INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)
USER GUIDE

WORKSHEET III
Repair and Renovations
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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.

![Image of Work Queue page]

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](image)

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](image)
4. 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.

5. 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.
6. Select from the drop-down menu the county in which the requested project is located; or select either “Statewide” or “Multiple” if appropriate.

7. 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.
8. 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.

9. 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**

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).
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.

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

14. **General Information**

The general information section on the basic information tab contains several key questions related to the construction project.
• **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 Office’s FCAP team?**
    - Yes  No
  - **Insured value of building(s):**  $0.00
  - **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?**
- **Has funding for this project been requested previously?**
- **Percentage of total expenditure related to energy efficiency improvements?**
- **Expected energy savings/yr?**
- **Is this request funded from 100% NGF?**

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Was the requested project included in their review?</strong></td>
<td>Yes  No</td>
<td></td>
</tr>
<tr>
<td><strong>What is the total value of FCAP deficiencies?</strong></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Insured value of building(s)?</strong></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Age of building(s)?</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

- **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 project funded from 100% NCF?**
  - 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.

![Named Attachments](image)

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.

![Confirm](image)

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

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

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.

21. Then click Edit Row.
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.

<table>
<thead>
<tr>
<th>Edit Row</th>
<th>Cancel Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
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<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-18</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2018-19</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2019-20</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2020-21</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2021-22</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2022-23</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Edit Row</th>
<th>Cancel Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10500</td>
<td>X</td>
</tr>
<tr>
<td>10500</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-18</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2018-19</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2019-20</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

24. Once you are finished entering data for the requirement, press the **Update** button.
25. The requirement data will then populate the requirements table and the summary table as shown below.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Edit Row</th>
<th>Cancel Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Y1 Amt</th>
<th>Y2 Amt</th>
<th>Y3 Amt</th>
<th>Y4 Amt</th>
<th>Y5 Amt</th>
<th>Y6 Amt</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,500.00</td>
<td>$10,500.00</td>
<td>$16,500.00</td>
<td>$10,500.00</td>
<td>$10,500.00</td>
<td>$10,500.00</td>
<td>$63,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Receipts</th>
<th>Edit Row</th>
<th>Remove Row(s)</th>
<th>Cancel Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Y1 Amt</th>
<th>Y2 Amt</th>
<th>Y3 Amt</th>
<th>Y4 Amt</th>
<th>Y5 Amt</th>
<th>Y6 Amt</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Items to show.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

26. **Edit a Row**

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

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

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

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.

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

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.

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

- **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:

36. **Remove Row(s)**

To delete a row that has been entered, click on a row to highlight it.
37. Click **Remove Row(s)** to delete the row you just selected.

![Removal Window](image)

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.

![Confirmation Window](image)

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**

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.

![Worksheet III - Repair and Renovations](image)

**Operational Costs & Savings**

<table>
<thead>
<tr>
<th></th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
<th>Fourth Year</th>
<th>Fifth Year</th>
<th>All Year Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positions (Increase or Reduction in FTE)</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>Personnel (Additional Costs or Savings)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Maintenance (Additional Costs or Savings)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Energy/Other Operating (Additional Costs or Savings)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Equipment/Supplies (Net lost in Capital Request)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Requirements (savings)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Receipts</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Appropriations</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

*(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.

<table>
<thead>
<tr>
<th>Attachment Name</th>
<th>Attachment Type</th>
<th>Attachment Size</th>
<th>Date Uploaded</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>OC-25_Cost_Estimate_CC.xlsx</td>
<td>application/vnd.openxmlformats-officedocument.spreadsheetml.sheet</td>
<td>7.637 KB</td>
<td>11/21/2017</td>
<td>IBIS User11</td>
</tr>
</tbody>
</table>

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.

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.

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.

![Confirm](image)