# PNG-01 CMIA Reporting

## Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of CMIA Reporting in the North Carolina Financial System (**NCFS**).

## Introduction and Overview

This QRG covers the process of CMIA Reporting in NCFS. For monthly CMIA reporting, agencies must reflect the payments by type in different columns (check, electronic) and list by date. The AP-011 report can be filtered that provide that detail. The RTR-165 can provide federal deposit amounts by date and transfers. The NC Payment with COA Detail Report and NC Agency GL Transaction Detailed Report are Oracle custom pre-built reports using chart of account segments and date ranges as parameters.

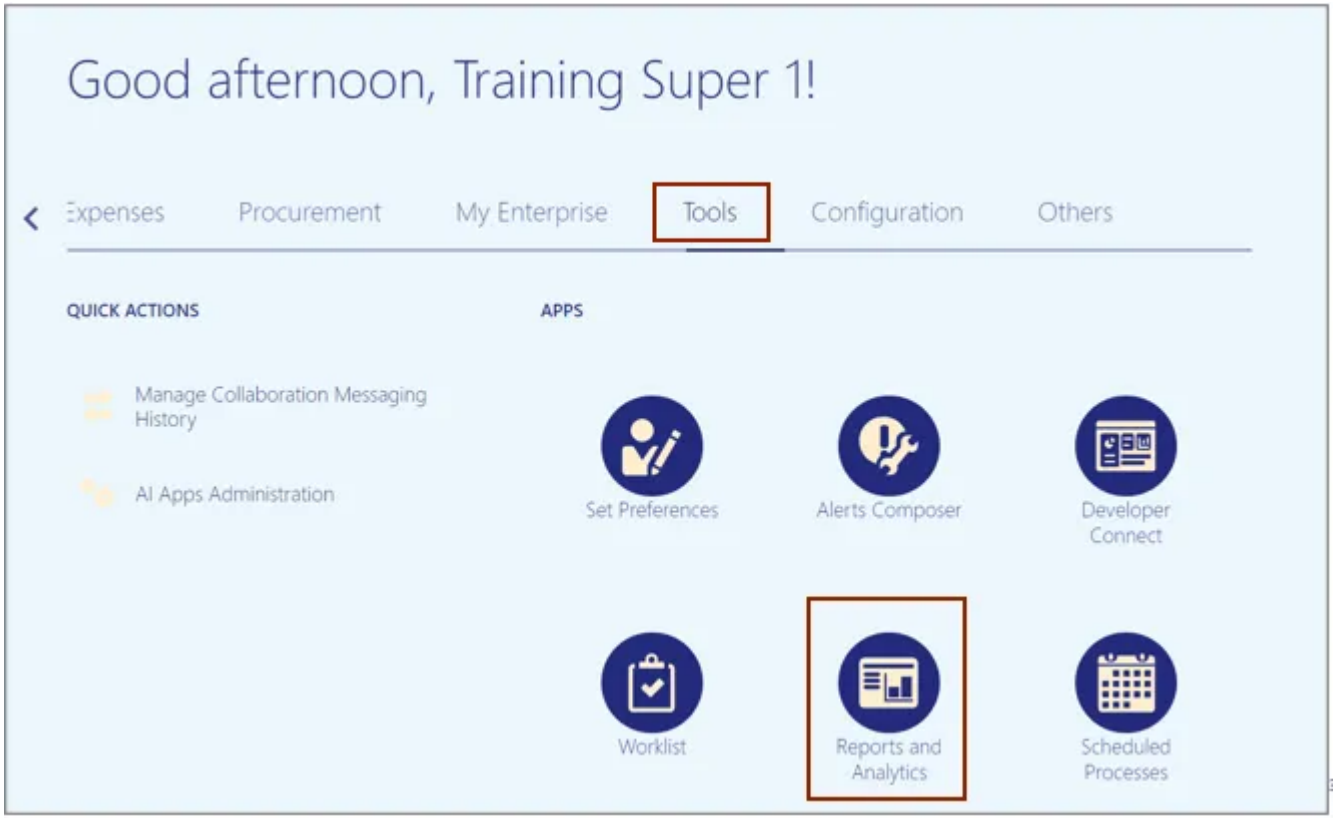
## NC Payment with COA Detail Report (RPT-AP-011)

To run NC Payment with COA Detail Report (RPT-AP-011), follow the steps below. There are 10 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

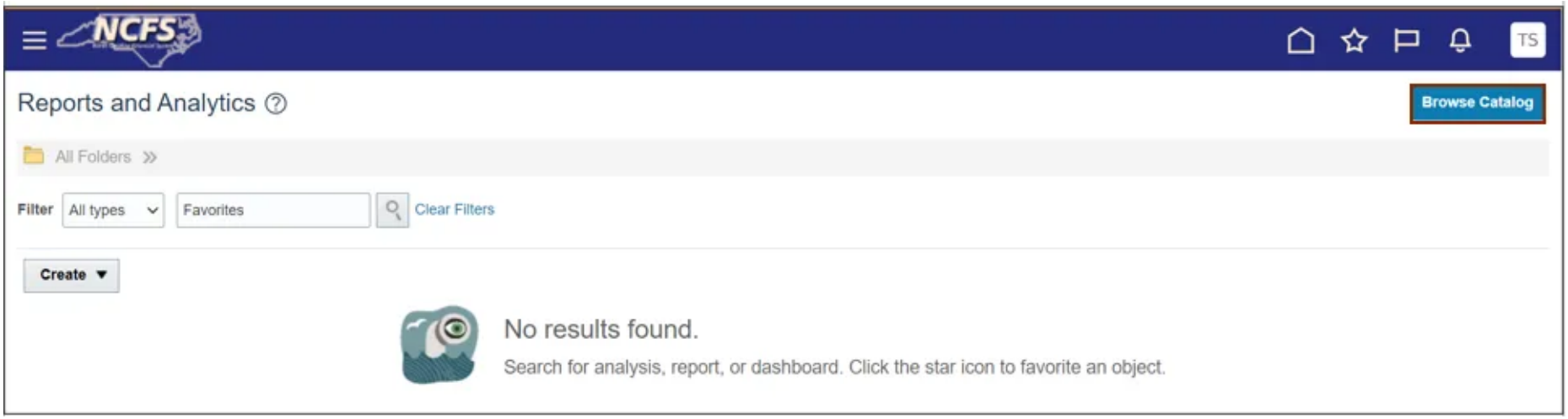
Step 2. On the **Home** page, click the **Tools** tab and click the **Reports and Analytics** app.

Image



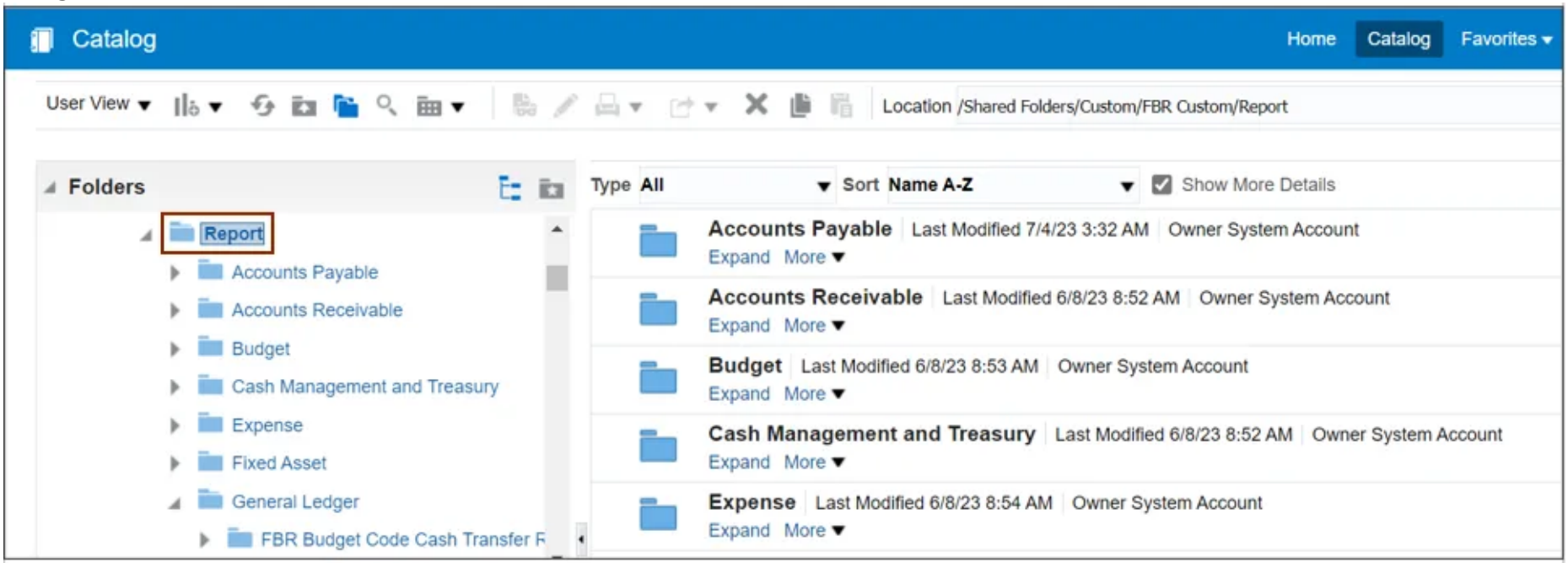

Step 3. On the **Reports and Analytics** page, click the **Browse Catalog** button.

Image



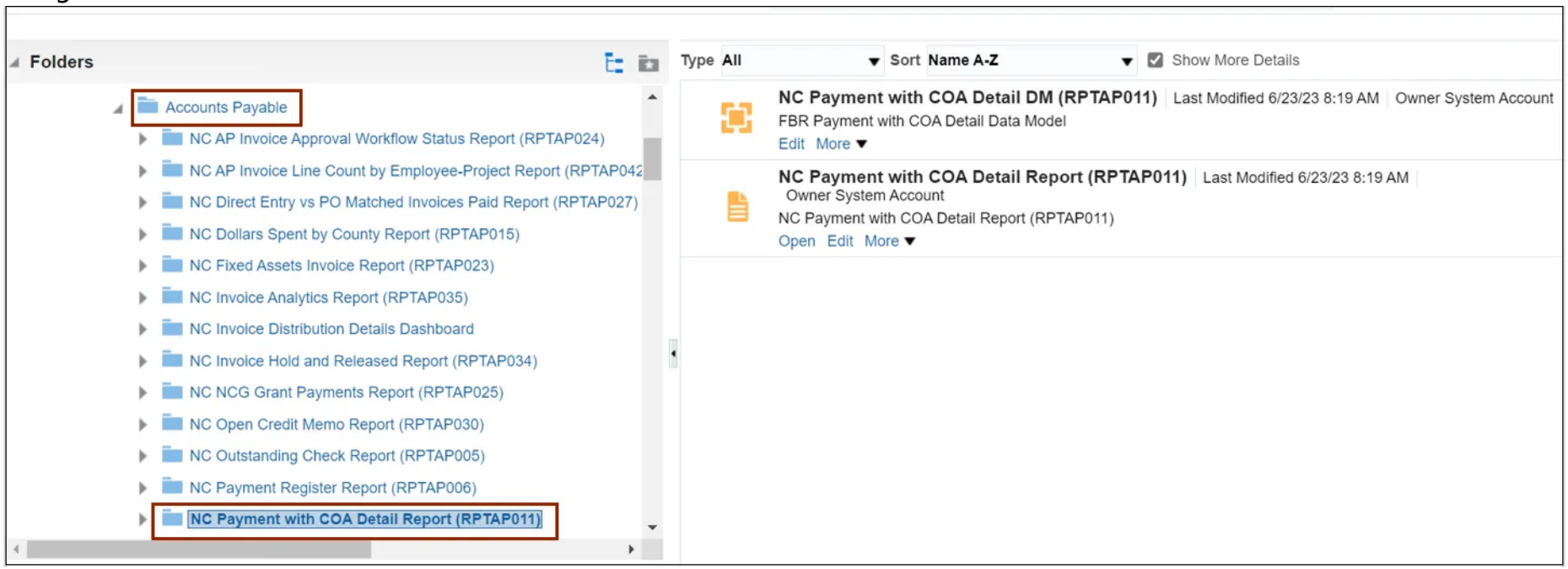

Step 4. The **Catalog** window appears. Click the **Shared Folder>Custom>FBR Custom> Repor**t folder.

Image



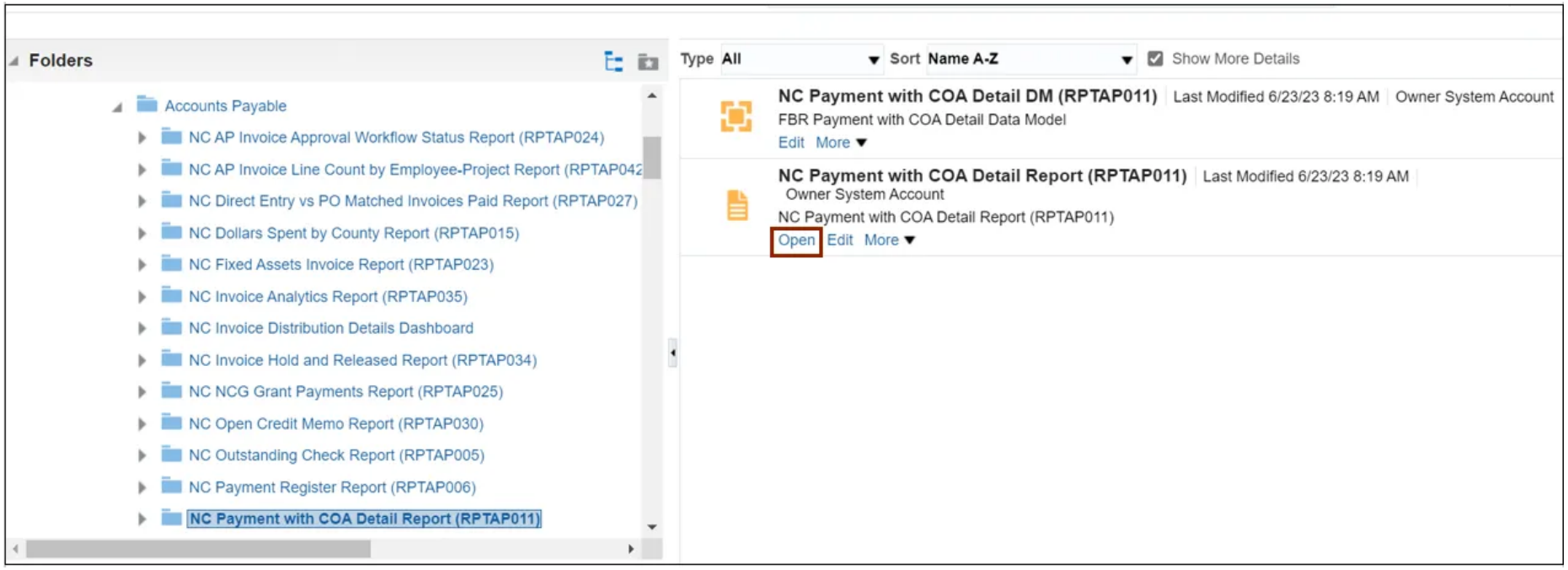
Step 5. Under the **Accounts Payable** tab, click the **NC Payment with COA Detail Report**.

Image




Step 6. Click the **Open** button.

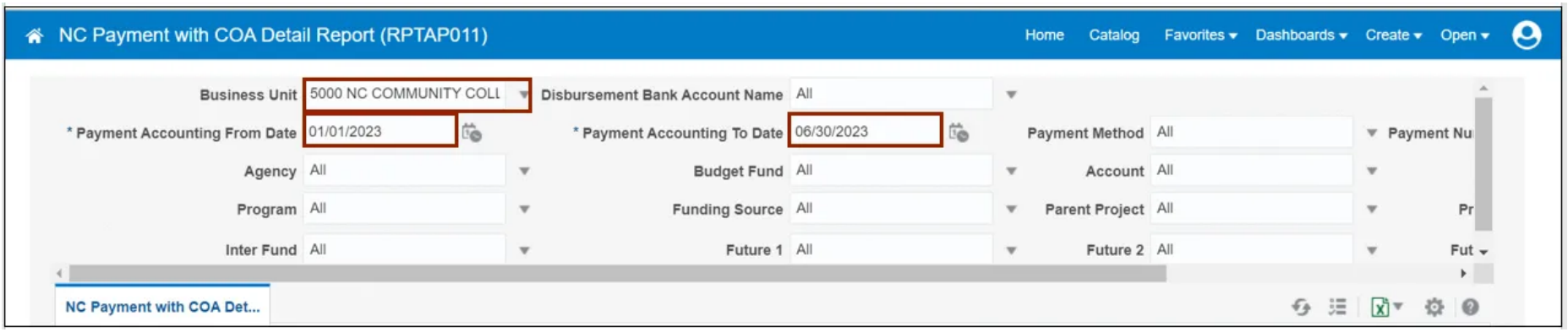
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Step 7. On the **NC Payment with COA Detail Report (RPTAP011)** page, select the **Business Unit** from the *Business Unit* drop-down choice list.

In this example, we chose **5000 NC COMMUNITY COLLEGE SYSTEM OFFICE**. Enter the **Payment Accounting From Date** and **Payment Accounting To Date**.

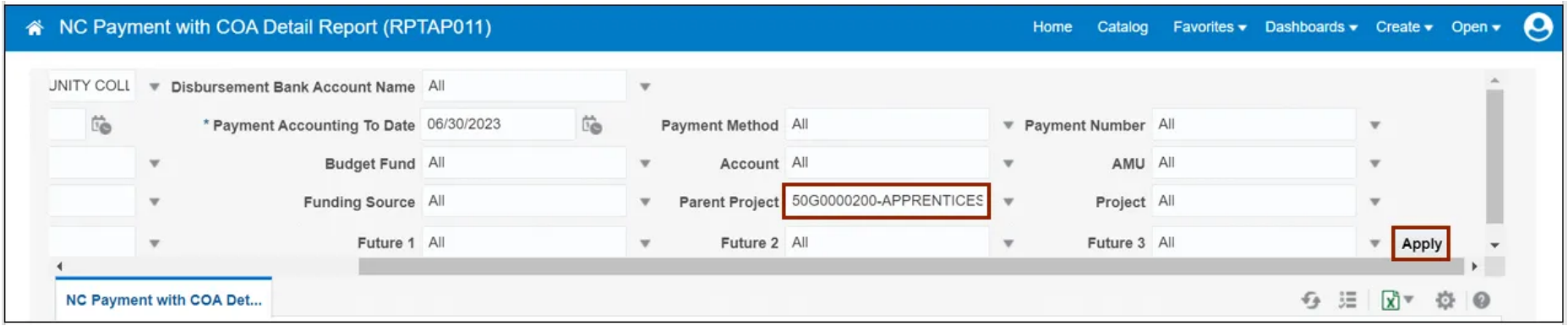
Image




Step 8. Select the **Parent Project** from the *Parent Project* drop-down choice list.

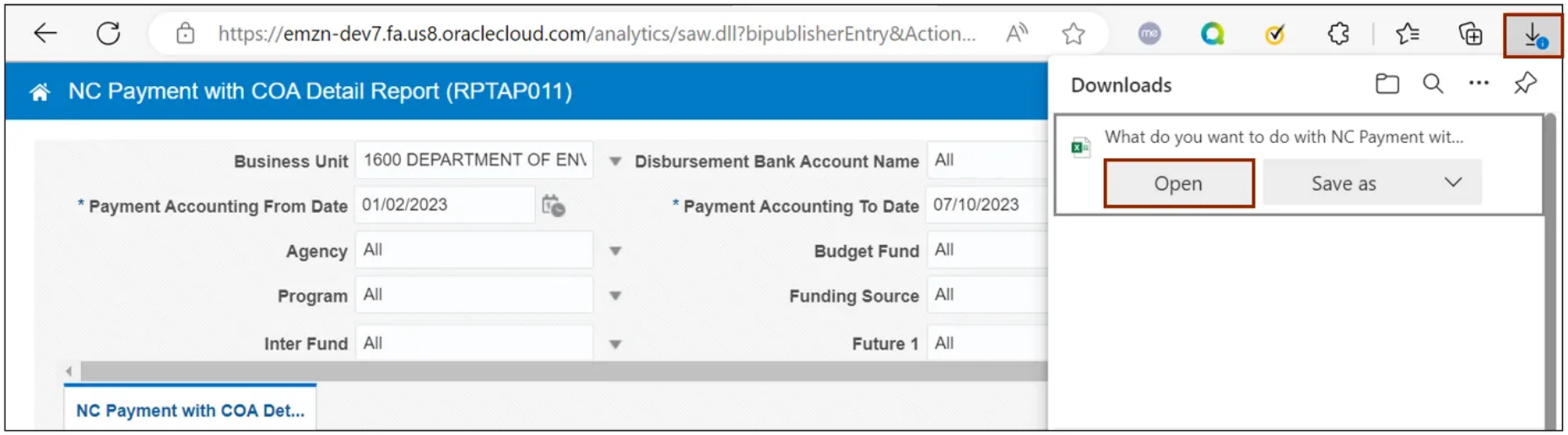
In this example, we chose **50G0000200-APPRENTICESHIP BUILDING ST CAPACITY GRANT (SAE2020) 17.285**. Click the **Apply** button.

Image



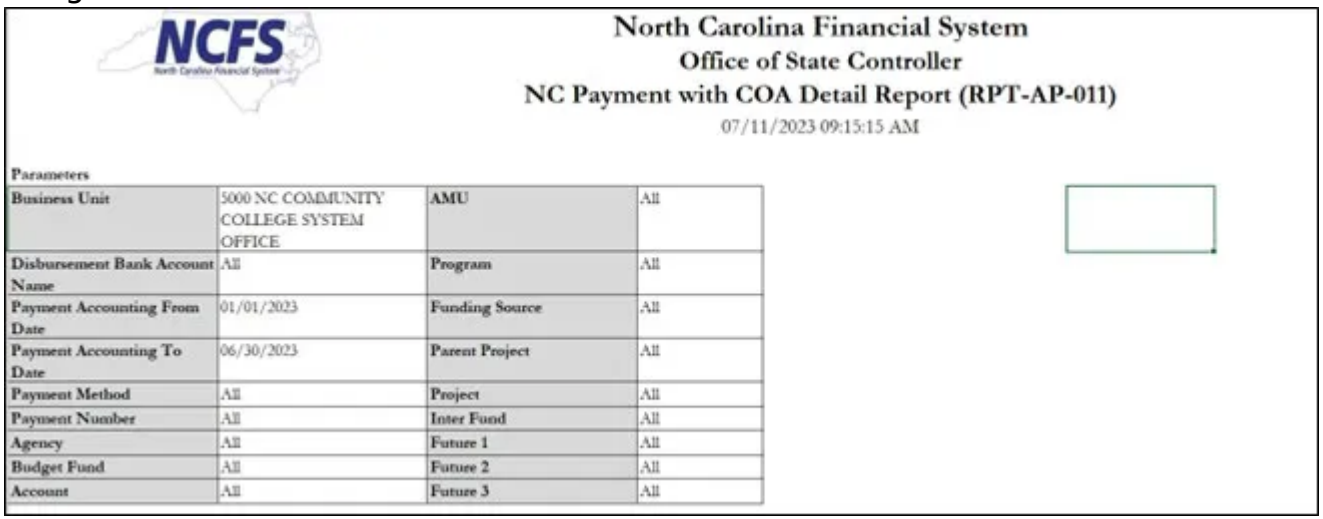

Step 9. Click the **Download** icon. Click the **Open** button to run the report.

Image




Step 10. The **NC Payment with COA Detailed Report** output is generated.

Image



North Carolina Financial System
Office of State Controller
NC Payment with COA Detail Report (RPT-AP-011)
07/11/2023 09:15:15 AM

Parameters

| | | | |
|---|---|---|---|
| Business Unit | 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE | AMU | All |
| Disbursement Bank Account Name | All | Program | All |
| Payment Accounting From Date | 01/01/2023 | Funding Source | All |
| Payment Accounting To Date | 06/30/2023 | Parent Project | All |
| Payment Method | All | Project | All |
| Payment Number | All | Inter Fund | All |
| Agency | All | Future 1 | All |
| Budget Fund | All | Future 2 | All |
| Account | All | Future 3 | All |

Image

| Business Unit | Disbursement Bank Account Name | Invoice Number | Invoice Date | Invoice Distribution Amount | PO Number | Payment Number | Payment Accounting Date | Payment Status |
|---|---|---|---|---|---|---|---|---|
| 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE | 2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM | 5000 TEST MICR INVOICE | 05/24/2023 | 15.00 | | 1000 | 05/25/2023 | Negotiable |
| 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE | 2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM | 5000MICRTEST_06062023 | 06/06/2023 | 60.00 | | 1008 | 06/22/2023 | Negotiable |
| 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE | 2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM | 5000MICRTEST_06062023_DST | 06/19/2023 | 15.00 | | 1007 | 06/22/2023 | Negotiable |
| | | | | | | | | |
| 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE | 2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM | PO for Services from Aziba | 05/15/2023 | 7,200.00 | NC518883 | 1009 | 06/28/2023 | Negotiable |
| | | | | | | | | |
| 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE | 2000235 - GENERAL EXPENSE - COMMUNITY COLLEGE SYSTEM | GrantTest_5000_1 | 04/26/2023 | 5,000.00 | | 1002 | 06/01/2023 | Negotiable |
| 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE | 3000046 - GENERAL EXPENSE - OSC E-PAY | GrantTest_5000_10 | 04/28/2023 | 600.00 | | 1110 | 06/01/2023 | Negotiable |
| 5000 NC COMMUNITY COLLEGE SYSTEM OFFICE | 3000046 - GENERAL EXPENSE - OSC E-PAY | GrantTest_5000_11 | 04/19/2023 | 300.00 | | 1109 | 06/01/2023 | Negotiable |
| 5000 NC COMMUNITY | NC-FBR.IGO-INVOICES | GrantTest_5000_2 | 04/20/2023 | 2,500.00 | | 401 | 06/01/2023 | Negotiable |

NC Payment with COA Detail

Image

| Payment Distribution Amount | Payment Method | Remit-to-Supplier Number | Supplier/Party/Employee Name Remit to Name | Remit-to-Supplier Site | Supplier Type | Agency | Budget Fund | Account |
|---|---|---|---|---|---|---|---|---|
| 600.00 | Electronic - Supplier | 102054 | SOFTWARE HOUSE INTERNATIONAL | R.50PT.C | Supplier | 5000 | 105350 | 52826000 |
| 300.00 | Electronic - Supplier | 110344 | FORMS & SUPPLY INC | R.50PT.A | Supplier | 5000 | 105350 | 53110000 |
| 4,000.00 | Electronic - Supplier | 107576 | CHATSTAFF LLC | R.50PT.02 | Supplier | 5000 | 105350 | 52170002 |
| 2,000.00 | Check - Supplier | 108123 | CLIMER CONSULTING | R.50PT.01 | Supplier | 5000 | 105350 | 52199000 |
| 150.00 | Electronic - IGO | 119138 | 4100 NC DEPT OF INFORMATION TECHNOLOGY STATE TELECOMMUNICATIONS | IGO.139 | Supplier | 5000 | 105350 | 52811000 |
| 200.00 | Check - Supplier | 115742 | ZOOM VIDEO COMMUNICATIONS INC | R.50PT.01 | Supplier | 5000 | 105350 | 52814000 |
| | | | | | | | | |
| | | | | | | | | |

Image

| Agency Management Unit | Agency Program | Funding Source | Parent Project | Project | Inter Fund | Future 1 | Future 2 | Future 3 | Total Payments By Budget Fund | Total Payments By Business Unit |
|---|---|---|---|---|---|---|---|---|---|---|
| 5001591 | 50000CP | 3000 | 50G0000200 | 50G0000201 | 000000 | 0000 | 000000 | 00000 | | |
| 5001591 | 50000CP | 3000 | 50G0000200 | 50G0000201 | 000000 | 0000 | 000000 | 00000 | | |
| 5001591 | 50000CP | 3000 | 50G0000200 | 50G0000201 | 000000 | 0000 | 000000 | 00000 | | |
| 5001591 | 50000CP | 3000 | 50G0000200 | 50G0000201 | 000000 | 0000 | 000000 | 00000 | | |
| 5001591 | 50000CP | 3000 | 50G0000200 | 50G0000201 | 000000 | 0000 | 000000 | 00000 | | |
| 5001591 | 50000CP | 3000 | 50G0000200 | 50G0000201 | 000000 | 0000 | 000000 | 00000 | | |
| | | | | | | | | | 7,250.00 | |
| | | | | | | | | | | 7,250.00 |

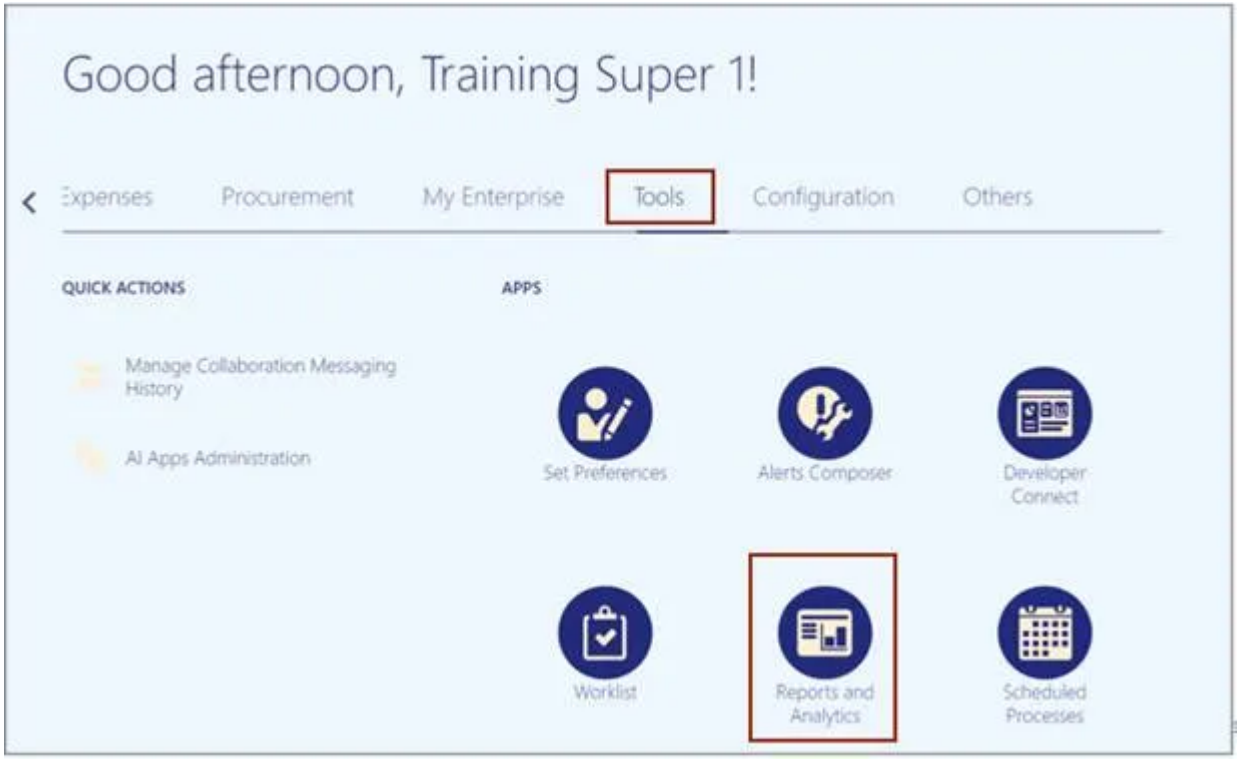
# NC Agency GL Detailed Transaction Report (RPT-RTR-165)

To run NC Agency GL Detailed Transaction Report (RPT-RTR-165), follow the steps below. There are 8 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

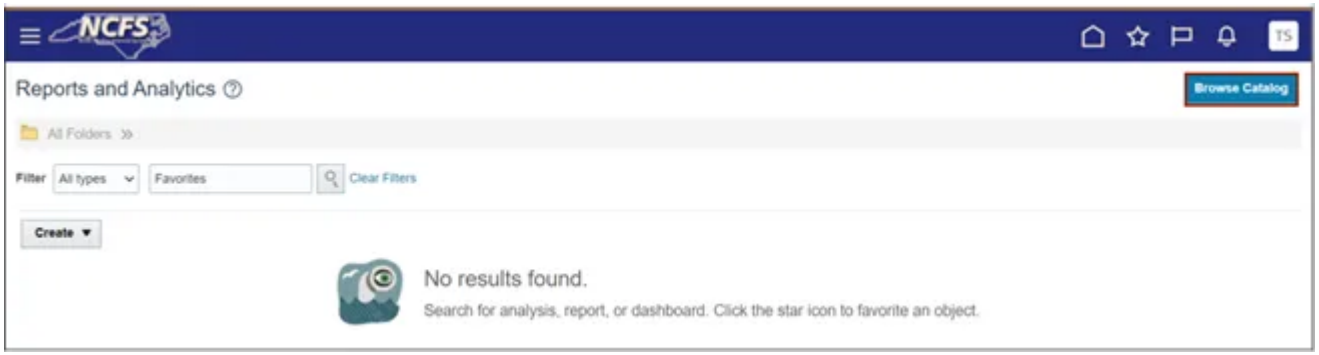
Step 2. On the **Home** page, click the **Tools** tab and click the **Reports and Analytics** app.

Image



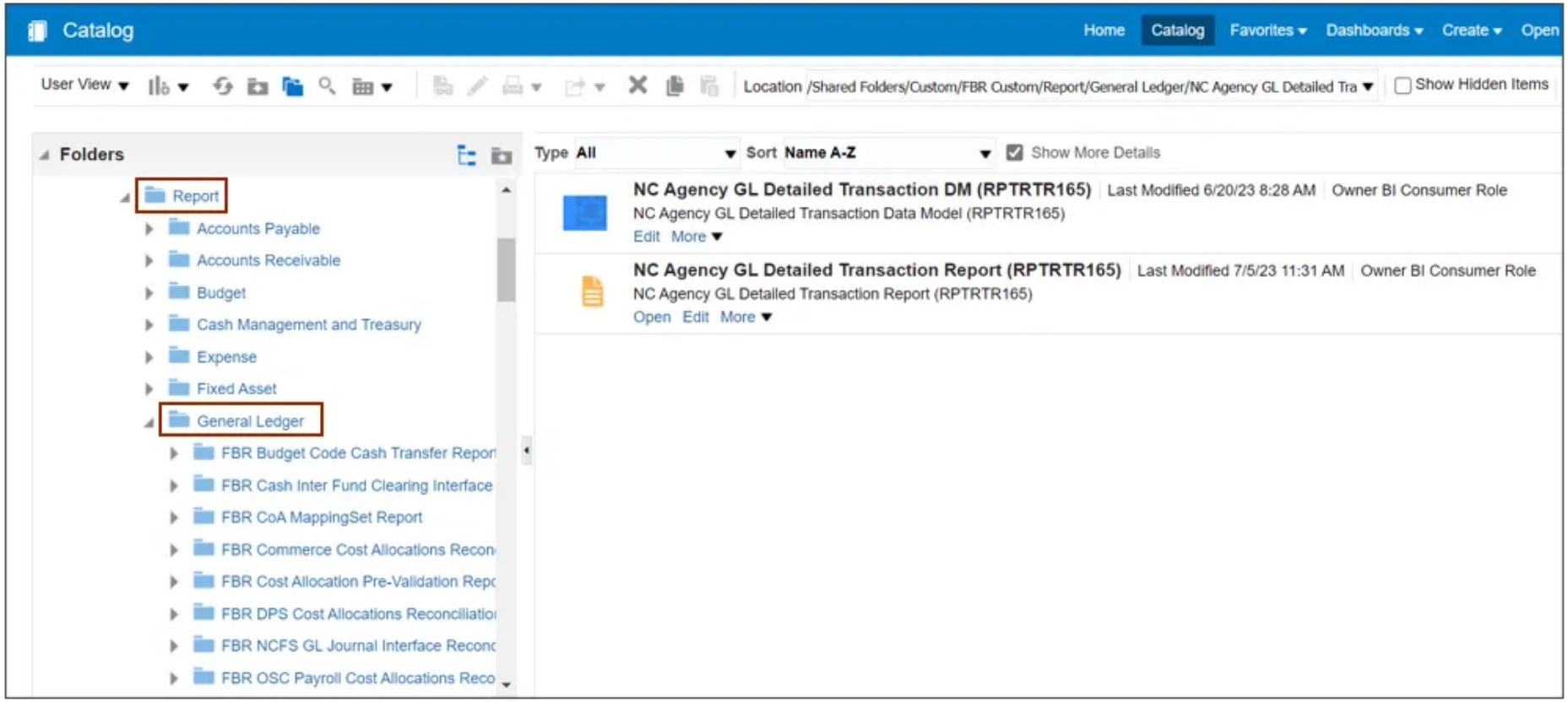

Step 3. On the **Reports and Analytics** page, click the **Browse Catalog** button.

Image



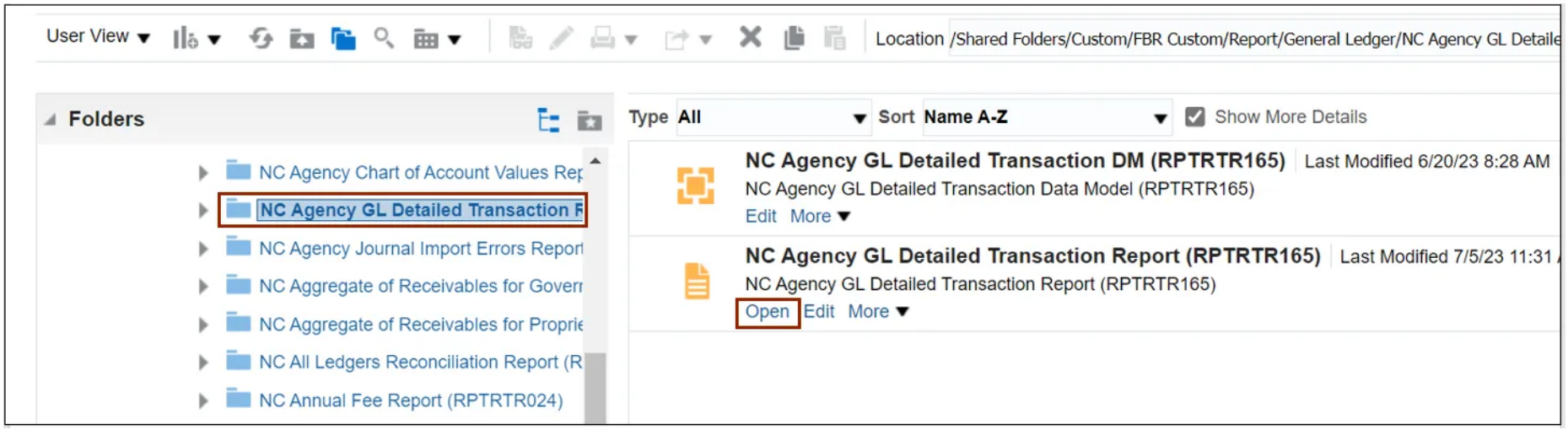
Step 4. The **Catalog** window appears. Click the **Shared Folder>Custom>FBR Custom> Report** folder and click on the **General Ledger** tab under the **Report** tab.

Image




Step 5. Under the **General Ledger** tab, click the **NC Agency GL Detailed Transaction Report (RPTRTR-165)**. Click the **Open** button.

Image

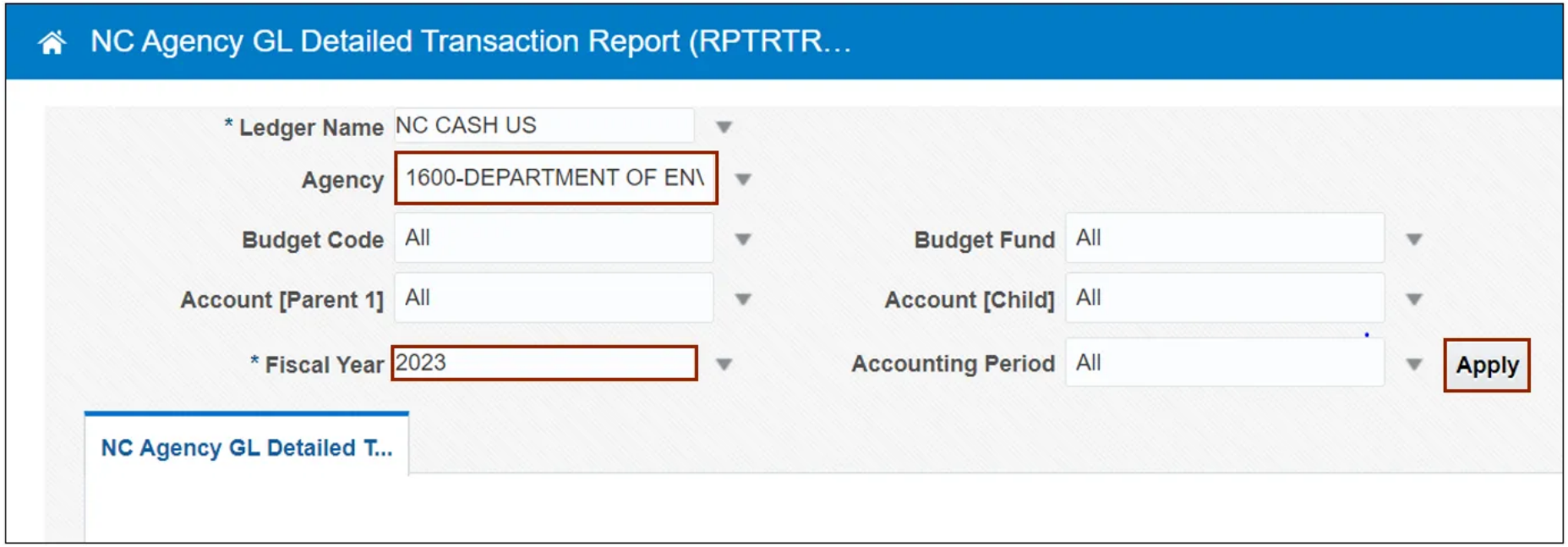



Step 6. The **NC Agency GL Detailed Transaction Report (RPTRTR165)** page, select the **Agency** from the *Agency* drop-down choice list.

In this example, we chose **1600 DEPARTMENT OF ENVIRONMENTAL QUALITY**. Enter the **Fiscal Year**. Click the **Apply** button.

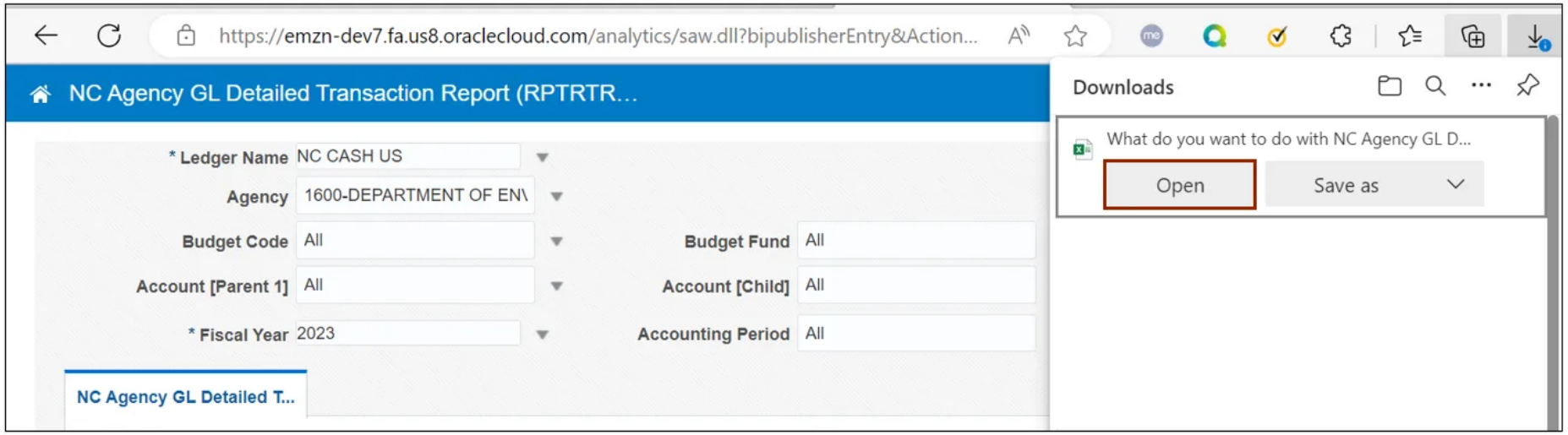
Note: The user should select the **Accounting Period** for which the CMIA is being prepared.

Image



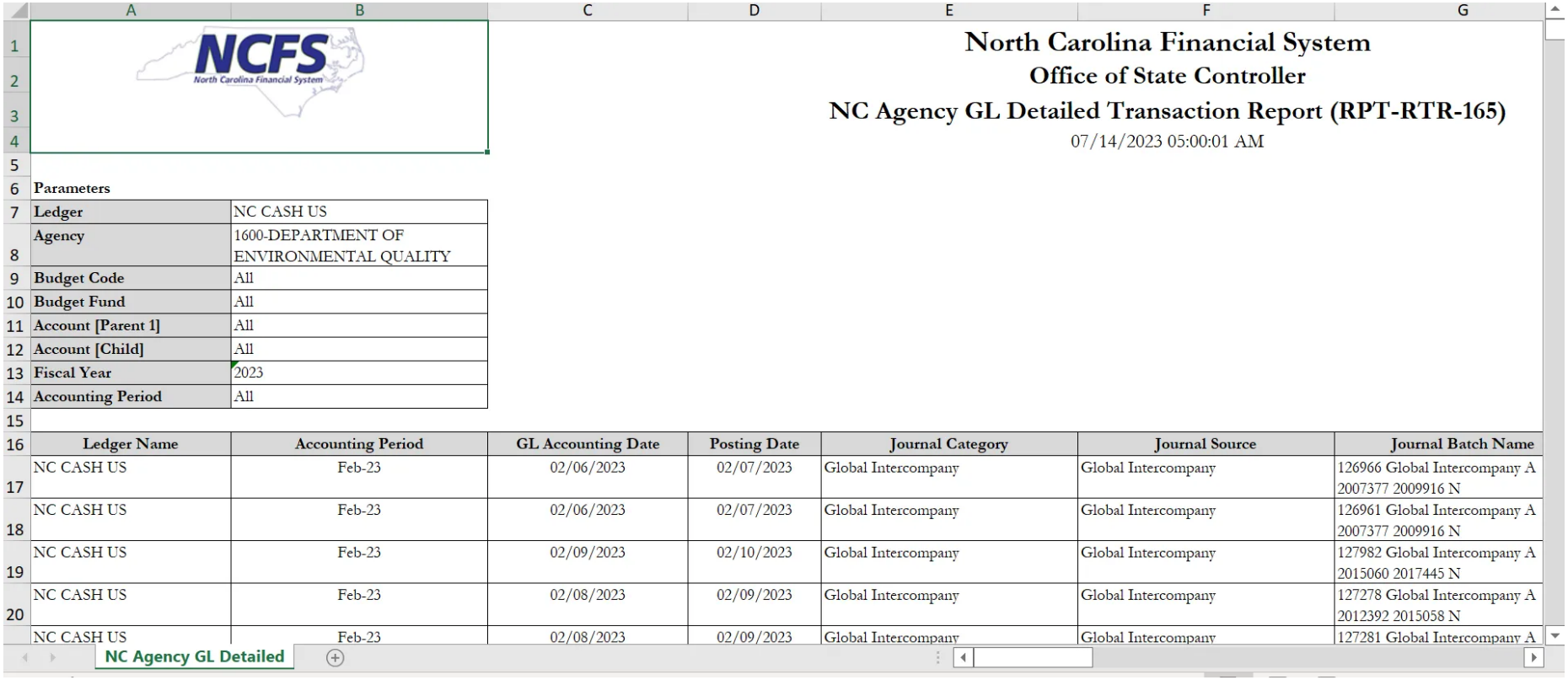

Step 7. Click the **Download** icon. Click the **Open** button to run the report.

Image



Step 8. The **NC Agency GL Detailed Transaction Report (RPT-RTR-165)** output is generated.

Image



North Carolina Financial System
Office of State Controller
NC Agency GL Detailed Transaction Report (RPT-RTR-165)
07/14/2023 05:00:01 AM

**Parameters**

| | |
|---|---|
| **Ledger** | NC CASH US |
| **Agency** | 1600-DEPARTMENT OF ENVIRONMENTAL QUALITY |
| **Budget Code** | All |
| **Budget Fund** | All |
| **Account [Parent 1]** | All |
| **Account [Child]** | All |
| **Fiscal Year** | 2023 |
| **Accounting Period** | All |

| Ledger Name | Accounting Period | GL Accounting Date | Posting Date | Journal Category | Journal Source | Journal Batch Name |
|---|---|---|---|---|---|---|
| NC CASH US | Feb-23 | 02/06/2023 | 02/07/2023 | Global Intercompany | Global Intercompany | 126966 Global Intercompany A 2007377 2009916 N |
| NC CASH US | Feb-23 | 02/06/2023 | 02/07/2023 | Global Intercompany | Global Intercompany | 126961 Global Intercompany A 2007377 2009916 N |
| NC CASH US | Feb-23 | 02/09/2023 | 02/10/2023 | Global Intercompany | Global Intercompany | 127982 Global Intercompany A 2015060 2017445 N |
| NC CASH US | Feb-23 | 02/08/2023 | 02/09/2023 | Global Intercompany | Global Intercompany | 127278 Global Intercompany A 2012392 2015058 N |
| NC CASH US | Feb-23 | 02/08/2023 | 02/09/2023 | Global Intercompany | Global Intercompany | 127281 Global Intercompany A |

NC Agency GL Detailed

Image

| Journal Name | Agency Number | Budget Code | Budget Fund | Budget Fund Description | Natural Account | Natural Account Description | AMU Code |
|---|---|---|---|---|---|---|---|
| 1 Global Intercompany | 1600 | 14300 | 014300 | DEQ 14300 CLEARING | 11120000 | CONSOLIDATED BUDGET CODE CASH | 0000000 |
| 186 Global Intercompany | 1600 | 14300 | 014300 | DEQ 14300 CLEARING | 11120000 | CONSOLIDATED BUDGET CODE CASH | 0000000 |
| 211 Global Intercompany | 1600 | 14300 | 014300 | DEQ 14300 CLEARING | 11120000 | CONSOLIDATED BUDGET CODE CASH | 0000000 |
| 161 Global Intercompany | 1600 | 14300 | 014300 | DEQ 14300 CLEARING | 11120000 | CONSOLIDATED BUDGET CODE CASH | 0000000 |
| 64 Global Intercompany | 1600 | 14300 | 014300 | DEQ 14300 CLEARING | 11120000 | CONSOLIDATED BUDGET CODE CASH | 0000000 |
| 2 Global Intercompany | 1600 | 14300 | 014300 | DEQ 14300 CLEARING | 11120000 | CONSOLIDATED BUDGET CODE CASH | 0000000 |
| 22 Global Intercompany | 1600 | 14300 | 014300 | DEQ 14300 CLEARING | 11120000 | CONSOLIDATED BUDGET CODE CASH | 0000000 |
| 18 Global Intercompany | 1600 | 14300 | 014300 | DEQ 14300 CLEARING | 11120000 | CONSOLIDATED BUDGET CODE CASH | 0000000 |

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| AMU Code Description | Agency Program | Agency Program Description | Funding Source | Project (Parent1) | Project Description (Parent1) | Project | Project Description |
|---|---|---|---|---|---|---|---|
| DEFAULT AMU | 0000000 | DEFAULT AGENCY PROGRAM | 0000 | | | 0000000000 | DEFAULT PROJECT |
| DEFAULT AMU | 0000000 | DEFAULT AGENCY PROGRAM | 0000 | | | 0000000000 | DEFAULT PROJECT |
| DEFAULT AMU | 0000000 | DEFAULT AGENCY PROGRAM | 0000 | | | 0000000000 | DEFAULT PROJECT |
| DEFAULT AMU | 0000000 | DEFAULT AGENCY PROGRAM | 0000 | | | 0000000000 | DEFAULT PROJECT |
| DEFAULT AMU | 0000000 | DEFAULT AGENCY PROGRAM | 0000 | | | 0000000000 | DEFAULT PROJECT |
| DEFAULT AMU | 0000000 | DEFAULT AGENCY PROGRAM | 0000 | | | 0000000000 | DEFAULT PROJECT |
| DEFAULT AMU | 0000000 | DEFAULT AGENCY PROGRAM | 0000 | | | 0000000000 | DEFAULT PROJECT |
| DEFAULT AMU | 0000000 | DEFAULT AGENCY PROGRAM | 0000 | | | 0000000000 | DEFAULT PROJECT |

Image

| InterFund | Future 1 | Future 2 | Future 3 | Debit Amount | Credit Amount | Sub-Ledger Transaction | Application Name | Party Number | Party Name | PO Amount Invoiced | PO Number | Context DFF | Attribute1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 034300 | 0000 | 000000 | 00000 | 627,105.11 | 0.00 | | General Ledger | | | | | | |
| 014600 | 0000 | 000000 | 00000 | 18,172.00 | 0.00 | | General Ledger | | | | | | |
| 014600 | 0000 | 000000 | 00000 | 797,916.63 | 0.00 | | General Ledger | | | | | | |
| 014600 | 0000 | 000000 | 00000 | 278,314.64 | 0.00 | | General Ledger | | | | | | |
| 014600 | 0000 | 000000 | 00000 | 22,621.27 | 0.00 | | General Ledger | | | | | | |
| 013000 | 0000 | 000000 | 00000 | 0.00 | 4,161.00 | | General Ledger | | | | | | |
| 014100 | 0000 | 000000 | 00000 | 0.00 | 20,158.87 | | General Ledger | | | | | | |
| 014100 | 0000 | 000000 | 00000 | 0.00 | 64,489.98 | | General Ledger | | | | | | |

## Wrap-Up

Use the steps above to run NC Payment with COA Detail Report and NC Agency GL Transaction Detailed Report are Oracle custom pre-built reports that use chart of account segments and data ranges as parameters to provide a list of all transactions.

## Additional Resources

- Virtual Instructor-Led Training (vILT)
  - GM100: Grants Management

## First Published

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## Last Updated

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