Chapter Two: BARS General Procedures

This chapter includes an overview of BARS and the specific steps to use in creating a budget request. Information is provided regarding:

- Security and access
- BARS logon screen
- Reporting levels
- Copying, selecting and deleting budget versions
- Subschedule copy function
- Default funding
- BARS Help function

Overview of BARS

The North Dakota Budget Analysis and Reporting System (BARS) was developed to meet the needs of policymakers in North Dakota. BARS provides a method for agencies to prepare a budget request. The system allows for the aggregation of the requested dollars at user-selected levels of detail and provides the ability to generate reports for management review at these various levels.

In addition, BARS facilitates the balancing of data entered on supporting schedule input screens with budget request figures. Amounts entered in the various subschedules are posted directly to the budget request when the subschedule is completed.

The system is client-server based, meaning all data resides on a server database while most of the programming and processing resides on the workstation. The actual BARS application resides on each agency's personal computers and the data entered resides on the server. New BARS executables can be downloaded from the OMB Fiscal Management website at http://www.nd.gov/fiscal. Required BARS updates will be announced through email.

In addition to initial agency budget preparation, OMB uses BARS to prepare the Governor's recommendation.

Security and Access

User Types

By contacting the BARS System Administrator, a user type code is assigned to each user when the user ID is created. Security settings and access privileges are established according to the user type code. Access privileges include "read/write" or "read only" access to screens, reports, narratives, the budget request checklist, and publications. Access can be allowed at the agency level or limited to specific reporting levels. The main user type codes are explained as follows:

DA **Multi-department user** – This user has access to multiple agencies.
EA **Single department user** – This user has access to all reporting levels within a single agency.
FA **Restricted Department ID user** – This user has access to data within selected reporting levels for a particular agency. This security is set by EA or DA users through the security window on the reporting level maintenance screen.
HA **Single department IT capture user** – This user's access is limited to the IT Capture subschedule for a single agency.

Access By Other Users
Agency users can change OMB and Legislative Council access privileges for a specific budget version. Access by Legislative Council analysts and OMB may be set to open, closed, or read-only for each version. To change access to a selected version, go to the Budget Control Checklist and change the access indicator in the access box. If set to "closed", the corresponding version is not included in the other user's list of versions available for selection in the Version Control Screen. The "Read-only" access allows the respective user to view, but not change, the version.

BARS Logon and the Main Menu

BARS Logon
Upon starting the BARS application, the Logon screen is opened. Enter a user ID and current password, both of which are case sensitive. For users with an Active Directory account, the BARS user ID is the same as the Active Directory user name. If a new user ID is required, contact Brian Bartz at 328-1529. First time users are assigned a temporary password that should be changed once logged on to BARS.

If the user does not have the most current BARS application version, a message box appears to notify the user to upgrade. Install a new BARS application using the BARS installation wizard available through the OMB Fiscal Management web site.

If a user experiences three unsuccessful attempts to logon to BARS, the user's access will be locked. In this event, the ITD Help Desk (328-4470) must be contacted to reset the password.

BARS Main Menu
The Main Menu bar at the top of the screen lists all the initial selections for the navigation paths needed to access screens. The menu items include File, Administration, Preparation, Reporting, Publications, Window, and Help. The Main Menu also includes a message box to communicate pertinent information to BARS users.

Changing a User Password
To change a password while logged on to BARS, select File and Change Password from the Main Menu.

Reporting Levels

Using the Screen

Defining Reporting Levels

One of the first steps in preparing the budget is defining the reporting level structure. Establishing the structure is the same concept used in the development of the Tree Manager Structure in PeopleSoft . The reporting level structure is important for both data entry and reporting in BARS. Initially, OMB will copy the BARS Reporting and Budget Level Maintenance Table from the previous biennium into the 2007-09 record. This structure must be reviewed by the agency and updated to include reporting level changes for the present biennium and the biennium for which the budget is being requested. Notify the assigned OMB budget analyst of any needed changes to the table.

Defining Data Entry Levels

The BARS Reporting Level Type code defines the various data entry levels available. The value of this field is set prior to entering data for the Budget Request. The valid values are:

- **A** Accounting Level Data Entry- 4 digit Department ID.
- **B** Summary/Roll-Up Level (the organizational level at which the Budget Office reviews and modifies the Budget Request).
- **X** Neither a summary or data entry level. The "X" can apply to a reporting level above or below the other two values.

Report Viewer - Standard Reports - Reporting Levels

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Department: 00408 PUBLIC SERVICE COMMISSION

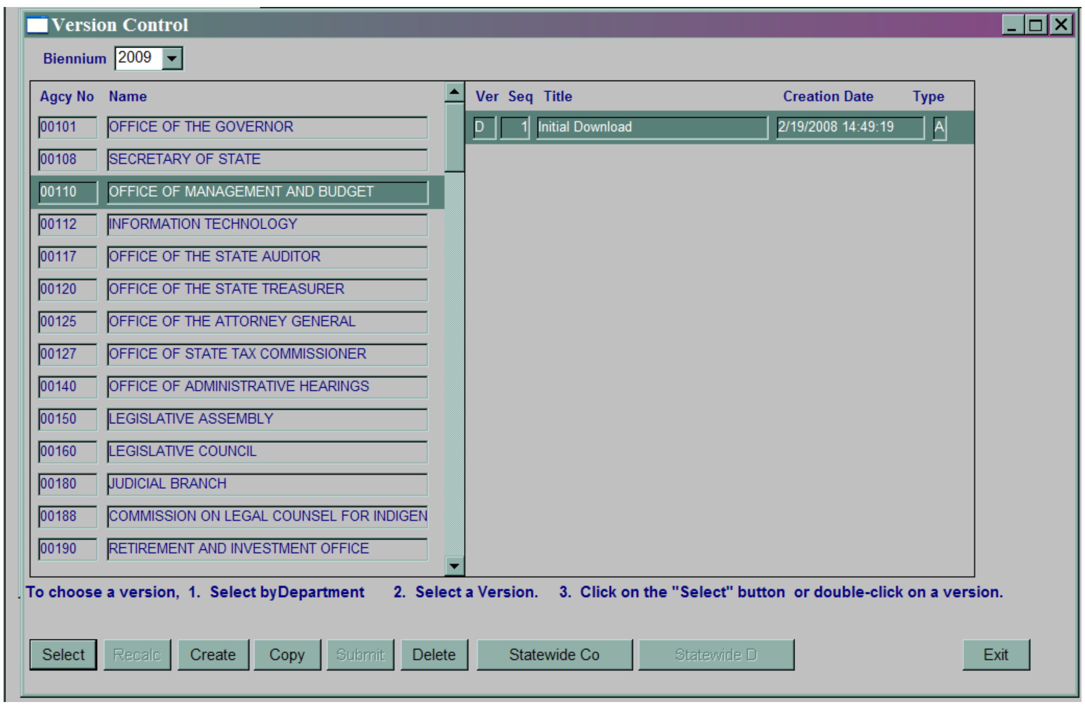
Reporting Level	Description	Code1	Code2	Type	Cross Reference	Level	Enabled
00-000-000-00-00-00-00-00000000	OFFICE OF PUBLIC SERVICE COMMISSION			X	00	1	Yes
00-408-000-00-00-00-00-00000000	Public Service Commission			X		2	Yes
00-408-100-00-00-00-00-00000000	ADMINISTRATION	MP		B		3	Yes
00-408-100-10-00-00-00-00000000	Commissioners			A	1100	4	Yes
00-408-100-12-00-00-00-00000000	Commerce Counsel			A	1200	4	Yes
00-408-100-13-00-00-00-00000000	General Office			A	1300	4	Yes
00-408-200-00-00-00-00-00000000	TESTING, LICENSING AND CERTIFICATION	MP		B		3	Yes
00-408-200-20-00-00-00-00000000	Testing & Safety			A	2000	4	Yes
00-408-200-40-00-00-00-00000000	PSC Licensing & Rail			X		4	Yes
00-408-200-40-01-00-00-00000000	Licensing & Rail			A	4000	5	Yes
00-408-200-40-02-00-00-00000000	State Rail Fund			A	4100	5	Yes
00-408-200-72-00-00-00-00000000	Gas Safety			A	7200	4	Yes
00-408-300-00-00-00-00-00000000	PUBLIC UTILITIES	MP		B		3	Yes
00-408-300-70-00-00-00-00000000	Public Utilities			A	7100	4	Yes
00-408-300-75-00-00-00-00000000	QPAP Continuing Appn.			A	7500	4	Yes
00-408-300-77-00-00-00-00000000	PSC Valuation Revolving			A	7700	4	Yes
00-408-300-78-00-00-00-00000000	Continuing Appn. Coding Error 2005			A	7800	4	Yes
00-408-400-00-00-00-00-00000000	RECLAMATION PROGRAMS	MP		B		3	Yes
00-408-400-80-00-00-00-00000000	Reclamation			A	8000	4	Yes
00-408-400-83-00-00-00-00000000	OSM Technical Assistance			A	8300	4	Yes
00-408-400-90-00-00-00-00000000	Abandoned Mine Lands			A	9000	4	Yes

<u>Locking Reporting Levels to Start the Budget Request</u>
Once the reporting levels are established by the agency and approved by the assigned OMB analyst, the levels are locked by OMB and data entry can begin. After reporting levels are locked, it is not advisable to unlock and make changes to the table. Once the data is entered, the deletion of a reporting level may corrupt the BARS database and may require the agency to re-start the budget process.

Once reporting levels are approved by OMB and locked, preparation windows are opened for access.

Copying, Selecting, and Deleting Budget Versions

Version Control Screen



Navigation
Log On => File => Version Control
or
Click the Version button on Main Menu

Purpose
The Version Control screen controls the access, creation, submission, and deletion of budget versions.

Using the Screen

Upon first accessing the Version Control screen, select the biennium and the department. Until the department and biennium are selected, all other options are disabled. The biennium is named for the first year of the biennium. For example the 2009-11 biennium is named 2009. The default for the biennium is set to the budget request biennium. The department is selected by default for users with access to only one department. Selecting the department displays the version options available to the user.

For each version, the Version Type, Version Sequence Number, Version Title, Creation Date, and Control Level Type are presented. An agency user is only able to create an A-Agency Work-in-Progress, or B-Budget Request version, but may be able to view other versions, depending upon access established by the system administrator.

Budget Version Defined

The term **budget version** is used to identify the various stages of the budget from request to appropriation. A budget version is identified by several components including the biennium, business unit, a one-character code used to identify version type, and a two-digit number used to distinguish the multiple scenarios within a version type (example: 2009 D22 00110 is for the 2009-11 biennium, download version #22, agency 110).

The option to have multiple variations or scenarios is available within certain version types. The version type description, letter identifier, and number of variations for certain version types are as follows:

Version Type Description	Letter Identifier	Number of Variations for Each Version Type
Download	D	10
Agency work-in-progress	A	15
Budget request	B	1
OMB analyst work-in-progress	W	8
Governor’s recommendation	R	1
Compensation	C	30

Control of and Access to Budget Versions

The ownership of the budget version dictates who has control over opening, closing or limiting access to the budget data. The type of budget version identifies the ownership of the budget data. Generally, the office creating the version owns the data. For example, an agency owns the Agency Request version of data while the budget office owns the Governor’s Recommendation version.

Copying a Version

The first step an agency takes in preparing its budget is to determine the level of detail, accounting or budget, at which to prepare the budget. Download versions supply the historical data from PeopleSoft, such as previous biennium expenditures, annualized current biennium first-year expenditures, and current biennium pay plan.

To create a new version, select an existing version and click the Copy button at the bottom of the screen. A Copy Version dialog box will appear. Select the version type, such as “A” for agency work in progress. A descriptive name may be entered to readily identify the created version. Under Copy Options, select “roll up” to create a budget level version. Without the roll up option selected, the created version will be at the accounting level when copying from a version that is at the accounting level. Narrative, payroll position information, and subschedules can also be copied to the new version.

After clicking OK in the Copy Version dialog box, a window will appear to confirm that the data should be copied from one version to another. If the Copy Positions box was marked, another window will ask if payroll should be recalculated for the new version.

Tip ***If prompted by the system, always select “Yes” to recalculate payroll.***

A newly created version contains the same data as the version from which it was copied, although it may be summarized at a higher level. The user can edit the newly created version while leaving intact the version from which it was copied.

Selecting a Version

After selecting the biennium and department, click on the desired version on the right side of the screen and select OK at the bottom of the screen, or double click on the version. A message appears displaying the Version Number and stating that it was successfully selected.

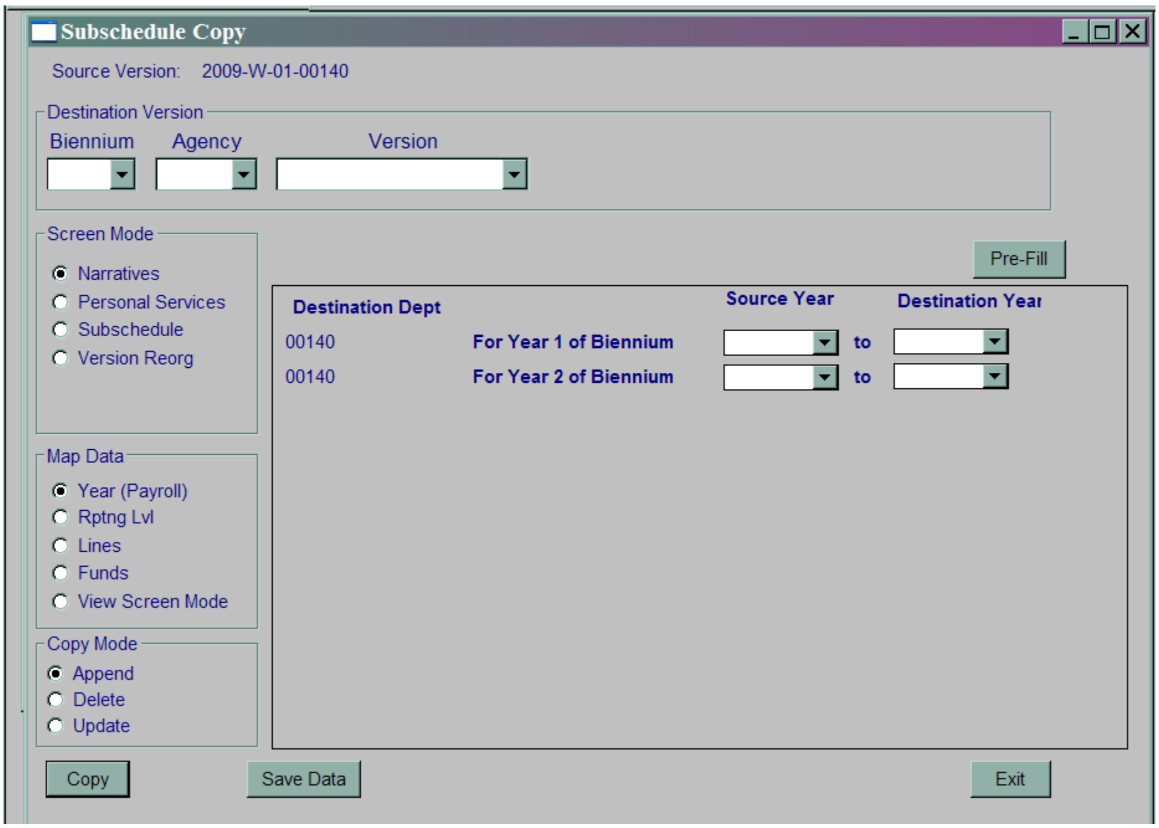
Deleting a Version

In order to eliminate a version, select the version and click the Delete button at the bottom of the version control screen. A warning message appears to ensure the user wishes to delete the highlighted version. BARS will only allow agencies to delete versions created by that agency. If a version is open, it cannot be deleted.

Exiting a Version
To discontinue working on a version and begin working on another version, click on File/Version Control and select a new version. BARS will allow multiple versions to be open at the same time. Selecting File/Exit or Exit at the BARS Main Menu screen takes the user out of the application, not out of the version. Consequently, the next time BARS is opened, the same version will be selected.

Subschedule Copy

Subschedule Copy Screen



Navigation
Log On => Preparation => Subschedule Copy

Purpose
The Subschedule Copy function is used for copying subschedule and narrative information. This feature allows a user to avoid the re-entry of information that is unchanged. The subschedule copy function can be used to copy payroll data, narratives, or subschedule information from one version to another. Most commonly, this feature is used to copy narratives from the previous biennium R version to a current biennium A version. This

feature is also useful for a user whose agency does not have its payroll information downloaded from PeopleSoft. Instead of manually entering each payroll record into BARS, a user can copy some or all of the payroll records from a previous biennium budget version to a current biennium budget version. This feature can allow the previous biennium records to be used to create identical year 1 and year 2 records for the upcoming biennium. It can also be used to copy payroll records from one working version to another, or to a new version.

Subschedule Copy can only be used to copy between versions of the same type. For example, a B version can be copied to another B version The function will not work when copying from an A version to a B version.

When performing subschedule copy, remember to save data after each Map Data screen is changed. Each Map Data screen must be used for the copy to be successful. If necessary, contact the assigned OMB budget analyst for help with this procedure.

> **Tip** ***Copy a new version to use as the destination version prior to entering the subschedule copy screen.***

Using the Screen

Source Version - Open the version to be copied from, the source version.

Destination Version – Open the subschedule copy window and select the appropriate biennium, agency, and version to the information will be copied to, the destination version.

Screen Mode - Select the desired Screen Mode from the radio button list:

Narrative	Select the Narrative button to copy narratives. If copying narratives from the previous biennium, the R version should be used. Select the narratives to be copied and click the Save Data button.
Personal Services	Select the Personal Services button to copy payroll data. After selecting Personal Services, select (by checking the check box indicator on the left side of the screen) the specific payroll records to be copied. Use the Select All button to choose all records. Change any of the displayed information to reflect how the data should appear on the Destination Version then click the Save Data button.

Subschedules	Select the Subschedule button to copy information, including expenditure and funding information, if applicable. A Subschedule dialog box will appear listing the subschedules in the source version, click on the desired subschedule. A list of items contained in the subschedule will appear on the screen. Place a checkmark in the Copy column for each of the items to be copied. Then click the Save Data button. All info tab entries and funding and expenditures will copy to the destination version.
Version Reorg	Use this function to reorganize expenditure or request amounts from one reporting level or appropriation to another. Contact the assigned OMB budget analyst for assistance prior to using this function.

Map Data – The following items must be mapped in order to copy a subschedule: Year (Payroll only), Reporting Level, Lines, and Funds. Select each of the items listed and complete the associated mapping data on the screen. Save Data after completing each selection. Finish by returning to View Screen Mode.

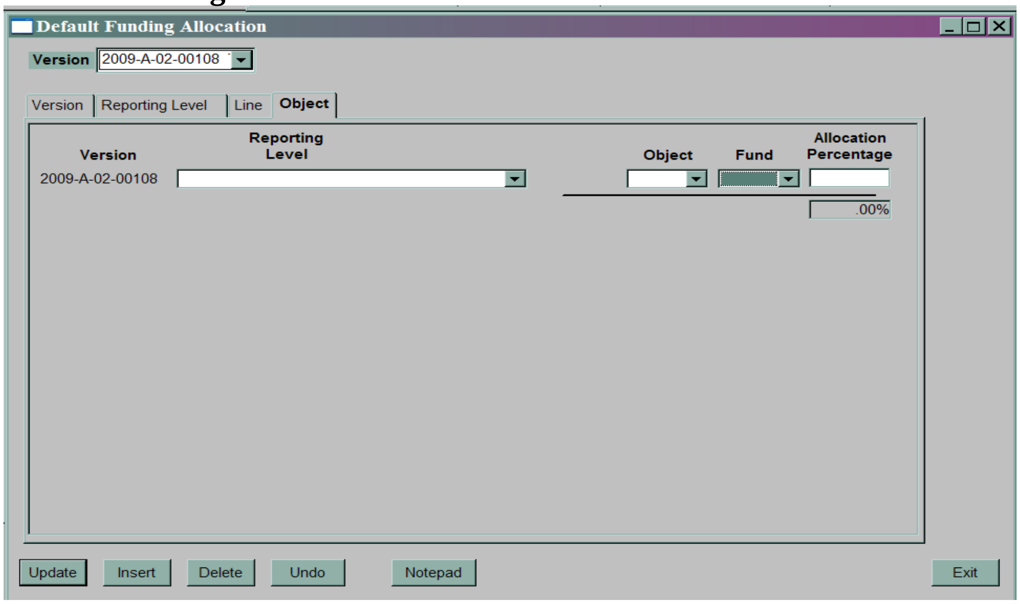
Copy Mode - Select the desired Copy Mode from the radio button list:

Append	Will copy information to the Destination Version from the Source Version. If the same information already exists on the Destination Version, duplicate records may be created using this function.
Delete	Will delete all of the related information from the Destination Version and copy all records from the source version.
Update	Will update any existing information in the Destination Version with information from the Source Version. Information that isn't in the Destination Version will be added from the Source Version.

When all of the information has been selected, click **COPY** to copy all of the selected information to the Destination Version. If Personal Services was the selected Screen Mode, another option is to click **MOVE** to move all of the selected information from the Source Version to the Destination Version.

Default Funding

Default Funding Allocation Screen



Navigation

Log On => Preparation => Default Funding Maintenance

Purpose

The Default Funding Allocation function allows agencies to define a default funding source, or combination of funding sources, to be used to fund the entire agency, a reporting level within the agency, a line item, or a particular account code. If an agency uses multiple funding sources, this function may not be useful in the budget preparation process. However, if an agency uses a few funding sources, or has particular reporting levels, line items, or account codes that use only one funding source or that use a consistent mix of funding sources, this feature will be useful.

Using the Screen

Open the subschedule that requires a change in funding sources. Default funding can be applied to the entire agency, to a particular reporting level, or to a specific line. Select the desired tab and select the version, reporting level, or line where the different funding should be applied. Choose the Fund from the drop down box and the Allocation Percentage. Insert additional lines to total 100 percent allocation. Click Update.

The funding will be changed for the subschedule currently in use. This process must be completed for each subschedule where a funding change is necessary. The default funding options can be overwritten by entering new funding amounts in the subschedule.

Help

Navigation
Log On => Help

Purpose
Use the BARS Help system to get immediate information about BARS features and options. The Budget Manual drop down option provides the user detailed instructions regarding each subschedule screen and each BARS menu option. The About BARS drop down option provides information on the BARS application version being used.