



**INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)  
WORKSHEET I TRAINING GUIDE**

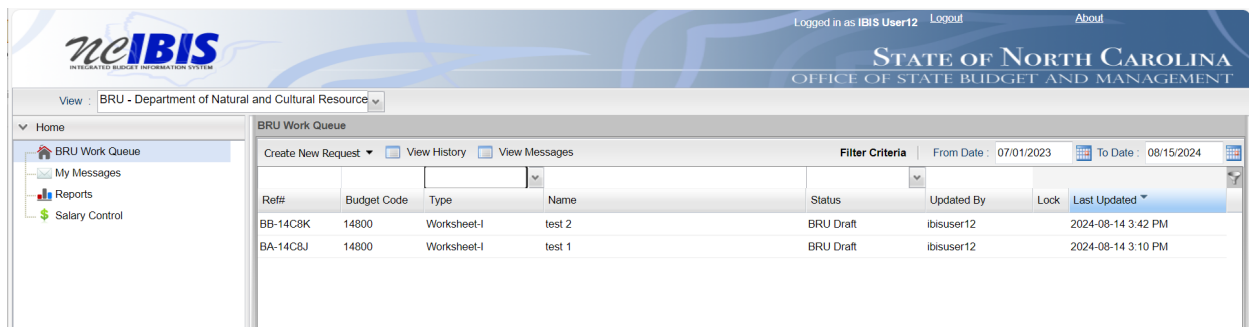
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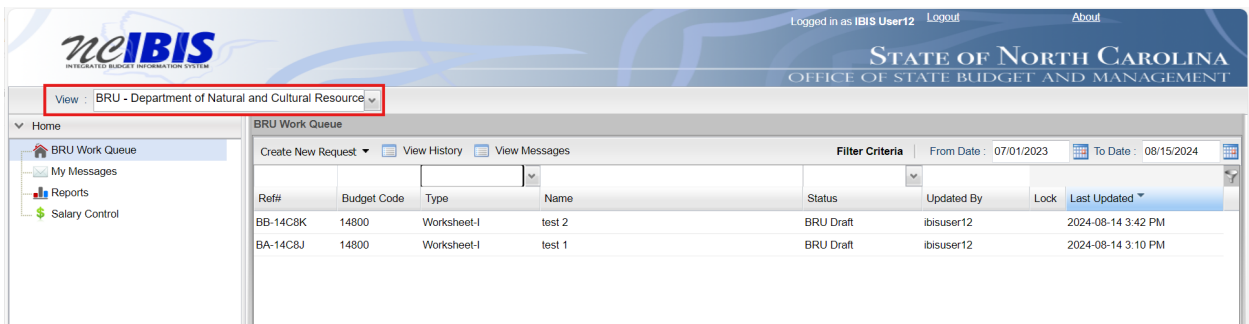
## PREFACE

This training guide describes how to use IBIS to complete a Worksheet I Request form. Worksheet I (WSI) is the basic form used in preparing departments/agencies base budget requests. For policy guidance, please consult instructions for preparation of the base budget that are published before each biennium on OSBM’s website.

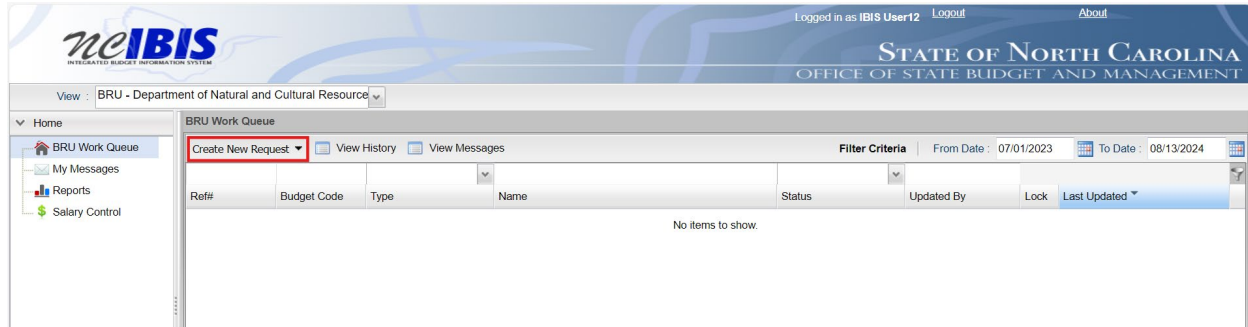
Once you have successfully logged into IBIS, you should see the Work Queue page, shown below. This could be a BRU, Agency or OSBM Work Queue page depending on your log-in credentials.



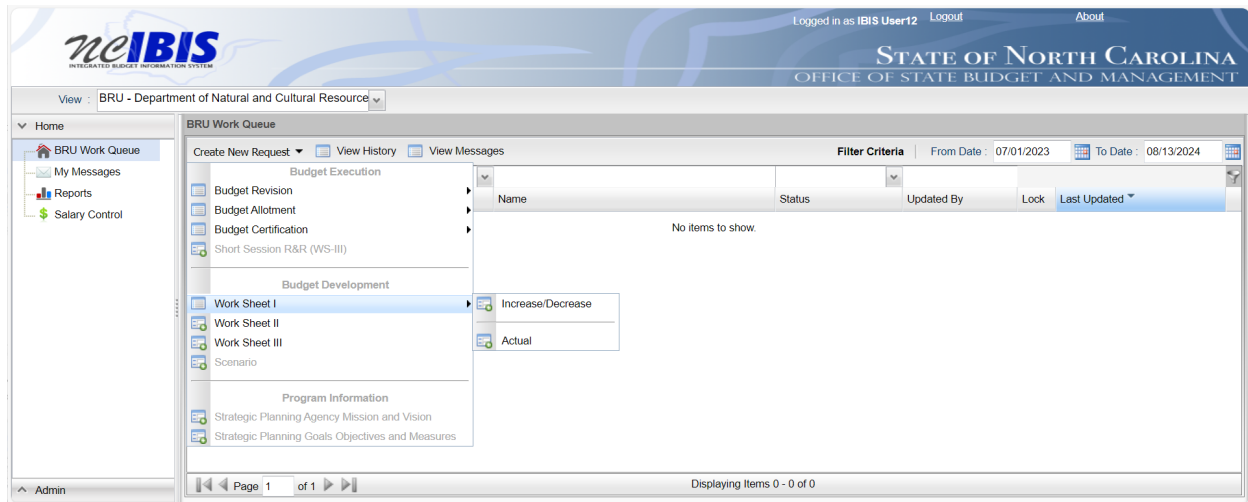
Find the View indicator in the upper left-hand corner of the page. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, these will appear in a drop-down list in this field. In the example below, the user is logged in as the North Carolina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



To create a new Worksheet I form, click on the **Create New Request** dropdown list.



When you click on “Create New Request,” the drop-down will display the following options as shown below. Click on the “Worksheet I” option.

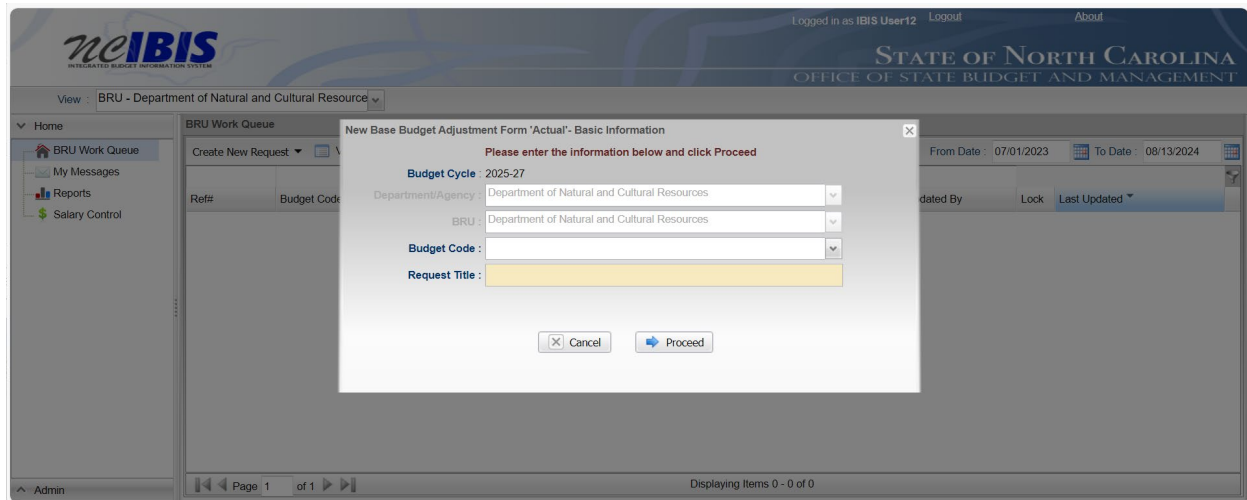


Once you click the Worksheet I option, you will choose an Actual form or an Increase/Decrease form.

- **Worksheet I Increase/Decrease:** The primary Worksheet I form, which should be used for all base budget adjustments. These entries will impact the “Increase/Decrease” and “Total” columns on the Worksheet I report.
- **Worksheet I Actual:** Worksheet I form used to enter prior year actual amounts and/or FTE. This is primarily used by interface-only agencies in NCFIS and does not change the “Authorized Budget” column on the Worksheet I report.

### Create a New Worksheet I Actual

Choose the “Actual” Worksheet I type, and a Basic Information window will appear for a new Base Budget Adjustment (Worksheet I) Actual form.



You will need to complete the basic information.

**New Base Budget Adjustment Form 'Actual'- Basic Information** ✕

**Please enter the information below and click Proceed**

**Budget Cycle :** 2025-27

**Department/Agency :** Department of Natural and Cultural Resources ▼

**BRU :** Department of Natural and Cultural Resources ▼

**Budget Code :** ▼

**Request Title :**

✕ Cancel
➔ Proceed

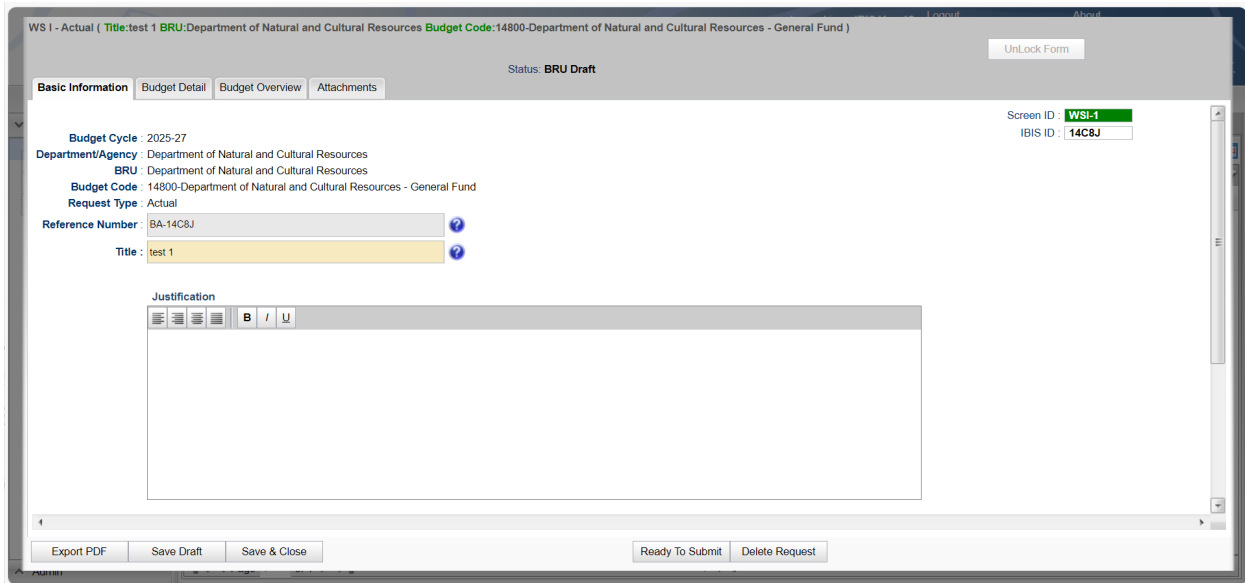
The “Budget Cycle” field will automatically generate and should reflect the biennium for which a base budget is being prepared. “**Department/Agency**” and “**BRU**” fields will default to the Department/Agency and BRU associated with your IBIS user access. If a user has access to multiple departments/agencies and BRUs, a dropdown option will appear for selection.

Choose the appropriate Budget Code from the drop-down list. Enter a descriptive **title** for the request. Please note there is a 255-character limit for this field. Where possible, please do not use acronyms.

Clicking on the Cancel button will close the window. Nothing will be saved, and the Work Queue will reappear. Otherwise, select the **Proceed** button to generate the Worksheet I form.

A Worksheet I Actual form will generate on a new screen, shown below. The form includes four tabs – **Basic Information, Budget Detail, Budget Overview, and Attachments** – that appear in the upper left corner of the form. To navigate to any of the tabs, simply select the desired tab title.

Worksheet I - Actual Form:

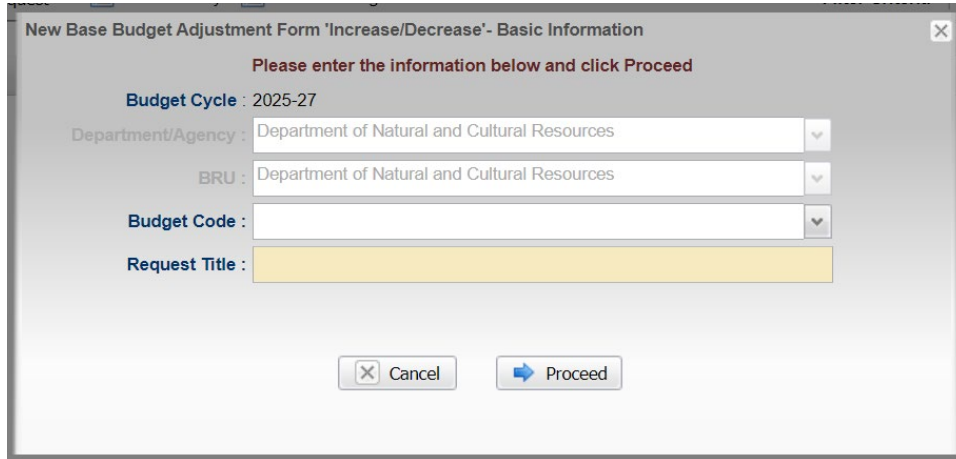


The screenshot displays the 'Worksheet I - Actual' form interface. At the top, the title bar reads 'WS I - Actual ( Title:test 1 BRU:Department of Natural and Cultural Resources Budget Code:14800-Department of Natural and Cultural Resources - General Fund )'. A 'UnLock Form' button is located in the top right corner. Below the title bar, the status is 'BRU Draft'. The interface features four tabs: 'Basic Information', 'Budget Detail', 'Budget Overview', and 'Attachments'. The 'Basic Information' tab is active, showing the following details: 'Budget Cycle : 2025-27', 'Department/Agency : Department of Natural and Cultural Resources', 'BRU : Department of Natural and Cultural Resources', 'Budget Code : 14800-Department of Natural and Cultural Resources - General Fund', and 'Request Type : Actual'. There are two input fields: 'Reference Number : BA-14C8J' and 'Title : test 1', both with help icons. A 'Justification' section contains a rich text editor with a toolbar (bold, italic, underline) and a large empty text area. At the bottom, there are buttons for 'Export PDF', 'Save Draft', 'Save & Close', 'Ready To Submit', and 'Delete Request'. The top right corner shows 'Screen ID : WSI-1' and 'IBIS ID : 14C8J'.

## Create a New Worksheet I – Increase/Decrease

Creating a Worksheet I Increase/Decrease form is essentially the same as the Worksheet I Actual form. From the list of Worksheet I form options, select the Increase/Decrease form.

Choose Increase/Decrease, and a Basic Information window will appear for a new Base Budget Adjustment (Worksheet I) Increase/Decrease form.



The screenshot shows a window titled "New Base Budget Adjustment Form 'Increase/Decrease'- Basic Information". The window contains the following fields and controls:

- Budget Cycle :** 2025-27
- Department/Agency :** Department of Natural and Cultural Resources (dropdown menu)
- BRU :** Department of Natural and Cultural Resources (dropdown menu)
- Budget Code :** (dropdown menu)
- Request Title :** (text input field)
- Buttons:** "Cancel" and "Proceed" (with a right-pointing arrow icon).

At the top of the form area, there is a red instruction: "Please enter the information below and click Proceed".

Now that we have walked through the basics of creating each type of Worksheet I form, the following instructions will discuss how to complete the forms.

## BASIC INFORMATION TAB

The “Basic Information” tab is the first tab, and all new or existing forms will initially open on this screen.

Some information on the basic information tab is populated from the initialization screen (as previously described) and includes the following non-editable fields – Budget Cycle, Department/Agency, BRU, Budget Code, Request Type, and Reference Number.

Verify the information displayed in the following fields. Only the “Title” field will be editable; if any of the other fields are incorrect, users must generate a new Worksheet I form.

**Budget Cycle:** A system-generated field that should reflect the biennium for which a base budget is being prepared.

**Department/Agency:** A system-generated field that reflects the Department/Agency associated with the IBIS ID that created the form.

**BRU:** A system-generated field that reflects the BRU associated with the IBIS ID that created the form.

**Budget Code:** A user-generated field that reflects the Budget Code selected on the initialization screen when the Worksheet I form was created.

**Request Type:** A user-generated field that will reflect either “Actual” or “Increase/Decrease,” depending on the type of Worksheet I form selected upon initial creation.

**Reference Number:** A unique, four-digit system-generated number that can be used to track this Worksheet I form. Worksheet I Actual forms begin with “BA” and Worksheet I Increase/Decrease forms begin with “BB.”

**Title:** A user-generated field that is initially populated based on what was entered when the form was created. However, this field remains editable after creation.

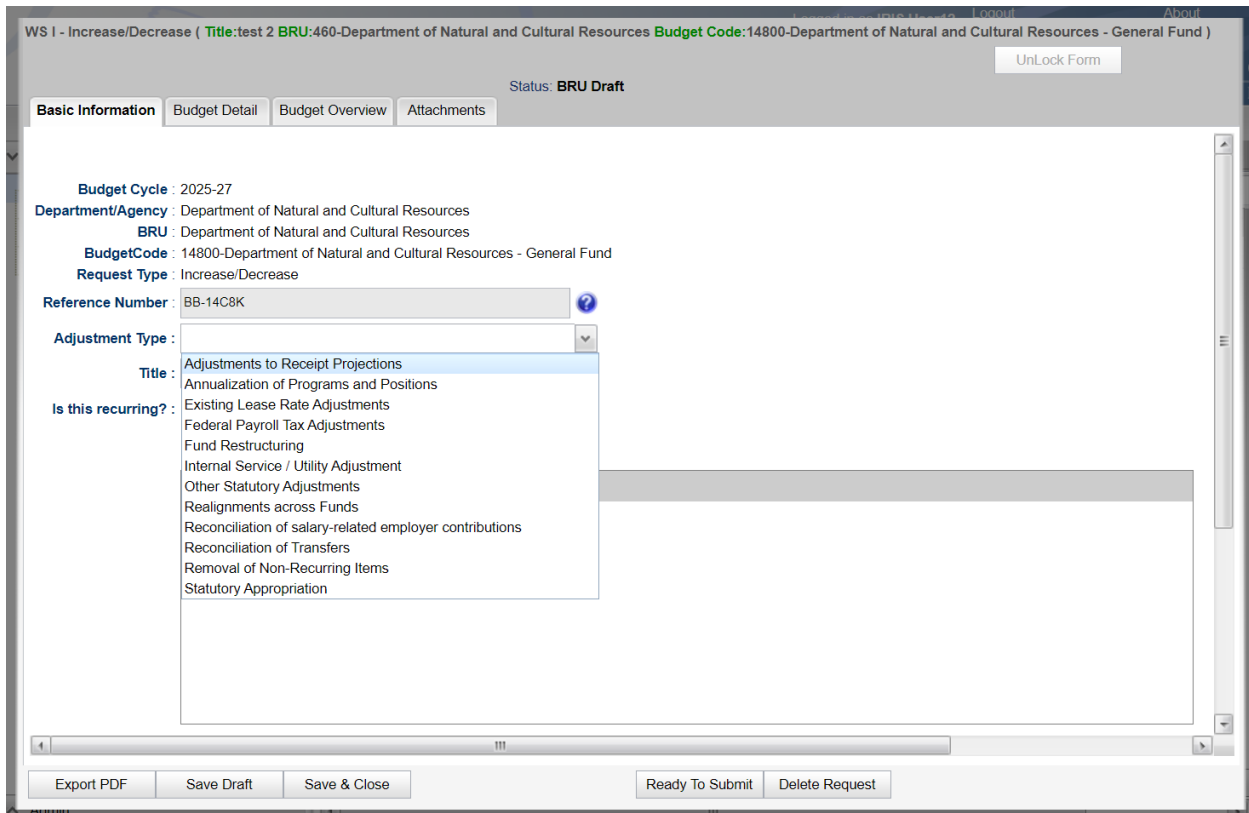
The Justification field is a text box where agencies should provide a description of the action requested in the form, reasoning behind the request, a citation of all relevant authority, and any supplemental information to support the request.

The Worksheet I Increase/Decrease form includes two additional fields on the Basic Information tab:

**Adjustment Type:** Users must select the appropriate category of eligible base budget Increase/Decrease adjustments from the list provided. Users should not combine actions for more than one type of base budget adjustment in a single Worksheet I form.

**Details on these Base Budget adjustment types can be found in the OSBM Base Budget Instructions.**





WS I - Increase/Decrease ( Title:test 2 BRU:460-Department of Natural and Cultural Resources Budget Code:14800-Department of Natural and Cultural Resources - General Fund )

Status: BRU Draft

UnLock Form

Basic Information Budget Detail Budget Overview Attachments

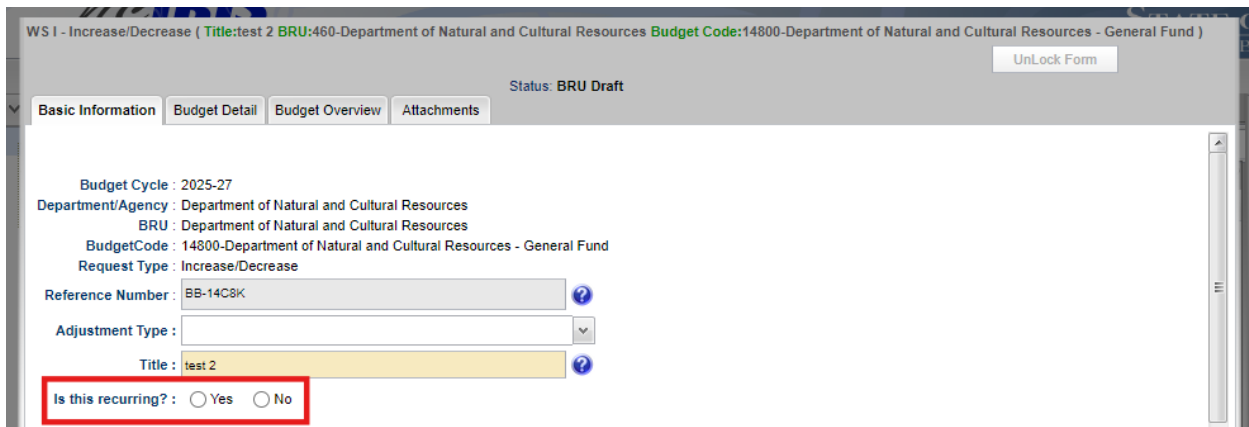
Budget Cycle : 2025-27  
Department/Agency : Department of Natural and Cultural Resources  
BRU : Department of Natural and Cultural Resources  
BudgetCode : 14800-Department of Natural and Cultural Resources - General Fund  
Request Type : Increase/Decrease

Reference Number : BB-14C8K

Adjustment Type :  
Title : Adjustments to Receipt Projections  
Annualization of Programs and Positions  
Is this recurring? : Existing Lease Rate Adjustments  
Federal Payroll Tax Adjustments  
Fund Restructuring  
Internal Service / Utility Adjustment  
Other Statutory Adjustments  
Realignments across Funds  
Reconciliation of salary-related employer contributions  
Reconciliation of Transfers  
Removal of Non-Recurring Items  
Statutory Appropriation

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

“Is this recurring?”: This field should always be answered yes.



WS I - Increase/Decrease ( Title:test 2 BRU:460-Department of Natural and Cultural Resources Budget Code:14800-Department of Natural and Cultural Resources - General Fund )

Status: BRU Draft

UnLock Form

Basic Information Budget Detail Budget Overview Attachments

Budget Cycle : 2025-27  
Department/Agency : Department of Natural and Cultural Resources  
BRU : Department of Natural and Cultural Resources  
BudgetCode : 14800-Department of Natural and Cultural Resources - General Fund  
Request Type : Increase/Decrease

Reference Number : BB-14C8K

Adjustment Type :  
Title : test 2

Is this recurring? :  Yes  No

## BUDGET DETAIL TAB

The “Budget Detail” tab is where users enter all dollar and FTE information related to the request. The layout for Worksheet I Actual form is different from the Worksheet I Increase/Decrease form, reflecting the type of information the forms collect.

The Worksheet I Actual form collects one year of dollar and FTE information, which should be reflective of prior-year actual expenditures and/or FTE counts.

WS I - Actual ( Title:test 1 BRU:460-Department of Natural and Cultural Resources Budget Code:14800-Department of Natural and Cultural Resources - General Fund )

Status: BRU Draft UnLock Form

Basic Information **Budget Detail** Budget Overview Attachments Screen ID : WSI-2  
IBIS ID : 14C8J

**Requirements**

Edit Row Remove Row(s) Sort Rows Cancel Edit

Bdgt Fnd# Account# AMU# Program# Fnd Src# Project# Int Fnd# Actual Amt Actual FTE Add

Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fund	Adjustments To Requirements		Adjustments To FTE	
								Actual (2023-24)	Authorized (2024-25)	Actual (2023-24)	Authorized (2024-25)
No items to show.											

**Receipts**

Edit Row Remove Row(s) Sort Rows Cancel Edit

Bdgt Fnd# Account# AMU# Program# Fnd Src# Project# Int Fnd# Actual Amt Add

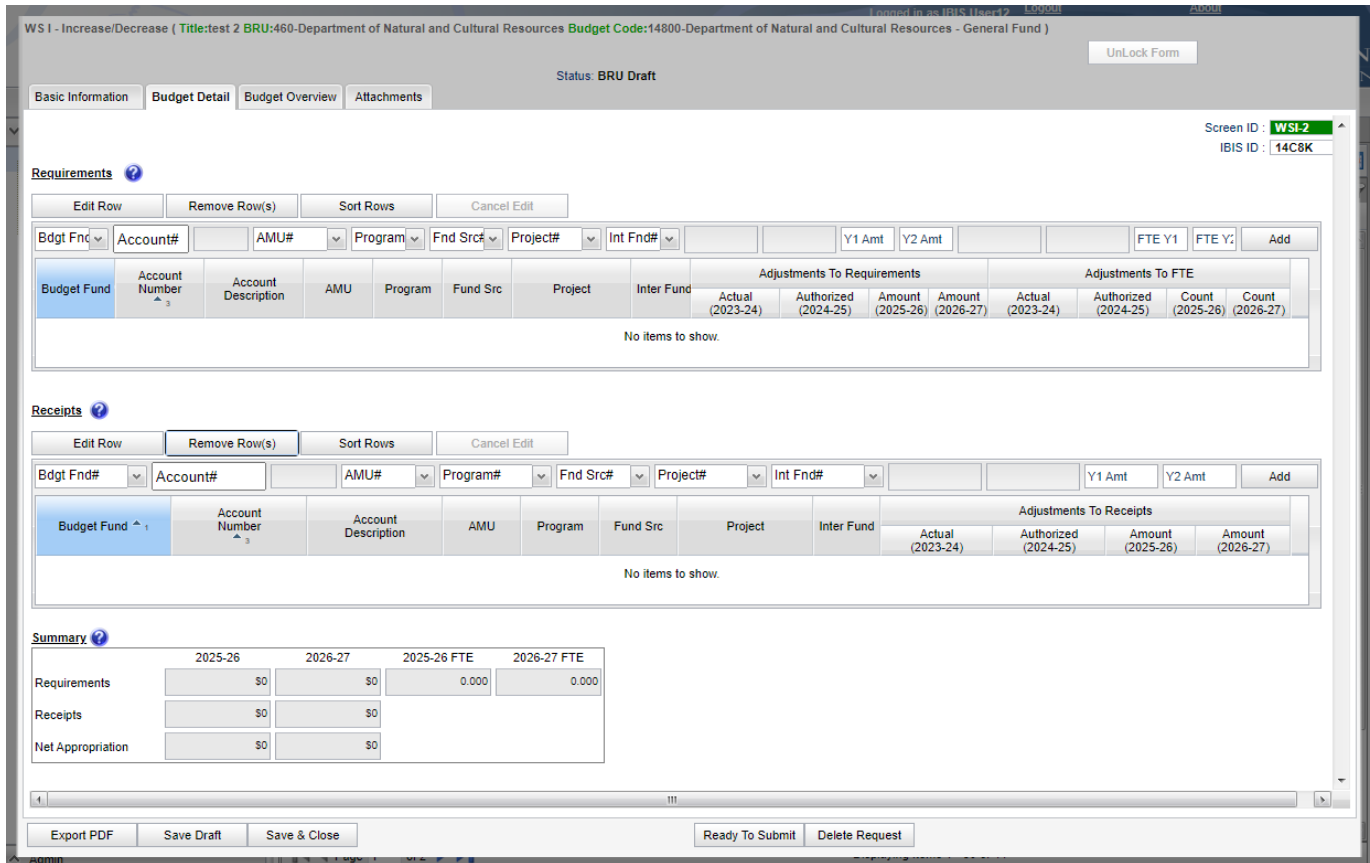
Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fund	Adjustments To Receipts	
								Actual (2023-24)	Authorized (2024-25)
No items to show.									

**Summary**

	2023-24 Actual Amount	2023-24 Actual FTE
Requirements	\$0	0.000
Receipts	\$0	
Net Appropriation	\$0	

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

The Worksheet I Increase/Decrease form collects dollar and FTE changes for both years of the new biennium, which reflect requested adjustments allowed during the base budget process and populate the “Increase/Decrease” columns of the Worksheet I report.



WS I - Increase/Decrease | Title: test 2 BRU:460-Department of Natural and Cultural Resources | Budget Code: 14800-Department of Natural and Cultural Resources - General Fund

Status: BRU Draft

UnLock Form

Basic Information | Budget Detail | Budget Overview | Attachments

Requirements ?

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

Bdgt Fnd# | Account# | AMU# | Program# | Fnd Src# | Project# | Int Fnd# | Y1 Amt | Y2 Amt | FTE Y1 | FTE Y2 | Add

Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fund	Adjustments To Requirements				Adjustments To FTE			
								Actual (2023-24)	Authorized (2024-25)	Amount (2025-26)	Amount (2026-27)	Actual (2023-24)	Authorized (2024-25)	Count (2025-26)	Count (2026-27)
No items to show.															

Receipts ?

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

Bdgt Fnd# | Account# | AMU# | Program# | Fnd Src# | Project# | Int Fnd# | Y1 Amt | Y2 Amt | Add

Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fund	Adjustments To Receipts			
								Actual (2023-24)	Authorized (2024-25)	Amount (2025-26)	Amount (2026-27)
No items to show.											

Summary ?

	2025-26	2026-27	2025-26 FTE	2026-27 FTE
Requirements	\$0	\$0	0.000	0.000
Receipts	\$0	\$0		
Net Appropriation	\$0	\$0		

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

The procedure for completing the budget detail tab is the same for both the Worksheet I Actual and Increase/Decrease Worksheet I forms.

Data is either system-generated, selected from drop-down lists, or manually entered by a user.

### Requirements

Four buttons appear at the top of the Requirements section: “Edit Row,” “Remove Row(s),” “Sort Rows,” and “Cancel Edit.” These functions are only utilized when rows have been entered into the form.



To add a row of data for a requirement on the form, users will utilize the data entry section of the form located directly above the data table. Fields in this row are editable and the “Add” button will save this data into the table so that another row can be entered.

The grey fields in the data entry portion of the form are reserved for system-generated data that is populated based on the inputs selected by a user.

**Requirements** ?

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit													
Bdgt F	Account	AMU#	Progr	Fnd S	Project#	Int Fnd			Y1 Amt	Y2 Amt			FTE Y1	FTE Y2	Add				
Budget Fu	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fu	Adjustments To Requirements				Adjustments To FTE							
								Actual (2023-24)	Authorized (2024-25)	Amount (2025-2)	Amount (2026-2)	Actual (2023-24)	Authorized (2024-25)	Count (2025-2)	Count (2026-27)				
105100	51576000	FLEXIBLE SP	00000000	00000000	0000	0000000000	000000	\$0.00	\$0.00	\$1,000.0	\$1,000.0	0.000	0.000	0.000	0.000				

The “Budget Fund” field contains a dropdown list that displays all budget funds for the budget code associated with the Worksheet I. Budget fund may be selected from the list provided or typed into the field manually.

The “Account” field will generate a list of accounts once a user has entered two digits into the field. The appropriate account may be selected from the list provided or typed into the field manually. Once the row has been added, the associated account description will populate in the adjacent field.

Other chart of account fields may be entered into the Worksheet I form as needed. These fields (AMU, Agency Program, Fund Source, Project, and Interfund) are required, and a list of valid elements will appear in the dropdown list for each field. The appropriate element may be selected from the lists provided or typed into the field manually. If data is changed, it will delete all data previously entered in any field to its right.

All salary and fringe benefit accounts must be entered alongside an appropriate “Fund Source” field entry, and all transfer accounts must be entered with the appropriate “Interfund.” If a field is not relevant, agencies may use the “Default” for any of these chart of account fields, but something must be entered in all data entry fields.

NOTE: If a specific chart string is not available in the IBIS interface, agencies must complete any necessary steps to validate the full account string needed in NCFIS. Once validated, the chart of account string should be available in IBIS the following business day.

When all data has been entered for a row, click on the “Add” button.

The row will move down to the table, and most of the Add/Edit row will clear (“Budget Fund” will be retained). Once that occurs, the row may be edited using the “Edit Row” button to revise data or the “Remove Row(s)” button to delete any unnecessary rows.

Add as many rows of requirements as appropriate to complete the form. After a row is added, the “Budget Fund” field will pre-populate with the choice made in the previous row entered to expedite entry of subsequent rows. If that value is not appropriate for subsequent row(s), it can be overwritten.

**To edit a row** in the data table, first select the row you want to edit.

Click on the “Edit Row” button and the data in the selected row will populate the data entry fields above the table. Note: You can also double click the row and it will populate the data entry portion of the form for edits. Once updates have been made, click on the “Update” button at the far right of data entry section. The data entry section will clear (except for Budget Fund) and updated data entry will be reflected in the table.

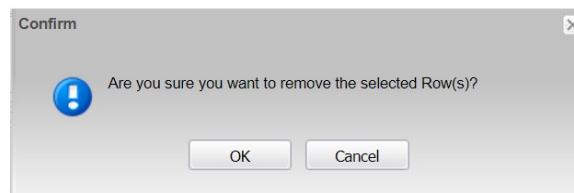
Requirements ?

Edit Row
Remove Row(s)
Sort Rows
Cancel Edit

10510	51578000	FLEXIBLE SPEND...	0000000	00000	0000	0000000	00000	\$0	\$0	1000	1000	0.000	0.000	0	Update
-------	----------	-------------------	---------	-------	------	---------	-------	-----	-----	------	------	-------	-------	---	--------

Budget Fu	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fu	Adjustments To Requirements				Adjustments To FTE			
								Actual (2023-24)	Authorized (2024-25)	Amount (2025-2)	Amount (2026-2)	Actual (2023-24)	Authorized (2024-25)	Count (2025-2)	Count (2026-27)
105100	51578000	FLEXIBLE SP	0000000	0000000	0000	0000000000	000000	\$0.00	\$0.00	\$1,000.1	\$1,000.1	0.000	0.000	0.000	0.000

**To delete a row** that has been entered, select on a row to highlight it. Click on the “Remove Row(s)” button and confirm deletion on the message box that appears on screen.



To cancel the deletion, select the “Cancel” button. To complete the deletion, select the “OK” button.

**To sort rows** – If you have multiple rows and wish to sort them, click on the “Sort Rows” button. This will sort rows in order of data entry field from left to right, e.g., by Budget Fund, then by Account Number, by AMU, by Program, etc.

Alternatively, you can sort by any of the data entry fields by selecting the relevant column header in the data table. The rows will sort in ascending order on the first selection, and descending order after a second selection.

**Receipts**

The data entry for Receipts is identical to the Requirements functionality.

Receipts ?

Edit Row		Remove Row(s)		Sort Rows		Cancel Edit													
Bdgt Fnd#	Account#	AMU#	Program#	Fnd Src#	Project#	Int Fnd#				Y1 Amt	Y2 Amt	Add							
Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fun	Adjustments To Receipts											
								Actual (2023-24)	Authorized (2024-25)	Amount (2025-26)	Amount (2026-27)								
105101	48100001	AGENCY OPERAT	4600100	0000000	0000	0000000000	209025					\$1,000.00	\$1,000.00						

**Summary**

When data is entered for Requirements and/or Receipts in the Worksheet I form, the data populates a “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 Net Appropriation amount. It will also reflect any FTE adjustments entered in the Requirements section.

The summary table for a Worksheet I Actual form will look like this:

Summary ?

	2023-24 Actual Amount	2023-24 Actual FTE
Requirements	\$0	0.000
Receipts	\$0	
Net Appropriation	\$0	

The summary table for a Worksheet I Increase/Decrease form will look like this:

Summary ?

	2025-26	2026-27	2025-26 FTE	2026-27 FTE
Requirements	\$1,000	\$1,000	0.000	0.000
Receipts	\$1,000	\$1,000		
Net Appropriation	\$0	\$0		

## BUDGET OVERVIEW TAB

The “Budget Overview” tab is a read-only tab that summarizes the data entered on the “Budget Detail” tab by budget fund. None of the information on this tab is editable.

Budget Overview tab of the Worksheet I Actual form:

WS I - Actual ( Title:test 1 BRU:460-Department of Natural and Cultural Resources Budget Code:14800-Department of Natural and Cultural Resources - General Fund )

Status: BRU Draft

Basic Information | Budget Detail | **Budget Overview** | Attachments

Screen ID : WSI-3  
IBIS ID : 14C8J

**Requirements**

Budget Fund ^ 1	Account Number ^ 2	Account Description	Fund Source	Adjustments To Requirements		Adjustments To FTE	
				Actual (2023-24)	Authorized (2024-25)	Actual (2023-24)	Authorized (2024-25)
<b>105100</b>							
105100	51576000	FLEXIBLE SPENDING SVG ACCT	0000	\$1,000.00	\$0.00	0.000	0.000
				<b>\$1,000.00</b>	<b>\$0.00</b>	<b>0.000</b>	<b>0.000</b>

**Receipts**

Budget Fund ^ 1	Account Number ^ 2	Account Description	Fund Source	Adjustments To Receipts	
				Actual (2023-24)	Authorized (2024-25)
No items to show.					

Budget Overview tab of the Worksheet I Increase/Decrease form:

WS I - Increase/Decrease ( Title:test 2 BRU:460-Department of Natural and Cultural Resources Budget Code:14800-Department of Natural and Cultural Resources - General Fund )

Status: BRU Draft

Basic Information | Budget Detail | **Budget Overview** | Attachments

Screen ID : WSI-3  
IBIS ID : 14C8K

**Requirements**

Budget Fund ^ 1	Account Number ^ 2	Account Description	Fund Source	Adjustments To Requirements				Adjustments To FTE			
				Actual (2023-24)	Authorized (2024-25)	Amount (2025-26)	Amount (2026-27)	Actual (2023-24)	Authorized (2024-25)	Count (2025-26)	Count (2026-27)
<b>105100</b>											
105100	51576000	FLEXIBLE SPENDING SVG	0000	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.000	0.000	0.000	0.000
				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

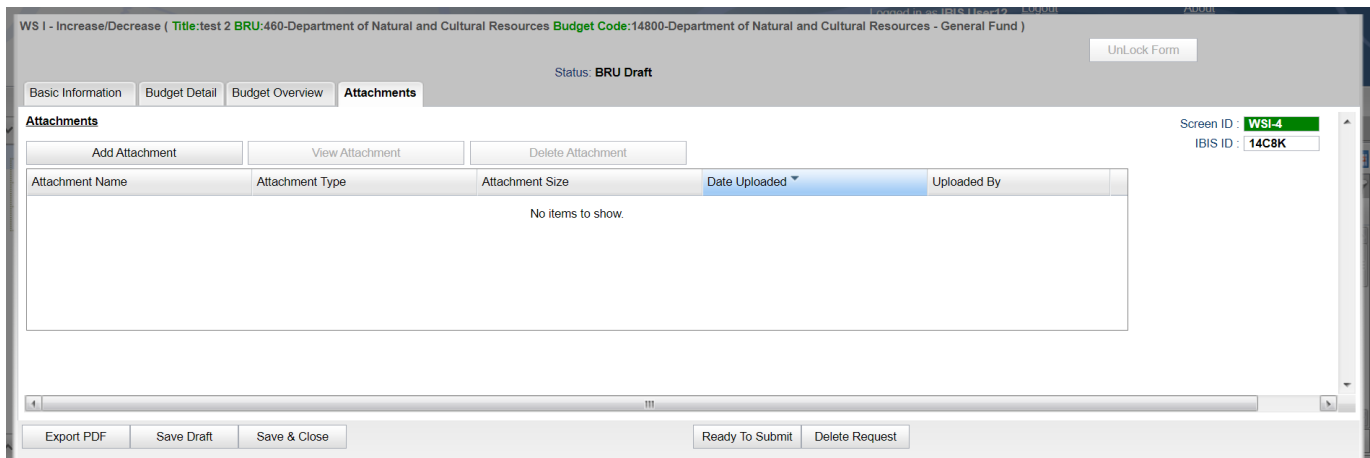
**Receipts**

Budget Fund ^ 1	Account Number ^ 2	Account Description	Fund Source	Adjustments To Receipts			
				Actual (2023-24)	Authorized (2024-25)	Amount (2025-26)	Amount (2026-27)
<b>105101</b>							
105101	48100001	AGENCY OPERATING TRANSFER II	0000	\$0.00	\$0.00	\$1,000.00	\$1,000.00
				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>

## ATTACHMENTS TAB

The final tab of the Worksheet I form is the “Attachments” tab. This functionality is addressed in a separate user guide: [Attachments and References](#).

Attachment tab of the Worksheet I form:



WS I - Increase/Decrease ( Title:test 2 BRU:460-Department of Natural and Cultural Resources Budget Code:14800-Department of Natural and Cultural Resources - General Fund )

Status: BRU Draft

UnLock Form

Basic Information Budget Detail Budget Overview **Attachments**

Attachments

Add Attachment View Attachment Delete Attachment

Screen ID: WSI-4  
IBIS ID: 14C8K

Attachment Name	Attachment Type	Attachment Size	Date Uploaded	Uploaded By
No items to show.				

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

## Form Buttons

At the bottom of the form there are form action buttons that are available while working in each tab of 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](#).