

# **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 <u>State Budget Manual</u>.

## 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.

neiBIS				STATE OF NORT		Logged in an IBIS Usuer6 Logged	About					
View BRU - DEPARTMENT OF A	GRICULTURE			OFFICE OF STATE BUDGET AN	D MANAGEMEN I							
Hame	BRU Work Queue											
BRU Work Queue	Context New Yorkson - View Hessages Filter Cateria											
My Messages						M	From Date : 07/01/2017 To Date : 11/17/					
Reports	Rett	Budget Code	Type	Name	Status	Updated By	Lock Last Updated *					
Salary Control		13700	Fund Code	New Fund Title	BRU Ready To Submit	ibisuser11	2017-11-08 3.09 PM					
		40517	Certification	Committee Report liem Tide	BRU Draft	ibisuser11	2017-11-05 2 42 PM					
		13700	Certification	Tite	BRU Draft	ibituser11	2017-11-07 1:38 PM					
	11-0137	13700	Revision	SKR Test	BRU Draft	ibisuserG	2017-10-17 1:10 PM					
	12-0007	63704	Revision	Fund 6422 Position count for 531212	BRU Draft	ibisuser6	2017-10-17 1.10 PM					
	12-0107	13700	Revision	1510 Balance FTE Count in 531212	BRU Draft	dalaseedor	2017-10-16 2 59 PM					
	12-0135	13700	Revision	1510 Balance FTE Count in 531211	BRU Draft	dataseeder	2017-07-31 11:01 AM					
	14-0134	13700	Revision	internal 1150	SRU Draft	dataseeder	2017-07-31 10:59 AM					
	12-0133	13700	Revision	NCFS June 2017 Personnel Actions	BRU Draft	dataseeder	2017-07-31 10 59 AM					
	12-0132	13700	Revision	NCFS May 2017 Personnel Actions	BRU Dut	dataseeder	2017-07-31 10 59 AM					
	12-0131	13700	Revision	NCFS June 2017 Personnel Actions	BRU Draft	dataseeder	2017-07-31 10:59 AM					
	12-0102		Revision	May Personnel Actions fund 5220		dataseeder	2017-07-31 10:59 AM					
		53725			SRU Draft							
	12-0128	13700	Revision	May Personnel Actions	BRU Draft	dataseeder	2017-07-31 10 59 AM					
	12:0005	\$3750	Revision	May Personnel Actions	BRU Draft	dataseeder	2017-07-31 10:59 AM					
	12-0127	13700	Revision	161045512016 Budget Forestry Stewardship Grant	BRU Draft	dataseeder	2017-07-31 10:59 AM					
	12-0126	13700	Revision	NCFS October 2016 1610 Personnel Actions(60031638)	SRU Draft	datasoeder	2017-07-31 10:59 AM					
	12-0124	13700	Revision	161041402015 Revenue Correction	BRU Draft	dataseeder	2017-07-31 10 59 AM					
	12-0123	13700	Revision	NCFS March Personnel Action (Pos 60031718 Correcti	BRU Draft	dataseeder	2017-07-31 10:59 AM					
	12-0122	13700	Revision	June Personnel Actions	BRU Draft	dataseeder	2017-07-31 10:59 AM					
	12.0121	13700	Revision	June Personnel Actions	BRU Draft	dataseeder	2017-07-31 10 59 AM					
	12-0120	13700	Revision	NCFS 1610 Sept Personnel Action Pos 60031634	BRU Draft	dataseeder	2017-07-01 10:59 AM					
	12-0119	13700	Revision	NCFS August 2016 1610 Personnel Actions(60031995)	BRU Draft	dataseeder	2017-07-31 10:59 AM					
	12-0118	13700	Revision	May Research Stations Personnel Actions	BRU Draft	dataseeder	2017-07-31 10:59 AM					
	12-0117	13700	Revision	161041862013 161041862014 Algn Revenue	BRU Draft	datasesder	2017-07-31 10:59 AM					
	12-0116	13700	Revision	NCFS April 2017 Personnel Actions	BRU Draft	dataseeder	2017-07-31 10:59 AM					
	14-0115	13700	Revision	15105210 5404 5435 Align Operating	BRU Draft	datasieder	2017-07-31 10:59 AM					
	12.0011	23700	Revision	NCPS June 2017 Personnel Action	BRU Draft	dataseeder	2017-07-31 10:59 AM					
	12-0114	13700	Revision	NCFS August 2016 Personnel Action (Pos 60031622)	BRU Draft	dataseeder	2017-07-31 10:59 AM					
	.12-0113	13700	Revision	NCFS June 2017 Personnel Actions Displaying Items 1 - 30 of 119	BRU Draft	dataseeder	2017-07-31 10.59 AM					

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.

	18 C			Allotment - Operat	ing		IBIS U	ser Guid
neiBi	s	-	-1	STATE OF NORT		Logged in as IBLS Userifi Loggod	hiad	
View : BRU - DEPARTMEN	T OF AGRICULTURE							
Home	BRU Work Queue							
BRU Work Queue	Create New Reques	t 💌 🛄 View History 🛄	View Messages			Filter Criteria	From Date : 07/01/2017	To Date : 11/17/2017
My Messages				2		×		
Reports	Ref#	Budget Code	Type	Name	Status	Updated By	Lock Last Updated *	
Salary Control		13700	Fund Code	New Fund Title	BRU Ready To Submit	ibisuser11	2017-11-08 3:09 PM	
		46517	Certification	Committee Report Item Title	BRU Draft	ibisuser11	2017-11-08 2.42 PM	
	0.000000	13700	Certification	Title	BRU Draft	ibisuser11	2017-11-07 1:38 PM	
	11-0137	13700	Revision	SKR Tesl	BRU Draft	ibisuser6	2017-10-17 1 10 PM	
	12-0007	63704	Revision	Fund 6422 Position count for 531212	BRU Diat	ibisuser6	2017-10-16 2.59 PM	
	12.0136	13700	Revision	1510 Balance FTE Count in 531212	BRU Draft	datasseder	2017-07-31 11 01 AM	
	12-0135	13700	Revision	1510 Balance FTE Count in 531211 Internal 1350	BRU Draft	dataseeder	2017-07-31 11:01 AM	
	12-0133	13700	Revision	NCFS June 2017 Personnel Actions	BRU Draft BRU Draft	dataseeder dataseeder	2017-07-31 10:59 AM 2017-07-31 10:59 AM	
	12-0132	13700	Revision	NCFS May 2017 Personnel Actions	BRU Draft	datasoodor	2017-07-31 10:59 AM	
	12-0131	13700	Revision	NCFS June 2017 Personnel Actions	BRU Dian	datasender	2017-07-31 10 59 AM	
	12.0002	53725	Revision	May Personnel Actions fund \$220	BRU Draft	dataseeder	2017-07-31 10 59 AM	
	12.0128	13700	Revision	May Personnel Actions	BRU Draft	dataseeder	2017-07-31 10:59 AM	
	12-0005	\$3750	Revision	May Personnel Actions	BRU Draft	dataseeder	2017-07-31 10:59 AM	
	12-0127	13700	Revision	161045512016 Budget Forestry Stewardship Grant	BRU Draft	datasoeder	2017-07-31 10.59 AM	
	12-0128	13700	Revision	NCFS October 2016 1610 Personnel Actions(60031635)	SRU Draft	datasoeder	2017-07-31 10.59 AM	
	12.0124	13700	Revision	161041402015 Revenue Correction	BRU Draft	dataseeder	2017-07-31 10:59-AM	
	12-0123	13700	Revision	NCFS March Personnel Action (Pos 60031718 Correcti	BRU Draft	dataseeder	2017-07-31 10 59 AM	
	12:0122	13700	Revision	June Personnel Actions	BRU Draft	dataseeder	2017-07-01 10:59 AM	
	12-0121	13700	Revision	June Personnel Actions	BRU Draft	datasoeder	2017-07-31 10:59 AM	
	12-0120	13700	Revision	NCFS 1610 Sept Personnel Action Pos 60031634	BRU Draft	datasoeder	2017-07-31 10:59 AM	
	12-0119	13700	Revision	NGFS August 2016 1610 Personnel Actions(80031995) May Research Stations Personnel Actions	BRU Draft BRU Draft	dataseeder dataseeder	2017-07-31 10 59 AM 2017-07-31 10 59 AM	
	12.0118	13760	Revision	May Research Stations Personnel Actions 161041862013 161041862014 Align Revenue	BRU Draft	dataseeder	2017-07-31 10 59 AM	
	12-0116	13700	Revision	NCF5 April 2017 Personnel Actions	BRU Draft	dataseeder	2017-07-31 10:59 AM	
	14-0115	13700	Revision	15105210 5404 5436 Align Operating	BRU Draft	dataseeder	2017-07-31 10:59 AM	
	12-0011	23700	Revision	NCPS June 2017 Personnel Action	BRU Draft	datasoeder	2017-07-31 10:59 AM	
	12-0114	13700	Revision	NCES August 2018 Personnel Action (Pos 60031622)	BRU Draft	dalasoeder	2017-07-31 10 59 AM	
	12.0113	13700	Revision	NCFS June 2017 Personnel Actions	BRU Draft	dataseeder	2017-07-31 10 59 AM	

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

BRU Work Queue								
Create New Reques	t 🔹 📄 View History 📋	View Messages			Filter	r Criteria From	Date : 07/01/2017	📃 To Date : 11/17/2017
			*		¥.			
Reff	Budget Code	Туре	Name	Status	Updated By	Lock	Last Updated *	
	13700	Fund Code	New Fund Title	BRU Ready To Submit	ibisuser11		2017-11-08 3:09 P	M

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.

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VIEW BRU-DEPARTMEN	OF AGRICULTURE														
lona	BRU Work Green	SRU Work Genes													
BRU Work Queue	Create New Rep	ast • 🔟 View History 🛄	View Messages	Filter Criteria	From Date 07/01/2017 To Date 10/17/2										
My Messages															
Reports	9:0	Eudget Code	Туре	larie Name	Sister	Updated By	Lock Last Updated *								
Salary Control	Addie All			Hew Fund Title											
		13700 40517	Fund Code Certification	Committee Report Item Title	BRU Ready To Submit	ibiouser11	2017-11-08 3:09 PM 2017-11-08 2:42 PM								
		13730	Certification	Tile	BRU Draft	ibiquer11 Biquer11	2017-11-07 1 36 PM								
	11-0137	13700	Revision	New Operating Budget Allotment Form - Basic Information	ERU DIAN	ibinuteri)	2017-10-17.1 10 PM								
	12.0607	83704	Baryasan	Please enter the information below and click Proceed		deuxers	2017-10-10 2:59 PM								
	12-0130	\$3700	Revision				2017-07-31 11:01 AM								
	12-0135	13700	Revision	Biennium : 2015-17 🛞 2017-19		dataseeder dataseeder									
	14.0134			Fiscal Year : (0) 2017-2018 (1) 2018-2019			2017-07-35 11:01 AM								
		13700	Revision	Department/Agency ( Department of Agenutian and Commer Services	10	dataseeder dataseeder	2017-07-31 10:59 AM								
	12 0133	13/00	Revision		17		2017-07-31 10:59 AM								
	12-0132	13700		ERE DEPARTMENT OF ADRICULTURE	1	datasoeder	2017-07-31 10:50 AM 2017-07-31 10:59 AM								
			Revision	Budget Code :	1 H	dataseeder									
	12.0007	\$3725	Restion	Effective Date: :		dataseeder	2017-07-31 10 59 AM								
	12-8128	13700	Revision	Title :		dataseptier	2017-07-31 10:59 AM								
	12.0005	53790	Revision	100.0		dalasosder	2017-07-31 10.59 AM								
	12-0127	13790	Revision			dataseeder	2017-07-31 10:59 AM								
	12-0126	13700	Revision	(managed) (managed)		dalaseeder	2017-07-31 10:59 AM								
	12.0124	13700	Revision	😤 Cancel 🌳 Proceed		dalasseder	2017.07.31 10.59 AM								
	12-0123	\$3700	Revision		and the second se	dalasoeder	2017-07-31 10 59 AM								
	12-0122	13799	Revision	June Personnel Actions	ERU Draft	slatasooder	2017-07-31 10.59 AM								
	12-0121	13700	Revision	June Personnel Actions	BRU Dyaft	datasooder	2017-07-31 10:59 AM								
	12-0120	13790	Revision	NCFS 1910 Sept Personnel Action Pos 50021534	URU Draft	datasooder	2017-07-01 10.59 AM								
	12-0119	13700	Resinian	NCF5 August 2018 1810 Personnel Actions/35031955)	BRU Draft	datasoeder	2017-07-31 10:59 AM								
	12-0110	\$3700	Revision	May Research Stations Personnel Actions	BRU Draft	dataseeder	2017-07-31 10:59 AM								
	12.0117	13700	Revision	161041582013 181041962014 Align Revenue	BRU Draft	dalasseder	2017-07-31 10 59 AM								
	12-0116	13700	Revision	NCF5 April 2017 Personnel Actions	BRU Draft	datasoeder	2017-07-31 10:59 AM								
	14.0115	13700	Revision	15105210 5494 5436 Align Operating	BRU Draft	dalasöéder	2017-07-31 10.59 AM								
	12-0011	23700	Revision	NCFS June 2017 Personnel Action	BRU Draft	datasoeder	2017-07-31 10:59 AM								
	12-0114	13700	Revision	NCFS August 2016 Personnel Action (Pos 60031622)	BRU Draft	datanoeder	2017-07-31 10:59 AM								
	12-0113	13700	Revinian.	MGES June 2017 Personnel Actions Displaying Items 1 - 30 of 119	BBU Diat.	delatordar	2017-07-31 10:59 AM								



**IBIS User Guide** 

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.

	New Operating Budget Allotment Form - Basic Information						
Please enter the information below and click Proceed							
	Biennium : 0 2015-17	2017-19					

The next field allows you to select the Fiscal Year for the allotment request. Only one Fiscal Year may be selected at a time.

New Operating Budget Allotment Form - Basic Information	]
Please enter the information below and click Proceed	
Biennium : 2015-17 ( 2017-19	
Fiscal Year : ( ) 2017-2018 ( ) 2018-2019	

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

New Operating Budget Allo	otment Form - Basic Information	$\times$								
Please enter the information below and click Proceed										
Biennium :	0 2015-17 ( 2017-19									
Fiscal Year :	0 2017-2018 0 2018-2019 0									
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 dropdown for you to select from.



**IBIS User Guide** 

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 Operating Budget Allo	otment Form - Basic Information	×
	Please enter the information below and click Proceed	
Biennium :	O 2015-17	
Fiscal Year :	2017-2018  2018-2019	
Department/Agency :	Department of Agriculture and Consumer Services	×
BRU :	DEPARTMENT OF AGRICULTURE	× /
Budget Code :	13700	
Effective Date: :	13700 Agriculture and Consumer Services - General Fund	
Title :		

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.

New Operating Budget Allo	tment Form - Basic Information	
	Please enter the information below and click Proceed	
Biennium :	2015-17 ( 2017-19	
Fiscal Year :	2017-2018 2018-2019	
Department/Agency :	Department of Agriculture and Consumer Services	~
BRU :	DEPARTMENT OF AGRICULTURE	~
Budget Code :	13700	~
Effective Date: :		

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 Operating Budget Allo	tment Form - Basic Information	×
	Please enter the information below and click Proceed	
Biennium :	O 2015-17	
Fiscal Year :	2017-2018 2018-2019	
Department/Agency :	Department of Agriculture and Consumer Services	~
BRU :	DEPARTMENT OF AGRICULTURE	~
Budget Code :	13700	~
Effective Date: :		
Title :		
	Cancel Proceed	

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

lew Operating Budget Allo	tment Form -	Bas	ic In	form	natio	on				
Please enter the information below and click Proceed										
Biennium :	0 2015-17			•2	2017	-19				
Fiscal Year :	2017-201	8	02	2018	-201	9				
Department/Agency :	Department o		•	No	ov 2	017	•	*	rvices	$\sim$
BRU :	DEPARTMEN	Su	Мо	Tu	We	Th	Fr	Sa		~
Budget Code :	13700		30			-	-	4		~
Effective Date: :		5			8					
Title :			13 20	_						
The F			20				1	23		
			Today Cancel					_		
	$\times$ c	Cance	a				Þ P	roce	ed	



Once entered or selected, the date appears in the field as entered.

New Operating Budget Allo	tment Form - Basic Information	×
	Please enter the information below and click Proceed	
	0	
Biennium :	O 2015-17 O 2017-19	
Fiscal Year :	2017-2018 2018-2019	
Department/Agency :	Department of Agriculture and Consumer Services v	
BRU :	DEPARTMENT OF AGRICULTURE	
Budget Code :	13700 🗸	
Effective Date: :	11/21/2017 ×	
Title :		
	Cancel Proceed	

Title field is a free form entry field. Enter a unique and identifying title for the allotment you are creating.

New Operating Budget Allotment Form - Basic Information		
N	Please enter the information below and click Proceed	
Biennium :	O 2015-17	
Fiscal Year :	2017-2018  2018-2019	
Department/Agency :	Department of Agriculture and Consumer Services	
BRU :	DEPARTMENT OF AGRICULTURE	
Budget Code :	13700 👻	
Effective Date: :	11/21/2017	
Title :	Test Allotment Operating ×	
	Cancel Proceed	



The final action to take on the New Operating Budget Allotment Form – Basic Information window is to click on the Cancel or Proceed button.

New Operating Budget Allo	tment Form - Basic Information	×
	Please enter the information below and click Proceed	
Biennium :	O 2015-17	
Fiscal Year :	2017-2018 2018-2019	
Department/Agency :	Department of Agriculture and Consumer Services	~
BRU :	DEPARTMENT OF AGRICULTURE	~
Budget Code :	13700	~
Effective Date: :	11/21/2017	
Title :	Test Allotment Operating	×
	Cancel Proceed	

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.

New Operating Budget Allo	New Operating Budget Allotment Form - Basic Information	
	Please enter the information below and click Proceed	
Biennium :	O 2015-17	
Fiscal Year :	2017-2018 2018-2019	
Department/Agency :	Department of Agriculture and Consumer Services	
BRU :	DEPARTMENT OF AGRICULTURE	
Budget Code :	13700 🗸	
Effective Date: :	11/21/2017	
Title :	Test Allotment Operating ×	
	Cancel Proceed	



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.

operating boop	Iotment Form 'Test Allotment Operating'		
		Status BRU Draft BUDDET ALLOTMENT FORM (Title: Test Allotment Operating)	Minkock Form
Diennium Fiscal Year Quarter BRU Dudget Code Effective Date Request Type Reference Number	2017-2016 2 DEPARTMENT OF AGRICULTURE 13700-Agriculture and Consumer Services - General Fund 11/21/2017		Screen 10 Aurora
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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 <u>here</u>.

Basic Information

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

	Allotment - Operating	IBIS User Guide
ment Form "Fest Allotment Operating"	Status Reu Doue BUIGGET ALLOTMENT FORM (There Text Allothmet Operation)	Ord.acs Form
udget Detail Attachments		
917-2616 EPA.RTR-Life T OF AGBICULTURE EPA.RTRUENT OF AGBICULTURE 110210077 1 Internet Consumer Services - General Fund 110210077 1 Internet Consumer Services - General Fund Internet Consumer - General Fund Internet Fund Internet Consumer - General Fund Internet		Screen D Advid
	Iperating Allotment	Sinhar BBU Dealt Sinhar BBU Dealt BUDGET ALLOTMENT FORM (Title: Teel Allotment Operating) 917-19 917-19 917-19 917-29 917-20 9

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 noneditable:

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."

MCIBIS		
~~~~	Allotment - Operating	IBIS User Guide
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.



Operating Budget All	otment Form 'Test Allotment Operating'				
Basic Information	Budget Detail Attachments		Status: BRU Draft BUDGET ALLOTMENT FORM	(Title: Test Allotment Operating)	United Fam
Budget Code Effective Date : Request Type : Reference Number	2917-2018 2 DEPARTMENT OF AGRICULTURE 13706 Agriculture and Consumer Services 11/21/2017	Central Fund			Somen (c) (Adda.) (BIS IO : \$210
	Jantification Clink here: for Rich Text Editor				
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Export PDF	Save Draft Save & Close			Ready To Submit Delete Request	



Requirements

**Allotment - Operating** 

**IBIS User Guide** 

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

Senating Budget Allotment Form 'Test Allotment Ope	rating'		
Basic Information Budget Detail Allachments		Status: BRU Draft BUDGET ALL OTMENT FORM (Tops: Test Allotherit Operating)	- Undusid, Parm
A Validation Messages		Screen ID : Alfort 2	
Requirements		IBIS ID 5210	
Account	Allotment Amount		
1000-Personal Services	50		
2XXX-Purchased Services	\$0		
300X-Supplies	50		
4000X-Property, Plant and Equipment	50		
500X-Other Expenses and Adjustments	50		
EXXX-Aid and Public Assistance	\$0		
7XXX-Agency Reserve	50		
8000-Intergovernmental Transactions	50		
Planned Requirements	50		
Receipts			
Account	Allatment Amount		
Federal Receipts	50		
Local Receipts	50		
Highway Receipts	\$0		
Other	50		
Estimated Receipts	50		
Requested Appropriation	50		
÷.			
Export PDF Save Draft Save & Close	10	Ready To Submit Delete Request	

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.

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

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.



D -----

**Allotment - Operating** 

Allotment Amount
\$0
\$0
<u>·</u> ×
\$0
\$0
\$0
\$0
\$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.

Account	Allotment Amount
Federal Receipts	\$0
Local Receipts	
Highway Receipts	\$0
Other	\$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

L.

Allotment Amount
\$0
\$7,500
\$0
\$0
\$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.

~	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%

Budge Code Gross Allotment Summary

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.



**IBIS User Guide** 

1	Authorized Budget	Gross Allotments	Pending Allotments	Available for Allotments	Percent Allotted
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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 <u>IBIS website</u>.