

JOB AID: BASE BUDGET REPORTS

There are several useful reports available in the Integrated Budget Information System (IBIS) to assist in budget development. This document provides a brief description of the reports most commonly used in Base Budget development.

Self-Service >> Budget Development >> Worksheet I Reports

Worksheet I Report (aka Base Budget Document) – Provides expenditures, revenue, and position counts by account by fund. The report has four components:

1. *Summary Report* – Summarizes total requirements, receipts, and FTE for a budget code.
2. *Summary by Purpose* – Summarizes total requirements, receipts, and FTE for all funds in a budget code.
3. *Summary by Account* – Summarizes total requirements, receipts, and FTE by account for all funds in a budget code.
4. *Fund Detail by Account* – Provides fund purpose statement, total requirements, receipts, and FTE by account for all funds in a budget code.

The Base Budget Document (Worksheet I report) has options which allow the report to be run to include base budget adjustments which have not been approved by OSBM, and which have not been submitted to OSBM. The data is refreshed hourly so that new forms can be reviewed in the report during the day.

The *Worksheet I Report* is also available by cost center and department. These reports do not include fund purpose statements.

- *Worksheet I by Cost Center* – Provides all cost centers and subaccounts that are available in IBIS. This allows review of what distribution of dollars will ultimately be sent to NCAS. This report is available in PDF and Excel.
- *Worksheet I by Department Summary*– Provides total requirements, receipts, appropriations, FTE, increases/decreases, and (if applicable) changes in fund balances at the budget code level.

Reconciliation Report – Explains how the authorized budget in IBIS is derived, beginning with the BD307 certified budget, and listing each revision coded to IBIS that is included in the base budget. For requirements, receipts, and appropriations the information is presented at the budget code level. For information about budgeted position counts and budgeted salaries, information is presented at the fund and salary account level.

BI 09 Detail Transactions for Worksheet I – Provides account code details of changes to requirements and receipts by fund code.

RK 333B Reconciliation Transfer/ Receipts Report – Provides a statewide list of inter- and intra-departmental transfers. Use the RK 333B to assist in completing the information requested in that file and to review transfers in/ out of receiving/ sending agencies to ensure the authorized budgets reconcile. Contact OSBM if the line items do not match.

Self-Service Reports >> Budget Execution Reports

RK 314 Budget Revisions List Report – Lists all budget revisions for a budget code and provides requirements, receipts, appropriation, positions, budget revision title, and whether the revision is recurring and marked as IS_IN_BASE_BUDGET. This report is helpful in determining which revisions should be in the certified and authorized budgets in Worksheet I.