



DEPOSITS REPORT

QUICK REFERENCE GUIDE CM-10

CM

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

Introduction and Overview

This Quick Reference Guide (QRG) covers the navigation to the Deposits Report and how to generate the report output. The Deposits Report provides information regarding posted and unposted deposit 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 cash deposits daily. The summary tab provides a summary of deposits posted for the period selected by Budget Code Type. The Deposit Details tab provides detailed information about deposits based on period and Journal Status selected. 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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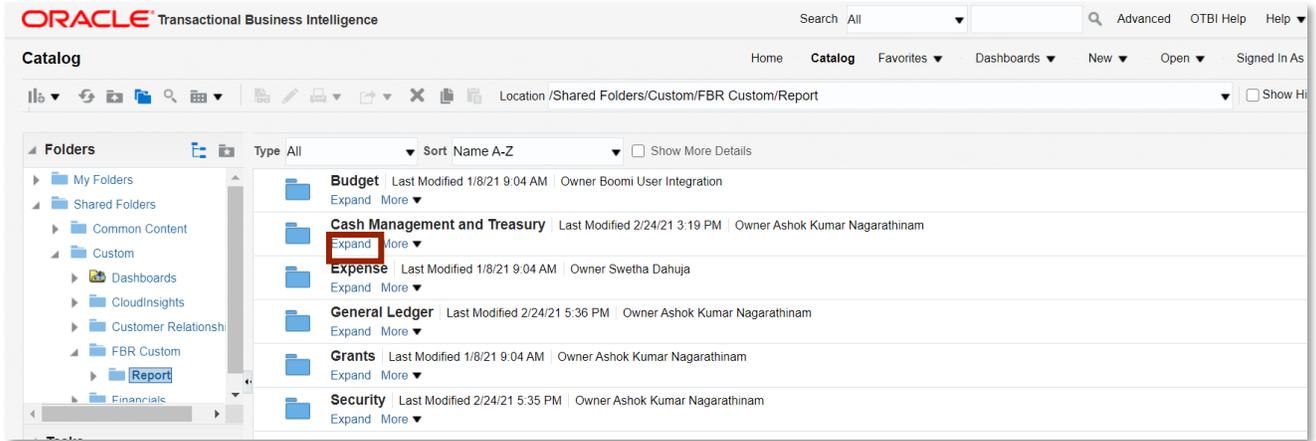


User Tip: All first-time users should ensure at login, the browser cache is empty prior to initiating the logon sequence.

Navigating to the Deposit Report

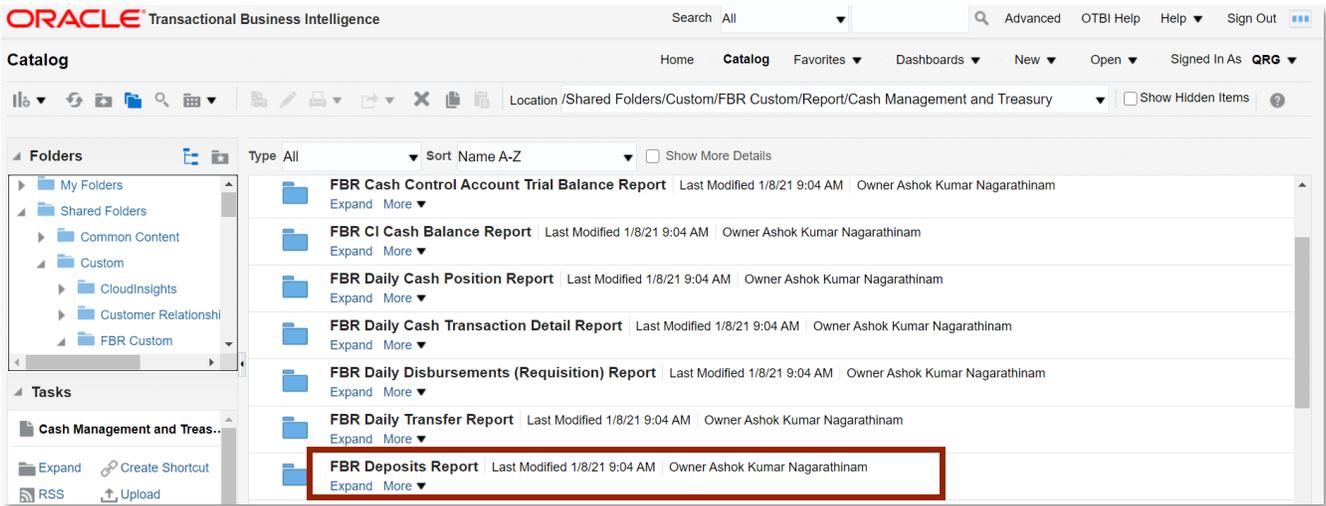
To navigate to the Deposits Report, please follow the steps below.

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



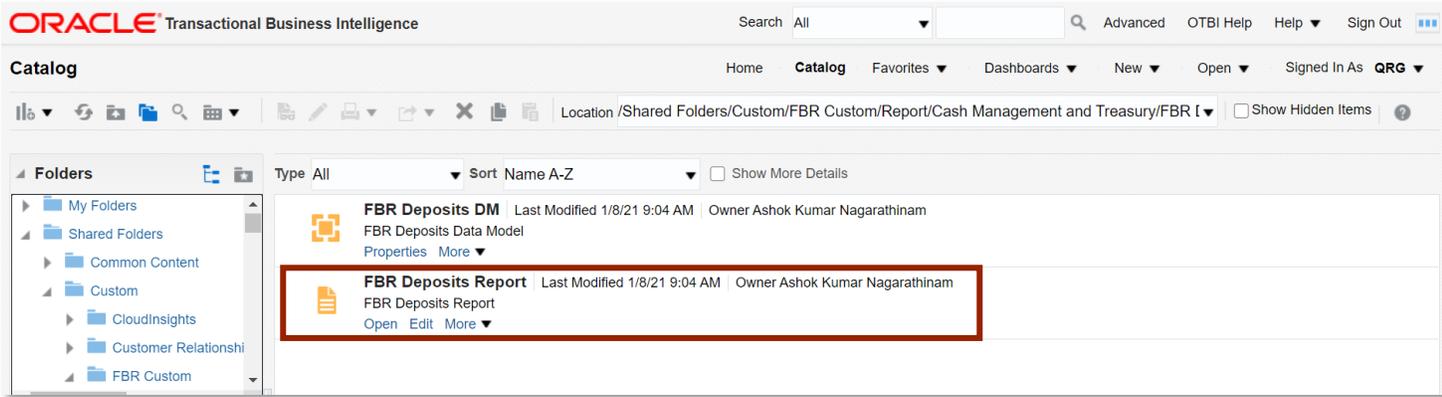
Cash Management and Treasury Reports

2. Scroll down and click **Expand** under the *FBR Deposits Report*.



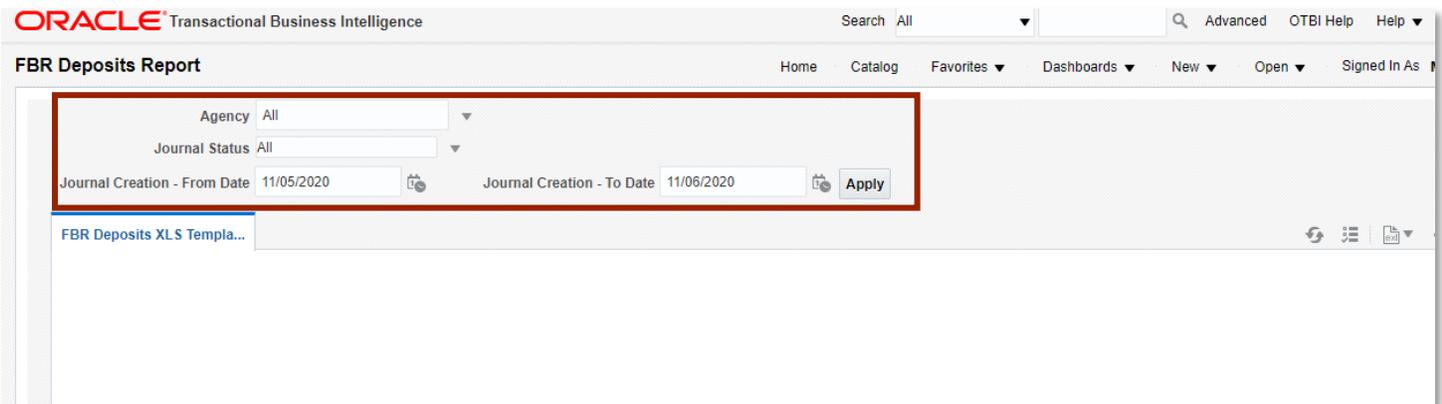
The FBR Deposits Report in the Cash Management Section

3. Click **Open** under *FBR Deposits Report*.



The FBR Deposits Report

4. Select the desired **Agency, Journal Status** and **Date**.

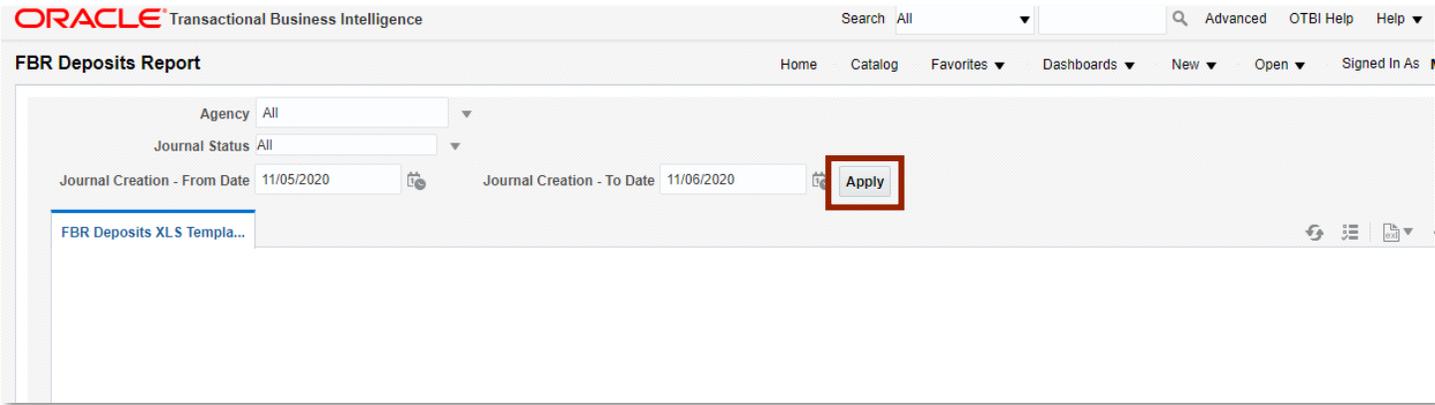


The FBR Deposits Report Parameters



User Tip: The Journal Status parameters allow users to see all unposted and posted transactions.

5. Click [APPLY] to run the Deposits Report.

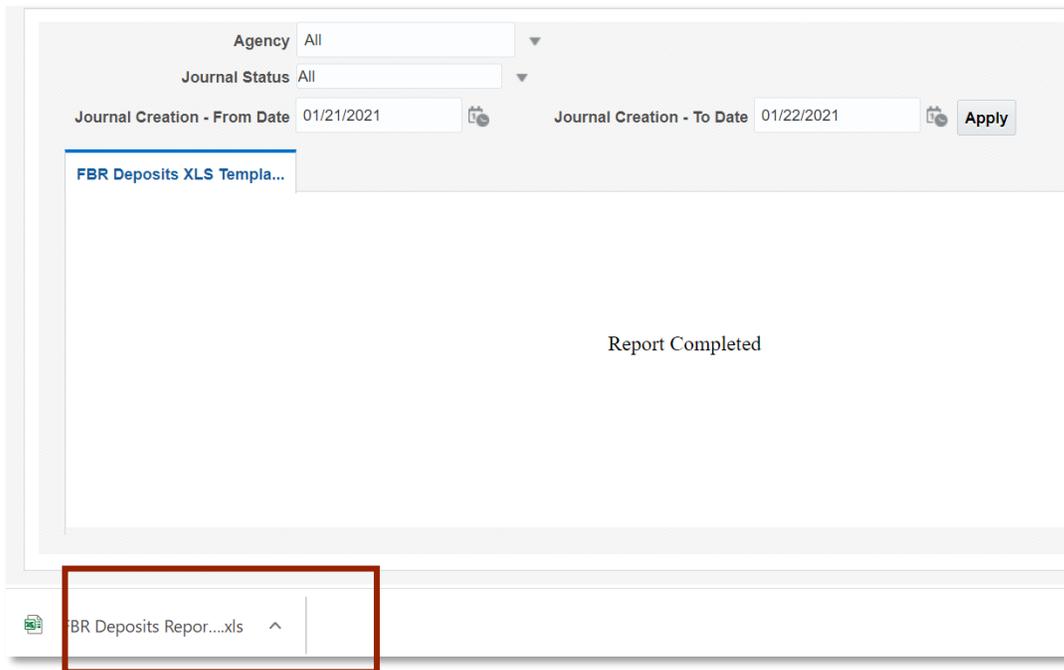


Generating the Deposits Report Output

Deposits Report Output

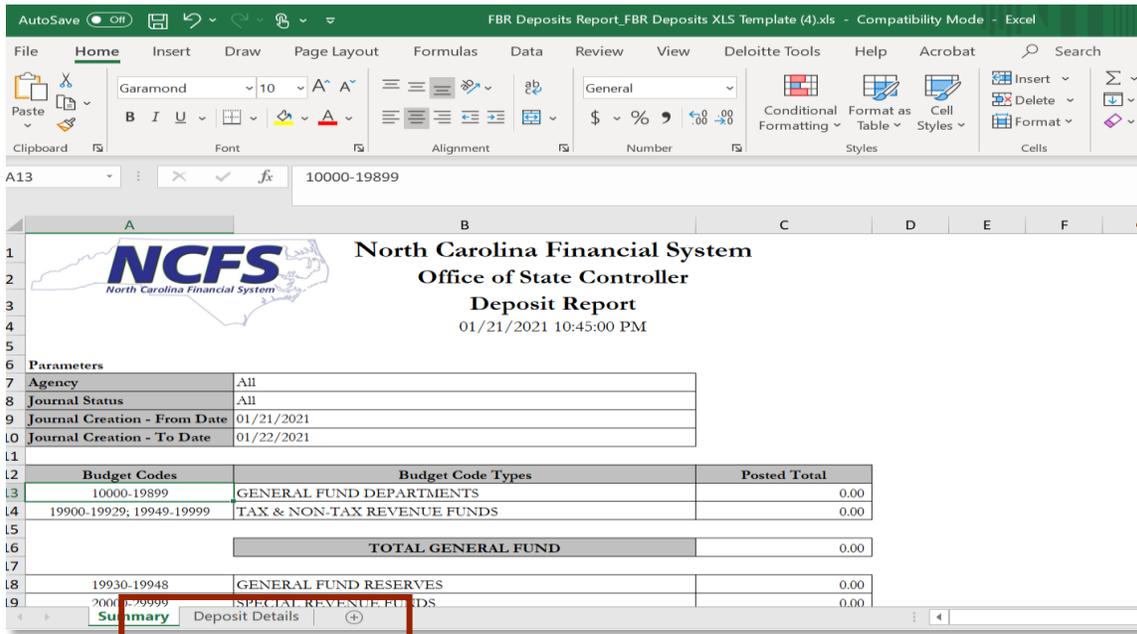
To navigate to the Deposits Report output, please follow the steps below.

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



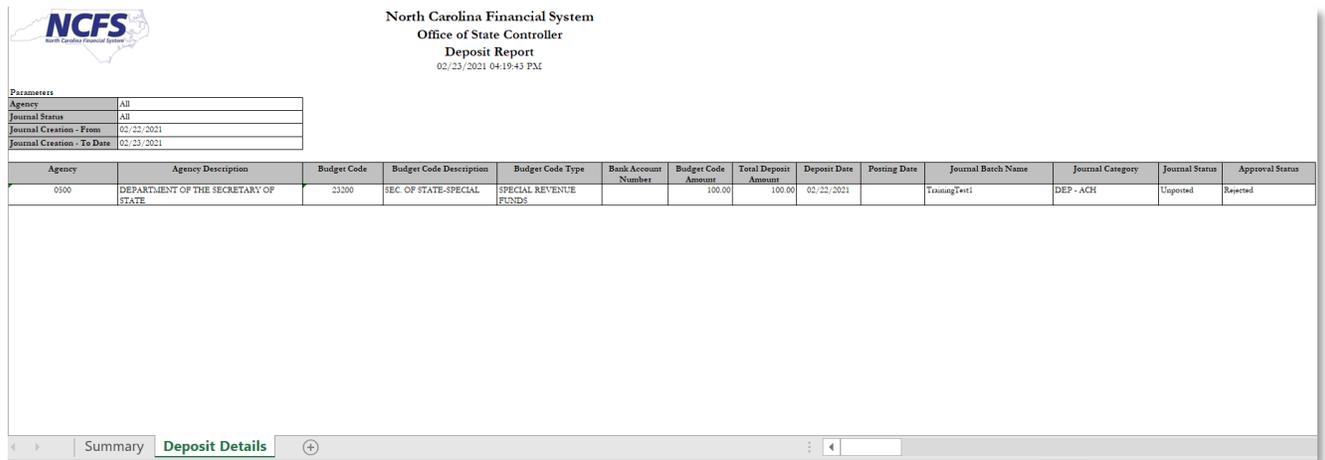
The Deposits Report Output

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



The Deposits Report in Microsoft Excel

3. The **Deposit Details** tab is pictured below.



The Deposit Details in the Deposits Report

Report Field Name	Report Field Description
Agency	This field displays the agency number.
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.
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.
Bank Account Number	This field displays the Bank Account Number associated with the organization Budget Code.
Budget Code Amount	This field displays the Debit – the Credit of the cash account in the journal line.
Total Deposit Amount	This field displays the total amount of the deposit for this journal batch.
Deposit 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 Name	This field displays the journal batch name that was entered during the initial journal entry. For interfaced deposits, the Journal Batch Name contains information representing the specific interface the transaction was received from.
Journal Category	This field displays the Journal Category chosen when the Journal was created.
Journal Status	This field displays if the transaction has been posted or is unposted.
Approval Status	This field displays the Approval Status of the Journal Batch.

Wrap Up

The Deposit Report provides summary and detailed information for deposits created within a specified date range. The details tab shows information on deposits by Journal batch, budget code, and agency. The report is in a Microsoft Excel format to allow users to take advantage of standard Microsoft Excel functionality. The Deposits Report is used frequently throughout the day by the Department of the State Treasurer (DST) to review deposits submitted for approval and check for errors. This report can be scheduled daily and can be sent to the user via email.

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
- Daily Disbursement Report
- Daily Transfers Report