PNG-03 Reports Helpful for Grants Management

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to run reports relevant to Grants Management in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of running reports helpful for Grants Management. The various reports include budget entry validation reports, review reports, month end reconciliation reports, and other reports. Some examples of Grants Management reports include NC Federal Check Clearance Pattern Report, NC GL Project Summary Report, and NC Federal Grant 488-588 Transfer Account Reconciliation Report.

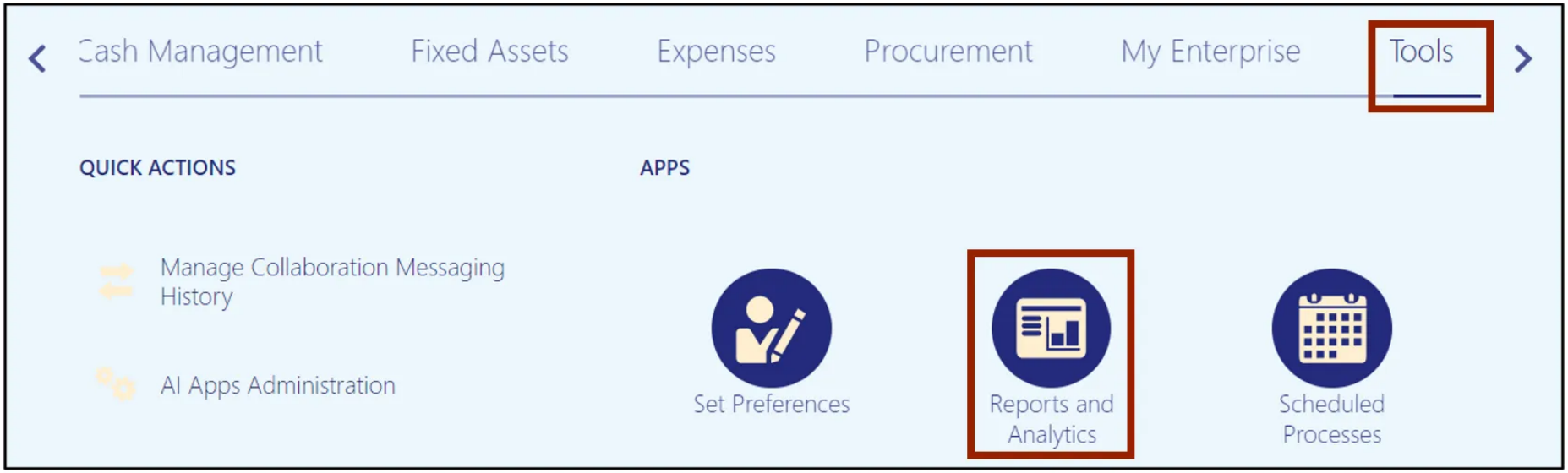
Run Grants Reports

To run Grants Management reports, follow the steps below. There are 13 steps to complete this process.

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

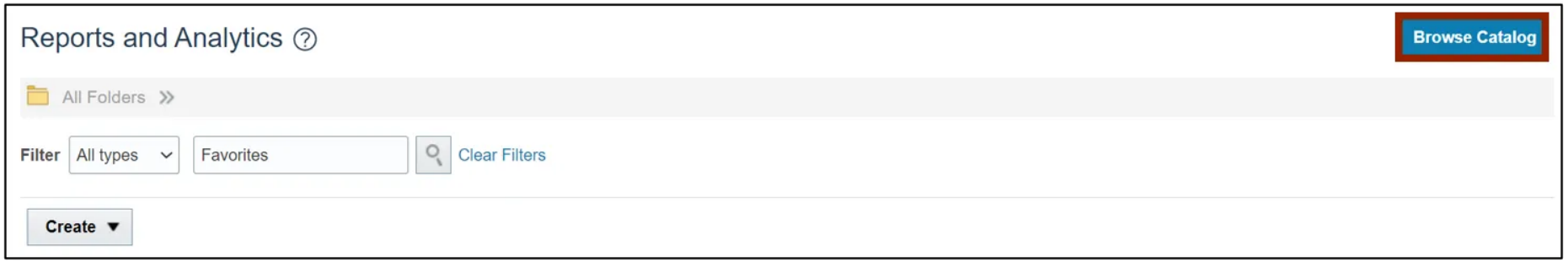
Step 2. On the **Home** page, click the **Tools** tab and select the **Reports and Analytics** app.

Image



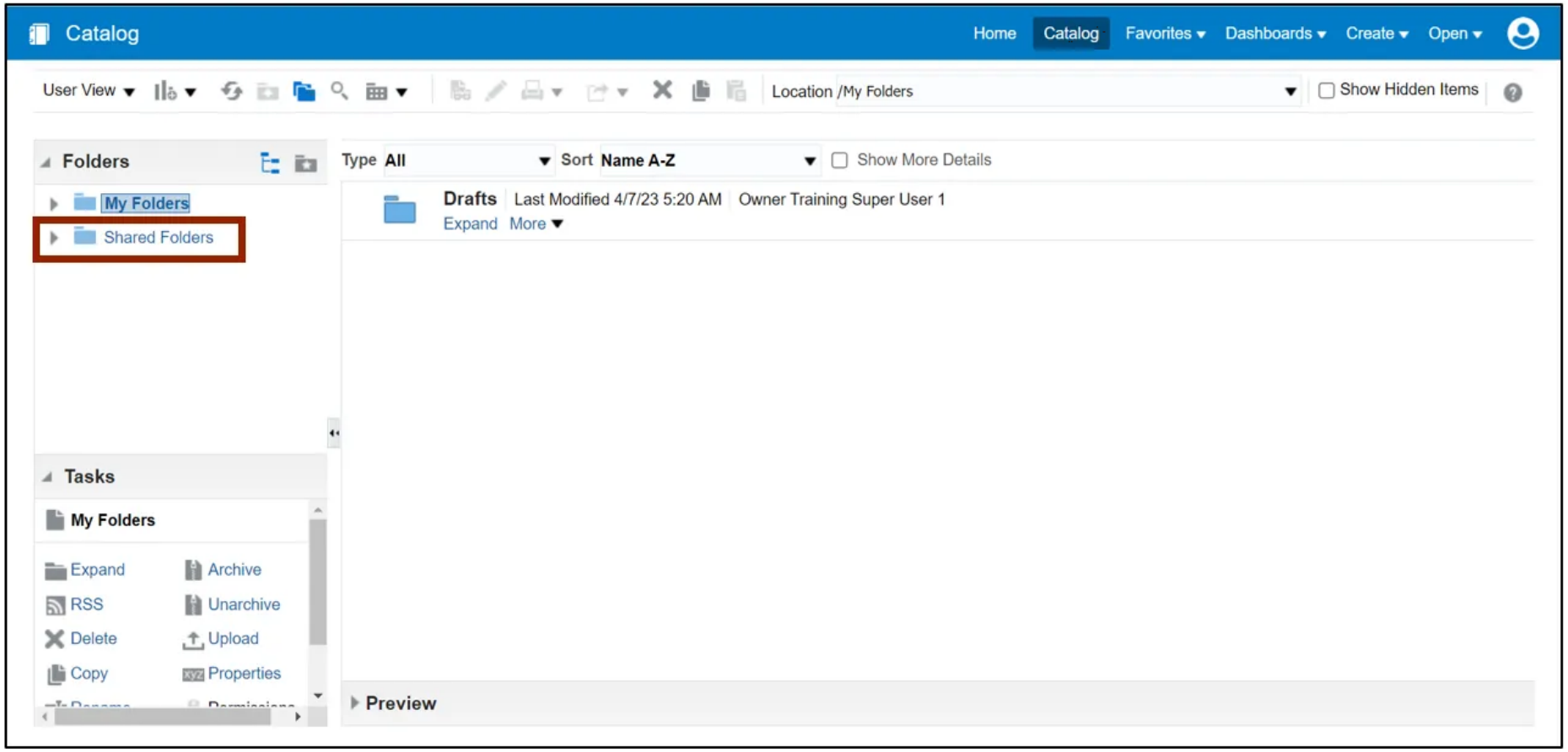
Step 3. Click the **Browse Catalog** button on the top-right corner.

Image



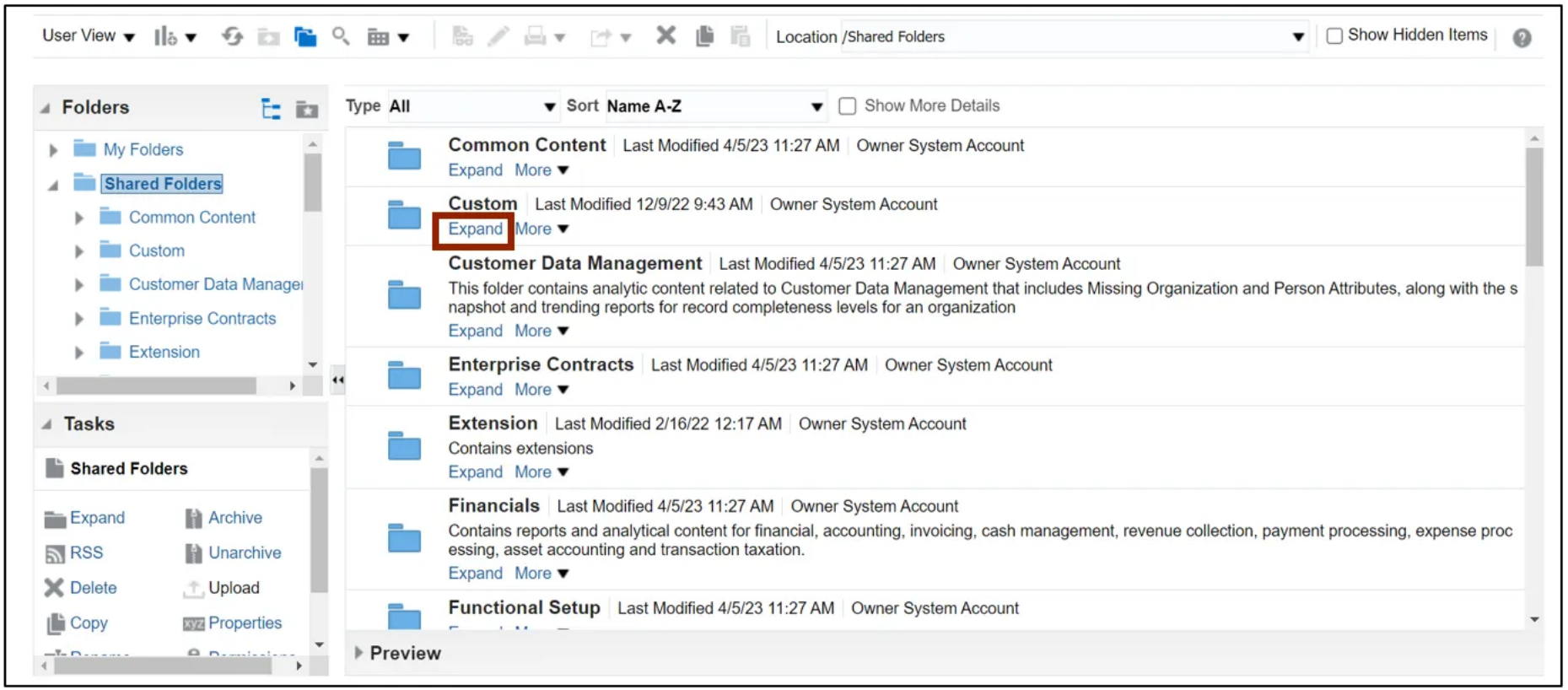
Step 4. The **Catalog** page opens. Under the ***Folders*** section on the left side of the page, click **Shared Folders**.

Image



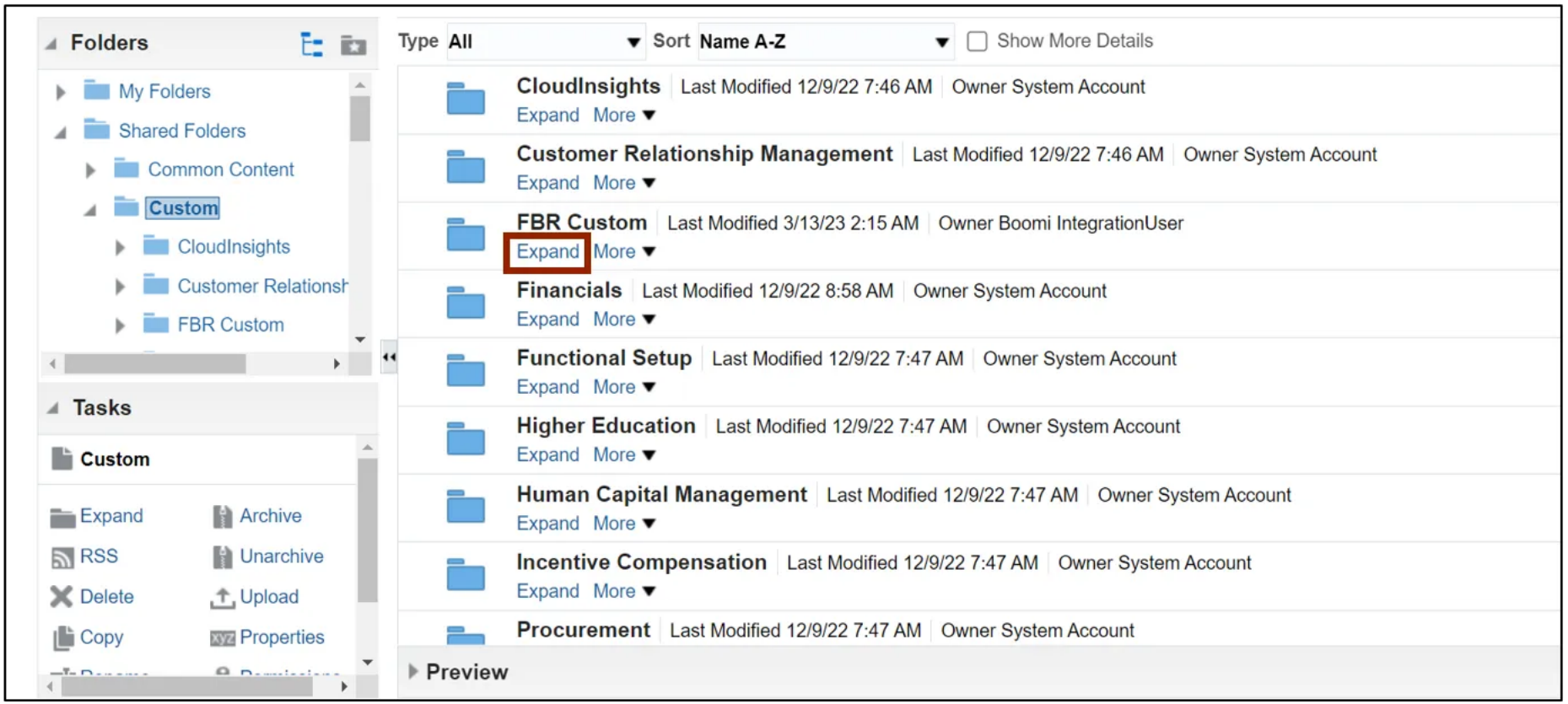
Step 5. Under the **Custom** folder, click **Expand**.

Image



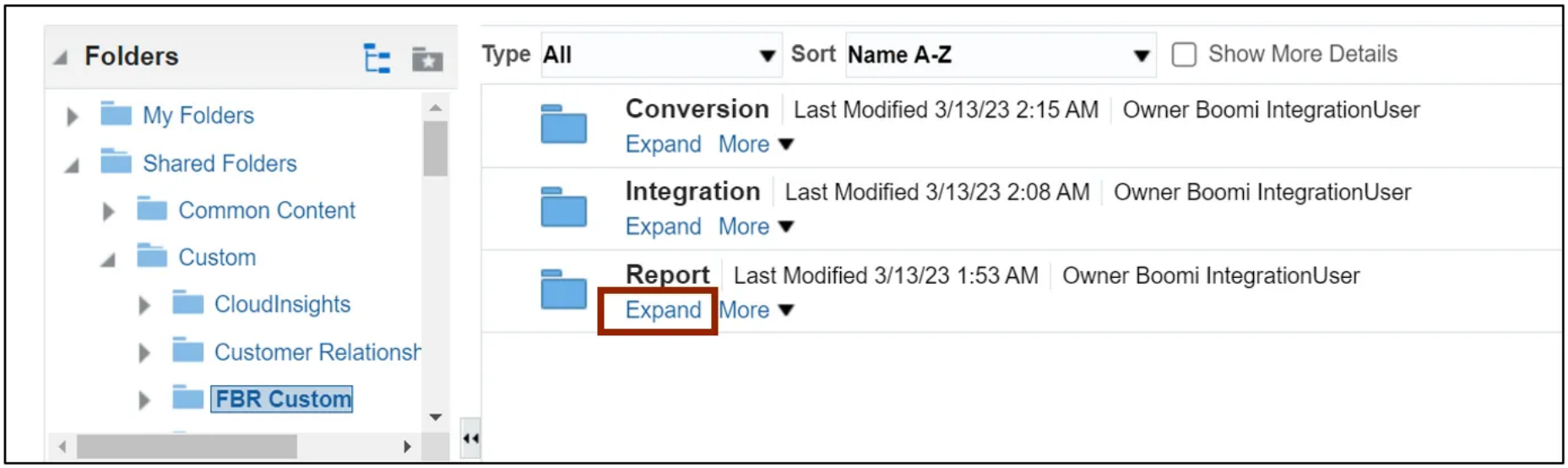
Step 6. Under the **FBR Custom** folder, click **Expand**.

Image



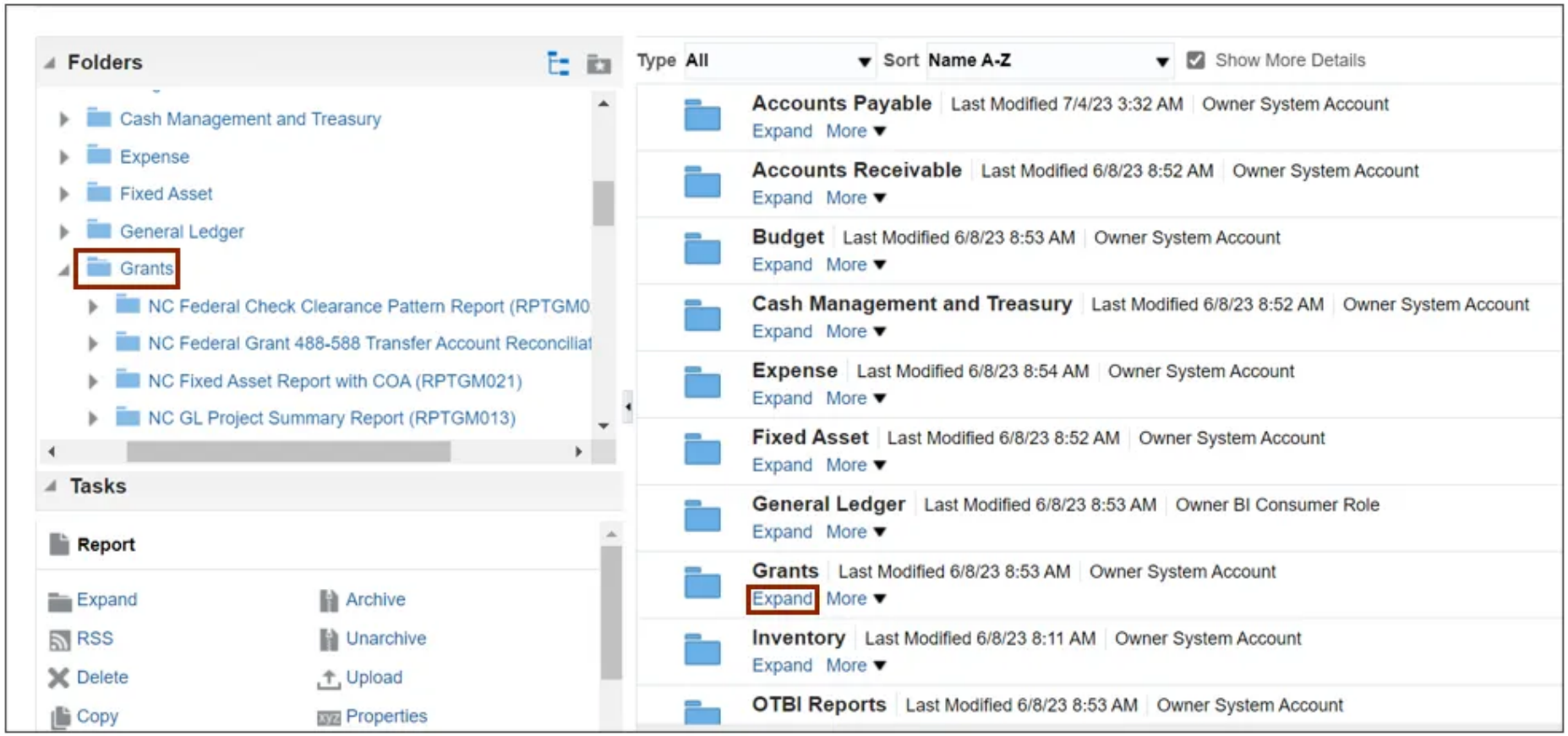
Step 7. Under the **Report** folder, click **Expand**.

Image



Step 8. Scroll down to find the **Grants** folder. Then, click **Expand**.

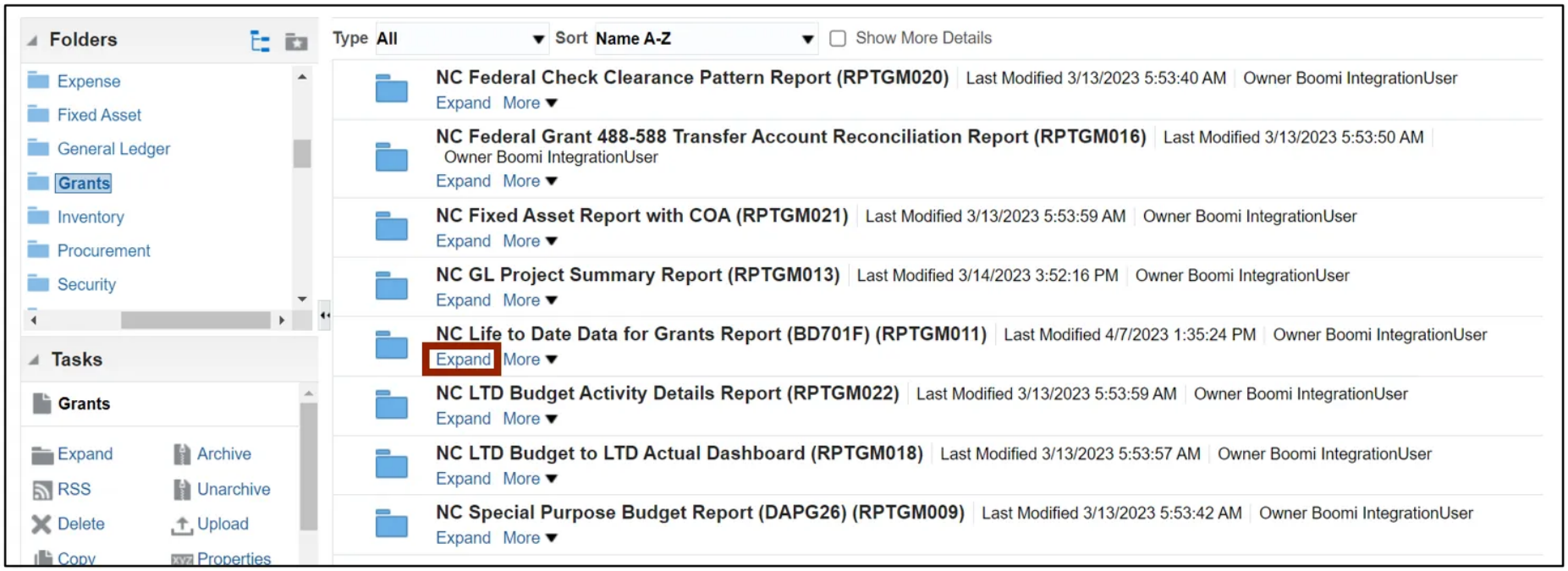
Image



Step 9. Find the grants report to be run and click **Expand** under the report.

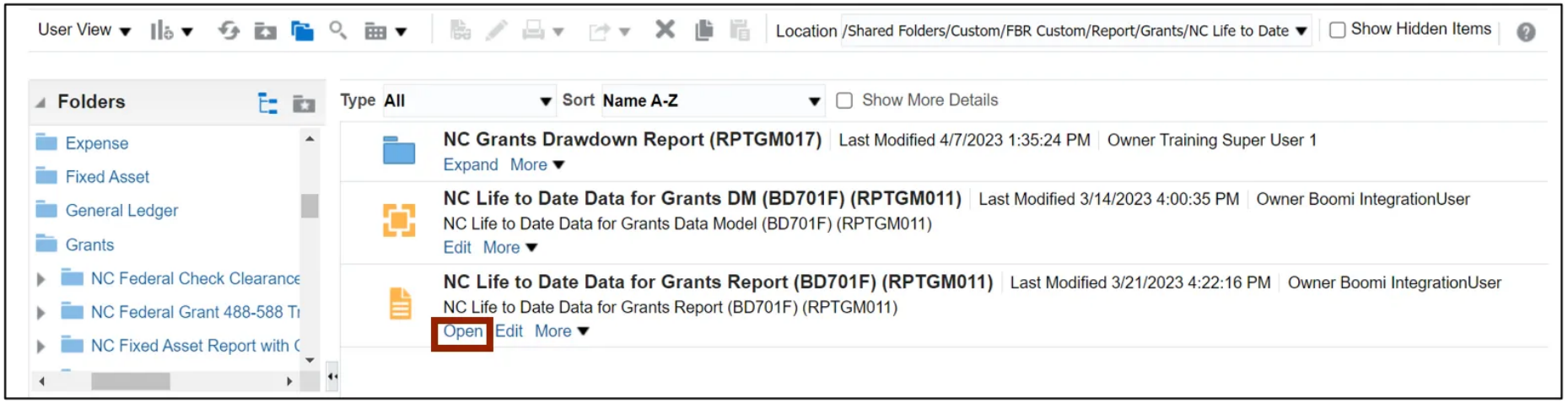
In this example, we choose **NC Life to Date Data for Grants Report (BD701F) (RPTGM011)**.

Image



Step 10. To open **NC Life to Date Data for Grants Report (BD701F) (RPTGM011)**, click **Open** under the report.

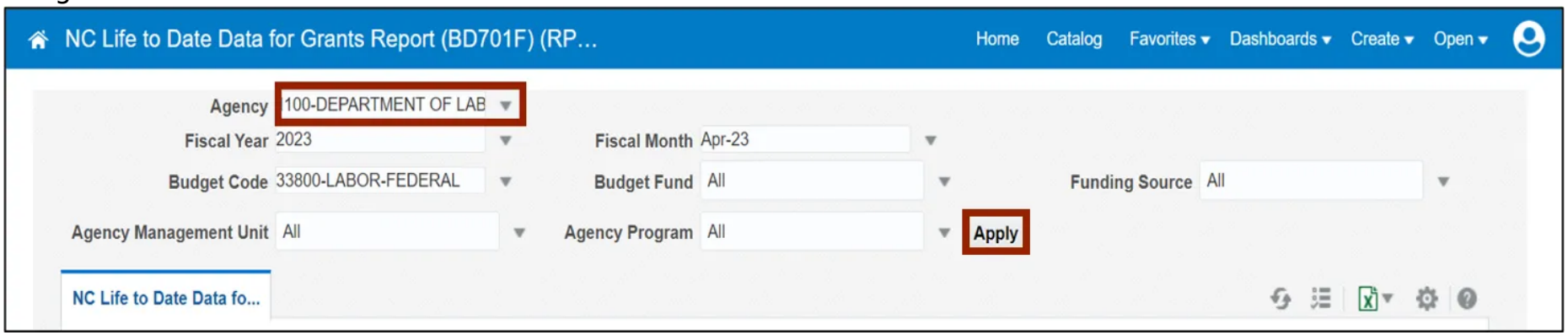
Image



Step 11. Select the **Agency** from the respective drop-down choice list.

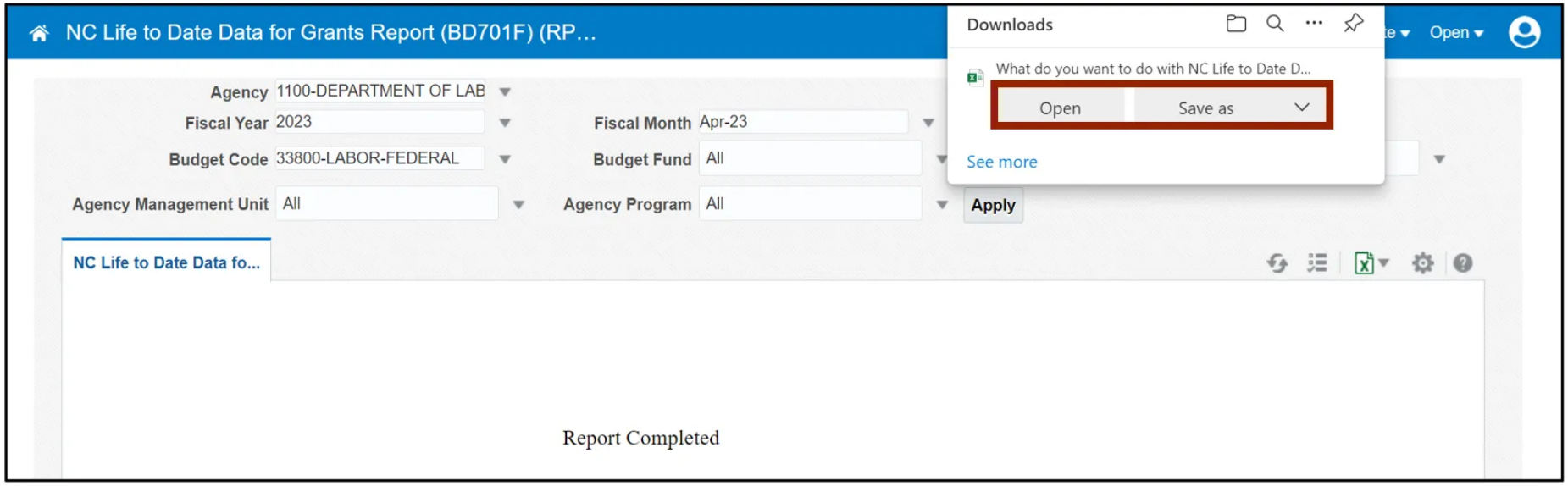
In this example, we choose **1100-DEPARTMENT OF LABOR**. Enter any other relevant information in the respective fields. Then, click the **Apply** button.

Image



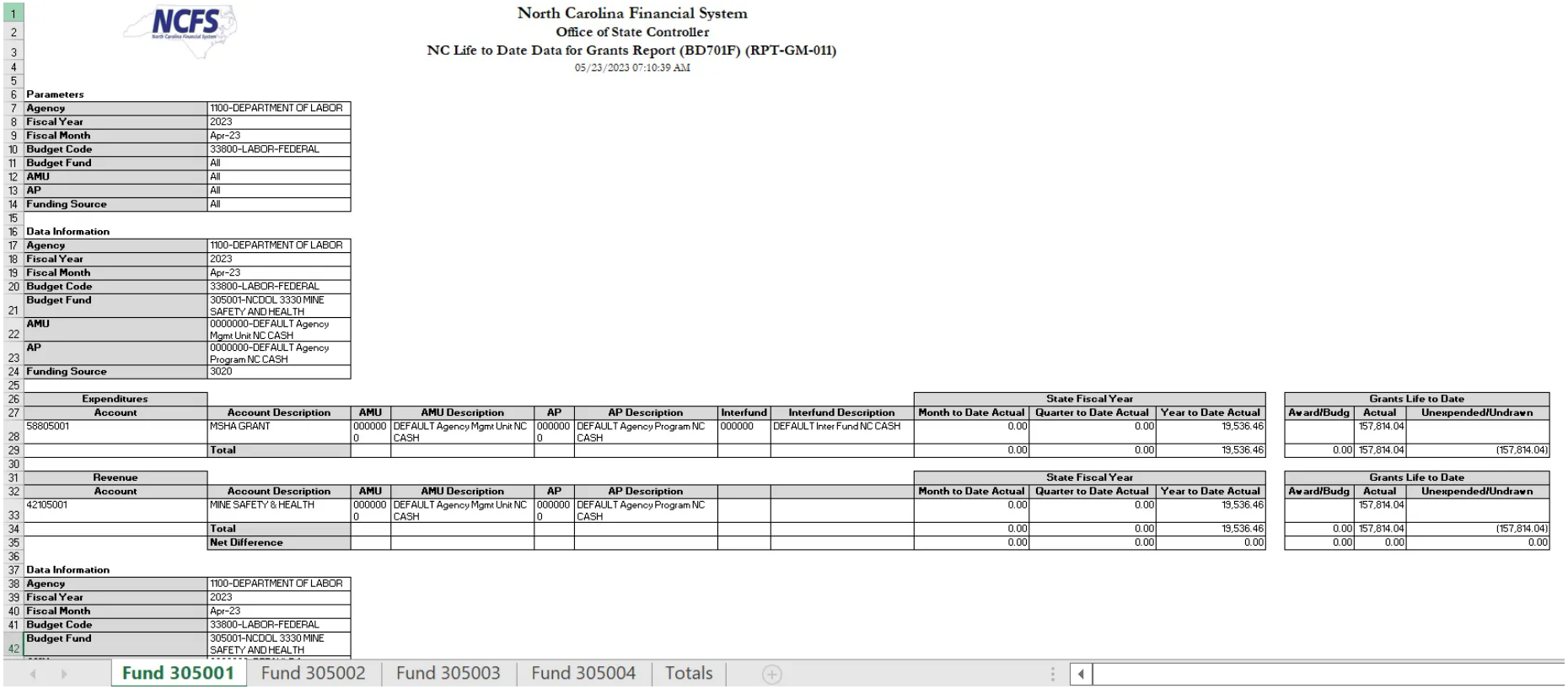
Step 12. The report is now downloaded. Click the **Open** button to open the report or click the **Save as** button to save the report.

Image



Step 13. Open the report to view and verify all the details.

Image



North Carolina Financial System
Office of State Controller
NC Life to Date Data for Grants Report (BD701F) (RPT-GM-011)
05/23/2023 07:10:39 AM

Parameters

Agency	1100-DEPARTMENT OF LABOR
Fiscal Year	2023
Fiscal Month	Apr-23
Budget Code	33800-LABOR-FEDERAL
Budget Fund	All
AMU	All
AP	All
Funding Source	All

Data Information

Agency	1100-DEPARTMENT OF LABOR
Fiscal Year	2023
Fiscal Month	Apr-23
Budget Code	33800-LABOR-FEDERAL
Budget Fund	305001-NCDOL 3330 MINE SAFETY AND HEALTH
AMU	0000000-DEFAULT Agency Mgmt Unit NC CASH
AP	0000000-DEFAULT Agency Program NC CASH
Funding Source	3020

Expenditures

								State Fiscal Year			Grants Life to Date		
Account	**Account Description**	**AMU**	**AMU Description**	**AP**	**AP Description**	**Interfund**	**Interfund Description**	**Month to Date Actual**	**Quarter to Date Actual**	**Year to Date Actual**	**Award/Budg**	**Actual**	**Unexpended/Undrawn**
58805001	MSHA GRANT	0000000	DEFAULT Agency Mgmt Unit NC CASH	0000000	DEFAULT Agency Program NC CASH	000000	DEFAULT Inter Fund NC CASH	0.00	0.00	19,536.46		157,814.04	
	Total							0.00	0.00	19,536.46	0.00	157,814.04	(157,814.04)

Revenue

								State Fiscal Year			Grants Life to Date		
Account	**Account Description**	**AMU**	**AMU Description**	**AP**	**AP Description**			**Month to Date Actual**	**Quarter to Date Actual**	**Year to Date Actual**	**Award/Budg**	**Actual**	**Unexpended/Undrawn**
42105001	MINE SAFETY & HEALTH	0000000	DEFAULT Agency Mgmt Unit NC CASH	0000000	DEFAULT Agency Program NC CASH			0.00	0.00	19,536.46		157,814.04	
	Total							0.00	0.00	19,536.46	0.00	157,814.04	(157,814.04)
	Net Difference							0.00	0.00	0.00	0.00	0.00	0.00

Data Information

Agency	1100-DEPARTMENT OF LABOR
Fiscal Year	2023
Fiscal Month	Apr-23
Budget Code	33800-LABOR-FEDERAL
Budget Fund	305001-NCDOL 3330 MINE SAFETY AND HEALTH

Fund 305001 | Fund 305002 | Fund 305003 | Fund 305004 | Totals

Wrap-Up

Run reports helpful for Grants Management using the steps above.

Additional Resources

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

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