Chapter Ten: Reports

This chapter describes the various reports available through IBARS 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. Reports can be generated in HTML, PDF, or CSV output types. Sample reports are located at the end of this chapter.

Reports are located in Publications tab, by selecting either Standard or Agency from the Select dropdown list.

Reporting

Agency Reports:

CR01	Salary Budget
CR02	Position Funding
CR03	Schedule Information
CRSR	Subschedule Reports
SP	Subschedule Report
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
CR11	Compensation Package Validation
CR12	Salary Compensation
CRCP	Capital Projects Agency
CRCS	North Dakota Change Package Summary

Standard Reports:

SR01	Reporting Levels
SR04	Change Package Summary
SR05	Budget Request Summary – Reporting Level
SR06	Budget Validation
SR07	Version Comparison
SR12	Pay Plan Comparison
SR13	Personal Services Budget
SR15	Sample Graph (not used)
SUBSCH1	Subschedule Info
NARR	Narrative Reports

Navigation

Logon=>Publications=>Agency **or** Standard

Using the Windows

From the list of reports, click the report ID of the selected report, choose necessary fields, and click the “OK” 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. Leave the check box blank to choose a report at a lower reporting level.

Tip

If the Code Type Rollup box is checked, select (All) from the reporting level dropdown 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.

In the Code 1 dropdown, select Major Program to run a report at the major program level. Code 2 is not used.

Click OK to generate the report.

Report Profiles

Creating a New Profile
If the user wishes to save certain column or other report settings, a report profile should be created.

Select an existing report file from the Report Name dropdown and click the Add icon. When the Profile Edit field appears, enter a new name for the profile. Select the desired report settings, such as code type rollup, subschedule, reporting level, and columns. Finally, click the Save icon on the action bar. The new profile will now appear in the Report Name dropdown.

Renaming a Profile
Select the profile from the Report Name dropdown. In the Edit Profile Name box, enter the new name for the selected profile. Click the Rename checkbox. Click the Save icon, and the profile name will immediately update in the Report Name dropdown list.

Deleting a Profile
Select the profile from the Report Name select box. Click the Delete icon from the action bar.

Budget Request Reports

SR05 – Budget Request Summary
Provides budget information for all expenditures followed by all funding sources.

> **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 field.***

Alternate SR05 Reports
Click the Series box to generate the Budget Request Summary by Line report, which provides expenditures and funding by line.

Click the Agency box to generate the Budget Request Summary by Agency report, which provides a summary by major program, line and funding source.

Click the Negative Values checkbox to generate a report showing only negative values, if they are present in the columns selected. This is a useful report when entering current biennium first year expenditures and current biennium budget amounts. This report can be used to verify that no negative amounts exist in the 2015-17 Biennium Balance column.

The SR05 can also be used to generate reports for subschedules in total or by individual subschedule items. Use the subschedule field to select the subschedule. The Project field will appear with a dropdown list of each subschedule item or the option to select all projects.

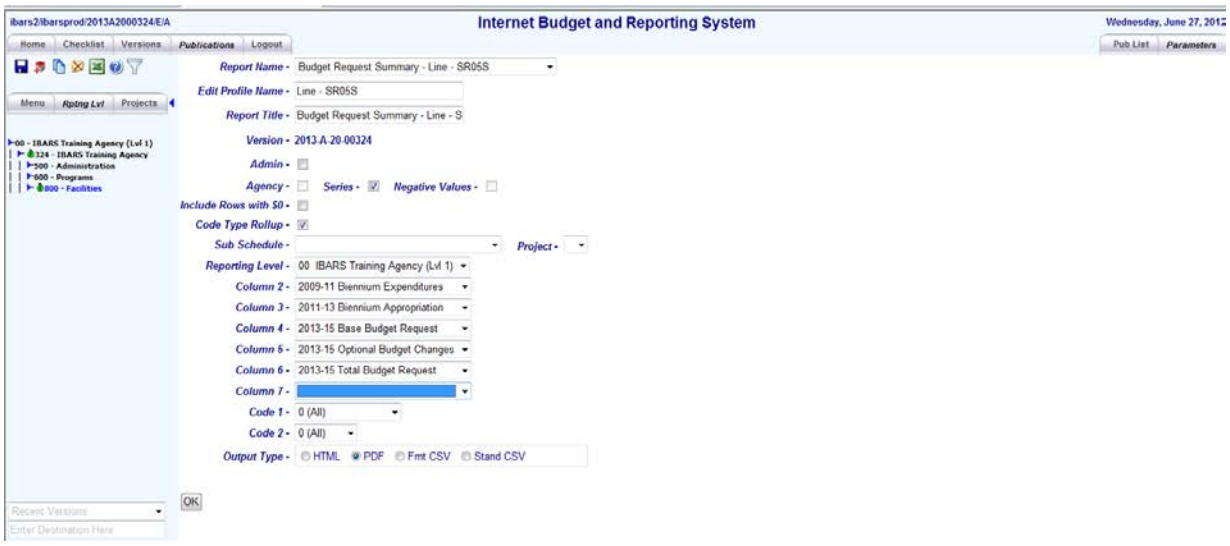
Examples of the Report Parameters screen and reports are shown below:

2013 Biennium / 06/27/2012 12:38:38 SR05A - Budget Request Summary - Agency - SR05A 1

Agency: IBARS Training Agency Agcy No: 00324

Reporting Level : null

1 Object/Revenue Description	Code	2 2009-11 Biennium Expenditures	3 2011-13 Biennium Appropriation	4 2013-15 Base Budget Request	5 2013-15 Optional Budget Changes	6 2013-15 Total Budget Request	7
Administration	500	875,500	1,056,000	1,104,310	39,016	1,143,326	0
Programs	600	1,610,000	1,900,000	2,257,514	500,000	2,757,514	0
Facilities	800	385,000	1,145,000	458,045	75,000	533,045	0
TOTAL BY APPROPRIATION ORGS		**2,870,500**	**4,101,000**	**3,819,869**	**614,016**	**4,433,885**	**0**
Salaries and Wages	10	920,000	992,000	1,064,992	100,101	1,165,093	0
Operating Expenses	30	445,500	711,000	711,000	438,915	1,149,915	0
Capital Assets	50	255,000	1,015,000	254,499	75,000	329,499	0
Grants	60	950,000	1,000,000	1,400,000	0	1,400,000	0
Special Program Line	70	300,000	383,000	389,378	0	389,378	0
TOTAL BY OBJECT SERIES		**2,870,500**	**4,101,000**	**3,819,869**	**614,016**	**4,433,885**	**0**
Federal Funds	FED	550,000	600,000	1,017,027	250,000	1,267,027	0
General Fund	GEN	2,220,500	3,401,000	2,785,843	344,016	3,129,859	0
Special Funds	SPEC	100,000	100,000	100,000	0	100,000	0
TOTAL BY FUNDS		**2,870,500**	**4,101,000**	**3,902,870**	**594,016**	**4,496,886**	**0**
FTE		9.00	9.00	9.00	0.00	9.00	0.00
Vacant		0.00	0.00	0.00	1.00	1.00	0.00
TOTAL AUTHORIZED EMPLOYEES		**9.00**	**9.00**	**9.00**	**1.00**	**10.00**	**0.00**



2013 Biennium / 06/27/2012 12:39:40 SR05SRS - Budget Request Summary - Line - SR05S 1

Agency IBARS Training Agency
Program 00 IBARS Training Agency (Lvl 1)
Reporting Level 24-000-000-00-00-00-00-00000000

1 Object/Revenue Decription	Code	2 2009-11 Biennium Expenditures	3 2011-13 Biennium Appropriation	4 2013-15 Base Budget Request	5 2013-15 Optional Budget Changes	6 2013-15 Total Budget Request	7
10 Salaries and Wages							
Salaries - Permanent	511000	635,000	680,000	700,800	48,000	748,800	0
Temporary Salaries	513000	45,000	50,000	50,000	0	50,000	0
Fringe Benefits	516000	240,000	262,000	314,192	52,101	366,293	0
TOTAL		920,000	992,000	1,064,992	100,101	1,165,093	0
MEANS OF FUNDING							
Crisis Child Care	H104	50,000	100,000	117,027	0	117,027	0
Federal Funds TOTAL		50,000	100,000	117,027	0	117,027	0
State General Fund	001	870,000	892,000	947,965	100,101	1,048,066	0
General Fund TOTAL		870,000	892,000	947,965	100,101	1,048,066	0
TOTAL		920,000	992,000	1,064,992	100,101	1,165,093	0
30 Operating Expenses							
Travel	521000	20,000	24,000	24,000	0	24,000	0
Supplies - IT Software	531000	4,500	6,000	6,000	0	6,000	0
Postage	541000	15,000	18,000	28,000	0	28,000	0
Utilities	561000	25,000	28,000	43,000	0	43,000	0
Rentals/Leases-Equip & Other	581000	20,000	20,000	20,000	0	20,000	0
Repairs	591000	15,000	15,000	15,000	0	15,000	0
IT - Data Processing	601000	18,000	20,000	20,000	0	20,000	0
IT Contractual Srvcs and Rprs	603000	0	0	0	500,000	500,000	0
Professional Development	611000	328,000	380,000	355,000	20,000	375,000	0
Fees - Professional Services	623000	0	200,000	200,000	(81,085)	118,915	0
TOTAL		445,500	711,000	711,000	438,915	1,149,915	0
MEANS OF FUNDING							
Robert Wood Grant	H107	300,000	300,000	300,000	0	300,000	0
DHS IV-E	H110	0	0	0	250,000	250,000	0
Federal Funds TOTAL		300,000	300,000	300,000	250,000	550,000	0
State General Fund	001	145,500	411,000	411,000	168,915	579,915	0
General Fund TOTAL		145,500	411,000	411,000	168,915	579,915	0
TOTAL		445,500	711,000	711,000	418,915	1,129,915	0
50 Capital Assets							
Land and Buildings	682000	0	650,000	(1)	0	(1)	0
Other Capital Payments	683000	30,000	30,000	29,500	0	29,500	0
Extraordinary Repairs	684000	200,000	300,000	200,000	75,000	275,000	0
Equipment Over $5000	691000	25,000	25,000	25,000	0	25,000	0
IT Equip/Sftware Over $5000	693000	0	10,000	0	0	0	0
TOTAL		255,000	1,015,000	254,499	75,000	329,499	0

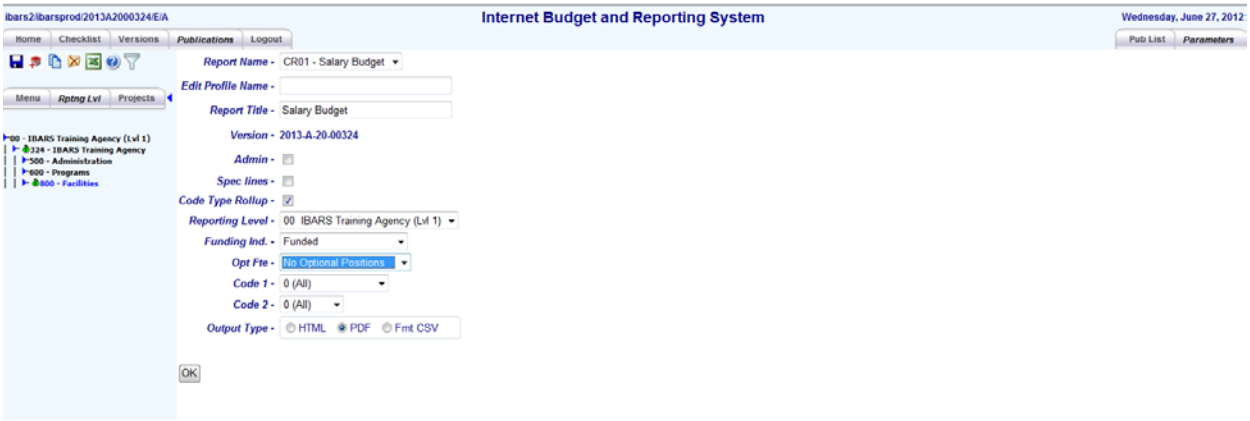
North Dakota Budget Request Summary - Reporting Level ibars2 / 2013A2000324

Salary Reports

CR01 – Salary Budget
Provides biennial salary and benefit information by position. Information includes position number, name, FTE, new FTE indicator, reporting level percentage, 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
- Funded - All funded positions only
- 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



2013 Biennium / 06/27/2012 12:45:42 CR01 - Salary Budget Page 1 of 1

Salary Budget
00324 IBARS Training Agency
Version: 2013A2000324

Program: 1-IBARS Training Agency (Lvl 1) **Reporting Level:** 24-000-000-00-00-00-00-00000000

Position Number	Name	FTE	New FTE	Rpt Lvl%	Funding Dist Gen	Funding Dist Fed	Funding Dist Spec	Monthly Base	Proposed Salary	Proposed Fringes	Total Proposed	Lump Sum	Salary Adjustment
Salaries													
1000001-1	JIM	1.00		100%	80.00	20.00	0.00	2,500.00	60,000.00	32,846.82	92,846.82	0.00	0.00
1000002-1	BILL	1.00		100%	0.00	100.00	0.00	2,700.00	64,800.00	33,658.50	98,458.50	0.00	0.00
1000003-1	TODD	1.00		100%	100.00	0.00	0.00	2,500.00	60,000.00	32,846.82	92,846.82	0.00	0.00
1000004-1	JAN	1.00		100%	100.00	0.00	0.00	3,000.00	72,000.00	34,876.02	106,876.02	0.00	0.00
1000005-1	TIM	1.00		100%	100.00	0.00	0.00	3,500.00	84,000.00	36,905.22	120,905.22	0.00	0.00
1000020-1	APRIL	1.00		100%	100.00	0.00	0.00	4,500.00	108,000.00	40,963.62	148,963.62	0.00	0.00
1000021-1	MAY	1.00		100%	100.00	0.00	0.00	5,000.00	120,000.00	42,992.82	162,992.82	0.00	0.00
1000022-1	JUNE	1.00		100%	100.00	0.00	0.00	4,000.00	96,000.00	38,934.42	134,934.42	0.00	0.00
1000030-1	TOM	1.00		100%	100.00	0.00	0.00	4,200.00	100,800.00	39,746.10	140,546.10	0.00	0.00
SubTotal									765,600.00	333,770.34	1,099,370.34	0.00	0.00
Temporary and Other Pay Types													
TEMP-1	TEMP POSITION			100%	100.00	0.00	0.00	4,166.67	50,000.00	5,000.00	55,000.00	0.00	0.00
SubTotal									50,000.00	5,000.00	55,000.00	0.00	0.00
Total		9.00							815,600.00	338,770.34	1,154,370.34	0.00	0.00
								Reporting Level General Fund	738,800.00	298,542.48	1,037,342.48	0.00	0.00
								Reporting Level Federal Fund	76,800.00	40,227.86	117,027.86	0.00	0.00
								Reporting Level Special Fund	0.00	0.00	0.00	0.00	0.00
								Total Reporting Level Funding	815,600.00	338,770.34	1,154,370.34	0.00	0.00
								Agency General Fund	738,800.00	298,542.48	1,037,342.48	0.00	0.00
								Agency Federal Fund	76,800.00	40,227.86	117,027.86	0.00	0.00
								Agency Special Fund	0.00	0.00	0.00	0.00	0.00
	FTE	9.00						**Total Agency Funding**	815,600.00	338,770.34	1,154,370.34	0.00	0.00

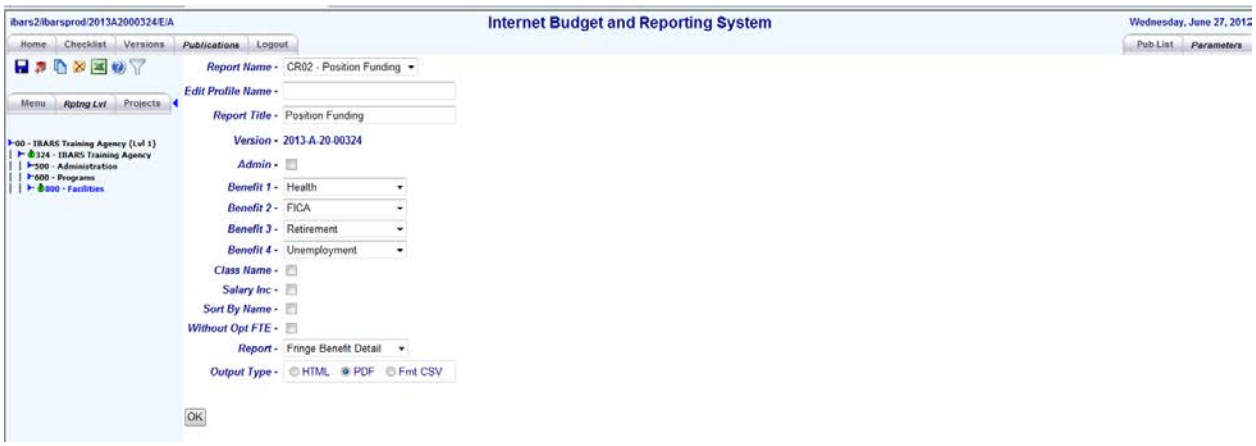
CR02 – Position Funding

Provides two different reports: Total Position Funding and Fringe Benefit Detail. The report choice is selected in the Report dropdown field at the bottom of the window. 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 without 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 Program. Any four benefit choices can be selected. When the report is generated, remaining benefits are combined into a column titled “Other Benefits.”

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.***



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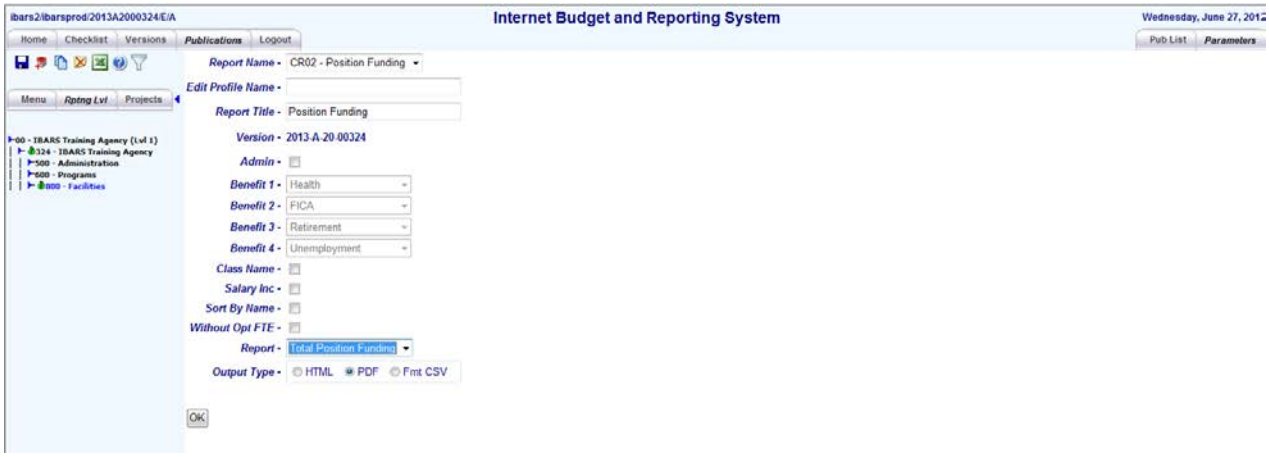
FRINGE BENEFIT DETAIL

00324 IBARS Training Agency

Version: 2013A2000324

Position Numbers	Name	Class	FTE	Salary	Benefits	Total	Health	FICA	Retirement	Unemployment	Other Benefits
1000001-1	JIM	CL0010	1.00	60,000.00	32,846.82	92,846.82	21,278.88	3,720.00	5,556.00	0.00	2,291.94
1000002-1	BILL	CL0010	1.00	64,800.00	33,640.02	98,440.02	21,278.88	4,017.60	6,000.48	0.00	2,343.06
1000003-1	TODD	CL0010	1.00	60,000.00	32,828.34	92,828.34	21,278.88	3,720.00	5,556.00	0.00	2,273.46
1000004-1	JAN	CL0015	1.00	72,000.00	34,857.54	106,857.54	21,278.88	4,464.00	6,667.20	0.00	2,447.46
1000005-1	TIM	CL0021	1.00	84,000.00	36,886.74	120,886.74	21,278.88	5,208.00	7,778.40	0.00	2,621.46
1000020-1	APRIL	CL0112	1.00	108,000.00	40,945.14	148,945.14	21,278.88	6,696.00	10,000.80	0.00	2,969.46
1000021-1	MAY	CL0125	1.00	120,000.00	42,974.34	162,974.34	21,278.88	7,440.00	11,112.00	0.00	3,143.46
1000022-1	JUNE	CL0113	1.00	96,000.00	38,915.94	134,915.94	21,278.88	5,952.00	8,889.60	0.00	2,795.46
1000030-1	TOM	CL8204	1.00	100,800.00	39,727.62	140,527.62	21,278.88	6,249.60	9,334.08	0.00	2,865.06
1000040-1	Vacant	CL4132	0.50	24,000.00	26,032.08	50,032.08	21,278.88	1,488.00	2,222.40	0.00	1,042.80
1000040-2	Vacant	CL4132	0.50	24,000.00	26,032.08	50,032.08	21,278.88	1,488.00	2,222.40	0.00	1,042.80
TEMP-1	TEMP POSITION	NC9031	0.00	50,000.00	5,000.00	55,000.00	0.00	0.00	0.00	0.00	5,000.00
		Total	10.00	863,600.00	390,686.66	1,254,286.66	234,067.68	50,443.20	75,339.36	0.00	30,836.42



2013 Biennium / 06/27/2012 12:48:16 CR02 - Position Funding Page 1 of 1

TOTAL POSITION FUNDING

00324 IBARS Training Agency

Version: 2013A2000324

Position Numbers	Name	Class			FTE	Salary	Benefits	Total	Funding Breakdown General	Federal	Special
1000001-1	JIM	CL0010			1.00	60,000.00	32,846.82	92,846.82	74,277.46	18,569.36	0.00
1000002-1	BILL	CL0010			1.00	64,800.00	33,640.02	98,440.02	0.00	98,440.02	0.00
1000003-1	TODD	CL0010			1.00	60,000.00	32,828.34	92,828.34	92,828.34	0.00	0.00
1000004-1	JAN	CL0015			1.00	72,000.00	34,857.54	106,857.54	106,857.54	0.00	0.00
1000005-1	TIM	CL0021			1.00	84,000.00	36,886.74	120,886.74	120,886.74	0.00	0.00
1000020-1	APRIL	CL0112			1.00	108,000.00	40,945.14	148,945.14	148,945.14	0.00	0.00
1000021-1	MAY	CL0125			1.00	120,000.00	42,974.34	162,974.34	162,974.34	0.00	0.00
1000022-1	JUNE	CL0113			1.00	96,000.00	38,915.94	134,915.94	134,915.94	0.00	0.00
1000030-1	TOM	CL8204			1.00	100,800.00	39,727.62	140,527.62	140,527.62	0.00	0.00
1000040-1	Vacant	CL4132			0.50	24,000.00	26,032.08	50,032.08	50,032.08	0.00	0.00
1000040-2	Vacant	CL4132			0.50	24,000.00	26,032.08	50,032.08	50,032.08	0.00	0.00
TEMP-1	TEMP POSITION	NC9031			0.00	50,000.00	5,000.00	55,000.00	55,000.00	0.00	0.00
			Total		**10.00**	**863,600.00**	**390,686.66**	**1,254,286.66**	**1,137,277.28**	**117,009.38**	**0.00**

SR13 – Personal Services Budget

Provides additional payroll detail for each position in each budget year including class code and funding source detail.

2013 Biennium / 06/27/2012 12:52:20 SR13 - Personal Services Budget 1
Agency: 00324 IBARS Training Agency
: 2013-A-20-00324
Reporting Level: 500 Administration

Position Number Name	Year	Class Code	FTE	New FTE	Alloc %	Fund	Base Salary	Base Fringe	Proposed Salary	Proposed Fringes	Total Proposed	Lump Sum	Salary Adjust.
1000001 JIM	2013	CL0010	.2	No	20%	H104 F - Crisis Child Care	$6,000.00	$3,284.68	$6,000.00	$3,284.68	$9,284.68	$0.00	$0.00
1000001 JIM	2013	CL0010	.8	No	80%	001 G - State General Fund	$24,000.00	$13,138.73	$24,000.00	$13,138.73	$37,138.73	$0.00	$0.00
1000001 JIM	2014	CL0010	.2	No	20%	H104 F - Crisis Child Care	$6,000.00	$3,284.68	$6,000.00	$3,284.68	$9,284.68	$0.00	$0.00
1000001 JIM	2014	CL0010	.8	No	80%	001 G - State General Fund	$24,000.00	$13,138.73	$24,000.00	$13,138.73	$37,138.73	$0.00	$0.00
1000002 BILL	2013	CL0010	1	No	100%	H104 F - Crisis Child Care	$32,400.00	$16,829.25	$32,400.00	$16,829.25	$49,229.25	$0.00	$0.00
1000002 BILL	2014	CL0010	1	No	100%	H104 F - Crisis Child Care	$32,400.00	$16,829.25	$32,400.00	$16,829.25	$49,229.25	$0.00	$0.00
1000003 TODD	2013	CL0010	1	No	100%	001 G - State General Fund	$30,000.00	$16,423.41	$30,000.00	$16,423.41	$46,423.41	$0.00	$0.00
1000003 TODD	2014	CL0010	1	No	100%	001 G - State General Fund	$30,000.00	$16,423.41	$30,000.00	$16,423.41	$46,423.41	$0.00	$0.00
1000004 JAN	2013	CL0015	1	No	100%	001 G - State General Fund	$36,000.00	$17,438.01	$36,000.00	$17,438.01	$53,438.01	$0.00	$0.00
1000004 JAN	2014	CL0015	1	No	100%	001 G - State General Fund	$36,000.00	$17,438.01	$36,000.00	$17,438.01	$53,438.01	$0.00	$0.00
1000005 TIM	2013	CL0021	1	No	100%	001 G - State General Fund	$42,000.00	$18,452.61	$42,000.00	$18,452.61	$60,452.61	$0.00	$0.00
1000005 TIM	2014	CL0021	1	No	100%	001 G - State General Fund	$42,000.00	$18,452.61	$42,000.00	$18,452.61	$60,452.61	$0.00	$0.00
1000020 APRIL	2013	CL0112	.6	No	60%	001 G - State General Fund	$32,400.00	$12,289.09	$32,400.00	$12,289.09	$44,689.09	$0.00	$0.00
1000020 APRIL	2014	CL0112	.6	No	60%	001 G - State General Fund	$32,400.00	$12,289.09	$32,400.00	$12,289.09	$44,689.09	$0.00	$0.00
1000040 Vacant	2013	CL4132	.5	Yes	100%	001 G - State General Fund	$12,000.00	$13,025.28	$12,000.00	$13,025.28	$25,025.28	$0.00	$0.00
1000040 Vacant	2013	CL4132	.5	Yes	100%	001 G - State General Fund	$12,000.00	$13,025.28	$12,000.00	$13,025.28	$25,025.28	$0.00	$0.00
1000040 Vacant	2014	CL4132	.5	Yes	100%	001 G - State General Fund	$12,000.00	$13,025.28	$12,000.00	$13,025.28	$25,025.28	$0.00	$0.00
1000040 Vacant	2014	CL4132	.5	Yes	100%	001 G - State General Fund	$12,000.00	$13,025.28	$12,000.00	$13,025.28	$25,025.28	$0.00	$0.00

North Dakota Personal Services Budget ibars2 / 2013A2000324

Subschedule Reports

CR03 – Schedule Information

Provides reports from posting subschedules. Reports can be generated for the agency, all reporting levels, or individual reporting levels.

Available Posting Subschedule reports:

CAP	Capital Projects
EQP	Equipment Over $5,000
EXTR	Extraordinary Repairs
GS	Grants Summary
ITEQ	IT Equip and Software Over $5,000
OCP	Other Capital payments

The Report Parameters screen choices and the related reports are the same for Equipment, IT Equipment, Extraordinary Repairs, and Other Capital Payments. For Capital Projects, the option exists to utilize IBARS to report capital projects planned for a six-year period, the budget request biennium and the two subsequent bienniums. If you have entered planned projects for the 2019-21 and 2021-23 beinniums, you can select those bienniums from the dropdown choices to generate a report that shows planned capital projects over the six-year period. For Grants, an additional dropdown choice exists to display current biennium appropriations for each grant description.

CAP – Capital Projects – Subsequent Bienniums

2013 Biennium / 06/27/2012 10:42:46 CR03 - Schedule Information Page 1 of 1

Capital Projects
00324 IBARS Training Agency
Version: 2013A2000324

Description	Priority	Line	Reporting Level	Funding	2013-15 Total Budget Request	2015-17 Proposed Projects	2017-19 Proposed Projects
Buidling Addition - Phase 2	0	50		General Fund	0	0	700,000
Total Buidling Addition - Phase 2					**0**	**0**	**700,000**
Building Addition - Phase 1	0	50		General Fund	0	800,000	0
Total Building Addition - Phase 1					**0**	**800,000**	**0**
New Building	1	50		General Fund	1,000,000	0	0
Total New Building					**1,000,000**	**0**	**0**
	Total General Fund				**1,000,000**	**800,000**	**700,000**
	Total for IBARS Training Agency				**1,000,000**	**800,000**	**700,000**

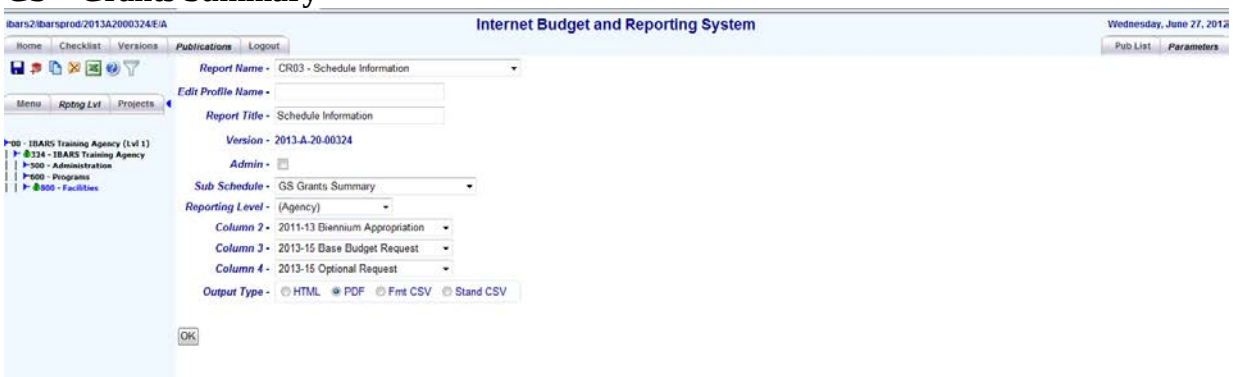
CAP – Capital Projects – Budget Request
(Same Column Choices for Equipment, Extraordinary Repairs, IT Equipment and Software, and Other Capital Payments)

2013 Biennium / 06/27/2012 10:47:00 CR03 - Schedule Information Page 1 of 1

Capital Projects
00324 IBARS Training Agency
Version: 2013A2000324

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2013-15 Base Budget Request	2013-15 Optional Request
Remove 2011-13 Capital Assets	0	50		General Fund	(650,000)	0	0
Total Remove 2011-13 Capital Assets					**(650,000)**	**0**	**0**
New Building	1	50		General Fund	0	0	1,000,000
Total New Building					**0**	**0**	**1,000,000**
	Total General Fund				**(650,000)**	**0**	**1,000,000**
	Total for IBARS Training Agency				**(650,000)**	**0**	**1,000,000**

GS – Grants Summary



2013 Biennium / 06/27/2012 10:53:44 CR03 - Schedule Information Page 1 of 1

Grants Summary
00324 IBARS Training Agency
Version: 2013A2000324

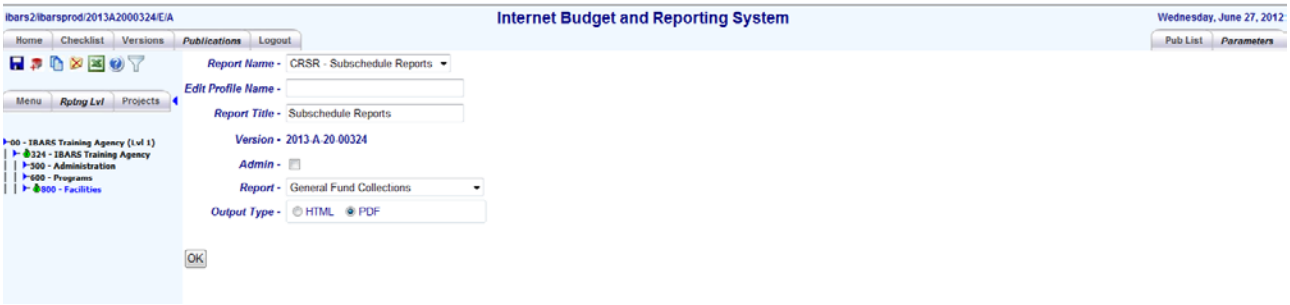
Description	Priority	Line	Reporting Level	Funding	2011-13 Biennium Appropriation	2013-15 Base Budget Request	2013-15 Optional Request
Child Care Center Grants	0	60		Federal Funds	200,000	200,000	0
				General Fund	700,000	700,000	0
				Special Funds	100,000	100,000	0
Total Child Care Center Grants					**1,000,000**	**1,000,000**	**0**
Education Grants	0	60		Federal Funds	0	400,000	0
Total Education Grants					**0**	**400,000**	**0**
	Total General Fund				**700,000**	**700,000**	**0**
	Total Federal Funds				**200,000**	**600,000**	**0**
	Total Special Funds				**100,000**	**100,000**	**0**
	Total for IBARS Training Agency				**1,000,000**	**1,400,000**	**0**

CRSR – Subschedule Reports

Provides reports from the following non-posting subschedules:

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

An example of the Report Parameters screen and resulting report for General Fund Collections is displayed below:



2013 Biennium / 06/27/2012 12:30:02 CRSR - Subschedule Reports 1

General Fund Collections

00324 IBARS Training Agency

Version:2013A2000324

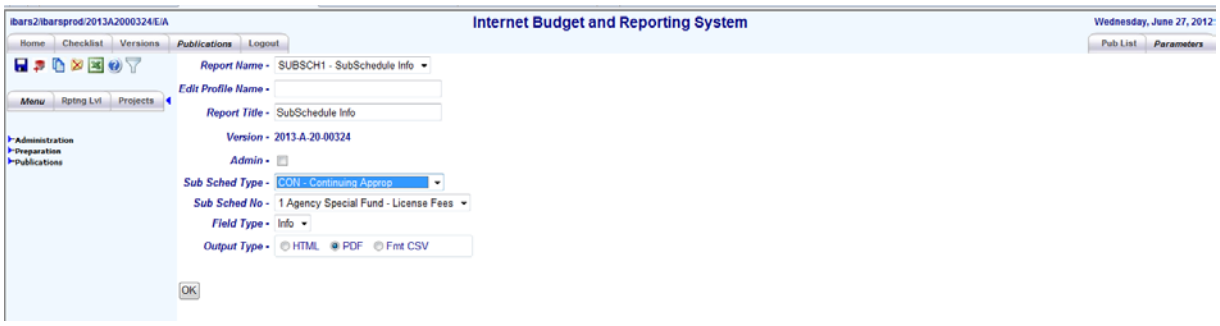
No.	Description	Actual 2009-2011 Collections	Estimated 2011-2013 Collections	Estimated 2013-2015 Collections
1	Licensing fee for daycare centers	200,000	205,000	207,000
	Total	200,000	205,000	207,000

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 select from the dropdown choices for “Subschedule Type” and “SubSched No.”

An example of the Report Parameters screen and resulting report for the Continuing Appropriations subschedule is shown below:



2013 BIEN / 06/27/2012 13:03:13 SUBSCH1 - Continuing Approp Info

Version 2013A2000324 Number 1

Description Agency Special Fund - License Fees

Statutory authority 10-10-10

Fund number and name: 215 - Children's Serv Coord Comm Fund 324

	Actual 2007-09	Actual 2009-11	Estimated 2011-13	Estimated 2013-15
Beginning balance	155,000	150,000	146,000	144,000
Revenue/transfers	100,000	102,000	105,000	110,000
Total available	255,000	252,000	251,000	254,000
Expenditures	105,000	106,000	107,000	108,000
Ending balance	150,000	146,000	144,000	146,000

Use the Narrative tab to enter the justification for continuing the statutory authority for this appropriation.

** All Fields Required **

North Dakota Continuing Approp Info ibars2 / 2013A2000324

Version Comparison Reports – CR07, CR08, CR09, CR10, and CRCP

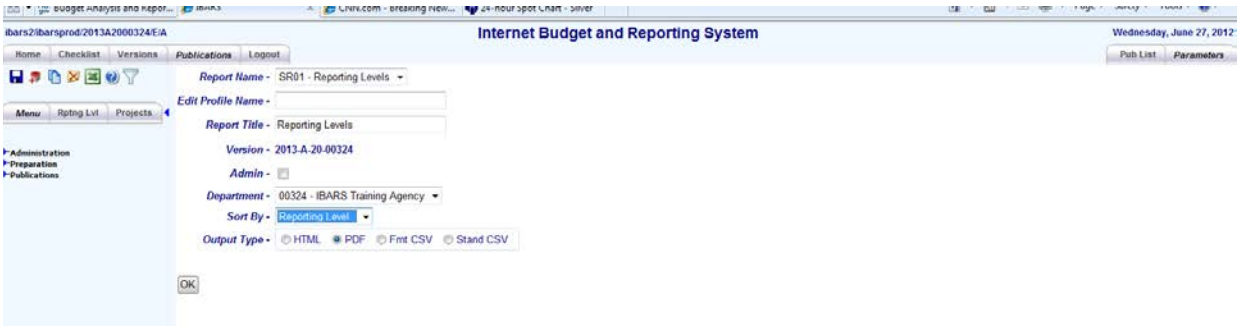
These additional subschedule reports provide a report format similar to the CR03, but allow a comparison of two versions. These reports are useful to compare the amounts included in the Governor's Recommendations Version (R02) to the Agency's Budget Request (B01) for various subschedules.

- CR07 – Grants Summary
- CR08 – Extraordinary Repairs
- CR09 – Agency Equipment Over $5,000
- CR10 – Agency IT Equipment Over $5,000
- CRCP – Capital Projects Agency

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 IBARS.

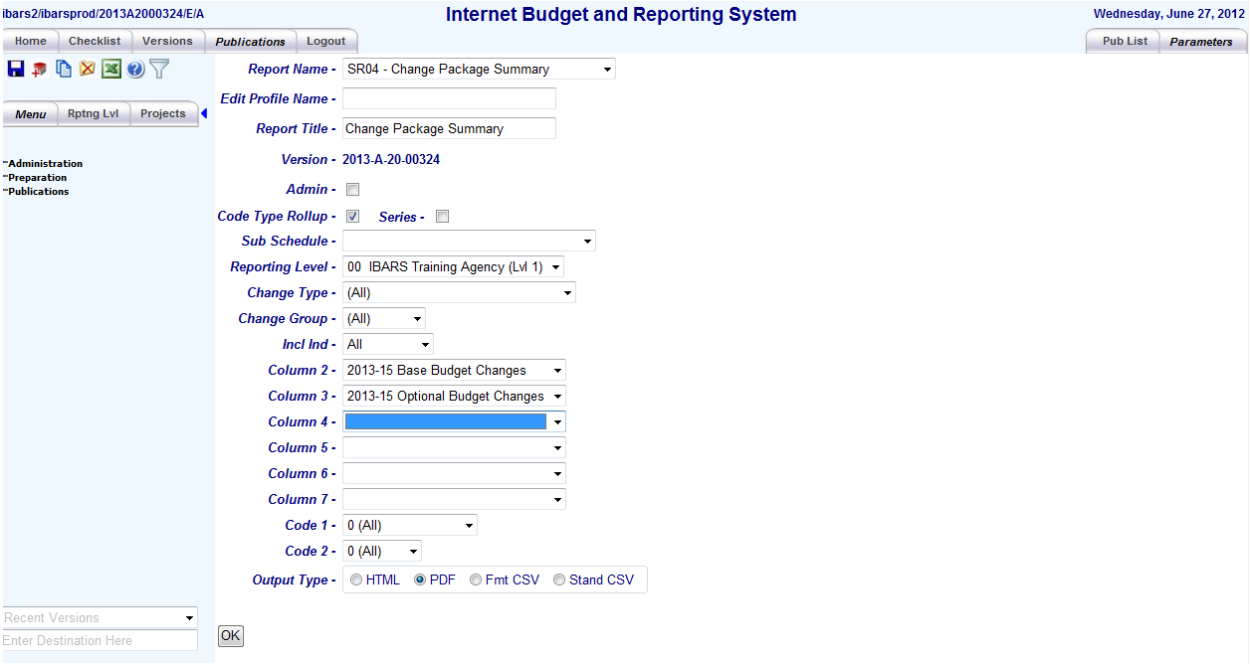


2013 Biennium / 06/27/2012 13:14:11 SR01 - Reporting Levels 1
Agency:00324 IBARS Training Agency

Agency	Description	Code 1	Code 2	Type	Cross Reference	Level	Enabled
24-000-000-00-00-00-00-00000000	IBARS Training Agency (Lvl 1)			X	00	1	Yes
24-324-000-00-00-00-00-00000000	IBARS Training Agency			X	324	2	Yes
24-324-500-00-00-00-00-00000000	Administration	MP		B	500	3	Yes
24-324-500-30-00-00-00-00000000	R-T Administration			A	3000	4	Yes
24-324-500-50-00-00-00-00000000	State Administration			A	5000	4	Yes
24-324-600-00-00-00-00-00000000	Programs	MP		B	600	3	Yes
24-324-600-10-00-00-00-00000000	Robert Wood Johnson Foundation			A	1000	4	Yes
24-324-600-20-00-00-00-00000000	R-T Grants			A	2000	4	Yes
24-324-600-40-00-00-00-00000000	State Grants			A	4000	4	Yes
24-324-800-00-00-00-00-00000000	Facilities	MP		B	800	3	Yes
24-324-800-84-00-00-00-00000000	East Campus			X	84	4	Yes
24-324-800-84-82-00-00-00000000	East Operations			A	8260	5	Yes
24-324-800-84-84-00-00-00000000	East Repairs			A	8460	5	Yes
24-324-800-86-00-00-00-00000000	West Campus			X	86	4	Yes
24-324-800-86-82-00-00-00000000	West Operations			A	8250	5	Yes
24-324-800-86-84-00-00-00000000	West Repairs			A	8450	5	Yes

SR04 – Change Package Summary Report

This report lists all base and optional change packages. It can be generated at the reporting level, at the agency level by marking the Code Type Rollup box, and at the line level by marking the Series box. In addition, the report can be generated separately for each of the change types A through F 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.



2013 Biennium / 06/27/2012 13:16:17 SR04 - Change Package Summary 1

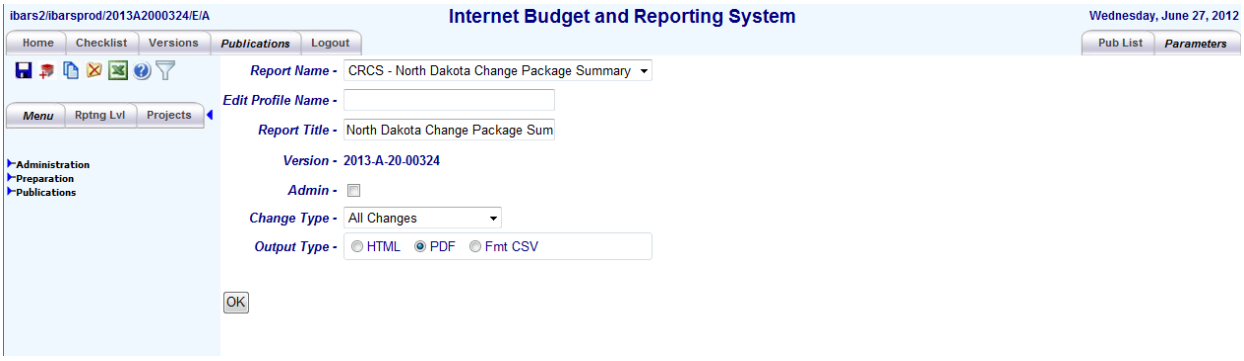
Agency: IBARS Training Agency
Reporting Level: 00 IBARS Training Agency (Lvl 1)

1 Object/Revenue Description	Code	2 2013-15 Base Budget Changes	3 2013-15 Optional Budget Changes	4	5	6	7
**********Change Package**********							
Type: A Description:							
Number: 1 Operating Decreases - Base Budget Limit							
Group: A							
EXPENDITURES							
Professional Development	611000	(25,000)	0	0	0	0	0
Operating Expenses	30	(25,000)	0	0	0	0	0
EXPENDITURE TOTALS		(25,000)	0	0	0	0	0
MEANS OF FUNDING							
State General Fund	001	(25,000)	0	0	0	0	0
General Fund	GEN	(25,000)	0	0	0	0	0
ND Cassp Project	H108	0	0	0	0	0	0
Federal Funds	FED	0	0	0	0	0	0
TOTAL FUNDING		(25,000)	0	0	0	0	0
**********Change Package**********							
Type: B Description:							
Number: 1 New Federal Grant for 2013-15							
Group: A							
EXPENDITURES							
Grants, Benefits & Claims	712000	400,000	0	0	0	0	0
Grants	60	400,000	0	0	0	0	0
EXPENDITURE TOTALS		400,000	0	0	0	0	0
MEANS OF FUNDING							
ND Cassp Project	H108	400,000	0	0	0	0	0
Federal Funds	FED	400,000	0	0	0	0	0
TOTAL FUNDING		400,000	0	0	0	0	0
**********Change Package**********							
Type: D Description:							
Number: 1 Optional Extraordinary Repairs							
Group: A							
EXPENDITURES							
Extraordinary Repairs	684000	0	75,000	0	0	0	0
Capital Assets	50	0	75,000	0	0	0	0
EXPENDITURE TOTALS		0	75,000	0	0	0	0
MEANS OF FUNDING							
State General Fund	001	0	75,000	0	0	0	0
General Fund	GEN	0	75,000	0	0	0	0
TOTAL FUNDING		0	75,000	0	0	0	0
**********Change Package**********							

North Dakota Change Package Summary ibars2 / 2013A2000324

CRCS – ND Change Package Summary Report

This report summarizes all change packages by type and displays the priority level, FTE, and funding by sources for each change package. The report can show all changes, only base changes, or only optional changes.



2013-2015 Biennium / 06/27/2012 13:17:59 CRCS - North Dakota Change Package Summary Page 1 of 1

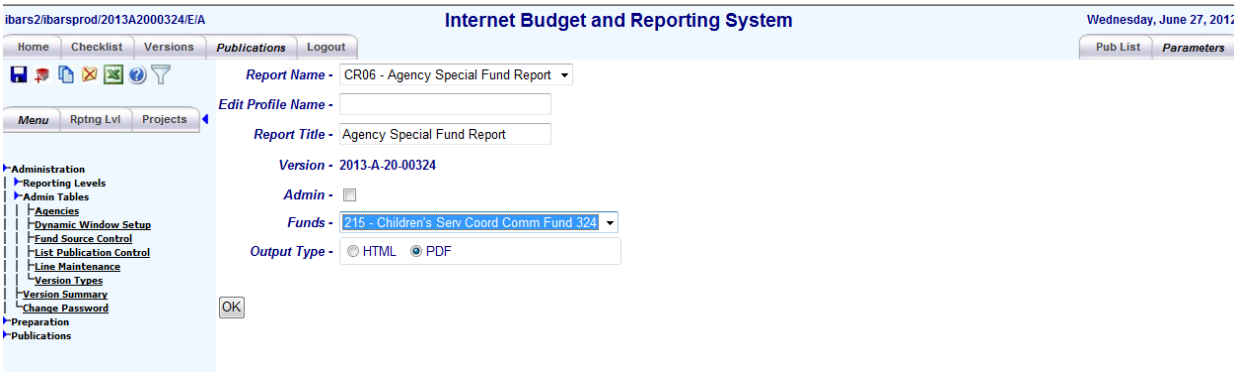
CHANGE PACKAGE SUMMARY
00324 IBARS Training Agency
Biennium:2013-2015

Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
Base Budget Changes						
One Time Budget Changes						
A-B 1 New Federal Grant for 2013-15		0.00	0	400,000	0	400,000
Total One Time Budget Changes		**0.00**	**0**	**400,000**	**0**	**400,000**
Ongoing Budget Changes						
A-A 1 Operating Decreases - Base Budget Limit		0.00	(25,000)	0	0	(25,000)
A-A 2 Inflationary Increases		0.00	25,000	0	0	25,000
A-A 5 Base Budget Capital Items		0.00	254,500	0	0	254,500
A-F 1 Remove 2011-13 Capital Items		0.00	(1,015,000)	0	0	(1,015,000)
Base Payroll Change		0.00	145,343	17,027	0	162,370
Total Ongoing Budget Changes		**0.00**	**(615,157)**	**17,027**	**0**	**(598,130)**
Total Base Budget Changes		**0.00**	**(615,157)**	**417,027**	**0**	**(198,130)**
Optional Budget Changes						
One Time Optional Changes						
A-D 1 Optional Extraordinary Repairs		0.00	75,000	0	0	75,000
A-D 5 Online Registration System		0.00	250,000	250,000	0	500,000
Total One Time Optional Changes		**0.00**	**325,000**	**250,000**	**0**	**575,000**
Ongoing Optional Changes						
A-C 5 New FTE		1.00	100,101	0	0	100,101
Total Ongoing Optional Changes		**1.00**	**100,101**	**0**	**0**	**100,101**
Total Optional Budget Changes		**1.00**	**425,101**	**250,000**	**0**	**675,101**
Optional Savings Changes						
A-G 1 Optional Savings - Operating Reductions		0.00	(81,085)	0	0	(81,085)
Total Optional Savings Changes		**0.00**	**(81,085)**	**0**	**0**	**(81,085)**

North Dakota North Dakota Change Package Summary ibars2 / 2013A2000324

CR06 – Agency Special Funds Report

This report provides a two-biennium review of the revenue and expenditure activity of all special funds used by the agency. Individual fund numbers or all funds can be selected.



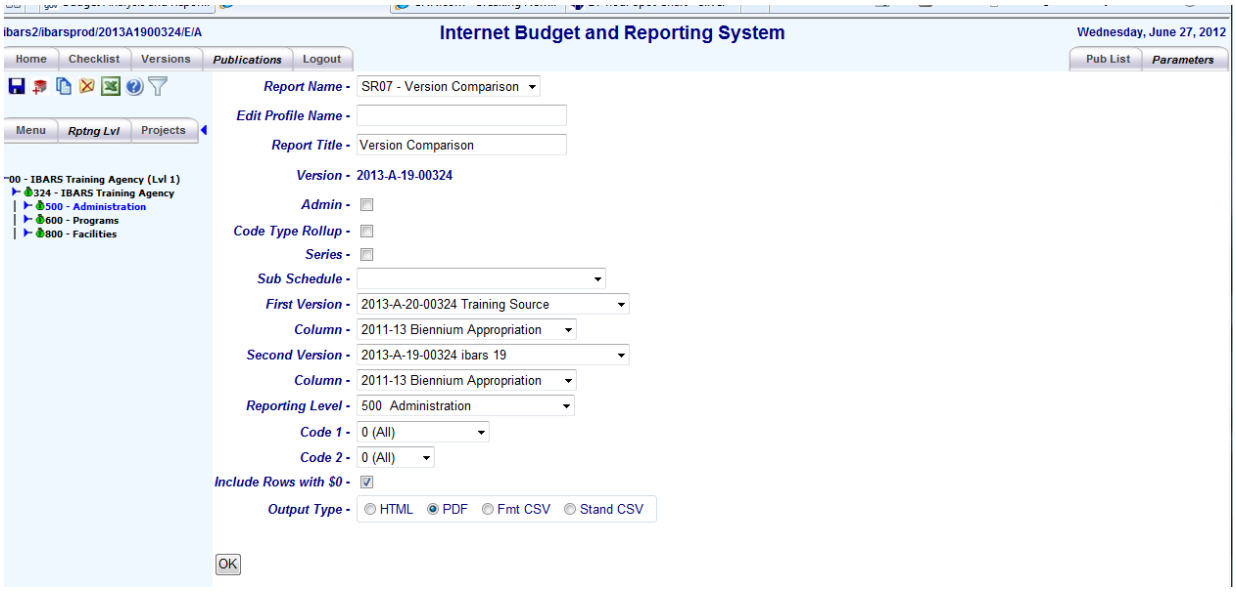
2013 Biennium / 06/27/2012 13:41:24 CR06 - Agency Special Fund Report Page 1 of 1

SPECIAL FUND REPORT
00324 IBARS Training Agency
Version: 2013A2000324
Children's Serv Coord Comm Fund 324

	2011 - 2013		2013 - 2015	
Beginning Balance		50,000		60,000
Revenue and Net Transfers:				
Charges for Services/Sales	110,000		115,000	
Total Revenue and Net Transfers		110,000		115,000
Estimated Expenditures By Line:				
Grants	100,000		100,000	
Total Estimated Expenditures		100,000		100,000
Ending Balance		**60,000**		**75,000**

SR07 – Version Comparison

This report allows an agency to compare amounts in selected columns for two different budget versions. Individual subschedules can be selected in the Subschedule dropdown or, the Budget Request Summary can be selected by leaving that field blank.



2013 Biennium / 06/27/2012 13:49:48 SR07 - Version Comparison 1

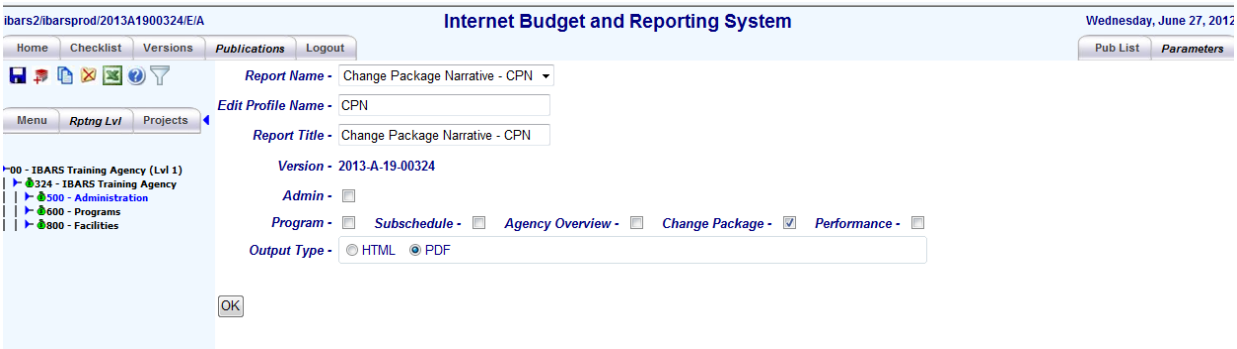
Agency: IBARS Training Agency
Reporting Level: 500 Administration
Version 1: 2013A2000324 Version 2: 2013A1900324

1 Object/Revenue Description	Code	2 Training Source 2011-13 Biennium Appropriation	3 ibars 19 2011-13 Biennium Appropriation	4 2011-13 Biennium Appropriation minus 2011-13 Biennium Appropriation
EXPENDITURES				
Salaries - Permanent	511000	325,000	325,000	0
Temporary Salaries	513000	50,000	50,000	0
Fringe Benefits	516000	140,000	140,000	0
Salaries and Wages		515,000	515,000	0
Travel	521000	24,000	24,000	0
Supplies - IT Software	531000	6,000	6,050	(50)
Postage	541000	18,000	18,000	0
IT - Data Processing	601000	20,000	20,000	0
Professional Development	611000	80,000	80,000	0
Operating Expenses		148,000	148,050	(50)
IT Equip/Sftware Over $5000	693000	10,000	10,000	0
Capital Assets		10,000	10,000	0
Salaries - Permanent	511000	52,000	52,000	0
Fringe Benefits	516000	31,000	31,000	0
Fees - Professional Services	623000	300,000	300,000	0
Special Program Line		383,000	383,000	0
EXPENDITURE TOTALS		**1,056,000**	**1,056,050**	**(50)**
MEANS OF FUNDING				
Crisis Child Care	H104	100,000	100,000	0
Federal Funds		100,000	100,000	0
State General Fund	001	956,000	956,000	0
General Fund		956,000	956,000	0
TOTAL FUNDING		**1,056,000**	**1,056,000**	**0**
AUTHORIZED EMPLOYEES				
FTE		5.50	5.50	0.00
AUTHORIZED EMPLOYEES		5.50	5.50	0.00
TOTAL AUTHORIZED EMPLOYEES		**5.50**	**5.50**	**0.00**

NARR – Narrative Reports

Provides reports containing narrative from various budget subschedules. Mark the box next to a report type to generate that report. Available report types and a brief description are:

- **Agency Overview** provides a report containing all agency-wide narrative including Statutory Authority and Agency Description.
- **Change Package Narrative** provides the narrative included with each change package.
- **Program Narrative** report provides the narrative entered for each budget program.
- **Subschedule** report provides the narrative entered for each subschedule.
- **Performance Narrative** report provides the agency and program performance measure narratives.



2013 Biennium / 06/27/2012 13:52:58 CPN - Change Package Narrative - CPN Page 1 of 3

BUDGET CHANGES NARRATIVE

00324 IBARS Training Agency **Date:** 06/27/2012

Version 2013A1900324 **Time:** 13:52:58

Change Group: A	**Change Type:** A	**Change No:** 1	**Priority:**

Operating Decreases - Base Budget Limit

Operating expense reallocations required to meet base budget limit.

Change Group: A	**Change Type:** A	**Change No:** 5	**Priority:**

Base Budget Capital Items

Continuation of base budget amounts for extraordinary repairs ($200,000), equipment ($25,000), and bond payments ($29,500).

Change Group: A	**Change Type:** B	**Change No:** 1	**Priority:**

New Federal Grant for 2013-15

New federal initiative for child care grants. Grant program is authorized through 2015 only and is not expected to be reauthorized.

Change Group: A	**Change Type:** C	**Change No:** 1	**Priority:**

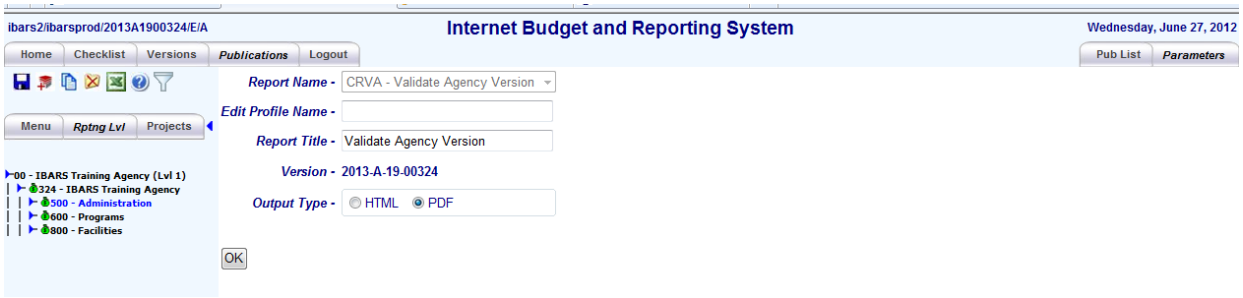
Restore Operating Reductions In Base

Optional request to restore operating reductions to required to meet base budget general fund limit.

Submitting the 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.



2013 Biennium / 06/27/2012 13:54:47 CRVA - Validate Agency Version Page 1 of 6

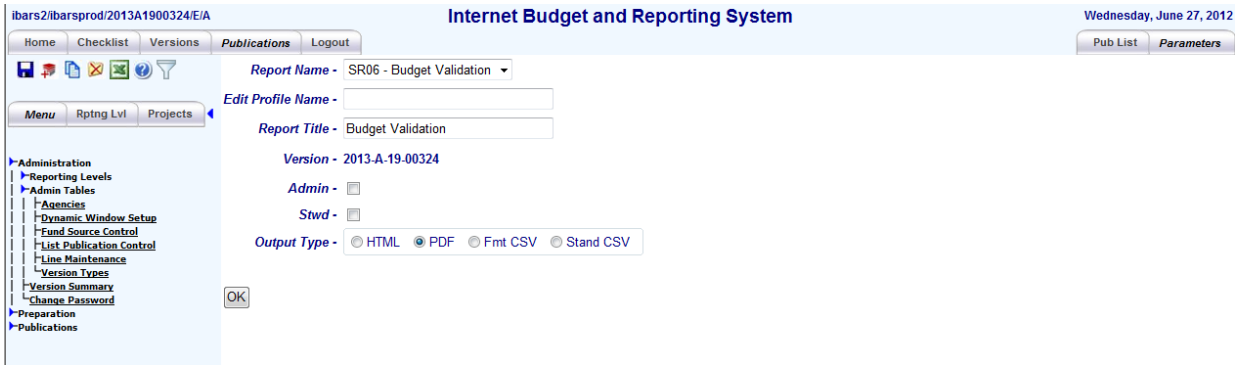
IBARS Training Agency

: 2013A1900324

1 Subschedule	2 Reporting Level Description	3 Change Package	4 Project Description	5 Line Number	6 Funding Col	7 Budget Col	8
Change Packages Not Balanced							
GS	Programs	AA1	Education Grants	60	400,000	0	
GS	Programs	AB1	Education Grants	60	0	400,000	

SR06 – Budget Validation

This report will identify the reporting level and line ID where errors occur. If a subschedule does not check to complete, refer to this report to identify the validation errors. It will provide an "Error Message" describing where the problem occurs, such as column, subschedule, account code, etc. Contact the assigned budget analyst for assistance correcting errors.



2013 Biennium / 06/27/2012 13:58:30 SR06 - Budget Validation 1

Budget Validation

: Budget Request Summary Subschedule

Reporting Level	Error Message	Message Type
500 Administration (24-324-500-00-00-00-00-00000000)	Funding Amount 148,050 does not Equal Budgeted Amount 148,000 for column: 2011-13 Biennium Appropriation and line: 30 Operating Expenses	E
500 Administration (24-324-500-00-00-00-00-00000000)	Funding Amount 148,050 does not Equal Budgeted Amount 148,000 for column: 2013-15 Base Budget Request and line: 30 Operating Expenses	E
500 Administration (24-324-500-00-00-00-00-00000000)	Funding Amount 99,050 does not Equal Budgeted Amount 99,000 for column: 2011-13 Biennium Balance and line: 30 Operating Expenses	E

North Dakota Budget Validation ibars2 / 2013-A-19-00324