




APPROPRIATION TRANSFER GL INTERFACE REPORT QUICK REFERENCE GUIDE BUD-06

BUD

The purpose of this Quick Reference Guide (QRG) is to explain how to access and generate the Appropriation Transfer GL Interface Report in the North Carolina Financial System (NCFS).

Introduction and Overview

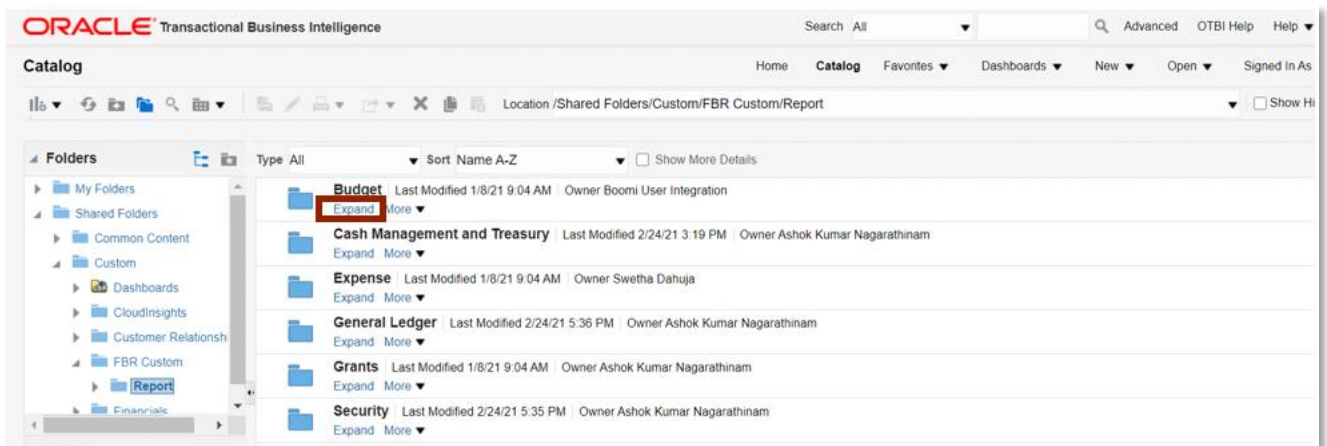
This Quick Reference Guide (QRG) covers the navigation to the Integrated Budget Information System (IBIS) Appropriation Transfer General Ledger (GL) Interface Reconciliation Report and how to generate the report output. This report provides Budget users information on how to reconcile Capital Improvement (CI) appropriation transfers that have interfaced from IBIS to the North Carolina Financial System's (NCFS) General Ledger Module (GL) module.

<p>NCFS Reports General Navigation Note</p> 	<p><i>Note: For more information on how to navigate to the NCFS Reports Catalog from the Home Page, please review the Navigating to NCFS Reports QRG.</i></p>
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Navigating to the Report

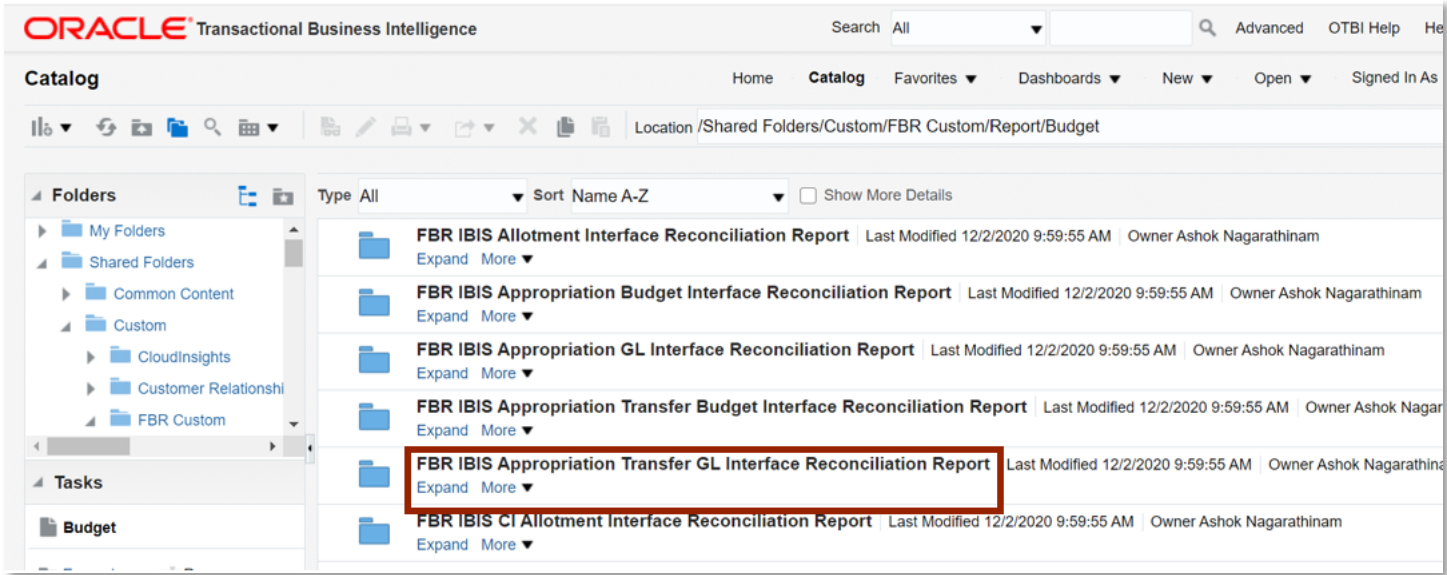
To navigate to the FBR IBIS Appropriation Transfer GL Interface Reconciliation Report, please follow the steps below.

1. Click **Expand** in the Budget Section.



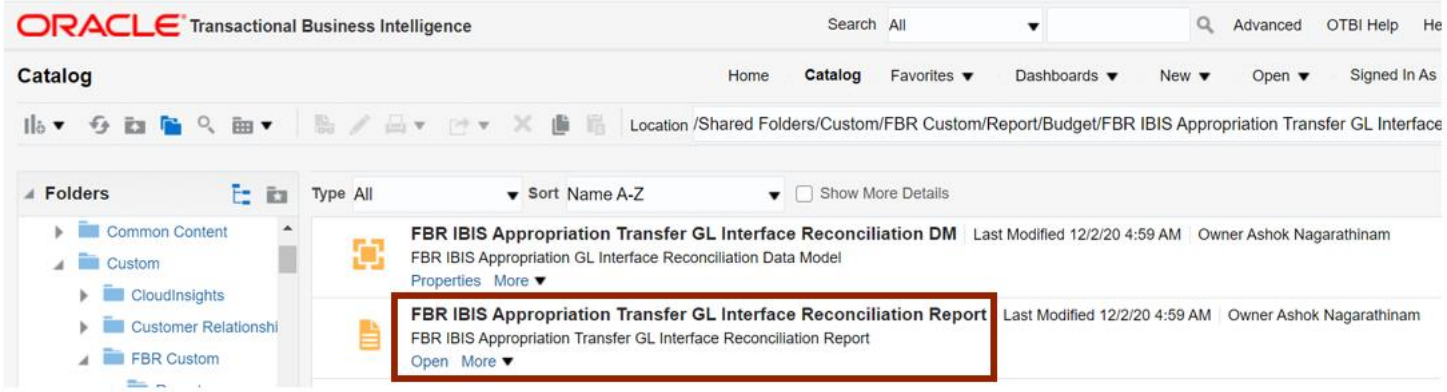
Budget Reports

2. Click **Expand** under the *FBR IBIS Appropriation Transfer GL Interface Reconciliation Report*.



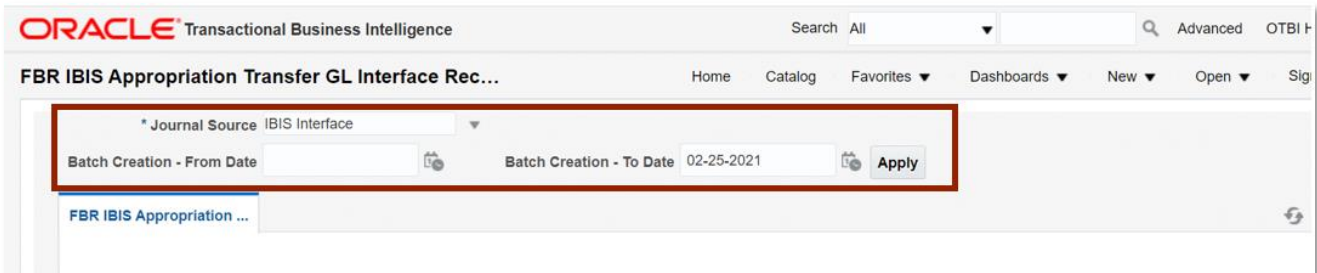
The FBR IBIS Appropriation Transfer GL Interface Reconciliation Report on the Budget Reporting Screen

3. Click **Open** under the *FBR IBIS Appropriation Transfer GL Interface Reconciliation Report*.



The FBR IBIS Appropriation Transfer GL Interface Reconciliation Report

4. Select the *Journal Source* drop-down and enter the **Budget Creation – From Date** and **To Date**. The click [APPLY].



The FBR IBIS Appropriation Transfer GL Interface Reconciliation Report



User Tip: The Journal Source drop-down only allows users to select IBIS Interface.

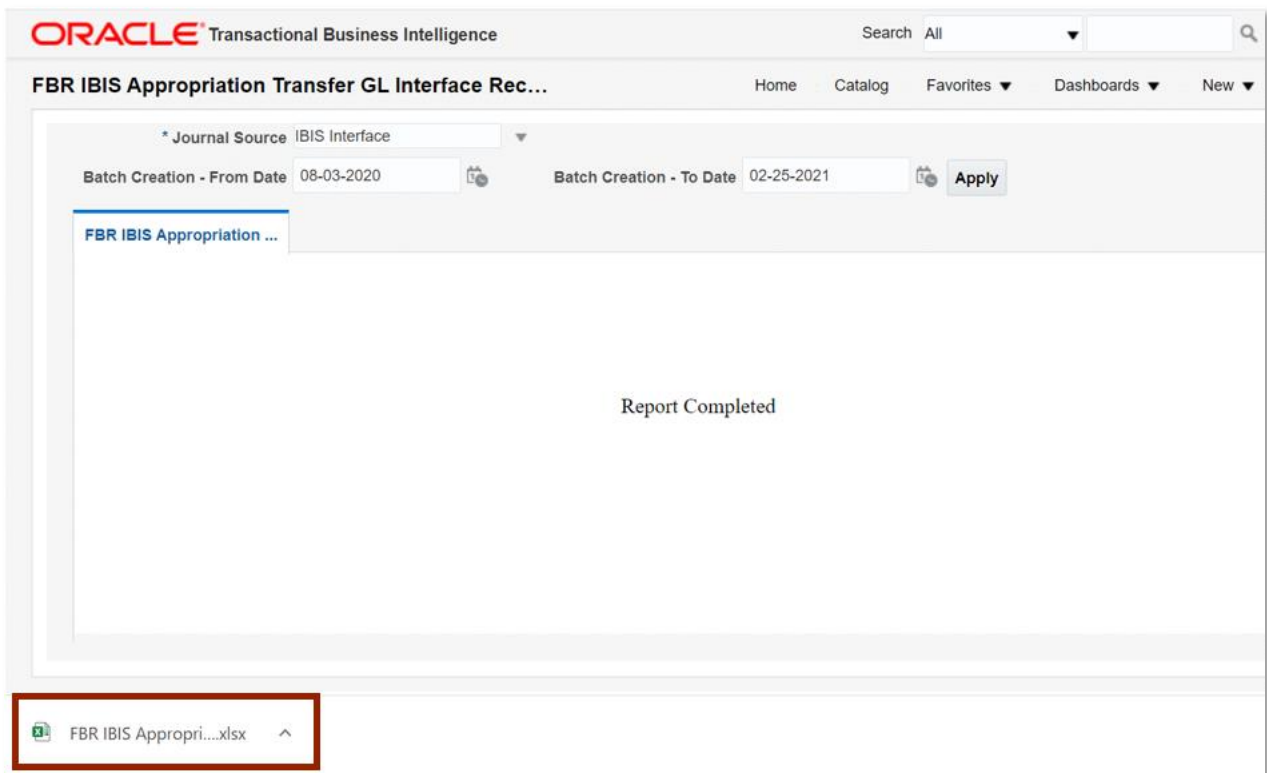
FBR IBIS Appropriation Transfer GL Interface Reconciliation Report

To navigate to the report output, please follow the steps below.



User Tip: When running the reports in Firefox, a popup window opens asking if you want to Open or Save the file.

1. In the bottom left-hand corner, click the **Microsoft Excel Document**.



The FBR IBIS Appropriation Transfer GL Interface Reconciliation Report Output

2. The report is generated into Microsoft Excel. Review the report details.

The FBR IBIS Appropriation Transfer GL Interface Reconciliation Report Fields

Report Field Name	Report Field Description
Group ID	This field displays the unique identifier that is assigned for the grouping of journals from the interface file.
Batch Name	This field displays the journal batch name that was created in NCFS. The journal batch name can be copied and used to search for a specific transaction in the “Manage Journals” screen.
Ledger	This field displays the ledger that is used to record the specific financial transaction in the entry.
Journal Name	This field displays the name that was entered when the journal entry was created.
Source	This field displays the source the initial entry derives from (manual, spreadsheet, IBIS interface).
Category	This field displays the category type of the journal entry. An example is IBIS CI ALLOTMENT.
Period	This field displays the accounting period in which the transaction occurred.
Actual Flag	This field represents whether the entry is posting against actual, budget, or encumbrance balances.
Currency	This field displays the type of currency or system of money that that was used for the transaction.
Batch Creation Date	This field displays the date that the batch was created on.
Line	This field displays the line in which the transaction is captured in the report.
Context	This field displays the transaction type interfaced from IBIS.
Revision Number	This field displays the budget revision number entered in IBIS, if applicable.
Budget Code	This field displays the agency budget code used in the IBIS transaction.
Journal Number	This field displays the journal entry number generated in IBIS, if applicable.



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File Name	This field displays the File Name that was received in NCFS via IBIS.
Entered Debit	This field displays the transaction Debit amount that was entered.
Entered Credit	This field displays the transaction Credit amount that was entered.
Agency	This field displays the agency code assigned to the organization.
Budget Fund	This field displays the NCFS budget fund which is a chart of account segment that serves as the primary balancing segment.
Account	This field displays the account that the transaction will be routed to.
Mgmt Unit	This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts.
Program	This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts.
Funding Source	This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts.
Project	This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts.
Interfund	This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts.
Future 1	This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts.
Future 2	This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts.
Future 3	This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts.

Wrap Up

This report shows CI appropriation transfers that have interfaced into the NCFS General Ledger Module. CI appropriations are captured in NCFS as budget entries (via the budgetary control module) and journal entries (via the GL module).

Additional Resources

For more information on the Budget Reports, please review the following materials:

Web-Based Training (WBT)

- BU 100: Introduction to Budget Management

Instructor Led Training (ILT)

- None

Quick Reference Guides (QRGs)

- Navigating to the NCFS Reports
- FBR IBIS Appropriation Budget Interface Reconciliation Report
- FBR IBIS CI Allotment Interface Reconciliation Report
- FBR IBIS Allotment Interface Reconciliation Report
- FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report
- FBR IBIS Appropriation GL Interface Reconciliation Report