

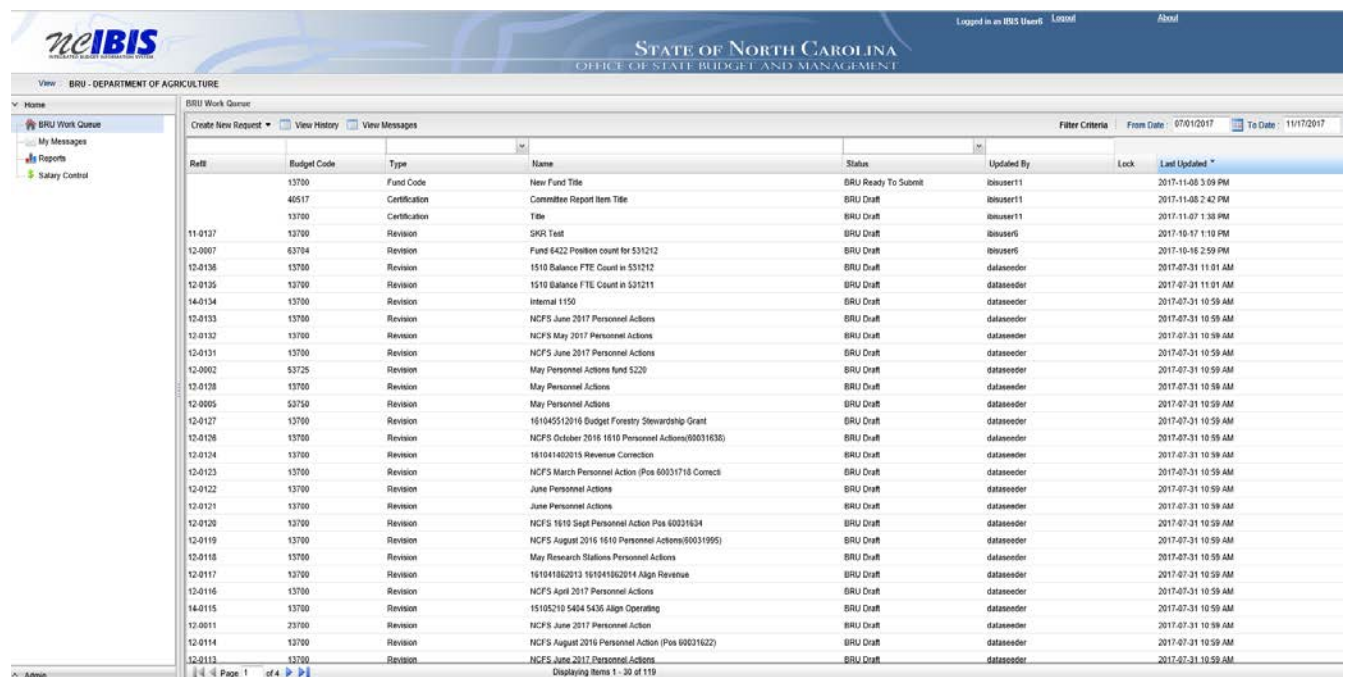
INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)
USER GUIDE
ALLOTMENT - OPERATING

PREFACE

This training guide describes how to use IBIS to complete an allotment operating form. For policy guidance regarding allotments, please consult the [State Budget Manual](#).

ALLOTMENT – OPERATING

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



Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated *
	13700	Fund Code	New Fund Title	BRU Ready To Submit	ibouser11		2017-11-08 3:59 PM
	40517	Certification	Committee Report Item Title	BRU Draft	ibouser11		2017-11-08 2:42 PM
	13700	Certification	Title	BRU Draft	ibouser11		2017-11-07 1:30 PM
11-0137	13700	Revision	SKR Test	BRU Draft	ibouser6		2017-10-17 1:10 PM
12-0007	63704	Revision	Fund 6422 Position count for 531212	BRU Draft	ibouser6		2017-10-16 2:59 PM
12-0138	13700	Revision	1510 Balance FTE Count in 531212	BRU Draft	dataseeder		2017-07-31 11:01 AM
12-0135	13700	Revision	1510 Balance FTE Count in 531211	BRU Draft	dataseeder		2017-07-31 11:01 AM
14-0134	13700	Revision	Internal 1150	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0133	13700	Revision	NCF's June 2017 Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0132	13700	Revision	NCF's May 2017 Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0131	13700	Revision	NCF's June 2017 Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0002	53725	Revision	May Personnel Actions Fund 5220	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0128	13700	Revision	May Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0005	52750	Revision	May Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0127	13700	Revision	161045512016 Budget Forestry Stewardship Grant	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0126	13700	Revision	NCF's October 2016 1610 Personnel Actions(0001630)	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0124	13700	Revision	181041402015 Revenue Correction	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0123	13700	Revision	NCF's March Personnel Action (Pos 60031718 Correct)	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0122	13700	Revision	June Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0121	13700	Revision	June Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0120	13700	Revision	NCF's 1610 Sept Personnel Action Pos 60021634	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0119	13700	Revision	NCF's August 2016 1610 Personnel Actions(0001995)	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0118	13700	Revision	May Research Stations Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0117	13700	Revision	161041862013 161041862014 Align Revenue	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0116	13700	Revision	NCF's April 2017 Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
14-0115	13700	Revision	15105210 5404 5436 Align Operating	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0011	23700	Revision	NCF's June 2017 Personnel Action	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0113	13700	Revision	NCF's August 2016 Personnel Action (Pos 60031622)	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0112	13700	Revision	NCF's June 2017 Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM

Find the View field in the upper left corner. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, those you have access to will appear in a drop-down list in this field for you to select from. In the example below, the user is logged in as the Department of Agriculture and Consumer Services.

BRU Work Queue

Create New Request | View History | View Messages

Filter Criteria From Date: 07/01/2017 To Date: 11/17/2017

Req#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
	13700	Fund Code	New Fund Title	BRU Ready To Submit	ibuser11		2017-11-08 3:09 PM
	40517	Certification	Committee Report Item Title	BRU Draft	ibuser11		2017-11-08 2:42 PM
	13700	Certification	Title	BRU Draft	ibuser11		2017-11-07 1:38 PM
11-0137	13700	Revision	SKR Test	BRU Draft	ibuser6		2017-10-17 1:10 PM
12-0007	63704	Revision	Fund 6422 Position count for 531212	BRU Draft	ibuser6		2017-10-16 2:59 PM
12-0138	13700	Revision	1510 Balance FTE Count in 531212	BRU Draft	datascedor		2017-07-31 11:01 AM
12-0135	13700	Revision	1510 Balance FTE Count in 531211	BRU Draft	datascedor		2017-07-31 11:01 AM
14-0124	13700	Revision	Internal 1150	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0133	13700	Revision	NCF5 June 2017 Personnel Actions	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0132	13700	Revision	NCF5 May 2017 Personnel Actions	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0131	13700	Revision	NCF5 June 2017 Personnel Actions	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0022	53725	Revision	May Personnel Actions fund 5220	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0128	13700	Revision	May Personnel Actions	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0005	53750	Revision	May Personnel Actions	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0127	13700	Revision	181045512016 Budget Forestry Stewardship Grant	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0126	13700	Revision	NCF5 October 2016 1810 Personnel Actions(90031630)	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0124	13700	Revision	181041402015 Revenue Correction	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0123	13700	Revision	NCF5 March Personnel Action (Pos 6023718 Correct)	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0122	13700	Revision	June Personnel Actions	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0121	13700	Revision	June Personnel Actions	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0120	13700	Revision	NCF5 1818 Sept Personnel Action Pos 6031634	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0119	13700	Revision	NCF5 August 2016 1810 Personnel Actions(60231995)	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0118	13700	Revision	May Research Station Personnel Actions	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0117	13700	Revision	161041802013 161041802014 Algs Revenue	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0116	13700	Revision	NCF5 April 2017 Personnel Actions	BRU Draft	datascedor		2017-07-31 10:59 AM
14-0116	13700	Revision	15108210 5404 5436 Algs Operating	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0011	23700	Revision	NCF5 June 2017 Personnel Action	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0114	13700	Revision	NCF5 August 2016 Personnel Action (Pos 60031622)	BRU Draft	datascedor		2017-07-31 10:59 AM
12-0113	13700	Revision	NCF5 June 2017 Personnel Actions	BRU Draft	datascedor		2017-07-31 10:59 AM

Page 1 of 4

Click on the Create New Request dropdown list in the middle of the screen.

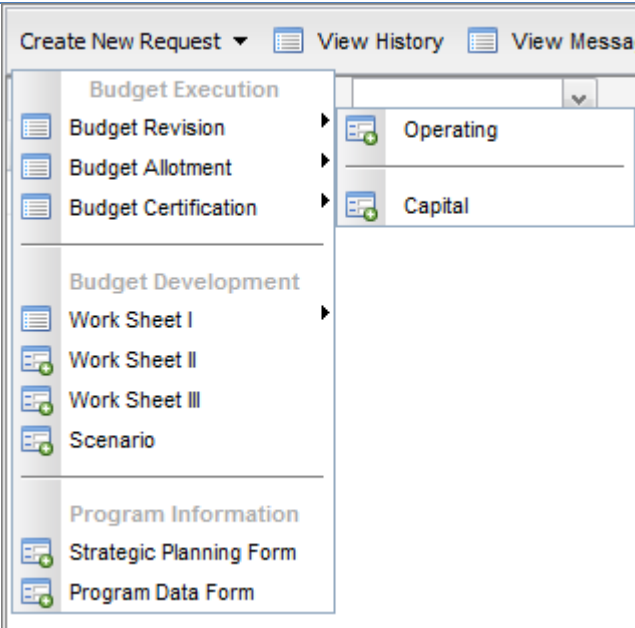
BRU Work Queue

Create New Request | View History | View Messages

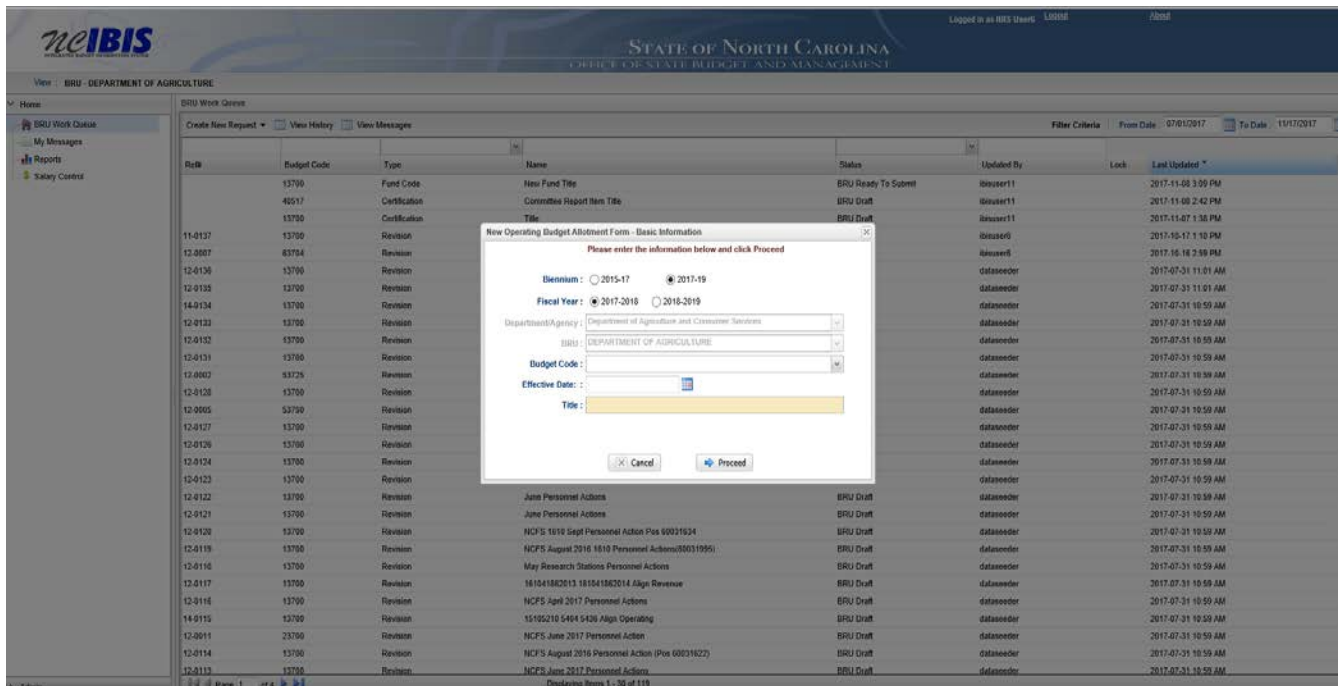
Filter Criteria From Date: 07/01/2017 To Date: 11/17/2017

Req#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
	13700	Fund Code	New Fund Title	BRU Ready To Submit	ibuser11		2017-11-08 3:09 PM

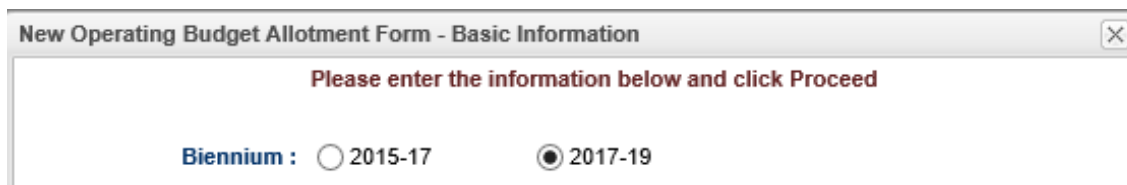
When you click on 'Create New Request', the drop-down will display the following:



Click on the Budget Allotment – Operating option on the menu. You will see a New Operating Budget Allotment Form – Basic Information window.



The first field allows you to select the Biennium for the allotment request. Click on the radio button next to the appropriate biennium. Only one biennium may be selected at a time.

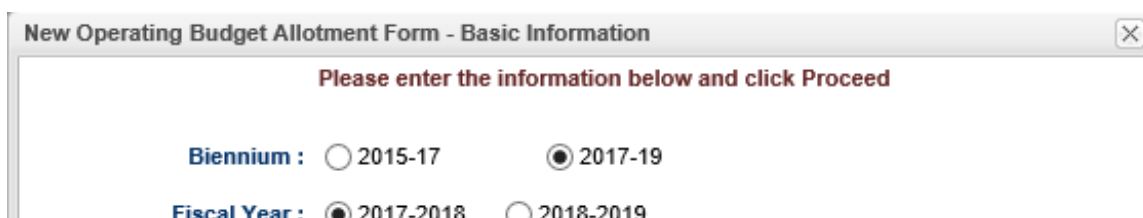


New Operating Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Biennium : 2015-17 2017-19

The next field allows you to select the Fiscal Year for the allotment request. Only one Fiscal Year may be selected at a time.



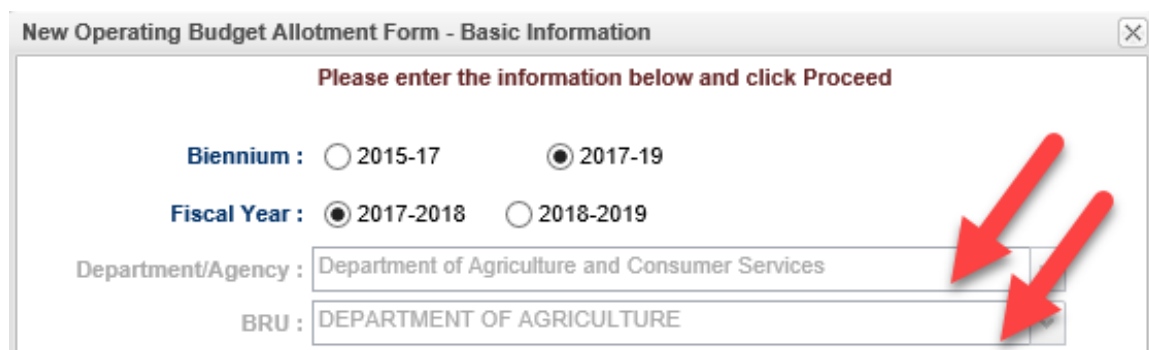
New Operating Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Biennium : 2015-17 2017-19

Fiscal Year : 2017-2018 2018-2019

Note the next two fields labeled Department/Agency and BRU.



New Operating Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Biennium : 2015-17 2017-19

Fiscal Year : 2017-2018 2018-2019

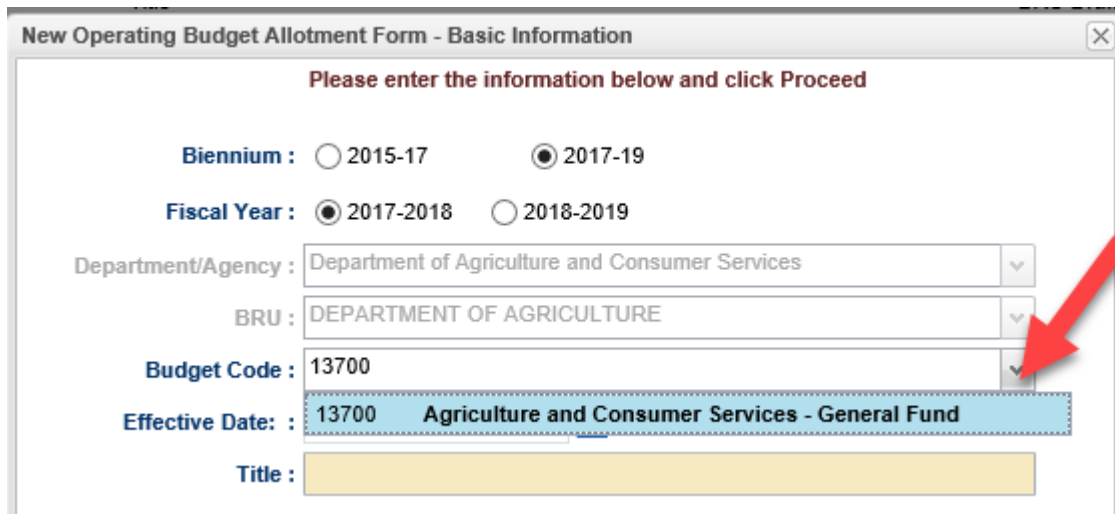
Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

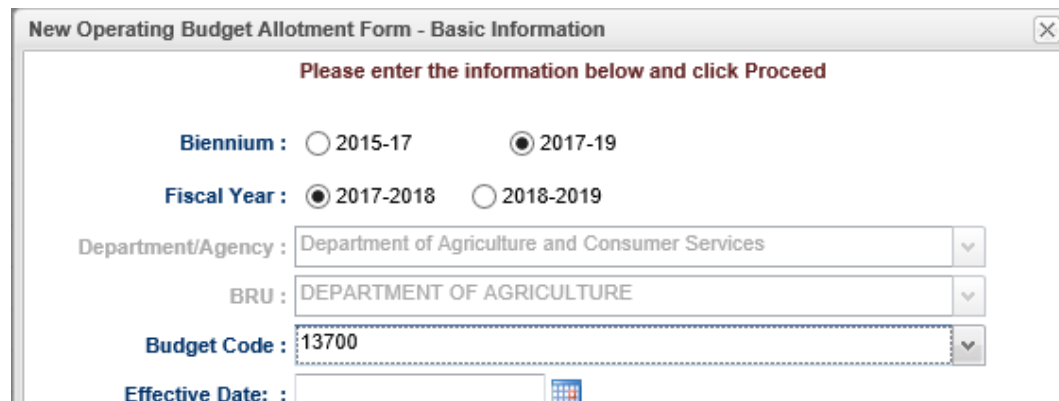
Two red arrows point to the dropdown menus for Department/Agency and BRU.

In most cases, you only have access to your department/agency, so it will default to your Department/Agency. If you have access to multiple departments and/or agencies, those you have access to will appear in the drop-down for you to select from.

Click on the dropdown arrow for the Budget Code field. You will see a list of valid Budget Codes for the selected Department/Agency and BRU.



Use the pointer to select the appropriate Budget Code from the list. You will see that the field is populated with the Budget Code selected and the Budget Code list disappears as shown below.



In the Effective Date field, you may type in the effective date for the allotment being created (format: MM/DD/YYYY) or you may select the date by clicking on the small calendar icon next to the field.

New Operating Budget Allotment Form - Basic Information

Please enter the information below and click Proceed


Biennium : 2015-17 2017-19

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 13700

Effective Date : 

Title :

Once the calendar icon is clicked, the following will show.

New Operating Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Biennium : 2015-17 2017-19

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 13700

Effective Date :

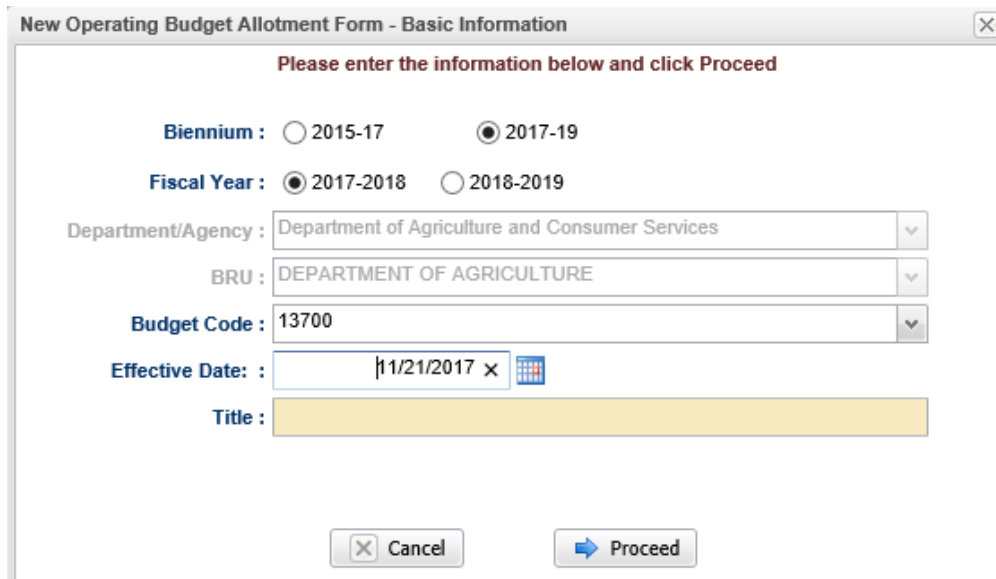
Title :

Nov 2017

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Today Cancel

Once entered or selected, the date appears in the field as entered.



New Operating Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Biennium : 2015-17 2017-19

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

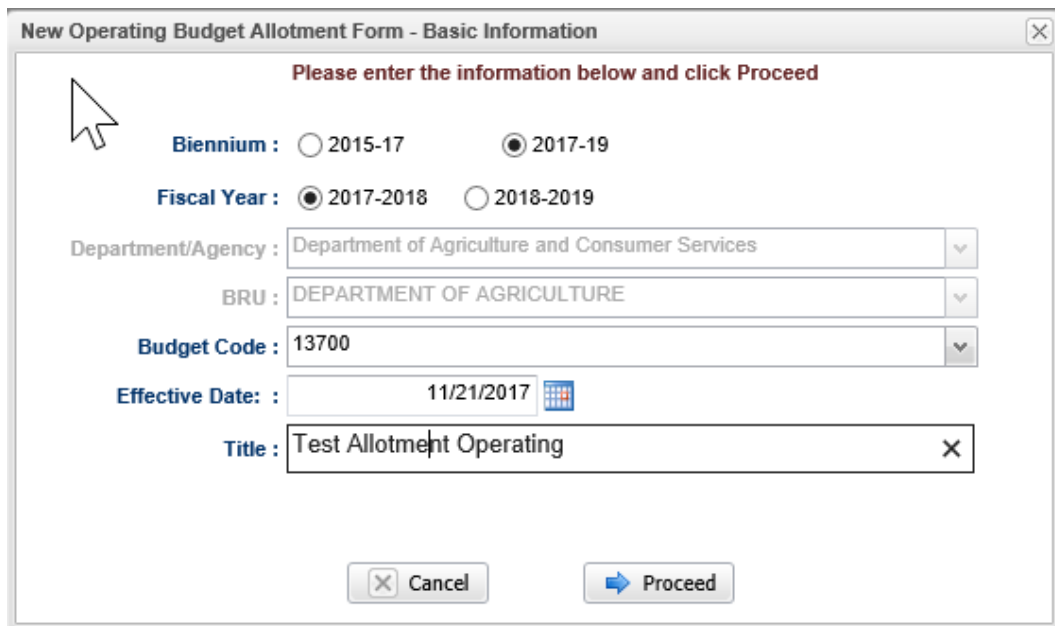
Budget Code : 13700

Effective Date : 11/21/2017

Title :

Cancel Proceed

Title field is a free form entry field. Enter a unique and identifying title for the allotment you are creating.



New Operating Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Biennium : 2015-17 2017-19

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

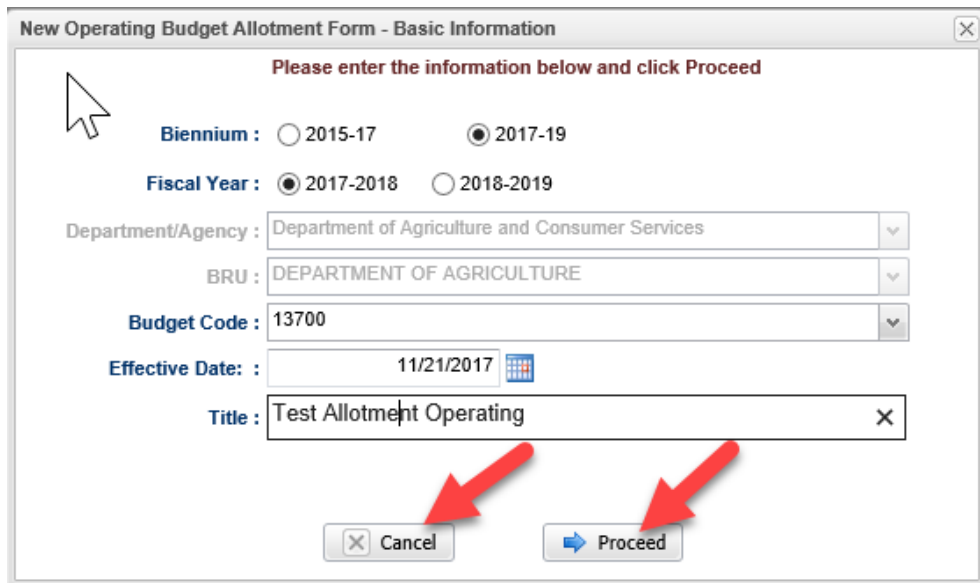
Budget Code : 13700

Effective Date : 11/21/2017

Title : Test Allotment Operating

Cancel Proceed

The final action to take on the New Operating Budget Allotment Form – Basic Information window is to click on the Cancel or Proceed button.



New Operating Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Biennium : 2015-17 2017-19

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 13700

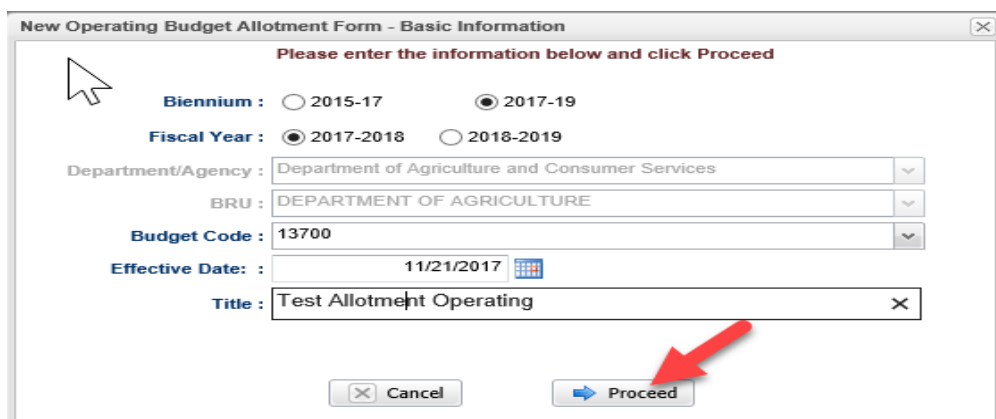
Effective Date : 11/21/2017

Title : Test Allotment Operating

Cancel Proceed

If you click on the Cancel button, the window closes, nothing is saved, and you return to the BRU Work Queue.

If instead of canceling in the prior step, you are satisfied with your entries and want to continue on, click on the Proceed button.



New Operating Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Biennium : 2015-17 2017-19

Fiscal Year : 2017-2018 2018-2019

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

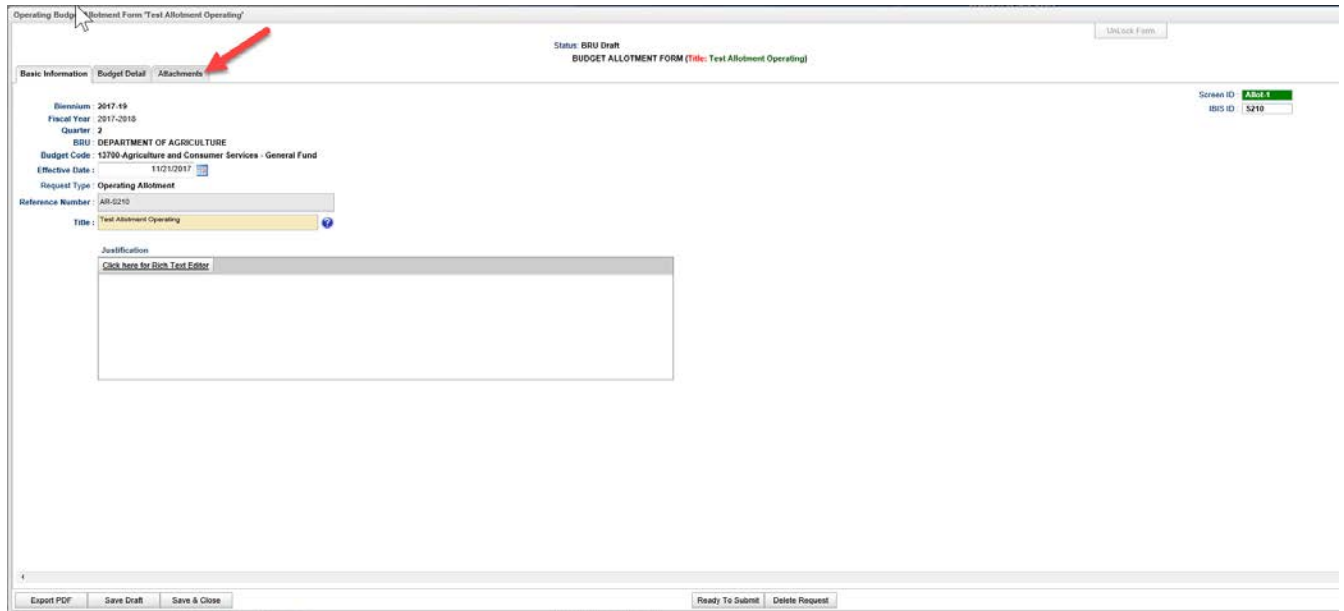
Budget Code : 13700

Effective Date : 11/21/2017

Title : Test Allotment Operating

Cancel Proceed

After clicking proceed, you will see an allotment form open. Note: The form's three tabs (Basic Information, Budget Detail, and Attachments) will appear in the upper left corner of the screen.



Operating Budget Allotment Form "Test Allotment Operating"

Status: BRU Draft Unlock Form

Basic Information **Budget Detail** Attachments

Biennium: 2017-18
Fiscal Year: 2017-2018
Quarter: 2
BRU: DEPARTMENT OF AGRICULTURE
Budget Code: 12700 Agriculture and Consumer Services - General Fund
Effective Date: 11/01/2017
Request Type: Operating Allotment
Reference Number: AR-0210
Title: Test Allotment Operating

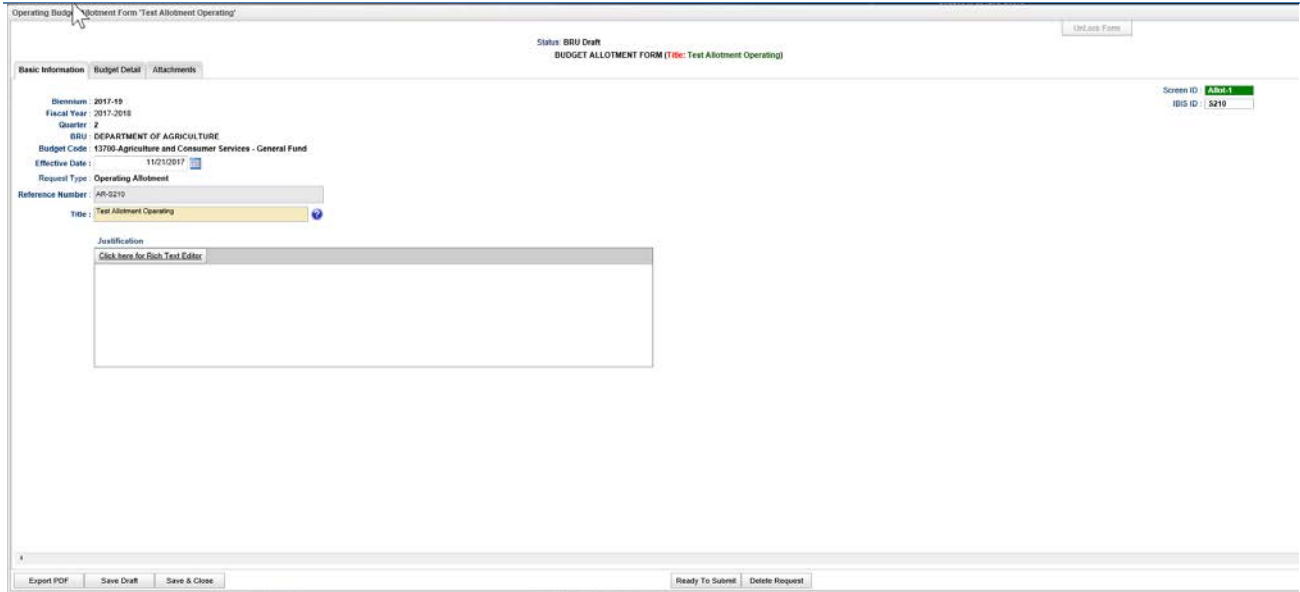
Justification
Click here for Rich Text Editor

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

This user guide will only address the first two tabs. The Attachments tab is used throughout IBIS and it will be addressed in a different user guide that can be found [here](#).

Basic Information

The Basic Information screen comes to the forefront. It is the default position when creating a new or opening an existing form.



Once the form is opened, verify the information displayed in the following fields – all but Committee Report Item Number, Committee Report Item Title, Adjustment Recurrence and Budget Adjustment Type are non-editable:

Biennium: The form will show the Biennium selected in the initiation window

Fiscal Year: The form will show the Fiscal Year selected in the initiation window

Quarter: The form will show the quarter of the fiscal year based on the selected effective date

BRU: The Department/Agency that is associated with your IBIS ID and selected in the initiation window

Budget Code: The Budget Code selected in the initiation window

Effective Date: The date you entered in the initiation window

Request Type: Indicates that this is an Operating Allotment (as opposed to a Capital Allotment)

Reference Number: Displays a system generated reference number unique to this allotment request

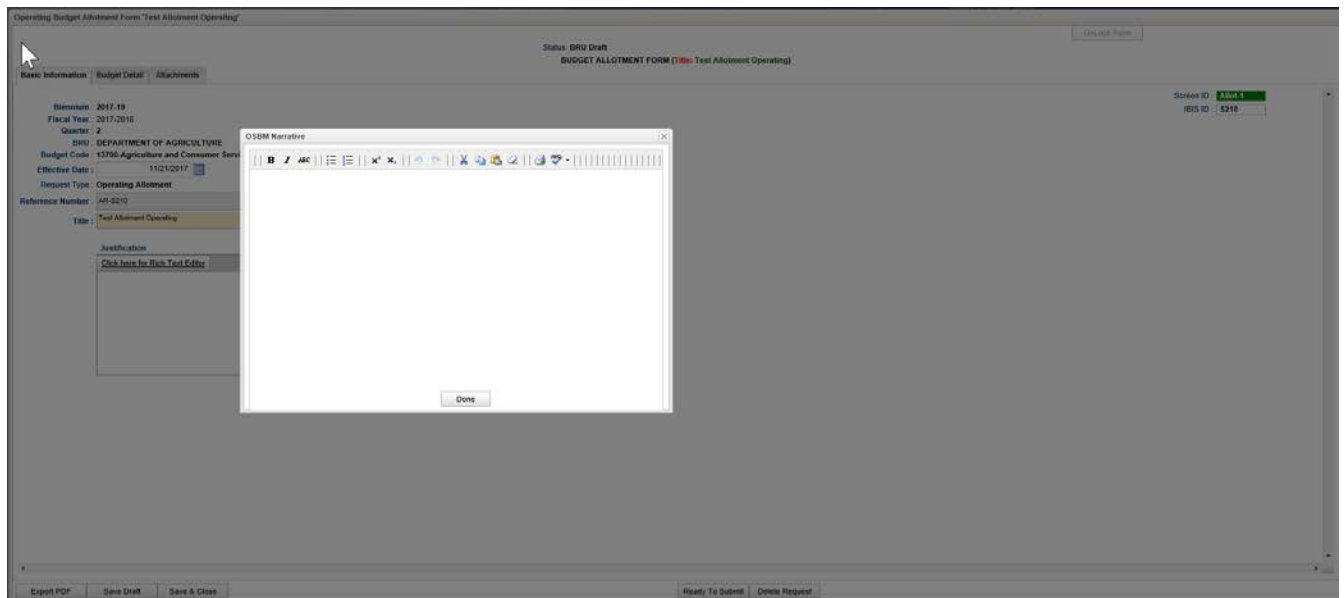
Title: Displays the title you entered in the initiation window

Click in the Justification field to enter text or you may click on the underscored link to the Rich Text Editor, where it says “Click here for Rich Text Editor.”

Justification

[Click here for Rich Text Editor](#)

If you click on the underscored link for Rich Text Editor, a window will come up as shown below where you enter a justification. Advantages to entering a justification in the Rich Text Editor field is that you can apply a spell checker plus formatting options.



Enter the appropriate information in the Justification field and click on the Budget Detail tab at the top of the form to continue filling out the form.

Operating Budget Allotment Form 'Test Allotment Operating'

Unlock Form

Status: BRU Draft
BUDGET ALLOTMENT FORM (Title: Test Allotment Operating)

Basic Information Budget Detail Attachments

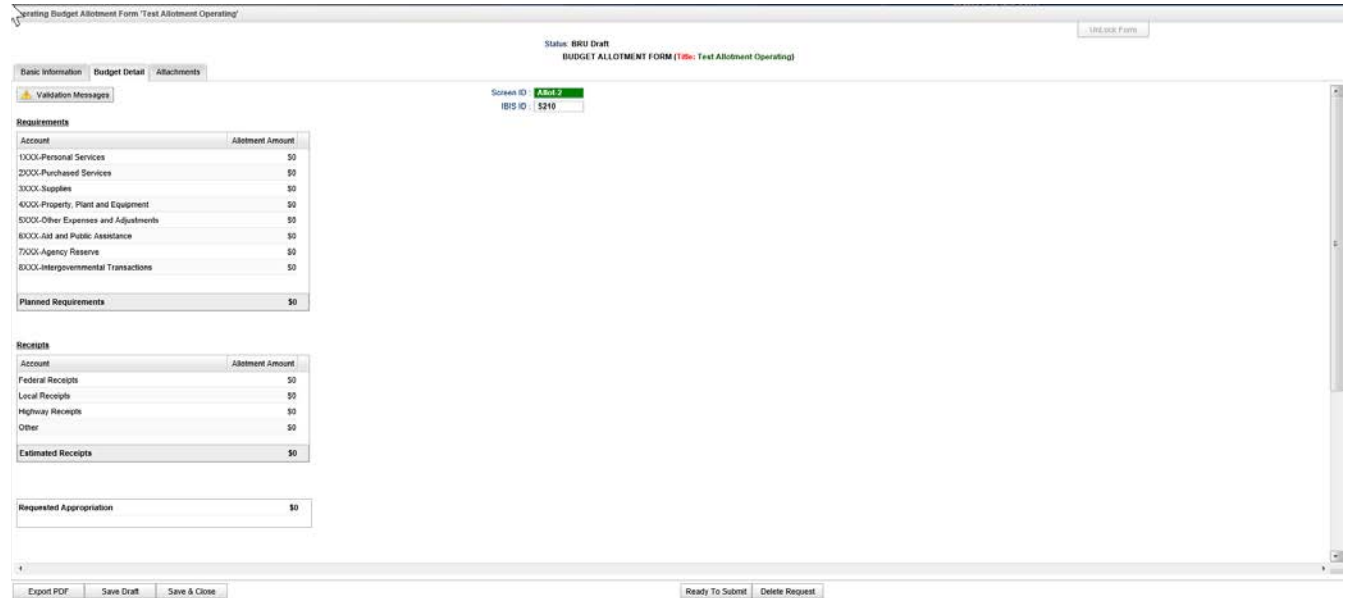
Biennium: 2017-19
Fiscal Year: 2017-2018
Quarter: 2
BRO: DEPARTMENT OF AGRICULTURE
Budget Code: 13700 Agriculture and Consumer Services - General Fund
Effective Date: 11/21/2017
Request Type: Operating Allotment
Reference Number: AR-8210
Title: Test Allotment Operating

Screen ID: Allot-1
IBIS ID: 5210

Justification
[Click here for Rich Text Editor](#)

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

After clicking the tab, the Budget Detail tab will appear as shown below.



The Budget Detail tab displays five sections: Requirements, Receipts, Requested Appropriation, Budget Code Net Allotment Summary and Budget Code Gross Allotment Summary.

The Requirements section lists account groups and defaults to an allotment amount of \$0.

Requirements

Account	Allotment Amount
1XXX-Personal Services	\$0
2XXX-Purchased Services	\$0
3XXX-Personal Services	\$0
4XXX-Property, Plant and Equipment	\$0
5XXX-Other Expenses and Adjustments	\$0
6XXX-Aid and Public Assistance	\$0
7XXX-Agency Reserve	\$0
8XXX-Intergovernmental Transactions	\$0
Planned Requirements	\$0

To enter an allotment amount, select the category by double clicking on the dollar amount under the Allotment Amount column. The double click action will make the row blue and the Allotment Amount area on that row editable.

Requirements

Account	Allotment Amount
1XXX-Personal Services	\$0
2XXX-Purchased Services	\$0
3XXX-Supplies	<input type="text" value="0"/> x
4XXX-Property, Plant and Equipment	\$0
5XXX-Other Expenses and Adjustments	\$0
6XXX-Aid and Public Assistance	\$0
7XXX-Agency Reserve	\$0
8XXX-Intergovernmental Transactions	\$0
Planned Requirements	\$0

Enter the appropriate dollar amount for the allotment for each row. As your entries are made, the Planned Requirements row at the bottom of the section will add the lines together for a sum.

Requirements

Account	Allotment Amount
1XXX-Personal Service	\$0
2XXX-Purchased Services	\$0
3XXX-Supplies	\$50,000
4XXX-Property, Plant and Equipment	\$0
5XXX-Other Expenses and Adjustments	\$2,500
6XXX-Aid and Public Assistance	\$0
7XXX-Agency Reserve	\$0
8XXX-Intergovernmental Transactions	\$0
Planned Requirements	\$52,500

The Receipts section lists four receipt types and defaults to an allotment amount of \$0.


Receipts

Account	Allotment Amount
Federal Receipts	\$0
Local Receipts	\$0
Highway Receipts	\$0
Other	\$0
Estimated Receipts	\$0

Just as in the Requirements section, to enter an allotment amount select the category by double clicking on the dollar amount under the Allotment Amount column. The double click action will make the row blue and the Allotment Amount area on that row editable.

Receipts


Account	Allotment Amount
Federal Receipts	\$0
Local Receipts	<input type="text" value="0"/> ×
Highway Receipts	\$0
Other	\$0
Estimated Receipts	\$0



Enter the appropriate dollar amount for the allotment for each row as required. As your entries are made, the Estimated Receipts row at the bottom of the section will add the lines together for a sum.

Receipts

Account	Allotment Amount
Federal Receipts	\$0
Local Receipts	\$7,500
Highway Receipts	\$0
Other	\$0
Estimated Receipts	\$7,500



The Requested Appropriation field which appears next on the form will display the appropriation amount involved in the request. This amount reflects the sum of all requirements minus the sum of all receipts entered above. This field is not editable and only will change if the requirements or receipts entered above are changed.

Requested Appropriation	\$45,000
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The **Budget Code Net Allotment Summary** and the **Budget Code Gross Allotment Summary** tables at the bottom of the page are informational only and are not editable.

The Budget Code Gross Allotment Summary table displays the following fields:

Authorized Budget: This is the current authorized budget. This is based upon the BD307 and all approved budget revisions.

Gross Allotments: Gross allotment equals the budget code actual expenditures for all closed quarters plus approved allotments for the current quarter.

Pending Allotments: Pending allotment equal the totals for all allotments in OSBM’s work queue.

Available for Allotment: Available for allotment is the authorized budget amount minus net allotments and pending allotments.

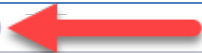
Percent Allotted: Percent allotted is the net allotments plus pending allotments divided by the authorized budget.

Budget Code Gross Allotment Summary 

	Authorized Budget	Gross Allotments	Pending Allotments	Available for Allotments	Percent Allotted
Requirements	\$175,057,512	\$47,142,444	\$0	\$127,915,068	26.93%
1XXX	\$116,706,537	\$29,000,000	\$0	\$87,706,537	24.85%
2XXX	\$18,227,720	\$7,642,444	\$0	\$10,585,276	41.93%
3XXX	\$11,862,615	\$3,000,000	\$0	\$8,862,615	25.29%
4XXX	\$7,427,087	\$3,500,000	\$0	\$3,927,087	47.12%
5XXX	\$812,614	\$600,000	\$0	\$212,614	73.84%
6XXX	\$4,288,001	\$100,000	\$0	\$4,188,001	2.33%
7XXX	\$200,762	\$300,000	\$0	(\$99,238)	149.43%
8XXX	\$15,532,176	\$3,000,000	\$0	\$12,532,176	19.31%
Receipts	\$56,087,736	\$17,400,000	\$0	\$38,687,736	31.02%
Appropriation	\$118,969,776	\$29,742,444	\$0	\$89,227,332	25.00%

A help icon is displayed next to the Budget Code Net Allotment Summary and the Budget Code Cross Allotment Summary titles and clicking on that icon will display the definitions of these fields.

Budget Code Gross Allotment Summary ?



	Authorized Budget	Gross Allotments	Pending Allotments	Available for Allotments	Percent Allotted
Requirements	\$175,057,512	\$47,142,444	\$0	\$127,915,068	26.93%
1XXX	\$116,706,537	\$29,000,000	\$0	\$87,706,537	24.85%
2XXX	\$18,227,720	\$7,642,444	\$0	\$10,585,276	41.93%
3XXX	\$11,862,615	\$3,000,000	\$0	\$8,862,615	25.29%
4XXX	\$7,427,087	\$3,500,000	\$0	\$3,927,087	47.12%
5XXX	\$812,614	\$600,000	\$0	\$212,614	73.84%
6XXX	\$4,288,001	\$100,000	\$0	\$4,188,001	2.33%
7XXX	\$200,762	\$300,000	\$0	(\$99,238)	149.43%
8XXX	\$15,532,176	\$3,000,000	\$0	\$12,532,176	19.31%
Receipts	\$56,087,736	\$17,400,000	\$0	\$38,687,736	31.02%
Appropriation	\$118,969,776	\$29,742,444	\$0	\$89,227,332	25.00%

The Budget Code Gross Allotment Summary table displays the following fields:

Authorized Budget: This is the current authorized budget. This is based upon the BD307 and all approved budget revisions.

Gross Allotments: Gross allotment equals the budget code actual expenditures for all closed quarters plus approved allotments for the current quarter.

Pending Allotments: Pending allotment equal the totals for all allotments in OSBM’s work queue.

Available for Allotment: Available for allotment is the authorized budget amount minus net allotments and pending allotments.

Percent Allotted: Percent allotted is the net allotments plus pending allotments divided by the authorized budget.

At the bottom of the Allotment 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. Usage of these buttons is standard within the IBIS application and their functionality is covered in the “Standard Form buttons” training document from on the [IBIS website](#).