

# **REPORTS HELPFUL FOR**

## **GRANTS MANAGEMENT**

PNG

**QUICK REFERENCE GUIDE PNG-03** 

#### Purpose

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

#### Introduction and Overview

This QRG covers the process of running reports helpful for Grants Management. The various reports include budget entry validation reports, review reports, month end reconciliation reports, and other reports. Some examples of Grants Management reports include NC Federal Check Clearance Pattern Report, NC GL Project Summary Report, and NC Federal Grant 488-588 Transfer Account Reconciliation Report.

#### **Run Grants Reports**

To run Grants Management reports, 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 select the Reports and Analytics app.





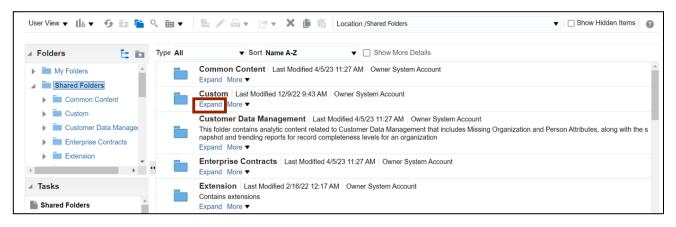
3. Click the **Browse Catalog** button on the top-right corner.

Reports and Analytics ②	Browse Catalog
all Folders »	
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4. The **Catalog** page opens. Under the *Folders* section on the left side of the page, click **Shared Folders**.

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My Folders     Shared Folders	1			Drafts Last Modified 4/7/23 5:20 AM Owner Training Super User 1 Expand More ▼						

5. Under the **Custom** folder, click **Expand**.



6. Under the FBR Custom folder, click Expand.

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My Folders     Shared Folders		CloudInsights Last Modified 12/9/22 7:46 AM Owner System Account Expand More ▼
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CloudInsights		FBR Custom         Last Modified 3/13/23 2:15 AM         Owner Boomi IntegrationUser           Expand         More         ▼
<ul> <li>Customer Relationsh</li> <li>FBR Custom</li> </ul>		Financials Last Modified 12/9/22 8:58 AM Owner System Account Expand More ▼
		Functional Setup Last Modified 12/9/22 7:47 AM Owner System Account Expand More ▼

7. Under the **Report** folder, click **Expand**.

Folders 📘 🖬	Type All	▼ Sort Name A-Z ▼  Show More Details
My Folders		Conversion Last Modified 3/13/23 2:15 AM Owner Boomi IntegrationUser Expand More ▼
Common Content		Integration   Last Modified 3/13/23 2:08 AM   Owner Boomi IntegrationUser Expand More ▼
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8. Scroll down to find the **Grants** folder. Then, click **Expand**.

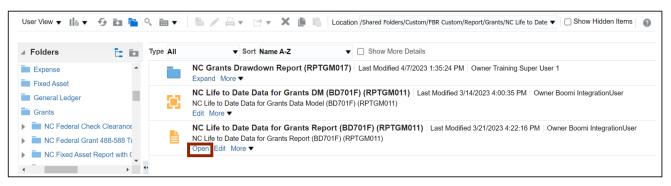
Folders			ype All	▼ Sort Name A-Z ▼ Show More Details
<ul> <li>Cash Manage</li> </ul>	ment and Treasury	•		Accounts Payable   Last Modified 7/4/23 3:32 AM   Owner System Account Expand More ▼
<ul> <li>Expense</li> <li>Fixed Asset</li> </ul>		- 11		Accounts Receivable   Last Modified 6/8/23 8:52 AM   Owner System Account Expand More ▼
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	II Check Clearance Pattern Report (I			Cash Management and Treasury   Last Modified 6/8/23 8:52 AM   Owner System Account Expand More ▼
NC Fixed Asset Report with COA (RPTGM021)				Expense   Last Modified 6/8/23 8:54 AM   Owner System Account Expand More ▼
1	ject Summary Report (RPTGM013)	• •		Fixed Asset Last Modified 6/8/23 8:52 AM Owner System Account Expand More ▼
Tasks		A		General Ledger   Last Modified 6/8/23 8:53 AM   Owner BI Consumer Role Expand More ▼
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X Delete	🕂 Upload			Expand More 🔻
Copy	Properties			OTBI Reports Last Modified 6/8/23 8:53 AM Owner System Account

9. Find the grants report to be run and click **Expand** under the report.

In this example, we choose NC Life to Date Data for Grants Report (BD701F) (RPTGM011).

Expense   Fixed Asset   General Ledger   Inventory   Procurement   Security   Inventory   NC Federal Check Clearance Pattern Report (RPTGM020) Last Modified 3/13/2023 5:53:50 AM Owner Boomi IntegrationUser   Expand More ▼   NC Federal Grant 488-588 Transfer Account Reconciliation Report (RPTGM016) Last Modified 3/13/2023 5:53:50 AM Owner Boomi IntegrationUser   Expand More ▼   NC Fixed Asset Report with COA (RPTGM021) Last Modified 3/13/2023 5:53:59 AM Owner Boomi IntegrationUser   Expand More ▼   NC GL Project Summary Report (RPTGM013) Last Modified 3/14/2023 3:52:16 PM Owner Boomi IntegrationUser   Expand More ▼   NC Life to Date Data for Grants Report (BD701F) (RPTGM011) Last Modified 4/7/2023 1:35:24 PM Owner Boomi IntegrationUser   Expand More ▼   NC LTD Budget Activity Details Report (RPTGM022) Last Modified 3/13/2023 5:53:59 AM Owner Boomi IntegrationUser   Expand More ▼   NC LTD Budget to LTD Actual Dashboard (RPTGM018) Last Modified 3/13/2023 5:53:57 AM Owner Boomi IntegrationUser   Expand More ▼   NC Special Purpose Budget Report (DAPG26) (RPTGM009) Last Modified 3/13/2023 5:53:42 AM Owner Boomi IntegrationUser   Expand More ▼	Folders	E:		Type All	▼ Sort Name A-Z ▼ □ Show More Details
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	Land	80-98	1		NC Special Purpose Budget Report (DAPG26) (RPTGM009) Last Modified 3/13/2023 5:53:42 AM Owner Boomi IntegrationUser Expand More ▼

10. To open NC Life to Date Data for Grants Report (BD701F) (RPTGM011), click Open under the report.



11. Select the **Agency** from the respective drop-down choice list.

In this example, we choose **1100-DEPARTMENT OF LABOR**. Enter any other relevant information in the respective fields. Then, click the **Apply** button.

NC Life to Date Data 1	for Grants Report (BD7	01F) (	(RP			Home	Catalog	Favorites 🗸	Dashboards 🔻	Create 🗸	Open 🔻	0
Agency Fiscal Year	100-DEPARTMENT OF LAB	¥	Fiscal Month /	Apr 23								
	33800-LABOR-FEDERAL	*	Budget Fund				Fundi	ng Source Al			v	
Agency Management Unit	All	٣	Agency Program	All	٣	Apply						
NC Life to Date Data fo									<del>9</del> ⊞	x v	¢ 0	

12. The report is now downloaded. Click the **Open** button to open the report or click the **Save as** button to save the report.

NC Life to Date Data f	or Grants Report (BD7	'01F) (	(RP			Downloads	Ľ	) Q	s? te	👻 Open 👻	
Fiscal Year	1100-DEPARTMENT OF LAB 2023 33800-LABOR-FEDERAL	* * *	Fiscal Month Budget Fund		- v v	What do you wa Open See more	ant to do with NC Life t Save as	o Date D V		Ŧ	
Agency Management Unit	All	•	Agency Program	All	v	Apply			_		
NC Life to Date Data fo								•9 ∷≣	X, ▲	¢ 0	
			Report Comple	1.11							

#### 13. Open the report to view and verify all the details.

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5 7 7 7 8 Fiscal Month 9 Fiscal Month 10 Budget Code 1 Budget Fund 2 ANU 1 3 AP 1 4 Funding Source 1 5	100-DEPARTMENT OF LABOR 2023 Apr-23 33800-LABOR-FEDERAL Al Al Al Al Al											
16         Data Information           7         Agency           18         Fiscal Year           19         Fiscal Year           20         Budget Eode           21         Budget Fund           22         APP           23         24           24         Succe	100-DEPARTMENT OF LABOR 2023 Apr-23 3300-LABOR-FEDERAL 305001-NCDOL 330 MINE SAFETY AND HAL TH 0000000-DEFAULT Agency Mgm Ulu-NC-CASH 0000000-DEFAULT Agency Program NC CASH 3020											
26 Expenditures	1								State Fiscal Year			Life to Date
27 Account	Account Description	AMU	AMU Description	AP	AP Description	Interfund			Quarter to Date Actual		Award/Budg Actual	Unexpended/Undrawn
58805001	MSHA GRANT	000000	DEFAULT Agency Mgmt Unit NC CASH	000000	DEFAULT Agency Program NC CASH	000000	DEFAULT Inter Fund NC CASH	0.0	0.0	0 19,536.46	157,814.04	
29	Total	0	CAON	0	CASH			0.0	0.0	0 19,536.46	0.00 157,814.04	(157,814.04)
30												
31 Revenue									State Fiscal Year			Life to Date
32 Account	Account Description	AMU	AMU Description	AP	AP Description				Quarter to Date Actual		Award/Budg Actual	Unexpended/Undrawn
42105001	MINE SAFETY & HEALTH	000000	DEFAULT Agency Mgmt Unit NC CASH	000000	DEFAULT Agency Program NC CASH			0.0	0.0	0 19,536.46	157,814.04	
34	Total	0	CASH	0	LASH			0.0	0.0	0 19,536.46	0.00 157,814.04	(157,814.04)
35	Net Difference			-				0.0			0.00 0.00	0.00
36						1						
37 Data Information												
38 Agency	1100-DEPARTMENT OF LABOR	]										
39 Fisoal Year	2023	1										
40 Fiscal Month	Apr-23	-										
41 Budget Code Budget Fund	33800-LABOR-FEDERAL 305001-NCDOL 3330 MINE	-										
42 Budget Fund	SAFETY AND HEALTH											
Fund 305	1	02	Fund 305003	Fund	305004 Totals		Ð					



### Wrap-Up

Run reports helpful for Grants Management using the steps above.

#### Additional Resources

#### Instructor-Led Training (vILT)

• GM100: Grants Management