

INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE

WORKSHEET III Repair and Renovations



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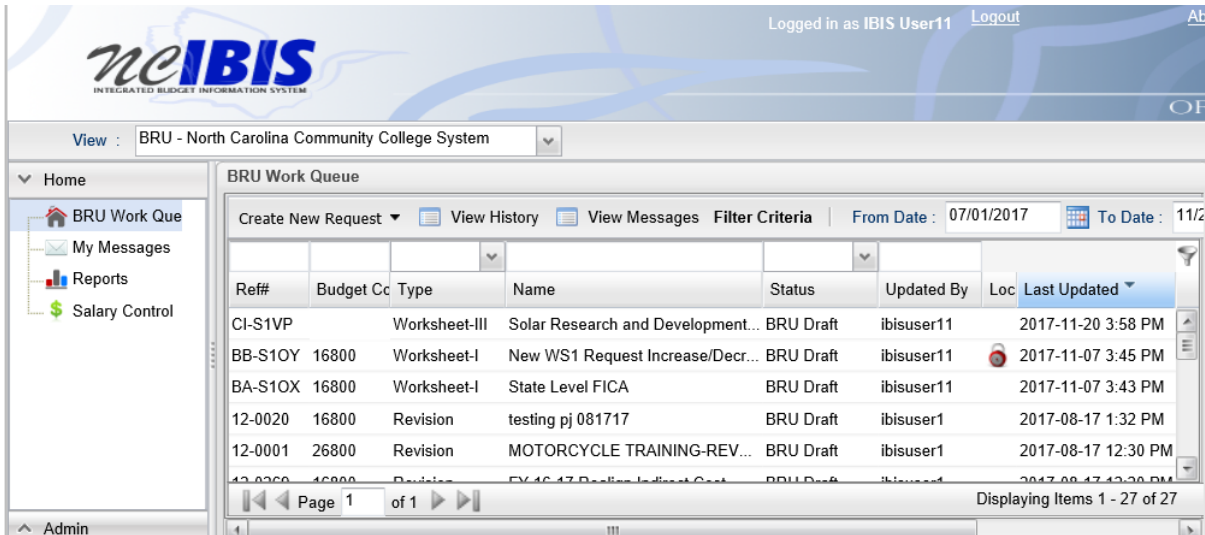
 Delete an Attachment 26

PREFACE

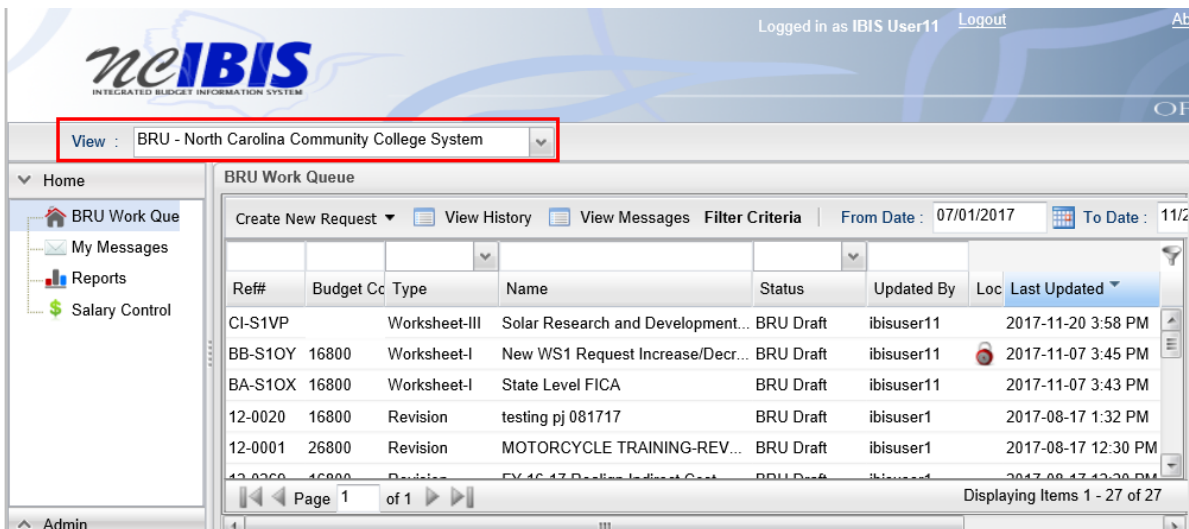
This training guide describes how to use IBIS to complete a Repair and Renovations Worksheet III form. For policy guidance, please consult instructions for preparation of the Governor’s recommended budget that are published before each budget cycle on OSBM’s website.

WORKSHEET III - Repair and Renovations

Once you have successfully logged into IBIS, you should see the Work Queue page similar to what is shown below. This could be a BRU, Agency or OSBM Work Queue page depending on your log-in credentials.

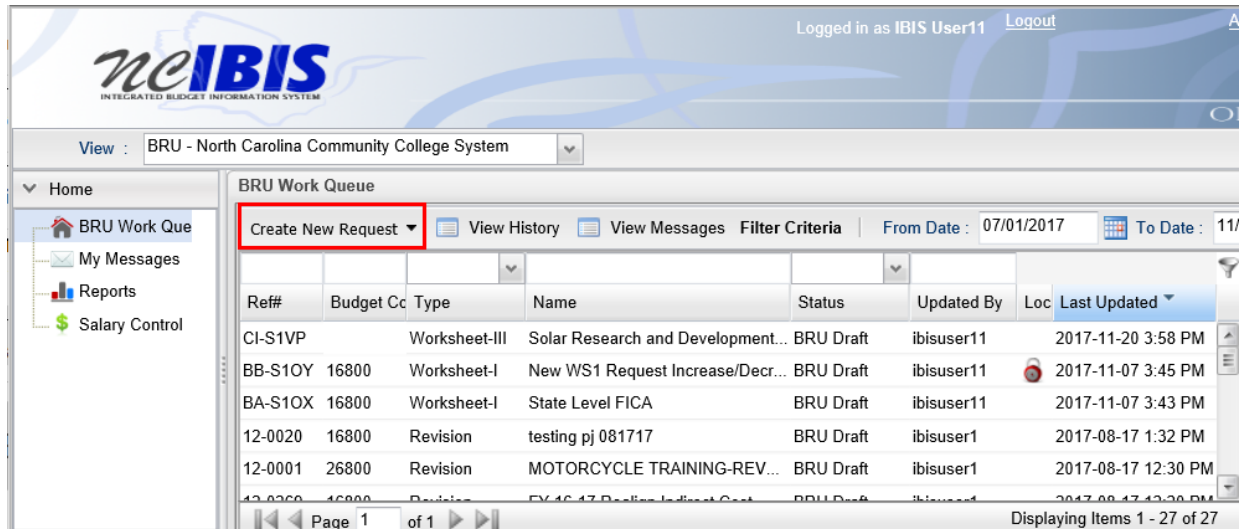


Find the View indicator in the upper left-hand corner of the page. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, these will appear in a drop-down list in this field. In the example below, the user is logged in as the North Carolina Community College System.

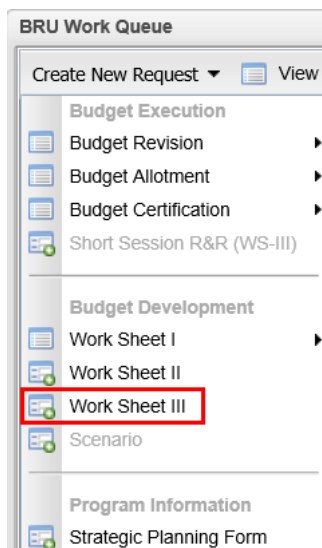


1. Create a New Worksheet III

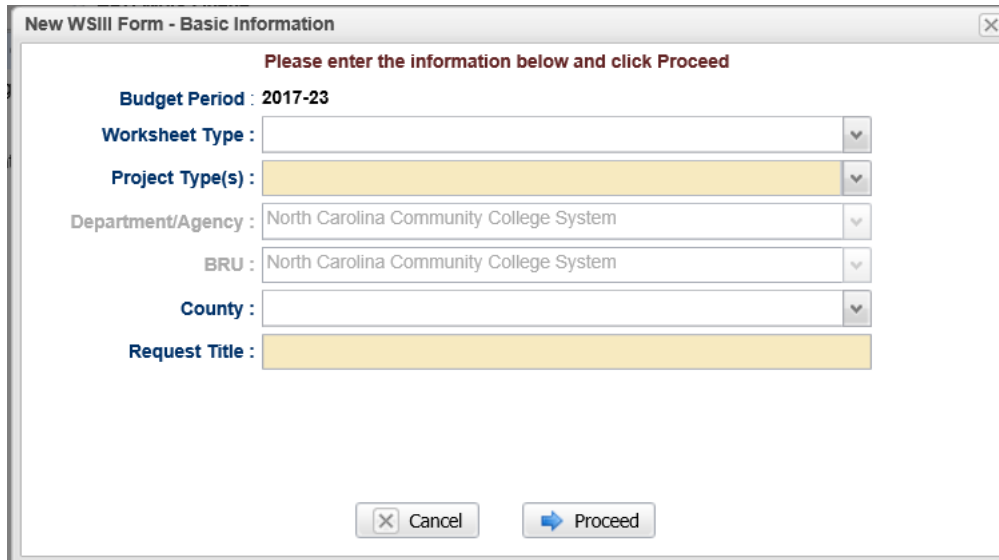
To create a new Worksheet III form, click on the **Create New Request** dropdown list.



When you click on 'Create New Request', the drop-down will display the following options as shown below. Click on the "Worksheet III" option.



2. Once you click the Worksheet III option, a New WSIII Form – Basic Information window appears as shown in the following screenshot.



New WSIII Form - Basic Information

Please enter the information below and click Proceed

Budget Period : 2017-23

Worksheet Type : [dropdown arrow]

Project Type(s) : [dropdown arrow]

Department/Agency : North Carolina Community College System [dropdown arrow]

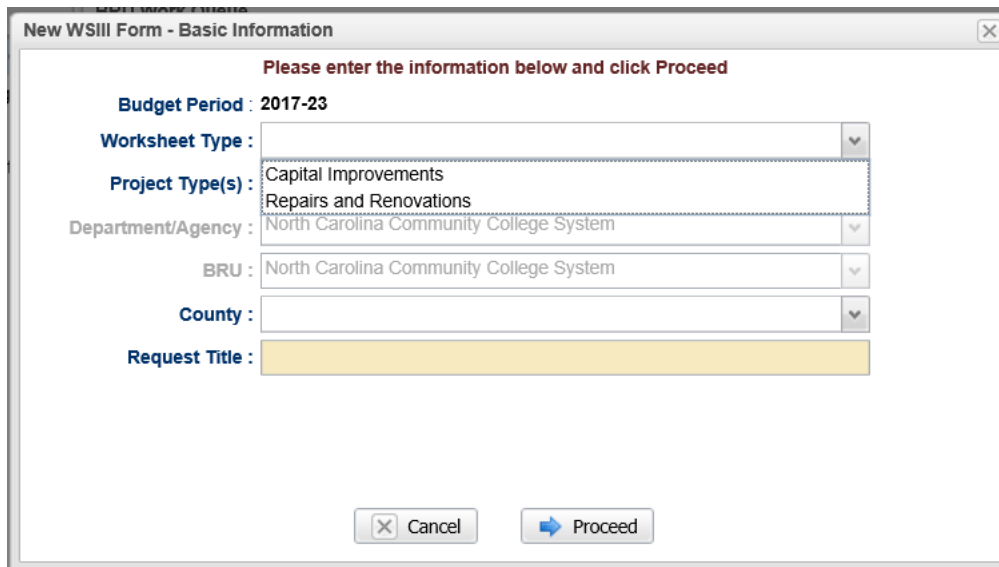
BRU : North Carolina Community College System [dropdown arrow]

County : [dropdown arrow]

Request Title : [text field]

[Cancel] [Proceed]

3. You will need to complete the basic information. The 6-year budget period is set for you. The second option is to select the Worksheet Type. Click on the dropdown arrow and you will see Capital Improvements and Repairs and Renovations options; then select Repairs and Renovations. Once you select an option the list will disappear and your selection will be displayed in the field.



New WSIII Form - Basic Information

Please enter the information below and click Proceed

Budget Period : 2017-23

Worksheet Type : [dropdown arrow]

Project Type(s) : Capital Improvements
Repairs and Renovations

Department/Agency : North Carolina Community College System [dropdown arrow]

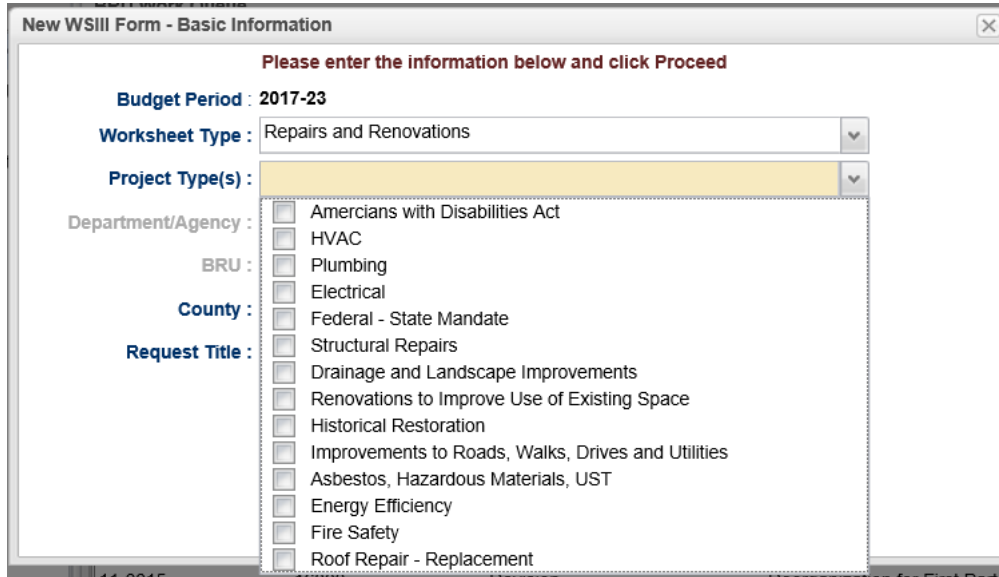
BRU : North Carolina Community College System [dropdown arrow]

County : [dropdown arrow]

Request Title : [text field]

[Cancel] [Proceed]

- The third field allows the selection of **Project Type(s)**. Select the categories that best describe the requested project. When you are finished making your selection(s), click your mouse pointer anywhere outside the selection box, or press your Tab button to move to the next field.



New WSIII Form - Basic Information

Please enter the information below and click Proceed

Budget Period : 2017-23

Worksheet Type : Repairs and Renovations

Project Type(s) :

Department/Agency :

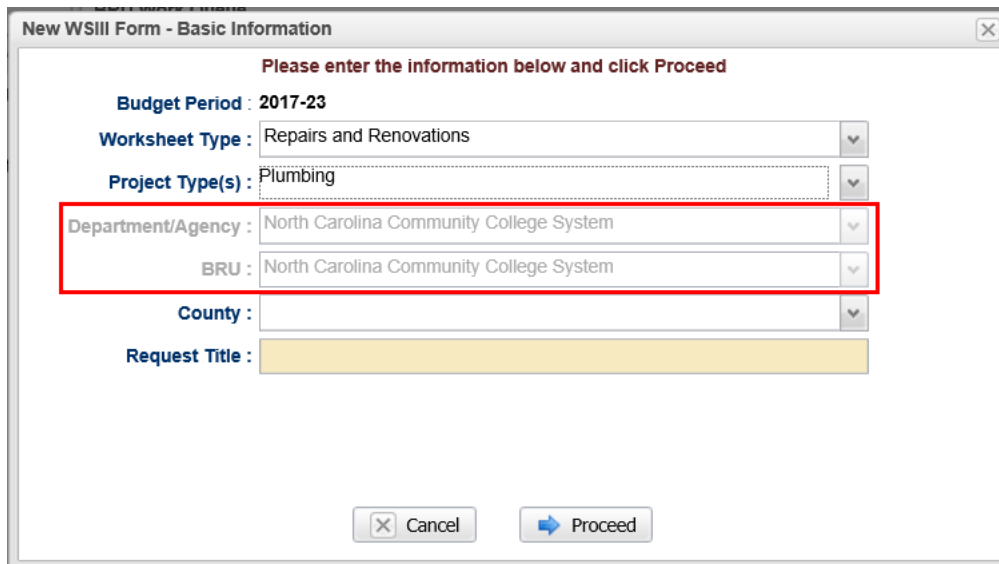
BRU :

County :

Request Title :

- Americans with Disabilities Act
- HVAC
- Plumbing
- Electrical
- Federal - State Mandate
- Structural Repairs
- Drainage and Landscape Improvements
- Renovations to Improve Use of Existing Space
- Historical Restoration
- Improvements to Roads, Walks, Drives and Utilities
- Asbestos, Hazardous Materials, UST
- Energy Efficiency
- Fire Safety
- Roof Repair - Replacement

- Note the next two fields are labeled **Department/Agency** and **BRU**. In most cases, access is 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.



New WSIII Form - Basic Information

Please enter the information below and click Proceed

Budget Period : 2017-23

Worksheet Type : Repairs and Renovations

Project Type(s) : Plumbing

Department/Agency : North Carolina Community College System

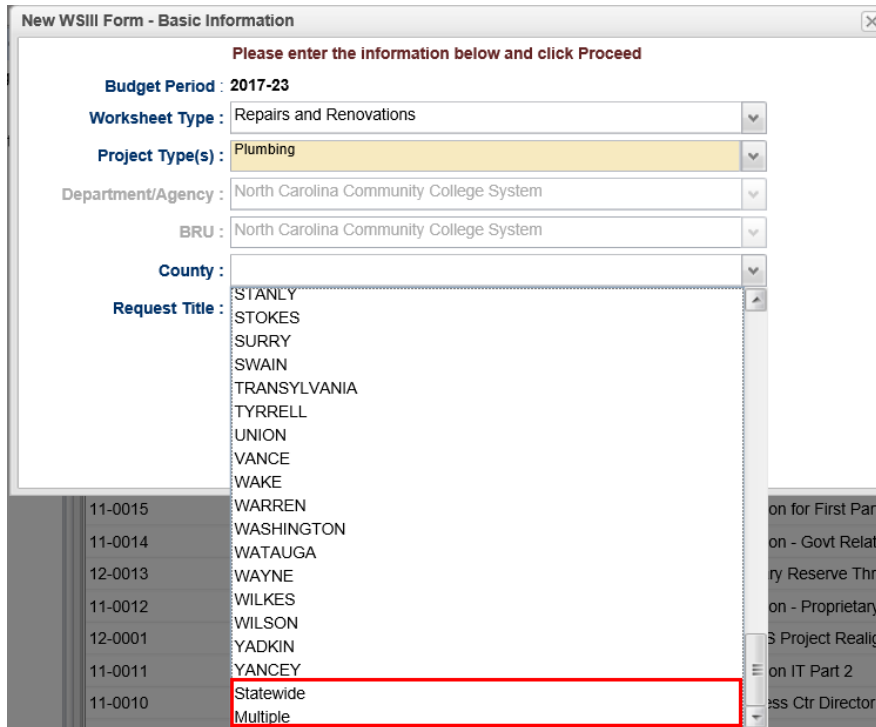
BRU : North Carolina Community College System

County :

Request Title :

Cancel Proceed

- Select from the drop-down menu the **county** in which the requested project is located; or select either “Statewide” or “Multiple” if appropriate.



New WSIII Form - Basic Information

Please enter the information below and click Proceed

Budget Period : 2017-23

Worksheet Type : Repairs and Renovations

Project Type(s) : Plumbing

Department/Agency : North Carolina Community College System

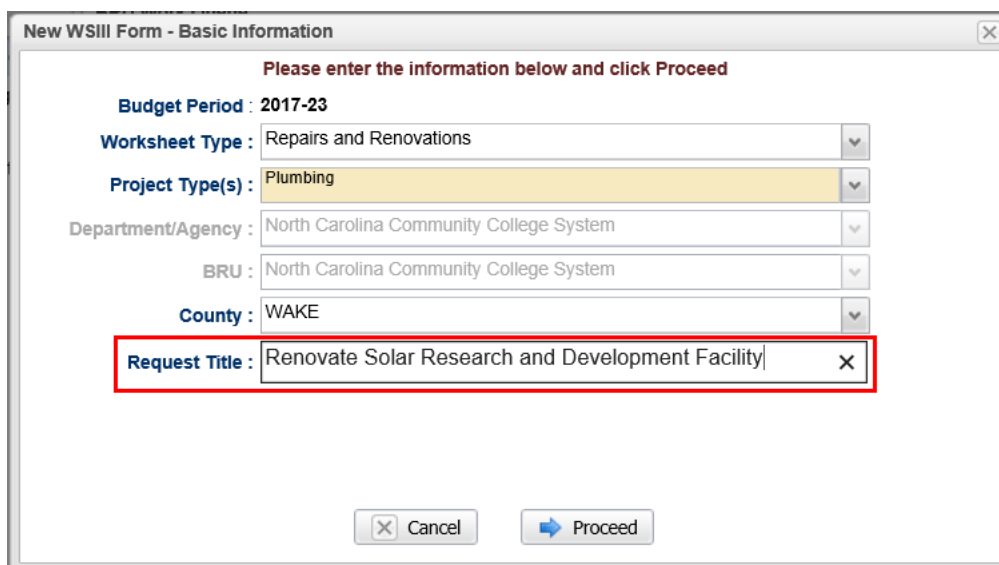
BRU : North Carolina Community College System

County :

Request Title :

- STANLY
- STOKES
- SURREY
- SWAIN
- TRANSYLVANIA
- TYRRELL
- UNION
- VANCE
- WAKE
- WARREN
- WASHINGTON
- WATAUGA
- WAYNE
- WILKES
- WILSON
- YADKIN
- YANCEY
- Statewide
- Multiple

- Enter a descriptive **title** of the requested project. If the request is for multiple facilities across the state, please include this in the title. Please note there is a 255 character limit for this field. Where possible, please do not use acronyms.



New WSIII Form - Basic Information

Please enter the information below and click Proceed

Budget Period : 2017-23

Worksheet Type : Repairs and Renovations

Project Type(s) : Plumbing

Department/Agency : North Carolina Community College System

BRU : North Carolina Community College System

County : WAKE

Request Title : Renovate Solar Research and Development Facility

Cancel Proceed

- Clicking on the Cancel button will close the window. Nothing will be saved and the Work Queue will reappear. If all entries are satisfactory and there is no need to cancel the form, bypass this step. Click on the **Proceed** button as shown below.

- Once Proceed is clicked, a Worksheet III - Repair and Renovations form will open as shown below. The form's four tabs (**Basic Information**, **Request Detail**, **Operations** and **Attachments**) will appear in the upper left corner of the screen. To navigate to any of the tabs simply click on the appropriate tab title and that tabs data will appear.

10. BASIC INFORMATION TAB

Basic Information

The Basic Information screen comes to the forefront since it is the default tab when creating a new or opening an existing form.

The information on the basic information tab is largely carried forward from the initialization screen when the form was first created, which includes the following non-editable fields – budget period, worksheet type, project type, department/agency, BRU, and county.

Enter the Department **priority** for the specific request; it is a required field. IBIS will not allow duplicate priorities. For example, IBIS will only allow a department to have one priority identified as #1 for each type of request (i.e., Capital Improvements and Repairs and Renovations).

WS III - Repairs and Renovations: (Title:Renovate Solar Research and Development Facility BRU:North Carolina Community College System)

Status: BRU Draft

Basic Information Request Detail Operations Attachments

Budget Period : 2017-23

Priority :

Worksheet Type : Repairs and Renovations

Project Type : Plumbing

Department/Agency : North Carolina Community College System

BRU : North Carolina Community College System

Division/Institution :

County : WAKE

Title : Renovate Solar Research and Development Facility

Contact Name :

Contact Phone :

Contact Email :

General Information

Was the allocation mandated by the General Assembly? : Yes No

Has funding for this project been requested previously? : Yes No

Percentage of total expenditure related to energy efficiency improvements :

Expected energy savings/yr :

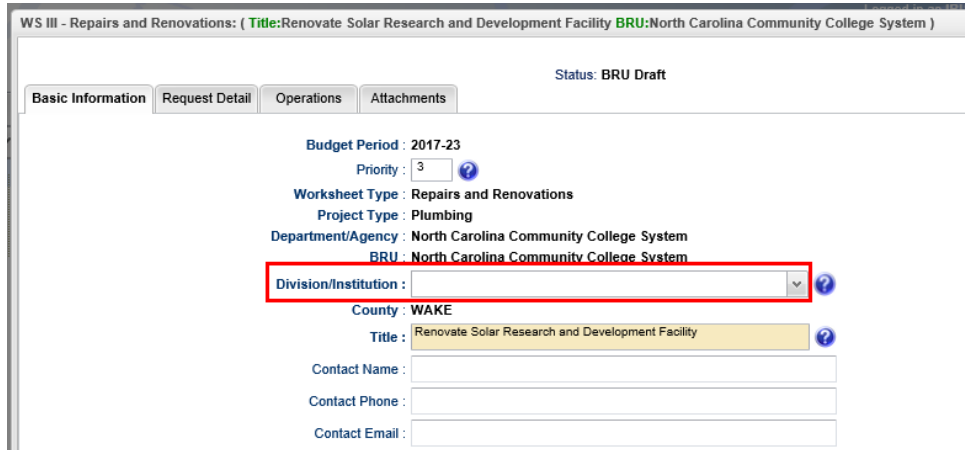
Is this request funded from 100% NGF? : Yes No

Has facility been inspected by the State Construction Offices FCAP team? : Yes No

Insured value of building(s) :

Age of building(s) :

11. The **Division/Institution** field may be grayed out for agencies to which it does not apply. The Division may be selected from the drop-down box if it is appropriate for the agency making the request. It is used for reference purposes only and does not have a bearing on budgeting.



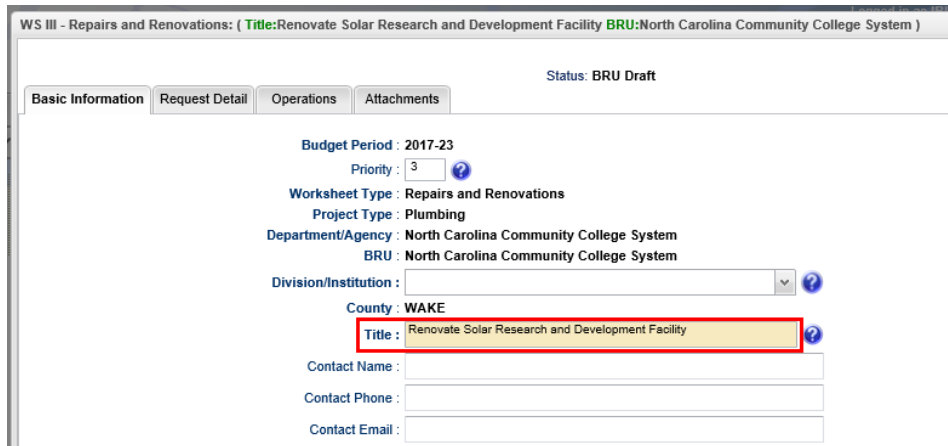
WS III - Repairs and Renovations: (Title:Renovate Solar Research and Development Facility BRU:North Carolina Community College System)

Status: BRU Draft

Basic Information Request Detail Operations Attachments

Budget Period : 2017-23
Priority : 3 ?
Worksheet Type : Repairs and Renovations
Project Type : Plumbing
Department/Agency : North Carolina Community College System
BRU : North Carolina Community College System
Division/Institution : ?
County : WAKE
Title : Renovate Solar Research and Development Facility ?
Contact Name :
Contact Phone :
Contact Email :

12. The **title** entered upon creation of the form will be pre-populated in this field. You may edit this field at any time the form is editable within the IBIS workflow.



WS III - Repairs and Renovations: (Title:Renovate Solar Research and Development Facility BRU:North Carolina Community College System)

Status: BRU Draft

Basic Information Request Detail Operations Attachments

Budget Period : 2017-23
Priority : 3 ?
Worksheet Type : Repairs and Renovations
Project Type : Plumbing
Department/Agency : North Carolina Community College System
BRU : North Carolina Community College System
Division/Institution : ?
County : WAKE
Title : Renovate Solar Research and Development Facility ?
Contact Name :
Contact Phone :
Contact Email :

13. Enter a contact name, phone and email address for this worksheet.

WS III - Repairs and Renovations: (Title:Renovate Solar Research and Development Facility BRU:North Carolina Community College System)

Status: BRU Draft

Basic Information Request Detail Operations Attachments

Budget Period : 2017-23
 Priority : 3 ?
 Worksheet Type : Repairs and Renovations
 Project Type : Plumbing
 Department/Agency : North Carolina Community College System
 BRU : North Carolina Community College System
 Division/Institution : ?
 County : WAKE
 Title : Renovate Solar Research and Development Facility ?

Contact Name : Jane Doe
 Contact Phone : 919-123-4567
 Contact Email : janedoe@email.com

14. General Information

The general information section on the basic information tab contains several key questions related to the construction project.

WS III - Repairs and Renovations: (Title:Renovate Solar Research and Development Facility BRU:North Carolina Community College System)

Status: BRU Draft

Basic Information Request Detail Operations Attachments

Budget Period : 2017-23
 Priority : 3 ?
 Worksheet Type : Repairs and Renovations
 Project Type : Plumbing
 Department/Agency : North Carolina Community College System
 BRU : North Carolina Community College System
 Division/Institution : ?
 County : WAKE
 Title : Renovate Solar Research and Development Facility ?

Contact Name : Jane Doe
 Contact Phone : 919-123-4567
 Contact Email : janedoe@email.com

General Information

Was the allocation mandated by the General Assembly? : Yes No

Has funding for this project been requested previously : Yes No

Percentage of total expenditure related to energy efficiency improvements :

Expected energy savings/yr :

Is this request funded from 100% NGF? : Yes No

Has facility been inspected by the State Construction Offices FCAP team? : Yes No

Insured value of building(s) :

Age of building(s) :

- Was the allocation mandated by the General Assembly?**
This field is automatically populated to “No”. Please select “Yes” if appropriate.
- Has funding for this project been requested previously?**
This field is automatically populated to “No”. If “Yes” is selected, you will be asked to enter the year funding for this project was first requested.

General Information

Was the allocation mandated by the General Assembly? : Yes No

Has funding for this project been requested previously : Yes No

Year First Requested :

Percentage of total expenditure related to energy efficiency improvements :

Expected energy savings/yr :

Is this request funded from 100% NGF? : Yes No

Has facility been inspected by the State Construction Offices FCAP team? : Yes No

Insured value of building(s) :

Age of building(s) :

- Percentage of total expenditure related to energy efficiency improvements:**
Enter the percentage in this field.
- Expected energy savings/yr:**
Enter the expected energy savings per year in this field.
- Is this request funded from 100% NGF?**
This field is automatically populated to “No”. Please select “Yes” if appropriate.

- **Has facility been inspected by the State Construction Offices FCAP team?**

This field is not initially populated but is mandatory. Selecting “Yes” results in the form displaying the following data collection controls:

General Information

Was the allocation mandated by the General Assembly? : Yes No

Has funding for this project been requested previously? : Yes No

Percentage of total expenditure related to energy efficiency improvements :

Expected energy savings/yr :

Is this request funded from 100% NGF? : Yes No

Has facility been inspected by the State Construction Offices FCAP team? : Yes No

Was the requested project included in their review? : Yes No

What is the total value of FCAP deficiencies? :

Insured value of building(s) :

Age of building(s) :

Answering “Yes” to the question “*Was the requested project included in their review?*” requires the attachment of a Facility Condition Assessment Program (FCAP) Report. Enter the total value of deficiencies for the building as reported by FCAP


- **Insured value of building(s)?**

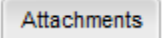
Enter the insured value of the building(s) affected by the repair or renovation.

- **Age of building(s)?**

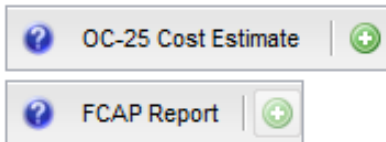
Enter the age of the building affected by the repair and renovation. **If multiple buildings of different ages are affected, please leave this field blank.**

15. Named Attachments

The next portion of the general information section is Named Attachments. Clicking the green icon  to the right of any of the attachment icons allows you to browse and select a file to attach to the request.

Please note all named attachments will be listed and viewable from the Attachments tab  at the top of the form.

Named Attachments:



- **OC-25 Cost Estimate**

The OC-25 Cost Estimate is a mandatory attachment

- **FCAP Report**

The ability to attach an FCAP Report is disabled unless you answer “Yes” to “*Was the requested project included in their review?*”

General Information

Was the allocation mandated by the General Assembly? : Yes No

Has funding for this project been requested previously? : Yes No

Percentage of total expenditure related to energy efficiency improvements :

Expected energy savings/yr :

Is this request funded from 100% NGF? : Yes No

Has facility been inspected by the State Construction Offices FCAP team? : Yes No

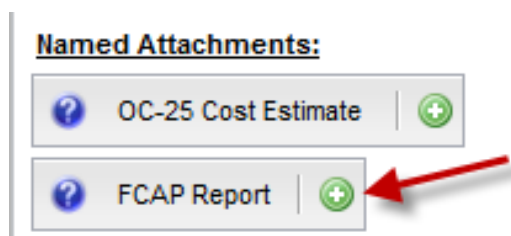
Was the requested project included in their review? : Yes No

What is the total value of FCAP deficiencies? :


Insured value of building(s) :

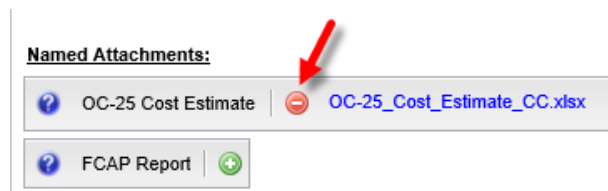
Age of building(s) :

Once answer is “Yes”, the ability to attach an FCAP Report is enabled and is now mandatory.

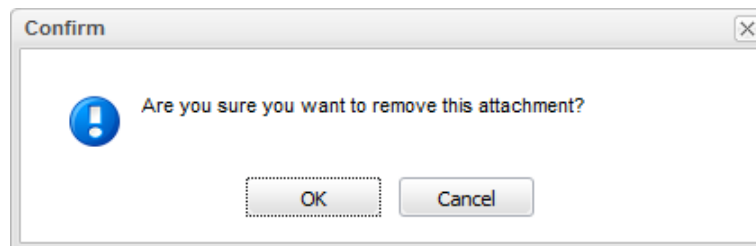


16. Delete a Named Attachment

To delete a named attachment, click on the delete attachments icon  next to the name of the attachment you want to delete.




Once you click on the delete attachment icon, you will be presented with a confirm message as shown below. Click “OK” to delete the attachment or “Cancel” to cancel the deletion.




17. The last portions of the Basic Information section of the report are the mandatory **Project Description** and **Project Justification** sections. Please summarize the need for the project and the expected impact. Text can also be copied and pasted in this field from other applications such as Microsoft Word, which will preserve formatting from that application.

Project Description: Include short description of type, nature and extent of work required.



Project Justification: Include short description of the need for the project and expected impact.



18. REQUEST DETAIL TAB

Request Detail

Click on the Request Detail tab at the top of the form to bring it to the forefront.

WS III - Repairs and Renovations: (Title:Renovate Solar Research and Development Facility BRU:North Carolina Community College System) UnLock Form

Status: BRU Draft

Basic Information **Request Detail** Operations Attachments

Screen ID : W3111
IBIS ID : 5214

Requirements ?

Edit Row Cancel Edit

Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Update
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Receipts ?

Edit Row Remove Row(s) Cancel Edit

Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Add
Description	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
No items to show.								

Summary

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total
Total Requirements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appropriation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Estimated Project Schedule (dates):

Begin Design : Begin Construction : Completion : Occupancy :

Does the requested project impact the operating budget? : Yes No

If yes, describe:

1

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

19. REQUIREMENTS

The first section is for Requirements. This section has both an Edit Row button and a Cancel Edit button as shown below. Both buttons can only be utilized once rows have been created.

Requirements ?

Edit Row		Cancel Edit							
Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Update		
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

20. Add Requirements

Requirements for the request must be aggregated to a single line for entry, therefore, there is only one requirement line allowed and it is prepopulated with zeros. To add a row of data, click on the single row of data as highlighted below.

Requirements ?

Edit Row		Cancel Edit							
Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Update		
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

21. Then click Edit Row.

Requirements ?

Edit Row		Cancel Edit							
Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Update		
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

22. Once Edit Row is clicked, you will see the contents of that single row populate the editable section at the top of the grid. Also notice the Cancel Edit and Update buttons have been enabled and no longer greyed out. This indicates you will be able to update the row once you've completed entering data, or you may cancel the edit if you wish.

Requirements ?

Edit Row Cancel Edit

0	0	0	0	0	0		Update
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

23. To enter requirements, click into each column of the requirements row to enter a dollar amount for each year of the 6-year capital planning period. Remember to either click the "x" in the fields to remove its previous contents, or take your mouse and highlight the data and overwrite it with new data.

Requirements ?

Edit Row Cancel Edit

10500	x	0	0	0	0	
2017-18	2018-19	2019-20				
\$0.00	\$0.00	\$0.00	\$0.00			

24. Once you are finished entering data for the requirement, press the **Update** button.

Requirements ?

Edit Row Cancel Edit

10500	10500	10500	10500	10500	10500	x	Update
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

25. The requirement data will then populate the requirements table and the summary table as shown below.

Requirements

Edit Row		Cancel Edit						
Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Add	
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total		
\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$63,000.00		

Receipts

Edit Row		Remove Row(s)		Cancel Edit				
Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt	Add	
Description	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
No items to show.								

Summary

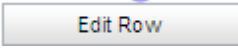
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total
Total Requirements	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$63,000.00
Total Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appropriation	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$63,000.00

26. Edit a Row

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

Requirements

Edit Row		Cancel Edit						
Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Add	
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total		
\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$63,000.00		

27. 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 as show below. Note: You can also double click the row and it will populate the Edit/Add row line.

Requirements

Edit Row		Cancel Edit						
10500	10500	10500	10500	10500	10500		Update	
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total		
\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$63,000.00		

28. Once you are finished making your edits, click the Update button.

Requirements ?

Edit Row		Cancel Edit							
10500	10500	10500	10500	10500	99500			Update	
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total			
\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$63,000.00			

29. Cancel an Edit

While editing, if you decide to cancel, press the Cancel Edit button.

Requirements ?

Edit Row		Cancel Edit							
10500	10500	10500	10500	10500	10500			Update	
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total			
\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$63,000.00			

30. RECEIPTS

The next section of the Request Detail tab is for Receipts. It has three buttons: Edit Row, Remove Row(s) and Cancel Edit. Both the Edit Row and Remove Row(s) buttons can only be utilized once rows have been created.

Receipts ?

Edit Row		Remove Row(s)				Cancel Edit			
Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt			Add
Description	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total		

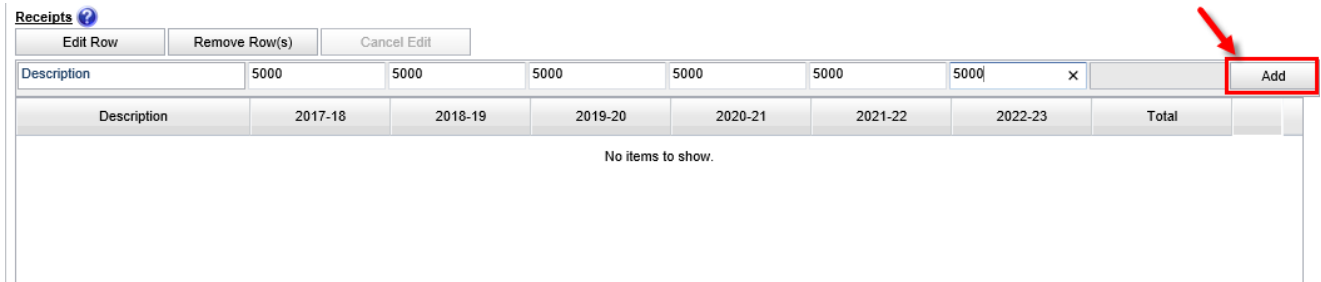
31. Add Receipts

The data entry row highlighted below is used to add a row to the receipts table. Multiple receipts can be entered.

Receipts ?

Edit Row		Remove Row(s)				Cancel Edit			
Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt			Add
Description	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total		
No items to show.									

32. Click on each column of the row to enter a receipt dollar amount for each year of the 6-year capital planning period. When finished, click the Add button.



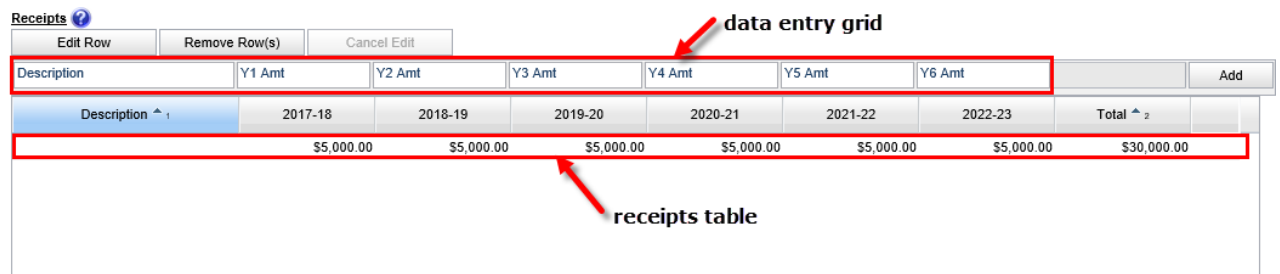
Receipts ⓘ

Edit Row Remove Row(s) Cancel Edit

Description	5000	5000	5000	5000	5000	5000	5000	x	Add
Description	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total		

No items to show.

33. Once the Add button is clicked, the receipts data will be added to the receipts table, clearing the fields in the data entry grid for entry of another row. Add as many rows of receipts as appropriate to complete the Worksheet III form.



Receipts ⓘ

Edit Row Remove Row(s) Cancel Edit

data entry grid

Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Add
Description ^ 1	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total ^ 2	
	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$30,000.00	

receipts table

Notice the receipts data populates the summary table as shown below.

Summary

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total
Total Requirements	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$63,000.00
Total Receipts	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$30,000.00
Appropriation	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$33,000.00

34. Estimated Project Schedule

Enter the key project dates related to the project’s projected begin and end dates by clicking on the calendar icon to select the appropriate dates. All four project schedule fields are mandatory.

Estimated Project Schedule (dates):

Begin Design :  **Begin Construction :**  **Completion :**  **Occupancy :** 

- **Begin Design** - Enter the date that design work is projected to begin or started if the project received advance planning.
- **Begin Construction** - Enter the date that construction is projected to begin.
- **Completion** - Enter the date that construction is projected to be complete.
- **Occupancy** - Enter the date that is projected for occupancy (leave blank if project does not involve occupancy).

35. Impact to Operating Budget

This question is mandatory and must be answered in order to submit the Worksheet III. When answered “Yes”, you must enter a description in the space provided as shown below:


Does the requested project impact the operating budget? : Yes No

If yes, describe:

B / U

36. Remove Row(s)

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

Receipts 

Edit Row Remove Row(s) Cancel Edit

Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Add
Description ^ 1	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total ^ 2	
	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$30,000.00	

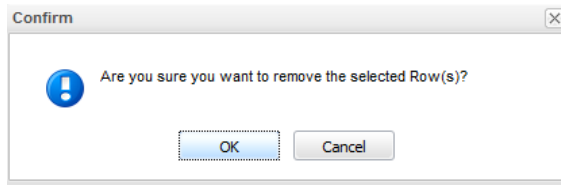
37. Click **Remove Row(s)** to delete the row you just selected.

Receipts ⓘ

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

Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Add
Description ^ 1	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total ^ 2	
	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$30,000.00	

When the Remove Row(s) button is clicked, the follow window will appear. To cancel the deletion, click the Cancel button. To complete the deletion, click the OK button.



38. Edit Row

Editing rows in the Receipts sections works in the same fashion as does the [requirements section of this document](#).

39. OPERATIONS TAB

Operations

The operations section of the form provides the ability to enter operational costs and savings for the first 5 years of the capital planning period.

WS III - Repairs and Renovations: (Title:Renovate Solar Research and Development Facility BRU:North Carolina Community College System)

UnLock Form

Status: BRU Draft

Basic Information Request Detail **Operations** Attachments

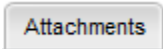
Screen ID : WSIII-3
IBIS ID : S214

Operational Costs & Savings

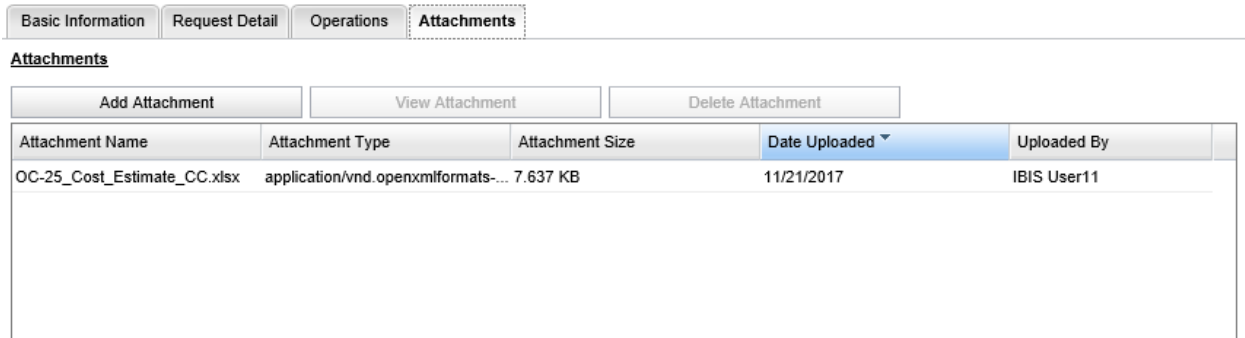
	First Year	Second Year	Third Year	Fourth Year	Fifth Year	All Year Totals
Positions(Increase or Reduction in FTE):	0.000	0.000	0.000	0.000	0.000	0.000
Personnel(Additional Costs or Savings): \$						
Maintainance(Additional Costs or Savings): \$						
Energy/Other Operating(Additional Costs or Savings): \$						
Equipment/Furnishings(not Incl.in Const.Request): \$						
Total Requirements(or savings): \$						
Receipts: \$						
Appropriations: \$						

(Please identify, on an annualized basis, any additional costs or savings (reductions) that will result from the completion of this project.) Do not include construction costs.

40. ATTACHMENTS TAB



The attachments section of the form provides the ability to attach any file to the request using the “Add Attachment” control. Files attached here may be viewed or deleted.

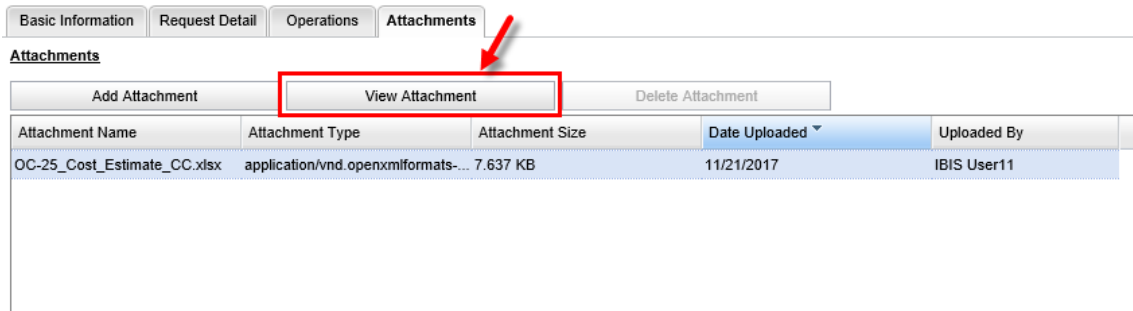


Attachment Name	Attachment Type	Attachment Size	Date Uploaded	Uploaded By
OC-25_Cost_Estimate_CC.xlsx	application/vnd.openxmlformats...	7.637 KB	11/21/2017	IBIS User11

Attachments that have been added using a different section of the form (i.e., the OC-25 Cost Estimate and the FCAP Report) will show in the list. However, you will not be able to delete those files here. To delete attachments added to the request in another part of the form, you will need to manage the attachment from the location in the form for which it was attached.

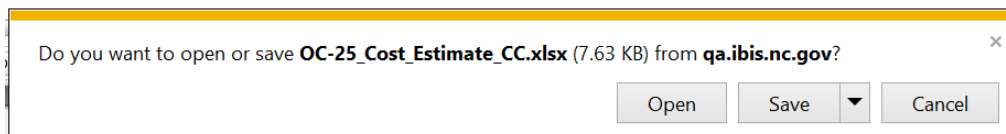
41. View an Attachment

To view an attachment, first click on the attachment name, and then click the “View Attachment” button.



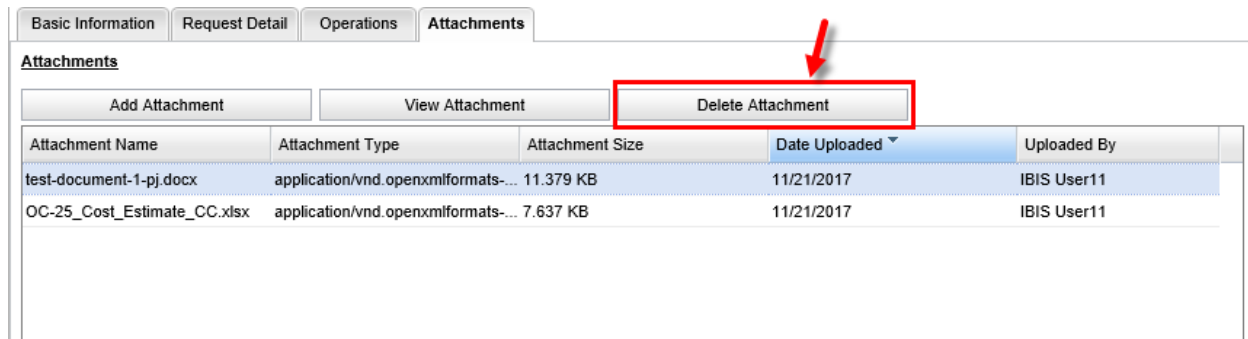
Attachment Name	Attachment Type	Attachment Size	Date Uploaded	Uploaded By
OC-25_Cost_Estimate_CC.xlsx	application/vnd.openxmlformats...	7.637 KB	11/21/2017	IBIS User11

42. Once clicked, you will see a message asking if you want to open or save the attachment. Click Open to open and view the attachment; or click Save to save the attachment.



43. Delete an Attachment

To delete an attachment, first click on the attachment name, and then click the “Delete Attachment” button. Remember, you will not be able to delete attachments that have been added to the request in another part of the form (i.e., the OC-25 Cost Estimate and the FCAP Report) while on the Attachment tab. To delete those attachments, you will need to manage those attachments from the location in the form for which it was attached.



Attachment Name	Attachment Type	Attachment Size	Date Uploaded	Uploaded By
test-document-1-pj.docx	application/vnd.openxmlformats-...	11.379 KB	11/21/2017	IBIS User11
OC-25_Cost_Estimate_CC.xlsx	application/vnd.openxmlformats-...	7.637 KB	11/21/2017	IBIS User11

Once you click Delete Attachment, you will be presented with a confirm message as shown below. Click “OK” to delete the attachment or “Cancel” to cancel the deletion.

