

INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE

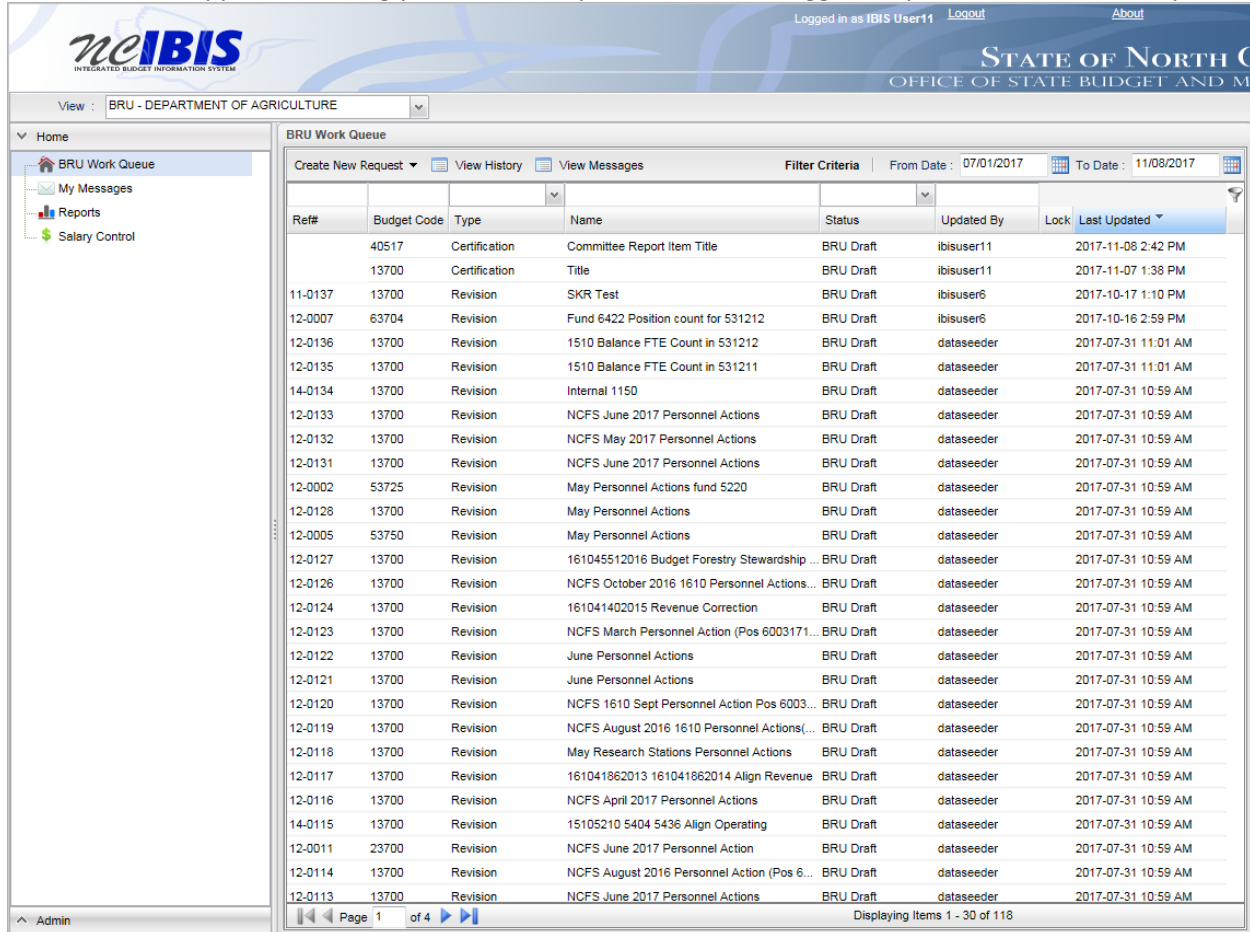
Fund Code Form

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General Navigation

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



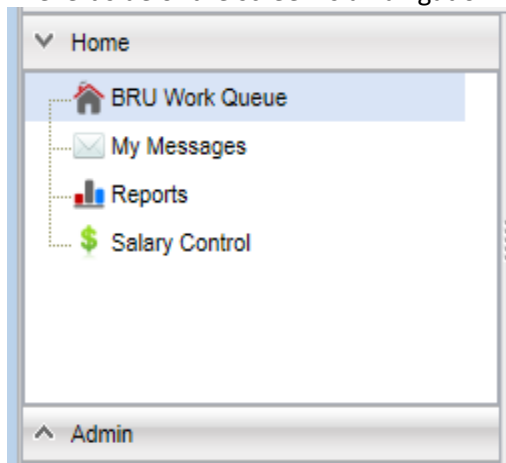
The screenshot shows the neIBIS application interface. At the top, it says "Logged in as IBIS User11" and "About". The header includes the "STATE OF NORTH CAROLINA OFFICE OF STATE BUDGET AND MANAGEMENT" logo. Below the header, there is a "View" dropdown set to "BRU - DEPARTMENT OF AGRICULTURE".

The main content area is titled "BRU Work Queue" and contains a table with the following columns: Ref#, Budget Code, Type, Name, Status, Updated By, Lock, and Last Updated. The table lists various work items, including certifications, revisions, and personnel actions, all in "BRU Draft" status.

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
	40517	Certification	Committee Report Item Title	BRU Draft	ibisuser11		2017-11-08 2:42 PM
	13700	Certification	Title	BRU Draft	ibisuser11		2017-11-07 1:38 PM
11-0137	13700	Revision	SKR Test	BRU Draft	ibisuser6		2017-10-17 1:10 PM
12-0007	63704	Revision	Fund 6422 Position count for 531212	BRU Draft	ibisuser6		2017-10-16 2:59 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	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 ...	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0126	13700	Revision	NCFS October 2016 1610 Personnel Actions...	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 6003171...	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 6003...	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0119	13700	Revision	NCFS August 2016 1610 Personnel Actions(...	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 5436 Align Operating	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0011	23700	Revision	NCFS June 2017 Personnel Action	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0114	13700	Revision	NCFS August 2016 Personnel Action (Pos 6...	BRU Draft	dataseeder		2017-07-31 10:59 AM
12-0113	13700	Revision	NCFS June 2017 Personnel Actions	BRU Draft	dataseeder		2017-07-31 10:59 AM

At the bottom of the table, it says "Page 1 of 4" and "Displaying Items 1 - 30 of 118".


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



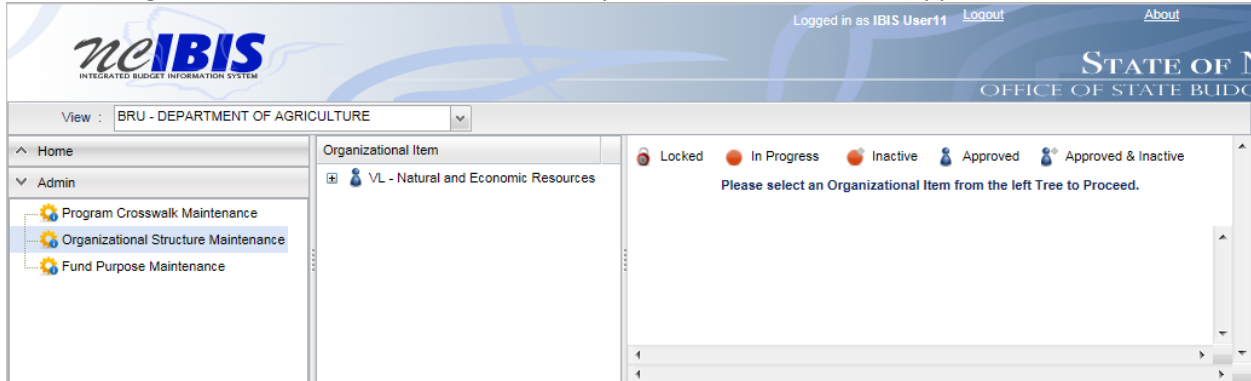
The navigation menu is located on the left side of the application. It includes the following options:

- Home
- BRU Work Queue (highlighted)
- My Messages
- Reports
- Salary Control
- Admin

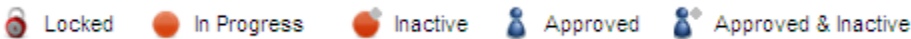
Click Admin in the lower left corner of the screen. You will see a list with Organizational Structure Maintenance as an option to select.

...  Organizational Structure Maintenance

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).

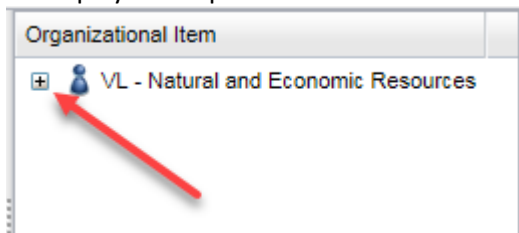


The definition for each icon is as follows:

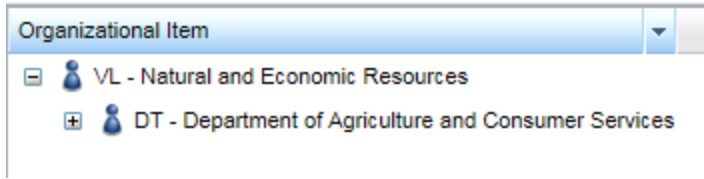
- Locked: The code is currently being modified by a user.
- In Progress: The code is currently undergoing editing.
- Inactive: The code has an expiration date in the past and is no longer an active code.
- Approved: The code has an expiration date in the future and is currently active.
- Approved and 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.

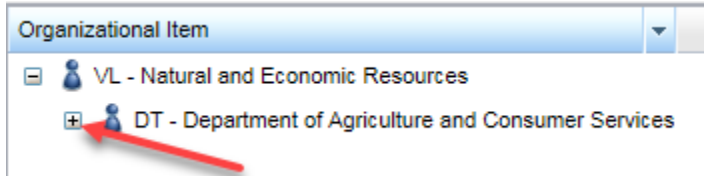
To display the departments under the volume, click the plus sign "+" next to the blue icon next to the VL.



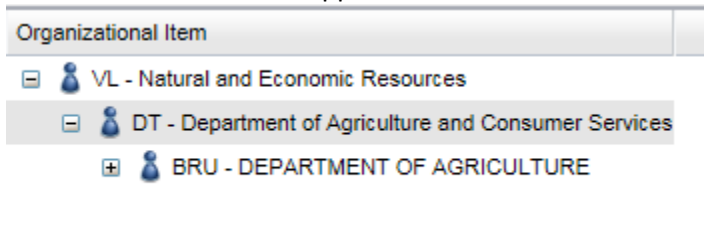
You will see another row appear that has the same blue icon with DT followed by the name of your department. (DT stands for department.)



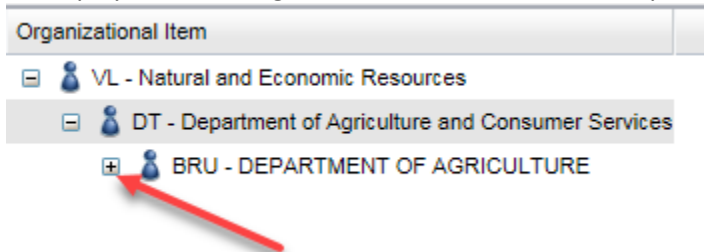
To display the BRUs of the department, click the plus sign "+" next to the blue icon next to the DT.



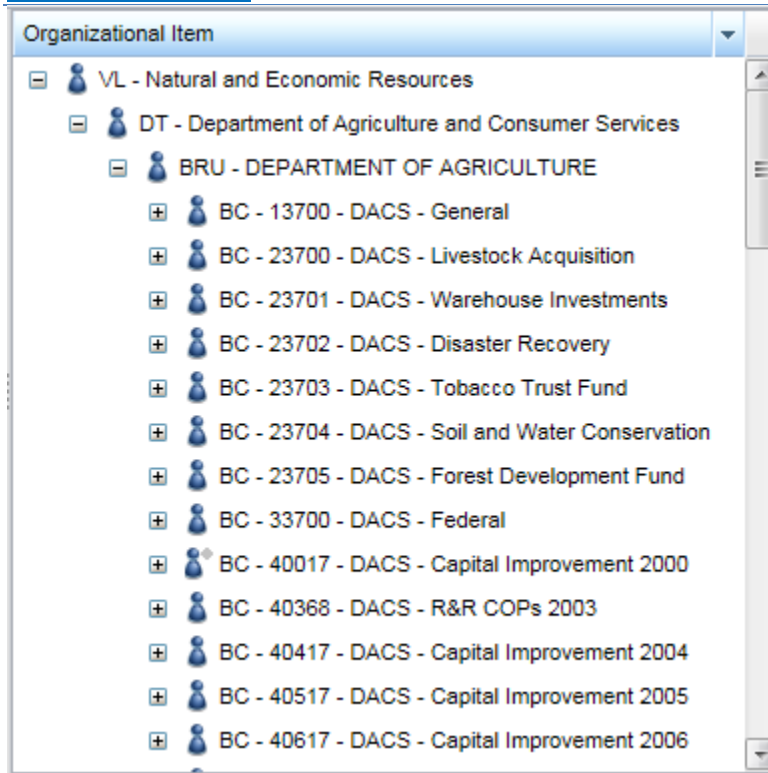
You will see another row appear that has the same blue icon with BRU following by a BRU name.



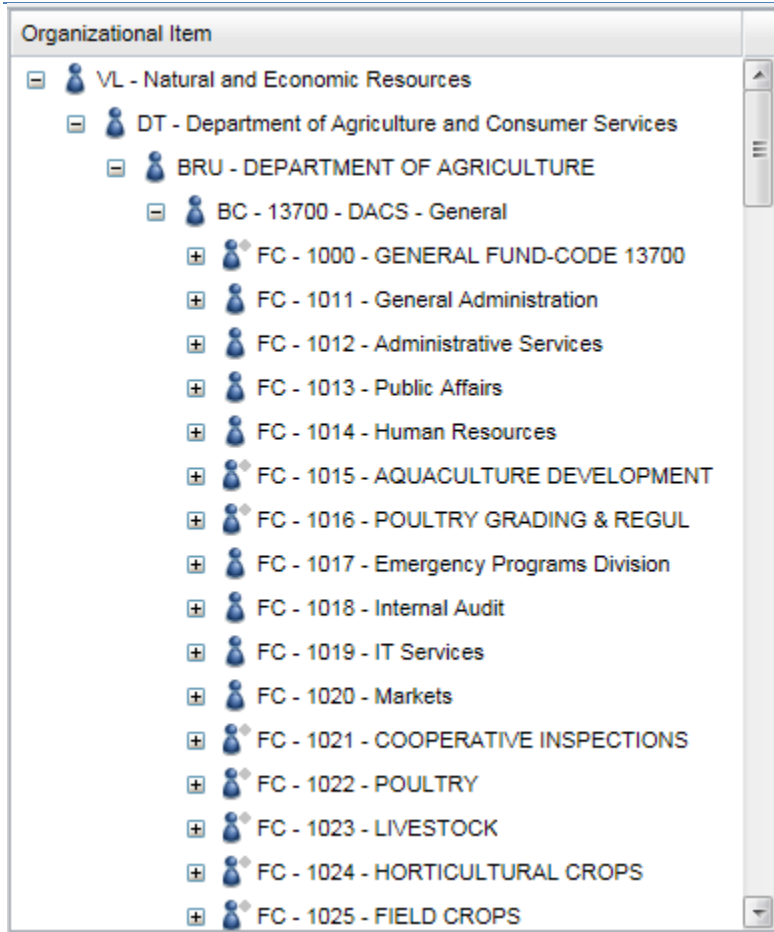
To display a list of budget codes for the BRU, click the plus sign "+" next to the blue icon next to the BRU.



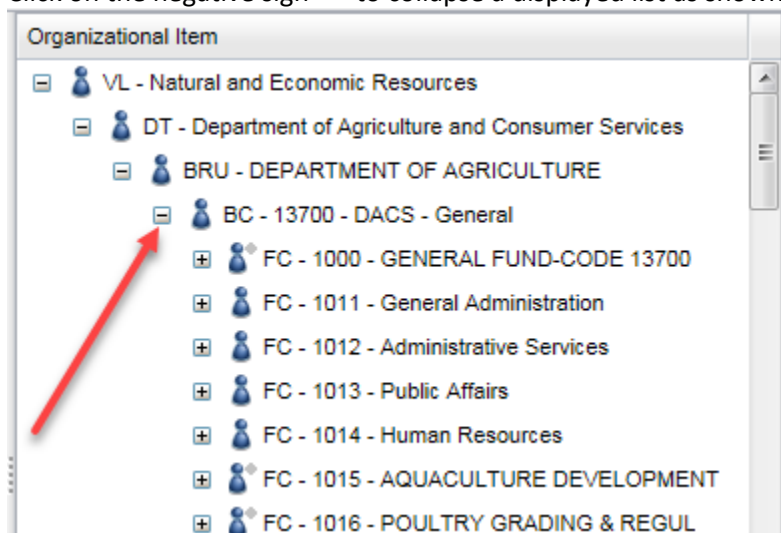
You will a list of budget codes appear for the BRU. A portion of the Department of Environment and Natural Resources' budget codes are shown in the example below.



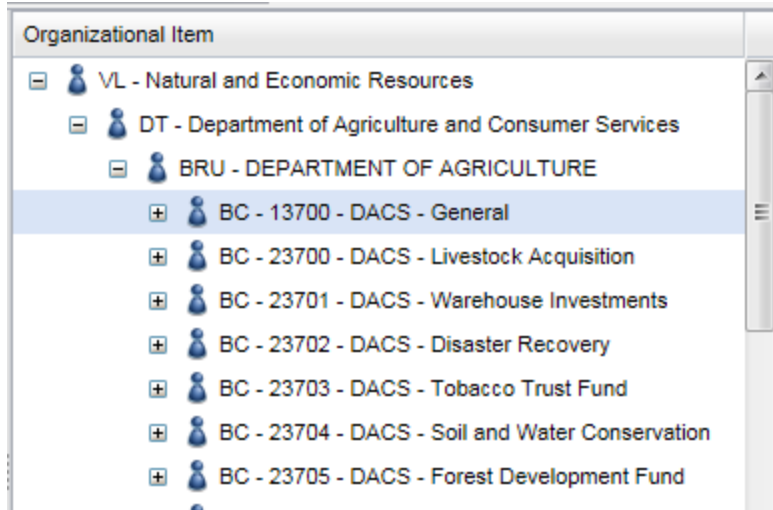
To display a list of funds codes for a budget code, click the plus sign "+" for one of the budget codes. A portion of the Department of Environment and Natural Resources' fund codes for budget code 14300 are shown in the example below.



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.

Organizational Item

- VL - Natural and Economic Resources
 - DT - Department of Agriculture and Consumer Services
 - BRU - DEPARTMENT OF AGRICULTURE
 - BC - 13700 - DACS - General
 - FC - 1000 - GENERAL FUND-CODE 13700
 - FC - 1011 - General Administration
 - FC - 1012 - Administrative Services
 - FC - 1013 - Public Affairs
 - FC - 1014 - Human Resources
 - FC - 1015 - AQUACULTURE DEVELOPMENT
 - FC - 1016 - POULTRY GRADING & REGUL
 - FC - 1017 - Emergency Programs Division
 - FC - 1018 - Internal Audit
 - FC - 1019 - IT Services
 - FC - 1020 - Markets
 - FC - 1021 - COOPERATIVE INSPECTIONS
 - FC - 1022 - POULTRY
 - FC - 1023 - LIVESTOCK
 - FC - 1024 - HORTICULTURAL CROPS
 - FC - 1025 - FIELD CROPS
 - FC - 1026 - GRAPE GROWERS COUNCIL
 - FC - 1027 - Property and Construction
 - FC - 1028 - AGRICULTURE POLICY DEV
 - FC - 1030 - STATE FARM OPERATIONS
 - FC - 1035 - Small Farms
 - FC - 1040 - Agronomic Services
 - FC - 1050 - Federal - State Agricultural Statistics
 - FC - 1060 - ANALYTICAL ADMINISTRATN
 - FC - 1070 - Commercial Feed and Pet Food
 - FC - 1080 - Commercial Fertilizer Analysis
 - FC - 1090 - Pesticide Control and Analysis
 - FC - 1100 - Food, Drug, and Cosmetic Analysis
 - FC - 1120 - Structural Pest
 - FC - 1130 - Veterinary Services
 - FC - 1140 - Meat and Poultry Inspection
 - FC - 1150 - Weights and Measures Inspection

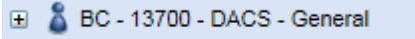
Locked
In Progress
Inactive
Approved
Approved & Inactive

Add New Fund Code
Open Budget Code

Screen ID : 101
 IBIS ID : 2CM
 Request Number :
 Department : Department of Agriculture and Consumer Services
 BRU : DEPARTMENT OF AGRICULTURE
 Budget Code : 13700
 Company Number : 1001
 Status : Approved
 Created Date : 07/01/1970
 Last Modified Date : 07/01/1970
 Effective Date : 07/01/1970
 Expiration Date : 12/31/9999
 Short Title : DACS - General
 Long Title : Agriculture and Consumer Services - General Fund
 Justification :
 Revenue Source :
 Expenditure/ Accounting Activity :
 Will the budget code need a new disbursing account? : NO
 What existing disbursing account will be used? : NA
 Will the budget code be interest-bearing? : NO
 Is the Budget Code in a Budgeted Category? : YES
 Line Item : Budget Code Completed
 Specify NCAS Region: : 23
 Will the budget code use the NCAS Chart of Accounts (OSBM)? : YES
 Name :
 Phone Number :
 Email :
 Reviewed by OSBM Analyst :
 Initiated by OSBM (ASBO) :
 Entered into CMCS (OSC) :
 Entered into NCAS (OSC) :
 Entered into Core Banking (DST) :
 Approved by OSBM (ASBO) :
 Approval Date :

How to Create a New Fund Code

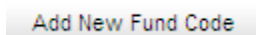
To create a new fund code, click on the budget code under which a fund will be created in the Organizational Structure Maintenance tree. This will highlight the budget code as shown below.



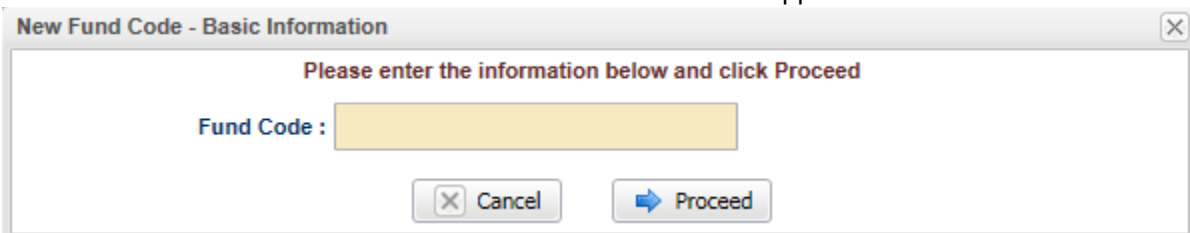
After the budget code is highlighted, the right pane will show an Add New Fund Code option as well as information about the budget code, including BRU, Created Date, Last Modified Date, Effective Date, Expiration Date and Title. Much of the other data will be blank because the legacy system did not maintain it.



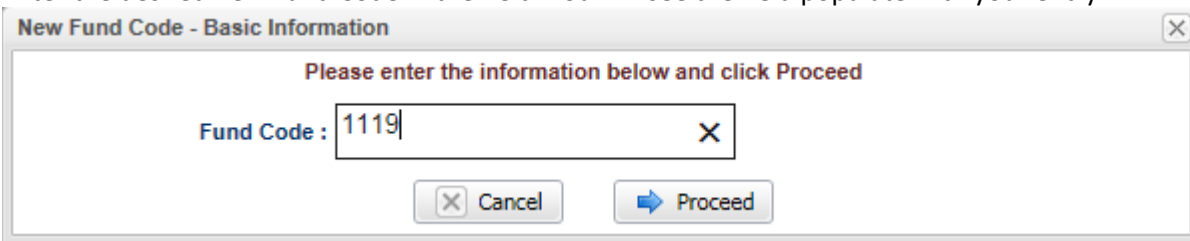
To create a new fund code click on the Add New Fund Code button.



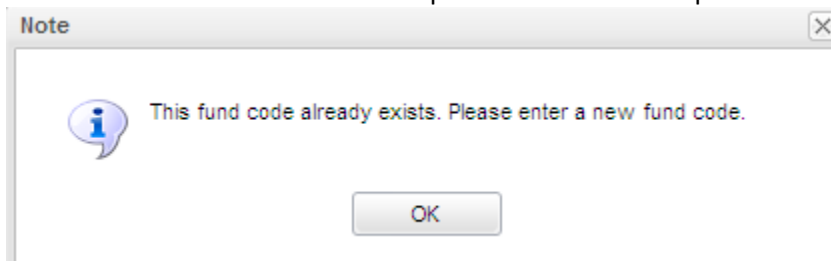
You will see a New Fund Code Form - Basic Information window appear as shown below.



Enter the desired new Fund Code in the field. You will see the field populate with your entry.



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



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



When continuing with a new valid fund code you will see text stating the fund 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.

(Fund Code) '1118'

UnLock Form

Status: BRU Draft

Screen ID : 200
IBIS ID : S1PQ
Request Number :

Budget Code : BC - 13700 - DACS - General
Created Date : 11/08/2017
Last Modified Date : 11/08/2017
Fund(Center) Code : 1118

Effective Date : 11/08/2017
Expiration Date : 12/31/9999

Company :
GASB # :
Short Title :
Long Title :

Will payroll be distributed out of this fund (center)? : Yes No

Verify that the Budget Code and Fund Code are correct before proceeding with creating the new fund code.

Budget Code : BC - 13700 - DACS - General
Created Date : 11/08/2017

Last Modified Date : 11/08/2017
Fund(Center) Code : 1118

The Effective Date and Expiration Date fields can be set by using the dropdowns next to the month, date and year of each respective row. Set the effective date for the date the fund code that will be activated. The expiration date can remain set to the default 12/31/9999 setting or may be adjusted if the fund code is expiring by a certain date.

Effective Date : 11/08/2017
Expiration Date : 12/31/9999

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

Company Number :

Click in the GASB # field to enter the GASB number.

GASB # :

The short and long titles will assign a title to the new fund 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 :

Make sure to provide an accurate answer to the question inquiring whether payroll will be distributed out of the found. The default answer is no. Click the button for yes if a change is needed.

Will payroll be distributed out of this fund (center)? : Yes No

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 :

Entering a fund purpose statement is required for a new fund code. Click in the Fund Purpose box to enter text.

Fund Purpose :

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

Justification :

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

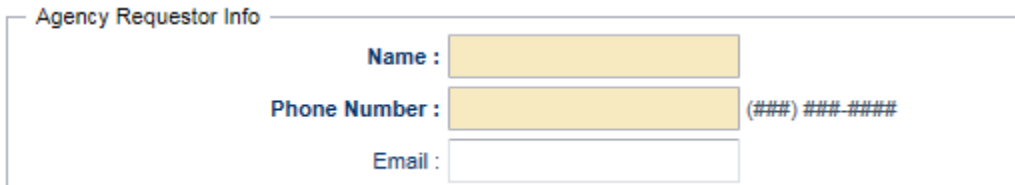
Revenue Source :

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



Expenditure/Accounting
Activity :

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 fund code request.



Agency Requestor Info

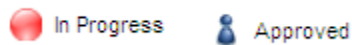
Name :

Phone Number : (###) ### ####

Email :

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

Note: If you save and close a fund 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.



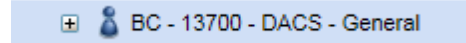
When a budget/fund code is in the process of being created or modified, it will be marked with a red “In Progress” circle as shown below.

Organizational Item

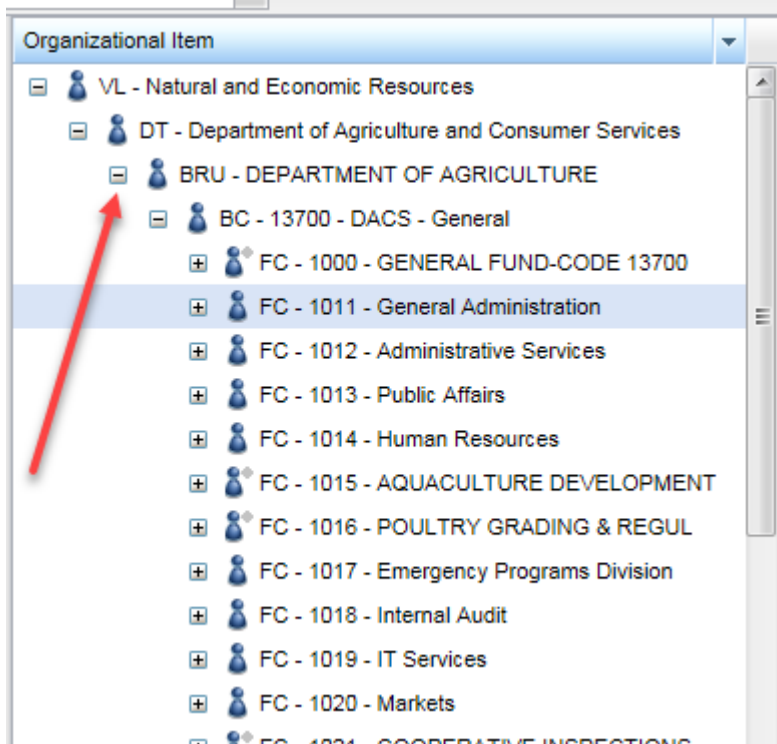
- [-] [person icon] DT - Department of Agriculture and Consumer Services
 - [-] [person icon] BRU - DEPARTMENT OF AGRICULTURE
 - [-] [person icon] BC - 13700 - DACS - General
 - [+] [person icon] FC - 1000 - GENERAL FUND-CODE 13700
 - [+] [person icon] FC - 1011 - General Administration
 - [+] [person icon] FC - 1012 - Administrative Services
 - [+] [person icon] FC - 1013 - Public Affairs
 - [+] [person icon] FC - 1014 - Human Resources
 - [+] [person icon] FC - 1015 - AQUACULTURE DEVELOPMENT
 - [+] [person icon] FC - 1016 - POULTRY GRADING & REGUL
 - [+] [person icon] FC - 1017 - Emergency Programs Division
 - [+] [person icon] FC - 1018 - Internal Audit
 - [+] [person icon] FC - 1019 - IT Services
 - [+] [person icon] FC - 1020 - Markets
 - [+] [person icon] FC - 1021 - COOPERATIVE INSPECTIONS
 - [+] [person icon] FC - 1022 - POULTRY
 - [+] [person icon] FC - 1023 - LIVESTOCK
 - [+] [person icon] FC - 1024 - HORTICULTURAL CROPS
 - [+] [person icon] FC - 1025 - FIELD CROPS
 - [+] [person icon] FC - 1026 - GRAPE GROWERS COUNCIL
 - [+] [person icon] FC - 1027 - Property and Construction
 - [+] [person icon] FC - 1028 - AGRICULTURE POLICY DEV
 - [+] [person icon] FC - 1030 - STATE FARM OPERATIONS
 - [+] [person icon] FC - 1035 - Small Farms
 - [+] [person icon] FC - 1040 - Agronomic Services
 - [+] [person icon] FC - 1050 - Federal - State Agricultural Statistics
 - [+] [person icon] FC - 1060 - ANALYTICAL ADMINISTRATN
 - [+] [person icon] FC - 1070 - Commercial Feed and Pet Food
 - [+] [person icon] FC - 1080 - Commercial Fertilizer Analysis
 - [+] [person icon] FC - 1090 - Pesticide Control and Analysis
 - [+] [person icon] FC - 1100 - Food, Drug, and Cosmetic Analysis
 - [+] [person icon] FC - 1118 - New Fund Title
 - [+] [person icon] FC - 1120 - Structural Pest

How to Edit an Existing Fund Code

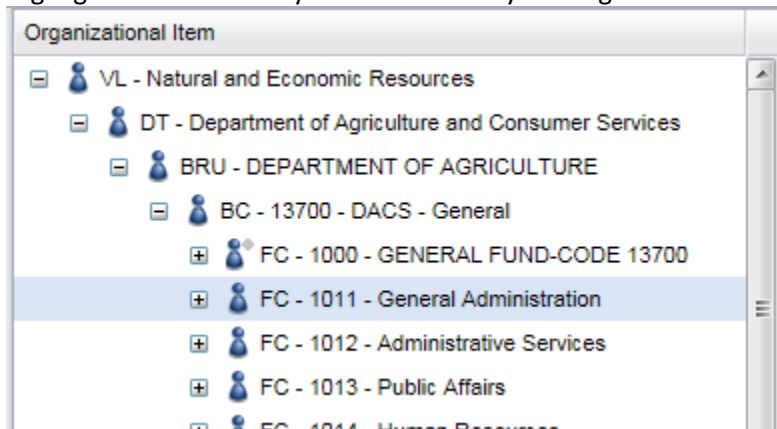
To edit an existing fund code, click on the budget code under which the fund resides in the Organizational Structure Maintenance tree. This will highlight the budget code as shown below.



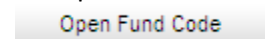
Expand the list to show the fund codes associated with the budget code as shown below.



Highlight the fund code you wish to edit by clicking on its title.



After the fund code is highlighted, the right pane will show Open Fund Code. To edit a fund code, click the Open Fund Code option



When Open Fund Code option is selected, the following screen will appear.

(Fund Code) 'General Administration'

UnLock Form

Status: **Approved**

Screen ID : 201
 IBIS ID : AFL
 Request Number :
 Budget Code : 13700
 Fund (Center) Code : 1011
 Created Date : 01/01/2011
 Last Modified Date : 09/06/2016
 Effective Date : 01/01/2011
 Expiration Date :
 Company : 1001
 GASB # :
 Short Title : General Administration
 Long Title : General Administration
 Will payroll be distributed out of this fund (center)? : YES

Fund Purpose : General Administration provides executive guidance to divisions with regard to departmental and state governance and manages the resources of the department to meet current, evolving, and long-range needs of agriculture and citizens of North Carolina. Activities include planning, policy development, legal and other administrative/supervisory functions.

Justification :
 Revenue Source :
 Expenditure/Accounting Activity :
 Name :
 Phone Number :
 Email :
 Reviewed by OSBM Analyst :
 Initiated by OSBM (ASBO) :
 Entered into NCAS (OSC) :
 Approved by OSC :
 Approved by OSBM (ASBO) :
 Approval Date :

Export PDF Save Draft Save & Close Close Edit

Click on **Edit** to make changes to the fund 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 fund code is similar to creating a new fund 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 fund code form for the first time.