

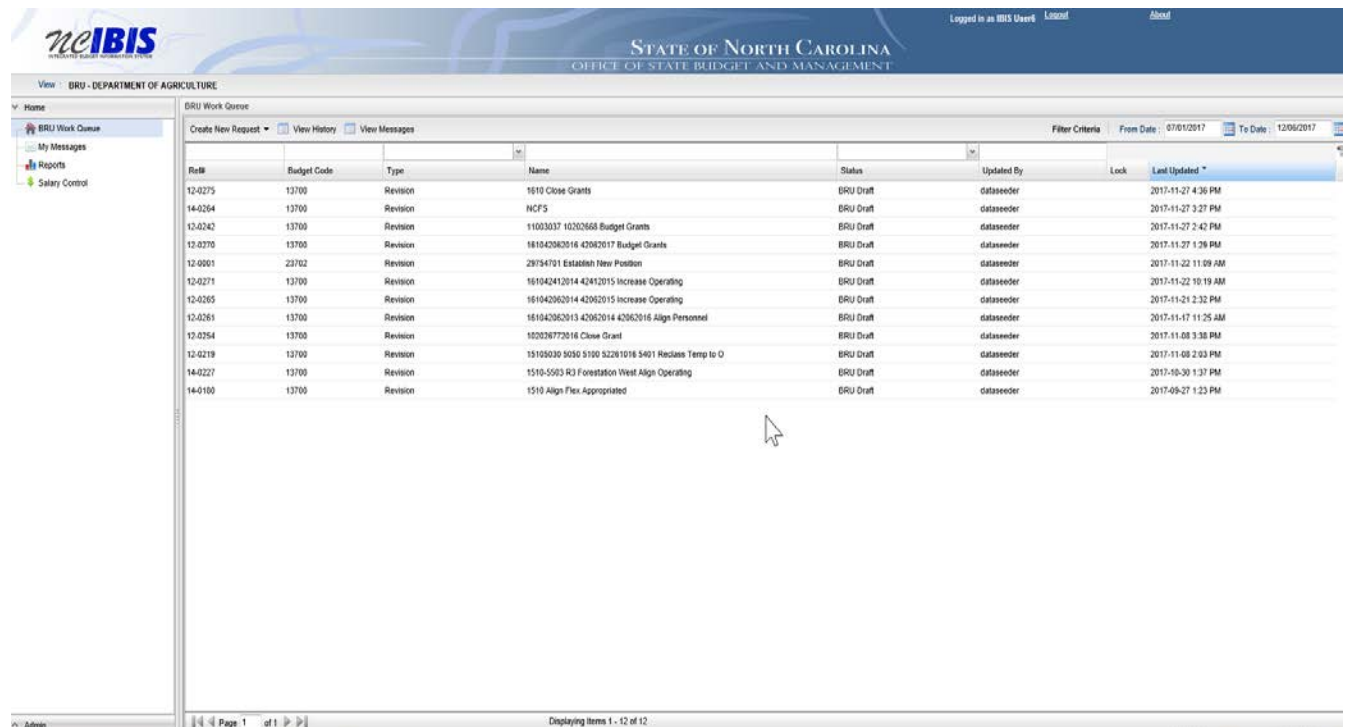
INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)
USER GUIDE
ALLOTMENT - CAPITAL

PREFACE

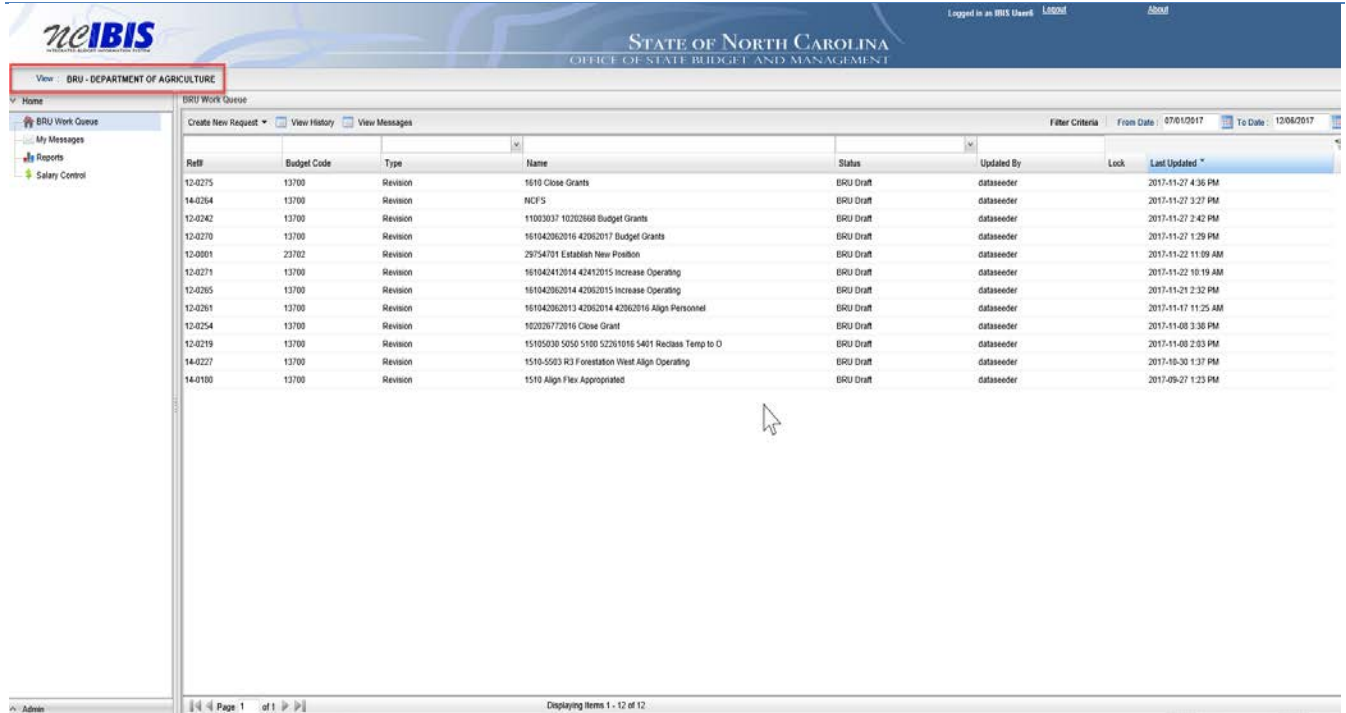
This training guide describes how to use IBIS to complete a Capital allotment form. For policy guidance regarding allotments, please consult the [State Budget Manual](#).

ALLOTMENT – CAPITAL

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



Find the View field in the upper left corner. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, those you have access to will appear in a drop-down list in this field for you to select from. In the example below, the user is logged in as the Department of Agriculture and Consumer Services.



View: BRU - DEPARTMENT OF AGRICULTURE

BRU Work Queue

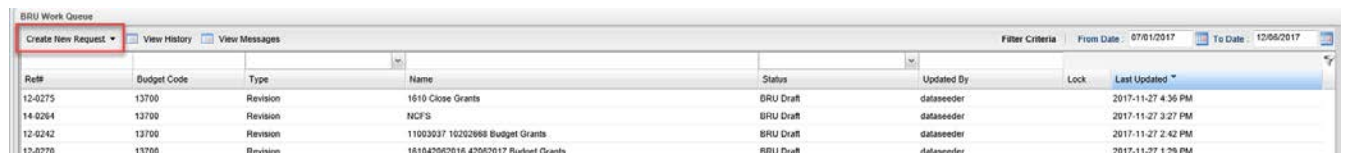
Create New Request | View History | View Messages

Filter Criteria From Date: 07/01/2017 To Date: 12/31/2017

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
12-0275	13700	Revision	1610 Close Grants	BRU Draft	dataseeder		2017-11-27 4:36 PM
14-0264	13700	Revision	NCFS	BRU Draft	dataseeder		2017-11-27 3:27 PM
12-0242	13700	Revision	11003037 10202968 Budget Grants	BRU Draft	dataseeder		2017-11-27 2:42 PM
12-0270	13700	Revision	161042062016 42062017 Budget Grants	BRU Draft	dataseeder		2017-11-27 1:29 PM
12-0001	23702	Revision	29754701 Establish New Position	BRU Draft	dataseeder		2017-11-22 11:09 AM
12-0271	13700	Revision	161042412014 42412015 Increase Operating	BRU Draft	dataseeder		2017-11-22 10:19 AM
12-0265	13700	Revision	161042062014 42062015 Increase Operating	BRU Draft	dataseeder		2017-11-21 2:32 PM
12-0261	13700	Revision	161042062013 42062014 42062016 Align Personnel	BRU Draft	dataseeder		2017-11-17 11:25 AM
12-0254	13700	Revision	10202672016 Close Grant	BRU Draft	dataseeder		2017-11-08 3:36 PM
12-0219	13700	Revision	15105030 5050 5100 52201016 5401 Reclaim Temp to D	BRU Draft	dataseeder		2017-11-08 2:03 PM
14-0227	13700	Revision	1510-5503 R3 Forestation West Align Operating	BRU Draft	dataseeder		2017-10-30 1:37 PM
14-0100	13700	Revision	1510 Align Flex Appropriated	BRU Draft	dataseeder		2017-09-27 1:23 PM

Page 1 of 1 | Displaying Items 1 - 12 of 12

Click on the Create New Request dropdown list in the middle of the screen.



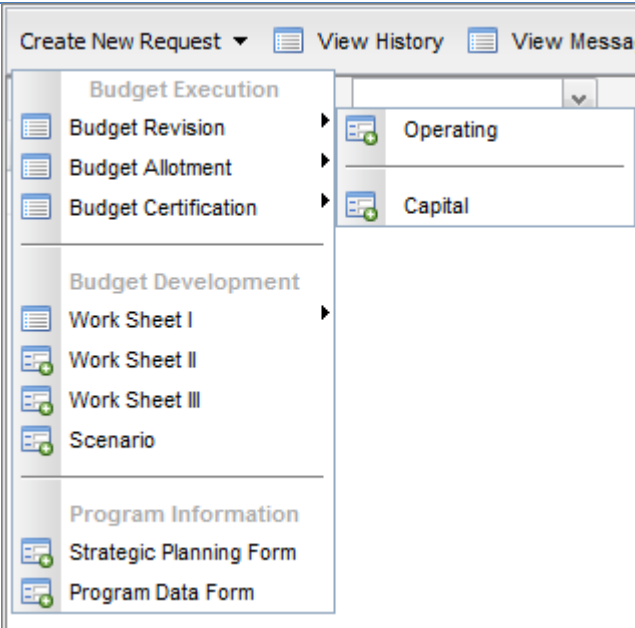
BRU Work Queue

Create New Request | View History | View Messages

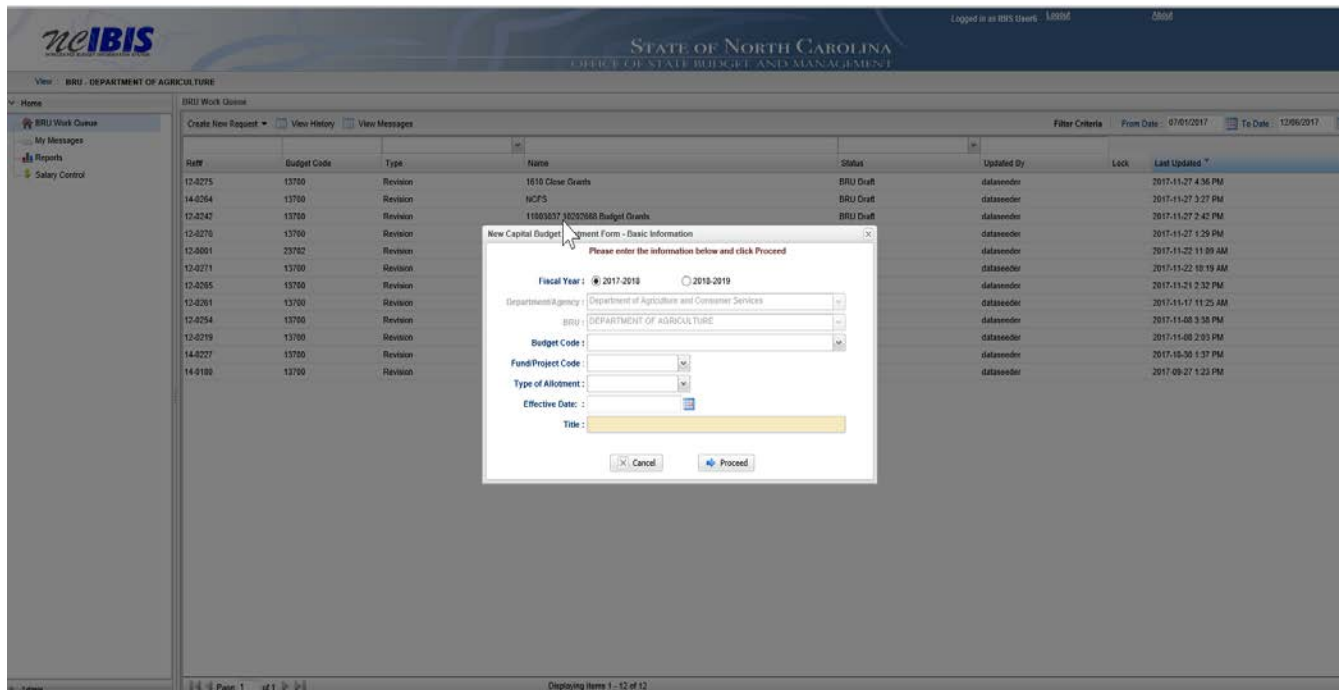
Filter Criteria From Date: 07/01/2017 To Date: 12/31/2017

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
12-0275	13700	Revision	1610 Close Grants	BRU Draft	dataseeder		2017-11-27 4:36 PM
14-0264	13700	Revision	NCFS	BRU Draft	dataseeder		2017-11-27 3:27 PM
12-0242	13700	Revision	11003037 10202968 Budget Grants	BRU Draft	dataseeder		2017-11-27 2:42 PM
12-0270	13700	Revision	161042062016 42062017 Budget Grants	BRU Draft	dataseeder		2017-11-27 1:29 PM

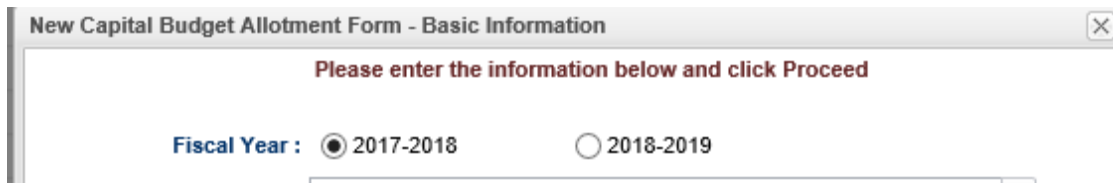
When you click on 'Create New Request', the drop-down will display the following:



Click on the Budget Allotment – Capital option on the menu. You will see a New Capital Budget Allotment Form – Basic Information window.



The first field allows you to select the Fiscal Year for the allotment request. Click on the radio button next to the appropriate Fiscal Year. Only one Fiscal Year may be selected at a time.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : 2017-2018 2018-2019

Note the next two fields labeled Department/Agency and BRU.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

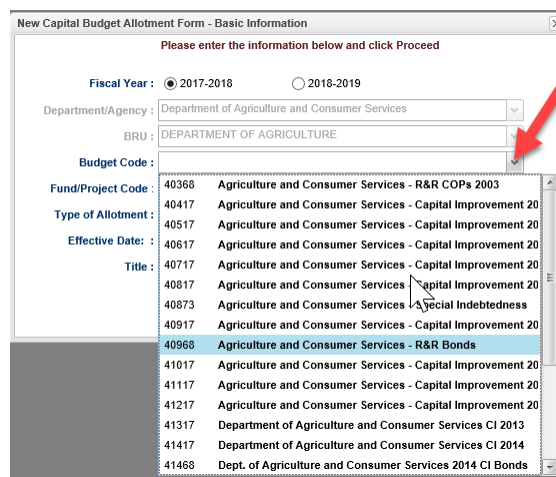
Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

In most cases, 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.

Click on the dropdown arrow for the Budget Code field. You will see a list of valid Budget Codes for the selected Department/Agency and BRU.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : 2017-2018 2018-2019

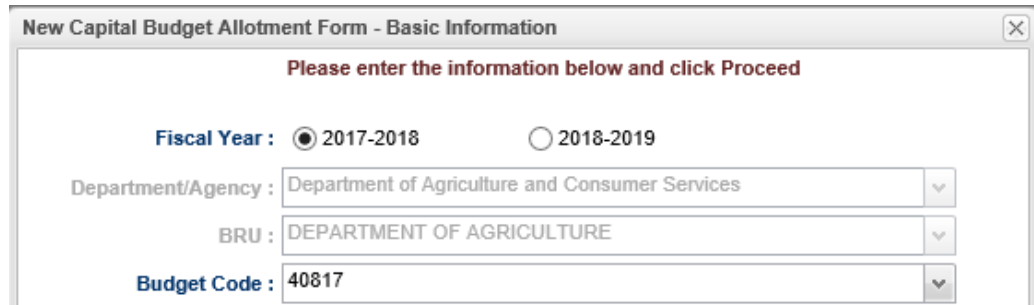
Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code :

Fund/Project Code :	40368	Agriculture and Consumer Services - R&R COPs 2003
Type of Allotment :	40417	Agriculture and Consumer Services - Capital Improvement 20
Effective Date :	40517	Agriculture and Consumer Services - Capital Improvement 20
Title :	40617	Agriculture and Consumer Services - Capital Improvement 20
	40717	Agriculture and Consumer Services - Capital Improvement 20
	40817	Agriculture and Consumer Services - Capital Improvement 20
	40873	Agriculture and Consumer Services - Special Indebtedness
	40917	Agriculture and Consumer Services - Capital Improvement 20
	40968	Agriculture and Consumer Services - R&R Bonds
	41017	Agriculture and Consumer Services - Capital Improvement 20
	41117	Agriculture and Consumer Services - Capital Improvement 20
	41217	Agriculture and Consumer Services - Capital Improvement 20
	41317	Department of Agriculture and Consumer Services CI 2013
	41417	Department of Agriculture and Consumer Services CI 2014
	41468	Dept. of Agriculture and Consumer Services 2014 CI Bonds

Use the pointer to select the appropriate Budget Code from the list. Once selected, you will see that the field is populated with the Budget Code selected and the Budget Code list disappears.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

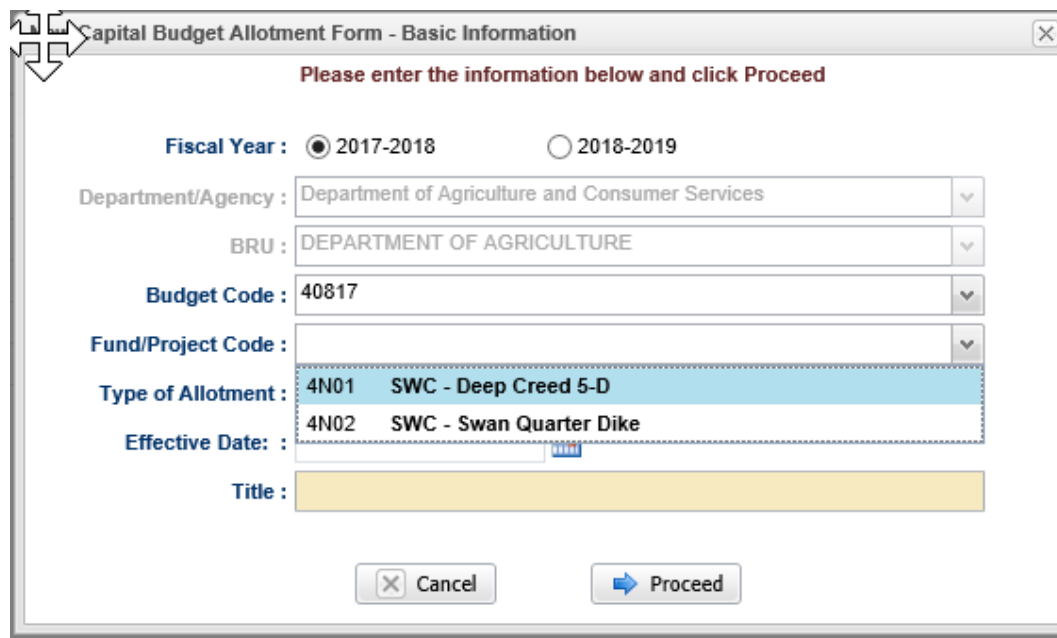
Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 40817

Click on the dropdown arrow for the Fund/Project Code field. You will see a list of valid Fund Project Codes for the selected Department/Agency, BRU and Budget Code



Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 40817

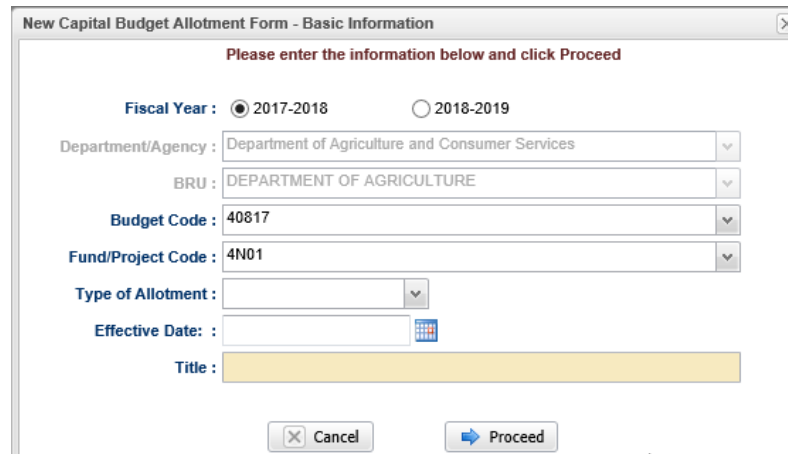
Fund/Project Code :

- 4N01 SWC - Deep Creed 5-D
- 4N02 SWC - Swan Quarter Dike

Effective Date :

Title :

Use the pointer to select the appropriate Fund/Project Code from the list. Once selected, you will see that the field is populated with the Fund/Project Code selected and the Fund/Project Code list disappears.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 40817

Fund/Project Code : 4N01

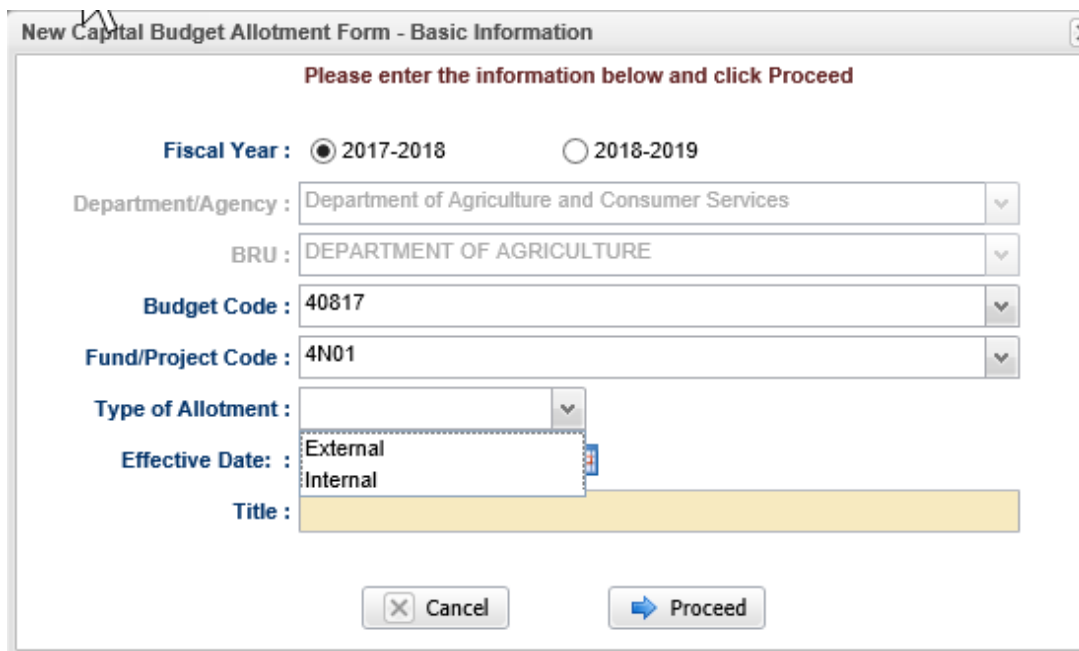
Type of Allotment :

Effective Date :

Title :

Cancel Proceed

Click on the dropdown arrow for the Type of Allotment field. Two choices will appear in the dropdown list: External and Internal.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 40817

Fund/Project Code : 4N01

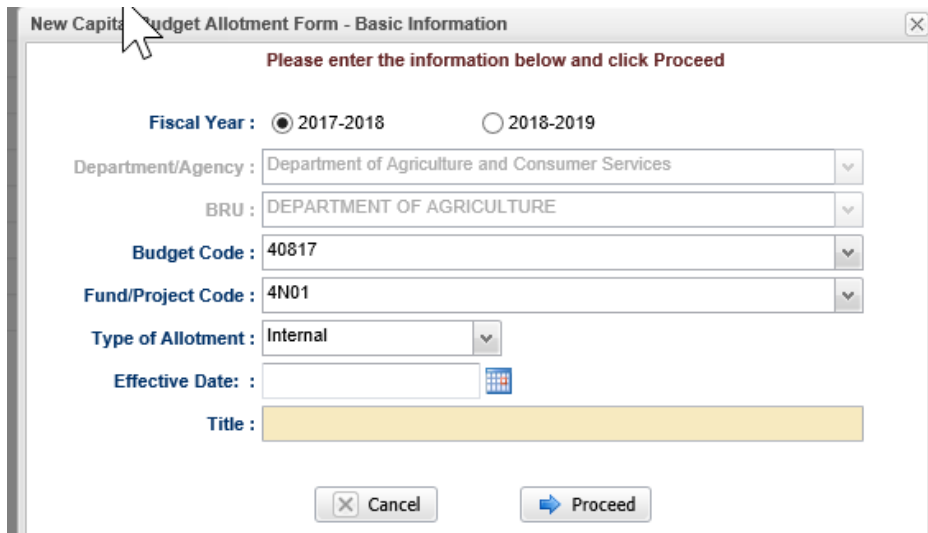
Type of Allotment : External
Internal

Effective Date :

Title :

Cancel Proceed

Use the pointer to select the appropriate Type of Allotment from the list. Once selected, you will see that the field is populated with the Type of Allotment selected and the Type of Allotment list disappears.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 40817

Fund/Project Code : 4N01

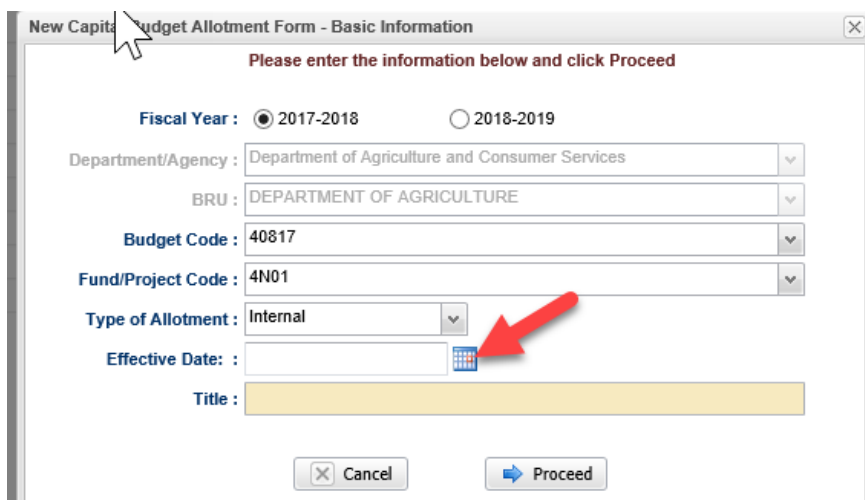
Type of Allotment : Internal

Effective Date :

Title :

Cancel Proceed

In the Effective Date field, you may type in the effective date for the allotment being created (format: MM/DD/YYYY) or you may select the date by clicking on the small calendar icon next to the field.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 40817

Fund/Project Code : 4N01

Type of Allotment : Internal

Effective Date :

Title :

Cancel Proceed

Once the calendar icon is clicked, the following will show.

New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 40817

Fund/Project Code : 4N01

Type of Allotment : Internal

Effective Date :

Title :

Dec 2017

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today Cancel

Once complete, the date appears in the field as entered.

New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 40817

Fund/Project Code : 4N01

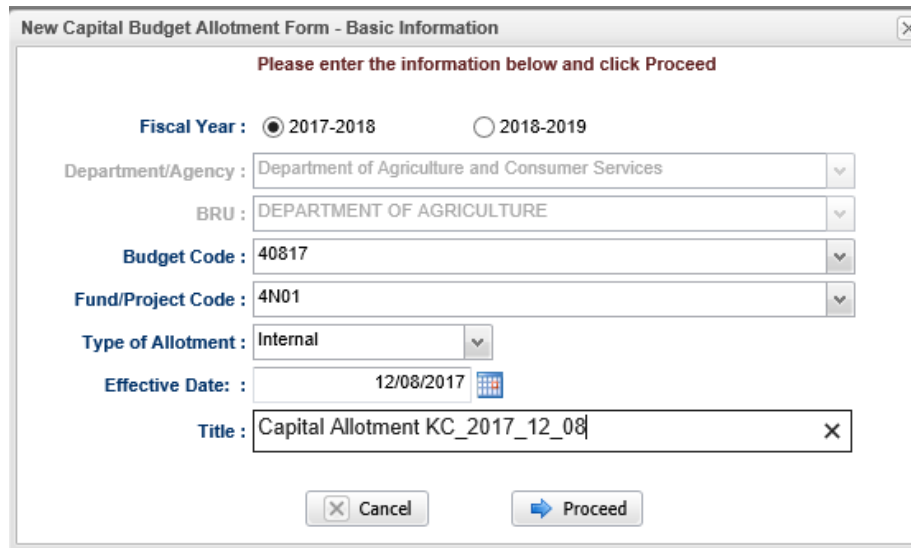
Type of Allotment : Internal

Effective Date : 12/08/2017

Title :

Cancel Proceed

The Title field is a free form entry field. Type a title for the allotment request.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 40817

Fund/Project Code : 4N01

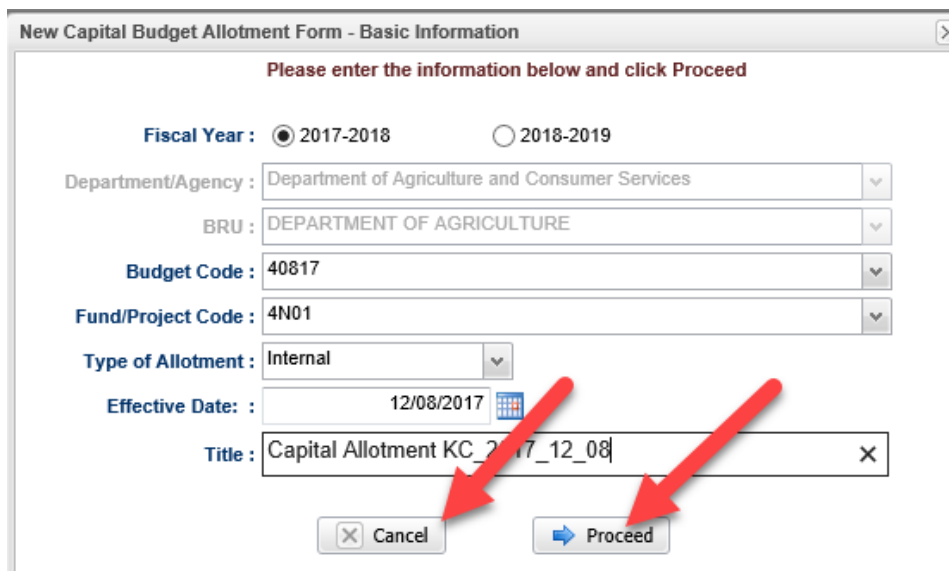
Type of Allotment : Internal

Effective Date : 12/08/2017

Title : Capital Allotment KC_2017_12_08

Cancel Proceed

The final action to take on the New Capital Budget Allotment Form – Basic Information window is to click on the Cancel or Proceed button. If you click on the Cancel button, the window closes, nothing is saved, and you return to the Work Queue. If you are satisfied with your entries and want to continue on, click on the Proceed button.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 40817

Fund/Project Code : 4N01

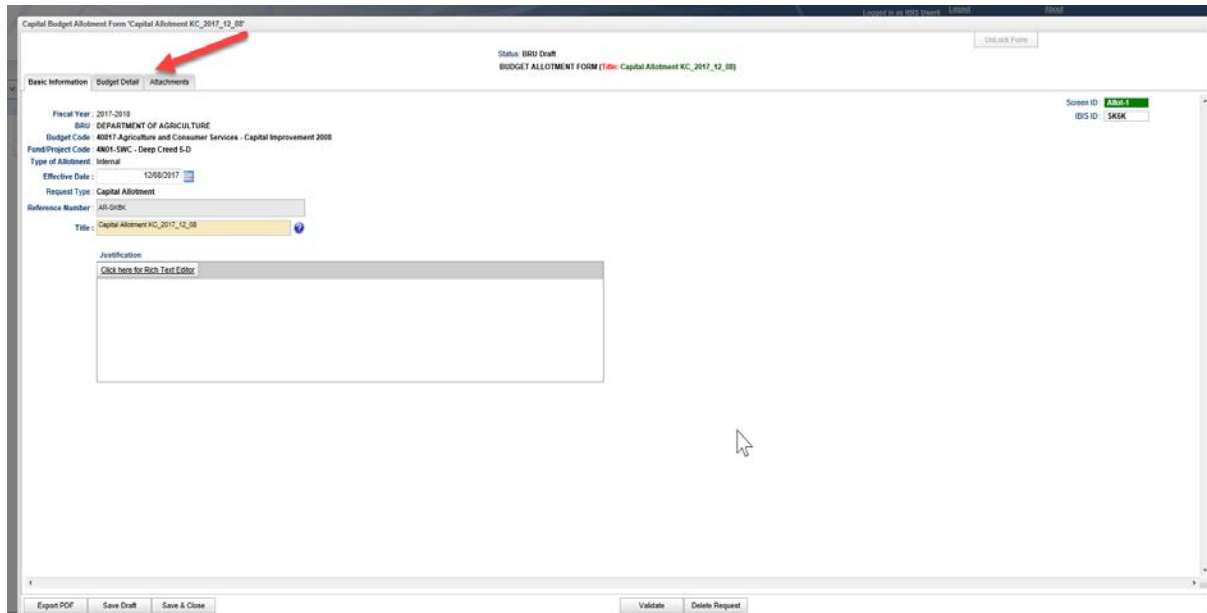
Type of Allotment : Internal

Effective Date : 12/08/2017

Title : Capital Allotment KC_2017_12_08

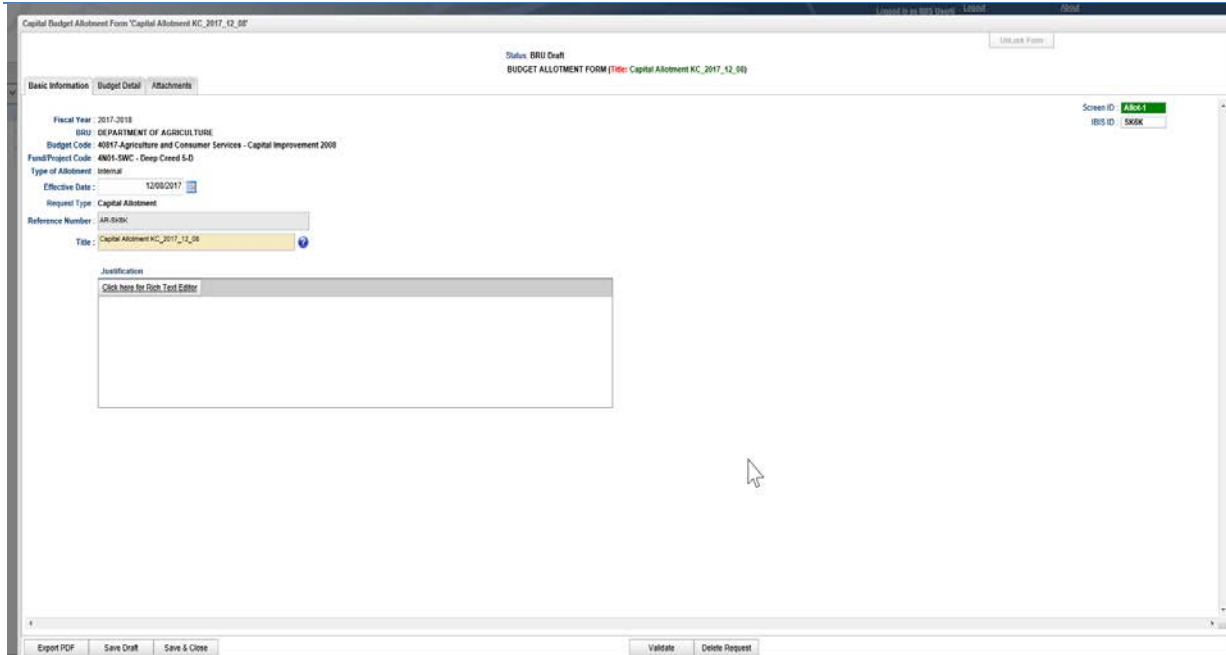
Cancel Proceed

If you clicked Proceed, you will see a Budget Allotment form open. Note: The form's three tabs (Basic Information, Budget Detail, and Attachments) will appear in the upper left corner of the screen as highlighted below.



This user guide will only address the first two tabs: Basic Information and Budget Detail. The third tab, the Attachments tab, is addressed in a different user guide that can be found [here](#).

Upon opening a form, the Basic Information screen comes to the forefront as shown below. It is the default position when creating a new or opening an existing form.



Capital Budget Allotment Form "Capital Allotment KC_2017_12_08"

Status: BRU Draft

BUDGET ALLOTMENT FORM (Title: Capital Allotment KC_2017_12_08)

Screen ID: Allot1
IBIS ID: 568K

Basic Information | Budget Detail | Attachments

Fiscal Year: 2017-2018
BRU: DEPARTMENT OF AGRICULTURE
Budget Code: 40917-Agriculture and Consumer Services - Capital Improvement 2008
Fund/Project Code: 4N01-SWC - Deep Creed S-D
Type of Allotment: Internal
Effective Date: 12/08/2017
Request Type: Capital Allotment
Reference Number: AR593K
Title: Capital Allotment KC_2017_12_08

Justification
Click here for Rich Text Editor

Export PDF | Save Draft | Save & Close | Validate | Delete Request

Verify the information displayed in the following fields – all but Committee Report Item Number, Committee Report Item Title, Adjustment Recurrence and Budget Adjustment Type are non-editable.

Fiscal Year: The form will show the Fiscal Year selected in the initiation window

BRU: The Department/Agency that is associated with your IBIS ID and shown/elected in the initiation window

Budget Code: The Budget Code selected in the initiation window

Fund/Project Code: The Fund/Project Code selected in the initiation window

Type of Allotment: Indicates that this is an Internal Allotment (as opposed to a Capital Allotment)

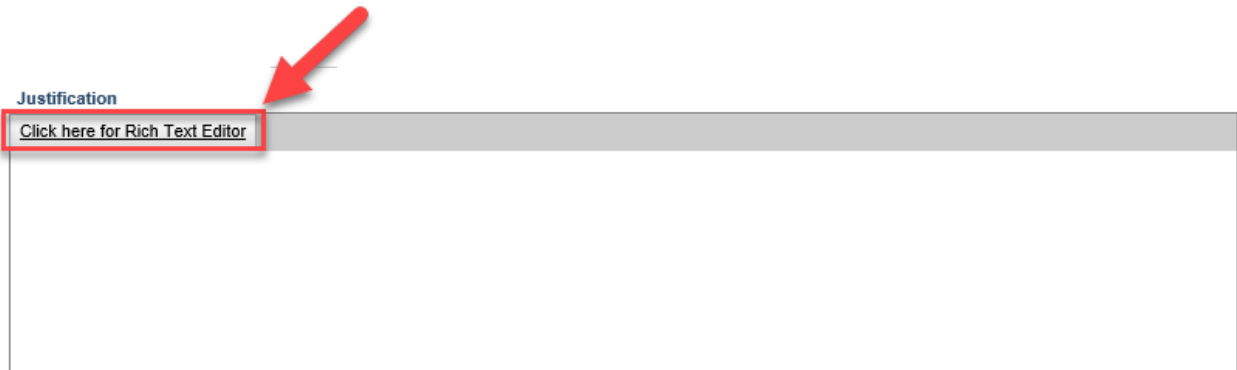
Effective Date: The date you entered in the initiation window

Request Type: Indicates that this is a Capital Allotment (as opposed to an Operating Allotment)

Reference Number: Displays a system generated reference number unique to this allotment request

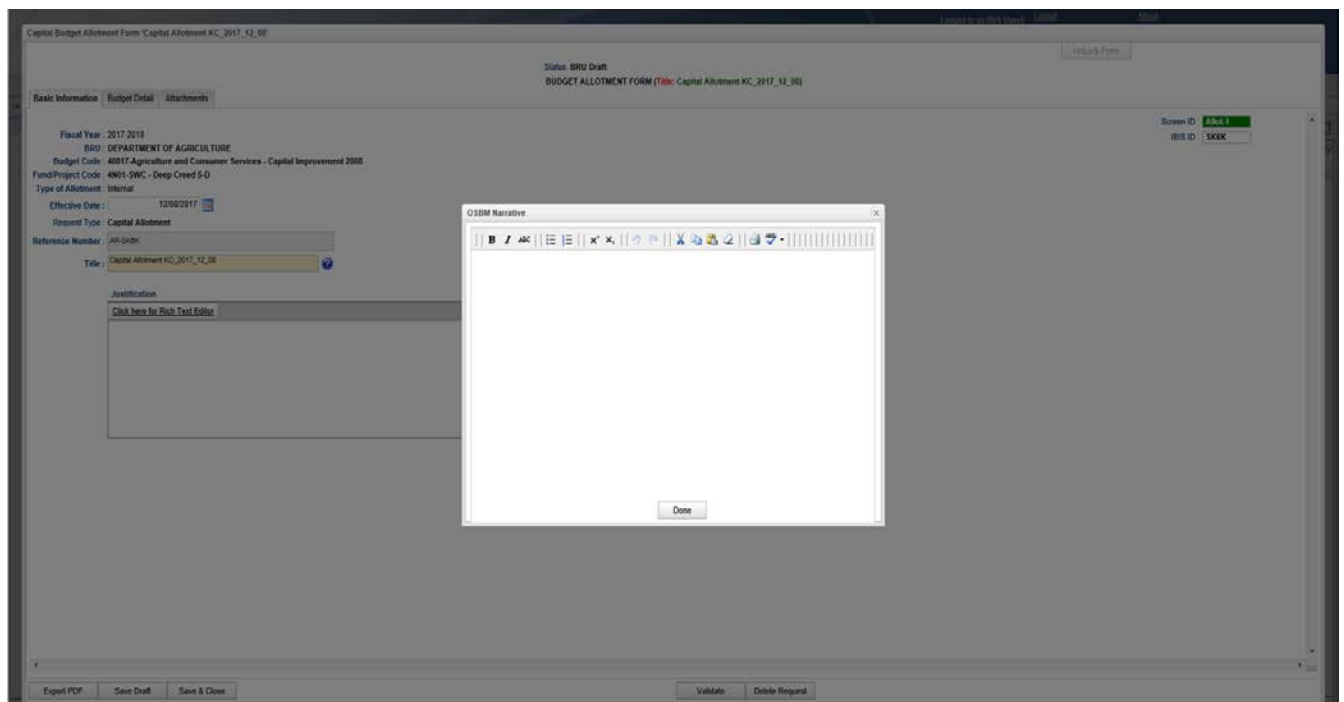
Title: Displays the title you entered in the initiation window

Click in the Justification field to enter text or you may click on the underscored link to the Rich Text Editor, where it says “Click here for Rich Text Editor.”



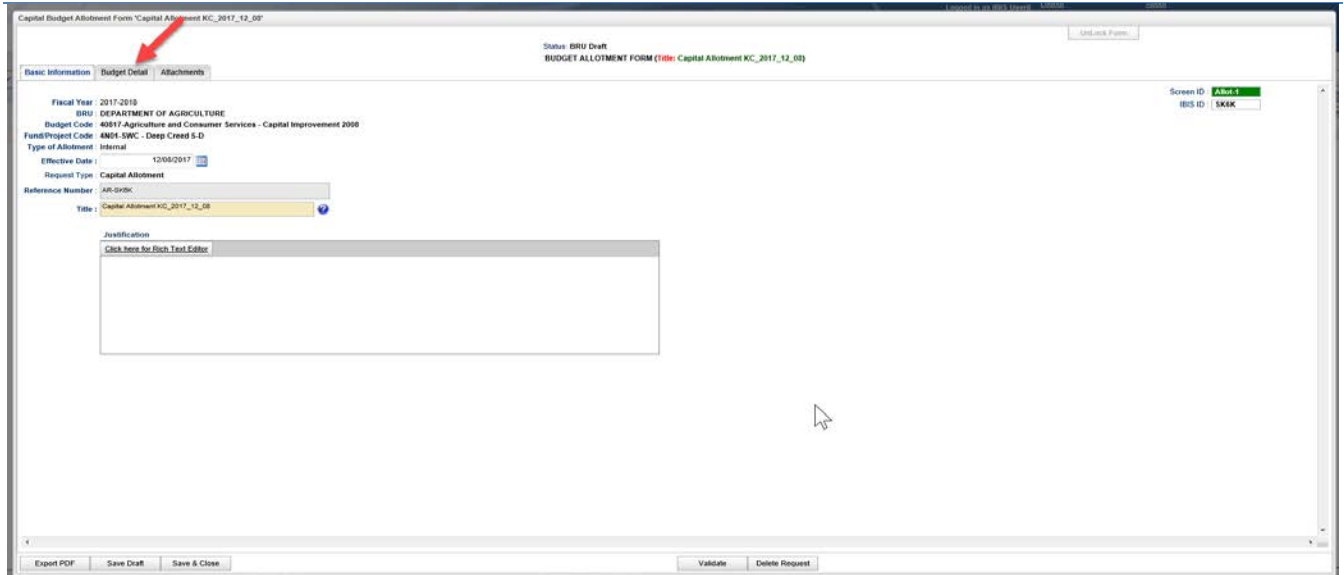
The image shows a form field labeled "Justification". Inside the field, there is a link that reads "Click here for Rich Text Editor". A red arrow points from the top right towards the link. The link is underlined and enclosed in a red rectangular box.

If you click on the underscored link for Rich Text Editor, a window will come up as shown below where you enter a justification. Advantages to entering a justification in the Rich Text Editor field is that you can apply a spell checker plus formatting options.



The image shows a screenshot of the "Capital Budget Allotment Form" in a web browser. The form is titled "BUDGET ALLOTMENT FORM (Title: Capital Allotment KC_2017_12_30)". It has several tabs: "Basic Information", "Budget Detail", and "Attachments". The "Basic Information" tab is active, showing fields for "Fiscal Year", "SDO", "Budget Code", "Fund/Project Code", "Type of Allotment", "Effective Date", "Request Type", "Reference Number", and "Title". The "Justification" field is visible, with the link "Click here for Rich Text Editor" below it. A "GSRM Narrative" window is open, showing a rich text editor with a toolbar and a "Done" button. The toolbar includes options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and insert image. The "Done" button is at the bottom of the window.

Enter the appropriate information in the Justification field and click on the Budget Detail tab at the top of the form to continue filling out the form.



Capital Budget Allotment Form "Capital Allotment KC_2017_12_00"

Status: BRU Draft
BUDGET ALLOTMENT FORM (Title: Capital Allotment KC_2017_12_00)

Screen ID: ABM-1
IBIS ID: SKK4

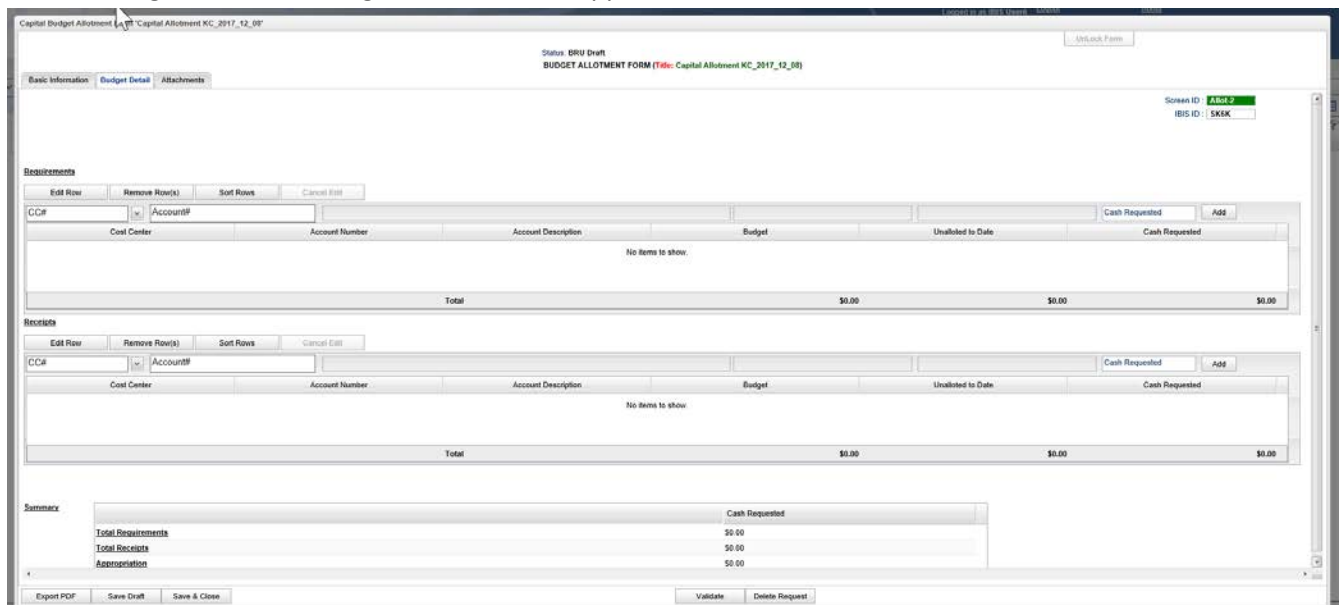
Basic Information | **Budget Detail** | Attachments

Fiscal Year: 2017-2018
BRU: DEPARTMENT OF AGRICULTURE
Budget Code: 40817-Agriculture and Consumer Services - Capital Improvement 2008
Fund/Project Code: 408X-SWC - Deep Creed S-D
Type of Allotment: Internal
Effective Date: 12/08/2017
Request Type: Capital Allotment
Reference Number: AR-5936
Title: Capital Allotment KC_2017_12_08

Justification
Click here for Rich Text Editor

Export PDF | Save Draft | Save & Close | Validate | Delete Request

After clicking the tab, the Budget Detail tab will appear as shown below.



Capital Budget Allotment Form "Capital Allotment KC_2017_12_00"

Status: BRU Draft
BUDGET ALLOTMENT FORM (Title: Capital Allotment KC_2017_12_00)

Screen ID: ABM-2
IBIS ID: SKK4

Basic Information | **Budget Detail** | Attachments

Requirements

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

CC#	Account#	Account Description	Budget	Unallotted to Date	Cash Requested
No items to show.					
Total			\$0.00	\$0.00	\$0.00

Receipts

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

CC#	Account#	Account Description	Budget	Unallotted to Date	Cash Requested
No items to show.					
Total			\$0.00	\$0.00	\$0.00

Summary

	Cash Requested
Total Requirements	\$0.00
Total Receipts	\$0.00
Appropriation	\$0.00

Export PDF | Save Draft | Save & Close | Validate | Delete Request

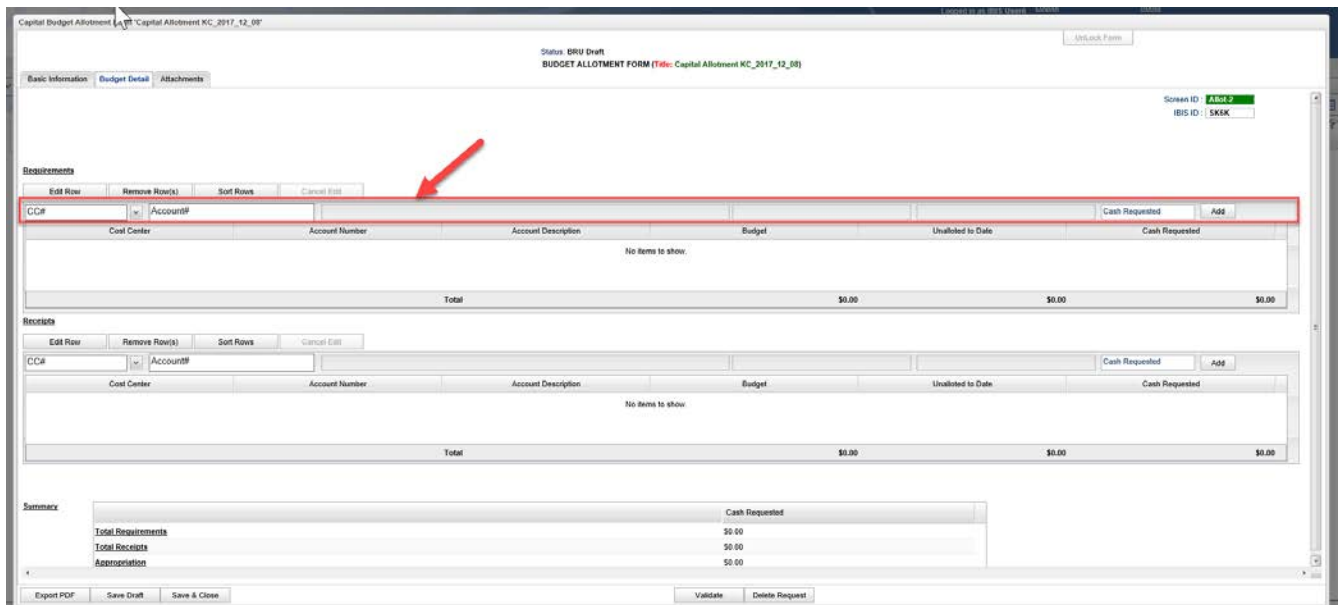
The Budget Detail tab displays three sections: Requirements, Receipts and Summary.

The Requirements section displays four buttons: Edit Row, Remove Row(s), Sort Rows and Cancel Edit:

Requirements

The above buttons can only be utilized once rows have been created. Since we are developing a new Capital Allotment form, we will look first at adding rows then return to describe the functionality associated with these buttons.

To Add a Row, you will work with the fields outlined with a red box below:



The screenshot shows the 'Capital Budget Allotment' form. At the top, it displays 'Status: DRU Draft' and 'BUDGET ALLOTMENT FORM (Title: Capital Allotment KC_2017_12_08)'. There are tabs for 'Basic Information', 'Budget Detail', and 'Attachments'. The 'Requirements' section is active, showing a table with columns: 'CC#', 'Account#', 'Cost Center', 'Account Number', 'Account Description', 'Budget', 'Unallocated to Date', 'Cash Requested', and 'Add'. A red box highlights the 'Add' button in the top right of the Requirements table. Below the Requirements table is a 'Receipts' section with a similar table structure. At the bottom, there is a 'Summary' table with columns for 'Total Requirements', 'Total Receipts', and 'Appropriation' under the 'Cash Requested' header. The bottom of the form includes buttons for 'Export PDF', 'Save Draft', 'Save & Close', 'Validate', and 'Delete Request'.

The Account Number and Cash Requested fields are required when entering requirements in a Capital allotment form. Cost Center is an optional field, and the Cost Center dropdown list will only display values if the Department/Agency uses Cost Centers and there are costs centers established for the selected Fund/Project code.

The Account field will present a list of accounts once the user has entered three digits into the field. Since accounts are so numerous you may narrow the list down by entering the first few digits, or you may type the full account code in the field.

Capital Budget Allotment Form "Capital Allotment KC_2017_12_01"

Status: BDU Draft
BUDGET ALLOTMENT FORM (Title: Capital Allotment KC_2017_12_01)

Screen ID: A1002
IBIS ID: 5K0K

Basic Information | Budget Detail | Attachments

Requirements

CC#	Cost Center	Account Number	Account Description	Budget	Unallocated to Date	Cash Requested	Add
537		537100	RESERVE-INDIRECT COST DFR	\$0.00			
		537101	DANG'S DISEASE				
		537102	TD AND GLANDERS				
		537103	RES-GYPSY MOTH				
		537104	RES-AGRONOMIC LAB				
		537105	RES-AG CTR-STALL BLDG				
		537106	RES-WFM-WINTERIZE BLDGS				
		537107	RES-HEADHOUSE-GREENHOUSE				
		537108	RES-BIOLOGICAL CONTRL FAC				
		537109	RES-MPCOZYDOW TESTING				
		537110	RES SHEEP DEMONSTRATION				
		537111	RES FOR FOREST MANAGEMENT				
		537112	RES-VET SERVICES COMP SYS				
		537113	RES-NE AGRIC CENTER				
Total				\$0.00		\$0.00	\$0.00

Receipts

CC#	Cost Center	Account Number	Account Description	Budget	Unallocated to Date	Cash Requested	Add
No items to show.							
Total				\$0.00		\$0.00	\$0.00

Summary

	Cash Requested
Total Requirements	\$0.00
Total Receipts	\$0.00
Appropriation	\$0.00

Export PDF | Save Draft | Save & Close | Validate | Delete Request

Once selected or typed in, the account code will populate the form. If choosing from the dropdown list, the list will disappear upon selection. Selection of an account code will also cause the adjacent account description field to populate.

Requirements

CC#	Cost Center	Account Number	Account Description	Budget	Unallocated to Date	Cash Requested	Add
537100		RESERVE-INDIRE		\$0.00			
No items to show.							

Click in the Cash Request field and enter an amount for the account.

Requirements

CC#	Cost Center	Account Number	Account Description	Budget	Unallocated to Date	Cash Requested	Add
537100		RESERVE-INDIRE		\$0.00			
No items to show.							

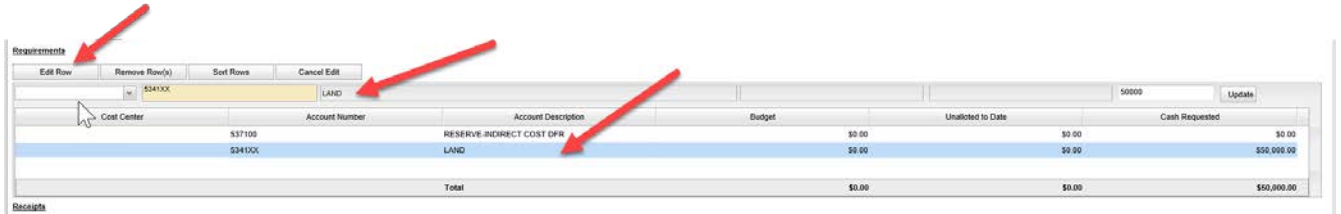
Click the Add button and the row will populate the Requirements grid, clearing the fields for entry of another row.

Requirements

CC#	Cost Center	Account Number	Account Description	Budget	Unallocated to Date	Cash Requested	Add
	537100	RESERVE-INDIRECT COST DFR		\$0.00	\$0.00	\$0.00	\$0.00
	534100	LAND		\$0.00	\$0.00	\$0.00	\$50,000.00
Total				\$0.00	\$0.00	\$0.00	\$50,000.00

Repeat the above process to add all the Requirements rows necessary for the Capital Allotment form you are creating.

To edit a row that has been entered, click on a row to highlight it and click the Edit Row Button:

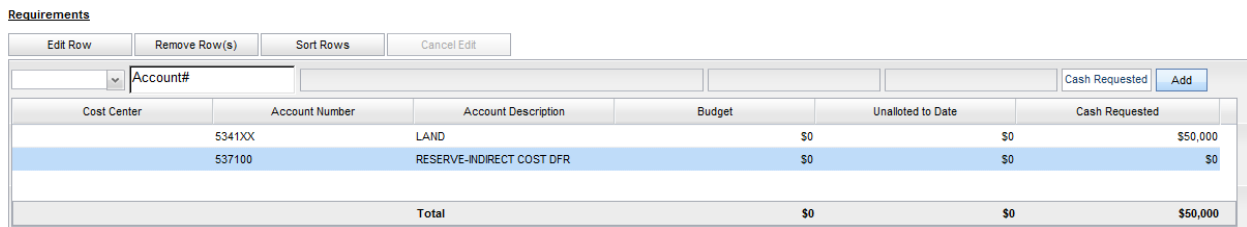


Once the edit button is clicked, the data in the selected row will populate the Edit/Add row line at the top of the grid. When a row has been selected for edit, you may change any of the data previously entered. To save changes you must click on the Update Button at the end of the row.

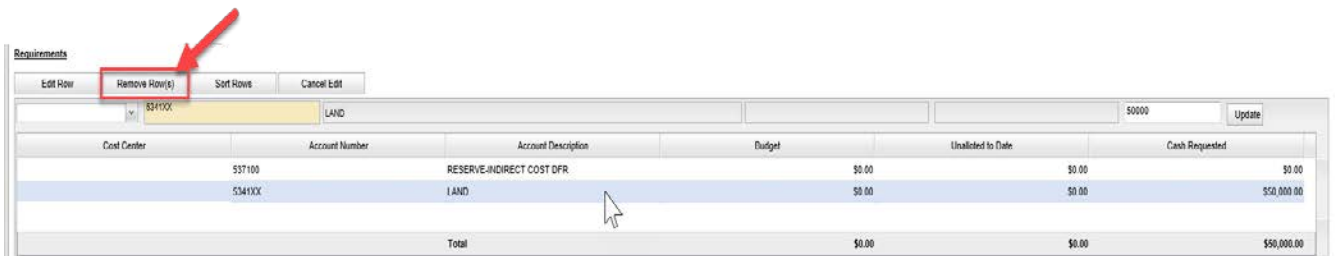


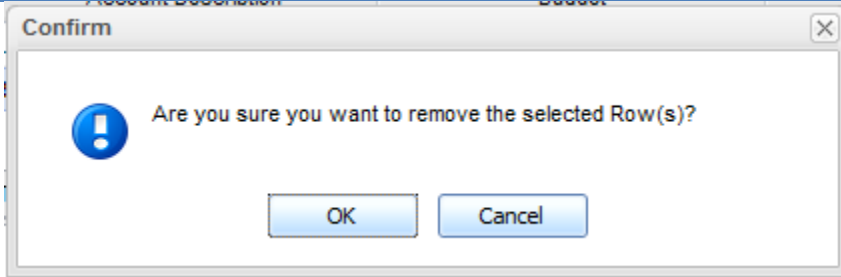
Once Update has been clicked, the add/update row will clear and the updated data will show in the grid below.

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



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





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

To Sort the rows that you have entered, click the Sort Rows button.



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

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 to return the selected row to the grid, unchanged.



The Add/Edit Row(s) functionality for Receipts is identical to the Requirements functionality and therefore each step will not be replicated here.

Add as many rows of receipts as appropriate to complete the Capital Allotment form.

The Summary table at the bottom of the Budget Tab displays three lines: Total Requirements, Total Receipts and Appropriation.

Summary	Cash Requested
Total Requirements	\$50,000
Total Receipts	\$12,000
Appropriation	\$38,000

The Summary table will add all Requirements entered in this form and display them on one row. The Summary table will also add and Receipts entered in this form and display them in a second row. The Appropriation row will then calculate Requirements minus Receipts and display that amount in the final row.

At the bottom of the Allotment 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. Usage of these buttons is standard within the IBIS application and their functionality is covered in the “Standard Form buttons” training document located on the [IBIS website](#).