The purpose of this Quick Reference Guide (QRG) is to provide the Budget users with an overview on how Budget appropriations are viewed in the North Carolina Financial System (NCFS).

Overview

Appropriations are used for delegating State funding to organizations to support its business operations and/or capital projects. NCFS allows users to view budget appropriations that have been imported from IBIS. Appropriations are entered and approved and if necessary, adjusted in IBIS (appropriation transfers). Once approved, the appropriations are then imported into NCFS, where users can view them. Users with the Budget Analyst role must reconcile appropriations amounts between IBIS and NCFS to ensure both systems are balanced.

Process Flow

This Budget process map illustrates how budgets are created in IBIS and interfaced to NCFS. Budgets are created in IBIS and any revision or discrepancies must be resolved and updated in IBIS. Once budgets and appropriated totals are loaded and approved in IBIS this information is then interfaced over to NCFS. If there are any budget discrepancies in NCFS involving budget transactions, they must be resolved and updated in IBIS.
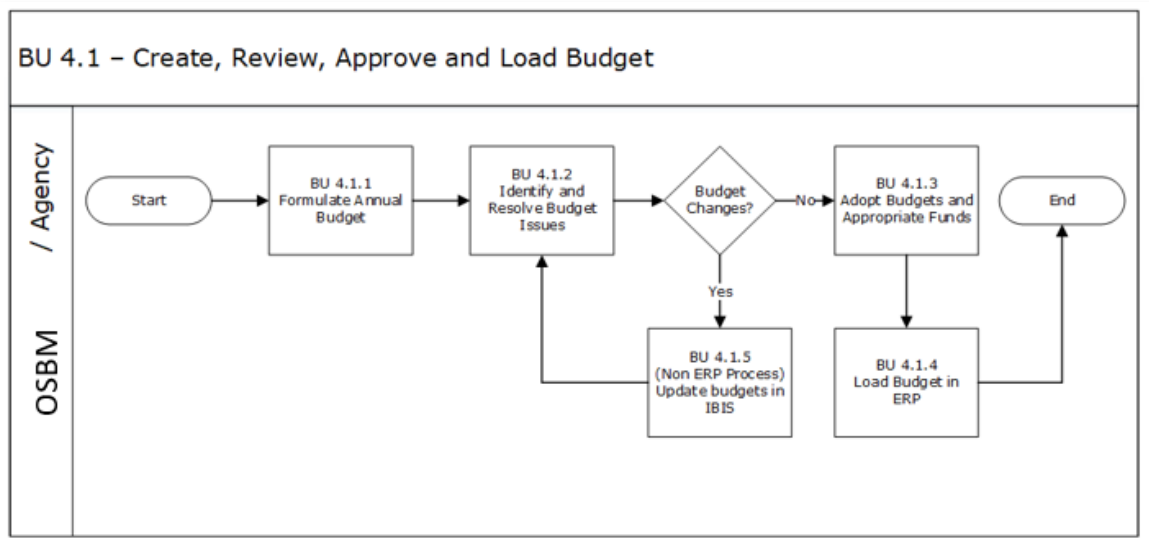

*Budget Appropriations Process Flow*

Reviewing Budgets in NCFS

Appropriations are created, reviewed, and approved in IBIS. Appropriations are interfaced from IBIS to NCFS, which allows users to review the Budget Appropriation details. To review budget appropriations in NCFS, please follow the steps below.

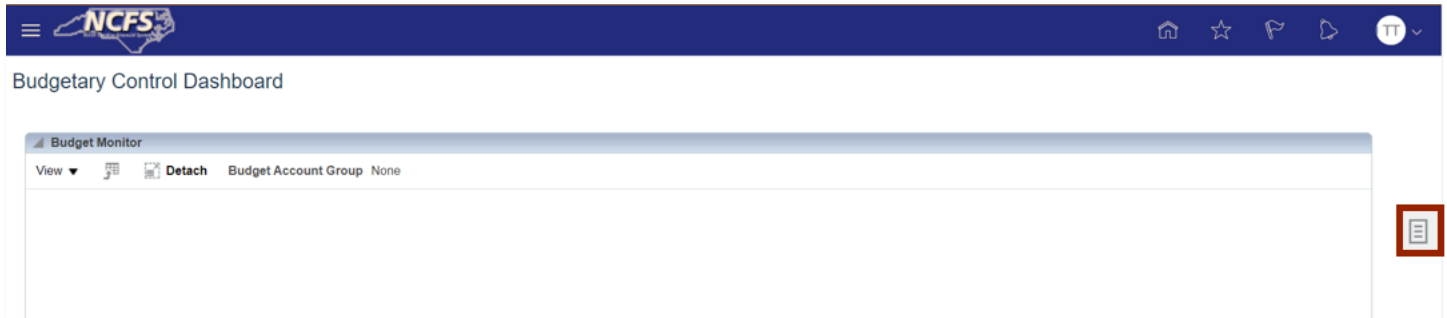1. Access the NCFS Home Page and click the **Budgetary Control** icon.
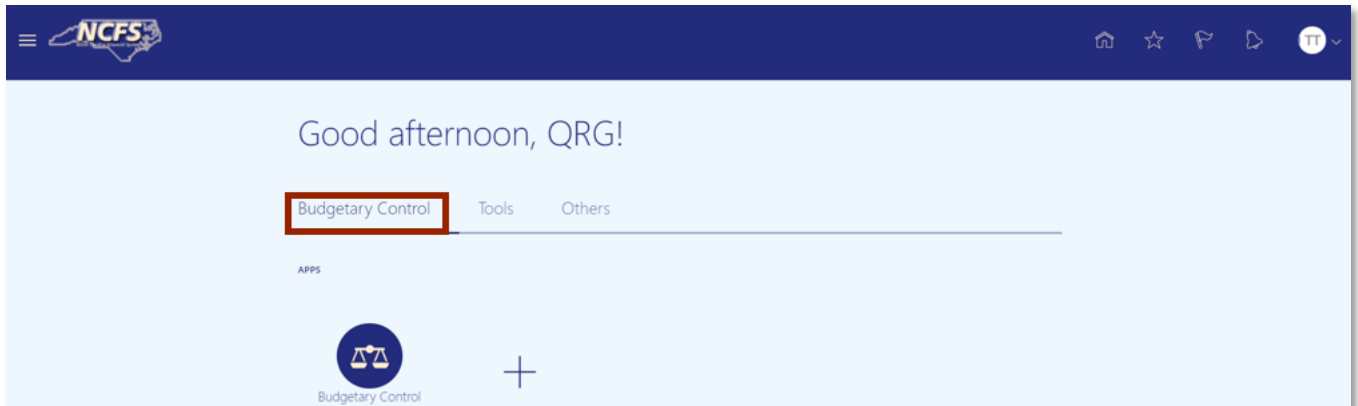
The Budgetary Control icon on the NCFS Homepage

2. Click **Budgetary Control**.
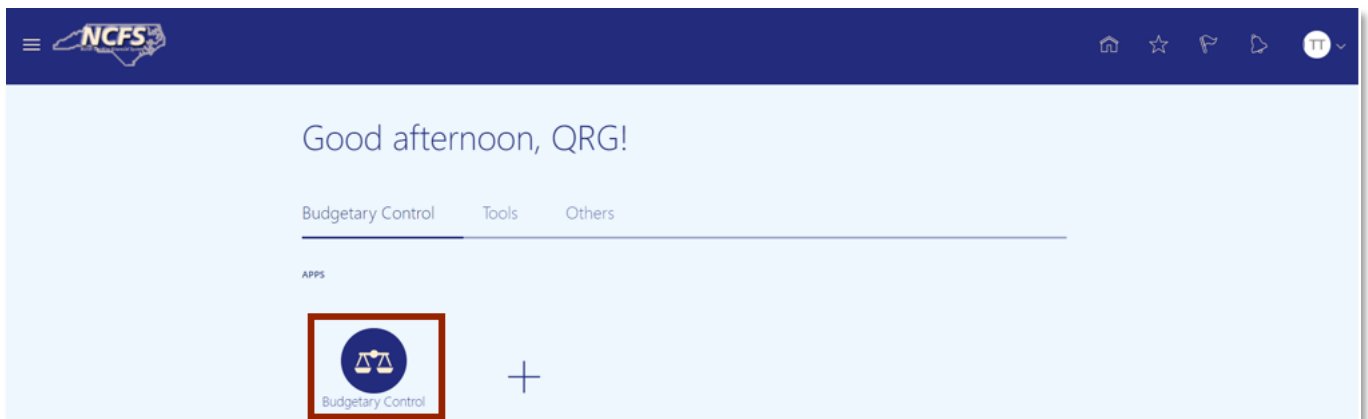
NCFS Budgetary Control App

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

NCFS Budgetary Control Task List

4. From the task list, Click **Review Budgetary Control Balances.**

Review Budgetary Control Balances Option

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

> **User Tip: Users must select the agency to which they have access. NCFS may list all agencies; however, selecting an agency in which users do not have access will not return a search result.**

Review Budget Control Balance Search Options

> 💡 **User Tip: By clicking Save, users can save their search criteria for faster retrieval.**

6. The Search results appear. Click the Total Budget hyperlink to review budget transaction information.

Review Budget Control Balance Search Results

7. Click the Budget Entry Name Hyperlink.

Review Budget Entries

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

Review Budget Entry Details

Wrap Up

Users should reconcile budget code appropriation totals between IBIS and NCFS. If the appropriation amount total in NCFS does not match the amounts in IBIS, then users should view the reconciliation reports below to check the appropriations interfaced through files getting imported from IBIS. Any discrepancies are resolved in IBIS and that information will be imported into NCFS. Capital Improvement (CI) appropriations will interface into the Budgetary Control module and appear on the FBR IBIS Appropriation Budget Interface Report. CI appropriations also will create an additional journal entry that posts in the General Ledger module.

Additional Resources

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

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

Instructor Led Training (ILT)
- None

Quick Reference Guides (QRGs)
- Managing Budgets: Allotments
- Managing Budgets: Transfers
- FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report
- FBR IBIS Appropriation Transfer GL Interface Reconciliation Report
- FBR IBIS Appropriation Budget Interface Report
- FBR IBIS Appropriation GL Interface Reconciliation Report