

## List of IBIS Reports

### Budget Certification Reports

Location

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#### Capital Certification (BD306)

SS/SR

This is the official report that shows the capital budgets appropriated by the General Assembly for a particular year. The report lists the budget code, agency, and the funding amounts in the following categories: General Fund, Non-General Fund, Self-Liquidating, and Special Indebtedness.

#### Certified Budget (BD307)

SS/SR

BD307 Original Report shows the budgets appropriated by the General Assembly. There is an option to include certification entries before they are approved. There are several variations for showing cost centers and sub-accounts show on the report.

1. BD307 Original Report shows sub-account levels if they are available; if the Detail by Fund is selected and no cost center level option is checked, all cost centers are rolled up to the 4-character fund level.
2. BD307 Original Report shows sub-account levels if they are available; if "Detail by Cost Center" option is checked, there will be a new page when the cost center changes, but the fund will not be shown; the heading has "Detail by Cost Center"
3. BD307 Original Report shows sub-account levels if they are available; if "Detail by Fund/Cost Center" option is checked, there will be a new page when either the fund or cost center changes. This is the best version to check what dollars will be sent to NCAS with the full fund/cost center/account.

#### Certified Budget - Subgroup level (BD307)

SS/SR

This report shows the budgets appropriated by the General Assembly (Long Session). The official BD307 with the cover letters and the rolled up level of accounts is generated statewide each evening during the certification period. The rolled up level is the level required by the State Budget Act.

#### Certified Budget - Revised (BD307)

SS/SR

BD307 Revised Report shows the budgets appropriated by the General Assembly short session for the second year of the biennium. This report has the same options as the BD307 Original report for showing the cost centers and sub-accounts.

#### Certified Budget - Revised - Subgroup level (BD307)

This report shows the budgets appropriated by the General Assembly short session for the second year of the biennium. The official BD307 with the cover letters and the rolled up level of accounts is generated statewide each evening during the certification period.

#### Statewide Summaries Report (BI231)

SS/SR

This report is a statewide summary of the BD307 Original of all budget codes that are marked as budgeted. There is a summary by budget code and a summary by fund (including FTE). This report is generated after all certifications are complete and is used by OSC for CAFR requirements (original budget).

#### General Assembly Positions Report (BI237)

SS

This report lists positions which were authorized, abolished or moved by the General Assembly. These changes come from the position section of the certification form.

### Budget Execution Reports

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#### Allotment for General Fund (BD302)

SR

This report is the official approved operating allotment. The report is generated each night to include the allotments approved during that particular day. This is used by OSC for processing in cash management. The report versions will be saved for a limited period of time.

<b>Allotment for Capital (BD303)</b>	SR
This report is the official approved capital allotment. The report is generated each night to include the allotments approved during that particular day. This is used by OSC for processing in cash management. The report versions will be saved for a limited period of time.	
<b>Summary Report (BD606)</b>	SS
This is the official report that shows the capital budgets appropriated by the General Assembly for a particular year. The report lists the budget code, agency, and the funding amounts in the following categories: General Fund, Non-General Fund, Self-Liquidating, and Special Indebtedness.	
<b>Multi-purpose Report (RK15)</b>	SS
This report allows searches to be completed to show all budget revisions for a budget code, budget code/fund code combination, or for the budget code/fund code/account level. The report has several prompts that grant flexibility to a user to search all budget code types, multiple budget codes, fund codes and accounts and all types of revisions (11, 12 and 14).	
<b>Budget Revision Count Report (RK312)</b>	SS
<b>Budget Revisions List Report - 2nd year (RK314)</b>	SS
RK314 was used in legacy procedures. The IBIS report shows all budget revisions for a budget code with totals, title, and two attributes: Recurring, and IS_IN_BASE_BUDGET.	
<b>Journal Entry Report (RK317)</b>	SS/SR
This report lists approved budget revisions that had a change in appropriation and shows a running balance of the authorized and certified budgets for both years of appropriation at the budget code level. This report can also be used to search changes in special fund balances.	
<b>Journal Entry Report - Capital - Statewide (RK317)</b>	SS/SR
This report is similar to the regular RK317, but for Capital budget codes.	
<b>Change in Budgeted Receipts (RK323)</b>	SS
This report lists approved budget revisions that had a change in receipts at the budget code level and shows a running balance for both years of the current biennium.	
<b>Certified and Authorized Budget Report (RK325)</b>	SS
IBIS is the system of record for the budget. This report shows the authorized and certified budgeted dollars and FTE as maintained in IBIS, and it can be used to verify that the budgeted dollars were transferred to NCAS properly. There is a prompt for date so that budget revisions can be selected to synchronize with the monthly BD701 for reconciliation. Approved budget revisions are updated hourly for inclusion in this report.	
<b>Certified and Authorized Budget (Cost Center) Report (RK325)</b>	SS/SR
This is similar to the RK325 report that is at the fund/account level, but this report shows the 8-character cost center as well as sub-accounts. There are two options: (1) Detail by Cost Center sorts by cost center without using the 4-digit fund (2) Detail by Fund/Cost Center sorts by fund and then shows each cost center within each fund. A cost center may have the value of spaces.	
<b>Deviation Report (RK326)</b>	SR
This report lists revisions that cause a deviation, defined as an over-expenditure that exceeds 3% of the certified budget (requirements) for each fund type as defined in G.A. 143C-1-3 (General Fund, Special Revenue Fund, Internal Service Fund, etc). Budget revisions in the submitted status are listed individually, so that OSBM can decide whether a deviation will result before the revision is approved. This version is run overnight and is available in PDF format.	
<b>Annual Salary Detail Report by Budget Revision (RK329D)</b>	SS
This report filters out lapsed salary and one-time salary budget revisions. It is intended to show the budget line item salary amounts that are posted to the BD701 and compare the annual salary amount for the same fund/account. The annual salary amount is entered in the position section of a budget revision and posts to salary control.	

<b>Lapsed Salary Report (RK341)</b>	SS/SR
This report lists revisions that are marked as “lapsed salary” on the budget revision form. The report is used to analyze the use of lapsed salaries across funds and accounts.	
<b>Overrealized Receipts by Quarter (RK346)</b>	SR
This report shows over-realized receipts by listing each revision and fund/account that budgets overrealized receipts. It is generated at the end of a quarter and used for reporting to the General Assembly.	
<b>Over-expenditure Report (RK349)</b>	SR
This report shows over-expenditures by listing each fund with a net increase of requirements or receipts. It is generated at the end of a quarter and used for reporting to the General Assembly.	
<b>List of approved allotments (RK456)</b>	SS/SR
This report lists all approved individual allotments that have been sent to OSC and the Department of State Treasurer. There is a prompt for date range to list allotments for a particular range of time. Both capital and operating allotments are listed.	
<b>Summary of Allotment dollars by month / budget code (RK457)</b>	SR
This report lists all budget codes that are allotted funds (operating and capital) and tracks allotments by month and quarter. The report also shows the current authorized budget to help track the percent allotted throughout the year. The report is generated each night in Excel format and the latest version can be downloaded from the System-Run Folder in IBIS.	
<b>IBIS-NCAS Exception (Daily Dollar) Report</b>	
This report compares the NCAS authorized and certified budget dollars with the IBIS authorized/certified	
1. DPI and Community Colleges enter the account 439200 as a receipt on budget revisions so that they can have separate fund balance on each fund. All other agencies do not enter the fund balance as an account; the change if fund balance is calculated based on the difference between requirement accounts and receipt accounts. All the 439200 show as exceptions on this report.	
2. Federal Funds (Budget codes 3xxxx) are not usually budgeted in IBIS, so they all show as exceptions.	
3. Some agencies make minor budget adjustments directly into the NCAS Budget Module so they can use the Funds Checking feature of NCAS without waiting overnight for updates from IBIS. These adjustments should be only those allowed with an internal budget revision.	
4. This report shows mis-matches at the fund/account level. If there are mis-matches at the cost center level the fund/account shows on this report with zero dollars.	
5. Any other mis-matches are usually a result of some system problem and will have to be corrected by the IBIS technical team.	
<b>Salary Control Summary - Salary Reserve</b>	SS
This report shows the total authorized IBIS budget, the IBIS FTE, the BEACON salary obligations, and the BEACON FTE for all funds and salary accounts within a budget code. These are the same totals that are shown in the IBIS Salary Control Function, but are listed in one report rather than separate reports for each fund/account. These totals are updated each evening using approved IBIS budget revisions and the BEACON B0149 report.	
<b>Repeat Budget Revision List Report (RK315)</b>	
This report lists repeat budget revisions and includes columns for the biennium, BRU code, BRU title, budget code, revision # for current year, status of revision, and revision # for previous year.	

## Budget Development Reports

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<b>Budget Actions by the General Assembly (BI238)</b>	SS
<b>Reconciliation Report</b>	SS/SR
This is an attachment for Worksheet I and shows the same dollars and FTE as Worksheet I columns for certified and authorized budget, but the detail is sorted by budget revision reference number. It is presented at the budget code level, and all salary accounts are presented at the fund/account level. This report explains which budget revisions are included in the base budget.	

**Reconciliation Report - Transfers/Receipts (RK333B)** SS/SR

This report lists budget revisions with accounts that transfer money between agencies. This is used to verify that both budget revisions are included in the Base Budget or that both are not included. This report is run statewide to be reviewed by OSBM before the Base Budget is finalized.

**Fund Purpose Statement Report** SS

This report shows the budget code, fund code and the fund purpose statement for all budgeted codes. It is used mainly for editorial purposes.

**Worksheet I** SS/SR

This report is used to show columns for actual, budgeted and recommended dollars and FTE. This is the line item detail for the Base Budget (previously known as the Continuation Budget), and supports the Governor’s Recommended Budget presented to the General Assembly during the long session. This report has options which allow the report to include base budget adjustments which have not been approved by OSBM, and which have not been submitted to OSBM. The data is refreshed each hour so that new forms can be reviewed in the report during the day. During the budget development period, a statewide copy will be burst by BRU and will be available as a Report Version each evening.

**Worksheet I - Detail by Cost Center** SS/SR

This report is similar to the regular Worksheet I report except that it shows all cost centers and subaccounts that are available in IBIS. This allows review of what distribution of dollars will ultimately be sent to NCAS.

**Detail Transactions for Worksheet I (Dollars) (BI09)**

**Worksheet II**

Worksheet II reports list and summarize requests for changes to the Certified Budget that are developed and submitted by Departments and Agencies during the budget development cycle. Versions differ between the long and short session reports. SS

Worksheet II List Report (BRU level)

Worksheet II List Report (Dept level)

These two reports show the Budget code, Request Title, Priority, worksheet type, request type, requirements, receipts, and appropriation, recurring/non-recurring flag and FTE changes for requests submitted to OSBM from Agencies and Departments. There are multiple parts to each report - a full summary of all submitted requests, a summary of decrease requests, a summary of increase requests, a list of decreases by type, and a list of increases by type.

IT Request List Report

This report shows all Worksheet II requests that include an IT component.

**Worksheet III**

Agency Summary of Capital Requests

BRU Summary of Capital Requests

These two reports summarize the Capital requests submitted, showing BRU priority, Project Title, Status, and Requirements, Receipts and Appropriation project totals for a BRU or Agency. Each report breaks up requests into GF Capital, GF R&R, Non-GF Capital, and Non-GF R&R.

Capital Improvements Plan (4 parts)

This report shows the Capital requests submitted, showing BRU priority, Project Title, and Requirements, Receipts and Appropriation for each year of the request. Each report breaks up requests into GF Capital, GF R&R, Non-GF Capital, and Non-GF R&R.

## System/Maintenance Reports

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### **Budget Codes, with titles and related information (RK221)**

SS/SR

This report lists all the budget codes with titles and various attributes. One important category is the budgeted flag which controls how the Governor's Recommended Budget is printed. This category can have one of three values: fully included in the Governor's Budget, included only in the line item document, or not included at all. This same category controls the budget codes which have a BD307 which is sent to NCAS for the BD701 accounting reports. The budget codes are grouped within the Volume (Legislative Committee) and Budget Reporting Unit.

### **Fund Code Report**

SS

This report lists all the fund codes for a BRU, including the short and long titles of the fund code, associated cost centers, NCAS Company and the date of origin and expiration date for the cost centers. The active funds show an expiration date of 12/31/9999.

### **Budget Revision to NCAS Invalid List Report**

SS/SR

This report can be run during the day to check budget revisions against the NCAS validation file. All fund/accounts on all budget revisions (approved or not) that do not match an active NCAS validation record are displayed in the report. The NCAS validation file is imported into IBIS each evening, so it is not real time. This allows agencies to enter validations into NCAS before the budget revisions are sent through the NCAS interface in the evening. NCAS accounts are sometimes marked as inactive and would show on this report until the NCAS accounts are changed to active.

SS = Self Service Folder

SR = System Run Folder

SS/SR = Both Folders

*For System-Run Reports, use the Output Version icon on right side of the screen.*