

# INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE

**Budget Code Form** 



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# **General Navigation**

Access the IBIS application using your NCID and password. Once logged in, you will see the work queue.

View : BRU - Department of	Environmental Quality			OFFICE	OF STATE BUL	dget and man	AGEMENT
Home	BRU Work Qu	e110					
BRU Work Queue			History 🔲 View Message	•	Filter Crite	ria From Date : 07/01/20	17 To Date : 11/07/2017
My Messages	Cleate New P	view	Thistory in view wessage	1	Titlei Citte		To Date . Therizon
Reports	Ref#	Budget Code		Name	Status		Last Updated *
\$ Salary Control		-	Туре				
	12-0165	14300	Revision	DWM - Correct Position Tab 12-1392	BRU Draft	dataseeder	2017-07-31 11:01 AM
	12-0006	64305 24340	Revision	DEQ Fund Shift Attorney Positions Coal Ash - Shift Positions	BRU Draft BRU Draft	dataseeder dataseeder	2017-07-31 11:01 AM
			Revision				2017-07-31 11:01 AM
	12-0163	14300	Revision	DEQ - Fund Shift Attorney Positions DEACS - Reverse Position Tab on 12-1015	BRU Draft BRU Draft	dataseeder dataseeder	2017-07-31 11:01 AM
	12-0162	14300	Revision	DMF Fund 1325 Swap Funding of Law Enforcement Offi	BRU Draft	dataseeder	2017-07-31 11:01 AM 2017-07-31 11:01 AM
	12-0161	14300		EMLR - Fund Shift .50 FTE of Pos. #60035393	BRU Draft		
			Revision			dataseeder	2017-07-31 11:01 AM
	12-0158	14300 24300	Revision	DWR - 1620 Reduce FTE	BRU Draft BRU Draft	dataseeder dataseeder	2017-07-31 11:01 AM 2017-07-31 11:01 AM
		14300		NRG - Pos. #60014106 FTE Change	BRU Draft		
	12-0157	14300	Revision	NRG - 1749 - Pos. #60014106 Change FTE DWM - Correct FTE Count from Revision 12-0946		dataseeder dataseeder	2017-07-31 11:01 AM
	1				BRU Draft		2017-07-31 11:01 AM
	12-0039	24300	Revision	2356 Correct Position Tab 1140 - Fund Shift Pos. #65022076	BRU Draft BRU Draft	dataseeder dataseeder	2017-07-31 11:01 AM 2017-07-31 11:01 AM
	12-0154			DWM - Fund Shift Pos. #60035981 and 65022076			
	12-0005	64305 14300	Revision	DWM - Pund Shift Pos. #60035961 and 65022076 DWM - Shift Positions #60035981 and 65022076	BRU Draft BRU Draft	dataseeder dataseeder	2017-07-31 11:01 AM 2017-07-31 11:01 AM
		14300		1140 and 1625 - Correct FTE Count			
	12-0150	14300	Revision	60035085 - Abolish	BRU Draft BRU Draft	dataseeder dataseeder	2017-07-31 11:01 AM 2017-07-31 11:01 AM
	12-0147	14300	Revision	EMLR - 17497490 Fund Shift 60036187	BRU Draft	dataseeder	2017-07-31 11:01 AM
	12-0146	24300	Revision	EMLR - 1/49/490 Fund Shift 60036187 EMLR - Fund Shift Pos. #60035393	BRU Draft	dataseeder	2017-07-31 11:01 AM
	12-0036	14300	Revision	ADM - Salary Reserve	BRU Draft	dataseeder	2017-07-31 10:59 AM
	12-0145	14300	Revision	DMF Fund 1325 Increase Receipts for Position Salar	BRU Draft	dataseeder	2017-07-31 10:59 AM
	12-0139	24300	Revision	DMF Fund 1325 increase Receipts for Position Salar DMS - Realign Budget to cover increase in salary	BRU Draft	dataseeder	2017-07-31 10:59 AM
	12-0031	24300	Revision	DWS - Realign Budget to cover increase in salary DWM-Position 65025383	BRU Draft	dataseeder	2017-07-31 10:59 AM
	14-0132	14300	Revision	DMF Fund 1325 Realignments Among Centers for Comme DWM - 1760 Correct Salary Control	BRU Draft BRU Draft	dataseeder dataseeder	2017-07-31 10:59 AM 2017-07-31 10:59 AM

The left side of the screen is a navigation menu that presents the user with several options.



Click Admin the lower left corner of the screen. You will see a list with Organizational Structure Maintenance as an option to select.

... 🛟 Organizational Structure Maintenance

Click Organizational Structure Maintenance. You will see Organizational Structure Maintenance become highlighted in the list. The right side of the screen will bring up two additional panes. A total of three panes should show on your screen: 1) the Admin list on the left; 2) Org Item with a "+" VL - in the middle (VL stands for Volume, which relates to your BRU/Agency); and 3) a pane on the right that says "Please select an organizational item from the left tree to proceed." The screen will appear as shown below.

neiBIS					
$\sim$	Budget Code				IBIS User Guide
View : BRU - Department of Environm	nental Quality			Logged in as IBIS User11 Logged STATE OF NOI OFFICE OF STATE BUDGET /	about RTH CAROLINA AND MANAGEMENT
Admin     Admin     Granizational Structure Maintenance     Granizational Structure Maintenance     Granizational Structure Maintenance	Organizational Item	o Locked	In Progress	🥌 Inactive   Approved 🐉 Approved & Inact	ive

Note the different icons displayed in the right pane of the screen (as shown below).



The definition for each icon is as follows:

- Locked: The code is currently being modified by a user.
- In Progress: The code is currently undergoing editing.
- Inactive: The code has an expiration date in the past and is no longer an active code.
- Approved: The code has an expiration date in the future and is currently active.
- Approved and Inactive: The code has been modified to have an expiration date in the past, was approved, and is no longer active.

These icons appear next to the volume, BRU, budget codes and fund codes to indicate the status of the object. The Organizational Item tree will display all historical codes used; however, these could be active or inactive. If a code is active, it will be available for use within IBIS. If it is inactive, then the code will not be available for use in the system. Codes can be made active or inactive in the system by editing the code. <u>Click here to view instructions</u> on how to edit an existing code.

To display the departments under the volume, click the plus sign "+" next to the blue icon next to the VL.



You will see another row appear that has the same blue icon with DT followed by the name of your department. (DT stands for department.)





To display the BRUs of the department, click the plus sign "+" next to the blue icon next to the DT.



You will see another row appear that has the same blue icon with BRU following by a BRU name.

Orga	anizational Item	
	VL - Natural and Economic Resources	
	😑 👗 DT - Department of Environmental Quality	
	표 🤱 BRU - Department of Environmental Quality	

To display a list of budget codes for the BRU, click the plus sign "+" next to the blue icon next to the BRU.



You will a list of budget codes appear for the BRU. A portion of the Department of Environment and Natural Resources' budget codes are shown in the example below.



	-
Organizational Item	
VL - Natural and Economic Resources	*
🖃 🥈 DT - Department of Environmental Quality	
🖃 🥈 BRU - Department of Environmental Quality	
🗄 👗 BC - 14300 - DEQ - General Fund	
🗄 👗 BC - 14301 - DEQ - Clean Water Management Trust Fu	
표 🥈 BC - 24300 - DEQ - Special	
🗄 👗 BC - 24301 - DEQ - Reserve for Air Quality - Fuel Tax	
표 🎳 BC - 24302 - DEQ - Governor's Cup Trust	
표 👗 BC - 24303 - DEQ - Marine Fisheries Conservation	
표 👗 BC - 24304 - DEQ - Wetlands Trust Fund	
표 👗 BC - 24305 - DEQ - Clean Water Management Trust Fu	
표 👗 BC - 24306 - DEQ - Reserve for Dry Cleaning Solvent	
표 👗 BC - 24307 - DEQ - Reserve for Forest Development	
🕞 🙎 BC - 24308 - DEO - Special	

To display a list of funds codes for a budget code, click the plus sign "+" for one of the budget codes. A portion of the Department of Environment and Natural Resources' fund codes for budget code 14300 are shown in the example below.



Click on the negative sign "-" to collapse a displayed list as shown below.



 Budget Code
 IBIS User Guide

 Organizational Item
 IBIS User Guide

 Image: Solution of the second condition of the second condi

Clicking this sign will collapse the list of fund codes for the selected budget code, meaning the fund code list will be hidden and the list of budget codes will be displayed as shown below.

Org	Organizational Item				
	VL - Natural and Economic Resources	*			
	🖃 🏅 DT - Department of Environmental Quality				
2	🖃 🄱 BRU - Department of Environmental Quality				
	🗉 🥈 BC - 14300 - DEQ - General Fund	-			
	표 🤱 BC - 14301 - DEQ - Clean Water Management Trust Fu				
	🗉 🥈 BC - 24300 - DEQ - Special				
	🗉 🥈 BC - 24301 - DEQ - Reserve for Air Quality - Fuel Tax				
	표 🏅 BC - 24302 - DEQ - Governor's Cup Trust				
	🗄 👗 BC - 24303 - DEQ - Marine Fisheries Conservation				

Clicking any information in a displayed list will make information display in the right pane of the screen. Information for a budget code is shown in the example below. Note that there are missing data elements because these were not recorded in the legacy system and were therefore not transferred to IBIS.



	Juug	gercoue			IDI
Organizational Item		o Locked 😑 In P	rogress 🍯 Inacti	tive 👗 Approved 🕈 Approved & Inactive	
😑 🥈 VL - Natural and Economic Resources	~	Add New Fund Code	On an Burdenat Or		
🖃 🤱 DT - Department of Environmental Quality		Add New Fund Code	Open Budget Co	Jde	
🖃 👗 BRU - Department of Environmental Quality		Rec	uest Number :		
🖃 👗 BC - 14300 - DEQ - General Fund			Department : Depa	artment of Environmental Quality	
😠 🥈 BC - 14301 - DEQ - Clean Water Management Trust Fund				artment of Environmental Quality	
🗄 👗 BC - 24300 - DEQ - Special	=		Budget Code : 1430		
BC - 24301 - DEQ - Reserve for Air Quality - Fuel Tax		Com	pany Number : 1601 Status : Appr		
BC - 24302 - DEQ - Governor's Cup Trust			Created Date : 07/01		
BC - 24303 - DEQ - Marine Fisheries Conservation			Modified Date : 07/01		
Å BC - 24304 - DEQ - Wetlands Trust Fund			Effective Date : 07/01		
BC - 24305 - DEQ - Clean Water Management Trust Fund		D	cpiration Date : 12/31 Short Title : DEQ		
BC - 24305 - DEC - Clean Water Management Hust Fund				artment of Environmental Quality - General Fund	
			Justification :		
BC - 24307 - DEQ - Reserve for Forest Development			ouounou on .		
BC - 24308 - DEQ - Special		Rev	venue Source :		
🗄 👗 BC - 24309 - DEQ - PARTF					
🖼 👗 BC - 24310 - DEQ - Disaster		Expenditure/ Accou			
BC - 24311 - DEQ - Interest		Will the budget co	de need a new NO		
BC - 24315 - DEQ - Clean Water Bond Loan		What existing disbu	ursing account NA		
SC - 24316 - DEQ - Clean Water Bond Loan Program 1998			will be used? :		
BC - 24317 - DEQ - Special Revenue - GF		Will the budget co	bearing:		
🗄 🥈 BC - 24318 - DEQ - Special General Fund - Interest Bearing		Is the Budget Code	in a Budgeted Category?		
🗄 👗 BC - 24321 - DEQ - Clean Water Bond Loan Program 1998				get Code Completed	
표 👗 BC - 24323 - DEQ - Marine Resources Fund			CAS Region: : P	,	
표 🄱 BC - 24324 - DEQ - Information Tech Projects		Will the budget code Chart of Accou	use the NCAS YES		
표 👗 BC - 24325 - DEQ - Federal Energy Regulatory Commission - Interest Bearing		Chart of Accor	Name :		
표 👗 BC - 24326 - DEQ - CWMTF Endowment Fund		P	hone Number :		
🗄 🥈 BC - 24327 - DEQ - WIF Local Supplmnt Grants			Email :		
🖃 👗 BC - 24340 - DEQ - Coal Ash Management Fund		Reviewed by C	,		
🖃 🥈 BC - 34300 - DEQ - Federal			SBM (ASBO) : CMCS (OSC) :		
🗉 🥈 BC - 40016 - DEQ - CI 2000			NCAS (OSC)		
🗉 👗 BC - 40116 - DEQ - CI 2001		Entered into Core E			
BC - 40216 - DEQ - CI 2002		Approved by C			
H & BC - 40316 - DEQ - CI 2003		1	Approval Date :		

## How to Create a New Budget Code

To create a new budget code, click on the BRU – text in the Organizational Structure Maintenance tree. This will highlight the BRU as shown below.

😑 🥈 BRU - Department of Environment and Natural Resources

After the BRU is highlighted, the right pane will show an Add New Budget Code option as well as information about the budget code, including BRU, Created Date, Last Modified Date, BRU Code, Number of BRU Licenses, Description, Event Log, Previous OSBM Notes and Org Web Address. Most of this data will be blank because the legacy system did not maintain it.

To create a new budget code click on the Add New Budget Code button near the top of the right pane. Add New Budget Code

You will see a New Budget Code Form - Basic Information window appear as shown below.

New Budget Code Form - Basic Information		×
Please e		
Budget Code :		
	Cancel Proceed	



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Er	nter the desired new Budget Code in the field. You will see the field populate with your entry.	
	New Budget Code Form - Basic Information	X
	Please enter the information below and click Proceed Budget Code : 14305	
	Cancel Proceed	

Note: If you enter an existing budget code, you will get a notification message as shown below. You will need to click OK and enter a non-duplicative budget code to proceed.

Note		$\times$
į	□ □This budget code already exists. Please enter a new budget code.	
	ОК	

Click Proceed to continue creating a new budget code. If you do not wish to continue creating a new budget code, click Cancel and the window will close.

× Cancel	Proceed 🔿
	^

When continuing with a new valid budget code you will see text stating the budget code is valid in the upper right corner of the screen, the system is creating a new form, and the new form will appear as shown below.

			Screen ID :
			IBIS ID :
			Request Number :
Created Date :	11/07/2017		
Iodified Date :	11/07/2017		
Budget Code :	14305		
npany Number :			
Effective Date :	11/07/2017		
xpiration Date :	12/31/9999		
Short Title :			
Long Title :			
	≣ ≣ ≣ ■ B / U		
Justification :			
Justification :			

Verify that the Department, BRU, and Budget Code information date is correct before proceeding with creating the new budget code.



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_		
	BRU :	Department of Environmental Quality Department of Environmental Quality
	Budget Code :	14305
Co	mpany Number :	
	Status :	BRU_Draft
Created Date :		11/07/2017
Las	t Modified Date :	11/07/2017
	Effective Date :	11/07/2017
I	Expiration Date :	12/31/9999

Click in the Company Number filed to enter the Company Code for the BRU.

Company Number :	
------------------	--

The Effective Date and Expiration Date fields like month, date and year can be entered or set by using the Calendar Icon. Set the effective date for the date the budget code will be activated. The expiration date can remain set to the default 12/31/9999 setting or may be adjusted if the budget code is expiring by a certain date.

Effective Date :	11/07/2017	
Expiration Date :	12/31/9999	

The short and long titles will assign a title to the new budget code. The short title will be used in most day-to-day budget documents and the long title will be used more prominently in budget publications. Click in each respective field to enter text.

Short Title :	
Long Title :	

The Request Number field is located in the upper right corner of the screen. This field can accommodate 8 digits.

|--|

Type a request number in the field not to exceed eight digits. This will be used to track the request.

Request Number :	12F0345
------------------	---------

Entering a justification is required for a new budget code. Click in the Justification box to enter text.





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Budget Code

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Entering a revenue source is required for a new budget code. Click in the Revenue Source box to enter text.

	SpellCheck 😧
Revenue Source :	

Entering expenditure/account activity box is required for a new budget code. Click in the Expenditure/Accounting Activity box to enter text.

	≣≣≣≣ ■ B / U	SpellCheck 😮
Expenditure/Accounting Activity :		

The next section is OSC/OSBM Data as shown below.

Will the budget code need a disbursing account?	': ○Yes ⊙No
What existing disbursing account will be used?	:
Will the budget code be interest-bearing?	: C Yes 🛈 No
Is the Budget Code in a Budgeted Category?	: C Yes ⊙ No
	G Line Item Only
Line Iten	Budget Code Completed
	C P(X/TND directory = 'OPC')
Specify NCAS Region:	: C 23(X/TND directory = 'OPF')
	C University(X/TND directory = 'OPU')
Will the budget code use the NCAS Chart of Accounts (OSBM)?	°: O Yes ⊙ No

The first question asks if the budget code will need a disbursing account. The default answer is "No," which will require an answer to "What existing disbursing account will be used?" If the answer is changed to "Yes" then the "What existing disbursing account will be used?" question will be grayed out and does not need to be answered.

Will the budget code need a disbursing account? :	O Yes	⊙ No
What existing disbursing account will be used? :		

The next question inquires if the new budget code will be interest bearing. The answer defaults to "No" but can be changed to "Yes" if necessary.

```
Will the budget code be interest-bearing? : O Yes O No
```

The "Is the Budget Code in a Budgeted Category" question defaults to "No" as its answer. If the answer is changed to "Yes," a selection between "Line Item Only" versus "Budget Code Complete" will need to be made. Only one selection may be made on the form. This information is used for budget publication purposes. Selection of "Budget Code Complete" will mean that the code will be published in OSBM's budget documents.



Is the Budget Code in a Budgeted Category? : O Yes O No

```
Line Item Conly
```

The next part of the section is specifying the NCAS region. Select the appropriate region based on the budget code that you are creating.

O P(X/TND directory = 'OPC')
Specify NCAS Region: : O 23(X/TND directory = 'OPF')
O University(X/TND directory = 'OPU')

The final question of the section inquires if the budget code will use the NCAS Chart of Accounts. The answer defaults to "No" but can be change to "Yes" if necessary by clicking on the appropriate radio button.

```
Will the budget code use the NCAS Chart of Accounts (OSBM)?: O Yes O No
```

The final section of the form is Agency Requestor Info. Fill in the name, phone number, and email address of the agency contact person for the budget code request.

<ul> <li>Agency Requestor Info</li> </ul>	
Name :	
Phone Number :	(###) ###-####
Email :	

When finished with the form, follow the standard workflow process within IBIS.

Note: If you save and close a budget code form, the request can be accessed in the work queue or from Organizational Structure Maintenance. The system distinguishes between budget codes and fund codes that are approved and those that are in progress with the following icons.



When a budget/fund code is in the process of being created or modified, it will be marked with a red "In Progress" circle as shown below.

Organizational Item				
UL - Natural and Economic Resources				
🖃 🧯 DT - Department of Environmental Quality				
🖃 🥈 BRU - Department of Environmental Quality				
🗉 🥈 BC - 14300 - DEQ - General Fund				
🗉 🥈 BC - 14301 - DEQ - Clean Water Management Trust Fund				
🛑 BC - 14305 - Test Budget Code				
🗉 🥈 BC - 24300 - DEQ - Special				
🗉 🥈 BC - 24301 - DEQ - Reserve for Air Quality - Fuel Tax				
🗉 윕 BC - 24302 - DEQ - Governor's Cup Trust				



## How to Edit an Existing Budget Code

To edit an existing budget code, navigate to the BRU – text in the Organizational Structure Maintenance tree. This will highlight the BRU as shown below.

😑 🥈 BRU - Department of Environment and Natural Resources

#### Expand the list to show the budget codes associated with the BRU as shown below.

Organizati	ional Item		
🗉 🥈 ΝΙ	- Natural and Economic Resources	-	ŀ
Ξ 🌡	DT - Department of Environmental Quality		ŀ
	BRU - Department of Environmental Quality		
	표 🥈 BC - 14300 - DEQ - General Fund		
	표 🥈 BC - 14301 - DEQ - Clean Water Management Trust Fund	Ξ	

Highlight the budget code you wish to edit by clicking on its title.

Organizational Item			
-	👗 VL - Natural and Economic Resources	-	ŀ
	🖃 👗 DT - Department of Environmental Quality		ŀ
	🖃 🥈 BRU - Department of Environmental Quality		
	표 🥈 BC - 14300 - DEQ - General Fund		
7	💿 🥈 BC - 14301 - DEQ - Clean Water Management Trust Fund	=	

After the budget code is highlighted, the right pane will show Add New Fund Code and Open Budget Code options. To edit a budget code, click the Open Budget Code option.

Add New Fund Code Open Budget Code

When Open Budget Code option is selected, the following screen will appear.





Click on Edit to make changes to the budget code. A form will open and the status will change from Approved to BRU Draft.

\*\*\*\* STATUS: APPROVED \*\*\*\* \*\*\*\* STATUS: BRU\_DRAFT \*\*\*\*

From this point, the process for editing an existing budget code is similar to creating a new budget code. <u>Click here to be re-directed to those steps.</u> Edit the information desired and submit the form through the IBIS workflow process.

Note: All fields on the form are required. Since not all fields contained data in the legacy system, you may have to include this information when editing a budget code form for the first time.