INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)

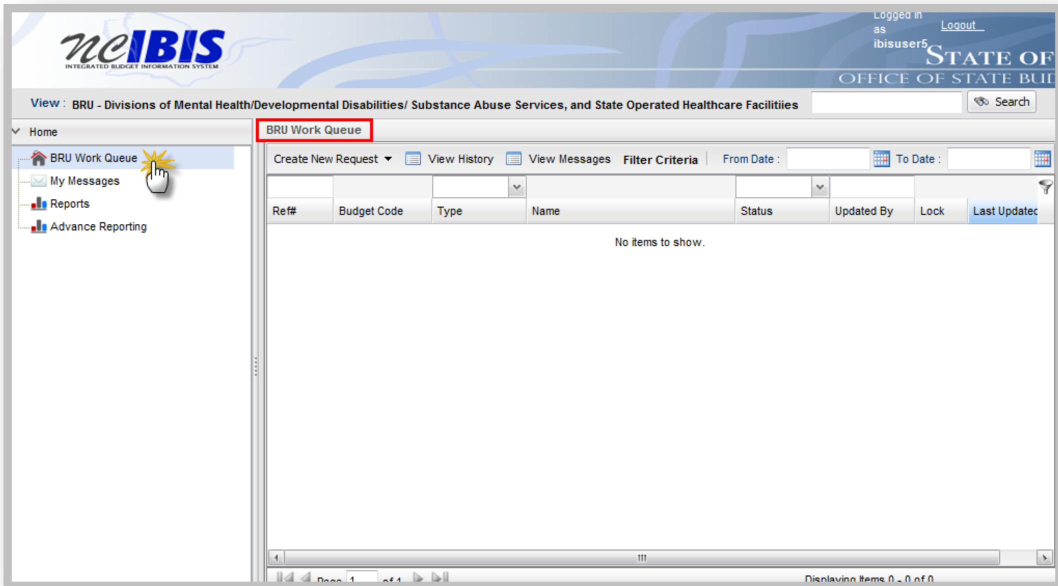
TRAINING GUIDE

SECTION 2: WORKSHEET I -- ACTUALS

Step 1 (above): Once you have successfully logged in, you should see the above NC IBIS Home Page.

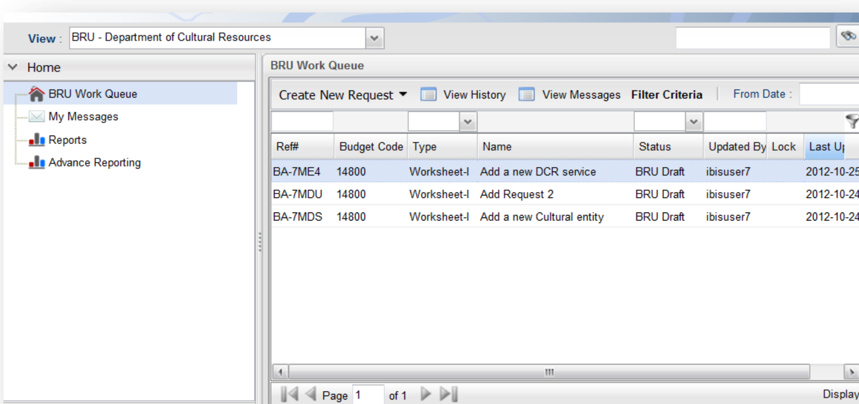
Step 1: Find the View drop-down list in the upper left-hand corner. Click on the drop-down arrow. The drop-down should contain only your BRU(s). If you have access to multiple departments and/or agencies, those you have access to will appear in the drop-down for you to select from.

Step 2: Click on the BRU Work Queue in the left pane of the screen. (See the hand click image below.)

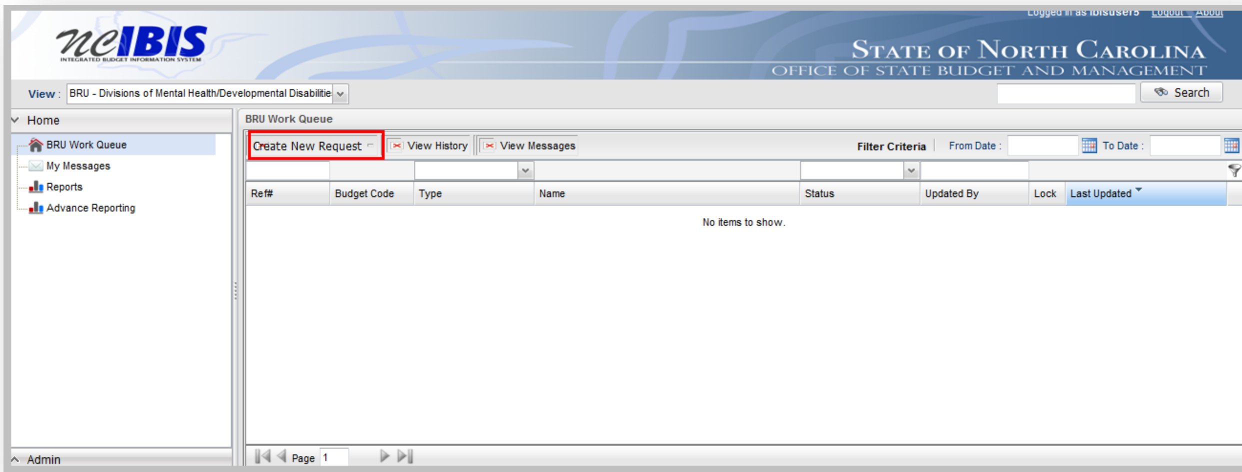


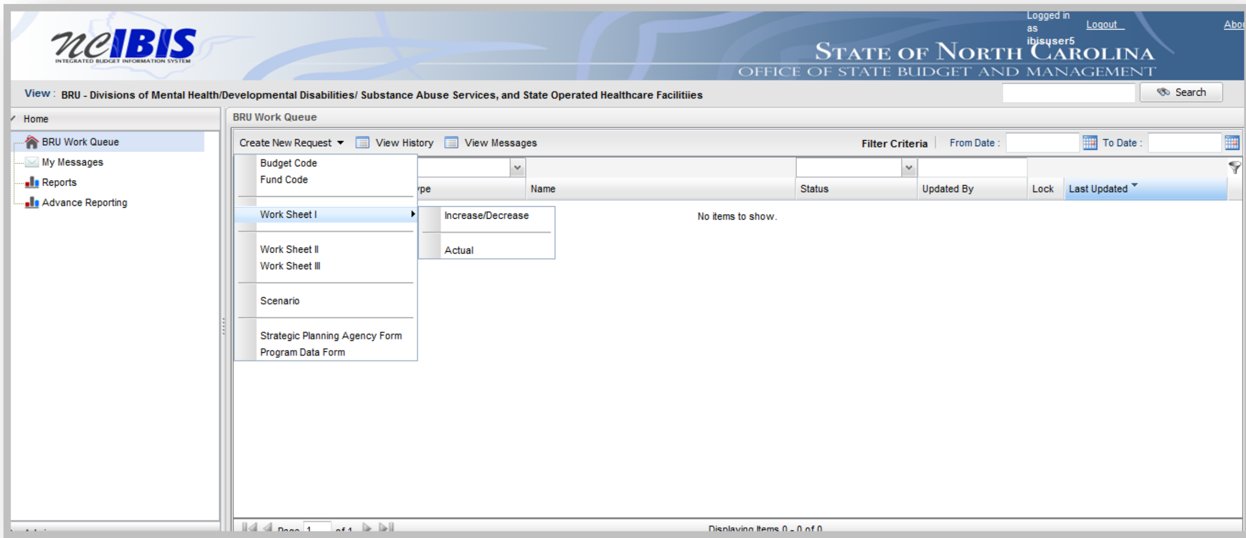
Step 2 Result (See above): The right pane of the window will display the BRU Work Queue, when one exists. In this case, there is nothing in the Work Queue yet, so the right pane shows only the label for the Work Queue – which you will be creating in the next few steps.

Step 3: Once requests are added, the queue will look like the following with the Requests shown in right pane:



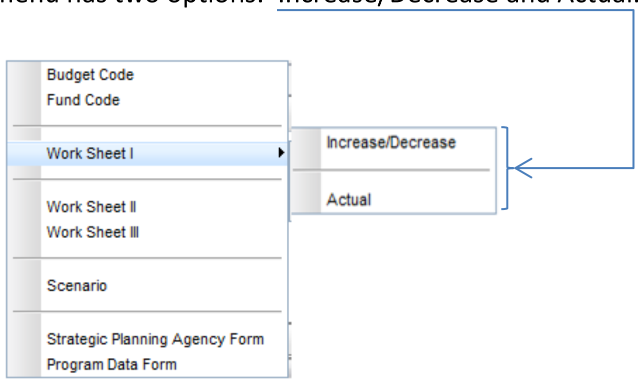
Step 4: Click Create New Request drop-down, on the right pane of the window, as outlined in red:



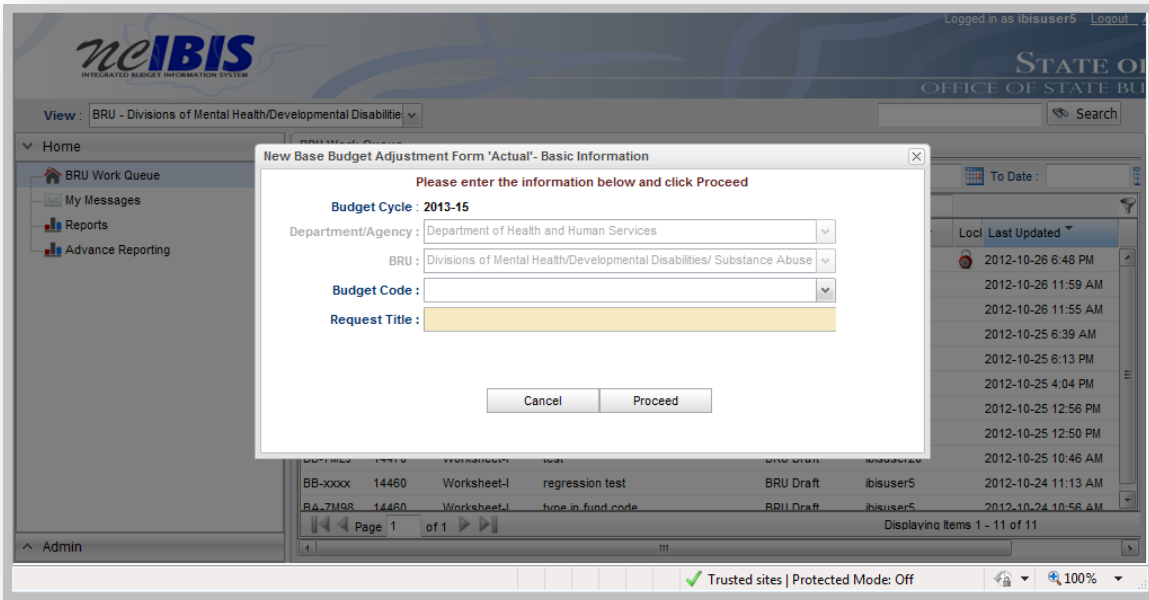


Step 4 Result (above): When you click on ‘Create New Request’, the drop-down will display the following:

Work Sheet I sub-menu has two options: Increase/Decrease and Actual.

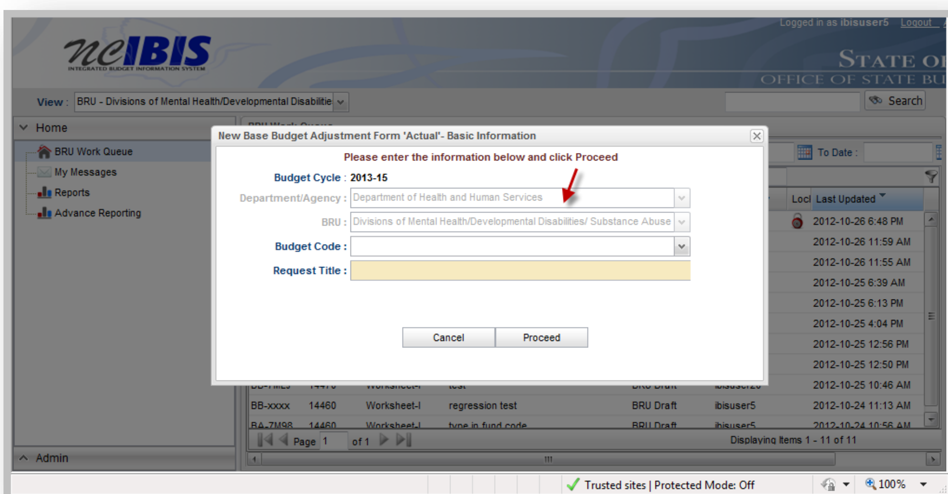


Step 5: Click on the Actual option on the sub-menu (above).



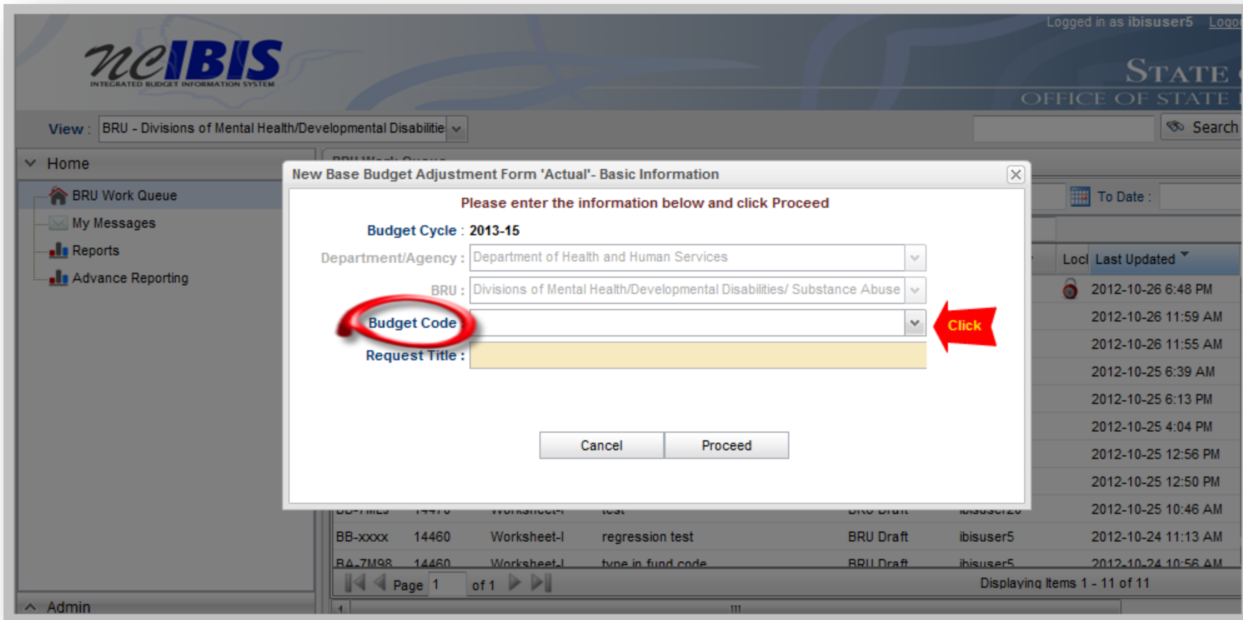
Step 5 Result (above): You will see a New Base Budget Adjustment Form “Actual” – Basic Information window.

Step 6: Note the Department/Agency field.

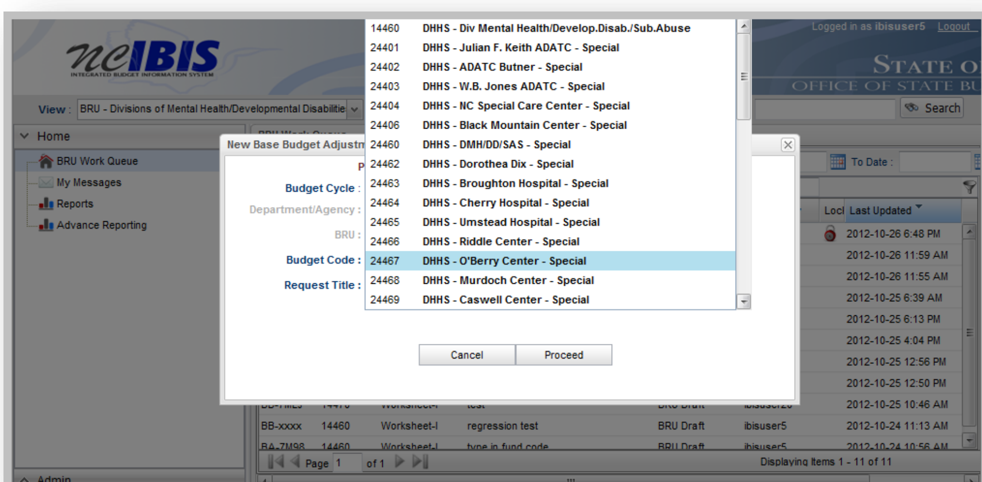


Step 6 Result (above): In your case, likely you only have access to your department/agency, so it will default to your Department/Agency. If you have access to multiple departments and/or agencies, those you have access to will appear in the drop-down for you to select from.

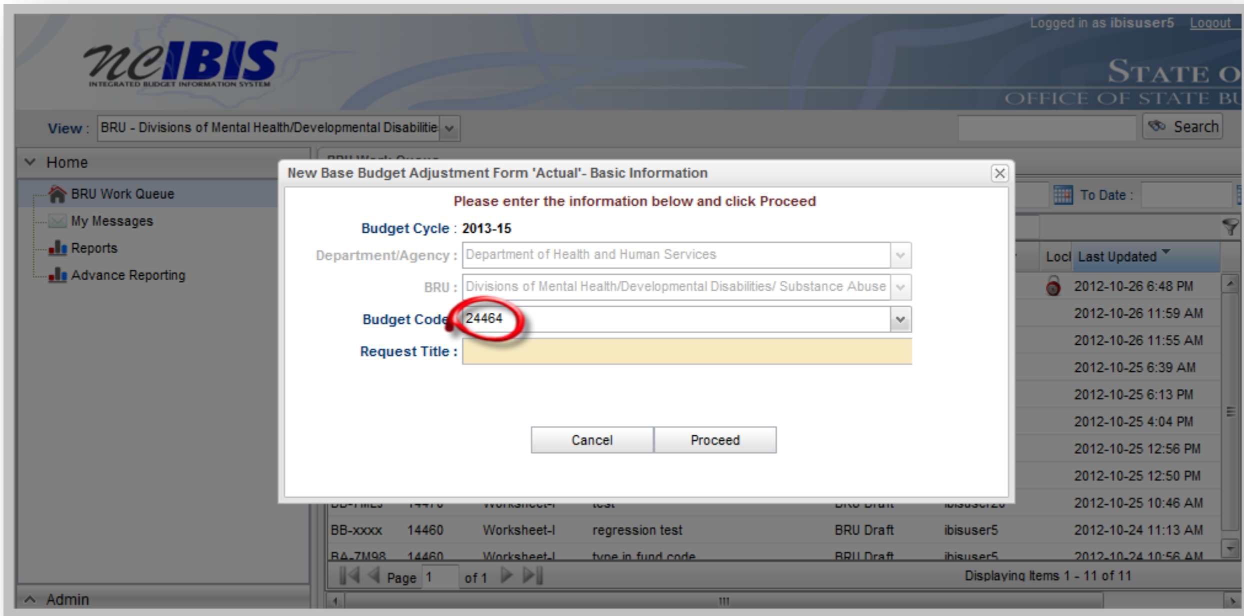
Step 7: Click on the dropdown arrow for the Budget Code field.



Step 7 Result (below): You will see a list of valid Budget Codes for the selected Department/Agency and BRU.

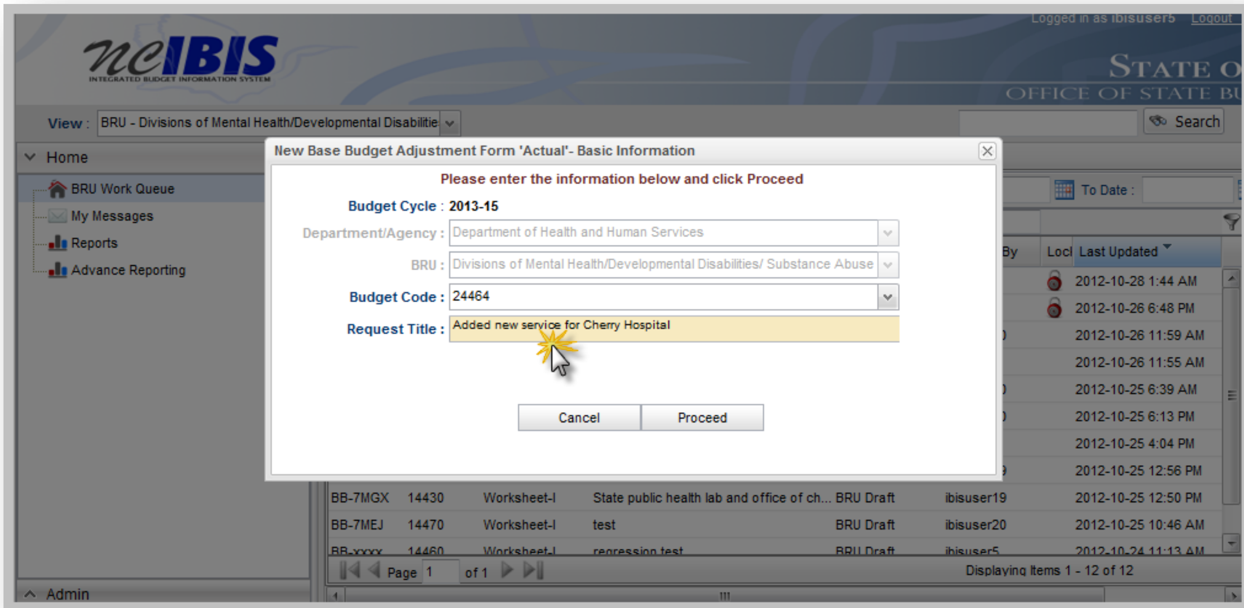


Step 8: Use the pointer to select the Budget Code from the list that corresponds to the Worksheet I request.



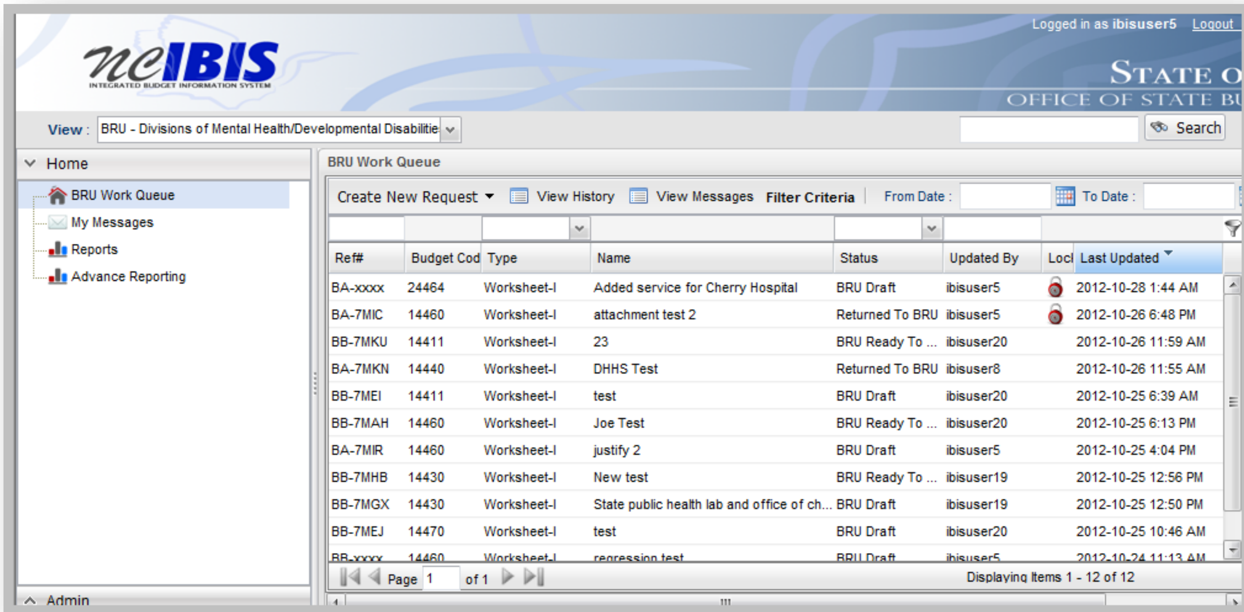
Step 8 Result (above): You will see that the field is populated with the Budget Code selected, and the Budget Code list disappears.

Step 9: Click in the Request Title field. You will see a flashing cursor in the field. Proceed to type in the Title for the Worksheet Request.

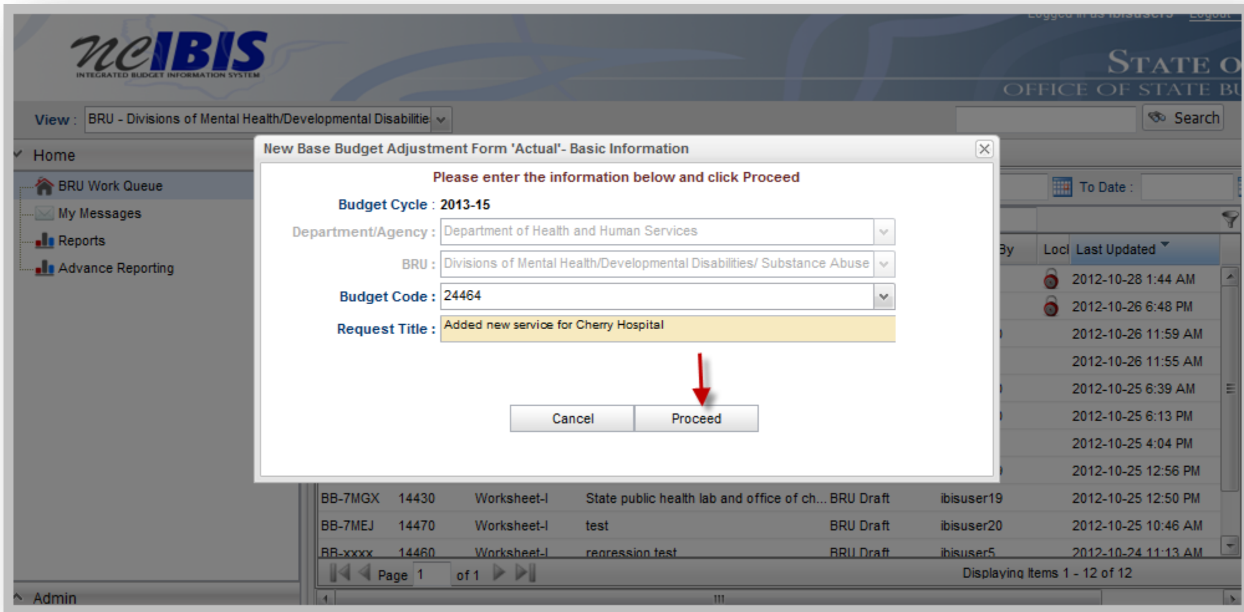


Step 9 Result (above): The title appears in the field as entered.

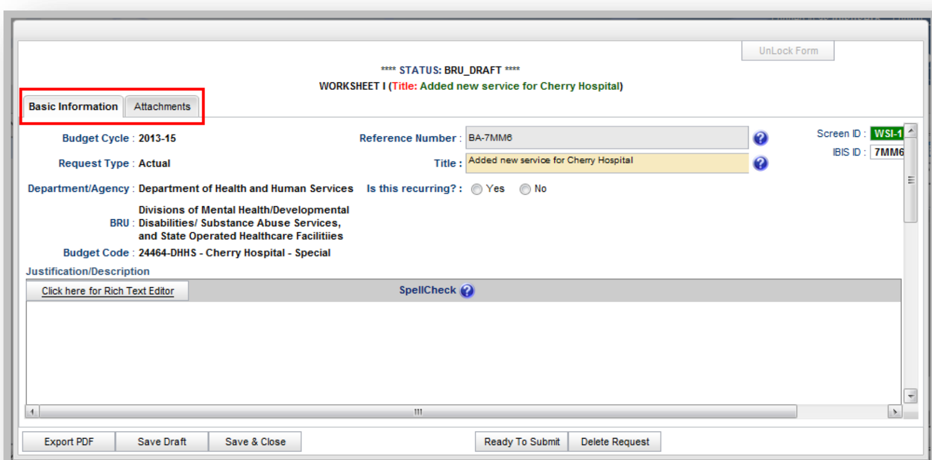
Step 10: If you click on the Cancel button (above), the window on the prior step closes, nothing is saved, and you return to the BRU Work Queue.



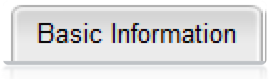
Step 11: If instead of Canceling in the prior step, you are satisfied with your entries and want to continue on, click on the Proceed button. [If you did cancel, repeat Steps 7 through 13 and SKIP Step 14.]



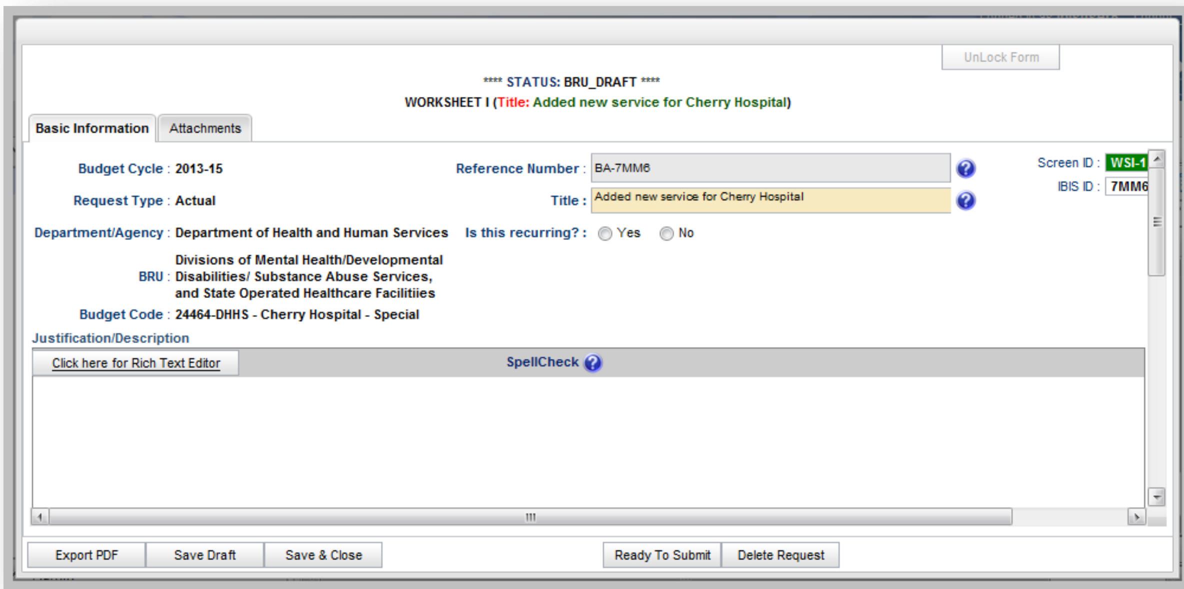
Step 11 Result (Below): You will see a Worksheet I form open. Note: The Worksheet's two tabs (Basic Information and Attachments) will appear in the upper left corner of the screen.



Step 12: This section will only address the Basic Information tab. The Attachments tab is used throughout the Guide and will be addressed in a different section, so it is centrally accessible to all IBIS forms.



Step 12 Result (below): Once you click on the tab, the Basic Information screen come to the forefront.



Step 13 (above): Verify the information displayed in the following fields – all but Title are non-editable:

Budget Cycle: The form will show Budget Cycle year 2013-15 (system generated)

Request Type: Actual

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

BRU: The BRU associated with your IBIS ID.

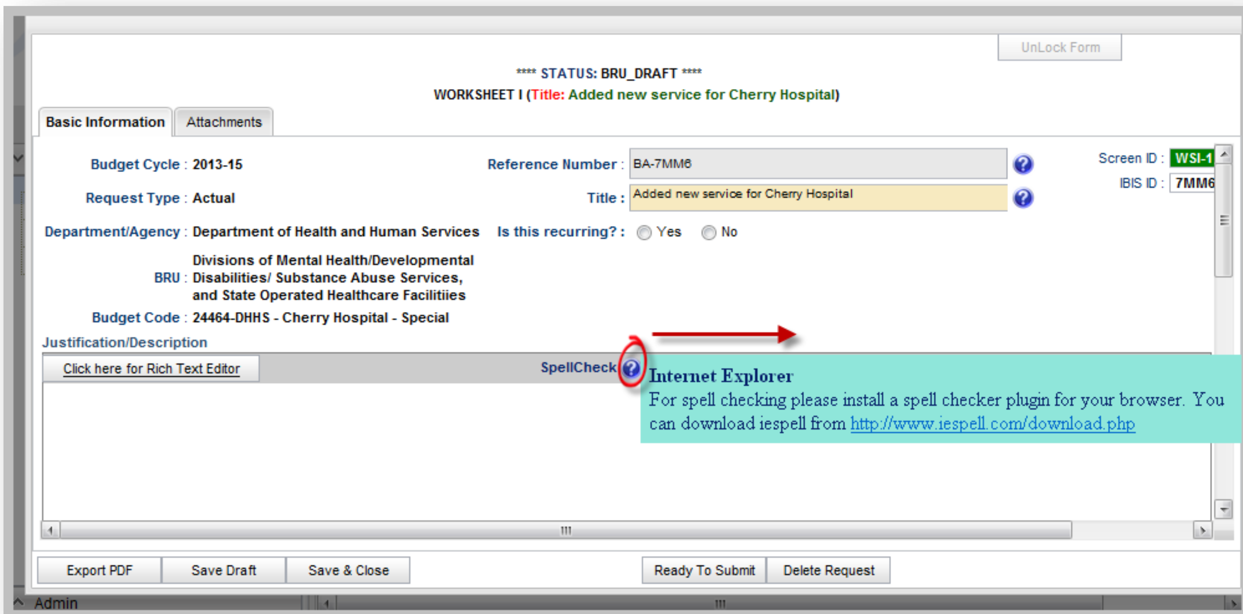
Budget Code: The Budget Code selected from the New Base Budget Adjustment Form "Actual" – Basic Information window when the Worksheet I form was created.

Reference Number: A unique, four digit system-generated number that can be used to track this Worksheet I form. A Worksheet I Actual form begins with "BA."

Title: Entered when you created the form. It is editable here.

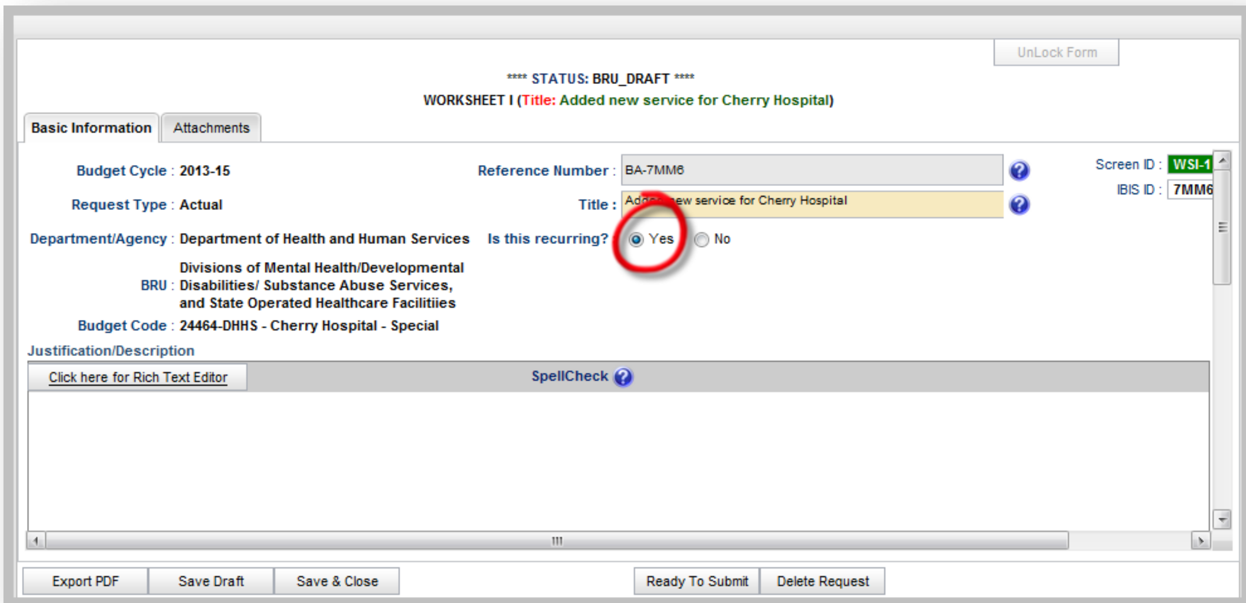
Step 14: Click on the Help Text Icon (wherever you see a blue question mark). The one highlighted below is a spell checker that you can apply once you have entered text in the Justification/Description field.

Step 14 Result (below): You will see a pop up with help text displayed, which will occur whenever you click on the Help Text Icon.

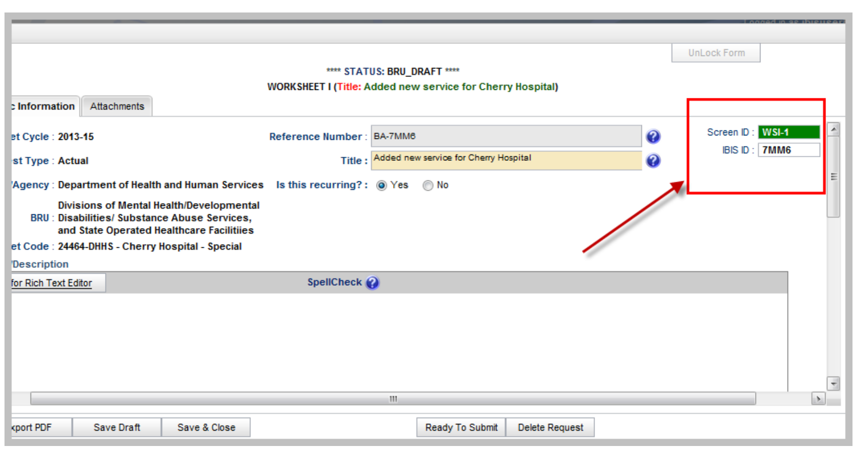


Step 15: Select yes or no to the recurring question (whether the request will occur in multiple years).

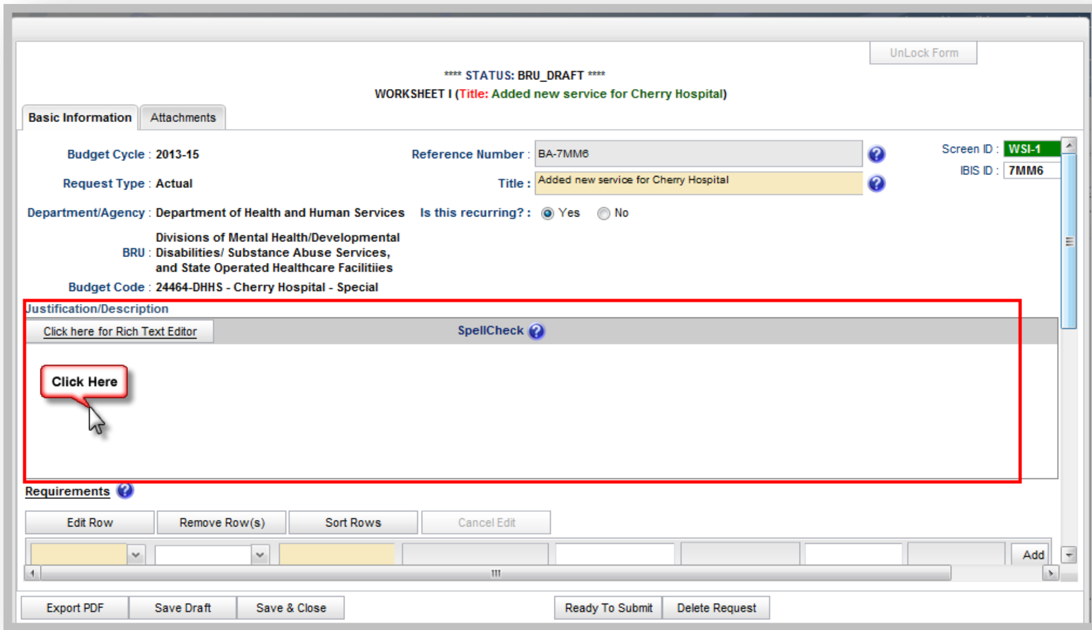
Step 15 Result (below): The selected button is filled.



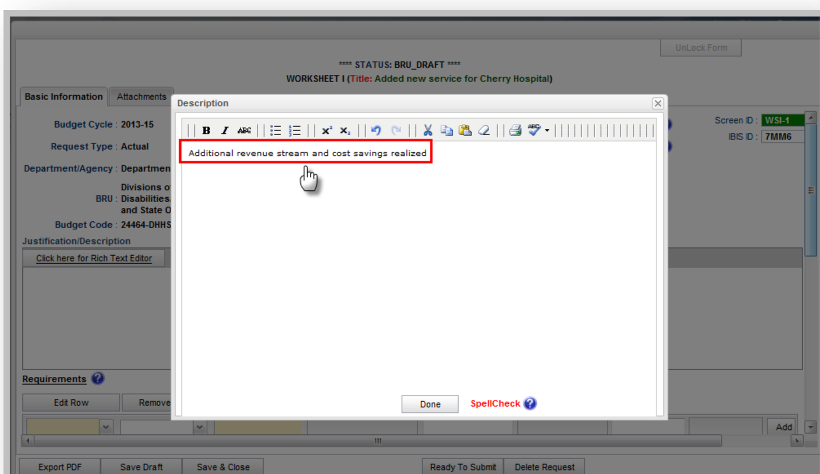
Step 16: View the Screen ID and IBIS ID fields in the upper right corner of the form. You will see a Screen ID with a dark background and an IBIS ID with a light background. Neither field is editable.



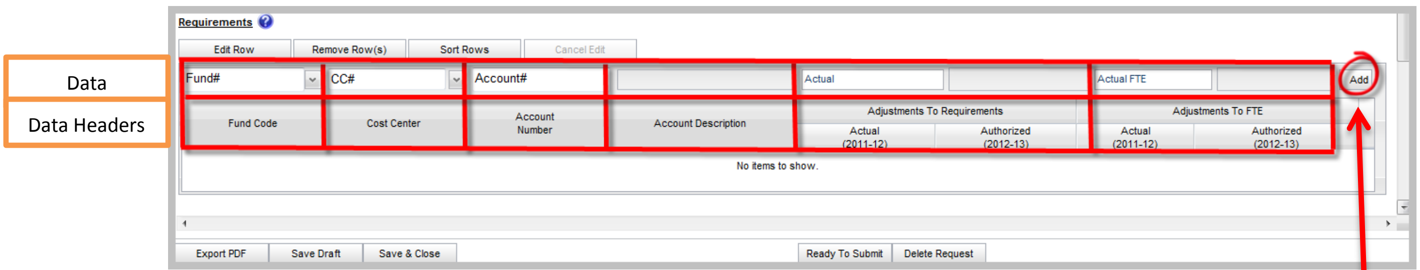
Step 17: Click in the Justification/Description field – Either click on the underscored link to the Text Editor, where it says, "Click here for Rich Text Editor" or click directly in the box if you want to bypass the editor.



Step 17 Result (below): If you click on the underscored link for Text Editor, a window will come up, as shown – enter your justification/description: advantages are that you can apply a spell checker plus formatting options.



Requirements – Summary of Actions: First, you will ADD a new row to the request. Second, you will EDIT a row. Third, you will remove a row from request form(s).

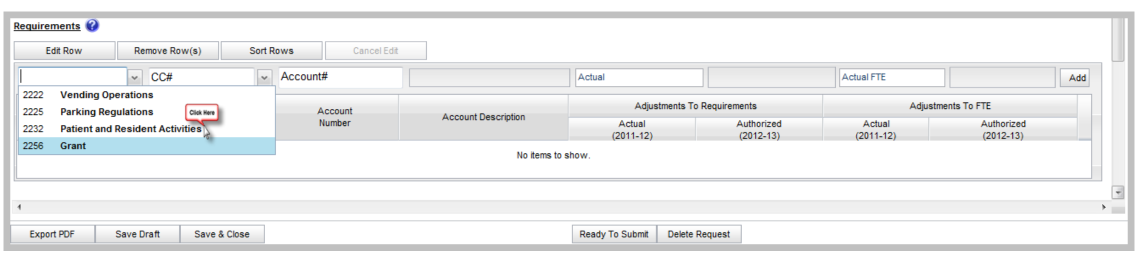


ADD Action:

Step 18 Setup: NOTE: In the Requirements section, the Add button is to the far right, and – to the left of that button, are boxes (fields) for data entry. The next row down has the headings (field names) for each of those entries. Data is either system generated, selected from drop-downs, or manually input. The field names are temporarily shown in the boxes (with white backgrounds) where you enter data, as well. When you click on them to enter data, those temporary names are replaced with data entered. Data entered triggers system-generated data placement in fields shown with greyed out backgrounds.

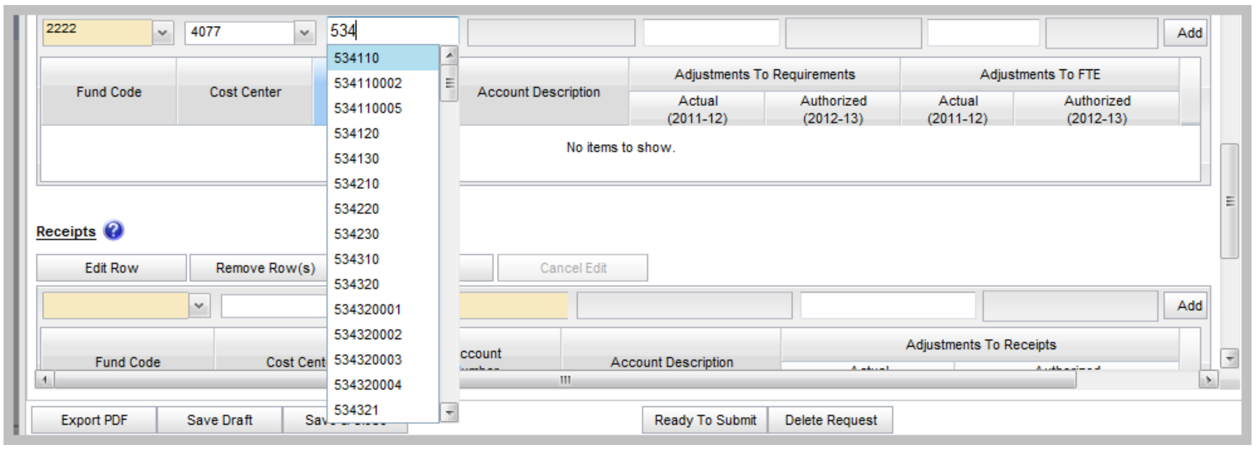
Select Fund Code and Cost Center from Drop-Downs:

Step 18 Data Selection: In the Requirements section, click on the Fund Code drop-down arrow. You will see a list of Fund Codes for the Budget Code previously entered at form creation and associated with the form. Select the Fund Code, and it is populated in the form. Perform the same selection for Cost Center, if appropriate.

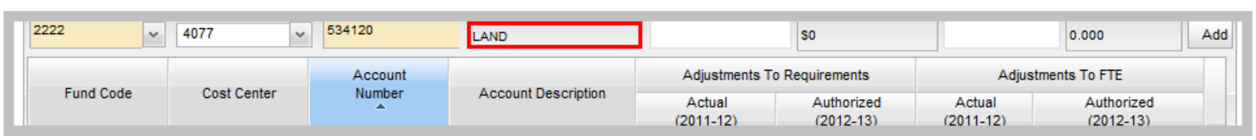


Search on Account Code (first 3 characters or more recommended) and then Select from Drop-Downs:

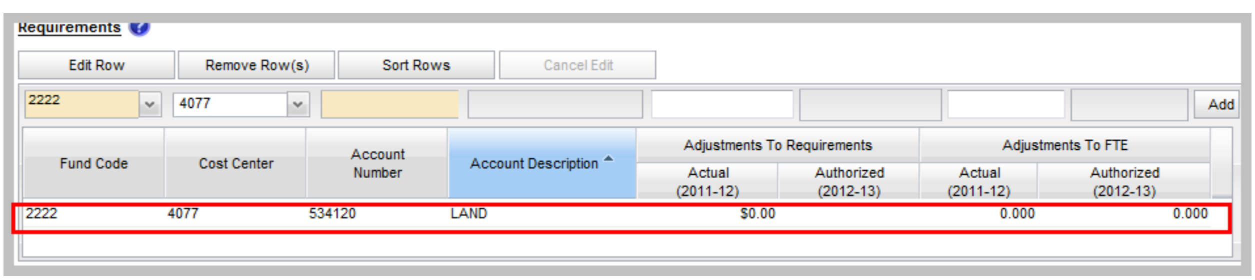
Step 18 Data Search/Selection: Account Code Search (below): In the Account_Number field, you can enter a partial search of 3 or more characters, and IBIS will return the matches it finds. Select the appropriate Account Code and it will populate the form.



Step 18 Description (below): After providing the Account Number (above), IBIS provides the Account Description for the Account Number selected.

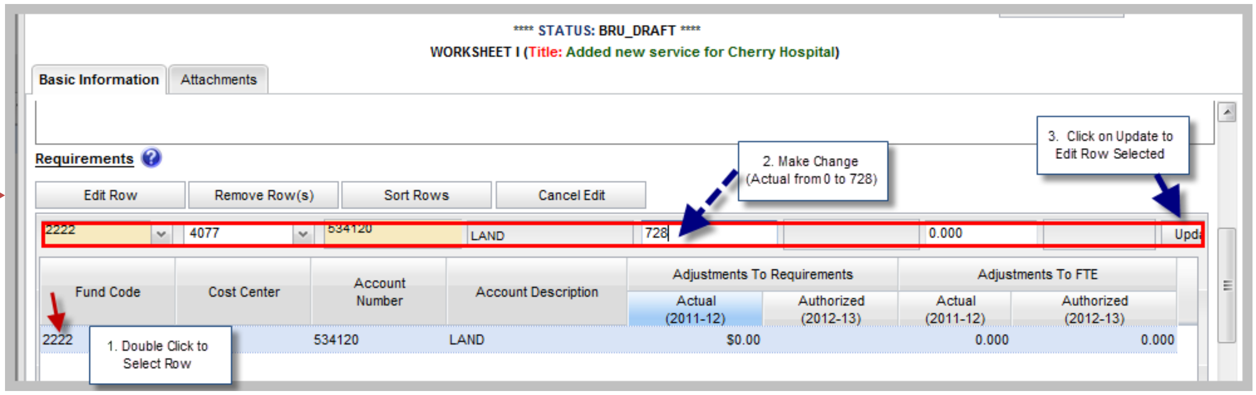


Step 18 Add: Once Account Number is entered, clicking on the Add button at far right, results in the added row being displayed below the field name row. Once that occurs, the row may be edited using the Edit button, to revise data.



EDIT Action:

Step 19: To edit a row previously added, first click on the Edit Row button. Select the row you want to edit.

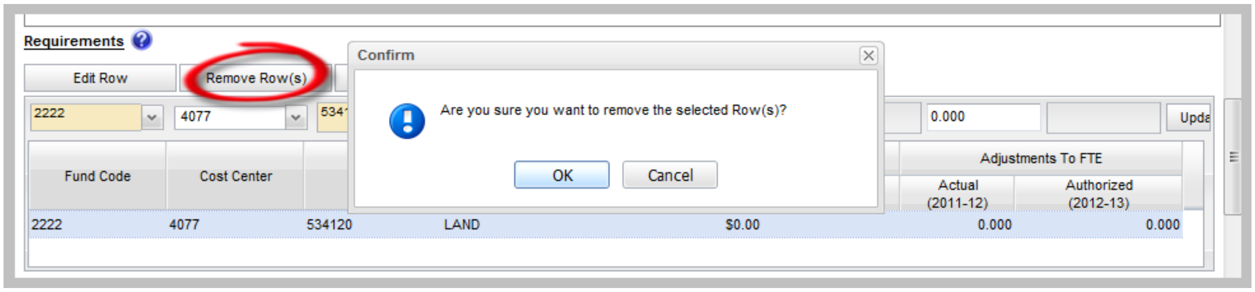


Step 19 Result (above): Note the RED arrow – this is the row you have selected by moving the pointer there and clicking.

1. By double clicking, that row is then shown above, in the area this guide has outlined with a red rectangle.
2. It is in that above area where you can make changes,
3. Once changes are complete, click on the Update button at the far right of the rectangular area to make the change.

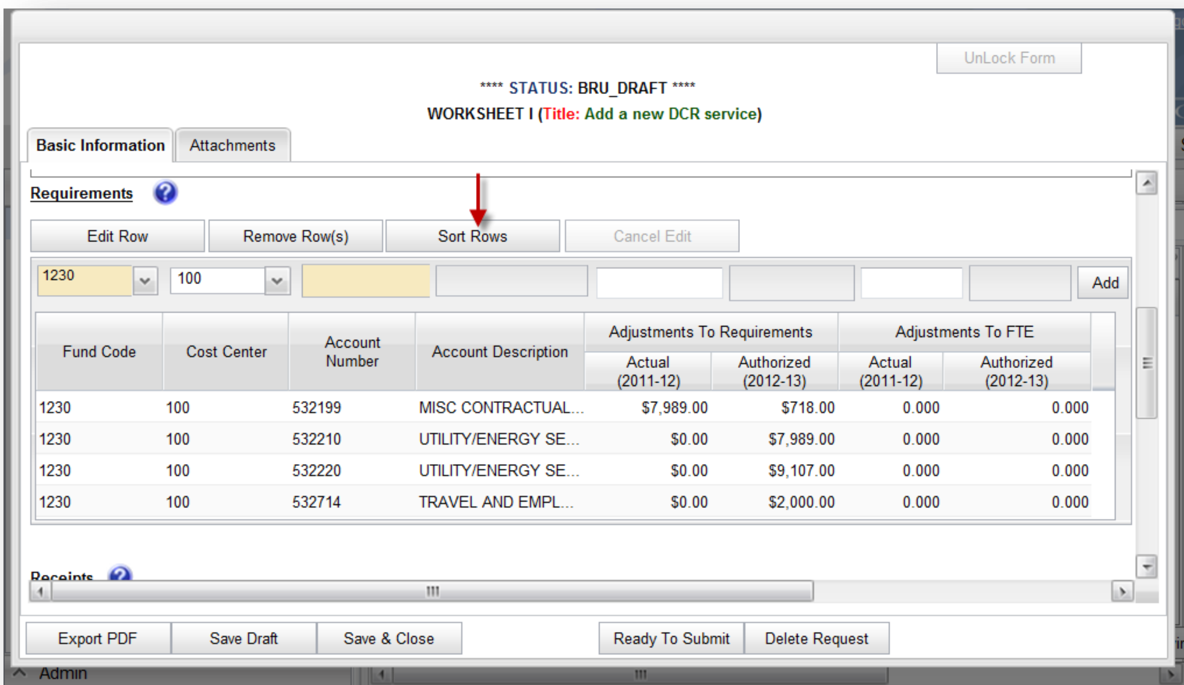
REMOVE Action:

Step 20: When you click on the Remove Row(s) Button, you are asked, "Are you sure you want to remove the selected Row(s)?" Deselect any row(s) you do not want to remove. To remove the selected row, click on OK.



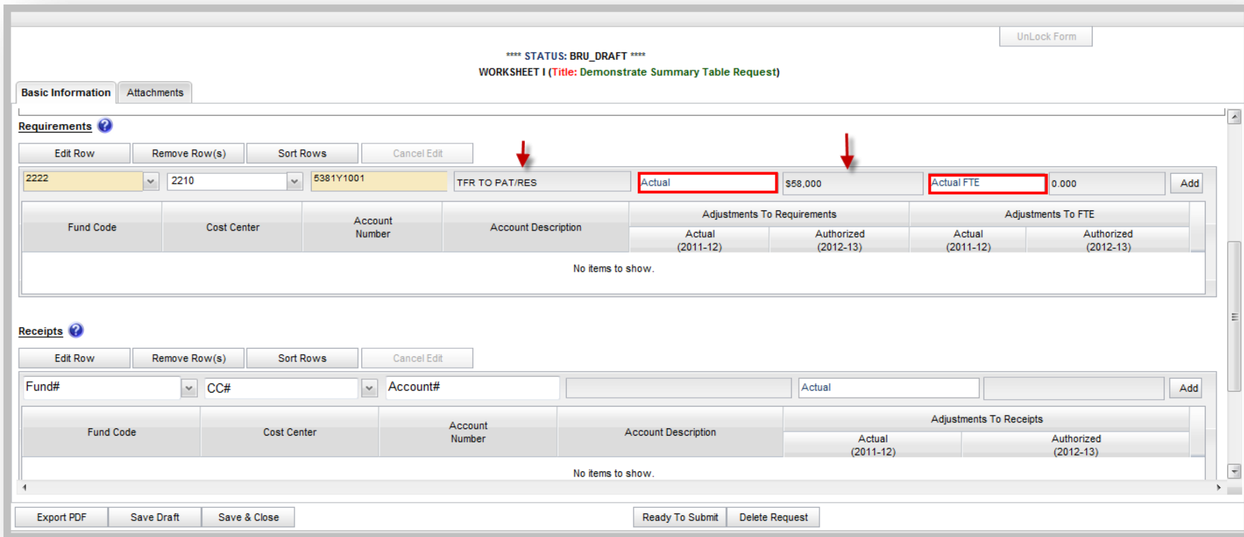
SORT Action:

Step 21: If you have multiple rows and wish to sort them, click on the Sort Rows button.



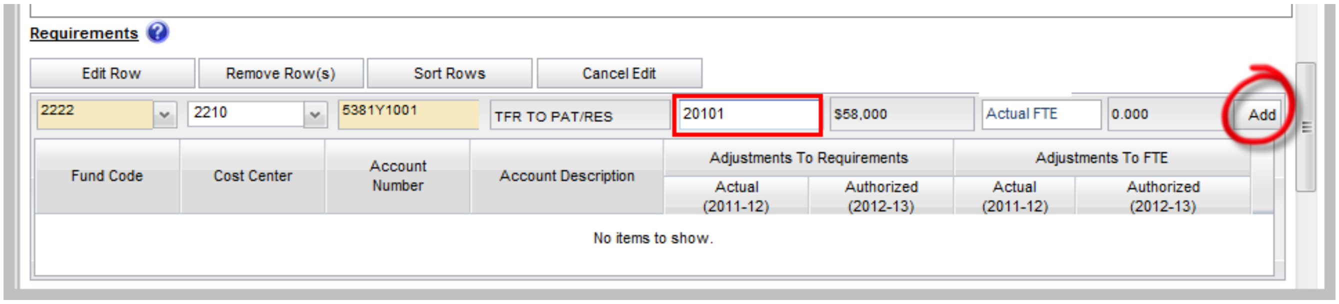
Step 21 Result: This will sort the rows in order by Fund Code, Cost Center, and Account Number. Alternatively, you can sort by Fund Code or Cost Center by selecting from drop downs to the right of those field names.

Step 22: Setup to Demonstrate Summary Tables – This is what the form depicts once you enter Fund Code, Cost Center, and Account Number in the Requirements row related to the Request.

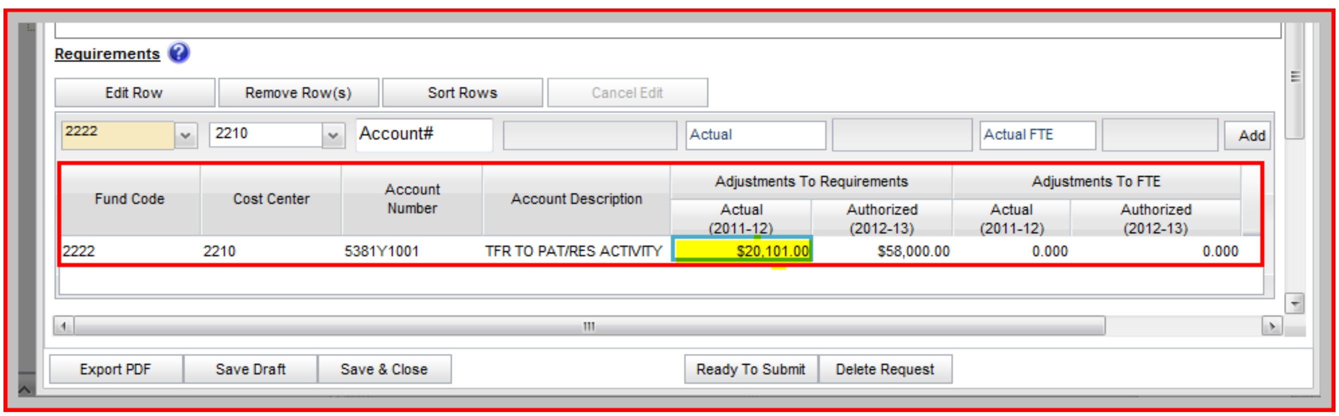


Step 22 Result (above): The Account Description, Authorized Adjustments To Requirements and Authorized Adjustments to FTE are system-generated based on pre-entered/authorized entries. The fields for Actuals (Adjustment to Requirements and FTE) are outlined in red in this guide, along with temporary titles (Actual and Actual FTE) in the form fields, to show you where to enter the data when you are adding rows or editing rows, depending on timing of the entry of actuals.

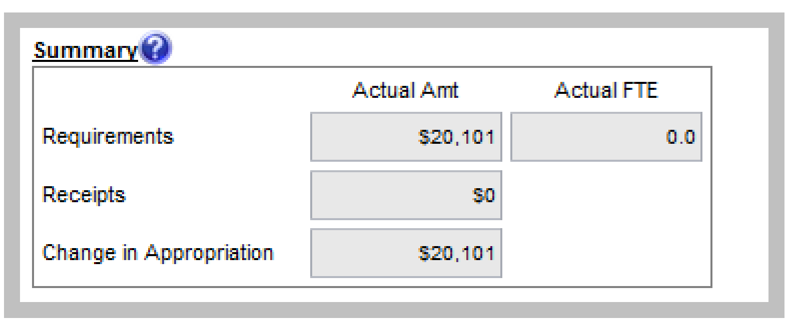
Step 23: After entry of Actuals, if you have them when you perform the add, Click on the Add button. You will use the Edit Row button, as shown previously, when you enter actuals after the row has been added.



Step 23 Result (below): IBIS moves that row down below the form headings, and formats your Adjustments to Requirements/Actual entry as shown in yellow below.

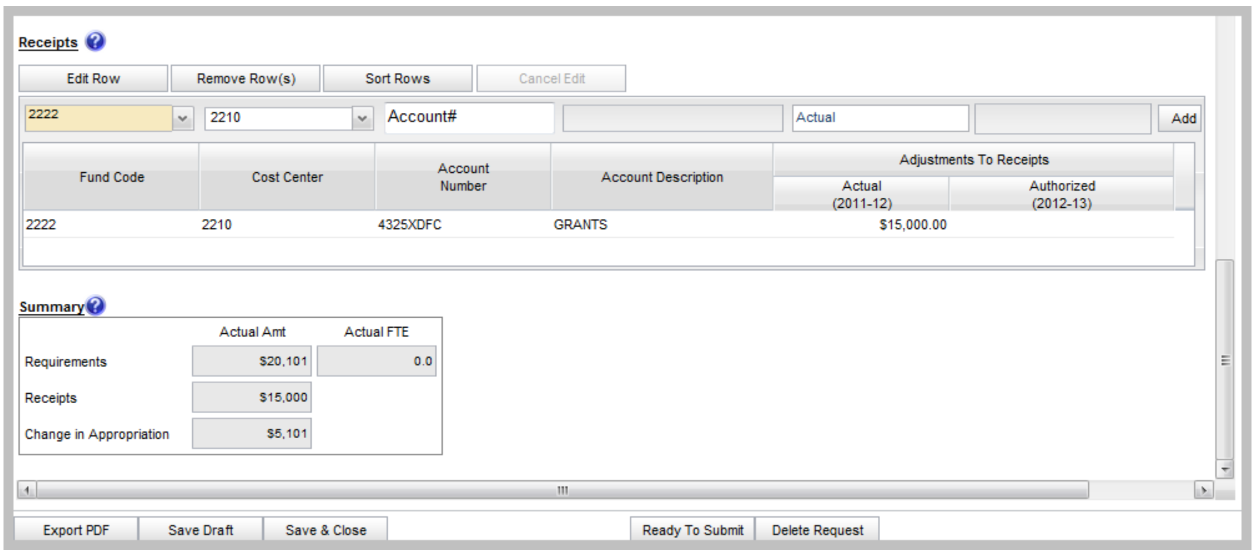


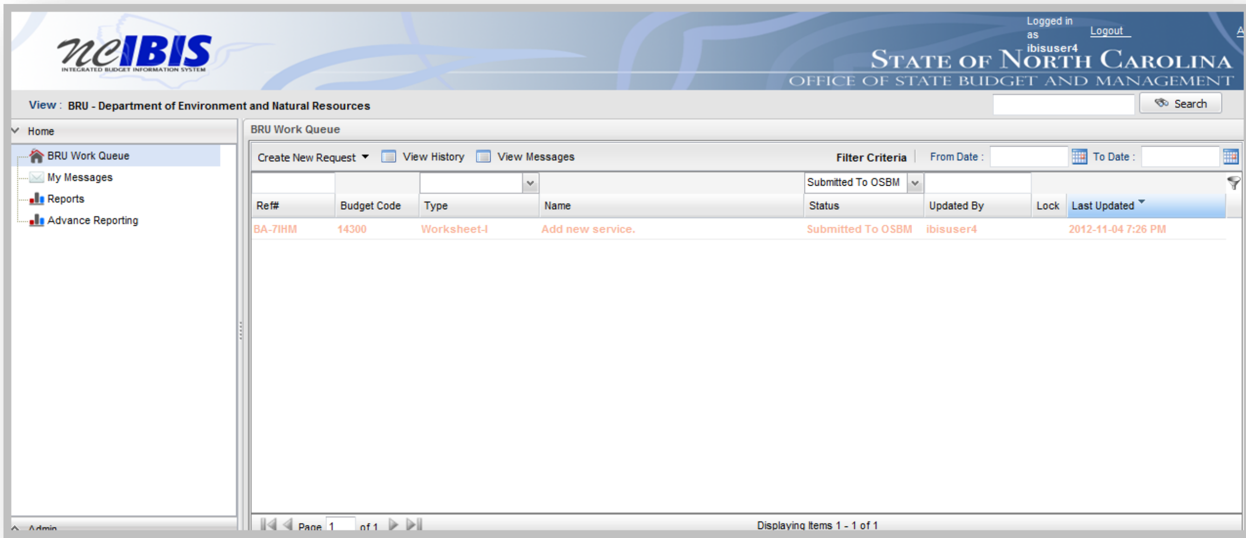
Step 23 Result (below): At this point, the Summary Table is auto-generated, from the Requirements record (above) as follows:



Step 24 Receipts Added and Summary Tables Updated for Requirements & Receipts:

See below for those updates to Receipts and Summary Table. Receipts are added, edited/updated, sorted and removed (if applicable) in the same way as requirements (shown in Steps 21 through26). Below is an added receipts record. As you can see, the Summary Table shows Actuals for both Requirements and Receipts, reflecting the delta between Requirements and Receipts (in this case Requirements ($20,101) minus Receipts ($15,000) = Change in Appropriation ($5,101).




ncIBIS
Logged in as ibisuser4
Logout
State of North Carolina
Office of State Budget and Management
View : BRU - Department of Environment and Natural Resources
Search
Home
BRU Work Queue
My Messages
Reports
Advance Reporting
BRU Work Queue
Create New Request
View History
View Messages
Filter Criteria
From Date :
To Date :
Submitted To OSBM
Ref#
Budget Code
Type
Name
Status
Updated By
Lock
Last Updated
BA-7IHM
14300
Worksheet-I
Add new service.
Submitted To OSBM
ibisuser4
2012-11-04 7:26 PM
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Admin