Chapter Two: IBARS General Procedures

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

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

Overview of IBARS

The North Dakota Internet Budget Analysis and Reporting System (IBARS) was developed to meet the needs of policymakers in North Dakota. IBARS 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, IBARS 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.

IBARS is a web-based system and can be accessed at the OMB Fiscal Management website at https://ibars.omb.nd.gov/. The data entered resides on a server at ITD.

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

Security and Access

User Types

User type codes are 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:

EA **Single department user** – This user has access to all reporting levels within a single agency.

DA **Multi-department user** – This user has access to multiple agencies.

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 user** – Large IT projects, IT equipment and software subschedules.

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 Home tab and change the access indicator in the version status dropdown menu. If set to "closed", the corresponding version is not included in the other user's list of versions available for selection in the Versions tab. The "Read-only" access allows the respective user to view, but not change, the version.

IBARS Login and the Main Menu

IBARS Login

Access to IBARS is obtained by accessing the IBARS link https://ibars.omb.nd.gov/ on the OMB Fiscal Management website http://www.nd.gov/fiscal/. Once the Login window is opened, enter a user ID and current password, both of which are case sensitive. For users with an Active Directory account, the IBARS 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 in to IBARS.

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

IBARS Home Tab Window

The tabs at the top of the screen list all the initial selections for the navigation paths needed to access screens. The tabs include Home, Checklist, Versions, Publications, Logout, Menu, Reporting Level, and Projects. The Home tab window includes a message box to communicate pertinent information to IBARS users. Located between these two rows of tabs, known as Status Tabs, are the Action Bar Icons. Action Bar Icons are used to Save screen changes, Add a row, Copy Data, Delete Data, Export to Excel, access Help resources and Search.

Changing a User Password

To change a password while logged in to IBARS, select the Menu tab, expand the Administration dropdown by clicking on the blue triangle, and select Change Password.

Reporting Levels

Using the Window

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 IBARS. Initially, OMB will copy the IBARS Reporting and Budget Level Maintenance Table from the previous biennium into 2011-13. 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 IBARS 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.

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Agency:00408 Public Service Commission

Agency	Description	Code 1	Code 2	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	408	2	Yes
00-408-100-00-00-00-00-00000000	Administration	MP		B	100	3	Yes
00-408-100-10-00-00-00-00000000	Commissioners			A	1100	4	Yes
00-408-100-12-00-00-00-00000000	Legal 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	200	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	40	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	300	3	Yes
00-408-300-70-00-00-00-00000000	Public Utilities			A	7100	4	Yes
00-408-300-76-00-00-00-00000000	ARRA Funding			A	7600	4	Yes
00-408-300-77-00-00-00-00000000	Public Utility Valuation Revolving Fund			A	7700	4	Yes
00-408-400-00-00-00-00-00000000	Reclamation Programs	MP		B	400	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
00-408-400-91-00-00-00-00000000	AML Set-Aside Fund			A	9100	4	Yes

North Dakota Reporting Levels Raschkewitsch / 2011D0100408

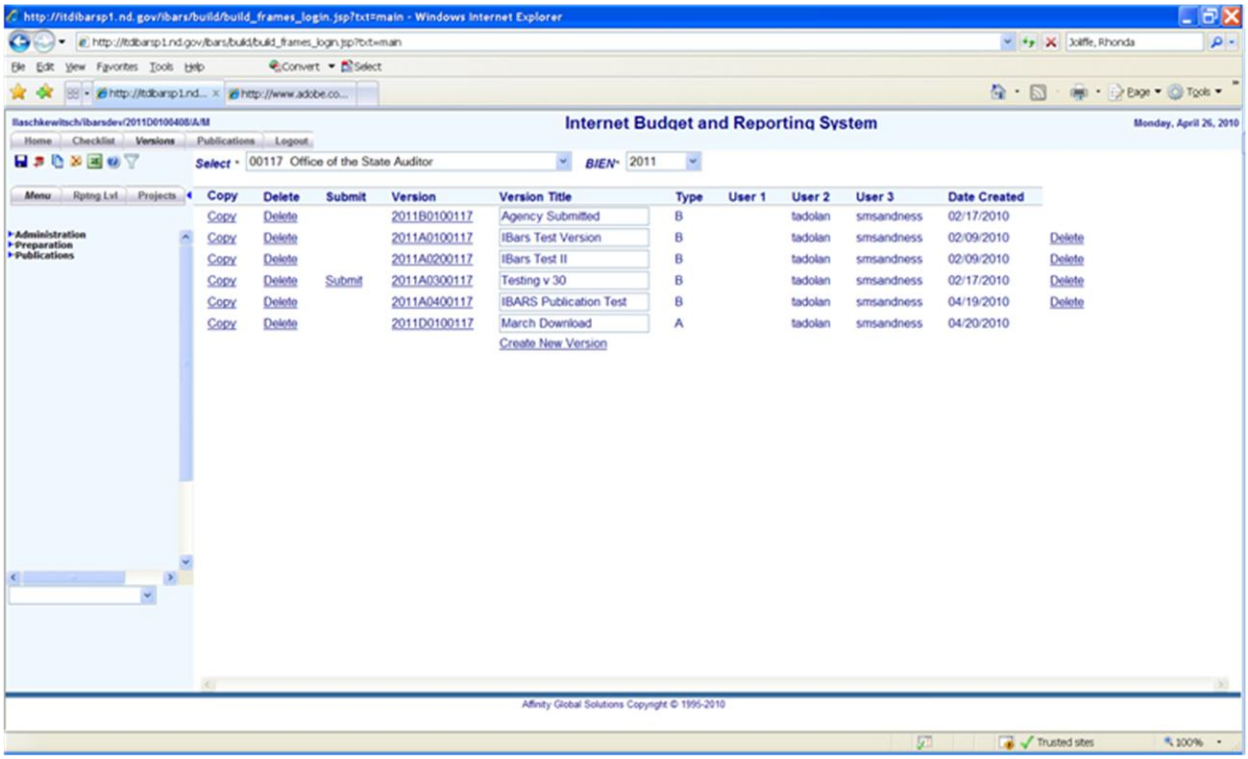
Locking Reporting Levels to Start the Budget Request

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 could corrupt the IBARS database and require the agency to re-start the budget process.

Tip ***Do not create a version or enter any data until reporting levels are locked.***

Copying, Selecting, and Deleting Budget Versions

Versions Window



Navigation

Log On =>Versions Tab

Purpose

The Versions window controls the access, creation, submission, and deletion of budget versions.

Using the Window

Upon first accessing the Versions window, select the biennium and the department. The biennium is named for the first year of the biennium. For example the 2011-13 biennium is named 2011. The default for the biennium is set to the budget request biennium. The agency is selected by default for users with access to only one agency. Selecting the agency displays the version options available to the user.

For each version, the Version Number, Version Title, Type, Main Users, and Date Created 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.

<u>Budget Version Defined</u>

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: 2011 A2200110 is for the 2011-13 biennium , agency 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	25
Budget request	B	1
OMB analyst work-in-progress	W	10
Governor's recommendation	R	3
Compensation	C	35

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, identify an existing version and click the Copy button at the left of the screen. A Copy Version window will appear. Select the version type, such as "A" for Agency Version. A descriptive name may be entered into the Version Title box to readily identify the created version. Select an available New Version number. 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 selected to be copied to the new version. Always select Recalculate Payroll and Recalculate Colum Formulas.

After clicking Copy in the Copy Version window, another window will appear to confirm that the data should be copied from one version to another. A dialogue box will appear when the copy has completed successfully or explaining any errors.

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 Number in the fourth column of the screen. The Checklist will appear if the version was successfully selected.

Deleting a Version

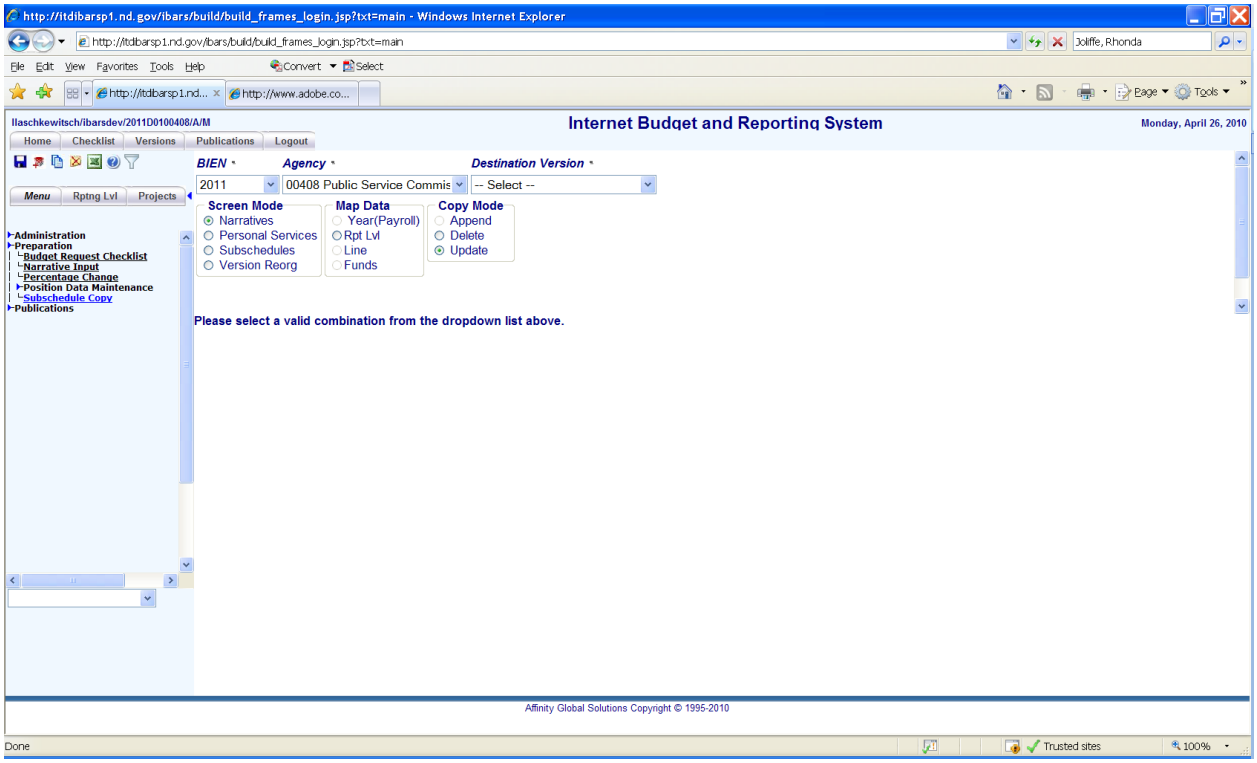
In order to eliminate a version, click Delete in the second column of the version to be deleted. A warning message appears to ensure the user wishes to delete the highlighted version. IBARS will only allow agencies to delete versions created by that agency. The delete was successful if the version no longer appears on the Version List.

Exiting a Version

To discontinue working on a version and begin working on another version, click on the Version tab and select a new version.

Subschedule Copy

Subschedule Copy Window



Navigation

Log On =>Menu Tab=>Preparation=>Subschedule Copy

Purpose

The Subschedule Copy function is used for copying payroll data, narratives and subschedule information from one version to another. Most commonly, this feature is used to copy narratives from the previous biennium R3 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 IBARS, 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 window is changed. Each Map Data 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 window.***

Using the Window
Depending on your monitor settings, scroll bars on the right side of the screen may need to be used to view all information.

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

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

3. Screen Mode - Select the desired Screen Mode, the information to be copied, from the radio button list: Choices are:

Narrative	Select the Narrative button to copy narratives. If copying narratives from the previous biennium, the R3 version should be used. Select the narratives to be copied by checking the boxes by each narrative type, and click the Save icon from the tool bar.
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. Use the scroll bar on the right side of the window if "Select All" button is not visible.
Subschedules	Select the Subschedule button to copy information, including expenditure and funding information, if applicable. A Subschedule dropdown 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 icon. This will mark all info tab entries and funding and expenditures for 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.

4. 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. Use the Pre-Fill button to auto-fill with the existing reporting levels. Always Save data after completing each selection.

5. 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.

6. When all of the information has been selected, click the **COPY** button to copy all of the selected information to the Destination Version. A dialogue box will appear indicating the process completed successfully or describing any errors that occurred.

7. To verify and edit the copied data, open your 2011 version and the narrative subschedule. Even if the copied narrative does not need to be changed, each narrative must be opened, reviewed, and then saved to apply the text edits. See page 8-2 for additional details.

Default Funding

Currently Under Development

This function is not currently available. Users will be notified when the functionality is enabled.

Help

Navigation
Log On => Help

Purpose
Use the IBARS Help system to get immediate information about IBARS features and options. Click the Help icon. Select IBARS Users Manual, click on the link “North Dakota Specific Budget Manual”. You will be redirected to the OMB website. The remainder of the links in the Wiki were prepared by the IBARS developers with general information about the overall IBARS program.