



UPDATE OR CORRECT BUDGET

BUD

QUICK REFERENCE GUIDE BUD-22

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to update or correct budgets in the North Carolina Financial System (**NCFS**) for the life to date control budget. This includes grant authorizations in federal budget codes for all agencies and for the Department of Public Safety special disaster budget codes.

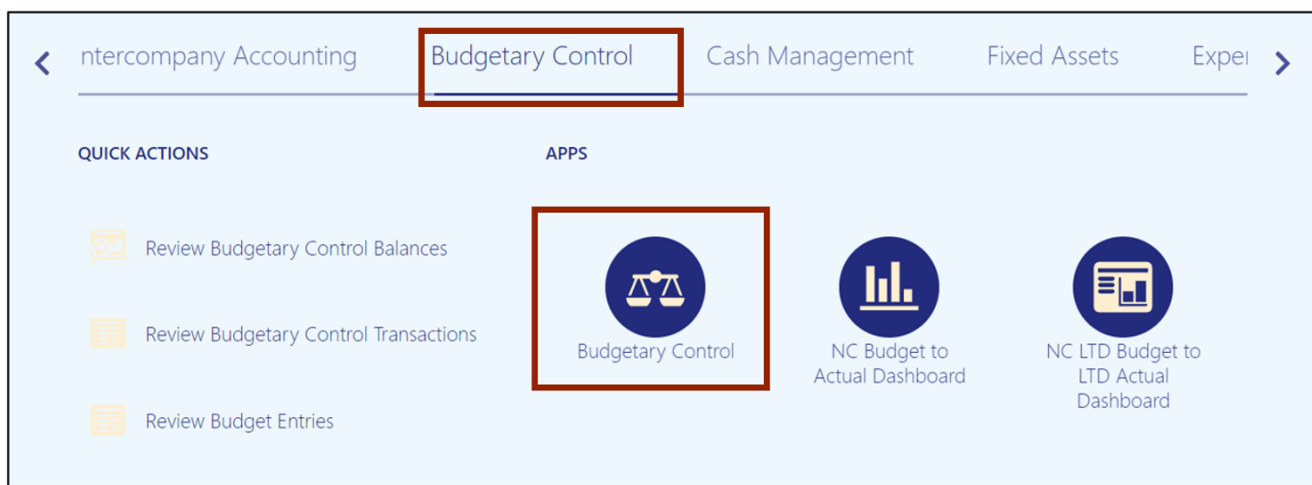
Introduction and Overview

This QRG covers the process of making budget revisions using the Application Development Framework Desktop Integration (ADFDI) spreadsheet for the life to date control budget only. These revisions are then uploaded to the Budgetary Control Module from the spreadsheet. The budget revision and grant authorization corrections and updates entered through the Budgetary Control Module replaces the NCAS document type 15 functionality.

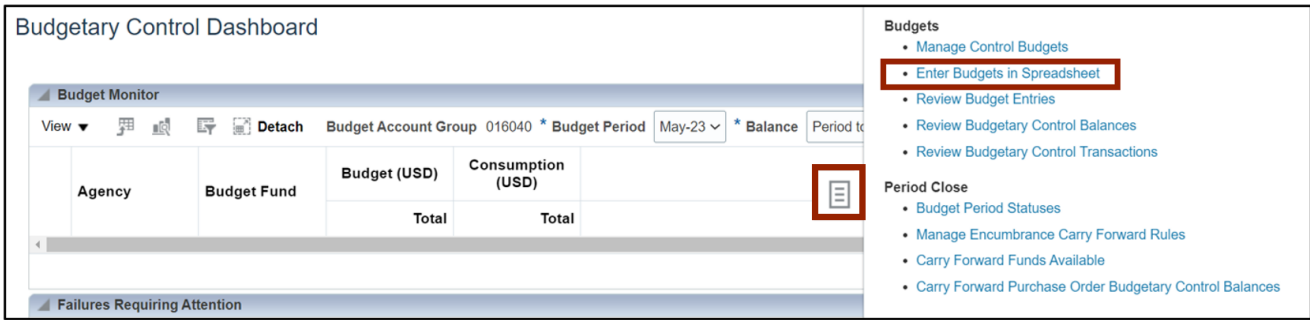
Update or Correct Budget

To update or correct the NC LTD budget, 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 click the **Budgetary Control** app.



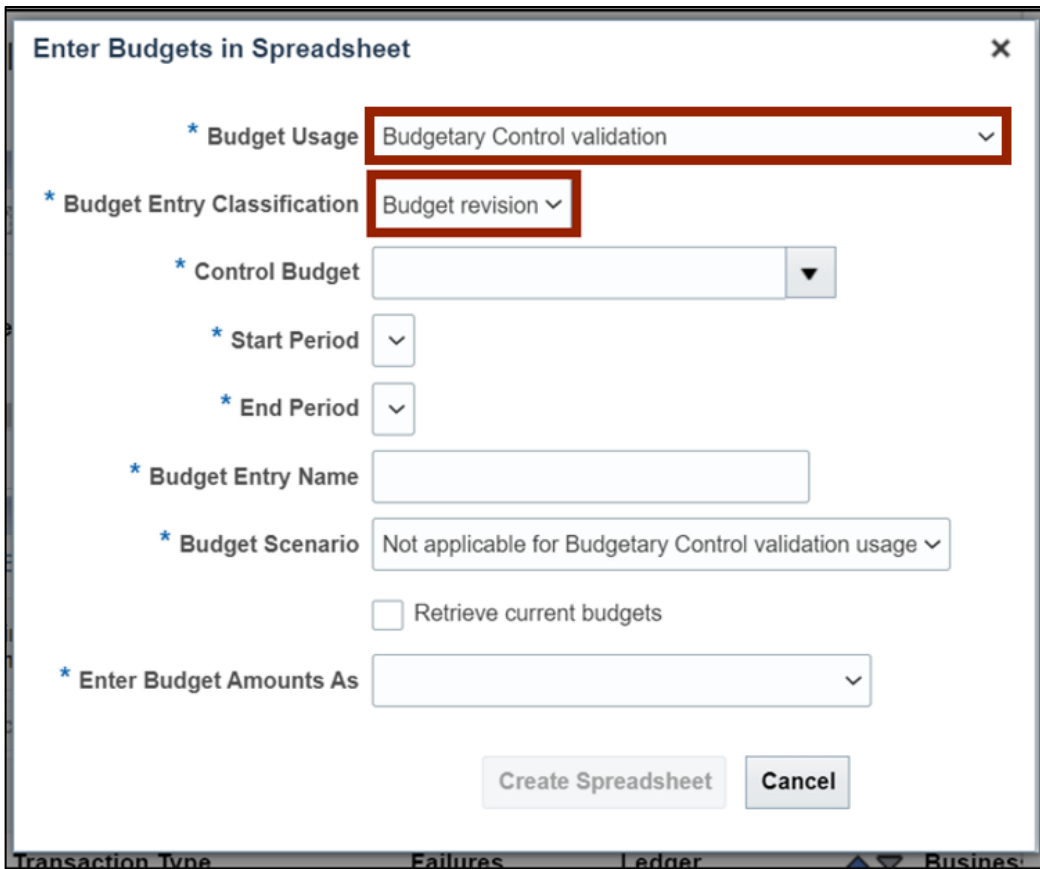
3. Click the **Tasks** icon [] and click **Enter Budgets in Spreadsheet** from the **Tasks** pane.



4. The *Enter Budgets in Spreadsheet* pop-up appears. Select the following details from the respective drop-down choice lists:

***Budget Usage: Budgetary Control validation**

***Budget Entry Classification: Budget Revision**



- On the ***Control Budget** field, select **NC LTD Budget** from the drop-down choice list. The ***Start Period**, ***End Period**, ***Budget Entry Name**, and ***Budget Scenario** fields are now auto filled.

Enter Budgets in Spreadsheet ✕

* Budget Usage Budgetary Control validation ▼

* Budget Entry Classification Budget revision ▼

* Control Budget NC LTD Budget ▼

* Start Period May-23 ▼

* End Period May-23 ▼

* Budget Entry Name 2023 Revision 17-07-23 14:02:20 PM

* Budget Scenario Not applicable for Budgetary Control validation usage ▼

Retrieve current budgets

* Enter Budget Amounts As Addition to or subtraction from current budget ▼

Create Spreadsheet
Cancel

6. Change the ***Start Period** and ***End Period** fields, if required. In this example, we choose **May-23** on the **Start and End Period** field.

Enter Budgets in Spreadsheet ✕

* Budget Usage Budgetary Control validation ▼

* Budget Entry Classification Budget revision ▼

* Control Budget NC LTD Budget ▼

* Start Period May-23 ▼

* End Period May-23 ▼

* Budget Entry Name 2023 Revision 17-07-23 14:02:20 PM

* Budget Scenario Not applicable for Budgetary Control validation usage ▼

Retrieve current budgets

* Enter Budget Amounts As Addition to or subtraction from current budget ▼

Create Spreadsheet
Cancel

- On the ***Enter Budget Amounts As** field, select **Addition to or subtraction from current budget**. Then, click the **Create Spreadsheet** button.

Enter Budgets in Spreadsheet

* Budget Usage: Budgetary Control validation

* Budget Entry Classification: Budget revision

* Control Budget: NC LTD Budget

* Start Period: May-23

* End Period: May-23

* Budget Entry Name: 2023 Revision 17-07-23 14:02:20 PM

* Budget Scenario: Not applicable for Budgetary Control validation usage

Retrieve current budgets

* Enter Budget Amounts As: **Addition to or subtraction from current budget**

Create Spreadsheet Cancel

- The **Downloads** pop-up appears. Click the **Open** button to open the downloaded Excel file or click the **Save As** button to save a copy of the downloaded Excel file.

You are using DEV11 environment

NCFS

Budgetary Control Dashboard

Budget Monitor

View [Icons] Detach Budget Account Group 016040 * Budget Period May-23 * Balance Period to date [Refresh]

Agency	Budget Fund	Budget (USD)	Consumption (USD)	Funds Available	
		Total	Total	Amount (USD)	Budget (%)

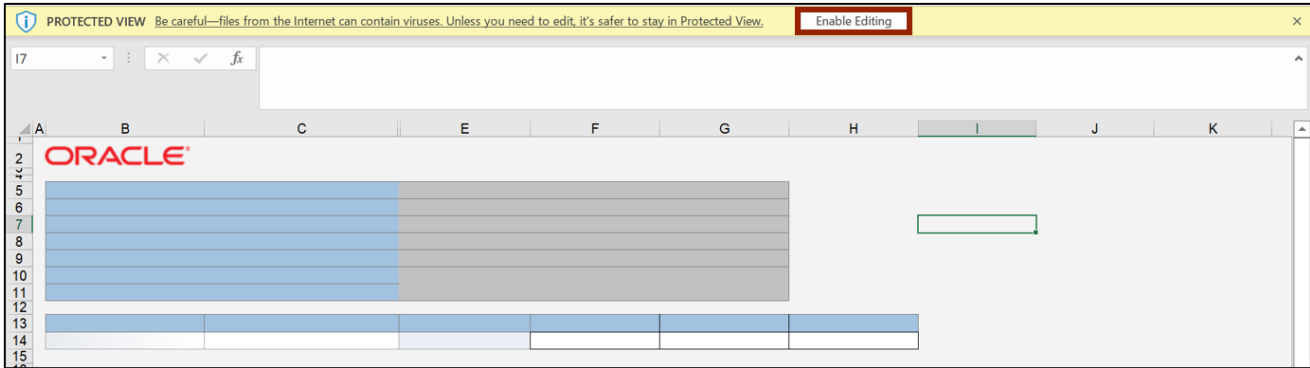
Failures Requiring Attention

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

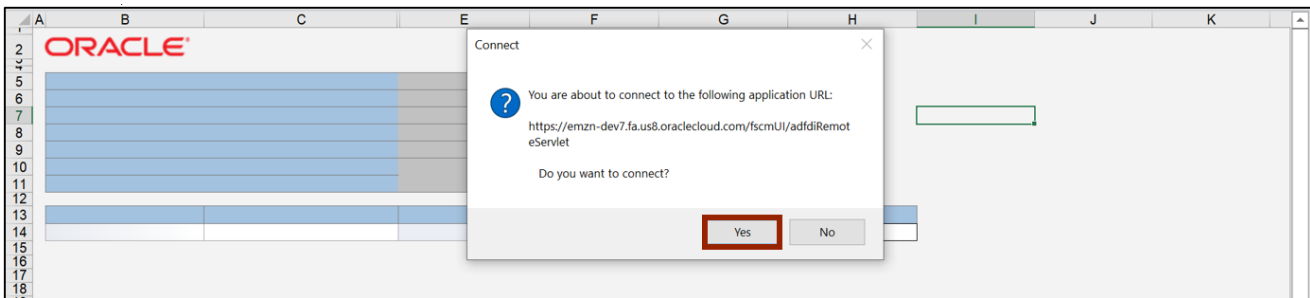
These transactions failed during reservation of funds and didn't update budgetary control balances. After you review and correct the failures, submit the transactions for budgetary control reprocessing.

Downloads: What do you want to do with EnterBudgets.xlsx?

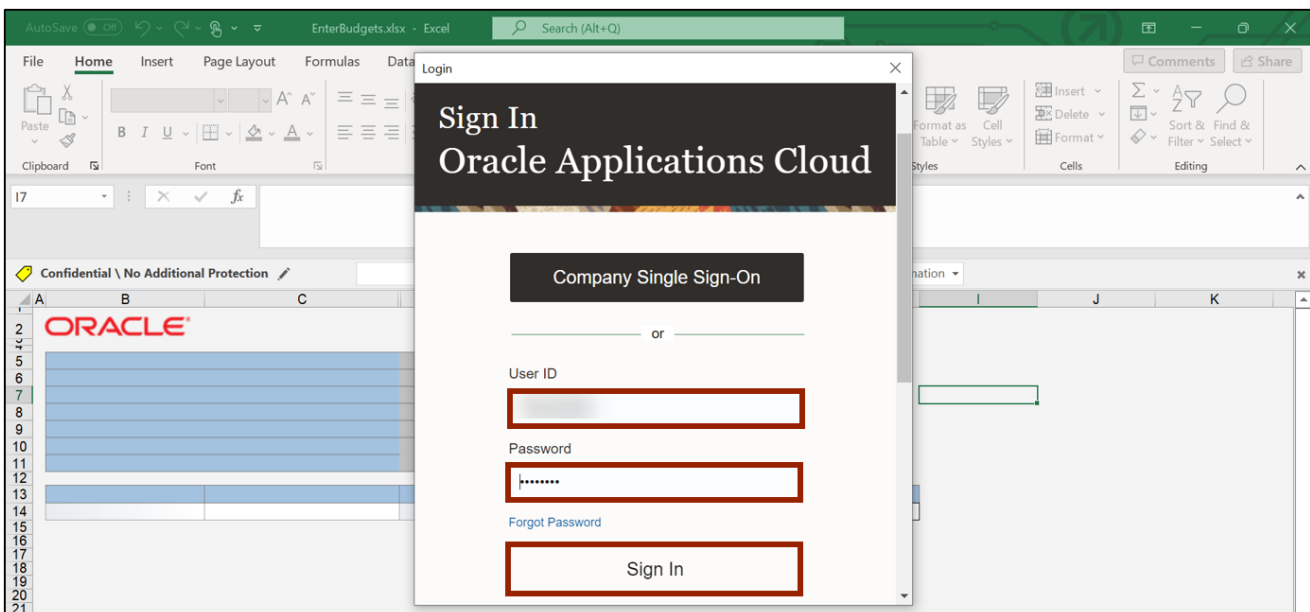
9. Click the **Enable Editing** button.



10. The *Connect* pop-up appears. Click the **Yes** button to successfully connect to the server.



11. On the NCFS portal *Login* pop-up, enter the **User ID** and **Password** credentials and click the **Sign In** button.



12. The spreadsheet opens. Enter the budget values as required.

Changed	Row Status	*Agency[-]	*Budget Fund[-]	*Account[-]	*Agency Mgmt Unit[-]	*Agency Program[-]	*Funding Source[-]	*Project[-]	*Inter Fund[-]	*Future 1[-]	*Future 2[-]	*Future 3[-]	May-23	Comment
		1900	307508	58807508	0000000	0000000	3016	0000000000	000000	0000	000000	000000	1,000	Budget Revision
		1900	307508	58807507	0000000	0000000	3016	0000000000	000000	0000	000000	000000	1,000	Budget Revision
		1900	307508	48807508	0000000	0000000	3016	0000000000	000000	0000	000000	000000	1,000	Budget Revision
		1900	307508	48807507	0000000	0000000	3016	0000000000	000000	0000	000000	000000	1,000	Budget Revision

13. Scroll to the right and enter the budget amount information. Next, make a comment if required.

In this example, we choose to write **Budget Revision** on the *Comment* fields.

Changed	Row Status	*Agency[-]	*Budget Fund[-]	*Account[-]	*Agency Mgmt Unit[-]	*Agency Program[-]	*Funding Source[-]	*Project[-]	*Inter Fund[-]	*Future 1[-]	*Future 2[-]	*Future 3[-]	May-23	Comment
		1900	307508	58807508	0000000	0000000	3016	0000000000	000000	0000	000000	000000	1,000	Budget Revision
		1900	307508	58807507	0000000	0000000	3016	0000000000	000000	0000	000000	000000	1,000	Budget Revision
		1900	307508	48807508	0000000	0000000	3016	0000000000	000000	0000	000000	000000	1,000	Budget Revision
		1900	307508	48807507	0000000	0000000	3016	0000000000	000000	0000	000000	000000	1,000	Budget Revision

14. Under the **Enter Budget Amounts** tab on top of the sheet, click the **Submit** button.

The screenshot shows the Oracle spreadsheet application window. The 'Enter Budget Amounts' tab is active. In the top toolbar, the 'Submit' button is highlighted with a red box. Below the toolbar, the spreadsheet content is visible, including the metadata section and the data table from the previous screenshots.

15. The *Upload Options* pop-up appears. Click the **OK** button.

- The first option should be checked. If it is not checked, the process will stop as soon as it encounters an error.
- If the second option is checked, then the entire data that is successfully uploaded, can be downloaded.

Note: This option is usually not checked because there is already a copy of the data on the sheet.

ORACLE Enter Budget Amounts

Budget Usage: Budgetary Control validation
 Budget Entry Classification: Budget revision
 Enter Budget Amounts As: Addition to or subtraction from current budget
 Control Budget: NC LTD Budget
 Budget Entry Name: 2023 Revision 17-07-23 14:02:20 PM
 Budget Scenario: Not applicable for Budgetary Control validation usage
 Worksheet Status

Changed	Row Status	*Agency[-]	*Budget Fund[-]	*Account[-]	*Agency Mgmt Unit[-]	*Agency Program[-]	*Funding Source[-]	*Project[-]	*Inter Fund[-]	*Future 1[-]	*Future 2[-]	*Future 3[-]	May-23	Comment
	▲	1900	307508	58807508	0000000	0000000	3016	0000000000	000000	00000	000000	00000	1,000	Budget Revision
	▲	1900	307508	58807507	0000000	0000000	3016	0000000000	000000	00000	000000	00000	1,000	Budget Revision
	▲	1900	307508	48807508	0000000	0000000	3016	0000000000	000000	00000	000000	00000	1,000	Budget Revision
	▲	1900	307508	48807507	0000000	0000000	3016	0000000000	000000	00000	000000	00000	1,000	Budget Revision

Upload Options

On failure, continue to upload subsequent rows
 Download all rows after successful upload

OK Cancel

16. The *Confirmation* pop-up appears, which indicates that the process was submitted.

ORACLE Enter Budget Amounts

Budget Usage: Budgetary Control validation
 Budget Entry Classification: Budget revision
 Enter Budget Amounts As: Addition to or subtraction from current budget
 Control Budget: NC LTD Budget
 Budget Entry Name: 2023 Revision 17-07-23 14:02:20 PM
 Budget Scenario: Not applicable for Budgetary Control validation usage
 Worksheet Status

Changed	Row Status	*Agency[-]	*Budget Fund[-]	*Account[-]	*Agency Mgmt Unit[-]	*Agency Program[-]	*Funding Source[-]	*Project[-]	*Inter Fund[-]	*Future 1[-]	*Future 2[-]	*Future 3[-]	May-23	Comment
	Row Inserted Successfully	1900	307508	58807508	0000000	0000000	3016	0000000000	000000	00000	000000	00000	1,000	Budget Revision
	Row Inserted Successfully	1900	307508	58807507	0000000	0000000	3016	0000000000	000000	00000	000000	00000	1,000	Budget Revision
	Row Inserted Successfully	1900	307508	48807508	0000000	0000000	3016	0000000000	000000	00000	000000	00000	1,000	Budget Revision
	Row Inserted Successfully	1900	307508	48807507	0000000	0000000	3016	0000000000	000000	00000	000000	00000	1,000	Budget Revision

Confirmation

Your process 2542654 was submitted.

OK

17. Once submitted, the **Row Status** fields get updated with **Row Inserted Successfully**.

ORACLE Enter Budget Amounts

Budget Usage: Budgetary Control validation
 Budget Entry Classification: Budget revision
 Enter Budget Amounts As: Addition to or subtraction from current budget
 Control Budget: NC LTD Budget
 Budget Entry Name: 2023 Revision 17-07-23 14:02:20 PM
 Budget Scenario: Not applicable for Budgetary Control validation usage
 Worksheet Status

Changed	Row Status	*Agency[-]	*Budget Fund[-]	*Account[-]	*Agency Mgmt Unit[-]	*Agency Program[-]	*Funding Source[-]	*Project[-]	*Inter Fund[-]	*Future 1[-]	*Future 2[-]	*Future 3[-]	May-23	Comment
	Row Inserted Successfully	1900	307508	58807508	0000000	0000000	3016	0000000000	000000	00000	000000	00000	1,000	Budget Revision
	Row Inserted Successfully	1900	307508	58807507	0000000	0000000	3016	0000000000	000000	00000	000000	00000	1,000	Budget Revision
	Row Inserted Successfully	1900	307508	48807508	0000000	0000000	3016	0000000000	000000	00000	000000	00000	1,000	Budget Revision
	Row Inserted Successfully	1900	307508	48807507	0000000	0000000	3016	0000000000	000000	00000	000000	00000	1,000	Budget Revision

Confirmation

Your process 2542654 was submitted.


OK

18. Note: If the process fails, no confirmation will appear, and an error appears in the Row Status column. You will need to correct the field(s) that are in error and submit again.

ORACLE® Enter Budget Amounts




Budget Usage	Budgetary Control validation
Budget Entry Classification	Initial budget
Enter Budget Amounts As	New budget or replacement of current budget
Control Budget	NC LTD Budget
Budget Entry Name	2023 Initial 29-06-23 13:07:40 PM
Budget Scenario	Not applicable for Budgetary Control validation usage
Worksheet Status	

Changed	Row Status	*Agency[...]	*Budget Fund[...]	*Account[...]	*Agency Mgmt Unit[...]	*Agency Program[...]
	Insert failed	1900	307508	58807508	0000000	0000000
	Insert failed	1900	307508	58807507	0000000	0000000
	Insert failed	1900	307508	48807508	0000000	0000000
	Insert failed	1900	307508	48807507	0000000	0000000


19. Navigate back to the **Budgetary Control Dashboard** page on NCFs. Click the **Tasks** icon [] and select **Review Budget Entries** to view the budget revision.

Budgetary Control Dashboard

Budget Monitor

View ▾    Budget Account Group 016040 * Budget Period May-23 ▾ * Balance Period to

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 and correct budgetary control reprocessing.

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

20. On the **Search** section, select the **Control Budget**, **From Budget Period**, and **To Budget Period** from the respective drop-down choice lists.

In this example we choose:

- * **Control Budget:** NC LTD Budget
- * **From Budget Period:** May-23
- * **To Budget Period:** May-23

Review Budget Entries

Search

* Control Budget NC LTD Budget

* From Budget Period May-23

* To Budget Period May-23

Budget Entry Name

View

Budget Entry Date	Budget Entry Name	Source Amount (USD)	Amount Changed (USD)	Justification
7/17/23	2023 Revision 1...	4,000.00	4,000.00	

21. Click the **Search** button.

Review Budget Entries Done

Search Advanced Saved Search All Budget Entries

* Control Budget NC LTD Budget

* From Budget Period Aug-21

* To Budget Period Jun-22

Budget Entry Name

* Required

Search

22. The newly added budget revision can be viewed here.

Budget Entry Details: 2023 Revision 17-07-23 14:02:20 PM : Budget revision Done

Control Budget: NC LTD Budget
Budget Currency: USD
Budget Entry Date: 7/17/23
Budget Amounts Entered As: Addition to or subtraction from current budget

Additional Information

View Budget Period: All

Budget Account	Budget Period	Source Amount	Amount Changed	Comment	Revision Type	Revision Number	Budget Code	Journal Entry Number	Funding Year	File Name
1900-307500-58807500-0000000-0000000-3016-0000000000-000000-0000-000000-000000	May-23	1,000.00	1,000.00	Budget Revision						
1900-307500-58807507-0000000-0000000-3016-0000000000-000000-0000-000000-000000	May-23	1,000.00	1,000.00	Budget Revision						
1900-307500-48807500-0000000-0000000-3016-0000000000-000000-0000-000000-000000	May-23	1,000.00	1,000.00	Budget Revision						
1900-307500-48807507-0000000-0000000-3016-0000000000-000000-0000-000000-000000	May-23	1,000.00	1,000.00	Budget Revision						
Total		4,000.00	4,000.00							

Wrap-Up

Update or correct budgets by making budget revisions through the ADFDI spreadsheet using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- GM100: Grants Management