

CMIA REPORTING

QUICK REFERENCE GUIDE PNG-01

Purpose

The purpose of this Quick Reference Guide **(QRG)** is to provide a step-by-step explanation of CMIA Reporting in the North Carolina Financial System **(NCFS)**.

Introduction and Overview

This QRG covers the process of CMIA Reporting in NCFS. For monthly CMIA reporting, agencies must reflect the payments by type in different columns (check, electronic) and list by date. The AP-011 report can be filtered that provide that detail. The RTR-165 can provide federal deposit amounts by date and transfers. The NC Payment with COA Detail Report and NC Agency GL Transaction Detailed Report are Oracle custom pre-built reports using chart of account segments and date ranges as parameters.

NC Payment with COA Detail Report (RPT-AP-011)

To run NC Payment with COA Detail Report (RPT-AP-011), 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 Tools tab and click the Reports and Analytics app.

(Good a	afternoon	, Training Sup		
E)	penses	Procurement	My Enterprise Tool	s Configuration	Others
Q	UICK ACTIONS		APPS		
	Manage G History	Collaboration Messaging			
	🍋 🛛 Al Apps A	dministration	Set Preferences	Alerts Composer	Developer Connect
			Worklist	Reports and Analytics	Scheduled Processes



3. On the **Reports and Analytics** page, click the **Browse Catalog** button.



4. The **Catalog** window appears. Click the **Shared Folder>Custom>FBR Custom> Report** folder.



5. Under the Accounts Payable tab, click the NC Payment with COA Detail Report.



6. Click the **Open** button.

Folders	Ez ilo	Type All	▼ Sort Name A-Z	 Show More Details 				
🖌 🚞 Accounts Payable	· · · · · · · · · · · · · · · · · · ·		NC Payment with COA Detail DM (R	RPTAP011) Last Modified 6/23/23 8:19 AM Owner System Account				
NC AP Invoice	Approval Workflow Status Report (RPTAP024)		Edit More V					
NC AP Invoice	Line Count by Employee-Project Report (RPTAP042		NC Payment with COA Detail Report (RPTAP011) Last Modified 6/23/23 8:19 AM Owner System Account					
NC Direct Ent	y vs PO Matched Invoices Paid Report (RPTAP027)							
NC Dollars Sp			Open Edit More ▼	P011)				
NC Fixed Ass								
NC Invoice Ar								
NC Invoice Di	stribution Details Dashboard							
NC Invoice He	ld and Released Report (RPTAP034)	•						
NC NCG Gran	t Payments Report (RPTAP025)							
🕨 🛅 NC Open Cre	lit Memo Report (RPTAP030)							
NC Outstandi	ng Check Report (RPTAP005)							
NC Payment I	Register Report (RPTAP006)							
NC Payment	with COA Detail Report (RPTAP011)							

7. On the **NC Payment with COA Detail Report (RPTAP011)** page, select the **Business Unit** from the *Business Unit* drop-down choice list.

In this example, we chose **5000 NC COMMUNITY COLLEGE SYSTEM OFFICE**. Enter the **Payment Accounting From Date** and **Payment Accounting To Date**.

NC Payment with COA Deta	il Report (RPTAP011)			Home Catalog	Favorites Dashboards	Create 👻 Open 👻
Business Unit	5000 NC COMMUNITY COLL	T Disbursement Bank Account Name	All	v		
* Payment Accounting From Date	01/01/2023	* Payment Accounting To Date	06/30/2023	Payment Method	All	▼ Payment Nu
Agency	All	▼ Budget Fund	All	▼ Account	All	·
Program	All	▼ Funding Source	All	 Parent Project 	All	w Pr
Inter Fund	All	▼ Future 1	All	▼ Future 2	All	▼ Fut -
						•
NC Payment with COA Det					6 ⊞	x 🗘 🛛

8. Select the **Parent Project** from the *Parent Project* drop-down choice list.

In this example, we chose **50G0000200-APPRENTICESHIP BUILDING ST CAPACITY GRANT (SAE2020)** 17.285. Click the **Apply** button.

NITY COLL	▼ Disbursement Ba	nk Account Name	All		*						-
00	* Payment A	ccounting To Date	06/30/2023	60	Payment Method	All	▼ Payme	nt Number	All	Ŧ	- 1
	v	Budget Fund	All		▼ Account	All	Ŧ	AMU	All	v	- 1
	v	Funding Source	All		▼ Parent Project	50G0000200-APPRENTICES	Ŧ	Project	All	Ŧ	
	*	Future 1	All		Future 2	All	*	Future 3	All	T Apply	1 -

9. Click the **download** [😼] icon. Click the **Open** button to run the report.

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NC Payment with COA Deta	il Report (RPTAP011				Downloads	
Business Unit	1600 DEPARTMENT OF	N\ 🔻	 Disbursement Bank Account Name 	All	What do you want to de	o with NC Payment wit
* Payment Accounting From Date	01/02/2023		* Payment Accounting To Date	07/10/2023	Open	Save as 🗸 🗸
Agency	All		Budget Fund	All		
Program	All		Funding Source	All		
Inter Fund	All		Future 1	All		
•						

10. The NC Payment with COA Detailed Report output is generated.

North C	ICFS arolina Financial System		North Carolina Financial System Office of State Controller NC Payment with COA Detail Report (RPT-AP-011)								
	~				07/11/2023	09:15:15 A	M				
Parameters											
Business Unit	5000 NC COMMUN COLLEGE SYSTEM OFFICE	ITY A	MU		All						
Disbursement Bank Acco Name	ount All	I	Program		All				-		
Payment Accounting Fro Date	om 01/01/2023	I	Funding Source		All						
Payment Accounting To Date	nting To 06/30/2023		Parent Project		All						
Payment Method	A11	I	Project		All						
Payment Number	All	I	nter Fund		All						
Agency	A11	I	Future 1		All						
Budget Fund	A11	I	Future 2		A11						
Account	A11	I	Future 3		All						
Business Unit	Disbursement Bank Account Name	t Invoid	e Number	Invoice Date	Invoice Distribution Amount	PO Number	Payment Number	Payment Accounting Date	Payment Status		
5000 NC COMMUNITY COLLEGE SYSTEM OFFICE	2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM	5000 TEST N	IICR INVOICE	05/24/2023	3 15.00		1000	05/25/2023	Negotiable		
5000 NC COMMUNITY COLLEGE SYSTEM OFFICE	2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM	5000MICRTH	EST_06062023	06/06/2023	60.00)	1008	06/22/2023	Negotiable		
5000 NC COMMUNITY COLLEGE SYSTEM	2000235 - GENERAL	5000MCPT									
OFFICE	EXPENSE - COMMUNITY COLLEGE SYSTEM	ST	EST_06062023_D	06/19/2023	15.00)	1007	06/22/2023	Negotiable		
OFFICE 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE	EXPENSE - COMMUNITY COLLEGE SYSTEM 2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM	ST PO for Service	EST_06062023_D	06/19/2023	5 15.00 7,200.00)) NC518883	1007	06/22/2023	Negotiable Negotiable		
OFFICE 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE	EXPENSE - COMMUNITY COLLEGE SYSTEM 2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM 2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM	PO for Servic GrantTest_50	EST_06062023_D ces from Ariba 000_1	06/19/2023 05/15/2023 04/26/2023	3 7,200.00) NC518883	1007	06/22/2023 06/28/2023 06/01/2023	Negotiable Negotiable Negotiable		
OFFICE 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE	EXPENSE - COMMUNITY COLLEGE SYSTEM 2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM 2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM 3000046 - GENERAL EXPENSE - OSC E-PAY	PO for Servic GrantTest_50 GrantTest_50	EST_06062023_D	06/19/2022 05/15/2022 04/26/2022 04/28/2022	5 15.00 7,200.00 5 5,000.00 6 600.00)) NC518883	1007 1009 1002 1110	06/22/2023 06/28/2023 06/01/2023 06/01/2023	Negotiable Negotiable Negotiable Negotiable		
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Payment Distribution	Payment Method	Remit-to-Supplier Number	Supplier/Party/Employee	Remit-to-Supplier Site	Supplier Type	Agency	Budget Fund	Account
Amount			Name Remit to Name					
600.00	Electronic - Supplier	102054	SOFTWARE HOUSE	R.50PT.C	Supplier	5000	105350	52826000
			INTERNATIONAL					
300.00	Electronic - Supplier	110344	FORMS & SUPPLY INC	R.50PT.A	Supplier	5000	105350	53110000
4,000.00	Electronic - Supplier	107576	CHATSTAFF LLC	R.50PT.02	Supplier	5000	105350	52170002
-								
2,000,00	Check - Supplier	108123	CLIMER CONSULTING	R 50PT 01	Supplier	5000	105350	52199000
2,000.00	oneen coppaci				- oppare			
150.00	Electronic - IGO	119138	4100 NC DEPT OF	IGO.139	Supplier	5000	105350	52811000
			INFORMATION					
			TECHNOLOGY STATE					
			TELECOMMUNICATIONS					
200.00		115740	TELECOMMUNICATIONS	D CODTION	c . r	5000	105250	50014000
200.00	Check - Supplier	115/42	ZOOM VIDEO	R.50P1.01	Supplier	5000	105350	52814000
			COMMUNICATIONS INC					

Agency Management Unit	Agency Program	Funding Source	Parent Project	Project	Inter Fund	Future 1	Future 2	Future 3	Total Payments By Budget Fund	Total Payments By Business Unit
5001591	50000CP	3000	50G000200	50G000201	000000	0000	000000	00000		
5001591	50000CP	3000	50G0000200	50G0000201	000000	0000	000000	00000		
5001591	50000CP	3000	50G0000200	50G0000201	000000	0000	000000	00000		
5001591	50000CP	3000	50G0000200	50G0000201	000000	0000	000000	00000		
5001591	50000CP	3000	50G0000200	50G000201	000000	0000	000000	00000		
5001591	50000CP	3000	50G0000200	50 G000 0201	000000	0000	000000	00000		
									7,250.00	
										7,250.00

NC Agency GL Detailed Transaction Report (RPT-RTR-165)

To run NC Agency GL Detailed Transaction Report (RPT-RTR-165), 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 Tools tab and click the Reports and Analytics app.

		-	
Expenses Procurement	My Enterprise Tools	Configuration	Others
QUICK ACTIONS	APPS		
Manage Collaboration Messaging History			
NI Apps Administration	Set Preferences	Alerts Composer	Developer Connect
	Worklist	Reports and	Scheduled

3. On the **Reports and Analytics** page, click the **Browse Catalog** button.



4. The **Catalog** window appears. Click the **Shared Folder>Custom>FBR Custom> Report** folder and click on the **General Ledger** tab under the **Report** tab.

🗊 Catalog				Home Catalog Favorites - Dashboards - Create - Open
User View 🔻	lb▼ છ ⊠ ≌ < ⊞▼	R / A	v 🗠 v	🗶 🎼 🎼 Location /Shared Folders/Custom/FBR Custom/Report/General Ledger/NC Agency GL Detailed Tra 🔻 🗋 Show Hidden Items
∡ Folders		E in	Type All	▼ Sort Name A-Z ▼ Z Show More Details
4	 Report Accounts Payable 	1	¢	NC Agency GL Detailed Transaction DM (RPTRTR165) Last Modified 6/20/23 8:28 AM Owner BI Consumer Role NC Agency GL Detailed Transaction Data Model (RPTRTR165) Edit More ▼
	Accounts Receivable Budget Cash Management and Treasury	- 1		NC Agency GL Detailed Transaction Report (RPTRTR165) Last Modified 7/5/23 11:31 AM Owner BI Consumer Role NC Agency GL Detailed Transaction Report (RPTRTR165) Open Edit More ▼
	Expense Fixed Asset			
	General Ledger	fer Report		
	FBR Cash Inter Fund Clearing FBR CoA MappingSet Report	Interface		
	FBR Commerce Cost Allocation FBR Cost Allocation FBR Cost Allocation Pre-Valida	ns Recon- ation Repc		
	FBR DPS Cost Allocations Rec FBR NCFS GL Journal Interface	conciliation ce Reconc		
	FBR OSC Payroll Cost Allocation	ons Reco 🖕		

5. Under the General Ledger tab, click the NC Agency GL Detailed Transaction Report (RPTRTR-165). Click the Open button.

User View 🔻	lla▼ 🧐 🖬 隆 🤇 🏛 ▼ 🛛 🐘 🖉 🚔	v 🖻 v	🗙 🏢 📔 Location /Shared Folders/Custom/FBR Custom/Report/General Ledger/NC Agency GL Detaile
▲ Folders	E in	Type All	▼ Sort Name A-Z ▼ Show More Details
	INC Agency Chart of Account Values Rep INC Agency GL Detailed Transaction F		NC Agency GL Detailed Transaction Data Model (RPTRTR165) Last Modified 0/20/23 8.28 AM NC Agency GL Detailed Transaction Data Model (RPTRTR165) Edit More ▼
	NC Agency Journal Import Errors Report NC Aggregate of Receivables for Goverr NC Aggregate of Receivables for Proprie		NC Agency GL Detailed Transaction Report (RPTRTR165) Last Modified 7/5/23 11:31 NC Agency GL Detailed Transaction Report (RPTRTR165) Open Edit More ▼
	NC All Ledgers Reconciliation Report (R NC Annual Fee Report (RPTRTR024)		

6. The **NC Agency GL Detailed Transaction Report (RPTRTR165)** page, select the **Agency** from the *Agency* drop-down choice list.

In this example, we chose **1600 DEPARTMENT OF ENVIRONMENTAL QUALITY**. Enter the **Fiscal Year.** Click the **Apply** button.

NC Agency GL Detailed Transaction Report (RPTRTR...

 * Ledger Name
 NC CASH US

 Agency
 1600-DEPARTMENT OF ENI

 Budget Code
 All

 Account [Parent 1]
 All

 * Fiscal Year
 2023

 NC Agency GL Detailed T...
 Accounting Period

Note: The user should select the Accounting Period for which the CMIA is being prepared.

7. Click the **download** [🞍] icon. Click the **Open** button to run the report.

A NC Agency GL Detaile	d Transaction Report (I	RPTRTR	£		Dowr	nloads			Ľ	Q	… ☆
* Ledger Name	NC CASH US	v			N N	/hat do y	ou want	to do wi	ith NC Agend	y GL D	
Agency	1600-DEPARTMENT OF ENV	•				Ope	en		Save as	\sim	
Budget Code	All	*	Budget Fund	All							
Account [Parent 1]	All	Ŧ	Account [Child]	All							
* Fiscal Year	2023	w	Accounting Period	All							
NC Agency GL Detailed T											

8. The NC Agency GL Detailed Transaction Report (RPT-RTR-165) output is generated.

	A	В	С	D	E	F	G 🔺				
1 2	North Ca				North Carolina Financial System Office of State Controller						
3 4					NC Agency GL Detailed Transaction Report (RPT-RTR-165) 07/14/2023 05:00:01 AM						
6	Parameters										
7	Ledger	NC CASH US									
8	Agency	1600-DEPARTMENT OF ENVIRONMENTAL QUALITY									
9	Budget Code	All									
10	Budget Fund	All									
11	Account [Parent 1]	All									
12	Account [Child]	All									
13	Fiscal Year	2023									
14	Accounting Period	All									
15											
16	Ledger Name	Accounting Period	GL Accounting Date	Posting Date	Journal Category	Journal Source	Journal Batch Name				
17	NC CASH US	Feb-23	02/06/2023	02/07/2023	Global Intercompany	Global Intercompany	126966 Global Intercompany A 2007377 2009916 N				
18	NC CASH US	Feb-23	02/06/2023	02/07/2023	Global Intercompany	Global Intercompany	126961 Global Intercompany A 2007377 2009916 N				
19	NC CASH US	Feb-23	02/09/2023	02/10/2023	Global Intercompany	Global Intercompany	127982 Global Intercompany A 2015060 2017445 N				
20	NC CASH US	Feb-23	02/08/2023	02/09/2023	Global Intercompany	Global Intercompany	127278 Global Intercompany A 2012392 2015058 N				
	NC CASH US	Feb-23	02/08/2023	02/09/2023	Global Intercompany	Global Intercompany	127281 Global Intercompany A				
1	NC Agency GL Detailed (+)										

Journal Name	Agency Number	Budget Code	Budget Fund	Budget Fund Description	Natural Account	Natural Account Description	AMU Code
1 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET	0000000
						CODE CASH	
186 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET	0000000
						CODE CASH	
211 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET	0000000
						CODE CASH	
161 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET	0000000
						CODE CASH	
64 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET	0000000
						CODE CASH	
2 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET	0000000
						CODE CASH	
22 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET	0000000
						CODE CASH	
18 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET	0000000
						CODE CASH	

AMU Code Description	Agency Program	Agency Program Description	Funding Source	Project (Parent1)	Project Description (Parent1)	Project	Project Description
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT

InterFund	Future 1	Future 2	Future 3	Debit Amount	Credit Amount	Sub-Ledger Transaction	Application Name	Party Number	Party Name	PO Amount Invoiced	PO Number	Context DFF	Attribute1
034300	0000	000000	00000	627,105.11	0.00		General Ledger						
014600	0000	000000	00000	18,172.00	0.00		General Ledger						
014600	0000	000000	00000	797,916.63	0.00		General Ledger						
014600	0000	000000	00000	278,314.64	0.00		General Ledger						
014600	0000	000000	00000	22,621.27	0.00		General Ledger						
013000	0000	000000	00000	0.00	4,161.00		General Ledger						
014100	0000	000000	00000	0.00	20,158.87		General Ledger						
014100	0000	000000	00000	0.00	64,489.98		General Ledger						

Wrap-Up

Use the steps above to run NC Payment with COA Detail Report and NC Agency GL Transaction Detailed Report are Oracle custom pre-built reports that use chart of account segments and data ranges as parameters to provide a list of all transactions.

Additional Resources

Virtual Instructor-Led Training (vILT)

• GM100: Grants Management