



Office Memorandum

Date: April 3, 2015
To: Agency Budget Directors
From: Mary Crosson
Budget Systems Operations
Phone: 651-201-8042
Subject: Capital Budget System (CBS) Training Registration

Phase 1, the data collection functionality, of the new Capital Budget System (CBS) is complete and training dates have been set in preparation for the May 4 go-live. The purpose of this memo is to provide you with important information on system access and training registration.

Capital Budget System Training

The system is the central entry point for collection of all state capital bonding project requests for submission to the legislature and for consideration in the 2016 Governor's capital budget recommendations. Therefore, all staff that will be responsible for entering agency capital requests should plan to attend one system training session.

CBS Training Schedule

All classes are held in the Columbine Training Room on the ground floor of Centennial Office Building. To register for a session, please email the attached form to [Capital Budget](#) by **April 10, 2015**. Upon receipt of the registration form, confirmation notices will be sent. Class size is limited; please register for one session only.

Date	Time
April 15, 2015	9:00 AM to 12:00 PM
April 16, 2015	9:00 AM to 12:00 PM
April 21, 2015	9:00 AM to 12:00 PM
April 22, 2015	9:00 AM to 12:00 PM
April 23, 2015	9:00 AM to 12:00 PM

Capital Budget Instructions and CBSUser Manual

2016 capital budget instructions and timeline – including budget request due dates – will be emailed to agencies later this month. The Capital Budget User Manual will also be available on MMB's web site shortly. If you would like a copy emailed to you, please contact me.

System Access

In order to gain access to the new system, each agency must complete and submit the attached User Authorization Form to [Capital Budget](#) by April 10th. The form requires user information and a supervisor's signature.

Attachment

cc: MMB Budget Division