MANAGING BUDGETS: APPROPRIATION TRANSFERS – RELEASE 1
## QUICK REFERENCE GUIDE BUD-13

The purpose of Quick Reference Guide is to provide the Budget users with an overview on how budget appropriation transfers are viewed and managed in the North Carolina Financial System (NCFS).

Overview

Appropriation transfers are necessary when appropriation amounts are changed, and budget revisions are performed to move or adjust appropriated amounts. The appropriation transfers are used to reflect changes in an appropriation total. If an appropriation total is adjusted, a budget revision is completed in IBIS. Once approved, the budget revision then interfaces to NCFS.

Process Flow

Budgets are revised and submitted for approval in IBIS. Once a budget revision is approved in IBIS, that transfers appropriation from one budget code to another. Then the revision is interfaced into NCFS. The organization submits their allotment request in IBIS as directed by OSBM.
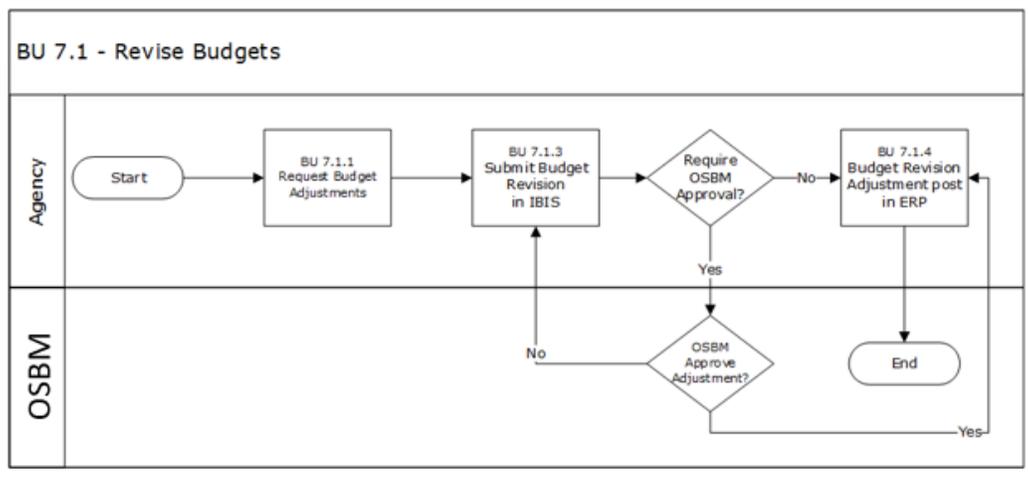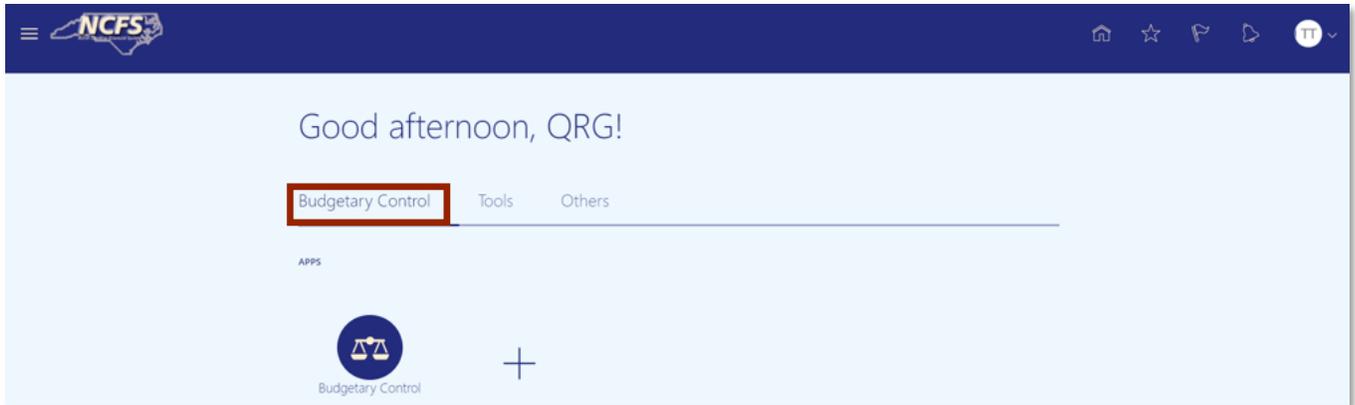

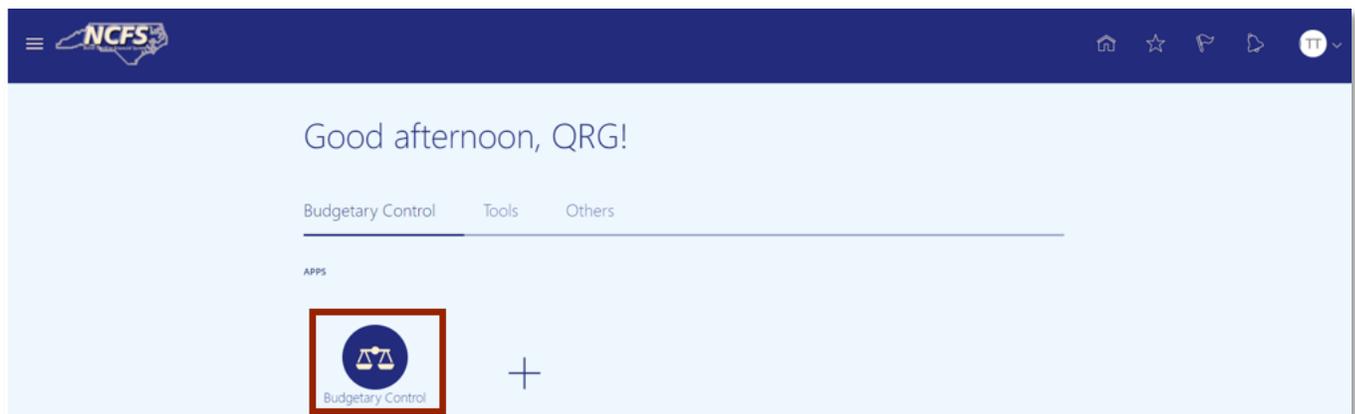*Budget Appropriation Transfer Process Flow*

Budget Transfers

To review budget transfers in NCFS, please follow the steps below.

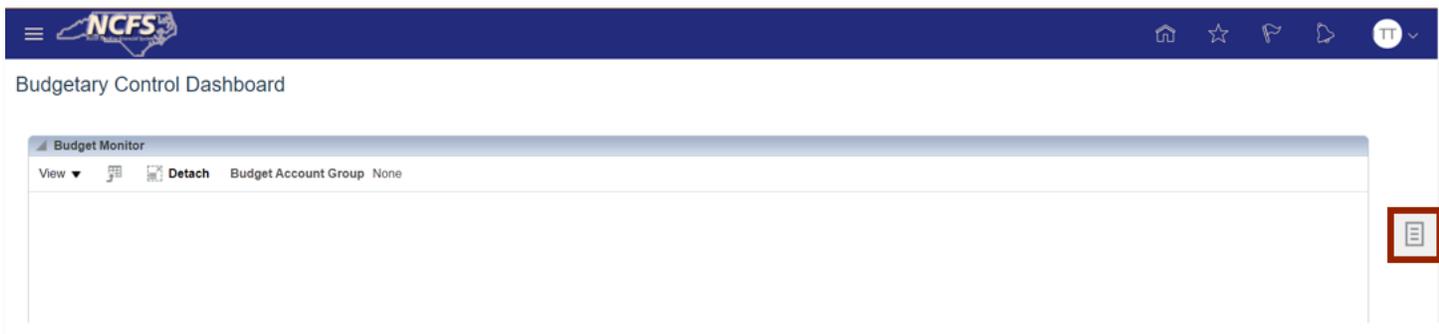1. Access the NCFS Home Page and click the **Budgetary Control** icon.

The Budgetary Control icon on the NCFS Homepage
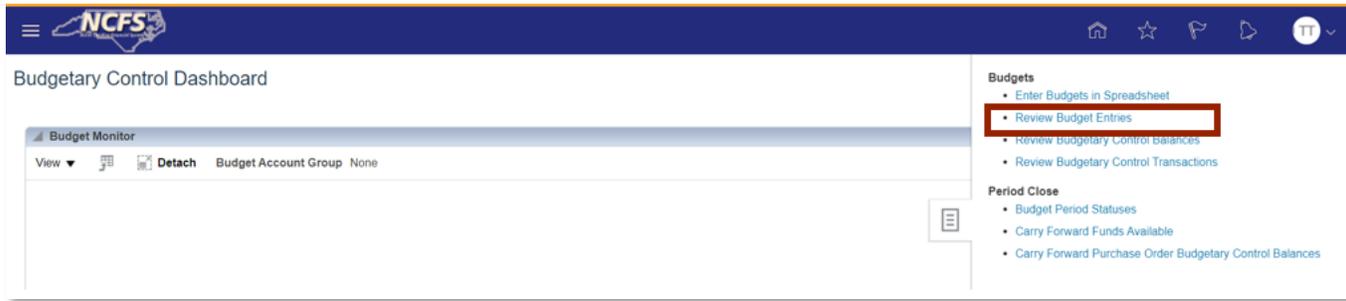
2. Click **Budgetary Control**.

NCFS Budgetary Control App

3. Click the **Tasks** icon to open the task list.

NCFS Budgetary Control Task List

4. From the task list, click **Review Budget Entries.**

Review Budgetary Control Balances Option

5. Enter the desired **Control Budget**, **From Budget Period** and **To Budget Period**. Then click [SEARCH].
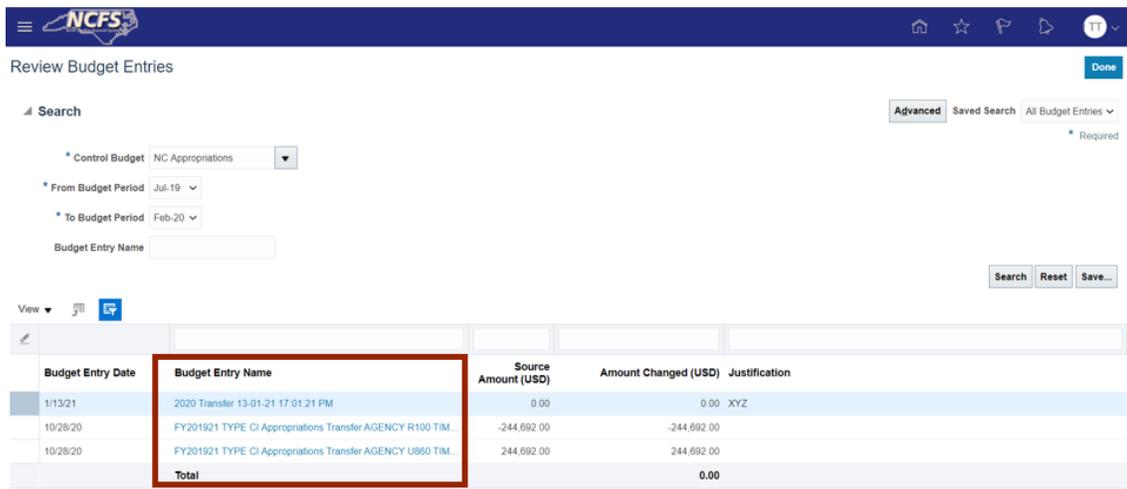

Review Budget Control Balance Search Options

User Tip: The Control Budget and Budget Period are system required fields.

6. The Search results appear. Click the Budget Entry Name hyperlink to review the budget transfer information.

Review Budget Control Balance Search Results

7. Review the information to validate that it is correct.

Review Budget Entry Details

Wrap Up

Budget Appropriation transfers are created when there is a need to transfer budgeted appropriations from one budget code to another. These transfers are initiated and approved in IBIS, and the information is then imported into NCFS. To validate appropriation transfers, users should use the "FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report." This report allows users to reconcile their General Fund and Capital Improvement appropriation transfers that have interfaced from IBIS into NCFS.

Additional Resources

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

Web Based Training (WBT)
- BU 100: Introduction to Budget Management

Instructor Led Training (ILT)
- None

Quick Reference Guides (QRGs)
- FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report
- FBR IBIS Appropriation Transfer GL Interface Reconciliation Report