



# IBIS APPROPRIATION TRANSFER BUDGET INTERFACE RECONCILIATION REPORT QUICK REFERENCE GUIDE BUD-11

**BUD**

The purpose of this Quick Reference Guide is to explain how to navigate to and generate the IBIS Appropriation Transfer Budget Interface Reconciliation Report in the North Carolina Financial System (NCFS).

## Introduction and Overview

This Quick Reference Guide (QRG) covers the navigation to the Integrated Budget Information System (IBIS) Appropriation Transfer Budget Interface Reconciliation Report and how to generate the report output. This report provides Budget users information on how to view and reconcile General Fund appropriations that have interfaced from IBIS to the North Carolina Financial System (NCFS). This report is used to validate that appropriation transfers are accurately uploaded into NCFS from IBIS.

**NCFS  
Reports  
General  
Navigation  
Note**

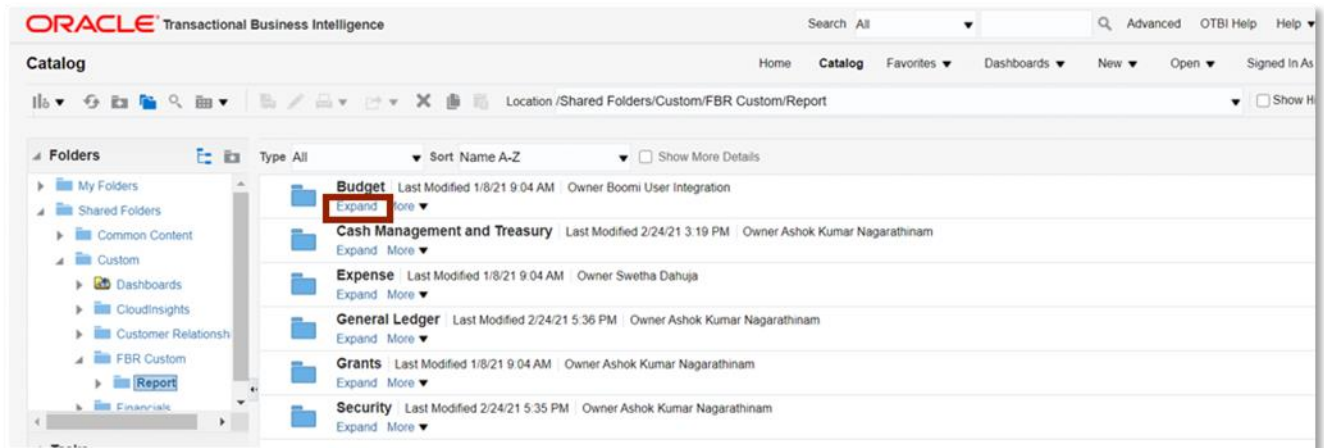


*Note: For more information on how to navigate to the NCFS Reports Catalog from the Home Page, please review the Navigating to NCFS Reports QRG.*

## Navigating to the Report

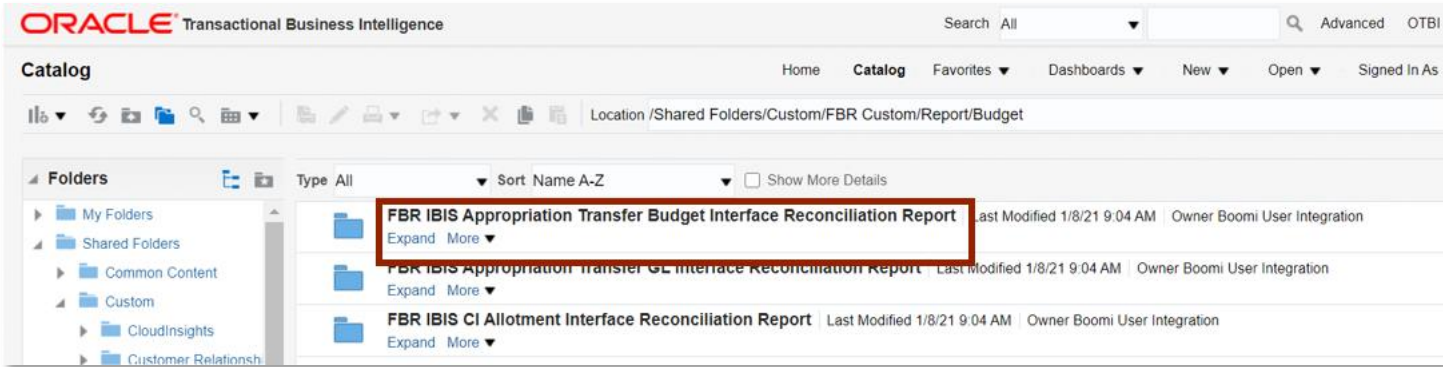
To navigate to the IBIS Appropriation Transfer Budget Interface Reconciliation Report, please follow the steps below.

1. Click **Expand** in the Budget Section.



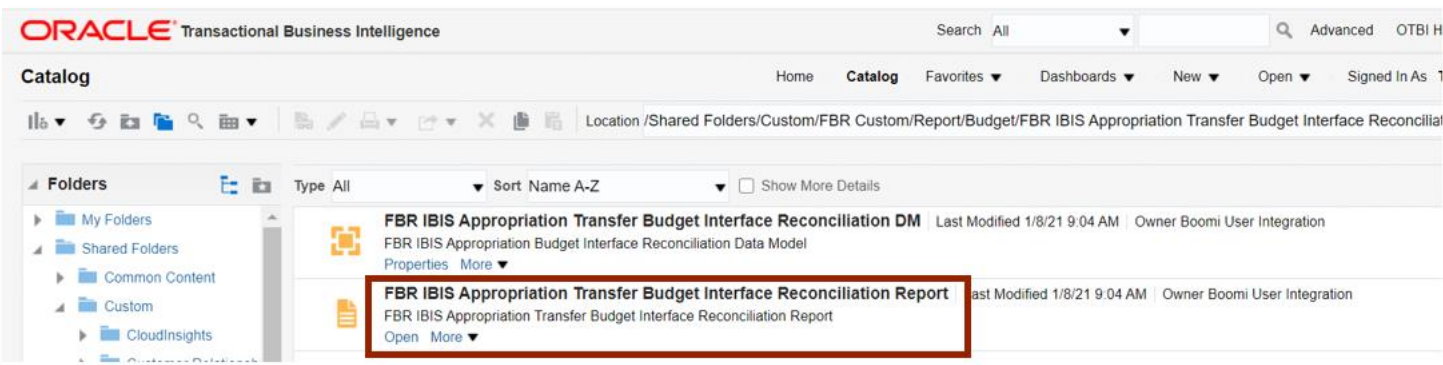
### Budget Reports

- Click **Expand** under the *FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report*.



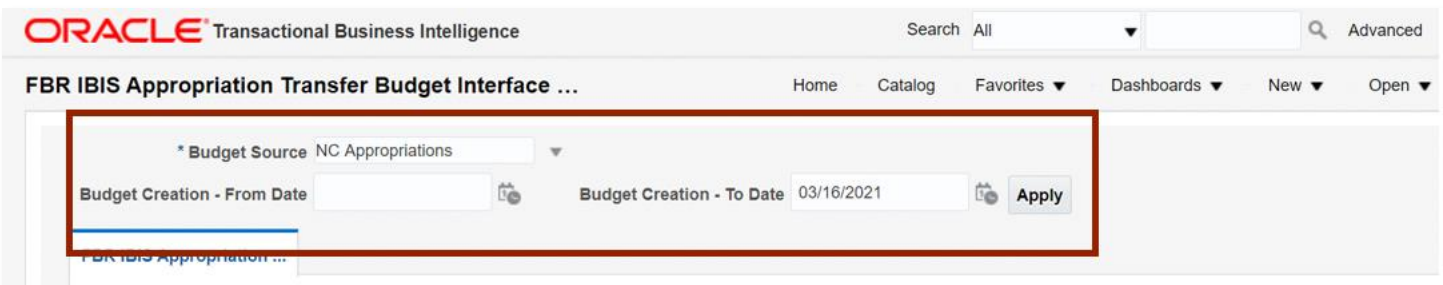
*The FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report on the Budget Reporting Screen*

- Click **Open** under the *FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report*.



*The FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report*

- Select the *Budget Source* drop-down and enter the **Budget Creation – From Date** and **To Date**. The click [APPLY].



*The FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report Parameters*



**User Tip: The Budget Source drop-down only allows users to select NC Appropriations.**

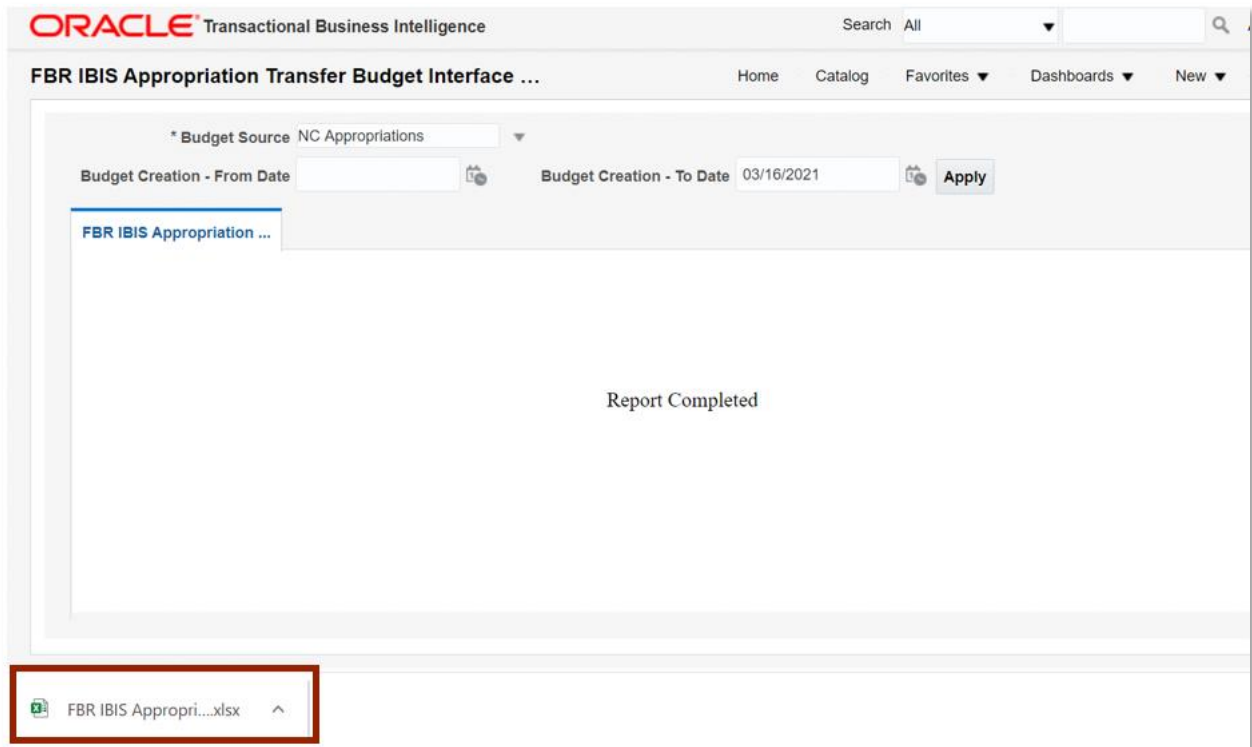
### FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report

To navigate to the report output, please follow the steps below.



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

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



*The FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report Output*

**QRG BUD-11 – IBIS Appropriation Transfer Budget Interface Reconciliation Report**

2. The FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report is generated into Microsoft Excel. The reports show users the control budget tab.

North Carolina Financial System  
Office of State Controller  
IBIS Appropriation Transfer Budget Interface Reconciliation Report  
02/24/2021 12:16 PM

Parameters  
Control Budget: NC Appropriations  
From Date: 09/30/2020  
To Date: 02/24/2021

Source Application	Control Budget	Data Set	Import Mode	Status	Period	Currency	Batch Creation	Line Number	Amount	Context	Revision Type	Revision Number	Budget Code	Journal Entry Number	Approval Date	Interface Filename	Agency	Budget Fund
Other	NC Appropriations	FY201921 TYPE CI Appropriations Transfer AGENCY U860 TIME 10 28 2020 - 04 54 33	Increment	COMPLETED	Mar-20	USD	10/29/2020	1	244,632.00	IBIS Details	CI Appropriations Transfer	110002	41933	040003	03/29/2020	CSC AKA, OSEM-BD6 06_DEV2_Test tnl_20 20102054	U860	041933
Other	NC Appropriations	FY201921 TYPE CI Appropriations Transfer AGENCY U860 TIME 10 28 2020 - 08 20 01	Increment	COMPLETED	Feb-20	USD	10/29/2020	1	244,632.00	IBIS Details	CI Appropriations Transfer	110002	41933	040003	03/29/2020	CSC AKA, OSEM-BD6 06 tnl_20201 030920016	U860	041933
Other	NC Appropriations	FY201921 TYPE General Fund Appropriations Transfer AGENCY 3000 TIME 10 28 2020 - 08 20 01	Increment	COMPLETED	Apr-20	USD	10/29/2020	2	333,812.00	IBIS Details	General Fund Appropriations	120384	14460	010247	04/27/2020	CSC AKA, OSEM-BD6 06 tnl_20201 030920016	3000	014460
Other	NC Appropriations	FY201921 TYPE CI Appropriations Transfer AGENCY R100 TIME 10 28 2020 - 04 54 33	Increment	COMPLETED	Mar-20	USD	10/29/2020	2	-244,632.00	IBIS Details	CI Appropriations Transfer	110002	41703	040003	03/29/2020	CSC AKA, OSEM-BD6 06_DEV2_Test tnl_20 20102054	R100	041703
Other	NC Appropriations	FY201921 TYPE General Fund Appropriations Transfer AGENCY U600 TIME 10 28 2020 - 08 20 01	Increment	COMPLETED	Apr-20	USD	10/29/2020	3	7,000.00	IBIS Details	General Fund Appropriations	110591	5050	010248	04/29/2020	CSC AKA, OSEM-BD6 06 tnl_20201 030920016	U600	016050
Other	NC Appropriations	FY201921 TYPE General Fund Appropriations Transfer AGENCY U750 TIME 10 28 2020 - 08 20 01	Increment	COMPLETED	Apr-20	USD	10/29/2020	4	7,000.00	IBIS Details	General Fund Appropriations	110049	5075	010248	04/29/2020	CSC AKA, OSEM-BD6 06 tnl_20201 030920016	U750	016075

Control Budget

**The FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report Fields**

Report Field Name	Report Field Description
<b>Source Application</b>	This field displays the source of the interfaced record. Since IBIS is an external system interfacing into Oracle, this field will always display Other.
<b>Control Budget</b>	This field displays the Control Budget the transaction posted to in NCFS.
<b>Data Set</b>	This field displays the budget entry name in NCFS's Budgetary Control module.
<b>Import Mode</b>	This field displays how the budget entry adjusts the budgeted appropriation balances in NCFS's Budgetary Control module. The options are Increment and Overwrite. Increment will add or subtract from the current budgeted appropriations. Overwrite will replace the current budgeted appropriations with the transaction amount.
<b>Status</b>	This field displays the current status of the transaction at the time the report was generated.
<b>Period</b>	This field displays the accounting period in which the transaction occurred.
<b>Currency</b>	This field displays the type of currency or system of money that that was used for the transaction.
<b>Batch Creation</b>	This field displays the date that the batch was created on.
<b>Line Number</b>	This field displays the line in which the transaction is captured in the report.
<b>Amount</b>	This field displays the transaction amount.
<b>Context</b>	This field indicates that the remaining fields are generated directly from the IBIS Interface file.
<b>Revision Type</b>	This field displays the type of budget adjustment made in NCFS' Budgetary Control module.



<b>Revision Number</b>	This field displays the budget revision number entered in IBIS, if applicable.
<b>Budget Code</b>	This field displays the agency budget code used in the IBIS transaction.
<b>Journal Entry Number</b>	This field displays the journal entry number generated in IBIS, if applicable.
<b>Approval Date</b>	This field displays the date the transaction was approved in IBIS.
<b>Interface Filename</b>	This field displays the File Name that was received in NCFS via IBIS.
<b>Agency</b>	This field displays the agency code assigned to the organization.
<b>Budget Fund</b>	This field displays the NCFS budget fund, which is a chart of account segment that serves as the primary balancing segment.

### Wrap Up

All Appropriations budget transfers must be approved in IBIS before being imported to NCFS’ Budget Execution Module for tracking and managing. Users should review the Appropriation Transfer Budget Interface Reconciliation Report when seeking to review the General Fund, as well as Capital Improvement appropriations.

### Additional Resources

For more information on the Budget Reports, please review the following materials:

#### Web-Based Training (WBT)

- BU 100: Introduction to Budget Management

#### Instructor Led Training (ILT)

- None

#### Quick Reference Guides (QRGs)

- Navigating to NCFS Reports
- FBR IBIS Appropriation Transfer GL Interface Reconciliation Report
- FBR IBIS CI Allotment Interface Reconciliation Report
- FBR IBIS Allotment Interface Reconciliation Report
- FBR IBIS Appropriation Budget Interface Report
- FBR IBIS Appropriation GL Interface Reconciliation Report