

## Certification Instructions for the 2014-15 Short Session

Similar to previous years, once the budget has been passed by the legislature and signed into law, agencies will work with OSBM to certify the official budgets. For the 2014-15 short session budget, certification will be done in the Integrated Budget Information System (IBIS).

Listed below are important steps to follow to when certifying budgets.

1. Use IBIS to certify the 2014-15 budget. The direct link to the system is <http://ibis.nc.gov/ibis-webapp>. If you have issues accessing the system, [please send an email to the IBIS Help Desk](#).
2. For detailed instructions on how to use the Certification form in IBIS, [click here](#) for the Operating Certification user guide or [click here](#) for the online tutorial. For Capital Certification, [click here](#) for the user guide. All system user guides (instructions) can be accessed at [http://ibis.nc.gov/ibis\\_training/index.shtm](http://ibis.nc.gov/ibis_training/index.shtm).
3. Agencies should work with OSBM to review ratified appropriation bills, technical corrections bills, committee reports, and other ratified bills in order to begin balancing appropriation totals to the Joint Conference Committee money report.
4. Most agencies will create new certification forms in IBIS and enter data for continuation, reduction, expansion, and technical items. For university and Capital certifications, OSBM analysts will create certification forms instead of agencies.
5. Reference numbers for certification entries in IBIS are different than the reference number schemes formerly used in the Budget Preparation System (BPS). Do not use the standard format previously maintained in BPS that began with CC, CE or CB followed by four digits (i.e. CE5001).

In IBIS, enter the title of the Conference Report item and the Conference Report number.

Enter the Committee Report Item Title when creating the form and enter the Committee Report Item Number on the Basic Information tab of the certification form. Together this information is used to identify the item being certified. For example, for item #1 in Section H, Natural and Economic Resources, the Department of Agriculture and Consumer Services will enter the title "Management Flexibility Reserve" for the Committee Report Item Title and the number "1" for the Committee Report Item Number. For item #38 in Section I, Justice and Public Safety, the Department of Public Safety will enter the title "TECS Reduction" for the Committee Report Item Title and "G-38" for the Committee Report Item Number. The JPS section contains headers, which are designed with letters, and therefore the Committee Report Item Number is "G-38" rather than simply "38."

For items being certified without a corresponding Committee Report entry, such as items for special fund budget codes or block grant changes, agencies should consult with OSBM analysts to devise a title and numbering scheme that easily identifies the item being certified.

6. New and abolished positions as determined by the General Assembly are entered on the Positions Tab of the certification form (previously in BPS this was entered using online Function 24). Position numbers for new positions are assigned by BEACON when the agency initiates a workflow action in

BEACON. The Statewide Summaries Report (BI237) can be generated from IBIS to use when approving new positions from BEACON.

7. Once data has been entered on certification forms in IBIS, a BD307 can be generated. A BD307 in IBIS has the option to include forms in a draft status, an OSBM status (meaning any form residing at OSBM), or in an approved status. This means a report can be created and reviewed without needing to have all entries approved in the system. Please see "Instructions to Review the BD307 Report in IBIS" for step-by-step instructions of how to review the BD307 report in the new system.

There are two BD307 report options in IBIS: BD307 Original Report and BD307 Revised Report. For certification of the biennial budget, the BD307 Original Report should be used because it contains two columns showing the amount approved in each fiscal year. For certification of the short session, the BD307 Revised Report contains three columns showing the amount approved at the beginning of the fiscal year of the biennium, any adjustments made by the General Assembly during the short session, and the final amount approved for the second year of the biennium.

Agencies can also request that their budget be printed showing all detail level accounts and centers by using the cost center prompts when creating a BD307 report. After reviewing certification forms for accuracy, the forms may be approved and the BD307 checked to verify that the appropriation totals balance to the Joint Conference Committee money report.

8. When all certification entries have been approved and the BD307 matches the Committee Report totals, OSBM produces a file for NCAS (exception: Universities do not receive an NCAS file) that has the certified and authorized budget amounts for the detail level accounts and centers. NCAS reads the file each night and puts the budget amounts in the Suspended Batch Master for the agency to release after review.
9. Once OSBM and General Assembly certification figures reconcile and all validation errors are reconciled, the budget appears in the BD701. It is important to remember that the budget is only considered certified once it carries the signature of the State Budget Director on a signed BD 307.

**Notes:**

1. Agencies can work on 2014-15 budget revisions in IBIS during the certification process but no 2014-15 budget revisions should be approved until a budget code is certified.
2. Certification forms can be unapproved if necessary to correct any errors identified prior to fully certifying the budget.

**IBIS Reports used for 2015-17 Budget Development:**

Public Folders > Self Service Reports>

1. Budget Development Reports > Worksheet I
2. Budget Development Reports > Reconciliation Report
3. Budget Development Reports > Reconciliation of Transfers/Receipts (RK333B)
4. Budget Execution Reports > Salary Control Summary-Salary Reserve Amounts for 2013-15 Year 1
5. Budget Execution Reports > Salary Report (RK329D)
6. Budget Execution Reports > Budget Revision List by Category (RK314)
7. Budget Development Reports > Transactions for Worksheet I (BI09 Detail)