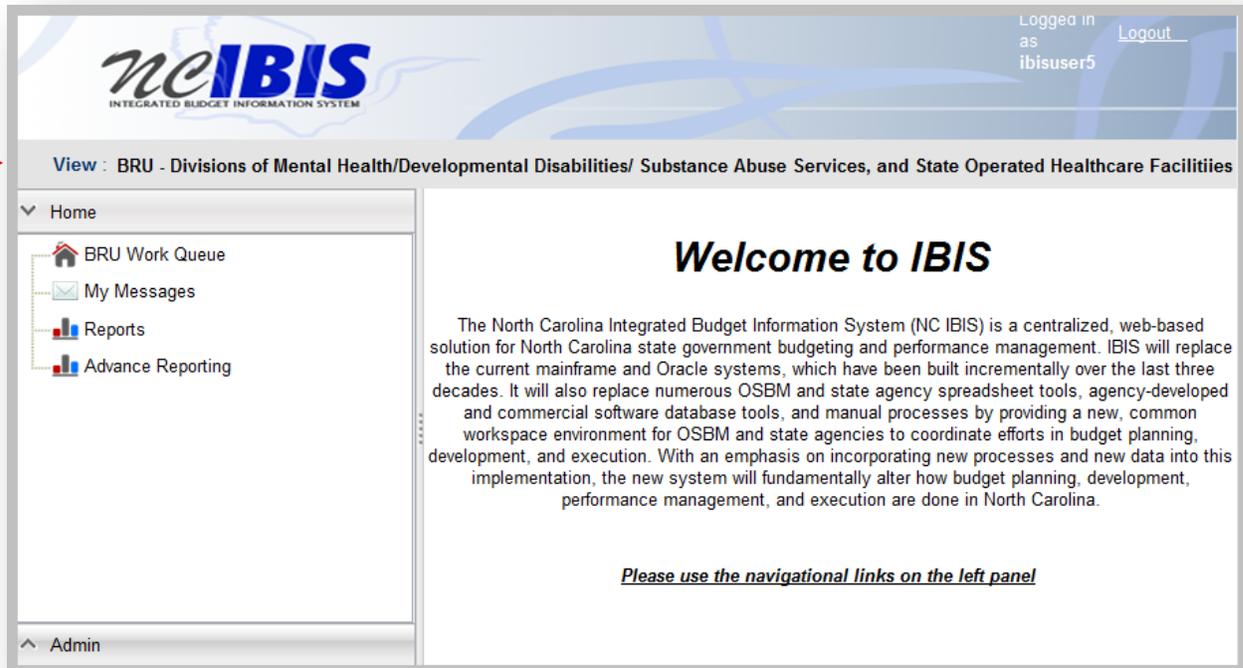


INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)

TRAINING GUIDE

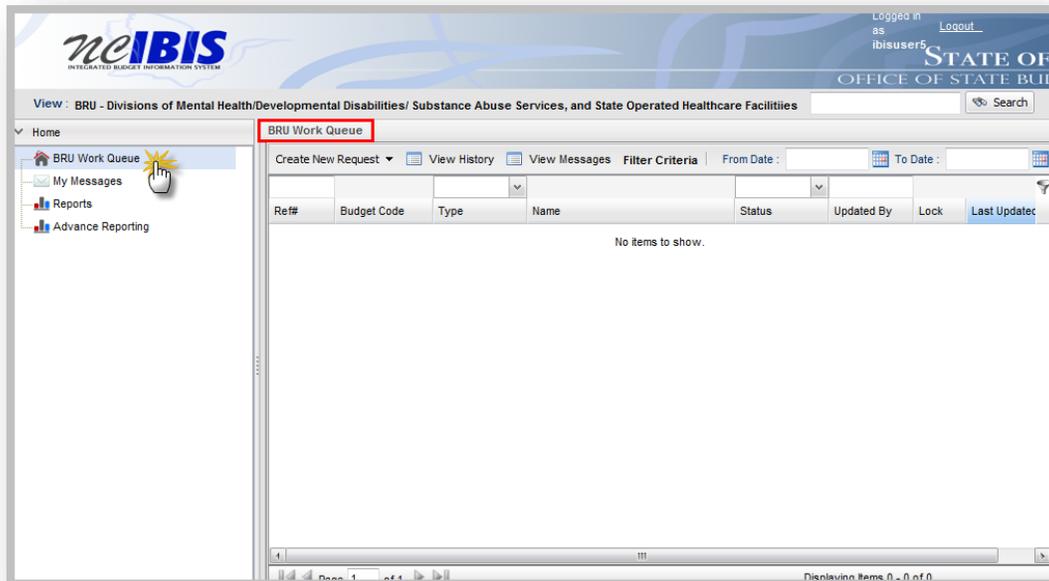
SECTION 3: WORKSHEET I - INCREASE/DECREASE



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

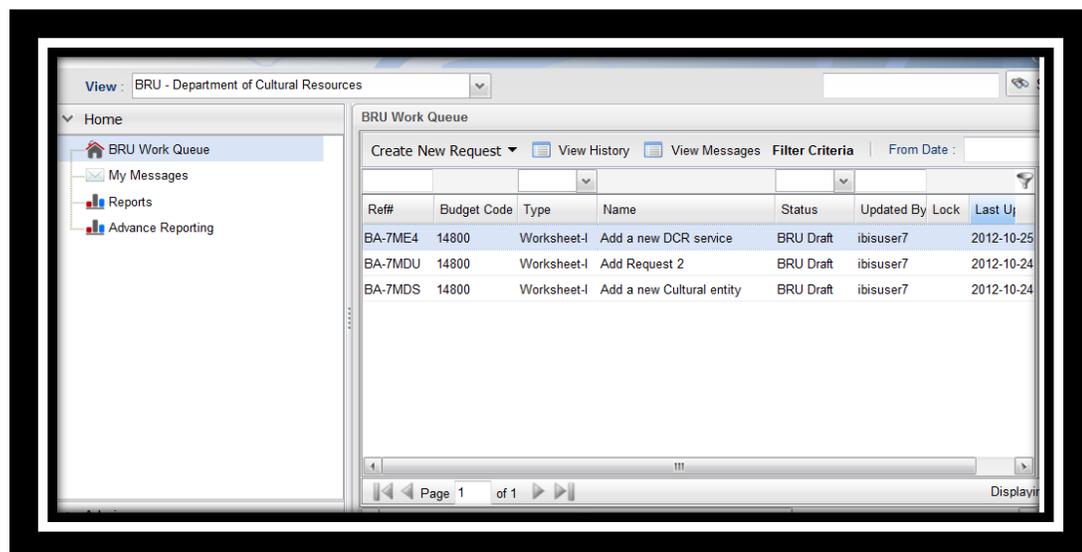
Step 1: If you have access to multiple Divisions and/or Agencies, find the View drop-down list in the upper left-hand corner. Click on the drop-down arrow. You will need to select one.

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

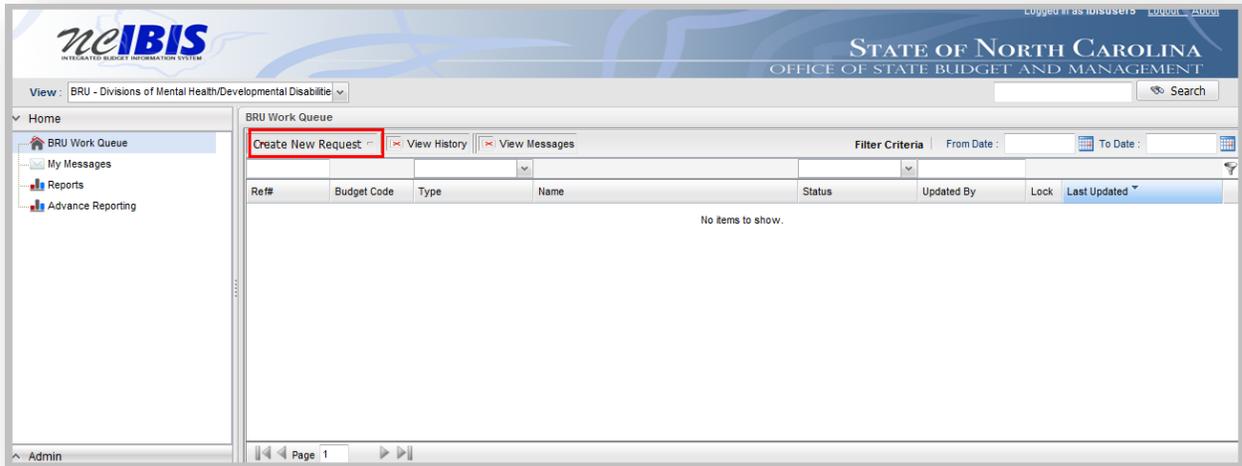


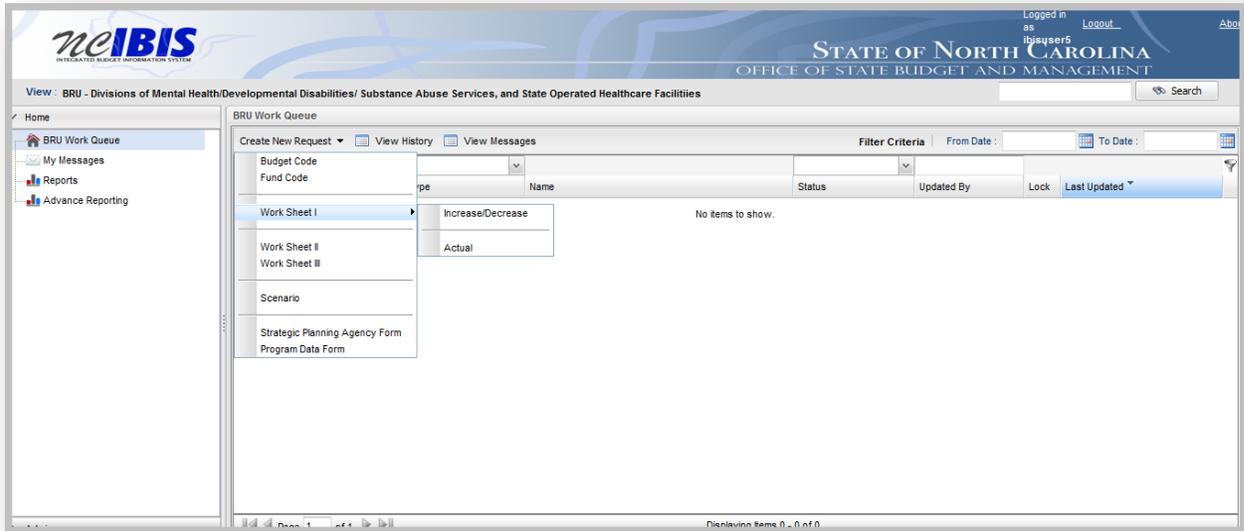
Step 2 Result (See above): The right pane of the window will display the BRU Work Queue, when one exists. In this case, there is nothing in the Work Queue yet, so the right pane shows only the label for the Work Queue – which you will be creating in the next few steps.

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



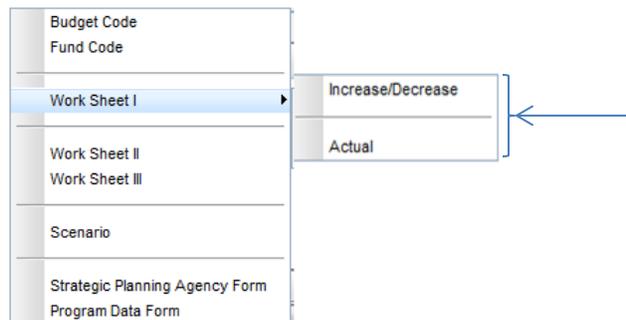
Step 4: Click Create New Request drop-down, on the right pane of the window, as outlined in red:





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

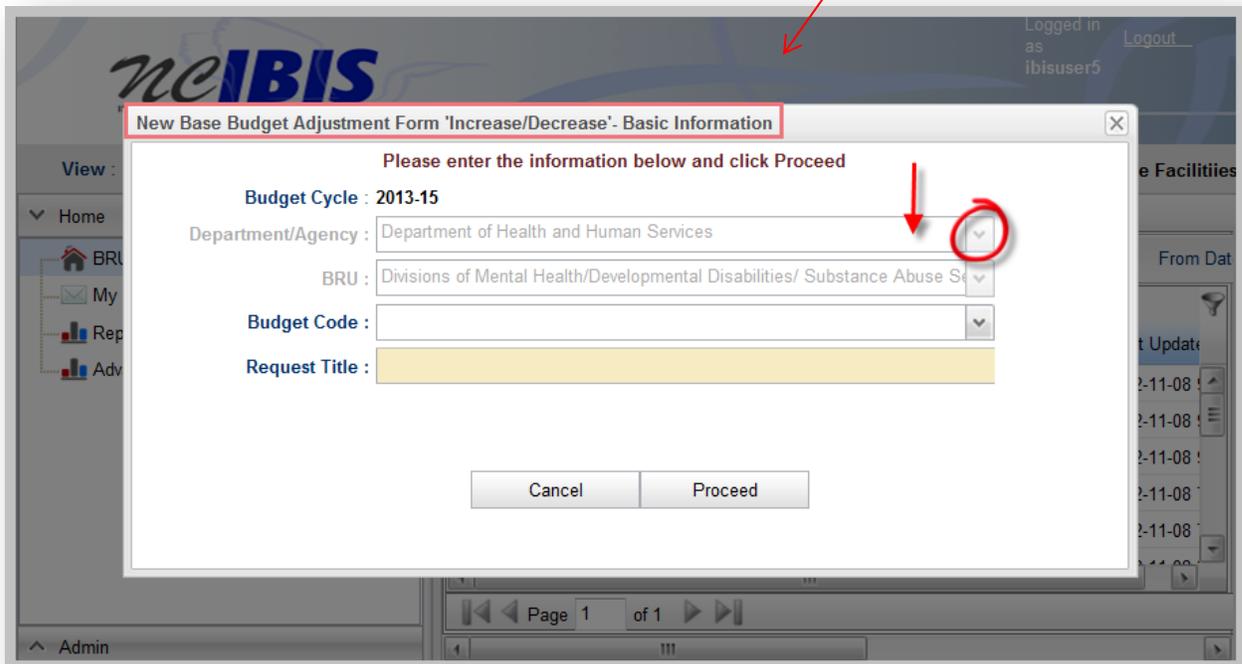
Work Sheet I sub-menu has two options: Increase/Decrease and Actual.



Step 5: Click on the Increase/Decrease option on the sub-menu (above).

Step 5 Result (below): You will see a New Base Budget Adjustment Form “Increase/Decrease” – Basic Information window.

Step 6: Note the Department/Agency field. [See the red arrow.]



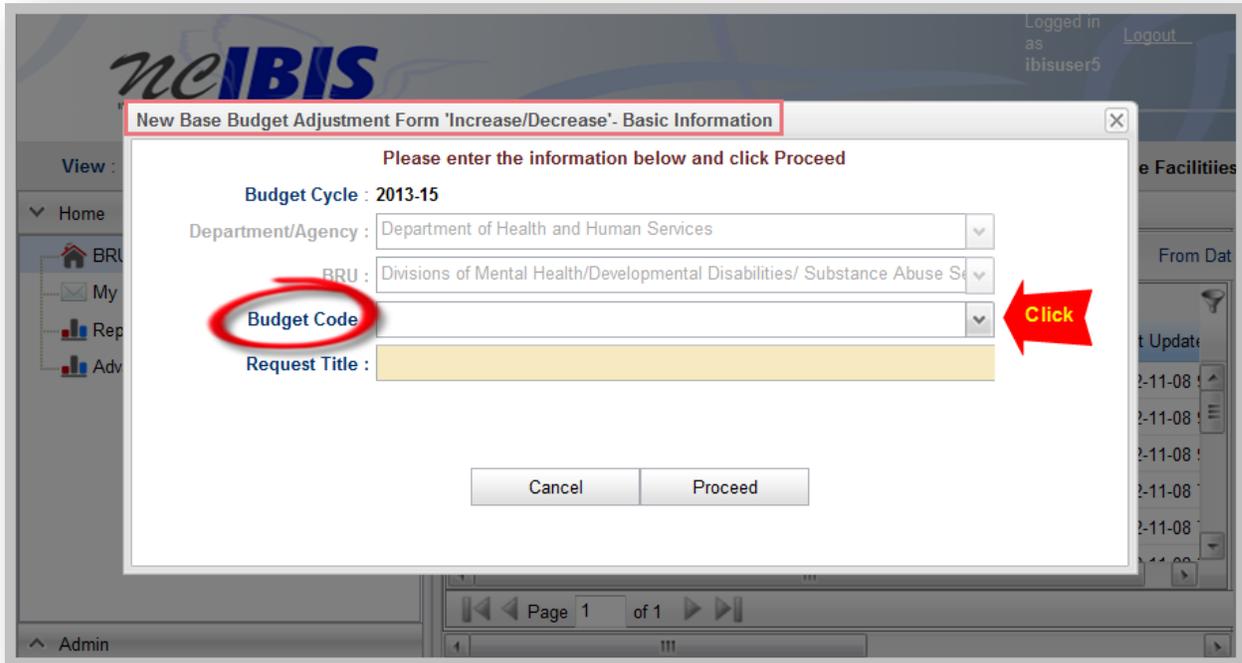
The screenshot shows a web application interface for neIBIS. A modal window titled "New Base Budget Adjustment Form 'Increase/Decrease'- Basic Information" is open. The window contains the following fields and values:

- Budget Cycle :** 2013-15
- Department/Agency :** Department of Health and Human Services
- BRU :** Divisions of Mental Health/Developmental Disabilities/ Substance Abuse Services
- Budget Code :** (empty)
- Request Title :** (empty)

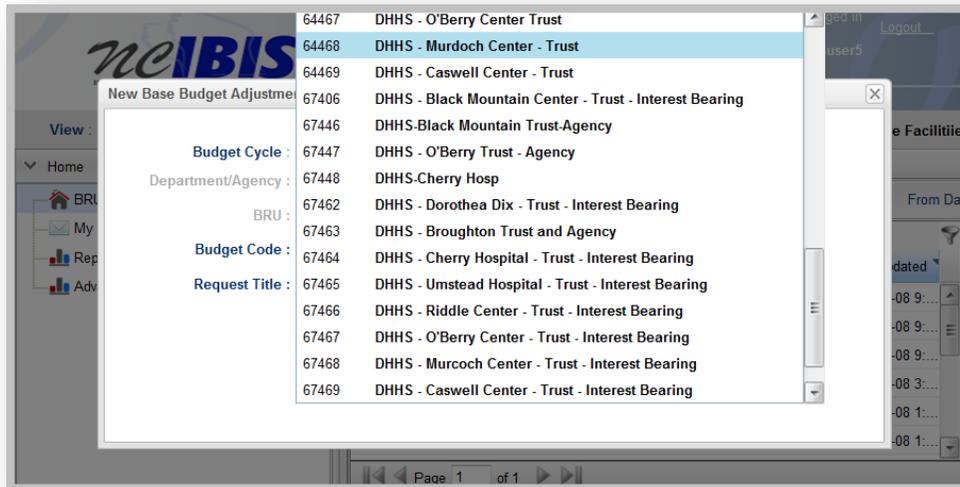
At the bottom of the window are "Cancel" and "Proceed" buttons. A red arrow points to the Department/Agency field, and a red circle highlights the drop-down arrow of the BRU field.

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 (circled) for you to select from.

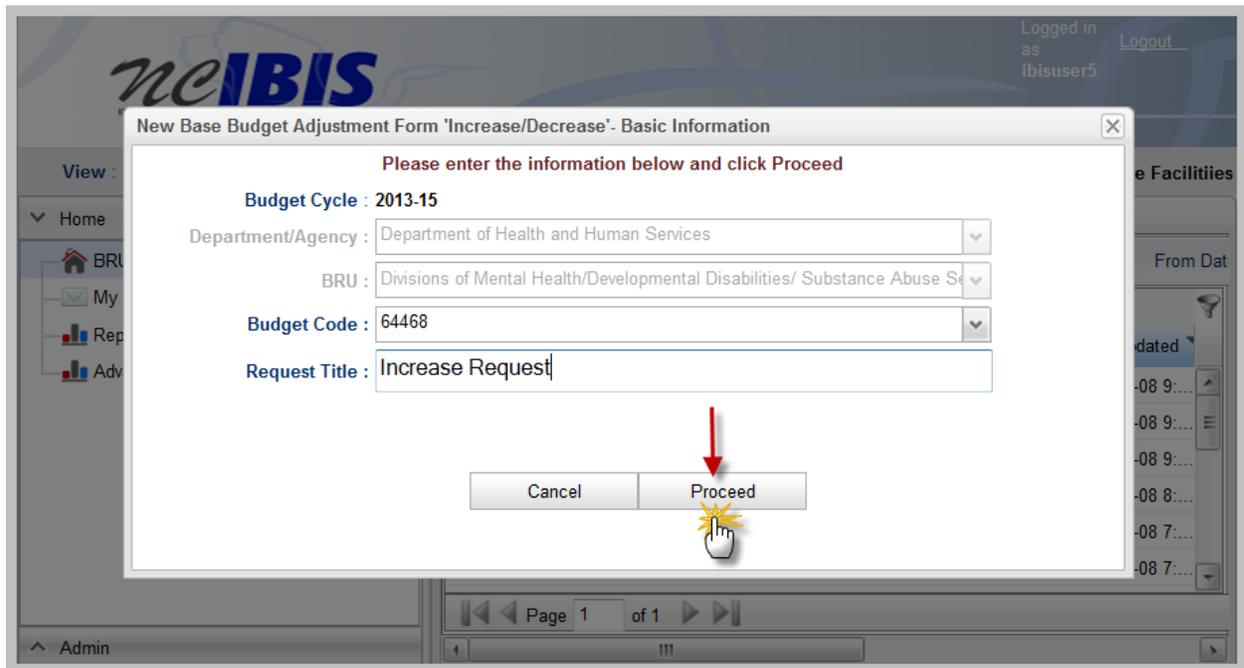
Step 7: Click on the dropdown arrow for the Budget Code field.



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.



The screenshot shows a web application interface for neIBIS. A modal window titled "New Base Budget Adjustment Form 'Increase/Decrease'- Basic Information" is open. The window contains the following fields and values:

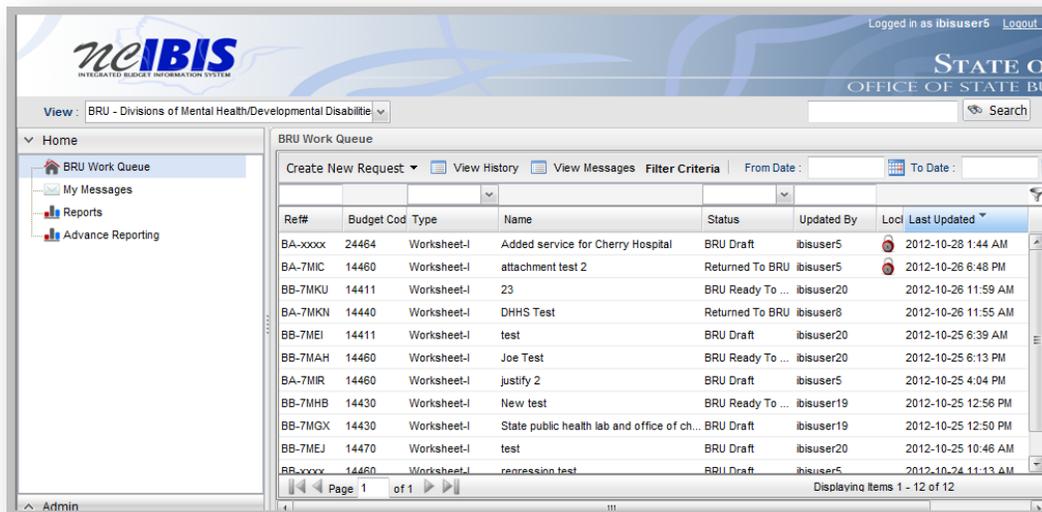
- Budget Cycle: 2013-15
- Department/Agency: Department of Health and Human Services
- BRU: Divisions of Mental Health/Developmental Disabilities/ Substance Abuse Se
- Budget Code: 64468
- Request Title: Increase Request

At the bottom of the form, there are two buttons: "Cancel" and "Proceed". A red arrow points to the "Proceed" button, and a mouse cursor is clicking on it. The background shows a sidebar with navigation options like "Home", "BRU", "My", "Rep", and "Adv", and a top right corner with "Logged in as ibisuser5" and a "Logout" link.

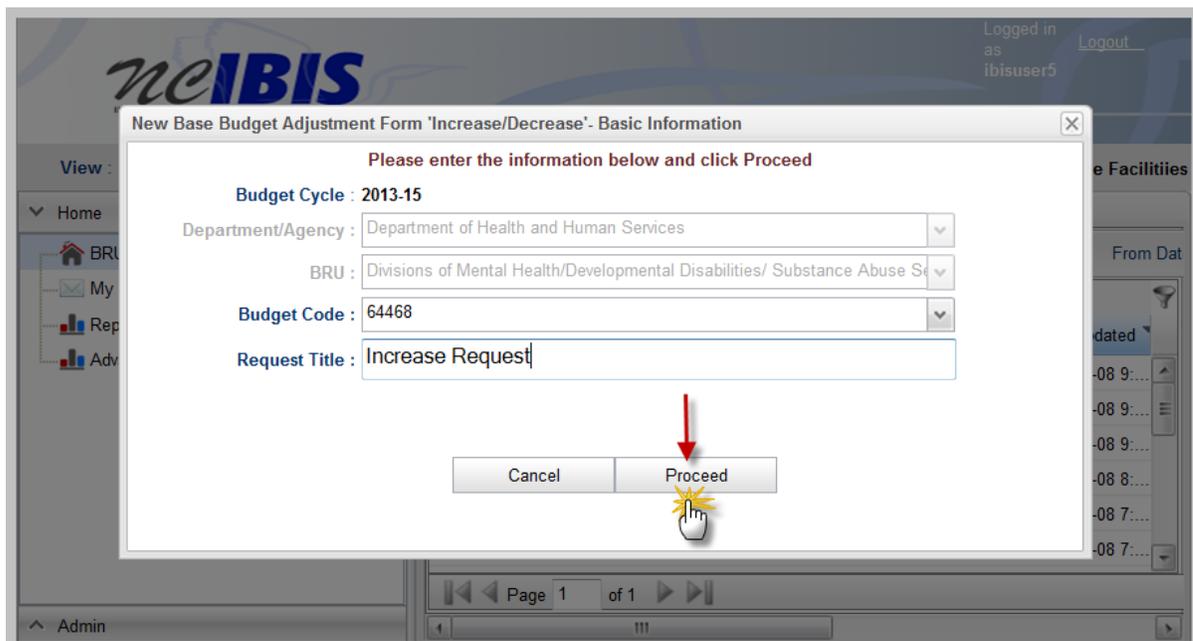
Step 8 Result (above): You will see that the field is populated with the Budget Code selected, and the Budget Code list disappears.

Step 9: Click in the Request Title field. You will see a flashing cursor in the field. Type in the Title for the Worksheet Request. Click on the Proceed button to continue to add the request.

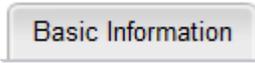
Step 10: If you click on the Cancel button (above), the window on the prior step closes, **nothing is saved**, and you return to the BRU Work Queue.



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. 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, making it centrally accessible to all IBIS forms.



In the Basic Information tab, select the Adjustment Type from the dropdown.

The screenshot shows the 'Basic Information' tab of the 'Worksheet I' form. The form title is '**** STATUS: BRU_DRAFT **** WORKSHEET I (Title: Increase Request)'. The 'Adjustment Type' dropdown menu is open, showing options such as 'Enrollment or populations served', 'Receipt-supported activities', 'Annualization of programs and new facilities', 'Annualizing salaries', 'Removal of nonrecurring items', 'Operating/building reserves', 'Facility-based adjustments', 'Program adjustments', and 'Exception requests for non-facility-based operating accounts'. The 'Operating/building reserves' option is highlighted. Other fields include 'Budget Cycle: 2013-15', 'Request Type: Increase/Decrease', 'Department/Agency: Department of Health and Human Services', 'BRU: Disabilities/ Substance Abuse Services, and State Operated Healthcare Facilities', and 'Budget Code: 64468-DHHS - Murdoch Center - Trust'. The 'Reference Number' is 'BB-7J18'. The form also includes buttons for 'Export PDF', 'Save Draft', 'Save & Close', 'Ready To Submit', and 'Delete Request'.

Step 12 (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.

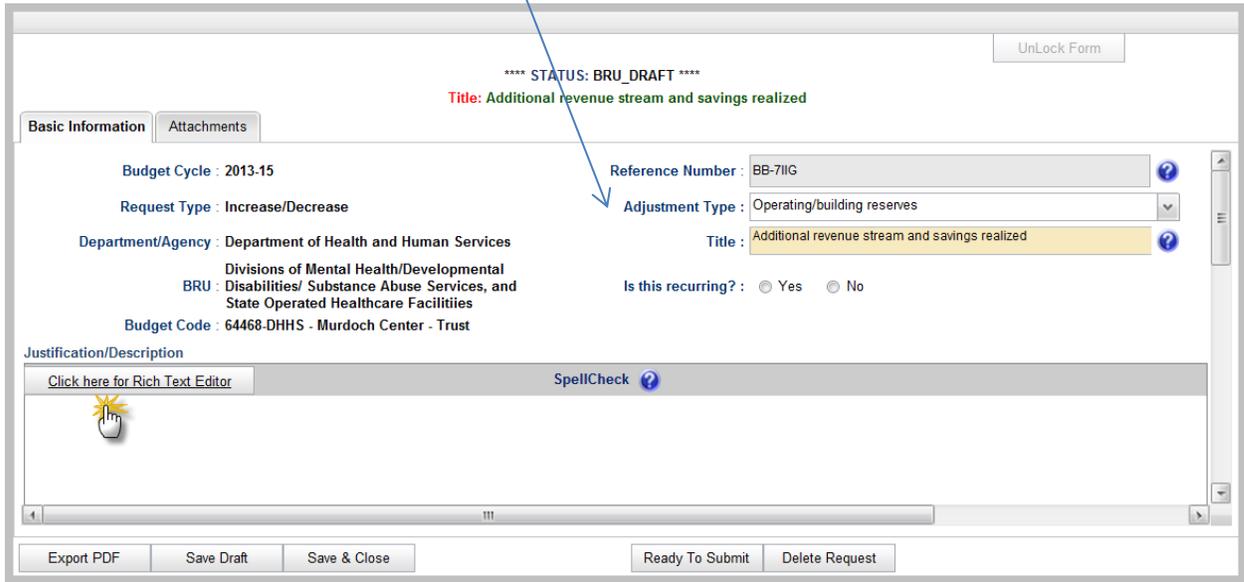
Budget Code: The Budget Code selected from the New Base Budget Adjustment Form “Actual” – Basic Information window when the Worksheet I form was created.

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 12 Result (below): You see the **Adjustment Type** selected (above) is populated in the screen (below).

Step 13: Click in the Justification/Description field – Either click on the underscored link to the Text Editor (lower left), where it says, “Click here for Rich Text Editor” or click directly in the box below that link, if you want to bypass the editor.



**** STATUS: BRU_DRAFT ****

UnLock Form

Title: Additional revenue stream and savings realized

Basic Information Attachments

Budget Cycle : 2013-15

Request Type : Increase/Decrease

Department/Agency : Department of Health and Human Services

Divisions of Mental Health/Developmental
BRU : Disabilities/ Substance Abuse Services, and
State Operated Healthcare Facilities

Budget Code : 64468-DHHS - Murdoch Center - Trust

Reference Number : BB-7IIG

Adjustment Type : Operating/building reserves

Title : Additional revenue stream and savings realized

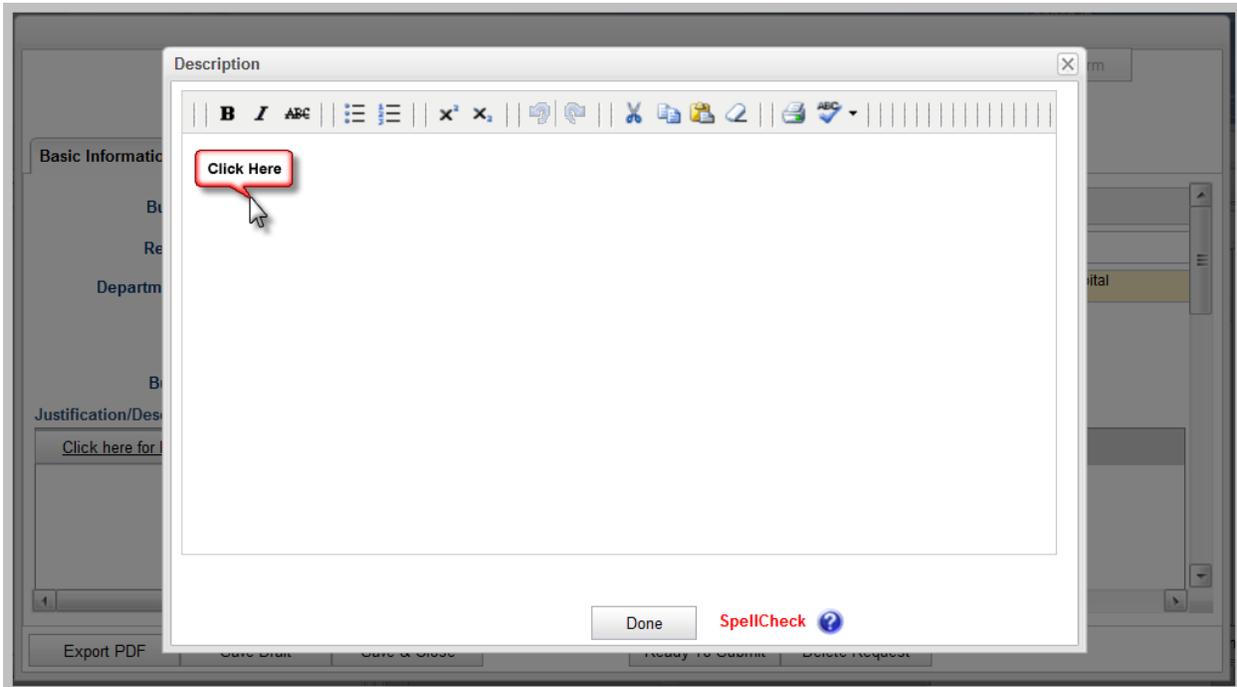
Is this recurring? : Yes No

Justification/Description

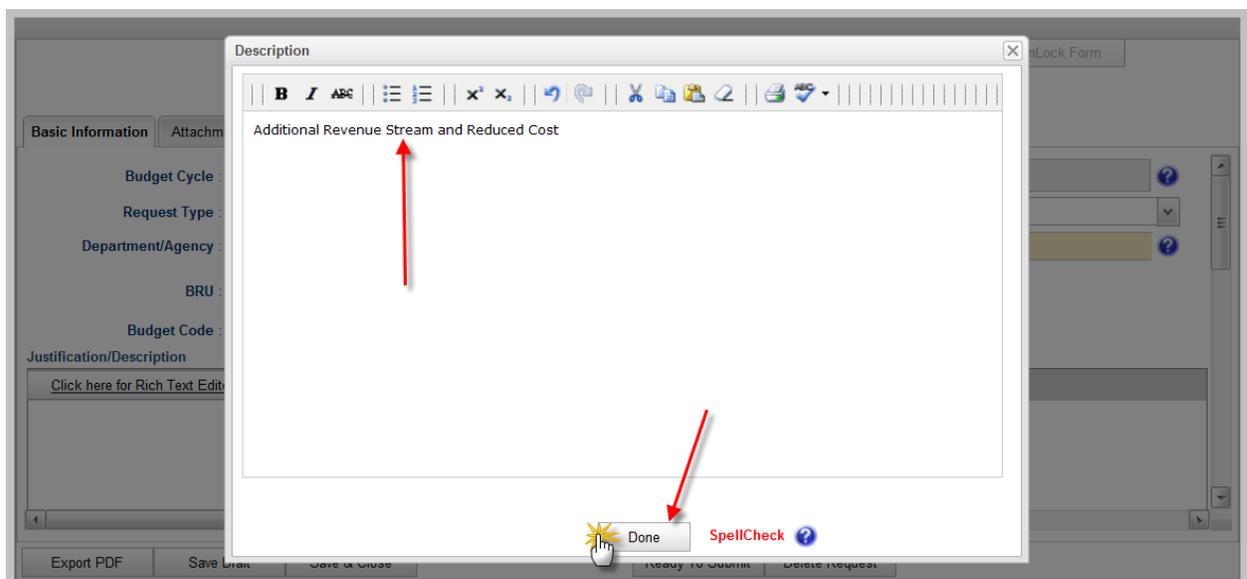
[Click here for Rich Text Editor](#) SpellCheck

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

Step 13 Result (below): When you click on the underscored link to the Text Editor (above), where it says, “Click here for Rich Text Editor” a new window opens (below).



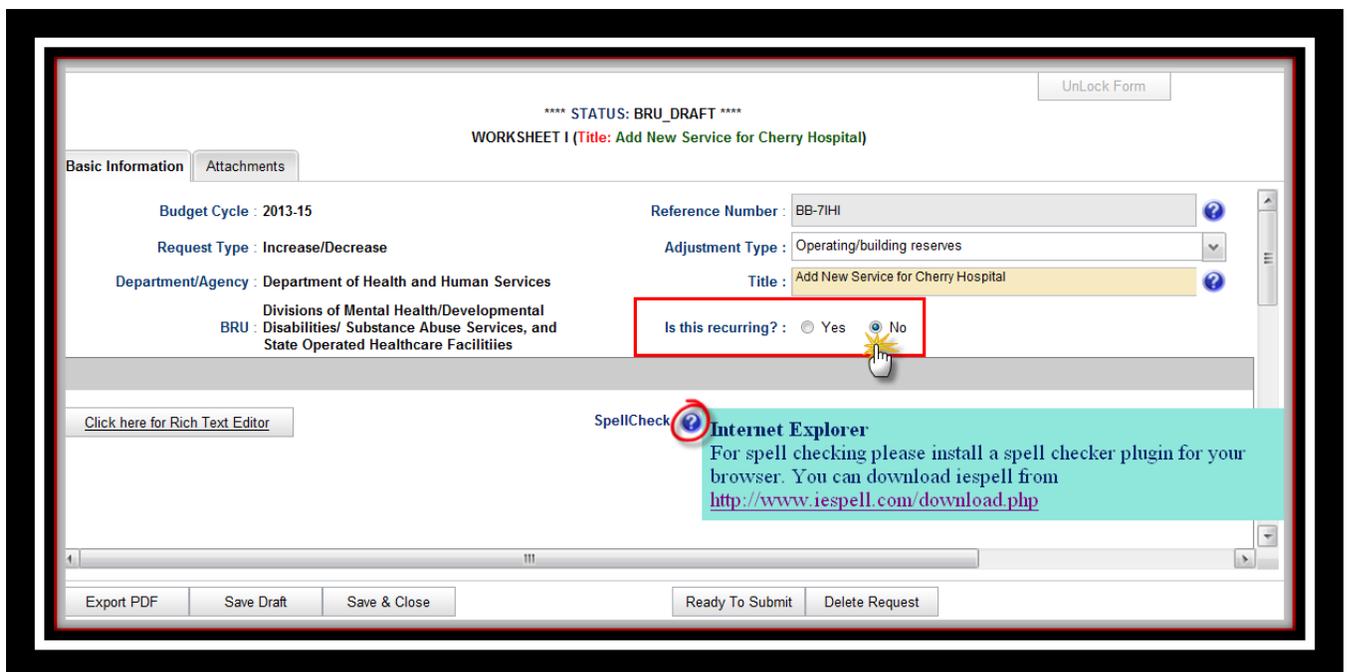
Step 14 (above): Click in the window and enter your justification/description: text editor advantages are that you can perform a spell check and you can specify formatting. Text entry is shown below.



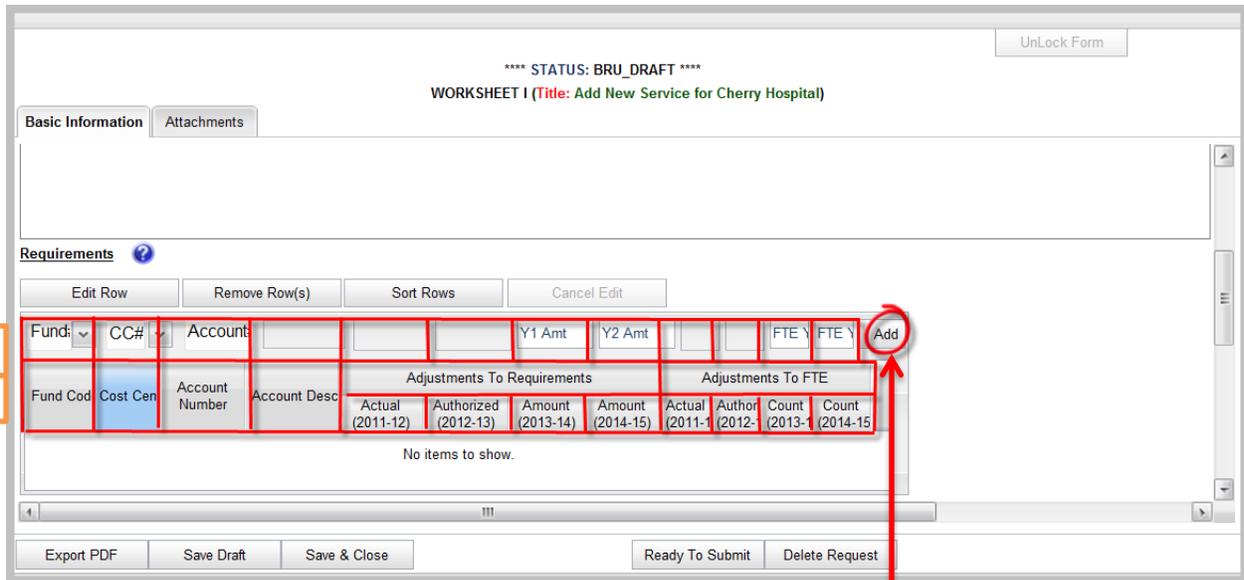
Step 15: Click on the Help Text Icon (wherever you see a blue question mark). The one highlighted below is a spell checker that you can apply once you have entered text in the Justification/Description field. Fill the circle by clicking on yes or no to the recurring question (whether the request will occur in multiple years).



Step 15 Result (below): You will see a pop up with help text displayed, which will occur whenever you click on the Help Text Icon. Also you see the answer to the question about whether this is recurring (circle filled).



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).



**** STATUS: BRU_DRAFT ****
WORKSHEET I (Title: Add New Service for Cherry Hospital)

Basic Information Attachments

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund#	CC#	Account#	Y1 Amt	Y2 Amt	FTE Y1	FTE Y2	Add				
Fund Cod	Cost Cen	Account Number	Account Desc	Adjustments To Requirements		Adjustments To FTE					
				Actual (2011-12)	Authorized (2012-13)	Amount (2013-14)	Amount (2014-15)	Actual (2011-12)	Author Count (2012-13)	Count (2013-14)	Count (2014-15)

No items to show.

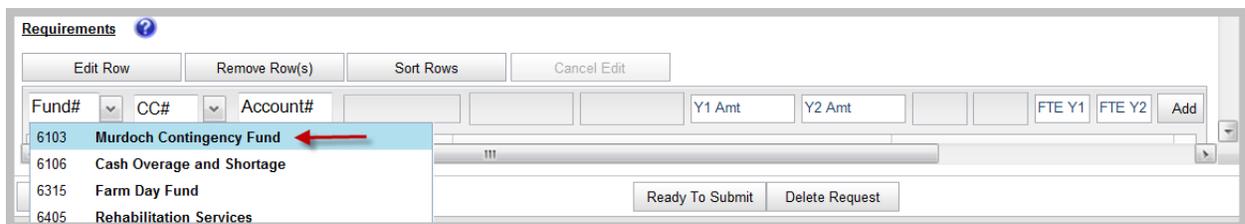
Export PDF Save Draft Save & Close Ready To Submit Delete Request

ADD Action:

Step 16 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 Data Headers (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 16 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, to be populated in the form. Perform the same selection for Cost Center, if appropriate.



Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

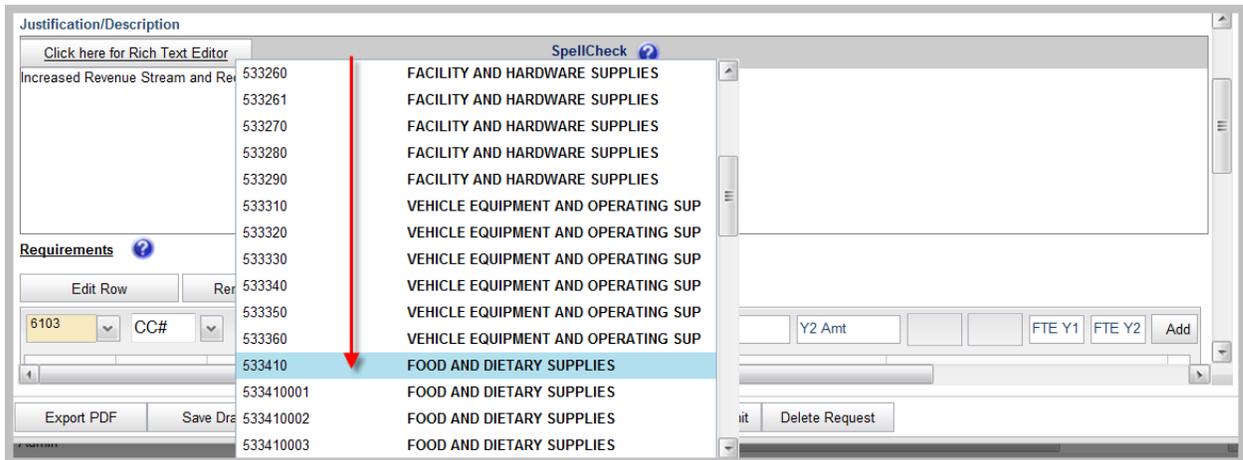
Fund# CC# Account# Y1 Amt Y2 Amt FTE Y1 FTE Y2 Add

- 6103 Murdoch Contingency Fund
- 6106 Cash Overage and Shortage
- 6315 Farm Day Fund
- 6405 Rehabilitation Services

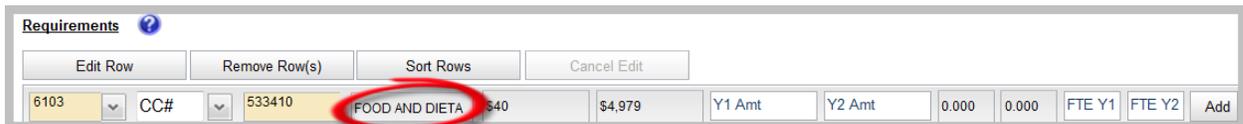
Ready To Submit Delete Request

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

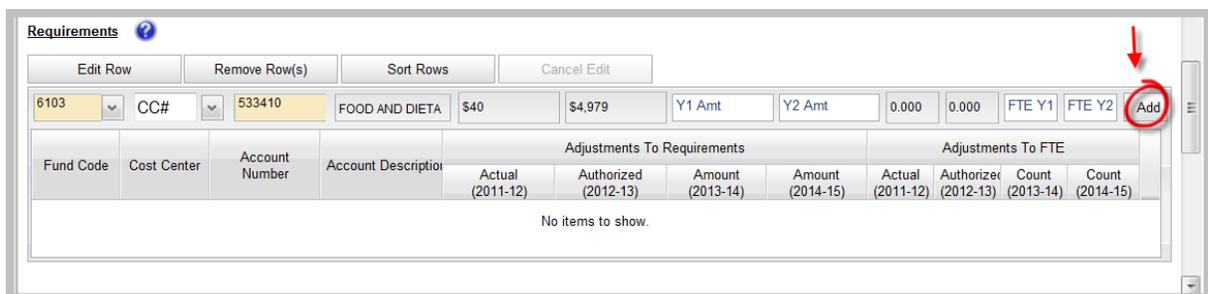
Step 16 Data Search/Selection: Account Code Search (below): In the Account_Number field, you can enter a partial search of 3 or more characters in the form (in this case 532).



Step 16 Description (below): After providing the Account Number (above), IBIS provides the Account Description for the Account Number selected.



Step 17: ADD – You will Click on Add at the far right (circled in red, below) to add this request.



Step 17 Result (below): Once you click on the Add button, above, that results in the added row being displayed below the field name row. Once that occurs, the row may be edited using the Edit button.

Fund Code	Cost Center	Account Number	Account Description	Adjustments To Requirements				Adjustments To FTE			
				Actual (2011-12)	Authorized (2012-13)	Amount (2013-14)	Amount (2014-15)	Actual (2011-12)	Authorized (2012-13)	Count (2013-14)	Count (2014-15)
6103		533410	FOOD AND DIET...	\$40.00	\$4,979.00	\$0.00	\$0.00	0.000	0.000	0.000	0.000

EDIT Action:

Step 18 (below): To edit row, click row you want to edit (red arrow) and click Edit Row button.

Fund Code	Cost Center	Account Number	Account Description	Adjustments To Requirements				Adjustments To FTE			
				Actual (2011-12)	Authorized (2012-13)	Amount (2013-14)	Amount (2014-15)	Actual (2011-12)	Authorized (2012-13)	Count (2013-14)	Count (2014-15)
6103		533410	FOOD AND DIET...	\$40.00	\$4,979.00	\$0.00	\$0.00	0.000	0.000	0.000	0.000

Step 18 Result (below):

1. By double clicking, the selected row is then shown below the Edit Row button, where changes are entered.
2. Once changes are entered, click on the Update button at the far right of the rectangular area to make the changes. Enter values to change in the edit row (red arrows pointing to 2 and 4000, below).

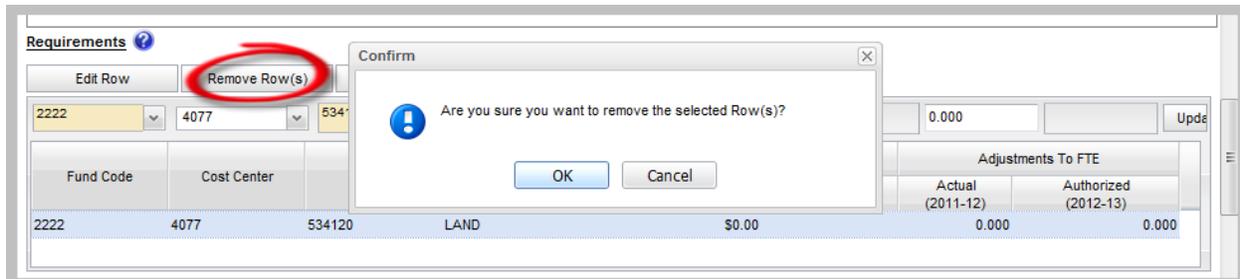
Fund Code	Cost Center	Account Number	Account Description	Actual (2011-12)	Authorized (2012-13)	Amount (2013-14)	Amount (2014-15)	Actual (2011-12)	Authorized (2012-13)	Count (2013-14)	Count (2014-15)
6103		533410	FOOD AND DIET...	\$40	4979	20	4000	0.000	0.000	0	0

Step 19: 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. Receipts are entered in the same way as Requirements and display here as Receipts, once entered.

	Y1	Y2	FTE Y1	FTE Y2
Requirements	\$20	\$4,000	0.0	0.0
Receipts	\$0	\$0		
Change in Fund Balance	(\$20)	(\$4,000)		

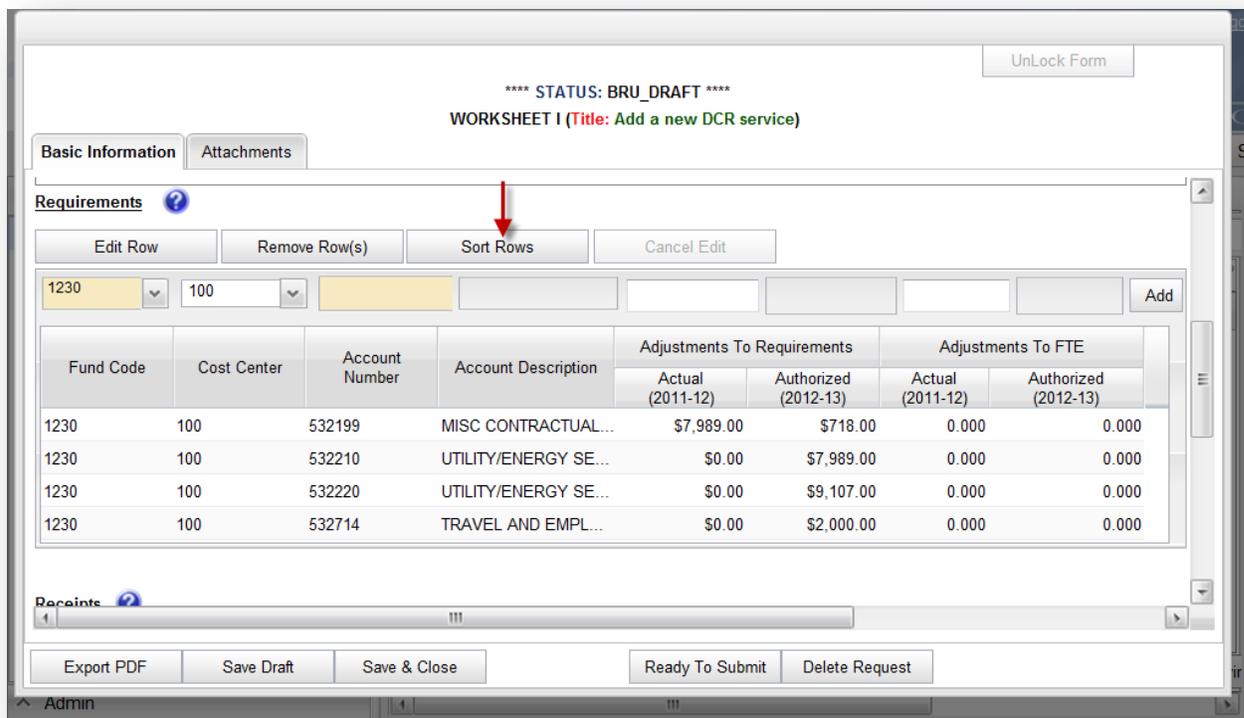
REMOVE Action:

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.

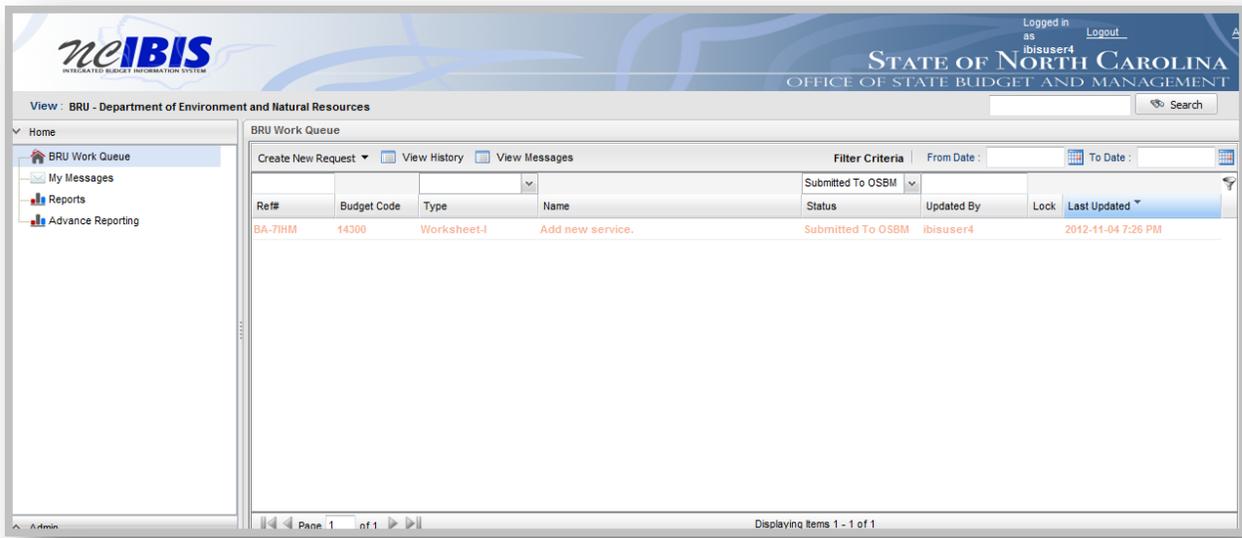


SORT Action:

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



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.



The screenshot displays the neIBIS web application interface. At the top, the neIBIS logo is on the left, and the user is logged in as 'ibisuser4' with a 'Logout' link on the right. The header identifies the user as being from the 'STATE OF NORTH CAROLINA OFFICE OF STATE BUDGET AND MANAGEMENT'. Below the header, the current view is 'BRU - Department of Environment and Natural Resources'. A search bar is present in the top right of this section.

The main content area is titled 'BRU Work Queue'. It includes a 'Create New Request' dropdown menu, checkboxes for 'View History' and 'View Messages', and a 'Filter Criteria' section with 'From Date' and 'To Date' input fields. Below these controls is a table with the following data:

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
BA-7HMM	14300	Worksheet-I	Add new service.	Submitted To OSBM	ibisuser4		2012-11-04 7:26 PM

At the bottom of the interface, there is a pagination control showing 'Page 1 of 1' and a status message 'Displaying Items 1 - 1 of 1'. The user's name 'Admin' is visible in the bottom left corner.