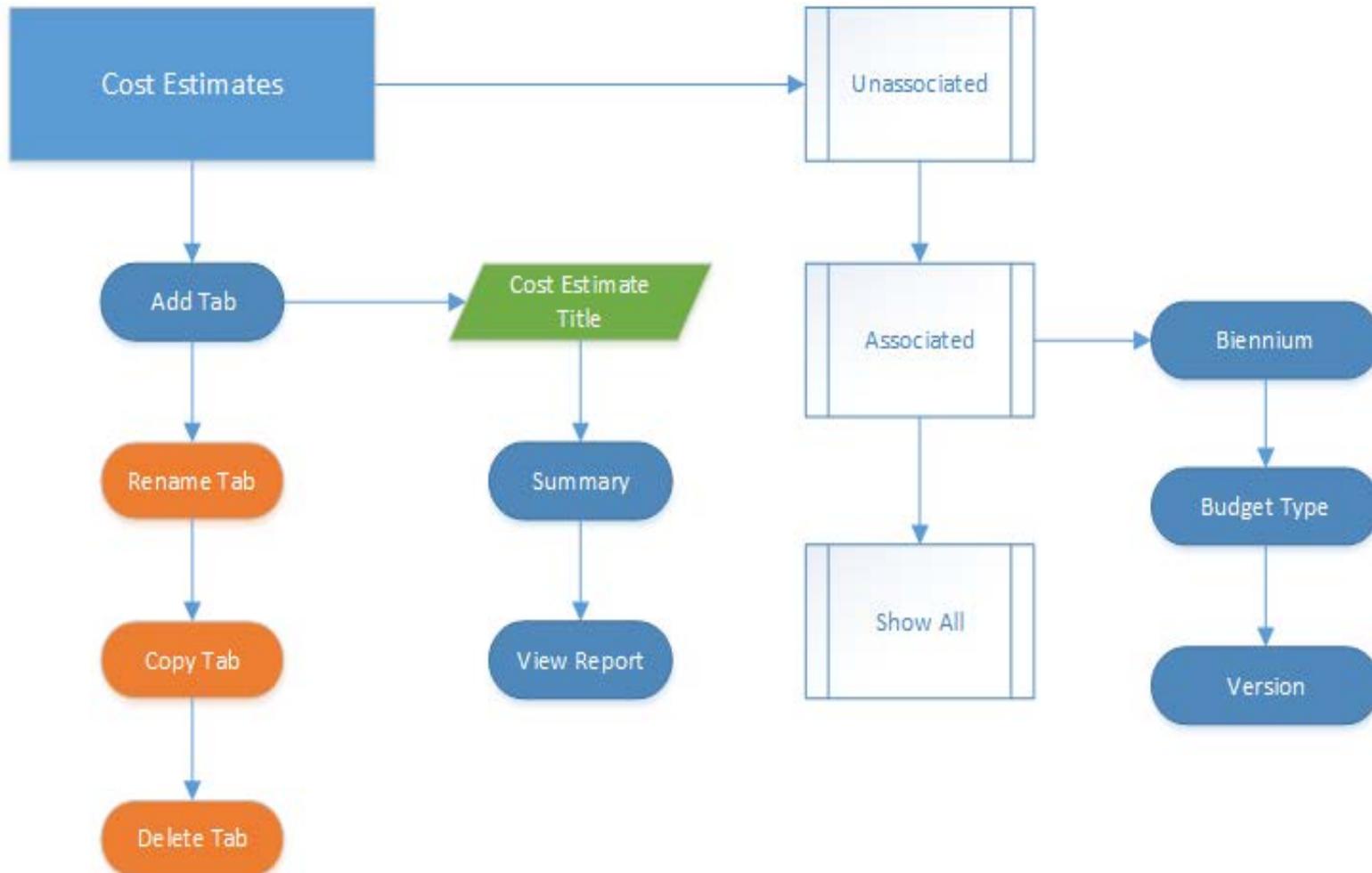


Exercise and Review

CREATING A PROJECT



Cost Estimates Flow



Cost Estimates

- All users can enter Cost Estimates into CBS
- Two types of Cost Estimates
 - Associated Cost Estimates
 - Unassociated Cost Estimates
- The cost estimates gives a breakdown of costs that will be associated with a project request.

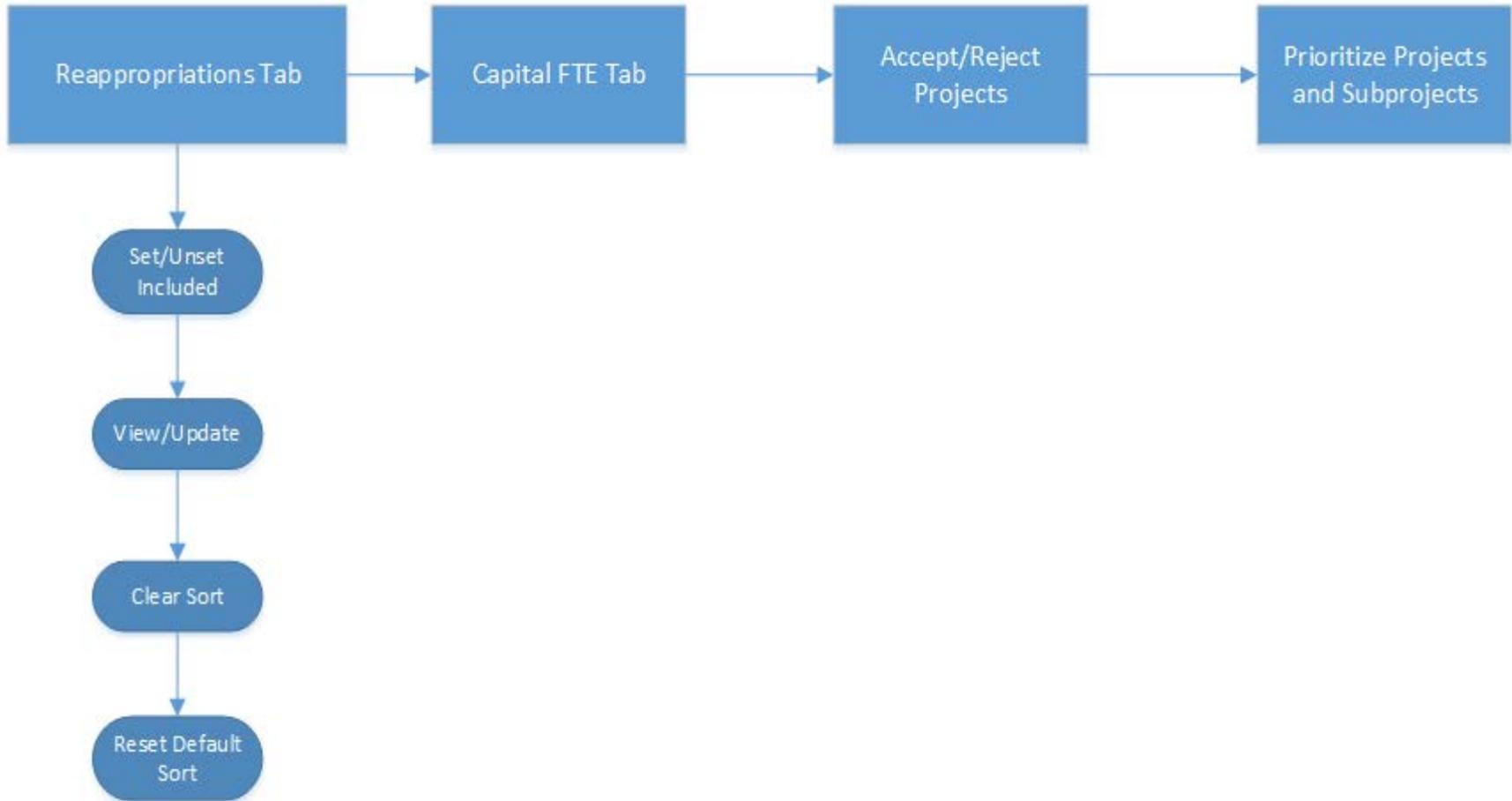


Exercise and Review

Cost Estimates Main Tab & Project Tab



Reappropriation & Others



Reappropriations

- You will need to do a search for the reappropriation data. You will have the following selections:
 - Biennium
 - Budget Types
 - Version
- Below these selection fields you will see the following titles:
 - Preprior: provides the calculated expenditures of a given project available to reappropriation
 - Current EAS: provides the “Latest” dollar amount from TALS-EA
 - Actuals Current as of: displays date of last actual dollar amount extraction from TALS and Enterprise Reporting
- Once you have selected the biennium & version you will then need to click on the LOAD DATA button. (Only do this once as it can mess up your data if repeated)

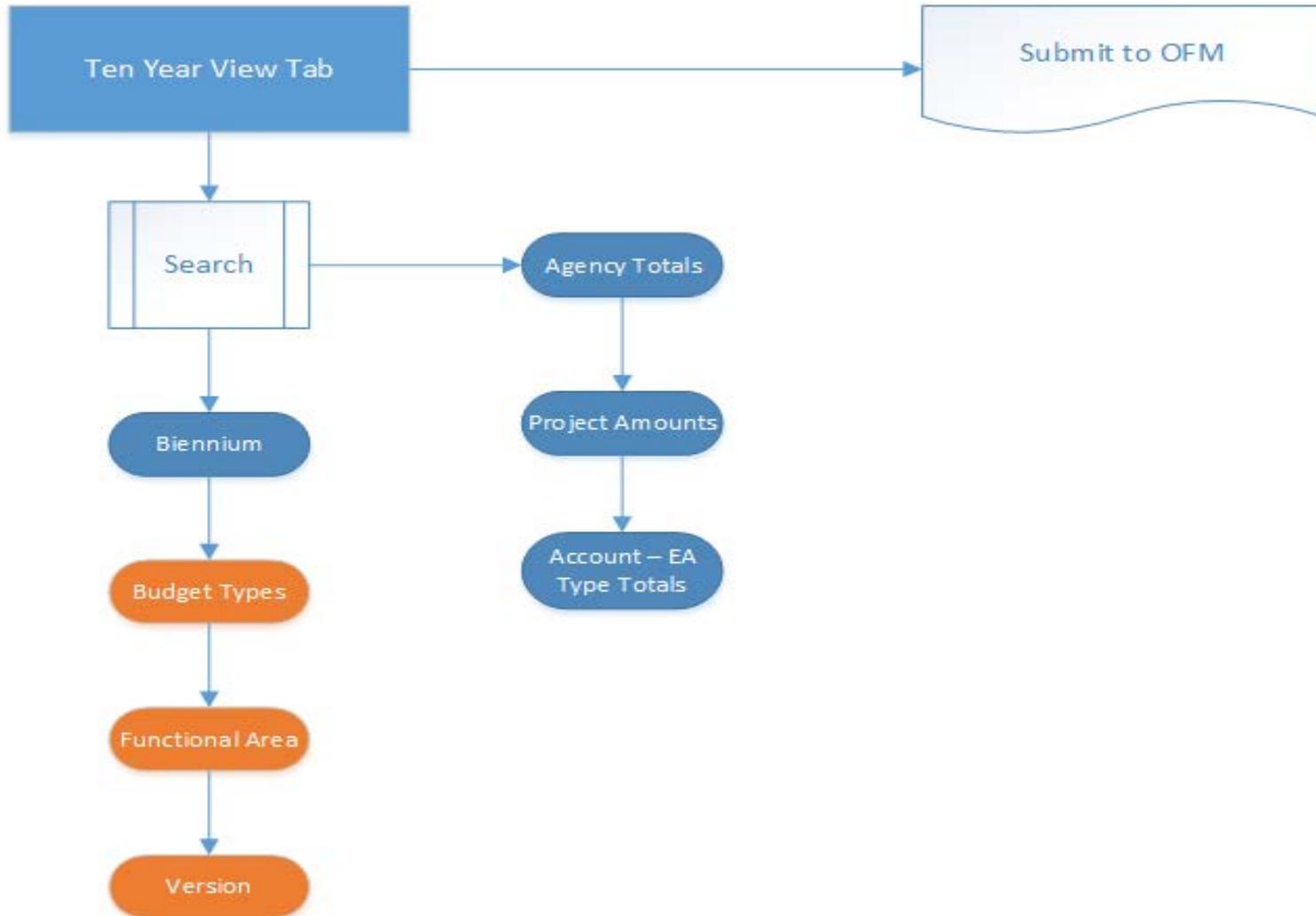


Reappropriations

- You will see new functions available for viewing your Reappropriation information and they are:
 - Set/Unset Included
 - View/Update
 - Clear Sort
 - Reset Default Sort
- User will need to select the projects for Reappropriation so that it will become part of your Budget Request



Ten Year View Flow



10-year View

- Data loads from information entered in a particular version
- You can update the 10-year information from this tab
- The CBS001 report is ran from this screen
- Rounding is available
 - Manually when you are ready
 - Automatically applied to changes as they occur (cannot be turned off once applied)



CBS001 Report

OFM

[REDACTED]
Ten Year Capital Plan by Project Class
 2013-15 Biennium

Version: 36 Working Analyst Supp. Version 6

Report Number: CBS001
Date Run: 5/6/2014 12:48PM

Project Class: Preservation

OFM Priority	Project by Account-EA Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2013-15	New Approp 2013-15	Estimated 2015-17	Estimated 2017-19	Estimated 2019-21	Estimated 2021-23
0	30000396 Headquarters Energy Conservation and HVAC Replacement									
	057-1 State Bldg Constr-State	10,999,000				10,999,000				
0	30000397 Headquarters Emergency Generator Replacement									
	057-1 State Bldg Constr-State	4,968,000				4,968,000				
Total: Preservation		15,967,000				15,967,000				

Project Class: Grant

OFM Priority	Project by Account-EA Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2013-15	New Approp 2013-15	Estimated 2015-17	Estimated 2017-19	Estimated 2019-21	Estimated 2021-23
0	30000394 Remedial Action Grants									
	19G-1 ELS Account-State	7,132,000				7,132,000				
0	30000395 Clean-Up Toxic Sites - Puget Sound									
	19G-1 ELS Account-State									
Total: Grant		7,132,000				7,132,000				

Project Class: Grant - Pass Through

OFM Priority	Project by Account-EA Type	Estimated Total	Prior Expenditures	Current Expenditures	Reapprop 2013-15	New Approp 2013-15	Estimated 2015-17	Estimated 2017-19	Estimated 2019-21	Estimated 2021-23
0	30000393 Water Pollution Control Revolving Program									
	727-1 Water Pollution Cont-State	70,500,000				70,500,000				



Additional Information

- Some documentation is required per the OFM Budget Instructions such as:
 - DAHP – Historical Preservation
- Cost Estimates – two tabs are available to create cost estimates. One outside the project and one within the project.
- Locator is available within CBS however, if your location is not found other locator sites may also be used.



Tips for CBS

- Remember to “Load” to see your Data
- Project stays the same throughout all phases and for the life of the project.
- Save often to avoid time outs
 - If you use the Save & Continue button you will be able to go directly to the next tab
 - If you just Save you will stay on the Tab that you are working in.



Resources

- BASS main application page provides access to the login page, security form, tutorials, password changes & listserv announcements.

Within the SGN:

http://bass.ofm.wa.gov/BASSLogon_pr/logon.aspx

Outside the SGN:

http://fortress.wa.gov/BassLogon_pr/logon.aspx

- OFM Policy Budget information

<http://ofm.wa.gov/budget/instructions/capital.asp>

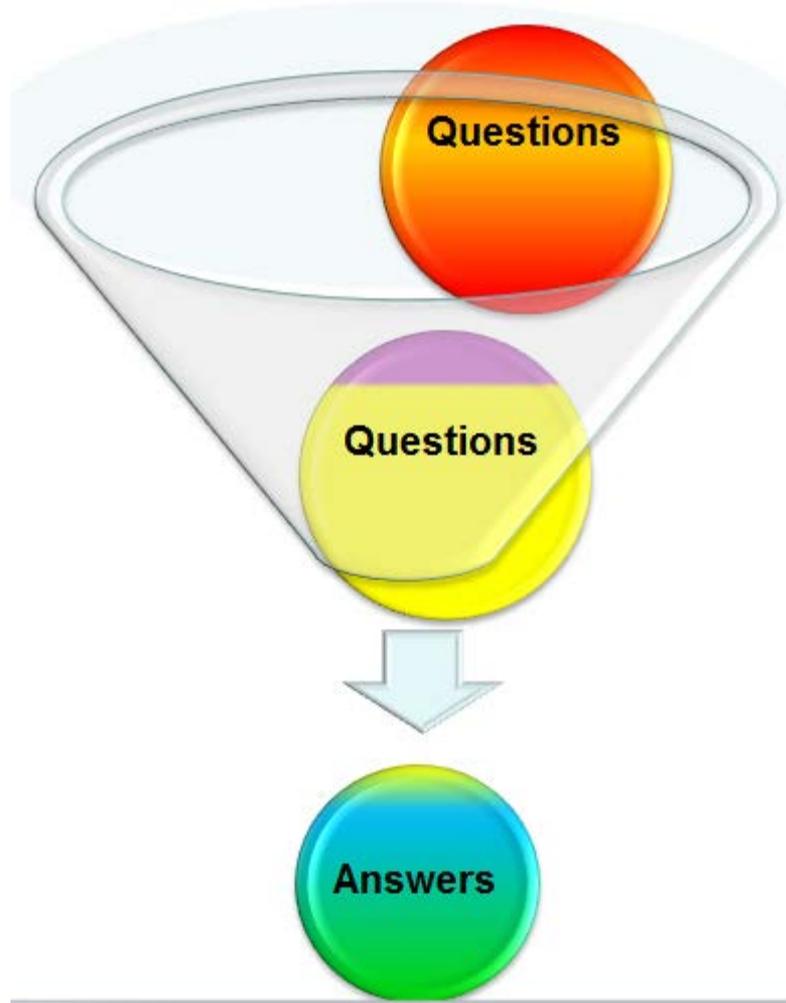
- OFM Budget contact information

<http://www.ofm.wa.gov/budget/contacts/default.asp>

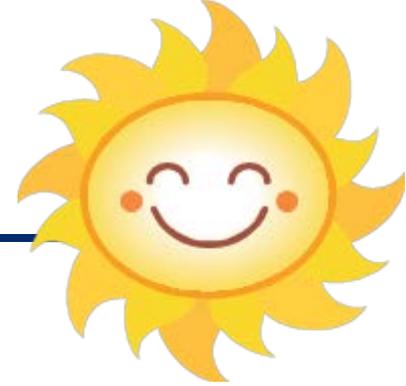
- For system assistance please contact the DES Solution Center at (360) 407-9100 or solutionscenter@des.wa.gov



Questions?



Thank you



- Thank you for attending this class.
- All materials will be posted on the DES website in the next few days.
- You are free to leave if desired or you may stay for some additional hands on work.
- For those who are staying you will be using the on-line CBS tutorial instructions from the BASS application page.



Tutorials

 Washington State Department of
Enterprise Services

DES Budget and Legislative Applications HELP ?

 **DES Listserv** - Click [HERE](#) to join, leave or change the topics of interest you receive through DES Listserv email announcements.

SYSTEM LOGIN

Login ID

Password

[Forgot your Login ID or Password or need to unlock your account?](#)

[Need to change your Password?](#)

[System Tutorials](#)

[Security Request Form](#)

Internet Explorer 6.0 and 7.0 are the supported web browser versions for all DES Budget and Legislative Applications. [Click here for more details.](#)

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WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES



Step by step instructions

