




FBR IBIS ALLOTMENT INTERFACE RECONCILIATION REPORT QUICK REFERENCE GUIDE BUD-07

BUD

The purpose of the Quick Reference Guide (QRG) is to explain how to navigate to and generate the FBR IBIS Allotment Interface Reconciliation Report in the North Carolina Financial System (NCFS).

Introduction and Overview

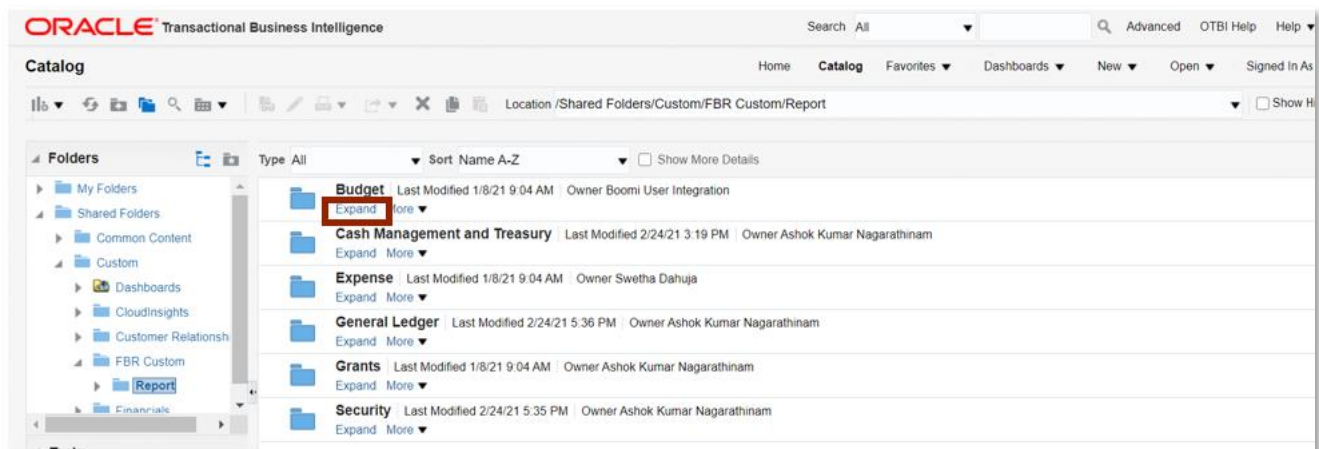
This Quick Reference Guide (QRG) covers the navigation to the FBR IBIS Allotment Interface Reconciliation Report and how to generate the report output. This report provides information on how to reconcile general fund budget allotments imported from IBIS via an interface and identify any potential errors the North Carolina Financial System (NCFS).

<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

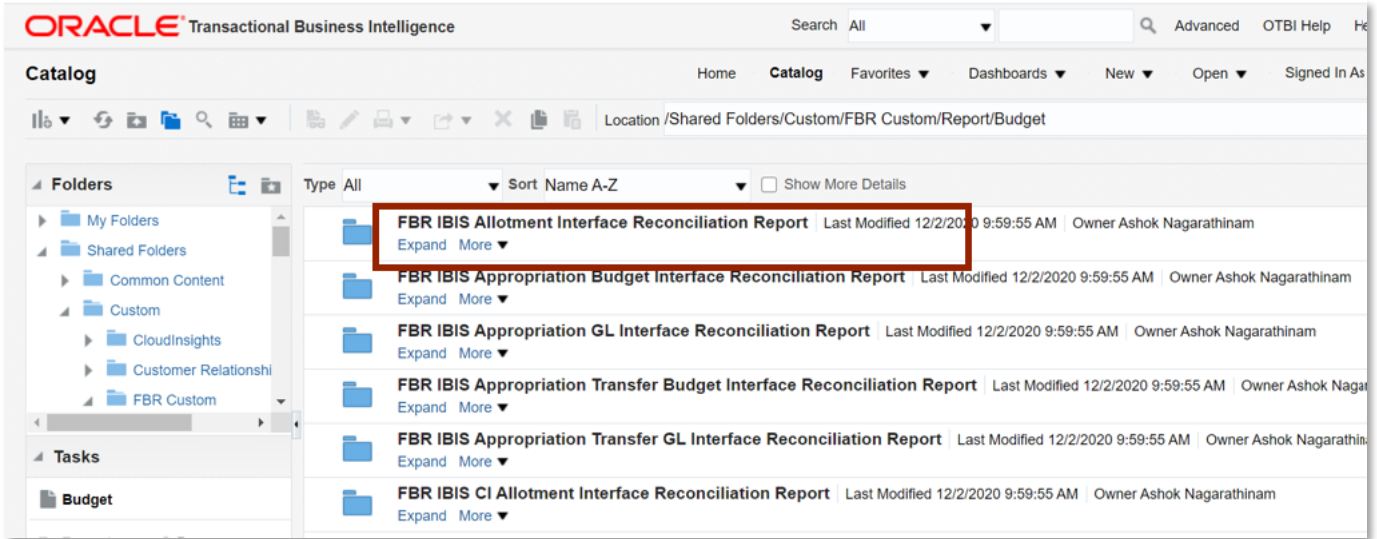
To navigate to the FBR IBIS Allotment Interface Reconciliation Report, please follow the steps below.

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



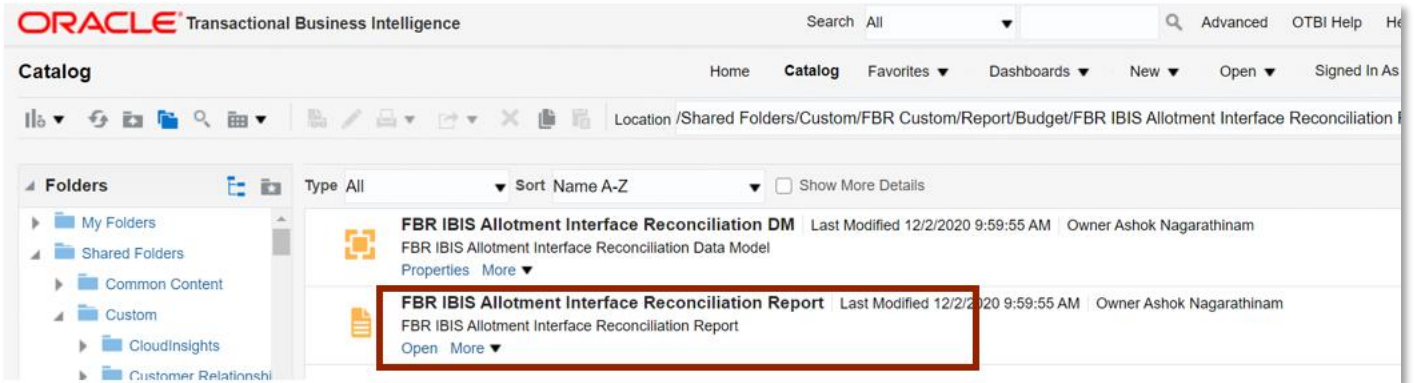
Budget Reports

2. Click **Expand** under the *FBR Allotment Interface Reconciliation Report*.




The FBR IBIS Allotment Interface Reconciliation Report on the Budget Screen

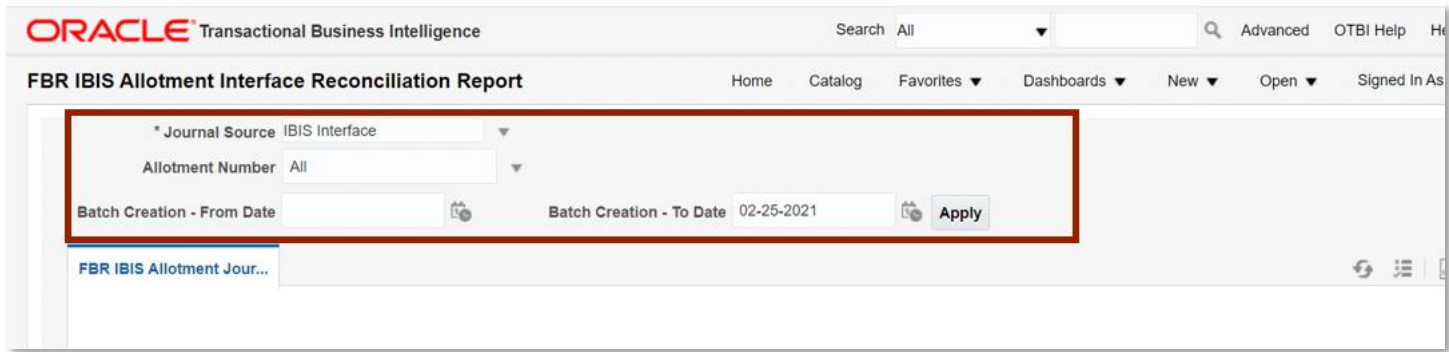
3. Click **Open** under the FBR IBIS Allotment Interface Reconciliation Report.



The FBR IBIS Allotment Interface Reconciliation Report

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

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



The FBR IBIS Allotment Interface Reconciliation Report Parameters

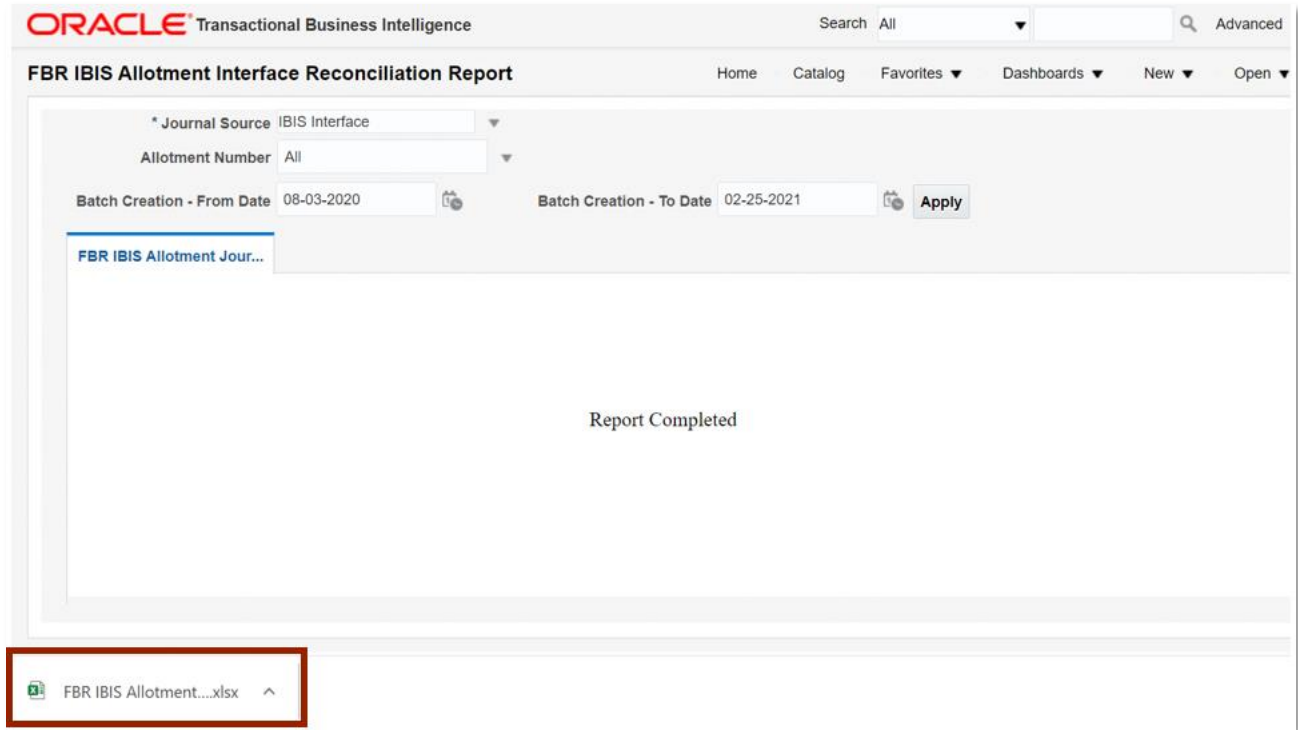
FBR IBIS Allotment Interface Reconciliation Report Output

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 Allotment Interface Reconciliation Report Output

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

The FBR IBIS Allotment 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 NCFIS. 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 GF 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.
Allotment Number	This field displays the transaction allotment number.
Revenue Amount	This field displays the Estimated Receipts from the IBIS allotment entry.



Expenditure Amount	This field displays the Planned Requirements from the IBIS Allotment Entry.
Entered Debit	This field displays the transaction Debit amount that was entered.
Entered Credit	This field displays the transaction Credit amount that was entered.
Budget Code	This field displays the agency budget code for which a line item in this report is showing the cash availability for. All an organization’s budget codes are reflected in this report as an individual line item.
File Name	This field displays the File Name that was received in NCFS via IBIS.
Agency	This field displays the agency code assigned to the organization.
Budget Fund	This field displays the 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.

Wrap Up

The Allotment Interface Reconciliation Report is specific to general fund allotments and facilitate the reconciliation of General Fund Allotments that have interfaced from IBIS into NCFS. Users can view the allotments in the Journals screen and use this report for verifying that allotments and CI allotments that are approved in IBIS have posted into NCFS.

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)

- FBR IBIS Appropriation Transfer GL Interface Reconciliation Report
- FBR IBIS CI Allotment Interface Reconciliation Report
- FBR IBIS Allotment Interface Reconciliation Report
- FBR IBIS Appropriation Budget Interface Report
- FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report