

## List of IBIS Reports

### Budget Execution Reports

#### *Self-Service Folder*

- **Allotment Analysis by Account Group:** This report lists the dollar amounts (Requirements, Receipts and Appropriation) Allotments by Account group, Budget Code, BRU Code breakdown by Fiscal period for the years 2015,2014 and 2013 for the selected BRU and Budget Code on the prompt page of the report.
- **BD 606 Report Budget Revision Report:** This report details all the information that is captured on the IBIS Budget revision form for the selected Biennium, BRU and Budget Code, Reference Number(s) on the prompt page of the report.
- **RK 15 Multi-Purpose Report:** This report allows searches to be completed to show all budget revisions for a budget code, budget code/fund code combination, or at the budget code/fund code/account level. The report has several prompts that grant flexibility to a user to search all budget code types, multiple budget codes, fund codes and accounts and all types of revisions (11, 12 and 14).
- **RK 312 A Return Revisions Analysis Report:** This report lists the approved counts and Returned total of the budget revisions, how many times the budget revision was returned for DHHS break down by Budget Reporting Units.
- **RK 312 B Return Revisions Analysis Report:** This report lists the approved counts, Category Budget Revision counts that are returned as well as total budget revisions that are returned, how many times was returned for DHHS break down by Budget Reporting Units.
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- **RK 317 Journal Entry Report:** This report lists approved budget revisions that had a change in appropriation and shows a running balance of the authorized and certified budgets for both years of appropriation at the budget code level. This report also can be used to search changes in fund code balances.
- **RK323 Change in Budgeted Receipts Report:** This report lists approved budget revisions that had a change in receipts at the budget code level and shows a running balance for both years of the current biennium.
- **RK 325 Certified and Authorized Budget Report:** IBIS is the system of record for the budget and this report shows the authorized and certified budgeted dollars and FTE as maintained in IBIS. It is updated hourly and it can be used to verify that the budgeted dollars were transferred to NCAS properly (reconciliation between RK 325 and BD 701).
- **RK 326 Deviation Report:** This report lists revisions that cause a deviation, defined as an over-expenditure that exceeds 3% of the certified budget (requirements) for each fund type as defined in G.S. 143C-1-3 (General Fund, Special Revenue Fund, Internal Service Fund, etc.).
- **RK 341 Lapsed Salary Report:** This report lists revisions that are marked as "lapse salary" on the budget revision form. The report is used to analyze the use of lapsed salaries across funds and accounts.

#### *System-Run Folder*

- **BD 302 Operating Allotment Report:** This report is the official approved operating allotment. The report is generated each night and used by OSC for processing in Cash Management.
- **BD 303 Capitol Allotment Report:** This report is the official approved capital allotment. The report is generated each night and used by OSC for processing in Cash Management.
- **RK 456 Allotments Passed to State Controller and State Treasurer Report:** This report lists all approved individual allotments that have been sent to OSC and the Department of State Treasurer. The report is generated each night and can be accessed in the System-Run Folder in IBIS. A user can also generate the report from the Self-Service Folder and set date parameters to search for approved allotments during a specific time period. This report lists both operating and capital allotments.

- *RK 457 Allotment Summary Report*: This report lists all budget codes that are allotted funds (operating and capital) and tracks allotments by month and quarter. The report also shows the current authorized budget to help track the percent allotted throughout the year. The report is generated each night and can be accessed in the System-Run Folder in IBIS.
- *RK 333B Reconciliation Transfers/Receipt Report*: This report lists budget revisions with accounts that transfer money between agencies. This is used to verify that both budget revisions are included in the Continuation Budget or that both are not included.
- *RK 346 Over-realized Receipts by Quarter Report*: This report shows over-realized receipts by listing each revision and fund/account that budgets over-realized receipts. It is generated at the end of a quarter and used for reporting to the General Assembly.
- *RK 349 Over-Expenditure Report*: This report shows over-expenditures by listing each fund with a net increase of requirements or receipts. It is generated at the end of a quarter and used for reporting to the General Assembly.

## **Certification Reports**

### *Self-Service and System-Run Folders*

- *BD 306 Capital Certification Report*: This is the official report that shows the capital budgets appropriated by the General Assembly for a particular fiscal year. The report lists the budget code, agency, and the funding amounts in the following categories: General Fund; Non-General Fund; Self-Liquidating; and Special Indebtedness.
- *BD 307 Original Report (including the 6 Digit Account Level and Sub-group Level)*: This is the official report that shows the budgets appropriated by the General Assembly.
- *BD307 Revised Report*: This is the official report that shows the budgets appropriated by the General Assembly for the second year of the biennium. This report has three columns to show the original certification amount, the adjustment, and the new amounts appropriated by the short session of the General Assembly.
- *BI 237 General Assembly Positions Report*: This report lists positions that were authorized and/or moved by the General Assembly. These changes were made during the certification process. Note that this report is only available in the Self-Service folder.
- *BI 231 Statewide Summaries Report*: This report is a statewide summary of all budget codes that are marked as budgeted. There is a summary by budget code and a summary by fund (including FTE). This report is generated after all certifications are complete and is used by OSC for CAFR requirements (original budget).

## **Budget Development Reports**

### *Self-Service and System-Run Folders*

- *Reconciliation Report*: This is an attachment for Worksheet I and shows the same dollars and FTE sorted by reference number and presented at the budget code level or at the salary fund/account level.
- *Worksheet I (and Worksheet I by Cost Center)*: This report is used to show columns for actual, budgeted, and recommended dollars and FTE. This is the line item detail for the base budget (Continuation Budget) that supports the Governor's Recommended Budget presented to the General Assembly during the long session.
- *Worksheet II BRU (Change Budget Summary by Worksheet Type)*: Under development.
- *Worksheet II OSBM (Change Budget Summary by Worksheet Type)*: Under development.

## **Administrative Reports**

### *Self-Service Folder*

- *Fund Code Report*: This report lists all the fund code of a BRU, including the short and long titles of the fund codes, associated cost centers, NCAS company and the date of origin and the expiration date for the cost centers.
- *RK 221 NC IBIS Budget Code Report*: This report shows lists all the budget codes with codes used for printing the Governor's Recommended Budget. The codes indicate whether a budget code is budgeted completely or only by line-item. It also shows the volume and presentation order of the budget codes in the document.