

BUD-22 Update or Correct Budget

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to update or correct budgets in the North Carolina Financial System (**NCFS**) for the life to date control budget. This includes grant authorizations in federal budget codes for all agencies and for the Department of Public Safety special disaster budget codes.

Introduction and Overview

This QRG covers the process of making budget revisions using the Application Development Framework Desktop Integration (ADFDI) spreadsheet for the life to date control budget only. These revisions are then uploaded to the Budgetary Control Module from the spreadsheet. The budget revision and grant authorization corrections and updates entered through the Budgetary Control Module replaces the NCAS document type 15 functionality.

Update or Correct Budget

To update or correct the NC LTD budget, please follow the steps below. There are 23 steps to complete this process.

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

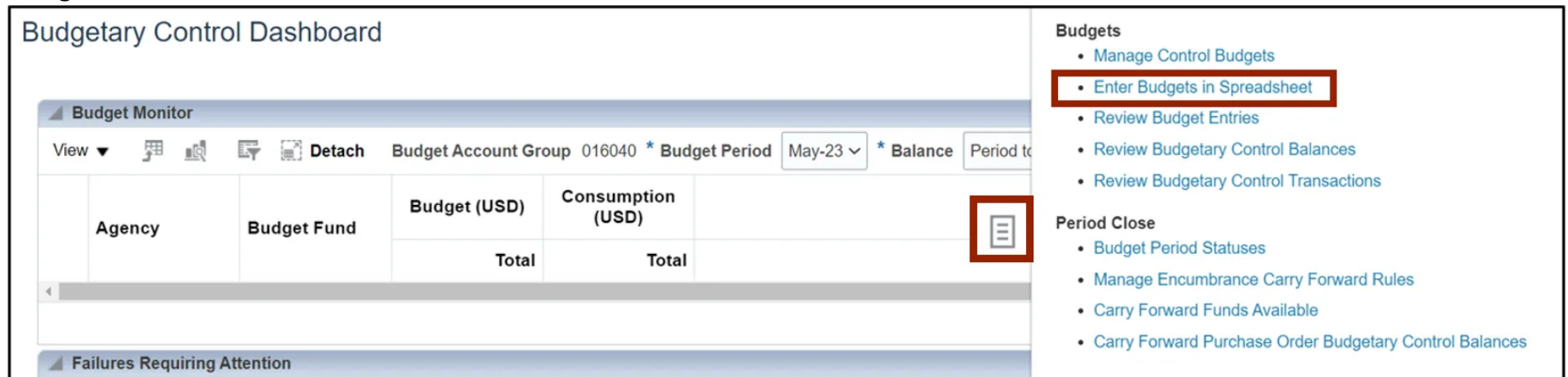
Step 2. On the **Home** page, click the **Budgetary Control** tab and click the **Budgetary Control** app.

Image



Step 3. Click the **Tasks** icon and click **Enter Budgets in Spreadsheet** from the **Tasks** pane.

Image



Step 4. The *Enter Budgets in Spreadsheet* pop-up window appears. Select the following details from the respective drop-down choice lists:

- **Budget Usage:** Budgetary Control validation
- **Budget Entry Classification:** Budget Revision

Image

The image shows a screenshot of the "Enter Budgets in Spreadsheet" pop-up window. The window has a title bar with the text "Enter Budgets in Spreadsheet" and a close button (X). The main area contains several fields and buttons:

- * Budget Usage:** A dropdown menu with "Budgetary Control validation" selected. This field is highlighted with a red rectangle.
- * Budget Entry Classification:** A dropdown menu with "Budget revision" selected. This field is also highlighted with a red rectangle.
- * Control Budget:** An empty dropdown menu.
- * Start Period:** An empty dropdown menu.
- * End Period:** An empty dropdown menu.
- * Budget Entry Name:** An empty text input field.
- * Budget Scenario:** A dropdown menu with "Not applicable for Budgetary Control validation usage" selected.
- ☐ Retrieve current budgets
- * Enter Budget Amounts As:** An empty dropdown menu.
- At the bottom, there are two buttons: "Create Spreadsheet" and "Cancel".

The bottom of the window shows a status bar with the text "Transaction Type", "Failures", "Ledger", and "Business".

Step 5. On the ***Control Budget** field, select **NC LTD Budget** from the drop-down choice list. The ***Start Period**, ***End Period**, ***Budget Entry Name**, and ***Budget Scenario** fields are now auto filled.

Image

The image shows a software dialog box titled "Enter Budgets in Spreadsheet" with a close button (X) in the top right corner. The dialog contains several fields, each preceded by an asterisk (*):

- * Budget Usage:** A dropdown menu showing "Budgetary Control validation".
- * Budget Entry Classification:** A dropdown menu showing "Budget revision".
- * Control Budget:** A dropdown menu showing "NC LTD Budget". This field is highlighted with a red rectangular border.
- * Start Period:** A dropdown menu showing "May-23".
- * End Period:** A dropdown menu showing "May-23".
- * Budget Entry Name:** A text field containing "2023 Revision 17-07-23 14:02:20 PM".
- * Budget Scenario:** A dropdown menu showing "Not applicable for Budgetary Control validation usage".
- Below the Budget Scenario field is an unchecked checkbox labeled "Retrieve current budgets".
- * Enter Budget Amounts As:** A dropdown menu showing "Addition to or subtraction from current budget".

At the bottom of the dialog are two buttons: "Create Spreadsheet" and "Cancel".

Step 6. Change the ***Start Period** and ***End Period** fields, if required.

In this example, we choose **May-23** on the **Start** and **End Period** field.

Image

Enter Budgets in Spreadsheet

* Budget Usage Budgetary Control validation ▼

* Budget Entry Classification Budget revision ▼

* Control Budget NC LTD Budget ▼

* Start Period May-23 ▼

* End Period May-23 ▼

* Budget Entry Name 2023 Revision 17-07-23 14:02:20 PM

* Budget Scenario Not applicable for Budgetary Control validation usage ▼

☐ Retrieve current budgets

* Enter Budget Amounts As Addition to or subtraction from current budget ▼

Create Spreadsheet Cancel

Step 7. On the ***Enter Budget Amounts As** field, select **Addition to or subtraction from current budget**. Then, click the **Create Spreadsheet** button.

Image

Enter Budgets in Spreadsheet [X]

* Budget Usage Budgetary Control validation ▼

* Budget Entry Classification Budget revision ▼

* Control Budget NC LTD Budget ▼

* Start Period May-23 ▼

* End Period May-23 ▼

* Budget Entry Name 2023 Revision 17-07-23 14:02:20 PM

* Budget Scenario Not applicable for Budgetary Control validation usage ▼

☐ Retrieve current budgets

* Enter Budget Amounts As Addition to or subtraction from current budget ▼

Create Spreadsheet Cancel

Step 8. The *Downloads* pop-up appears. Click the **Open** button to open the downloaded Excel file or click the **Save As** button to save a copy of the downloaded Excel file.

Image

You are using DEV11 environment

NCFS

North Carolina Financial Services

Budgetary Control Dashboard

Downloads

What do you want to do with EnterBudgets.xlsx?

OpenSave as

See more

Budget Monitor

View ▾

Detach

Budget Account Group 016040 * Budget Period May-23 ▾ * Balance Period to date ▾ ↺

Agency	Budget Fund	Budget (USD)	Consumption (USD)	Funds Available
		Total	Total	Amount (USD) Budget (%)

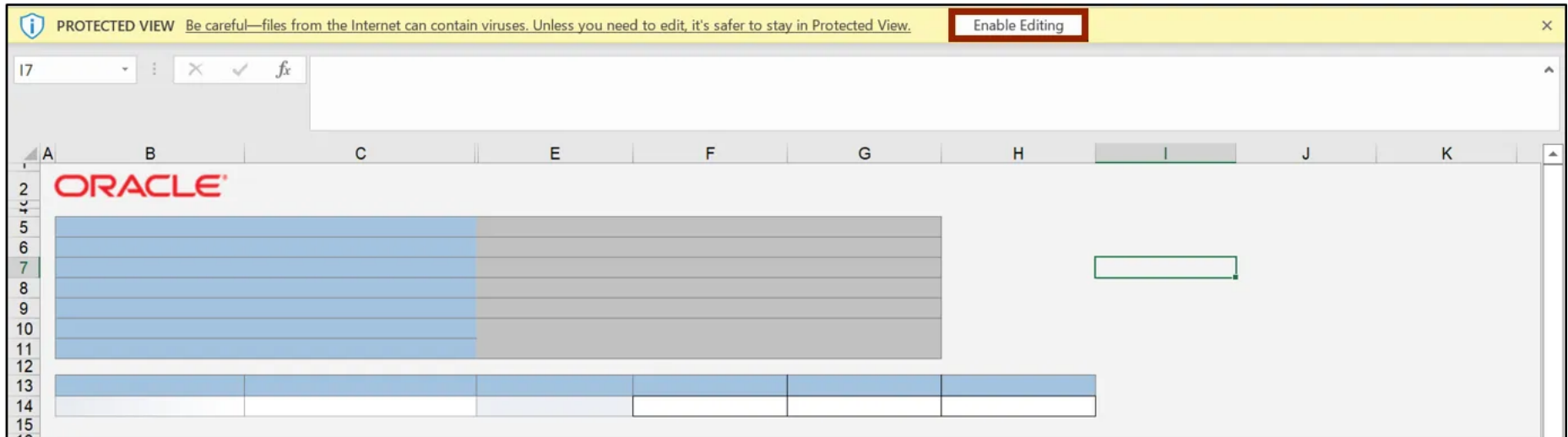
Failures Requiring Attention

Failed Transactions (0) Cash Budget Status Exceptions (0)

These transactions failed during reservation of funds and didn't update budgetary control balances. After you review and correct the failures, submit the transactions for budgetary control reprocessing.

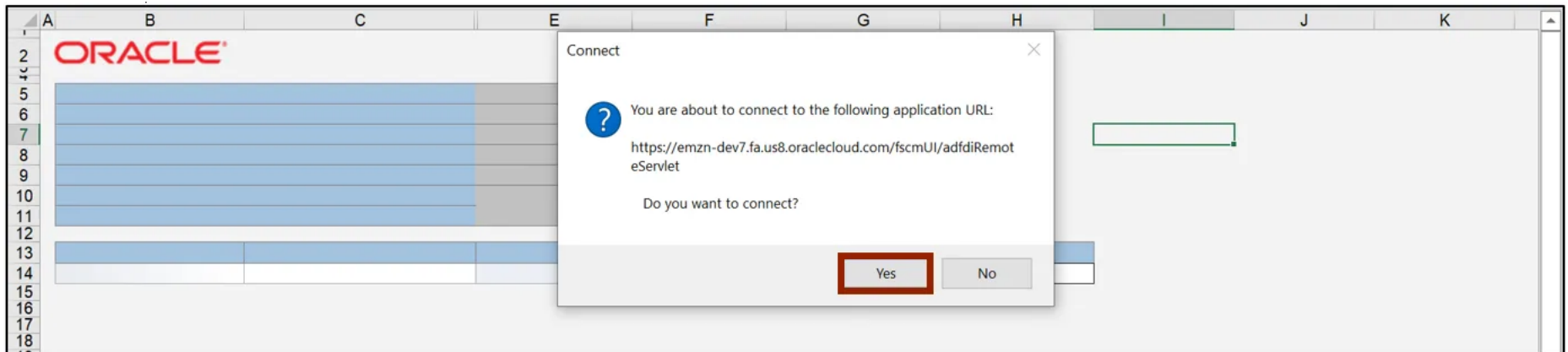
Step 9. Click the **Enable Editing** button.

Image



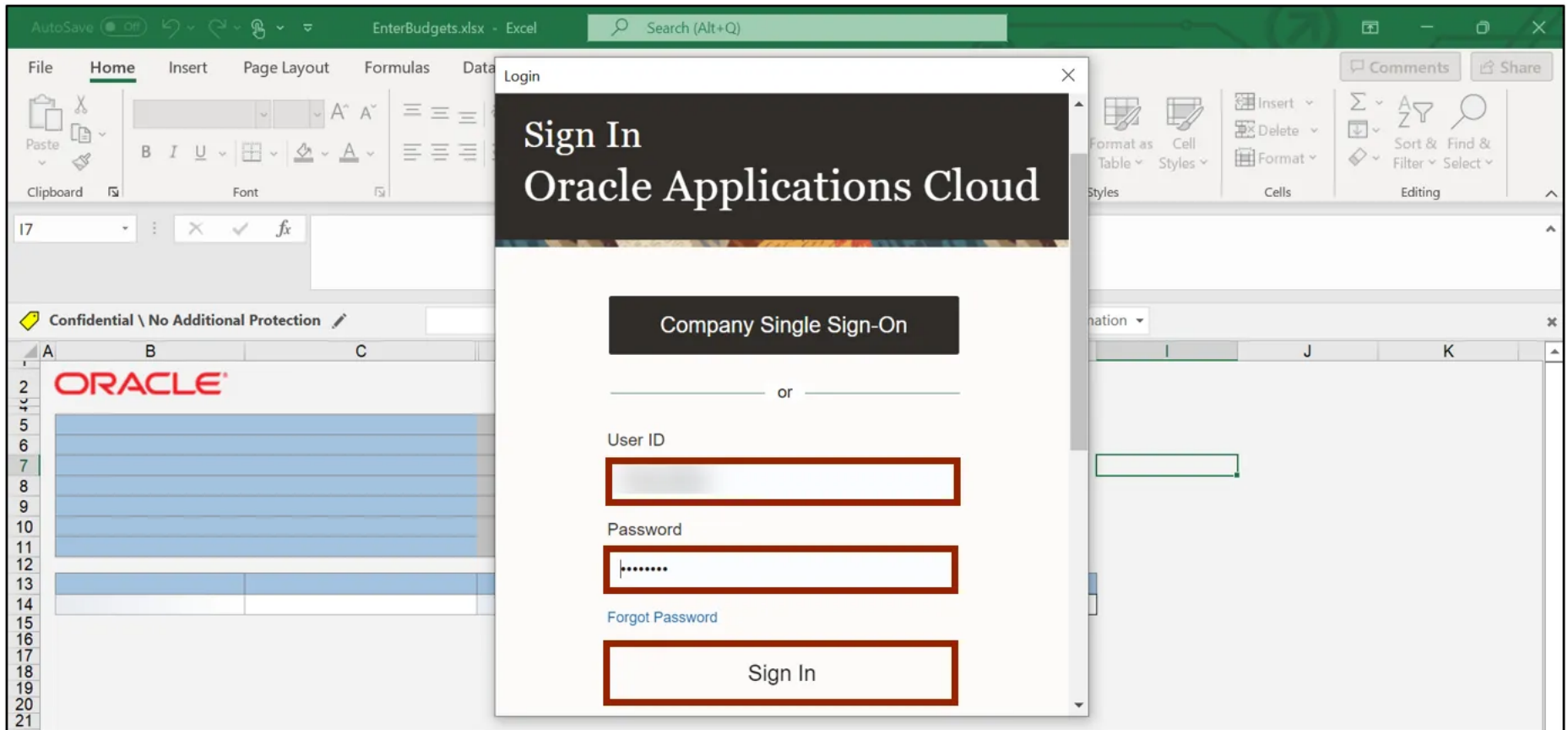
Step 10. The *Connect* pop-up appears. Click the **Yes** button to successfully connect to the server.

Image



Step 11. On the NCFS portal *Login* pop-up, enter the **User ID** and **Password** credentials and click the **Sign In** button.

Image



Step 12. The spreadsheet opens. On the menu bar, click on **Review** and then click **Unprotect Worksheet**. This will now unlock the spreadsheet for any modifications.

Image

AutoSave Off EnterBudgets (3) Medium Risk (restricted) Search

File Home Insert Draw Page Layout Formulas Data **Review** View Automate Help Enter Budget Amounts Acrobat

Spelling Thesaurus Workbook Statistics Check Performance Check Accessibility Translate Show Changes New Comment Delete Previous Comment Next Comment Show Comments Notes Unprotect Sheet Protect Workbook Allow Edit Ranges Unshare Workbook Hide Ink

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ORACLE® Enter Budget Amounts

Budget Usage Budgetary Control validation

Budget Entry Classification Initial budget

Enter Budget Amounts As New budget or replacement of current budget

Control Budget NC LTD Budget

Budget Entry Name 2024 Initial 11-03-25 16:06:48 PM

Budget Scenario Not applicable for Budgetary Control validation usage

Worksheet Status

Changed	Row Status	*Agency[...]	*Budget Fund[...]	*Account[...]	*Agency Mgmt Unit[...]	*Agency Program[...]	*Funding Source[...]	*Project[...]

Step 13. Enter the budget values as required.

Image

ORACLE® Enter Budget Amounts

Budget Usage Budgetary Control validation

Budget Entry Classification Budget revision

Enter Budget Amounts As Addition to or subtraction from current budget

Control Budget NC LTD Budget

Budget Entry Name 2023 Revision 17-07-23 14:02:20 PM

Budget Scenario Not applicable for Budgetary Control validation usage

Worksheet Status

Changed	Row Status	*Agency[...]	*Budget Fund[...]	*Account[...]	*Agency Mgmt Unit[...]	*Agency Program[...]	*Funding Source[...]	*Project[...]	*Inter Fund[...]	*Future 1[...]	*Future 2[...]	*Future 3[...]	May-23	Comment
▲		1900	307508	58807508	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision
▲		1900	307508	58807507	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision
▲		1900	307508	48807508	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision
▲		1900	307508	48807507	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision

Step 14. Scroll to the right and enter the budget amount information. Next, make a comment if required.

In this example, we choose to write **Budget Revision** in the **Comment** fields.

Image

ORACLE® Enter Budget Amounts

Budget Usage

Budgetary Control validation

Budget Entry Classification

Budget revision

Enter Budget Amounts As

Addition to or subtraction from current budget

Control Budget

NC LTD Budget

Budget Entry Name

2023 Revision 17-07-23 14:02:20 PM

Budget Scenario

Not applicable for Budgetary Control validation usage

Worksheet Status

Changed	Row Status	*Agency[...]	*Budget Fund[...]	*Account[...]	*Agency Mgmt Unit[...]	*Agency Program[...]	*Funding Source[...]	*Project[...]	*Inter Fund[...]	*Future 1[...]	*Future 2[...]	*Future 3[...]	May-23	Comment
		1900	307508	58807508	00000000	00000000	3016	0000000000	000000	0000	000000	000000	1,000	Budget Revision
		1900	307508	58807507	00000000	00000000	3016	0000000000	000000	0000	000000	000000	1,000	Budget Revision
		1900	307508	48807508	00000000	00000000	3016	0000000000	000000	0000	000000	000000	1,000	Budget Revision
		1900	307508	48807507	00000000	00000000	3016	0000000000	000000	0000	000000	000000	1,000	Budget Revision

Step 15. Under the **Enter Budget Amounts** tab on top of the sheet, click the **Submit** button.

Image

File

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Help

Enter Budget Amounts

Acrobat

Log in

Log out

All Data

Options

About

Submit

Status

Viewer

Workbook

Worksheet

S26

Step 16. The *Upload Options* pop-up appears. Click the **OK** button.

- The first option should be checked. If it is not checked, the process will stop as soon as it encounters an error.
- If the second option is checked, then the entire data that is successfully uploaded, can be downloaded.

Note: This option is usually not checked because there is already a copy of the data on the sheet.

Image

ORACLE® Enter Budget Amounts

Budget Usage	Budgetary Control validation
Budget Entry Classification	Budget revision
Enter Budget Amounts As	Addition to or subtraction from current budget
Control Budget	NC LTD Budget
Budget Entry Name	2023 Revision 17-07-23 14:02:20 PM
Budget Scenario	Not applicable for Budgetary Control validation usage
Worksheet Status	

Changed	Row Status	*Agency[...]	*Budget Fund[...]	*Account[...]	*Agency Mgmt Unit[...]	*Agency Program[...]	*Funding Source[...]	*Project[...]	*Inter Fund[...]	*Future 1[...]	*Future 2[...]	*Future 3[...]	May-23	Comment
		1900	307508	58807508	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision
		1900	307508	58807507	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision
		1900	307508	48807508	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision
		1900	307508	48807507	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision

Upload Options

☒ On failure, continue to upload subsequent rows

☐ Download all rows after successful upload

OK Cancel

Step 17. The *Confirmation* pop-up appears, which indicates that the process was submitted.

Image

ORACLE® Enter Budget Amounts

Budget Usage	Budgetary Control validation
Budget Entry Classification	Budget revision
Enter Budget Amounts As	Addition to or subtraction from current budget
Control Budget	NC LTD Budget
Budget Entry Name	2023 Revision 17-07-23 14:02:20 PM
Budget Scenario	Not applicable for Budgetary Control validation usage
Worksheet Status	

Changed	Row Status	*Agency[...]	*Budget Fund[...]	*Account[...]	*Agency Mgmt Unit[...]	*Agency Program[...]	*Funding Source[...]	*Project[...]	*Inter Fund[...]	*Future 1[...]	*Future 2[...]	*Future 3[...]	May-23	Comment
	Row inserted successfully	1900	307508	58807508	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision
	Row inserted successfully	1900	307508	58807507	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision
	Row inserted successfully	1900	307508	48807508	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision
	Row inserted successfully	1900	307508	48807507	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision

Confirmation

Your process 2542654 was submitted.

OK

Step 18. Once submitted, the **Row Status** fields get updated with **Row Inserted Successfully**.

Image

ORACLE® Enter Budget Amounts

Budget Usage	Budgetary Control validation
Budget Entry Classification	Budget revision
Enter Budget Amounts As	Addition to or subtraction from current budget
Control Budget	NC LTD Budget
Budget Entry Name	2023 Revision 17-07-23 14:02:20 PM
Budget Scenario	Not applicable for Budgetary Control validation usage
Worksheet Status	

Changed	Row Status	*Agency[...]	*Budget Fund[...]	*Account[...]	*Agency Mgmt Unit[...]	*Agency Program[...]	*Funding Source[...]	*Project[...]	*Inter Fund[...]	*Future 1[...]	*Future 2[...]	*Future 3[...]	May-23	Comment
	Row inserted successfully	1900	307508	58807508	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision
	Row inserted successfully	1900	307508	58807507	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision
	Row inserted successfully	1900	307508	48807508	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision
	Row inserted successfully	1900	307508	48807507	00000000	00000000	3016	000000000000	000000	0000	000000	000000	1,000	Budget Revision

Confirmation

Your process 2542654 was submitted.

OK

Step 19. Note: If the process fails, no confirmation will appear, and an error appears in the Row Status column. You will need to correct the field(s) that are in error and submit again.

Image

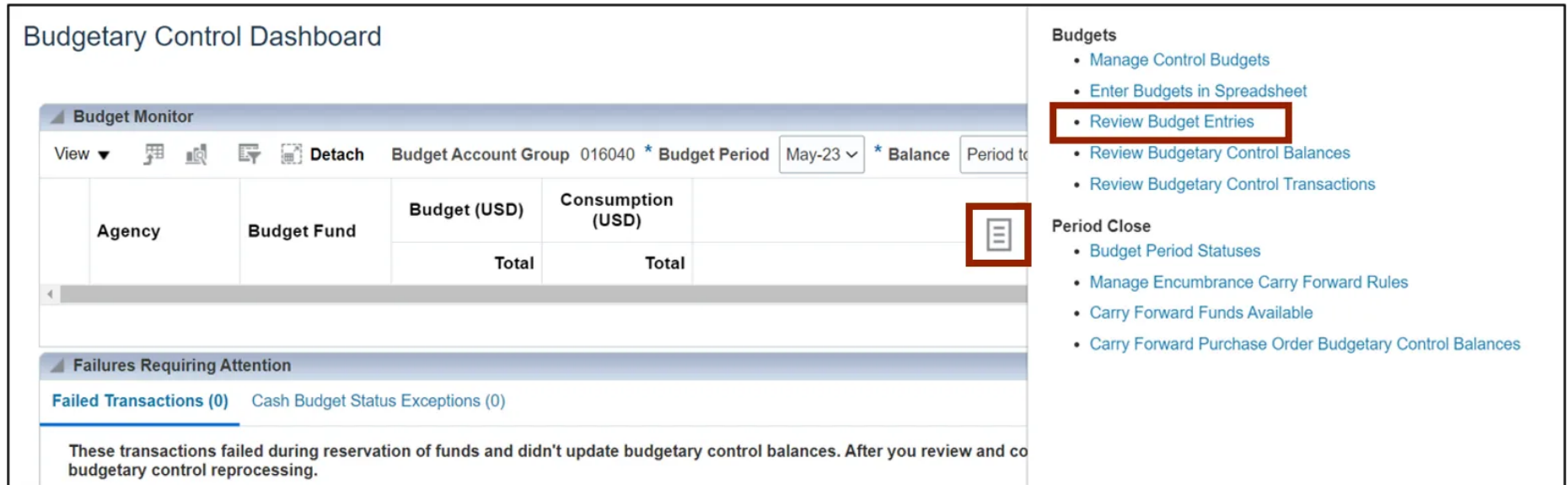
ORACLE® Enter Budget Amounts

Budget Usage	Budgetary Control validation
Budget Entry Classification	Initial budget
Enter Budget Amounts As	New budget or replacement of current budget
Control Budget	NC LTD Budget
Budget Entry Name	2023 Initial 29-06-23 13:07:40 PM
Budget Scenario	Not applicable for Budgetary Control validation usage
Worksheet Status	

Changed	Row Status	*Agency[...]	*Budget Fund[...]	*Account[...]	*Agency Mgmt Unit[...]	*Agency Program[...]
	Insert failed	1900	307508	58807508	00000000	00000000
	Insert failed	1900	307508	58807507	00000000	00000000
	Insert failed	1900	307508	48807508	00000000	00000000
	Insert failed	1900	307508	48807507	00000000	00000000

Step 20. Navigate back to the **Budgetary Control Dashboard** page on NCFS. Click the **Tasks** icon and select **Review Budget Entries** to view the budget revision.

Image



Step 21. On the **Search** section, select the **Control Budget**, **From Budget Period**, and **To Budget Period** from the respective drop-down choice lists.

In this example we choose:

- **Control Budget:** NC LTD Budget
- **From Budget Period:** May-23
- **To Budget Period:** May-23

Image

Review Budget Entries

▲ Search

* Control Budget NC LTD Budget ▼

* From Budget Period May-23 ▼

* To Budget Period May-23 ▼

Budget Entry Name

View ▼    Wrap

Budget Entry Date	Budget Entry Name	Source Amount (USD)	Amount Changed (USD)	Justification
7/17/23	2023 Revision 1...	4,000.00	4,000.00	

Step 22. Click the **Search** button.

Image

Review Budget Entries

▲ Search

Advanced Saved Search All Budget Entries ▼

* Required

* Control Budget NC LTD Budget ▼

* From Budget Period Aug-21 ▼

* To Budget Period Jun-22 ▼

Budget Entry Name

Search Reset Save...

Step 23. The newly added budget revision can be viewed here.



BUD-22_22.png

Wrap-Up

Update or correct budgets by making budget revisions through the ADFDI spreadsheet using the steps above.

Additional Resources

- Virtual Instructor-Led Training (VILT)
 - [GM100: Grants Management](#)

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