

# Budget Development System

## Budget Data Release

### Quick Reference Guide

1. Select **Release Data to OFM** from the Budget Portfolio Main Menu
2. Select Release Budget Data
3. Select Options for Release
4. Run the Prerelease
5. Release

**Entire Version Release**  
Releases all maintenance and performance level decision packages by fund, FTE, and activity total at the same program level that the agency is appropriated by plus activity description data, and all revenue data.

**Specific Decision Package Release**  
Available for performance level and revenue only decision packages. Will not overwrite previously released activity description data. Select “delete previous...” box and re-release an entire version to ensure activity information is up to date. Select a package program to filter down to a specific decision package.

4. Select Prerelease, if critical errors exist you will be asked if you would like to view the report. You will need to go back into BDS to fix the errors before you can release.

5. Select Release (will be enabled after Prerelease is run without errors).

2. Select Release Budget Data.



Prerelease Release Reset

3b. Select Budget Type.

Show Search | Custom Search Applied

3g. Select Load Data to populate appropriate decision packages related to previous selections.

Load Data Reset Default Search

3a. Select Budget Period.

Budget Period  
2011-13

Budget Type  
R - Regular

Version  
WG - Data Release

3c. Select Version.

Include Narrative, Fund, FTE, Revenue

Include Working Capital

Package Program  
Entire Version

3f. Select Agency Level or Entire Version.

Decision Package  
[Select a Decision Package]

3e. Check to include Working Capital.

Delete Previous Submittal Data for Entire Agency

3d. Check to include Narrative, Fund, FTE and Revenue; if only releasing Working Capital uncheck this box.

3h. Select a specific Decision Package or All Decision Packages; if entire version was chosen under Package Program only All Decision Packages will be available.

3i. Only available if data has been previously released for the selected budget period. Checking this box will delete previous submittal data. Checking this box is necessary if any decision packages have been removed between releases.

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## Data Release Report

### Quick Reference Guide

1. Select **Release Data to OFM** from the Budget Portfolio Main Menu
2. Select Data Release Report
3. Select Options for Report
4. View Report

The Data Release Report allows you to view release information for a given timeframe. The information includes who submitted it, when submitted, what version, what data was released and at what level.

2. Select Data Release Report

4. Select View Report to see versions/decision packages released between chosen start and end dates.

3a. Select System Type (currently only Operating Budget Submittal).

3b. Select Budget Period.

3c. Select a Report Start Date.

3d. Select a Report End Date.

The screenshot shows the 'Data Release' web application interface. At the top, there is a navigation bar with 'Enterprise Reporting', 'Contact', 'Help', and 'Log Out' links. Below this is a breadcrumb trail: 'Release Budget Data' > 'Data Release Report'. The main content area has a header 'Data Release' and a sub-header 'Generate Data Release Report'. On the right side of the sub-header, it says 'Wendi Gunther : 105 - Office of Financial Management'. Below the sub-header, there are two buttons: 'View Report' and 'Reset'. A search bar is visible with a checked 'Show Search' option and the text 'Default Search Applied'. Below the search bar, there are two dropdown menus: 'System Type' (set to 'Operating Budget Submittal') and 'Budget Period' (set to '2009-11'). Below these are two more dropdown menus: 'Report Start Date' (set to '[Select a Data Release Start Date]') and 'Report End Date' (set to '[Select a Data Release End Date]'). There are also buttons for 'Load Data' and 'Reset Default Search'.