




APPROPRIATION BUDGET INTERFACE RECONCILIATION REPORT QUICK REFERENCE GUIDE BUD-1

BUD

The purpose of this Quick Reference Guide is to explain how to generate the Appropriate Budget Interface Reconciliation Report in the NCFS Cash Management System.

Introduction and Overview

This Quick Reference Guide (QRG) provides the navigation to the IBIS (Integrated Budget Information System) Appropriation Budget Interface Reconciliation Report and how to generate the report output. This report provides information for Budget users on how to reconcile the appropriations uploaded into the North Carolina Financial System (NCFS) from IBIS. Users should use this report when they need to reconcile General Fund and Capital Improvement Appropriations that interfaced from IBIS into NCFS by date.

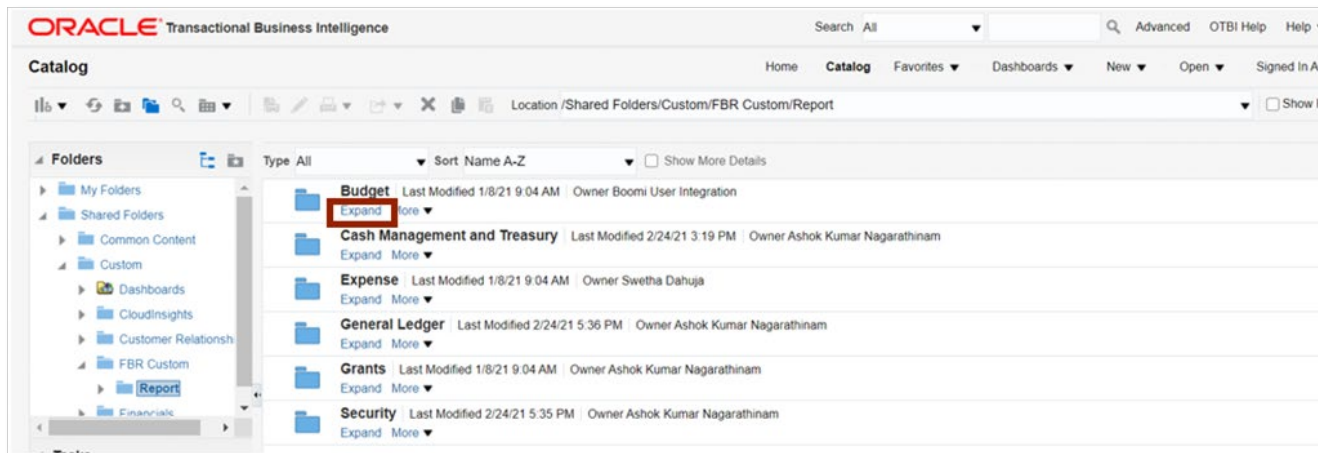
<p>NCFS Reports General Navigation Note</p> 	<p><i>Note: For more information on how to navigate to the NCFS Reports Catalog from the Home Page, please review the Navigating to NCFS Reports QRG.</i></p>
---	---

Navigating to the Report

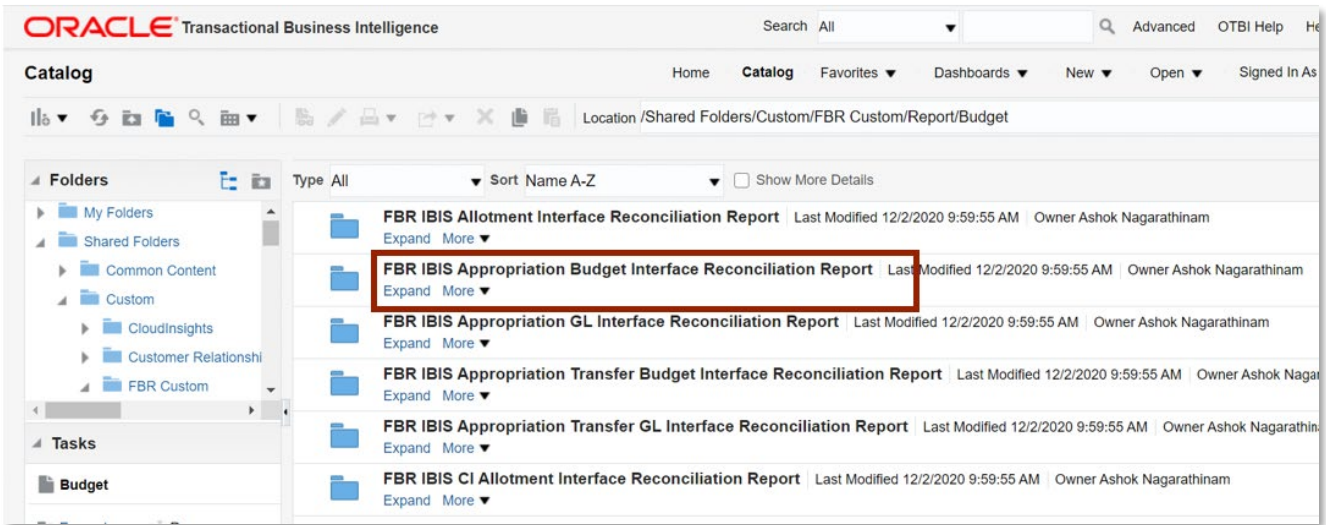
FBR IBIS Appropriation Budget Interface Reconciliation Report

To navigate to the FBR IBIS Appropriation Budget Interface Reconciliation Report, please follow the steps below.

1. Click **Expand** in the Budget Section.

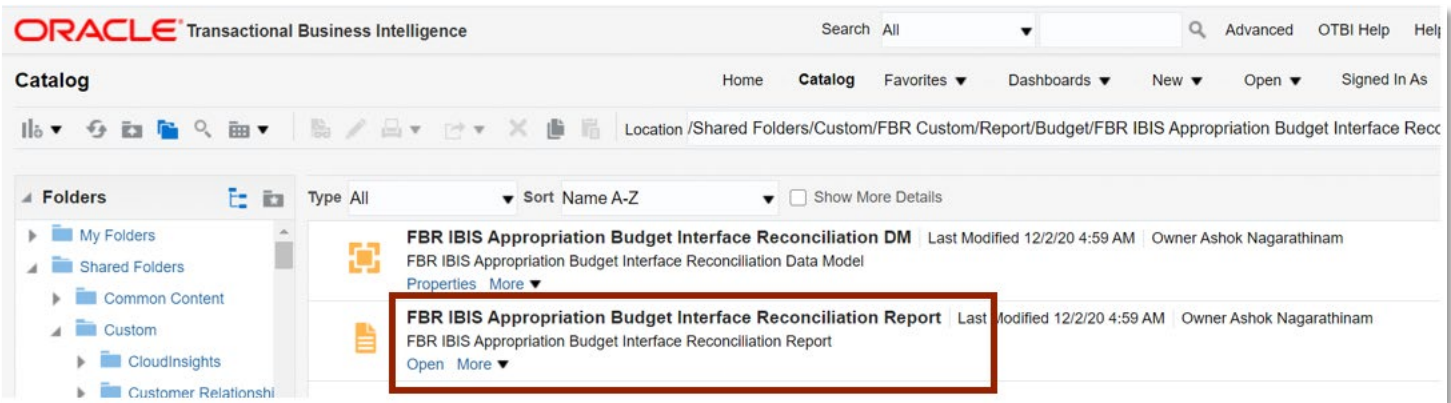


- 2. Click **Expand** under the *FBR IBIS Appropriation Budget Interface Reconciliation Report*.



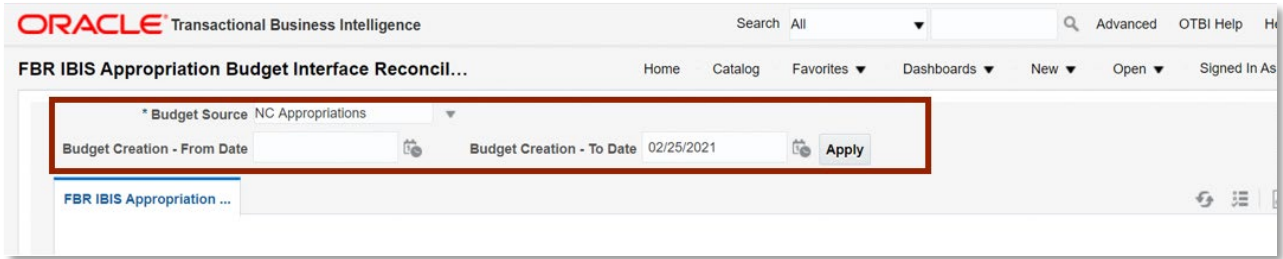
The FBR IBIS Appropriation Budget Interface Reconciliation Report on the Budget Reporting Screen

- 3. Click **Open** under the FBR IBIS Appropriation Budget Interface Reconciliation Report.



The FBR IBIS Appropriation Budget Interface Reconciliation Report

4. Select the *Budget Source* drop-down and enter the **Budget Creation – From Date** and **To Date**. The click [APPLY].



The FBR IBIS Appropriation Budget Interface Reconciliation Report



User Tip: The Budget Source drop-down only allows users to select NC Appropriations.

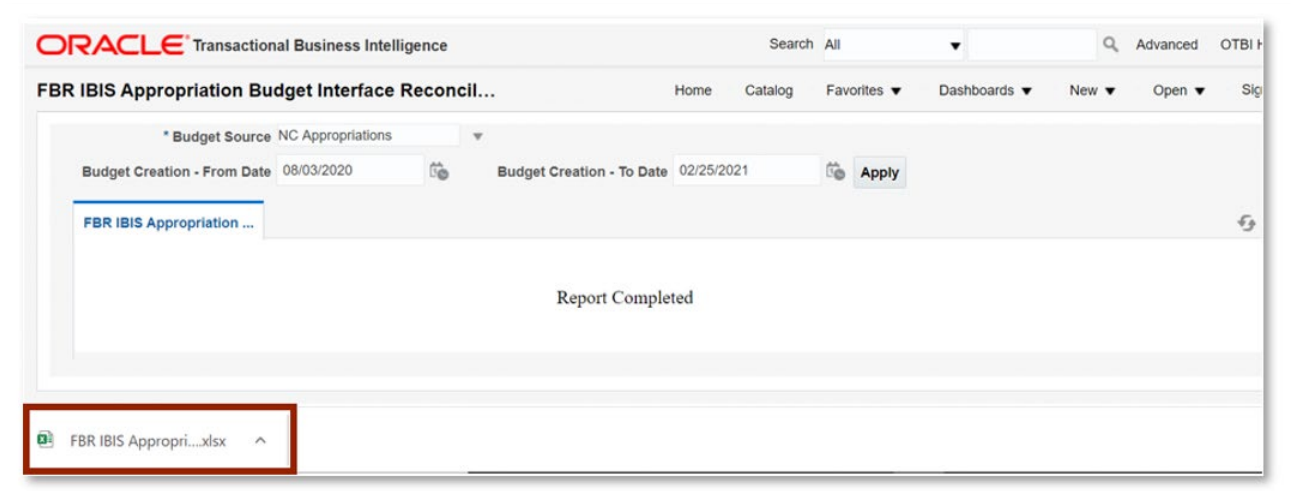
FBR IBIS Appropriation Budget Interface Reconciliation Report Output

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 Appropriation Budget Interface Reconciliation Report Output

QRG BUD-1 – Appropriation Budget Interface Reconciliation Report

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

 North Carolina Financial System Office of State Controller IBIS Appropriation Budget Interface Reconciliation Report <small>02/25/2021 11:19 AM</small>																
Parameters																
Control Budget:		NC Appropriations														
From Date:		09/30/2020														
To Date:		03/29/2021														
Source Application	Control Budget	Data Set	Import Mode	Status	Period	Currency	Batch Creation Date	Line Number	Amount	Context	Budget Classification	Budget Code	Approval Date	Interface Filename	Agency	Budget Fund
Other	NC Appropriations	FY201921 TYPE CI Appropriations AGENCY 1000 TIME 12 09 2020 - 05 00 22	Increment	COMPLETED	Nov-20	USD	12/29/2020	1	33.00	IBIS Details	CI Appropriations	4301	10/1/2020	b6006-0300_osbm_cmcs_certification_type4.csv.pg.12 09 2020 - 05 00 22	1000	04301
Other	NC Appropriations	FY201921 TYPE General Fund Appropriations AGENCY 0500 TIME 12 09 2020 - 05 00 22	Increment	COMPLETED	Nov-20	USD	12/29/2020	1	55.00	IBIS Details	General Fund Appropriations	6100	10/1/2020	b6006-0300_osbm_cmcs_certification.csv.pg.12 09 2020 - 05 00 22	6000	01000
Other	NC Appropriations	FY201921 TYPE General Fund Appropriations AGENCY 0800 TIME 12 09 2020 - 05 00 22	Increment	COMPLETED	Nov-20	USD	12/29/2020	2	29.00	IBIS Details	General Fund Appropriations	01600	10/1/2020	b6006-0300_osbm_cmcs_certification.csv.pg.12 09 2020 - 05 00 22	0900	01600
Other	NC Appropriations	CCNY FY201921 TYPE General Fund Appropriations AGENCY 0100 TIME 11 17 2020 - 08 05 28	Increment	COMPLETED	Sep-20	USD	11/25/2020	1	0.00	IBIS Details	General Fund Appropriations	01000	09/30/2020	CCNY-General Fund AK-302-3 For Sept 2020 TIME 11 17 2020 - 08 05 28	0100	01000
Other	NC Appropriations	CCNY FY201921 TYPE General Fund Appropriations AGENCY 0100 TIME 11 17 2020 - 08 05 28	Increment	COMPLETED	Sep-20	USD	11/25/2020	2	0.00	IBIS Details	General Fund Appropriations Transfer	01000	09/30/2020	CCNY-General Fund AK-302-3 For Sept 2020 TIME 11 17 2020 - 08 05 28	0100	01000
Other	NC Appropriations	CCNY FY201921 TYPE General Fund Appropriations AGENCY 0200 TIME 11 17 2020 - 08 05 28	Increment	COMPLETED	Sep-20	USD	11/25/2020	3	0.00	IBIS Details	General Fund Appropriations	02000	09/30/2020	CCNY-General Fund AK-302-3 For Sept 2020 TIME 11 17 2020 - 08 05 28	0200	01000
Other	NC Appropriations	CCNY FY201921 TYPE General Fund Appropriations AGENCY 0200 TIME 11 17 2020 - 08 05 28	Increment	COMPLETED	Sep-20	USD	11/25/2020	4	0.00	IBIS Details	General Fund Appropriations Transfer	02000	09/30/2020	CCNY-General Fund AK-302-3 For Sept 2020 TIME 11 17 2020 - 08 05 28	0200	01000

The FBR IBIS Appropriation Budget Interface Reconciliation Report Fields

Report Field Name	Report Field Description
Source Application	This field displays the source of the interfaced record. Since IBIS is an external system interfacing into Oracle, this field will display Other always.
Control Budget	This field displays the Control Budget the transaction posted to in NCFS
Data Set	This field displays the budget entry name in NCFS' Budgetary Control module.
Import Mode	This field displays how the budget entry adjusts the budgeted appropriation balances in NCFS' Budgetary Control module. The options are Increment and Overwrite. Increment will add or subtract from the current budgeted appropriations. Overwrite will replace the current budgeted appropriations with the transaction amount.
Status	This field displays the current status of the transaction at the time the report was generated.
Period	This field displays the accounting period in which the transaction occurred.
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 on which the batch was created.
Line Number	This field displays the line in which the transaction is captured in the report.
Amount	This field displays the transaction amount.
Context	This field indicates that the remaining fields are generated directly from the IBIS Interface file.
Budget Classification	This field displays the category or type of the budget transaction.
Budget Code	This field displays the agency budget code used in the IBIS transaction.
Approval Date	This field displays the date the transaction was approved in IBIS.



Interface Filename	This field displays the File Name that was received in NCFS via IBIS.
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.

Wrap Up

All appropriation budget entries must first be approved in IBIS before being imported to NCFS' Budgetary Control module for tracking and managing. The Budget Module also creates supplemental Capital Improvement (CI) appropriation offset entries in NCFS' General Ledger module for accurate cash reporting. Users should use this report when viewing General Fund as well as Capital Improvement appropriations.

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)

- Navigating to NCFS Reports
- FBR IBIS Appropriation Transfer GL Interface Reconciliation Report
- FBR IBIS CI Allotment Interface Reconciliation Report
- FBR IBIS Allotment Interface Reconciliation Report
- FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report
- FBR IBIS Appropriation GL Interface Reconciliation Report