INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE

WORKSHEET II

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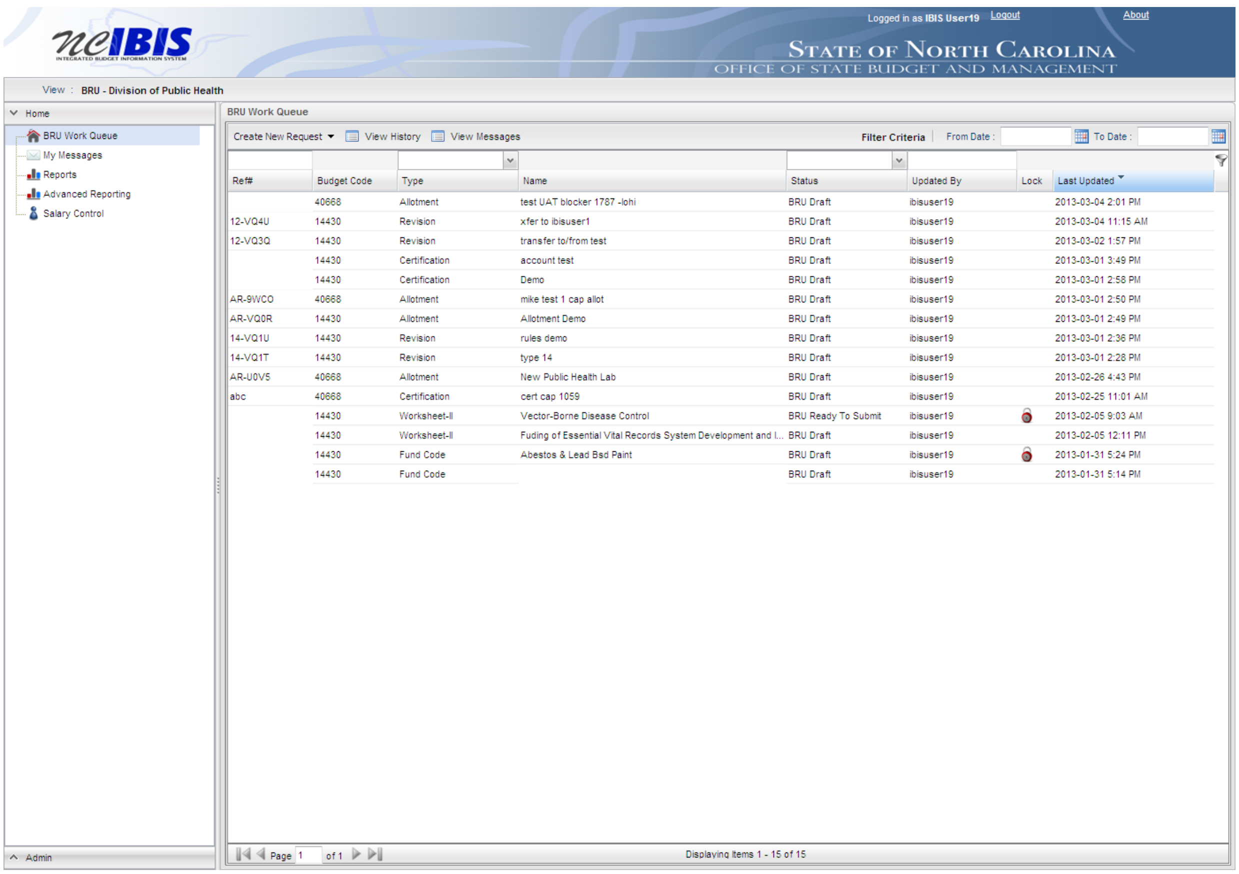
PREFACE

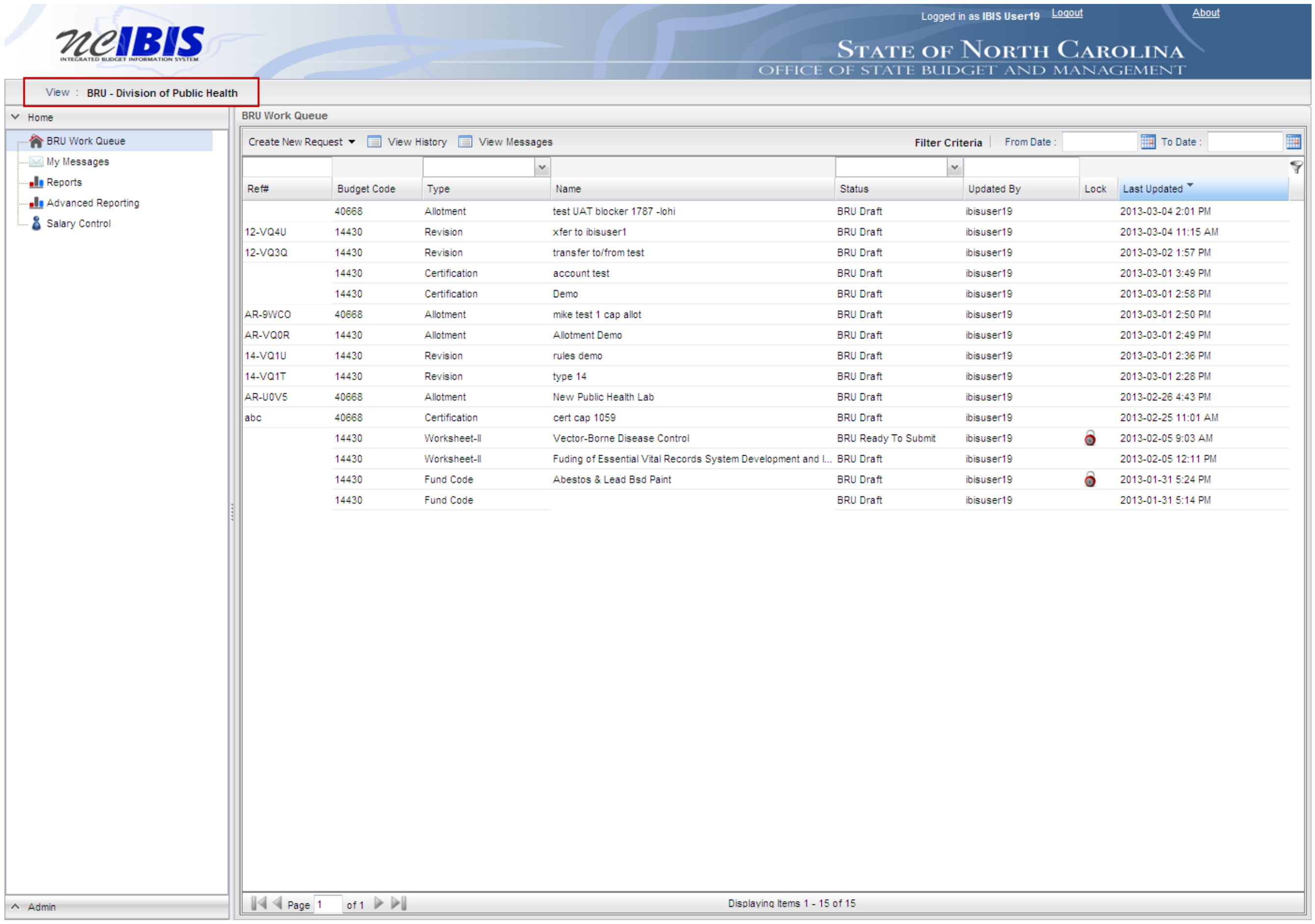
This training guide describes how to use IBIS to complete a Worksheet II form. For policy guidance, please consult instructions for preparation of the Governor's recommended budget that are published before each budget cycle on OSBM's website.

WORKSHEET II

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

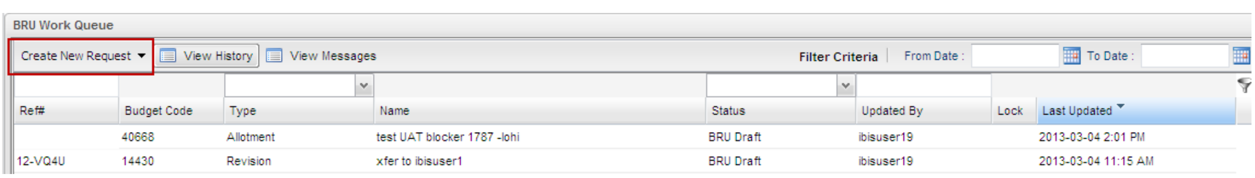


Find the View indicator in the upper left-hand corner of the page. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, these will appear in a drop-down list in this field. In the example below, the user is logged in as the Division of Public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

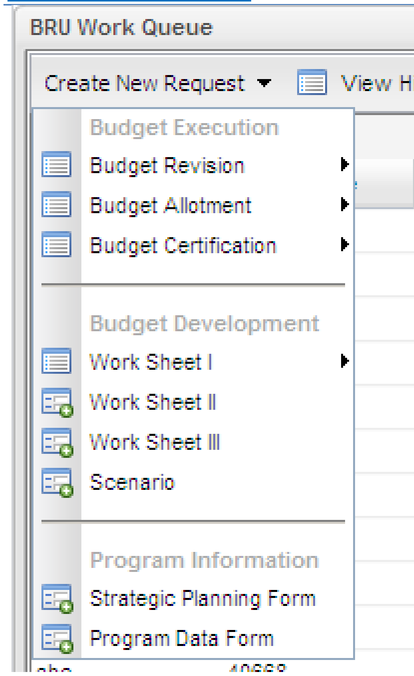


Creating a New Worksheet II

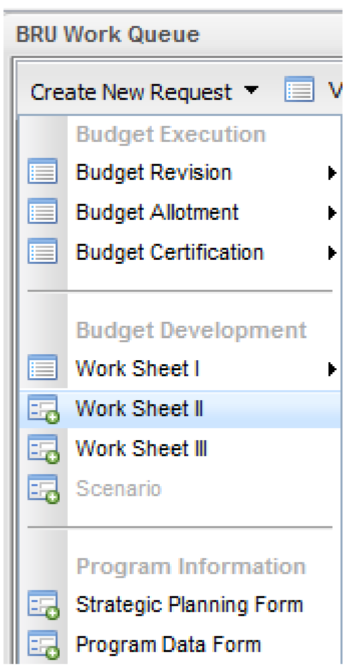
To create a new Worksheet II form, click on the Create New Request dropdown list in the middle of the screen.



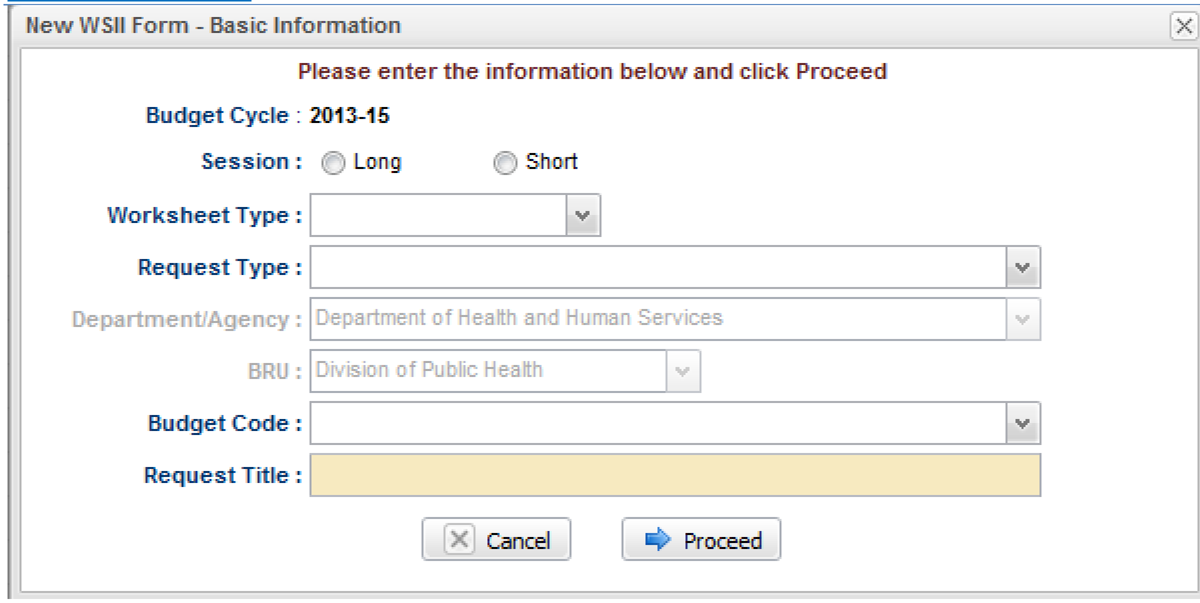
When you click on 'Create New Request', the drop-down will display the following options.



Click on the “Worksheet II” option on the menu.

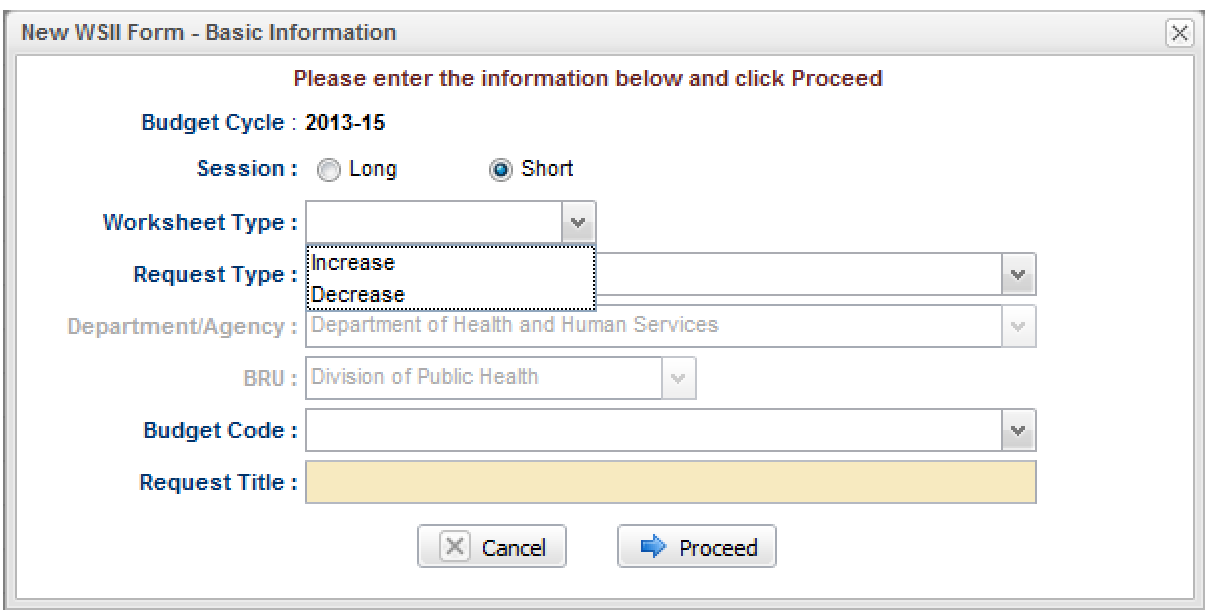


Once you click the Worksheet II option, a New WSII– Basic Information window appears as shown in the following screenshot.

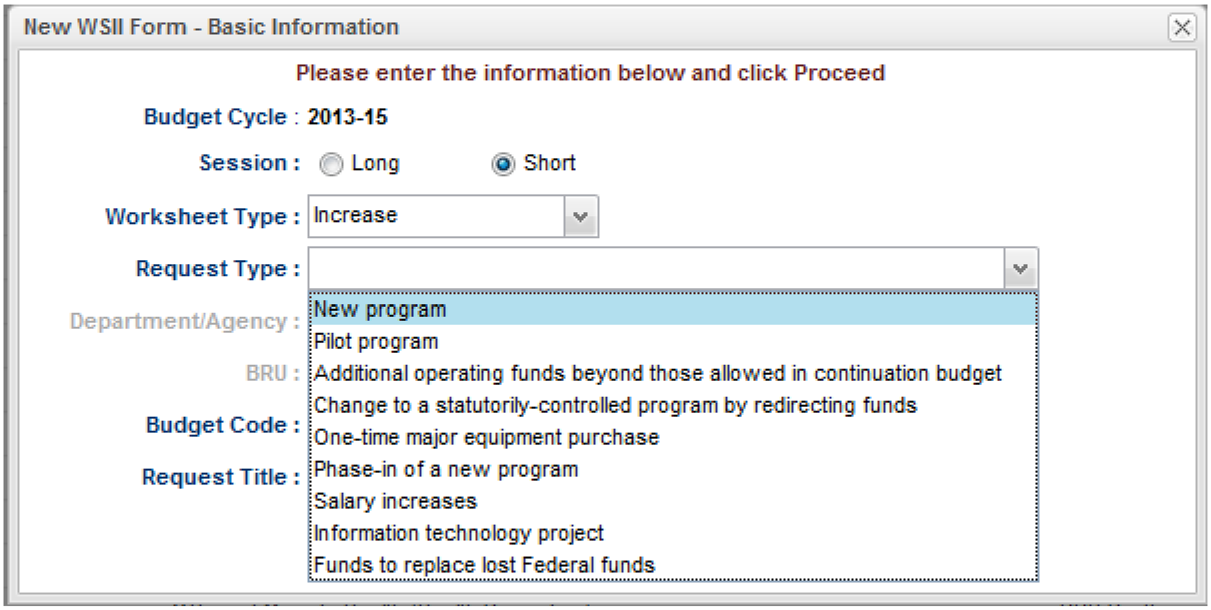


You need to fill out the basic information. The budget cycle is set for you. The second option is to select the Session for this Worksheet II. The Long Session is a biennial session that begins in January of each odd-numbered year and terminates on July of the next year. The Short Session begins in January of each even-numbered year and terminates on July of the same year.

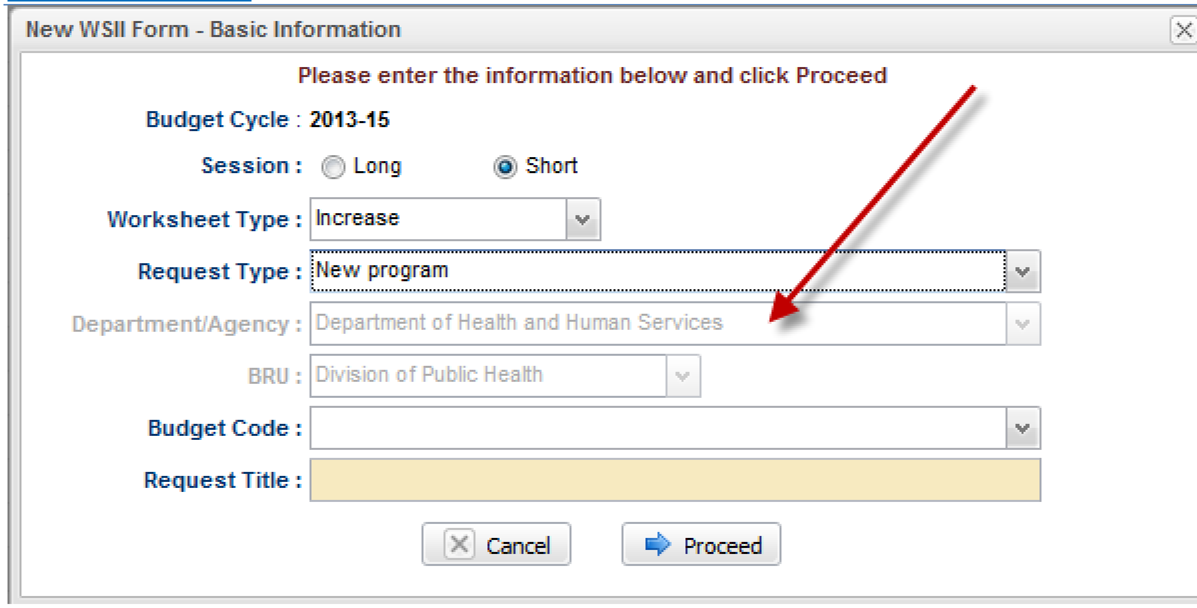
The third field allows the selection of the worksheet type. Click on the dropdown arrow and you will see Increase and Decrease options. Select the appropriate choice. Once you select an option the list will disappear and your selection will be displayed in the field.



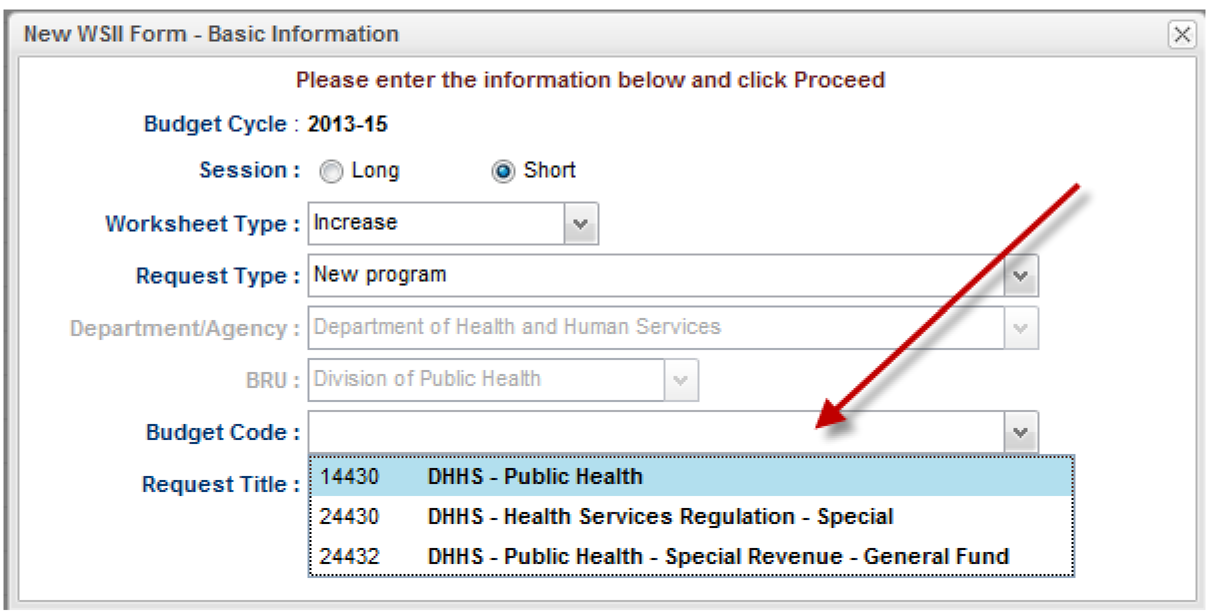
The next field allows you to select the request type of the Worksheet II. When you click on the dropdown arrow, you will see a list of current allowable request types. Select the appropriate choice. Once you select an option the list will disappear and your selection will be displayed in the field. Note that these options may change based on the budget cycle.



Note the next two fields are labeled Department/Agency and BRU. In most cases, access is 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.

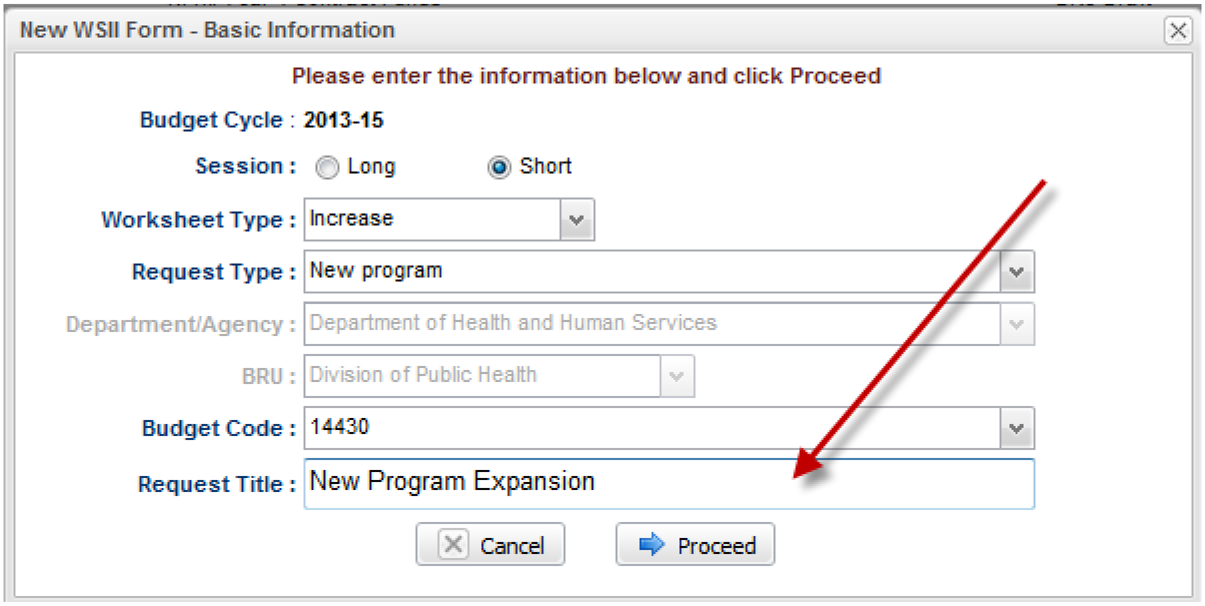


Click on the dropdown arrow for the Budget Code field. This displays a list of valid budget codes for the selected Department/Agency and BRU.

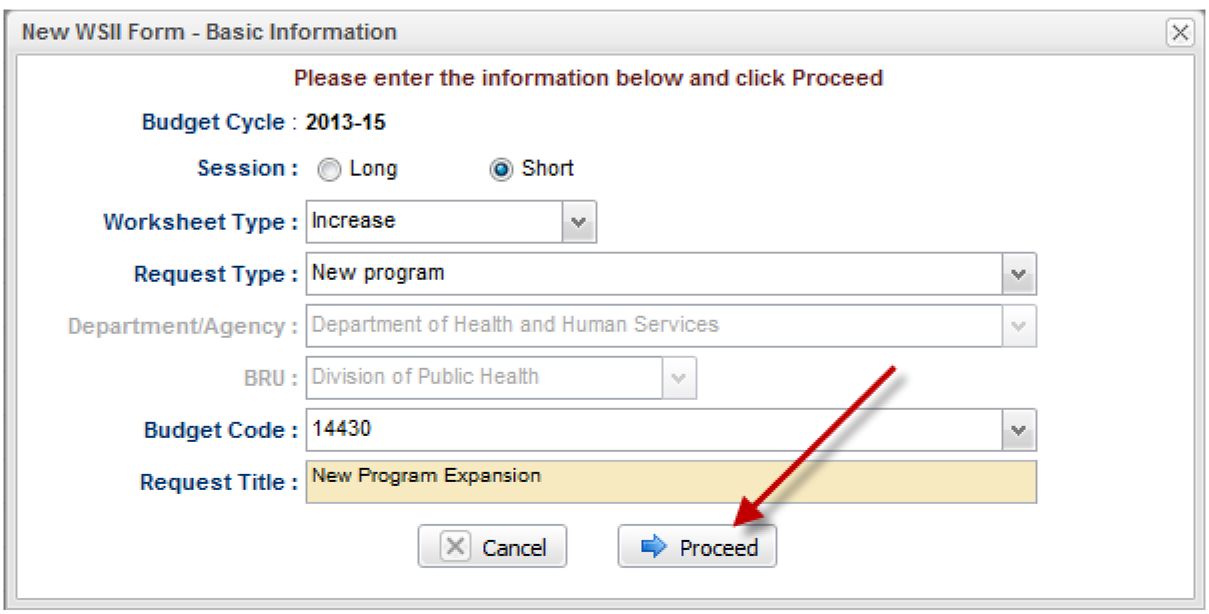


Select a Budget Code from the list. Once selected, the budget code will populate the field and the list will disappear.

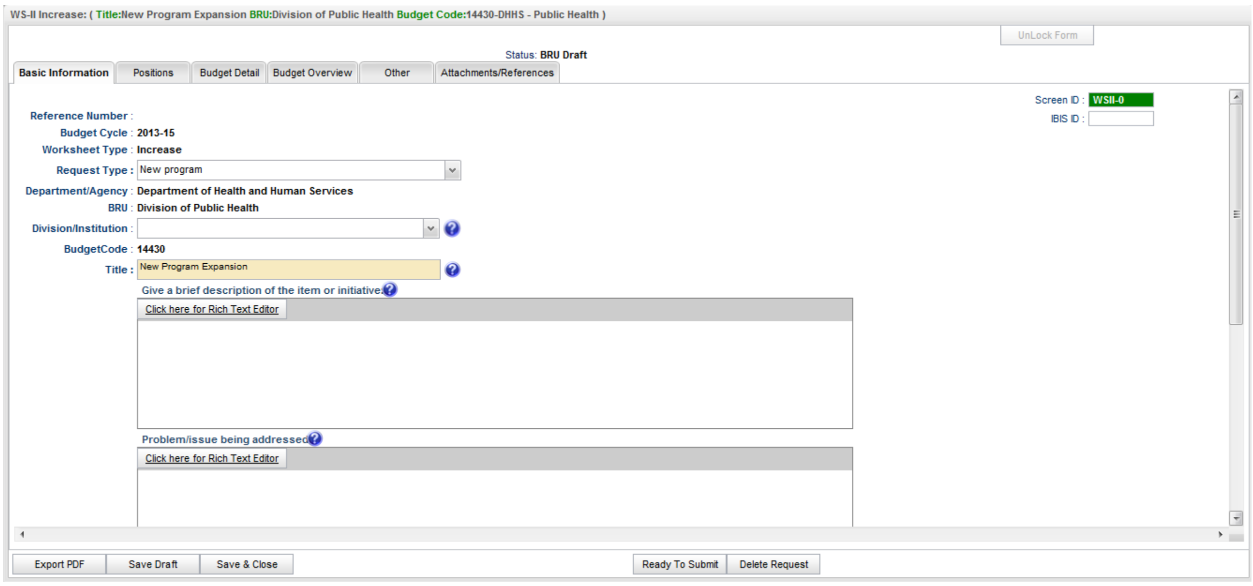
Click in the Request Title field. A flashing cursor will appear in the field. Type a title for the Worksheet II. As you type, the title will appear in the field.



Clicking on the Cancel button will close the window. Nothing will be saved and the Work Queue will reappear. If all entries are satisfactory and there is no need to cancel the form, bypass this step. Click on the Proceed button as shown below.

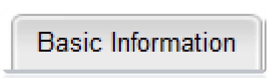


Once Proceed is clicked, a Worksheet II form will open as shown below. The form's six tabs (Basic Information, Positions, Budget Detail, Budget Overview, Other and Attachments/References) will appear in the upper left corner of the screen. To navigate to any of the tabs simply click on the appropriate tab title and that tab will appear.



This user guide will only address the first five tabs. The Attachments/References tab's functionality is addressed in a different user guide.

Basic Information Tab



The Basic Information screen comes to the forefront since it is the default tab when creating a new or opening an existing form.

The information on the basic information tab is largely carried forward from the initialization screen when the form was first created, which includes the following non-editable fields – biennium, worksheet type, department/agency, BRU, and budget code.

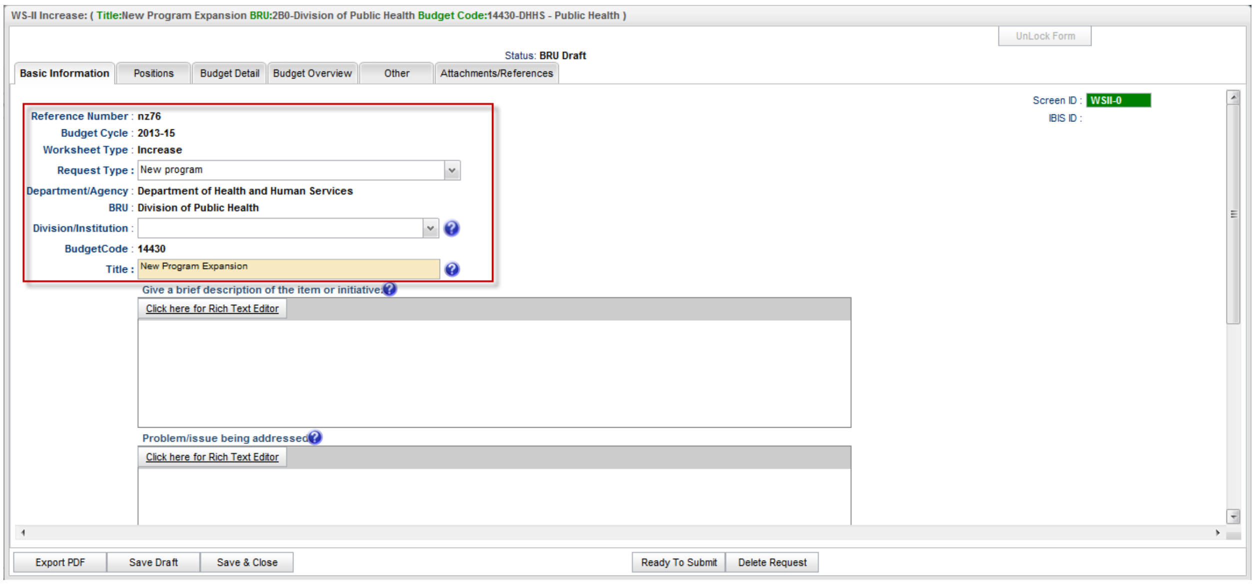
Biennium: The form shows the Budget Cycle selected in the initiation window.

Worksheet Type: The form shows the worksheet type selected in the initiation window.

Department/Agency: The form shows the Department/Agency that is associated with your IBIS ID.

BRU: The form shows the BRU associated with your IBIS ID and selected in the initiation window.

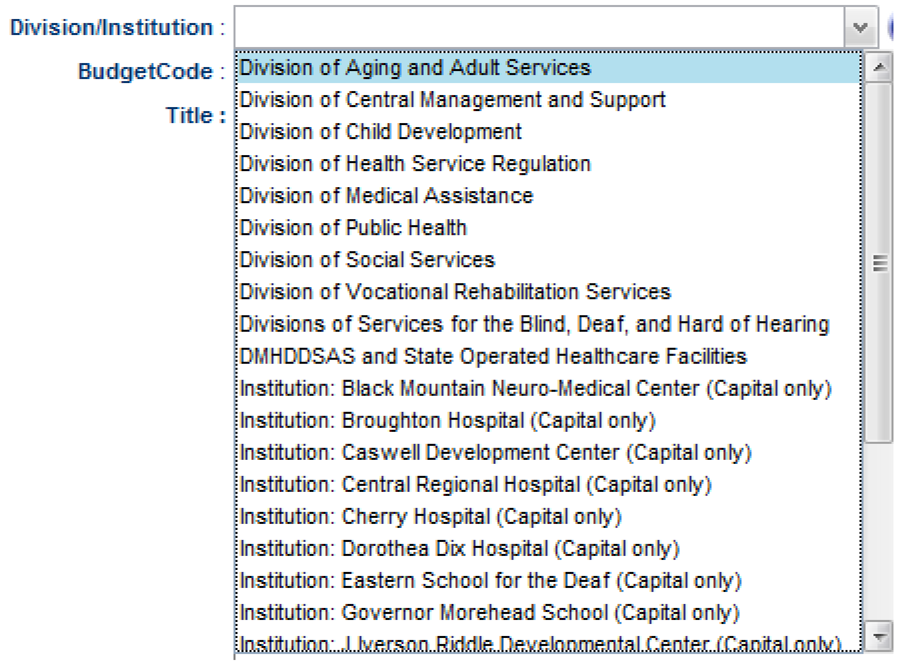
Budget Code: The form shows the Budget Code selected in the initiation window.



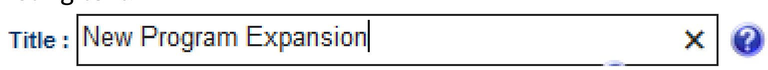
The form also includes a reference number. The reference number is assigned to a Worksheet II automatically by the system and is used for tracking purposes. Increase forms will begin with “CI” for change increase. Decrease forms will begin with “CD” for change decrease.

Review the editable request type field. Make any changes if necessary. The request type is what was selected on the New WSII Form - Basic Information window; however, this can be changed within the form if an incorrect selection was made.

Click on the dropdown arrow for the Division/Institution field. You will see a division/institution list for the selected Department/Agency and associated help text display. Select the appropriate choice based on your Worksheet II. Note that this is optional for DHHS and universities and some agencies may not have division options. If a selection is made, you will see that selection display in the field and the list will disappear.



Verify that the title is showing correctly in the Title field. You can change the title by clicking in the field and editing the existing text.

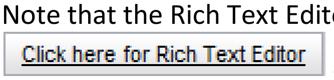


Click in the "Give a brief description of the item or initiative" field. After clicking in the field, you will be able to enter text to describe your Worksheet II item.

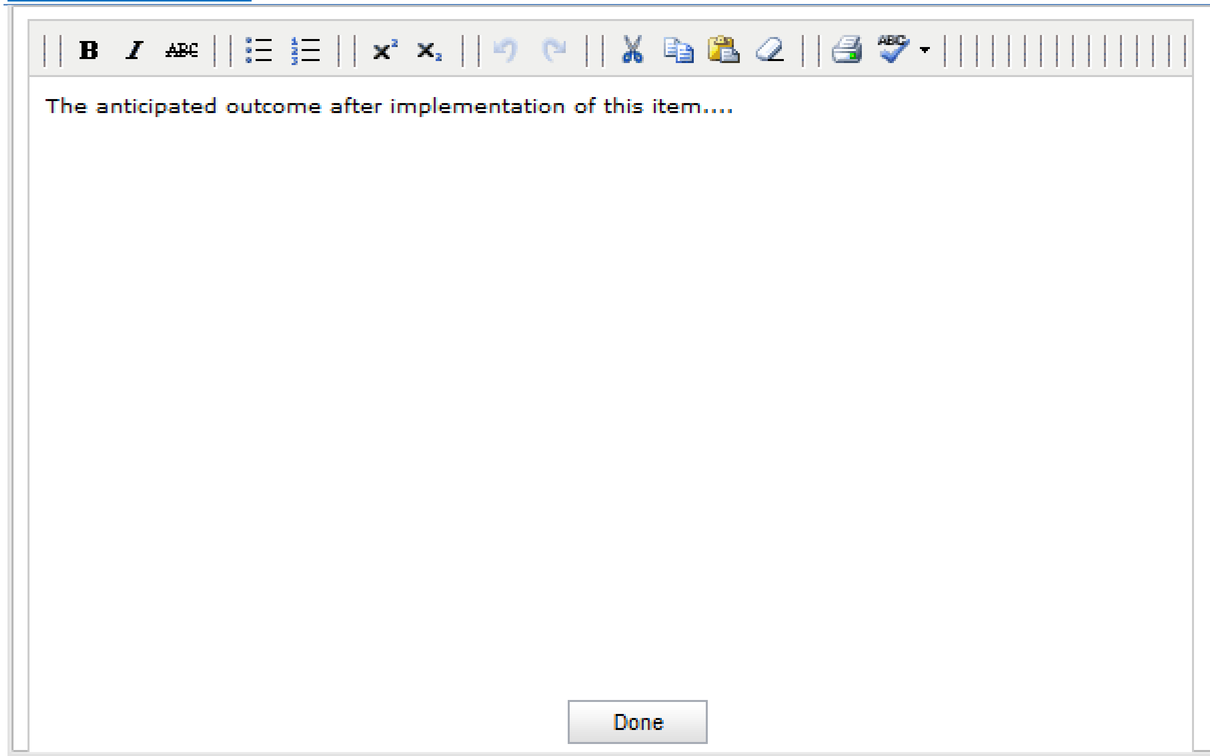
Click in the "Problem/issue being addressed" field. (Note: This will not be on a Worksheet II Decrease form. Instead there will be a question about necessary changes in operations.) After clicking in the field, you will be able to enter text to explain the problem/issue being addressed by your Worksheet II item (or, in the case of a reduction, any necessary changes in operations).

Click in the “Anticipated outcome/impact after implementation of changes” field. After clicking in the field, you will be able to enter text to explain the anticipated outcome after implementation of your Worksheet II item.

Click in the Relation to agency goals and agency key indicators field. (Note: This will not be on a Worksheet II Decrease form.) After clicking in the field, you will be able to enter text to explain the Worksheet II’s relation to agency goals and key agency indicators.

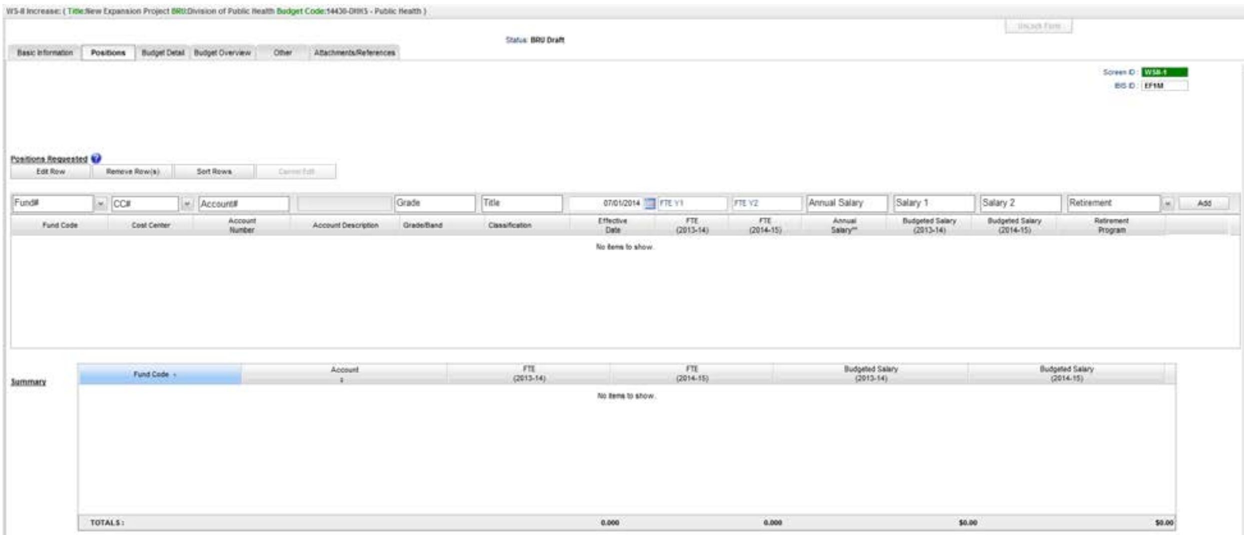
Note that the Rich Text Editor feature can be used in any of the text boxes to adjust formatting. Click the icon 

and the window shown below will appear. This will allow a user to do several formatting changes, including bolding text, using bullet points, and numbers. Text can also be copied and pasted in the text fields from other applications such as Microsoft Word, which will preserve formatting from that application.


The anticipated outcome after implementation of this item....
Done

Positions Tab

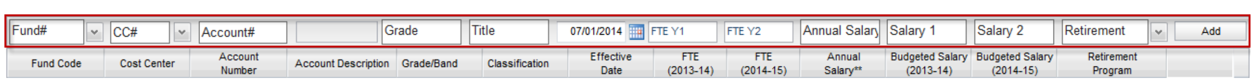
Click on the Positions tab at the top of the form to bring the positions tab to the forefront. If the Worksheet II form being developed includes changes to positions, information regarding such positions should be filled out on this tab.



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

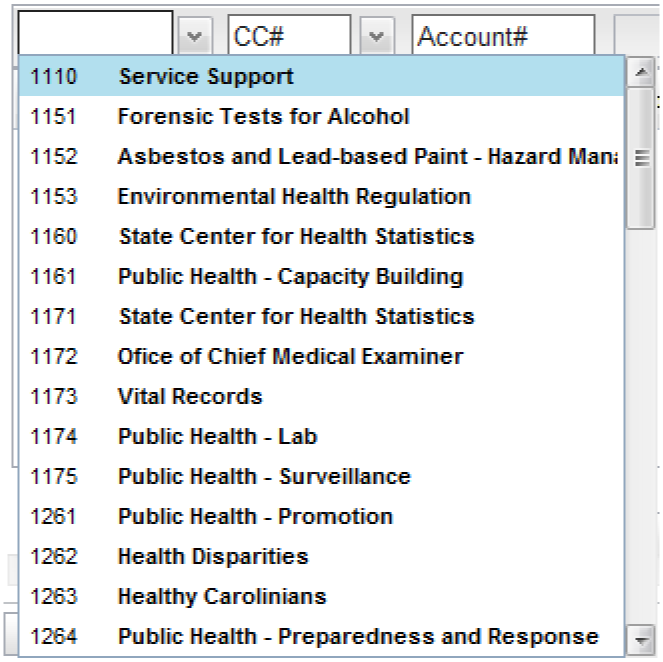
Note: The above buttons can only be utilized once rows have been created. Since this guide creates a new Worksheet II form, adding rows will be discussed first and then describe the functionality associated with these buttons.

The data entry row highlighted below is used to add a row to the position table.

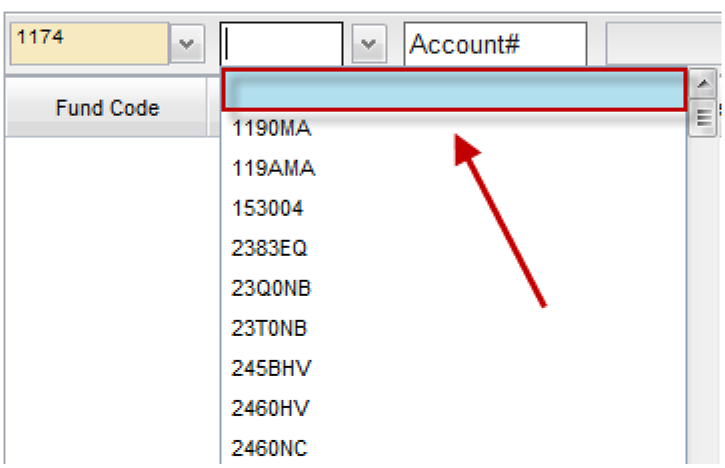


The following fields are required information on a Worksheet II form: Fund, Cost Center (defaults to blank), Account Number, Grade, Classification, FTE Y1/FTE Y2 (as applicable), Annual Salary, Salary 1, Salary 2, and Retirement Program.

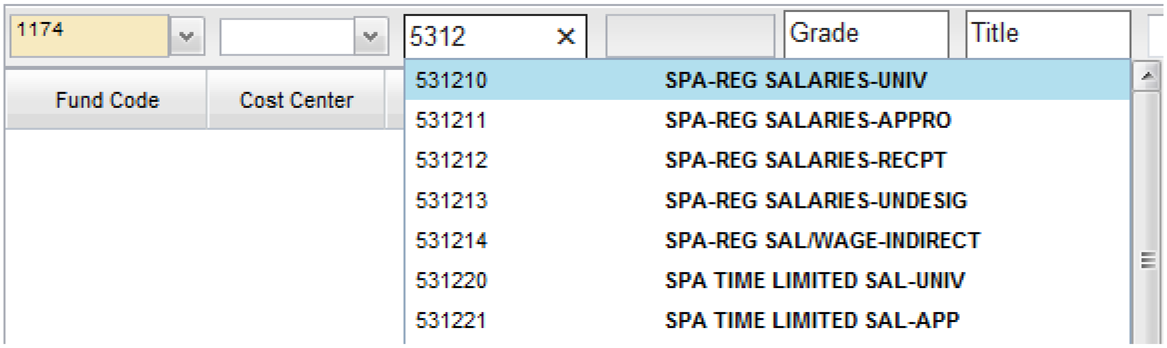
Fill in the fields in the order they appear in the row. The Fund# provides a dropdown list and a fund code can be selected from the dropdown list or typed in manually.



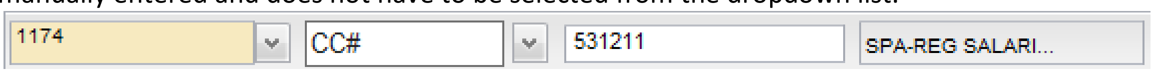
Entering a Cost Center is an optional. The Cost Center dropdown list will only display values if the Department/Agency uses Cost Centers; otherwise, no data will be displayed. If no cost center is associated with a Worksheet II, this field can be bypassed because the form defaults to a blank cost center as highlighted below.



The Account field will present a list of accounts once the user has entered three digits into the field as shown below. Accounts are numerous so the system allows you to narrow the list down by entering the first few digits, or the full account code can be manually entered (typed) in the field.

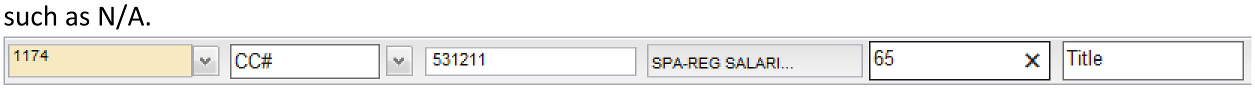


Select the appropriate Account Code. The selection will populate the form and the list will disappear. Selection of an Account Code will also cause the adjacent Account Code name field to populate. An account can also be manually entered and does not have to be selected from the dropdown list.

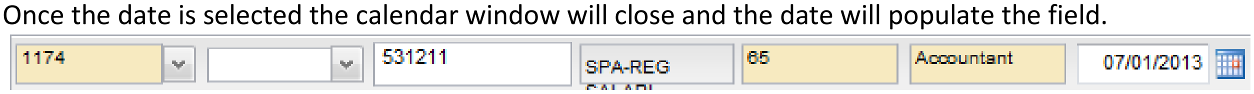


Click in the Grade/Band field to make the field editable. A cursor will appear that allows for a grade/band to be typed in the field. Enter grade information into the field. If entering information for reserve accounts 537xxx, you may enter text such as N/A.

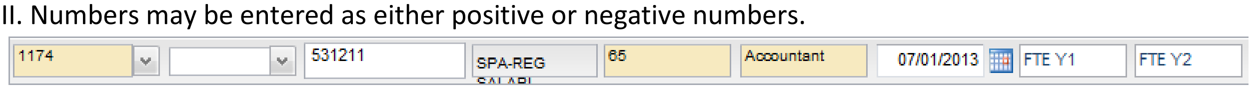
Click in the Classification Title field to make the field editable. A cursor will appear that allows for a classification to be typed in the field. If entering information for reserve accounts 537xxx, you may enter text such as N/A.



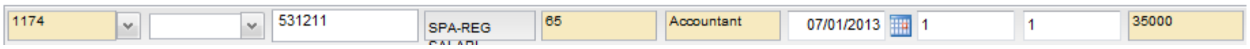
The Effective Date is the next field. If you need to change the effective date, click the calendar icon. A calendar will appear where you can select the appropriate date for the positions associated with your Worksheet II. Once the date is selected the calendar window will close and the date will populate the field.



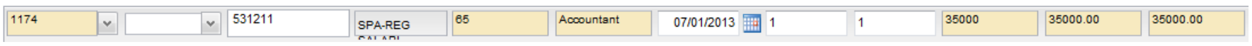
In the next two fields, FTE Y1 and FTE Y2, enter the number of positions that are requested for the Worksheet II. Numbers may be entered as either positive or negative numbers.



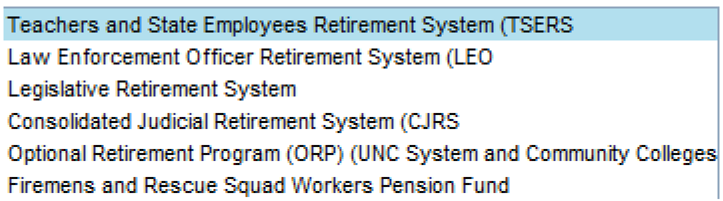
Click in the Annual Salary field and enter the annual salary appropriate for position associated with your Worksheet II.



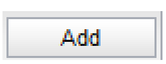
Click in the Budgeted Salary 2013-14 field. You will see the field auto-calculate with a number that reflects the FTE multiplied by the annual salary. You will also see the Budget Salary 2014-15 field auto-calculate using the same calculation. This will be prorated if an effective is after July 1. If necessary, change the budgeted salary in either the 2013-14 or 2014-15 fields.



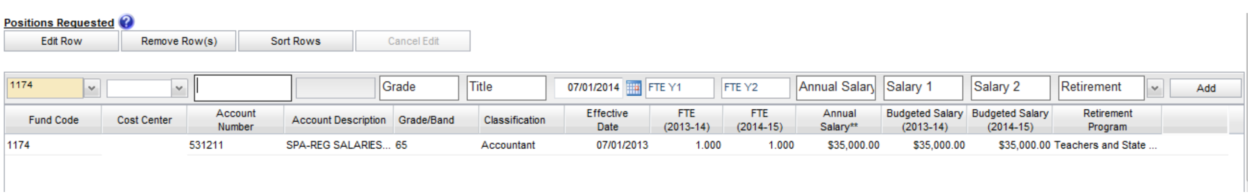
Click the Retirement Program field. Click on the dropdown arrow to see a list of all state retirement programs for selection. Make the appropriate selection from the list and this will populate the field.



Click the Add button and the row will populate the positions grid, clearing the fields for entry of another row. The data entry row fields will retain the data entered for Fund Code and Cost Center in order to reduce the number of entries the user must provide 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.

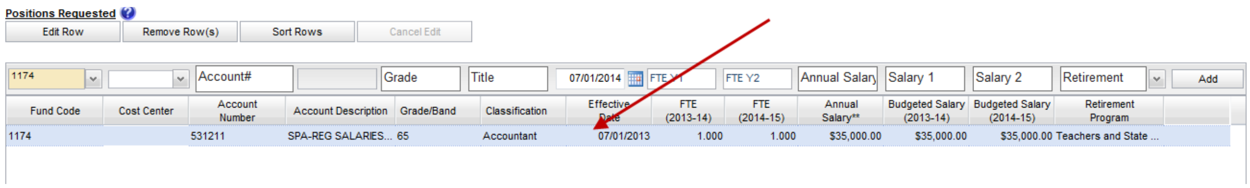


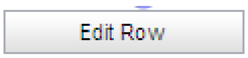
When the Add button is clicked, the position data will be added to the table as shown below.



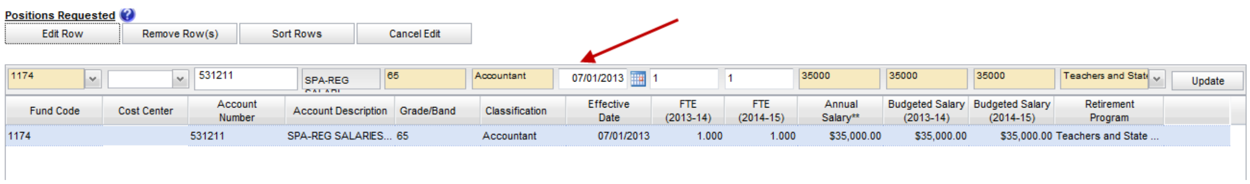
Repeat the above process to add all the position rows necessary for the budget revision form being created.

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

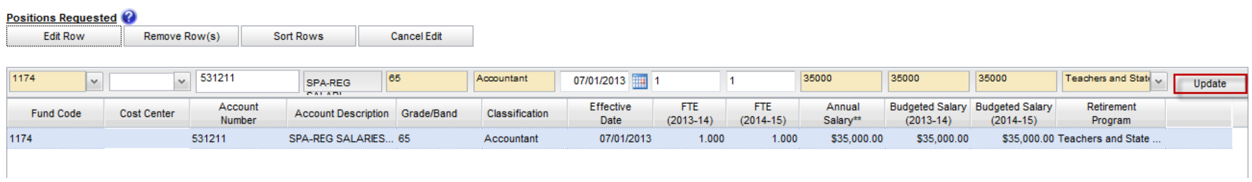


Click on the Edit Row button 

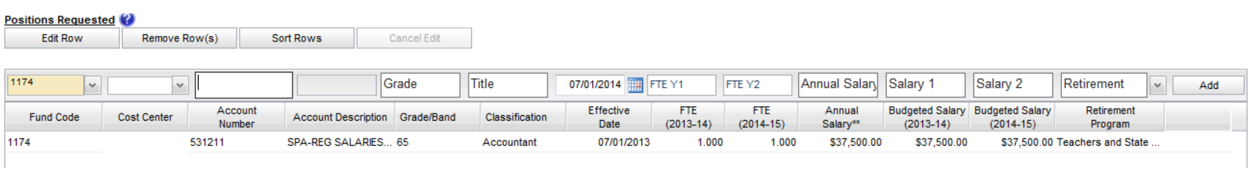
and the data in the selected row will populate the Edit/Add row line at the top of the grid as show below. Note: You can also double click the row and it will populate the Edit/Add row line.



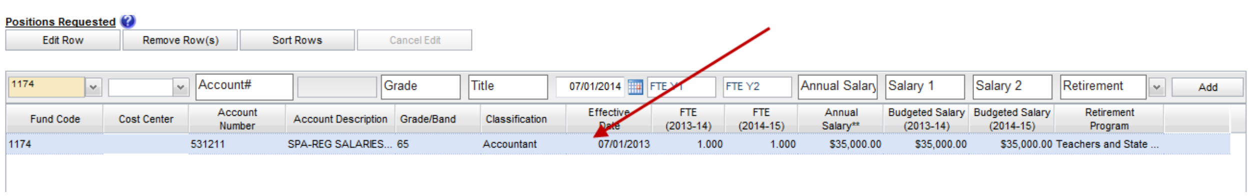
When a row has been selected for edit, changes to any of the data previously entered are allowed. To save changes, the Update Button at the end of the row must be clicked.



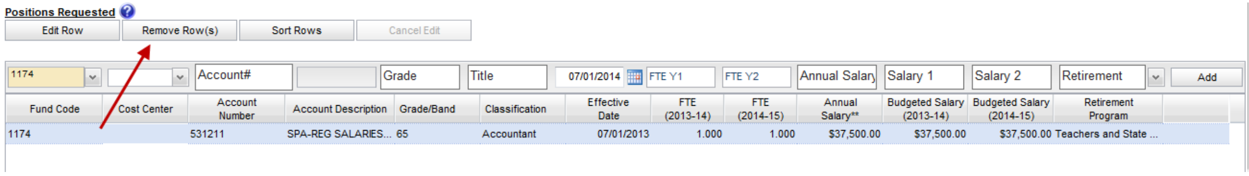
Once Update has been clicked, the add/update row will clear (except for the Fund Code and Cost Center fields) and the updated data will show in the grid below.



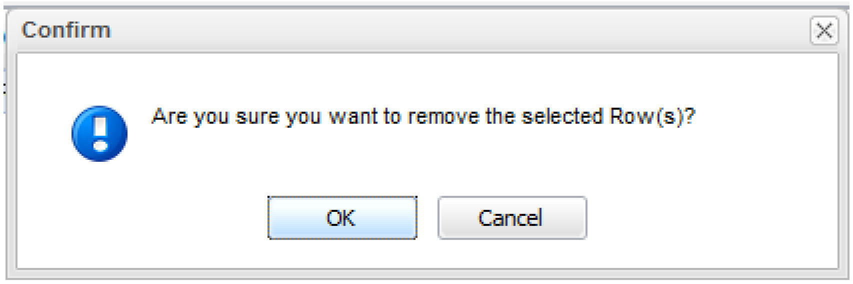
To delete a row that has been entered, click on a row to highlight it.



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

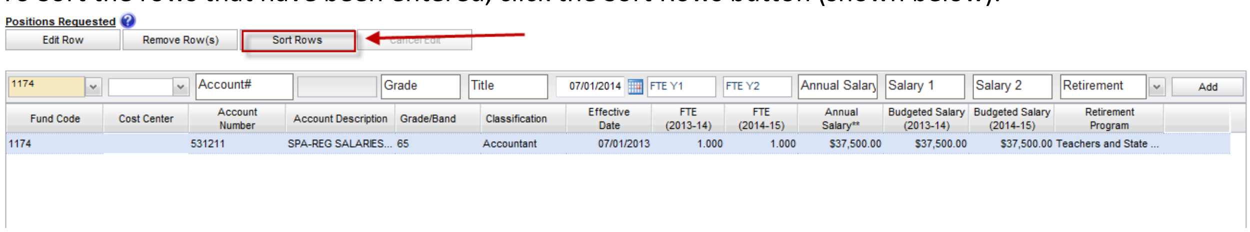


When the Remove Row button is clicked, the follow window will appear.



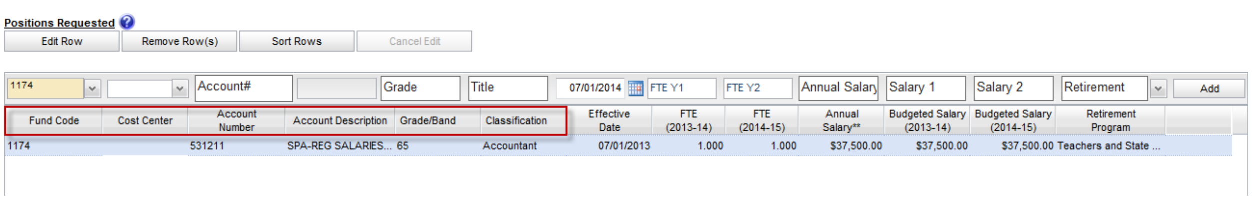
To cancel the deletion, click the Cancel button. To complete the deletion, click the OK button.

To Sort the rows that have been entered, click the Sort Rows button (shown below).

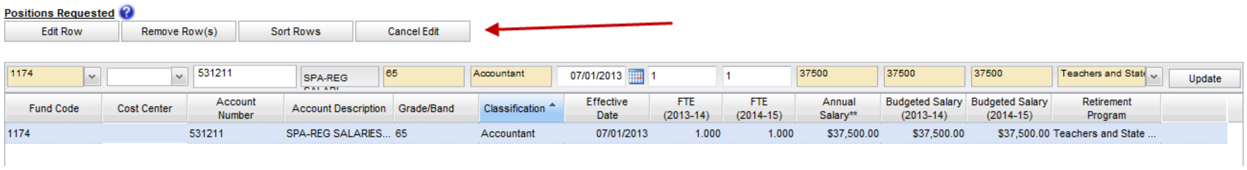


The rows will sort in Fund Code, Cost Center, Account Number order, ascending. Click a second time and they will resort in descending order.

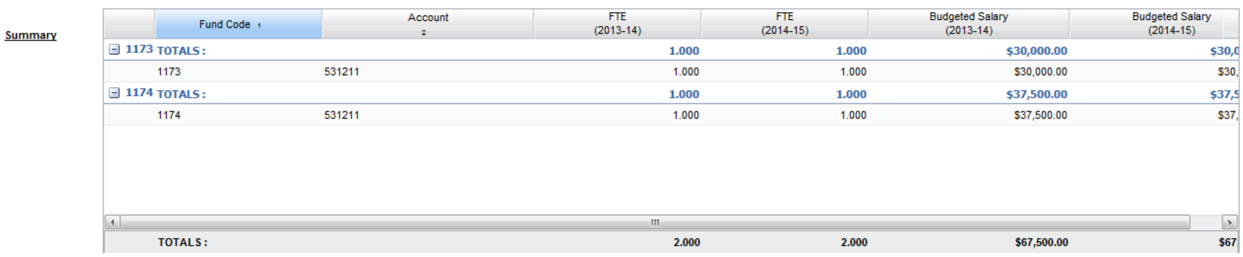
Note: There is also a built-in sort for Fund Code, Cost Center, Account Number, Account Description, Grade/Band, and Classification that will sort ascending or descending when the column header is clicked as shown below.



If a row has been selected for edit by highlighting and clicking the Edit Row but then no edit is necessary, click the Cancel Edit to clear the Add/Edit row and return the selected row to the grid without changes.

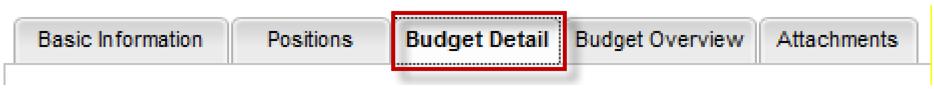


At the bottom of the Positions tab a summary table is displayed. The summary information is pulled from the data entered above in the Positions Requested table and none of the data in the summary is editable. Any changes to the Summary information must be made by editing the data in the Positions Requested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

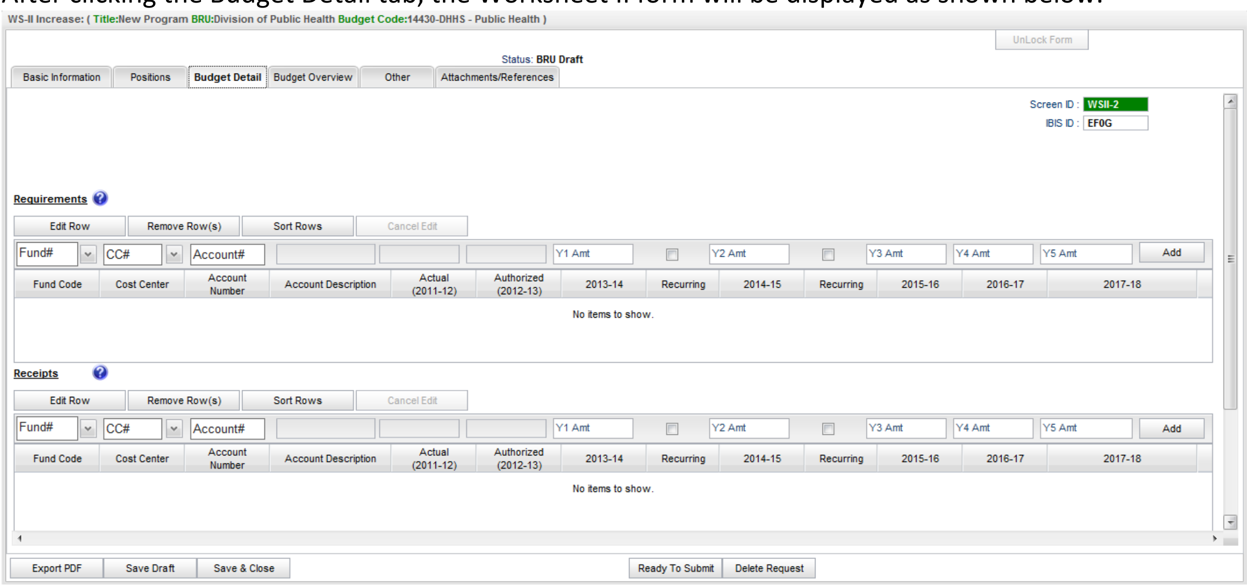


Budget Detail Tab

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

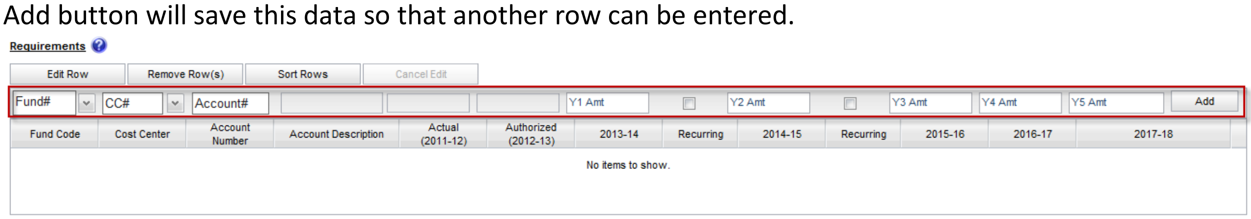


After clicking the Budget Detail tab, the Worksheet II form will be displayed as shown below.

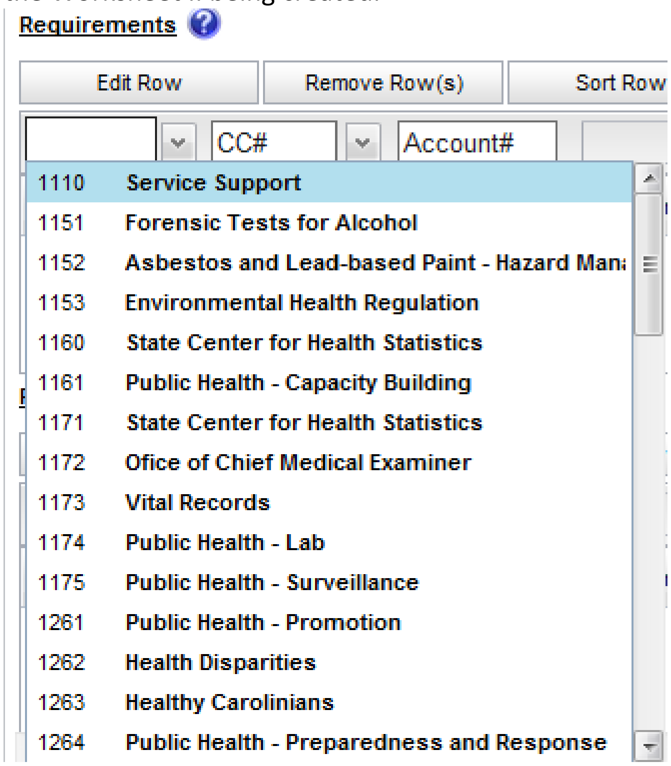


Inserting rows in the Requirements and Receipts sections of the Worksheet II form works in the same fashion as inserting rows on the Positions tab. In the Requirements section, there are four buttons that appear first: Edit Row, Remove Row(s), Sort Rows and Cancel Edit. These functions are only utilized when rows have been entered into the form so the data entry function will be explained first. Since this functionality has already been described in this user guide, please refer to the previous section on page 18 for instruction.

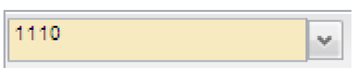
To add a row of data for a requirement on the budget revision form, focus on the data entry row directly below the buttons mentioned above. The fields in this row are editable, and when the end of the row is reached, the Add button will save this data so that another row can be entered.



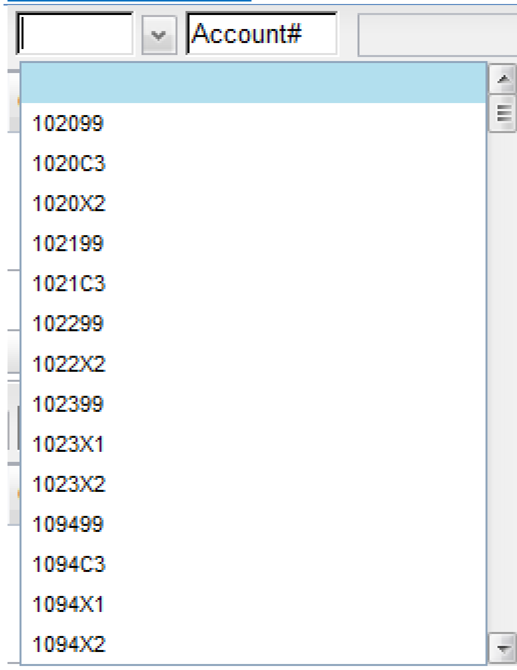
The Fund field contains a dropdown list that displays fund codes available for the budget code associated with the Worksheet II being created.



Select the fund from the list for the Worksheet II form being created. The selected fund will populate the field and the dropdown list will disappear. The fund code can also be typed in manually.

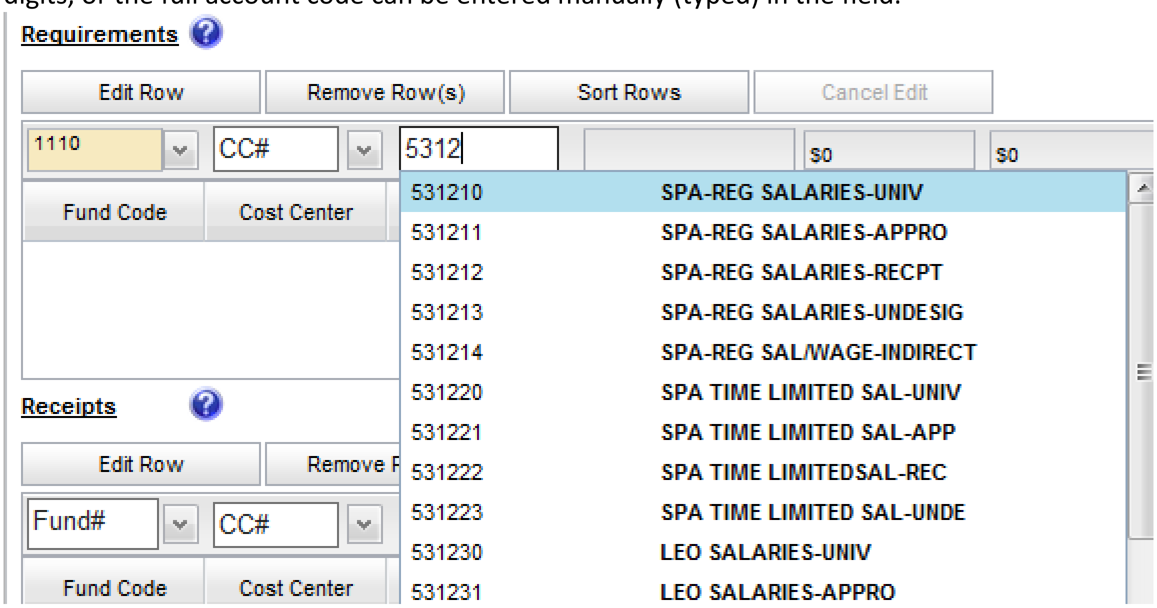


Cost Center is an optional field and the Cost Center dropdown list will only display values if the Department/Agency uses Cost Centers. This field can be bypassed if desired because the form defaults to a blank cost center as highlighted below.



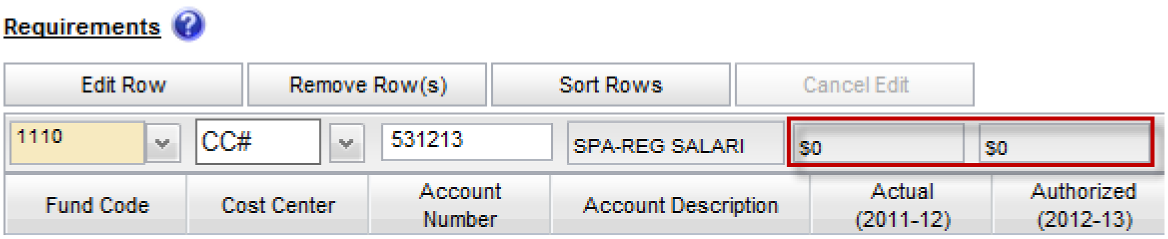
If necessary, select the desired Cost Center from the dropdown list. It will populate the field and the dropdown list will disappear. The Cost Center can also be typed in manually.

The Account field will present a list of accounts once the user has entered three digits into the field as shown below. Accounts are numerous so the system allows you to narrow the list down by entering the first few digits, or the full account code can be entered manually (typed) in the field.



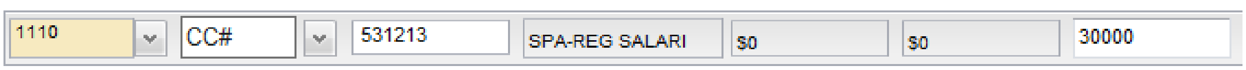
Select the desired account from the list or type in the account number manually. It will populate the field and the dropdown list will disappear. By selecting/entering the account number, the associated account description will also populate the adjacent field.

The next two fields are non-editable fields designed to provide broader context and more information on the form. The IBIS system will populate both the prior year actual field and the current authorized field.



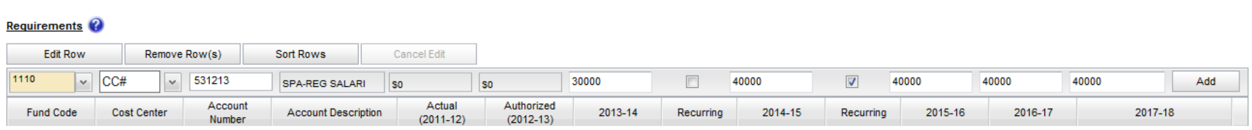
For a Short Session Worksheet II, the Y1 amount will be inactive.

For a Long Session Worksheet II, click in the 2013-14 field to enter the amount appropriate from the Worksheet II for the account.

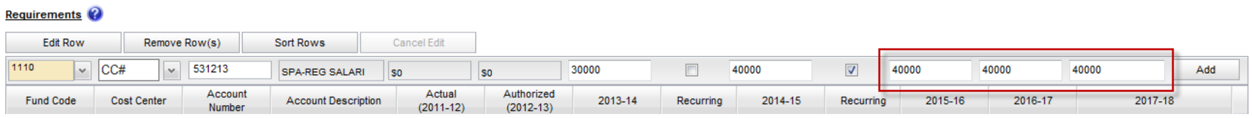


If this a recurring amount, you can click the checkmark box and all out years will populate with your entered data for 2013-14 and the second recurring check mark is disabled. If you uncheck the first recurring box, the amounts remain in the out years but the second recurring checkmark box becomes active. This will allow you to modify the second year amount and the amount that is made recurring in the out years.

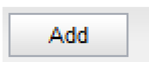
Click in the 2014-15 field. You can edit the amount. If you had selected the recurring checkbox, this field will have been pre-populated for you but it remains editable. Note: If you checked the first recurring box, then the second recurring box is disabled. However, if you did not select the first recurring checkbox, then you'll be able to select recurring at this point. If selected, you will see the out years populate with data.



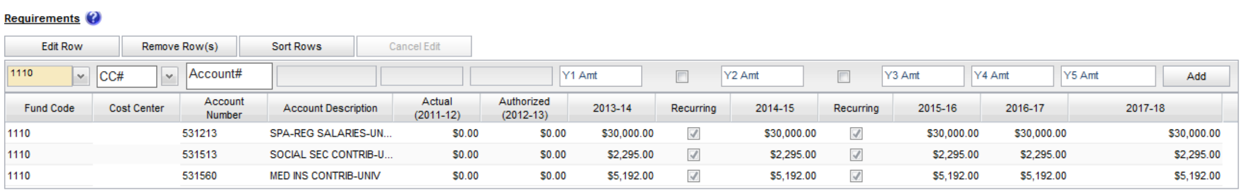
Review the data entered in the out years (in the example 2015-16 to 2017-18). If it is pre-populated and correct, you will not need to enter any data. If you need to make adjustments, click in any field and enter the appropriate amount. All fields are editable.



When all data has been entered for a 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 information will be retained).

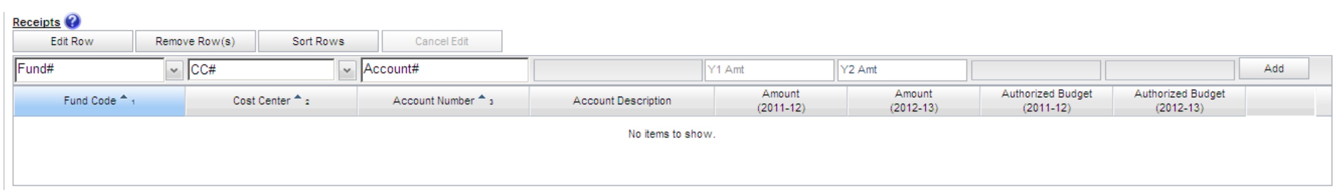


Add as many rows of requirements as appropriate to complete the Worksheet II form. Once the first row is added, the fund code and cost center codes will pre-populate with the choices made when entering that first row to help quicken the entry of subsequent rows. If these values are not appropriate for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



Fund Code	Cost Center	Account Number	Account Description	Actual (2011-12)	Authorized (2012-13)	2013-14	Recurring	2014-15	Recurring	2015-16	2016-17	2017-18
1110		531213	SPA-REG SALARIES-UN...	$0.00	$0.00	$30,000.00	✓	$30,000.00	✓	$30,000.00	$30,000.00	$30,000.00
1110		531513	SOCIAL SEC CONTRIB-U...	$0.00	$0.00	$2,295.00	✓	$2,295.00	✓	$2,295.00	$2,295.00	$2,295.00
1110		531560	MED INS CONTRIB-UNIV	$0.00	$0.00	$5,192.00	✓	$5,192.00	✓	$5,192.00	$5,192.00	$5,192.00

The Add/Edit Row(s) functionality for Receipts is identical to the Requirements functionality and therefore each step will not be replicated here. Since this functionality has already been described in this user guide, please refer to the previous section for instruction.

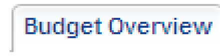


When Requirements and/or Receipts entries are entered into the Worksheet II form, the data populates the Summary table at the bottom of the Budget Detail tab. The Summary table will add all Requirements and Receipts entered in this form and calculate the Appropriation amount.

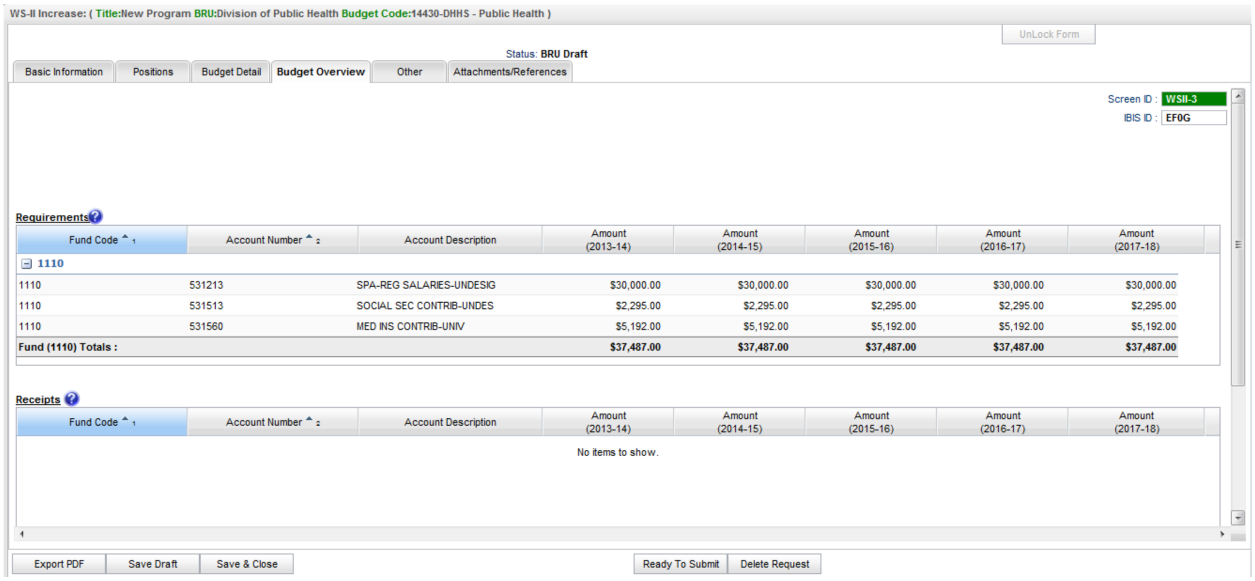
Summary

	Actual (2011-12)	Authorized (2012-13)	2013-14	2014-15	2015-16	2016-17	2017-18
Total Requirements	$0.00	$0.00	$37,487.00	$37,487.00	$37,487.00	$37,487.00	$37,487.00
Total Receipts	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Appropriation	$0.00	$0.00	$37,487.00	$37,487.00	$37,487.00	$37,487.00	$37,487.00

Budget Overview Tab

Move to the top of the Worksheet II form and click on the Budget Overview tab 

to bring that portion of the form to the forefront.

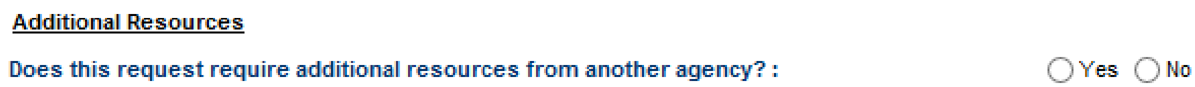


The Budget Overview tab is a read only tab that reflects the data entered on the Budget Detail screen and it shows summaries by fund. None of the data on this tab is editable.

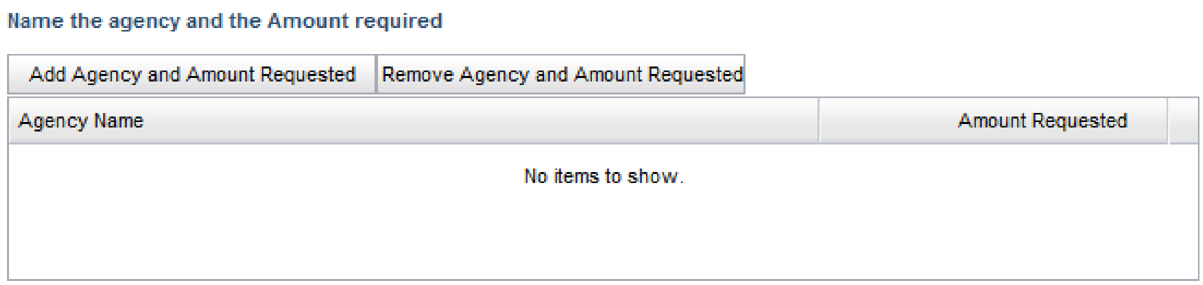
Other Tab

Move to the top of the Worksheet II form and click on the Other tab Other to bring that portion of the form to the forefront. This section asks additional questions about the Worksheet II request.

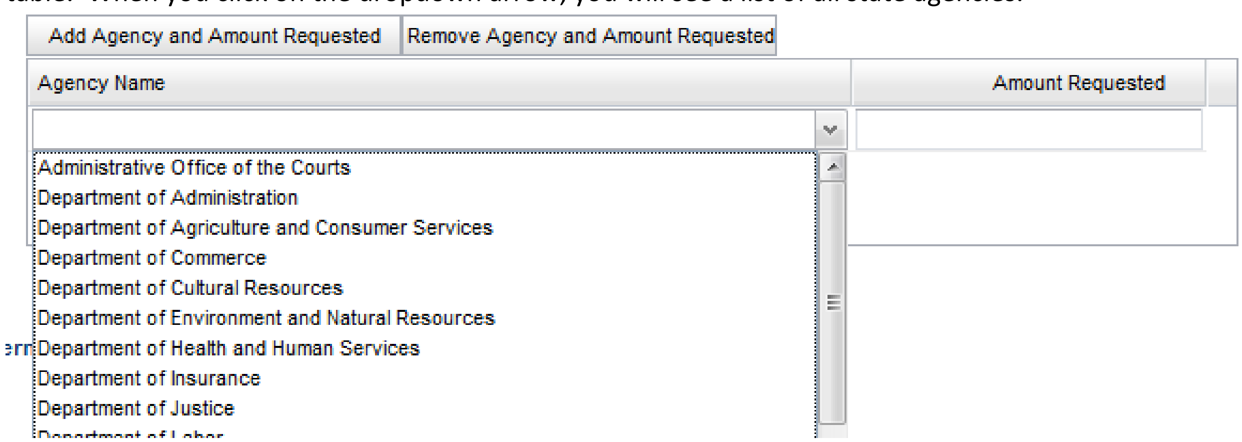
The first question of this section is the following: Does this request require additional resources from another agency? Answer "Yes" or "No" to the question.



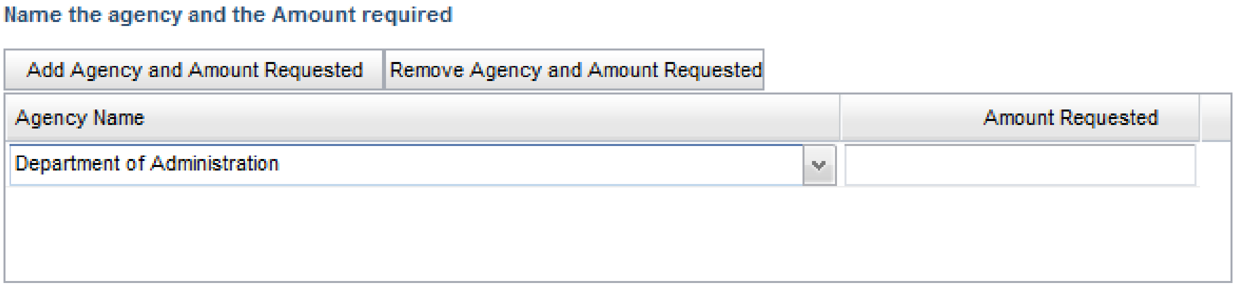
When answering "Yes," a table seeking more information will appear as shown below.



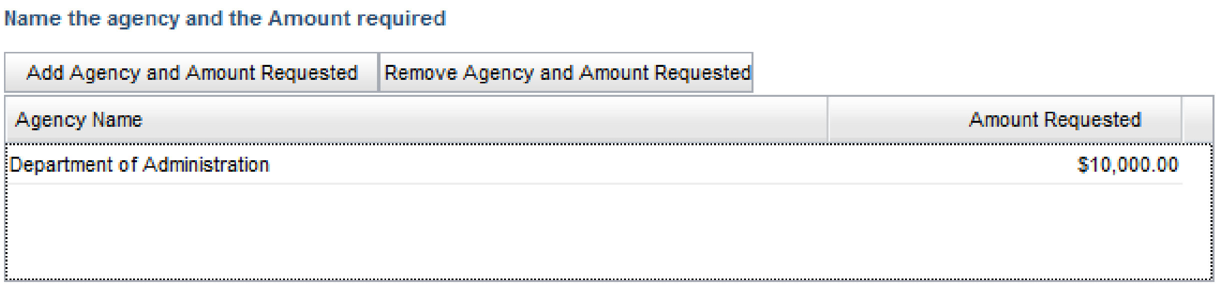
To add information to the table, click "Add Agency and Amount Requested." This will add a new row to the table. When you click on the dropdown arrow, you will see a list of all state agencies.



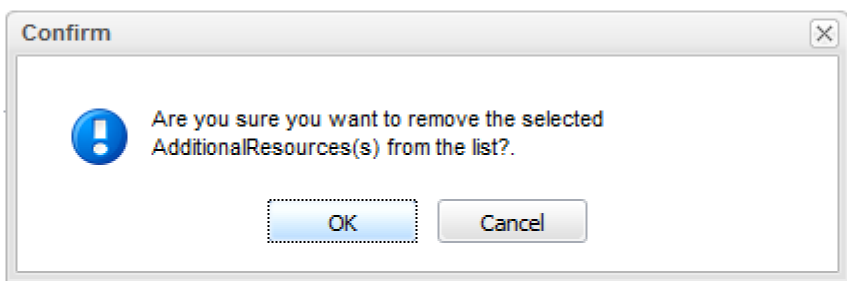
Select an agency from the list and you will see your selection populate the table.



Click in the “Amount Requested” field and enter the amount for the Worksheet II. Hit enter when complete and the amount will be formatted and added to the table.



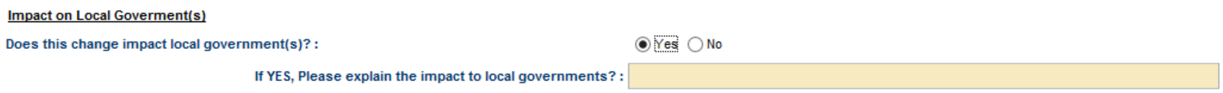
Add as many rows as necessary. To remove a row, clicked on the desire row and click the “Remove Agency and Amount Requested.” You will see a confirm window asking you if want to remove the selected item as shown below.



If you click “OK,” the item will be removed from the table. If you click “Cancel,” the item will remain in the table.

The second question of this section is the following: Does this change impact local government(s)? Answer "Yes" or "No" to the question.

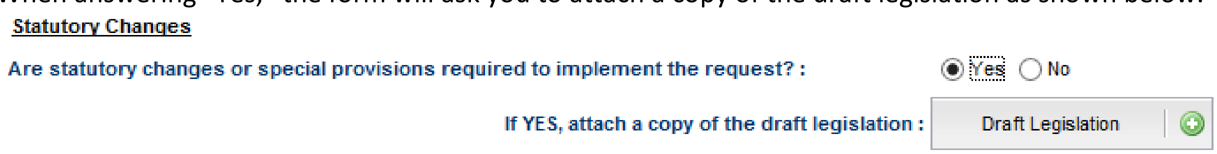
When answering "Yes," a field seeking more information will appear as shown below.



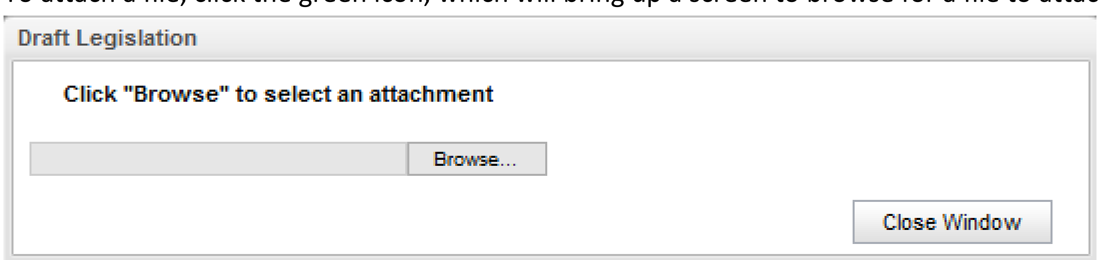
Click in the field and explain the impact to the local government(s).

The third question of this section is the following: Are there statutory changes or special provisions required to implement the request? Answer "Yes" or "No" to the question.

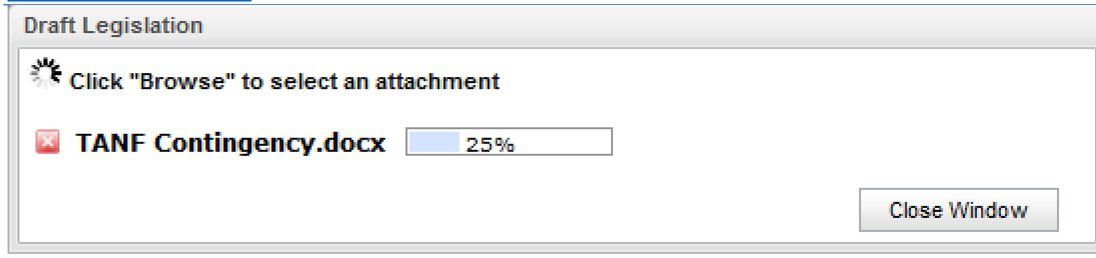
When answering "Yes," the form will ask you to attach a copy of the draft legislation as shown below.



To attach a file, click the green icon, which will bring up a screen to browse for a file to attach.



Click "Browse" and select a file to be upload. Once selected, the system will track progress of the upload as shown below.

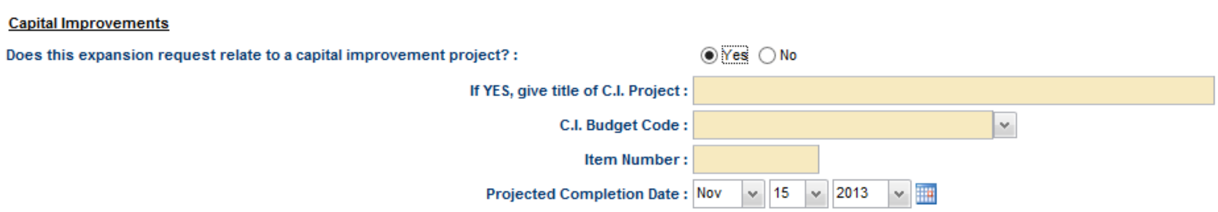


Once uploaded, the system will change the icon from green to red and display the file's title as shown below.

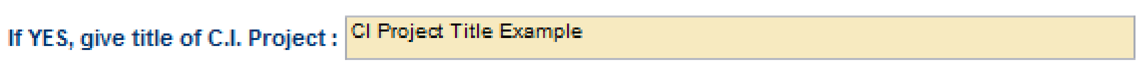
To remove the file, click on the following icon  and click OK when asked if you are sure you want to delete the file.

The fourth question of this section is the following: Does this expansion request relate to a capital improvement project? Answer "Yes" or "No" to the question.

When answering "Yes," the form will prompt you to fill out multiple fields to provide more information about the capital project as shown below.

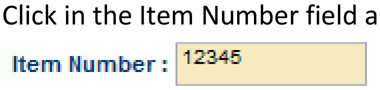


Click in the If YES, give title of C.I. Project field and enter a title.



Click on the dropdown arrow next to the C.I. Budget Code field. You will see a list of budget codes. Select the appropriate budget code.

Click in the Item Number field and enter the number.



You can select the projected completion date by using the dropdown arrows next to the month/day/year or click on the calendar icon and select the appropriate date.

Projected Completion Date : Nov 15 2013

The fifth question of this section is the following: Does this request require additional space? Answer "Yes" or "No" to the question.

Space Requirements (G.S. 120-36.7 C)

Does this request require additional space? : Yes No

When answering "Yes," the form will prompt you to fill out multiple fields to provide more information about the space requirements as shown below.

Space Requirements (G.S. 120-36.7 C)

Does this request require additional space? : Yes No

Type of Space : Office Storage Other

Details	2013-14	2014-15	2015-16	2016-17	2017-18
Additional Square Footage Required	0	0	0	0	0
Estimated Cost of Space Requirements	$0	$0	$0	$0	$0

To indicate the type of space, select the bullet next to Office, Storage or Other.

Type of Space : Office Storage Other

To add information to the table for both "Additional Square Footage Required" and "Estimated Cost of Space Requirements," double click in the cell where you wish to enter information. When finished entering data into a field, hit enter or click in another field to enter more information.

Details	2013-14	2014-15	2015-16	2016-17	2017-18
Additional Square Footage Required	1200	0	0	0	0
Estimated Cost of Space Requirements	$3,000	$0	$0	$0	$0

The sixth question of this section is the following: Does this request require additional vehicles from the state motor pool? Answer "Yes" or "No" to the question.

Motor Pool Requirements

Does this request require additional vehicles from the state motor pool? : Yes No

When answering “Yes,” the form will prompt you to fill out an additional field about how many additional vehicles are necessary. Click in the field and enter the appropriate amount.

The seventh question of this section is the following: Does this request include an IT component? Answer “Yes” or “No” to the question.

When answering “Yes,” the form will prompt you to fill out an additional question about whether this project has been entered into the ITS PPM tool. Answer “Yes” or “No.”

The final tab of the Worksheet II form is the Attachments/References tab. This functionality is addressed in a separte user guide: Attachments and References.

Additionally, at the bottom of the 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. Use of these buttons is standard within the IBIS application and their functionality is covered in the "Form Workflow and PDF Overview User Guide."