CM-29 Negative Budget Code Report

Purpose

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

Introduction and Overview

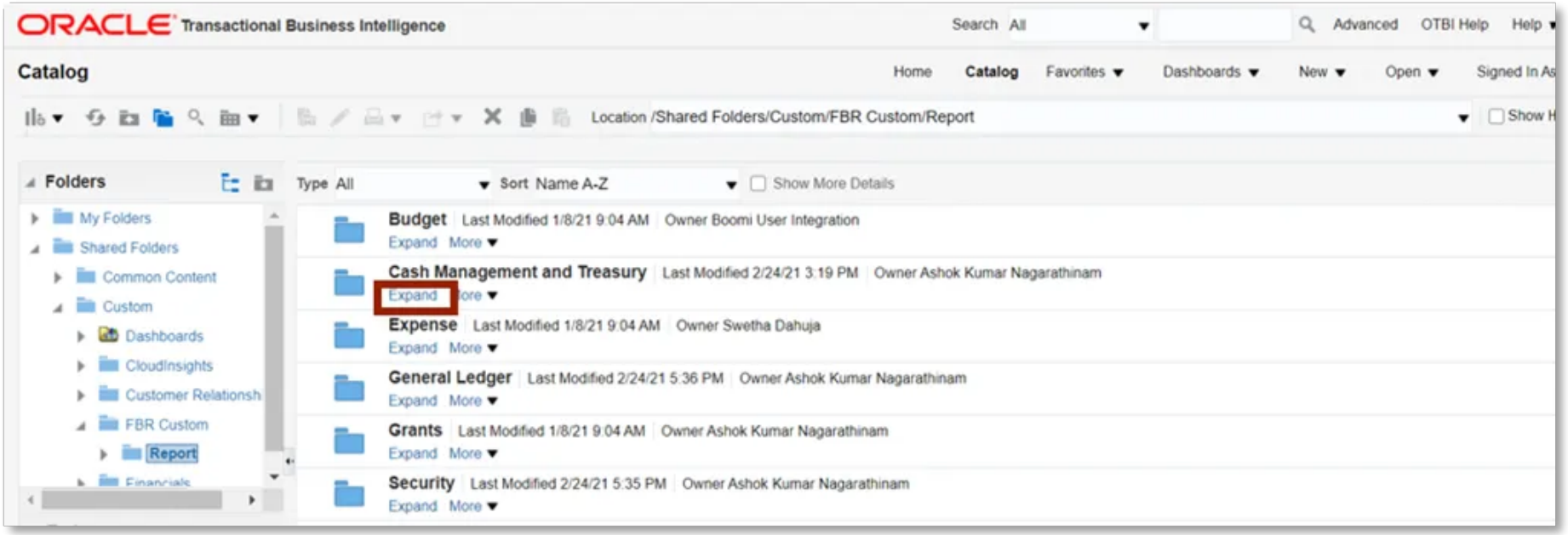
This QRG covers the navigation to the Negative Budget Code Report and how to generate the report output. The Negative Budget Code Report provides NCFS users negative cash balances by budget code (only negative amounts are included in the report). The purpose of the Negative Budget Code Report is to allow users to easily identify any budget code with a negative cash balance.

Navigating to the Negative Budget Code Report

To navigate to the Negative Budget Code Report, please follow the steps below. There are 4 steps to complete this process.

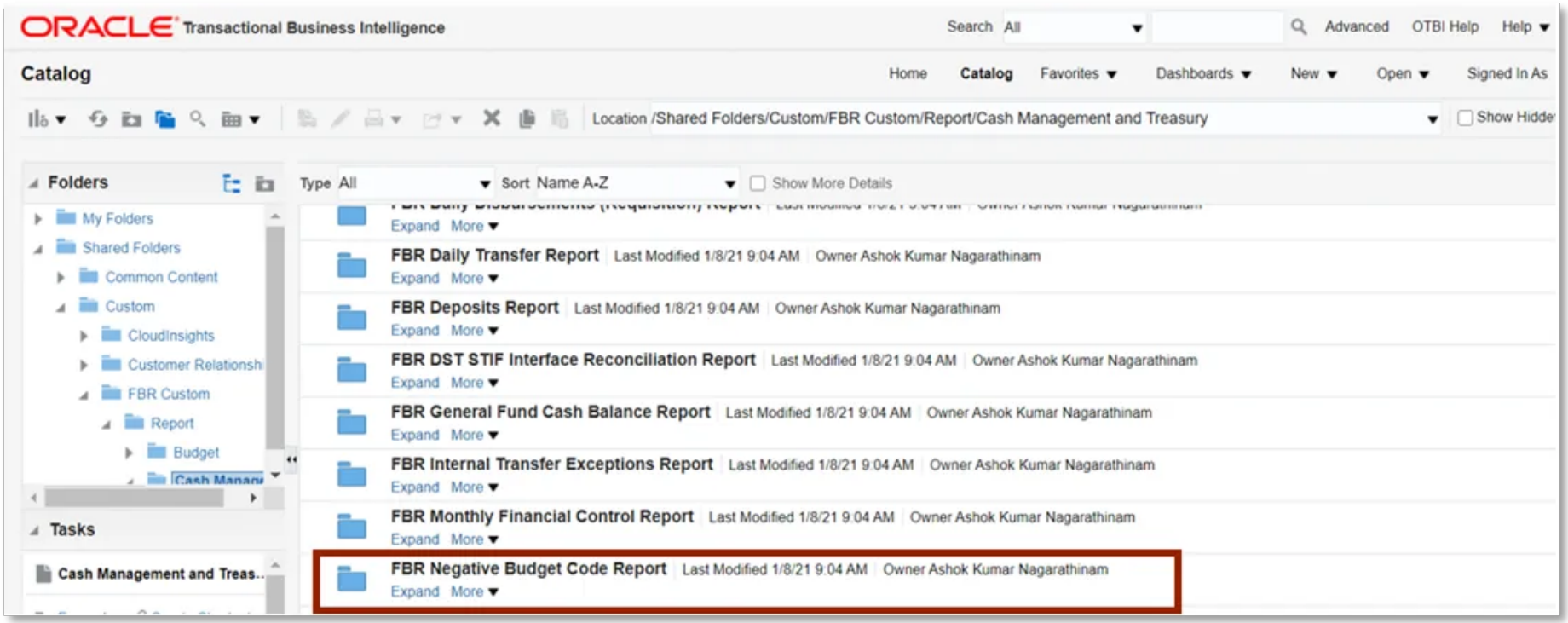
Step 1. Click **Expand** in the **Cash Management and Treasury** section.

Image



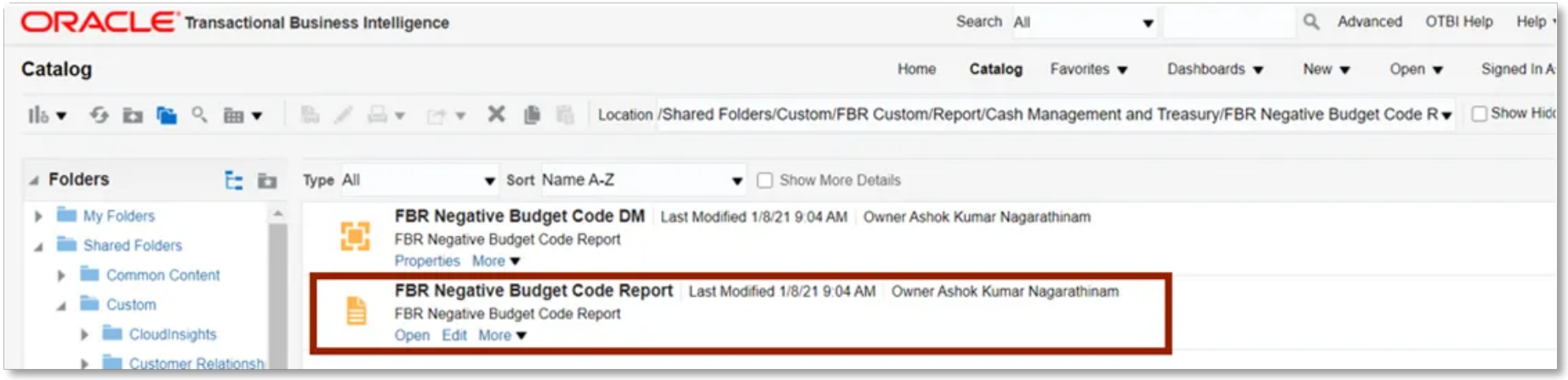
Step 2. Click **Expand** under the **FBR Negative Budget Code Report**.

Image



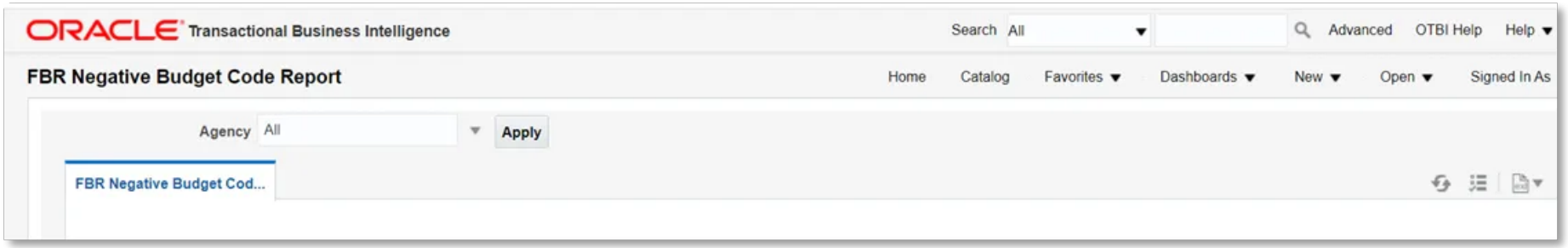
Step 3. Click **Open** under the **FBR Negative Budget Code Report**.

Image



Step 4. Select the desired **Agency**. Then click **Apply**.

Image



User Tip

This report has no date parameters. It is intended to provide a daily “snapshot” of agency budget code negative balances. If historical information regarding negative balances is required, then agencies should capture and save the Excel report with a date/time stamp for documentation purposes.

Negative Budget Code Report Output

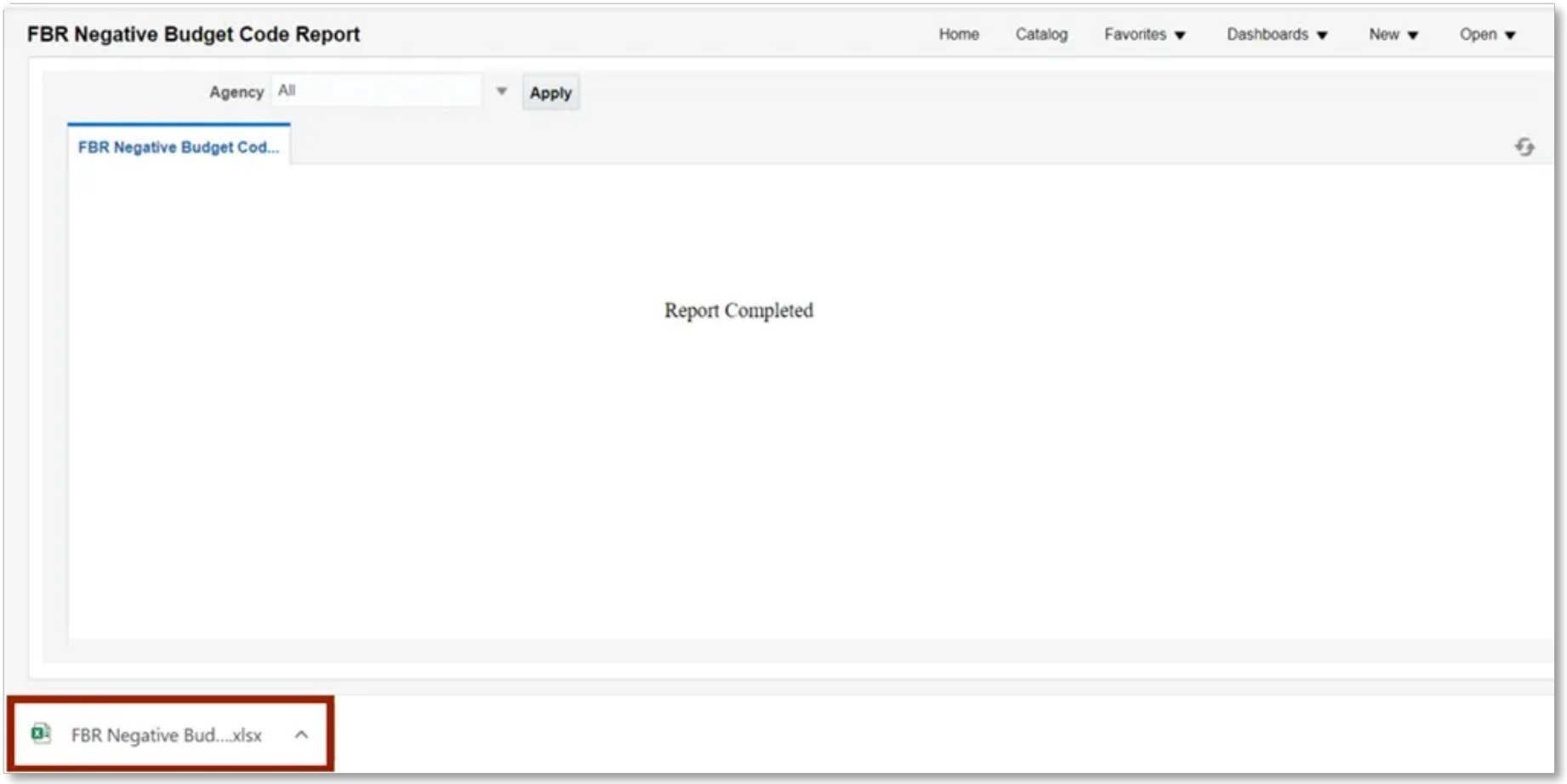
To navigate to the FBR Negative Budget Code Report output, please follow the steps below. There are 2 steps to complete this process.

User Tip

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

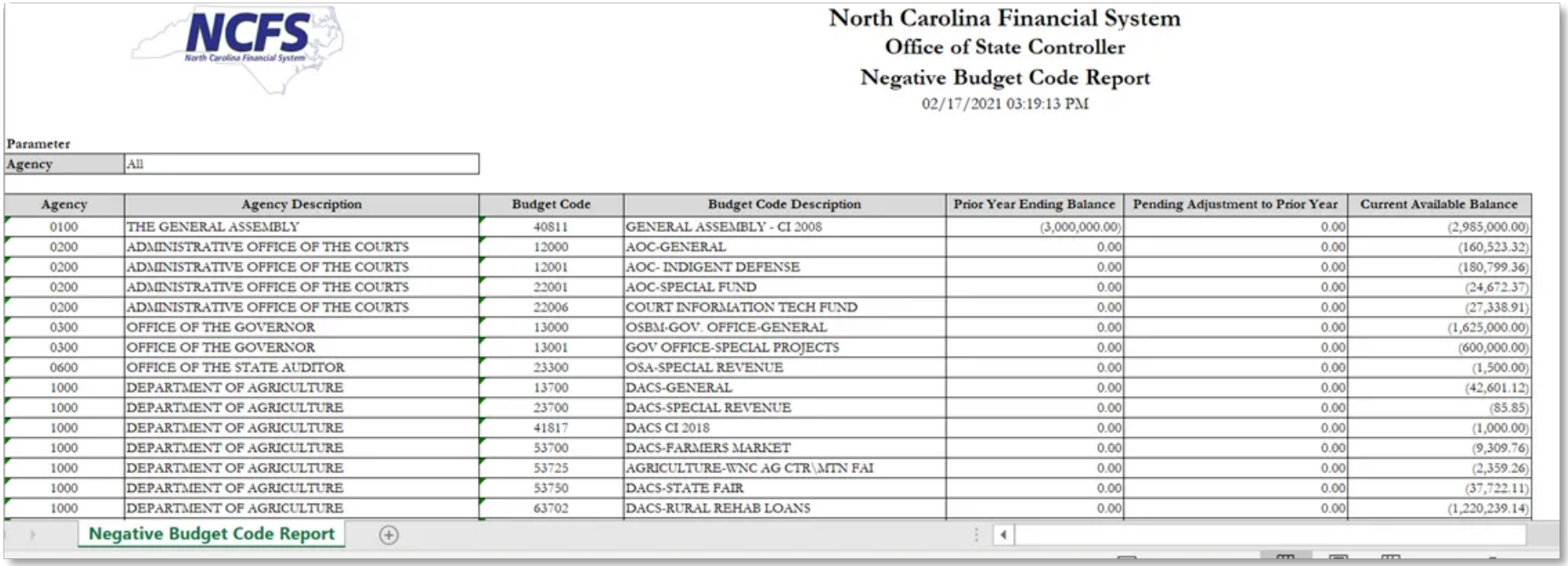
Step 1. In the bottom left-hand corner, click the **Microsoft Excel Document**.

Image



Step 2. Review the **FBR Negative Budget Code Report**.

Image



North Carolina Financial System
Office of State Controller
Negative Budget Code Report
02/17/2021 03:19:13 PM

Parameter

Agency	All

Agency	Agency Description	Budget Code	Budget Code Description	Prior Year Ending Balance	Pending Adjustment to Prior Year	Current Available Balance
0100	THE GENERAL ASSEMBLY	40811	GENERAL ASSEMBLY - CI 2008	(3,000,000.00)	0.00	(2,985,000.00)
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	0.00	0.00	(160,523.32)
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12001	AOC- INDIGENT DEFENSE	0.00	0.00	(180,799.36)
0200	ADMINISTRATIVE OFFICE OF THE COURTS	22001	AOC-SPECIAL FUND	0.00	0.00	(24,672.37)
0200	ADMINISTRATIVE OFFICE OF THE COURTS	22006	COURT INFORMATION TECH FUND	0.00	0.00	(27,338.91)
0300	OFFICE OF THE GOVERNOR	13000	OSBM-GOV. OFFICE-GENERAL	0.00	0.00	(1,625,000.00)
0300	OFFICE OF THE GOVERNOR	13001	GOV OFFICE-SPECIAL PROJECTS	0.00	0.00	(600,000.00)
0600	OFFICE OF THE STATE AUDITOR	23300	OSA-SPECIAL REVENUE	0.00	0.00	(1,500.00)
1000	DEPARTMENT OF AGRICULTURE	13700	DACS-GENERAL	0.00	0.00	(42,601.12)
1000	DEPARTMENT OF AGRICULTURE	23700	DACS-SPECIAL REVENUE	0.00	0.00	(85.85)
1000	DEPARTMENT OF AGRICULTURE	41817	DACS CI 2018	0.00	0.00	(1,000.00)
1000	DEPARTMENT OF AGRICULTURE	53700	DACS-FARMERS MARKET	0.00	0.00	(9,309.76)
1000	DEPARTMENT OF AGRICULTURE	53725	AGRICULTURE-WNC AG CTR\MTN FAI	0.00	0.00	(2,359.26)
1000	DEPARTMENT OF AGRICULTURE	53750	DACS-STATE FAIR	0.00	0.00	(37,722.11)
1000	DEPARTMENT OF AGRICULTURE	63702	DACS-RURAL REHAB LOANS	0.00	0.00	(1,220,239.14)

Negative Budget Code Report

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.
Prior Year Ending Balance	This field displays the cash balance for the budget code at the end of the prior fiscal year.
Pending Adjustment to Prior Year	This field displays pending reversion amounts for reverting budget codes in the new fiscal year until those reversions are posted.
Current Available Balance	This field displays the amount of cash available at the report run date.

Wrap Up

The purpose of this report is to provide the State with a list of budget codes with negative cash balances. The Negative Budget Code Report provides a daily listing of all budget codes that have negative cash balances after all cash transactions have posted to the ledger. This report lists out Budget codes with negative balances only.

Additional Resources

Instructor Led Training (ILT)

- GL100c: Journal Entry

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