CM-10 Deposits Report

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to explain how to navigate to and generate the Deposits Report in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This Quick Reference Guide covers the navigation to the Deposits Report and how to generate the report output. The Deposits Report provides information regarding posted and unposted deposit entries for the day by journal batch, budget code, and agency. The purpose of this report is to provide two views (Summary and Detailed) of the cash deposits daily. The summary tab provides a summary of deposits posted for the period selected by Budget Code Type. The Deposit Details tab provides detailed information about deposits based on period and Journal Status selected. Users also are able to add this report as a favorite in NCFS which makes it readily available and eliminates the navigation path.

User Tip

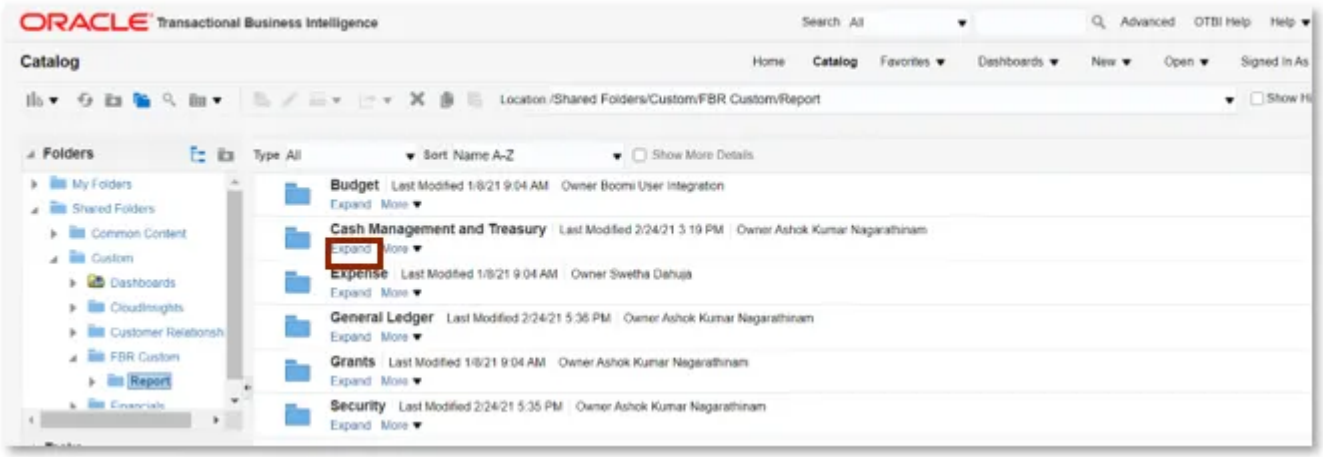
All first-time users should ensure at log-in that the browser cache is empty prior to initiating the log-on sequence.

Navigating to the Deposit Report

To navigate to the Deposits Report, please follow the steps below. There are 5 steps to complete this process.

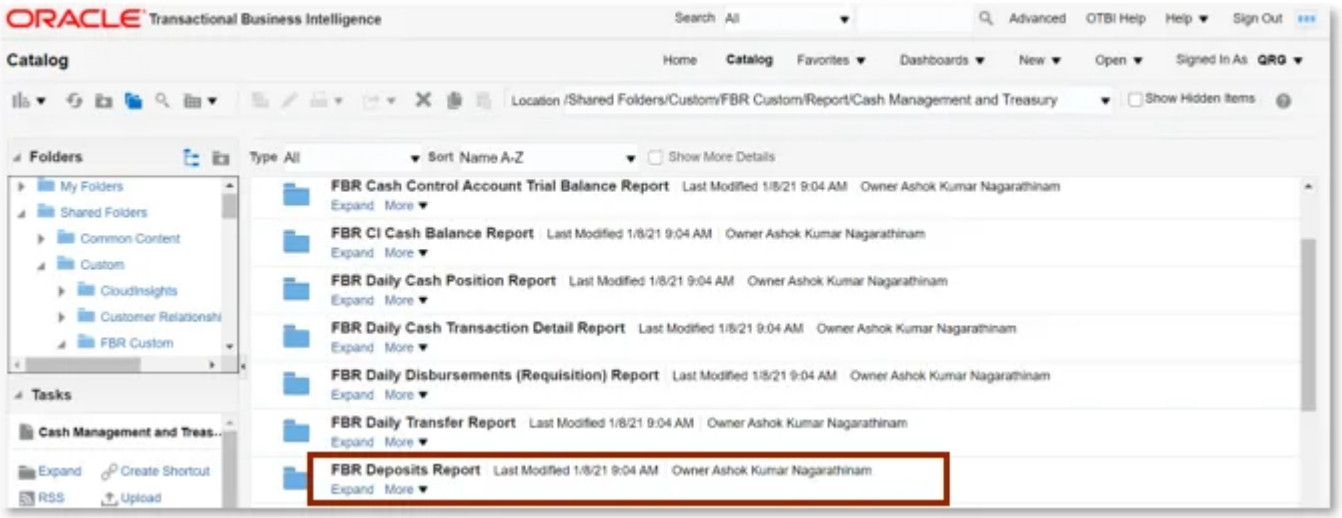
Step 1. Click **Expand** in the Cash Management and Treasury Section.

Image



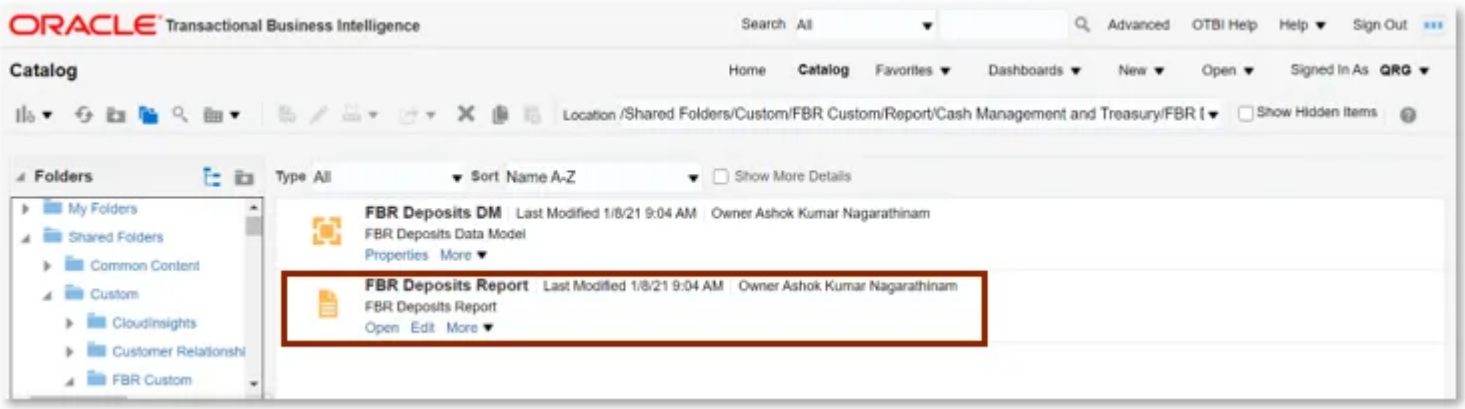
Step 2. Scroll down and click **Expand** under the FBR Deposits Report.

Image



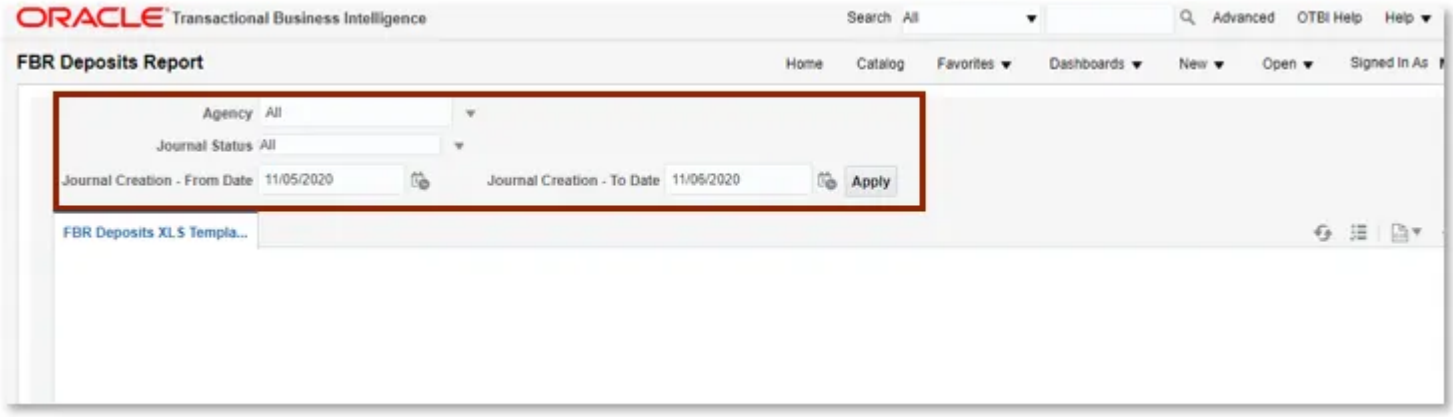
Step 3. Click **Open** under FBR Deposits Report.

Image



Step 4. Select the desired **Agency, Journal Status,** and **Date**.

Image

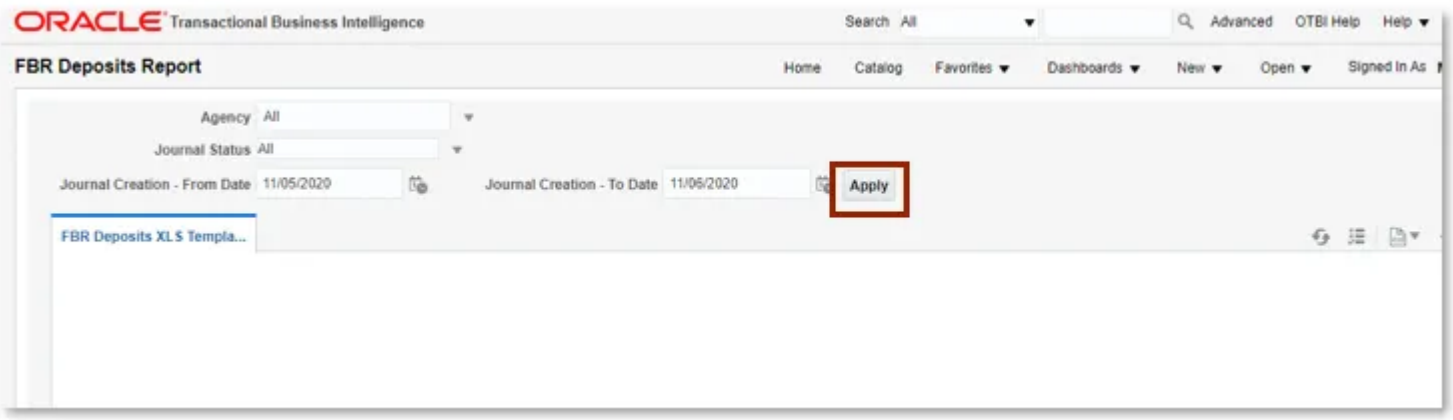


User Tip

The Journal Status parameters allow users to see all unposted and posted transactions.

Step 5. Click **Apply** to run the Deposits Report.

Image

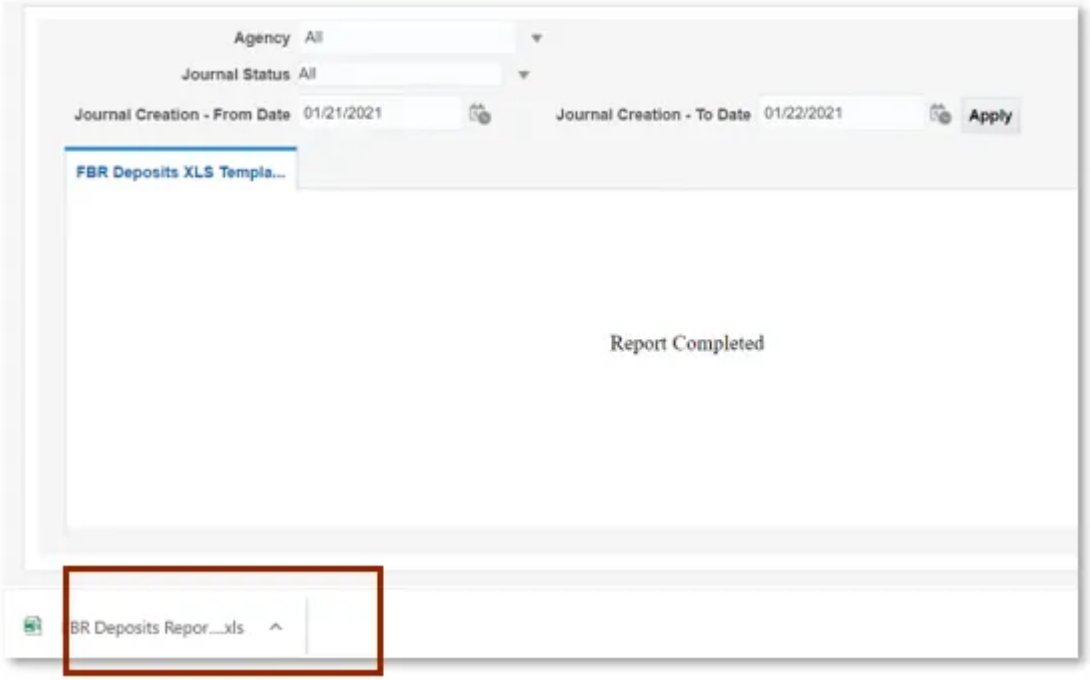


Deposits Report Output

To navigate to the Deposits Report output, please follow the steps below. There are 3 steps to complete this process.

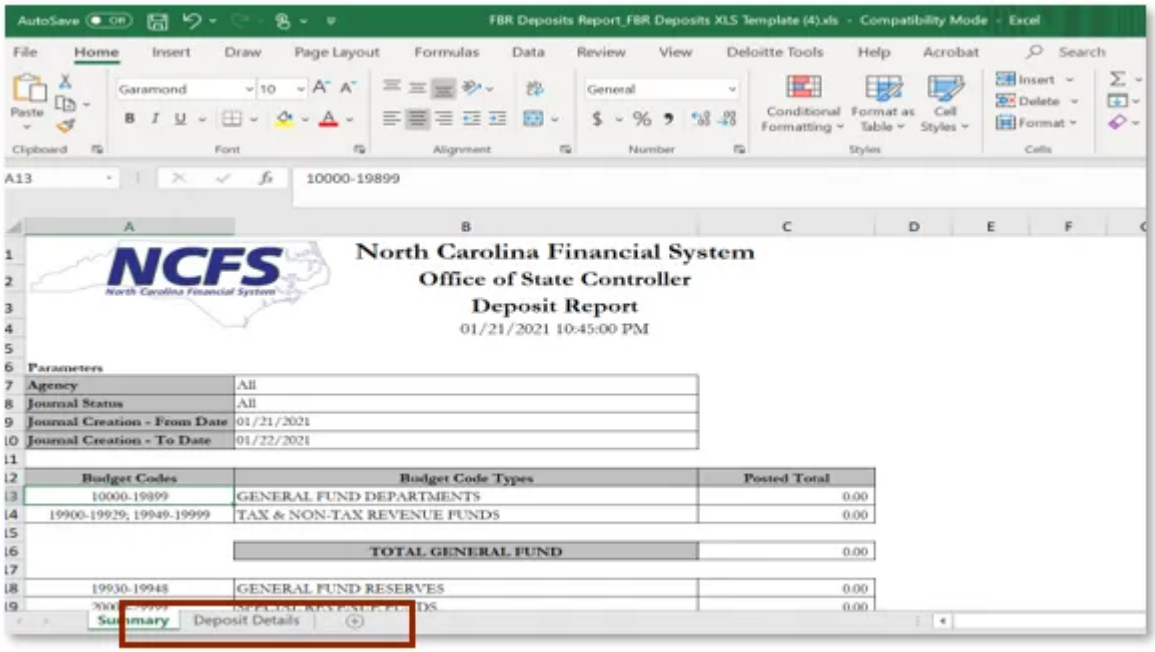
Step 1. In the bottom left-hand corner, click the **Microsoft Excel Document**.

Image



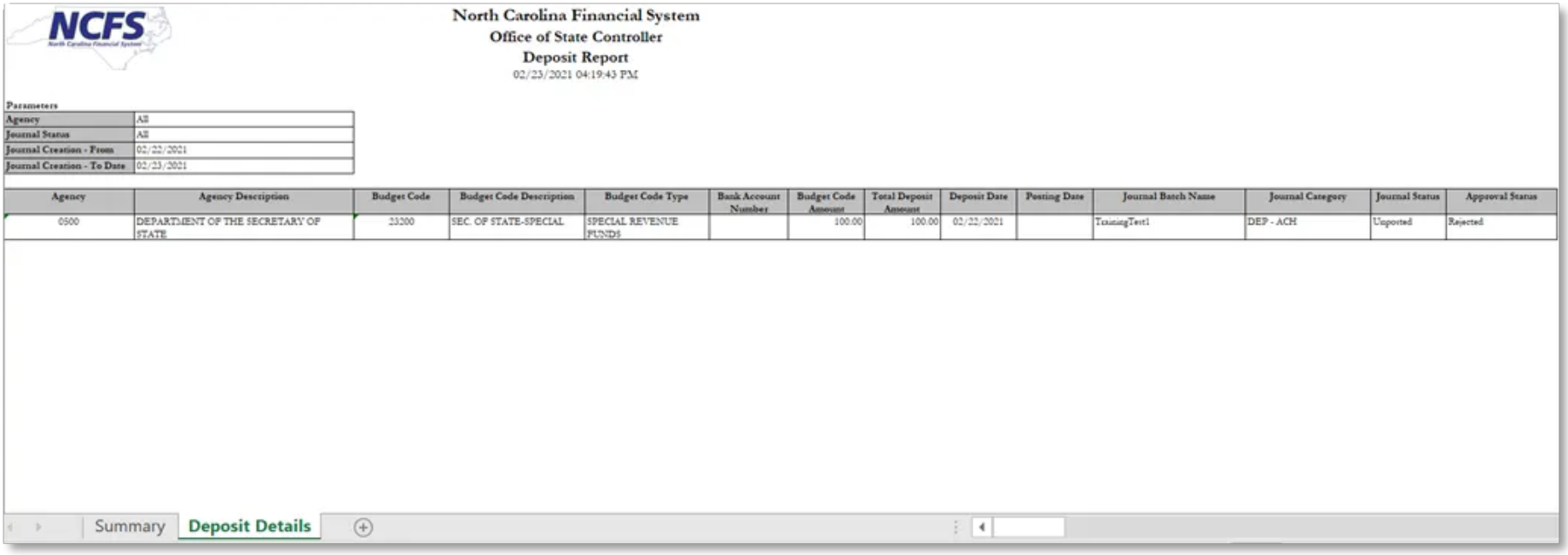
Step 2. Users can click the **Summary** or **Deposit Details** tabs.

Image



Step 3. The **Deposit Details** tab is pictured below.

Image



North Carolina Financial System
Office of State Controller
Deposit Report
02/23/2021 04:19:43 PM

Parameters

Agency	All
Journal Status	All
Journal Creation - From	02/22/2021
Journal Creation - To Date	02/23/2021

Agency	Agency Description	Budget Code	Budget Code Description	Budget Code Type	Bank Account Number	Budget Code Amount	Total Deposit Amount	Deposit Date	Posting Date	Journal Batch Name	Journal Category	Journal Status	Approval Status
0500	DEPARTMENT OF THE SECRETARY OF STATE	23200	SEC. OF STATE-SPECIAL	SPECIAL REVENUE FUNDS		100.00	100.00	02/22/2021		TrainingTest1	DEP - ACH	Unposted	Rejected

Summary | Deposit Details

Report Field Name	Report Field Description
Agency	This field displays the agency number.
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.
Budget Code Type	This field displays the budget code type such as General Fund Department, Special Revenue, etc., based on the criteria outlined on the Summary tab.
Bank Account Number	This field displays the Bank Account Number associated with the organization Budget Code.

Report Field Name	Report Field Description
Budget Code Amount	This field displays the Debit – the Credit of the cash account in the journal line.
Total Deposit Amount	This field displays the total amount of the deposit for this journal batch.
Deposit Date	This field displays the accounting date that is entered when creating the journal entry.
Posting Date	This field displays the date the transaction was posted in the NCFS system.
Journal Batch Name	This field displays the journal batch name that was entered during the initial journal entry. For interfaced deposits, the Journal Batch Name contains information representing the specific interface the transaction was received from.
Journal Category	This field displays the Journal Category chosen when the Journal was created.
Journal Status	This field displays if the transaction has been posted or is unposted.
Approval Status	This field displays the Approval Status of the Journal Batch.

Wrap Up

The Deposit Report provides summary and detailed information for deposits created within a specified date range. The details tab shows information on deposits by Journal batch, budget code, and agency. The report is in a Microsoft Excel format to allow users to take advantage of standard Microsoft Excel functionality. The Deposits Report is used frequently throughout the day by the Department of the State Treasurer (DST) to review deposits submitted for approval and check for errors. This report can be scheduled daily and can be sent to the user via email.

Additional Resources

- Instructor Led Training (ILT)
    - GL100c: Journal Entry

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