OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

CAPITAL BUDGETING SYSTEM (CBS)
COMPLETE SYSTEM MANUAL

Version 1.1 DRAFT

Table of Contents

BASS Background 4
CBS Background 4
Screen Layout 4

I. CBS Menu 6

II. Menu Bar 7

III. Budget Management Console 8
- A. Version Management 8
  - 1. Add/Update Versions 8
  - 2. Copy/Merge Versions 11
  - 3. Delete Versions 13
- B. Project Management 14
  - 1. Lock/Delete Projects 14
  - 2. Prioritize Projects 16
  - 3. Project Identification 18
- C. Agency Capital FTEs 19
  - 1. Agency Capital FTEs 20

IV. Project Console 22
- A. Project Detail 22
  - 1. General Information 22
  - 2. Description 24
  - 3. Project Summary 27
  - 4. SubProjects & Funding 30
  - 5. Operating Impact 34

V. Project Assignment 35
- A. Project Identifying Information 35
  - 1. Create Project 35
  - 2. Copy Project 37
  - 3. Update Project 38

VI. Budget Summary 40
- A. Project Listing 41
  - 1. Project Listing 41

VII. Reports 42
- A. Reports 42
  - 1. C1 – 10-Year Capital Plan 42
  - 2. C2 – Capital Project Request 42
  - 3. Minor Works List 42
  - 4. Grants Management List 43
  - 5. Project Priority List – by Project 43
  - 6. Project Priority List – by SubProject 43
  - 7. Version Listing 43
  - 8. Capital FTE Summary 43
  - 9. Pre-Release Edit Report 43

Appendix I – Pre-Release Edits 45

BASS Background

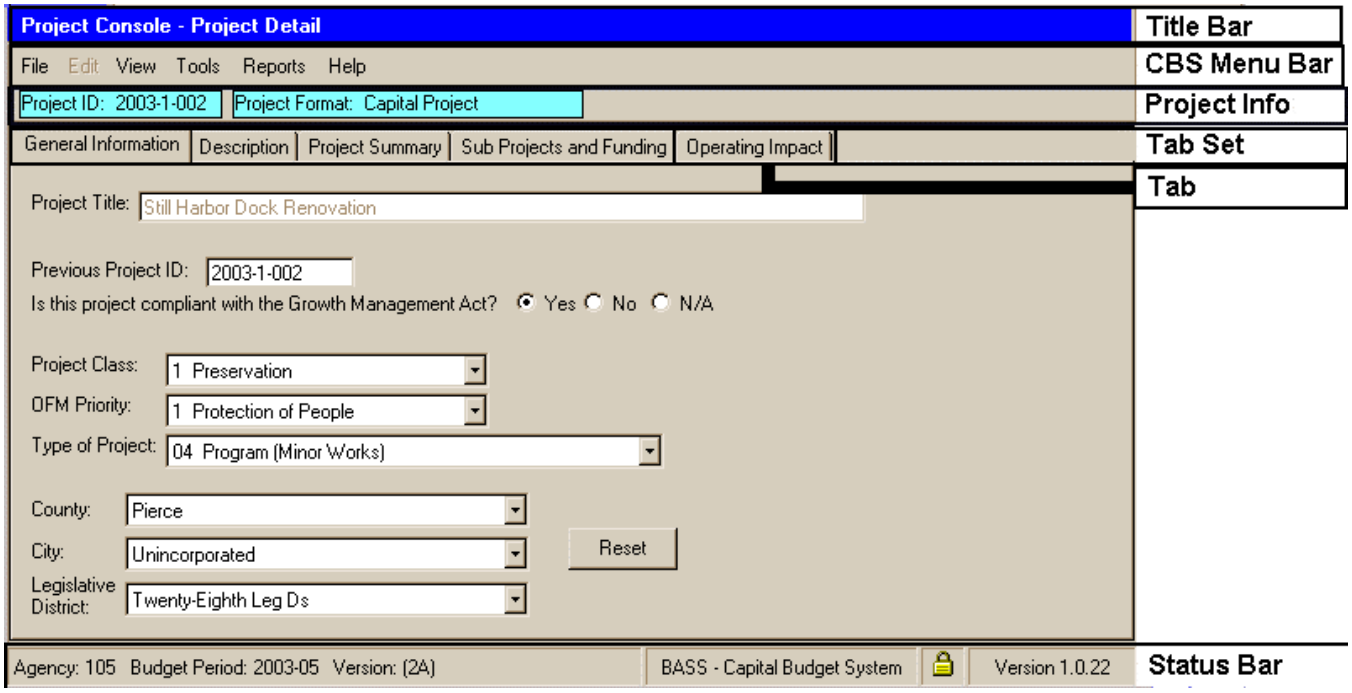
The Budget and Allotment Support System (BASS) is a long-term project geared toward bringing all the components of Washington State's budget and allotments systems under one web-based umbrella. This project is led by the Office of Financial Management (OFM) with the assistance of Customer User Groups with diverse agency representation. The systems being replaced are older mainframe systems with little flexibility and complicated screens. At the same time we are adding tools based on user needs and changes in the state budgeting process.

CBS Background

The Capital Budget System (CBS) is a web-based application within the BASS suite of products. This system allows agencies to develop their capital budget request on-line and electronically submit to OFM. April 2002 will mark the 2nd release of CBS. Within this release increased flexibility has been introduced. A large change is the removal of the on-line C100. An Excel C100 has been developed for agency use that is more flexible, allowing override of formula calculations. CBS now has an import function so that agencies may upload the C100 Excel information rather than re-keying. Prior to CBS, capital budget requests were submitted to OFM on floppy disk using the CPS system.

Screen Layout

The following diagram outlines the standard format for CBS screens.



Title Bar – The title bar provides information on where in CBS the user is. The titles within the title bar should match the system components as described in this document.

CBS Menu Bar – The CBS Menu Bar provides increased navigation and functionality throughout CBS.

Project Info(rmation) – Information in this section of the screen helps users to identify the specific project they have open.

Tab Set – Tab sets refer a set of screens with related functions. The Project Detail tab set contains tabs for each screen of the Project Detail console while the Version Management tab set contains tabs for each screen of the Version Management Console.

Tab – Used to select a specific screen of a console to work in.

Status Bar – The status bar identifies the agency, budget, and version currently accessed in CBS. The status bar contains additional information by displaying a padlock icon on locked versions or projects and well at the version of the CBS control the user currently has downloaded.

Security Roles

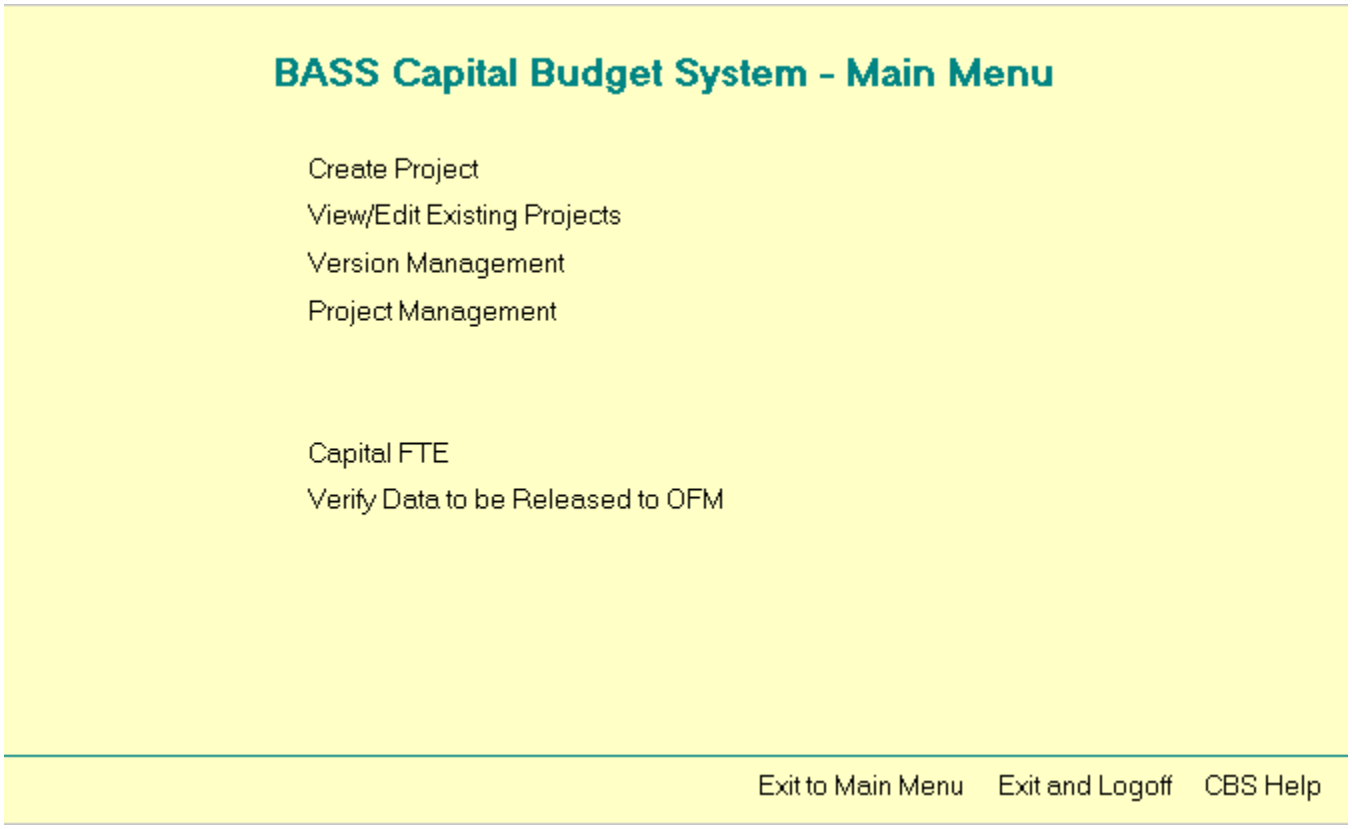
There are three-security roles available for users in CBS. The security levels determine what system functions are available to each user. Functionality for each security level is outlined below:

Function	**Read Only (RO)**	**Edit Access (EA)**	**Budget Operations (BO)**
Add/Update Versions	None	None	Full
Copy/Merge Versions	None	None	Full
Delete Versions	None	None	Full
Lock/Delete Projects	None	None	Full
Prioritize Projects	None	None	Full
Project Identification ~~(change title)~~	None	None	Full
Agency Capital FTEs	View	Full / View if version or project is locked	Full
Project Detail	View	Full / View if version or project is locked	Full
Prioritize Sub Projects	View	Full / View if version or project is locked	Full
Create Project	None	Full / None if version locked	Full
Copy Project	None	Full / None if Copy To version locked	Full
Update Project	None	Full / None if version or project is locked	Full
Project Listing	Full	Full	Full
Reports	Full	Full	Full
Pre-Release Edits	Full	Full	Full

Full access – Unlimited access, no restrictions
View – May view information but not able to save changes.
None – No view or edit access available. Any of these functions will be grayed out on the CBS Menu or Menu bar.

I. CBS Menu

Concept – The CBS Menu is the first screen a user sees when entering the CBS System. The menu is a means to navigate throughout the system. This navigation complements the CBS Menu bar with users being able to rely on either functions to maneuver through the system.



Create Project – Open the **Create Project** screen where the user can add a new project.

View/Edit Existing Projects – Takes the user to the **Project Listing**, a list of projects where they can open the project to edit, or run reports for the selected project or version.

Version Management – Takes the user to the **Version Management** function where they can add, update, copy, merge, or delete versions. Budget Operations only.

Project Management – Takes the user to the **Project Management** function where they can lock, delete, prioritize, or change project ID information. Budget Operations Only.

Capital FTE – Takes the user to the **Agency Capital FTEs** screen where they can add, update, or report on capital FTE information for any version.

Verify Data to be Released to OFM – Initiates the **Pre-Release Edit Report** where the user can verify that the data they entered will make it through the electronic submittal process without error.

Exit to Main Menu – Takes the user back to the BASS Main Menu where they can choose to enter a different BASS system.

Exit and Logoff – Logs the user out of BASS taking them to the BASS selection screen.

CBS Help – This selection will open a new browser window and takes the user to the CBS Reference Desk of the BASS Virtual Library where they will be able to select a document to view. All documents are in PDF format.

II. Menu Bar

Concept – The CBS Menu Bar is a means for users to navigate through the CBS system and perform specific tasks. The Menu Bar complements the CBS menu creating a means of navigation without the need for additional movements to gain access to various parts of the system. Users will be prompted to save if there are changes to the current screen when any menu bar option is selected (except Save Changes and Cancel Changes).

File

Save Changes – Save changes to the current screen.
Cancel Changes – Cancels changes to the current screen.

Open Project – Opens the project that the user has highlighted to **Project Detail** from the Project Listing or Project Management-Lock/Delete Projects screen.
Create Project – Selecting this option will open the **Create Project** screen for the user to enter a new capital project.
Copy Project – Selecting this option will open the **Copy Project** screen for the user to copy a project to a new project. This option is available from the Project Console-Project Detail and Budget Summary Console-Project Listing screens.
Update Project – Selecting this option will open the **Update Project** screen for the user to change key information on a project. This option is available from the Project Console-Project Detail and Budget Summary Console-Project Listing screens.

Import Project Summary – Selecting this option will give the user a File Open dialog box to upload an Excel file into CBS. This option is available from the Project Console-Project Detail-Project Summary tab.

Exit to CBS Menu – Takes the user to the **CBS Menu**. A user will receive a prompt to save changes when the screen selecting this option from has unsaved changes.
Exit to BASS Menu – Takes the user to the BASS Main menu where they can select another system to enter. A user will receive a prompt to save changes when the screen selecting this option from has unsaved changes.
Exit and Logoff – Will log off the user out of BASS. A user will receive a prompt to save changes when the screen selecting this option from has unsaved changes.

Edit

Delete Worksheet Row – This option is available in screens with grids. Selecting this option will result in the currently selected row being deleted.
Prioritize SubProject – Available only from the Project Console-Project Detail-SubProjects & Funding tab.

View

Project Listing – Selecting this option takes the user to the **Project Listing** screen. A user will receive a prompt to save changes when the screen selecting this option from has unsaved changes.
Show/Hide SubProject Detail – Available only from the Project Listing screen.

Tools

Version Management – This option will open the **Version Management** function in the **Add/Update Versions** tab.
Project Management – This option will open the **Project Management** function in the **Lock/Delete Projects** tab.
Agency Capital FTEs – This option will open the **Agency Capital FTEs** screen.

Reports (See **Reports**)

C1 – 10-Year Capital Plan
C2 – Capital Project Request
Omnibus Minor Works List
Grants Management List
Project Priority List – by Project
Project Priority List – by Sub Project
Version Listing
Capital FTE Summary
Verify data to be released to OFM

Help

CBS Help Desk - This selection will open a new browser window and take the user to the CBS Reference Desk of the BASS Virtual Library where they will be able to select a document to view. All documents are in PDF format.
BASS Library – This selection will open a new browser window and take the user to the BASS Library. The BASS Library contains various sections where more specific information regarding any system or general information can be found.

III. Budget Management Console

Concept – The Budget Management Console is a set of features that are valuable in setting up a capital budget version and preparing for submittal to OFM. The tools here are administrative tools that are not project specific, but are needed to complete the budget. Only Budget Operations users have access to the Budget Management Console and its functions.

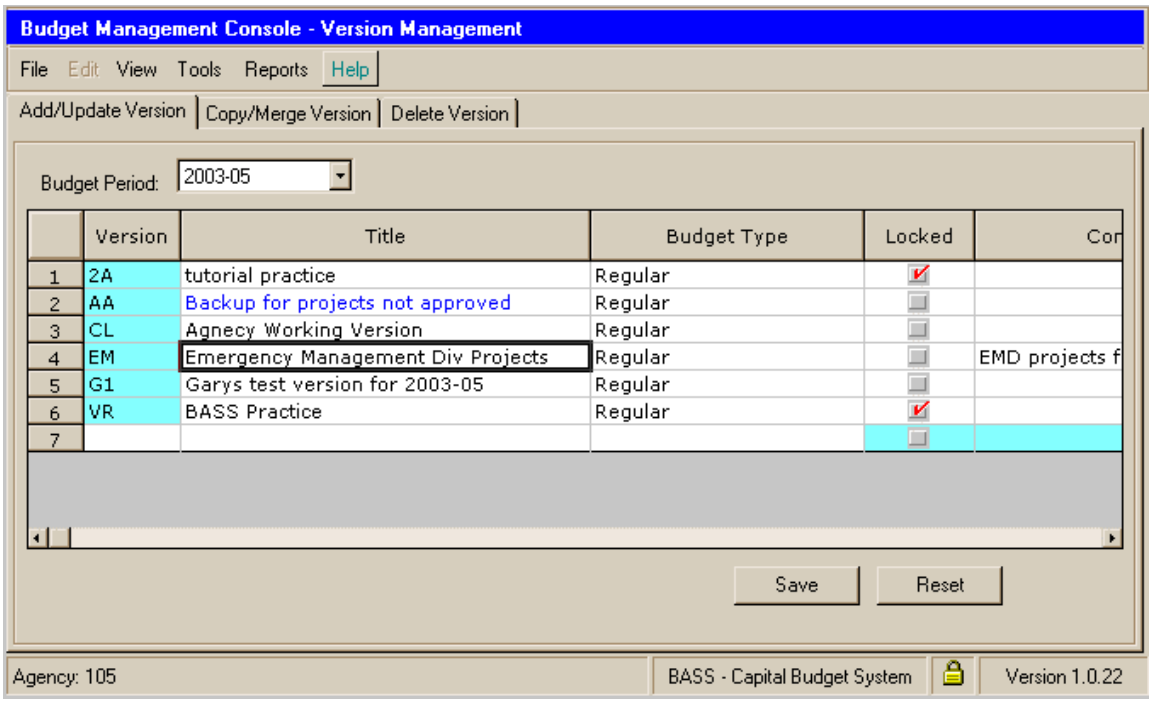
A. Version Management

Concept – Versions are groups of projects that are related in one way or another. The concept is similar to a directory of a computer. A separate version is required for each new budget submittal (not resubmittals). Agencies may use as many versions as necessary for organizing the original group sof projects.

1. Add/Update Versions

Concept –A version is required before a project can be entered. A version is the collection of related projects. If a version does not exist and a user tries to add a project, the system will give the user a warning that no versions exist. Any user with Budget Operations access can add versions.

Screen Notes – The first column, Version, will remain frozen when scrolling to the right. Users will not be able to add a version when scrolled because the tab key will not take them to the appropriate column. Scroll back to the left to add a new version. Unsaved changes are displayed in blue.

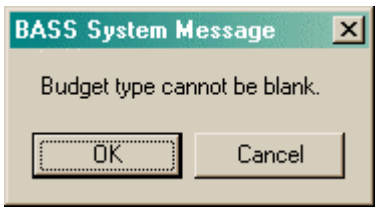


Budget Period – The drop down list box provides a list of all budget periods available in CBS. Selecting a budget period will result in versions specific to that budget being available in the table below. The budget period selected here will serve as the default until the default is changed either here, on the **Project Listing**, or **Create Project** functions. The current BASS budget period is the default budget period when no user default it set.

Version – This column lists available versions for the budget period. To add a new version, users will need to identify a two-digit version code. This version code may contain any combination of letter(s) or number(s). This code is entered under the column labeled **version** in the last row with the white cell, then hitting the tab key to continue.

Title – Version titles may be 35 characters in length. The title cannot have any special characters such as & or '. The system will ignore these keystrokes to avoid a data conflict. Once a title is entered, the user hits the tab key to continue.

Budget Type – This drop down list box contains options for the type of budget the version reflects. Budget type options are Regular, First Year Supplemental, Second Year Supplemental, and Agency Enacted. This drop down list is blank by default requiring the user to select the appropriate budget type. If this field is left blank, the users will receive an error message that a budget type is required before they will be able to finish adding their version. Budget types help to determine how data is electronically transmitted to OFM upon submittal.

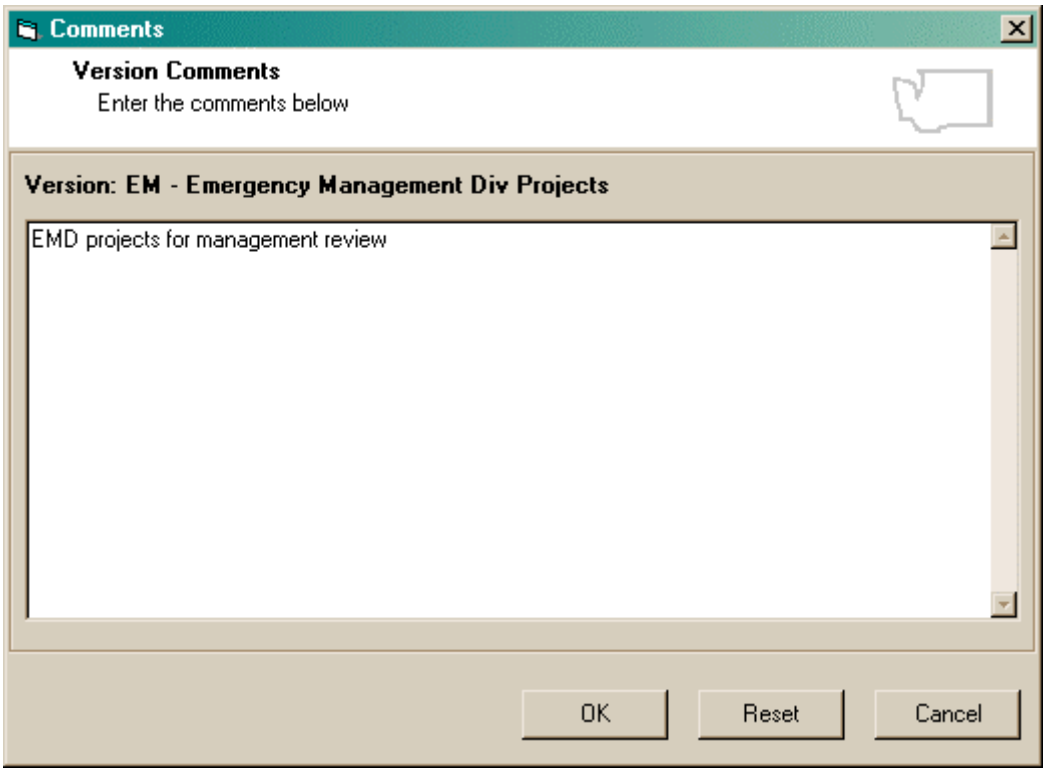


OK – Selecting OK will return the user to the row they are trying to add in the Budget Type field for them to select the appropriate budget type.

Cancel – Selecting cancel will return the user to the Add/Update Version screen removing the row that they had been trying to enter.

Locked – Version locking is available so that Edit Access only users will not be able to make changes in a locked version. By default, versions are unlocked. Budget Operations access users set this security by checking the box in this column.

Comments – Clicking in this box will activate a separate pop-up window. This is a text box that allows the user to enter 1,000 characters to record an internal comment regarding this version. This comment will print on the Version Listing report.



OK – Saves all changes made to the comments to the database.

Reset – Un-does all changes made to the comments that have not been saved.

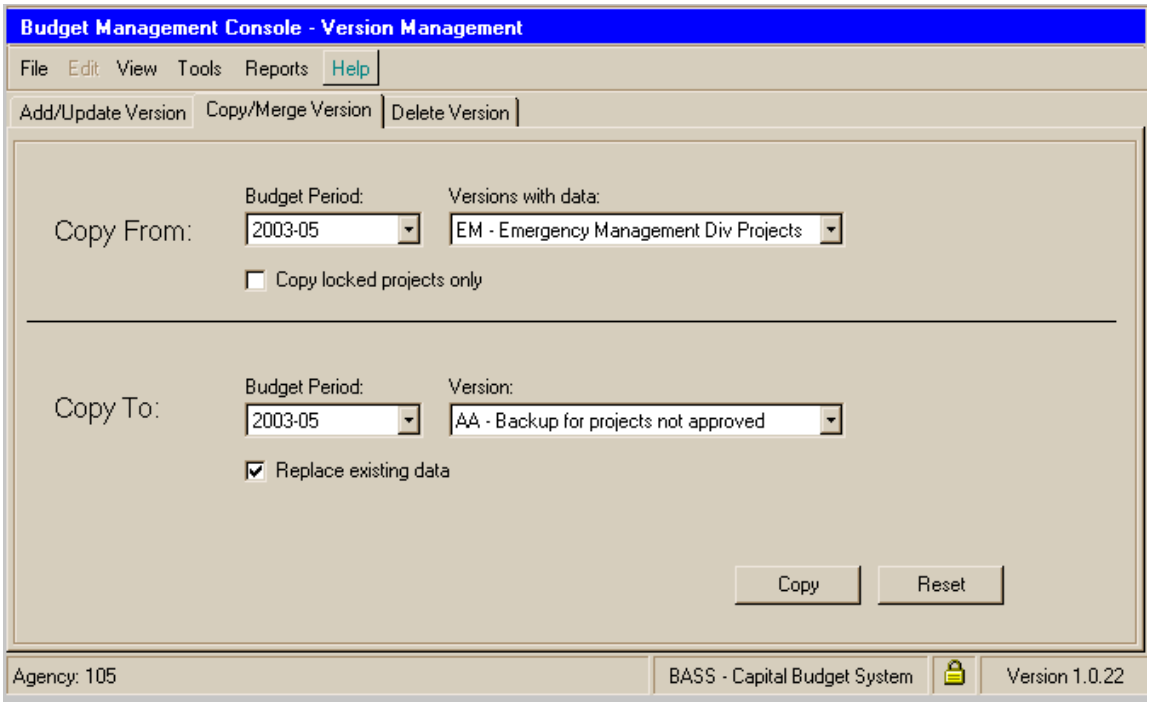
Cancel - Closes the comments dialog box without saving changes.

Save – This button saves the requested changes to the database. After saving, all text should now be black, indicating no unsaved changes.

Reset – Un-does all changes that have not been saved.

2. Copy/Merge Versions

Concept – The Copy/Merge Version screen allows users to copy versions to a new version or to an existing one. All details of the version are copied including projects, sub-project, and Capital FTE information. A merge means that list of projects from one version will be appended onto the list of projects of another version. If a duplicate project exists, the merge will fail unless the user selected to replace existing data. Users cannot merge Capital FTE data. Capital FTE data should not exist in both the Copy From and Copy To versions to avoid conflicts.



COPY FROM

Budget Period – This drop down list box contains a list of all available budget periods in CBS. The budget period selected here will determine the versions available in the next field. This field will default to the value of the Budget Period on the **Add/Update Versions** screen.

Versions with data – Drop down list box lists available versions as defined in the Budget Period drop down list box only when the version has projects or Capital FTE data. Users select which version to copy by using this drop down list box. If there are no versions with data for the selected budget period this field will indicate "No Versions Available" and the Copy To boxes and Copy button will be disabled.

Copy locked projects only – Checking this box limits the projects that are copied into the new version by only copying those which have been locked in **Lock/Delete Projects**. This box is unchecked by default.

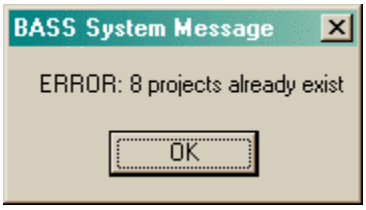
COPY TO

Budget Period – This drop down list box contains a list of all available budget periods in CBS. The budget period selected here will determine the versions available in the next field.

Version – Drop down list box lists available versions as defined for the selected budget period. If no versions exist for the selected budget period the field will indicate "No Versions Available" and the Copy button will be disabled.

Replace existing data – If a project with a duplicate key ID (starting fiscal year, project number) exists, this box must be checked in order to copy the version. In this instance the target (copy to) version's project will be replaced with the copied project. This option is unchecked by default.

When this option is not checked and a duplicate project exists, the copy/merge will abort and the user will receive an appropriate error message.



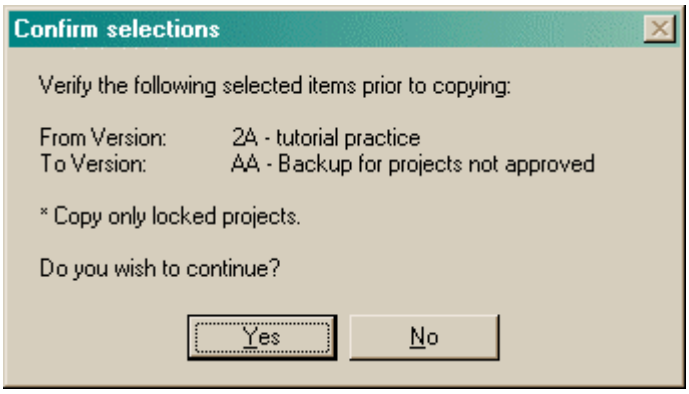
OK – Returns the user to the previous screen without completing requested operation.

The following message indicates that capital FTE records exist in both the copy from and copy to versions. These cannot be merged.

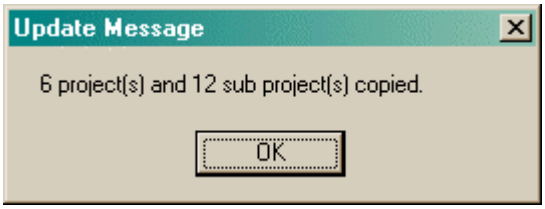
<<Screen Shot not available>>

OK – Returns the user to the previous screen without completing requested operation.

Copy – This button will initiate the copy process. A dialog box to confirm selections will appear prior to copying. A dialog box informing the user of successful completion listing the number of projects copied or an aborted attempt will appear after the process is completed.



Yes – Performs the copy returning the following message.



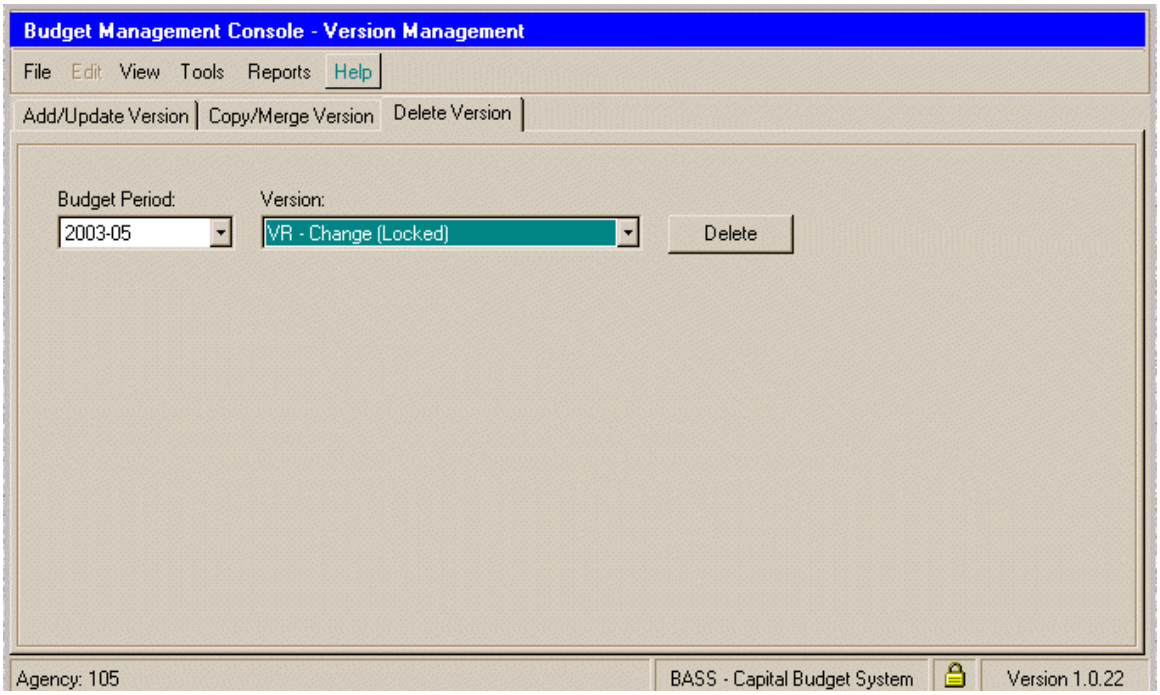
OK- Returns the user to the previous screen.

No – Returns the user to the previous screen without copying data.

Reset – This button will reset all parameters to the defaults.

3. Delete Versions

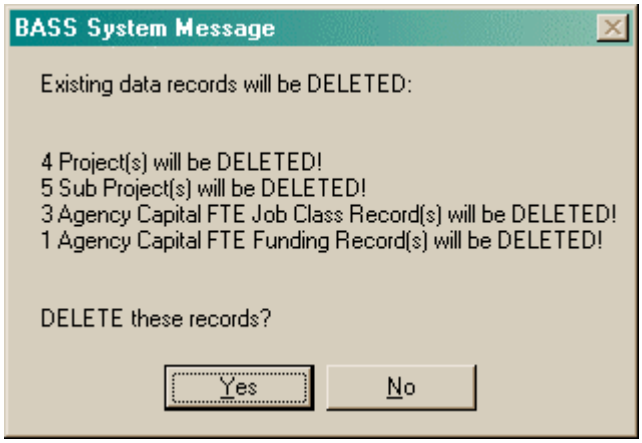
Concept – The Delete Version screen allows users to delete versions from the CBS database. Once a version is deleted, it cannot be retrieved.



Budget Period – This drop down list box contains a list of all available budget periods in CBS. The budget period selected here will determine the versions available in the next field.

Version – Drop down list box lists available versions as defined in **Add/Update Versions** for the selected budget period. If no versions exist for the selected budget period this field will indicate "No Versions Available" and the Delete button will be disabled.

Delete – Clicking this box will activate the version delete process. If the version contains projects, a dialog box will appear for the user to confirm delete parameters and list the number of projects prior to deleting.. *Users cannot undelete versions.*



Yes – Deletes the indicated records and returns the user to the Delete Version screen.

No – Stops the delete process and returns the user to the Delete Version screen.

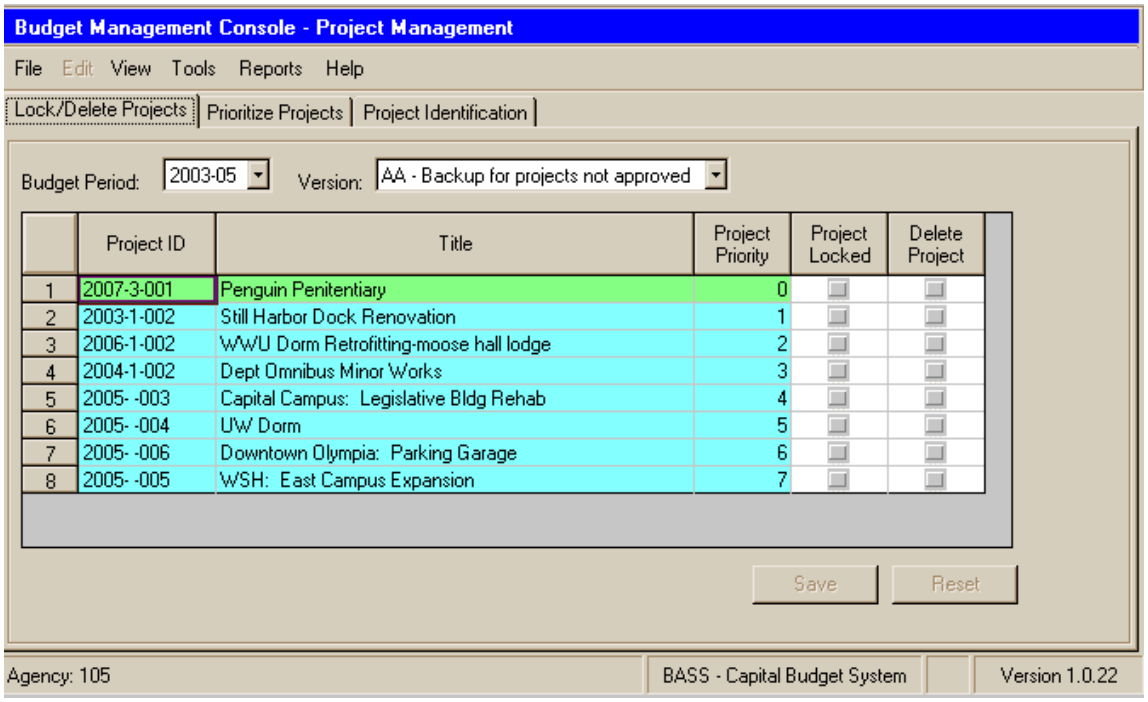
B. Project Management

Concept – Project Management houses the administrative functions related to specific projects. The Project Management Console is only available to users with Budget Operations access.

1. Lock/Delete Projects

Concept – This screen allows Budget Operations to lock a project so that those with Edit Access cannot update it or delete a project. The delete and save are specific to projects within the selected version.

Screen Notes – Users may double click on a column heading to sort the list in ascending order by that element. A second time double clicking on the same element will reverse the sort order. A user may double click on a project to open the project in the **Project Detail** function.



Budget Period – This drop down list box contains a list of all available budget periods with versions in CBS. The budget period selected here will determine the versions available in the next field.

Version – The drop down list box lists available versions as defined in **Add/Update Versions** for the selected budget period.

Project ID – Lists the IDs of all projects that match the selected budget period and version. Users cannot edit or add to this list.

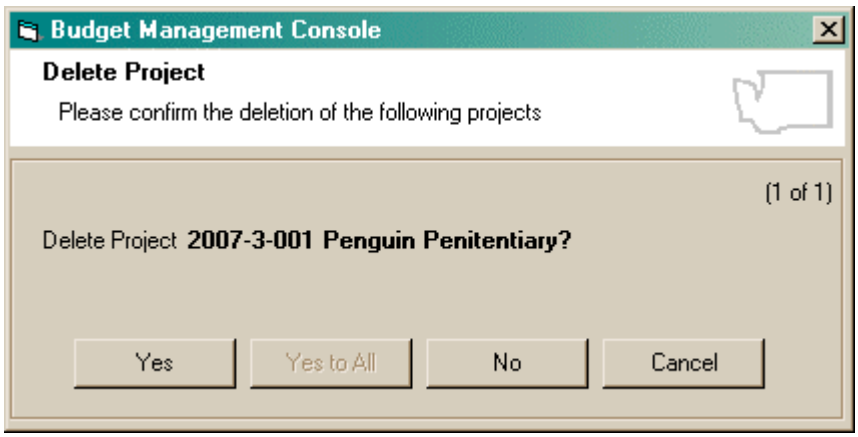
Title – Displays the title of the corresponding project. Users cannot edit this title here. (See **Project Identification** for information on updating project titles.)

Priority – Displays the priority of the project. Priority may only be set in the **Prioritize Projects** screen.

Locked – A red check in a gray box indicates the project is locked. A locked project cannot be edited or deleted by users who do not have Budget Operations access authority. The user clicks once on the gray box to invoke the red check. The project will be locked when the changes to this screen are saved.

Delete - A red check in a gray box indicates the project is marked to deleted. The user clicks once on the gray box to invoke the red check. The project will be deleted when the changes to this screen are saved. Double clicking on the column heading will sort the list by this elementThe user will be prompted to confirm their wish to delete the project.

Save –Will activate locking or deleting projects as indicated by the user with red check marks in the appropriate column. The following dialog box will appear if projects had been marked for deletion.



Yes – The indicated project will deleted. The user will then be returned to the previous screen if this is the last project.

Yes to All – This option will delete all projects marked for deletion without additional confirmation. The user will be returned to the previous screen upon completion. If a project marked for deletion is in use by another user, a dialog box will be displayed listing the projects that were not deleted and then returned to the previous screen upon clicking OK.

No – This option will skip the indicated project for deletion and bring the next project up in the list or return to the previous screen if it is the last project.

Skip – The No option will be replaced with the Skip option if the project indicated is shown in use by another. Users will not be able to delete a project that is in use by another user.

Cancel – Cancels all operations returning the user to the **Lock/Delete Projects** screen. No projects in the group will be deleted when Cancel is selected.

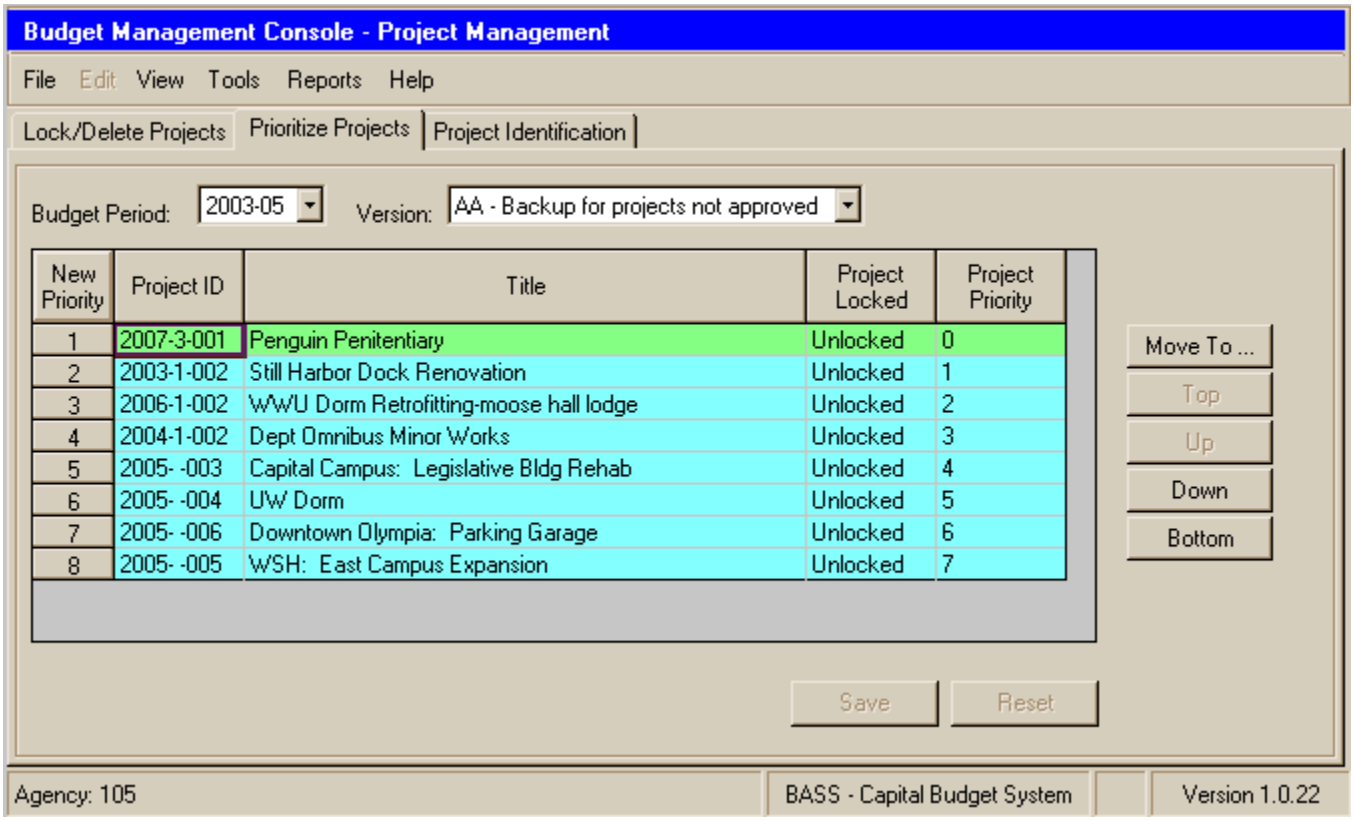
*Note that if a project is marked as in use by CBS, the user will not be able to delete the project. Instead a Skip option will replace the option will replace the Yes option. If CBS thinks a project is in use, you can clear the message by having that user open the project, the select **File / Exit to CBS Menu**.*

Reset – Deletes (or undoes) any unsaved changes.

2. Prioritize Projects

Concept – Prioritize Projects allows a user to prioritize the agencies projects for any particular version.

Screen Notes – The menu commands are described below (button descriptions).



New Priority – This first column is outside of the blue list of decision packages. This defines what priority decision package will be assigned when the screen is saved.

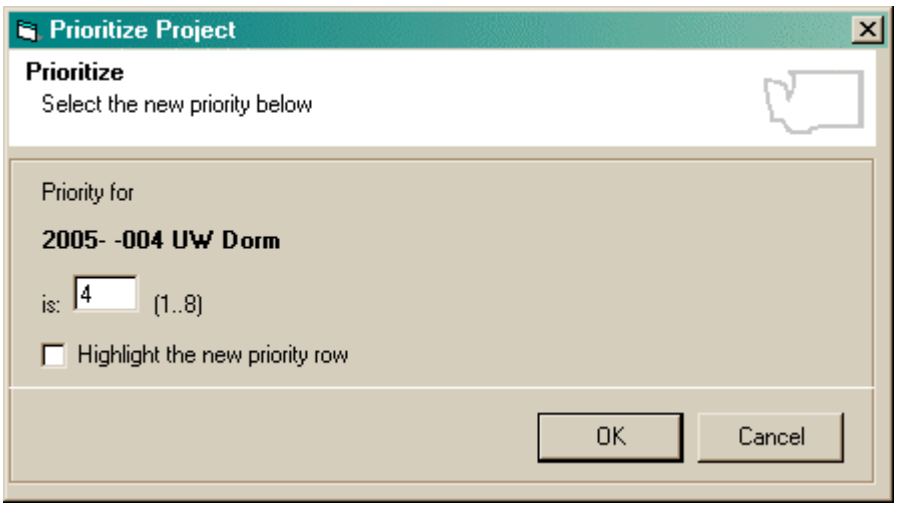
Project ID- This column identifies starting fiscal year, project class, and project number for entered projects. This column is in blue, indicating no edits can be made. Double clicking on the column heading will sort the list by this element. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading.

Title - This column identifies title for the entered project.

Project Locked – This column indicates whether a project has been marked Locked is Unlocked.

Current Priority - This column indicates the priority given a project for the.

Move To – Opens a form where the user can select the new row.



Priority for – Displays the project ID and title for the selected row.

Is: – Allows the user to select the new priority for the decision package. Only accepts numeric values. Valid values are between the first row of the grid and the last row of the grid. The available range is displayed to the right with the valid values; 1 through the last row.

Highlight the new priority row -

Checked: Move the selected row to the new priority row.
Unchecked: The current row remains selected.

OK – Sets the new priority and returns to the previous screen. If no priority is set, returns to the previous screen without processing.

Cancel – Return to the previous screen.

Top – Moves the current record to the first row.

Up – Moves the current record to the row above.

Down – Moves the current record to the row below.

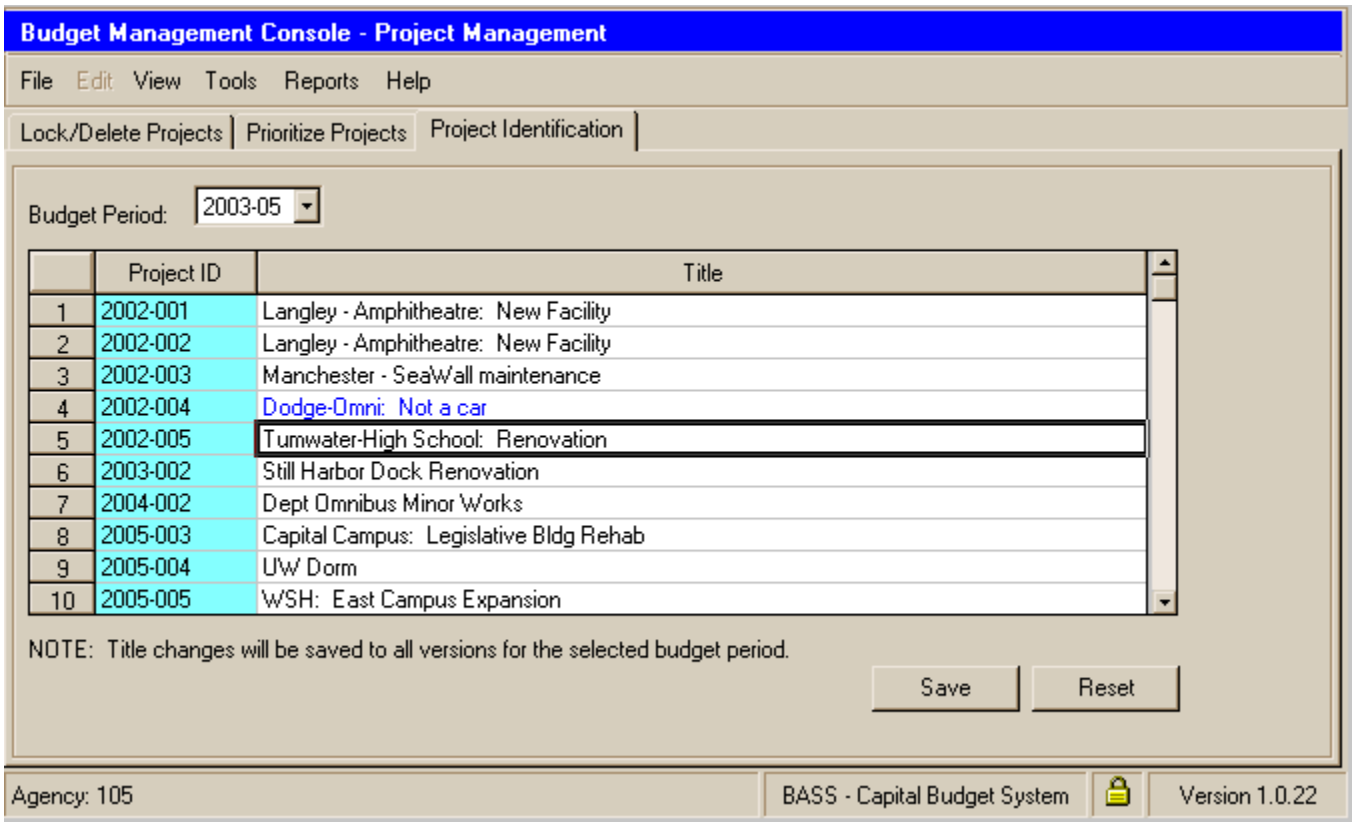
Bottom – Moves the current record to the last row.

Save – Clicking save will save the projects with the priority as indicate by its alignment to the priority list on the right. The project current priority will be updated.

Reset – Undoes any changes that have not been saved.

3. Project Identification

Concept – The Project Identification tab is where users can change the name of a project based on the project number. The title assigned to a project number stays with the project regardless of version in any given budget period. This is the only location where users can change a project title. Unsaved changes are displayed in blue font.



Budget Period – This drop down list box contains a list of all available budget periods in CBS. The budget period selected here will determine the list of projects to be identified here. The default will be the budget period last selected in either the **Add/Update Versions**, **Create Project**, or **Project Listing** screens.

Project ID – List of all project numbers used in CBS for the selected budget period regardless of version.

Title – Displays the current titles of the projects. Budget Operations users may update this title. The update will affect all instances of the project regardless of version.

Note: The changes will be save to all versions for the selected budget period.

Save – Saves changes made to the project titles. A confirmation box will be presented to the user.

Reset – Undoes all changes made but not yet saved.

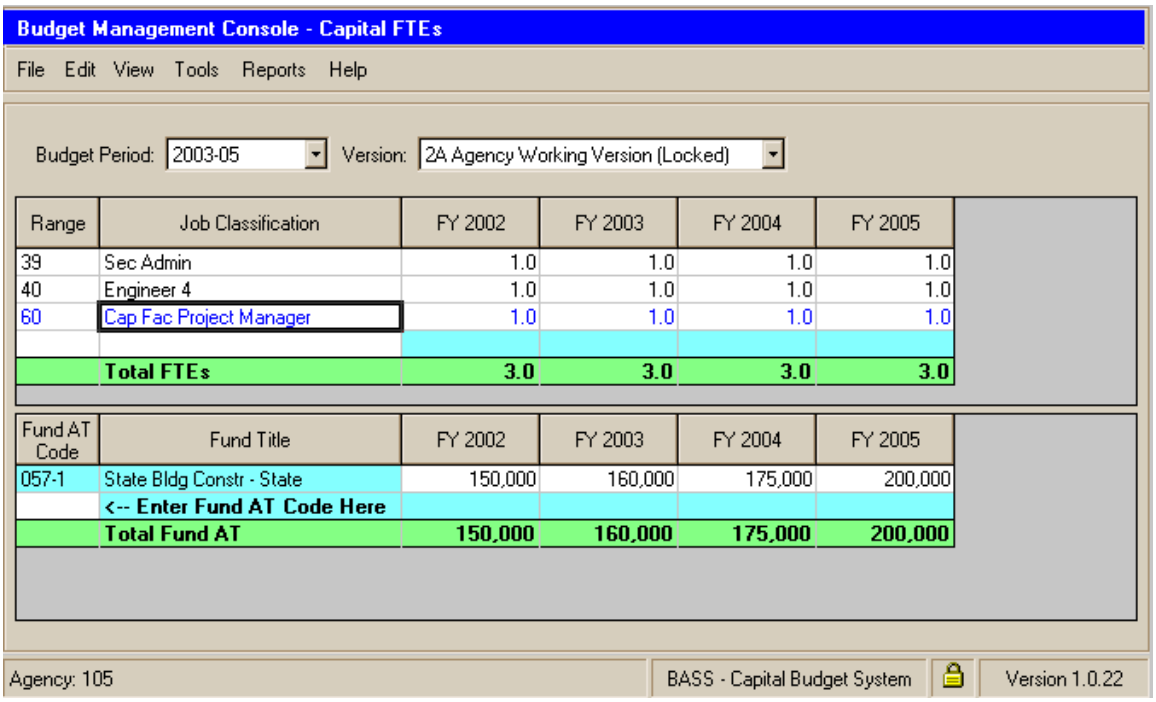
C. Agency Capital FTEs

Concept – Agencies that have a central capital budget staff funded through capital dollars are required to complete the Agency Capital FTE report. This screen collects the capital FTE information, is provided on reports, and is electronically submitted to OFM.

1. Agency Capital FTEs

Concept – The Capital FTE screen allows agencies to record their estimated Capital FTEs and expenditures for the current and ensuing biennia.

Screen Notes - Unsaved changes are displayed in blue font.. The top and bottom windows of this screen can be re-sized by dragging and dropping the center divider line with the mouse.



Budget Period – This drop down list box contains a list of all available budget periods with versions in CBS. The budget period selected here will determine the versions available in the next field.

Version – Drop down list box lists available versions as defined in **Add/Update Versions** for the selected budget period.

Top Table – The top table is used to record FTE information by job class.

Range – The range of the current job class being entered. The user enters the two or three character range. There is no look up to the current classifications available.

Job Classification – The classification title of the job class being entered. There is no look up to the current classifications available.

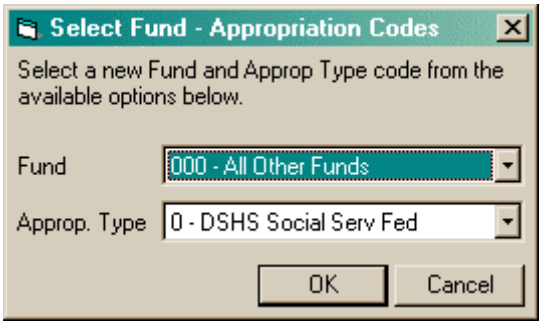
Note: You cannot not have two rows where the Range and Job Classification are identical or you will receive a duplicate error.

OK – Returns the user to the Capital FTE screen to correct the duplicate row.

Fiscal Years – Used to record the estimated number of FTEs by year for the current and ensuing biennia. FTEs are entered at the 10th decimal place.

Bottom Table – The bottom table is used to record estimated staffing expenditures for the total number of FTEs listed above by fund. Dollar amounts should reflect all expenditures to support these staff that are not project specific..

Fund/AT Code – The combination of fund and appropriation type is entered (or displayed) here. Enter the four-digit combination without any dash (i.e., 0011 is 001-1 General Fund – State). If the wrong fund is entered, or a user right-clicks on cell, a dialog box will appear giving the user list boxes to select a valid fund and appropriation type.



Fund – A list of funds. The user may scroll through the list to select the appropriate fund. Only one fund may be selected at a time.

Appropriation Type - A list of appropriation types. The user may scroll through the list to select the appropriate appropriation type. Only one appropriation type may be selected at a time.

OK – Returns the selected fund/appropriation type to the Capital FTE screen.

Cancel – Closes the dialog box without saving changes.

Fund Title – Displays the fund and appropriation title for the entered/selected fund AT code.

Fiscal Years – Used to record the estimated salaries and benefit by year for the current and ensuing biennium.

IV. Project Console

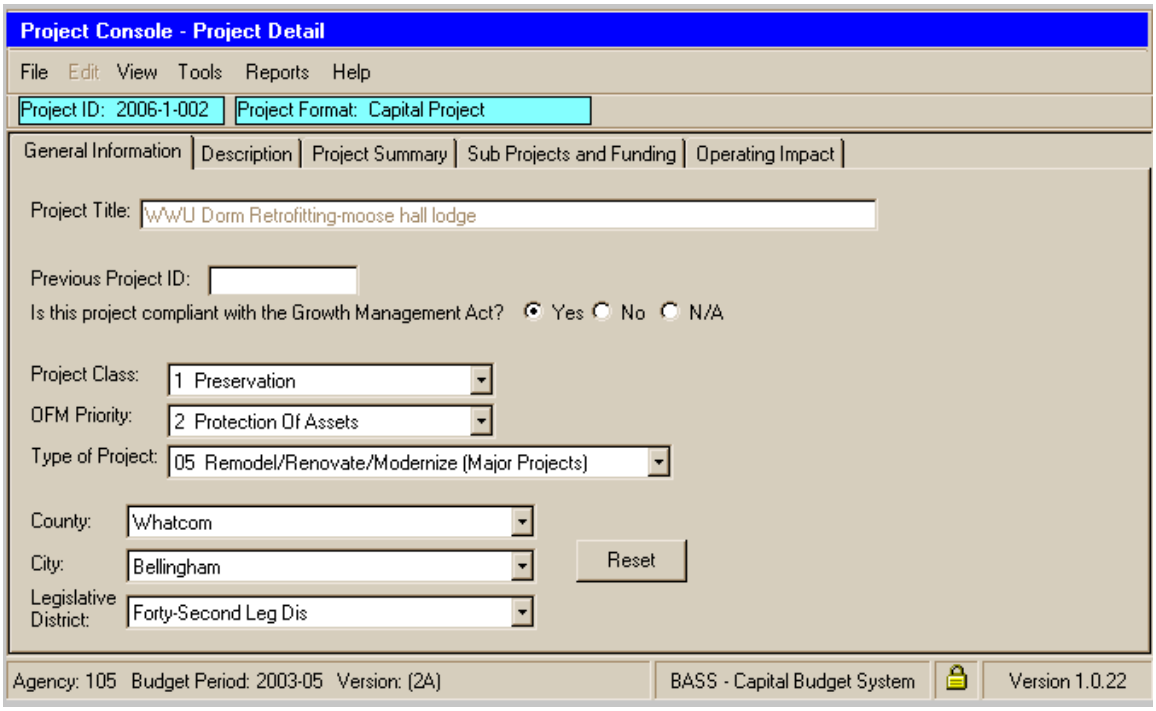
Concept – The Project Console contains a set of tabs for editing different types of information about projects.

A. Project Detail

Concept – The Project Detail tabs are a collection of tabs for editing different types of information about the project. Each tab set represents one existing project. Projects are added through the **Create Project** screen.

1. General Information

Concept – The General Information tab is where basic information about the project is collected. The data collected here is used for project identification as well as information for the C2 report.



Project Title – This field displays up to a 65-character project title but is grayed out to indicate no changes can be made here. The project title is assigned in the **Create Project** screen and may only be changed in the **Project Identification** screen. Once a project ID has a title, that title belongs to that ID throughout CBS.

Previous Project ID – This field allows users to enter the previous project ID this project was requested under. It is a 10-character field. This information is available on the C2 report and will be electronically submitted to OFM. Users will leave this field blank the first time requesting a project. If a project ID is entered here, "Yes" will be answered on the C2 "Was this project requested in a previous biennium?" otherwise the answer will be “No”. Leave blank if the project had not previously been requested.

Compliant with the Growth Management Act – There are Yes, No, and N/A option buttons to answer the question. The default is Yes.

Project Class – This drop down list box contains a list of the applicable project classes: 1-Preservation, 2-Program, 3-Alternate Financing, and 4-Pass Through Grant/Other. See the Capital Budget Instructions for further information on the project class. The code of the class selected will appear as the middle digit of the Project ID. This is not a key field and may be changed.

OFM Priority – This drop down list box contains a list of the application OFM priorities that a project may be assigned: 1-Protection of People, 2-Protection of Assets, 3-Protection of Environment, 4-Cost Savings, 5-Program Need or Requirement, 6-Grant.

Type of Project – This drop down list box provides a list of all project types available in CBS for the current budget period. The definition of this list may change from budget period to budget period. Users should verify the selections in this drop down list box when copying a project from one budget period to another. Options for the 2003-05 biennium include:

1) Health, Safety and Code Requirements (Minor Works)
2) Facility Preservation (Minor Works)
3) Infrastructure Preservation (Minor Works)
4) Program (Minor Works)
5) Remodel/Renovate/Modernize (Major Projects)
6) New Facilities/Additional (Major Projects)
7) Infrastructure (Major Projects)
8) Grants
9) Acquisition-Land
10) Acquisition-Facilities
11) Alternate Financing
12) Special Programs
13) Project Management

City – A drop down list box of valid incorporated cities. The list will include the city name of all incorporated cities and towns in Washington State from OFM's Census and Estimating System. Entries for Unknown, Unincorporated, Out-of-State, and Statewide will also be available at the bottom of the list. The following county and legislative districts will automatically fill based on the city selection. If a city crosses county or legislative district lines, a separate dialog box will appear for the user to pick the appropriate county or legislative district from the valid options. Default is blank. An option for "Unknown" will also be available, however a valid selection must be made before a user will be able to electronically release their data to OFM.

Alternatively, the user may first select a county, and then this drop down list box would fill only with cities for the selected county as well as an unknown option.

This field will be tied to lookup tables to determine the appropriate county and legislative district. The lookup tables will be updated after each redistricting or yearly to ensure the most up-to-date information is available.

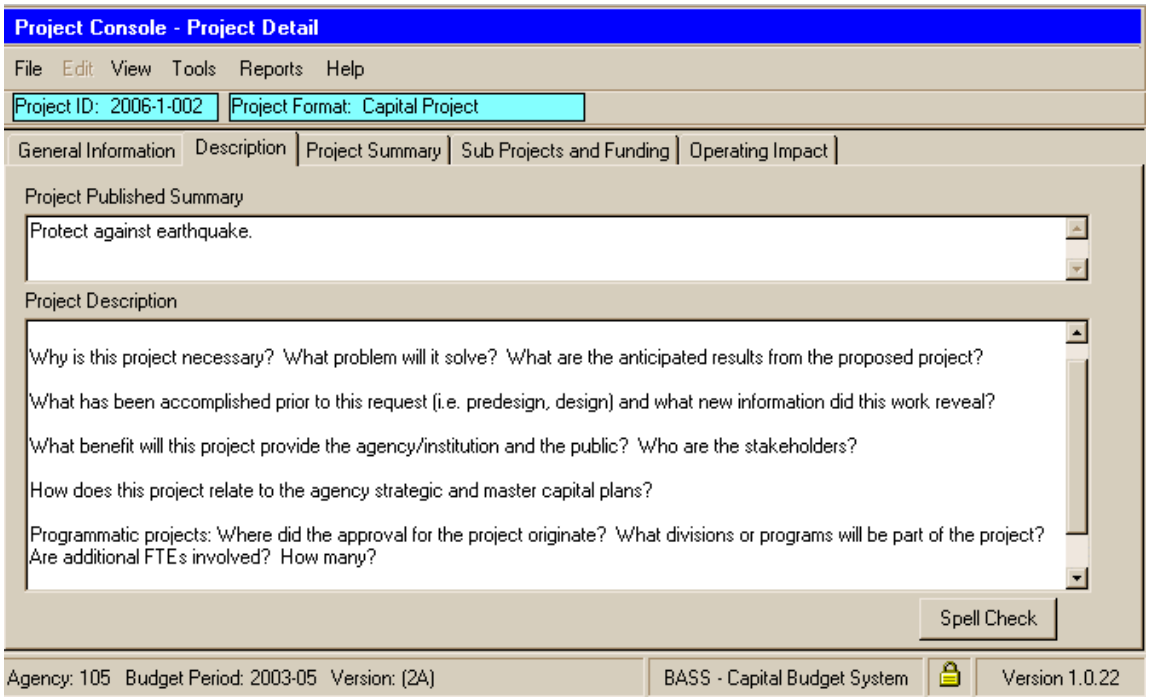
County – This field will fill with the appropriate county based on the city selection above. Once the county is filled, the data will be saved until the city is reselected or the user selects "reset". If no city is selected above, then the entire county list will fill including options for "Statewide" and "Out of State". Default is blank. An option for "Unknown" will also be available, however a valid selection must be made before a user will be able to electronically release their data to OFM.

Legislative District – This field will fill with the appropriate legislative district based on the city selection above. If the city and county selection crosses legislative lines, a separate dialog box will appear for the user to select the appropriate legislative selection. Once the legislative district is filled, the data will be saved until the city is reselected or the user select "reset". Default is blank. An option for "Unknown" will also be available, however a valid selection must be made before a user will be able to electronically release their data to OFM.

Reset – This rest button will clear the selections for County, City, and Legislative District to bring back all options for the user to change a selection.

2. Description

Concept – The Description tab is where narrative justification and information regarding the project is captured.



Project Published Summary – This is a 1,500-character text field where agencies enter a summary of the project request. This summary will be transmitted electronically to OFM for inclusion in the Governor's 10-Year Capital Plan as well as printed in the project C2. This field will require entry prior to electronically releasing data to OFM.

Project Description – This is a large text box with the following questions pre-filled within the space for users to answer. The questions are editable. Three sets of questions may be presented based on the project format.

Capital Request –

1. What is the project and where is it located?
2. Why is this project necessary? What problem will it solve? What are the anticipated results from the proposed project?
3. What has been accomplished prior to this request (i.e. predesign, design) and what new information did this work reveal?
4. What benefit will this project provide the agency/institution and the public? Who are the stakeholders?
5. How does this project relate to the agency strategic and master capital plans?
6. Programmatic projects: Where did the approval for the project originate? What divisions or programs will be part of the project? Are additional FTEs involved? How many?
7. Who will pay? What, if any, grant funds or alternative financing sources are involved or anticipated?

Omnibus Minor Works –

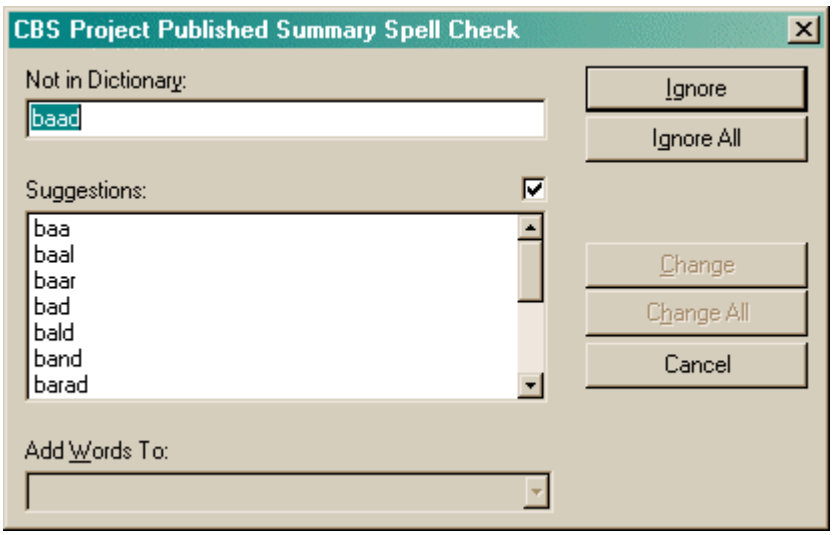
1. How does this request relate to the agency strategic and master capital plans?
2. How does this request relate to the agency/institution maintenance backlog reduction plan?
3. What are the impacts on the operating/maintenance budget?
4. Programmatic projects: Where did the approval for the project originate? What divisions or programs will be part of the project? Are additional FTEs involved? How many?
5. Why is funding of this request necessary at this time?

Grants Management –

1. What is the purpose of the grant/project? What are the anticipated results?
2. Who is the proponent of the project? Who are the stakeholders?
3. What is the public benefit of the grant/project?

Agencies are encouraged to address the questions listed here, but they may edit or delete them from the text box. The text entered here will be printed on the project C2. Users will receive a warning if no Project Description exists on the pre-release edit report.

Spell Check – Clicking the button invokes the spell check application in a separate dialog box for any text in the Description tab. The Spell Check will first check the Project Description then ask if you would like to spell check the Published Project Summary. The spell check application does not allow for the user to add new words.

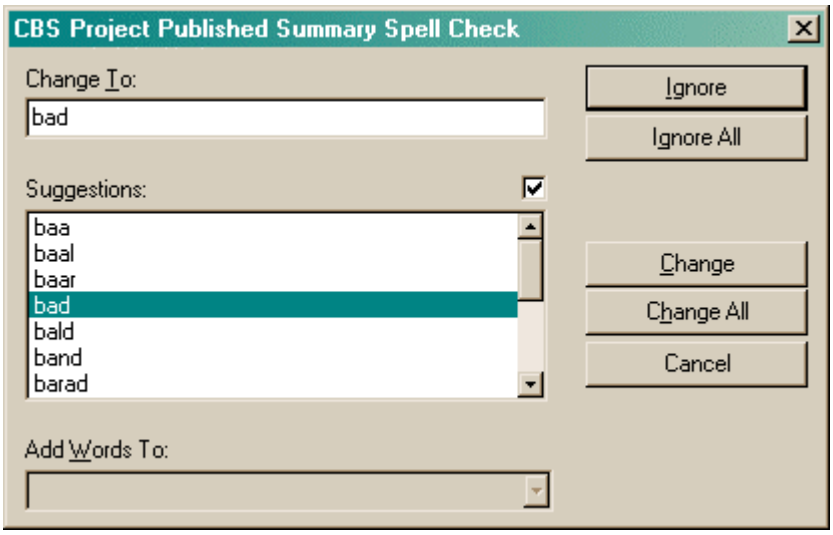


Not in Dictionary – Spell check did not recognize the indicated word

Ignore – Click to ignore selected occurrences of the unrecognized word

Ignore All – Click to ignore all occurrences of the unrecognized word

Suggestions – Click on one of the offered suggestions to allow spell check to update the unrecognized word. This will activate a second spell check screen. Users **MUST** click on a suggestion to continue in the spell check application.



Change To – User selection to update unrecognized word.

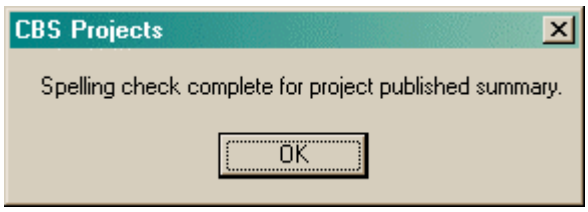
Suggestions (check box) –The spell check suggestions option is available when this box is checked. Uncheck to turn off suggestions feature. *It is recommended that users leave the suggestion check box marked.*

Suggestions (text list) – User may select a different suggestion at any time prior to changing.

Change – Clicking invokes the selected Change for the first occurrence

Change All – Clicking invokes the selected Change for all occurrences of the unrecognized word.

Cancel – Cancels the spell check function.



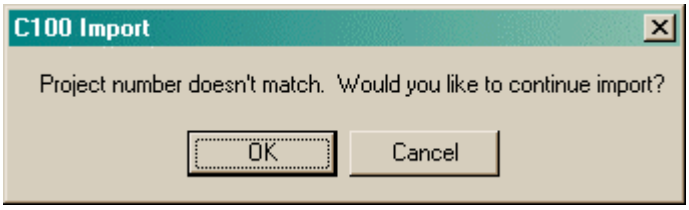
Spell Check confirmation box – This box will appear when the spell check application is closing. Click OK to return to the **Description.**

3. Project Summary

Concept – The Schedule tab is where summary project cost information and schedule information is collected. The data collected here will populate the C2 report and be submitted to OFM electronically. Please see the Excel C100 instructions (http://www.ofm.wa.gov/capitalforms/c100inst.htm) for more information on the fields of the Project Summary. Most of the fields will be printed on the CBS C2 and transmitted electronically to BuildSum, OFMs capital budget building tool

Menu Bar – Under the **File** option on the CBS menu bar there is an option to **Import Project Summary**. This option will present a file open dialog box where the user can select a text file created by the Excel C100 (information on the Excel C100 is available on-line - http://www.ofm.wa.gov/capitalforms/c100inst.htm) to import a summary from. Once the file is selected, the import will find the "Summary" tab and import the information from the tab overlaying this screen. Users will be warned that any existing information on the tab will be overwritten with the imported data. They will have the option to not save the import results.

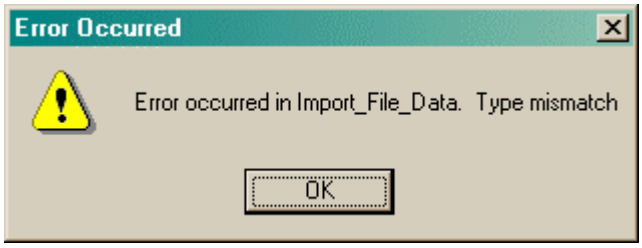
The project ID from the Excel file being uploaded from will be checked against the project ID of the current version. If there is a conflict in the project start year and the 3-digit ID, a message box will inform the user of the discrepancy and give them an option to import anyway, or cancel.



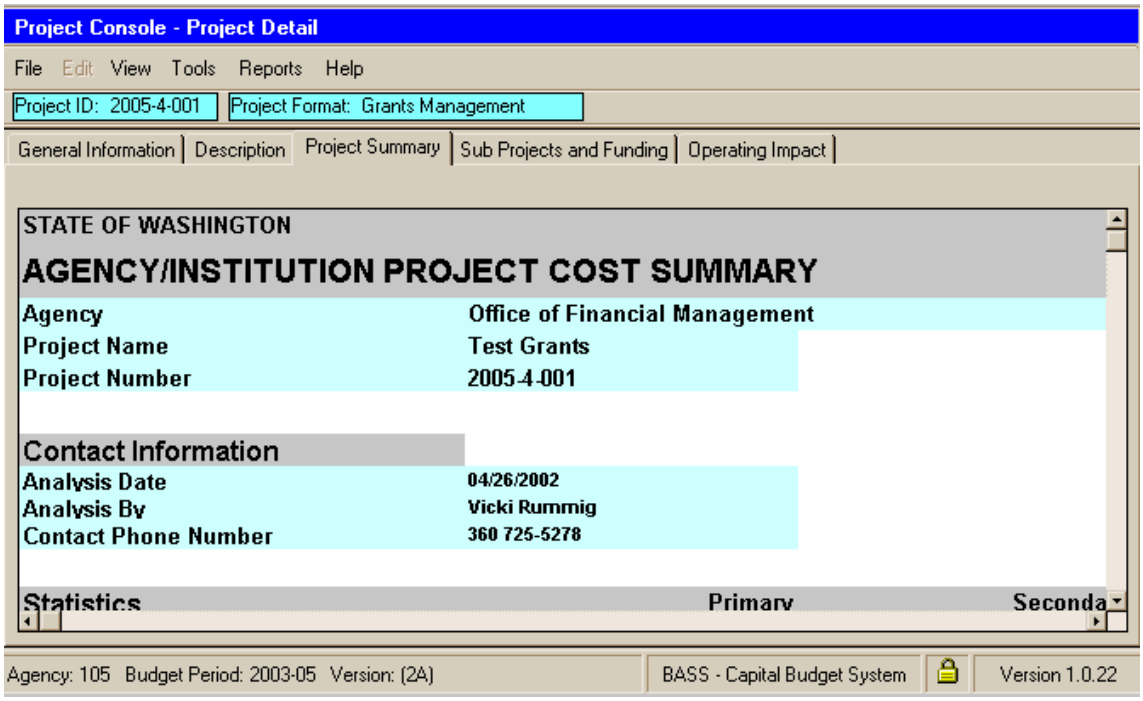
OK – Will import the project. The project number of the project as it exists in CBS will be used. The project number cannot be updated by the Excel Project Summary.

Cancel – Returns the user to the **Project Summary** tab without importing the file.

The text file for summary must match the definition of the Project Summary tab in order for CBS to recognize and distinguish fields properly. If any titles or labels are out of place on the import, indicating that a change from the standard was made to the Excel file, the import will abort and give the user an error message.

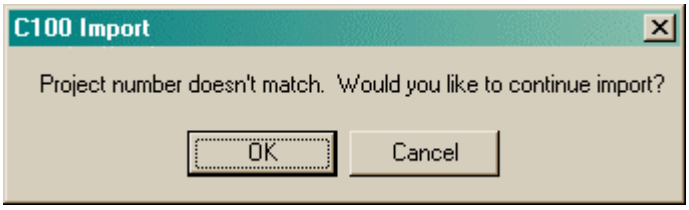


OK – Returns the user to the **Project Summary** tab.



Project Name – The project title as entered in CBS. This title cannot be changed by the import. Project titles can only be changed in the **Project Identification** screen.

Project Number – The project number as entered in CBS (Starting Fiscal Year, Project Class, Number). The import will check this project number with the project number contained in the selected text file. Users will be prompted if a discrepancy is found with an option to continue or cancel. The project number as entered in CBS will remain the project number. The imported text file cannot change it.



OK – Will import the project. The project number of the project as it exists in CBS will be used. The project number cannot be updated by the text file import.

Cancel – Returns the user to the **Project Summary** tab without importing the file.

Contact Information

Analysis Date - This field can be imported from the text file or directly entered into CBS if not file is going to be imported for this project. Double clicking on this field will bring up a calendar where the user can select an appropriate date.

Analysis By - This field can be imported from the text file or directly entered into CBS if not file is going to be imported for this project

Contact Phone Number - This field can be imported from the text file or directly entered into CBS if not file is going to be imported for this project

Statistics

Gross Square Feet - This field can be imported from the text file or directly entered into CBS if no file is going to be imported for this project. The total column is calculated based on the Primary and Secondary values.

Net Square Feet - This field can be imported from the text file or directly entered into CBS if no file is going to be imported for this project. The total column is calculated based on the Primary and Secondary values.

Efficiency – This field is calculated by dividing Net Square Feet by the Gross square feet.

Escalated MACC Cost per Sq.Ft. – This field is calculated by dividing the Gross square feet by the total MACC. Columns are provided for separate calculations of Primary and Secondary.

Building Type – These fields contain a list of building types by Fee class. An other option exists for each class. An option **Varies** exists for when the summary is comprised of more than C100 and the building types are difference. This field can be imported from the text file or manually selected in CBS if no file is going to be imported for this project.

Is project a remodel? - These fields contain the options of Yes, No, or Varies. This field can be imported from the text file or manually selected in CBS if no file is going to be imported for this project.

A/E Fee Class - A/E Fee Class will automatically fill based on the building type selected. Users may override this option. There are not currently in controls in place, but the A/E Fee Class should either be A, B, C or Varies. This field can be imported from the text file or directly entered into CBS if not file is going to be imported for this project.

A/E Fee Percentage - This field can be imported from the text file or directly entered into CBS if not file is going to be imported for this project. CBS will not calculate the A/E Fee Percentage since elements necessary to calculation are specific to the C100.

Schedule

Predesign – Start and end date fields can be imported from the text file or directly entered into CBS if not file is going to be imported for this project. Entry must be in MM/DD/YYYY format. Users may double click to bring up a calendar to pick a date from.

Design – Start and end date fields can be imported from the text file or directly entered into CBS if not file is going to be imported for this project. Entry must be in MM/DD/YYYY format. Users may double click to bring up a calendar to pick a date from.

Construction – Start and end date fields can be imported from the text file or directly entered into CBS if not file is going to be imported for this project. Entry must be in MM/DD/YYYY format. Users may double click to bring up a calendar to pick a date from.

Construction Duration (months) - This field is calculated based on the Construction begin and end dates.

Cost Summary

Individual line items can be imported from the text file or directly entered into CBS if not file is going to be imported for this project. Sub-totals and totals are calculated by CBS.

Other Details

Number of C100s Included in Summary 2

Alternative Public Works Project Varies

State Construction Inflation Rate – This is fixed 3.00% for the 2003-05 biennium.

Base Month – This is fixed as Jul-2002 for the 2003-05 biennium.

Project Administration by - Options exist for Agency, GA, and Agency and GA. This field can be imported from the text file or manually selected in CBS if no file is going to be imported for this project.

Project Admin Impact to GA that is NOT included in Project Total – This number is imported from the text summary file or can be hand entered, however it will not be saved or transmitted to OFM.

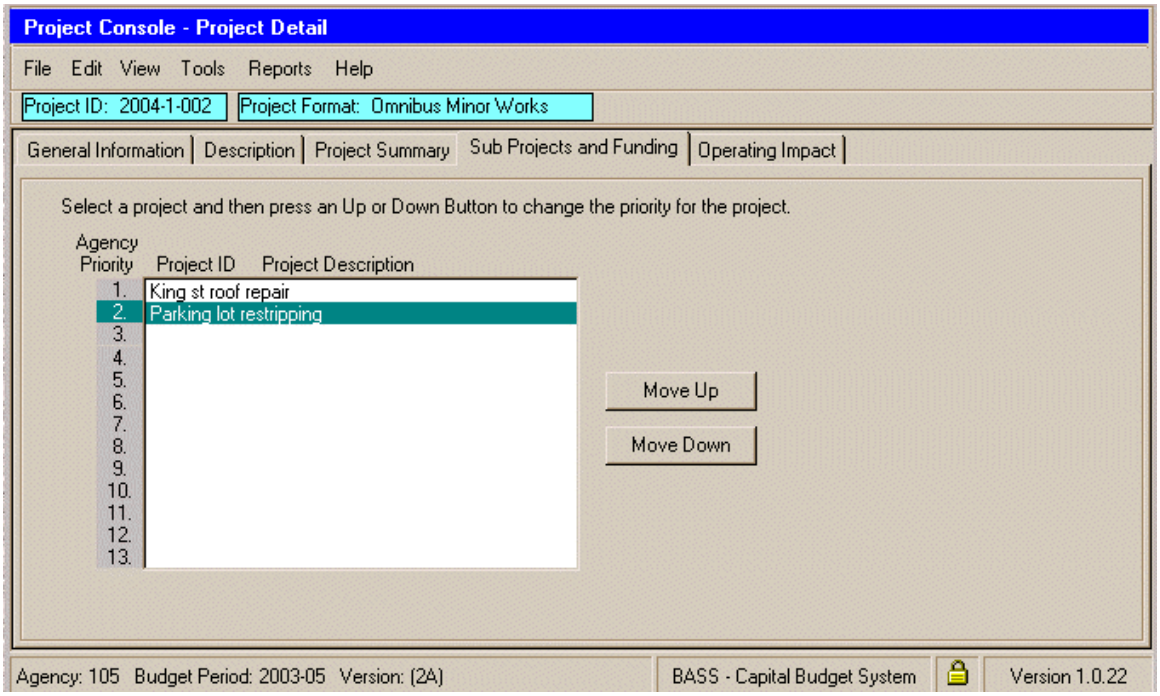
4. SubProjects & Funding

Concept – SubProjects and cost estimates by fund and biennium are recorded here for inclusion on the C2, C1, and will be electronically submitted to OFM for inclusion in the Governor's 10-Year Capital Plan. Omnibus Minor Works and Grants Management Projects should be entered by sub-project for accurate reports. All other projects may be rolled up to the project level or broken out by sub-project if desired.

Menu Bar- The Edit option on the CBS menu bar will include:

- **Edit / Delete Worksheet Row** option. Selecting this option will result in the currently selected row being deleted.
- **Edit / Prioritize SubProject** option. Selecting this option will bring up a dialog box where users can change the prioritization of the subprojects.

Screen Notes –The menu commands for Prioritize SubProjects are described below (button descriptions). This screen will return to SubProject and Funding when saved. If you do not want to save change to this screen, select **Cancel Changes** from the CBS menu bar. If this option is not available, make a change to the list then try to select again.



Agency Priority – This first column is outside of the list of subprojects. This defines what priority subprojects will be assigned when the screen is saved.

Subproject ID/ Project Description – Displays the sub project title for the selected row. Users can select a subproject by clicking on the row. Only one row at a time may be selected.

Move Up – Moves the current record to the row above.

Move Down – Moves the current record to the row below.

Project Console - Project Detail

File Edit View Tools Reports Help

Project ID: 2004-1-001 | Project Format: Omnibus Minor Works

General Information | Description | Project Summary | Sub Projects and Funding | Operating Impact

Sub Priority	Sub Project Title	Fund AT Code	Fund Title	New Approp	Biennium 2005-07	Biennium 2007-09
1	Parking Lot Restriping	057-1	St Bldg - State	250,000		
			<-- Enter Fund AT Code Here			
			Sub Project Total	250,000		
2	King Street Roof Repair	057-1	St Bldg - State	60,000	0	
			<-- Enter Fund AT Code Here			
			Sub Project Total	60,000		
		<<<---	**Enter Sub Project Title Here**			
			Total Fund AT	310,000		

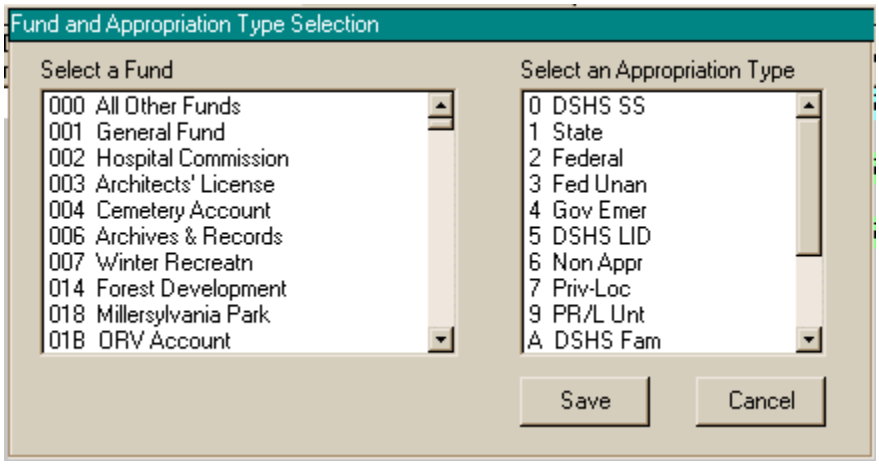
Agency: 105 Budget Period: 2003-05 Version: (VR) | BASS - Capital Budget System | Version 1.0.16

SubPriority – This column represents the priority of the corresponding subproject within the project. Priority is changed by using the **Edit / Prioritize SubProject** option from the CBS menu bar.

SubProject Title – This field represents the title of the corresponding subproject. The first subproject of each new project will be labeled Project Total so that if the project does not breakout subprojects, they do not have to enter a new name. The field will be editable. To enter a new subproject, the user will type a subproject title on the last white cell in this column to the left of ← Enter SubProject Title.

Fund AT Code – Users enter a four-digit fund/appropriation type in the last row of the appropriate sub project to create a row for entering fund estimates. Any past, current, or new appropriation amount must be identified with a valid fund/appropriation type in order to release data to OFM. No dash is used in entering the number (0571 = 057-1 Building Construction-State). Once a fund is added it cannot be changed. Users may delete the unwanted fund row and add a new fund row.

If the wrong fund is entered a dialog box will appear giving the user list boxes to select a valid fund and appropriation type.



Fund – A list of valid funds. The user may scroll through the list to select the appropriate fund. Only one fund may be selected at a time.

Appropriation Type - A list of valid appropriation types. The user may scroll through the list to select the appropriate appropriation type. Only one appropriation type may be selected at a time.

Save – Returns the selected fund/appropriation type to the SubProjects & Funding screen.

Cancel – Closes the dialog box without saving changes.

Fund Title – Displays the fund and appropriation title for the entered/selected fund AT code.

Total – This column represents the total cost of the subproject over the life of the project. It is a sum of all the other columns in the table.

Prior – This column is used to enter any dollars spent in previous biennia on the subproject for the indicated fund.

Current – This column is used to enter the estimated expenditures for the subproject in the current biennium. The total of **Current** and **Reappropriation** should match the current total biennial appropriation for the project.

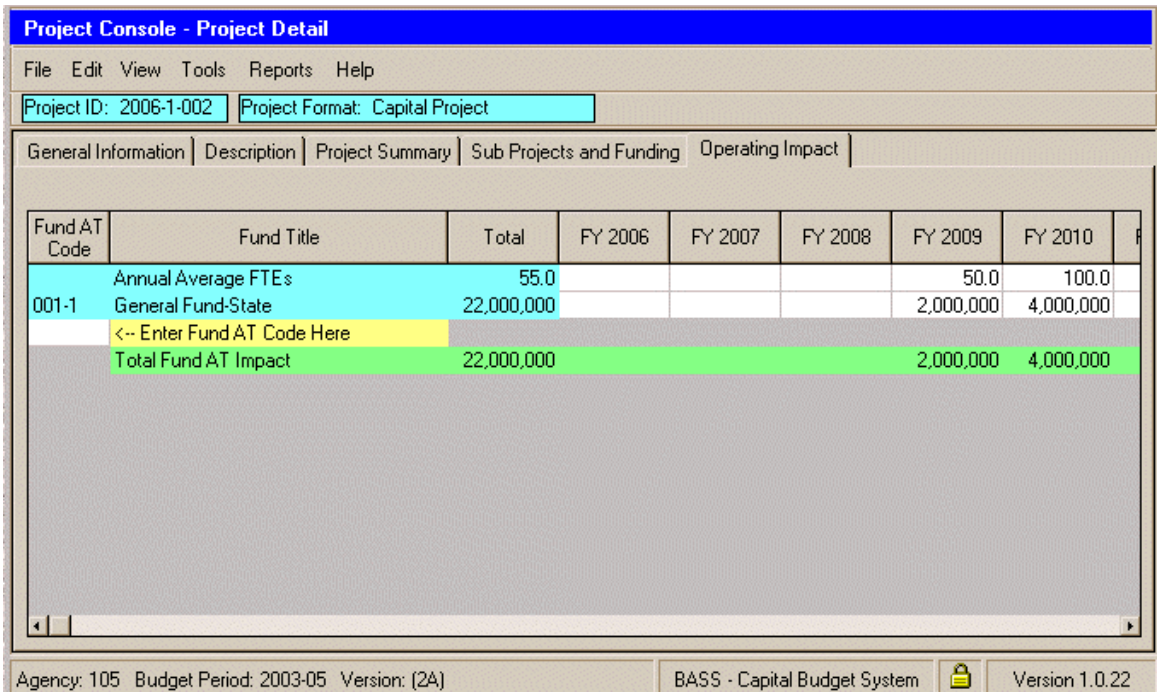
Reappropriation – This column is used to enter any reappropriation requested for the subproject. Reappropriations may be requested when the dollars were previously appropriated, but not spent due to project schedule. The total of **Current** and **Reappropriation** should match the original biennial appropriation for the project.

New Appropriation – This column is used to enter the total new appropriation request for the ensuing biennium. Reappropriations are not counted in this number.

Biennium (next four biennia) – These columns are used to record the estimated expenditure need for eight years (by biennia) following the ensuing budget period.

5. Operating Impact

Concept – Most capital development will result in future operating dollars. These estimated costs are captured here to provide additional detail for overall cost analysis of the project. This information will be captured on the Project C2 report.



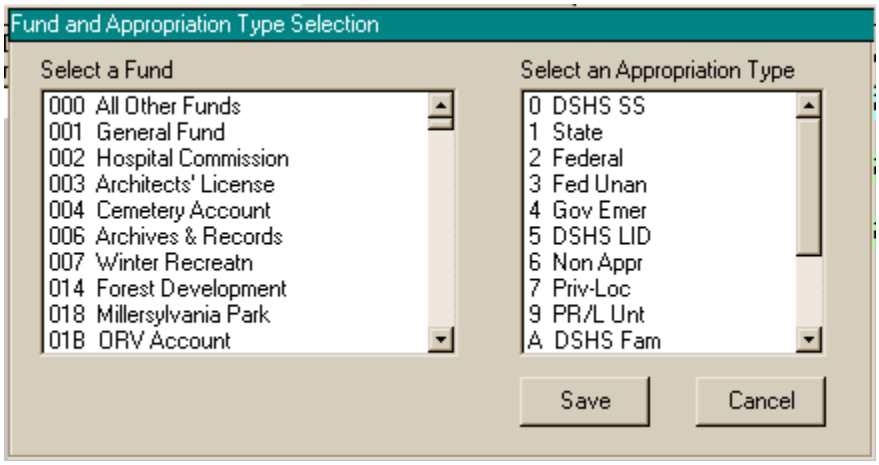
Fund AT Code	Fund Title	Total	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
	Annual Average FTEs	55.0				50.0	100.0
001-1	General Fund-State	22,000,000				2,000,000	4,000,000
	<-- Enter Fund AT Code Here						
	Total Fund AT Impact	22,000,000				2,000,000	4,000,000

First Row – The first row of this table is reserved to record estimated FTE. FTEs are entered at the agency level without any fund association. FTEs are entered at the 10th decimal place. The standard for this row is first column blank, indicating no specific fund, second column label "Annual Average FTEs", and the third column a sum of all the fiscal year columns. There are 10 fiscal years available beginning the year of the project start year as indicated in the Project ID.

Fund AT Code – Users enter a four-digit fund/appropriation type in the cell of the column to create a new row for entering fund estimates. No dash is used in entering the number (0571 = 057-1 Building Construction-State). Once a fund is added it cannot be changed. Users may delete the unwanted fund row and add a new fund row.

If the wrong fund is entered a dialog box will appear giving the user list boxes to select a valid fund and appropriation type.

Users have the option of using Fund/Appropriation Type 996-Z to enter estimated operating impact. The data will be released, with 996-Z being an indication that the exact fund and appropriation type for future operating expenditures is not yet known.



Fund – A list of valid funds. The user may scroll through the list to select the appropriate fund. Only one fund may be selected at a time.

Appropriation Type - A list of valid appropriation types. The user may scroll through the list to select the appropriate appropriation type. Only one appropriation type may be selected at a time.

Save – Returns the selected fund/appropriation type to the Operating Impact screen.

Cancel – Closes the dialog box without saving changes.

Fund Title – Displays the fund and appropriation title for the entered/selected fund AT code.

Total – This column displays the total of all fiscal years for each row. This cell is not editable.

Fiscal Year Columns - There are 10 fiscal years available beginning the year of the project start year as indicated in the Project ID. These columns are used to record the estimated operating impact by fund of the capital facility up to 10-years in the future.

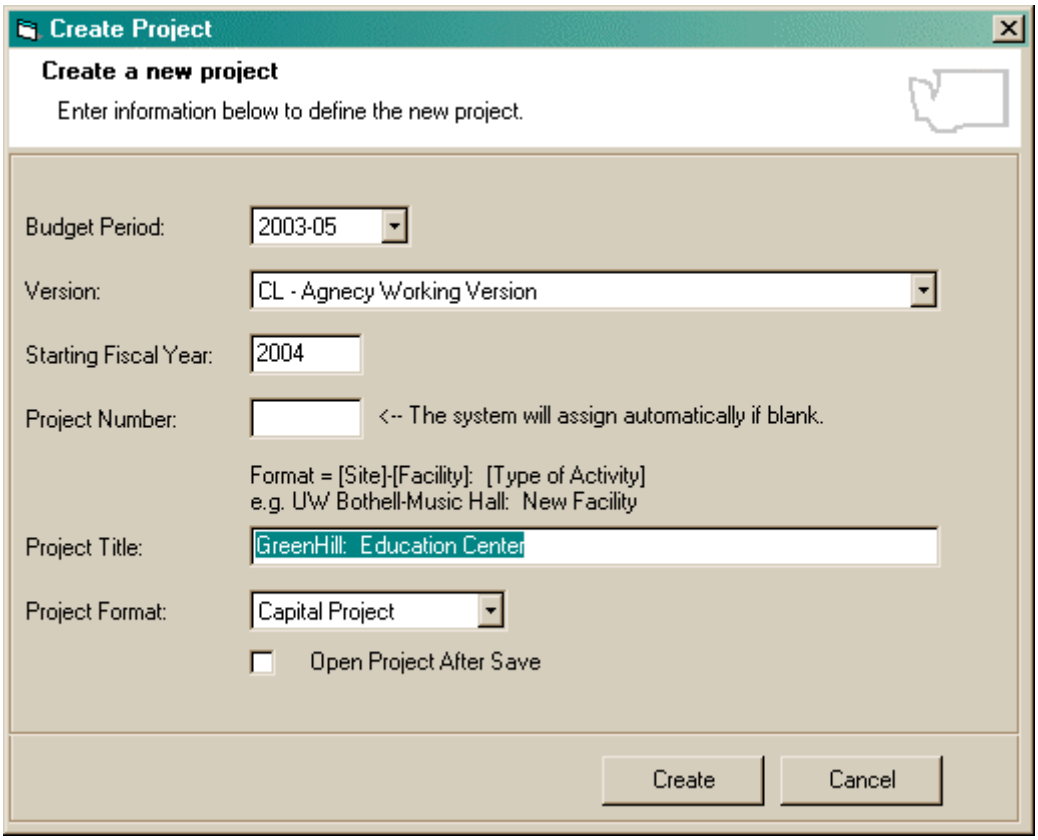
V. Project Assignment

Concept – The Project Assignment console allows users to add a new project to a version, copy a project to a new project, and change project ID information.

A. Project Identifying Information

1. Create Project

Concept – The Create Project screen is used to add a new project to CBS.



Budget Period – This drop down list box contains a list of all available budget periods with versions available in CBS. The budget period selected here will determine the versions available in the next field. Defaults to the current budget period.

Version – Drop down list box lists available versions as defined in **Add/Update Versions** for the selected budget period. List of versions will have "(Locked)" after the version title if it is locked.

Starting Fiscal Year – A four-character required field for the user to enter a starting fiscal year for the project. This starting fiscal year will become part of the project ID (i.e., 2001 = 2001-1-012) and cannot be changed once saved. To change a starting fiscal year, see **Update Project.**

Project Number – A three-character field for the user to give the project a unique identifying number. If left blank, the system will use the next available number for the starting fiscal year.

Project Title – A 65-character field for the title of the project. If the starting fiscal year and project number combination already exists for the budget period in CBS, the title previously used will be loaded into the field and the field grayed out to not allow changes. If the combination does not exist, the user will need to add a title prior to creating the project. A project title cannot be changed here once saved. See **Project Identification** for information on updating a project title.

Project Format – This drop down list box allows the user to select a format for the project. The format will drive what type of reports will be available. Options include **Capital Project** for major projects, predesign, and reappropriations, as well as **Omnibus Minor Works** and **Grants Management**.

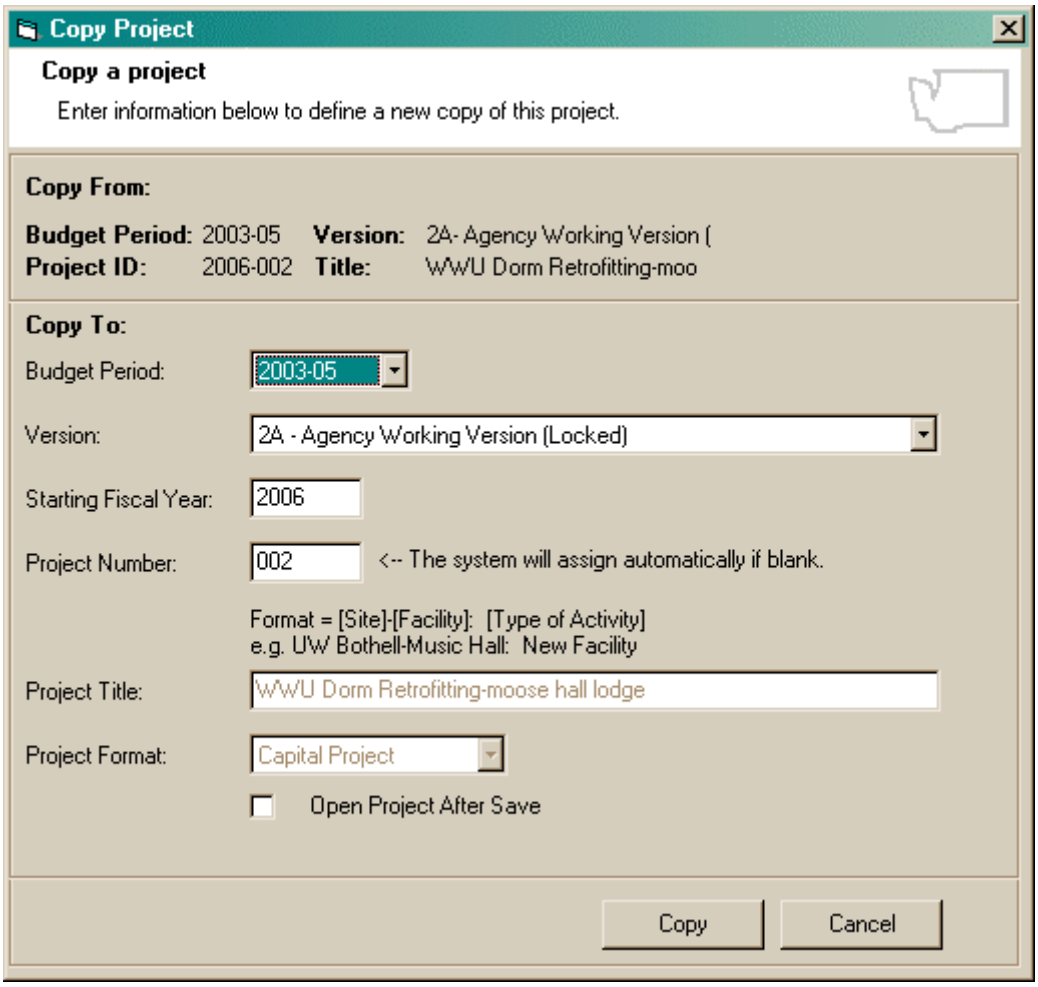
Open Project After Save – Checking this box indicates that the user would like to open the newly created project in the Project Detail / **General Information** tab once it has been created. If this box is not checked, the user will come back to this open window after save. The default is unchecked.

Create – This button will be activated only after all elements of the new project have been identified. Clicking this button will result in the project being saved.

2. Copy Project

Concept – The Copy Project screen is used to copy a project from one budget period, version, starting fiscal year, and number to a new budget period, version, starting fiscal year, and number. The original project will be saved in its original budget period version.

This screen is accessed by selecting **File / Copy Project** when a project is open or for a selected project from the **Project Listing** screen.



Budget Period – This drop down list box contains a list of all available budget periods with versions in CBS. The budget period selected here will determine the versions available in the next field. The default will be the information carried from the original project.

Version – Drop down list box lists available versions as defined in **Add/Update Versions** for the selected budget period. The default will be the information carried from the original project. List of versions will have "(Locked)" after the version title if it is locked.

Starting Fiscal Year – A four-character field for the user to enter a starting fiscal year of 1950 or greater for the project. This starting fiscal year will become part of the project ID (i.e., 2001 = 2001-1-012) and cannot be changed once saved. To change a starting fiscal year, see Change Project ID under **Project Listing.** The default will be the information carried from the original project.

Project Number – A three-character field for the user to give the project a unique identifying number. If left blank, the system will use the next available number for the starting fiscal year. The default will be the information carried from the original project.

Project Title – A 65-character field for the title of the project. If the starting fiscal year and project number combination already exists for the budget period in CBS, the title previously used will be loaded into the field and the field grayed out to not allow changes. If the combination does not exist, the user will need to add a title prior to creating the project. A project title cannot be changed here once saved. See **Project Identification** for information on updating a project title. The default will be the information carried from the original project.

Project Format – This drop down list box allows the user to select a format for the project. The format will drive what type of reports will be. The default will be the information carried from the original project. Either the starting fiscal year or project number will need to be changed from the original project in order to be able to change the format.

Open Project After Save- Checking this box indicates that the user would like to open the newly created project in the **Project Detail/ General Information** tab once it has been created. If this box is not checked, the user will come back to this open window after save. The default is unchecked.

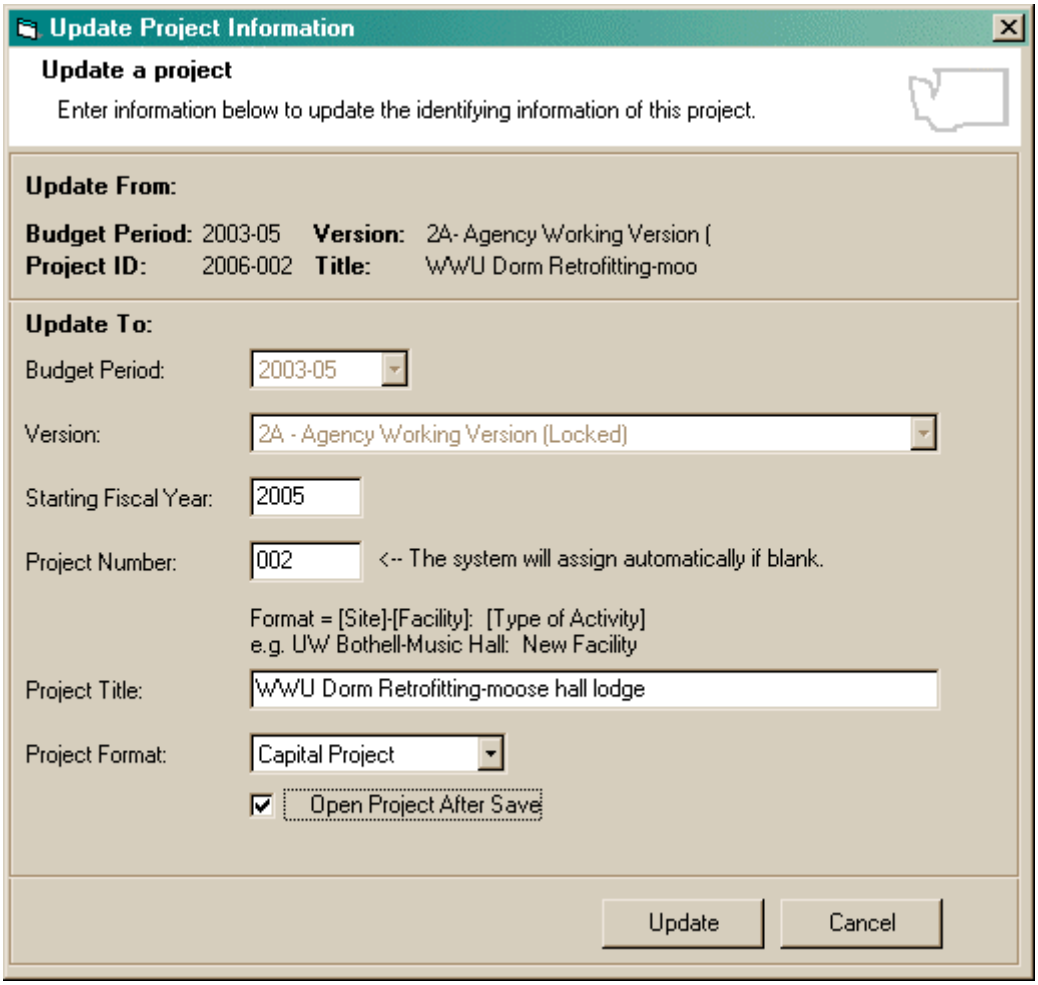
Copy– This button will be activated only after all elements of the new project have been identified. Clicking this button will result in the project being copied.

Cancel – This option cancels the current add and closes the Copy Project window

3. Update Project

Concept – The Update Project screen allows Budget Operations users to update the identifying/key information of a project within the current version. To a user it looks as if they are changing an element of the project. What actually happens is the project is copied to a new project with the changed information, and then the original project is deleted.

This screen is accessed by selecting **File / Update Project** when a project is open or for a selected project from the **Project Listing** screen.



Budget Period – The budget period here will be carried from the original project and be non-updateable.

Version – The version here will be carried from the original project and will be non-updateable. Version will have "(Locked)" after the version title if it is locked.

Starting Fiscal Year – A four-character field for the user to enter a starting fiscal year for the project. This starting fiscal year will become part of the project ID (i.e., 2001 = 2001-1-012) and cannot be changed once saved. To change a starting fiscal year, see Change Project ID under **Project Listing.** The default will be the information carried from the original project.

Project Number – A three-character field for the user to give the project a unique identifying number. If left blank, the system will use the next available number for the starting fiscal year. The default will be the information carried from the original project.

Project Title – A 65-character field for the title of the project. If the starting fiscal year and project number combination already exists for the budget period in CBS, the title previously used will be loaded into the field and the field grayed out to not allow changes. If the combination does not exist, the user will need to add a title prior to creating the project. A project title cannot be changed here once saved. See **Project Identification** for information on updating a project title. The default will be the information carried from the original project.

Project Format – This drop down list box allows the user to select a format for the project. The format will drive what type of reports will be available. The default will be the information carried from the original project.

Open Project After Save- Checking this box indicates that the user would like to open the newly created project in the **Project Detail** / **General Information** tab once it has been created. If this box is not checked, the user will come back to this open window after save. The default is unchecked.

Update Project – This button will be activated only after all elements of the new project have been identified. Clicking this button will result in the project being copied with the new identifying information and the original project being deleted. The affect to the user is an original project with new information.

If a duplicate key is detected, the user will receive a message indicating that the record already exists. Selecting OK to the message will return the user to the Update Project screen.

Cancel – This option cancels the current add and attempts to close the Update Project window. The user will return to the screen where they selected the Update Project option, either the Project Detail or Project Listing screen.

VI. Budget Summary

Concept – The Project Summary is a listing of all projects in any given version. Users can use this screen to open a project or print a report.

Menu Bar – The following options are available in the Project console in addition to the standard menu bar:

File / Copy Project – This option will bring up the **Copy Project** screen for the open project. Users can identify the project information to copy this project to.

File / Update Project – This option will bring up the **Update Project** screen for the open project. Users can identify the new project information. When saved, the new project will be saved and the original project deleted.

View / Show/Hide SubProject Detail - This option allows users to toggle between expanding and collapsing the list, displaying or hiding the subproject detail of each project.

A. Project Listing

1. Project Listing

Concept – The Project Summary is a listing of all projects in any given version. Users can use this screen to open a project or print a report.

Screen Notes – Clicking on a row once selects the row as indicated by the green highlighting. Double clicking the row will open the project. Alternatively, users can select a row, then select to open the project by using the File / Open Project option from the CBS menu bar.

In addition to selecting View / Show/Hide SubProject Detail to display or hide the subproject detail of each project, the user can also select the expand (+) or collapse (-) icon to the left of the project ID. The list will be collapsed upon initial display.

Users may change starting fiscal year, number, format, and title by selecting a project from this screen by clicking on a row once to select, as indicated by the green highlighting, then selecting **File / Update Project**. This option would copy the project into the new ID and then automatically delete the original project. To the user this will appear as if they had changed the name and/or ID in one step.

The default sort order of the screen is by project number. Double clicking on any column heading will sort the list by that element, except for the SubProject Priority column. Users can toggle between ascending or descending order by double clicking subsequent times. An advanced sort feature is discussed further below.

The advanced sort feature is accessed via a Sort button at the bottom of the screen.

The user can establish sort options for the Project Listing screen using up to four elements .

- Sort by will be the first sort level, then by each level selected below.
- Each combo box includes the option of sorting by None, Project ID, Title, Project Priority, Project Format, and Project Locked.
- Radio buttons allow the user to select whether that element should be sorted in ascending or descending order.
- The OK button will invoke the selected sort and return the user to the Project Listing screen.
- Cancel will close the sort dialog box and return the user to the Project Listing screen.

Column widths can be adjusted by placing the mouse in between the heading cells of two columns. When the cursor changes to a line with double arrows <-||->, click and drag to change the column with. This is similar to the drag column width function available in MS Excel.

When scrolling to the right to view additional columns, the first two columns of this screen will remain “frozen” so that the user can see the Project ID and Title for each row.

Budget Period – This drop down list box contains a list of all available budget periods in CBS. The budget period selected here will determine the versions available in the next field.

Version – Drop down list box lists available versions as defined for the selected budget period. If no versions exist for the selected budget period the field will indicate "No Versions Available".

Project ID – Displays the project number (starting fiscal year, class, number –2001-1-013) for the current row.

Title – The title of the project (or subproject) of the row.

Project Priority – The agency priority of the project as defined in the **Prioritize Projects** function.

SubProject Priority – Displays the sub project priority within each project for sub project rows.

Project Format – Displays the format of the project entered: Omnibus Minor Works, Grants Management, Capital Project.

Project Locked – A check in the checkbox of this column indicates that the project has been locked by a Budget Operations user in the **Lock/Delete Projects** function.

VII. Reports

A. Reports

1. C1 – 10-Year Capital Plan

Concept- The 10-Year Capital Plan shows the impact of requested projects by biennium for the next five biennium as well as summarizes past and current biennium expenditures or appropriations. A total project estimated for all biennia is also displayed.

2. C2 – Capital Project Request

Concept – The C2 – Capital Project Request is the report used to request a particular project. Data from this report is taken from all the tabs of the **Error! Reference source not found.** function. The report provides identifying information, schedule information, cost by biennia information, cost summaries by activity types (design, construction, etc.) with percentage of total project, estimated operating impacts, and narrative justification for the project.

3. Minor Works List

Concept- The Minor Works List gives detail for all sub project contained within an Omnibus Minor Works project. The dollars on this report represent estimates entered on the Funding tab.

4. Grants Management List

Concept – The Grants Management List gives detail of all Grant Management sub-projects contained within a Grant Project. The dollars on this report represent estimates entered on the Funding tab.

5. Project Priority List – by Project

Concept – The Project Priority by Project List gives a listing of all projects within a version in priority order. The dollars on this report represent estimates entered on the Funding tab.

6. Project Priority List – by SubProject

Concept – The Project Priority by SubProject List gives a listing of all projects with sub-project detail within a version in priority order. The dollars on this report represent estimates entered on the Funding tab.

7. Version Listing

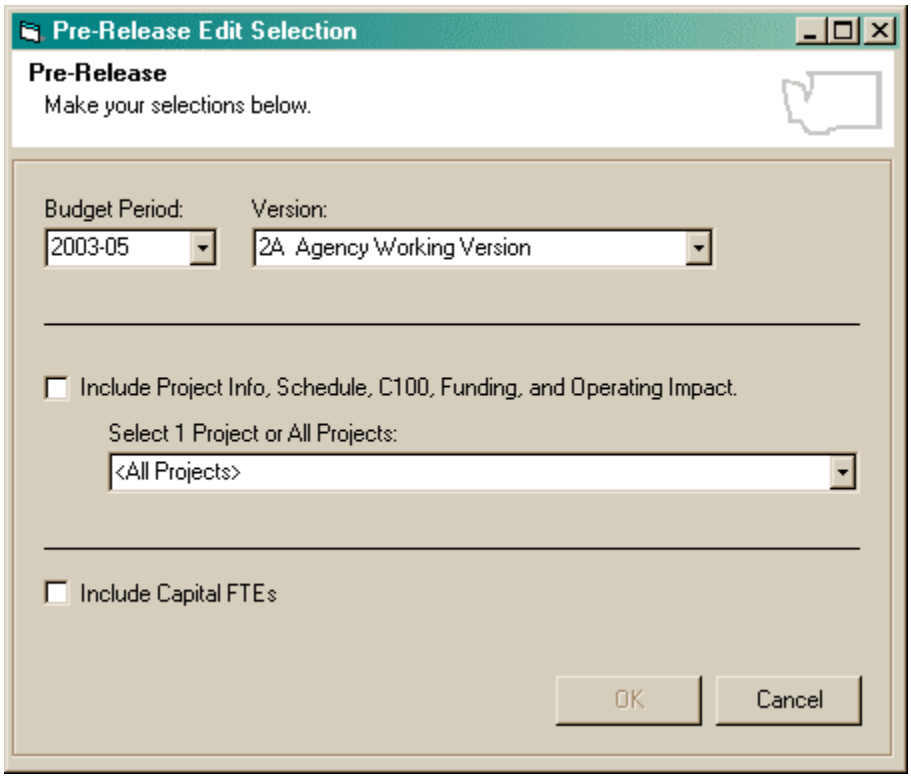
Concept – The Version Listing provides a report of all Versions available in any given budget period.

8. Capital FTE Summary

Concept – The Capital FTE Summary provides a report of information entered in the **Agency Capital FTEs** for the Capital Budget Request.

9. Pre-Release Edit Report

Concept – The Pre-Release Edit screen allows a user to select a budget period, version, and project(s) to verify data for.



Budget Period – This combo box contains a list of all available budget periods in CBS. The budget period selected here will determine the versions available in the next field.

Version – Combo box lists available versions as defined in **Add/Update Versions** for the selected budget period.

Include Project Information – This box is checked by default. It indicates that individual project information will be included in the Pre-Release Edit check. Users may opt to not check Project Information, as may be the case if working on Capital FTEs.

Select Project(s) – This combo box displays a list of all projects with data available for the selected budget period and version as well as an option of <All Projects>. Users may use the <ctrl> button to select multiple projects to include in the Pre-Release Edit.

Include Capital FTEs – This box is checked by default. It indicates that the Capital FTE screen for the selected budget period and version should be included in the Pre-Release Edit check. User may opt not to check Capital FTE.

OK – Invokes the Pre-Release Edit check. The result will be a Pre-Release Edit report as described in the reporting section of this document. A list of errors is available in **Appendix I – Pre-Release Edits**

Appendix I – Pre-Release Edits

Problem	Error Message	Severity
No Project Class	Project 2001-2-004 does not have a project class assigned. The project class is a mandatory field.	Critical
No OFM Priority	Project 2001-2-004 does not have an OFM Priority assigned. The OFM priority is a mandatory field.	Critical
Type of Project	Project 2001-2-004 does not have a type of project assigned. The type of project is a mandatory field.	Critical
No County	Project 2001-2-004 does not have a county assigned. The county is a mandatory field. Statewide and Out-of-State are additional options available for your convenience.	Critical
No City	Project 2001-2-004 does not have a city assigned. The city is a mandatory field. Statewide and Out-of-State are additional options available for your convenience.	Critical
No Leg District	Project 2001-2-004 does not have a legislative district assigned. The legislative district is a mandatory field. Statewide and Out-of-State are additional options available for your convenience.	Critical
No long project description	Project 2001-2-004 does have a long project description.	Warning
No Project Published Summary	Project 2001-2-004 does have a Project Published Summary. This summary is required by OFM.	Critical
Invalid Fund	The Fund / Appropriation Type (996-Z) entered for project 2001-2-004 is not valid.	Critical
Minor Works >$1m	Project 2001-2-004 sub project 01-Barn Repair has a total greater than $1 million.	Warning
Project Summary/ Funding out of balance	The Project Summary project total of $1,200,000 does not match the funding tab project total of $1,250,000.	Warning
Operating Fund 996-Z (future biennia)	Project 2001-2-004 has amounts entered in fund 996-Z for future biennium. It is strongly recommended that you identify the fund the operating impact of this project will be funded.	Warning
Operating Fund 996-Z (ensuing biennium)	Project 2001-2-004 has amounts entered in fund 996-Z for the ensuing biennium. Operating dollars for the ensuing biennium must have a valid fund.	Critical
Invalid Operating Fund.	Project 2001-2-004 has amounts entered for fund 530-1. This is not a valid fund.	Critical
FTEs without dollars	Project 2001-2-004 has FTEs indicated in the Operating tab without associated operating dollars.	Warning
Capital FTE (missing information)	The Capital FTE job class records must contain both a job class and range for each line.	Critical
Dollars for Capital FTE Missing	The Capital FTE screen has FTEs, but no dollars associated for fiscal years 2001, 2002.	Warning
FTE Missing from Capital FTE	The Capital FTE screen has dollars, but no FTEs listed for fiscal year 2001, 2002.	Warning

State of Washington

C1 - Ten Year Capital Program Summary

Budget Period: 2003-05
Agency: 105 Office of Financial Management
Version: VR BASS Practice

Agency Priority	Project by Fund/Appropriation Type	Estimated Total	Prior Expenditures	Reapprop 2003-05	New Approp 2003-05	Estimated 2005-07	Estimated 2007-09	Estimated 2009-11	Estimated 2011-13
Project Class:	**Preservation**								
0	**2004-1-003 Department Omnibus Minor Works-BASS**								
	057-1 State Bldg Constr-State	310,000			310,000				
0	**2005-1-001 WWU: Dorm Retrofitting-BASS**								
	057-1 State Bldg Constr-State	7,500,000			500,000	2,000,000	5,000,000		
	Project Total:	**7,500,000**	**0**	**0**	**500,000**	**2,000,000**	**5,000,000**	**0**	**0**
Total:	**Preservation**	**7,810,000**	**0**	**0**	**810,000**	**2,000,000**	**5,000,000**	**0**	**0**
Project Class:	**Program**								
26	**2003-2-001 Downtown Olympia Parking Garage**								
	057-1 State Bldg Constr-State	8,000,000			80,000	800,000	7,120,000		
Total:	**Program**	**8,000,000**	**0**	**0**	**80,000**	**800,000**	**7,120,000**	**0**	**0**
Project Class:	**Alternate Financing**								
0	**2001-3-001 Records Center Expansion**								
	241-1 COP Construction Acc-State	3,956,000			3,956,000				
	289-1 Thur Cty Capital Fac-State	344,000			344,000				
	Project Total:	**4,300,000**	**0**	**0**	**4,300,000**	**0**	**0**	**0**	**0**
Total:	**Alternate Financing**	**4,300,000**	**0**	**0**	**4,300,000**	**0**	**0**	**0**	**0**

State of Washington

C1 - Ten Year Capital Program Summary

Budget Period: 2003-05
Agency: 105 Office of Financial Management
Version: VR BASS Practice

Total Fund Summary	Estimated Total	Prior Expenditures	Reapprop 2003-05	New Approp 2003-05	Estimated 2005-07	Estimated 2007-09	Estimated 2009-11	Estimated 2011-13
057-1 State Bldg Constr-State	15,810,000			890,000	2,800,000	12,120,000		
241-1 COP Construction Acc-State	3,956,000			3,956,000				
289-1 Thur Cty Capital Fac-State	344,000			344,000				
Total	**20,110,000**	**0**	**0**	**5,190,000**	**2,800,000**	**12,120,000**	**0**	**0**

Budget Period: 2003-05
Agency: 105 Office of Financial Management
Version: VR BASS Practice

Project Number: 2001-3-001 **Agency Priority:** 0

Project Title: Records Center Expansion

Description

Project Class:	3 Alternate Financing	City:	Olympia
Type of Project:	New Facilities/Additions (Major Projects)	County:	Thurston
OFM Priority:	Program need or Requirement	Legislative District:	022

Project was requested in a previous biennium: Yes
Compliant with Growth Management Act: Yes
Previous Project ID: 2000-2-003

Project Published Summary:

The Archives and Records Management Division operates the Records Center. The building was completed in 1992 as an addition to the Modular Building in Tumwater, a facility owned by General Administration (GA) on property GA leases from the Port of Olympia.

Project Description:

What is the project and where is it located?
This project is located in the Airdustrial Business Park in Olympia, Washington.

Operating Impact

Fund Code	Fund Title	Estimated Total	2001-2003	2003-2005	2005-2007	2007-2009	2009-2011
001-1	General Fund-State	1,000,000	200,000	200,000	200,000	200,000	200,000
	Total Funds	**1,000,000**	**200,000**	**200,000**	**200,000**	**200,000**	**200,000**

Project Funding

Fund Code	Fund Title	Estimated Total	Expenditures Prior Biennium	Expenditures Current Biennium	2003-05 Fiscal Period Reapprops	2003-05 Fiscal Period New Approps
241-1	COP Construction Acc-State	3,956,000				3,956,000
289-1	Thur Cty Capital Fac-State	344,000				344,000
	Total Funds	**4,300,000**	**0**	**0**	**0**	**4,300,000**

Fund Code	Fund Title	Future Fiscal Periods 2005-07	2007-09	2009-11	2011-13
241-1	COP Construction Acc-State				
289-1	Thur Cty Capital Fac-State				
	Total Funds	**0**	**0**	**0**	**0**

Budget Period: 2003-05
Agency: 105 Office of Financial Management
Version: VR BASS Practice

Project Number: 2001-3-001 **Agency Priority:** 0

Project Title: Records Center Expansion

Project Statistics

	Total	Primary	Secondary
Gross Square Feet	47,062	15,562	31,500
Net Square Feet	46,275	14,775	31,500
Efficiency	98.3 %	94.9 %	100.0 %
Escalated MACC Cost per Sq. Ft.	63	191	0

Project Schedule

	Start Date	End Date
Predesign		
Design	07/01/2000	10/01/2001
Construction	10/01/2001	09/01/2002

Cost Summary

	Total Escalated Cost	% of Project
Consultant Services	**228,000**	**5.3%**
Pre-Schematic Design Services		
A/E Basic Design Services	32,000	0.7%
A/E Extra Services/Reimbursables		
Other Services	178,000	4.1%
Design Services Contingency	18,000	0.4%
Construction	**3,547,000**	**82.5%**
MACC - Primary	2,967,000	69.0%
MACC - Secondary		
GC/CM Risk Contingency	342,000	8.0%
GC/CM or Design Build Contingencies		
Sales Tax	238,000	5.5%
Other	**525,000**	**12.2%**
Acquisition		
Equipment	202,000	4.7%
Equipment Tax		
Artwork		
Agency Project Administration	207,000	4.8%
Other	116,000	2.7%
TOTAL ESCALATED COST	**4,300,000**	

State of Washington
Minor Works List

Budget Period: 2003-05
Agency: 105 Office of Financial Management
Version: VR BASS Practice

Sub Project Priority	Project, Sub Project and Fund/Appropriation Type	Estimated Total	Current and Prior Expenditures	Reapprop 2003-05	New Approp 2003-05	Estimated 2005-07	Estimated 2007-09	Estimated 2009-11	Estimated 2011-13
Project: 2004-1-003									
1	**King Street Roof Repair**								
	057-1 State Bldg Constr-State	60,000			60,000				
2	**Parking Lot Restriping**								
	057-1 State Bldg Constr-State	250,000			250,000				
	Fund Summary for Project 2004-1-003								
	057-1 State Bldg Constr-State	310,000			310,000				
	Project Total	**310,000**			**310,000**				

State of Washington
Grant Management List

Budget Period: 2001-03
Agency: 999 Any Agency
Version: 1A 2001-03 Capital Budget

Sub Project Priority	Fund/Appropriation Type	Estimated Total	Current & Prior Expenditures	Reapprop 2001-03	New Approp 2001-03	Estimated 2003-05	Estimated 2005-07	Estimated 2007-09	Estimated 2009-11
Project: 2000-4-009									
1	**Housing for Homeless Children**								
	057-1 State Bldg Constr-State	30,000,000	4,500,000	500,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
	Fund Summary for Project 2000-4-009								
	057-1 State Bldg Constr-State	30,000,000	4,500,000	500,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
	Project 2000-4-009 Total:	**30,000,000**	**4,500,000**	**500,000**	**5,000,000**	**5,000,000**	**5,000,000**	**5,000,000**	**5,000,000**

State of Washington
Project Priority List

Budget Period: 2001-03
Agency: 999 Any Agency
Version: B1 2001-03 Capital Budget

Agency Priority	Project ID	Title	Total 2001-03 Appropriation	Reappropriation	New Appropriation
1	2002-1-008	Legislative Building: Rehabilitation and Capitol Addition	97,700,000	0	97,700,000
2	2002-1-001	Emergency/Small Repairs and Improvements	1,400,000	0	1,400,000
3	2002-1-002	Thurston County Facilities: Preservation	6,370,000	0	6,370,000
4	1998-1-007	OB-2 Rehabilitation	15,662,000	0	15,662,000
4	2002-1-003	Capitol Campus Infrasturcture Improvements			
5	1998-1-008	DOT Building System Repairs	2,782,000	0	2,782,000
6	2002-1-004	North Cascades Gateway Center Minor Works	1,775,000	0	1,775,000
7	1996-1-002	East Plaza Repairs	30,000,000	0	30,000,000
8	2001-1-005	Capitol Campus Infrastructure Preservation	2,150,000	0	2,150,000
9	2002-1-005	Cherberg Building: Rehabilitation	950,000	0	950,000
10	2002-1-006	Pritchard Library: Rehabilitation	300,000	0	300,000
11	2000-1-007	Capitol Lake: Management Plan Implementation	2,525,000	0	2,525,000
12	2001-2-012	Continue Thurston County Facilities Planning	200,000	0	200,000
13	2001-3-001	Isabella Bush Records Center Expansion	0	0	0
13	2002-1-007	Governor's Mansion: Rehabilitation			
14	1998-2-003	Heritage Park	3,000,000	0	3,000,000
15	2001-2-006	New Capitol Campus Chiller Plant & Loop	1,000,000	0	1,000,000
15	2002--009	Project 2002-009			
16	2001-2-013	Capital Grant Trust Land Exchange	1	0	1
17	2001-3-011	Acquire Tacoma DSHS Office Building	4,417,000	0	4,417,000
18	2001-3-009	Acquisition of Centennial I and Centennial II Buildings	36,395,000	0	36,395,000
18	2005-2-001	Conservatory - Construction Only			
19	2001-3-010	Acquire Newmarket Street warehouse	1,459,000	0	1,459,000

State of Washington
Project and Sub Project Priority List

Budget Period: 2001-03
Agency: 150 Dept of General Administration
Version: B1 Back Up #1

Agency Priority	Project ID	Sub Project Priority	Title	Total 2001-03 Appropriation	Reappropriation	New Appropriation
1	2002-1-008		**Legislative Building: Rehabilitation and Capitol Addition**			
		1	Sub Project 01	97,700,000		97,700,000
		2	Bldg Interior and Exterior Rehabilitation			
		3	Capitol Addition			
		4	South Portico Site			
			Total Project: 2002-1-008	**97,700,000**		**97,700,000**
2	2002-1-001		**Emergency/Small Repairs and Improvements**			
		1	Emergency Repairs	350,000		350,000
		2	Small Repairs & Imp	1,050,000		1,050,000
			Total Project: 2002-1-001	**1,400,000**		**1,400,000**
3	2002-1-002		**Thurston County Facilities: Preservation**			
		1	Capitol Campus - Streets & Sidewalks	450,000		450,000
		2	Employment Security Improvements	778,000		778,000
		3	Archives Building Repairs	850,000		850,000
		4	Highways License Building Improvements	787,000		787,000
		5	Preserve Historic Features	250,000		250,000
		6	Modular Building Preservation			
		7	1063 Building Preservation	435,000		435,000
		8	Temple of Justice - Reinstall Balustrade & Protect Parapet	250,000		250,000
		9	1058 Building - Replace Roof	95,000		95,000
		10	GA Building - 3rd Floor Lighting Controls	100,000		100,000
		11	Insurance Bldg - Sandstone Restoration	600,000		600,000
		12	Columbia Garage - Seismic Upgrade			
		13	Natural Resources Bldg - Exterior Repairs	300,000		300,000
		14	Natural Resources Bldg - Upgrade Comm/Data Cabling	700,000		700,000
		15	NRB - HVAC Repairs/Upgrades			
		16	NRB - Fire/Elec Repairs/Upgrades			
		17	NRB - Architectural Repairs/Upgrades			
		18	Temple - Sandstone Repairs & Restoration			
		19	Temple - Replace Roof			
		20	Thurston Carpet Replacement	775,000		775,000
		21	Restore State Capitol Historic Features			
			Total Project: 2002-1-002	**6,370,000**		**6,370,000**
4	1998-1-007		**OB-2 Rehabilitation**			
		1	Renovation (01-03)	15,662,000		15,662,000
		2	Renovation (03-05)			
		3	Renovation (05-07)			
			Total Project: 1998-1-007	**15,662,000**		**15,662,000**
4	2002-1-003		**Capitol Campus Infrasturcture Improvements**			
			No Funding Records			

Version Titles Report

Appropriation Period: 2001-03

Agency: 999 - Any Agency

Version Code	Version Title	Budget Type	Lock Indicator	Version Type	Date Created	Date Updated	Updated By User	Version Note
B1	Back Up #1	Regular	No	Agency	7/18/2000	9/7/2000	15000LDM	B1 is the backup for working version P1.
F1	Final Budget	Regular	No	Agency	9/7/2000	9/7/2000	15000LDM	F1 is the final budget version submitted to OFM 9-12-00.
F2	Final Budget BACKUP	Regular	No	Agency	9/18/2000	9/18/2000	15000LDM	F2 is the backup to Final Buget version
P1	Plan Outline #1	Regular	No	Agency	5/5/2000	9/7/2000	15000LDM	P1 is the working version for capital plan development.