



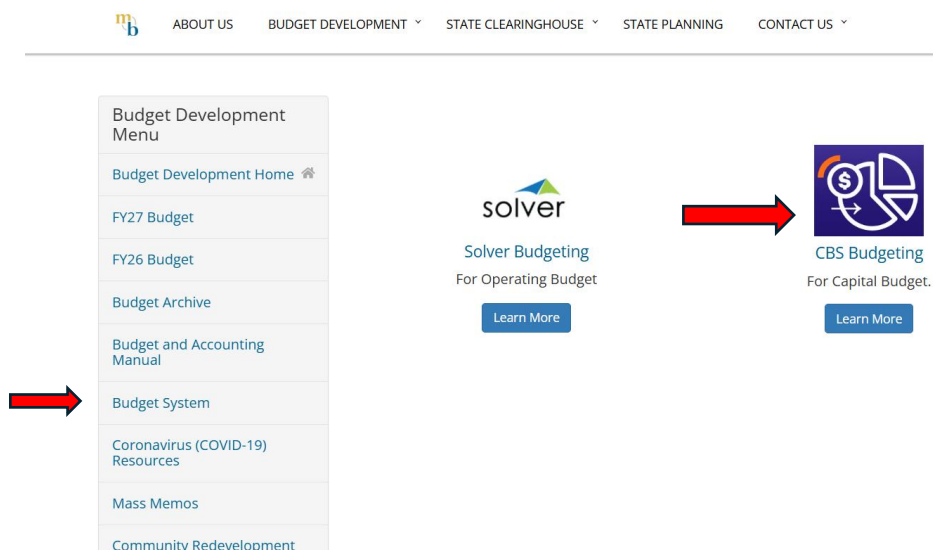
Office of Management and Budget State of Delaware

Capital Budget System User Guide

Version 9.2.25

System Access and Login Process

To request a User ID, navigate to the OMB web site and click on the Budget System option, followed by the CBS Budgeting icon.

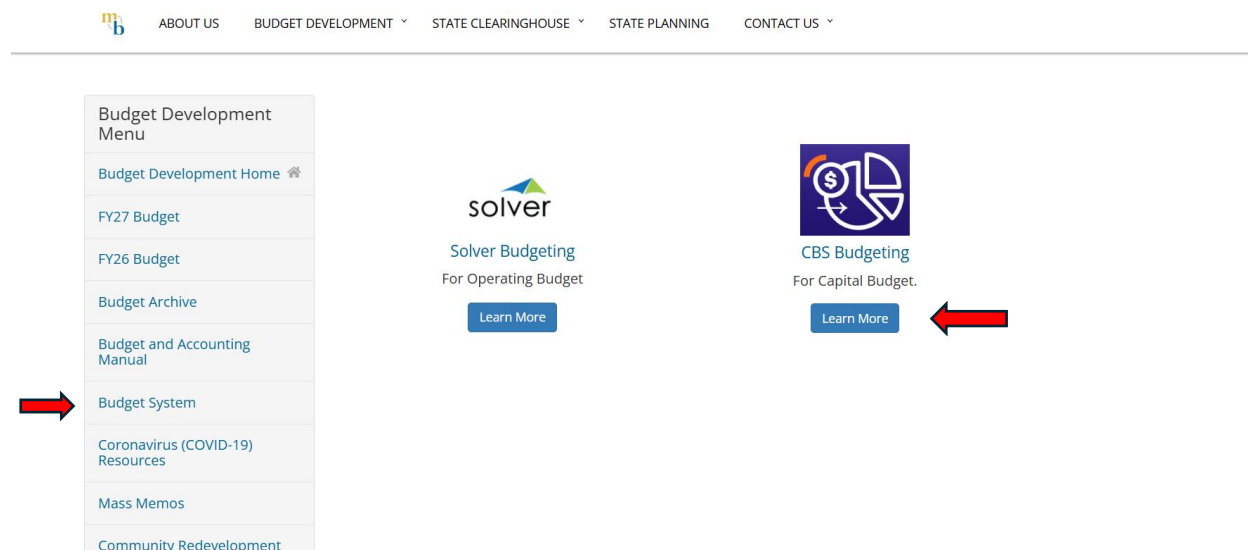


After clicking on the CBS Budgeting icon, the “Request User Log In” icon and follow the directions.



Accessing the Capital Budget System

Navigate to the OMB web site and click on the Budget System option, followed by the CBS Budgeting icon.



Click the Capital Budget System icon.



After clicking the Capital Budget System icon, click the LOGIN icon and enter your assigned login credentials.



Capital Budget Forms

Populating Forms for New Projects

For new projects that have not previously been entered into the Capital Budget System, agency end users need to click the “Add New” button highlighted below.

Capital Budget Requests											
+ Add New										Search	
ID	Project Name	Stage Name	Project Code	IPU	Priority	Rows	Last Update	Last User	Workflow	Actions	
655	Customs House	Initial Data Entry	Customs House	021701		3	9/11/2025	bryan.reed@she	Submit	Header	Detail

Next, the user will need to fill out the “Stage, Organizational Code, and Project Name” fields. The “Stage” field should always have the “2101 – Initial Data Entry” option selected while the “Project” field is automatically generated by the system. The “Organizational Code” can be populated by clicking the magnifying glass and selecting the appropriate IPU.

Create a new Budget Form - 2100

Close Screen Configuration Action Configuration

Stage:* Select a Stage Code

Project: NEWPROJ-838951

Organization Code: Search Close

Project Name:*

Save Cancel

Following this screen, there are five forms that will be used to capture capital budget request information. These forms will be accessible by using the tabs in the middle of the Capital Budget Request form page.

1. Header Tab

The Header tab is used to capture detailed descriptive information about the requested project as well as the priority, Budget Reference year, and Owning IPU (the IPU that is ultimately responsible for project administration and to which capital funds for the project are appropriated).

Budget Form Header

Submit Approve Budget Office Approve Governor Approve Legislature Configuration Save and Close Cancel

Instance ID	Form Definition	Definition Name	Project
367	2100	Capital Budget Requests	NEWPROJ-487819

Stage Code:* 2106 Project: NEWPROJ-487819

Budget Office Review

Header Project Costs Facility Data Project Attachments

Name:* Parking Garage

To provide an enclosed parking area for Legislators and staff.

New project/project detail description (new appropriations only)

Save

Priority: 1

Budget Reference: Year 2027

Owning IPU: NA - Select fr

Data entry continues using the Project Costs tab.

2. Project Costs Tab

The Project Costs tab includes editable columns for three years of project cost estimates (both capital and operating) as well as columns for out-year capital and operating cost estimates. In addition, there is one text column.

Project Costs

Form Header P ...
100211-
ERP Cloud Migration

BY Amount
\$50,000,000
FY 2026 Project Amount

BY +1 Amount
\$50,000,000
FY 2027 Project Amount

BY +2 Amount
\$8,800,000
FY 2028 Project Amount

Out-Years Amo ...
\$6,000,000
Out-Years Project Amount

Total Capital Pr ...
\$114,800,000
Total Capital Project Amount

X Close Save All X Cancel All + Add New C Copy E Export I Import R Refresh C Configuration

Row	Audit Trail	Project Code	IPU Code	IPU Name	Fund Code	Fund Name	FY 2026 Project Amount	FY 2027 Project Amount	FY 2028 Project Amount	Out-Years Project Amount	FY 2026 Operating Expenses	FY 2027 Operating Expenses	FY 2028 Operating Expenses	Out-Years Operating Expenses	Comments
1	X	100211-ERP_Cloud_Migration	100211	Contingencies & One Time Items	STATE	State Funds	50,000,000	50,000,000	8,800,000	6,000,000	0	0	0	0	

Records per page: 50 100 Advanced Search Save All Cancel All Records: 1 - 1 of 1 Pages: 1 2 3 4 5

In order to add a new row for a project, click “Add New.”

Project Costs

Form Header P ...
100211-
ERP Cloud Migration

BY Amount
\$50,000,000
FY 2026 Project Amount

BY +1 Amount
\$50,000,000
FY 2027 Project Amount

BY +2 Amount
\$8,800,000
FY 2028 Project Amount

Out-Years Amo ...
\$6,000,000
Out-Years Project Amount

Total Capital Pr ...
\$114,800,000
Total Capital Project Amount

X Close + Add New C Copy E Export I Import R Refresh C Configuration

Row	Audit Trail	Project Code	IPU Code	IPU Name	Fund Code	Fund Name	FY 2026 Project Amount	FY 2027 Project Amount	FY 2028 Project Amount	Out-Years Project Amount	FY 2026 Operating Expenses	FY 2027 Operating Expenses	FY 2028 Operating Expenses	Out-Years Operating Expenses	Comments
1	X	100211-ERP_Cloud_Migration	100211	Contingencies & One Time Items	STATE	State Funds	50,000,000	50,000,000	8,800,000	6,000,000	0	0	0	0	

Records per page: 50 100 Advanced Search Records: 1 - 1 of 1 Pages: 1 2 3 4 5

Select the Fund Code using the value help dropdown (by clicking on the magnifying glass) and enter the cost estimates as well as any comments. (The Organization Code and Project Code are pre-populated based on the values in the header.)

Budget Form Entry - Add New Line

Close Screen Configuration Action Configuration

Form ID	Form Definition
158	2100

Organization Code
100211
Contingencies & On

Fund Code

Project Code
100211-
ERP Cloud Migration

Save Cancel

Comments

FY 2026 Project Amount: 0
FY 2027 Project Amount: 0
FY 2028 Project Amount: 0
Out-Years Project Amount: 0
FY 2026 Operating Expenses: 0
FY 2027 Operating Expenses: 0
FY 2028 Operating Expenses: 0
Out-Years Operating Expenses: 0

Header. The header includes widgets that display the Project ID and name, Department, and summarized capital project budget amounts.

Project Costs					
Form Header P ... 100211- ERP Cloud Migration	BY Amount \$50,000,000 FY 2026 Project Amount	BY +1 Amount \$50,000,000 FY 2027 Project Amount	BY +2 Amount \$8,800,000 FY 2028 Project Amount	Out-Years Amo ... \$6,000,000 Out-Years Project Amount	Total Capital Pr ... \$114,800,000 Total Capital Project Amount
C	C	C	C	C	C

Following entry of project cost data, comes the entry of facility data for the project.

3. Facility Data Tab

The Facility Data tab is used to capture descriptive information and details about the requested project, including:

Present location

Present gross # of square feet

Present age of building

Proposed location

Proposed gross # of square feet

Proposed estimated time to complete project

Proposed estimated date of occupancy

The screenshot shows a web application interface for a budget form. At the top is a 'Budget Form Header' section with a navigation bar containing links: 'Mention History', 'Mention', 'Submit', 'Unapprove Budget Office', 'Approve Governor', 'Approve Legislature', 'Configuration', 'Save and Close', and 'Cancel'. Below this is a table with four columns: 'Instance ID', 'Form Definition', 'Definition Name', and 'Project'. The table contains one row with values: '158', '2100', 'Capital Budget Requests (2100)', and '100211-ERP_Cloud_Migration'. Below the table is a form area with two input fields: 'Stage Code:*' (containing '2101') and 'Project:' (containing '100211-'). Below these fields are two tabs: 'Initial Data Entry' and 'ERP Cloud Migration'. The 'ERP Cloud Migration' tab is active. Below the tabs is a horizontal menu with five items: 'Header', 'Project Costs', 'Facility Data', 'Project', and 'Attachments'. The 'Facility Data' tab is selected. Below the menu is a form with two columns of input fields. The left column contains: 'Present location' (text box with 'ERP Cloud Migration'), 'Present gross # of square feet' (text box), and 'Present age of building' (text box). The right column contains: 'Proposed location' (text box), 'Proposed gross # of square feet' (text box), 'Proposed estimated time to complete project' (text box), and 'Proposed estimated date of occupancy' (text box). A 'Save' button is located below the 'Present age of building' field.

Instance ID	Form Definition	Definition Name	Project
158	2100	Capital Budget Requests (2100)	100211-ERP_Cloud_Migration

Stage Code:* 2101 Project: 100211-
Initial Data Entry ERP Cloud Migration

Header Project Costs Facility Data Project Attachments

Present location ERP Cloud Migration Proposed location

Present gross # of square feet Proposed gross # of square feet

Present age of building Proposed estimated time to complete project

Proposed estimated date of occupancy

Save

4. Project Tab

The Project tab is used to update Chart of Accounts master data related to the individual capital project requests and will **not** be utilized by agency end users at this time.

After completion of all project information, it is imperative to save all data entry prior to logging out or leaving the project screen. This is done by clicking the “Save and Close” button as shown below.

Budget Form Header

Submit Save and Close Cancel

Instance ID	Form Definition	Definition Name	Project
810	2100	Capital Budget Requests	NEWPROJ-838951

Stage Code:* 2101 Project: NEWPROJ-838951
Initial Data Entry Test_Project1

Header Project Costs Facility Data Project Attachments

Name:* Test_Project1 Save

Priority: Budget Reference: Owning IPU: NA-NA - Select from List

New project/project detail description (new appropriations only)

Lastly, when agencies are ready to submit their project request to OMB, users must click the “Submit” button as shown below.

Submit Save and Close Cancel

Instance ID	Form Definition	Definition Name	Project
655	2100	Capital Budget Requests	Customs House

Stage Code:* 2101 Project: Customs House
Initial Data Entry Customs House

Header Project Costs Facility Data Project Attachments

Name:* Customs House Save

Priority: Budget Reference: Owning IPU: 100250-Facilities Management

New project/project detail description (new appropriations only)

Funding is requested to renovate the historic Custom House located in the City of Wilmington. After completion, the Custom House would provide offices for the Supreme Court, Arms of the Court, and Administrative Office of the Courts, all of which are currently housed in leased space in the Renaissance Center. Additionally, the Custom House would house administrative offices for the Community Court program as well as a resource center to support Wilmington Community Court. The current lease for the Renaissance Center expires in June 2027.

For FY 2026, we are requesting a total of \$5.0 million.

Updating Forms for Existing Projects

For projects that require continued funding into subsequent fiscal years (e.g., MCI projects, the funding of multi-year agreements or leases, and major construction projects taking more than one fiscal year to complete) agency end users need to select the project from their existing project list and update the budget request forms.

To do this, agency end users will select the project from their existing project list by clicking on the “Header” icon for the project (shown below).

ID	Project Name	Stage Name	Project Code	IPU	Priority	Rows	Last Update	Last User	Workflow	Actions
655	Customs House	Initial Data Entry	Customs House	021701		3	9/11/2025	bryan.reed@she	Submit	Header Detail Delete
721	Minor Capital Improvement and Equipment	Initial Data Entry	Judicial_MCI	021701		3	9/11/2025	bryan.reed@she	Submit	Header Detail Delete

Agency end users will then update the pre-populated information on each tab for the most current request, including the Header Tab, the Project Costs Tab, and Facility Data Tab (if necessary).

It is important for agency end users to update the “Detail/Description”, the “Priority”, and “Budget Reference” information on the Header Tab as shown below.

Instance ID	Form Definition	Definition Name	Project
721	2100	Capital Budget Requests	Judicial_MCI

Stage Code:*
2101
Initial Data Entry

Project:
Judicial_MCI
Minor Capital Improvement and Equipment

Header

Project Costs

Facility Data

Project

Attachments

Name:*
Minor Capital Improvement and Equipment

New project/project detail description (new appropriations only)

Funding is requested for MCI and Equipment to address physical improvements and purchase equipment as identified and recommended through an ongoing survey of the State's court facilities. The Office of Management and Budget (OMB) provides construction oversight for Judicial projects identified by OMB, Division of Facilities Management and the State Court Administrator.

Save

Priority:

Budget Reference:

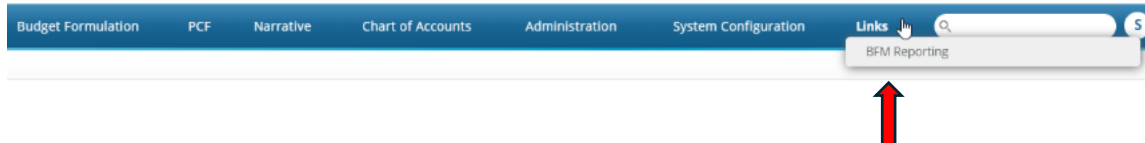
Owning IPU:

When all of the information is updated on the Header Tab and saved, cost information needs to be updated on the Project Costs tab by double clicking on the FY dollar amounts to be updated and saving as shown below. Review all information to ensure the updates were captured before submitting.

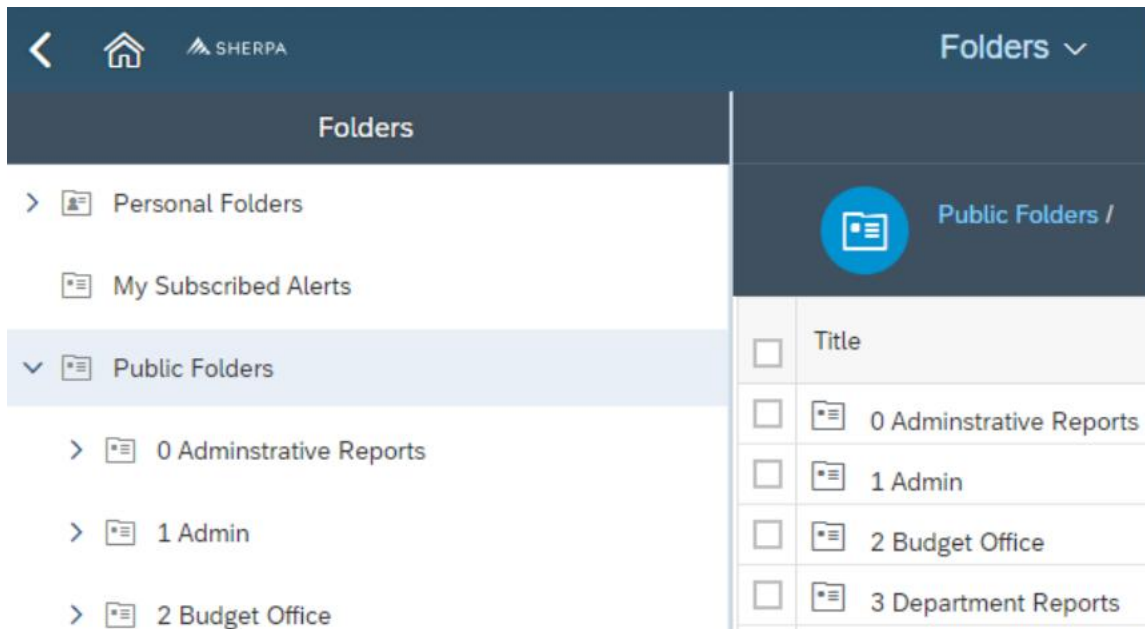
<div> Close Save All Cancel All Add New Copy Export Import Refresh Configuration </div>														
Row	Audit Trail	Project Code	IPU Code	IPU Name	Fund Code	Fund Name	FY 2027 Project Amount	FY 2028 Project Amount	FY 2029 Project Amount	Out-Years Project Amount	FY 2027 Operating Expenses	FY 2028 Operating Expenses	FY 2029 Operating Expenses	Out-Years Operating Expenses
1	X	Judicial_MCI	021701	Ofc Of St Court Administrator	STATE	State Funds	\$1,500,000	1,500,000	0	0	0	0	0	0
<div> Records per page: 50 Advanced Search Save All </div>														

Reports

Access through CBS Links: Log in to CBS and click on the Links dropdown selection “BFM Reporting.”



Basic navigation to the reports for the capital budget request is below.



1. The interface is a list style. **Personal Folders** are where any personal documents may be saved. **Public Folders** are where all standard reports are housed.
2. Clicking on a folder will make it active. In this screen shot, the **Public Folders** are active.
3. Click on the > to the left of any folder to expand the folder structure.



4. When in Public Folders, click on “1. Department Reports,” followed by clicking on the “3.4 Capital” folder to see the reports available for the capital budget request.

Public Folders / 3 Department Reports /						
	Title	★	Type	Description	Last Updated	
Personal Folders						
My Subscribed Alerts						
Public Folders						
0 Administrative Reports						
1 Admin						
2 Budget Office						
3 Department Reports						
Auditing						
	3.1 Budget		Folder		Oct 18, 2024 12:26 PM	...
	3.2 Personnel		Folder		Oct 18, 2024 12:26 PM	...
	3.3 Performance		Folder		Oct 18, 2024 12:26 PM	...
	3.4 Capital		Folder		Oct 18, 2024 12:26 PM	...

Opening a Report

1. Navigate through the folders to the desired report.
2. **Click once** on the report to be opened.
3. When the report is open, it will be displayed as a full page. There will be a drop down at the top with the report name.
4. Most reports will be set to “auto refresh,” meaning the report will refresh the data after it is opened.
5. Agencies will need to run the CIP Budget Book report, export it as a pdf, and submit this report along with the Transmittal cover letter via email to OMB.BDPA.Admin@delaware.gov, DTI.PartnerServices@delaware.gov, and CGO.Admin@delaware.gov with a Subject Line of FY27 Capital Budget Submission as required in the Fiscal Year 2027 Operating and Capital Budget Preparation Guidelines.