



BUDGET INQUIRY: SEARCHING ALLOTMENTS

QUICK REFERENCE GUIDE BUD-5

BUD

The purpose of this Quick Reference Guide is to explain how to search for allotments and review balances in the North Carolina Financial System.

Introduction

This Quick Reference Guide provides General Ledger (GL) inquiry users step-by-step instruction on how to search for allotments and review balances in the North Carolina Financial System (NCFS).

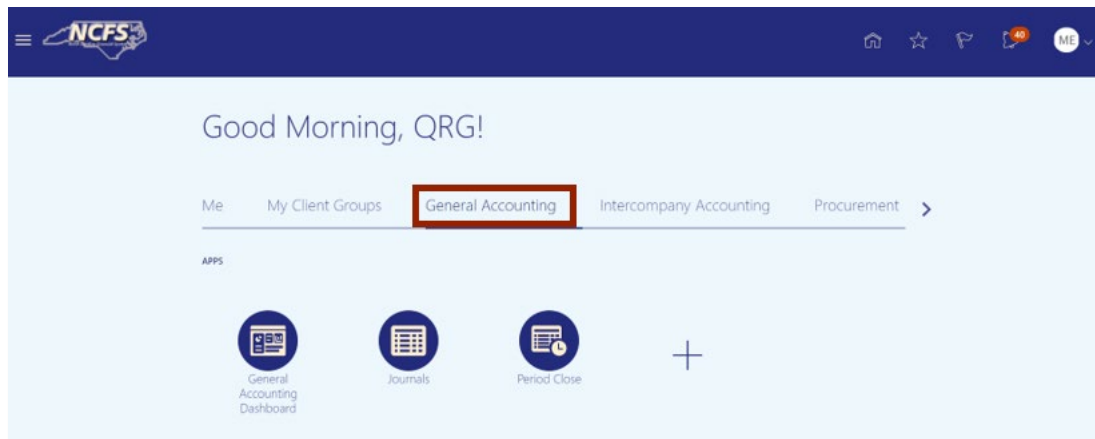
Overview

Allotments are entered, reviewed, and approved in IBIS. Allotments are then interfaced into NCFS where NCFS users must search for and view the imported allotments. This QRG illustrates how Budget Analysts will navigate to view the imported allotments.

Searching Allotments

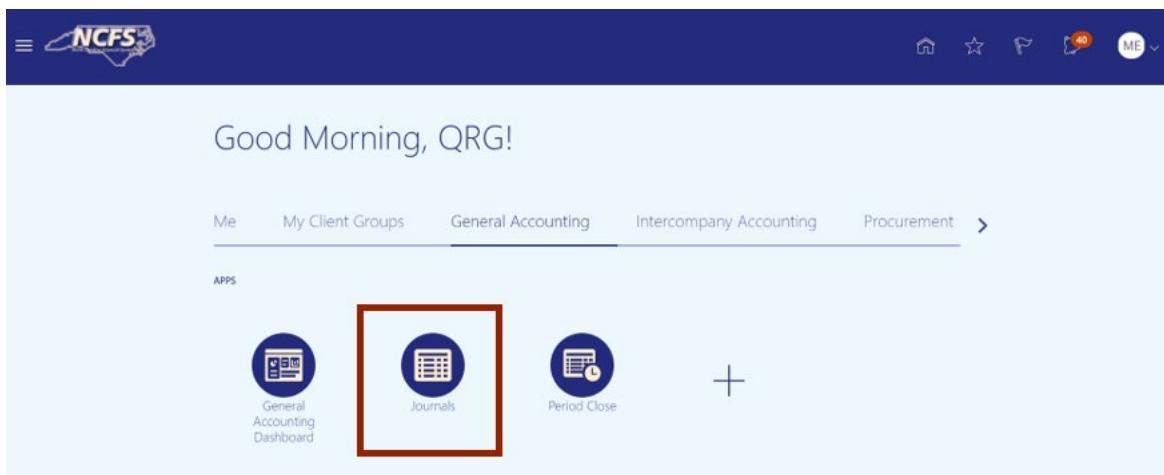
To search for allotments, please follow the steps below.

1. Access the Home Page and click the **General Accounting** icon.



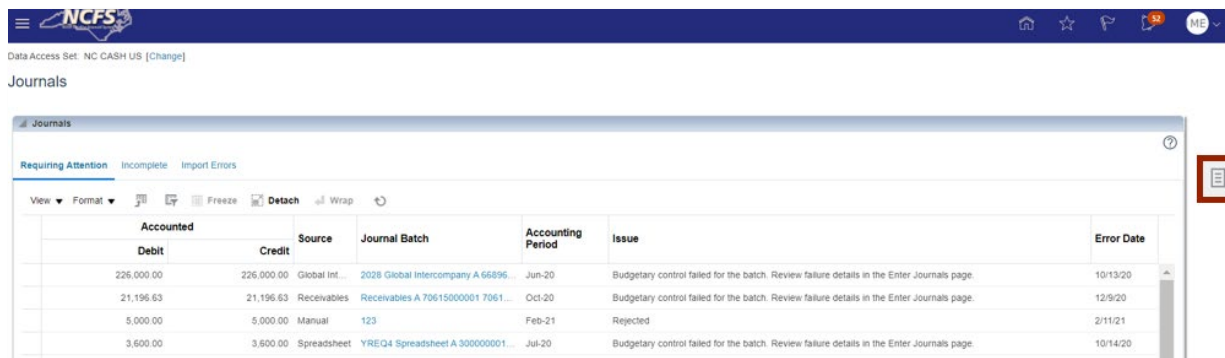
The General Accounting icon on the NCFS Homepage

2. Next, click **Journals**.



NCFE Journals app

3. Click the **Tasks** icon to open the task list.

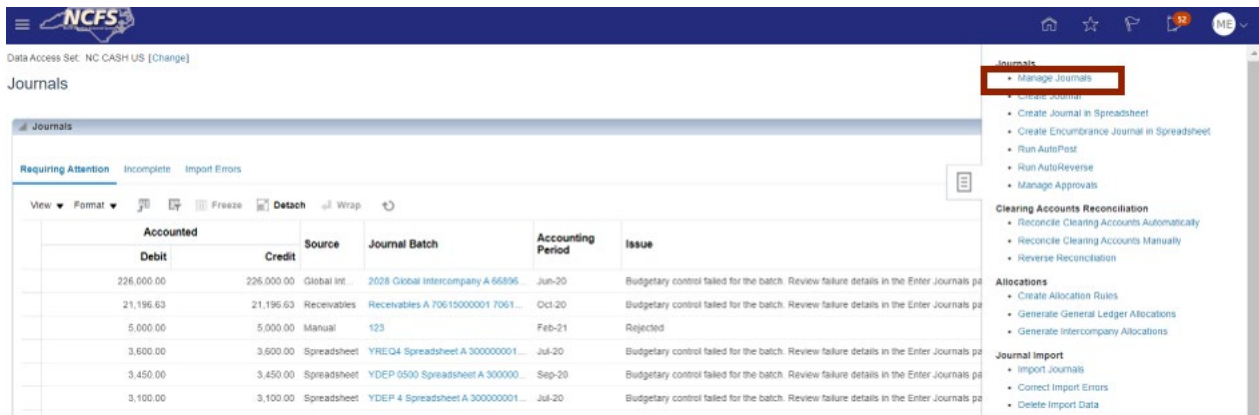


The Task list on the Journals screen.



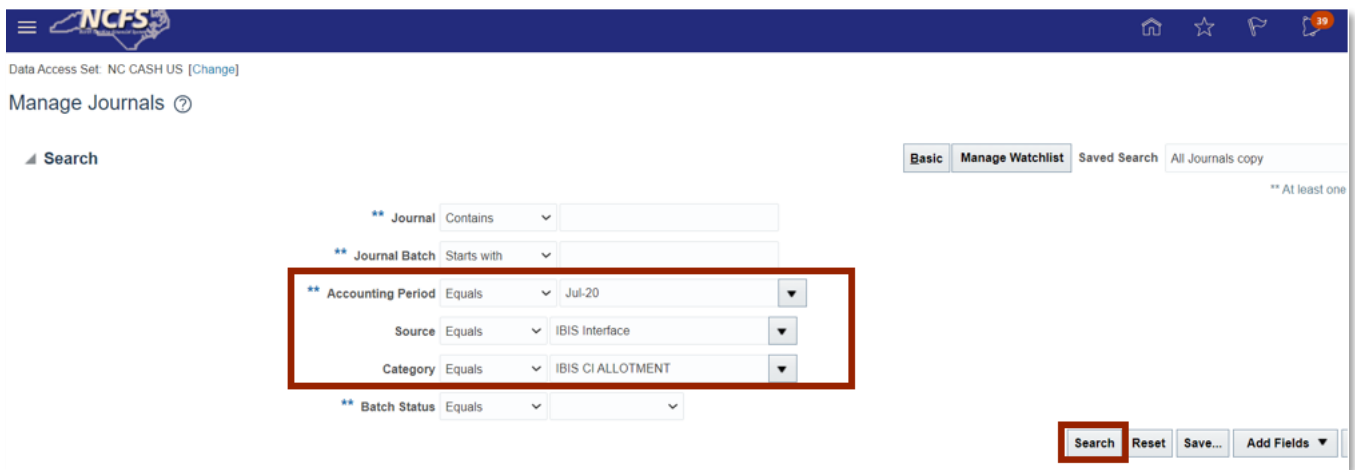
User Tip: Users entering this screen for the first time, might have to select Data Access Set (top left corner) if it does not default to NC Cash US.

4. From the task list, click **Manage Journals** under the *Journal* section.



The Manage Journals options in the task list

5. Enter the Period, Source and Category, then click [SEARCH].



Searching for Allotments




User Tip: Users can search for the IBIS CI Allotments or the IBIS GF Allotments.

6. Click the Journal Batch Hyperlink to view the allotment information.

	Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
▶	Allotment Imported AGENC...	Allotment Imported AGENC...	Jul-20	IBIS Interface	IBIS CI ALLOT...	1,283,448.10 USD	1,283,448.10 USD	Unposted
▶	Allotment Imported AGENC...	Allotment Imported AGENC...	Jul-20	IBIS Interface	IBIS CI ALLOT...	16,026,567.04 USD	16,026,567.04 USD	Unposted
▶	Allotment Imported AGENC...	Allotment Imported AGENC...	Jul-20	IBIS Interface	IBIS CI ALLOT...	21,438,931.20 USD	21,438,931.20 USD	Unposted
▶	Allotment Imported AGENC...	Allotment Imported AGENC...	Jul-20	IBIS Interface	IBIS CI ALLOT...	2,630,394.16 USD	2,630,394.16 USD	Unposted
▶	Allotment Imported AGENC...	Allotment Imported AGENC...	Jul-20	IBIS Interface	IBIS CI ALLOT...	513,261.08 USD	513,261.08 USD	Unposted
▶	Allotment Imported AGENC...	Allotment Imported AGENC...	Jul-20	IBIS Interface	IBIS CI ALLOT...	42,517.80 USD	42,517.80 USD	Posted
▶	Allotment Imported AGENC...	Allotment Imported AGENC...	Jul-20	IBIS Interface	IBIS CI ALLOT...	566,929.56 USD	566,929.56 USD	Unposted
▶	Allotment Imported AGENC...	Allotment Imported AGENC...	Jul-20	IBIS Interface	IBIS CI ALLOT...	7,233,506.86 USD	7,233,506.86 USD	Posted

CI Allotments



User Tip: Users can find the date and agency information in the journal batch name.

7. Review the CI Allotment information.

▲ Journal Batch: Allotment Imported AGENCY 0800 20200701 201019130157969 IBIS Interface A 201019130157971 671 ⓘ | Show More Batch Actions ▼

<p>Journal Batch Allotment Imported AGENCY 0800 20200701 201019130157969 IBIS Interface A 201019130157971 67198 N</p> <p>Description Allotment Imported from IBIS AGENCY ⓘ</p> <p>Balance Type Actual</p> <p>* Accounting Period Jul-20</p> <p>Attachments None</p>	<p>Source IBIS Interface</p> <p>Approval Status Not required</p> <p>Funds Status Not attempted</p> <p>Batch Status Unposted</p> <p>Completion Status Complete</p>
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▲ Journal ⓘ | Show More

<p>Journal Allotment Imported AGENCY 0800 20200701 201019130157969 IBIS CI ALLOTMENT</p> <p>Description Allotment Imported AGENCY 0800 ⓘ</p> <p>* Ledger NC CASH US</p> <p>Accounting Date 7/1/20</p> <p>* Category IBIS CI ALLOTMENT</p>	<p style="text-align: center;">Allotment Imported AGENCY 0800 20 ⓘ +x Journal Actions ▼</p> <p>Currency USD US Dollar</p> <p>Conversion Date 7/1/20</p> <p>Conversion Rate Type User</p> <p>Conversion Rate 1</p> <p>Inverse Conversion Rate 1</p>
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▲ Journal Lines ⓘ

CI Allotment Journal Information



- Click on the arrow next to a journal line to review the Descriptive Flexfields (DFFs) at the journal line level.

Journal Lines

Actions View Format + [Icons] Detach Wrap

Line	Account	Entered (USD)		Description
		Debit	Credit	
1	0800-041550-11120000-0000000-0000000	0.00	308,480.00	Journal Import Created

Type IBIS CI ALLOTMENT

ALLOTMENT NUMBER 046551

BUDGET CODE 41550

FUND CODE 4FE3

ACCOUNT CODE 732310

ALTERNATE ACCOUNT CODE 532310

FILE NAME OSC.OPC.OSBM.ALLOTMNT_Jul20.txt_20201019130157946

Journal Line Information

Wrap Up

Allotments being interfaced as Journal Entries (JEs) allows the State to keep track of the cash flow through the cash account. The journal entries do not require approval and are auto posted, and these transactions can be reflected in the FBR General Fund Cash Balance report and FBR CI Cash Balance report for allotment reconciliation. The above navigation allows users to view the allotment transactions.

Additional Resources

For more information on Allotments, please review the following materials:

- Web Based Training (WBT)
 - BU 100: Introduction to Budget Management
- Instructor Led Training (ILT)
 - GL 100: Journal Entry
- Quick Reference Guides (QRGs)
 - Managing Budgets: Allotments – Release 1
 - FBR CI Allotment Interface Reconciliation Report
 - FBR IBIS Allotment Interface Reconciliation Report

