



RUN BUDGET DASHBOARDS

BUD

QUICK REFERENCE GUIDE BUD-27

Purpose

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

Introduction and Overview

This QRG covers the steps to run the NC Budget to Actual Dashboard – Interactive Detail report and Summary report that compares the budget and actual costs to analyze variances. Budget dashboards can be used to drill down details from summary balances to detailed activity and budget transactions.

Run Budget Dashboards

To run Budget Dashboards 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 click the **NC Budget to Actual Dashboard** app.

The screenshot shows the NCFS portal navigation menu with 'Budgetary Control' selected. Under the 'APPS' section, the 'NC Budget to Actual Dashboard' icon is highlighted with a red box. The 'QUICK ACTIONS' section on the left lists three items: 'Review Budgetary Control Balances', 'Review Budgetary Control Transactions', and 'Review Budget Entries'.

- The **NC Budget to Actual Dashboard (RPTBE011_014)** page opens. Click the **NC Budget to Actual Budgetary Details Dashboard_RPTBE011_014** tab and select the appropriate choices for all the fields from their respective drop-down choice list.

In this example, we choose:

Control Budget: NC Authorized

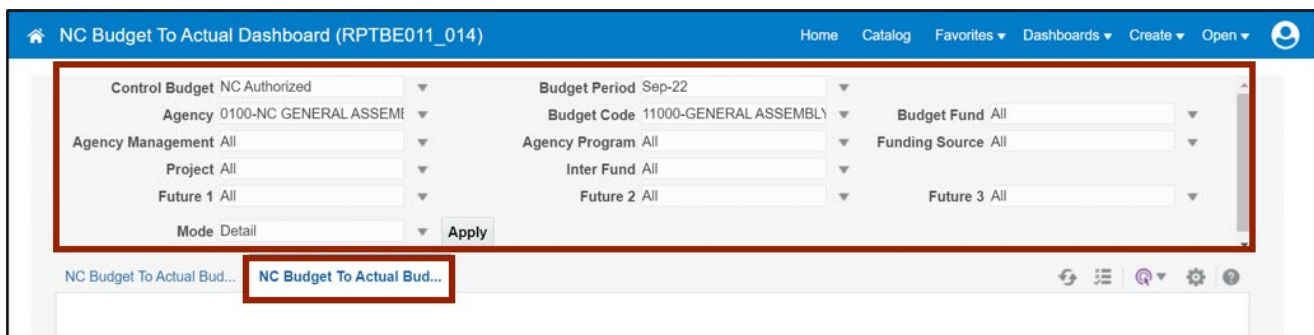
Budget Period: Sep-22

Agency: 0100-NC GENERAL ASSEMBLY

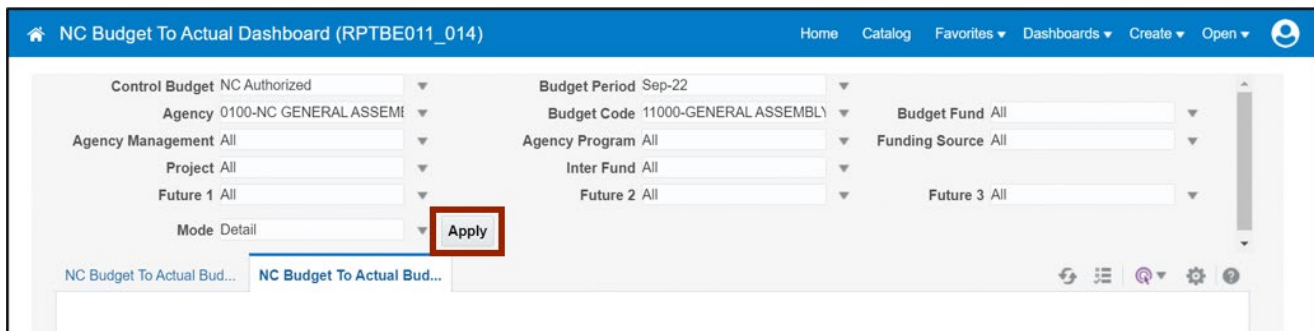
Budget Code: 11000-GENERAL ASSEMBLY-GENERAL

Budget Fund, Agency Management, Agency Program, Funding Source, Project, Inter Fund, Future 1, Future 2, Future 3: All

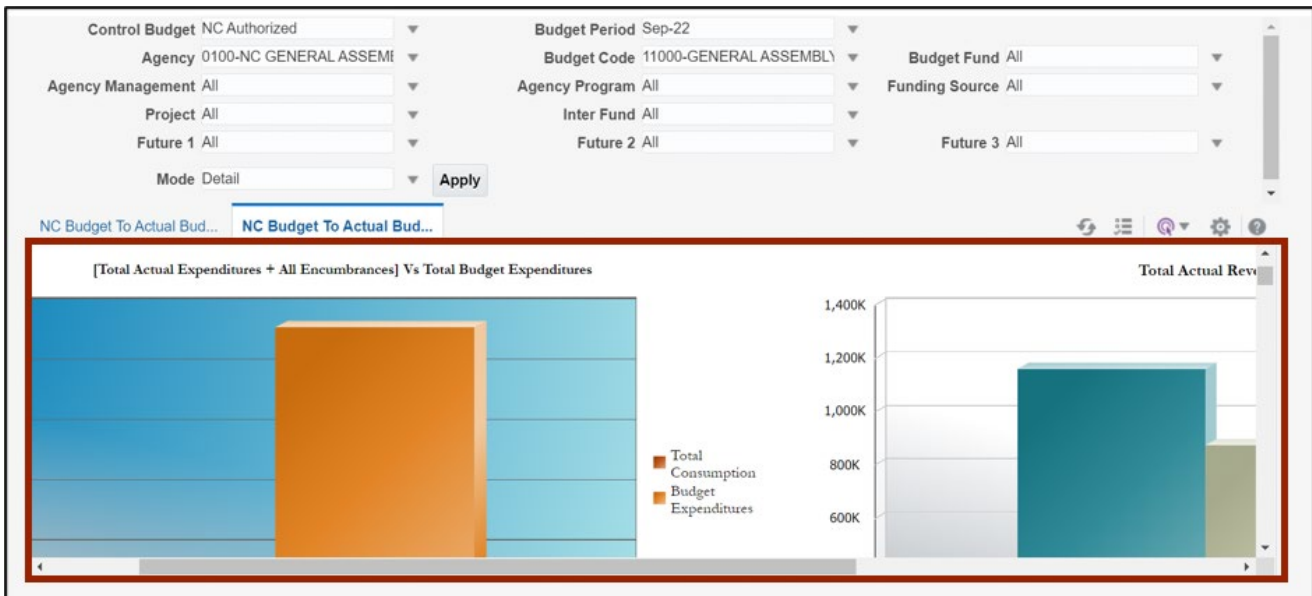
Mode: Detail (Note: Selecting the Detail mode is mandatory)



- Click the **Apply** button.



- The **NC Budget to Actual Budgetary Details Dashboard_RPTBE011_014** dashboard is generated.



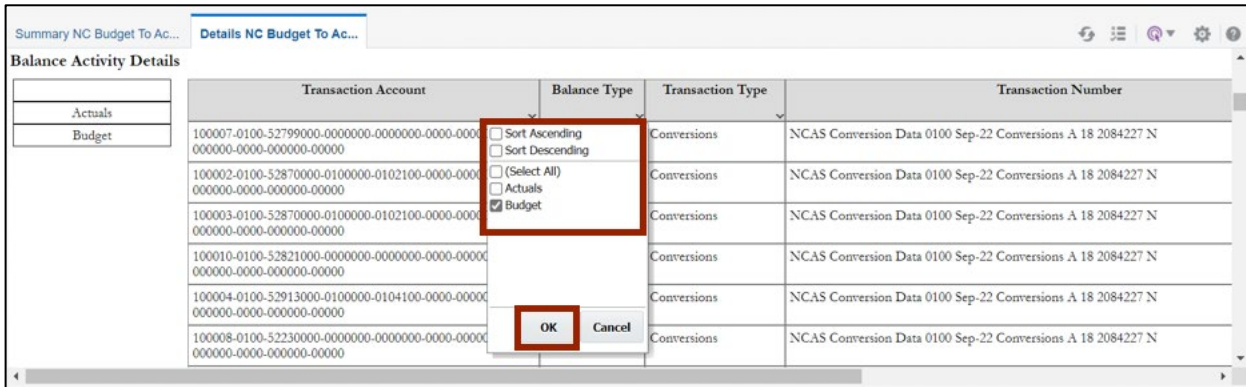
- In the **NC Budget to Actual Budgetary Details Dashboard_RPTBE011_014** dashboard, scroll down to validate the data elements and check their interactivity by clicking on the + sign next to the budget account or you can toggle between Expenditure and Revenue account.

	Budget	Current Period Actuals	YTD Actuals	Current Balance	Com
Expenditures					
Revenue					
21191999 - OTHER LIABILITIES	0.00	195.10	2,482.02	(2,482.02)	
21389999 - PAYABLES CLEARING	0.00	11,603.11	1,054,210.62	(1,054,210.62)	
44109999 - SALE OF SERVICES	555,000.00	31,551.47	97,585.06	457,414.94	
44309999 - SALE OF GOODS OR PUBLICATIONS	1,500.00	10.00	125.92	1,374.08	
47199999 - MISCELLANEOUS	0.00	9.82	9.82	(9.82)	
47999999 - OTHER MISCELLANEOUS	4,500.00	349.56	1,666.43	2,833.57	
48T99999 - RETIREE SUPPLEMENT RESERVE-TRANSFER IN	137,062.00	0.00	0.00	137,062.00	
48U99999 - UNFUNDED SOLVENCY LIABILITY RESERVE - TRANSFER IN	176,617.00	0.00	0.00	176,617.00	
51110999 - EPA SALARIES AND WAGES	40,910,162.00	2,953,678.47	8,928,102.66	31,982,059.34	

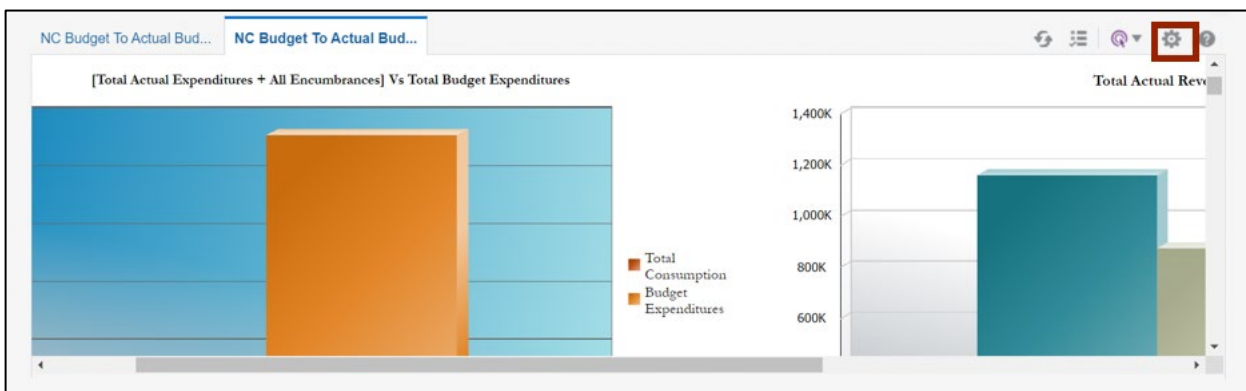
7. Toggle between the available data elements to view the desired output.

In this example, we click the drop-down for **Balance Type** and choose the **Budget** option in **Balance Activity Details** section.

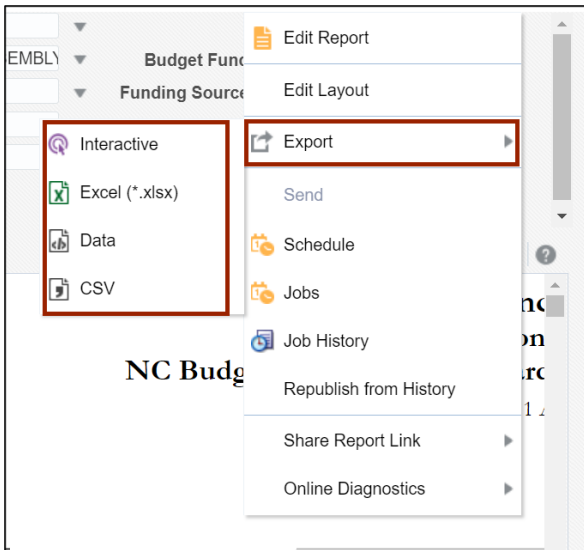
Note: By default, all the options are selected. Deselect the options not required and click the **OK** button.



8. Click the **Actions** [] icon.



- On the *Actions* pane, click the **Export** option and select the required format to export the report. The Detail report is exported.



- On the **NC Budget to Actual Dashboard (RPTBE011_014)** page, click the **NC Budget to Actual Budgetary Summary Dashboard_RPTBE011_014** tab. Select the applicable choices for all the fields from their respective drop-down choice list and click the **Apply** button.

In this example, we choose:

Control Budget: NC Authorized

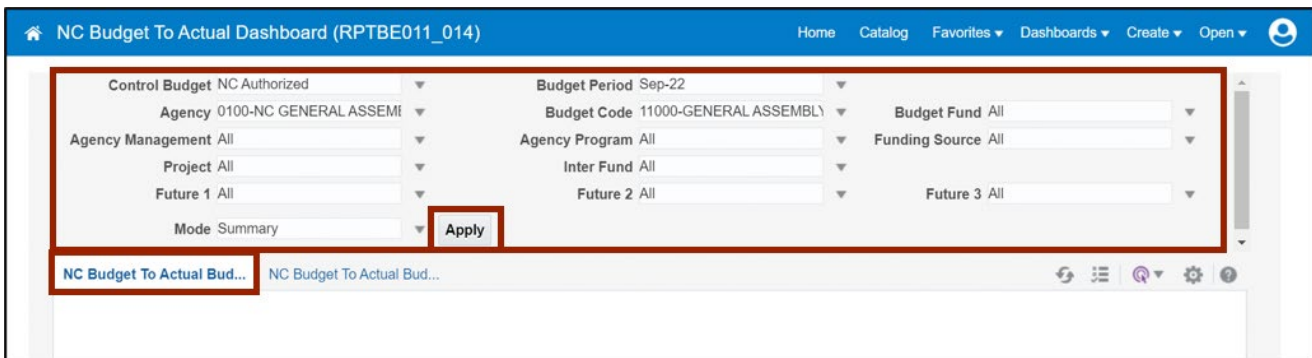
Budget Period: Sep-22


Agency: 0100-NC GENERAL ASSEMBLY

Budget Code: 11000-GENERAL ASSEMBLY-GENERAL

Budget Fund, Agency Management, Agency Program, Funding Source, Project, Inter Fund, Future 1, Future 2, Future 3: All

Mode: Summary (Note: Selecting the Summary mode is mandatory)



- The **NC Budget to Actual Budgetary Summary Dashboard_RPTBE011_014** report is generated. In the **NC Budget to Actual Budgetary Details Dashboard_RPTBE011_014** report, validate the data elements in the report and on the top right corner of the dashboard, click the **Actions** [] icon.

Expenditures	Account	Description	Budget	Current Period Actuals	YTD Actuals	Curr Balan
Revenue	21191999	OTHER LIABILITIES	0.00	195.10	2,482.02	(2
	21389999	PAYABLES CLEARING	0.00	6,187.31	1,052,027.38	(1,052

- On the **Actions** pane, click the **Export** option and select the desired format to export the report. The Budget Summary report is exported.

Wrap-Up

Run the NC Budget to Actual Dashboard – Interactive Detail report and Summary report that compares budget and actual costs to analyze variances. Budget dashboards can be used to drill down details from summary balances to detailed activity and budget transactions.

Additional Resources

Web-Based Training (WBT)

- BU001: Budget Inquiry