INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)
USER GUIDE

Fund 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.

The left side of the screen is a navigation menu that presents the user with several options.
Click Admin in the lower left corner of the screen. You will see a list with Organizational Structure Maintenance as an option to select.

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.

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

- 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- Approved and Inactive: The code has been modified to have an expiration date in the past, was approved, and is no longer active.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. Click here to view instructions 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.

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.
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.
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.

![Fund Code List](image)

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.
**How to Create a New Fund Code**

To create a new fund code, click on the budget code under which a fund will be created in the Organizational Structure Maintenance tree. This will highlight the budget code as shown below.

![Highlight Budget Code]

After the budget code is highlighted, the right pane will show an Add New Fund Code option as well as information about the budget code, including BRU, Created Date, Last Modified Date, Effective Date, Expiration Date and Title. Much of the other data will be blank because the legacy system did not maintain it.

![Add New Fund Code]

To create a new fund code click on the Add New Fund Code button.

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

![New Fund Code Form]

Enter the desired new Fund Code in the field. You will see the field populate with your entry.

![Enter New Fund Code]

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

![Notification Message]

Click Proceed to continue creating a new fund code. If you do not wish to continue creating a new fund code, click Cancel and the window will close.
When continuing with a new valid fund code you will see text stating the fund 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.

Verify that the Budget Code and Fund Code are correct before proceeding with creating the new fund code.

The Effective Date and Expiration Date fields can be set by using the dropdowns next to the month, date and year of each respective row. Set the effective date for the date the fund code that will be activated. The expiration date can remain set to the default 12/31/9999 setting or may be adjusted if the fund code is expiring by a certain date.

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

Click in the GASB # field to enter the GASB number.
The short and long titles will assign a title to the new fund 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.

<table>
<thead>
<tr>
<th>Short Title:</th>
<th>Long Title:</th>
</tr>
</thead>
</table>

Make sure to provide an accurate answer to the question inquiring whether payroll will be distributed out of the fund. The default answer is no. Click the button for yes if a change is needed.

**Will payroll be distributed out of this fund (center)?**
- Yes
- No

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

<table>
<thead>
<tr>
<th>Request Number:</th>
</tr>
</thead>
</table>

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 fund purpose statement is required for a new fund code. Click in the Fund Purpose box to enter text.

| Fund Purpose: |

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

| Justification: |

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

| Revenue Source: |

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

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

Note: If you save and close a fund 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.
How to Edit an Existing Fund Code

To edit an existing fund code, click on the budget code under which the fund resides in the Organizational Structure Maintenance tree. This will highlight the budget code as shown below.

Expand the list to show the fund codes associated with the budget code as shown below.

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

After the fund code is highlighted, the right pane will show Open Fund Code. To edit a fund code, click the Open Fund Code option.
When Open Fund Code option is selected, the following screen will appear.

Click on [Edit] to make changes to the fund 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 fund code is similar to creating a new fund code. Click here to be re-directed to those steps. 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 fund code form for the first time.