ICT-03 Navigating to North Carolina Financial System (NCFS) Reports

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to explain how to navigate to reports in the North Carolina Financial System's (**NCFS**) Budget catalog.

Introduction and Overview

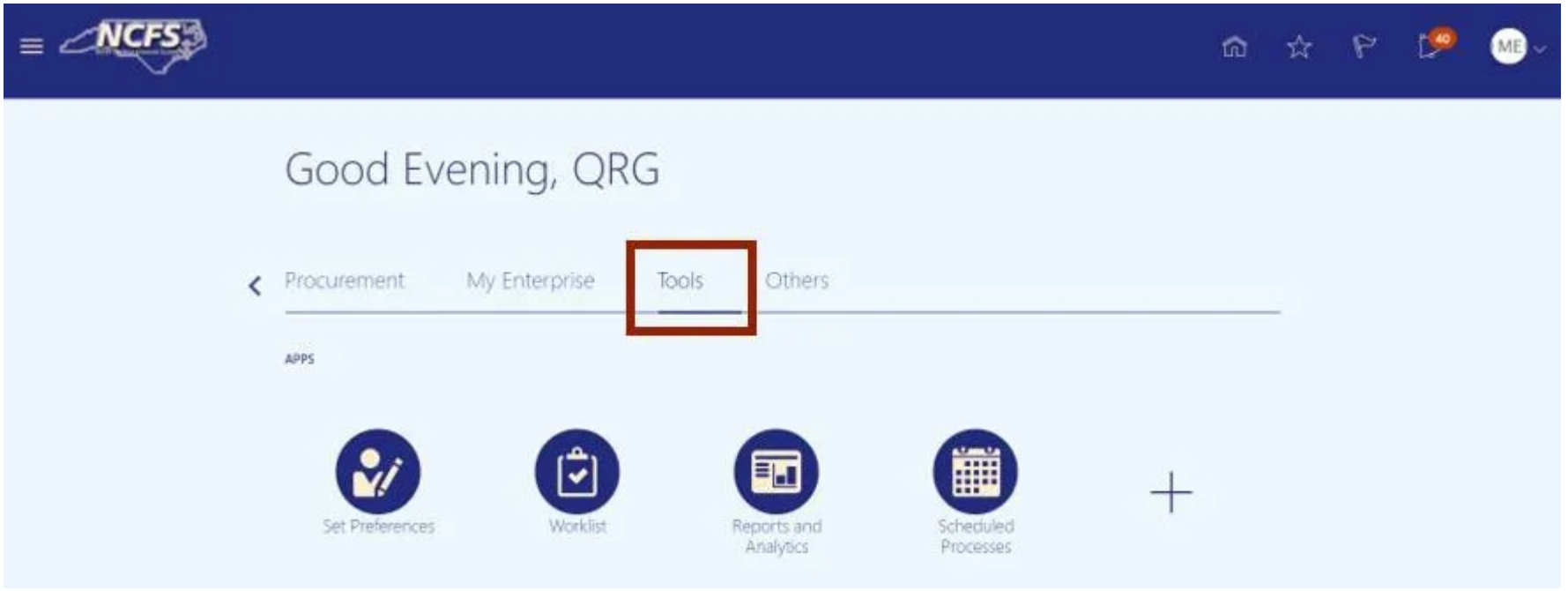
This QRG provides NCFS users with information regarding navigation to the General Ledger (GL), Intercompany (IC), and Budget reports in NCFS's Budget catalog. This QRG provides navigation instructions to the reports area for North Carolina Financial System. Several key reports have their own QRG that provides detailed navigation instructions and report output overviews. Once navigation to the Reports Catalog is complete, see the individual report QRGs for more information on how to pull and read that specific report.

Navigating to the NCFS Reporting Section

To navigate to the NCFS reports, please follow the steps below. There are 8 steps to complete this process.

Step 1. Access the NCFS Home Page and click the **Tools** tab.

Image



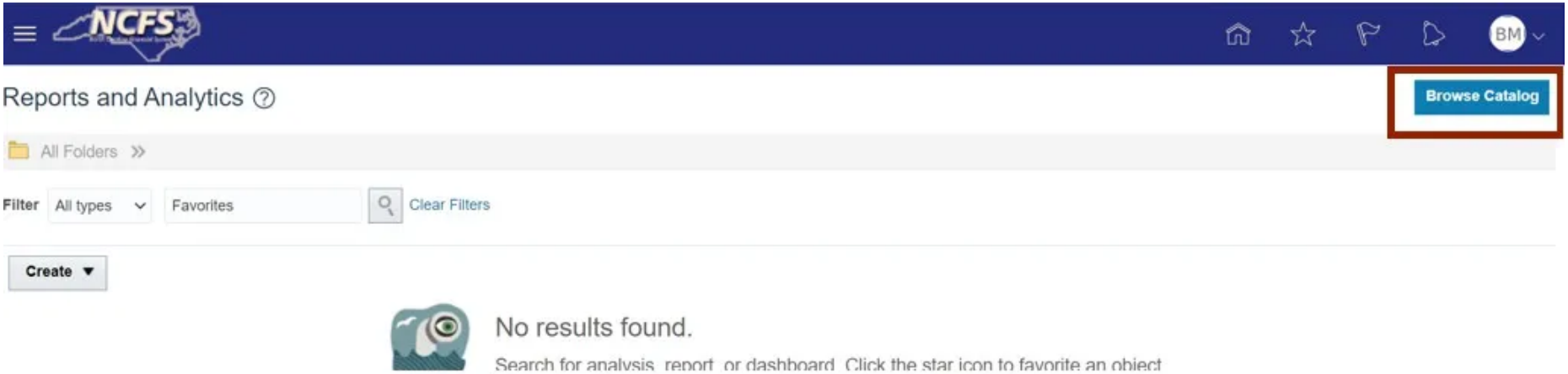
Step 2. Click the **Reports and Analytics** Application.

Image



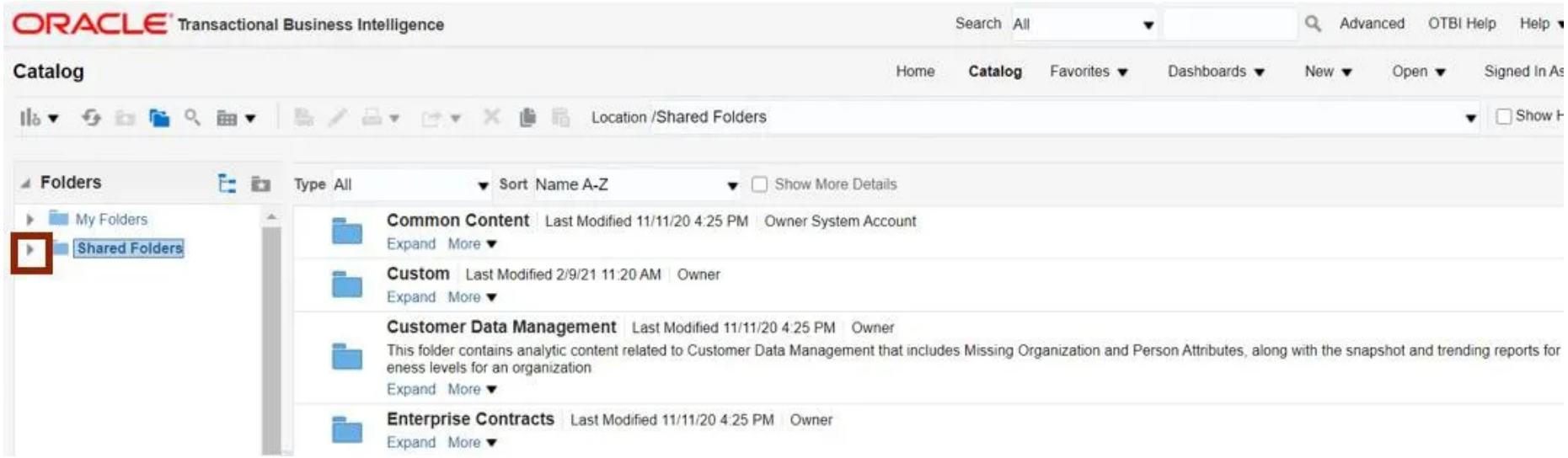
Step 3. In the upper right corner of the screen, click **Browse Catalog**.

Image



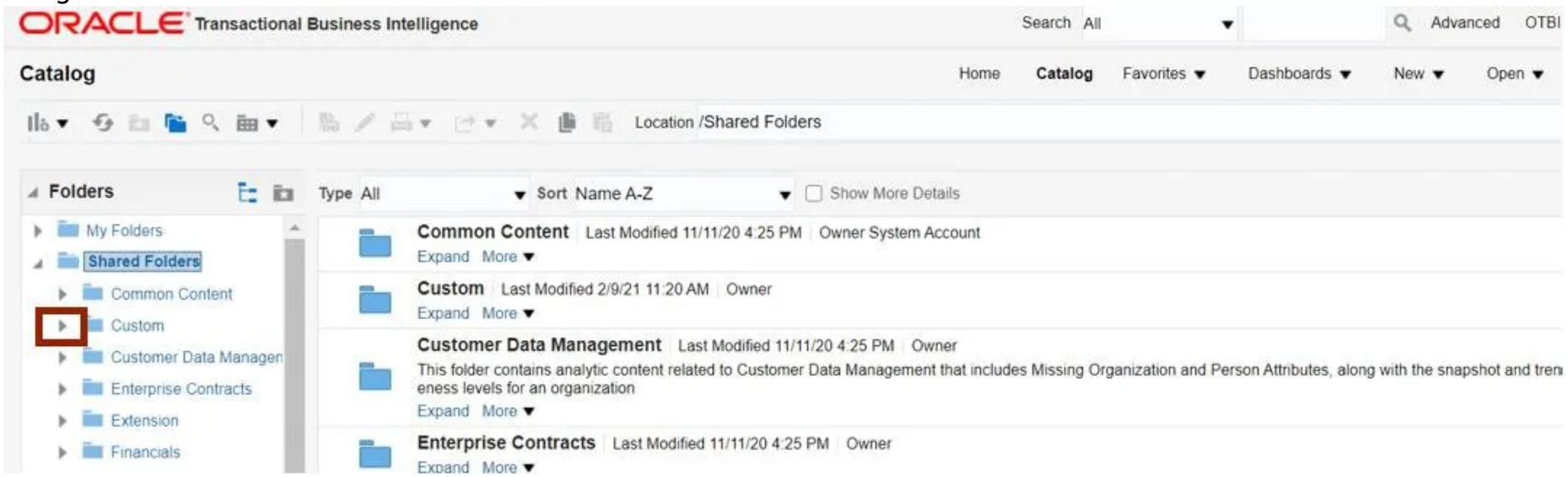
Step 4. On the left-hand side of the screen, click the **Expand** icon next to *Shared Folders*.

Image



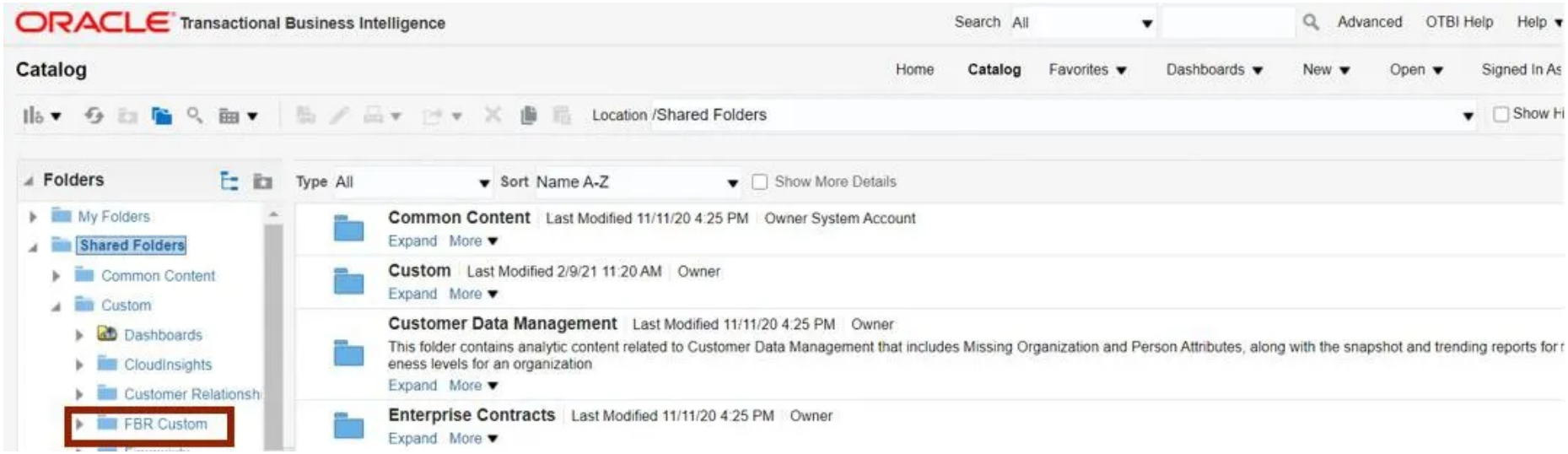
Step 5. Click the **Expander** icon next to *Custom*.

Image



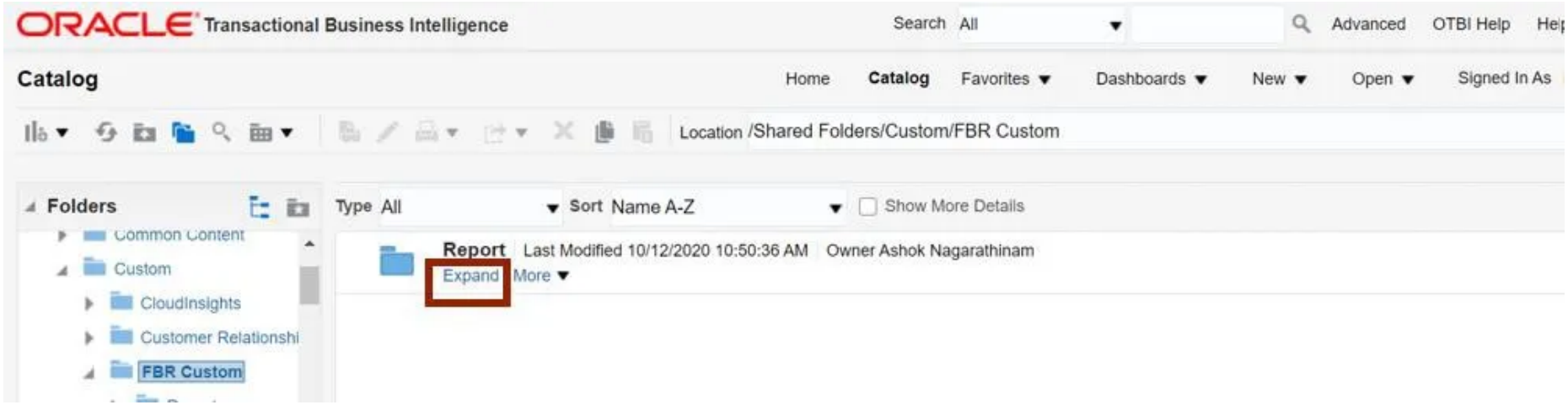
Step 6. Click the **FBR Custom**.

Image



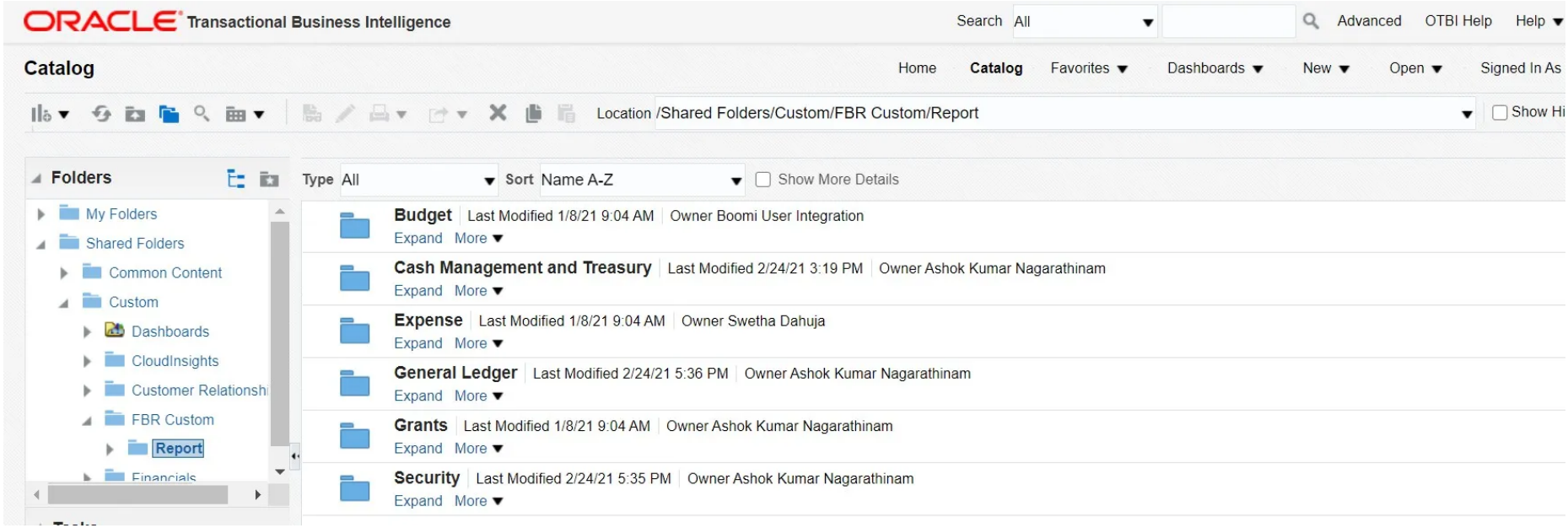
Step 7. Click **Expand** under *Reports*.

Image



Step 8. The FBR Reporting Section appears revealing reporting folders tied to each of the NCFS process areas.

Image



Individual Report Navigation Overview

From the FBR Custom - Report folder users have access to custom built FBR reports for each of the key process areas. The table below provides information on key NCFS custom reports and how to access that report from the FBR Custom - Report folder.

NCFS Process Area	Report Title	Report Folder Path
Cash Management	FBR Cash Availability Report	Cash Management & Treasury < Cash Availability Report

NCFS Process Area	Report Title	Report Folder Path
Cash Management	FBR Daily Transfer Report	Cash Management & Treasury < Daily Transfer Report
Cash Management	FBR Deposits Report	Cash Management & Treasury < Deposits Report
Cash Management	FBR Daily Disbursements (Requisition) Report	Cash Management & Treasury < Daily Disbursements Report
Cash Management	FBR General Fund Cash Balance Report	Cash Management & Treasury < General Fund Cash Balance Report
Cash Management	FBR Capital Improvement (CI) Funds Availability Report	Cash Management & Treasury < Capital Investments (CI) Funds Availability Report
Cash Management	FBR General Fund Appropriation Expenditures and Balances Report	Cash Management & Treasury < General Fund Appropriation Expenditures & Balance Report
Cash Management	FBR Daily Cash Transactions Detail Report	Cash Management & Treasury < Daily Cash Transactions Detail Report
Cash Management	FBR Budget Code Balance by Type Report	Cash Management & Treasury < Budget Code Balance by Type Report
Cash Management	FBR Negative Budget Code Balance Report	Cash Management & Treasury < Negative Budget Code Balance Report
Budget	FBR IBIS Appropriation Budget Interface Reconciliation Report	Budget < FBR IBIS Appropriation Budget Interface Reconciliation Report
Budget	FBR IBIS CI Allotment Interface Reconciliation Report	Budget < FBR IBIS CI Allotment Interface Reconciliation Report

NCFS Process Area	Report Title	Report Folder Path
Budget	FBR IBIS Allotment Interface Reconciliation Report	Budget < FBR IBIS Allotment Interface Reconciliation Report
Budget	FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report	Budget < FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report
Budget	FBR IBIS Appropriation GL Interface Reconciliation Report	Budget < FBR IBIS Appropriation GL Interface Reconciliation Report
Budget	FBR IBIS Appropriation Transfer GL Interface Reconciliation Report	Budget < FBR IBIS Appropriation Transfer GL Interface Reconciliation Report

Wrap Up

Reporting in NCFS allows users visibility into financial transaction information in near real time. Each of the process areas have reports that provide detailed information about transactions (posted and unposted) as well as balances to allow for greater insight into an organizations' financial picture.

Additional Resources

- Web Based Training (WBT)
  - BU100: Budget Execution
- Instructor Led Training (ILT)
  - GL100c: Journal Entry
  - IC100c: Transfer Receiving and Entry
- Quick Reference Guides (QRGs)
  - Cash Availability Report

- Daily Transfer Report
- Deposits Report
- Daily Disbursements Report
- Budget Code Balance by Type Report
- Daily Cash Transactions Detail Report
- Negative Budget Code Balance Report
- General Fund Cash Balance Report
- CI Cash Balance Report
- General Fund Appropriation Expenditures and Balances Report
- FBR IBIS Appropriation Budget 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
- FBR IBIS Appropriation Transfer GL Interface Reconciliation Report

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