

State of Delaware
Office of Management and Budget

Delaware Budget System



Web Application User Manual
Agency

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INTRODUCTION

Welcome to the State of Delaware Budget System (DBS). DBS is a web-based system that was developed by Cogsdale Corporation and Solver, Inc. and modified to meet State of Delaware specifications.

The introduction and implementation of DBS is intended to replace the legacy budget applications, Budget Development and Information System (BDIS) and CIZER, as well as provide necessary integration with the First State Financials (FSF) PeopleSoft application.

The objectives of DBS are to:

- provide an analytical tool with workflow management, data entry screens and reports that enable summary and detailed presentations of information used for planning and implementation of the State's fiscal initiatives;
- provide users with an application that enables entering budgetary data and adjustments as well as carrying out reviews and detailed reporting of current, past, and planned financial results in a useful and meaningful way;
- provide users with a flexible management tool that facilitates the budget development and decision making process in an easily accessible, responsive, fully integrated and automated environment; and
- provide the ability to publish budget data required by state-wide decision makers and managers to prepare the Governor's Recommended Budget and formulate the Operating Bill.

DBS uses the same appropriation numbers and account codes as FSF and will interface with FSF annually.

This training manual describes key features required to complete an annual budget request. Training is available for agency employees to provide detailed instructions on how to effectively use DBS.

Users of DBS should be familiar with budget guidelines issued by the Office of Management and Budget (OMB).

IMPORTANT NOTE: For best results, please use Internet Explorer Version 8 and above. Earlier versions of Internet Explorer and other browsers (Firefox, Opera, etc.) are not supported and may not work properly with this system. End Users must use SSL/VPN if they need to access DBS from outside the State Network. If you are outside of the State Network and do not have SSL/VPN capability, please contact your agency Information Security Officer to establish that component.

The DBS manual is available in PDF format on the OMB Internet site, <http://www.budget.delaware.gov/>.

SECURITY AND SYSTEM ACCESS

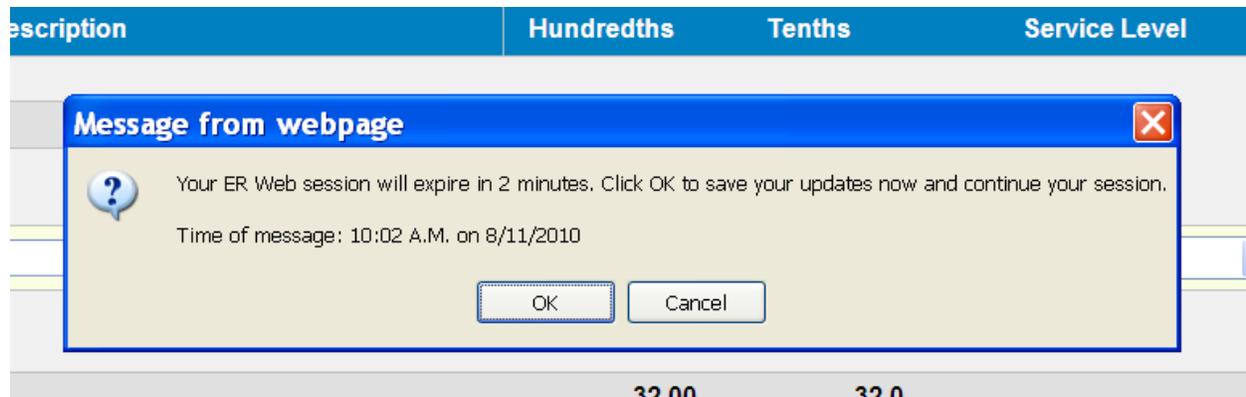
DBS limits access to budgetary data to those individuals as authorized by each department. Access has further been limited to user classes which can: input data, inquire on existing data or both.

Logging into DBS requires the following:

- **User Name**
The user name will be used to identify the employee. User names are assigned through OMB. To request a new user name, contact your agency's fiscal and policy analyst. For a list of analysts and agency assignments, go to <http://www.budget.delaware.gov/contact.shtml>.
- **Password**
An initial password is assigned by OMB to secure user access. Passwords may be changed by individual users at any time and must consist of at least six characters. Users will be locked out after four incorrect logins.

If the user name or password has been forgotten, you have been locked out or you have technical questions, please contact Charles Wilmire at charles.wilmire@state.de.us or Bob Hunter at bob.hunter@state.de.us.

DBS has an inactive session timeout after 20 minutes. The below warning box will appear only if the user is within a data entry (package) form such as Budget Request – Expenditures or FTE Request.



NOTE: Users will be automatically logged out after the two minutes warning expires.

LOGGING IN

In Internet Explorer, go to the DBS website either by clicking the link below or by entering the address into the Internet Explorer address bar.

[https://bdis.omb.state.de.us/\\$erweb_esp/main.asp](https://bdis.omb.state.de.us/$erweb_esp/main.asp)



This will take the user to the Database Logon page, where there will be entry fields for a user name and password. The user name is not case sensitive, but the password is case sensitive.



After logging in, a navigation pane will appear on the left side of the screen.



The navigation pane provides links to:

- **Budget Forms** – open forms used to enter budget data.
- **Reports** – view summary and detail level budget reports.
- **Options** – allows users to change display settings and password.

OPENING BUDGET PACKAGES

Clicking the “Budget Forms” link will bring up a list of Units (IPUs). To view forms and enter budgets, start by clicking on the appropriate Unit code.

Budget Forms

Unit Selection

Select the unit for which numbers will be reported. 374 Units

Code	Name
010101	General Assembly, House
010201	General Assembly, Senate
010501	Interstate Cooperation Comm
010801	Research
010802	Office of Controller General
010803	Code Revisors
010806	Comm. on Uniform State Laws
020110	Supreme Court
020140	Reg- Arms of the Court
020210	Court of Chancery
020310	Superior Court

Selecting a Unit Code will bring up a list of form packages available for the selected unit. Form packages are a collection of data entry forms that have been grouped together by subject matter. The example below shows form packages that are available when the user clicks on Unit 010101, “General Assembly, House”.

Budget Forms

Budget Forms
- 010101
Reports

Budget Packages for General Assembly, House

Select a budget form package below:

Pkg. Code	Pkg. Name	Pkg. Status
BREQ-2012	2012 Budget Request	Open
ETEREQ-2012	2012 FTE Request	Open

To open a form package, click on the relevant link under “Pkg. Code”.

NAVIGATING

To navigate to a different unit or form, the user can:

- A. Click on Budget Forms in the navigation pane, which will take the user back to the Unit Selection page. From here, simply click on the unit for which data entry is required and repeat the steps in Opening Budget Forms to open form packages for that unit.

Budget Forms

Unit Selection

Select the unit for which numbers will be reported.

374 Units

Code	Name
010101	General Assembly, House
010201	General Assembly, Senate
010501	Interstate Cooperation Comm
010801	Research
010802	Office of Controller General
010803	Code Revisors
010806	Comm. on Uniform State Laws
020110	Supreme Court
020140	Reg- Arms of the Court
020210	Court of Chancery
020310	Superior Court

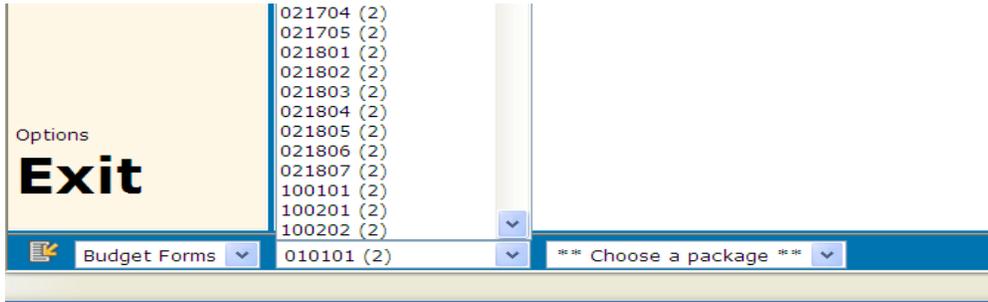
Note that the most recently selected unit code is shown beneath “Budget Forms” in the navigation pane on the left hand side of the page. Clicking on it will take the user back to the list of form packages available for the currently selected unit.

The screenshot illustrates the navigation process. On the left, a navigation pane shows the state seal and a menu with 'Budget Forms - 010101 Reports'. A callout box with an arrow points to this menu item, stating: 'Click the Unit code in the navigation pane to go back to Budget Forms for the selected unit.' Below this, the main content area displays the 'Budget Forms' header and a table titled 'Budget Packages for General Assembly, House'. The table lists two packages: 'BREQ-2012' (2012 Budget Request) and 'FTEREQ-2012' (2012 FTE Request), both with a status of 'Open'.

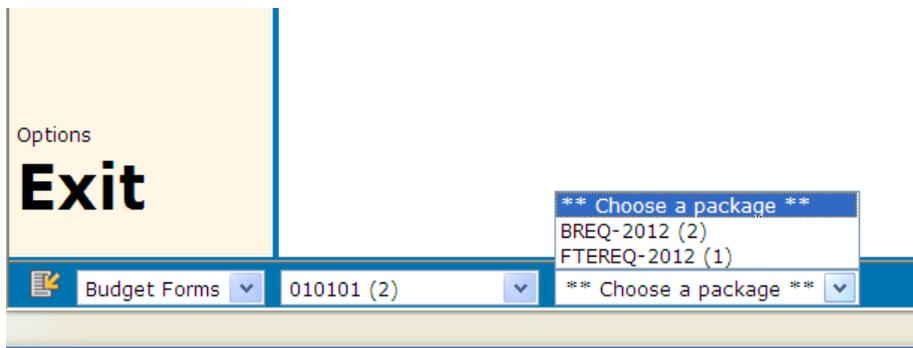
Pkg. Code	Pkg. Name	Pkg. Status
BREQ-2012	2012 Budget Request	Open
FTEREQ-2012	2012 FTE Request	Open

B. Use the navigation bar at the bottom of the page to select a different unit:

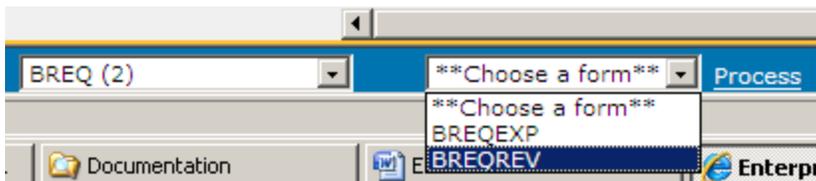
The blue navigation bar, at the very bottom of the page, provides shortcuts to IPU, form packages and forms.



Units can be selected in the second field from the left. When selecting a new unit the user must also choose a package and form. To select a package, choose the package from the drop down box.



To select a form within the package, choose a form from the drop down box furthest to the right.



After selecting the form, click "Process."

BUDGET REQUEST ENTRY

BUDGET REQUEST FORM

The Budget Request (BREQ) package consists of two forms: Budget Request – Expenditures (BREQEXP) and Budget Request – Revenues (BREQREV). These forms are provided for entry of an IPU’s expenditures and revenues respectively.

Select a form to use to enter data for this period.

Pkg. Code	Pkg. Name	Pkg. Status
BREQ	2012 Budget Request	Open

To open a form, click the form code link below. To enter comments, click the link provided under the Comments column below if applicable.

Form Code	Form Name	Comments
BREQEXP	Budget Request - Expenditures	N/A
BREQREV	Budget Request - Revenues	N/A

BREQEXP/BREQREV

The BREQEXP form is used for input of expenditure budgets. The BREQREV form is used for input of revenue budgets. Budget lines are grouped by appropriation. The form allows the user to establish a budget based on the prior fiscal year’s budget, using adjustments to prior year figures to arrive at the current budget. Within the form, five adjustment columns are provided:

- Base Adjustment
- Inflation and Volume Adjustment
- Structural Changes
- Enhancements
- One Time

By default, when the form is first loaded, there are no viewable input fields for data entry.

Budget Forms

IPU Requested Budget - Expenditures
 For Budget Year: 2011
 010101 General Assembly, House

Fund	Appropriation / Account	FY 2009 Actual	FY 2010 Final Budget	Base	Base Adj.	Inflation & Volume Adj.	FY 2011 Structural Changes	Enhance-ments	One Time	Request	Show Details (Yes/No)
General Fund											
	00137 Personnel	4,952.4	5,025.0	5,025.0	50.0					5,075.0	No
	00140 Travel	7.1	44.8	44.8						44.8	No
	00141 Leg-Travel	55.3	70.0	70.0						70.0	No

In order to enter adjustments, choose "Yes" from the Show Details box in the far right for each appropriation for which data entry is necessary.



This will expand the data entry section for that appropriation.

Fund	Appropriation / Account	FY 2009 Actual	FY 2010 Final Budget	Base	Base Adj.	Inflation & Volume Adj.	FY 2011 Structural Changes	Enhance-ments	One Time	Request	Show Details (Yes/No)
General Fund											
	00137 Personnel	4,952.4	5,025.0	5,025.0	50.0					5,075.0	Yes
	51001 Elected Officials' Salary	1,997.9	1,708.9	1,708.9	50.0					1,758.9	
	51003 Casual & Seasonal Sals	340.3	416.6	416.6						416.6	
	51004 Salaries/Wages-Employees	1,452.8	1,944.8	1,944.8						1,944.8	
	52001 Pensions/Employer'S Share	549.8	302.0	302.0						302.0	
	52002 Health Ins/Employers' Sh	376.1	298.5	298.5						298.5	
	52005 Workmen'S Compensation	66.4	38.3	38.3						38.3	
	52006 Emplr Sh/Social Security	110.7	126.5	126.5						126.5	
	52007 Unemployment Insurance		3.9	3.9						3.9	
	52009 Unemployment Ins Benefits	6.5	150.4	150.4						150.4	
	52016 Employer's Share-Medicare	51.9	35.1	35.1						35.1	

To enter a value in any of the fields provided, click directly into that field. To navigate between fields, use the arrow keys or the tab key.

NOTE: Dollar values are entered in thousands to one decimal point (e.g., a request of \$100,400 should be entered as \$100.4). Enter negative numbers with a "-" sign at the beginning or the end of entry.

Navigation keys:

Key	Function
Up arrow	Moves up one row
Down arrow	Moves down one row
Left arrow	Moves one field to left
Right arrow	Moves one field to right
Tab	Moves one field to Right
SHIFT + Tab	Moves one field to left

NOTE: The cell background changes color to yellow when editing a field.

00137 Personnel		4,952.4	5,025.0	5,025.0	50.0
51001	Elected Officials' Salary	1,997.9	1,708.9	1,708.9	50.0
51003	Casual & Seasonal Sals	340.3	416.6	416.6	
51004	Salaries/Wages-Employees	1,452.8	1,944.8	1,944.8	
52001	Pensions/Employer'S Share	549.8	302.0	302.0	

To enter or modify data in the form:

- Key in numbers without decimals or commas.
- One decimal place is always assumed, so to enter 4.0 key in 40, to enter 40.0 key in 400, to key in 400.0 key in 4000, etc.
- To remove characters, use the Backspace key. This will delete characters from right to left.
- To remove the entire value from a cell altogether, use the mouse cursor to swipe over the value in the cell (the data will be highlighted), then press the Delete key.
- When the user tabs into a cell, the value in the cell becomes highlighted; which also allows the contents of the cell to be removed by using the Delete key.
- Single characters within a number previously entered cannot be adjusted; user must delete the entire field.

NOTE: Contact your agency’s fiscal and policy analyst to add new appropriations and account codes.

To save data in the form at any time, click on Save/Refresh, either using the button at the bottom of the form or the link in the navigation pane to the left. The system will not prompt to save when leaving a screen.

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Total Expenditures	\$5,716.9	\$5,843.4	\$5,843.4	\$50.0
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Save\Refresh



Budget Forms
- 010101
- Save/Refresh Reports

Click **Save/Refresh** to save data.

FTE REQUEST FORM

The FTE Request (FTREQ) package consists of one form: FTE Request.

Select a form to use to enter data for this period.

Pkg. Code	Pkg. Name	Pkg. Status
FTREQ-2012	2012 FTE Request	Open

To open a form, click the form code link below. To enter comments, click the link provided under the Comments column below if applicable.

Form Code	Form Name	Comments
FTREQ	FTE Request	N/A

The FTREQ form is provided for entry of an IPU’s position requests for new positions, deletions, switch funds and reallocations.

IPU Requested FTE Budget
For Budget Year: 2012
010101 General Assembly, House

Line #	Position #	Position Description	FY2012 Request FTEs						
			Hundredths	Tenths	Service Level	Pay Sect.	Action	Comment	
General Fund			2011 Positions:		32.00	32.0			
00137 Personnel									
Total Personnel			0.00	0.0					
Total General Fund			32.00	32.0					

Save\Refresh

All position changes, including casual/seasonal, should be entered in the FTREQ form and must include budget position number, position description, FTE in hundredths (for PHRST) and tenths (for Budget), service level, pay section, action, and comments to clarify the position request. **All fields are mandatory and user will receive an error if any field is left blank.**

Entry Fields:

- Line number – keeps the position entries in the order, line numbers cannot be repeated.
- Budget position number – identifies the position with requested changes. For new position requests, TBD should be entered in the budget position number field. **Please use formal eight digit BP# (e.g., 00001234).**

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- Hundredths and tenths – indicate percentage of position. FTEs paid from one funding source should be entered as 1.00 and 1.0; casual/seasonal positions should have a 0.00/0.0 entry; and split funded positions should be referenced as paid in each appropriation (e.g., 0.50 and 0.5 ASF, 0.50 and 0.5 NSF). Round as necessary for tenths field.
- Service level – references the service level of the position modification, such as Structural Changes or Enhancement.
- Pay section – identifies the PHRST pay section from which the position will be paid. Pay sections can be found in PHRST.
- Action – indicates the action of the position change, such as new, switch fund or deletion.
- Comments – must be entered to explain request (e.g., Reallocate to IPU and Reallocate from IPU).

To save data in the form at any time, click on **Save/Refresh**, either using the button at the bottom of the form or the link in the navigation pane to the left. The system will not prompt to save when leaving a screen.

EXAMPLE

Budget Forms

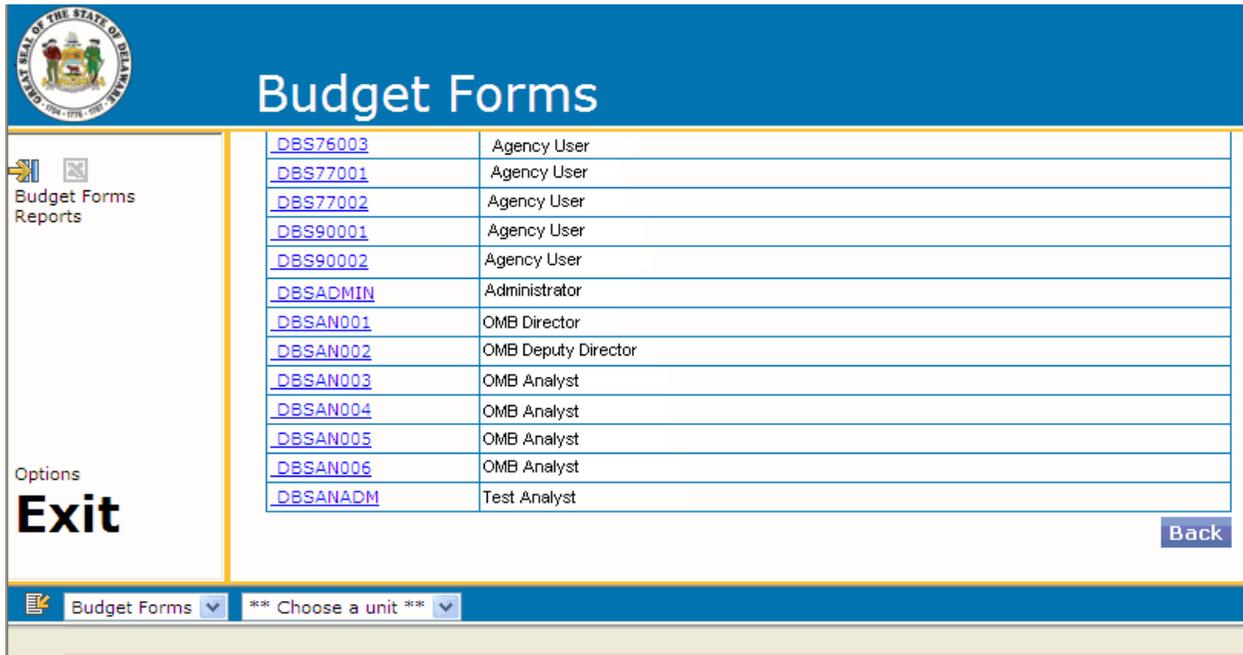
IPU Requested FTE Budget
For Budget Year: 2012
351110 Administration

Line #	Position #	Position Description	FY2012 Request FTEs		Service Level	Pay Sect.	Action	Comments
			Hundredths	Tenths				
General Fund			2011 Positions:	66.00	66.0			
00137 Personnel								
110	00001111	Administrative Specialist I	-0.50	-0.5	Base Adj.	100	Reallocate	Reallocate to 35-11-20
120	00002222	Administrative Specialist I	-0.65	-0.7	Base Adj.	100	Switch Fund	Switch Fund
Total Personnel			(0.35)	(0.4)				
Total General Fund			65.65	65.6				
Appropriated Special Fund								
			2011 Positions:	1.00	1.0			
09172 Personnel								
210	00002222	Administrative Specialist I	-0.35	-0.3	Base Adj.	100	Switch Fund	Switch Fund
220	00003333	Accountant I	0.67	0.7	Base Adj.	110	Reallocate	Reallocate from 35-11-20
Total Personnel			0.00	0.0				
Total Appropriated Special Fund			1.00	1.0				
Non-Approp. Special Fund								
			2011 Positions:	3.00	3.0			
BD580 NSF Personnel								
310	00002222	Administrative Specialist I	1.00	1.0	Base Adj.	100	Switch Fund	Switch Fund
Total NSF Personnel			0.00	0.0				
Total Non-Approp. Special Fund			3.00	3.0				

Options **Save/Refresh**

HIERARCHY BUDGET APPROVAL

DBS provides the ability for each user to indicate to a higher level budget approver that the budget input is complete and ready for the next level of input/approval. After budget entry has been completed and reviewed, click the Budget Forms link in the navigation pane. At the bottom of the Unit Code list, is a list of user hierarchy.



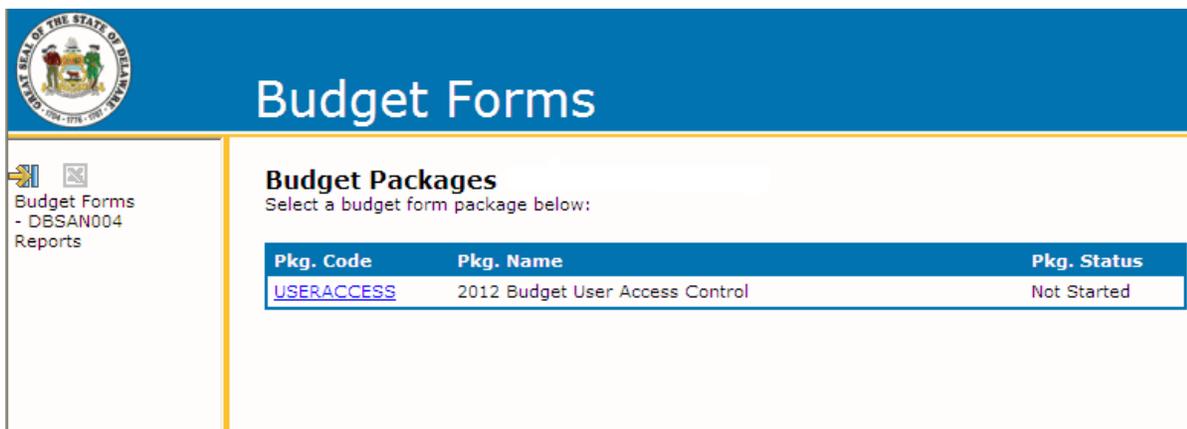
The screenshot shows the 'Budget Forms' page. On the left is a navigation pane with 'Budget Forms Reports' and 'Options Exit'. The main content area displays a table of unit codes and roles. At the bottom, there is a breadcrumb 'Budget Forms' and a dropdown menu for selecting a unit.

Unit Code	Role
DBS76003	Agency User
DBS77001	Agency User
DBS77002	Agency User
DBS90001	Agency User
DBS90002	Agency User
DBSADMIN	Administrator
DBSAN001	OMB Director
DBSAN002	OMB Deputy Director
DBSAN003	OMB Analyst
DBSAN004	OMB Analyst
DBSAN005	OMB Analyst
DBSAN006	OMB Analyst
DBSANADM	Test Analyst

Back

Budget Forms ** Choose a unit **

Choose the USERACCESS Package.



The screenshot shows the 'Budget Packages' page. The navigation pane is updated to 'Budget Forms - DBSAN004 Reports'. The main content area shows a table with one package listed.

Pkg. Code	Pkg. Name	Pkg. Status
USERACCESS	2012 Budget User Access Control	Not Started

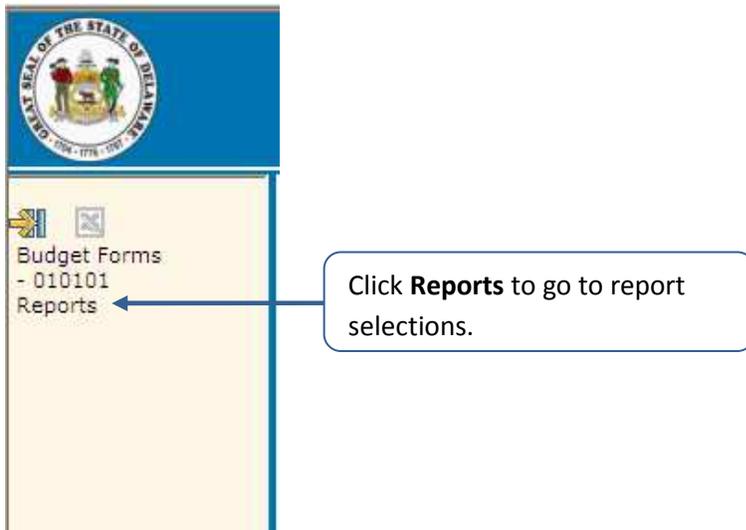
Click on the USERACCESS Form.

Users will see him/herself and all subordinate users.

To close a user, click the closed radial button. When a higher level user is closed, all subordinate users will reflect as closed.

RUNNING REPORTS

To view budget data in reports, click on the Reports link in the navigation bar:



This will open a list of reports, grouped by subject matter:



To view a report, click on the link provided under “Report Code.” Most reports will prompt the user for one or more variables, such as Unit, that will be used to filter the data presented on the report.

Variable Dialog for Report 'REQPRD'

The selected report requires values for the following variables.



To run the report, make selections by choosing from the lists provided then click the **Process** button.

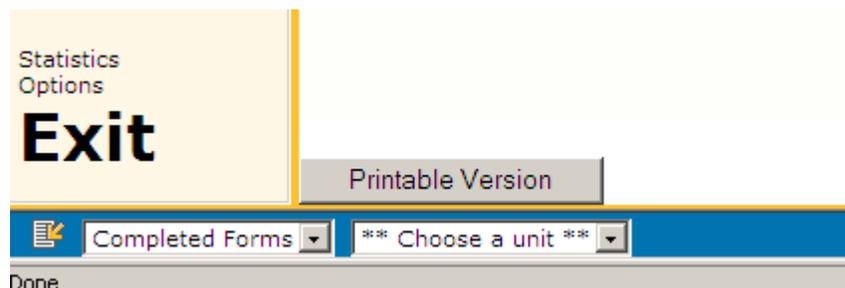
The report output will be displayed within the web browser.

Reports

General Assembly, House Summary
For Budget Year: 2011

010101	FY2009	FY2010	FY2011		Inflation & Volume Adjustment	Structural Changes	Enhance- ments	FY2011
Lines	Actual	Budget	Requested	Base				Recommend
Personnel Costs								
General Funds	4,952.4	5,025.0	9,489.3					9,489.3
Appropriated S/F								0.0
Non-Appropriated S/F								0.0
	<u>4,952.4</u>	<u>5,025.0</u>	<u>9,489.3</u>					<u>9,489.3</u>
Travel								
General Funds	7.1	44.8	44.8					44.8
Appropriated S/F								0.0
Non-Appropriated S/F								0.0
	<u>7.1</u>	<u>44.8</u>	<u>44.8</u>					<u>44.8</u>

Reports can be printed directly from here by using the browser's print functions (File, Print in Internet Explorer). Prior to printing report output, the user should first click the **Printable Version** button at the bottom of the report.

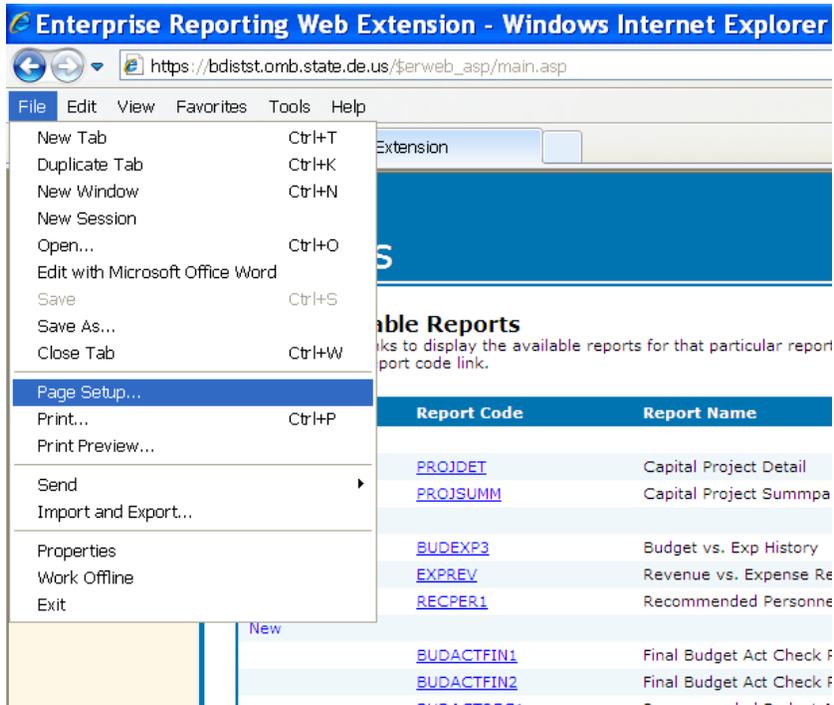


This will open another window with the printable version, which can be closed after printing.

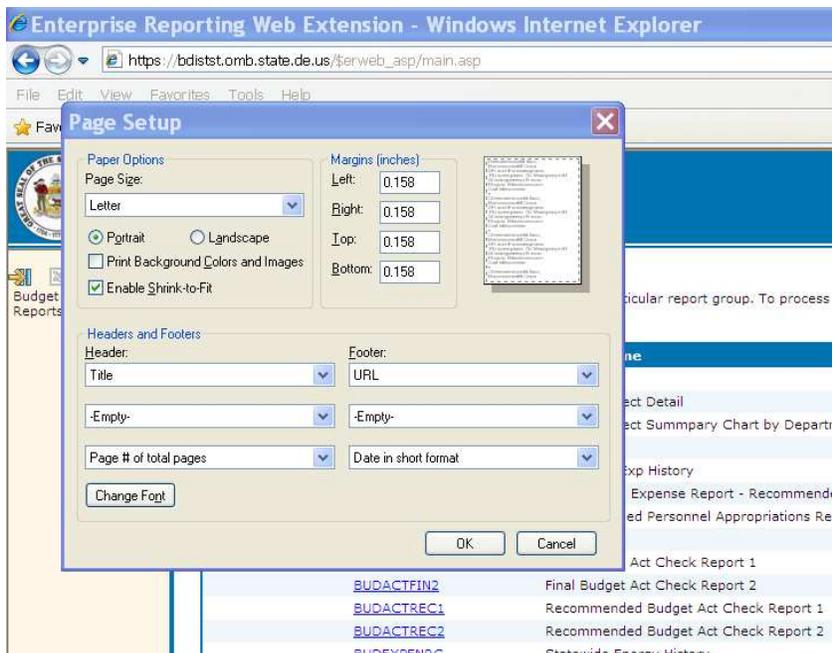
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NOTE: Some reports have many pages; please check the page count prior to printing any report. Page count can be found by clicking the Printable Version button, then going to File, Print Preview.

Users should adjust Internet Explorer print margins to fit report to page. To adjust Internet Explorer margins, go to File, Page Setup.

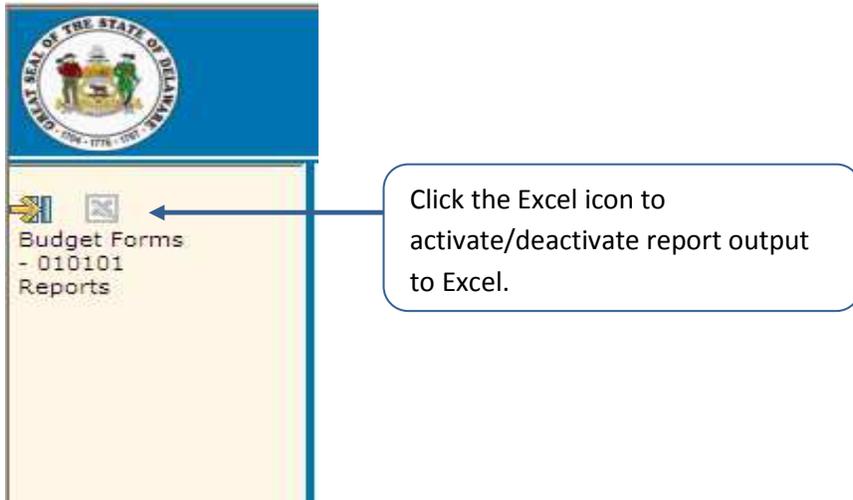


In Page Setup, change Margins and/or Paper options as necessary to fit the report to page.

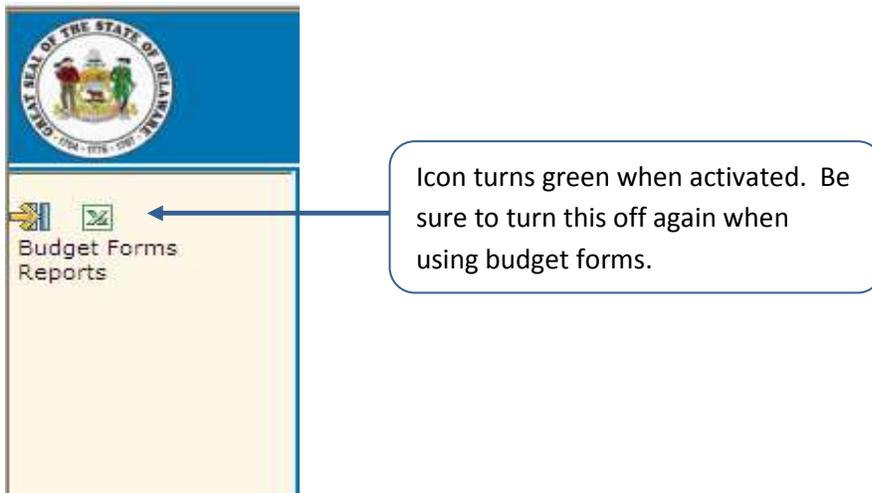


REPORT OUTPUT IN EXCEL

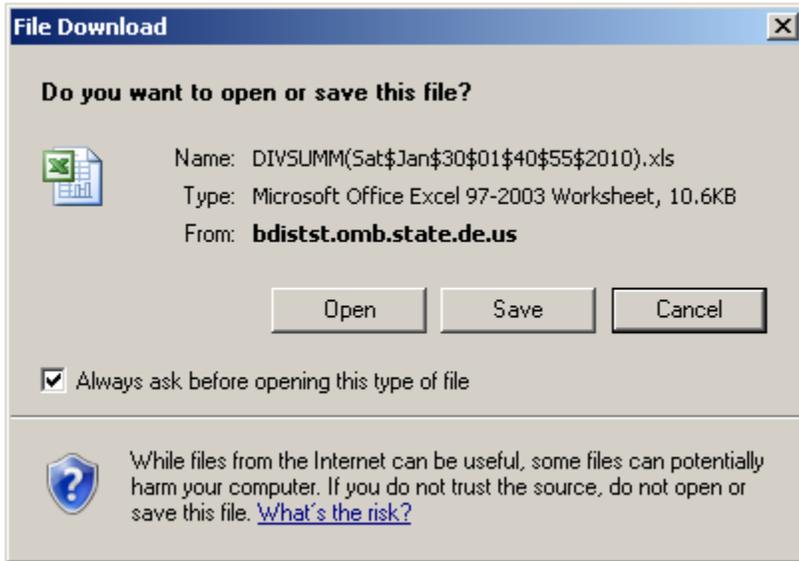
To receive report output in Excel (rather than in the browser), click the Excel toggle in the navigation pane. This action will cause all report output to be generated in Excel format until the toggle is turned off again. When turned on, the toggle changes color from grey to green.



NOTE: Remember to deactivate this feature when running forms as form data cannot be entered or saved in Excel.



When running reports with Excel output turned on, the user will be prompted to either Save or Open the file.



The user may also be prompted by the browser to allow the ability to download files from the site the first time this function is completed.

The output is provided in an Excel file which can be saved locally.

DIVSUMM(Sat\$Jan\$30\$01\$40\$55\$2010) [Read-Only] [Compatibility Mode]																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
2			Legislative Summary																DIVSUMM
3			For Budget Year: 2011																
5			01	POSITIONS				DOLLARS											
6				2009	2010	2011	2011					2009	2010	2011	2011				
7			Appropriation Units	Actual	Budget	Request	Recommend					Actual	Budget	Request	Recommend				
9			General Assembly, House																
10			General Funds			3.9	.0					5,921.6	5,504.8	9,969.1	7,027.3				
11			Appropriated S/F																
12			Non-Appropriated S/F																
13				.0	.0	3.9	.0					5,921.6	5,504.8	9,969.1	7,027.3				
15			General Assembly, Senate																
16			General Funds									3,167.3	3,406.5						
17			Appropriated S/F																
18			Non-Appropriated S/F																
19				.0	.0	.0	.0					3,167.3	3,406.5	.0	.0				

LOGGING OUT

To log out, click the Exit link in bottom left of the navigation pane.