



APPROPRIATION TRANSFER BUDGET INTERFACE RECONCILIATION REPORT QUICK REFERENCE GUIDE BUD-2

BUD

The purpose of this Quick Reference Guide is to explain how to generate the Appropriation Transfer Budget Interface Reconciliation Report in the NCFS Cash Management System.

Introduction and Overview

This Quick Reference Guide (QRG) covers the navigation to the Integrated Budget Information System (IBIS) Appropriation Transfer Budget Interface Reconciliation Report and how to generate the report output. This report provides Budget users information on how to view and reconcile General Fund appropriations that have interfaced from IBIS to the North Carolina Financial System (NCFS). This report is used to validate that appropriation transfers are accurately uploaded into NCFS from IBIS.

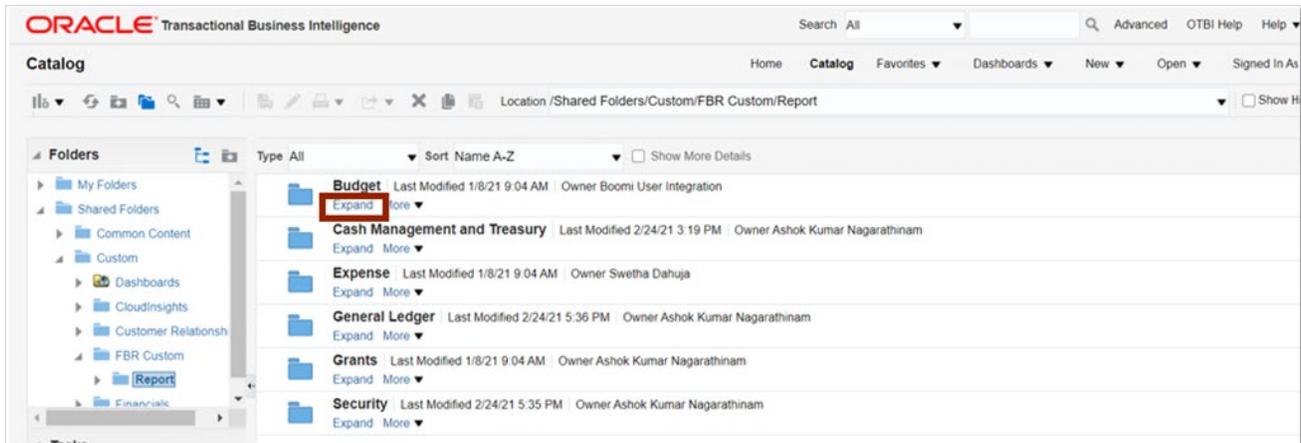
<p>NCFS Reports General Navigation Note</p> 	<p><i>Note: For more information on how to navigate to the NCFS Reports Catalog from the Home Page, please review the Navigating to NCFS Reports QRG.</i></p>
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Navigating to the Report

IBIS Appropriation Transfer Budget Interface Reconciliation Report

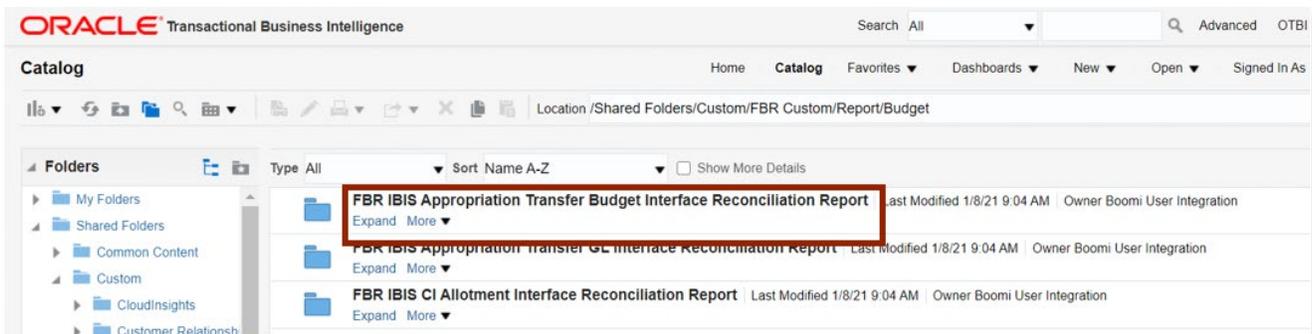
To navigate to the IBIS Appropriation Transfer Budget Interface Reconciliation Report, please follow the steps below.

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



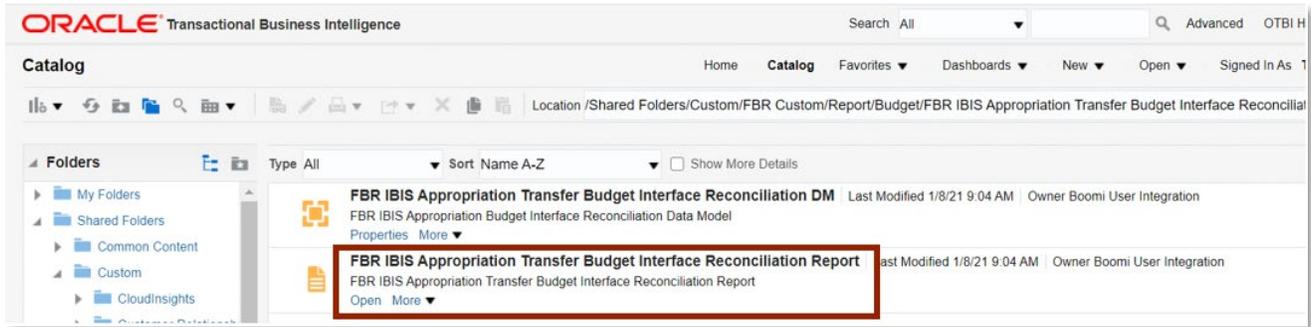
Budget Reports

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



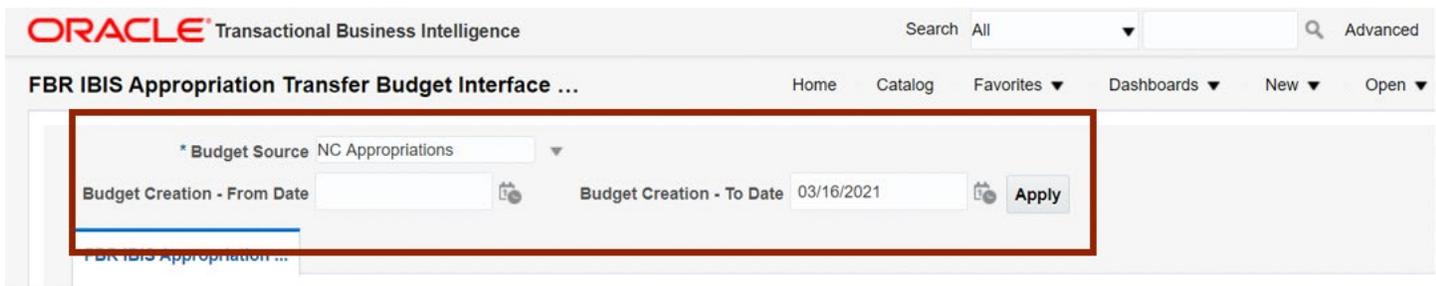
The FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report on the Budget Reporting Screen

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



The FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report

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



The FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report Parameters

 **User Tip: The Budget Source drop-down only allows users to select NC Appropriations.**

FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report

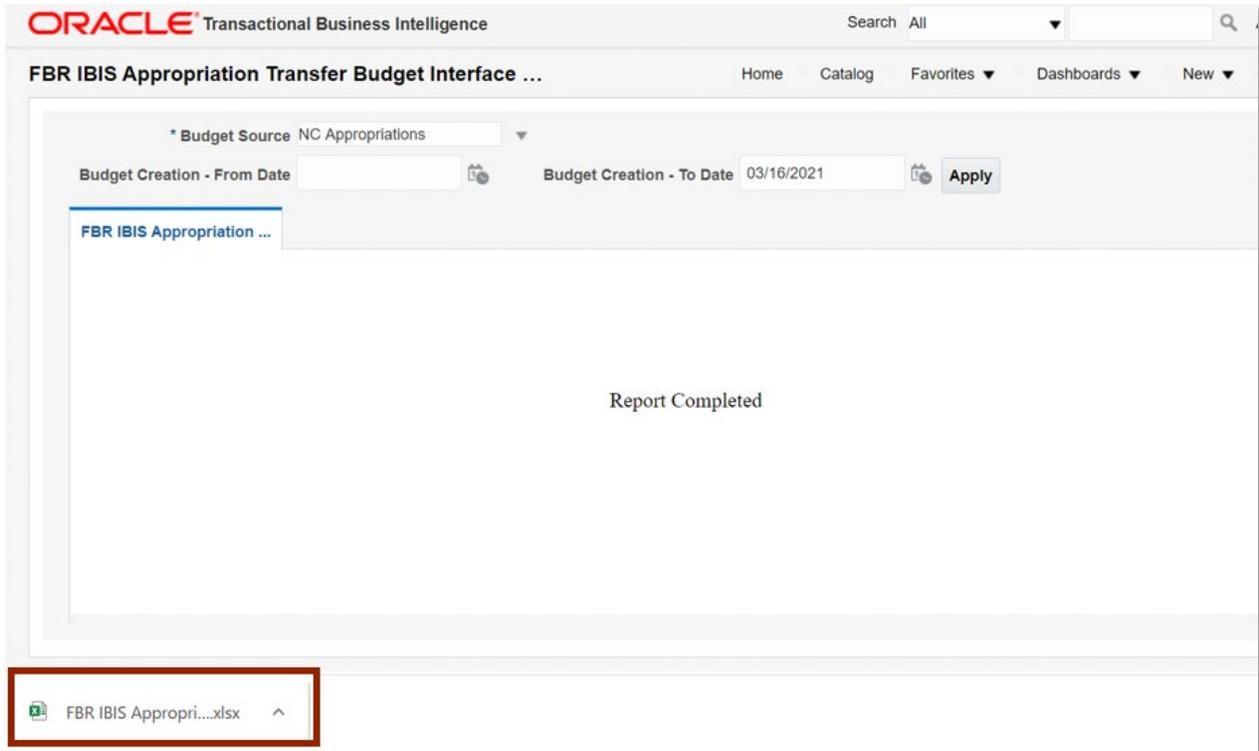
To navigate to the report output, please follow the steps below.

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



QRG BUD-2 – Appropriation Transfer Budget Interface Reconciliation Report

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



The FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report Output

2. The FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report is generated into Microsoft Excel. The reports show users the control budget tab.

North Carolina Financial System
Office of State Controller
IBIS Appropriation Transfer Budget Interface Reconciliation Report
03/16/2021 12:16:31

Parameters
Control Budget: NC Appropriations
From Date: 09/01/2020
To Date: 03/16/2021

Source Application	Control Budget	Data Set	Import Mode	Status	Period	Currency	Batch Creation	Line Number	Amount	Context	Revision Type	Revision Number	Budget Code	Journal Entry Number	Approval Date	Interface Filename	Agency	Budget Fund
Other	NC Appropriations	FY2020 TYPE C Appropriations Transfer AGENCY U60 TIME 10 29 2020 - 04 54 33	Increment	COMPLETED	Mar-20	USD	10092020	1	244,692.00	IBIS Details	CI	110002	4103	040003	03/09/2020	CSC_AKA_C058N-IBD06_06_Incl_202011_0309200016_Test_Incl_20	1860	04303
Other	NC Appropriations	FY2020 TYPE C Appropriations Transfer AGENCY U60 TIME 10 29 2020 - 08 20 01	Increment	COMPLETED	Feb-20	USD	10092020	1	244,692.00	IBIS Details	CI	110002	4103	040003	03/09/2020	CSC_AKA_C058N-IBD06_06_Incl_202011_0309200016_Test_Incl_20	1860	04303
Other	NC Appropriations	FY2020 TYPE General Fund Appropriations Transfer AGENCY 2000 TIME 10 29 2020 - 08 20 01	Increment	COMPLETED	Apr-20	USD	10092020	2	333,812.00	IBIS Details	General Fund	030384	14460	010247	04/27/2020	CSC_AKA_C058N-IBD06_06_Incl_202011_0309200016_Test_Incl_20	2000	04460
Other	NC Appropriations	FY2020 TYPE C Appropriations Transfer AGENCY R00 TIME 10 29 2020 - 04 54 33	Increment	COMPLETED	Mar-20	USD	10092020	2	-244,692.00	IBIS Details	CI	110002	4103	040003	03/09/2020	CSC_AKA_C058N-IBD06_06_Incl_202011_0309200016_Test_Incl_20	1900	043703
Other	NC Appropriations	FY2020 TYPE General Fund Appropriations Transfer AGENCY U60 TIME 10 29 2020 - 08 20 01	Increment	COMPLETED	Apr-20	USD	10092020	3	7,000.00	IBIS Details	General Fund	110091	60260	010248	04/29/2020	CSC_AKA_C058N-IBD06_06_Incl_202011_0309200016_Test_Incl_20	1800	06060
Other	NC Appropriations	FY2020 TYPE General Fund Appropriations Transfer AGENCY U750 TIME 10 29 2020 - 08 20 01	Increment	COMPLETED	Apr-20	USD	10092020	4	7,000.00	IBIS Details	General Fund	110043	60075	010248	04/29/2020	CSC_AKA_C058N-IBD06_06_Incl_202011_0309200016_Test_Incl_20	1750	06075

Control Budget

The FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report Fields

Report Field Name	Report Field Description
Source Application	This field displays the source of the interfaced record. Since IBIS is an external system interfacing into Oracle, this field will display Other always.
Control Budget	This field displays the Control Budget the transaction posted to in NCFS.
Data Set	This field displays the budget entry name in NCFS' Budgetary Control module.
Import Mode	This field displays how the budget entry adjusts the budgeted appropriation balances in NCFS' Budgetary Control module. The options are Increment and Overwrite. Increment will add or subtract from the current budgeted appropriations. Overwrite will replace the current budgeted appropriations with the transaction amount.
Status	This field displays the current status of the transaction at the time the report was generated.
Period	This field displays the accounting period in which the transaction occurred.
Currency	This field displays the type of currency or system of money that that was used for the transaction.
Batch Creation	This field displays the date on which the batch was created.
Line Number	This field displays the line in which the transaction is captured in the report.
Amount	This field displays the transaction amount.
Context	This field indicates that the remaining fields are generated directly from the IBIS Interface file.
Revision Type	This field displays the type of budget adjustment made in NCFS' Budgetary Control module.
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 Entry Number	This field displays the journal entry number generated in IBIS, if applicable.
Approval Date	This field displays the date the transaction was approved in IBIS.
Interface Filename	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 NCFS budget fund, which is a chart of account segment that serves as the primary balancing segment.

Wrap Up

All Appropriations budget transfers must be approved in IBIS before being imported to NCFS' Budget Execution Module for tracking and managing. Users should review the Appropriation Transfer Budget Interface Reconciliation Report when seeking to review the General Fund, as well as Capital Improvement appropriations.

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 NCFS Reports
- 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 GL Interface Reconciliation Report