



State of North Carolina

Office of State Budget and Management

Beverly Eaves Perdue
Governor

Charles E. Perusse
State Budget Director

October 1, 2010

MEMORANDUM

TO: Department Heads, Chief Fiscal Officers, and IBIS Users

FROM: Charles Perusse *Charles E. Perusse*

SUBJECT: Integrated Budget Information System (IBIS) Go-Live

The initial release of the North Carolina Integrated Budget Information System (NC IBIS) will be available by close of business on Tuesday, October 5th. The previously announced Go-Live date was October 1.

Phase 1 of IBIS will be delivered on a staggered roll-out schedule. This schedule is designed to make the roll-out more efficient and to provide time for training agencies to work with the more complex components of Phase 1.

IBIS Roll-out Schedule, Phase 1

First Release, Tuesday October 5

Worksheet II (Change Budget), Worksheet III-C (Capital), and Worksheet III-R (Repair and Renovation) forms will be available for **preparers** and **approvers**. No reports, summary views, or submitter functionality will be provided in the October 5th release. Agencies may begin entering data into the forms at this time, share forms internally, or route forms to approvers through the workflow. Approvers may edit forms or return them to preparers. The ability to create PDFs of the completed forms will also be available in this release.

Second Release, Friday, October 8

Reports and summary views will be added for approvers. The Program Data form will also be added.

Third Release, Friday, October 15

All **submitter** functionality will be added, including the ability to prioritize agency requests and submit them to OSBM. The actual and authorized columns on the Worksheet II account detail page will be populated.

How to Access IBIS (available close of business October 5)

1. IBIS has been certified with Internet Explorer 7. Internet Explorer 6 will NOT provide workflow functionality. Other browsers and versions are currently undergoing testing.
2. From your internet browser, go to <http://ibis.nc.gov/cognos8>
3. Logon to the IBIS dashboard using your NCID and password. If you need assistance with NCID, contact your agency's NCID administrator.
4. After you have logged on to the IBIS dashboard, follow the links to the desired form to begin data entry. You will be prompted to login again to access the FileNet eForms.

Training

[Training Slides](#) are available on the OSBM website to walk you through the various forms. A User Guide and WebEx training will be available soon. Check the OSBM website (<http://www.osbm.state.nc.us>) periodically for training updates and other user information. You are also encouraged to contact your OSBM analyst or Assistant State Budget Officer (ASBO) to discuss agency-specific training needs.

Help Desk

OSBM will provide a help desk that can be reached via e-mail beginning October 5. The e-mail address is NCIBIS-Help@osbm.nc.gov.

Firewall Requirements

Agency CIOs were notified about firewall requirements through the ITS Communications Hub. The initial release of IBIS may require the following agency firewall change to allow users to access the IBIS eForms: ***From agency network to IP 207.4.112.166, for port 9080.***

You may test access to the eForms by visiting this Web page: <http://ibis.nc.gov:9080/WorkplaceXT>. This link should return an IBM FileNet login screen, but you will not be able to login yet. If you are able to view this login screen, you have the correct access through your agency's firewall.

If you have any questions, please contact David Brown in OSBM at (919) 807-4700.