INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE

WORKSHEET II

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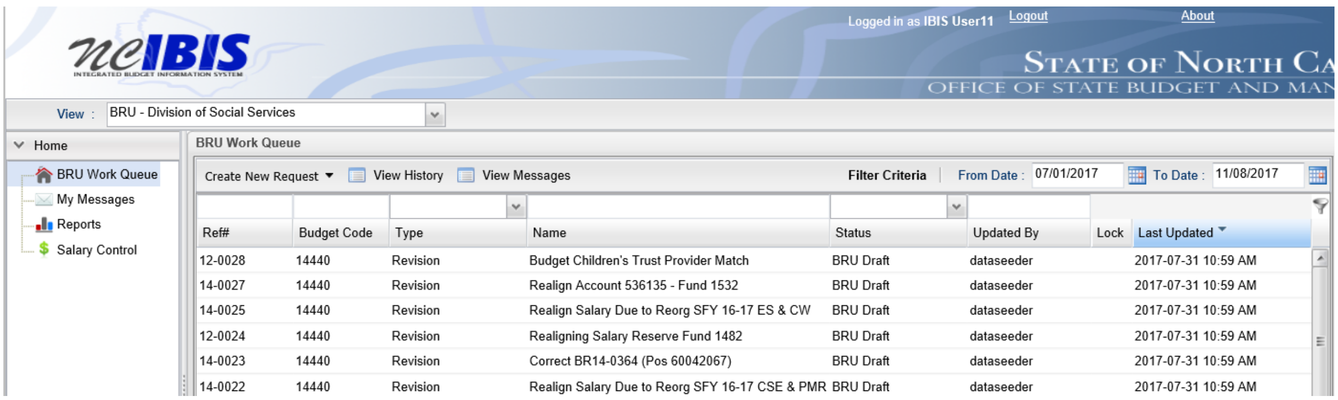
Preface

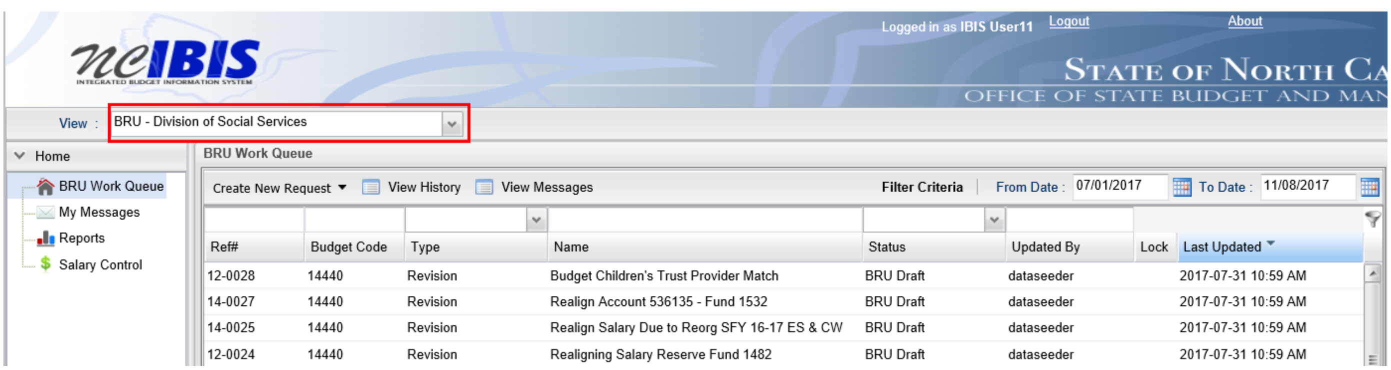
This training guide describes how to use IBIS to complete a Worksheet II form. For policy guidance, please consult instructions for preparation of the Governor's recommended budget that are published before each budget cycle on OSBM's website.

Worksheet II

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

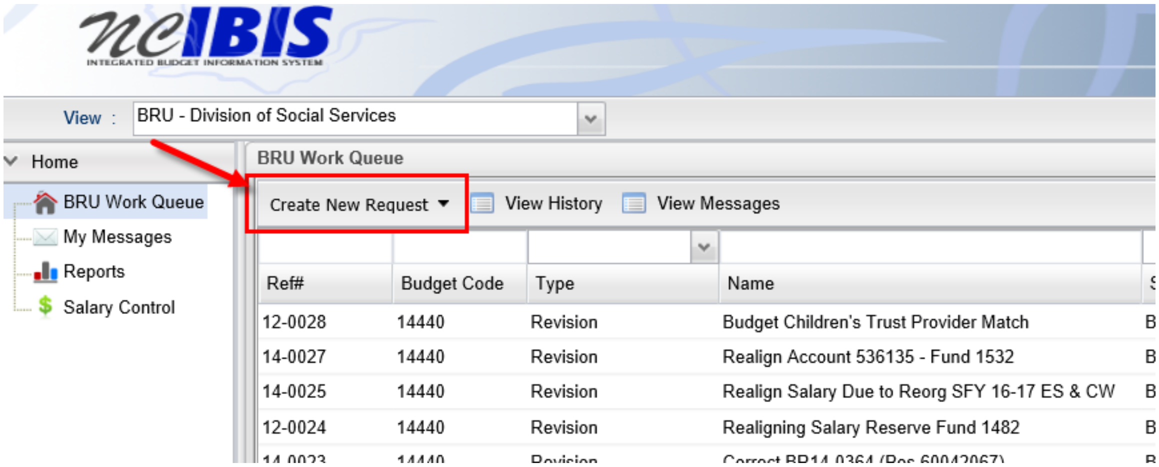


Find the View indicator in the upper left-hand corner of the page. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, these will appear in a drop-down list in this field. In the example below, the user is logged in as the Division of Social Services.

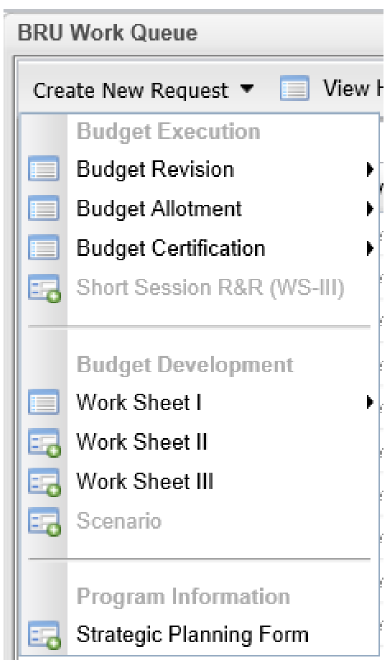


Creating a New Worksheet II

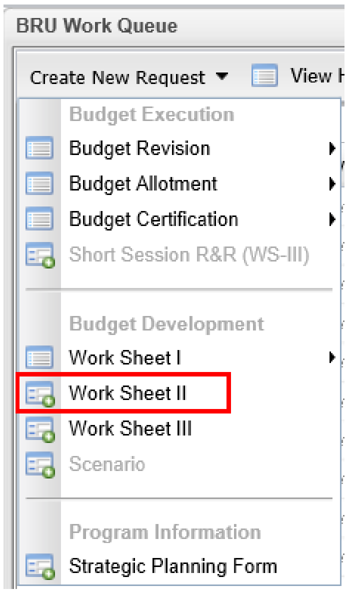
1. To create a new Worksheet II form, click on the **Create New Request** dropdown list in the middle of the screen.



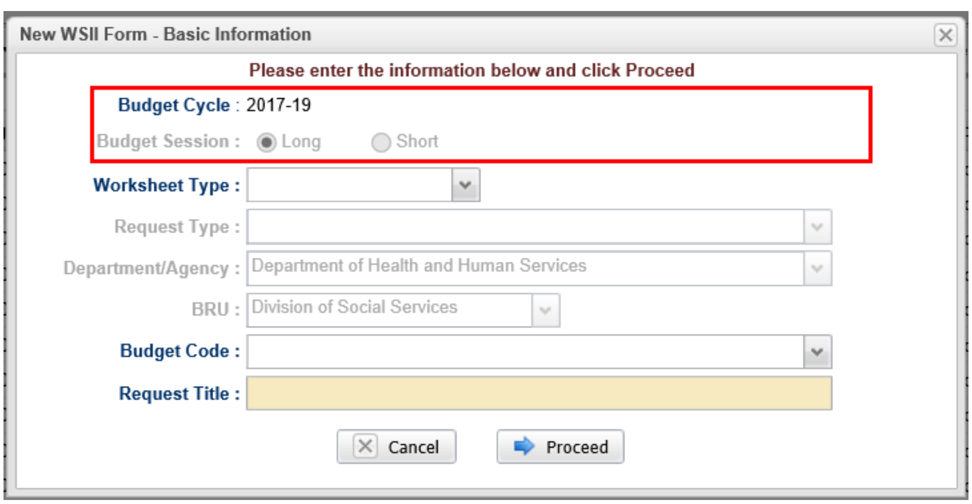
When you click on 'Create New Request', the drop-down will display the following options.



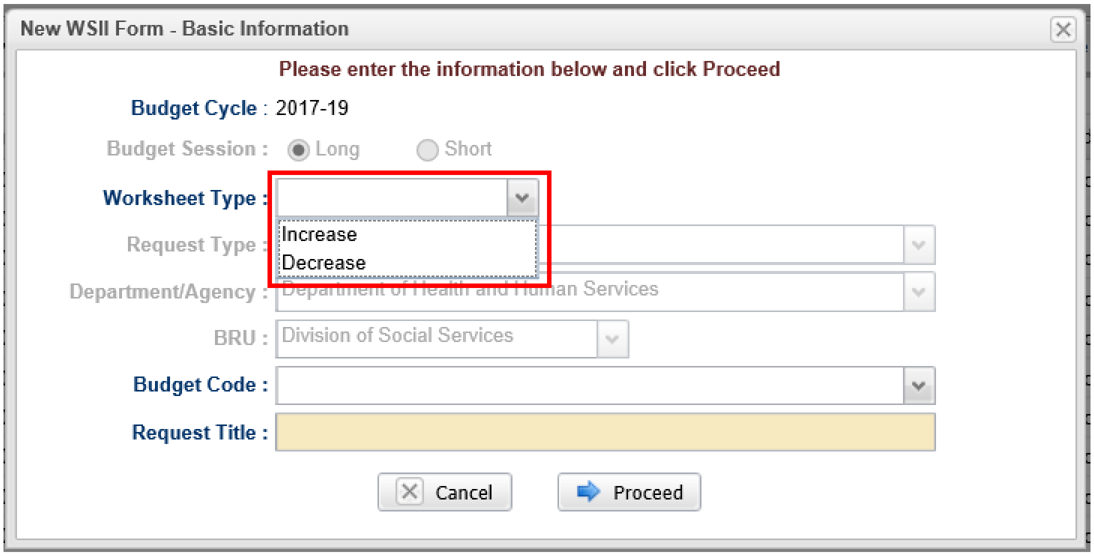
2. Click on the "**Worksheet II**" option on the menu.



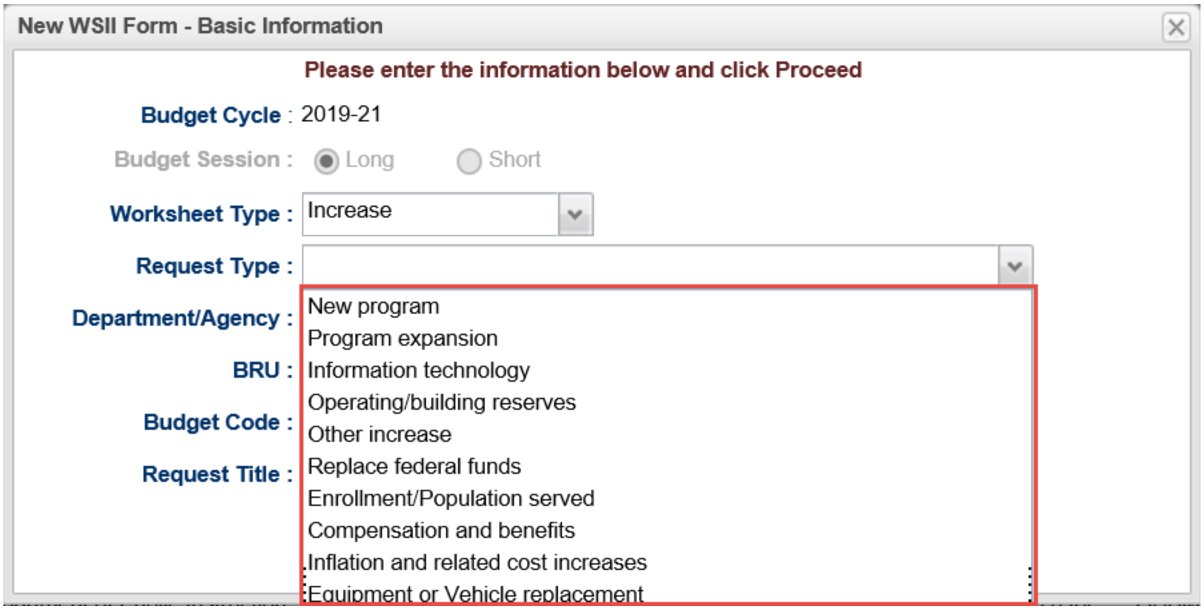
3. Once you click the Worksheet II option, a New WSII Form – Basic Information window appears as shown in the following screenshot. You need to fill out the basic information. Both the budget cycle and budget session (Long or Short) are set for you. The Long Session is a biennial session that begins in January of each odd-numbered year and terminates on July of the next year. The Short Session begins in January of each even-numbered year and terminates on July of the same year.



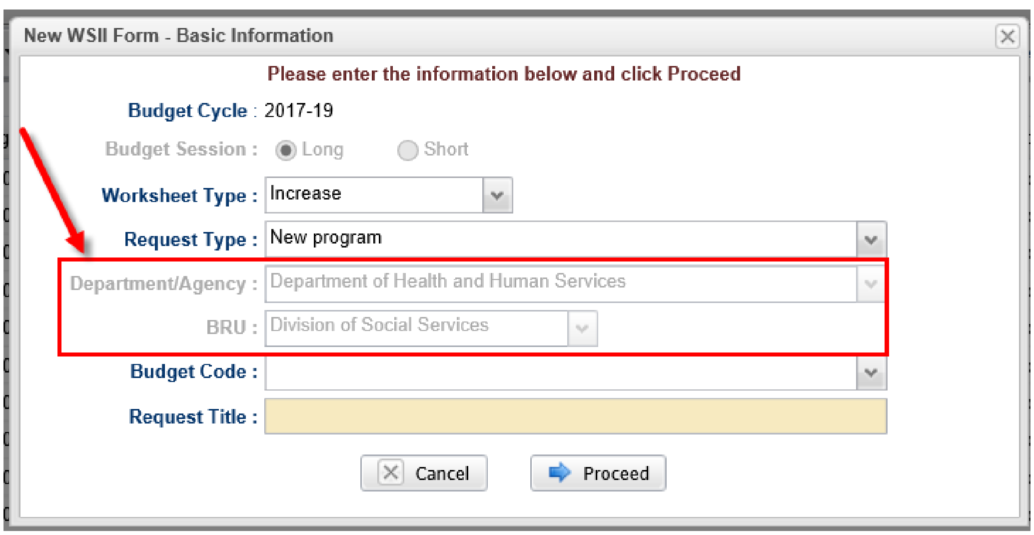
4. The third field allows the selection of the worksheet type. Click on the dropdown arrow and you will see Increase and Decrease options. Select the appropriate choice. Once you select an option the list will disappear and your selection will be displayed in the field.



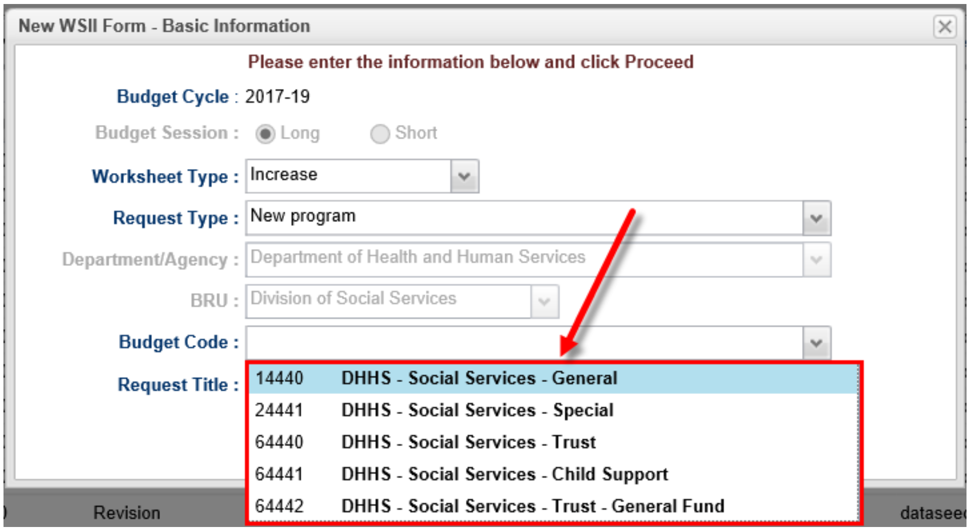
5. The next field allows you to select the request type of the Worksheet II. When you click on the dropdown arrow, you will see a list of current allowable request types. Select the appropriate choice. Once you select an option the list will disappear and your selection will be displayed in the field. Note that these options may change based on the budget cycle.



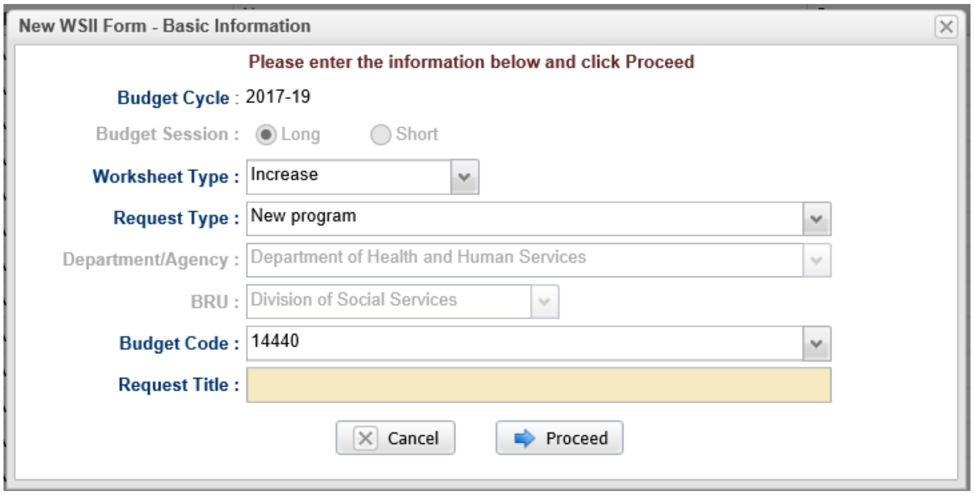
6. Note the next two fields are labeled Department/Agency and BRU. In most cases, access is restricted to a single department/agency so it will default to your Department/Agency and BRU. If a user has access to multiple departments/agencies and BRUs, a dropdown option will appear for selection.



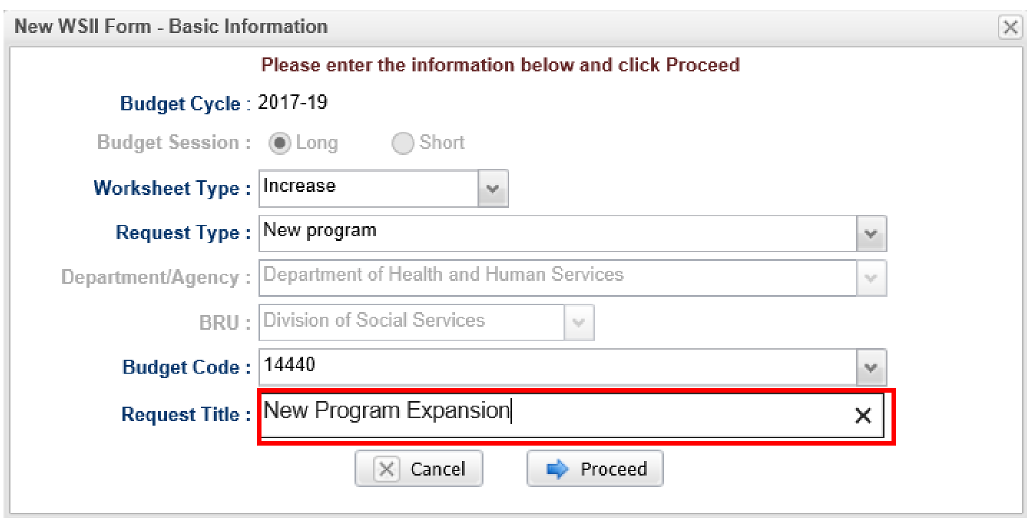
7. Click on the dropdown arrow for the Budget Code field. This displays a list of valid budget codes for the selected Department/Agency and BRU.


New WSII Form - Basic Information
Please enter the information below and click Proceed
Budget Cycle : 2017-19
Budget Session : Long Short
Worksheet Type : Increase
Request Type : New program
Department/Agency : Department of Health and Human Services
BRU : Division of Social Services
Budget Code :
Request Title :
14440 DHHS - Social Services - General
24441 DHHS - Social Services - Special
64440 DHHS - Social Services - Trust
64441 DHHS - Social Services - Child Support
64442 DHHS - Social Services - Trust - General Fund
Revision

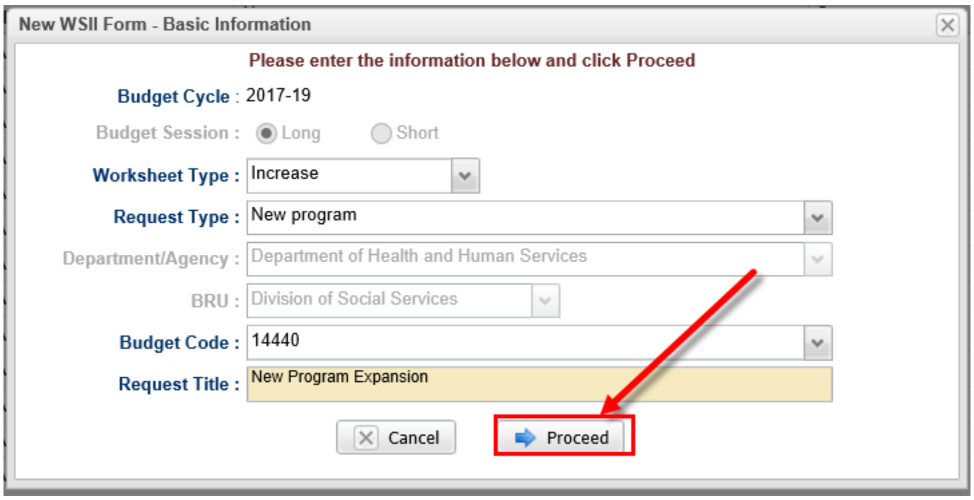
8. Select a Budget Code from the list. Once selected, the budget code will populate the field and the list will disappear.



9. Click in the Request Title field. A flashing cursor will appear in the field. Type a title for the Worksheet II. As you type, the title will appear in the field.

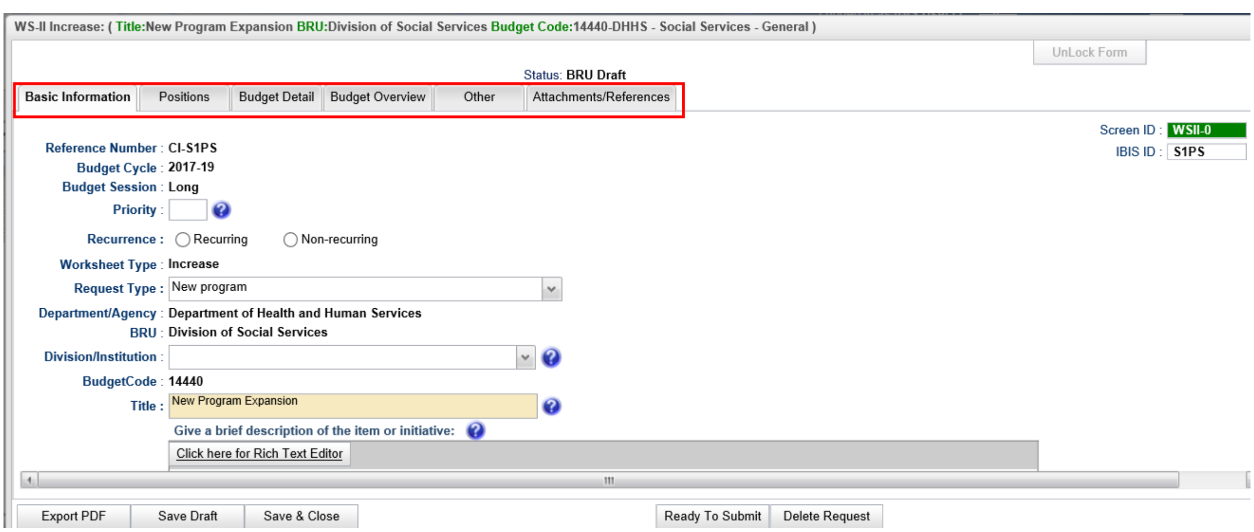


10. Clicking on the Cancel button will close the window. Nothing will be saved and the Work Queue will reappear. If all entries are satisfactory and there is no need to cancel the form, click on the Proceed button as shown below.

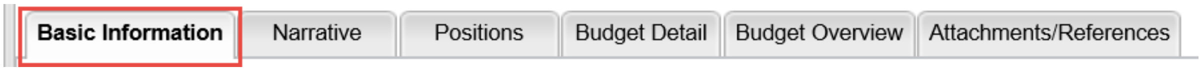


11. Once Proceed is clicked, a Worksheet II form will open as shown below. The form's six tabs (Basic Information, Positions, Budget Detail, Budget Overview, Other and Attachments/References) will appear in the upper left corner of the screen. To navigate to any of the tabs simply click on the appropriate tab title and that tab will appear.

    This user guide will only address the first five tabs. The Attachments/References tab's functionality is addressed in a [different user guide](#).



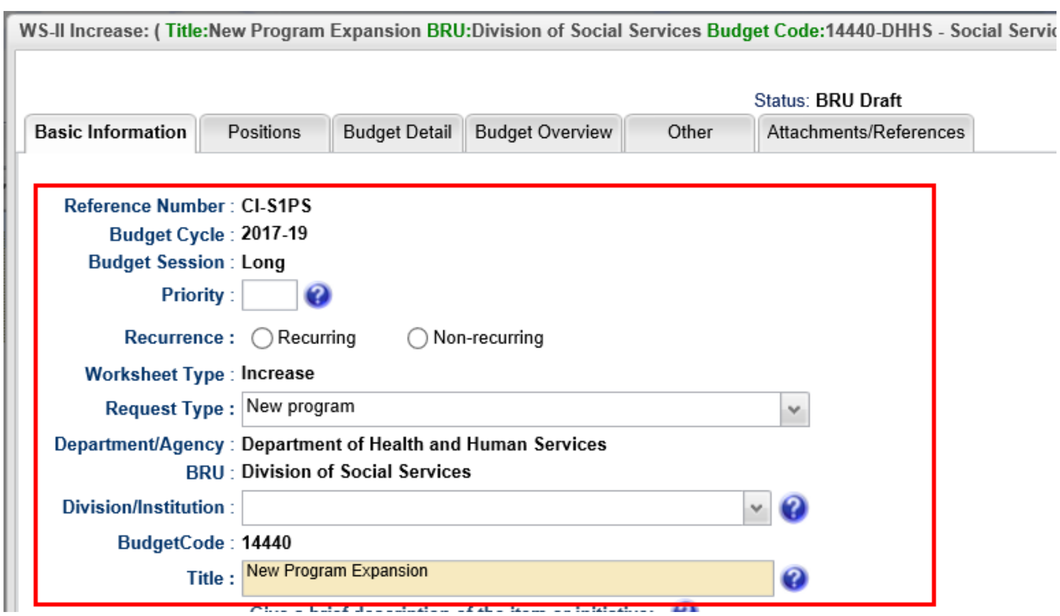
12. Basic Information Tab



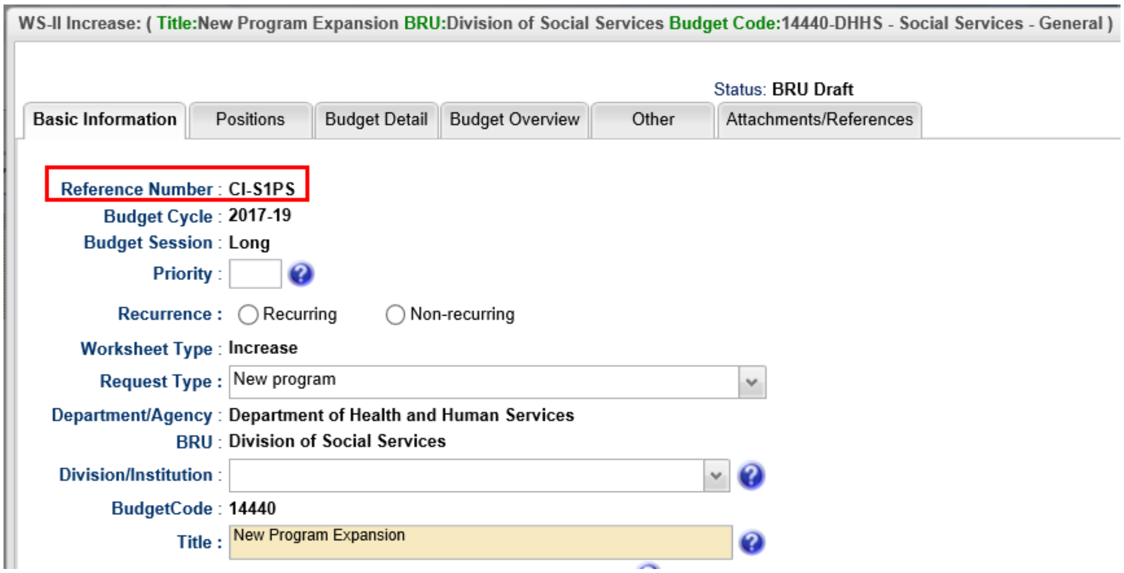
The Basic Information screen comes to the forefront since it is the default tab when creating a new or opening an existing form.

The information on the basic information tab is largely carried forward from the initialization screen when the form was first created, which includes the following non-editable fields:

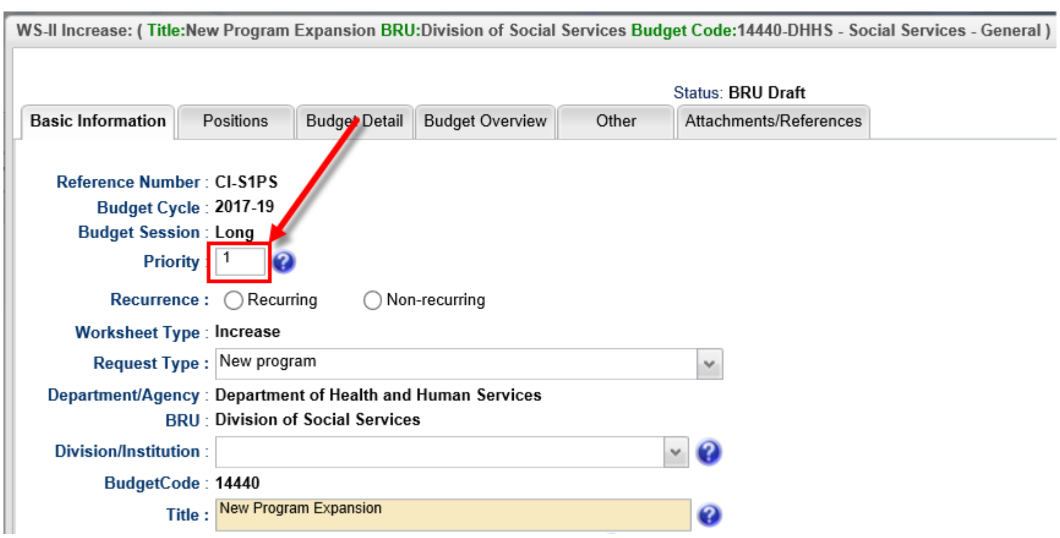
- **Budget Cycle (Biennium):** The form shows the Budget Cycle selected in the initiation window.
- **Worksheet Type:** The form shows the worksheet type selected in the initiation window.
- **Department/Agency:** The form shows the Department/Agency that is associated with your IBIS ID.
- **BRU:** The form shows the BRU associated with your IBIS ID and selected in the initiation window.
- **Budget Code:** The form shows the Budget Code selected in the initiation window.



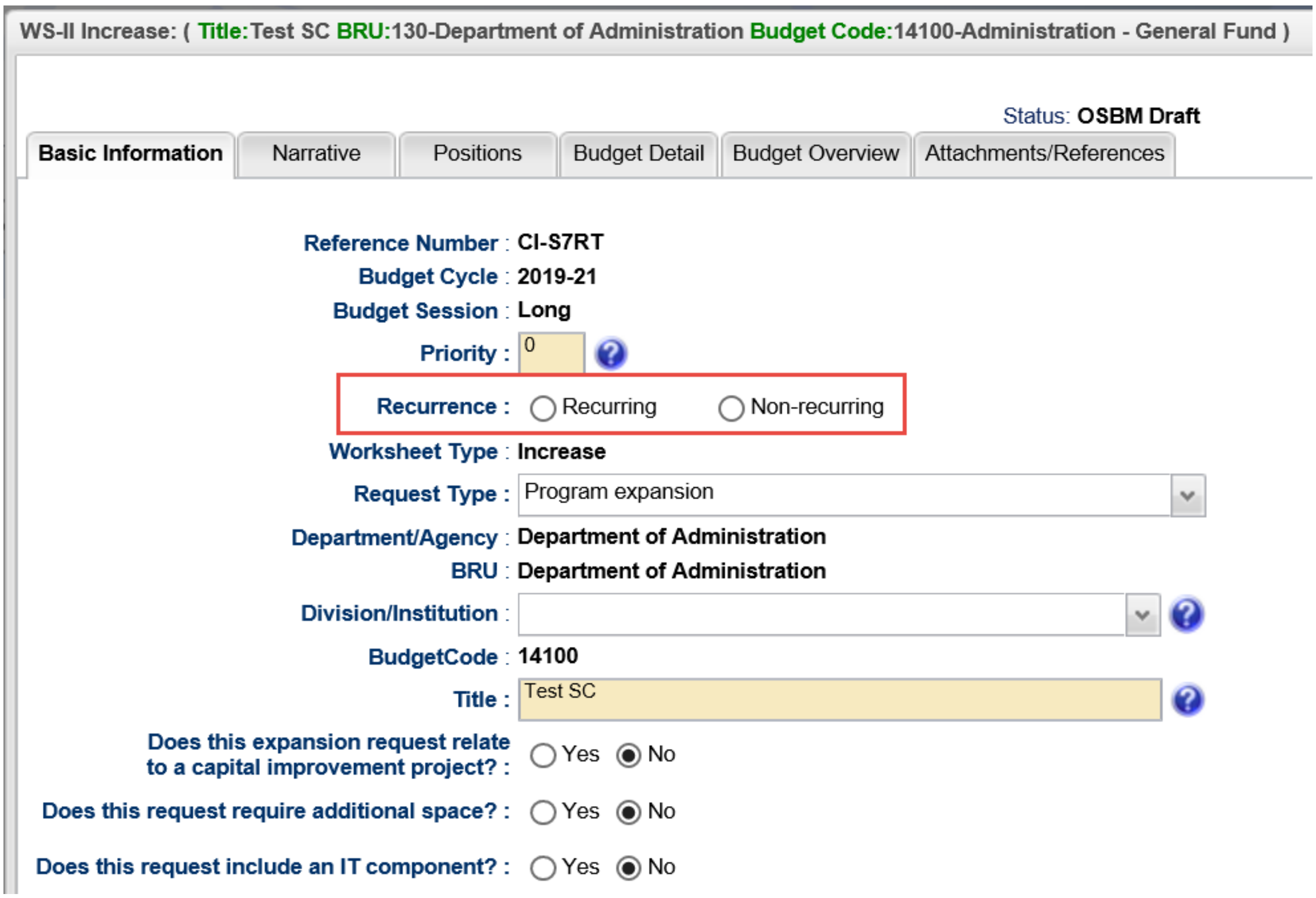
The form also includes a reference number. The reference number is assigned to a Worksheet II automatically by the system and is used for tracking purposes. Increase forms will begin with "**CI**" for change increase. Decrease forms will begin with "**CD**" for change decrease.



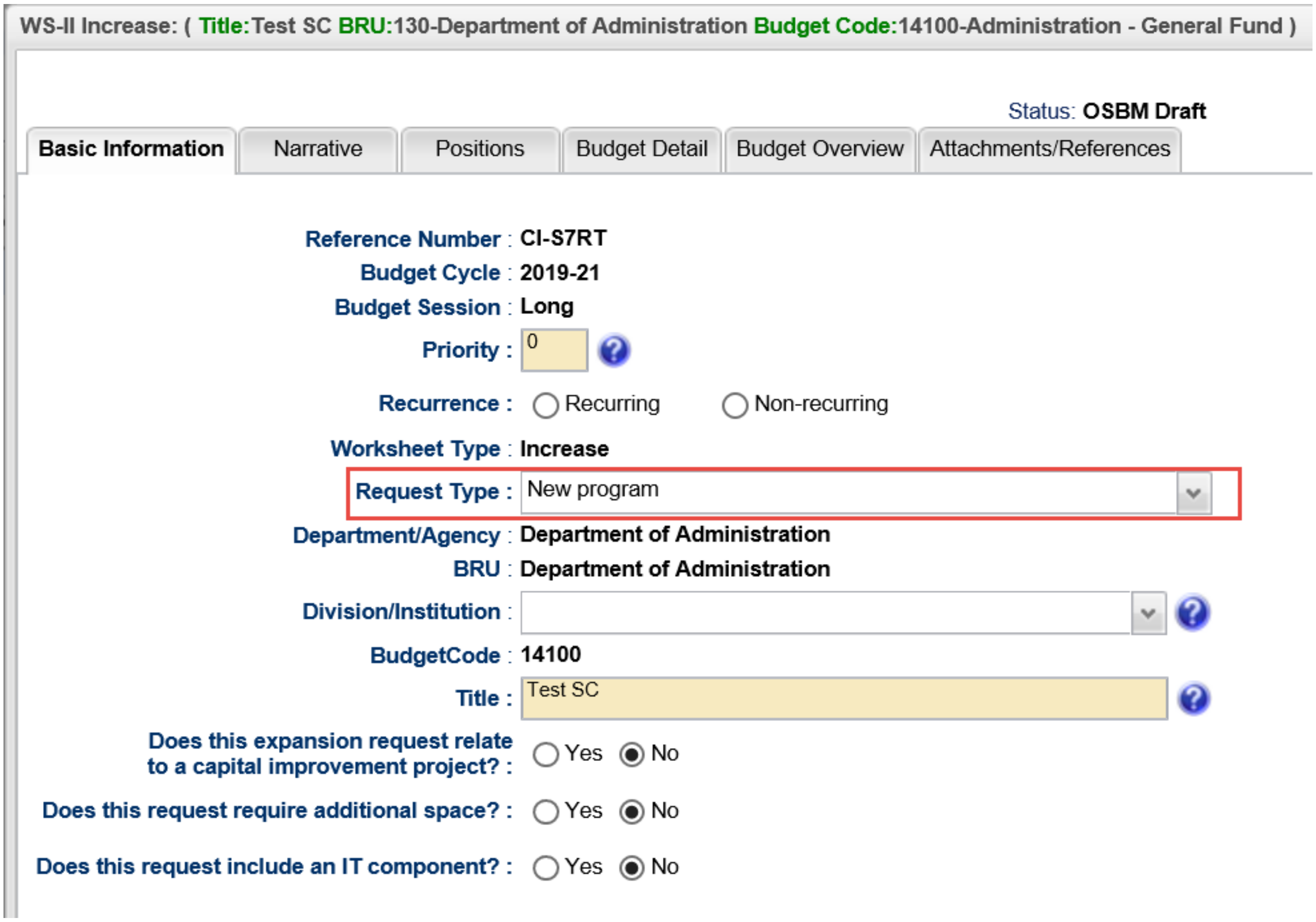
13. Enter a priority number for this request in the Priority field. The priority indicates the request's ranking among the agency's expansion items. Ensure that the priority is unique for the worksheet type (expansion or reduction).



14. Indicate whether the item is Recurring or Nonrecurring. Nonrecurring should be selected for those items occurring only in the first year of the biennium. Remember, the line items entered on the Budget Detail tab must be the same as the recurrence type selected here.

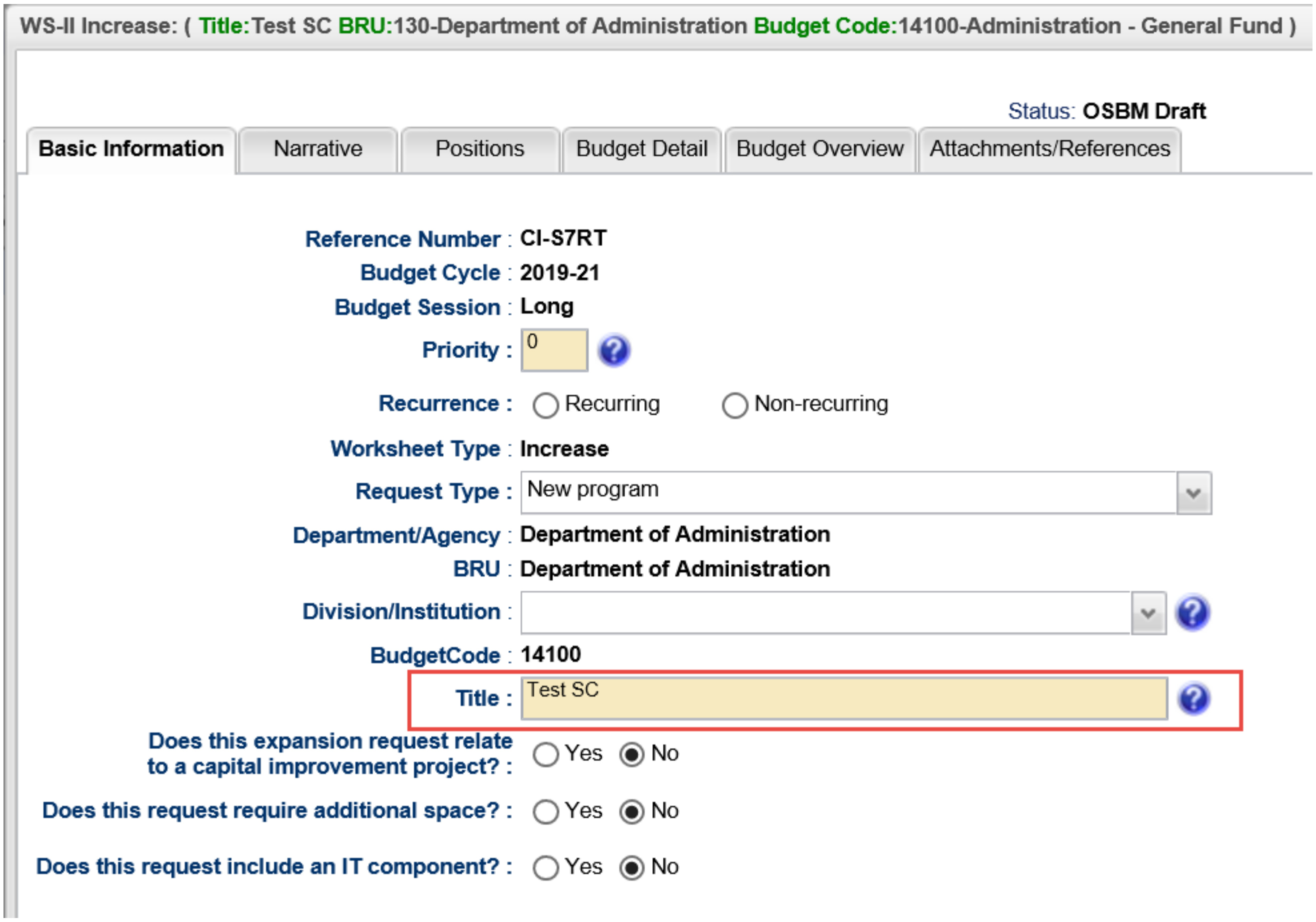


15. Review the editable request type field. Make any changes if necessary. The request type is what was selected on the New WSII Form - Basic Information window; however, this can be changed within the form if an incorrect selection was made.



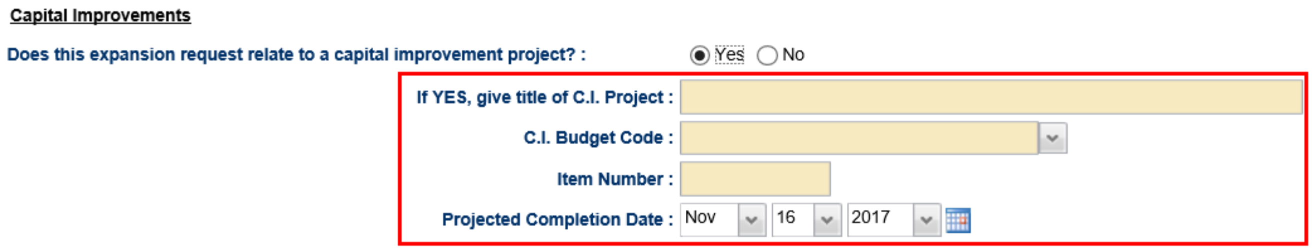
16. Click on the dropdown arrow for the Division/Institution field. You will see a division/institution list for the selected Department/Agency. Select the appropriate choice based on your Worksheet II. Note that this is optional for DHHS and universities since the Budgetary Report Unit (BRU) provides this information. Some state agencies may not have division options. For those that do, please select a division/institution from the dropdown list. If a selection is made, you will see that selection display in the field and the list will disappear.

17. Verify that the title is showing correctly in the Title field. You can change the title by clicking in the field and editing the existing text.

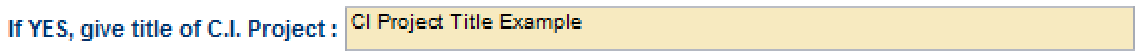


18. The next question of this section is the following: Does this expansion request relate to a capital improvement project? Answer “Yes” or “No” to the question.

When answering “Yes,” the form will prompt you to fill out multiple fields to provide more information about the capital project as shown below.

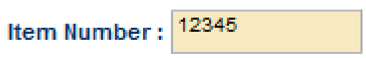


Click in the If YES, give title of C.I. Project field and enter a title.



Click on the dropdown arrow next to the C.I. Budget Code field. You will see a list of budget codes. Select the appropriate budget code.

Click in the Item Number field and enter the number.



You can select the projected completion date by using the dropdown arrows next to the month/day/year or click on the calendar icon and select the appropriate date.

19. The next question of this section is the following: Does this request require additional space? Answer "Yes" or "No" to the question.

Space Requirements (G.S. 120-36.7 C)

Does this request require additional space? : ◯ Yes ◯ No

When answering "Yes," the form will prompt you to fill out multiple fields to provide more information about the space requirements as shown below.

Space Requirements (G.S. 120-36.7 C)

Does this request require additional space? : ◉ Yes ◯ No

Type of Space : ◯ Office ◯ Storage ◯ Other

Details	2017-18	2018-19	2019-20	2020-21	2021-22
Additional Square Footage Required	0	0	0	0	0
Estimated Cost of Space Requirements	$0	$0	$0	$0	$0

To indicate the type of space, select the bullet next to Office, Storage or Other.

Space Requirements (G.S. 120-36.7 C)

Does this request require additional space? : ◉ Yes ◯ No

Type of Space : ◉ Office ◯ Storage ◯ Other

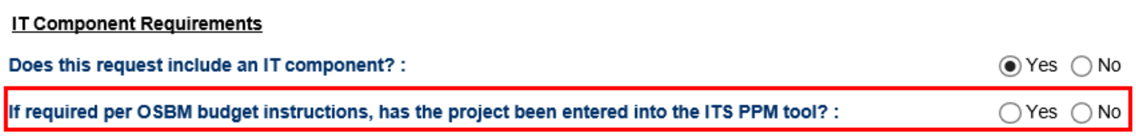
Details	2017-18	2018-19	2019-20	2020-21	2021-22
Additional Square Footage Required	0	0	0	0	0
Estimated Cost of Space Requirements	$0	$0	$0	$0	$0

To add information to the table for both "Additional Square Footage Required" and "Estimated Cost of Space Requirements," double click in the cell where you wish to enter information. When finished entering data into a field, hit the Enter button on your keyboard or click in another field to enter more information.

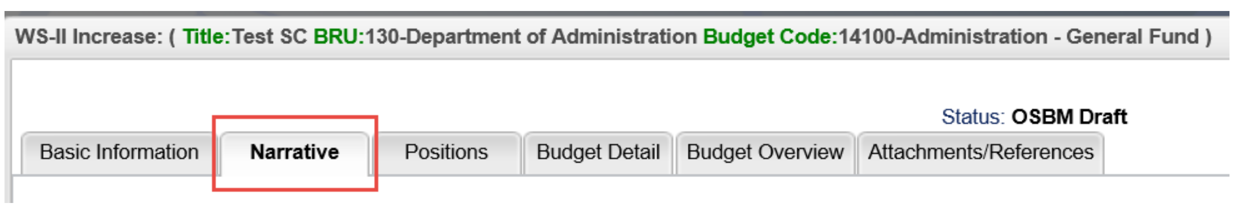
Details	2017-18	2018-19	2019-20	2020-21	2021-22
Additional Square Footage Required	1200	0	0	0	0
Estimated Cost of Space Requirements	$3,000	$0	$0	$0	$0

20. The next question of this section is the following: Does this request include an IT component? Answer "Yes" or "No" to the question.

When answering "Yes," the form will prompt you to fill out an additional question about whether this project has been entered into the ITS PPM tool. Answer "Yes" or "No."



21. **Narrative Tab**



Note that the Rich Text Editor feature can be used in any of the text boxes to adjust formatting. Click the link that reads "*Click here for Rich Text Editor*" and the window will appear that allows rich text formatting, including bolding text, using bullet points, and numbers. Text can also be copied and pasted in the text fields from other applications such as Microsoft Word, which will preserve formatting from that application.

22. First Narrative field:

Address the relevant questions in the following prompts, disregarding questions that are not applicable to this particular expansion request and entering "NA" in any field where no prompts are relevant.

What problem or need is being addressed?

. What needs or undesirable outcomes have been identified?
. Why is this a problem? When and how did this become a problem?
. How is the issue affecting workload or service delivery?
. Why is this expansion request necessary? What could result if the problem is not addressed?
. Note if the expansion is related to inflationary pressures or rising costs that inhibit maintaining the current level of service or operations.

Click here for Rich Text Editor

23. Second Narrative field:

Summary of expansion request.

. What specific activities and functions will the agency undertake?
. If new positions are requested, describe what they will do.
. If this is a request for a new program or service, describe your implementation plan including the timing of when expenditures will take place and the effective date of any new positions. If the request is for a pilot program, how will the pilot sites be determined?
. If this is a request to expand an existing program or service, describe the current state of the program or service. Describe the purpose and intended use of the requested funding. Include information on current budget and staffing as appropriate.
. Does this request require statutory changes or special provisions? If yes, provide an explanation of what statutory changes or special provision components may be needed.
. If new equipment is required, describe the equipment and the function it serves in the proposal. Do more cost-effective alternatives exist and if so, why are they inadequate? Describe the plan for maintaining the equipment in future years if necessary.
. If new or replacement vehicles are required, describe the vehicles and the function they fulfill in the proposal. Have short- or long-term rentals through the state been considered as a more cost-effective solution?
. If this request is related to a capital improvement project, provide the title of the CI project, the budget code, and the State Construction-approved project completion date.
. If the request is for building operating reserves, a detailed account breakdown of each reserve must be attached to the corresponding Worksheet II form. The attachment should include the estimated completion date of the facility provided by the Office of State Construction, number of positions required, proposed classification of each position, and other operating costs.

Click here for Rich Text Editor

24. Third Narrative field:

What alternatives have been considered or previously attempted to address the issue?
. What solutions have been attempted with existing resources? Why were they successful or unsuccessful?
. What alternative solutions were considered but not implemented, and why?
. Are there existing programs within the department or in another state agency that could be redeployed or leveraged as partners to meet this need?

Click here for Rich Text Editor

25. Fourth Narrative field:

How will the request improve outcomes for the public, improve the quality of government services, and/or improve government efficiency?
. What are the anticipated outcomes?
. Who will benefit from this request?
. What is the size and scope of the expected benefits? How much will the request benefit each affected individual or entity, and what is the size of the affected population?
. If the agency anticipates the request to generate cost savings to state government, including staff time savings, please estimate those savings and discuss how the resources will be reallocated.
. If this request will impact other state agencies or local governments, explain how. Include an estimate of any fiscal impacts on other units and an explanation of how those will be addressed.
. If this is an existing program, service, or activity, what have been the outcomes to date? How will this request improve upon those outcomes?

Click here for Rich Text Editor

26. Fifth Narrative field:

Why are the expected outcomes projected to result from this activity?
. Are the anticipated outcomes supported by any of the following? Please describe, and attach or include references to relevant materials.
. Evidence from rigorous research that identifies the change caused by the intervention,
. Findings from a program evaluation or analysis of internal or external data,
. Industry standards or best practices, or
. Professional judgement
. If this is a new program or activity, has this been done in other states? What were the outcomes in those states? Why does the agency expect the outcomes to be similar or different in North Carolina?

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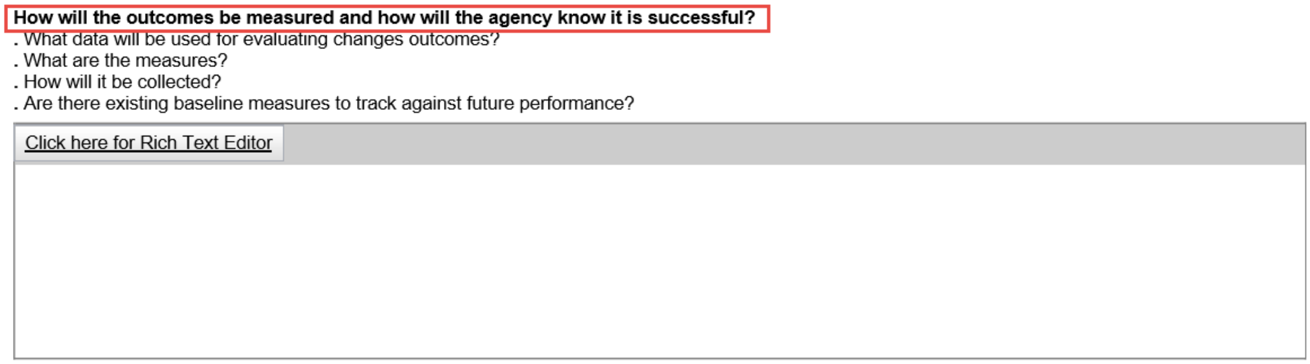
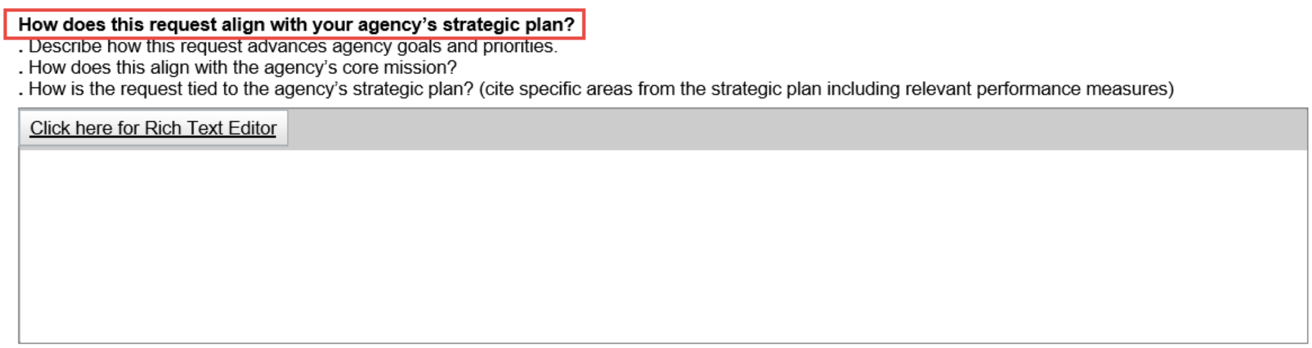
27. Sixth Narrative field:

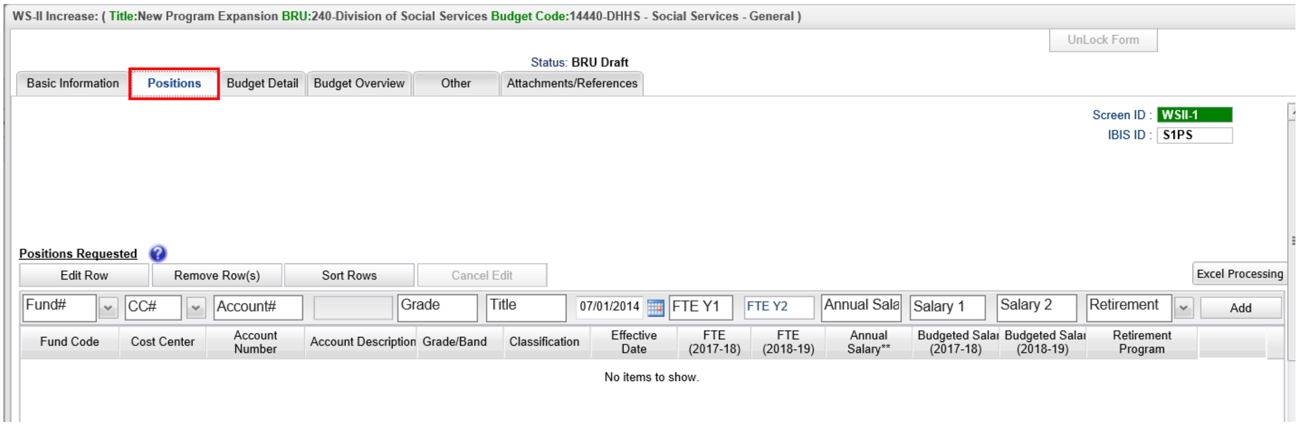


28. Seventh Narrative field:

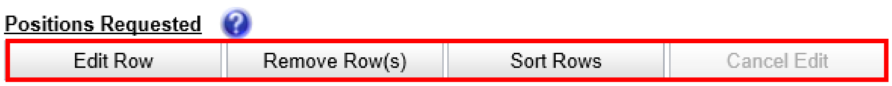


29. **Positions Tab**

Click on the Positions tab at the top of the form to bring the positions tab to the forefront. If the Worksheet II form being developed includes changes to positions, information regarding such positions should be filled out on this tab.



In this section, four buttons appear: Edit Row, Remove Row(s), Sort Rows and Cancel Edit as shown below.

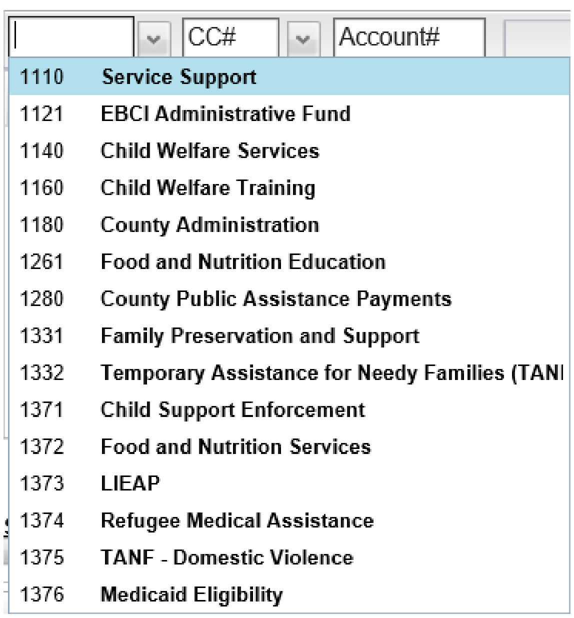


Note: The above buttons can only be utilized once rows have been created. Since this guide creates a new Worksheet II form, adding rows will be discussed first and then describe the functionality associated with these buttons.

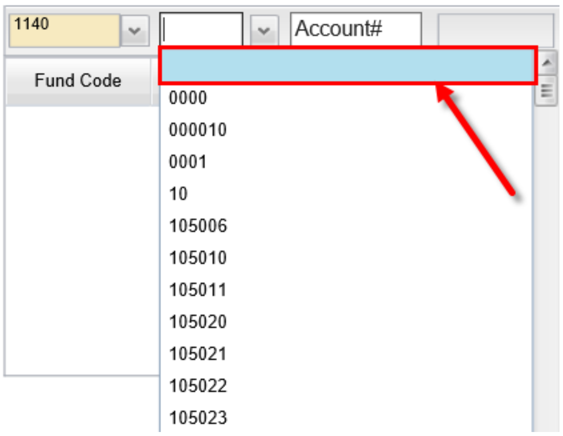
30. **Add a Row to the Position Table**
    The data entry row highlighted below is used to add a row to the position table. As an alternative, you may bulk upload data into the position table by clicking the Excel Processing button. Information on bulk uploading positions, requirements and receipts can be found at the end of this document.

The following fields are required information on a Worksheet II form: Fund Code, Cost Center (defaults to blank), Account Number, Grade/Band, Classification, FTE Y1/FTE Y2 (as applicable), Annual Salary, Salary 1, Salary 2, and Retirement Program.

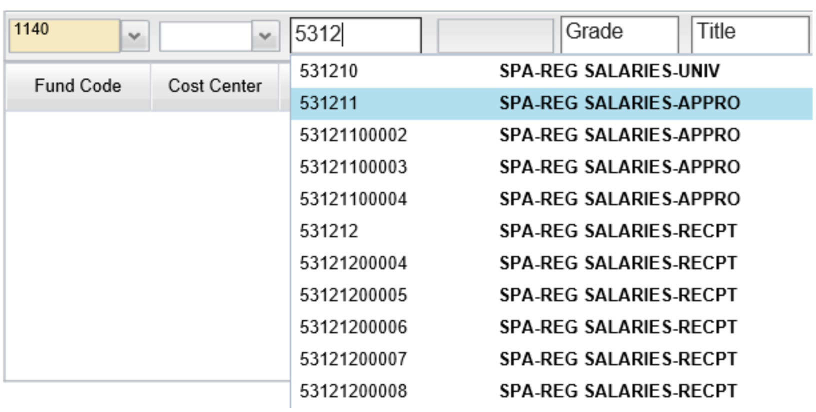
31. Fill in the fields in the order they appear in the row. The Fund# provides a dropdown list and a fund code can be selected from the dropdown list or typed in manually.



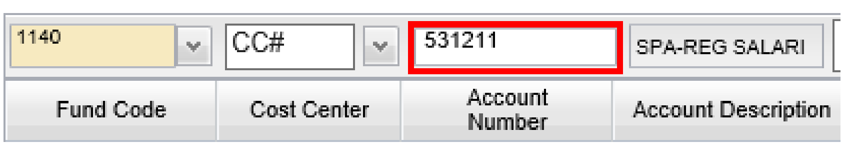
32. Entering a Cost Center is an optional. The Cost Center dropdown list will only display values if the Department/Agency uses Cost Centers; otherwise, no data will be displayed. If no cost center is associated with a Worksheet II, this field can be bypassed because the form defaults to a blank cost center as highlighted below.



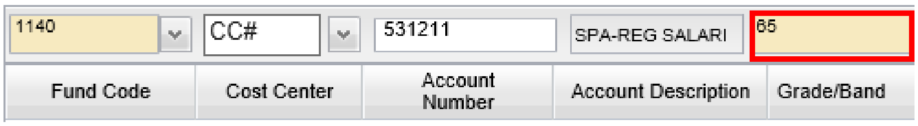
33. The Account field will present a list of accounts once the user has entered three digits into the field as shown below. Accounts are numerous so the system allows you to narrow the list down by entering the first few digits, or the full account code can be manually entered (typed) in the field.



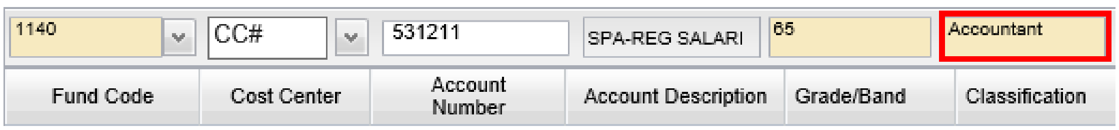
Select the appropriate Account Code. The selection will populate the form and the list will disappear. Selection of an Account Code will also cause the adjacent Account Code name field to populate. An account can also be manually entered and does not have to be selected from the dropdown list.



34. Click in the Grade/Band field to make the field editable. A cursor will appear that allows for a grade/band to be typed in the field. Enter grade information into the field. If entering information for reserve accounts 537xxx, you may enter text such as N/A.

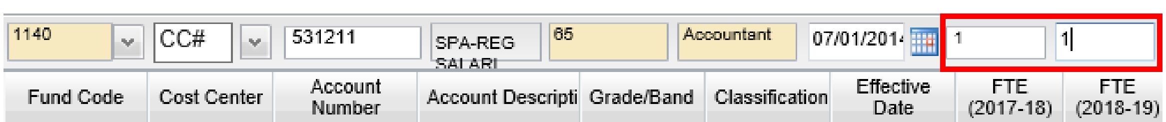


35. Click in the Classification Title field to make the field editable. A cursor will appear that allows for a classification to be typed in the field. If entering information for reserve accounts 537xxx, you may enter text such as N/A.

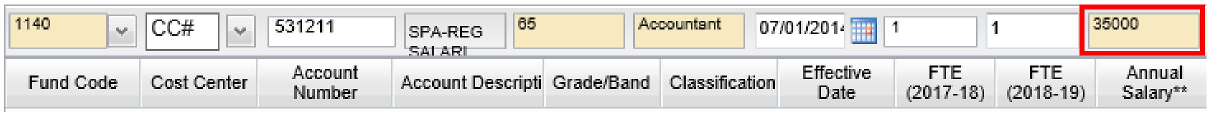


36. The Effective Date is the next field. If you need to change the effective date, click the calendar icon. A calendar will appear where you can select the appropriate date for the positions associated with your Worksheet II. Once the date is selected the calendar window will close and the date will populate the field.

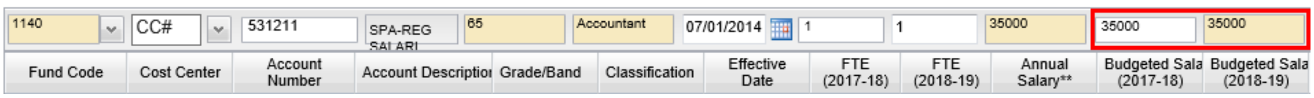
37. In the next two fields, FTE Y1 and FTE Y2, enter the number of positions that are requested for the Worksheet II. Numbers may be entered as either positive or negative numbers.



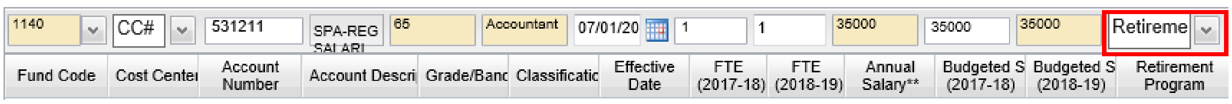
38. Click in the Annual Salary field and enter the annual salary appropriate for position associated with your Worksheet II.

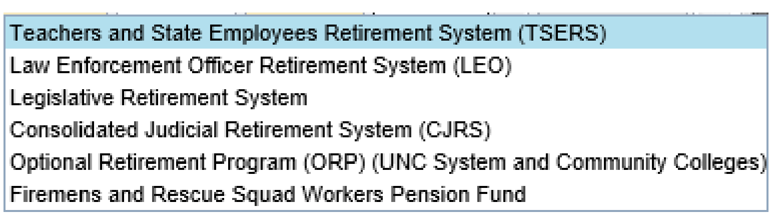


39. Enter the Budgeted Salary for 2017-18 (FTE multiplied by the annual salary for 2017-18) and the Budgeted Salary for 2018-19 (FTE multiplied by the annual salary for 2018-19). Please enter a prorated salary if the effective is after July 1.

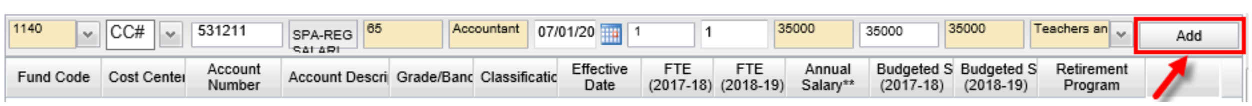


40. Click the Retirement Program field. Click on the dropdown arrow to see a list of all state retirement programs for selection. Make the appropriate selection from the list and this will populate the field.

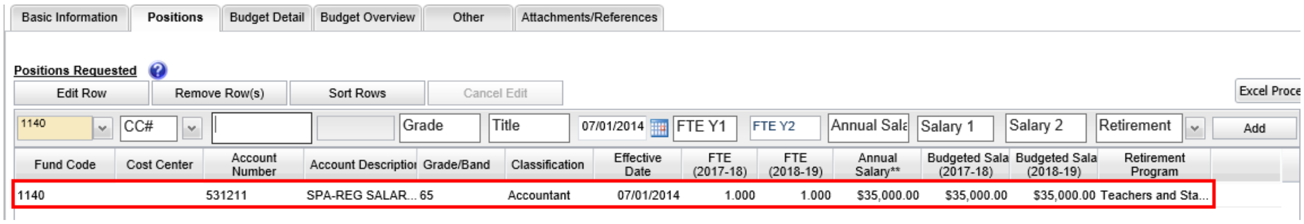




41. Click the Add button and the row will populate the positions grid, clearing the fields for entry of another row. The data entry row fields will retain the data entered for Fund Code and Cost Center to reduce the number of entries the user must provide to create a second row. Although these entries will be pre-filled, other Fund Codes and Cost Centers may be selected by the user.

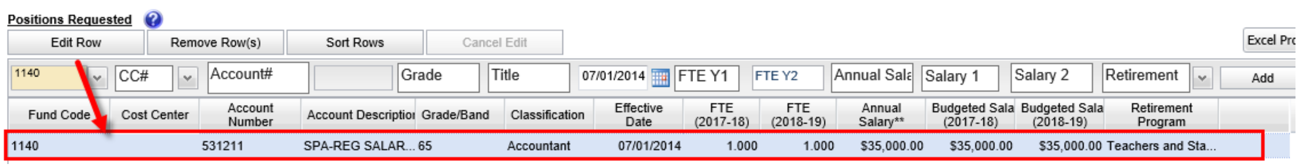


42. When the Add button is clicked, the position data will be added to the table as shown below.

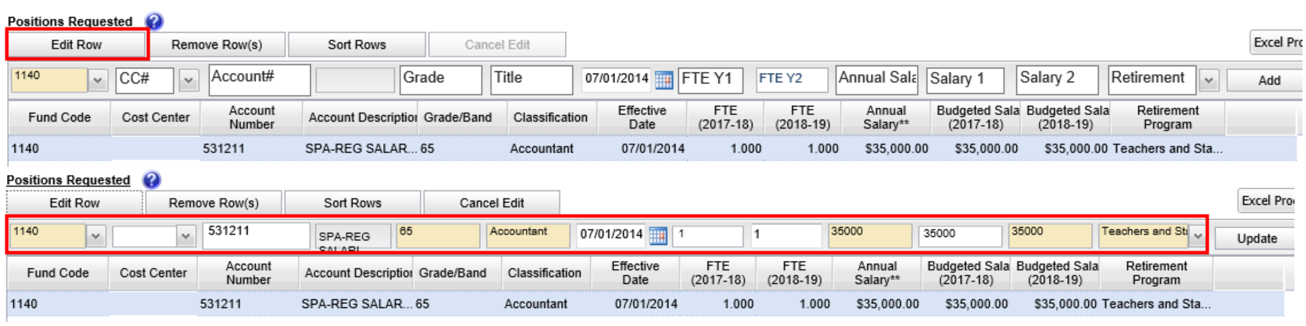


43. Repeat the above process to add all the position rows necessary for the budget revision form being created.

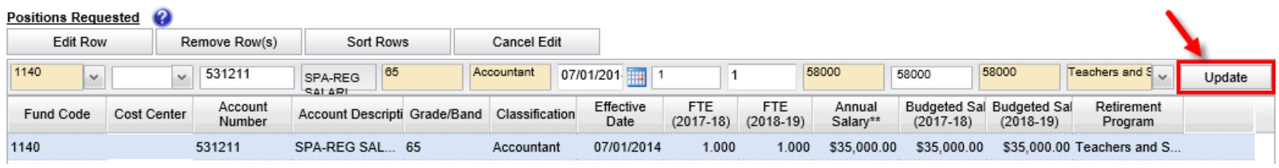
44. **Edit a Row in the Positions Table**
    To edit a row that has been entered, click on a row to highlight it.



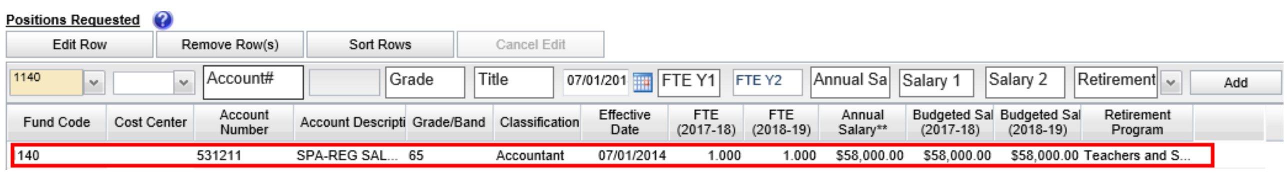
45. Click on the Edit Row button and the data in the selected row will populate the Edit/Add row line at the top of the grid as show below. Note: You can also double click the row and it will populate the Edit/Add row line.



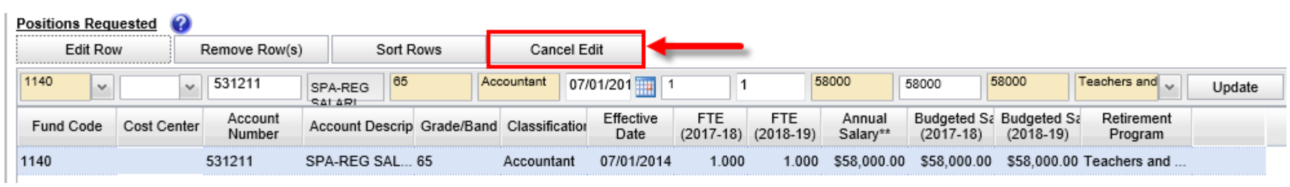
46. When a row has been selected for edit, changes to any of the data previously entered are allowed. To save changes, the Update Button at the end of the row must be clicked.



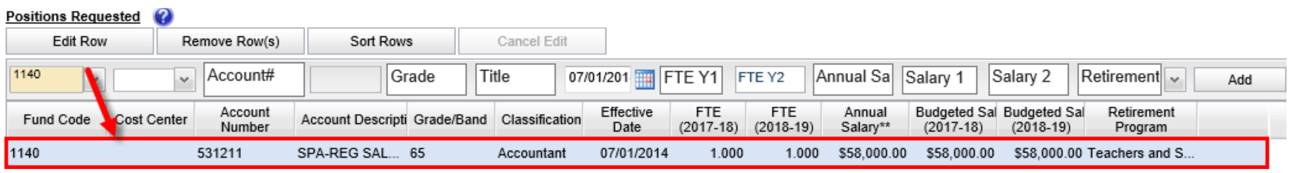
47. Once Update has been clicked, the add/update row will clear (except for the Fund Code and Cost Center fields) and the updated data will show in the grid below.



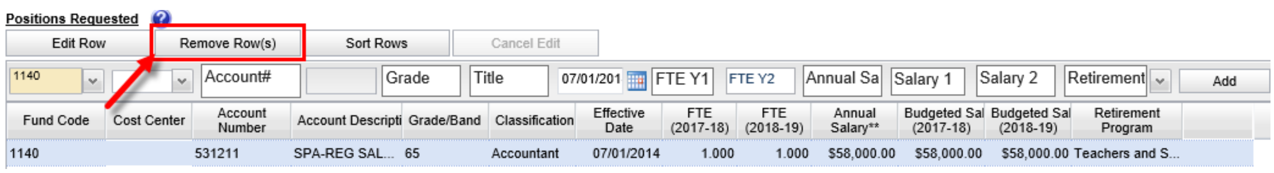
48. If a row has been selected for edit by highlighting and clicking the Edit Row but then no edit is necessary, click the Cancel Edit to clear the Add/Edit row and return the selected row to the grid without changes.



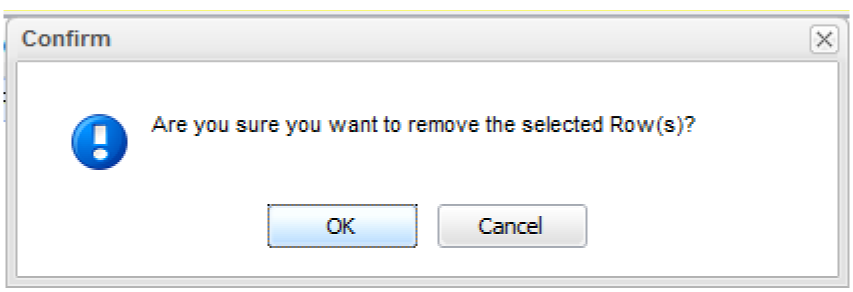
49. **Delete a Row in the Positions Table**
To delete a row that has been entered, click on a row to highlight it.



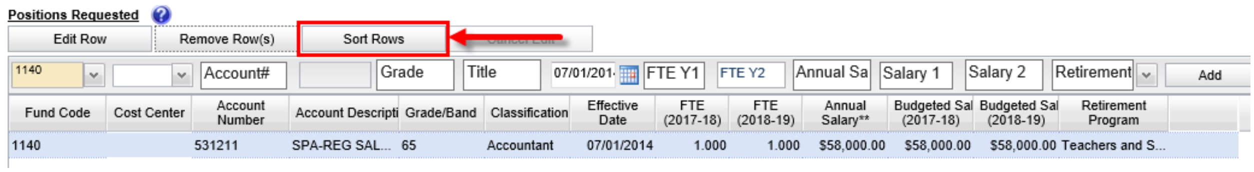
50. Click on the Remove Row(s) button and a confirm deletion message box will appear.



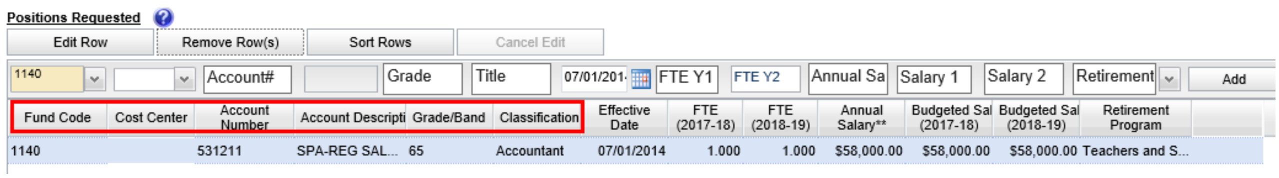
51. When the Remove Row button is clicked, the follow window will appear. To cancel the deletion, click the Cancel button. To complete the deletion, click the OK button.



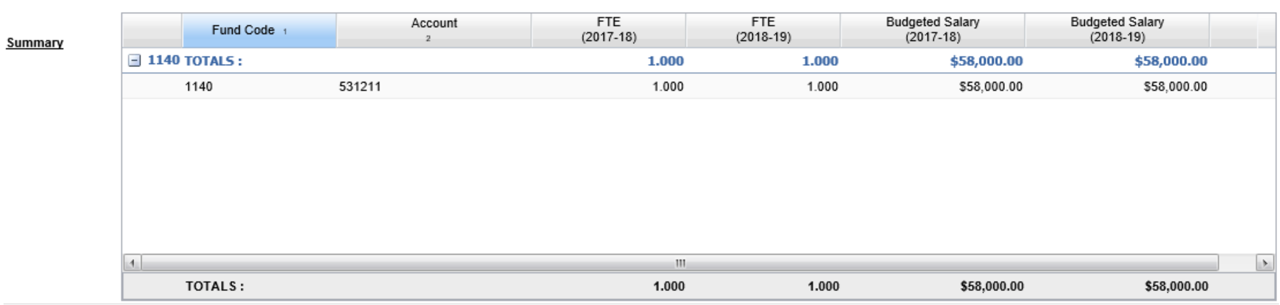
52. To Sort the rows that have been entered, click the Sort Rows button. The rows will sort in Fund Code, Cost Center, Account Number order, ascending. Click the Sort Rows button a second time and they will resort in descending order.



53. There is also a built-in sort for Fund Code, Cost Center, Account Number, Account Description, Grade/Band, and Classification that will sort ascending or descending when the column header is clicked as shown below.



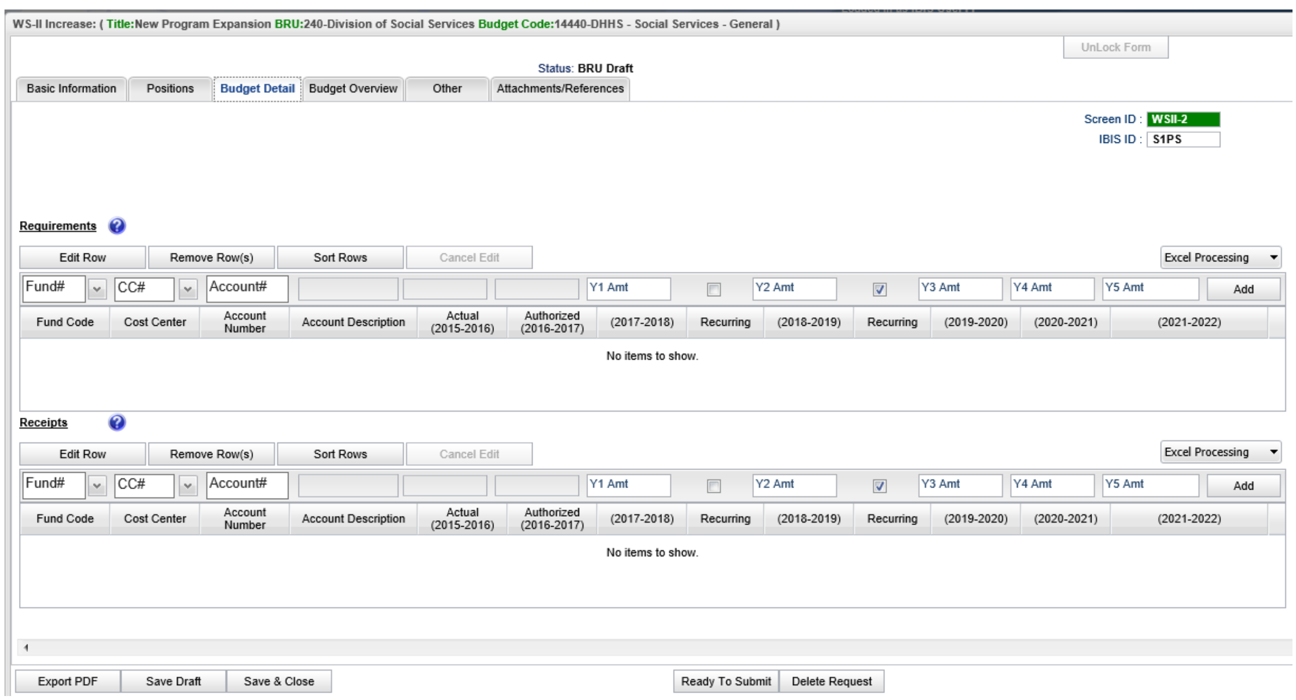
54. At the bottom of the Positions tab a summary table is displayed. The summary information is pulled from the data entered above in the Positions Requested table and none of the data in the summary is editable. Any changes to the Summary information must be made by editing the data in the Positions Requested table.



55. **Budget Detail Tab**

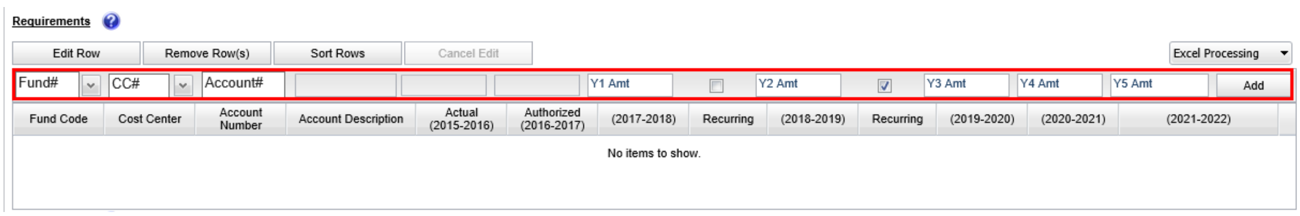
Move to the top of the Worksheet II form and click on the Budget Detail tab to bring that portion of the Worksheet II form to the forefront.

56. After clicking the Budget Detail tab, the Worksheet II form will be displayed as shown below.

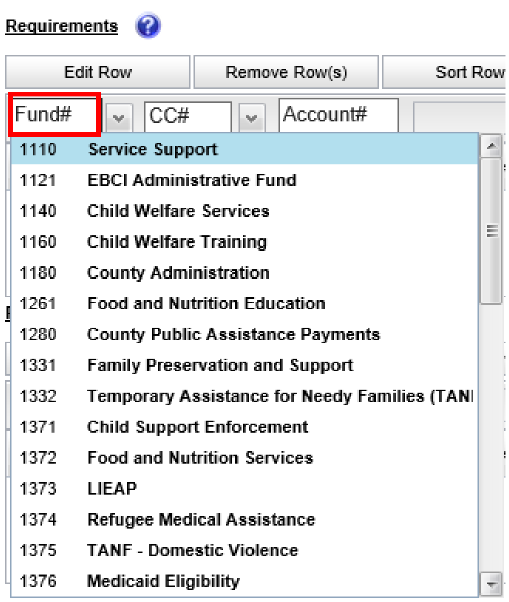


57. **Inserting a Row in Requirements and Receipts**
Inserting rows in the Requirements and Receipts sections of the Worksheet II form works in the same fashion as inserting rows on the Positions tab. In the Requirements section, there are four buttons that appear first: Edit Row, Remove Row(s), Sort Rows and Cancel Edit. These functions are only utilized when rows have been entered onto the form so the data entry function will be explained first. Since this functionality has already been described in this user guide, please refer to the previous section for instructions on editing a row.

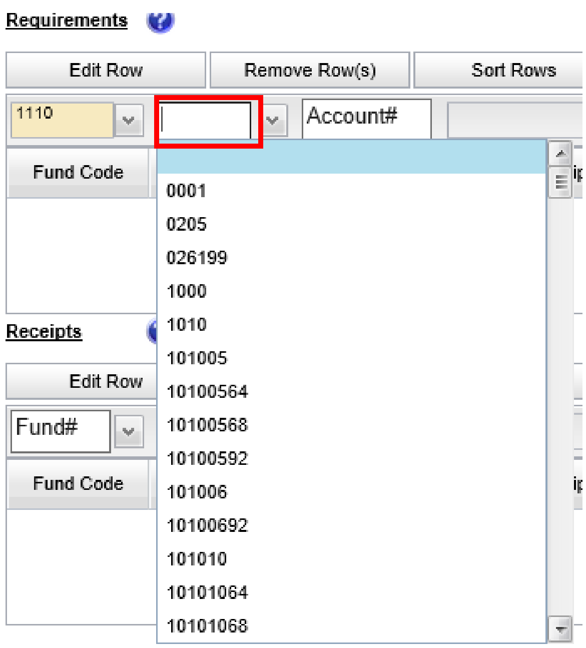
To add a row of data for a requirement on the budget revision form, focus on the data entry row directly below the Edit Row, Remove Row(s) and Sort Rows buttons. The fields in this row are editable, and when the end of the row is reached, clicking the Add button will save this data so that another row can be entered.



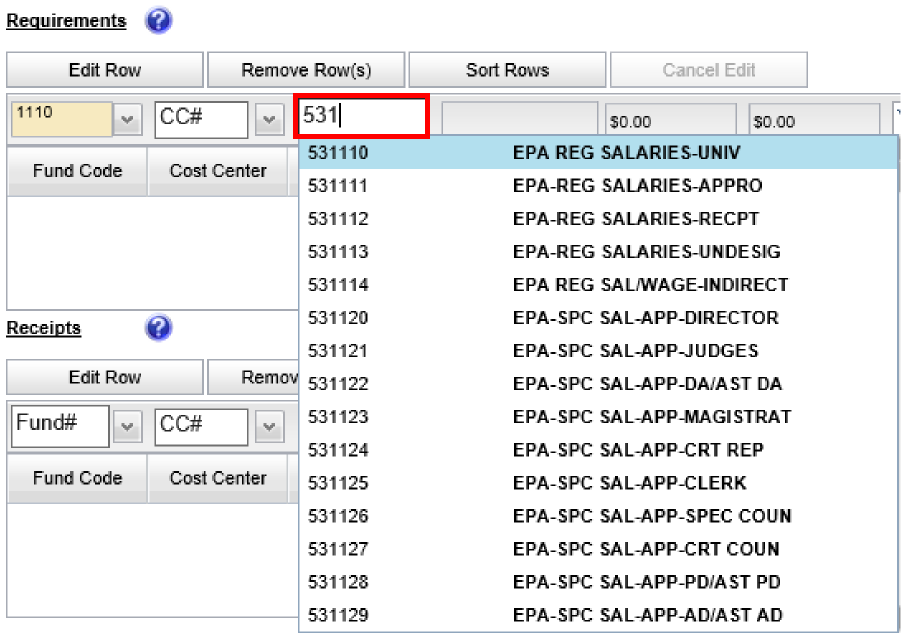
58. The Fund field contains a dropdown list that displays fund codes available for the budget code associated with the Worksheet II being created. Select the fund from the list for the Worksheet II form being created. The selected fund will populate the field and the dropdown list will disappear. The fund code can also be typed in manually.



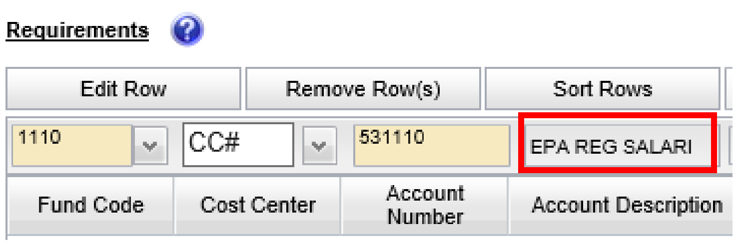
59. Cost Center is an optional field and the Cost Center dropdown list will only display values if the Department/Agency uses Cost Centers. This field can be bypassed if desired because the form defaults to a blank cost center as highlighted below. If necessary, select the desired Cost Center from the dropdown list. It will populate the field and the dropdown list will disappear. The Cost Center can also be typed in manually.



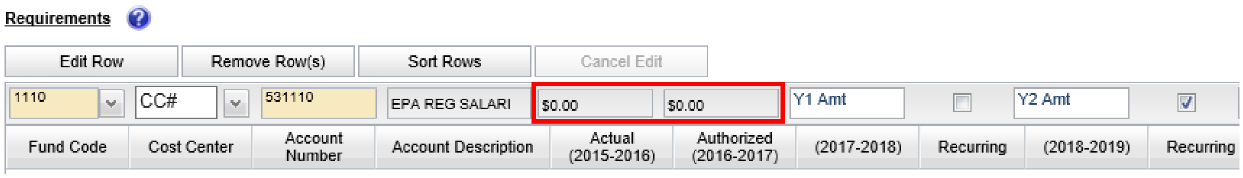
60. The Account field will present a list of accounts once the user has entered three digits into the field as shown below. Accounts are numerous so the system allows you to narrow the list down by entering the first few digits, or the full account code can be entered manually (typed) in the field.



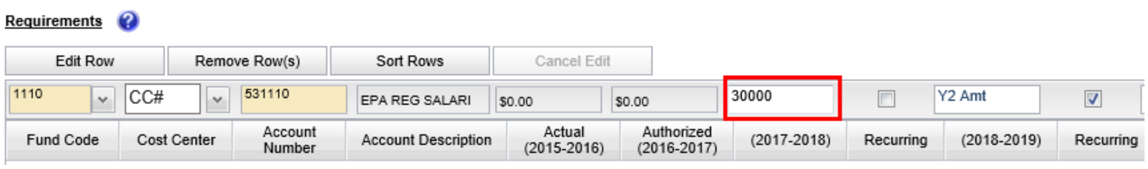
Select the desired account from the list or type in the account number manually. It will populate the field and the dropdown list will disappear. By selecting/entering the account number, the associated account description will also populate the adjacent field.



61. The next two fields are non-editable fields designed to provide broader context and more information on the form. The IBIS system will populate both the prior year actual field and the current authorized field.

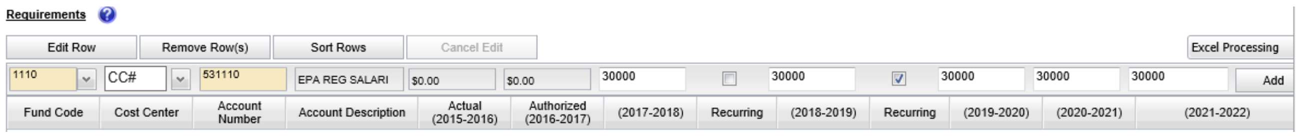


62. For a Short Session Worksheet II, the Y1 amount will be inactive. For a Long Session Worksheet II, click in the Y1 Amt field to enter the amount appropriate from the Worksheet II for the account.



63. If this is a recurring amount, you can click the checkmark box and all out years will populate with your entered data for the Y1 Amt (2017-2018) and the second recurring check mark is disabled. If you uncheck the first recurring box, the amounts remain in the out years but the second recurring checkmark box becomes active. This will allow you to modify the second year amount and the amount that is made recurring in the out years.

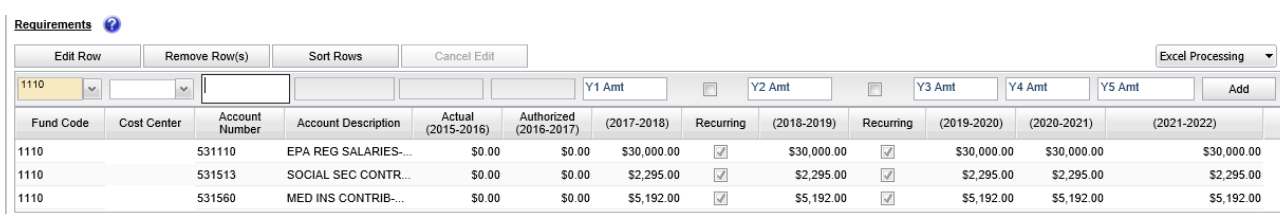
64. Click in the Y2 Amt field (2018-19). You can edit the amount. If you had selected the recurring checkbox, this field will have been pre-populated for you but it remains editable. Note: If you checked the first recurring box, then the second recurring box is disabled. However, if you did not select the first recurring checkbox, then you'll be able to select recurring at this point. If selected, you will see the out years populate with data.



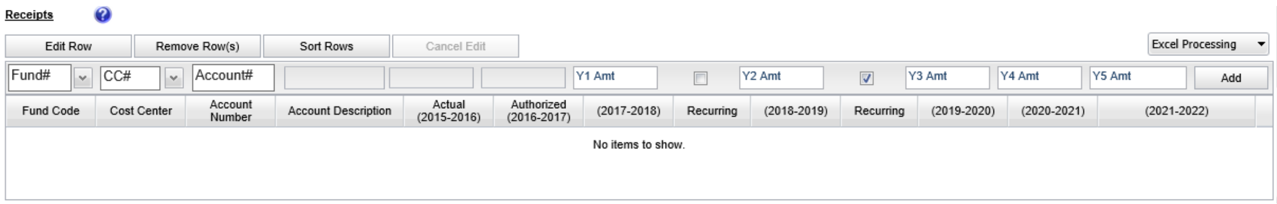
65. Review the data entered in the out years (in the example 2019-20 to 2021-22). If it is pre-populated and correct, you will not need to enter any data. If you need to make adjustments, click in any field and enter the appropriate amount. All fields are editable.

66. When all data has been entered for a row, click on the Add button. The row will move down to the grid below, and the majority of the Add/Edit row will clear (Fund Code and Cost Center information will be retained).

67. Add as many rows of requirements as appropriate to complete the Worksheet II form. Once the first row is added, the fund code and cost center codes will pre-populate with the choices made when entering that first row to help quicken the entry of subsequent rows. If these values are not appropriate for subsequent row(s), they can be overwritten.



68. The Add/Edit Row(s) functionality for Receipts is identical to the Requirements functionality and therefore each step will not be replicated here. Since this functionality has already been described in this user guide, please refer to the previous section for instruction.



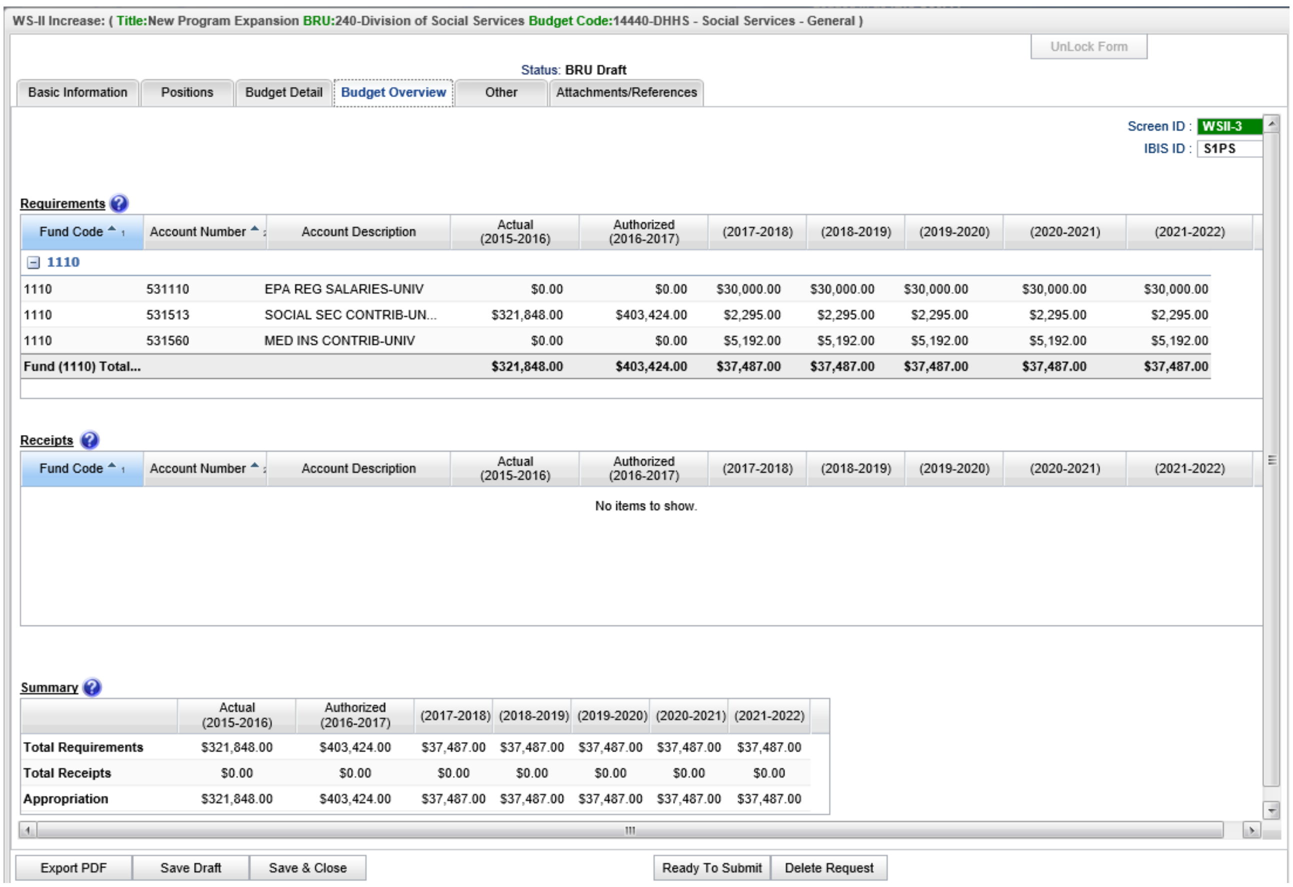
69. When Requirements and/or Receipts entries are entered into the Worksheet II form, the data populates the Summary table at the bottom of the Budget Detail tab. The Summary table will add all Requirements and Receipts entered in this form and calculate the Appropriation amount.

Summary

	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	(2018-2019)	(2019-2020)	(2020-2021)	(2021-2022)
Total Requirements	$0.00	$0.00	$37,487.00	$37,487.00	$37,487.00	$37,487.00	$37,487.00
Total Receipts	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Appropriation	$0.00	$0.00	$37,487.00	$37,487.00	$37,487.00	$37,487.00	$37,487.00

70. Budget Overview Tab

Move to the top of the Worksheet II form and click on the Budget Overview tab to bring that portion of the form to the forefront. The Budget Overview tab is a read only tab that reflects the data entered on the Budget Detail screen and it shows summaries by fund. None of the data on this tab is editable.



WS-II Increase: (Title:New Program Expansion BRU:240-Division of Social Services Budget Code:14440-DHHS - Social Services - General)

UnLock Form

Status: BRU Draft

Basic Information | Positions | Budget Detail | Budget Overview | Other | Attachments/References

Screen ID : WSII-3
IBIS ID : S1PS

Requirements

Fund Code	Account Number	Account Description	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	(2018-2019)	(2019-2020)	(2020-2021)	(2021-2022)
1110									
1110	531110	EPA REG SALARIES-UNIV	$0.00	$0.00	$30,000.00	$30,000.00	$30,000.00	$30,000.00	$30,000.00
1110	531513	SOCIAL SEC CONTRIB-UN...	$321,848.00	$403,424.00	$2,295.00	$2,295.00	$2,295.00	$2,295.00	$2,295.00
1110	531560	MED INS CONTRIB-UNIV	$0.00	$0.00	$5,192.00	$5,192.00	$5,192.00	$5,192.00	$5,192.00
Fund (1110) Total...			**$321,848.00**	**$403,424.00**	**$37,487.00**	**$37,487.00**	**$37,487.00**	**$37,487.00**	**$37,487.00**

Receipts

Fund Code	Account Number	Account Description	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	(2018-2019)	(2019-2020)	(2020-2021)	(2021-2022)

No items to show.

Summary

	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	(2018-2019)	(2019-2020)	(2020-2021)	(2021-2022)
Total Requirements	$321,848.00	$403,424.00	$37,487.00	$37,487.00	$37,487.00	$37,487.00	$37,487.00
Total Receipts	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Appropriation	$321,848.00	$403,424.00	$37,487.00	$37,487.00	$37,487.00	$37,487.00	$37,487.00

Export PDF | Save Draft | Save & Close | Ready To Submit | Delete Request

71. The final tab of the Worksheet II form is the Attachments/References tab. This functionality is addressed in a separte user guide: Attachments and References.

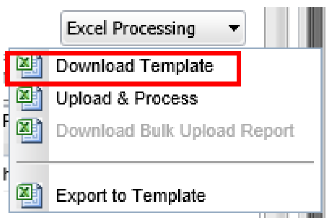
72. Additionally, at the bottom of the form there are form action buttons that are available while working on every tab in the form. The buttons are: Export PDF, Save Draft, Save & Close, Ready to Submit and Delete Request. Use of these buttons is standard within the IBIS application and their functionality is covered in the
"Form Workflow and PDF Overview User Guide."

Bulk Uploading Positions, Requirements and Receipts

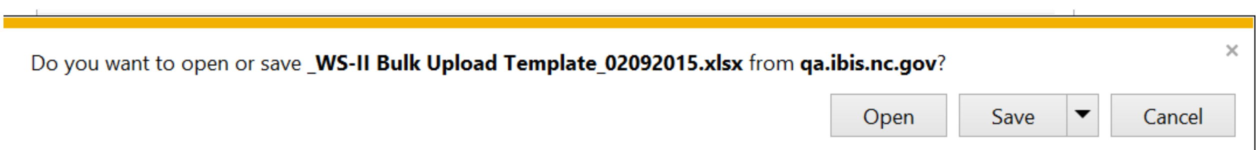
You may use the bulk uploading feature to upload Positions, Requirements and Receipts. In the example shown below we are bulk uploading positions.

1. To upload data, you will first need to download the Excel template by clicking the Excel Processing button.

Then select Download Template.



2. Click Open to open the spreadsheet.



3. The Excel bulk upload spreadsheet has 4 tabs: Instructions, Requirements, Receipts and Positions. Enter Requirements on the Requirements tab, Receipts on the Receipts tab and Position information on the Positions tab.

Please do not attempt to alter the format of the template. Do not change the order or rename the worksheets/tabs. If the template is altered you will experience problems with uploading the data, which will result in re-work.

You may use one spreadsheet from which to upload requirements, receipts and positions, or you may use three separate spreadsheets. If you prefer to enter requirements, receipts and positions on separate spreadsheet files, that is not a problem. Please just ensure you are entering the information on the appropriate tab. The upload process specifically looks for the information based on the location and name of the tab.

4. The template has the following rules to ensure data is formatted correctly for uploading:

    a. Fund is a general text field, which must be a length of 4 characters

    b. Cost Center is a general text field, which must be between 4 and 8 characters in length

    c. Account Number is a general text field, which must be between 6 and 11 characters in length

    d. Year 1 and Year 2 amounts and Annual Salary are currency fields - these must contain whole numbers. You may enter commas and dollar signs, but the spreadsheet will remove the dollar signs. If you do not enter commas, they will be added by the spreadsheet. You may use the '-' sign to denote negative numbers. You may also use parentheses to indicate a negative number, but the spreadsheet will convert these to the '-' sign.

    e. Year 1 Amount, Year 2 Amount and Annual Salary totals will show on row 2 of the spreadsheet. These totals are automatically calculated as you add figures into the rows under the Year 1 Amount, Year 2 Amount and Annual Salary columns.

    f. Year 1 FTE and Year 2 FTE values represent full-time equivalent position counts and allow up to 3 decimal places.

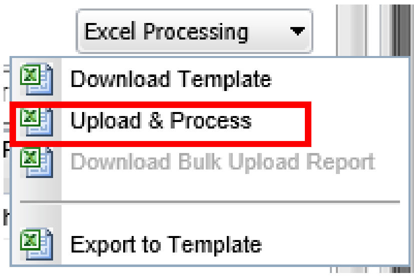
    g. Year 1 FTE and Year 2 FTE totals will show on row 2 of the spreadshet. These totals are automatically calculated as you add figures into the rows uner the FTE 1 and FTE 2 columns.

    h. The System Use column should not be edited. Once you upload the completed template in IBIS, any errors with processing the data will be shown in this column. You may then correct the errors in your spreadsheet and attempt the upload again.

    i. You are limited to 2000 rows of data on each tab, so data entry is only allowed on the spreadsheet rows 4 - 2003.

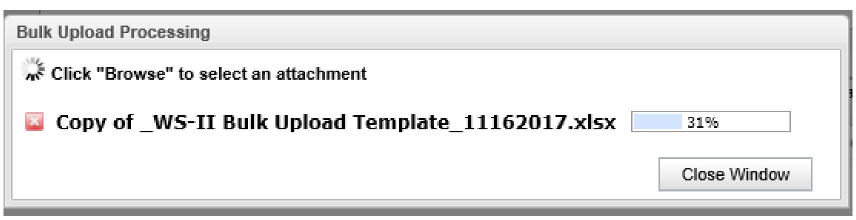
Note: If you have problems removing a value from a cell, use the delete button rather than the backspace button.

5. When you have completed your spreadsheet and are ready to upload it, click on the Excel Processing tab and select Upload & Process.

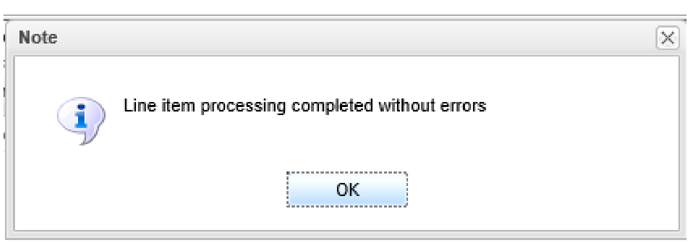


6. Click Browse to select the spreadsheet.

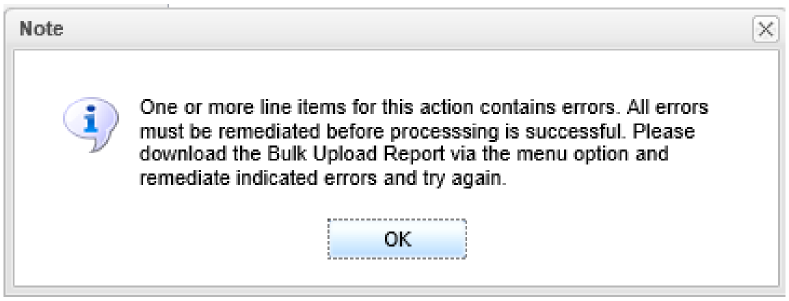
7. You will see a message similar to the one below as the spreadsheet uploads.



8. If the upload is successful and without errors, you will see the message as shown below. Click OK to proceed.



9. If your upload is unsuccessful, you will see the following error message.



10. To remediate the error, you will need to download the Bulk Upload Report to view and fix the error, and then upload your spreadsheet again.