

IBARS

Internet Budget and Reporting System

User Manual



Division of the Budget

IBARS User Manual

Division of the Budget
June 2014

IBARS User Manual

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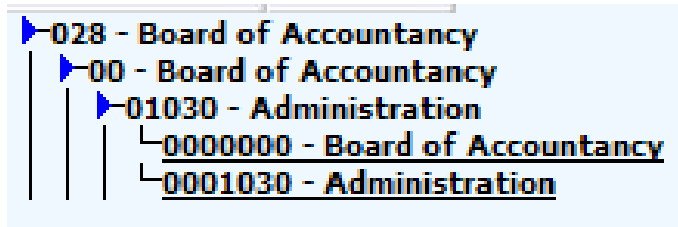
IBARS & Budgeting Tips

1. **Questions.** If you have general budgeting or IBARS questions, please start with your DOB analyst. If the question needs to be addressed to the System Administrator, your analyst will do so.

The DOB phone number is **(785) 296-2436** and the website is <http://budget.ks.gov>. The website contains the budget instructions, budget indices, budget forms, *The Governor's Budget Report*, *The Comparison Report*, and other helpful information. The website to log on to the IBARS system is <https://ks.ibarsbudget.com/ibars/startup.jsp>.

2. **Do not delete anything in the FY 2014 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. **Conversion Programs.** Any actuals that fall under the CONV or CONVE (conversion) programs level will have to be moved into a real program. Please tell your analyst where the expenditures need to be moved. You will not be able to do this yourself since the actuals column will be closed.
7. **Key Dates & Budget Submission.** IBARS will open to users in early August. 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.
8. **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.
9. **FTE Positions.** Include the actual number of FTE positions by program in your narrative. This information is not included in the SHARP download.
10. **Navigation.** Do not use the back and forward web browser buttons. These will not work in IBARS.

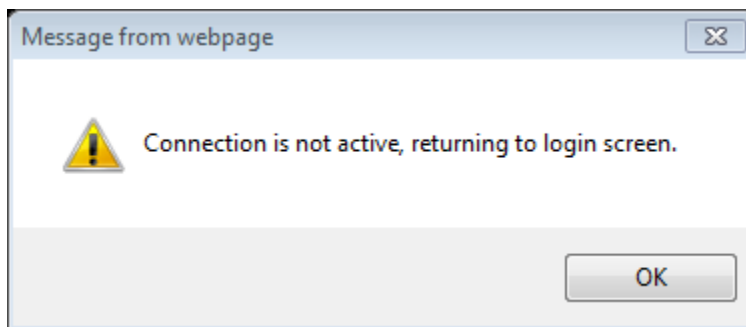
11. **Logging Out.** Always log out of the system using the Logout tab rather than closing the web browser window. If only the browser window is closed, the system will still show you as logged in. If this is done several times, you will have multiple connections going simultaneously until you get a maximum connections error.
12. **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

13. **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.



14. **Current Year Approved Budgets.** Your base budget submission for FY 2015 should not exceed the approved amount. The *2014 Session Laws of Kansas* will have the appropriation bills that outline your approved budget and other provisos that direct agency activities. The session laws can be found at http://www.sos.ks.gov/pubs/pubs_session_laws.aspx. The session laws will contain the budget as originally approved. The agency charts of accounts are maintained as a part of the SMART accounting system. The chart of accounts will list the latest approved expenditures including reappropriations, revisions, etc. for each fund. Any additional amounts that the agency would like to be approved for the current year must be submitted as a supplemental change package.
15. **Budget Year Allocations.** Your base budget submission for FY 2016 and FY 2017 must not exceed the DOB allocations for appropriated funds. Allocated funds include the State General Fund, the Economic Development Initiatives Fund, the State Water Plan Fund, the Children’s Initiatives Fund, and the Enhanced Lottery Act Revenues Fund.

16. **Official Hospitality.** Remember that in the appropriations bills official hospitality amounts are included in the total. 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 2014 actual expenditures, revenue, and fund balances that were extracted from the SMART system. Also included will be the entire FY 2015 approved budget. In addition, individual employee data for FY 2016 and FY 2017 will be in the system. Agencies must review and update employee data as necessary. Revisions to your FY 2015 approved budget must be identified and distributed in the most accurate manner possible by the use of change packages. Agencies should build their FY 2016 and FY 2017 budgets based on the allocation amount provided by the Division of the Budget.

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

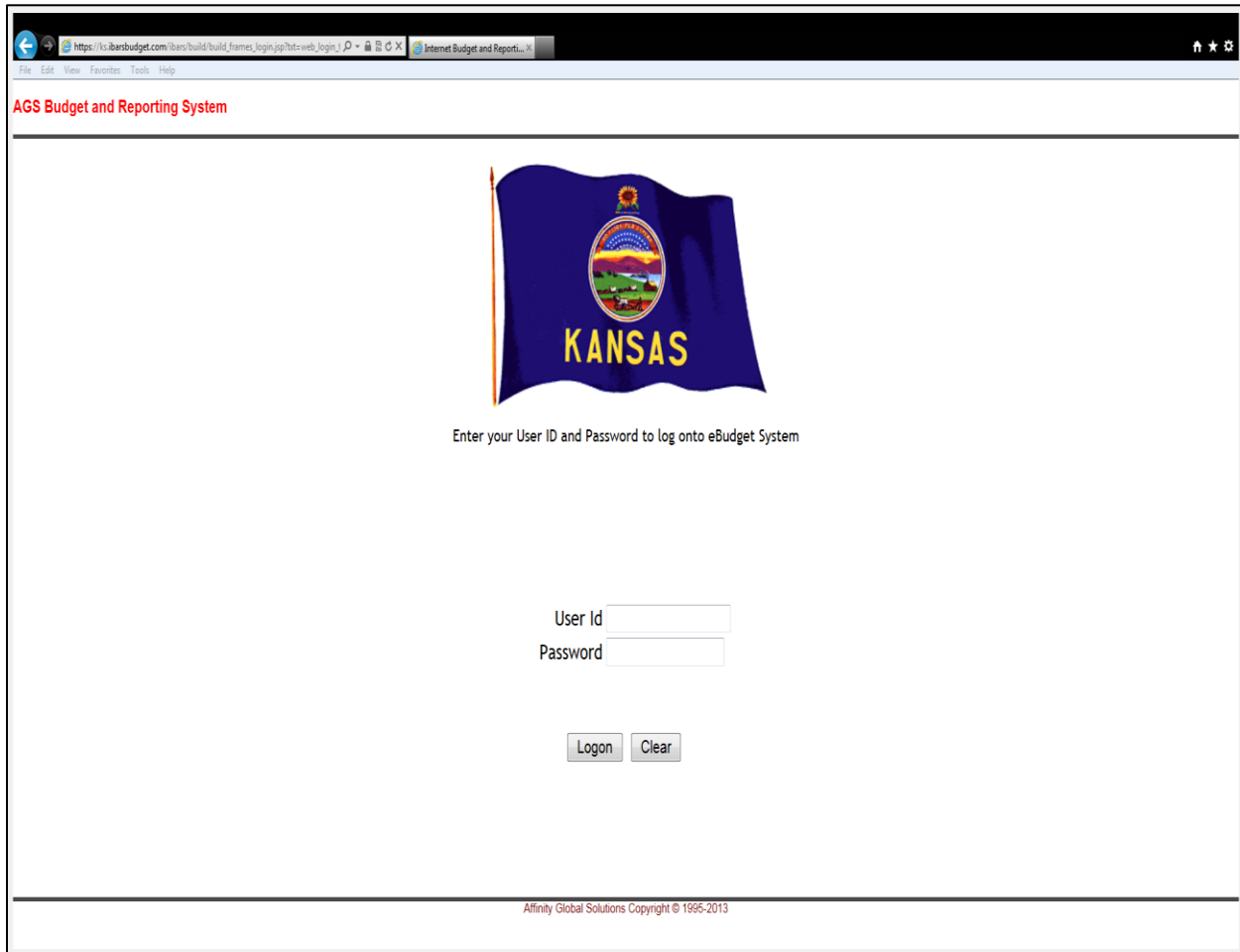
On September 15th, the agency should provide two hard copies and one electronic copy to DOB and one hard copy to KLRD of the following:

- Narrative information
- 404s – revenue and expenditure information (check with your analyst)


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

Getting Started

Logging Into IBARS



AGS Budget and Reporting System



Enter your User ID and Password to log onto eBudget System

User Id

Password

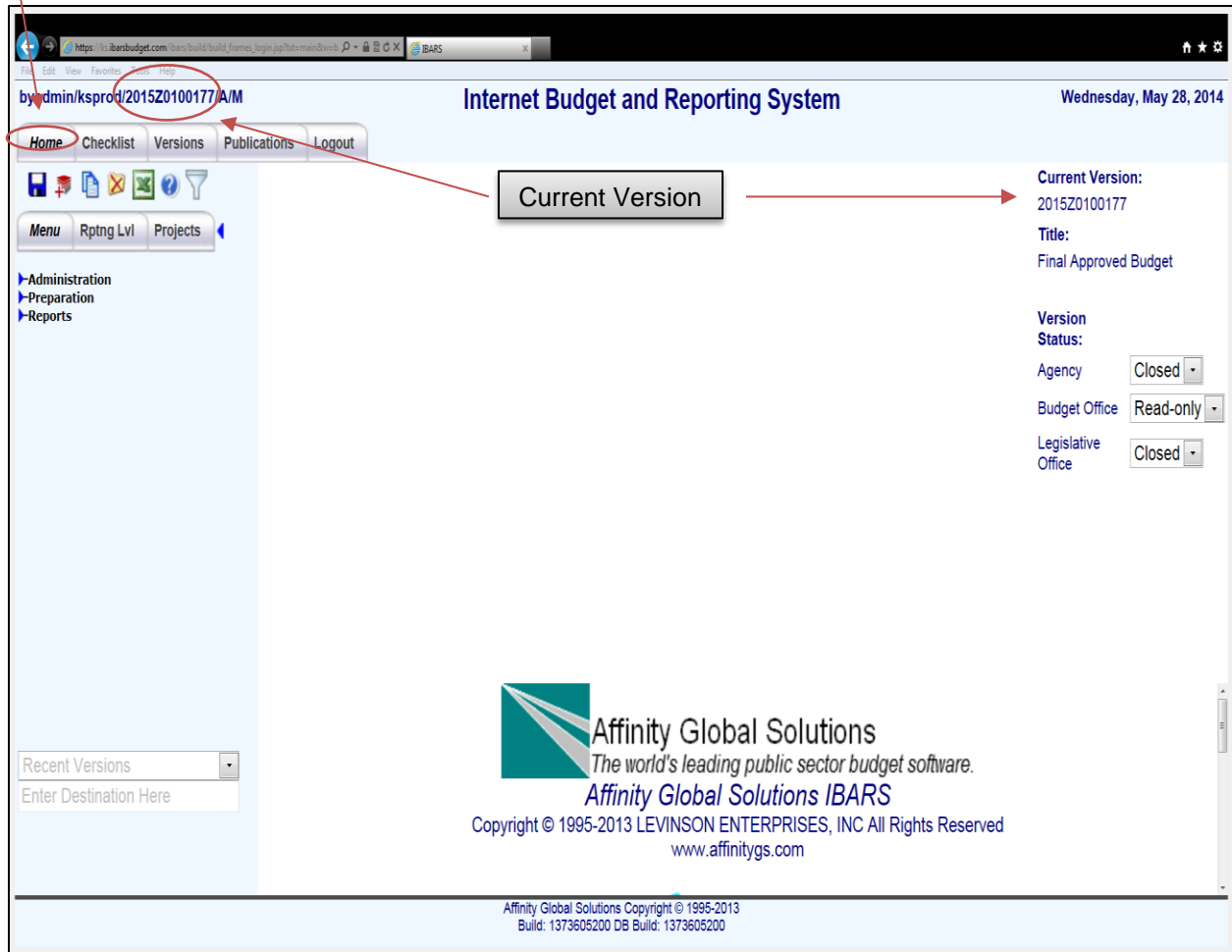
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Although IBARS may work in other web browsers, it is recommended that **Internet Explorer** be used.

Entering the Internet Budget and Reporting System (IBARS)

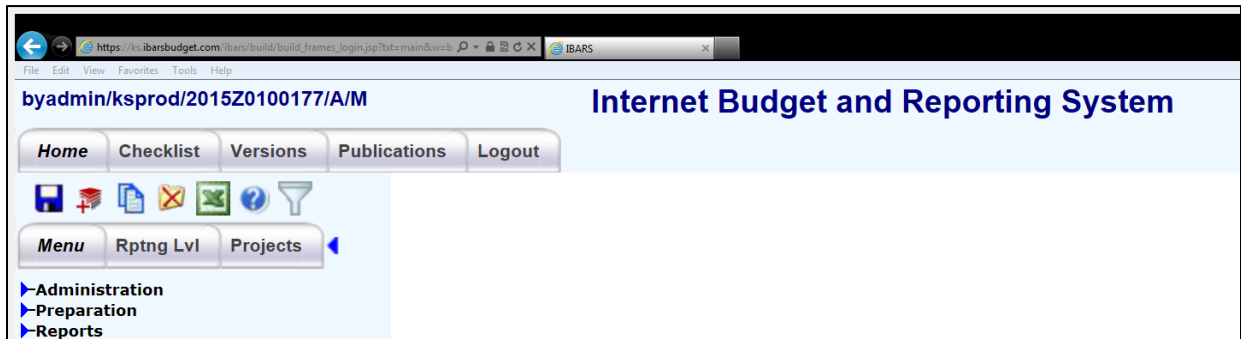
- Go to the Division of the Budget website: <http://budget.ks.gov/ibars.htm>
- **User Id** – Enter the Id that has been provided to you by someone in your agency or the DOB System Administrator. If a **User Id** has not been given to you, please contact your agency representative or DOB budget analyst.
- **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.
- **System running icon** –  When this animated icon is visible, the system is busy updating the user's request. This icon will disappear when the system is done updating.
- **Extract to excel icon** –  Allows the user to extract any screen to Excel.
- **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 screenshot shows the 'Versions' page in the Internet Budget and Reporting System. The page title is 'Internet Budget and Reporting System' and the date is 'Wednesday, May 28, 2014'. The user is logged in as 'byadmin/ksprod/2015/0100177/A/M'. The 'Versions' tab is selected in the navigation menu. A dropdown menu is set to '00177 Ellsworth Correctional Facility'. The table below lists the versions:

Copy	Delete	Submit	Version	Version Title	Cntrl Lvl Type	User 1	User 2	User 3	Date Created	Statewide Delete
Copy	Delete		2015D0100177	Initial Download	A				07/08/2013	Delete
Copy	Delete		2015D0200177	Initial Download	A				08/27/2013	Delete
Copy	Delete	Submit	2015A0200177	Agency Working Version	A				08/09/2013	Delete
Copy	Delete	Submit	2015A0300177	Agency Working Version	A				08/12/2013	Delete
Copy	Delete	Submit	2015A0400177	Agency Working Version	A				08/30/2013	Delete
Copy	Delete		2015B0100177	Agency Submitted Version	B				09/25/2013	Delete
Copy	Delete		2015E0300177	DOB Technical Correctio	B				09/25/2013	Delete
Copy	Delete		2015E1000177	DOB Recommendation	B				10/11/2013	Delete
Copy	Delete		2015F0100177	DOB Recommendation	B				11/07/2013	Delete
Copy	Delete		2015H0100177	Governor Working Version	B				11/13/2013	Delete
Copy	Delete		2015J0100177	Governor Recommendation	B				12/16/2013	Delete
Copy	Delete		2015M0100177	Session Tracking	B				04/14/2014	Delete
			2015Z0100177	Final Approved Budget	B				05/20/2014	
			2014Z0100177	Final Approved Budget	B				06/20/2013	
			2013Z0100177	Final Approved Budget	B				06/13/2012	
			2012Z0100177	Final Approved Budget	B				06/24/2011	

At the bottom of the table, there is a link: [Create New Version](#). The footer of the page reads: 'Affinity Global Solutions Copyright © 1995-2013 Build: 1373605200 DB Build: 1373605200'.

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.
- **Delete** – delete the version.
- **Submit** – Allows users to submit a version. 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 biennium 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.

Versions Page (cont.)

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

IMPORTANT: Make sure to choose the current biennium year when selecting a version in which to work. If the user is submitting the budget year 2016, then the version would start with 2016 (ex. 2016A0200629). A version starting with 2015 would be what the 2014 Legislature approved for FY 2015.

Versions Page – Copy a Version

The screenshot displays the 'Internet Budget and Reporting System' interface. At the top, the URL is 'https://ibarsbudget.com'. The page title is 'Internet Budget and Reporting System' and the date is 'Thursday, May 29, 2014'. The breadcrumb path is 'byadmin/ksprod/2015D0100790/A/M'. The main navigation includes 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. A secondary navigation bar has 'Menu', 'Rptng Lvl', and 'Projects'. On the left, there is a sidebar with 'Administration', 'Preparation', and 'Reports'. The main content area shows the 'Source Version: 2015D0100790 Initial Download', 'Version Type: A Agency Working Version', 'Version Title: Agency Working Versio', and 'New Version: 2015-A-04 -00790'. Below this is the 'Copy Options' section with checkboxes for 'Roll-up', 'Copy Subschedules', 'Copy Narrative', 'Recalculate Payroll', 'Recalculate Column Formulas', and 'syswide'. A 'Copy' button is located below the options. A red arrow points to the 'Copy' button, and a callout box contains the text: 'Click Copy when finished completing the screen to start and complete the copy process.'

- **Copying an Existing Version**

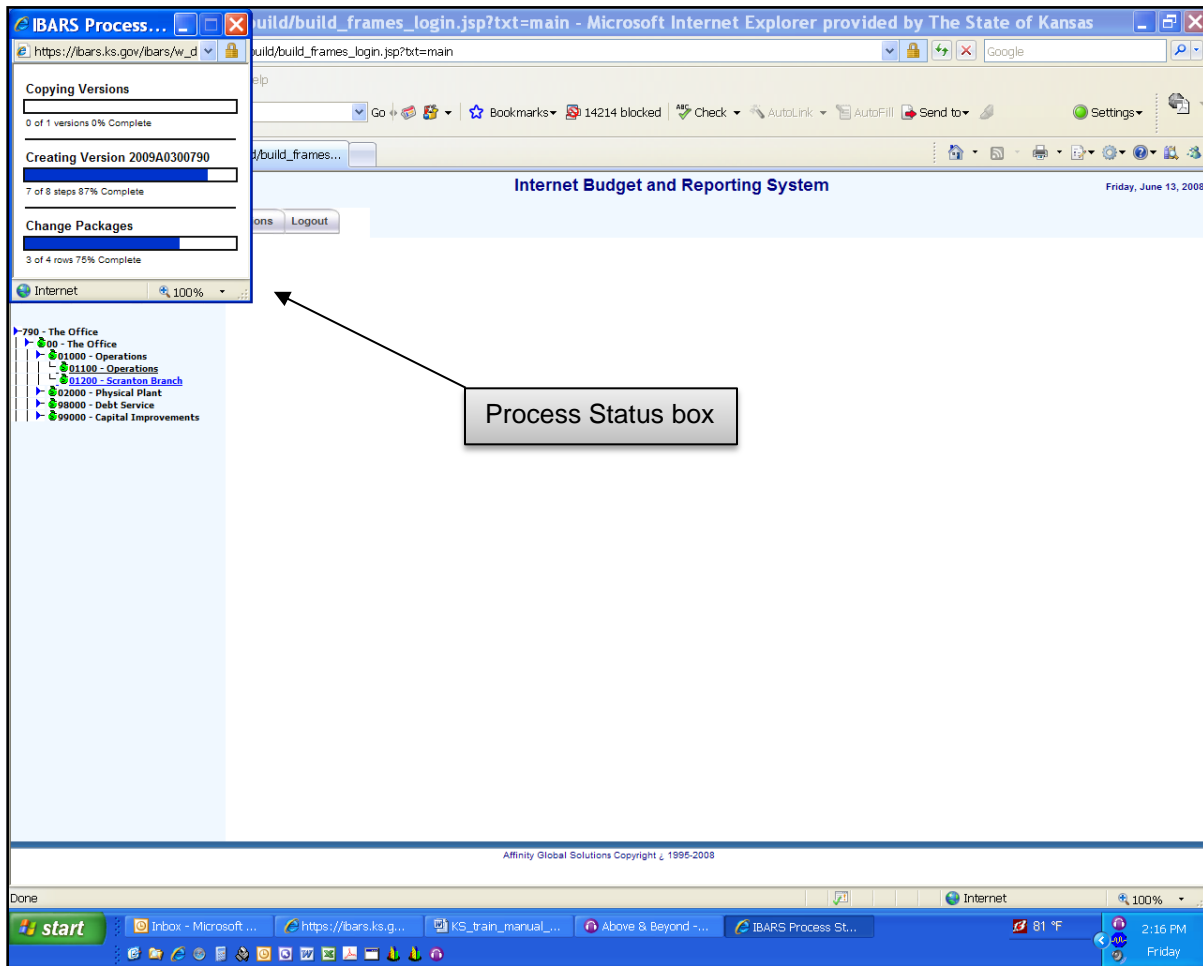
To create a copy of an existing version, click on the **Copy** button for the version you want to copy. The user will then be required to complete the above screen.

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.)

- **Copy Schedules** – Use the default settings. The schedules that will be copied are Budget Request Summary (E), Position Detail Data (PS), and Special Fund Balance (REV).



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

byadmin/ksprod/2015D0100790/A/M

Internet Budget and Reporting System

Wednesday, May 28, 2014

Home **Checklist** Versions Publications Logout

Menu Rptng Lvl Projects

Administration
Preparation
Reports

Initial Download Checklist syswide

- Budget Request Summary Not Complete
- Position Detail Data Not Complete
- Special Fund Balance Not Complete

Click on the desired option

Recent Versions
Enter Destination Here

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Build: 1373605200 DB Build: 1373605200

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.)

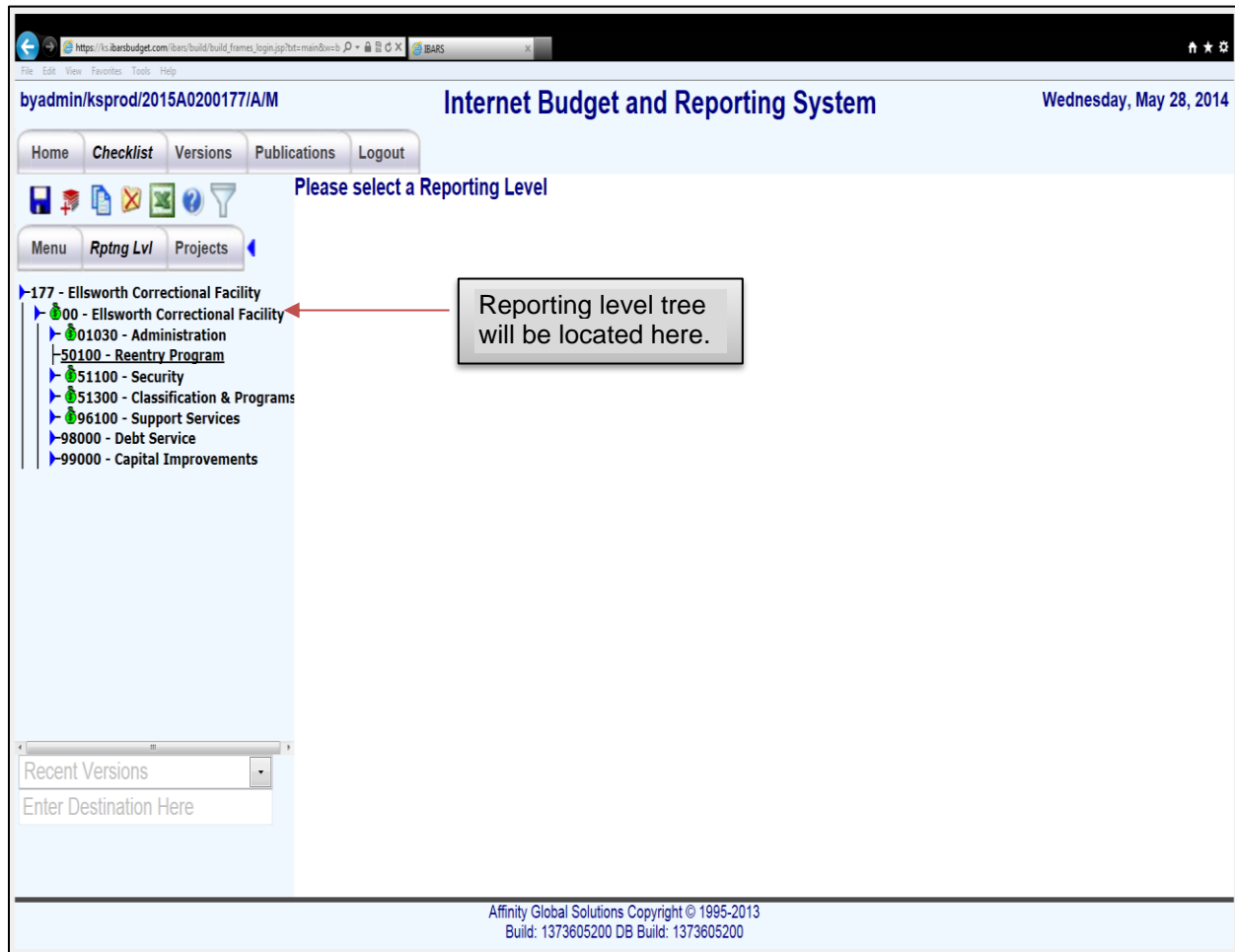
It is recommended that users enter data into the system in the following order:

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.

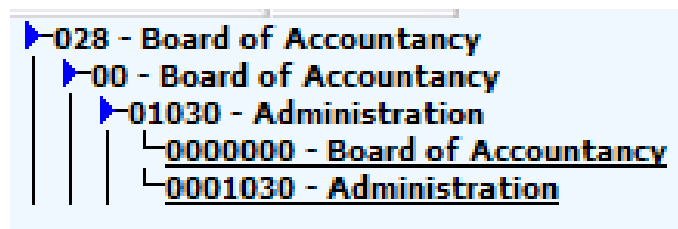
REMINDER: All items in the **Checklist** must be completed before an agency submits its budget. If one of the modules is not complete, the DOB analyst will require the agency to resubmit the budget once all parts are finished.

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

Yr	Emp ID	Pos Type	Pos No	Seq No	Pos Name	Class Cd	Title	Incr Ind	Salary
2015	1	01	K0211392	1	Vacant Position	4531R2	Laundry Supervisor	<input checked="" type="checkbox"/>	24,523.20
2015	1	01	K0173811	1	Vacant Position	8109L1	Corrections Officer I (A)	<input checked="" type="checkbox"/>	26,998.40
2015	1	01	K0128172	1	Vacant Position	8109L1	Corrections Officer I (A)	<input checked="" type="checkbox"/>	26,998.40
2014	1	01	K0211392	1	Vacant Position	4531R2	Laundry Supervisor	<input checked="" type="checkbox"/>	24,523.20
2014	1	01	K0134057	1	Vacant Position	8109L1	Corrections Officer I (A)	<input checked="" type="checkbox"/>	26,998.40
2014	1	01	K0134021	1	Vacant Position	8116L1	Corrections Specialist II	<input checked="" type="checkbox"/>	37,980.80
2014	1	01	K0128172	1	Vacant Position	8109L1	Corrections Officer I (A)	<input checked="" type="checkbox"/>	26,998.40
2015	1	01	K0211343	1	Vacant Position	8109L1	Corrections Officer I (A)	<input checked="" type="checkbox"/>	26,998.40
2015	1	01	K0173810	1	Vacant Position	8109L1	Corrections Officer I (A)	<input checked="" type="checkbox"/>	26,998.40
2015	1	01	K0134091	1	Vacant Position	8109L1	Corrections Officer I (A)	<input checked="" type="checkbox"/>	26,998.40
2015	1	01	K0134084	1	Vacant Position	8109L1	Corrections Officer I (A)	<input checked="" type="checkbox"/>	26,998.40
2015	1	01	K0134018	1	Vacant Position	7515L1	Corrections Specialist III	<input checked="" type="checkbox"/>	41,870.40
2015	1	01	K0223425	1	Vacant Position	8109L1	Corrections Officer I (A)	<input checked="" type="checkbox"/>	26,998.40
2015	1	01	K0211362	1	Vacant Position	8110L1	Corrections Officer II	<input checked="" type="checkbox"/>	29,744.00
2014	1	01	K0211362	1	Vacant Position	8110L1	Corrections Officer II	<input checked="" type="checkbox"/>	29,744.00
2014	1	01	K0134094	1	Vacant Position	8109L1	Corrections Officer I (A)	<input checked="" type="checkbox"/>	26,998.40
2014	1	01	K0127418	1	Vacant Position	8115L1	Corrections Specialist I	<input checked="" type="checkbox"/>	34,444.80
2015	1	01	K0211350	1	Vacant Position	8109L1	Corrections Officer I (A)	<input checked="" type="checkbox"/>	26,998.40

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. Clicking once will sort ascending and clicking a second time on the same title will sort descending. 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.
- **Emp ID** – Employee ID.
- **Pos Type Cd** – Employee's position type code (ex. regular classified and regular unclassified). Select one from the dropdown menu.
- **Pos No** – Position number.

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

- **Seq No** – Sequence numbers are used for employees with split positions. This is rarely used.
 - **Pos Name** – Employee's name.
 - **Class Cd** – Class code.
 - **Title** – Employee's job title.
 - **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 Fnd, 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 screenshot shows the 'Pos Info' page in the 'Internet Budget and Reporting System'. The page title is 'Internet Budget and Reporting System' and the date is 'Wednesday, May 28, 2014'. The page contains a form for position information. The form is titled 'Position: K0128172 - Vacant Position - 2015'. The form includes the following fields and values:

Pos No:	K0128172	Pos Seq No:	1	Yr:	2015	Name:	Vacant Position	Rpt Lvl:	51100 Security (177-00-51100-0000000-0000-000)
Year:	2015	Class Cd:	8109L1 Corrections Officer I (A)			Step:	4		
Pos No:	K0128172	Step:				Fte:	1.00		
Pos Seq No:	1	Name:	Vacant Position			Longevity:			
Emp Id:	1	Anniv Date:	07/01/2015			Emp Date2:			
Anniv Date:	07/01/2015	Emp Date3:				Emp Date4:			
Emp Date2:		Emp Date5:				Pos Type Cd:	01 FT Regular Classified	Pay Type Cd:	Hourly
Emp Date3:		Pos Type Cd:	01 FT Regular Classified			Rate:	12.98		
Emp Date4:		Unfunded Ind:	Funded			Duration:	2080		
Emp Date5:		Compute Incr Ind:	<input checked="" type="checkbox"/>			Salary Amount:	26,998.40		
Qualifier B:		New Fte Ind:	<input type="checkbox"/>			Bud Chg:			
Qualifier C:		Start Dt:				Sub Sched Ind:			
Recalc Benefits on Save:	<input type="checkbox"/>	End Dt:				Sub Sched No:			
Replicate Position:		Next Incr Dt:				Pyril Ind:	Y YES		
# of Positions to:		Date2:				Lump Sum Amt:	0.00		
Copy:		Date3:				Lump Sum Descr:			
New FTE:		Date4:							
Annotate Position:		Date5:							
Replicate:									

At the bottom of the page, there is a footer: 'Affinity Global Solutions Copyright © 1995-2013 Build: 1373605200 DB Build: 1373605200'.

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.

- **Year** – 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. **If unclassified, type 0 (zero).**

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. This is calculated automatically (FTE x Rate x Duration).
- **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.
- **Pyrl 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 2016 and FY 2017 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.)

The screenshot shows a web-based interface for position information. On the left, there is a tree view with categories: 51300 - Classification & Programs, 96100 - Support Services, 98000 - Debt Service, and 99000 - Capital Improvements. Below this is a 'Recent Versions' section with a dropdown and a text input field labeled 'Enter Destination Here'. The main area contains several input fields: Start Dt, End Dt, Next Incr Dt, Date2, Date3, Date4, Date5, Qualifier B, and Qualifier C. To the right, there are fields for Bud Chg, Sub Sched Ind, Sub Sched No, Pysl Ind (set to 'Y YES'), Lump Sum Amt (set to '0.00'), and Lump Sum Descr. Below these is a 'Recalc Benefits on Save' checkbox. The 'Replicate Position' section includes a '# of Positions to Replicate' field, a 'Copy' checkbox, and a 'New FTE Ind' dropdown set to 'Copy'. There are also 'Options' and 'Vacant?' checkboxes. At the bottom right of this section is a 'Replicate' button. The footer contains copyright information: 'Affinity Global Solutions Copyright © 1995-2013 Build: 1373605200 DB Build: 1373605200'.

- **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

Internet Budget and Reporting System
Wednesday, May 28, 2014

byadmin/ksprod/2015A0200177/A/M

Home Checklist Versions Publications Logout

Pos List Pos Info **Pos Benefits** Pos Ben Calcs Pos Calcs Pos Alloc Pos Emp Def Alloc Chg Pkg Descr

Position: K0128172 - Vacant Position - 2015

Pos No: K0128172 Pos Seq No: 1 Yr: 2015 Name: Vacant Position Rpt Lvl: 51100 Security (177-00-51100-0000000-0000-000)

Description	Value
Retirement	RET / KPERS /// KPERS / 0 / .1212
FICA	FICA / SS /// SS / 0 / .062
UNEMP	UNEMP /// Unemployment / 0 / .0025
WKCMP	WKCMP / 00177 /// 2015 Workers Compensation / 0 / .0324
RSAL	RSAL /// Retirement/Sick/Annual Leave / 0 / .0054
Health Single	HLT1 / EHI1 /// Full-time Health / 263.7 / 0
Family Health	
EHM	
FICA Medicare 2	FICA / MED 2 /// Medicare / 0 / .0145
FHM	
Longevity	

177 - Ellsworth Correctional Facility
 00 - Ellsworth Correctional Facility
 01030 - Administration
 50100 - Reentry Program
 51100 - Security
 51300 - Classification & Programs
 96100 - Support Services
 98000 - Debt Service
 99000 - Capital Improvements

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

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

Pos Benefits Page (cont.)

- **Health Single** – Health insurance for the employee.
- **Health Family** – Must have single health insurance to receive family health.
- **EHM** – Not used.
- **FICA Medicare 2** – The Medicare portion of the FICA payroll tax.
- **FHM** – Not used.
- **Longevity** – 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 screenshot shows the 'Pos Ben Calcs' page in the Internet Budget and Reporting System. The page title is 'Internet Budget and Reporting System' and the date is 'Wednesday, May 28, 2014'. The user is logged in as 'byadmin/ksprod/2015A0200177/A/M'. The selected position is 'K0128172 - Vacant Position - 2015'. The page displays a table of benefits for this position.

Benefit Type	Detail Amt	Sub Amt	Grand Amt
Base			
Salary		26,998.40	
Benefits			
FICA	1,673.89		
FICA 2	391.48		
HLT1	6,856.20		
LONGEVITY	0.00		
RET	3,272.19		
RSAL	145.79		
UNEMP	67.51		
WKCMP	874.74		
Subtotal		13,281.80	
Base Total			40,280.20
Grand Total			40,280.20

The page also includes a navigation menu on the left with options like 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. The 'Pos Ben Calcs' menu item is circled in red. The footer of the page reads: 'Affinity Global Solutions Copyright © 1995-2013 Build: 1373605200 DB Build: 1373605200'.

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. This information is based on entries from the **Pos Info** and **Pos Benefits** pages.

Pos Calcs (Position Calculation) Page

The screenshot shows the 'Internet Budget and Reporting System' interface. The 'Pos Calcs' tab is highlighted in the navigation menu. The main content area displays a table for position K0128172, 'Vacant Position - 2015'. The table lists various pay periods from 06/08/2014 to 03/01/2015, with columns for Salary, FICA, FICA 2, HLT1, LONGEVITY, RET, RSAL, UNEMP, WKCMP, and Total. A tree view on the left shows the organizational structure, including 'Ellsworth Correctional Facility' and 'Security'.

Pos No: K0128172	Pos Seq No: 1	Yr: 2015	Name: Vacant Position	Rpt Lvl: 51100 Security (177-00-51100-0000000-0000-000)	Summary	Detail					
		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

byadmin/ksprod/2015A0200058/A/M

Internet Budget and Reporting System

Wednesday, May 28, 2014

Home Checklist Versions Publications Logout

Pos List Pos Info Pos Benefits Pos Ben Calcs Pos Calcs **Pos Alloc** Pos Emp Def Alloc Chg Pkg Descr


Position: K0045246 - Vacant Position - 2015

Pos No: K0045246 Pos Seq No: 1 Yr: 2015 Name: Vacant Position Rpt Lvl: 00 Kansas Human Rights Commission (058-00-00000-00000-00000)

Rpt Lvl	Bud Unit	Alloc Pct
00000000 Kansas Human Rights Commission (058-00-01030-00000000-0000-000)	0103 OPERATING EXPENDITURES	76.5%
00000000 Kansas Human Rights Commission (058-00-01030-00000000-0000-000)	3000 EMPLOYMENT DISCRIMINATION FDF	23.5%

Recent Versions
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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

byadmin/ksprod/2015A0200058/A/M **Internet Budget and Reporting System** Wednesday, May 28, 2014

Home Checklist Versions Publications Logout Pos List Pos Info Pos Benefits Pos Ben Calcs Pos Calcs Pos Alloc **Pos Emp** Def Alloc Chg Pkg Descr

Emp Id
Name
Anniversary Date
Longevity
Emp Date2
Emp Date3
New Emp Ind

058 - Kansas Human Rights Commission
000 - Kansas Human Rights Commiss
01030 - Administration
CON - CONVERSION - BUDGETARY OI

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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.

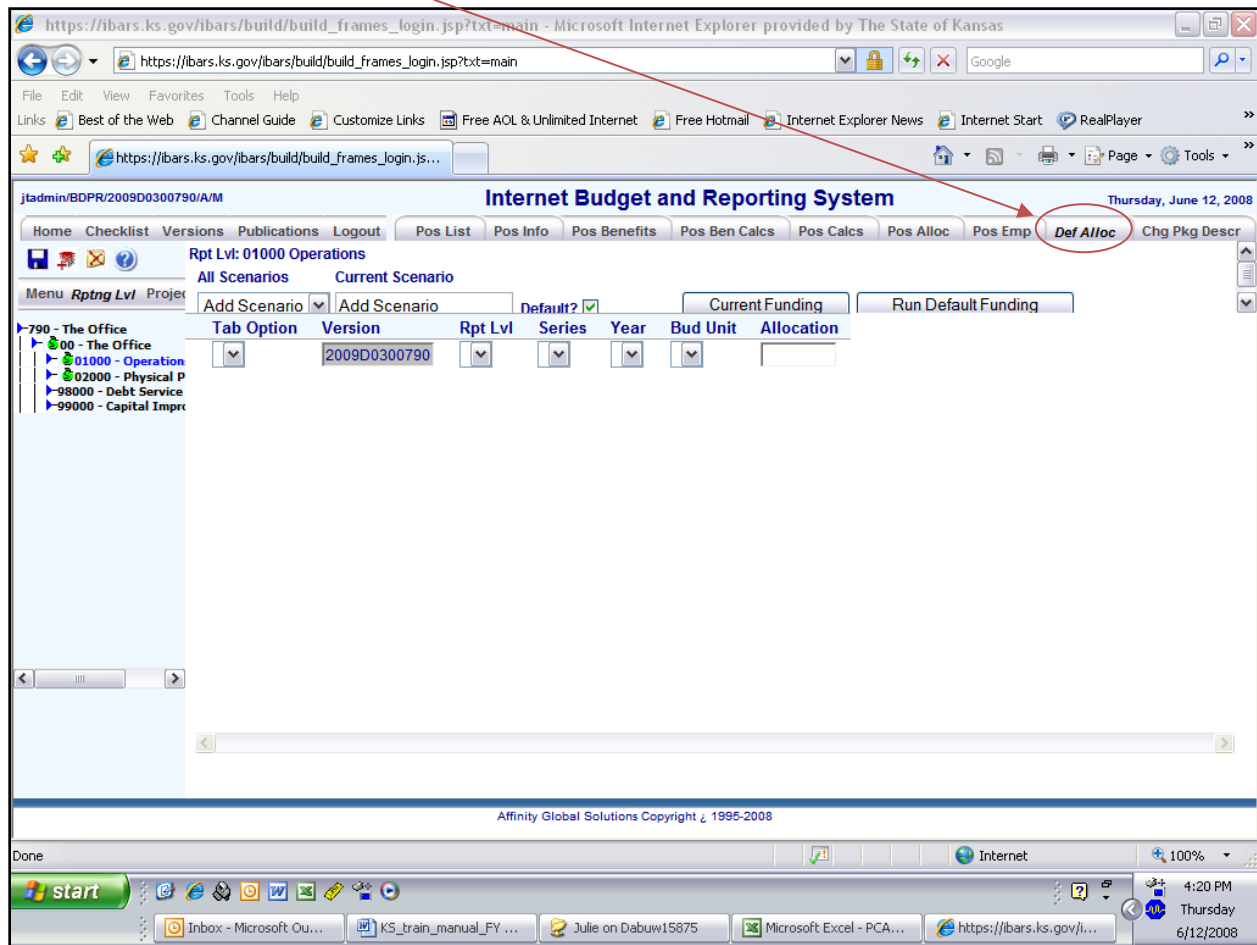
REMINDER: For newly requested positions, the **Emp ID** must be created first on the **Pos Emp** page, then the user can fill out **Pos Info** and the other pages. For newly requested positions, use agency number followed by 'VAC' followed by a four digit unique number (ex. 34VAC0001 and 280VAC0001). 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.
- **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) Page



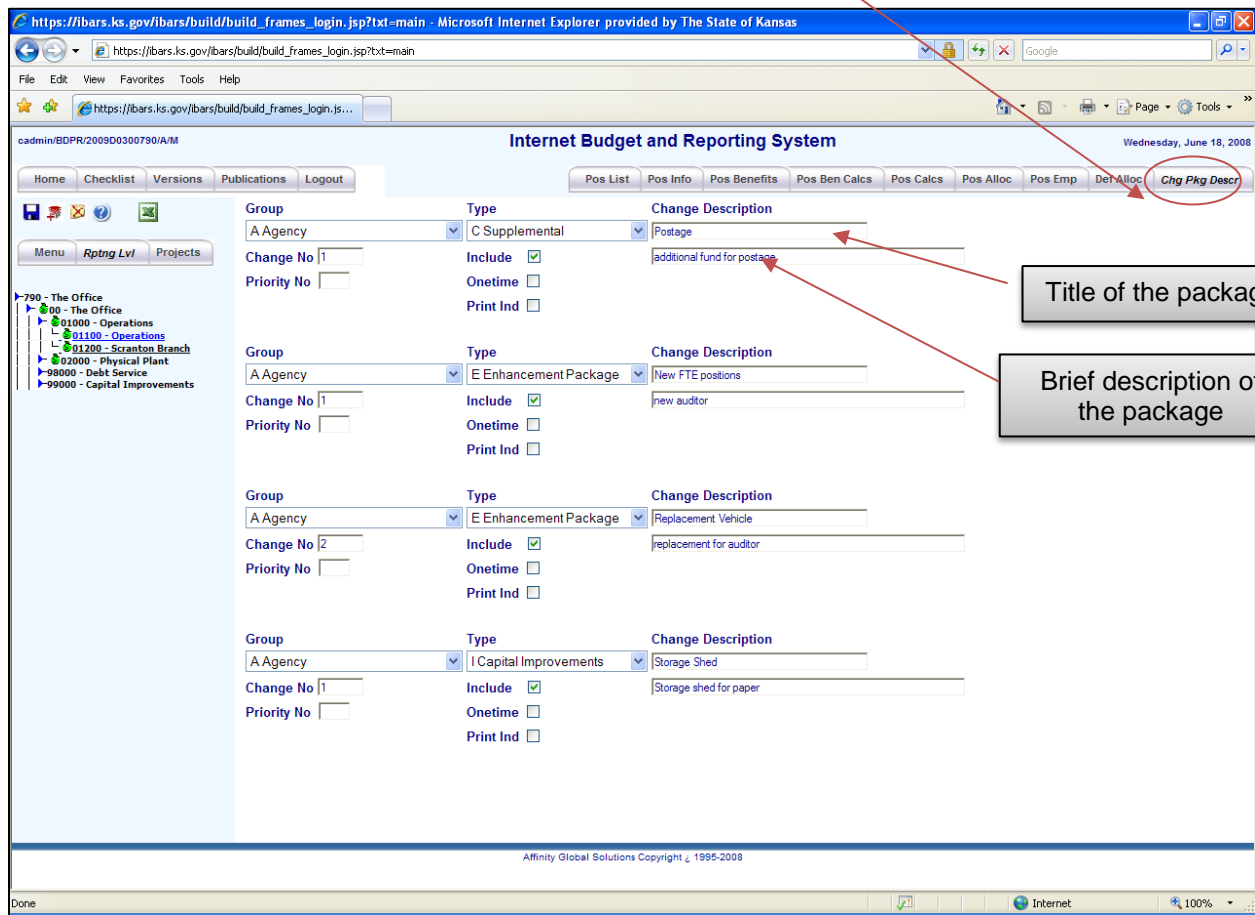
The **Def Alloc** page allows the user to set a funding mix for salaries and wages without having to enter the allocation percentages for each position. The user can use the default allocation method to fund all positions in a version or all positions in a specific reporting level. Below is a description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

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

Def Alloc Page (cont.)

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

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 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.

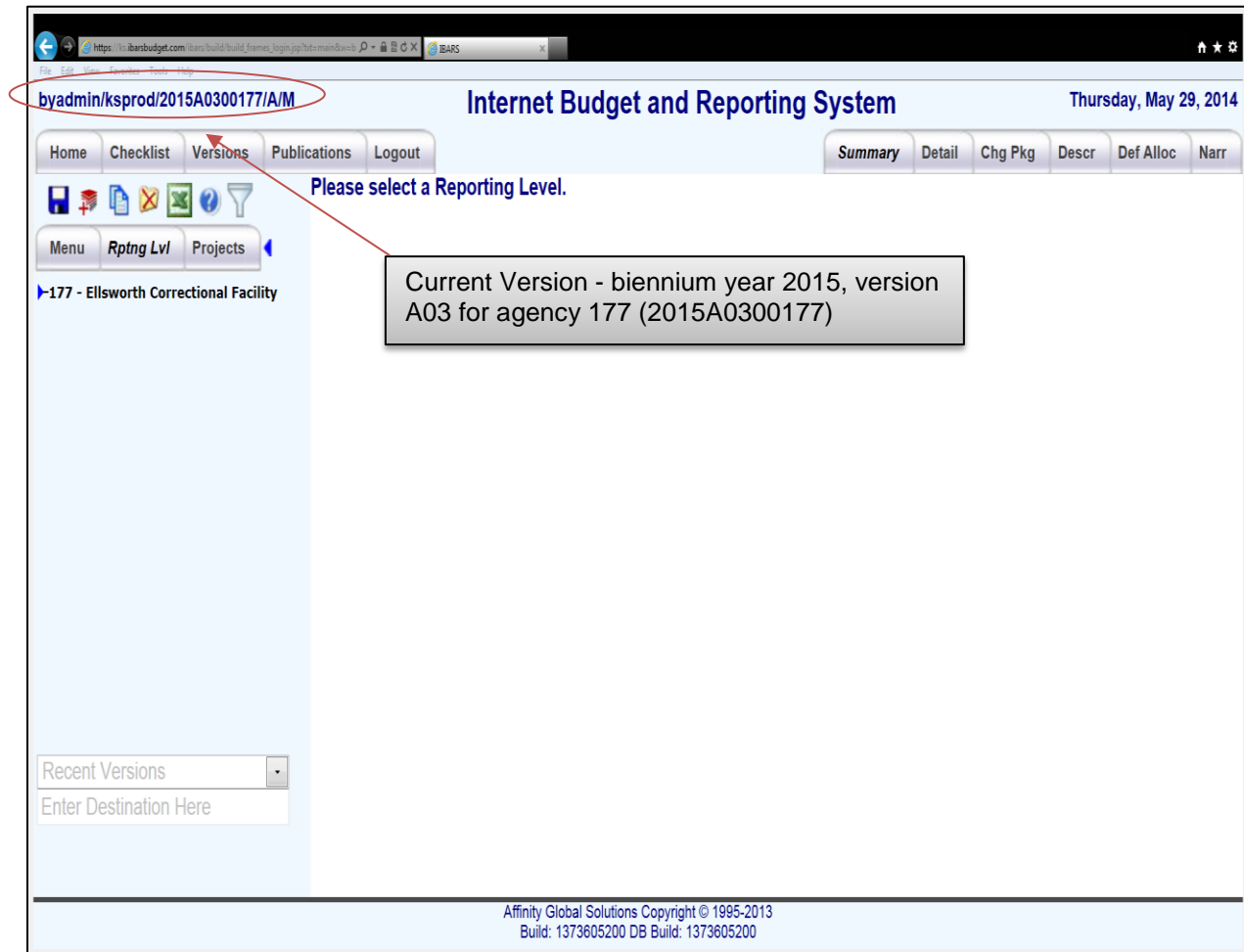
Position Detail Data Checklist:

- ✓ 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

Internet Budget and Reporting System
Wednesday, June 18, 2008

Home Checklist Versions Publications Logout

01100 Operations

Menu Rptng Lvl Projects

	FY 2007 Actuals	FY 2008 Posted Payroll	FY 2008 Base Budget	FY 2008 Base Budget Request	FY 2008 Agency Change Packages	FY 2008 Adjusted Budget Request	FY 2009 Posted Payroll	FY 2009 Base Budget	FY 2009 Base Budget Request	FY 2009 Agency Change Packages	FY 2009 Adjusted Budget Request
1 Salaries and Wages	197,034	198,848	0	198,848	0	198,848	199,641	0	199,641	35,366	235,01
2 Contractual Services	106,639	0	120,050	120,050	0	120,050	0	129,007	129,007	0	129,01
3 Commodities	36,837	0	38,135	38,135	0	38,135	0	41,200	41,200	0	41,21
4 Capital Outlay	1,864	0	6,771	6,771	0	6,771	0	7,601	7,601	14,400	22,01
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	192,01
2550 Party Fund	50,646	99,424	34,789	134,213	0	134,213	99,820	32,654	132,474	17,683	150,11
2999 Paper Fund	220,836	0	55,842	55,842	0	55,842	0	70,559	70,559	14,400	84,91
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	3.1
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	1.1
Total Statistics	0.00	3.00	0.00	3.00	0.00	3.00	3.00	0.00	3.00	1.00	4.1

Scroll bar – the expenditure and funding descriptions remain on the left side of the screen and the columns move as the user scrolls to the right and left.

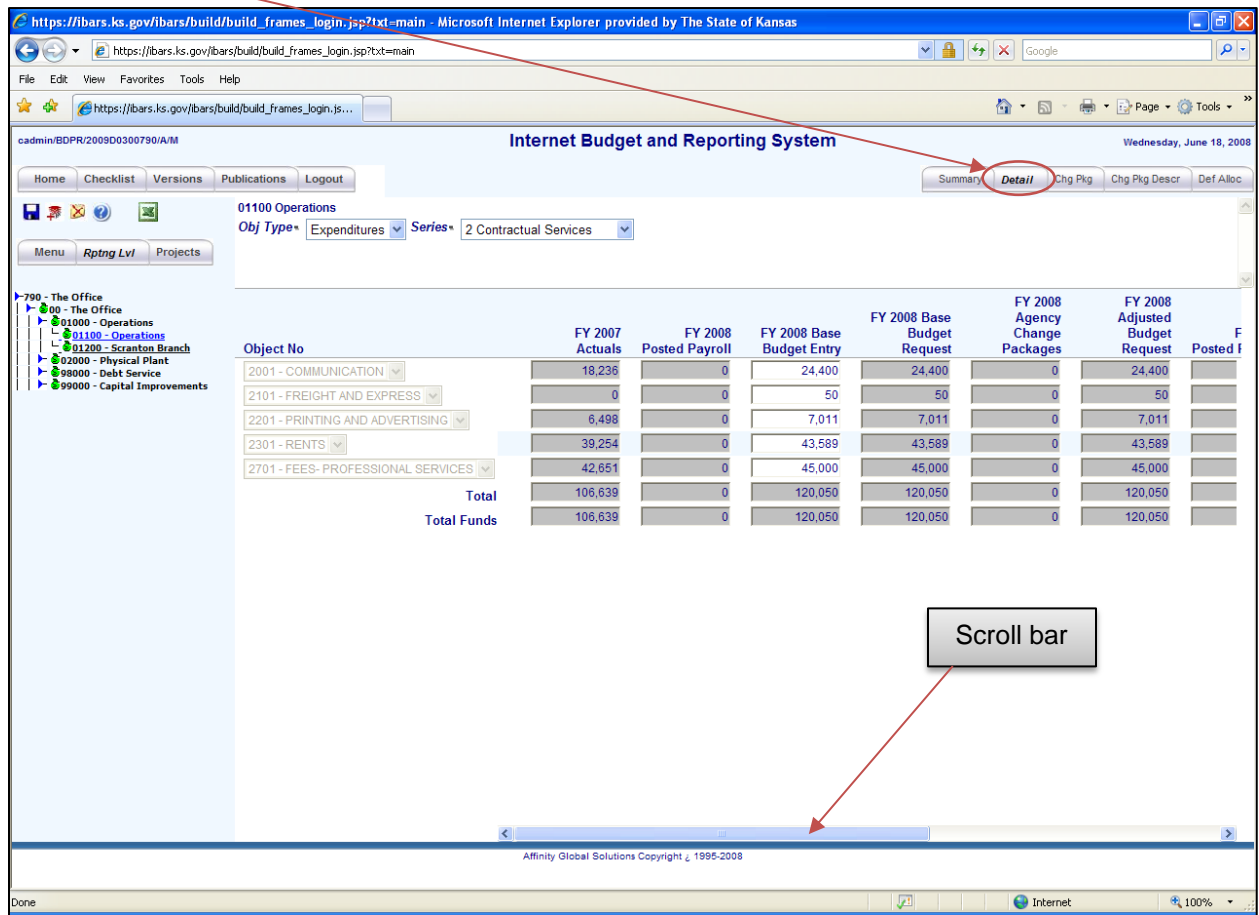
The **Summary** page allows the user to view Expenditures, Funds, and Statistics (FTE) totals by agency, Program, and Department ID levels. To get the agency **Summary**, click on the agency name on the reporting level tree. For Program and Department ID information, click on the appropriate reporting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

REMINDER: When the system is opened in August, IBARS will contain the expenditure and funding for the FY 2014 Actuals and the FY 2015 approved budget. The FY 2016 and FY 2017 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: Never delete rows in IBARS! Deleting rows can cause the **FY 2014 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 2015 approved budget will be already loaded into the system. Any changes that are needed must be made in the **FY 2015 Agency Change Packages** column.



Salary and wage expenditures, funding, and FTE counts for FY 2016 and FY 2017 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

The screenshot shows the 'Internet Budget and Reporting System' interface. The 'Obj Type' is set to 'Expenditures' and the 'Series' is '2 Contractual Services'. The table below shows the following data:

Object No	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 2008 Posted
2001 - COMMUNICATION	18,236	0	24,400	24,400	0	24,400	
2101 - FREIGHT AND EXPRESS	0	0	50	50	0	50	
2201 - PRINTING AND ADVERTISING	6,498	0	7,011	7,011	0	7,011	
2301 - RENTS	39,254	0	43,589	43,589	0	43,589	
2701 - FEES-PROFESSIONAL SERVICES	42,651	0	45,000	45,000	0	45,000	
Total	106,639	0	120,050	120,050	0	120,050	
Total Funds	106,639	0	120,050	120,050	0	120,050	

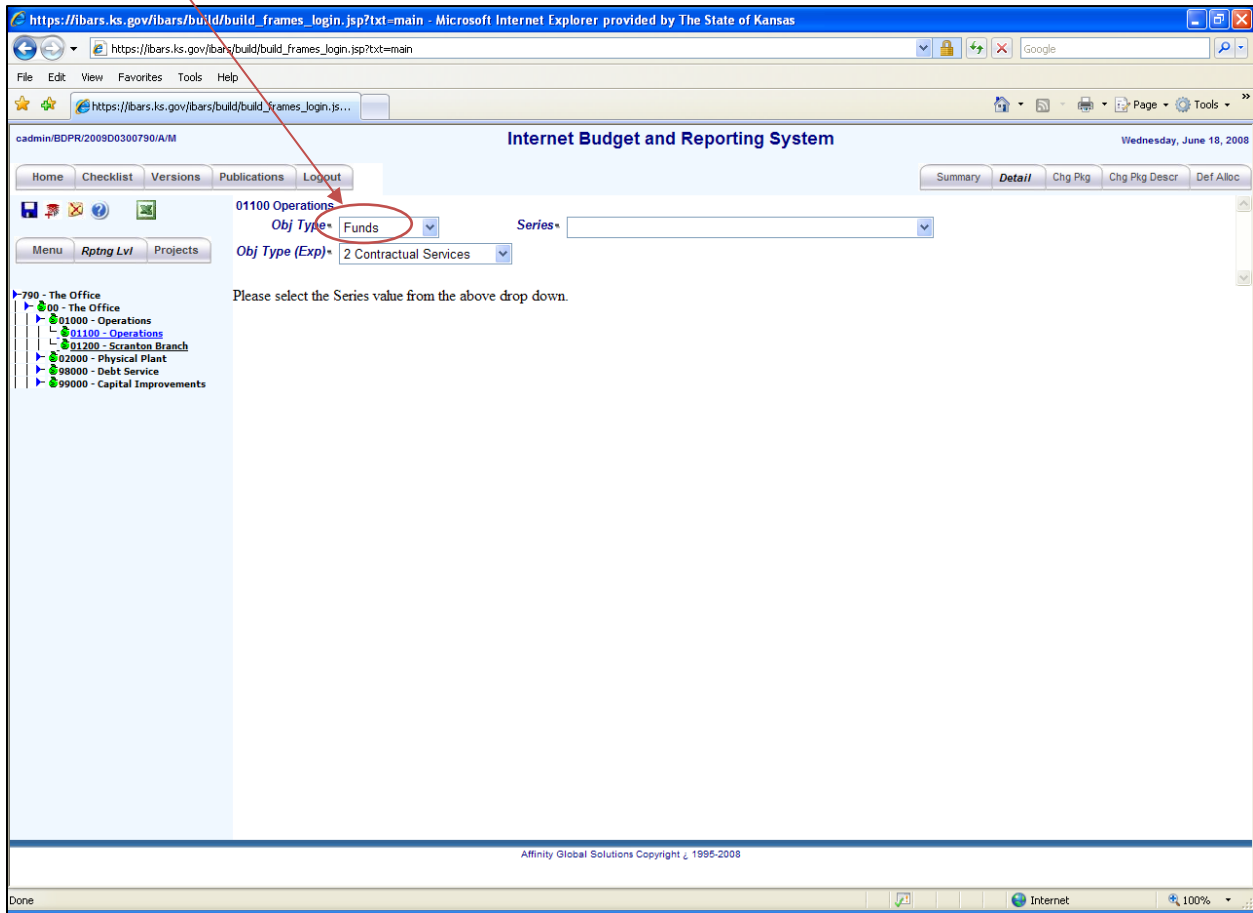
- **Expenditure Data Entry**

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 2015 Agency Change Packages** column, the **FY 2016 Base Budget Entry** column, or the **FY 2017 Base Budget Entry** column. Changes cannot be made to amounts in the posted payroll columns.

Detail Page – Funds (cont.)

The screenshot displays the 'Internet Budget and Reporting System' interface. At the top, there are navigation tabs: Home, Checklist, Versions, Publications, Logout, Summary, Detail, Chg Pkg, Chg Pkg Descr, and Def Alloc. The main content area shows filters for '01100 Operations', 'Obj Type*' (Funds), 'Series*' (1000 STATE GENERAL FUND), and 'Obj Type (Exp)*' (2 Contractual Services). Below the filters is a table with the following data:

Bud Unit	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
0100 Operations	58,692	0	62,345	62,345	0	62,345	0	62,345
Total	58,692	0	62,345	62,345	0	62,345	0	62,345
Total Expenditures	106,639	0	120,050	120,050	0	120,050	0	129,000
Total Funds	106,639	0	120,050	120,050	0	120,050	0	129,000

- **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 2016 and FY 2017 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)

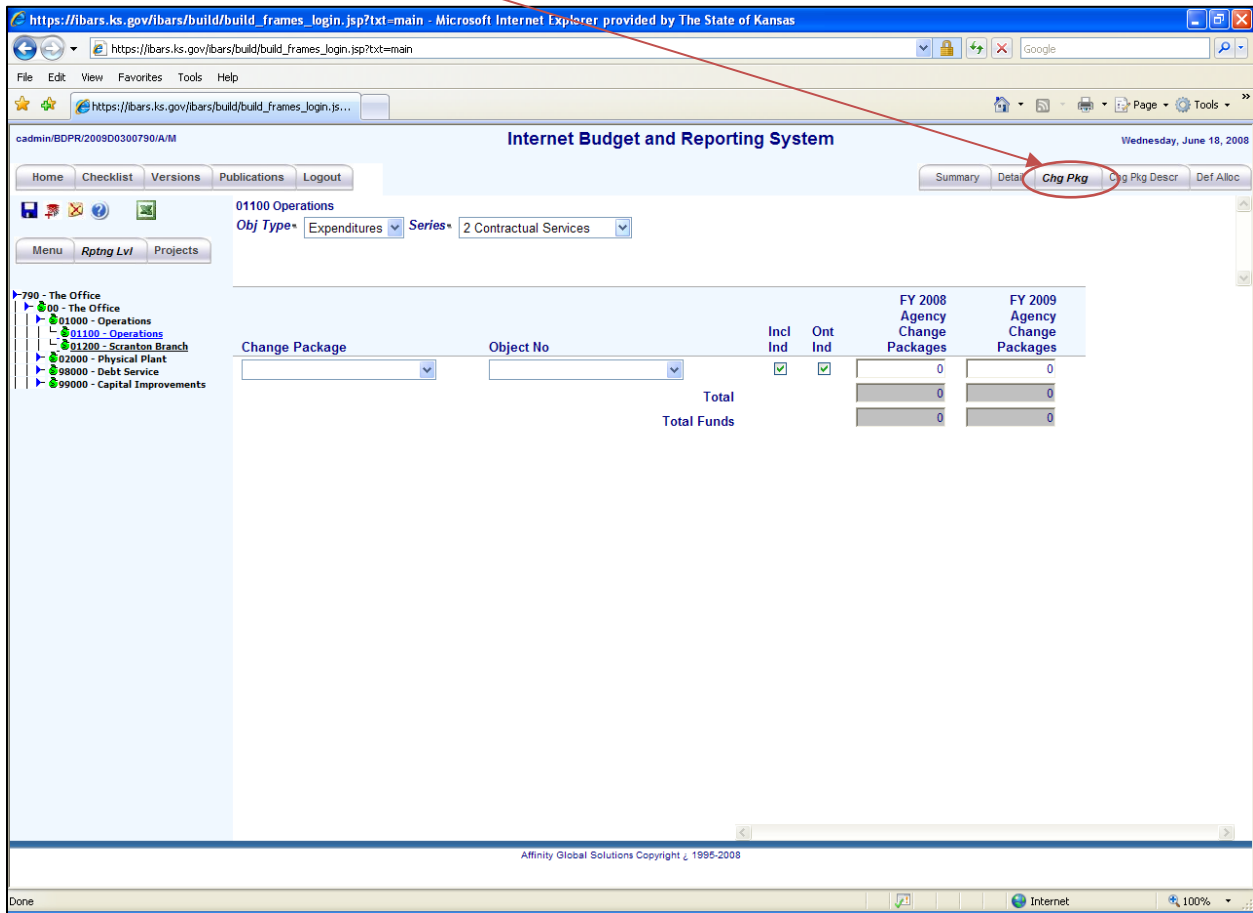
The screenshot shows the 'Internet Budget and Reporting System' interface. The 'Obj Type*' dropdown is set to 'Statistic' and the 'Series*' dropdown is set to '9000 FTE'. A table displays budget data for various object numbers across fiscal years 2007 to 2009.

Object No	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
9000 - FTE	2.00	2.00	.00	2.00	.00	2.00	2.00	.00
Total	2	2	0	2	0	2	2	0

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 2015 approved budget will be loaded into the system. If the FTE count is not correct for FY 2016 or FY 2017, 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.

Chg Pkg (Change Package) Page

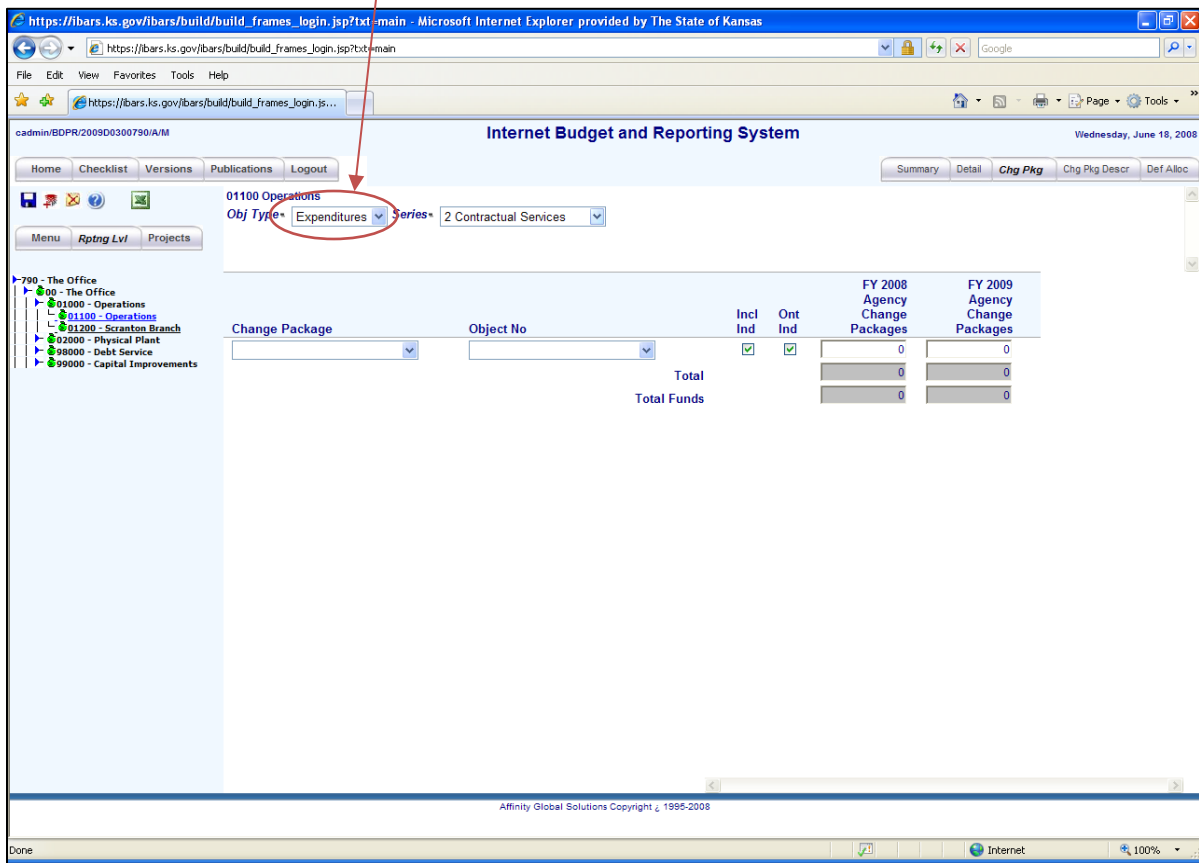


The **Chg Pkg** page allows users to add change package amounts to the agency's base budget request. Change package descriptions first must be created in the **Chg Pkg Descr** page before the expenditure and funding amounts can be entered. Once the agency's base budget request has been entered in the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



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

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

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 20XX Agency Change Packages** – The user enters change package expenditure amounts in these fields.

Chg Pkg Page – Fund

The screenshot shows the 'Internet Budget and Reporting System' interface. The 'Obj Type' dropdown menu is highlighted with a red circle and labeled 'Funds'. The 'Series' dropdown is set to '1000 STATE GENERAL FUND'. The 'Obj Type (Exp)' dropdown is set to '2 Contractual Services'. The table below shows the change packages for FY 2008 and FY 2009.

Change Package	Bud Unit	Incl Ind	Ont Ind	FY 2008 Agency Change Packages	FY 2009 Agency Change Packages
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
Total				0	0
Total Expenditures				0	0
Total Funds				0	0

• 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.

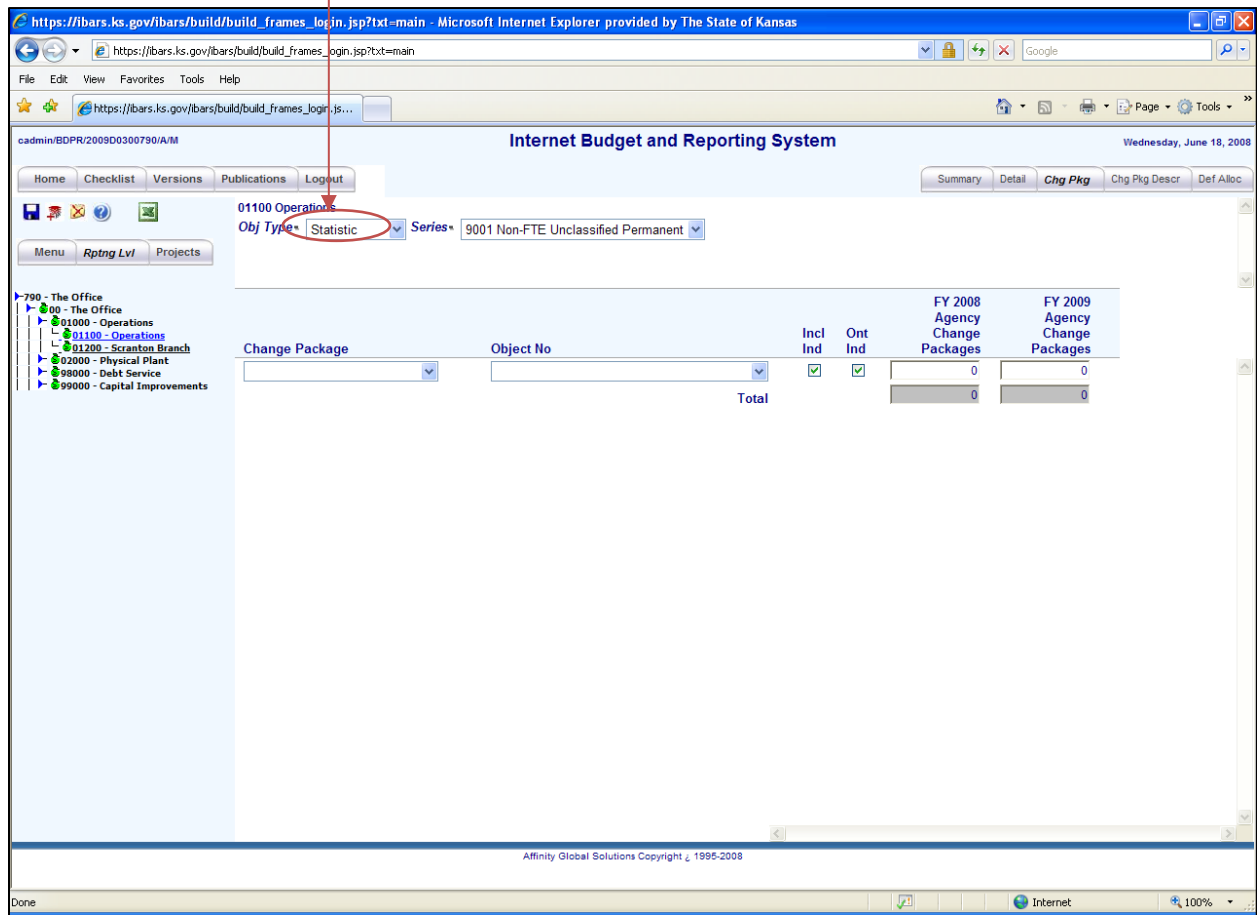
Chg Pkg Page (cont.)

- **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.

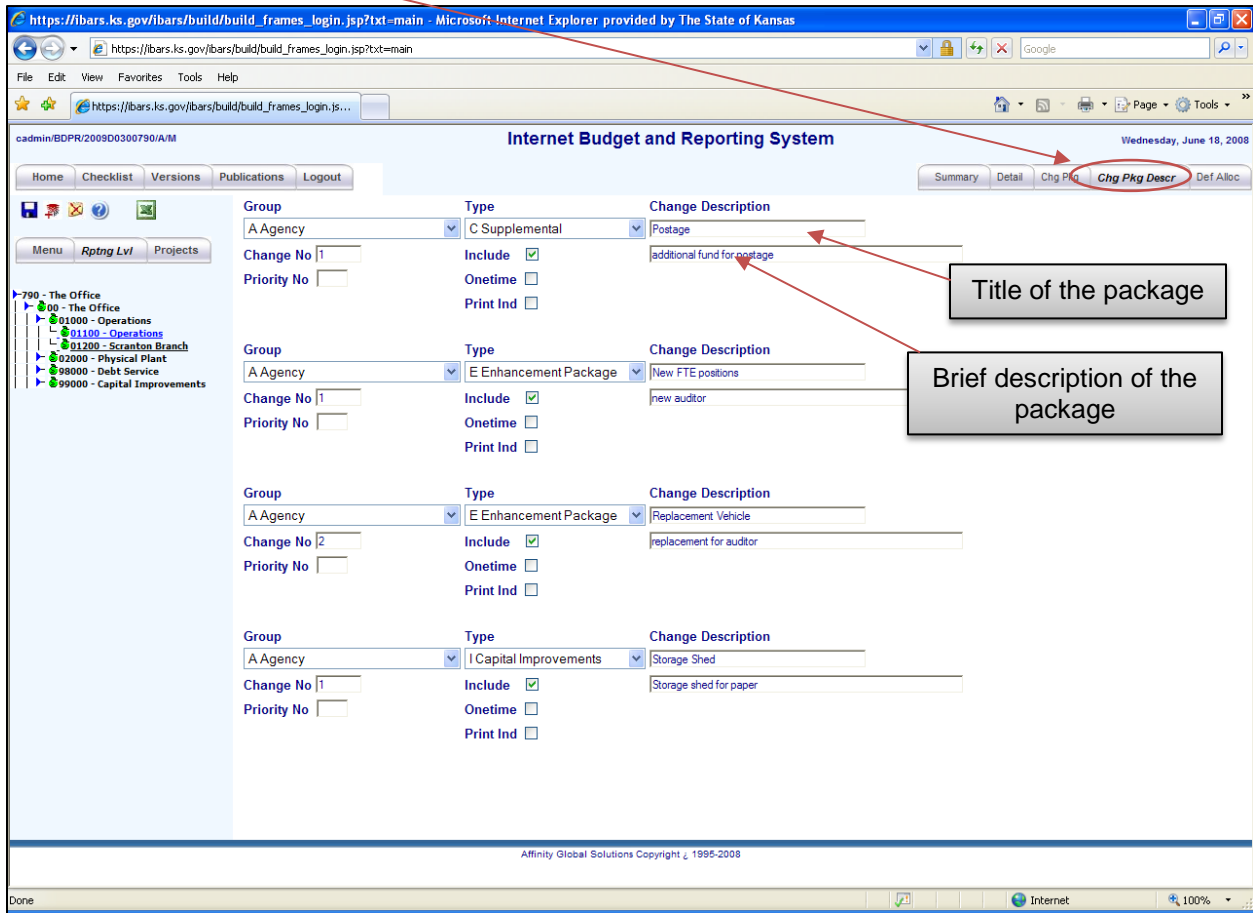
REMINDER: If a new fund or a new budget unit that is currently not within the chart of accounts is needed for a change package, contact the DOB System Administrator to have it created.

Chg Pkg Page – Statistics



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 **Position Detail Data** module is checked to complete and the user has attached newly requested positions to a change package, the user should not have to enter anything on this page because the FTE count will be calculated and posted from the **Position Detail Data** module into the **FY 20XX Agency Change Packages** columns. If the FTE count is not correct, go back to the **Position Detail Data** module and make sure that any newly requested position is tied to a change package (**Bud Chg**) and the **Pryll Ind** on the **Pos Info** page is **Y Yes** for those positions that should be counted as an FTE or **N No** for those positions that should not be counted as an FTE.

Chg Pkg Descr (Change Package Description) Page



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

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

Chg Pkg Descr Page (cont.)

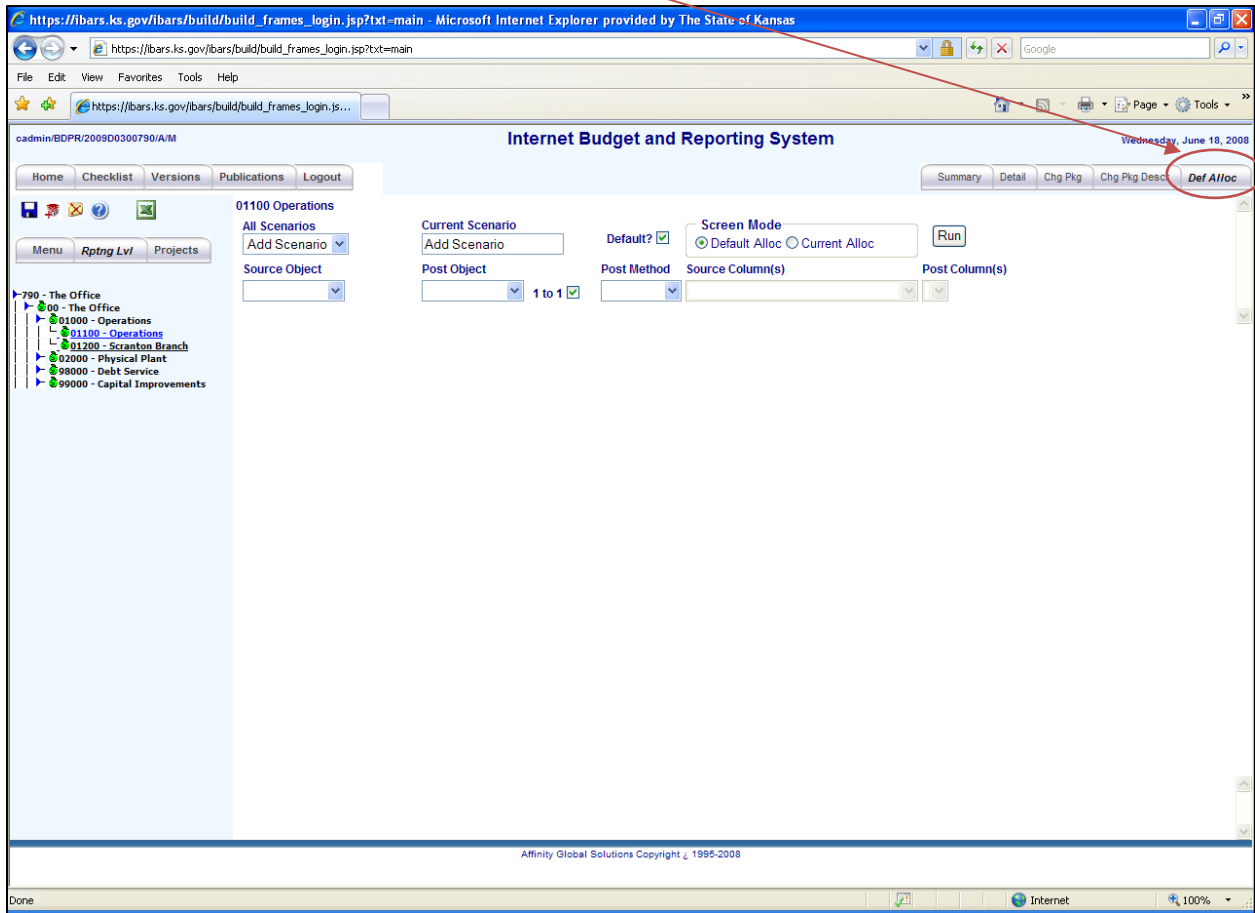
- **Include** – Determines if the change package is included in the budget totals the agency submits. To include, the box must have a checkmark in it. Agency reduced resource packages are not to be included (no checkmark) in the agency's submitted version.
- **Priority No** – Not used.
- **Onetime**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

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

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

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

Def Alloc (Default Allocation) Page




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

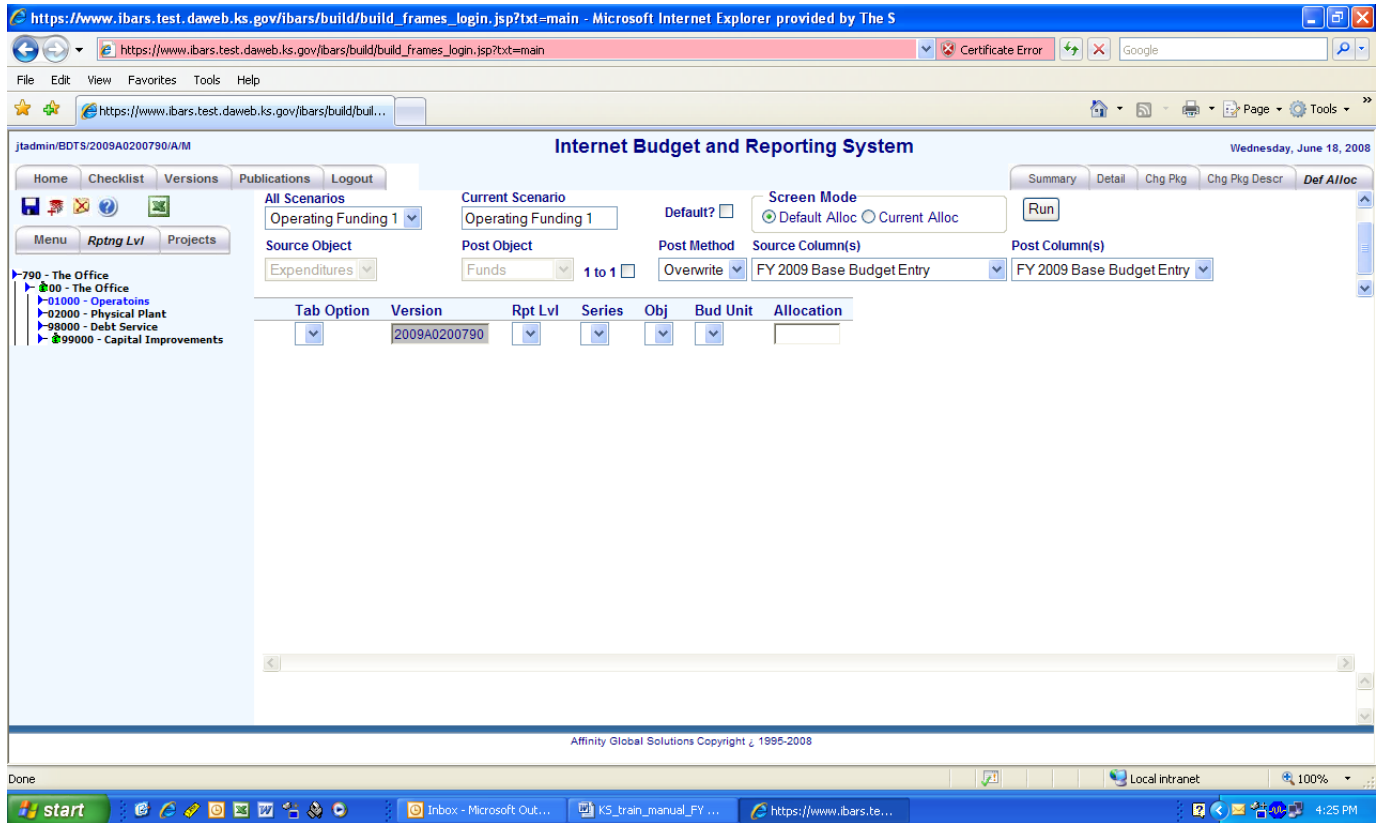
- **All Scenarios** – Default allocation scenarios. Use to add new scenarios or choose a scenario.
- **Current Scenario** – When adding a new scenario, type the name of the scenario in this box.
- **Default** – Put a check mark in the box of the one scenario that you want to be the default scenario.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

Def Alloc Page (cont.)

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

The user 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.).
- **Object** – Click the dropdown arrow to select a specific expenditure object code (2010—Postage, 3320—Fuel Oil, etc.).
- **Bud Unit** – Click the dropdown arrow to select a budget unit.
- **Allocation** – Allocation percent. Each scenario must total 1 (ex .9 + .1 = 1).

Budget Request Summary – 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** 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

Internet Budget and Reporting System
 Agency: 00083 Kansas Bureau of Investigation
 Bud Unit Type: Special Revenue Funds
 Display Only Active Bud Units:

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

The **Special Fund Balance** module is where 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 2014 actual revenues; the FY 2015 appropriated, reappropriated, and lapsed amounts; and any amounts deducted for the 27th payroll. These amounts should not be adjusted. If the user believes that any of these amounts are incorrect, please contact your DOB analyst. The agency will have to enter the FY 2016 and FY 2017 appropriation 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 or 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

Internet Budget and Reporting System

Agency: 00083 Kansas Bureau of Investigation
 Bud Unit Type: Special Revenue Funds Display Only Active Bud Units

Bud Unit	07 Actuals	08 Agency Expenditures	08 Balance	09 Agency Expenditures	09 Balance
2010 RECORD CHECK FEE FUND	2,434,285	2,021,079	357,912	2,158,321	-218,534
2020 SPECIAL ASSET FORFEITURE-OTHER	60,116	0	-2,176	0	0
2050 KBI MOTOR VEHICLE FUND	277,213	243,325	-243,325	0	0
2100 PRIVATE DETECTIVE FEE FUND	241,566	53,148	95,677	52,488	104,487
2610 FORENSIC LAB & MAT FEES-LABORATORY	1,624,722	1,800,096	-305,236	1,726,238	-228,367
2620 FORENSIC LAB & MAT-DRIVER LICENSE R	396,892	395,000	4,902	398,603	-1,712
2700 DNA DATABASE FUND	4,341	0	0	0	0
4020 GENERAL FEES FUND-CRIME PREVENTION	122,403	0	-120,900	0	0
4030 GENERAL FEES-CONVERSION OF MATER &	154	0	1	0	0
4060 GENERAL FEES FUND-EVIDENCE PURCHASE	5,659	0	0	0	0
4070 GENERAL FEES FUND-DRUG TAX STAMP	49,778	5,174	120,255	0	0
4100 GENERAL FEES FUND-GIFTS AND GRANTS	129,368	133,514	119,605	124,510	-5,617
4110 GENERAL FEES FUND-MISC FEES & RECOV	750	0	0	0	0
4200 FEDERAL FORFEITURE FUND	40,698	53,712	-8,712	61,299	-9,299
Total	5,387,945	4,705,048	18,003	4,521,458	(359,042)

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 20XX 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


Internet Budget and Reporting System

Version 2009A0300083
Agency 00083 Kansas Bureau of Investigation

Bud Unit Type* Special Revenue Funds Bud Unit* 2010 RECORD CHECK FEE FUND

Current Agcy Transaction Obj	07 Actuals	08 Agency Revenue	09 Agency Revenue
R0007 CASH FORWARD	494,497	439,204	0
R2099 OTHER SERVICE CHAR	1,939,788	1,939,787	1,939,787
Total	2,434,285	2,378,991	1,939,787

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 20XX 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 20XX 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).

Special Fund Balance Checklist:

- ✓ FY 2014 Actual revenues; FY 2015 appropriated, reappropriated, and lapse amounts; and any amounts deducted for the 27th payroll 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 2016 and FY 2017 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.

Appendix C provides detailed instructions for entering revenue estimates.

Reports

Running Reports

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

The following are the basic steps to running any report.

1. 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).
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.

The screenshot displays the 'Internet Budget and Reporting System' interface. The page title is 'Internet Budget and Reporting System' and the date is 'Wednesday, May 28, 2014'. The user is logged in as 'byadmin/ksprod/2015D0100790/A/M'. The interface includes a navigation menu with 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. A sidebar on the left contains 'Administration', 'Preparation', and 'Reports'. The main content area shows the configuration for a report named 'SR05 - Budget Request Summary - Reporting Level'. The 'Report Title' is 'Budget Request Summary - Report' and the 'Version' is '2015-D-01-00790'. The 'Admin' checkbox is unchecked. The 'Agency' and 'Series' checkboxes are also unchecked. The 'Include Rows with \$0' checkbox is unchecked. The 'Code Type Rollup' checkbox is unchecked. The 'Sub Schedule' is set to 'E Expenditures' and the 'Project' is set to an empty dropdown. The 'Reporting Level' is set to '0 All Reporting Levels'. The 'Reporting Level Sort' dropdown is set to 'Sort1'. The columns are configured as follows: 'Column 2' is 'FY 2013 Actuals', 'Column 3' is 'FY 2014 Posted Payroll', 'Column 4' is 'FY 2014 Base Budget Entry', 'Column 5' is 'FY 2014 Base Budget Request', 'Column 6' is 'FY 2014 Agency Change Packages', and 'Column 7' is 'FY 2014 Adjusted Budget Request'. The 'Code 1' and 'Code 2' dropdowns are both set to '0 (All)'. The 'Output Type' is set to 'HTML'. At the bottom of the page, there is a footer with the text: 'Affinity Global Solutions Copyright © 1995-2013 Build: 1373605200 DB Build: 1373605200'.

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 20XX Actuals, FY 20XX Posted Payroll, FY 20XX Base Budget Entry, FY 20XX Base Budget Request, FY 20XX Agency Change Packages, FY 20XX Adjusted Budget Request, and other columns depending on the version selected.

Code 1* – This allows the user to select from the 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 **Profile Edit*** box.
5. Select your report options.
6. Click the save icon  to save the new report profile. A box will pop up asking if the user wishes to save the new profile. Click OK if you wish to save and Cancel if you do not wish to save the new report profile.

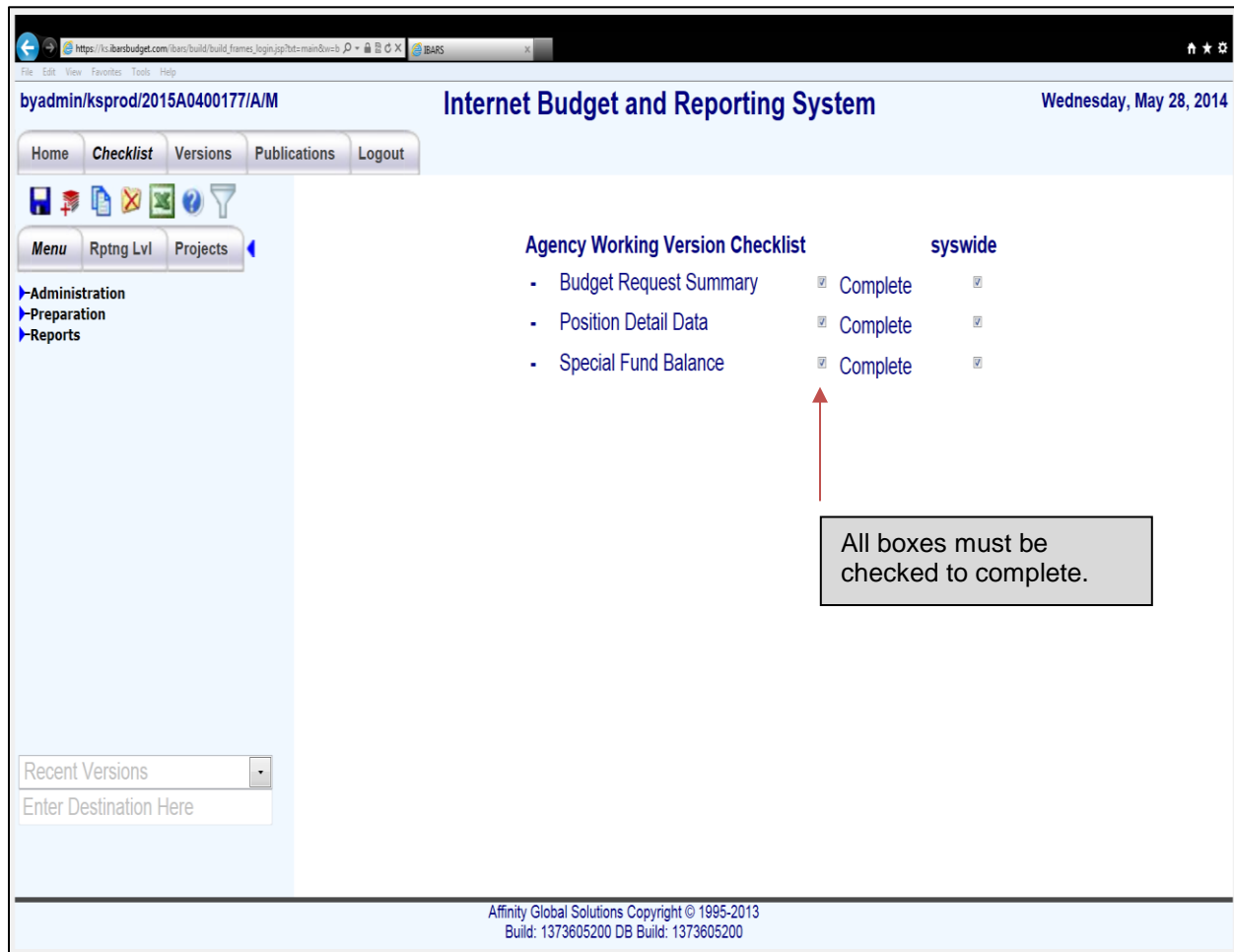
Selecting a previously saved report profile:

1. Go to the **Publications** tab and select a report.
2. If selecting an **SR05** saved report, the user will have to select **Agency*** 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 screenshot displays the IBARS web application interface. At the top, the browser address bar shows the URL: https://ks.ibarsbudget.com/ibars/build_frames_login.jsp?bt=main&web. The page title is "Internet Budget and Reporting System" and the date is "Wednesday, May 28, 2014". The user is logged in as "byadmin/ksprod/2015A0400177/A/M".

The navigation menu includes "Home", "Checklist", "Versions", "Publications", and "Logout". Below this, there are icons for various functions and a "Menu" section with "Rptng Lvl" and "Projects". The left sidebar contains a tree view with "Administration", "Preparation", and "Reports".

The main content area features an "Agency Working Version Checklist" table:

Agency Working Version Checklist		syswide
- Budget Request Summary	<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/>
- Position Detail Data	<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/>
- Special Fund Balance	<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/>

A red arrow points to the "Complete" checkbox for "Special Fund Balance". A callout box below the arrow contains the text: "All boxes must be checked to complete."

At the bottom of the page, the footer text reads: "Affinity Global Solutions Copyright © 1995-2013 Build: 1373605200 DB Build: 1373605200".

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.

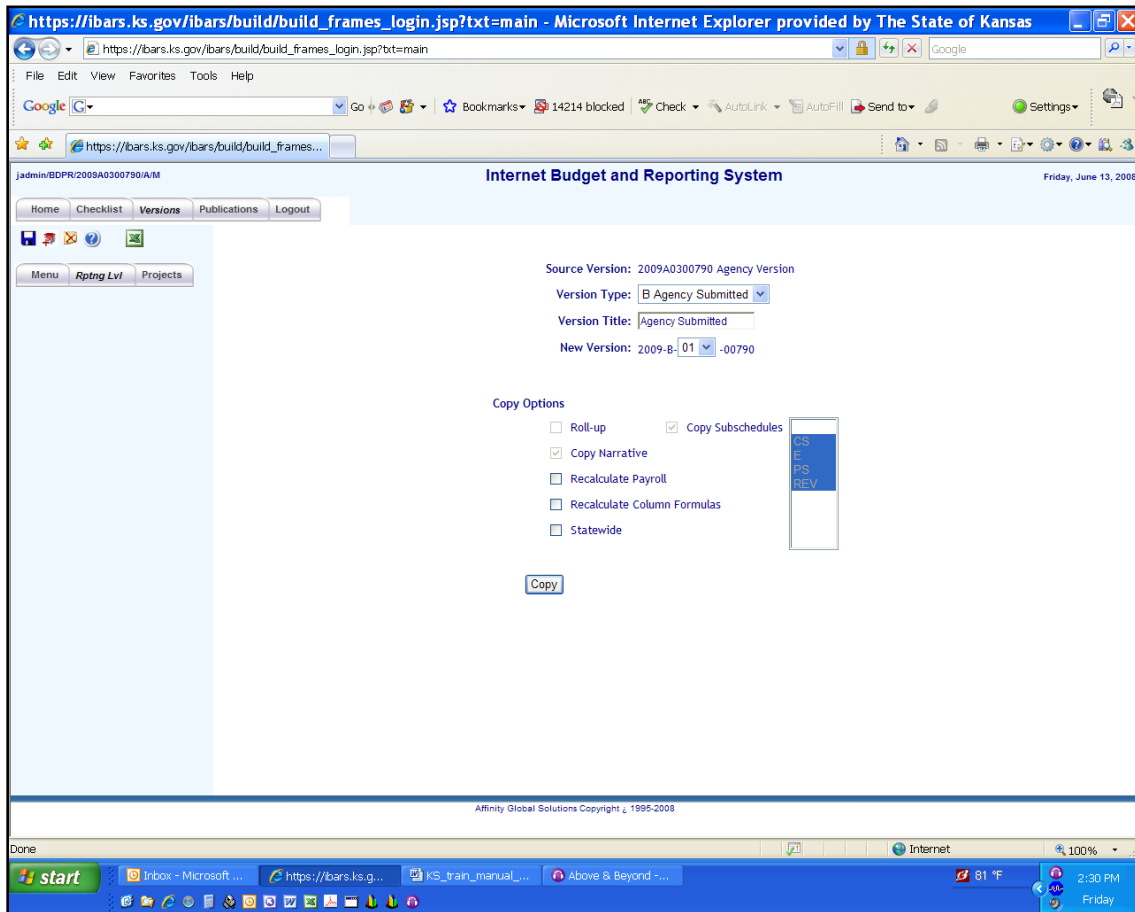
The screenshot shows the 'Versions' page in the IBARS system. The page title is 'Internet Budget and Reporting System' and the date is 'Wednesday, May 28, 2014'. The user is logged in as 'byadmin/ksprod/2015A0400177/A/M'. The selected facility is '00177 Ellsworth Correctional Facility'. The table below lists various budget versions, including 'Initial Download', 'Agency Working Version', 'Agency Submitted Version', 'DOB Technical Correctio', 'DOB Recommendation', 'Governor Working Version', 'Governor Recommendation', and 'Final Approved Budget'. A red arrow points to the 'Submit' link for the version '2015B0100177' with the title 'Agency Submitted Version'. A callout box with the text 'Click on the word Submit' is positioned over the 'Submit' link.

Copy	Delete	Submit	Version	Version Title	Cntrl Lvl Type	User 1	User 2	User 3	Date Created	Statewide Delete
Copy	Delete		2015D0100177	Initial Download	A				07/08/2013	Delete
Copy	Delete		2015D0200177	Initial Download	A				08/27/2013	Delete
Copy	Delete	Submit	2015A0200177	Agency Working Version	A				08/09/2013	Delete
Copy	Delete	Submit	2015A0300177	Agency Working Version	A				08/12/2013	Delete
Copy	Delete	Submit	2015A0400177	Agency Working Version	A				08/30/2013	Delete
Copy	Delete	Submit	2015B0100177	Agency Submitted Version	B				09/25/2013	Delete
Copy	Delete		2015E0300177	DOB Technical Correctio	B				09/25/2013	Delete
Copy	Delete		2015E1000177	DOB Recommendation	B				10/11/2013	Delete
Copy	Delete		2015F0100177	DOB Recommendation	B				11/07/2013	Delete
Copy	Delete		2015H0100177	Governor Working Version	B				11/13/2013	Delete
Copy	Delete		2015J0100177	Governor Recommendation	B				12/16/2013	Delete
Copy	Delete		2015M0100177	Session	B				04/14/2014	Delete
Copy	Delete		2015Z0100177	Final Approved Budget	B				05/20/2014	Delete
Copy	Delete		2014Z0100177	Final Approved Budget	B				06/20/2013	Delete
Copy	Delete		2013Z0100177	Final Approved Budget	B				06/13/2012	Delete
Copy	Delete		2012Z0100177	Final Approved Budget	B				06/24/2011	Delete

[Create New Version](#)

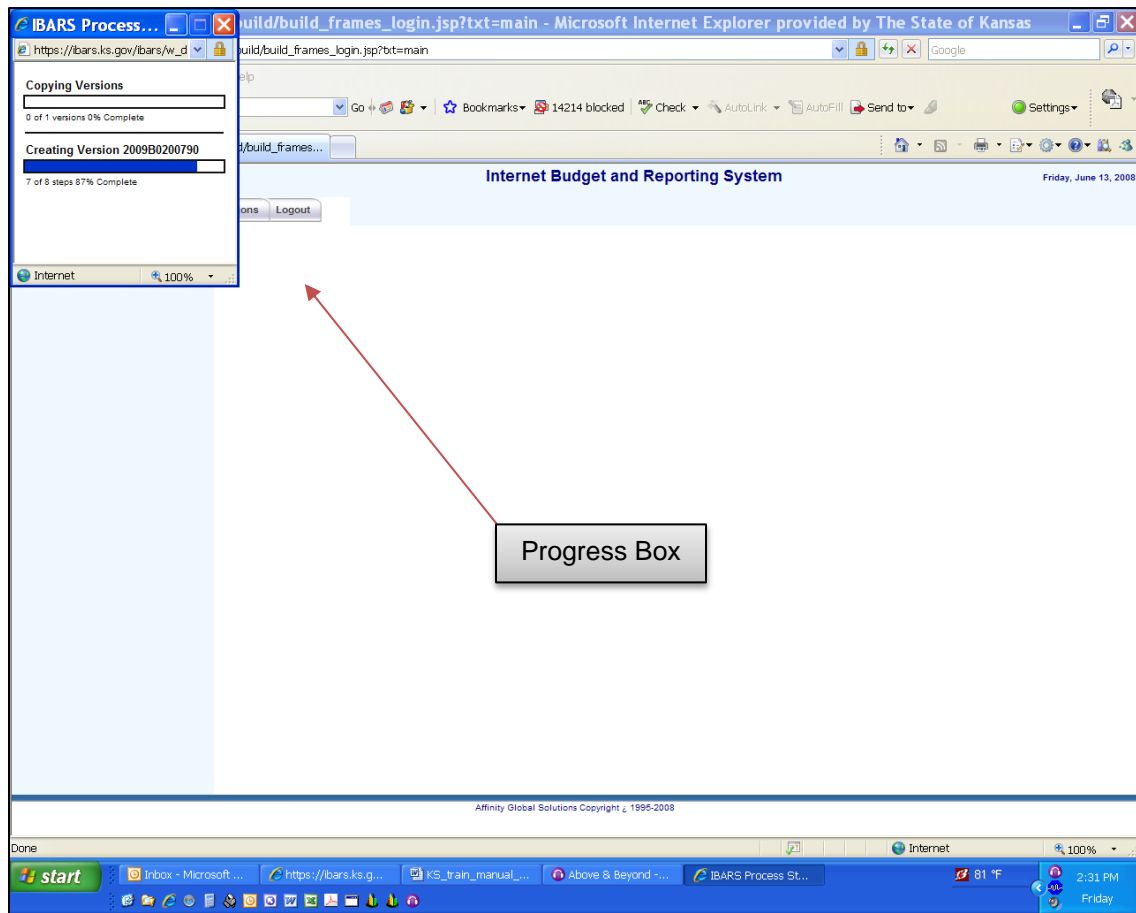
Submitting the Budget in IBARS, (cont.)

Once the user has clicked **Submit**, 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. Click 'OK' 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 <http://budget.ks.gov>.
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 are 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.

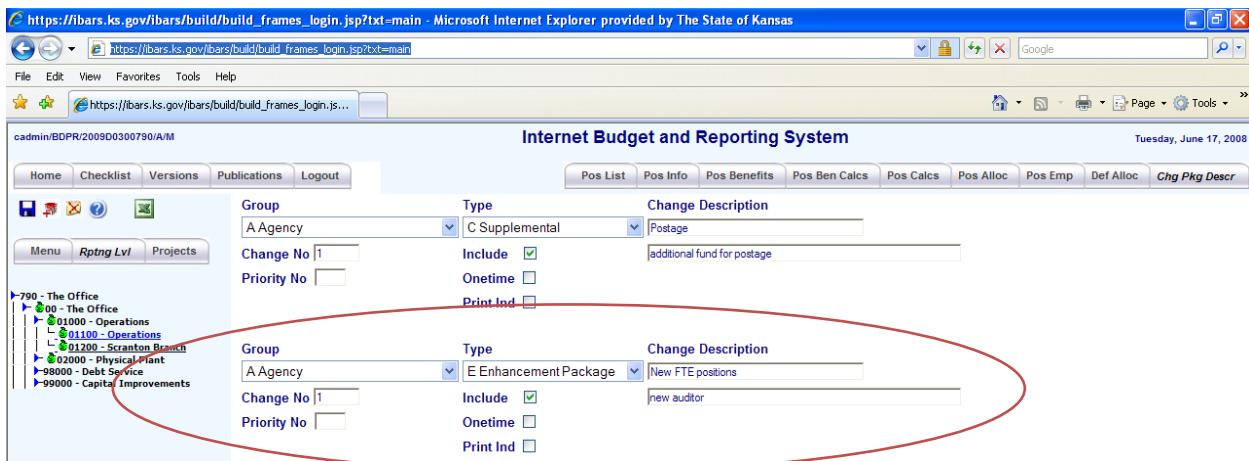
1. Start date of December 2008 or half way through the FY 2010, or 1040 hours
2. Full time employee
3. Classified
4. Public Service Executive II (class code 4273A4)
5. Step 4 of pay matrix
6. KPERS eligible
7. Eligible to receive health insurance
8. Funding split--25% State General Fund, 25% Dundee Award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

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

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 **An 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 .

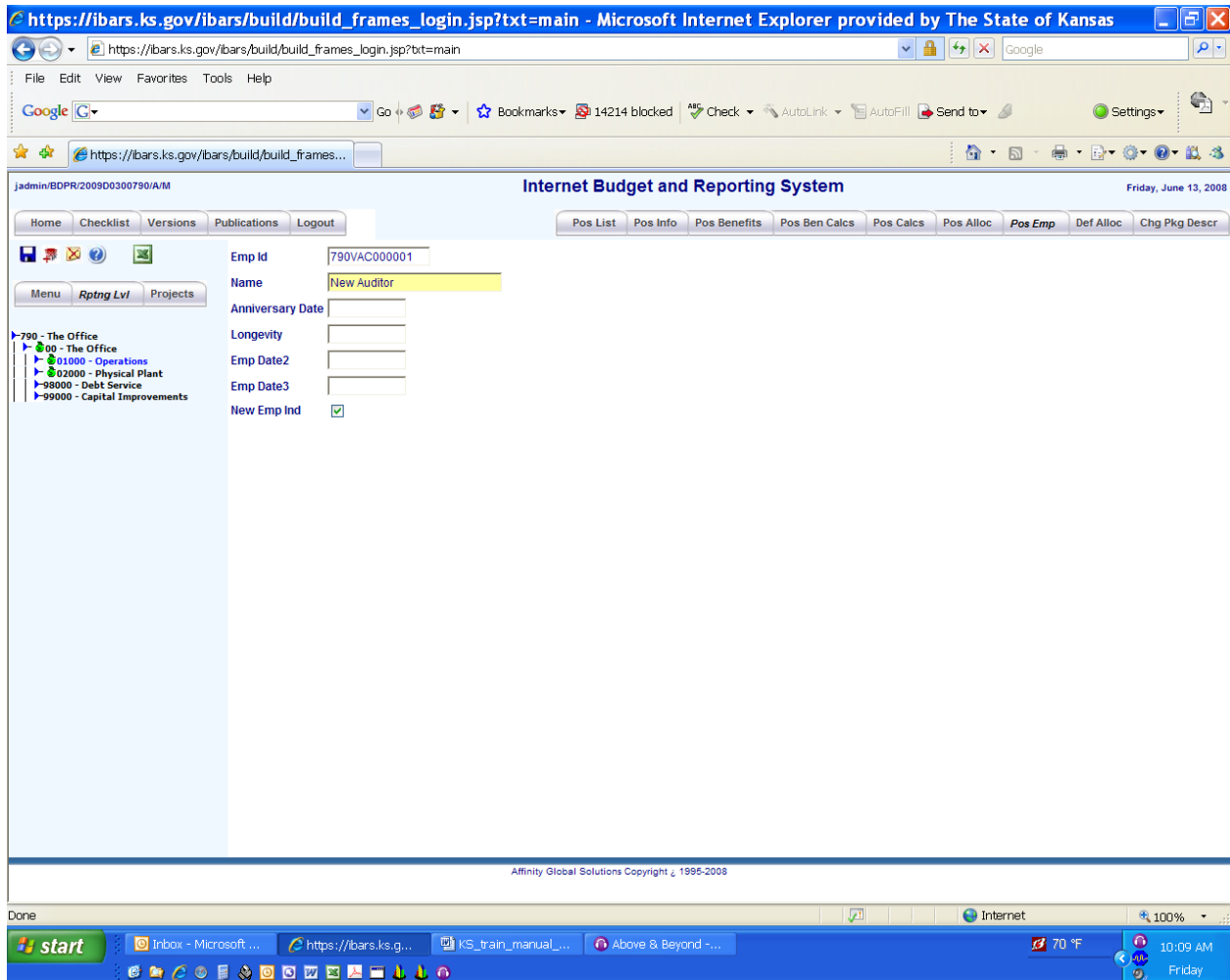


The screenshot shows the 'Internet Budget and Reporting System' interface. The browser address bar displays 'https://ibars.ks.gov/ibars/build/build_frames_login.jsp?txt=main'. The page title is 'Internet Budget and Reporting System' and the date is 'Tuesday, June 17, 2008'. The interface includes a navigation menu on the left with a tree view showing '790 - The Office', '01000 - Operations', '01100 - Operations', '01200 - Scranton Branch', '02000 - Physical Plant', '98000 - Debt Service', and '99000 - Capital Improvements'. The main content area has a top navigation bar with tabs: 'Home', 'Checklist', 'Versions', 'Publications', 'Logout', 'Pos List', 'Pos Info', 'Pos Benefits', 'Pos Ben Calcs', 'Pos Calcs', 'Pos Alloc', 'Pos Emp', 'Def Alloc', and 'Chg Pkg Descr'. The 'Chg Pkg Descr' page contains two data entry forms. The first form is for 'Postage' and the second form is for 'New FTE positions'. The second form is circled in red. The second form has the following fields: Group: 'A Agency', Type: 'E Enhancement Package', Change Description: 'New FTE positions', Change No: '1', Include: , Onetime: , and Print Ind: . The 'Add/Insert' icon is located at the top left of the form area, and the 'Save' icon is at the bottom left of the form area.

Position Detail Data Module Example – Add a New Position


Adding a Request for a New Position (cont.)

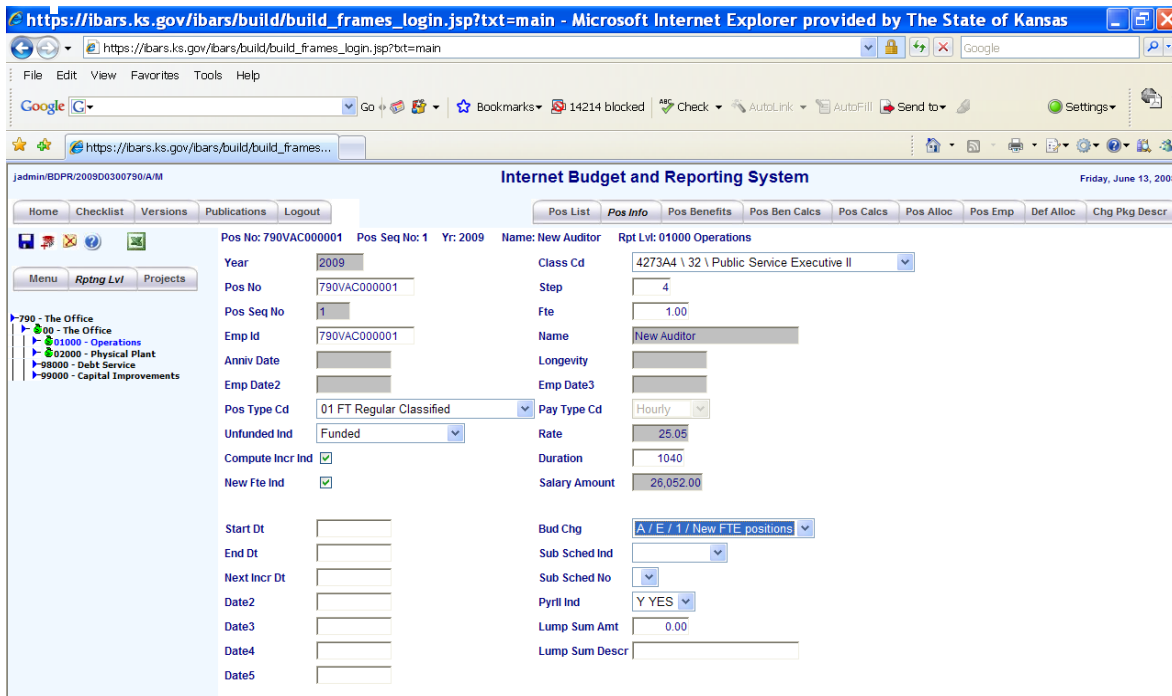
11. Click on the **Pos List** page.
12. Click the Add/Insert icon .
13. Click OK when asked “Do you wish to add a new employee?”
14. The system will take you to the **Pos Emp** page.
15. Enter **790VAC00001** in the **Emp Id** field. The **Emp Id** must be unique for each employee. Use agency number 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 **2009** in the **Year** box.
22. Select **4273A4 Public Service Executive II** from the **Class Cd** dropdown box.
23. Type **790VAC00001** in the **Pos No** box. The **Pos No** can be the same as the **Emp ID**.
24. Type **4** in the **Step** box.
25. Type **1** in the **FTE** box.
26. **790VAC00001** should be in the **Emp Id** box.
27. Select **01 FT Classified Regular** from the **Pos Type Cd** dropdown box.
28. Select **Funded** from the **Unfunded Ind** dropdown box.
29. Type **1040** in the **Duration** box. Remember the person is requested to be hired half way through the fiscal year.
30. Make sure the **New FTE Ind** box has a check in it.
31. Select the **A/E/1/New FTE Positions** change package from the **Bud Chg** dropdown box.
32. Select **Y Yes** from the **Pyrl Ind** dropdown box.
33. Click the Save icon .



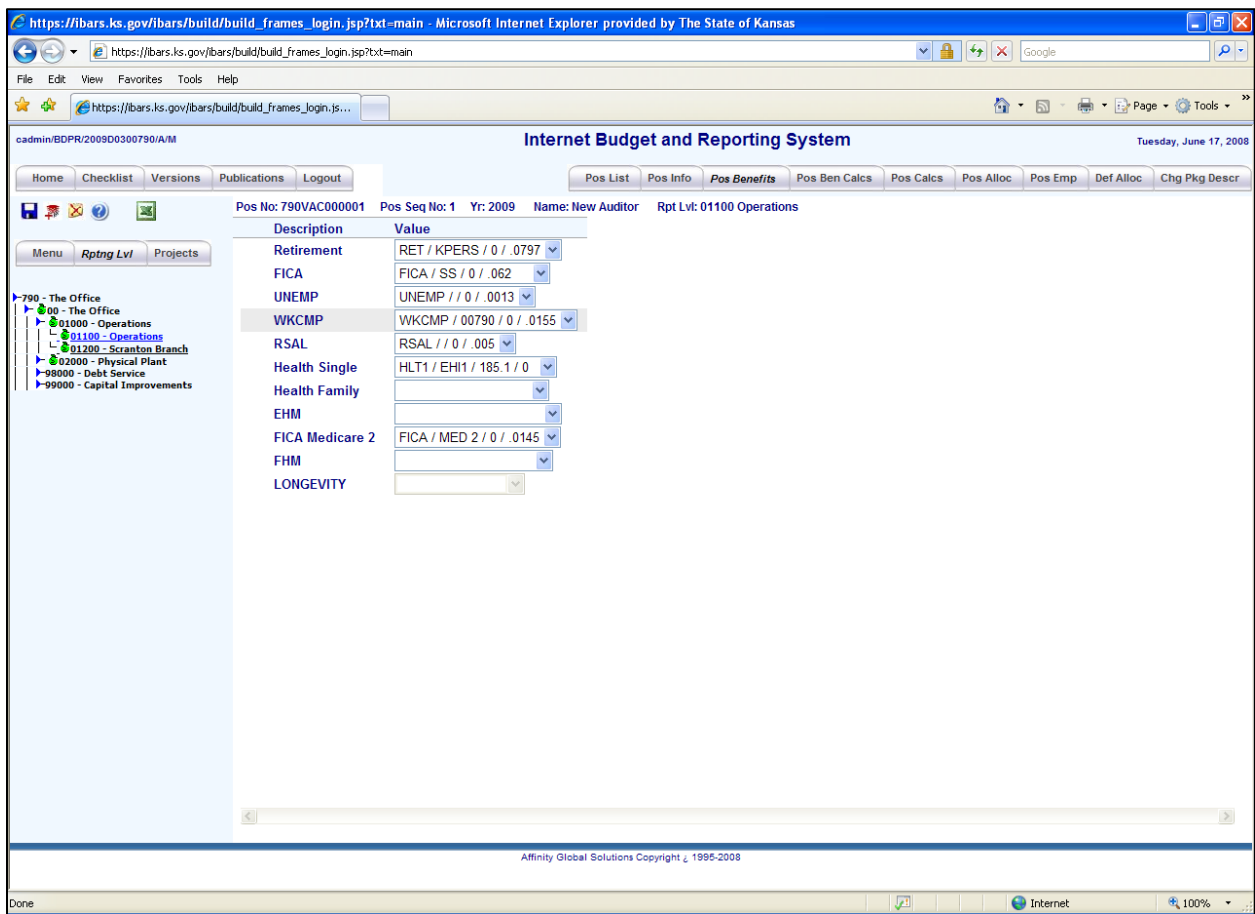
The screenshot displays the 'Internet Budget and Reporting System' web application. The browser address bar shows the URL: https://ibars.ks.gov/ibars/build/build_frames_login.jsp?txt=main. The application interface includes a navigation menu on the left with options like 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. The main content area is titled 'Pos Info' and shows details for a new position. The form fields are as follows:

Field	Value
Pos No	790VAC000001
Pos Seq No	1
Year	2009
Class Cd	4273A4 \ 32 \ Public Service Executive II
Step	4
Fte	1.00
Emp Id	790VAC000001
Name	New Auditor
Pos Type Cd	01 FT Regular Classified
Pay Type Cd	Hourly
Unfunded Ind	Funded
Rate	25.05
Duration	1040
Salary Amount	26,052.00
Bud Chg	A / E / 1 / New FTE positions
Pyrl Ind	Y YES
Lump Sum Amt	0.00

Position Detail Data Module Example – Add a New Position

Adding a Request for a New Position (cont.)

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



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.




The screenshot displays the 'Internet Budget and Reporting System' interface. The main content area shows a table of benefits for a specific position. The table has four columns: 'Benefit Type', 'Detail Amt', 'Sub Amt', and 'Grand Amt'. The data is as follows:

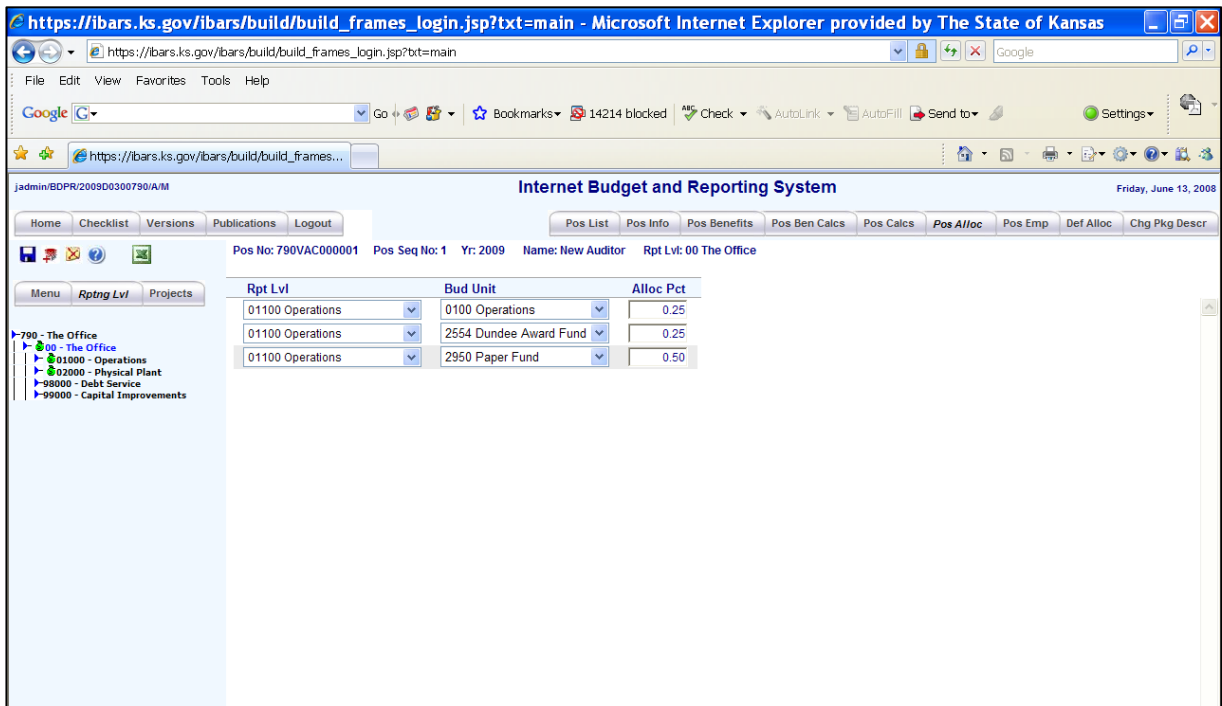
Benefit Type	Detail Amt	Sub Amt	Grand Amt
Base			
Salary		26,052.00	
Benefits			
FICA	1,615.22		
FICA 2	377.76		
HLT1	4,812.60		
LONGEVITY	0.00		
RET	2,076.35		
RSAL	130.26		
UNEMP	33.86		
WKCMP	403.80		
Subtotal		9,449.85	
Base Total			35,501.85
Grand Total			35,501.85

Additional information visible in the screenshot includes: Pos No: 790VAC000001, Pos Seq No: 1, Yr: 2009, Name: New Auditor, Rpt Lvl: 01100 Operations. The interface also features a navigation menu on the left and a top navigation bar with tabs like 'Pos List', 'Pos Info', 'Pos Benefits', 'Pos Ben Calcs', 'Pos Calcs', 'Pos Alloc', 'Pos Emp', 'Def Alloc', and 'Chg Pkg Descr'.

Position Detail Data Module Example – Add a New Position



Adding a Request for a New Position (cont.)

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




Position Detail Data Module Example – Delete a Position

Deleting a Position

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

Default Allocation for Salaries Examples

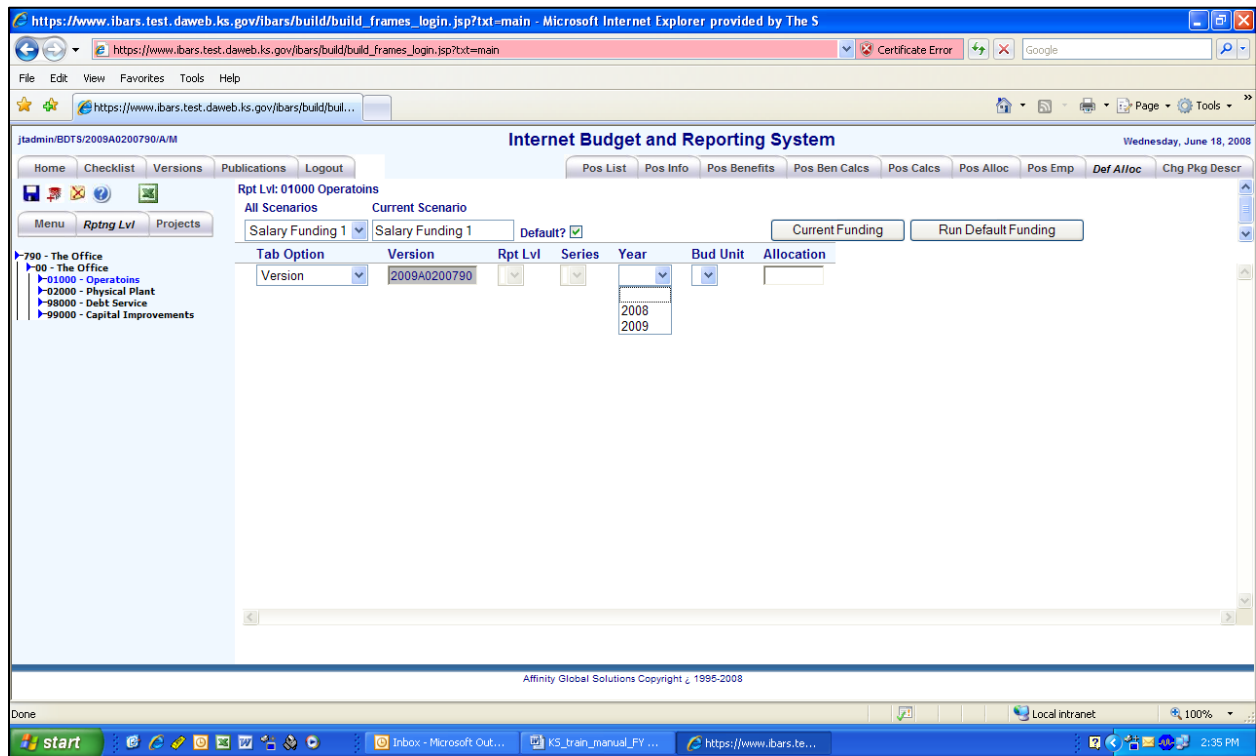
Default Funding for Salaries by Version

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

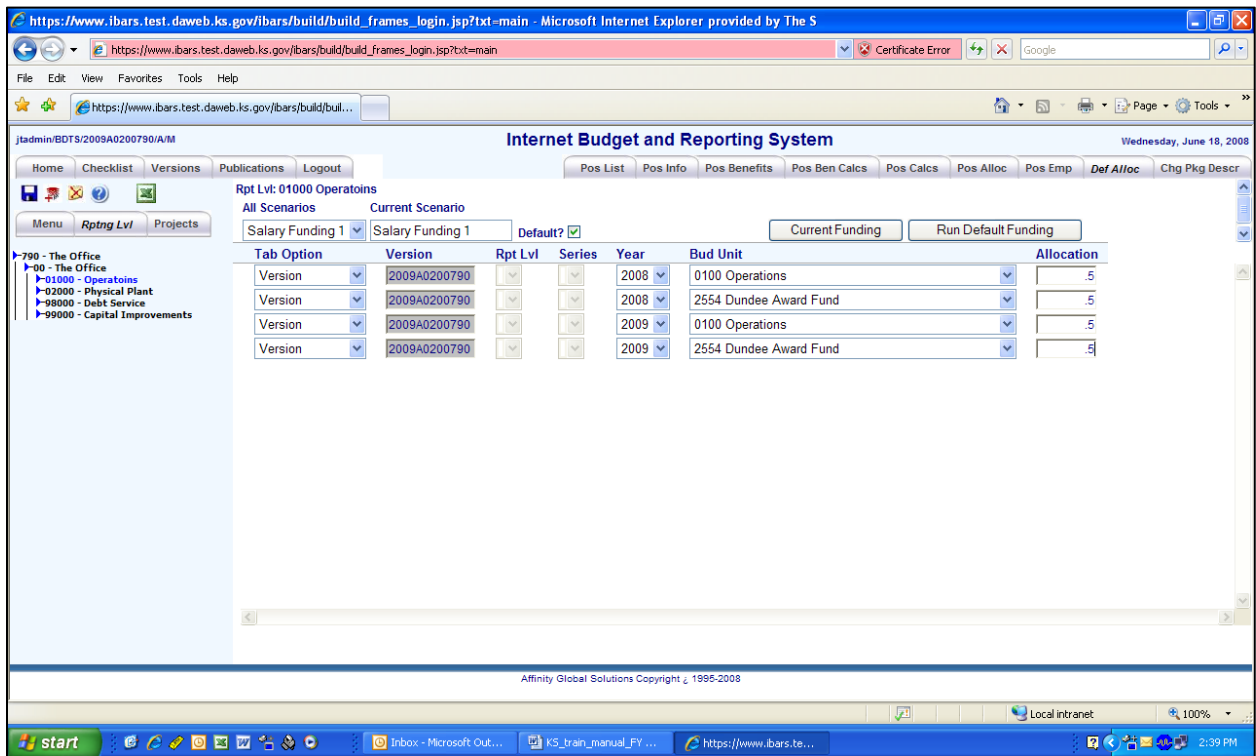
Default Funding for Salaries by Version (cont.)




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.

Tab Option	Version	Rpt Lvl	Series	Year	Bud Unit	Allocation
Reporting Level	2009A0200790	01100 Operations		2008	0100 Operations	1
Reporting Level	2009A0200790	01100 Operations		2009	0100 Operations	1

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 20XX Base Budget Entry** columns for the CY and BY. These columns are white. Expenditure **Obj No** rows are already in the system for the actual year expenditures. Use the existing **Obj No** or if needed add new **Obj No** rows.

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


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

Base Budget Entry – Expenditure (cont.)

Object No	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	Postc
3510 - GASOLINE	10,251	0	12,330	12,330	0	12,330	
3690 - OTHER PROFESSIONAL & SCIENTIFI	3,260	0	3,151	3,151	0	3,151	
3710 - STATIONERY AND OFFICE SUPPLIES	42,115	0	43,050	43,050	0	43,050	
Total	55,626	0	58,531	58,531	0	58,531	
Total Funds	55,626	0	34,681	34,681	0	34,681	

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.)

The screenshot shows the 'Internet Budget and Reporting System' interface. The main content area displays a table with the following data:

Bud Unit	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 Budget Entry
0100 Operations	23,851	0	23,850	23,850	0	23,850	0	23,850
Total	23,851	0	23,850	23,850	0	23,850	0	23,850
Total Expenditures	55,626	0	58,531	58,531	0	58,531	0	58,531
Total Funds	55,626	0	58,531	58,531	0	58,531	0	58,531

A red circle highlights the 'FY 2008 Base Budget Entry' column, and a callout box labeled 'In balance' points to it.

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 complete in the *Position Detail Data* module.

1. A change package description must be created before change package expenditures and funding can be entered.
2. Click the **Chg Pkg Descr** tab at the top right of the page.
3. Click the add icon  to insert a new change package description.
4. The screen on the next page shows an agency change package for one replacement vehicle for the budget year. The user fills out the boxes as described below.
 - Group:** Agency, since this is an agency request.
 - Type:** Enhancement, since this is a BY request.
 - Change Description – title:** Replacement vehicle.
 - Change Description:** Replacement for auditor.
 - Change No:** 2, since this is the second agency enhancement change package.
 - Include:** should be checked, since this item is part of the agency's submitted request.
5. Save the change package description by clicking the save icon .

Budget Request Summary Module Example – Entering Change Packages


Change Package Entry – Change Description (cont.)

The screenshot displays the 'Internet Budget and Reporting System' interface. The page title is 'Internet Budget and Reporting System' and the date is 'Thursday, June 19, 2008'. The user is logged in as 'admin/B DPR/2009D0300790/A/M'. The interface includes a navigation menu with 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. There are also buttons for 'Summary', 'Detail', 'Chg Pkg', 'Chg Pkg Descr', and 'Def Alloc'. The main content area shows four change packages, each with a 'Group', 'Type', 'Change Description', 'Change No', 'Priority No', 'Include', 'Onetime', and 'Print Ind' checkbox. The third package, 'Replacement Vehicle', is circled in red.

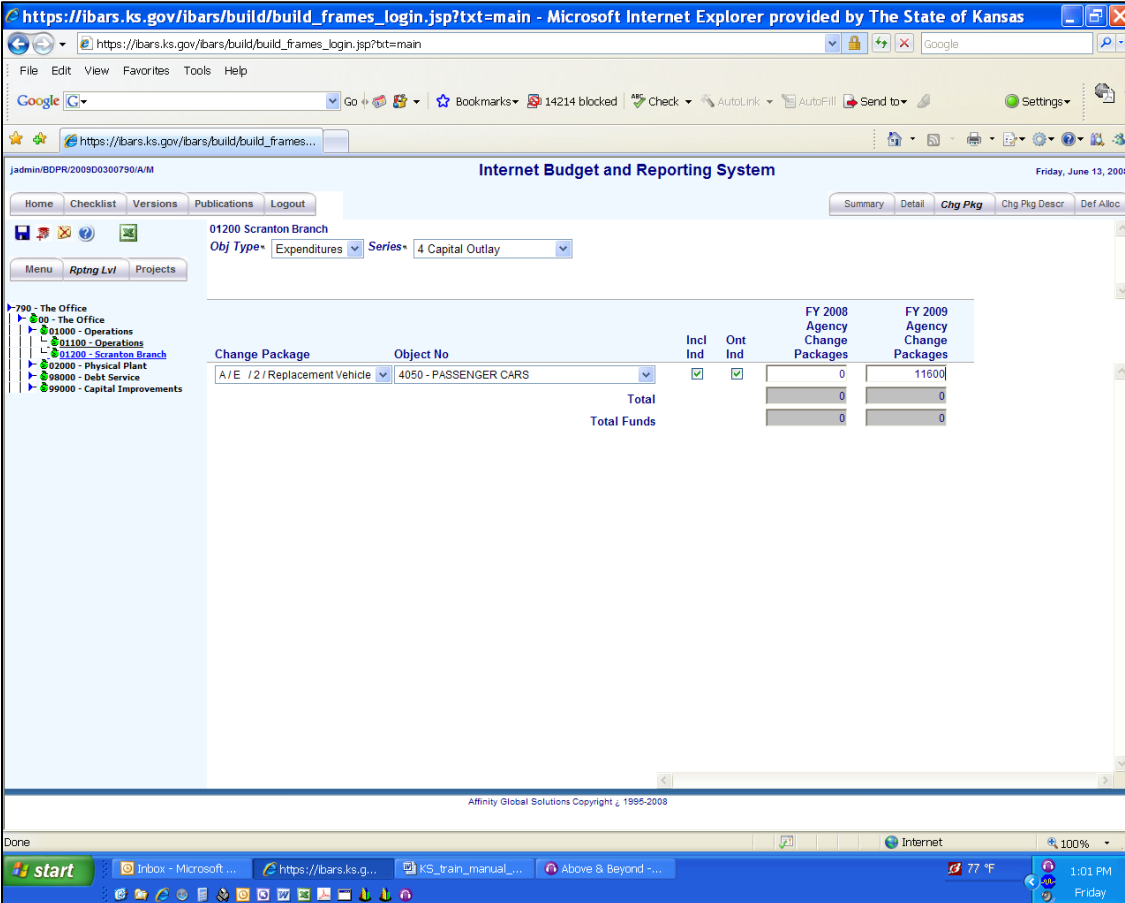
Group	Type	Change Description
A Agency	C Supplemental	Postage
Change No 1	Include <input checked="" type="checkbox"/>	additional fund for postage
Priority No <input type="checkbox"/>	Onetime <input type="checkbox"/>	
	Print Ind <input type="checkbox"/>	
A Agency	E Enhancement Package	New FTE positions
Change No 1	Include <input checked="" type="checkbox"/>	new auditor
Priority No <input type="checkbox"/>	Onetime <input type="checkbox"/>	
	Print Ind <input type="checkbox"/>	
A Agency	E Enhancement Package	Replacement Vehicle
Change No 2	Include <input checked="" type="checkbox"/>	replacement for auditor
Priority No <input type="checkbox"/>	Onetime <input type="checkbox"/>	
	Print Ind <input type="checkbox"/>	
A Agency	I Capital Improvements	Storage Shed
Change No 1	Include <input checked="" type="checkbox"/>	Storage shed for paper
Priority No <input type="checkbox"/>	Onetime <input type="checkbox"/>	
	Print Ind <input type="checkbox"/>	

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 2009 Agency Change Packages** column.
13. Click the Save icon  .

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




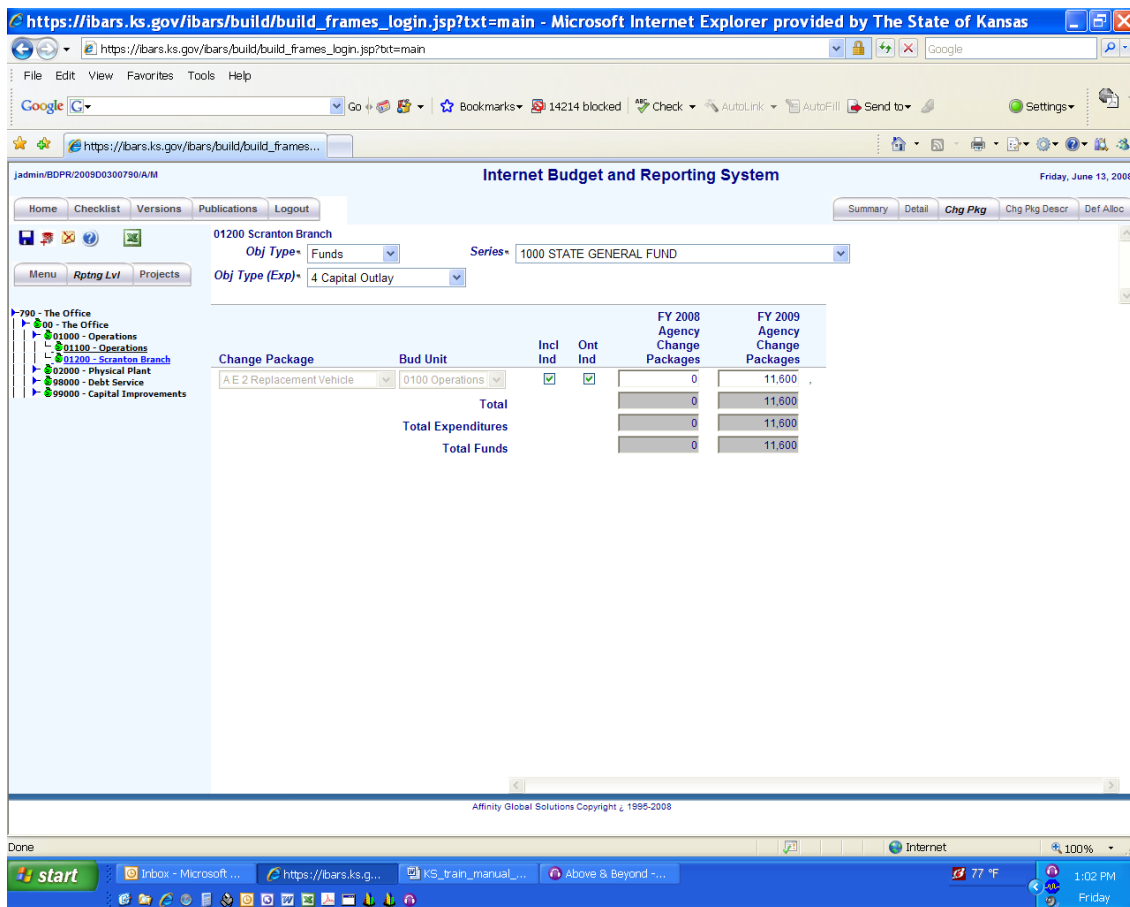
The screenshot shows the 'Internet Budget and Reporting System' interface. The 'Chg Pkg' tab is active, displaying a table with the following data:

Change Package	Object No	Incl Ind	Ont Ind	FY 2008 Agency Change Packages	FY 2009 Agency Change Packages
A/E / 2 / Replacement Vehicle	4050 - PASSENGER CARS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	11600
Total				0	0
Total Funds				0	0

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 2009 Agency Change Packages** column.
8. Click the Save icon  .




The screenshot shows the 'Internet Budget and Reporting System' interface. The main content area displays the following table:

Change Package	Bud Unit	Incl Ind	Ont Ind	FY 2008 Agency Change Packages	FY 2009 Agency Change Packages
A E 2 Replacement Vehicle	0100 Operations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	11,600
Total				0	11,600
Total Expenditures				0	11,600
Total Funds				0	11,600

Default Allocation for Operating Budget Example

Default Funding for Operating Budget by Reporting Level

1. Select the **Add Scenario** option from the **All Scenarios** drop down on the **Def Alloc** page.
2. Enter the name of your new scenario in the **Current Scenario** text box.
3. Click on the check mark in the **1 to 1** box to remove it.
4. Select the **Overwrite** option from the **Post Method** drop down.
5. Select the **FY 2XXX Base Budget Entry** option from the **Source Column(s)** drop down. In the Budget Request Summary module separate funding scenarios have to be created for each fiscal year.
6. Select the **FY 2XXX Base Budget Entry** option from the **Post Column(s)** drop down. This entry must be the same column that was chosen in step 5.
7. Click the Save icon .

Internet Budget and Reporting System

Wednesday, June 18, 2008

Home Checklist Versions Publications Logout

Menu Rptng Lvl Projects

All Scenarios: Operating Funding 1

Current Scenario: Operating Funding 1

Source Object: Expenditures

Post Object: Funds

Post Method: Overwrite

Source Column(s): FY 2009 Base Budget Entry

Post Column(s): FY 2009 Base Budget Entry

1 to 1


Tab Option	Version	Rpt Lvl	Series	Obj	Bud Unit	Allocation
	2009A0200790					

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Default Allocation for Operating Budget Example

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

Tab Option	Version	Rpt Lvl	Series	Obj	Bud Unit	Allocation
Reporting Level	2009A0200790	01100 Operations			0100 Operations	.5
Reporting Level	2009A0200790	01100 Operations			2554 Dundee Award Fund	.5



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

The screenshot shows the 'Internet Budget and Reporting System' interface. The browser address bar indicates the URL: https://ibars.ks.gov/ibars/build/build_frames_login.jsp?txt=main. The system title is 'Internet Budget and Reporting System' and the date is 'Friday, June 13, 2008'. The user is logged in as 'jadmin/BOPR/20090300790/A/M'. The page shows a navigation menu with 'Home', 'Checklist', 'Versions', 'Publications', and 'Logout'. The main content area displays the following information:

Version 20090300790
Agency 00790 The Office
Bud Unit Type: State General Fund
Bud Unit: 0100 Operations

Current Agcy Transaction Obj	07 Actuals	08 Agency Revenue	09 Agency Revenue
R0001 APPROPRIATION	245,865	247,719	263,228
	245,865	247,719	263,228

The table shows a single row of data for 'R0001 APPROPRIATION' with values for 07 Actuals, 08 Agency Revenue, and 09 Agency Revenue. A red arrow points to the 'Bud Unit' dropdown menu.

Special Fund Balance Module Example

Entering Revenue Estimates – Examples (cont.)

Special Revenue Funds

The screenshot displays the 'Internet Budget and Reporting System' interface. A red circle highlights the 'Special Revenue Funds' dropdown menu under 'Bud Unit Type'. A red arrow points from this menu to the '07 Actuals' column of the table below. The table shows revenue estimates for three transaction objects: R1020 INTANGIBLE, R2099 OTHER SERVICE CHAR, and R2210 MANUFACTURED PROC. The total revenue for 07 Actuals is 514,982, for 08 Agency Revenue is 531,226, and for 09 Agency Revenue is 546,899.

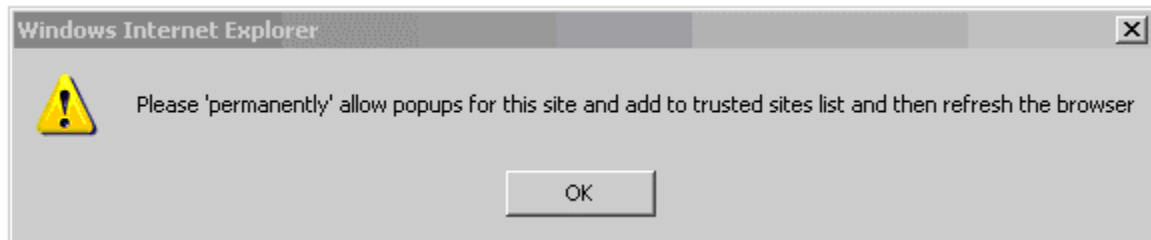
Current Agcy Transaction Obj	07 Actuals	08 Agency Revenue	09 Agency Revenue
R1020 INTANGIBLE	12,649	15,000	18,254
R2099 OTHER SERVICE CHAR	203,456	211,226	213,645
R2210 MANUFACTURED PROC	298,877	305,000	315,000
Total	514,982	531,226	546,899

Appendix D

Initial Computer Setup

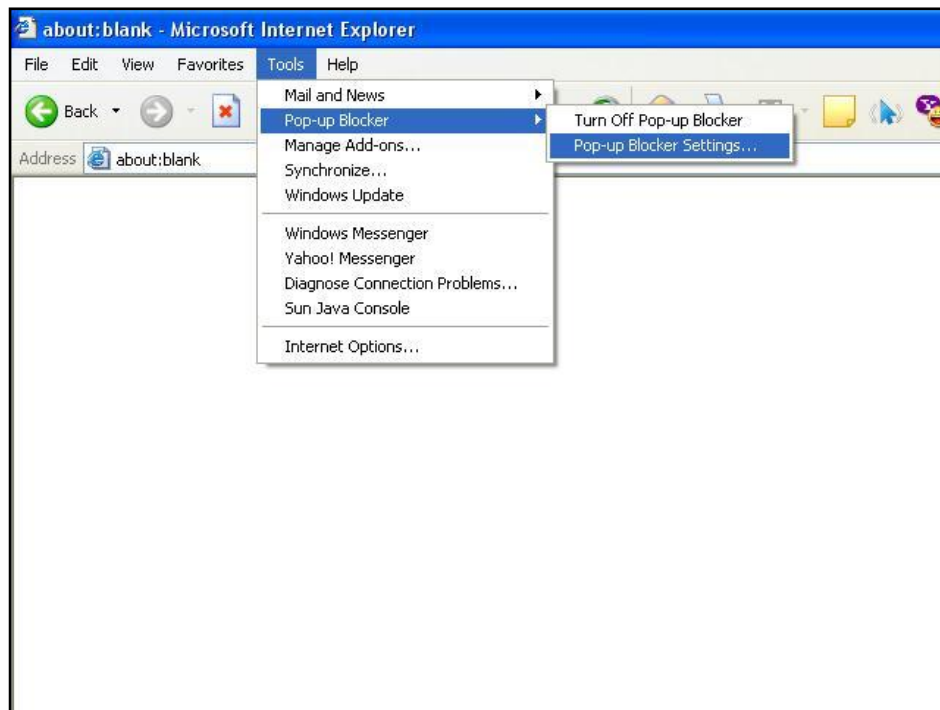
Pop Ups

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



After clicking OK, please perform the following tasks to manage the pop-up settings:

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



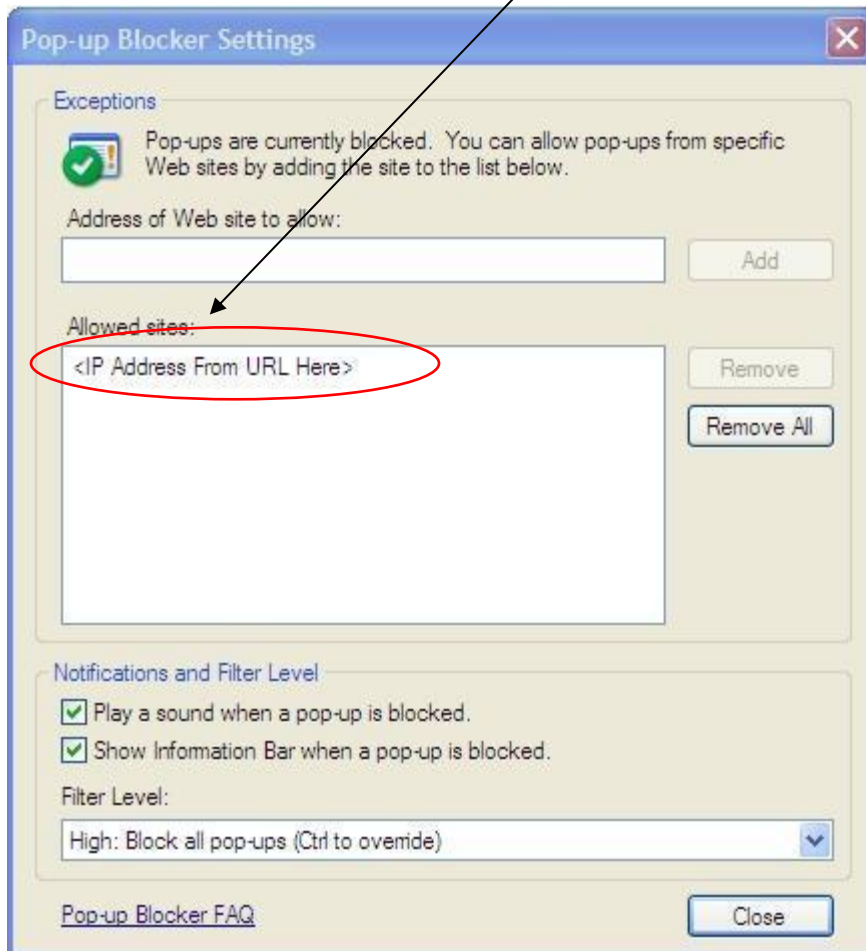
Pop-ups (cont.)

1. In the web address line, type in "https://ks.ibarsbudget.com/ibars/startup.jsp" then Click "Add."
2. The site should then be in the "Allowed sites:" box.
3. Click "Close."



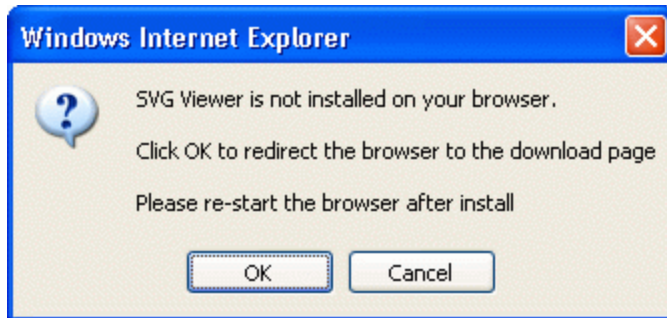
Pop-ups (cont.)

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



SVG Viewer

If you use an older version of Internet Explorer, you may be prompted to install the SVG Viewer. The plugin is not necessary for basic IBARS functions and you may click “Ignore” without any ill effects to your sessions. If you choose to have it installed, you may be required to have your IT support staff do this because you may not have administrative access to add programs to your computer.



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

DOWNLOADS

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

Installing Adobe SVG Viewer

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

Viewers

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

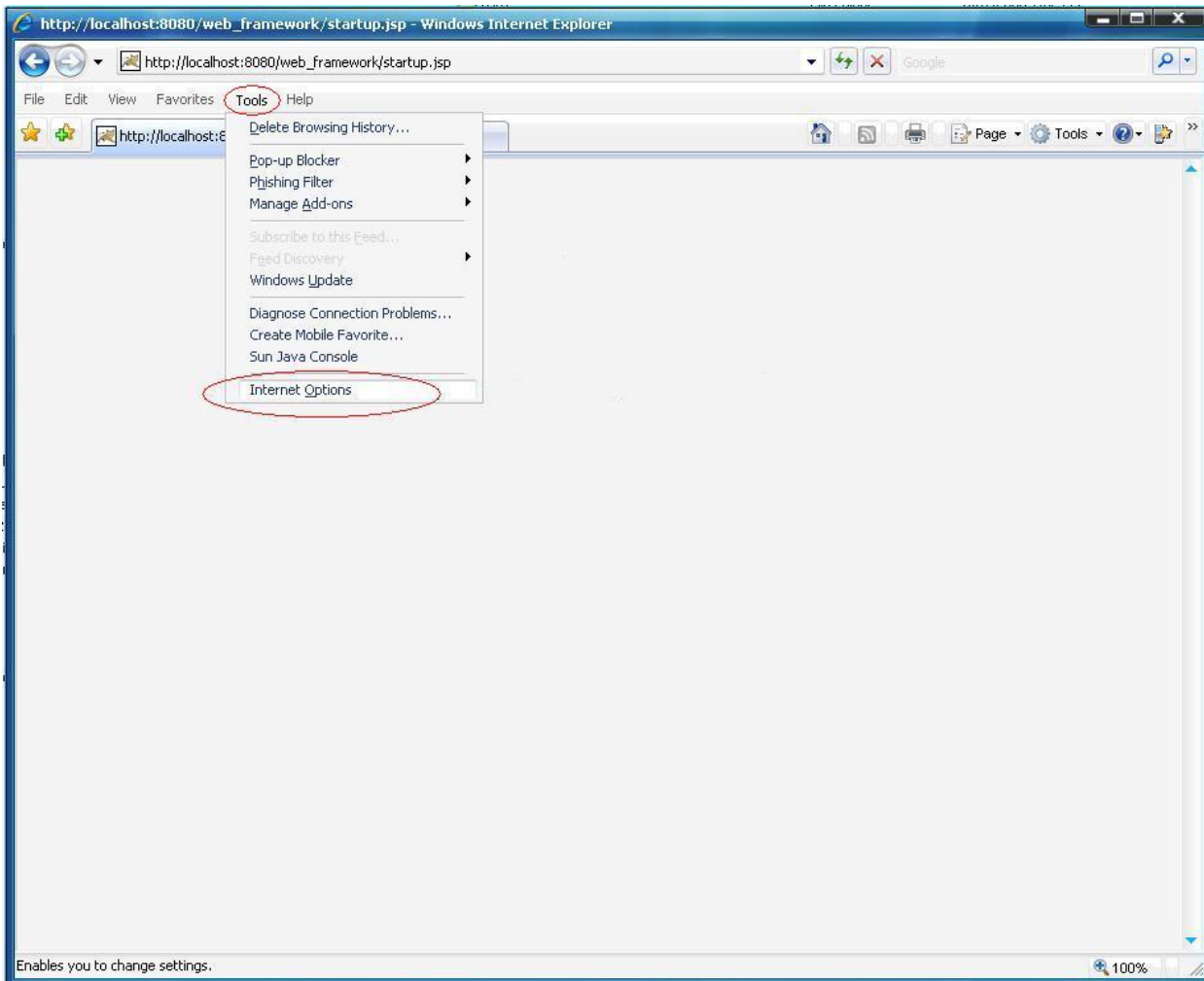
Internet Explorer 9 Settings

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

Note: Later versions of Internet Explorer will follow similar setup procedures and settings.

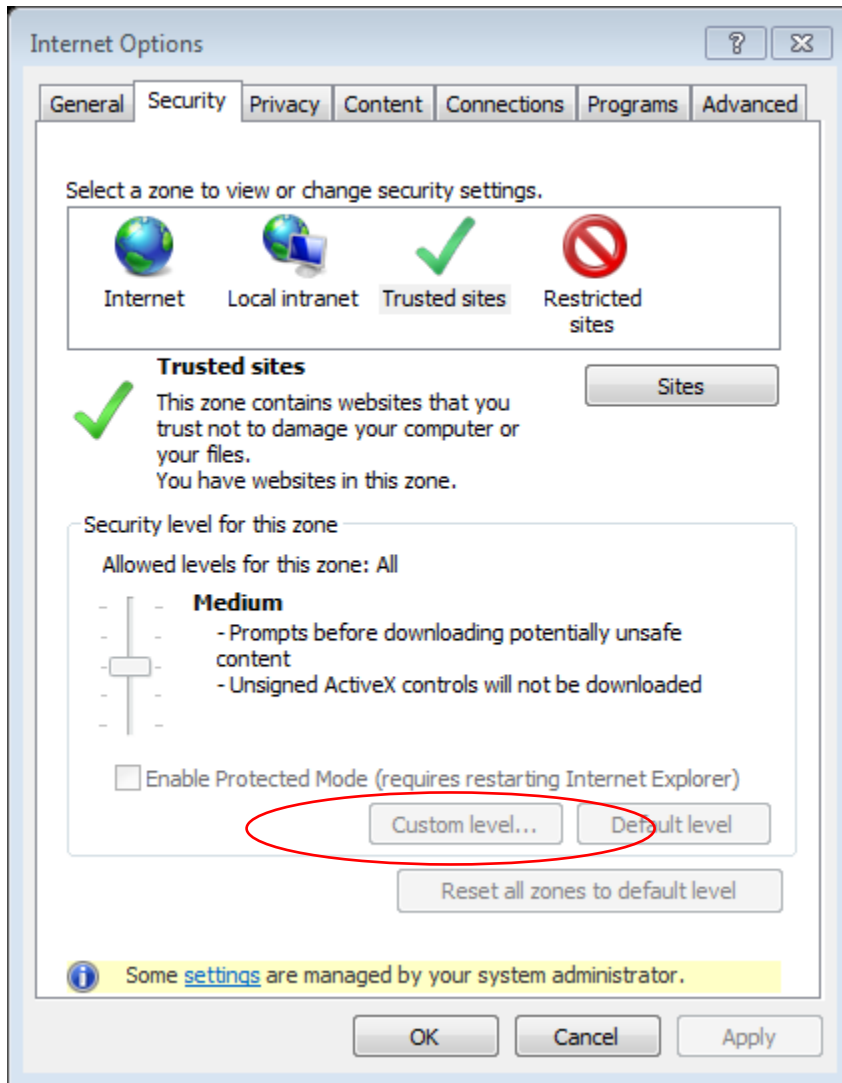
Please consult your IT staff for other versions of Internet Explorer.

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



Instructions for Internet Explorer 9 (cont.)

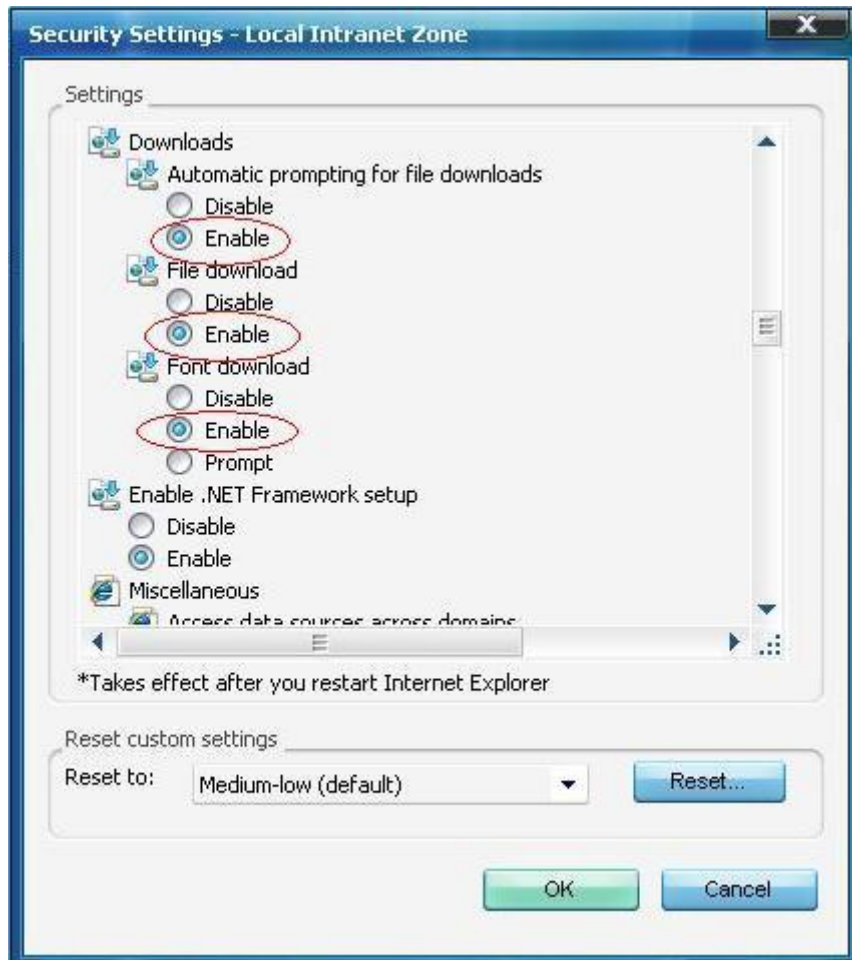
2. Click on the **Security Tab**.
3. Click on **Custom Level** button.



Instructions for Internet Explorer 9 (cont.)

Allowing Downloads

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



Instructions for Internet Explorer 9 (cont.)

Allowing Scripting

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

