

RUN BUDGET REPORTS

QUICK REFERENCE GUIDE BUD-21

Purpose

The purpose of this Quick Reference Guide **(QRG)** is to provide a step-by-step explanation of how to generate Budget Reports in the North Carolina Financial System (**NCFS**).

Introduction and Overview

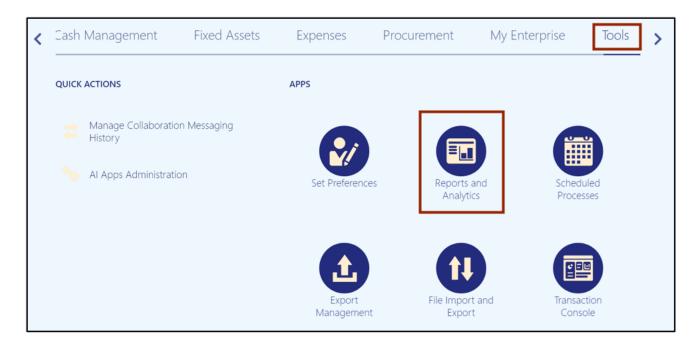
This QRG covers the generation of Budget Reports in NCFS which will enable you to view the control budgets, budget accounts, and budget periods as well as to analyze the budget consumption and analyze the available funds.

Note: If the folder structure changes in future, please be advised to look for the report in the correct folder or search for the report name using the search function.

Run Budget Reports

To run NC Budget to Actual (701) Certified Report (RPTBE006) in NCFS, please follow the steps below:

1. On the NCFS Home page, click the Tools tab and then click the Report and Analytics app.

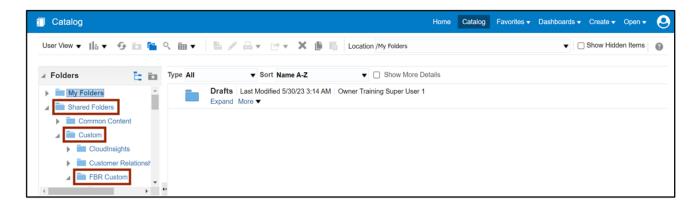




2. On the **Reports and Analytics** page, click the **Browse Catalog** button.

Reports and Analytics ⑦		Browse Catalog
All Folders ≫		
Filter All types V Favorites	lear Filters	
Create 🔻		
(CO	No results found. Search for analysis, report, or dashboard. Click the star icon to favorite an object.	

3. Under the **Folders** pane, click the **Shared Folders** and then click the **Custom folder**. Furthermore, click the **FBR Custom** folder.

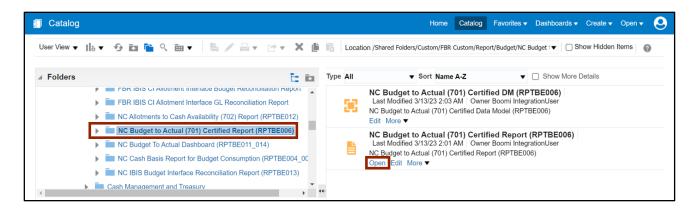


4. Under the **FBR Custom** folder, click the **Report** folder and then click the **Budget** folder.

Catalog			Н	ome Catalog	Favorites -	Dashboards 🗸	Create 👻 Open 🖣	. 6
User View 🔻 📙 🔻 🍜 🛅	🛅 ् 🖮 🔻	₿ ∕ ⊟ • ♂ • X ₿ ₿	Location /My Folders			•) Show Hidden Items	0
J Folders	Type All	▼ Sort Name A-Z	Show More Details	5				
		Drafts Last Modified 5/30/23 3:14 AM 0 Expand More ▼	Owner Training Super User 1					
Budget	¥							

5. Click the NC Budget to Actual (701) Certified Report (RPTBE006) folder and then click the **Open** link under the NC Budget to Actual (701) Certified Report (RPTBE006) section.

Note : To run other reports, follow the same steps and select the appropriate report.



6. Select the applicable choices from the respective drop-down choice lists and click the **Apply** button.

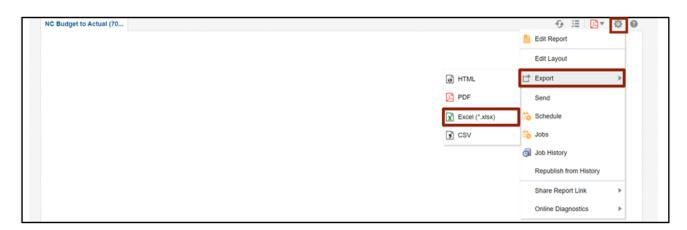
In this example, we choose **1300-DEPARTMENT OF ADMINISTRATION** for *Agency* field, **All** for *Budget Code* field, and **Jul-22** for *Period* field.

NC Budget to Actual (701) Certified Rep	ort (RPTBE006)	Home	Catalog	Favorites 🔻	Dashboards 🔻	Create 🕶	Open 🔻
Agency 1300-DEPARTMENT Budget Code All Period Jul-22	DFADN V V Apply						
NC Budget to Actual (70					6 3≣		¢ Ø

7. Scroll down, validate, and confirm the data elements within the report.

-	Actual (70 └ │ ▽ Draw	ad aloud — +		1 of 180	9 1				ତ ଆ [ଦ ତ	
2	NCFS	Off NC Budget to Actua	ice of State			06)				Page: 1
	Agency Budget Co TMENT OF ADMINISTRATION All	de Period Jul-22								
1300-DEPAR	TMENT OF ADMINISTRATION AII									
1300-DEPAR	TMENT OF ADMINISTRATION AII		*** Budget C	ode Recap ***						
1300-DEPAR 1300-DEPAR 14100-DOA-C	TMENT OF ADMINISTRATION AII	Jul-22 Budg	eted	A	ctual	Unexpected		Encum		
1300-DEPAR	TMENT OF ADMINISTRATION AB	Jul-22 Budg Certified	eted Authorized	A Current-Month	Year-To-Date	Certified	Authorized	Obligations	Unpaid Invoices	Rate
1300-DEPAR 1300-DEPAR 14100-DOA-C	TMENT OF ADMINISTRATION AE THENT OF ADMINISTRATION ZENERAL Expenditures Description Expenditures	Jul-22 Budg Certified 75,237,971,00	eted Authorized 75,237,971.00	A Current-Month 5,185,515.95	Year-To-Date 5,185,515.95	Certified 70,052,455.05	Authorized 70,052,455.05	Obligations 0.00	Unpaid Invoices 0.00	0.83
1300-DEPAR 1300-DEPAR 14100-DOA-C	TMENT OF ADMINISTRATION AB	Jul-22 Budg Certified	eted Authorized	A Current-Month	Year-To-Date	Certified	Authorized	Obligations	Unpaid Invoices 0.00	
1300-DEPAR 1300-DEPAR 14100-DOA-C	TMENT OF ADMINISTRATION AE THENT OF ADMINISTRATION ZENERAL Expenditures Description Expenditures	Jul-22 Budg Certified 75,237,971,00	eted Authorized 75,237,971.00	A Current-Month 5,185,515.95	Year-To-Date 5,185,515.95	Certified 70,052,455.05	Authorized 70,052,455.05	Obligations 0.00	Unpaid Invoices 0.00 0.00	0.83
1300-DEPAR 1300-DEPAR 14100-DOA-0 Account	TMUNTOF ADMINISTRATION AI TMENT OF ADMINISTRATION APAREAL EXPERAL Expenditures Expenditures Expenditures Appropriations	1ul-22 Budg Cerified 75,237,071,00 12,926,594,00	eted Authorized 75,237,971.00 12,926,594.00	A Current-Month 5,185,515.95 602,347.87	Year-To-Date 5,185,515.95 602,347.87	Certified 70,052,455.05 12,324,246.13	Authorized 70,052,455.05 12,324,246.13	Obligations 0.00 0.00	Unpaid Invoices 0.00 0.00	0.83
1300-DEPAR 1300-DEPAR 14100-DOA-C	TMUNTOF ADMINISTRATION AI TMENT OF ADMINISTRATION APAREAL EXPERAL Expenditures Expenditures Expenditures Appropriations	1ul-22 Budg Cerified 75,237,071,00 12,926,594,00	eted Authorized 75,237,971.00 12,926,594.00	A Current-Month 5,185,515.95 602,347.87	Year-To-Date 5,185,515.95 602,347.87	Certified 70,052,455.05 12,324,246.13	Authorized 70,052,455.05 12,324,246.13	Obligations 0.00 0.00	Unpaid Invoices 0.00 0.00	0.83

8. To export the report in desired format, click the **Action** [🎡] icon and select the **Export** option from the drop-down choice list. Then click the **Excel** (*.xlsx) option to download the report in excel format.



Wrap-Up

Run Budget Reports using the steps above, to view the control budgets, budget accounts, and budget periods as well as to analyze the budget consumption and analyze the available funds.

Additional Resources

Web Based Training (WBT)

• BU001- Budget Inquiry