# CAPITAL IMPROVEMENT (CI) ALLOTMENT INTERFACE RECONCILIATION REPORT
## QUICK REFERENCE GUIDE BUD-07

The purpose of this Quick Reference Guide is to explain how to navigate to and generate the Capital Improvement (CI) Allotment Interface Reconciliation Report in the North Carolina Financial System.

## Introduction and Overview

This Quick Reference Guide (QRG) covers the navigation to the Capital Improvement (CI) Interface Reconciliation Report and how to generate the report output. The CI Allotment Interface Reconciliation Report allows NCFS users to view Capital Improvement allotments as they are posted in the North Carolina Financial System (NCFS). This report provides information that allows users to reconcile allotments between NCFS and IBIS.
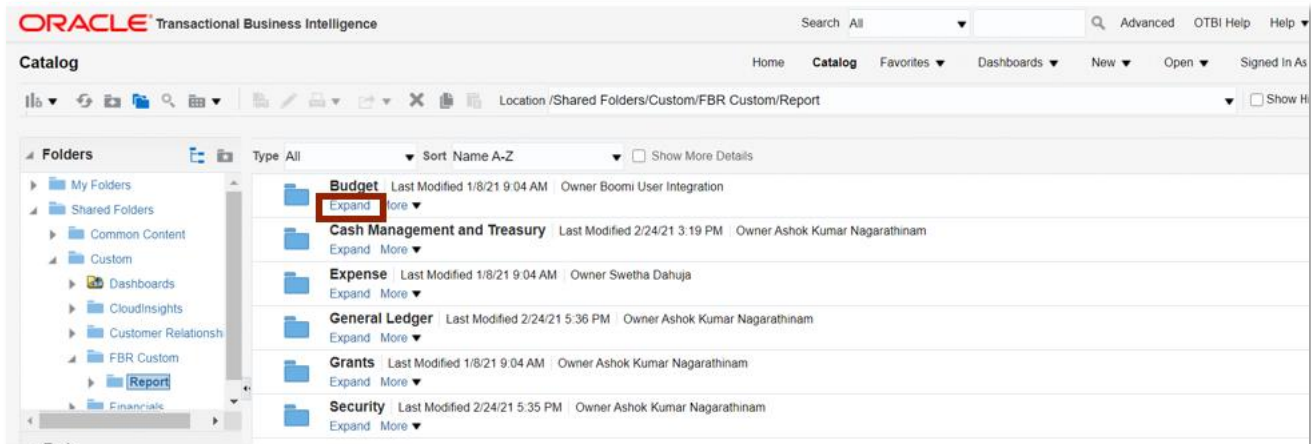
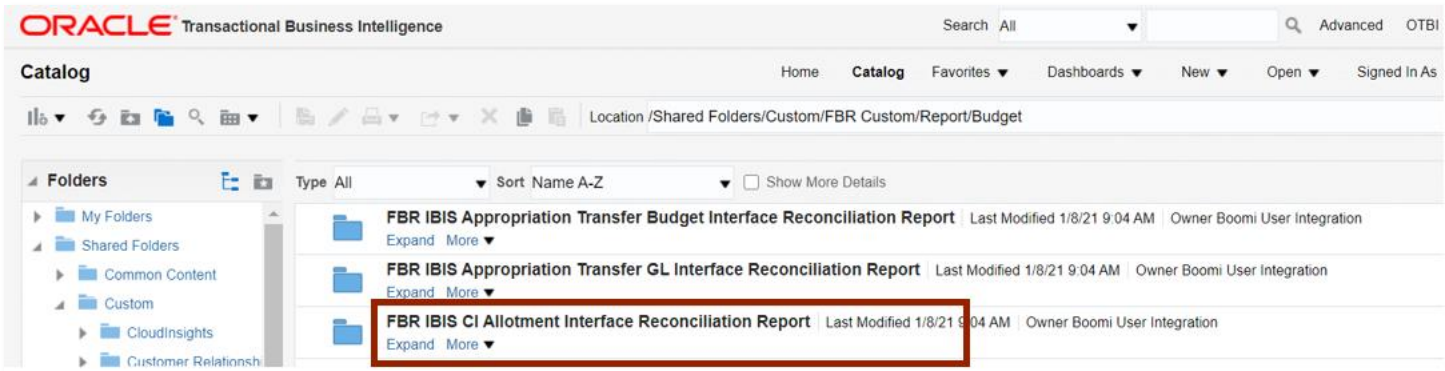| NCFS Reports General Navigation Note | *Note: For more information on how to navigate to the NCFS Reports Catalog from the Home Page, please review the Navigating to NCFS Reports QRG.* |
|---|---|

## Navigating to the Report

To navigate to the CI Allotment Interface Reconciliation Report, please follow the steps below.
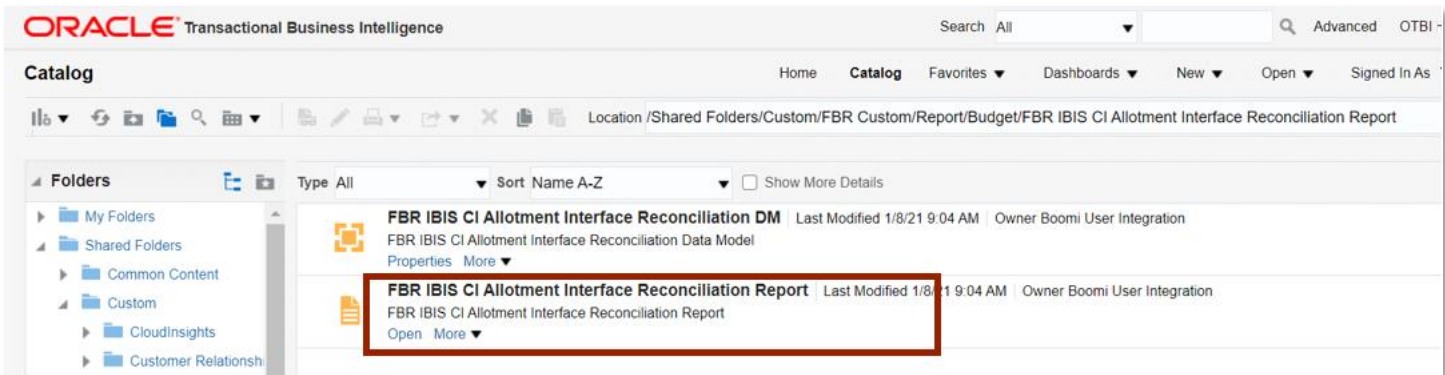
1. Click **Expand** in the Budget Section.



*Budget Reports*

2. Click **Expand** under the *CI Allotment Interface Reconciliation Report*.
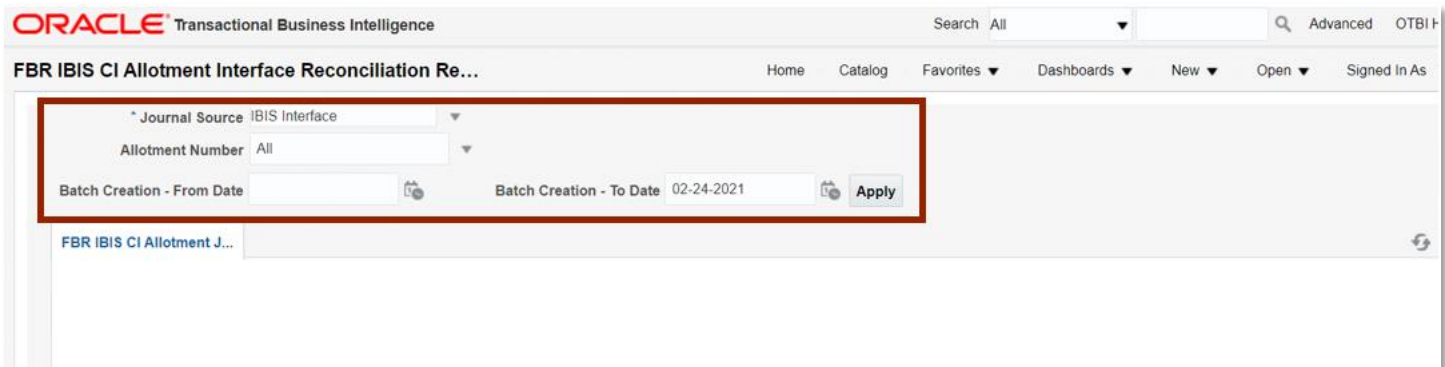


*The FBR IBIS CI Allotment Interface Reconciliation Report on the Budget Reporting Screen*

3. Click **Open** under the *CI Allotment Interface Reconciliation Report*.



*The FBR IBIS CI Allotment Interface Reconciliation Report*

4. Select the *Journal Source and Allotment Number* dropdowns and enter the **Budget Creation – From Date** and **To Date**. The click [APPLY].



*The FBR IBIS CI Allotment Interface Reconciliation Report Parameters*

> **User Tip:** The Journal Source drop-down only allows users to select the IBIS Interface.
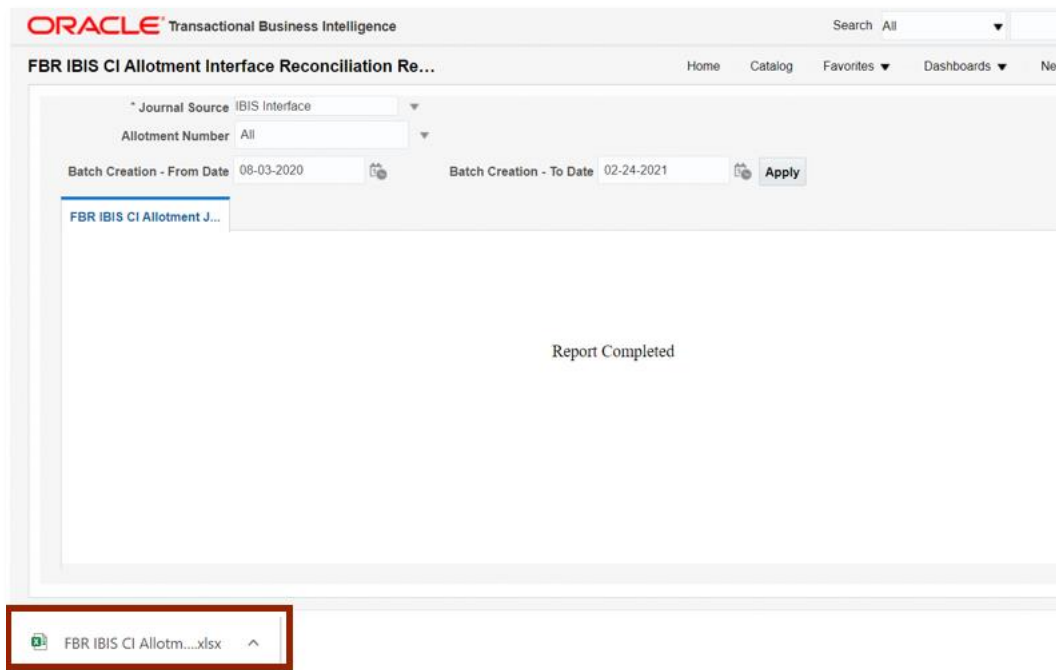
## FBR IBIS CI Allotment Interface Reconciliation Report

To navigate to the 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**.



*The FBR IBIS CI Allotment Interface Reconciliation Report Output*

2. The Report is generated into Microsoft Excel. Review the report details.



*The FBR IBIS CI Allotment Interface Reconciliation Report Field*

| Report Field Name | Report Field Description |
|---|---|
| Group ID | This field displays the unique identifier that is assigned for the grouping of journals from the interface file. |
| Batch Name | This field displays the journal batch name that was created in NCFS. The journal batch name can be copied and used to search for a specific transaction in the "Manage Journals" screen. |
| Ledger | This field displays the ledger that is used to record the specific financial transaction in the entry. |
| Journal Name | This field displays the name that was entered when the journal entry was created. |
| Source | This field displays the source the initial entry derives from (manual, spreadsheet, IBIS interface). |
| Category | This field displays the category type of the journal entry. An example is IBIS CI ALLOTMENT. |
| Period | This field displays the accounting period in which the transaction occurred. |
| Actual Flag | This field represents whether the entry is posting against actual, budget, or encumbrance balances. |
| Currency | This field displays the type of currency or system of money that that was used for the transaction. |
| Batch Creation Date | This field displays the date that the batch was created on. |
| Line | This field displays the line in which the transaction is captured in the report. |
| Context | This field displays the transaction type interfaced from IBIS. |
| Allotment Number | This field displays the transaction allotment number from IBIS. |
| Budget Code | This field displays the agency budget code used in the IBIS transaction. |
| File Name | This field displays the File Name that was received in NCFS via IBIS. |

| | |
|---|---|
| **Entered Debit** | This field displays the transaction Debit amount that was entered. |
| **Entered Credit** | This field displays the transaction Credit amount that was entered. |
| **Agency** | This field displays the agency code assigned to the organization. |
| **Budget Fund** | This field displays the NCFS budget fund which is a chart of account segment that serves as the primary balancing segment. |
| **Account** | This field displays the account that the transaction will be routed to. |
| **Management Unit** | This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts. |
| **Program** | This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts. |
| **Funding Source** | This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts. |
| **Project** | This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts. |
| **Interfund** | This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts. |

## Wrap Up

This Capital Improvement (CI) Allotment Interface Reconciliation Report is used to reconcile allotment information between NCFS and IBIS. Users can view the allotments in journal screen and use this report for verifying that CI allotments that are approved in IBIS have posted into NCFS.

## Additional Resources

For more information on the Budget Reports, please review the following materials:

**Web Based Training (WBT)**
- BU 100: Introduction to Budget Management

**Instructor Led Training (ILT)**
- None

**Quick Reference Guides (QRGs)**
- FBR IBIS Appropriation Transfer GL Interface Reconciliation Report
- FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report
- FBR IBIS Allotment Interface Reconciliation Report
- FBR IBIS Appropriation Budget Interface Report
- FBR IBIS Appropriation GL Interface Reconciliation Report