# GENERAL FUND CASH BALANCE REPORT
## QUICK REFERENCE GUIDE CM-14

CM

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

## Introduction and Overview

This Quick Reference Guide (QRG) covers the navigation to the General Fund Cash Balance Report and how to generate the report output. The General Fund Cash Balance Report provides Cash Management/Budget users with the account balance information [deposits/allotments, disbursements (requisitions) and transfers] in "Posted" status in the North Carolina Financial System (NCFS). This report also allows Cash Management/Budget users the ability to view available funds which includes appropriations and allotments for General Fund Budget Codes.

| **NCFS Reports General Navigation Note** | *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.* |
|---|---|

## Navigating to the General Fund Cash Balance Report

To navigate to the General Fund Cash Balance Report, please follow the steps below.

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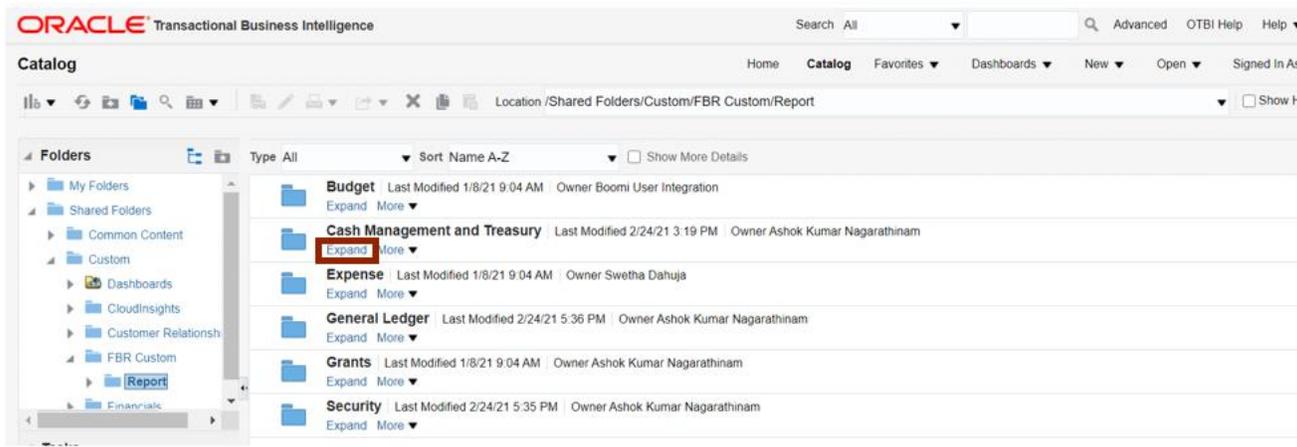


*Cash Management and Treasury Reports*

2.  Click **Expand** under the FBR General Fund Cash Balance Report.
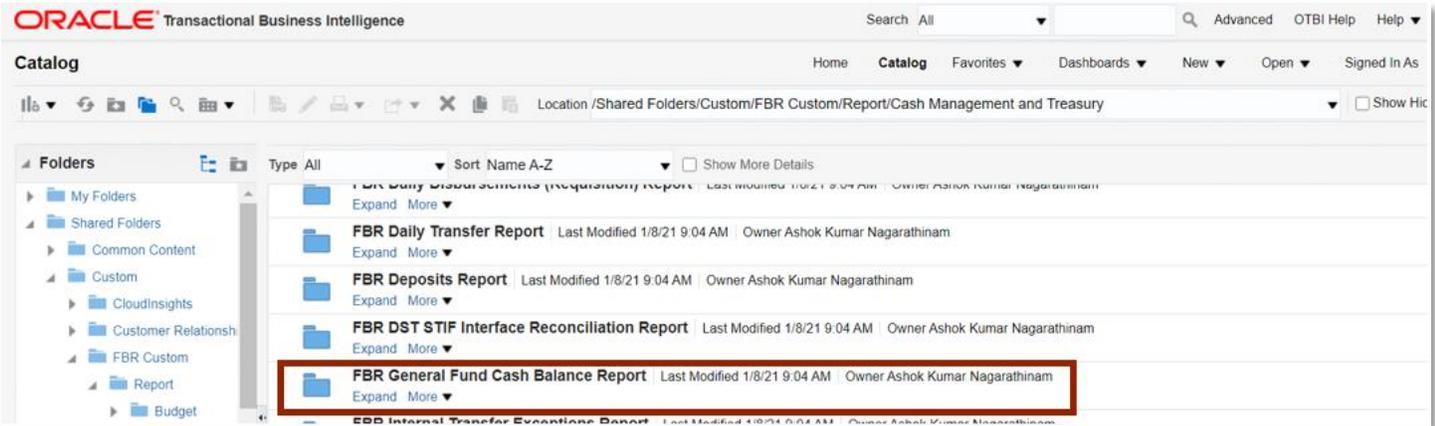


*The FBR General Fund Cash Balance Report on the Cash Management Screen*

3.  Click **Open** under the FBR General Fund Cash Balance Report.
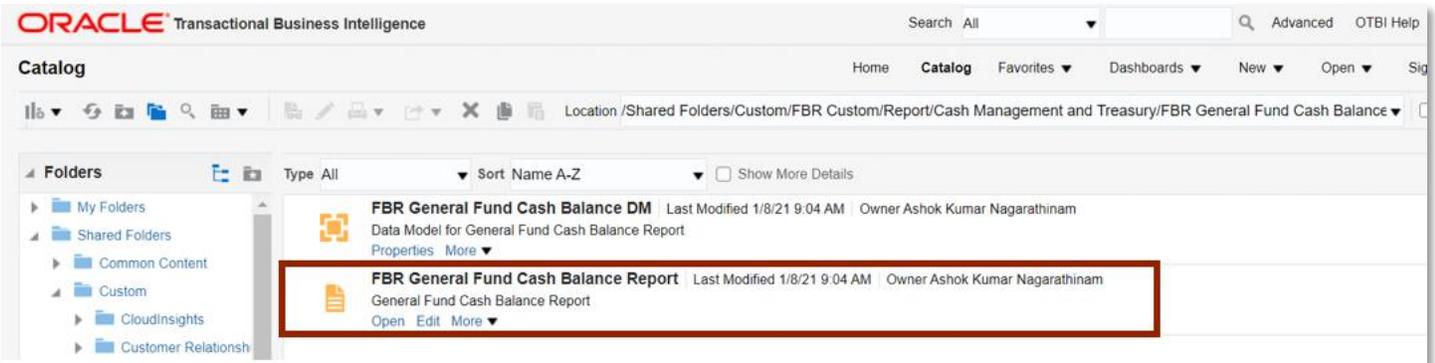


*The FBR General Fund Cash Balance Report*

4.  Select the desired **Agency**, **Budget Code Type** and **Date**. Then click [APPLY].



*The FBR General Fund Cash Balance Report Parameters*

## General Fund Cash Balance Report Output

To navigate to the General Fund Cash Balance Report output, please follow the steps below.

> 💡 **User Tip: When running the reports in Firefox, a popup window opens asking if you want to Open or Save the file.**

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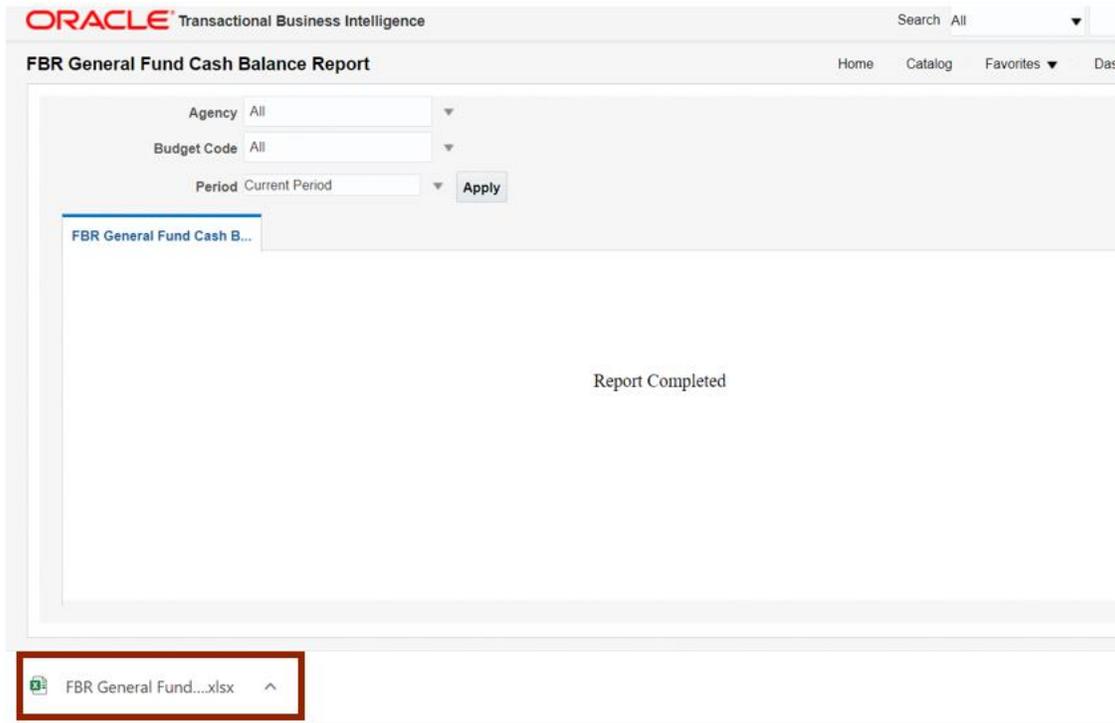


*Generating the FBR General Fund Cash Balance Report*

2.  Review the General Fund Cash Balance Report.



**North Carolina Financial System**
**Office of State Controller**
**General Fund Cash Balance Report**
03/16/2021 03:33:46 PM

Parameters

| | |
|---|---|
| Agency | All |
| Budget Code | All |
| Period | Mar-21 |

| Agency | Agency Description | Budget Code | Budget Code Description | Adjusted Appropriation | Unallotted Appropriation | Allotments | Receipts YTD | Expenditures YTD | Unexpended Allotted Balance |
|---|---|---|---|---|---|---|---|---|---|
| 0100 | THE GENERAL ASSEMBLY | 11000 | GENERAL ASSEMBLY-GENERAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0200 | ADMINISTRATIVE OFFICE OF THE COURTS | 12000 | AOC-GENERAL | 0.00 | 0.00 | 0.00 | 0.00 | 160,523.32 | (160,523.32) |
| 0200 | ADMINISTRATIVE OFFICE OF THE COURTS | 12001 | AOC- INDIGENT DEFENSE | 0.00 | 0.00 | 0.00 | 0.00 | 180,799.36 | (180,799.36) |
| 0300 | OFFICE OF THE GOVERNOR | 13000 | OSBM-GOV. OFFICE-GENERAL | 0.00 | 0.00 | 0.00 | (1,625,000.00) | 0.00 | (1,625,000.00) |
| 0300 | OFFICE OF THE GOVERNOR | 13001 | GOV OFFICE-SPECIAL PROJECTS | 0.00 | 0.00 | 0.00 | (100,000.00) | 500,000.00 | (600,000.00) |
| 0300 | OFFICE OF THE GOVERNOR | 13005 | OFF OF STATE BUDGET AND MANAGE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

General Fund Cash Balance

*The FBR General Fund Cash Balance Report Output*

| 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. |
| Adjusted Appropriation | This field displays the original appropriations adjusted for budgetary transfers. |
| Unallotted Appropriation | This field displays the amount of adjusted appropriations that has not been allotted. |
| Allotments | This field displays the total fiscal year-to-date allotments for each General Fund. |
| Receipts YTD | This field displays the total amount of Deposits and Transfers-In for the fiscal year to date. |
| Expenditure YTD | This field displays the total amount of Disbursements and Transfers-Out for the fiscal year to date. |
| Unexpended Allotted Balance | This field displays the budget code cash balance. |

## Wrap Up

The purpose of the General Fund Cash Balance Report is to provide the detailed general fund cash balances posted to the specific cash account by Budget code

## 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)**
- Navigating to NCFS Reports
- Cash Availability Report
- Daily Disbursements Report
- Deposits Report
- General Fund Appropriation Expenditures and Balances Report
- CI Cash Balance Report