



BUDGET SETUP

QUICK REFERENCE GUIDE BUD-25

BUD

Purpose

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

Introduction and Overview

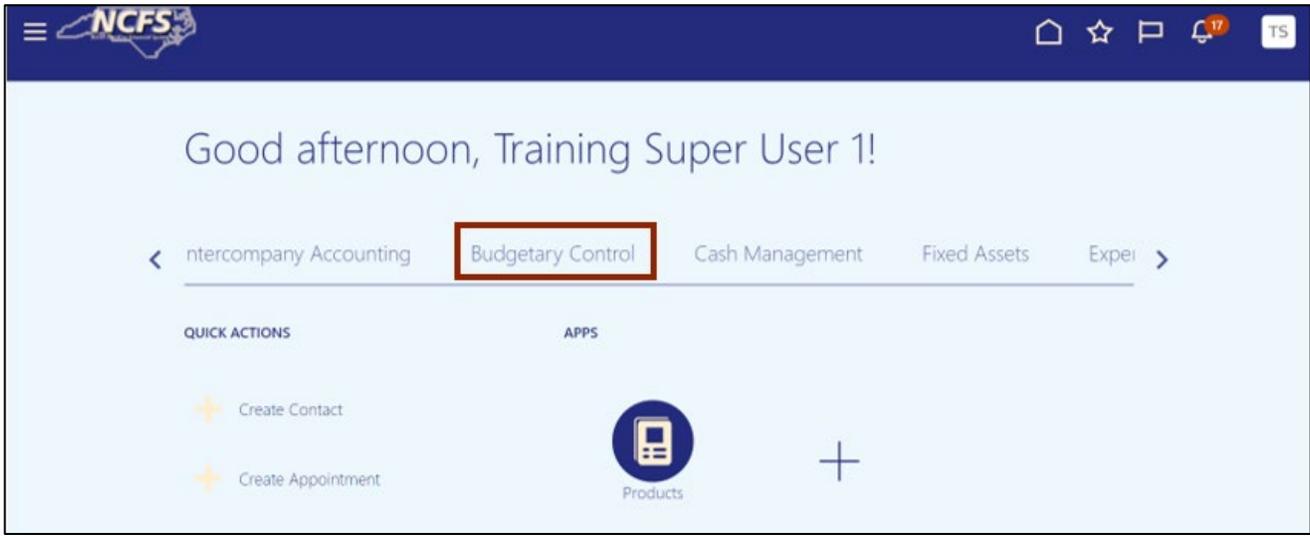
This QRG covers the process of setting up Budget and maintaining it by:

- Updating the tracking option in Control Budget.
- Adding a year in NC CASH US Calendars.
- Add a year in NC CASH ANNUAL calendars for Funds checking control budgets.
- Adding biennium year to control budget (NC Appropriations, Authorized and NC LTD).
- Adding biennium year to control budget (Funds-Checking CB).

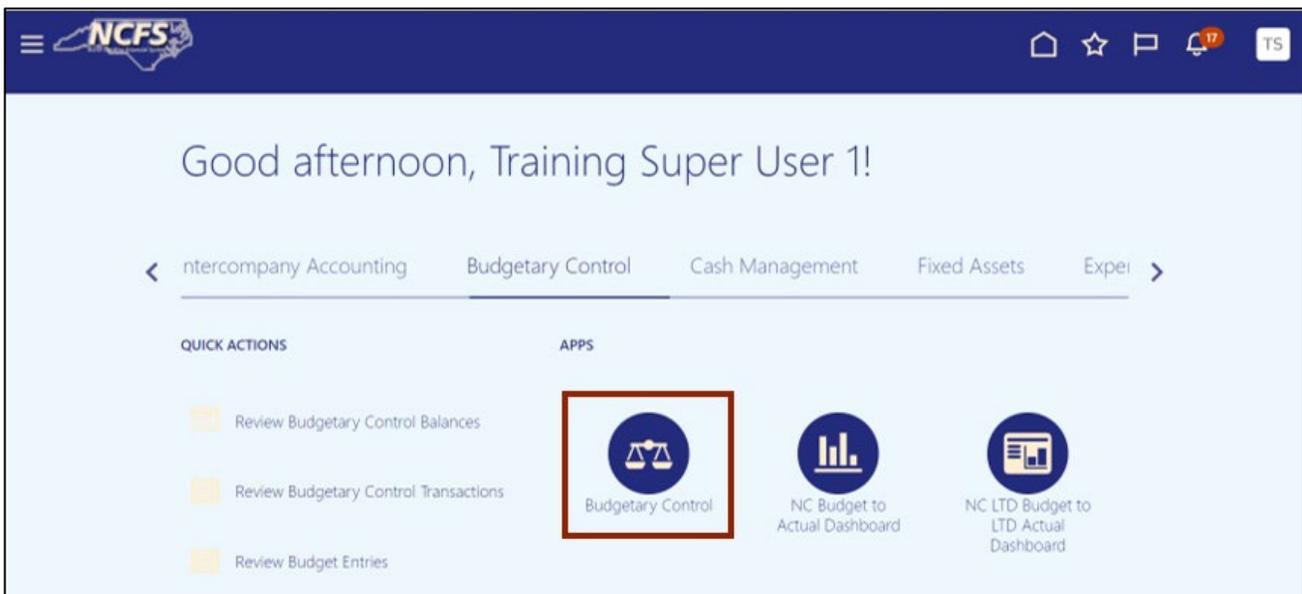
Update Tracking Option in Control Budget (Advisory)

To update Tracking Option in Control Budget please follow the steps below:

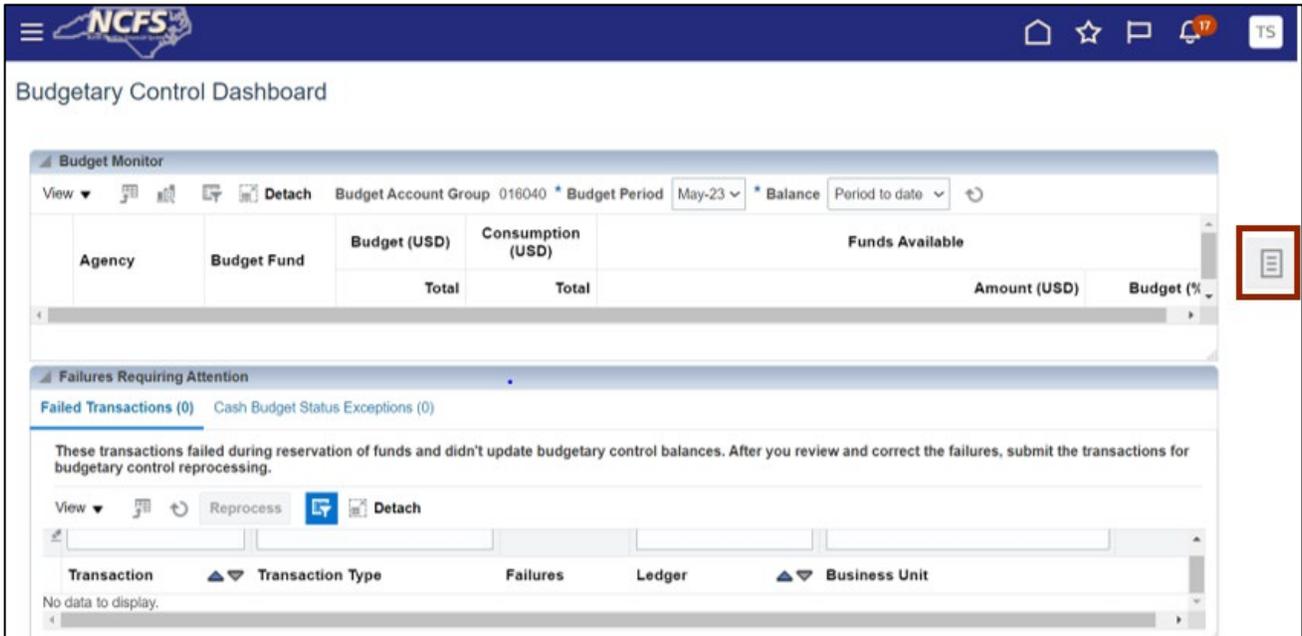
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Budgetary Control** tab.



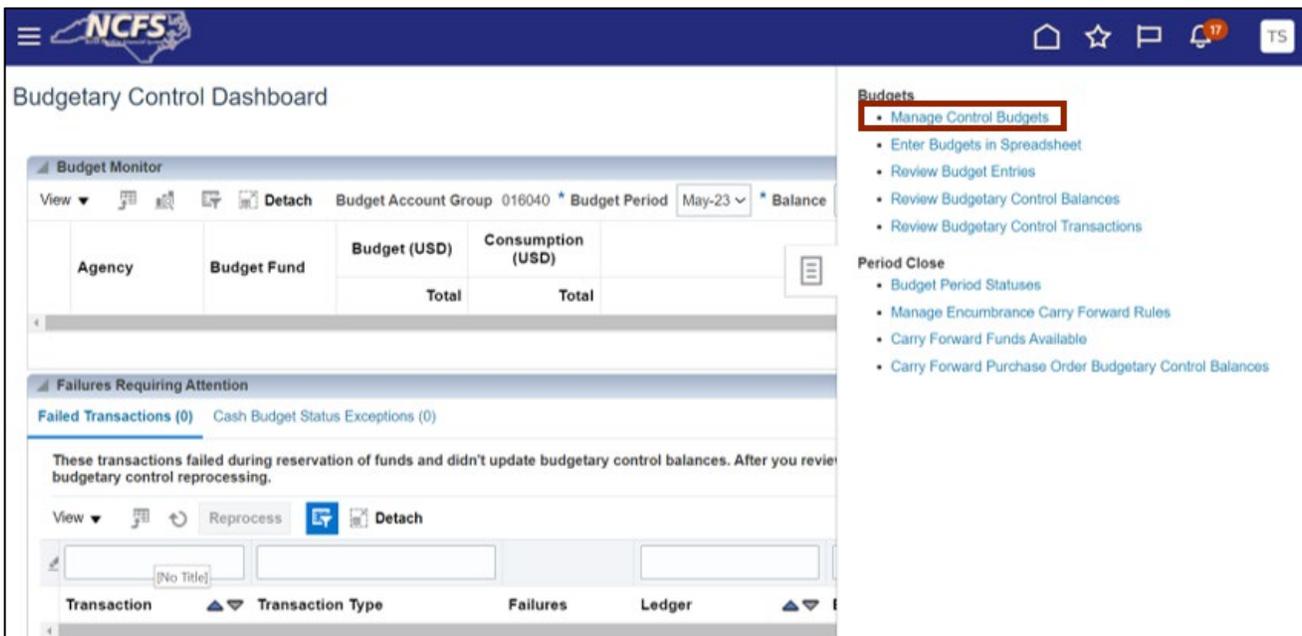
3. Click the **Budgetary Control** app.



4. The **Budgetary Control Dashboard** page opens. Click the **Tasks** [] icon.



5. Under the **Budgets** section, click **Manage Control Budgets**.



- The **Manage Control Budgets** page opens. Under the **Name** column, select the appropriate Budget.

In this example, we choose the **NC Agency to Account Default Advisory CB**.

Name	Description	Status	From Period	To Period	Ledger	Project Name
NC Agency to Account Default Advisory CB	NC Agency to Account Default Advisory CB	In use	FYS_Jul-19	FYS_Jul-31	NC CASH US	Any or no projec...
NC Appropriations	NC Appropriations	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC Authorized	NC Authorized	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC Certified	NC Certified	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC LTD Budget	NC LTD Budget	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...

Columns Hidden 9

- The **Edit Control Budget: NC Agency to Account Default Advisory CB** page opens. Select the **Action** drop-down choice list.

Edit Control Budget: NC Agency to Account Default Advisory CB

Status: In use

Action | Save | Cancel

Name: NC Agency to Account Default Advisory CB
 Description: NC Agency to Account Default
 Budget Calendar: NC CASH ANNUAL
 From Period: FYS_Jul-19
 To Period: FYS_Jul-31
 Source: Control budget
 Budget Type: NC Authorized
 Release: Immediately
 Consumption: Immediately

Currency: USD - US Dollar
 Default Rate Type: Corporate
 Control Level: Advisory
 Tolerance Percentage: %
 Tolerance Amount:

Ledger: NC CASH US
 Project: Any or no project on the transaction
 Budget Manager: HALLESHIA JORDAN

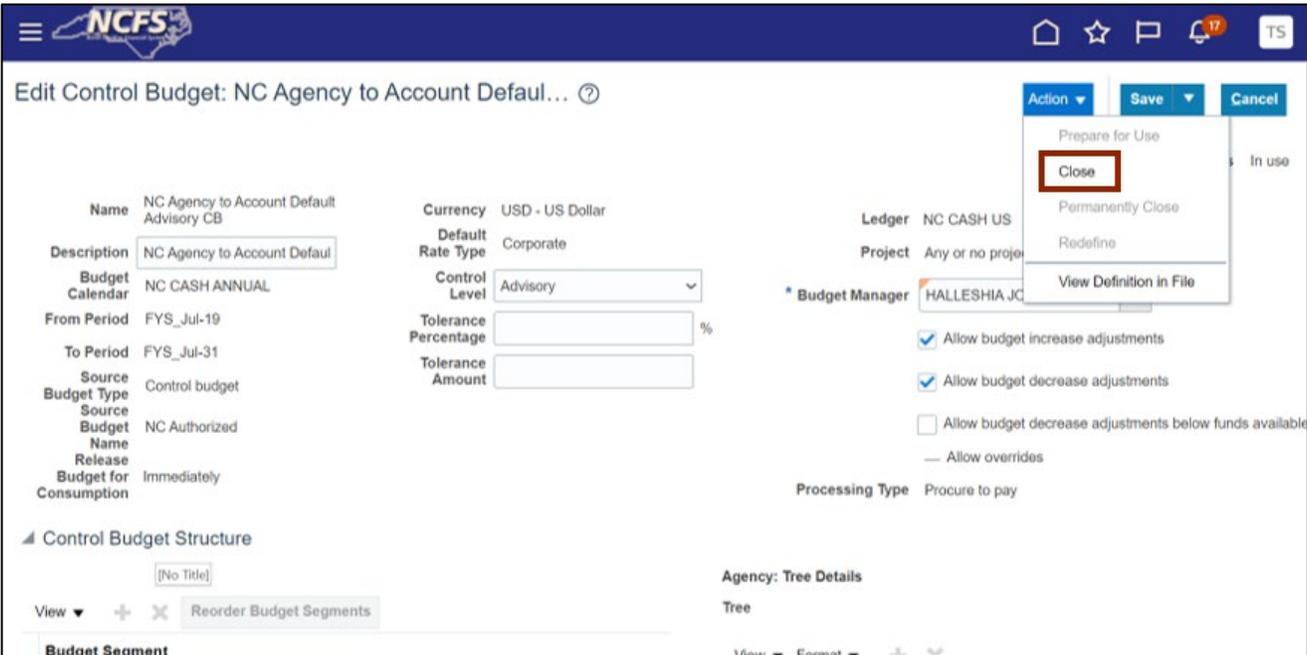
* Allow budget increase adjustments
 * Allow budget decrease adjustments
 * Allow budget decrease adjustments below funds available
 — Allow overrides

Processing Type: Procure to pay

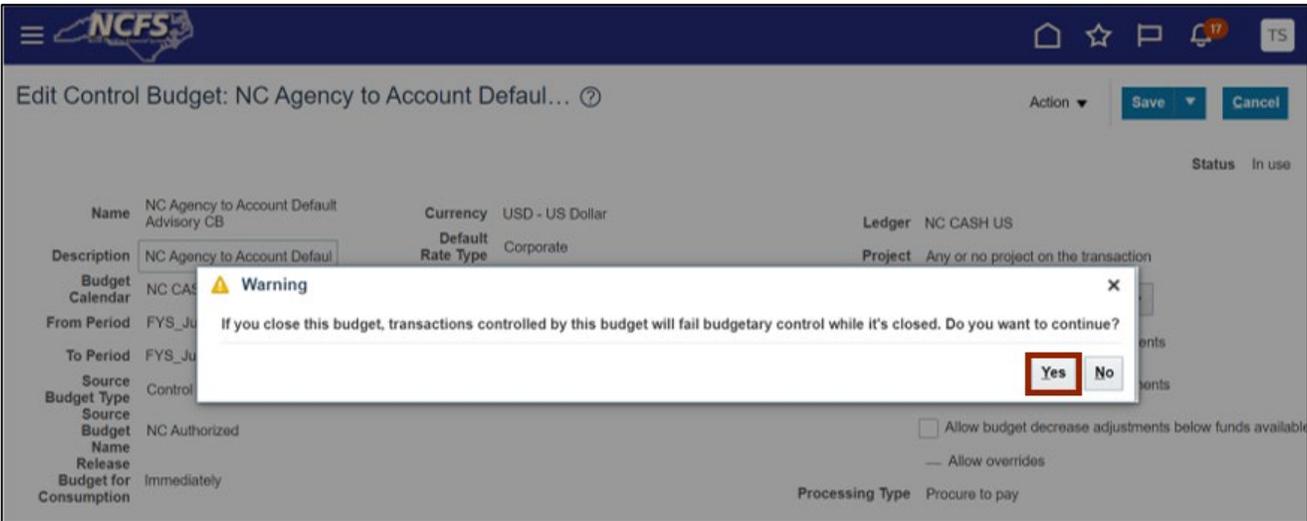
Control Budget Structure
 [No Title]
 View | + | X | Reorder Budget Segments

Agency: Tree Details
 Tree

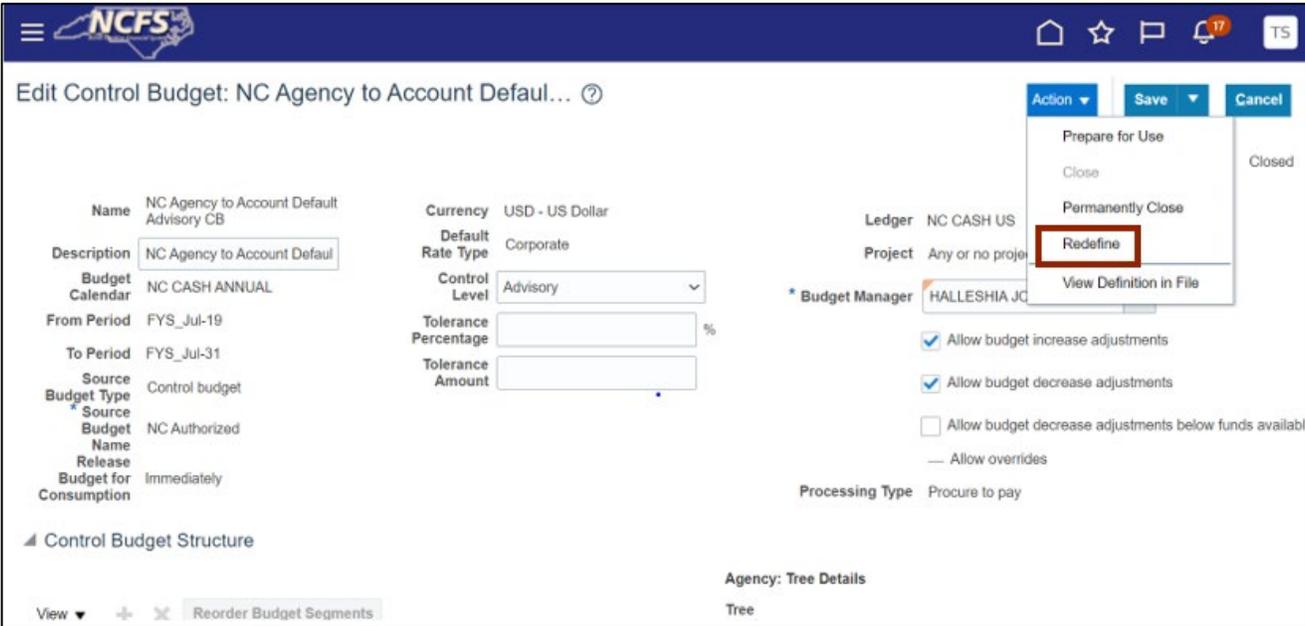
8. On the *Action* drop-down choice list, select **Close**.



9. A *Warning* pop-up appears. Click the **Yes** button.

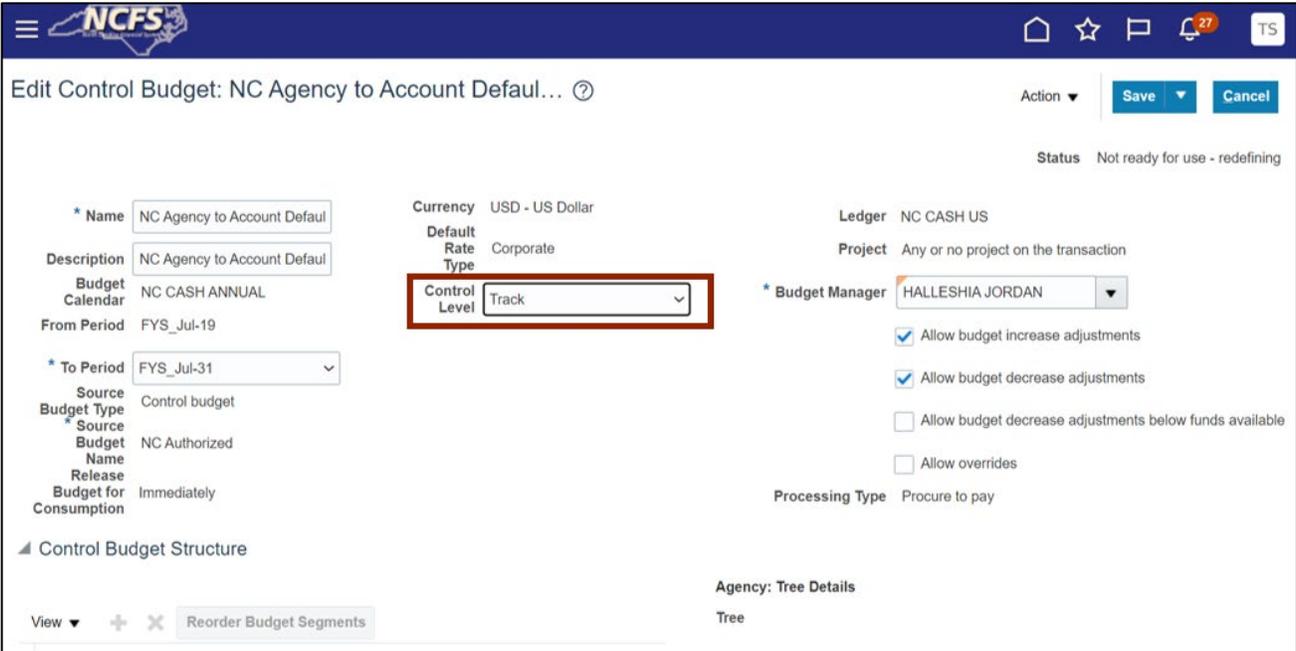


10. Click the *Action* drop-down choice list and select the **Redefine** option.

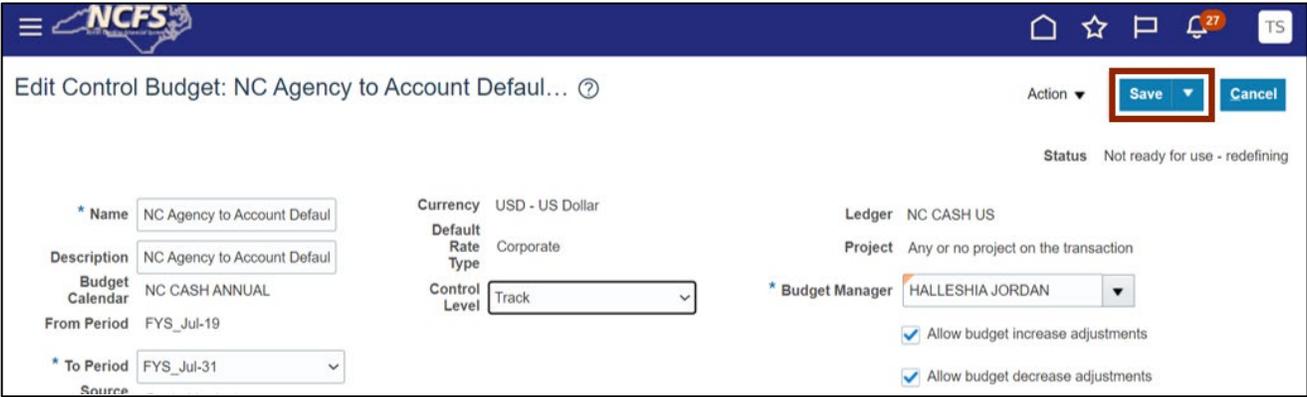


11. Select the relevant information for the **Control Level** field.

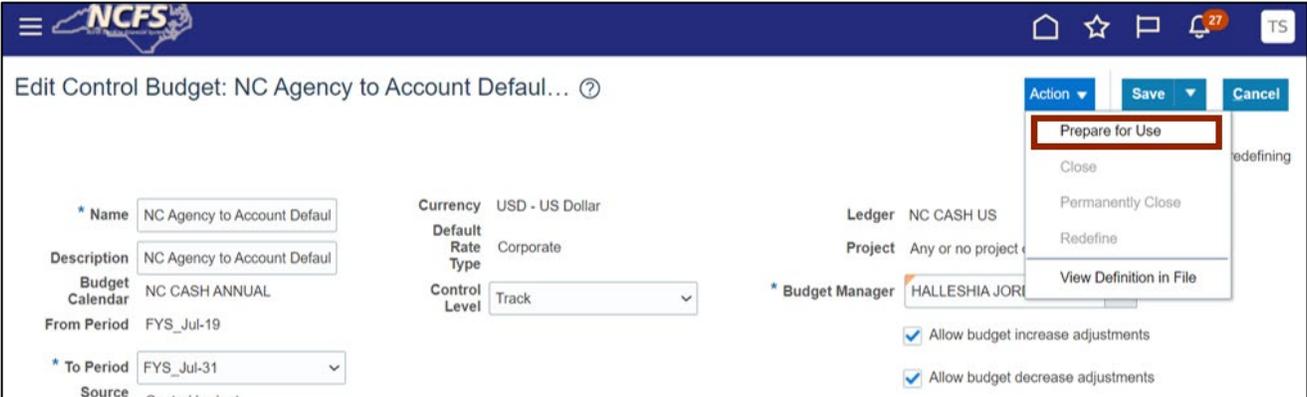
In this example, we choose **Track** from the drop-down choice list.



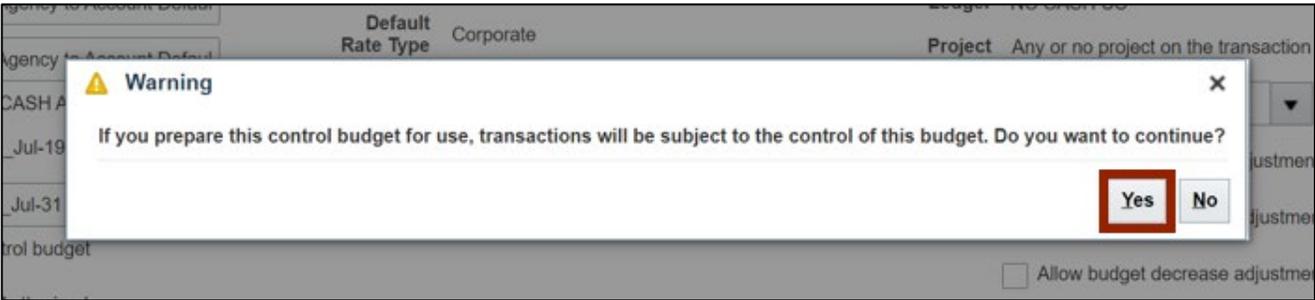
12. Click the **Save** button.



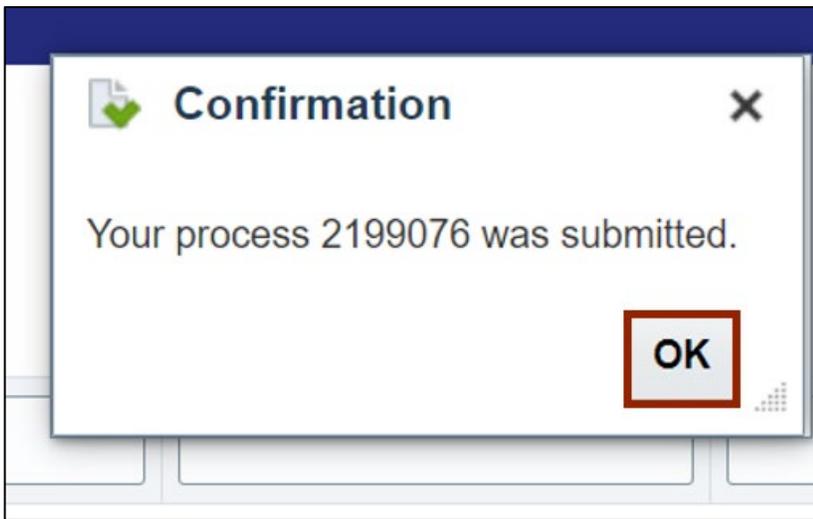
13. Click the *Action* drop-down choice list, then select **Prepare for Use**.



14. A *Warning* pop-up appears. Click the **Yes** button.



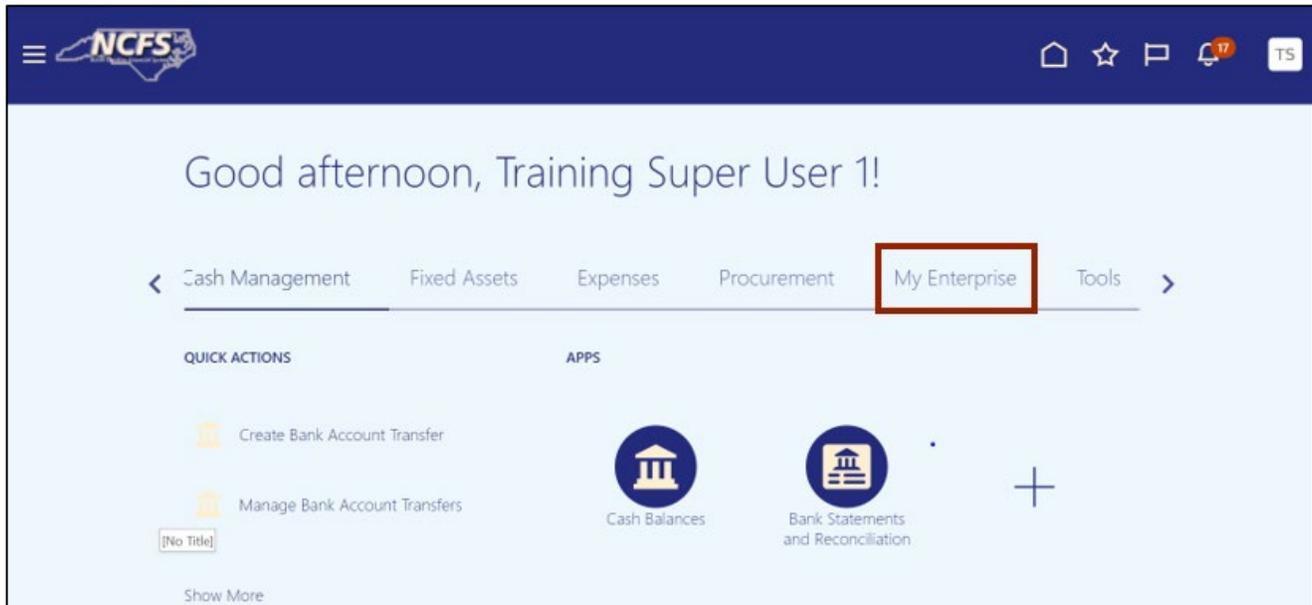
15. A *Confirmation* pop-up appears. Click the **OK** button. You are re-directed to the **Manage Control Budgets** page.



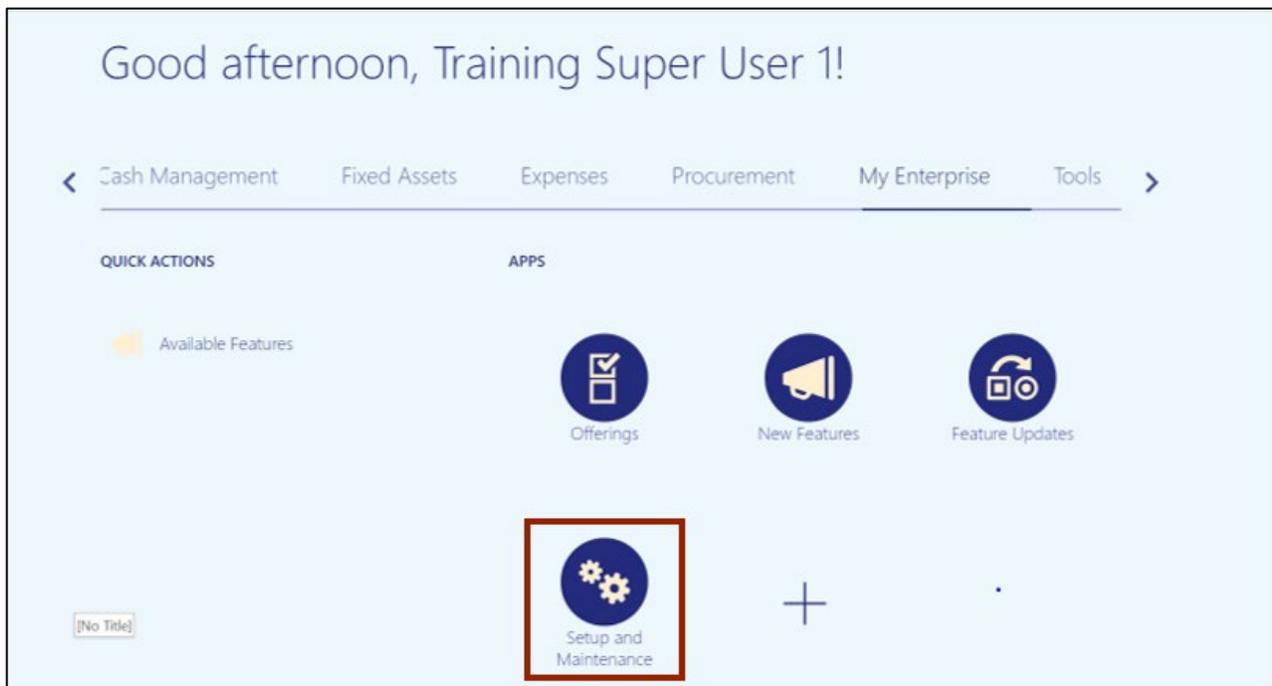
Add a Year in NC CASH US Calendars for Certified and Authorized Budget

To Add a Year in NC CASH US Calendars for Certified and Authorized Budget, please follow the steps below:

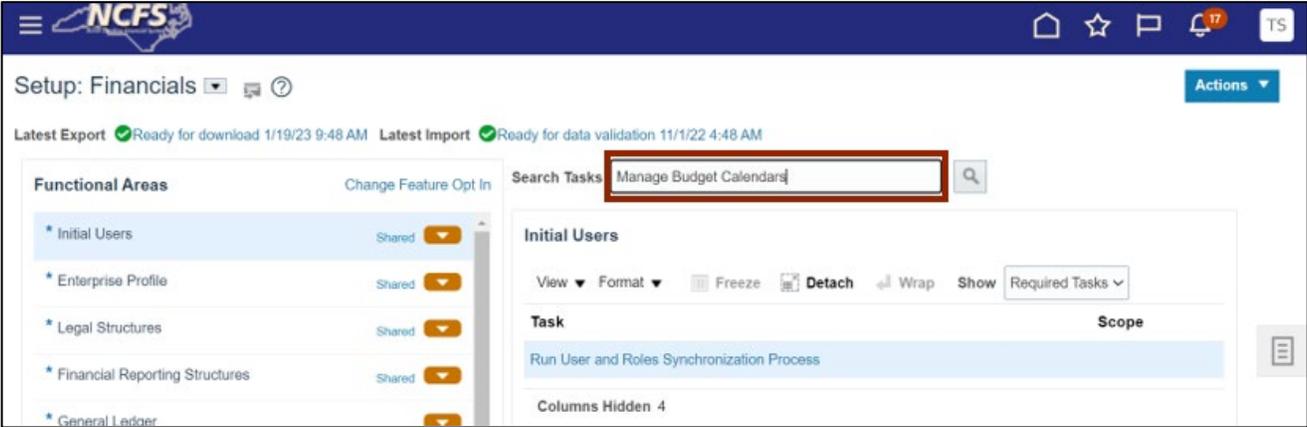
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **My Enterprise** tab.



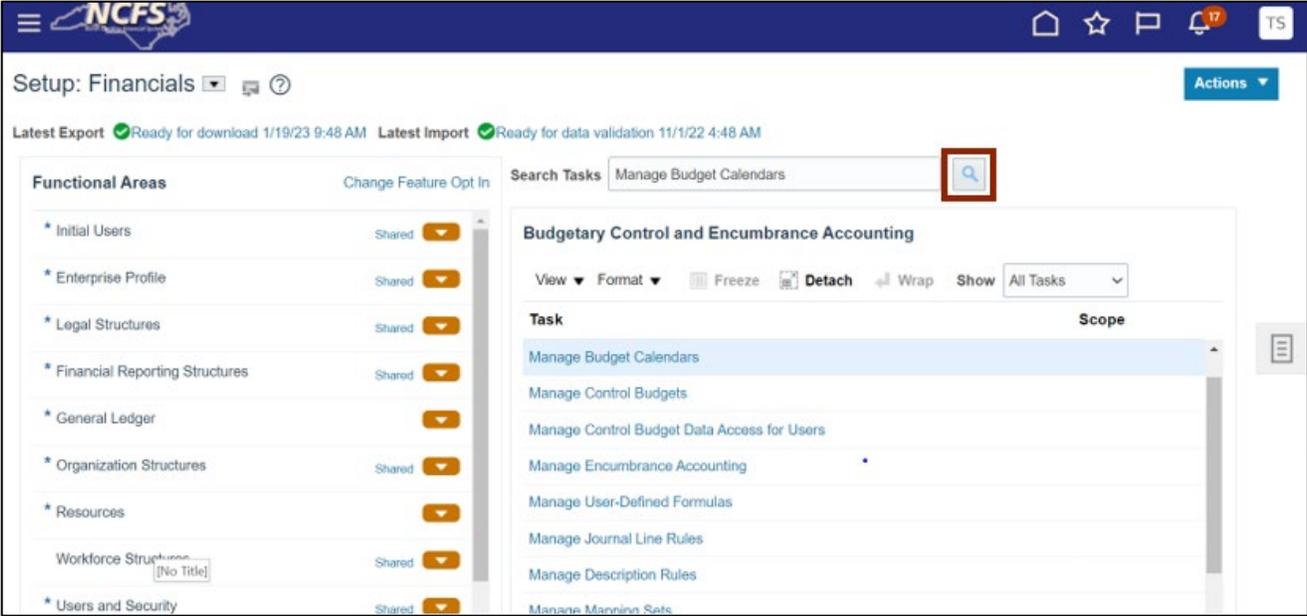
3. Click the **Setup and Maintenance** app.



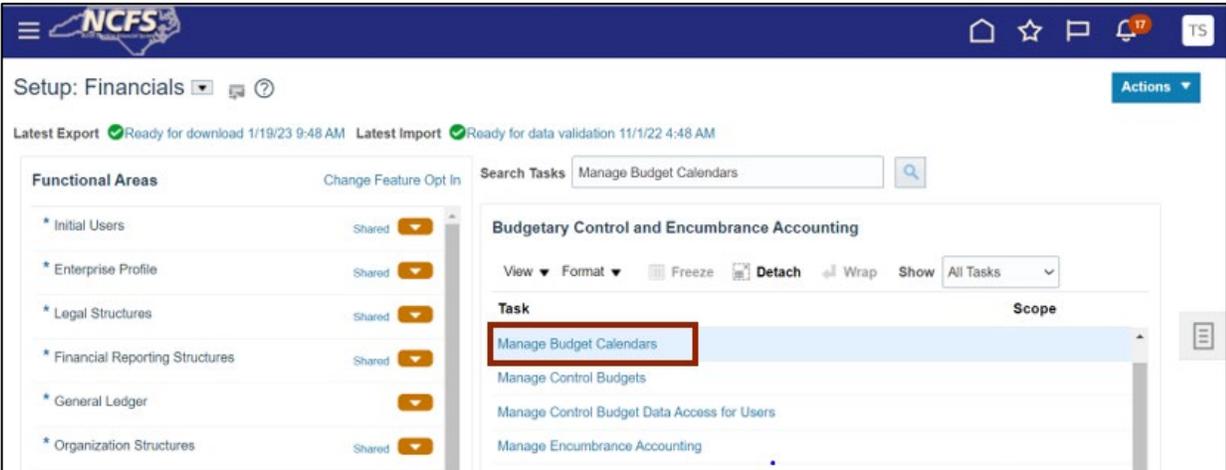
- 4. The **Setup: Financials** page appears. On the **Search Tasks** field, enter **Manage Budget Calendars**.



- 5. Click the **Search** [] icon.



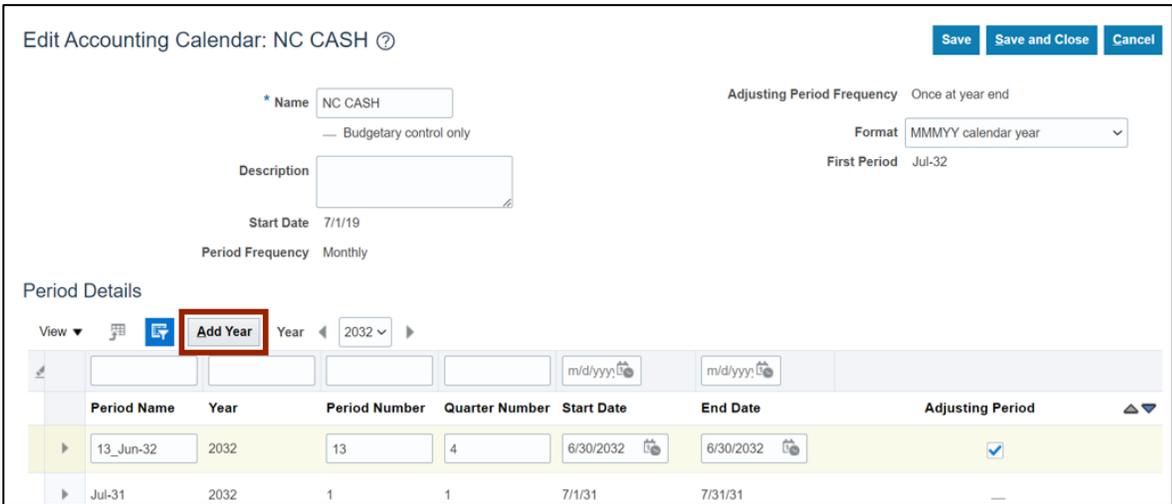
6. Under the **Task** section, select **Manage Budget Calendars**.



7. The **Manage Accounting Calendars** page opens. Click **NC CASH**.

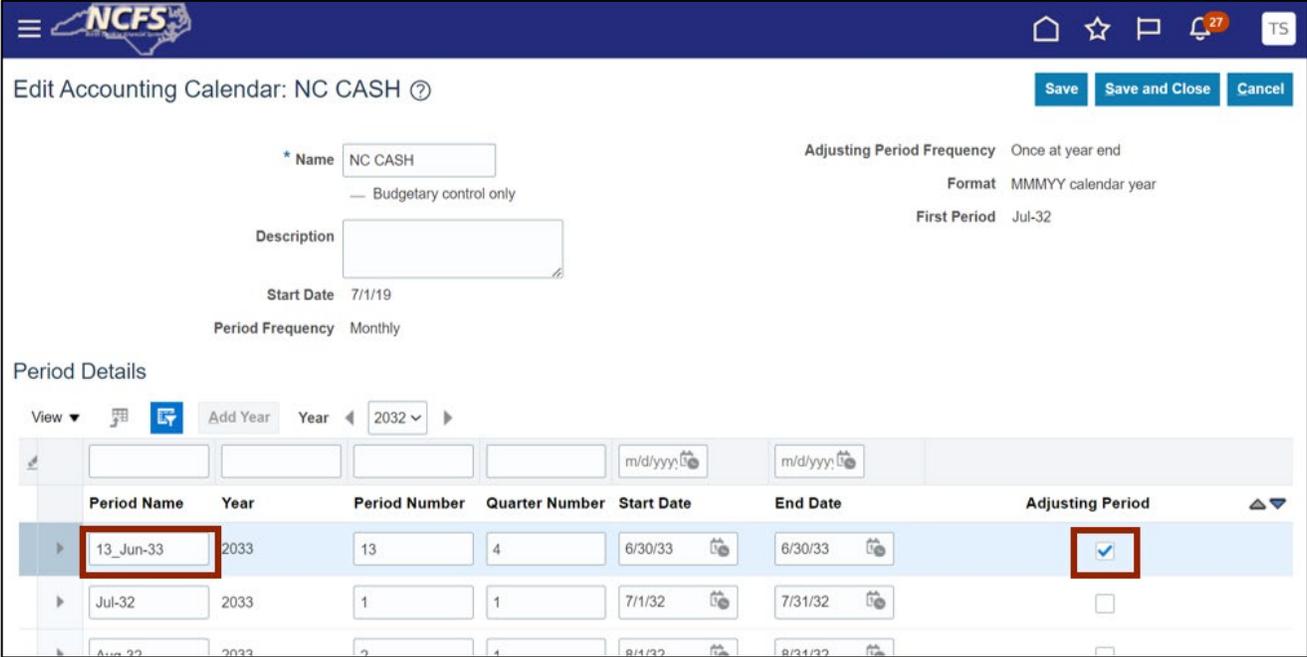


8. On the **Edit Accounting Calendar: NC CASH** page appears. Click the **Add Year** button under the **Period Details** section.

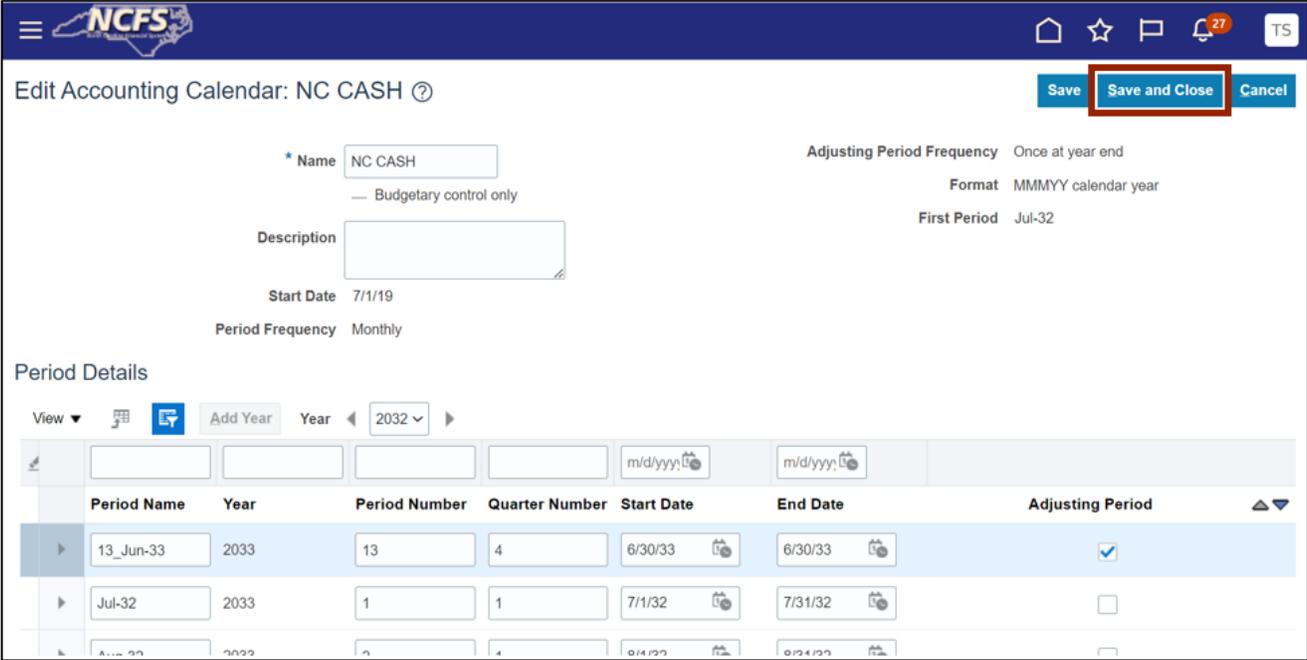


9. A new period will appear in the **Period Details** section. The **Adjusting Period** check box will be automatically enabled for the new period.

In this example, we choose **13_Jun-33** as the default adjusting period.



10. Click the **Save and Close** button.



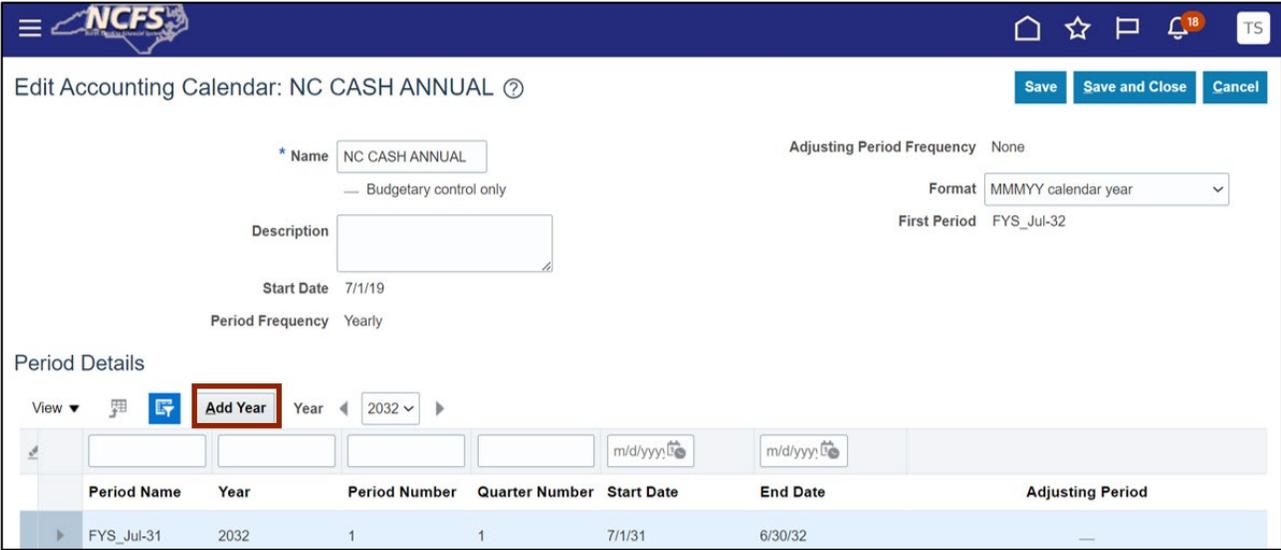
Add a Year in NC CASH ANNUAL Calendars for Funds Checking Control Budgets

To Add a year in NC CASH ANNUAL Calendars for Funds Checking Control Budgets, please follow the steps below:

- 1. Follow steps 1-6 from above.
- 2. The **Manage Accounting Calendars** page opens. Click **NC CASH Annual**.



- 3. The **Edit Accounting Calendar: NC CASH ANNUAL** page opens. Click the **Add Year** button under the **Period Details** section.



4. A new year is added under the *Period Details* section. Click the **Save and Close** button.

The screenshot shows the 'Edit Accounting Calendar: NC CASH ANNUAL' interface. At the top right, there are navigation icons and a 'TS' label. Below the title, there are three buttons: 'Save', 'Save and Close' (highlighted with a red box), and 'Cancel'. The main form contains the following fields and settings:

- Name:** NC CASH ANNUAL (with a note: Budgetary control only)
- Description:** (empty text box)
- Start Date:** 7/1/19
- Period Frequency:** Yearly
- Adjusting Period Frequency:** None
- Format:** MMMYY calendar year
- First Period:** FYS_Jul-32

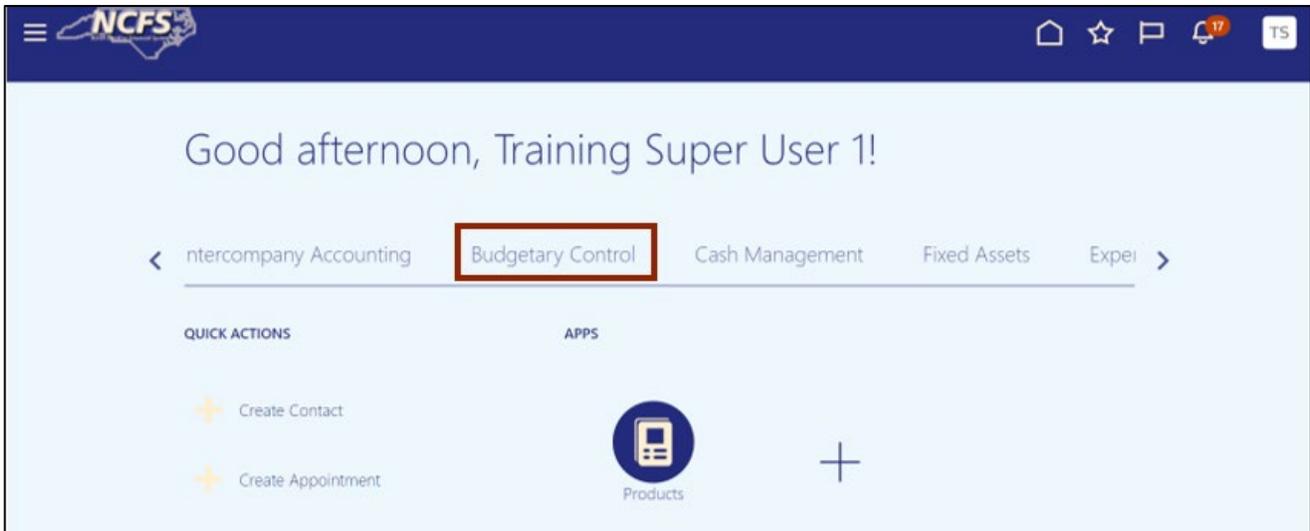
The 'Period Details' section includes a 'View' dropdown, an 'Add Year' button, and a 'Year' dropdown set to 2032. Below this is a table with the following columns: Period Name, Year, Period Number, Quarter Number, Start Date, End Date, and Adjusting Period.

Period Name	Year	Period Number	Quarter Number	Start Date	End Date	Adjusting Period
FYS_Jul-32	2033	1	1	7/1/32	6/30/33	<input type="checkbox"/>

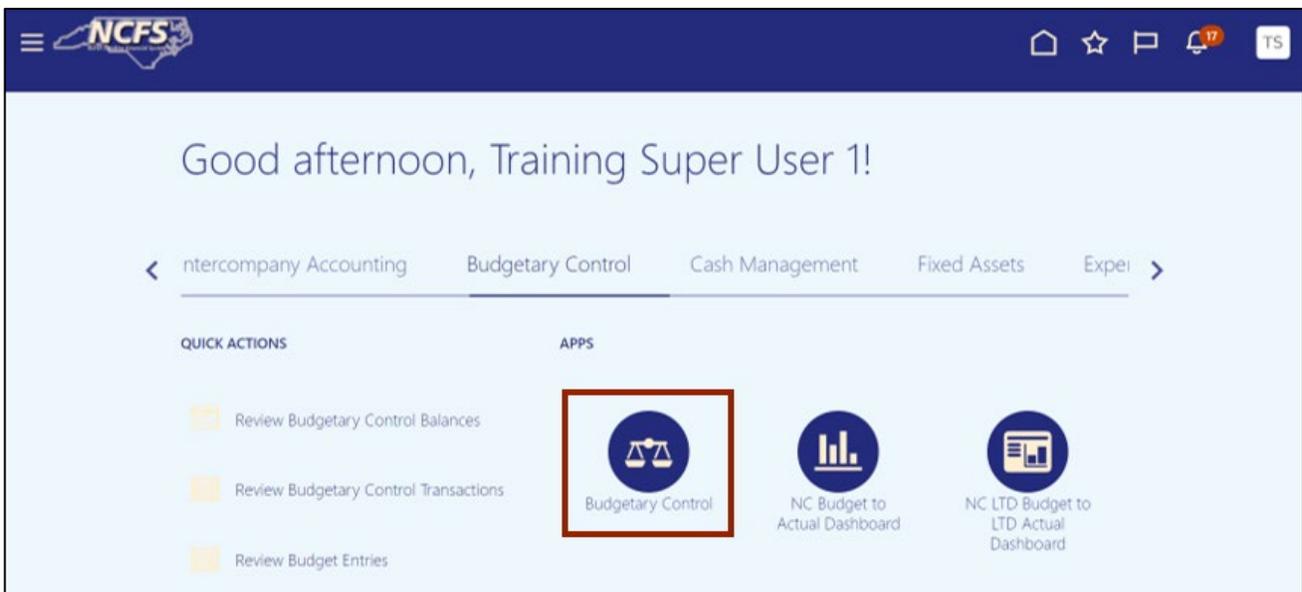
Add Biennium Year to Control Budget (NC Appropriations, Authorized NC Certified and NC LTD)

To add biennium year to control budget (NC Appropriations, NC Authorized NC Certified and NC LTD), please follow the steps below:

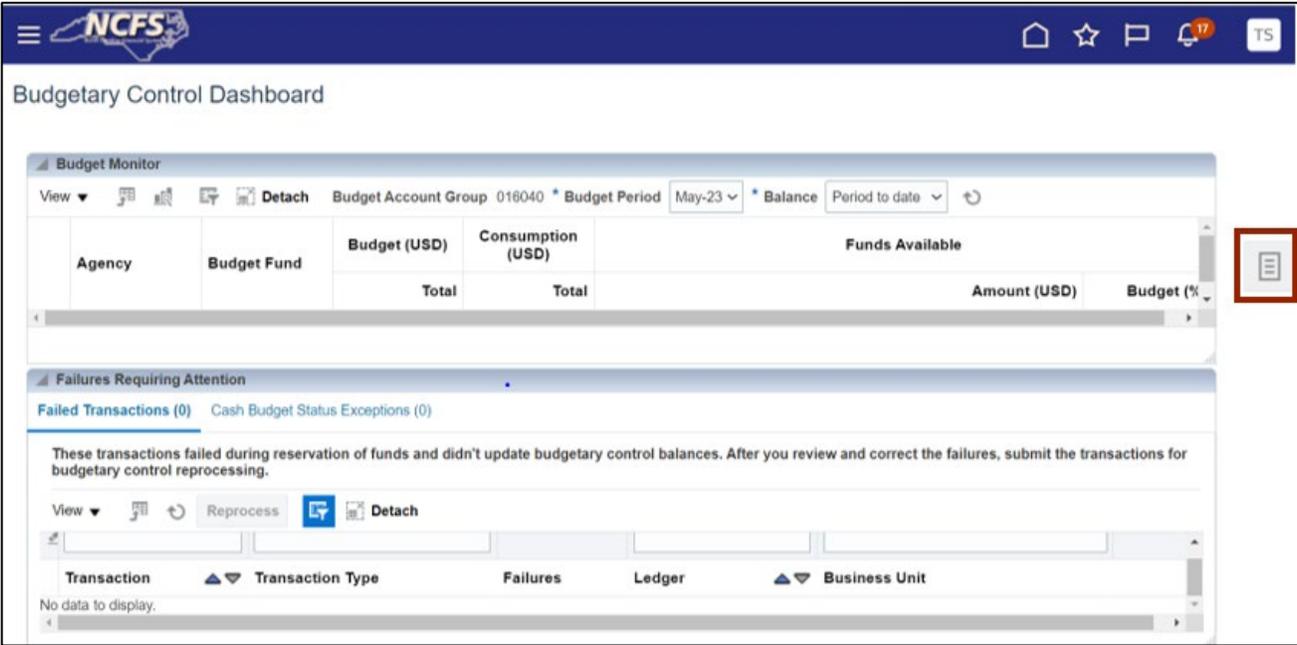
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Budgetary Control** tab.



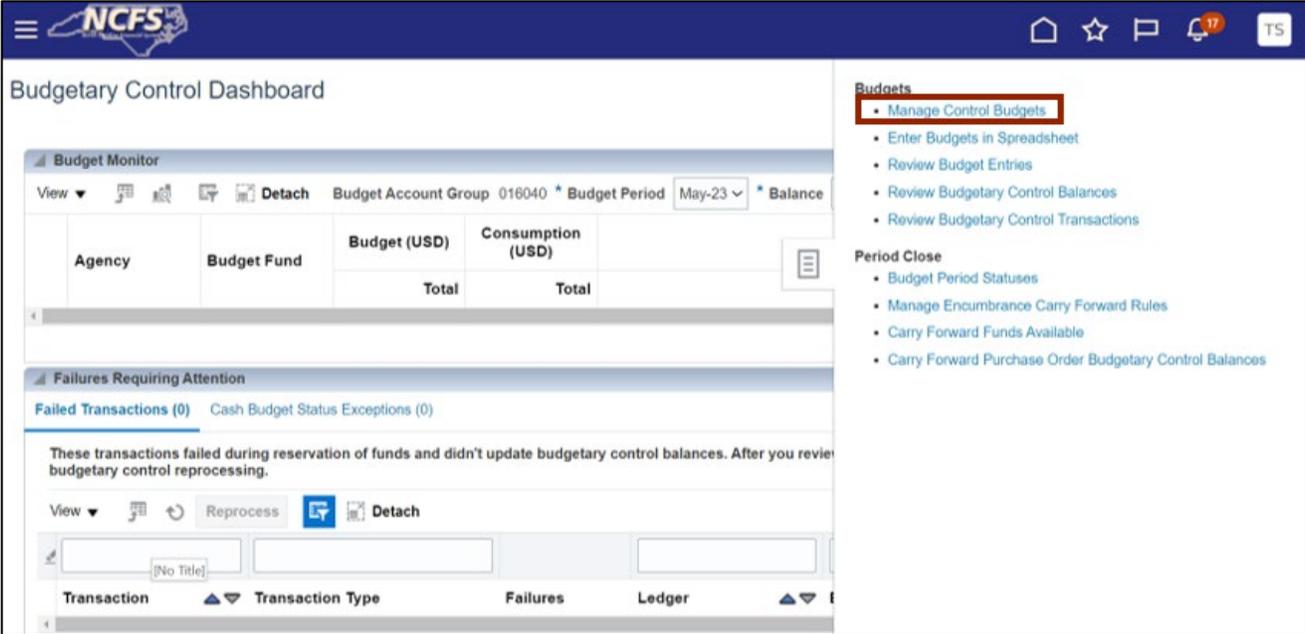
3. Click the **Budgetary Control** app.



4. The **Budgetary Control Dashboard** page opens. Click the **Tasks** [] icon.



5. Under the **Budgets** section, click **Manage Control Budgets**.



- 6. The **Manage Control Budgets** page opens. Under the **Name** section, select **NC Authorized**. **NC Appropriations**, **NC Certified**, and **NC LTD Budget** can also be selected as per requirement.

Name	Description	Status	From Period	To Period	Ledger	Project Name
NC Appropriations	NC Appropriations	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC Authorized	NC Authorized	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC Certified	NC Certified	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC LTD Budget	NC LTD Budget	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC Agency to Account Default...	NC Agency to Account Default Advisory CB	Closed	FYS_Jul-19	FYS_Jul-31	NC CASH US	Any or no projec...

- 7. The **Edit Control Budget: NC Authorized** page opens. Click the **Action** drop-down choice list.

Edit Control Budget: NC Authorized [Action] [Save] [Cancel]

Status: In use

Name: NC Authorized
Description: NC Authorized
Budget Calendar: NC CASH
From Period: Jul-19
To Period: Jun-32
Source Budget Type: Hyperion Planning
Source Budget Name: NC Authorized

Currency: USD - US Dollar
Default Rate Type: Corporate
Control Level: Track

Ledger: NC CASH US
Project: Any or no project on the transaction
* Budget Manager: HALLESHIA JORDAN

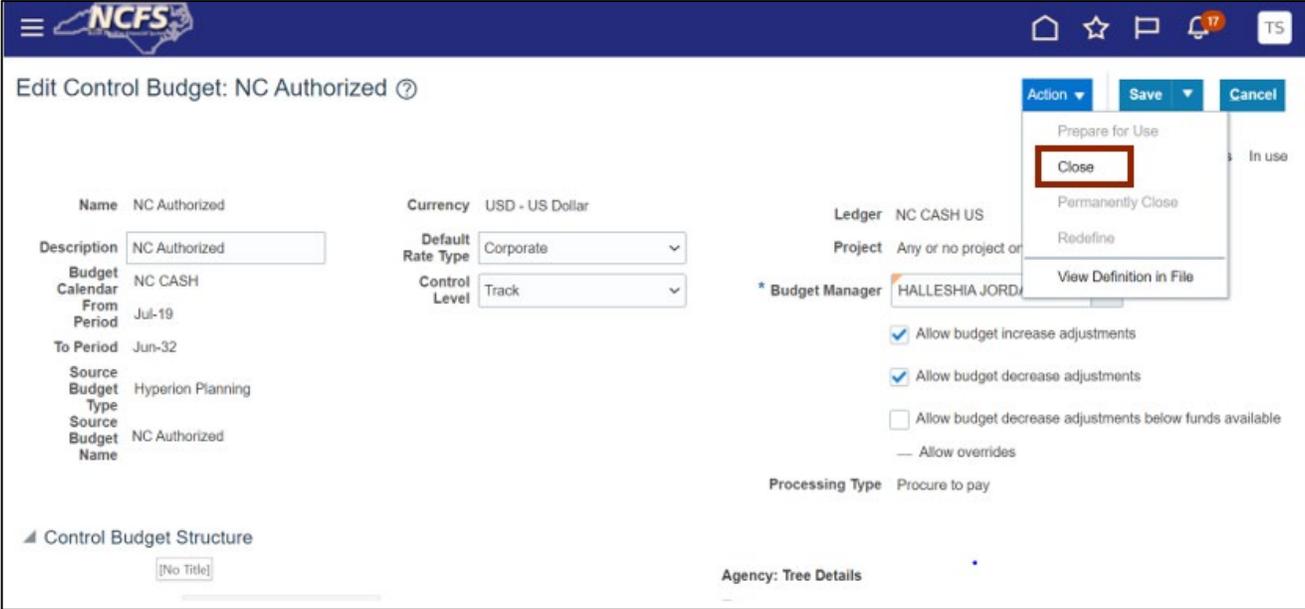
Allow budget increase adjustments
 Allow budget decrease adjustments
 Allow budget decrease adjustments below funds available
— Allow overrides

Processing Type: Procure to pay

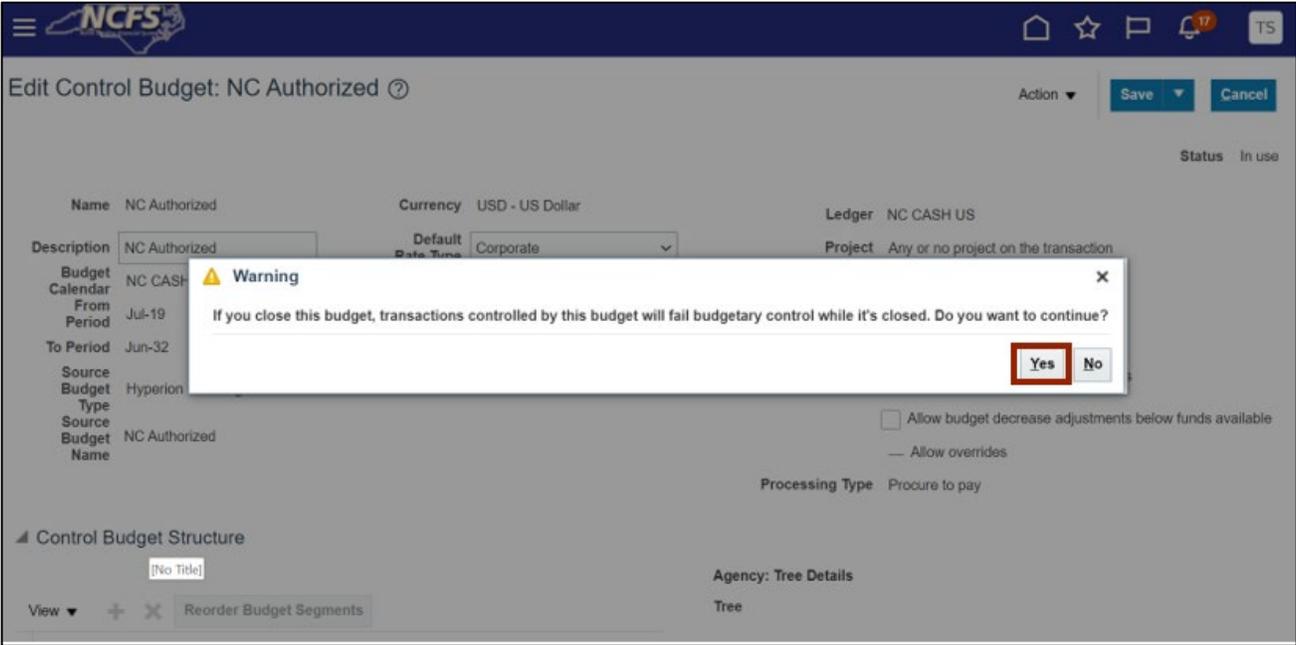
Control Budget Structure: [No Title]
View [Reorder Budget Segments]

Agency: Tree Details
Tree

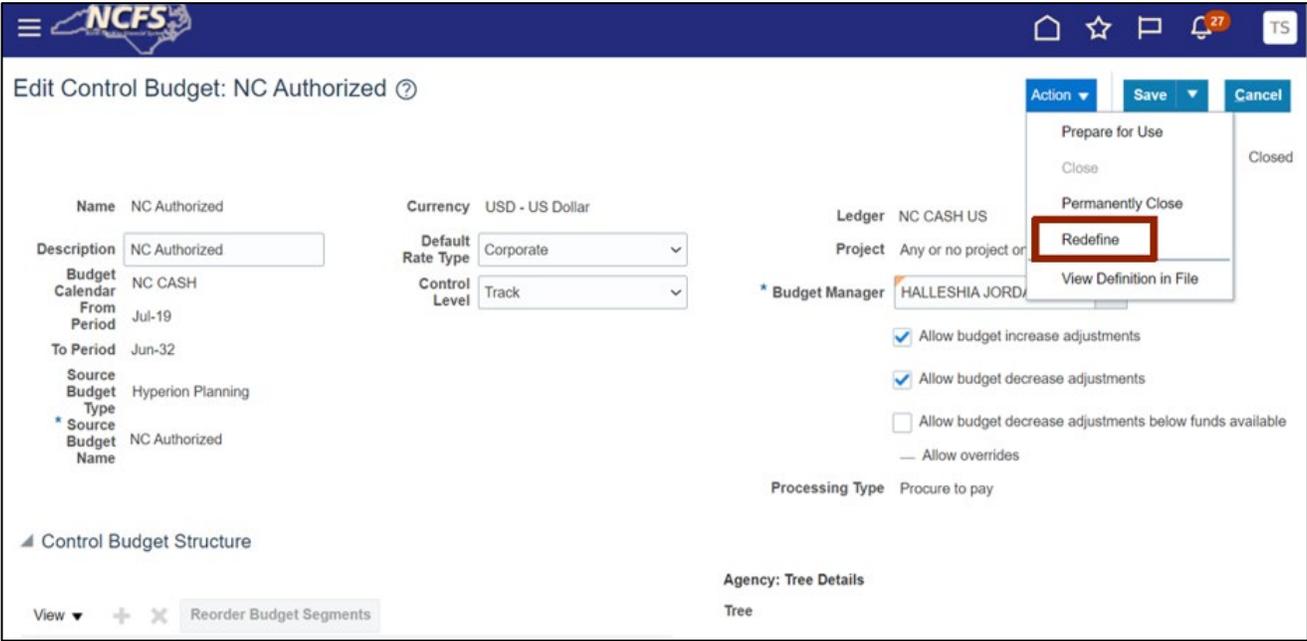
8. Select the **Close** option from the *Action* drop-down choice list.



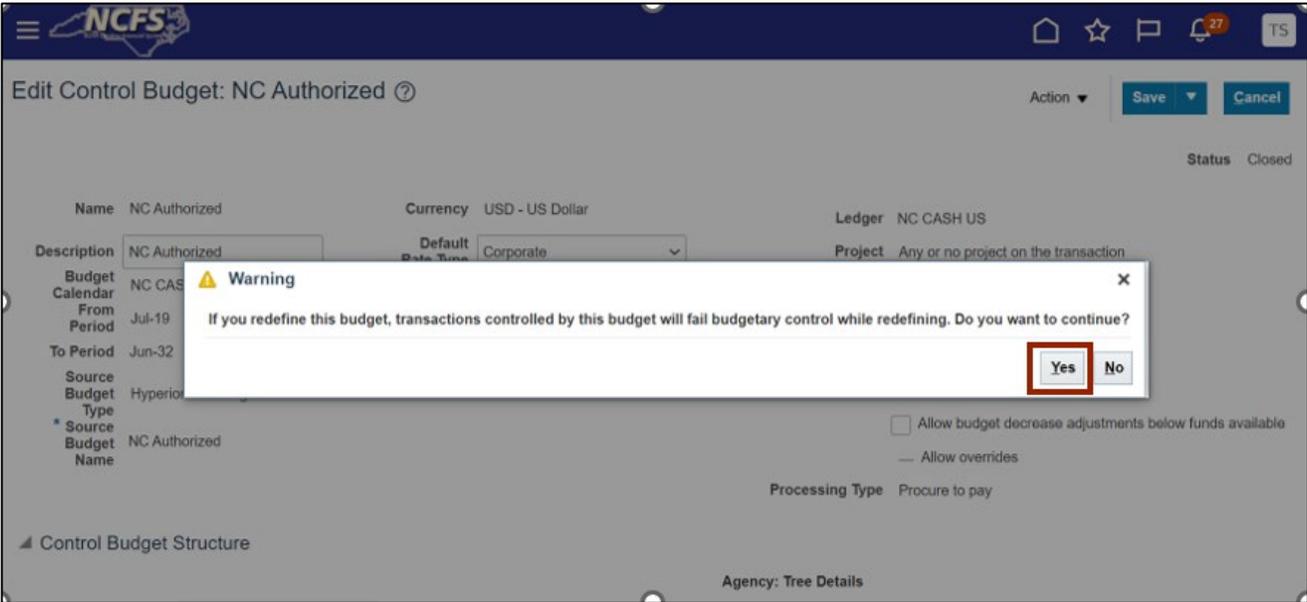
9. A *Warning* pop-up appears. Click the **Yes** button.



10. Click the *Action* drop-down choice list again and select the **Redefine** option.



11. A *Warning* pop-up appears. Click the **Yes** button.



12. Select the most recent period from the ***To Period** drop-down choice list.

In this example, we choose **Jun-33**.

Edit Control Budget: NC Authorized

Name: NC Authorized

Description: NC Authorized

Budget Calendar: NC CASH

From Period: Jun-32, Jul-32, Aug-32, Sep-32, Oct-32, Nov-32, Dec-32, Jan-33, Feb-33, Mar-33, Apr-33, May-33, **Jun-33**

*** To Period:** Jun-32, Jun-33

*** Source Budget Type:** Hyperion Planning

*** Source Budget Name:** NC Authorized

Currency: USD - US Dollar

Default Rate Type: Corporate

Control Level: Track

Ledger: NC CASH US

Project: Any or no project on the transaction

*** Budget Manager:** HALLESHIA JORDAN

Processing Type: Procure to pay

Status: Not ready for use - redefining

Action: Save, Cancel

Control Budget Structure

13. Click the **Action** drop-down choice lists again and select the **Prepare for Use** option.

Edit Control Budget: NC Authorized

Name: NC Authorized

Description: NC Authorized

Budget Calendar: NC CASH

From Period: Jul-19

*** To Period:** Jun-33

*** Source Budget Type:** Hyperion Planning

*** Source Budget Name:** NC Authorized

Currency: USD - US Dollar

Default Rate Type: Corporate

Control Level: Track

Ledger: NC CASH US

Project: Any or no project on the transaction

*** Budget Manager:** HALLESHIA JORDAN

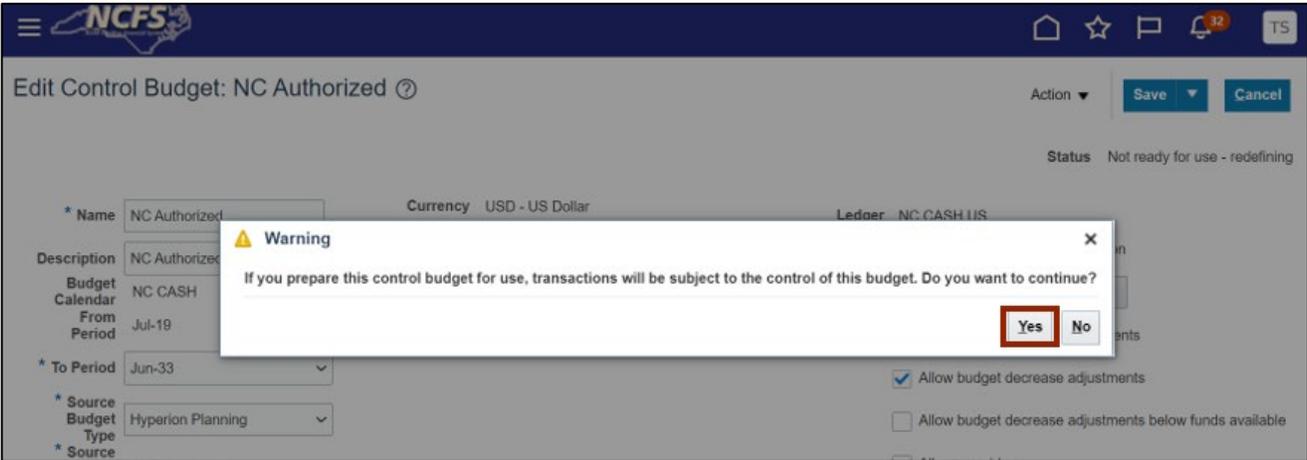
Processing Type: Procure to pay

Status: redefining

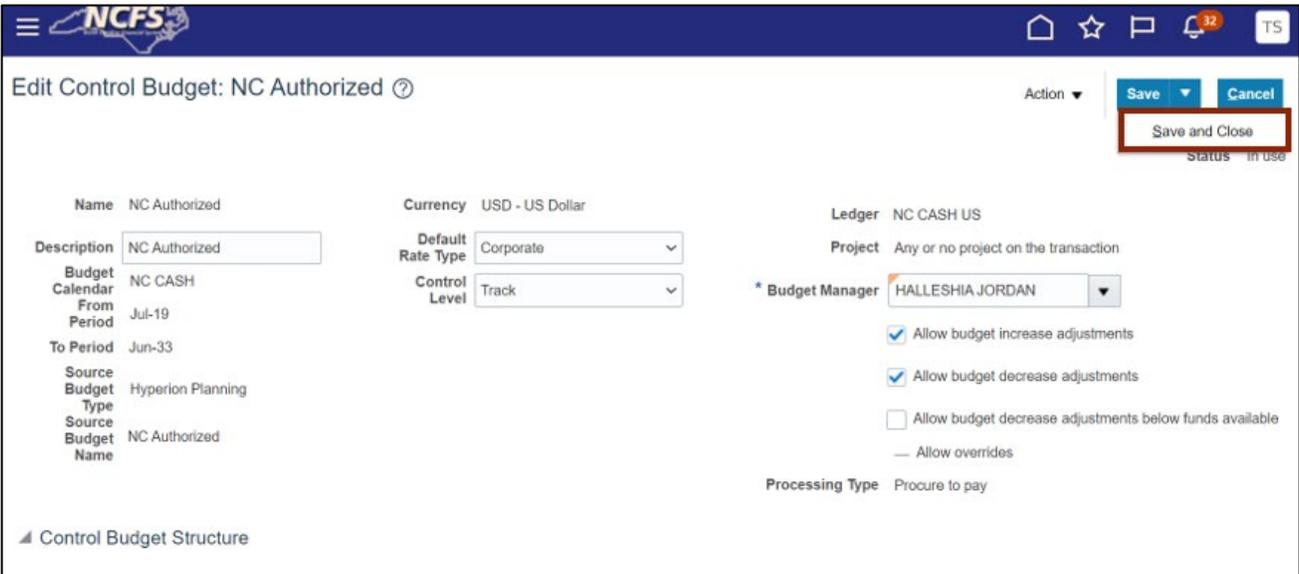
Action: Prepare for Use, Close, Permanently Close, Redefine, View Definition in File

Control Budget Structure

14. A *Warning* pop-up appears. Click the **Yes** button.

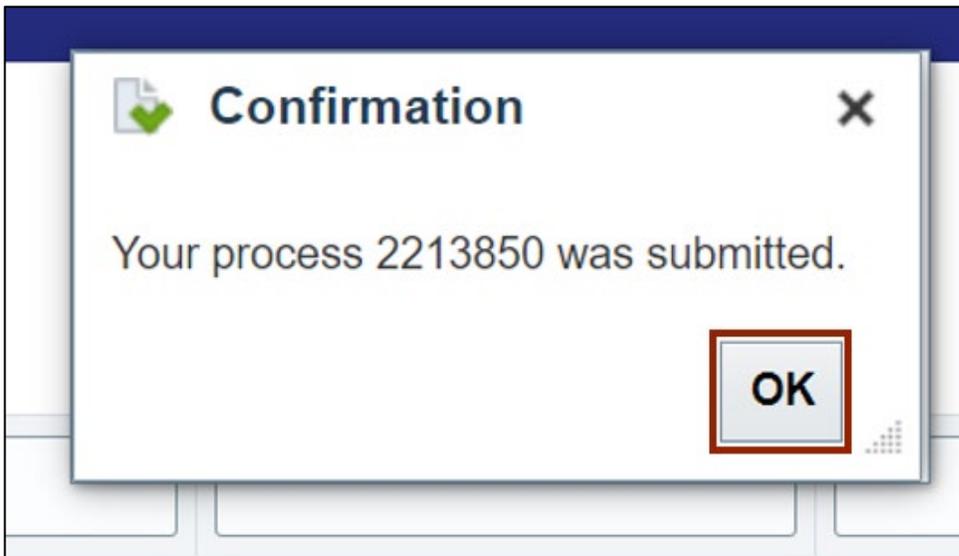


15. Click the **Save and Close** from the **Save** button.



16. A *Confirmation* pop-up appears. Click the **OK** button.

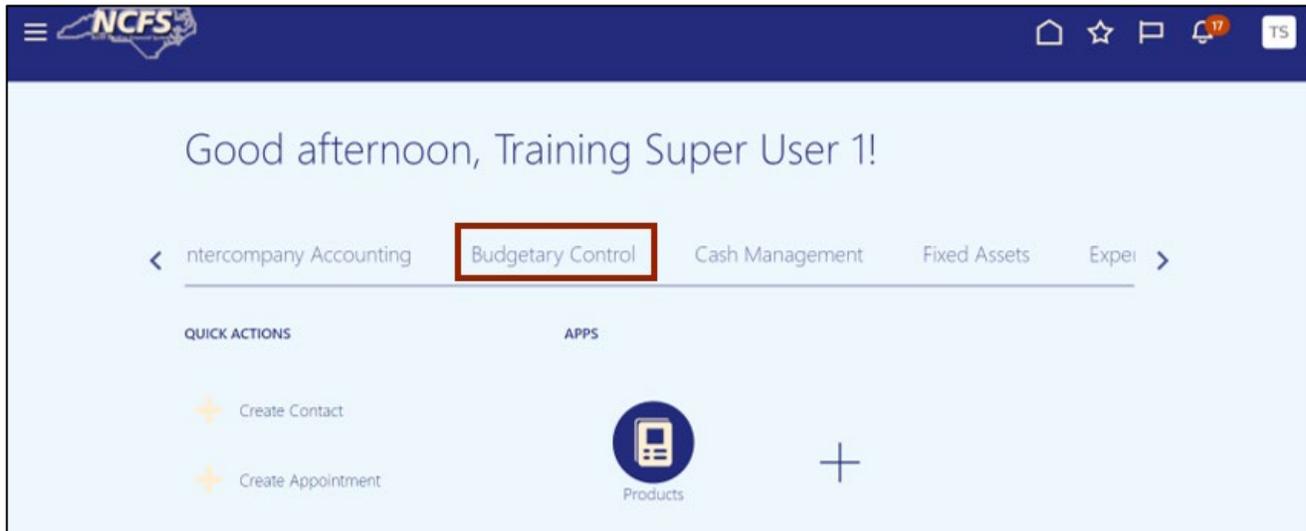
Note: The steps shown here are for **NC Authorized** budget. The same steps can be followed for NC Appropriations, NC Certified, and NC LTD Budgets respectively by selecting the required budget in Step No 5.



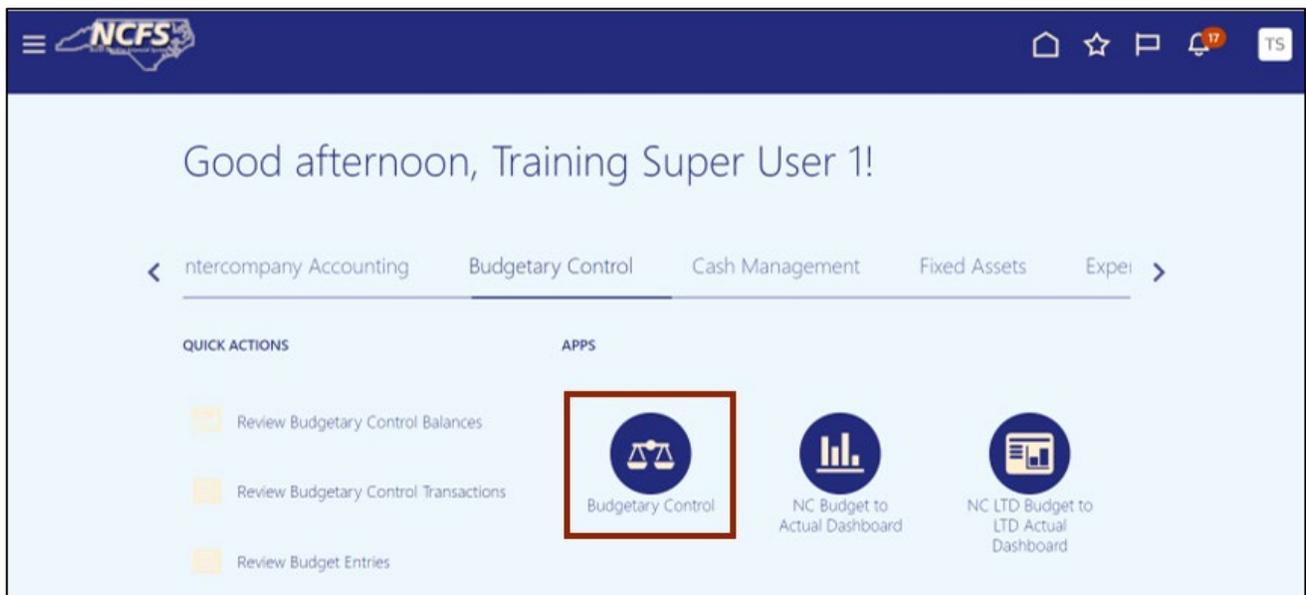
Add Biennium Year to Control Budget (Funds-Checking CB)

To add biennium year to control budget (Funds-Checking CB), please follow the steps below:

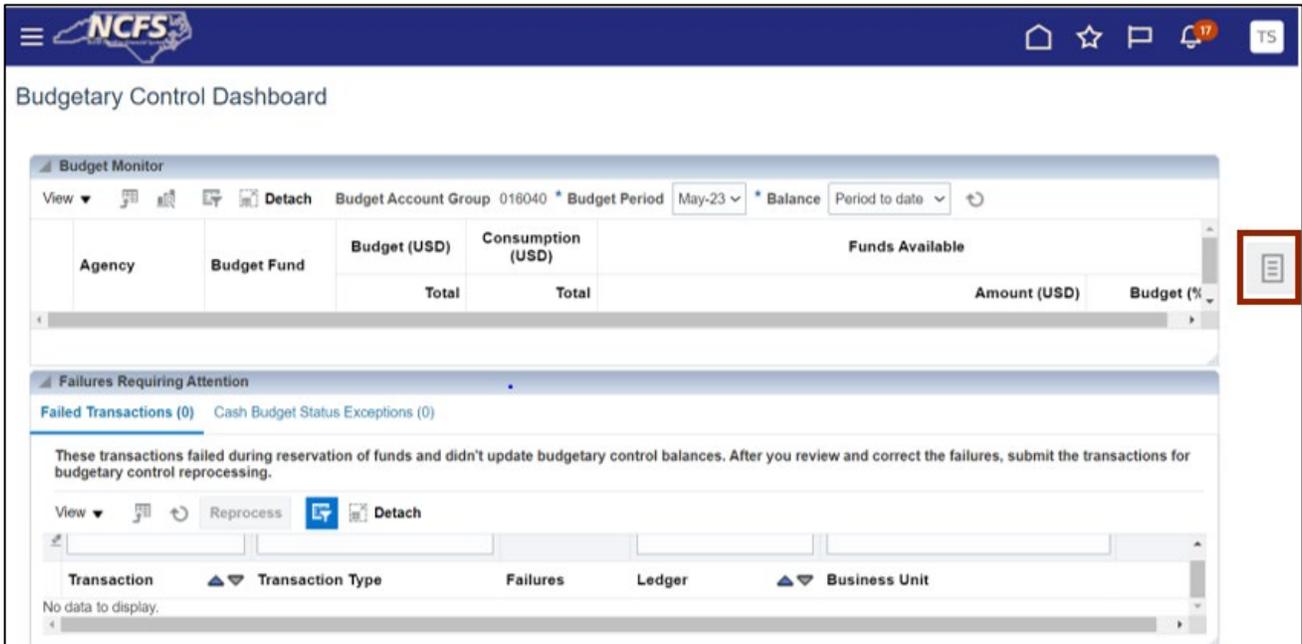
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Budgetary Control** tab.



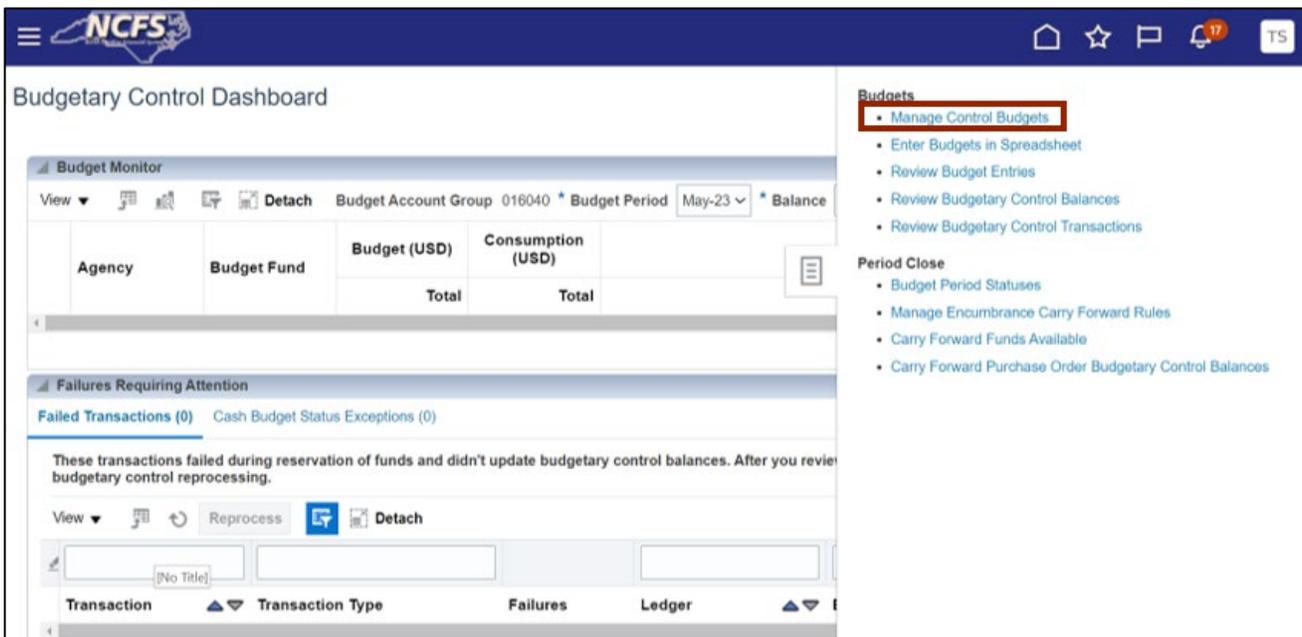
3. Click the **Budgetary Control** app.



4. The **Budgetary Control Dashboard** page opens. Click the **Tasks** [] icon.



5. Under the **Budgets** section, click **Manage Control Budgets**.



- The **Manage Control Budgets** page opens. Under the **Name** column, select the appropriate Budget.

In this example, we choose **NC Agency to Account Default Advisory CB**.

Name	Description	Status	From Period	To Period	Ledger	Project Name
NC Agency to Account Default Advisory CB	NC Agency to Account Default Advisory CB	In use	FYS_Jul-19	FYS_Jul-31	NC CASH US	Any or no projec...
NC Appropriations	NC Appropriations	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC Authorized	NC Authorized	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC Certified	NC Certified	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC LTD Budget	NC LTD Budget	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...

Columns Hidden 9

- The **Edit Control Budget: NC Agency to Account Default Advisory CB** page opens. Click the **Action** drop-down choice list.

Edit Control Budget: NC Agency to Account Default Advisory CB Action ▾ Save ▾ Cancel

Status: In use

Name NC Agency to Account Default Advisory CB	Currency USD - US Dollar	Ledger NC CASH US
Description NC Agency to Account Default	Default Rate Type Corporate	Project Any or no project on the transaction
Budget Calendar NC CASH ANNUAL	Control Level Advisory ▾	Budget Manager HALLESHIA JORDAN ▾
From Period FYS_Jul-19	Tolerance Percentage <input type="text"/> %	<input checked="" type="checkbox"/> Allow budget increase adjustments
To Period FYS_Jul-31	Tolerance Amount <input type="text"/>	<input checked="" type="checkbox"/> Allow budget decrease adjustments
Source Budget Type Control budget		<input type="checkbox"/> Allow budget decrease adjustments below funds available
Source Budget Name NC Authorized		<input type="checkbox"/> Allow overrides
Release Budget for Consumption Immediately		Processing Type Procure to pay

Control Budget Structure

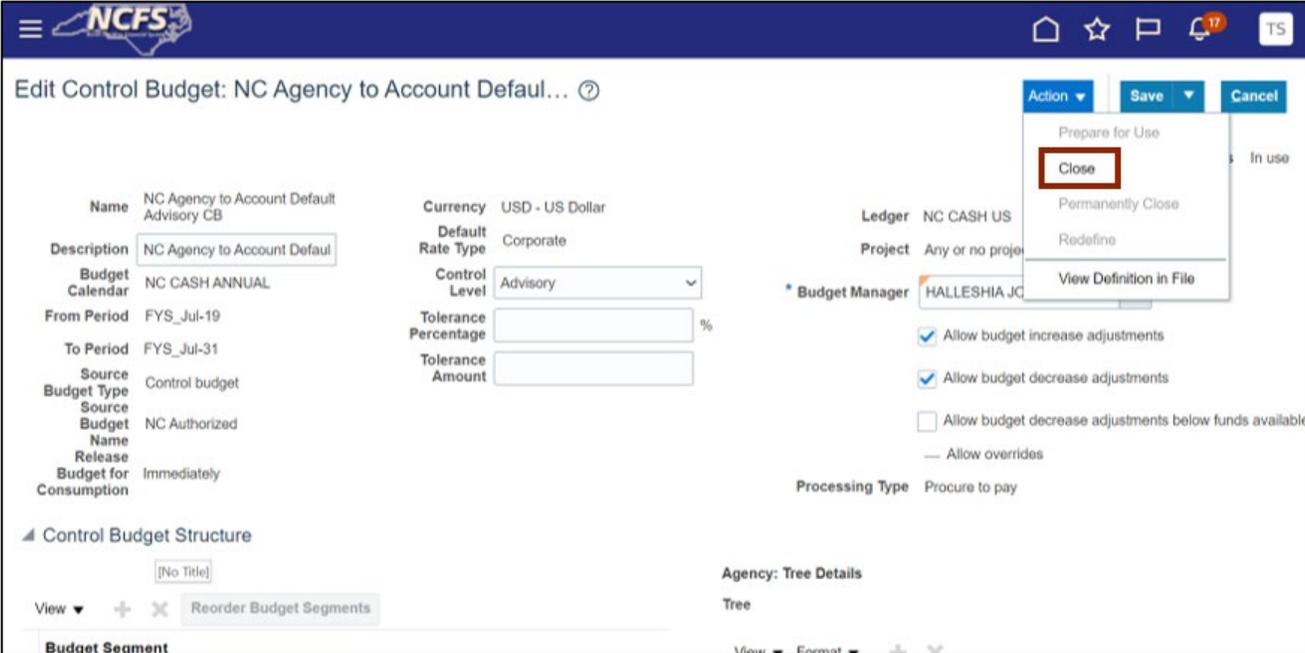
[No Title]

Agency: Tree Details

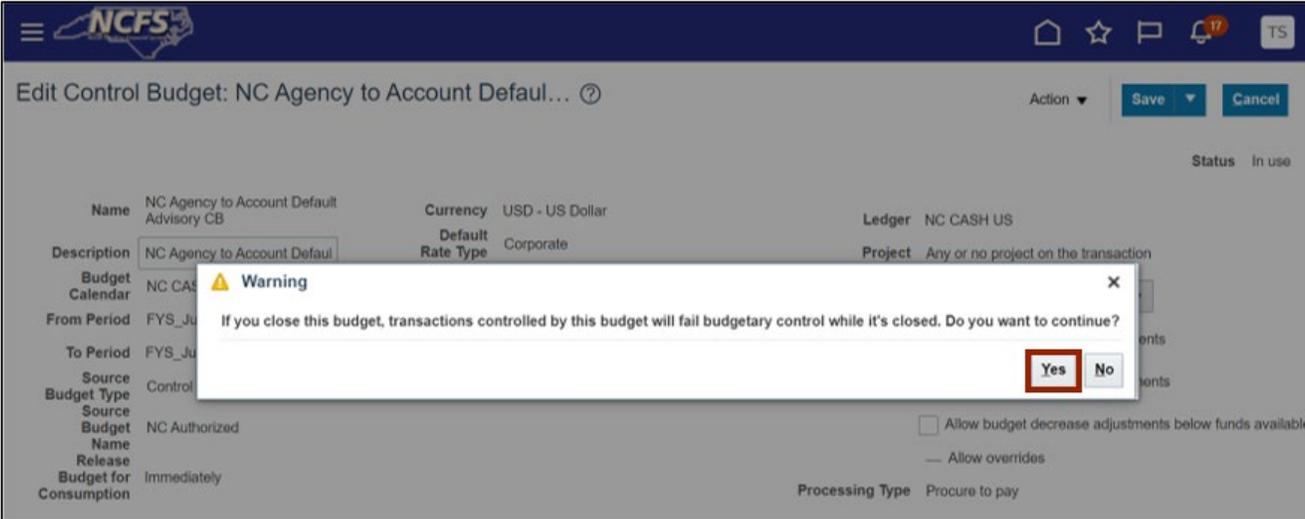
Tree

View ▾ + × Reorder Budget Segments

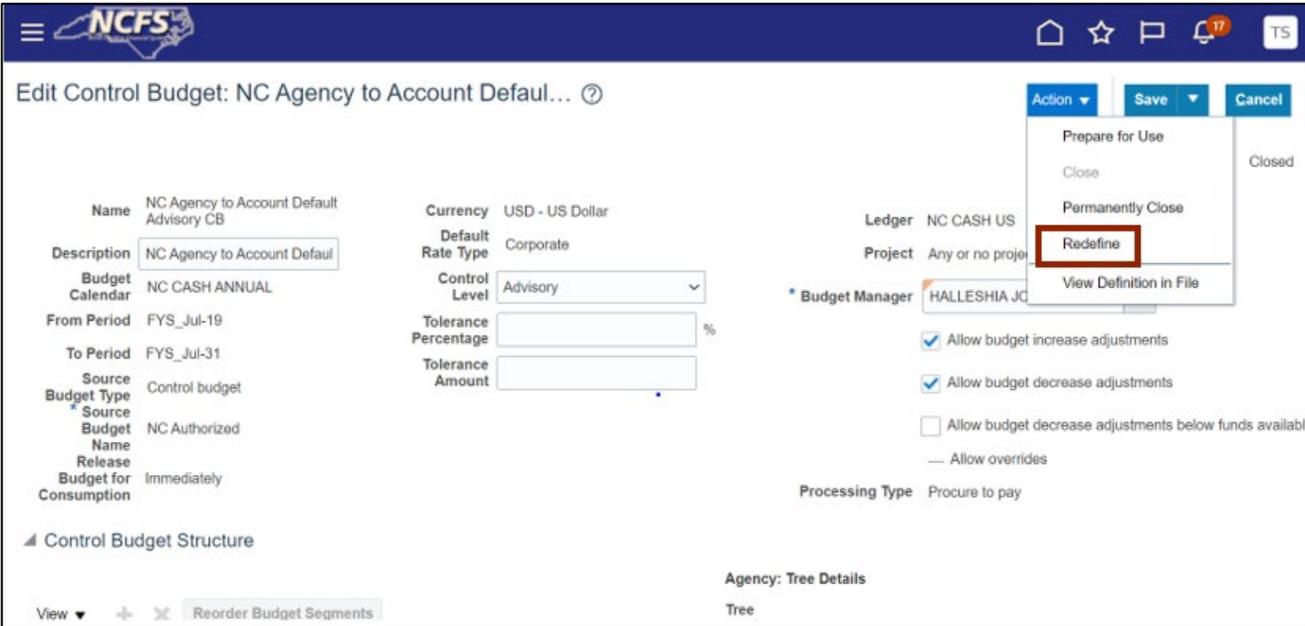
8. Select the **Close** option from the *Action* drop-down choice list.



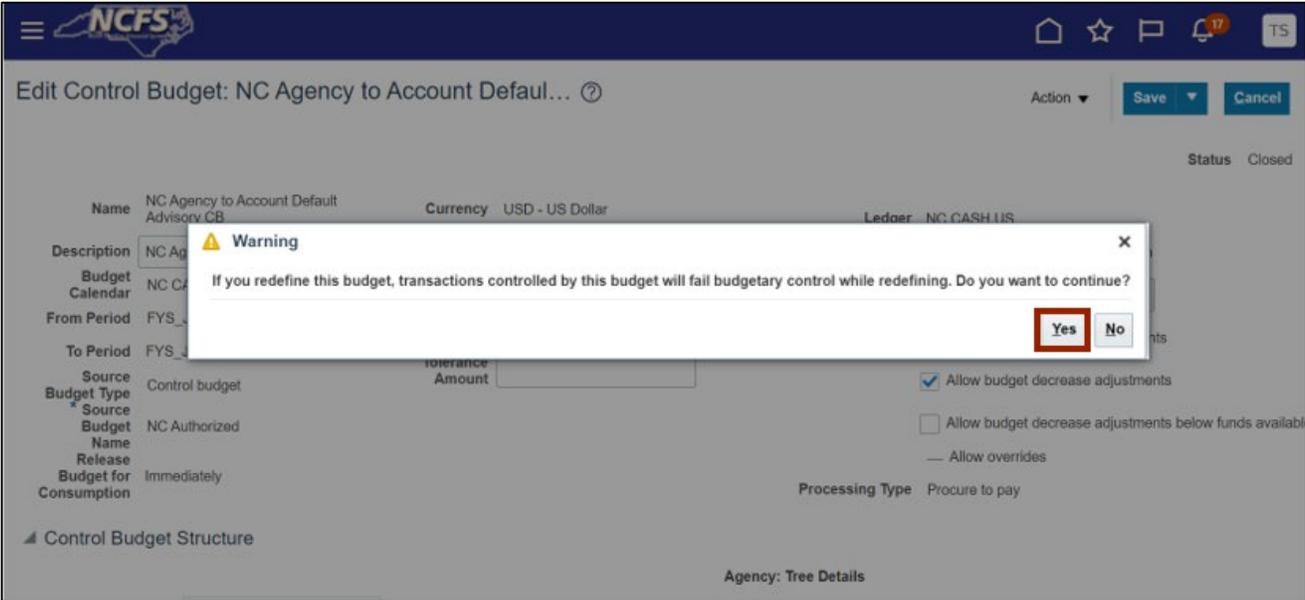
9. A *Warning* pop-up appears. Click the **Yes** button.



10. Click the *Action* drop-down choice list again and select the **Redefine** option.

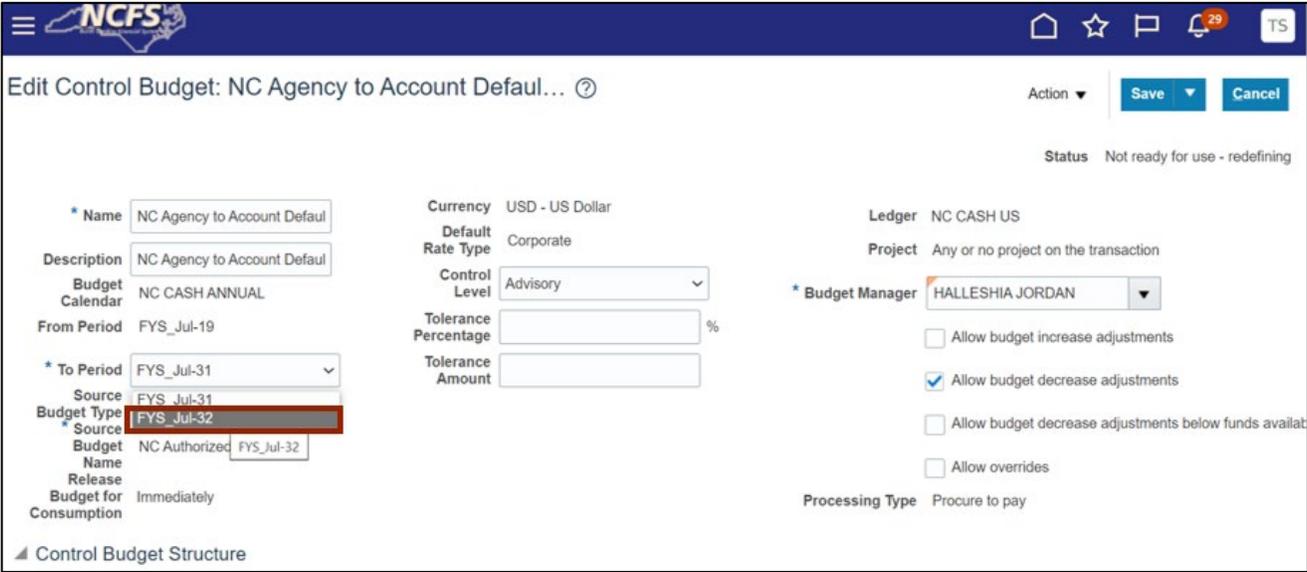


11. A *Warning* pop-up appears. Click the **Yes** button.



12. Select the most recent period from the ***To Period** drop-down choice list.

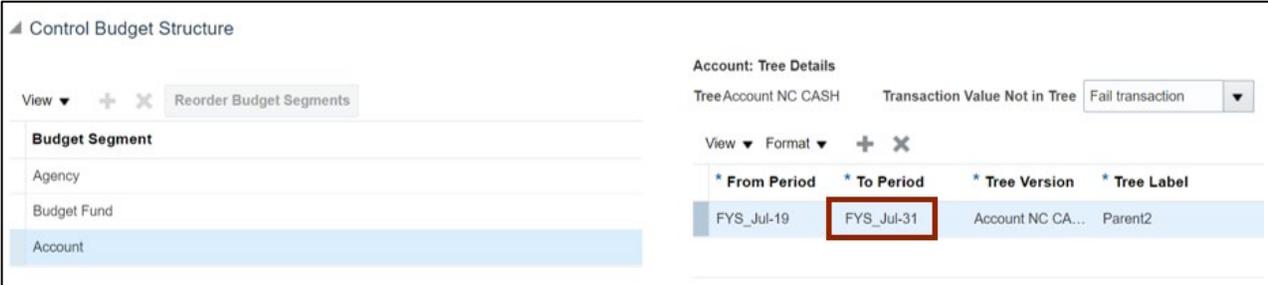
In this example, we choose **FYS_Jul-32**.



13. In the **Control Budget Structure** section, Click the **Account** tab.



14. A new line appears under the **Agency: Tree Details** section. Click the ***To Period** tab to activate it.



15. Choose the most recent period from the ***To Period** drop-down choice list. In this example, we choose **FYS_Jul-32**.

Control Budget Structure

View + × Reorder Budget Segments

Budget Segment

Agency
Budget Fund
Account

Account: Tree Details

Tree Account NC CASH Transaction Value Not in Tree Fail transaction

View + ×

* From Period	* To Period	* Tree Version	* Tree Label
FYS_Jul-19	FYS_Jul-31	Account NC C	Parent2
	FYS_Jul-19		
	FYS_Jul-20		
	FYS_Jul-21		
	FYS_Jul-22		
	FYS_Jul-23		
	FYS_Jul-24		
	FYS_Jul-25		
	FYS_Jul-26		
	FYS_Jul-27		
	FYS_Jul-28		
	FYS_Jul-29		
	FYS_Jul-30		
	FYS_Jul-31		
	FYS_Jul-32		

Supplemental Rules

View + × 🔍

Enabled	Name	Description	Con	Tolerance (%)	Tolerance Amount (USD)
<input checked="" type="checkbox"/>	Account Type Exclusion Filter		None	FYS_Jul-32	

16. Click the **Save** button.

Edit Control Budget: NC Agency to Account Default...

Action Save Cancel

Status Not ready for use - redefining

* Name NC Agency to Account Default

Description NC Agency to Account Default

Budget Calendar NC CASH ANNUAL

From Period FYS_Jul-19

* To Period FYS_Jul-32

Source Control budget

Budget Type NC Authorized

Release Immediately

Budget for Consumption

Currency USD - US Dollar

Default Rate Type Corporate

Control Level Advisory

Tolerance Percentage %

Tolerance Amount

Ledger NC CASH US

Project Any or no project on the transaction

* Budget Manager HALLESHIA JORDAN

Allow budget increase adjustments

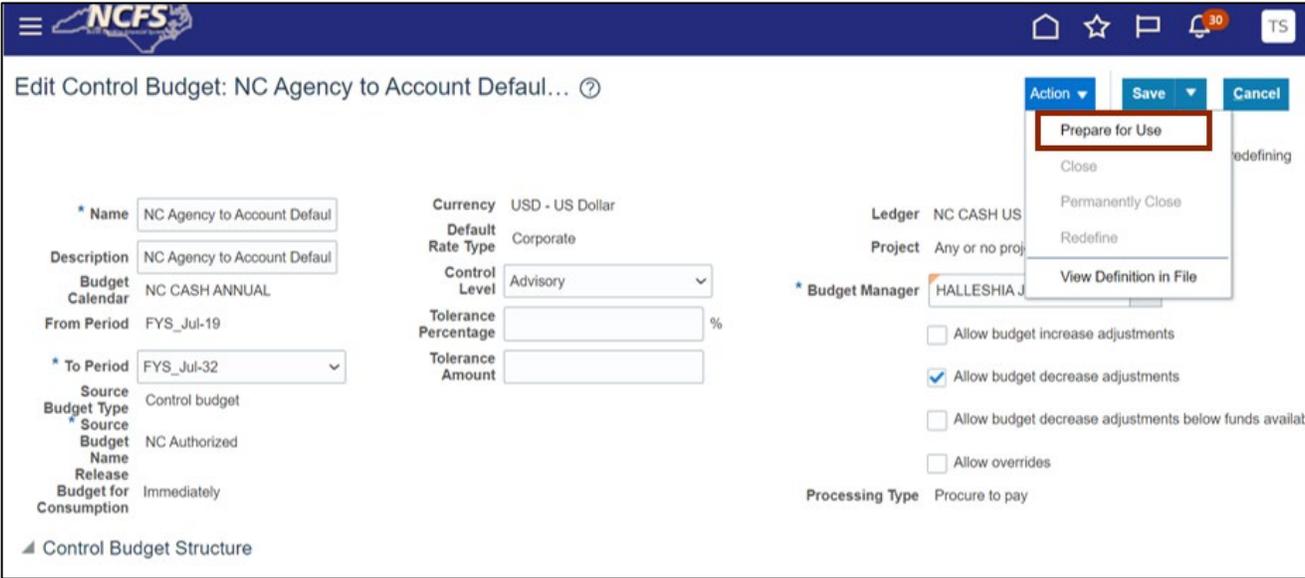
Allow budget decrease adjustments

Allow budget decrease adjustments below funds availat

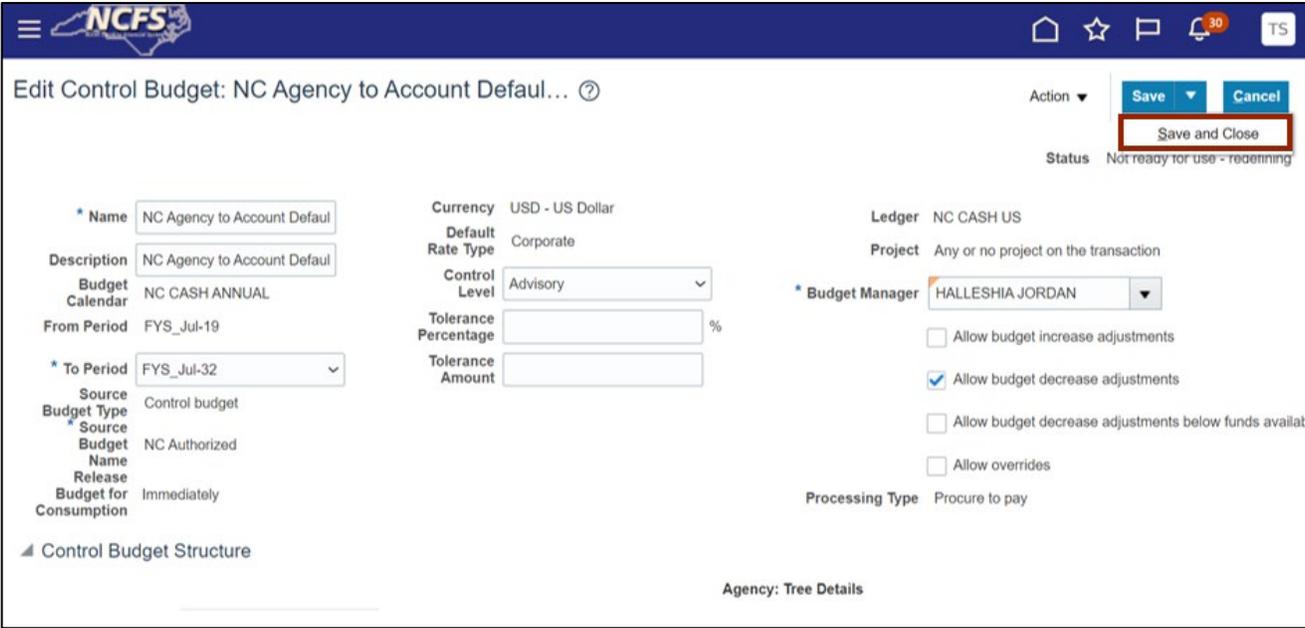
Allow overrides

Processing Type Procure to pay

17. Click the *Action* drop-down choice list again and select the **Prepare for Use** option.



18. Click the **Save and Close** from the **Save** button.



19. A *Confirmation* pop-up appears. Click the **OK** button. You are re-directed to the **Manage Control Budgets** page.



Wrap-Up

Setup Budget Periods using the steps above, by updating tracking option in Control Budget, adding years in NC Cash US Calendars and NC Cash Annual calendars for Funds checking control budgets, and biennium year to control budgets (NC Appropriations, NC Authorized, NC Certified, NC LTD, and Funds-Checking CB).