INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE

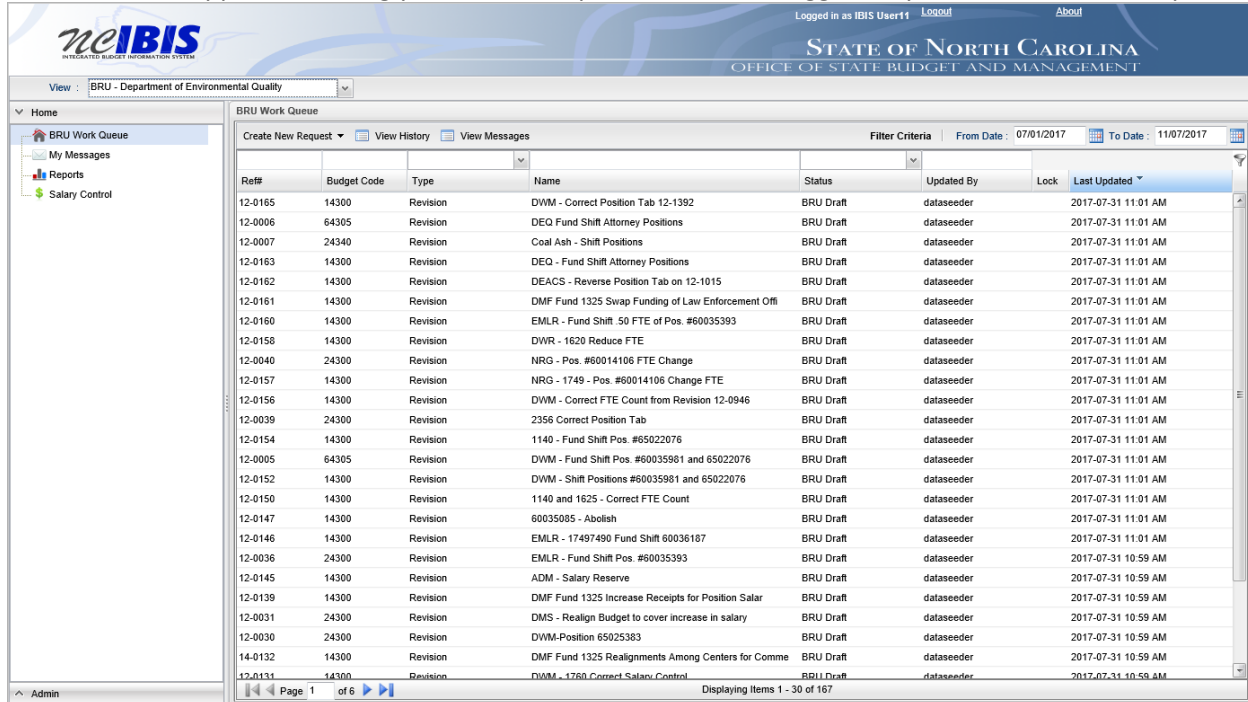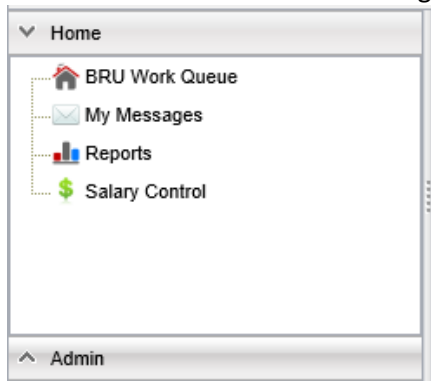## Budget Code Form

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General Navigation

Access the IBIS application using your NCID and password. Once logged in, you will see the work queue.

The left side of the screen is a navigation menu that presents the user with several options.

Click Admin the lower left corner of the screen. You will see a list with Organizational Structure Maintenance as an option to select.

Click Organizational Structure Maintenance. You will see Organizational Structure Maintenance become highlighted in the list. The right side of the screen will bring up two additional panes. A total of three panes should show on your screen: 1) the Admin list on the left; 2) Org Item with a "+" VL - in the middle (VL stands for Volume, which relates to your BRU/Agency); and 3) a pane on the right that says "Please select an organizational item from the left tree to proceed." The screen will appear as shown below.
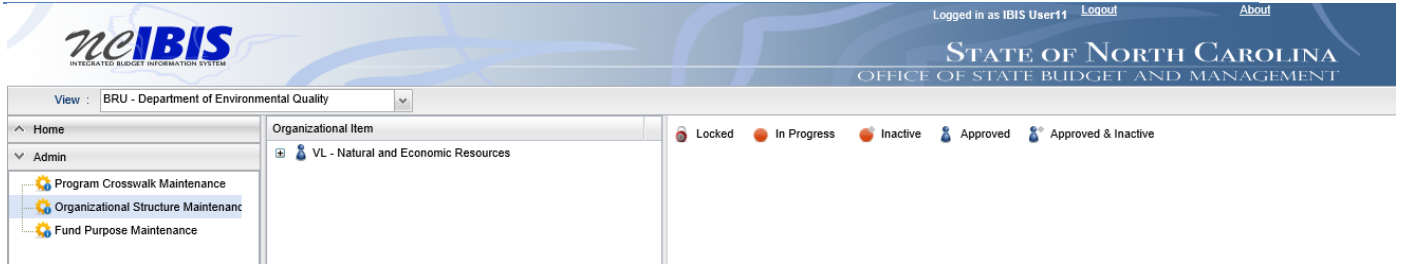
Note the different icons displayed in the right pane of the screen (as shown below).
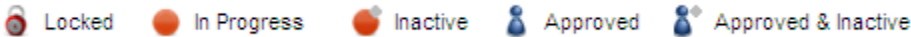
The definition for each icon is as follows:
- Locked: The code is currently being modified by a user.
- In Progress: The code is currently undergoing editing.
- Inactive: The code has an expiration date in the past and is no longer an active code.
- Approved: The code has an expiration date in the future and is currently active.
- Approved and Inactive: The code has been modified to have an expiration date in the past, was approved, and is no longer active.

These icons appear next to the volume, BRU, budget codes and fund codes to indicate the status of the object. The Organizational Item tree will display all historical codes used; however, these could be active or inactive. If a code is active, it will be available for use within IBIS. If it is inactive, then the code will not be available for use in the system. Codes can be made active or inactive in the system by editing the code. Click here to view instructions on how to edit an existing code.

To display the departments under the volume, click the plus sign "+" next to the blue icon next to the VL.
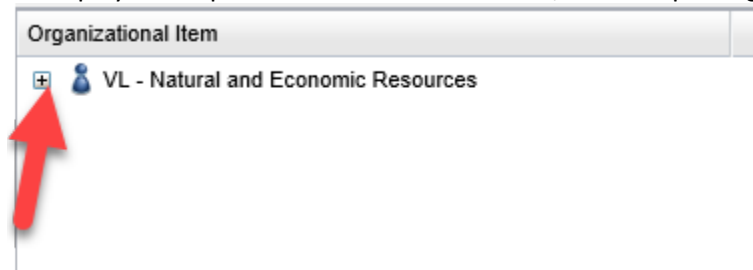
You will see another row appear that has the same blue icon with DT followed by the name of your department. (DT stands for department.)
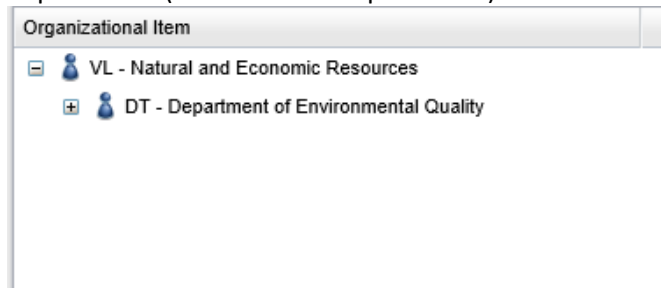
To display the BRUs of the department, click the plus sign "+" next to the blue icon next to the DT.
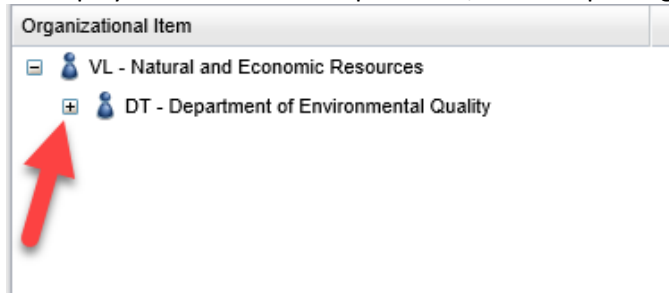
You will see another row appear that has the same blue icon with BRU following by a BRU name.
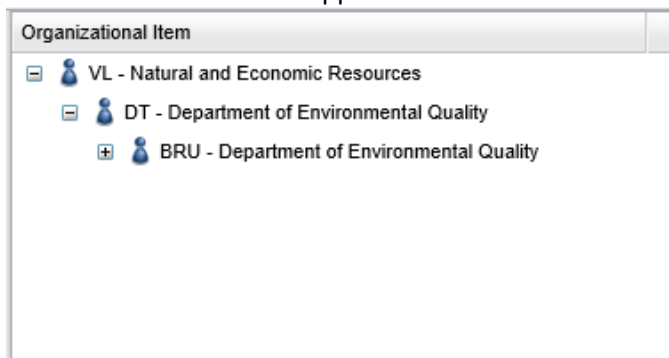
To display a list of budget codes for the BRU, click the plus sign "+" next to the blue icon next to the BRU.
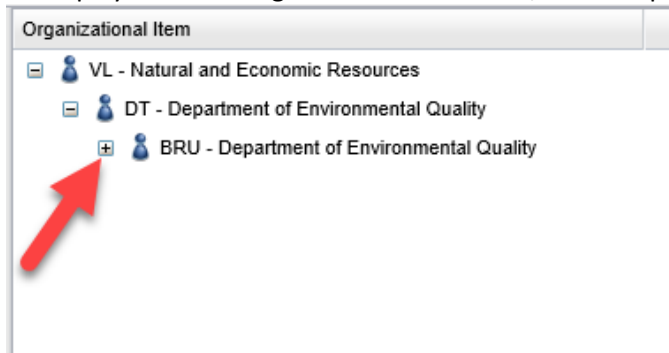
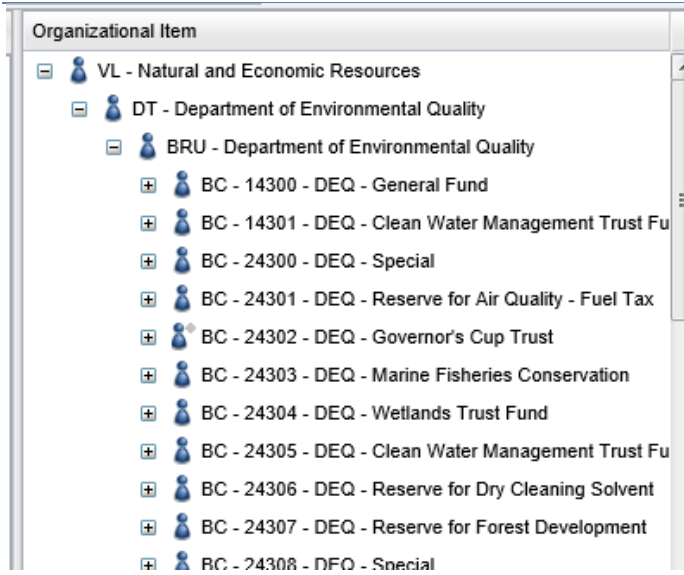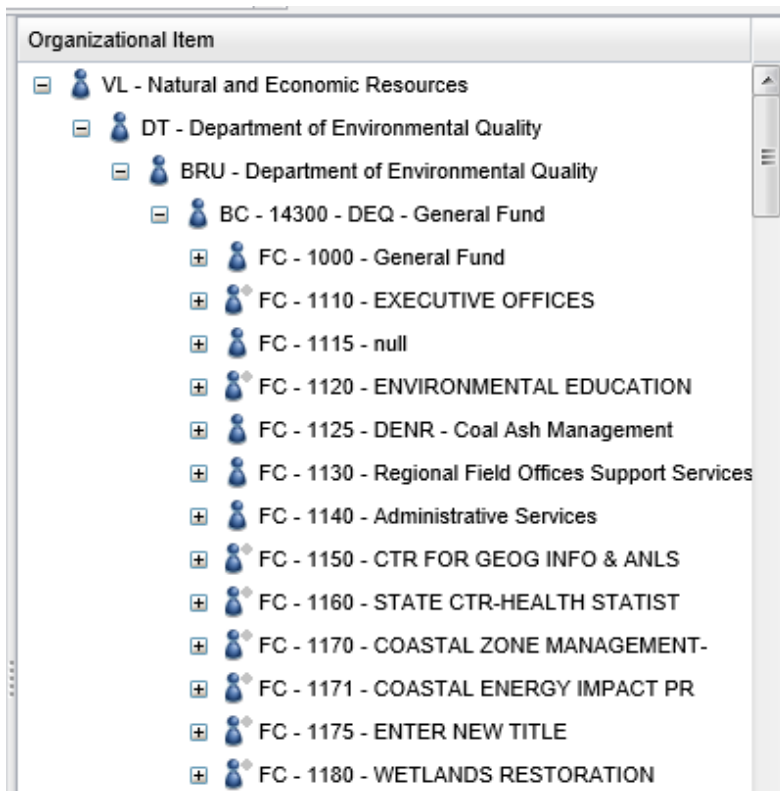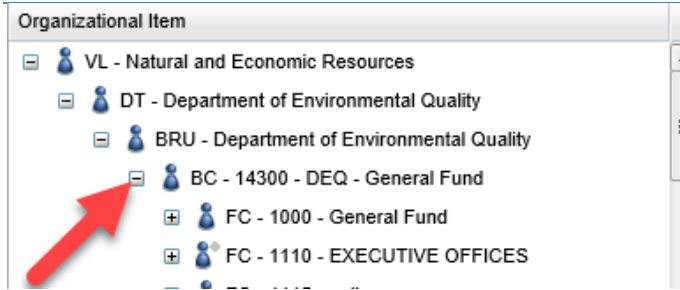You will a list of budget codes appear for the BRU. A portion of the Department of Environment and Natural Resources' budget codes are shown in the example below.

Organizational Item

- VL - Natural and Economic Resources
  - DT - Department of Environmental Quality
    - BRU - Department of Environmental Quality
      - BC - 14300 - DEQ - General Fund
      - BC - 14301 - DEQ - Clean Water Management Trust Fu
      - BC - 24300 - DEQ - Special
      - BC - 24301 - DEQ - Reserve for Air Quality - Fuel Tax
      - BC - 24302 - DEQ - Governor's Cup Trust
      - BC - 24303 - DEQ - Marine Fisheries Conservation
      - BC - 24304 - DEQ - Wetlands Trust Fund
      - BC - 24305 - DEQ - Clean Water Management Trust Fu
      - BC - 24306 - DEQ - Reserve for Dry Cleaning Solvent
      - BC - 24307 - DEQ - Reserve for Forest Development
   - BC - 24308 - DEQ - Special

To display a list of funds codes for a budget code, click the plus sign "+" for one of the budget codes. A portion of the Department of Environment and Natural Resources' fund codes for budget code 14300 are shown in the example below.

Organizational Item

- VL - Natural and Economic Resources
  - DT - Department of Environmental Quality
    - BRU - Department of Environmental Quality
      - BC - 14300 - DEQ - General Fund
        - FC - 1000 - General Fund
        - FC - 1110 - EXECUTIVE OFFICES
        - FC - 1115 - null
        - FC - 1120 - ENVIRONMENTAL EDUCATION
        - FC - 1125 - DENR - Coal Ash Management
        - FC - 1130 - Regional Field Offices Support Services
        - FC - 1140 - Administrative Services
        - FC - 1150 - CTR FOR GEOG INFO & ANLS
        - FC - 1160 - STATE CTR-HEALTH STATIST
        - FC - 1170 - COASTAL ZONE MANAGEMENT-
        - FC - 1171 - COASTAL ENERGY IMPACT PR
        - FC - 1175 - ENTER NEW TITLE
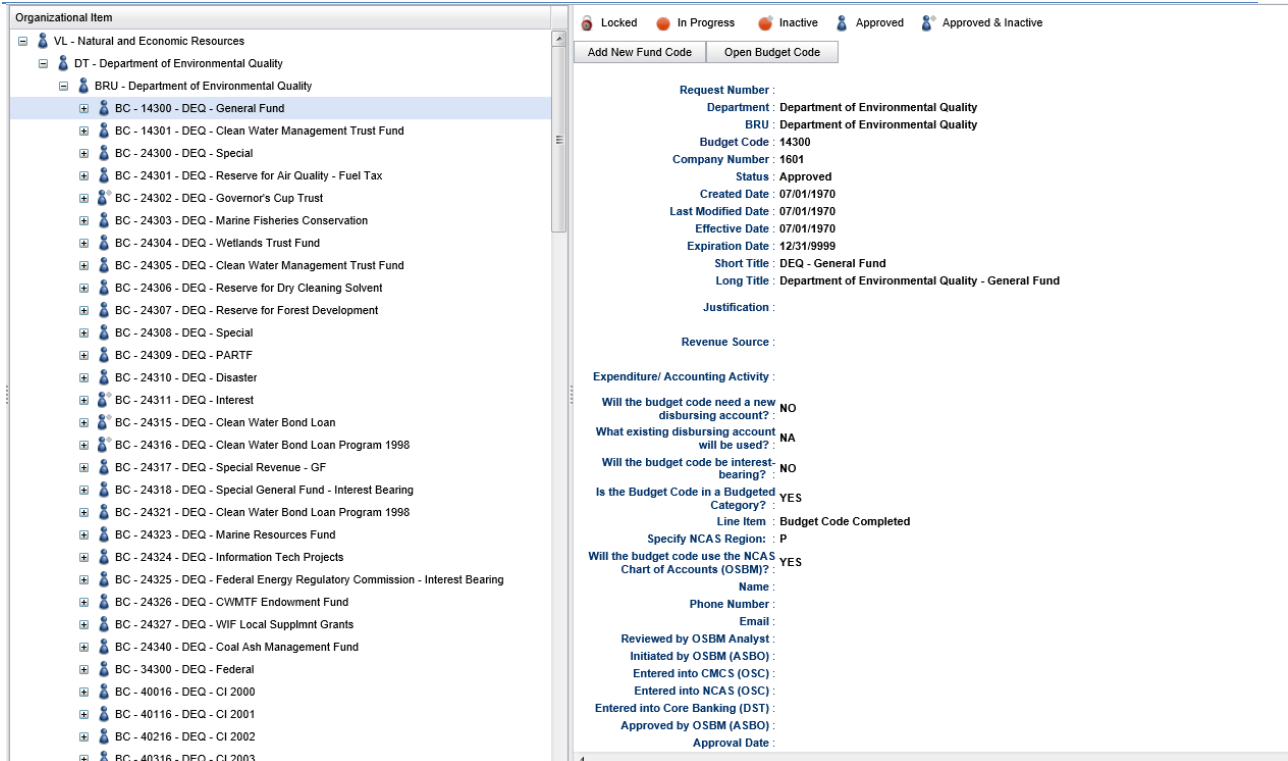   - FC - 1180 - WETLANDS RESTORATION

Click on the negative sign "-" to collapse a displayed list as shown below.

Clicking this sign will collapse the list of fund codes for the selected budget code, meaning the fund code list will be hidden and the list of budget codes will be displayed as shown below.
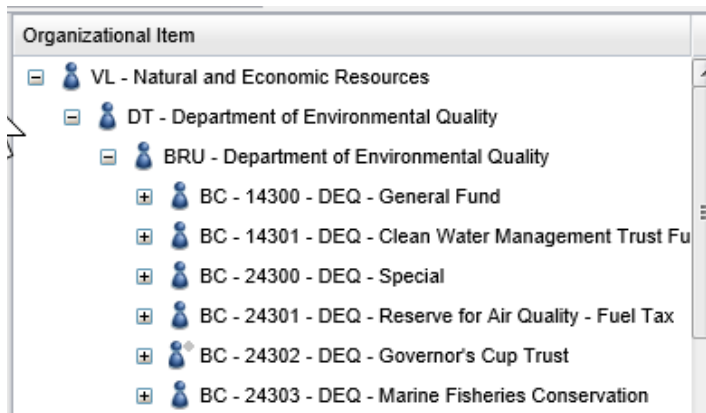
Clicking any information in a displayed list will make information display in the right pane of the screen. Information for a budget code is shown in the example below. Note that there are missing data elements because these were not recorded in the legacy system and were therefore not transferred to IBIS.
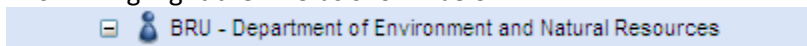
How to Create a New Budget Code

To create a new budget code, click on the BRU – text in the Organizational Structure Maintenance tree. This will highlight the BRU as shown below.

After the BRU is highlighted, the right pane will show an Add New Budget Code option as well as information about the budget code, including BRU, Created Date, Last Modified Date, BRU Code, Number of BRU Licenses, Description, Event Log, Previous OSBM Notes and Org Web Address. Most of this data will be blank because the legacy system did not maintain it.

To create a new budget code click on the Add New Budget Code button near the top of the right pane.
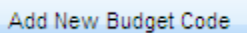
You will see a New Budget Code Form - Basic Information window appear as shown below.
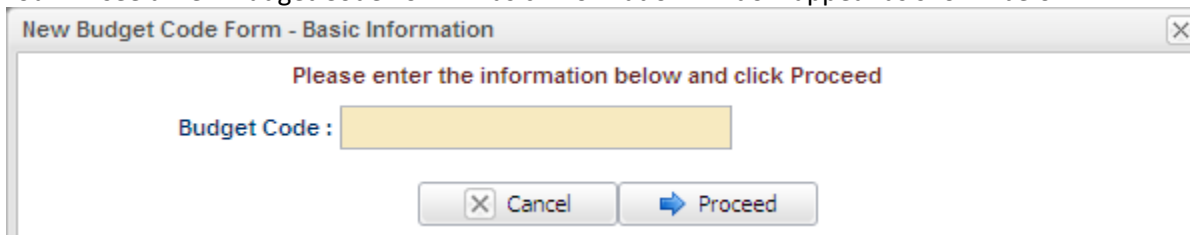
Enter the desired new Budget Code in the field. You will see the field populate with your entry.

Note: If you enter an existing budget code, you will get a notification message as shown below. You will need to click OK and enter a non-duplicative budget code to proceed.
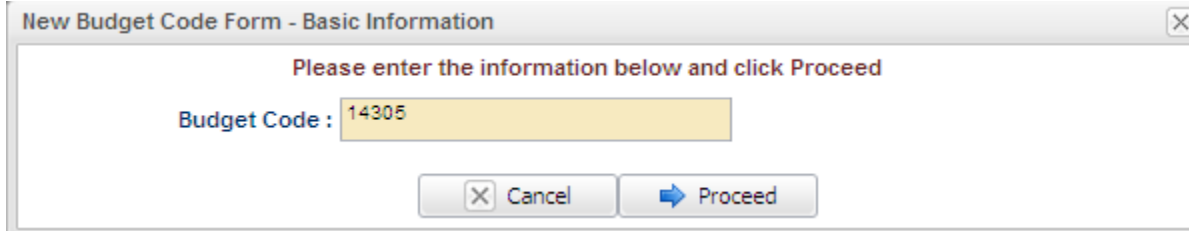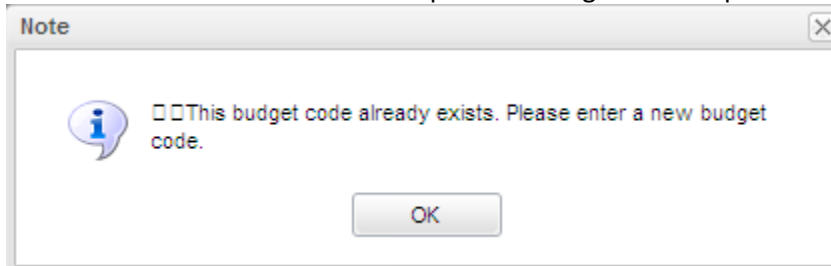

Click Proceed to continue creating a new budget code. If you do not wish to continue creating a new budget code, click Cancel and the window will close.

When continuing with a new valid budget code you will see text stating the budget code is valid in the upper right corner of the screen, the system is creating a new form, and the new form will appear as shown below.

Verify that the Department, BRU, and Budget Code information date is correct before proceeding with creating the new budget code.

Department : Department of Environmental Quality
BRU : Department of Environmental Quality
Budget Code : 14305
Company Number :
Status : BRU_Draft
Created Date : 11/07/2017
Last Modified Date : 11/07/2017
Effective Date : 11/07/2017
Expiration Date : 12/31/9999

Click in the Company Number filed to enter the Company Code for the BRU.

Company Number :

The Effective Date and Expiration Date fields like month, date and year can be entered or set by using the Calendar Icon. Set the effective date for the date the budget code will be activated. The expiration date can remain set to the default 12/31/9999 setting or may be adjusted if the budget code is expiring by a certain date.

Effective Date :   11/07/2017

Expiration Date :   12/31/9999

The short and long titles will assign a title to the new budget code. The short title will be used in most day-to-day budget documents and the long title will be used more prominently in budget publications. Click in each respective field to enter text.

Short Title :

Long Title :

The Request Number field is located in the upper right corner of the screen. This field can accommodate 8 digits.

Request Number :

Type a request number in the field not to exceed eight digits. This will be used to track the request.

Request Number : 12F0345

Entering a justification is required for a new budget code. Click in the Justification box to enter text.
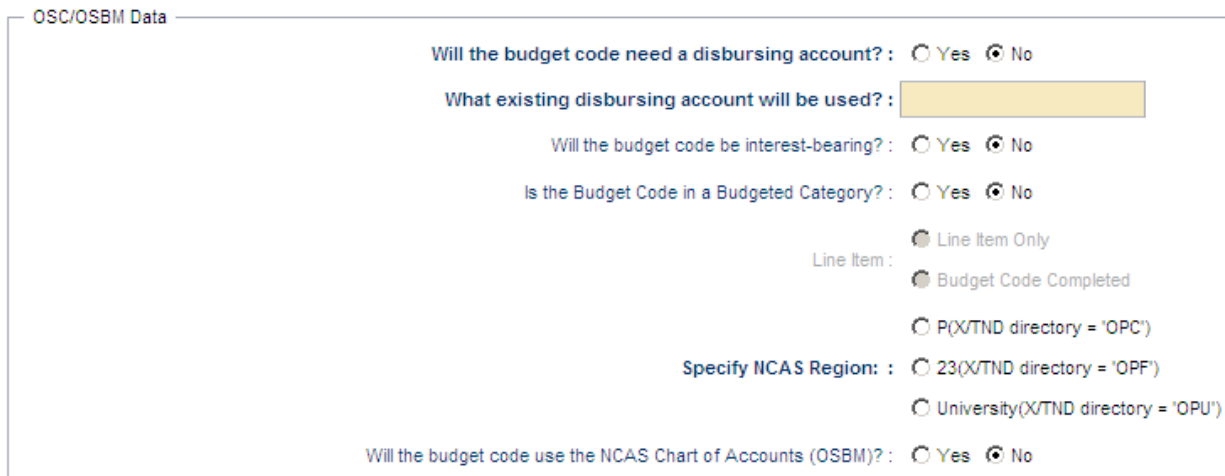
Justification :

Entering a revenue source is required for a new budget code. Click in the Revenue Source box to enter text.

Entering expenditure/account activity box is required for a new budget code. Click in the Expenditure/Accounting Activity box to enter text.

The next section is OSC/OSBM Data as shown below.

The first question asks if the budget code will need a disbursing account. The default answer is "No," which will require an answer to "What existing disbursing account will be used?" If the answer is changed to "Yes" then the "What existing disbursing account will be used?" question will be grayed out and does not need to be answered.

The next question inquires if the new budget code will be interest bearing. The answer defaults to "No" but can be changed to "Yes" if necessary.

The "Is the Budget Code in a Budgeted Category" question defaults to "No" as its answer. If the answer is changed to "Yes," a selection between "Line Item Only" versus "Budget Code Complete" will need to be made. Only one selection may be made on the form. This information is used for budget publication purposes. Selection of "Budget Code Complete" will mean that the code will be published in OSBM's budget documents.

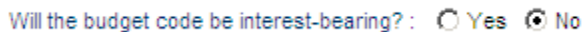Is the Budget Code in a Budgeted Category? : ○ Yes ◉ No

Line Item : ○ Line Item Only
             ○ Budget Code Completed

The next part of the section is specifying the NCAS region. Select the appropriate region based on the budget code that you are creating.

Specify NCAS Region: : ○ P(X/TND directory = 'OPC')
                        ○ 23(X/TND directory = 'OPF')
                        ○ University(X/TND directory = 'OPU')

The final question of the section inquires if the budget code will use the NCAS Chart of Accounts. The answer defaults to "No" but can be change to "Yes" if necessary by clicking on the appropriate radio button.

Will the budget code use the NCAS Chart of Accounts (OSBM)? : ○ Yes ◉ No

The final section of the form is Agency Requestor Info. Fill in the name, phone number, and email address of the agency contact person for the budget code request.

Agency Requestor Info

Name :
Phone Number :   (###) ###-####
Email :

When finished with the form, follow the standard workflow process within IBIS.

Note: If you save and close a budget code form, the request can be accessed in the work queue or from Organizational Structure Maintenance. The system distinguishes between budget codes and fund codes that are approved and those that are in progress with the following icons.

🔴 In Progress   👤 Approved

When a budget/fund code is in the process of being created or modified, it will be marked with a red "In Progress" circle as shown below.

Organizational Item
⊟ 👤 VL - Natural and Economic Resources
   ⊟ 👤 DT - Department of Environmental Quality
      ⊟ 👤 BRU - Department of Environmental Quality
         ⊞ 👤 BC - 14300 - DEQ - General Fund
         ⊞ 👤 BC - 14301 - DEQ - Clean Water Management Trust Fund
            🔴 BC - 14305 - Test Budget Code
         ⊞ 👤 BC - 24300 - DEQ - Special
         ⊞ 👤 BC - 24301 - DEQ - Reserve for Air Quality - Fuel Tax
         ⊞ 👤 BC - 24302 - DEQ - Governor's Cup Trust
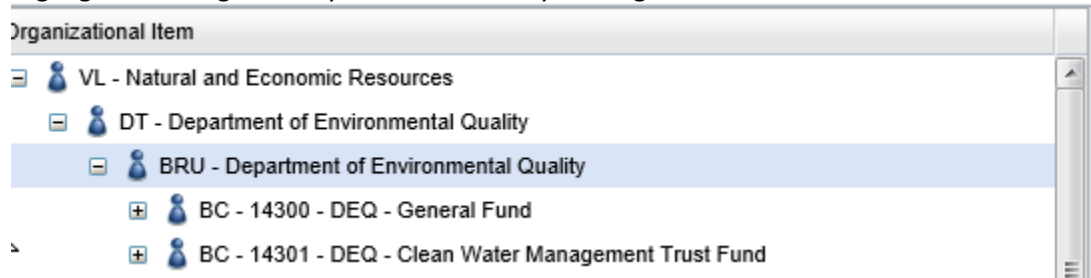
How to Edit an Existing Budget Code

To edit an existing budget code, navigate to the BRU – text in the Organizational Structure Maintenance tree. This will highlight the BRU as shown below.
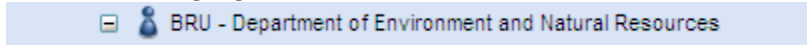
Expand the list to show the budget codes associated with the BRU as shown below.
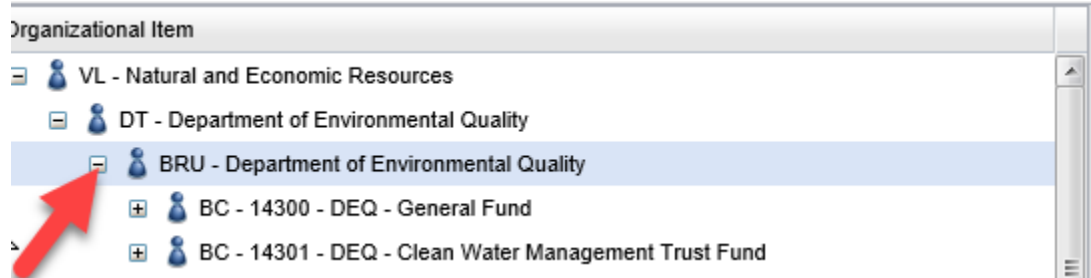
Highlight the budget code you wish to edit by clicking on its title.

After the budget code is highlighted, the right pane will show Add New Fund Code and Open Budget Code options. To edit a budget code, click the Open Budget Code option.

When Open Budget Code option is selected, the following screen will appear.
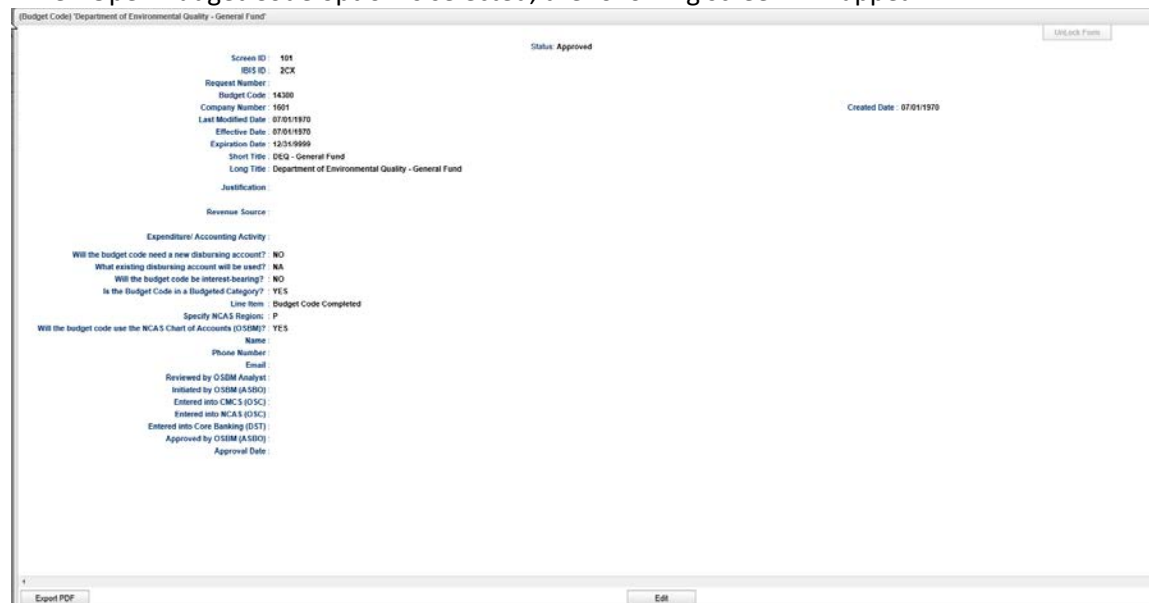
Click on ⬚ Edit ⬚ to make changes to the budget code. A form will open and the status will change from Approved to BRU Draft.

**** STATUS: APPROVED ****   **** STATUS: BRU_DRAFT ****

From this point, the process for editing an existing budget code is similar to creating a new budget code. Click here to be re-directed to those steps. Edit the information desired and submit the form through the IBIS workflow process.

Note: All fields on the form are required. Since not all fields contained data in the legacy system, you may have to include this information when editing a budget code form for the first time.