




# IBIS APPROPRIATION GL INTERFACE RECONCILIATION REPORT QUICK REFERENCE GUIDE BUD-09

**BUD**

The purpose of this Quick Reference Guide is to explain how to navigate to and generate the IBIS Appropriation GL Interface Reconciliation Report in the North Carolina Financial System (NCFS).

## Introduction and Overview

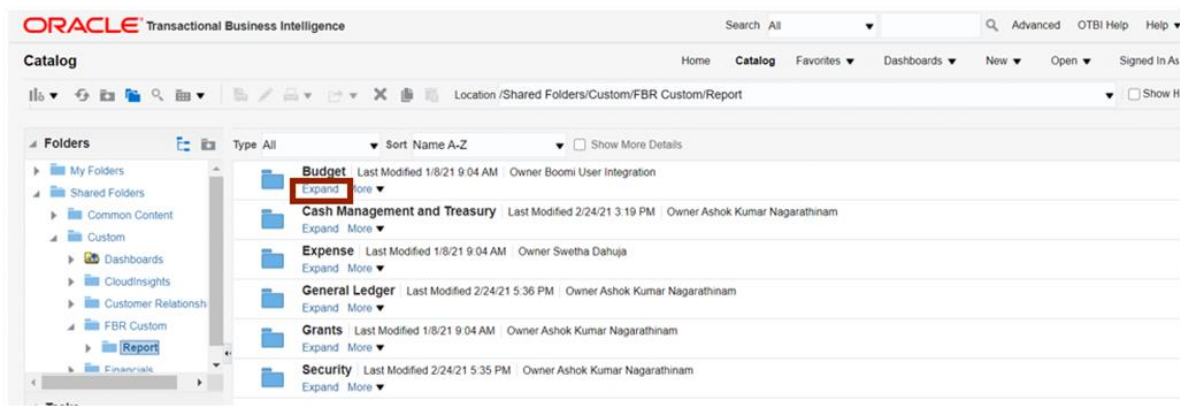
This Quick Reference Guide (QRG) covers the navigation to the Integrated Budget Information System (IBIS) Appropriation General Ledger (GL) Interface Reconciliation Report and how to generate the report output. This report provides Budget users with information on how to reconcile the Capital Improvement (CI) appropriation entries that have interfaced from IBIS to North Carolina Financial System's (NCFS) GL module. The CI appropriation entries interface in NCFS as journal entries and this information is then generated on the Appropriation GL Interface Reconciliation Report.

<p><b>NCFS Reports General Navigation Note</b></p> 	<p><i>Note: For more information on how to navigate to the NCFS Reports Catalog from the Home Page, please review the Navigating to NCFS Reports QRG.</i></p>
--	---

## Navigating to the Report

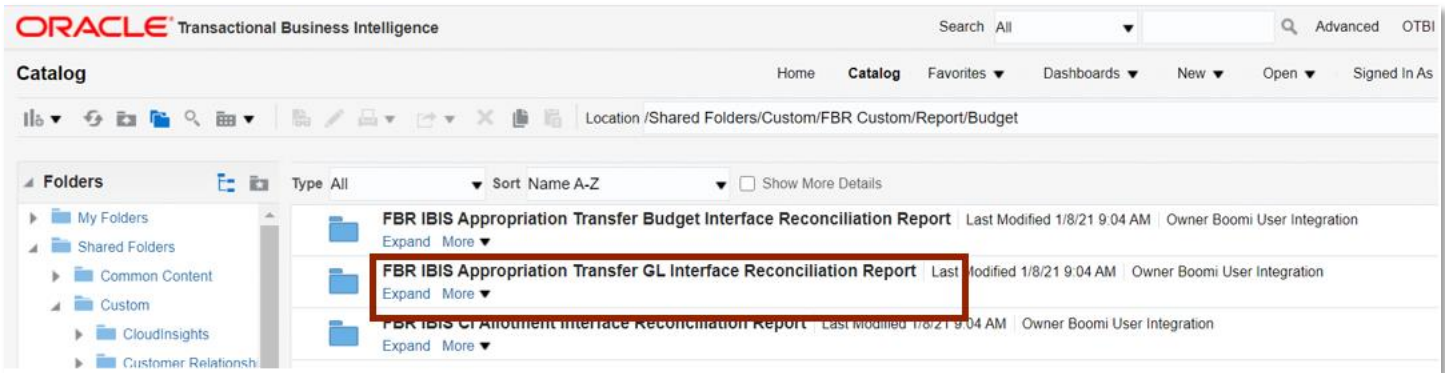
To navigate to the IBIS Appropriation GL Interface Reconciliation Report, please follow the steps below.

1. Click **Expand** in the Budget Section.



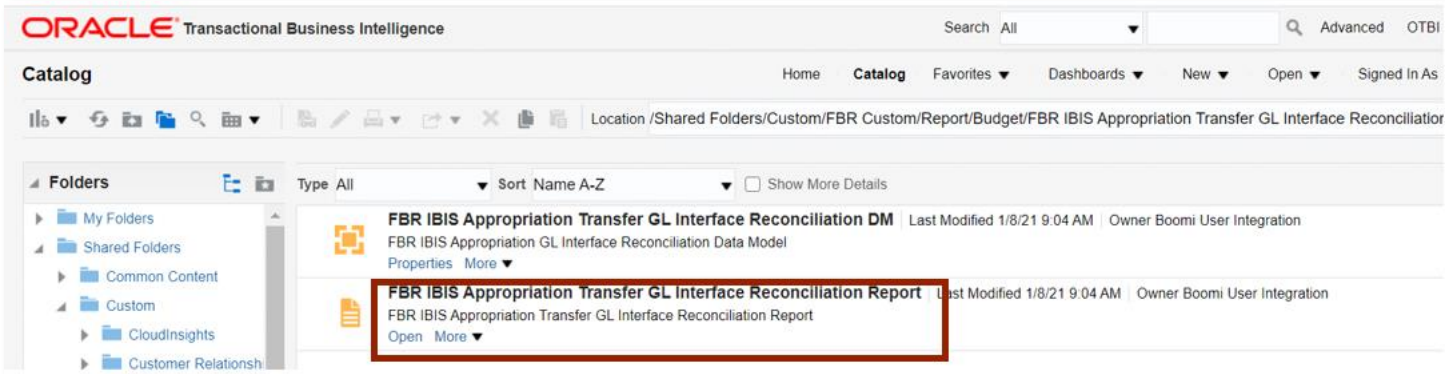
**Budget Reports**

- Click **Expand** under the *FBR IBIS Appropriation GL Interface Reconciliation Report*.



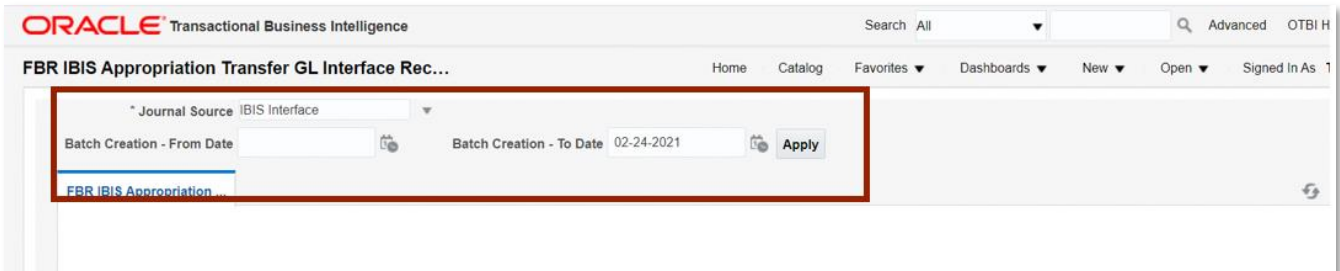
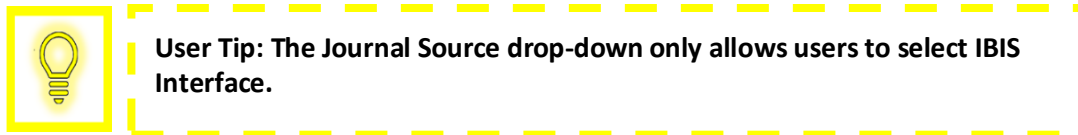
***The FBR IBIS Appropriation GL Interface Reconciliation Report on the Budget Reporting***

- Click **Open** under the *FBR IBIS Appropriation GL Interface Reconciliation Report*.



***The FBR IBIS Appropriation GL Interface Reconciliation Report***

- Enter the *Journal Source* drop-down and enter the **Budget Creation – From Date** and **To Date**. The click [APPLY].



***The FBR IBIS Appropriation GL Interface Reconciliation Report Parameters***



**User Tip: The Budget Source drop-down only allows users to select NC Appropriations.**

## FBR IBIS Appropriation GL Interface Reconciliation Report

To navigate to the report output, please follow the steps below.



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

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

The screenshot shows the Oracle Transactional Business Intelligence (OTBI) interface. The title bar reads 'ORACLE Transactional Business Intelligence'. The main header is 'FBR IBIS Appropriation Transfer GL Interface Rec...'. Below the header, there are filters for 'Journal Source' (set to 'IBIS Interface') and 'Batch Creation - From Date' (08-03-2020) to 'Batch Creation - To Date' (02-24-2021). An 'Apply' button is visible. The main content area is mostly empty, with the text 'Report Completed' centered. At the bottom left, a file icon for 'FBR IBIS Appropri...xlsx' is highlighted with a red box, indicating the report output.

*The FBR IBIS Appropriation GL Reconciliation Report Output*

2. The Report is generated into Microsoft Excel. Review the report details.

The FBR IBIS Appropriation GL Interface Reconciliation Report Fields

Report Field Name	Report Field Description
<b>Group ID</b>	This field displays the unique identifier that is assigned for the grouping of journals from the interface file.
<b>Batch Name</b>	This field displays the journal batch name that was created in NCFE. The journal batch name can be copied and used to search for a specific transaction in the “Manage Journals” screen.
<b>Ledger</b>	This field displays the ledger that is used to record the specific financial transaction in the entry.
<b>Journal Name</b>	This field displays the name that was entered when the journal entry was created.
<b>Source</b>	This field displays the source the initial entry derives from (manual, spreadsheet, IBIS interface).
<b>Category</b>	This field displays the category type of the journal entry. An example is IBIS CI APPROP TRANSFER.
<b>Period</b>	This field displays the accounting period in which the transaction occurred.
<b>Actual Flag</b>	This field represents whether the entry is posting against actual, budget, or encumbrance balances.
<b>Currency</b>	This field displays the type of currency or system of money that that was used for the transaction.
<b>Batch Creation Date</b>	This field displays the date that the batch was created on.
<b>Line</b>	This field displays the line in which the transaction is captured in the report.
<b>Context</b>	This field displays the transaction type interfaced from IBIS.
<b>Revision Number</b>	This field displays the budget revision number entered in IBIS, if applicable



<b>Journal Number</b>	This field displays the journal entry number generated in IBIS, if applicable.
<b>File Name</b>	This field displays the File Name that was received in NCFS via IBIS.
<b>Entered Debit</b>	This field displays the transaction Debit amount that was entered.
<b>Entered Credit</b>	This field displays the transaction Credit amount that was entered.
<b>Agency</b>	This field displays the agency code assigned to the organization.
<b>Budget Fund</b>	This field displays the NCFS budget fund which is a chart of account segment that serves as the primary balancing segment.
<b>Account</b>	This field displays the account that the transaction will be routed to.
<b>Management Unit</b>	This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts.
<b>Program</b>	This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts.
<b>Funding Source</b>	This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts.
<b>Project</b>	This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts.
<b>Interfund</b>	This field will appear blank for Release 1 and 2 and will be populated with NCFS Release 3's Chart of Accounts.

## Wrap Up

The Appropriation GL Interface Reconciliation Report allows users to view CI appropriations that interfaced from IBIS to NCFS' GL module. CI appropriations are captured in NCFS as budget entries and journal entries.

### Additional Resources

For more information on the Budget Reports, please review the following materials:

#### Web-Based Training (WBT)

- BU 100: Introduction to Budget Management

#### Instructor Led Training (ILT)

- None

#### Quick Reference Guides (QRGs)

- FBR IBIS Appropriation Transfer GL Interface Reconciliation Report
- FBR IBIS CI Allotment Interface Reconciliation Report
- FBR IBIS Allotment Interface Reconciliation Report
- FBR IBIS Appropriation Budget Interface Report
- FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report