Penn State Extension IBIS How To
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**Decision Tools**

Begin here when an educator has expenses that need to be processed.

https://agsci.psu.edu/intranet/extension/operations-manual/financial

Use the Decision Tools to assist you with how to proceed with the expense processing.

The **Payment Decision Matrix** will determine whether to use a Purchasing Card, Purchase Order, or Special Request For Check (SRFC).

The **Services Matrix** will assist in determining how to pay an individual for services being provided.

**Determination of Independent Contractor/Employee Status-ICE Form** is required when paying an individual for services and will help determine how to proceed with payment.

https://guru.psu.edu/tools/

Other helpful links: *(Must use PSU access id and password to access these links.)*

Form Locator: Use to help find forms (ERS Checklist, Group Meal Forms, Purchasing Card Support Form).

https://guru.psu.edu/formlocator/

Policies: All Penn State policies can be obtained at the following link.

https://guru.psu.edu/policies/
OBJECT CODE listing w/Description:
https://guru.psu.edu/gfug/appendices/APP09_SB.cfm

Sign in to IBIS

To begin an IBIS session, choose either icon:

Ensure Secure AIS is highlighted, choose connect.
Enter your User ID, Password, {Enter} and {Enter}

Enter numbers from SecureID (Vasco) token, {Enter}

{Enter}
Ensure cursor is next to Command→choose CCOM Sessid (PF4 in this case)

Ensure cursor is under Enter Input→choose IBIS Admin Menus PF (PF2 in this case)
Use next function to enter desired form/action.


Form Actions & Function Keys

Forms & Actions:

Use next function to enter desired form/action.

SRFC = Special Request for Check
ROCR = Report of Cash Receipts

Form Actions:
ADD = Add new form
CHG = Change form
SUB = Submit form
PRT = Print form
HIS = History of form
FIN = Finish/close form

APP = Approve-used when form is sent back for changes after SUB to next level

IGFM = Find form by document number

BAFM = Browse Awaiting Form (to check if there are any forms awaiting your action). This action should be performed weekly.

COP = copy of processed form;
SUB = Submitted for approval;
APP = needs action, change/approval of submitted form;

BFMB = Browse Form by Budgets, Form Type and Date Entered

For a full list of IBIS Forms, visit http://ais.its.psu.edu/services/ibis/alphabetical/
Must use PSU access id and password to access this link.

Function Keys:

PF12 = Process or Save
PF8 = Page Forward
PF10 = Resolve (to cost center when necessary)
PF5 = First page
PF6 = Last page

PF7 = Page Back
PF1 = Help-hints on what the system is looking for in this area
PF4 = Logoff/exit IBIS
Use the PF1 (HELP) key to display help information. For example, if you press PF1 while your cursor is on the Purpose field on the SRFC form, you will see the codes allowed for that field:

Use ONLY when paying a company; Individuals are paid through ERS.
Use ONLY when paying a company; Individuals are paid through ERS

HINT on how to navigate through “purpose” choices boxes
Find a Form

Use the BFMB function to find the document number of a form that has been ADDed
(Note: No IBIS form number is assigned until you ADD + PF12)

If you are paying the same vendor with same purpose each month, use the IGFM form to “duplicate” a document.
Type IGFM at next function, enter document number of previous payment, {Enter}
ADD at form action, make changes and PF12 to process-add/save the document to IBIS database
Resolving a Form

PF10 RESOLVE to Cost Center/Project

Enter Description (name, date, purpose) as this is what will be displayed on reports

PF10 to FANS (resolve to Cost Center; if no sub objects are assigned, only need to resolve charge to cost center)

PF8 to page forward for additional cost centers to choose from.

Enter amount on correct line aligned with cost center that will be charged. Hit Enter.
Repeat above process for all expense/budget lines-PF10, then PF8 to find correct cost center/project, enter amount on correct line aligned with correct cost center/project

{Enter} to complete resolution and return to FANS screen.

NOTE: Action HINTS-on every form if you look for them
Print an IBIS Form

PRT on form action line; PF12; next to VVV type %h, {ENTER};

Ensure you have the correct TCP number for your printer on the destination line {ENTER}

***If you need more than one copy of the IBIS document, you can use the Copies line- If you only need one copy, leave the Copies 0, 1 for 2 copies, 2 for 3 copies, etc. ***

SUB on form action line, PF12 to Submit the document to the next approver.

HIS on form action line, PF12 to check the history of the document-ensure the form is moved to next approver OR to check where the form is at in the approval process (who to contact if you need a rush or the document sent back to you for corrections…)

FIN on form action line, PF12 to Finish out of document and return to IBIS Home Page-Next Function Line.
Backup Documentation – Final Step

Circle the document number on IBIS printout, this is the original form that will be for your records.

Write the document number on each page of the back up documents (invoice, receipt, etc...). IF you chose “send extra copy with check” an extra copy of the backup documentation is needed. Use sparingly since the information from the invoice line on page 2 is printed on the check stub.

Scan your backup documentation and sent to Extbusiness@psu.edu for review and APProval.

Email subject should be as follows: Budget/Form Type/ Document #.

Document example: 0500481 UP 4CTV SRFC 11655222

Pcard example: 050481 UP 4CTV Pcard mlw35 $100.00