

# Chapter Nine: Completing the Budget Request

Chapter nine explains the final steps involved in completing the budget request, validating, and submitting the budget.

## Validating the Budget

Agencies can run two reports to help to ensure the budget request will submit correctly. They are:

**SR06 Budget Validation Report** – This is the standard report included in the BARS software to address basic validation issues required by all states, such as balancing of expenditures and funding.

**CRVA Validate Agency Version report** - The CRVA report is custom designed for North Dakota to address validation issues unique to our implementation of the BARS application.

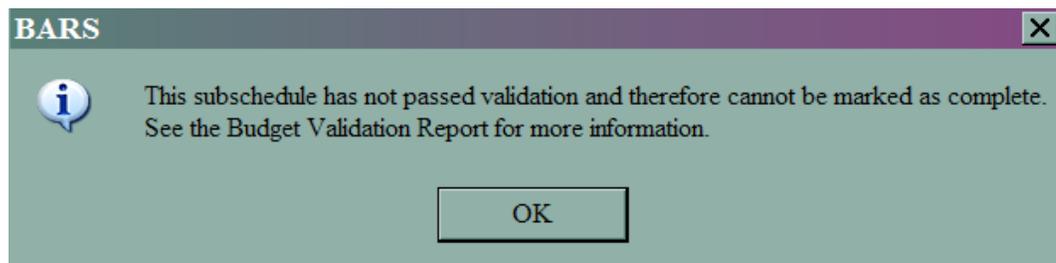
### SR06 Budget Validation Report

#### Navigation

Reporting => List Reports => Standard Reports => SR06 Budget Validation

#### Purpose

BARS includes a balancing or validation feature to ensure the accuracy and completeness of the budget data. If funding and expenditure amounts are out of balance and a notice such as the one shown below appears when a subschedule is marked to complete, the SR06 report provides the explanation necessary to correct the imbalance or other issue.



### Using the Report

When a subschedule is completed, mark it Complete on the Budget Request Checklist. If the subschedule is out of balance and an error message similar to the one above appears, print the SR06 report, a portion of which is shown below.

Report Viewer - Standard Reports - Budget Validation	
2009-2010 BIEN / 3/26/2008 10:23 AM	SR06 - Budget Validation
Page 1 of 1	
Schedule Budget Request Summary Subschedule	
Reporting Level & Line Id	Error Message
Office of Administrative Hearings Services 00-140-100-00-00-00-00000000	Funding Amounts does not Equal Budgeted Amounts for column: 2009-11 Budget Recommendation, 11.
Office of Administrative Hearings Services 00-140-100-00-00-00-00000000	Funding Amounts does not Equal Budgeted Amounts for column: Change from 2007-09, 12.

The subschedule to which the validation error relates is listed first for each item. Also shown is the reporting level and a description of the error. For the error shown above, the report is indicating that the Budget Request Summary subschedule funding and expenditure amounts are out of balance in columns 11 and 12 of the Budget Request Summary in the Office of Administrative Hearings reporting level 00-140-100.

After returning to the appropriate subschedule to correct the error, return to the Budget Control Checklist and again select Complete for that subschedule. If the subschedule still does not pass validation another error message will appear indicating the next component that is out of balance or incomplete.

The SR06 report will need to be rerun after each error is corrected.

**Tip** *If, subsequent to marking an item Complete, the user revises a screen, the indicator automatically reverts to “Not Complete” on the Budget Request Checklist. Once revisions are finished, mark the item Complete and continue validation.*

**Tip** *The on-line balancing process handles only one error at a time until all budget errors are resolved. An alternative is to print the Validation Report so that all errors are displayed and can be resolved at once.*

The agency must continue this process for all options listed in the Budget Request Checklist until all items are checked complete. Only at this point is the user able to submit the budget to OMB. Contact the assigned OMB budget analyst for any questions on this report

## CRVA – Validate Agency Version Report

### Navigation

Reporting => List Reports => Agency Reports => CRVA Validate Agency Version

### Purpose

Similar to the SR06 report is the CRVA – Validate Agency Version report. This report lists additional items that will need to be corrected in the budget prior to submission. Items may appear on this report even though the SR06 report indicates all validation issues have been addressed and all subschedules are marked to complete.

### Using the Report

A variety of items may appear on this report. Contact the assigned budget analyst for assistance in resolving any issues appearing on this report.

## Submitting The Budget Request

### Navigation Path

File => Version Control => Submit Button

### Purpose

Submitting the budget creates a budget request **B** version that can be viewed by OMB and Legislative Council.

### Using the Screen

Highlight the **A** budget version to be submitted to OMB and select Submit. An hourglass displays until the budget request version is created. The agency is only able to submit one budget version. Once submitted, the Submit button becomes disabled. The agency now has a **B** version type that is the official Budget Request for the agency.

If any budget screen is out of balance or incomplete, the user gets the message, "This version is not in balance and cannot be submitted." The user should return to the Budget Request Checklist to resolve errors until all items are complete.

After submission, the agency is able to view the submitted or **B** Version Type, but is not able to modify or delete it. The **A** Version the agency used to create the submitted version is still accessible to the user. The user should make note of which **A** version was submitted by changing the version's title. It is recommended that no additional changes be made to the **A** version that is submitted. Before trying different scenarios, copy the submitted **A** version to a new **A** version.

If, for any reason, a change to the submitted budget request is necessary, contact the assigned budget analyst. If the change is substantial and the OMB system administrator has to delete the budget request version, the agency will have to repeat the budget submission process.