

The purpose of this Quick Reference Guide is to explain how to navigate to and generate the General Fund Cash Balance Report in the North Carolina Financial System (NCFS).

## Introduction and Overview

This Quick Reference Guide (QRG) covers the navigation to the General Fund Cash Balance Report and how to generate the report output. The General Fund Cash Balance Report provides Cash Management/Budget users with the account balance information [deposits/allotments, disbursements (requisitions) and transfers] in "Posted" status in the North Carolina Financial System (NCFS). This report also allows Cash Management/Budget users the ability to view available funds which includes appropriations and allotments for General Fund Budget Codes.

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

# Navigating to the General Fund Cash Balance Report

To navigate to the General Fund Cash Balance Report, please follow the steps below.

1. Click **Expand** in the Cash Management and Treasury Section.

	Business Intelligence	Search Al	Ú <sup>A</sup>	•	Q, Adva	nced OTBI He	ilp Help 🔻
Catalog	•	ome Catalog	Favorites +	Dashboards 👻	New 🔻	Open 🔻	Signed In As
Ib • 🤄 🛅 🦄 🖄 •	🐘 🖉 🗁 👻 🖝 🗙 🍈 🐁 Location /Shared Folders/Custom/FBR Cust	m/Report				•	Show H
- Folders 🗄 🛅	Type All Show More Details						
My Folders Shared Folders Common Content Custom Custom FBR Custom FBR Custom FBR Custom Custom Custom FBR Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Custom Cu	Budget Last Modified 1/8/21 9.04 AM Owner Boomi User Integration Expand More       Cash Management and Treasury Last Modified 2/24/21 3:19 PM Own Expand More       Expand More       General Ledger Last Modified 2/24/21 5:36 PM Owner Ashok Kumar Nag Expand More       Grants Last Modified 1/8/21 9:04 AM Owner Ashok Kumar Nagarathinam Expand More       Security Last Modified 2/24/21 5:35 PM Owner Ashok Kumar Nagarathinam Expand More	er Ashok Kumar Ni rrathinam	agarathinam				

### Cash Management and Treasury Reports



2. Click **Expand** under the FBR General Fund Cash Balance Report.

	business Intelligence	Search All	Q Advanced OTBI Help +
Catalog		Home Catalog Favorites <b>v</b> Dashboards	✓ New ✓ Open ✓ Signed In As
Ilà • 🤂 🛅 🎦 🤇 🏛 •	🖺 🌶 🔤 🔻 🗁 🗙 🏨 🎼 Location /Shared Folders/Custom/FBR	Custom/Report/Cash Management and Treasury	Show Hick
🔺 Folders 🔚 🖿	Type All   Sort Name A-Z  Show More De	etails	
My Folders	Expand More V	TOTAT 2.04 AM CONTRE ASSOC NUMBER REGENERATION	
Shared Folders     Common Content	FBR Daily Transfer Report Last Modified 1/8/21 9:04 AM Owner. Expand More ▼	Ashok Kumar Nagarathinam	
Custom     CloudInsights	FBR Deposits Report Last Modified 1/8/21 9:04 AM Owner Ashok Expand More ▼	Kumar Nagarathinam	
Customer Relationsh     FBR Custom     FBR Custom     m Report	FBR DST STIF Interface Reconciliation Report Last Modified Expand More ▼	1/8/21 9:04 AM Owner Ashok Kumar Nagarathinam	
	FBR General Fund Cash Balance Report   Last Modified 1/8/21 9 Expand More	9:04 AM Owner Ashok Kumar Nagarathinam	
Budget	- EDD Internal Transfer Exceptions Deport Lest Medified 10/24	0-04 AM Ouiner Ashels Kiimer Masarathinam	

### The FBR General Fund Cash Balance Report on the Cash Management Screen

3. Click **Open** under the FBR General Fund Cash Balance Report.

ORACLE Transactional Business Intelligence					Search All	,	•	Q, A	dvanced	OTBI Help
Catalog				Home	Catalog	Favorites <b>v</b>	Dashboards 🔻	New 🔻	Ope	in 🔻 Sij
16 - 9 in 🔓 🤇 📾	•	除え 日本 日本	🗙 🏨 🎼 Location /Shar	red Folders/Custom/FBR Custom/Rep	oort/Cash M	lanagement and	Treasury/FBR Ge	neral Fun	d Cash Ba	alance 🗸 🛛 (
∡ Folders	ia.	Type All	✓ Sort Name A-Z	Show More Details						
My Folders     My Folders     Shared Folders	-	FBR Gene Data Model f Properties	ral Fund Cash Balance DM or General Fund Cash Balance R More ▼	Last Modified 1/8/21 9:04 AM Owner A Report	Ashok Kumar	Nagarathinam				
Custom CloudInsights		FBR Gene General Fun Open Edit	ral Fund Cash Balance Rep d Cash Balance Report More ▼	Dort Last Modified 1/8/21 9:04 AM Own	ner Ashok Kı	umar Nagarathina	m			
Customer Relations	sh									

### The FBR General Fund Cash Balance Report

4. Select the desired Agency, Budget Code Type and Date. Then click [APPLY].

	actional Business Intel	ligence			Search All		·
FBR General Fund Ca	sh Balance Report			Home	Catalog	Favorites <b>v</b>	Dashboards
Age	ncy All		5				
Budget C	ode All						
Pe	riod Current Period	×	Apply				
FBR General Fung Ca	SIL B						

The FBR General Fund Cash Balance Report Parameters



## General Fund Cash Balance Report Output

To navigate to the General Fund Cash Balance Report output, please follow the steps below.



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

RACLE Transaction	onal Business Intelligen	ce			Search All		•
BR General Fund Cash B	Balance Report			Home	Catalog	Favorites <b>v</b>	Das
Agency	All	Ψ.					
Budget Code	All	*					
Period	Current Period	* Apply					
FBR General Fund Cash B.							
			Report Completed				
EBR General Fund xlsx	~						
Land Contractor Section 1 Section 120							

#### Generating the FBR General Fund Cash Balance Report

2. Review the General Fund Cash Balance Report.

	NCFS		North C Off General I	arolina Fina ice of State Co Fund Cash Ba 03/16/2021 03:33:4	ncial System ontroller lance Report <sup>16 PM</sup>				
Parameters									
Agency	All								
Budget Code	All								
Period	Mar-21								
Agency	Agency Description	Budget Code	Budget Code Description	Adjusted	Unallotted	Allotments	Receipts YTD	Expenditures YTD	Unexpended
				Appropriation	Appropriation				Allotted Balance
0100	THE GENERAL ASSEMBLY	11000	GENERAL ASSEMBLY- GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	0.00	0.00	0.00	0.00	160,523.32	(160,523.32)
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12001	AOC- INDIGENT DEFENSE	0.00	0.00	0.00	0.00	180,799.36	(180,799.36)
0300	OFFICE OF THE GOVERNOR	13000	OSBM-GOV. OFFICE-GENERAL	0.00	0.00	0.00	(1,625,000.00)	0.00	(1,625,000.00)
0300	OFFICE OF THE GOVERNOR	13001	GOV OFFICE-SPECIAL PROJECTS	0.00	0.00	0.00	(100,000.00)	500,000.00	(600,000.00)
0300	OFFICE OF THE GOVERNOR	13005	OFF OF STATE BUDGET AND	0.00	0.00	0.00	0.00	0.00	0.00
Ge	General Fund Cash Balance								

The FBR General Fund Cash Balance Report Output



Report Field Name	Report Field Description
Agency	This field displays the agency code assigned to the organization.
Agency Description	This field displays the Agency Name.
Budget Code	This field displays the agency budget code for the transaction displayed.
Budget Code Description	This field displays the budget code title.
Adjusted Appropriation	This field displays the original appropriations adjusted for budgetary transfers.
Unallotted Appropriation	This field displays the amount of adjusted appropriations that has not been allotted.
Allotments	This field displays the total fiscal year-to-date allotments for each General Fund.
Receipts YTD	This field displays the total amount of Deposits and Transfers-In for the fiscal year to date.
Expenditure YTD	This field displays the total amount of Disbursements and Transfers-Out for the fiscal year to date.
Unexpended Allotted Balance	This field displays the budget code cash balance.

# Wrap Up

The purpose of the General Fund Cash Balance Report is to provide the detailed general fund cash balances posted to the specific cash account by Budget code

# **Additional Resources**

For more information on the Cash Management Reports. Please review the following materials:

# Web-Based Training (WBT)

• None

## Instructor Led Training (ILT)

• GL 100: Journal Entry

### Quick Reference Guides (QRGs)

- Navigating to NCFS Reports
- Cash Availability Report
- Daily Disbursements Report
- Deposits Report
- General Fund Appropriation Expenditures and Balances Report
- CI Cash Balance Report

