

## 2017-19 Budget Guidelines to State Agencies

- The address for the OMB website is <https://www.nd.gov/omb/>
- The IBARS link is located under the OMB Apps Login at the top right of OMB's home page.
- There have been no significant changes made to IBARS.
- The IBARS instruction manual will soon be posted to OMB's website. It can also be accessed through the Help icon in IBARS.
- Agencies have been contacted about staff needing access to IBARS and user IDs have been set up.
- Building and infrastructure formula amounts have been sent out to agencies.
- The IBARS system is open. Please review your reporting levels and notify your budget analyst to lock the reporting levels. **Do not enter data in IBARS until reporting levels are locked.**
- All Funds and Department IDs used in 2013-15 and 2015-17 must remain in IBARS so expenditure and payroll data can be downloaded correctly.
- Historical expenditure data for January and payroll data for March are being downloaded into version D01 in IBARS from the accounting system. Contact your analyst if you would like to edit your data in an excel spreadsheet prior to having it loaded into IBARS.
- Agency billing rates can be found in the appendix of the IBARS manual.
- Over the next several weeks, agencies will be contacted by their budget analyst with their base budget amounts including your debt service amounts to be budgeted in 2017-19.
- Provide thorough, yet concise, explanations of budget changes. Document efficiencies.
- Copy 2015 R03 version narrative only.
- Carefully review enabling statutes to ensure they are up-to-date and accurate.

- All additional FTE that will be requested, regardless of funding, must be in the optional request—not the base request.
- Review the “Vacancy Position Listing” report and ask HRMS to delete any position numbers that are no longer in use.