INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)

Frequently Asked Questions

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GENERAL

Q: Does every BRU user have the same access in IBIS? For example, can each user create and submit all forms?
A: Yes, the system uses a shared work queue and all users within a BRU will access to the same information. Internal policies are recommended to ensure that IBIS users know what actions they should and should not complete within the system.

Q: If I am a BRU user, can I see versions of my requests and forms that have been submitted and approved?
A: All forms (except Worksheet II and Worksheet III) can be viewed from the work queue by using filters (click here for help using system filters). If the item is no longer in a user's work queue and has been submitted to agency or OSBM, it may be viewed but not edited. For Worksheet II and Worksheet III only the version that was submitted to OSBM may be viewed.

Q: How do I bookmark IBIS?
A: Paste the following URL into your browser's bookmark: http://ibis.nc.gov/ibis-webapp.

Q: What are the minimum system requirements for using IBIS?
A: You will need a computer with a web connection and Internet Explorer 9 or 10. We do not yet support Internet Explorer 11. Other browsers may work for you for some IBIS functionality, but we do not officially support them. The system was developed and tested to work with Internet Explorer.

Q: Is IBIS compatible with the JAWS screen reader software designed to assist the visually impaired?
A: The IBIS team has evaluated the JAWS software with the IBIS application, and found that it works for some of the functionality. However, due to the nature of the application and the level of detail in the IBIS forms and work queue, we recommend a combination of screen magnification and JAWS for navigating the system. Moving from the work queue to the left side menu requires use of a mouse. If the screen magnification and screen reader software combination is not acceptable for your particular situation, we will be happy to work with you on an alternative approach for submitting worksheet data to OSBM. Please contact your budget analyst directly for assistance.

Q: How much legacy data will be loaded initially in IBIS? What is the timeline for adding historical data to the system?
A: Historical data for the 2009-11 and 2011-13 will be available in IBIS once all agencies close out SFY2012-13. Additional legacy data will be added to IBIS but there is no set timeframe for the migration of that information. However, the legacy systems will be available to access historical data.

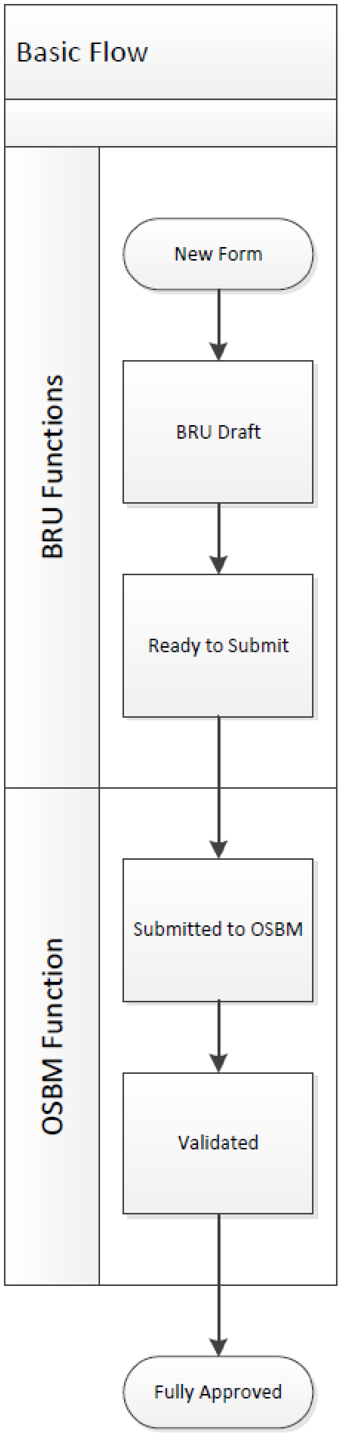
Q: Will the legacy systems be available after 7/1/2013 so that historical data can be accessed?
A: Yes, the legacy systems will be available to access historical data. There is no current sunset date for the legacy systems.

Q: Can I view attachments from a read-only form?
A: Yes when viewing the read only form using IBIS, double click on the attachment to view.

Q: What does it mean when a form is locked?
A: Forms that are in use or closed improperly (without using the system buttons such as Save & Close) are displayed in work queues with a lock icon.  This notification protects a form when it is in use. However, if a user desires, a locked form can be accessed (unlocked) by double-clicking on the form in the work queue, which will display the form. In the upper right corner of the form, there is an Unlock Form option. 

To access the form, click on the Unlock Form button. The system displays a screen stating that the form is in use. If you proceed and open the form, you will gain access to the form but jeopardize losing data entered by the IBIS user who was initially in the form.

Q: What is the standard IBIS workflow?
A: There can be several different workflow statuses for each form in the system. The following diagram shows the general workflow of the system and what actions can take place at various workflow stages. This diagram applies to all BRUs within IBIS except for the University of North Carolina and the Department of Health and Human Services. In those areas, there is also a option to submit to the agency, which would be an intermediate step between the BRU and OSBM. When a form resides at the agency, an agency user will have the same basic options available to BRU users but also has the ability to return a form to a BRU.



Start a new form

From here you can...

Work on the form

Edit the form
Save and Close
Create a PDF copy of the form
Delete the form
Mark as Ready to Submit, puts form in read-only mode

Review the form in read-only mode before submitting

Edit the form
Close the form
Create a PDF copy of the form
Delete the form
Submit the form to OSBM

From here OSBM can...

OSBM receives the form

Edit the form
Save and Close
Create a PDF copy of the form
Delete the form
Return the form to the BRU
Validate the form, puts form in read-only mode

OSBM reviews the form in read-only mode before approving

Edit the form
Close the form
Create a PDF copy of the form
Delete the form
Return the form to the BRU
Fully Approve the form

The form is approved by OSBM

BUDGET REVISIONS

Q: How is a budget revision reference number assigned to a revision?
A: Reference numbers are created automatically by the system in sequence based on budget code, revision type and order of creation. For the same budget code and revision type, there will not be duplicate revision numbers. For example, if the first revision of a biennium for a budget code is a type 11, the revision number will be 11-0001. If the next revision is a type 12, then the revision number will be 12-0002. If the third revision is a type 14, then the revision number will be 14-0003. This will allow a maximum of 9,999 budget revisions for each budget code per biennium. No manuals overwrites will be allowed.

Q: Does the number indicate when the request was approved?
A: The sequence is based on creation of the request form in IBIS, not the approval date. The lower the number, the earlier the form was created. Sequence number provides no indication of approval date or priority.

Q: Is there a copy function for budget revisions?
A: There is no copy feature but this has been listed as a potential future enhancement. The IBIS team is currently developing an Excel upload/download feature that could also work in place of a copy feature. There will be more information forthcoming about this functionality.

Q: Do salary dollar values on the position tab affect what is on salary control?
A: Yes, the annualized salary numbers are posted directly to Salary Control as entered. Take caution to ensure that data is entered accurately. Also, FTE information on the Positions tab will be posted in Salary Control.

Q: Will the system allow me to add duplicate accounts?
A: IBIS will not allow duplicate accounts (same fund, cost center, and account combination) to be entered on the budget detail tab. If you need to edit a row in the requirement or receipts tables then you will need to select the row and make your changes in the data entry row. However, duplicate accounts (same fund, cost center, and account combination) may be added on the positions tab.

Q: How do you set the part pay date for a position in IBIS?
A: The Effective Date of the revision serves as the part pay date in IBIS.

Q: If you have to transfer appropriation on a revision in IBIS that involves a statewide reserve, do you need to have a reciprocal budget revision?
A: No, but you will have to identify the statewide budget code and add the transfer amount to the Transfer to/from table. The total appropriation must match the total appropriation transferred in order to submit and approve the budget revision.

Q: If my revision involves a change in appropriation, do I need to include information about the transfer?
A: Yes, you will to include any transfer of appropriation information in the transfer to/from table at the bottom of the Budget Detail tab. For statewide budget codes (19XXX), a reciprocal budget revision is not required; however, for other General Fund budget codes, a reciprocal revision is required and must be included in the table prior to submission. This will require at least the creation of a budget revision in IBIS so that it can be selected in the dropdown list in the transfer to/from section of the form.

Q: How will I check my validation errors with NCAS?
A: There is an error report available called "BC305-1 BRS to BC." This report is available on X/TND each night when NCAS production runs. It is in either directory OSC/OPC or OSC/OPF depending on the NCAS region of the agency.

Q: What happens to Function 19 in IBIS?
A: Function 19 will be replaced by an automatic procedure, which means that IBIS users will not have to format revisions to NCAS because the system will do the procedure automatically.

Q: The budget revision shows cents on the form. Are cents allowed?
A: Operating budget revisions will only take whole dollars (any cents entered will be rounded to the nearest dollar). Capital budget revisions allow cents to be entered.

Q: Is a revision code required on a budget revision?
A: Yes, a type 12 or 14 budget revision must have a code selected and cannot be submitted without a code. However, a type 11 does not need a code.

CERTIFICATION

Q: If I notice a mistake on an approved certification form and the budget code has not yet been certified, what should I do?
A: Contact your OSBM analyst to un-approve the certification entry in order to make a correction.

Q: Will the system allow me to add duplicate accounts?
A: IBIS will not allow duplicate accounts (same fund, cost center, and account combination) to be entered on the budget detail tab. If you need to edit a row in the requirement or receipts tables then you will need to select the row and make your changes in the data entry row. However, duplicate accounts (same fund, cost center, and account combination) may be added on the positions tab.

Q: What are the rules for the positions table on the certification form?

A: If positions are entered in reserve account (537xxx), the position number and classification are optional and FTE can be greater than 1.0. If positions are entered with salary account (531xxx), FTE must be equal or less than 1.0 but the position number is still optional.

SALARY CONTROL

Q: I selected my biennium and fiscal year and my salary control form returns no data. What is wrong?
A: In order to display data on the form, you must select the biennium, fiscal year, and click the "Refresh" button in order to display the data.

Q: What are the sources for the IBIS Budget in Salary Control?
A: The source of salary dollars is the BD307 amount and what is entered on the positions tab of budget revisions in IBIS.

Q: Is the Beacon Salary what the budgeted salary or what is paid out?
A: The dollar amount reflected in the Beacon Salary column is the budget salaries of positions in the Beacon system.

Q: Will manual entries be allowed in Salary Control?
A: No, there will be no manual edits in Salary Control in IBIS. Corrections to the budget columns in Salary Control must be made through budget revisions. Corrections to the HR columns must be made through the BEACON system. However, you can add notes at the budget code, fund code, or account level to identify and explain issues.

Q: In IBIS we can add notes to items such as duplicate BEACON entries. Is BEACON working on cleaning up their interface so that duplication and other issues will stop occurring?
A: The transactions will no longer be added to get the total BEACON salary in IBIS so the duplication will not be as much of a problem. Still, BEACON has not been able to fix these situations. The totals are a result of adding BEACON positions each night from an interface file similar to the B0149 report.

Q: In the version reviewed in IBIS training during May 2013, the position numbers from the budget revisions were shown in the Notes column with the budget revision number on the far right side of the screen instead of in the Position column. When I did a position search, the system ignored the Notes column and only picked up information from the Position column. Will IBIS be changed so that the position numbers from budget revision appear in the Position column instead? This would better facilitate sorting if I export to Excel and sort by position number like the RK618.
A: The system has been corrected to put the position numbers in the Position column.

Q: Can Print/Save to PDF and Export to Excel functionality be added to IBIS?

A: This will be an enhancement for IBIS. The IBIS team will work to ensure this functionality is added at a future date.

Q: When we do a position search, will it show all activity for that position like we currently have on the "F5" screen?
A: When you search a position in IBIS, the system will return results that will show activity across all years. However, transaction data in IBIS will initially be limited to SFY2012-13 and will grow over time.

Q: Will the same reports be available in IBIS that are currently available in the Salary Control Module?
A: The IBIS team will develop more reports over time and as needed. Initially there will be fewer reports available in IBIS than the legacy system partly due to how Salary Control was re-designed in the new system.

Q: Currently in the legacy Salary Control Module line numbers are unique to a subhead (with separate sequences above and below the Balance Line) and start over each fiscal year. Will the Transaction ID numbering sequence in IBIS start over at the beginning of the next fiscal year?
A: Yes, the Transaction ID sequence will start over in IBIS beginning with each new fiscal year.

ALLOTMENTS

Q: How does the system calculate the different amounts on the Net Allotment Summary Table?
A: The different columns are calculated as follows:

- **Authorized Budget:** This is the current authorized budget. This is based upon the BD307 and all approved budget revisions.
- **Net Allotment:** Net allotment equals the budget code actual expenditures for all closed quarters plus approved allotments for current quarter. Data are pulled from the Cash Management Control System (CMCS) and this would include quarterly reversions.
- **Pending Allotment:** Pending allotment equals the totals for all allotments in an OSBM work queue.
- **Available for Allotment:** Available for allotment is the authorized budget amount minus net allotments and pending allotments.
- **Percent Allotted:** Percent allotted is the net allotments plus pending allotments divided by the authorized budget.

Q: Will I be able to submit an allotment if total requirements, receipts or appropriation in the net allotment summary table is above 100% of the total allotted?
A: No, you will be required to modify the request or submit a budget revision to change the current authorized budget. If allotment request is greater than Available for Allotment for requirements, receipts, or appropriation in the net allotment summary table then the request cannot be submitted.

Q: Why do I only see General Fund budget codes displayed on the Allotment Operating form?
A: Allotments are processed for only the General Fund codes that involve the use of appropriation.

Q: Can an allotment be back dated?
A: Yes, an allotment can be back dated to ensure that the allotment pertains to the correct fiscal year or month.

Q: I see that an allotment's reference number in IBIS begins with "AR" followed by four system generated numbers. Does the system still assign sequential numbers once an allotment is approved?
A: Yes, the system assigns allotment numbers as allotment requests are approved by OSBM. There is one set of these numbers for the entire General and Highway Fund for a fiscal year.

Q: There is a greater level of detail required for an allotment request. Should I fill out information in the defined account groups?
A: Yes, if you are a state agency you should fill out planned requirements in the 1XXX to 8XXX account groups. If you are a university user, you should complete the allotment by filling in the 1XXX, 6XXX and "Other" category. (Note: State agencies should not use the "Other" category unless authorized by OSBM.)

Q: Are state agencies restricted to spend only what is allotted by account group?
A: No, the account group data is for information purposes and will not restrict spending for an account group during the allotment period. However, the overall allotment amount for total requirements, receipts and appropriation should not be exceeded as this is maximum amount to be expended in a budget code.

FUND CODES

Q: I saw old fund codes during IBIS training. Will the fund code lists be cleaned up prior to go-live of the system?
A: Yes. To the extent possible, IBIS will reflect the current fund structure. If there are old funds showing 7/1 then adjustments can be made at that time.

Q: Will the Office of State Controller still review and approve fund code requests?
A: Yes, after OSBM approves a new fund code request, the approved form will be sent to OSC for review and approval. Upon OSC approval, an email will be sent notifying all stakeholders that the fund is ready for use.