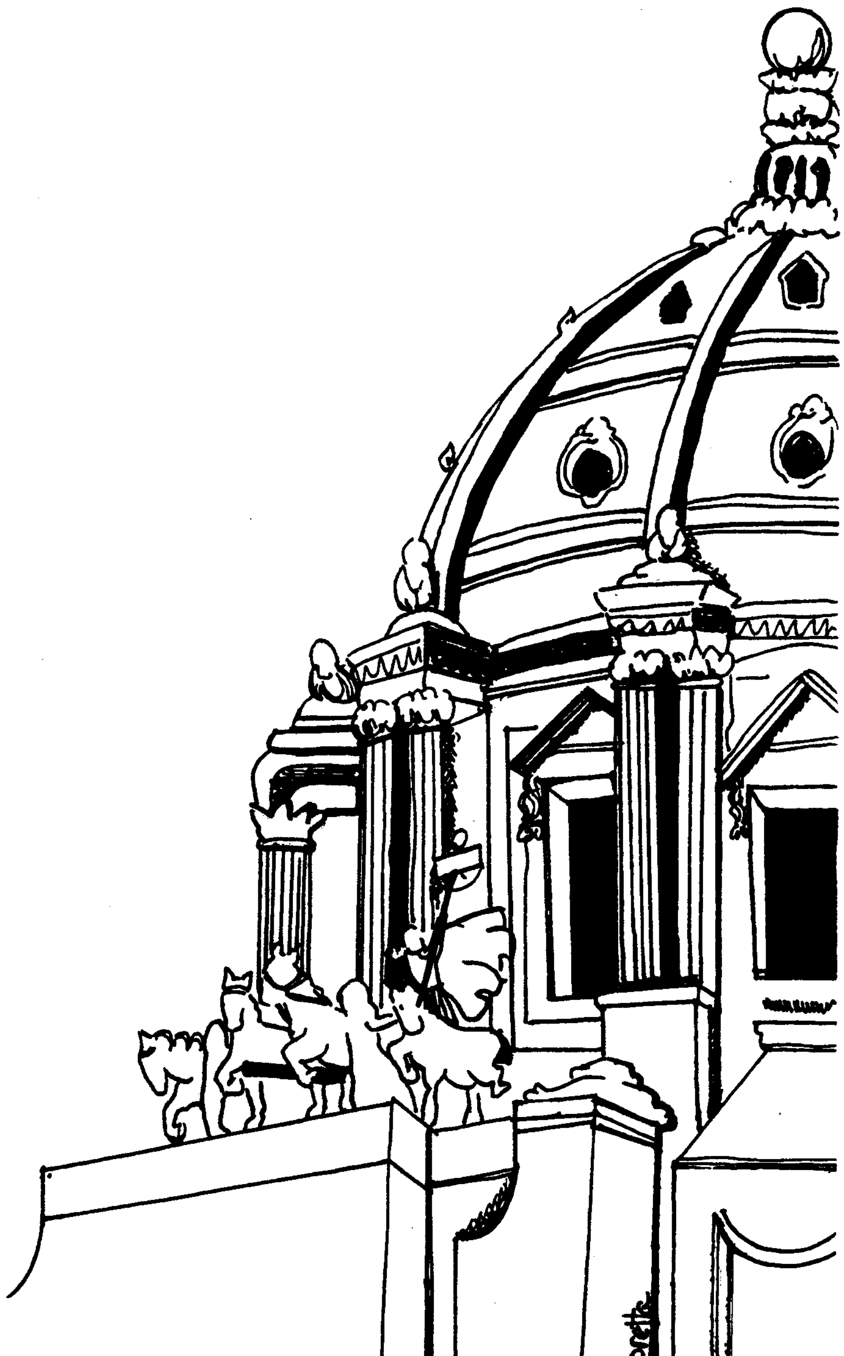
STATE OF MINNESOTA

Minnesota Management & Budget

FY 2012 – 2017 Capital Budget System User Manual



Prepared April 2011

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FY 2012-17

Capital Budget System

User Manual

2012-17 CBS User Manual

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April 2011

PART I: OVERVIEW OF SYSTEM ACCESS AND SECURITY

System Requirements

The Capital Budget System (CBS) is a module within the State Budget Information System that operates on an IBM RS6000 server located in Minnesota Management & Budget (MMB).

The Budget Information System (BIS) was built using a client/server architecture. The client (workstation) software is compiled for the 32-bit environment. The minimum configuration for a client PC is MS Windows 2000. The minimum hardware requirements are at least a Pentium CPU or equivalent, 32 MB RAM, 60 MB of free disk space, mouse support, and SVGA monitor. The PC must have a TCP/IP stack loaded as a Terminate and Stay Resident program over which the Oracle SQL*NET will run and have access through a router or gateway to the network. Other software essential to operate BIS is MS Word 2000 or above, MS Internet Explorer (preferred) 5.0 or higher, and Adobe Acrobat Reader 5.0 or greater. A workstation installation program has been distributed with the support code. Please see your system support staff for the details and setup file name.

System Support

Technical problems having to do with the Budget Information System installation and the Capital Budget System should be directed to:

MN-ASSIST Help Desk

(651) 201-8100 (option 5)

Functional issues having to do with the Budget Information System and the Capital Budget System should be directed to:

Mary Crosson

(651) 201-8042

-or-

Your assigned Executive Budget Officer

Note

Other callers may be receiving assistance at the same time you need assistance. This may cause voice mail to pick up your call. Please help us deliver a quicker response to all users by leaving your name, phone number, type of problem, and agency name.

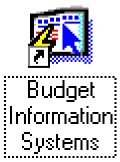
Security

CBS includes security designed to safeguard your agency's data from alteration, whether deliberate or inadvertent, by users outside your agency. Users will only be allowed to view data entered by their agency as access to CBS data is controlled by Logon ID and section/sequence number. This means that an agency cannot create, change or view data for any other agency.

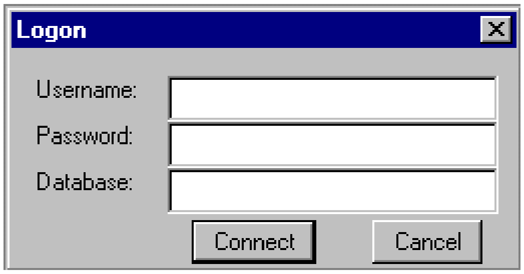
Agencies will also not be able to view Governor's Recommendations until the formal release of the Governor's Capital Budget, tentatively scheduled for January16, 2012. Agencies may wish to restrict the number of users having access to their section sequence number and agency's data, so as to minimize the potential of multiple users overwriting agency data.

Logon to Budget Information Systems (BIS)

This Budget Information Systems icon should be present on your PC. If it is not, ask your Technical Support staff to install it. Once installed, the icon can be double-clicked to start up the Budget Information Systems (BIS).



A logon dialog box will then appear to verify access.



Logon to BIS by entering the following information:

1. Type in your login ID in the Username field.
2. Tab to the password field and type your password. For first time users, the logon ID and password will be the same. After the initial access to BIS, the system will prompt you to change this password.
3. The database field should be left blank. The system will default to the production database. Click on the **Connect** button or press Enter on your keyboard.

Logon ID

CBS security requires a Login ID validated by the MMB. If you do not have a Logon ID, one will be assigned to you upon submission of the BBS/CBS User Authorization Form available on the MMB's web site at www.mmb.state.mn.us, Statewide Systems, BIS, and the Capital Budget System (CBS) heading.

New CBS users must submit a completed authorization form to: MMB, ATTN: Mary Crosson, 400 Centennial Office Bldg., 658 Cedar St., St. Paul, MN 55155 or faxed to (651) 296-8685.

Password

A password is also required in order to gain entry to CBS. The system can trace all entries by Logon ID and date. **Users are responsible for work done under their login.** Therefore, it may be a good idea to periodically change your password.

Rules for passwords are put in place to minimize the chance of unauthorized users gaining access to the database. Password rules include the following:

- Should have between five (5) and eight (8) alphanumeric characters.
- Your new password cannot be the same as your user ID.

Changing your password:

1. Select Utilities from the menu bar.
2. Select Password and the Password Maintenance dialog box appears.
3. Type in your old password in the field labeled Old Password and Tab to the next box.
4. Type in your new password in the field labeled New Password and Tab to next box.
5. Re-type the new password in the field labeled Retype Password. Click on the **OK** button.

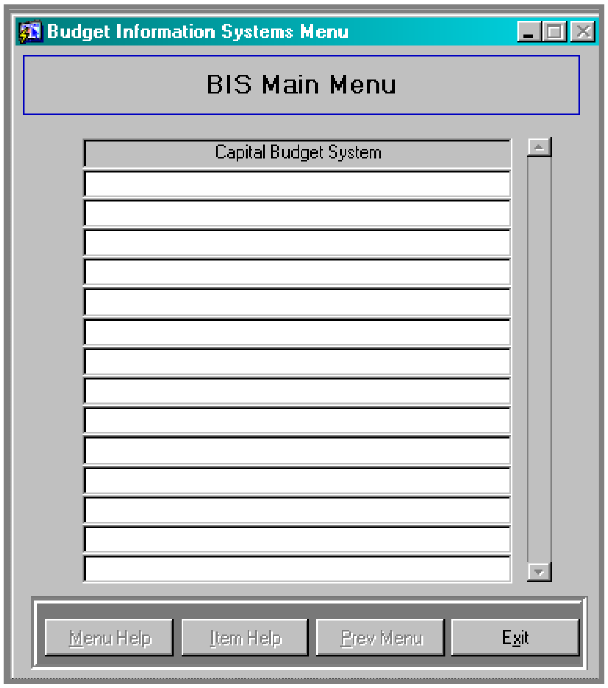
Note
Your new password is in effect for all Budget Information Systems modules.

BIS Main Menu

This window contains a list of options in the Budget Information System. Some options will not be available depending on each user's access and/or security.

To access the Capital Budget System (CBS):

1. Double-click on the Capital Budget System (CBS) option.

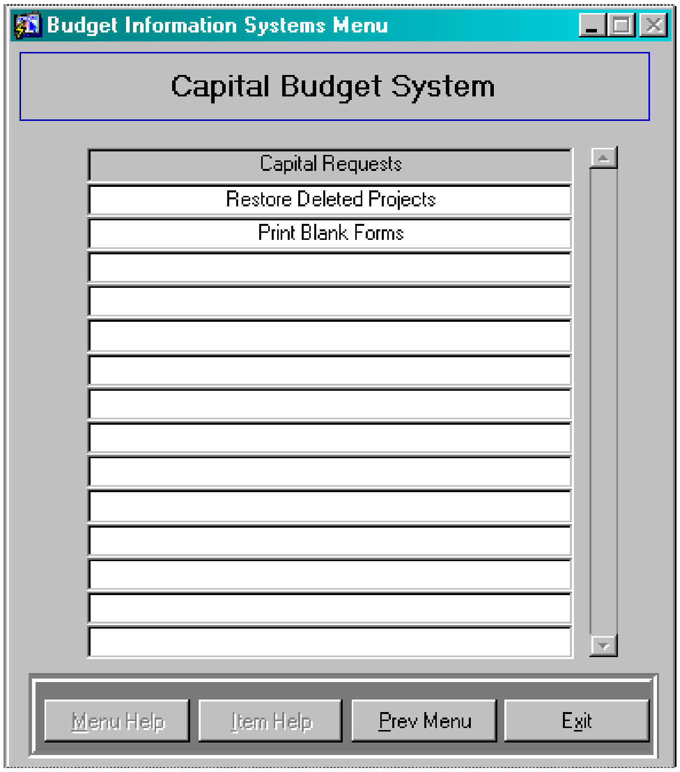


Capital Budget System (CBS) Menu

This window contains the Capital Budget System (CBS) modules. User access/security determines which options are visible to each user. CBS Reports and Cash Flow Maintenance is typically restricted to MMB users only.

To enter a new capital project or edit an existing project:

1. Double-click on the Capital Requests option.



CBS Help Screen

To assist users in answering questions or resolving problems with the operation of the Capital Budget System, an on-line help feature is accessible from the CBS main menu bar. To open Help, click on the Help option from the menu bar, and then choose CBS Help. The operation of the CBS Help screen is very similar to that of other Windows applications that allow the user to search for specific topics and if desired, print a hard copy of that topic. The *Capital Budget System User Manual* is available on-line in Help to offer users a quick reference.

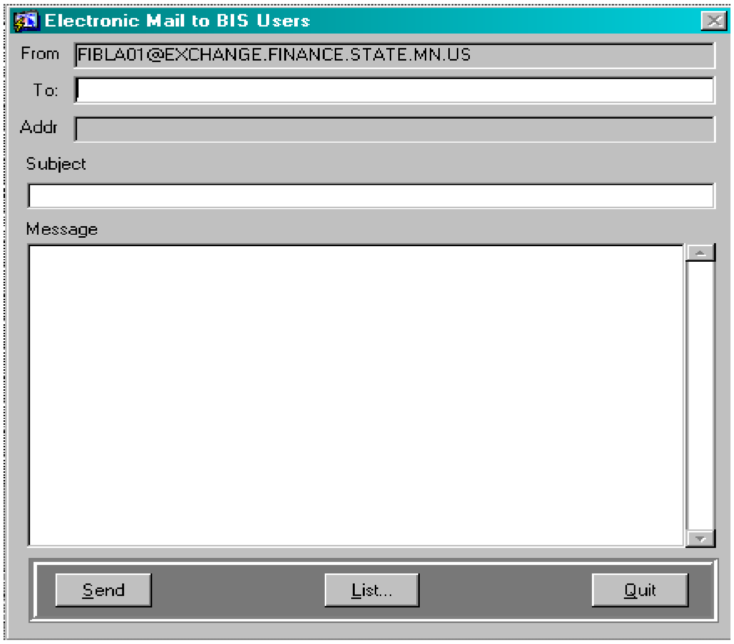
E-Mail System

CBS users that have access to Internet e-mail will have access to BIS e-mail (provided they supplied their e-mail address on the CBS Input Authorization Form). An e-mail message may be sent to an individual user or to all CBS users using the Capital Budget System Users Group. A list of existing users is provided in the e-mail option of CBS.

To send e-mail:

1. Select Utilities from the menu bar.
2. Select Mail. The Electronic Mail to BIS Users dialog box appears.

3. In the ‘To’ field, double-click to access a list of available users. Double-click on the desired user or click once and press the **OK** button. You can also select ‘All’ if you wish to send a message to all CBS users.
4. Tab to the ‘Subject’ field and type in the subject.
5. Tab to the ‘Message’ field and type in the message you want to send.
6. Click on the **Send** button. A dialog box will appear verifying that your message was sent.
7. Click on the **OK** button and then click on the **Quit** button to exit.



Note
After a message is sent, the window remains on your screen if you wish to send the same message to other CBS users without re-typing. Attachments are not supported by the e-mail system, but you may cut and paste information into a BIS e-mail.

Print Blank Forms

CBS users may wish to print a blank copy of the Agency Capital Budget Request form to enter information “off-line”. To print out the form, double click on “Print Blank Forms” in the CBS menu. You will be taken to the form on the MMB’s website. You may print the desired number of copies by hitting the PRINT icon on the toolbar.

Exiting BIS/CBS

Most modules have a **Close** button. Clicking on the **Close** button from any screen closes the current window and makes the previous window active. Clicking on an **Exit** button closes the window and the entire BIS application. The **Prev Menu** button from any BIS menu will return the user to the previous BIS menu. Information entered or edited in the system at the time the **Close**, **Exit** or **Prev Menu** buttons are selected will automatically be saved.

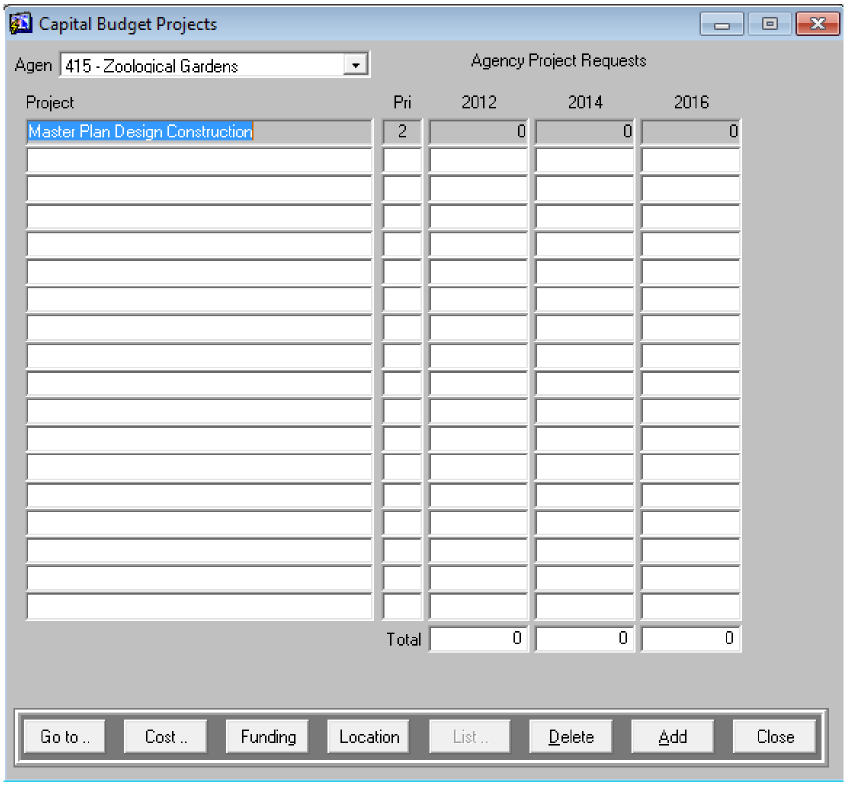
PART 2: ENTERING A CAPITAL BUDGET PROJECT

Capital Budget Projects Screen

The starting point for entering a capital project is the Capital Budget Projects screen that lists all agency requests over the six-year horizon.

To enter this screen from the main menu of the Capital Budget System (CBS):

1. Double-click on the Capital Requests option (or click once and press the Enter key). The Capital Budget Projects screen is used to add or modify capital projects for each agency. Agencies must enter their projects on the Capital Budget Projects screen in order to load project detail data into subsequent screens.



2. The following is a description of the buttons available at the bottom of the Capital Budget Projects Screen:

Button	**Description**
Go To ...	Displays the Capital Budget Forms pop-up menu. Navigate to any of the forms by clicking on the radio button next to that form. Depending upon user access, only some of the options shown below may be available.
Cost...	Displays the Project Costs screen where project costs are viewed, entered and deleted.
Funding	Displays the Capital Funding Sources where the sources of the project fund and the Legal Citations for the previous project appropriations (if applicable) are located.

Constn	Displays the Construction Costs screen for input. ***This form will not be used for this cycle.***
Locations	Displays the Project Locations screen
List	When this option is available, the button is enabled and the status bar shows the word <list>. User clicks on the **List** button or double clicks in the field to access a list of possible values for the field where cursor is positioned.
Delete	Deletes the highlighted project.
Add	Inserts a new line for adding a capital project.
Close	Closes the Capital Budget Projects screen and returns the user back to the CBS main menu.

Adding a Capital Project

To add a capital project:

1. Access the Capital Budget Projects screen.
2. Click into a blank row or click on the **Add** button in the bottom right corner of the screen to create a blank row in which you must provide the following information:

Field	**Description**
Project	Descriptive title for the capital project.
Pri	Priority ranking (*for 2012 projects only*). The agency should designate a numerical priority ranking for each 2012 project (1-n) using only numeric characters (the highest priority being number 1). Each priority ranking should be used only once. No sub-priorities may be used. This field should be left blank for out-year requests (FY 2014-2017).
2012	Agency project requests for state funds for the 2012-13 biennium. Dollar amounts should be in thousands ($137,500 =$138).
2014	Agency project requests for state funds for the 2014-15 biennium. Dollar amounts should be in thousands ($137,500 =$138).
2016	Agency project requests for state funds for the 2016-2017 biennium. Dollar amounts should be in thousands ($137,500=$138).

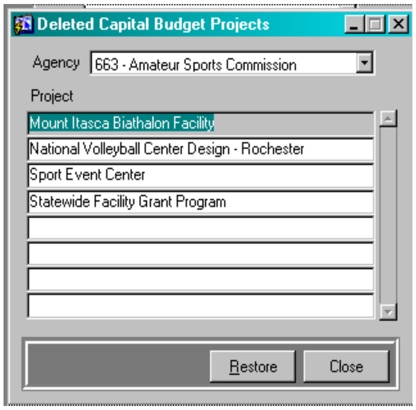
3. As you are entering data, use the **Enter** or **Tab** keys to advance to the next field. **Shift + Tab** will return the cursor to the previous field.

Note
Preliminary project request amounts entered on the Capital Budget Projects screen are summary level amounts only. Once project cost and funding source information is entered (discussed later) in more detail from other CBS screens, the amounts on the Capital Budget Projects screen will not be editable. Instead, project cost data will appear as entered on the other CBS screens (discussed later). Any further changes will need to be made from other CBS screens.

Deleting and Restoring a Capital Project

To delete a project:

- Highlight the desired row and click on the **Delete** button at the bottom of the Capital Budget Projects screen.



To restore a deleted project:

1. Access the Restore Deleted Project option from the CBS Main Menu and the Delete Capital Budget Projects screen appears.

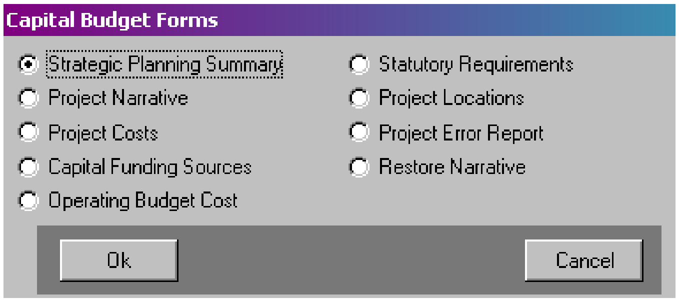
2. Select the project to restore and click on the **Restore** button.
3. Close the screen and the deleted project will once again be available in the Capital Budget Projects screen list.

Screen Navigation

Once users have opened the Capital Budget Projects screen, navigation in the Capital Budget System (CBS) is performed in one of three ways.

Option 1:

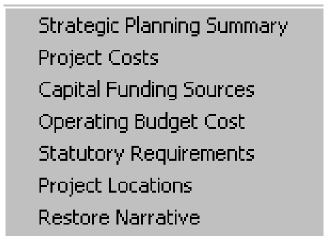
1. Click on the **Go To...** button at the bottom of the Capital Budget Projects screen and the Capital Budget Forms pop-up menu appears.



2. Navigate to any of the forms by clicking on the radio button next to that form. Depending upon user access, only some of the options shown on this example may be available. Options may be added or subtracted as changes are made to CBS.

Option 2:

- Click on Capital Budget Forms option from the menu bar at the top of the screen and then click on the appropriate option. The drop down list displayed will have the same options as the **Go To...** pop-up screen.



Option 3:

- Some screens also have a hot-key button located on the button bar at the bottom of the screen. This is only the case when it makes logical sense to do so, as is the case with the **Cost...** button on the Capital Budget Projects screen.

Project Location

The Project Location form is currently undergoing some revisions and was not available at the time this manual was being updated. A CBS Bulletin will be sent with instructions for the Project Location form at a later date.

Agency Profile

As part of the FY 2012-13 Biennial Budget process, agencies were asked to prepare an Agency Profile in BBS.

As part of the 2011 capital budget process, agencies should update their Agency Profile by submitting hard copy changes to their EBO by September 1, 2011, to reflect action taken in the 2010 legislative session as well as any other changing circumstances. After this information is updated, DOF support staff will place a copy of the Agency Profile into CBS that will be part of the final documents submitted to the legislature with the 2011 capital budget.

All agencies are asked to update their Agency Profile and this information will be posted to the DOF web site upon completion.

Strategic Planning Summary

Each agency will enter information into a narrative section supplying general information that should include:

- Agency long-range strategic goals (at a glance)
- Trends, policies and other issues affecting the demand for services, facilities, or capital programs
- Self-assessment of the condition, suitability, and functionality of present facilities, capital projects, or assets
- Agency process used to arrive at these capital requests
- Major capital projects authorized in 2010 and 2011

To enter the Strategic Planning Summary (four pages maximum):

1. Select any project from the Capital Budget Projects screen.
2. Choose ‘Strategic Planning Summary’ from the **Go to...** pop-up menu or from the Capital Budget Forms option on the menu bar at the top of the screen.
3. Follow the instructions in the *Entering a Narrative or Summary* section of this manual.

> **Note**
>
> The ‘Strategic Planning Summary’ document template is designed with a two-column format. If you need to input graphics or spreadsheets that require an entire page, use the ‘**Strategic Planning Summary (Wide)’** document template option available from the **Go To...** menu or from the Capital Budget Forms menu. Information input into the ‘Strategic Planning Summary (Wide)’ document will be added to the end of your Strategic Planning Summary document.

Project Narrative

For each request for capital funding, agencies must supply a descriptive narrative briefly explaining:

- Project at a glance: a short bulleted description of the project
- Project description: more detailed description
- Impact on agency operating budgets (facilities note)
- Previous appropriations for this project
- Other considerations

- Project contact person, title, address, phone, fax, and e-mail

To enter information into the project narrative (two pages maximum):

1. Select the appropriate project from the Capital Budget Projects screen.
2. Choose ‘Project Narrative’ from the **Go To...** pop-up menu or from the Capital Budget Forms menu.
3. Follow the instructions in *Entering a Narrative or Summary* section of this manual.

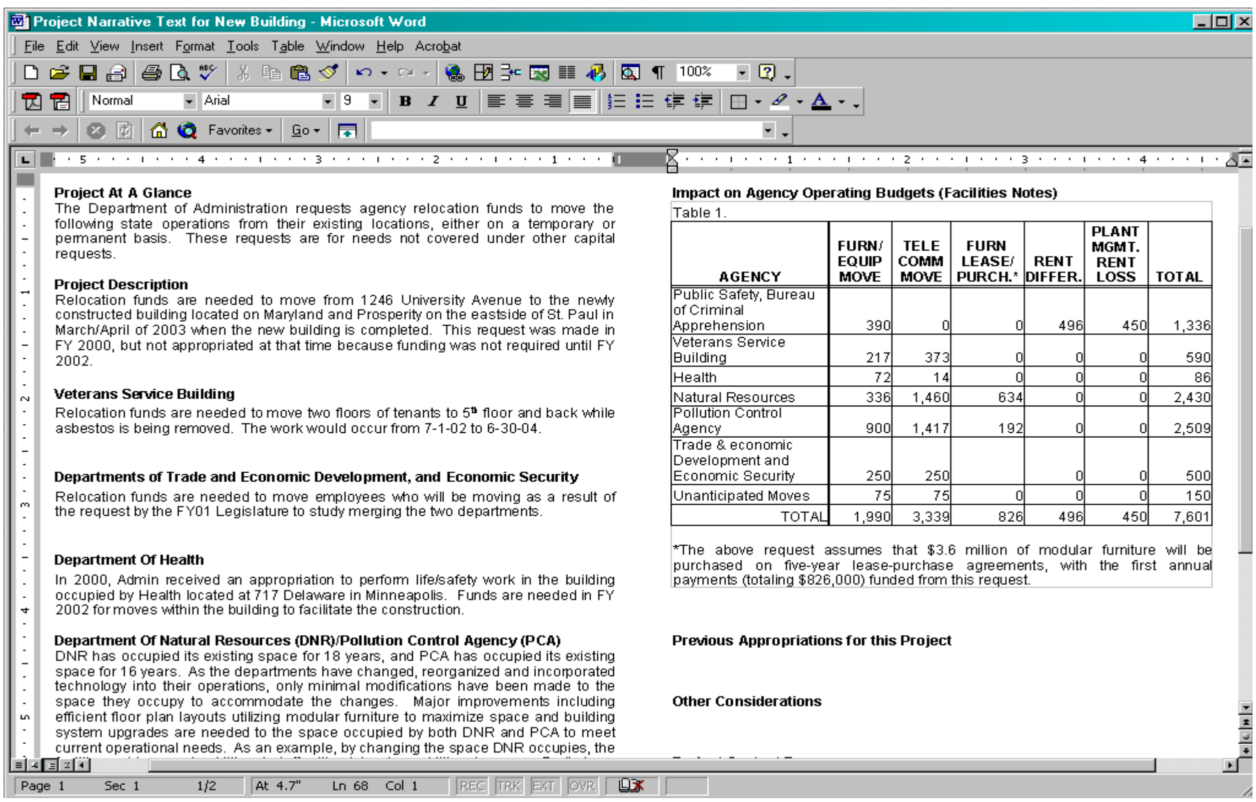
Note
The Project Narrative template is designed with a two-column format. If you need to input graphics or spreadsheets that require an entire page, use the **‘Project Narrative (Wide)’** option available from the **Go to ..** button or from the Capital Budget Forms menu. *Information input into the ‘Project Narrative (Wide)’ document will be added to the **end** of your Project Narrative document*.

Entering a Narrative or Summary

The 2012-17 Capital Budget System employs the use of Microsoft Word for creating agency summaries and project narratives. Using Word in CBS enables users to take advantage of all the capabilities that the package has to offer.

To enter a narrative:

1. Refer to the sections *Strategic Planning Summary* or *Project Narrative* for instructions on opening these documents. MS Word will open the most current file for that narrative. If no file exists, a blank template will be created to begin your narrative.
2. Begin typing your narrative.



Project At A Glance
The Department of Administration requests agency relocation funds to move the following state operations from their existing locations, either on a temporary or permanent basis. These requests are for needs not covered under other capital requests.

Project Description
Relocation funds are needed to move from 1246 University Avenue to the newly constructed building located on Maryland and Prosperity on the eastside of St. Paul in March/April of 2003 when the new building is completed. This request was made in FY 2000, but not appropriated at that time because funding was not required until FY 2002.

Veterans Service Building
Relocation funds are needed to move two floors of tenants to 5th floor and back while asbestos is being removed. The work would occur from 7-1-02 to 6-30-04.

Departments of Trade and Economic Development, and Economic Security
Relocation funds are needed to move employees who will be moving as a result of the request by the FY01 Legislature to study merging the two departments.

Department Of Health
In 2000, Admin received an appropriation to perform life/safety work in the building occupied by Health located at 717 Delaware in Minneapolis. Funds are needed in FY 2002 for moves within the building to facilitate the construction.

Department Of Natural Resources (DNR)/Pollution Control Agency (PCA)
DNR has occupied its existing space for 18 years, and PCA has occupied its existing space for 16 years. As the departments have changed, reorganized and incorporated technology into their operations, only minimal modifications have been made to the space they occupy to accommodate the changes. Major improvements including efficient floor plan layouts utilizing modular furniture to maximize space and building system upgrades are needed to the space occupied by both DNR and PCA to meet current operational needs. As an example, by changing the space DNR occupies, the

Impact on Agency Operating Budgets (Facilities Notes)

Table 1.

AGENCY	FURN/ EQUIP MOVE	TELE COMM MOVE	FURN LEASE/ PURCH.*	RENT DIFFER.	PLANT MGMT. RENT LOSS	TOTAL
Public Safety, Bureau of Criminal Apprehension	390	0	0	496	450	1,336
Veterans Service Building	217	373	0	0	0	590
Health	72	14	0	0	0	86
Natural Resources	336	1,460	634	0	0	2,430
Pollution Control Agency	900	1,417	192	0	0	2,509
Trade & economic Development and Economic Security	250	250		0	0	500
Unanticipated Moves	75	75	0	0	0	150
TOTAL	1,990	3,339	826	496	450	7,601

*The above request assumes that $3.6 million of modular furniture will be purchased on five-year lease-purchase agreements, with the first annual payments (totaling $826,000) funded from this request.

Previous Appropriations for this Project

Other Considerations

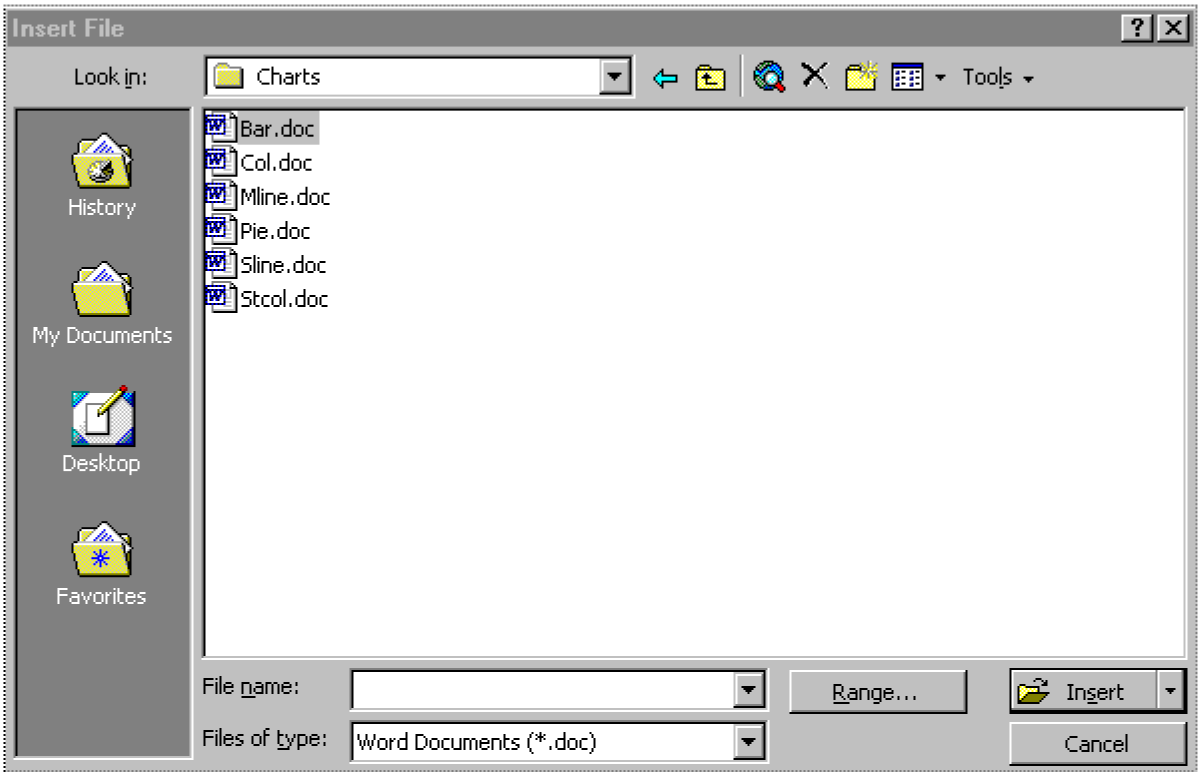
Note

- Please leave the font at the default: **Ariel 10**.

The “At A Glance” section should be a bulleted list of the main features of a project (in the case of the Project Narrative) or summary (in the case of the Strategic Planning Summary).

To insert an existing file into the narrative:

1. Enter CBS and access the narrative screen for which you want to insert your file.
2. Position your cursor on the screen where you want the file to be placed.
3. Click on the Insert option from the menu bar at the top of the MS Word narrative screen.
4. Choose **File**.... (this will bring up all files in the current directory). Select the directory in which your document/file was saved.
5. Double-click on the file you want to insert into CBS. The information/text in this file will then appear on the narrative screen where you can edit the document if desired.



Note
Please save all word-processing files to rich text format before inserting them into your online narratives. This process strips the files of troublesome codes that cause system problems.

To copy and paste information from another document:

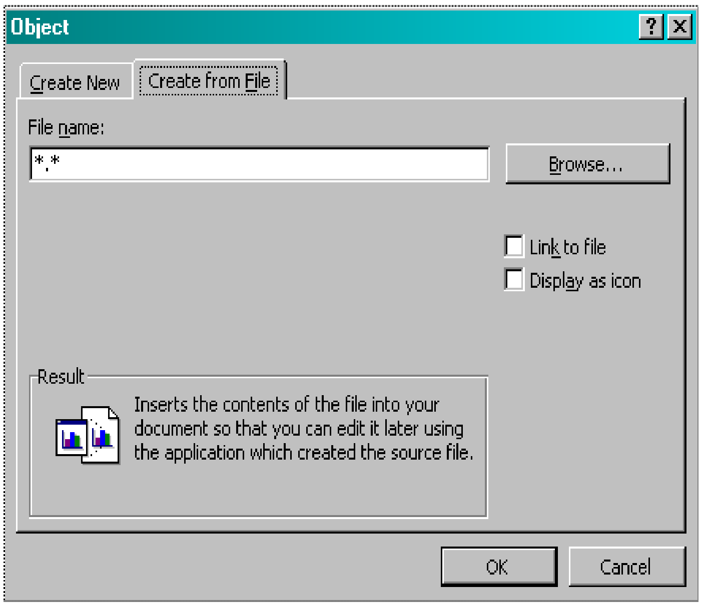
1. Enter CBS and access the proper narrative screen to which you want to copy text.
2. Open the file that you wish to copy from and highlight the text you want to copy.
3. Click on the copy icon (or CTRL + C). This action will save the highlighted text to your Windows clipboard, which allows it to be pasted into another document.
4. Return to your CBS narrative and place the cursor in the location where you want to paste text. Click on the Edit option at the top of the narrative screen and choose Paste (or CTRL + V). This will paste the selected text into your CBS narrative.

Note
Again, please remember that all text copied into CBS should use the Arial 10 point font and the file containing the text should be saved to rich text format before copying.

To insert graphics into the CBS narrative:

You can insert graphics into either the Strategic Planning Summary or a Project Narrative using MS Word. Graphics should be inserted directly into the document, and saved as part of the document. Objects whose filepath only is saved will not appear in the document during final printing. To insert a graphic:

1. Position your cursor on the screen where you want the object to be placed.
2. Choose Insert from the menu bar at the top of the screen.
3. Select Object from the Insert menu.



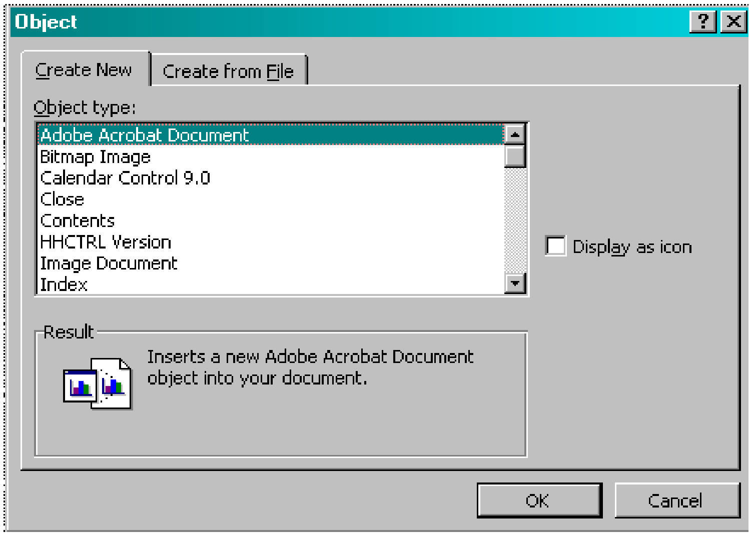
4. Click on the ‘Create from File’ tab at the top of the dialog box and then click on **Browse**.
5. Locate the filename for the object you want to insert into the narrative. Highlight the file and click on the **OK** button.

Note
Any graphics inserted into the document should use only black and white shading as the capital budget documents are printed in black and white. Additionally, flat (two-dimensional) objects reproduce better than three-dimensional objects. This should be kept in mind when inserting charts or graphs. When wrapping text around objects, be certain that the word wrapping is set to top and bottom and not to wrap around (along the side of) the object.

To create spreadsheets or other objects In the CBS narrative:

You can also able to create spreadsheets or other document types in the Strategic Planning Summary or a Project Narrative using the MS Word editor. To create a spreadsheet or other document type:

1. Position your cursor on the screen where you want your spreadsheet to be placed.
2. Choose Insert from the menu bar at the top of the screen.
3. Select Object from the Insert menu.
4. Make sure the ‘Create New’ tab is highlighted at the top of the dialog box.



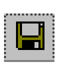
5. Select the file type from the available list and click **OK**.
6. Enter data into the spreadsheet (or other document). When complete, either click outside the object, or choose **File, Exit & Return to Microsoft Word**. Click on **Yes** when asked if you would like to update object before closing.
7. To edit the document at a later time, double click on the object from the MS Word narrative screen.

Note

- Graphics or files inserted into agency narratives should not be created in obscure software packages or file/formats. It would be best for agencies to use common software programs or file formats as the MMB reserves the right to request agencies to revise their narratives/graphics if problems are encountered with editing or formatting of the narrative.
- Any spreadsheet inserted into the document should use only black and white shading as the capital budget documents are printed in black and white.
- Additionally, flat (two-dimensional) objects reproduce better than three-dimensional objects. This should be kept in mind when inserting charts or graphs.
- When wrapping text around objects, be certain that the word wrapping is set to top and bottom and not to wrap around (along the side of) the object.

To close and save the narrative:

Closing the narrative document or MS Word saves the document to the CBS database.

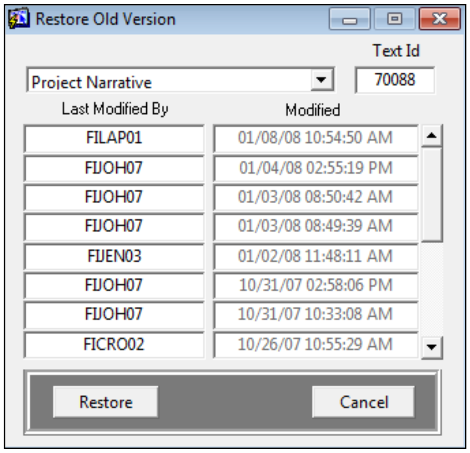
Note: The  ('Save') functionality in Word is disabled. Your document is saved when you close the narrative.

Restore Narrative

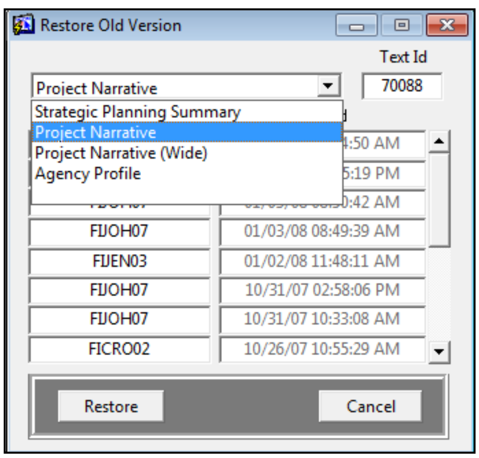
If changes have been made to any of the saved narrative forms (Project Narrative, Strategic Planning, Project Analysis, etc.), it is possible to restore a previous version of the narrative. All versions of the narrative will be preserved, but only the version selected will be seen. If no restoration has occurred, the latest version of the narrative will be visible.

To restore a different version of a narrative:

1. Select the appropriate agency and project from the Capital Budget Projects screen.
2. Choose 'Restore Narrative' from the Capital Budget Forms dropdown menu or the **Go To...** pop-up.



3. The 'Restore Old Version' screen appears. The narrative selection defaults to 'Project Narrative'. You may select a different narrative from the dropdown menu.



4. All versions of the selected narrative will be listed with the user ID of the person who modified it with the date and time of the modification. Click once in the ID field of the version you wish to restore then click on the 'Restore' button.

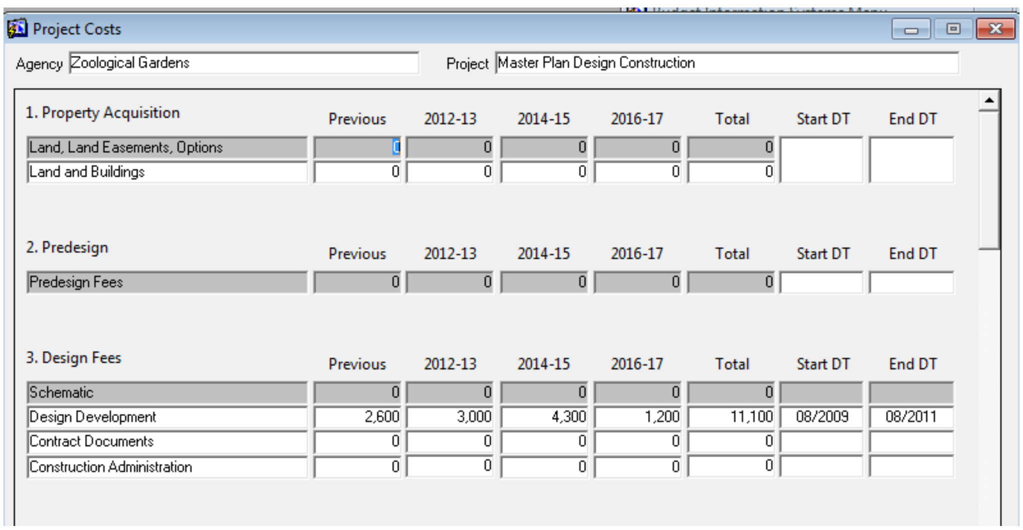
Note
To verify the restored version of the narrative, select it from the Capital Budget Forms dropdown menu or the **Go To...** pop-up.

Project Costs

The next step in entering a capital project is entering the project costs. Project costs are separated into nine distinct categories. They are:

1. Property Acquisition: land, easements, options and buildings.
2. Predesign: predesign fees.
3. Design Fees: schematic design, design development, contract documents and construction administration.
4. Project Management: State staff and non-state staff project management, commissioning, and other costs.
5. Construction Costs: site and building preparation, demolition/decommissioning, construction, infrastructure/roads/utilities, hazardous material abatement, construction contingencies, and other costs.
6. Art: one percent for art (one percent of *construction* costs, or $100,000, whichever is less).
7. Relocation: Moving costs associated with relocating from one facility to another, including swing space.
8. Occupancy: furniture/fixtures/equipment, telecommunications, security equipment, and other costs.
9. Inflation.

Note
Refer to the *Capital Budget Instructions* if you have questions about any of these categories.



Entering Capital Project Costs

To enter Capital Project Costs:

1. Select the appropriate project from the Capital Budget Projects screen.
2. Click on the **Cost....** button (or choose ‘Project Costs’ from the **Go to....** pop-up menu or from the Capital Budget Forms menu).

3. Click into the field to enter expenditures. Enter the correct dollar amount (in thousands) and then press the **Enter** or **Tab** key to advance to the next field (**Shift+Tab** will return the cursor to the previous field). Costs should reflect all capital costs from all funding sources.

   Dollar amounts or dates can be entered for:

Previous	Capital costs incurred previous to the 2010-11 biennium
2012-13	Anticipated costs for the 2012-13 biennium (2012 legislative session)
2014-15	Anticipated costs for the 2014-15 biennium (2014 legislative session)
2016-17	Anticipated costs for the 2016-17 biennium (2016 legislative session)
Start DT	Expected begin date of the capital project (format MM/YYYY)
End DT	Expected completion date of the capital project (format MM/YYYY)
Mid-Point of Construction	Expected mid-point of construction date (format MM/YYYY)

4. Additional, user-defined line items may be added in three categories: Project Management, Construction Costs, and Occupancy. To add an item, either click into a blank line in the category or click in the category and then click on the **Add** button to create a new line. Amounts entered for user-defined line items will be included on the Project Costs report in the 'Other' heading. User-defined line items may be deleted by selecting the line item and clicking on the **Delete** button.
5. The system requires an amount to be entered in expenditure fields. Consequently all expenditure amounts are defaulted to zero when you start a new project. If a you enter an amount and then delete the amount, the system will produce the following error message as the user attempts to leave the field:

> **Note**
> - There is no need to calculate subtotal or total fields because these are system-generated.
> - The system does not require that data be entered into each field on this form. However, any numbers that appear in red will indicate a variance suggesting that the dollar amounts need to be adjusted either on this screen or another detail screen.
> - To make adjustments, either change the amounts from the 'Project Cost' screen, or double-click on the red number to open the related screen where a change can be made.
> - If no amounts are supplied for 2008-09, any reports produced will not produce data for the project even though amounts may have been entered for other years.

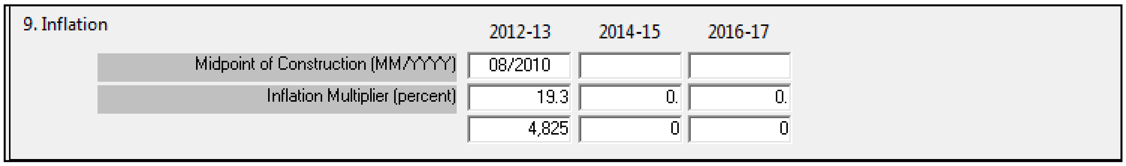
Click the **OK** button on the Forms message box and then type in an amount of zero in the amount field before leaving the field. You will then be able to leave the field without receiving the error message.

Inflation Multiplier

For projects eligible for inflation, the midpoint of construction must be entered to accurately calculate the inflation and cost of the capital project.

To enter the midpoint of construction:

1. Either type the date (format MM/YYYY) into the appropriate field or click into the field and click on the **List** button to choose from a list of dates/percentages.



Capital Funding Sources

Once all costs and corresponding start and end dates have been entered into the Project Cost screen, the next step is to supply funding source information.

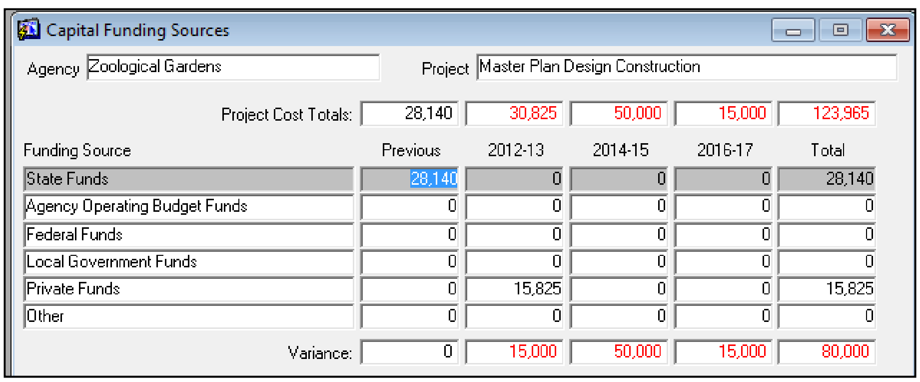
From the Capital Funding Sources screen, the project's funding sources for all capital costs, past, present and future, should be entered into six separate categories:

- State Funds
- Agency Operating Budget Funds
- Federal Funds
- Local Government Funds
- Private Funds
- Other

Entering Capital Funding Sources

To enter Capital Funding Sources:

1. Select the appropriate project from the Capital Budget Projects screen.
2. Choose 'Capital Funding Sources' from the **Go to...** pop-up menu or from the Capital Budget Forms menu). The 'Capital Funding Sources' screen appears:
3. Click into the appropriate field and type the amount of funding (in thousands) by biennium as needed.



Capital Funding Sources

Agency Zoological Gardens Project Master Plan Design Construction

Funding Source	Previous	2012-13	2014-15	2016-17	Total
Project Cost Totals:	28,140	30,825	50,000	15,000	123,965
State Funds	28,140	0	0	0	28,140
Agency Operating Budget Funds	0	0	0	0	0
Federal Funds	0	0	0	0	0
Local Government Funds	0	0	0	0	0
Private Funds	0	15,825	0	0	15,825
Other	0	0	0	0	0
Variance:	0	15,000	50,000	15,000	80,000

Note
When entering data on this screen, you will notice that dollar amounts for 'State Funds' must be entered by specific state funding codes (this is not required for the other categories). See the *Entering Funding Amounts for 'State Funds'* section of this manual for more detail.

Entering Funding Amounts for 'State Funds'

To enter funding amounts for 'State Funds':

1. Highlight the 'State Funds' row at the top of the screen.
2. Click into the field entitled 'Fund Cd' in the section of screen located just below the Funding Source section.
3. Enter the appropriate state fund code number. Users can click on the **List** button at the bottom of the screen or double-click on the field to see a list of valid fund codes from which to choose. Most projects will seek 500 Fund - G.O. Bonds/State Bldgs.
4. Once the fund code is entered press the Tab or Enter key to advance to the next field.
5. Enter dollar amounts (in thousands). CBS will automatically calculate totals for all 'State Funds' entered by fund code and insert those numbers into the correct biennium in the Funding Source section (above) of the screen.
6. Once a fund code line item has been entered (both fund and amounts), the fund code may not be changed. If a user tries to change the code, the system will provide the following error message:

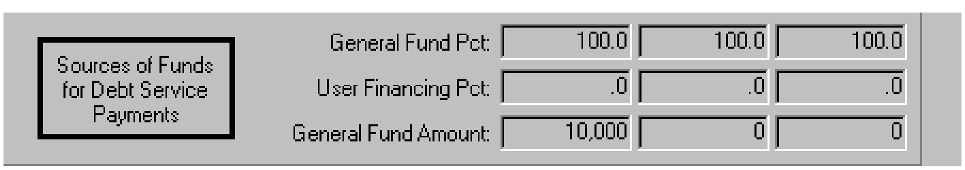
The user should press on the **OK** button on the Forms message box and then press on the **Delete** button at the bottom of the screen to delete the entire line item. The user may then proceed to enter the correct fund code and amount information.

General Obligation Bonding

Agencies indicating General Obligation bonding (under State Funds) for a capital project must also include the percentage of user/non-state financing, if any, in the 'Sources of Funds for Debt Service Payments' portion of the screen.

To enter the percentage of user/non-state financing:

Click into the field entitled 'User Financing Pct.' and enter a percentage indicating the amount of user financing (22.5% = 22.5). *Unless a number is entered for this field, CBS assumes that General Fund financing will be 100% of debt service costs.* This will be accurate for most projects.

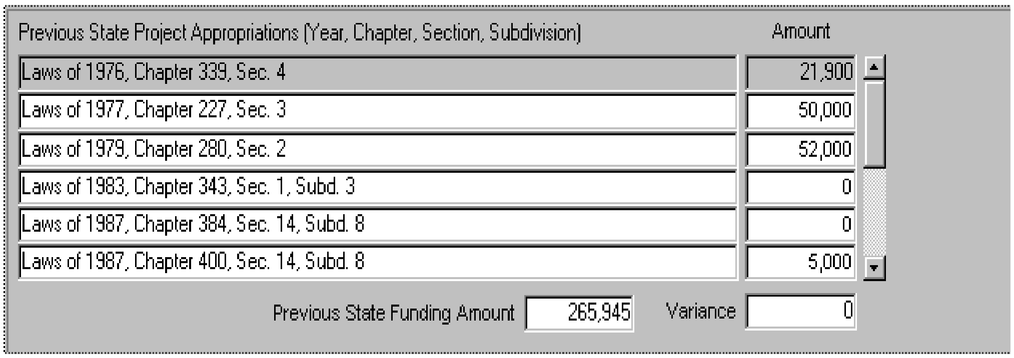


Legal Citations for Previous State Project Funding

When previous State Funds are indicated in the 'Funding Source' portion of the Capital Funding Sources screen, be sure to enter the statutory legal citation granting the funding (year, chapter, article, section, subdivision).

To enter previous state project appropriations:

1. Select the appropriate project from the Capital Budget Projects screen.
2. Choose 'Capital Funding Sources' from the **Go to...** pop-up menu or from the Capital Budget Forms menu. Scroll down until you see the 'Legal Citations for Previous State Project Funding' section.



3. Click into the field entitled 'Previous State Project Appropriations' and type the year, chapter, section, and subdivision.
4. Tab to the 'Amount' field and type in the amount.
5. Repeat until legal citations and amounts are entered for the project.

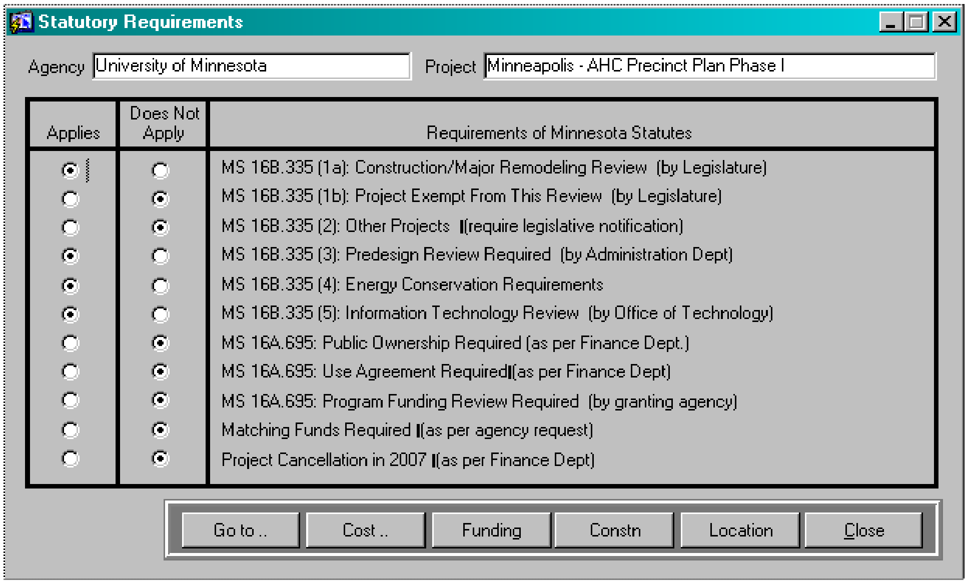
Note
A variance will appear when amounts are entered in excess of, or less than, the Previous State Funding amount indicated at the bottom of the screen. If a variance is present, both it and the Previous State Funding amount will appear red. When complete, the variance amount should equal zero. A previous appropriation citation should not be entered if the agency has used agency operating budget funds.

Statutory Requirements

As part of each capital project submission, applicable statutory requirements that will apply to the project after it is authorized in a state appropriations bill must be indicated.

To enter Statutory Requirements:

1. Select the appropriate project from the Capital Budget Projects screen.
2. Choose the 'Statutory Requirements' option from the **Go to..** pop-up menu (or from the menu bar drop-down list). The Statutory Requirements screen appears.



3. Click either ‘Applies’ or ‘Does Not Apply’ for each choice. When finished, click on the **Close** button to return to the previous screen.

Note
Each line must have one of the two options selected before the project is complete. Refer to the *Capital Budget Instructions* for definitions of these statutes. The original default settings will apply to most projects.

Changes to Operating Budget Costs

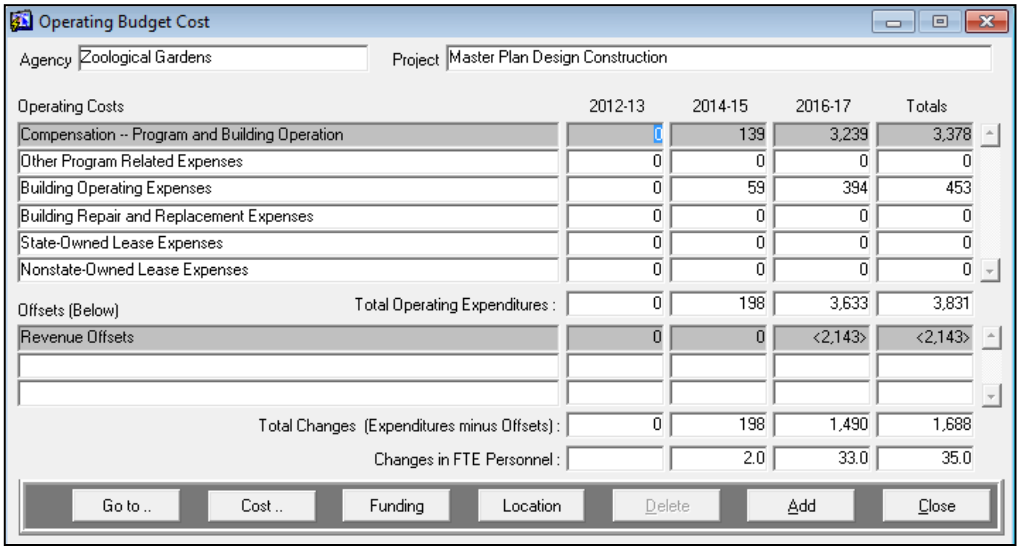
Agencies must estimate each project’s impact on their state operating budgets over a six-year period. *Changes* in both direct and indirect costs should be entered for the current and future biennia. In the past, base budget data was requested. This is no longer true. Agencies should only specify *changes* to operating costs, and should not specify base budgets. Costs should be entered into the following categories:

1. Compensation (Program and Building Operation)
2. Other Program Related Expenses
3. Building Operating Expenses
4. Building Repair and Replacement Expenses
5. State-Owned Lease Expenses
6. Nonstate-Owned Lease Expenses
7. Revenue Offsets
8. Changes in FTE Personnel

Note
Refer to the *Capital Budget Instructions* for definitions of each of these categories and for additional detail.

To enter Changes to Operating Budget Costs:

1. Highlight the appropriate project from the Capital Budget Projects screen.
2. Choose the Operating Budget Costs option form the **Go to...** pop-up screen or the drop-down list from the menu bar.



3. Enter changes to operating costs for each category/biennium that apply.

4. Revenue Offsets should be entered if new or additional revenues are expected as a direct result of the project's construction or renovation.

5. Enter Changes in FTE Personnel (if any). The last line on this screen indicates changes in Full-Time Equivalent personnel. FTE positions should be entered by tenths, i.e., 5.5 or 6.0.

Note

- Click on the **Add** button to add additional user-defined categories.
- Users may not delete the default line items.

Construction Costs

Agencies will not need to enter construction costs on the Construction Cost form for the 2012-13 capital requests this Capital Budget Cycle.

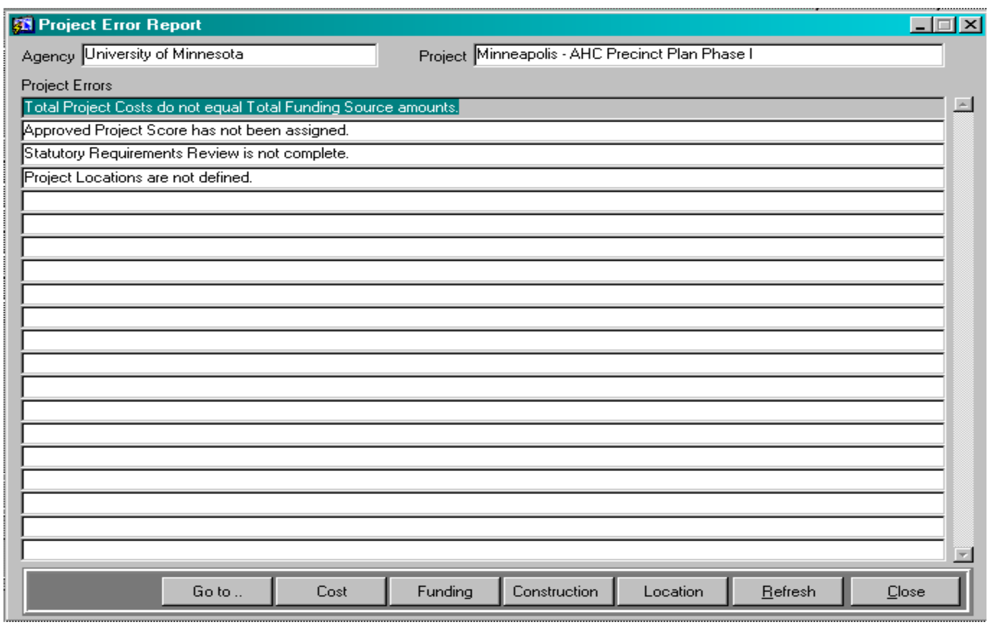
Note: The Project Error report will show that construction costs have not been entered, but this will not require any action from the agency.

Project Errors

Subsequent to entering their projects, users should test the data by running the Project Error Report. Data entered for each project can be quality tested using the Project Error Report screen.

To view Project Errors:

1. Select the project to be tested from the Capital Budget Projects screen.
2. Choose Project Error Report from the **Go to...** pop-up screen or from the drop-down list on the menu bar.



3. Review the information on this screen and make changes/corrections as necessary.

Note

- You may leave the 'Project Error' screen active while making changes to a project in other CBS screens.
- Once corrections have been completed, close the screen where the new information was entered. Click the **Refresh** button on the 'Project Error' screen to view an updated listing of project errors.
- The MMB will also use this information in reviewing and evaluating each agency's capital projects.

PART 3: REPORTING

Capital Budget System Reports

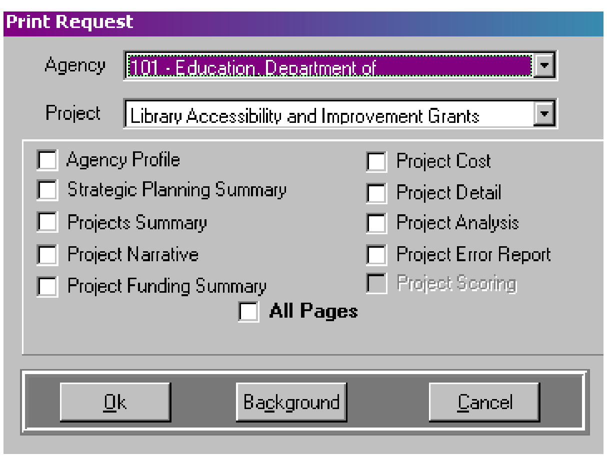
The reports listed below can be printed from the Capital Budget System using the Print option from the menu bar at the top of the screen.

- Agency Profile
- Projects Summary
- Strategic Planning Summary
- Project Narrative
- Project Cost
- Project Funding Summary
- Project Detail
- Project Error Report
- Project Analysis (printable during certain time periods only)

Not all reports listed above may be available to every user (dependant upon user access). Users may choose to print reports for all of their agency's projects at one time, or for individual projects by clicking on the desired choice in the project field drop-down box.

Printing Reports

1. Click on the Print option from the menu bar at the top of the screen. The Print Request dialog box will appear on your screen.



2. Choose the appropriate agency and project from the drop-down boxes at the top of the dialog box. (Choose 'All Projects' under the Project drop down box to print all of your agency's projects).
3. Choose to print a date on the Report by clicking on that option.
4. Click on the box to the left of the desired report(s (Clicking on 'All Pages' will output all reports for that agency/project.)

5. Click on **OK** button and wait for the report to process or click on the **Background** button to receive an e-mail that will include the report's Internet link.
6. If you chose to wait for the report to process, a print preview will appear via the user's web browser and Adobe Acrobat. If you chose to put the report in the background, you will receive an e-mail notification when the report is finished. Click on the internet link in the e-mail to see the print preview. To print a hard copy of the report, click on Printer icon.
7. A print dialog screen will appear allowing you to choose certain pages of the document or change printing options. To print the report, click on the **OK** button.

Reports that have been requested within the last week can also be viewed from the Report Output option under the Utilities menu at the top of your screen.

1. Choose the **Report Output** option from the **Utilities** drop down menu.
2. Select the 'Capital Budget Final Report', and click on the **Details** button.
3. Select the report that you would like to view from the list and click on the **View** button. A print preview of the report will appear containing the data as it existed on the date you initially requested the report.

Capital Projects Report

There are nine components that make up the capital budget projects report. They are as follows:

Agency Profile	Updated version of Agency Profile from BBS. Reflects changes made by most recent legislative session, significant changes in core functions, operations, and budgets.
Project Summary	A listing of all the projects entered.
Strategic Planning Summary	Presents an Agency-wide summary explaining agency long-range strategic goals and plan; trends, policies and other issues affecting the demand for services, facilities, or capital programs; a self-assessment of the current condition, suitability, and functionality of present facilities, capital projects, or assets; agency process used to arrive at these capital requests; major capital budget projects authorized during 2008.
Project Narrative	Provides a concise description of project; impact on agency operating budgets (facilities notes); previous appropriations for this project; other considerations; and an agency contact for the project.
Project Cost	Lists project costs by category for all years and all funding sources including project start and ending dates.
Project Detail	Reports a breakdown of capital funding sources, impact on state operating costs, previous appropriations received for the project, sources of funds for debt service payments, and statutory and other requirements.
Project Funding Summary	Lists all projects by agency with agency priority ranking, agency funding sources by biennium, 2012 Governor's Recommendations and 2014-17 Governor's Planning Estimates.
Project Analysis	Provides review analysis of the Departments of Administration, Finance, and Capitol Area Architecture and Planning Board (CAAPB) (for projects located in the Capitol complex area), Governor's Recommendations, and scoring box. This report is available at certain times only. Agencies cannot change any data in this report.
Project Errors	Indicates any omissions or errors in the required project fields.

Project Error Report

The Capital Budget System will analyze each capital project entered to ascertain that all required information has been supplied. If any required information has been left out or incorrect information has been entered, the Project Error Report will indicate so. This information can also be viewed from the Project Errors screen (see the *Project Errors* section of this manual for more detail).

To view this report:

1. Select the appropriate project from the Capital Budget Projects screen.
2. Follow instructions in the *Printing Reports* section of this manual.

Note
Agencies should review this report and make changes/corrections as necessary. The MMB will also use this report when reviewing and evaluating each agency's capital projects**.**