IBARS

Internet Budget and Reporting System

User Manual

Kansas
Division of the Budget

IBARS User Manual
Table of Contents

Table of Contents (Cont.)

General Budgeting and IBARS Tips

Tips

1. If you have general budgeting or IBARS questions start with your own DOB analyst. If the question needs to be addressed to the System Administrator, Cheri Froetschner, your analyst will do so. The DOB phone number is (785) 296-2436. The DOB fax number is (785) 296-0231. The DOB website is http://budget.ks.gov. The website contains the budget instructions, budget indices, budget forms, *The Governor's Budget Report*, *The Comparison Report*, and other helpful information. The website to log on to the IBARS system is http://budget.ks.gov/budgetsystem.htm.

2. Remember that the SHARP system does not retain the salary of unclassified positions when they are vacant. Therefore, you will have to put in the unclassified salaries for vacant positions.

3. The download from STARS will occur on August 8, 2008. The download from SHARP will be based on the second pay period of the fiscal year and will be run on July 23, 2008.

4. For biennial agencies, the FY 2011 salaries and wages will be hand entered into the Budget Request Summary module. The Division of the Budget will send out a template to assist in calculating salaries and wages. Agencies enter the totals into the FY 2011 Posted Payroll column. Any shrinkage amounts should be entered in the FY 2011 Base Budget Entry column.

5. IBARS will open to users on August 11, 2008. Agency budget submission to the Division of the Budget is due September 15, 2008. Along with submitting your budget through IBARS, agencies are required to submit two paper copies of the budget narrative to the Division of the Budget and one copy to the Kansas Legislative Research Department (KLRD). Some agencies are also required to submit paper and/or electronic (Excel) 404s, please check with your DOB analyst.

6. Make sure that your 404s are completed in the system. This means that the appropriated amounts match what was actually appropriated or allocated, transfers are reflected correctly, etc. You will no longer have to enter in a balance/cash forward amount. The system will populate this number when you run a 404 or 404 aggregate. Even if you put an amount in the cash forward line, the system will ignore it and take the ending balance from the previous year and place it in the cash forward line for the next year, when you run the 404 reports.

7. Include in your narrative the actual number of FTE positions by program because this information is not included in the SHARP download

8. Do not delete anything in the FY 2008 Actual Column! If you think an actual figure is incorrect, call your DOB analyst or note it in the written narrative.

General Budgeting and IBARS Tips

Tips (cont.)

9. Do not delete any rows! If you have added a row that you now do not want, just change the numbers to zeros in that row.

10. Your base budget submission for the current year should not exceed the approved amount. The *200X Session Laws of Kansas* will have the appropriation bills that outline your approved budget and other provisos that direct agency activities. The session laws can be found at http://www.kslegislature.org/legsrv-sessionlaws/index.do. The session laws will contain the budget as originally approved. The agency charts of accounts are maintained as a part of the STARS accounting system by the Division of Accounts and Reports in the Department of Administration. They can be found at http://www.da.ks.gov/ar/genacct/CoA/default.htm. The chart of accounts will list the latest approved expenditures including reappropriations, revisions etc. for each fund. Any additional amounts that the agency would like to be approved for the current year must be submitted as a supplemental change package.

11. Your base budget submission for the budget year, FY 2010, must not exceed the DOB allocations for appropriated funds. Allocated funds include the State General Fund, the Economic Development Initiatives Fund, the State Water Plan Fund, the Children's Initiatives Fund, and building funds.

12. Remember that in the appropriations bills official hospitality amounts are included in the total. In the A&R chart of accounts the official hospitality limitations are shown as a separate amount.

What is in the System when the Agency First Views It

When you open the system you will find the FY 2008 actual expenditures, revenue, and fund balances that were extracted from the STARS system on August 8th. In addition, individual employee data for FY 2009 and FY 2010 are from the second pay period, but the downloaded will not occur until July 23rd. Agencies will need to review and update employee data as necessary. Agencies will need to identify and distribute their FY 2009 appropriation in the most accurate manner possible. Then agencies should build their FY 2010 budget based on the allocation amount provided by the Division of the Budget. Biennial agencies will also build their FY 2011 budget.

General Budgeting and IBARS Tips

Tips (cont.)

What should the Agency Provide Outside the System Data

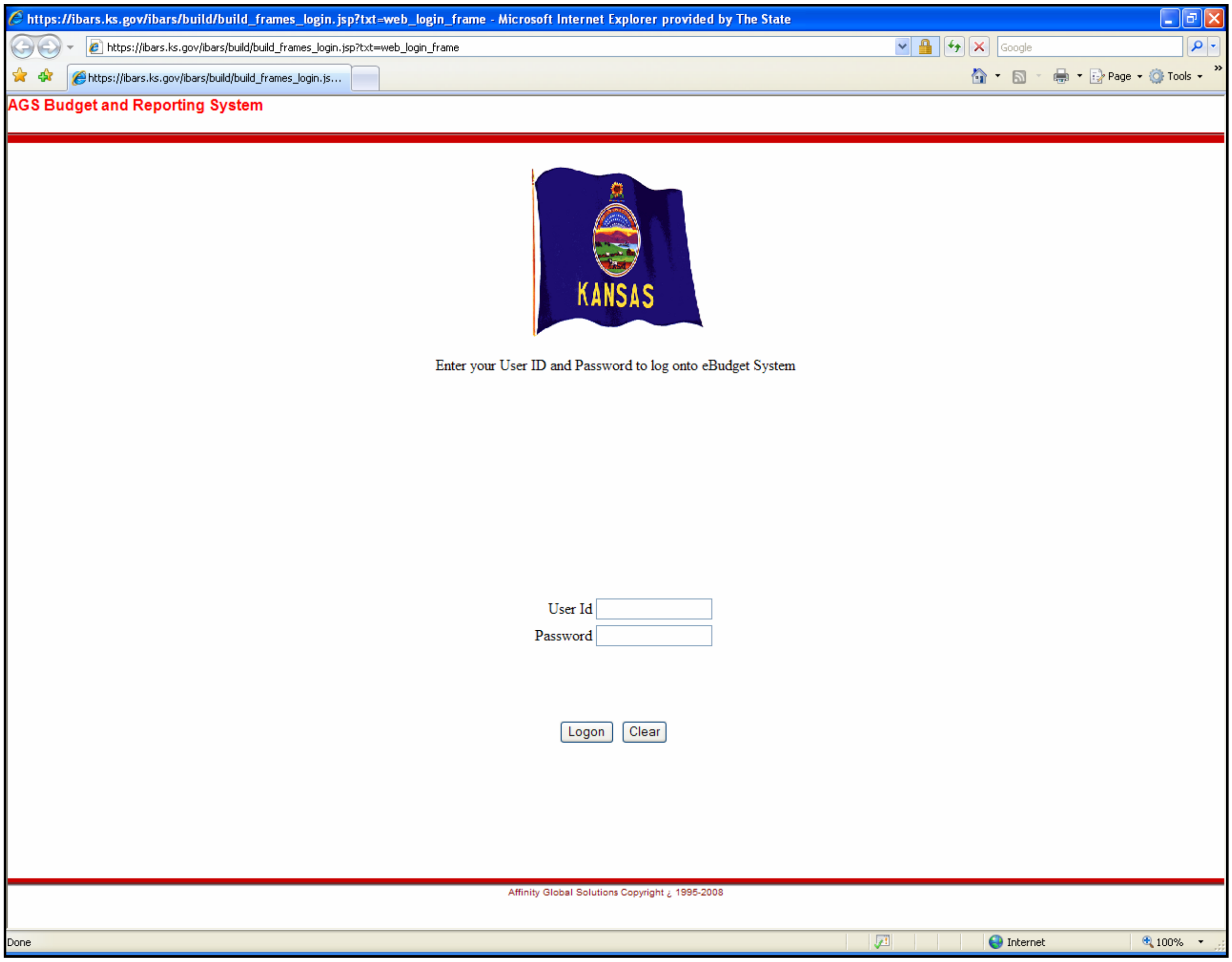
On September 15th, the agency should provide two hard copies of the following to DOB and one hard copy to KLRD:

- Narrative information
- Children's Budget Narrative (if what you have put into the system is not sufficient)
- 404s – revenue and expenditure information—check with your analyst

Forms for the above data are available on the Division of the Budget's website. Also, download the budget instructions for important additional information at the following address: http://www.budget.ks.gov/agencyinfo.htm.

LOGON PAGE

Logging Into IBARS



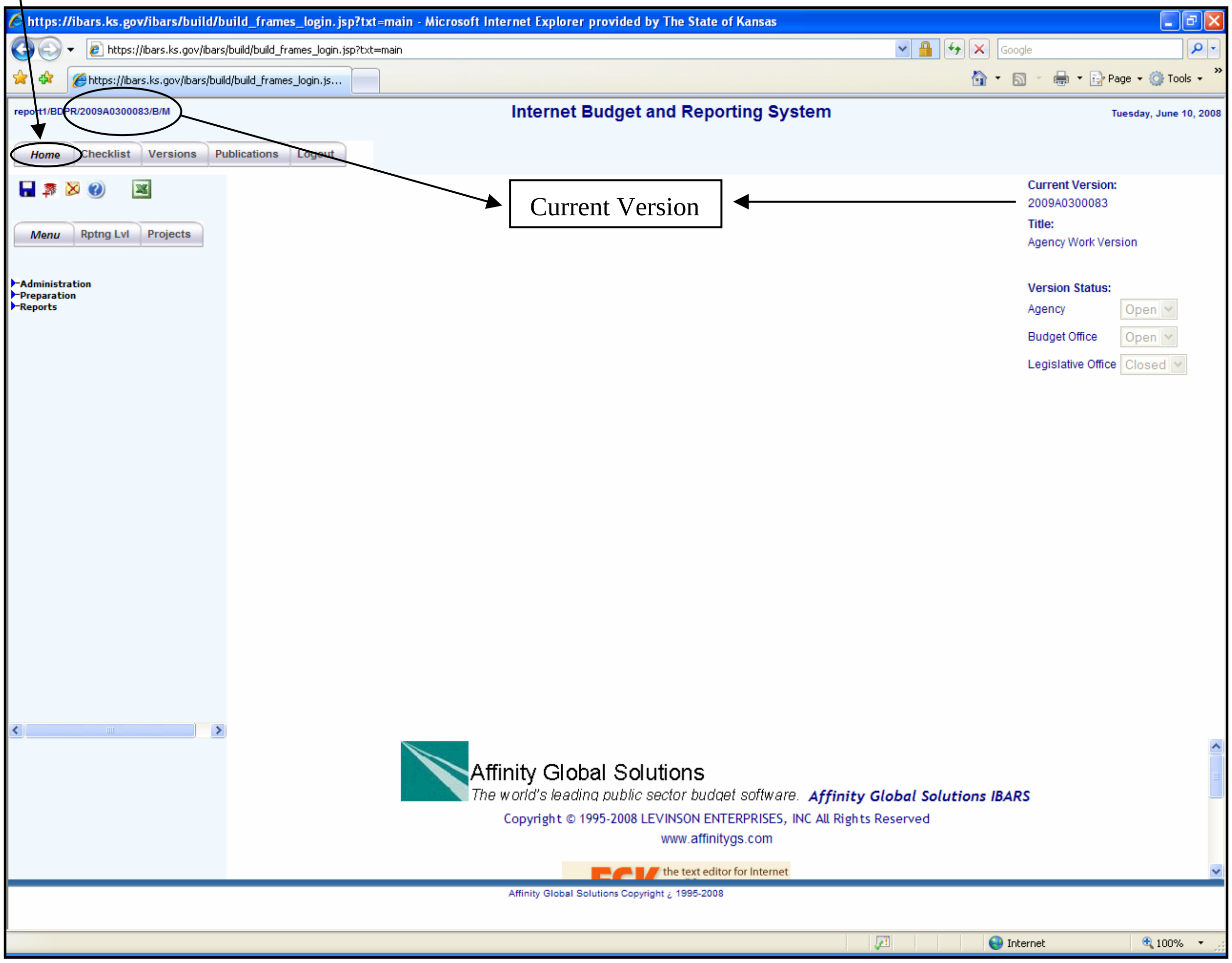
Although IBARS is supported by both Internet Explorer and Firefox, DOB prefers that Internet Explorer be used.

- **Entering the Internet Budget and Reporting System (IBARS)**

  - Go to the Division of the Budget website: https://ibars.ks.gov/ibars
  - Input **User Id** – the ID that the user is currently using or that the system administrator has defined for you.
  - Input **Password** – the Password that the user is currently using or that the system administrator has defined for you. Every 30 days users will be asked to change their password.
  - Click **Logon**.

HOMEPAGE

Homepage

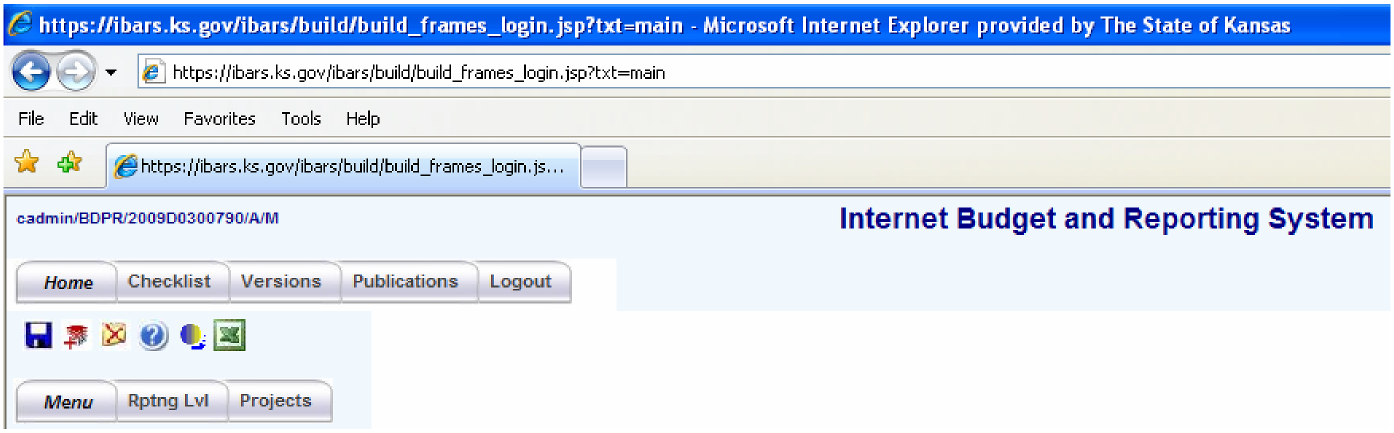


The ***Homepage*** appears after logging into IBARS. The right side shows the **Current Version** and **Title** of the version. The top left corner also shows the current version. Also on the right, the user can change the **Version Status** of the current version. The **Version Status** will allow a user to **Open**, **Close**, or give **Read-only** access to another user (i.e. an Agency, Budget Office, or Legislative Office).

REMINDER: The "back" button on the internet screen will not work in IBARS. The user must use the IBARS tabs and icons to navagate through the system.

MAIN TOOLS

Main Tabs and Icons



The following is a list of the main tabs and icons that will be used throughout the budget system. They will always be located in the top left part of the screen.

- **Home –** Allows the user to change the Version Status (i.e. the type of user who has access to the current version).
- **Checklist –** Allows the user to select the module to work in (i.e. Budget Request Summary, Position Detail Data, Special Fund Balance, and Children's Services).
- **Versions –** Allows the user to select, delete, copy, or submit versions.
- **Publications –** Allows the user to run reports (i.e. SR05, SR13, and 404)
- **Logout –** Allows the user to logout of IBARS.
- **Save (update) icon –** Used to save or update changes made in modules.
- **Add (insert) icon –** Used to add or insert new positions or rows in modules.
- **Delete icon –** Used to delete positions or rows in modules.
- **Help icon –** Allows the user to go to a help screen to get information about a particular feature.

MAIN TOOLS

Main Tabs and Icons (cont.)

- **System running icon –** When this animated icon is visible, the system is busy updating the user's request. This icon will disappear when the system is done updating.

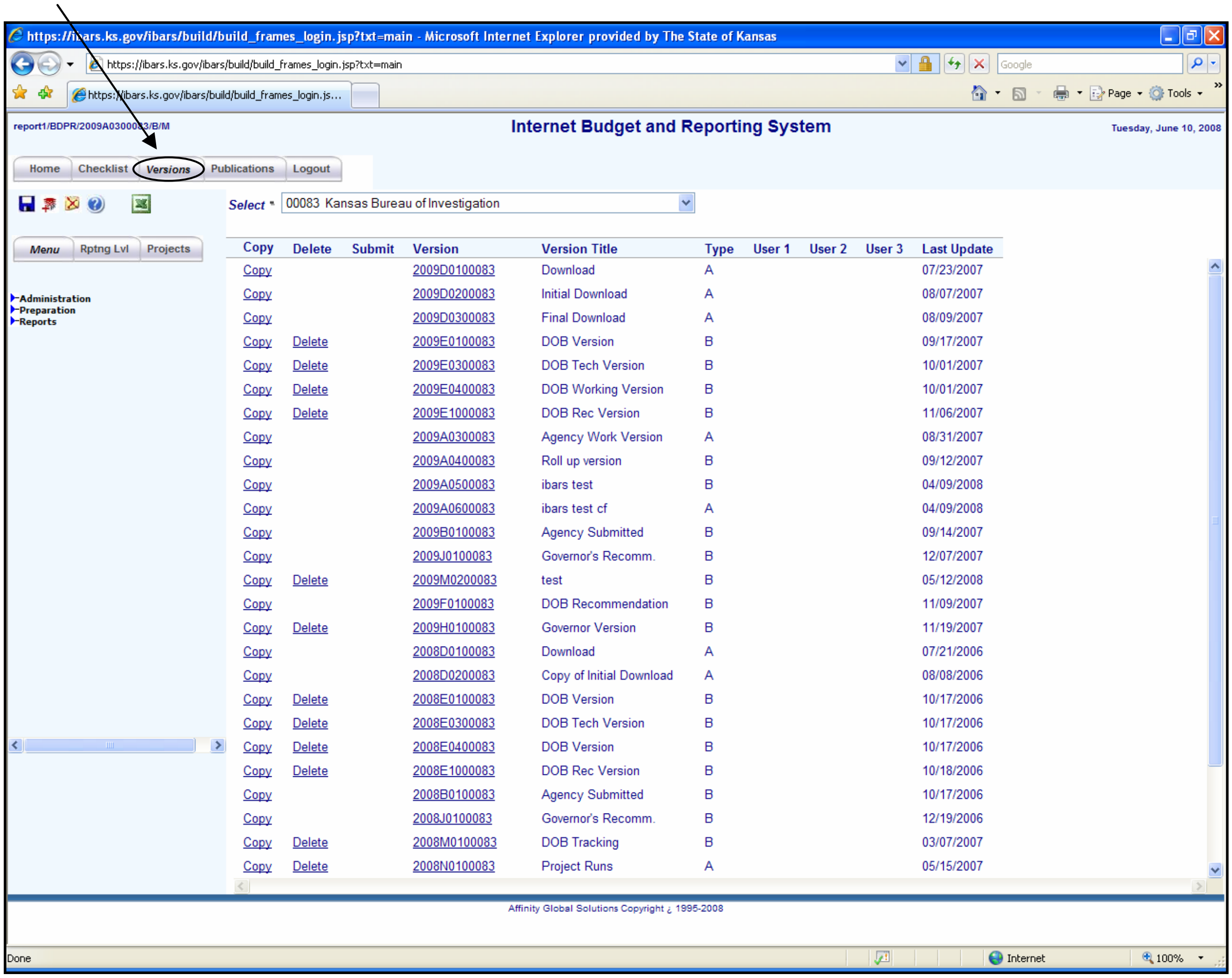
- **Extract to excel icon –** Allows the user to extract any screen to excel.

- **Sort ascending and descending icons –** The sorting works like a progressive sort. Once the user clicks on a column title, the arrows will appear. Example: In the ***Position Detail Data*** module on the **Pos List** page, if a user clicks **Title** and then **Name**, it will sort first by the **Name** and then by the **Title.**

REMINDER: NEVER use the Back and Forward Web tools. These will not work properly with IBARS.

VERSIONS

Versions Page



The ***Versions*** page allows the user to copy, delete, submit, or select a version. The user selects an agency from the **Select*** dropdown box. Below is a description of each column and its function.

- **Copy** – Allows the user to copy a version.
- **Delete** – Allows the user to delete the version.
- **Submit** – Allows the user to submit the version. In order for **Submit** to be an option, all items in the **Checklist** must be checked to complete.
- **Version** – The version number (ex. <u>2009A0300083</u> – 2009 is the biennium year, A03 is the version number, 00083 is the agency number).
- **Version Title –** The title of the version, which is defined by the user/creator.

VERSIONS

Versions Page (cont.)

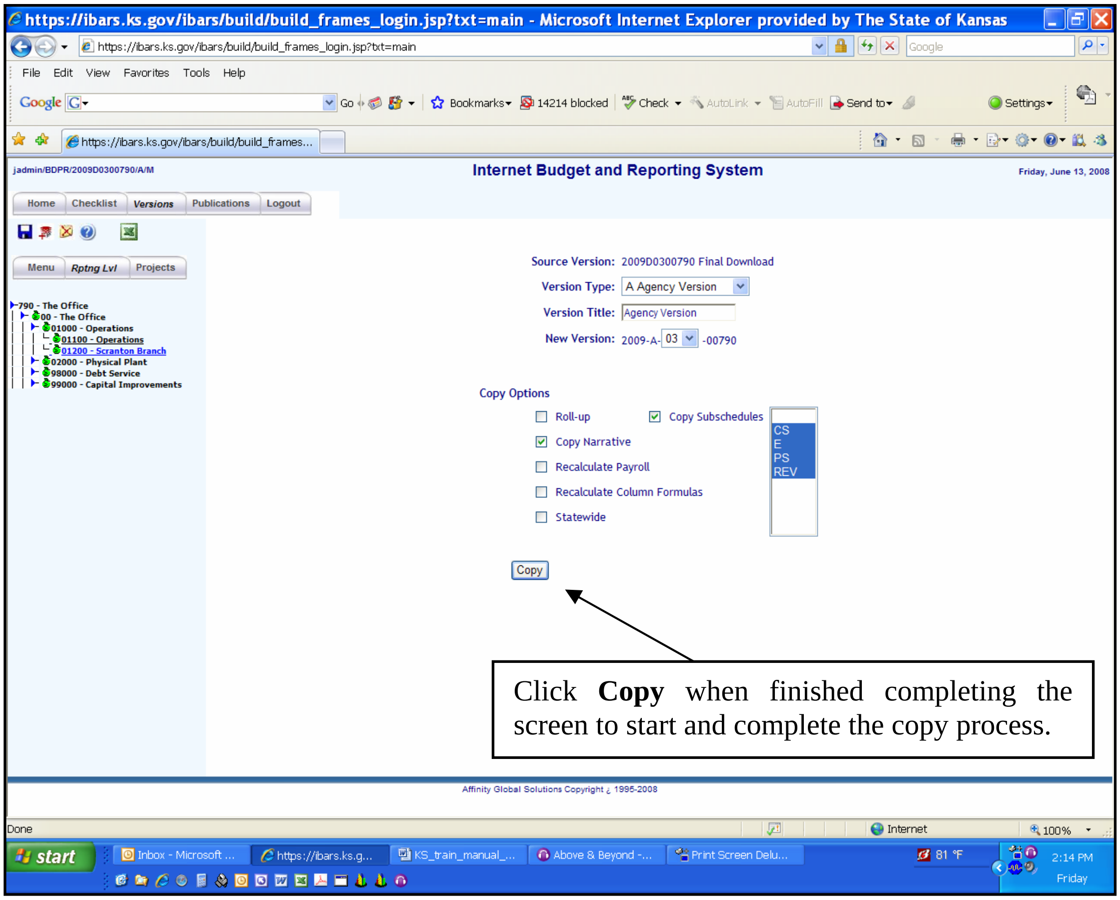
- **Type** – The level of detail available in the version. Type A is the lowest level (sub-PCA) and type B (PCA level) is the rolled up version of type A.
- **User 1, User 2, and User 3** – Not used.
- **Last Update** – The date the version was created.

REMINDER: Each agency has an original download version (A01). Users should **NOT** work in the A01 version. Make a copy of the A01 version to enter budget information. Keeping the original download unchanged will give the user a reference point in case errors or questions arise.

IMPORTANT: When selecting a version to work in, the user needs to make sure to choose the current biennium year. If the user is submitting the budget year 2010, then the version would start with 2010 (ex. 2010A0200629). A version starting with 2009 would be what the 2008 Legislature approved for the FY 2009.

VERSIONS

Versions Page – Copy a Version



➢ **Copying an Existing Version**

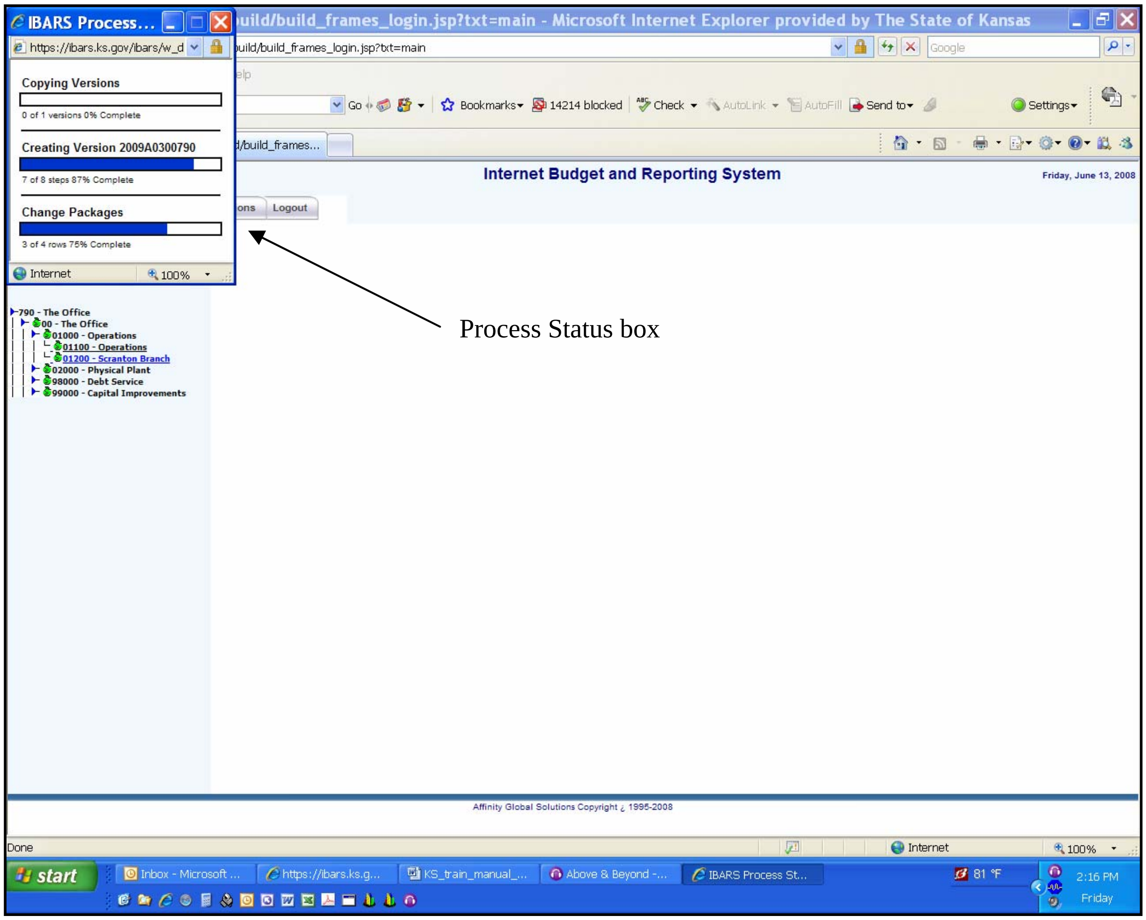
To create a copy of an existing version, click on 'Copy' for the version you want to copy. The user will then be required to complete the above screen.

The version copy page will tell the user which version is the **Source Version** for the copy. Below is a description of the items the user is required to complete in order to copy a version.

- **Version Type** – Defaults to Agency Version (for agency users).
- **Version Title** – Can be whatever the user wishes to help identify what the version is being used for, up to 18 characters. DO NOT USE special characters when naming versions (i.e. ', *, " ").
- **New Version** – Click on the down arrow and select a number.
- **Copy Options** – Use the default, which has copy narrative checked.
- **Copy Schedules** – Use the default, which has the box checked and four schedules highlighted. The schedules that will be copied are Children's Services (CS), Budget Request Summary (E), Position Detail Data (PS), and Special Fund Balance (REV).

VERSIONS

Versions Page – Copy a Version (cont.)



A **Progress Status** box will pop-up on the screen that details what part of the process is running and how much of the process is complete. After the copy process is complete, it will go back to the ***Versions*** page.

REMINDER: The copied version will ***not*** automatically become the current/working version. Therefore, the user must select which version he or she wishes to work in.

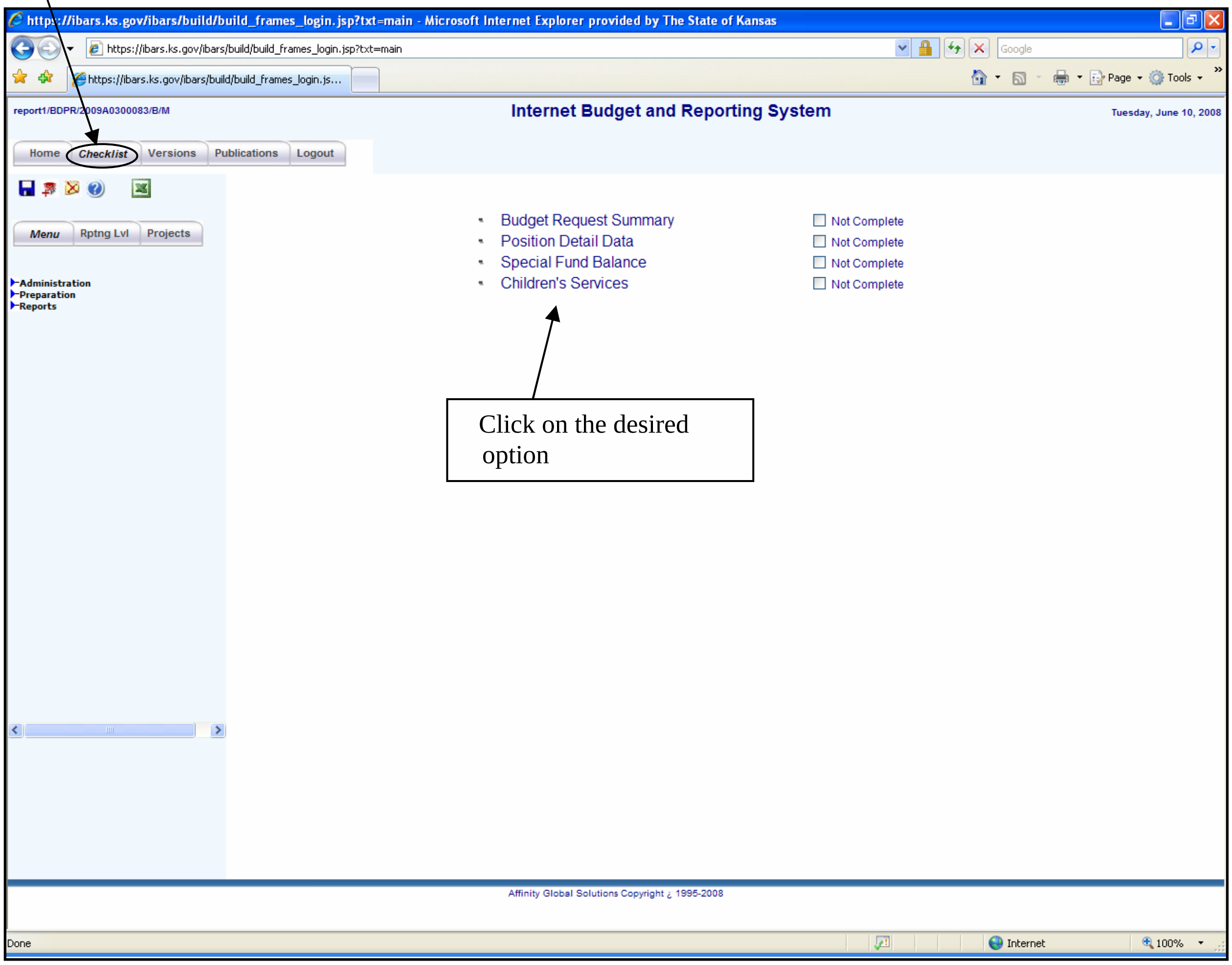
➢ **Selecting a Version**

The user will select a version by clicking on the version number in the **Version** column (ex. 2010A0200034). The version will become highlighted as the cursor is on the selected version.

REMINDER: Never work or make any changes in the A01 version.

CHECKLIST

Checklist Page



After the user has selected a version, the system will direct the user to the ***Checklist*** page. The user can always get to this page by clicking on the ***Checklist*** tab at the top left of the page.

The user will click on an item in the ***Checklist*** to go to that module (ex. Budget Request Summary).

REMINDER: Clicking in the box to the left of **Not Complete** will **not** navigate the user to the desired module; rather, it will check the module to complete.

CHECKLIST

Checklist Page (cont.)

The DOB recommends that users enter data into the system in the following order:

1. ***Position Detail Data*** module **–** Salaries & wages and FTE adjustments, including change packages for salaries & wages. The **Change Package Description** is within the module and is **not** part of the ***Checklist***.

2. ***Budget Request Summary*** module **–** Budget expenditure and funding detail, including change packages. The **Change Package Description** is within the module and is **not** part of the ***Checklist***.

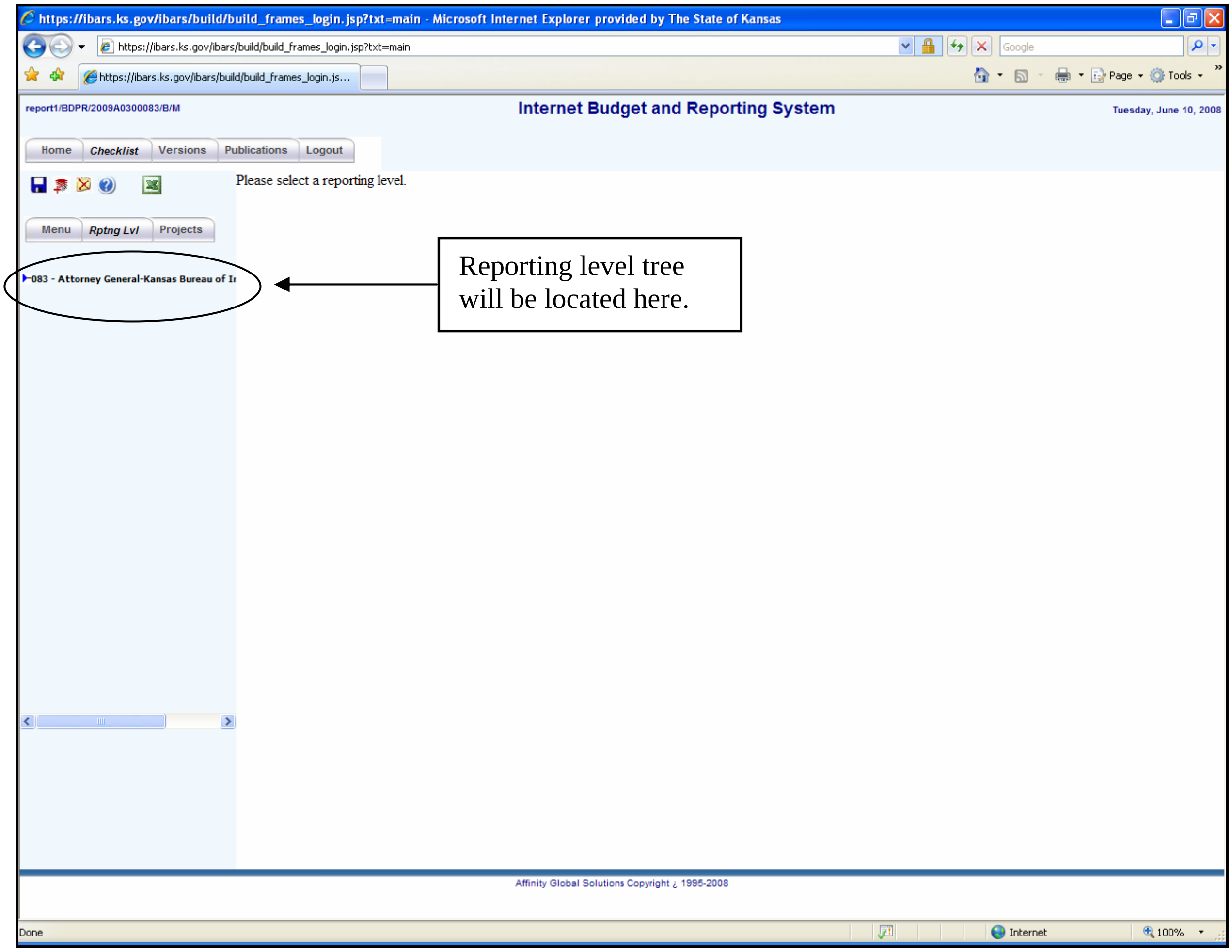
3. ***Special Fund Balance*** module **–** Funding detail, which details by budget unit the agency's source of funding.

4. ***Children's Services*** module **–** Programs an agency has that support the needs of children. If your agency is not required to submit a Children's Services Budget, you are still required to click this module to complete.

REMINDER: All items in the ***Checklist*** must be complete before an agency submits its budget. If one part, such as the ***Special Fund Balance*** or **Children's Services** modules are not complete, the DOB analyst will require the agency to resubmit the budget once all parts are complete.

POSITION DETAIL DATA

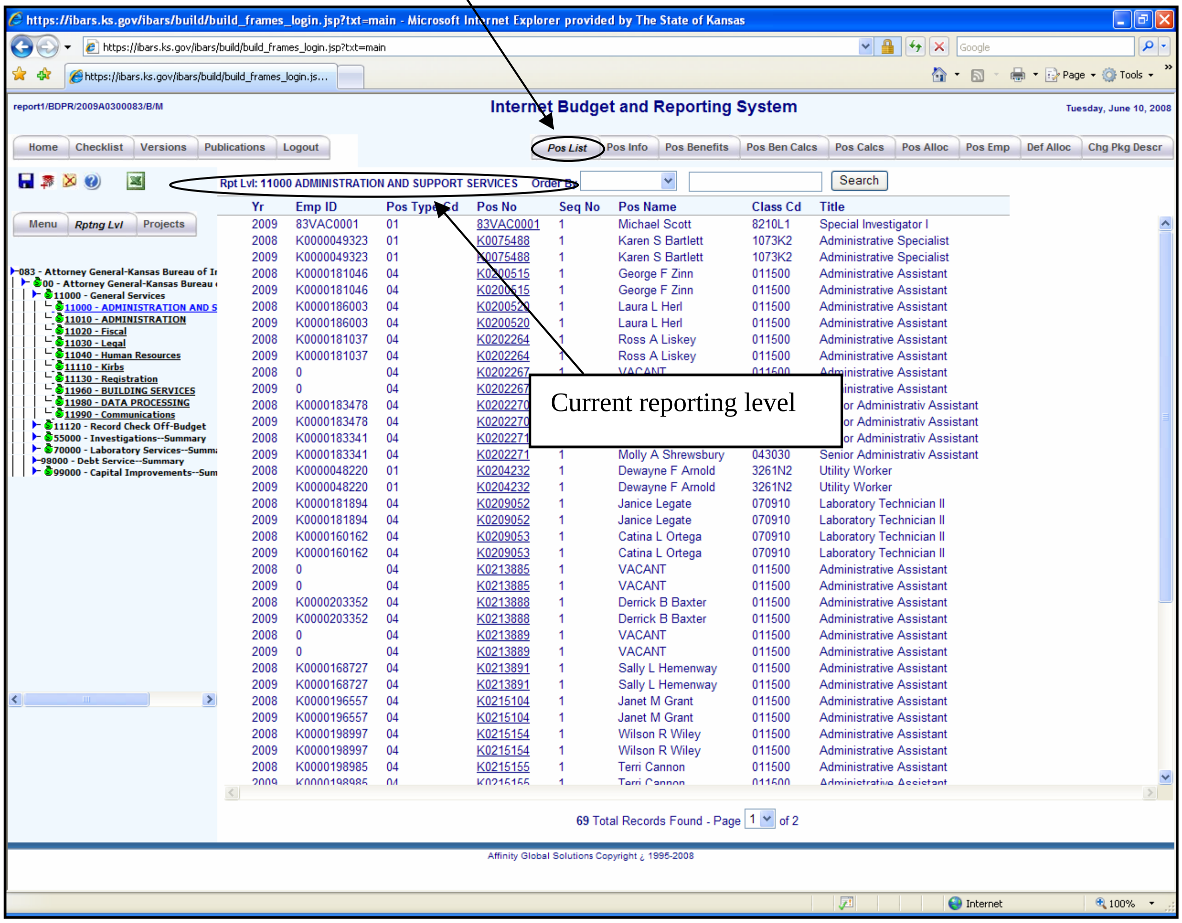
Position Detail Data Page – before reporting level is selected



When the ***Position Detail Data*** module is first selected, the system will prompt the user to "Please select a reporting level (PCA)." Click on the blue arrow to the left of the agency name (on the left side of the screen). Now the user will see the agency name listed twice. The user should click on the blue arrow of the second agency name to get to a PCA level. The user will need to click the blue arrow next to a PCA to get to a sub-PCA level. Click on the title of the desired PCA or sub-PCA. Agency users work in the sub-PCA level to enter employee information.

POSITION DETAIL DATA

Pos List (Position List) Page – after reporting level is chosen



The ***Pos List*** page allows the user to select and add positions by reporting level (sub-PCA). The user can also sort ascending or descending by each column. Sorting can be performed by clicking on the titles at the top. <u>Clicking once will sort ascending and clicking a second time on the same title will sort descending.</u> Below is a description of each column and its function.

- **Yr –** The fiscal year.
- **Emp ID –** Employee ID.
- **Pos Type Cd –** Employee's position type code (ex. regular classified and regular unclassified). Select one from the dropdown menu.
- **Pos No –** Position number.

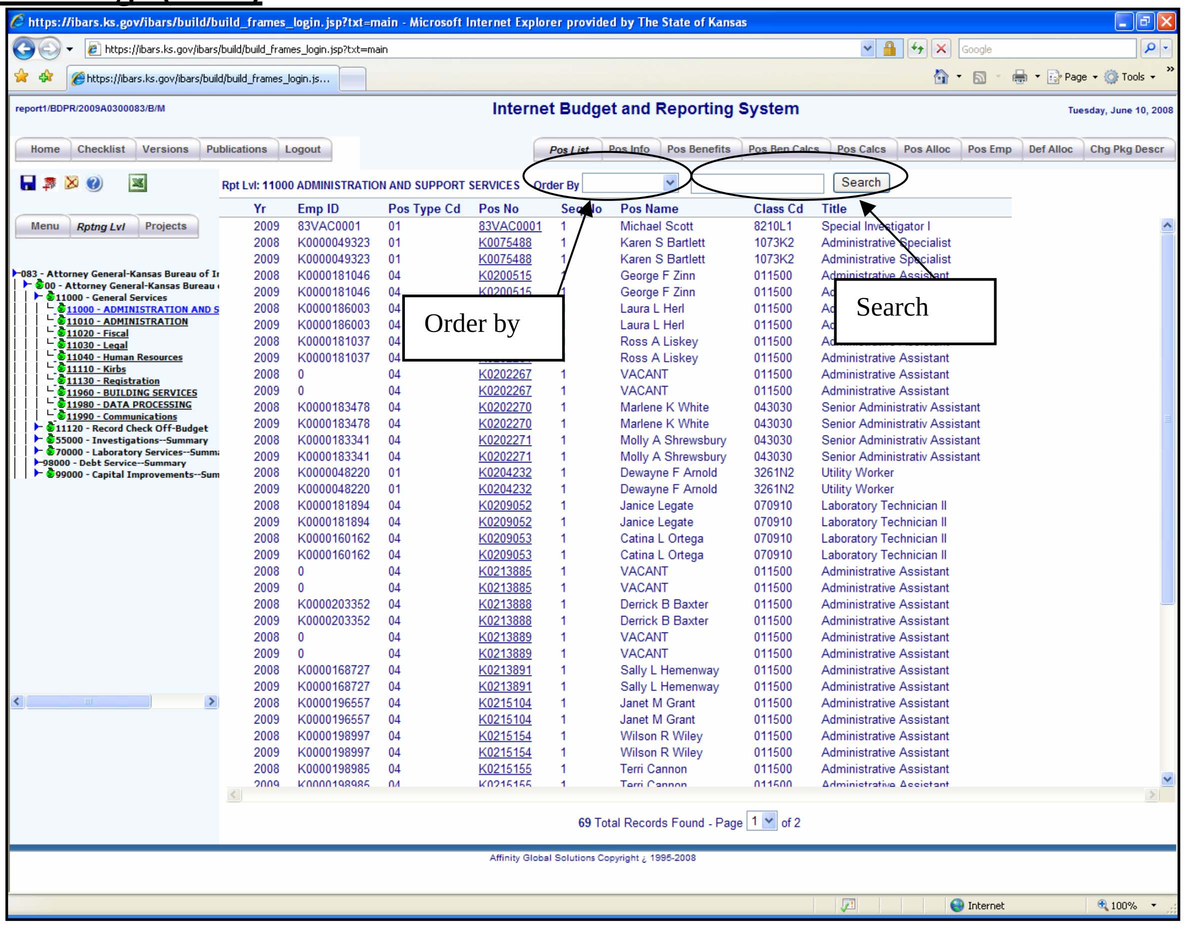
POSITION DETAIL DATA

Pos List (Position List) Page – after reporting level is chosen (cont.)

- **Seq No –** Sequence numbers are used for employees with split positions. This is rarely used.
- **Pos Name –** Employee's name.
- **Class Cd –** Class code.
- **Title –** Employee's job title.

POSITION DETAIL DATA

Pos List Page (cont.)



The **Order by** box at the top of the page will allow the user to order all pages in the position list for the selected sub-PCA by **Pos Name, Pos Type Cd, Emp ID, Class Cd, and Title**. Click the dropdown arrow to select an **Order by** option. To clear the **Order by** sort, click the down arrow and select the blank row at the top of the list.

The **Search** box at the top of the page allows the user to search for a person by name. Type the name, first or last, and it will find those employees. To clear the **Search**, delete what you have typed in the box and click the Enter key.

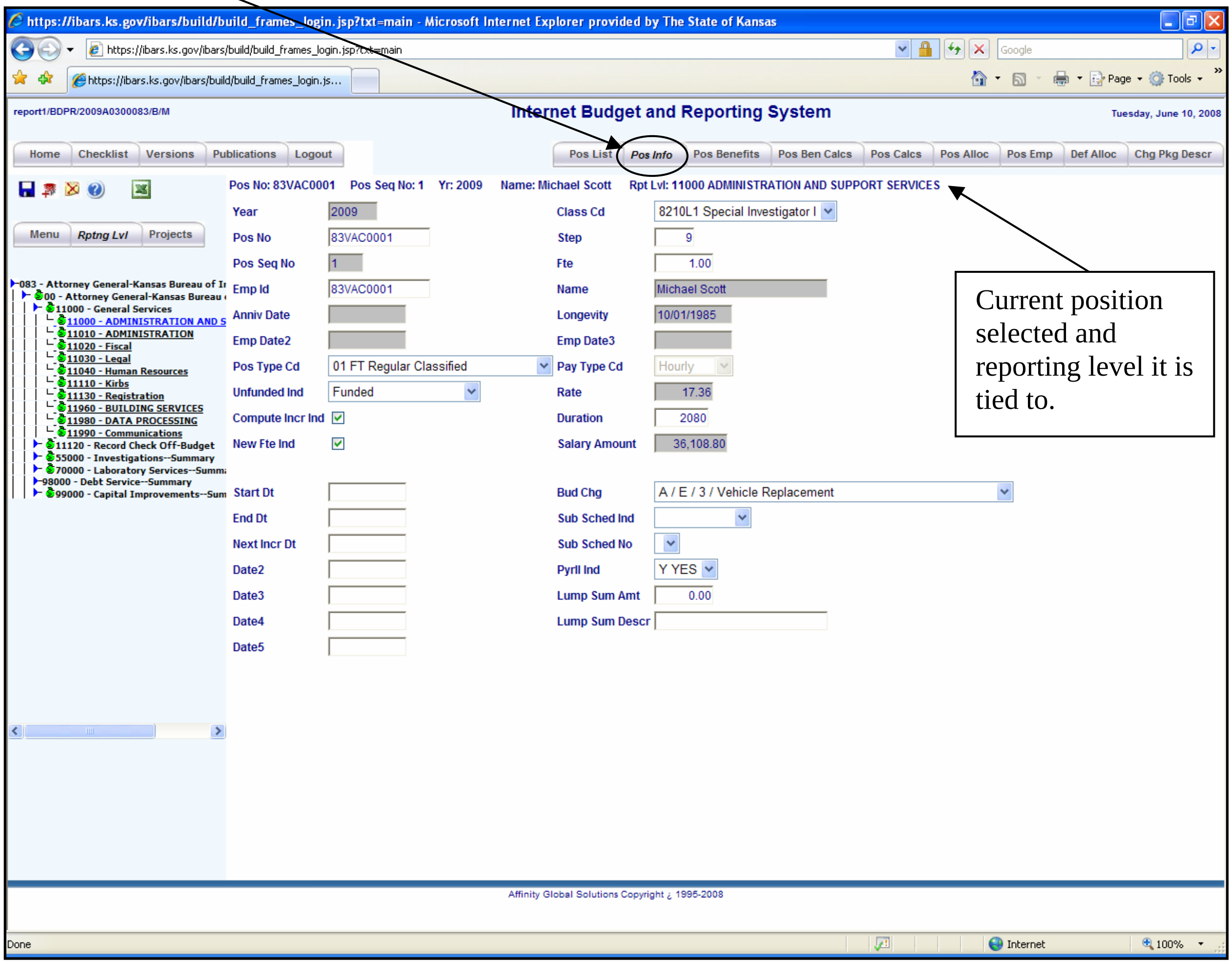
At the bottom of the screen, the user can see how many records are listed for the selected sub-PCA or PCA. It also tells the user how many pages of positions there are for the selected sub-PCA. The user can click the dropdown and select a page number.

- ### Selecting a position

  To select a position, click on the **Pos No** of the position. When a position is selected, the system will automatically go to the ***Pos Info*** page. After a position is selected, the user can click on the ***Pos Benefits, Pos Ben Calcs, Pos Calcs, Pos Alloc, Pos Emp, Def Fnd, and Chg Pkg Descr*** pages to review or change a position's information.

POSITION DETAIL DATA

Pos Info (Position Information) Page



The ***Pos Info*** page will allow users to update position information and attach newly requested positions to a change package. Below is a description of each column and how to input the data.

- **Year –** Fiscal year. Type in the fiscal year (ex. 2010).
- **Class Cd –** Class code. Click the dropdown arrow and scroll to find the correct class code.
- **Pos No –** Position number. Type in the employee’s position number.
- **Step –** Which step of the pay matrix a classified employee is on. For classified, type in the employee’s step number. **<u>If unclassified, type 0 (zero).</u>**
- **Pos Seq No –** Position sequence number. If a position number is listed more than once in a fiscal year, the system numbers the positions sequentially.

POSITION DETAIL DATA

Pos Info Page (cont.)

- **FTE –** Employee FTE count. Type in the employee's FTE status (ex. 1.00 or .50).
- **Emp ID –** Employee's ID. A unique employee ID must exist for each position.

REMINDER: For newly requested positions, the **Emp ID** must be created first on the ***Pos Emp*** page, then the user can fill out the ***Pos Info*** and other pages. For newly requested positions, use agency number followed by 'VAC' followed by a four digit unique number (ex. 34VAC0001 and 280VAC0001). For newly requested positions, the **Emp ID** and **Pos No** can be the same. Don't forget to tie newly requested positions to a change package.

- **Name –** Employee's name. This field automatically fills in because it is tied to the **Emp ID**, which the user fills out on the ***Pos Emp*** page.
- **Anniv Date –** Employee's anniversary date – this is not used.
- **Longevity –** Employee's longevity date. This field will automatically fill in because it is tied to the **Emp ID**, which the user fills out on the ***Pos Emp*** page.
- **Emp_date2 and Emp_date3 –** Not used.
- **Pos Type Cd –** Employee's position type code (ex. regular classified and regular unclassified). Select one from the dropdown menu.
- **Pay Type Cd –** Employee's pay schedule (ex. Hourly and Bi-weekly). Select one from the drop-down menu. If the employee is classified, this box will automatically populate.
- **Unfunded Ind** – Determines if a position is funded or unfunded. The user has the following three options in the dropdown menu: (1) **Funded –** will post the salaries and wages to the ***Budget Request Summary*** module; (2) **Unfunded-Do not post –** will not post salaries and wages in the ***Budget Request Summary*** module; and (3) **Unfunded-Post** – will post the salaries and wages to the ***Budget Request Summary*** module.
- **Rate –** Employee's rate of pay. If the employee is classified, this box automatically fills in based on the pay rate table from Division of Personnel Services (DPS). If the employee is unclassified, then the user must fill in this box (ex. 10.25 or 22.50).
- **Compute Incr Ind –** Not used.
- **Duration –** The basis of pay for an employee. The user keys in the duration (ex. hourly = 2080 and bi-weekly = 26 for a full year).

POSITION DETAIL DATA

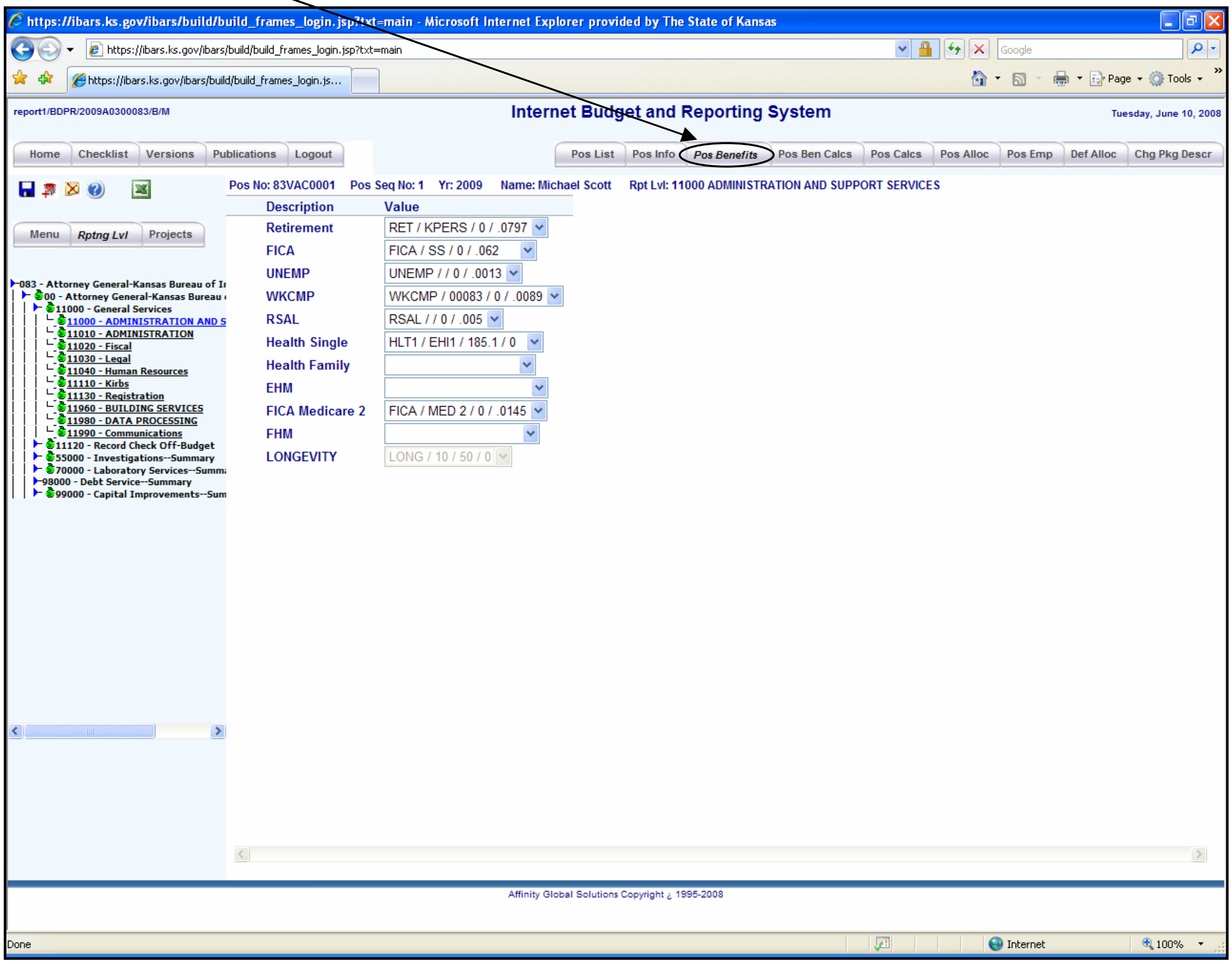
Pos Info Page (cont.)

- **New FTE Ind –** New FTE indicator. Check this box if the position is a newly requested FTE position and is tied to a change package.
- **Salary amount –** Employee's total salary. This is calculated automatically (FTE x Rate x Duration).
- **Start Dt –** Not used.
- **Bud Chg –** Budget change package. If it is a newly requested position, the user creates a change package description and chooses it from the dropdown menu to associate the position to the package..
- **End Dt –** Not used.
- **Sub Sched Ind** – Not used.
- **Next Incr Dt** – Not used.
- **Sub Sched No** – Not Used.
- **Date2 –** Not used.
- **Pyrll Ind –** Payroll indicator. Indicates if the position is counted in the agency's FTE count. The user can select from the dropdown either **Y Yes** or **N No**. If neither option is selected, then the system will automatically count the FTE as if the user selected **Y Yes**.
- **Date3 -** Not used.
- **Lump Sum Amt –** Lump sum amount. Used in special circumstances like bonuses approved by the Legislature.
- **Date4 –** Not Used.
- **Lump Sum Descr –** Lump sum description. The description/reason for the lump sum amount.
- **Date5 –** Not used.

REMINDER: Individual employee data for FY 2009 (current) and FY 2010 (budget) are from the payroll period ending July 12, 2008. The data should be reviewed and adjusted as needed by the user.

POSITION DETAIL DATA

Pos Benefits (Position Benefits) Page



The ***Pos Benefits*** page allows users to update the current employee's benefits and set newly requested employee's benefits. Each benefit item shows the benefit rate. Each item can be changed by clicking on the dropdown arrow and selecting the correct item. Below is a description of each item.

- **Retirement –** Type of retirement benefit.
- **FICA –** The Social Security portion of the Federal Insurance Contributions Act payroll tax.
- **Unemp –** Unemployment.
- **WKCMP –** Workers Compensation. This item is agency specific correlated to agency claims. Therefore, the user must choose the correct agency number.
- **RSAL –** Retirement, sick, and annual leave. Paid upon retirement.

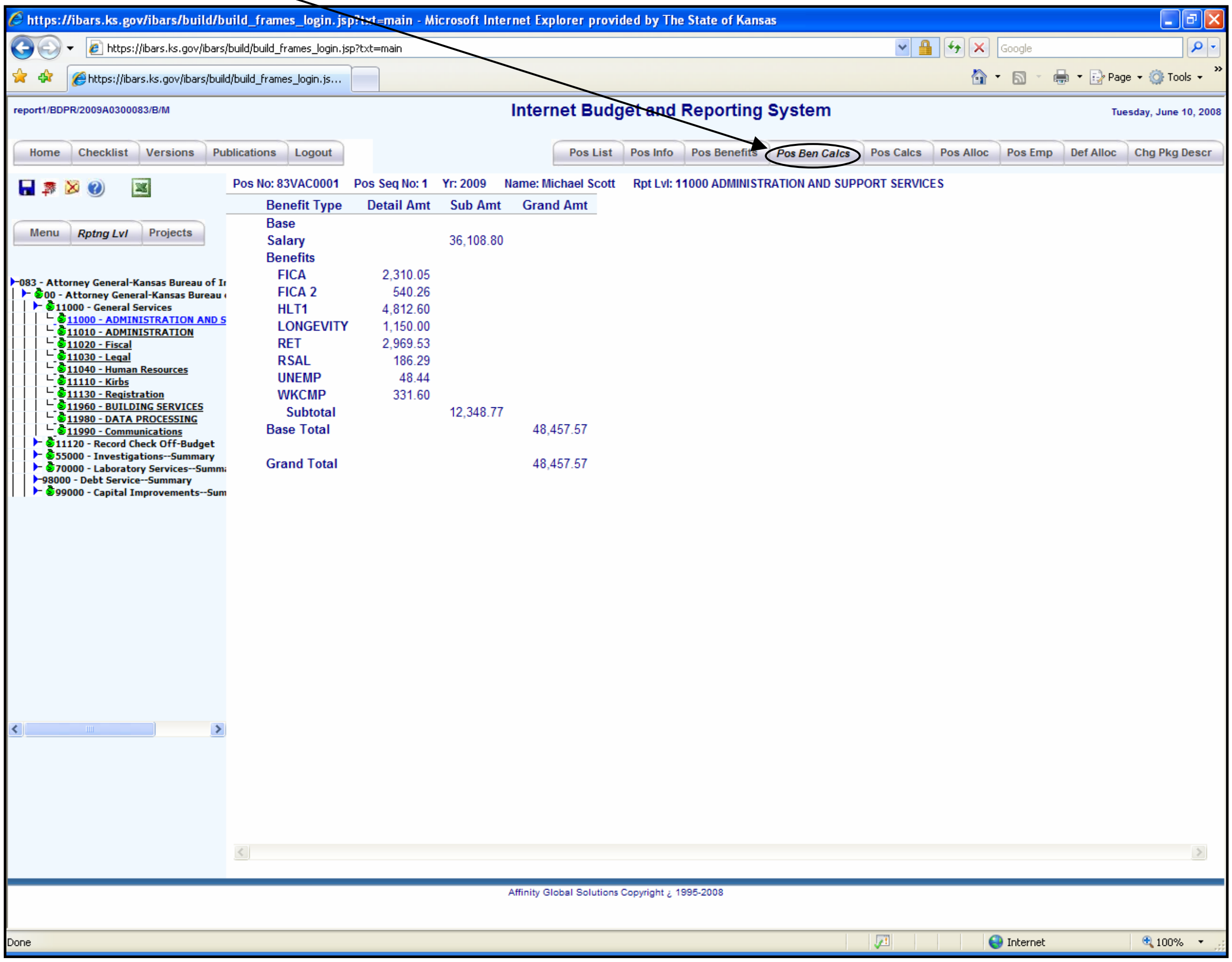
POSITION DETAIL DATA

Pos Benefits Page (cont.)

- **Health Single –** Health insurance for the employee.
- **Health Family –** Must have single health insurance to receive family health.
- **EHM –** Not used.
- **FICA Medicare 2 –** The Medicare portion of the FICA payroll tax.
- **FHM –** Not used.
- **Longevity –** Not used on this page. It is tied to what is entered in on the ***Pos Emp*** page. If the position receives longevity, the box will have "LONG / 10 / 50 / 0." If the position does not receive longevity, the box will be blank.

POSITION DETAIL DATA

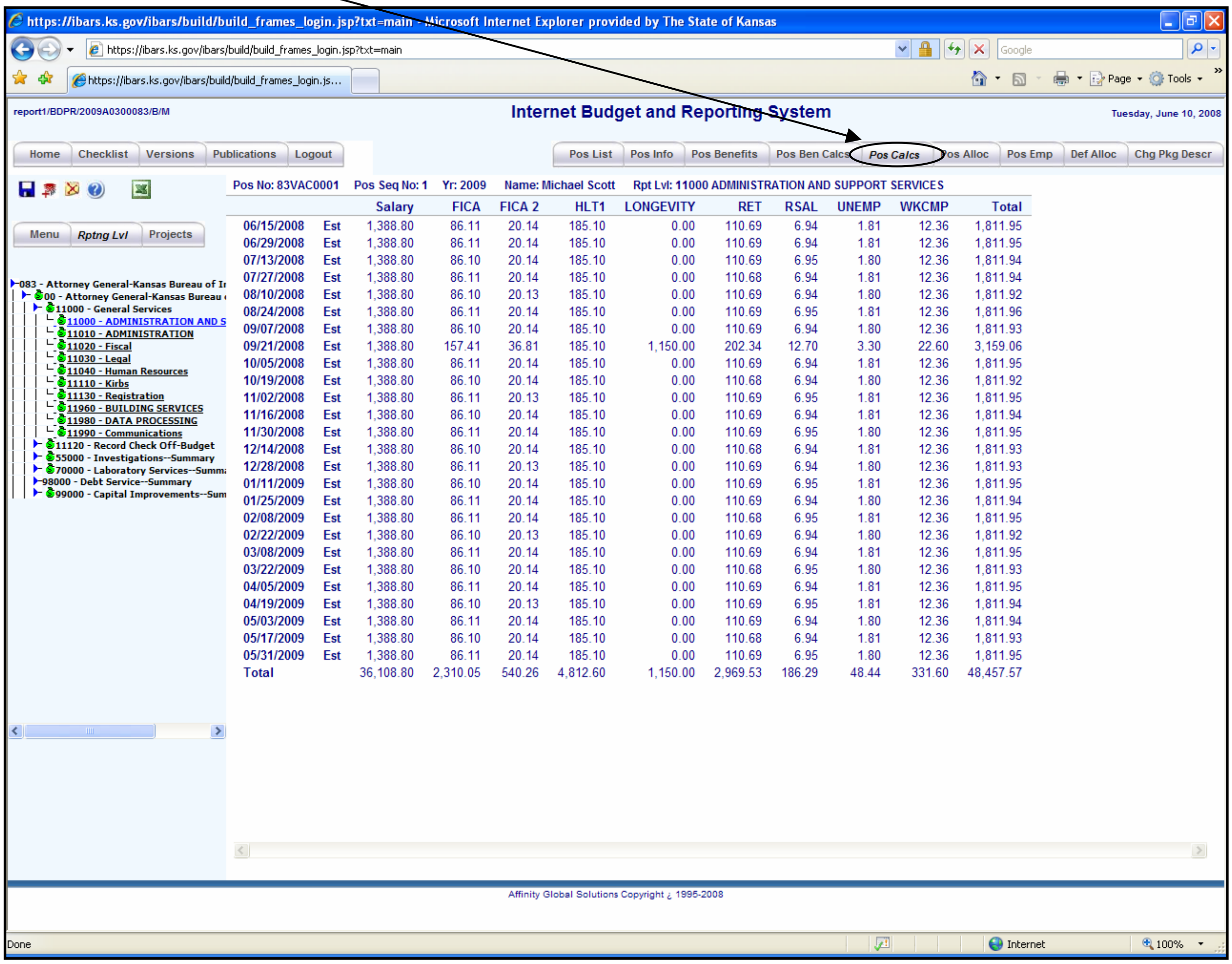
Pos Ben Calcs (Position Benefits Calculation) Page



The ***Pos Ben Calcs*** page displays the salary and all the benefits for the selected position. No entries are made on this screen. The **Subtotal** line is a total of the benefit amounts. The **Base Total** and **Grand Total** are the **Salary** amount plus the **Benefit** amounts. This information is based on entries from the ***Pos Info*** and ***Pos Benefits*** pages.

POSITION DETAIL DATA

Pos Calcs (Position Calculation) Page

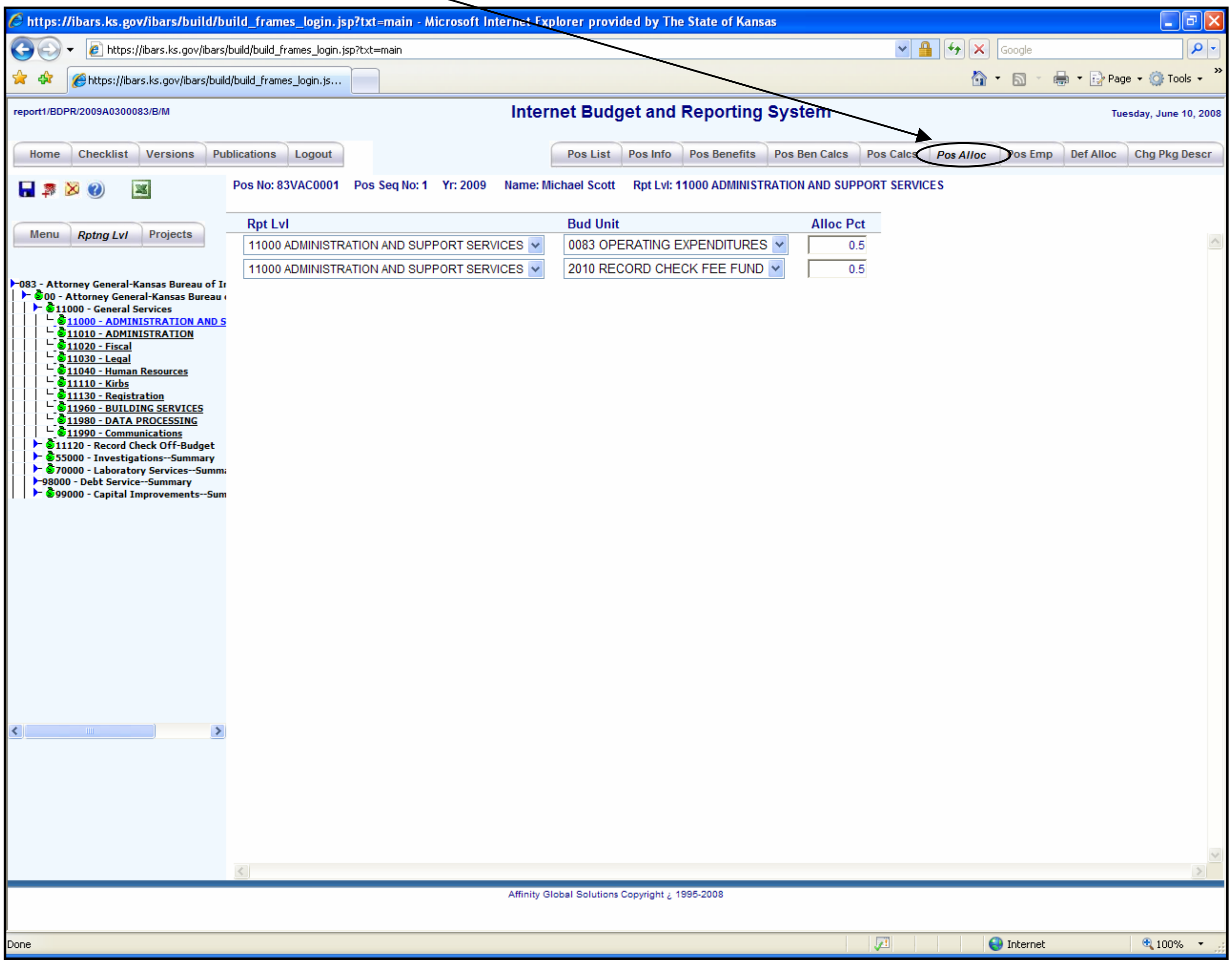


		Salary	FICA	FICA 2	HLT1	LONGEVITY	RET	RSAL	UNEMP	WKCMP	Total
06/15/2008	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.81	12.36	1,811.95
06/29/2008	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.81	12.36	1,811.95
07/13/2008	Est	1,388.80	86.10	20.14	185.10	0.00	110.69	6.95	1.80	12.36	1,811.94
07/27/2008	Est	1,388.80	86.11	20.14	185.10	0.00	110.68	6.94	1.81	12.36	1,811.94
08/10/2008	Est	1,388.80	86.10	20.13	185.10	0.00	110.69	6.94	1.80	12.36	1,811.92
08/24/2008	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.95	1.81	12.36	1,811.96
09/07/2008	Est	1,388.80	86.10	20.14	185.10	0.00	110.69	6.94	1.80	12.36	1,811.93
09/21/2008	Est	1,388.80	157.41	36.81	185.10	1,150.00	202.34	12.70	3.30	22.60	3,159.06
10/05/2008	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.81	12.36	1,811.95
10/19/2008	Est	1,388.80	86.10	20.14	185.10	0.00	110.68	6.94	1.80	12.36	1,811.92
11/02/2008	Est	1,388.80	86.11	20.13	185.10	0.00	110.69	6.95	1.81	12.36	1,811.95
11/16/2008	Est	1,388.80	86.10	20.14	185.10	0.00	110.69	6.94	1.81	12.36	1,811.94
11/30/2008	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.95	1.80	12.36	1,811.95
12/14/2008	Est	1,388.80	86.10	20.14	185.10	0.00	110.68	6.94	1.81	12.36	1,811.93
12/28/2008	Est	1,388.80	86.11	20.13	185.10	0.00	110.69	6.94	1.80	12.36	1,811.93
01/11/2009	Est	1,388.80	86.10	20.14	185.10	0.00	110.69	6.95	1.81	12.36	1,811.95
01/25/2009	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.80	12.36	1,811.94
02/08/2009	Est	1,388.80	86.11	20.14	185.10	0.00	110.68	6.95	1.81	12.36	1,811.95
02/22/2009	Est	1,388.80	86.10	20.13	185.10	0.00	110.69	6.94	1.80	12.36	1,811.92
03/08/2009	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.81	12.36	1,811.95
03/22/2009	Est	1,388.80	86.10	20.14	185.10	0.00	110.68	6.95	1.80	12.36	1,811.93
04/05/2009	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.81	12.36	1,811.95
04/19/2009	Est	1,388.80	86.10	20.13	185.10	0.00	110.69	6.95	1.81	12.36	1,811.94
05/03/2009	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.94	1.80	12.36	1,811.94
05/17/2009	Est	1,388.80	86.10	20.14	185.10	0.00	110.68	6.94	1.81	12.36	1,811.93
05/31/2009	Est	1,388.80	86.11	20.14	185.10	0.00	110.69	6.95	1.80	12.36	1,811.95
Total		36,108.80	2,310.05	540.26	4,812.60	1,150.00	2,969.53	186.29	48.44	331.60	48,457.57

The ***Pos Calcs*** page displays the salary and benefit amounts by pay period.

POSITION DETAIL DATA

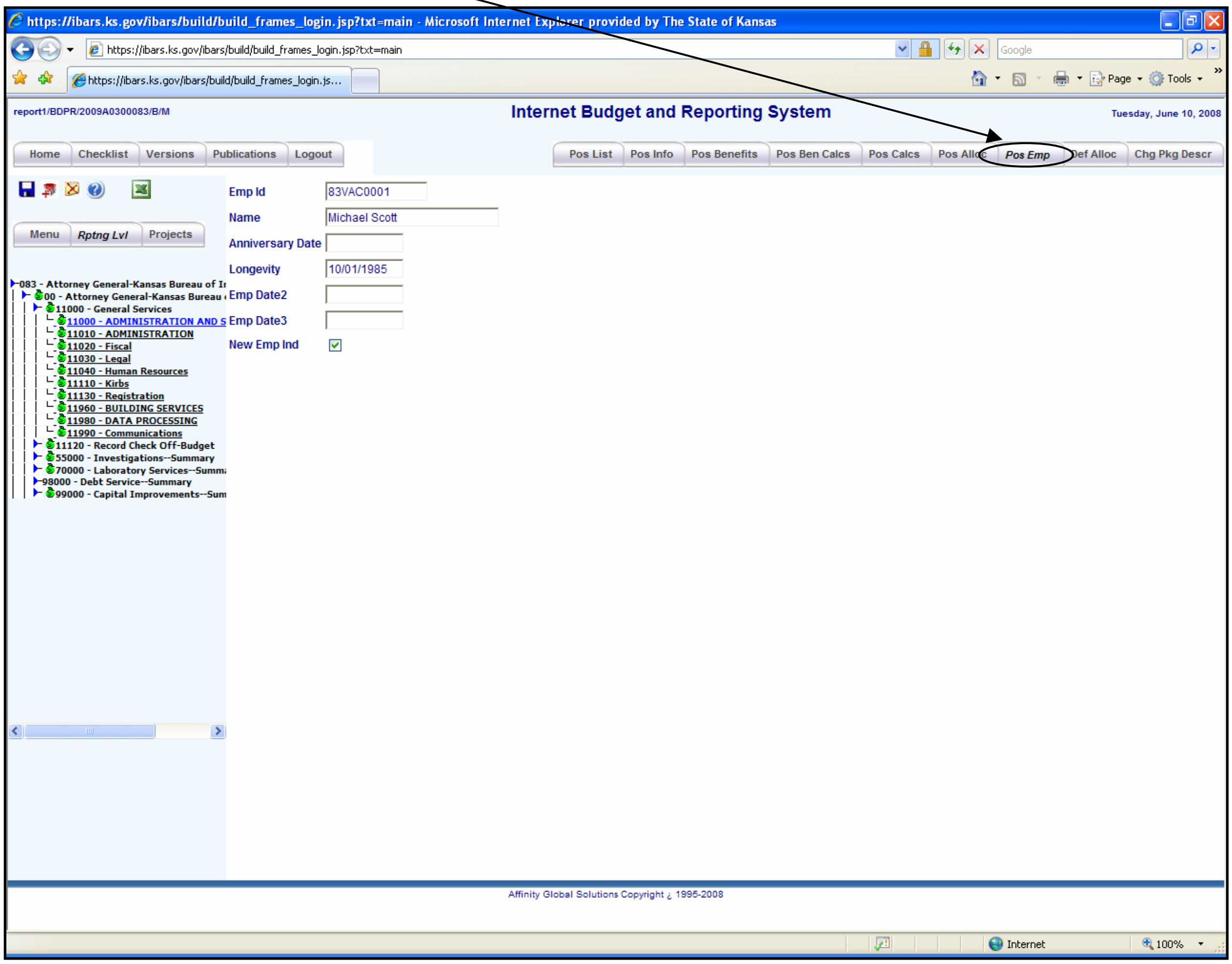
Pos Alloc (Position Allocation) Page



The ***Pos Alloc*** page shows how a position is funded. The user can change a position's funding by adding or deleting lines and changing the allocation percent for each line. The allocation percent must total 1 (ex. .5 + .5 = 1).

POSITION DETAIL DATA

Pos Emp (Position Employee ID) Page



The ***Pos Emp*** page is where the Employee ID and Name are tied together. For existing positions, this page should not be changed. For newly requested positions, the user fills out the fields as described below.

- **Emp ID** – Employee ID is unique to each employee. For newly requested employees, the user fills out this page first.

REMINDER: For newly requested positions, the **Emp ID** must be created first on the ***Pos Emp*** page, then the user can fill out ***Pos Info*** and the other pages. For newly requested positions, use agency number followed by 'VAC' followed by a four digit unique number (ex. 34VAC0001 and 280VAC0001). For newly requested positions, the **Emp ID** and **Pos No** can be the same. Don't forget to tie the newly requested position to a change package.

POSITION DETAIL DATA

Pos Emp Page (cont.)

- **Name –** Employee's Name. If it is a newly requested position, the name can be whatever the user wishes to identify the requested position – up to 30 characters (ex. New Auditor).

- **Anniversary Date –** Not used.

- **Longevity –** Employee's hire date. This field is used to calculate longevity bonus.

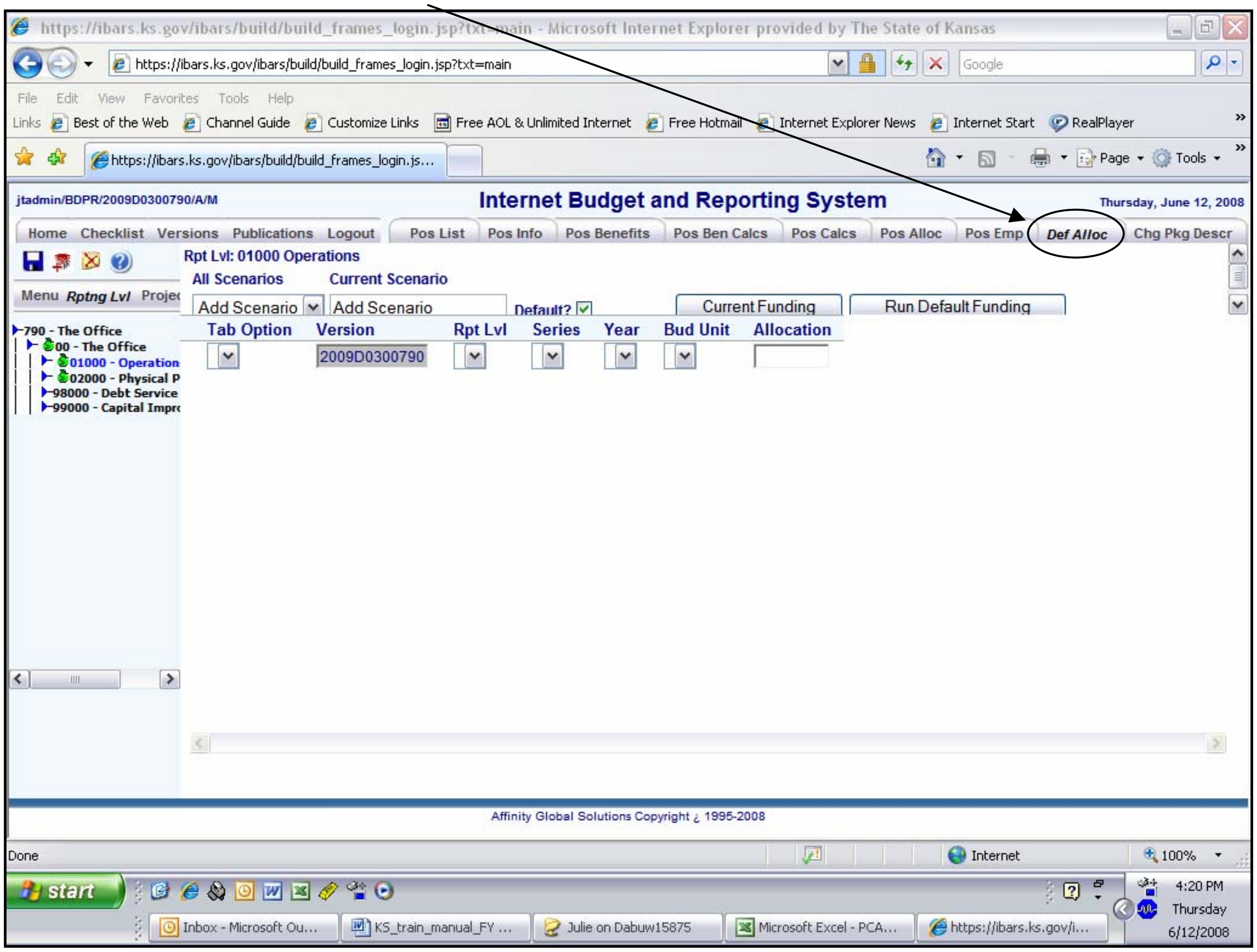
- **Emp_date2 and Emp_date3 –** Not used.

- **New Emp Ind –** New employee indicator. This box should be checked for a newly requested employee.

REMINDER: After the user has saved a new position on the ***Pos Emp*** page, the screen becomes blank. The system does this so the user can add several new positions at one time.

POSITION DETAIL DATA

Def Alloc (Default Allocation) Page



The ***Def Alloc*** page allows the user to set a funding mix for salaries and wages without having to enter the allocation percentages for each position. The user can use the default allocation method to fund all positions in a version or all positions in a specific reporting level. Below is a description of each box and column and related function.

- **All Scenarios –** Default allocation scenarios. Used to add new scenarios or choose a scenario.
- **Current Scenario –** When adding a new scenario, type the name of the scenario in this box.
- **Default –** Put a check mark in the box of the one scenario that you want to be the default scenario.
- **Current Funding –** Click to create an allocation scenario based on the current funding used for the version selected.
- **Run Default Funding –** Click this button to run the default funding scenario.

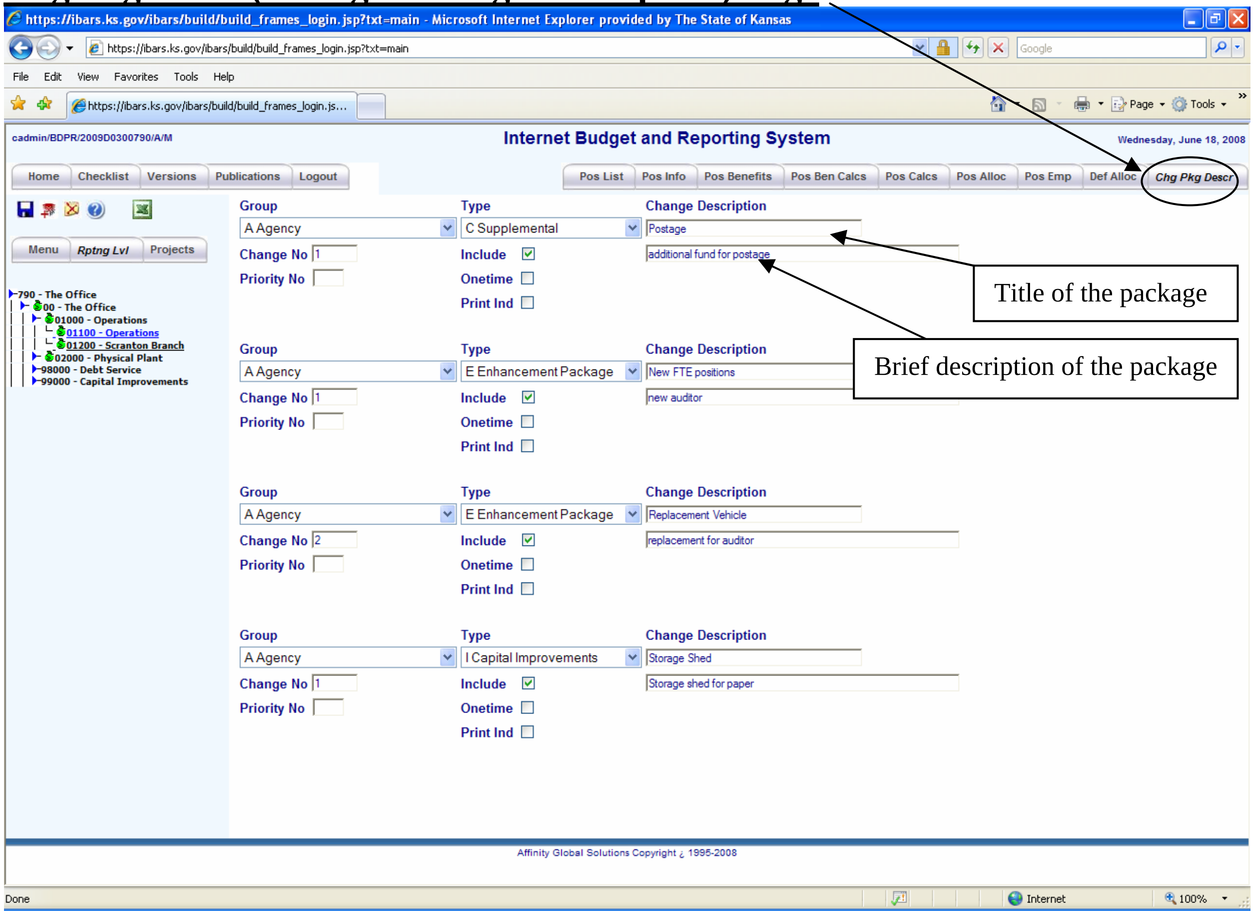
POSITION DETAIL DATA

Def Alloc Page (cont.)

- **Tab Option –** Allocation scenarios can be done by version, reporting level, or line. Click the dropdown to select your option.
- **Version –** Will contain the name of the current version.
- **Rpt Lvl –** Click the dropdown arrow to select the reporting level.
- **Series –** Expenditure type. In this module, Series is not used because salaries is the only option.
- **Year –** Click the dropdown arrow to select the fiscal year.
- **Bud Unit –** Click the dropdown arrow to select the budget unit.
- **Allocation –** Allocation percent. Each scenario must total 1 (ex .9 + .1 = 1).

POSITION DETAIL DATA

Chg Pkg Descr (Change Package Description) Page



The **Chg Pkg Descr** page allows the user to add change packages that can be used in the ***Position Detail Data*** module and the ***Budget Request Summary*** module. Below is a description of each field.

- **Group** – Identifies who is requesting the item.
- **Type –** Identifies the type of change (i.e. supplemental or enhancement).
- **Change Description** – Gives the title and brief description of the change requested. The top box is for the title and the box below is used for the brief description.
- **Change No** – The number of the package. Each group/type combination must have its own unique number (i.e. AC1, AC2, AE1, and AE2).
- **Include** – Determines if the change package is included in the budget totals the agency submits. To include, the box must have a checkmark in it. Agency reduced resource packages are not to be included in the agency's submitted version.
- **Priority No, Onetime,** and **Print Ind** – Not used.

POSITION DETAIL DATA

Position Detail Data – Recap

Once the user has reviewed and updated all the position information and added newly requested positions through a change package, the user can click the ***Position Detail Data*** module to complete. Clicking the ***Position Detail Data*** module to complete is done by clicking the box to the left of the "Not Complete" box on the ***Checklist*** page. This process takes a few minutes.

A Progress Status box will show up on the screen that shows the progress of posting the position data to the ***Budget Request Summary*** module.

Clicking this box will take the salaries and wages totals by object code, sub-PCA level, and fiscal year and post the information to the ***Budget Request Summary*** module.

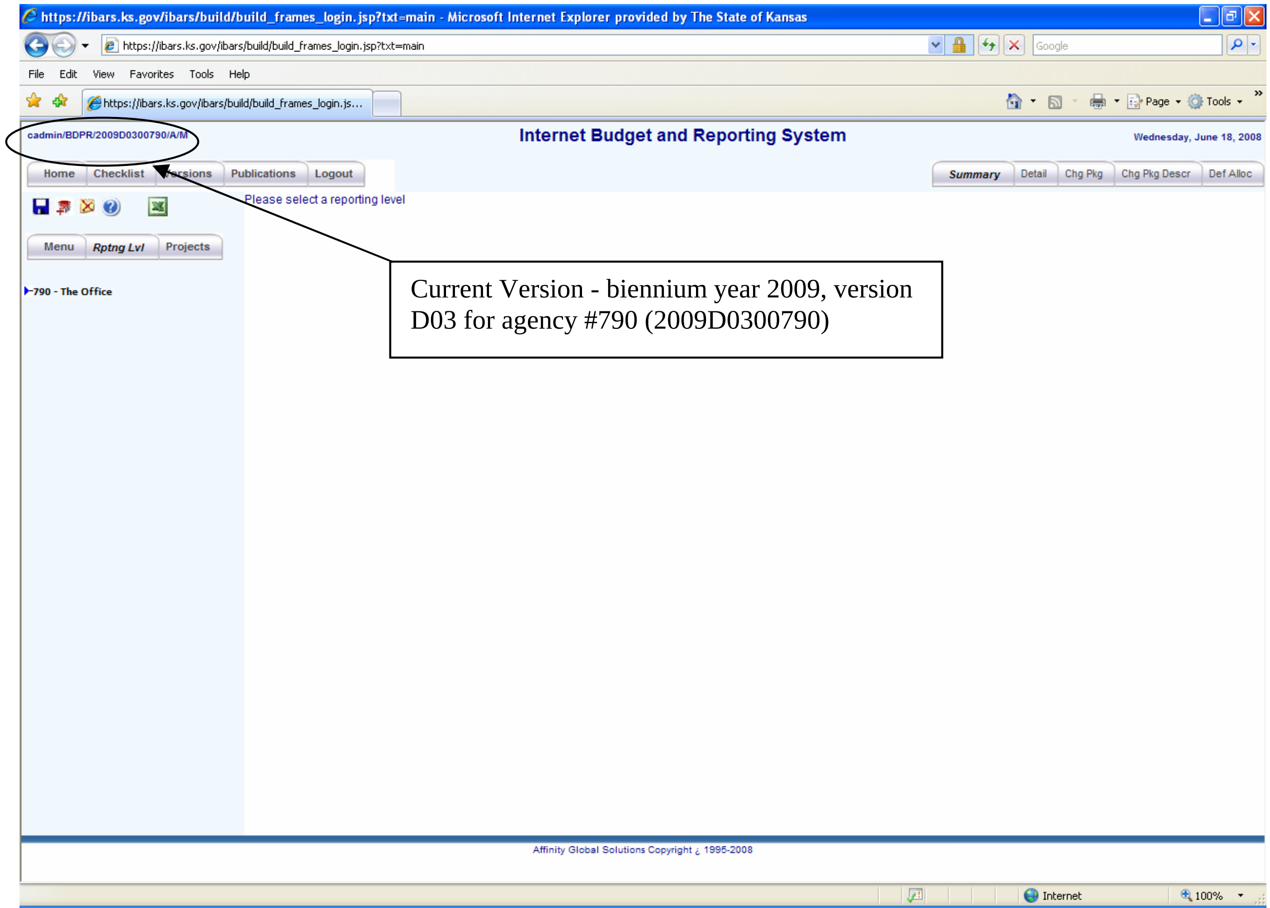
Position Detail Data Checklist:

- ✓ Review the data and make adjustments to reflect current employee status (i.e. changes in salary, medical insurance, funding source, etc.)
- ✓ Clean up the data to remove obsolete positions or to make other necessary adjustments.
- ✓ Make sure newly requested positions are attached to a change package.
- ✓ Check the ***Position Detail Data*** module to complete.

Appendix A on pages 77-83 details an example for adding a position, page 84 details an example for deleting a position, and pages 85-89 details default allocation.

BUDGET REQUEST SUMMARY

Budget Request Summary Page – before reporting level is selected

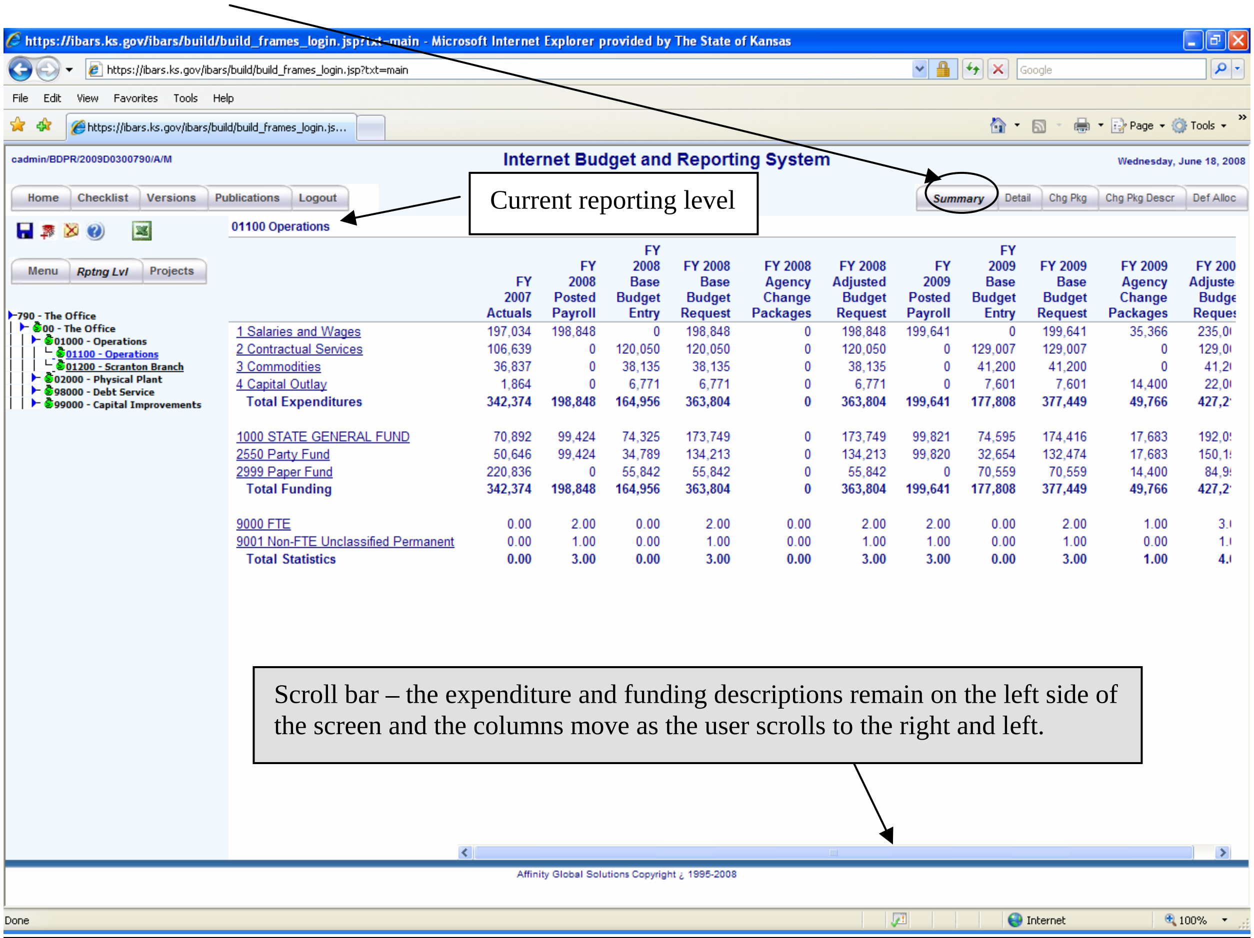


The ***Budget Request Summary*** module allows the user to enter non-salary expenditure detail into the system. When the ***Budget Request Summary*** module is first selected, the system will prompt the user to "Please select a reporting level (PCA)." Click on the blue arrow to the left of the agency name (on the left side of the screen). Now the user will see the agency name listed twice. The user should click on the blue arrow of the second agency name to get to a PCA level. The user will need to click the blue arrow next to a PCA to get to a sub-PCA level. Click on the title of the desired PCA or sub-PCA. Agency users work in the sub-PCA level to enter budget request information.

REMINDER: Make sure the current version you're in is the one that you wish to work in.

BUDGET REQUEST SUMMARY

Summary Page



The ***Summary*** page allows the user to view Expenditure, Funding, and Statistics (FTE) totals by agency, PCA, and sub-PCA levels. To get the agency ***Summary***, click on the agency name on the reporting level (PCA) tree. For PCA and sub-PCA, click on the names on the tree.

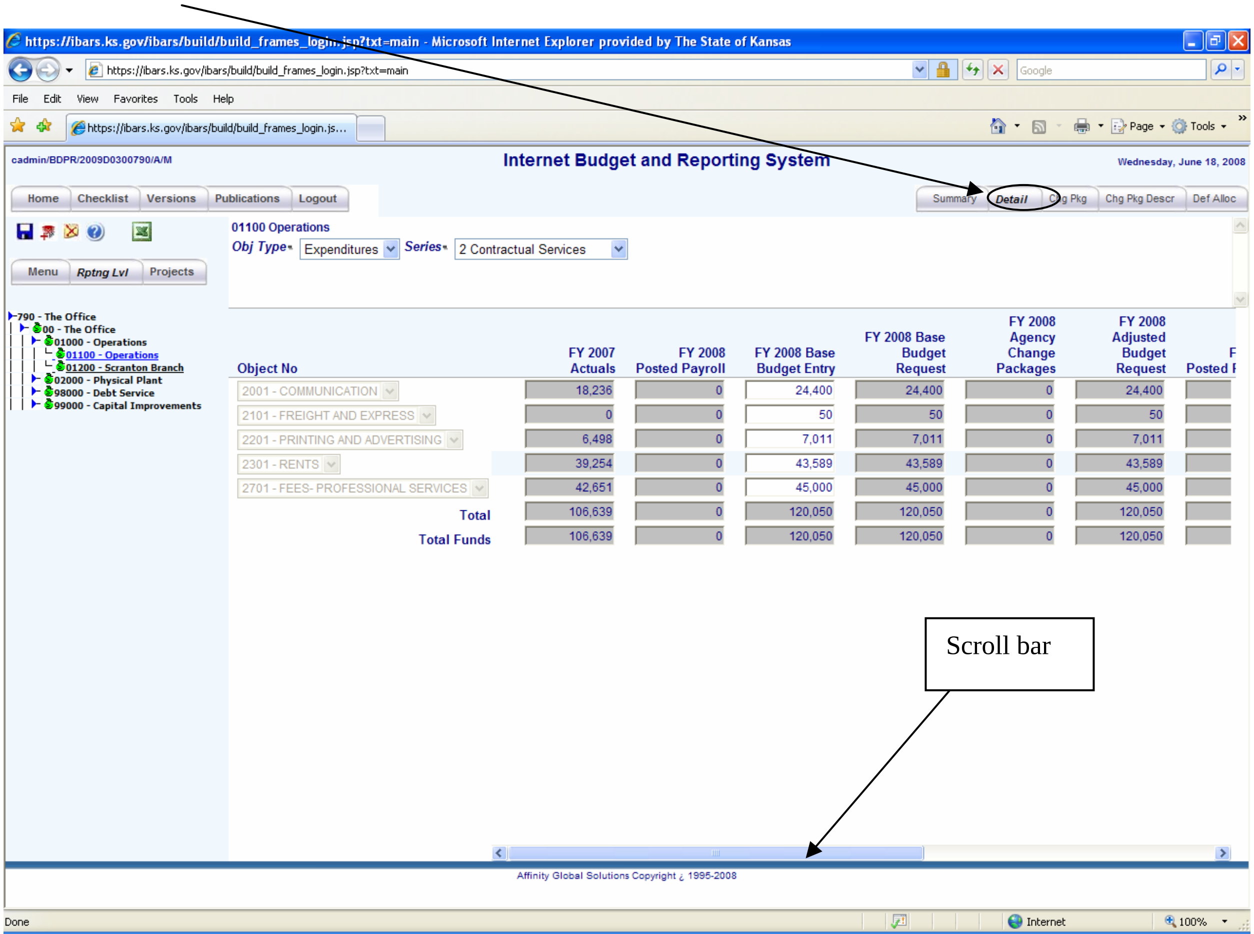
REMEMBER: When the system is opened on August 11, IBARS will contain the expenditure and funding for the FY 2008 Actuals. The current year (FY 2009) and budget year (FY 2010) must be entered by the agency. Biennial agencies will also be required to enter FY 2011.

To get to the ***Detail*** page, the user can either click on the ***Detail*** tab at the top right of the screen or click the **Expenditures, Funding, or Statistics** names listed (i.e. Commodities, STATE GENERAL FUND, or FTE).

REMINDER: The user can extract any ***Budget Summary Request*** page to Excel by clicking on the Excel icon .

BUDGET REQUEST SUMMARY

Detail Page



The ***Detail*** page allows users to enter expenditure and funding amounts in the **Base Budget Entry** columns for both the current year (CY) and budget year(s) (BY) by reporting level. The user can add lines as needed.

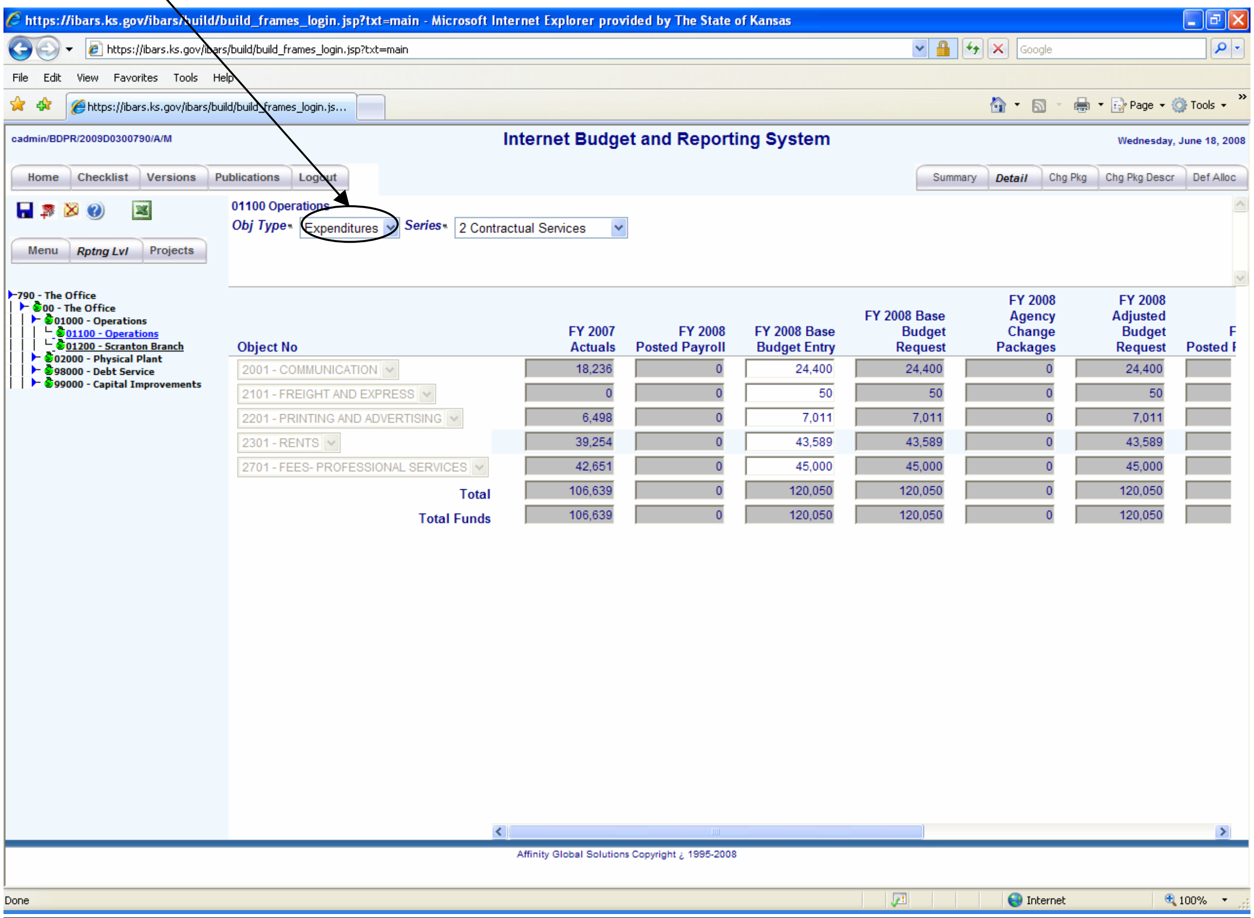
REMINDER: Never delete rows in IBARS. Deleting rows can cause the **FY 2008 Actuals** expenditure and funding to be out of balance. The only way to fix this problem is by contacting the System Administrator in the Division of the Budget.

REMINDER: Salary and wage expenditures, funding, and FTE count for FY 2009 and FY 2010 automatically feed into the ***Budget Request Summary*** after the ***Position Detail Data*** is checked to complete. The expenditure, funding, and FTE will be in the **Posted Payroll** columns for each year.

Because the salary and wage amounts are populated from the ***Position Detail Data*** module to the **Posted Payroll** columns, users should make only minor funding changes to salaries and wages. Any funding changes are required to be made in the **Base Budget Entry** columns.

BUDGET REQUEST SUMMARY

Detail Page – Expenditure



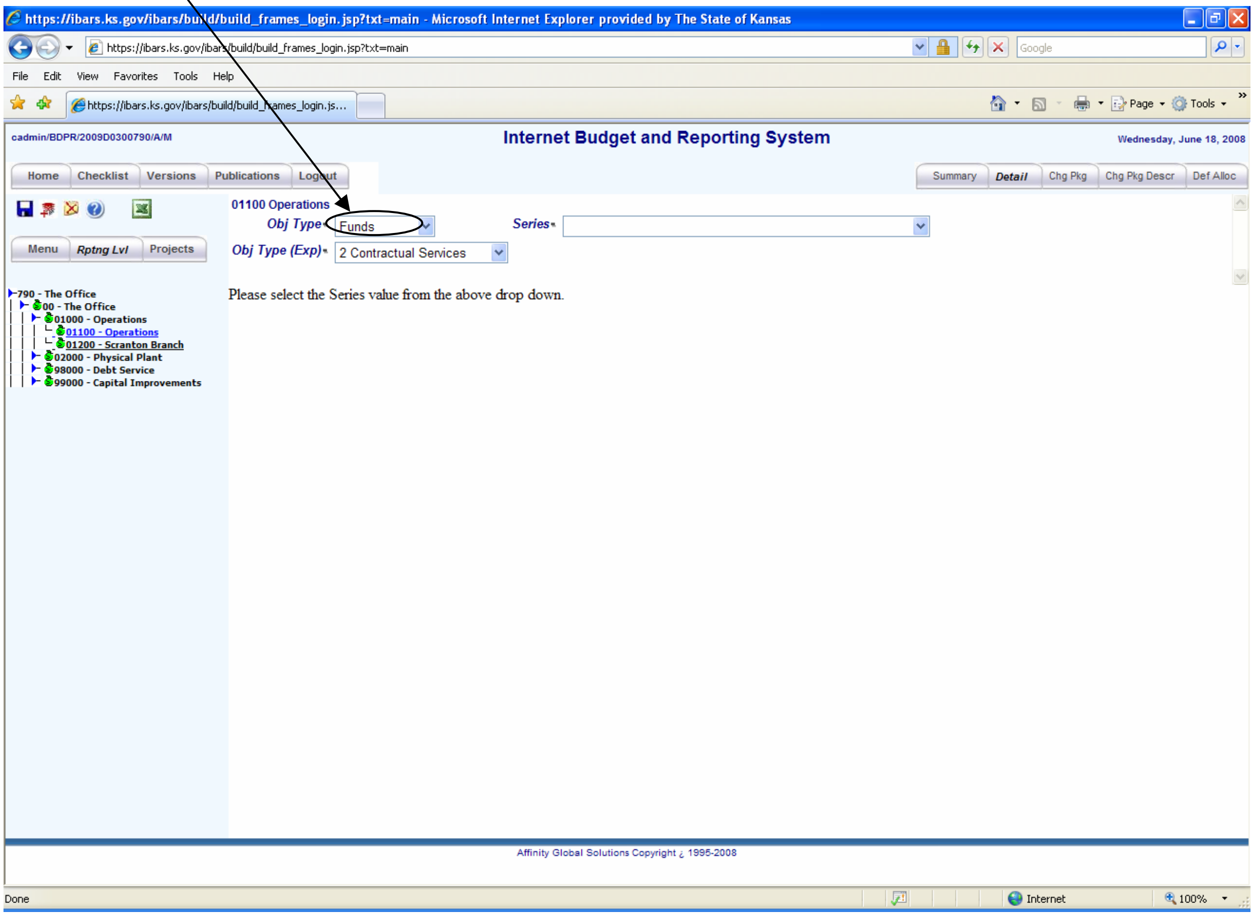
- ➢ **Expenditure Data Entry**

The user will select **Expenditure** from the **Obj Type*** dropdown menu. Next, the user will choose a **Series*** from the dropdown menu (i.e. Contractual Services and Commodities). The user can then enter amounts for the CY and BY and add **Object No** rows as needed by clicking the add icon . After the user has saved the entries, the **Total** row at the bottom of the screen will sum all the expenditures in columns (the user may have to scroll down to see the **Total** row).

REMINDER: Make sure the **Total** matches the **Total Funds** for each column. If they match, the user is in balance for that expenditure **Series***. If they are not in balance, the user must determine how to fix the imbalance.

Don't forget to enter the Shrinkage amounts by reporting level. Shrinkage must be entered as a negative number (ex. -30156) in the appropriate expenditure series.

Detail Page – Funds

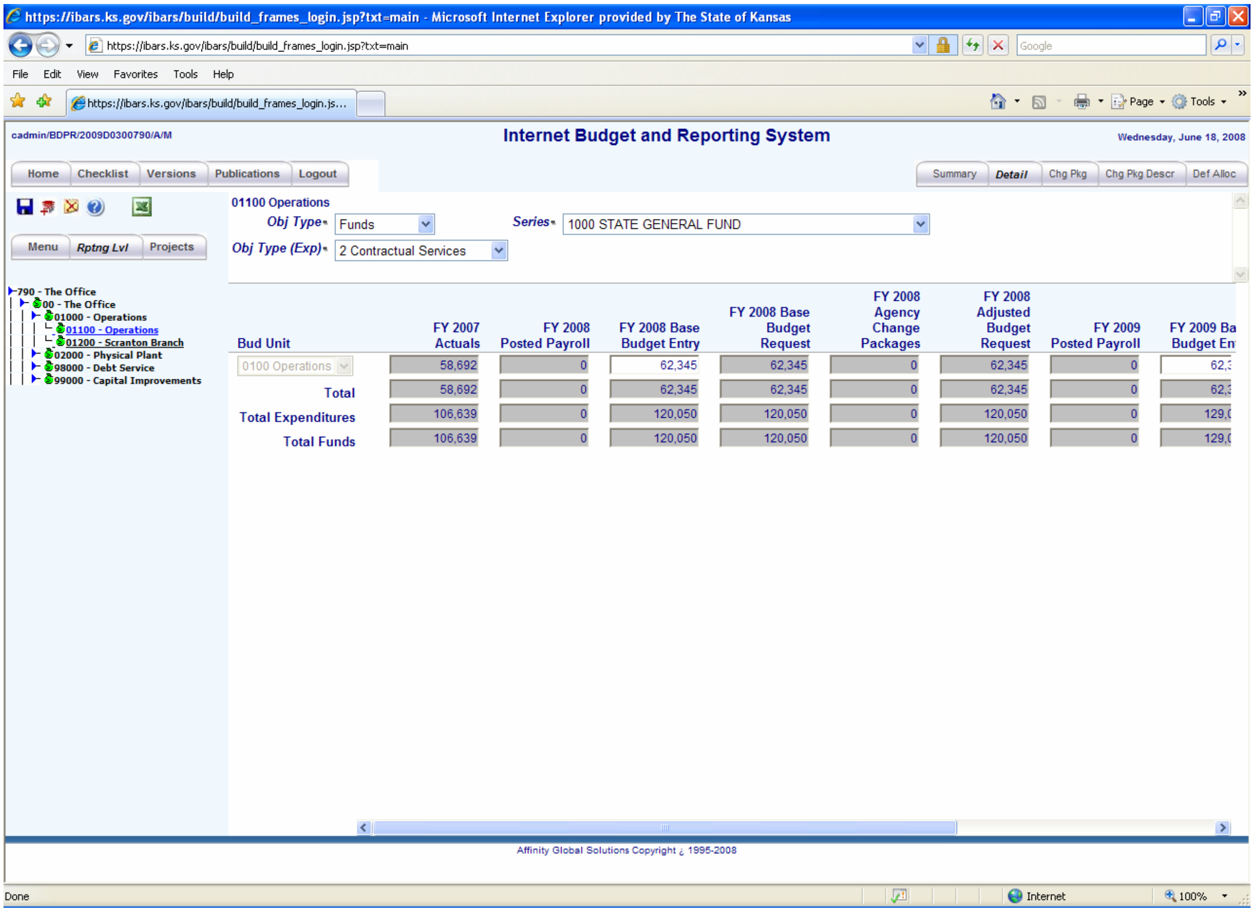


For funding, the user is instructed to "Please select the Series value (fund) from the above drop down." The user selects the **Series*** (Fund) from the dropdown menu. The user will also select the **Obj Type (Exp)*** from the dropdown menu.

Remember: Because the salary and wage amounts are populated from the ***Position Detail Data***, users should make only minor funding change to salaries and wages. Any funding changes should be made in the **FY 20XX Base Budget Entry** columns as they cannot be made to the posted payroll columns.

BUDGET REQUEST SUMMARY

Detail Page – Funds (cont.)



➢ **Funds Data Entry**

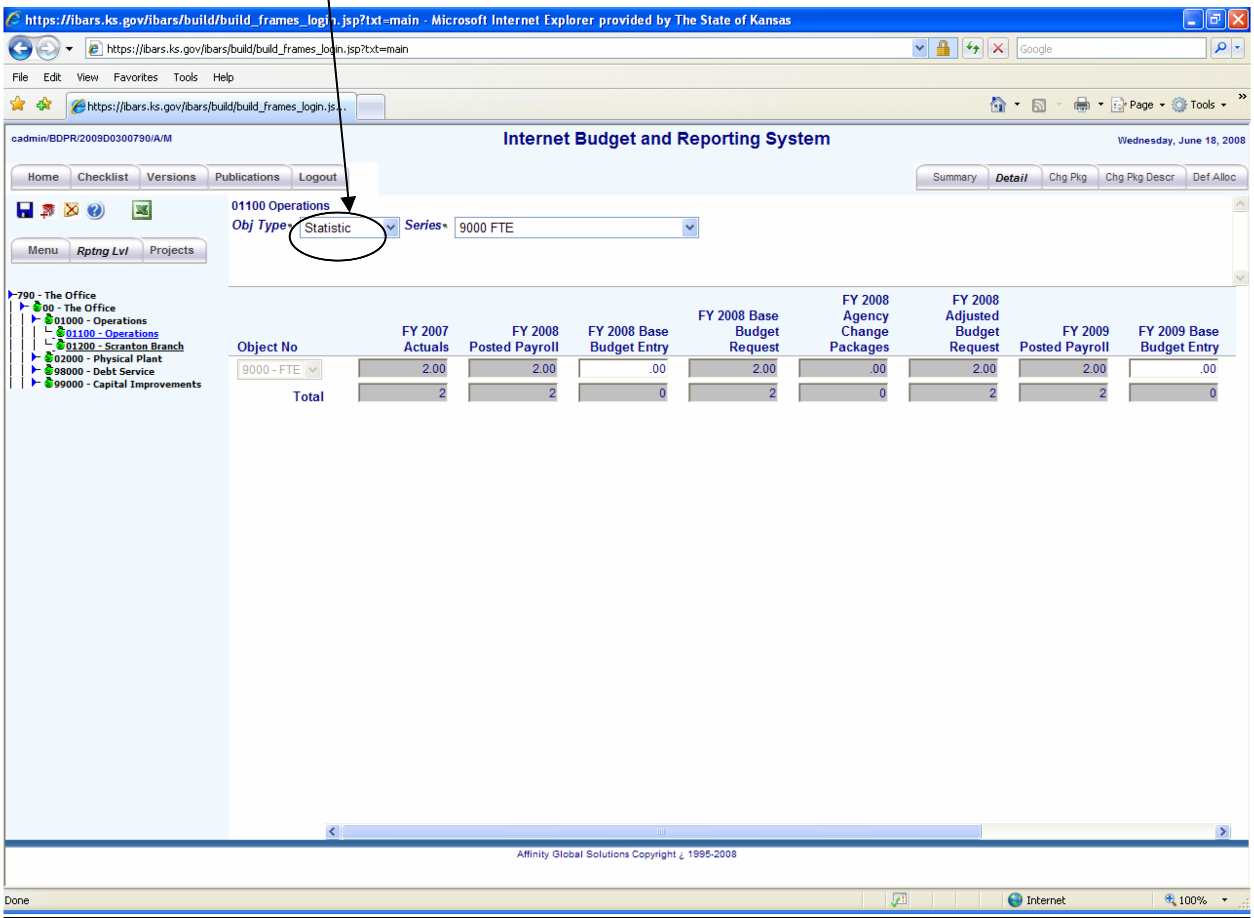
After the correct **Series*** and **Obj Type (Exp)*** are chosen, the user can then enter amounts for the CY and BY and add **Bud Unit** rows as needed by clicking on the add icon . After the user has saved the entries, the **Total** and **Total Funds** rows at the bottom of the screen will sum all the funding entries in that column (the user may have to scroll down to see the **Total** rows).

REMINDER: The **Total** row is the total funding for that selected **Series*** (fund) and **Obj Type (Exp)***. The **Total Funds** row is the total of all **Series*** (funds) for that **Obj Type (Exp)***.

REMINDER: Make sure the **Total Expenditures** matches the **Total Funds** for each column. If they match, the user is in balance for that **Obj Type (Exp)***. If they are not in balance, the user must determine how to fix the imbalance.

Don't forget to enter the Shrinkage amounts. Shrinkage for the FY 20XX Base Budget Entry must be entered as a negative number (ex. -30156).

Detail Page – Statistics (FTE information)

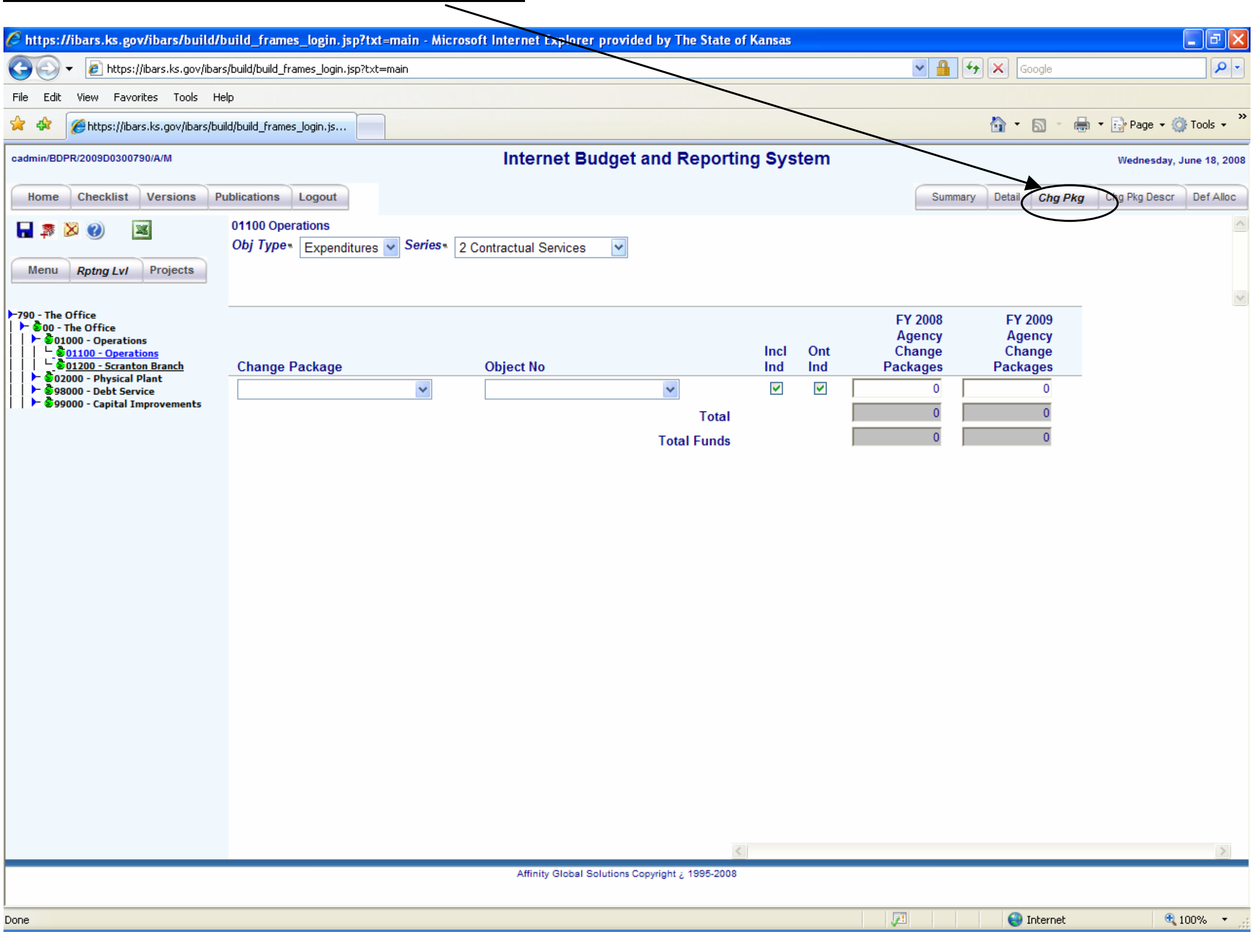


The user will first select **Statistic** from the **Obj Type*** dropdown menu. The user can then select from two items in the **Series*** dropdown. The user can select either **9000 FTE** or **9001 Non-FTE Unclassified Permanent**. If the ***Position Detail Data*** module is checked to complete, the user should not have to enter anything on this page because the FTE count will be calculated and posted from the ***Position Detail Data*** module into the **FY 20XX Posted Payroll** columns. If the FTE count is not correct, go back to the ***Position Detail Data*** module and make sure the **Pryll Ind** on the **Pos Info** screen is **Y Yes** for all positions that should be counted as an FTE or **N No** for positions that should not be counted as an FTE.

REMINDER: For the actual year's FTE, make sure the FTE count by PCA is in the written narrative submitted to DOB and Legislative Research. DOB will enter the actual FTE data.

BUDGET REQUEST SUMMARY

Chg Pkg (Change Package) Page



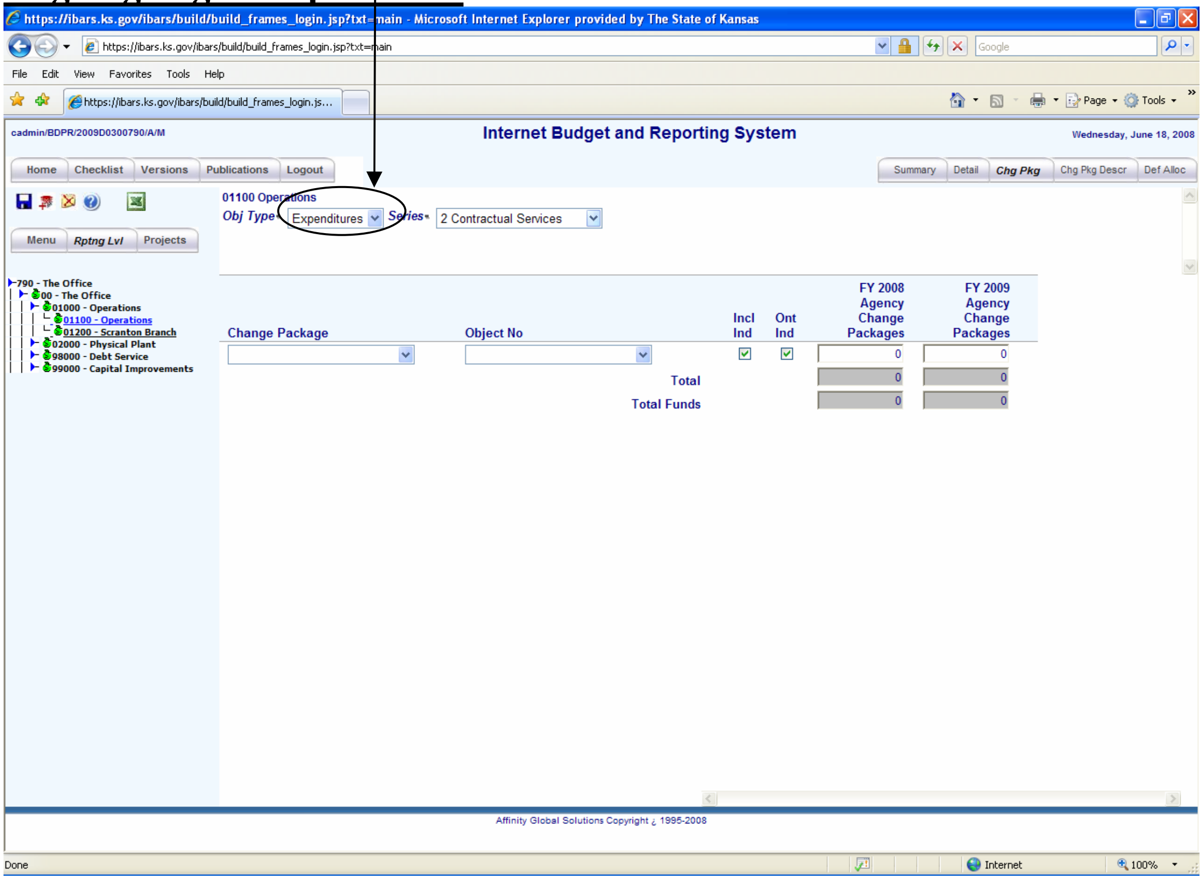
The ***Chg Pkg*** page will allow users to add change package amounts to the agency's base budget request for the current year (CY) and budget year (BY). The user must create change package descriptions in the ***Chg Pkg Descr*** page before the actual expenditure and funding amounts can be entered. Once the user has put the agency's base budget request in the ***Detail*** page, then the user can add supplemental change packages for the CY and enhancement change packages for the BY.

Agencies use change packages to request incremental changes to the CY approved budget and the BY allocated budget. This would include requests for vehicles, additional appropriated funds, and major changes to programs. The change package reflects incremental expenditures and personnel requirements, as well as the method of financing the request.

REMEMBER: New position requests are added in the ***Position Detail Data*** module. After the ***Position Detail Data*** module is checked to complete, the salary and wage expenditures and funding amounts along with the FTE count entered for the position will be posted in the ***Chg Pkg*** page.

BUDGET REQUEST SUMMARY

Chg Pkg Page – Expenditure



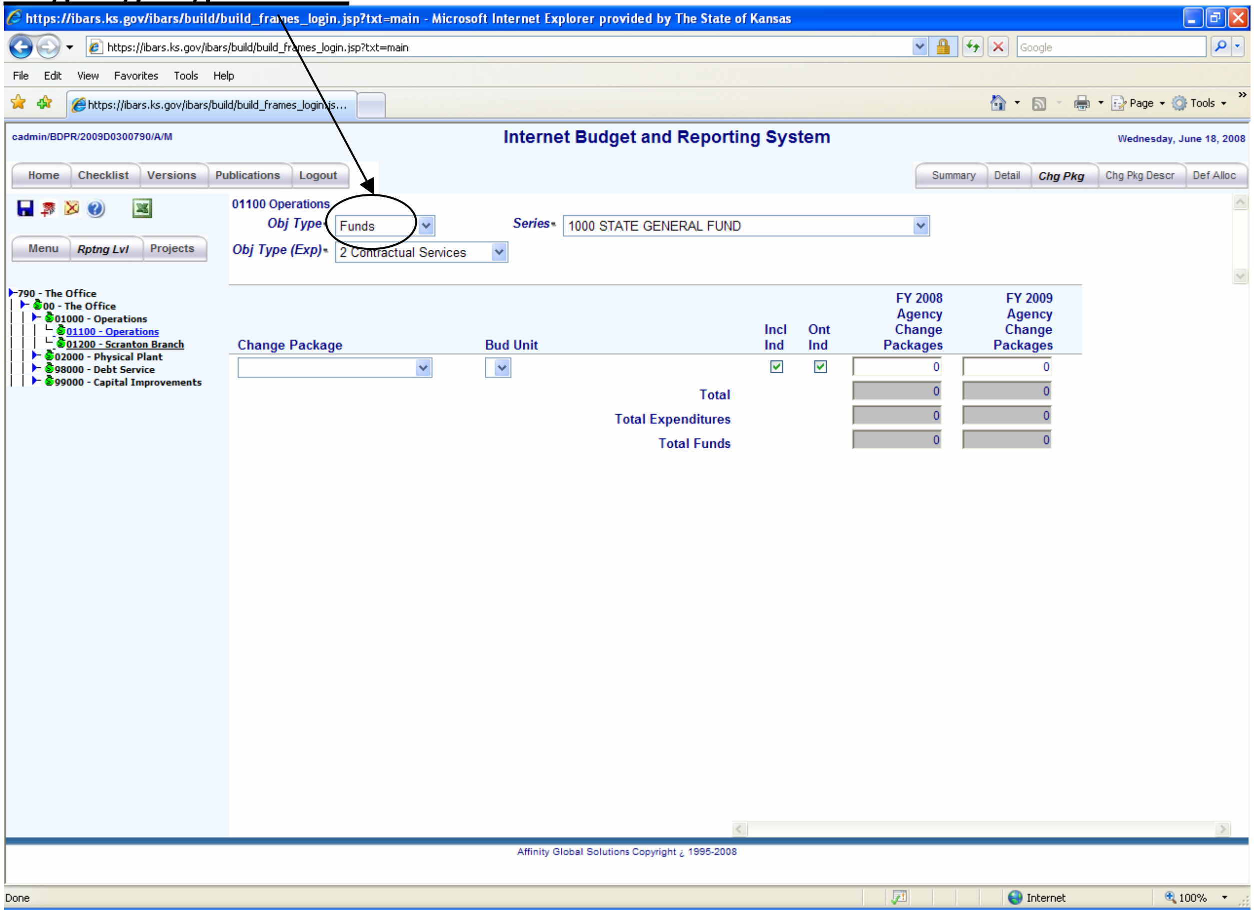
➢ **Expenditure Data Entry**

The user selects **Expenditures** from the **Obj Type*** dropdown menu. Next, the user chooses a **Series*** from the dropdown menu (i.e. Contractual Services and Commodities, also known as record class). If it is the first change package for this expenditure series, then the user should not have to click the add icon because there should be one blank row. Otherwise, click the add icon to insert a change package expenditure row. Below is a description of each column and its function.

- **Change Package –** The group, type, number, and description of the change package. Click the drop down arrow and select.
- **Obj No –** The object number for the expenditure. Click the drop down arrow to select.
- **Include Ind** box **–** This is checked if the user wishes to include the change package amounts in the total budget request.
- **Onetime Ind** box **–** Not used.
- **FY 20XX Agency Change Packages –** The user enters change package expenditure amounts in these boxes.

BUDGET REQUEST SUMMARY

Chg Pkg Page – Fund



➢ **Funds Data Entry**

After the correct **Series*** and **Obj Type (Exp)*** are chosen, the user can then enter the change packages. If it is the first change package for this fund series, then the user should not have to click the add icon because there should be one blank row. Otherwise, click the add icon to insert a change package funding row. Below is a description of each column and its function.

- **Change Package –** The group, type, number, and description of the change package. Click the drop down arrow and select.
- **Bud Unit –** The budget unit of the fund. Click the drop down arrow and select.
- **Include Ind** box **–** This is checked if the user wishes to include the change package amounts in the total budget request.
- **Onetime Ind** box **–** Not used.
- **FY 20XX Agency Change Packages –** The user enters change package funding amounts in these boxes.

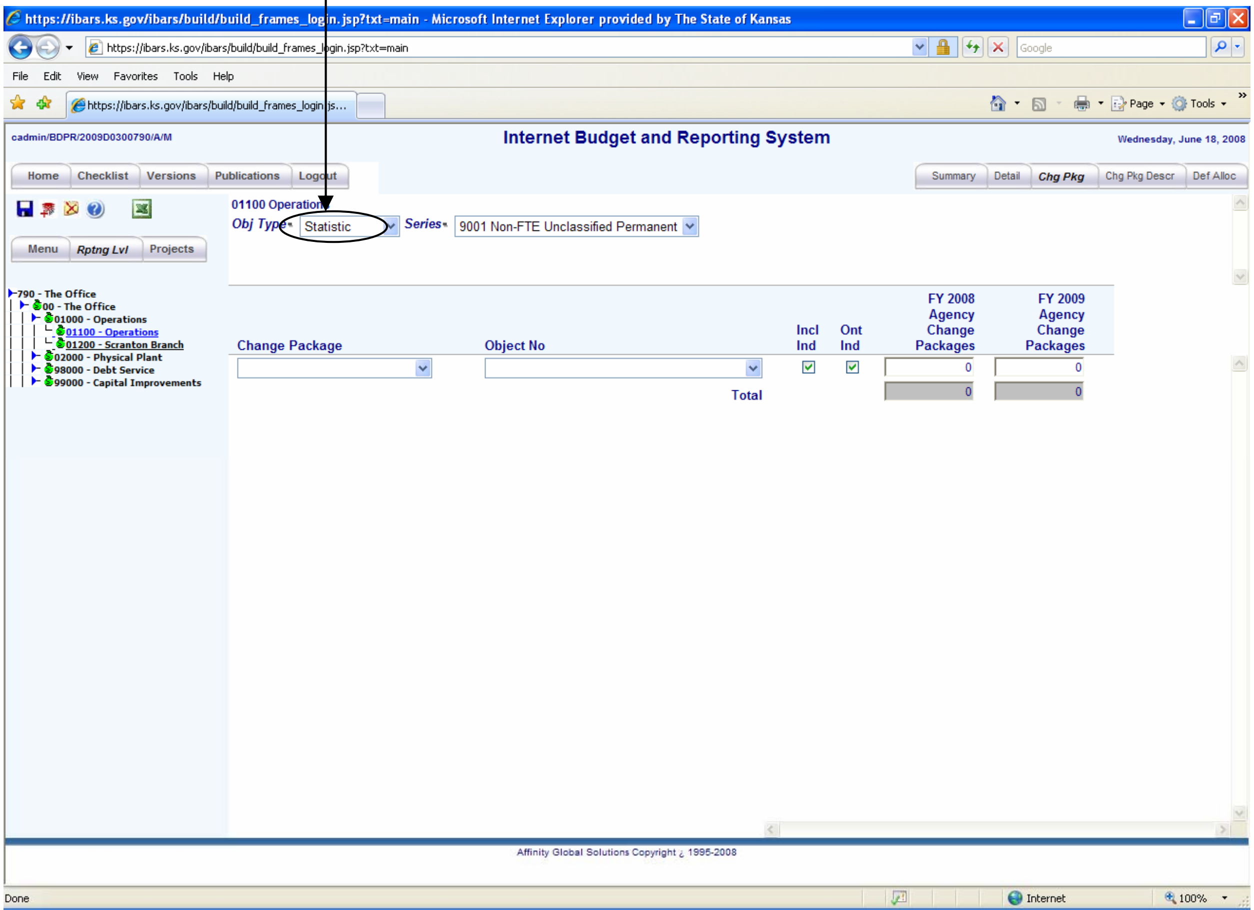
BUDGET REQUEST SUMMARY

Chg Pkg Page (cont.)

REMINDER: Make sure the **Total Expenditures** match the **Total Funds** for each column. If they match, the user is in balance for that **Obj Type (Exp)***. If they are not in balance, the user must determine how to fix the imbalance.

REMINDER: If the user wants to use a new fund or a new budget unit with a change package that currently is not within the chart of accounts, then the user must contact the system administrator to create it.

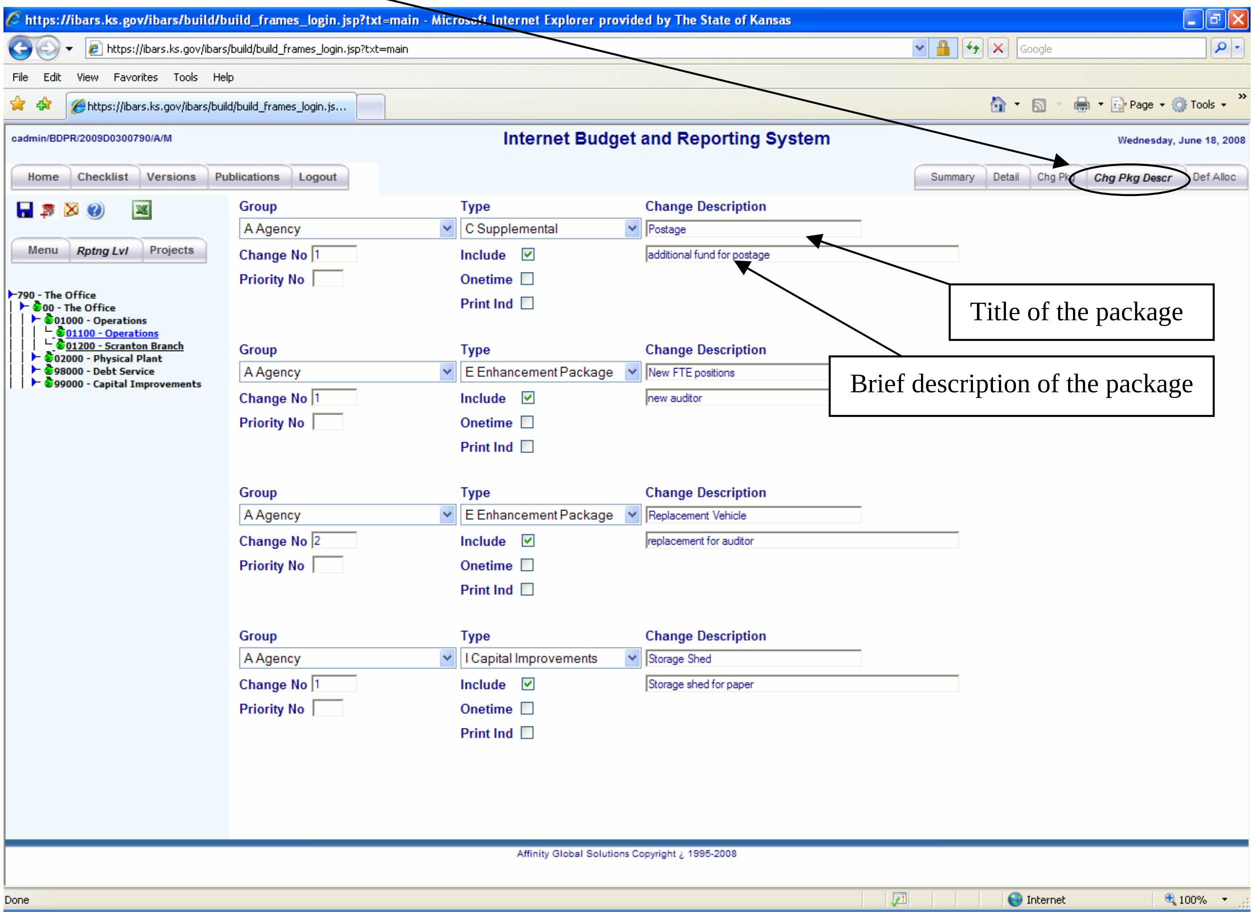
Chg Pkg Page – Statistics



The user first selects **Statistic** from the **Obj Type*** dropdown menu. The user can then select one of two items from the **Series*** dropdown. The user can select either **9000 FTE** or **9001 Non-FTE Unclassified Permanent**. If the ***Position Detail Data*** module is checked to complete and the user has attached newly requested positions to a change package, the user should not have to enter anything on this page because the FTE count will be calculated and posted from the ***Position Detail Data*** module into the **FY 20XX Agency Change Packages** columns. If the FTE count is not correct, go back to the ***Position Detail Data*** module and make sure that any newly requested position is tied to a change package (**Bud Chg**) and the **Pryll Ind** on the ***Pos Info*** page is **Y Yes** for those positions that should be counted as an FTE or **N No** for those positions that should not be counted as an FTE.

BUDGET REQUEST SUMMARY

Chg Pkg Descr (Change Package Description) Page



The **Chg Pkg Descr** page allows the user to add change packages that can be used in the ***Position Detail Data*** module and the ***Budget Request Summary*** module. Below is a description of each field.

- **Group –** Identifies who is requesting the item.
- **Type –** Identifies the type of change (i.e. supplemental or enhancement).
- **Change Description –** Gives the title and brief description of the change requested. The top box is for the title and the box below is used for the brief description.
- **Change No –** The number of the package. Each group type combination must have its own unique number (i.e. AC1, AC2, AE1, and AE2).

BUDGET REQUEST SUMMARY

Chg Pkg Descr Page (cont.)

- **Include –** Determines if the change package is included in the budget totals the agency submits. To include, the box must have a checkmark in it. Agency reduced resource packages are not to be included (no checkmark) in the agency's submitted version.
- **Priority No –** Not used.
- **Onetime –** Not used.
- **Print Ind –** Not used.

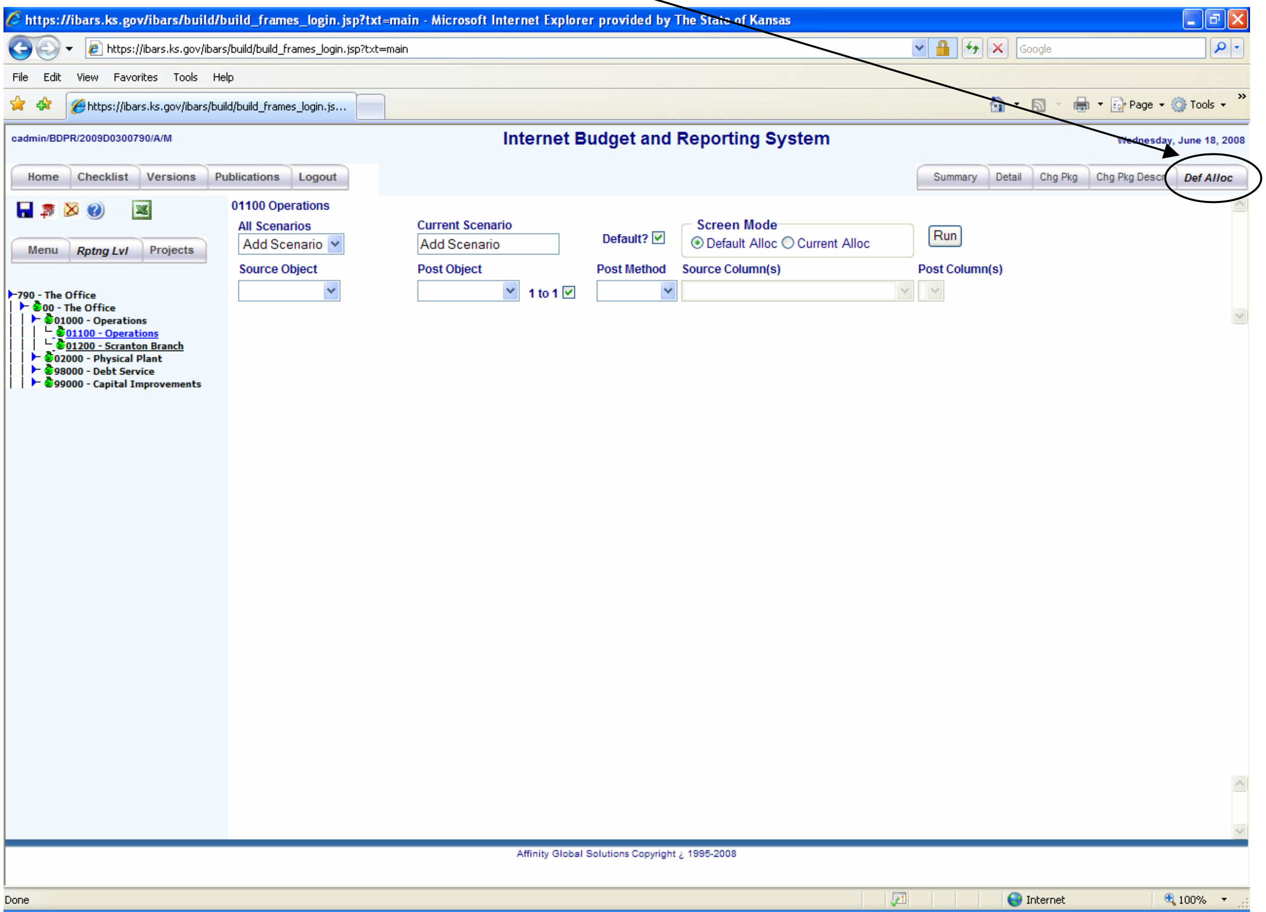
For agencies, change packages are used to request supplementals in the CY, enhancements in the BY, or reduced resources in the BY. DOB uses change packages for DOB changes, Governor changes, and Legislative changes to the agencies' Base Budget Request. Agencies use change packages to request incremental changes to the CY approved budget and the BY allocated budget. This would include requests for vehicles, additional appropriated funds, and major changes to programs. The change package reflects incremental expenditures and personnel requirements, as well as the method of financing for the request.

REMINDER: Reduced resource packages are not to be included (no checkmark next to **Include**) in the agency's submitted version.

REMINDER: Newly requested positions should be completed in the ***Position Detail Data*** module by tying to a change package (**Bud Chg**) on the ***Pos Info*** page.

BUDGET REQUEST SUMMARY

Def Alloc (Default Allocation) Page



The ***Def Alloc*** page allows the user to set a funding mix for expenditures without having to enter the allocations for each fund. The user can use the default allocation method to fund all expenditures in a version or in a specific reporting level, or to fund all expenditures in a specific expenditure type or object code. Below is a description of each box and column and related function.

- **All Scenarios –** Default allocation scenarios. Use to add new scenarios or choose a scenario.
- **Current Scenario –** When adding a new scenario, type the name of the scenario in this box.
- **Default –** Put a check mark in the box of the one scenario that you want to be the default scenario.
- **Screen Mode –** Leave on Default Alloc.
- **Run –** Click to run the chosen default allocation scenario.

BUDGET REQUEST SUMMARY

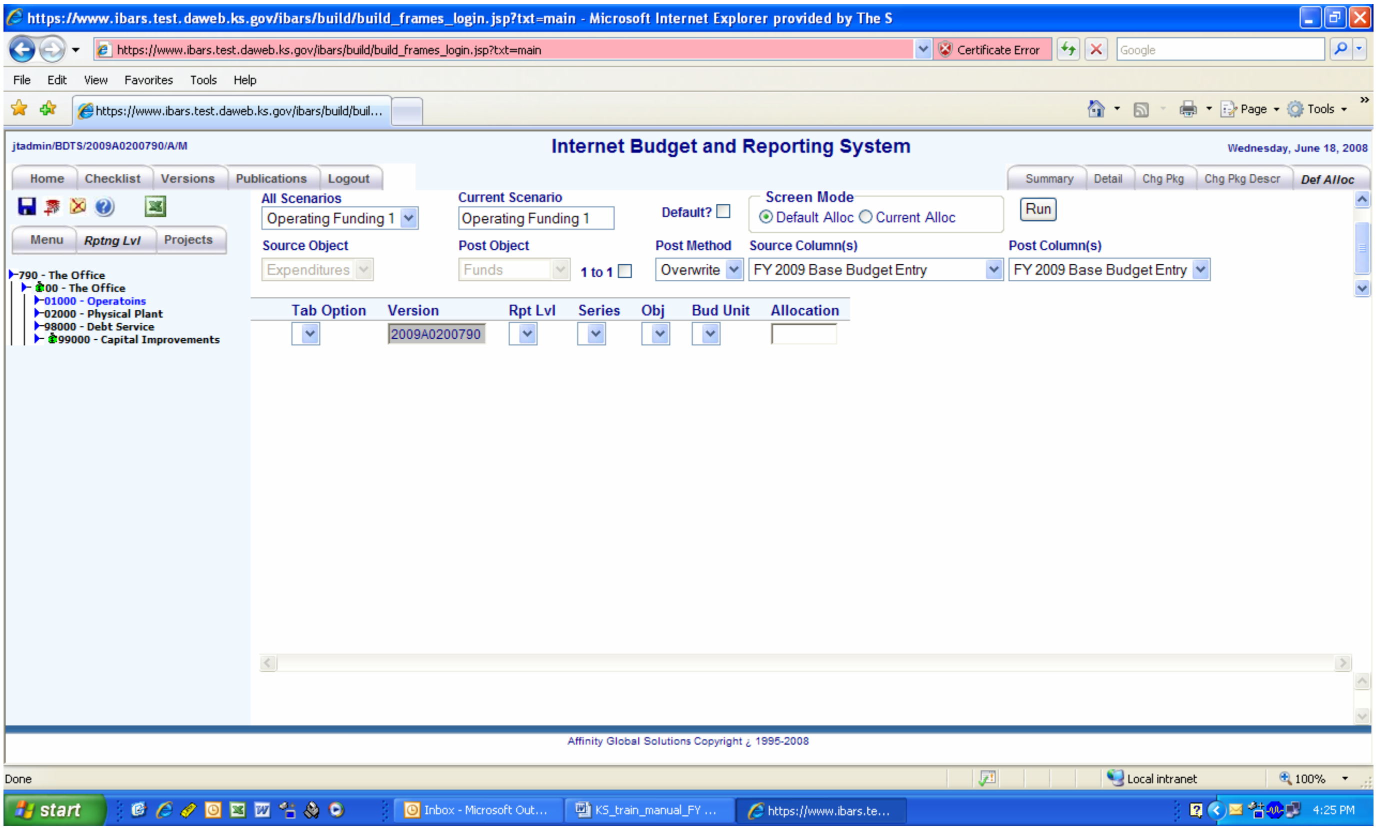
Def Alloc Page (cont.)

- **Source Object –** Click the dropdown arrow and select “expenditures**.”**
- **Post Object –** Click the dropdown arrow and select “funds.”
- **1 to 1 –** Make sure the box does not contain a checkmark.
- **Post Method –** Click the dropdown arrow and select “overwrite.”
- **Source Column** – The budget request column that you are default funding, should always match ‘Post Column’.
- **Post Column** – The budget request column that you are default funding, should always match ‘Source Column’.

The user will click the save icon  after the above fields are complete to save the scenario. The next page shows how to finish the funding scenario.

BUDGET REQUEST SUMMARY

Def Alloc Page (cont.)



- **Tab Option –** Click the dropdown arrow to select one of the following: version, reporting level, object, or line.
- **Version** – Contains the name of the current version.
- **Rpt Lvl –** Click the dropdown arrow to select a reporting level.
- **Series –** Click the dropdown arrow to select an expenditure type (Contractual Services, Commodities, etc.).
- **Object –** Click the dropdown arrow to select a specific expenditure object code (2010—Postage, 3320—Fuel Oil, etc.).
- **Bud Unit –** Click the dropdown arrow to select a budget unit.
- **Allocation** – Allocation percent. Each scenario must total 1 (ex .9 + .1 = 1).

BUDGET REQUEST SUMMARY

Budget Request Summary – Recap

Once the user has entered all the expenditures and funding by reporting level, including change packages, the user can click the ***Budget Request Summary*** module to complete. Clicking the ***Budget Request Summary*** module to complete is done by clicking the box to the left of the "Not Complete" on the ***Checklist*** page. This process takes a few minutes.

A Progress Status box will appear on the screen that shows the progress of posting the expenditures and funding to the **Special Fund Balance** module.

If the ***Budget Request Summary*** module is not in balance, then the user is instructed to run the **Budget Validation** report, which is found under **Publications –** Standard reports. This report will assist the user in finding the error in order to correct it. The ***Budget Request Summary*** module cannot be checked to complete until the budget is in balance.

Once the user has checked the ***Budget Request Summary*** module to complete, the user can run reports to assist with entering data in the ***Special Fund Balance*** module.

REMINDER: When entering a dollar amount, do not use special characters such as "$", or ",", or cents. Budget only in rounded dollars.

BUDGET REQUEST SUMMARY

Budget Request Summary – Recap (cont.)

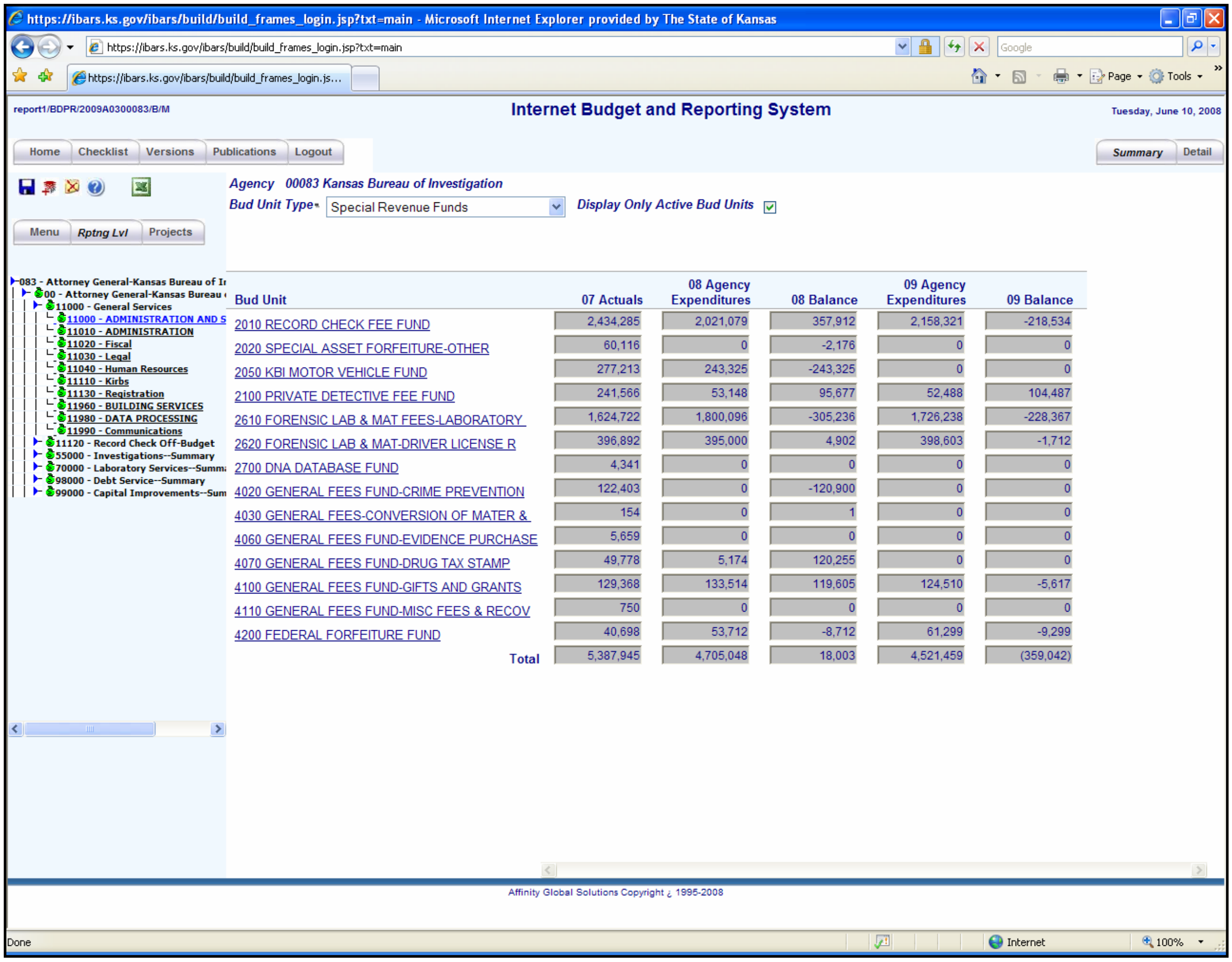
Budget Request Summary Checklist:

- ✓ Enter base budget expenditures and funding in **FY 20XX Base Budget Entry** columns by sub-PCA level.
- ✓ Enter expenditures and funding for **Shrinkage**. **Shrinkage** should be entered in as a negative number in the **FY 20XX Base Budget Entry** columns.
- ✓ Make sure Official Hospitality is budgeted.
- ✓ Enter expenditures and funding for **FY 20XX Agency Change Packages** columns.
- ✓ Make sure for the CY and BY that Non-Expense expenditures are not funded with appropriated funds, such as the State General Fund.
- ✓ Make sure that expenditure object codes 1780 and 1990 are not budgeted in either the CY and BY.
- ✓ Make sure reduced resource change packages are entered, but turned off (i.e. Include box not checked).
- ✓ Provide DOB and Legislative analysts with the FTE count for the FY 20XX Actuals column by PCA.
- ✓ Check the ***Budget Request Summary*** module to complete.

Appendix B on pages 90-93 details an example for adding expenditures and funding for the base budget. Pages 94-97 detail an example for adding expenditures and funding for a change package. Pages 98-99 detail an example for default funding by reporting level.

SPECIAL FUND BALANCE

Special Fund Balance – Overview



Bud Unit	07 Actuals	08 Agency Expenditures	08 Balance	09 Agency Expenditures	09 Balance
2010 RECORD CHECK FEE FUND	2,434,285	2,021,079	357,912	2,158,321	-218,534
2020 SPECIAL ASSET FORFEITURE-OTHER	60,116	0	-2,176	0	0
2050 KBI MOTOR VEHICLE FUND	277,213	243,325	-243,325	0	0
2100 PRIVATE DETECTIVE FEE FUND	241,566	53,148	95,677	52,488	104,487
2610 FORENSIC LAB & MAT FEES-LABORATORY	1,624,722	1,800,096	-305,236	1,726,238	-228,367
2620 FORENSIC LAB & MAT-DRIVER LICENSE R	396,892	395,000	4,902	398,603	-1,712
2700 DNA DATABASE FUND	4,341	0	0	0	0
4020 GENERAL FEES FUND-CRIME PREVENTION	122,403	0	-120,900	0	0
4030 GENERAL FEES-CONVERSION OF MATER &	154	0	1	0	0
4060 GENERAL FEES FUND-EVIDENCE PURCHASE	5,659	0	0	0	0
4070 GENERAL FEES FUND-DRUG TAX STAMP	49,778	5,174	120,255	0	0
4100 GENERAL FEES FUND-GIFTS AND GRANTS	129,368	133,514	119,605	124,510	-5,617
4110 GENERAL FEES FUND-MISC FEES & RECOV	750	0	0	0	0
4200 FEDERAL FORFEITURE FUND	40,698	53,712	-8,712	61,299	-9,299
Total	5,387,945	4,705,048	18,003	4,521,459	(359,042)

The ***Special Fund Balance*** module is where the user enters the estimates of revenue that finance the agency's budget request. Some users may find it helpful to fill out and check to complete the ***Position Detail Data*** and ***Budget Request Summary*** modules before filling out the ***Special Fund Balance*** module. This allows the user to have the actual amount of expenditures posted in this module, thus telling the user how much revenue is required in order to finance the requested budget.

REMEMBER: The ***Position Detail Data*** module posts to the ***Budget Request Summary*** module and the ***Budget Request Summary*** module posts to the ***Special Fund Balance*** module.

However, other users may find it helpful to fill out the ***Special Fund Balance*** module first. Then the user knows how much funding it has to support the budget request.

SPECIAL FUND BALANCE

Special Fund Balance – Overview (cont.)

No matter when the ***Special Fund Balance*** module is filled out, it is like a checkbook. For any one fund, the maximum amount that an agency should spend equals the amount available in the fund. Year-end fund balances should never be negative (some federal funds may be an exception).

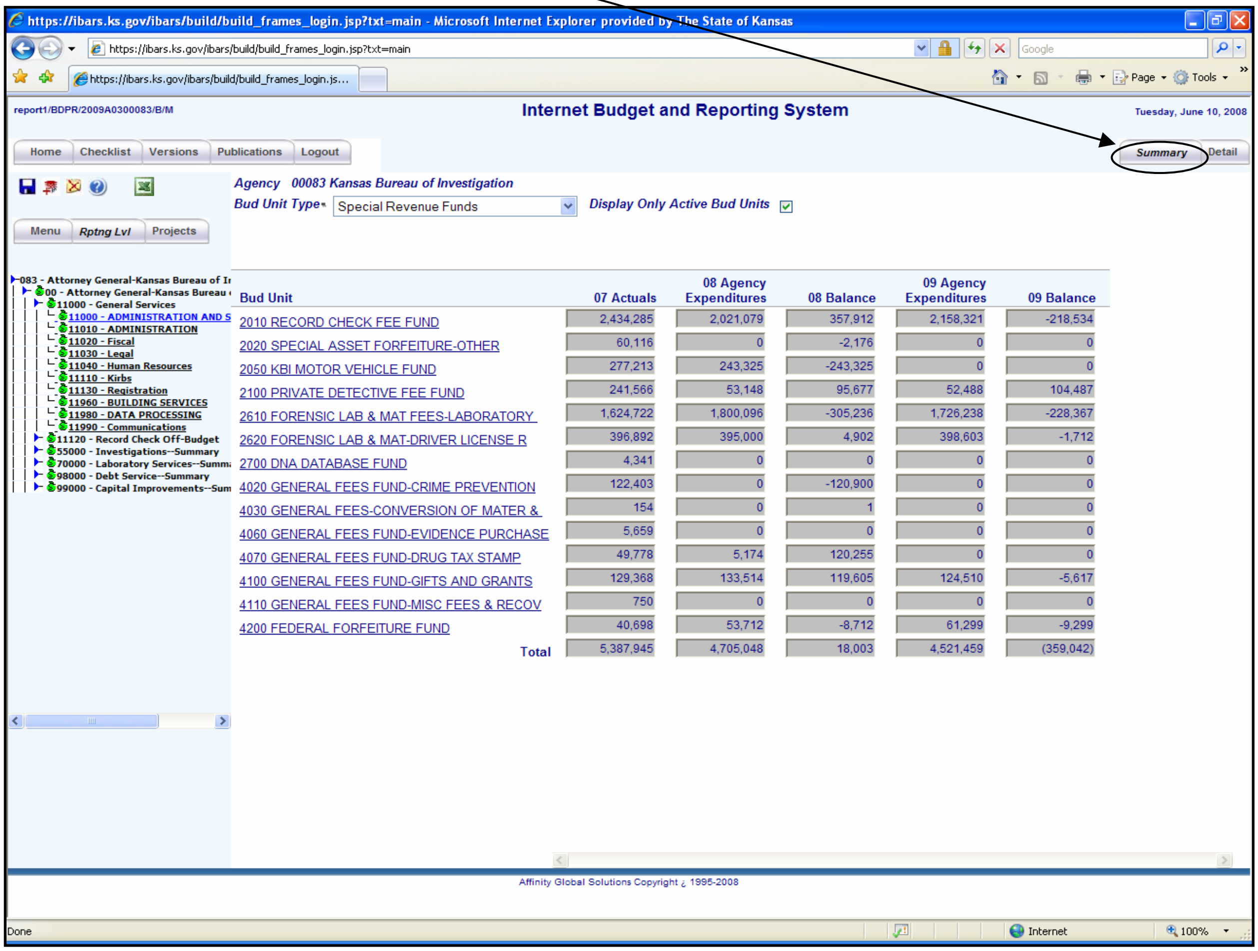
The ***Special Fund Balance*** module will already have the FY 2008 actual revenues; the FY 2009 appropriated, reappropriated, and lapse amounts; and any amounts deducted for the 27th payroll. These amounts should not be adjusted. If the user believes that any of these amounts are incorrect, the user should contact his or her DOB analyst. The agency will have to enter the FY 2010 appropriation amounts (allocation amounts from DOB).

REMINDER: Do not include any supplemental or enhancement amounts related to change packages in the ***Special Fund Balance*** module. The ***Special Fund Balance*** module is used only for the approved and allocated resources budget.

After the user has entered all the revenue estimates, the user runs the **404 or 404 Aggregate** report to determine the ending balance of each budget unit. If the ending balance in the CY or BY is negative, the user must either decrease expenditures or increase revenues.

SPECIAL FUND BALANCE

Special Fund Balance – Summary Page



Bud Unit	07 Actuals	08 Agency Expenditures	08 Balance	09 Agency Expenditures	09 Balance
2010 RECORD CHECK FEE FUND	2,434,285	2,021,079	357,912	2,158,321	-218,534
2020 SPECIAL ASSET FORFEITURE-OTHER	60,116	0	-2,176	0	0
2050 KBI MOTOR VEHICLE FUND	277,213	243,325	-243,325	0	0
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2610 FORENSIC LAB & MAT FEES-LABORATORY	1,624,722	1,800,096	-305,236	1,726,238	-228,367
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2700 DNA DATABASE FUND	4,341	0	0	0	0
4020 GENERAL FEES FUND-CRIME PREVENTION	122,403	0	-120,900	0	0
4030 GENERAL FEES-CONVERSION OF MATER &	154	0	1	0	0
4060 GENERAL FEES FUND-EVIDENCE PURCHASE	5,659	0	0	0	0
4070 GENERAL FEES FUND-DRUG TAX STAMP	49,778	5,174	120,255	0	0
4100 GENERAL FEES FUND-GIFTS AND GRANTS	129,368	133,514	119,605	124,510	-5,617
4110 GENERAL FEES FUND-MISC FEES & RECOV	750	0	0	0	0
4200 FEDERAL FORFEITURE FUND	40,698	53,712	-8,712	61,299	-9,299
Total	5,387,945	4,705,048	18,003	4,521,459	(359,042)

The **Summary** page allows the user to view a selected **Fund Type*** and the budget units in the selected **Fund Type***. Described below are all the dropdown menus, boxes, and columns.

- **Bud Unit Type*** - The type of fund (i.e. State General Fund, Special Revenue Funds, Federal Funds, EDIF, etc.). Click the dropdown and select from the menu.
- **Display Only Active Bud Units** box – When checked, the budget units with existing revenue activity will be displayed in the **Bud Unit** column. If the user does not see a budget unit in the list, uncheck the box and it will likely appear.
- **Bud Unit –** List of budget units for the selected **Bud Unit Type*** for the agency.
- **XX Actuals** – Actual revenues for the actual year by budget unit.
- **XX Agency Expenditures** – Expenditures entered in the ***Budget Request Summary*** module for each budget unit for each year. This will post after the ***Budget Request Summary*** module is checked to complete.

SPECIAL FUND BALANCE

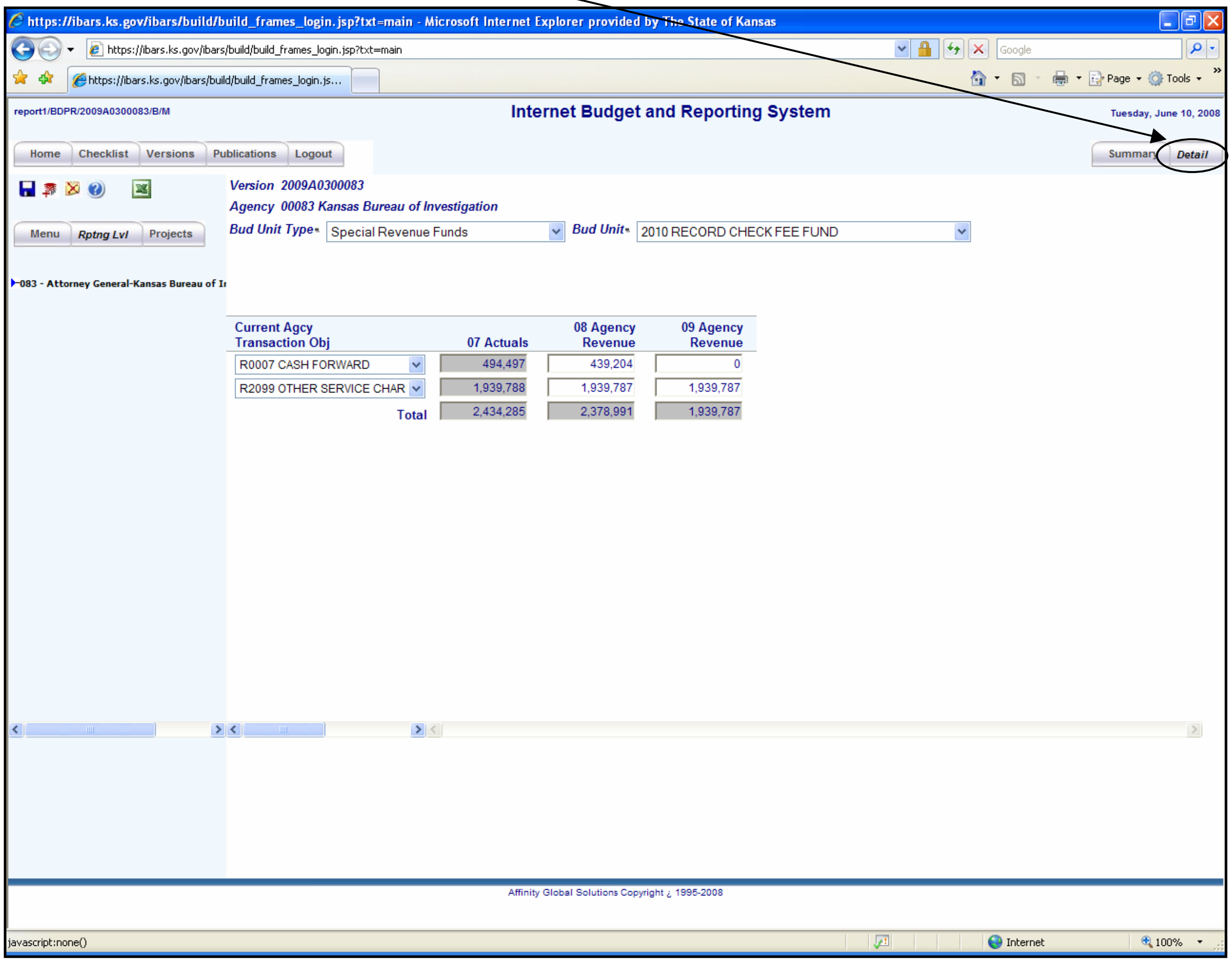
Special Fund Balance – Summary Page (cont.)

- **XX Balance –** Difference between the **XX Agency Expenditures** and the revenue estimates entered in the **Detail** page for each budget unit for each year.

- **Total** row – The sum of each column.

SPECIAL FUND BALANCE

Special Fund Balance – Detail Page



The **Detail** page allows the user to enter revenue estimates for the CY and BY for each budget unit. The user must select a **Bud Unit Type*** and then each **Bud Unit*** (budget unit) within each type to enter the estimates. Below is a description of each dropdown and column.

- **Bud Unit Type* –** The type of fund (i.e. State General Fund, Special Revenue Funds, Federal Funds, EDIF, etc.). Click the dropdown and select from the menu.

- **Bud Unit * –** The budget units that are within the selected **Bud Unit Type***. Select a budget unit from the dropdown menu.

- **Current Agcy Transaction Obj –** The revenue object code and description of the revenue object code. Click the dropdown and select an object code/description. Rows can be added as needed by clicking the add icon .

SPECIAL FUND BALANCE

Special Fund Balance – Detail Page (cont.)

- **XX Actuals –** The actual revenue amounts as downloaded from STARS. The user cannot change these amounts. If the user believes any of these amounts are incorrect, the user should contact his or her DOB analyst.

- **XX Agency Revenue –** The agency enters its revenue estimates in these columns for each **Bud Unit Type*** and **Bud Unit***. Appropriated, reappropriated, lapsed, or 27th payroll information for the CY should not be changed.

- **Total** row **–** The sum of each column.

SPECIAL FUND BALANCE

Special Fund Balance – Recap

If the user desires, make sure the ***Position Detail Data*** and ***Budget Request Summary*** modules are checked to complete. This will post the expenditures into the ***Special Fund Balance*** module and may be helpful.

The user enters the agency revenue estimates for each relevant **Bud Unit Type*** and **Bud Unit *** (budget unit).

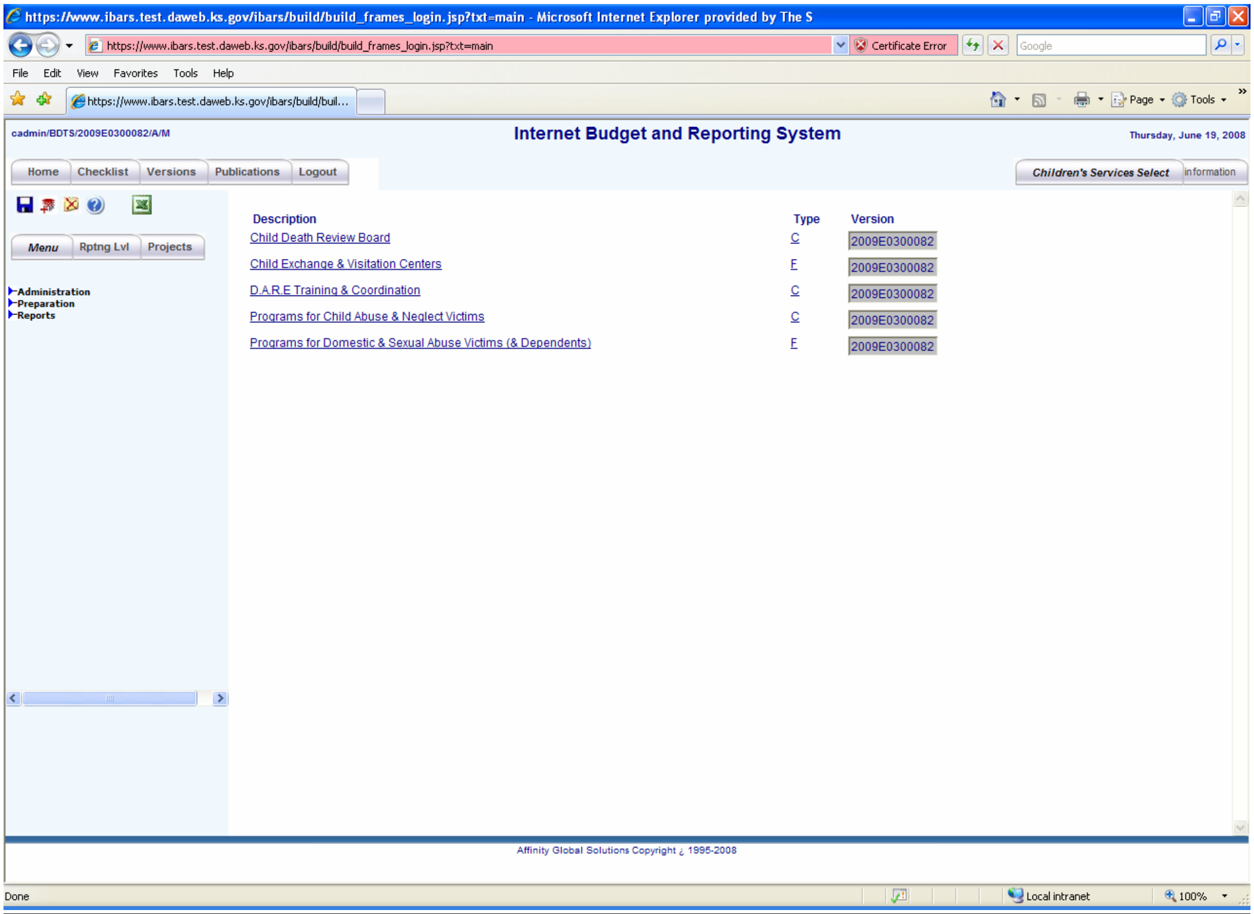
Special Fund Balance Checklist:

- ✓ FY 2008 Actual revenues; FY 2009 appropriated, reappropriated, and lapse amounts; and any amounts deducted for the 27th payroll will already be in the system. This information is generated from the STARS system and should not be changed.
- ✓ Enter all revenue estimates for each **Bud Unit*** used in the ***Budget Request Summary*** module, including the FY 2010 appropriation amounts (allocation amounts from DOB).
- ✓ Do not include any supplemental or enhancement amounts related to change packages in the ***Special Fund Balance*** module. The ***Special Fund Balance*** module is used only for the approved and allocated resources budget.
- ✓ Run the **404** or **404Agg** report to review each budget unit's expenditure and funding.
- ✓ Make sure no **Bud Unit** has a negative **Balance Forward** by running a **404 Aggregate** report.
- ✓ Click the ***Special Fund Balance*** module to complete on the ***Checklist*** page**.**

Appendix C on pages 100-102 details an example for entering CY and BY revenue estimates.

CHILDREN'S SERVICES

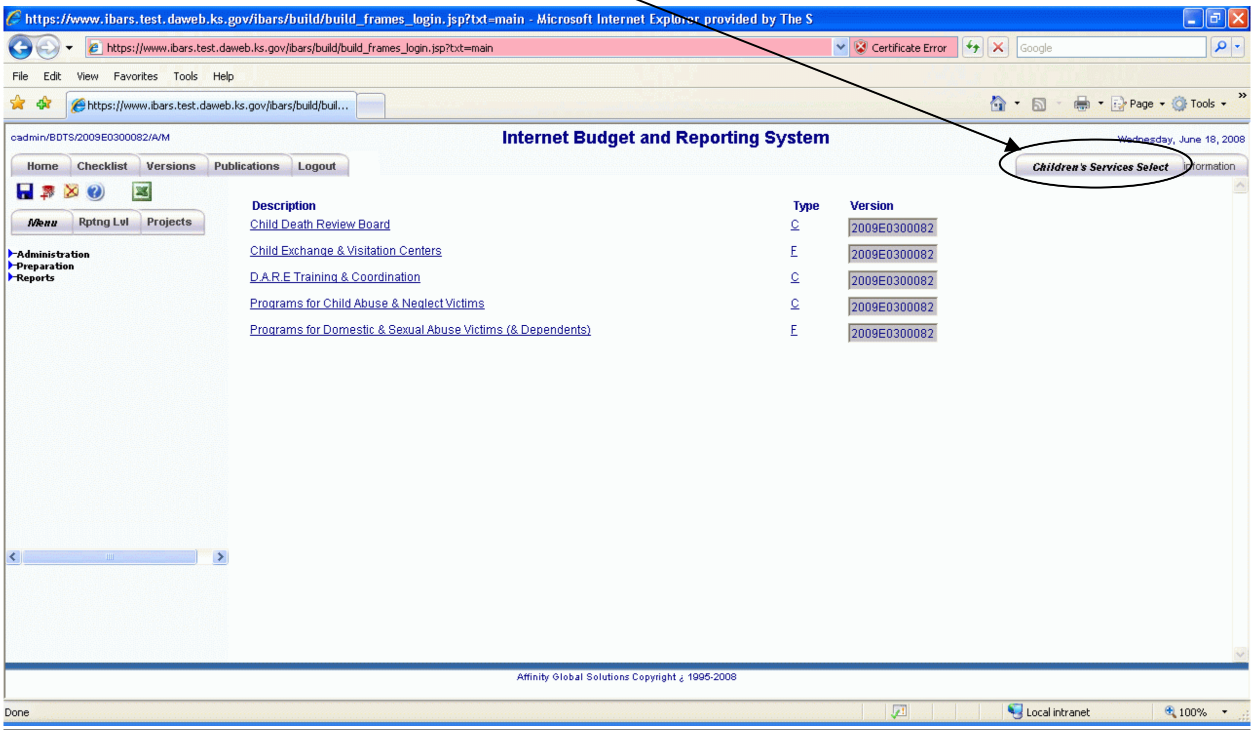
Children's Services



The ***Children's Services*** module allows the user to enter agency's Children's Budget into IBARS. The Children's Budget is a summary of the agency's efforts in meeting the needs of children. The data reflect expenditures the agency makes in providing various categories of services to children and brief descriptions of the different programs offered by the agency. This module is free standing within the system; it does not pull or feed information into any other modules.

CHILDREN'S SERVICES

Children's Services – Children's Services Select



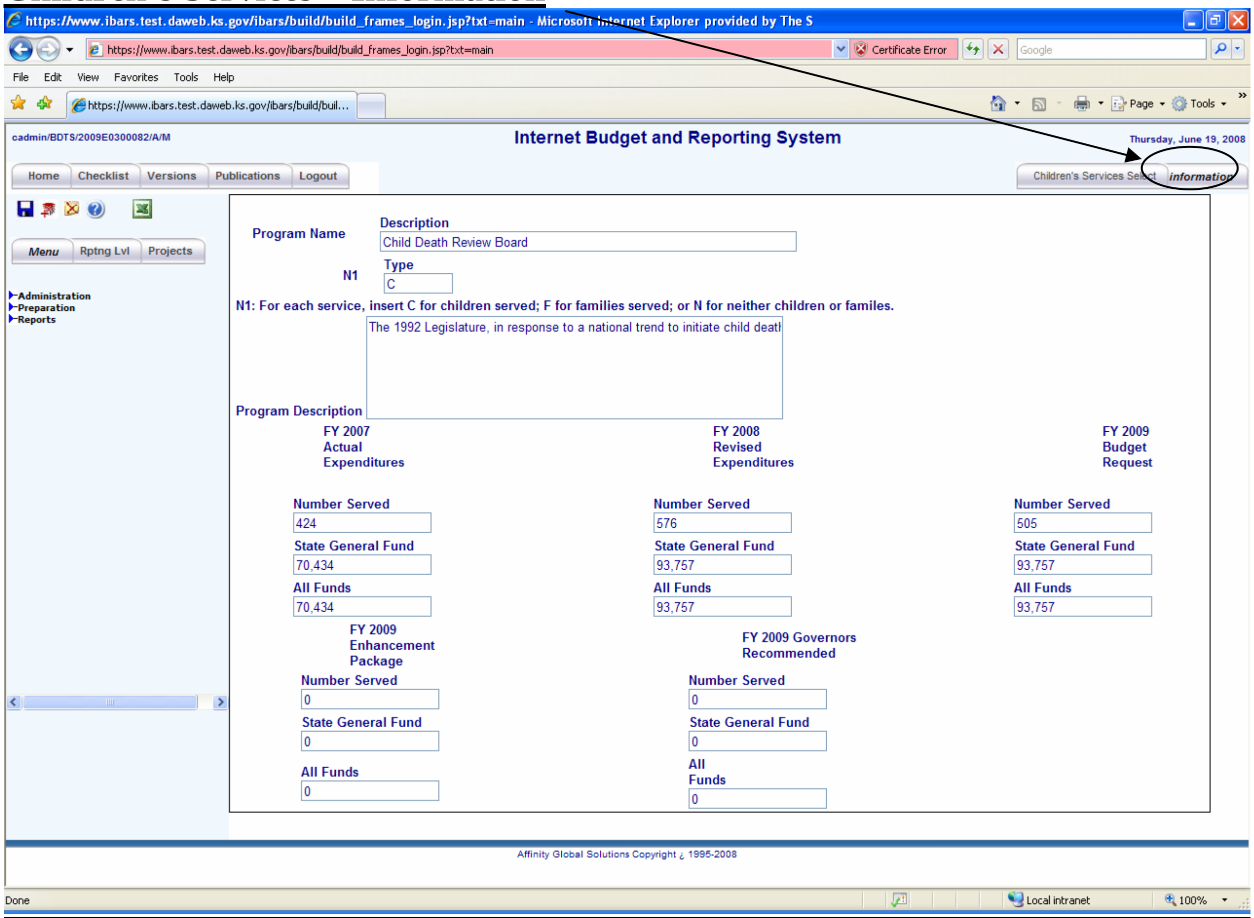
The **Children's Services Select** page will list the Children's Services programs within an agency. The user must add each program on the **Information** page in order for the program to show on the **Children's Services Select** page. Below is a description of each column.

- **Description –** The title/name of the Children's Services program.
- **Number** – The group the program serves (**C** – Children, **F** – Family, **N** – Neither Children or Family are identifiable).
- **Version –** The current version the user is working in.

The user can go the **Information** page by clicking on the Description name of a Children's Services program (i.e. Child Death Review Board, Child Exchange & Visitation Center).

CHILDREN'S SERVICES

Children's Services – Information



The **Information** page allows the user to input the information about the Children's Budget. The user enters the required information on the **Information** page. Each children's program has its own **Information** page. Below is a description of each data field. The user completes all the data fields, except the **FY 20XX Governor's Recommendation** column.

- **Program Name** – The title of the program.
- **N1 –** The type of people served by the program.
- **Program Description** – Brief description of the program.
- **Number Served –** Number of people served by the program for a specific fiscal year.
- **State General Fund** – The amount of State General Fund dollars spent on the program for a specific fiscal year.
- **All Funds** – The amount of funds spent from all funding sources, including State General Fund, for the program for a specific fiscal year.

CHILDREN'S SERVICES

Children's Services – Recap

Users must remember to complete this module. It is easy to forget about this module and submit the budget with the ***Children's Services*** module blank. If it is blank and the agency has Children's Services programs, then the budget will be returned to the agency and the agency will have to resubmit after the module has been completed.

Appendix D on pages 103-105 details how to enter Children's Services programs.

REPORTS

Running Reports

Reports are used to assist the user in preparing the agency's budget. They can summarize expenditure, funding, and FTE information. The next pages will briefly describe each report available.

The following are the basic steps to running any report.

1. The user will click on the **Publications** tab at the top left of the screen.
2. The user can choose either **STANDARD** or **CUSTOM** from the **Select*** dropdown menu.
3. The user will click on the **Report ID** name of the desired report. When the user's mouse is on the **Report ID** name, the name will become underlined. Once the Report ID name is underlined, left click the mouse to select the report.
4. The report options window then comes up and the user selects several items such as reporting levels (PCA) and FY columns.
5. The user will also select how the data are returned for viewing (HTML, PDF, and CSV).
6. The user will then click 'OK' and then the report is generated.

TIP: When reports are run, they are generated in a different window and not attached to the same window as IBARS. Therefore, the user can run a report and keep it open and also be working in the different modules within IBARS. **Example:** If the user needs to run the **Budget Validation (SR06)** report to find and fix imbalances in the ***Budget Request Summary*** module, the user can have the SR06 report window open and fix the imbalances at the same time.

REPORTS

List of Reports

STANDARD:

SR01 – Lists reporting levels (PCA) for the agency and other details.

SR04 – Change Package Summary. This report shows the user the expenditure and funding for each change package.

SR05 – This can be run as an SR05, SR05A, SR05S, and SR05N, which are described on pages 68 and 69. This report shows expenditure and funding by the entire agency, PCA, or sub-PCA.

SR06 – Budget Validation. This report is run if the agency is out of balance in the ***Budget Request Summary*** module. A budget version cannot be submitted when it is out of balance.

SR13 – Personal Services Budget. This report summarizes position information including position, year, class code, new position, FTE, alloc %, fund, base salary, base fringe, and lump sum.

SR14 – Position Detail. This report details each position's information and totals salaries and benefits by reporting level.

SUBSCH1 – SubSchedule Info. This report can be run to get Children's Services information. The report is just a snap shot of the Information tab in the ***Children's Services*** module.

REPORTS

List of Reports (cont.)

CUSTOM:

404 – This report shows the revenue object code totals, the expenditure totals, and the balance forward for each budget unit (account).

404 Agg – This report shows the revenue object code totals, the expenditure total, and the balance forward for each fund. The user selects a Line Id* (Fund). Next the user selects one or multiple Fund No* (budget units).

406/410S – This report shows each major expenditure group amount. The report details each expenditure group's funding by budget unit and shows each total by fund/budget unit. This report can be run as an agency total or by an individual sub-PCA or PCA total.

CHGPKG – Change Package Summary. This report shows the expenditure, funding, and FTE for each change package.

DA 402 – This report gives total expenditures by PCA and by fund.

DA 412 – This report gives totals for each Class Code in the position module. It breaks them down by major Position Type Code (regular classified, regular unclassified, etc.) The report also gives total fringe benefit amounts and total salary and wage expenditures.

DA 417 – This report summarizes the Children's Services information for the selected agency without the description of each program.

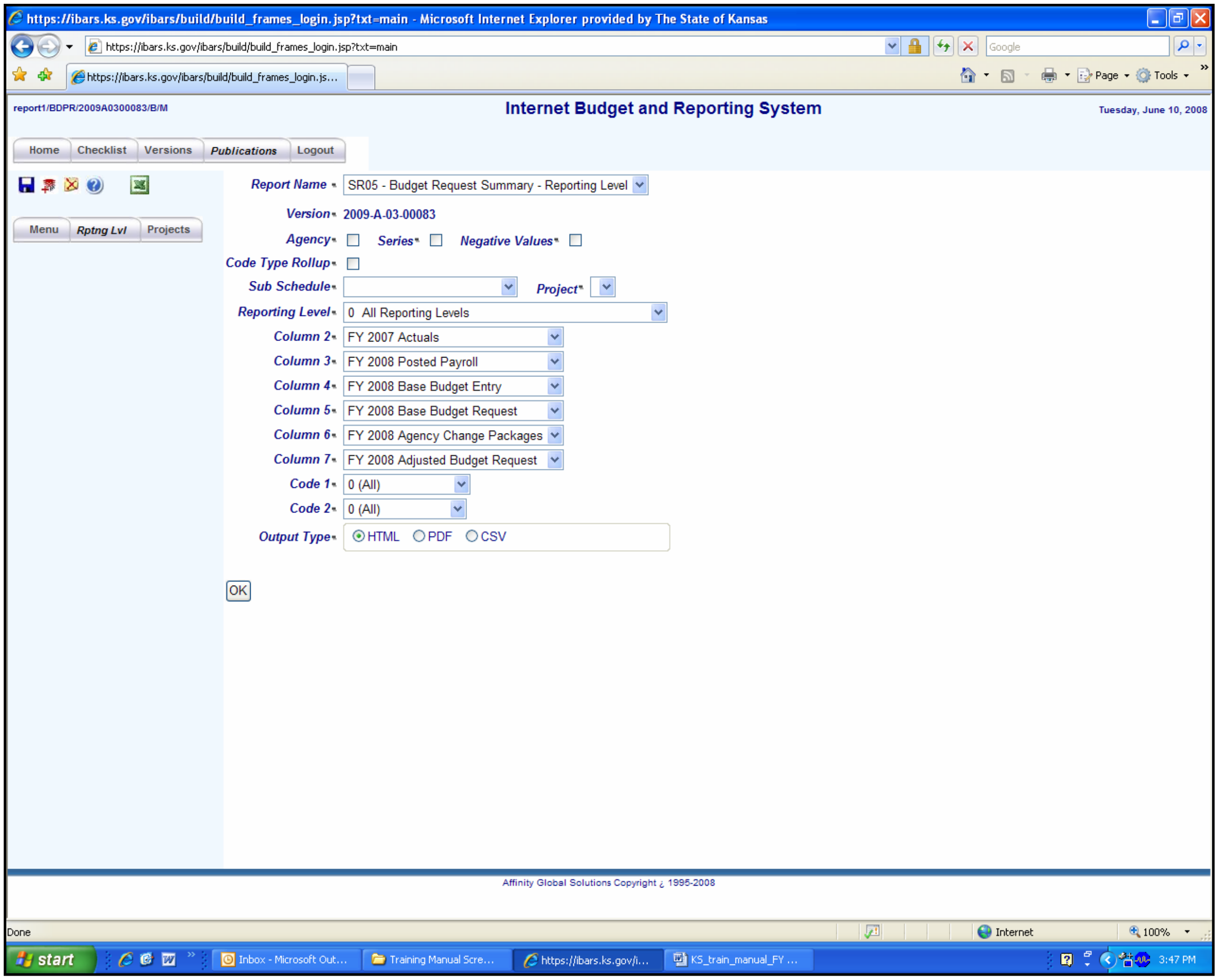
DA 417D – This report summarizes the Children's Services information for the selected agency with the description of each program.

SR FUND – This report summarizes each expenditure series (salaries and wages, commodities, etc.) by each fund/budget unit for each PCA.

REPORTS

Running Reports with Options

The following are the options on an SR05. Many reports will have some of the same options. A brief description of each option is below.



Agency* – This allows the user to run the report as an entire agency, like an SR05A. The report will show individual sub-PCA totals, expenditure series totals for the entire agency or PCA (or sub-PCA), fund totals for the entire agency or PCA (or sub-PCA), and FTE totals for the entire agency or PCA (or sub-PCA).

Series* – This allows the user to run the report for all the agency's sub-PCAs with expenditure and funding, like an SR05S. The report shows every expenditure object code, every fund, and FTE by each sub-PCA.

Negative Values* – This retrieves only lines that contain negative values like an SR05N. The report will show every expenditure object code, every fund, and FTE by each sub-PCA.

REPORTS

Running Reports with Options (cont.)

Code Type Rollup* – This gives the user the option to choose PCAs instead of sub-PCAs in the Reporting Level* dropdown menu. This report can be run as either an Agency*, Series*, or Negative Values* report.

Sub Schedule* – Not used.

Project* – Not used

Reporting Level* – The dropdown allows the user to select just one sub-PCA or PCA. This report can be run as either an Agency*, Series*, or Negative Values* report.

Column 2–7* – This allows the user to select which columns to place on the report. The columns that are available are as follows: FY 20XX Actuals, FY 20XX Posted Payroll, FY 20XX Base Budget Entry, FY 20XX Base Budget Request, FY 20XX Agency Change Packages, FY 20XX Adjusted Budget Request, and other columns depending on the version selected.

Code 1* – This allows the user to select from the dropdown menu either Budgetary or non-Budgetary data.

Code2* – Not used.

Output Type* – The user can choose which form to have the report produced. The options are HTML, PDF, and CSV (which is a format Excel accepts). If you wish to print the report, DOB recommends PDF. For viewing choose, either HTML or PDF.

REPORTS

Saving Reports Profiles

Saving a report profile allows the user to create a profile that saves a report with the same column options. The user would create a report profile if a certain report is run often with the same columns. Saving report profiles can be done with any report.

To save a new report profile:

1. Go to the ***Publications*** tab and select a report.
2. If saving an **SR05** report and wish to save it as an **Agency*, Series*, or Negative Values*** report, the user must select this option first.
3. Click the add icon .
4. Type a name for the new profile in the **Profile Edit*** box.
5. Select your report options.
6. Click the save icon  to save the new report profile. A box will pop up asking if the user wishes to save the new profile. Click OK if you wish to save and Cancel if you do not wish to save the new report profile.

Selecting a previously saved report profile:

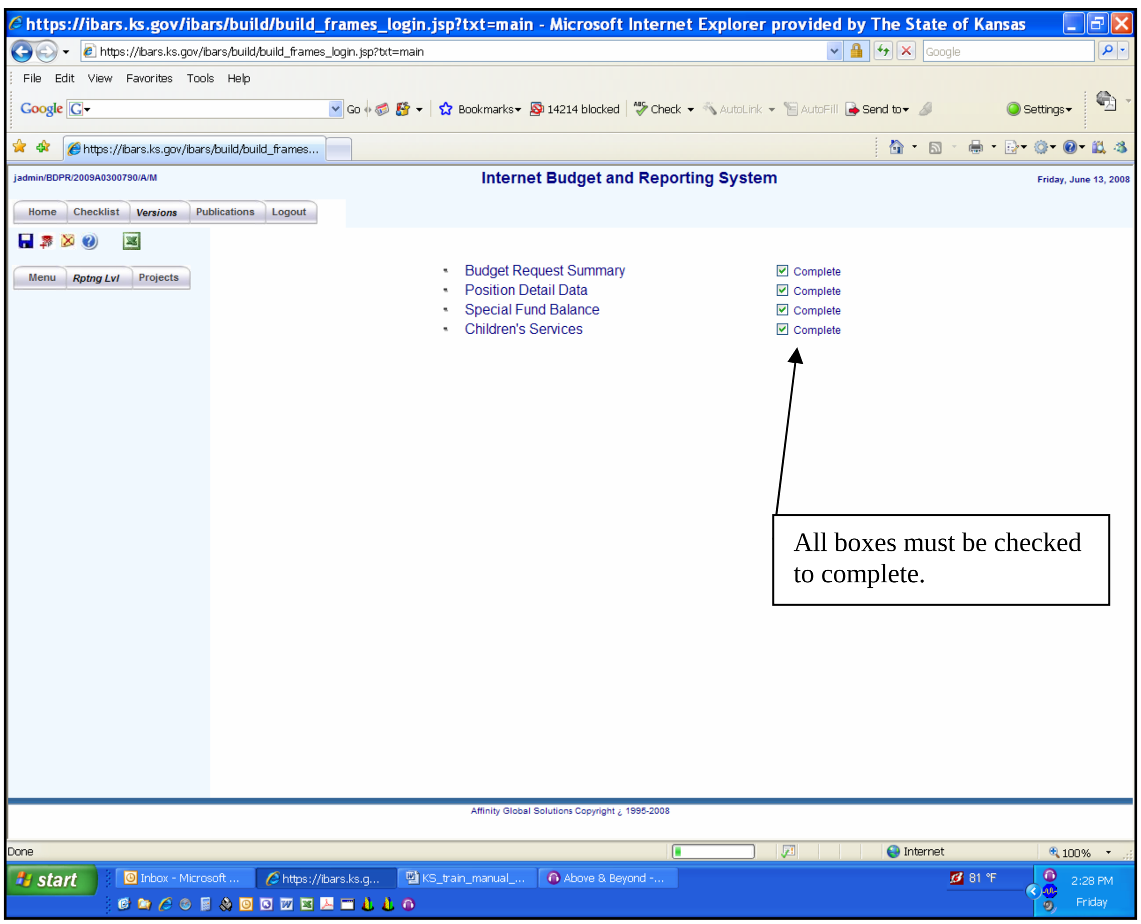
1. Go to the ***Publications*** tab and select a report.
2. If selecting an **SR05** saved report, the user will have to select **Agency*, Series*, or Negative Values*** report, if it was saved with that specification.
3. Click the **Report Name*** dropdown arrow and select from the menu.

SUBMITTING THE BUDGET

Submitting the Budget Through IBARS

The user should complete the following steps before submitting the budget through IBARS.

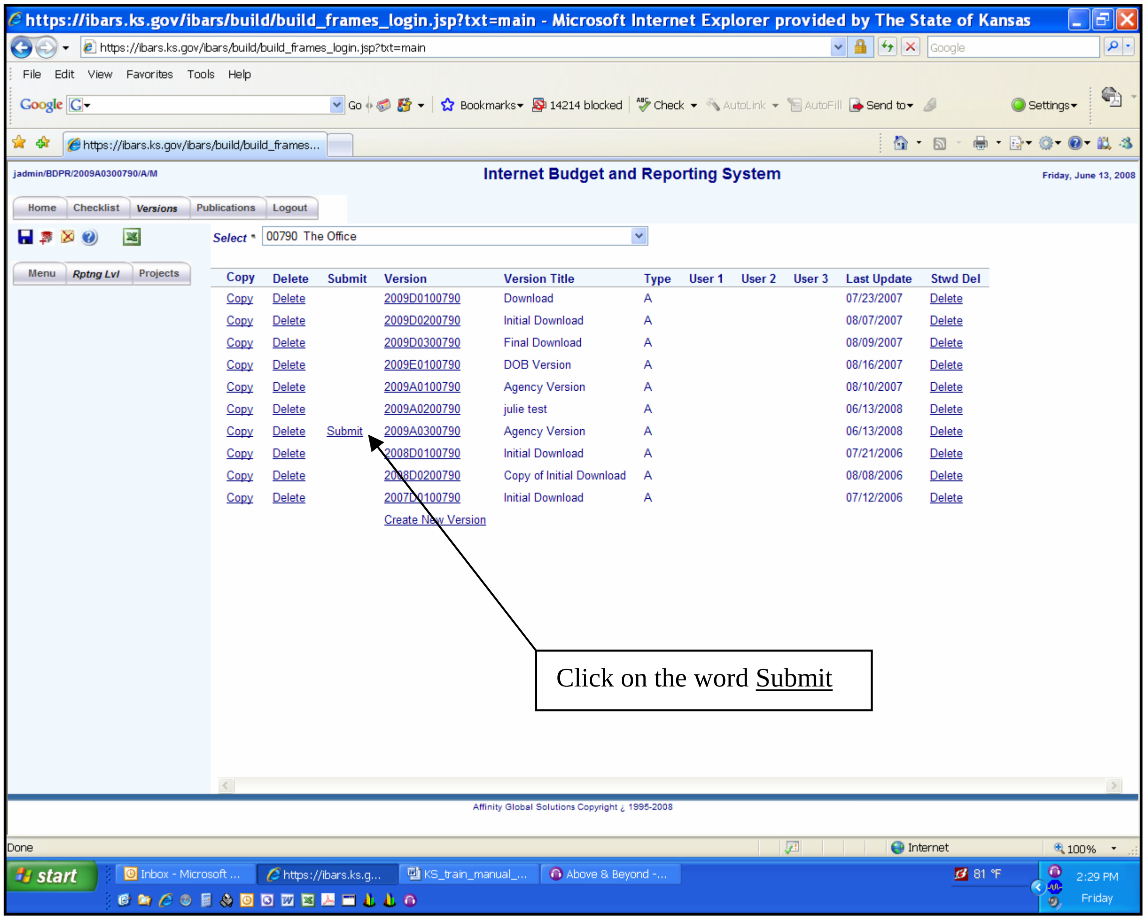
1. Review, update, add newly requested positions through a change package, and check the ***Position Detail Data*** module to complete.
2. Enter the CY and BY base budget request, enter change packages, and check the ***Budget Request Summary*** module to complete.
3. Enter revenue estimates and check the ***Special Fund Balance*** module to complete. Make sure that all funds have a positive ending balance in both the CY and BY by running the 404 Aggregate report.
4. Enter all Children's Services programs and check the ***Children's Services*** module to complete.
5. Run reports to assist in completing the budget.



SUBMITTING THE BUDGET

Submitting the Budget Through IBARS (cont.)

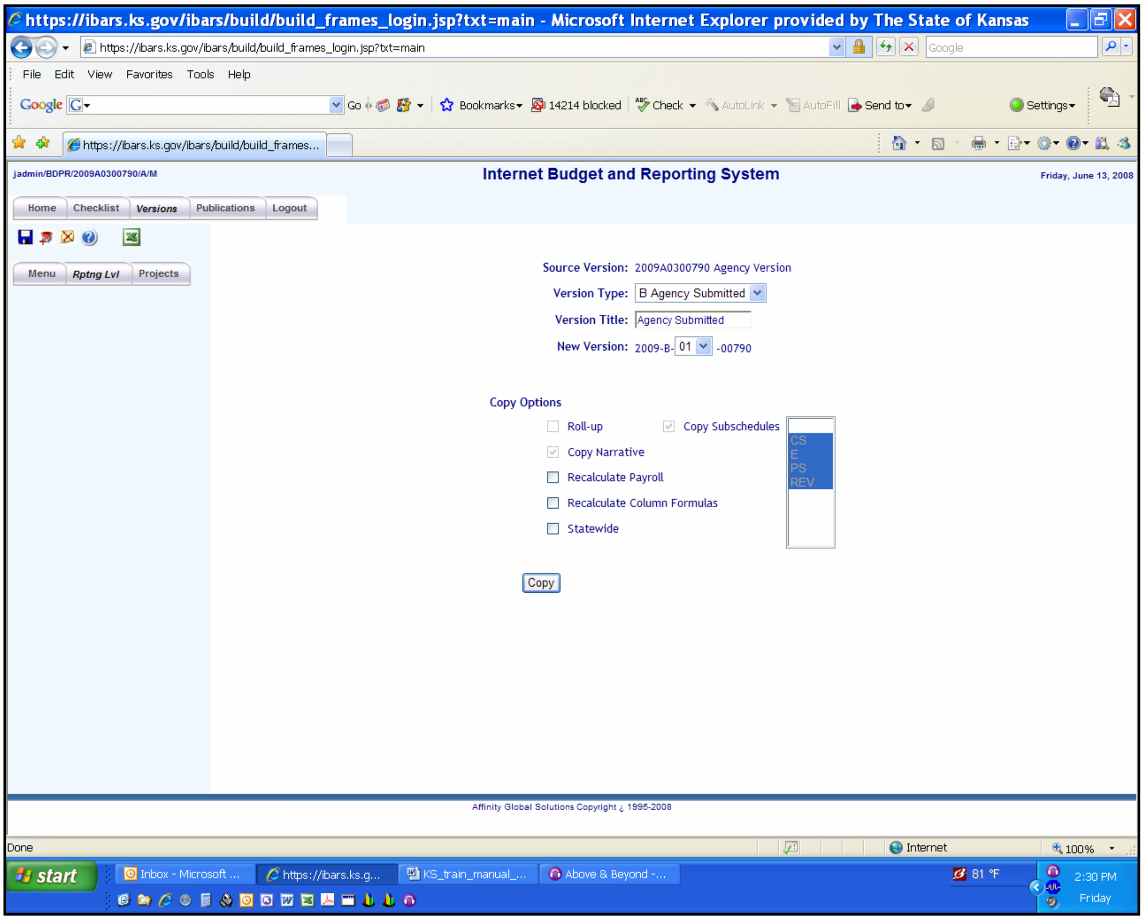
Once all the steps on the previous page are complete, the user will submit the version by going to the ***Versions*** page and clicking Submit for that version. See below.



SUBMITTING THE BUDGET

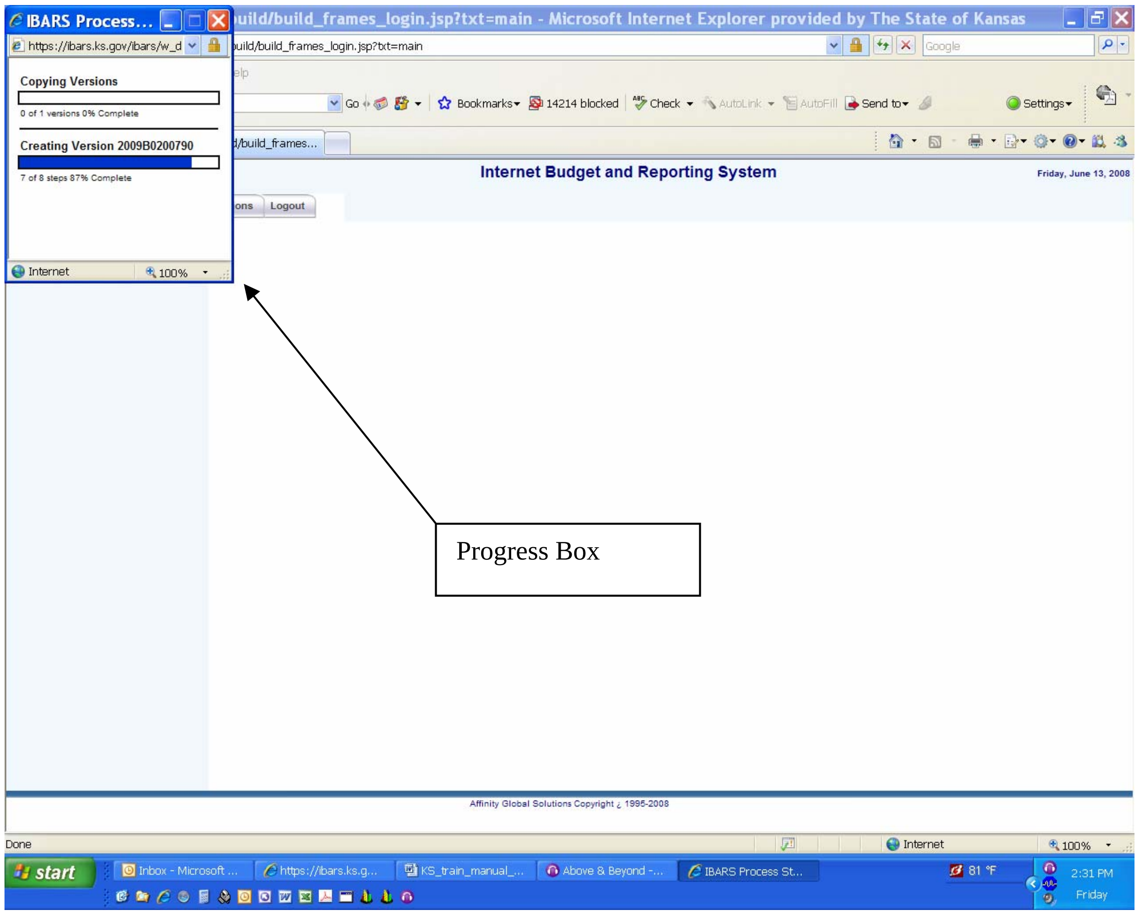
Submitting the Budget Through IBARS (cont.)

Once the user has clicked **Submit**, the following screen appears. The user will then click the Copy button.



A box will pop up making sure that the user wants to copy the version to a submitted (B) version. Click ‘OK’ and the system brings up a progress box (as seen on the next page) that will tell the users how much of the copying process is complete.

Submitting the Budget Through IBARS (cont.)



SUBMITTING THE BUDGET

Other Items to Remember About Submitting the Budget

1. **Printed Budget –** Make sure to give DOB two printed copies of the agency's budget narrative submission. KLRD should get one copy of the agency's budget narrative submission. An example of the proper format for an agency's budget narrative can be found in the most recent edition of *The Budget Instructions*, available on the DOB's website at http://budget.ks.gov.

2. **Performance Measures –** Remember to include performance measures that are used in Volume II as part of the agency's budget narrative submission.

3. **FTE and Non-FTE counts –** For the actual year, remember to include the FTE and Non-FTE Unclassified Permanent counts by PCA in the agency's budget narrative submission. This FTE information is not generated in IBARS.

4. **CY Approved Budget –** Make sure the CY approved appropriated funds in IBARS equal or are less than what was approved by the Legislature. Any amount above the approved amounts should be in a supplemental change package.

5. **BY Allocations –** Make sure the BY allocation for appropriated funds from the DOB match what is in IBARS. Any amount above the allocation amounts are required to be in an enhancement change package.

Appendix A
Position Detail Data Module Example – Add a Position

<u>Adding a Request for a New Position</u>

The user should know the following details about the newly requested position for this example.

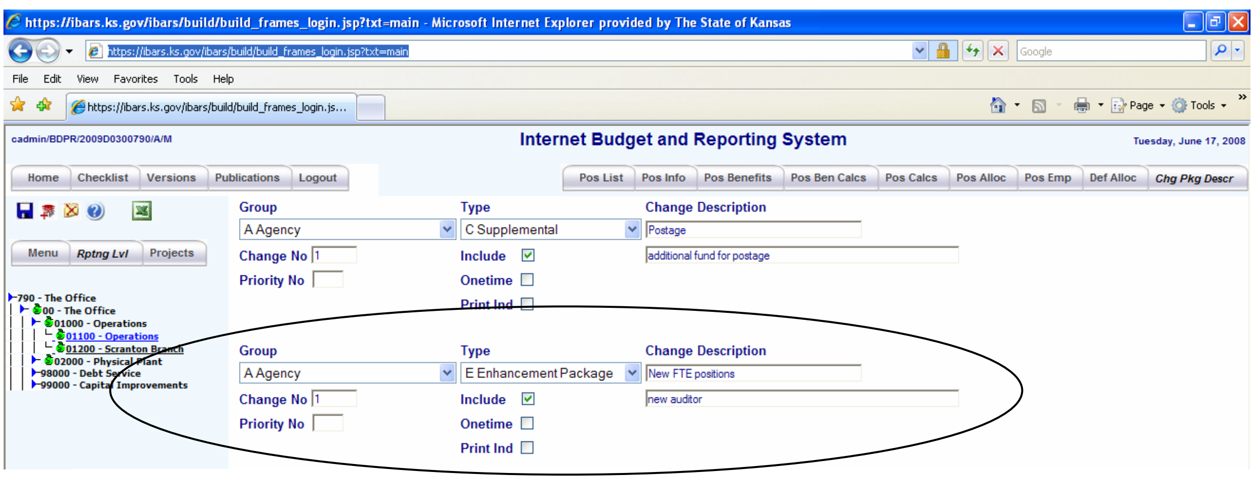
1. Start date of December 2008 or half way through the FY 2010, or 1040 hours
2. Full time employee
3. Classified
4. Public Service Executive II (class code 4273A4)
5. Step 4 of pay matrix
6. KPERS eligible
7. Eligible to receive health insurance
8. Funding split--25% State General Fund, 25% Dundee Award Fund, and 50% Paper Fund

The following pages shows how each of the pages in the ***Position Data Detail*** module should be filled out along with step by step instructions. For this example, agency 790 will be used.

Appendix A
Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

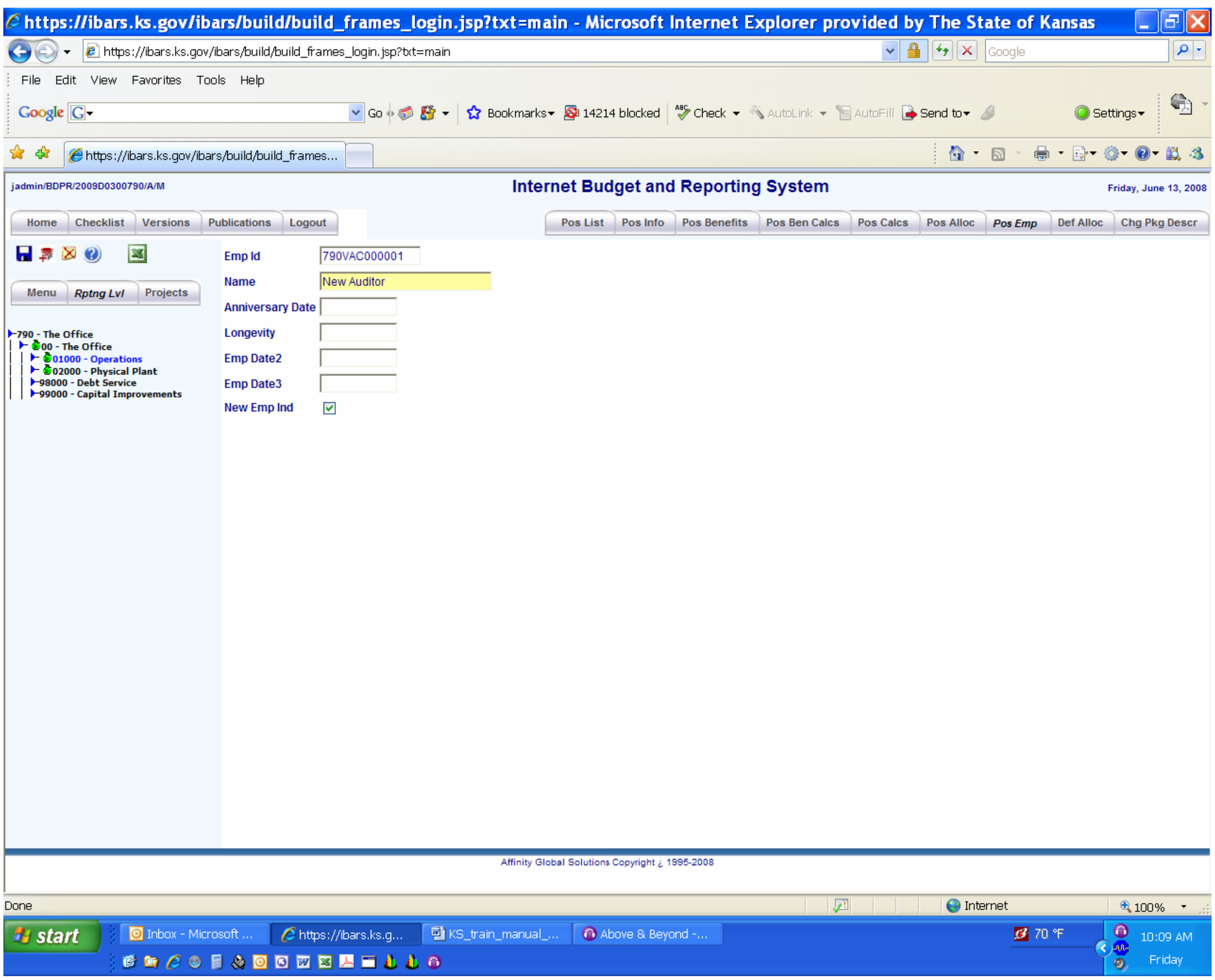
1. Select ***Position Detail Data*** module from the ***Checklist*** page.
2. Select reporting level (sub-PCA) **01100 Operations** from the menu tree on the left by clicking on the blue arrows and then selecting the desired reporting level (sub-PCA) by clicking on the words of the reporting level (sub-PCA).
3. Click on the ***Chg Pkg Descr*** page.
4. Click the Add/Insert icon .
5. Select **A Agency** for the **Group**.
6. Select **E Enhancement** for the **Type**.
7. Type **New FTE Position** for the **Title**.
8. Type **1** in the **Change No** box.
9. Make sure there is a check mark in the Include box.
10. Click the Save icon .



Appendix A
Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

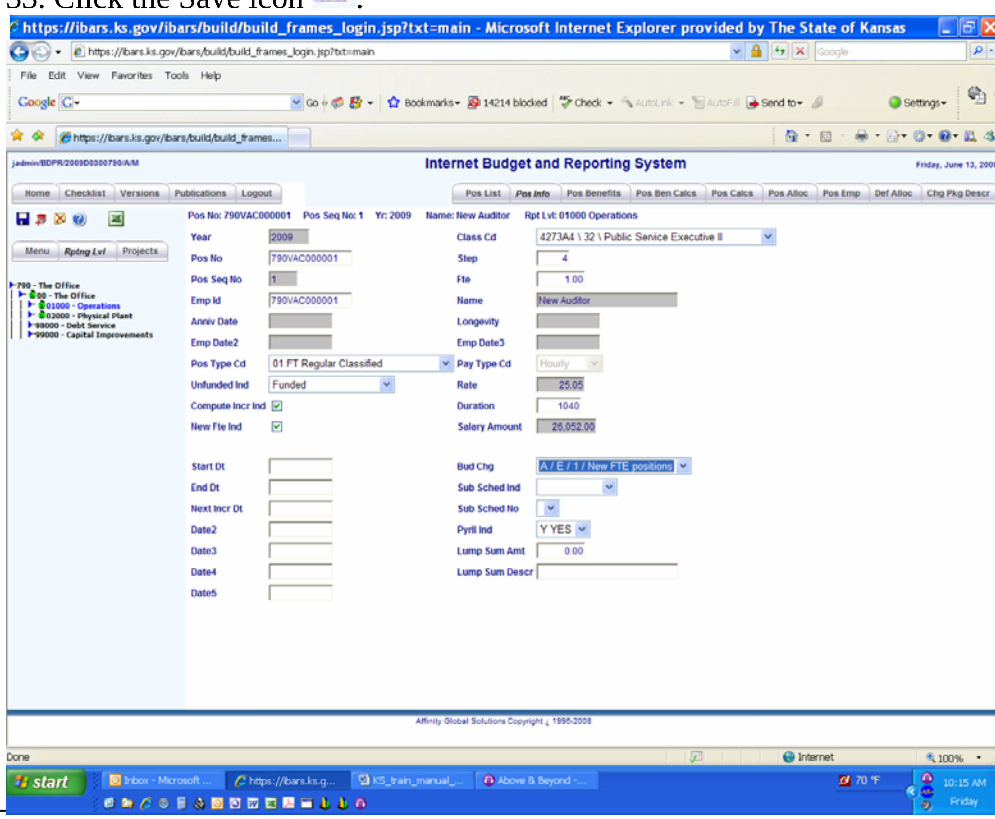
11. Click on the ***Pos List*** page.
12. Click the Add/Insert icon .
13. Click OK when asked "Do you wish to add a new employee?"
14. The system will take you to the ***Pos Emp*** page.
15. Enter **790VAC00001** in the **Emp Id** field. The **Emp Id** must be unique for each employee. Use agency number followed by 'VAC' followed by a unique number.
16. Type **New Auditor** in the **Name** field.
17. The **Longevity, emp_date2, and emp_date3** boxes will stay blank.
18. Make sure the **New Emp Ind** box is checked since this is a new position.
19. Click the Save icon .



Appendix A
Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

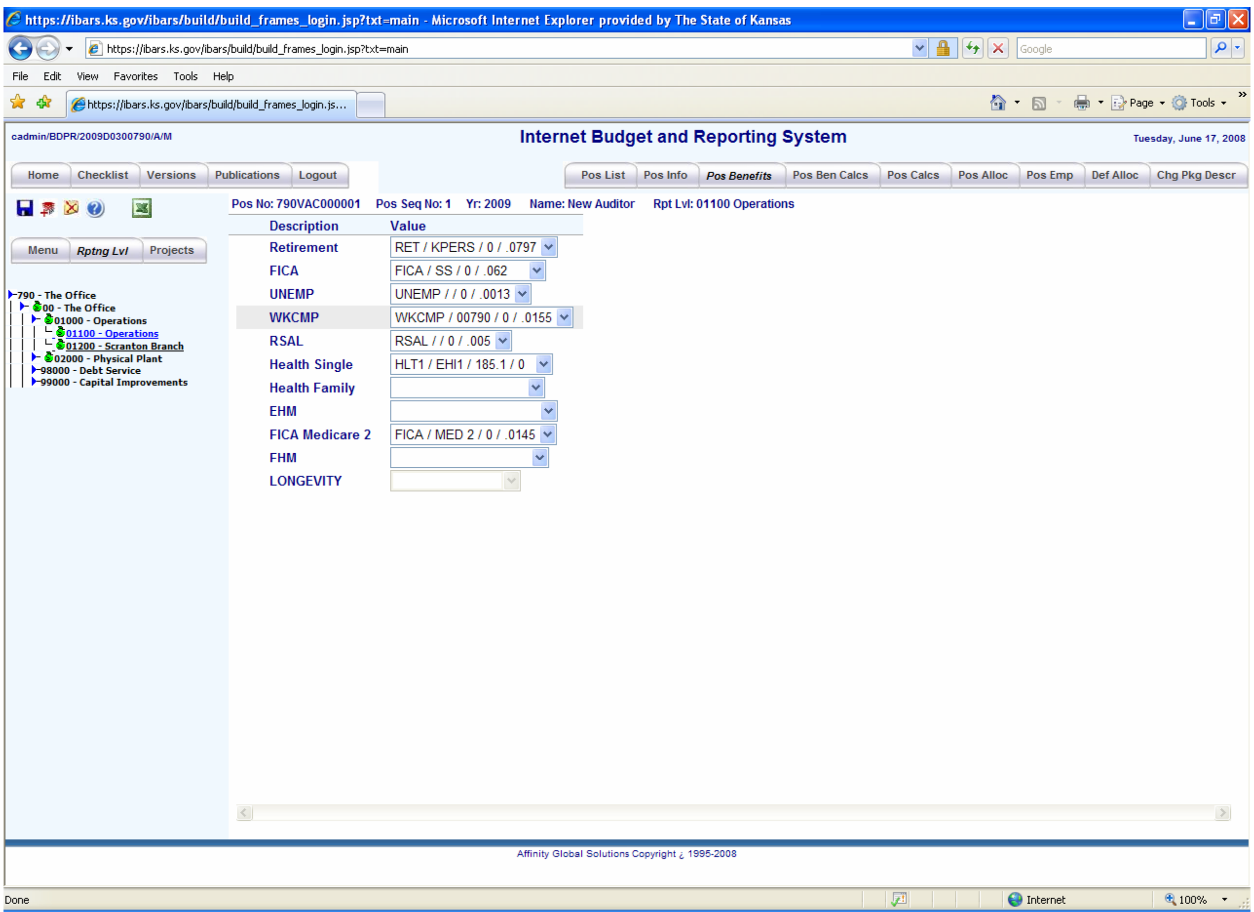
20. Click the ***Pos Info*** page.
21. Type **2009** in the **Year** box.
22. Select **4273A4 Public Service Executive II** from the **Class Cd** dropdown box.
23. Type **790VAC00001** in the **Pos No** box. The **Pos No** can be the same as the **Emp ID.**
24. Type **4** in the **Step** box.
25. Type **1** in the **FTE** box.
26. **790VAC00001** should be in the **Emp Id** box.
27. Select **01 FT Classified Regular** from the **Pos Type Cd** dropdown box.
28. Select **Funded** from the **Unfunded Ind** dropdown box.
29. Type **1040** in the **Duration** box. Remember the person is requested to be hired half way through the fiscal year.
30. Make sure the **New FTE Ind** box has a check in it.
31. Select the **A/E/1/New FTE Positions** change package from the **Bud Chg** dropdown box.
32. Select **Y Yes** from the **Pyrll Ind** dropdown box.
33. Click the Save icon .



Appendix A
Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

34. Click on the ***Pos Benefits*** page.
35. Select **RET/KPERS/0/.0797** from the **Retirement** dropdown box.
36. Select **FICA/SS/0/.062** from the **FICA** dropdown box.
37. Select **UNEMP//0/.0013** from the **UNEMP** dropdown box.
38. Select **WKCMP/00034/0/.0155** from the **WKCMP** dropdown box.
39. Select **RSAL//0/.005** from the **RSAL** dropdown box.
40. Select **HLT1/EHI1/185.1/0** from the **Single Health** dropdown box.
41. Select **FICA/MED2/0/.0145** from the **FICA Medicare 2** dropdown box.



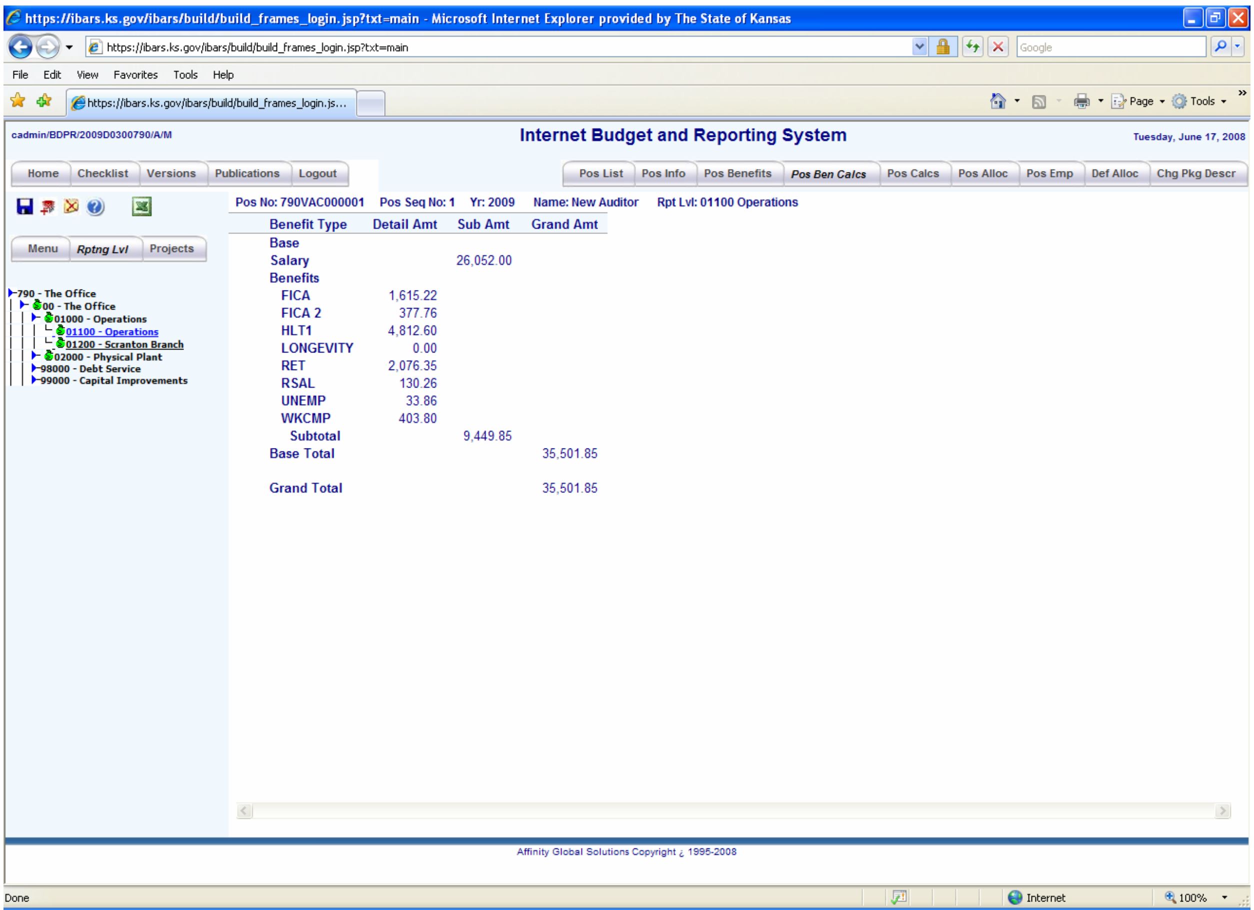
Appendix A
Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

42. Click on the ***Pos Ben Calcs*** page.

43. Verify the calculations and the benefits selected are correct.

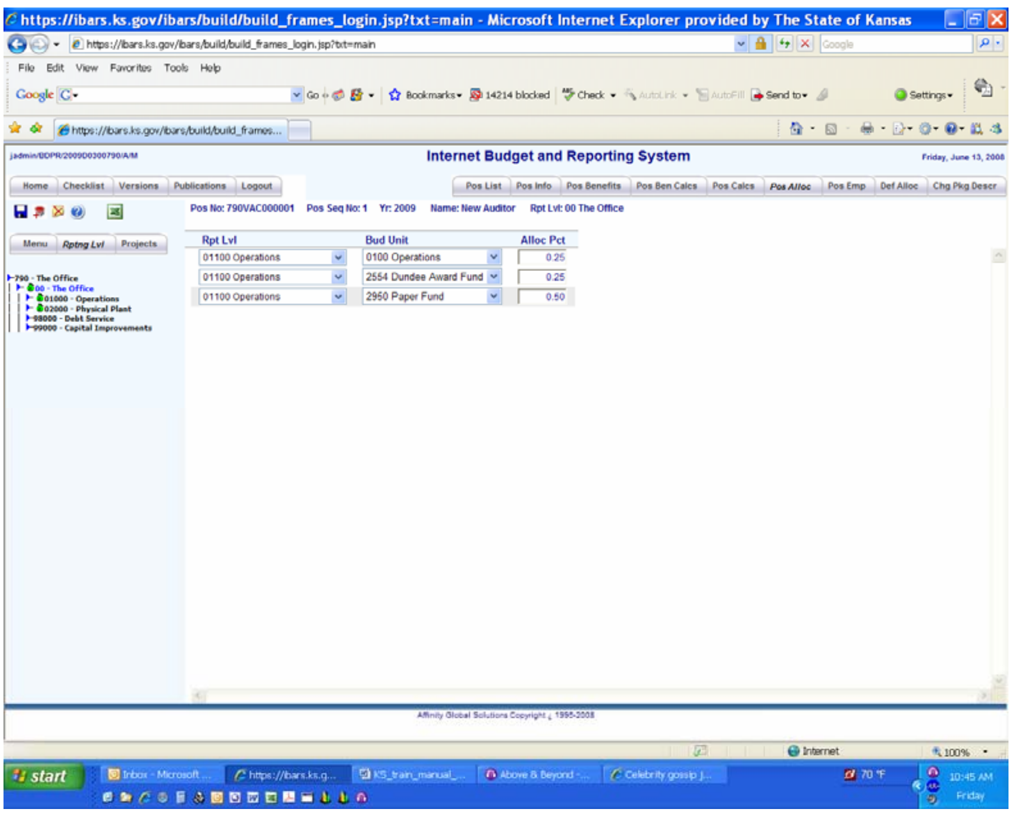
44. If desired, go to the Pos Calcs page to see the positions salary and wages breakdown by pay period.



Appendix A
Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

45. Click on the ***Pos Alloc*** page. There should be one line filled out.
46. Select the **01100 Operations** reporting level from the **Rpt Lvl** dropdown menu, on the first row.
47. Select **0100 Operations** from the **Fund** dropdown menu on the first row.
48. Type **.25** in the **Alloc Pct** box, on the first row.
49. Click the add icon .
50. Select the **01100 Operations** reporting level from the **Rpt Lvl** dropdown menu.
51. Select **2554 Dundee Award Fund** from the **Fund** dropdown menu.
52. Type **.25** in the **Alloc Pct** box.
53. Click the add icon .
54. Select the **01100 Operations** reporting level from the **Rpt Lvl** dropdown menu.
55. Select **2950 Paper Fund** from the **Fund** dropdown menu.
56. Type **.50** in the **Alloc Pct** box.
57. Click the save/update icon .



Appendix A
Position Detail Data Module Example – Delete a Position

Deleting a Position

1. Select ***Position Detail Data*** module from the ***Checklist*** page.
2. Select reporting level (sub-PCA) 01100 operations from the menu tree on the left by clicking on the blue arrows and then selecting the desired reporting level (sub-PCA) by clicking on the words of the reporting level (sub-PCA).
3. Select the position to delete by clicking on position's **Pos No**.
4. The system will go to the ***Pos Info*** page.
5. Click in any white box, such as **Pos No** or **Step**.
6. Click the Delete icon .
7. The system will make everything gray on the page.
8. To delete the position, click the Save icon .
9. If the user decides not to delete the position, then click on the ***Pos List*** page. The system will ask "Save Changes To Current Page?" Click Cancel, this will undo or not save the deletion.

Appendix A
Default Allocation for Salaries Examples

<u>Default Funding for Salaries by Version</u>

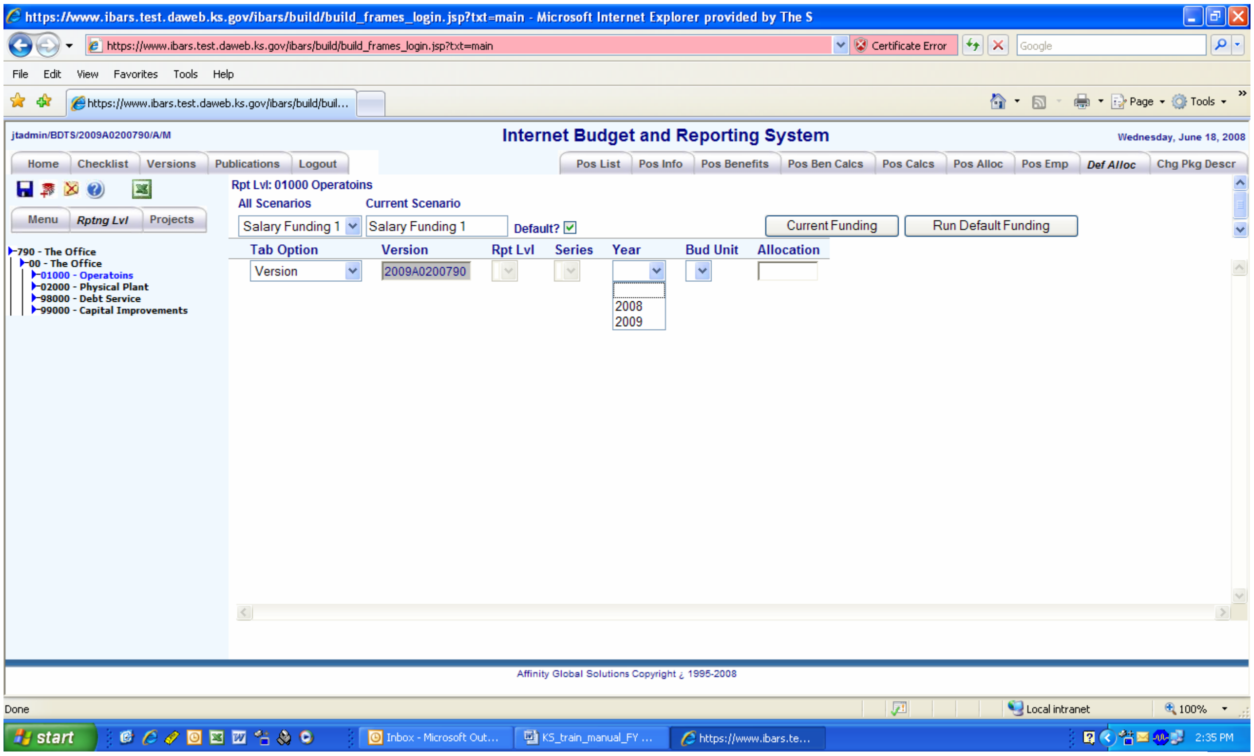
1. Select the **Add Scenario** option from the **All Scenarios** drop down on the **Def Alloc** page.

2. Enter the name of your new scenario in the **Current Scenario** text box.

3. Click the Save icon  .

Appendix A
Default Allocation for Salaries Examples

Default Funding for Salaries by Version (cont.)



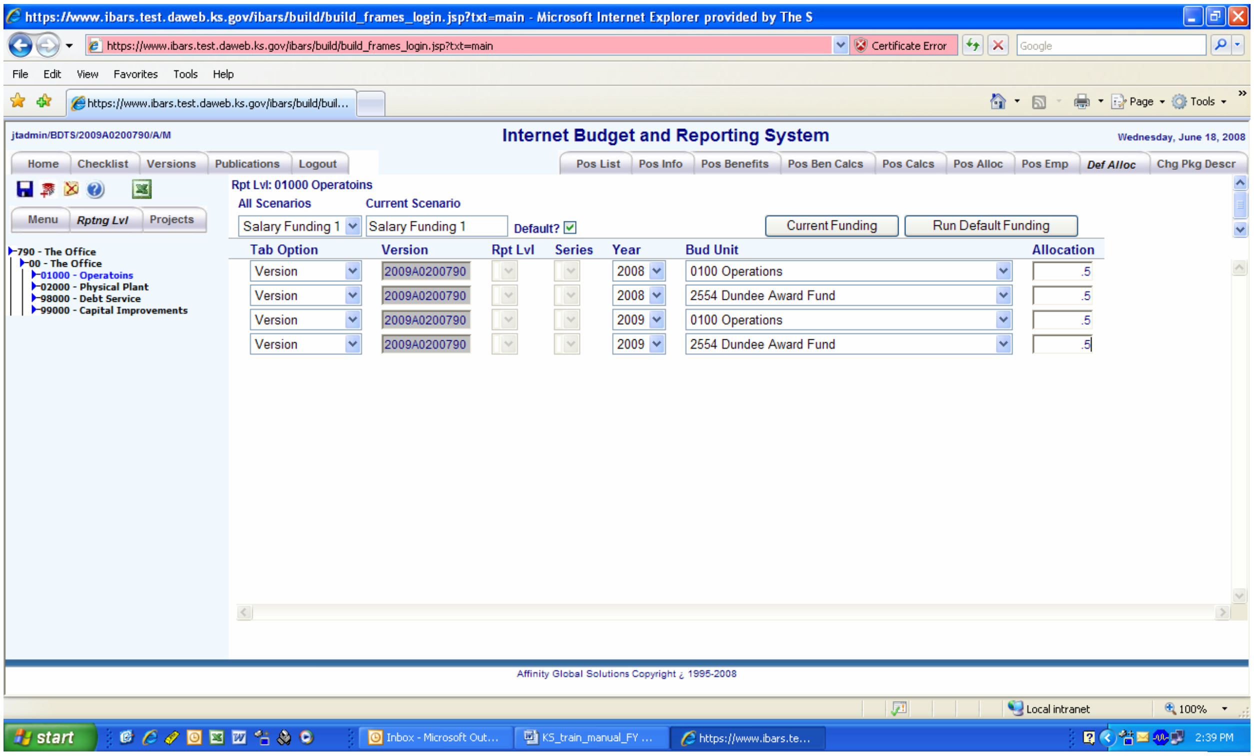
4. Select **Version** from the dropdown in the **Tab Option**. The version you are working in will automatically appear in the **Version** field.

5. Click the dropdown in the **Year** field to select the fiscal year. You may use the same funding scenario for one or both budget years.

6. Click the dropdown on the **Bud Unit** field to select the budget unit you are using and enter the desired percent of funding in the **Allocation** field. Use the **Add** function to add more budget units and percentages. The scenario must total 1 for each year (ex .9 + .1 = 1).

Appendix A
Default Allocation for Salaries Examples

Default Funding for Salaries by Version (cont.)



7. Click the Save icon  to save the scenario.

8. Click the **Run Default Funding** button to apply the funding.

9. Go to the ***Checklist*** page and check or re-check the ***Position Detail Data*** module to complete.

10. Go to the ***Budget Request Summary*** module to see the new salary funding.

Appendix A
Default Allocation for Salaries Examples

Default Funding for Salaries by Reporting Level

1. Select the **Add Scenario** option from the **All Scenarios** drop down on the **Def Alloc** page.

2. Enter the name of your new scenario in the **Current Scenario** text box.

3. Click the Save icon  .

4. Select **Reporting Level** from the dropdown in the **Tab Option**. The version you are working in will automatically appear in the **Version** field.

5. Select the desired reporting level from the dropdown in the **Rpt Lvl** field.

Appendix A
Default Allocation for Salaries Examples

<u>Default Funding for Salaries by Reporting Level (cont.)</u>

6. Click the dropdown in the **Year** field to select the fiscal year. You may use the same funding scenario for one or both budget years.

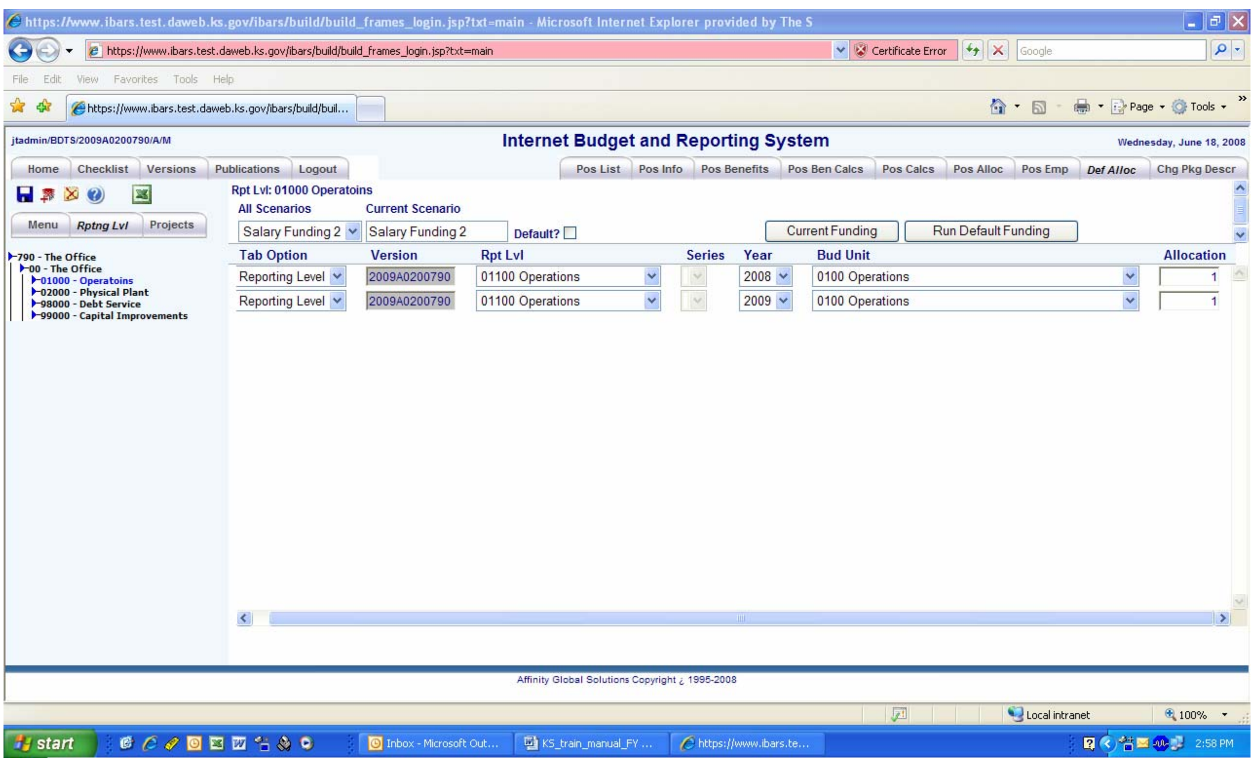
7. Click the dropdown on the **Bud Unit** field to select the budget unit you are using and enter the desired percent of funding in the **Allocation** field. Use the **Add** function to add more budget units and percentages. The scenario must total 1 for each year (ex .9 + .1 = 1).

8. Click the Save icon  to save the scenario.

9. Click the **Run Default Funding** button to apply the funding.

10. Go to the ***Checklist*** page and check or re-check the ***Position Detail Data*** module to complete.

11. Go to the **Budget Request Summary** module to see the new salary funding.



Appendix B

Budget Request Summary Module Example – Entering CY & BY Expenditure and Funding for Base Budget

<u>Base Budget Entry – Expenditure</u>

This exercise describes how to enter expenditures for the agency's base budget request. Remember that actual expenditures and funding for the previous fiscal year are already in IBARS.

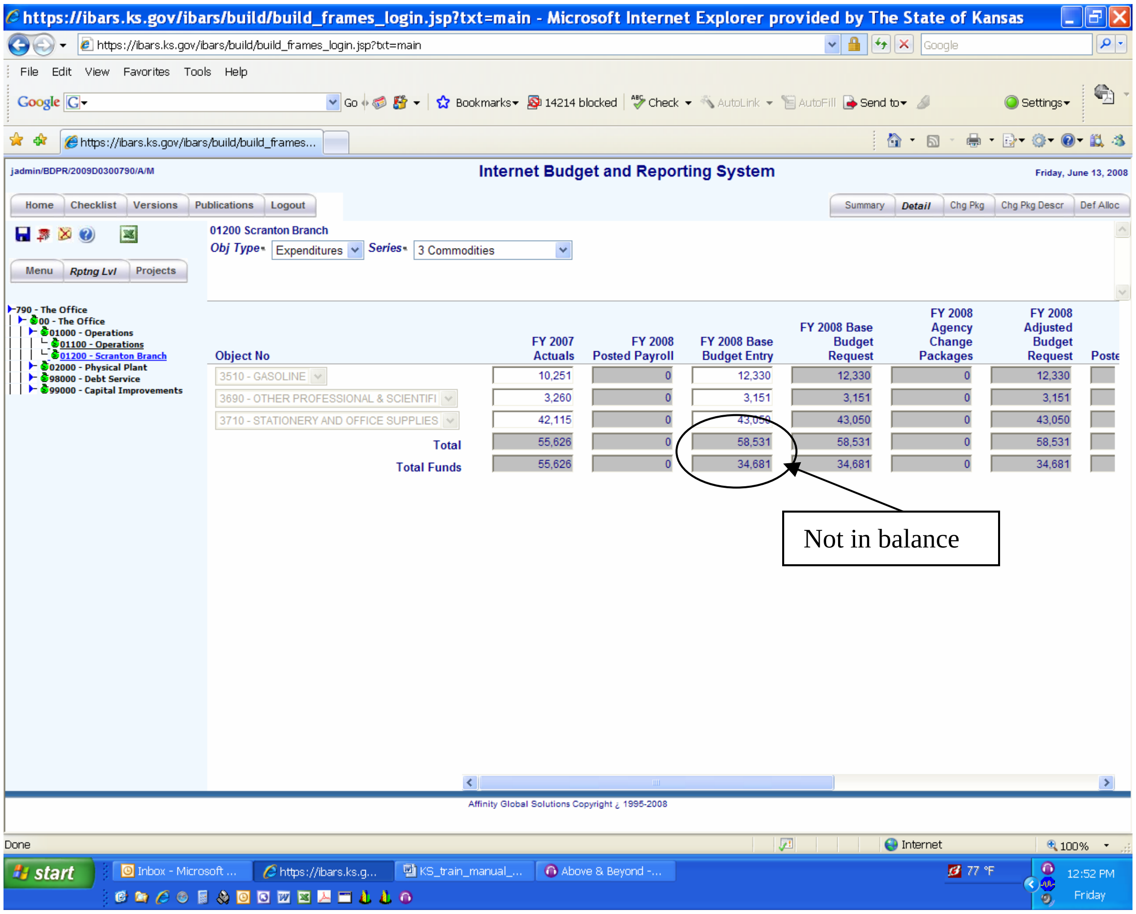
1. Make sure to review and check the ***Position Detail Data*** module to complete so the expenditures, funding, and statistics for salaries and wages are posted in the ***Budget Request Summary*** module by sub-PCA level.
2. Select a sub-PCA to begin entering data by clicking the reporting level (PCA) tree on the left side of the screen.
3. To enter CY and BY expenditures either (1) click on the **<u>Contractual Services</u>** (or another expenditure type) or (2) click the **Detail** tab and select a **Series*** from the dropdown menu**.**
4. Users enter numbers in the **FY 20XX Base Budget Entry** columns for the CY and BY. These columns are white. Expenditure **Obj No** rows are already in the system for the actual year expenditures. Use the existing **Obj No** or if needed add new **Obj No** rows**.**

REMINDER: If the user tries to save two rows with the same **Obj No**, a "saved failed" error will appear. The user must delete one of the identical **Obj No** rows and add the expenditures or funds together, so it is in one row. This is the only time users should delete rows.

5. If a desired **Obj No** is not already listed in the previously saved rows, then the user can add a line and select the desired **Obj No** from the dropdown menu. To add a row, click the add icon .
6. Enter data in both the CY and BY Base **Budget Entry columns** for each expenditure **Series.**

REMINDER: Previously saved rows are NEVER to be deleted. Deleting previously saved rows could cause the **FY 2008 Actuals** expenditures and funding to be out of balance. The only way to fix this problem is by contacting the System Administrator who must restore the deleted data.

Base Budget Entry – Expenditure (cont.)



Expenditure Detail page - The example above shows entries for **Commodities**. The gray **Object No** rows are previously saved rows. The last row, 3501-Motor Vehicle Parts, is a newly added row. The user scrolls to the right to make entries into the BY or **FY 20XX Base Budget Entry** column. Save the entries by clicking the save icon . Once saving is complete, the **Total** (expenditure) row is populated for each column. The user can then go to the funding side to fill out funds by expenditures **Series***.

The example above shows that the **FY 2008 Base Budget Entry** column is not in balance. The user must enter $23,850 on the funding side for **Commodities** to balance.

REMINDER: Expenditure and Funding must match by **Expenditure Obj Type** for each column**.**

Appendix B
Budget Request Summary Module Example – Entering CY & BY Funding Base Budget

Base Budget Entry – Funding

This exercise describes how to enter funding for the agency's base budget request. Remember that actual expenditures and funding for the previous fiscal year are already loaded in IBARS.

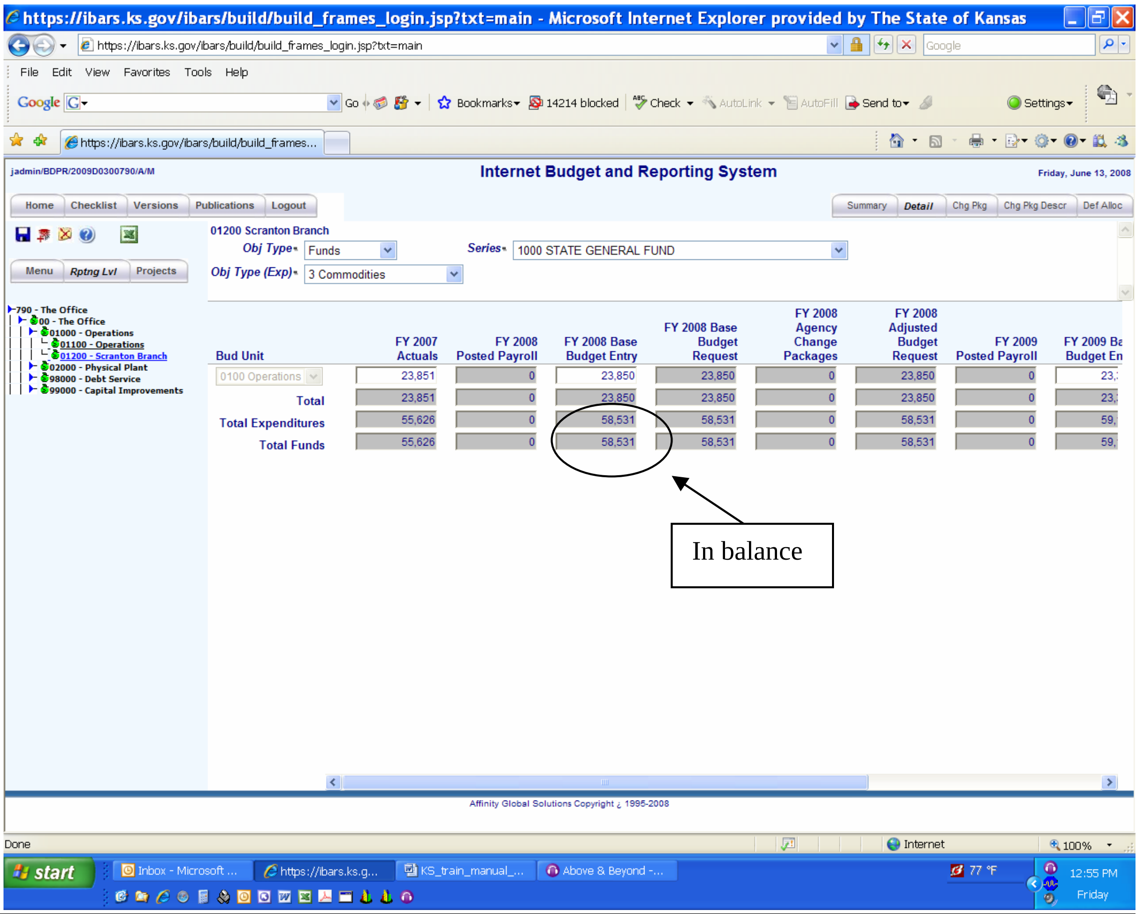
1. Make sure to review and check the ***Position Detail Data*** module to complete so the expenditure, funding, and statistics for salaries and wages are posted in the ***Budget Request Summary*** module by reporting level.
2. Select sub-PCA to begin entering data by clicking the reporting level (PCA) tree on the left side of the screen.
3. To enter CY and BY funding either (1) click on one of the fund names listed, or (2) click on the **Detail** tab and select **Funds** for the **Obj Type*** from the dropdown menu, select a fund from the **Series*** dropdown menu, and select an **Obj Type (Exp)*** from the dropdown menu.
4. Users enter numbers in the **FY 20XX Base Budget Entry** columns for the CY and BY. These columns are white. **Bud Unit** rows are in the system from the actual year funding. Use the existing **Bud Units** and if needed add new **Bud Unit** rows**.**

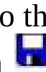
REMINDER: If the user tries to save two rows with the same **Bud Unit**, a "saved failed" error will appear. The user will have to delete one of the identical **Bud Units** and add the funding together, so it is in one row. This is the only time users should delete rows.

5. If a desired **Bud Unit** is not already listed in the previously saved rows, the user can add a line and select the desired **Bud Unit** from the dropdown menu. To add a row, click the add icon .
6. Enter data in both the CY and BY **Base Budget Entry** columns for each **Fund Series*** for each **Obj Type (Exp)*.**

REMINDER: Previously saved rows are NEVER to be deleted. Deleting previously saved rows could cause the **FY 2008 Actuals** expenditures and funding to be out of balance. The only way to fix this problem is by contacting the System Administrator who must restore the deleted data.

Base Budget Entry – Funding (cont.)



Funding Detail page - The example above shows entries for the State General Fund (0100 Operations) for the **Series*** in Commodities **Obj Type (Exp)***. The gray **Bud Unit** rows are previously saved rows. The user will scroll to the right to make entries into the BY or **FY 20XX Base Budget Entry** column. Save the entries by clicking the save icon . Once saving is complete, the **Total** and **Total Funds** rows will be populated for each column. The **Total** row is the total funding for the currently selected fund **Series***. The **Total Funds** row is the total of all funds in the selected **Obj Type (Exp)***. The **Total Funds** row and the **Total Expenditures** should match for each column by each **Obj Type (Exp)***.

The example above shows that the **FY 2008 Base Budget Entry** column is in balance.

REMINDER: Expenditure and Funding must match by **Expenditure Obj Type** for each column**.**

Appendix B
Budget Request Summary Module Example – Entering CY & BY Change Packages

Change Package Entry – Change Description

This exercise shows users how to enter expenditure and funding for change packages. Change packages should be entered after the **Base Budget Entry** columns are complete for the CY and BY. This exercise has the user fill in the expenditure side first and then the funding side for each **Expenditure Obj Type.**

REMEMBER: Position change packages will be complete in the ***Position Detail Data*** module.

1. A change package description must be created before change package expenditures and funding can be entered.
2. Click the Chg Pkg Descr tab at the top right of the page.
3. Click the add icon to insert a new change package description.
4. The screen on the next page shows an agency change package for one replacement vehicle for the budget year. The user fills out the boxes as described below.

   Group: Agency, since this is an agency request.

   Type: Enhancement, since this is a BY request.

   Change Description – title: Replacement vehicle.

   Change Description: Replacement for auditor.

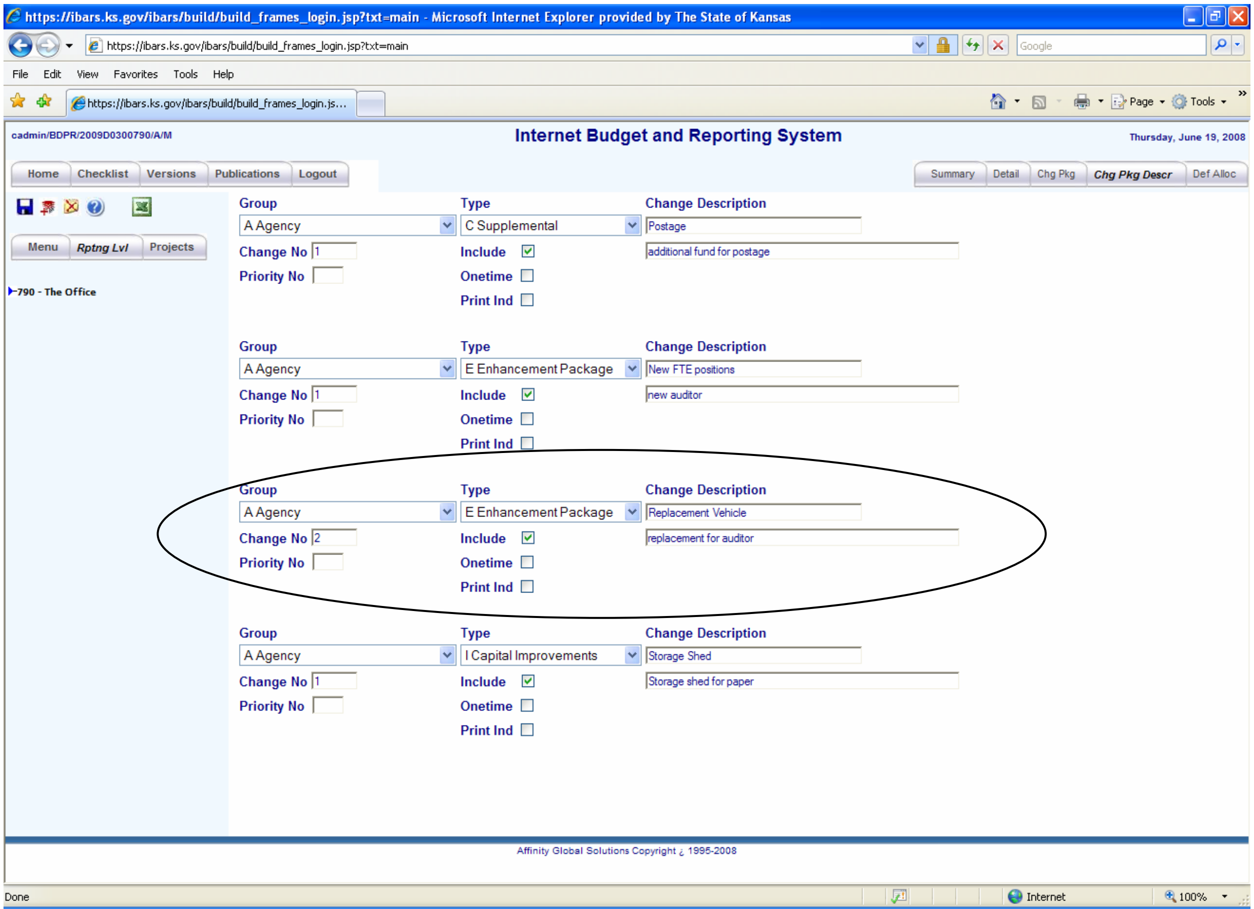
   Change No: 2, since this is the second agency enhancement change package.

   Include: should be checked, since this item is part of the agency's submitted request.

5. Save the change package description by clicking the save icon .

Appendix B
Budget Request Summary Module Example – Entering CY & BY Change Packages

Change Package Entry – Change Description (cont.)

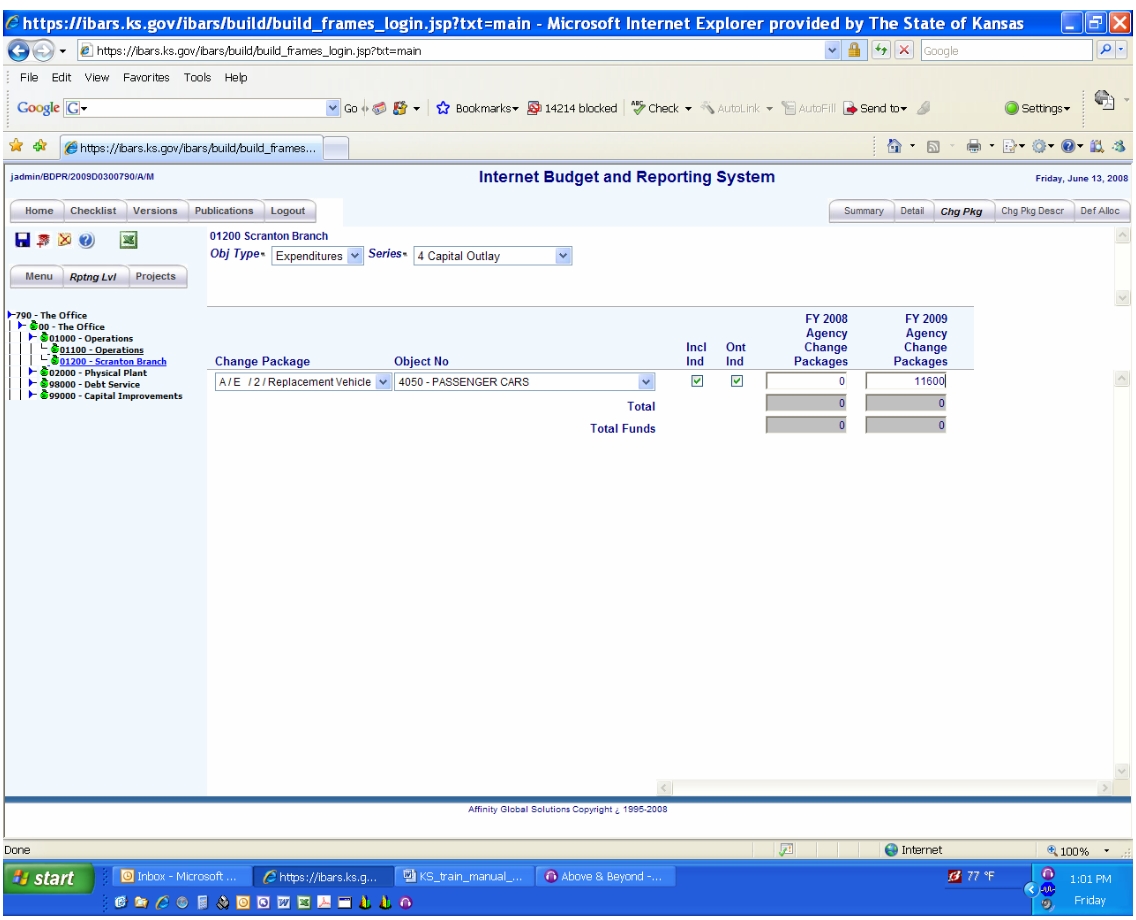


Appendix B
Budget Request Summary Module Example – Entering CY & BY Change Packages

Change Package Entry – Expenditure Entry

6. Click on the **Chg Pkg** tab.
7. Select **Expenditures** from the **Obj Type*** dropdown menu.
8. Select **Capital Outlay** from the **Series*** dropdown menu.
9. Select **4050- Passenger Cars** from the **Object No** dropdown menu.
10. Select **A/E/2/Replacement vehicle** from the **Change Package** dropdown menu.
11. Make sure the **Include Ind** has a checkmark in the box.
12. Enter **11600** into the **FY 2009 Agency Change Packages** column.
13. Click the Save icon .

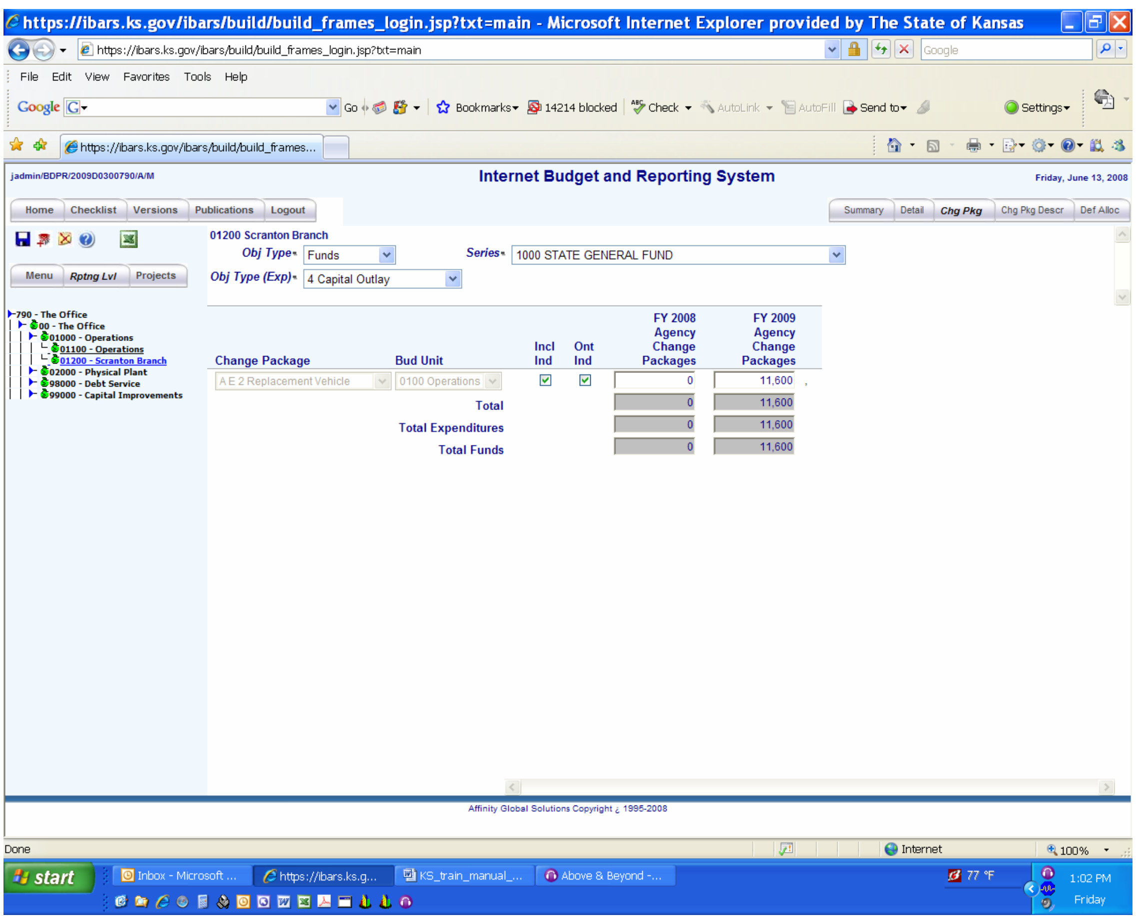
REMINDER: When entering in dollar amounts, do not use special characters such as “$”, “,”, or cents. Budget only in whole dollars.



Appendix B
Budget Request Summary Module Example – Entering CY & BY Change Packages

Change Package Entry – Funding Entry

1. Select **Funds** from the **Obj Type*** dropdown menu.
2. Select the fund that will finance the change package from the **Series*** dropdown menu.
3. **Capital Outlay** should still be selected for the **Obj Type (Exp)***.
4. The user will select the **Bud Unit** that will finance the change package from the dropdown menu.
5. Select the **A/E/2/Replacement vehicle** from the **Change Package** dropdown menu.
6. Make sure the **Include Ind** has a checkmark in the box.
7. Enter **11600** into the **FY 2009 Agency Change Packages** column.
8. Click the Save icon .



Appendix B
Default Allocation for Operating Budget Example

Default Funding for Operating Budget by Reporting Level

1. Select the **Add Scenario** option from the **All Scenarios** drop down on the **Def Alloc** page.

2. Enter the name of your new scenario in the **Current Scenario** text box.

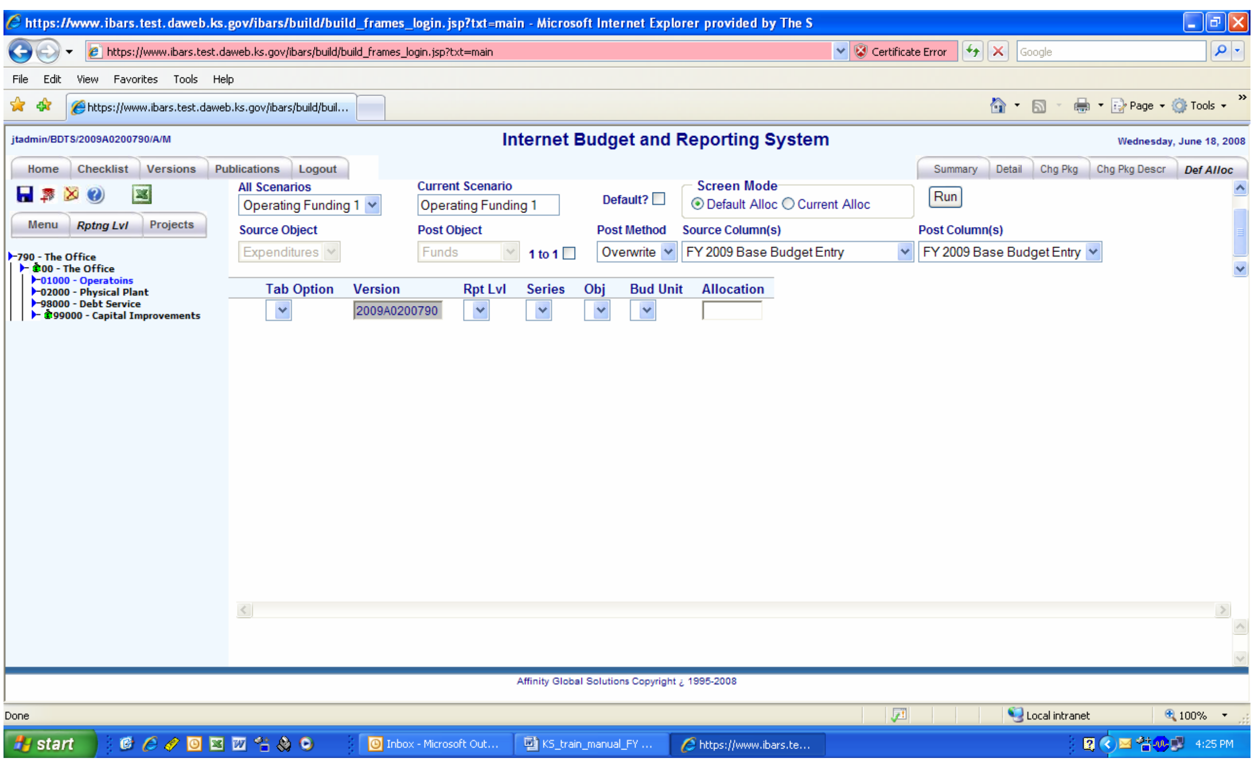
3. Click on the check mark in the **1 to 1** box to remove it.

4. Select the **Overwrite** option from the **Post Method** drop down.

5. Select the **FY 2XXX Base Budget Entry** option from the **Source Column(s)** drop down. In the Budget Request Summary module separate funding scenarios have to be created for each fiscal year.

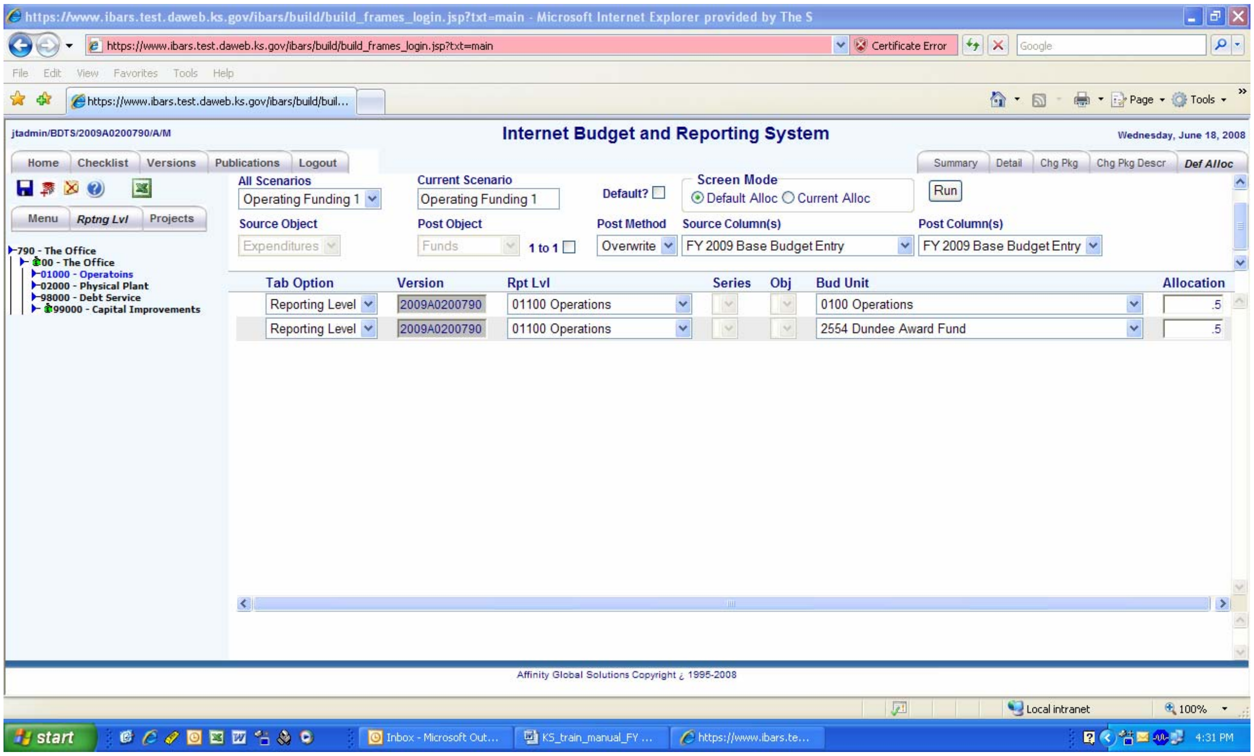
6. Select the **FY 2XXX Base Budget Entry** option from the **Post Column(s)** drop down. This entry must be the same column that was chosen in step 5.

7. Click the Save icon .



Appendix B
Default Allocation for Operating Budget Example

Default Funding for Operating Budget by Reporting Level (cont.)



1. Select **Reporting Level** from the dropdown in the **Tab Option**. The version you are working in will automatically appear in the **Version** field.

2. Select the desired reporting level from the dropdown in the **Rpt Lvl** field.

3. Click the dropdown on the **Bud Unit** field to select the budget unit you are using and enter the desired percent of funding in the **Allocation** field. Use the **Add** function to add more budget units and percentages. The scenario must total 1 for each year (ex .9 + .1 = 1).

4. Click the Save icon  to save the scenario.

5. Click the **Run Default Funding** button to apply the funding.

6. Go to the **Summary** page to see the new operating expenditures funding.

Appendix C
Special Fund Balance Module Example

<u>Entering CY & BY Revenue Estimates</u>

This exercise describes how to enter revenue estimates to finance the budget request.

1. If the user desires, make sure the ***Position Detail Data*** and ***Budget Request Summary*** modules are checked to complete. This will post the expenditures into the ***Special Fund Balance*** module and may be helpful.
2. The user selects the ***Special Fund Balance*** module from the ***Checklist*** page.
3. The user then selects a **Fund Type*** from the dropdown menu.
4. Next the user selects a **Fund** (budget unit). This can be done two ways: (1) clicking on the name of a budget unit, or (2) clicking the **Detail** tab and then select the desired budget unit from the **Fund*** dropdown menu.
5. The user will then enter revenue estimates in the **XX Agency Revenue** columns for either the existing revenue object codes or the user can add new revenue object code rows by clicking the add icon . After entering the revenue estimates for one budget unit, click the save icon . The user selects the next budget unit and enters the revenue estimates for both years and saves the data. Continue this process until all the budget units in all the funding types are complete for each one that is relevant to the agency.

REMINDER: The **Detail** page can have the same revenue object codes listed more than once. The system will sum the revenue object codes amounts together for the **404** and **404 Aggregate** reports.

6. The system will automatically calculate the cash forward for the CY and BY for the **404** and **404 Aggregate** reports. Therefore, the user does not need to calculate these amounts.
7. The **404** and **404 Aggregate** reports should be run to make sure each budget unit or fund does not have a negative **Balance Forward** into the next fiscal year.
8. Click the ***Special Fund Balance*** module to complete.

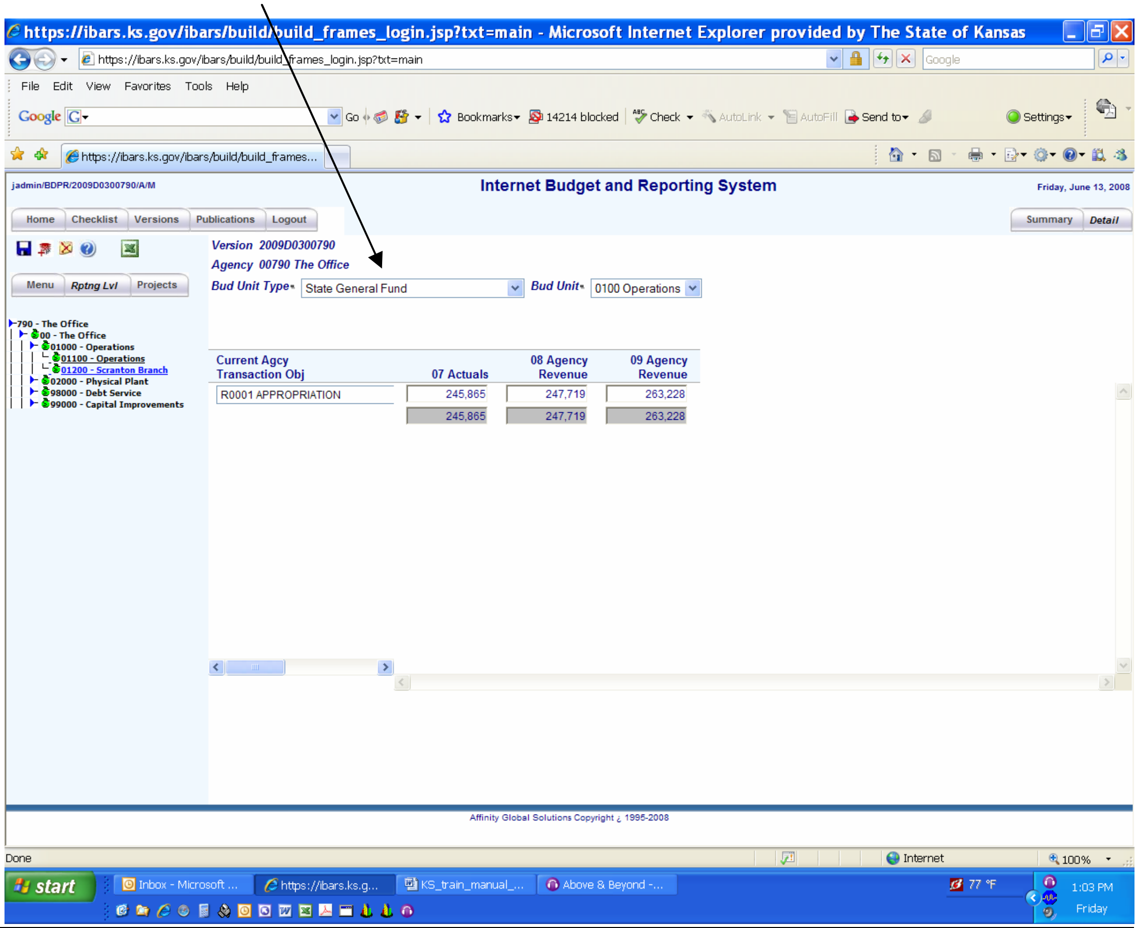
REMEMBER: Reductions such as lapses or transfers out should be entered as a negative number (ex. -300500). Also, do not use special characters such as “$” , “,”, or cents. Budget in whole dollars.

Appendix C
Special Fund Balance Module Example

Entering CY & BY Revenue Estimates – Examples

The screen below and on the next page shows a couple of examples of completed ***Special Fund Balance - Detail*** pages.

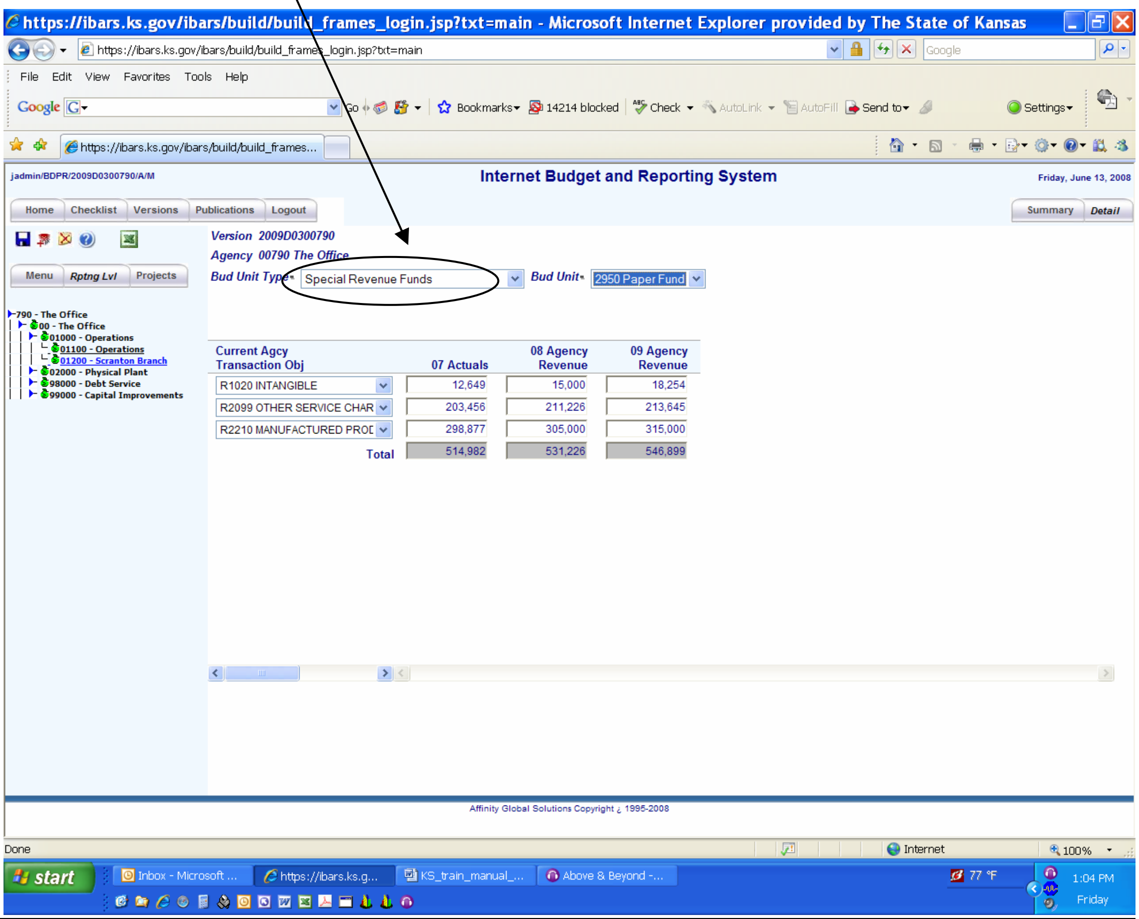
Appropriated Budget Unit



Appendix C
Special Fund Balance Module Example

Entering CY & BY Revenue Estimates – Examples (cont.)

Special Revenue Funds



Appendix D
Children’s Services Module Example

Entering the Children’s Services Budget

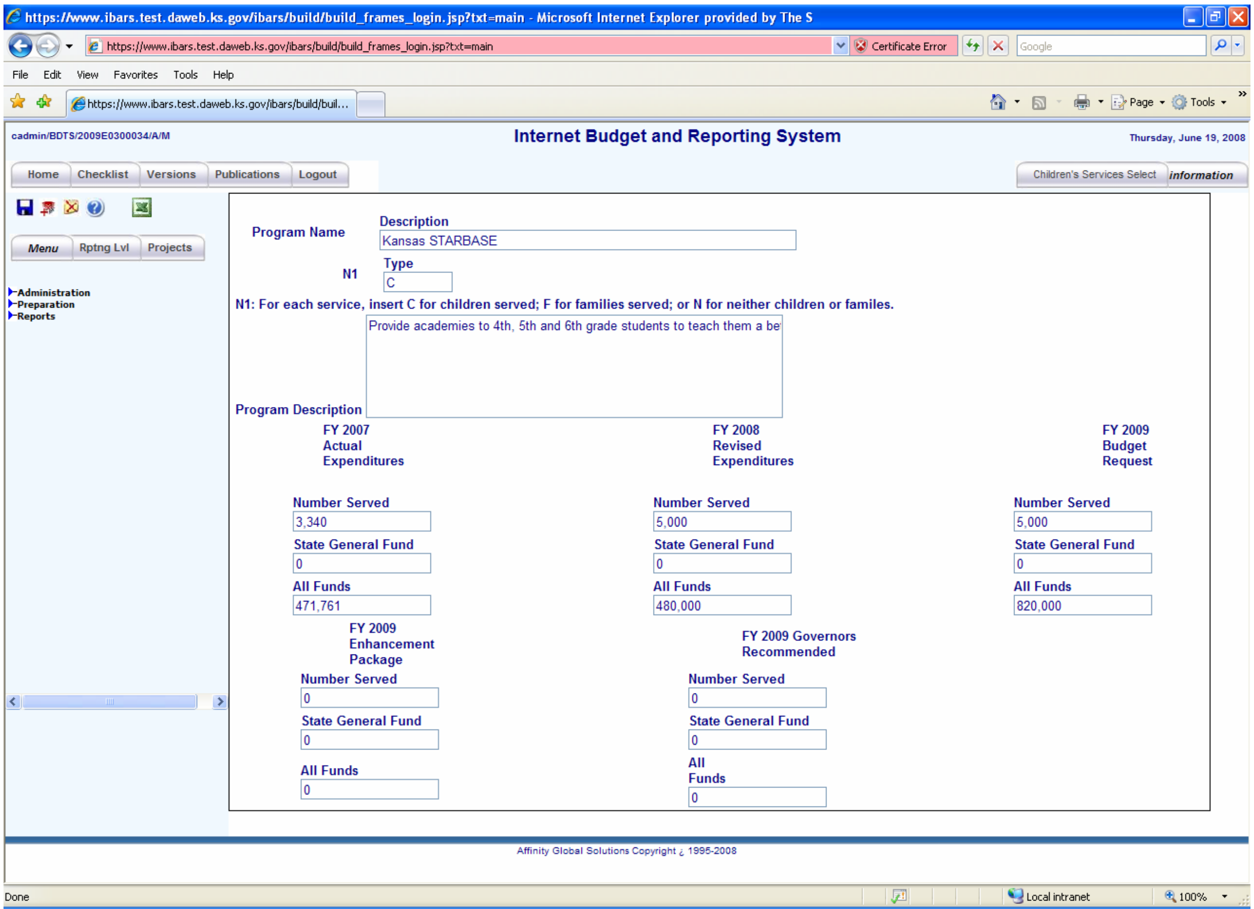
This exercise will describe how to complete the ***Children’s Services*** module.

1. Select the ***Children’s Services*** module from the ***Checklist*** page. The ***Children’s Services*** module will be blank at first.
2. The user will click the add icon . This takes the user to the **Information** page.
3. Type in **Program Name** – ”Kansas STARBASE”.
4. Fill in the **N1** box – ‘C’.
5. Fill out the **Program Description** box – “Provide academies to 4th, 5th, and 6th grade students to teach them a better understanding of math and science concepts within the context of a variety of careers.”
6. Fill in the **FY 20XX Actual Expenditure** column – ‘3340’ for **Number Served**, ‘0’ for **State General Fund**, ‘471761’ for **All Funds**.
7. Fill in the **FY 20XX Revised Expenditure** column – ‘5000’ for **Number Served**, ‘0’ for **State General Fund**, ‘480000’ for **All Funds**.
8. Fill in the **FY 20XX Budget Request** column – ‘5000’ for **Number Served**, ‘0’ for **State General Fund**, ‘820000’ for **All Funds**.
9. Fill in the **FY 20XX Enhancement Package** if the agency is requesting new funds for the program. The user does not have to add a change package description as in other modules because this module is not tied to any other modules.
10. Click the save icon .
11. To enter the next Children’s Services program, click the **Children’s Services Select** tab.
12. Once on the **Children’s Services Select** page, click the add icon to insert the next program’s data on the **Information** page. Continue this process until all programs are entered and saved in IBARS.
13. After all the Children’s Services programs have been entered into IBARS, then click the ***Children’s Services*** module to complete on the ***Checklist*** page.

Appendix D
Children's Services Example

Entering the Children's Services Budget (cont.)

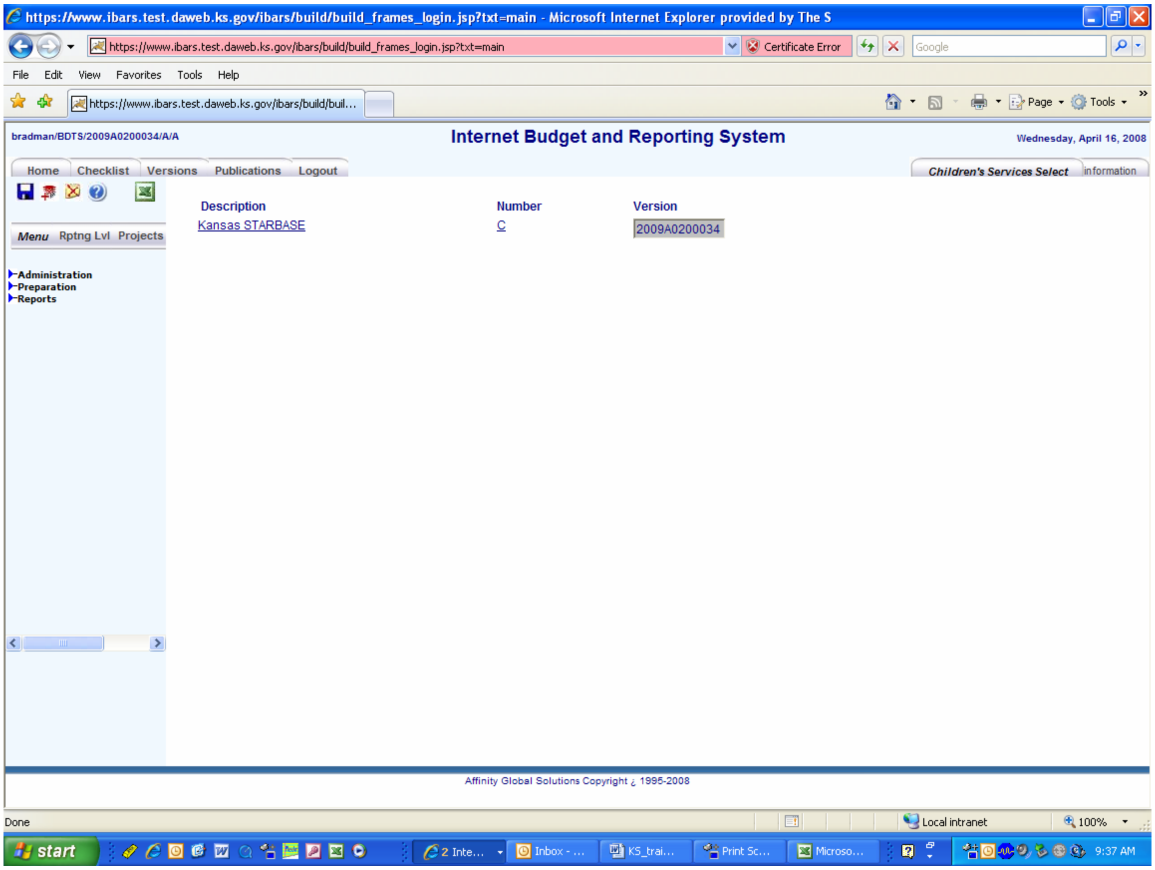
This page shows the **Children's Services Information** page filled out with the information detailed in items 3 through 10 on the previous page.



Appendix D
Children's Services Example

Entering the Children's Services Budget (cont.)

This page shows the **Children's Services Select** page after the data has been saved.



Appendix E
Initial Computer Setup

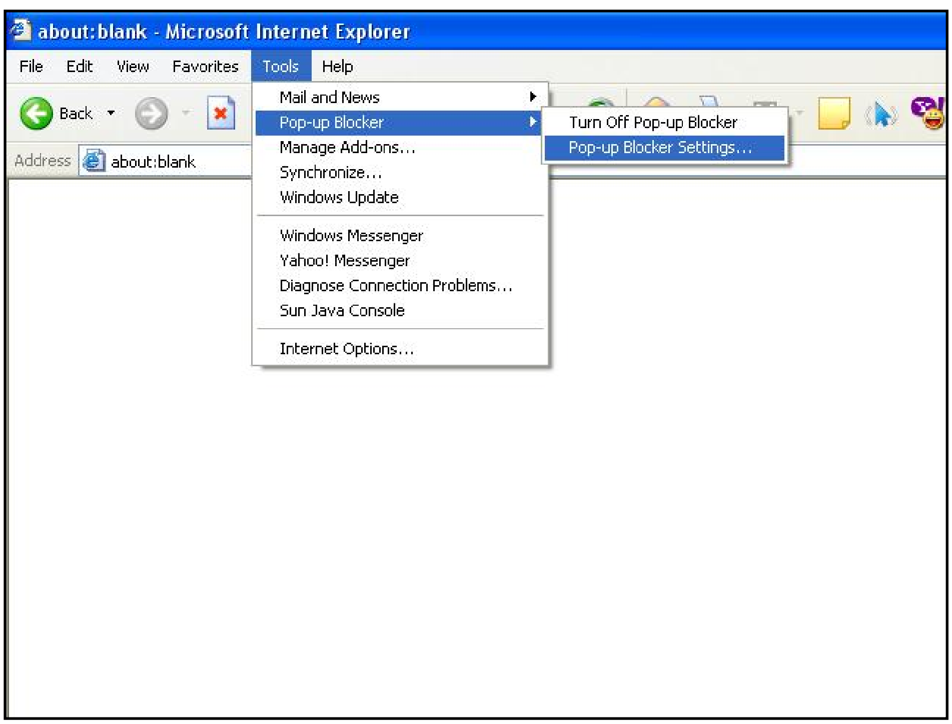
Steps the User Must Preform to Setup the Browser Prior to Using IBARS

Pop-ups

You will be instructed to allow pop-ups for this site. Click “OK” when prompted.

Please perform the following steps before logging into IBARS for the first time.

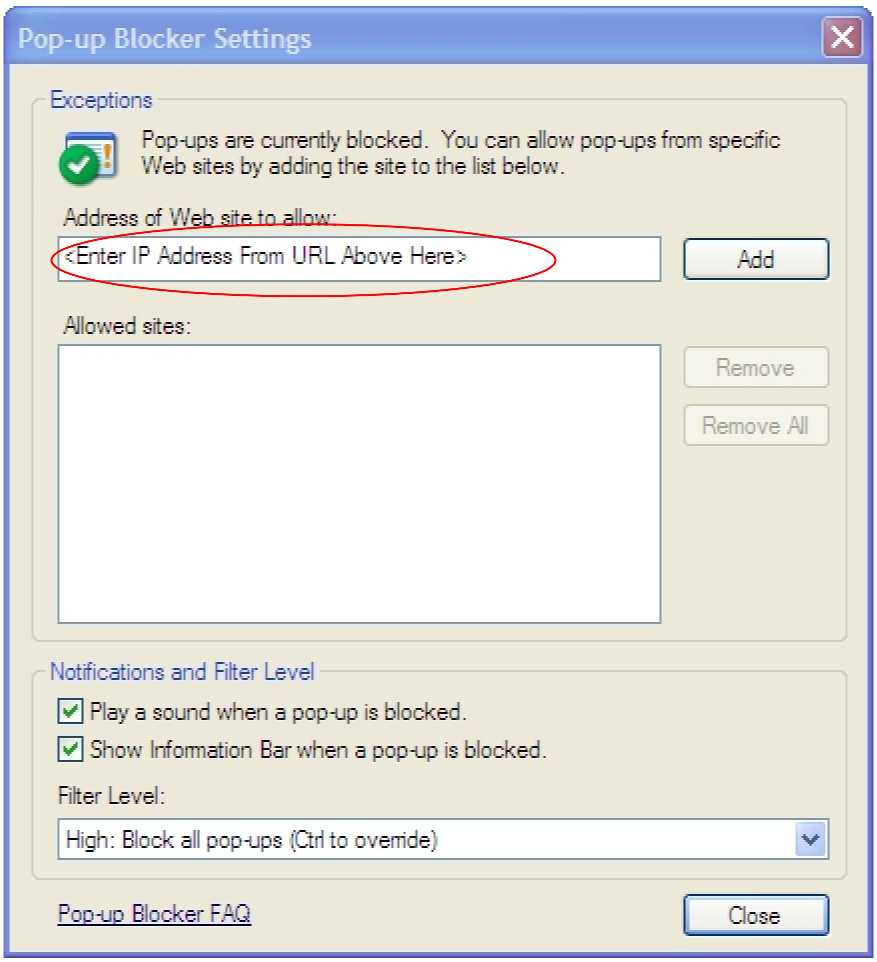
1. Click on **Tools** from the menu.
2. Then select **Pop-up Blocker**.
3. If *Pop-up Blocker* is off, click on **Turn on pop-up blocker** and then select - ”Pop-up Blocker Settings”



Appendix E
Initial Computer Setup

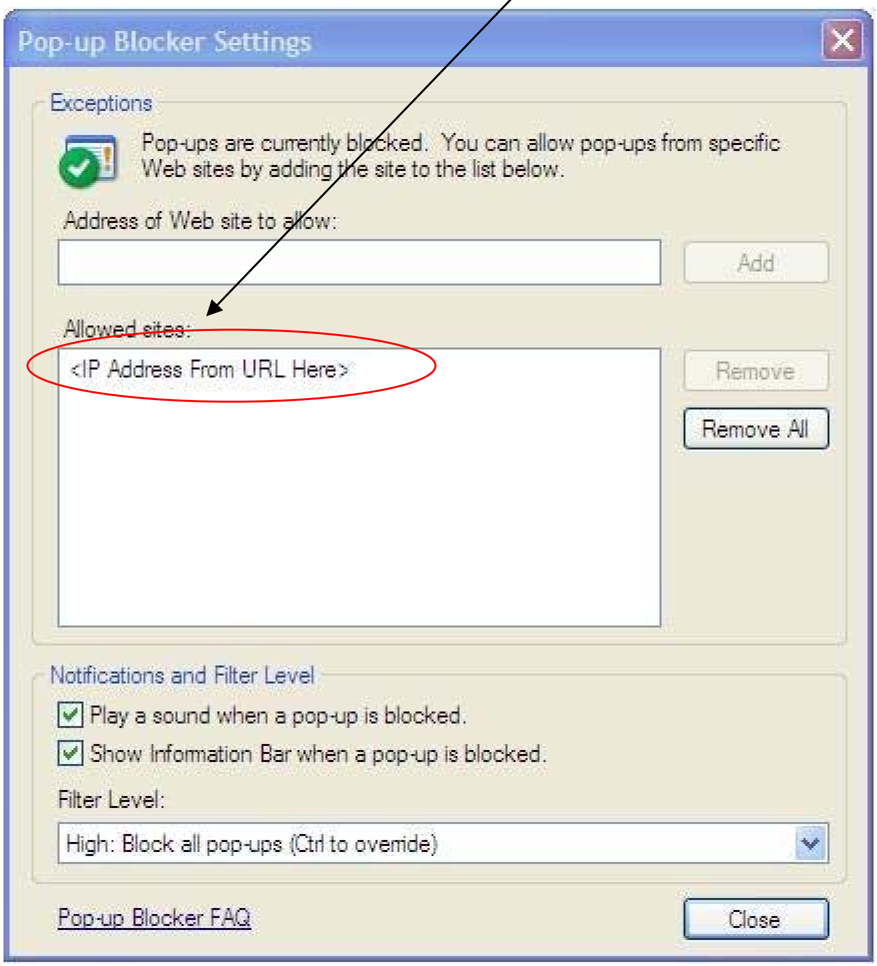
Pop-ups (cont.)

1. In the web address line, type in “https://ibars.ks.gov/ibars” then Click “Add.”
2. The site should then be in the “Allowed sites:” box.
3. Click “Close.”



Pop-ups (cont.)

The URL will then show up in the “Allowed sites:” box.

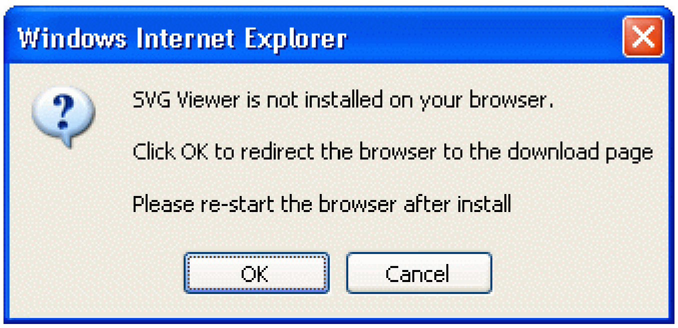


Appendix E
Initial Computer Setup

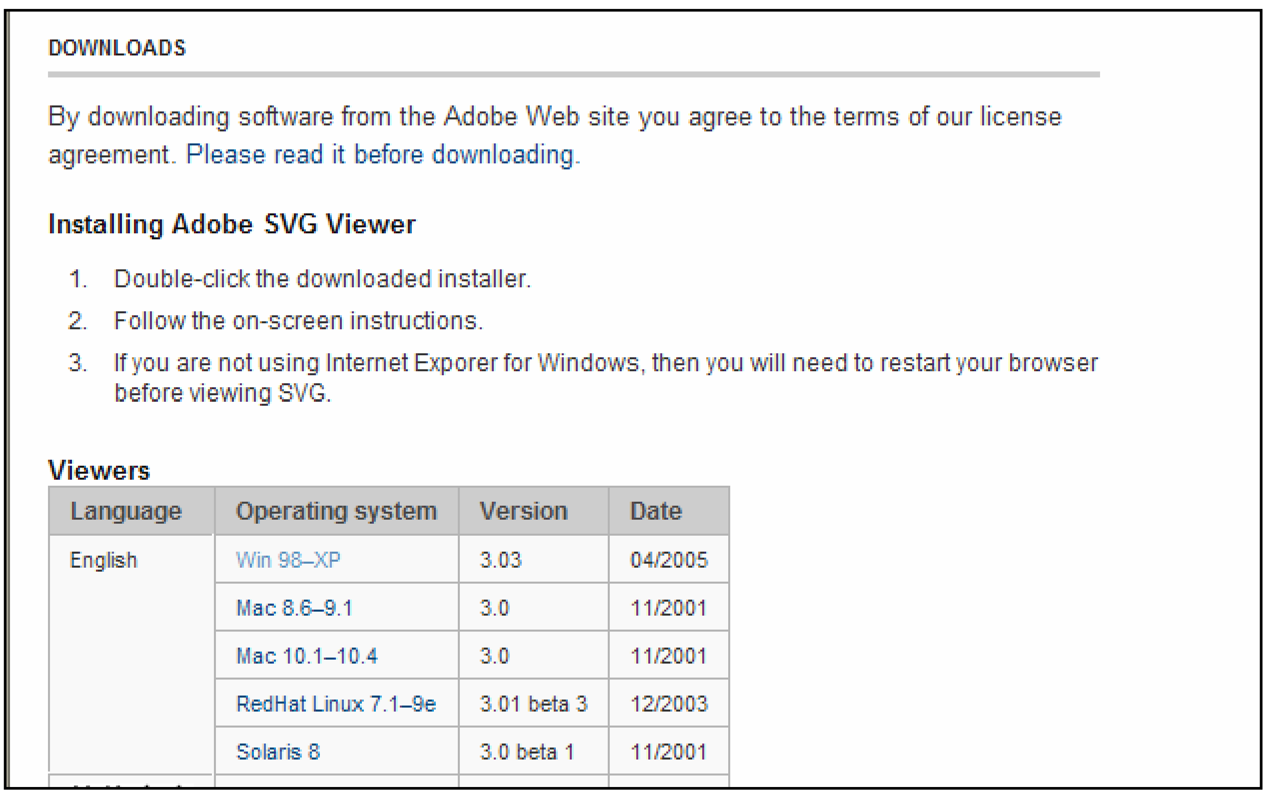
<u>Installing SVG Viewer</u>

You may be required to have your IT support staff do this because you may not have administrative access to add programs to your computer.

Next you will be asked to install SVG Viewer.



Click “OK” when prompted above. It will take you to the SVG Download page. Scroll down until you see the following. Select Win 98-XP. When the File Download screen appears click “Run” or “Save.” You will have to restart internet explorer after the SVG viewer is complete.



DOWNLOADS

By downloading software from the Adobe Web site you agree to the terms of our license agreement. Please read it before downloading.

Installing Adobe SVG Viewer

1. Double-click the downloaded installer.
2. Follow the on-screen instructions.
3. If you are not using Internet Exporer for Windows, then you will need to restart your browser before viewing SVG.

Viewers

Language	Operating system	Version	Date
English	Win 98–XP	3.03	04/2005
	Mac 8.6–9.1	3.0	11/2001
	Mac 10.1–10.4	3.0	11/2001
	RedHat Linux 7.1–9e	3.01 beta 3	12/2003
	Solaris 8	3.0 beta 1	11/2001

Appendix E
Initial Computer Setup

To Determine if User has Internet Explorer 6 and Internet Explorer 7

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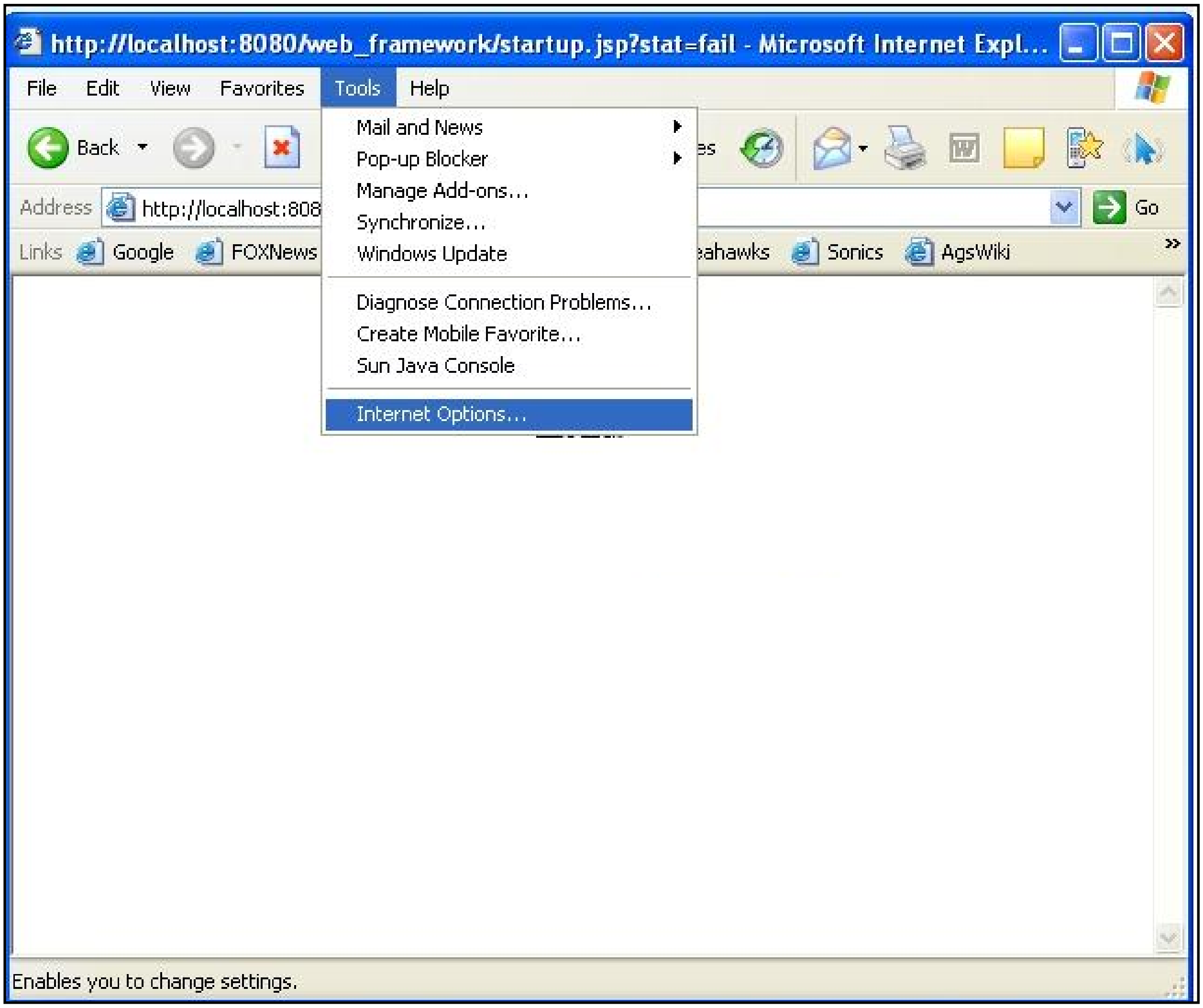
1. Open a window in Internet Explorer.
2. Go to "Help" and select "About Internet Explorer."
3. A box will pop-up and either say Internet Explorer 6 or Internet Explorer 7.
4. Instructions follow for the two versions. Use the appropriate version.

Appendix E
Initial Computer Setup

Instructions for Internet Explorer 6

1. Click on **Tools**, then go down to and click **Internet Options**.



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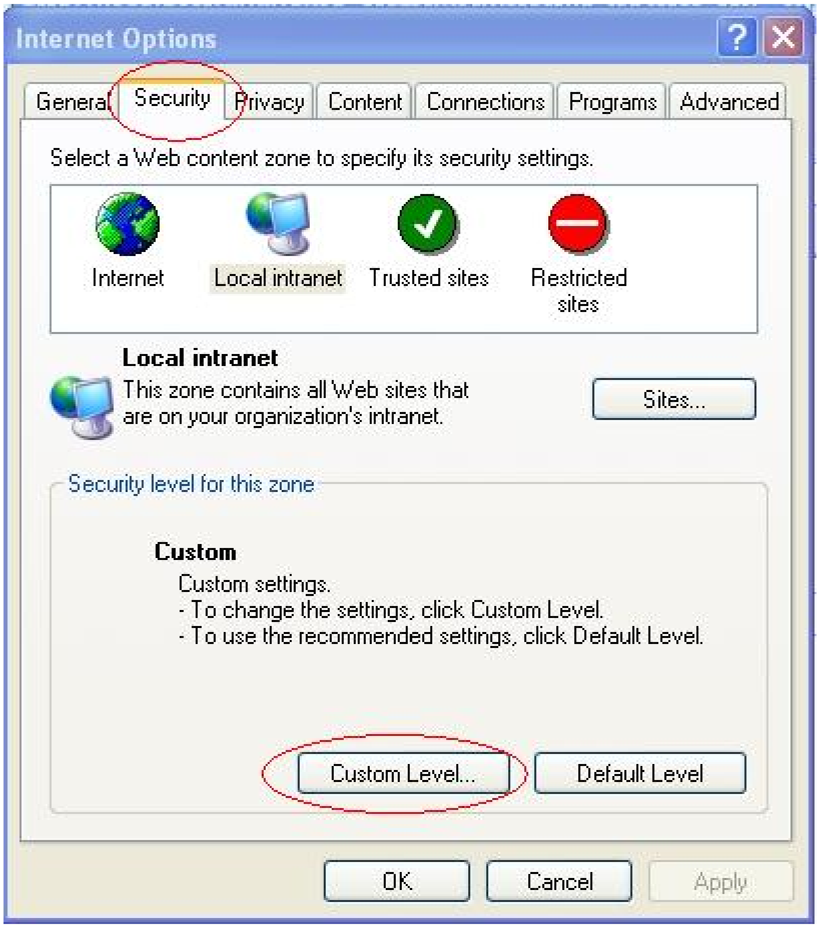
Instructions for Internet Explorer 6 (cont.)

2. Click on the **Security Tab**.
3. Click on **Custom Level** button.

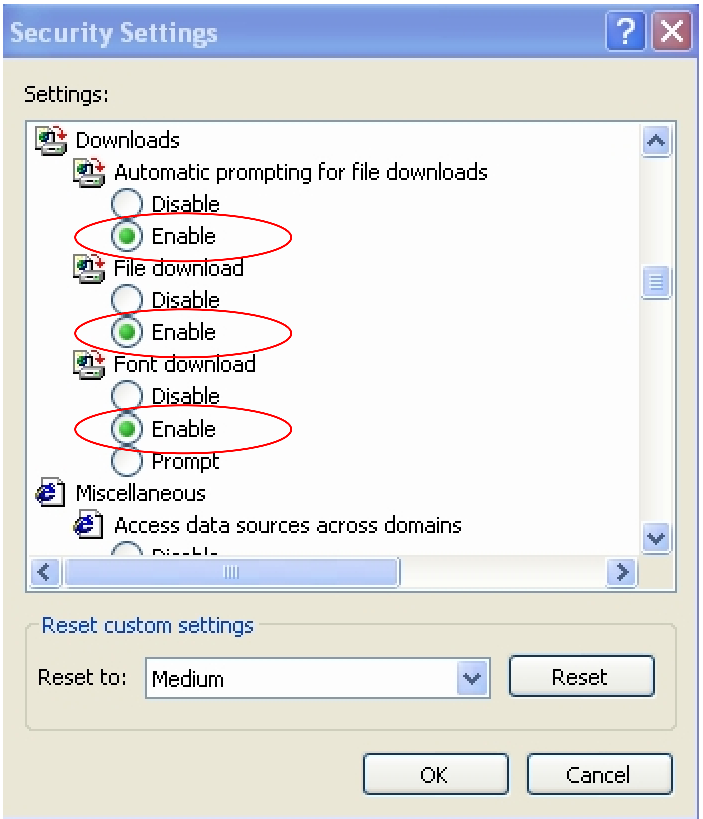


Appendix E
Initial Computer Setup

<u>**Instructions for Internet Explorer 6 (cont.)**</u>

Allowing Downloads

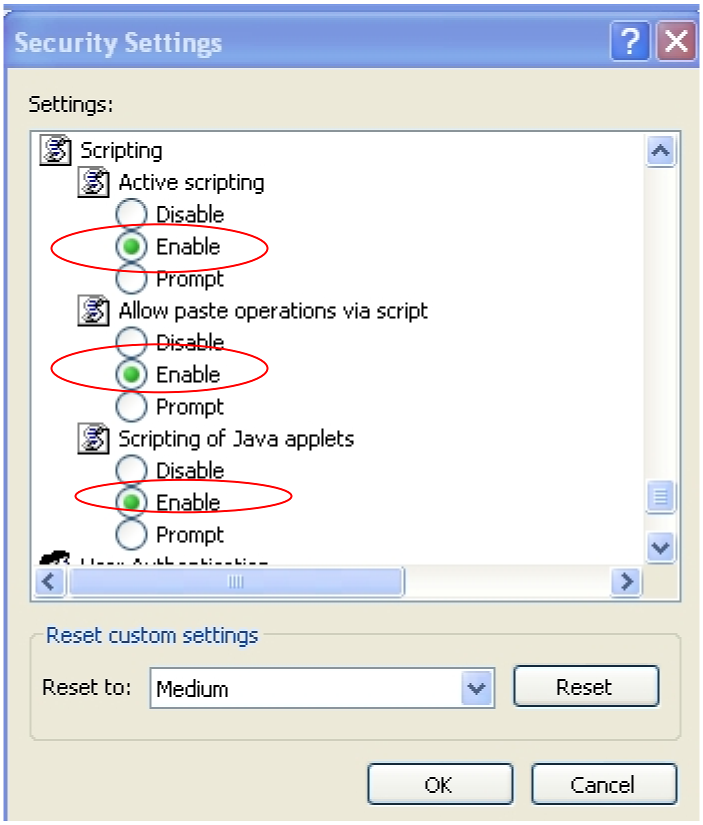
4. **Enable** the items circled below for downloads.



Instructions for Internet Explorer 6 (cont.)

Allowing Scripting

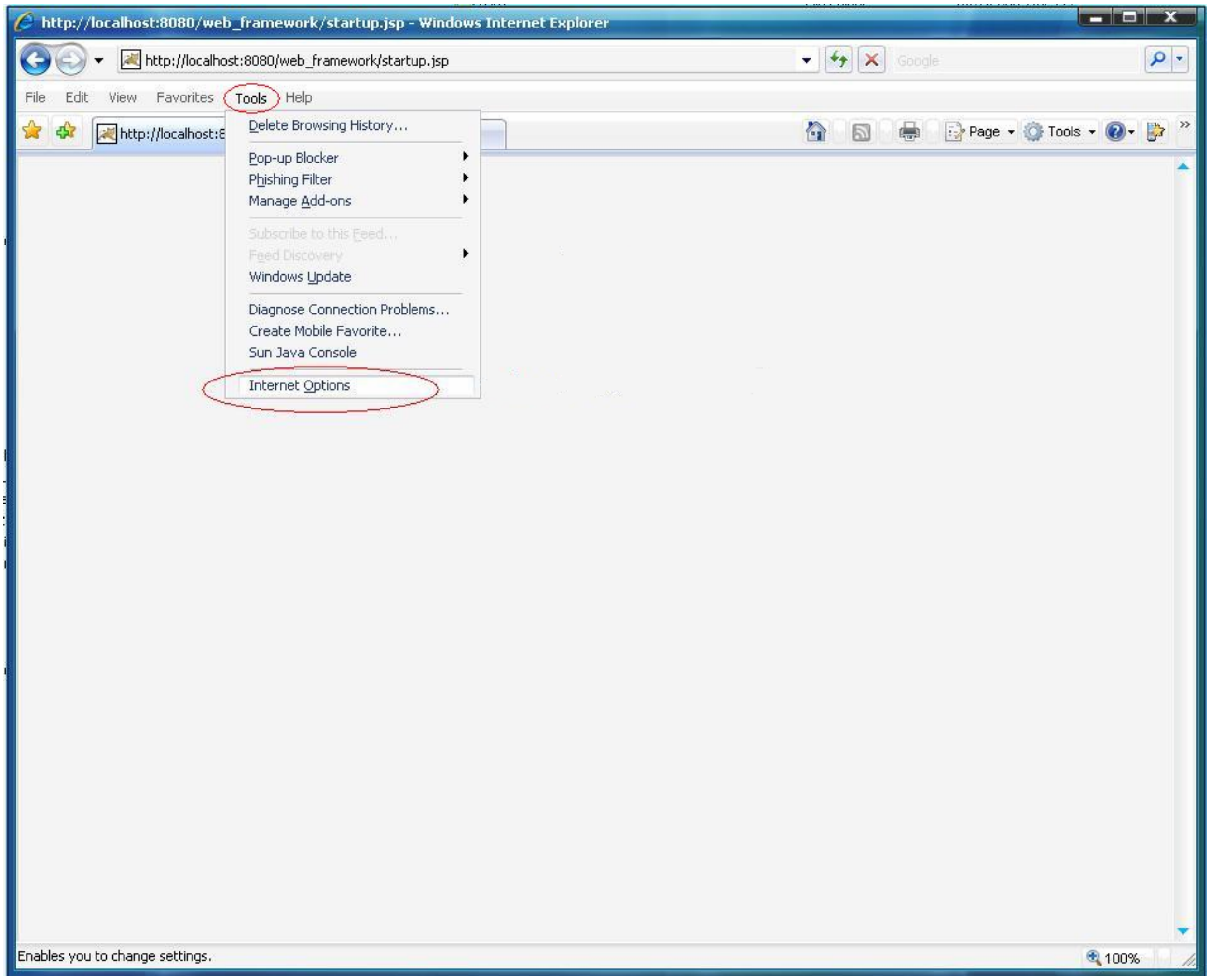
5. **Enable** the items circled below for scripting.



Appendix E
Initial Computer Setup

Instructions for Internet Explorer 7

1. Click on **Tools**, then go down to and click **Internet Options**.



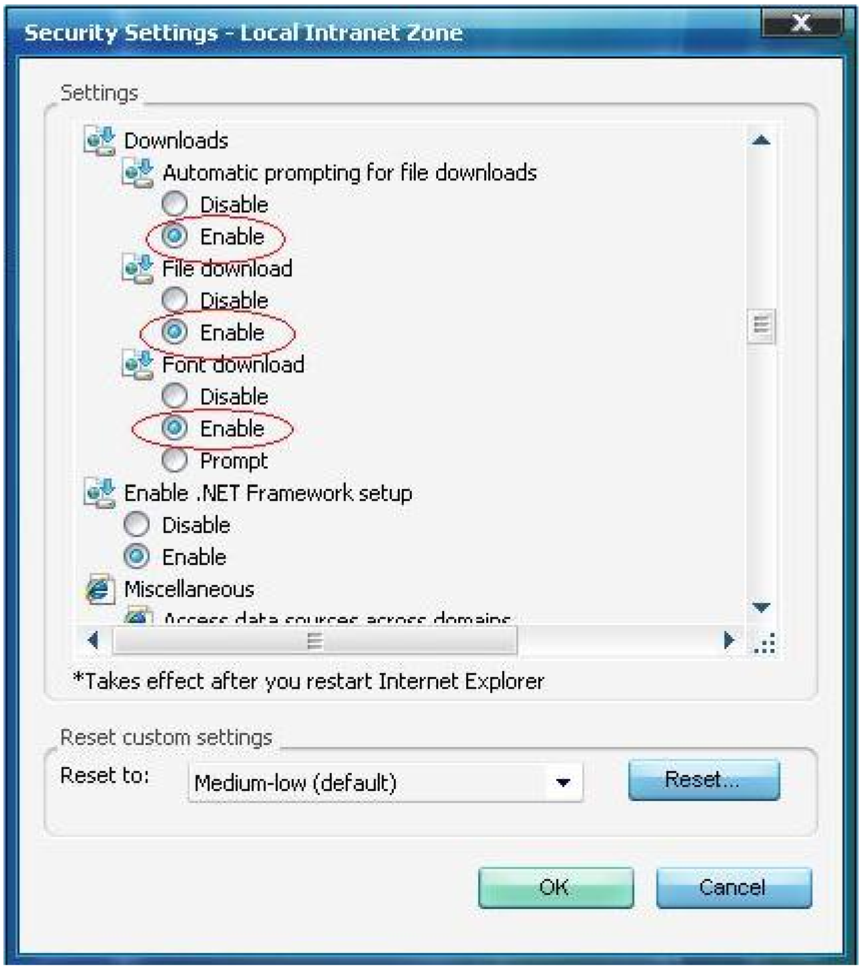
Instructions for Internet Explorer 7 (cont.)

2. Click on the **Security Tab**.
3. Click on **Custom Level** button.

Instructions for Internet Explorer 7 (cont.)

Allowing Downloads

4. **Enable** the items circled below for downloads.

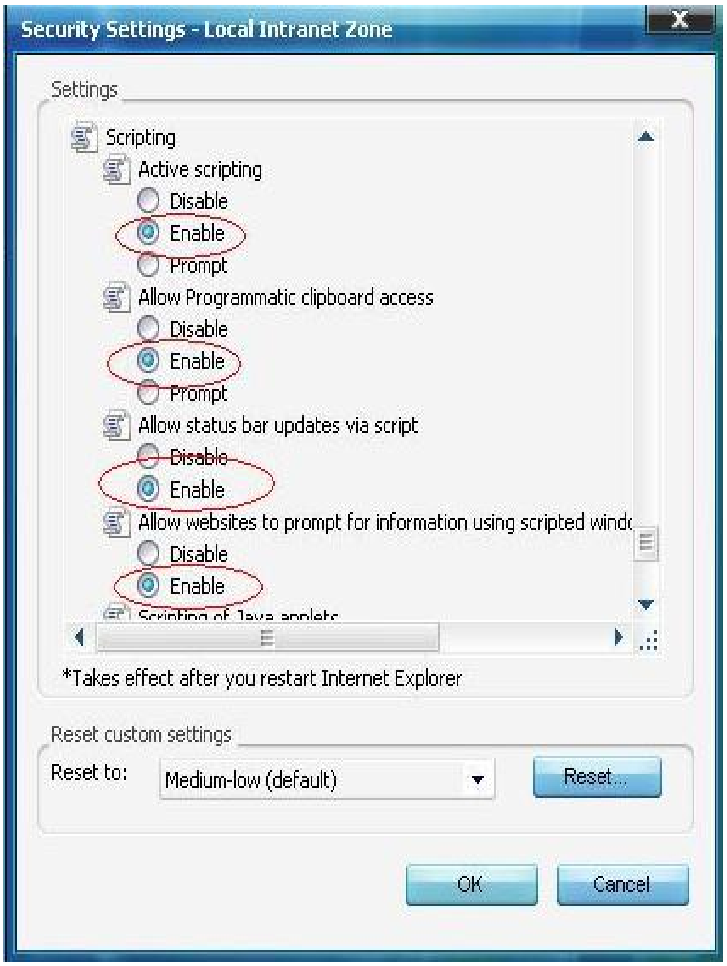


Appendix E
Initial Computer Setup

Instructions for Internet Explorer 7 (cont.)

Allowing Scripting

5. **Enable** the items circled below for scripting.

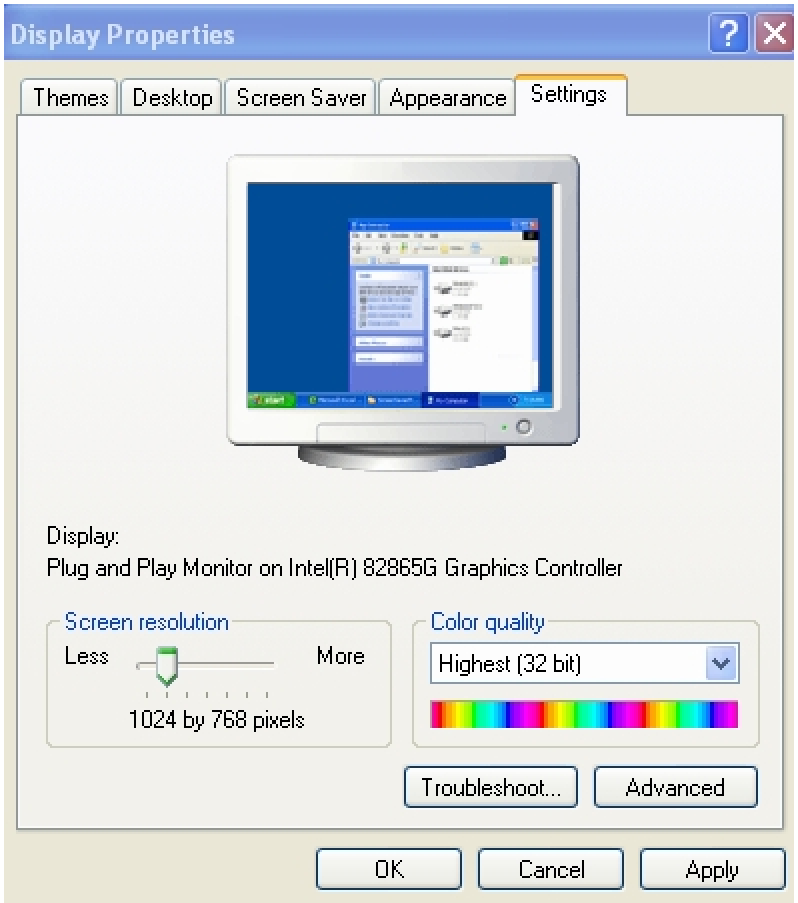


Appendix E
Initial Computer Setup

Monitor Resolution to Work Best With IBARS

The window resolution settings should be set to 1024x768 as shown below. To define or check this setting, follow the instructions below.

1. Right-click on your desktop, and then click Properties.
2. In the Display Properties dialog box, click the Settings tab.
3. Drag the Screen resolution slider to the left to decrease, or right to increase the resolution of your monitor, so it is as close to 1024x768.
4. Click OK.
5. If the resolution is not set to the suggested setting, users may have to scroll on screens to view all the data.



Appendix E
Initial Computer Setup

Bookmarking the IBARS Page

If the user wants to bookmark the page, click “Favorites” and then click “Add to Favorites.” In the Name box, you can name it whatever you desire, then click “Add.” After the user bookmarks the page, follow these instructions or the user will get a “Connection is not active, returning to login screen” error at each login.

1. Go to Favorites and highlight the name saved for IBARS by putting your cursor on the name. Then right click on the name.

2. Click on Properties. Make sure the URL reads “https://ibars.ks.gov/ibars” and click “OK.”