



VIEW BUDGETS

BUD

QUICK REFERENCE GUIDE BUD-20

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to view budget entries and budget balances in the North Carolina Financial System (**NCFS**).

Introduction and Overview


This QRG covers how to view budgets entries and budget balances in the NCFS which will enable you to review budget entries, budgetary control balances (certified and authorized), and budgetary control balances (funds-checking control budgets).

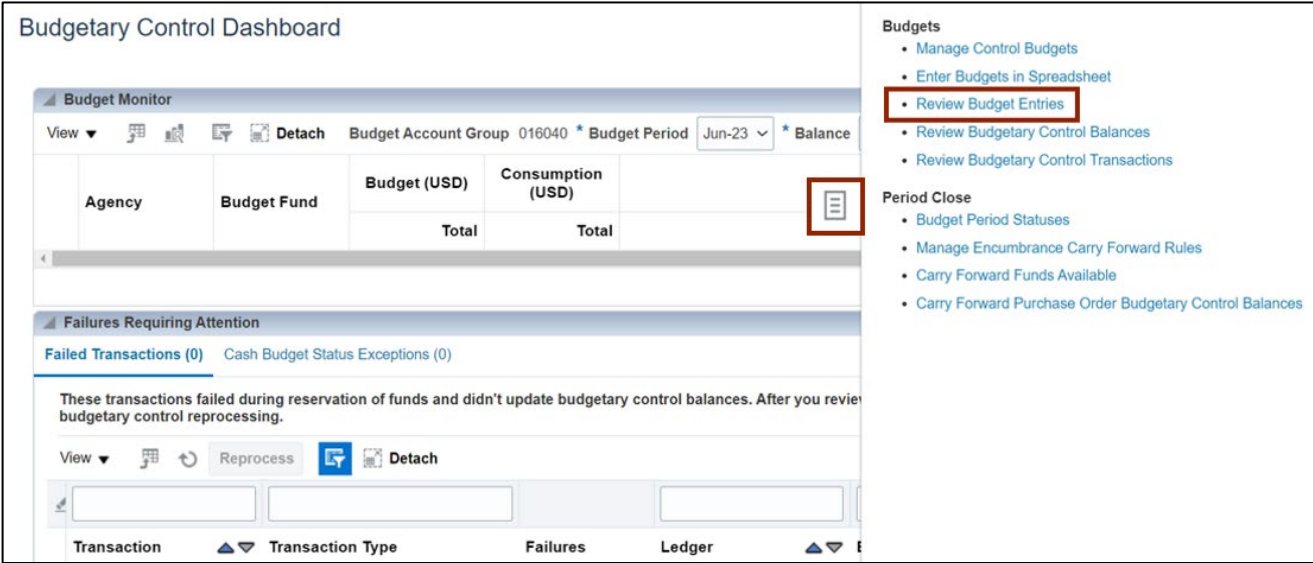
Review Budgetary Entries

To review budgetary entries in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Budgetary Control** tab and then click the **Budgetary Control** app.

The screenshot shows the NCFS portal navigation menu with tabs for General Accounting, Intercompany Accounting, Budgetary Control (highlighted), and Cash Management. Below the tabs, there are two main sections: QUICK ACTIONS and APPS. The APPS section contains four icons: Budgetary Control (highlighted with a red box), NC Budget to Actual Dashboard, and NC LTD Budget to Actual Dashboard. The QUICK ACTIONS section lists four items: Review Budgetary Control Balances, Review Budgetary Control Transactions, Review Budget Entries, and Budgetary Control Analysis Report.


3. On the **Budgetary Control Dashboard**, click the **Tasks** [] icon and click **Review Budget Entries**.



Budgetary Control Dashboard

Budget Monitor

View [dropdown] [grid icon] [refresh icon] [print icon] [Detach] Budget Account Group 016040 * Budget Period Jun-23 [dropdown] * Balance

Agency	Budget Fund	Budget (USD)	Consumption (USD)	
		Total	Total	

Failures Requiring Attention

Failed Transactions (0) Cash Budget Status Exceptions (0)

These transactions failed during reservation of funds and didn't update budgetary control balances. After you review budgetary control reprocessing.

View [dropdown] [grid icon] [refresh icon] Reprocess [button] [Detach]

Transaction [dropdown] Transaction Type [dropdown] Failures Ledger [dropdown]

Budgets

- Manage Control Budgets
- Enter Budgets in Spreadsheet
- Review Budget Entries**
- Review Budgetary Control Balances
- Review Budgetary Control Transactions

Period Close

- Budget Period Statuses
- Manage Encumbrance Carry Forward Rules
- Carry Forward Funds Available
- Carry Forward Purchase Order Budgetary Control Balances

- On the **Review Budget Entries** page, select the applicable choices from the respective drop-down choice lists for the mandatory fields (marked with *) and click the **Search** button. In this example we choose **NC Authorized** for **Control Budget**, **Jul-22** for **From Budget Period** and **To Budget Period**.

Click the appropriate **Budget Entry Name** link.

Note: To obtain the results for all the budgets, *Saved Search* should always be set to **All Budget Entries**.

Review Budget Entries Done

Search Advanced Saved Search All Budget Entries ▾

* Control Budget NC Authorized ▾

* From Budget Period Jul-22 ▾

* To Budget Period Jul-22 ▾

Budget Entry Name

Search
Reset
Save...

View ▾ m/d/yyyy: [] Wrap

Budget Entry Date	Budget Entry Name	Budget Entry Classification	Source Amount (USD)	Amount Changed (USD)	Budget Amounts Entered As	Justification
2/8/23	CONV FY20212...	Initial budget	2,142,181,168.00	-2,142,181,168.00	New budget or r...	
2/8/23	CONV FY20212...	Initial budget	2,249,769,135.00	-2,249,769,135.00	New budget or r...	
2/8/23	CONV FY20212...	Initial budget	14,236,382.00	-14,236,382.00	New budget or r...	

5. On the **Budget Entry Details** page, review the budget entry details.

Budget Entry Details: CONV FY202123 TYPE NON-C... Done

Control Budget NC Authorized Budget Entry Date 2/8/23
 Budget Currency USD Budget Amounts Entered As New budget or replacement of current budget

▶ Additional Information

View [Icons] Detach Wrap Budget Period All

Budget Account	Budget Period	Source Amount	Amount Changed	Comment	Revision Type	Revision Number	Budget Code
5000-105303-4810	Jul-22	187,069.00	-187,069.00	NCAS 5001-438...	NON-CI Authorized Budget		16800
5000-105316-4810	Jul-22	542,742.00	-542,742.00	NCAS 5001-438...	NON-CI Authorized Budget		16800
5000-105304-4810	Jul-22	14,584.00	-14,584.00	NCAS 5001-438...	NON-CI Authorized Budget		16800
5000-105304-4810	Jul-22	23,578.00	-23,578.00	NCAS 5001-438...	NON-CI Authorized Budget		16800
5000-105304-4810	Jul-22	32,415.00	-440,395.00	NCAS 5001-438...	NON-CI Authorized Budget		16800
5000-105319-4810	Jul-22	4,919.00	-507,173.00	NCAS 5001-438...	NON-CI Authorized Budget		16800
5000-105316-4810	Jul-22	1,753,375.00	-2,327,899.00	NCAS 5001-438...	NON-CI Authorized Budget		16800
5000-105305-4810	Jul-22	307,561.00	-307,561.00	NCAS 5001-438...	NON-CI Authorized Budget		16800

6. Click the **Done** button. (This will redirect you to the **Review Budget Entries** page.)

Budget Entry Details: CONV FY202123 TYPE NON-C... Done

Control Budget NC Authorized Budget Entry Date 2/8/23
 Budget Currency USD Budget Amounts Entered As New budget or replacement of current budget

▶ Additional Information

View [Icons] Detach Wrap Budget Period All


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5000-105304-4810	Jul-22	23,578.00	-23,578.00	NCAS 5001-438...	NON-CI Authorized Budget		16800
5000-105304-4810	Jul-22	32,415.00	-440,395.00	NCAS 5001-438...	NON-CI Authorized Budget		16800
5000-105319-4810	Jul-22	4,919.00	-507,173.00	NCAS 5001-438...	NON-CI Authorized Budget		16800
5000-105316-4810	Jul-22	1,753,375.00	-2,327,899.00	NCAS 5001-438...	NON-CI Authorized Budget		16800
5000-105305-4810	Jul-22	307,561.00	-307,561.00	NCAS 5001-438...	NON-CI Authorized Budget		16800

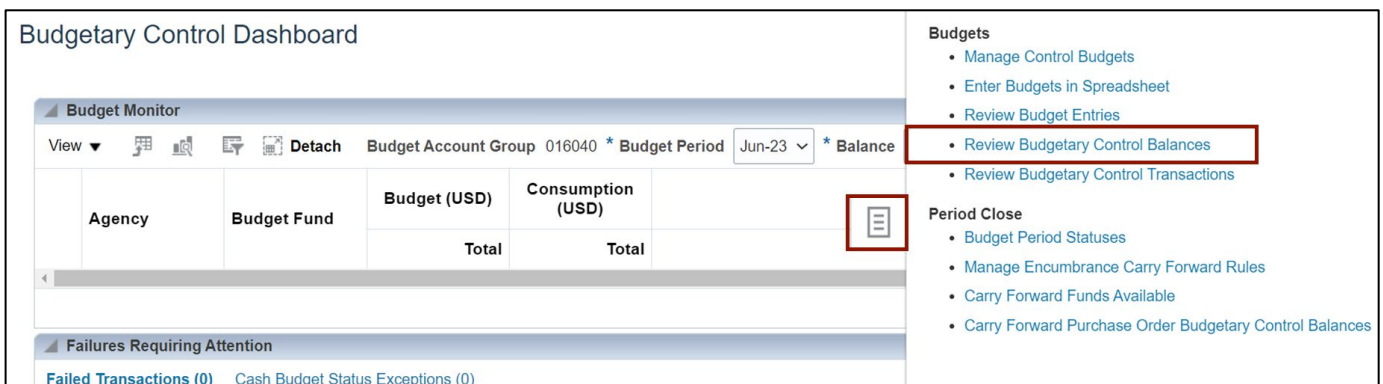
Review Budgetary Control Balances (Certified and Authorized)

To review budgetary control balances (Certified and Authorization) in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Budgetary Control** tab and then click the **Budgetary Control** app.



3. On the **Budgetary Control Dashboard** page, click the **Tasks** [] icon, and click **Review Budgetary Control Balances**.



- On the **Review Budgetary Control Balances** page, select the applicable choices from the respective drop-down choice lists for the mandatory fields (marked with *) and click the **Search** button.

In this example we choose **NC Authorized** for *Control Budget*, **Period to date** for *Amount Type* (You also have an option to query for Year to date), **Mar-22** for *From Budget Period* and *To Budget Period*, **1400** for *Agency*, **102000** for *Budget Fund*, **52824000** for *Account*, **1401000** for *Agency Management Unit*.

Review Budgetary Control Balances Done

Control Budget: NC Authorized Saved Search

Search

Amount Type: Period to date

* From Budget Period: Mar-22

* To Budget Period: Mar-22

Funds Available: All amounts

Currency: USD

* Agency: 1400

* Budget Fund: 102000

* Account: 52824000

* Agency Mgmt Unit: 1401000

* Agency Program: 00000000

* Funding Source: 0000

* Project: 0000000000

* Inter Fund: 000000

* Future 1: 0000

* Future 2: 000000

* Future 3: 00000

Search Reset Save

Budget Balances

View [Icons] Detach Transfer Budget [0]

- Under the **Budget Balances** section, the budgetary control balances are displayed.

Review Budgetary Control Balances

Control Budget: NC Authorized Saved Search

Search

Amount Type: Period to date

* From Budget Period: Mar-22

* To Budget Period: Mar-22

Funds Available: All amounts

Currency: USD

* Agency: 1400

* Budget Fund: 102000

* Account: 52824000

* Agency Mgmt Unit: 1401000

* Agency Program: 00000000

* Funding Source: 0000

* Project: 0000000000

* Inter Fund: 000000

* Future 1: 0000

* Future 2: 000000

* Future 3: 00000

Search Reset Save

Budget Balances

View [Icons] Detach Wrap Transfer Budget [0]

Agency	Budget Fund	Account	Agency Mgmt Unit	Agency Program	Funding Source	Project	Inter Fund	Future 1	Future 2	Future 3	Unreleased	Commitments	Obligations
1400	102000	52824...	1401000	0000000	0000	0000000000	000000	0000	000000	00000	0.00	0.00	0.00
Total											0.00	0.00	0.00

6. Reorder or adjust the columns to view the remaining details of the budget. Click **Total Budget** link. (The Budget Entry details are displayed.)

Review Budgetary Control Balances Done

Control Budget: NC Authorized Saved Search:

Search

Amount Type: Period to date

* From Budget Period: Mar-22

* To Budget Period: Mar-22

Funds Available: All amounts

Currency: USD

* Agency: 1400

* Budget Fund: 102000

* Account: 52824000

* Agency Mgmt Unit: 1401000

* Agency Program: 0000000

* Funding Source: 0000

* Project: 0000000000

* Inter Fund: 000000

* Future 1: 0000

* Future 2: 000000

* Future 3: 00000

Search Reset Save

Budget Balances

View

Obligations	Other Consumption	Total Consumption	Funds Available Amount	Funds Available (%)	Initial Budget	Budget Adjustments	Total Budget	Expenditures
0.00	0.00	0.00	-5,684.00	100.00	-5,684.00	0.00	-5,684.00	0.00
0.00	0.00	0.00	-5,684.00		-5,684.00	0.00	-5,684.00	0.00

7. On the **Review Budget Entries** page, click **Budget Entry Name** link.

Review Budget Entries Done

Control Budget: NC Authorized

Budget Currency: USD

Budget Period: Mar-22

Budget Account: 1400-102000-52824000-1401000-0000000-0000-0000000000-0000000-0000-000000-00000

Budget Balance: -5,684.00 USD

View

m/d/yyyy

Budget Entry Date	Budget Entry Name	Budget Entry Classification	Source Amount	Amount Changed	Budget Amounts Entered As	Justification
11/19/22	CONV FY20212...	Initial budget	-2,842.00	-2,842.00	New budget or r...	
Total				-2,842.00		

- On the **Budget Entry Details** page, under **Additional Information** section, review the budget entry details. Click the **Done** button which will redirect you to **Review Budget Entries** page.

Budget Entry Details: CONV FY202123 TYPE NON-C...

Control Budget NC Authorized Budget Entry Date 11/19/22
 Budget Currency USD Budget Amounts Entered As New budget or replacement of current budget

Additional Information

View Detach Wrap

Budget Account	Budget Period	Source Amount	Amount Changed	Comment	Revision Type	Revision Number	Budget Code
1400-102000-52824	Mar-22	-2,842.00	-2,842.00	NCAS 1401-532...	NON-CI Authorized Budget		14160
Total		-2,842.00	-2,842.00				

- To view the control budget of **NC Agency to Account Default Advisory CB**, Select the applicable choices from the respective drop-down choice lists for the mandatory fields (marked with *) and click the **Search** button.

In this example, we choose **NC Agency to Account Default Advisory CB** for **Control Budget**, **FYS_Jul-22** for **From Budget Period** and **To Budget Period**, **1400** for **Agency**, **102000** for **Budget Fund**, **55099999** for **Account**.

Review Budgetary Control Balances

Control Budget NC Agency to Account Default Advisory CB Saved Search

Search

Amount Type Period to date

Funds Available All amounts

* From Budget Period FYS_Jul-22

Currency USD

* To Budget Period FYS_Jul-22

* Agency 1400

* Budget Fund 102000

* Account 55099999

Search **Reset** **Save**

Budget Balances

View Detach

10. Under the **Budget Balances** section, the budgetary control balances are displayed.

Review Budgetary Control Balances Done

Control Budget: NC Agency to Account Default Advisory CB Saved Search

Search

Budget Balances

View ☰ 🔍 🔗 Detach 🔊 Wrap

Agency	Budget Fund	Account	Budget Period	Initial Budget	Budget Adjustments	Total Budget	Expenditures	Total Consumption	Funds Available Amount	Funds Available (%)	Cor
1400	102000	55099999	FYS_Jul-22	40,85...	-206,801.00	-165,946.00	114,583.98	114,583.98	-280,529.98	169.05	
Total				40,855.0	-206,801.00	-165,946.00	114,583.98	114,583.98	-280,529.98		

Wrap-Up

View Budgets using the steps above, for any budget entries and budget control balances for appropriations, certified, authorized, LTD, and NC Agency to Account Default Advisory CB budgets of certified and authorization and funds checking control budgets.

Additional Resources

Web-Based Training (WBT)

- BU001: Budget Inquiry