

# **INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)**

## **USER GUIDE**

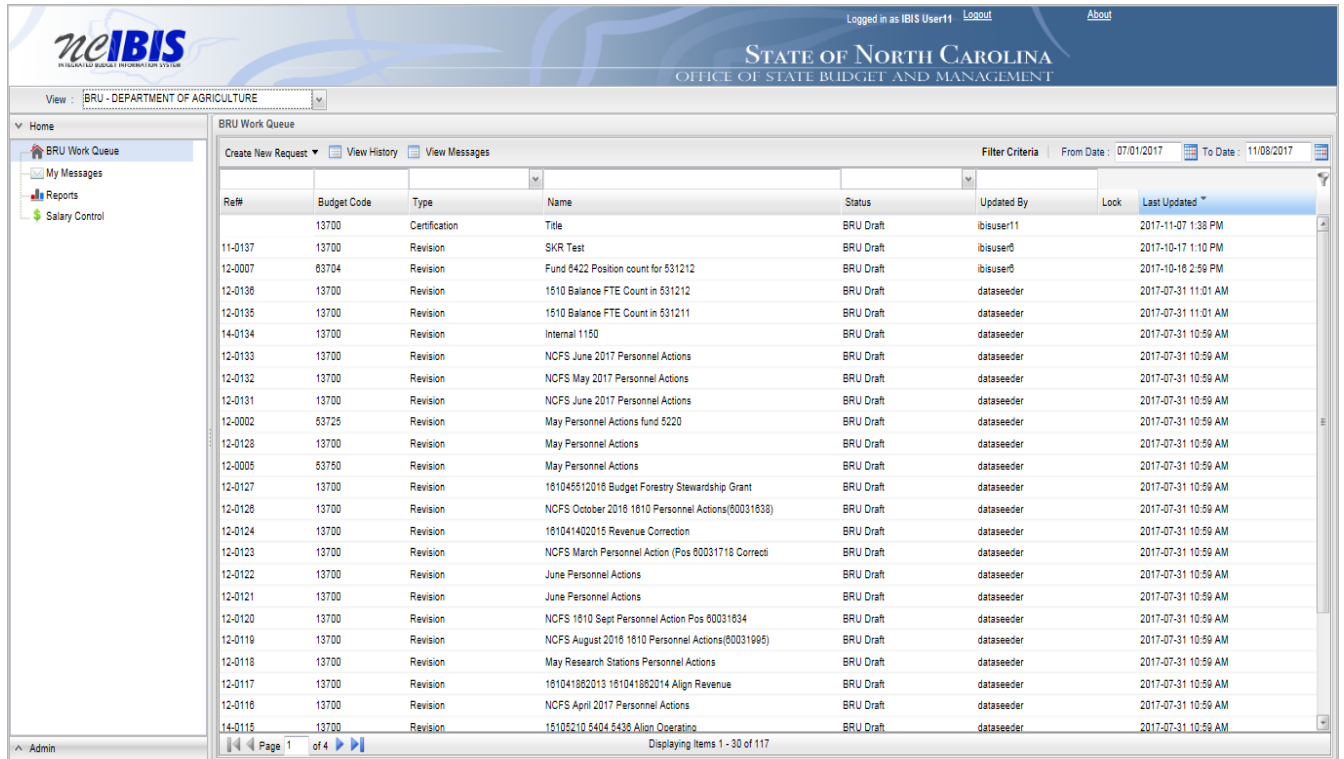
### **CERTIFICATION – CAPITAL**

**PREFACE**

This training guide describes how to use IBIS to complete a Capital certification form. For policy guidance regarding certification, please consult the [State Budget Manual](#).

**CERTIFICATION – CAPITAL**

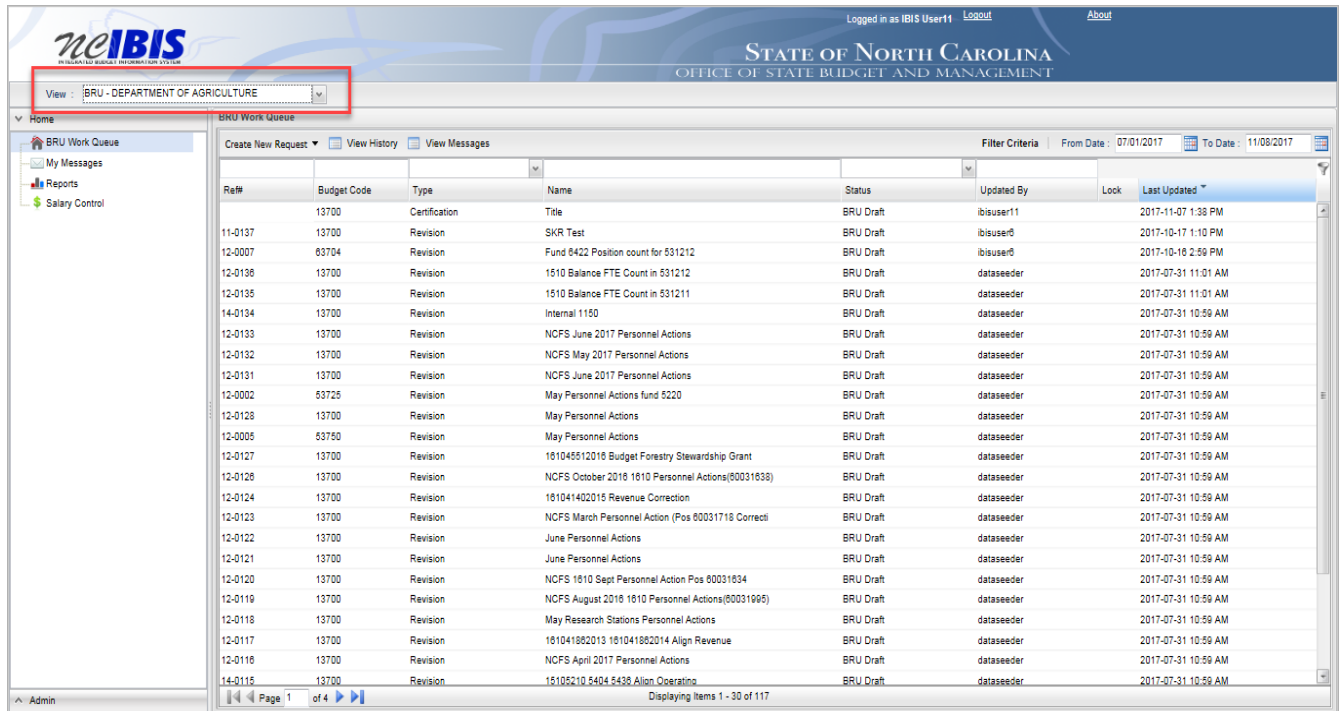
Once you have successfully logged in, you should see the Work Queue page as shown below. This could be a BRU, Agency Work or OSBM Work Queue page depending on log-in credentials.



The screenshot displays the ncIBIS interface for the BRU - DEPARTMENT OF AGRICULTURE. The main area shows a table of certification requests with the following columns: Ref#, Budget Code, Type, Name, Status, Updated By, Lock, and Last Updated. The table contains 20 rows of data, all with a status of 'BRU Draft'. The 'Last Updated' column shows various timestamps from 2017-07-31 to 2017-11-07. The interface includes a navigation menu on the left with options like 'Home', 'BRU Work Queue', 'My Messages', 'Reports', and 'Salary Control'. At the top right, it shows the user is logged in as 'IBIS User11' and provides 'Logout' and 'About' links. The bottom of the screen shows 'Page 1 of 4' and 'Displaying Items 1 - 30 of 117'.

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
	13700	Certification	Title	BRU Draft	ibisuser11		2017-11-07 1:33 PM
11-0137	13700	Revision	SKR Test	BRU Draft	ibisuser0		2017-10-17 1:10 PM
12-0007	03704	Revision	Fund 0422 Position count for 531212	BRU Draft	ibisuser0		2017-10-10 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	NCFS June 2017 Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0132	13700	Revision	NCFS May 2017 Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0131	13700	Revision	NCFS 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	53750	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	NCFS October 2016 1610 Personnel Actions(00031638)	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0124	13700	Revision	161041402015 Revenue Correction	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0123	13700	Revision	NCFS March Personnel Action (Pos 80031718 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	NCFS 1610 Sept Personnel Action Pos 80031834	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0119	13700	Revision	NCFS August 2016 1610 Personnel Actions(00031995)	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	NCFS April 2017 Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
14-0115	13700	Revision	15105210 5404 5438 Alien Operations	BRU Draft	dataseeder		2017-07-31 10:59 AM

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, 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.



The screenshot shows the neIBIS interface with the 'View' dropdown menu highlighted in a red box. The dropdown menu is set to 'BRU - DEPARTMENT OF AGRICULTURE'. The main content area displays a table of BRU Work Queue items.

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
11-0137	13700	Certification	Title	BRU Draft	ibisuser11		2017-11-07 1:38 PM
12-0007	13700	Revision	SKR Test	BRU Draft	ibisuser0		2017-10-17 1:10 PM
12-0007	63704	Revision	Fund 6422 Position count for 531212	BRU Draft	ibisuser0		2017-10-16 2:56 PM
12-0136	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	NCFS June 2017 Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0132	13700	Revision	NCFS May 2017 Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0131	13700	Revision	NCFS June 2017 Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0002	53726	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	53750	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	NCFS October 2016 1610 Personnel Actions(90031638)	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0124	13700	Revision	161041402015 Revenue Correction	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0123	13700	Revision	NCFS March Personnel Action (Pos 90031718 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	NCFS 1610 Sept Personnel Action Pos 90031634	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0119	13700	Revision	NCFS August 2016 1610 Personnel Actions(90031995)	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	161041892013 161041892014 Align Revenue	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0116	13700	Revision	NCFS April 2017 Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM
14-0115	13700	Revision	16105210 5404 5436 Alien Operatio	BRU Draft	dataseeder		2017-07-31 10:59 AM

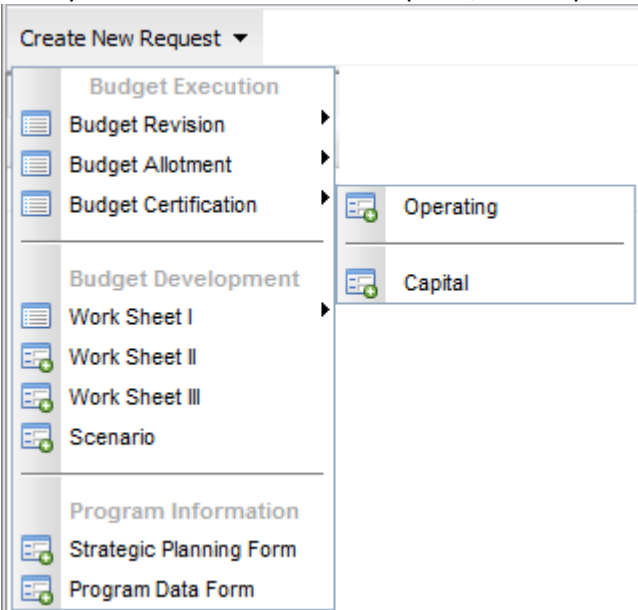
To create a new certification form, click on the Create New Request dropdown list in the middle of the screen.



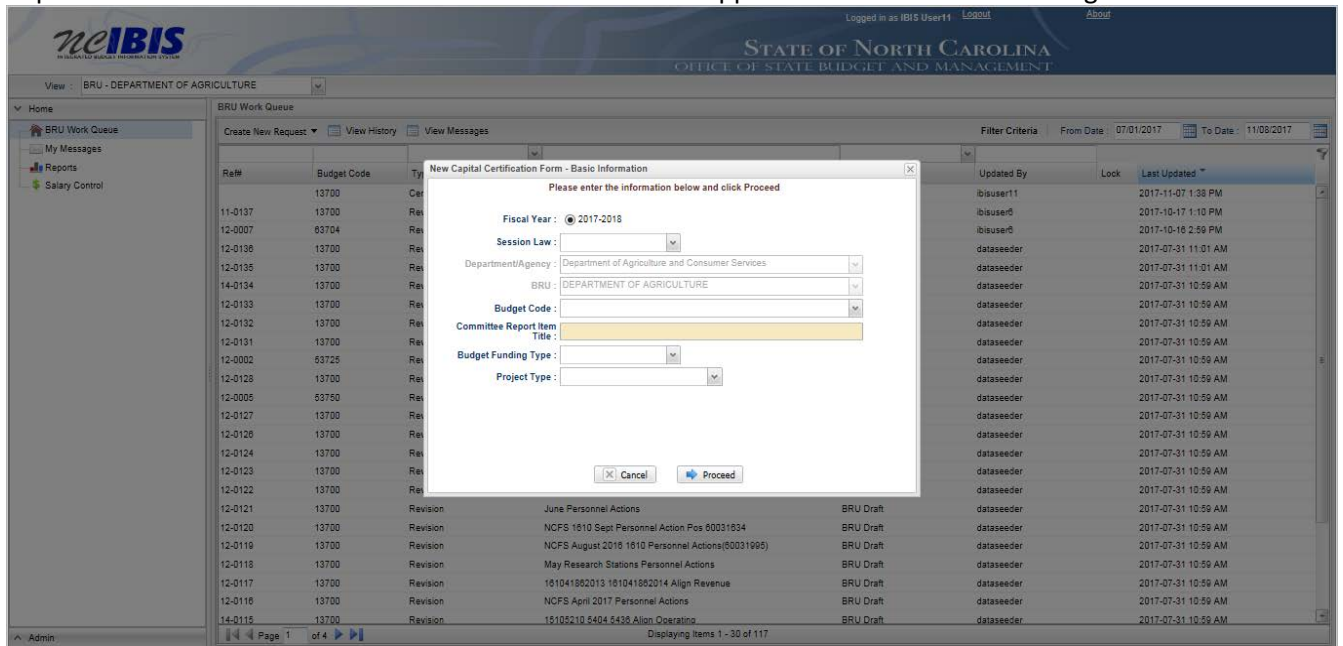
The screenshot shows the neIBIS interface with the 'Create New Request' dropdown menu highlighted in a red box. The dropdown menu is set to 'Create New Request'. The main content area displays a table of BRU Work Queue items.

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
------	-------------	------	------	--------	------------	------	--------------

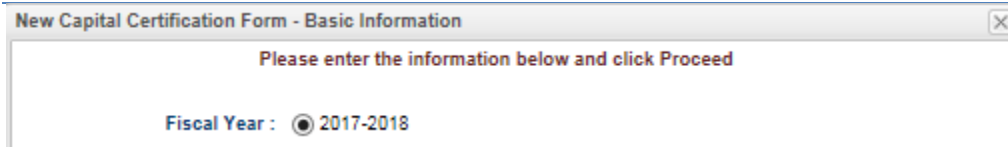
When you click on 'Create New Request', the drop-down will display the following:



Click on the Budget Certification – Capital option on the menu. After clicking the operating option, a New Capital Certification Form – Basic Information window will appear as shown in the following screenshot.



The first field allows you to select the Fiscal Year that you are certifying. Click on the radio button next to the appropriate Fiscal Year. Only one Fiscal Year may be selected at a time.

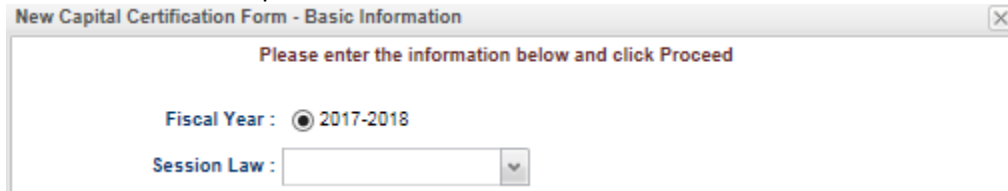


New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year :  2017-2018

The next field is a dropdown list labeled Session Law.



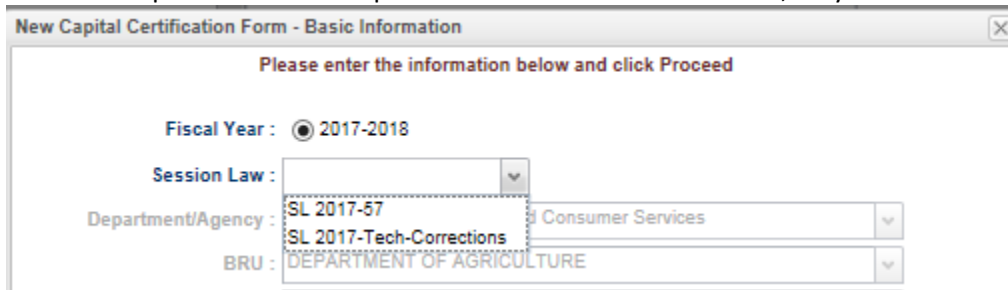
New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year :  2017-2018

Session Law :

Select one option from the dropdown list in the Session Law field, only one item can be selected.



New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year :  2017-2018

Session Law :

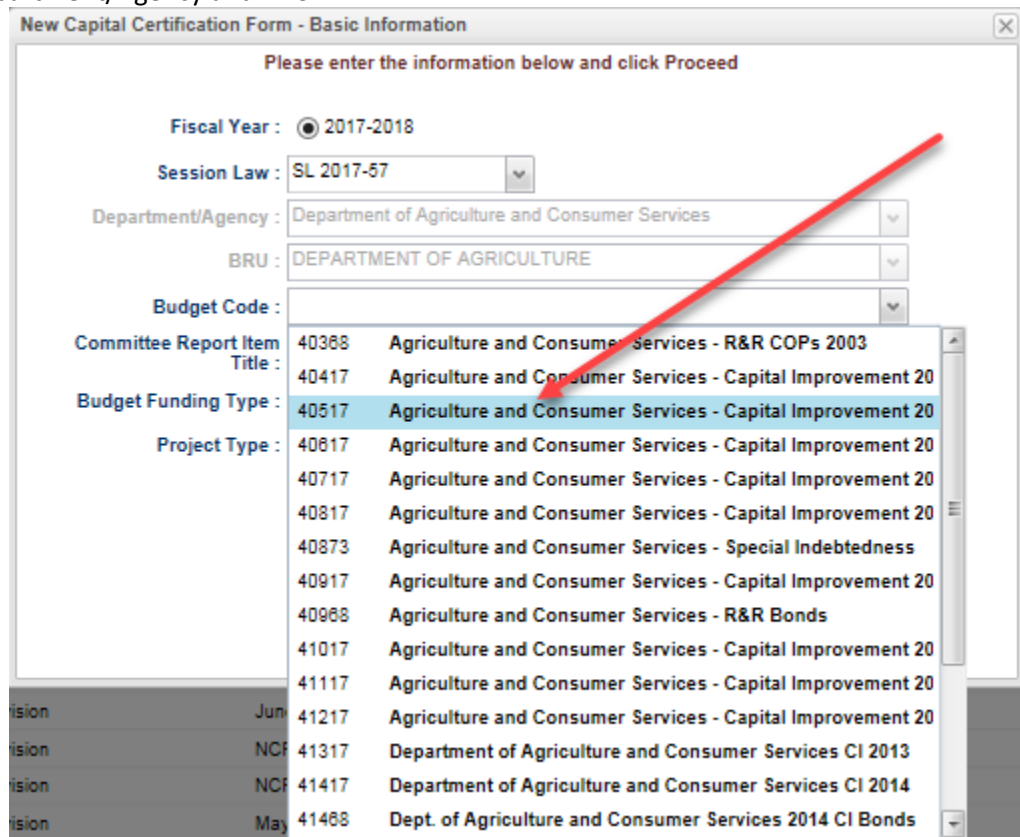
Department/Agency :

BRU :

Note the next two fields labeled Department/Agency and BRU. In most cases, access will be restricted to a single department/agency so it will default to your Department/Agency and BRU. If a user has access to multiple departments/agencies and BRUs, a dropdown option will appear for selection.



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



Budget Code	Description
40368	Agriculture and Consumer Services - R&R COPs 2003
40417	Agriculture and Consumer Services - Capital Improvement 20
40517	Agriculture and Consumer Services - Capital Improvement 20
40817	Agriculture and Consumer Services - Capital Improvement 20
40717	Agriculture and Consumer Services - Capital Improvement 20
40817	Agriculture and Consumer Services - Capital Improvement 20
40873	Agriculture and Consumer Services - Special Indebtedness
40917	Agriculture and Consumer Services - Capital Improvement 20
40968	Agriculture and Consumer Services - R&R Bonds
41017	Agriculture and Consumer Services - Capital Improvement 20
41117	Agriculture and Consumer Services - Capital Improvement 20
41217	Agriculture and Consumer Services - Capital Improvement 20
41317	Department of Agriculture and Consumer Services CI 2013
41417	Department of Agriculture and Consumer Services CI 2014
41488	Dept. of Agriculture and Consumer Services 2014 CI Bonds

Select a Budget Code from the list. Once selected, the budget code will populate the field and the list will disappear as shown below.

New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year :  2017-2018

Session Law : SL 2017-57

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 40517

Click in the Committee Report Item Title field. A flashing cursor will appear in the field. Type a title for the certification entry. As you type, the title will appear in the field as shown below.

New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year :  2017-2018

Session Law : SL 2017-57

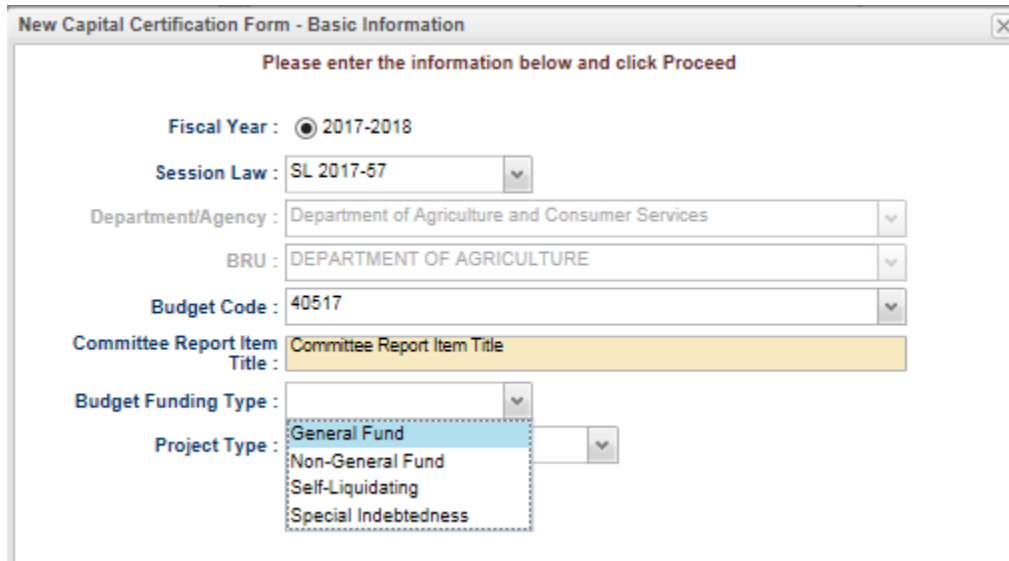
Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 40517

Committee Report Item Title : Committee Report Item Title

The Budget Funding Type field is a dropdown field. You must select one item from the dropdown list. Once selected, you will see that the field is populated with the Budget Funding Type selected and the Budget Adjustment Type list disappears.



New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year :  2017-2018

Session Law : SL 2017-57

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

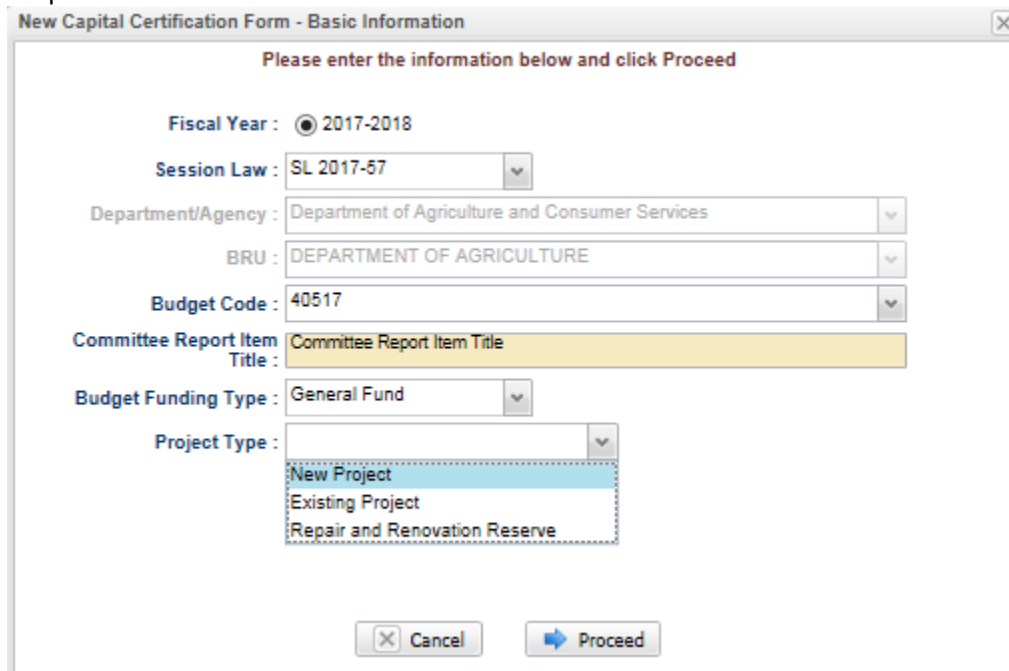
Budget Code : 40517

Committee Report Item Title : Committee Report Item Title

Budget Funding Type :   
General Fund  
Non-General Fund  
Self-Liquidating  
Special Indebtedness

Project Type :

The final item on this window is Project Type. This field is a dropdown field. You must select one item from the dropdown list.



New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year :  2017-2018

Session Law : SL 2017-57

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

Budget Code : 40517

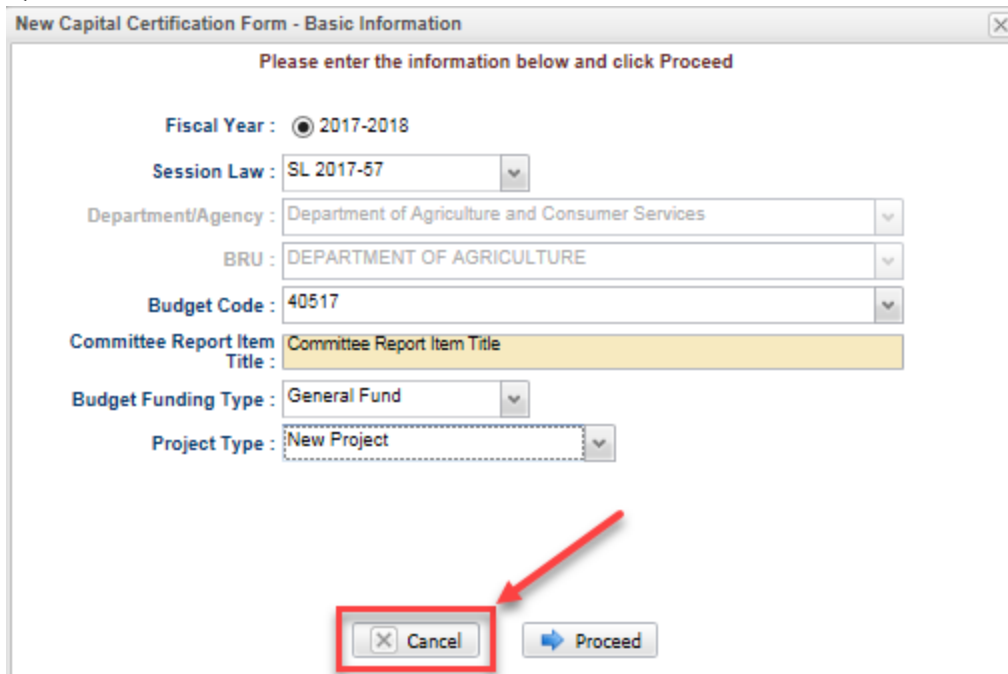
Committee Report Item Title : Committee Report Item Title

Budget Funding Type : General Fund

Project Type :   
New Project  
Existing Project  
Repair and Renovation Reserve



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



New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year :  2017-2018

Session Law : SL 2017-57

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

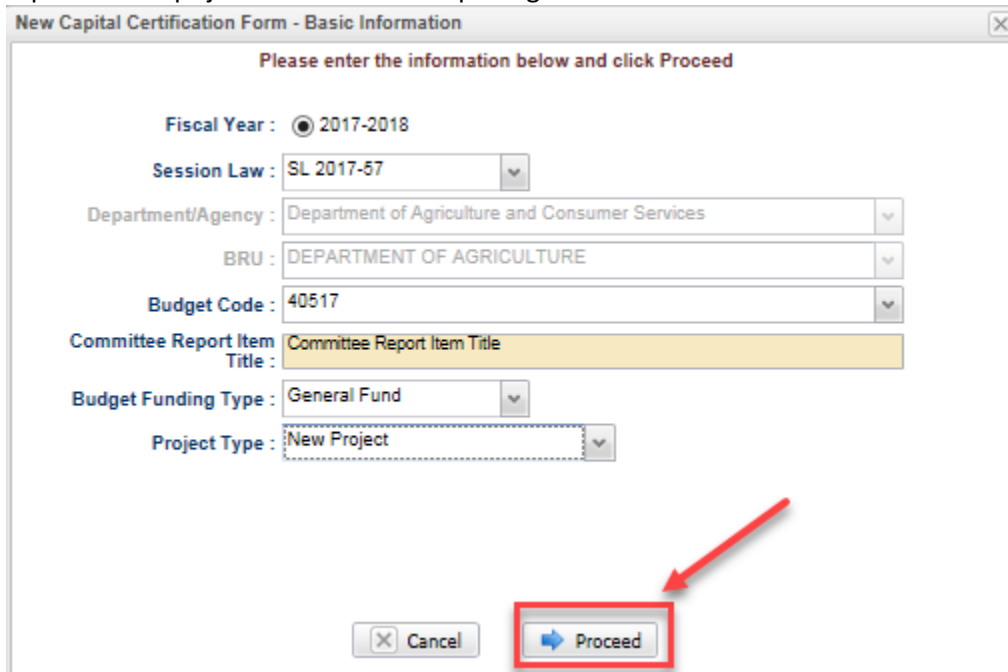
Budget Code : 40517

Committee Report Item Title : Committee Report Item Title

Budget Funding Type : General Fund

Project Type : New Project

If you are satisfied with your entries and want to continue on, click on the Proceed button. [If you did cancel, repeat the steps just describe for completing the basic information for a certification form.]



New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year :  2017-2018

Session Law : SL 2017-57

Department/Agency : Department of Agriculture and Consumer Services

BRU : DEPARTMENT OF AGRICULTURE

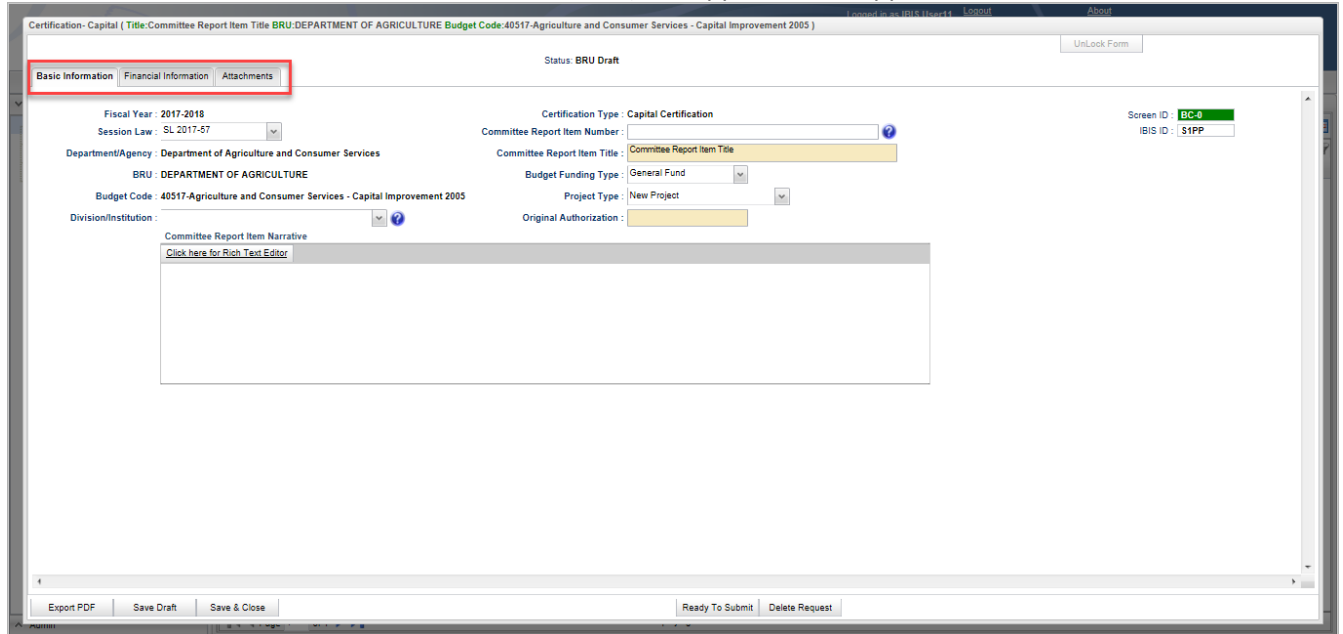
Budget Code : 40517

Committee Report Item Title : Committee Report Item Title

Budget Funding Type : General Fund

Project Type : New Project

After clicking Proceed, you will see a Capital Certification form open. Note: The form's three tabs (Basic Information, Financial Information and Attachments) will appear in the upper left corner of the screen.



The screenshot shows a web browser window displaying the 'Certification - Capital' form. The title bar indicates the user is logged in as 'IBIS User4'. The form has three tabs: 'Basic Information', 'Financial Information', and 'Attachments'. The 'Basic Information' tab is active and contains the following fields:

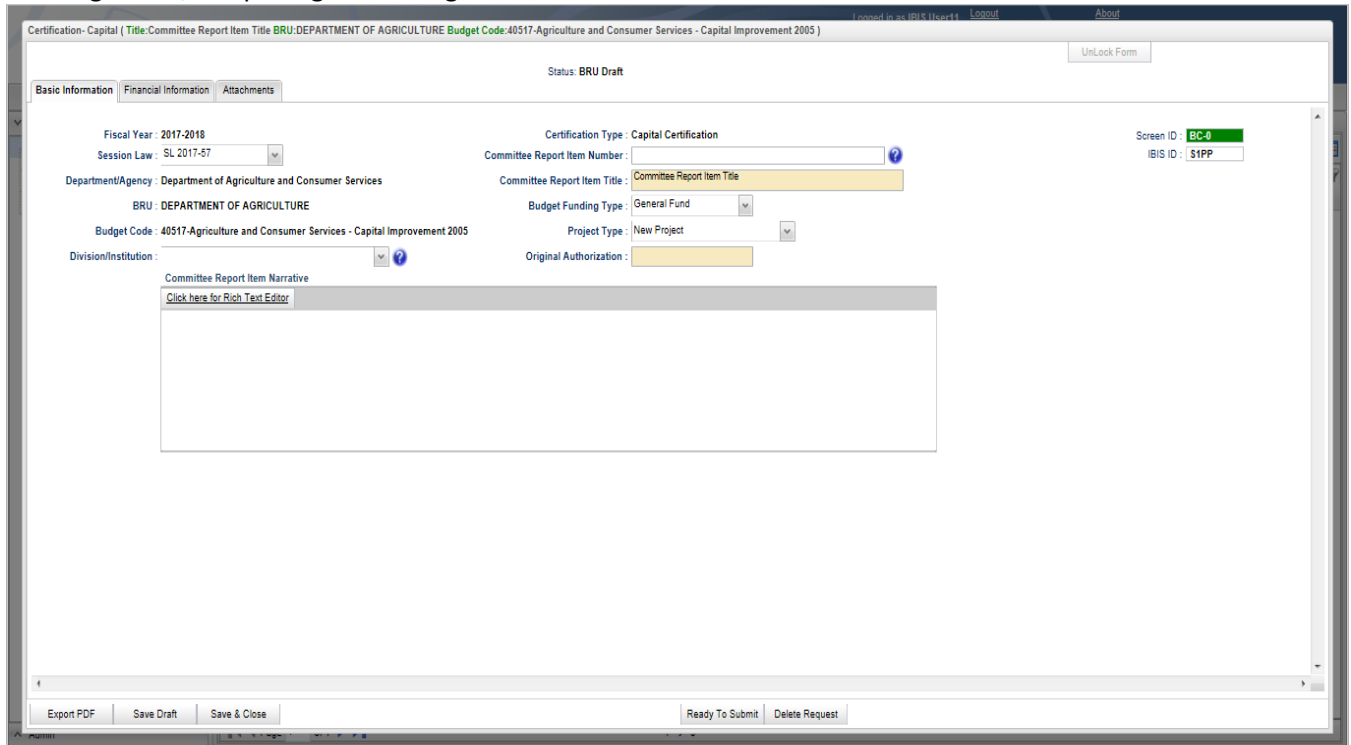
- Fiscal Year: 2017-2018
- Session Law: SL 2017-57
- Department/Agency: Department of Agriculture and Consumer Services
- BRU: DEPARTMENT OF AGRICULTURE
- Budget Code: 40517-Agriculture and Consumer Services - Capital Improvement 2005
- Division/Institution: [Dropdown]
- Certification Type: Capital Certification
- Committee Report Item Number: [Text Field]
- Committee Report Item Title: [Text Field]
- Budget Funding Type: General Fund
- Project Type: New Project
- Original Authorization: [Text Field]
- Committee Report Item Narrative: [Rich Text Editor]

At the bottom of the form, there are buttons for 'Export PDF', 'Save Draft', 'Save & Close', 'Ready To Submit', and 'Delete Request'. The status of the form is 'BRU Draft'.

This user guide will only address the first two tabs. The Attachments tab is addressed in a different user guide that is available on the [IBIS website](#).

Basic Information

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



Verify the information displayed in the following fields:

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

**Session Law:** The form will show the Session Law reference selected in the initiation window

**Department/Agency:** The Department/Agency that is associated with your IBIS ID

**BRU:** The BRU associated with your IBIS ID and selected in the initiation window

**Budget Code:** The Budget Code selected in the initiation window.

**Division/Institution:** This field is required by IBIS users from DENR, DHHS and DPS, and the dropdown list will be populated accordingly for those users. All others may leave this field blank.

**Certification Type:** Displays the word Capital Certification

**Committee Report Item Number:** Fill in the appropriate Committee Report Item number

**Committee Report Item Title:** The Committee Report Item title entered in the initiation window – this may be changed at this time

**Budget Funding Type:** Displays the answer selected in the initiation window – this may be changed at this time

**Project Type:** Displays the answer selected in the initiation window – this may be changed at this time

**Original Authorization:** If new project is selected, the original authorization field will be present. Fill in the Original Authorization amount associated with the Capital project. Note that the original allocation must equal the total requirements entered on the form.

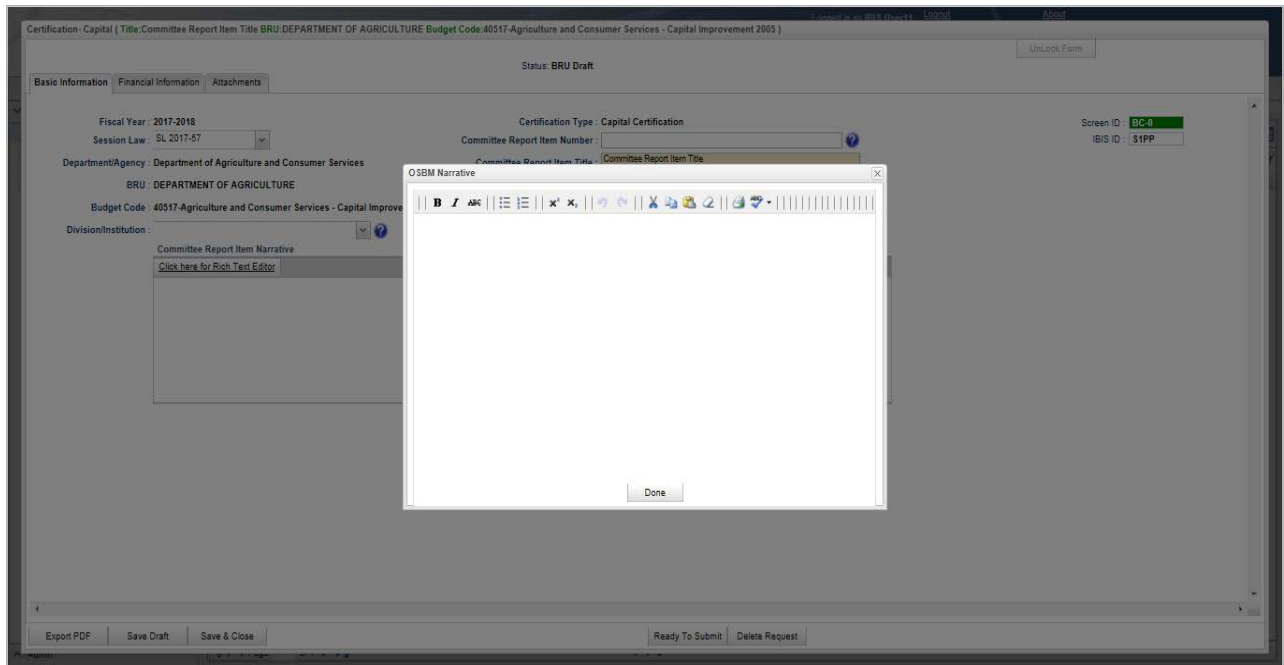
Click in the Committee Report Item Narrative field and either click on the underscored link to the Rich Text Editor where it says “Click here for Rich Text Editor” or click directly in the box to enter text.

Committee Report Item Narrative

<a href="#">Click here for Rich Text Editor</a>	SpellCheck ?
---	--------------



By clicking the Rich Text Editor, a window will come up as shown below where text entered in the justification field can be edited or where a justification can be entered. Additional formatting options are available beyond those displayed on the screen by using shortcuts such as “Control + U”.



Enter the appropriate information in the Justification field.

Click on the Financial Information tab at the top of the form to continue filling out the form. When clicked, the Financial Information tab will appear on your screen as shown below.

Certification - Capital ( Title:Committee Report Item Title BRU-DEPARTMENT OF AGRICULTURE Budget Code:40517-Agriculture and Consumer Services - Capital Improvement 2005 ) UnLock Form

Status: BRU Draft

Basic Information | **Financial Information** | Attachments

Original Authorization : \$0.00

**Requirements**

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund#	Account#	Y1 Amt	Add
Fund Code	Account Number	Account Description	Amount (2017-18)
No items to show.			

**Receipts**

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund#	Account#	Y1 Amt	Receipt Type	Add
Fund Code	Account Number	Account Description	Amount (2017-18)	Receipt Type
No items to show.				

**Summary**

	2017-18
Total Requirements	\$0.00
Total Receipts	\$0.00
Appropriation	\$0.00

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

Inserting rows in the Requirements and Receipts sections of the Financial Information form works in the same fashion so this document will only describe the Requirements functionality in detail.

In the Requirements section, there are four buttons that appear first: Edit Row, Remove Row(s), Sort Rows and Cancel Edit. These functions are only utilized when rows have been entered into the form, so we will first look at data entry, then return to these buttons to examine their functionality.

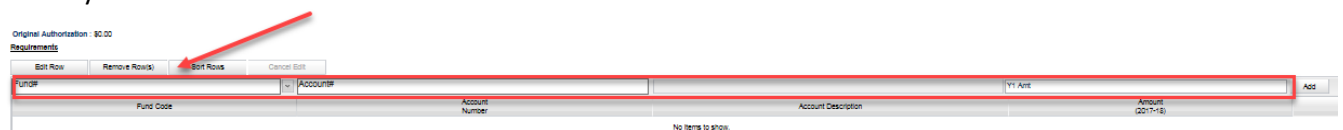
To add a row of data that spells out a requirement of this Certification form, focus on the data entry row directly below the buttons mentioned above.

Original Authorization : \$0.00

**Requirements**

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

Fund#	Account#	Y1 Amt	Add
Fund Code	Account Number	Account Description	Amount (2017-18)
No items to show.			



The fields in this row are editable, and when the end of the row is reached, the Add button will save this data so that another row can be entered.

The Fund field contains a dropdown list that displays Fund codes available to the agency/BRU.

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

4

- 4E01 Cherry Research - Swine
- 4E02 Cherry Research - Dairy
- 4E03 Tidewater Stateion - Land Acquisition
- 4E04 Land Acquisition - National Heritage Trust Fund
- 4E05 Fire Ins - Drive Through Rep S
- 4E06 W Animal Lab - General Repairs
- 4E07 Agricultural Lab Improvements
- 4E08 RS Facility - Reroof and Renovate
- 4E09 Agriculture Building - Renovation - Phase II
- 4E10 WFM - Upgrade Surveillance
- 4E11 Raleigh and Piedmont - Roof Replacement
- 4E12 Agriculture Building - Print and Café - Planning
- 4E14 Western NC Farmers Market - Restroom Renova

Select the Fund from the list that is appropriate for the Certification form you are creating. The selected Fund will populate the field and the dropdown list will disappear. You may also type the account and bypass the dropdown feature.

4E04

The Account field will provide a list of appropriate Accounts when you enter the first 3 digits of an account code.

537	
537010	RESERVE-CI PROJECTS
537100	RESERVE-INDIRECT COST DFR
537101	BANG'S DISEASE
537102	TB AND GLANDERS
537103	RES-GYPSY MOTH
537104	RES-AGRONOMIC LAB
537105	RES-AG CTR-STALL BLDG
537106	RES-WFM-WINTERIZE BLDGS
537107	RES-HEADHOUSE/GREENHOUSE
537108	RES-BIOLOGICAL CONTRL FAC
537109	RES-MYCOTOXIN TESTING
537110	RES-SHEEP DEMNSTRATN PR
537111	RES FOR FOREST MANAGEMENT
537112	RES-VET SERVICES COMP SYS
537113	RES-NE AGRIC CENTER

By selecting or typing the account number, the associated account description will populate the adjacent field as shown below.

537105	RES-AG CTR-STA
--------	----------------

The next field in the Add/Edit Row area is Year 1 Amt. Enter amount required in the Y1 Amt field. The number will reformat to dollars when you click Add to finish the row entry. Amounts may be entered as either positive or negative amounts.

When you have completed the new row, click on the Add button. The row will move down to the grid below, and the majority of the Add/Edit row will clear.

Add as many rows of requirements as appropriate to complete the Certification form. Once the first row is added, the Fund Center code will pre-populate with the choice made when entering that first row to help quicken the entry of subsequent rows. If this value is not appropriate for subsequent row(s), it can be overwritten.



Original Authorization: \$0.00

Requirements

Edit Row		Remove Row(s)	Sort Rows	Cancel Edit				Y1 Amt	Add
Fund#	Fund Code	Account#	Account Number	Account Description			Amount (2017-18)		
4ED4		537105		BANG'S DISEASE			\$2,000.00		
4ED4		537105		RES-AG CTR-STALL BLDG			\$4,000.00		

The Add/Edit Row(s) functionality for Receipts is identical to the Requirements functionality and therefore each step will not be replicated here.

Receipts

Edit Row		Remove Row(s)	Sort Rows	Cancel Edit				Y1 Amt	Receipt Type	Receipt Type	Add
Fund#	Fund Code	Account#	Account Number	Account Description			Amount (2017-18)				
NO DATA TO SHOW											

Add as many rows of receipts as appropriate to complete the Certification form.

To edit a row that has been entered (in either Requirements or Receipts), click on a row to highlight it.

Requirements

Edit Row		Remove Row(s)	Sort Rows	Cancel Edit				Y1 Amt	Add
Fund#	Fund Code	Account#	Account Number	Account Description			Amount (2017-18)		
4ED4		537101		BANG'S DISEASE			\$2,000.00		
4ED4		537105		RES-AG CTR-STALL BLDG			\$4,000.00		

Click on the Edit Row button, and the data in the selected row will populate the Edit/Add row line at the top of the grid.

Requirements

Edit Row		Remove Row(s)	Sort Rows	Cancel Edit				Y1 Amt	Add
Fund#	Fund Code	Account#	Account Number	Account Description			Amount (2017-18)		
4ED4		537105		RES-AG CTR-STALL BLDG		4000		Update	
4ED4		537101		BANG'S DISEASE			\$2,000.00		
4ED4		537105		RES-AG CTR-STALL BLDG			\$4,000.00		

When a row has been selected for edit, you may change any of the data previously entered. To save changes you must click on the Update Button at the end of the row.

Original Authorization: \$0.00

Requirements

Edit Row		Remove Row(s)	Sort Rows	Cancel Edit				Y1 Amt	Add
Fund#	Fund Code	Account#	Account Number	Account Description			Amount (2017-18)		
4ED4		537105		RES-AG CTR-STALL BLDG		3500		Update	
4ED4		537101		BANG'S DISEASE			\$2,000.00		
4ED4		537105		RES-AG CTR-STALL BLDG			\$4,000.00		

Once Update has been clicked, the add/update row will clear (except for the Fund Code field) and the updated data will show in the grid below.

To delete a row that has been entered, click on a row to highlight it

Original Authorization : \$0.00


**Requirements**

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund Code	Account#	Account Number	Account Description
JED4			
JED4	537101		BANG'S DISEASE
JED4	537105		RES-AG CTR-STALL BLDG

Click on the Remove Row(s) button, and a confirm deletion message box will appear.

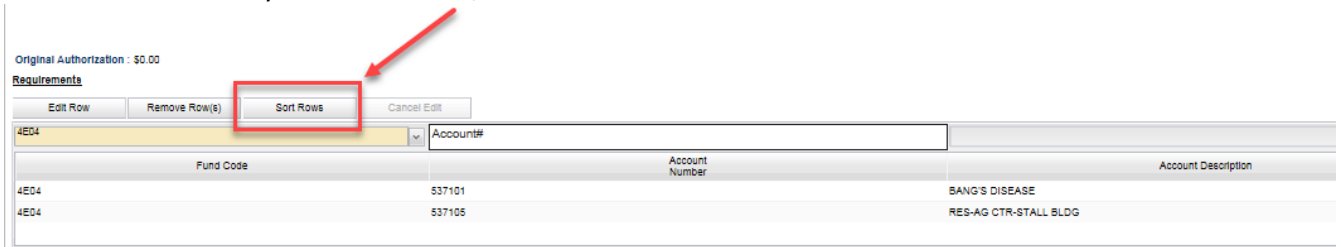
**Confirm** [X]

 Are you sure you want to remove the selected Row(s)?

OK Cancel

To cancel the deletion, click the Cancel button. To complete the deletion, click the OK button.

To Sort the rows that you have entered, click the Sort Rows button.



Original Authorization : \$0.00

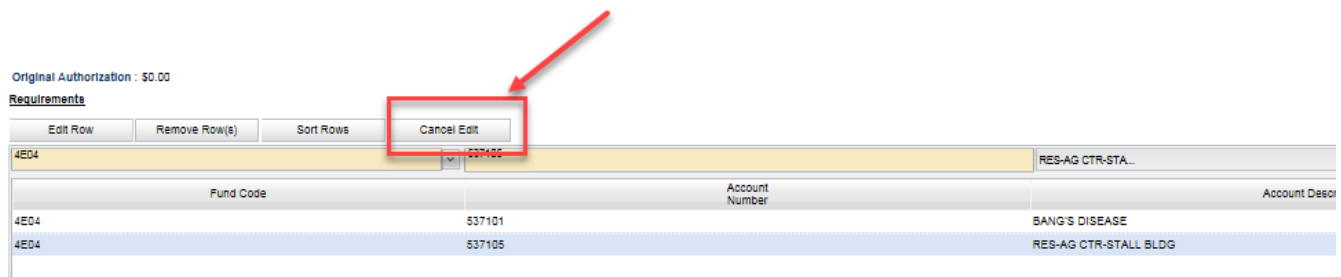
**Requirements**

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

Fund Code	Account Number	Account Description
4E04	537101	BANG'S DISEASE
4E04	537105	RES-AG CTR-STALL BLDG

The rows will sort in Fund Code, Account Number order, ascending. Click a second time and they will re-sort in descending order.

If a row has been selected for edit, by highlighting and clicking the Edit Row, but then no edit is necessary, click the Cancel Edit to clear the Add/Edit row and to return the selected row to the grid, unchanged.



Original Authorization : \$0.00

**Requirements**

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

Fund Code	Account Number	Account Description
4E04	537101	BANG'S DISEASE
4E04	537105	RES-AG CTR-STALL BLDG

When Requirements and/or Receipts entries are entered into the Certification form, the data populates the Summary table at the bottom of the Budget Detail tab. The Summary table will add all Requirements entered in this form and display them. The Summary table will also add any Receipts entered in this form and display them as a separate line. The Change in Fund Balance row will then calculate Requirements minus Receipts and display that amount.

Summary	2017-18
Total Requirements	(\$1,500.00)
Total Receipts	\$3,500.00
Appropriation	(\$5,000.00)

The final tab on the Capital Certification form is the Attachments tab. This is standard functionality within IBIS and it is covered in the "Attachments/References" training document located on the [IBIS website](#).

At the bottom of the Certification 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 located on the [IBIS website](#).