IBARS

Internet Budget and Reporting System

User Manual

AD ASTRA PER ASPERA

Kansas

Division of the Budget

IBARS User Manual

Division of the Budget
November 2022

IBARS User Manual
Table of Contents

Table of Contents (Cont.)

IBARS & Budgeting Tips

(For the purposes of this manual, the prior year actual expenditures/funding will be referred to as FY 20PY, current year as FY 20CY and budget year as FY 20BY.)

1. **Questions.** If you have general budgeting or IBARS questions, please start with your DOB analyst. If you need a password reset, contact the IBARS System Administrator at IBARS@ks.gov.

   The DOB phone number is **(785) 296-2436** and the website is https://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 https://ks.ibarsbudget.com/ibars/startup.jsp.

2. **Do not delete anything in the FY 20PY Actual Column! If you think an actual figure is incorrect, call your DOB analyst or note it in the written narrative.**

3. **Do not delete any rows! If you have added a row that you do not want, leave the row in the system, and just change the numbers to zeroes in that row.**

4. **SHARP.** The download from SHARP occurs in late July and contains data from the pay period corresponding with the first check date in July. 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.

5. **SMART.** The download from SMART occurs in early August and contains actual amounts from the previous fiscal year.

6. **Key Dates & Budget Submission.** IBARS will open to users on approximately August 15th each year. Agency budget submissions to the Division of the Budget are due September 15th. Along with submitting your budget through IBARS, agencies are required to submit two paper copies and one electronic version 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.

7. **404s.** Make sure that 404 reports are complete. This means that the appropriated amounts match what was actually appropriated or allocated, transfers are reflected correctly, etc. You do not have to enter a balance/cash forward amount in the Special Revenue module. The system will populate this number when you run 404 or 404 Aggregate reports. 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.

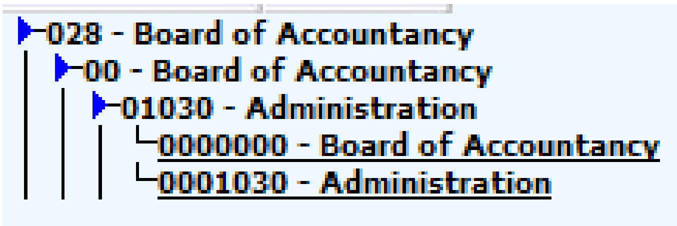
8. **FTE Positions.** Actual FTE counts from the FY 20PY are not included in the SHARP download to IBARS and must be included by program in your narrative.

9. **Navigation.** Do not use the back and forward web browser buttons. These will not work in IBARS.

10. **Logging Out.** Always log out of the system using the Logout tab rather than closing the web browser window. If only the browser window is closed, the system may still show you

as logged in. If this is done several times, you will have multiple connections going simultaneously until you get a maximum connections error.

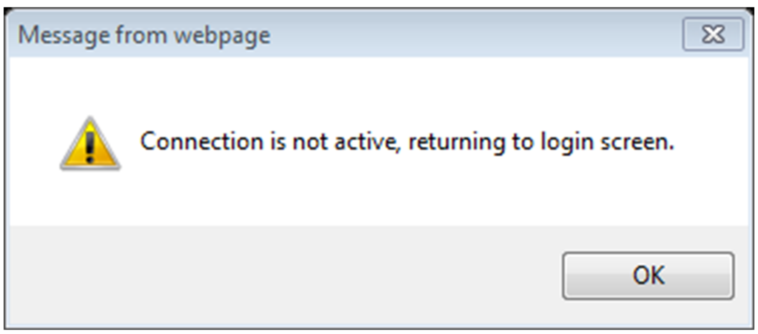
11. **Tree Structure**. The tree structure in IBARS is:



Where:

028 - Level 1 is the Agency name
00 - Level 2 is the Agency name (or Division)
01030 - Level 3 is the SMART Program (highest program level)
0001030 - Level 4 is the SMART DeptId

12. **Connection Not Active.** You may get the following error when going to the IBARS website or logging in. If this occurs, click "OK" and log in again. You should be able to get into the system the second time. If not, please contact your DOB analyst.



13. **Current Year Approved Budgets.** Your base budget submission for FY 20CY should not exceed the approved amount in the appropriations bills which can be found in the most recent *Session Laws of Kansas* https://www.sos.ks.gov/publications/session-laws.html. The session laws will contain the budget as originally approved and contain other provisos that direct agency activities. The agency Chart of Accounts, maintained as a part of the SMART accounting system, 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 supplemental change packages.

14. **Budget Year Allocations.** Your base budget submission for FY 20BY must not exceed the DOB allocations for appropriated funds sent out in June or July. Allocated funds include the State General Fund, the Economic Development Initiatives Fund, the State Water Plan Fund, the Children's Initiatives Fund, and the Enhanced Lottery Act Revenues Fund.

15. **Official Hospitality.** Remember that in the appropriations bills official hospitality amounts are included in the total appropriation. In the 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 the system is opened you will find FY 20PY actual expenditures, revenue, and fund balances that were extracted from the SMART system. Also included will be appropriations for the FY 20CY approved budget. In addition, individual employee data for the 20CY and FY 20BY will be in the system. Agencies must review and update employee data as necessary. Revisions to your FY 20CY approved budget must be identified and distributed in the most accurate manner possible by the use of supplemental change packages. Agencies should build their FY 20BY based on the allocation amount provided by the Division of the Budget.

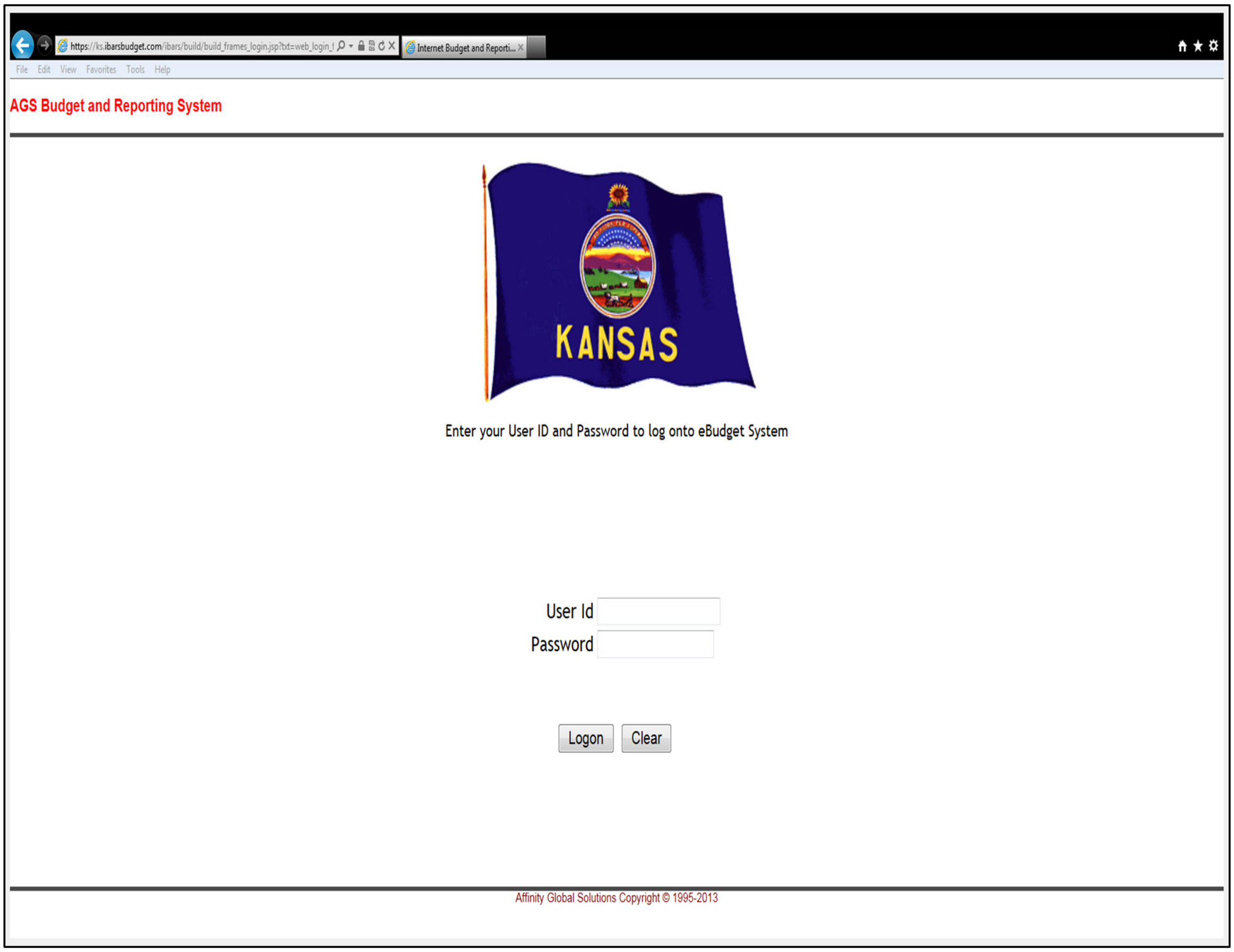
What should the Agency provide in addition to the system data?

By September 15th, the agency should provide two hard copies and one electronic copy of its budget narrative to DOB and one hard copy to KLRD.

Instructions for creating and submitting the narrative are available on the Division of the Budget's website from the Agency Information Center https://budget.kansas.gov/agency-info/.

Getting Started

Logging Into IBARS



Although IBARS may work in other web browsers, it is recommended that **Chrome** be used.

Entering the Internet Budget and Reporting System (IBARS)

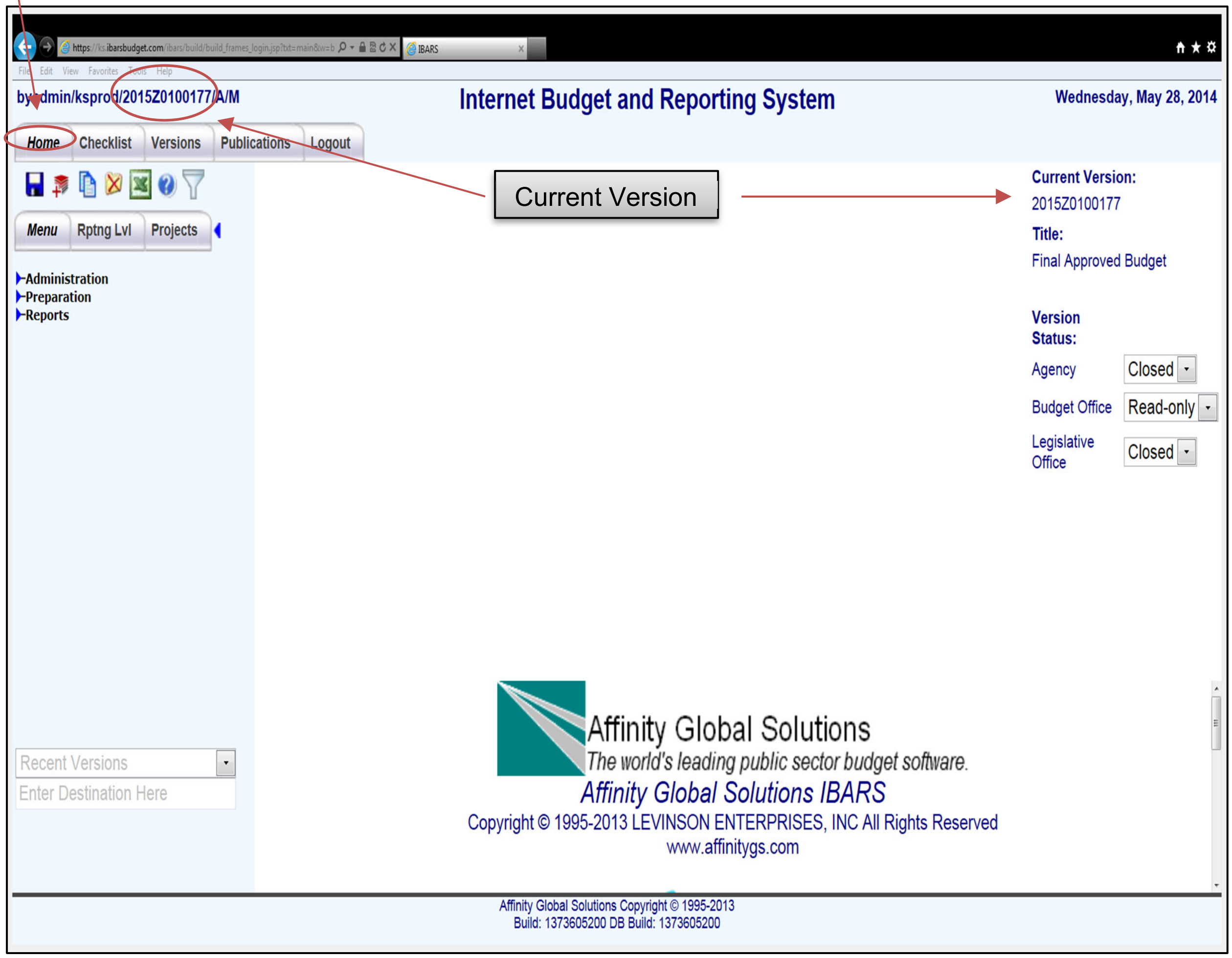
- Go to the Division of the Budget website: https://budget.kansas.gov/ibars/

- **User Id** – Enter the Id that has been provided to you by someone in your agency or the DOB System Administrator. If a **User Id** has not been given to you, please contact your agency representative or DOB budget analyst.

- **Password** – Enter the **Password** that you have established or that has been provided to you by the DOB System Administrator. Every 30 days users will be asked to change their password.

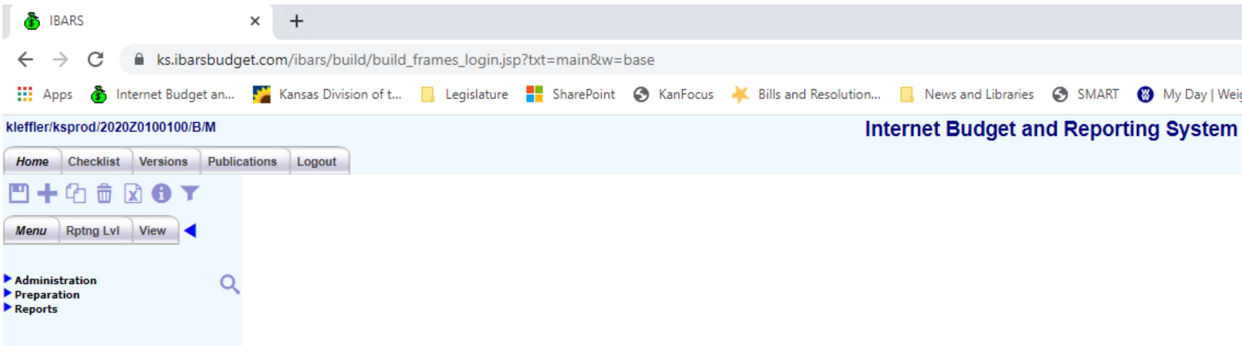
- Click **Logon**.

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).

Main Tabs and Icons

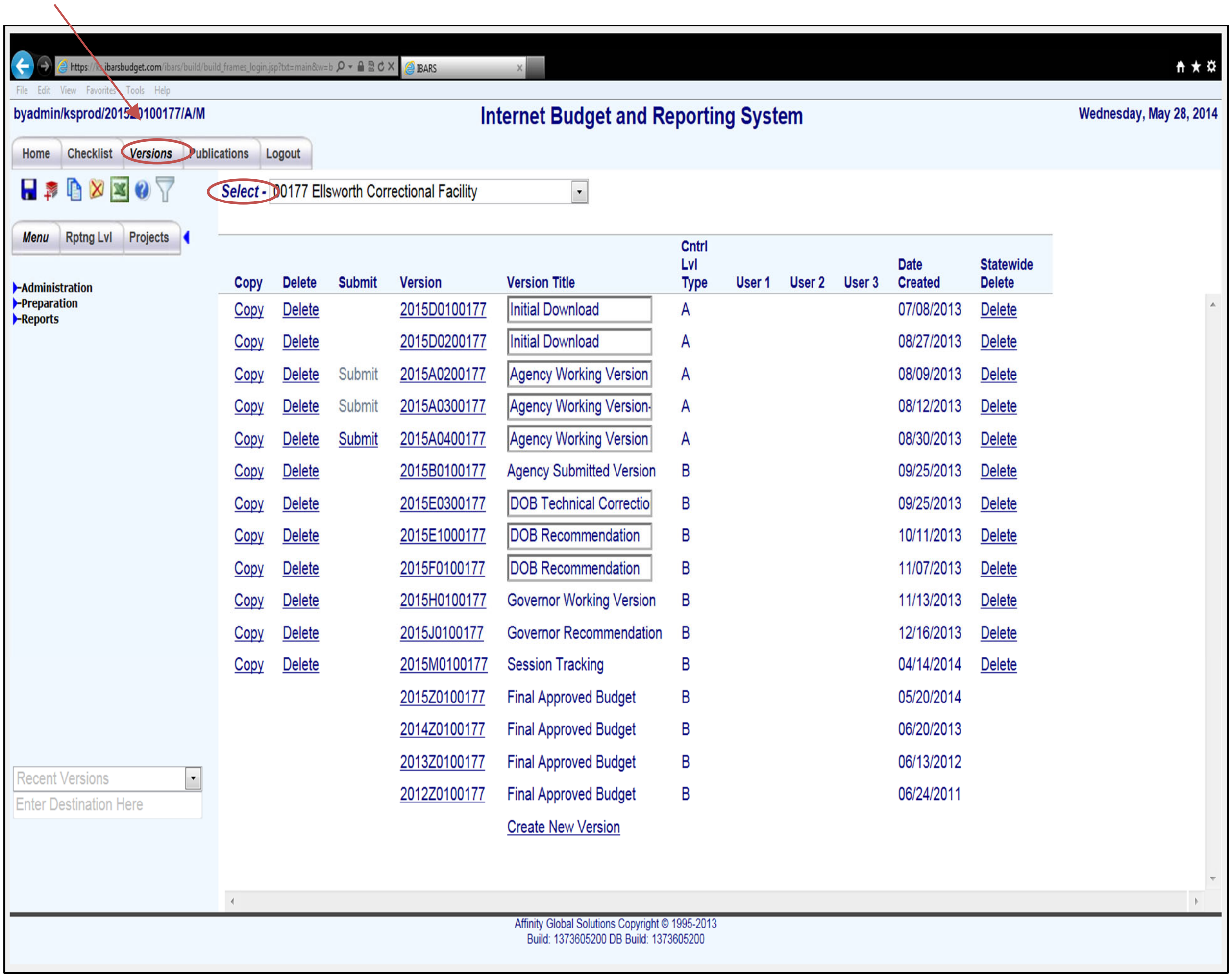


The following is a list of the most commonly used tabs and icons that will be used throughout the budget system. They will always be located at the top left of the screen.

- **Home –** Allows users to change the Version Status, or the type of user who has access to the current version.
- **Checklist –** Allows users to select the module in which to work such as the Budget Request Summary, Position Detail Data, or Special Fund Balance.
- **Versions –** Allows users to select, delete, copy, or submit versions.
- **Publications –** Allows users to run reports such as SR05, SR13, 404, and many more.
- **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.
- **Copy icon –** This function is not used.
- **Delete icon –** Used to delete positions or rows in modules.
- **Extract to excel icon –** Allows the user to extract any screen to Excel.
- **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.
- **Help icon --** This function is not used.
- **Search icon --** Used to search for positions within the Position Module.

REMINDER: The IBARS tabs and icons must be used to navigate in the system.

Versions Page



The ***Versions*** page allows users 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** – copy a version.

- **Submit** – Allows users to submit a version to DOB. In order for **Submit** to be an option, all items in the **Checklist** must be checked to complete.

- **Version** – The version number (ex. 2015A0300177 where 2015 is the budget year, A03 is the version number, 00177 is the agency number).

- **Version Title** – The title of the version, which is defined by the user/creator.

- **Cntrl Lvl Type** – The level of detail available in the version. Type A is the lowest level (Department ID) and type B (Program) is the rolled-up version of type A.

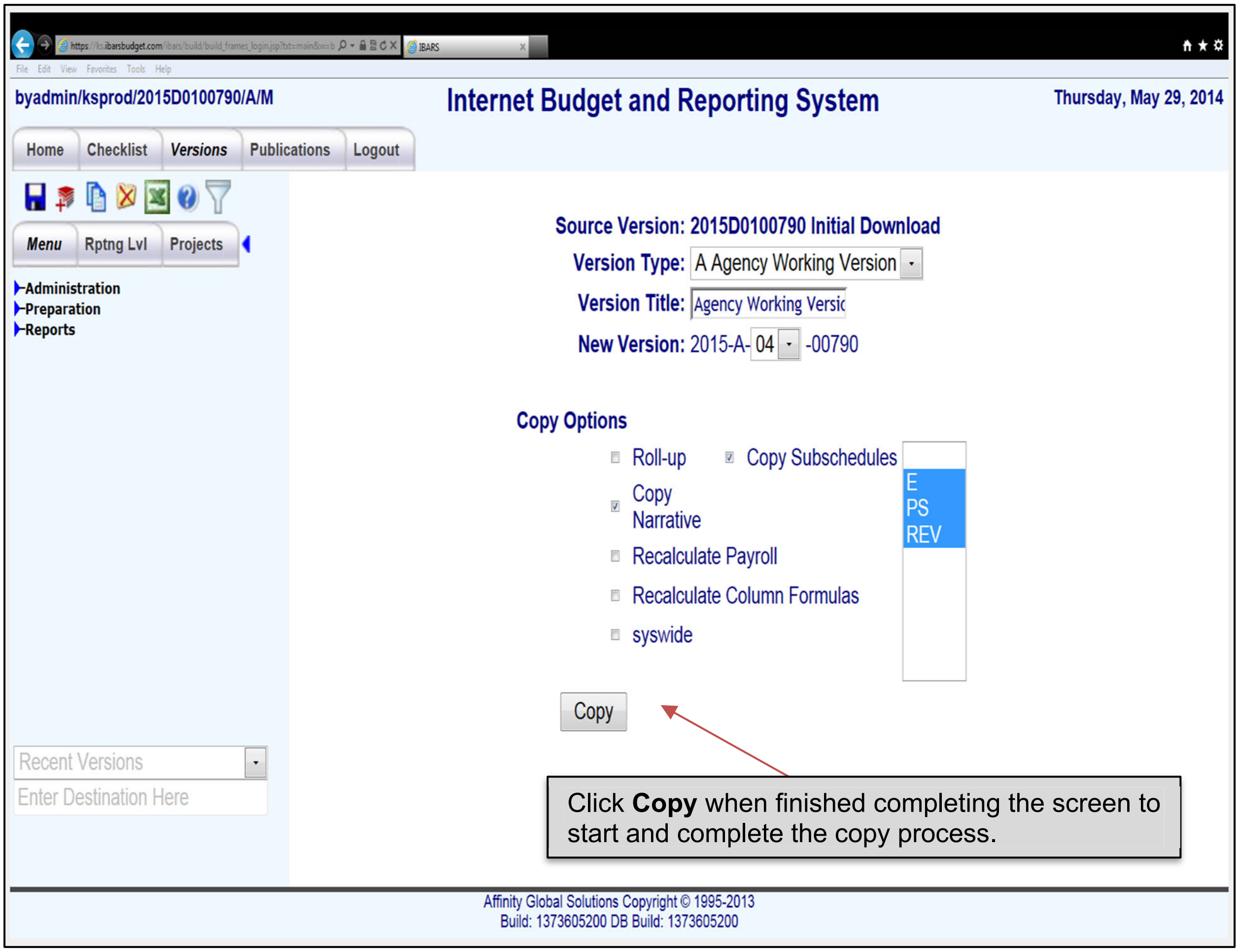
- **User 1, User 2, and User 3** – Not used.

- **Date Created** – The date the version was created.

REMINDER: Each agency has an original download version (A01 and A02). Users should **NOT** work in the A01 version. Begin working in the A02 version to enter budget information. Keeping the original download unchanged will give the user a reference point in case errors or questions arise.

IMPORTANT: Make sure to choose the current budget year when selecting a version in which to work. If the user is submitting the budget year 2024, then the version would start with 2024 (ex. 2024A0200629). A version starting with 2023 would be what the 2022 Legislature approved for FY 2022 and FY 2023.

Versions Page – Copy a Version



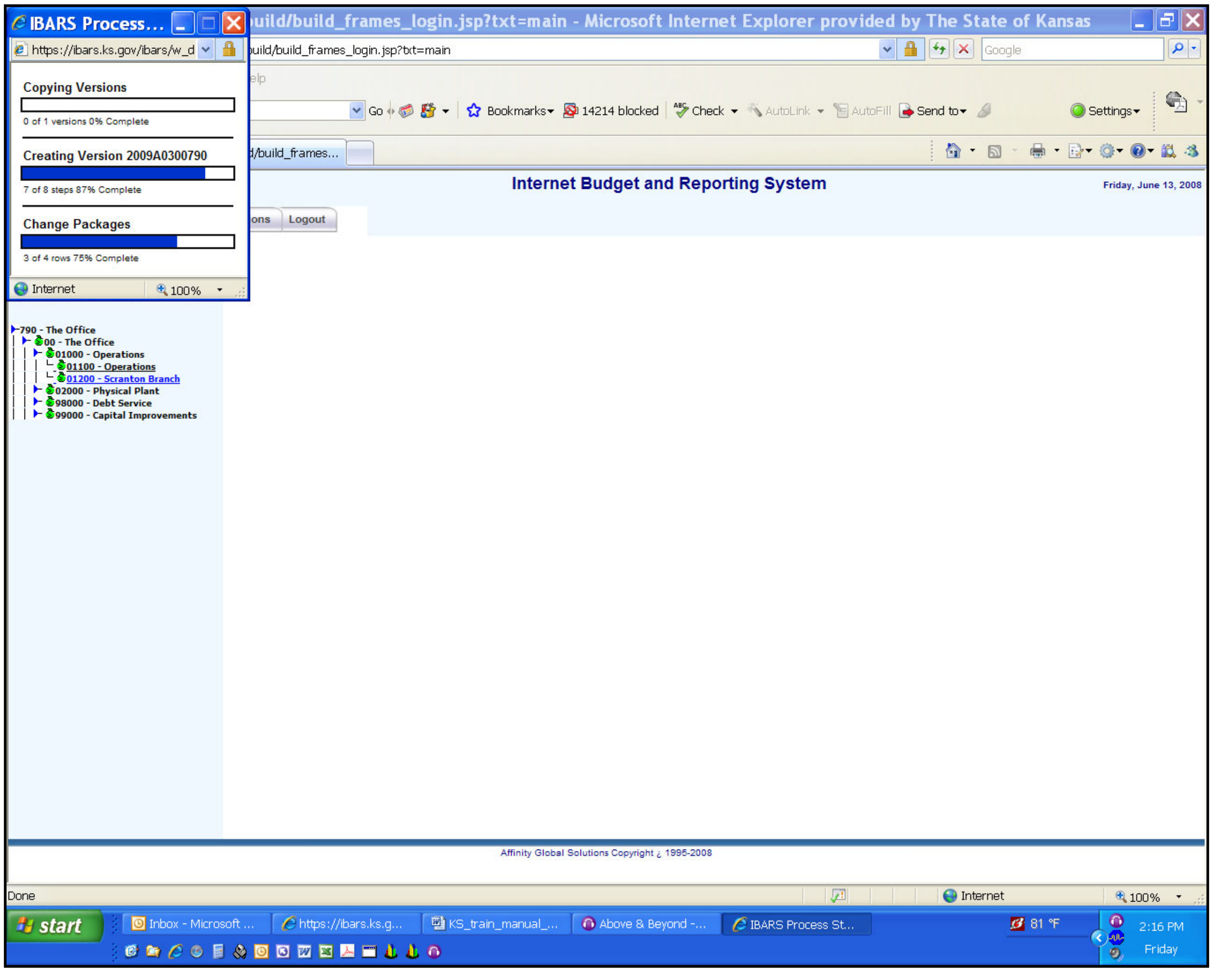
- **Copying an Existing Version**

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

  The version copy page will indicate 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** – Up to 18 characters can be used to help identify the version. However, DO NOT USE special characters when naming versions (i.e., ', *, " ").
  - **New Version** – Click on the down arrow to select a **version number**.
  - **Copy Options** – Use the default settings here.

Versions Page – Copy a Version (cont.)



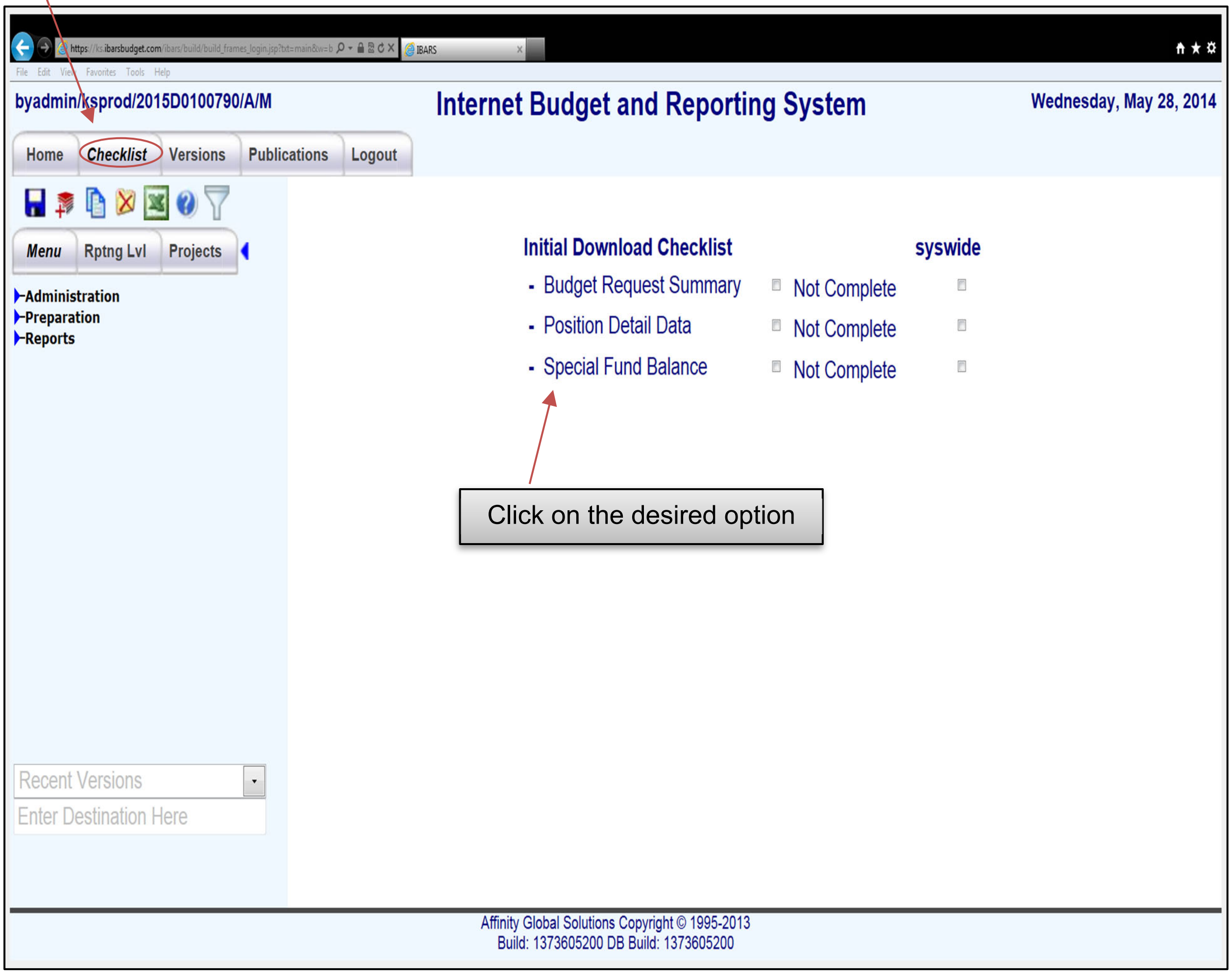
A **Progress Status** box will pop-up on the screen that displays which part of the process is running and how much is complete. After the copy process is finished, the screen will go back to the ***Versions*** page.

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

- **Selecting a Version**

The user can select a version by clicking on the version number in the **Version** column (ex. 2016A0200034). The version will become highlighted as the cursor is on the selected version.

Checklist Page



After a version is selected, the system will go to the ***Checklist*** page. The user can also get to this page by clicking on the ***Checklist*** tab at the top left of the screen.

To enter a specific module, such as the Budget Request Summary, click on the ***Checklist*** item.

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 Page (cont.)

It is recommended 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***.

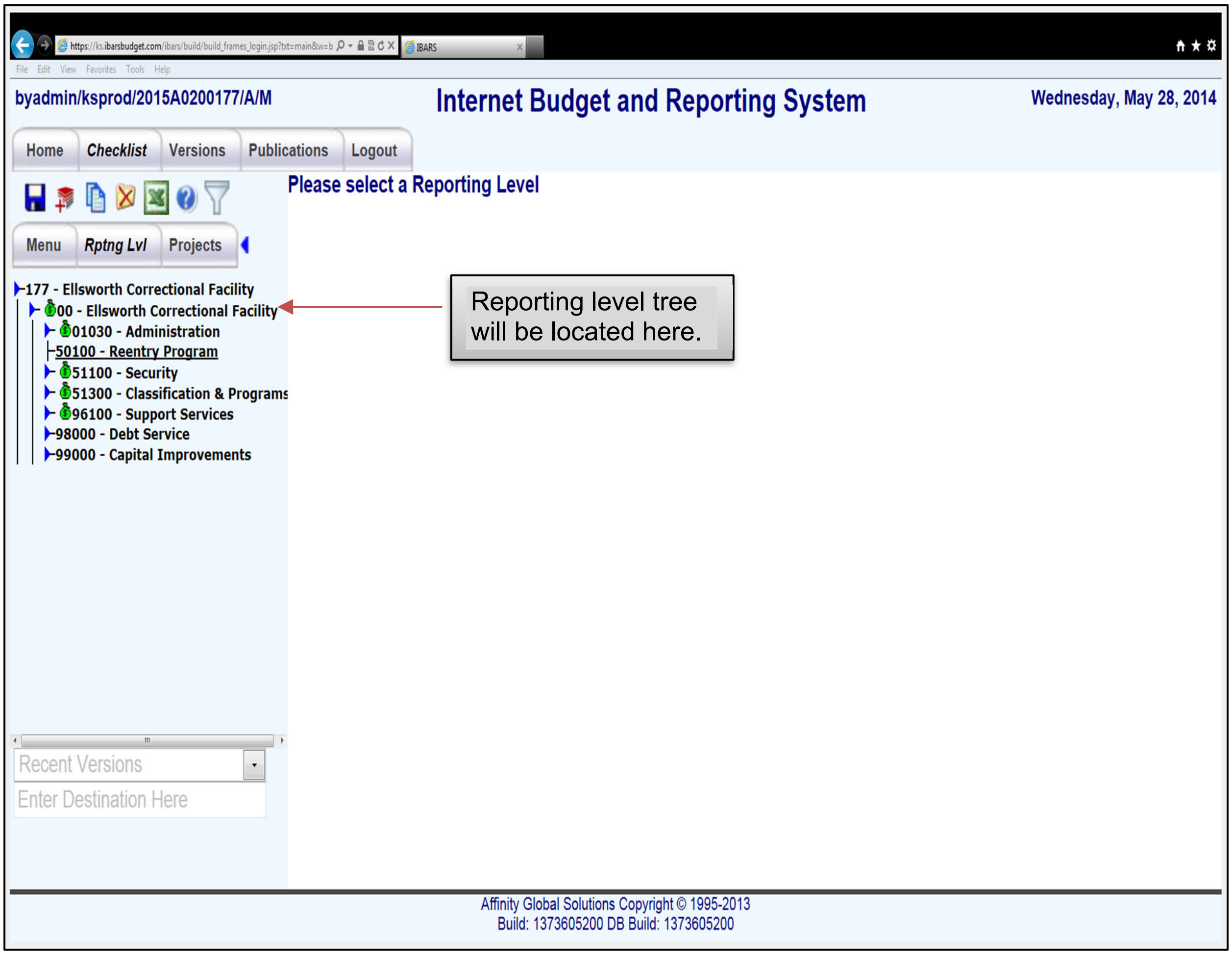
2. ***Budget Request Summary*** module **–** Budget expenditure and funding detail, including change packages. The **Change Package Description** is within the module and is **not** part of the ***Checklist***.

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

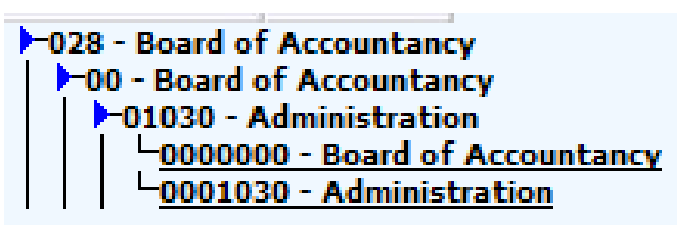
REMINDER: All items in the ***Checklist*** must be completed before an agency submits its budget. If one of the modules is not complete, the DOB analyst will require the agency to resubmit the budget once all parts are finished.

Position Detail Data

Position Detail Data Page – before reporting level is selected



When the ***Position Detail Data*** module is first selected, the agency name will be displayed in the blue panel on the left side and the system will prompt the user to "Please select a Reporting Level". In this blue panel is the reporting level tree. The tree structure in IBARS is the following:

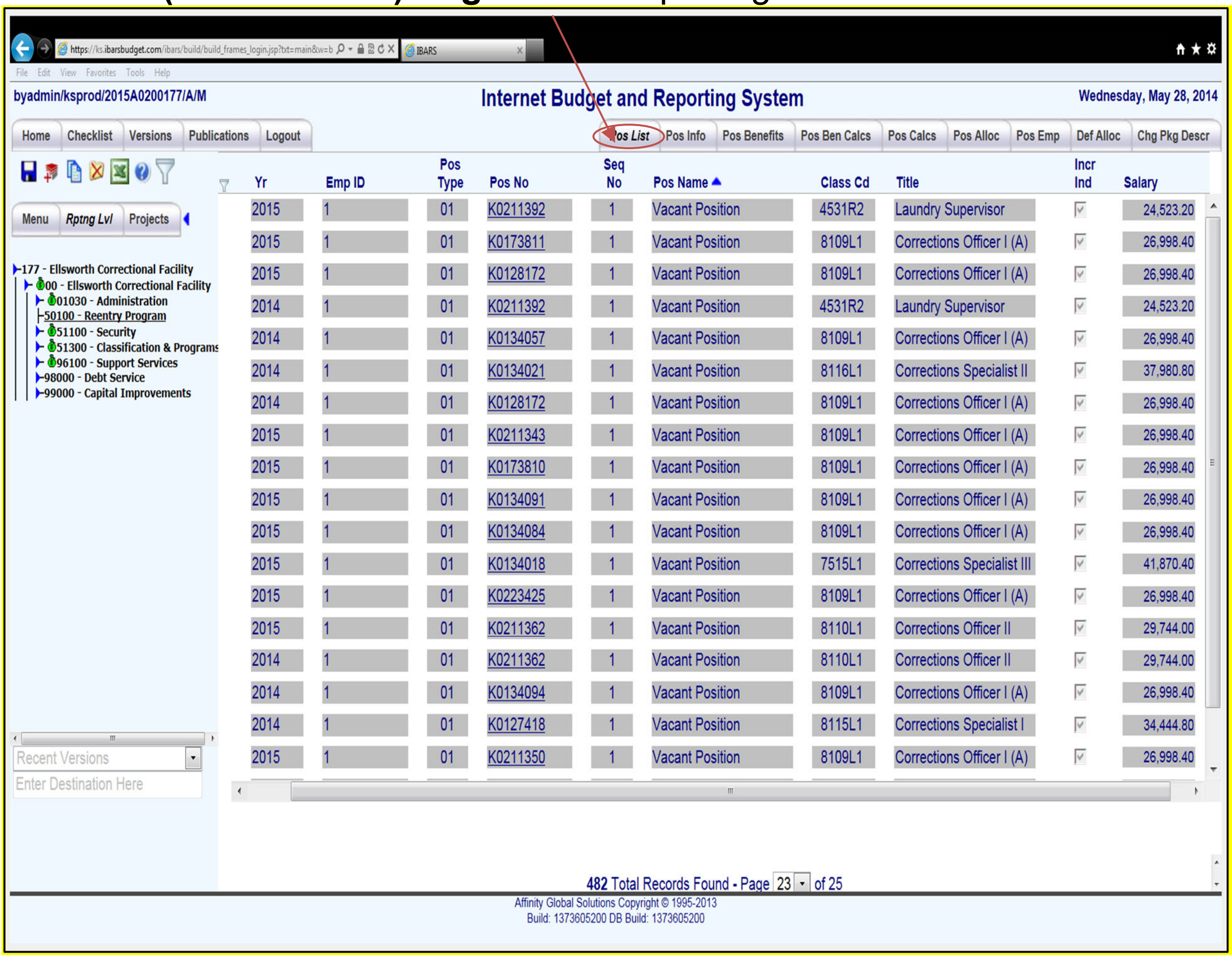


Where: **028 -** is the Agency Level or Level 1; **00 -** is the Agency (or Division) Level or Level 2; **01030** – is the SMART Program Level or Level 3; and **0001030 -** is the SMART Department ID Level or Level 4.

Position Detail Data Page – before reporting level is selected (con't)

To drill down to other reporting levels, click on the blue arrow to the left of each reporting level displayed. For example, click on the blue arrow next to the Agency Level to get to the Division Level. Once the Division Level is displayed, click on the blue arrow next to it to get to the Program Level. Finally, click on the Program Level blue arrow to get to the Department ID Level. Agency users will work in the Department ID level to enter budget request information.

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 (again, agencies will want to enter data at the Department ID level). The user can also sort the columns in
ascending or descending order. Sorting can be performed by clicking on the column titles at the top. <u>Clicking once will sort ascending and clicking a second time on the same title will sort descending.</u> At the bottom of the screen, the user can see how many records are listed for the selected Department ID or Program. It also shows the user how many pages of positions there are for the selected Department ID. The user can click the dropdown and select a page number. Below is a description of each column and its function.

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

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

- **Pos Seq No –** Sequence numbers are used for employees with split positions. This is rarely used.

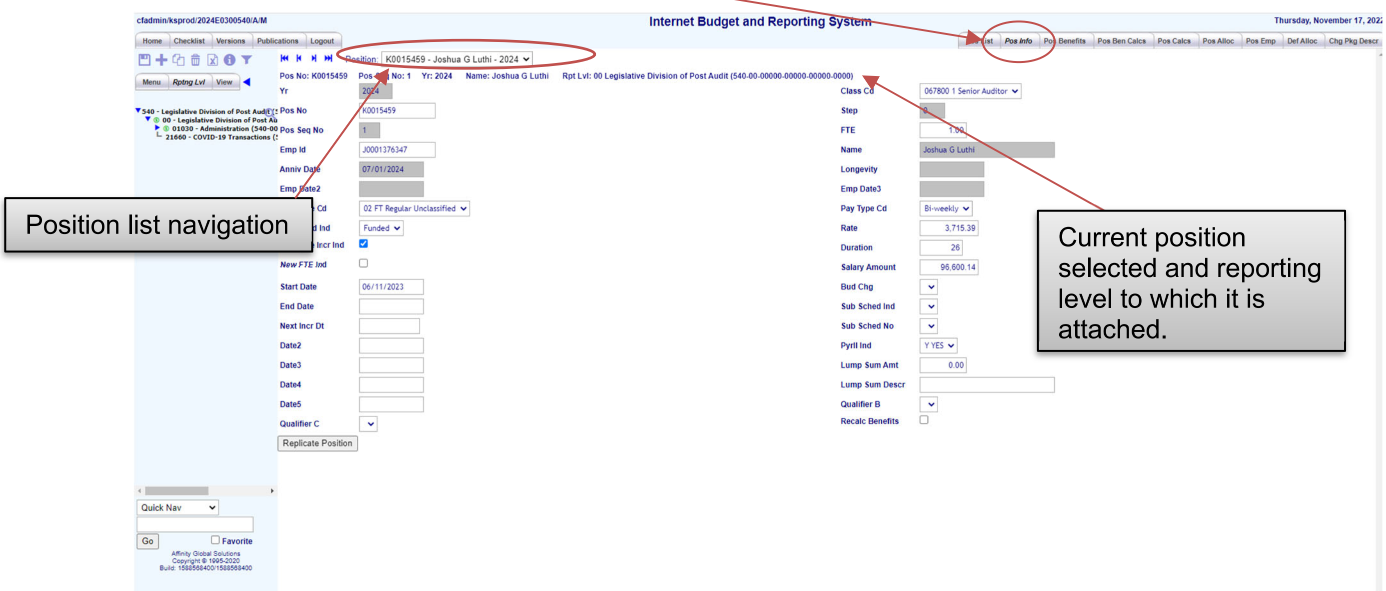
- **Name –** Employee's name.

- **Class Cd –** Class code and job title.

- **Salary –** The base salary for the employee or position. **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 Alloc, and Chg Pkg Descr** pages to review or change a position's information. Each of these tabs will be described in detail.

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. Quick **navigation** to positions within a reporting level can be achieved by selecting a position from the **Position** drop down box or by clicking on the forward (blue) and back (red) arrows next to it. Below is a description of each field used and the data needed.

- **Yr –** Fiscal year. Type in the fiscal year (ex. 2016).
- **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 –** The step of the pay matrix for a classified employee. For classified, enter the employee's step number. <u>**If unclassified, type 0 (zero).**</u>

Pos Info Page (cont.)

- **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.
- **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.
- **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. A system default value will be in this field.
- **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.
- **Pos Type Cd –** Employee's position type code (ex. regular classified and regular unclassified). Select one from the drop-down 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.

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.

Pos Info Page (cont.)

- **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).

- **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).

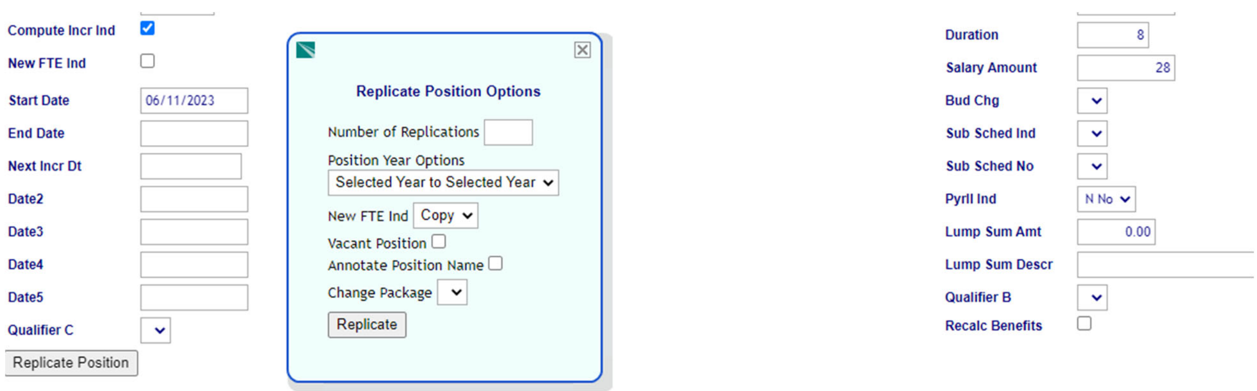
- **New FTE Ind –** New FTE indicator. Check this box if the position is a newly requested FTE position and is tied to a change package.

- **Salary amount –** Employee's total salary before benefits. This is calculated automatically (FTE x Rate x Duration).
- **Start Date – The beginning date of the first pay period of the FY you are working in.**
- **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.
- **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**.
- **Lump Sum Amt –** Lump sum amount. Used in special circumstances like bonuses approved by the Legislature.
- **Lump Sum Descr –** Lump sum description. The description/reason for the lump sum amount.
- **Replicate Position Panel –** This function allows users to make one or more copies of a position and the associated pay and benefits. This can be helpful if an agency plans to have many vacant positions of the same class code.

All other fields depicted on the **Pos Info** tab are not used.

REMINDER: Individual employee data for FY 20CY and FY 20BY are from a one-time download from the payroll system. The data should be reviewed and adjusted as needed for budgeting purposes.

Pos Info Page (cont.)



- **Using Replicate Position Function**

  If it is necessary to make multiple copies of a position, this can be done quickly by using the replicate function. Here are the steps:

  - **# of Positions to Replicate –** Enter the number of positions needed.

  - **Copy Options –** Select one of the following:

    - **Selected Year to Selected Year –** This will create a copy within the selected fiscal year. For example, if the position is for FY 2016 it will be copied to FY 2016

    - **All Years to All Years –** This will make copies from all fiscal years and apply them to all fiscal years. For example, if the position exists in FY 2016 and FY 2017, this option will make copies in FY 2016 and FY 2017 as well.

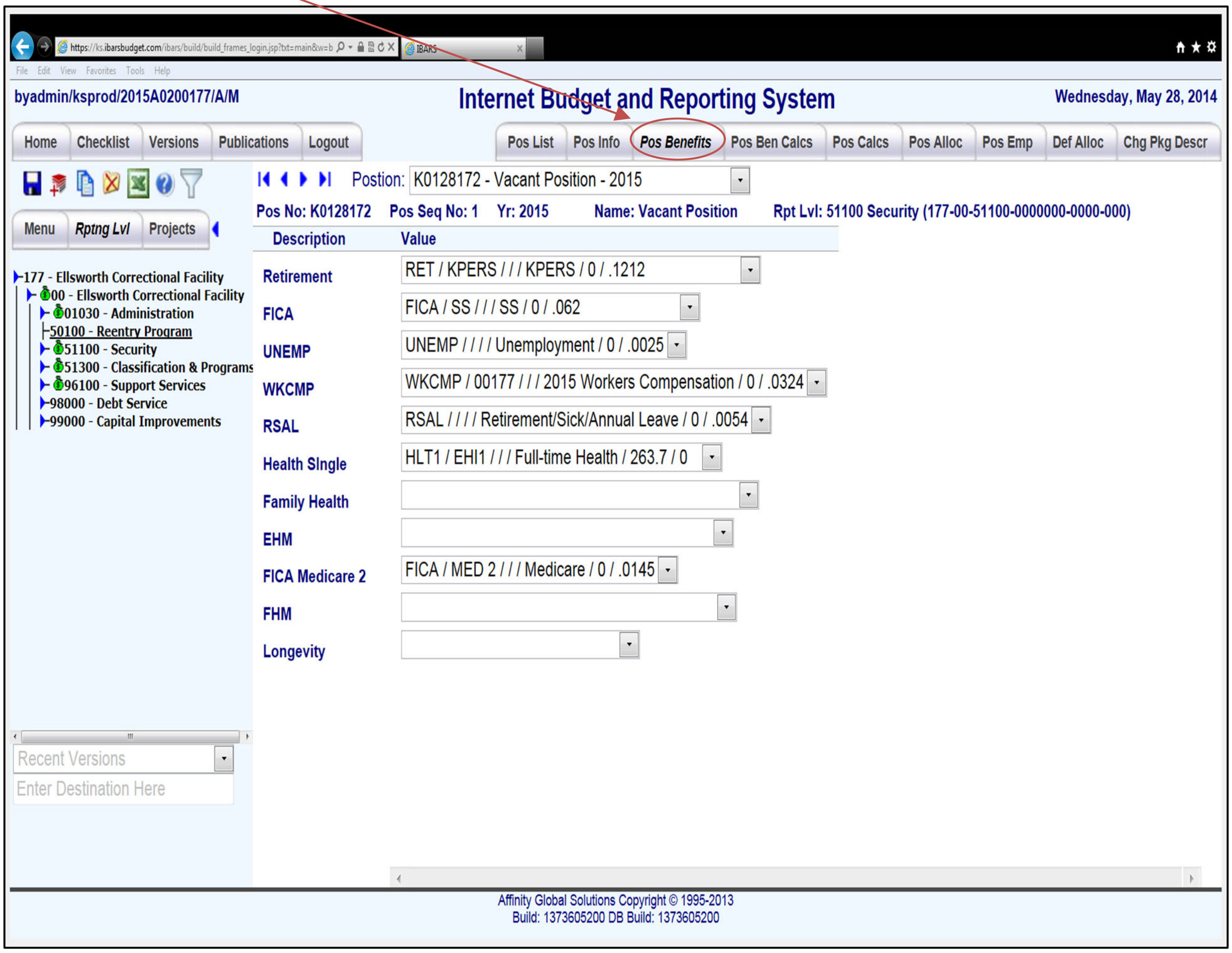
    - **Selected Year to All Years –** This will make copies from one position in a single fiscal year and apply them to all fiscal years. For example, if the position exists in FY 2016, this option will make copies for FY 2016 and FY 2017.

    - **Selected Year to Other Year –** This will make a copy from the selected fiscal year to the other fiscal year. For example, if the position selected is in FY 2016, this option will make a copy in FY 2017.

  - **New FTE Ind –** Selecting **Copy** will copy the indicator from the selected position; selecting **Yes** will check the New FTE Ind box for all replicated positions; selecting **No** will leave the box unchecked.

  All other boxes can remain unchecked. When done click the **Replicate** button.

Pos Benefits (Position Benefits) Page



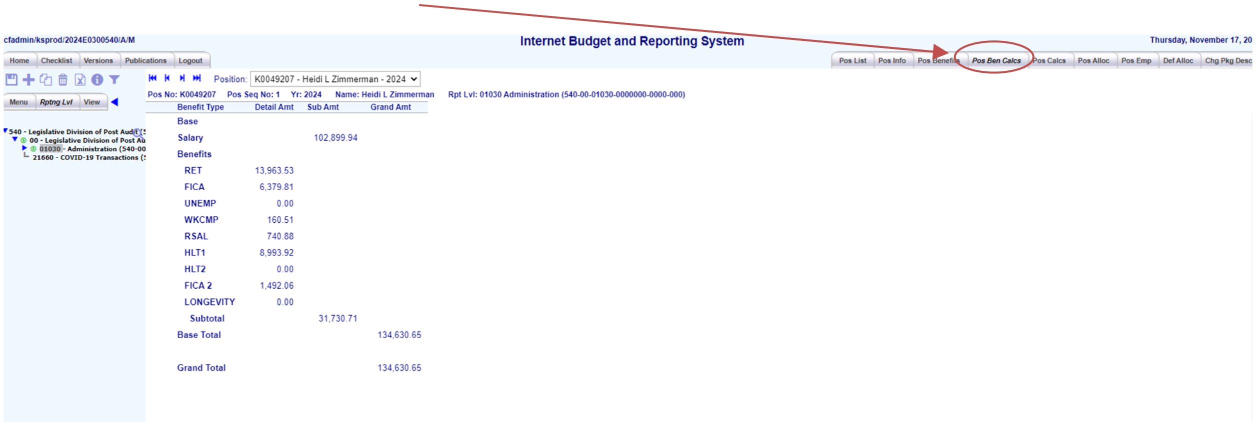
The ***Pos Benefits*** page allows users to update the current employee's benefits and set newly requested employee's benefits. Each benefit item shows the benefit rate. Each item can be changed by clicking on the dropdown arrow and selecting the correct item. Below is a description of each item.

- **RET –** 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.

Pos Benefits Page (cont.)

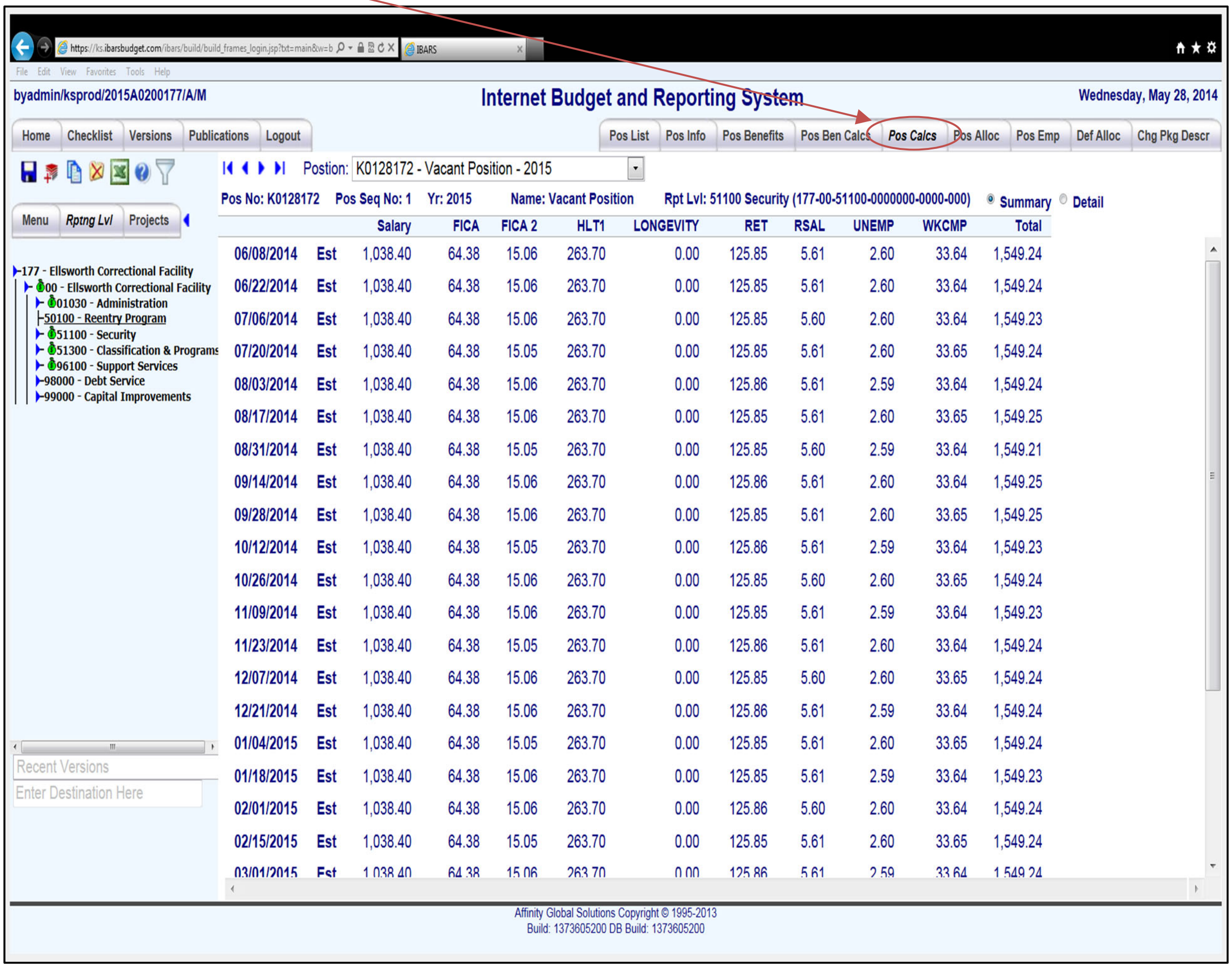
- **HLT1 -** Health insurance for the employee only.
- **HLT2 -** Health insurance for the employee and the employee's family. The employee must have single health insurance in order to receive family health insurance.
- **EHM –** Not used.
- **FICA 2 –** The Medicare portion of the FICA payroll tax.
- **FHM –** Not used.
- **Longevity –** This is tied to information entered on the ***Pos Emp*** page. If the position receives longevity, the box will have "LONG / 10 / / /Longevity / 40 / 0." If the position does not receive longevity, the box will be blank.

Pos Ben Calcs (Position Benefits Calculation) Page



The ***Pos Ben Calcs*** page displays the salary and all the calculated 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 and represent the cost of the position to the agency. This information is based on entries from the ***Pos Info*** and ***Pos Benefits*** pages.

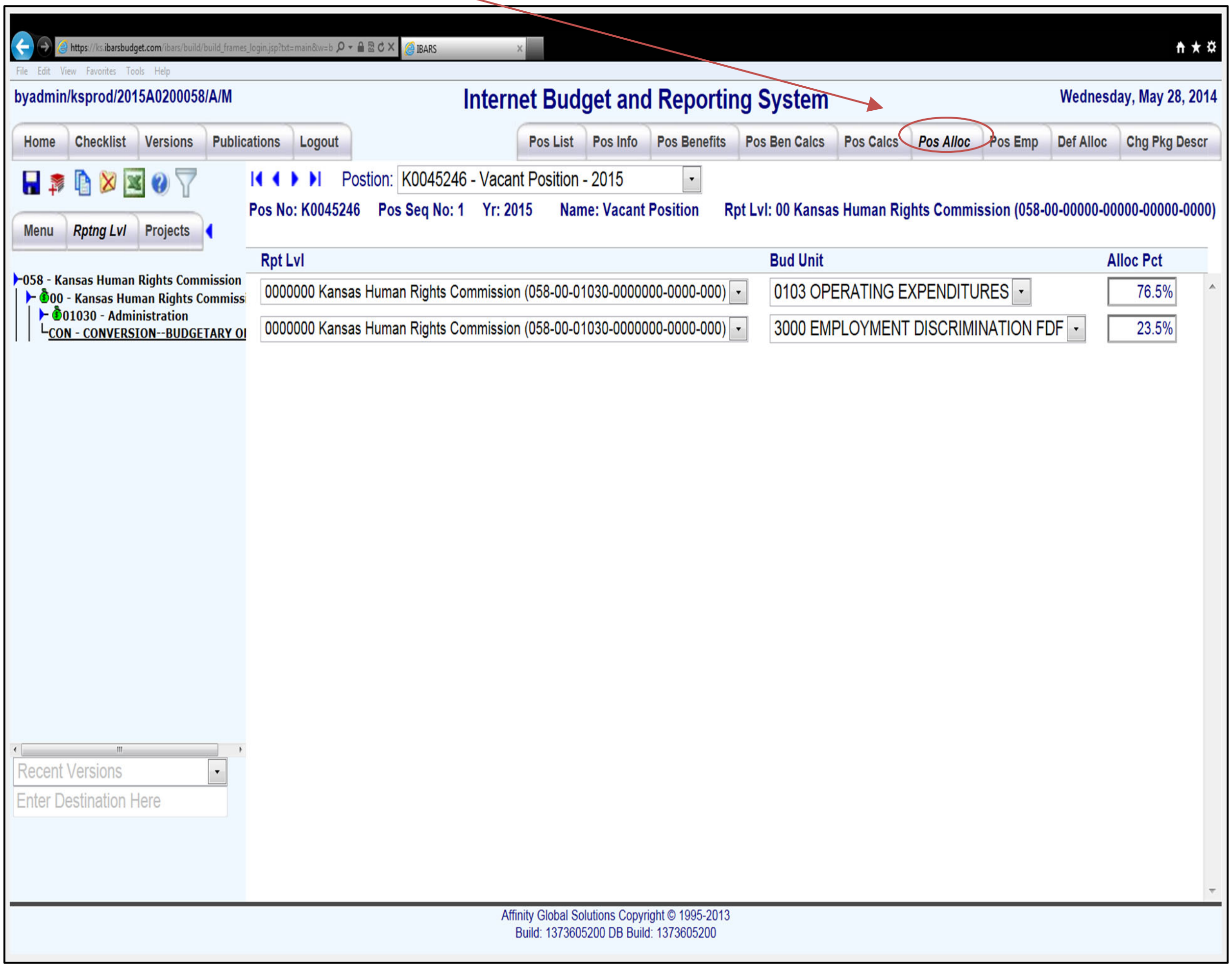
Pos Calcs (Position Calculation) Page



		Salary	FICA	FICA 2	HLT1	LONGEVITY	RET	RSAL	UNEMP	WKCMP	Total
06/08/2014	Est	1,038.40	64.38	15.06	263.70	0.00	125.85	5.61	2.60	33.64	1,549.24
06/22/2014	Est	1,038.40	64.38	15.06	263.70	0.00	125.85	5.61	2.60	33.64	1,549.24
07/06/2014	Est	1,038.40	64.38	15.06	263.70	0.00	125.85	5.60	2.60	33.64	1,549.23
07/20/2014	Est	1,038.40	64.38	15.05	263.70	0.00	125.85	5.61	2.60	33.65	1,549.24
08/03/2014	Est	1,038.40	64.38	15.06	263.70	0.00	125.86	5.61	2.59	33.64	1,549.24
08/17/2014	Est	1,038.40	64.38	15.06	263.70	0.00	125.85	5.61	2.60	33.65	1,549.25
08/31/2014	Est	1,038.40	64.38	15.05	263.70	0.00	125.85	5.60	2.59	33.64	1,549.21
09/14/2014	Est	1,038.40	64.38	15.06	263.70	0.00	125.86	5.61	2.60	33.64	1,549.25
09/28/2014	Est	1,038.40	64.38	15.06	263.70	0.00	125.85	5.61	2.60	33.65	1,549.25
10/12/2014	Est	1,038.40	64.38	15.05	263.70	0.00	125.86	5.61	2.59	33.64	1,549.23
10/26/2014	Est	1,038.40	64.38	15.06	263.70	0.00	125.85	5.60	2.60	33.65	1,549.24
11/09/2014	Est	1,038.40	64.38	15.06	263.70	0.00	125.85	5.61	2.59	33.64	1,549.23
11/23/2014	Est	1,038.40	64.38	15.05	263.70	0.00	125.86	5.61	2.60	33.64	1,549.24
12/07/2014	Est	1,038.40	64.38	15.06	263.70	0.00	125.85	5.60	2.60	33.65	1,549.24
12/21/2014	Est	1,038.40	64.38	15.06	263.70	0.00	125.86	5.61	2.59	33.64	1,549.24
01/04/2015	Est	1,038.40	64.38	15.05	263.70	0.00	125.85	5.61	2.60	33.65	1,549.24
01/18/2015	Est	1,038.40	64.38	15.06	263.70	0.00	125.85	5.61	2.59	33.64	1,549.23
02/01/2015	Est	1,038.40	64.38	15.06	263.70	0.00	125.86	5.60	2.60	33.64	1,549.24
02/15/2015	Est	1,038.40	64.38	15.05	263.70	0.00	125.85	5.61	2.60	33.65	1,549.24
03/01/2015	Est	1,038.40	64.38	15.06	263.70	0.00	125.86	5.61	2.59	33.64	1,549.24

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

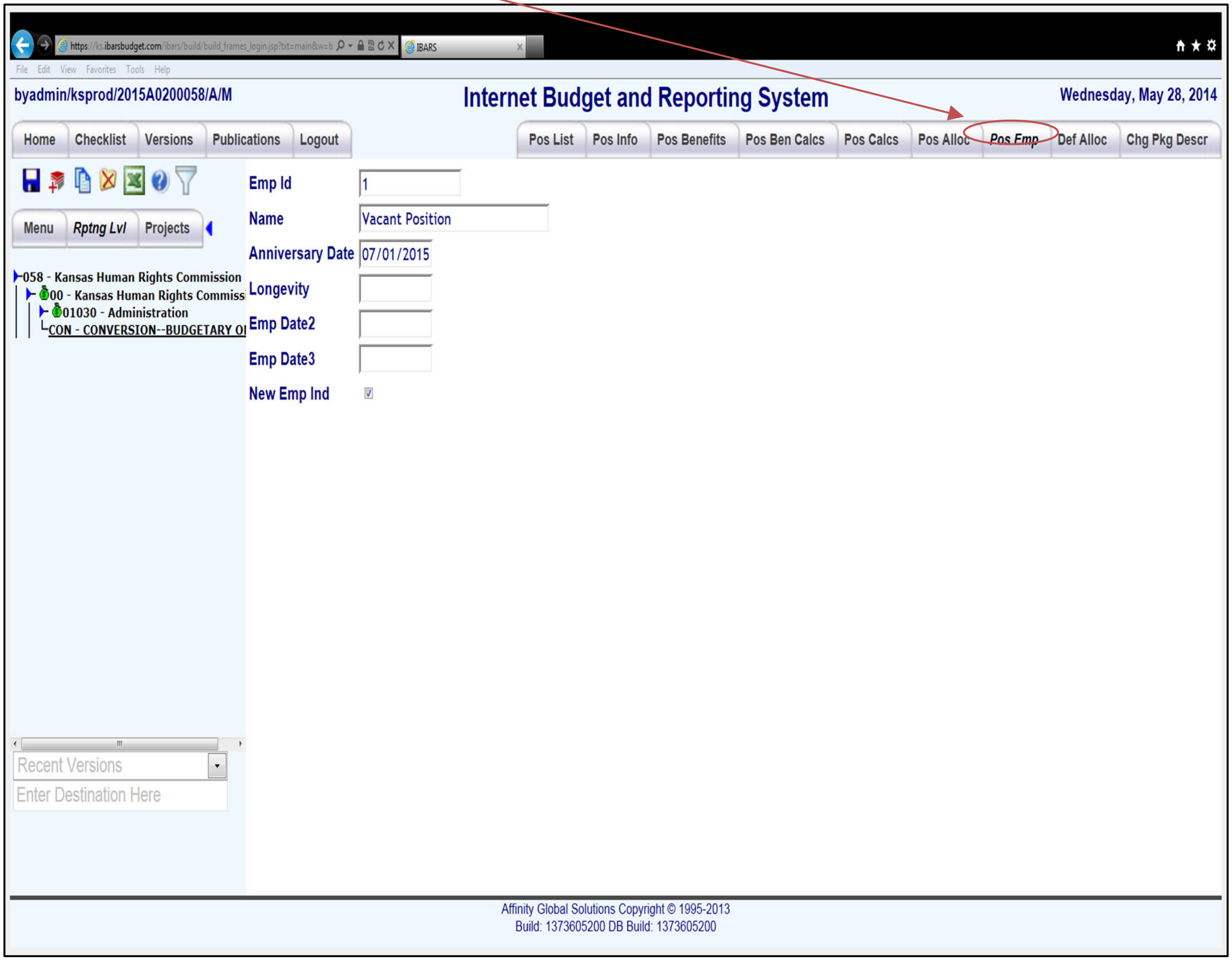
Pos Alloc (Position Allocation) Page



The ***Pos Alloc*** page shows how a position is **funded** and the **reporting level** to which the position is assigned. To add more rows, click the  icon.

The **Rpt Lvl** or reporting level can be changed by clicking on the drop-down box that displays the reporting level string. Likewise, the **Budget Unit** can be changed by clicking on the drop-down box that displays the budget unit number and name. The **Alloc Pct** or allocation percentage must total 100.0% (ex. 76.5% + 23.5% = 100.0%).

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.

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** – Employee's anniversary date. A system default value will be in this field.

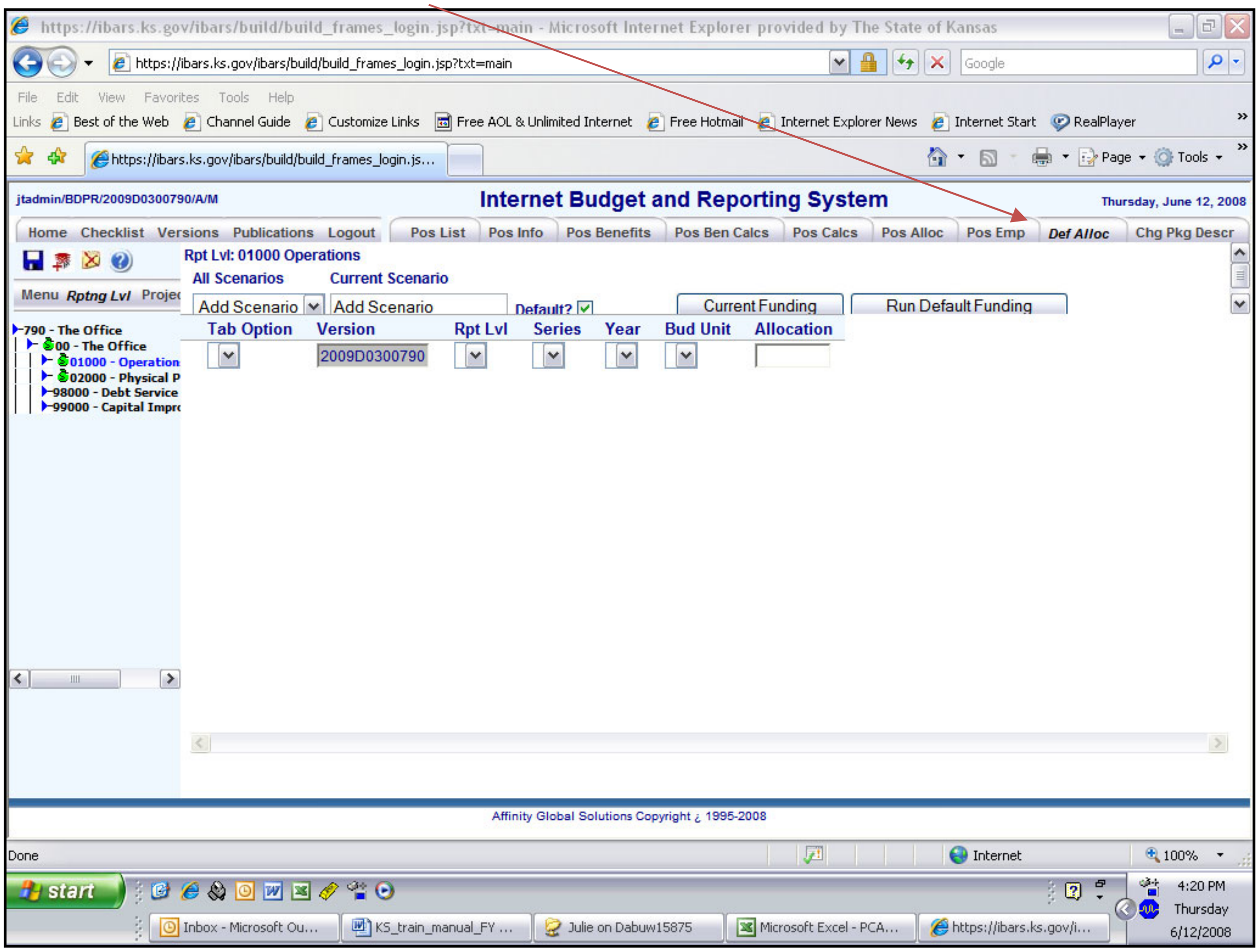
- **Longevity** – Employee's hire date. This field is used to calculate longevity bonus for classified employees.

- **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.

Def Alloc (Default Allocation)



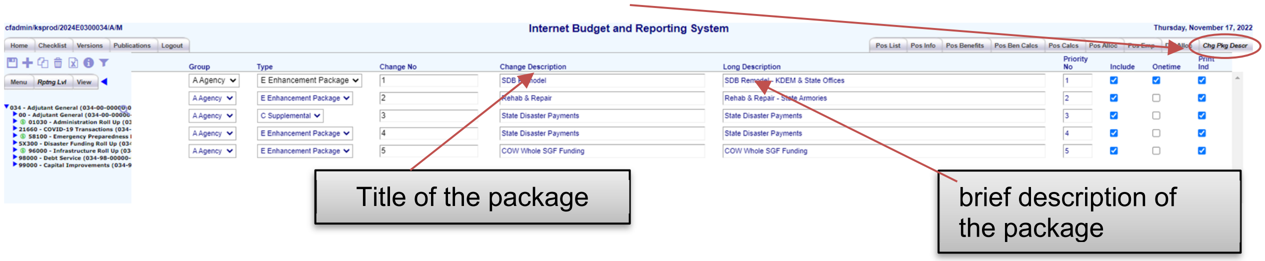
The ***Def Alloc*** page allows the user to set a funding mix for salaries and wages without having to enter the allocation percentages for each position. The user can use the default allocation method to fund all positions in a version or all positions in a specific reporting level. Below is a description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

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 are 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).

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 that is used (**Priority No, Onetime,** and **Print Ind** are not used).

- **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.

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 return to the ***Checklist*** page and 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. Clicking this box will take the salaries and wages data and post the information to the ***Budget Request Summary*** module.

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.

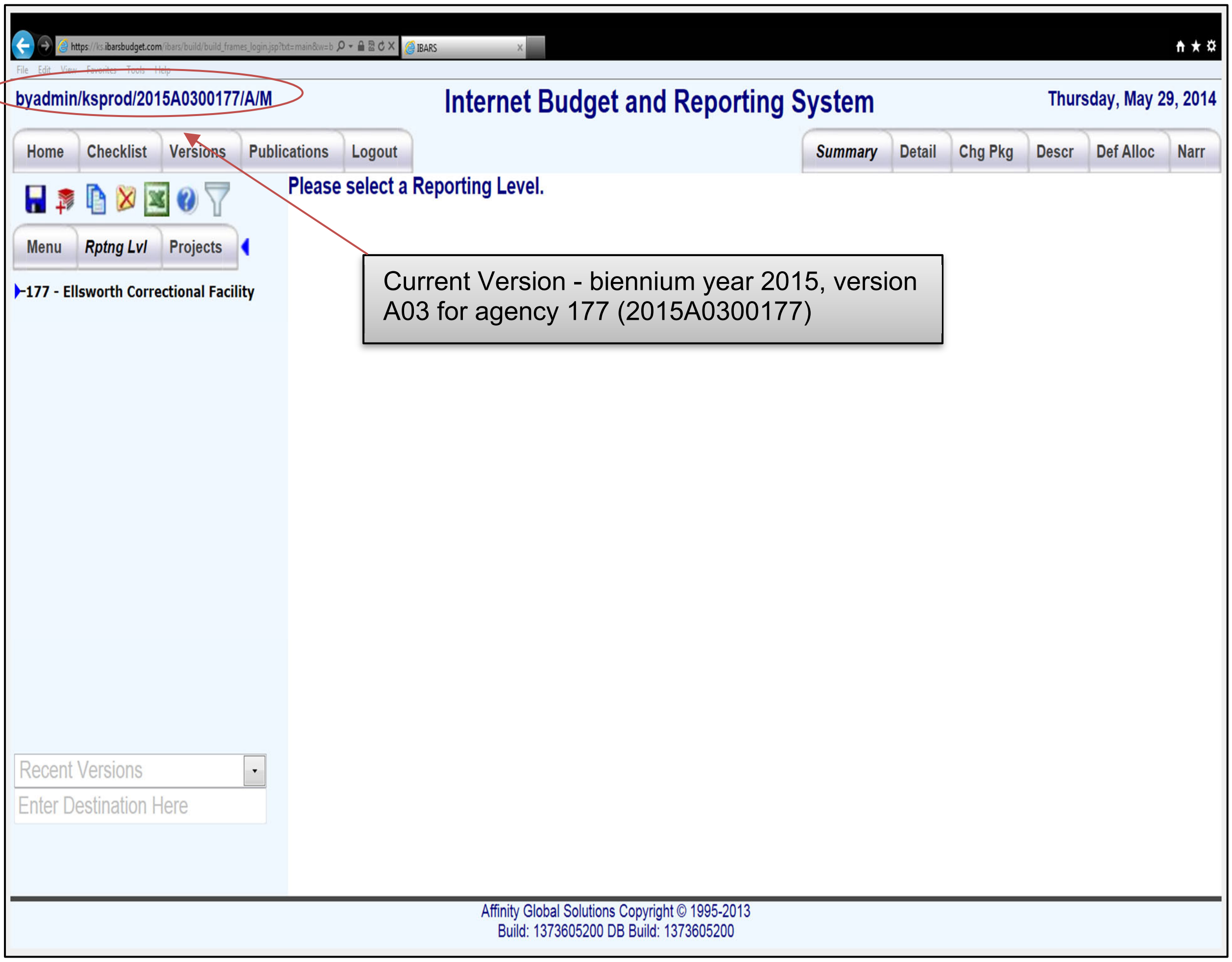
Position Detail Data Checklist:

- ✓ 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.

Detailed instructions for adding positions, deleting positions, and setting default allocations can be found in Appendix A.

Budget Request Summary

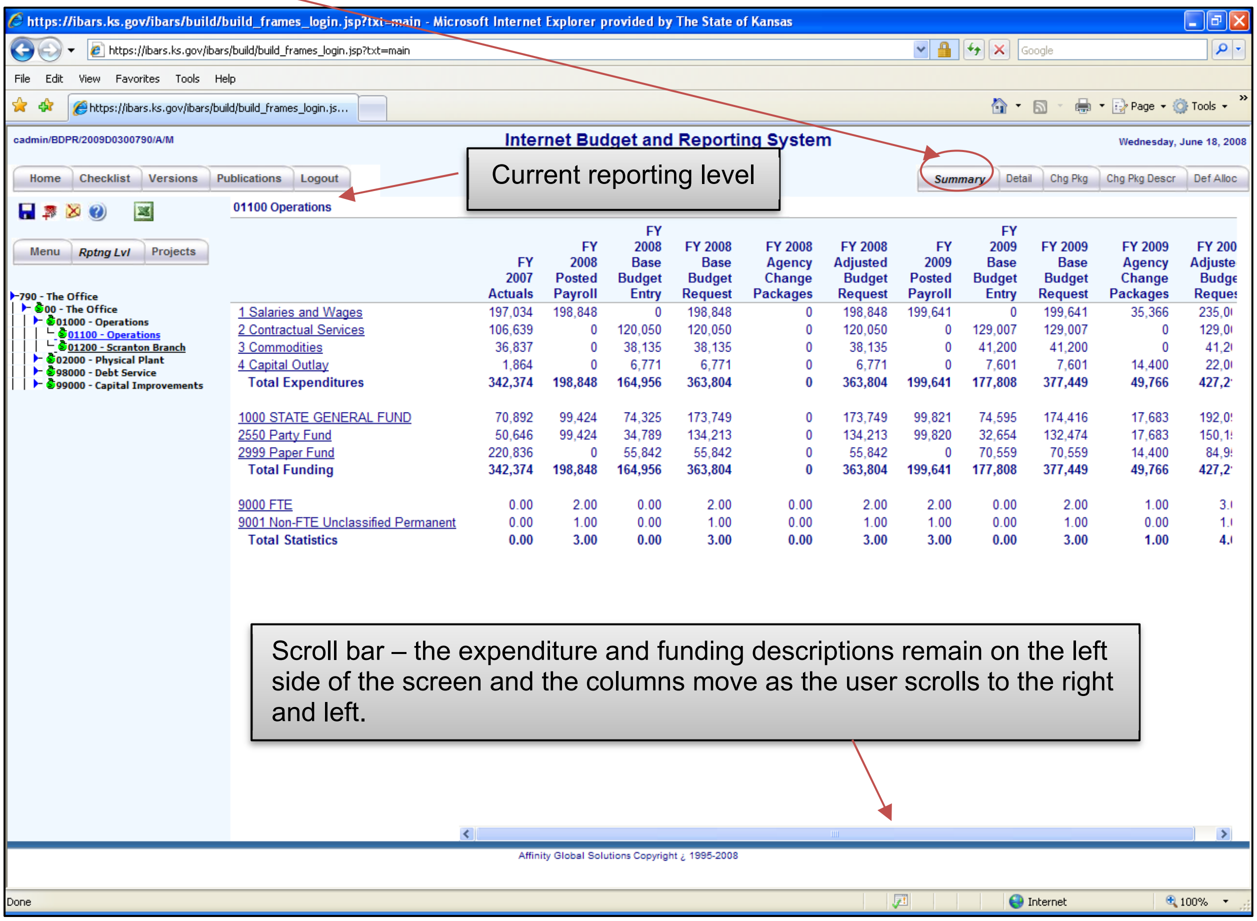
Budget Request Summary Page – before reporting level is selected



The ***Budget Request Summary*** module allows users to enter non-salary expenditure detail into the system. Like in the Position Detail Data module, when the ***Budget Request Summary*** module is first selected, the system will prompt the user to "Please select a reporting level." To drill down to other reporting levels, click on the blue arrow to the left of each reporting level displayed. For example, click on the blue arrow next to the Agency Level to get to the Division Level. Once the Division Level is displayed, click on the blue arrow next to it to get to the Program Level. Click on the Program Level blue arrow to get to the Department ID Level. Agency users will work in the Department ID level to enter budget request information.

REMINDER: Make sure the current version you are in is the one in which you wish to be working.

Summary Page



	FY 2007 Actuals	FY 2008 Posted Payroll	FY 2008 Base Budget Entry	FY 2008 Base Budget Request	FY 2008 Agency Change Packages	FY 2008 Adjusted Budget Request	FY 2009 Posted Payroll	FY 2009 Base Budget Entry	FY 2009 Base Budget Request	FY 2009 Agency Change Packages	FY 200 Adjuste Budge Reques
1 Salaries and Wages	197,034	198,848	0	198,848	0	198,848	199,641	0	199,641	35,366	235,0
2 Contractual Services	106,639	0	120,050	120,050	0	120,050	0	129,007	129,007	0	129,0
3 Commodities	36,837	0	38,135	38,135	0	38,135	0	41,200	41,200	0	41,2
4 Capital Outlay	1,864	0	6,771	6,771	0	6,771	0	7,601	7,601	14,400	22,0
Total Expenditures	**342,374**	**198,848**	**164,956**	**363,804**	**0**	**363,804**	**199,641**	**177,808**	**377,449**	**49,766**	**427,2**
1000 STATE GENERAL FUND	70,892	99,424	74,325	173,749	0	173,749	99,821	74,595	174,416	17,683	192,0
2550 Party Fund	50,646	99,424	34,789	134,213	0	134,213	99,820	32,654	132,474	17,683	150,1
2999 Paper Fund	220,836	0	55,842	55,842	0	55,842	0	70,559	70,559	14,400	84,9
Total Funding	**342,374**	**198,848**	**164,956**	**363,804**	**0**	**363,804**	**199,641**	**177,808**	**377,449**	**49,766**	**427,2**
9000 FTE	0.00	2.00	0.00	2.00	0.00	2.00	2.00	0.00	2.00	1.00	3.
9001 Non-FTE Unclassified Permanent	0.00	1.00	0.00	1.00	0.00	1.00	1.00	0.00	1.00	0.00	1.
Total Statistics	**0.00**	**3.00**	**0.00**	**3.00**	**0.00**	**3.00**	**3.00**	**0.00**	**3.00**	**1.00**	**4.**

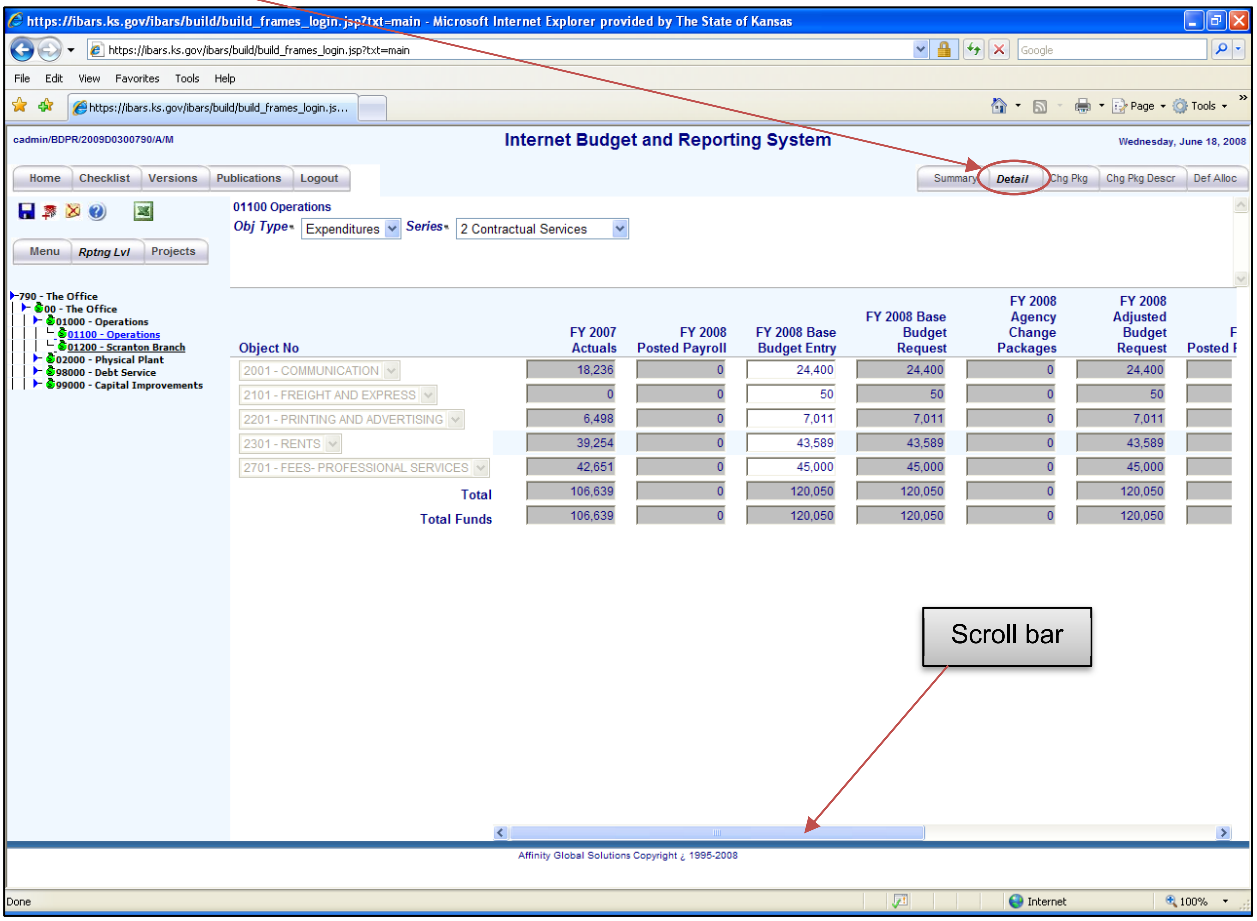
The ***Summary*** page allows the user to view Expenditures, Funds, and Statistics (FTE) totals by agency, Program, and Department ID levels. To get the agency ***Summary***, click on the agency name on the reporting level tree. For Program and Department ID information, click on the appropriate reporting level titles on the tree.

REMINDER: When the system is opened in August, IBARS will contain the expenditure and funding for the FY 20PY Actuals and the FY 20CY approved budget. The FY 20BY must be entered by the agency.

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 .

Detail Page



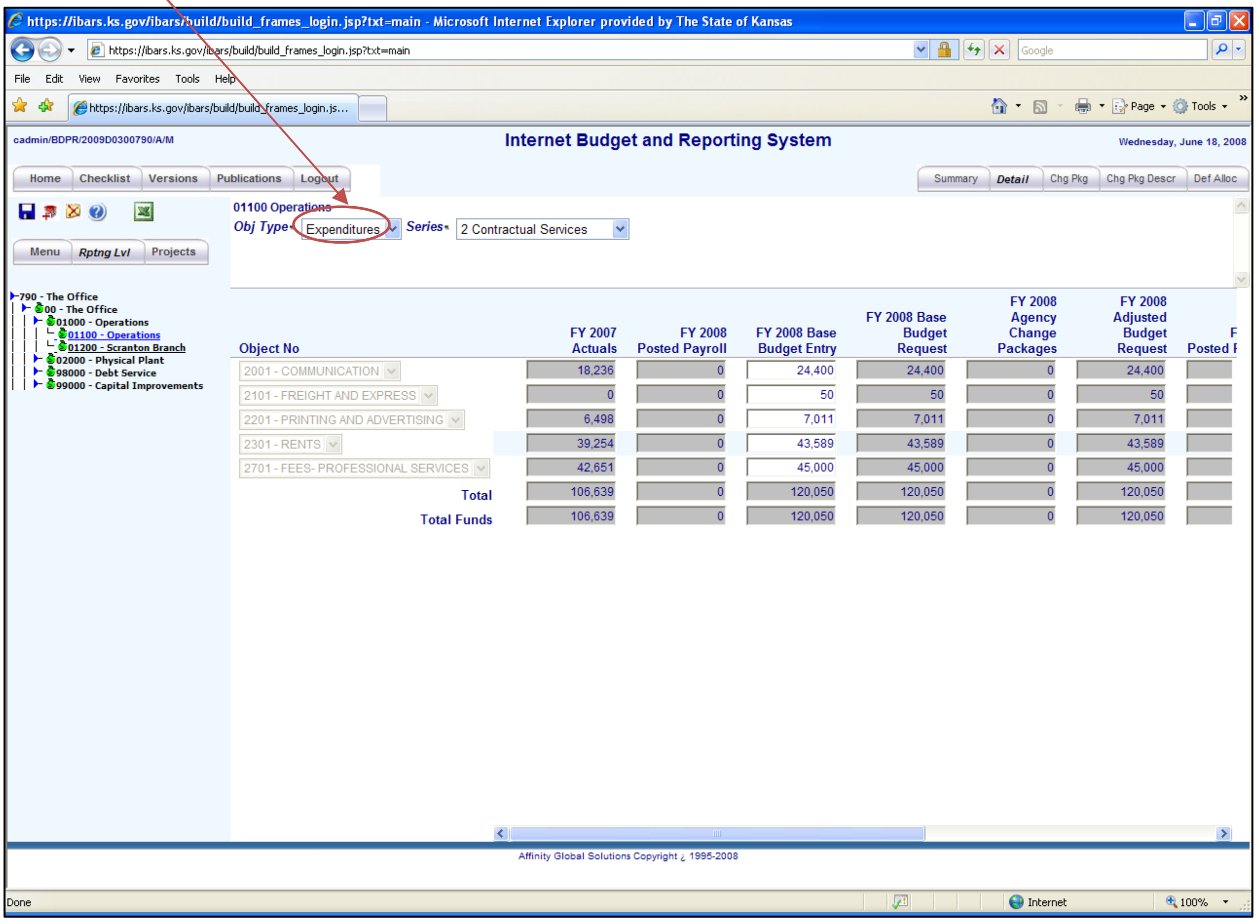
The ***Detail*** page allows users to enter expenditure and funding amounts in the **Base Budget Entry** columns for all fiscal years except the Actuals. The user can add lines as needed (see below).

REMINDER: <u>Never delete rows in IBARS!</u> Deleting rows can cause the **FY 20PY 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.

Salary and wage expenditures, funding, and FTE counts for the FY 20CY approved budget will be already loaded into the system. Any changes that are needed must be made in the **FY 20CY Agency Change Packages** column.

Salary and wage expenditures, funding, and FTE counts for FY 20BY 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. Users should make only minor changes to payroll and position data in the ***Budget Request Summary***. Any changes that are needed must be made in the **Base Budget Entry** columns.

Detail Page – Expenditure



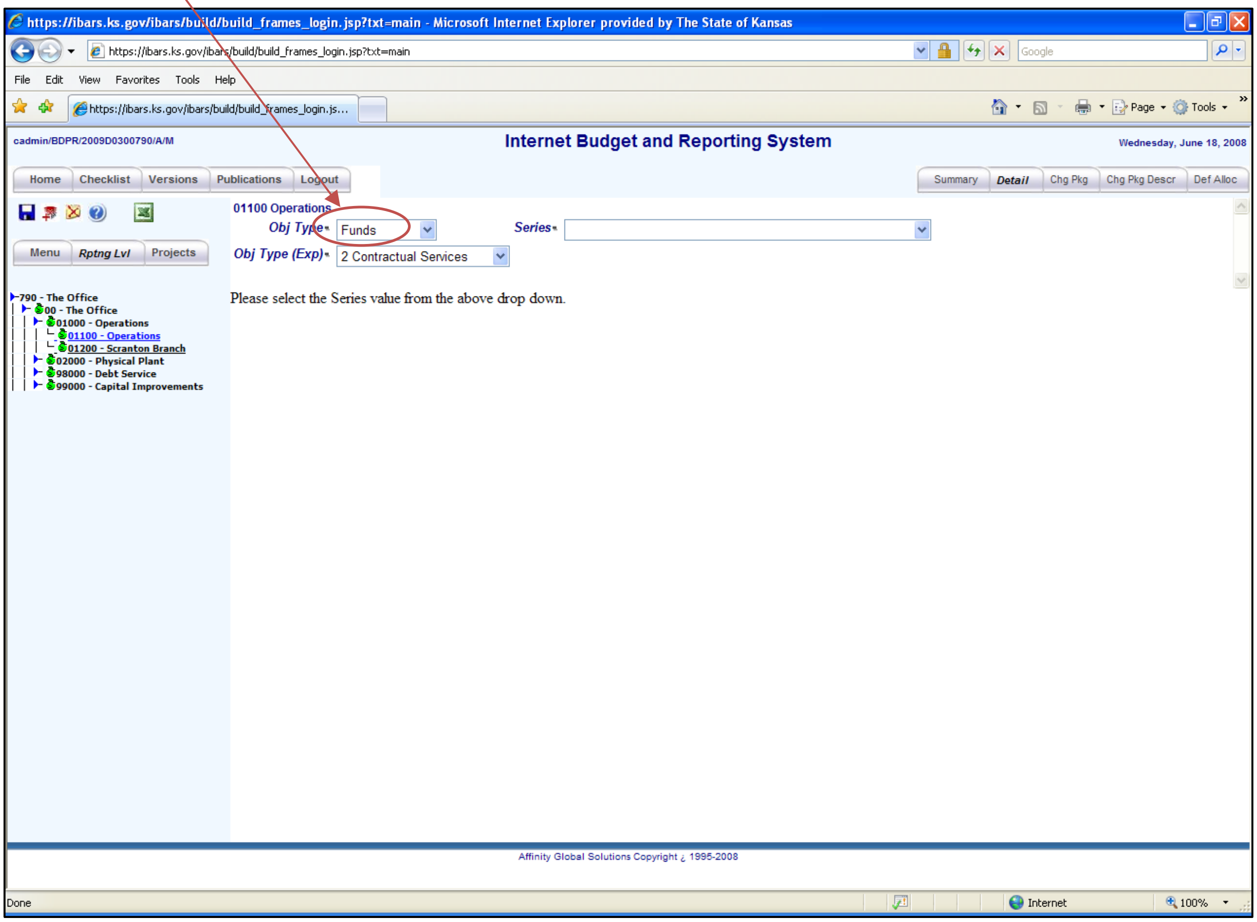
- **Expenditure Data Entry**

  Select **Expenditures** from the **Obj Type** drop down menu. Next, choose a **Series** from the drop-down menu (i.e., Contractual Services, Commodities, etc.). Then, enter amounts for the appropriate fiscal years. If additional object codes are needed, click the add icon  to add **Object No** rows. An object code can be selected from the drop-down list. Make sure each entry is saved by clicking the save icon . Once the entries are saved, the **Total** row at the bottom of the screen will sum all the expenditures in columns (you 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.

ALSO: 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.

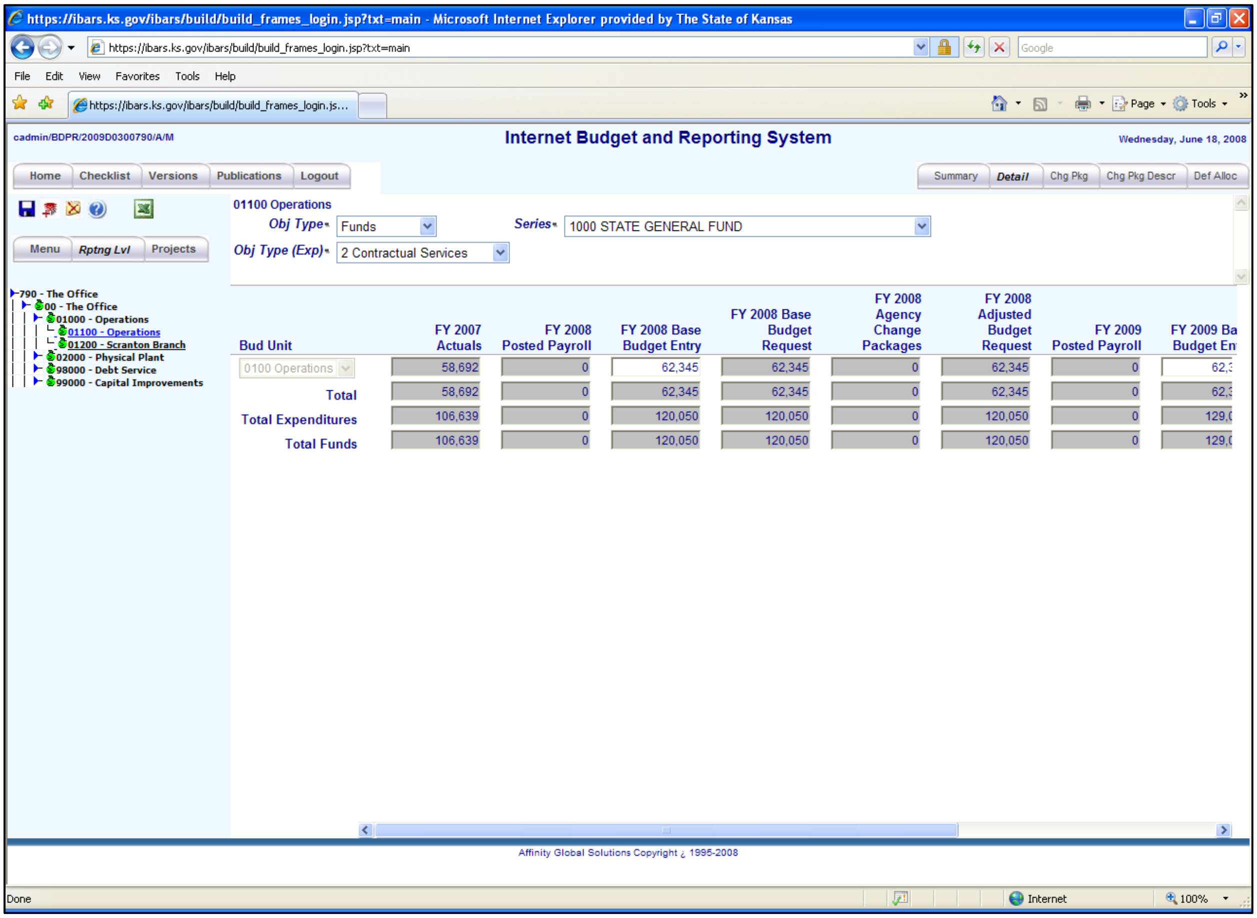
Detail Page – Funds



For funding, the user is instructed to "Please select the Series value [fund] from the above drop down." Select the **Series** (Fund) from the drop-down menu. Also, select the **Obj Type (Exp)** from the dropdown menu.

REMINDER: Any changes that are needed should be made in the **FY 20CY or FY 20BY Agency Change Packages** column **or** the **FY 20CY or FY 20BY Base Budget Entry** column. Changes cannot be made to amounts in the posted payroll columns.

Detail Page – Funds (cont.)



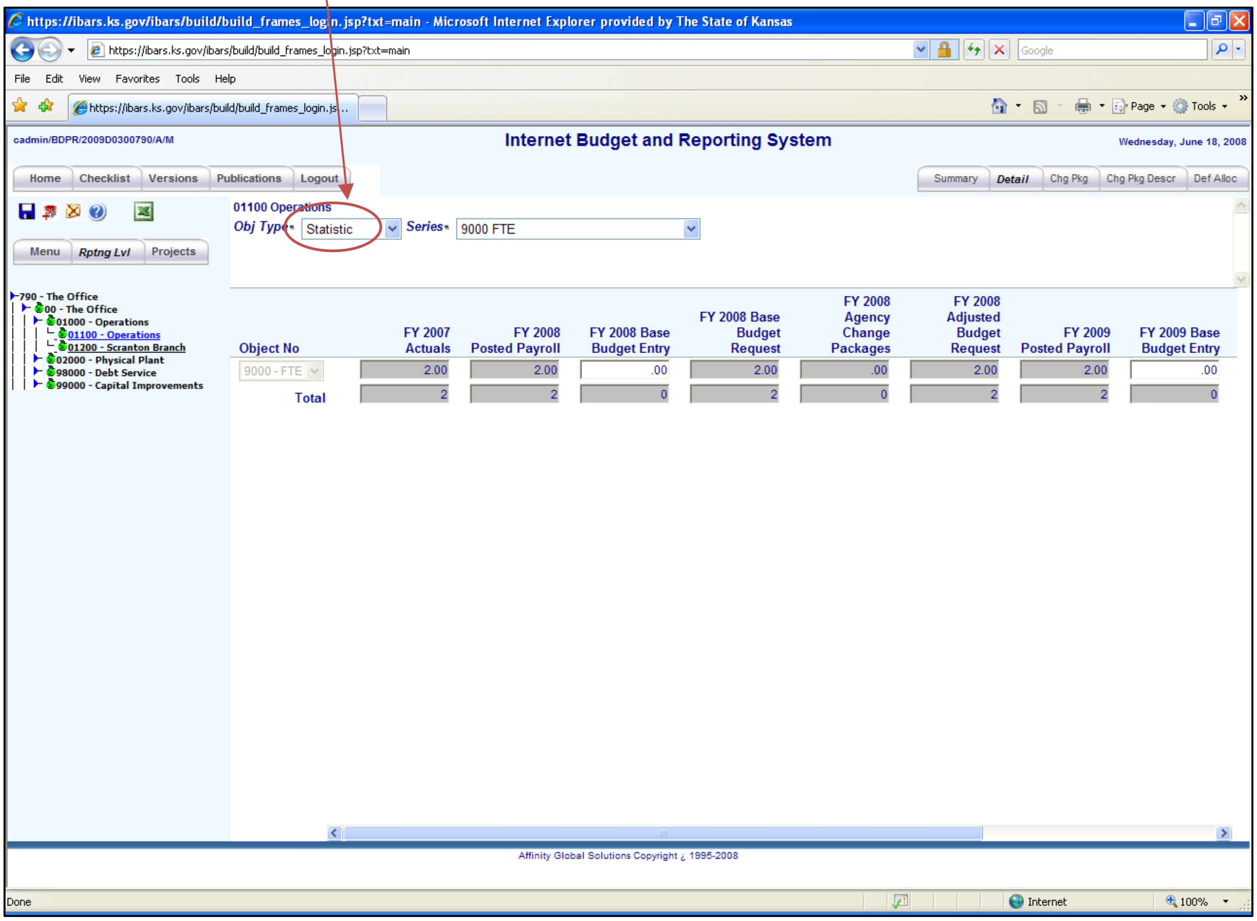
- **Funds Data Entry**

  After the correct **Series** and **Obj Type (Exp)** are chosen, the user can then enter amounts for the appropriate fiscal years. **Bud Unit** rows can be added as needed by clicking on the add icon . After saving the entries by clicking the save icon , 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)**. **ALSO**, don't forget to enter the Shrinkage amounts. Shrinkage for the FY 20CY and FY 20BY Base Budget Entry columns must be entered as a negative number (ex. -30156).

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.

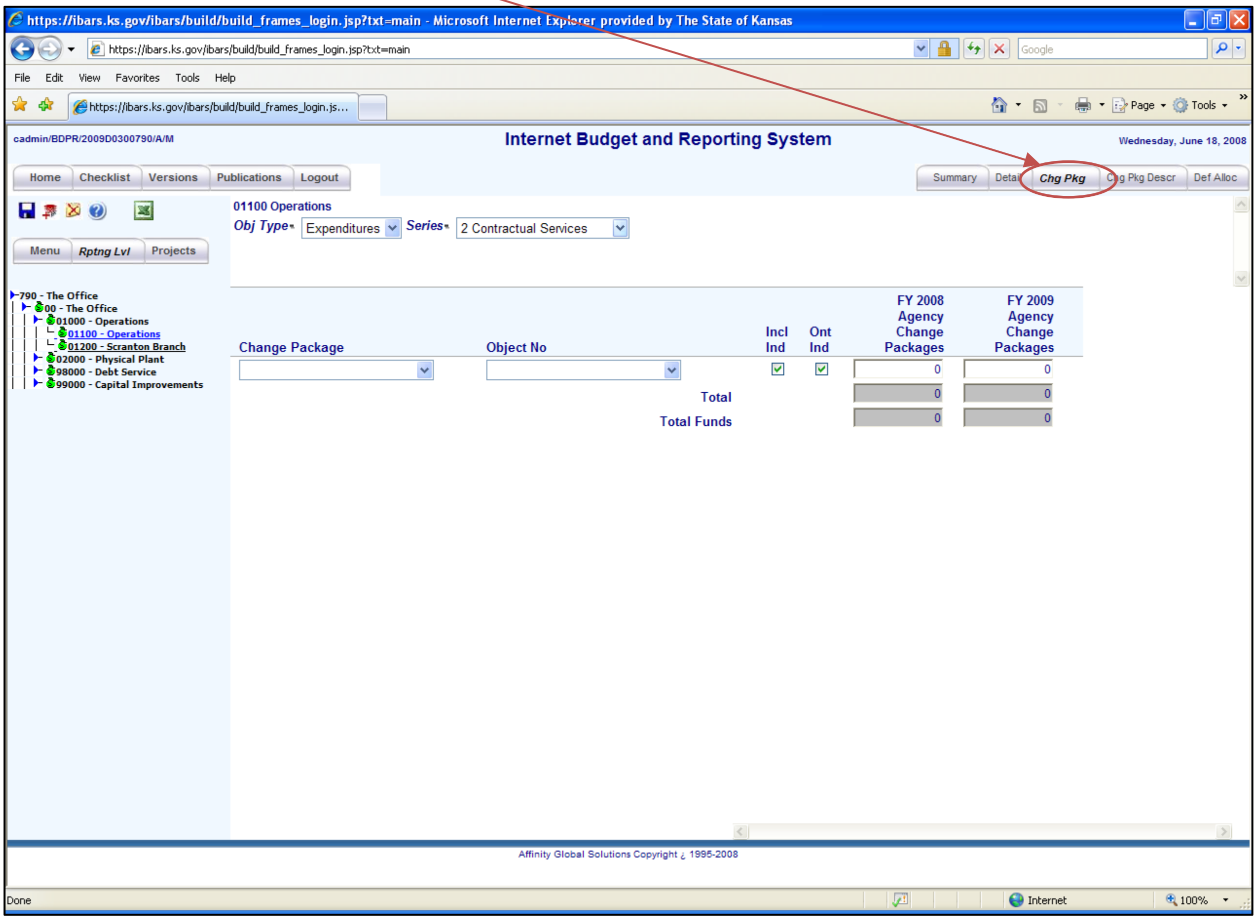
Detail Page – Statistic (FTE information)



To add FTE figures, select **Statistic** from the **Obj Type** drop down menu. Then select from two items in the **Series** drop down box: either **9200 FTE** or **9201 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 2016** and **FY 2017 Posted Payroll** columns. Counts for FY 20CY approved budget will be loaded into the system. If the FTE count is not correct for FY 20BY, 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 Program is in the written narrative submitted to DOB and the Kansas Legislative Research Department. DOB will enter the actual FTE data from this source.

Chg Pkg (Change Package) Page

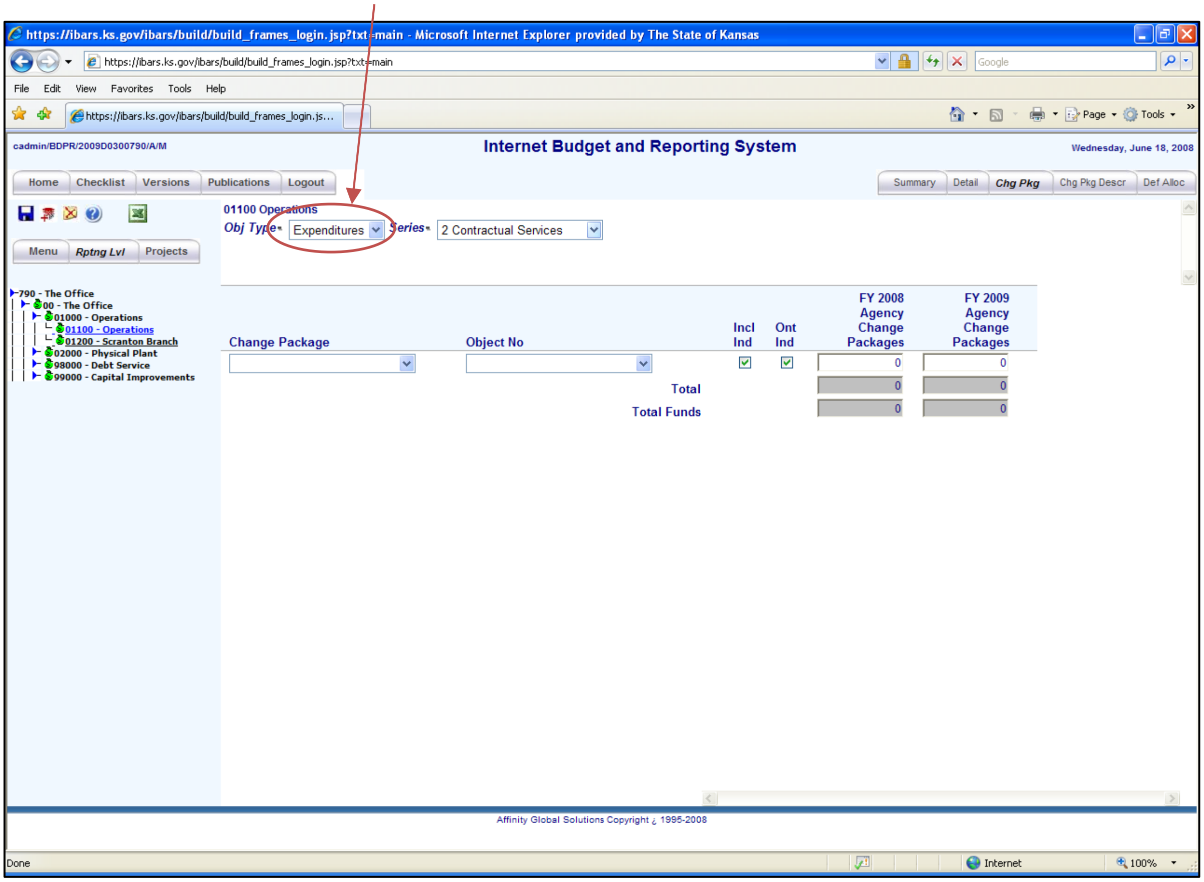


The ***Chg Pkg*** page allows users to add change package amounts to the agency's base budget request. Change package descriptions first must be created in the ***Chg Pkg Descr*** page before the expenditure and funding amounts can be entered. Once the agency's base budget request has been entered in the ***Detail*** page, the supplemental change packages and enhancement change packages can be added.

Agencies must use change packages to request changes to the current year approved budget and the budget year allocated budgets. This would include requests for 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.

Chg Pkg Page – Expenditure

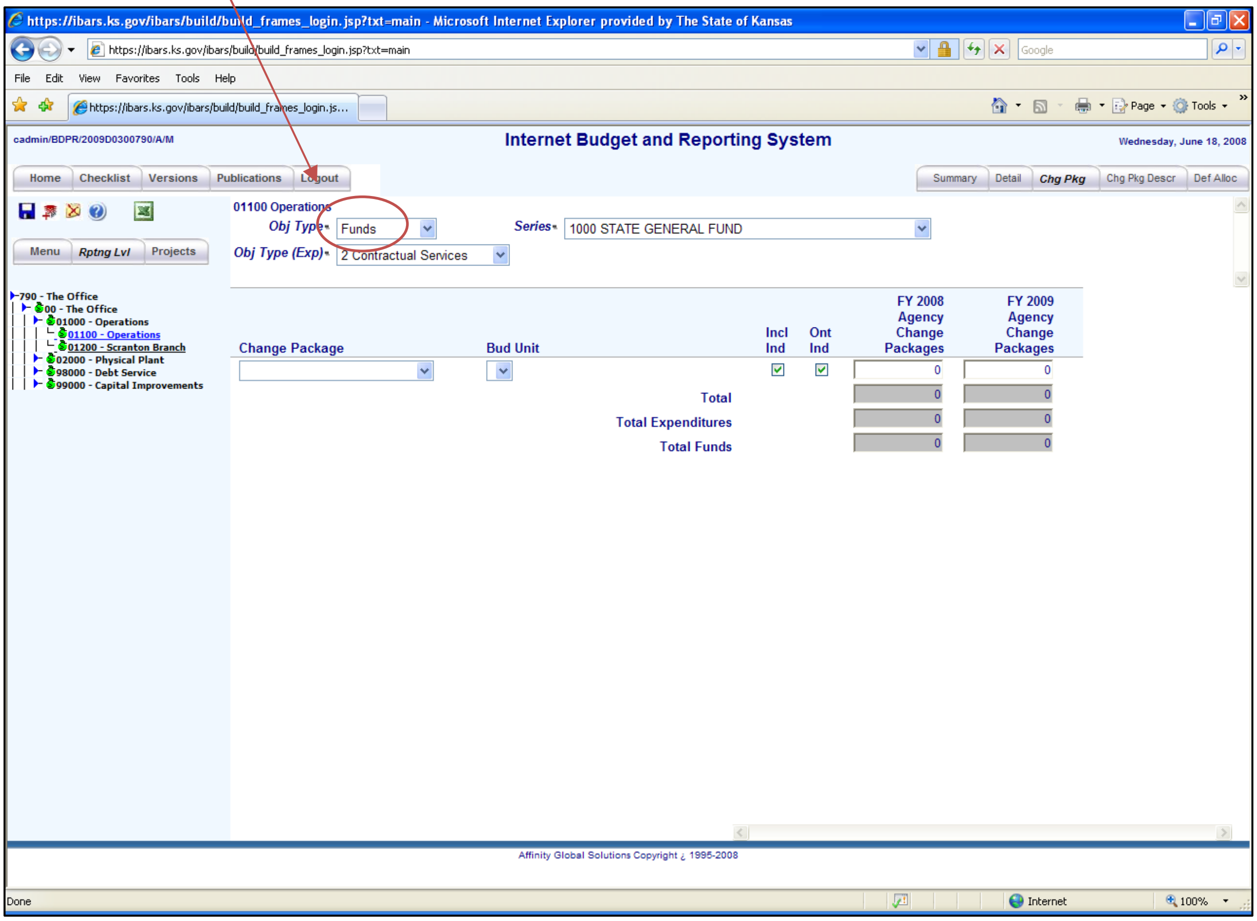


- **Expenditure Data Entry**

  Select **Expenditures** from the **Obj Type** drop down menu. Next, choose a **Series** from the drop-down menu (i.e., Contractual Services, Commodities, etc.). If it is the first change package for this expenditure series, 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 the desired change package.
  - **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 20CY and/or FY 20BY Agency Change Packages –** The user enters change package expenditure amounts in these fields. A change package requested for FY 20CY that will be ongoing should be entered as a supplemental in FY 20CY and an enhancement in FY 20BY.

Chg Pkg Page – Fund



- **Funds Data Entry**

  After the correct **Series** and **Obj Type (Exp)** are chosen, the user can enter the change packages. If it is the first change package for a particular **Series** and **Obj Type (Exp)** combination, a blank row should already be visible. 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.

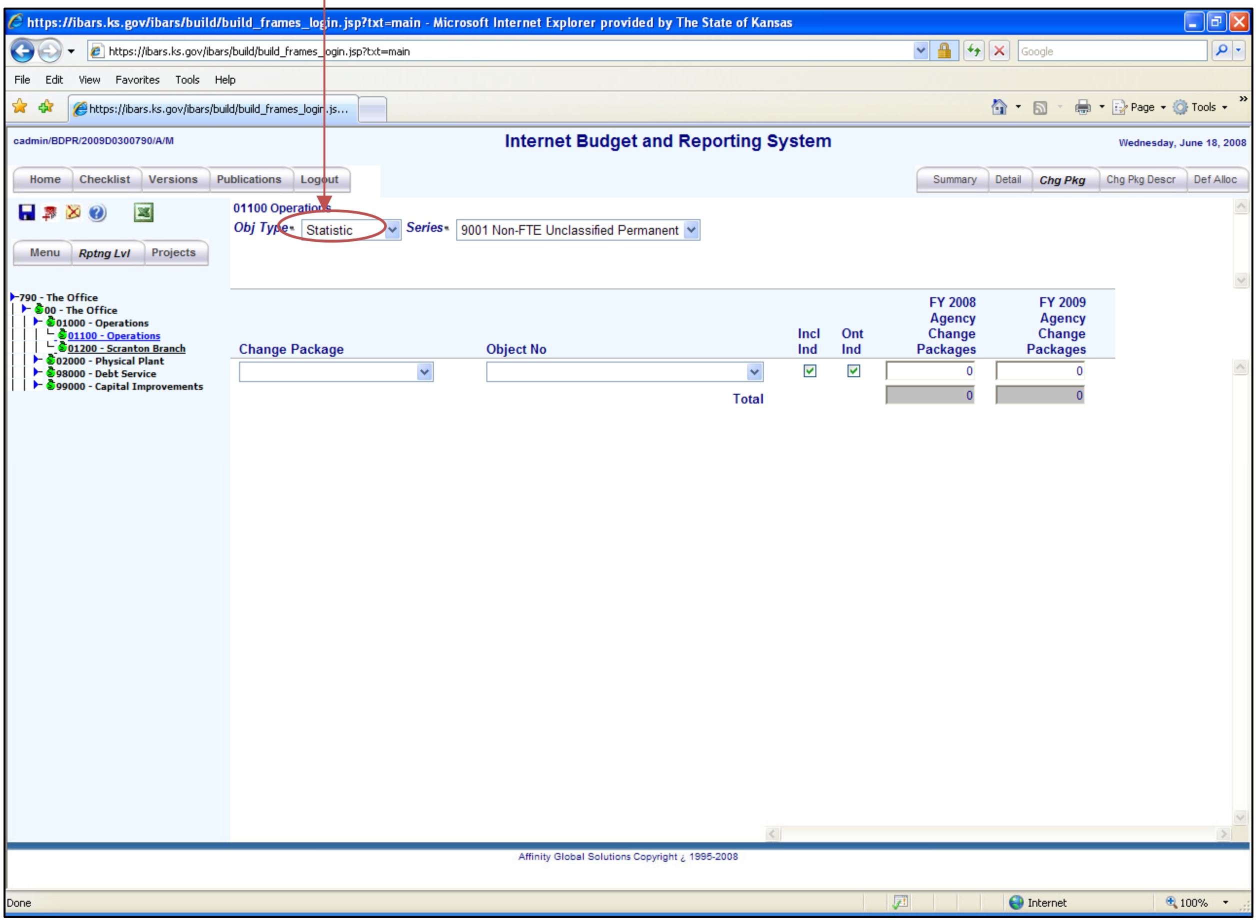
Chg Pkg Page (cont.)

- **FY 20XX Agency Change Packages –** Enter change package funding amounts in these boxes.

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

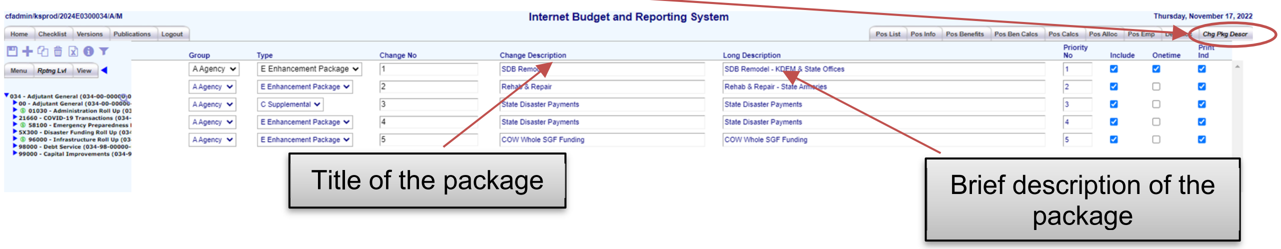
REMINDER: If a new fund or a new budget unit that is currently not within the chart of accounts is needed for a change package, contact the DOB System Administrator to have it created.

Chg Pkg Page – Statistics



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. To make a change to the position count within a change package, first select **Statistic** from the **Obj Type** drop down menu. The user can then select one of two items from the **Series** drop down box: **9200 FTE** or **9201 Non-FTE Unclassified Permanent.** 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.

Descr (Change Package Description) Page



The **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.

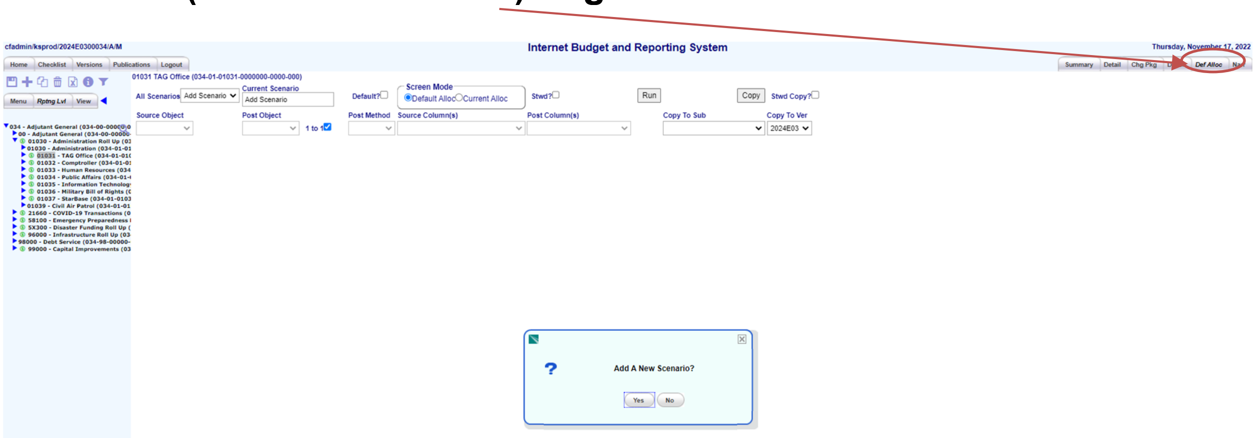
- **Group** – Identifies who is requesting the item.
- **Type** – Identifies the type of change (i.e., supplemental or enhancement).
- **Change No** – The number of the package. Each group type combination must have its own unique number (i.e., AC1, AC2, AE1, and AE2).
- **Change Description** – Gives the title and brief description of the change requested.
- **Long Description** – Allows the user to add a more detailed description.
- **Priority No** – Not used.
- **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.
- **Onetime** – Not used.
- **Print Ind** – Not used.

Agencies use change packages to request supplemental funding for changes to the current year approved budget and/or enhancement funding for the budget year allocated budgets, as well as proposed reduced resources for the budget year. Supplemental and enhancement requests would include requests for additional appropriated funds and any major changes to programs. The change packages reflect incremental expenditures and personnel requirements, as well as the method of financing for the request. DOB uses change packages for DOB changes, Governor changes, and Legislative changes to the agency's Base Budget 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.

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.

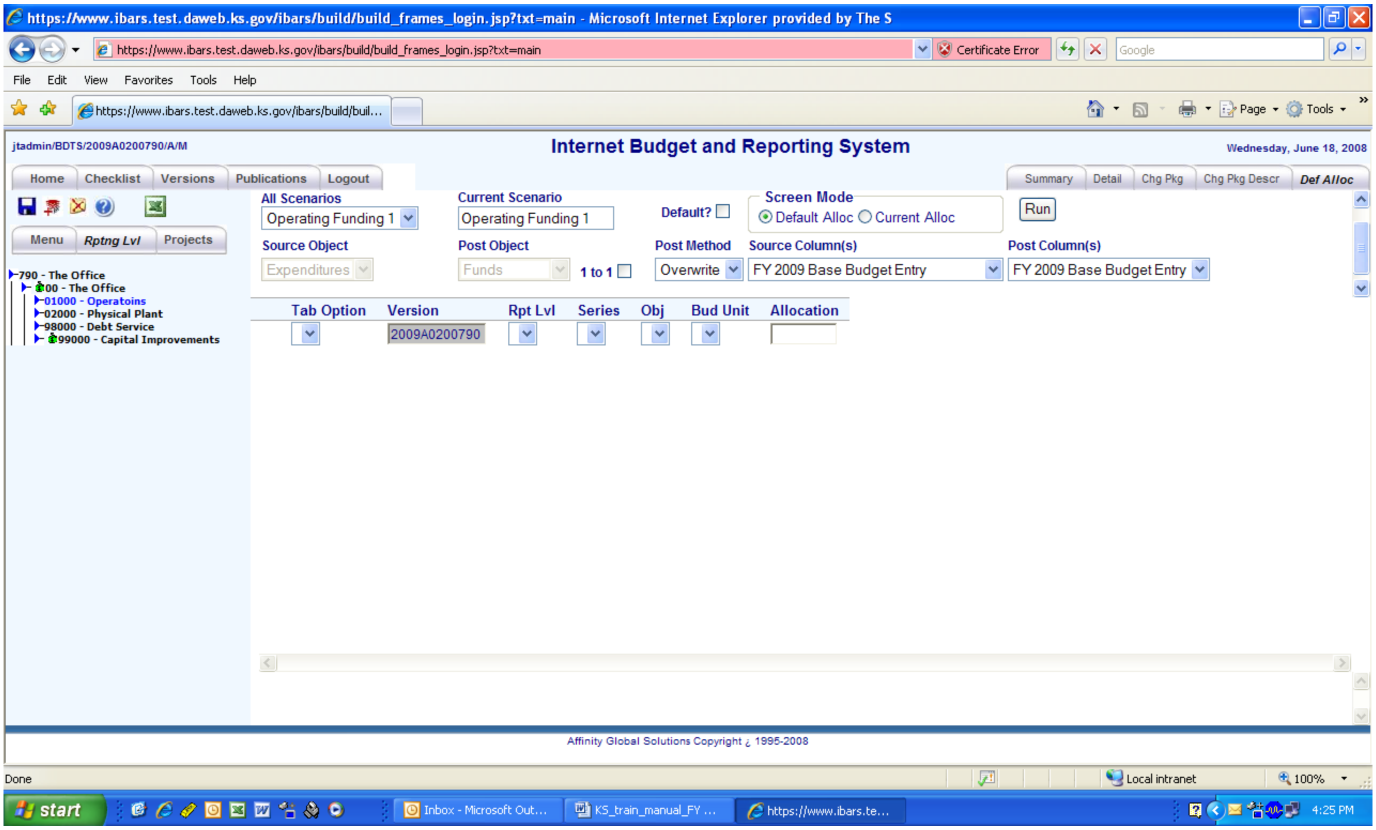
- **All Scenarios –** Default allocation scenarios. Use to add new scenarios or choose a scenario.
- **Current Scenario –** When adding a new scenario, type the name of the scenario in this box.
- **Default –** Put a check mark in the box of the one scenario that you want to be the default scenario.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

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’.
- **Copy to Sub** – Select either Expenditures or Special Fund Balance.

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

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.).
- **Obj –** 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 – Recap

Once all expenditures and funding by reporting level have been entered (including change packages) users 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 may take 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 should run the **Budget Validation** SR06 report, which is found under **Publications – Standard reports**. This report will assist the user in finding the error so that it may be corrected. The system will not allow the ***Budget Request Summary*** module to be checked to complete until the budget is in balance.

Once the ***Budget Request Summary*** module is checked 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. Also, budget only in rounded dollars.

Budget Request Summary – Recap (cont.)

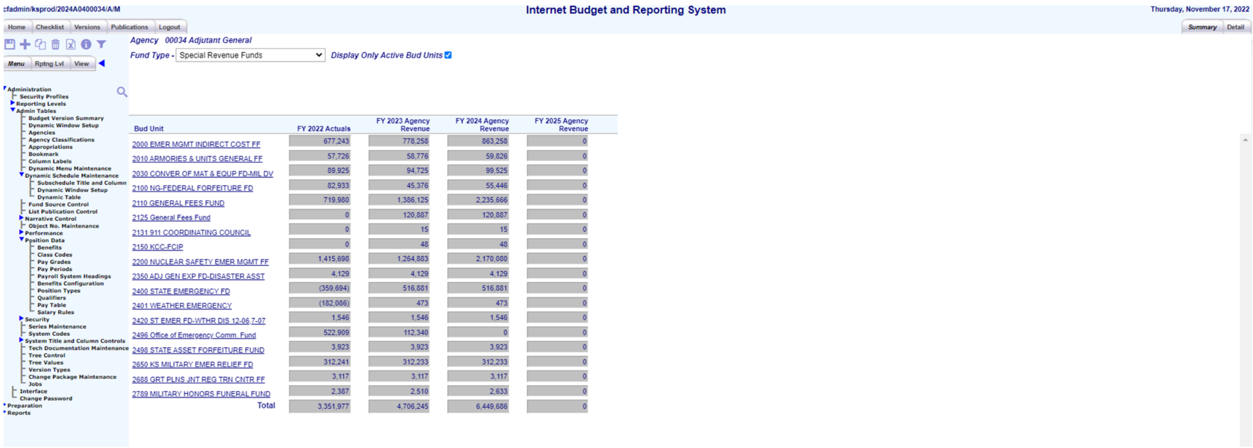
Budget Request Summary Checklist:

- ✓ Enter base budget expenditures and funding in **FY 20XX Base Budget Entry** columns by Department ID 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 current year and budget year 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 current year or budget year.
- ✓ 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 Program.
- ✓ Check the ***Budget Request Summary*** module to complete.

Appendix B provides instructions for adding expenditures and funding for the base budget, adding expenditures and funding for a change package, and setting default funding by reporting level.

Special Fund Balance

Overview



Bud Unit	FY 2022 Actuals	FY 2023 Agency Revenue	FY 2024 Agency Revenue	FY 2025 Agency Revenue
2000 EMER MGMT INDIRECT COST FF	677,243	778,258	863,258	0
2010 ARMORIES & UNITS GENERAL FF	57,726	58,776	59,826	0
2030 CONVER OF MAT & EQUP FD-MIL DV	89,925	94,725	99,525	0
2100 NG-FEDERAL FORFEITURE FD	82,933	45,376	55,446	0
2110 GENERAL FEES FUND	719,980	1,386,125	2,235,666	0
2125 General Fees Fund	0	120,887	120,887	0
2131 911 COORDINATING COUNCIL	0	15	15	0
2150 KCC-FCIP	0	48	48	0
2200 NUCLEAR SAFETY EMER MGMT FF	1,415,698	1,264,883	2,170,080	0
2350 ADJ GEN EXP FD-DISASTER ASST	4,129	4,129	4,129	0
2400 STATE EMERGENCY FD	(359,694)	516,881	516,881	0
2401 WEATHER EMERGENCY	(182,086)	473	473	0
2420 ST EMER FD-WTHR DIS 12-06,7-07	1,546	1,546	1,546	0
2496 Office of Emergency Comm. Fund	522,909	112,340	0	0
2498 STATE ASSET FORFEITURE FUND	3,923	3,923	3,923	0
2650 KS MILITARY EMER RELIEF FD	312,241	312,233	312,233	0
2688 GRT PLNS JNT REG TRN CNTR FF	3,117	3,117	3,117	0
2789 MILITARY HONORS FUNERAL FUND	2,387	2,510	2,633	0
Total	3,351,977	4,706,245	6,449,686	0

The ***Special Fund Balance*** module is where users enter 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 expenditures to be posted and visible in this module; thus, indicating 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 to know how much funding will be available to support the budget request.

Special Fund Balance – Overview (cont.)

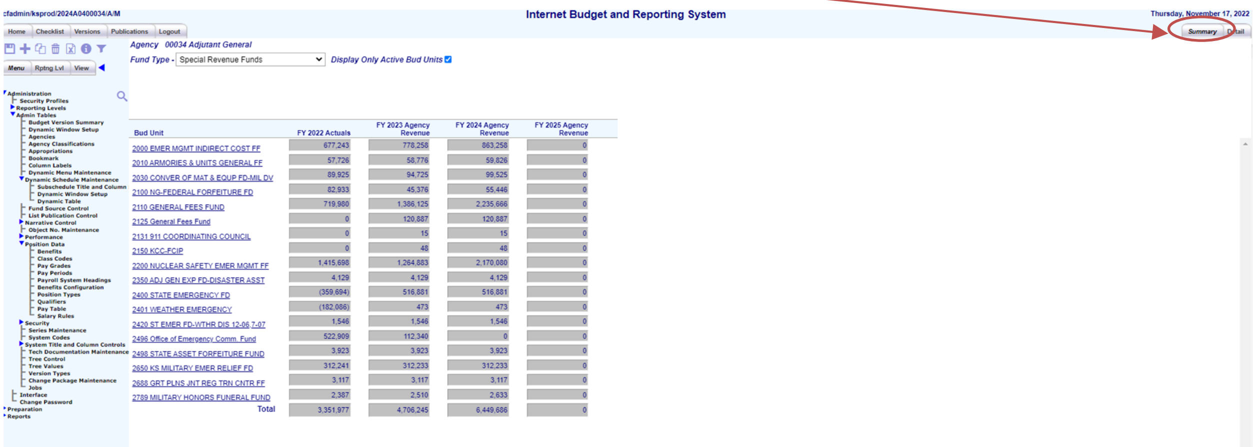
Regardless of when the ***Special Fund Balance*** module is filled out, the maximum amount that an agency should spend for each fund should be at least equal to the total amount available in the fund for each fiscal year. Year-end fund balances should never be negative (some federal funds may be an exception).

The ***Special Fund Balance*** module will already have the FY 20PY actual revenues and the FY 20CY appropriated, reappropriated, and lapsed amounts. These amounts should not be adjusted. If the user believes that any of these amounts are incorrect, please contact your DOB analyst. The agency will have to enter the FY 20BY amounts allocated 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 all the revenue estimates have been entered, it is recommended that users run **404 and 404 Aggregate** reports to view the ending balance of each budget unit. If the ending balance in the current year or budget year is negative, the user must either decrease expenditures or increase revenues.

Special Fund Balance – Summary Page



The **Summary** page allows the user to view a selected fund type and the associated budget units for each fund. Described below are all of the drop-down 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 drop down and select from the menu.

- **Display Only Active Bud Units** – 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.

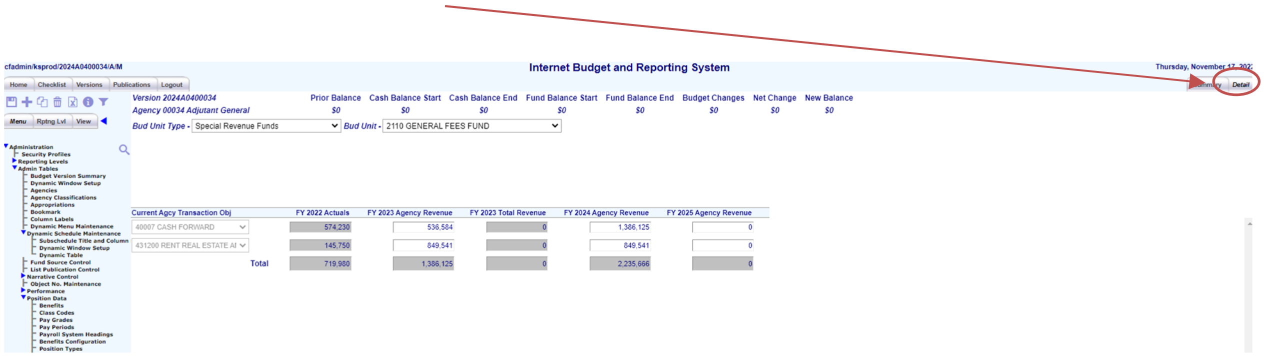
- **Bud Unit** – List of budget units for the selected **Bud Unit Type** for the agency.

- **FY 20PY Actuals** – Actual revenues for the actual year by budget unit.

- **FY 20XX Agency Revenue** – Revenue 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.

- **Total** – The sum of each column.

Special Fund Balance – Detail Page



The **Detail** page allows the user to enter revenue estimates for the fiscal years for each budget unit. The user must select a **Bud Unit Type** and then a **Bud Unit** (budget unit) to enter the estimates. Below is a description of each drop down and column.

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

- **Bud Unit –** The budget units that are within the selected **Bud Unit Type**. Choose a budget unit from the drop-down menu.

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

Special Fund Balance – Detail Page (cont.)

- **FY 20PY Actuals –** The actual revenue amounts as downloaded from SMART. 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.

- **FY 20CY Agency Revenue and FY 20BY 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 – Recap

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

Agency revenue estimates are entered for each relevant **Bud Unit Type** and **Bud Unit** (budget unit) for each fiscal year and each revenue code (except for the Actual year; these amounts will be loaded into the system).

<u>Special Fund Balance Checklist:</u>

- ✓ FY 20PY Actual revenues and FY 20CY appropriated, reappropriated, and lapse amounts will already be in the system. This information is generated from SMART and should not be changed. Enter all revenue estimates for each **Bud Unit** used in the ***Budget Request Summary*** module, including the FY 20BY appropriated funds 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**.**

<u>Appendix C</u> provides detailed instructions for entering revenue estimates.

Reports

Running Reports (Publications)

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. Click on the **Publications** tab at the top left of the screen.
2. Choose either **STANDARD** or **CUSTOM** from the **Select** drop down menu.
3. 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 can select several items such as reporting levels (Programs) and FY columns.
5. Select report format (HTML, PDF, and CSV). The CSV report format allows the report to be saved in an Excel file.
6. Click 'OK' to generate the report.

List of Reports

STANDARD:

- **SR01** – **Reporting Levels**. Lists reporting levels for the agency and other details.

- **SR04 – Change Package Summary**. Shows the user the expenditure and funding for each change package.

- **SR05 – Budget Request Summary—Reporting Level.** This can be run as an SR05, SR05A, or SR05S, which are described on pages 68 and 69. This report shows expenditure and funding for the entire agency, Program, or Department.

- **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**. Summarizes position information including position, year, class code, new position, FTE, alloc %, fund, base salary, base fringe, and lump sum.

- **SR14 – Position Detail**. Details each position's information and totals salaries and benefits by reporting level.

List of Reports

CUSTOM:

- **DA 412 –** Provides totals for each Class Code in the position module by major Position Type Code (regular classified, regular unclassified, etc.). Also gives total fringe benefit amounts and total salary and wage expenditures.

- **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).

- **406/410 & 406/410S –** These reports show each major expenditure group amount. The 406/410S 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 Program total.

- **DA 402 –** This report gives total expenditures by Program and by fund.

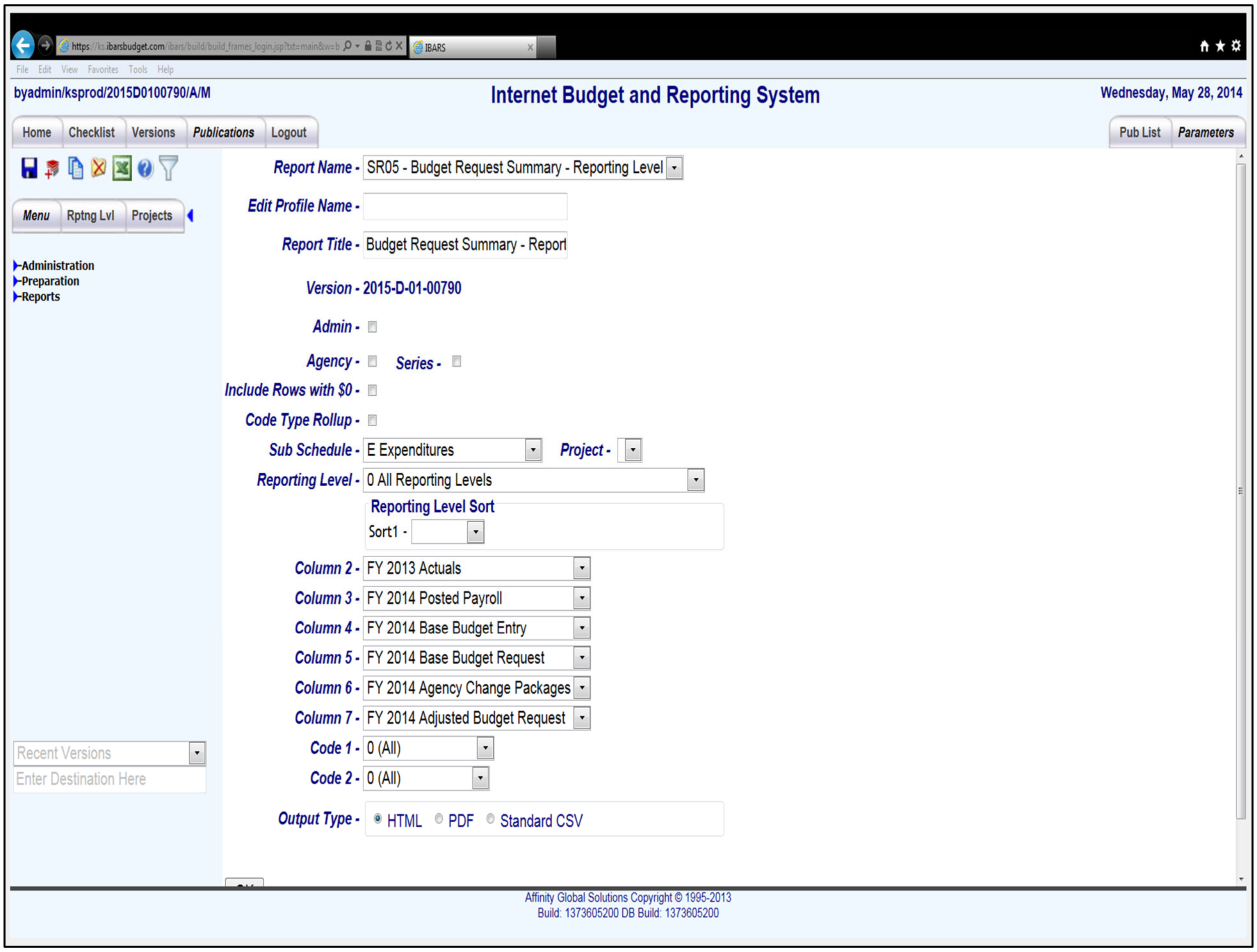
- **CHGPKG – Change Package Report**. This report shows the expenditure, funding, and FTE for each change package.

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

TIP: When reports are run, they are generated in a different browser window. Users can run a report and keep it open while working in different IBARS modules. **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.

Running Reports with Options

The following are the options for a **SR05**. Many reports will have some of the same options. A brief description of the primary options is given below.



Agency – Clicking this box allows the user to run a report for an entire agency (called a SR05A). The report will show totals for each Department ID or Program and agency-wide totals for expenditure series, funds, and FTE. This option does not allow users to select a Reporting Level.

Series – This detailed report shows all expenditure object codes, funds, and FTE counts for each Department ID or Program. The report may be run for all reporting levels, or the user may select a desired reporting level from the Reporting Level drop down menu.

Running Reports with Options (cont.)

Code Type Rollup – This gives the user the option to choose Programs rather than Department IDs in the Reporting Level* drop down menu. This report can be run as only a Series report.

Sub Schedule – Not used.

Project – Not used

Reporting Level – The drop down allows the user to select a single Department ID or Program. This report can be run as only a Series* report.

Reporting Level Sort – Not used

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 20PY Actuals, FY 20CY Posted Payroll, and for both FY 20CY and FY 20BY, Base Budget Entry, Base Budget Request, Agency Change Packages, Adjusted Budget Request, and other columns depending on the version selected.

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

Code2 – Not used.

Output Type – These radio buttons allow users to choose the report format type. The options are **HTML** or web-based; **PDF** which can be viewed in Adobe; and **CSV** which is a format that can be used in Excel.

Saving Reports Profiles

This feature allows the user to create a report profile that saves a report with the same column options 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** or **Series** report, the user must select this option first.
3. Click the add icon  .
4. Type a name for the new profile in the **Edit Profile Name** 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.

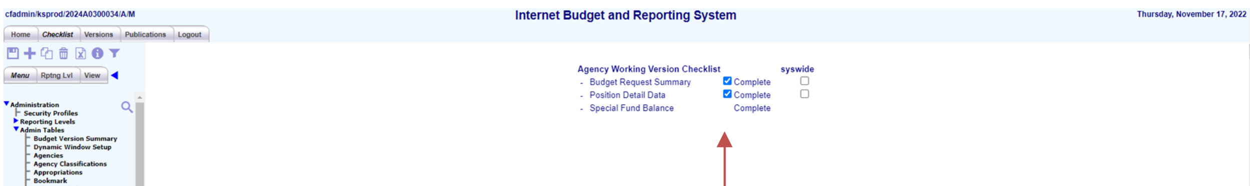
Selecting a previously saved report profile:

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

Submitting the Budget

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

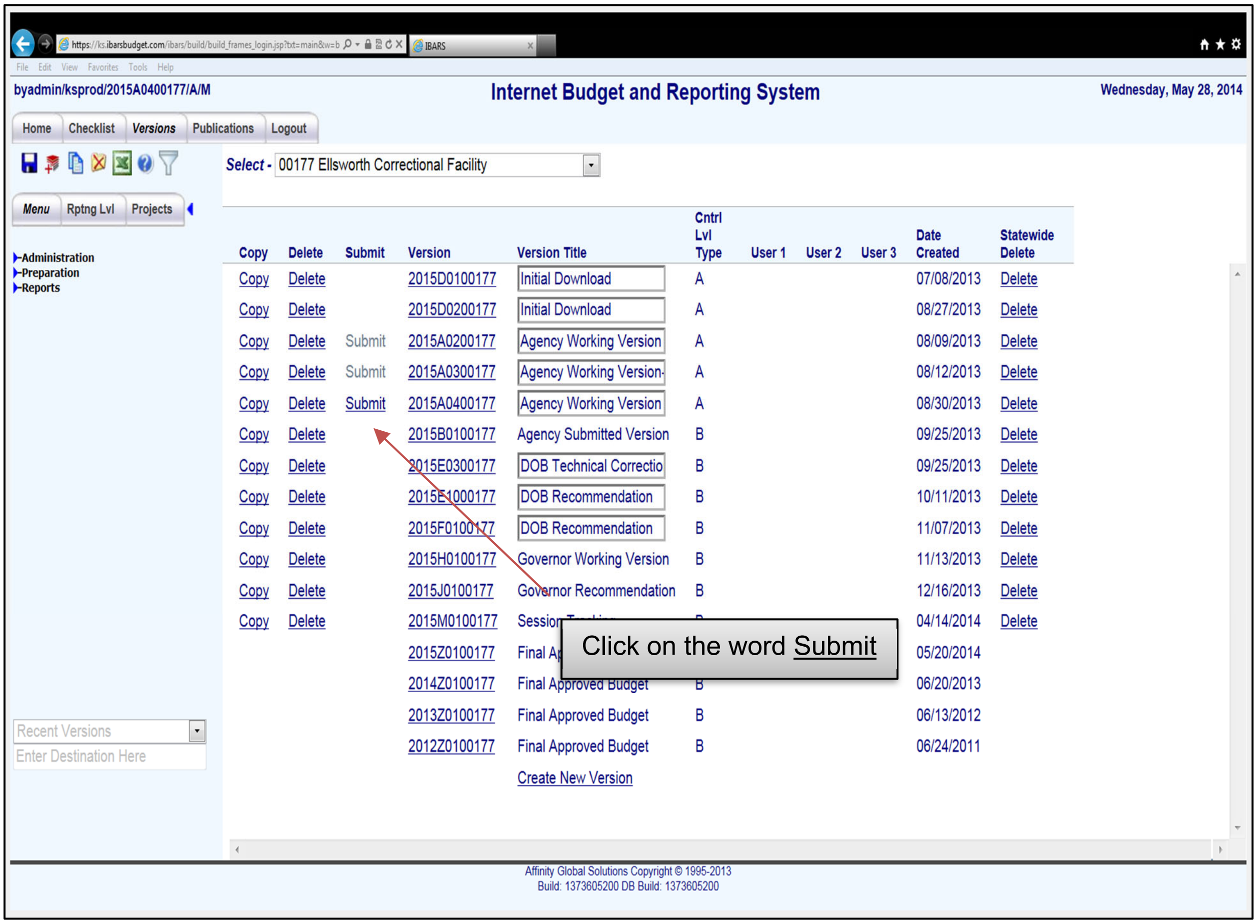
1. Review, update, add newly requested positions through a change package, and check the ***Position Detail Data*** module to complete.
2. Enter the base budget requests, enter change packages, and check the ***Budget Request Summary*** module to complete.
3. Enter revenue estimates and check the ***Special 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. Run desired reports to assist in completing the budget. Specifically, users should run a **SR06 Budget Validation** report (under the Publications tab). This report will check to make sure expenditures and funding are in balance.



The Budget Request Summary and the Position Detail Data must be checked to complete.

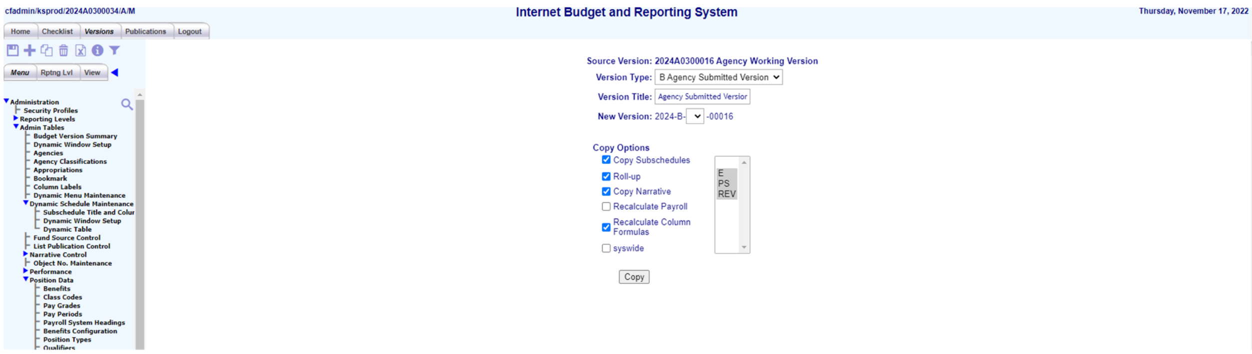
Submitting the Budget in IBARS

Once all the steps above are complete, the user can submit the version by going to the ***Versions*** page and clicking **Submit** next to that version. See below.



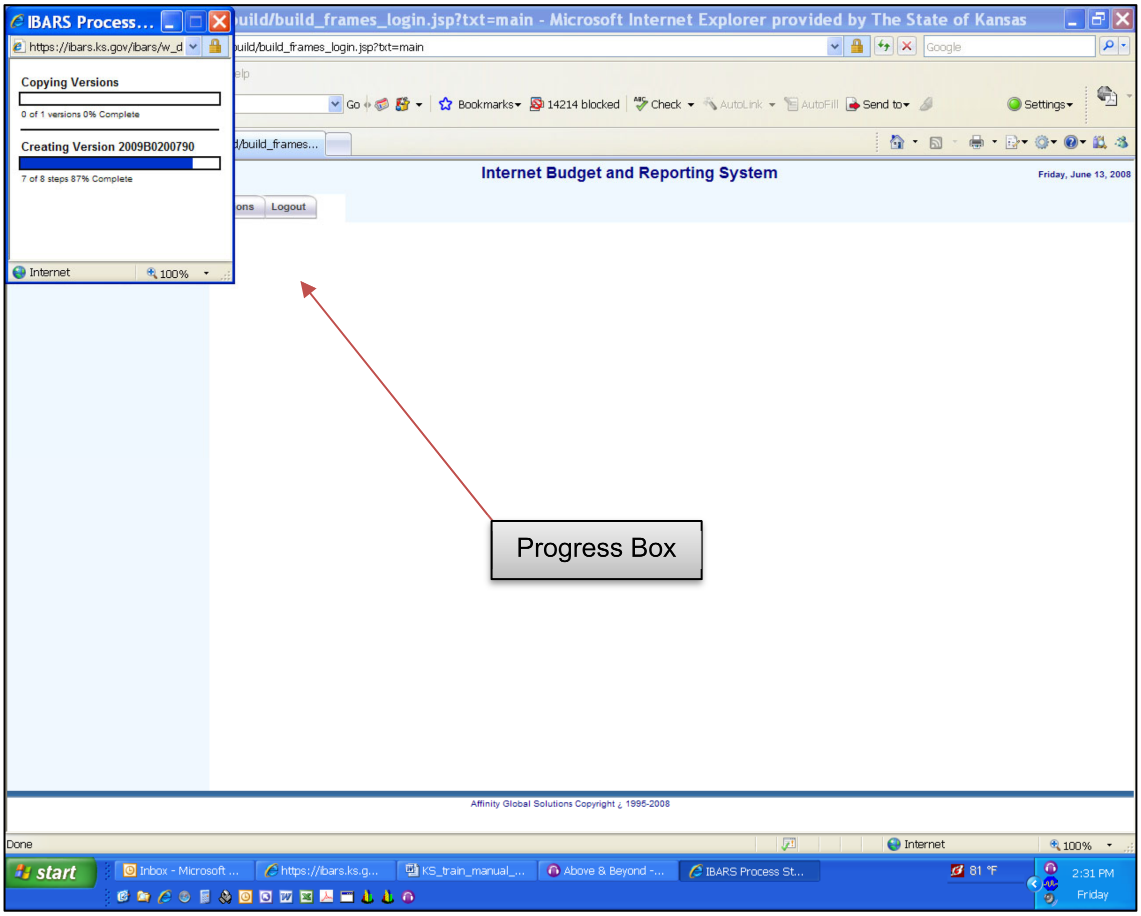
Submitting the Budget in IBARS, (cont.)

Once the user has clicked **<u>Submit</u>**, the following screen appears. The user then clicks the **Copy** button.



A box will pop up making sure that the user wants to copy the version to a submitted (B) version. Do not change the default Copy Options. Click ‘Copy’ and a progress box will appear (as seen on the next page) indicating the status of the copying process.

Submitting the Budget in IBARS, (cont.)



Other Items to Remember When Submitting the Budget:

1. **Budget Narrative –** Make sure to give DOB two printed copies and one electronic copy of the agency's budget narrative submission. KLRD should get one printed 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 https://budget.kansas.gov/agency-info/.

2. **Performance Measures –** Remember to include performance measures that are used in *Volume 2* of the *Governor's Budget Report* 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 Program in the agency's budget narrative submission. This FTE information is not generated in IBARS.

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

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

Appendix A
Position Detail Data Module Examples

Adding a Request for a New Position

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

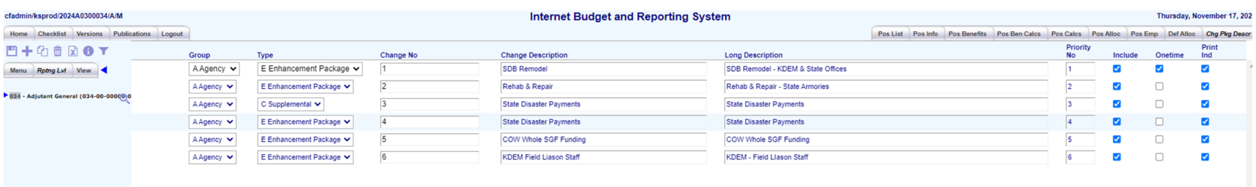
1. Start date of December 20XX or halfway through the FY 20XX, or 1040 hours
2. Full time employee
3. Classified
4. Public Service Executive II (class code 4273A4)
5. Step 4 of pay matrix
6. KPERS eligible
7. Eligible to receive health insurance
8. Funding split--25% State General Fund, 25% Dundee Award 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.

Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

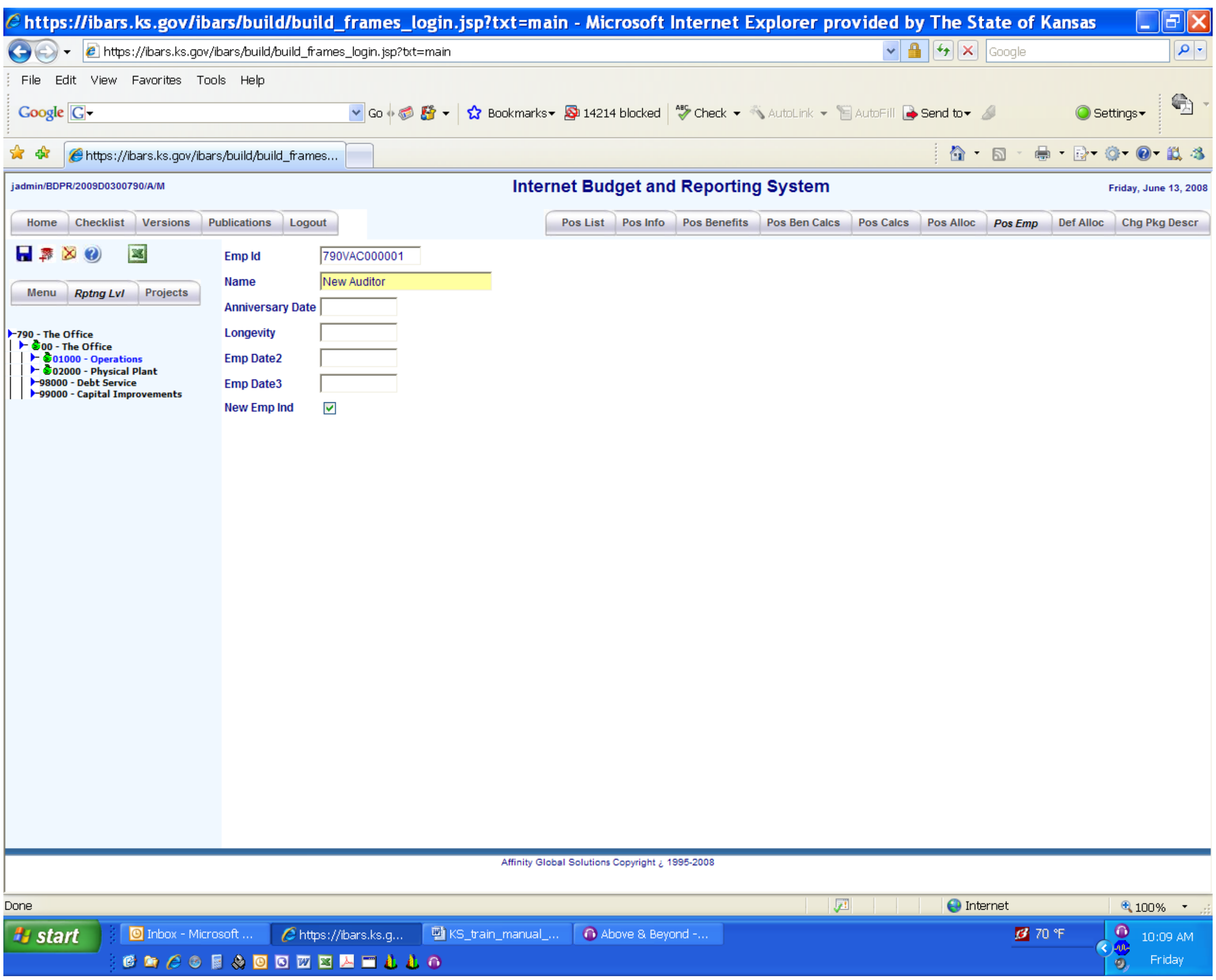
1. Select ***Position Detail Data*** module from the ***Checklist*** page.
2. Select reporting level (Department ID) **01100 Operations** from the menu tree on the left by clicking on the blue arrows and then selecting the desired reporting level (Department ID) by clicking on the words of the reporting level (Department ID).
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  .



Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

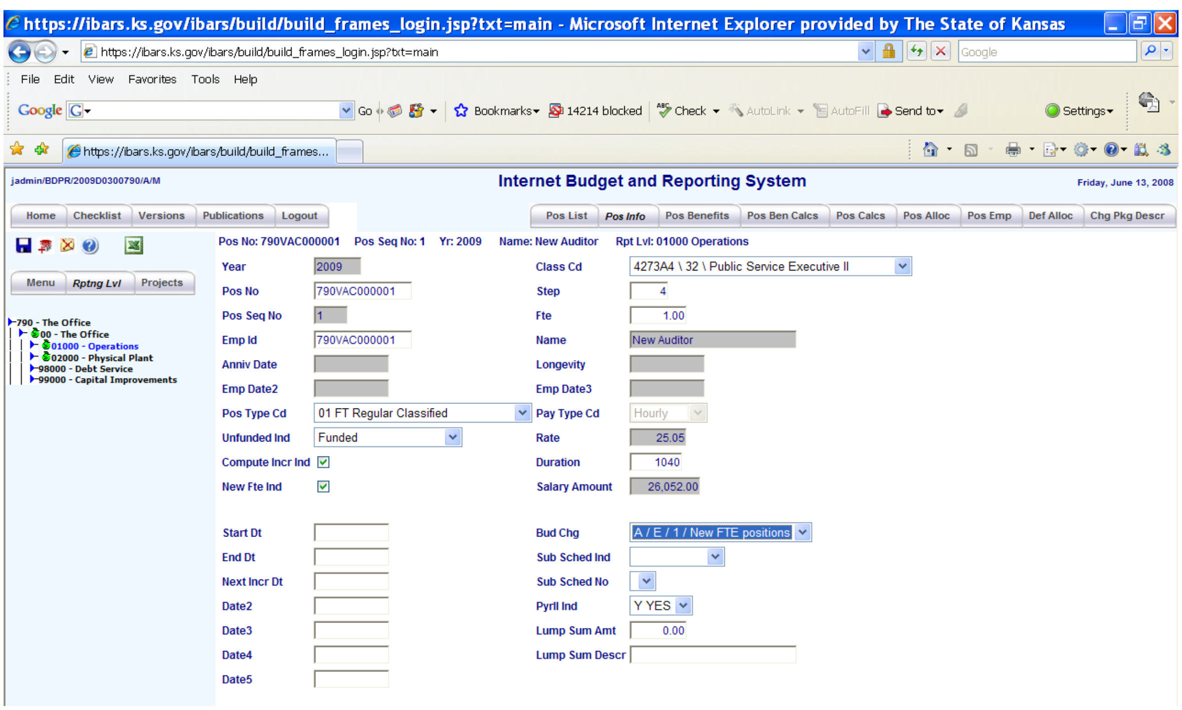
11. Click on the ***Pos List*** page.
12. Click the Add/Insert icon .
13. Click OK when asked “Do you wish to add a new employee?”
14. The system will take you to the ***Pos Emp*** page.
15. Enter **790VAC00001** in the **Emp Id** field. The **Emp Id** must be unique for each employee. Use agency number 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 .



Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

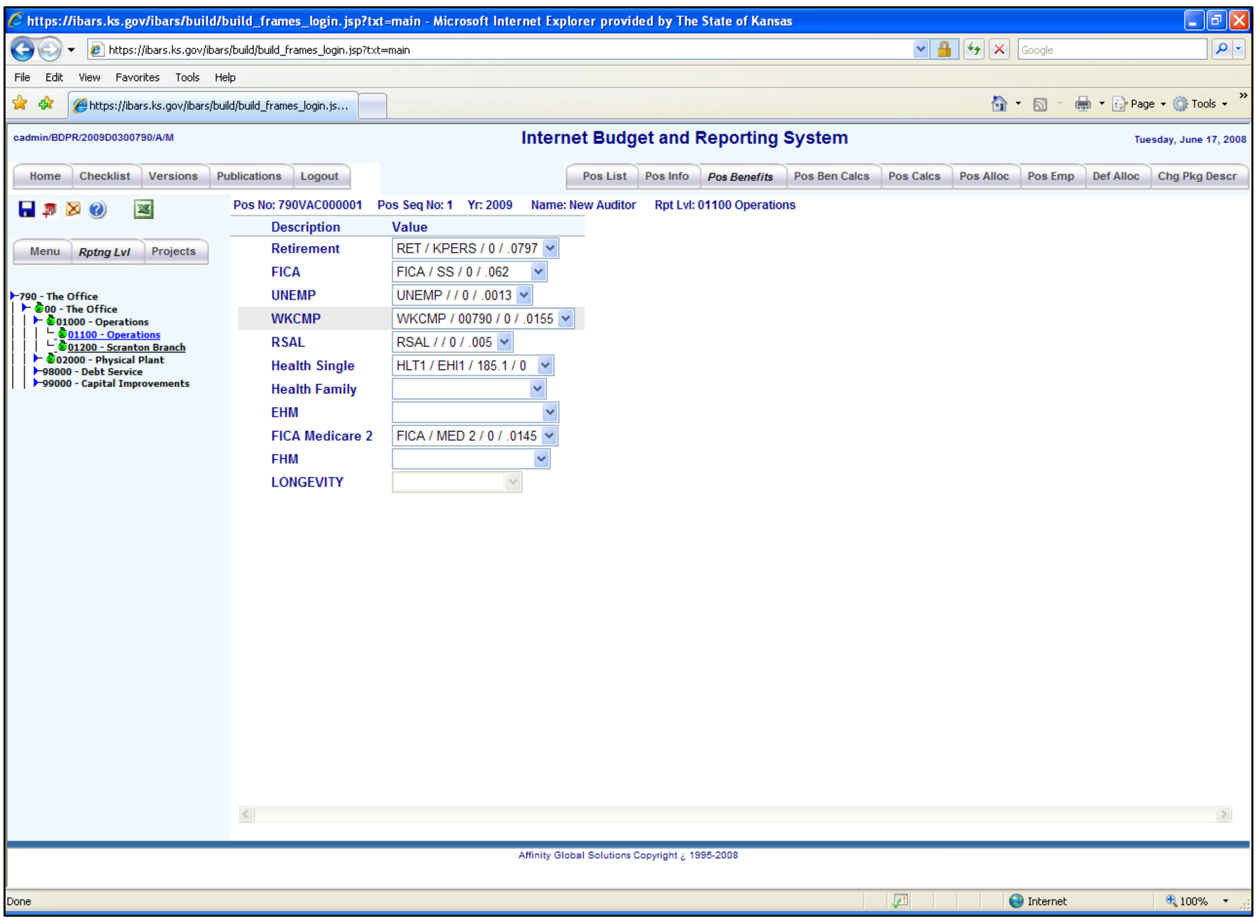
20. Click the ***Pos Info*** page.
21. Type **20XX (the fiscal year you are adding the position)** in the **Year** box.
22. Select **4273A4 Public Service Executive II** from the **Class Cd** dropdown box.
23. Type **790VAC00001** in the **Pos No** box. The **Pos No** can be the same as the **Emp ID.**
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 halfway 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 .



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** from the **Retirement** dropdown box.
36. Select **FICA/SS** from the **FICA** dropdown box.
37. Select **UNEMP** from the **UNEMP** dropdown box.
38. Select **WKCMP** from the **WKCMP** dropdown box. Choose your agency number.
39. Select **RSAL** from the **RSAL** dropdown box.
40. Select **HLT1/EHI1/** from the **Single Health** dropdown box.
41. Select **FICA/MED2** from the **FICA Medicare 2** dropdown box.



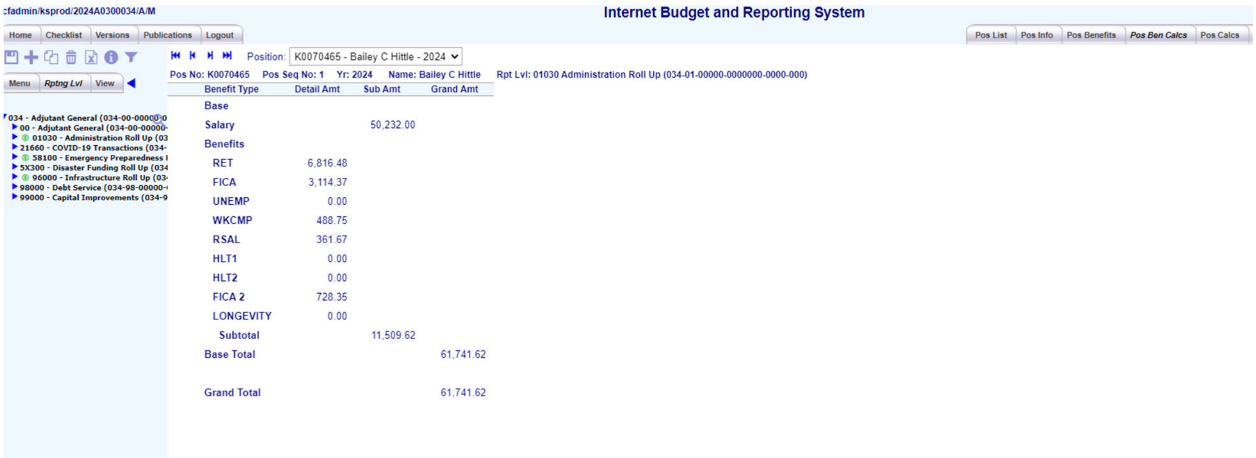
Position Detail Data Module Example – Add a New Position

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.

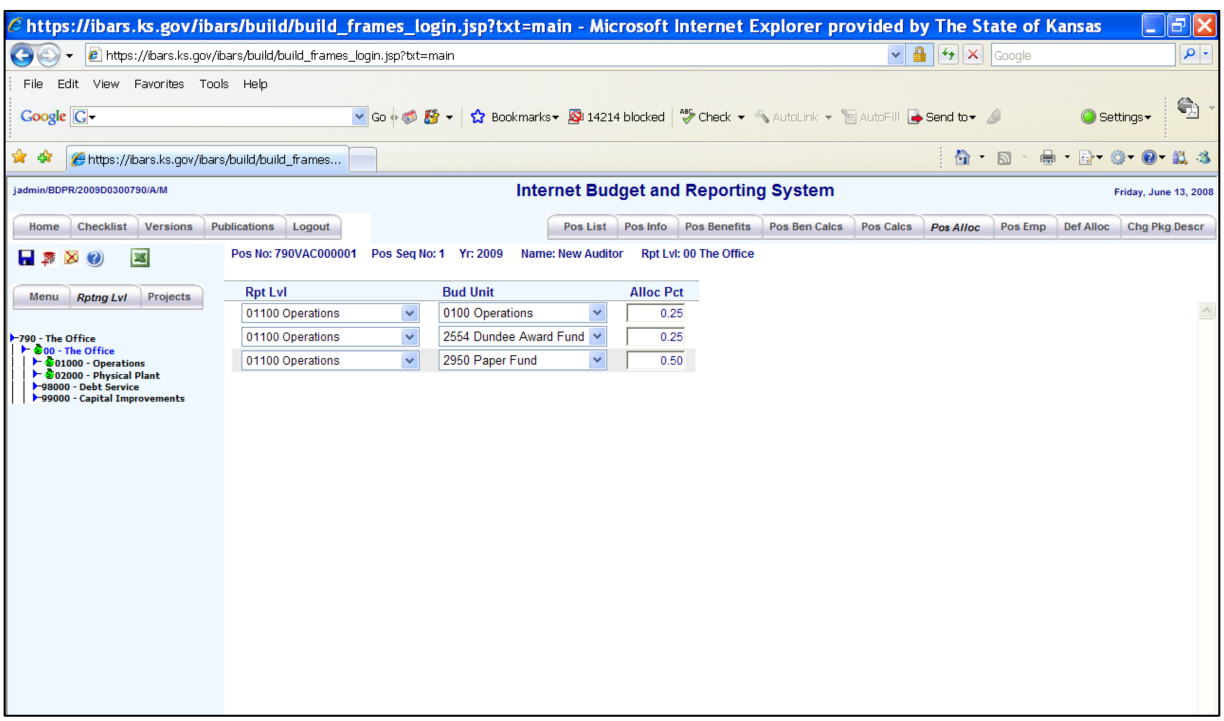
44. If desired, go to the Pos Calcs page to see the positions salary and wages breakdown by pay period.



Position Detail Data Module Example – Add a New Position

<u>Adding a Request for a New Position (cont.)</u>

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  .



Position Detail Data Module Example – Delete a Position

<u>Deleting a Position</u>

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.

Default Allocation for Salaries Examples

Default Funding for Salaries by Version

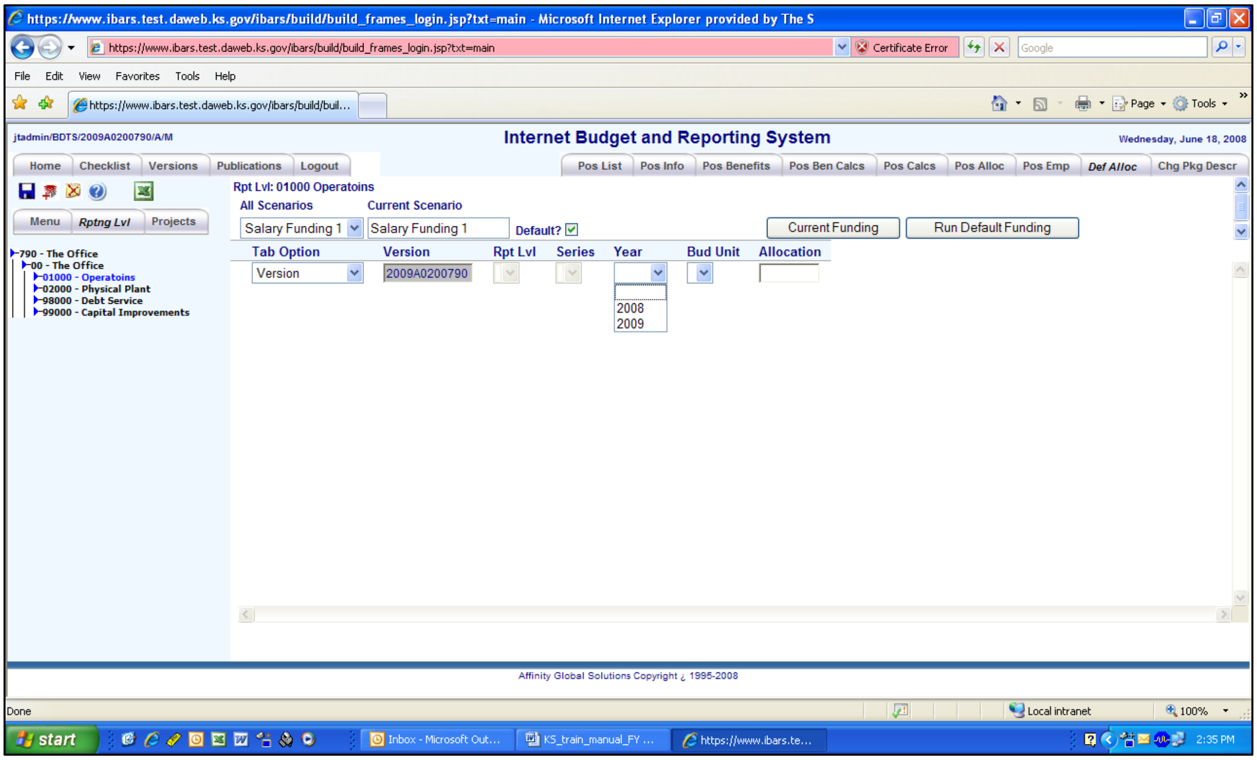
1. Select the **Add Scenario** option from the **All Scenarios** drop down on the **Def Alloc** page.

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

3. Click the Save icon .

Default Allocation for Salaries Examples

Default Funding for Salaries by Version (cont.)



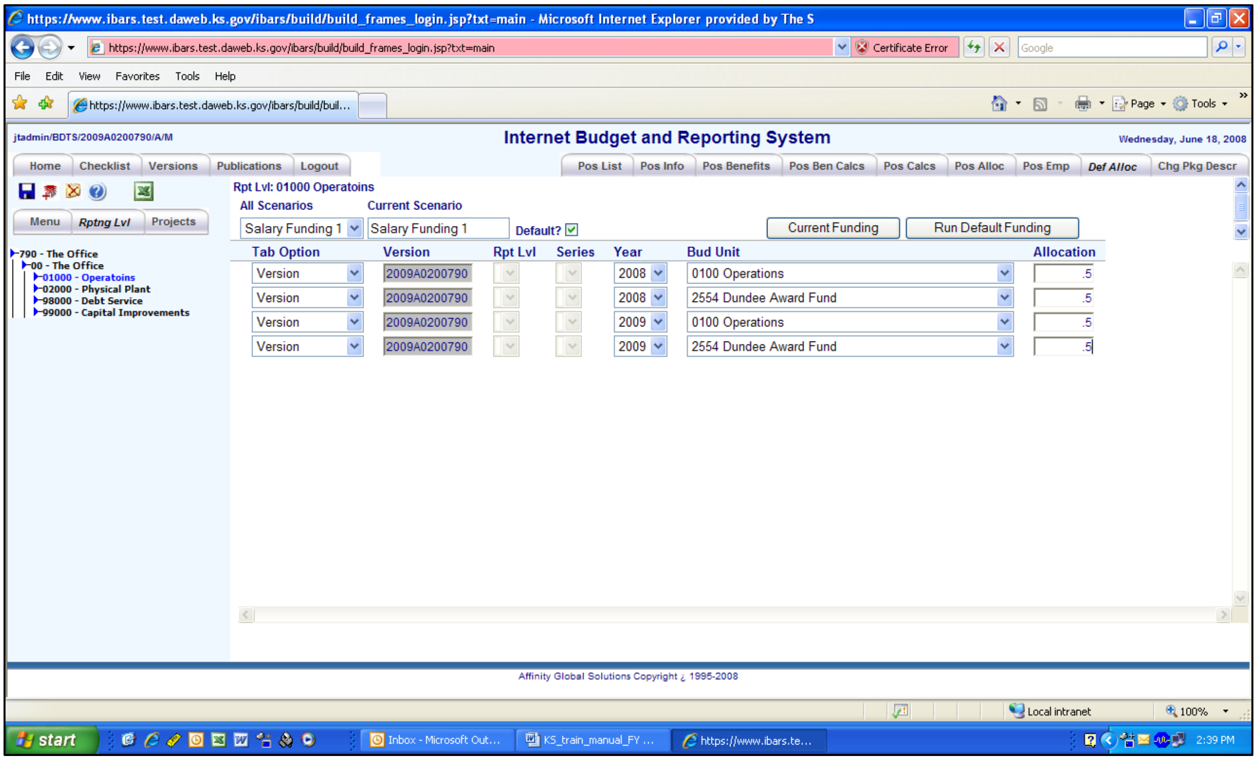
4. Select **Version** from the dropdown in the **Tab Option**. The version you are working in will automatically appear in the **Version** field.

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).

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.

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.

Default Allocation for Salaries Examples

Default Funding for Salaries by Reporting Level (cont.)

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.

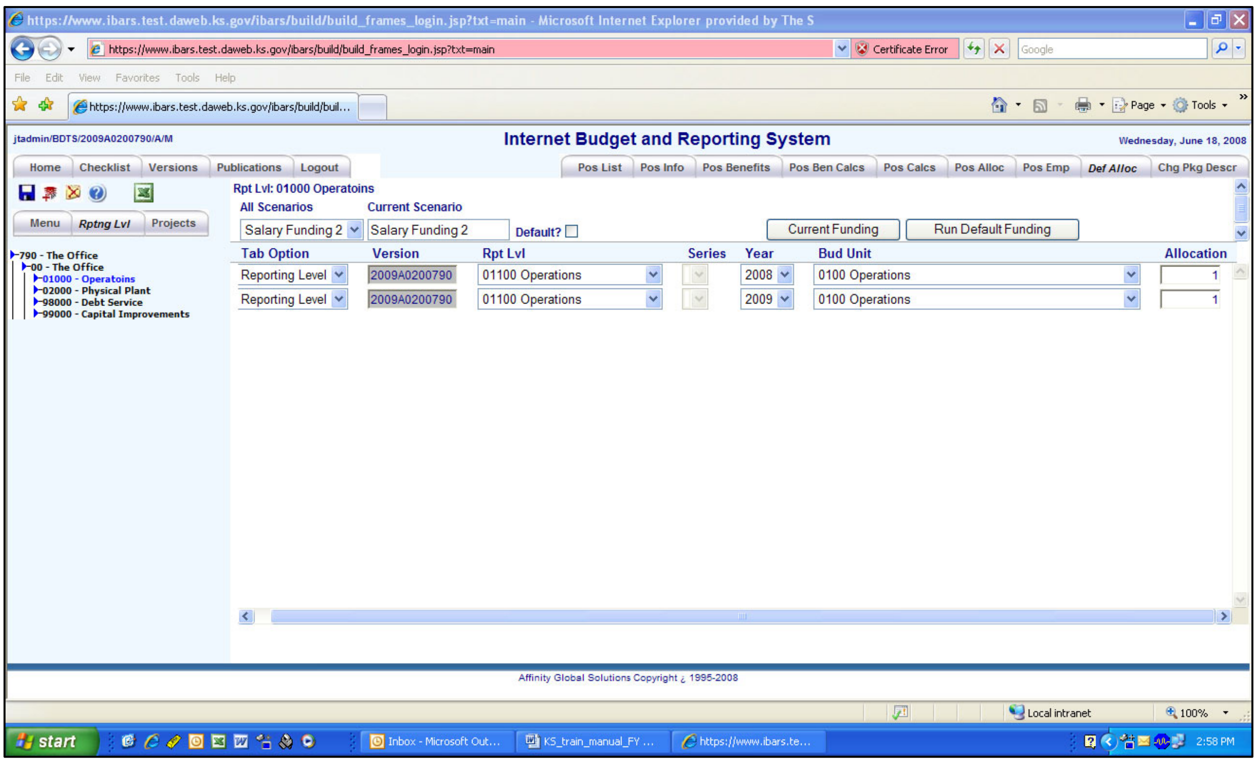
7. Click the dropdown on the **Bud Unit** field to select the budget unit you are using and enter the desired percent of funding in the **Allocation** field. Use the **Add** function to add more budget units and percentages. The scenario must total 1 for each year (ex .9 + .1 = 1).

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 Examples

Entering Base Budget Expenditures and Funding

Base Budget Entry – Expenditure

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 Department ID level.
2. Select a Department ID to begin entering data by clicking the reporting level tree on the left side of the screen.
3. To enter current year and budget year expenditures either (1) click on the **Contractual Services** (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 20CY and FY 20BY Base Budget Entry** columns. 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**.**

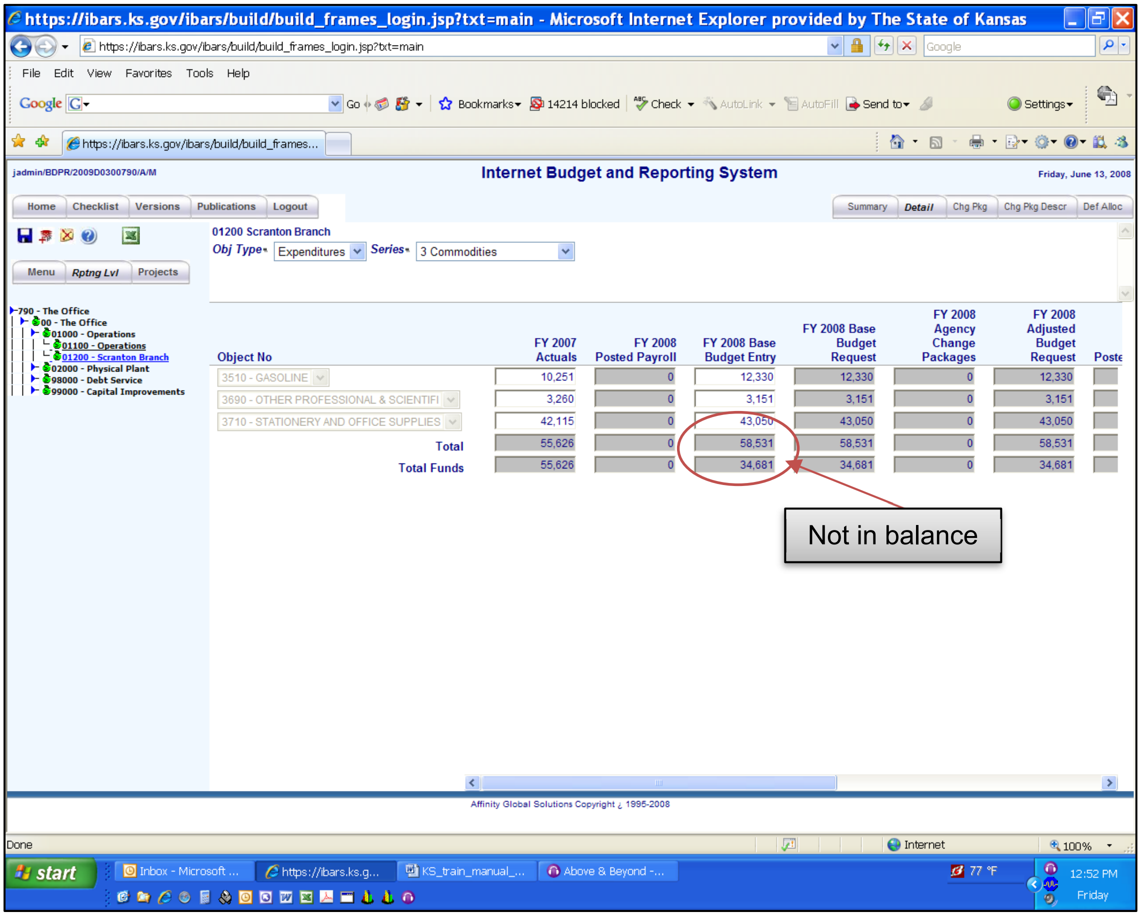
REMINDER: If the user tries to save two rows with the same **Obj No**, a “saved failed” error will appear. The user must delete one of the identical **Obj No** rows and add the expenditures or funds together, so it is in one row. This is the only time users should delete rows.

5. If a desired **Obj No** is not already listed in the previously saved rows, then the user can add a row and select the desired **Obj No** from the dropdown menu. To add a row, click the add icon  .
6. Enter data in both the current year and budget year 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 20PY 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.

Budget Request Summary Module Example – Entering Expenditure Base Budget

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**.**

Budget Request Summary Module Example – Entering 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 a Department ID to begin entering data by clicking the reporting level tree on the left side of the screen.
3. To enter current year and budget year 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**.**

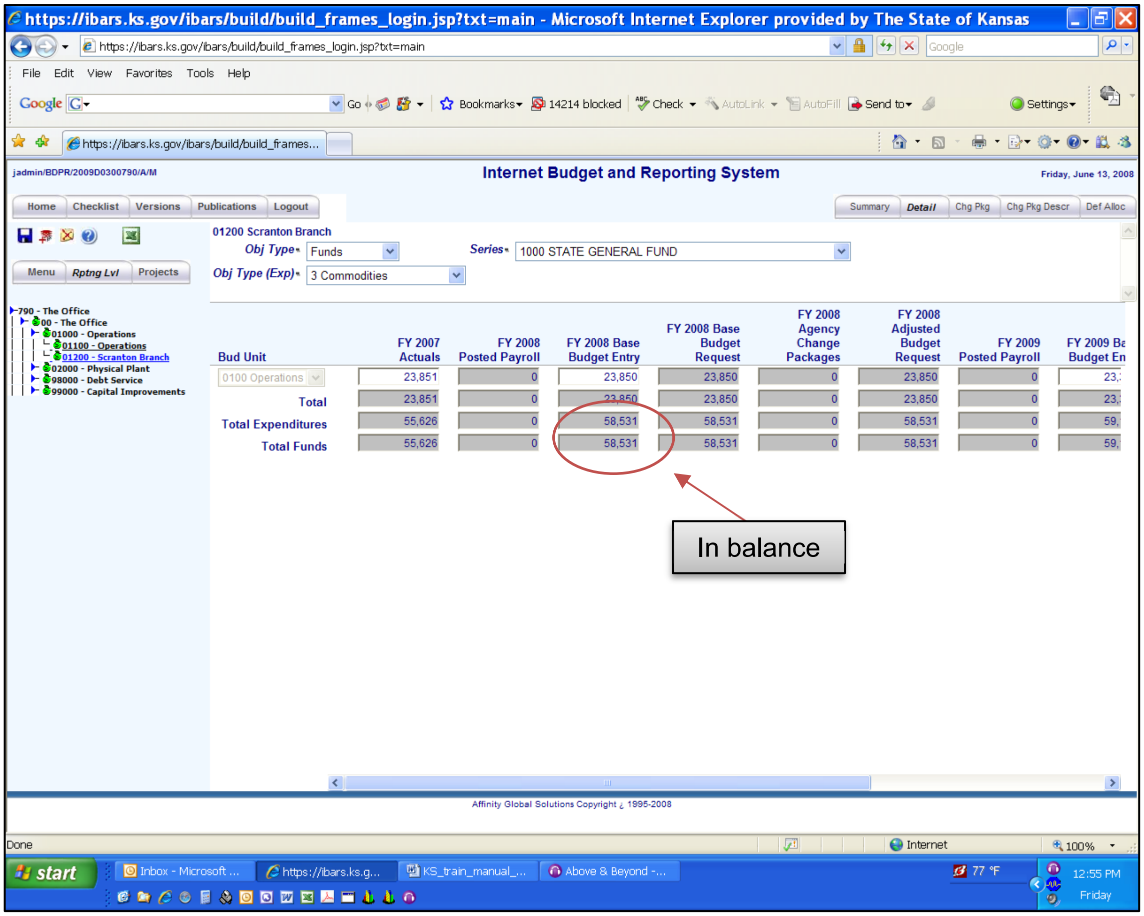
REMINDER: If the user tries to save two rows with the same **Bud Unit**, a "saved failed" error will appear. The user will have to delete one of the identical **Bud Units** and add the funding together, so it is in one row. This is the only time users should delete rows.

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 current year and budget year **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 2014 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.

Budget Request Summary Module Example – Entering Funding Base Budget

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**.**

Budget Request Summary Module Example – Entering 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 completed for the current year and budget year. 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 completed 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 No: 2, since this is the second agency enhancement change package.

    Change Description: Replacement vehicle.

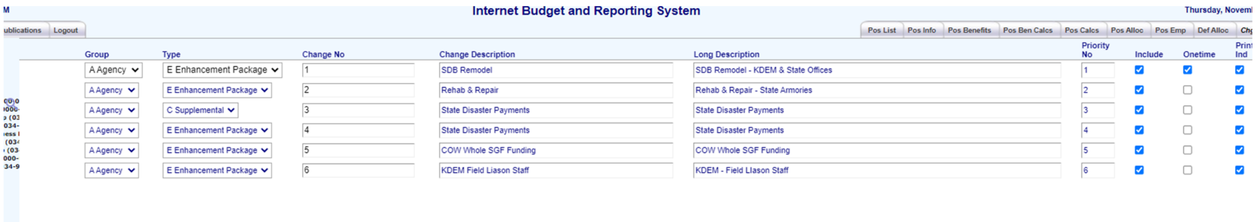
    Long Description: Replacement for auditor.

    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 .

Budget Request Summary Module Example – Entering Change Packages

Change Package Entry – Change Description (cont.)

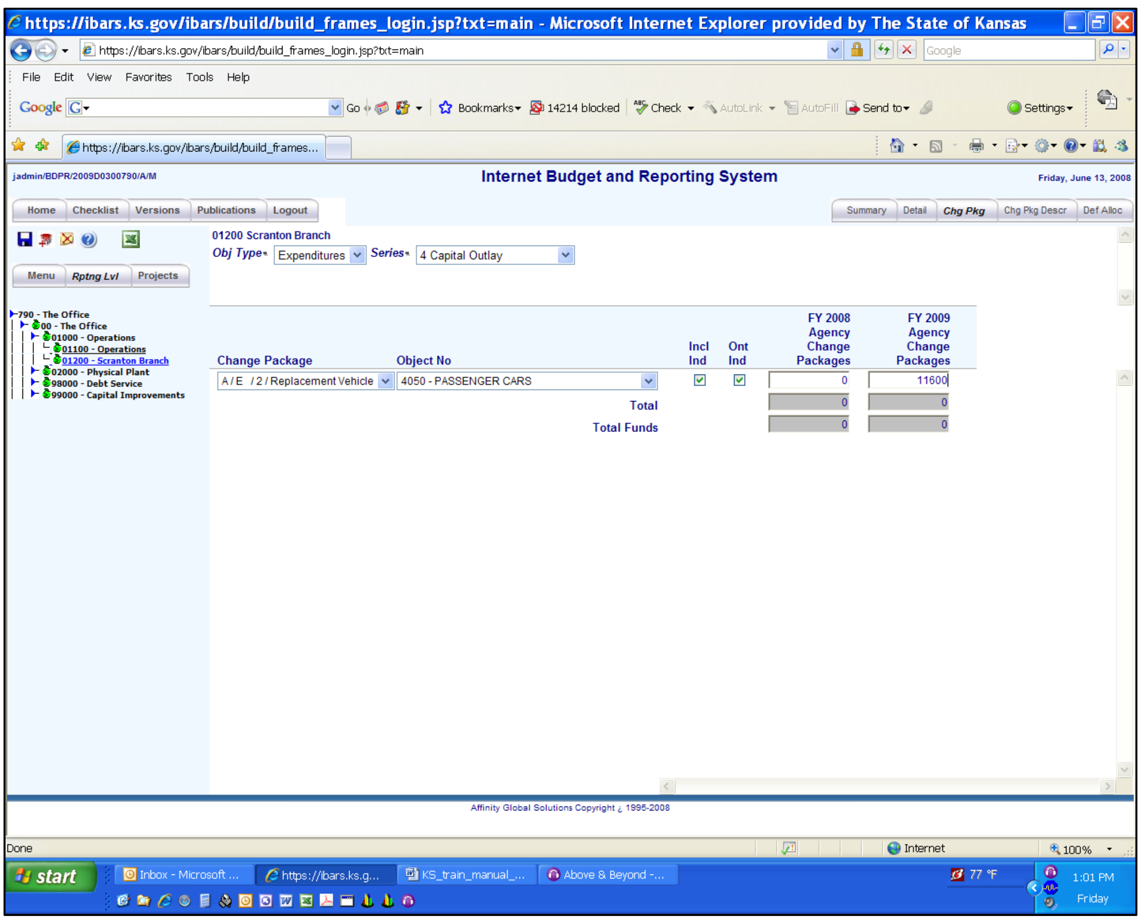


Budget Request Summary Module Example – Entering Change Packages

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 20XX Agency Change Packages** column.
13. Click the Save icon .

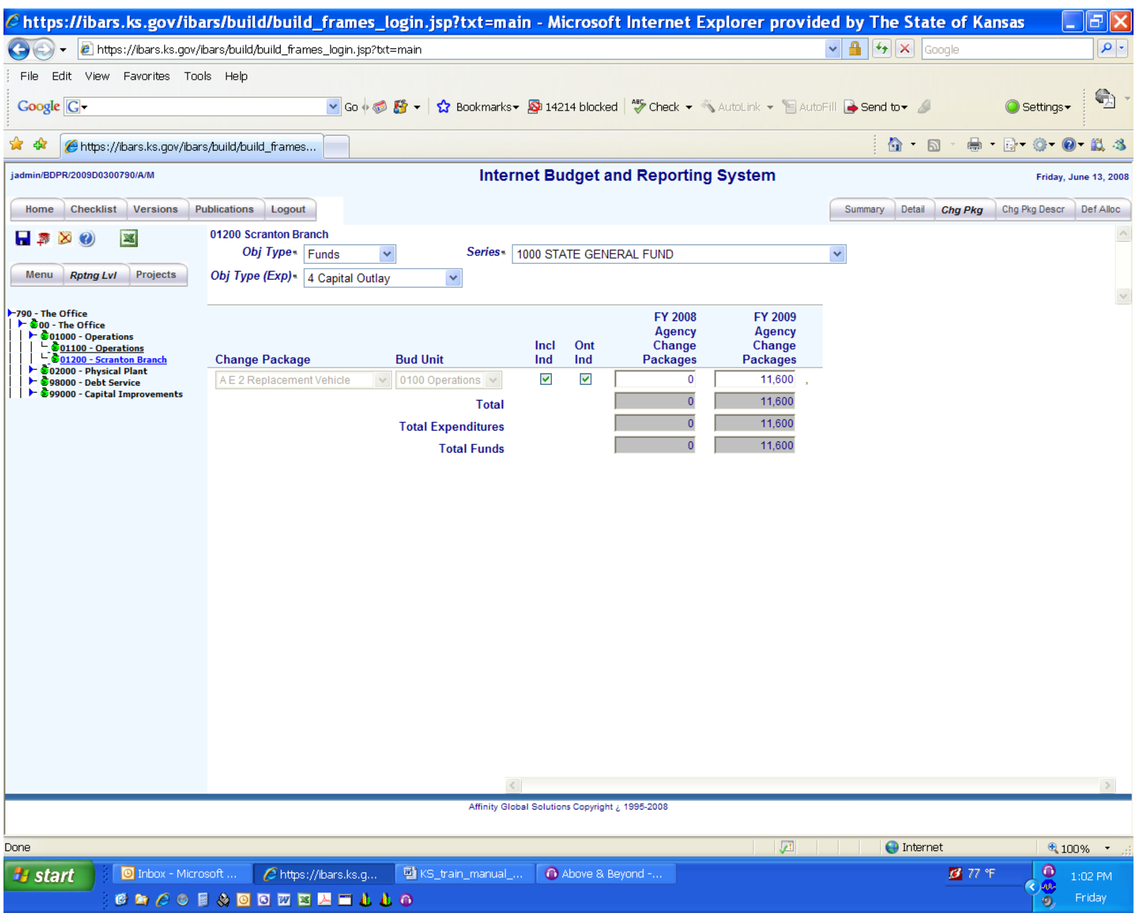
REMINDER: When entering in dollar amounts, do not use special characters such as "$", ",", or cents. Budget only in whole dollars.



Budget Request Summary Module Example – Entering 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 20XX Agency Change Packages** column.
8. Click the Save icon .



Default Allocation for Operating Budget Example

<u>Default Funding for Operating Budget by Reporting Level</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.

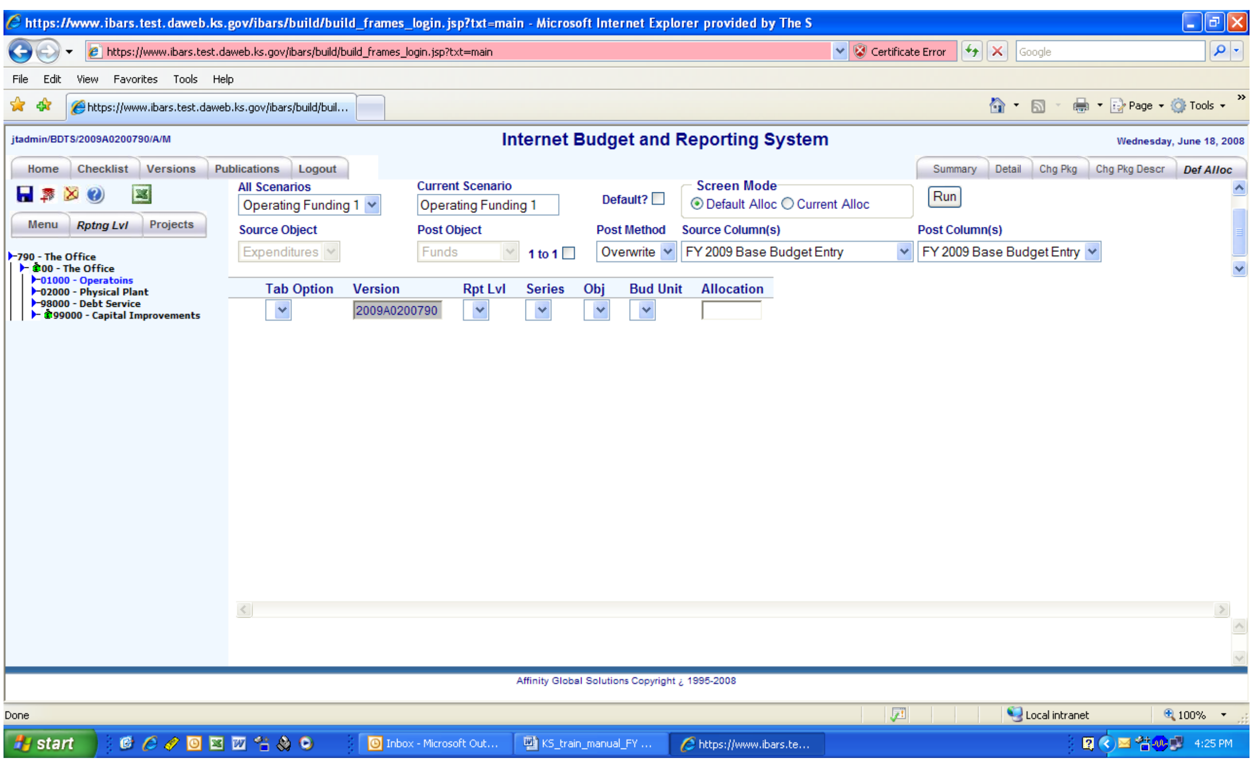
3. Click on the check mark in the **1 to 1** box to remove it.

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.

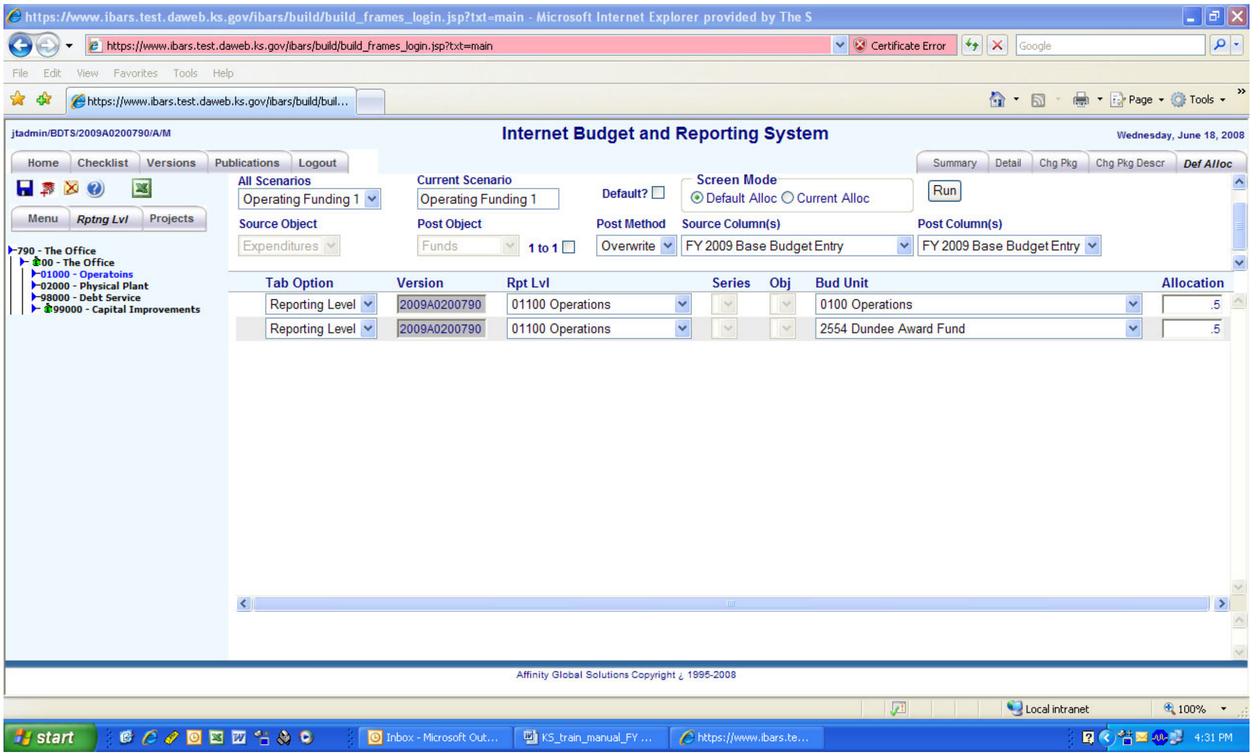
6. Select the **FY 2XXX Base Budget Entry** option from the **Post Column(s)** drop down. This entry must be the same column that was chosen in step 5.

7. Click the Save icon  .



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 Examples

Entering Revenue Estimates

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.

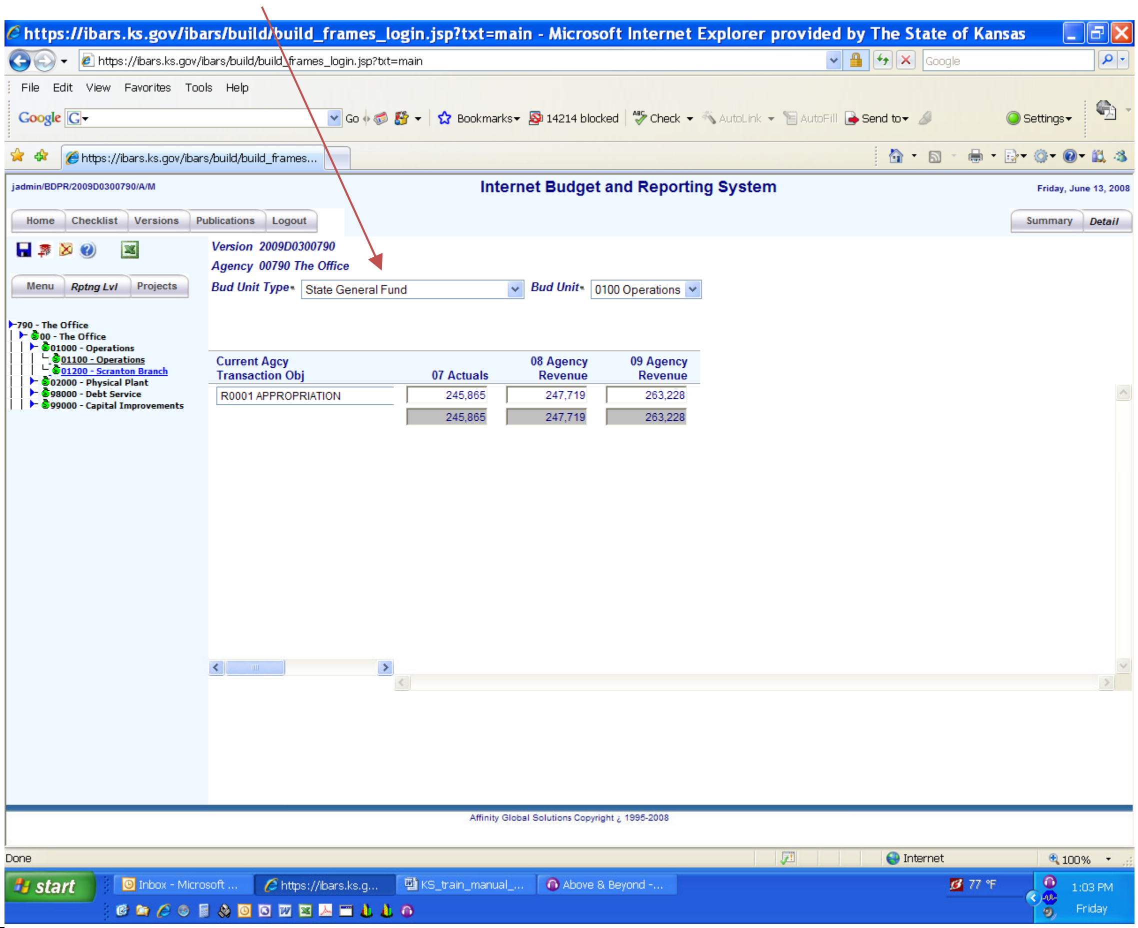
REMEMBER: Reductions such as lapses or transfers out should be entered as a negative number (ex. -300500). Also, do not use special characters such as “$”, “,”, or cents. Budget in whole dollars.

Special Fund Balance Module Example

Entering Revenue Estimates – Examples

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

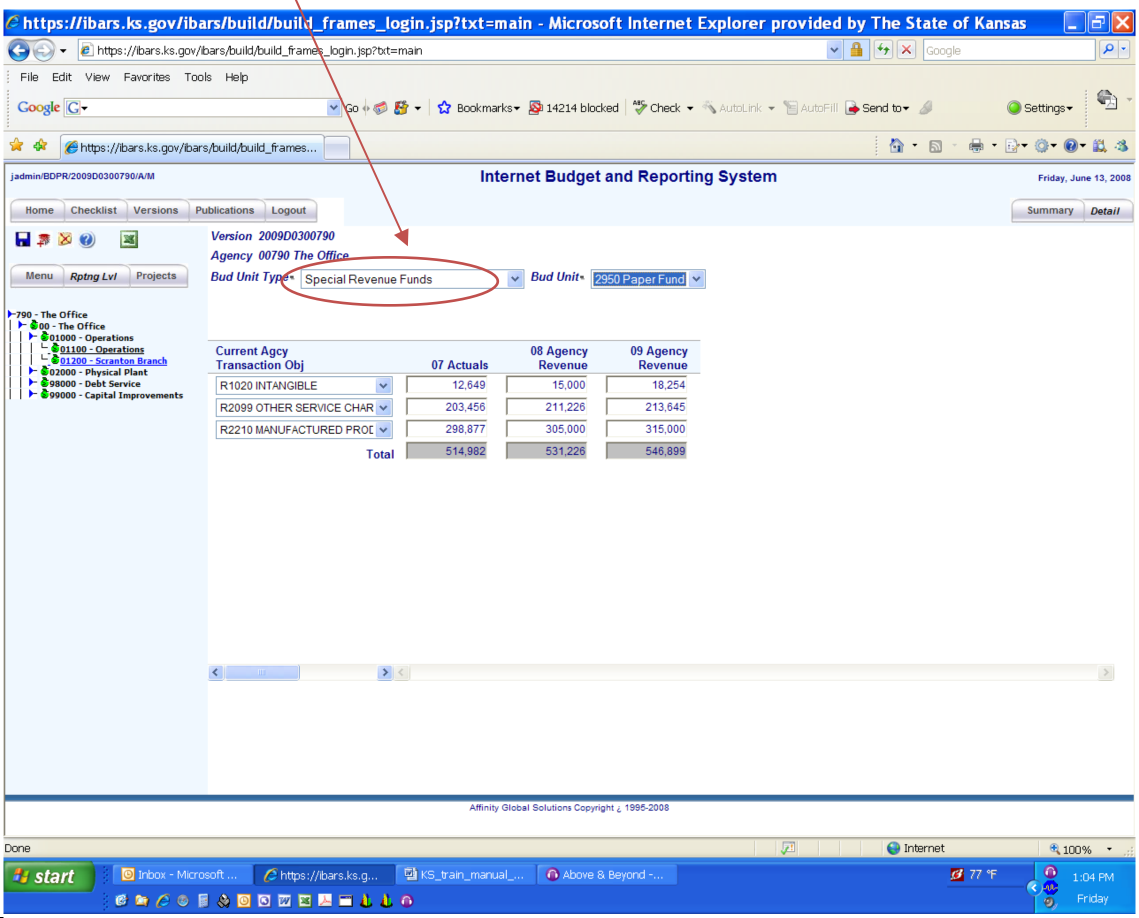
Appropriated Budget Unit



Special Fund Balance Module Example

Entering Revenue Estimates – Examples (cont.)

Special Revenue Funds



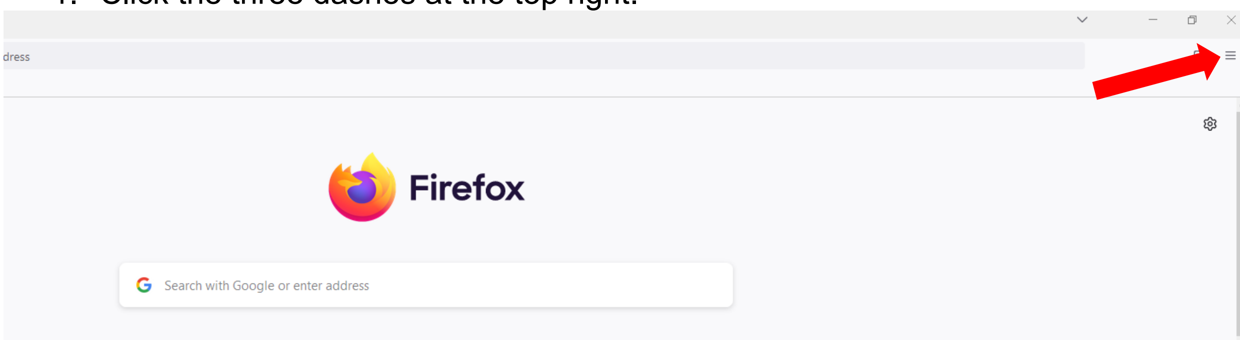
Appendix D
Initial Computer Setup

Pop Ups

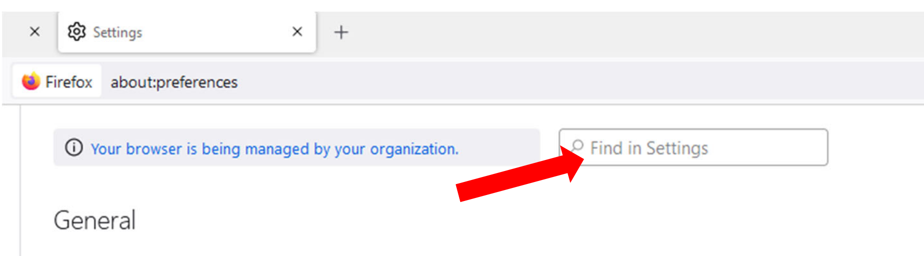
When using IBARS for the first time, you will be instructed to allow pop-ups for the website. Click "OK" when prompted.

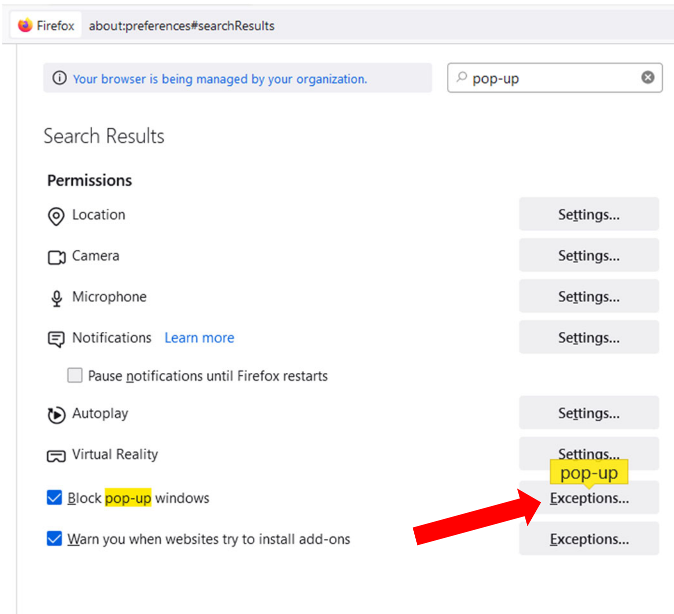
Firefox Pop-Up settings

1. Click the three dashes at the top right.

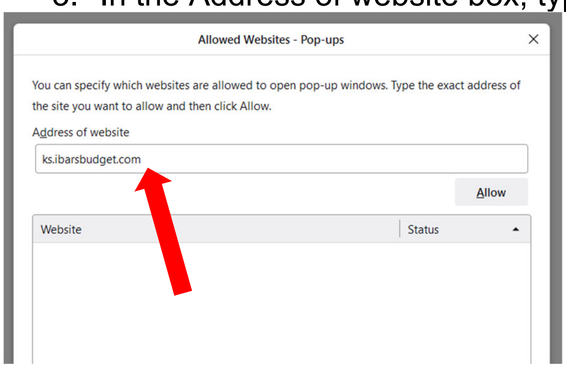


2. Then in the Find in Settings box, type in pop-up, which will highlight the Block pop-up windows. Click on the Exceptions box to the right of Block pop-up windows.





3. In the Address of website box, type in ks.ibarsbudget.com and then click Allow.

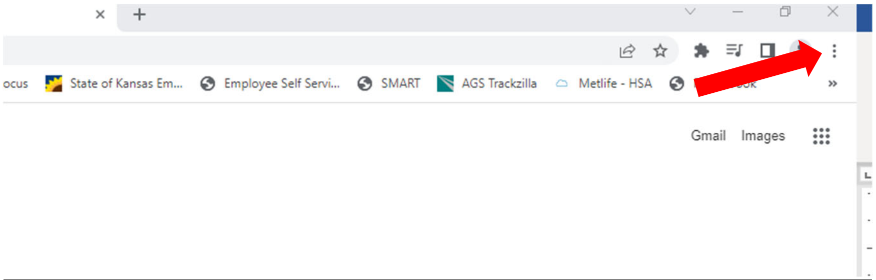


4. Then click the link below to refresh.

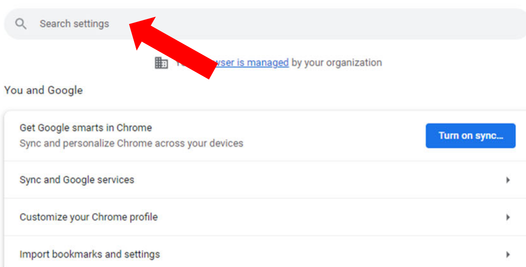
kwwsv=22nv1leduvexgjhw1frp 2leduv2vwduwxs1mvs

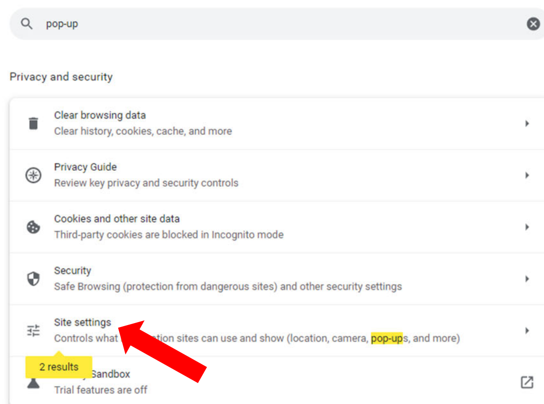
Google Chrome settings

1. Click the three vertical dots at the top right and then click Settings from the drop down.

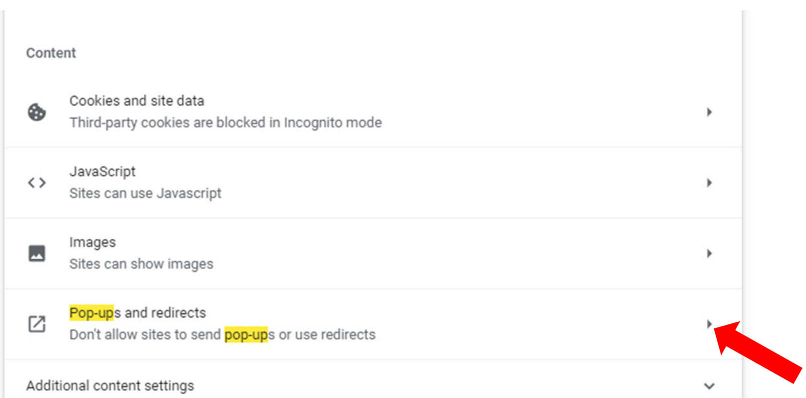


2. Then in the Search settings box, type in pop-up, which will highlight pop-up within Site settings. Then click on Site settings.

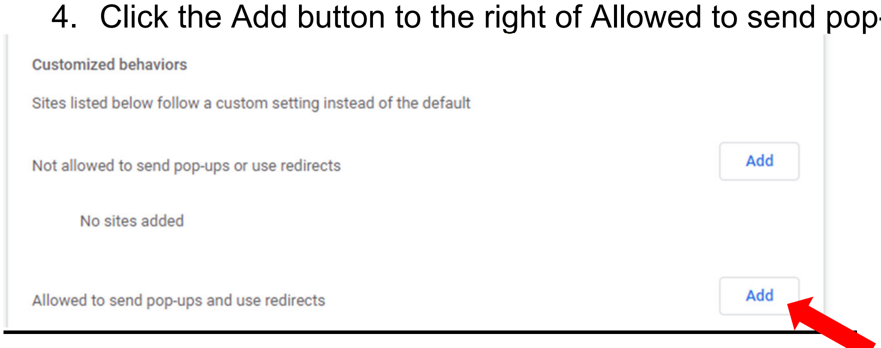




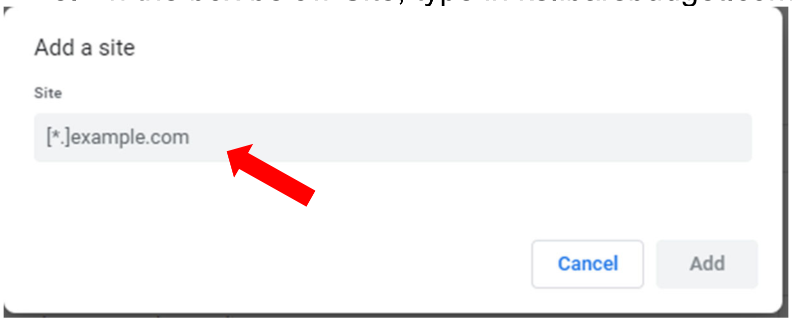
3. Scroll down until you see Pop-ups and redirects. Click on the arrow/triangle to the right of Pop-ups and redirects.



4. Click the Add button to the right of Allowed to send pop-ups and use redirects.



5. In the box below Site, type in ks.ibarsbudget.com and then click Add.



6. Then click the link below to refresh.

[kwwsv=22nv1leduvexgjhw1frp 2leduv2vwduwxs1mvs]