Capital Budgeting System (CBS)

Frequently Asked Questions

Budget Help Desk (360) 725-5278 – DESmiISDBudgetHelpdesk@des.wa.gov

Q: **How can I disable pop-up blockers?**
A: In order for the CBS application to work, you must disable your pop-up blocker for this site. While in Internet Explorer, select Tools, Pop-up Blocker, Pop-up Blocker Settings. Under "Address of Web Site to Allow:" type in bass.ofm.wa.gov or fortress.wa.gov and click Add.

Q: **How can I determine who in my agency has CBS access and what their security levels are?**
A: A report is available if you log in to Enterprise Reporting, select Budget Reports, then select Agency Access Reports. Select Schedule below List Budget Login ID, then select your agency in the Agency dropdown list and select Budget System in the Sort List By dropdown list. Select and Add button, then select Schedule. When the report status shows Success, click on the date/time below Instance Time to open the report. Click on CBS to view your agency users for each security level.

Q: **How can I add or delete CBS users or change their security level for my agency?**
A: Complete and submit a BASS Security Form to the DES Budget Helpdesk.

Q: **How can I grant CBS access to an architect or engineer who is not a state employee?**
A: Complete and submit a BASS Security Form to the DES Budget Helpdesk.

Q: **Is it possible to run an edit check before releasing?**
A: Yes, you can run a pre-release edit check at any point, by selecting the project(s) from the Projects tab and clicking Prerelease. All the edits for your security level will be display as of that point in time.

Q: **What is the "User Defined" field on the Ten Year View tab?**
A: The "User Defined" field is available to agencies to enter whatever information helps you to further define their projects.

Q: **How do I enter a statewide project on the Additional Info tab of the Project Details?**
A: The location requirements are different based on the Project Class selection. For a Parent Project the location for County, City and Legislative district should be Statewide or left blank, and each Subproject should have the specific location information.

Q: **Where can I find cost estimating resources?**
A: Please refer to the following documents published by the Office of Financial Management (OFM), available online:
Capital Budget Instructions and the 2013-23 Capital Plan Instructions
A/E Fee Guidelines and the A/E Fee Schedule
Predesign Manual