



CASH AVAILABILITY REPORT


QUICK REFERENCE GUIDE CM-03


CM

The purpose of this Quick Reference Guide (QRG) is to explain how to navigate to and generate the Cash Availability Report in the North Carolina Financial System (NCFS).

Introduction and Overview

This Quick Reference Guide (QRG) covers the navigation to the Cash Availability Report and how to generate the report output. The Cash Availability Report provides information regarding the availability of cash balances by budget code for pending disbursements to confirm payments can be funded. This report provides the cash availability information to determine if there are adequate funds for a disbursement. Users are also able to add this report as a favorite in NCFS, which makes it readily available and eliminates the navigation path.

<p>NCFS Reports General Navigation Note</p> 	<p><i>Note: For more information on how to navigate to the NCFS Reports Catalog from the Home Page, please review the Navigating to NCFS Reports QRG.</i></p>
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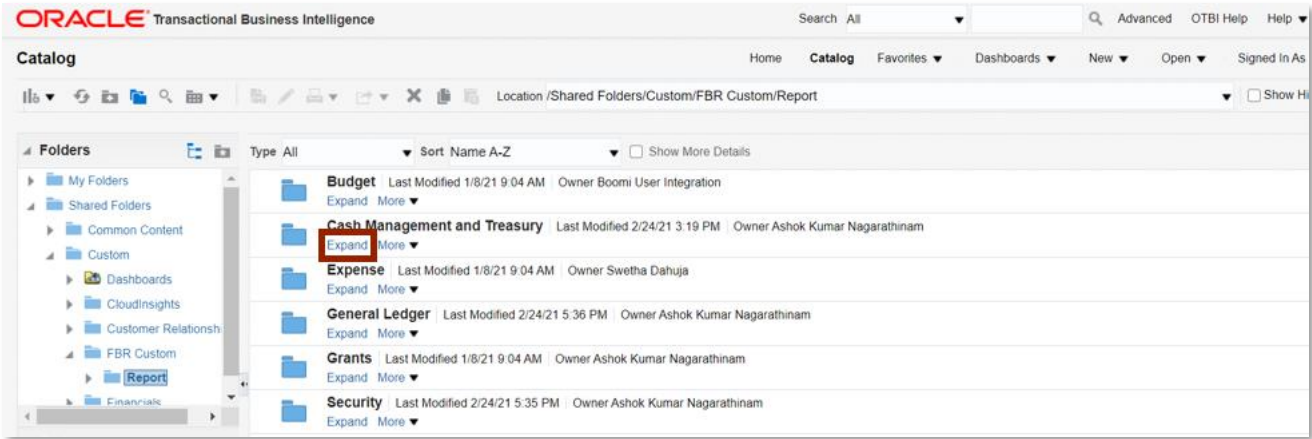
	<p>User Tip: All first-time users should ensure at login, the browser cache is empty prior to initiating the logon sequence.</p>
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Navigating to the Report

To navigate to the Cash Availability Report, please follow the steps below.

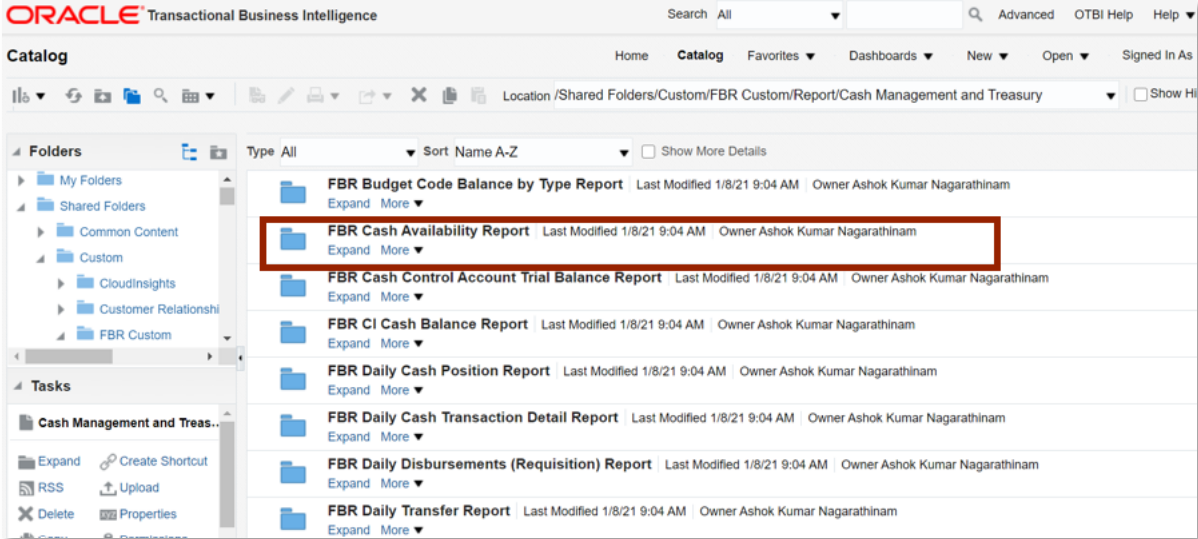
1. Click **Expand** in the Cash Management and Treasury Section.





Cash Management and Treasury Reports

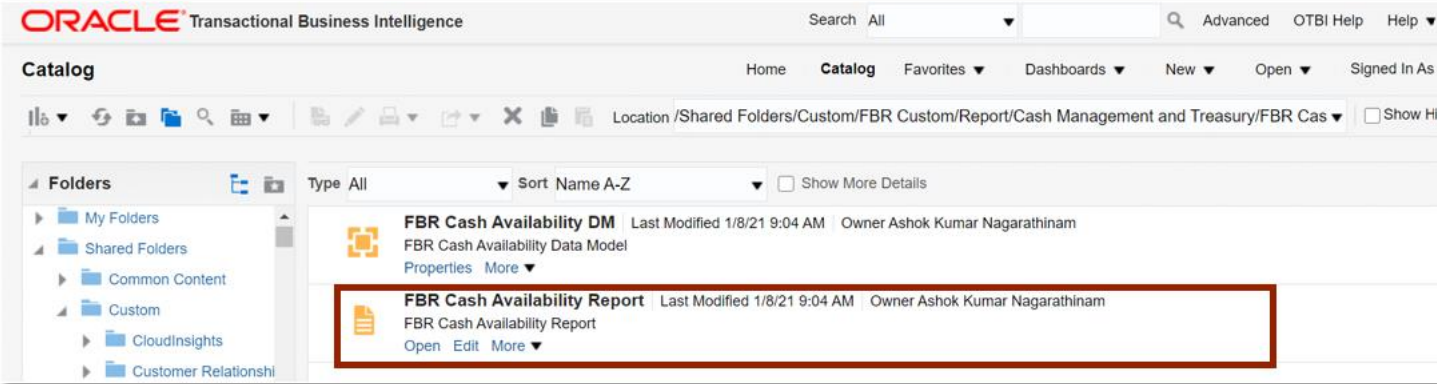
2. Click **Expand** under the *FBR Cash Availability Report*.



The FBR Cash Availability Report on the Cash Management Reporting

3. Click **Open** under *FBR Cash Availability Report*.



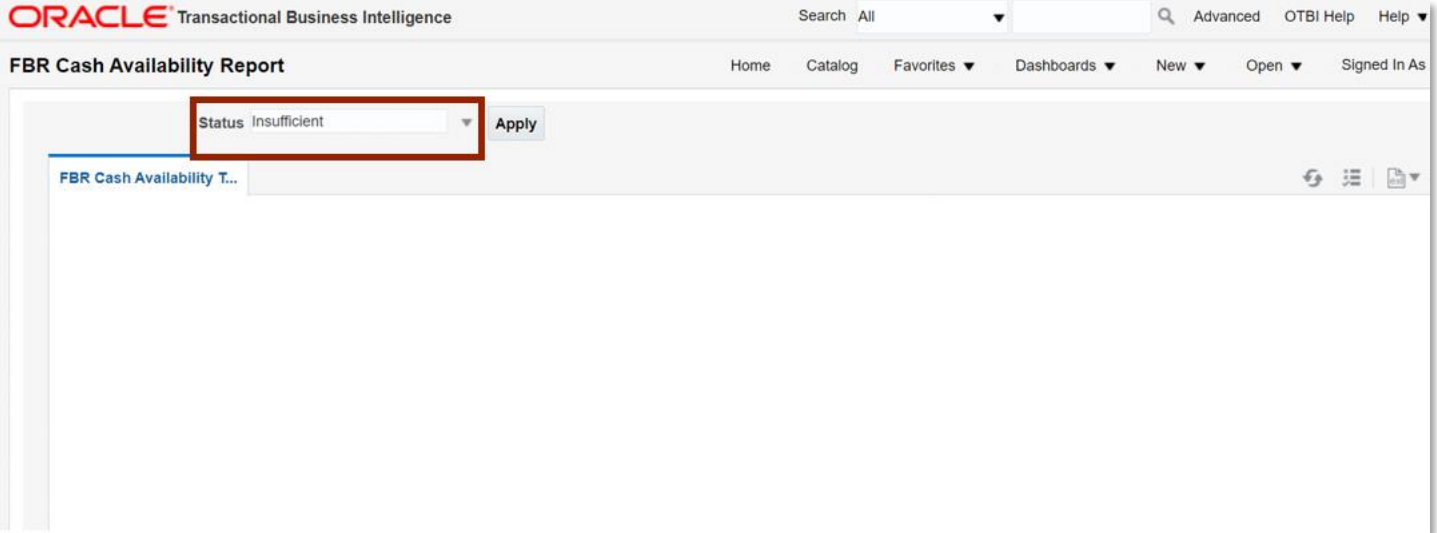


The FBR Cash Availability Report

4. Click the [STATUS] drop-down, then select the desired Status.



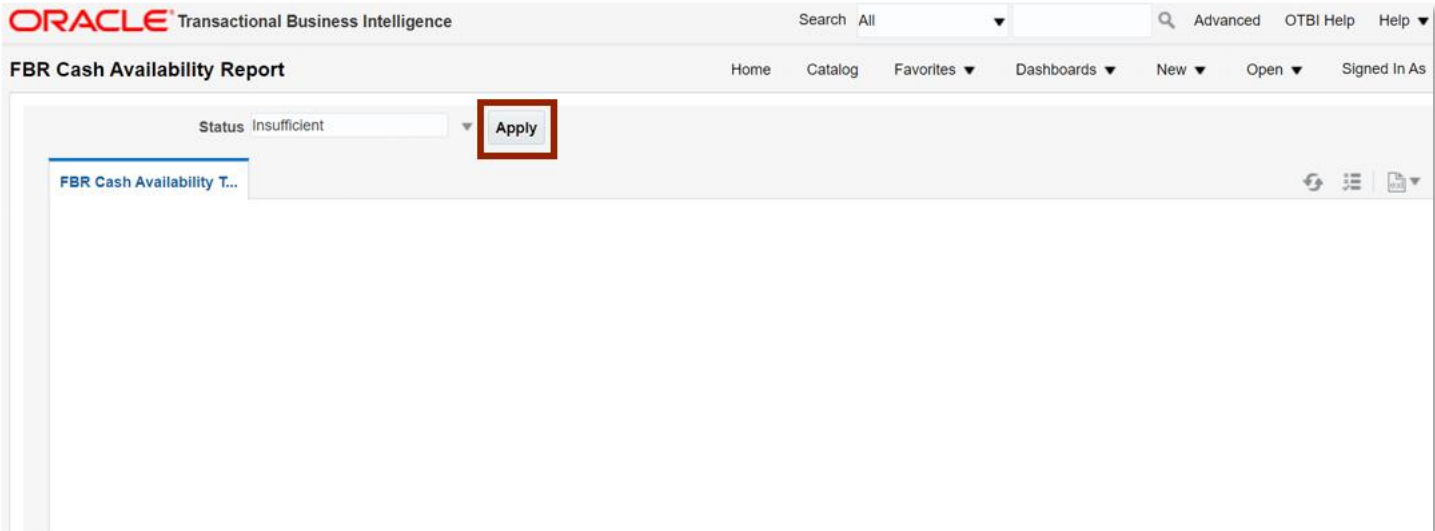
User Tip: If a User selects the parameter *All*, the report output displays cash availability information for all budget codes in the user’s organization. Selecting the parameter *Insufficient* produces a report output that shows only budget codes with insufficient funds to fund transactions.



The FBR Cash Availability Report Parameters

5. Click [APPLY] to run the Cash Availability Report.



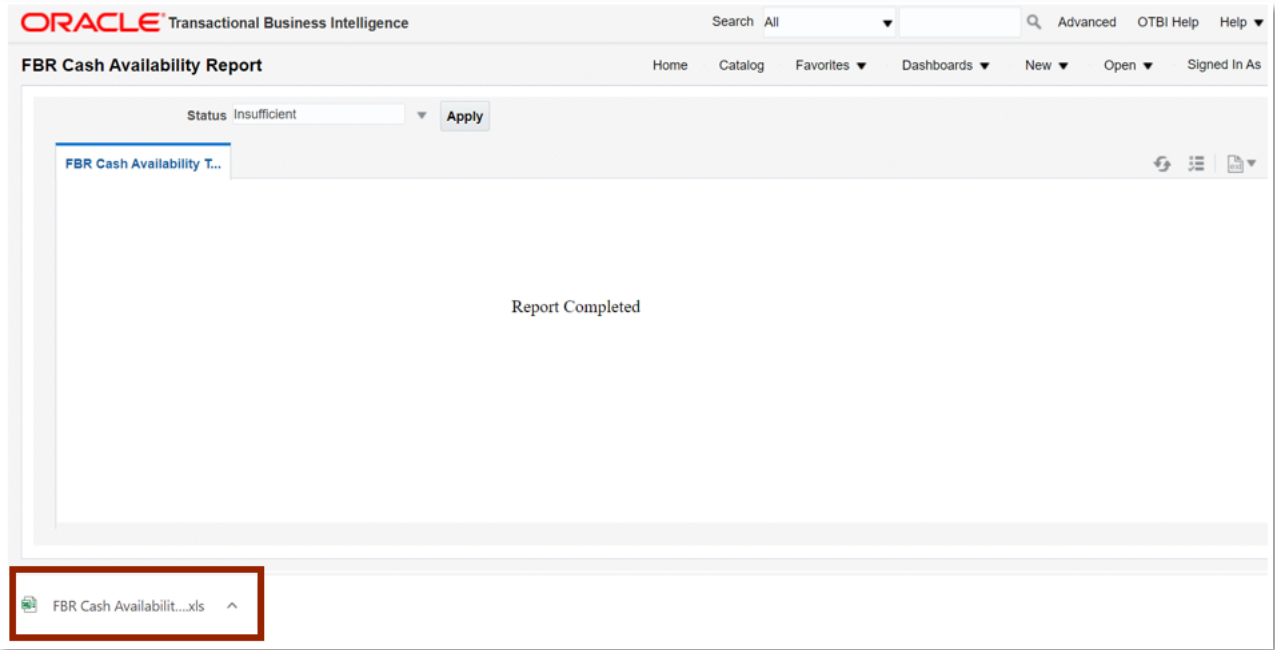


The FBR Cash Availability Report Parameters

Cash Availability Report Output

To navigate to the Cash Availability Report output, please follow the steps below.

- 1. In the bottom left-hand corner, click the **Microsoft Excel Document**.



The FBR Cash Availability Report Output



- 2. The Cash Availability report is generated into Microsoft Excel. The report shows users totals by budget code for the period selected of posted activity, as well as pending transfers and requisitions, along with the projected ending cash balance.

Agency	Agency Description	Budget Code	Budget Code Description	Prior Year Ending Balance	Pending Adjustment to Prior Year	Prior Period Ending Balance	Current Month Posted Activity	FY Pending Transfers IN	FY Pending Transfers OUT	FY Pending Requisitions	Ending Balance	Status
0100	THE GENERAL ASSEMBLY	11000	GENERAL ASSEMBLY-GENERAL	0.00	0.00	17,539,033.55	(92,650.55)	0.00	25,451.79	0.00	17,420,931.21	Sufficient
0100	THE GENERAL ASSEMBLY	21000	GENERAL ASSEMBLY SPECIAL FUND	14,240,017.80	0.00	15,472,550.77	(60.00)	0.00	7.26	0.00	15,472,483.51	Sufficient
0100	THE GENERAL ASSEMBLY	40811	GENERAL ASSEMBLY - CI 2008	305.83	0.00	53,250.00	0.00	0.00	0.00	0.00	53,250.00	Sufficient
0100	THE GENERAL ASSEMBLY	41511	NC GENERAL ASSEMBLY 2015	659,340.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Sufficient
0100	THE GENERAL ASSEMBLY	41811	NCGA CI 2018	4,671,899.65	0.00	4,610,938.15	0.00	0.00	0.00	0.00	4,610,938.15	Sufficient
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	0.00	0.00	60,509,351.16	(3,212,419.56)	0.00	363,240.26	135,452.66	56,798,238.38	Sufficient
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12001	AOC-INDIGENT DEFENSE	0.00	0.00	18,156,514.74	(583,898.79)	0.00	968,260.04	181,973.37	16,422,382.34	Sufficient
0200	ADMINISTRATIVE OFFICE OF THE COURTS	19974	GF NONTAX-AOC	0.00	0.00	101,548,069.67	3,395,012.77	0.00	0.00	0.00	104,943,082.44	Sufficient
0200	ADMINISTRATIVE OFFICE OF THE COURTS	19986	GF NONTAX-AOC, PROB. SUPER. FEES	0.00	0.00	5,080,239.47	152,424.67	0.00	0.00	0.00	5,232,664.14	Sufficient
0200	ADMINISTRATIVE OFFICE OF THE COURTS	19988	GF NONTAX-AOC, DWI CODM SERVICE	0.00	0.00	1,854,654.46	57,136.63	0.00	0.00	0.00	1,911,771.09	Sufficient
0200	ADMINISTRATIVE OFFICE OF THE COURTS	19991	CHEM ALCOHOL TEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Sufficient
0200	ADMINISTRATIVE OFFICE OF THE COURTS	19992	GF NONTAX-AOC, PAROLE SUPER. FEE	0.00	0.00	557,444.34	16,022.86	0.00	0.00	0.00	573,467.20	Sufficient
0200	ADMINISTRATIVE OFFICE OF THE COURTS	22001	AOC-SPECIAL FUND	3,114,029.26	0.00	(3,324,867.12)	(163,948.14)	0.00	612.80	900.00	(3,490,328.06)	Insufficient

The FBR Cash Availability Report Fields

Report Field Name	Report Field Description
Agency	This field displays the agency code assigned to the organization.
Agency Description	This field displays the Agency Name.
Budget Code	This field displays the agency budget code for the transaction displayed.
Budget Code Description	This field displays the budget code title.
Prior Year Ending Balance	This field displays the previous year end cash balance for the budget code.
Pending Adjustment to Prior Year	This field will contain pending reversion amounts for reverting budget codes in the new fiscal year until those reversions are posted.
Prior Period Ending Balance	This field displays the sum of current year posted cash activity as of the end of the previous period to this report. It is calculated as follows: Prior Year Ending Balance - Pending Adjustments to Prior Year + Current year posted activity through the end of the previous period.
Current Month Posted Activity	This field displays all posted journal entries to agency, budget code and cash account combination. This total contains all cash activity related to allotments, Deposits (DEP journal categories) and Disbursements/requisitions (PAY journal categories) that has been approved and posted to the ledger prior to the running of this report.
FY Pending Transfers IN	This field displays the total of all IC Transfers IN that have been submitted to OSC Central Compliance for approval.



FY Pending Transfers OUT	This field displays the total of all IC Transfers OUT that have been submitted to OSC Central Compliance for approval.
FY Pending Requisitions	This field displays the total of all Disbursements/Requisitions that have been submitted to OSC Central Compliance for approval.
Ending Balance	The Ending Balance is calculated as follows: Prior Period Ending Balance +/- current month posted activity + FY Pending Transfers IN - FY Pending Transfers OUT - FY Pending Requisitions.
Status	The status is: Sufficient if positive or 0; Insufficient if negative.

Wrap Up

The Cash Availability Report lists the available cash for each budget code. The Cash Availability report can be generated for all budget codes or only budget codes with insufficient funds. This report can be run on demand by organization staff to analyze cash availability by budget code. OSC uses this real-time cash availability report to determine if submitted disbursements and transfers have sufficient funds for approval. Users do not see a “Pending Deposits” field because this report factors in any posted deposits into the current month posted activity column. This report can be scheduled daily and can be sent to the user via email.

Additional Resources

For more information on the Cash Management Reports. Please review the following materials:

Web Based Training (WBT)

- None

Instructor Led Training (ILT)

- GL 100: Journal Entry

Quick Reference Guides (QRGs)

- Reporting in NCFS General Ledger – Release 1
- Daily Disbursement Report
- Deposit Reports
- Transfers Report

