GL-32 Month End Reports

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide an overview of the Month End Reports in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG provides an overview of all the Month End Reports in NCFS.

Month End Reports

There are two types of Month End Reports:

1. **Oracle Standard Reports**: Reports that come delivered with Oracle to help meet agency specific and statewide reporting needs for NC.

Reports	Description
Account Analysis Report	• Provides details General Ledger account balance changes using sub-ledger journal entry information.

Reports	Description
General Ledger Journal Entry Report	• Provides General Ledger journal activity for a given period or date range. • Provides other criteria, including journal source, entered currency, and journal batch.
Journals Report	• Provides journal activity detail such as ledger, accounting date, posting date, source, category, journal batch name, journal name, reference, line accounts, line descriptions, and amounts.

2. **Custom (Prebuilt) Reports**: Reports created specifically for NCFS to meet agency specific and statewide reporting needs for NC. The following provides a list and description for the State's Certified month-end reports and Supplemental month-end reports.

a. **State's certified month-end (BD) replacement reports:**

Reports	Description
NC Budget to Actual (701) Certified Report (RPT-BE-006)	• Shows expenditures, revenues, and changes in appropriation balances for both budgeted (certified and authorization) and actual activity. • Tracks budget to actual performance on a periodic basis. • Used to certify month, quarter, and year-end financial reports.
NC Budget to Actual (701) Detailed Report (RPT-RTR-152)	• Details cash basis budget to actuals at the detailed accounting distribution level. • This allows users to view their budgets at the actual levels posted instead of the rolled-up levels on the Certified Budget to Actuals report.

Reports	Description
NC Budget to Actual (701) Excel Report (RPT-RTR-019)	• Gives details cash basis budget to actuals at the detailed accounting distribution level. • Allows users to view their budgets at the actual levels posted instead of the rolled-up levels on the Certified Budget to Actuals report.
NC Capital Improvements (725) Detail Report (RPT-RTR-014)	• This report is a detailed organization mask report. • Used as part of an agency’s official monthly cash basis financial reports. It lists all budget funds within an active Capital Improvement Budget code, associated Life-to-Date Unallotted and Allotted budgetary amounts as well as actuals in a month, Year to Date, and Project to Date fashion. • It also contains the remaining Allotment balance for each natural account listed.
NC Capital Improvements (725) Report (RPT-RTR-137)	• This report replaces the legacy report BD725 Monthly Report on Capital Improvement Funds. • Used as part of an agency’s official monthly cash basis financial reports. It lists all budget funds within an active Capital Improvement Budget code, associated Life-to-Date Unallotted and Allotted budgetary amounts as well as actuals in a month, Year to Date, and Project to Date fashion. • It also contains the remaining Allotment balance for each natural account listed.

Reports	Description
NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPT-RTR-015)	• Gives details on cash basis budget to actuals at the detailed accounting distribution level.
NC Allotments to Cash Availability (702) Report (RPT-BE-012)	• Displays summary information comparing the year-to-date authorized budget, allotments, and revenue/expenditure activity and displays summary information comparing the quarterly allotment and revenue/expenditure activity. • Calculates the ending cash balance allotment (cash) account as of the current report month.

b. **Supplemental Month-end reports:**

Reports	Description
NC Agency GL Detailed Transaction Report (RTP-RTR-165)	• Extracts transaction level information from NCFS for the specified parameter.
NC GL Account Balances Reconciliation Report (RPT-RTR-142)	• Generates and analyzes the financial data and account balances monthly.

Reports	Description
NC Trial Balance by Agency and GASB Fund or Budget Code Report (RPTRTR011)	• Lists period debits, period credits, beginning, and ending account balances summarized by natural account, account type, and budget fund segment (Parent and Child).
NC List of Agencies Certified Report (RPTRTR139)	• The agencies that are certified for a specific calendar period are listed in the report along with the date on which they received that certification. It can be run for all agencies, multiple agencies, or one agency and it runs for the complete fiscal year.
NC Consolidated Statement of Enterprise Operations Report (RPT-RTR-158)	• Used by Correction Enterprise management in managing operations. It is an income statement reflecting net profit for each individual Correction Enterprise operation as well as a consolidated statement. The report is run from the NC ACCRUAL US ledger only. • It lists all revenues and expenditures for the current month, current quarter, and year to date. The consolidated report also includes detail budget by line item and unexpended budget balances.

Wrap-Up

An overview of the Oracle seeded and Custom (pre-built) Month End Reports that help meet agency specific and statewide month-end reporting needs for North Carolina.

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