

# **INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE**

## **WORKSHEET II**

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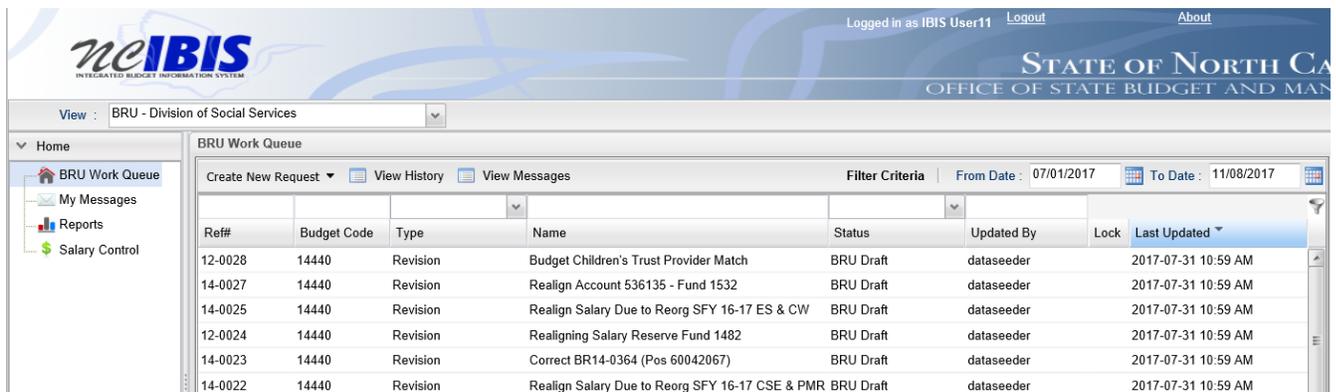
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## Preface

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.



View : BRU - Division of Social Services

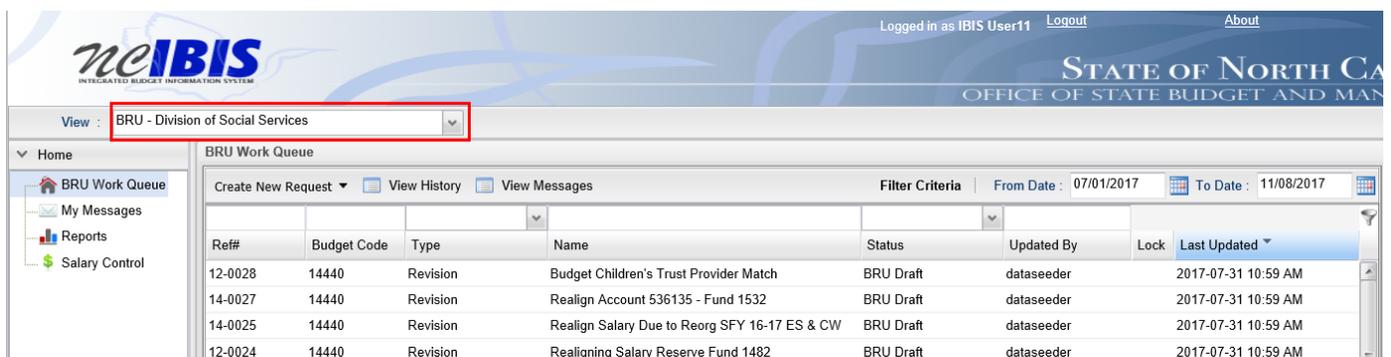
BRU Work Queue

Create New Request | View History | View Messages

Filter Criteria | From Date : 07/01/2017 | To Date : 11/08/2017

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
12-0028	14440	Revision	Budget Children's Trust Provider Match	BRU Draft	dataseeder		2017-07-31 10:59 AM
14-0027	14440	Revision	Realign Account 536135 - Fund 1532	BRU Draft	dataseeder		2017-07-31 10:59 AM
14-0025	14440	Revision	Realign Salary Due to Reorg SFY 16-17 ES & CW	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0024	14440	Revision	Realigning Salary Reserve Fund 1482	BRU Draft	dataseeder		2017-07-31 10:59 AM
14-0023	14440	Revision	Correct BR14-0364 (Pos 60042067)	BRU Draft	dataseeder		2017-07-31 10:59 AM
14-0022	14440	Revision	Realign Salary Due to Reorg SFY 16-17 CSE & PMR	BRU Draft	dataseeder		2017-07-31 10:59 AM

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.



View : BRU - Division of Social Services

BRU Work Queue

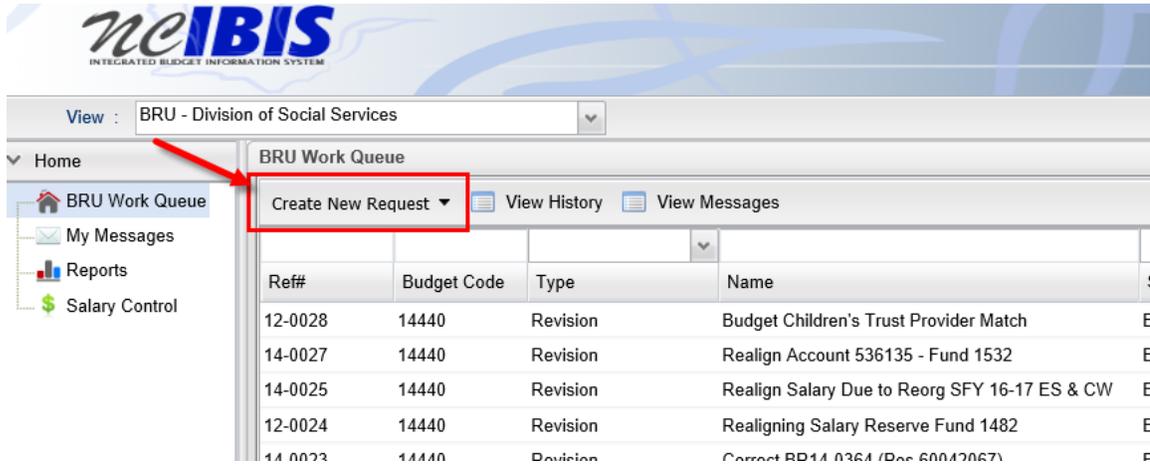
Create New Request | View History | View Messages

Filter Criteria | From Date : 07/01/2017 | To Date : 11/08/2017

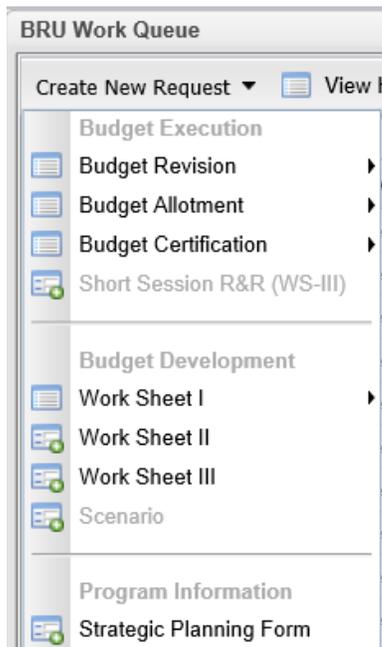
Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
12-0028	14440	Revision	Budget Children's Trust Provider Match	BRU Draft	dataseeder		2017-07-31 10:59 AM
14-0027	14440	Revision	Realign Account 536135 - Fund 1532	BRU Draft	dataseeder		2017-07-31 10:59 AM
14-0025	14440	Revision	Realign Salary Due to Reorg SFY 16-17 ES & CW	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0024	14440	Revision	Realigning Salary Reserve Fund 1482	BRU Draft	dataseeder		2017-07-31 10:59 AM

## Creating a New Worksheet II

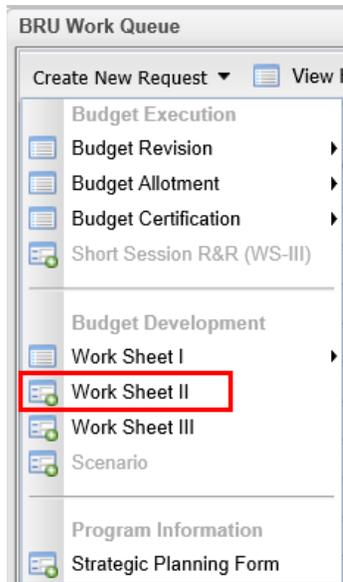
1. To create a new Worksheet II form, click on the **Create New Request** dropdown list in the middle of the screen.



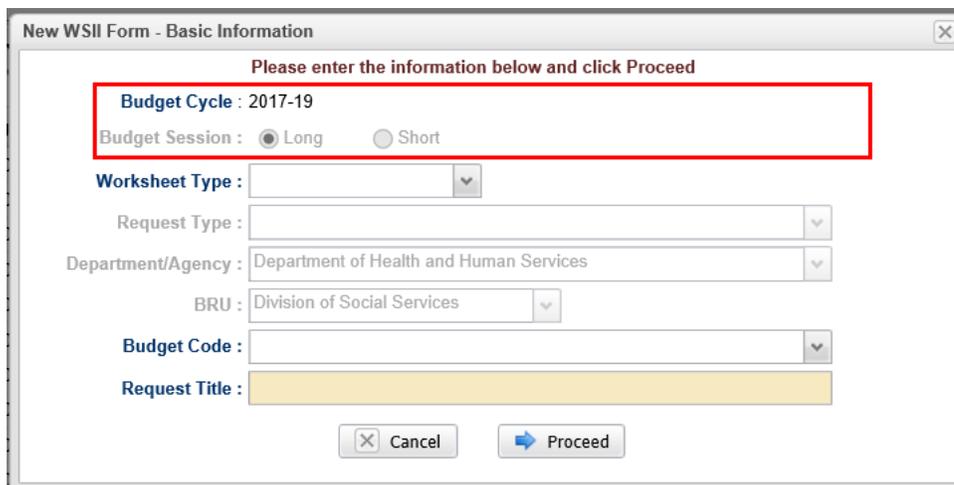
When you click on 'Create New Request', the drop-down will display the following options.



2. Click on the “**Worksheet II**” option on the menu.

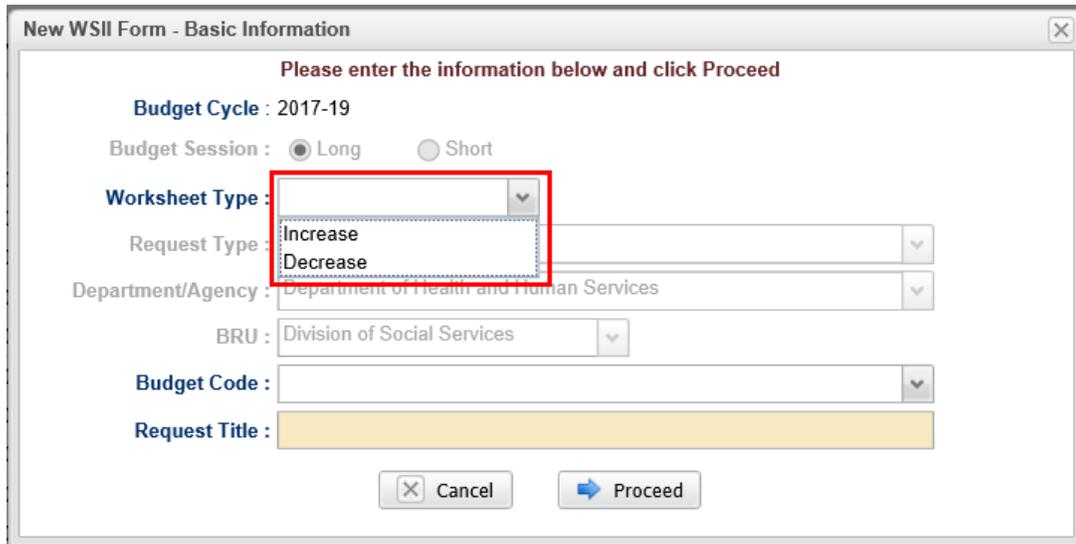


3. Once you click the Worksheet II option, a New WSII Form – Basic Information window appears as shown in the following screenshot. You need to fill out the basic information. Both the budget cycle and budget session (Long or Short) are set for you. The Long Session is a biennial session that begins 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.



The screenshot shows a window titled "New WSII Form - Basic Information". At the top, there is a prompt: "Please enter the information below and click Proceed". Below this, the "Budget Cycle" is set to "2017-19" and is highlighted with a red rectangular box. The "Budget Session" is set to "Long" (indicated by a selected radio button) and "Short" (indicated by an unselected radio button). Below these are several dropdown menus: "Worksheet Type", "Request Type", "Department/Agency" (set to "Department of Health and Human Services"), "BRU" (set to "Division of Social Services"), and "Budget Code". At the bottom, there is a "Request Title" field and two buttons: "Cancel" and "Proceed".

- 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.



New WSII Form - Basic Information

Please enter the information below and click Proceed

Budget Cycle : 2017-19

Budget Session :  Long  Short

Worksheet Type :

Request Type :

Department/Agency : Department of Health and Human Services

BRU : Division of Social Services

Budget Code :

Request Title :

- 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.

- 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.

- 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 :

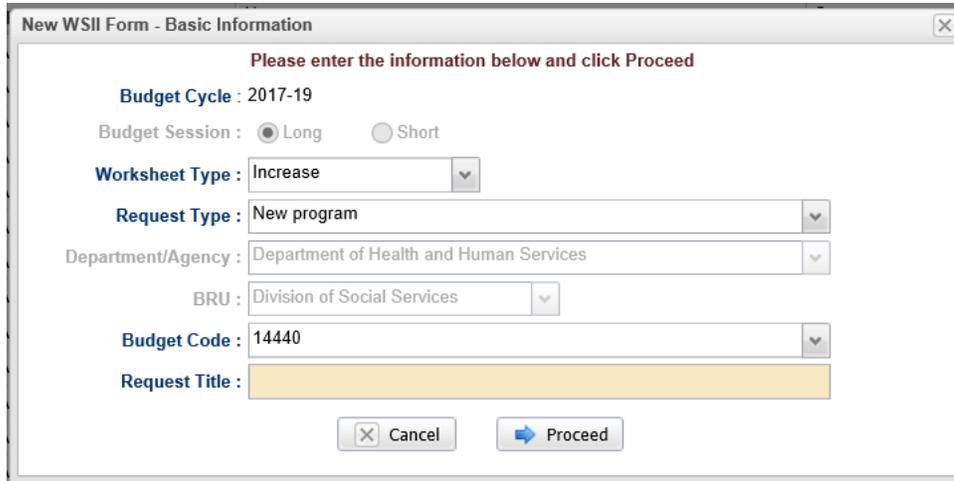
Request Title :

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

datasee

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



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

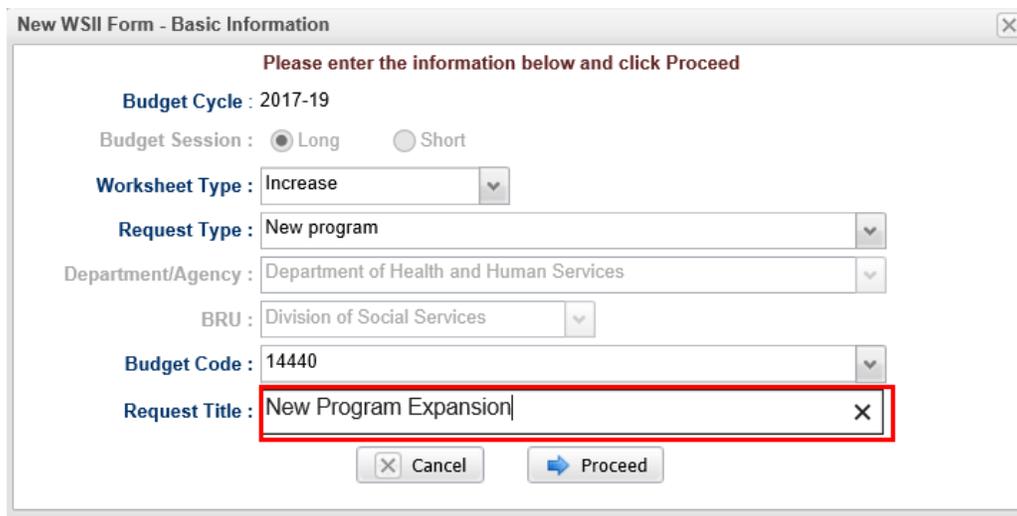
BRU : Division of Social Services

Budget Code : 14440

Request Title :

Cancel Proceed

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.



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

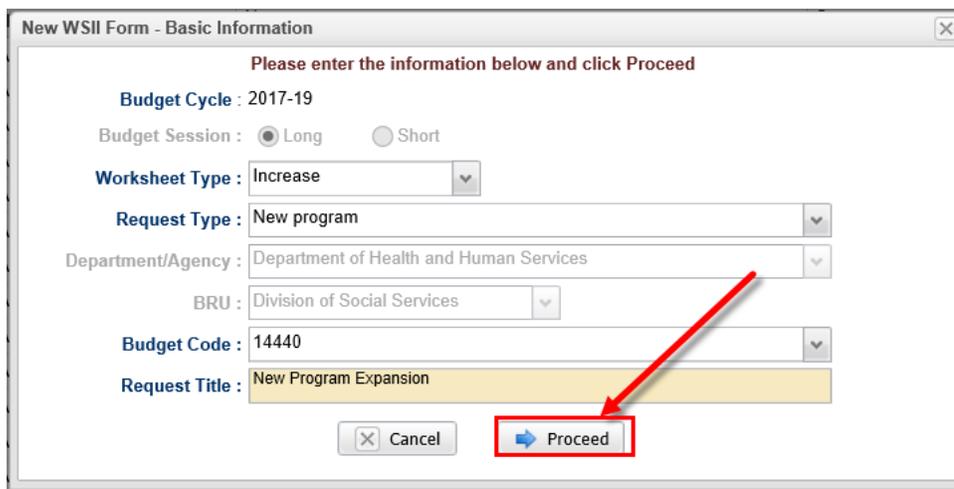
BRU : Division of Social Services

Budget Code : 14440

Request Title : New Program Expansion

Cancel Proceed

- 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.



**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

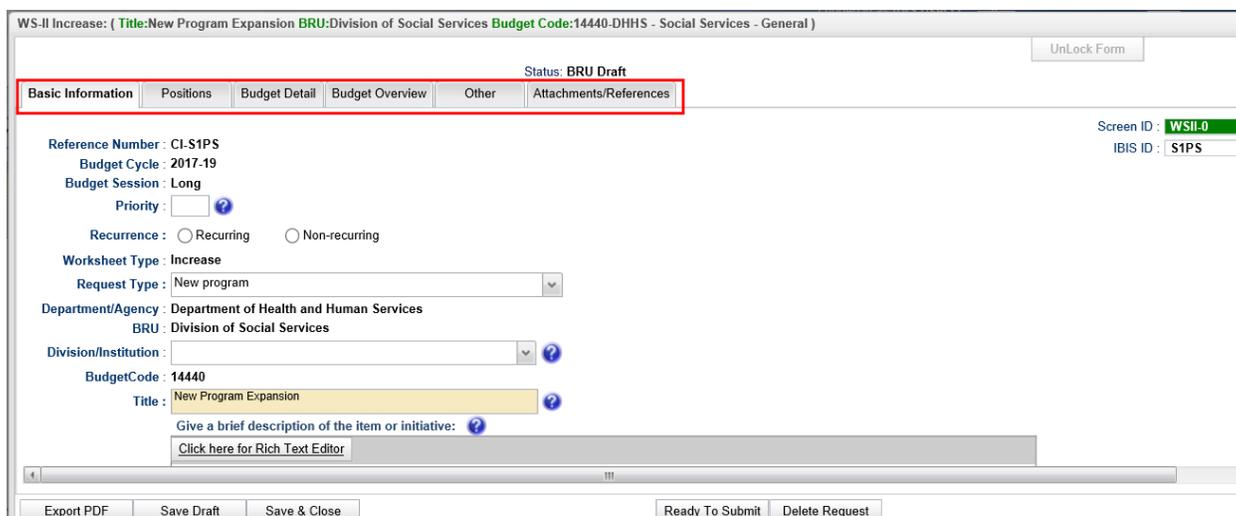
BRU : Division of Social Services

Budget Code : 14440

Request Title : New Program Expansion

- 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](#).



WS-II Increase: ( Title:New Program Expansion BRU: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

Reference Number : CI-S1PS

Budget Cycle : 2017-19

Budget Session : Long

Priority :  ?

Recurrence :  Recurring  Non-recurring

Worksheet Type : Increase

Request Type : New program

Department/Agency : Department of Health and Human Services

BRU : Division of Social Services

Division/Institution : ?

BudgetCode : 14440

Title : New Program Expansion ?

Give a brief description of the item or initiative: ?

Click here for Rich Text Editor

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

## 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.

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

Status: BRU Draft

Basic Information Positions Budget Detail Budget Overview Other Attachments/References

Reference Number : CI-S1PS  
 Budget Cycle : 2017-19  
 Budget Session : Long  
 Priority :  ?  
 Recurrence :  Recurring  Non-recurring  
 Worksheet Type : Increase  
 Request Type : New program  
 Department/Agency : Department of Health and Human Services  
 BRU : Division of Social Services  
 Division/Institution :  ?  
 BudgetCode : 14440  
 Title : New Program Expansion ?

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.

- 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).

- 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.

WS-II Increase: ( Title: Test SC BRU:130-Department of Administration Budget Code:14100-Administration - General Fund )

Status: OSBM Draft

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

Reference Number : CI-S7RT  
 Budget Cycle : 2019-21  
 Budget Session : Long  
 Priority : 0 ?

**Recurrence :**  Recurring  Non-recurring

Worksheet Type : Increase  
 Request Type : Program expansion

Department/Agency : Department of Administration  
 BRU : Department of Administration  
 Division/Institution : ?  
 BudgetCode : 14100  
 Title : Test SC ?

Does this expansion request relate to a capital improvement project? :  Yes  No  
 Does this request require additional space? :  Yes  No  
 Does this request include an IT component? :  Yes  No

- 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.

WS-II Increase: ( Title:Test SC BRU:130-Department of Administration Budget Code:14100-Administration - General Fund )

Status: OSBM Draft

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

Reference Number : CI-S7RT  
 Budget Cycle : 2019-21  
 Budget Session : Long  
 Priority : 0 ?  
 Recurrence :  Recurring  Non-recurring  
 Worksheet Type : Increase  
 Request Type : New program  
 Department/Agency : Department of Administration  
 BRU : Department of Administration  
 Division/Institution : ?  
 BudgetCode : 14100  
 Title : Test SC ?

Does this expansion request relate to a capital improvement project? :  Yes  No  
 Does this request require additional space? :  Yes  No  
 Does this request include an IT component? :  Yes  No

- 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.

Division/Institution :	<input type="text"/>
BudgetCode :	Division of Aging and Adult Services
Title :	Division of Central Management and Support
	Division of Child Development
	Division of Health Service Regulation
	Division of Medical Assistance
	Division of Public Health
	Division of Social Services
	Division of Vocational Rehabilitation Services
	Divisions of Services for the Blind, Deaf, and Hard of Hearing
	DMHDDSAS and State Operated Healthcare Facilities
	Institution: Black Mountain Neuro-Medical Center (Capital only)
	Institution: Broughton Hospital (Capital only)
	Institution: Caswell Development Center (Capital only)
	Institution: Central Regional Hospital (Capital only)
	Institution: Cherry Hospital (Capital only)
	Institution: Dorothea Dix Hospital (Capital only)
	Institution: Eastern School for the Deaf (Capital only)
	Institution: Governor Morehead School (Capital only)
	Institution: J. Iverson Riddle Developmental Center (Capital only)

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.

WS-II Increase: ( Title:Test SC BRU:130-Department of Administration Budget Code:14100-Administration - General Fund )

Status: OSBM Draft

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

Reference Number : CI-S7RT  
 Budget Cycle : 2019-21  
 Budget Session : Long  
 Priority : 0 ?  
 Recurrence :  Recurring  Non-recurring  
 Worksheet Type : Increase  
 Request Type : New program  
 Department/Agency : Department of Administration  
 BRU : Department of Administration  
 Division/Institution : ?  
 BudgetCode : 14100  
 Title : Test SC ?

Does this expansion request relate to a capital improvement project? :  Yes  No  
 Does this request require additional space? :  Yes  No  
 Does this request include an IT component? :  Yes  No

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.

**Capital Improvements**

Does this expansion request relate to a capital improvement project? :  Yes  No

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

**Capital Improvements**

Does this expansion request relate to a capital improvement project? :  Yes  No

If YES, give title of C.I. Project :

C.I. Budget Code :  ▾

Item Number :

Projected Completion Date :  ▾  ▾  ▾ 

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

If YES, give title of C.I. Project :

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.

Item 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.

Projected Completion 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
<b>Additional Square Footage Required</b>	0	0	0	0	0
<b>Estimated Cost of Space Requirements</b>	\$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
<b>Additional Square Footage Required</b>	0	0	0	0	0
<b>Estimated Cost of Space Requirements</b>	\$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
<b>Additional Square Footage Required</b>	1200	0	0	0	0
<b>Estimated Cost of Space Requirements</b>	\$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.

**IT Component Requirements**

Does this request include an IT component? :

Yes  No

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.”

**IT Component Requirements**

Does this request include an IT component? :

Yes  No

If required per OSBM budget instructions, has the project been entered into the ITS PPM tool? :

Yes  No

## 21. Narrative Tab

WS-II Increase: ( Title: Test SC BRU:130-Department of Administration Budget Code:14100-Administration - General Fund )

Status: OSBM Draft

Basic Information **Narrative** Positions Budget Detail Budget Overview Attachments/References

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?

[Click here for Rich Text Editor](#)

27. Sixth Narrative field:

**How will the outcomes be measured and how will the agency know it is successful?**

- . What data will be used for evaluating changes outcomes?
- . What are the measures?
- . How will it be collected?
- . Are there existing baseline measures to track against future performance?

[Click here for Rich Text Editor](#)

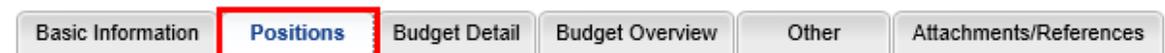
28. Seventh Narrative field:

**How does this request align with your agency's strategic plan?**

- . Describe how this request advances agency goals and priorities.
- . How does this align with the agency's core mission?
- . How is the request tied to the agency's strategic plan? (cite specific areas from the strategic plan including relevant performance measures)

[Click here for Rich Text Editor](#)

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.

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 : WSI-1  
IBIS ID : S1PS

**Positions Requested** ?

Edit Row Remove Row(s) Sort Rows Cancel Edit Excel Processing

Fund#	CC#	Account#	Grade	Title	07/01/2014	FTE Y1	FTE Y2	Annual Sala	Salary 1	Salary 2	Retirement	Add
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted Salary (2017-18)	Budgeted Salary (2018-19)	Retirement Program
No items to show.												

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

**Positions Requested** ?

Edit Row	Remove Row(s)	Sort Rows	Cancel Edit
----------	---------------	-----------	-------------

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.

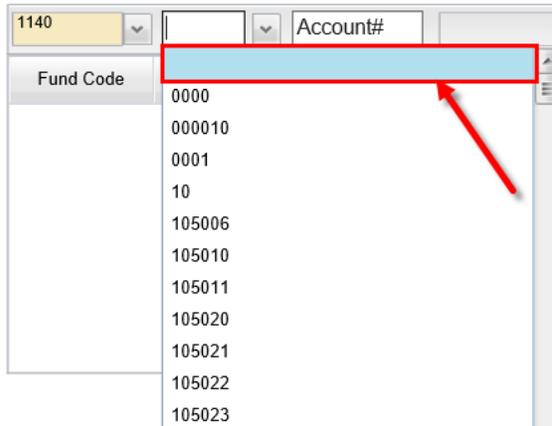
Positions Requested													
Edit Row		Remove Row(s)		Sort Rows		Cancel Edit		Excel Processing					
Fund#	CC#	Account#	Grade	Title	07/01/2014	FTE Y1	FTE Y2	Annual Sale	Salary 1	Salary 2	Retirement	Add	
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted Salary (2017-18)	Budgeted Salary (2018-19)	Retirement Program	

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.

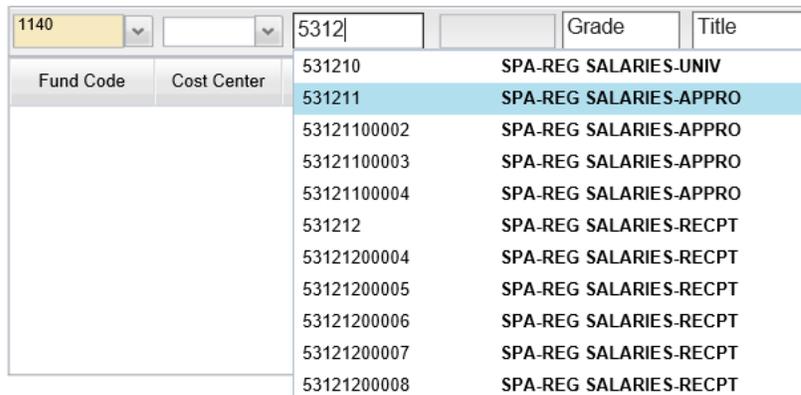
Fund#	Account#
1110	Service Support
1121	EBCI Administrative Fund
1140	Child Welfare Services
1160	Child Welfare Training
1180	County Administration
1261	Food and Nutrition Education
1280	County Public Assistance Payments
1331	Family Preservation and Support
1332	Temporary Assistance for Needy Families (TANF)
1371	Child Support Enforcement
1372	Food and Nutrition Services
1373	LIEAP
1374	Refugee Medical Assistance
1375	TANF - Domestic Violence
1376	Medicaid Eligibility

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.



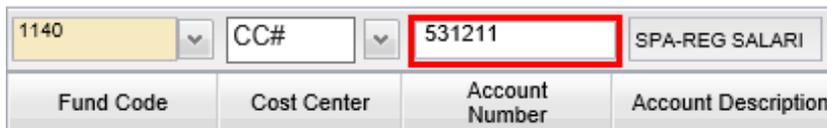
1140		Account#
Fund Code		
	0000	
	000010	
	0001	
	10	
	105006	
	105010	
	105011	
	105020	
	105021	
	105022	
	105023	

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.



1140		5312	Grade	Title
Fund Code	Cost Center	531210	SPA-REG SALARIES-UNIV	
		531211	SPA-REG SALARIES-APPRO	
		53121100002	SPA-REG SALARIES-APPRO	
		53121100003	SPA-REG SALARIES-APPRO	
		53121100004	SPA-REG SALARIES-APPRO	
		531212	SPA-REG SALARIES-RECPT	
		53121200004	SPA-REG SALARIES-RECPT	
		53121200005	SPA-REG SALARIES-RECPT	
		53121200006	SPA-REG SALARIES-RECPT	
		53121200007	SPA-REG SALARIES-RECPT	
		53121200008	SPA-REG SALARIES-RECPT	

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.



1140	CC#	531211	SPA-REG SALARI
Fund Code	Cost Center	Account Number	Account Description

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.

1140	CC#	531211	SPA-REG SALARI	65
Fund Code	Cost Center	Account Number	Account Description	Grade/Band

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.

1140	CC#	531211	SPA-REG SALARI	65	Accountant
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification

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.

1140	CC#	531211	SPA-REG SALARI	65	Accountant	07/01/2014
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date

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.

1140	CC#	531211	SPA-REG SALARI	65	Accountant	07/01/2014	1	1
Fund Code	Cost Center	Account Number	Account Descripti	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)

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

1140	CC#	531211	SPA-REG SALARI	65	Accountant	07/01/2014	1	1	35000
Fund Code	Cost Center	Account Number	Account Descripti	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**

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.

1140	CC#	531211	SPA-REG SALARI	65	Accountant	07/01/2014	1	1	35000	35000	35000
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted Sala (2017-18)	Budgeted Sala (2018-19)

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.

1140	CC#	531211	SPA-REG SALARI	65	Accountant	07/01/20	1	1	35000	35000	35000	Retireme
Fund Code	Cost Center	Account Number	Account Descri	Grade/Band	Classificati	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted S (2017-18)	Budgeted S (2018-19)	Retirement Program

- Teachers and State Employees Retirement System (TSERS)
- Law Enforcement Officer Retirement System (LEO)
- Legislative Retirement System
- Consolidated Judicial Retirement System (CJRS)
- Optional Retirement Program (ORP) (UNC System and Community Colleges)
- Firemens and Rescue Squad Workers Pension Fund

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.

1140	CC#	531211	SPA-REG SALARI	65	Accountant	07/01/20	1	1	35000	35000	35000	Teachers an	Add
Fund Code	Cost Center	Account Number	Account Descri	Grade/Band	Classificati	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted S (2017-18)	Budgeted S (2018-19)	Retirement Program	

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

Positions Requested													
<input type="button" value="Edit Row"/> <input type="button" value="Remove Row(s)"/> <input type="button" value="Sort Rows"/> <input type="button" value="Cancel Edit"/> <input type="button" value="Excel Proc"/>													
1140	CC#			Grade	Title	07/01/2014	FTE Y1	FTE Y2	Annual Sala	Salary 1	Salary 2	Retirement	Add
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted Sala (2017-18)	Budgeted Sala (2018-19)	Retirement Program	
1140	531211	SPA-REG SALAR... 65	Accountant		07/01/2014	1.000	1.000	\$35,000.00	\$35,000.00	\$35,000.00	Teachers and Sta...		

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.

Positions Requested													
<input type="button" value="Edit Row"/> <input type="button" value="Remove Row(s)"/> <input type="button" value="Sort Rows"/> <input type="button" value="Cancel Edit"/> <input type="button" value="Excel Proc"/>													
1140	CC#	Account#		Grade	Title	07/01/2014	FTE Y1	FTE Y2	Annual Sala	Salary 1	Salary 2	Retirement	Add
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted Sala (2017-18)	Budgeted Sala (2018-19)	Retirement Program	
1140	531211	SPA-REG SALAR... 65	Accountant		07/01/2014	1.000	1.000	\$35,000.00	\$35,000.00	\$35,000.00	Teachers and Sta...		

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.

Positions Requested													
<input type="button" value="Edit Row"/> <input type="button" value="Remove Row(s)"/> <input type="button" value="Sort Rows"/> <input type="button" value="Cancel Edit"/> <input type="button" value="Excel Proc"/>													
1140	CC#	Account#		Grade	Title	07/01/2014	FTE Y1	FTE Y2	Annual Sala	Salary 1	Salary 2	Retirement	Add
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted Sala (2017-18)	Budgeted Sala (2018-19)	Retirement Program	
1140	531211	SPA-REG SALAR... 65	Accountant		07/01/2014	1.000	1.000	\$35,000.00	\$35,000.00	\$35,000.00	Teachers and Sta...		

Positions Requested													
<input type="button" value="Edit Row"/> <input type="button" value="Remove Row(s)"/> <input type="button" value="Sort Rows"/> <input type="button" value="Cancel Edit"/> <input type="button" value="Excel Proc"/>													
1140		531211	SPA-REG SALAR... 65	Accountant	07/01/2014	1	1	35000	35000	35000	Teachers and Sta		Update
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted Sala (2017-18)	Budgeted Sala (2018-19)	Retirement Program	
1140	531211	SPA-REG SALAR... 65	Accountant		07/01/2014	1.000	1.000	\$35,000.00	\$35,000.00	\$35,000.00	Teachers and Sta...		

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.

Positions Requested ?

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit															
1140			531211	SPA-REG SALARI	65	Accountant	07/01/2014	1	1	58000	58000	58000	Teachers and S								Update
Fund Code	Cost Center	Account Number	Account Descripti	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted Sal (2017-18)	Budgeted Sal (2018-19)	Retirement Program									
1140		531211	SPA-REG SAL...	65	Accountant	07/01/2014	1.000	1.000	\$35,000.00	\$35,000.00	\$35,000.00	Teachers and S...									

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.

Positions Requested ?

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit															
1140			Account#		Grade	Title	07/01/2014	FTE Y1	FTE Y2	Annual Sa	Salary 1	Salary 2	Retirement								Add
Fund Code	Cost Center	Account Number	Account Descripti	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted Sal (2017-18)	Budgeted Sal (2018-19)	Retirement Program									
140		531211	SPA-REG SAL...	65	Accountant	07/01/2014	1.000	1.000	\$58,000.00	\$58,000.00	\$58,000.00	Teachers and S...									

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.

Positions Requested ?

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit															
1140			531211	SPA-REG SALARI	65	Accountant	07/01/2014	1	1	58000	58000	58000	Teachers and								Update
Fund Code	Cost Center	Account Number	Account Descrip	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted Sa	Budgeted Sa	Retirement									
1140		531211	SPA-REG SAL...	65	Accountant	07/01/2014	1.000	1.000	\$58,000.00	\$58,000.00	\$58,000.00	Teachers and ...									

49. Delete a Row in the Positions Table

To delete a row that has been entered, click on a row to highlight it.

Positions Requested 

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund Code	Cost Center	Account Number	Account Descripti	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted Sal (2017-18)	Budgeted Sal (2018-19)	Retirement Program
1140		531211	SPA-REG SAL...	65	Accountant	07/01/2014	1.000	1.000	\$58,000.00	\$58,000.00	\$58,000.00	Teachers and S...

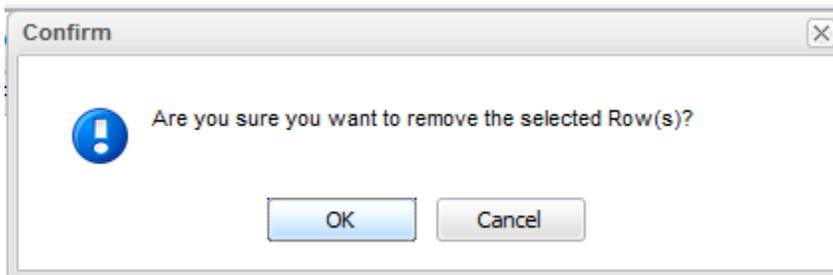
50. Click on the Remove Row(s) button and a confirm deletion message box will appear.

Positions Requested 

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund Code	Cost Center	Account Number	Account Descripti	Grade/Band	Classification	Effective Date	FTE (2017-18)	FTE (2018-19)	Annual Salary**	Budgeted Sal (2017-18)	Budgeted Sal (2018-19)	Retirement Program
1140		531211	SPA-REG SAL...	65	Accountant	07/01/2014	1.000	1.000	\$58,000.00	\$58,000.00	\$58,000.00	Teachers and S...

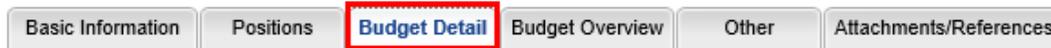
51. When the Remove Row button is clicked, the follow window will appear. To cancel the deletion, click the Cancel button. To complete the deletion, click the OK button.





### 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.

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-2  
IBIS ID : S1PS

**Requirements** ?

Edit Row | Remove Row(s) | Sort Rows | Cancel Edit Excel Processing ▾

Fund#	CC#	Account#			Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Add		
Fund Code	Cost Center	Account Number	Account Description	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	Recurring	(2018-2019)	Recurring	(2019-2020)	(2020-2021)	(2021-2022)
No items to show.												

**Receipts** ?

Edit Row | Remove Row(s) | Sort Rows | Cancel Edit Excel Processing ▾

Fund#	CC#	Account#			Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Add		
Fund Code	Cost Center	Account Number	Account Description	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	Recurring	(2018-2019)	Recurring	(2019-2020)	(2020-2021)	(2021-2022)
No items to show.												

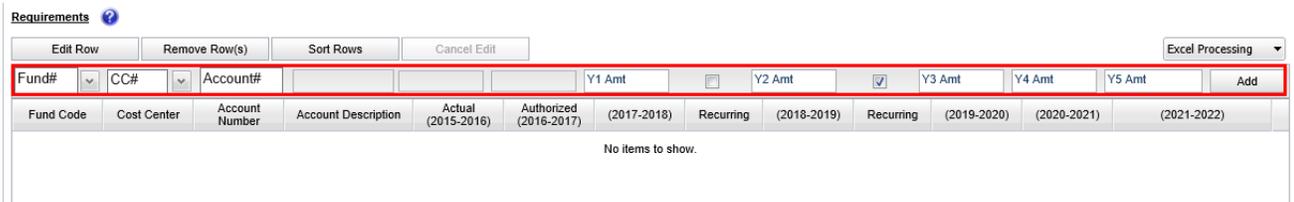
1

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

### 57. Inserting a Row in Requirements and Receipts

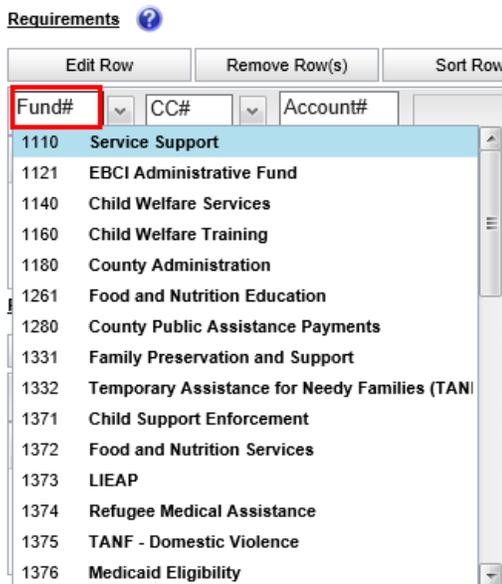
Inserting rows in the Requirements and Receipts sections of the Worksheet II form works in the same fashion as inserting rows on the Positions tab. In the Requirements section, there are four buttons that appear first: Edit Row, Remove Row(s), Sort Rows and Cancel Edit. These functions are only utilized 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.



The screenshot shows the 'Requirements' section of the form. At the top, there are buttons for 'Edit Row', 'Remove Row(s)', 'Sort Rows', and 'Cancel Edit'. Below these is a row of input fields: 'Fund#', 'CC#', 'Account#', and several columns for 'Y1 Amt' through 'Y5 Amt'. The 'Y1 Amt' column has a checkbox, and the 'Y2 Amt' column has a checked checkbox. An 'Add' button is at the end of this row. Below the input fields is a table header with columns: 'Fund Code', 'Cost Center', 'Account Number', 'Account Description', 'Actual (2015-2016)', 'Authorized (2016-2017)', '(2017-2018)', 'Recurring', '(2018-2019)', 'Recurring', '(2019-2020)', '(2020-2021)', and '(2021-2022)'. The table body is currently empty, displaying 'No items to show.'.

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.



The screenshot shows the 'Requirements' section with the 'Fund#' dropdown menu open. The dropdown list contains the following items:

- 1110 Service Support
- 1121 EBCI Administrative Fund
- 1140 Child Welfare Services
- 1160 Child Welfare Training
- 1180 County Administration
- 1261 Food and Nutrition Education
- 1280 County Public Assistance Payments
- 1331 Family Preservation and Support
- 1332 Temporary Assistance for Needy Families (TANF)
- 1371 Child Support Enforcement
- 1372 Food and Nutrition Services
- 1373 LIEAP
- 1374 Refugee Medical Assistance
- 1375 TANF - Domestic Violence
- 1376 Medicaid Eligibility

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.

**Requirements**

Edit Row	Remove Row(s)	Sort Rows
1110	<input type="text"/>	Account#
<b>Fund Code</b> 0001 0205 026199 1000 1010 101005 10100564 10100568 10100592 101006 10100692 101010 10101064 10101068		

**Receipts**

Edit Row
Fund#
Fund Code

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.

**Requirements** ?

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit	
1110	CC#	531		\$0.00	\$0.00		
Fund Code	Cost Center	531110	EPA REG SALARIES-UNIV				
		531111	EPA-REG SALARIES-APPRO				
		531112	EPA-REG SALARIES-RECPT				
		531113	EPA-REG SALARIES-UNDESIG				
		531114	EPA REG SAL/WAGE-INDIRECT				
		531120	EPA-SPC SAL-APP-DIRECTOR				
		531121	EPA-SPC SAL-APP-JUDGES				
		531122	EPA-SPC SAL-APP-DA/AST DA				
		531123	EPA-SPC SAL-APP-MAGISTRAT				
		531124	EPA-SPC SAL-APP-CRT REP				
		531125	EPA-SPC SAL-APP-CLERK				
		531126	EPA-SPC SAL-APP-SPEC COUN				
		531127	EPA-SPC SAL-APP-CRT COUN				
		531128	EPA-SPC SAL-APP-PD/AST PD				
		531129	EPA-SPC SAL-APP-AD/AST AD				

**Receipts** ?

Edit Row		Remove	
Fund#	CC#		
Fund Code	Cost Center		

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.

**Requirements** ?

Edit Row		Remove Row(s)		Sort Rows	
1110	CC#	531110	EPA REG SALARI		
Fund Code	Cost Center	Account Number	Account Description		

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.

Requirements

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit					
Fund Code	Cost Center	Account Number	Account Description	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	Recurring	(2018-2019)	Recurring		
1110	CC#	531110	EPA REG SALARI	\$0.00	\$0.00	Y1 Amt	<input type="checkbox"/>	Y2 Amt	<input checked="" type="checkbox"/>		

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.

Requirements

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit					
Fund Code	Cost Center	Account Number	Account Description	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	Recurring	(2018-2019)	Recurring		
1110	CC#	531110	EPA REG SALARI	\$0.00	\$0.00	30000	<input type="checkbox"/>	Y2 Amt	<input checked="" type="checkbox"/>		

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.

Requirements

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit						Excel Processing	
Fund Code	Cost Center	Account Number	Account Description	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	Recurring	(2018-2019)	Recurring	(2019-2020)	(2020-2021)	(2021-2022)	Add
1110	CC#	531110	EPA REG SALARI	\$0.00	\$0.00	30000	<input checked="" type="checkbox"/>	30000	<input type="checkbox"/>	30000	30000	30000	

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.

Requirements ?

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit		Excel Processing					
1110	CC#	531110	EPA REG SALARI	\$0.00	\$0.00	30000	<input type="checkbox"/>	30000	<input checked="" type="checkbox"/>	30000	30000	30000	Add
Fund Code	Cost Center	Account Number	Account Description	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	Recurring	(2018-2019)	Recurring	(2019-2020)	(2020-2021)	(2021-2022)	

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.

Requirements ?

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit		Excel Processing					
1110	CC#	531110	EPA REG SALARI	\$0.00	\$0.00	30000	<input type="checkbox"/>	30000	<input checked="" type="checkbox"/>	30000	30000	30000	Add
Fund Code	Cost Center	Account Number	Account Description	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	Recurring	(2018-2019)	Recurring	(2019-2020)	(2020-2021)	(2021-2022)	

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).

Requirements ?

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit		Excel Processing					
1110	CC#	531110	EPA REG SALARI	\$0.00	\$0.00	30000	<input type="checkbox"/>	30000	<input checked="" type="checkbox"/>	30000	30000	30000	Add
Fund Code	Cost Center	Account Number	Account Description	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	Recurring	(2018-2019)	Recurring	(2019-2020)	(2020-2021)	(2021-2022)	

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.

Requirements ?

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit		Excel Processing					
1110						Y1 Amt	<input type="checkbox"/>	Y2 Amt	<input type="checkbox"/>	Y3 Amt	Y4 Amt	Y5 Amt	Add
Fund Code	Cost Center	Account Number	Account Description	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	Recurring	(2018-2019)	Recurring	(2019-2020)	(2020-2021)	(2021-2022)	
1110		531110	EPA REG SALARIES-...	\$0.00	\$0.00	\$30,000.00	<input checked="" type="checkbox"/>	\$30,000.00	<input checked="" type="checkbox"/>	\$30,000.00	\$30,000.00	\$30,000.00	
1110		531513	SOCIAL SEC CONTR...	\$0.00	\$0.00	\$2,295.00	<input checked="" type="checkbox"/>	\$2,295.00	<input checked="" type="checkbox"/>	\$2,295.00	\$2,295.00	\$2,295.00	
1110		531560	MED INS CONTRIB-...	\$0.00	\$0.00	\$5,192.00	<input checked="" type="checkbox"/>	\$5,192.00	<input checked="" type="checkbox"/>	\$5,192.00	\$5,192.00	\$5,192.00	

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.](#)

**Receipts** 

Edit Row Remove Row(s) Sort Rows Cancel Edit Excel Processing ▾

Fund#	CC#	Account#		Y1 Amt	<input type="checkbox"/>	Y2 Amt	<input checked="" type="checkbox"/>	Y3 Amt	Y4 Amt	Y5 Amt	Add
Fund Code	Cost Center	Account Number	Account Description	Actual (2015-2016)	Authorized (2016-2017)	(2017-2018)	Recurring (2018-2019)	Recurring (2019-2020)	(2020-2021)	(2021-2022)	
No items to show.											

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)
<b>Total Requirements</b>	\$0.00	\$0.00	\$37,487.00	\$37,487.00	\$37,487.00	\$37,487.00	\$37,487.00
<b>Total Receipts</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Appropriation</b>	\$0.00	\$0.00	\$37,487.00	\$37,487.00	\$37,487.00	\$37,487.00	\$37,487.00

## 70. Budget Overview Tab

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

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
<b>Fund (1110) Total...</b>			<b>\$321,848.00</b>	<b>\$403,424.00</b>	<b>\$37,487.00</b>	<b>\$37,487.00</b>	<b>\$37,487.00</b>	<b>\$37,487.00</b>	<b>\$37,487.00</b>

**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)
<b>Total Requirements</b>	\$321,848.00	\$403,424.00	\$37,487.00	\$37,487.00	\$37,487.00	\$37,487.00	\$37,487.00
<b>Total Receipts</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Appropriation</b>	\$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 separate 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."](#)

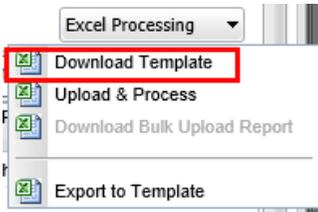
## Bulk Uploading Positions, Requirements and Receipts

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

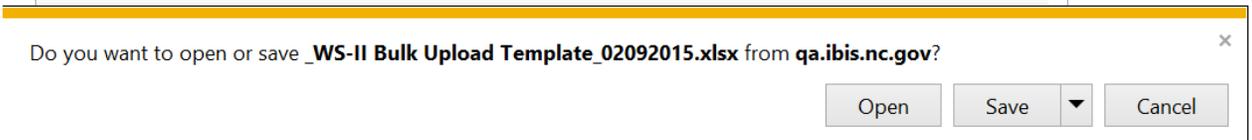
1. To upload data, you will first need to download the Excel template by clicking the Excel Processing button.



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.

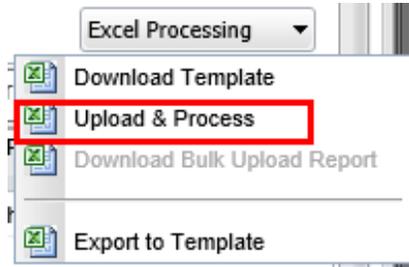
**Please do not attempt to alter the format of the template. Do not change the order or rename the worksheets/tabs. If the template is altered you will experience problems with uploading the data, which will result in re-work.**

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.

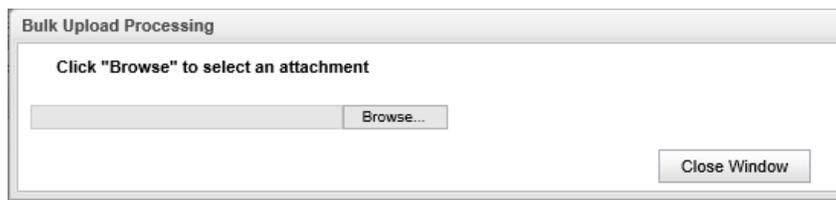
4. The template has the following rules to ensure data is formatted correctly for uploading:
  - a. Fund is a general text field, which must be a length of 4 characters
  - b. Cost Center is a general text field, which must be between 4 and 8 characters in length
  - c. Account Number is a general text 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 spreadsheet. These totals are automatically calculated as you add figures into the rows under 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.

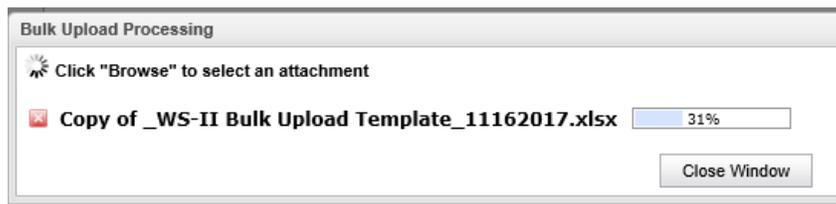
- When you have completed your spreadsheet and are ready to upload it, click on the Excel Processing tab and select Upload & Process.



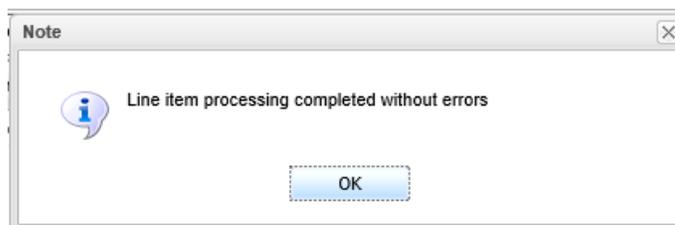
- Click Browse to select the spreadsheet.



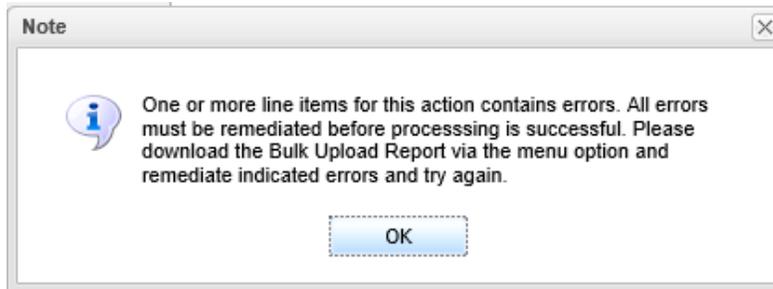
- You will see a message similar to the one below as the spreadsheet uploads.



- 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.

