



CAPITAL IMPROVEMENT (CI) CASH BALANCE REPORT QUICK REFERENCE GUIDE CM-27

CM

The purpose of Quick Reference Guide is to explain how to navigate to and generate the Capital Improvement (CI) Cash Balance Report.

Introduction

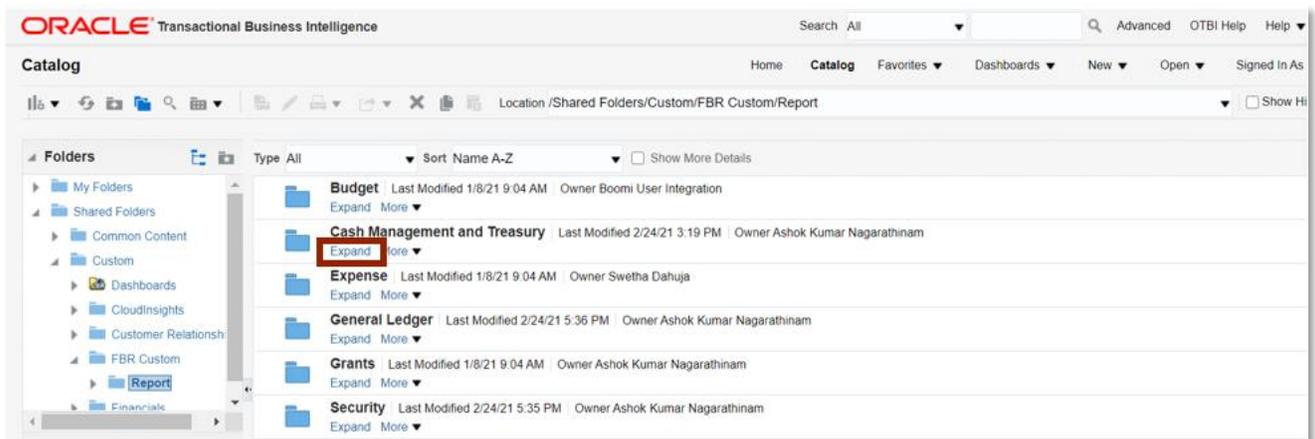
This Quick Reference Guide (QRG) covers the navigation to the Capital Improvement (CI) Cash Balance Report and how to generate the report output. The CI Cash Balance Report provides NCFS users the capital improvement balances for the allotted and unallotted cash by Budget code. This report provides CI balance information in Posted status in the North Carolina Financial System (NCFS).

<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

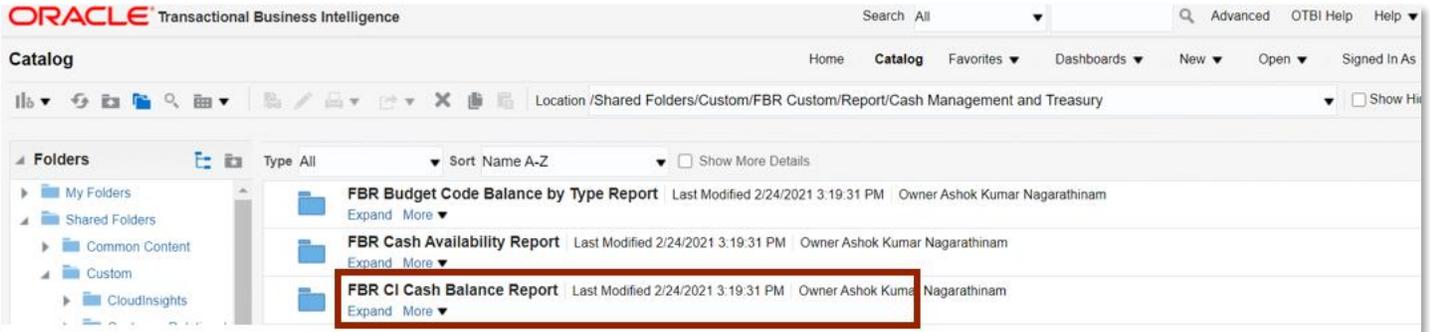
To navigate to the FBR CI Cash Balance Report, please follow the steps below.

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



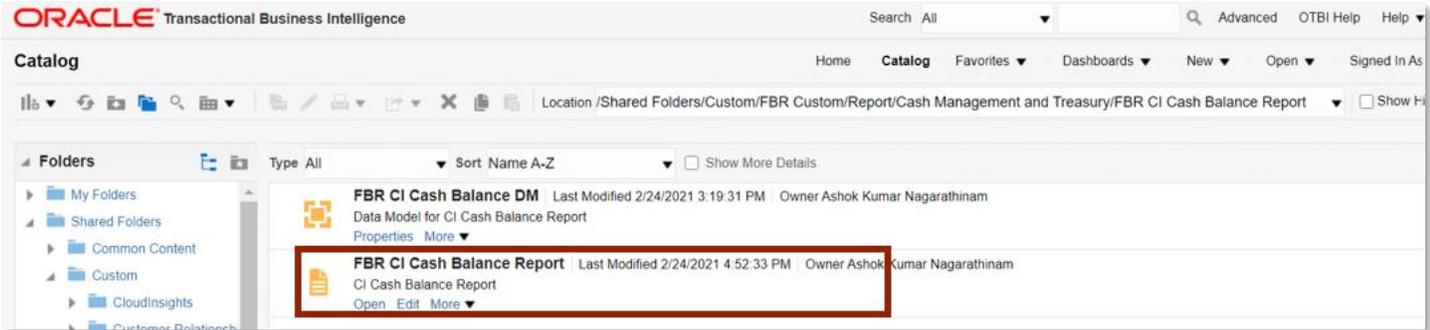
Cash Management and Treasury Reports

2. Click **Expand** under the *FBR CI Cash Balance Report*.



The FBR CI Cash Balance Report on the Cash Management Reporting Screen

3. Click **Open** under *FBR CI Cash Balance Report*.



The FBR CI Cash Balance Report

4. Select the desired *Agency*, *Budget Code* and *Period* dropdowns. Then click [APPLY].

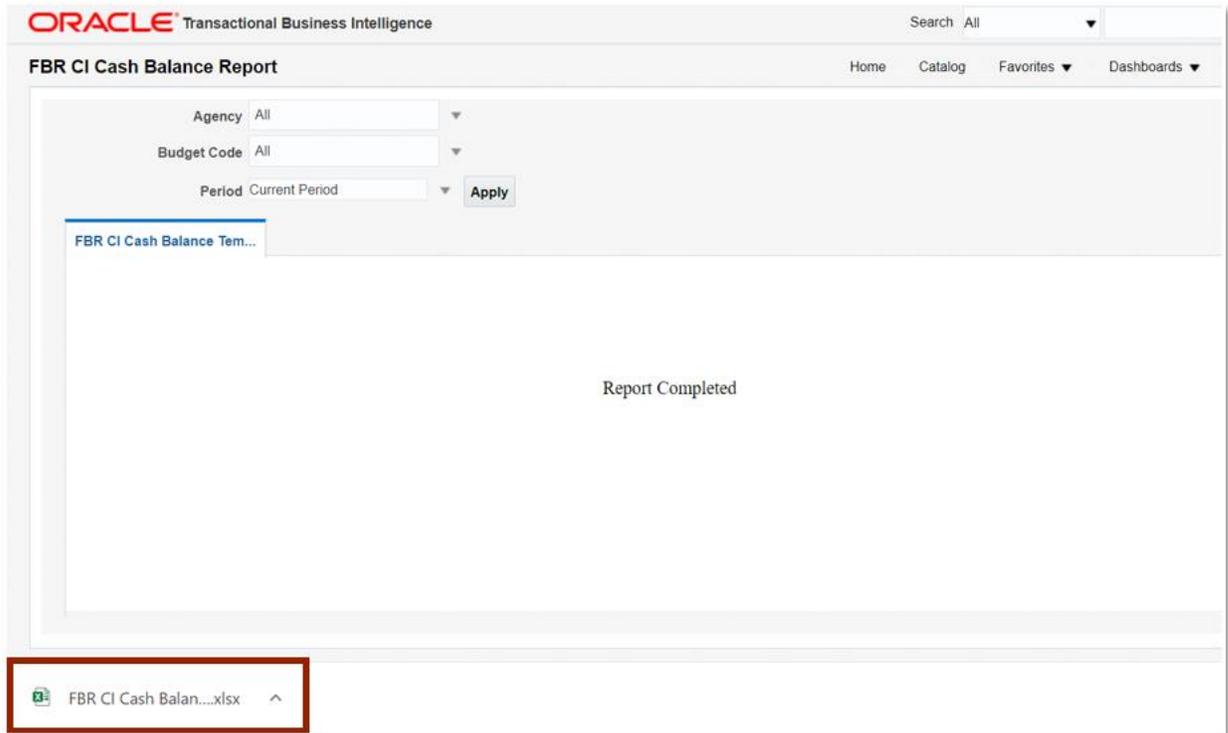


The FBR CI Cash Balance Report Parameters

CI Cash Balance Report Output

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

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



The FBR CI Cash Balance Report Output

2. The CI Cash Balance Report is generated into Microsoft Excel. Review the report details.


North Carolina Financial System
Office of State Controller
Capital Improvement Funds Availability Report
 02/25/2021 02:17:53 PM

Parameters

Agency	All
Budget Code	All
Period	Feb-21

Agency	Agency Description	Budget Code	Budget Code Description	Adjusted Appropriation	Allotments	Unallotted Appropriation	Receipts PTD	Expenditures PTD	Allotment Balance	Available Balance	Status
0100	THE GENERAL ASSEMBLY	40811	GENERAL ASSEMBLY - CI 2008	0.00	0.00	0.00	6,060,000.00	9,045,000.00	(2,985,000.00)	(2,985,000.00)	Open
0100	THE GENERAL ASSEMBLY	41511	NC GENERAL ASSEMBLY 2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0100	THE GENERAL ASSEMBLY	41811	NCGA CI 2018	0.00	5,030,000.00	(5,030,000.00)	0.00	0.00	5,030,000.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41358	WESTERN SCHOOL FOR THE DEAF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41361	DPI - 2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41364	GOVERNOR MOREHEAD SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41480	ENCSD - 2014 R&R GO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41550	EASTERN NC SCHOOL FOR THE DEAF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41552	NC CENTER FOR THE ADVANCEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41558	WESTERN NC SCHOOL FOR THE DEAF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41564	GOVERNOR MOREHEAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open

CI Funds Availability Report

The FBR CI Cash Balance Report Fields

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 amount of the original appropriations and adjustments net of budgetary transfers.
Allotments	This field displays the amount of appropriations allotted to a CI budget code.
Unallotted Appropriation	This field displays the amount remaining in the appropriations account.
Receipts PTD	This field displays the receipts recorded during the life of the project.
Expenditure PTD	This field displays the expenditures recorded during the life of the project.
Allotment Balance	This field displays the allotment balance left unspent.
Available Balance	This field displays the funds available to the project.
Status	This field displays as open or closed.

Wrap Up

The CI Cash Balance Report provides information regarding the availability of CI funds by agency budget code. The report lists posted budgetary and cash activity related to Capital Improvement (CI) funds (budget codes 4xxxx) on a Project-to-Date (PTD) basis. Budgetary and cash transactions are reported for the life of the project until closed. The report also indicates whether a CI fund has been inactivated, or closed, in the current year. The report provides all agencies a listing of summary activity and balances posted to NCFS by budget code. It is secured for agency access by agency number.

Additional Resources

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

Web-Based Training (WBT)

- None

Instructor Led Training

- GL 100: Journal Entry

Quick Reference Guides (QRGs)

- Navigating to the NCFS Reports
- Navigating to NCFS Reports
- Cash Availability Report



- Daily Disbursements Report
- Deposits Report
- General Fund Cash Balance Report
- Negative Budget Code Report