



# MANAGING BUDGETS: ALLOTMENTS – RELEASE 1 QUICK REFERENCE GUIDE BUD-12

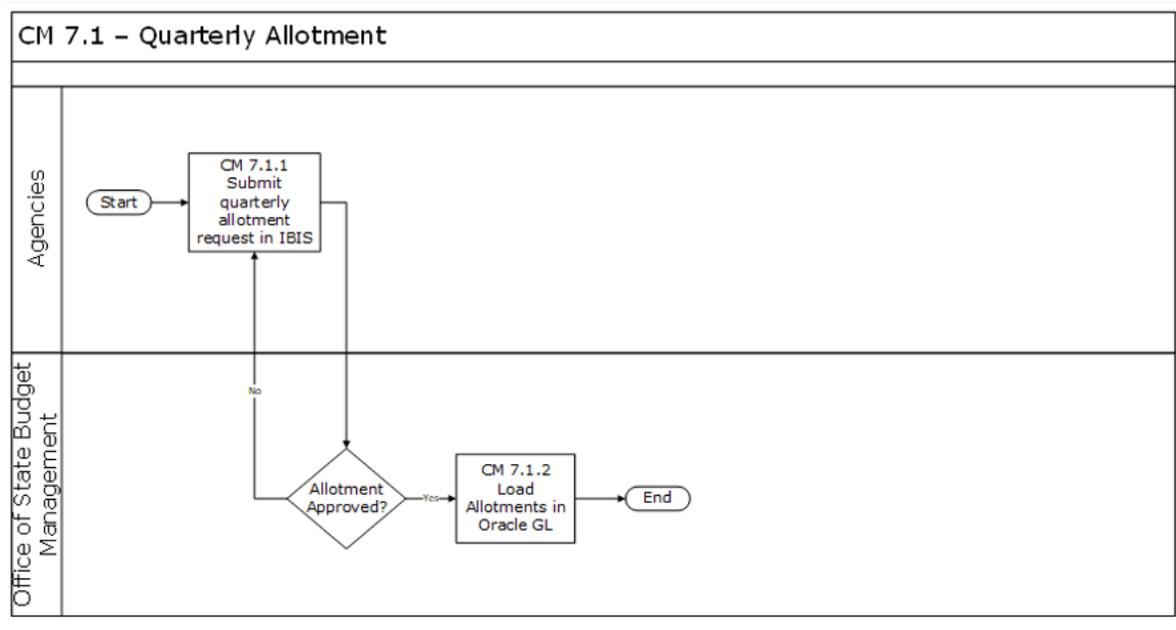
**BUD**

The purpose of this Quick Reference Guide (QRG) is to provide the Budget users with an overview on how allotments are viewed in the North Carolina Financial System (NCFS).

## Overview

Allotments are the method by which funds are distributed to State Organizations. Allotments are initiated, reviewed, and approved in IBIS. Upon approval, allotments are interfaced into NCFS as General Ledger (GL) Cash Deposit journal entries. Being interfaced as Cash Deposits journal entries, allows the transactions to be approved and posted automatically. The allotment transactions can be validated using the Financial Backbone Replacement (FBR) General Fund Cash Balance Report and the Capital Improvement (CI) Cash Balance Report. Agency and the Office of State Budget and Management (OSBM) are responsible for reconciling the allotments between IBIS and NCFS.

## Process Flow



*Allotments Process in NCFS*

This process map illustrates how allotments are created and approved. The organization submits their allotment request in IBIS as directed by OSBM. The request is sent to the OSBM for approval. Allotments are then imported from IBIS and transformed into Journal Entries. There are several key steps that take place once the allotments are interfaced in to NCFS:

- The allotment entries interface into NCFS and are marked as not required for approval and created in read only mode. This causes them to be auto approved and posted.
- Once posted the allotments appear on the Allotment Interface Reconciliation Report. Budget users must validate allotments by using the Allotment Interface Reconciliation Report and the Capital Improvement (CI) Allotment Interface Reconciliation Report.
- The Allotment Interface Reconciliation Report records all the imported approved general fund allotment entries from IBIS into NCFS’ General Ledger (GL) module for accurate cash reporting. The CI Allotment Interface Reconciliation Report records all the imported approved Capital Improvement allotment entries from IBIS into NCFS’ GL module for accurate cash reporting.

## **Wrap Up**

Allotments being interfaced as Journal Entries (JEs) allow 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. These reports allow budget users to view the available funds in the budget code, which includes appropriations and allotments.

## **Additional Resources**

For more information on budget management, please review the following materials:

### **Web Based Training (WBT)**

- BU 100: Introduction to Budget Management and Setup

### **Instructor Led Training (ILT)**

- None

### **Quick Reference Guides (QRGs)**

- Managing Budgets: Appropriations
- Managing Budgets: Transfers
- FBR IBIS CI Allotment Interface Reconciliation Report
- FBR IBIS Allotment Interface Reconciliation Report