

Chapter Eleven: Reports

This chapter describes the various reports available through BARS and procedures for printing or viewing them. Many of the reports can be viewed or printed at either the agency level or at the program level. Sample reports are located at the end of this chapter.

Reports are located under the menu options “Reporting” and “Publications”.

Reporting

Agency Reports:

CR05R	Request Detail
CR01	Salary Budget
CR02	Position Funding
CR03	Schedule Information
CRSR	Subschedule Reports
CRVA	Validate Agency Version
CR06	Agency Special Fund Report
CR07	Agency Grants Summary Report
CR08	Agency Extraordinary Repairs Report
CR09	Agency Equipment > \$5,000 Report
CR10	Agency IT Equipment > \$5,000 Report
CRCP	Capital Projects Agency
CRCS	North Dakota Change Package Summary

Standard Reports:

SR01	Reporting Levels
SR04	Change Package Summary
SR04S	Change Package Summary by Line
SR05	Budget Request Summary – Reporting Level
SR05A	Budget Request Summary – Agency
SR05S	Budget Request Summary – Line
SR05N	Budget Request – Negative Values
SR06	Budget Validation
SR07	Version Comparison
SR07S	Version Comparison – by Line
SR12	Pay Plan Comparison
SR13	Personal Services Budget
SR14	Position Detail
SR15	Sample Graph (not used)
SR16	Excel Budget Export (not used)
SR17	Notes (not used)
SUBSCH1	Subschedule Info

Publications

Budget Books

A	Agency Overview
C	Change Package Narrative
IT1	IT Plan
P	Program Narrative
SP	Subschedule Publication
SSN	Subschedule Narrative

Navigation

Reporting => List Reports => Agency Reports **or** Standard Reports

Or

Publications => Budget Books => Publication Name

Using the Screens

On the “List Reports” menu highlight the necessary report and then double click the “Run” button at the bottom of the screen.

From the “Report Name” drop down list, select the desired version of the report. For certain reports the user will notice various choices in the Report Name drop down. These are previously saved report profiles with preset column selections.

Choose the desired report profile from the dropdown, or rename the report to have that name appear on the printed report.

If the user desires the report at the agency level or a rollup reporting level, place a checkmark in the Code Type Rollup box, or leave it blank to choose a report at a lower reporting level.

Tip

If the Code Type Rollup box is checked, select (All) for an agency level report and a report for every rollup level. Select one of the two agency names for a report at the agency level OR select individual rollup level reports.

If the Code Type Rollup is unchecked: select (All) for reports of every reporting level or select the desired individual reporting level.

Select the columns desired to appear on the report using dropdowns labeled Columns 2 - 7.

Select Major Program to run a report at the major program level by selecting Major Program in the Code 1 dropdown. Code 2 is not used.

If the user wishes to save the desired column selections, specify a different name in the Report Name box, then click the “Save Profile” button. This will not save the code Type Rollup check box selection, the Reporting Level selection nor the Code 1, Major Program selection.

Click OK to generate the report.

Budget Request Reports

CR05R – Request Detail Report

Provides budget information by account code and funding source for each line item. A total of all expenditures, total for each individual funding source and total funding for federal, special, and general funds is provided at the end of the report. Also included is the total FTE count.

Tip *In order to generate a report for the entire agency as well as individual reporting level reports, the report will need to be generated twice. Once with the rollup box checked and the agency name selected, and once with the rollup box unchecked and (All) selected in the reporting level box.*

Alternate reports: SR05, SR05S Reports and SR05A

Alternate reports are available under the Standard Reports list. The report format is slightly different; however, the selection options are similar:

- SR05 – Budget Request Summary by Reporting Level (provides all expenditures followed by all funding)
- SR05S – Budget Request Summary by Line (provides expenditures and funding by line.)
- SR05A – Budget Request Summary by Agency (provides a summary report by major program, line and funding source.)

Tip *The SR05, SR05S and SR05A also provide expenditure and funding information for the posting subschedules. Funding and expenditure information is available for the subschedule in total, or for each subschedule item individually.*

Salary Reports

CR01 – Salary Budget

Provides position information including position number, name, FTE, new FTE indicator, reporting level, funding source allocation percentage, monthly base, proposed biennial salary and benefits, lump sum payments and salary adjustments. The report can be generated by individual reporting level, rolled up to an agency level or by special line. Additional options can be selected on each of the reports:

Funded Ind box:

- ALL - all funded and unfunded positions
- 0 – Funded - all funded positions only
- 1 – Unfunded – Do Not Post - all unfunded positions only

Opt FTE box:

- All Positions - all base budget and optional positions
- No Optional Positions - base budget positions only
- Only Optional Positions

CR02 – Position Funding

Provides two different reports, Total Position Funding and Fringe Benefit Detail. These reports provide additional position information including job class or job class title. Selections can be made to sort by position number, class name or employee name, and include salary increase or omit optional FTE.

The Total Position Funding report provides the salary and benefits as well as the funding source amounts.

The Fringe Benefit Detail report allows a selection of four different benefit types including Health, FICA, Retirement, Unemployment, Workers' Comp, Medicare, Standard Fringe, Life Insurance and Employee Assistance (Longevity is not used by North Dakota.)

Tip

The CR02 – Position Funding reports do not include any lump sum payments. The lump sum amounts must be added separately to reconcile to the total payroll budget.

Alternate reports: SR13 and SR14

Variations to the Agency payroll reports are available under the Standard Reports list:

- SR13 – Personal Services Budget
- SR14 – Position Detail reports

Subschedule Reports**CR03 – Schedule Information**

Provides reports from posting subschedules. Reports can be generated for the agency, all reporting levels, or individual reporting levels. Below is a copy of the selection screen for each of the subschedules and the associated column options.

Posting Subschedule reports:

CAP	Capital Assets
E	Budget Request (not used)
EQP	Equipment Over \$5,000
EXTR	Extraordinary Repairs
GS	Grants Summary
IT	IT Capture
ITEQ	IT Equip and Software Over \$5,000
OCP	Other Capital payments
OPER	Operating (not used)
REV	Revenue (not used)

CAP – Capital Assets

Report Name	Schedule Information	
Version:	2009-A-04-00108	Admin <input type="checkbox"/>
Sub Sched	CAP Capital Assets	
Rptng Lvl	(Agency)	
Column 2	Cost to Continue Adjustments	
Column 3	(None)	
Column 4	Cost to Continue Adjustments	
	2009-11 Budget Request	
	2009-11 Optional Request	
	Request Plus Optionals	
		OK
		Cancel
		Save Profile
		Delete Profile

EQP – Equipment over \$5,000

Report Name	Schedule Information	
Version:	2009-A-04-00108	Admin <input type="checkbox"/>
Sub Sched	EQP Equipment Over \$5000	
Rptng Lvl	(Agency)	
Column 2	Cost to Continue Adjustments	
Column 3	(None)	
Column 4	Cost to Continue Adjustments	
	2009-11 Budget Request	
	2009-11 Optional Request	
	Request Plus Optionals	

EXTR - Extraordinary Repairs

Report Name	Schedule Information	
Version:	2009-A-04-00108	Admin <input type="checkbox"/>
Sub Sched	EXTR Extraordinary Repairs	
Rptng Lvl	(Agency)	
Column 2	Cost to Continue Adjustments	
Column 3	(None)	
Column 4	Cost to Continue Adjustments	
	2009-11 Budget Request	
	2009-11 Optional Request	
	Request Plus Optionals	

GS – Grants Summary

Report Name	Schedule Information	
Version:	2009-A-04-00108	Admin <input type="checkbox"/>
Sub Sched	GS Grants Summary	
Rptng Lvl	(Agency)	
Column 2	2007-09 Biennium Appropriation	
Column 3	(None)	
Column 4	2007-09 Biennium Appropriation	
	Cost to Continue Adjustments	
	Adjusted Base	
	2009-11 Budget Changes	

IT - IT Capture

Report Name	Schedule Information	
Version:	2009-A-04-00108	Admin <input type="checkbox"/>
Sub Sched	IT IT Capture	
Rptng Lvl	(Agency)	
Column 2	Current Appropriation	
Column 3	(None)	
Column 4	Current Appropriation	
	Budget Request	
	Optional Adjustments	
	Request Plus Optionals	
		OK
		Cancel
		Save Profile
		Delete Profile

ITEQ - IT Equip and Software Over \$5,000

Report Name	Schedule Information	
Version:	2009-A-04-00108	Admin <input type="checkbox"/>
Sub Sched	ITEQ IT Equipment Over \$5000	
Rptng Lvl	(Agency)	
Column 2	(None)	
Column 3	(None)	
Column 4	Cost to Continue Adjustments	
	2009-11 Budget Request	
	2009-11 Optional Request	
	Request Plus Optionals	
		OK
		Cancel
		Save Profile
		Delete Profile

OCP - Other Capital Payments

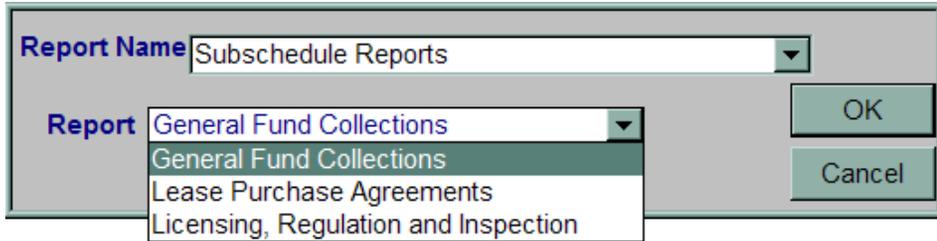
Report Name	Schedule Information	
Version:	2009-A-04-00108	Admin <input type="checkbox"/>
Sub Sched	OCP Other Capital Payments	
Rptng Lvl	(Agency)	
Column 2	Cost to Continue Adjustments	
Column 3	(None)	
Column 4	Cost to Continue Adjustments	
	2009-11 Budget Request	
	2009-11Optional Request	
	Request Plus Optionals	
		OK
		Cancel
		Save Profile
		Delete Profile

CRSR - Subschedule Reports

Provides reports from non-posting subschedules:

- General Fund Collections
- Lease Purchase Agreements
- Licensing, Regulation and Inspection

Samples of the reports are included at the end of this chapter.



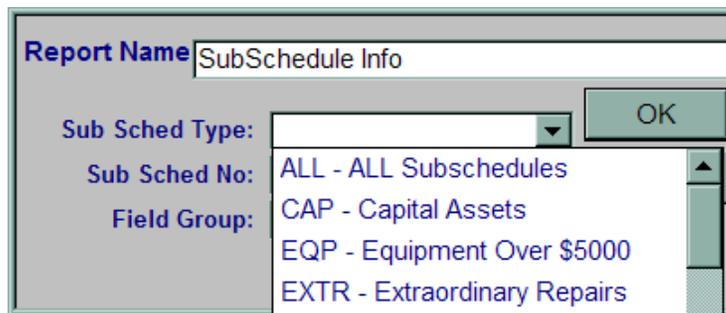
SUBSCH1 – Subschedule Info

Provides a report containing the data entered on the info tabs of the selected subschedules.

Samples of the reports are included at the end of this chapter.

In order to generate a report for the Capital Assets, Equipment over \$5,000, Extraordinary Repairs, Grants Summary, IT Equipment > \$5,000, Other Capital Payments, or Operating Expense subschedules:

- “Subschedule Type” – Select the subschedule
- “SubSched No” - Select the desired item from the subschedule



Miscellaneous Reports

SR01 – Reporting Levels

The reporting levels report can be sorted by description or reporting level number. The structure can be compared to the trees in PeopleSoft, to insure all levels are also included in BARS.

The screenshot shows a configuration dialog box for the 'Reporting Levels' report. It includes the following fields and controls:

- Report Name:** Reporting Levels (dropdown menu)
- Agcy No:** 00110 OFFICE OF MANAGEMENT AND BUDGET (dropdown menu)
- Sort By:** Reporting Level (dropdown menu)
- Buttons:** OK and Cancel

SR04 and SR04S Change Package Summary and Summary by Line reports

This report lists all base and optional change packages. It can be generated at the agency level, by reporting level and by line. In addition, the report can be generated for each of the change types A through G by selecting the “Chg Grp” dropdown. The reports identify the expenditure account codes and funding sources for each change package. In order to validate the budget request, expenditures and funding must equal for each change package within each reporting level.

The screenshot shows a configuration dialog box for the 'Change Package Summary by Line' report. It includes the following fields and controls:

- Report Name:** Change Package Summary by Line (dropdown menu)
- Version:** 2009-A-04-00108
- Code Type Rollup:**
- Admin:**
- Buttons:** OK and Cancel
- Rptng Lvl:** (All) (dropdown menu)
- Column 2:** 2005-07 Biennium Expenditures (dropdown menu)
- Column 3:** 2007-09 First Year Expenditures (dropdown menu)
- Column 4:** 2007-09 Biennium Balance (dropdown menu)
- Column 5:** 2007-09 Biennium Appropriation (dropdown menu)
- Column 6:** Curr Bien Approp (pyrll only) (dropdown menu)
- Column 7:** Payroll from Subschedule (dropdown menu)
- Code1:** (All) (dropdown menu)
- Code2:** (All) (dropdown menu)
- Chg Type:** (All) (dropdown menu)
- Chg Grp:** (All) (dropdown menu)
- Incl Ind:**
 - A Base Budget Change
 - B Base Budget One-Time
 - C Optional Change
- Buttons:** Save Profile and Delete Profile

Submitting Budget Request

CRVA – Validate Agency Version

This report is used to identify validation errors that must be corrected before an agency budget request will be accepted. Contact the OMB budget analyst after running this report for assistance in making the corrections.

1	2	3	4	5	6	7	8
Subschedule	Change Package Description	Line Description	Object Number	Reporting Level Description	Amount		
Adjustments in Optionals column							
CAP	Change Description 1	CAPITAL ASSETS	CP6820	Facility Management	\$10,000		
CAP	Change Description 2	CAPITAL ASSETS	CP6820	Administration	\$5,000		

SR05N – Budget Request – Negative Values This report will identify any negative numbers in the budget request. Budgets will not be accepted with negative numbers in the following columns:

- Column 1 - 2005-07 Biennium Expenditures
- Column 2 - 2007-09 First Year Expend.
- Column 3 - 2007-09 Biennium Balance
- Column 4 - 2007-09 Biennium Approp
- Column 5 - Curr Bien Approp (pyrll only)

- Column 6 - Payroll from Subschedule
- Column 9 - Costs to Cont Base Operations
- Column 11 - 2009-11 Budget Request
- Column 12 - 2009-11 Optional Budget Chgs
- Column 13 - 2009-11 Base & Optional Req

SR06 – Budget Validation

This report will identify the reporting level and line ID where errors occur. It will provide an “Error Message” describing where the problem occurs, such as which column, which subschedule, which account code, etc.

2007 BIEN / 3/22/2006 4:56 PM		SR06 - Budget Validation	Page 1 of 3
Schedule Grants Summary			
Reporting Level & Line Id	Error Message		
Administration 03-110-100-00-00-00-00000000	Funding Amounts does not Equal Budgeted Amounts for column: 2007-09 Budget Changes, 04.		
Schedule Capital Projects			
Reporting Level & Line Id	Error Message		
Administration 03-110-100-00-00-00-00000000	Funding Amounts does not Equal Budgeted Amounts for column: 2007-09 Budget Request, 01.		
Schedule Grants Summary			
Reporting Level & Line Id	Error Message		
Administration 03-110-100-00-00-00-00000000	Funding Amounts does not Equal Budgeted Amounts for column: 2007-09 Budget Request, 05.		
Schedule Capital Projects			
Reporting Level & Line Id	Error Message		
Administration 03-110-100-00-00-00-00000000	Funding Amounts does not Equal Budgeted Amounts for column: 2007-09 Optional Request, 02.		
Administration 03-110-100-00-00-00-00000000	Funding Amounts does not Equal Budgeted Amounts for column: Request Plus Optionals, 03.		
Schedule Grants Summary			
Reporting Level & Line Id	Error Message		
Administration 03-110-100-00-00-00-00000000	Funding Amounts does not Equal Budgeted Amounts for column: Request Plus Optionals, 07.		
Schedule Capital Projects			
Reporting Level & Line Id	Error Message		
Facility Management	Funding Amounts does not Equal Budgeted Amounts for column: 2007-09 Budget Request, 01.		

Publications

Reports containing narrative are accessed through the Publications. These reports are opened as a Word document. If edits are made to those reports, they can not be saved in BARS, only in Word. Following is the navigation path and a brief explanation for each report. To view a report once it is generated, select the report and click the “Edit” button at the bottom of the screen. Sample reports are located at the end of this chapter.

Navigation

Publications => Budget Books => Select Report:

A - Agency Overview provides a report containing all agency narrative.

Create =>

=>Are you sure you want to create this new document? YES

or =>Are you sure you want to create this new document and overwrite the existing file? YES

=>Double Click on number in the “Name” column

=>Process complete (1) file completed, (0) errors. OK

- C - Change Package Narrative provides the narrative included with each change package
Create =>
=>*Are you sure you want to create this new document? YES*
or =>*Are you sure you want to create this new document and overwrite the existing file? YES*
=>Double Click on number in the “Name” column
=>Process complete (1) file completed, (0) errors. OK
- IT1 - IT Plan report provides the narrative entered for each project
Create=>Narrative/Data Merge window: Select agency number=>Create
=>*Are you sure you want to create this new document? YES* or
=>*Are you sure you want to create this new document and overwrite the existing file? YES*
=>Double Click on number in the “Name” column
=>Process complete (1) file completed, (0) errors. OK
- P - Program Narrative report provides the narrative entered for each program
Create =>
=>*Are you sure you want to create this new document? YES* or
=>*Are you sure you want to create this new document and overwrite the existing file? YES*
=>Double Click on number in the “Name” column
=>Process complete (1) file completed, (0) errors. OK
- SP – Subschedule Publication report provides the narrative entered for each subschedule
Create =>
=>*Are you sure you want to create this new document? YES* or
=>*Are you sure you want to create this new document and overwrite the existing file? YES*
=>Double Click on number in the “Name” column
=>Process complete (1) file completed, (0) errors. OK
- SSN - Subschedule Narrative report provides a separate report for each item included in the subschedules.
Create=>
=>Select project or item from Subschedule Narrative Selection=>Create
=>*Are you sure you want to create this new document? YES OR*
=>*Are you sure you want to create this new document and overwrite the existing file? YES*
=>Double Click on number in the “Name” column
=>Process complete (1) file completed, (0) errors. OK