PNG-01 CMIA Reporting

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of CMIA Reporting in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of CMIA Reporting in NCFS. For monthly CMIA reporting, agencies must reflect the payments by type in different columns (check, electronic) and list by date. The AP-011 report can be filtered that provide that detail. The RTR-165 can provide federal deposit amounts by date and transfers. The NC Payment with COA Detail Report and NC Agency GL Transaction Detailed Report are Oracle custom pre-built reports using chart of account segments and date ranges as parameters.

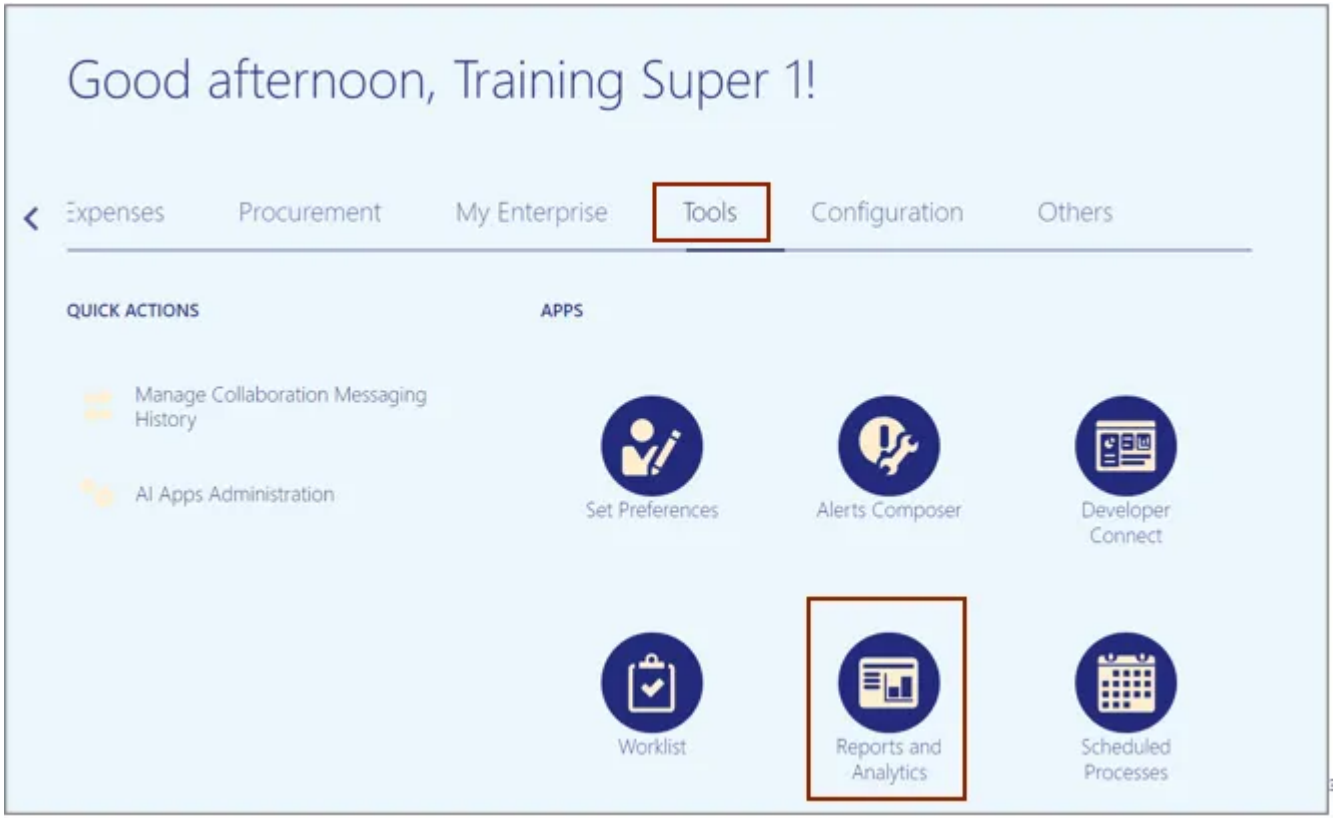
NC Payment with COA Detail Report (RPT-AP-011)

To run NC Payment with COA Detail Report (RPT-AP-011), follow the steps below. There are 10 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

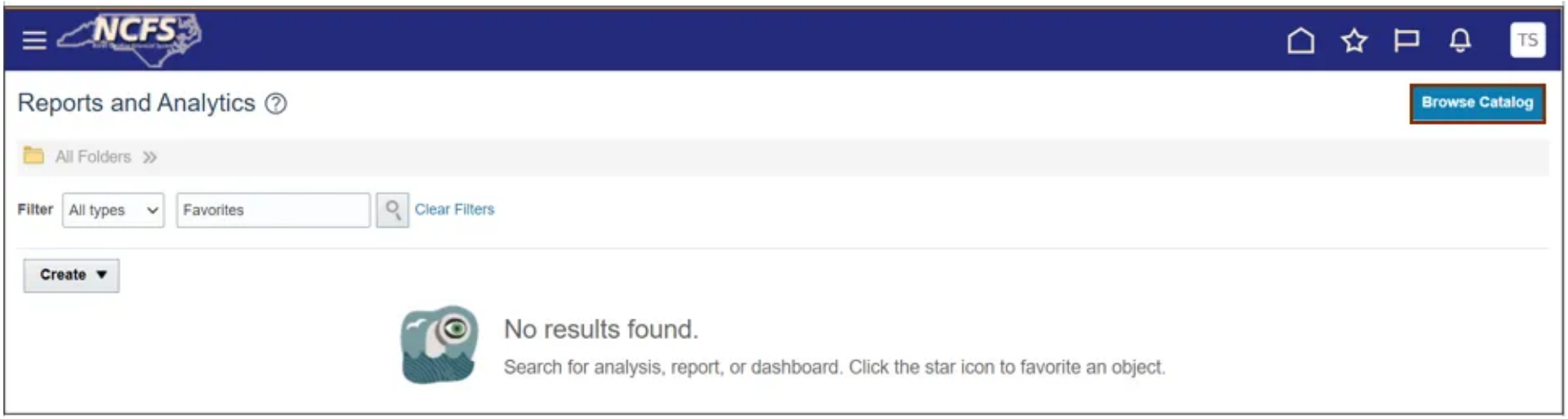
Step 2. On the **Home** page, click the **Tools** tab and click the **Reports and Analytics** app.

Image



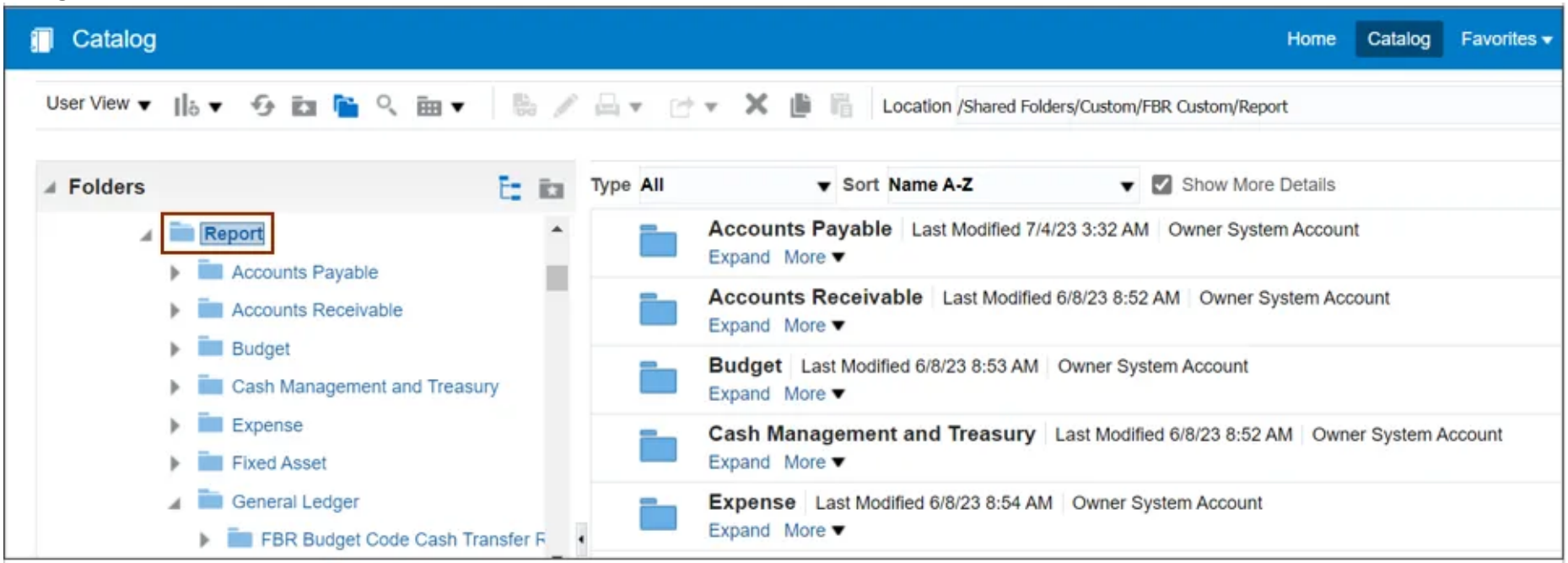
Step 3. On the **Reports and Analytics** page, click the **Browse Catalog** button.

Image



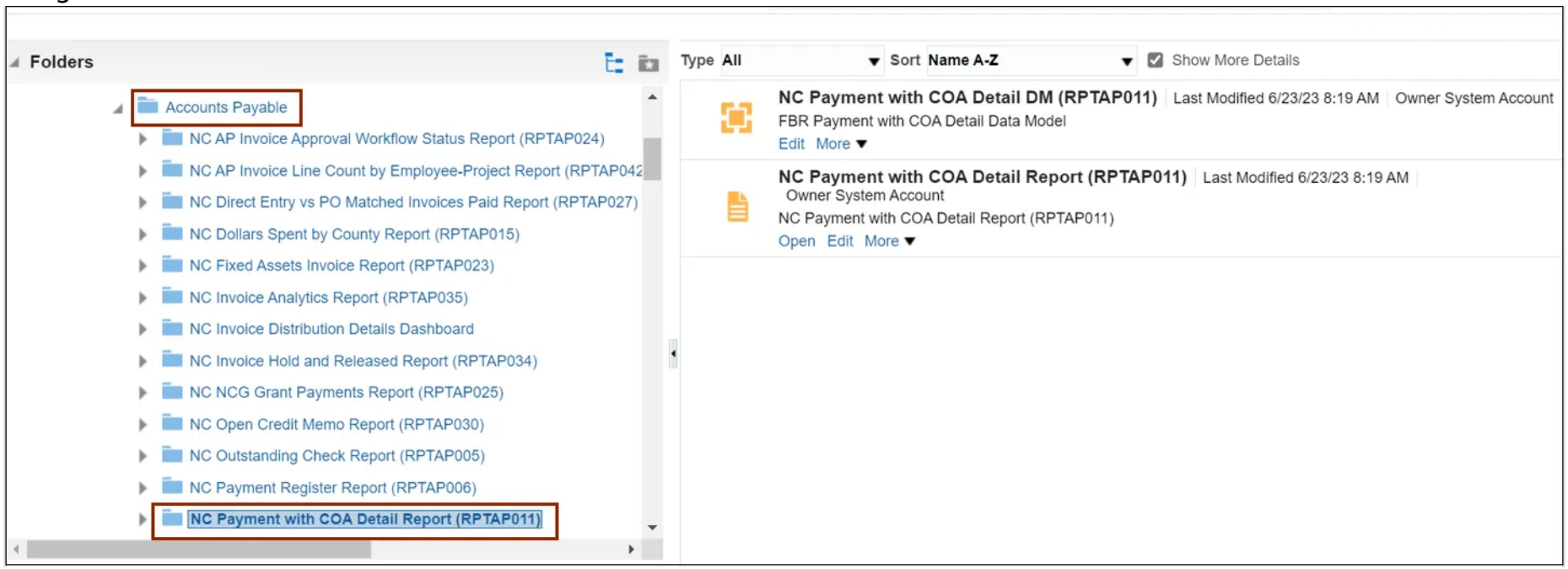
Step 4. The **Catalog** window appears. Click the **Shared Folder>Custom>FBR Custom> Repor**t folder.

Image



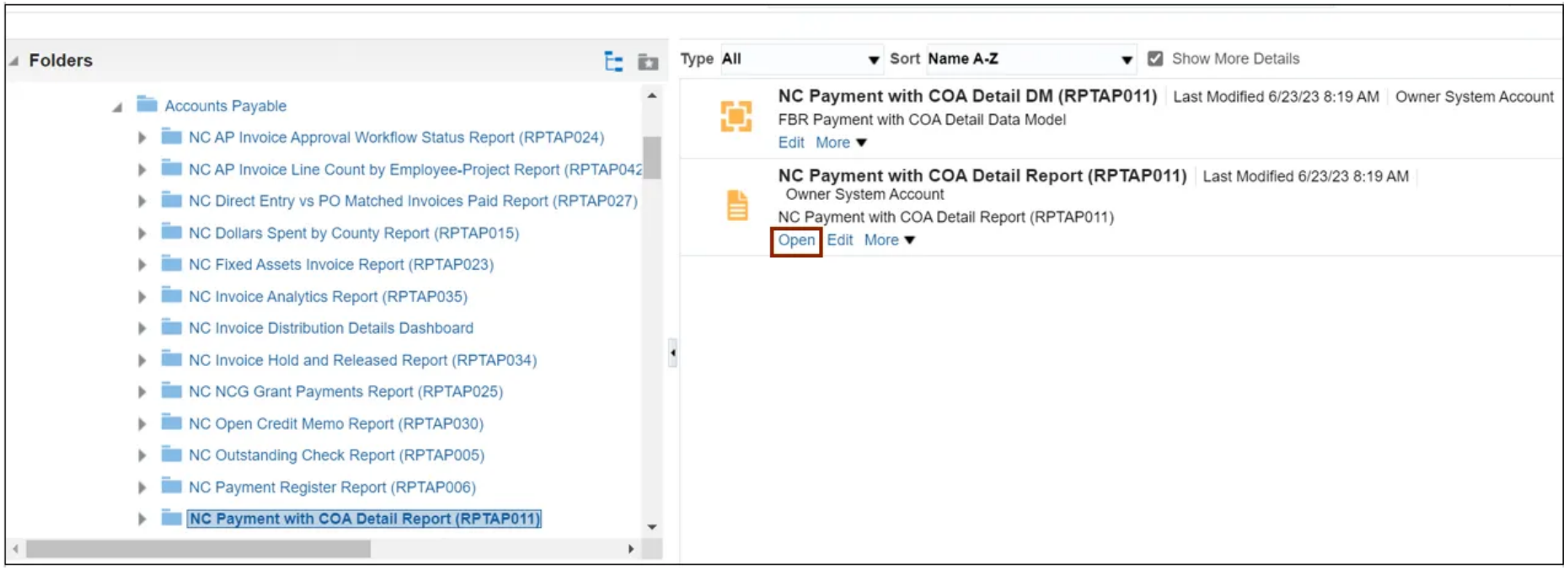
Step 5. Under the **Accounts Payable** tab, click the **NC Payment with COA Detail Report**.

Image



Step 6. Click the **Open** button.

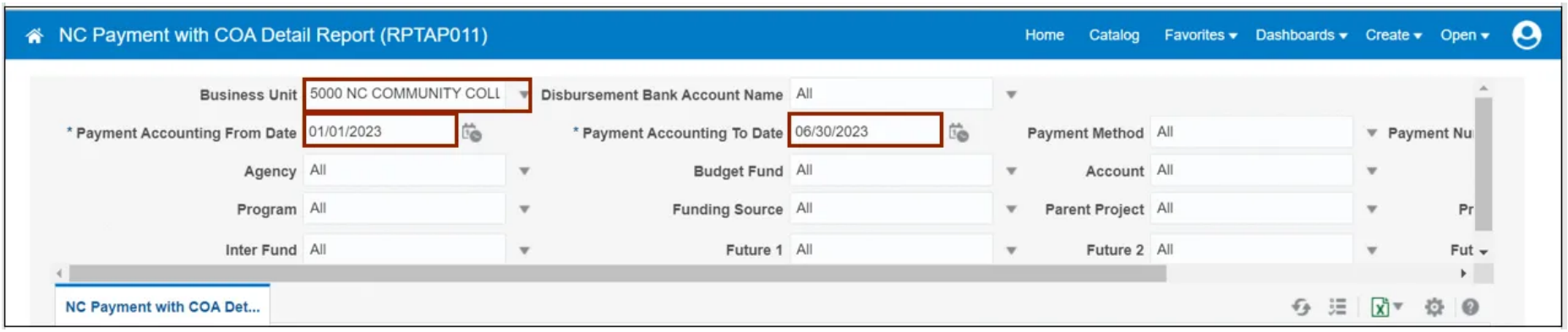
Image



Step 7. On the **NC Payment with COA Detail Report (RPTAP011)** page, select the **Business Unit** from the *Business Unit* drop-down choice list.

In this example, we chose **5000 NC COMMUNITY COLLEGE SYSTEM OFFICE**. Enter the **Payment Accounting From Date** and **Payment Accounting To Date**.

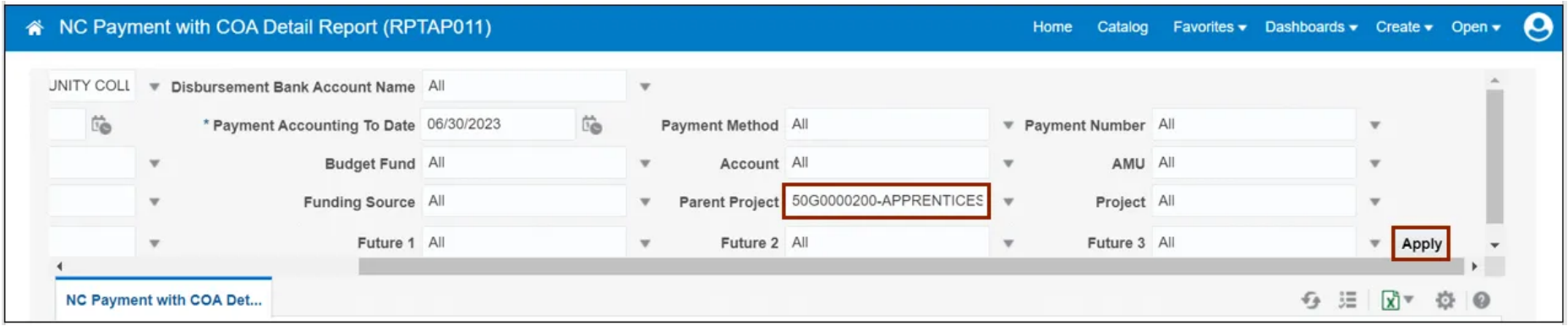
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Step 8. Select the **Parent Project** from the *Parent Project* drop-down choice list.

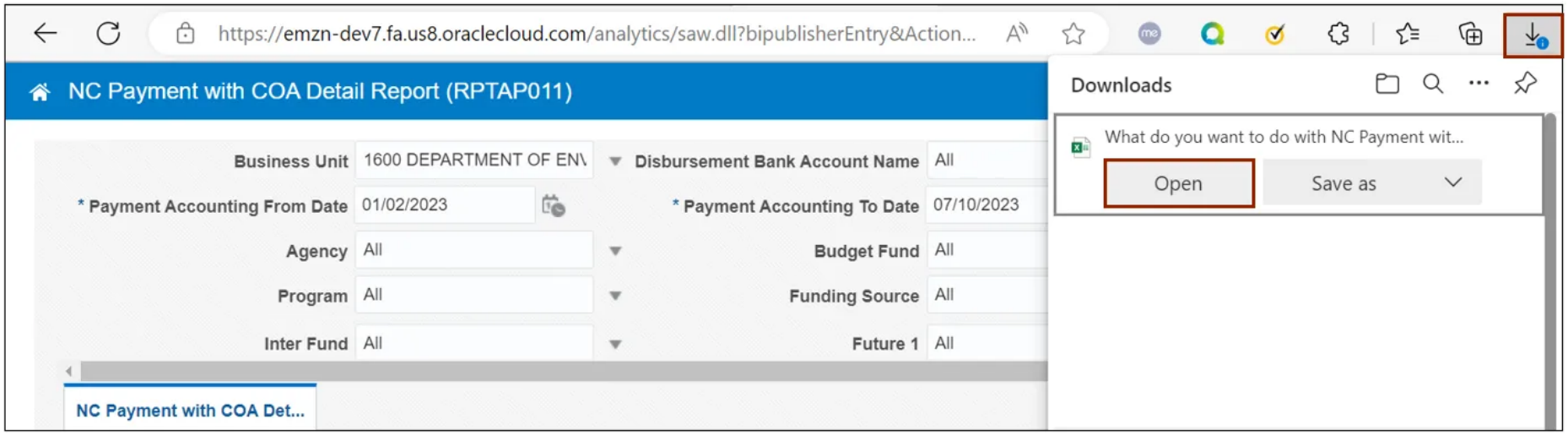
In this example, we chose **50G0000200-APPRENTICESHIP BUILDING ST CAPACITY GRANT (SAE2020) 17.285**. Click the **Apply** button.

Image



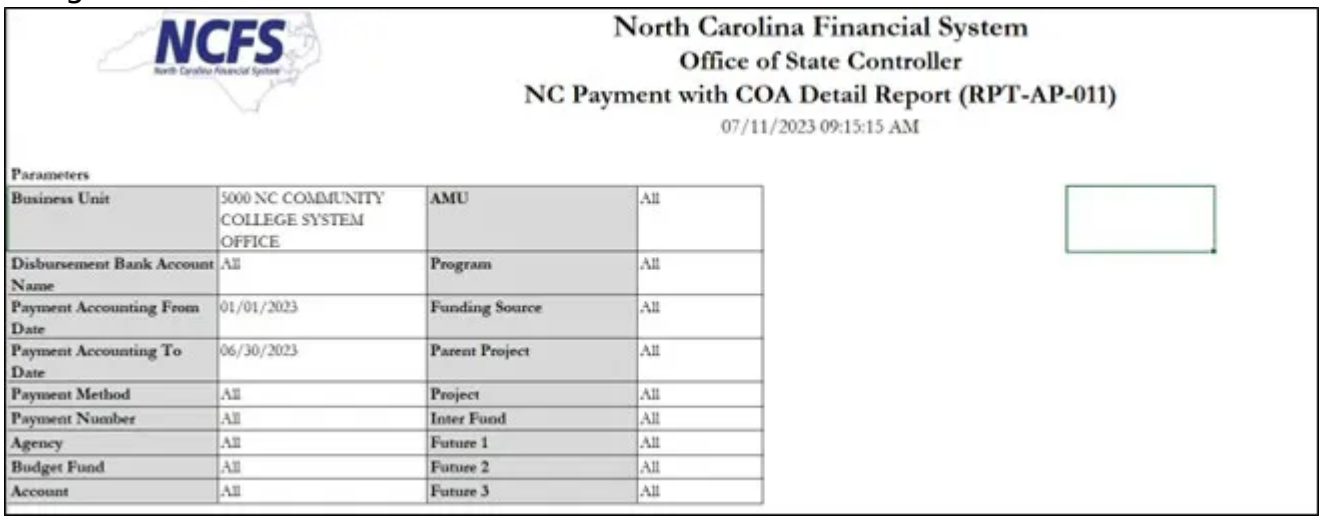
Step 9. Click the **Download** icon. Click the **Open** button to run the report.

Image



Step 10. The **NC Payment with COA Detailed Report** output is generated.

Image



North Carolina Financial System
Office of State Controller
NC Payment with COA Detail Report (RPT-AP-011)
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Parameters

Business Unit	5000 NC COMMUNITY COLLEGE SYSTEM OFFICE	AMU	All
Disbursement Bank Account Name	All	Program	All
Payment Accounting From Date	01/01/2023	Funding Source	All
Payment Accounting To Date	06/30/2023	Parent Project	All
Payment Method	All	Project	All
Payment Number	All	Inter Fund	All
Agency	All	Future 1	All
Budget Fund	All	Future 2	All
Account	All	Future 3	All

Image

Business Unit	Disbursement Bank Account Name	Invoice Number	Invoice Date	Invoice Distribution Amount	PO Number	Payment Number	Payment Accounting Date	Payment Status
5000 NC COMMUNITY COLLEGE SYSTEM OFFICE	2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM	5000 TEST MICR INVOICE	05/24/2023	15.00		1000	05/25/2023	Negotiable
5000 NC COMMUNITY COLLEGE SYSTEM OFFICE	2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM	5000MICRTEST_06062023	06/06/2023	60.00		1008	06/22/2023	Negotiable
5000 NC COMMUNITY COLLEGE SYSTEM OFFICE	2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM	5000MICRTEST_06062023_DST	06/19/2023	15.00		1007	06/22/2023	Negotiable
5000 NC COMMUNITY COLLEGE SYSTEM OFFICE	2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM	PO for Services from Aziba	05/15/2023	7,200.00	NC518883	1009	06/28/2023	Negotiable
5000 NC COMMUNITY COLLEGE SYSTEM OFFICE	2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM	GrantTest_5000_1	04/26/2023	5,000.00		1002	06/01/2023	Negotiable
5000 NC COMMUNITY COLLEGE SYSTEM OFFICE	3000046 - GENERAL EXPENSE - OSC E-PAY	GrantTest_5000_10	04/28/2023	600.00		1110	06/01/2023	Negotiable
5000 NC COMMUNITY COLLEGE SYSTEM OFFICE	3000046 - GENERAL EXPENSE - OSC E-PAY	GrantTest_5000_11	04/19/2023	300.00		1109	06/01/2023	Negotiable
5000 NC COMMUNITY	NC-FBR.IGO-INVOICES	GrantTest_5000_2	04/20/2023	2,500.00		401	06/01/2023	Negotiable

NC Payment with COA Detail

Image

Payment Distribution Amount	Payment Method	Remit-to-Supplier Number	Supplier/Party/Employee Name Remit to Name	Remit-to-Supplier Site	Supplier Type	Agency	Budget Fund	Account
600.00	Electronic - Supplier	102054	SOFTWARE HOUSE INTERNATIONAL	R.50PT.C	Supplier	5000	105350	52826000
300.00	Electronic - Supplier	110344	FORMS & SUPPLY INC	R.50PT.A	Supplier	5000	105350	53110000
4,000.00	Electronic - Supplier	107576	CHATSTAFF LLC	R.50PT.02	Supplier	5000	105350	52170002
2,000.00	Check - Supplier	108123	CLIMER CONSULTING	R.50PT.01	Supplier	5000	105350	52199000
150.00	Electronic - IGO	119138	4100 NC DEPT OF INFORMATION TECHNOLOGY STATE TELECOMMUNICATIONS	IGO.139	Supplier	5000	105350	52811000
200.00	Check - Supplier	115742	ZOOM VIDEO COMMUNICATIONS INC	R.50PT.01	Supplier	5000	105350	52814000

Image

Agency Management Unit	Agency Program	Funding Source	Parent Project	Project	Inter Fund	Future 1	Future 2	Future 3	Total Payments By Budget Fund	Total Payments By Business Unit
5001591	50000CP	3000	50G0000200	50G0000201	000000	0000	000000	00000		
5001591	50000CP	3000	50G0000200	50G0000201	000000	0000	000000	00000		
5001591	50000CP	3000	50G0000200	50G0000201	000000	0000	000000	00000		
5001591	50000CP	3000	50G0000200	50G0000201	000000	0000	000000	00000		
5001591	50000CP	3000	50G0000200	50G0000201	000000	0000	000000	00000		
5001591	50000CP	3000	50G0000200	50G0000201	000000	0000	000000	00000		
									7,250.00	
										7,250.00

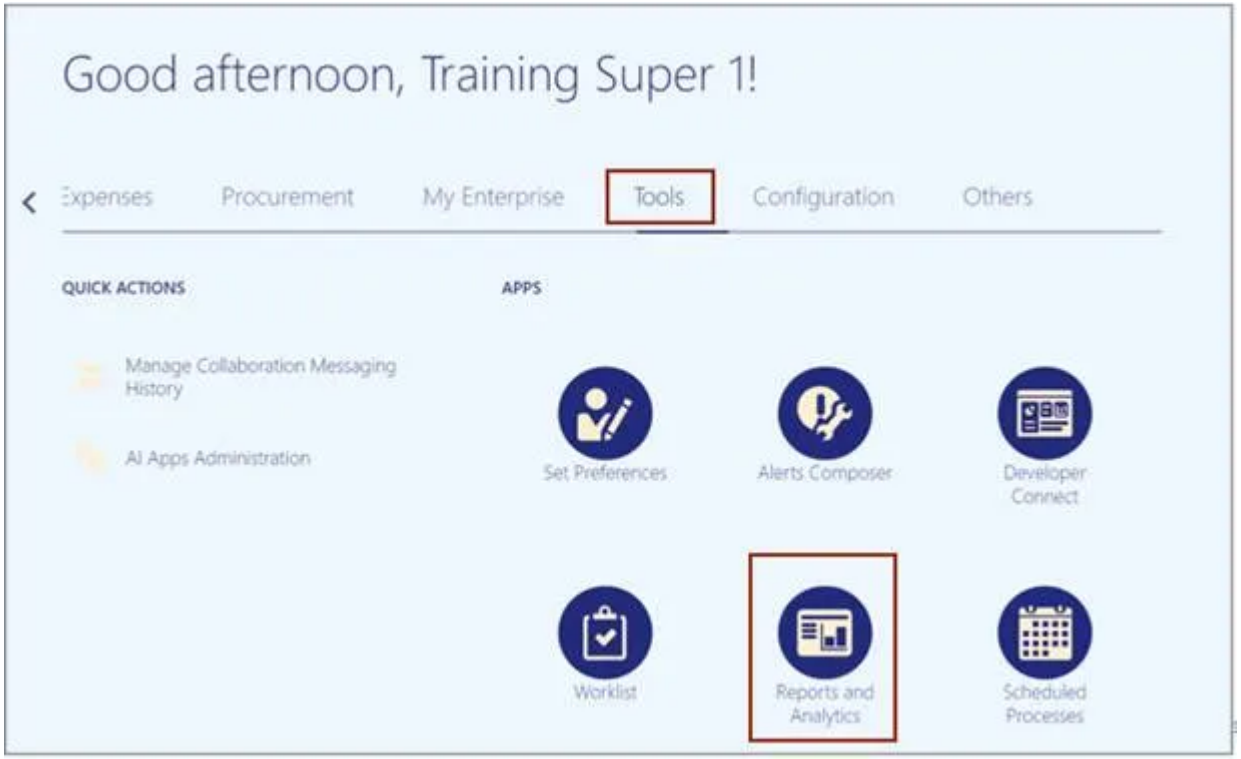
NC Agency GL Detailed Transaction Report (RPT-RTR-165)

To run NC Agency GL Detailed Transaction Report (RPT-RTR-165), follow the steps below. There are 8 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

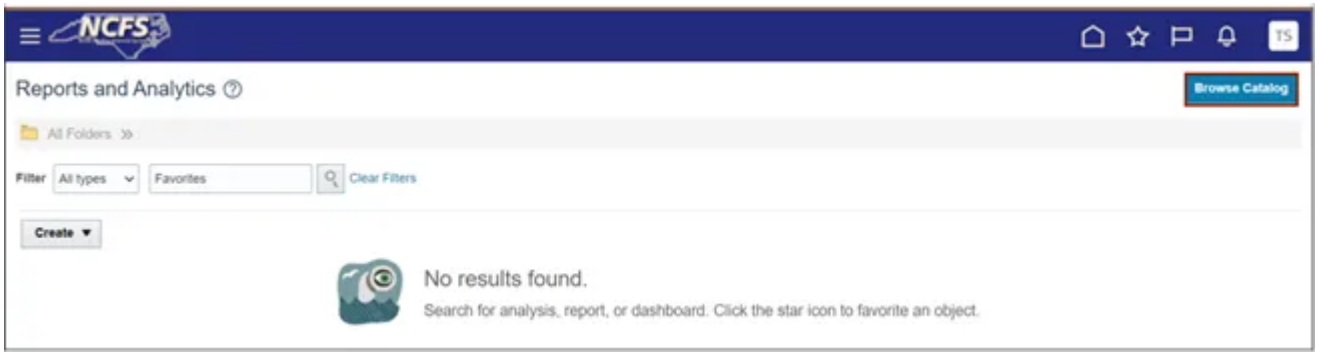
Step 2. On the **Home** page, click the **Tools** tab and click the **Reports and Analytics** app.

Image



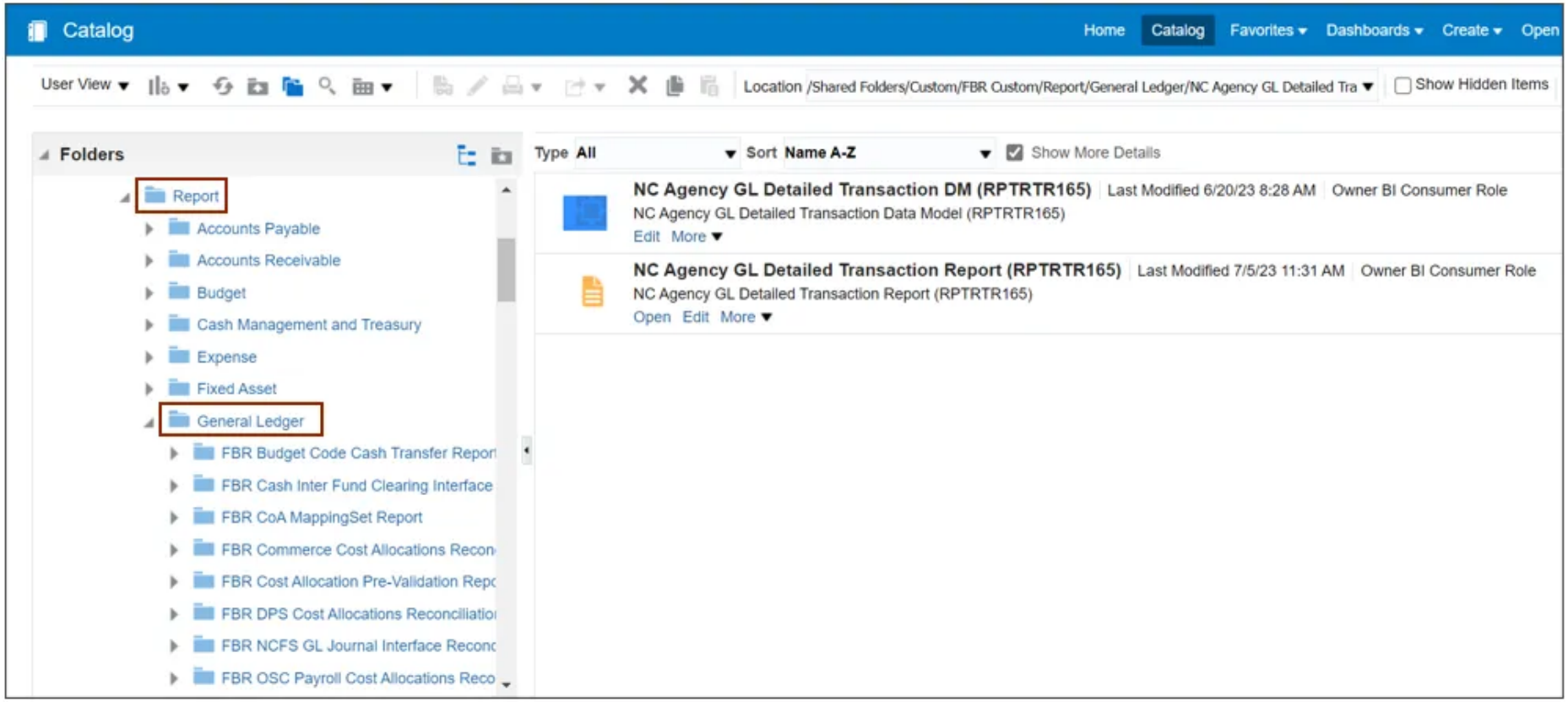
Step 3. On the **Reports and Analytics** page, click the **Browse Catalog** button.

Image



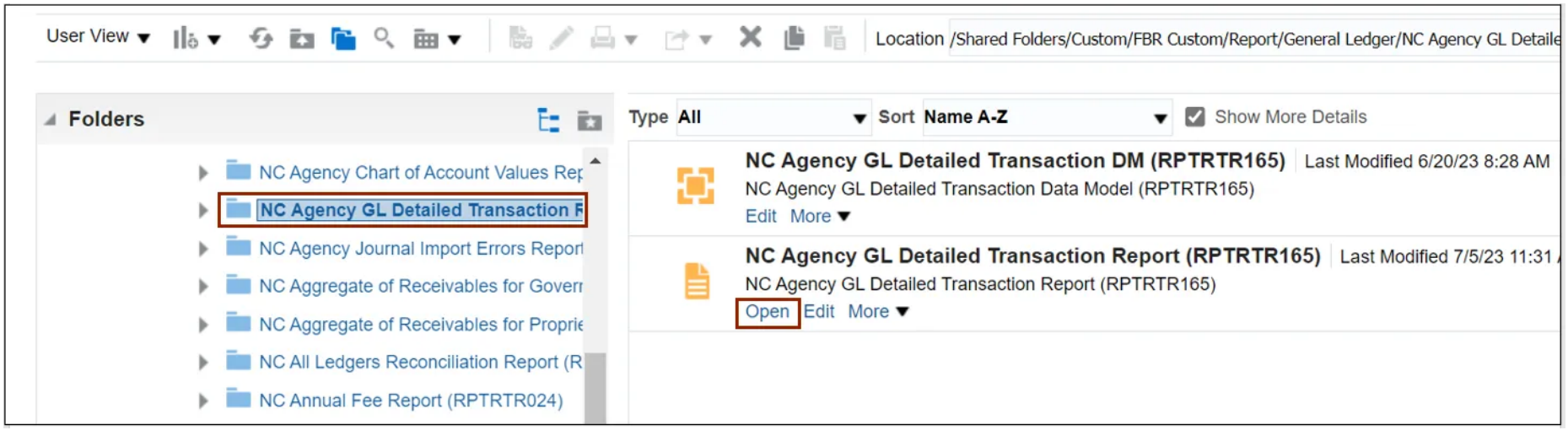
Step 4. The **Catalog** window appears. Click the **Shared Folder>Custom>FBR Custom> Report** folder and click on the **General Ledger** tab under the **Report** tab.

Image



Step 5. Under the **General Ledger** tab, click the **NC Agency GL Detailed Transaction Report (RPTRTR-165)**. Click the **Open** button.

Image

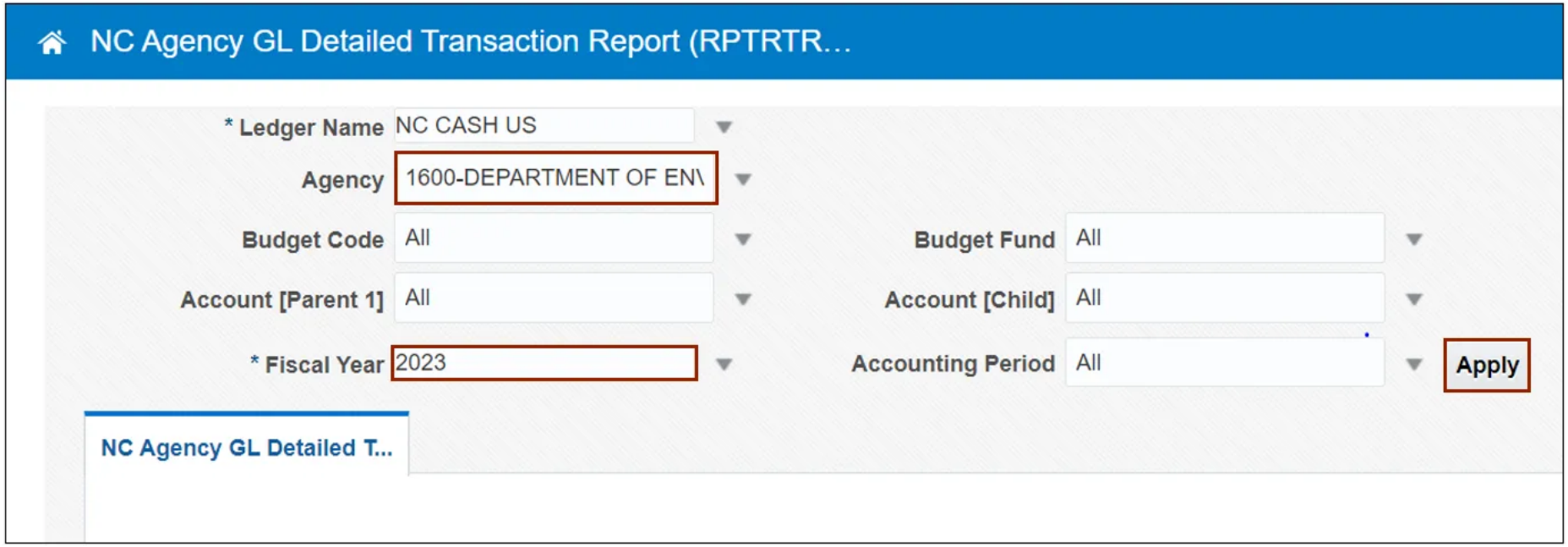


Step 6. The **NC Agency GL Detailed Transaction Report (RPTRTR165)** page, select the **Agency** from the *Agency* drop-down choice list.

In this example, we chose **1600 DEPARTMENT OF ENVIRONMENTAL QUALITY**. Enter the **Fiscal Year**. Click the **Apply** button.

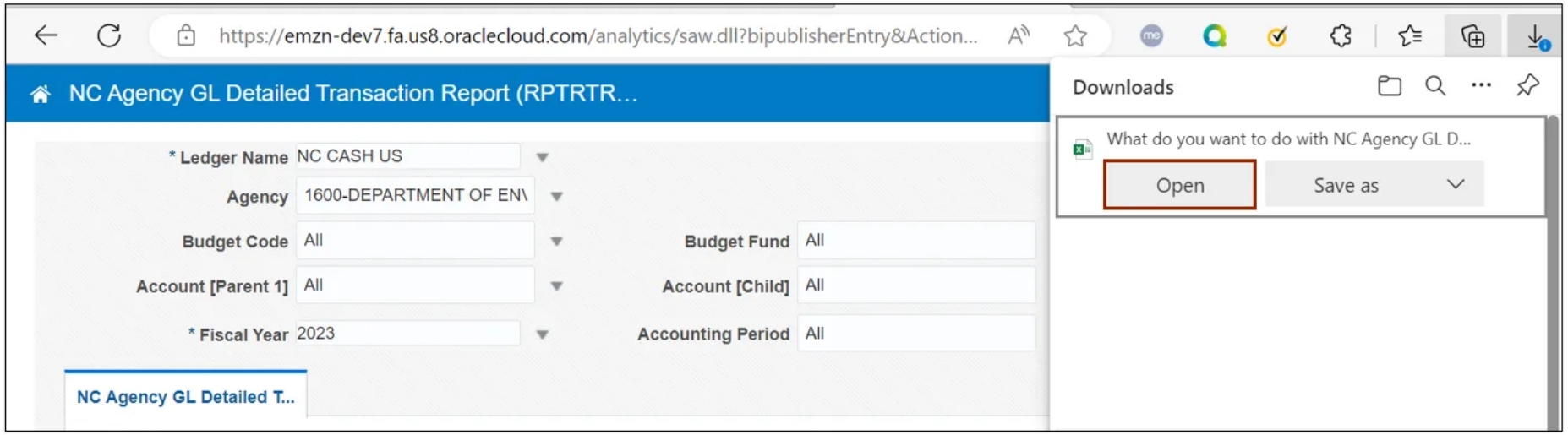
Note: The user should select the **Accounting Period** for which the CMIA is being prepared.

Image



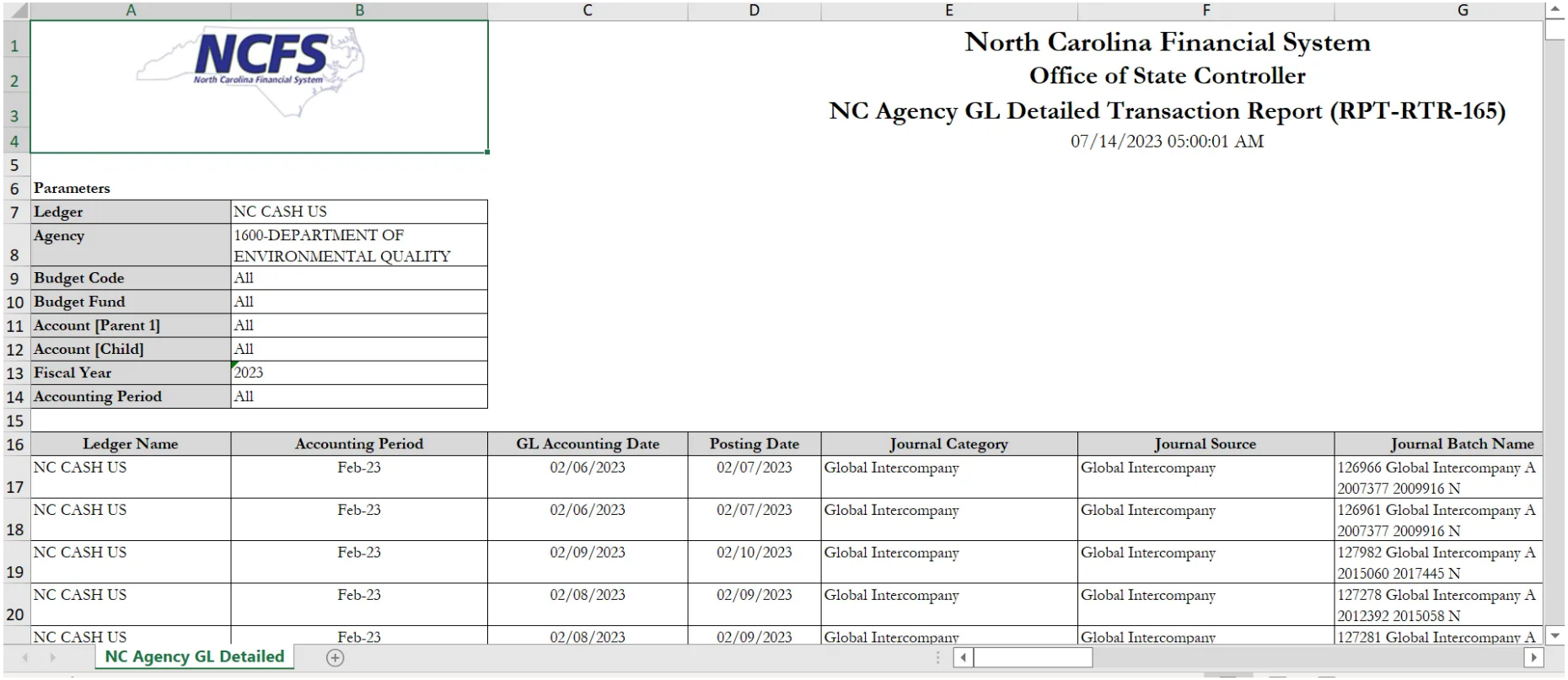
Step 7. Click the **Download** icon. Click the **Open** button to run the report.

Image



Step 8. The **NC Agency GL Detailed Transaction Report (RPT-RTR-165)** output is generated.

Image



North Carolina Financial System
Office of State Controller
NC Agency GL Detailed Transaction Report (RPT-RTR-165)
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Parameters

Ledger	NC CASH US
Agency	1600-DEPARTMENT OF ENVIRONMENTAL QUALITY
Budget Code	All
Budget Fund	All
Account [Parent 1]	All
Account [Child]	All
Fiscal Year	2023
Accounting Period	All

Ledger Name	Accounting Period	GL Accounting Date	Posting Date	Journal Category	Journal Source	Journal Batch Name
NC CASH US	Feb-23	02/06/2023	02/07/2023	Global Intercompany	Global Intercompany	126966 Global Intercompany A 2007377 2009916 N
NC CASH US	Feb-23	02/06/2023	02/07/2023	Global Intercompany	Global Intercompany	126961 Global Intercompany A 2007377 2009916 N
NC CASH US	Feb-23	02/09/2023	02/10/2023	Global Intercompany	Global Intercompany	127982 Global Intercompany A 2015060 2017445 N
NC CASH US	Feb-23	02/08/2023	02/09/2023	Global Intercompany	Global Intercompany	127278 Global Intercompany A 2012392 2015058 N
NC CASH US	Feb-23	02/08/2023	02/09/2023	Global Intercompany	Global Intercompany	127281 Global Intercompany A

NC Agency GL Detailed

Image

Journal Name	Agency Number	Budget Code	Budget Fund	Budget Fund Description	Natural Account	Natural Account Description	AMU Code
1 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET CODE CASH	0000000
186 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET CODE CASH	0000000
211 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET CODE CASH	0000000
161 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET CODE CASH	0000000
64 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET CODE CASH	0000000
2 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET CODE CASH	0000000
22 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET CODE CASH	0000000
18 Global Intercompany	1600	14300	014300	DEQ 14300 CLEARING	11120000	CONSOLIDATED BUDGET CODE CASH	0000000

Image

AMU Code Description	Agency Program	Agency Program Description	Funding Source	Project (Parent1)	Project Description (Parent1)	Project	Project Description
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT
DEFAULT AMU	0000000	DEFAULT AGENCY PROGRAM	0000			0000000000	DEFAULT PROJECT

Image

InterFund	Future 1	Future 2	Future 3	Debit Amount	Credit Amount	Sub-Ledger Transaction	Application Name	Party Number	Party Name	PO Amount Invoiced	PO Number	Context DFF	Attribute1
034300	0000	000000	00000	627,105.11	0.00		General Ledger						
014600	0000	000000	00000	18,172.00	0.00		General Ledger						
014600	0000	000000	00000	797,916.63	0.00		General Ledger						
014600	0000	000000	00000	278,314.64	0.00		General Ledger						
014600	0000	000000	00000	22,621.27	0.00		General Ledger						
013000	0000	000000	00000	0.00	4,161.00		General Ledger						
014100	0000	000000	00000	0.00	20,158.87		General Ledger						
014100	0000	000000	00000	0.00	64,489.98		General Ledger						

Wrap-Up

Use the steps above to run NC Payment with COA Detail Report and NC Agency GL Transaction Detailed Report are Oracle custom pre-built reports that use chart of account segments and data ranges as parameters to provide a list of all transactions.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - GM100: Grants Management

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