

# **INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)**

## **USER GUIDE**

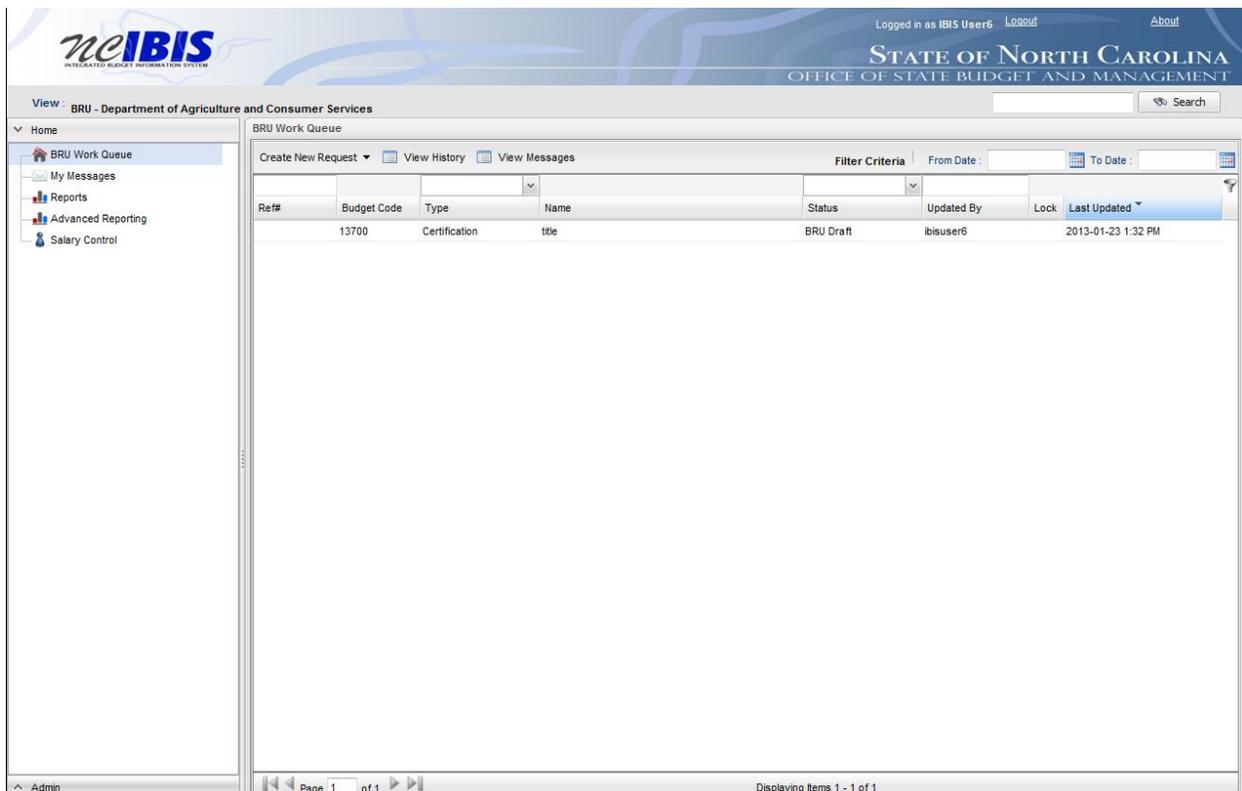
### **CERTIFICATION - OPERATING**

## PREFACE

This user guide describes how to use IBIS to complete a certification operating form. For policy guidance regarding certification, please consult the [State Budget Manual](#).

## CERTIFICATION – OPERATING

Once you have successfully logged in, you should see the Work Queue page as shown below. This could be a BRU, Agency Work or OSBM Work Queue page depending on log-in credentials.

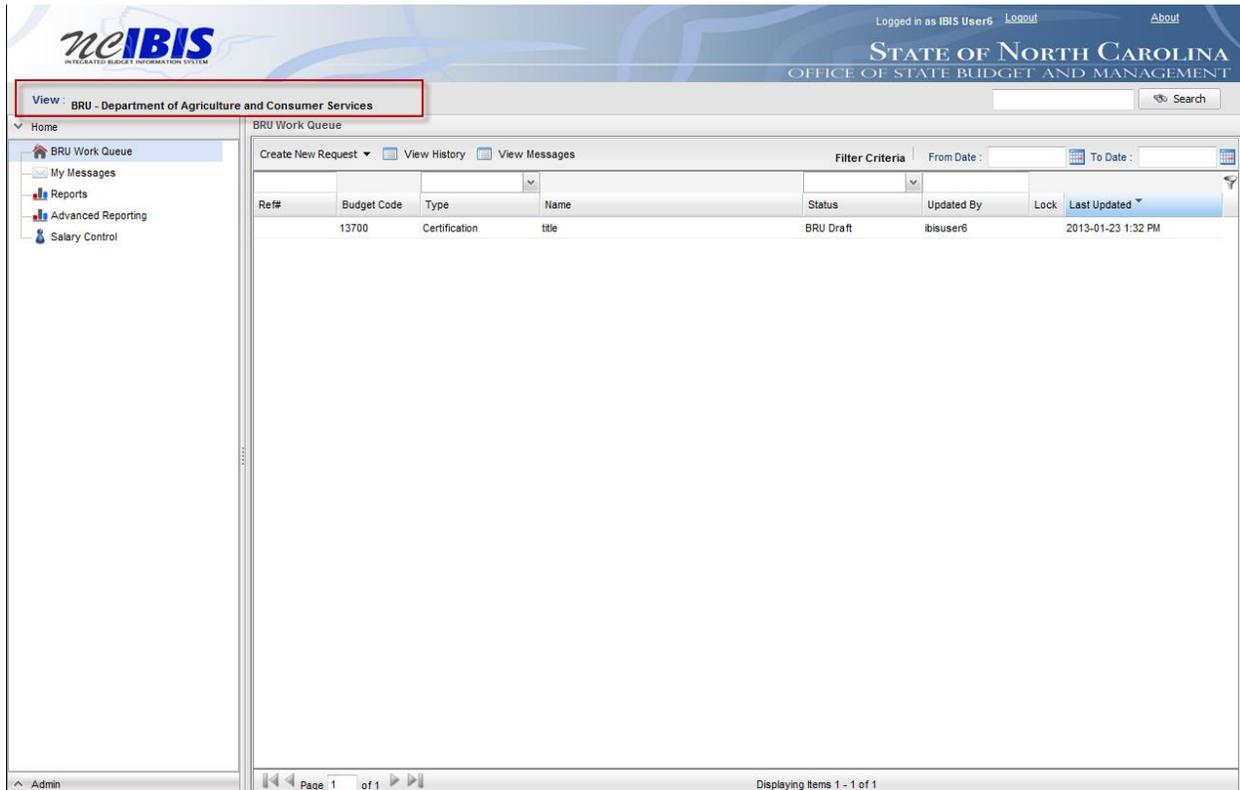


The screenshot shows the ncIBIS web application interface. At the top, it says "Logged in as IBIS User6" and "Layout About". The main header is "STATE OF NORTH CAROLINA OFFICE OF STATE BUDGET AND MANAGEMENT". Below this, the view is "BRU - Department of Agriculture and Consumer Services". A search bar is present. On the left, a navigation menu includes "Home", "BRU Work Queue", "My Messages", "Reports", "Advanced Reporting", and "Salary Control". The main content area is titled "BRU Work Queue" and contains a table with the following data:

Re#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
	13700	Certification	title	BRU Draft	ibisuser6		2013-01-23 1:32 PM

At the bottom of the page, it says "Page 1 of 1" and "Displaying Items 1 - 1 of 1".

Find the View indicator in the upper left-hand corner of the page. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, those you have access to will appear in a drop-down list in this field for you to select from. In the example below, the user is logged in as the Department of Agriculture and Consumer Services.



View : BRU - Department of Agriculture and Consumer Services

BRU Work Queue

Create New Request View History View Messages

Filter Criteria From Date : To Date :

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
13700	Certification	title		BRU Draft	ibisuser6		2013-01-23 1:32 PM

Page 1 of 1

Displaying Items 1 - 1 of 1

To create a new certification form, click on the Create New Request dropdown list in the middle of the screen.



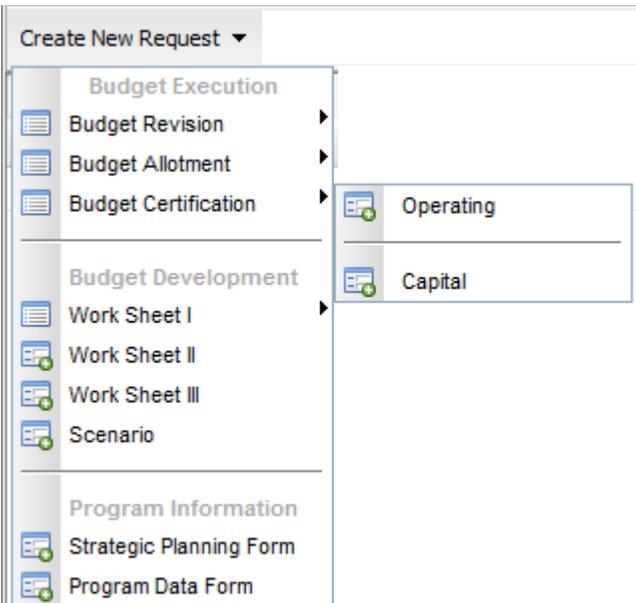
BRU Work Queue

Create New Request View History View Messages

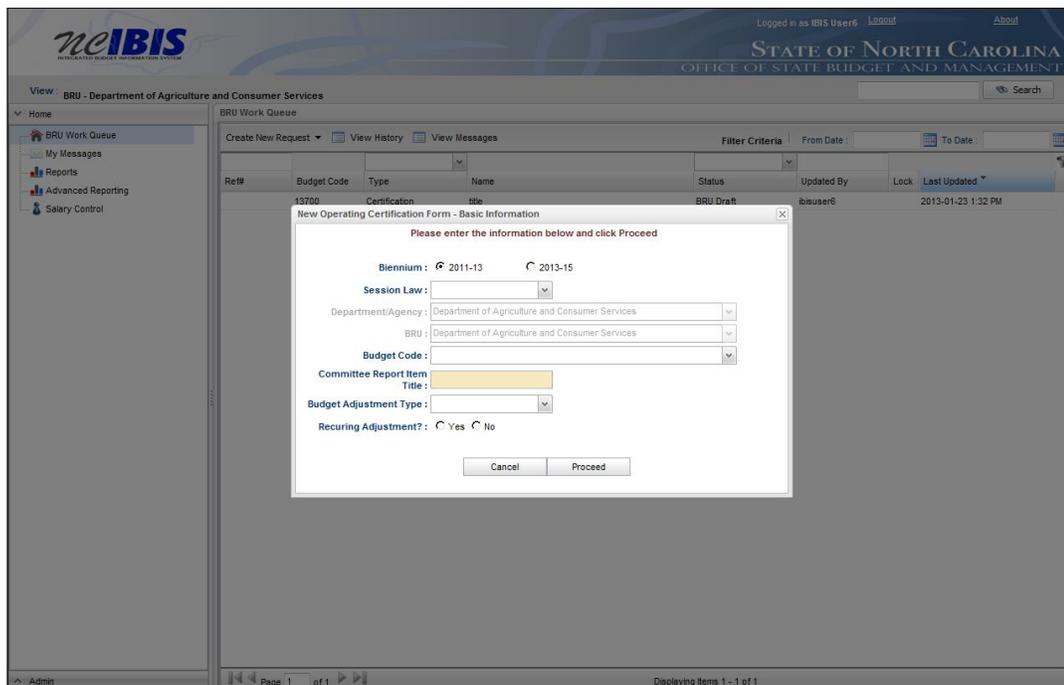
Filter Criteria From Date : To Date :

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
13700	Certification	title		BRU Draft	ibisuser6		2013-01-23 1:32 PM

When you click on 'Create New Request', the drop-down will display the following:



Click on the Budget Certification – Operating option on the menu. After clicking the operating option, a New Operating Certification Form – Basic Information window will appear as shown in the following screenshot.



The first field allows you to select the Biennium that you are certifying. Click on the radio button next to the appropriate biennium. Only one biennium may be selected at a time.

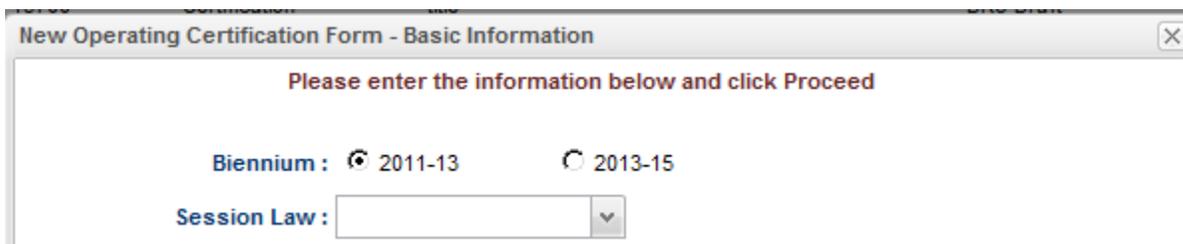


New Operating Certification Form - Basic Information

Please enter the information below and click Proceed

Biennium :  2011-13       2013-15

The next field is a dropdown list labeled Session Law.



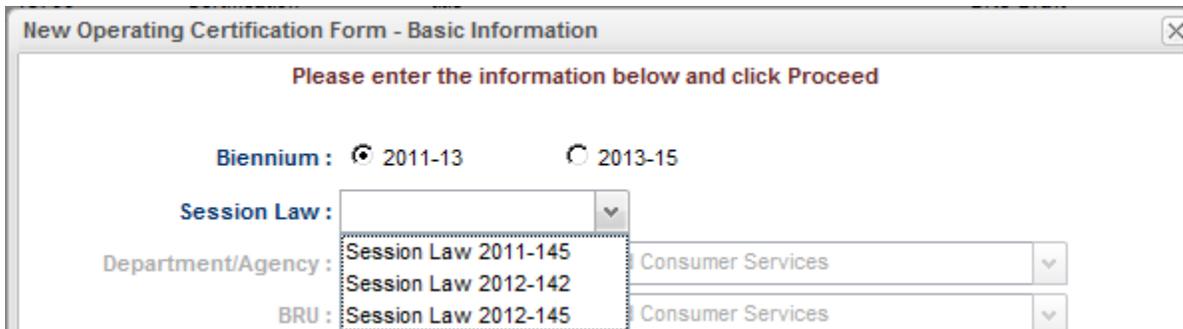
New Operating Certification Form - Basic Information

Please enter the information below and click Proceed

Biennium :  2011-13       2013-15

Session Law :

Select one option from the dropdown list in the Session Law field, only one item can be selected.



New Operating Certification Form - Basic Information

Please enter the information below and click Proceed

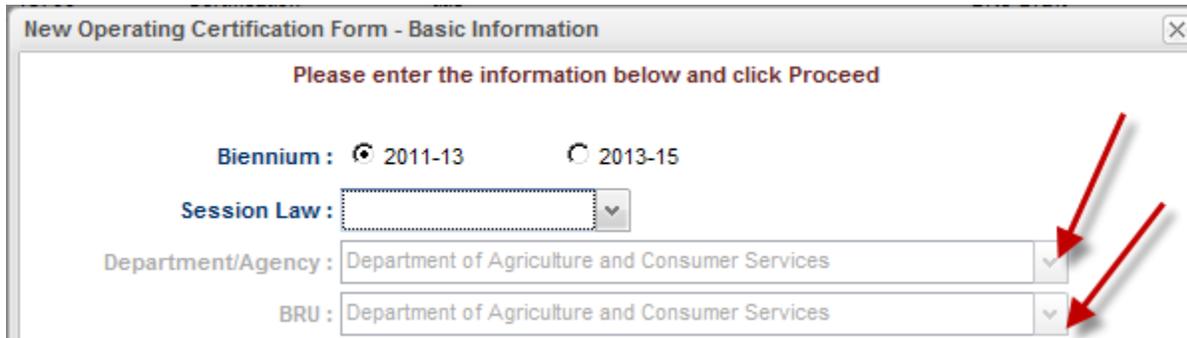
Biennium :  2011-13       2013-15

Session Law :

Department/Agency :

BRU :

Note the next two fields labeled Department/Agency and BRU. In most cases, access will be restricted to a single department/agency so it will default to your Department/Agency and BRU. If a user has access to multiple departments/agencies and BRUs, a dropdown option will appear for selection.



New Operating Certification Form - Basic Information

Please enter the information below and click Proceed

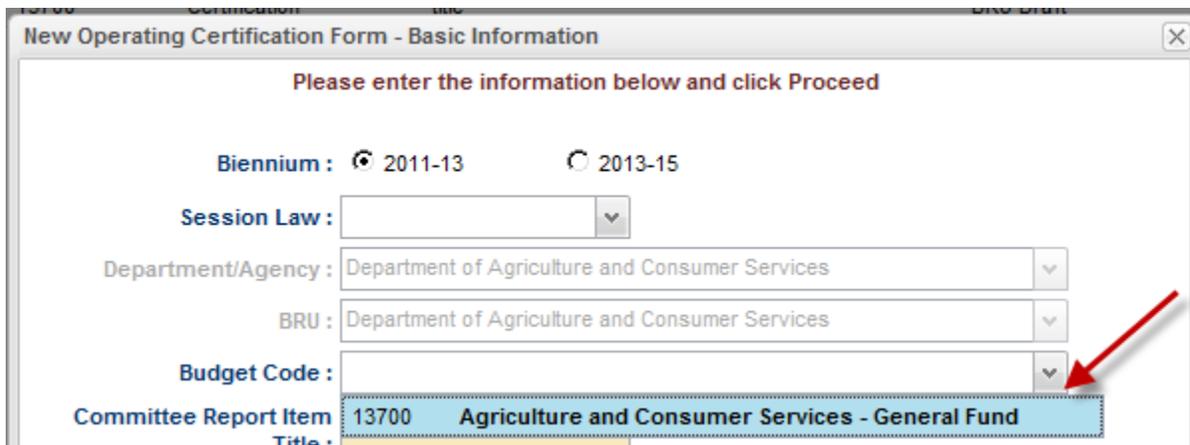
Biennium :  2011-13     2013-15

Session Law : [dropdown]

Department/Agency : Department of Agriculture and Consumer Services [dropdown]

BRU : Department of Agriculture and Consumer Services [dropdown]

Click on the dropdown arrow for the Budget Code field. This will display a list of valid Budget Codes for the selected Department/Agency and BRU.



New Operating Certification Form - Basic Information

Please enter the information below and click Proceed

Biennium :  2011-13     2013-15

Session Law : [dropdown]

Department/Agency : Department of Agriculture and Consumer Services [dropdown]

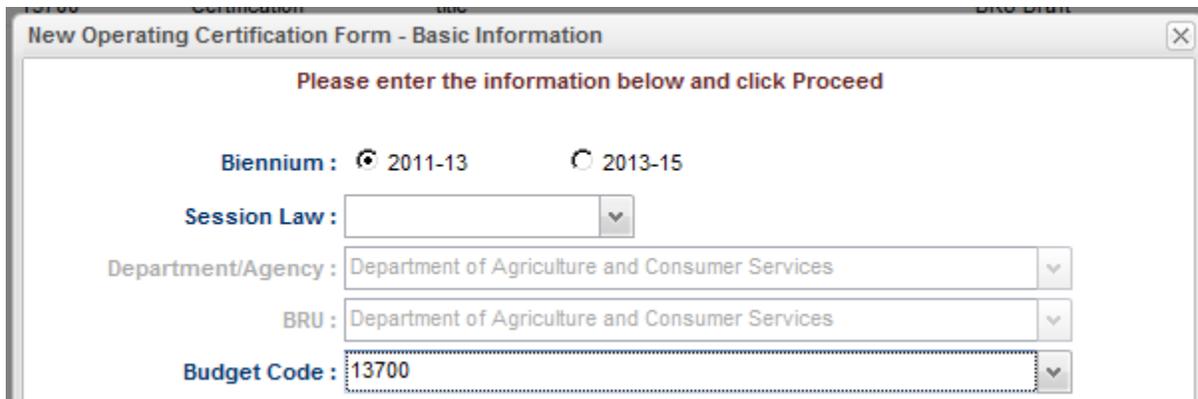
BRU : Department of Agriculture and Consumer Services [dropdown]

Budget Code : [dropdown]

Committee Report Item : 13700 Agriculture and Consumer Services - General Fund

Title :

Select a Budget Code from the list. Once selected, the budget code will populate the field and the list will disappear as shown below.



New Operating Certification Form - Basic Information

Please enter the information below and click Proceed

Biennium :  2011-13     2013-15

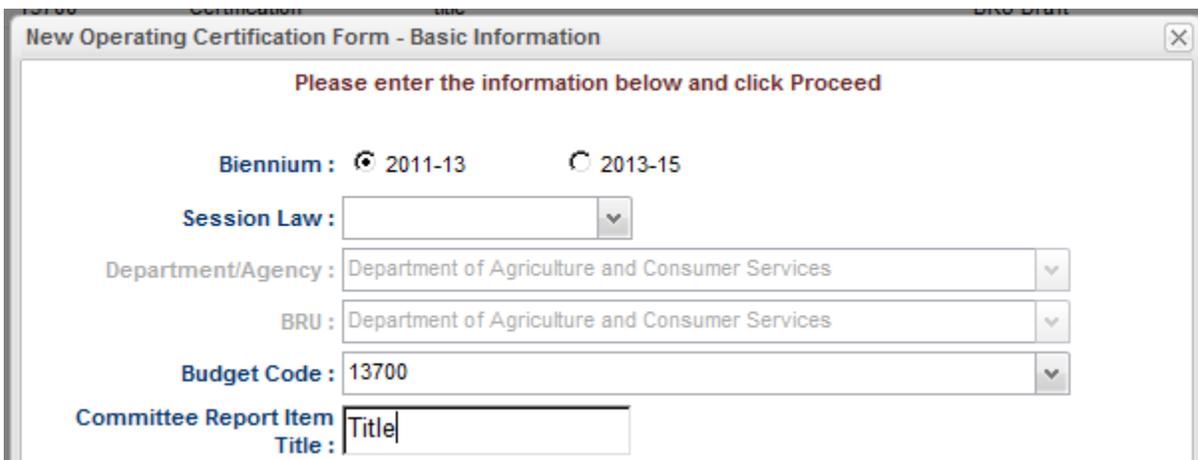
Session Law :

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 13700

Click in the Committee Report Item Title field. A flashing cursor will appear in the field. Type a title for the certification entry. As you type, the title will appear in the field as shown below.



New Operating Certification Form - Basic Information

Please enter the information below and click Proceed

Biennium :  2011-13     2013-15

Session Law :

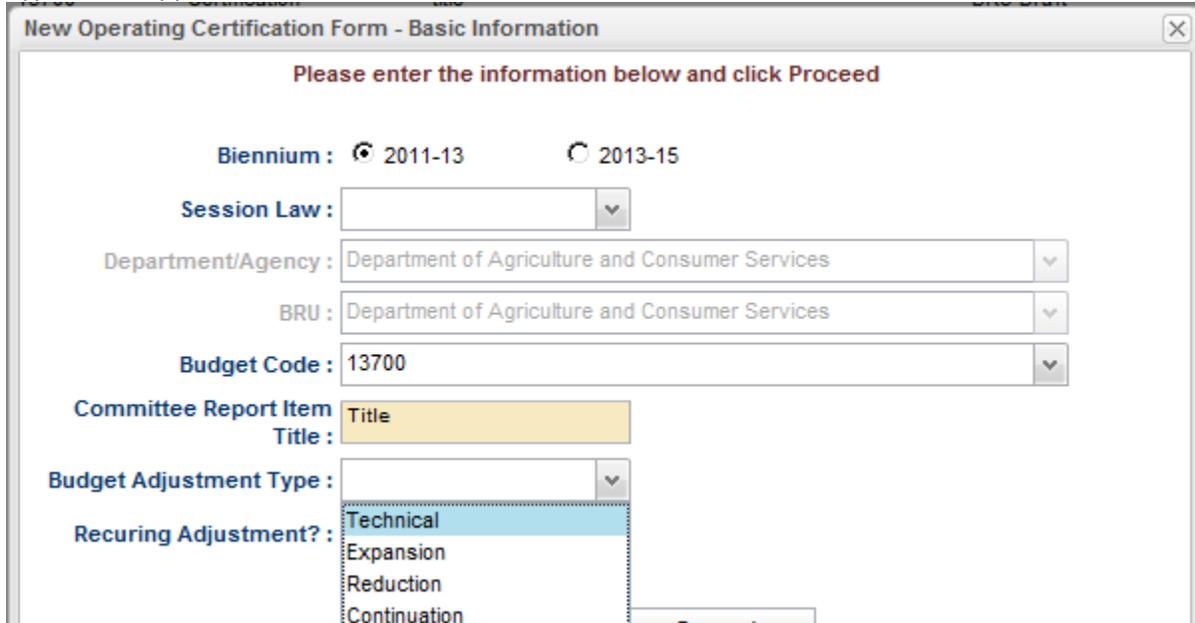
Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 13700

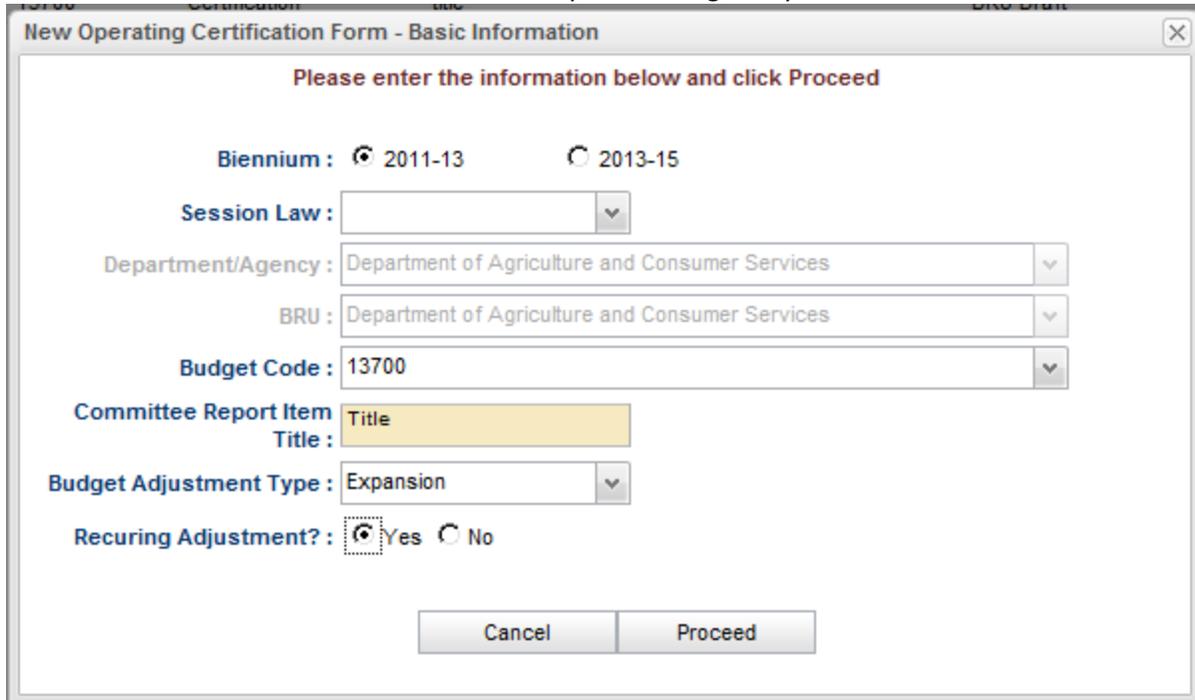
Committee Report Item Title : Title

The Budget Adjustment Type field is a dropdown field. You must select one item from the dropdown list. Once selected, you will see that the field is populated with the Adjustment Type selected and the Budget Adjustment Type list disappears.



The screenshot shows a window titled "New Operating Certification Form - Basic Information" with a close button (X) in the top right corner. Below the title bar, there is a red instruction: "Please enter the information below and click Proceed". The form contains several fields: "Biennium" with radio buttons for "2011-13" (selected) and "2013-15"; "Session Law" with a dropdown arrow; "Department/Agency" and "BRU" both set to "Department of Agriculture and Consumer Services" with dropdown arrows; "Budget Code" set to "13700" with a dropdown arrow; "Committee Report Item Title" with a yellow highlighted text box containing "Title"; "Budget Adjustment Type" with a dropdown arrow and an open menu showing "Technical" (highlighted in blue), "Expansion", "Reduction", and "Continuation"; and "Recurring Adjustment?" with a radio button for "Yes" (selected) and a radio button for "No".

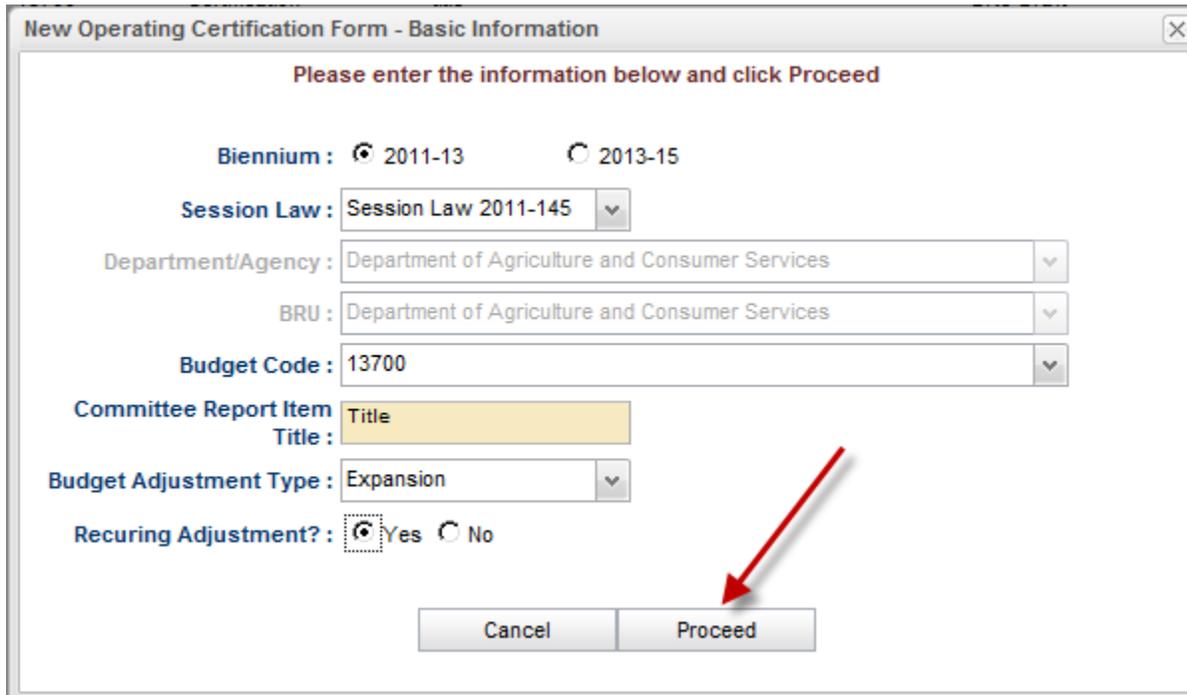
The final item on this window asks if this entry is recurring. Only one answer can be chosen.



The screenshot shows the same window as above, but the "Budget Adjustment Type" dropdown is now closed and populated with "Expansion". The "Recurring Adjustment?" field now has radio buttons for "Yes" (selected) and "No". At the bottom of the window, there are two buttons: "Cancel" and "Proceed".

If you click on the Cancel button, the window closes, nothing is saved, and you return to the BRU Work Queue.

If you are satisfied with your entries and want to continue, click on the Proceed button as highlighted below.



**New Operating Certification Form - Basic Information**

Please enter the information below and click Proceed

Biennium :  2011-13     2013-15

Session Law : Session Law 2011-145

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 13700

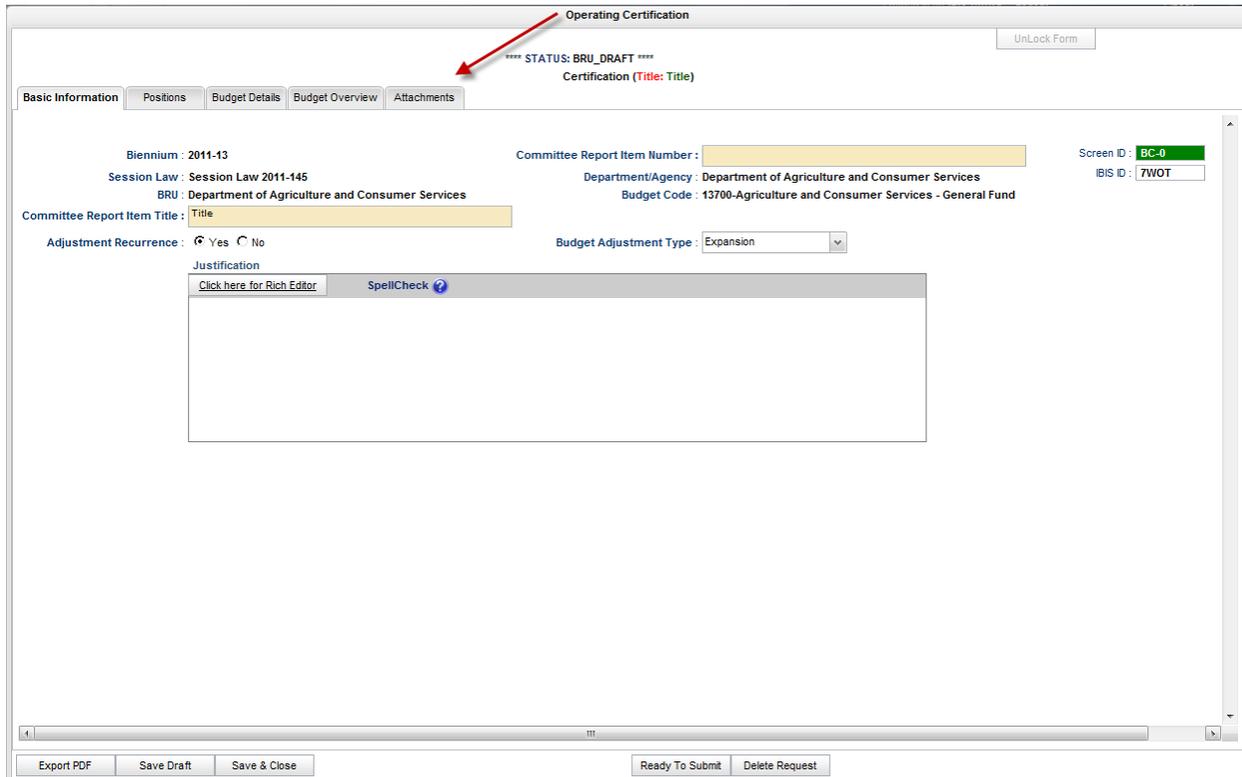
Committee Report Item Title : Title

Budget Adjustment Type : Expansion

Recurring Adjustment? :  Yes     No

Cancel    Proceed

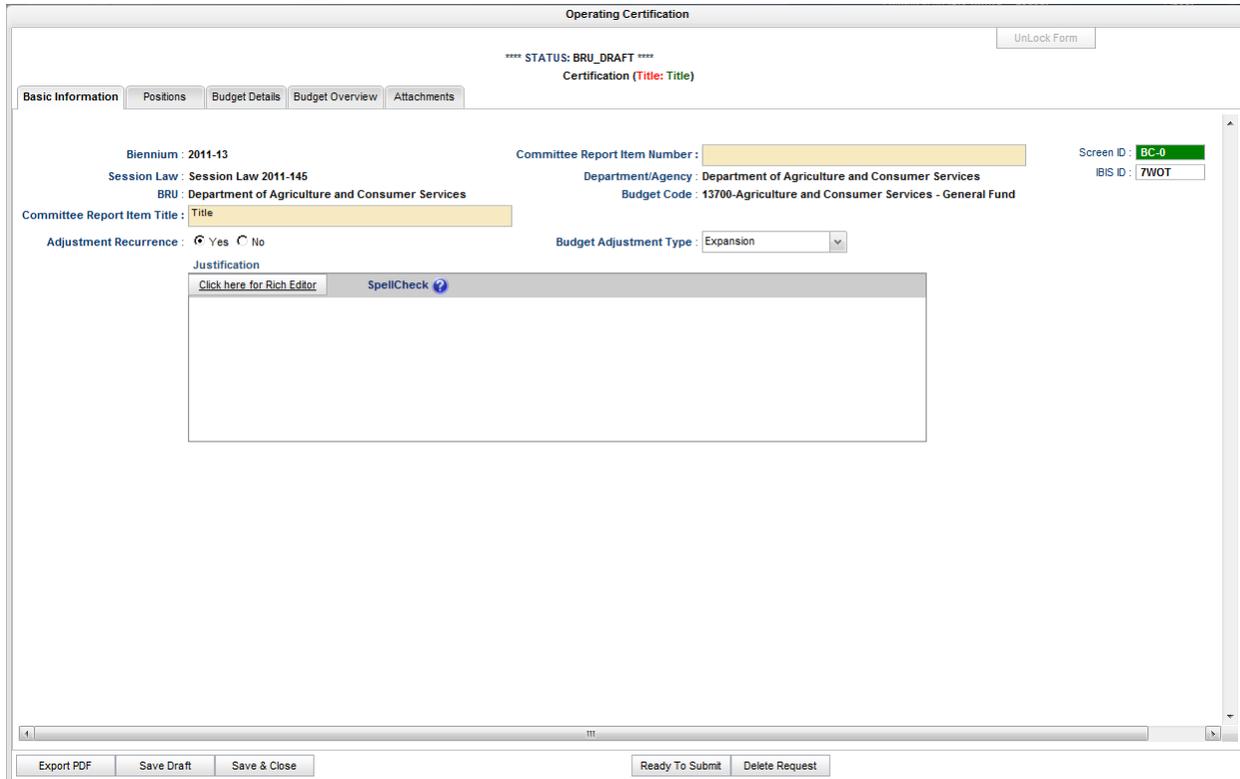
After clicking Proceed, you will see an Operating Certification form open. Note: The form's five tabs (Basic Information, Positions, Budget Details, Budget Overview and Attachments) will appear in the upper left corner of the screen as shown below.



The screenshot shows the 'Operating Certification' form interface. At the top right, there is a 'UnLock Form' button. Below it, the status is displayed as '\*\*\*\* STATUS: BRU\_DRAFT \*\*\*\*' and 'Certification (Title: Title)'. A red arrow points to the 'Attachments' tab in the navigation bar. The form contains several fields: 'Biennium : 2011-13', 'Session Law : Session Law 2011-145', 'BRU : Department of Agriculture and Consumer Services', 'Committee Report Item Number :', 'Department/Agency : Department of Agriculture and Consumer Services', 'Budget Code : 13700-Agriculture and Consumer Services - General Fund', 'Committee Report Item Title : Title', 'Adjustment Recurrence :  Yes  No', and 'Budget Adjustment Type : Expansion'. There is also a 'Justification' section with a 'Click here for Rich Editor' link and a 'SpellCheck' button. At the bottom, there are buttons for 'Export PDF', 'Save Draft', 'Save & Close', 'Ready To Submit', and 'Delete Request'.

This user guide will only address the first four tabs. The Attachments tab will be addressed in a different user guide that is available on the [IBIS website](#).

When the form opens, the Basic Information screen comes to the forefront. It is the default position when creating a new, or opening an existing form.



Operating Certification

\*\*\*\* STATUS: BRU\_DRAFT \*\*\*\*

UnLock Form

Basic Information | Positions | Budget Details | Budget Overview | Attachments

Biennium : 2011-13

Session Law : Session Law 2011-145

BRU : Department of Agriculture and Consumer Services

Committee Report Item Number : [Text Field]

Department/Agency : Department of Agriculture and Consumer Services

Budget Code : 13700-Agriculture and Consumer Services - General Fund

Screen ID : BC-0

IBIS ID : 7WOT

Committee Report Item Title : [Text Field]

Adjustment Recurrence :  Yes  No

Budget Adjustment Type : Expansion

Justification

[Click here for Rich Editor](#) SpellCheck

Export PDF | Save Draft | Save & Close | Ready To Submit | Delete Request

Verify the information displayed in the following fields – all but Committee Report Item Number, Committee Report Item Title, Adjustment Recurrence and Budget Adjustment Type are non-editable:

**Biennium:** The form will show the Budget Cycle selected in the initiation window

**Committee Report Item Number:** Fill in the appropriate Committee Report Item number

**Session Law:** The form will show the Session Law reference selected in the initiation window

**Department/Agency:** The Department/Agency that is associated with your IBIS ID

**BRU:** The BRU associated with your IBIS ID and selected in the initiation window

**Budget Code:** The Budget Code selected in the initiation window

**Committee Report Item Title:** The Committee Report Item title entered in the initiation window – this may be changed at this time

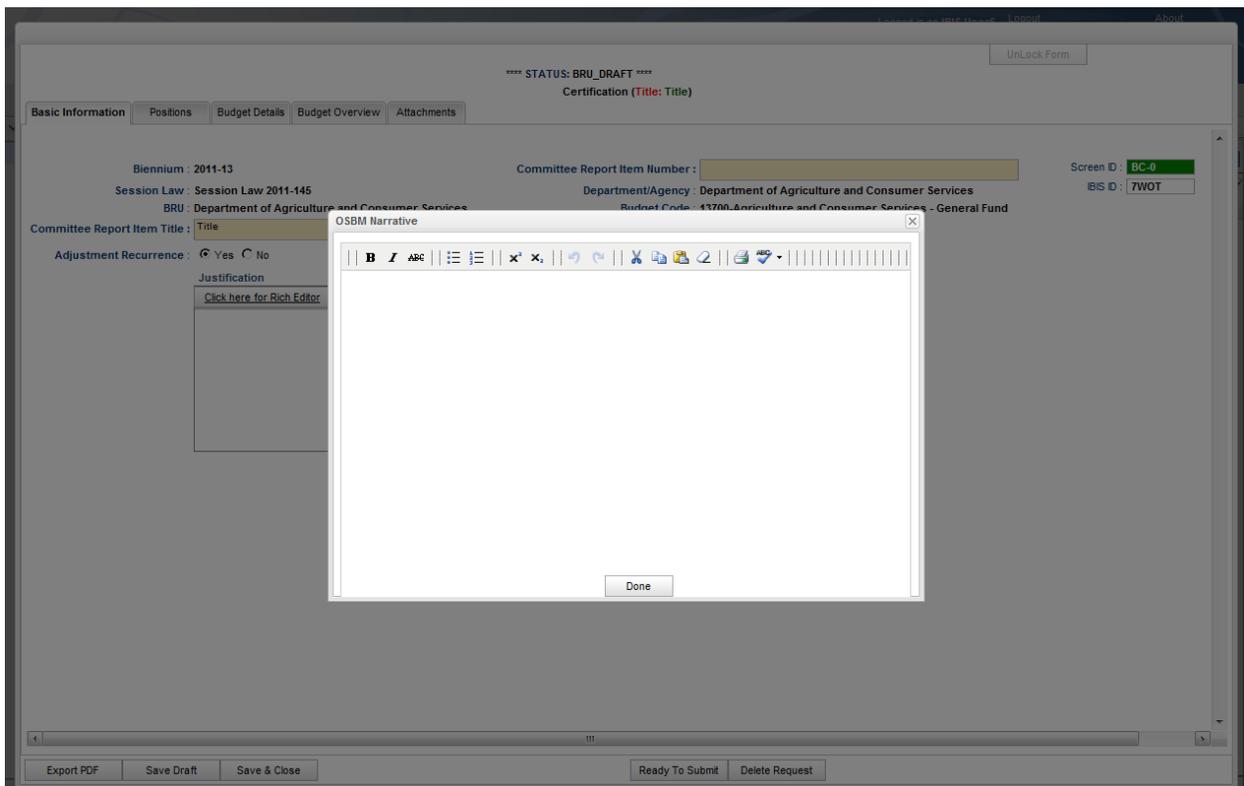
**Adjustment Recurrence:** Displays the answer selected in the initiation window – this may be changed at this time

**Budget Adjustment Type:** Displays the answer selected in the initiation window – this may be changed at this time

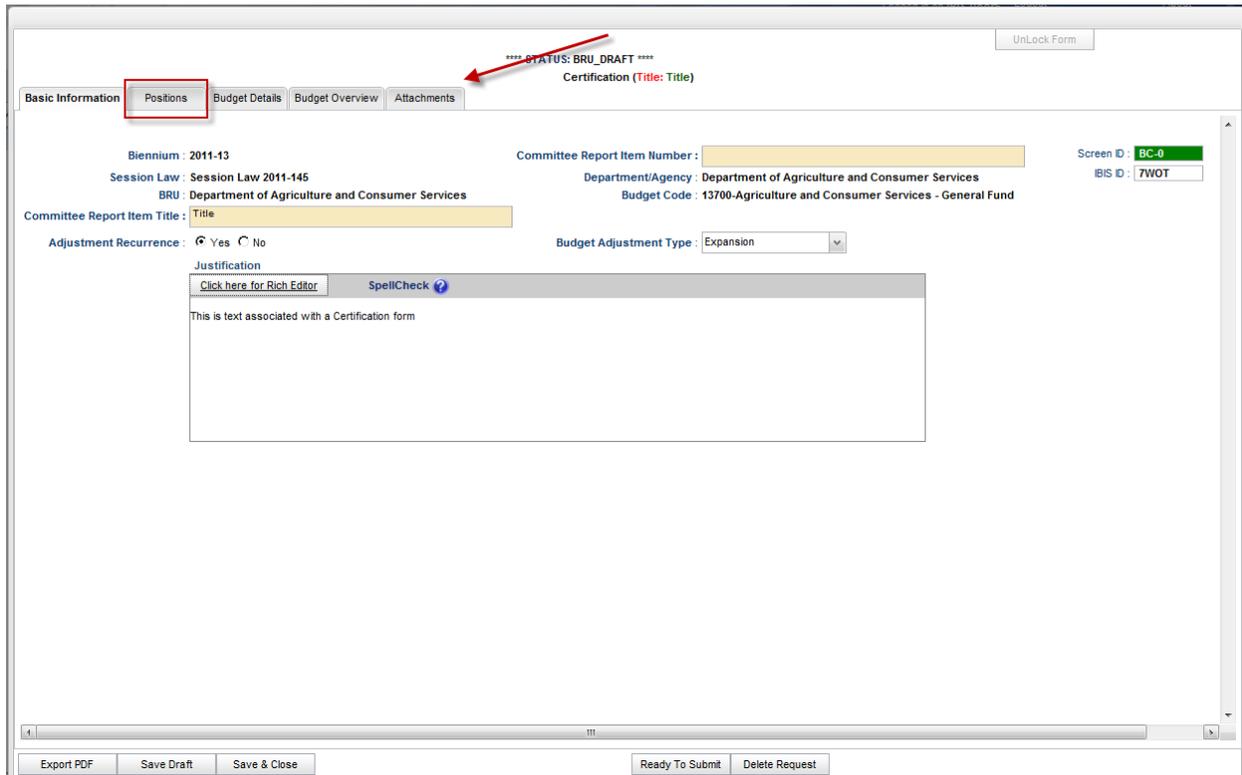
Click in the Committee Report Item Narrative field and either click on the underscored link to the Rich Text Editor where it says “Click here for Rich Text Editor” or click directly in the box to enter text.



By clicking the Rich Text Editor, a window will come up as shown below where text entered in the justification field can be edited or where a justification can be entered. Additional formatting options are available beyond those displayed on the screen by using shortcuts such as “Control + U”.



Enter the appropriate information in the field and click on the Positions tab at the top of the form to continue filling out the form. When clicked, the Positions tab will appear on your screen.



\*\*\*\* STATUS: BRU\_DRAFT \*\*\*\*

UnLock Form

Basic Information **Positions** Budget Details Budget Overview Attachments

Certification (Title: Title)

Biennium : 2011-13  
 Session Law : Session Law 2011-145  
 BRU : Department of Agriculture and Consumer Services  
 Committee Report Item Title : Title

Committee Report Item Number :  
 Department/Agency : Department of Agriculture and Consumer Services  
 Budget Code : 13700-Agriculture and Consumer Services - General Fund

Screen ID : BC-0  
 IBIS ID : TWOT

Adjustment Recurrence :  Yes  No  
 Budget Adjustment Type : Expansion

Justification  
[Click here for Rich Editor](#) SpellCheck ?  
 This is text associated with a Certification form

Export PDF Save Draft Save & Close Ready To Submit Delete Request

If the Certification form being developed includes staffing positions, information regarding such positions will be filled out on this tab. The information will be entered in the section labeled:

**Positions Requested**

In this section, four buttons appear: Edit Row, Remove Row(s), Sort Rows and Cancel Edit:



Edit Row Remove Row(s) Sort Rows Cancel Edit

The above buttons can only be utilized once rows have been created. Since this guide's focus is developing a new Certification form, we will look first at adding rows then return to describe the functionality associated with these buttons.

To Add a Row, you will work with the fields outlined with a red box below:

\*\*\*\* STATUS: BRU\_DRAFT \*\*\*\*  
 Certification (Title: Title)

Basic Information | **Positions** | Budget Details | Budget Overview | Attachments

Screen ID : BC-1  
 IBIS ID : 7WOT

Positions Requested

Edit Row | Remove Row(s) | Sort Rows | Cancel Edit

Fund#	CC#	Account#		Position Number	Classification	Program	Annual Salary	07/01/2013	FTE Y1	FTE Y2	Add
Fund Code	Cost Center	Account Number	Account Description	Position Number	Classification	Retirement Program	Annual Salary**	Effective Date	FTE Y1 (2011-12)	FTE Y2 (2011-13)	
No items to show.											

Summary

Account	FTE Y1 (2012-13)	FTE Y2 (2013-14)	Annual Salary**
Totals	0.000	0.000	\$0.00

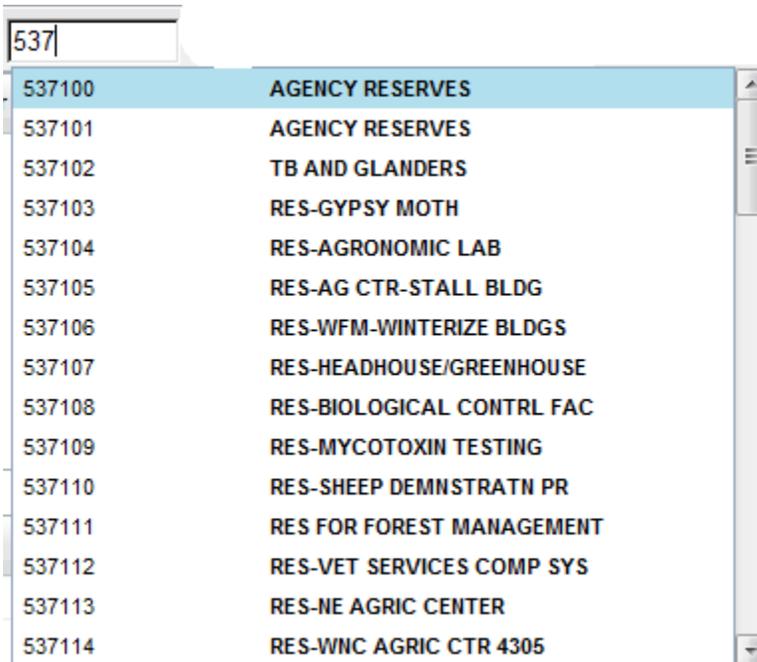
Export PDF | Save Draft | Save & Close | Ready To Submit | Delete Request

Note that the following fields are required: Fund, Cost Center, Account#, Classification, Program, Annual Salary, Effective date, FTE Y1 and FTE Y2.

Fill in the fields in the order they appear in the row. Fund, Cost Center and Program are all dropdown lists and your entry can be selected from the dropdown lists or typed in manually.

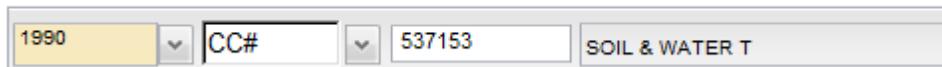
Cost Center is an optional field and the cost center dropdown list will only display values if the Department/Agency uses cost centers and there are costs centers setup for the selected fund code. A cost center can be selected from the dropdown list or typed in manually.

The Account field will present a list of accounts once the user has entered three digits into the field. Accounts are so numerous that you can narrow the list down by entering the first few digits, or you may type the full account code manually.

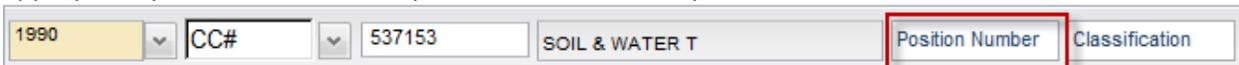


537	
537100	AGENCY RESERVES
537101	AGENCY RESERVES
537102	TB AND GLANDERS
537103	RES-GYPSY MOTH
537104	RES-AGRONOMIC LAB
537105	RES-AG CTR-STALL BLDG
537106	RES-WFM-WINTERIZE BLDGS
537107	RES-HEADHOUSE/GREENHOUSE
537108	RES-BIOLOGICAL CONTRL FAC
537109	RES-MYCOTOXIN TESTING
537110	RES-SHEEP DEMNSTRATN PR
537111	RES FOR FOREST MANAGEMENT
537112	RES-VET SERVICES COMP SYS
537113	RES-NE AGRIC CENTER
537114	RES-WNC AGRIC CTR 4305

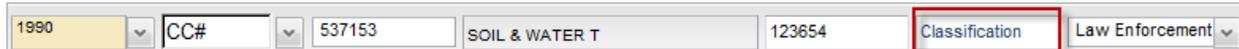
Once selected or typed into the field, the account code will show and the account description will appear in the field to the right of the account code as shown below.



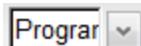
Click in the Position Number field to make the field editable. A cursor will appear and you may type in the appropriate position number. The position number is an optional field.



Click in the Classification field to make the field editable. A cursor will appear and you may type in the appropriate classification. If positions are entered in a reserve account (537XXX), the classification is optional.



The Program field presents a dropdown list of the Retirement programs that the position(s) may participate in. Select the appropriate retirement program from the dropdown list. That program name will populate the field and the dropdown list will disappear.



- Teachers and State Employees Retirement System (TSERS)
- Law Enforcement Officer Retirement System (LEO)
- Legislative Retirement System
- Consolidated Judicial Retirement System (CJRS)
- Optional Retirement Program (ORP) (UNC System and Community Colleges)
- Firemens and Rescue Squad Workers Pension Fund

Step 29: In the Annual Salary field, enter the annual wage for the position(s) in whole numbers, without a dollar sign, comma or decimal point.

Annual Salary
42000

In the Effective Date field, enter the beginning date of the position(s) requested, formatted as shown, or select the date from the calendar by clicking on the calendar icon next to the field.

07/01/2013	
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◀◀ Jul 2013 ▶▶

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Today Cancel

In the next two fields, FTE Y1 and FTE Y2, enter the number of positions of this type that are requested for FY1 and FY2 of the budget period. Numbers may be entered as either positive or negative numbers.

FTE Y1	FTE Y2
1	1

Click the Add button and the row will populate the positions grid, clearing the fields for entry of another row; however, the row will retain the last fund code and cost center entered in an attempt to reduce the amount of manual entry required by the user in order to create a second row. Although these entries will be pre-filled, other Fund Codes and Cost Centers may be selected by the user.

Add
-----

Repeat the above process to add all the Position rows necessary for the Certification form you are creating.

To edit a row that has been entered, click on a row to highlight it:

**Positions Requested**

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund Code	Cost Center	Account Number	Account Description	Position Number	Classification	Retirement Program	Annual Salary**	Effective Date	FTE Y1 (2011-12)	FTE Y2 (2011-13)
1990		537153	SOIL & WATER TECH RES...	123654	SPA	Teachers and State Empl...	\$42,000.00	07/01/2013	1.000	1.000

Click on the Edit Row button and the data in the selected row will populate the Edit/Add row line at the top of the grid.

**Positions Requested**

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund Code	Cost Center	Account Number	Account Description	Position Number	Classification	Retirement Program	Annual Salary**	Effective Date	FTE Y1 (2011-12)	FTE Y2 (2011-13)
1990		537153	SOIL & WATER TECH RES...	123654	SPA	Teachers and State Empl...	\$42,000.00	07/01/2013	1.000	1.000

Below is a screenshot of a row that populates the data entry row and may be edited.

**Positions Requested**

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund Code	Cost Center	Account Number	Account Description	Position Number	Classification	Retirement Program	Annual Salary**	Effective Date	FTE Y1 (2011-12)	FTE Y2 (2011-13)
1990		537153	SOIL & WATER T...	123654	SPA	Teachers and Sta	42000	07/01/2013	1	1

When a row has been selected for edit, you may change any of the data previously entered. To save changes you must click on the Update Button at the end of the row.

**Positions Requested**

Edit Row Remove Row(s) Sort Rows Cancel Edit

1990		537153	SOIL & WATER T...	123654	SPA	Teachers and Sta	42000	07/01/2013	1	1	<b>Update</b>
Fund Code	Cost Center	Account Number	Account Description	Position Number	Classification	Retirement Program	Annual Salary**	Effective Date	FTE Y1 (2011-12)	FTE Y2 (2011-13)	
1990		537153	SOIL & WATER TECH RES...	123654	SPA	Teachers and State Empl...	\$42,000.00	07/01/2013	1.000	1.000	

Once Update has been clicked, the add/update row will clear (except for the Fund Code and Cost Center fields) and the updated data will show in the grid below.

**Positions Requested**

Edit Row Remove Row(s) Sort Rows Cancel Edit

1990				Position Number	Classification	Program	Annual Salary	07/01/2013	FTE Y1	FTE Y2	<b>Add</b>
Fund Code	Cost Center	Account Number	Account Description	Position Number	Classification	Retirement Program	Annual Salary**	Effective Date	FTE Y1 (2011-12)	FTE Y2 (2011-13)	
1990		537153	SOIL & WATER TECH RES...	123654	SPA	Teachers and State Empl...	\$42,000.00	07/01/2013	1.000	2.000	

To delete a row that has been entered, click on a row to highlight it:

**Positions Requested**

Edit Row Remove Row(s) Sort Rows Cancel Edit

1990		Account#		Position Number	Classification	Program	Annual Salary	07/01/2013	FTE Y1	FTE Y2	<b>Add</b>
Fund Code	Cost Center	Account Number	Account Description	Position Number	Classification	Retirement Program	Annual Salary**	Effective Date	FTE Y1 (2011-12)	FTE Y2 (2011-13)	
1990		537153	SOIL & WATER TECH RES...	123654	SPA	Teachers and State Empl...	\$42,000.00	07/01/2013	1.000	2.000	

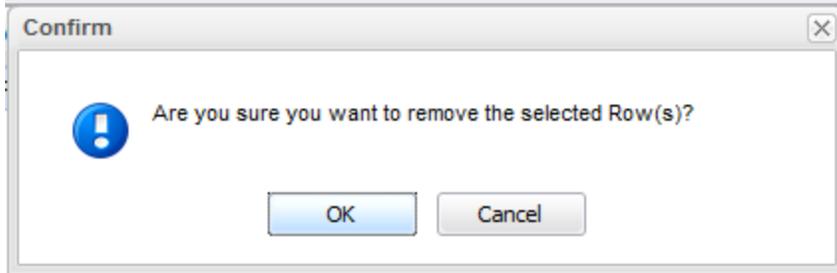
Click on the Remove Row(s) button, and a confirm deletion message box will appear.

**Positions Requested**

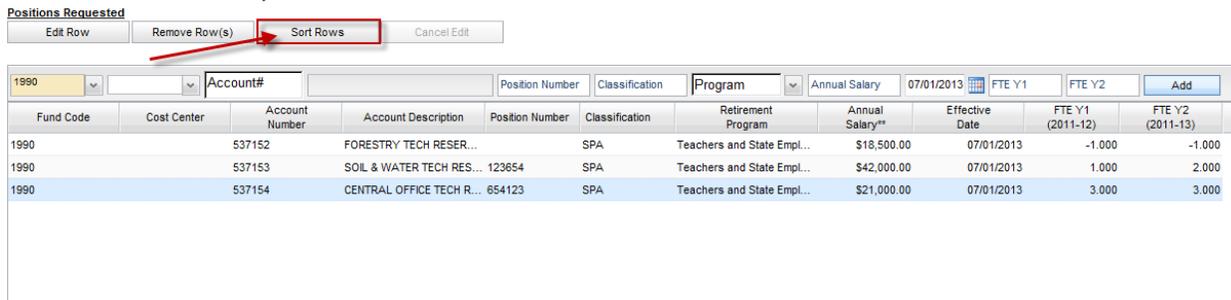
Edit Row **Remove Row(s)** Sort Rows Cancel Edit

1990		Account#		Position Number	Classification	Program	Annual Salary	07/01/2013	FTE Y1	FTE Y2	<b>Add</b>
Fund Code	Cost Center	Account Number	Account Description	Position Number	Classification	Retirement Program	Annual Salary**	Effective Date	FTE Y1 (2011-12)	FTE Y2 (2011-13)	
1990		537153	SOIL & WATER TECH RES...	123654	SPA	Teachers and State Empl...	\$42,000.00	07/01/2013	1.000	2.000	

To cancel the deletion, click the Cancel button, to complete the deletion, click the OK button.

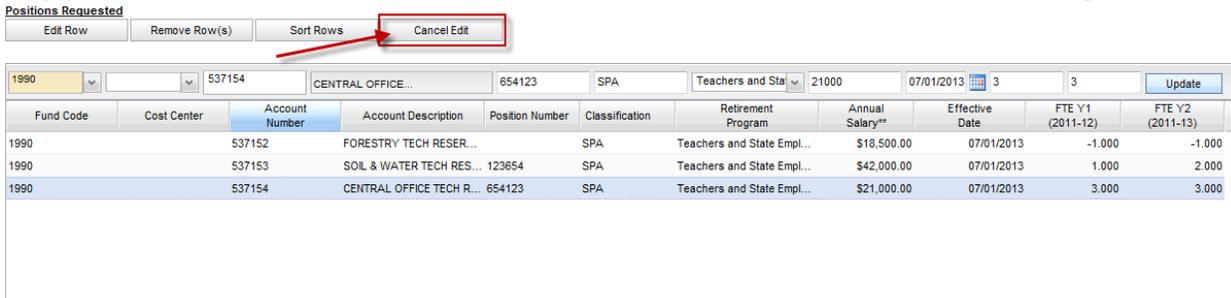


To Sort the rows that you have entered, click the Sort Rows button.



The rows will sort in Fund Code, Cost Center, Account Number order, ascending. Click a second time and they will resort in descending order.

If a row has been selected for edit by highlighting and clicking the Edit Row, but then no edit is necessary, simply click the Cancel Edit to clear the Add/Edit row and to return the selected row to the grid, unchanged.



At the bottom of the Positions tab, a Summary table is displayed. The Summary information is taken from the data entered above in the Positions Requested table and none of the data in the Summary is editable. Any changes to the Summary information must be made by editing the data in the Positions Requested table.

Summary	Account	FTE Y1 (2012-13)	FTE Y2 (2013-14)	Annual Salary**
	537153	1.000	2.000	\$42,000.00
	537154	3.000	3.000	\$21,000.00
	537152	-1.000	-1.000	\$18,500.00

Move to the top of the Certification form and click on the Budget Detail tab to bring that portion of the Certification form to the forefront.



Once clicked, the Budget Detail tab will appear as shown below.

**Requirements**

Fund#	CC#	Account#	Y1 Amt	Y2 Amt	Add
Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2011-13)
No items to show.					

**Receipts**

Fund#	CC#	Account#	Y1 Amt	Y2 Amt	Add
Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2011-13)
No items to show.					

**Summary**

	2011-12	2012-13
Total Requirements	\$0.00	\$0.00
Total Receipts	\$0.00	\$0.00
Appropriation	\$0.00	\$0.00

Inserting rows in the Requirements and Receipts sections of the Certification form works in the same fashion as inserting rows on the Positions tab. In the Requirements section, there are four buttons that appear first: Edit Row, Remove Row(s), Sort Rows and Cancel Edit. These functions are only utilized when rows have been entered into the form and will be described later in this user guide.

To add a requirement of this Certification form, focus on the data entry row highlighted in red in the screenshot below.

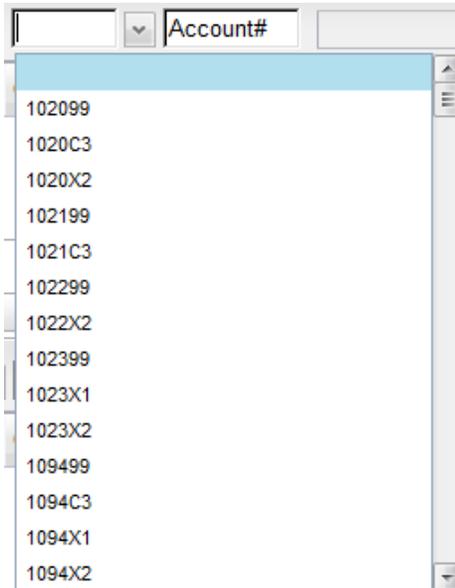
The fields in this row are editable, and when the end of the row is reached, the Add button will save this data so that another row can be entered.

The Fund field contains a dropdown list that displays Fund codes available to the agency/BRU. A fund code can be selected from the dropdown list or typed in manually.

**Requirements**

Edit Row		Remove Row(s)		Sort Rows	
CC#	Account#				
1000	General Fund Code 13700				
1011	General Administration				
1012	Administrative Services				
1013	Public Affairs				
1014	Human Resources				
1015	Aquaculture Development				
1016	Poultry Grading and Regulatory				
1017	Emergency Programs Division				
1020	Markets				
1021	COOPERATIVE INSPECTIONS				
1022	POULTRY				
1023	Livestock				
1024	HORTICULTURAL CROPS				
1025	FIELD CROPS				
1026	Grape Growers Council				

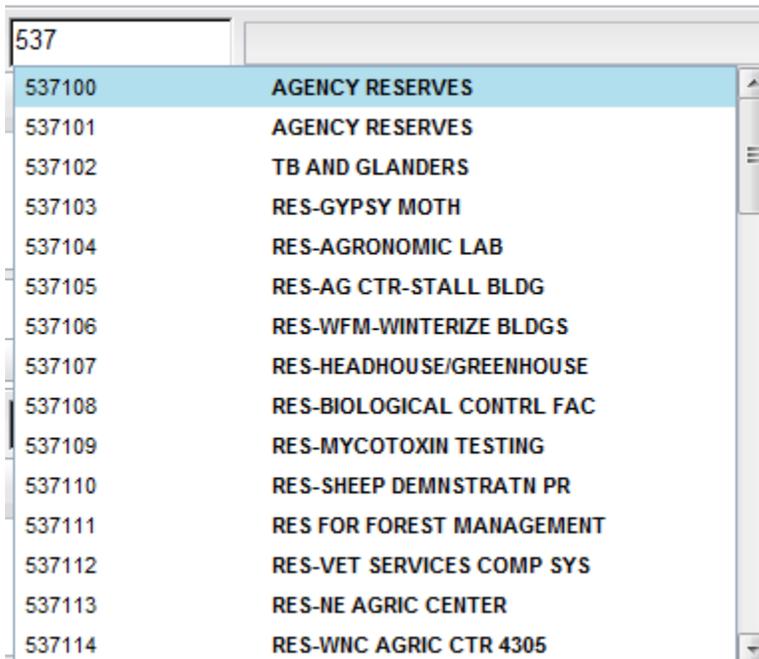
Cost Center is an optional field and the cost center dropdown list will only display values if the Department/Agency uses cost centers and there are costs centers setup for the selected fund code. A cost center can be selected from the dropdown list or typed in manually.



Account#

- 102099
- 1020C3
- 1020X2
- 102199
- 1021C3
- 102299
- 1022X2
- 102399
- 1023X1
- 1023X2
- 109499
- 1094C3
- 1094X1
- 1094X2

The Account field will present a list of accounts once the user has entered three digits into the field. Accounts are so numerous that you can narrow the list down by entering the first few digits, or you may type the full account code manually.



537

537100	AGENCY RESERVES
537101	AGENCY RESERVES
537102	TB AND GLANDERS
537103	RES-GYPSY MOTH
537104	RES-AGRONOMIC LAB
537105	RES-AG CTR-STALL BLDG
537106	RES-WFM-WINTERIZE BLDGS
537107	RES-HEADHOUSE/GREENHOUSE
537108	RES-BIOLOGICAL CONTRL FAC
537109	RES-MYCOTOXIN TESTING
537110	RES-SHEEP DEMNSTRATN PR
537111	RES FOR FOREST MANAGEMENT
537112	RES-VET SERVICES COMP SYS
537113	RES-NE AGRIC CENTER
537114	RES-WNC AGRIC CTR 4305

Once selected or typed into the field, the account code will show and the account description will appear in the field to the right of the account code as shown below.

537153	SOIL & WATER T
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The next set of fields in the Add/Edit Row area are Year 1 and Year 2 amount fields

Y1 Amt	Y2 Amt
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Enter amounts in the Y1 Amt and Y2 Amt fields. The values will reformat to dollars when you click Add to finish the row entry. Amounts may be entered as either positive or negative amounts. Amounts are not required to be entered in both year fields and if an amount field is left blank, then the value added to the table will be \$0. Step 52: When you have completed the new row click on the Add button. The row will move down to the grid below, and the majority of the Add/Edit row will clear (Fund Code and Cost Center will be retained).

Add
-----

Add as many rows of requirements as appropriate to complete the Certification form. Once the first row is added, the Fund Center and Cost Center codes will pre-populate with the choices made when entering that first row to help quicken the entry of subsequent rows. If these values are not appropriate for subsequent row(s), they can be overwritten.

Edit Row	Remove Row(s)	Sort Rows	Cancel Edit		
1990	CC#	Account#			
			Y1 Amt Y2 Amt Add		
Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2011-13)
1990		537153	SOIL & WATER TECH RESERVE	\$650,000.00	\$650,000.00
1990		537154	CENTRAL OFFICE TECH RES	\$400,000.00	\$650,000.00

The Add/Edit Row(s) functionality for Receipts is identical to the Requirements functionality and therefore each step will not be replicated here.

**Receipts**

Edit Row	Remove Row(s)	Sort Rows	Cancel Edit		
Fund#	CC#	Account#			
			Y1 Amt Y2 Amt Add		
Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2011-13)
No items to show.					

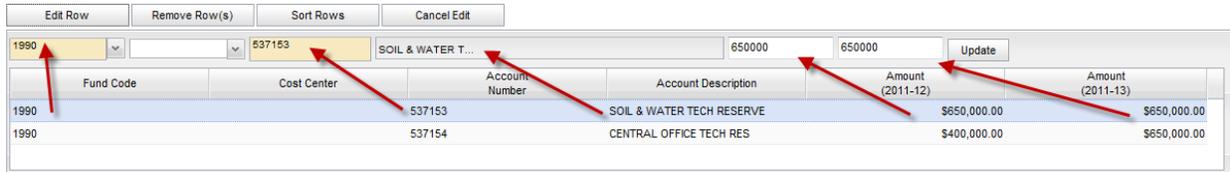
To edit a row that has been entered (in either Requirements or Receipts), click on a row to highlight it.

**Requirements**

Edit Row	Remove Row(s)	Sort Rows	Cancel Edit		
1990	CC#	Account#			
			Y1 Amt Y2 Amt Add		
Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2011-13)
1990		537153	SOIL & WATER TECH RESERVE	\$650,000.00	\$650,000.00
1990		537154	CENTRAL OFFICE TECH RES	\$400,000.00	\$650,000.00

Click on the Edit Row button and the data in the selected row will populate the Edit/Add row line at the top of the grid.

**Requirements**

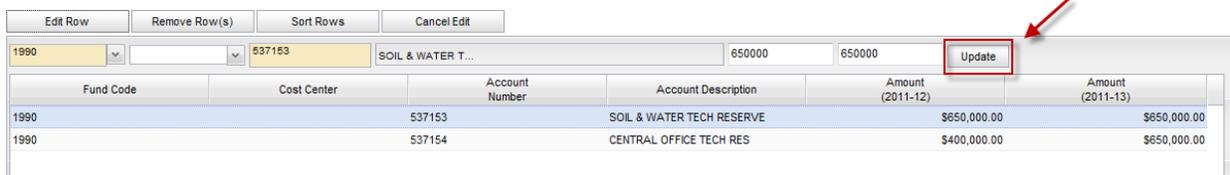


The screenshot shows the 'Edit Row' button highlighted in yellow. Red arrows point from the 'Edit Row' button to the 'Update' button and from the 'Update' button to the 'Amount (2011-12)' field. The grid below shows the following data:

Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2011-13)
1990		537153	SOIL & WATER TECH RESERVE	\$650,000.00	\$650,000.00
1990		537154	CENTRAL OFFICE TECH RES	\$400,000.00	\$650,000.00

When a row has been selected for edit, you may change any of the data previously entered. To save changes you must click on the Update Button at the end of the row.

**Requirements**



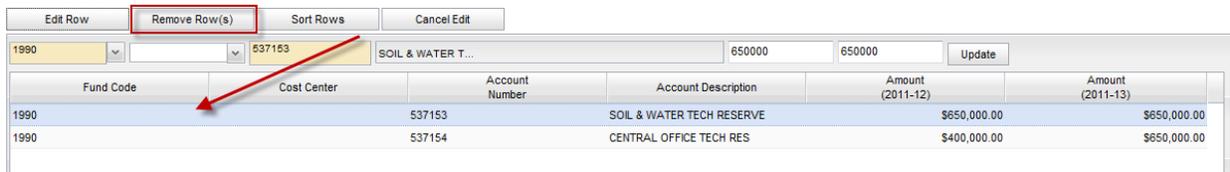
The screenshot shows the 'Update' button highlighted with a red box and a red arrow pointing to it. The grid below shows the following data:

Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2011-13)
1990		537153	SOIL & WATER TECH RESERVE	\$650,000.00	\$650,000.00
1990		537154	CENTRAL OFFICE TECH RES	\$400,000.00	\$650,000.00

Once Update has been clicked, the add/update row will clear (except for the Fund Code and Cost Center fields) and the updated data will show in the grid below.

To delete a row that has been entered, click on a row to highlight it

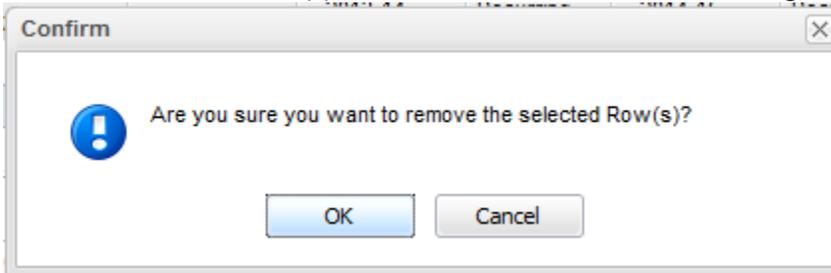
**Requirements**



The screenshot shows the 'Remove Row(s)' button highlighted with a red box and a red arrow pointing to it. The grid below shows the following data:

Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2011-13)
1990		537153	SOIL & WATER TECH RESERVE	\$650,000.00	\$650,000.00
1990		537154	CENTRAL OFFICE TECH RES	\$400,000.00	\$650,000.00

Click on the Remove Row(s) button, and a confirm deletion message box will appear.



The screenshot shows a 'Confirm' dialog box with a blue exclamation mark icon. The text inside the box reads: 'Are you sure you want to remove the selected Row(s)?'. Below the text are two buttons: 'OK' and 'Cancel'.

To cancel the deletion, click the Cancel button, to complete the deletion, click the OK button.

To Sort the rows that you have entered, click the Sort Rows button.

**Requirements**

Edit Row Remove Row(s) **Sort Rows** Cancel Edit

1990 537153 SOIL & WATER T... 650000 650000 Update

Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2011-13)
1990		537153	SOIL & WATER TECH RESERVE	\$650,000.00	\$650,000.00
1990		537154	CENTRAL OFFICE TECH RES	\$400,000.00	\$650,000.00

The rows will sort in Fund Code, Cost Center, Account Number order, ascending. Click a second time and they will resort in descending order.

If a row has been selected for edit, by highlighting and clicking the Edit Row, but then no edit is necessary, simply click the Cancel Edit to clear the Add/Edit row and to return the selected row to the grid, unchanged.

**Requirements**

Edit Row Remove Row(s) Sort Rows **Cancel Edit**

1990 537153 SOIL & WATER T... 650000 650000 Update

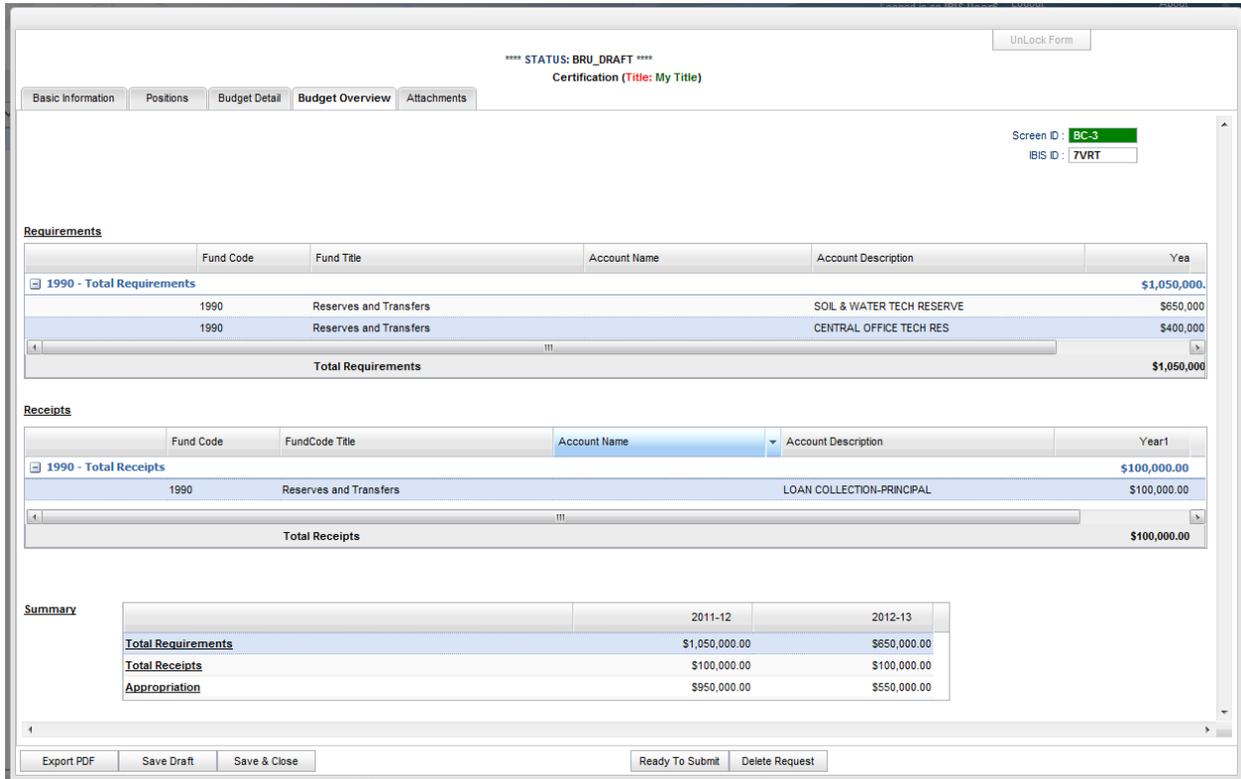
Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2011-13)
1990		537153	SOIL & WATER TECH RESERVE	\$650,000.00	\$650,000.00
1990		537154	CENTRAL OFFICE TECH RES	\$400,000.00	\$650,000.00

When requirements and/or receipts have been entered into the Certification form, the data populates the Summary table at the bottom of the Budget Detail tab. The Summary table will add all requirements entered in this form and display them in their appropriate budget cycle. The Summary table will also add and receipts entered in this form and display them in their appropriate category/year. The Appropriation row will then calculate requirements minus receipts and display those amounts in their appropriate budget cycles.

**Summary**

	2011-12	2012-13
<b>Total Requirements</b>	\$1,050,000.00	\$650,000.00
<b>Total Receipts</b>	\$100,000.00	\$100,000.00
<b>Appropriation</b>	<b>\$950,000.00</b>	<b>\$550,000.00</b>

Move to the top of the Certification form and click on the Budget Overview tab to bring that portion of the form to the forefront.



\*\*\*\* STATUS: BRU\_DRAFT \*\*\*\*  
 Certification (Title: My Title)

Screen ID : BC-3  
 IBIS ID : 7VRT

**Requirements**

	Fund Code	Fund Title	Account Name	Account Description	Yea
<b>1990 - Total Requirements</b>					<b>\$1,050,000.</b>
	1990	Reserves and Transfers		SOL & WATER TECH RESERVE	\$650,000
	1990	Reserves and Transfers		CENTRAL OFFICE TECH RES	\$400,000
<b>Total Requirements</b>					<b>\$1,050,000</b>

**Receipts**

	Fund Code	FundCode Title	Account Name	Account Description	Year1
<b>1990 - Total Receipts</b>					<b>\$100,000.00</b>
	1990	Reserves and Transfers		LOAN COLLECTION-PRINCIPAL	\$100,000.00
<b>Total Receipts</b>					<b>\$100,000.00</b>

**Summary**

	2011-12	2012-13
<b>Total Requirements</b>	\$1,050,000.00	\$650,000.00
<b>Total Receipts</b>	\$100,000.00	\$100,000.00
<b>Appropriation</b>	\$950,000.00	\$550,000.00

Export PDF   Save Draft   Save & Close   Ready To Submit   Delete Request

The Budget Overview tab is a read only tab that reflects the data entered on the Budget Detail screen and it shows summaries by fund. None of the data on this tab is editable and will not display cost center data. At the bottom of the Certification form there are form action buttons that are available while working on every tab in the form. The buttons are: Export PDF, Save Draft, Save & Close, Ready to Submit and Delete Request. Usage of these buttons is standard within the IBIS application and their functionality is covered in the "Standard Form buttons" training document located on the [IBIS website](#).