CM-08 General Fund Appropriations, Expenditures and Balances Report

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to explain how to navigate to and generate the General Fund Appropriations, Expenditures, and Balances Report in the North Carolina Financial System (**NCFS**).

Introduction and Overview

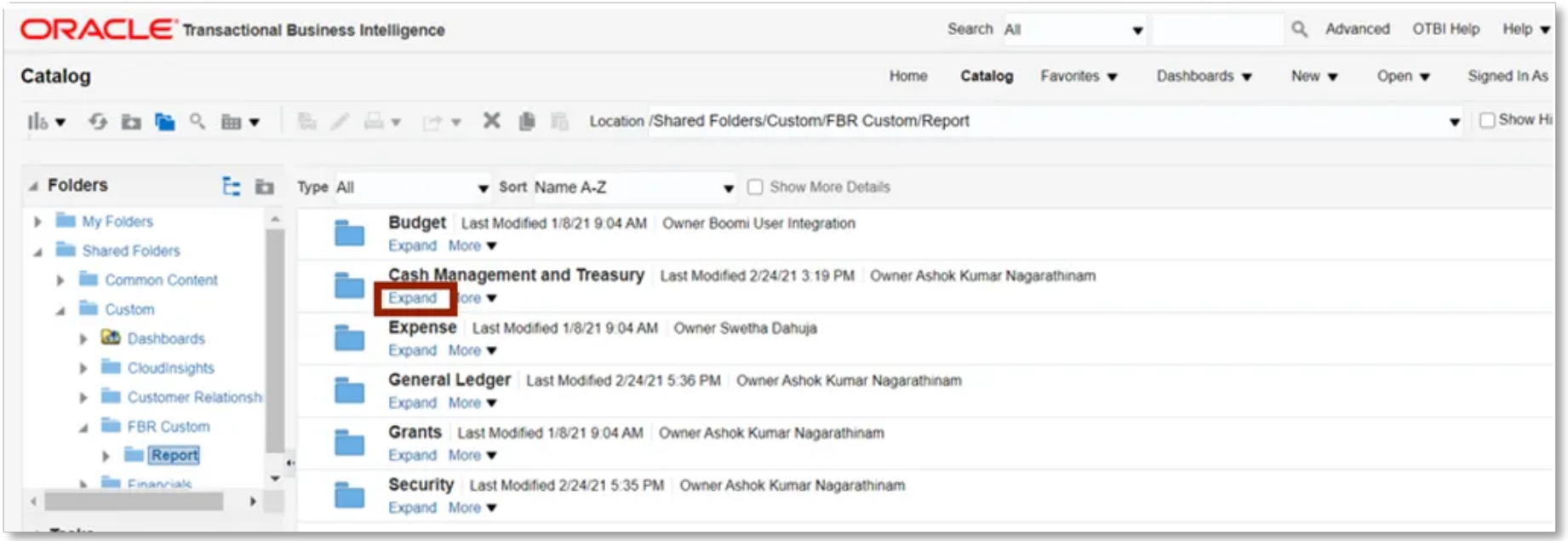
This Quick Reference Guide covers the navigation to the General Fund Appropriations, Expenditures, and Balances Report and how to generate the report output. The General Fund Appropriations, Expenditures, and Balances Report provides North Carolina Financial System users with YTD balance information (deposits/allotments, disbursements, and transfers) in “Posted” status in the NCFS and related budgetary activity in the Budgetary Control module. The General Fund Appropriations, Expenditures, and Balances Report provides budgetary and financial data for reverting general fund budget codes.

Navigating to the Report

To navigate to the FBR General Fund Appropriations, Expenditures, and Balances Report, please follow the steps below. There are 4 steps to complete this process.

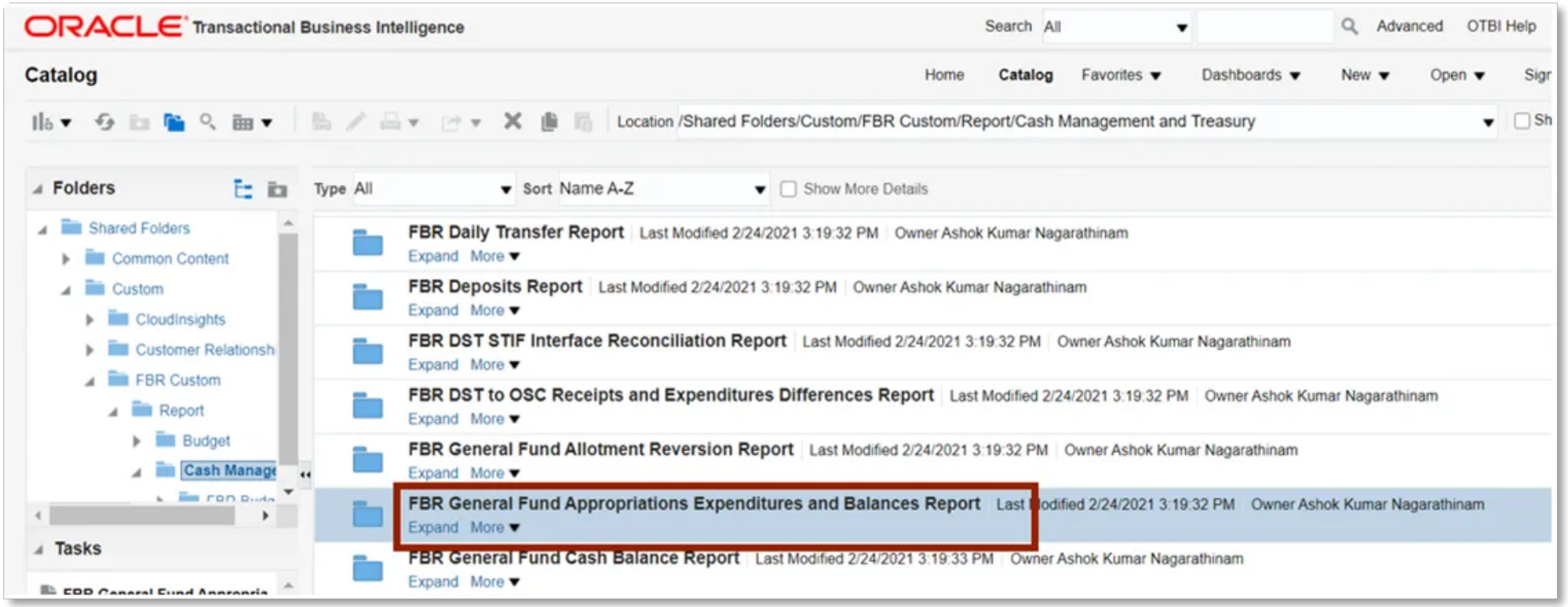
Step 1. Click **Expand** in the Cash Management and Treasury Section.

Image



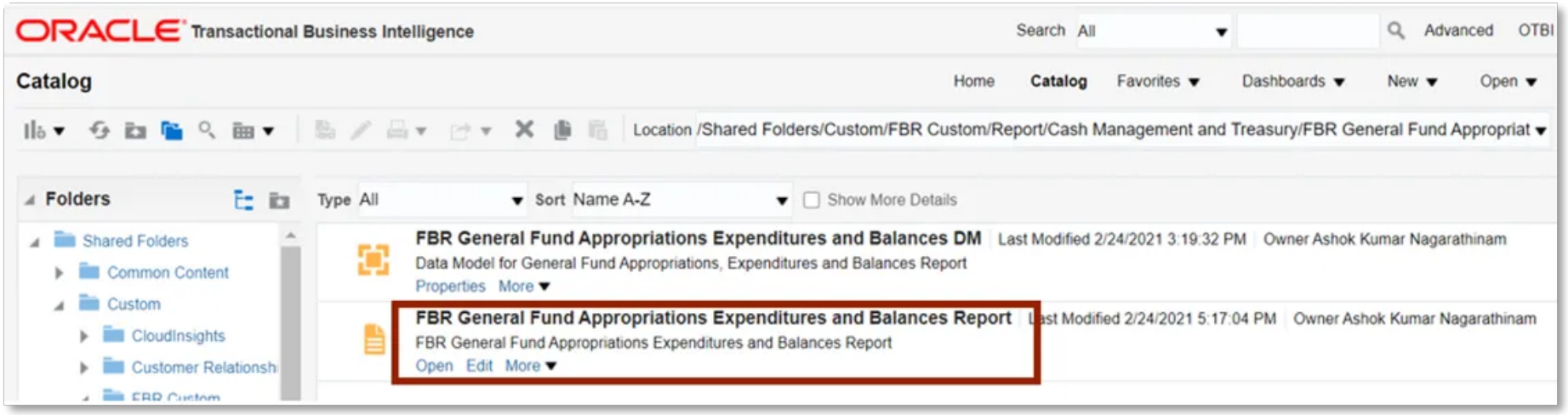
Step 2. Click **Expand** under the FBR General Fund Appropriation Expenditures Balances Report.

Image



Step 3. Click **Open** under FBR General Fund Appropriations Expenditures and Balances Report.

Image



Step 4. Select the desired **Agency, Budget Code,** and **Period dropdowns**. Then click **Apply**.

Image



General Fund Appropriation Expenditures Report Output

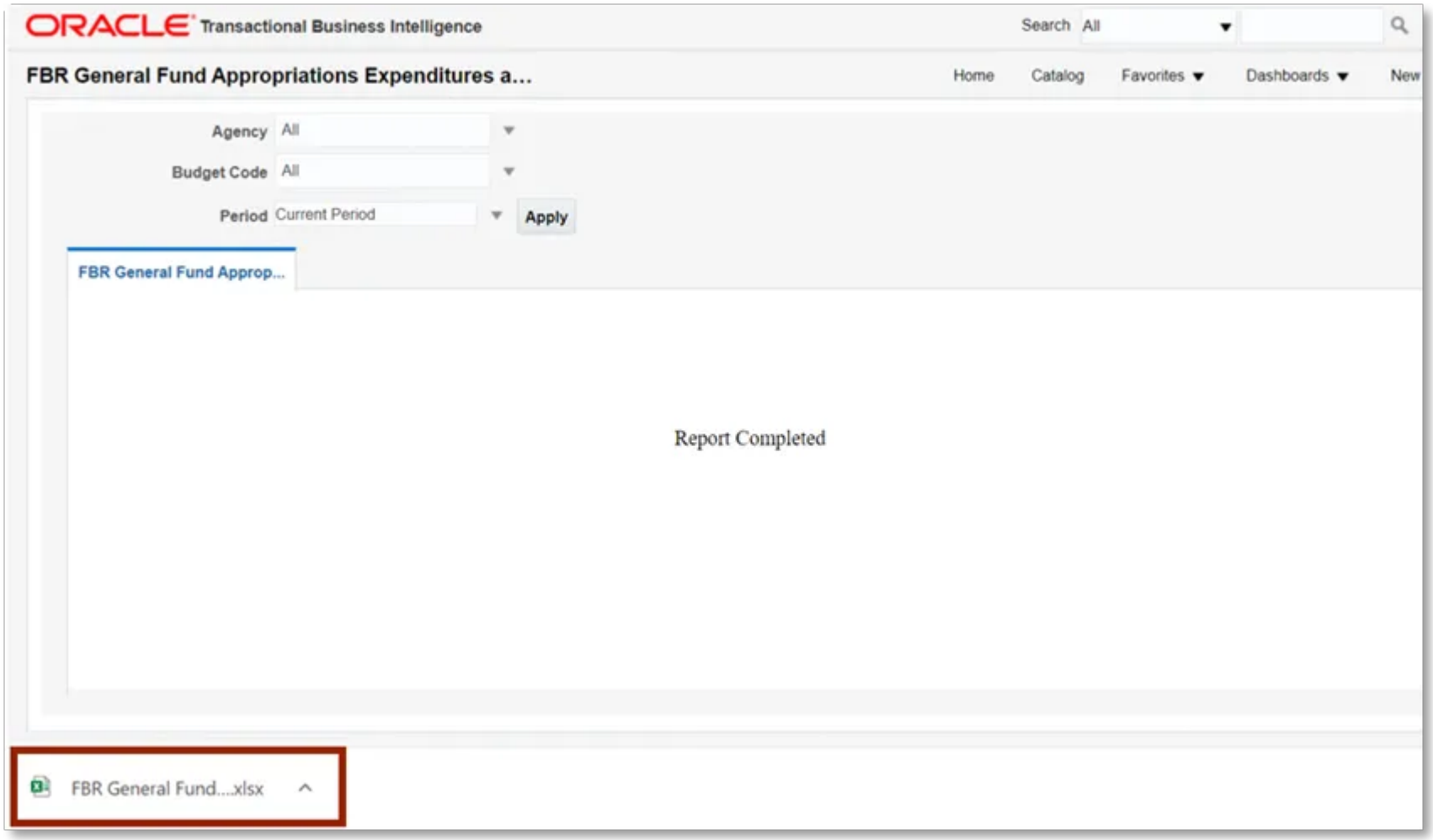
To navigate to the General Fund Appropriation Expenditures Report output, please follow the steps below. There are 2 steps to complete this process.

User Tip

When running the reports in Firefox, a pop-up window opens asking if you want to Open or Save the file.

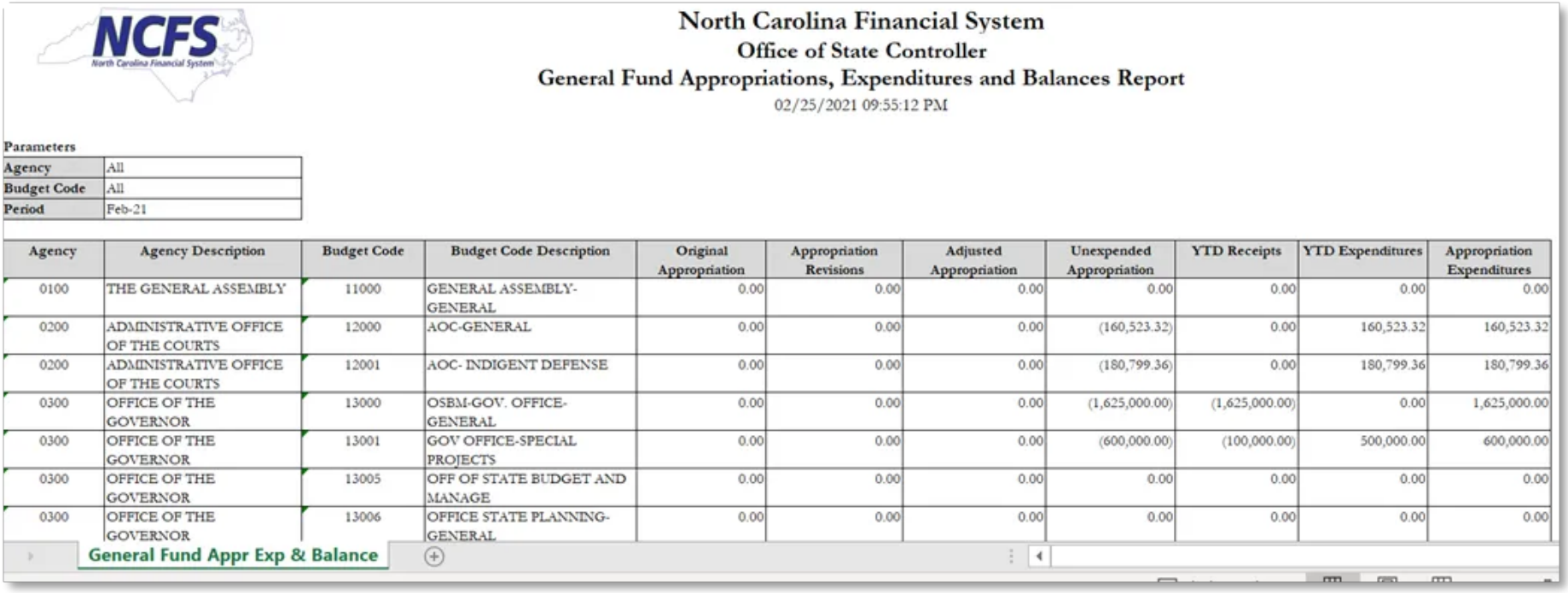
Step 1. In the bottom left-hand corner, click the **Microsoft Excel Document**.

Image



Step 2. The FBR General Fund Appropriations, Expenditures and Balances Report is generated into Microsoft Excel. Review the report details.

Image



North Carolina Financial System
Office of State Controller
General Fund Appropriations, Expenditures and Balances Report
02/25/2021 09:55:12 PM

Parameters

Agency	All
Budget Code	All
Period	Feb-21

Agency	Agency Description	Budget Code	Budget Code Description	Original Appropriation	Appropriation Revisions	Adjusted Appropriation	Unexpended Appropriation	YTD Receipts	YTD Expenditures	Appropriation Expenditures
0100	THE GENERAL ASSEMBLY	11000	GENERAL ASSEMBLY-GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	0.00	0.00	0.00	(160,523.32)	0.00	160,523.32	160,523.32
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12001	AOC- INDIGENT DEFENSE	0.00	0.00	0.00	(180,799.36)	0.00	180,799.36	180,799.36
0300	OFFICE OF THE GOVERNOR	13000	OSBM-GOV. OFFICE-GENERAL	0.00	0.00	0.00	(1,625,000.00)	(1,625,000.00)	0.00	1,625,000.00
0300	OFFICE OF THE GOVERNOR	13001	GOV OFFICE-SPECIAL PROJECTS	0.00	0.00	0.00	(600,000.00)	(100,000.00)	500,000.00	600,000.00
0300	OFFICE OF THE GOVERNOR	13005	OFF OF STATE BUDGET AND MANAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0300	OFFICE OF THE GOVERNOR	13006	OFFICE STATE PLANNING-GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00

General Fund Appr Exp & Balance

Report Field Name	Report Field Description
Agency	This field displays the agency code assigned to the organization.
Agency Description	This field displays the Agency Name.
Budget Code	This field displays the agency budget code for the transaction displayed.
Budget Code Description	This field displays the budget code title.
Original Appropriation	The field displays the original appropriation amount for the budget code.

Report Field Name	Report Field Description
Appropriation Revisions	This field displays the total of revisions to the annual appropriations amount for this fiscal year to date.
Adjusted Appropriation	This field displays the original appropriations adjusted for budgetary transfers.
Unexpended Appropriation	This displays the balance of the adjusted appropriations that have not been used.
YTD Receipts	This field displays the total amount of Deposits and Transfers-In for the fiscal year to date.
YTD Expenditure	This field displays the total amount of Disbursements and Transfers-Out for the fiscal year to date.
Appropriation Expenditure	This field displays the excess of expenditures over receipts that were funded from appropriations instead of receipts.

Wrap Up

The General Fund Appropriations, Expenditures, and Balances Report provides information regarding YTD unexpended appropriations and appropriation expenditures by agency and budget code. The purpose of this report is to provide detailed balances for general fund activity by Budget code.

Additional Resources

- Instructor Led Training (ILT)
  - GL 100c: Journal Entry

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