

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

## **USER GUIDE**

### **CERTIFICATION - OPERATING**

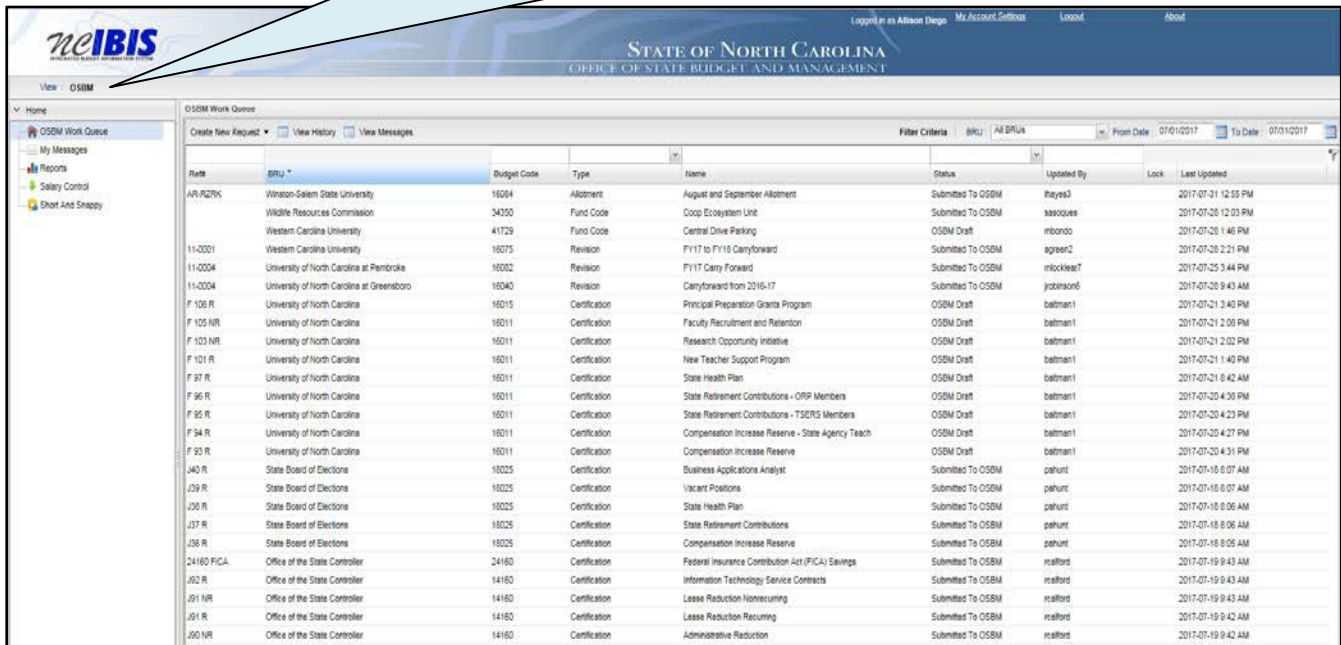
**PREFACE**

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

**CERTIFICATION – OPERATING**

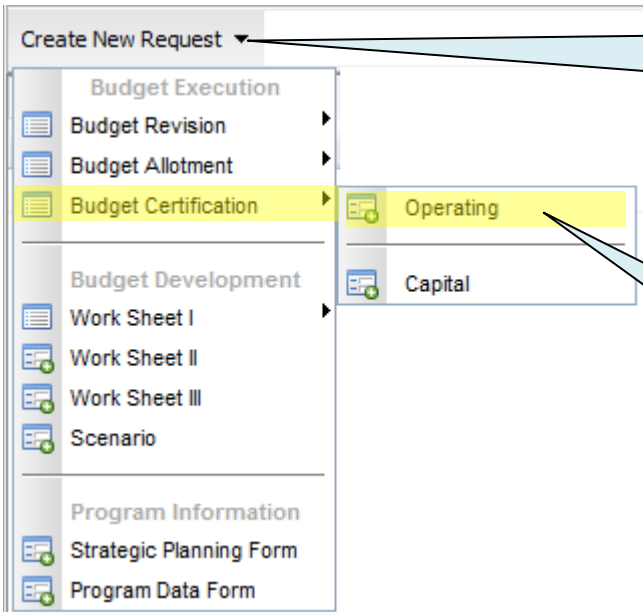
Once you have successfully logged in, you should see the Work Queue page as shown below. This could be a BRU, Agency Work or OSBM Work Queue page depending on log-in credentials.

View indicator contains 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.



The screenshot displays the OSBM Work Queue page. At the top, there is a navigation bar with the ncIBIS logo and the text 'STATE OF NORTH CAROLINA OFFICE OF STATE BUDGET AND MANAGEMENT'. Below the navigation bar, there are options for 'Home', 'OSBM Work Queue', 'My Messages', 'Reports', 'Salary Control', and 'Short And Snappy'. The main content area is a table with the following columns: Rate, BRU, Budget Code, Type, Name, Status, Updated By, Lock, and Last Updated. The table contains various entries, such as 'August and September Allotment', 'Coop Ecosystem Unit', 'Central Drive Parking', etc. A callout box points to the BRU column, indicating that it contains a drop-down list of departments and agencies accessible to the user.

Rate	BRU	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
AR/RZRK	Wilson-Salem State University	16004	Allotment	August and September Allotment	Submitted To OSBM	rlayes3		2017-07-21 12:55 PM
	Wildlife Resources Commission	34300	Fund Code	Coop Ecosystem Unit	Submitted To OSBM	saasquee		2017-07-20 12:03 PM
	Western Carolina University	41729	Fund Code	Central Drive Parking	OSBM Draft	mboodo		2017-07-20 1:46 PM
11-0001	Western Carolina University	16075	Revision	FY17 to FY18 Carryforward	Submitted To OSBM	agreen2		2017-07-20 2:21 PM
11-0004	University of North Carolina at Pembroke	16002	Revision	FY17 Carry Forward	Submitted To OSBM	mlocklear7		2017-07-25 3:44 PM
11-0004	University of North Carolina at Greensboro	16040	Revision	Carryforward from 2016-17	Submitted To OSBM	jobrison6		2017-07-20 9:43 AM
F 106 R	University of North Carolina	16015	Certification	Principal Preparation Grants Program	OSBM Draft	batman1		2017-07-21 3:40 PM
F 105 NR	University of North Carolina	16011	Certification	Faculty Recruitment and Retention	OSBM Draft	batman1		2017-07-21 2:05 PM
F 103 NR	University of North Carolina	16011	Certification	Research Opportunity Initiative	OSBM Draft	batman1		2017-07-21 2:02 PM
F 101 R	University of North Carolina	16011	Certification	New Teacher Support Program	OSBM Draft	batman1		2017-07-21 1:40 PM
F 97 R	University of North Carolina	16011	Certification	State Health Plan	OSBM Draft	batman1		2017-07-21 0:42 AM
F 96 R	University of North Carolina	16011	Certification	State Retirement Contributions - ORP Members	OSBM Draft	batman1		2017-07-20 4:36 PM
F 95 R	University of North Carolina	16011	Certification	State Retirement Contributions - TSERS Members	OSBM Draft	batman1		2017-07-20 4:23 PM
F 94 R	University of North Carolina	16011	Certification	Compensation Increase Reserve - State Agency Teach	OSBM Draft	batman1		2017-07-20 4:27 PM
F 93 R	University of North Carolina	16011	Certification	Compensation Increase Reserve	OSBM Draft	batman1		2017-07-20 4:31 PM
140 R	State Board of Elections	18025	Certification	Business Applications Analyst	Submitted To OSBM	palhurt		2017-07-18 8:07 AM
139 R	State Board of Elections	18025	Certification	Vacant Positions	Submitted To OSBM	palhurt		2017-07-18 8:07 AM
130 R	State Board of Elections	18025	Certification	State Health Plan	Submitted To OSBM	palhurt		2017-07-18 8:06 AM
127 R	State Board of Elections	18025	Certification	State Retirement Contributions	Submitted To OSBM	palhurt		2017-07-18 8:06 AM
126 R	State Board of Elections	18025	Certification	Compensation Increase Reserve	Submitted To OSBM	palhurt		2017-07-18 8:05 AM
24160 FICA	Office of the State Controller	24160	Certification	Federal Insurance Contribution Act (FICA) Savings	Submitted To OSBM	rcalford		2017-07-19 9:43 AM
162 R	Office of the State Controller	14160	Certification	Information Technology Service Contracts	Submitted To OSBM	rcalford		2017-07-19 9:43 AM
161 NR	Office of the State Controller	14160	Certification	Lease Reduction Nonrecurring	Submitted To OSBM	rcalford		2017-07-19 9:43 AM
161 R	Office of the State Controller	14160	Certification	Lease Reduction Recurring	Submitted To OSBM	rcalford		2017-07-19 9:42 AM
160 NR	Office of the State Controller	14160	Certification	Administrative Reduction	Submitted To OSBM	rcalford		2017-07-19 9:42 AM



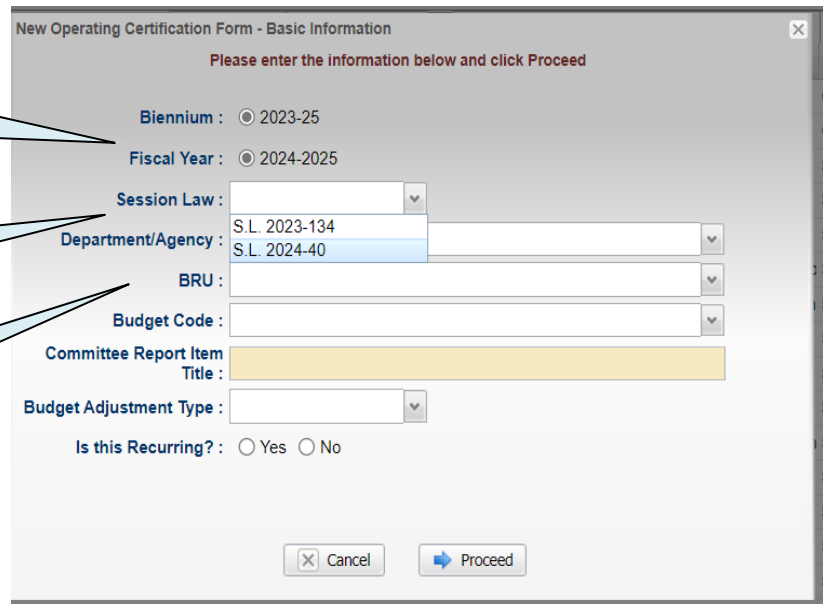
When you click on 'Create New Request', the drop-down will display the following: access will appear in a drop-down list in this field for you to select from.

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

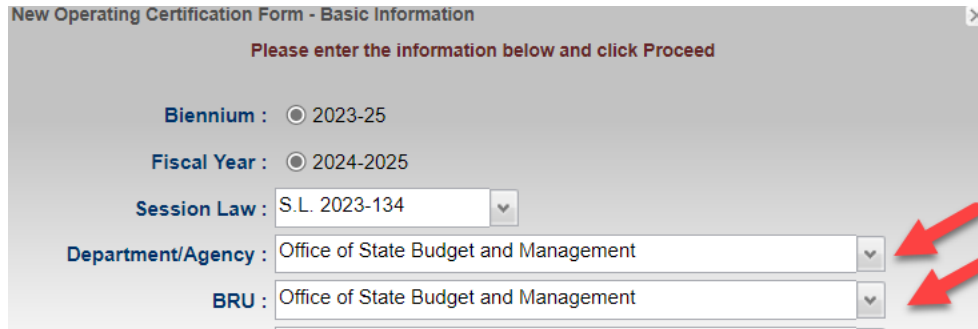
The biennium and fiscal year will already be selected when you create a new certification entry.

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

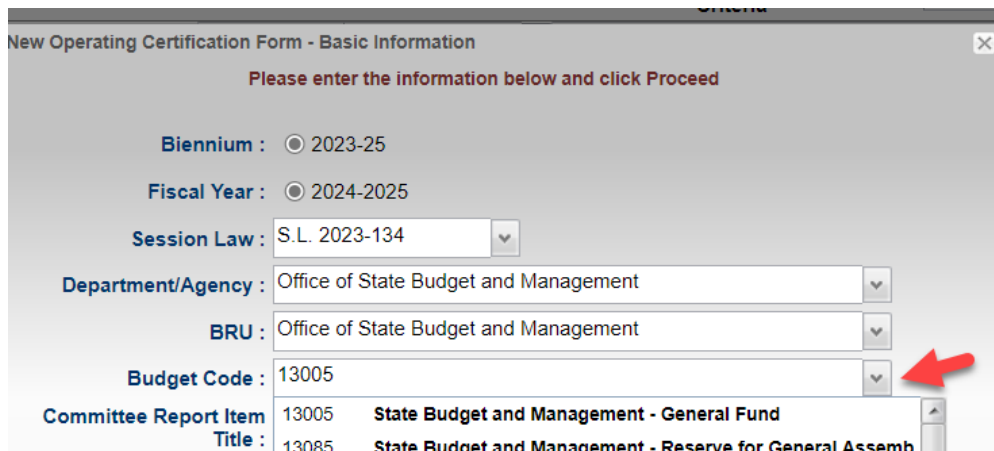
In most cases, access will be restricted to a single department/agency so it will default to your Department/Agency and BRU. If a user has access to multiple departments/agencies and BRUs, a dropdown option will appear for selection.



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.

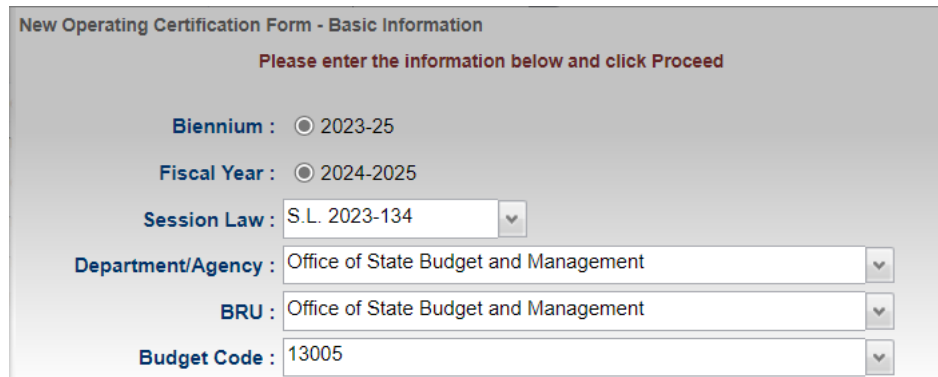


Click on the dropdown arrow for the Budget Code field. This will display a list of valid Budget Codes for the selected Department/Agency and BRU.



Budget Code	Description
13005	State Budget and Management - General Fund
13085	State Budget and Management - Reserve for General Assembly

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 Operating Certification Form - Basic Information

Please enter the information below and click Proceed

Biennium :  2023-25

Fiscal Year :  2024-2025

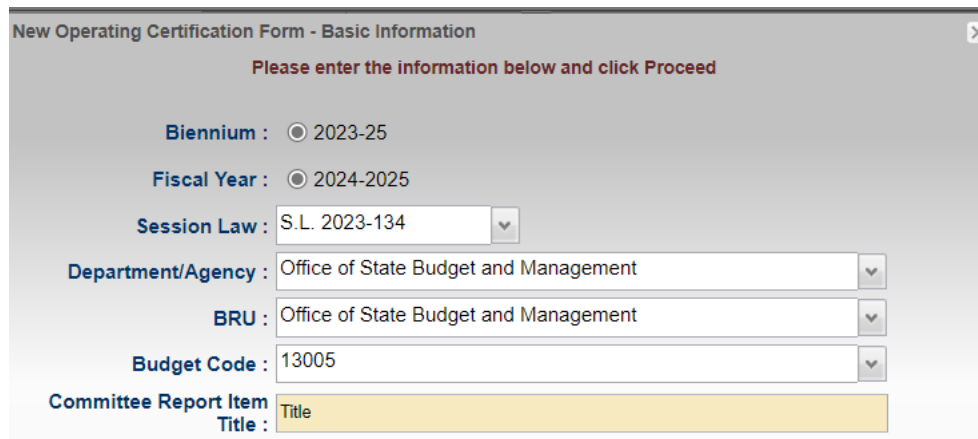
Session Law : S.L. 2023-134

Department/Agency : Office of State Budget and Management

BRU : Office of State Budget and Management

Budget Code : 13005

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



New Operating Certification Form - Basic Information

Please enter the information below and click Proceed

Biennium :  2023-25

Fiscal Year :  2024-2025

Session Law : S.L. 2023-134

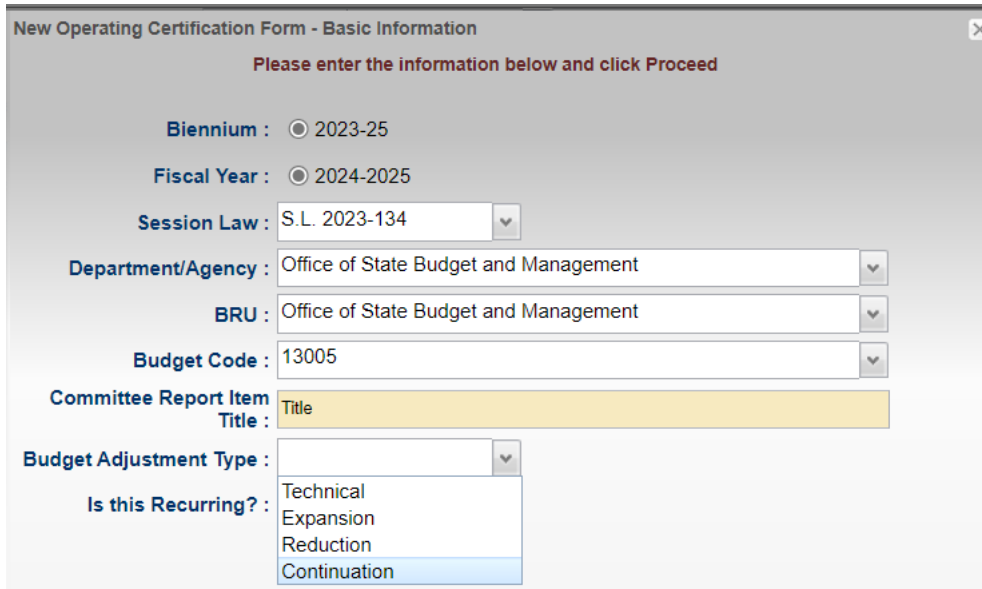
Department/Agency : Office of State Budget and Management

BRU : Office of State Budget and Management

Budget Code : 13005

Committee Report Item Title : Title

The Budget Adjustment 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 Adjustment Type selected and the Budget Adjustment Type list disappears.



New Operating Certification Form - Basic Information

Please enter the information below and click Proceed

Biennium :  2023-25

Fiscal Year :  2024-2025

Session Law : S.L. 2023-134

Department/Agency : Office of State Budget and Management

BRU : Office of State Budget and Management

Budget Code : 13005

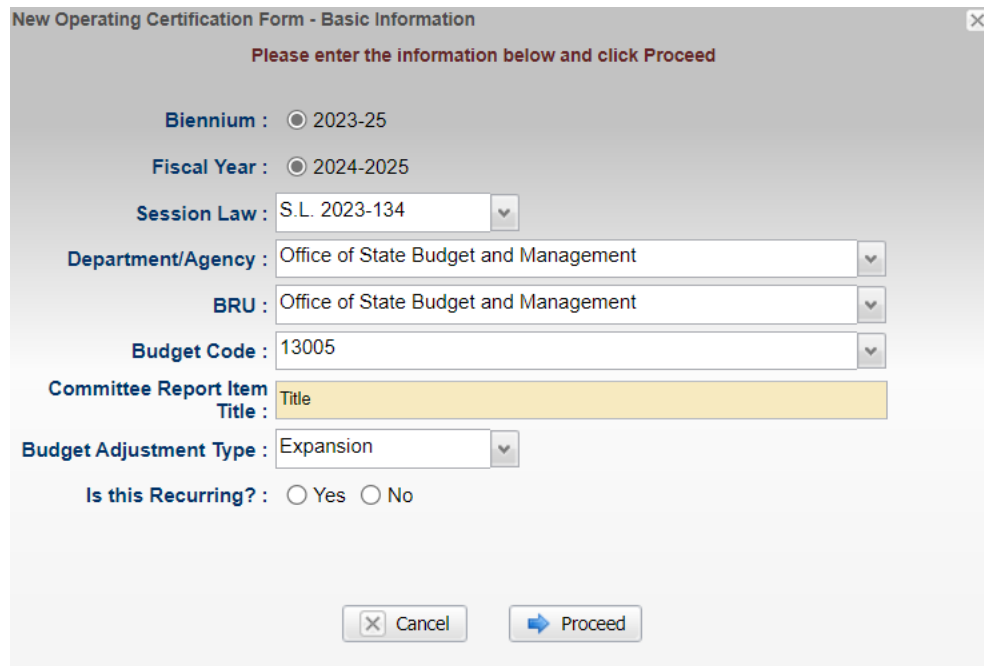
Committee Report Item Title : Title

Budget Adjustment Type :

Is this Recurring? :

- Technical
- Expansion
- Reduction
- Continuation

The final item on this window asks if this entry is recurring. Only one answer can be chosen.



New Operating Certification Form - Basic Information

Please enter the information below and click Proceed

Biennium :  2023-25

Fiscal Year :  2024-2025

Session Law : S.L. 2023-134

Department/Agency : Office of State Budget and Management

BRU : Office of State Budget and Management

Budget Code : 13005

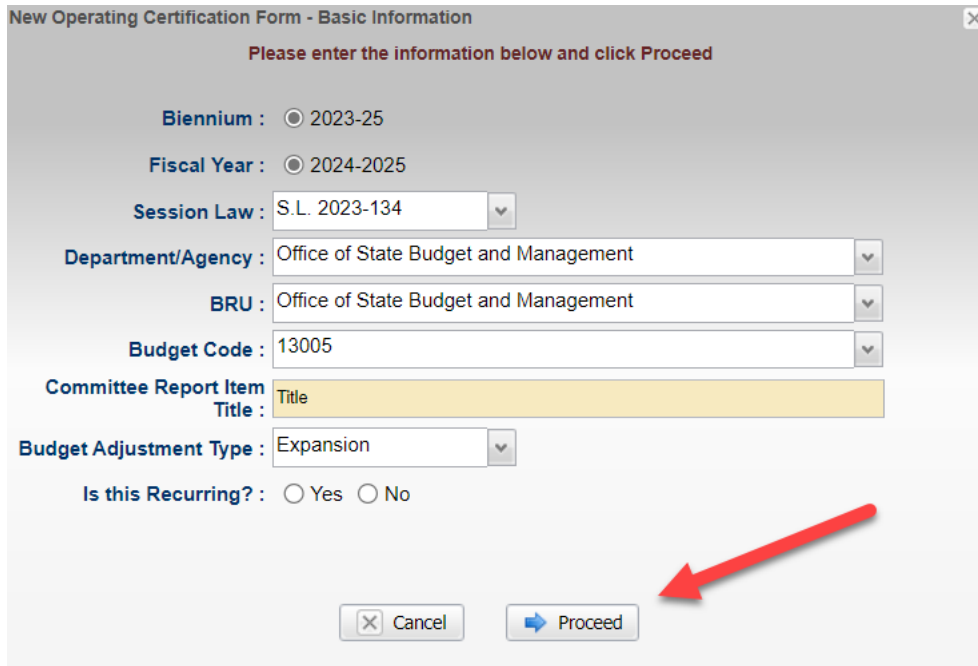
Committee Report Item Title : Title

Budget Adjustment Type : Expansion

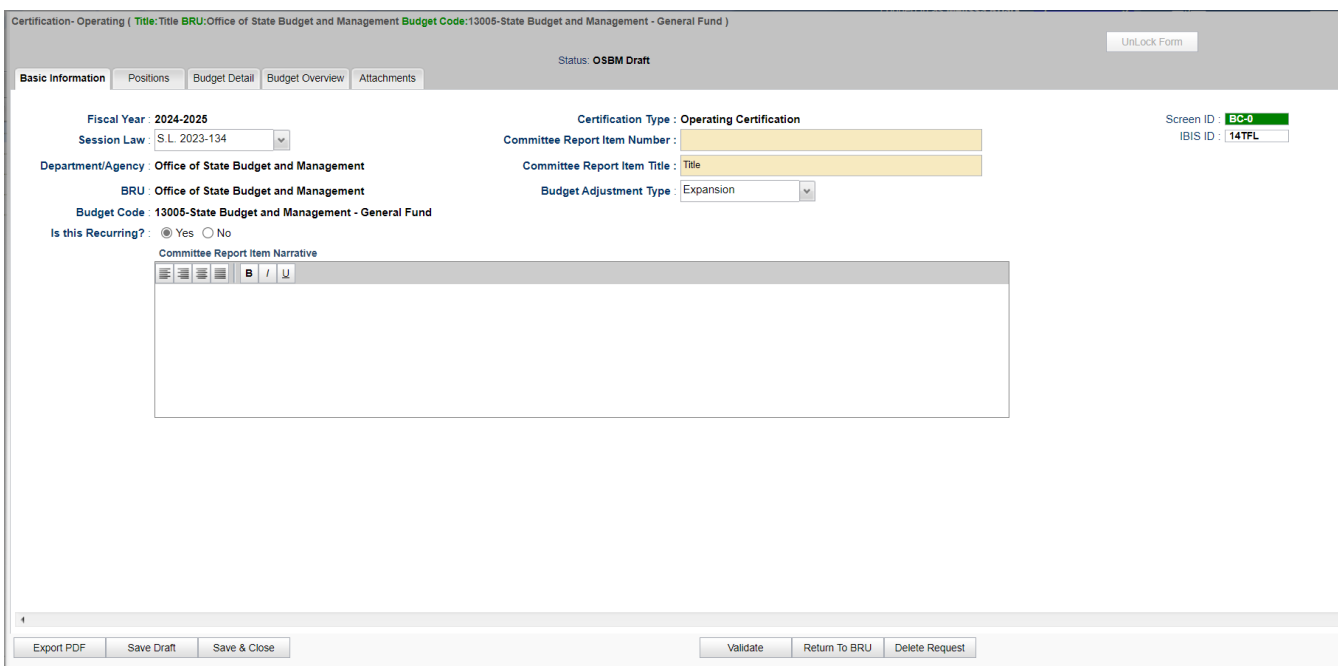
Is this Recurring? :  Yes  No

Cancel Proceed

If you click on the Cancel button, the window closes, nothing is saved, and you return to the BRU Work Queue. If you are satisfied with your entries and want to continue, click on the Proceed button as highlighted below.

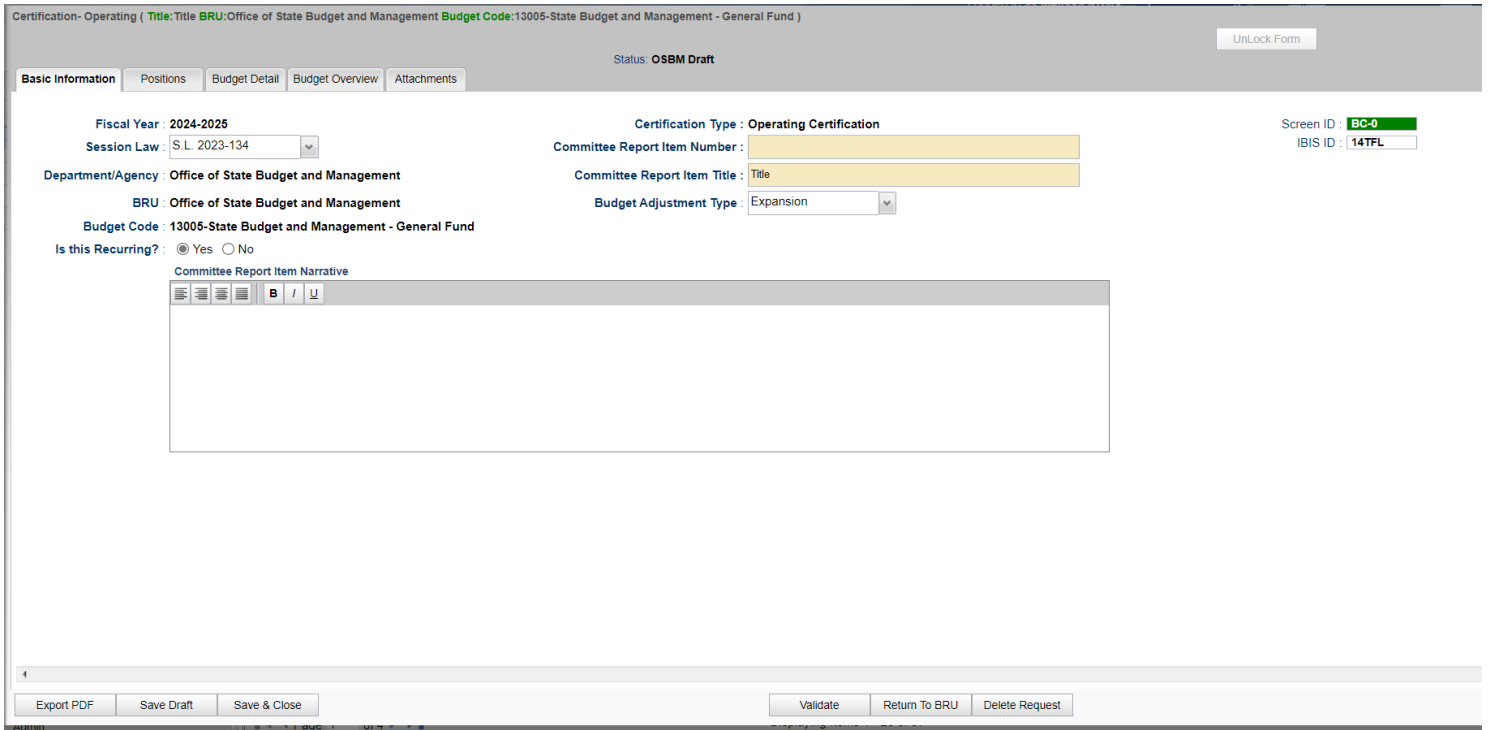


After clicking Proceed, you will see an Operating Certification form open. Note: The form's five tabs (Basic Information, Positions, Budget Details, Budget Overview and Attachments) will appear in the upper left corner of the screen as shown below.



### Basic Information Tab

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



Certification- Operating ( Title: Title BRU: Office of State Budget and Management Budget Code: 13005-State Budget and Management - General Fund )

Status: OSBM Draft

Unlock Form

Basic Information | Positions | Budget Detail | Budget Overview | Attachments

Fiscal Year : 2024-2025  
 Session Law : S.L. 2023-134

Department/Agency : Office of State Budget and Management  
 BRU : Office of State Budget and Management  
 Budget Code : 13005-State Budget and Management - General Fund

Is this Recurring? :  Yes  No

Certification Type : Operating Certification  
 Committee Report Item Number : [Title]  
 Committee Report Item Title : [Title]  
 Budget Adjustment Type : Expansion

Screen ID : BC-0  
 IBIS ID : 14TFL

Committee Report Item Narrative

Export PDF | Save Draft | Save & Close | Validate | Return To BRU | Delete Request

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:

**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

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

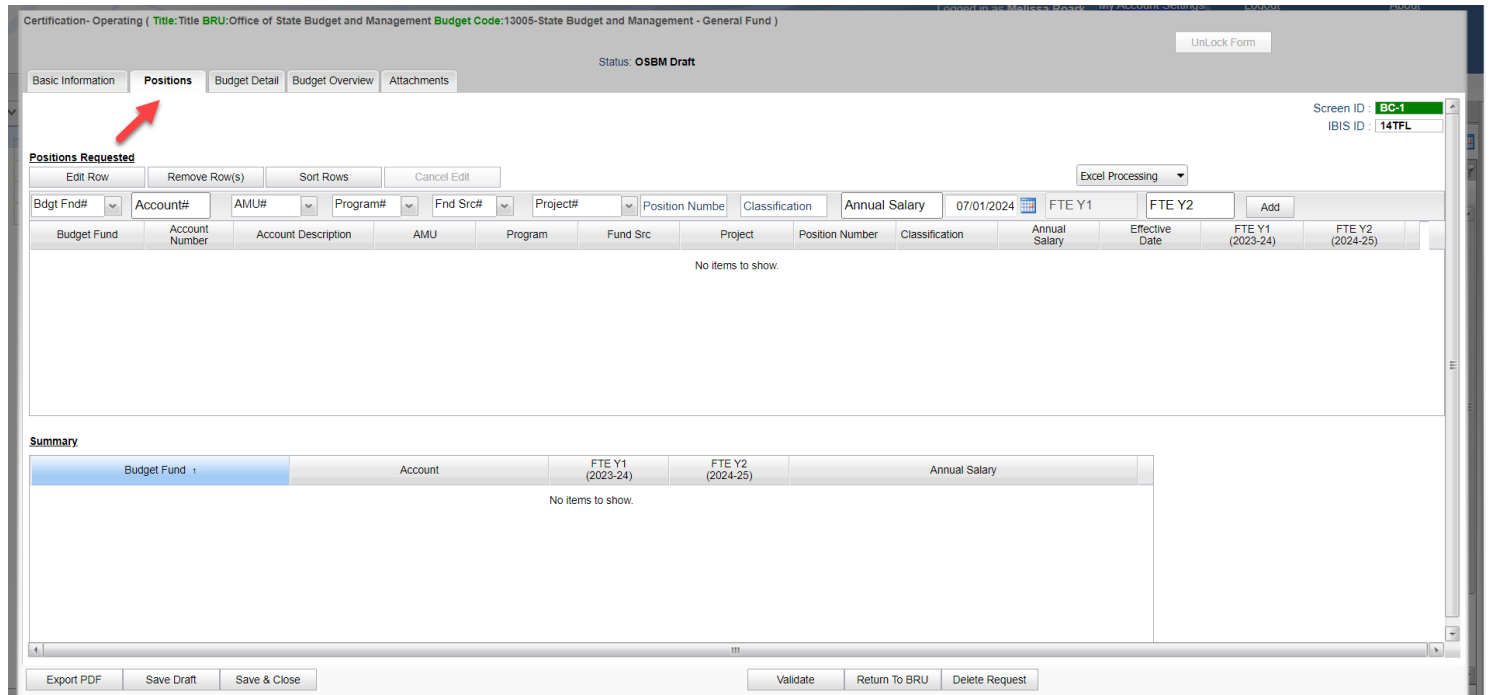
**Committee Report Item Number:** Fill in the appropriate Committee Report Item number



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

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

Enter the appropriate information in the field and click on the Positions tab at the top of the form to continue filling out the form. When clicked, the Positions tab will appear on your screen.



Certification- Operating ( Title: Title BRU:Office of State Budget and Management Budget Code:13005-State Budget and Management - General Fund )

Status: **OSBM Draft** Unlock Form

Basic Information **Positions** Budget Detail Budget Overview Attachments

Screen ID : **BC-1**  
IBIS ID : **14TFL**

**Positions Requested**

Edit Row Remove Row(s) Sort Rows Cancel Edit Excel Processing

Bdgtd Fnd#	Account#	AMU#	Program#	Fnd Src#	Project#	Position Number	Classification	Annual Salary	07/01/2024	FTE Y1	FTE Y2	Add
Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Position Number	Classification	Annual Salary	Effective Date	FTE Y1 (2023-24)	FTE Y2 (2024-25)
No items to show.												

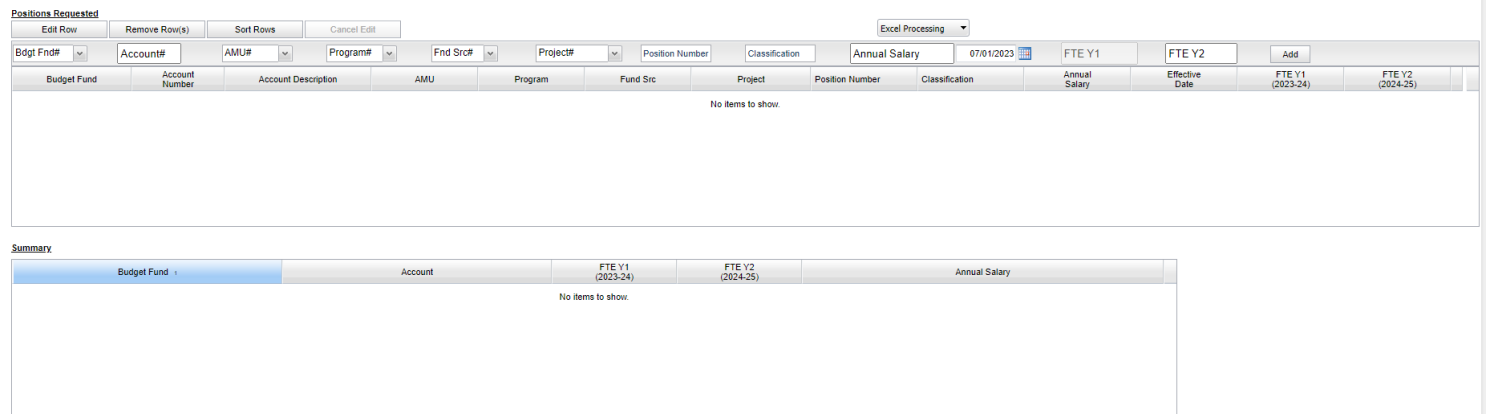
**Summary**

Budget Fund	Account	FTE Y1 (2023-24)	FTE Y2 (2024-25)	Annual Salary
No items to show.				

Export PDF Save Draft Save & Close Validate Return To BRU Delete Request

### Positions Tab

Complete this tab only if you are creating new positions, transferring positions to another agency, or adjusting the number of positions to reflect the item you are certifying.



**Positions Requested**

Edit Row Remove Row(s) Sort Rows Cancel Edit Excel Processing

Bdgtd Fnd#	Account#	AMU#	Program#	Fnd Src#	Project#	Position Number	Classification	Annual Salary	07/01/2023	FTE Y1	FTE Y2	Add
Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Position Number	Classification	Annual Salary	Effective Date	FTE Y1 (2023-24)	FTE Y2 (2024-25)
No items to show.												

**Summary**

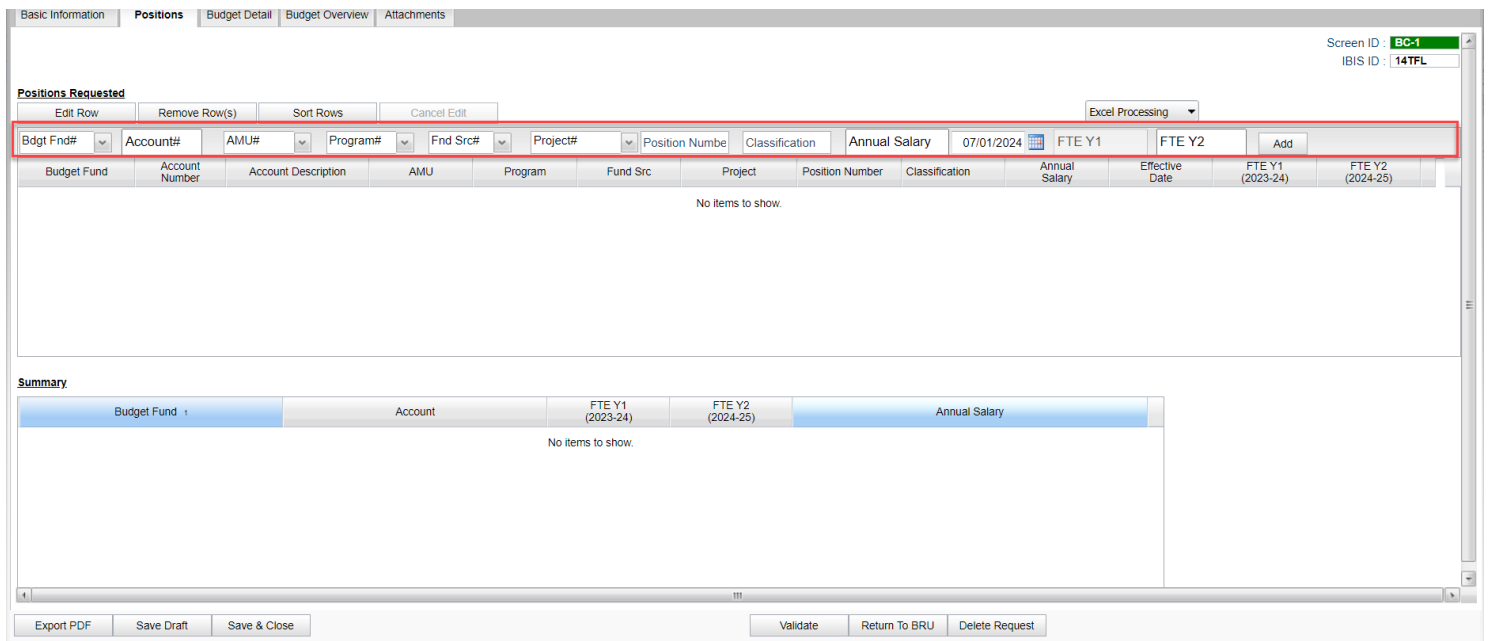
Budget Fund	Account	FTE Y1 (2023-24)	FTE Y2 (2024-25)	Annual Salary
No items to show.				

In this section, four buttons appear: Edit Row, Remove Row(s), Sort Rows and Cancel Edit:



The above buttons can only be utilized once rows have been created. Since this guide’s focus is developing a new Certification form, we will look first at adding rows then return to describe the functionality associated with these buttons.

To Add a Row, you will work with the fields outlined with a red box below:



The screenshot shows the 'Positions Requested' section of the IBIS interface. A red box highlights the following fields: Bdgt Fnd#, Account#, AMU#, Program#, Fnd Src#, Project#, Position Number, Classification, Annual Salary, Effective Date (07/01/2024), FTE Y1, FTE Y2, and an Add button. Below this is a table with columns: Budget Fund, Account Number, Account Description, AMU, Program, Fund Src, Project, Position Number, Classification, Annual Salary, Effective Date, FTE Y1 (2023-24), and FTE Y2 (2024-25). The table currently contains no items. Below the table is a 'Summary' section with columns: Budget Fund, Account, FTE Y1 (2023-24), FTE Y2 (2024-25), and Annual Salary. This summary table also contains no items. At the bottom of the form are buttons for 'Export PDF', 'Save Draft', 'Save & Close', 'Validate', 'Return To BRU', and 'Delete Request'.

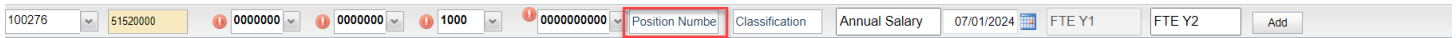
Note that the following fields are required: Budget Fund, Account#, AMU, Program, Fund SRC#, Project#, Annual Salary, Position Number, and Effective date, FTE Y1 and FTE Y2. The AMU, Program, and Fund Source.

If your agency has not created specific NCFs account segments for the item you are certifying, the AMU, Program, and Fund Source will default to zero.

Fill in the fields in the order they appear in the row. Budget Fund, AMU#, Program#, Fund Source#, and Project# are all dropdown lists and your entry can be selected from the dropdown lists based on existing chart account segments.

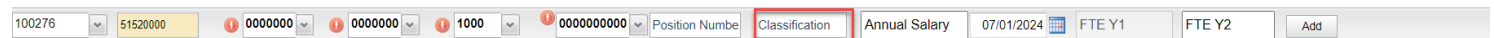
The Account field will present a list of accounts once the user has entered three digits into the field. Accounts are so numerous that you can narrow the list down by entering the first few digits, or you may type the full account code manually.

Click in the Position Number field to make the field editable. A cursor will appear, and you may type in the appropriate position number. The position number is an optional field.



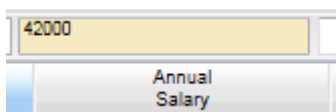
100276 51520000 0000000 0000000 1000 0000000000 Position Number Classification Annual Salary 07/01/2024 FTE Y1 FTE Y2 Add

Click in the Classification field to make the field editable. A cursor will appear, and you may type in the appropriate classification. If positions are entered in a reserve account (57XXX), the classification is optional.



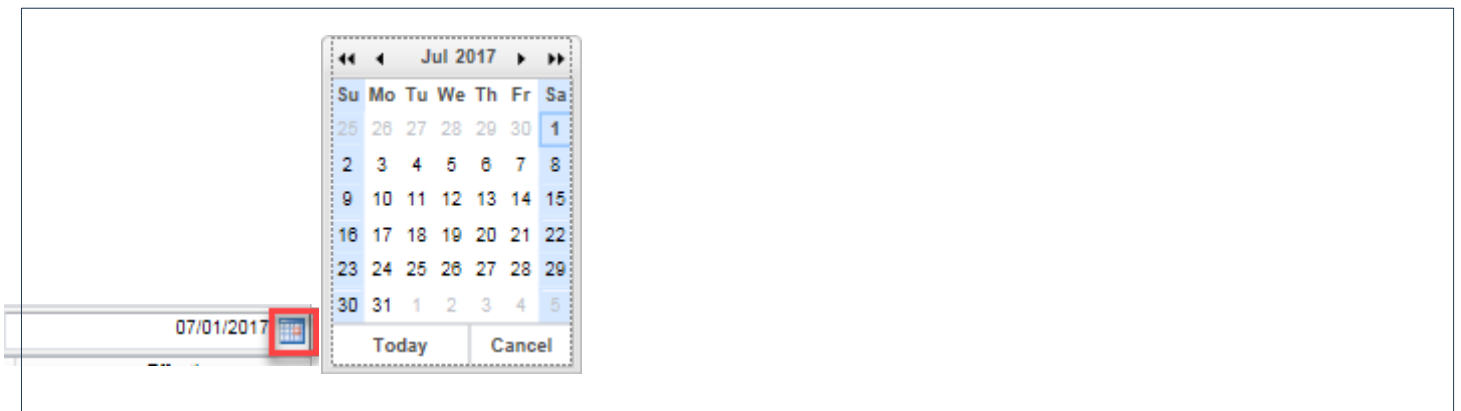
100276 51520000 0000000 0000000 1000 0000000000 Position Number Classification Annual Salary 07/01/2024 FTE Y1 FTE Y2 Add

In the Annual Salary field, enter the annual wage for the position(s) in whole numbers, without a dollar sign, comma or decimal point.



42000  
Annual Salary

In the Effective Date field, enter the beginning date of the position(s) requested, formatted as shown, or select the date from the calendar by clicking on the calendar icon next to the field.



07/01/2017

Jul 2017						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	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	31	1	2	3	4	5

Today Cancel

In the next two fields, FTE Y1 and FTE Y2, enter the number of positions of this type that are requested for FY1 and FY2 of the budget period. Numbers may be entered as either positive or negative number.

FTE Y1	FTE Y2
1	1

Click the Add button and the row will populate the positions grid, clearing the fields for entry of another row; however, the row will retain the last fund code and cost center entered to reduce the amount of manual entry required by the user in order to create a second row. Although these entries will be pre-filled, other Fund Codes and Cost Centers may be selected by the user.

Add

Repeat the above process to add all the Position rows necessary for the Certification form you are creating.

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

Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Position Number	Classification	Annual Salary	Effective Date	FTE Y1 (2023-24)	FTE Y2 (2024-25)
100276	51520000	REG RETIRE CONTRIB	0000000	0000000	1000	0000000000			\$52,000.00	07/01/2024		1.000

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.

Positions Requested

Edit Row Remove Row(s) Sort Rows Cancel Edit

Excel Processing

100276	51520000	0000000	0000000	1000	0000000000	Position Number	Classification	52000	07/01/2024	FTE Y1	1	Update
Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Position Number	Classification	Annual Salary	Effective Date	FTE Y1 (2023-24)	FTE Y2 (2024-25)
100276	51520000	REG RETIRE CONTRIB	0000000	0000000	1000	0000000000			\$52,000.00	07/01/2024		1.000

Below is a screenshot of a row that populates the data entry row and may be edited.

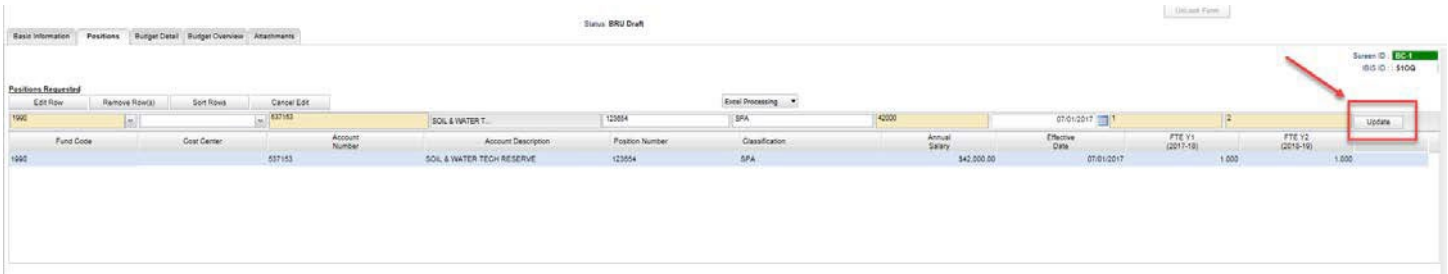
Positions Requested

Edit Row Remove Row(s) Sort Rows Cancel Edit

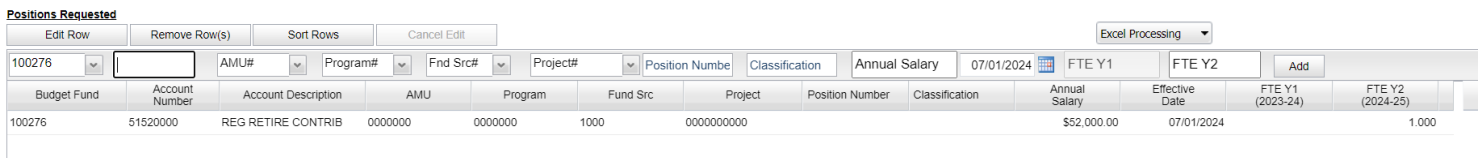
Excel Processing

100276	51520000	0000000	0000000	1000	0000000000	Position Number	Classification	52000	07/01/2024	FTE Y1	1	Update
Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Position Number	Classification	Annual Salary	Effective Date	FTE Y1 (2023-24)	FTE Y2 (2024-25)
100276	51520000	REG RETIRE CONTRIB	0000000	0000000	1000	0000000000			\$52,000.00	07/01/2024		1.000

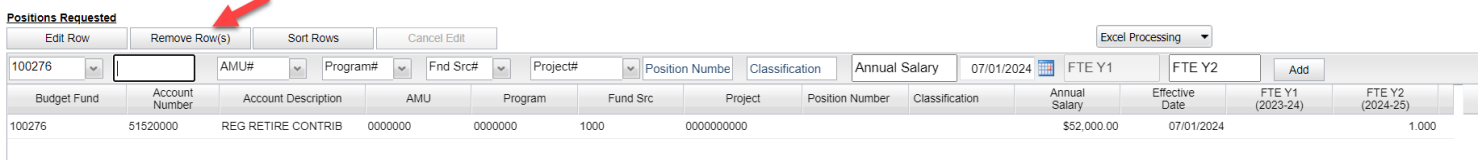
When a row has been selected for editing, you may change any of the data previously entered. To save changes you must click on the Update Button at the end of the row.



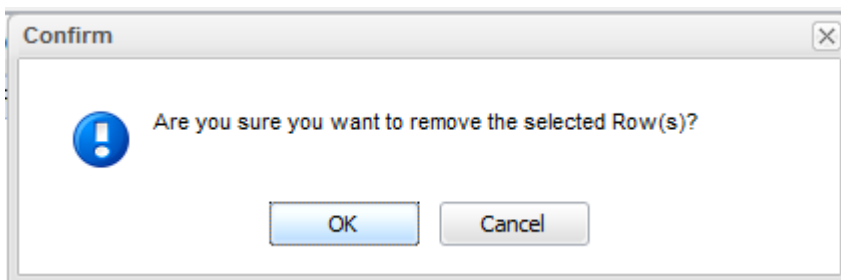
Once Update has been clicked, the add/update row will clear (except for the Fund Code and Cost Center fields) and the updated data will show in the grid below.



To delete a row that has been entered, click on a row to highlight it and click on the Remove Row(s) button, and a confirm deletion message box will appear.



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



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

**Positions Requested**

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

Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Position Number	Classification	Annual Salary	Effective Date	FTE Y1 (2023-24)	FTE Y2 (2024-25)
100276	51510000	SOCIAL SEC CONTRIB	0000000	0000000	1000	0000000000			\$71,000.00	07/01/2024		2.000
100276	51520000	REG RETIRE CONTRIB	0000000	0000000	1000	0000000000			\$52,000.00	07/01/2024		1.000

The rows will be sorted in Fund Code, Account Number order, ascending. Click a second time and they will resort in descending order.

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

**Positions Requested**

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

Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Position Number	Classification	Annual Salary	Effective Date	FTE Y1 (2023-24)	FTE Y2 (2024-25)
100276	51520000	SOCIAL SEC CONTRIB	0000000	0000000	1000	0000000000		52000	\$71,000.00	07/01/2024	1	2.000
100276	51520000	REG RETIRE CONTRIB	0000000	0000000	1000	0000000000			\$52,000.00	07/01/2024		1.000

At the bottom of the Positions tab, a Summary table is displayed. The Summary information is taken from the data entered above in the Positions Requested table and none of the data in the Summary is editable. Any changes to the Summary information must be made by editing the data in the Positions Requested table.

**Summary**

Budget Fund	Account	FTE Y1 (2023-24)	FTE Y2 (2024-25)	Annual Salary
<b>100276</b>	<b>Fund (100276) Totals :</b>	<b>0.000</b>	<b>3.000</b>	<b>\$123,000.00</b>
100276	51510000	0.000	2.000	\$71,000.00
100276	51520000	0.000	1.000	\$52,000.00

Move to the top of the Certification form and click on the Budget Detail tab to bring that portion of the Certification form to the forefront.



**Budget Detail Tab**

Once clicked, the Budget Detail tab will appear as shown below.

Status: OSBM Draft

Screen ID : BC-2  
IBIS ID : 14TFL

**Requirements**

Edit Row Remove Row(s) Sort Rows Cancel Edit Excel Processing

Bdgt Fnd#	Account#	AMU#	Program#	Fnd Src#	Project#	Int Fnd#	Y1 Amt	Y2 Amt	Add
Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fund	Amount (2023-24)	Amount (2024-25)
No items to show.									

**Receipts**

Edit Row Remove Row(s) Sort Rows Cancel Edit Excel Processing

Bdgt Fnd#	Account#	AMU#	Program#	Fnd Src#	Project#	Int Fnd#	Y1 Amt	Y2 Amt	Add
Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fund	Amount (2023-24)	Amount (2024-25)
No items to show.									

**Summary**

	2023-24	2024-25
<b>Total Requirements</b>	\$0.00	\$0.00
<b>Total Receipts</b>	\$0.00	\$0.00
<b>Appropriation</b>	\$0.00	\$0.00

Export PDF Save Draft Save & Close Validate Return To BRU Delete Request

Inserting rows in the Requirements and Receipts sections of the Certification form works in the same fashion as inserting rows on the Positions tab. 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 and will be described later in this user guide.

To add a requirement of this Certification form, focus on the data entry row highlighted in red in the screenshot below.

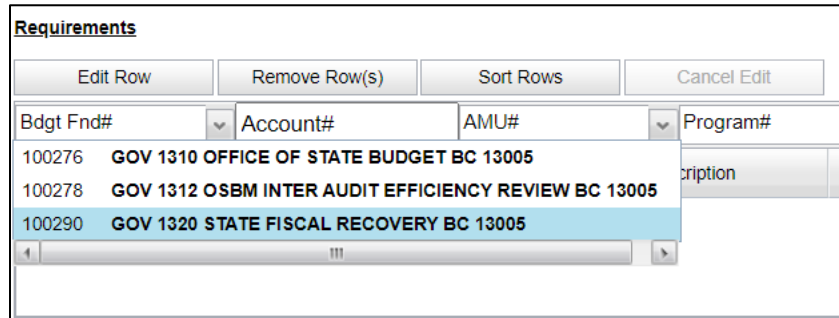
**Requirements**

Edit Row Remove Row(s) Sort Rows Cancel Edit Excel Processing

Bdgt Fnd#	Account#	AMU#	Program#	Fnd Src#	Project#	Int Fnd#	Y1 Amt	Y2 Amt	Add
Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fund	Amount (2023-24)	Amount (2024-25)
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 budget fund field contains a dropdown list that displays Fund codes available to the agency/BRU. A fund code can be selected from the dropdown list or typed in manually.



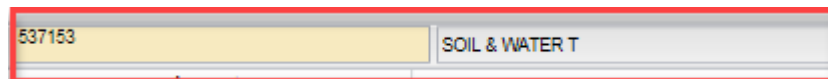
**Requirements**

Edit Row Remove Row(s) Sort Rows Cancel Edit

Bdgt Fnd#	Account#	AMU#	Program#
100276	GOV 1310 OFFICE OF STATE BUDGET BC 13005		
100278	GOV 1312 OSBM INTER AUDIT EFFICIENCY REVIEW BC 13005		
100290	GOV 1320 STATE FISCAL RECOVERY BC 13005		

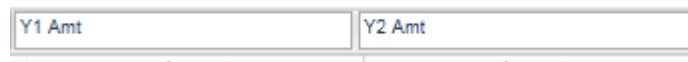
The Account field will present a list of accounts once the user has entered three digits into the field. Accounts are so numerous that you can narrow the list down by entering the first few digits, or you may type the full account code manually.

Once selected or typed into the field, the account code will show.



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The next set of fields in the Add/Edit Row area include the remaining NCFs segments, and the Y1 and Y2 amount that you need to certify. Note, when certifying short session items, you will only be able to enter Y2 amounts.

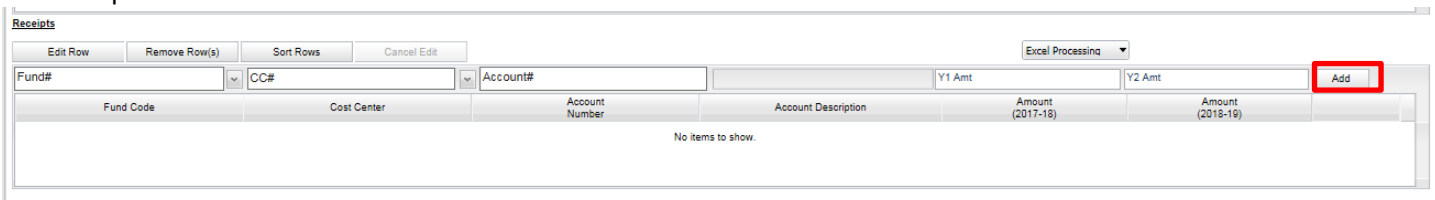


Y1 Amt Y2 Amt

Enter amounts in the Y1 Amt and Y2 Amt fields (if applicable). The values will reformat to dollars when you click Add to finish the row entry. Amounts may be entered as either positive or negative amounts. Amounts are not required to be entered in both year fields and if an amount field is left blank, then the value added to the table will be \$0.

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 (Fund Code and Cost Center will be retained).

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 Excel Processing

Fund#	CC#	Account#	Y1 Amt	Y2 Amt	Add
Fund Code	Cost Center	Account Number	Account Description	Amount (2017-18)	Amount (2018-19)

No items to show.

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



<input type="button" value="Edit Row"/> <input type="button" value="Remove Row(s)"/> <input type="button" value="Sort Rows"/> <input type="button" value="Cancel Edit"/> <span style="float: right;"><input type="button" value="Excel Processing"/></span>										
Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fund	Y1 Amt	Y2 Amt	Add
								Amount (2023-24)	Amount (2024-25)	
100276	51110000	EPA-REG SALARIES	0000000	0000000	1000	0000000000	000000	\$0.00	\$32,000.00	

When a row has been selected for editing, 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.

<input type="button" value="Edit Row"/> <input type="button" value="Remove Row(s)"/> <input type="button" value="Sort Rows"/> <input type="button" value="Cancel Edit"/> <span style="float: right;"><input type="button" value="Excel Processing"/></span>										
Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fund	Y1 Amt	Y2 Amt	Update
								Amount (2023-24)	Amount (2024-25)	
100276	51110000	EPA-REG SALARIES	0000000	0000000	1000	0000000000	000000	\$0.00	\$32,000.00	

Once Update has been clicked, the add/update row will clear, and the updated data will show in the grid below.

**Requirements**

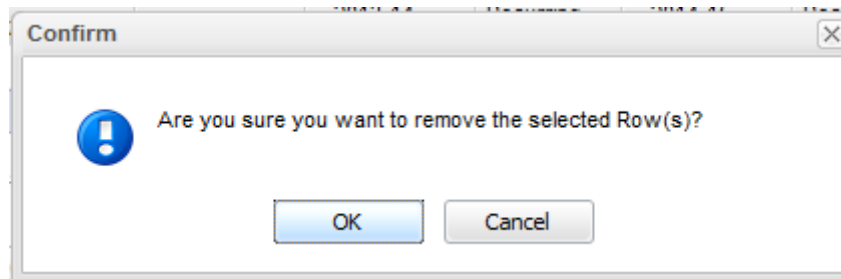
<input type="button" value="Edit Row"/> <input type="button" value="Remove Row(s)"/> <input type="button" value="Sort Rows"/> <input type="button" value="Cancel Edit"/> <span style="float: right;"><input type="button" value="Excel Processing"/></span>										
Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fund	Y1 Amt	Y2 Amt	Add
								Amount (2023-24)	Amount (2024-25)	
100276	51110000	EPA-REG SALARIES	0000000	0000000	1000	0000000000	000000	\$0.00	\$32,000.00	

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

**Requirements**

<input type="button" value="Edit Row"/> <input type="button" value="Remove Row(s)"/> <input type="button" value="Sort Rows"/> <input type="button" value="Cancel Edit"/> <span style="float: right;"><input type="button" value="Excel Processing"/></span>										
Budget Fund	Account Number	Account Description	AMU	Program	Fund Src	Project	Inter Fund	Y1 Amt	Y2 Amt	Add
								Amount (2023-24)	Amount (2024-25)	
100276	51110000	EPA-REG SALARIES	0000000	0000000	1000	0000000000	000000	\$0.00	\$32,000.00	

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



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.

**Requirements**

100276		Account#		AMU#	Program#		Fnd Src#	Project#	Int Fnd#	Y1 Amt	Y2 Amt	Add
Budget Fund	Account Number	Account Description			AMU	Program	Fund Src	Project	Inter Fund	Amount (2023-24)	Amount (2024-25)	
100276	51110000	EPA-REG SALARIES			0000000	0000000	1000	0000000000	000000	\$0.00	\$32,000.00	

The rows will be sorted in Fund Code, Cost Center, Account Number order, ascending. Click a second time and they will resort in descending order.

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

When requirements and/or receipts have been 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 in their appropriate budget cycle. The Summary table will also add, and receipts entered in this form and display them in their appropriate category/year. The Appropriation row will then calculate requirements minus receipts and display those amounts in their appropriate budget cycles.

**Summary**

	2023-24	2024-25
<b>Total Requirements</b>	\$0.00	\$32,000.00
<b>Total Receipts</b>	\$0.00	\$0.00
<b>Appropriation</b>	\$0.00	\$32,000.00

Move to the top of the Certification form and click on the Budget Overview tab to bring that portion of the form to the forefront.

Status: **OSBM Draft**

Basic Information | Positions | Budget Detail | **Budget Overview** | Attachments

Screen ID: **BC-3**  
IBIS ID: **14TFL**

**Requirements**

Budget Fund	Account Number	Account Description	Year1	Year2
100276	51110000	EPA-REG SALARIES	\$0.00	\$32,000.00
<b>Budget Fund Totals:</b>			<b>\$0.00</b>	<b>\$32,000.00</b>

**Receipts**

Budget Fund	Account Number	Account Description	Year1	Year2
No items to show.				

**Summary**

	2023-24	2024-25
<b>Total Requirements</b>	\$0.00	\$32,000.00
<b>Total Receipts</b>	\$0.00	\$0.00
<b>Appropriation</b>	\$0.00	\$32,000.00

Export PDF | Save Draft | Save & Close | Validate | Return To BRU | Delete Request

The Budget Overview tab is a read only tab that reflects the data entered on the Budget Detail screen and it shows summaries by fund. None of the data on this tab is editable and will not display cost center data. 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](#).

### Attachments Tab

Move to the top of the Certification form and click on the Attachments tab to bring that portion of the Certification form to the forefront.

Certification - Operating ( Title: test BRU: Department of Administration Budget Code: 14111-Office of State Human Resources - General Fund )

UnLock Form

Basic Information | Positions | Budget Detail | Budget Overview | **Attachments**

Status: **OSBM Draft**

Once the attachments form opens, you may add attachments to your certification entry by clicking on the add attachment button on the top left.

Certification - Operating ( Title: test OSBM; Department of Administration Budget Code: 14111-Office of State Human Resources - General Fund )

UnLock Form

Status: OSBM Draft

Basic Information | Positions | Budget Detail | Budget Overview | **Attachments**

**Attachments**

Add Attachment | View Attachment | Delete Attachment

Attachment Name	Attachment Type	Attachment Size	Date Uploaded	Uploaded By
No items to show.				

Screen ID: BC-4  
IBIS ID: 14T18

Once you click the 'add attachment' button, you will be able to browse the files on your computer and select an attachment to add to the certification entry. You may also close the window if you clicked the add attachment button accidentally.

OSBM  
July 2024