



DAILY DISBURSEMENTS REPORT

QUICK REFERENCE GUIDE CM-06

CM

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 disbursements (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.

<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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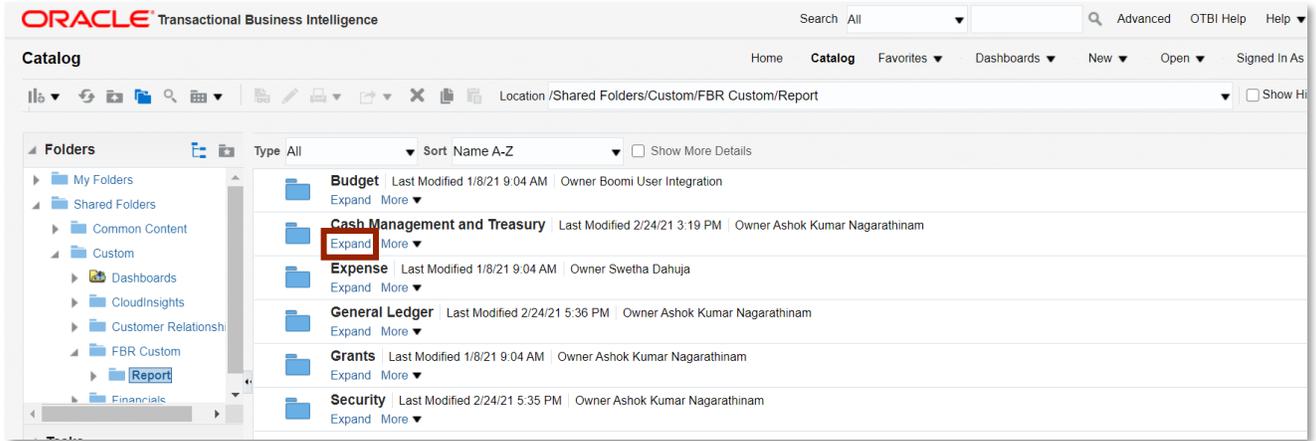


User Tip: All first-time users should ensure at login, the browser cache is empty prior to initiating the logon sequence.

Navigating to the Daily Disbursements Report

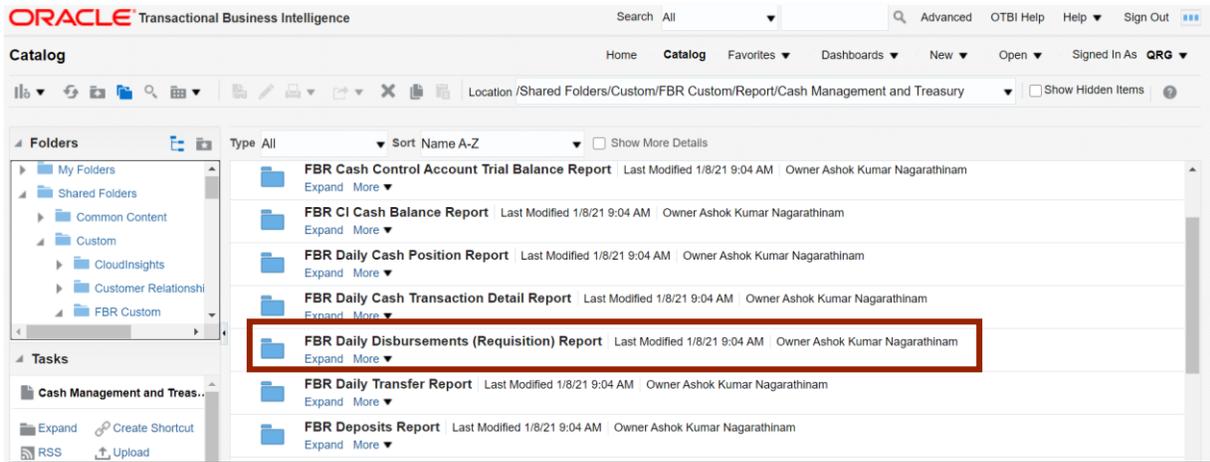
To navigate to the Daily Disbursement Report, please follow the steps below.

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



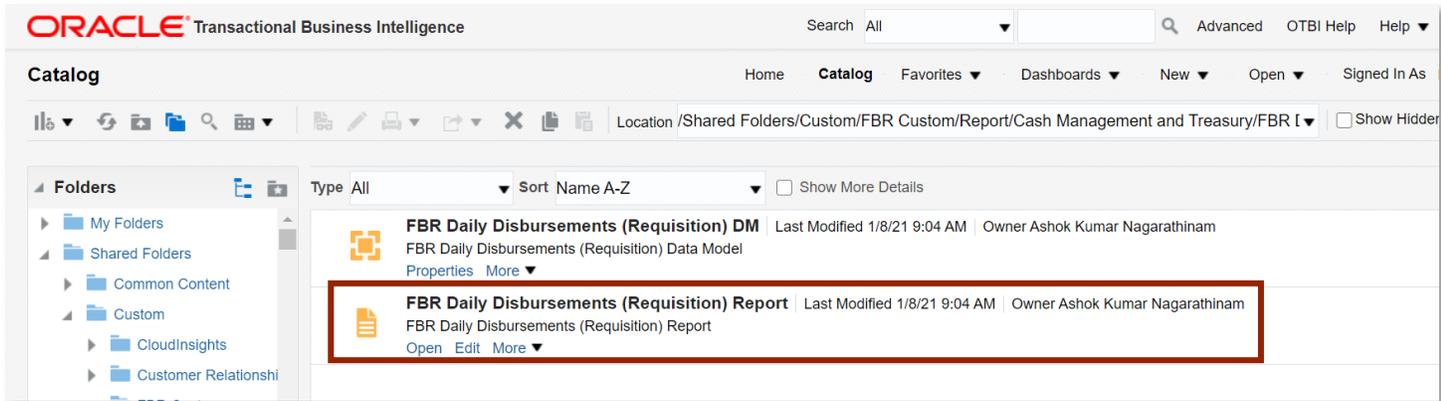
Cash Management and Treasury Reports

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



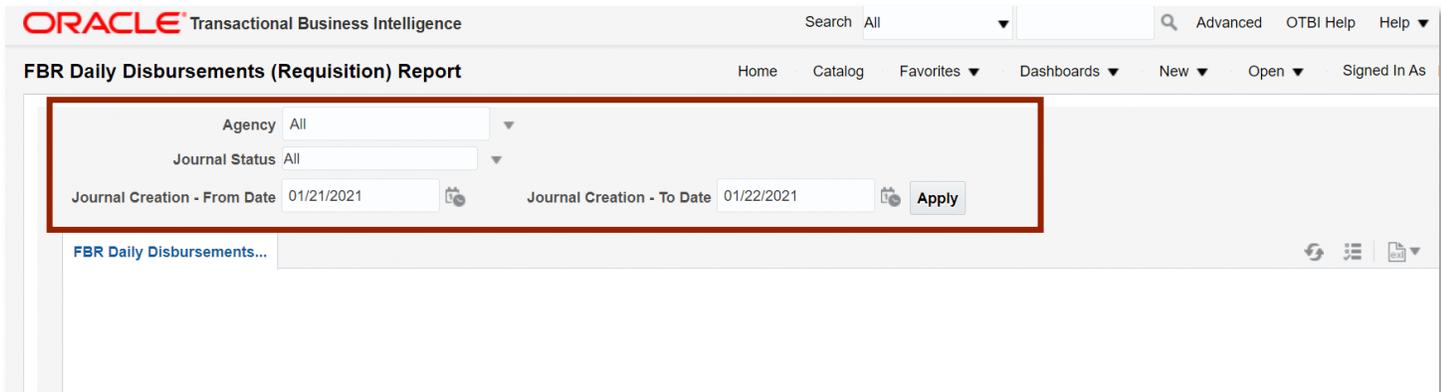
The FBR Daily Disbursement (Requisition) Report on the Cash Management Reporting Screen

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



The FBR Daily Disbursement (Requisition) Report

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

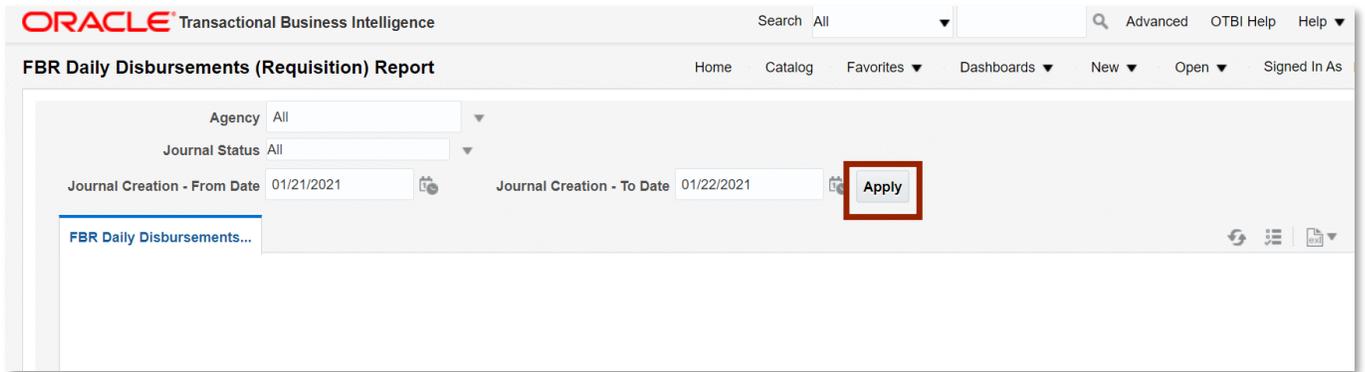


The FBR Daily Disbursement (Requisition) Report Parameters



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.

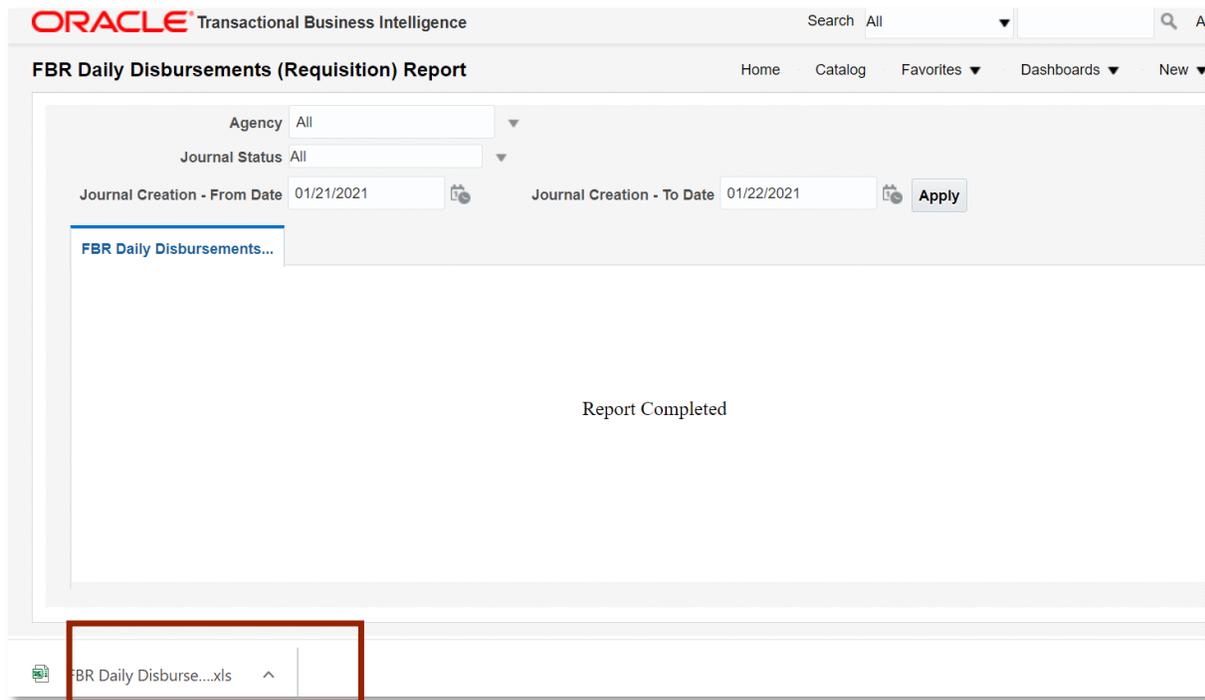


Generating the FBR Daily Disbursement (Requisition) Report Output

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**.



The FBR Daily Disbursement (Requisition) Report Output

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

AutoSave Off FBR Daily Disbursements (Requisition) Report_FBR Daily Disbursements (Requisition) XLS Template (4).xls - Compatibility...

File Home Insert Draw Page Layout Formulas Data Review View Deloitte Tools Help Acrobat Search

Clipboard Font Alignment Number Styles Cells

A13 10000-19899

North Carolina Financial System
Office of State Controller
Daily Disbursements (Requisition) Report
01/22/2021 10:49:42 AM

Parameters

Agency	All
Journal Status	All
Journal Creation - From Date	01/21/2021
Journal Creation - To Date	01/22/2021

Budget Codes	Budget Code Types	Posted Total
10000-19899	GENERAL FUND DEPARTMENTS	0.00
19900-19929; 19949-19999	TAX & NON-TAX REVENUE FUNDS	0.00
TOTAL GENERAL FUND		0.00
19930-19948	GENERAL FUND RESERVES	0.00
20000-29999	SPECIAL REVENUE FUNDS	0.00
30000-39999	FEDERAL FUNDS	0.00
40000-49999	CAPITAL IMPROVEMENT FUNDS	0.00
50000-59999	ENTERPRISE FUNDS	0.00
60000-69999	TRUST AND AGENCY FUNDS	0.00
70000-79999	INTERGOVERNMENTAL SERVICE	0.00

Summary Disbursement Details (+)

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

3. The Disbursement Details tab is pictured below.

North Carolina Financial System
Office of State Controller
Daily Disbursements (Requisition) Report
02/23/2021 04:20:55 PM

Parameters

Agency	All
Journal Status	All
Journal Creation - From	02/22/2021
Journal Creation - To	02/23/2021

Agency	Agency Description	Budget Code	Budget Code Description	Budget Code Type	Disbursement Account	Budget Code Amount	Total Amount Disbursed	Effective Date	Posting Date	Journal Batch	Journal Category	Journal Batch Status	Approval Status
1300	DEPARTMENT OF ADMINISTRATION	24102	DOA-SPECIAL REVENUE	SPECIAL REVENUE FUNDS	7000011	10.00	10.00	02/23/2021		EmailApproval	PAY-10-SPECIAL FUNDS	Unposted	Rejected
1300	DEPARTMENT OF ADMINISTRATION	24101	DOA-SPECIAL FUNDS	SPECIAL REVENUE FUNDS	7000011	500.00	500.00	02/23/2021		Jezz to approve	PAY-10-SPECIAL FUNDS	Unposted	Approved

Summary Disbursement Details (+)

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



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