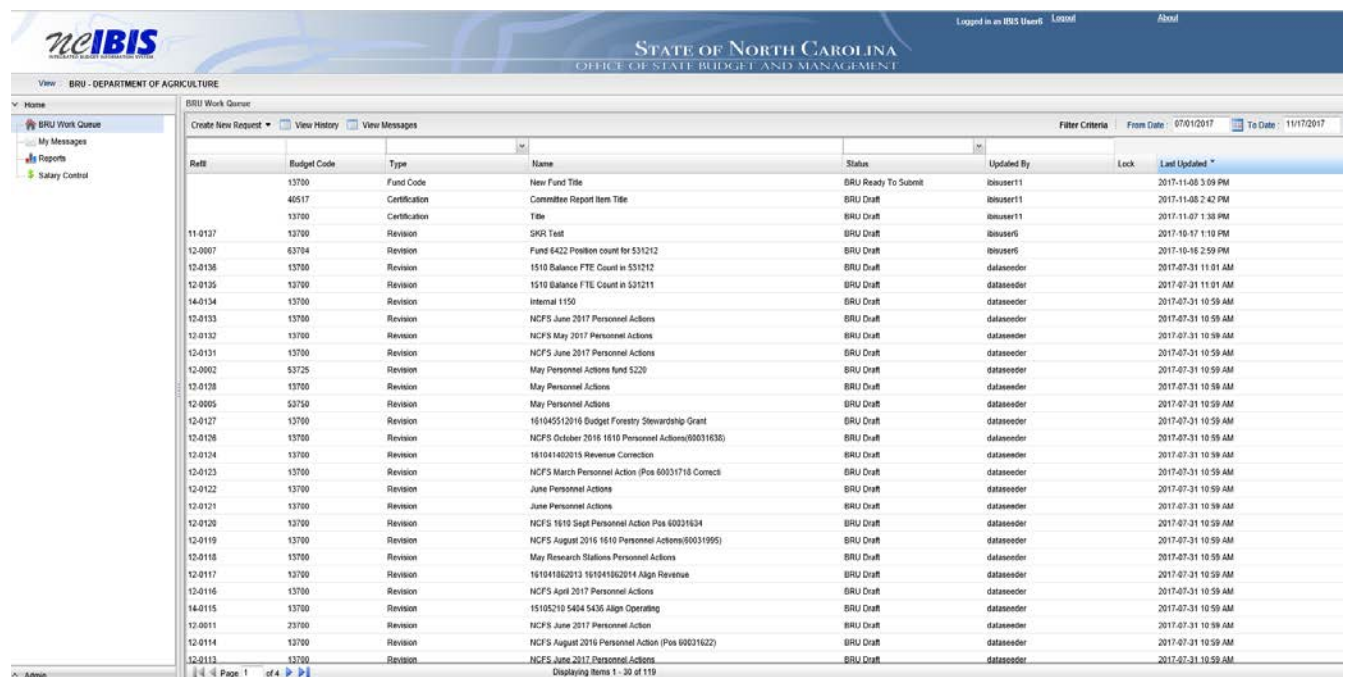# INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)

USER GUIDE

ALLOTMENT - OPERATING

PREFACE

This training guide describes how to use IBIS to complete an allotment operating form. For policy guidance regarding allotments, please consult the State Budget Manual.

ALLOTMENT – OPERATING

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.

Click on the Create New Request dropdown list in the middle of the screen.
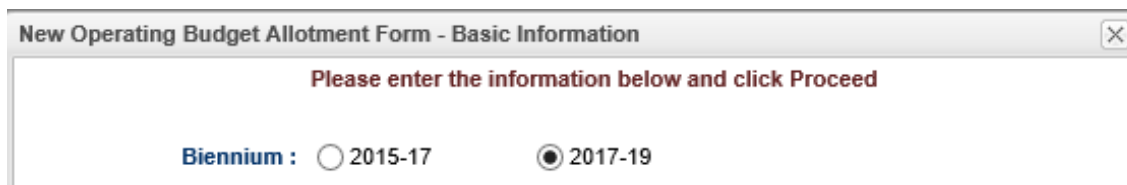
When you click on 'Create New Request', the drop-down will display the following:
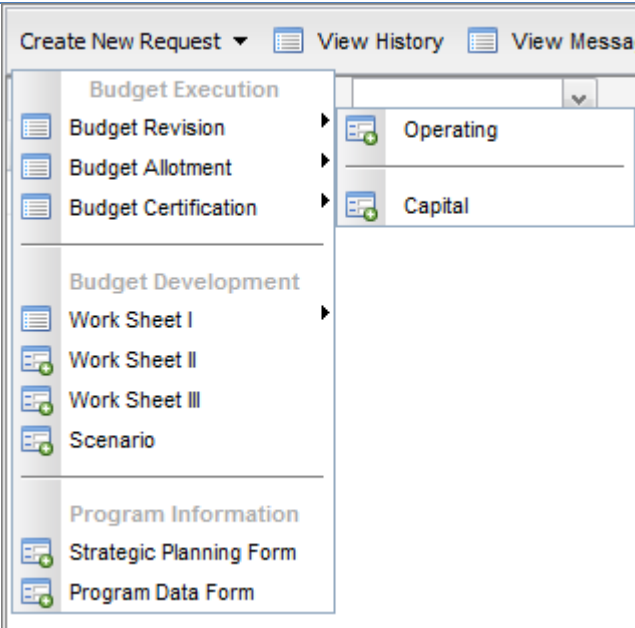
Click on the Budget Allotment – Operating option on the menu. You will see a New Operating Budget Allotment Form – Basic Information window.
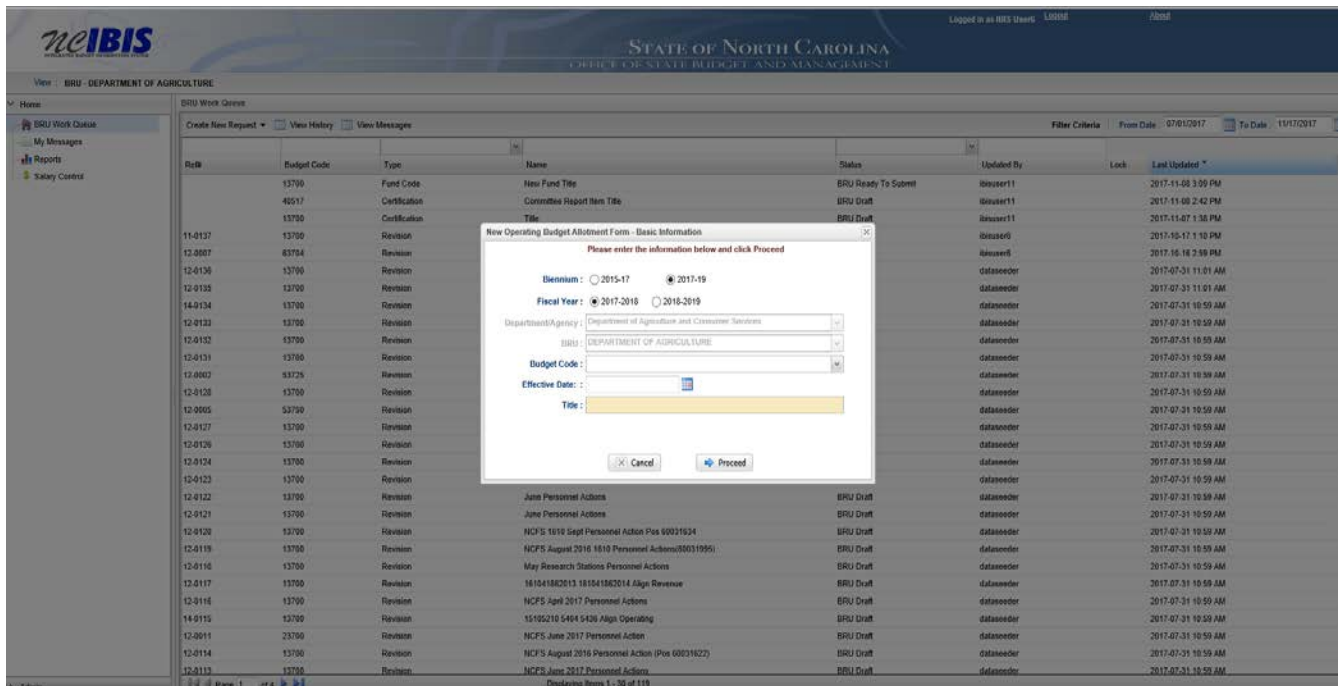
The first field allows you to select the Biennium for the allotment request. Click on the radio button next to the appropriate biennium. Only one biennium may be selected at a time.
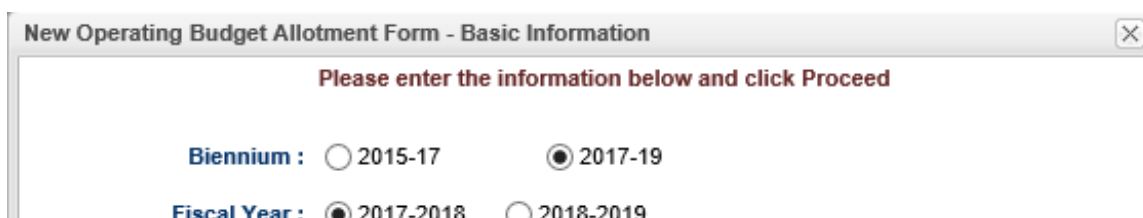
The next field allows you to select the Fiscal Year for the allotment request. Only one Fiscal Year may be selected at a time.
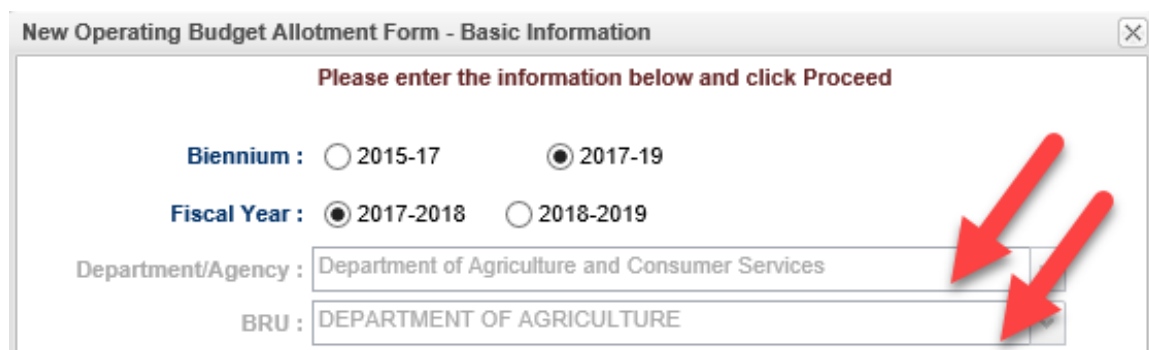
Note the next two fields labeled Department/Agency and BRU.

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.

Use the pointer to select the appropriate Budget Code from the list. You will see that the field is populated with the Budget Code selected and the Budget Code list disappears as shown below.

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.

Once the calendar icon is clicked, the following will show.
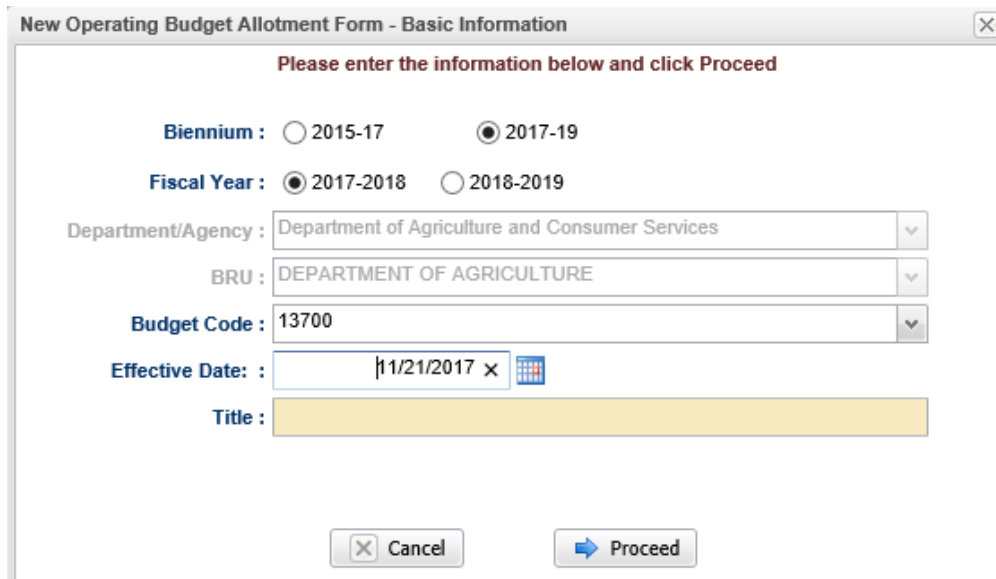
Once entered or selected, the date appears in the field as entered.
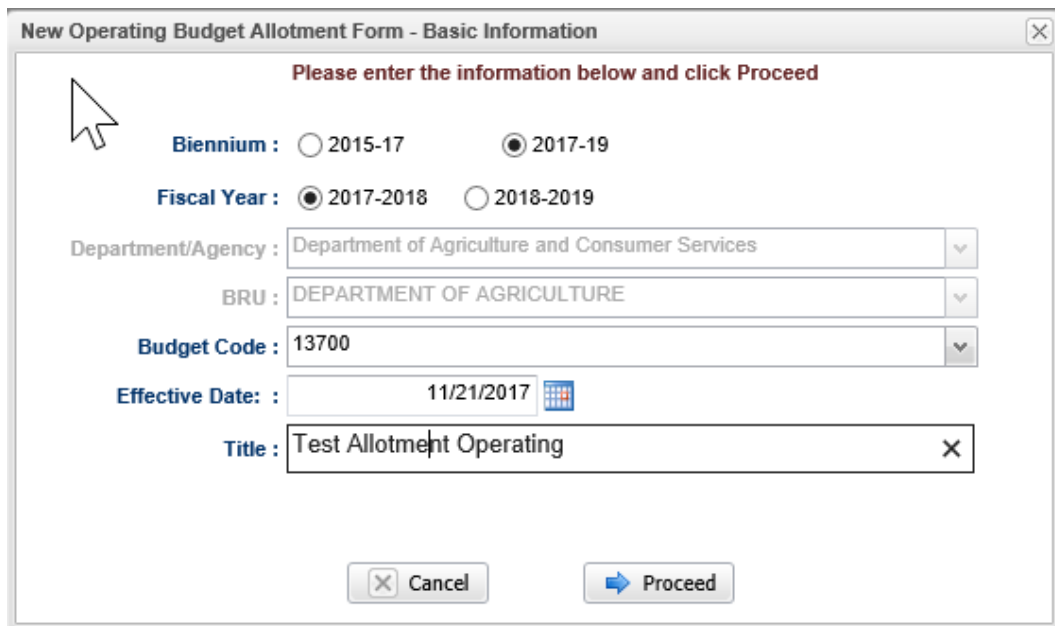
Title field is a free form entry field. Enter a unique and identifying title for the allotment you are creating.
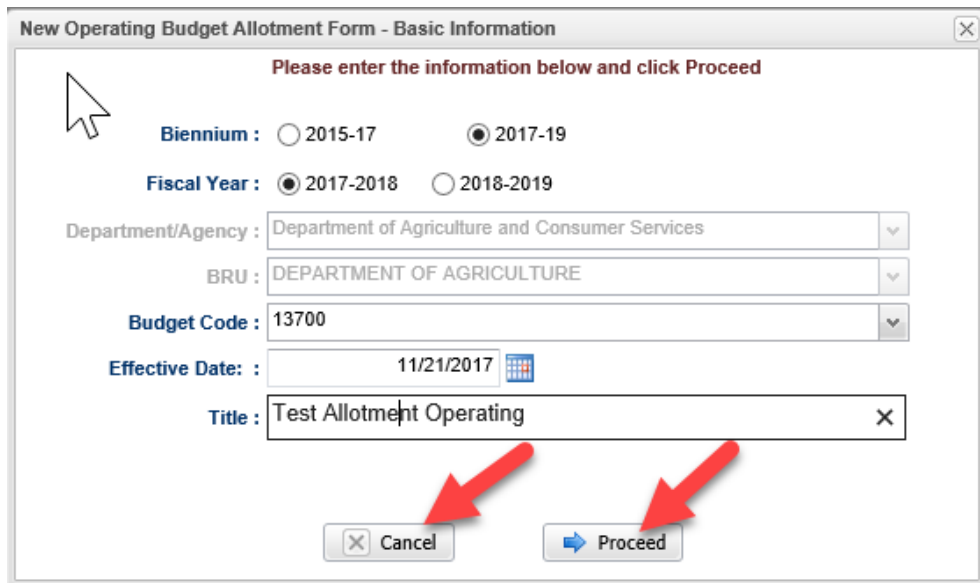
The final action to take on the New Operating Budget Allotment Form – Basic Information window is to click on the Cancel or Proceed button.
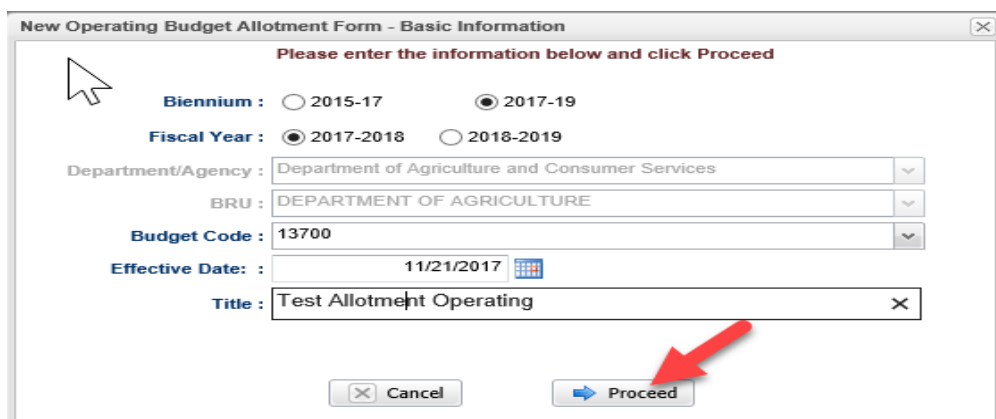
 If you click on the Cancel button, the window closes, nothing is saved, and you return to the BRU Work Queue.

If instead of canceling in the prior step, you are satisfied with your entries and want to continue on, click on the Proceed button.
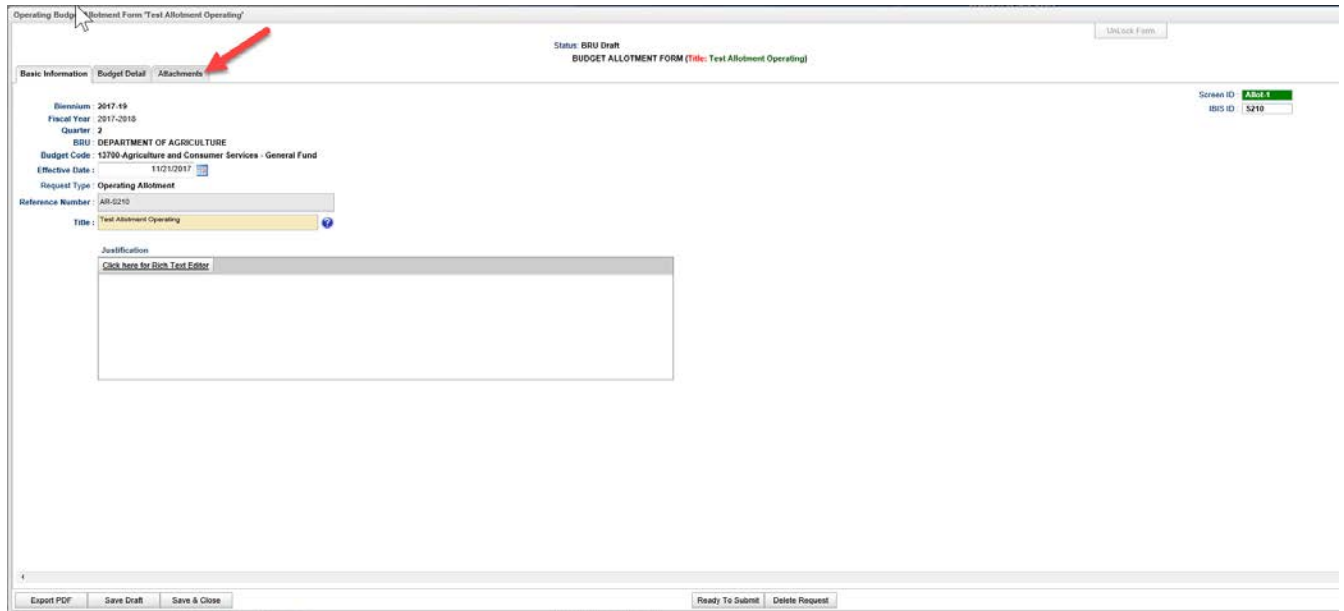
After clicking proceed, you will see an allotment form open. Note: The form's three tabs (Basic Information, Budget Detail, and Attachments) will appear in the upper left corner of the screen.

This user guide will only address the first two tabs. The Attachments tab is used throughout IBIS and it will be addressed in a different user guide that can be found [here](#).

The Basic Information   screen comes to the forefront. It is the default position when creating a new or opening an existing form.

Once the form is opened, 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:

Biennium: The form will show the Biennium selected in the initiation window

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

Quarter: The form will show the quarter of the fiscal year based on the selected effective date

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

Budget Code: The Budget Code selected in the initiation window

Effective Date: The date you entered in the initiation window

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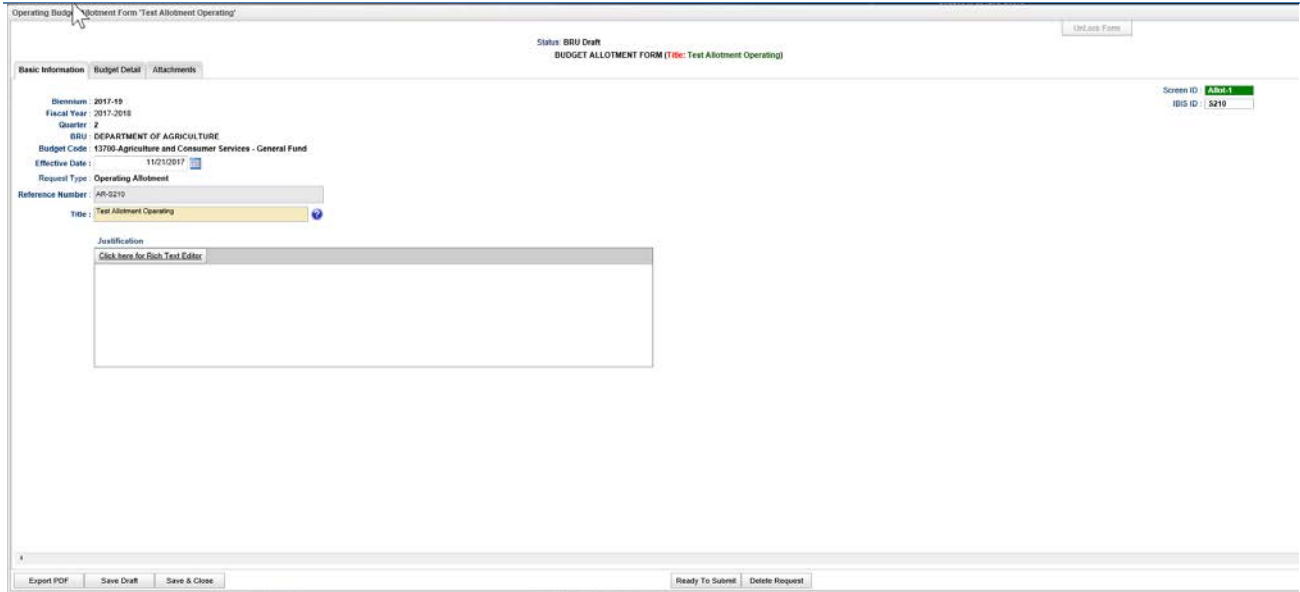
Justification

Click here for Rich Text Editor

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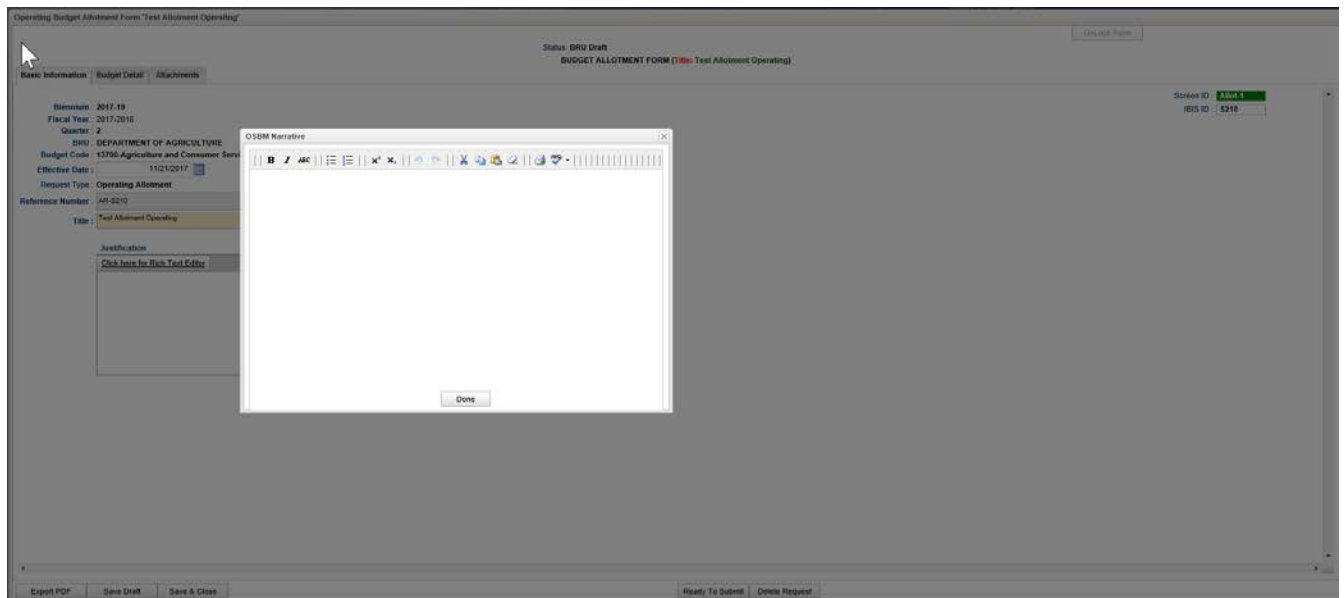
Enter the appropriate information in the Justification field and click on the Budget Detail tab at the top of the form to continue filling out the form.

After clicking the tab, the Budget Detail tab will appear as shown below.
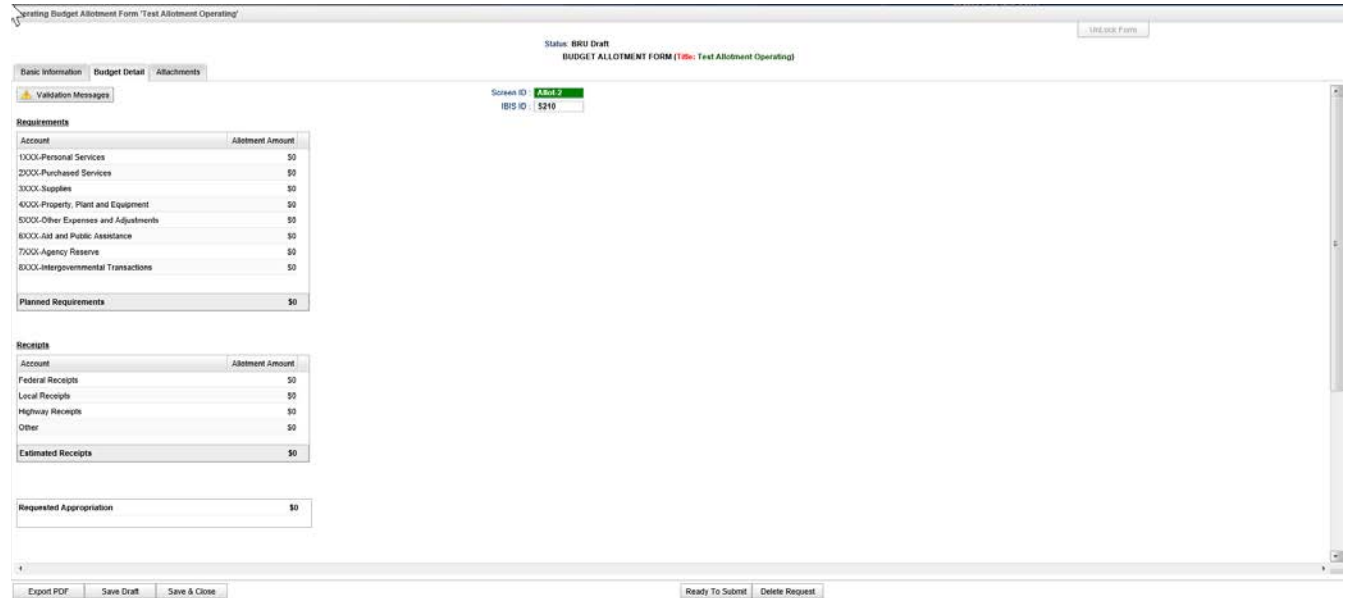
The Budget Detail tab displays five sections: Requirements, Receipts, Requested Appropriation, Budget Code Net Allotment Summary and Budget Code Gross Allotment Summary.

The Requirements section lists account groups and defaults to an allotment amount of $0.

To enter an allotment amount, select the category by double clicking on the dollar amount under the Allotment Amount column. The double click action will make the row blue and the Allotment Amount area on that row editable.

Requirements

Account	Allotment Amount
1XXX-Personal Services	$0
2XXX-Purchased Services	$0
3XXX-Supplies	0 ×
4XXX-Property, Plant and Equipment	$0
5XXX-Other Expenses and Adjustments	$0
6XXX-Aid and Public Assistance	$0
7XXX-Agency Reserve	$0
8XXX-Intergovernmental Transactions	$0
Planned Requirements	**$0**

Enter the appropriate dollar amount for the allotment for each row. As your entries are made, the Planned Requirements row at the bottom of the section will add the lines together for a sum.

Requirements

Account	Allotment Amount
1XXX-Personal Service	$0
2XXX-Purchased Services	$0
3XXX-Supplies	$50,000
4XXX-Property, Plant and Equipment	$0
5XXX-Other Expenses and Adjustments	$2,500
6XXX-Aid and Public Assistance	$0
7XXX-Agency Reserve	$0
8XXX-Intergovernmental Transactions	$0
Planned Requirements	**$52,500**

The Receipts section lists four receipt types and defaults to an allotment amount of $0.

Receipts

Account	Allotment Amount
Federal Receipts	$0
Local Receipts	$0
Highway Receipts	$0
Other	$0
Estimated Receipts	**$0**

Just as in the Requirements section, to enter an allotment amount select the category by double clicking on the dollar amount under the Allotment Amount column. The double click action will make the row blue and the Allotment Amount area on that row editable.

Receipts

Account	Allotment Amount
Federal Receipts	$0
Local Receipts	0 ✕
Highway Receipts	$0
Other	$0
Estimated Receipts	**$0**

Enter the appropriate dollar amount for the allotment for each row as required. As your entries are made, the Estimated Receipts row at the bottom of the section will add the lines together for a sum.

Receipts

Account	Allotment Amount
Federal Receipts	$0
Local Receipts	$7,500
Highway Receipts	$0
Other	$0
Estimated Receipts	**$7,500**

The Requested Appropriation field which appears next on the form will display the appropriation amount involved in the request. This amount reflects the sum of all requirements minus the sum of all receipts entered above. This field is not editable and only will change if the requirements or receipts entered above are changed.

Requested Appropriation	$45,000

The **Budget Code Net Allotment Summary** and the **Budget Code Gross Allotment Summary** tables at the bottom of the page are informational only and are not editable.

The Budget Code Gross Allotment Summary table displays the following fields:

Authorized Budget: This is the current authorized budget. This is based upon the BD307 and all approved budget revisions.

Gross Allotments: Gross allotment equals the budget code actual expenditures for all closed quarters plus approved allotments for the current quarter.

Pending Allotments: Pending allotment equal the totals for all allotments in OSBM's work queue.

Available for Allotment: Available for allotment is the authorized budget amount minus net allotments and pending allotments.

Percent Allotted: Percent allotted is the net allotments plus pending allotments divided by the authorized budget.

Budget Code Gross Allotment Summary

	Authorized Budget	Gross Allotments	Pending Allotments	Available for Allotments	Percent Allotted
Requirements	$175,057,512	$47,142,444	$0	$127,915,068	26.93%
1XXX	$116,706,537	$29,000,000	$0	$87,706,537	24.85%
2XXX	$18,227,720	$7,642,444	$0	$10,585,276	41.93%
3XXX	$11,862,615	$3,000,000	$0	$8,862,615	25.29%
4XXX	$7,427,087	$3,500,000	$0	$3,927,087	47.12%
5XXX	$812,614	$600,000	$0	$212,614	73.84%
6XXX	$4,288,001	$100,000	$0	$4,188,001	2.33%
7XXX	$200,762	$300,000	$0	($99,238)	149.43%
8XXX	$15,532,176	$3,000,000	$0	$12,532,176	19.31%
Receipts	$56,087,736	$17,400,000	$0	$38,687,736	31.02%
Appropriation	$118,969,776	$29,742,444	$0	$89,227,332	25.00%

A help icon is displayed next to the Budget Code Net Allotment Summary and the Budget Code Cross Allotment Summary titles and clicking on that icon will display the definitions of these fields.

Budget Code Gross Allotment Summary

	Authorized Budget	Gross Allotments	Pending Allotments	Available for Allotments	Percent Allotted
Requirements	$175,057,512	$47,142,444	$0	$127,915,068	26.93%
1XXX	$116,706,537	$29,000,000	$0	$87,706,537	24.85%
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3XXX	$11,862,615	$3,000,000	$0	$8,862,615	25.29%
4XXX	$7,427,087	$3,500,000	$0	$3,927,087	47.12%
5XXX	$812,614	$600,000	$0	$212,614	73.84%
6XXX	$4,288,001	$100,000	$0	$4,188,001	2.33%
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Gross Allotments: Gross allotment equals the budget code actual expenditures for all closed quarters plus approved allotments for the current quarter.

Pending Allotments: Pending allotment equal the totals for all allotments in OSBM's work queue.

Available for Allotment: Available for allotment is the authorized budget amount minus net allotments and pending allotments.
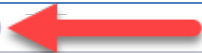
Percent Allotted: Percent allotted is the net allotments plus pending allotments divided by the authorized budget.

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 from on the IBIS website.