



BUDGET CODE BALANCE BY TYPE REPORT

QUICK REFERENCE GUIDE BUD-4

BUD

The purpose of this Quick Reference Guide is to explain how to navigate and generate the Budget Code Balance by Type Report in the NCFS Cash Management System.

Introduction and Overview

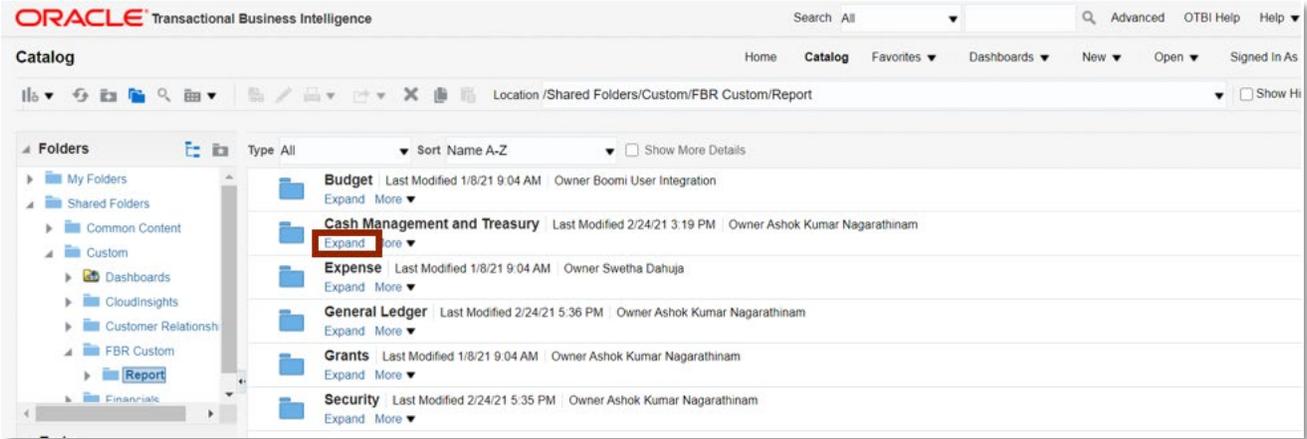
This Quick Reference Guide (QRG) covers the navigation to the “Budget Code Balance by Type Report” and how to generate the report output. The Budget Code Balance by Type Report provides information regarding Capital Improvement (CI) budget codes that are not general or capital improvement funds. Balances reported include year to date information (deposits, disbursements, and transfers) in “Posted” status in North Carolina Financial System (NCFS). Information is broken out by NCFS Organization Budget Code.

<p>NCFS Reports General Navigation Note</p> 	<p>Note: This user guide initiates navigation to the reports from the NCFS Reports Catalog. For more information on how to navigate to the NCFS Reports Catalog from the Home Page, please review the Navigating to NCFS Reports QRG.</p>
--	---

Navigating to the Budget Code Balance by Type Report

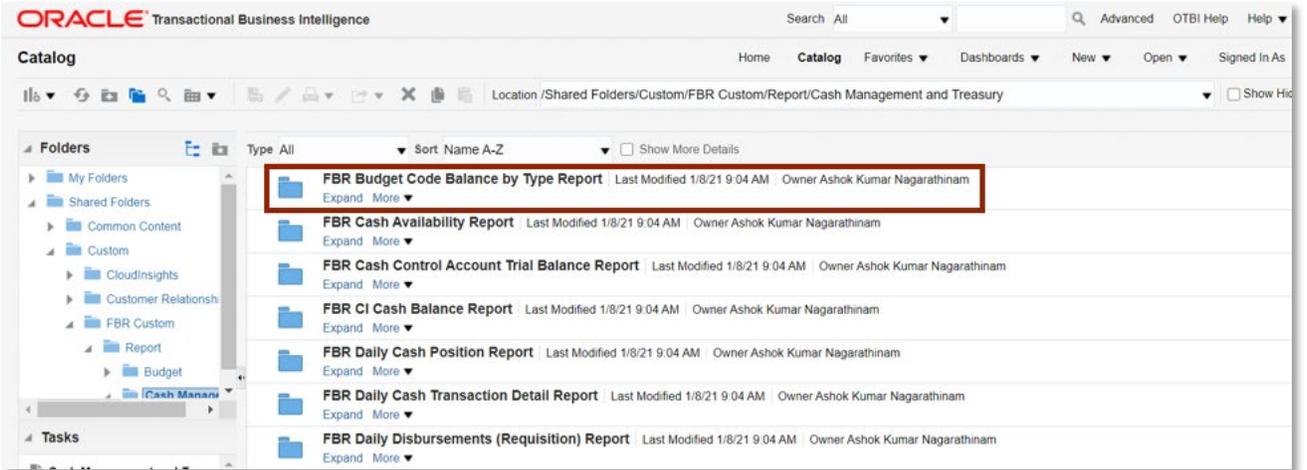
To navigate to the Budget Code Balance by Type Report, please follow the steps below.

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



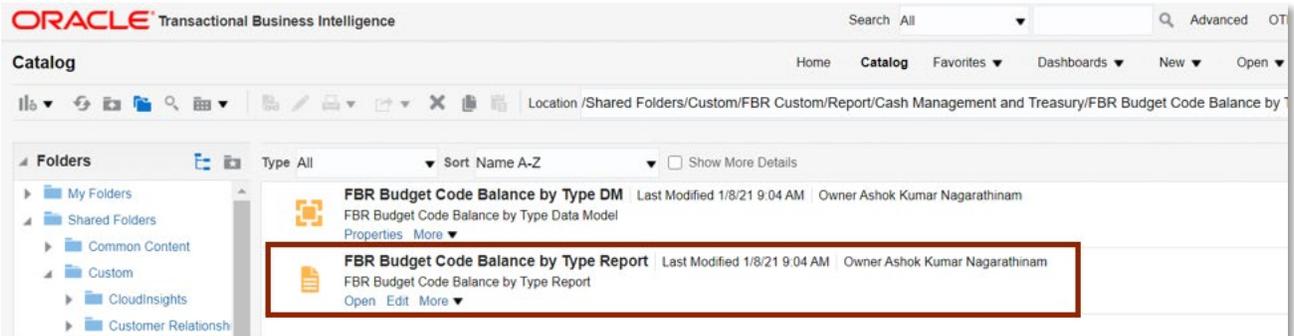
Cash Management and Treasury Reports

2. Click **Expand** under the FBR Budget Code Balance by Type Report.



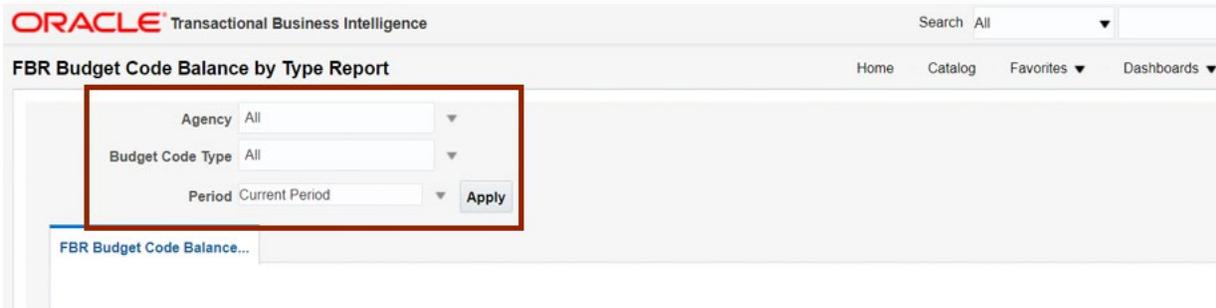
The FBR Budget Code Balance by Type Report on the Cash Management Screen

3. Click **Open** under the FBR Budget Code Balance by Type Report.



The FBR Budget Code Balance by Type Report

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



The FBR Budget Code Balance by Type Report Parameters



User Tip: Users can run the Budget Code Type by all funds or by institutional, special revenue, federal, enterprise, trust, internal service, and highway funds.



User Tip: Similar information regarding general fund budget codes can be obtained by running the FBR General Fund Cash Balance Report.

Balance Code Budget by Type Report Output

To navigate to the Budget Code Balance by Type Report output, please follow the steps below.

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

The screenshot shows the Oracle Transactional Business Intelligence (OTBI) interface. At the top, it says 'ORACLE Transactional Business Intelligence' with a search bar. Below that, the report title 'FBR Budget Code Balance by Type Report' is displayed. There are filters for 'Agency' (All), 'Budget Code Type' (All), and 'Period' (Current Period), along with an 'Apply' button. The main report area shows 'Report Completed'. In the bottom left corner, a download link 'FBR Budget Code...xlsx' is highlighted with a red box.

The FBR Budget Code Balance by Type Report Output

User Tip: When running the reports in Firefox, a popup window opens asking if you want to Open or Save the file.

QRG BUD-4 – Budget Code Balance by Type Report

2. Users can click the Summary or Budget Code Balance by Type tabs.

North Carolina Financial System
Office of State Controller
Budget Code Balance by Type Report
03/16/2021 03:38:26 PM

Parameters

Agency	All
Budget Code Type	All
Period	Mar-21

Budget Code Type	Beginning Balance	Receipts YTD	Expenditure YTD	Balance YTD
0-Institutional Funds	0.00	0.00	0.00	0.00
2-Special Revenue	1,000,000.00	19,002,400.00	6,223,666.09	13,778,733.91
3-Federal Funds	0.00	0.00	0.00	0.00
5-Enterprise Funds	0.00	0.00	49,391.13	(49,391.13)
6-Trust Funds	0.00	0.00	1,242,248.29	(1,242,248.29)
7-Internal Service	0.00	0.00	27,332.39	(27,332.39)
8-Highway Funds	1,000,000.00	35,000,000.00	50,000,000.00	(14,000,000.00)
Total	2,000,000.00	54,002,400.00	57,542,637.90	(1,540,237.90)

Summary Budget Code Balance by Type

The FBR Budget Code Balance by Type Summary Tab

3. The Budget Code Balance by Type tab is pictured below.

North Carolina Financial System
Office of State Controller
Budget Code Balance by Type Report
03/16/2021 03:38:26 PM

Parameters

Agency	All
Budget Code Type	All
Period	Mar-21

Agency	Agency Description	Budget Code	Budget Code Description	Budget Code Type	Beginning Balance	Receipts YTD	Expenditure YTD	Balance YTD
0100	THE GENERAL ASSEMBLY	21000	GENERAL ASSEMBLY SPECIAL FUND	2-Special Revenue	1,000,000.00	0.00	0.00	1,000,000.00
0200	ADMINISTRATIVE OFFICE OF THE COURTS	22001	AOC-SPECIAL FUND	2-Special Revenue	0.00	0.00	24,672.37	(24,672.37)
0200	ADMINISTRATIVE OFFICE OF THE COURTS	22004	AOC-RESERVE FOR SAFE ROADS	2-Special Revenue	0.00	0.00	0.00	0.00
0200	ADMINISTRATIVE OFFICE OF THE COURTS	22005	JUDICIAL-AOC-DA SPECIAL FUND	2-Special Revenue	0.00	0.00	0.00	0.00
0200	ADMINISTRATIVE OFFICE OF THE COURTS	22006	COURT INFORMATION TECH FUND	2-Special Revenue	0.00	0.00	27,338.91	(27,338.91)
0200	ADMINISTRATIVE OFFICE OF THE COURTS	22007	APPELLATE COURTS PRINTING & CO	2-Special Revenue	0.00	0.00	0.00	0.00
0200	ADMINISTRATIVE OFFICE OF THE COURTS	22008	AOC-SPECIAL REVENUE-GF	2-Special Revenue	0.00	0.00	0.00	0.00

Summary Budget Code Balance by Type

The FBR Budget Code Balance by Type Tab



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.
Budget Code Type	This field displays the budget code type (2-Special Revenue, 3-Federal Funds, etc.).
Beginning Balance	This field displays the cash balance at the beginning of the fiscal year.
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.
Balance YTD	This field displays the ending cash balance for the period. A budget code may have more than one bank account and the report is not providing a "bank account balance."

Wrap Up

The Budget Code Balance by Type Report provides posted cash activity and balances for non-general fund and non-Capital Improvement (CI) budget codes. The report is divided into two tabs: The Summary tab and the Balance Code Balance by Type tab. The summary tab includes all transactions that have posted to the ledger by budget code type. The Budget Code Balance by Type tab provides all agencies a listing of summary activity and cash balances posted to NCFS by budget code.

Additional Resources

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

- Web Based Training (WBT)
 - GL 101: GL Journal Approval
- Instructor Led Training (ILT)
 - GL 100: Journal Entry
- Quick Reference Guides (QRGs)
 - Reporting in NCFS General Ledger – Release 1