

## JOB AID: BASE BUDGET REPORTS

There are several useful reports available in the Integrated Budget Information System (IBIS) to assist in base budget development. This document provides a brief description of the most commonly used reports.

### **Self-Service Reports >> Budget Development Reports >> Worksheet I Reports**

**Worksheet I Report (aka Base Budget Document)** – Provides expenditures, revenue, and position counts by account by budget fund. The report has four components:

1. *Summary Report* – Summarizes total requirements, receipts, and FTE for a budget code.
2. *Summary by Purpose* – Summarizes total requirements, receipts, and FTE for all budget funds in a budget code.
3. *Summary by Account* – Summarizes total requirements, receipts, and FTE by account for all budget funds in a budget code.
4. *Fund Detail by Account* – Provides fund purpose statement, total requirements, receipts, and FTE by account for all budget funds in a budget code.

The Base Budget Document (Worksheet I report) has options which allow the report to be run to include base budget adjustments which have not been approved by OSBM (select “OSBM” status), and which have not been submitted to OSBM (select “Draft” status). The data is refreshed hourly so that new forms can be reviewed in the report during the day.

The *Worksheet I Report* is also available at a detailed chart of account level. This report does not include fund purpose statements.

- *Worksheet I Report - All Segments – Raw Data* – Provides Worksheet I data at a detail chart of account level. This allows agencies to review the budget as it will ultimately be transferred to NCFIS. This report is available in Excel.

**Reconciliation Report** – Explains how the authorized budget in IBIS is derived, beginning with the BD307 certified budget, and listing each revision coded to IBIS that is included in the base budget. For requirements, receipts, and appropriations, the information is presented at the budget code level. For information about budgeted position counts and budgeted salaries, information is presented at the budget fund and salary account level.

**BI 09 Detail Transactions for Worksheet I** – Provides account code details of changes to requirements and receipts by budget fund.

**RK 333B Reconciliation Transfer/ Receipts Report** – Provides a statewide list of inter- and intra-departmental transfers. Use the RK 333B to review transfers and ensure the base budget amounts reconcile. Contact your OSBM budget execution analyst if the line items do not match.

### **Self-Service Reports >> Budget Execution Reports**

**RK 314 Budget Revisions List Report** – Lists all budget revisions for a budget code and provides requirements, receipts, appropriation, positions, budget revision title, and whether the revision is recurring and marked as IS\_IN\_BASE\_BUDGET. This report is helpful in determining which revisions should be included in the base budget.