INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)

USER GUIDE

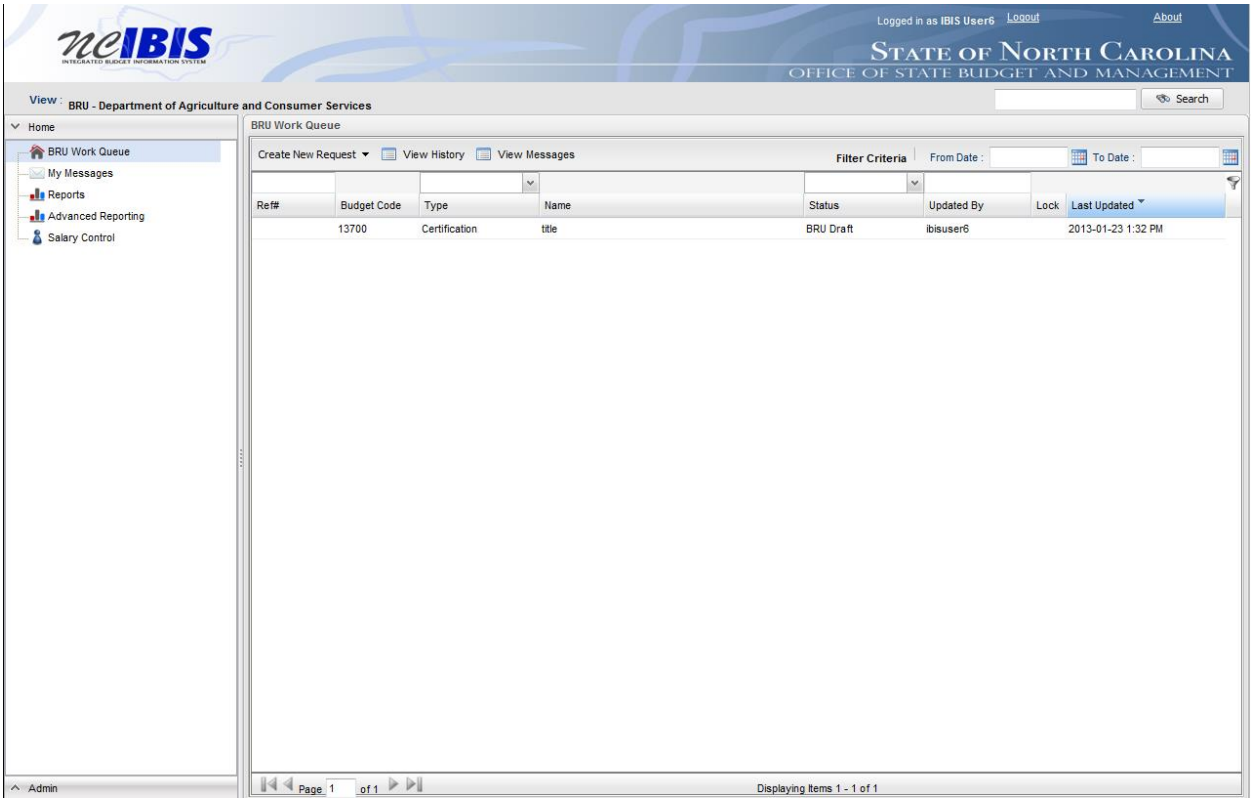
CERTIFICATION - OPERATING

PREFACE

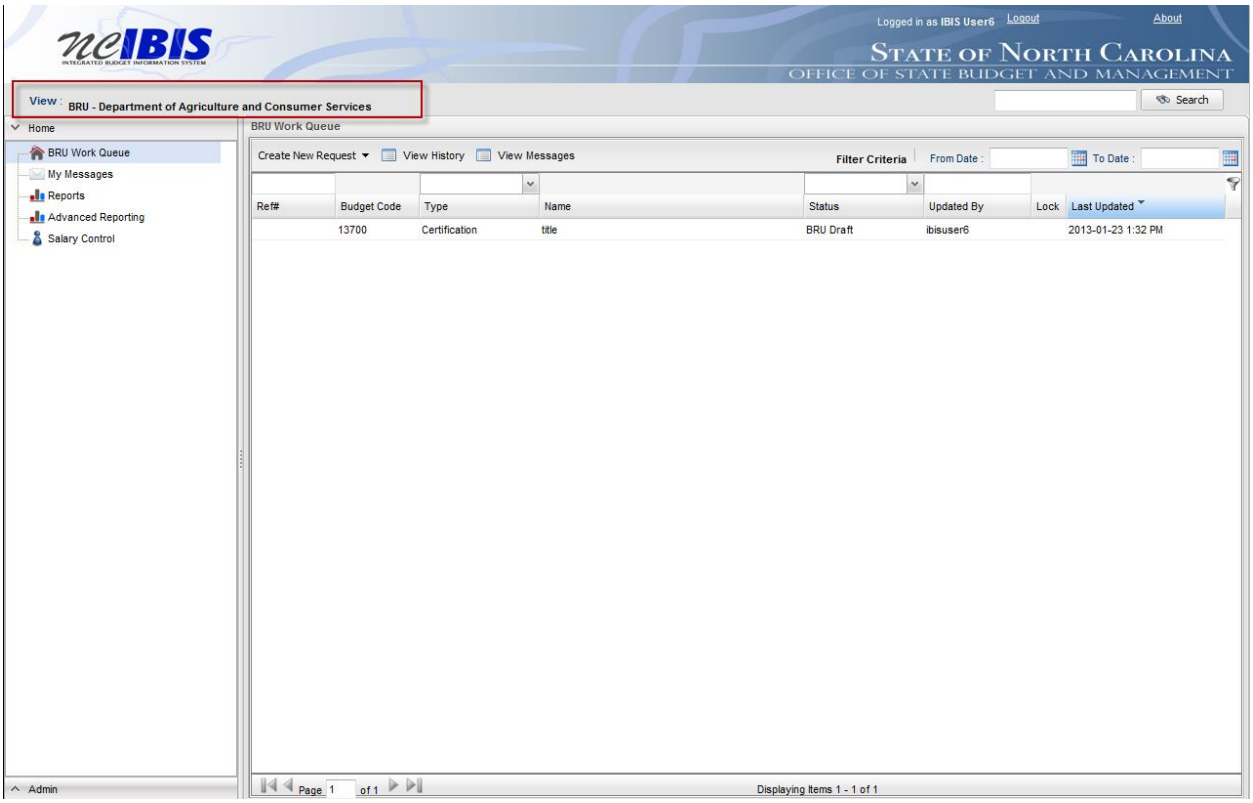
This user guide describes how to use IBIS to complete a certification operating form. For policy guidance regarding certification, please consult the State Budget Manual.

CERTIFICATION – OPERATING

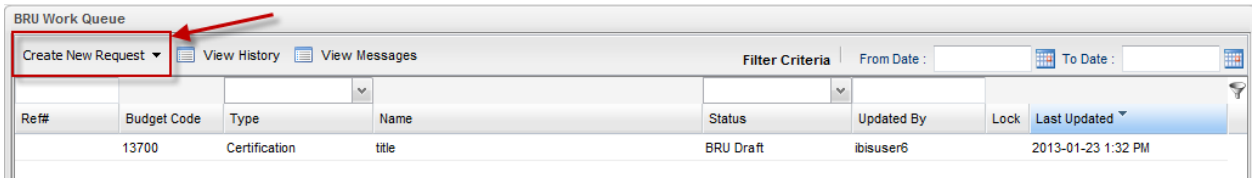
Once you have successfully logged in, you should see the Work Queue page as shown below. This could be a BRU, Agency Work or OSBM Work Queue page depending on log-in credentials.



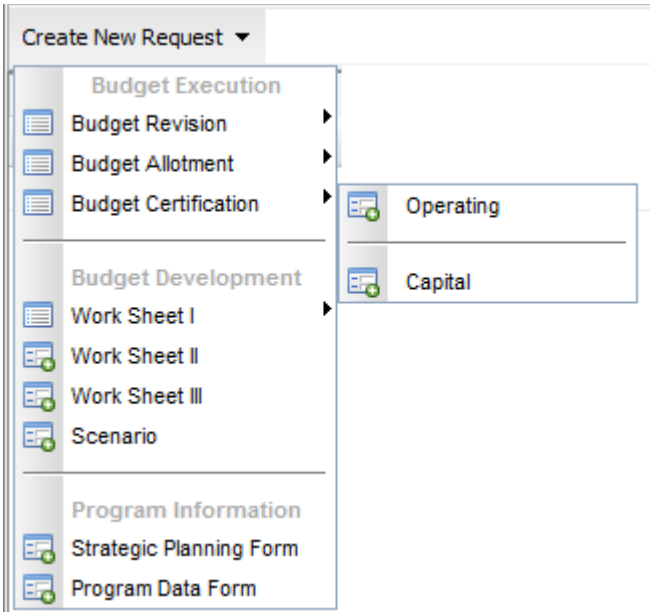
Find the View indicator in the upper left-hand corner of the page. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, those you have access to will appear in a drop-down list in this field for you to select from. In the example below, the user is logged in as the Department of Agriculture and Consumer Services.



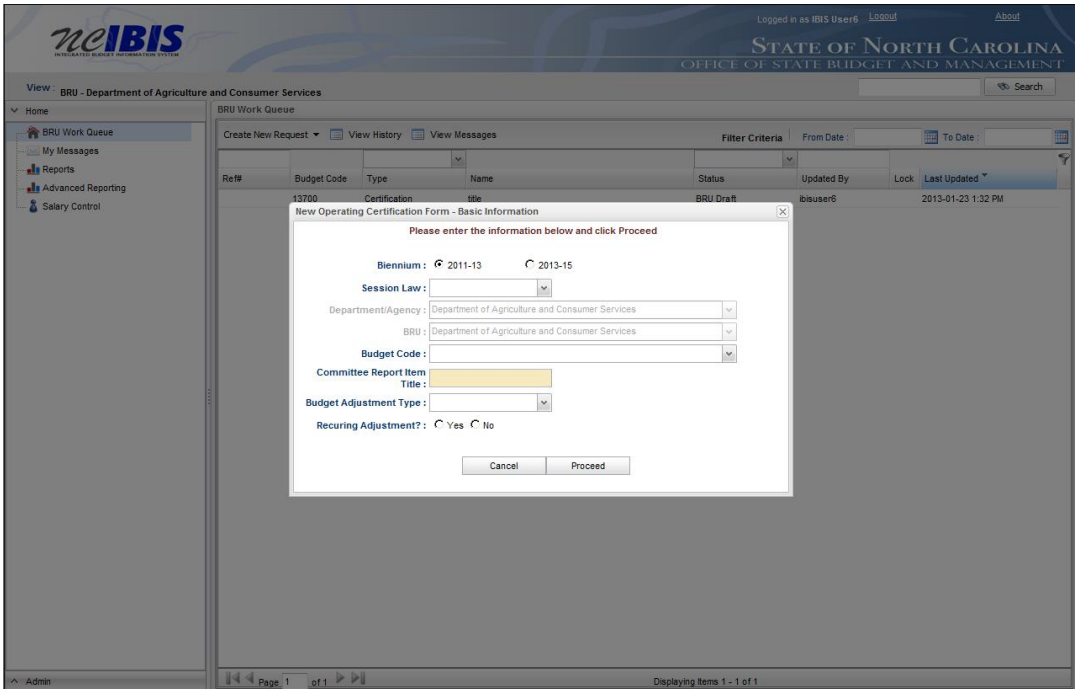
To create a new certification form, click on the Create New Request dropdown list in the middle of the screen.



When you click on 'Create New Request', the drop-down will display the following:

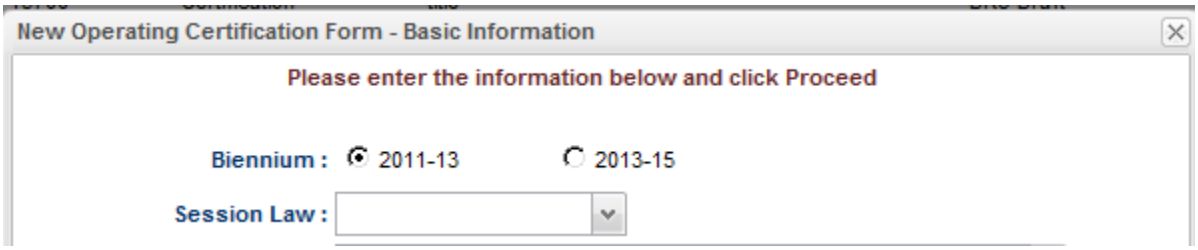


Click on the Budget Certification – Operating option on the menu. After clicking the operating option, a New Operating Certification Form – Basic Information window will appear as shown in the following screenshot.

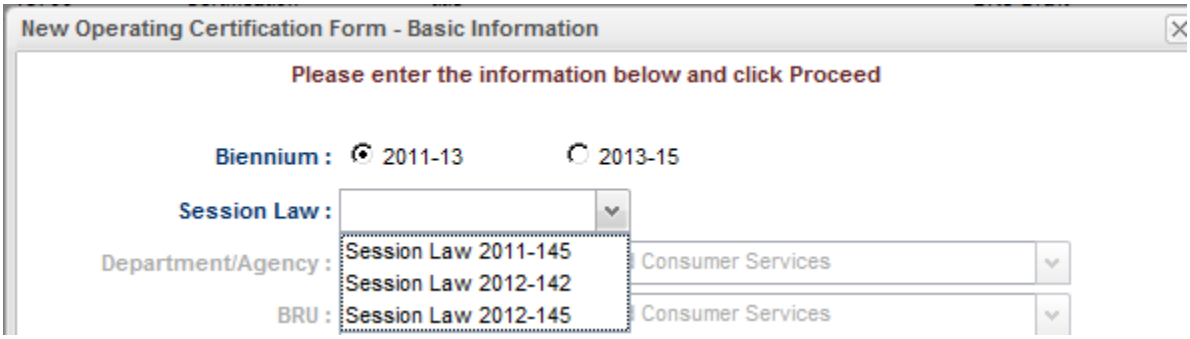


The first field allows you to select the Biennium that you are certifying. Click on the radio button next to the appropriate biennium. Only one biennium may be selected at a time.

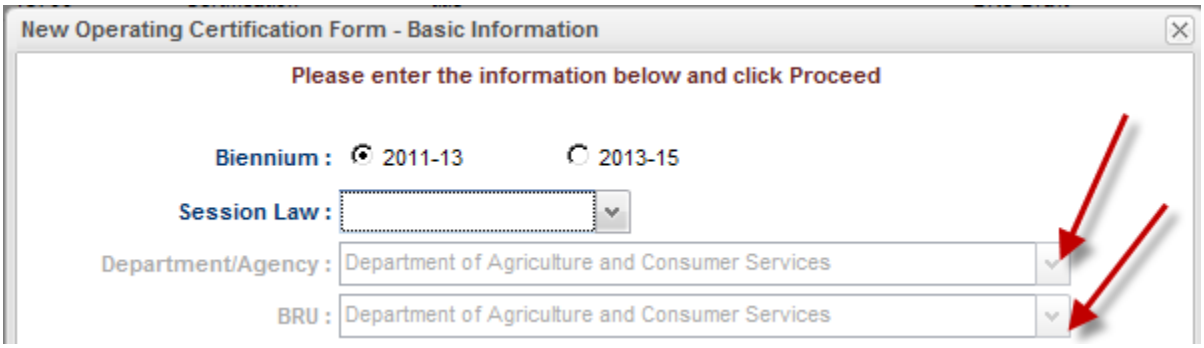
The next field is a dropdown list labeled Session Law.



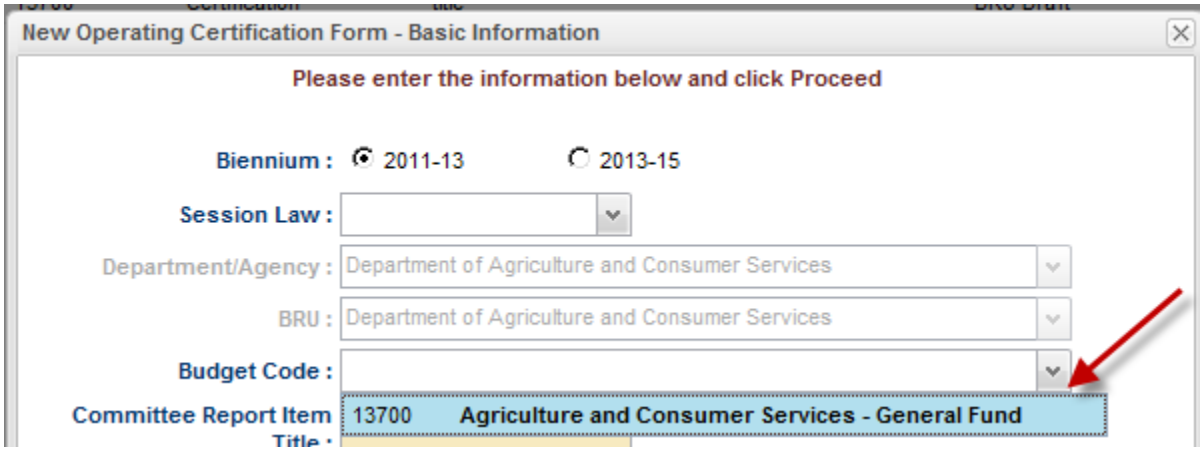
Select one option from the dropdown list in the Session Law field, only one item can be selected.



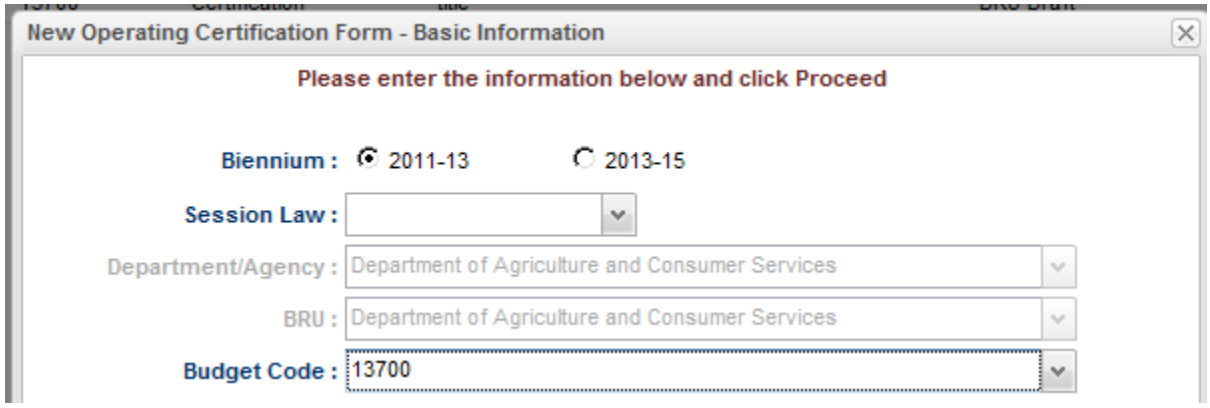
Note the next two fields labeled Department/Agency and BRU. In most cases, access will be restricted to a single department/agency so it will default to your Department/Agency and BRU. If a user has access to multiple departments/agencies and BRUs, a dropdown option will appear for selection.



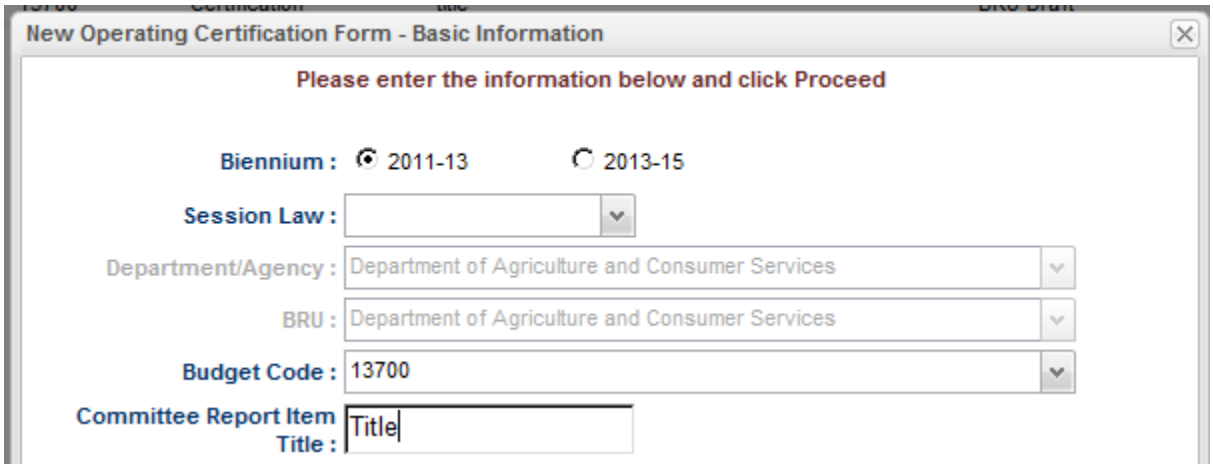
Click on the dropdown arrow for the Budget Code field. This will display a list of valid Budget Codes for the selected Department/Agency and BRU.



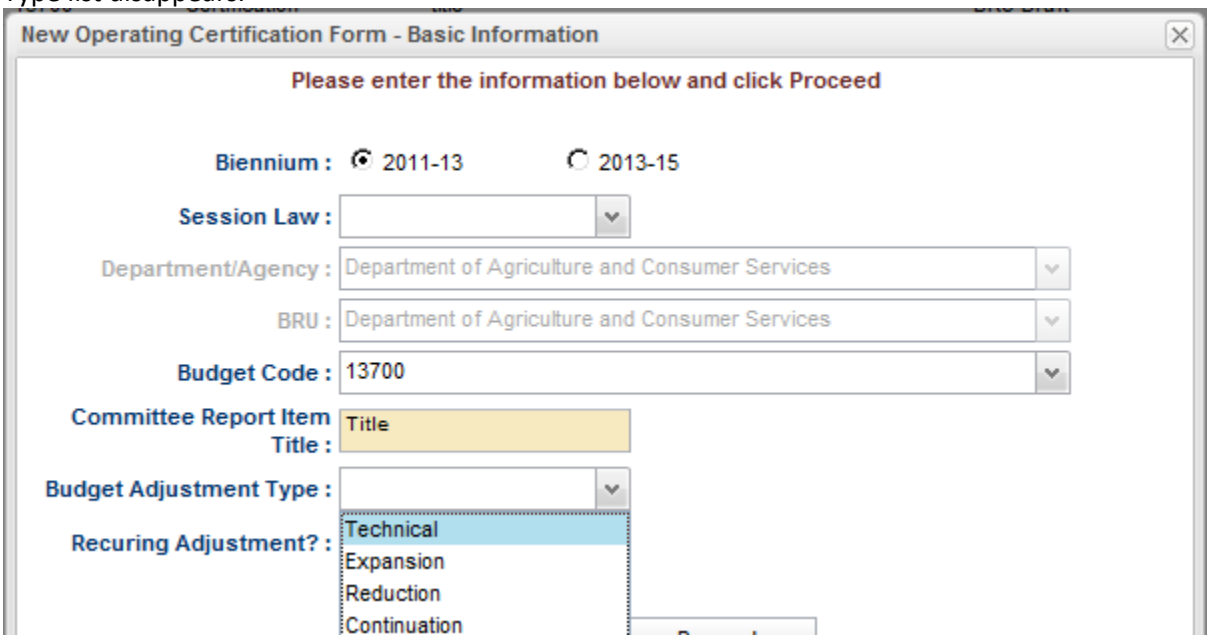
Select a Budget Code from the list. Once selected, the budget code will populate the field and the list will disappear as shown below.



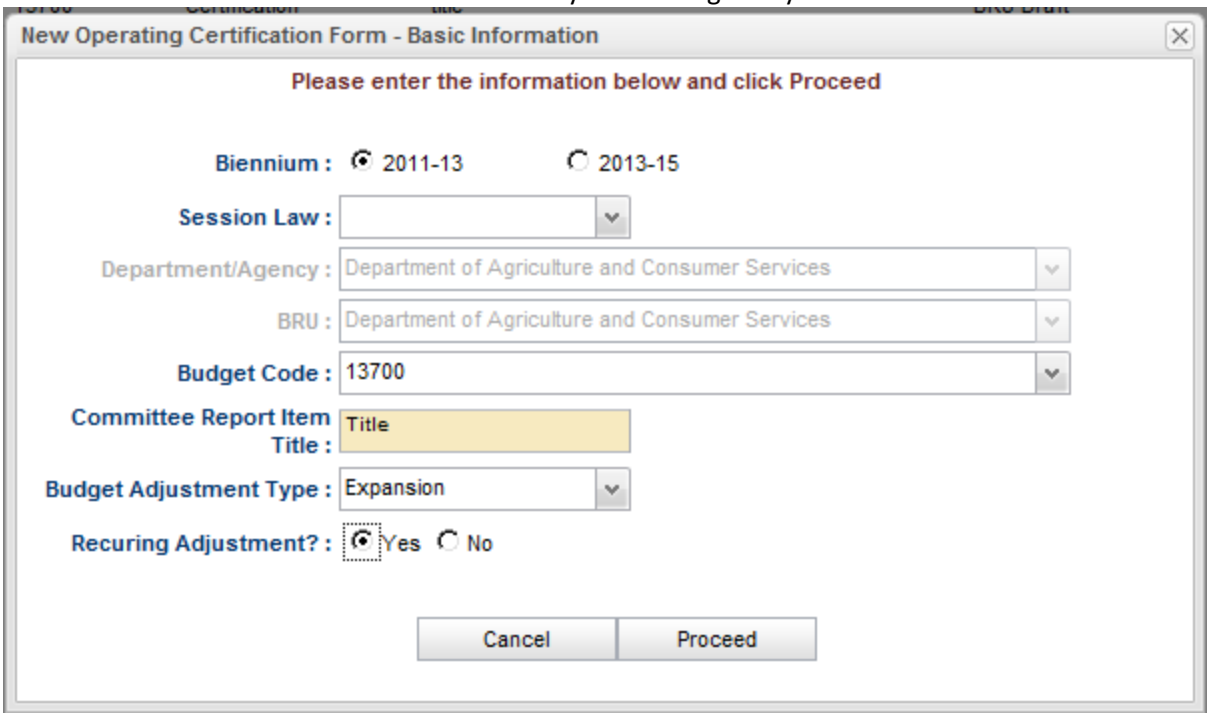
Click in the Committee Report Item Title field. A flashing cursor will appear in the field. Type a title for the certification entry. As you type, the title will appear in the field as shown below.



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.

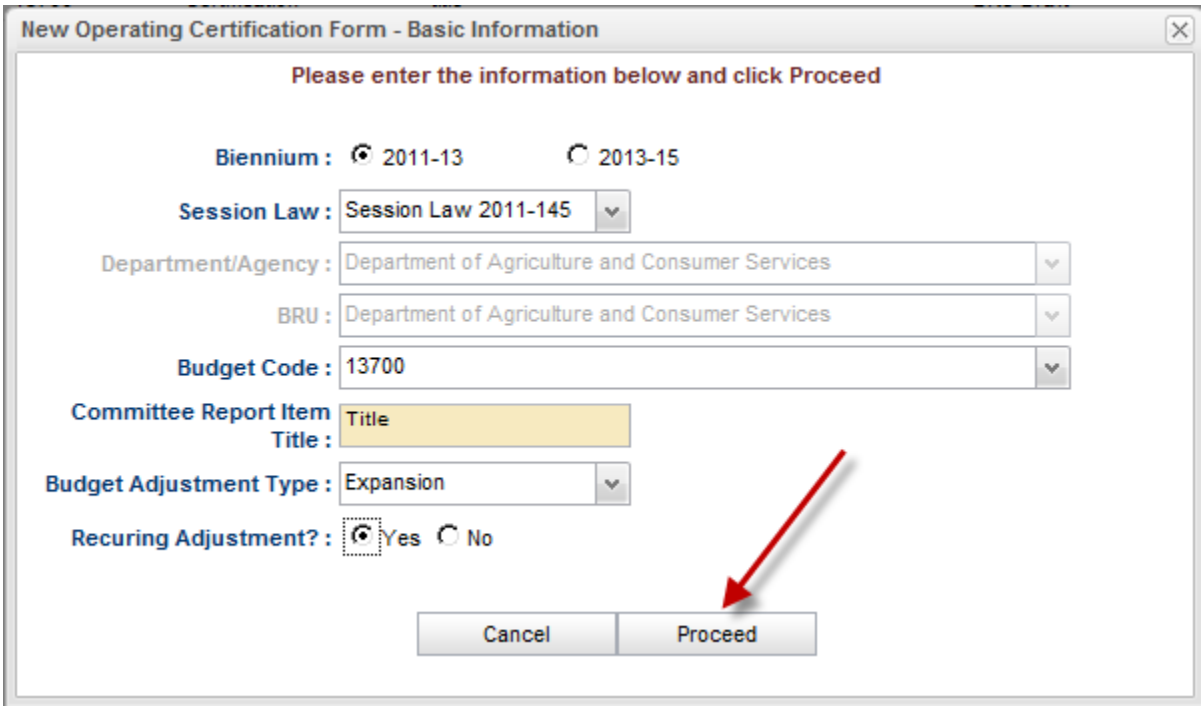


The final item on this window is asks if this entry is recurring. Only one answer can be chosen.

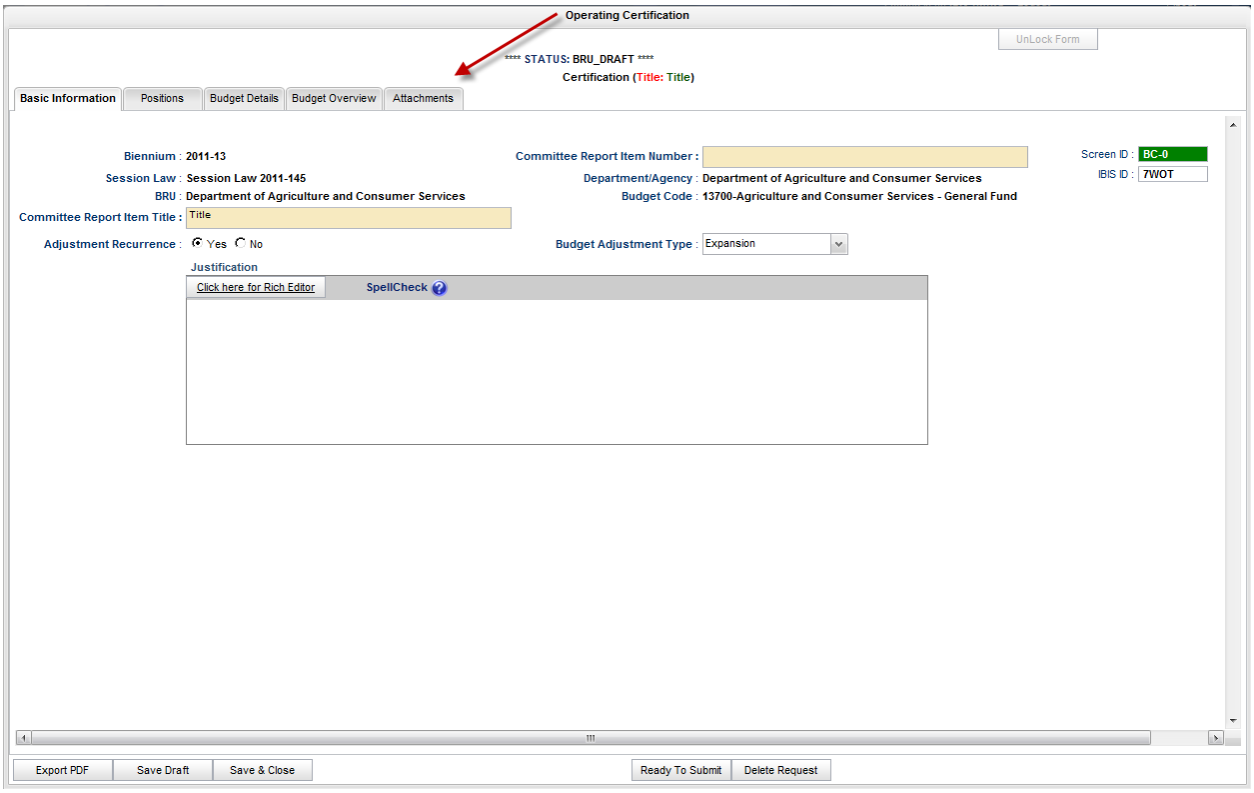


If you click on the Cancel button, the window closes, nothing is saved, and you return to the BRU Work Queue.

If you are satisfied with your entries and want to continue, click on the Proceed button as highlighted below.

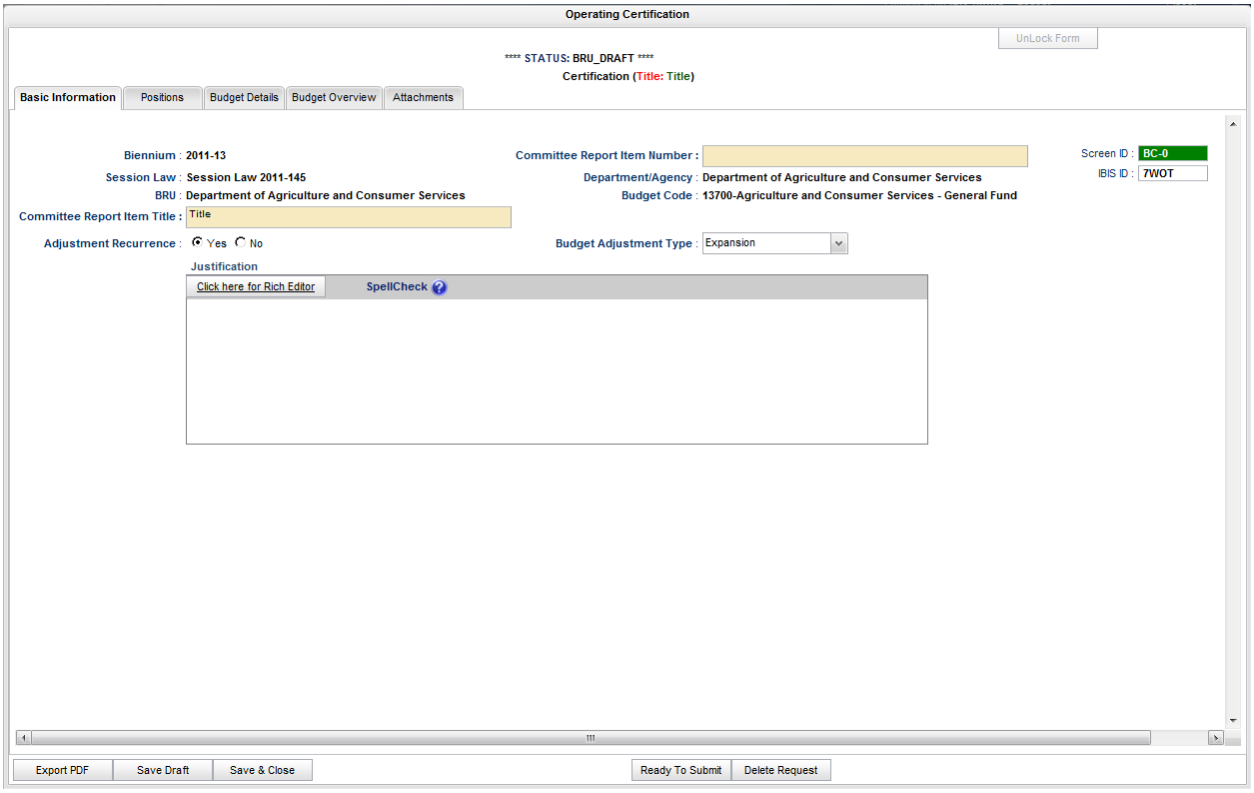


After clicking Proceed, you will see an Operating Certification form open. Note: The form's five tabs (Basic Information, Positions, Budget Details, Budget Overview and Attachments) will appear in the upper left corner of the screen as shown below.



This user guide will only address the first four tabs. The Attachments tab will be addressed in a different user guide that is available on the IBIS website.

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



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:

Biennium: The form will show the Budget Cycle selected in the initiation window

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

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

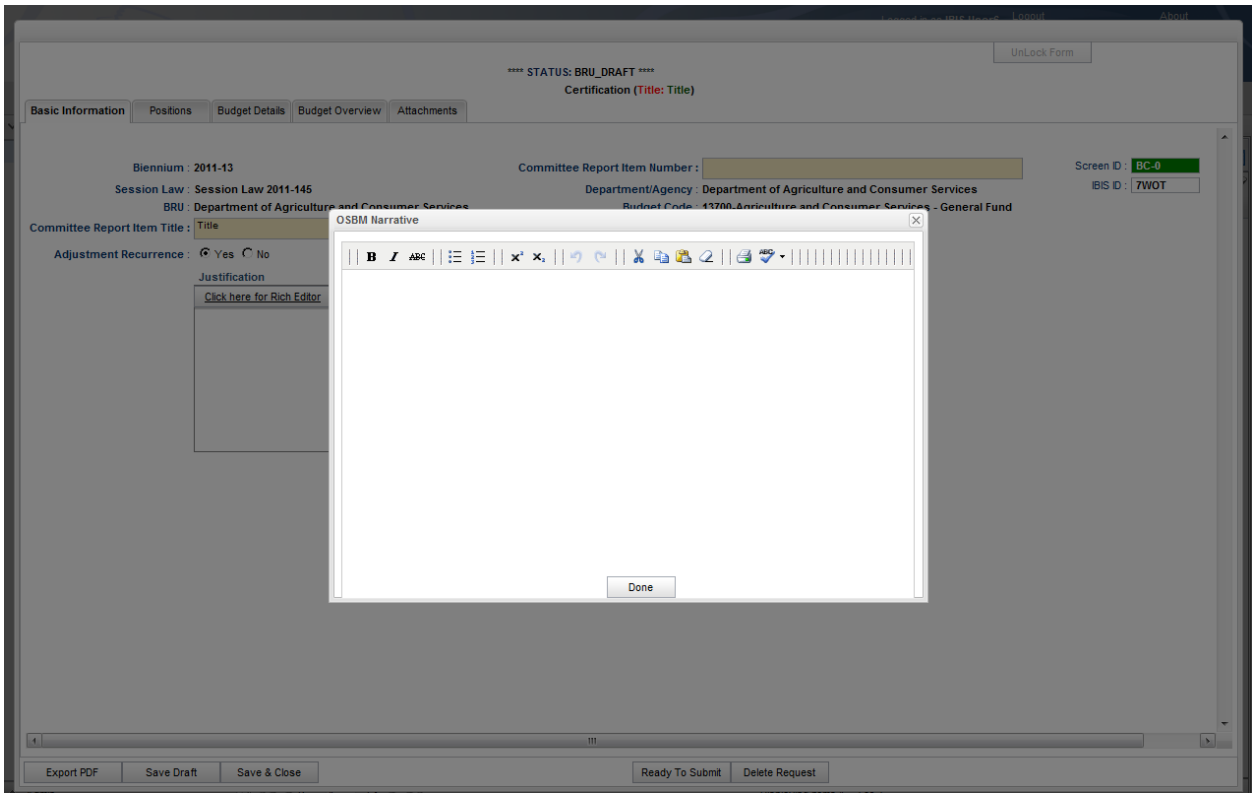
Committee Report Item Title: The Committee Report Item title entered in the initiation window – this may be changed at this time

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

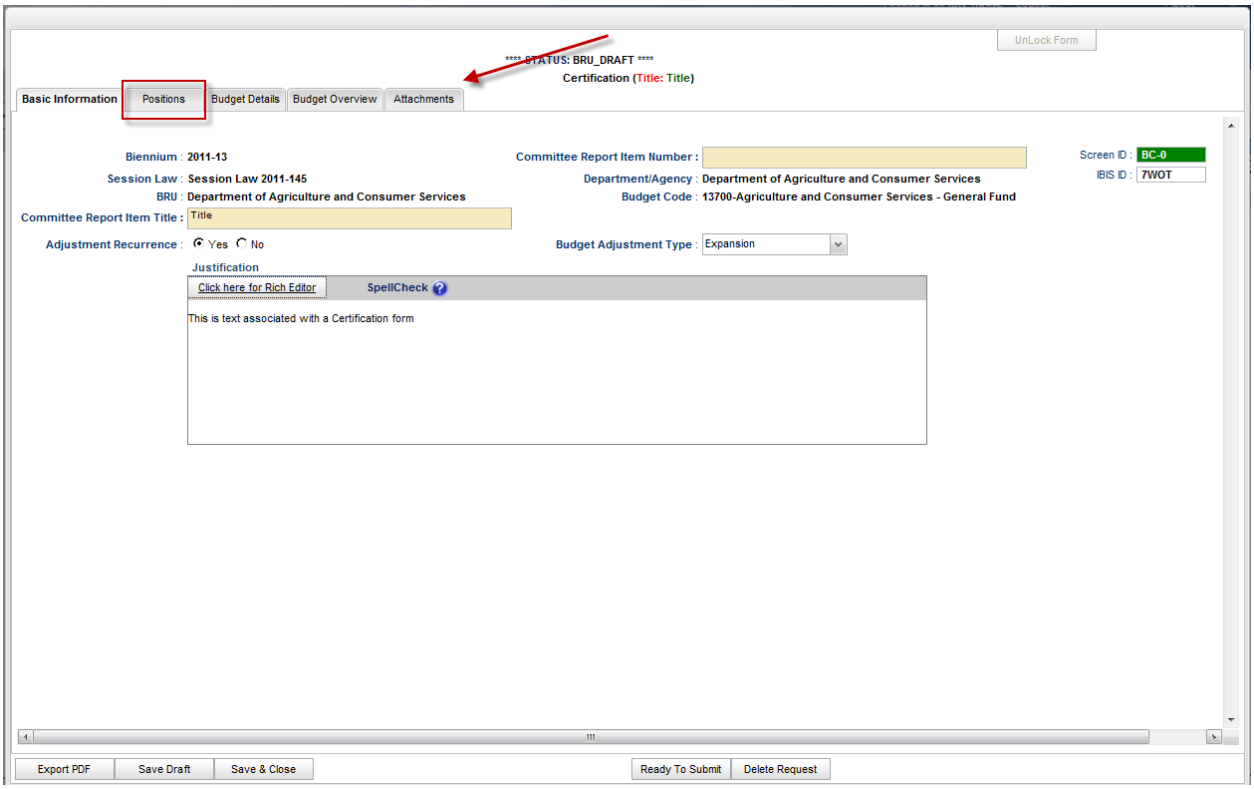
Budget Adjustment Type: Displays the answer selected in the initiation window – this may be changed at this time

Click in the Committee Report Item Narrative field and either click on the underscored link to the Rich Text Editor where it says "Click here for Rich Text Editor" or click directly in the box to enter text.

By clicking the Rich Text Editor, a window will come up as shown below where text entered in the justification field can be edited or where a justification can be entered. Additional formatting options are available beyond those displayed on the screen by using shortcuts such as "Control + U".



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.

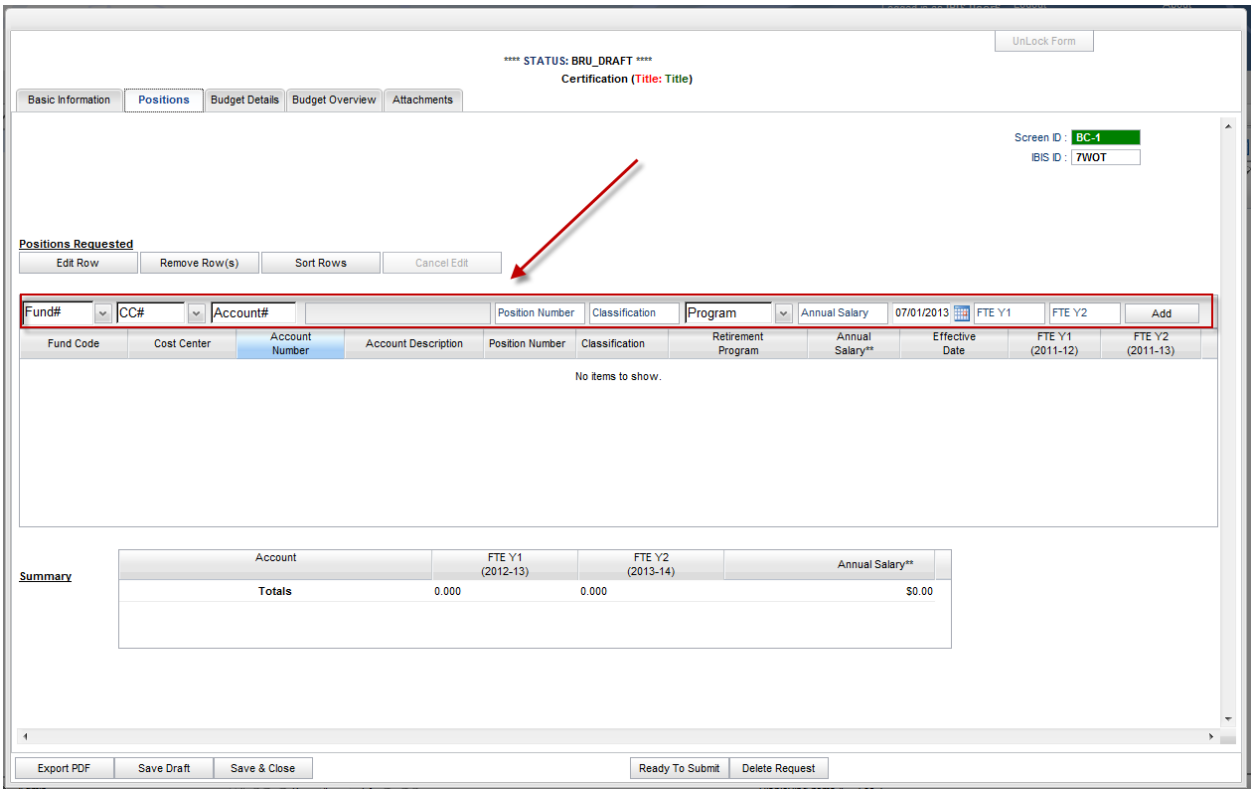


If the Certification form being developed includes staffing positions, information regarding such positions will be filled out on this tab. The information will be entered in the section labeled:

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:

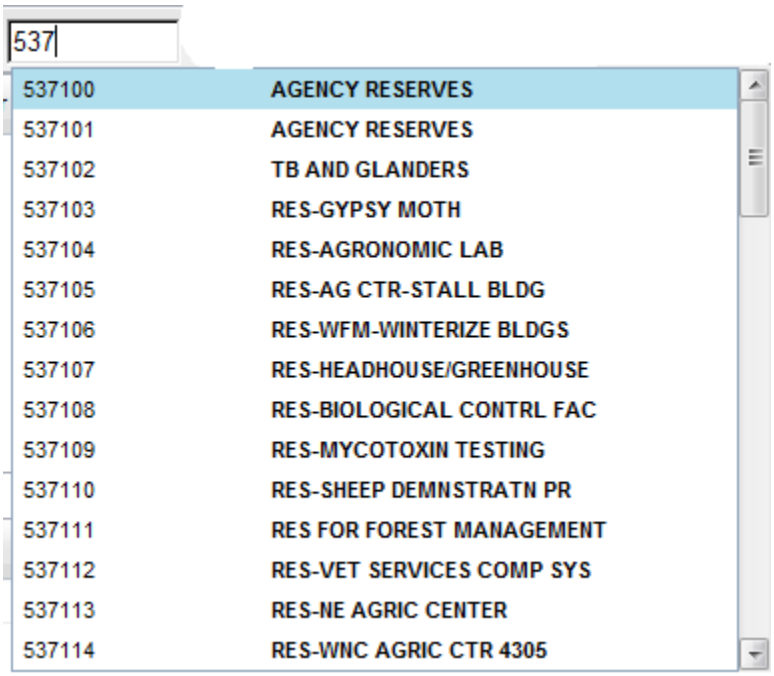


Note that the following fields are required: Fund, Cost Center, Account#, Classification, Program, Annual Salary, Effective date, FTE Y1 and FTE Y2.

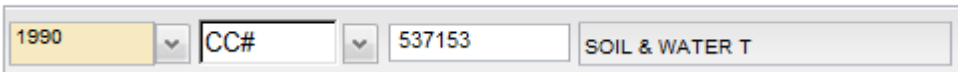
Fill in the fields in the order they appear in the row. Fund, Cost Center and Program are all dropdown lists and your entry can be selected from the dropdown lists or typed in manually.

Cost Center is an optional field and the cost center dropdown list will only display values if the Department/Agency uses cost centers and there are costs centers setup for the selected fund code. A cost center can be selected from the dropdown list or typed in manually.

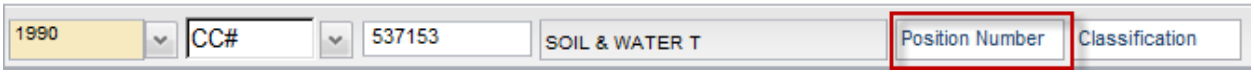
The Account field will present a list of accounts once the user has entered three digits into the field. Accounts are so numerous that you can narrow the list down by entering the first few digits, or you may type the full account code manually.



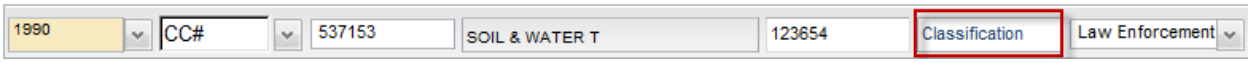
Once selected or typed into the field, the account code will show and the account description will appear in the field to the right of the account code as shown below.



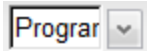
Click in the Position Number field to make the field editable. A cursor will appear and you may type in the appropriate position number. The position number is an optional field.

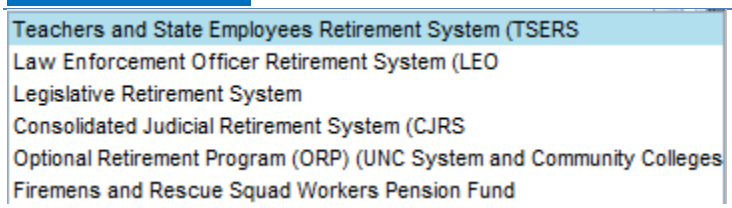


Click in the Classification field to make the field editable. A cursor will appear and you may type in the appropriate classification. If positions are entered in a reserve account (537XXX), the classification is optional.

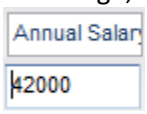


The Program field presents a dropdown list of the Retirement programs that the position(s) may participate in. Select the appropriate retirement program from the dropdown list. That program name will populate the field and the dropdown list will disappear.

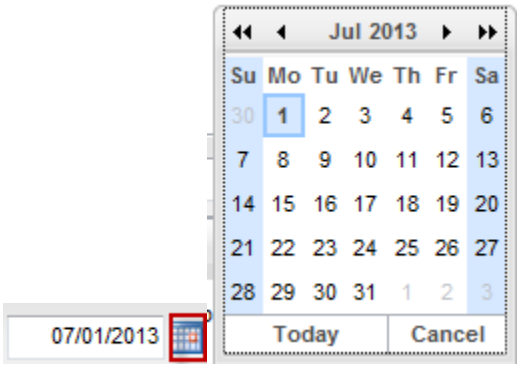




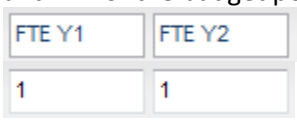
Step 29: In the Annual Salary field, enter the annual wage for the position(s) in whole numbers, without a dollar sign, comma or decimal point.



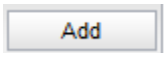
In the Effective Date field, enter the beginning date of the position(s) requested, formatted as shown, or select the date from the calendar by clicking on the calendar icon next to the field.



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 numbers.

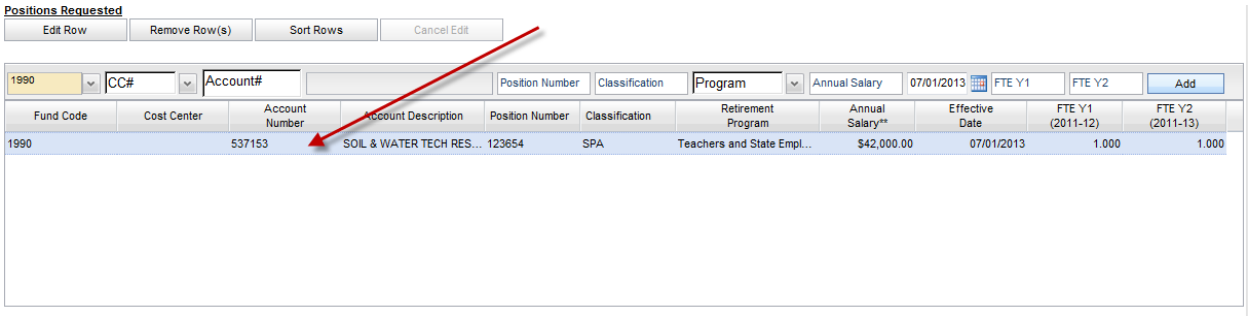


Click the Add button and the row will populate the positions grid, clearing the fields for entry of another row; however, the row will retain the last fund code and cost center entered in an attempt to reduce the amount of manual entry required by the user in order to create a second row. Although these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

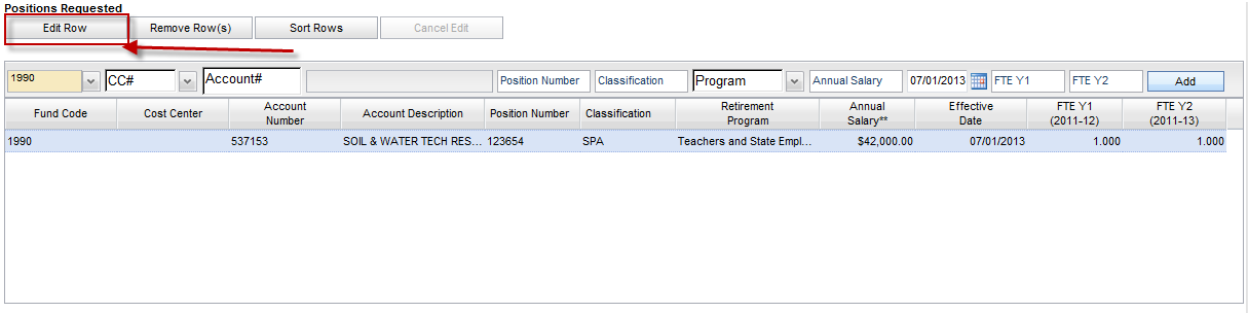


Repeat the above process to add all the Position rows necessary for the Certification form you are creating.

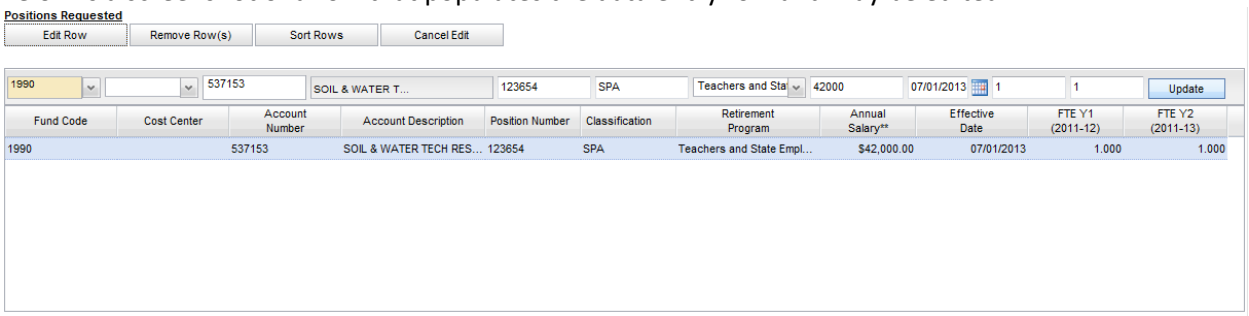
To edit a row that has been entered, click on a row to highlight it:



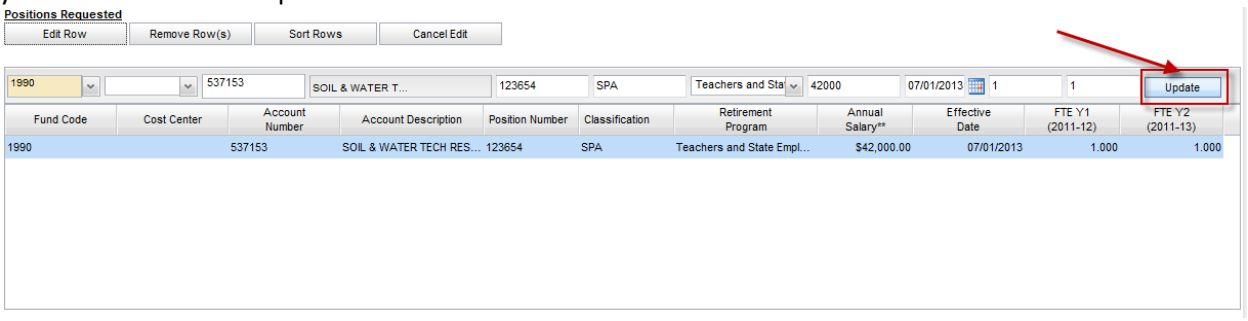
Click on the Edit Row button and the data in the selected row will populate the Edit/Add row line at the top of the grid.



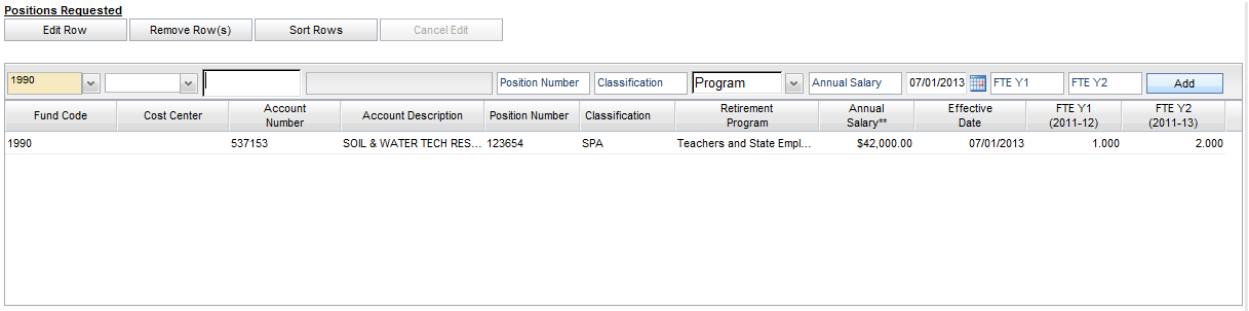
Below is a screenshot of a row that populates the data entry row and may be edited.



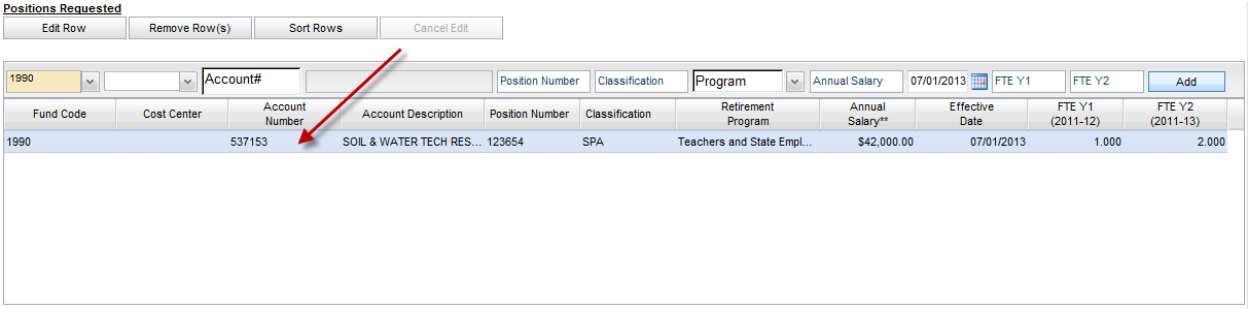
When a row has been selected for edit, you may change any of the data previously entered. To save changes you must click on the Update Button at the end of the row.



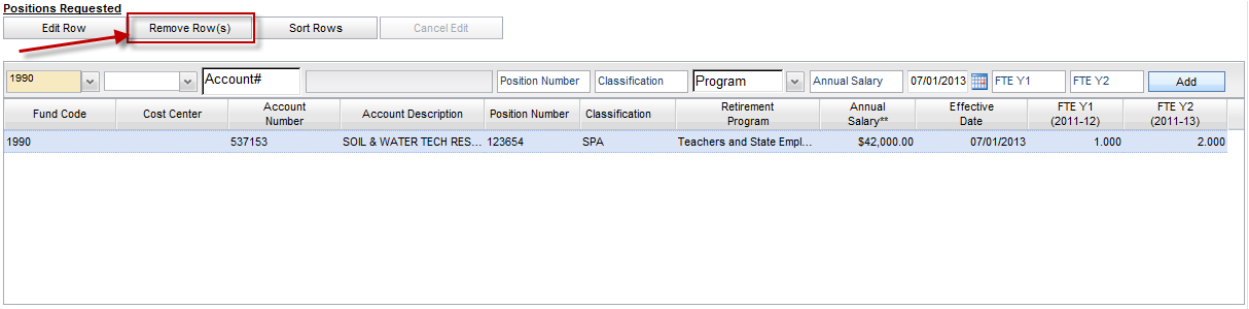
Once Update has been clicked, the add/update row will clear (except for the Fund Code and Cost Center fields) and the updated data will show in the grid below.



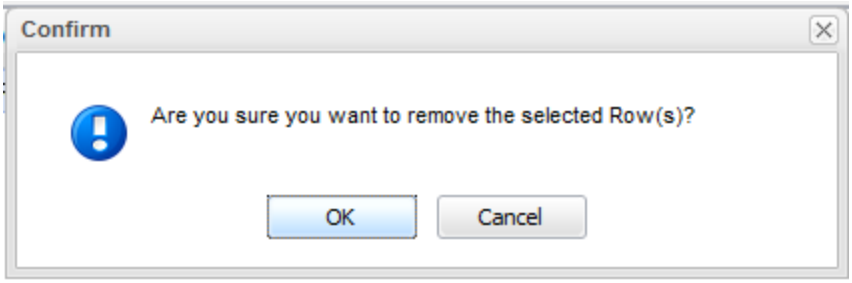
To delete a row that has been entered, click on a row to highlight it:



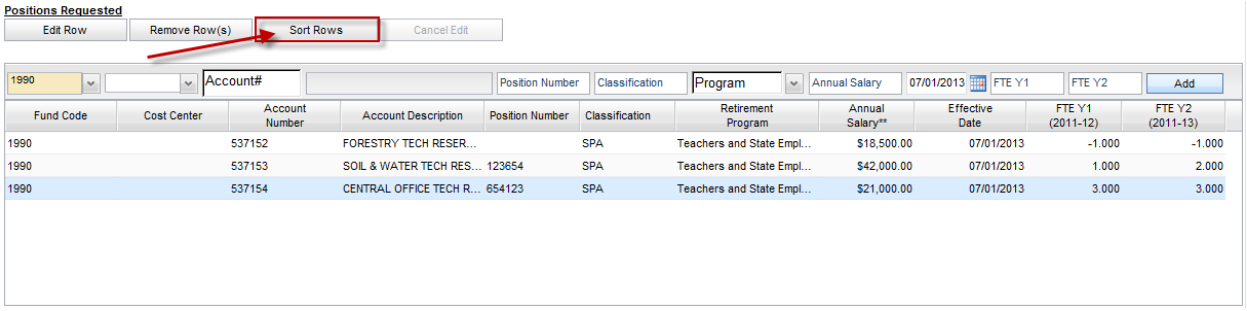
Click on the Remove Row(s) button, and a confirm deletion message box will appear.



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

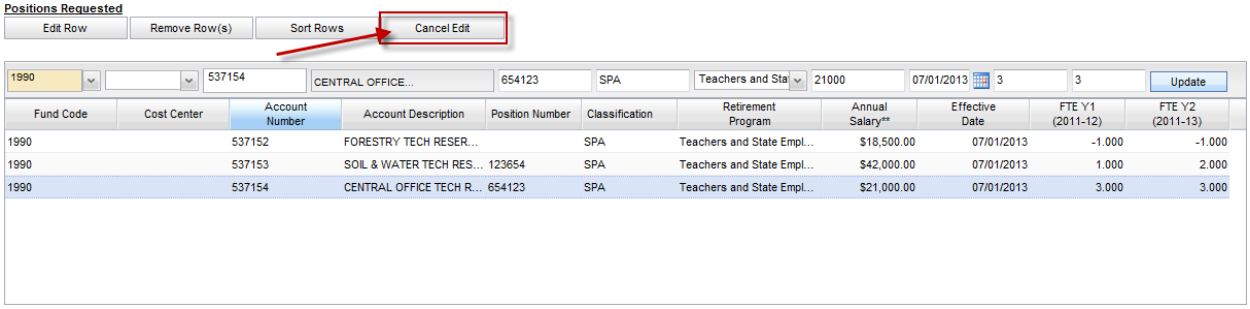


To Sort the rows that you have entered, click the Sort Rows button.



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

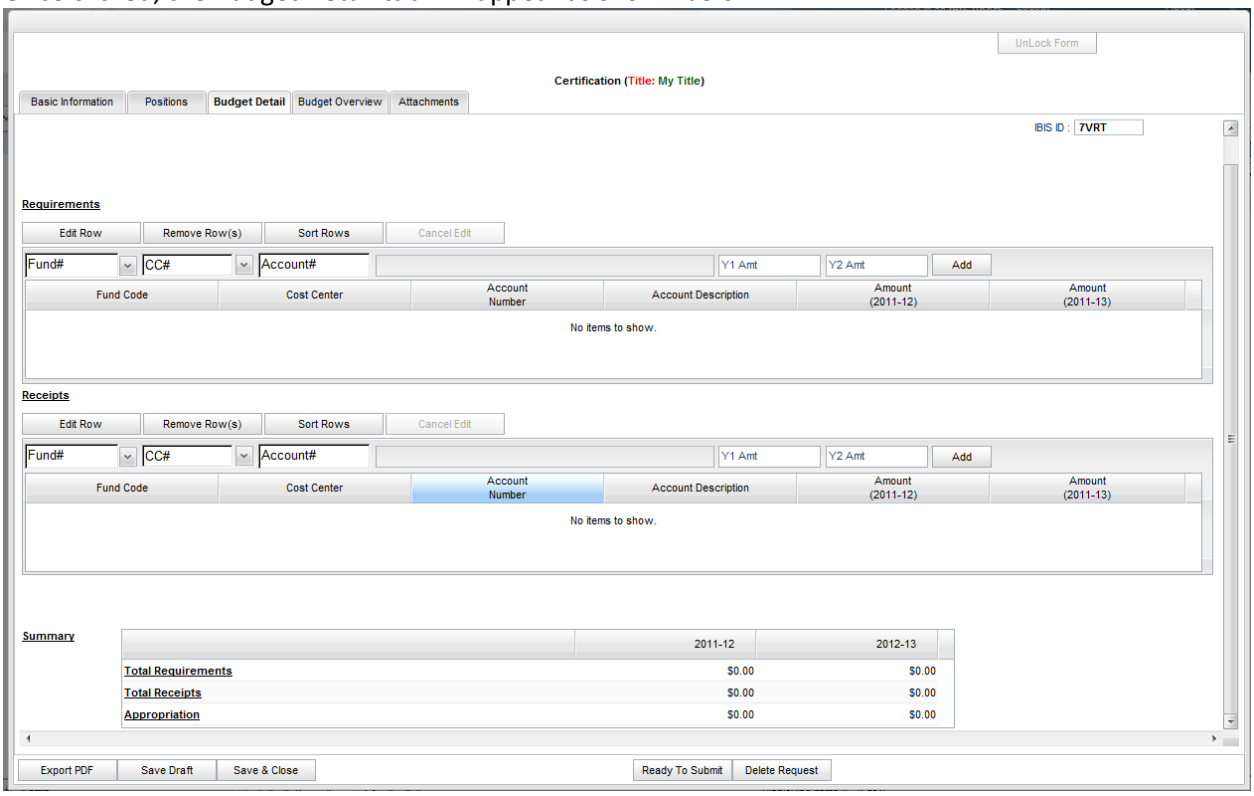
If a row has been selected for edit by highlighting and clicking the Edit Row, but then no edit is necessary, simply click the Cancel Edit to clear the Add/Edit row and to return the selected row to the grid, unchanged.



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.

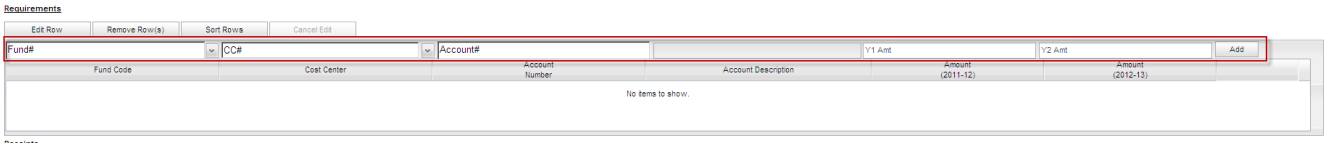
Move to the top of the Certification form and click on the Budget Detail tab to bring that portion of the Certification form to the forefront.

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



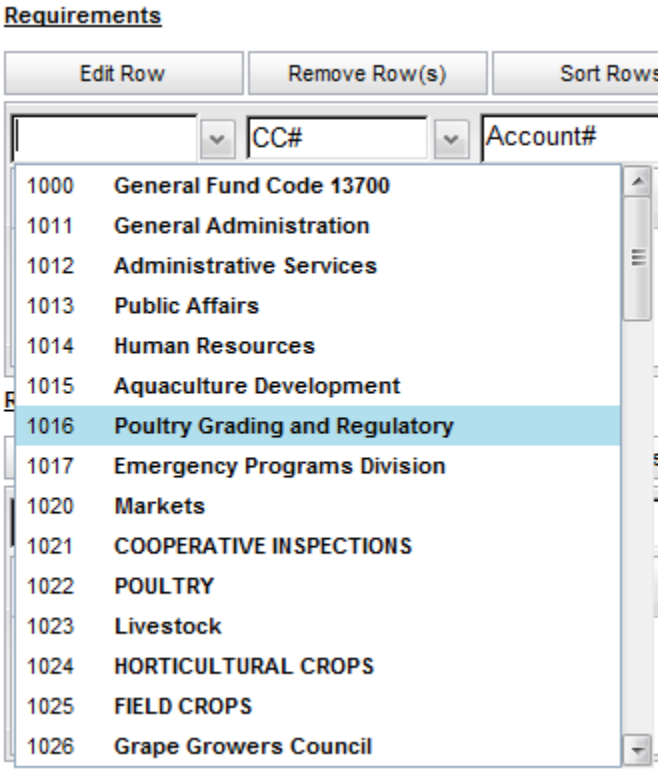
Inserting rows in the Requirements and Receipts sections of the Certification form works in the same fashion as inserting rows on the Positions tab. In the Requirements section, there are four buttons that appear first: Edit Row, Remove Row(s), Sort Rows and Cancel Edit. These functions are only utilized 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.

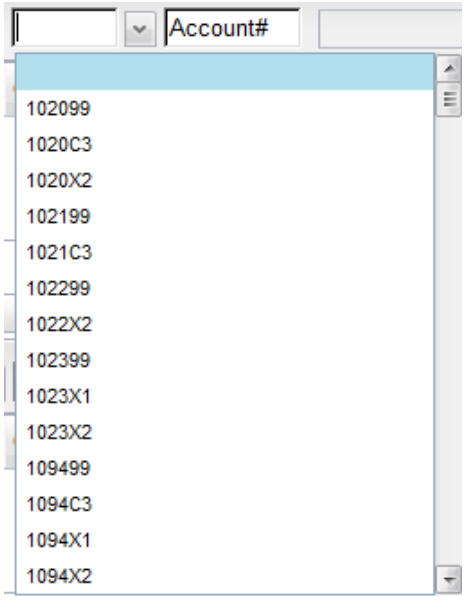


The fields in this row are editable, and when the end of the row is reached, the Add button will save this data so that another row can be entered.

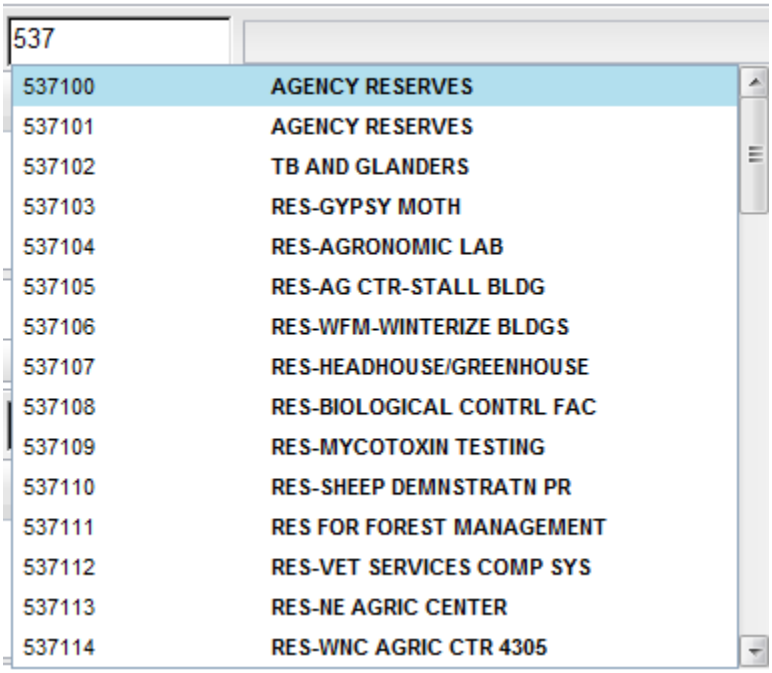
The Fund field contains a dropdown list that displays Fund codes available to the agency/BRU. A fund code can be selected from the dropdown list or typed in manually.



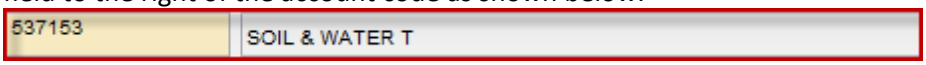
Cost Center is an optional field and the cost center dropdown list will only display values if the Department/Agency uses cost centers and there are costs centers setup for the selected fund code. A cost center can be selected from the dropdown list or typed in manually.



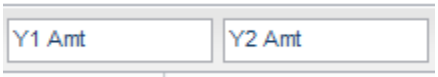
The Account field will present a list of accounts once the user has entered three digits into the field. Accounts are so numerous that you can narrow the list down by entering the first few digits, or you may type the full account code manually.



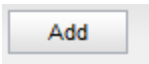
Once selected or typed into the field, the account code will show and the account description will appear in the field to the right of the account code as shown below.



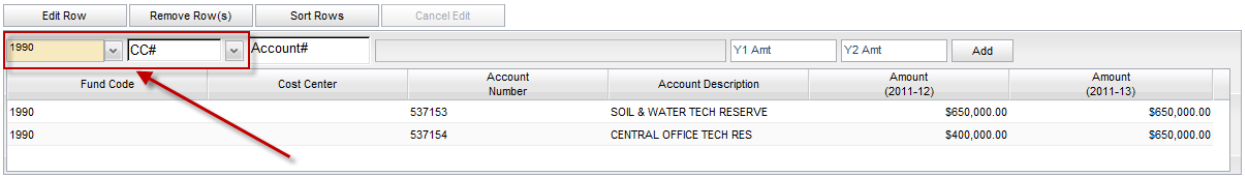
The next set of fields in the Add/Edit Row area are Year 1 and Year 2 amount fields



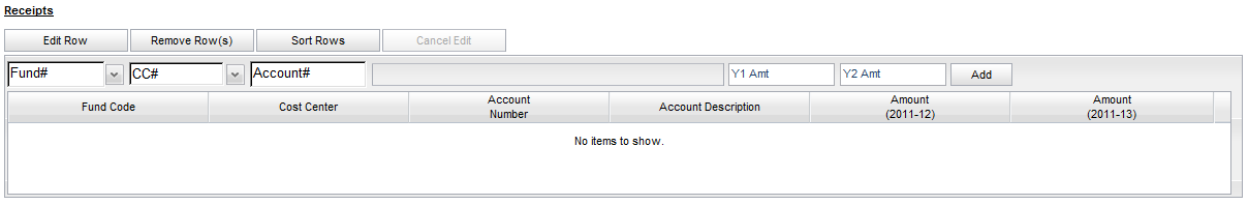
Enter amounts in the Y1 Amt and Y2 Amt fields. The values will reformat to dollars when you click Add to finish the row entry. Amounts may be entered as either positive or negative amounts. Amounts are not required to be entered in both year fields and if an amount field is left blank, then the value added to the table will be $0.
Step 52: 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).



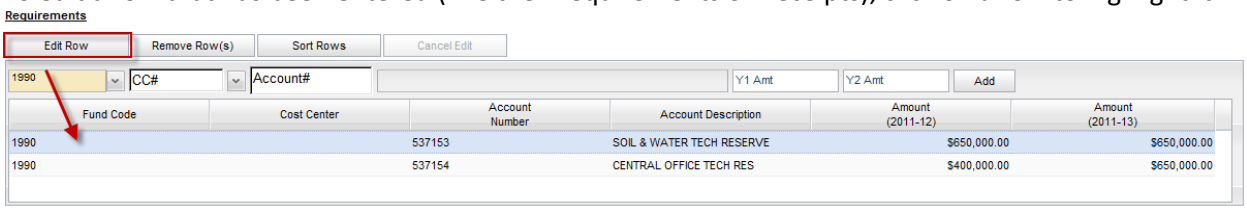
Add as many rows of requirements as appropriate to complete the Certification form. Once the first row is added, the Fund Center and Cost Center codes will pre-populate with the choices made when entering that first row to help quicken the entry of subsequent rows. If these values are not appropriate for subsequent row(s), they can be overwritten.



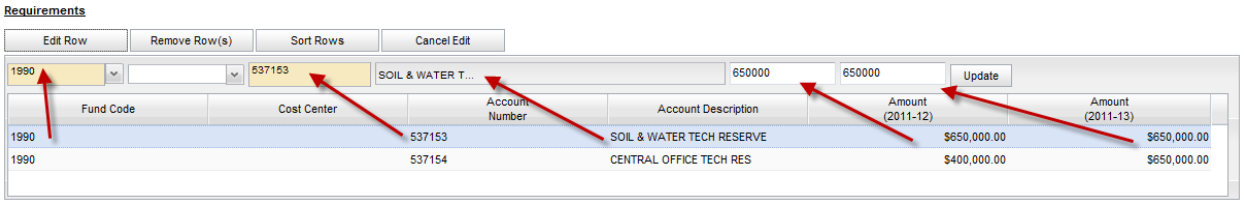
The Add/Edit Row(s) functionality for Receipts is identical to the Requirements functionality and therefore each step will not be replicated here.



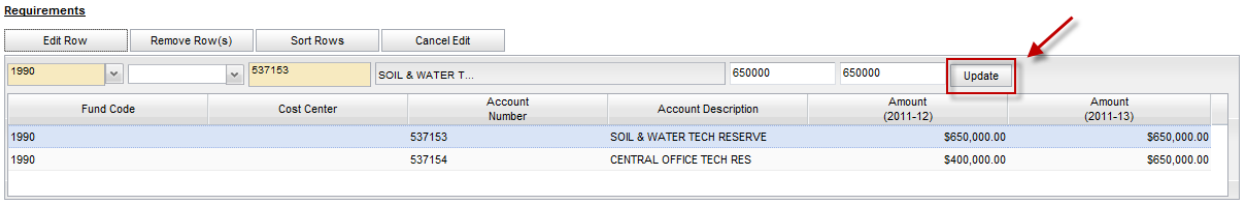
To edit a row that has been entered (in either Requirements or Receipts), click on a row to highlight it.



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.

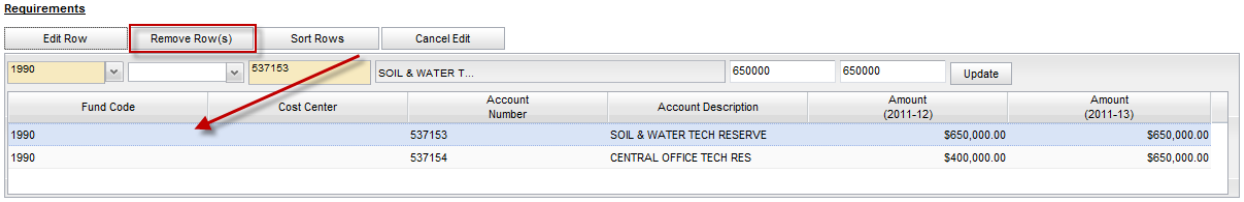


When a row has been selected for edit, you may change any of the data previously entered. To save changes you must click on the Update Button at the end of the row.

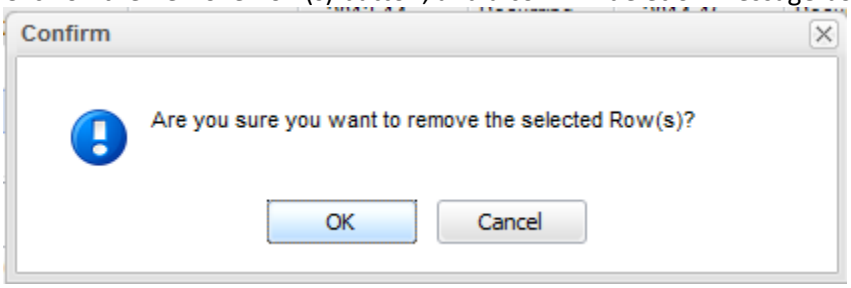


Once Update has been clicked, the add/update row will clear (except for the Fund Code and Cost Center fields) and the updated data will show in the grid below.

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

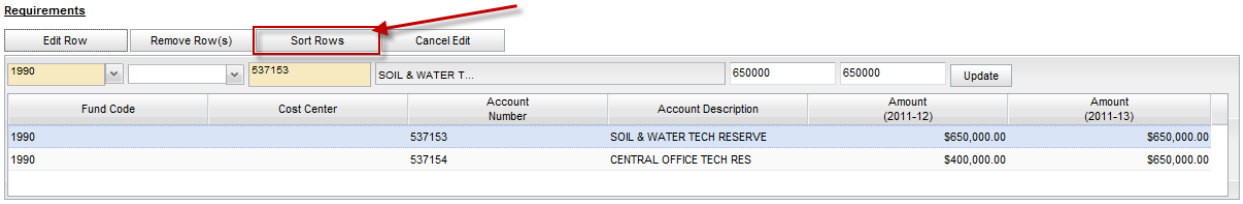


Click on the Remove Row(s) button, and a confirm deletion message box will appear.



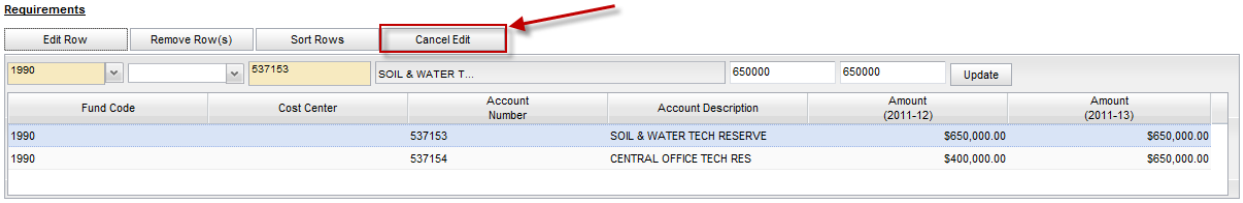
To cancel the deletion, click the Cancel button, to complete the deletion, click the OK button.

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



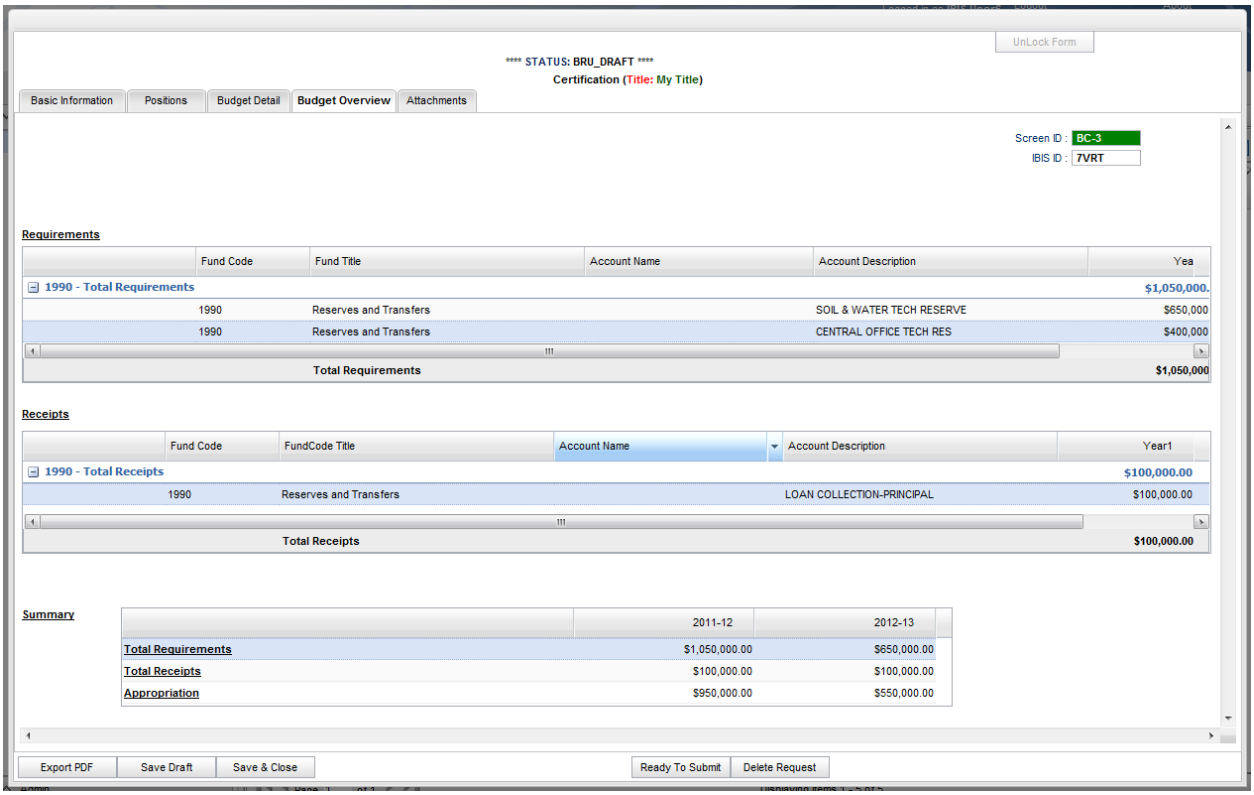
The rows will sort in Fund Code, Cost Center, Account Number order, ascending. Click a second time and they will resort in descending order.

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.

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.



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.