CM-27 Capital Improvement (CI) Cash Balance Report

Purpose

The purpose of Quick Reference Guide (**QRG**) is to explain how to navigate to and generate the Capital Improvement (CI) Cash Balance Report in the North Carolina Financial System (**NCFS**).

Introduction and Overview

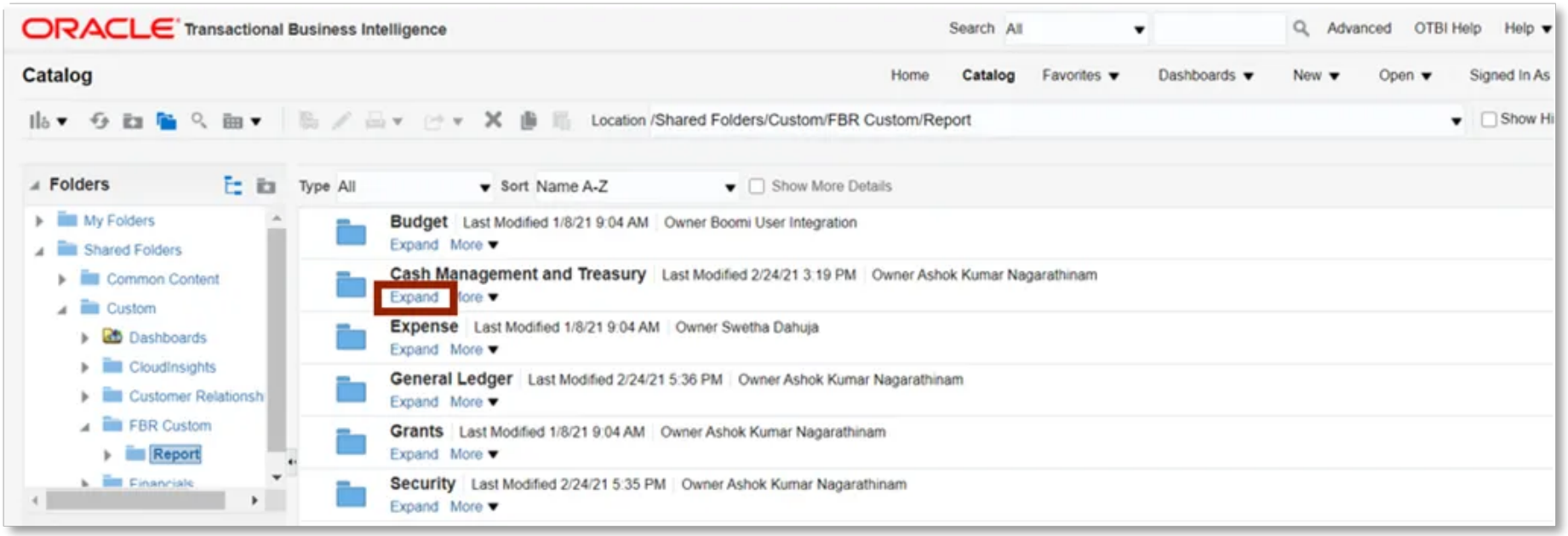
This QRG covers the navigation to the Capital Improvement (CI) Cash Balance Report and how to generate the report output. The CI Cash Balance Report provides NCFS users the capital improvement balances for the allotted and unallotted cash by Budget code. This report provides CI balance information in Posted status in the NCFS.

Navigating to the Report

To navigate to the FBR CI Cash Balance Report, please follow the steps below. There are 4 steps to complete this process.

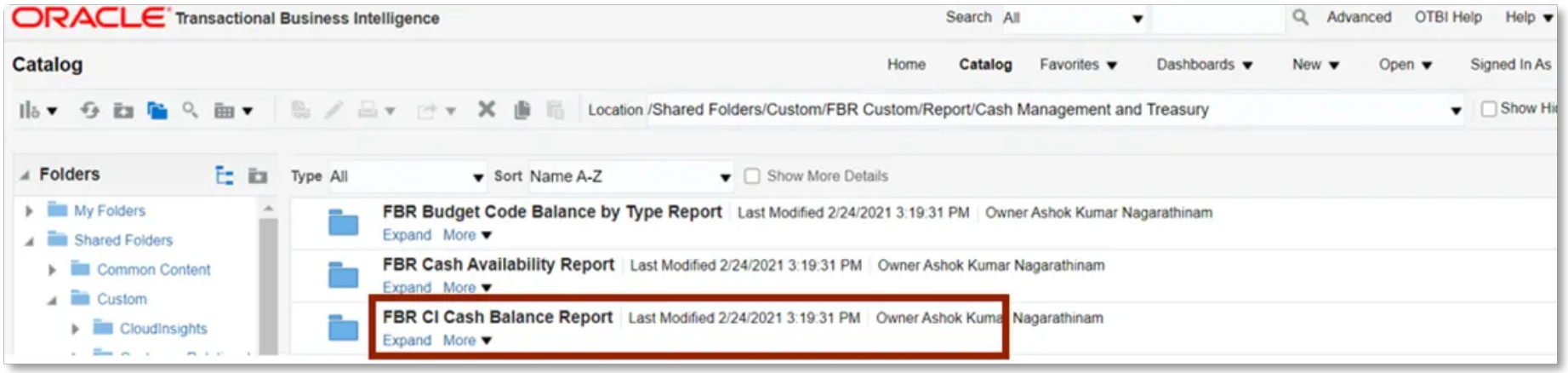
Step 1. Click **Expand** in the **Cash Management and Treasury** section.

Image



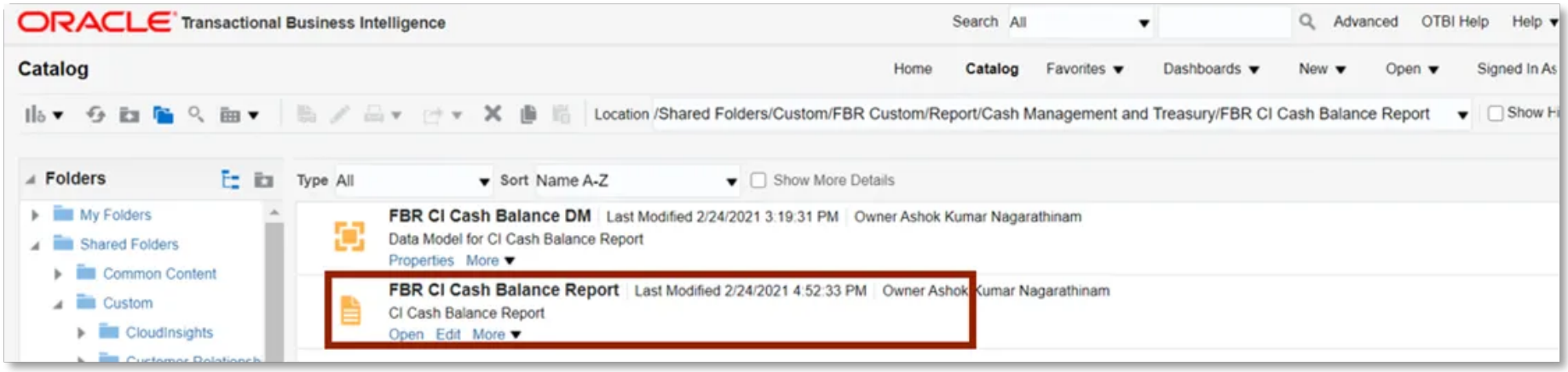
Step 2. Click **Expand** under the **FBR CI Cash Balance Report**.

Image



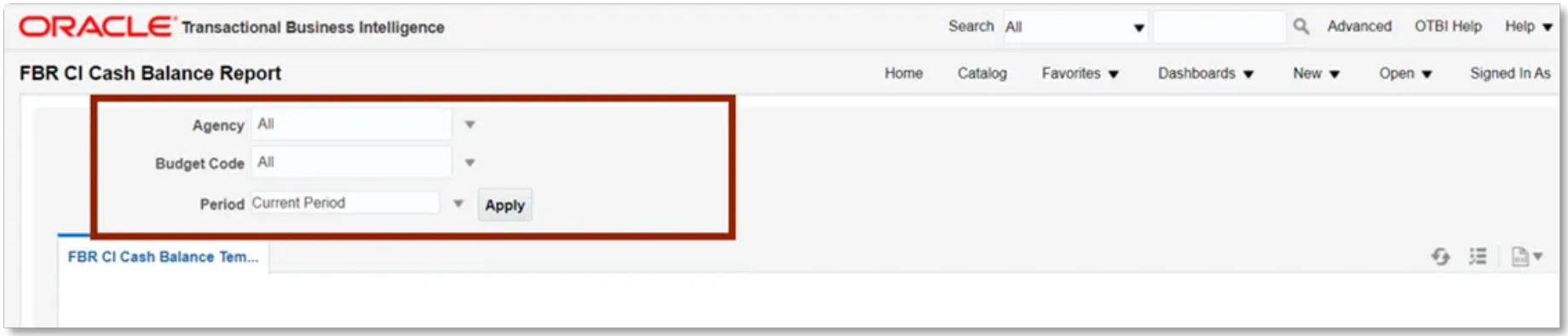
Step 3. Click **Open** under **FBR CI Cash Balance Report**.

Image



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

Image

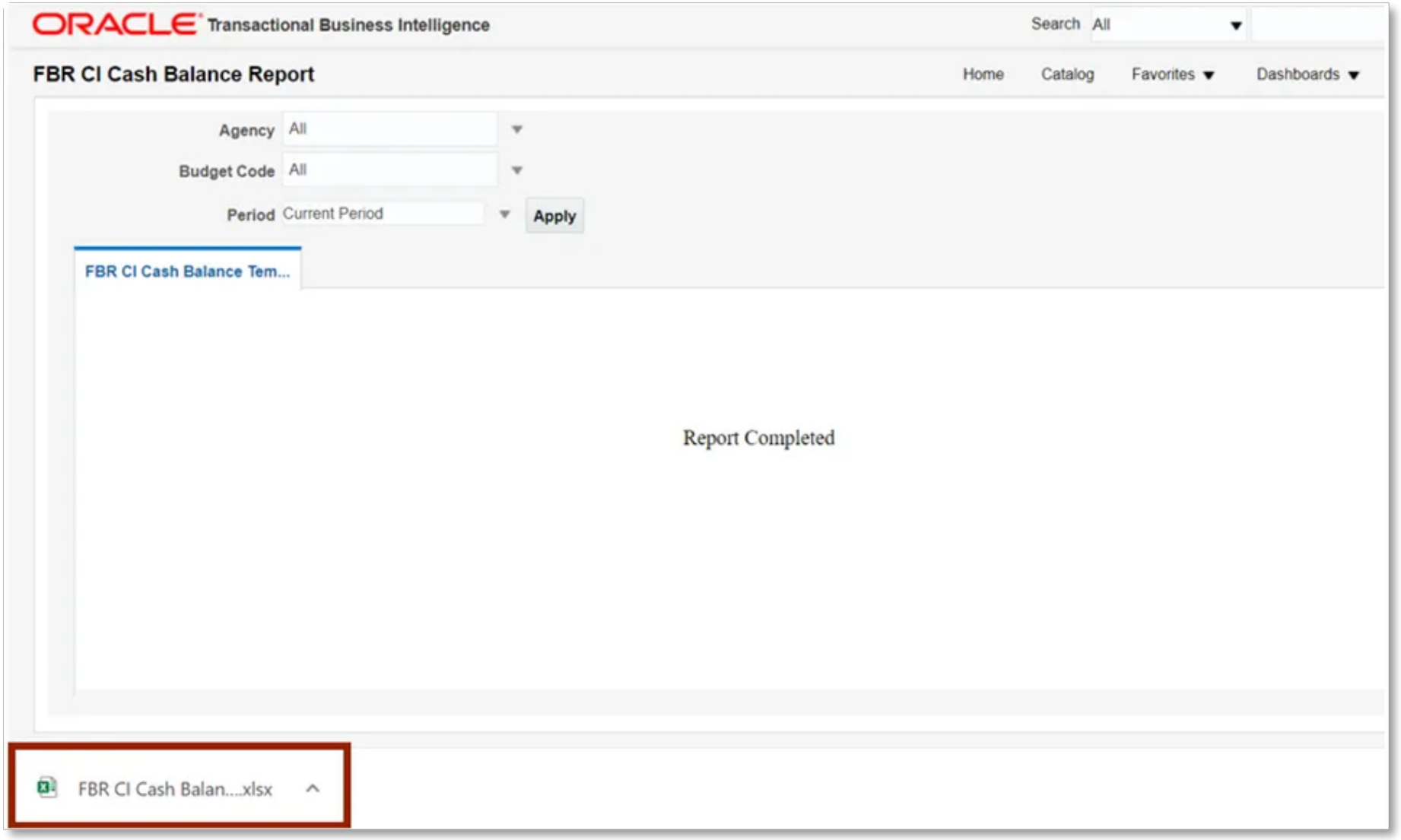


CI Cash Balance Report Output

To navigate to the CI Cash Balance Report output, please follow the steps below. There are 33 steps to complete this process.

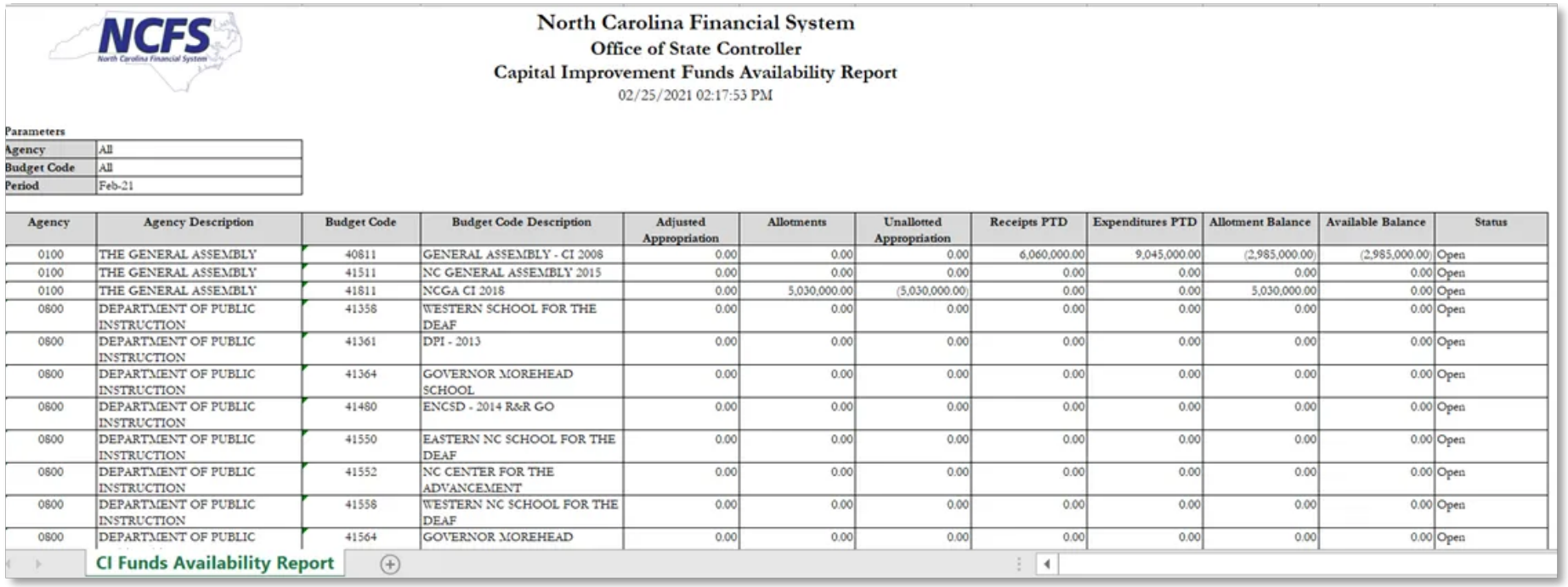
Step 1. In the bottom left-hand corner, click the **Microsoft Excel Document**.

Image



Step 2. The **CI Cash Balance Report** is generated into Microsoft Excel. Review the report details.

Image



North Carolina Financial System
Office of State Controller
Capital Improvement Funds Availability Report
02/25/2021 02:17:53 PM

Parameters

Agency	All
Budget Code	All
Period	Feb-21

Agency	Agency Description	Budget Code	Budget Code Description	Adjusted Appropriation	Allotments	Unallotted Appropriation	Receipts PTD	Expenditures PTD	Allotment Balance	Available Balance	Status
0100	THE GENERAL ASSEMBLY	40811	GENERAL ASSEMBLY - CI 2008	0.00	0.00	0.00	6,060,000.00	9,045,000.00	(2,985,000.00)	(2,985,000.00)	Open
0100	THE GENERAL ASSEMBLY	41511	NC GENERAL ASSEMBLY 2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0100	THE GENERAL ASSEMBLY	41811	NCGA CI 2018	0.00	5,030,000.00	(5,030,000.00)	0.00	0.00	5,030,000.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41358	WESTERN SCHOOL FOR THE DEAF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41361	DPI - 2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41364	GOVERNOR MOREHEAD SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41480	ENCSD - 2014 R&R GO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41550	EASTERN NC SCHOOL FOR THE DEAF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41552	NC CENTER FOR THE ADVANCEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC INSTRUCTION	41558	WESTERN NC SCHOOL FOR THE DEAF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open
0800	DEPARTMENT OF PUBLIC	41564	GOVERNOR MOREHEAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Open

CI Funds Availability 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.
Adjusted Appropriation	This field displays the amount of the original appropriations and adjustments net of budgetary transfers.
Allotments	This field displays the amount of appropriations allotted to a CI budget code.

Report Field Name	Report Field Description
Unallotted Appropriation	This field displays the amount remaining in the appropriations account.
Receipts PTD	This field displays the receipts recorded during the life of the project.
Expenditure PTD	This field displays the expenditures recorded during the life of the project.
Allotment Balance	This field displays the allotment balance left unspent.
Available Balance	This field displays the funds available to the project.
Status	This field displays as open or closed.

Wrap Up

The CI Cash Balance Report provides information regarding the availability of CI funds by agency budget code. The report lists posted budgetary and cash activity related to Capital Improvement (CI) funds (budget codes 4xxxx) on a Project-to-Date (PTD) basis. Budgetary and cash transactions are reported for the life of the project until closed. The report also indicates whether a CI fund has been inactivated, or closed, in the current year. The report provides all agencies a listing of summary activity and balances posted to NCFS by budget code. It is secured for agency access by agency number.

Additional Resources

- Instructor Led Training
  - GL100c: Journal Entry

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