IBARS -- Quick Reference Guide

Getting Started

- **<u>To Log In</u>:** Go to IBARS website: https://budget.kansas.gov/ibars/ and click on https://ks.ibarsbudget.com/ibars/startup.jsp. Enter **User Id** and **Password.** If you have not yet been assigned a password, contact your DOB Analyst. If you have forgotten your password, contact the **IBARS System Administrator** at **IBARS@ks.gov.**

- **<u>To Select a Version</u>:** Click on the **Versions** tab. Click on a version (it is underlined) in the **Version** column. The version format is: budget year, version number, and agency number. <u>Example</u>: <u>2023A0300177</u> where **2023** is the budget year, **A03** is the version number, and **00177** is the agency number. Agencies should work in the **Agency Working Versions** or **A** version number series **except for version A01**. This original baseline version (**A01**) should be kept unchanged as a reference point for errors or questions.

- **<u>To Copy a Version</u>:** Click **<u>Copy</u>** on the **Versions** page. On the next screen, enter a **Version Title** and **New Version** number. Leave all other default settings. Click the **Copy** button.

- **<u>To Navigate</u>:** Use only the IBARS tabs and icons. Do not use the web browser controls.

- **<u>Numerical Format</u>:** Do not use dollar signs or other special characters. Budget only in whole dollars. Do not use cents.

- **<u>Do Not Delete</u>: Please do not delete anything in the FY 20PY** (PY=prior year actual) **Actuals columns!** If you think an actual figure is incorrect, call your DOB analyst or note it in the written narrative**. Please 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.

  <u>References</u>: *The IBARS User Manual* can be found under Working Documents at: budget.kansas.gov/ibars/. *The Budget Instructions* and *Cost Indices* can be found at the Agency Information Center https://budget.kansas.gov/agency-info/ .

Position Detail Data

- **<u>Data Download</u>:** Position data from SHARP will be loaded for FY 20CY (CY=current year) and FY 20BY (BY=budget year). FY 20PY (PY=prior year) actual salary and wage expenditures by object code will be loaded into the ***Budget Request Summary***.

- **<u>To Get To Position Data</u>:** Click on the **Checklist** tab. Click on the words ***Position Detail Data*** in the checklist *(*do not click the box*).*

- **<u>To Select a Reporting Level</u>:** Click the blue arrows next to the **Agency** reporting level in the blue panel on the left side of the screen. To drill down to other reporting levels, click on the blue arrow next to each reporting level displayed. Agency users will work in the **Department ID** level.

- **<u>To View Position Data</u>:** Select a position from the **Pos List** screen by clicking on a position number in the **Pos No** column. Position data can be edited on the **Pos Info** and **Pos Emp** pages. Benefits can be changed on the **Pos Benefits** page. Funding source, funding allocation, and reporting level assignments can be changed on the **Pos Alloc** page.

- **<u>To Add a New Position</u>:** New positions must be attached to a **change package**. Click on the **Chg Pkg Descr** page. If necessary, click the **Add** icon to add new fields. Select **A Agency** from the **Group** column. Select **C Supplemental (for CY)** or **E Enhancement (for BY)** from the **Type** column. Enter a **Change No** (change package number) and description for each package. Make sure the **Include** box is checked, unless it is for **Reduced Resources**. All other items can be left blank. Click the **Save** icon. Click on the **Pos List** page. Click the **Add** icon. The system will ask if you want to add a position or an employee. Add a position is used when you have already created, or the system already has the employee ID. Add an employee is used to add a new employee by creating the Emp ID and name. For new positions, the **Emp ID** first must be created on the **Pos Emp** page. The format for the **Emp ID** is: agency number; **VAC**; and a unique four digit number. <u>Example</u>: 280VAC0001. Enter a **Name** and check the **New Emp Ind** box. Leave all other fields blank or set to the default value. Click the **Save** icon. Next, click on the **Pos Info** page and click the **Add** icon and select add position and enter all necessary information. The following fields should be left blank: **Compute Incr Ind, End Dt, Next Incr Dt, Date2, Date3, Date4, Date5, Qualifier B, Qualifier C, Sub Sched Ind, Sub Sched No, Lump Sum Amt, Lump Sum Descr, Qualifier B, and Recalc Benefits**. The **Emp ID** and **Pos No** can be the same. Make sure to select the **change package** in the **Bud Chg** drop down box. The **Pyrll Ind** box should be **Y Yes**, if you wish for the position to be counted in the FTE count. Click the **Save** icon. Click the **Pos Benefits** tab to select the appropriate benefits information. Click the **Save** icon. Click the **Pos Alloc** tab to select reporting levels, budget units, and funding allocation percentages. Click the **Save** icon.

- **<u>To Delete a Position</u>:** Click in any **white box** containing a value on the **Pos Info** page of the position you wish to delete. Click the **Delete** icon. All of the fields will turn gray and become italicized. To complete the delete process, click the **Save** icon.
- **<u>To Complete the Position Module</u>**: Click the **Checklist** tab. Click the box between the words ***Position Detail Data and Not Complete***.
- **<u>Reminders</u>**: Remove any obsolete positions and make other adjustments to "clean up" the data.

Budget Request Summary

- **<u>Data Download</u>:** SMART expenditures and funding for the FY 20PY Actuals will be loaded into IBARS. Revisions to the FY 20CY approved budget can be done in change packages or in the Base Budget Entry column. Enter base budget expenditures and funding in the FY 20BY Base Budget Entry columns at the **Department ID** level.
- **<u>To Get to Budget Data</u>:** Click on the **Checklist** tab. Click on the words ***Budget Request Summary*** in the checklist *(*do not click the box*).*
- **<u>To Select a Reporting Level</u>:** Click the blue arrows next to each reporting level in the blue panel on the left side of the screen. To drill down to other reporting levels, click on the blue arrow to the left of each reporting level displayed. Agency users will work in the **Department ID** level.
- **<u>To Enter Budget Expenditures, Funding, or Statistic (FTE)</u>:** Click on the **Detail** tab to select a category of expenditure or funding. Or from the **Summary** page, click on the displayed category of expenditure or funding (it will be underlined). On the **Detail** page, **Expenditures**, **Funds**, or **Statistic** (FTE) can be selected from the **Obj Type** drop down box. When **Expenditures** is selected, users must choose a **Series** (category of expenditure). When Funding is selected, users must choose an **Obj Type (Exp)** (expenditure category) and a **Series** (fund). Enter amounts in the Base Budget Request columns. If a new **Object No** or **Bud Unit** row is needed, click the Add icon and select from the drop down boxes. Click the **Save** icon after each entry.

- **To Create Change Packages:** Click the **Descr** tab to enter change package information. Change packages can be added by clicking the Add icon. Select **A Agency** from the **Group** column. Select **C Supplemental (for CY)**, **E Enhancement (for BY)**, or **I Capital Improvements** from the **Type** column. Enter a **Change No** (change package number) and type description for each package. Make sure the **Include** box is checked except for **Reduced Resources packages**. All other items can be left blank. Click the **Save** icon after each entry.

- To Enter Change Package Expenditure and Funding Amounts: In the ***Budget Request Summary***, select the reporting level and click the **Chg Pkg** tab at the top of the page. When **Obj Type - Expenditures** is selected, users must choose a **Series** (category of expenditure) and select the **Change Package** and **Object No** from the drop down boxes. When **Obj Type - Funds** is selected, users must choose a **Series** (fund) and an **Obj Type (Exp)** (expenditure category). Change package funding can be added by clicking the Add icon and selecting the **Change Package** and **Bud Unit** from the drop down boxes. Enter expenditures and funding for change packages in the **Agency Change Packages** columns. FY 20CY supplemental requests and FY 20BY enhancement requests. FY 20BY reduced resources must also be done through **change packages**. Click the **Save** icon after each entry.

- **To Check for Variances**: **Total Expenditures** must match **Total Funds** for each column, expenditure class**,** and reporting level. IBARS will display variances in the **Detail** page when viewing **Obj Type – Funds**. Users can also run a **SR06 Budget Validation** report (under the **Publications** tab) to view variances.

- **To Complete**: Click the **Checklist** tab. Click the box next between the words ***Budget Request Summary and Not Complete***.

- **Reminders:**

  - Remember to enter expenditures and funding for **Shrinkage**. **Shrinkage** should be entered as negative numbers in the FY 20CY and the FY 20BY Base Budget Entry columns.

  - Make sure **Official Hospitality** is budgeted.

  - **Reduced resource change packages** must be entered, but turned off by unchecking the **Include** box.

  - **Actual FTE counts from the FY 20PY Actuals FTE** counts by program are not included in IBARS. Those figures must be provided to DOB and Legislative analysts through the agency narrative or some other means.

Special Fund Balance

- **Data Download:** FY 20PY actual revenues; FY 20CY appropriated, reappropriated, and lapsed amounts will be loaded into Ibars. This information is from SMART and should not be changed.

- **To Get To Revenue Data:** Click on the **Checklist** tab. Click on the words ***Special Fund Balance*** in the checklist *(*do not click the box*)*.

- **To Enter Revenue Estimates:** Select a **Fund Type**from the drop down menu. Next, select a **Budget Unit** from the list by (1) clicking on the name of a budget unit or (2) clicking the **Detail** tab and then selecting the desired budget unit from the **Bud Unit** drop down menu. Enter revenue estimates in the **Agency Revenue** columns. New revenue object code rows can be added by clicking the add icon . Click the **Save** icon to save your entries. Repeat for all other **Bud Units Types** and **Bud Unit**.

- **To Complete**: This module does not need to be checked to complete like the other two modules.

- **Reminders:**
    - Make sure all budget units for all funds are completed. Review each budget unit by running a **404** or **404Agg** report (under the **Publications** tab).
    - Appropriated fund (SGF, EDIF, etc.) supplementals or enhancements tied to change packages should not be included in the revenue amounts. This will cause your appropriated fund ending balances to be negative if you are requesting additional funds. This is okay and will be another sign that additional funds are being requested.

Reports

- **To Run Reports**: Click on the **Publications** tab. Choose either **STANDARD** or **CUSTOM** from the **Select** drop down menu. Click on the desired report in the **Report ID** column. Select desired report options (requested budget information shows up under a column called FY 20CY or FY 20BY Adjusted Budget Request). Select report format: **HTML** or web-based; **PDF** which can be viewed in Adobe; or **CSV** which can be used in Excel. Click **OK** to generate the report. Reports will display in a different browser window and can be kept open while working in other IBARS modules.
- **Commonly used CUSTOM reports: 406/410** or **406/410S** (Expenditures and Funding); **404** or **404 Agg** (Budget Unit and Fund revenue, expenditures, and balances); **DA 412** (Position data by Class Code).
- **Commonly used STANDARD reports**: **SR05** (Expenditures and Funding); **SR04** (Change Packages); **SR06** (Budget Variances); **SR14** (Position Detail).

Submitting the Budget

- **To Submit the Budget:** Click on the **Versions** tab. Click **Submit** next to the agency version you wish to use as your official submission. On the next screen, **leave all settings to the default options**. Click the **Copy** button. The **Progress Box** will appear on the screen. Once the copy function is complete, a submitted version will be visible on the **Versions** page
- **Reminders**:
    - Make sure the ***Position Detail Data*** and ***Budget Request Summary***. If the system won't let you check to complete, this means the entries are out of balance. Run the SR06 budget variance report to determine the corrections that need to be made.
    - Provide 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. The numbers in the budget narrative submission should match the numbers entered into IBARS.
    - Remember to include **performance measures** in the budget narrative submission.
    - **FY 20CY Approved appropriated funds** must be equal to or less than amounts approved by the appropriations bill passed during the most recent Legislative Session. Any dollar amount above the approved appropriations should be in a supplemental change package.
    - The base budget amounts for FY 20BY must match the **budget year allocations** for appropriated funds from the DOB. Any amounts above the allocations must be in enhancement change packages.

Questions/Help

- Requests for a password reset should be directed to the **IBARS System Administrator** at: IBARS@ks.gov.
- Questions or requests for assistance should first be directed to your **DOB Analyst**.
- The DOB phone number is: **785-296-2436.** Our website is: **http://budget.ks.gov.**