

UPDATE OR CORRECT

BUDGET

BUD

QUICK REFERENCE GUIDE BUD-22

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:

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





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

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Vie	Budget Monitor w ▼	🖙 🔐 Detach	Budget Account Gro	oup 016040 * Bud	Enter Budgets in Spreadsheet Review Budget Entries Review Budget ary Control Balances
	Agency	Budget Fund	Budget (USD)	Consumption (USD)	Review Budgetary Control Transactions Period Close
•			Total	Total	Budget Period Statuses Manage Encumbrance Carry Forward Rules Over Encumbrance Carry Forward Rules
	Failures Requiring <i>I</i>	Attention			Carry Forward Purchase Order Budgetary Control Balances

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

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

Enter Budgets in Spreadsh	eet ×
* Budget Usage	Budgetary Control validation
* Budget Entry Classification	Budget revision 🛩
* Control Budget	▼
* Start Period	✓
* End Period	~
* Budget Entry Name	
* Budget Scenario	Not applicable for Budgetary Control validation usage \checkmark
	Retrieve current budgets
* Enter Budget Amounts As	~
Transaction Type	Create Spreadsheet Cancel

 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 Scenaio fields are now auto filled.

Enter Budgets in Spreadsh	eet ×
* 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 \checkmark
	Create Spreadsheet Cancel

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.

Enter Budgets in Spreadsh	eet	×
* 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 \checkmark	
	Retrieve current budgets	
* Enter Budget Amounts As	Addition to or subtraction from current budget \checkmark	
	Create Spreadsheet Cancel	

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

Enter Budgets in Spreadsh	eet ×
* Budget Usage	Budgetary Control validation
* Budget Entry Classification	Budget revision ~
* Control Budget	NC LTD Budget
* Start Period	May-23 🗸
* End Period	May-23 🗸
t * Budget Entry Name	2023 Revision 17-07-23 14:02:20 PM
* Budget Scenario	Not applicable for Budgetary Control validation usage \checkmark
	Retrieve current budgets
* Enter Budget Amounts As	Addition to or subtraction from current budget ~
	Create Spreadsheet Cancel

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.

A Y	ou are using DEV11	environment				Downloads		E Q …	\$	
≡ 4	NCF5					What do	you want t pen	o do with EnterBudgets.xlsx? Save as 🛛 🗸	Ű ¹⁶	TS
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	Budget Monitor									
Vie	w ▼ J [#] we	📑 📄 Detach	Budget Account Gro	oup 016040 * Bud	get Period May-23 ~ * Balance	Period to date	~ Đ			
	Agency	Budget Fund	Budget (USD)	Consumption (USD)		Funds	Available	9		
			Total	Total				Amount (USD)	Budget (%	
•	Failures Requiring A	Attention							•	
Fai	led Transactions (0)	Cash Budget Statu	us Exceptions (0)							
1 E	These transactions foudgetary control re	ailed during reservat	tion of funds and did	n't update budgetar	y control balances. After you revie	w and correct	the failure	es, submit the transactions	for	

9. Click the Enable Editing button.

(j	PROTECTED VIEW	<u>Be careful</u>	files from tl	he Internet c	an contain v	viruses. Unles	s you need t	o edit, it's sa	fer to stay ir	n Protected View	<u>v.</u>	Enable Editing				×
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10. The *Connect* pop-up appears. Click the **Yes** button to successfully connect to the server.

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2	ORACLE		Connect			×		
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12 13 14 15 16 17 18					Yes	No		

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

AutoSave ● Off └─	- Excel Search (Alt+Q)		
File Home Insert Page Layout Formulas Dat	a Login	×	Comments Share
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5	User ID		
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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.

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7		Enter Budget	Amounts As	New budg	et or repla	cement of current bu	ıdget]				
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9		Budget	get Scenario	Not applica	able for Bu	udgetary Control valid	lation usage							
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14														

13. Enter the budget values as required.

ORACLE	Enter Budget Amou	unts											
	Budget Usage	Budgetary Control va	alidation										
	Budget Entry Classification	Budget revision											
	Enter Budget Amounts As	Addition to or subtra	ction from current bu	dget									
	Control Budge	NC LTD Budget											
	Budget Entry Name												
	Budget Scenario Worksheet Status	Not applicable for Bu	udgetary Control valid	ation usage									
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
A		1900	307508	58807508	0000000	0000000	3010	0000000000	000000	0000	000000	00000	1,000 Budget Revision
A		1900	58807507	0000000	0000000	3016	0000000000	000000	0000	000000	00000	1,000 Budget Revision	
A	A 1900 307508 48807508				0000000	0000000	3016	0000000000	000000	0000	000000	00000	1,000 Budget Revision
A		1900	307508	48807507	0000000	0000000	3016	00000000000	000000	0000	000000	00000	1,000 Budget Revision

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** on the **Comment** fields.

ORACLE	Enter Budget Amou	ints												
	Budget Usage	Budgetary Control va	alidation	1										
	Budget Entry Classification	Budget revision												
	Enter Budget Amounts As	Addition to or subtra	iction from current bu	dget										
	Control Budget	NC LTD Budget												
	Budget Entry Name	2023 Revision 17-07	-23 14:02:20 PM											
	Budget Scenario	Not applicable for Bu	udgetary Control valid	ation usage										
	Worksheet Status													
					**		a reading							
Changed	Row Status	*Agency[]	*Budget Fund[]	*Account[]	Unit[]	Program[]	Source[]	*Project[]	*Inter Fund[]	*Future 1[]	*Future 2[]	*Future 3[]	May-23	Comment
A		1900	307508	58807508	0000000	0000000	3016	000000000	000000	0000	000000	00000	1,00	Budget Revision
A		0000000	0000000	3016	0000000000	000000	0000	000000	00000	1,00	Budget Revision			
▲	▲ 1900 307508 48807508 0					0000000	3016	0000000000	000000	0000	000000	00000	1,00	Budget Revision
▲		1900	307508	48807507	0000000	0000000	3016	0000000000	000000	0000	000000	00000	1,00	Budget Revision

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

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2	ORACLE	Enter Budget Amou	unts												
5		Budget Usage	 Budgetary Control va 	lidation											
6		Budget Entry Classification	Budget revision		1										
6		Enter Budget Amounts As	Addition to or subtra	ction from current bu	iget										
0		Budget Entry Name	2023 Revision 17-07	23 14:02:20 PM											
10		Budget Endy Huma	Not applicable for Bu	doetary Control valida	tion usage										
11		Worksheet Statu		agetaily contain raila	and a suge										
12															
13	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 C	omment
14	A		1900	307508	58807508	0000000	0000000	3016	0000000000	000000	0000	000000	00000	1,000 B	udget Revision
15	A		1900	307508	58807507	0000000	000000	3016	0000000000	000000	0000	000000	00000	1,000 B	udget Revision
16	▲		1900	307508	48807508	0000000	000000	3016	0000000000	000000	0000	000000	00000	1,000 B	udget Revision
17	A		1900	307508	48807507	0000000	0000000	3016	0000000000	000000	0000	000000	00000	1,000 B	udget Revision
18 19 20 21															

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.

ORACLE	Enter Budget Amou	ints											
	Budget Usage	Budgetary Control va	lidation										
	Budget Entry Classification	Budget revision			1								
	Enter Budget Amounts As	Addition to or subtra	ction from current bu	dget									
	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												
						*Agency	*Funding						
Changed Row Status *Agency[] *Budget Fund[] *Account[]		Unit[]	Program[]	Source[]	*Project[]	*Inter Fund[]	*Future 1[]	*Future 2[]	*Future 3[]	May-23 Comment			
Kow Status Agency[] Budget rund[] Account[] 1900 307508 58807508					0000000	0000000	3016	0000000000	000000	0000	000000	00000	1,000 Budget Revision
A		1900	307508	58807507	0000000	0000000	3016	0000000000	000000	0000	000000	00000	1,000 Budget Revision
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			Upload Options On failure, continu Download all room	e to upload subsequent rows a after successful upload OK Cance	×								

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

ORACLE	Enter Budget Amou	ints											
	Budget Usage	Budgetary Control va	lidation										
	Budget Entry Classification	Budget revision			1								
	Enter Budget Amounts As	Addition to or subtra	ction from current bu	dget	1								
	Control Budget	NC LTD Budget			1								
	Budget Entry Name	2023 Revision 17-07-	23 14:02:20 PM										
	Budget Scenario Not applicable for Budgetary Control validation usage												
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Changed	Row Status	*Agency[]	*Budget Fund[]	*Account[]	Unitf]	Program[]	Source[]	*Project[]	*Inter Fund[]	*Future 1[]	*Future 2[]	*Future 3[]	May-23 Comment
	Row inserted successfully	1900	307508	58807508	0000000	0000000	3016	0000000000	000000	0000	000000	00000	1.000 Budget Revision
	Row inserted successfully	1900	307508	58807507	0000000	0000000	3016	0000000000	000000	0000	000000	00000	1,000 Budget Revision
	Row inserted successfully	1900	307508	48807508	0000000	0000000	3016	000000000	000000	0000	000000	00000	1,000 Budget Revision
	Row inserted successfully	1900	307508	48807507	0000000	0000000	3016	000000000	000000	0000	000000	00000	1,000 Budget Revision
		,											
					Co	nfirmation		×					
						Your process 25426	54 was submitted.						
						<u></u>							
							OK						

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

ORACLE	Enter Budget Amou	ints											
	Budget Usage	Budgetary Control va	alidation										
	Budget Entry Classification	Budget revision											
	Enter Budget Amounts As	Addition to or subtra	ction from current bu	lget									
	Control Budget	NC LTD Budget											
	Budget Entry Name	2023 Revision 17-07	-23 14:02:20 PM		1								
	Budget Scenario Not applicable for Budgetary Control validation usage				1								
	Worksheet Status												
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					*Agency Mgmt	*Agency	*Funding						
Changed	nanged Row Status *Agency[] *Budget Fund[] *Account[] U		Unit[]	Program[]	Source[]	*Project[]	*Inter Fund[]	*Future 1[]	*Future 2[]	*Future 3[]	May-23 Comment		
	Row inserted successfully	1900	307508	58807508	0000000	0000000	3016	0000000000	000000	0000	000000	00000	1,000 Budget Revision
	Row inserted successfully	1900	307508	58807507	0000000	0000000	3016	0000000000	000000	0000	000000	00000	1,000 Budget Revision
	Row inserted successfully	1900	307508	48807508	0000000	0000000	3016	0000000000	000000	0000	000000	00000	1,000 Budget Revision
	Row inserted successfully	1900	307508	48807507	0000000	0000000	3016	0000000000	000000	0000	000000	00000	1,000 Budget Revision
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						Your process 25426	54 was submitted.						
						<u> </u>							
i													
1							OK						

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.

ORACI	Enter Budget Ar	mounts				
	Budget Us	sage Budgetary Contro	l validation			
	Budget Entry Classifica	tion Initial budget				
	Enter Budget Amount					
	Control Bud					
	Budget Entry N	ame 2023 Initial 29-06	5-23 13:07:40 PM			
	Budget Scen	ario Not applicable for	r Budgetary Control valid	ation usage		
	Worksheet Sta	atus				
Changed	Row Status	*Agency[]	*Budget Fund[]	*Account[]	*Agency Mgmt Unit[]	*Agency Program[]
	Insert failed	1900	307508	58807508	0000000	0000000
	Insert failed	1900	307508	58807507	0000000	0000000
	Insert failed	1900	307508	48807508	0000000	0000000
	Insert failed	1900	307508	48807507	0000000	0000000

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.

Bud	getary Contro Budget Monitor	l Dashboard	ł				Budgets Manage Control Budgets Enter Budgets in Spreadsheet Review Budget Entries
Vie	w ▼ I II	🖙 📄 Detach	Budget Account Gro	oup 016040 * Bud	get Period May-23 ✓ * Balance	Period to	Review Budgetary Control Balances
	Agency	Budget Fund	Budget (USD)	Consumption (USD)		E	Review Budgetary Control Transactions Period Close
			Total	Total			Budget Period Statuses
	÷	1					Manage Encumbrance Carry Forward Rules
							Carry Forward Funds Available
	Failures Requiring At	ttention					Carry Forward Purchase Order Budgetary Control Balances
Fa	led Transactions (0)	Cash Budget Sta	tus Exceptions (0)				
1	hese transactions fa budgetary control rep	iled during reserva rocessing.	ation of funds and did	n't update budgetar	y control balances. After you revie	w and co	

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

Rev	iew Budget Entri	es			
	Search				
	* Control Budget	NC LTD Budget	•		
	* From Budget Period	May-23 🗸			
d	* To Budget Period	May-23 🗸			
	Budget Entry Name				
View	v 🖓 🕎 📲 🗸	Irap			
<u>_</u>	m/d/yyy:				
	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	

22. Click the **Search** button.

Review Budget Ent	ries					Done
▲ Search			A <u>d</u> vanced	Saved Search	All Budget Er	ntries 🗸
					* F	Required
* Control Budget	NC LTD Budget	•				
* From Budget Period	Aug-21 🗸					
* To Budget Period	Jun-22 🗸					
Budget Entry Name						
				Searc	h Reset	Save

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

Bu	dget Entry Details: 2023 Revision 17-07-23 14:02:20 PM :	Budget revision									III Done		
	Control Budget NC LTD Budget						Budget Entry Date 7/17/23						
	Budget Currency USD					Budget	Amounts Entered As Addition	to or subtraction from current budg	pet				
. ► /	Additional Information												
Vie	w 🔻 🎵 📑 Detach 🚽 Wrap Budget Period All 💌												
1													
	Rudest Associat	Rudent Resid		Amount Channed	Commont		Additional Information						
	Budget Account	budget Period	aburce Amount	Amount changed	Comment	Revision Type	Revision Number	Budget Code	Journal Entry Number	Funding Year	File Name		
	1900-307508-58807508-0002000-02000002-3016-0200002000-02000-0200-002000-00200	May-23	1,000.00	1,000.00	Budget Revision								
	1900-307508-58807507-0002000-00000002-3016-000000000-000000-00000-00000-00000	May-23	1,000.00	1,000.00	Budget Revision								
	1900-307508-48807508-0001000-0000000-3016-0000001000-000000-00000-00000	May-23	1,000.00	1,000.00	Budget Revision								
	1900-307508-48807507-0002000-0000000-3016-0200002000-02000-0200-002000-00200	May-23	1,000.00	1,000.00	Budget Revision								
		Total	4,000.00	4,000.00									

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