



**STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT**

BEVERLY EAVES PERDUE
GOVERNOR

CHARLES E. PERUSSE
STATE BUDGET DIRECTOR

September 1, 2010

MEMORANDUM

TO: Department Heads and Chief Fiscal Officers
All State Departments, Institutions and Agencies

FROM: Charles E. Perusse *Charles E. Perusse*

SUBJECT: NC IBIS License Distribution to State Agencies and Institutions

As previously announced, the Office of State Budget and Management (OSBM) is implementing a new Budget System (NC IBIS). Each user of the system is required to have an individual license that is associated with their NCID. The system is designed for three types of users: *Preparers, Approvers, and Submitters*. The Phase I rollout of NC IBIS addresses three types of IBIS activity: *Change Requests (Worksheet II activities), Capital Requests (Worksheet II activities), or Program Data submission*.

In order for OSBM to establish users in the system, each agency will need to identify individual users for their Department/Agency and the role(s) each user will have in the system. Users can have more than one role. A brief definition of each role is listed below.

A *Preparer* is one who has the responsibility within the Department/Agency of making budget requests or inputting program data.

An *Approver* is one who has the responsibility within the Department/Agency of approving or rejecting budget requests or program data.

A *Submitter* is one who will submit Department/Agency budget requests or program data to OSBM.

OSBM will issue a set number of licenses to each agency based on total budget, number of divisions, centralization/decentralization, number of FTE and number of programs. The number of licenses will be sent to the agency Chief Operating Officer and Chief Financial Officer. Along with the number of licenses, a spreadsheet will be attached (in a future memorandum specific to each agency) so you can provide OSBM with each employees name, title, division, email address, role in IBIS, and NCID.

Please contact Angela Griffin in OSBM via email at angela.y.griffin@osbm.nc.gov or at (919) 807-4727 if you have any questions about this request.