

North Carolina

Budget Preparation System

Operator's Manual

Office of State
Budget, Planning &
Management

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Budget Preparation System

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1. Introduction

The Budget Preparation System has long been used by the Office of State Budget and Management to compile and print the Governor's Recommended Budget which is presented to the General Assembly. In 1988 the on-line system was developed by OSBPM so that all agency budget offices could have access to the data and help compile the detail distribution of the budget accounts. BPS runs under the IMS control program at the ITS enterprise server, and can be accessed by any terminal which can emulate a 3270 device. Although the budget is presented at the fund/object level within each budget code, agencies can maintain their budgets at lower account levels so that when the budget is transferred to the North Carolina Accounting System, it can be distributed to sub accounts and cost centers as needed.

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2. Getting Access

2.1 Security Issues

Every person who accesses BPS must be defined to BPS with a five-character identification code. The first two characters identify the agency where the person works, and the other three characters are usually his initials, giving a unique identification for each person. A signature and security code are associated with this code, so that an audit trail is recorded for each change made to the budget accounts. Each agency has at least one person authorized to add or inactivate the identification codes for that agency. This security system was in place before the RACF security was installed for all access to the ITS enterprise server. Now OSBPM has integrated its security with the RACF security by associating RACF identification codes with the BPS security code. When the initial IMS transaction is entered to gain access to BPS, BPS checks to see if it can find the RACF code in its tables; if the RACF code is found and matched with a BPS security code, BPS gives the user access into the system by displaying the initial menu. If BPS does not recognize the RACF code, it displays a sign-on screen and requests a second sign-on with a valid five-character BPS security code. If a valid code is provided, BPS gives the user access to the system by displaying the initial menu.

There is a password associated with the BPS identification code; the first time the code is used the password is "NEW." The system requires that the user change the password before proceeding to any function; the password can be from one to eight characters. RACF also has a password which is required for any access to the mainframe; since BPS uses RACF security, the BPS password does not have to be changed every ninety days like the RACF password does. If a person does not access the mainframe through RACF for a period of forty-five days, his security is revoked and he must request reinstatement from the agency security administrator. If a person forgets his password, he must contact the agency security administrator for a new one. If a person tries to sign-on to RACF several times and is unsuccessful, he is revoked and must be reinstated by the agency security administrator. The RACF password must be changed at least once every ninety days and cannot be repeated. It must start with an alpha character and must be at least four characters long. Since the mainframe uses a full screen editor, all fields on the screen should be completed before pressing **E** . The **T** can be used to move from field to field.

Some typical error messages from RACF are as follows:

SIGN COMMAND REJECTED. PASSWORD NOT DEF.

This means that the wrong password was entered. The procedure should be repeated with the correct password.

SIGN COMMAND REJECTED. NOT DEF TO RACF.

This means that the RACF id was invalid and not defined to RACF security. The procedure should be repeated with a correct RACF id.

SIGN COMMAND REJECTED. PASSWORD EXPIRED.

This means that it is time to assign a new password. The procedure should be repeated with the same RACF id and password, adding the new password in the indicated field.

SIGN COMMAND REJECTED. USER REVOKED.

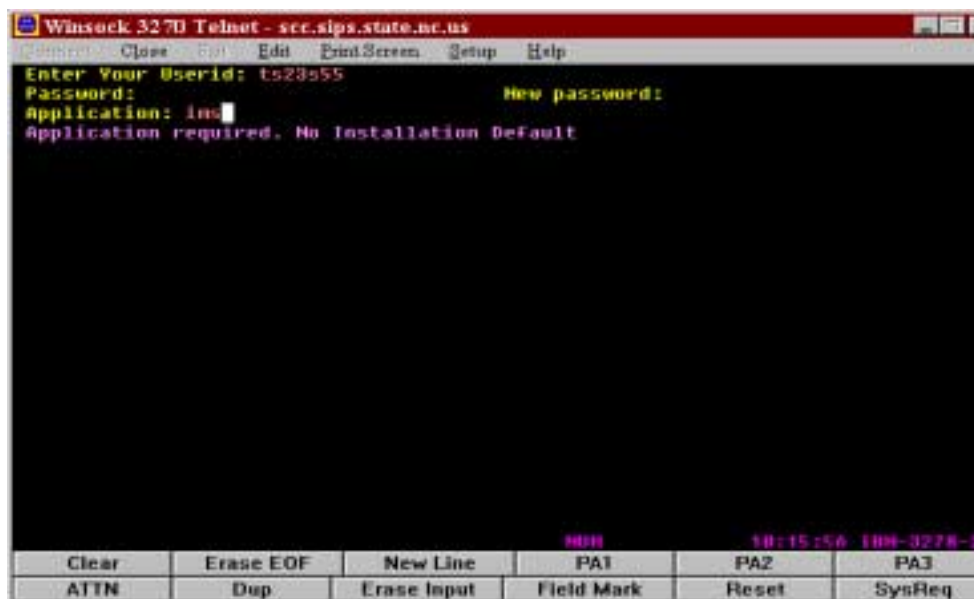
This means that the agency security administrator must be contacted.

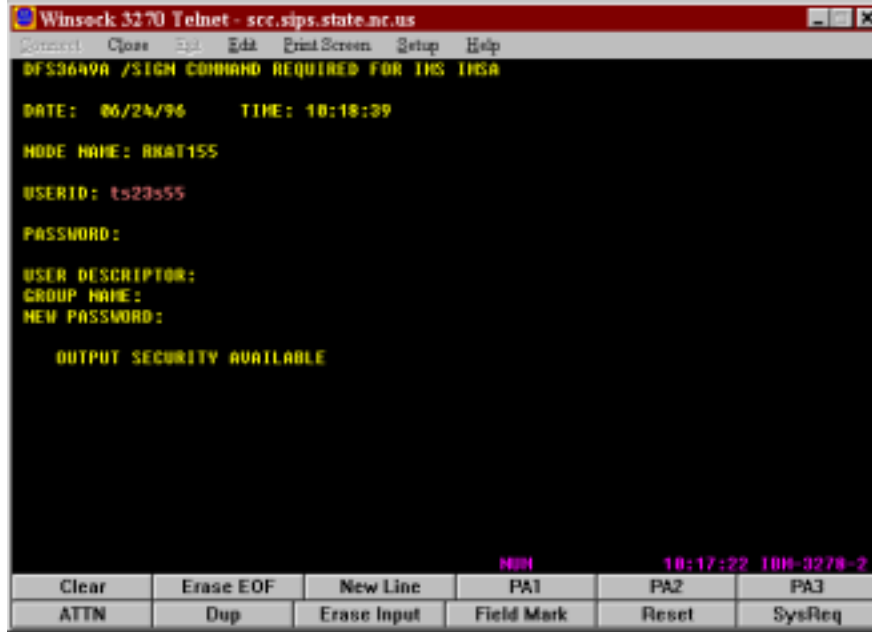
SIGN COMMAND REJECTED. NEW PWD INVALID.

This means that the new password is not acceptable. The procedure should be repeated with a new password which has not been used previously.

2.2 Initial Sign-on

There are several methods to provide the connection from the agency to ITS, so each user should request help from his technical staff for the initial access to the IMS control program; the technical staff may have to request access for the individual user to sign to IMS. In the past there were several types of mini-computers as well as “dumb” terminals used, but now most agencies are moving to a connection through TCP/IP and Windows. In the past, access to IMS was based on terminal node name, but now access is usually by RACF identification code, ignoring physical location of the terminal device. Usually the initial sign-on involves typing the code `IMS` plus the RACF id and RACF password. Then another sign-on to IMS is required. After the IMS sign-on is complete and a successful message is displayed on the screen, the transaction code for BPS must be entered. This transaction is `BI` followed by a space and pressing `E`. BPS responds to the transaction by returning the main menu screen or a BPS sign-on screen.





2.3 Maneuvering within the System

The only keys that cause a transmission to the mainframe are **E** and the function keys **!** **@** **#**, etc. All of the functions within BPS are assigned a function number as indicated on the main menu. At the bottom of each screen is the function line where the next function can be requested by number. After the function number is typed, the **E** key should be pressed to transfer control to the next process. An alternate method would be to press the function key which corresponds to the function number. There are several other fields on the function line. These fields are budget code, fund code, account code (object), reference number, page number, and year. The account code should begin with 53 for expenditure accounts or 43 or receipt accounts. These values should be typed on the line before pressing the **E** key or the Function key. The **!** key pages forward one page at a time; the **@** key pages backward one page at a time. Several biennial budgets are on-line at one time. The system defaults to the current budget that is in progress, but if an older budget is desired, the ending year value should be typed in the year field. For example, "95" would cause the 1993-1995 budget to be displayed. If an invalid key is pressed and the BPS screen is lost, simply type **b i** followed by a space and press **E** again.

Some display screens are not able to show all columns on one eighty-column screen, so the **\$** and **%** keys are used to shift from left to right or from right to left.

The bottom two lines on the screen contain informative or error messages and should always be read. If data is being changed, a message indicates successful processing or an error condition. The informative messages usually help move from function to function. The **#** key always returns the main menu to the screen, for a review of the function numbers.

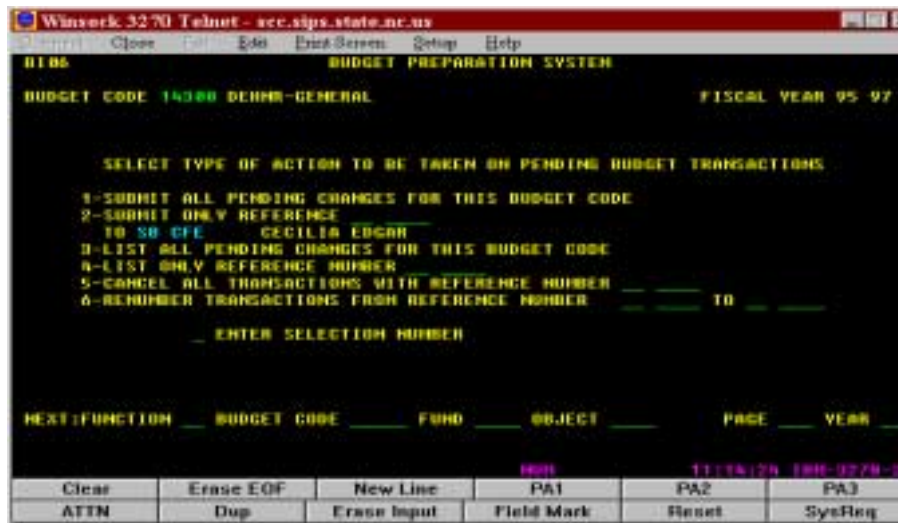
The main menu also has a message count field which indicates if a person has new messages to view.



3. On-Line Functions

3.1 Function 6 - Take an Action on a Batch of Budget Transactions at an Agency Budget Office

This screen has two formats depending on whether a person is in OSBPM or in an agency budget office. If the agency budget office enters budget changes with Function 8, they must then use Function 6 to submit them to OSBPM for approval before they are effective. Option 1 submits all pending transactions for the budget code. Option 2 submits only those transactions for the specified reference number. The system displays the name of the OSBPM budget analyst responsible for the specified budget code. If necessary, the initials can be changed before pressing **E** ; the budget transactions will be submitted to the specified OSBPM budget analyst when **E** is pressed. Although the agency can enter their budget changes at a detail account level or a detail center level, the transactions are summarized to the fund/object level before submitting them to the OSBPM analyst. When **E** is pressed, the system returns a message showing the number of transactions processed at the detail account level and the number of transactions actually submitted to OSBPM. If a batch of transactions does not result in any change at the fund/object level, nothing is submitted to OSBPM and no approval is necessary. When transactions are submitted to OSBPM, the budget analyst receives a message indicating the budget code and number of transactions submitted. Option 3 lists all pending transactions for the budget code which have not been submitted. Option 4 lists only the transactions for the specified reference number. Option 5 cancels all transactions for the specified reference number and budget code, by setting the “ignore flag” to “I”; only pending transactions can be canceled. If transactions have been submitted, they will have to be canceled by OSBPM. Option 6 changes the reference number for a batch of pending transactions.



3.1 Function 6 - Take an Action on a Batch of Budget Transactions at OSBPM

After the transactions are submitted to OSBPM, the appropriate budget analyst receives a message for each budget code. The OSBPM budget analyst has several types of actions he can take on a batch of budget transactions. Option 1 approves all submitted transactions for the specified budget code. Option 2 approves only those transactions for the specified budget code and reference number. The approval function causes the status of the transactions to change from “submitted” to “recommended”. Option 3 displays all submitted transactions for the budget code; option 4 displays only those submitted transactions for the specified budget code and reference number. Option 5 cancels all transactions for the specified budget code and reference number; this causes the status to be changed to “ignore” on the transactions at the fund/object level as well as at the agency detail level. Option 6 causes the status to be changed to “ignore” on only the agency detail level transactions; this option is only used in unusual situations. Option 7 causes a reference number to change on transactions at both the agency detail level and the fund/object level.

Required fields on function line: Budget Code

Optional fields on function line: Reference number, Year

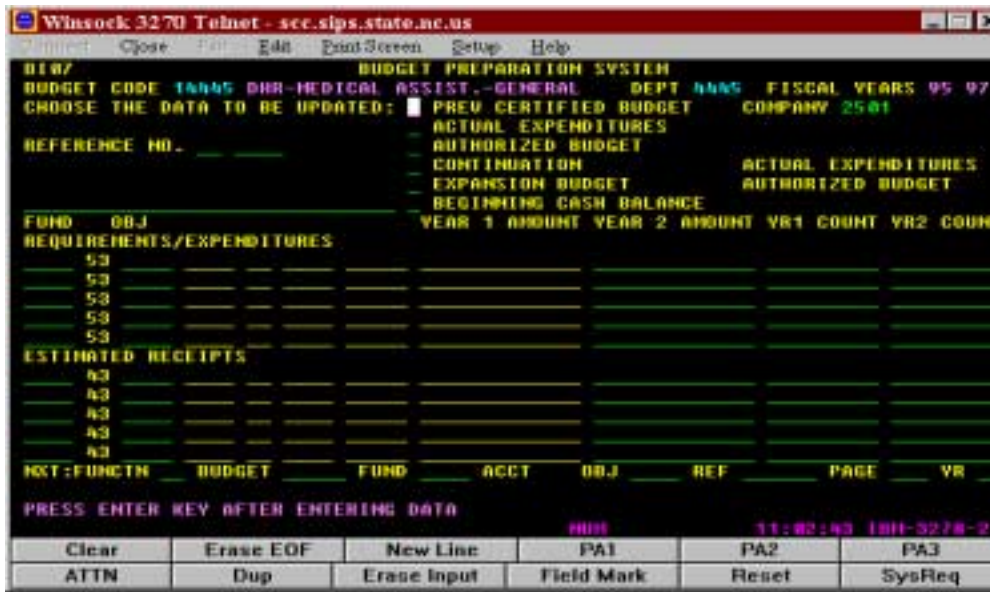


3.2 Function 7 - Enter Data at the Fund/Object level

This function can be used by the OSBPM analyst to enter budget changes at the level printed in the document for certification. The agency can use Function 8 at some later point to distribute the changes to the detail accounts. This format has fund first followed by account type and object. The budget code is always at the top of the screen. The reference number is required and can be alpha or numeric. The reference numbers starting with 11, 12, and 14 are reserved for budget revisions. Reference number 01 1996 is reserved for actual receipts and expenditures transferred from NCAS. The data categories at the top of the screen represent the columns of Worksheet I, and one category must be marked by typing a character next to it. The company is required on every line, and is preset by the system based on the budget code entered. There are some budget codes which have more than one company, so these may be adjusted by over-typing the company. The account type is required on every line and must be either 53 or 43. The lines in the requirement section are always 53, and the lines in the receipt section are 43 except for 3 exceptions: objects which start with 83xx, 84xx, or 88xx. The object is required on every line. The fund is required on the first line of each page or when the fund changes. The dollars or position counts are adjustments which are added to or subtracted from the existing balances. If the amount is to be subtracted, the minus sign can be typed either before or after the number. Decimals are allowed for position count changes but not for dollar changes. Three decimals are recognized and recorded. All changes are entered in the first year column except for continuation and expansion changes which can be entered in either the first or second year column as needed.

Required fields on function line: Budget Code

Optional fields on function line: Reference number, Year

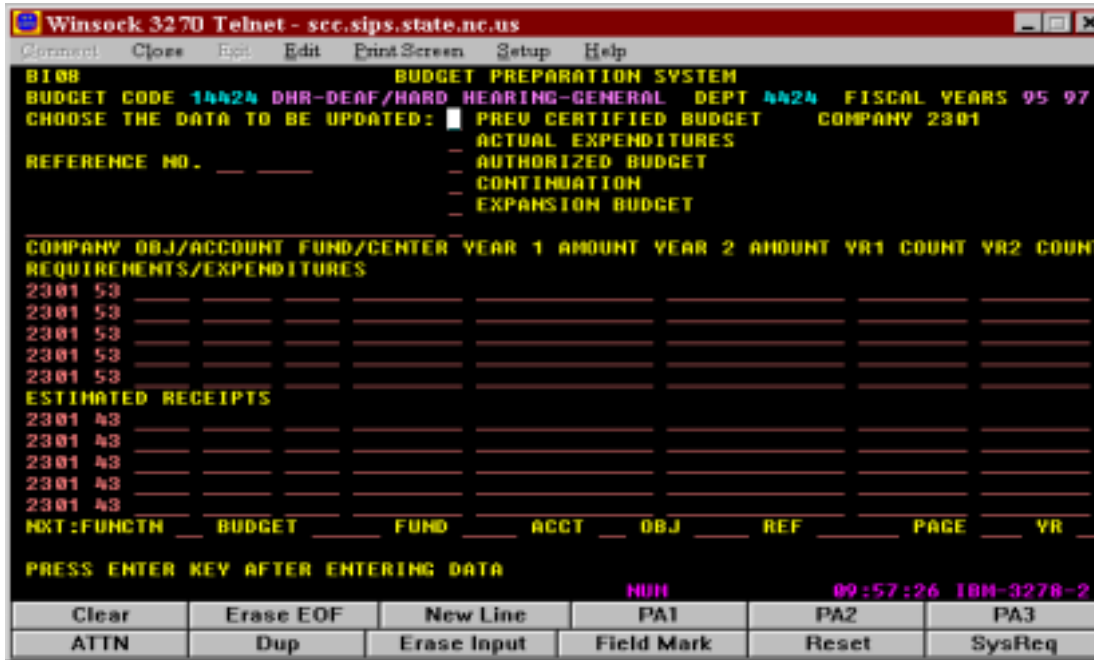


3.3 Function 8 - Enter Data with the Format used by the Agency Accounting Systems

This function can be used by either OSBPM or the agency to enter budget changes. The North Carolina Accounting System uses the format: company, account, center, so this screen reflects that format. The universities and Department of Transportation have their unique formats. The budget code is always at the top of the screen. The reference number is required and can be alpha or numeric. The reference numbers starting with 11, 12, and 14 are reserved for budget revisions. There are also a few other reserved numbers. The data categories at the top of the screen represent the columns of Worksheet I, and one category must be marked by typing a character next to it. The company is required on every line, and is preset by the system based on the budget code entered. There are some budget codes which have more than one company, so these may be adjusted by over-typing the company. The account type is required on every line and must be either 53 or 43. The lines in the requirement section are always 53, and the lines in the receipt section are 43 except for 3 exceptions: objects which start with 83xx, 84xx, or 88xx. The object is required on every line. The fund is required on the first line of each page or when the fund changes. The dollars or position counts are adjustments which are added to or subtracted from the existing balances. If the amount is to be subtracted, the minus sign can be typed either before or after the number. Decimals are allowed for position count changes but not for dollar changes. Three decimals are recognized and recorded. All changes are entered in the first year column except for continuation and expansion changes which can be entered in either the first or second year column as needed.

If the data is entered by OSBPM, it goes directly into the budget without having to be approved. If the data is entered by an agency, it must also be submitted for approval with Function 6. The data has a pending or submitted status until it has been approved by OSBPM.

Required fields on function line: Budget Code
 Optional fields on function line: Reference number, Year



3.4 Function 9 - View Detail Data

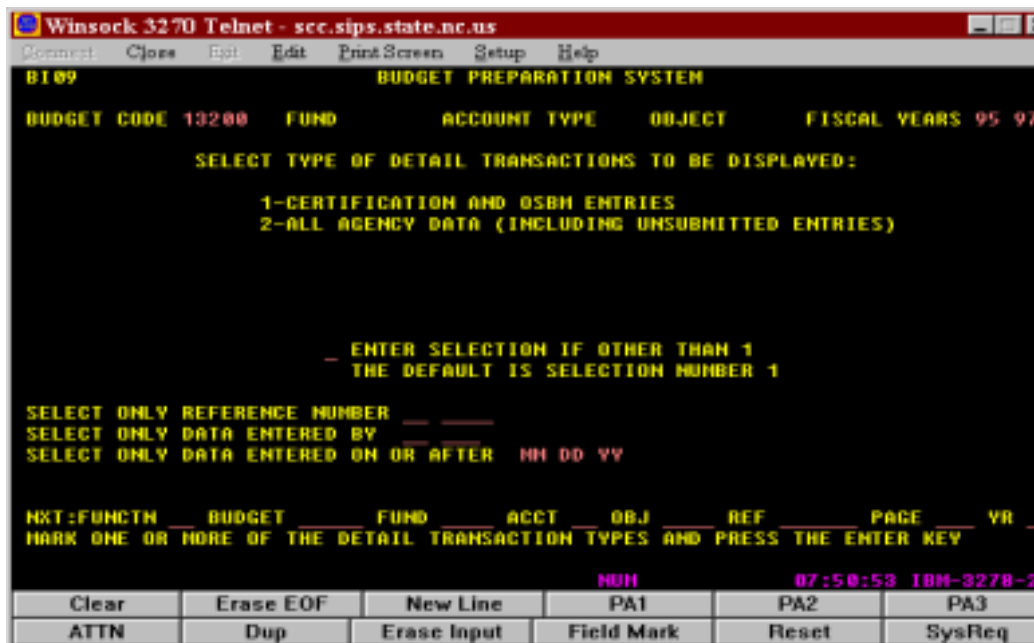
This function can be used to review any change made to the budget during the two- year period. Each line has the amount of change, a comment, a date, an account number and the person who entered the change. If OSBPM data is requested, only the fund/object is displayed; if agency data is requested, the full account and center is displayed. A budget code is required on the function line. If a fund is not entered on the function line, the display starts with the first fund and account. If the fund is provided but not the account, the display starts with the first account for the fund. If both fund and account are entered on the function line, only that fund and account are displayed. The account field starts with either 53 for expenditures or 43 for receipts. Other options can limit the display by reference number, person who entered the changes, or date entered.

In order to maintain a good audit trail, no data is ever deleted. However, there is an “ignore flag” for each detail change. OSBPM can change the character at the left of the line to I, and the data will be ignored and not included in any calculations or printed reports. It can also be changed back to its previous value. Agency persons can change items to “ignore” only if they have not been submitted.

The comments can also be changed with function 9, by typing over them and pressing E. The comments are used to print the Detail by Reference Report, and also are used as a reminder why changes were made.

Required fields on function line: Budget Code

Optional fields on function line: Fund, Account, Reference number, Year



3.5 Function 10 -View Worksheet I for a Budget Code or a Fund

This function has several options to select the way the Worksheet I is presented. The first displayed column is the object code which is digits three through six of the NCAS account number; next is the title of the object code; next is the actual amount expended or received in the previous year; next is the authorized budget amount for the current year; next is the increases or decreases for the next two years. If \$ is pressed, the columns change so that the title is not displayed, but the total amounts for the next two years are displayed.

If only a budget code is specified and no options are selected, the display starts with the summary by purpose (fund), followed by the summary by account (object) and then followed by the detail accounts for each fund. If a fund is selected, the display starts with the accounts for that fund. The first box of options makes it possible to select a display. Option 1 displays only the summary by purpose (fund). Option 2 displays only the summary by account (object). Option 3 displays the total requirements, receipts, and appropriations for the budget code. Option 4 displays the accounts (objects) for a specific fund; the budget code and fund must both be entered on the function line before pressing E . Option 5 displays the accounts at the detail level for a specific fund; the budget code and fund must both be entered on the function line before pressing E . Option 6 displays all position counts by fund for the specified budget code.

The second box allows different transactions to be selected. Option 1 uses all transactions whether they have been approved or not. Option 2 uses only those transactions approved or entered by OSBPM.

The third box allows certain funds to be displayed either at the two-digit or at the four-digit level.

The fourth box allows accounts (objects) to be displayed at either the “two-digit” level or at the “fourth-digit” level. The “two-digit” level is the level certified by OSBPM and means that the expenditure objects beginning with 2, 3, 4 or 5 are summarized but the expenditures beginning with 1, 6, 7 or 8 are left at the four-digit level; the receipt objects are also left at the four-digit level.

Required fields on function line: Budget Code

Optional fields on function line: Fund, Page, Year

3.11 Function 20 - Enter New or Abolished Positions

This function is used to enter positions established or abolished by the General Assembly. Each group of positions is assigned a reference number by the OSBPM analyst and corresponds to the reference number used on the Function 8 data entry screen. Each group is also given a descriptive title. The detail lines show each different position classification title, effective date, fund and account (object) and the total salaries and counts for both years of the biennium. The category is either “C” for the continuation or “E” for the expansion budget. The system assigns a sequence number to each line and calculates the total for the reference number. One reference number may require multiple pages.

Required fields on function line: Budget Code

Optional fields on function line: Reference number, Year

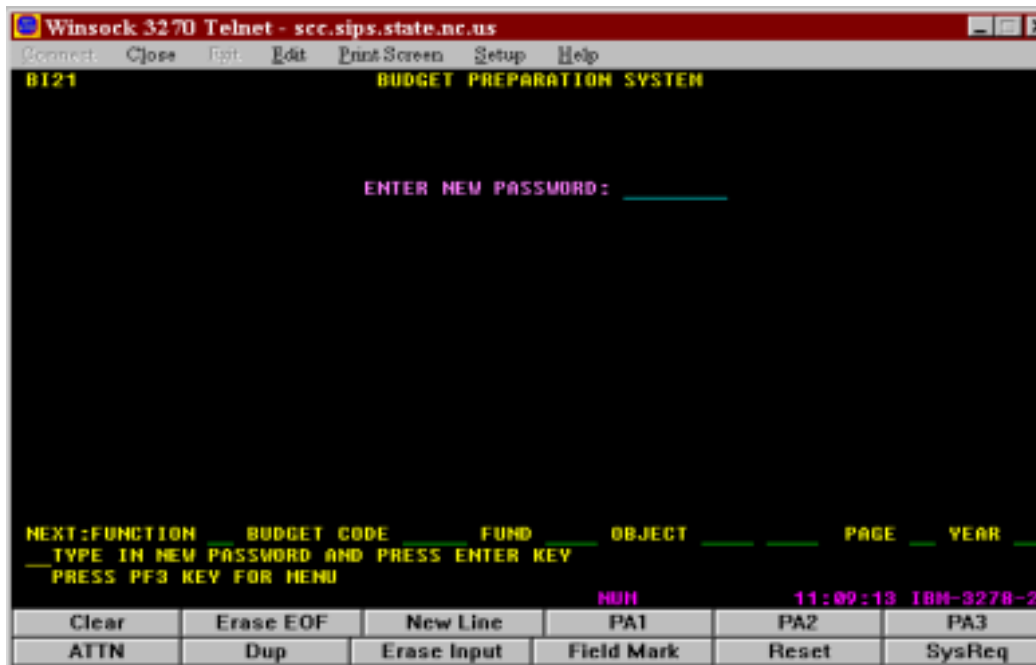
PRIORITY	CLASSIFICATION	POSITION	EFFECTIVE DATE	SUBHEAD	SOURCE	COUNT	SALARY	FIRST YEAR	SECOND YEAR
C 00	014	SA COUNSELOR II	07 01 95	1120	1211	6		1.000	23,750
C 00	015	S A COUNSELOR I	07 01 95	1120	1211	6		2.000	42,110
TOTAL FOR THIS ITEM									3.0 6587

3.12 Function 21 - Enter Password

This function is used to change the password for the budget systems. This password is not related to the RACF password. The password can be from 1 to 8 characters.

Required fields on function line: none

Optional fields on function line: none



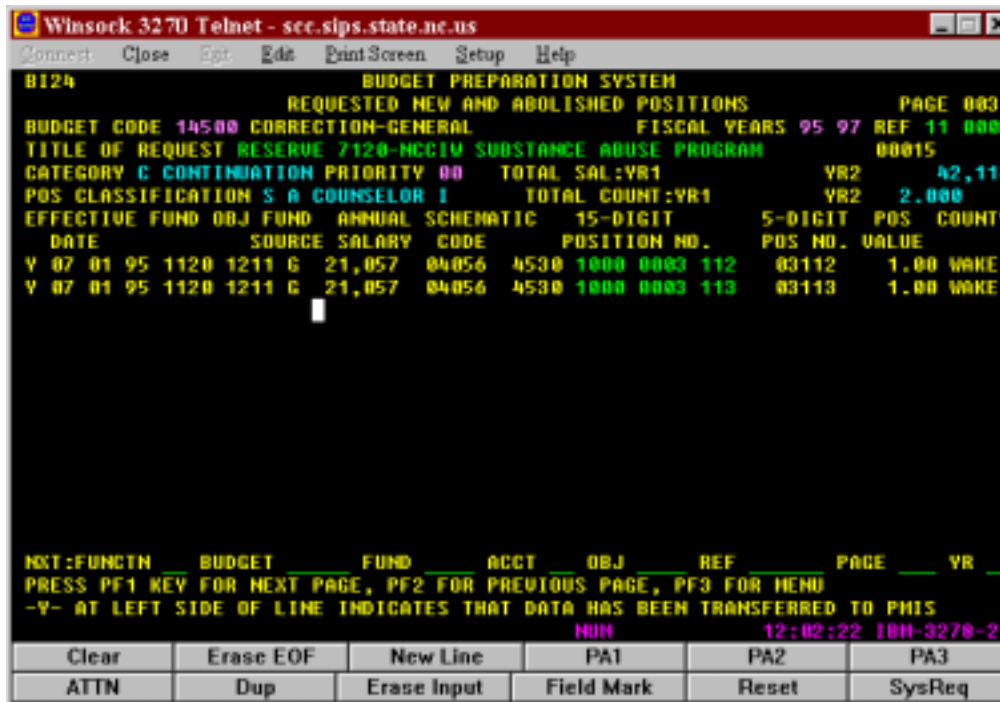
3.13 Function 24 - Enter Individual Position Numbers

This function is used to assign individual position numbers to the groups of positions entered with Function 20. A separate page of Function 24 is used for each line of Function 20. The reference number, title, classification, total portion payable salaries, and total position counts are displayed at the top of the page as they were entered on the Function 20 screen. The following fields should be completed for each individual position: effective date of establishment or abolishment, fund, object, source of funds (“G”-general fund, “H”-highway fund, “F”-federal receipts, “R”-other receipts), annual salary, schematic code (not necessary for abolished positions), 15-digit position number, 5-digit position number, position value, county (not necessary for abolished positions). Abolished positions should have a minus sign in salary and value fields.

The information from this function is later used as input to the Personnel Management Information System for funding or abolishing positions.

Required fields on function line: Budget Code

Optional fields on function line: Reference number, Year



-

3.14 Function 25 - Exit System

This function takes you out of BPS and back to a sign-on screen. At this point, no one is signed on to BPS. The BPS id and password can be entered on this screen, or the screen can be cleared and the transaction BI followed by a space can be entered to return to the BPS main menu.

Required fields on function line: none

Optional fields on function line: none

3.15 Function 26 - View/Add/Change Titles or Mapping Tables

This function is used for all title maintenance, validation tables, and mapping tables. A menu is displayed with six options showing the different types of records which can be selected. Each option has a field which can be used to start the display list at a particular account number.

```

Winsock 3270 Telnet - scc.sips.state.nc.us
Connect  Close  Exit  Edit  Print Screen  Setup  Help
BI26          BUDGET PREPARATION SYSTEM          PAGE
BUDGET CODE 14470

SELECT TYPE OF TITLE TO DISPLAY,CHANGE OR ADD

1 - BUDGET CODE TITLES (STATEWIDE)
  BEGIN WITH BUDGET 14470
2 - FUND CODE TITLES (BY AGENCY)
  BEGIN WITH FUND _____
3 - FUND CODES SPLIT BY RCC/PROG (BY AGENCY)
  BEGIN WITH FUND _____
4 - PROGRAM/PERFORMANCE FUND TITLES (STATEWIDE)
  BEGIN WITH PROGRAM _____
5 - OBJECT CODE TITLES (DAS CHART)
  BEGIN WITH CONTROL/OBJECT _____
6 - OBJECT CODE TITLES (SAS CHART)
  BEGIN WITH ACCOUNT  _____

ENTER SELECTION

NXT:FUNCTN  BUDGET  FUND  ACCT  OBJ  REF  PAGE  YR
43 IS THE CONTROL FOR RECEIPT OBJECT CODES, 53 FOR EXPENDITURES(NCAS/DBS)

NUM 13:22:11 IBM-3278-2

```

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

Option 1 shows budget codes starting with the beginning of the data base or at a specified budget code. The budget code display shows some system control fields. If the BUDGET CONTROL column is marked YES, it means that the budget code is included in the Governor's Recommended Budget Document. If the SALARY CONTROL column is marked YES, it means that the budget code is maintained in the Salary Control System. The next column indicates the type of accounting system. The accounting systems used at this time are the North Carolina Accounting System (shown as DBS), the university accounting system (shown as FRS), and Department of Transportation accounting system (shown as DOT). If the system is NCAS, the company number and region are also displayed. Budget codes cannot be added from this screen. They should be added with Function 23 in BRS.

Required fields on function line: none

Optional fields on function line: Budget Code

Winsock 3270 Telnet - sec.sips.state.nc.us

Connect: Close Exit Edit Print Screen Setup Help

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TITLES FOR BUDGET CODES USED BY BPS AND BRS

BUDGET CODE	TITLE	BUDGET CONTROL	SALARY CONTROL	ACCOUNTING SYSTEM	PRINT REQUESTED
14470	DHR-FACILITY SERVICES-GENERAL	YES	YES	DBS	2701
14480	DHR-VOCATIONAL REHAB.-GENERAL	YES	YES	DBS	2801
14490	DHR-YOUTH SERVICES-GENERAL	YES	YES	DBS	2901
14499	JORDON ADAMS	NO	NO	DBS	
14500	CORRECTION-GENERAL	YES	YES	DBS	4201
14600	COMMERCE-GENERAL	YES	YES	DBS	4301
14601	COMMERCE-GENERAL STATE AID	YES	NO	DBS	4311
14604	MOREHEAD CITY NAUGHTN&PILOT COM	YES	NO	DBS	
14610	COMMERCE-MCNC	YES	NO	DBS	4331
14612	COMMERCE-NC BIOTECH	YES	NO	DBS	4341
14614	COMMERCE-RURAL ECO. DEV.	YES	NO	DBS	4351
14700	REVENUE-GENERAL	SPL	YES	DBS	4501
14701	REVENUE-LOCAL GOVT TAX	YES	NO	DBS	4511
14800	CULT.RES.-GENERAL	YES	YES	DBS	4601
14802	CUL.RES.-ROANOKE ISL.COMM.	YES	YES	DBS	4611
14900	CC&PS-GENERAL	SPL	YES	DBS	4701

NXT:FUNCTN BUDGET FUND ACCT OBJ REF PAGE YR

PRESS PF1 KEY TO VIEW NEXT PAGE;PF3 TO VIEW SELECTION MENU

IF NECESSARY,MAKE CHANGES TO TITLES AND PRESS THE ENTER KEY TO UPDATE

NUM 13:24:31 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

Option 2 shows fund codes for a department. The budget code is a required parameter for this inquiry. If a fund code is also provided, the list starts with that fund. A title is shown, along with the Performance/Program number, the NCAS Company number, and the last person who made a change to the data. The fields can be changed by typing over them and pressing **E** . Each change is recorded with a date stamp. There is an add line at the bottom of the screen for adding new fund numbers. There is not a delete option, because titles may be needed for old documents.

Required fields on function line: Budget Code
 Optional fields on function line: Fund

Winsock 3270 Telnet - scc.sips.state.nc.us

Connect Close Edit Edit Print Screen Setup Help

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BUDGET CODE 14300 TITLES FOR FUNDS WITH ASSOCIATED P/PB FUND,COMPANY,DEPT/DIU

DEPT	FUND	TITLE	P/PB	COMP	DIU	USER	DATE
4300	1000	GENERAL FUND			43		
4300	1110	EXECUTIVE OFFICES	1998	1601	43	SB	05 22 96
4300	1115	ENVIRONMENTAL EDUCATION			43	NR BMB	09 21 98
4300	1120	ENVIRONMENTAL EDUCATION	5100	1601	43	NR BMB	05 14 91
4300	1130	REGIONAL FIELD OFFICES	5998	1601	43	SB	05 22 96
4300	1140	ADMINISTRATIVE SERVICES	1998	1601	43	SB	05 22 96
4300	1150	CTR FOR GEOG INFO & ANLS		1601	43	NR BMB	05 14 91
4300	1160	STATE CTR-HEALTH STATIST	1300	1601	43	SB CFE	03 19 96
4300	1170	COASTAL ZONE MANAGEMENT-			43	SB BKS	03 31 88
4300	1171	COASTAL ENERGY IMPACT PR			43		
4300	1180	NATURAL RESOURCES PLANMI			43	SB BKS	03 31 88
4300	1181	OFFICE OF ADMINISTRATIVE			43		
4300	1185	OFFICE OF LEGAL AFFAIRS			43		
4300	1210	FORESTRY-FIELD ORGANIZAT	5320	1601	43	SB SEW	07 14 94
4300	1211	MEDICAL EXAMINER SERVICE			43	SB AWD	08 25 89
4300	1212	PUBLIC HEALTH EDUCATION			43	NR BMB	11 20 89

ADD 4300

NXT:FUNCTN BUDGET 14300 FUND ACCT OBJ REF PAGE YR

PRESS PF1 KEY TO VIEW NEXT PAGE;PF3 TO VIEW SELECTION MENU

IF NECESSARY,MAKE CHANGES TO TITLES AND PRESS THE ENTER KEY TO UPDATE

NUM 13:28:57 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

Option 3 shows the a list of complete NCAS Center fields for a department. Titles can be entered for the detail center fields. There is an add line at the bottom of the screen for adding new centers. This is optional and used if agencies want to maintain titles for the entire center field rather than for the fund only.

Required fields on function line: Budget Code
 Optional fields on function line: Fund

DEPT	FUND	RCC/PROG	TITLE	P/PB	USER	DATE
4700	0100	0000	IMPREST CASH FUND			
4700	1000	0000	CONTROL FUND			
4700	1108	0000	AMNESTY		RU UAC	07 20 89
4700	1109	0000	1991 TAX LEGISLATION		SB BKS	07 19 91
4700	1110	0000	ADMINISTRATION	0000		
4700	1115	0000	INTERNAL AUDIT	0000	RU UAC	07 03 91
4700	1211	0000	ACCOUNTING	0000		
4700	1212	0000	MANAGEMENT INF SERVICES	0000	RU KFH	01 14 87
4700	1213	0000	GENERAL SERVICES DIVIS	0000	RU UAC	01 22 88
4700	1221	0000	INHERITANCE AND GIFT			
4700	1222	0000	LICENSE AND EXCISE	0000		
4700	1223	0000	CORPORATE INCOME AND FRA	0000	SB BKS	07 19 91
4700	1224	0000	IND INCOME, INHERT & GIFT	0000	RU UAC	08 20 91
4700	1225	0000	SALES AND USE TAX	0000		
4700	1226	0000	MOTOR FUELS TAX	0000	SB AMD	03 30 88
4700	1227	0000	FED GRANT-FUEL EVASION		RU UAC	08 11 92

ADD 4700

NXT:FUNCTN BUDGET 14700 FUND ACCT OBJ REF PAGE YR

PRESS PF1 KEY TO VIEW NEXT PAGE;PF3 TO VIEW SELECTION MENU

IF NECESSARY,MAKE CHANGES TO TITLES AND PRESS THE ENTER KEY TO UPDATE

NOH 13:31:27 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

Option 4 shows the Performance/Program codes with their titles. There is only one set of titles for all of state government. The title is maintained in upper and lower case and is thirty characters long rather than twenty-four. There is an add line at the bottom of the screen for adding new codes.

Required fields on function line: none
 Optional fields on function line: Fund

BUDGET PREPARATION SYSTEM PAGE 001

BUDGET CODE **TITLES FOR STATEWIDE P/PB FUND CODES (TAXONOMY)**

P/PB FUND	TITLE	USER	DATE
0000	General Government	SB AWG	04 21 94
0100	Legislative Leadership	SB	05 22 96
0200	Legislative Administration	SB	05 22 96
0300	Legis Support & Operations	SB	05 22 96
0400	Executive Leadership	SB	05 22 96
0500	Executive Administration	SB	05 22 96
0510	Planning & Budgeting	SB	05 22 96
0520	Personnel Services	SB	05 22 96
0530	Investments	SB	05 22 96
0540	Revenue Collection	SB	05 22 96
0550	Financial Operations	SB	05 22 96
0560	Financial Auditing	SB	05 22 96
0600	Executive Support & Operations	SB	05 22 96
0610	Purchasing	SB	05 22 96
0620	Courier Services	SB	05 22 96
0630	State Fleet	SB	05 22 96

ADD

NXT:FUNCTN BUDGET FUND ACCT OBJ REF PAGE YR

PRESS PF1 KEY TO VIEW NEXT PAGE;PF3 TO VIEW SELECTION MENU
 IF NECESSARY,MAKE CHANGES TO TITLES AND PRESS THE ENTER KEY TO UPDATE

MMH 13:33:42 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

Option 5 shows a list of the DAS object codes. The budget code is a required input parameter. The expenditures should be preceded by 70; and the receipts should be preceded by 50. If no object is specified, the display starts with the first receipt. These titles are 24 characters long. The date and person who made the last change to the title is displayed. If the account is for a receipt, its source of funding is shown. All object codes in use at the time of conversion to NCAS show the mapping to the new NCAS Chart of Accounts. This is used by BPS and BRS for conversion of accounts.

Required fields on function line: Budget Code

Optional fields on function line: Account (object)

DEPT	CNTL OBJ	TITLE	USER	DATE	SOURCE	CDA
4440	50 0100	FEDERAL FUNDS	SB ABH	12 03 92	FED	
4440	50 0101	FOOD STAMPS-USDA	SB CCM	07 03 90	FED	8801
4440	50 0102		SS JQS	10 09 94		
4440	50 0103	F/S OPER. AWARENESS	SB ABH	12 03 92	FED	8803
4440	50 0104		SS JQS	10 09 94		
4440	50 0105	IU-F JOBS REGULAR	SS JQS	10 09 94	FED	8805
4440	50 0106	IU-F JOBS SPECIAL	SS JQS	10 09 94	FED	8806
4440	50 0107	IU-F JOBS ENHANCEMENT	SS JQS	10 09 94	FED	8807
4440	50 0108	FSA AT RISK CHILD CARE	SB ABH	12 03 92	FED	8808
4440	50 0109	FSA-SPEC DC PROJECT	SB ABH	12 03 92	FED	
4440	50 0111	IU-A INCOME MAINTENANCE	SB CCM	07 03 90	FED	8811
4440	50 0112	AA - RECOVERY	SS JQS	10 09 94	FED	
4440	50 0113	AD - RECOVERY	SS JQS	10 09 94	FED	
4440	50 0114	IU-A EA PAYMENTS	SB CCM	07 03 90	FED	8814
4440	50 0118	REFUGEE CASH & MED ASSIS	SB CCM	07 03 90	FED	8818
4440	50 0119		SS JQS	10 09 94		

ADD 4440

NXT:FUNCTN BUDGET 14440 FUND ACCT OBJ REF PAGE YR
 PRESS PF1 KEY TO VIEW NEXT PAGE;PF3 TO VIEW SELECTION MENU
 IF NECESSARY,MAKE CHANGES TO TITLES AND PRESS THE ENTER KEY TO UPDATE

NUH 13:35:05 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

Option 6 shows a list of the NCAS chart of accounts. There is a separate list for each company. The budget code is a required input parameter. The expenditure accounts should be preceded with a 53; the receipt accounts should be preceded with 43. If no account is specified, the display starts with the first receipt account. These titles have a maximum length of 24 characters. The date and person who made the last change to the title is displayed. A backward mapping to the old DAS object is shown for informative purposes, but since there are many cases where several DAS objects converted to one NCAS account, the use of this mapping table is limited. There must be a validation account consisting of account type (53 or 43) and a four-digit object code followed by spaces in the account field. If an agency wants to enter titles for sub-accounts, they can do that, but the record without a subaccount is used for validation of data entry. The last line on the display list is available for adding new accounts. If the display goes to the end, the next page has a screen full of add lines for massive data entry.

Required fields on function line: Budget Code

Optional fields on function line: Account (object)

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Connect Close Opt Edit Print Screen Setup Help

BI26 BUDGET PREPARATION SYSTEM PAGE 001

BUDGET CODE 14440 TITLES FOR OBJECT CODES SHOWING FUNDING-USED BY BRS AND BPS

DEPT	CNTL OBJ	TITLE	USER	DATE	SOURCE	COA
2401	53 1211	SPA-REG SALARIES-APPRO	DBS	06 26 95		1210
2401	53 1213	SPA REGULAR SALARIES &WA	DBS	06 20 96		
2401	53 1291	RESERVE FOR SALARY INCR-	DBS	06 20 96		1211
2401	53 1311	REG(N S) TEMP WAGES-APPR	DBS	06 26 95		1410
2401	53 1313	REGULAR (NON-STUDENT) T	DBS	06 20 96		1410
2401	53 1321	CONTR ENPL PER IRS-APPRO	DBS	06 26 95		1410
2401	53 1323	CONTRACT EMPLOYEE PER IR	DBS	06 20 96		1610
2401	53 1411	SPA OVERTIME PHTS		05 15 95		1220
2401	53 1413	OVERTIME PAY - UNDESIGNA	DBS	06 20 96		1220
2401	53 1431			03 11 96		1230
2401	53 1433	SHIFT PREMIUM PAY- UNDES	DBS	06 20 96		1230
2401	53 1451	DUAL ENPL WAGES - APPRO	DBS	06 26 95		1410
2401	53 1453	DUAL EMPLOYMENT WAGES- U	DBS	06 20 96		1230
2401	53 1461	EPA&SPA-LONGUTY PAY-APPR	DBS	06 26 95		1270
2401	53 1463	LONGEVITY - UNDESIGNATED	DBS	06 20 96		1270
2401	53 1511	SOCIAL SEC CONTRIB-APPRO	DBS	06 26 95		1810

ADD 2401

NXT:FUNCTN BUDGET 14440 FUND ACCT OBJ REF PAGE YR

PRESS PF1 KEY TO VIEW NEXT PAGE;PF3 TO VIEW SELECTION MENU

IF NECESSARY,MAKE CHANGES TO TITLES AND PRESS THE ENTER KEY TO UPDATE

NUH 13:37:06 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

3.16 Function 28 - Go to Budget Revision System

This function is a quick way to go to the main menu for the Budget Revision System.

3.17 Function 29 - Go to the Salary Control System

This function is a quick way to go to the main menu for the Salary Control System.

4. Printed Reports Requested On-Line with Function 16

4.1 BD307 - Certified Budget

This report is printed by budget code in July of the odd-numbered year, after the General Assembly has approved the budget for two years. The report shows a summary by purpose (fund), a summary by object (account), summary of position counts by purpose (fund), and a detail listing of all accounts for each fund. There are three columns. The first column reflects the line item account (object) number and account (object) title for expenditure and/or receipt items. The second and third columns are the budgeted dollars or position counts for the two years of the biennium. The official version of this report is at the certified “two-digit” object level. This means that the expenditure object codes in the 2xxx, 3xxx, 4xxx, 5xxxx ranges are consolidated to 2x00, 3x00, 4x00, 5x00. The other object codes are not consolidated. A “four-digit” version of the report can also be requested. The “four-digit” version is the default option. If the “two-digit” version is needed, change the option on the Function 16 screen before pressing **E** .

4.2 BD307 - Revised Certified Budget

This report is printed by budget code in July of the even-numbered year, after the short session of the General Assembly has approved the budget for the second year of the biennium. The report is the same as the original BD307 except that it has three columns of dollars instead of two. It shows the original certification approved in the first year of the biennium, the adjustment made by the “short” session of the General Assembly, and the resulting certified budget amounts for the second year of the biennium. The “two-digit” version or “four-digit” version should be marked on the Function 16 screen before pressing **E** .

4.3 Worksheet I

This report is printed in August of the even-numbered year; the final version is presented in September by the agencies as their continuation budget request. The report shows a summary by purpose (fund), a summary by account (object), summary of position counts by purpose (fund), and a detail listing of all accounts for each fund. There are seven columns. The first column is the account (object) and the title of the account. The second column is the amount of money actually expended or received in the previous year. The third column is the amount certified by the General Assembly for the current year. The fourth column is the amount authorized to be expended or received during the current year. The fifth and seventh columns are the increases/decreases from

column 4. The sixth and eighth columns are the total dollars or position counts recommended for both years of the next biennium. This report can be requested in either the “two-digit” or “four-digit” version. The “four-digit” version is the default option. If the “two-digit” version is needed, change the option on the Function 16 screen before pressing **E** .

4.4 Reconciliation of Requirements, Receipts, and Appropriations

This report is printed in September of the even-numbered year; the final version is presented by the agencies with their continuation budget request. The report is run by budget code. It shows all transactions which make up the certified and authorized columns in the Worksheet I report. These transactions include the original certification, the revised certification, and budget revisions. The columns on the report show requirements, receipts, and appropriations for certified and authorized amounts for the second year of the current biennium. The subject of the budget revisions is printed as explanation. All of this data comes from the BPS data base after the budget revisions have been copied from BRS to BPS.

4.5 Reconciliation of Salary Accounts and Position Counts

This report is printed each time the previous reconciliation report is printed. It is similar to the previous report except that it is printed for each detail salary account rather than a budget code. It shows position count changes entered into BPS and positions entered in the position section of budget revisions. There are no receipts involved, so the columns show authorized amounts with changes and totals for each of the two current years.

4.6 Detail by Reference Number

This report is printed after the General Assembly approves the budget. It combines all changes with the same reference number and prints those funds and accounts together on a few pages. It does not print account numbers which have no change. The OSBPM budget analysts assign each piece of legislation a unique reference number, so the detail changes can be totaled and reconciled back to the actual legislation. This report has a description associated with the reference number, and shows titles for the funds and account numbers. Requirements, receipts, and appropriations are totaled for each reference number.

5. Other Printed Reports

5.1 Recommended Budget Document

This document usually includes six or seven volumes and is the Governor's recommended continuation budget. It is printed in December of the even-numbered year and distributed to the General Assembly when it convenes in January. The detail and summaries similar to Worksheet I are formatted in the mainframe BPS and downloaded to MS-Word to be put into final print format. The final format has text, statistics, and graphs to accompany the dollar amounts.

5.2 Performance/Program Budget

This report presents the recommended continuation budget or the certified budget in a program view. Each fund in BPS is associated with a program number in a mapping table. (This can be viewed with on-line function 26.) The account numbers can be resorted and printed by program number instead of fund number.

5.3 Authorized Budget Report

This report combines the certified budget from BPS and the budget revisions from BRS to produce the authorized budget for both years of the biennium. This report should have the same dollars as the BD701 report from NCAS for the current year; however, during the first year of the biennium, NCAS cannot produce the amounts for the second year of the biennium. This report is run by budget code as requested. There are six columns on the report: the first column is the object code preceded by the NCAS account type; the second column is the title of the object code; the third and fourth columns are the certified and authorized amounts for the first year of the biennium; the fifth and sixth columns are the certified and authorized amounts for the second year of the biennium. This report also includes a summary by purpose (fund), a summary by object, and a summary by performance/program code.

5.4 Position Schedule

This report is printed in the fall of the even years and is used as the base for the salaries in the continuation budget. It shows every position with classification title, annual budgeted salary, position value, and account numbers. There are summaries for each account. There is also a longevity schedule showing the amount of longevity due each employee in the next biennium. The program calculates social security, retirement, medical insurance and longevity. The source of this report is the Personnel Management Information System (PMIS).

6. Integration with other Core Business Systems

6.1 Integration with the Budget Revision System

Budget revisions from BRS are copied into BPS in the fall of the even years. Not all budget revisions are copied; only those determined by OSBPM and the agencies as those which should be continued into the next certified budget. Some budget revisions are for one-time-only situations. These are marked in BRS with an “O” to indicate that they are to be omitted. A batch job is run by OSBPM to copy the budget revisions and to flag them with a “B” to show that they were put into the continuation budget. This job is usually run at several times during the fall as agencies indicate that they have finished flagging the non-continuing revisions. The revisions can also be copied with the on-line function 27 in BRS by the OSBPM budget analyst; the analyst can also use this on-line function to take a budget revision out of BPS.

6.2 Integration with the Salary Control System

After the budget is certified in July of every year, the amounts for each salary account are copied from BPS to SCS by a batch program to initialize the budgeted amount for the year.

6.3 Integration with the North Carolina Accounting System

Each year after the budget is certified, a file is built by OSBPM for NCAS. It contains detail account codes with the budgeted amount for the current year. The Office of the State Controller runs a job overnight which adds the amounts to the NCAS certified and authorized budget accounts.

In July of an even-numbered year, OSC builds a file from NCAS which contains the actual amounts expended or received for each detail account for the previous year. This is on a cash basis not an accrual basis. OSBPM runs a batch program which uses the file to add transactions to BPS for each detail account code. These amounts are printed on Worksheet I and in the final budget document.

6.4 Integration with the Personnel Management Information System

At the end of June in the even years, OSBPM uses data from PMIS to print the Position Schedule. Because of timing problems and payroll deadlines, the PMIS cannot hold off posting July forms until all June forms are posted, so the report may not match exactly the Continuation Budget. This report is used during the preparation of the Continuation Budget to ensure that annual salary obligations do not exceed the authorized budget.

After the General Assembly passes the budget each July and authorizes new and abolished positions, they are entered into BPS with on-line functions 20 and 24. The Office of State Personnel runs a batch program which updates these positions in the PMIS data base, so that they do not have to be individually entered into both systems. These positions have a “Funded,not Established” status.

7. Discussion of Procedures which Involve BPS

7.1 Repeat Budget Revisions

Repeat Budget Revisions are entered into BRS in the last part of the second year of the biennium, too late to get them included in the continuation budget. So, in July of the new biennium, the agency must submit the budget revisions again for approval. Since the budget revisions have not changed except for annualizing the dollars, the system can be helpful. If these budget revisions have the “R” code on them, OSBPM can run a batch job, which copies the budget revisions from the previous biennium to the new biennium. There is a portion payable date shown on the screen at the top right of the budget revision. If that date is July 1, no amounts are annualized. The portion payable date can be changed by displaying the budget revision with Function 5, typing over the date and pressing **E** .

7.2 Two-Year Budget Revisions

These budget revisions are submitted during the first year of the biennium and show the amounts to be changed for both years of the biennium. The agency formats the first year amounts with BRS Function 19 to transfer the data to NCAS. After the certified budget is passed to NCAS at the beginning of the second year of the biennium, OSBPM formats all the second year amounts at one time and transfers them to NCAS. The agencies do not have to use Function 19 for the second year if the approval date was during the first year..

7.3 Non-recurring Budget Revisions

These budget revisions are for one-time purposes and are not added to the continuation budget. They should be marked with an “O” so that they will be omitted when OSBPM copies the budget revisions into BPS to build the new continuation budget. The budget revision can be marked by displaying it with Function 5, typing the “O” at the top of the screen next to the word CODE and pressing **E** .

7.4 Transferring Year-End Expenditures and Receipts from NCAS to BPS

In July of the even -numbered year, after agencies close out their accounts on the cash basis in NCAS, OSC builds a file for OSBPM with these accounts and amounts. OSBPM transfers these accounts to BPS so that they can be printed on Worksheet I in the column labeled “ACTUAL.”

7.5 Transferring the Certified Budget from BPS to NCAS

After OSBPM certifies the budget for the new year, OSBPM copies the accounts and amounts to a file, so that OSC can transfer the amounts to NCAS. OSBPM transfers the accounts at the lowest level of detail as entered by the agency.

7.6 Transferring Budget Revisions from BRS to NCAS

Agencies use BRS Function 19 to request that a specific budget revision be formatted and transferred to NCAS. At 5:15 P.M. on Monday through Friday, OSBPM builds a file which contains all the budget revisions formatted that day. During the evening, OSC processes the file and adds the detail accounts to the NCAS data base.