



MANAGE CONTROL BUDGETS

BUD

QUICK REFERENCE GUIDE BUD-23

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation on how to manage control budgets in the North Carolina Financial System (NCFS).

Introduction and Overview

This QRG covers the explanation on how to manage control budgets in NCFS which enables the user to close control budget for use, process accounting hierarchies for budgetary control, run refresh control budgets scheduled process, and prepare control budget for use.

Close Control Budget for Use

To manage control budgets in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Budgetary Control** tab.

Good morning, Training Super User 1!

< Intercompany Accounting **Budgetary Control** Cash Management Fixed Assets Expenses >

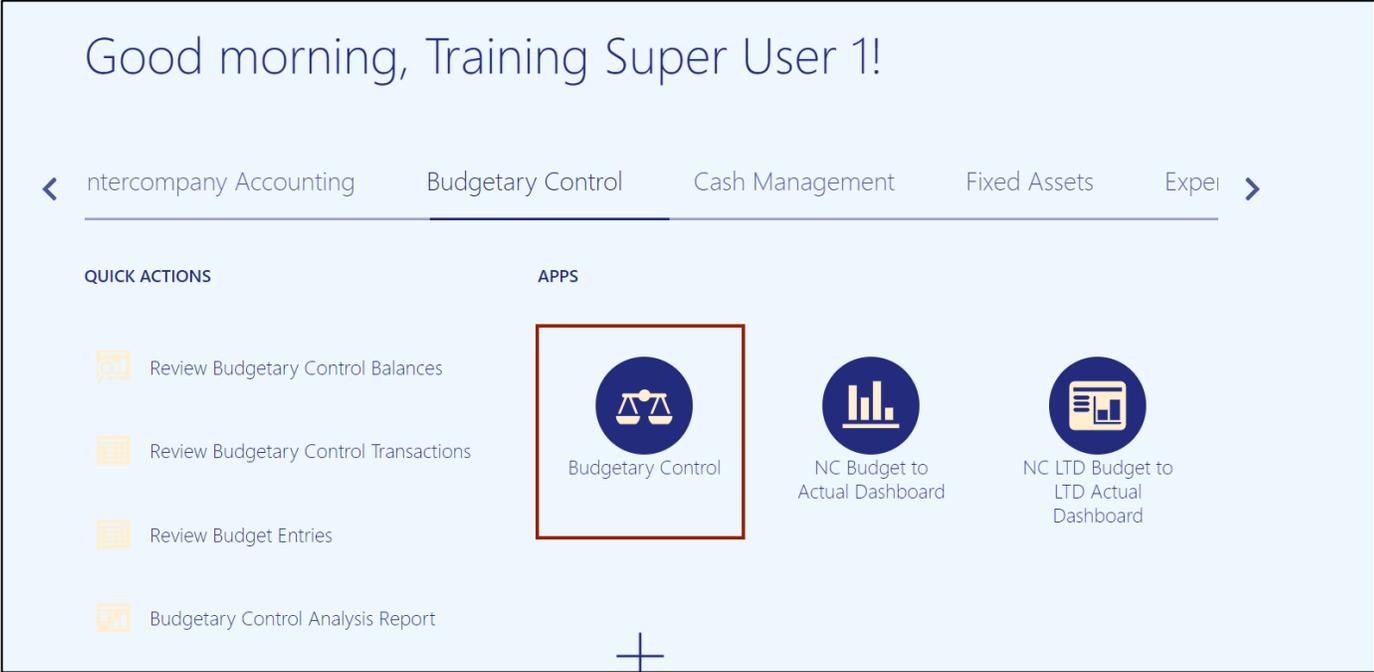
QUICK ACTIONS

- Review Budgetary Control Balances
- Review Budgetary Control Transactions
- Review Budget Entries
- Budgetary Control Analysis Report

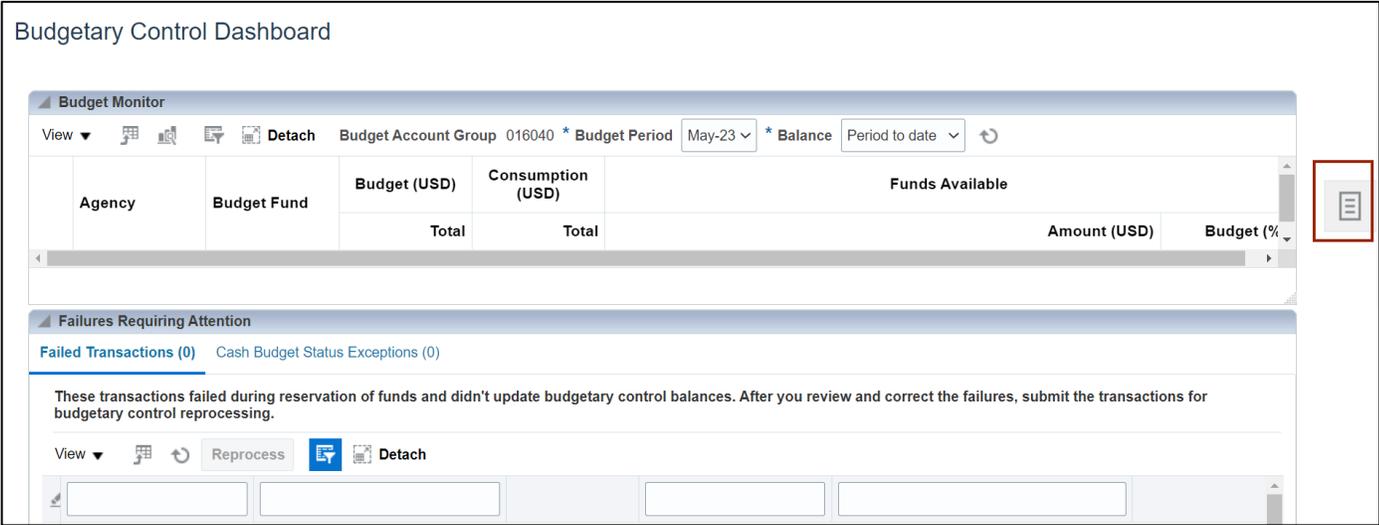
APPS

- Budgetary Control
- NC Budget to Actual Dashboard
- NC LTD Budget to LTD Actual Dashboard

3. Click the **Budgetary Control** app.



4. From the **Budgetary Control Dashboard** page, click the **Tasks** icon.



5. Under **Budget**, click **Manage Control Budgets**.

The screenshot shows a sidebar menu on the right with the following items:

- Budgets**
 - Manage Control Budgets (highlighted with a red box)
 - Enter Budgets in Spreadsheet
 - Review Budget Entries
 - Review Budgetary Control Balances
 - Review Budgetary Control Transactions
- Period Close**
 - Budget Period Statuses
 - Manage Encumbrance Carry Forward Rules
 - Carry Forward Funds Available
 - Carry Forward Purchase Order Budgetary Control Balances

The main content area on the left shows a table with the following structure:

Consumption (USD)	
Total	

Below the table, there is a message: "Don't update budgetary control balances. After you review and co..."

6. Click the existing control budget.

In this example, we choose **NC Agency to Account Advisory CB**.

Manage Control Budgets Done

View Format + ✎ ✕ 🗨

Name	Description	Status	From Period	To Period	Ledger	Project Name
NC Agency to Account Default Advisory CB	NC Agency to Accou...	In use	FYS_Jul-19	FYS_Jul-31	NC CASH US	Any or no projec...
NC Appropriations	NC Appropriations	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC Authorized	NC Authorized	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC Certified	NC Certified	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC LTD Budget	NC LTD Budget	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...

Columns Hidden 9



7. Click the **Action** drop-down choice list.

Edit Control Budget: NC Agency to Account Default... ?

Action ▾ **Save** ▾ **Cancel**

Status In use

Name NC Agency to Account Default Advisory CB	Currency USD - US Dollar	Ledger NC CASH US
Description NC Agency to Account Default	Default Rate Type Corporate	Project Any or no project on the transaction
Budget Calendar NC CASH ANNUAL	Control Level Advisory ▾	* Budget Manager HALLESHIA JORDAN ▾
From Period FYS_Jul-19	Tolerance Percentage <input type="text"/> %	<input checked="" type="checkbox"/> Allow budget increase adjustments
To Period FYS_Jul-31	Tolerance Amount <input type="text"/>	<input checked="" type="checkbox"/> Allow budget decrease adjustments
Source Budget Type Control budget		<input type="checkbox"/> Allow budget decrease adjustments below funds available
Source Budget Name NC Authorized		<input type="checkbox"/> Allow overrides
Release Budget for Consumption Immediately		Processing Type Procure to pay

8. Select **Close** option.

Edit Control Budget: NC Agency to Account Default... ?

Action ▾ **Save** ▾ **Cancel**

Status In use

Name NC Agency to Account Default Advisory CB	Currency USD - US Dollar	Ledger NC CASH US
Description NC Agency to Account Default	Default Rate Type Corporate	Project Any or no project on the transaction
Budget Calendar NC CASH ANNUAL	Control Level Advisory ▾	* Budget Manager HALLESHIA JORDAN ▾
From Period FYS_Jul-19	Tolerance Percentage <input type="text"/> %	<input checked="" type="checkbox"/> Allow budget increase adjustments
To Period FYS_Jul-31	Tolerance Amount <input type="text"/>	<input checked="" type="checkbox"/> Allow budget decrease adjustments
Source Budget Type Control budget		<input type="checkbox"/> Allow budget decrease adjustments below funds available
Source Budget Name NC Authorized		<input type="checkbox"/> Allow overrides
Release Budget for Consumption Immediately		Processing Type Procure to pay

Prepare for Use

Close

Permanently Close

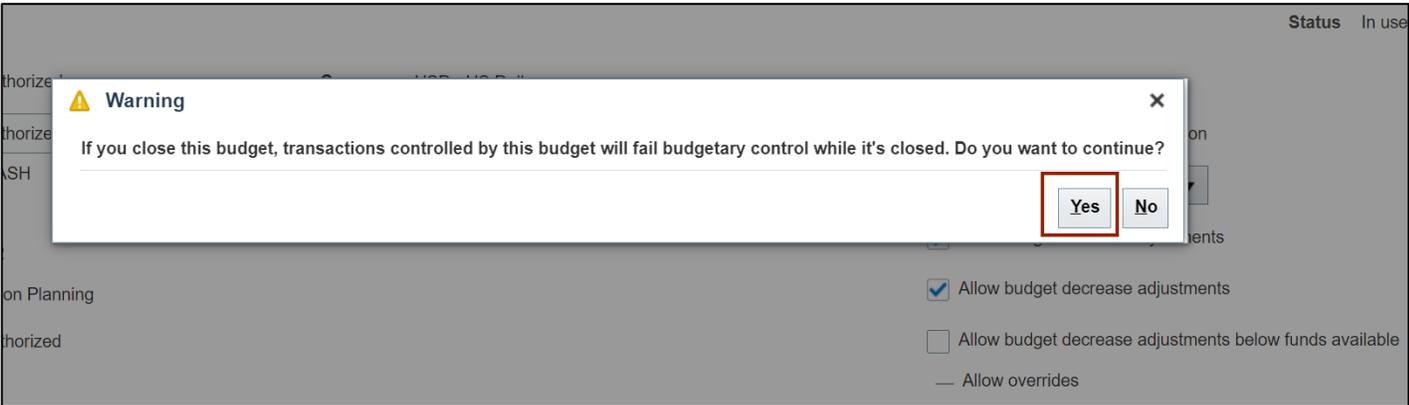
Redefine

View Definition in File

▲ Control Budget Structure

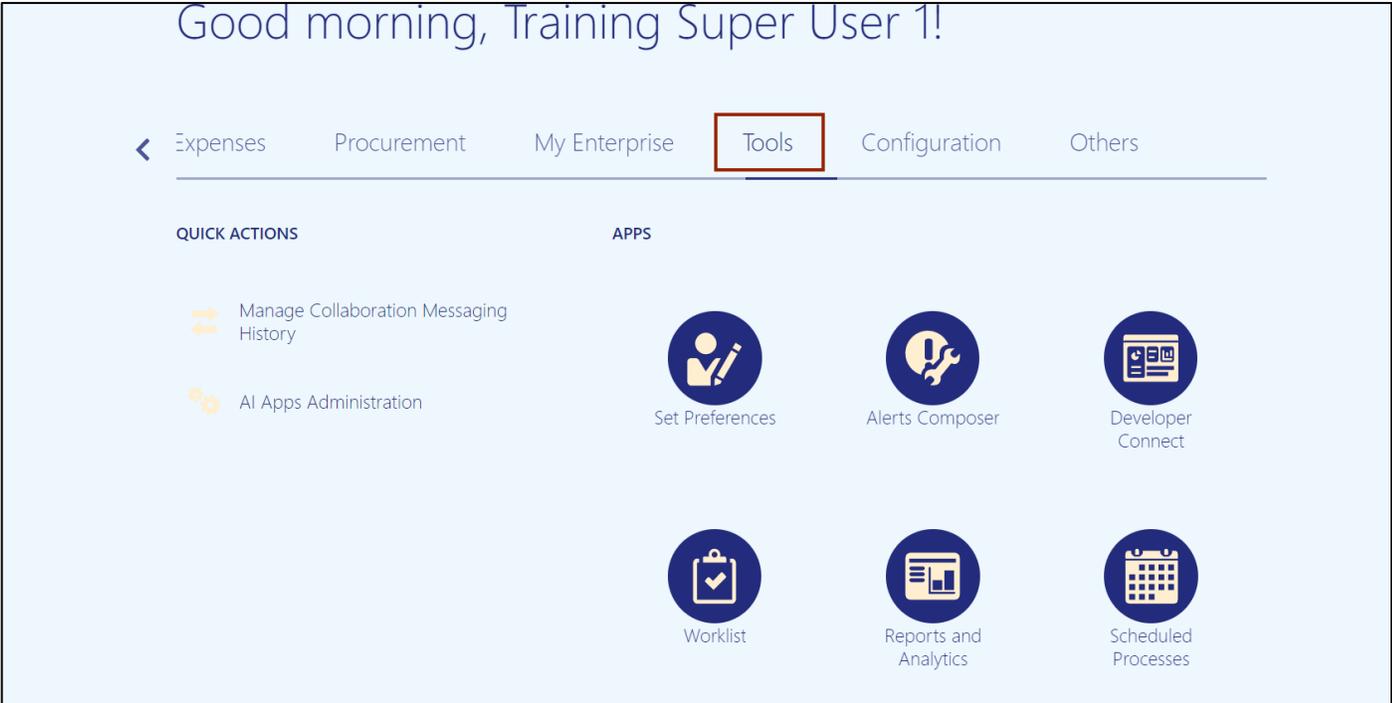


9. The **Warning** pop-up will appear, click the **Yes** button.

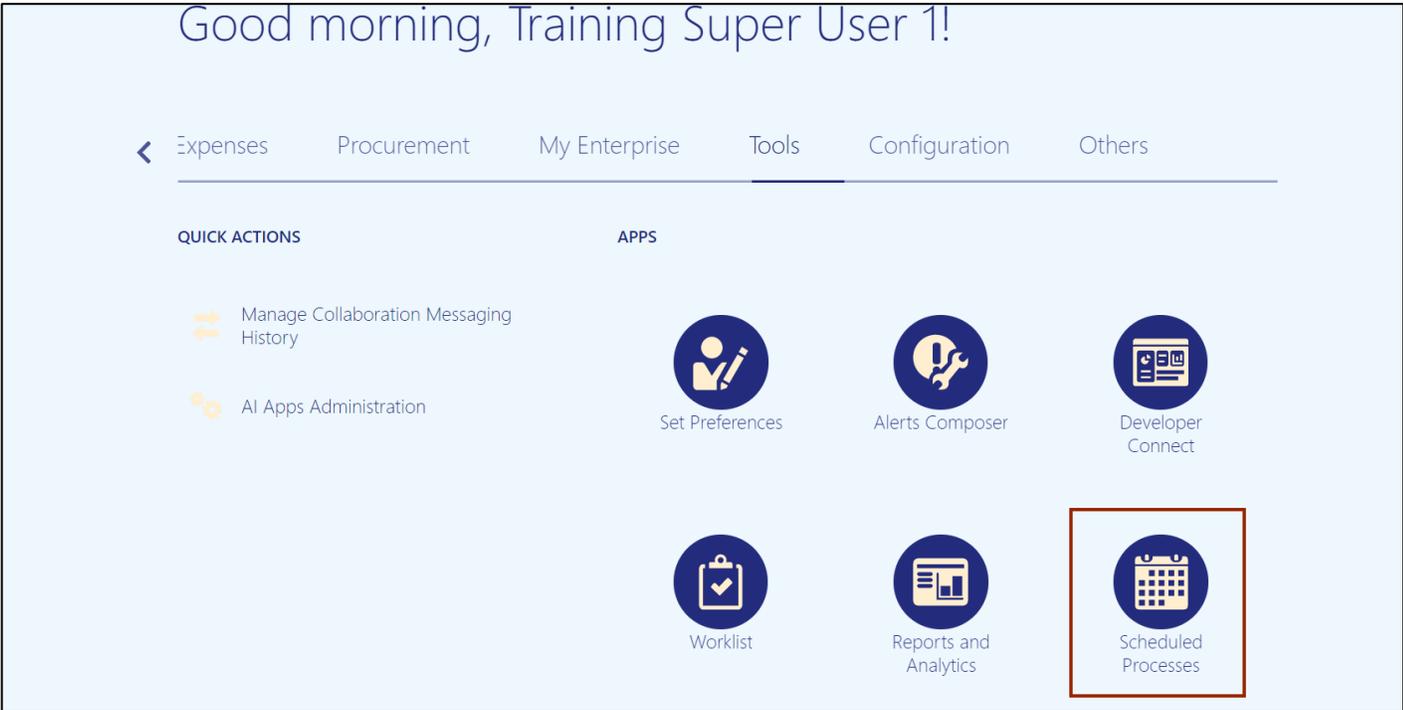


Process Accounting Hierarchies for Budgetary Control

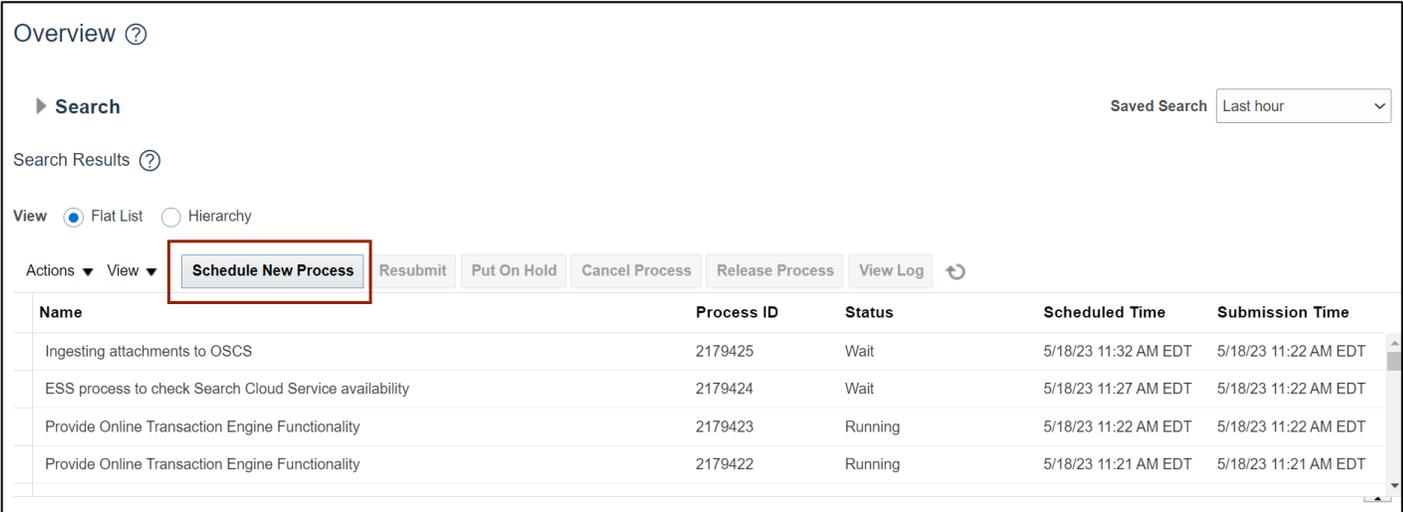
1. Navigate to **Home** page and then click the **Tools** tab.



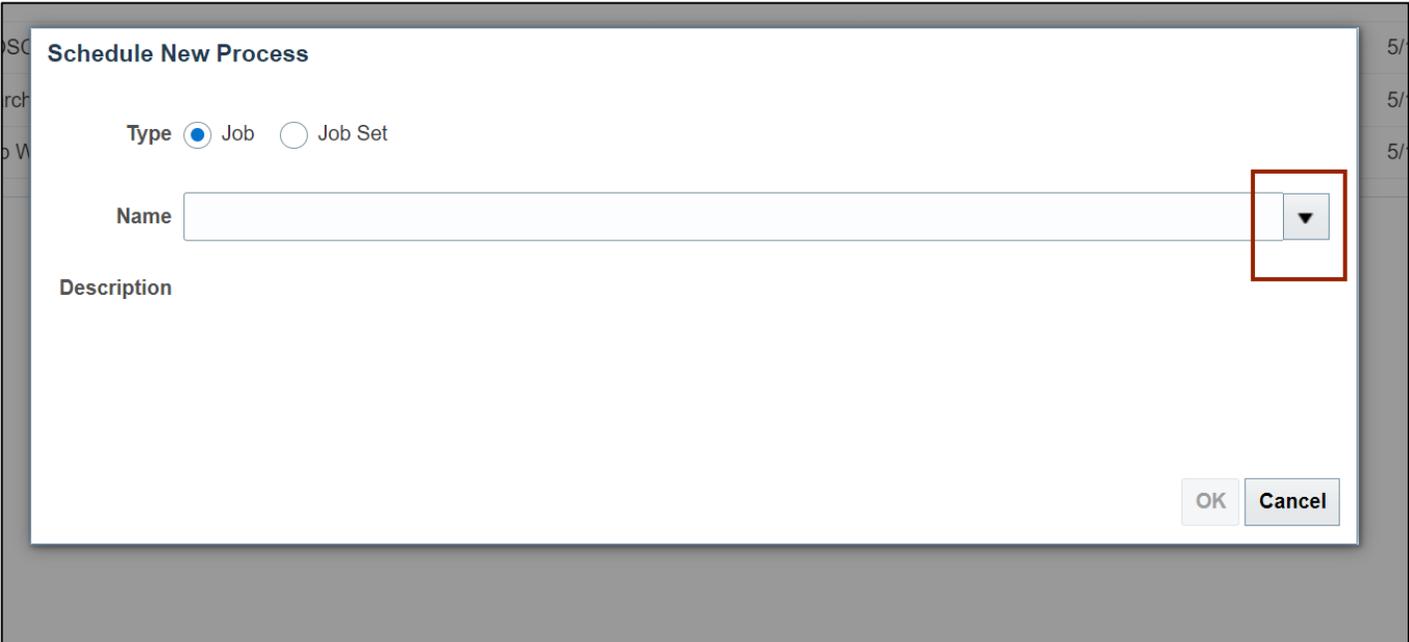
2. Click the **Scheduled Processes** app.



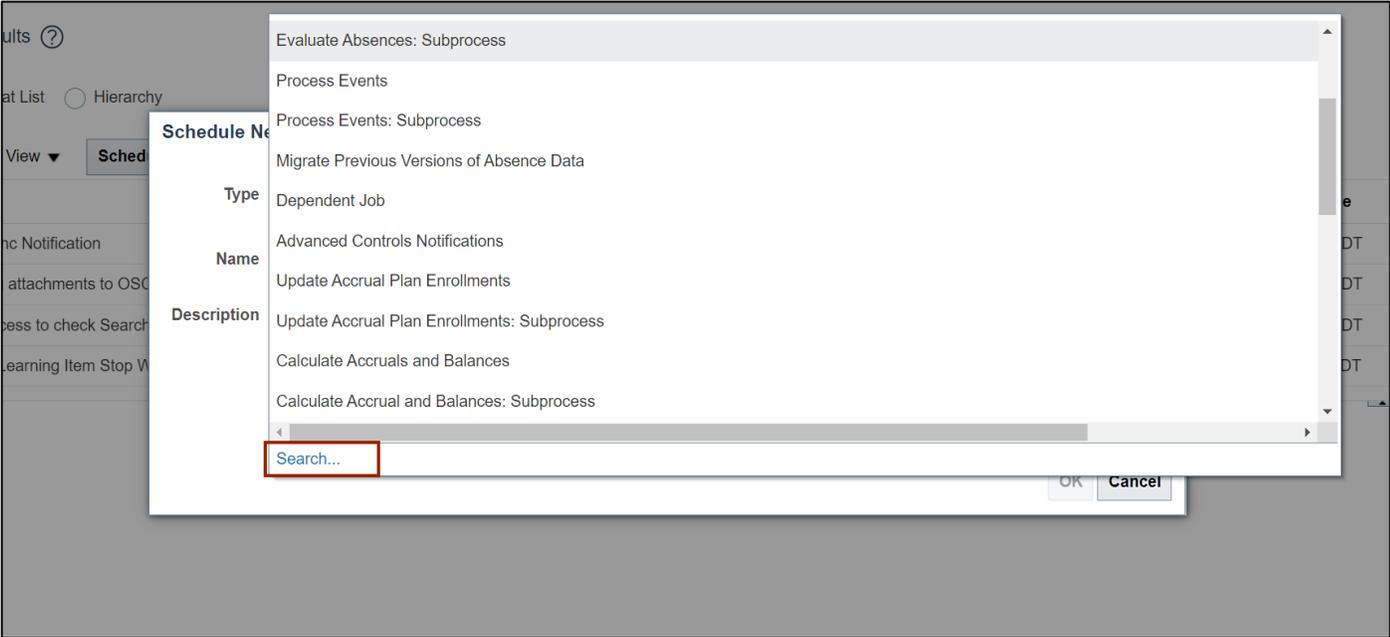
3. Click the **Schedule New Process** button.



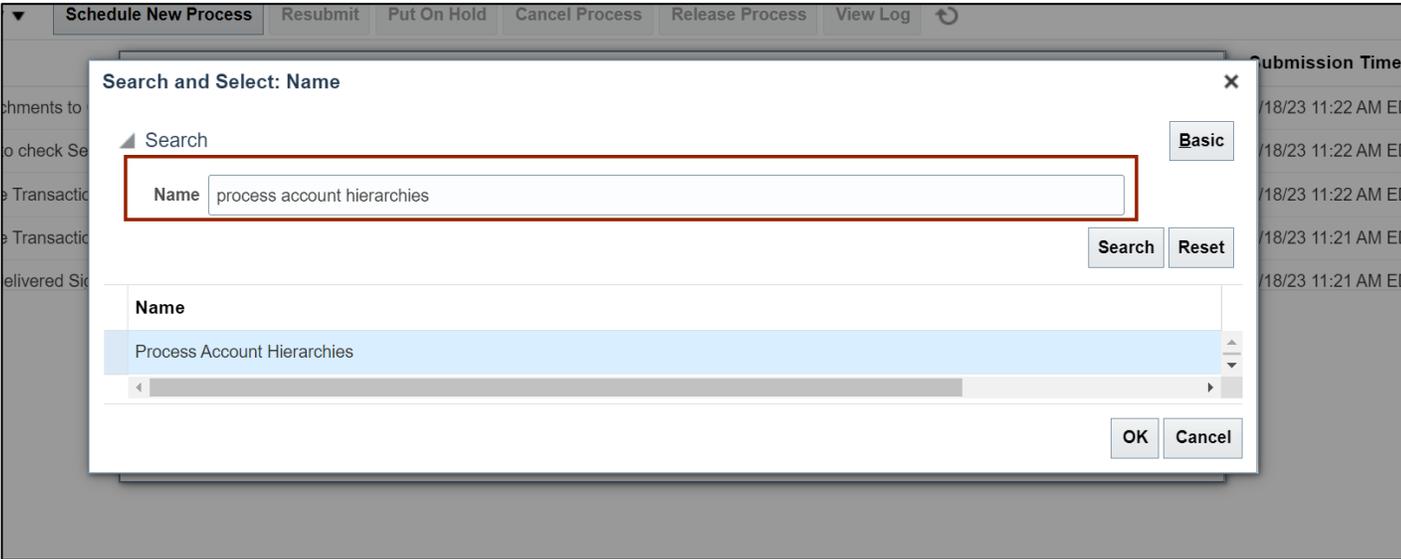
4. Click the **Arrow** [▼] icon.



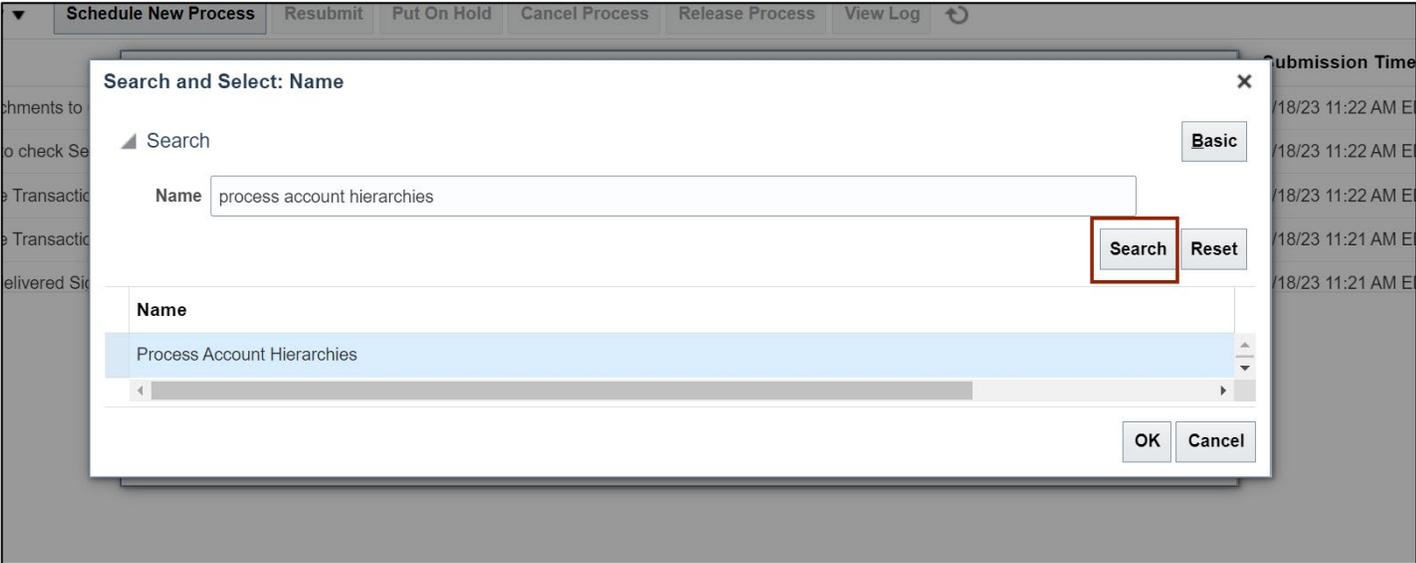
5. Click the **Search** link.



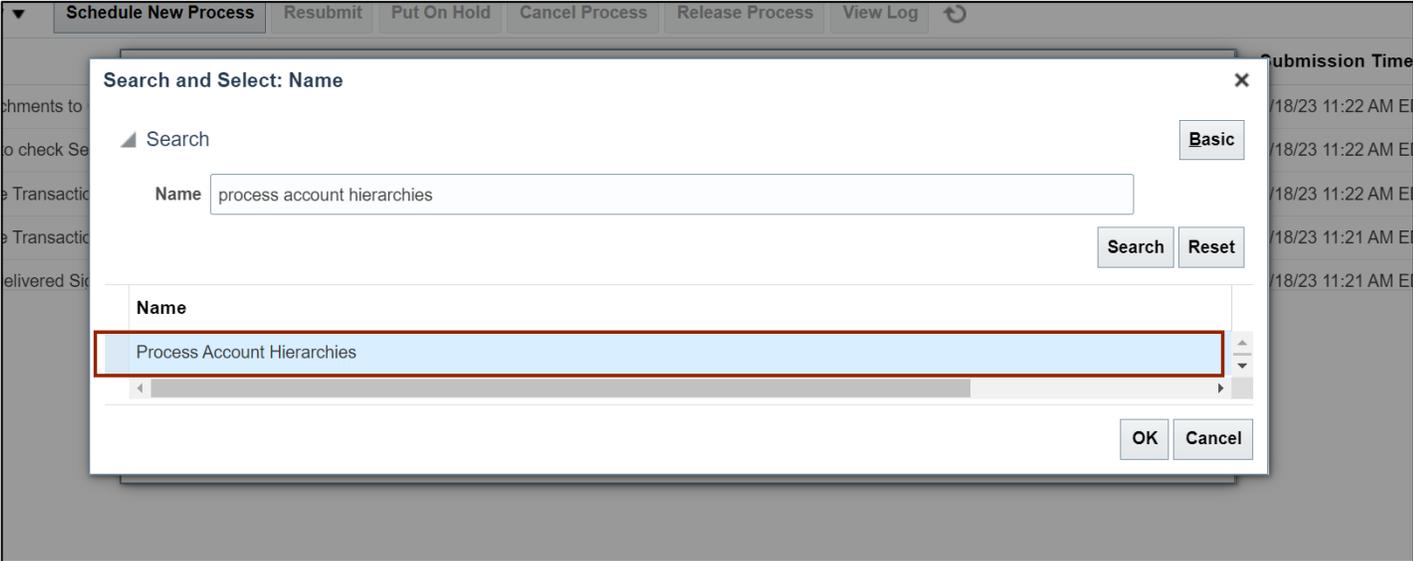
6. In the **Name** field, Enter **process account hierarchies**.



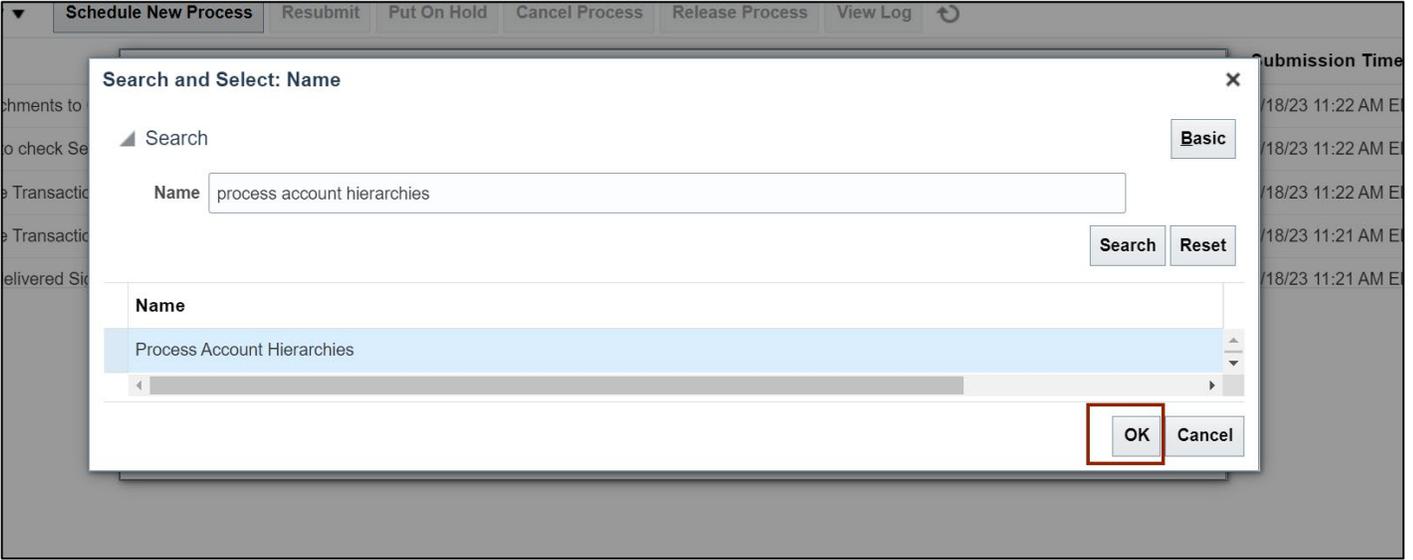
7. Click the **Search** button.



8. Select the **Process Account Hierarchies** from the result section.



9. Click the **OK** button.



10. The **Process Account Hierarchies** is updated in the **Name** field, Click the **OK** button.

Schedule New Process

Type Job Job Set

Name

Description Submits account hierarchies related processes including row flattening, column flattening, tree audit, tree activation, maintain value sets process, maintain account hierarchies process, and publish hierarchies process.

OK Cancel

11. Enter the required parameters.

Process Details

This process will be queued up for submission at position 1

Process Options Advanced Submit Cancel

Name Process Account Hierarchies

Description Submits account hierarchies related processes i... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* Value Set

Tree Name

Tree Version Name

Publish Hierarchies



12. Click the **Submit** button.

Process Details [X]

i This process will be queued up for submission at position 1

Process Options | **Advanced** | **Submit** | Cancel

Name Process Account Hierarchies

Description Submits account hierarchies related processes i... Notify me when this process ends

Schedule As soon as possible **Submission Notes** [Text Box]

Basic Options

Parameters

* **Value Set** Account NC CASH Account NC CASH [v]

Tree Name Account NC CASH Account NC CASH [v]

Tree Version Name Account NC CASH Current Account NC CASH Current [v]

Publish Hierarchies Yes [v]

13. The **Confirmation** pop-up appears, Click the **OK** button.

ss will be queued up for submission at position 1

Process Account Hierarchies

Submits account hierarchies related processes i...

As soon as possible **Submission Notes** [Text Box]

Confirmation

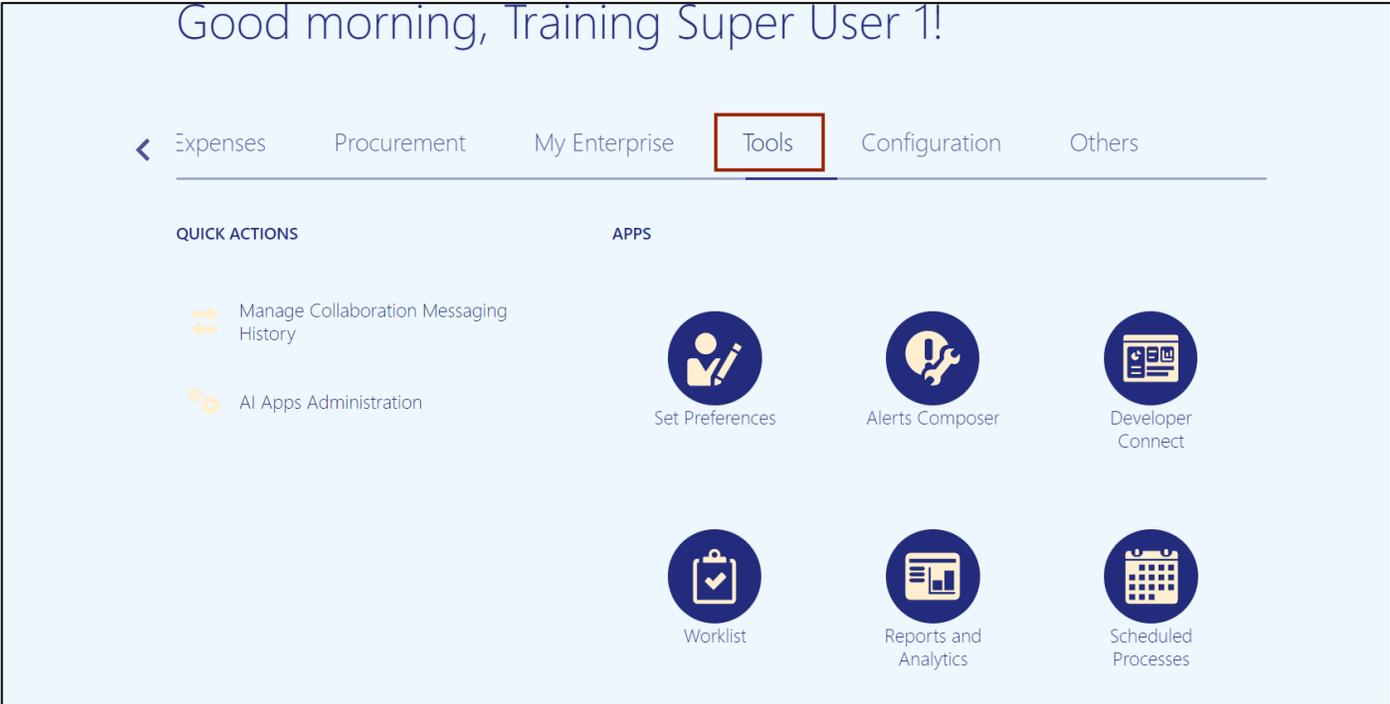
Process 2179437 was submitted.

OK

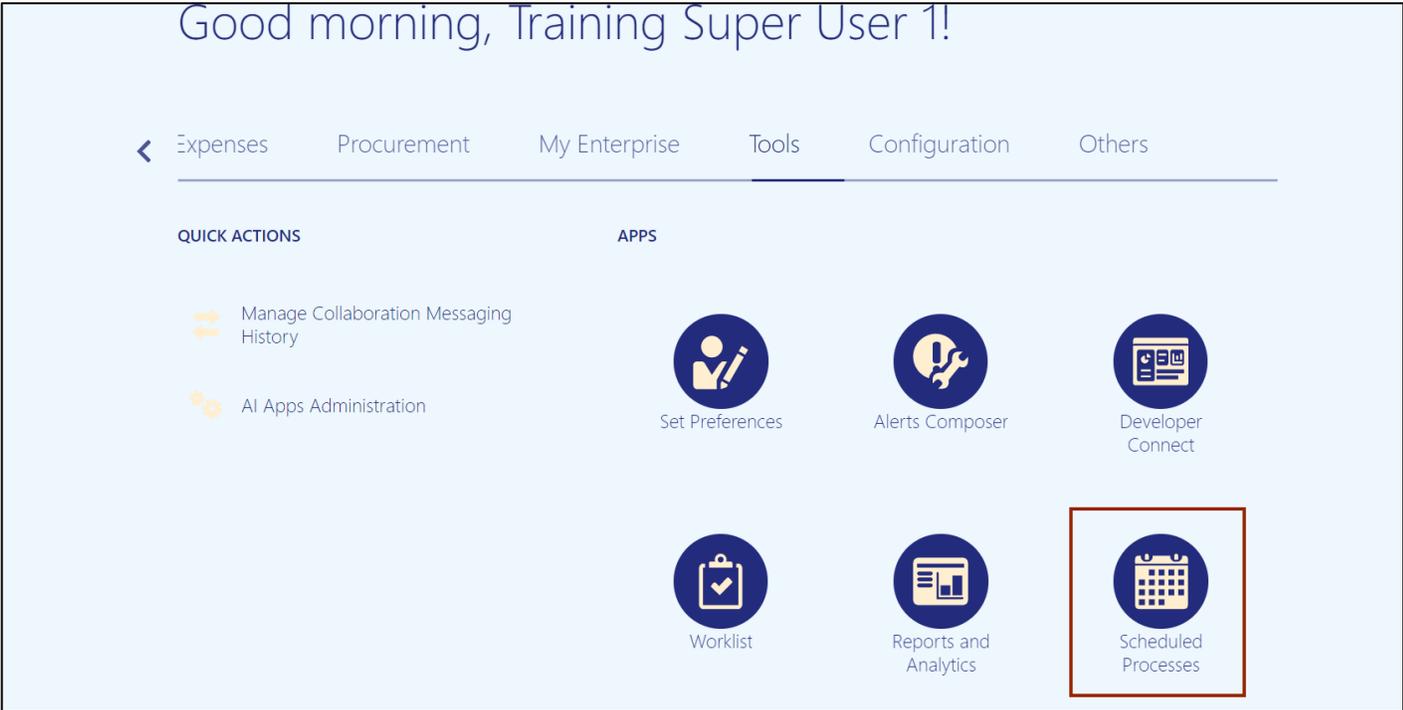


Run Refresh Control Budgets scheduled process

1. Navigate to **Home** page and then click the **Tools** tab.



2. Click the **Scheduled Processes** app.



3. Click the **Schedule New Process** button.

Overview ?

► Search Saved Search Last hour ▼

Search Results ?

View Flat List Hierarchy

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status	Scheduled Time	Submission Time
Ingesting attachments to OSCS	2179425	Wait	5/18/23 11:32 AM EDT	5/18/23 11:22 AM EDT
ESS process to check Search Cloud Service availability	2179424	Wait	5/18/23 11:27 AM EDT	5/18/23 11:22 AM EDT
Provide Online Transaction Engine Functionality	2179423	Running	5/18/23 11:22 AM EDT	5/18/23 11:22 AM EDT
Provide Online Transaction Engine Functionality	2179422	Running	5/18/23 11:21 AM EDT	5/18/23 11:21 AM EDT

4. Click the **Arrow** [▼] icon.

Schedule New Process

Type Job Job Set

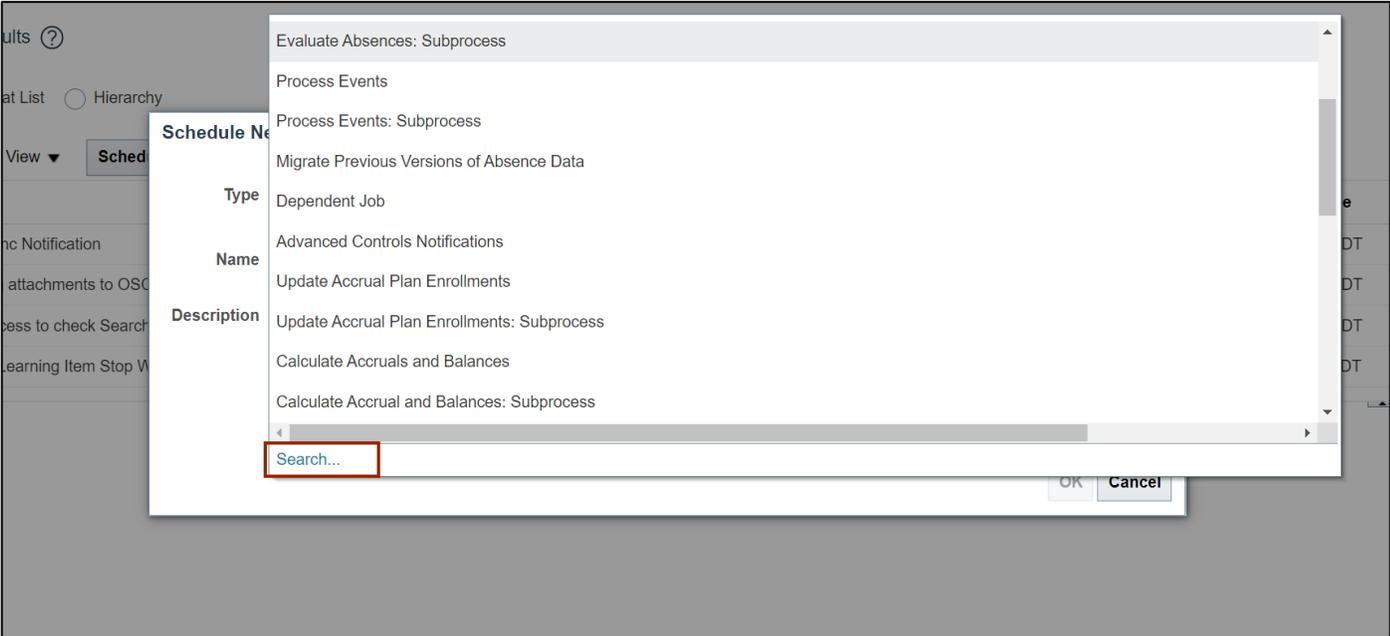
Name ▼

Description

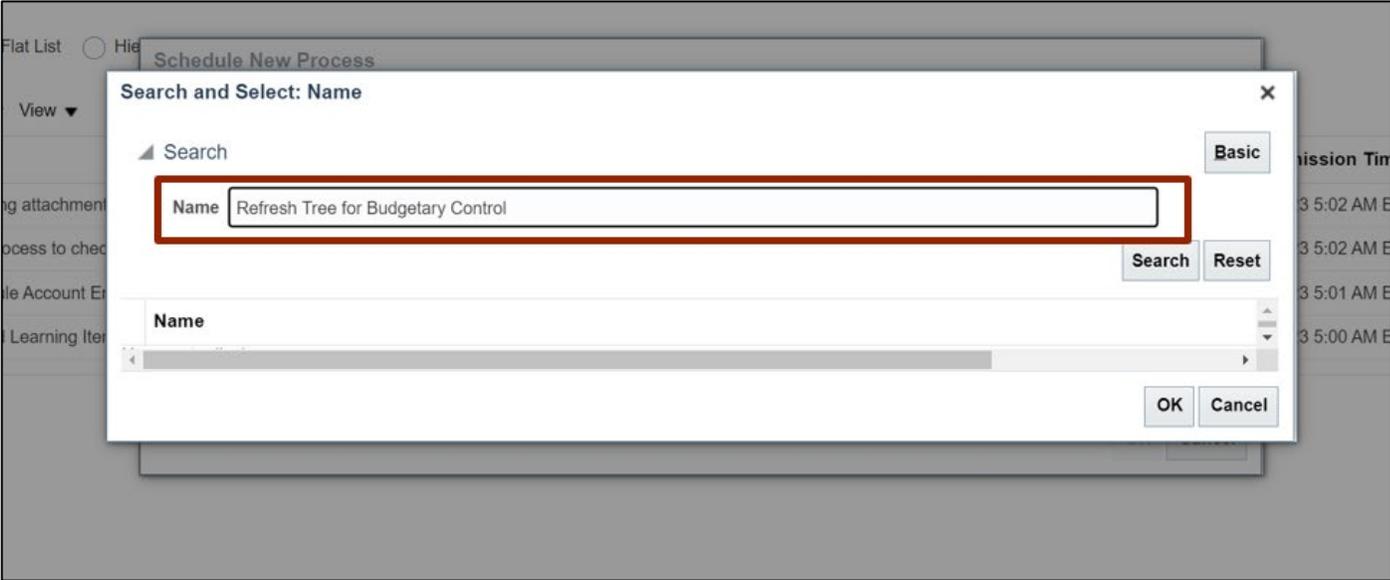
OK Cancel



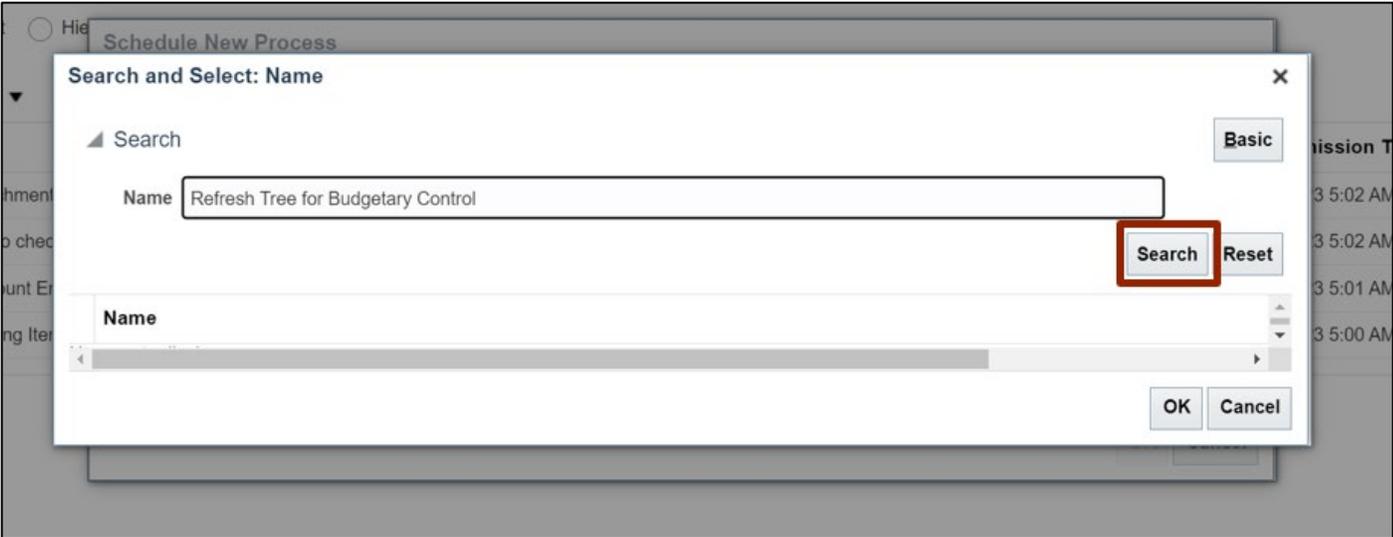
5. Click the **Search** link.



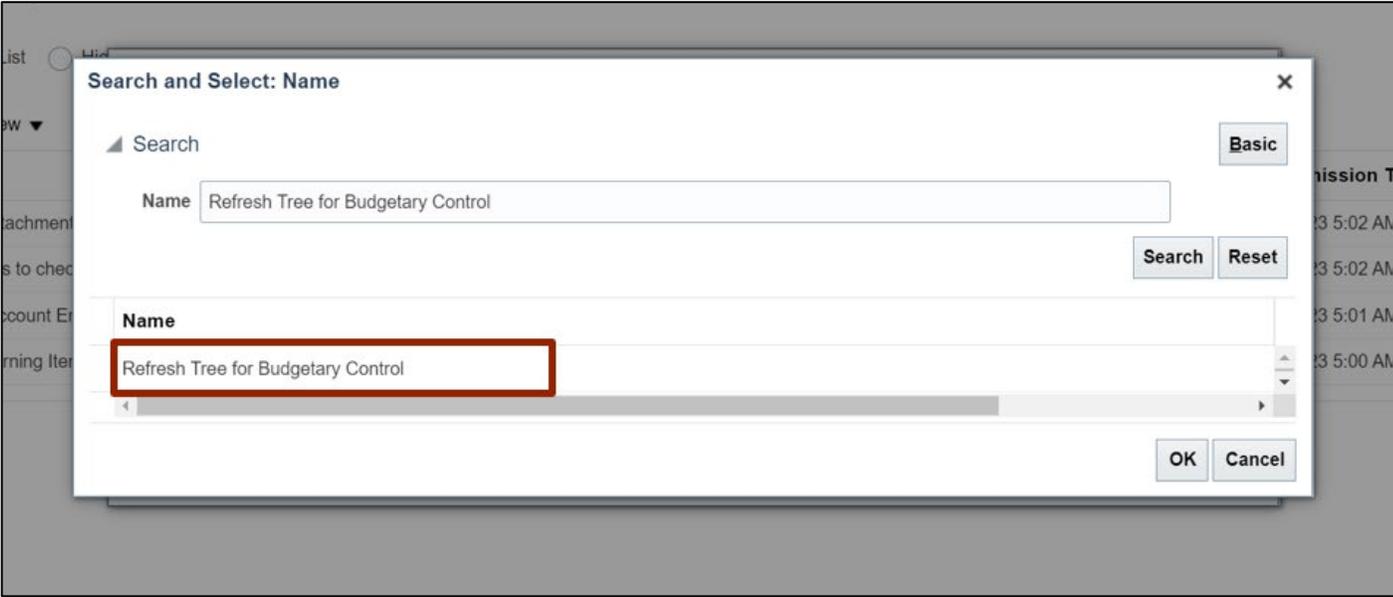
6. In the **Name** field, Enter **Refresh Tree for Budgetary Control**.



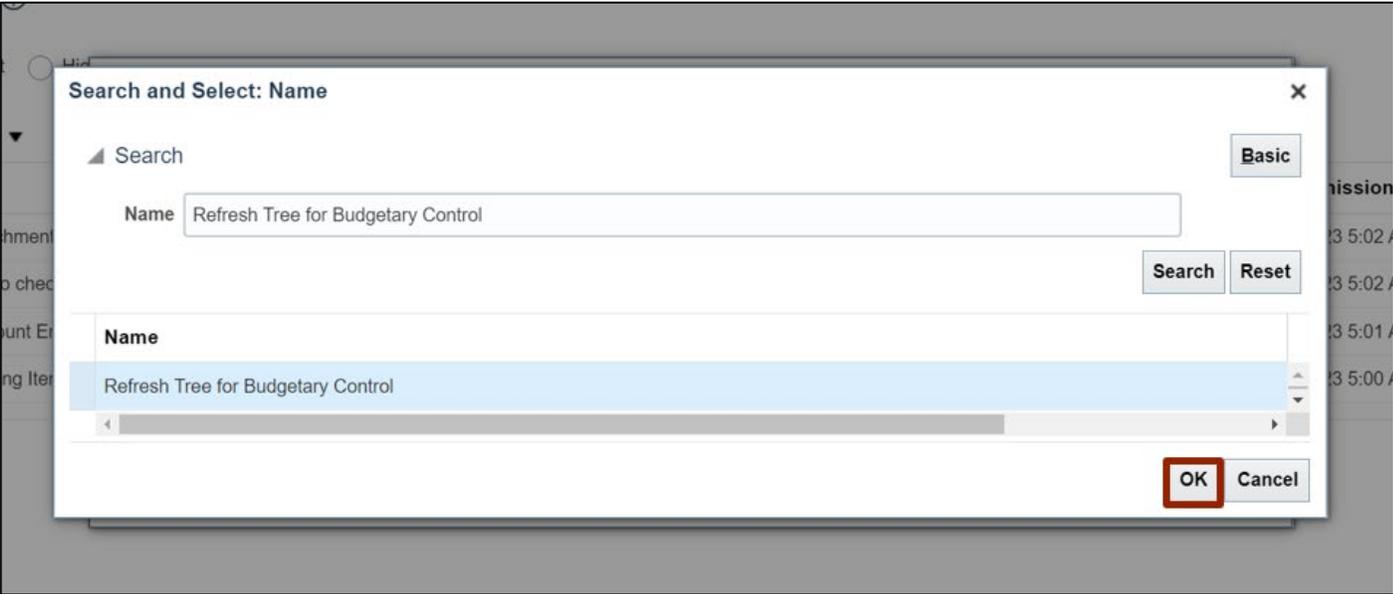
7. Click the **Search** button.



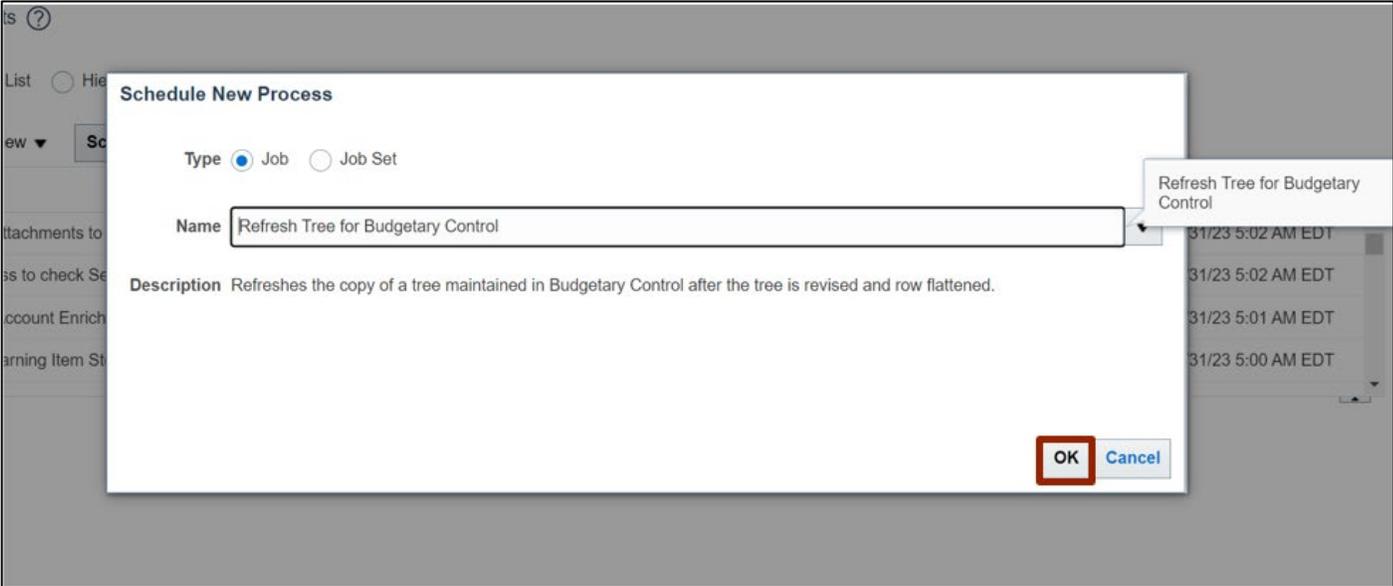
8. Select the **Refresh Tree for Budgetary Control** from the result.



9. Click the **OK** button.



10. The **Refresh Tree for Budgetary Control** is updated in the *Name* field, Click the **OK** button.



11. Enter the parameters.

Process Details [X]

i This process will be queued up for submission at position 1

Process Options **Advanced** **Submit** **Cancel**

Name Refresh Tree for Budgetary Control

Description Refreshes the copy of a tree maintained in Budg... Notify me when this process ends

Schedule As soon as possible **Submission Notes** [Text Box]

Basic Options

Parameters

* **Tree** [Dropdown Menu: Account NC CASH - Account NC CASH, Account NC CASH - Account NC CASH ..., Account NC CASH - Account NC CASH ..., Search...]

12. Click the **Submit** button.

Process Details [X]

i This process will be queued up for submission at position 1

Process Options **Advanced** **Submit** **Cancel**

Name Refresh Tree for Budgetary Control

Description Refreshes the copy of a tree maintained in Budg... Notify me when this process ends

Schedule As soon as possible **Submission Notes** [Text Box]

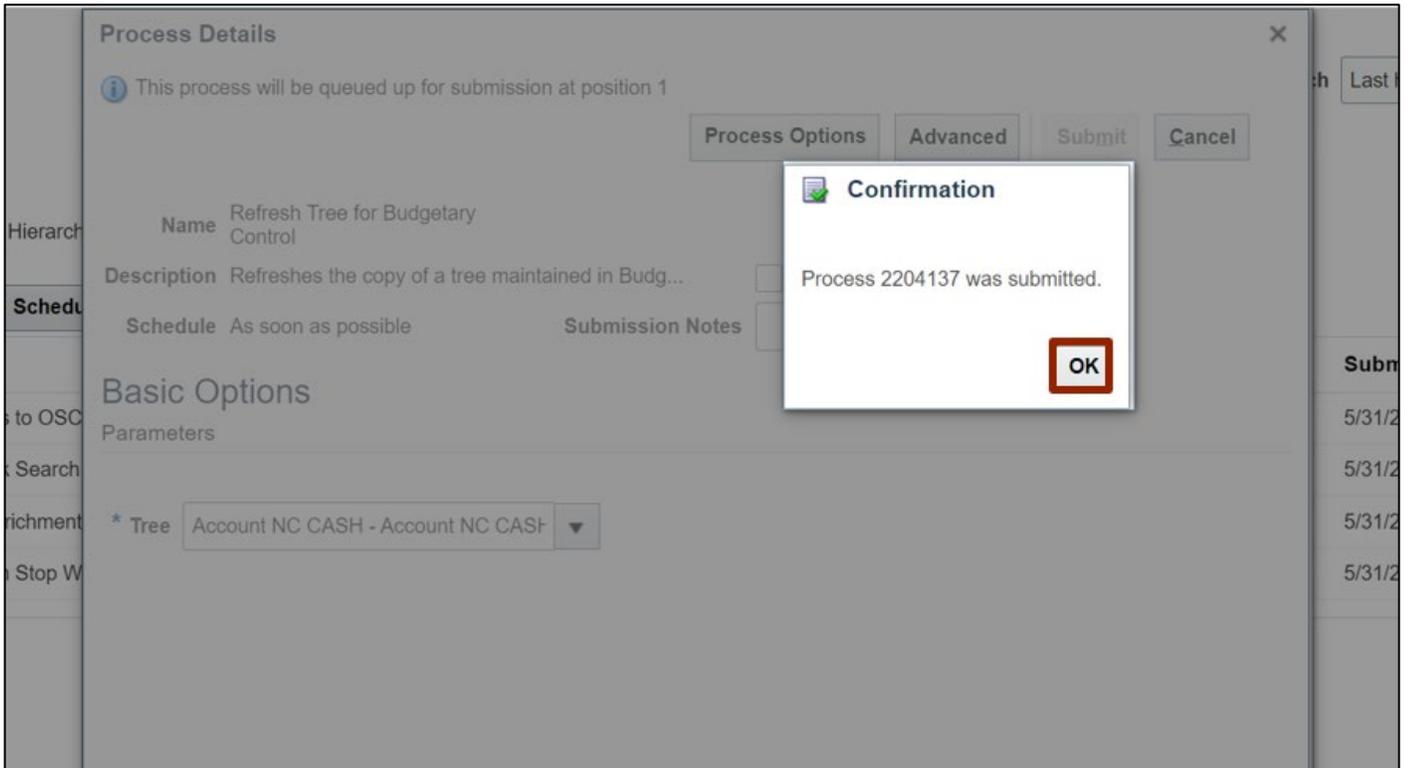
Basic Options

Parameters

* **Tree** [Dropdown Menu: Account NC CASH - Account NC CASH]

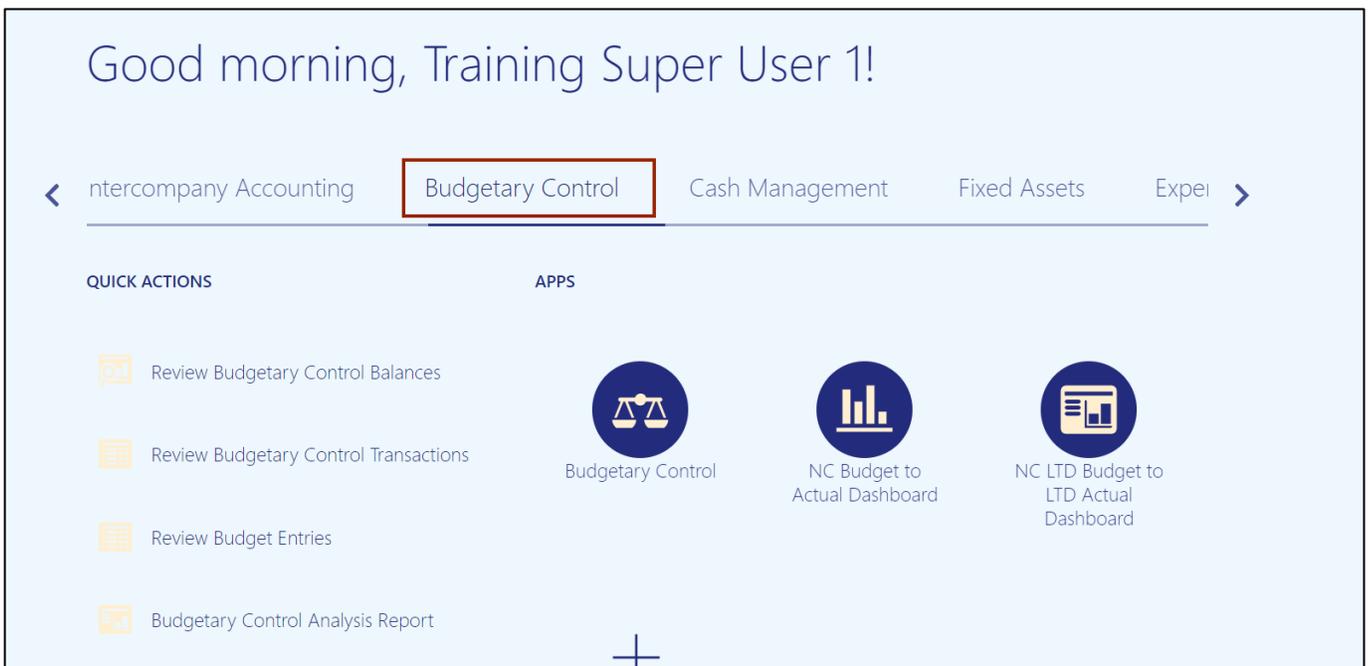


13. The **Confirmation** pop-up appears, Click the **OK** button.

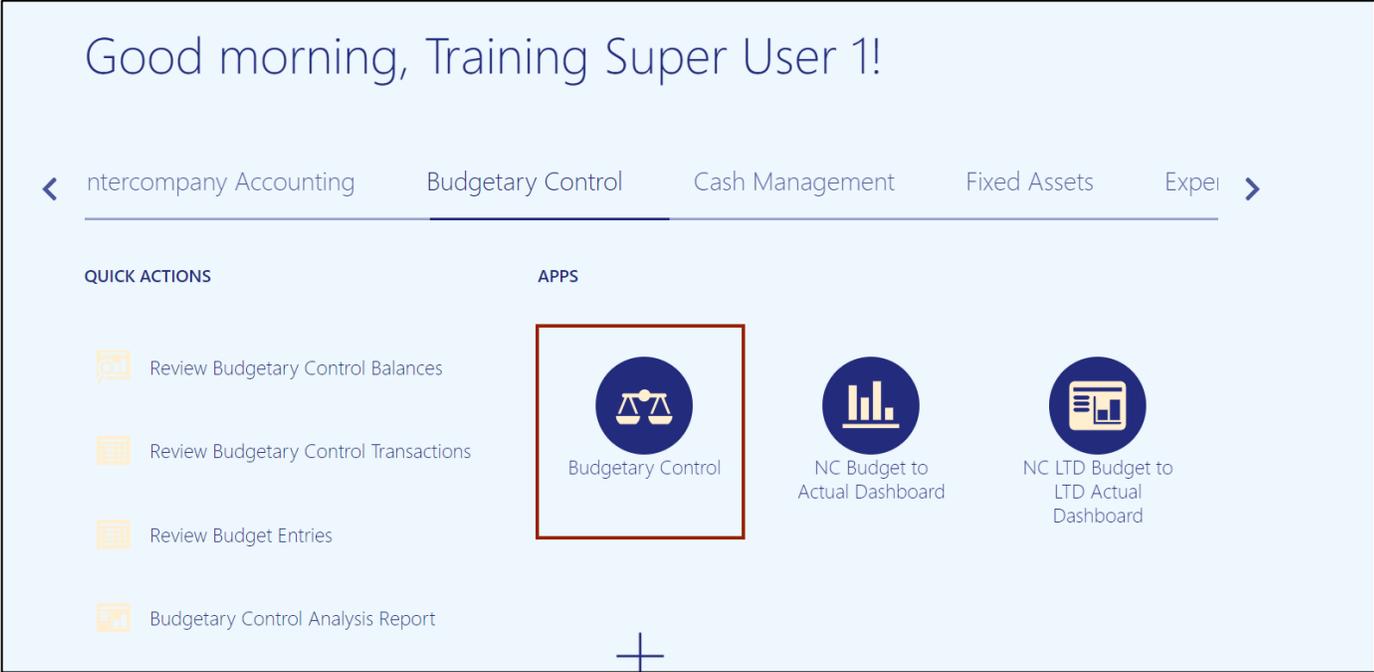


Prepare Control Budget for Use

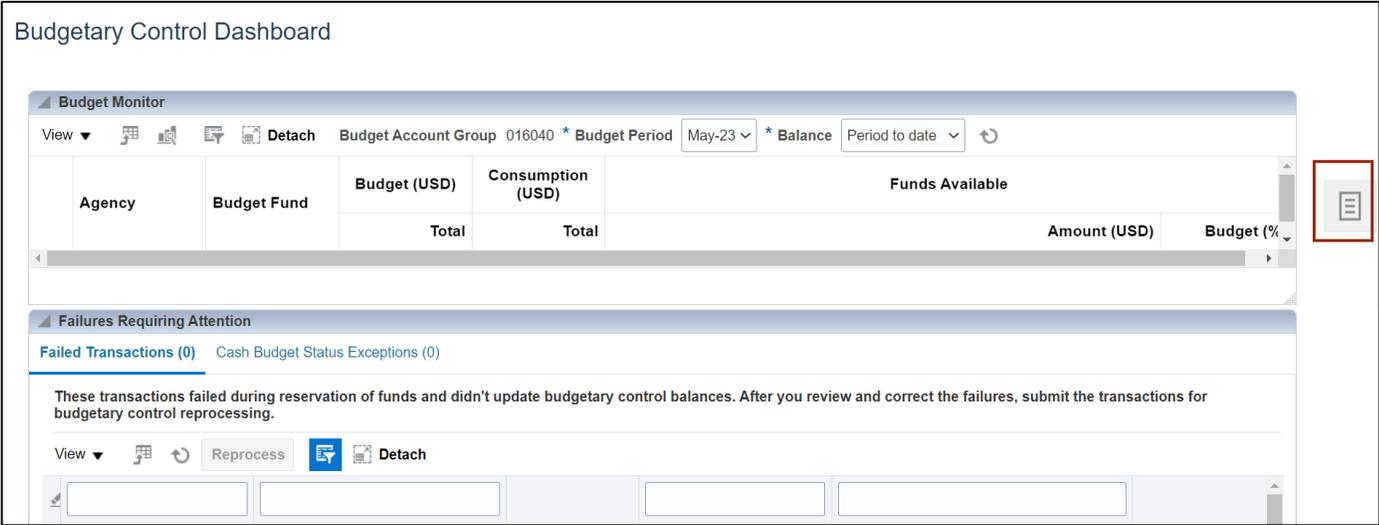
1. Navigate to **Home** page and then click the **Budgetary Control** tab.



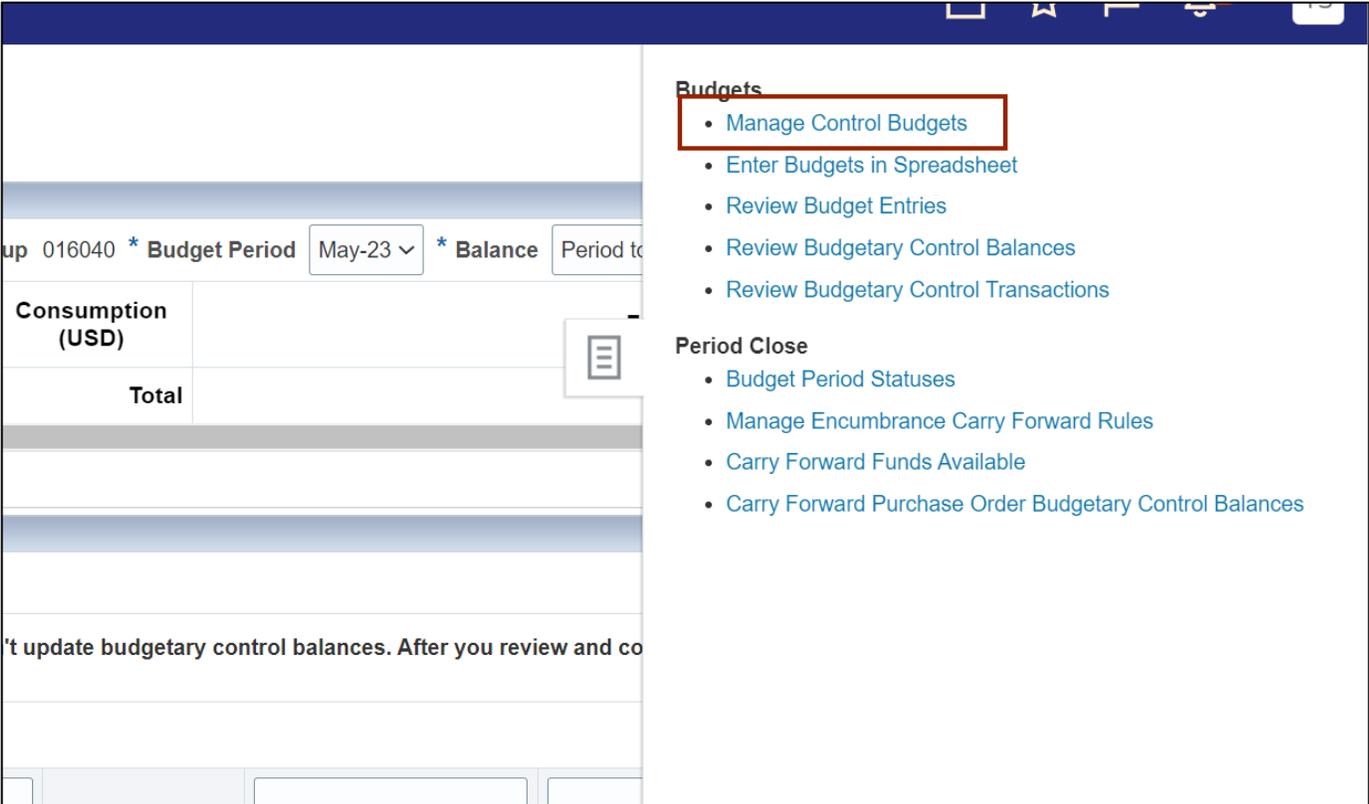
2. Click the **Budgetary Control** app.



3. From the **Budgetary Control Dashboard** page, click the **Tasks** icon.



4. Under Budget, click **Manage Control Budgets**.



5. From the **Manage Control Budgets** page, select **NC Agency to Account Default Advisory CB** control budget with status **Closed**.

Manage Control Budgets Done

View Format + ✎ ✕ 🗨

Name	Description	Status	From Period	To Period	Ledger	Project Name
NC Appropriations	NC Appropriations	In use	Jul-19	Jun-32	NC CASH US	Any or no project on the transaction
NC Authorized	NC Authorized	In use	Jul-19	Jun-32	NC CASH US	Any or no project on the transaction
NC Certified	NC Certified	In use	Jul-19	Jun-32	NC CASH US	Any or no project on the transaction
NC LTD Budget	NC LTD Budget	In use	Jul-19	Jun-32	NC CASH US	Any or no project on the transaction
NC Agency to Account Default Advisory CB	NC Agency to Account Default Advisory CB	Closed	FYS_Jul-19	FYS_Jul-31	NC CASH US	Any or no project on the transaction

Columns Hidden 9



6. Click the **Action** arrow and select **Prepare for Use**.

Edit Control Budget: NC Agency to Account Default Advisory CB

Name: NC Agency to Account Default Advisory CB
Description: NC Agency to Account Default
Budget Calendar: NC CASH ANNUAL
From Period: FYS_Jul-19
To Period: FYS_Jul-31
Source Budget Type: Control budget
Source Budget Name: NC Authorized
Release Budget for Consumption: Immediately

Currency: USD - US Dollar
Default Rate Type: Corporate
Control Level: Advisory
Tolerance Percentage: %
Tolerance Amount:

Ledger: NC CASH US
Project: Any or no project

*** Budget Manager:** HALLESHIA JO

Action: Prepare for Use (selected), Close, Permanently Close, Redefine, View Definition in File

Allow budget increase adjustments:
Allow budget decrease adjustments:
Allow budget decrease adjustments below funds available:
Allow overrides:

Processing Type: Procure to pay

7. The **Warning** pop-up appears, click the **Yes** button.

Warning

If you prepare this control budget for use, transactions will be subject to the control of this budget. Do you want to continue?

Yes **No**

8. The status of the Control Budget is updated to **In-Use**.

Manage Control Budgets

Name	Description	Status	From Period	To Period	Ledger	Project Name
NC Agency to Account Default Advisory CB	NC Agency to Accou...	In use	FYS_Jul-19	FYS_Jul-31	NC CASH US	Any or no projec...
NC Appropriations	NC Appropriations	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC Authorized	NC Authorized	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC Certified	NC Certified	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...
NC LTD Budget	NC LTD Budget	In use	Jul-19	Jun-32	NC CASH US	Any or no projec...

Columns Hidden 9



Wrap-Up

Manage Control Budgets using the steps above in NCFS to close control budget for use, process accounting hierarchies for budgetary control, run refresh control budgets scheduled process, and prepare control budget for use.