

# Division Narrative Instructions

## Purpose

- To document division-level objectives and articulate the division's request priorities.

## Getting Started

In the left-margin menu, under **Narratives**, click "**Division Narrative**".

- **Budget Cycle** defaults to the current cycle.
  - Select **Agency**, **Division**, and **Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).
1. Select a **narrative tab** and click **Edit** to begin entering information. The Division Narrative screen contains three tabs. See the Narrative Content section below for content instructions.
    - The narrative tab currently selected appears in the **information bar**.
    - Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited text window. The limited window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
    - The **Division Description** and **Division Objectives** tabs contain two edit windows. The **Request Priorities** tab offers a single unlimited edit window.

### Start-Up TIP

If any of the drop-down menus fail to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

### Time-Saver TIP

Set default options to avoid repetitive selections of **Agency** and **Version**.

Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

### Formatting TIP

Avoid the use of **hard returns** when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

- The **Character Count** shows how many characters are in the edit window and will update when **Save** is clicked.
- If the number of characters in the section exceeds the **Maximum Characters** allowed then the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The  (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy & Paste** text into the edit windows using either the Ctrl-C and Ctrl-V functions (i.e., pressing the Control key and the V key at the same time) or the   buttons on the left side of the edit window's menu bar. To provide consistent formatting, upon clicking **Save** a standard font style and size will be applied.
- **Attach supporting files** (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the **Browse...** button to locate the desired file and then clicking the **Attach** button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.

**CAUTION:** You must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

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## Division Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-based process. The division's narrative should describe the division, state its objectives, and identify its request priorities.

- **Division Description** – A comprehensive description of the division and its purpose.
- **Division Objectives** – The desired results to be accomplished by the division over the next two bienniums with the efforts and resources of this division and its programs, sub-programs and services. Identify the strategies and actions planned to achieve those objectives.
- **Request Priorities** – Describe the division's priorities relative to the requested funding, including a priority listing of the Issues submitted as part of the budget request.