

The purpose of this Quick Reference Guide is to explain how to navigate to and generate the Daily Disbursements Report in the North Carolina Financial System.

#### Introduction and Overview

This Quick Reference Guide (QRG) covers the navigation to the Daily Disbursement Report and how to generate the report output. The Daily Disbursements Report provides information regarding posted and unposted disbursement entries for the day by journal batch, budget code, and agency. The purpose of this report is to provide two views (summary and detailed) of the disbursement totals (requisitions) submitted daily. The summary part of this report provides posted disbursement totals by Budget Code type. The detailed tab of this report provides the detailed transaction information regarding disbursement journals created for the specified date range by budget code. The summary tab contains POSTED transactions while the detail also may contain unposted disbursement if the report is run for "All" Journal Statuses. This report is run by the journal batch creation date and not the approval or posting date. Users also are able to add this report as a favorite in NCFS, which makes it readily available and eliminates the navigation path.

NCFS Reports General Navigation Note

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.

User Tip: All first-time users should ensure at login, the browser cache is empty prior to initiating the logon sequence.

### Navigating to the Daily Disbursements Report

To navigate to the Daily Disbursement Report, please follow the steps below.

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



	Business Intelligence Search All V Advanced OTBI Help	Help 🔻
Catalog	Home Catalog Favorites ▼ Dashboards ▼ New ▼ Open ▼ Sigr	ned In As
lb▼ છ 🖻 🖺 ৎ 🖮 ▼	🐘 🥒 🖂 👻 🗁 🛪 🐞 🐘 Location /Shared Folders/Custom/FBR Custom/Report	] Show Hi
- Folders	Type All Vice Sort Name A-Z Vice Show More Details	
My Folders	Budget Last Modified 1/8/21 9.04 AM Owner Boomi User Integration Expand More	
Common Content	Cash Management and Treasury Last Modified 2/24/21 3:19 PM Owner Ashok Kumar Nagarathinam	
Dashboards	Expense   Last Modified 1/8/21 9:04 AM   Owner Swetha Dahuja Expand More	
<ul> <li>CloudInsights</li> <li>Customer Relationshi</li> </ul>	General Ledger   Last Modified 2/24/21 5:36 PM   Owner Ashok Kumar Nagarathinam Expand More ▼	
FBR Custom	Grants Last Modified 1/8/21 9:04 AM Owner Ashok Kumar Nagarathinam Expand More ▼	
Financials	Security   Last Modified 2/24/21 5:35 PM   Owner Ashok Kumar Nagarathinam Expand More ▼	

Cash Management and Treasury Reports

2. Click **Expand** under the FBR Daily Disbursements (Requisition) Report.

	telligence Sea	arch All 🔻	Q Advanced	OTBI Help Help <b>v</b> Sign Out
Catalog	Home	Catalog Favorites V Dasht	boards  Vew	Open  Signed In As QRG
լեւ Յ 🖬 🐚 🤉 🖩 🗸 🗎	🔹 🗁 🛪 🐞 🖷 🛛 Location /Shared Folders/Cus	tom/FBR Custom/Report/Cash Manag	ement and Treasury	▼ Show Hidden Items
∡ Folders E in Type All	▼ Sort Name A-Z ▼ Show	w More Details		
My Folders	FBR Cash Control Account Trial Balance Report La Expand More ▼	ist Modified 1/8/21 9:04 AM Owner Ashol	k Kumar Nagarathinam	*
Common Content	FBR CI Cash Balance Report   Last Modified 1/8/21 9:04. Expand More ▼	AM Owner Ashok Kumar Nagarathinam		
CloudInsights	FBR Daily Cash Position Report Last Modified 1/8/21 9 Expand More ▼	:04 AM Owner Ashok Kumar Nagarathina	am	
Customer Relationshi     FBR Custom	FBR Daily Cash Transaction Detail Report Last Mode	fled 1/8/21 9:04 AM   Owner Ashok Kumar	r Nagarathinam	
∡ Tasks	FBR Daily Disbursements (Requisition) Report Las Expand More ▼	t Modified 1/8/21 9:04 AM   Owner Ashok H	Kumar Nagarathinam	
Cash Management and Treas	FBR Daily Transfer Report Last Modified 1/8/21 9:04 AM Expand More ▼	Owner Ashok Kumar Nagarathinam		_
Expand & Create Shortcut	FBR Deposits Report   Last Modified 1/8/21 9:04 AM   Own Expand More ▼	her Ashok Kumar Nagarathinam		

The FBR Daily Disbursement (Requisition) Report on the Cash Management Reporting Screen

3. Click **Open** under *FBR Daily Disbursements (Requisition) Report.* 



	Business Intelligence Search All 🔹 🔍 Q Advanced OTBI Help Help 🔻
Catalog	Home Catalog Favorites ▼ Dashboards ▼ New ▼ Open ▼ Signed In As
ilò 🕶 🧐 🖬 🍋 🤇 🏛 🔻	🐘 🧪 🖂 🔻 🕐 👻 💃 👫 Location /Shared Folders/Custom/FBR Custom/Report/Cash Management and Treasury/FBR [ 🗸 🗌 Show Hidder
Folders     My Folders     Shared Folders	Type All       Sort Name A-Z       Show More Details         FBR Daily Disbursements (Requisition) DM       Last Modified 1/8/21 9:04 AM       Owner Ashok Kumar Nagarathinam         FBR Daily Disbursements (Requisition) DM       Last Modified 1/8/21 9:04 AM       Owner Ashok Kumar Nagarathinam         Properties       More V       More V       Model
Content Content Custom Cloudinsights Customer Relationshi	FBR Daily Disbursements (Requisition) Report       Last Modified 1/8/21 9:04 AM       Owner Ashok Kumar Nagarathinam         FBR Daily Disbursements (Requisition) Report       Open Edit More ▼

The FBR Daily Disbursement (Requisition) Report

4. Select the desired Agency, Journal Status, Journal Creation- From Date and Journal Creation- To Date.

C		al Business Intelligence		Sear	rch All	•	Q Advanced OT	BI Help Help 🔻
FE	R Daily Disbursements (I	Requisition) Report		Home Cat	talog Favorites <b>v</b>	Dashboards <b>v</b>	New ▼ Open ▼	Signed In As
	Agency	All	Ŧ					
	Journal Status	All	*					
	Journal Creation - From Date	01/21/2021	Journal Creation - To Date	01/22/2021	Contraction Apply			
	FBR Daily Disbursements							9 ≔ ⊡▼

The FBR Daily Disbursement (Requisition) Report Parameters



User Tip: The Journal Status parameters allow users to see either just unposted disbursements, just posted disbursements, or all disbursements for the journal creation date range.

5. Click [APPLY] to run the Daily Disbursement Report.



	onal Business Intelligence		Searc	h All	•	Q Advanced	OTBI Help	Help 🔻
FBR Daily Disbursements	(Requisition) Report		Home Cata	log Favorites <b>v</b>	Dashboards <b>v</b>	New <b>v</b> Op	en 🔻 Sig	ined In As
Agen	y All	Ŧ						
Journal State	IS All	Ŧ						
Journal Creation - From Da	te 01/21/2021	Journal Creation - To Date	01/22/2021	C Apply				
FBR Daily Disbursements.	•						9 ji	₩ exi ▼

Generating the FBR Daily Disbursement (Requisition) Report Output

#### Daily Disbursement Report Output

To navigate to the Daily Disbursement Report output, please follow the steps below.

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

					Search All	•		Q A
FBR Daily Disbursements (	Requisition) Re	oort		Home	Catalog Fav	vorites <b>v</b>	Dashboards 🔻	New 🔻
Agency	All		•					
Journal Status	All		Ŧ					
Journal Creation - From Date	01/21/2021	Ë©	Journal Creation - To Date	01/22/2021	Ċ.	Apply		
FBR Daily Disbursements								
			Report Complete	d				
BR Daily Disbursexls								

The FBR Daily Disbursement (Requisition) Report Output

2. Users can click the **Summary** or **Disbursement Details** tabs.



# QRG CM-06 – Daily Disbursements Report

,	AutoSave 💽 🖪 🍤 🗸 🖓	∽	) Report_FBR Daily Disbursements (Requisition) XLS Template (4).xls $$ - Compatibility
F	ile <mark>Home</mark> Insert Dra	aw Page Layout Formulas Data Revi	riew View Deloitte Tools Help Acrobat 🔎 Search
Pa	Garamond Garamond B I U ~ H lipboard S Font	$\begin{array}{c c} \bullet & \bullet & \bullet \\ \bullet & \bullet & \bullet & \bullet \\ \bullet & \bullet & \bullet &$	eneral S ~ % 9 50 00 Number ⊠ Styles Cells Conditional Format as Cell Formating ~ Table ~ Styles ~ Cells Conditional Format as Cell Format ~ Cell Format ~ Cell Format ~ Cell Format ~ Cell Format ~ Cell
A1	13 • : × 🗸	<i>f</i> <sub>x</sub> 10000-19899	
	А	В	C D E F G H I J
1	NCCC	North Carolina Financial Sy	vstem
2	NCFS.	Office of State Controller	r
2	North Carolina Financial System	Daily Disbursements (Requisition	n) Beport
3 4		01/22/2021 10:49:42 AM	n) Report
5		01/22/2021 10:19:12 1141	
6	Parameters		
7	Agency	All	
8	Journal Status	All	
9	Journal Creation - From Date	01/21/2021	
10	Journal Creation - To Date	01/22/2021	
11			
12	Budget Codes	Budget Code Types	Posted Total
13	10000-19899	GENERAL FUND DEPARTMENTS	0.00
14	19900-19929; 19949-19999	TAX & NON-TAX REVENUE FUNDS	0.00
15		TOTAL CENTERAL PUND	0.00
10		IOTAL GENERAL FUND	0.00
18	19930-19948	GENERAL FUND RESERVES	0.00
19	20000-29999	SPECIAL REVENUE FUNDS	0.00
20	30000-39999	FEDERAL FUNDS	0.00
21	40000-49999	CAPITAL IMPROVEMENT FUNDS	0.00
22	50000-59999	ENTERPRISE FUNDS	0.00
23	60000-69999	TRUST AND AGENCY FUNDS	0.00
24	70000 70000	INTERCOTERATION CERTICE	0.00
_	<b>Summary</b> Disburs	ement Details (+)	: •

#### The Summary tab in the FBR Daily Disbursement (Requisition) Report

# 3. The **Disbursement Details** tab is pictured below.

Parameters Agency Journal Status Journal Creation - Fri Journal Creation - Tr	At A	I	North Carolina Finar Office of State Co Daily Disbursements (Req 02/23/2021 04:20:5	ncial System ntroller uisition) Report 5 PM									
Agency	Agency Description	Budget	Budget Code Description	Budget Code Type	Disbursement	Budget Code	Total Amount	Effective	Posting	Journal Batch	Journal Category	Journal Batch	Approval Status
1200	DEPARTMENT OF ADMINISTRATION	Code 24102	DOA-SPECIAL REVENUE	SPECIAL DEVENUE ELINDS	Account	Amount	Disbursed	Date 02/23/2021	Date	Emplormental	DAV-10-SPECIAL FUNDS	Status	Dejected
1300	DEPARTMENT OF ADMINISTRATION	24101	DOA SPECIAL FUNDS	SPECIAL REVENUE FUNDS	7000011	500.00	500.00	02/23/2021		Jess to approve	PAY-10-SPECIAL FUNDS	Unposted	Approved
∢ →   5	Summary <b>Disbursement</b>	Details	+					-				-	Þ

The Disbursement Details tab in the FBR Daily Disbursement (Requisition) Report

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



Report Field Name	Report Field Description
Agency	This field displays the agency code assigned to the organization.
Agency Description	This field displays a short description of what the organization is.
Budget Code	This field displays the agency budget code for the transaction displayed.
Budget Code Description	This field displays the budget code title.
Budget Code Type	This field displays the budget code type such as General Fund Department, Special Revenue, etc., based on the criteria outlined on the Summary tab.
Disbursement Account	This field displays the Disbursement Account that was entered in the Journal Line level Descriptive Flexfield (DFF).
Budget Code Amount	This field displays the amount of the disbursement of cash from the budget code for this transaction.
Total Amount Disbursed	This field displays the total cash disbursement amount for the transaction including any disbursement from another budget code for the transaction.
Effective Date	This field displays the accounting date that is entered when creating the journal entry.
Posting Date	This field displays the date the transaction was posted in the NCFS system.
Journal Batch	This field displays the journal batch name that was entered in the initial journal entry.
Journal Category	This field displays the journal category used for the transaction.
Journal Status	This field displays the Journal Batch Status.
Approval Status	This field displays the approval status of the transaction.

### Wrap Up

The Daily Disbursements Report provides information regarding status (Posted and Unposted transactions) entries for the day by journal batch, budget code and agency. The Journal Creation date parameters default to the prior day in the "From Date" and the current date in the "To Date." This report consists of two pages, a summary tab and Disbursements detail tab, to provide the disbursement detailed information. The summary tab contains only posted transactions while the disbursement details tab can show both posted and unposted based on the parameters set when the report was generated. This report will no longer generate at a set time of the day. Users should run ad-hoc as necessary.



# 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)

- Reporting in NCFS General Ledger Release 1
- Cash Availability Report
- Deposits Report
- Daily Transfer Report

