

INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE

WORKSHEET II

TABLE OF CONTENTS

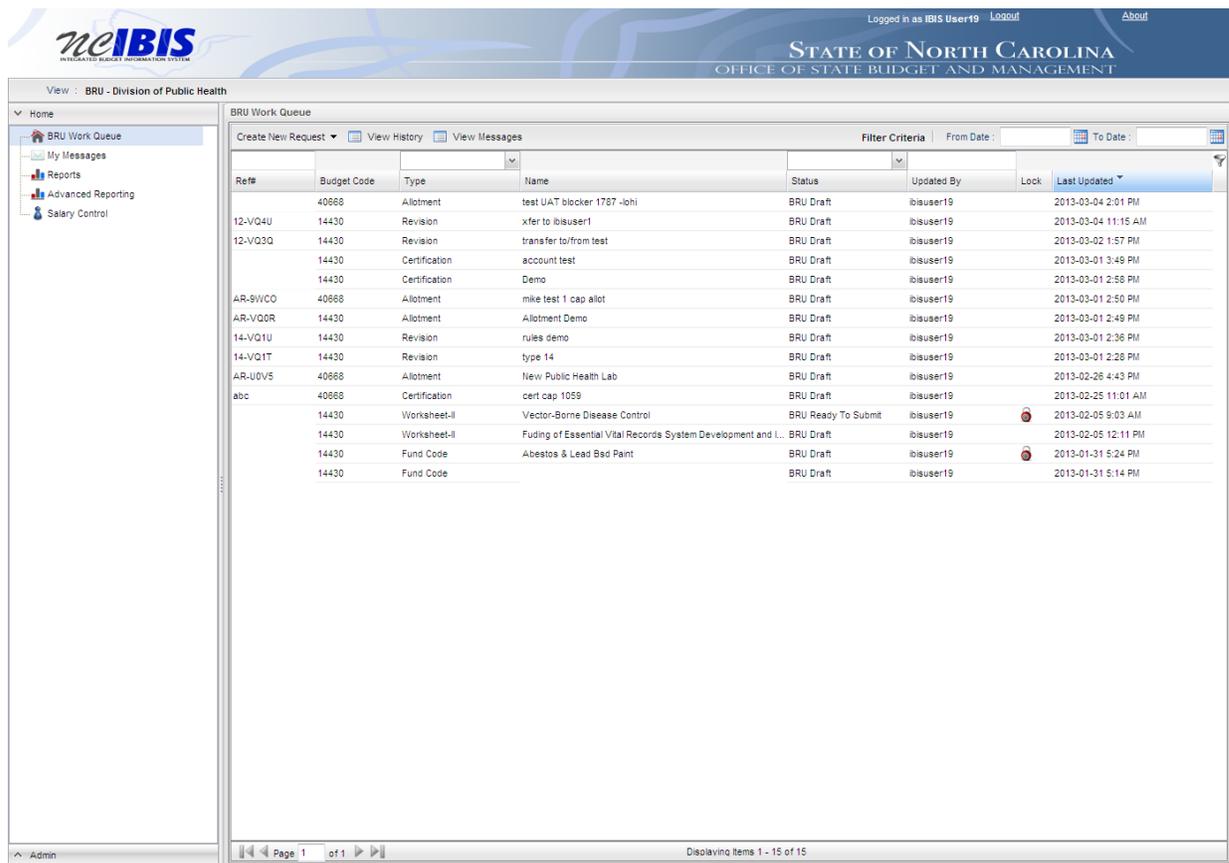
1. [Creating a Worksheet II](#)
2. [Basic Information Tab](#)
3. [Positions Tab](#)
4. [Budget Detail Tab](#)
5. [Budget Overview Tab](#)
6. [Other Tab](#)

PREFACE

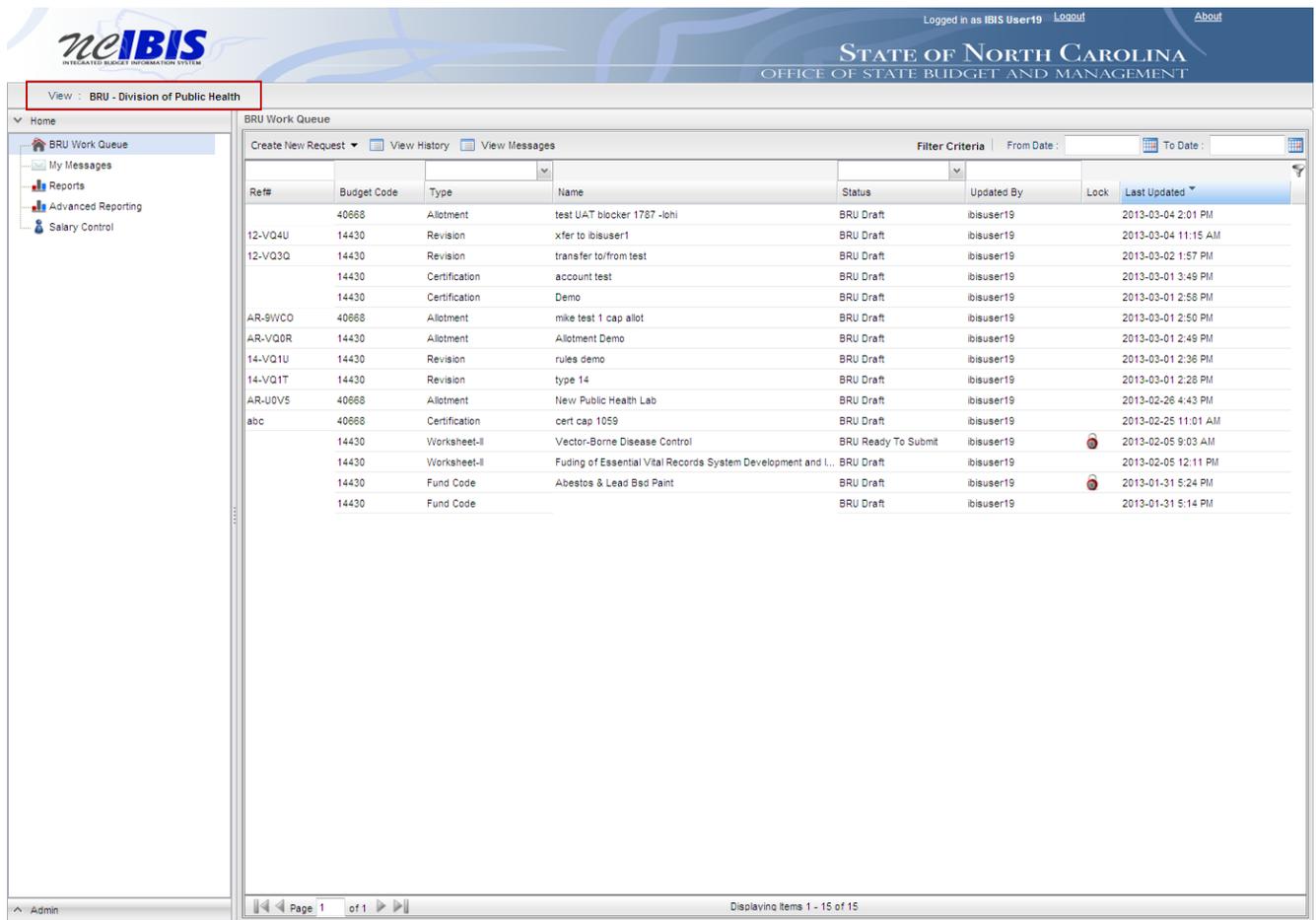
This training guide describes how to use IBIS to complete a Worksheet II form. For policy guidance, please consult instructions for preparation of the Governor’s recommended budget that are published before each budget cycle on OSBM’s website.

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.



View : BRU - Division of Public Health

BRU Work Queue

Create New Request View History View Messages

Filter Criteria From Date : To Date :

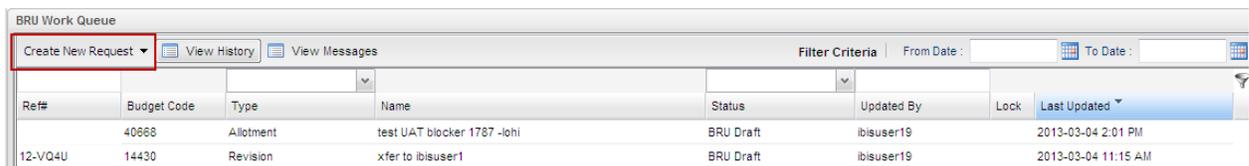
Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
	40668	Allotment	test UAT blocker 1787 -lohi	BRU Draft	ibisuser19		2013-03-04 2:01 PM
12-VQ4U	14430	Revision	xfer to ibisuser1	BRU Draft	ibisuser19		2013-03-04 11:15 AM
12-VQ3Q	14430	Revision	transfer to/from test	BRU Draft	ibisuser19		2013-03-02 1:57 PM
	14430	Certification	account test	BRU Draft	ibisuser19		2013-03-01 3:49 PM
	14430	Certification	Demo	BRU Draft	ibisuser19		2013-03-01 2:56 PM
AR-SWCO	40668	Allotment	mike test 1 cap allot	BRU Draft	ibisuser19		2013-03-01 2:50 PM
AR-VQ0R	14430	Allotment	Allotment Demo	BRU Draft	ibisuser19		2013-03-01 2:49 PM
14-VQ1U	14430	Revision	rules demo	BRU Draft	ibisuser19		2013-03-01 2:36 PM
14-VQ1T	14430	Revision	type 14	BRU Draft	ibisuser19		2013-03-01 2:28 PM
AR-UQV5	40668	Allotment	New Public Health Lab	BRU Draft	ibisuser19		2013-02-28 4:43 PM
abc	40668	Certification	cert cap 1059	BRU Draft	ibisuser19		2013-02-25 11:01 AM
	14430	Worksheet-II	Vector-Borne Disease Control	BRU Ready To Submit	ibisuser19		2013-02-05 9:03 AM
	14430	Worksheet-II	Funding of Essential Vital Records System Development and I...	BRU Draft	ibisuser19		2013-02-05 12:11 PM
	14430	Fund Code	Asbestos & Lead Bsd Paint	BRU Draft	ibisuser19		2013-01-31 5:24 PM
	14430	Fund Code		BRU Draft	ibisuser19		2013-01-31 5:14 PM

Page 1 of 1

Displaying Items 1 - 15 of 15

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.



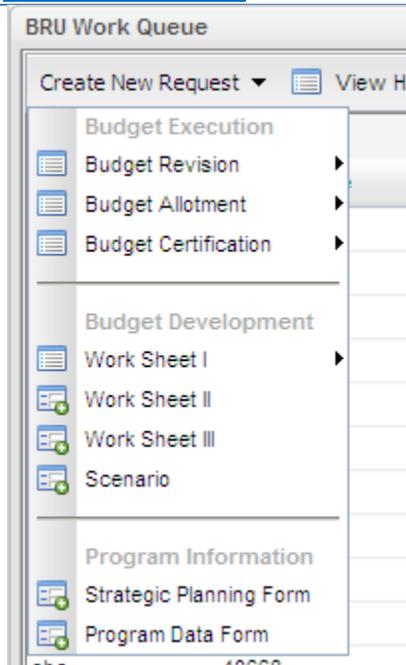
BRU Work Queue

Create New Request View History View Messages

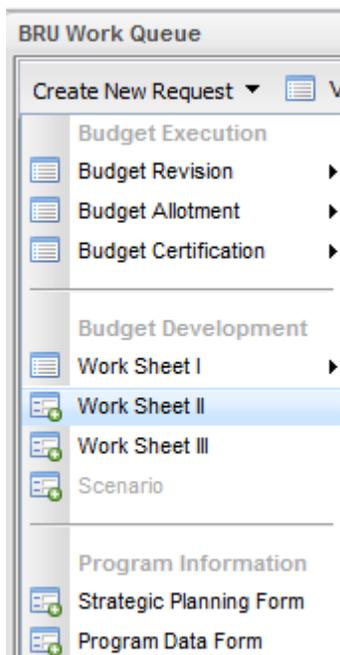
Filter Criteria From Date : To Date :

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
	40668	Allotment	test UAT blocker 1787 -lohi	BRU Draft	ibisuser19		2013-03-04 2:01 PM
12-VQ4U	14430	Revision	xfer to ibisuser1	BRU Draft	ibisuser19		2013-03-04 11:15 AM

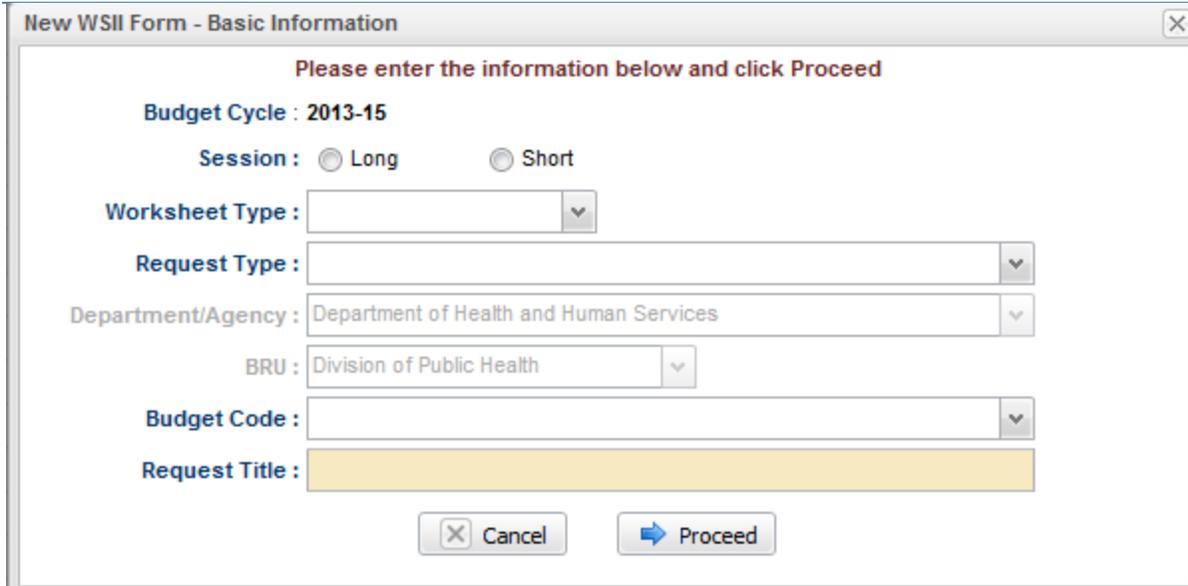
When you click on 'Create New Request', the drop-down will display the following options.



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.



New WSII Form - Basic Information

Please enter the information below and click Proceed

Budget Cycle : 2013-15

Session : Long Short

Worksheet Type : [dropdown]

Request Type : [dropdown]

Department/Agency : Department of Health and Human Services [dropdown]

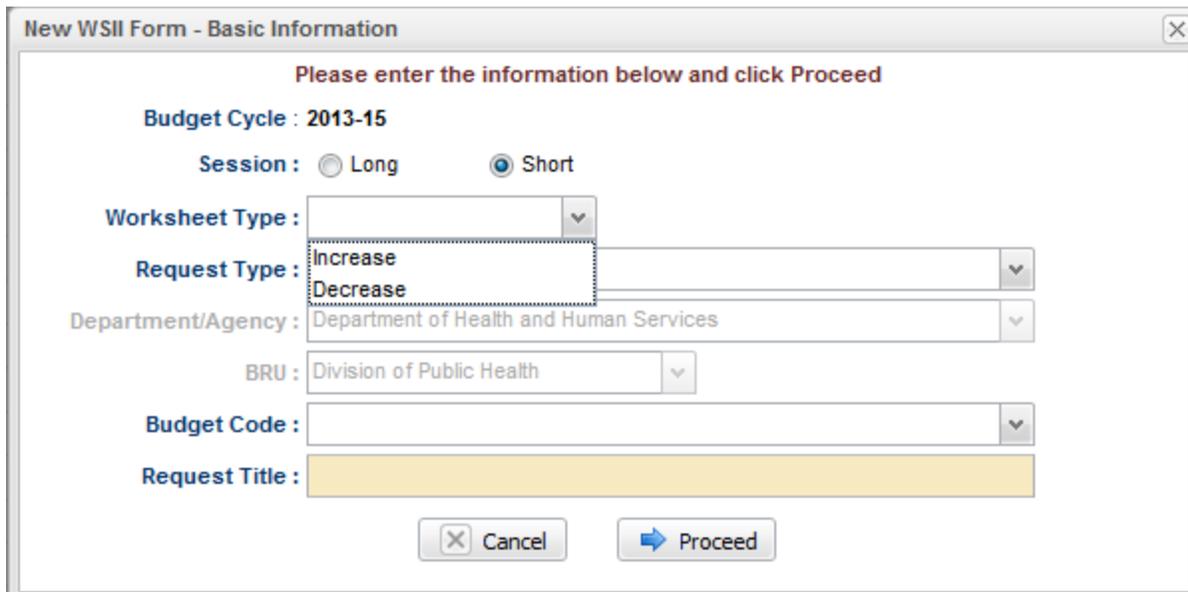
BRU : Division of Public Health [dropdown]

Budget Code : [dropdown]

Request Title : [text field]

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.



New WSII Form - Basic Information

Please enter the information below and click Proceed

Budget Cycle : 2013-15

Session : Long Short

Worksheet Type : [dropdown]

Request Type : [dropdown menu open showing Increase and Decrease]

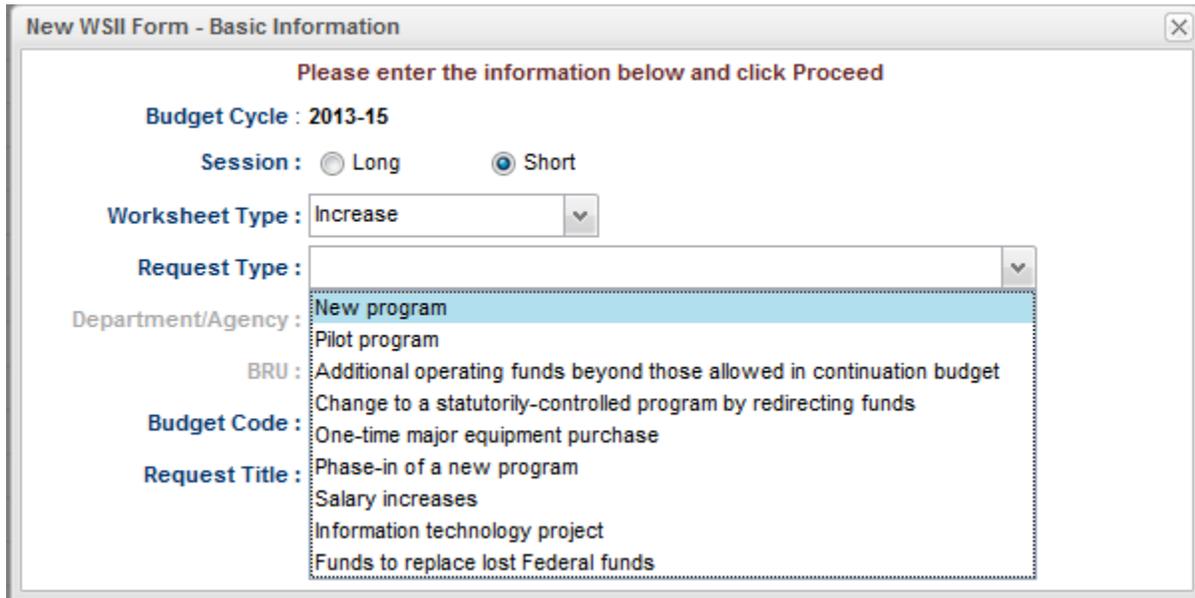
Department/Agency : Department of Health and Human Services [dropdown]

BRU : Division of Public Health [dropdown]

Budget Code : [dropdown]

Request Title : [text 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.



New WSII Form - Basic Information

Please enter the information below and click Proceed

Budget Cycle : 2013-15

Session : Long Short

Worksheet Type : Increase

Request Type :

Department/Agency :

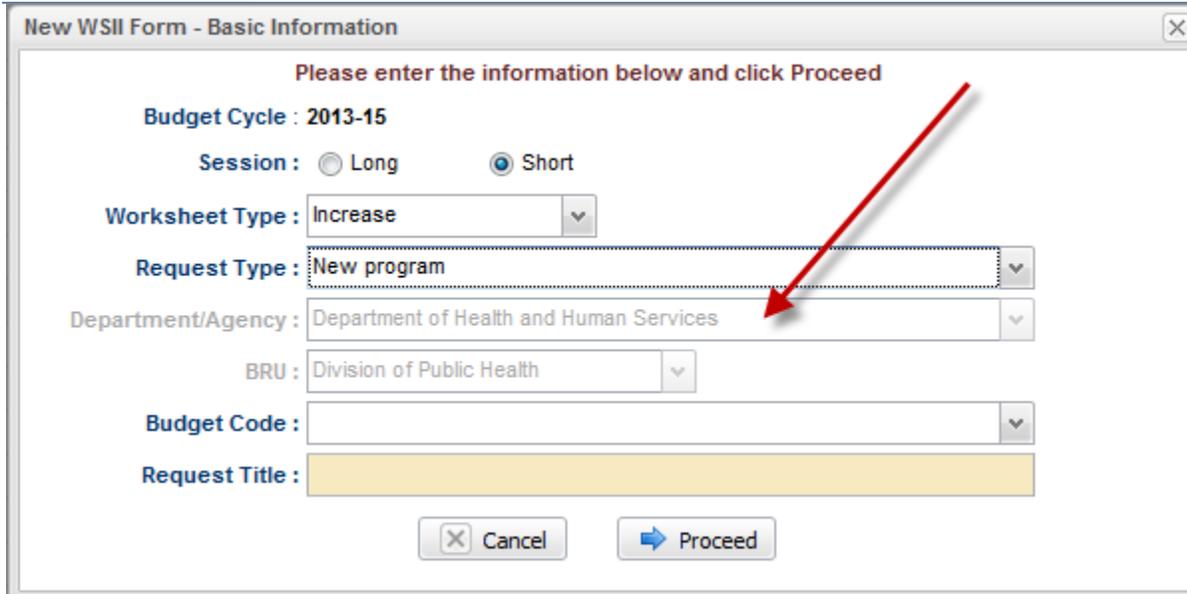
BRU : Additional operating funds beyond those allowed in continuation budget

Budget Code : Change to a statutorily-controlled program by redirecting funds

Request Title : Phase-in of a new program

- New program
- Pilot program
- Additional operating funds beyond those allowed in continuation budget
- Change to a statutorily-controlled program by redirecting funds
- One-time major equipment purchase
- Phase-in of a new program
- Salary increases
- Information technology project
- Funds to replace lost Federal funds

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.



New WSII Form - Basic Information

Please enter the information below and click Proceed

Budget Cycle : 2013-15

Session : Long Short

Worksheet Type : Increase

Request Type : New program

Department/Agency : Department of Health and Human Services

BRU : Division of Public Health

Budget Code :

Request Title :

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.



New WSII Form - Basic Information

Please enter the information below and click Proceed

Budget Cycle : 2013-15

Session : Long Short

Worksheet Type : Increase

Request Type : New program

Department/Agency : Department of Health and Human Services

BRU : Division of Public Health

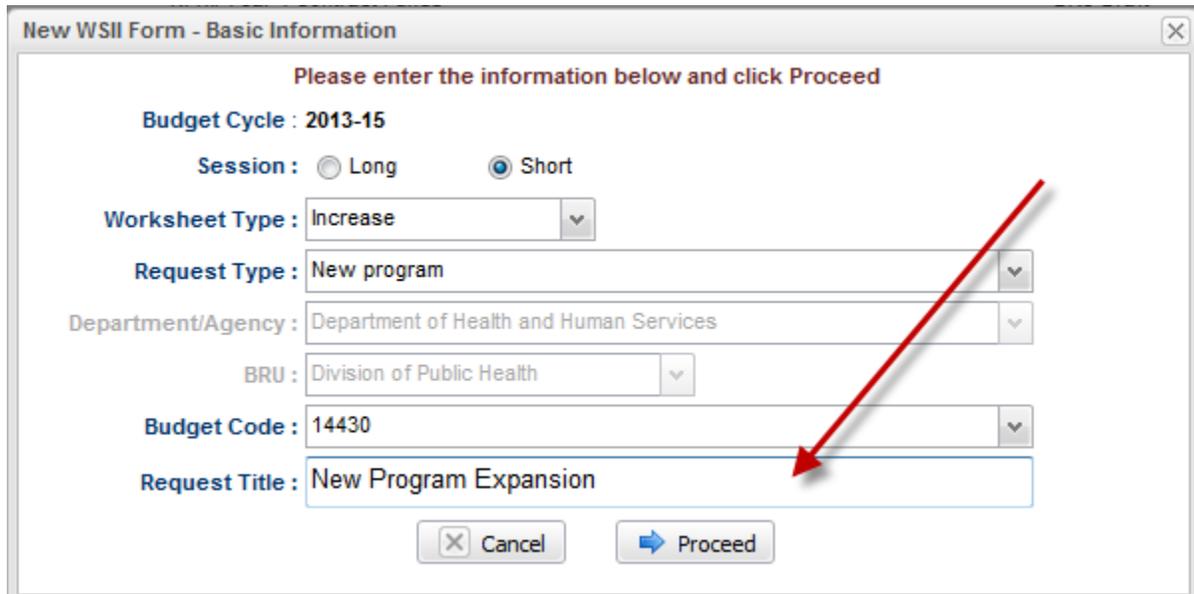
Budget Code :

Request Title :

14430	DHHS - Public Health
24430	DHHS - Health Services Regulation - Special
24432	DHHS - Public Health - Special Revenue - General Fund

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.



New WSII Form - Basic Information

Please enter the information below and click Proceed

Budget Cycle : 2013-15

Session : Long Short

Worksheet Type : Increase

Request Type : New program

Department/Agency : Department of Health and Human Services

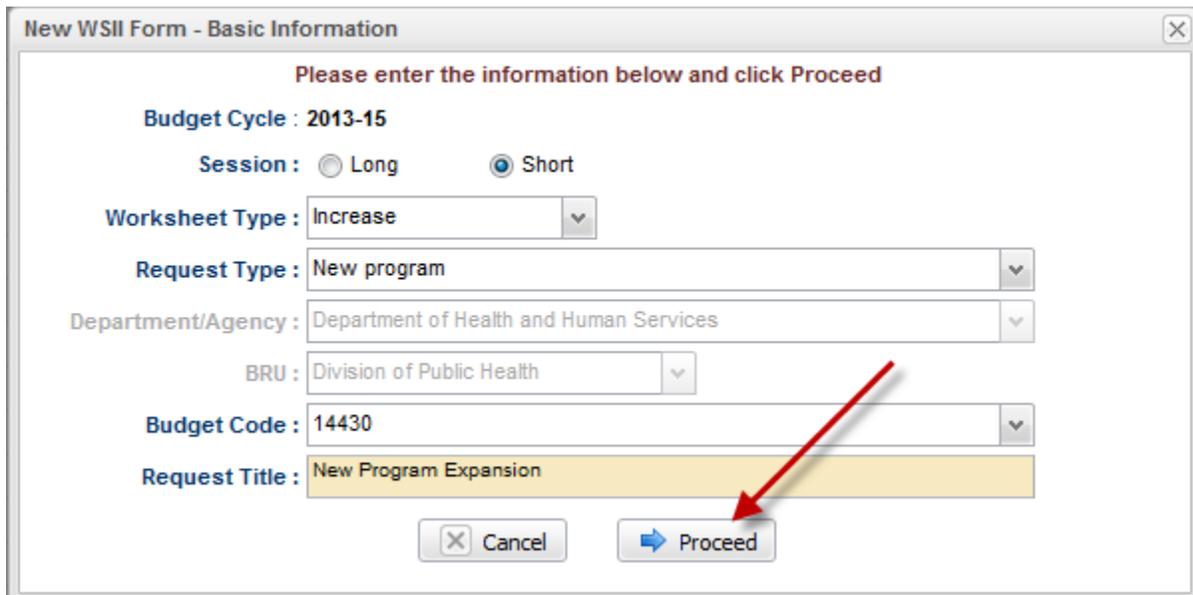
BRU : Division of Public Health

Budget Code : 14430

Request Title : New Program Expansion

Cancel Proceed

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.



New WSII Form - Basic Information

Please enter the information below and click Proceed

Budget Cycle : 2013-15

Session : Long Short

Worksheet Type : Increase

Request Type : New program

Department/Agency : Department of Health and Human Services

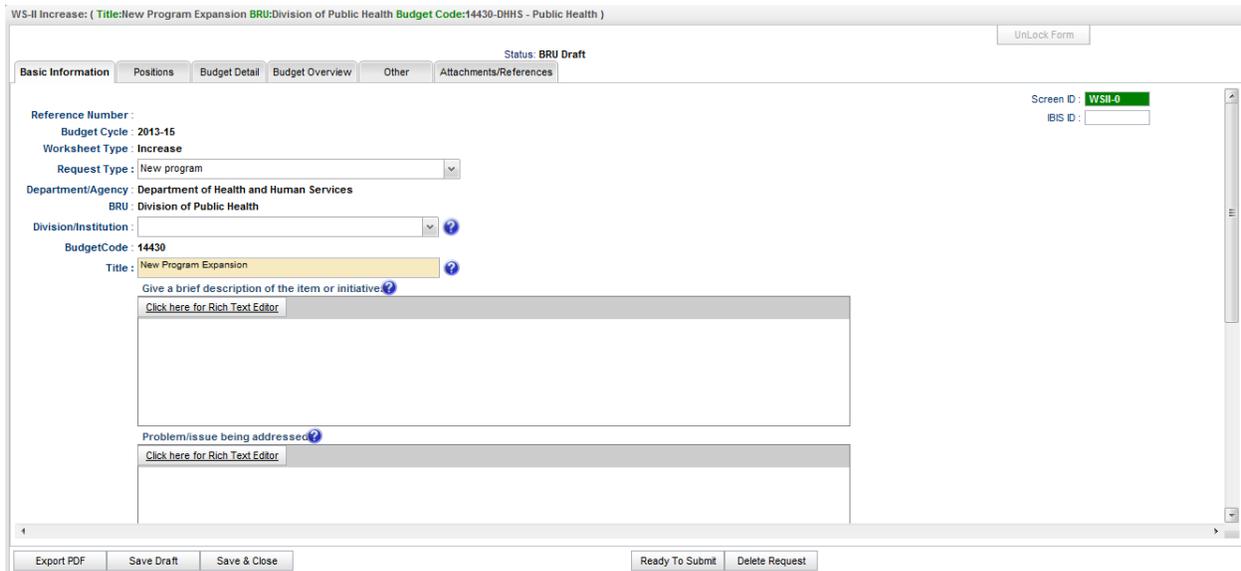
BRU : Division of Public Health

Budget Code : 14430

Request Title : New Program Expansion

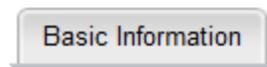
Cancel Proceed

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.

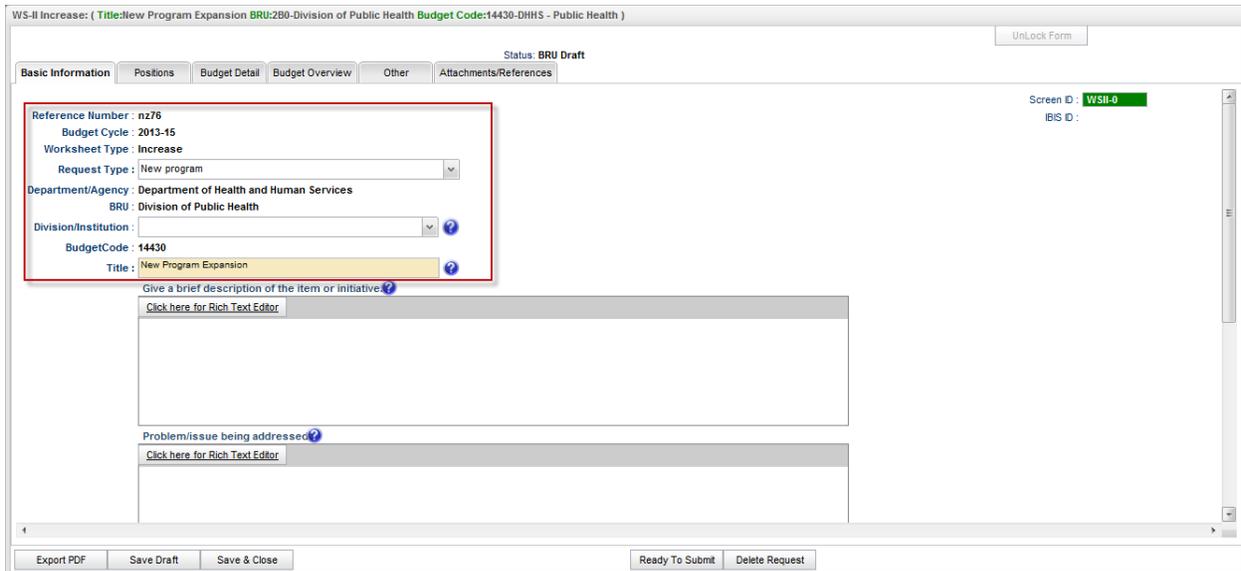
Biennium: The form shows the Budget Cycle selected in the initiation window.

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 screenshot shows a web form titled "WS-II Increase: (Title:New Program Expansion BRU:280-Division of Public Health Budget Code:14430-DHHS - Public Health)". The status is "BRU Draft". The form has several tabs: "Basic Information", "Positions", "Budget Detail", "Budget Overview", "Other", and "Attachments/References". The "Basic Information" tab is active. A red box highlights the following fields: Reference Number (nz76), Budget Cycle (2013-15), Worksheet Type (Increase), Request Type (New program), Department/Agency (Department of Health and Human Services), BRU (Division of Public Health), Division/Institution (dropdown menu), Budget Code (14430), and Title (New Program Expansion). Below these fields are two text areas for "Give a brief description of the item or initiative" and "Problem/issue being addressed", each with a "Click here for Rich Text Editor" link. At the bottom, there are buttons for "Export PDF", "Save Draft", "Save & Close", "Ready To Submit", and "Delete Request".

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.

Division/Institution :

BudgetCode :

Title :

- Division of Central Management and Support
- Division of Child Development
- Division of Health Service Regulation
- Division of Medical Assistance
- Division of Public Health
- Division of Social Services
- Division of Vocational Rehabilitation Services
- Divisions of Services for the Blind, Deaf, and Hard of Hearing
- DMHDDSAS and State Operated Healthcare Facilities
- Institution: Black Mountain Neuro-Medical Center (Capital only)
- Institution: Broughton Hospital (Capital only)
- Institution: Caswell Development Center (Capital only)
- Institution: Central Regional Hospital (Capital only)
- Institution: Cherry Hospital (Capital only)
- Institution: Dorothea Dix Hospital (Capital only)
- Institution: Eastern School for the Deaf (Capital only)
- Institution: Governor Morehead School (Capital only)
- Institution: Iverson Riddle Developmental Center (Capital only)

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.

Title :

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.

Give a brief description of the item or initiative.

[Click here for Rich Text Editor](#)

This expansion 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).

Problem/issue being addressed?

[Click here for Rich Text Editor](#)

The issue being addressed....

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.

Anticipated outcome/impact after implementation of change?

[Click here for Rich Text Editor](#)

The anticipated outcome after implementation of this 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.

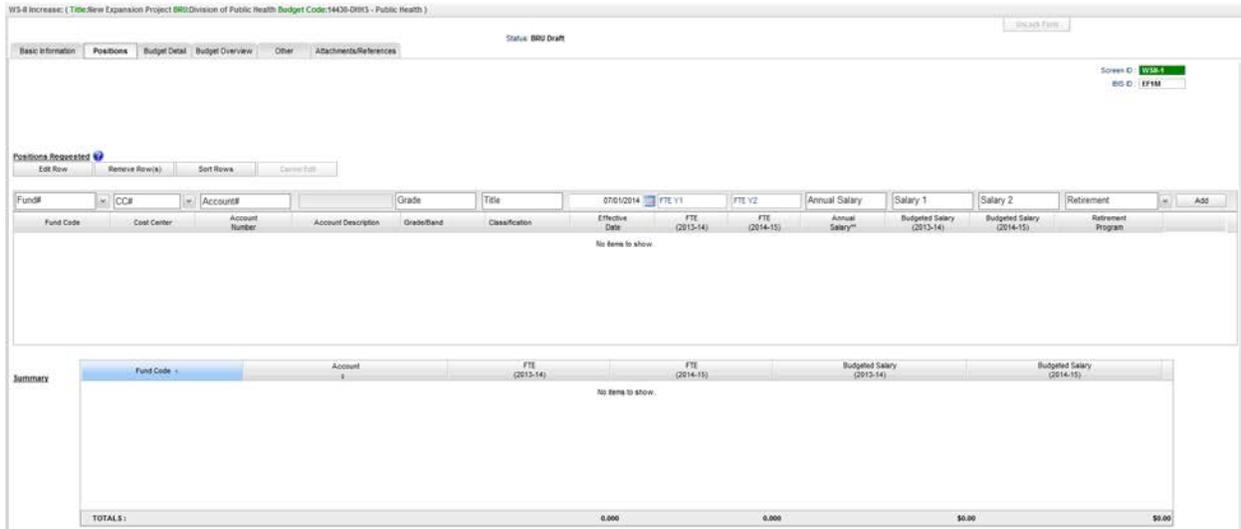
Relation to agency goals and agency key indicators?

[Click here for Rich Text Editor](#)

Note that the Rich Text Editor feature can be used in any of the text boxes to adjust formatting. Click the icon [Click here for Rich Text Editor](#) 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.

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.

Fund#	CC#	Account#	Grade	Title	07/01/2014	FTE Y1	FTE Y2	Annual Salary	Salary 1	Salary 2	Retirement	Add
Fund Code	Cost Center	Account Number	Grade/Band	Classification	Effective Date	FTE (2013-14)	FTE (2014-15)	Annual Salary**	Budgeted Salary (2013-14)	Budgeted Salary (2014-15)	Retirement Program	

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.

	CC#	Account#
1110	Service Support	
1151	Forensic Tests for Alcohol	
1152	Asbestos and Lead-based Paint - Hazard Man	
1153	Environmental Health Regulation	
1160	State Center for Health Statistics	
1161	Public Health - Capacity Building	
1171	State Center for Health Statistics	
1172	Office of Chief Medical Examiner	
1173	Vital Records	
1174	Public Health - Lab	
1175	Public Health - Surveillance	
1261	Public Health - Promotion	
1262	Health Disparities	
1263	Healthy Carolinians	
1264	Public Health - Preparedness and Response	

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.

1174		Account#
Fund Code		
	1190MA	
	119AMA	
	153004	
	2383EQ	
	23Q0NB	
	23T0NB	
	245BHV	
	2460HV	
	2460NC	



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.

1174		5312	x	Grade	Title
Fund Code	Cost Center	531210		SPA-REG SALARIES-UNIV	
		531211		SPA-REG SALARIES-APPRO	
		531212		SPA-REG SALARIES-RECPT	
		531213		SPA-REG SALARIES-UNDESIG	
		531214		SPA-REG SAL/WAGE-INDIRECT	
		531220		SPA TIME LIMITED SAL-UNIV	
		531221		SPA TIME LIMITED SAL-APP	

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.

1174	CC#	531211	SPA-REG SALARI...
------	-----	--------	-------------------

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.

1174	CC#	531211	SPA-REG SALARI...	65
------	-----	--------	-------------------	----

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.

1174	CC#	531211	SPA-REG SALARI...	65	x	Title
------	-----	--------	-------------------	----	---	-------

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.

1174		531211	SPA-REG SALARI...	65	Accountant	07/01/2013
------	--	--------	-------------------	----	------------	------------

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.

1174		531211	SPA-REG SALARI...	65	Accountant	07/01/2013	FTE Y1	FTE Y2
------	--	--------	-------------------	----	------------	------------	--------	--------

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

1174		531211	SPA-REG	65	Accountant	07/01/2013	1	1	35000
------	--	--------	---------	----	------------	------------	---	---	-------

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.

1174		531211	SPA-REG	65	Accountant	07/01/2013	1	1	35000	35000.00	35000.00
------	--	--------	---------	----	------------	------------	---	---	-------	----------	----------

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.

- 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

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.

Positions Requested

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2013-14)	FTE (2014-15)	Annual Salary**	Budgeted Salary (2013-14)	Budgeted Salary (2014-15)	Retirement Program	Add
1174		531211	SPA-REG SALARIES...	65	Accountant	07/01/2013	1.000	1.000	\$35,000.00	\$35,000.00	\$35,000.00	Teachers and State ...	

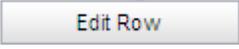
Repeat the above process to add all the position rows necessary for the budget revision form being created.

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

Positions Requested 

Edit Row Remove Row(s) Sort Rows Cancel Edit

1174	Account#	Grade	Title	07/01/2014	FTE Y1	FTE Y2	Annual Salary	Salary 1	Salary 2	Retirement	Add	
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2013-14)	FTE (2014-15)	Annual Salary**	Budgeted Salary (2013-14)	Budgeted Salary (2014-15)	Retirement Program
1174	531211	SPA-REG SALARES...	65	Accountant	07/01/2013	1.000	1.000	\$35,000.00	\$35,000.00	\$35,000.00	Teachers and State ...	

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.

Positions Requested 

Edit Row Remove Row(s) Sort Rows Cancel Edit

1174	531211	SPA-REG	65	Accountant	07/01/2013	1	1	35000	35000	35000	Teachers and Stat	Update
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2013-14)	FTE (2014-15)	Annual Salary**	Budgeted Salary (2013-14)	Budgeted Salary (2014-15)	Retirement Program
1174	531211	SPA-REG SALARES...	65	Accountant	07/01/2013	1.000	1.000	\$35,000.00	\$35,000.00	\$35,000.00	Teachers and State ...	

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.

Positions Requested 

Edit Row Remove Row(s) Sort Rows Cancel Edit

1174	531211	SPA-REG	65	Accountant	07/01/2013	1	1	35000	35000	35000	Teachers and Stat	Update
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2013-14)	FTE (2014-15)	Annual Salary**	Budgeted Salary (2013-14)	Budgeted Salary (2014-15)	Retirement Program
1174	531211	SPA-REG SALARES...	65	Accountant	07/01/2013	1.000	1.000	\$35,000.00	\$35,000.00	\$35,000.00	Teachers and State ...	

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

1174	Account#	Grade	Title	07/01/2014	FTE Y1	FTE Y2	Annual Salary	Salary 1	Salary 2	Retirement	Add	
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2013-14)	FTE (2014-15)	Annual Salary**	Budgeted Salary (2013-14)	Budgeted Salary (2014-15)	Retirement Program
1174	531211	SPA-REG SALARES...	65	Accountant	07/01/2013	1.000	1.000	\$37,500.00	\$37,500.00	\$37,500.00	Teachers and State ...	

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

Positions Requested 

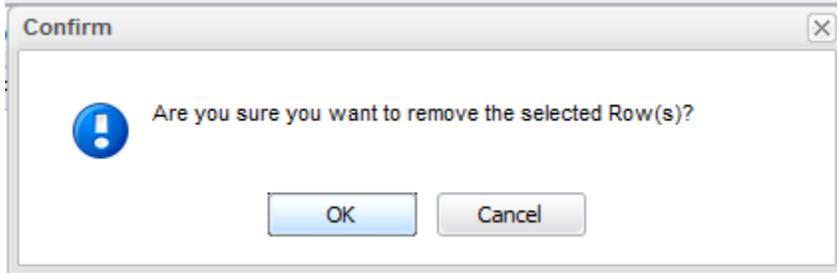
Edit Row Remove Row(s) Sort Rows Cancel Edit

1174	Account#	Grade	Title	07/01/2014	FTE Y1	FTE Y2	Annual Salary	Salary 1	Salary 2	Retirement	Add	
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2013-14)	FTE (2014-15)	Annual Salary**	Budgeted Salary (2013-14)	Budgeted Salary (2014-15)	Retirement Program
1174	531211	SPA-REG SALARES...	65	Accountant	07/01/2013	1.000	1.000	\$35,000.00	\$35,000.00	\$35,000.00	Teachers and State ...	

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

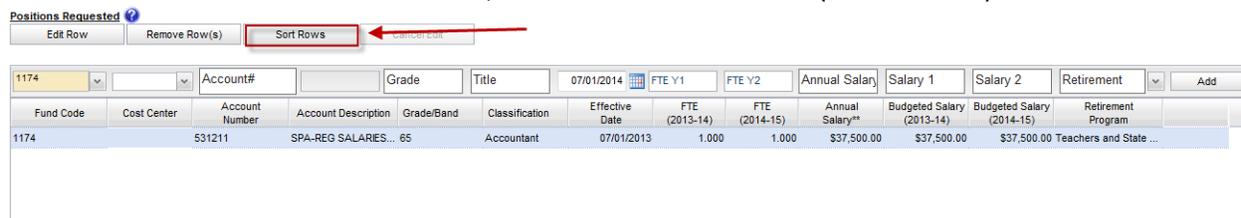


When the Remove Row button is clicked, the follow window will appear.



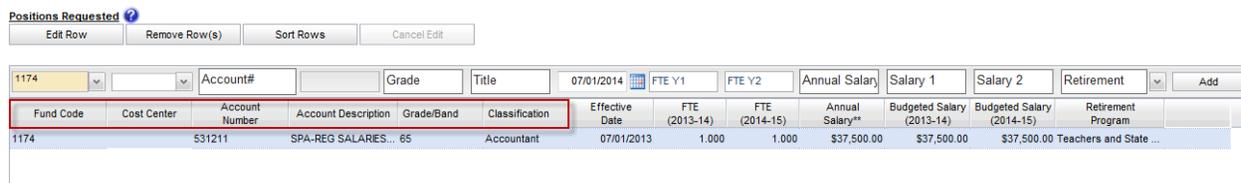
To cancel the deletion, click the Cancel button. To complete the deletion, click the OK button.

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.

Positions Requested 



Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2013-14)	FTE (2014-15)	Annual Salary**	Budgeted Salary (2013-14)	Budgeted Salary (2014-15)	Retirement Program
1174		531211	SPA-REG	65	Accountant	07/01/2013	1	1	37500	37500	37500	Teachers and State
1174		531211	SPA-REG SALARIES...	65	Accountant	07/01/2013	1.000	1.000	\$37,500.00	\$37,500.00	\$37,500.00	Teachers and State ...

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.

Summary

	Fund Code	Account	FTE (2013-14)	FTE (2014-15)	Budgeted Salary (2013-14)	Budgeted Salary (2014-15)
[-] 1173 TOTALS :			1.000	1.000	\$30,000.00	\$30,000.00
	1173	531211	1.000	1.000	\$30,000.00	\$30,000.00
[-] 1174 TOTALS :			1.000	1.000	\$37,500.00	\$37,500.00
	1174	531211	1.000	1.000	\$37,500.00	\$37,500.00
TOTALS :			2.000	2.000	\$67,500.00	\$67,500.00

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.

WS-II Increase: (Title:New Program BRU:Division of Public Health Budget Code:14430-DHHS - Public Health)

Status: BRU Draft

Basic Information | Positions | **Budget Detail** | Budget Overview | Other | Attachments/References

Screen ID: WSI-2
IBIS ID: EFOG

Requirements

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

Fund#	CC#	Account#	Account Description	Actual (2011-12)	Authorized (2012-13)	2013-14	Recurring	2014-15	Recurring	2015-16	2016-17	2017-18
No items to show.												

Receipts

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

Fund#	CC#	Account#	Account Description	Actual (2011-12)	Authorized (2012-13)	2013-14	Recurring	2014-15	Recurring	2015-16	2016-17	2017-18
No items to show.												

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

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.

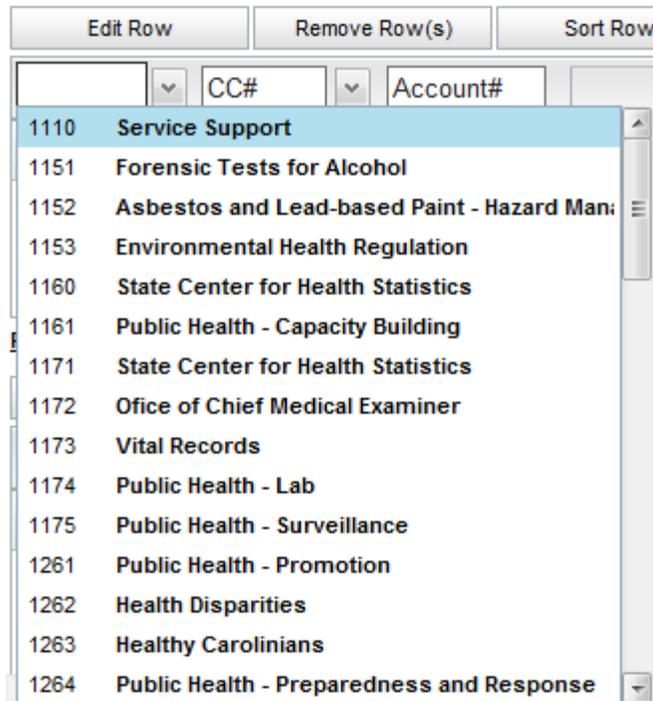
Requirements

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

Fund#	CC#	Account#	Account Description	Actual (2011-12)	Authorized (2012-13)	2013-14	Recurring	2014-15	Recurring	2015-16	2016-17	2017-18
No items to show.												

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

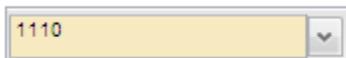
Requirements 



The screenshot shows a web form with three buttons at the top: "Edit Row", "Remove Row(s)", and "Sort Row". Below the buttons are two dropdown menus labeled "CC#" and "Account#". A third dropdown menu is open, displaying a list of fund codes and descriptions. The list includes:

Fund Code	Description
1110	Service Support
1151	Forensic Tests for Alcohol
1152	Asbestos and Lead-based Paint - Hazard Man:
1153	Environmental Health Regulation
1160	State Center for Health Statistics
1161	Public Health - Capacity Building
1171	State Center for Health Statistics
1172	Office of Chief Medical Examiner
1173	Vital Records
1174	Public Health - Lab
1175	Public Health - Surveillance
1261	Public Health - Promotion
1262	Health Disparities
1263	Healthy Carolinians
1264	Public Health - Preparedness and Response

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.



The screenshot shows a single dropdown menu with the value "1110" selected and displayed in the text box.

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.

Account#

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

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.

Requirements ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1110	CC#	5312	\$0	\$0
Fund Code	Cost Center	531210	SPA-REG SALARIES-UNIV	
		531211	SPA-REG SALARIES-APPRO	
		531212	SPA-REG SALARIES-RECPT	
		531213	SPA-REG SALARIES-UNDESIG	
		531214	SPA-REG SAL/WAGE-INDIRECT	
		531220	SPA TIME LIMITED SAL-UNIV	
		531221	SPA TIME LIMITED SAL-APP	
		531222	SPA TIME LIMITEDSAL-REC	
		531223	SPA TIME LIMITED SAL-UNDE	
		531230	LEO SALARIES-UNIV	
		531231	LEO SALARIES-APPRO	

Receipts ?

Edit Row Remove F

Fund#	CC#	
Fund Code	Cost Center	

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.

1110	CC#	531213	SPA-REG SALARI
------	-----	--------	----------------

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.

Requirements 

Edit Row	Remove Row(s)	Sort Rows	Cancel Edit		
1110	CC#	531213	SPA-REG SALARI	\$0	\$0
Fund Code	Cost Center	Account Number	Account Description	Actual (2011-12)	Authorized (2012-13)

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

1110	CC#	531213	SPA-REG SALARI	\$0	\$0	Y1 Amt
------	-----	--------	----------------	-----	-----	--------

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

1110	CC#	531213	SPA-REG SALARI	\$0	\$0	30000
------	-----	--------	----------------	-----	-----	-------

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.

1110	CC#	531213	SPA-REG SALARI	\$0	\$0	30000	<input checked="" type="checkbox"/>	30000	<input type="checkbox"/>	30000	30000	30000	Add
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	

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.

Requirements 

Edit Row	Remove Row(s)	Sort Rows	Cancel Edit										
1110	CC#	531213	SPA-REG SALARI	\$0	\$0	30000	<input type="checkbox"/>	40000	<input checked="" type="checkbox"/>	40000	40000	40000	Add
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	

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.

Requirements ?

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit									
1110	CC#	531213	SPA-REG SALARI	\$0	\$0	30000	<input type="checkbox"/>	40000	<input checked="" type="checkbox"/>	40000	40000	40000	Add		
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			

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

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.

Requirements ?

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit							
1110	CC#	Account#				Y1 Amt	<input type="checkbox"/>	Y2 Amt	<input type="checkbox"/>	Y3 Amt	Y4 Amt	Y5 Amt	Add
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	531213	SPA-REG SALARIES-UN...	\$0.00	\$0.00	\$30,000.00	<input checked="" type="checkbox"/>	\$30,000.00	<input checked="" type="checkbox"/>	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
1110	531513	531513	SOCIAL SEC CONTRIB-U...	\$0.00	\$0.00	\$2,295.00	<input checked="" type="checkbox"/>	\$2,295.00	<input checked="" type="checkbox"/>	\$2,295.00	\$2,295.00	\$2,295.00	\$2,295.00
1110	531560	531560	MED INS CONTRIB-UNIV	\$0.00	\$0.00	\$5,192.00	<input checked="" type="checkbox"/>	\$5,192.00	<input checked="" type="checkbox"/>	\$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.](#)

Receipts ?

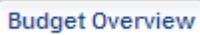
Edit Row		Remove Row(s)		Sort Rows		Cancel Edit							
Fund#	CC#	Account#				Y1 Amt	Y2 Amt						Add
Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)						
No items to show.													

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.

WS-II Increase: (Title:New Program BRU:Division of Public Health Budget Code:14430-DHHS - Public Health)

UnLock Form

Status: BRU Draft

Basic Information | Positions | Budget Detail | **Budget Overview** | Other | Attachments/References

Screen ID: WSI-3
IBIS ID: EFOG

Requirements

Fund Code ^	Account Number ^	Account Description	Amount (2013-14)	Amount (2014-15)	Amount (2015-16)	Amount (2016-17)	Amount (2017-18)
1110	531213	SPA-REG SALARIES-UNDESIG	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
1110	531513	SOCIAL SEC CONTRIB-UNDES	\$2,295.00	\$2,295.00	\$2,295.00	\$2,295.00	\$2,295.00
1110	531560	MED INS CONTRIB-UNIV	\$5,192.00	\$5,192.00	\$5,192.00	\$5,192.00	\$5,192.00
Fund (1110) Totals :			\$37,487.00	\$37,487.00	\$37,487.00	\$37,487.00	\$37,487.00

Receipts

Fund Code ^	Account Number ^	Account Description	Amount (2013-14)	Amount (2014-15)	Amount (2015-16)	Amount (2016-17)	Amount (2017-18)
No items to show.							

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.

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.

Additional Resources

Does this request require additional resources from another agency? : Yes No

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

Name the agency and the Amount required

Add Agency and Amount Requested		Remove Agency and Amount Requested	
Agency Name		Amount Requested	
No items to show.			

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.

Add Agency and Amount Requested		Remove Agency and Amount Requested	
Agency Name		Amount Requested	
<div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> Administrative Office of the Courts Department of Administration Department of Agriculture and Consumer Services Department of Commerce Department of Cultural Resources Department of Environment and Natural Resources Department of Health and Human Services Department of Insurance Department of Justice Department of Labor </div>		<input style="width: 100%; height: 20px;" type="text"/>	

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

Name the agency and the Amount required

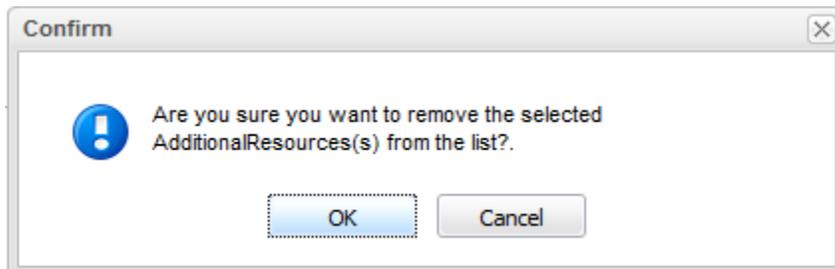
Add Agency and Amount Requested		Remove Agency and Amount Requested	
Agency Name		Amount Requested	
Department of Administration			

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.

Name the agency and the Amount required

Add Agency and Amount Requested		Remove Agency and Amount Requested	
Agency Name		Amount Requested	
Department of Administration		\$10,000.00	

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.

Impact on Local Government(s)

Does this change impact local government(s) ?

Yes No

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

Impact on Local Government(s)

Does this change impact local government(s) ?

Yes No

If YES, Please explain the impact to local governments? :

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.

Statutory Changes

Are statutory changes or special provisions required to implement the request? :

Yes No

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

Statutory Changes

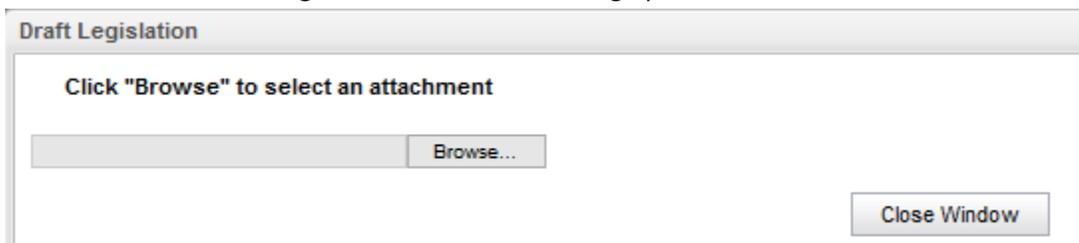
Are statutory changes or special provisions required to implement the request? :

Yes No

If YES, attach a copy of the draft legislation :

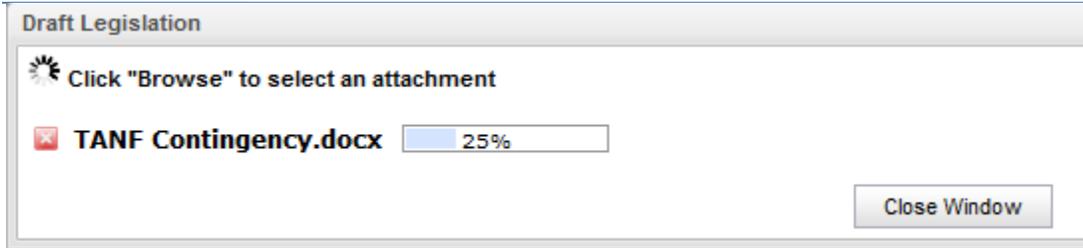
Draft Legislation

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



The screenshot shows a window titled "Draft Legislation". Inside the window, there is a text prompt: "Click 'Browse' to select an attachment". Below this prompt is a button labeled "Browse...". In the bottom right corner of the window, there is a button labeled "Close Window".

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.

Statutory Changes
 Are statutory changes or special provisions required to implement the request? : Yes No
 If YES, attach a copy of the draft legislation : Draft Legislation  C:\Users\jwhite\Documents\TANF Contingency.docx

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.

Capital Improvements

Does this expansion request relate to a capital improvement project? : Yes No

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

Capital Improvements
 Does this expansion request relate to a capital improvement project? : Yes No
 If YES, give title of C.I. Project :
 C.I. Budget Code :
 Item Number :
 Projected Completion Date : Nov 15 2013 

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

If YES, give title of C.I. Project :

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.

Item 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.

If YES, how many? :

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

IT Component Requirements

Does this request include an IT component? :

Yes No

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.”

If required per OSBM budget instructions, has the project been entered into the ITS PPM tool? : Yes No

The final tab of the Worksheet II form is the Attachments/References tab. This functionality is addressed in a separate 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.”](#)