BUDGET SETUP

QUICK REFERENCE GUIDE BUD-25

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to setup and maintain Budget in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of setting up Budget and maintaining it by:

- Updating the tracking option in Control Budget.
- Adding a year in NC CASH US Calendars.
- Add a year in NC CASH ANNUAL calendars for Funds checking control budgets.
- Adding biennium year to control budget (NC Appropriations, Authorized and NC LTD).
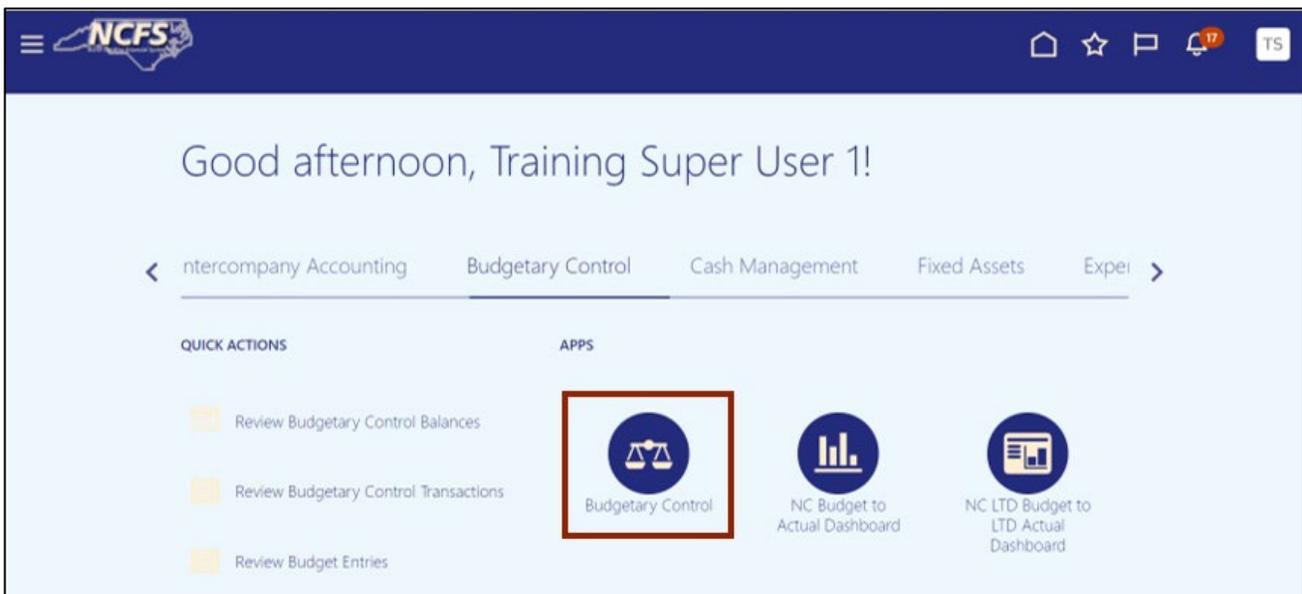- Adding biennium year to control budget (Funds-Checking CB).

Update Tracking Option in Control Budget (Advisory)

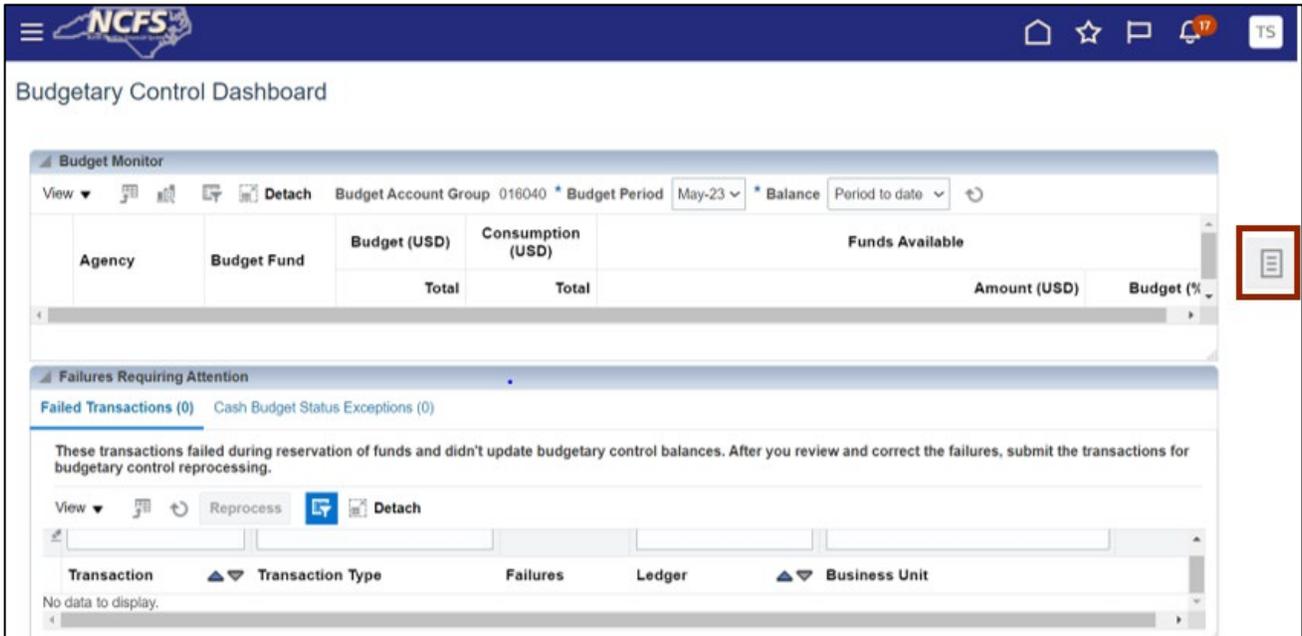To update Tracking Option in Control Budget please follow the steps below:

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

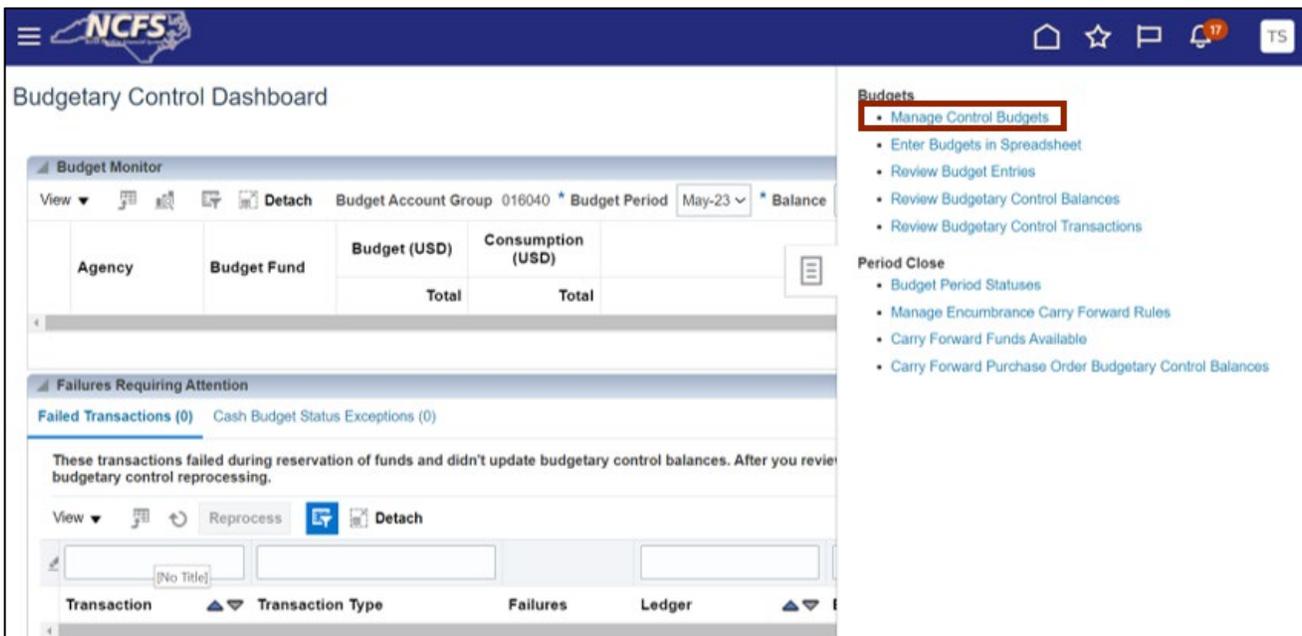2. On the **Home** page, click the **Budgetary Control** tab.
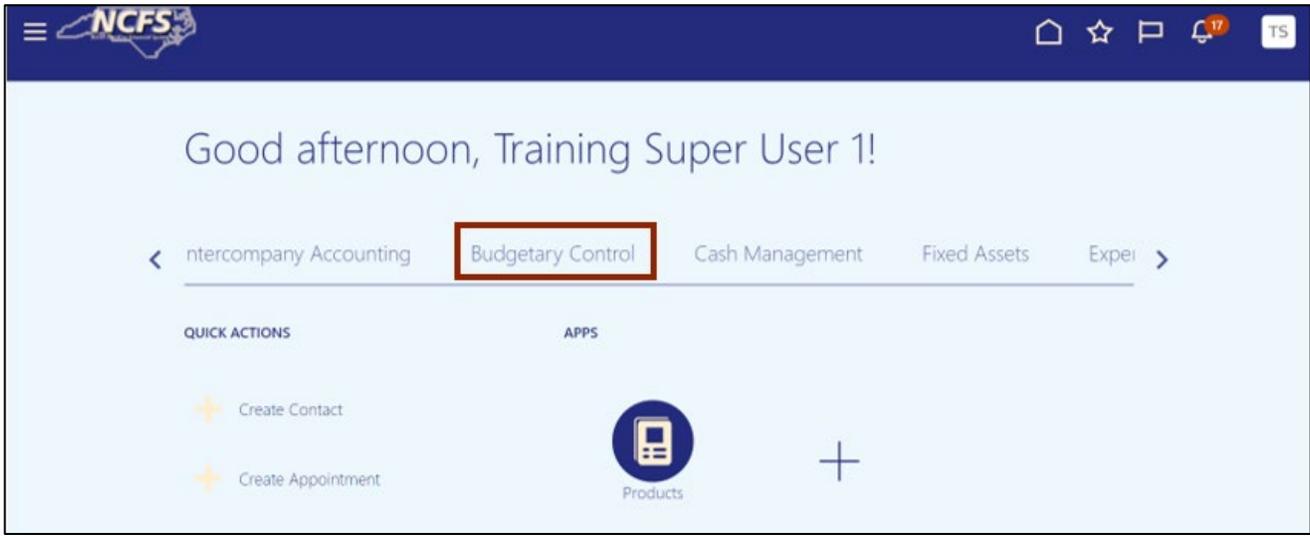
3. Click the **Budgetary Control** app.

4. The **Budgetary Control Dashboard** page opens. Click the **Tasks [⊟]** icon.

5. Under the *Budgets* section, click **Manage Control Budgets.**

6. The **Manage Control Budgets** page opens. Under the *Name* column, select the appropriate Budget.

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

7. The **Edit Control Budget: NC Agency to Account Default Advisory CB** page opens. Select the *Action* drop-down choice list.
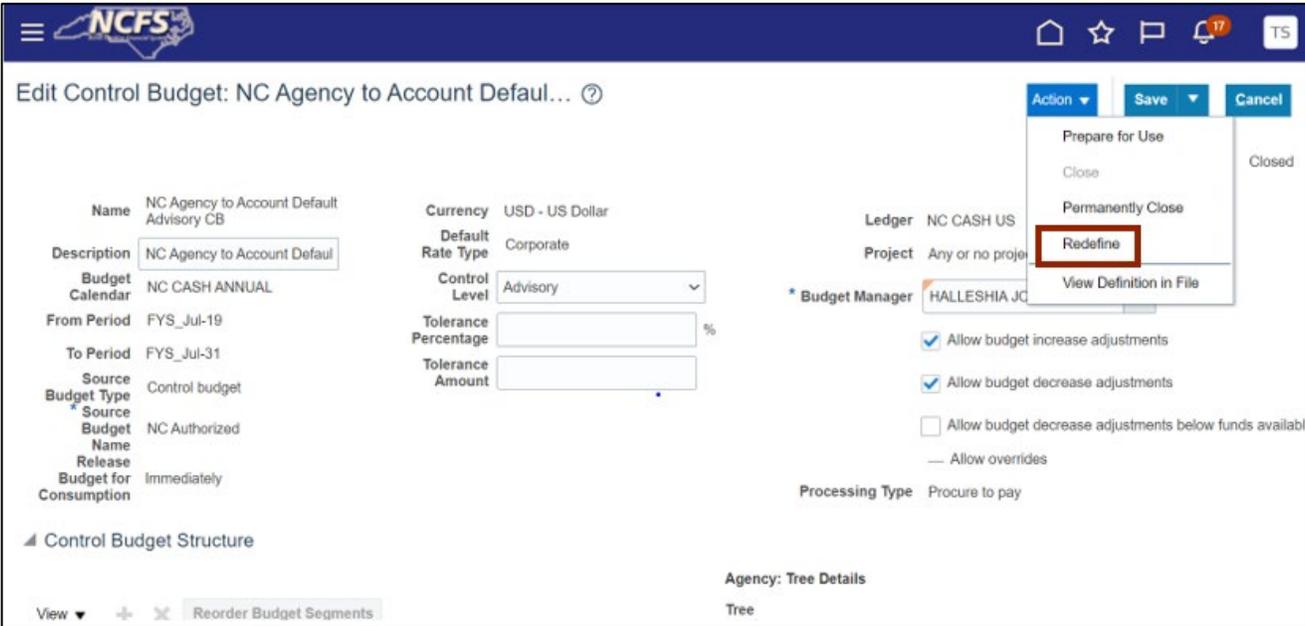
8. On the *Action* drop-down choice list, select **Close.**
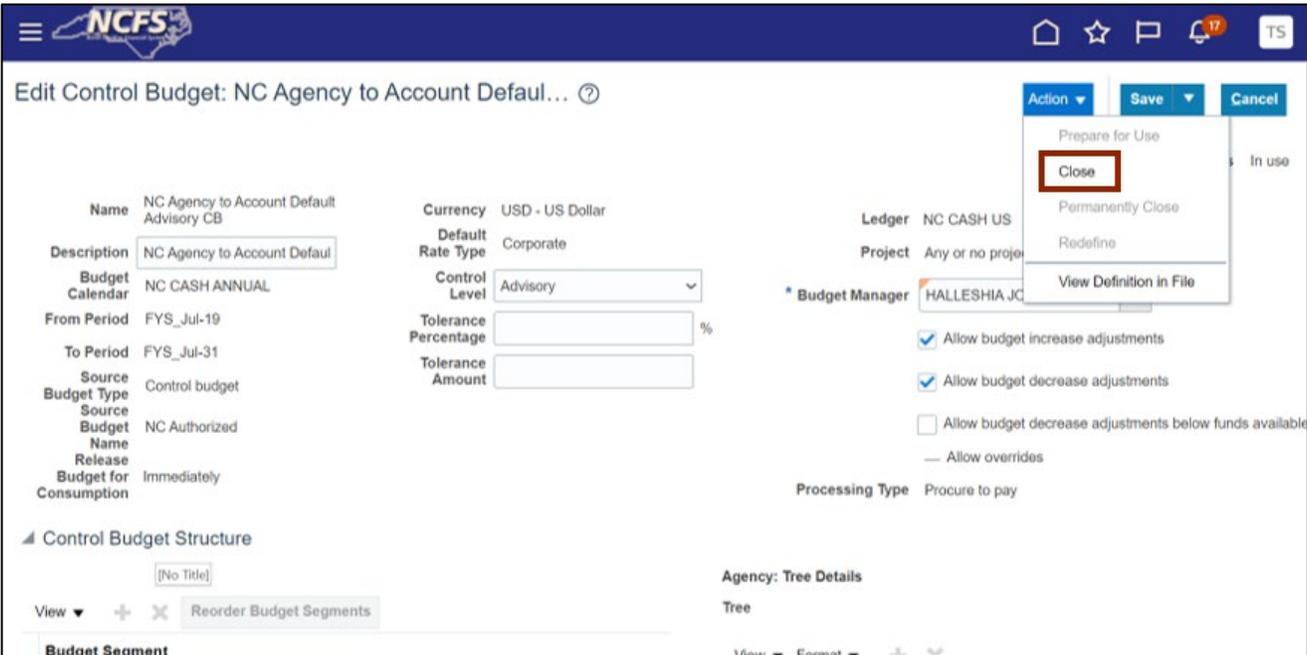
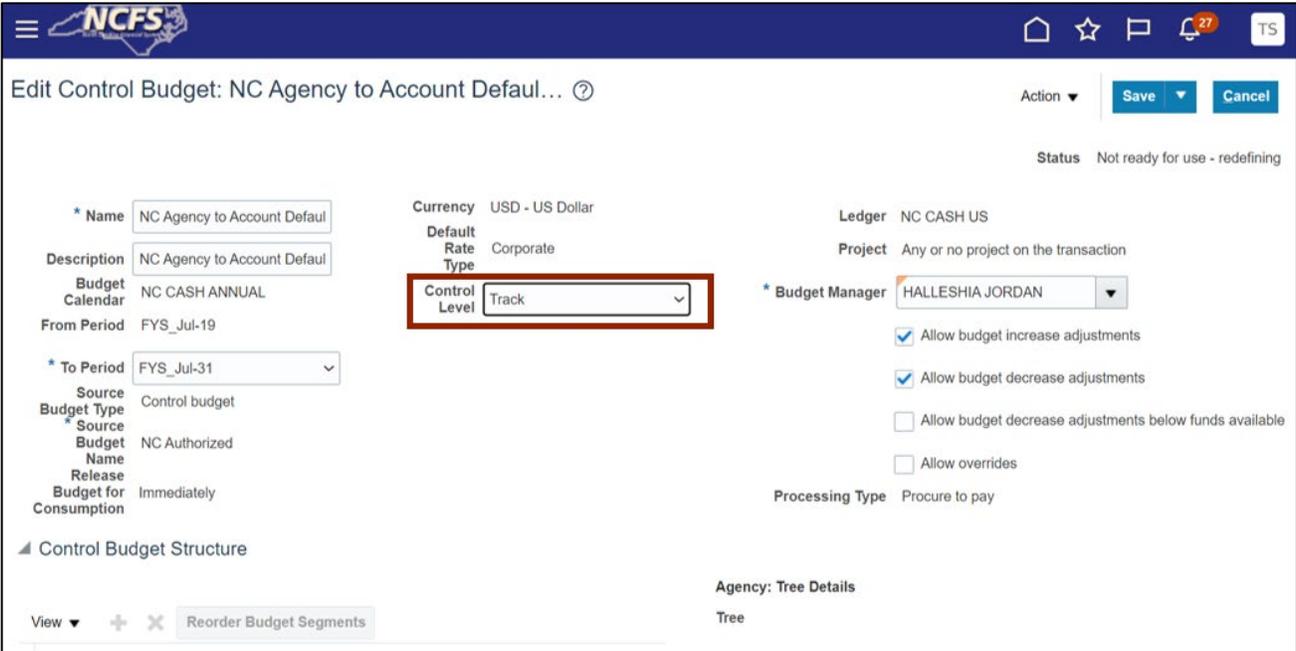
9. A *Warning* pop-up appears. Click the **Yes** button.
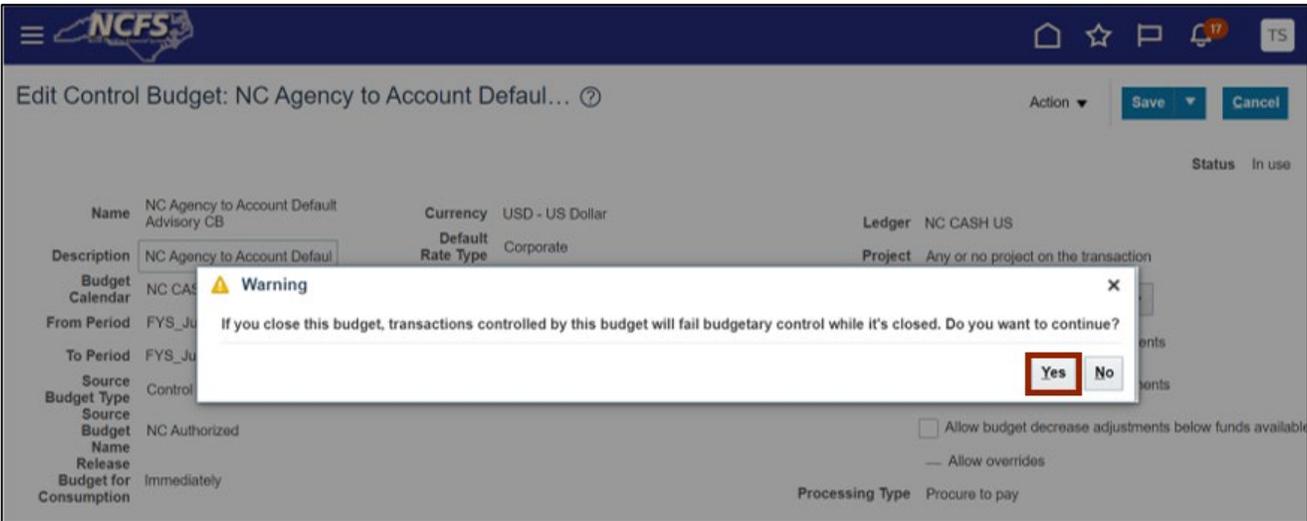
10. Click the *Action* drop-down choice list and select the **Redefine** option.
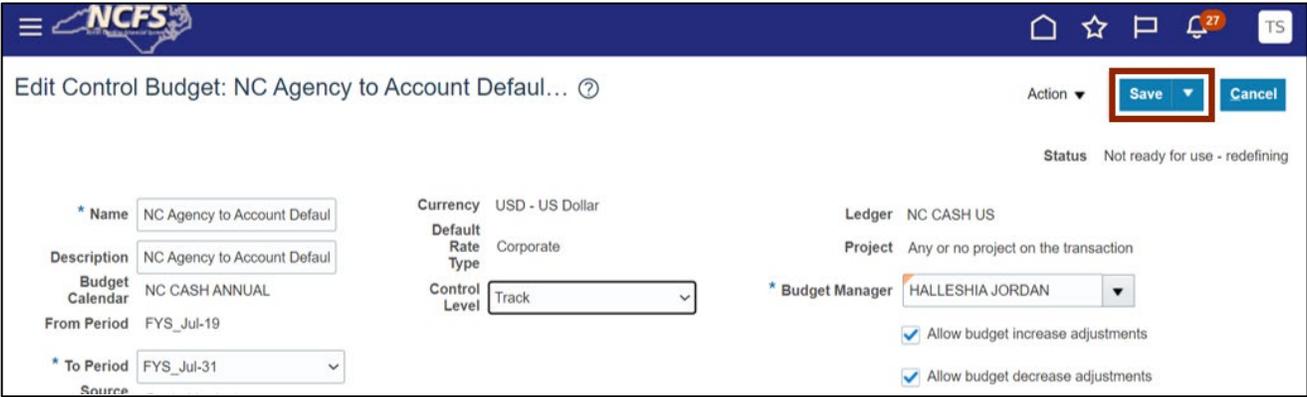

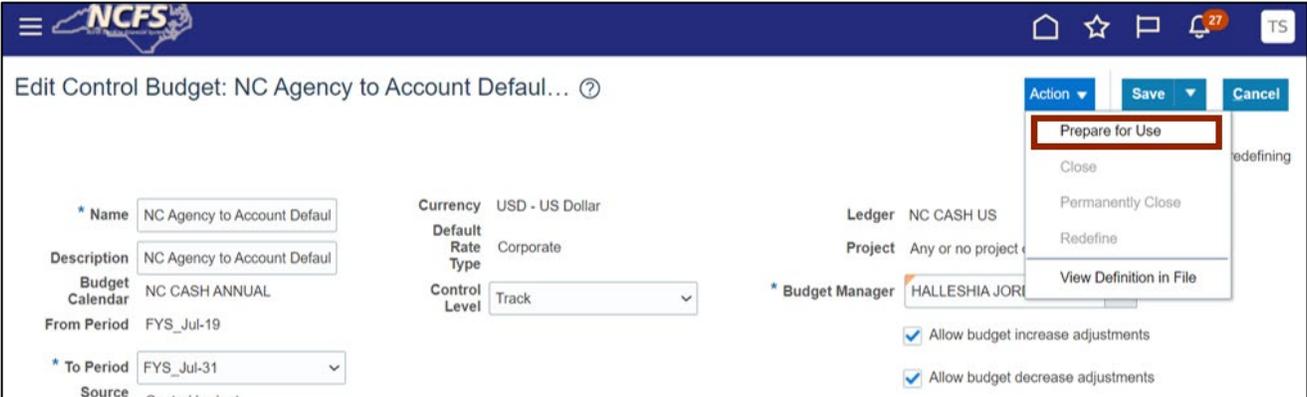11. Select the relevant information for the *Control Level* field.

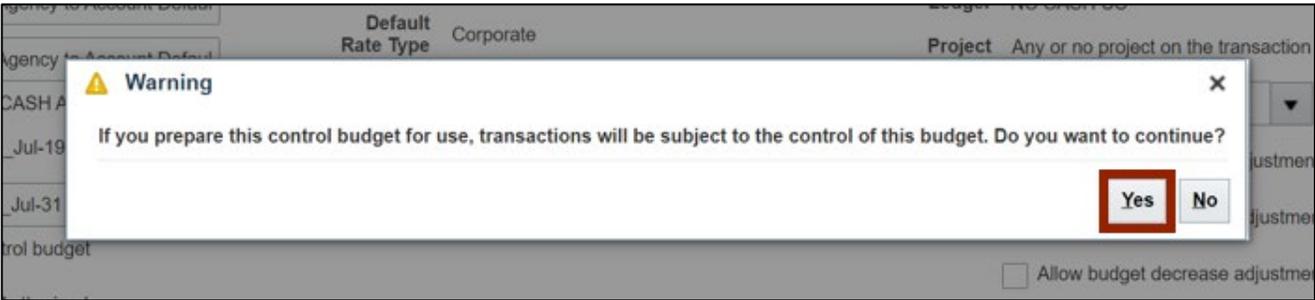In this example, we choose **Track** from the drop-down choice list.
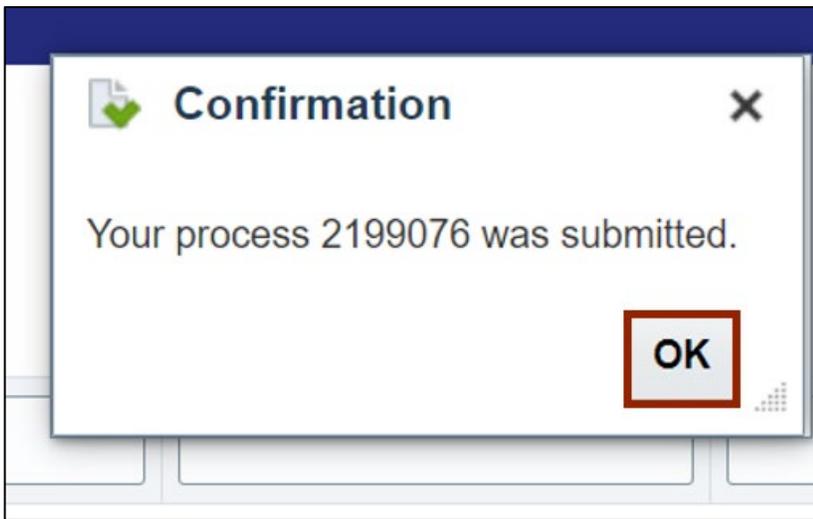
12. Click the **Save** button.

13. Click the *Action* drop-down choice list, then select **Prepare for Use.**

14. A *Warning* pop-up appears. Click the **Yes** button.

15. A *Confirmation* pop-up appears. Click the **OK** button. You are re-directed to the **Manage Control Budgets** page.
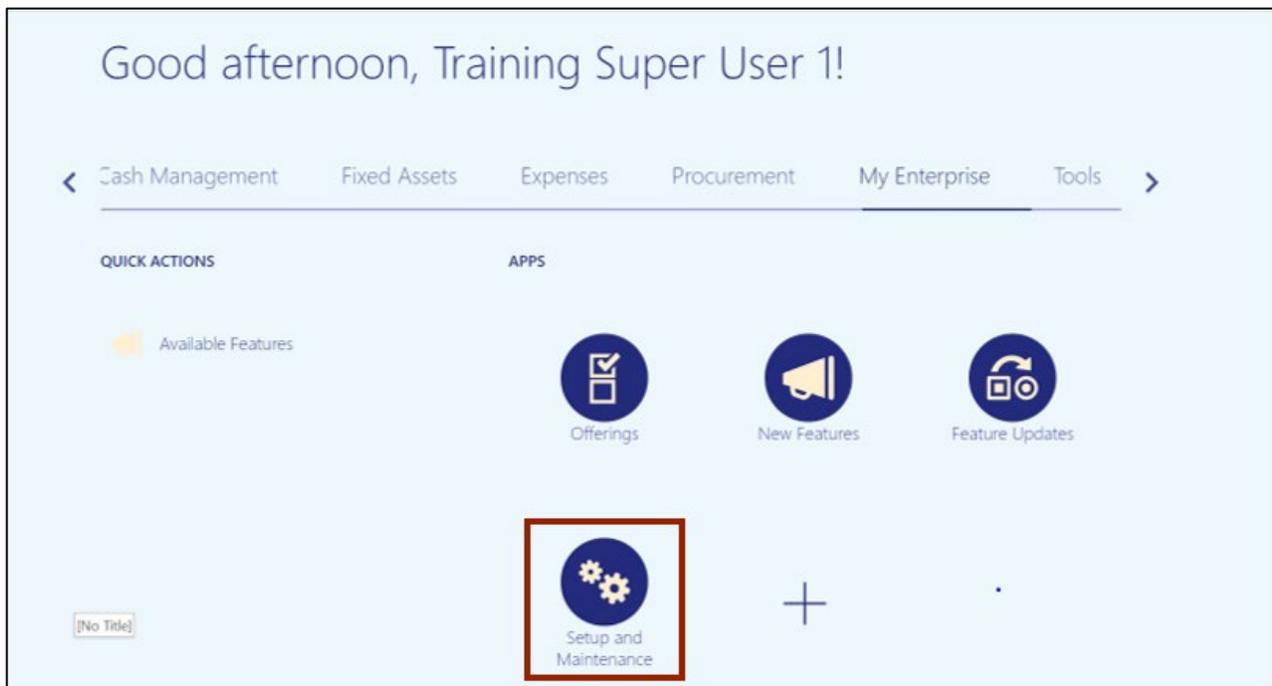
Add a Year in NC CASH US Calendars for Certified and Authorized Budget

To Add a Year in NC CASH US Calendars for Certified and Authorized Budget, please follow the steps below:
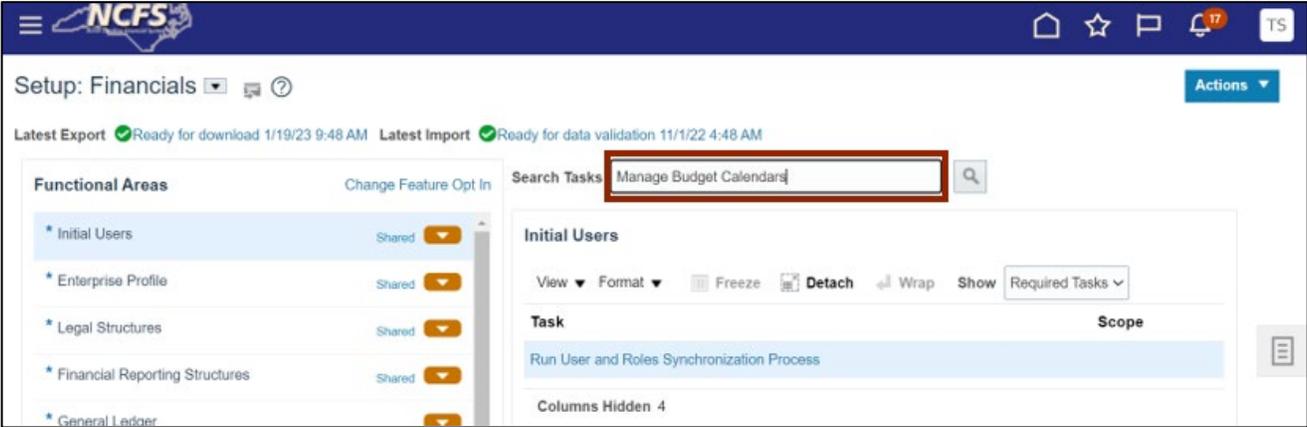
1. Log in to the NCFS portal with your credentials to access the system.

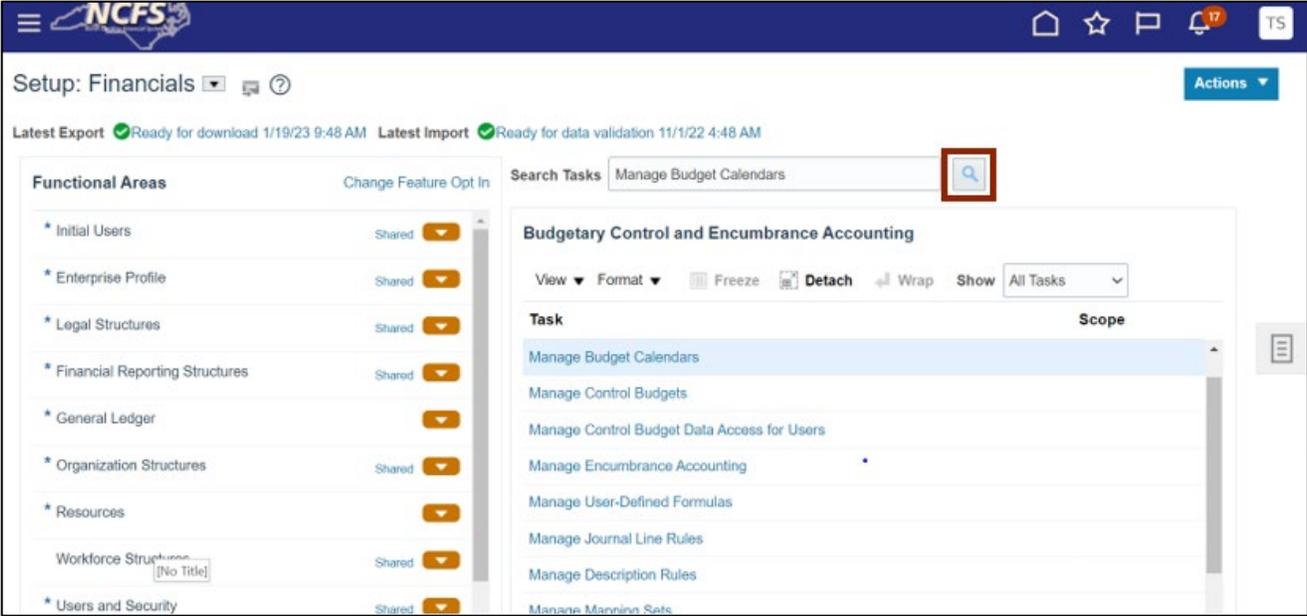2. On the **Home** page, click the **My Enterprise** tab.
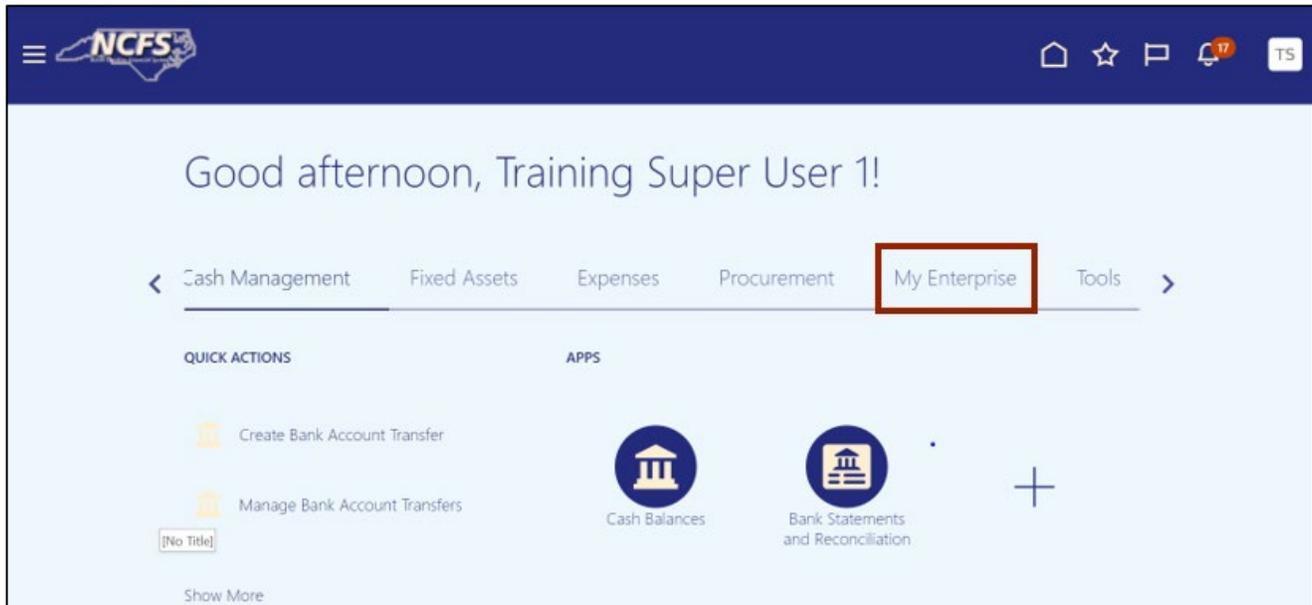
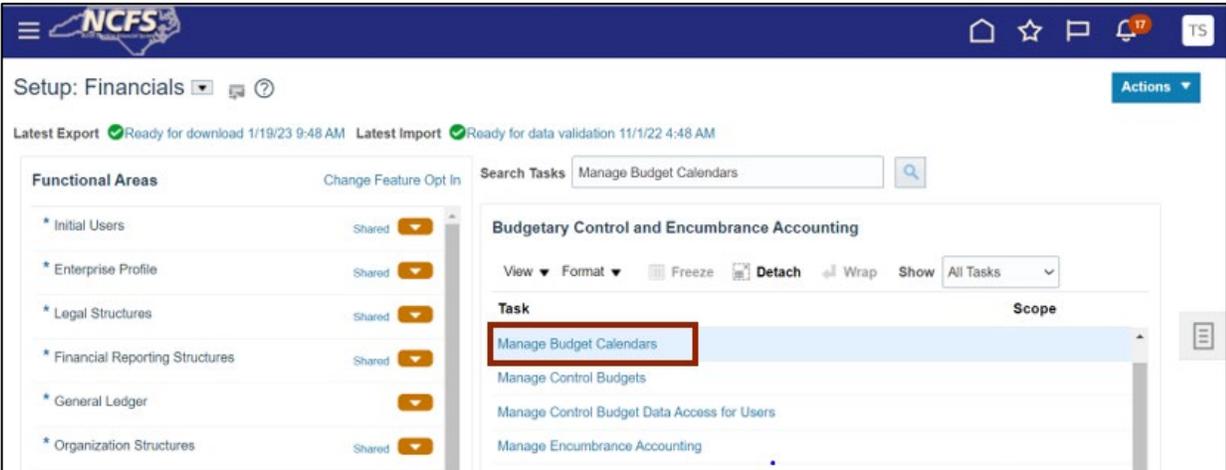3. Click the **Setup and Maintenance** app.

4. The **Setup: Financials** page appears. On the *Search Tasks* field, enter **Manage Budget Calendars.**
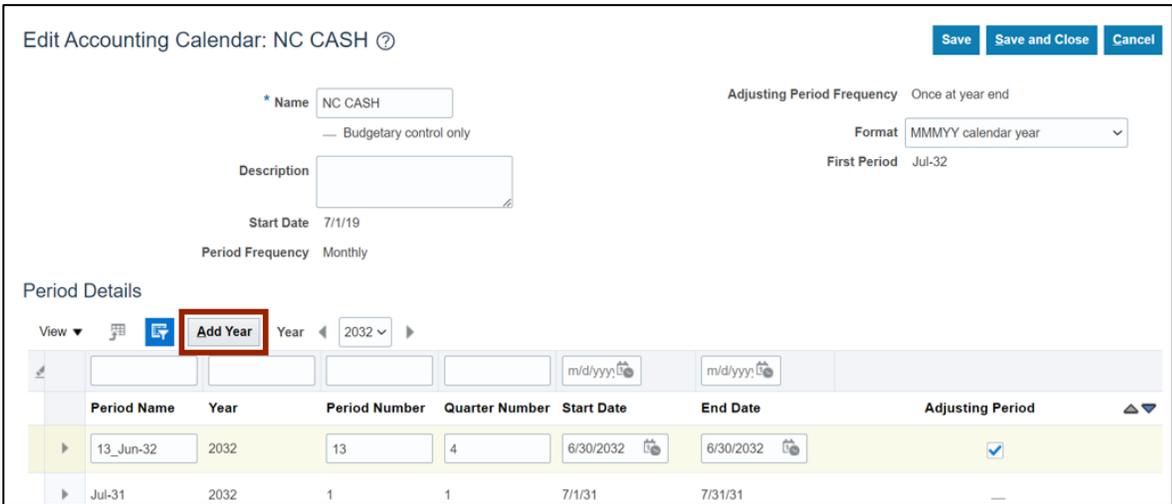

5. Click the **Search** [🔍] icon.

6. Under the *Task* section, select **Manage Budget Calendars.**

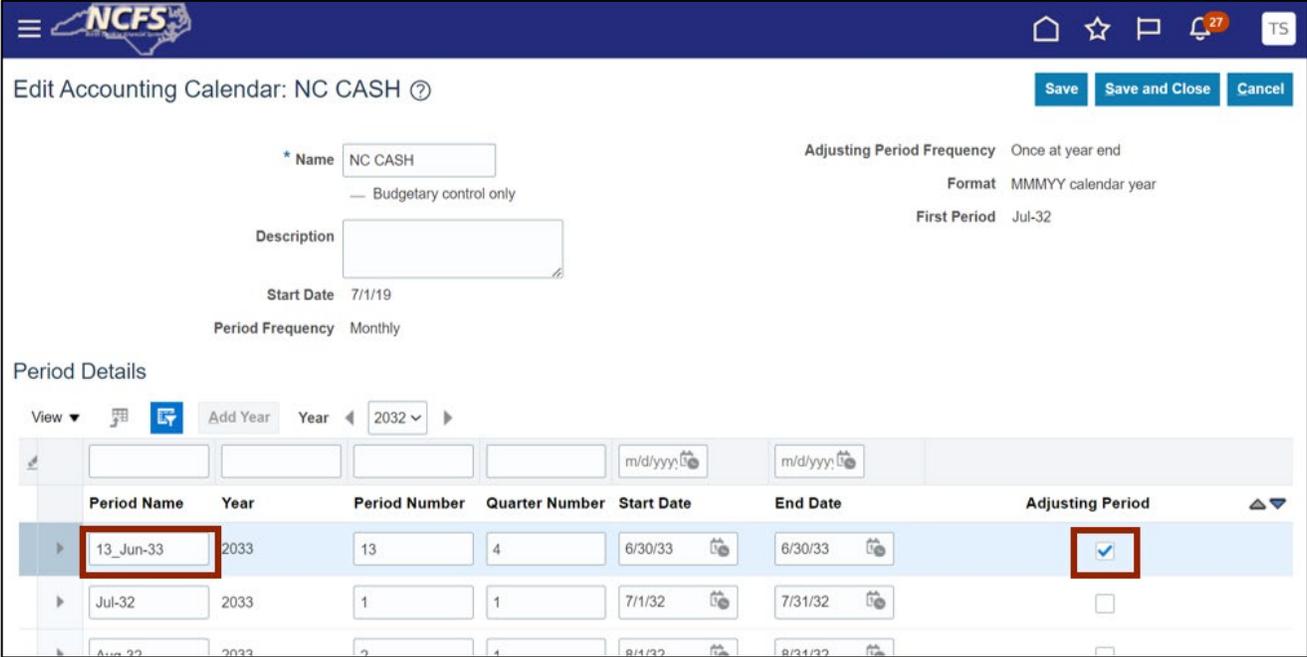7. The **Manage Accounting Calendars** page opens. Click **NC CASH.**

8. On the **Edit Accounting Calendar: NC CASH** page appears. Click the **Add Year** button under the *Period Details* section.
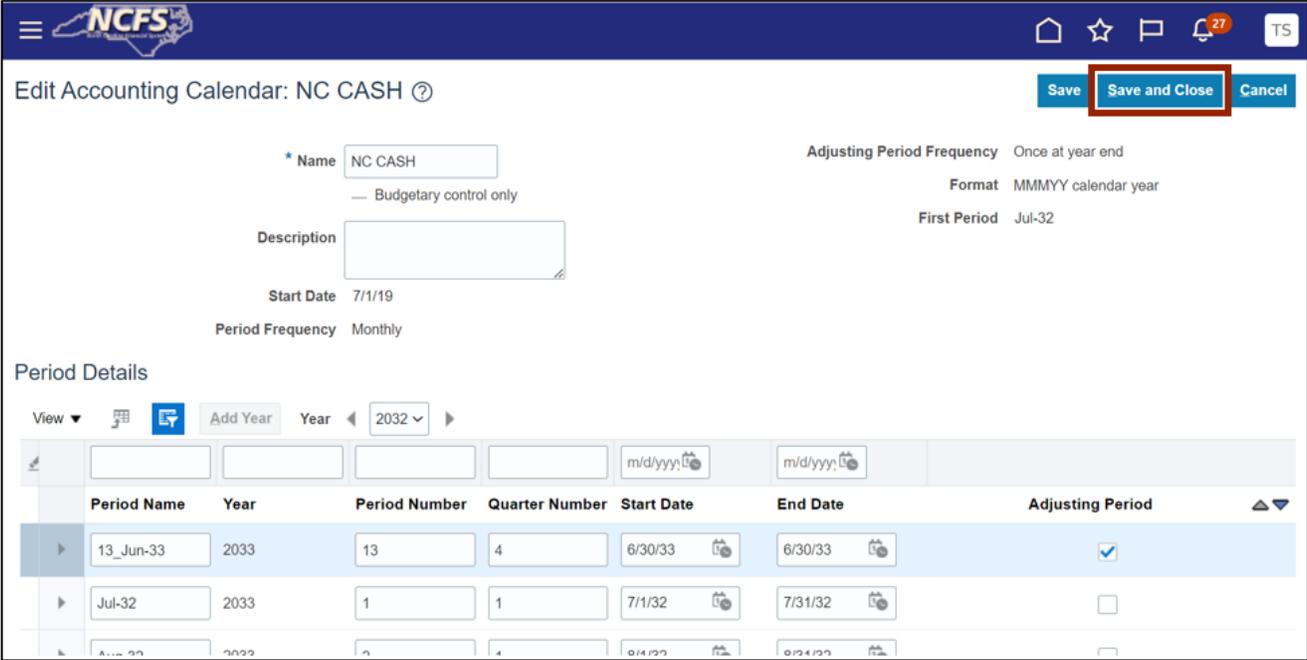
9. A new period will appear in the *Period Details* section. The **Adjusting Period** check box will be automatically enabled for the new period.

   In this example, we choose **13_Jun-33** as the default adjusting period.

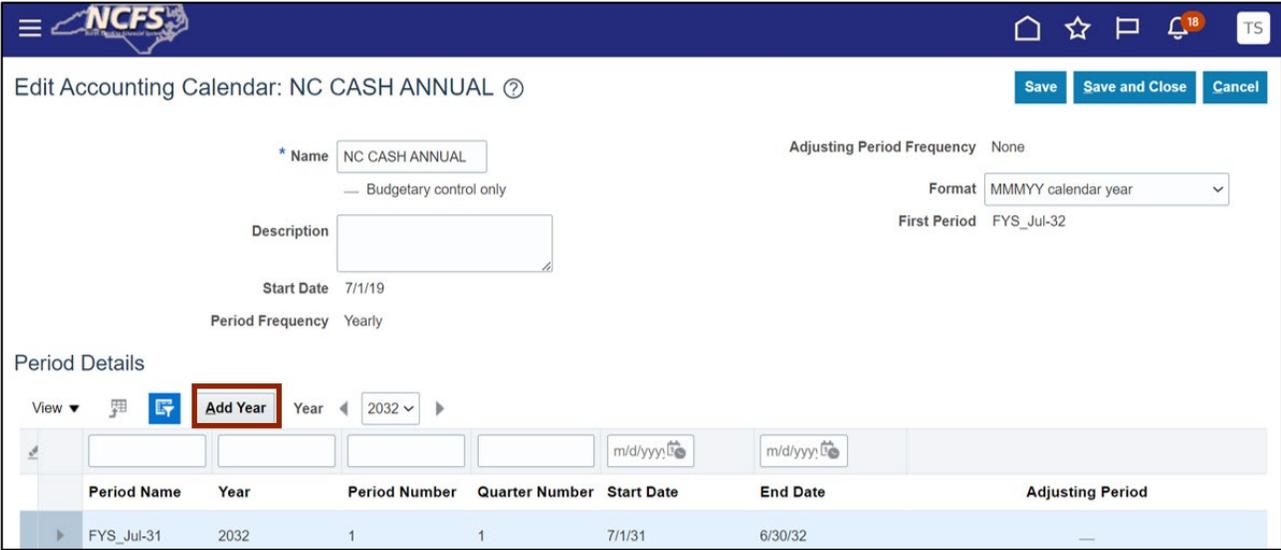10. Click the **Save and Close** button.

Add a Year in NC CASH ANNUAL Calendars for Funds Checking Control Budgets

To Add a year in NC CASH ANNUAL Calendars for Funds Checking Control Budgets, please follow the steps below:

1. Follow steps 1-6 from above.

2. The **Manage Accounting Calendars** page opens. Click **NC CASH Annual.**

3. The **Edit Accounting Calendar: NC CASH ANNUAL** page opens. Click the **Add Year** button under the *Period Details* section.

4. A new year is added under the *Period Details* section. Click the **Save and Close** button.

Add Biennium Year to Control Budget (NC Appropriations, Authorized NC Certified and NC LTD)

To add biennium year to control budget (NC Appropriations, NC Authorized NC Certified and NC LTD), please follow the steps below:
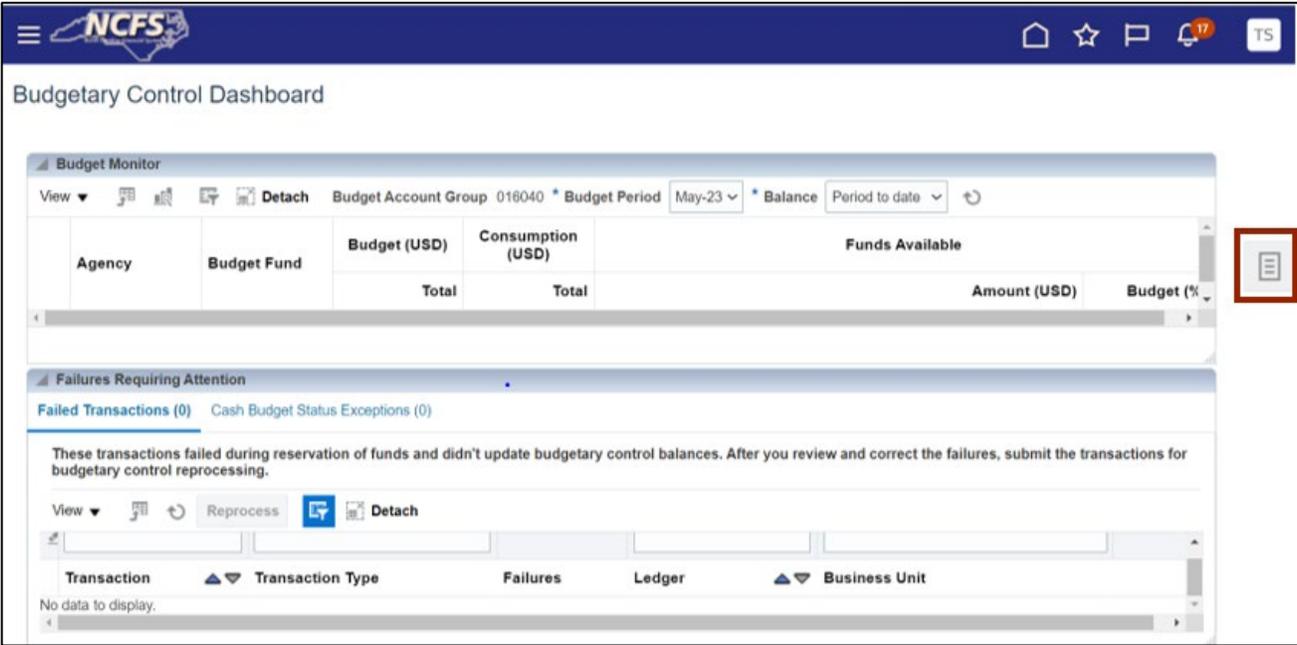
1. Log in to the NCFS portal with your credentials to access the system.

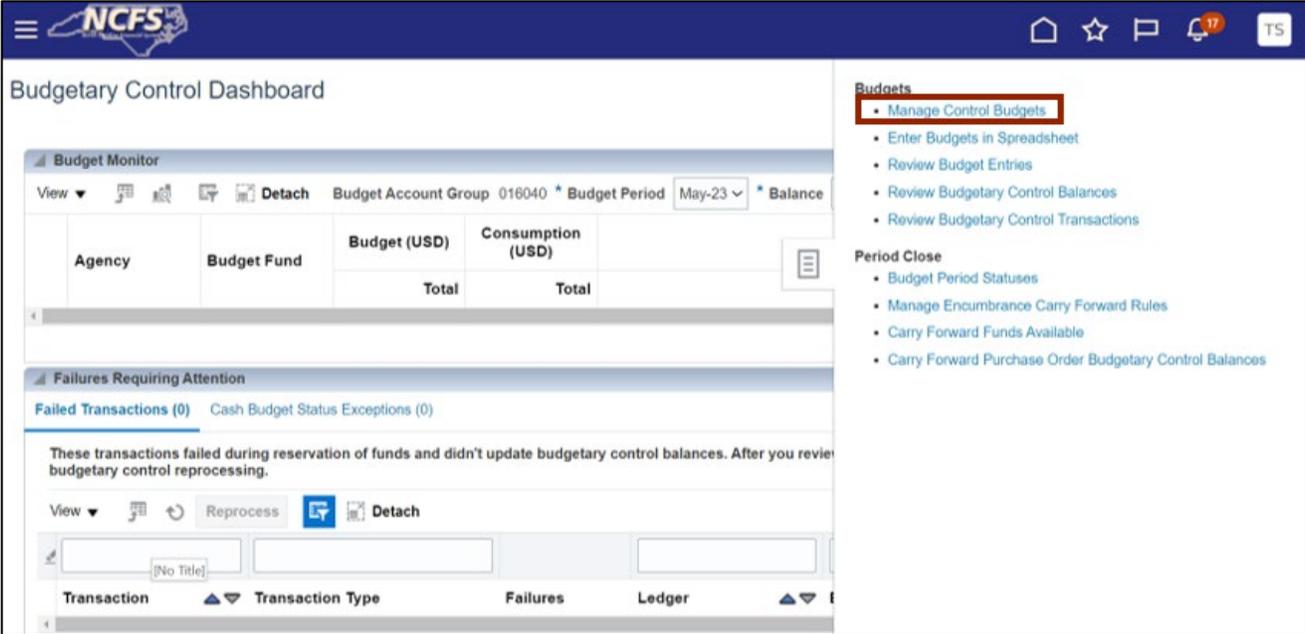2. On the **Home** page, click the **Budgetary Control** tab.
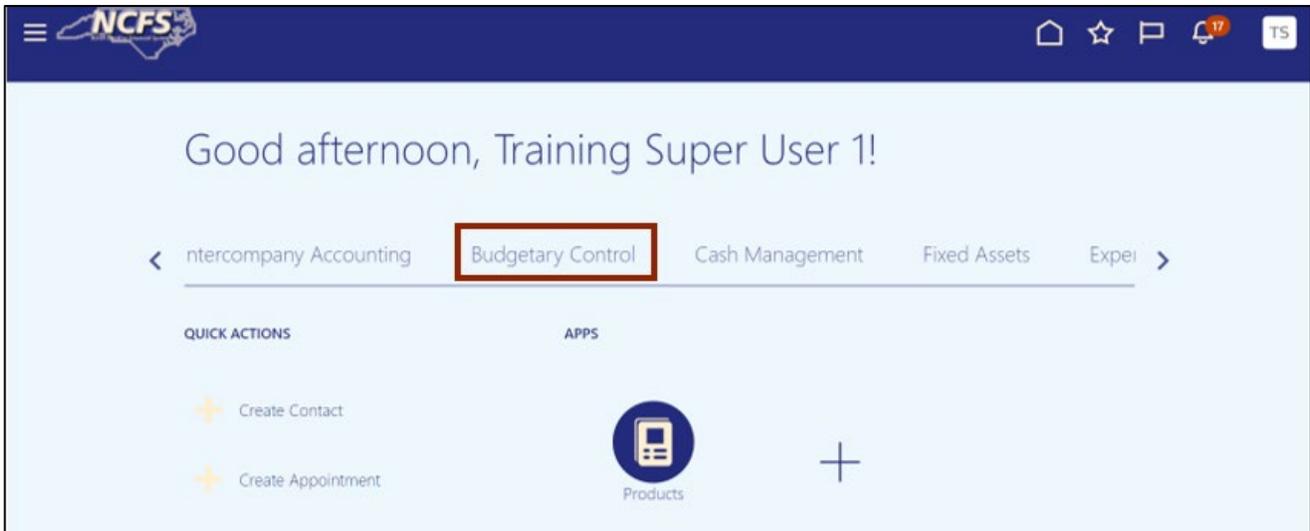
3. Click the **Budgetary Control** app.
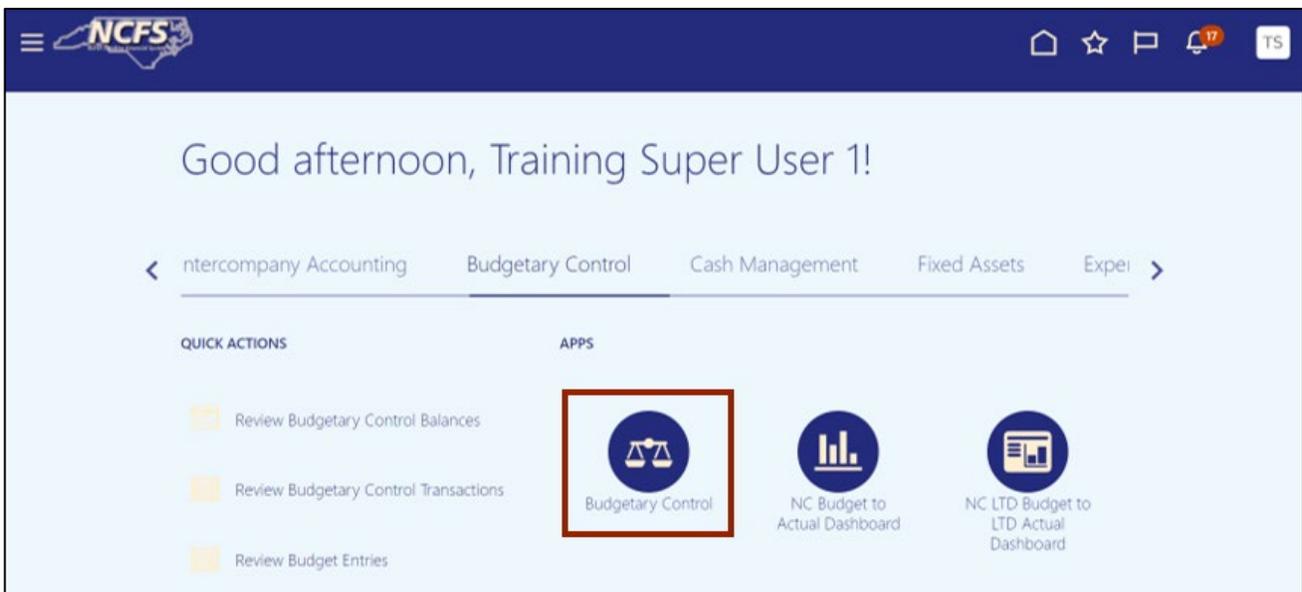
4. The **Budgetary Control Dashboard** page opens. Click the **Tasks [** 🗐 **]** icon.

5. Under the *Budgets* section, click **Manage Control Budgets.**

6. The **Manage Control Budgets** page opens. Under the *Name* section, select **NC Authorized**. **NC Appropriations, NC Certified,** and **NC LTD Budget** can also be selected as per requirement.

7. The **Edit Control Budget: NC Authorized** page opens. Click the *Action* drop-down choice list.
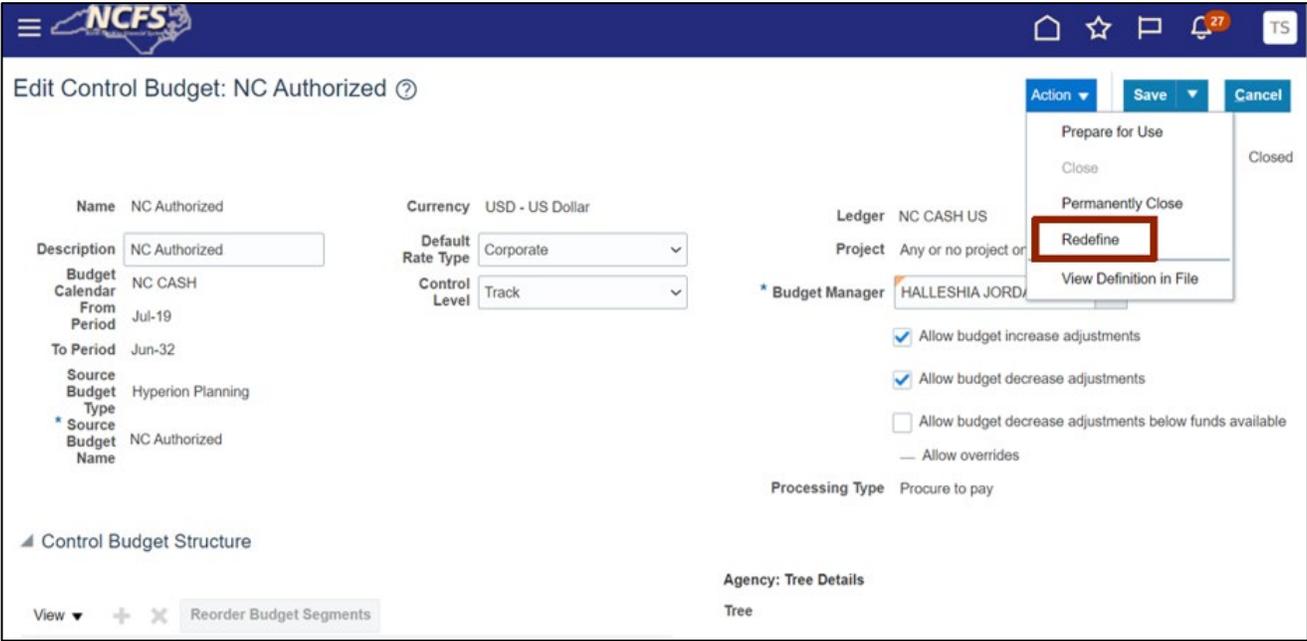
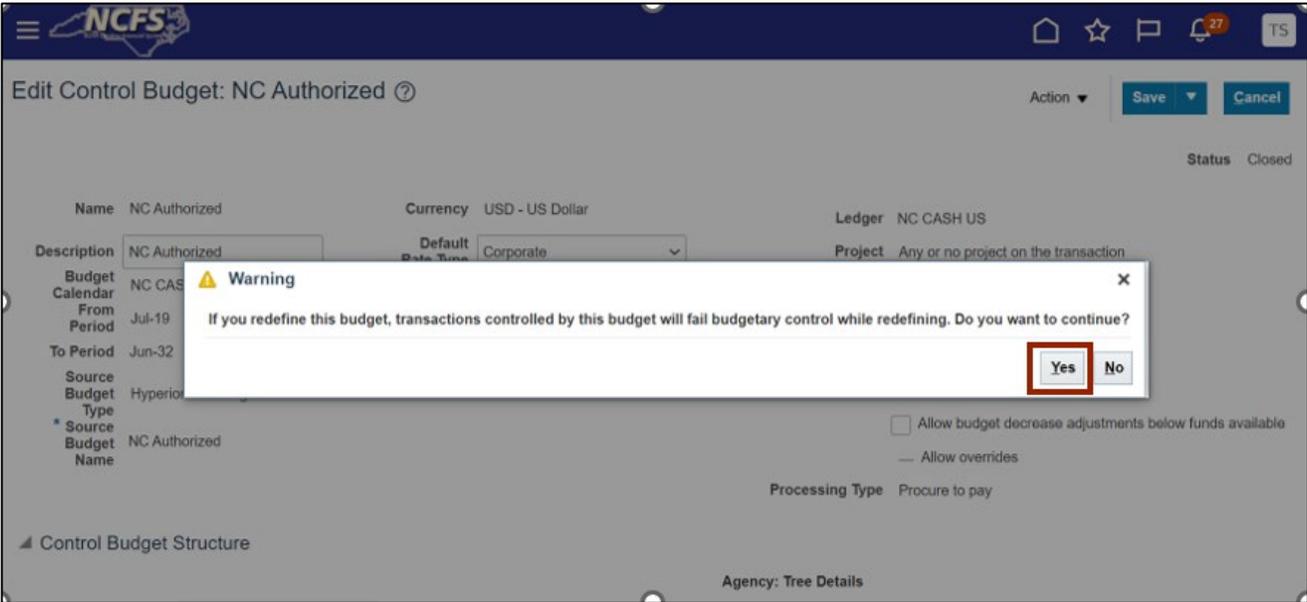8. Select the **Close** option from the *Action* drop-down choice list.

9. A *Warning* pop-up appears. Click the **Yes** button.

10. Click the *Action* drop-down choice list again and select the **Redefine** option.

11. A *Warning* pop-up appears. Click the **Yes** button.

12. Select the most recent period from the *To Period* drop-down choice list.

In this example, we choose **Jun-33.**

13. Click the *Action* drop-down choice lists again and select the **Prepare for Use** option.

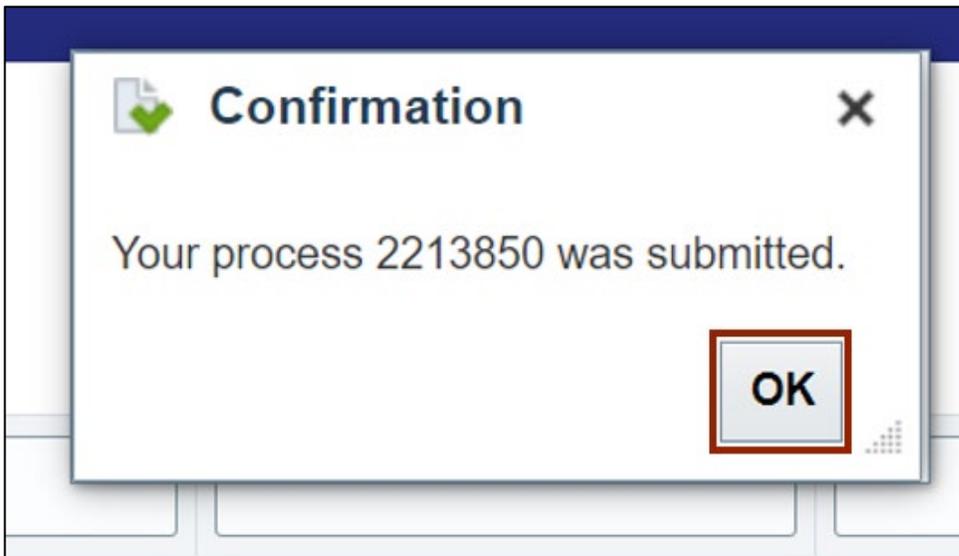14. A *Warning* pop-up appears. Click the **Yes** button.

15. Click the **Save and Close** from the **Save** button.
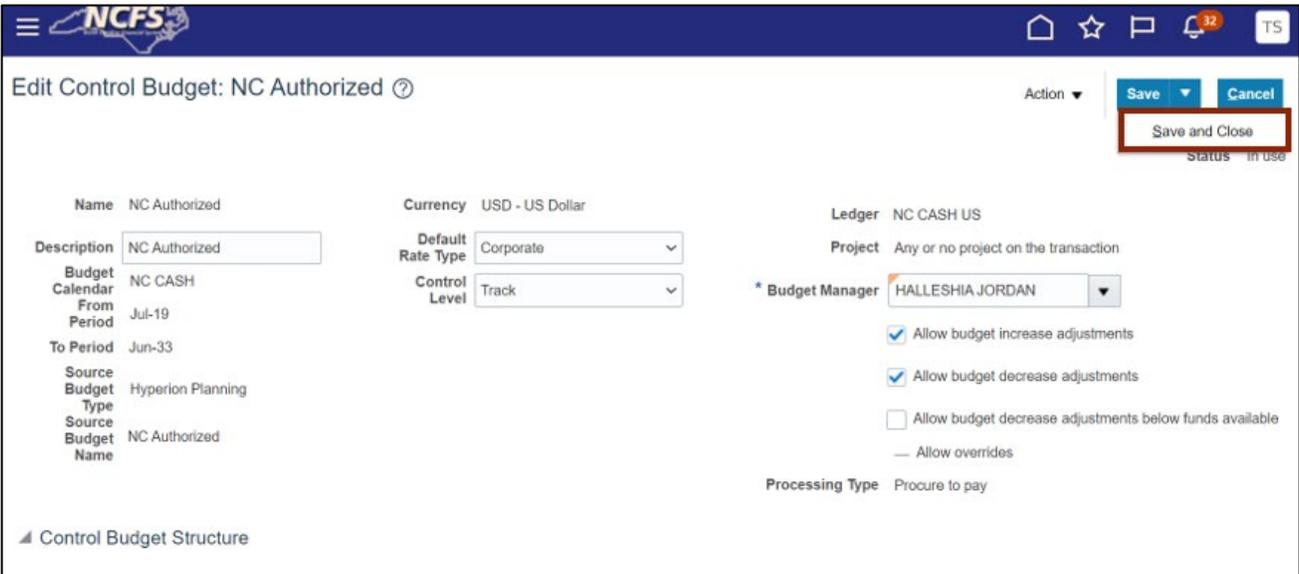
16. A *Confirmation* pop-up appears. Click the **OK** button.

Note: The steps shown here are for **NC Authorized** budget. The same steps can be followed for NC Appropriations, NC Certified, and NC LTD Budgets respectively by selecting the required budget in Step No 5.
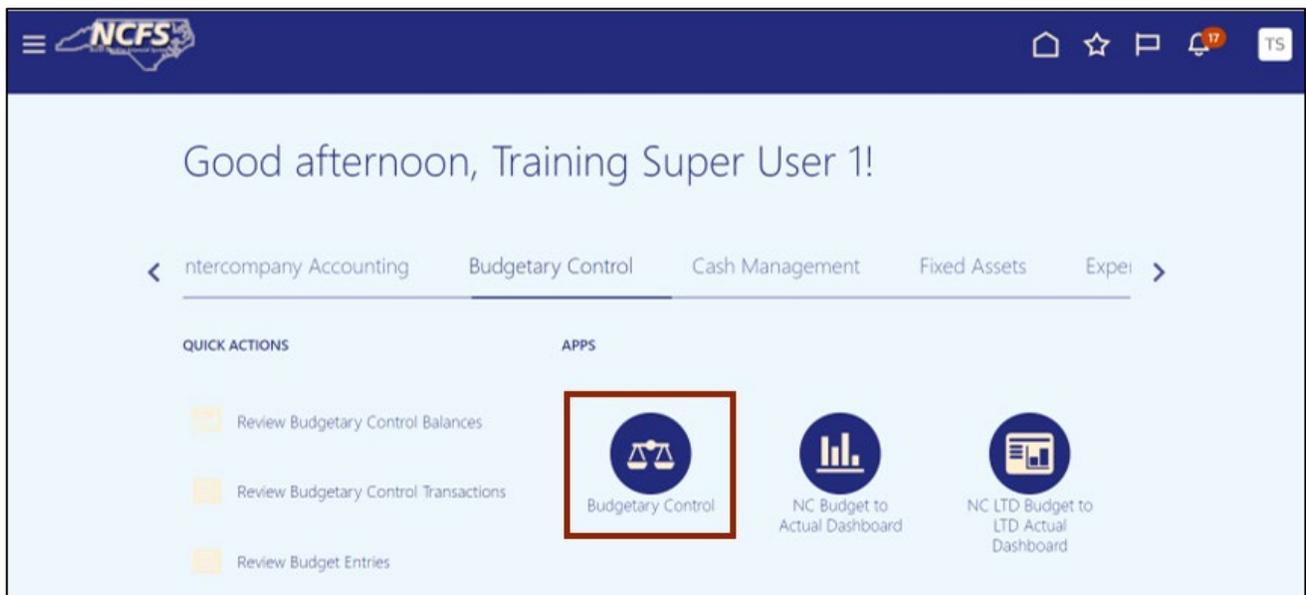
Add Biennium Year to Control Budget (Funds-Checking CB)

To add biennium year to control budget (Funds-Checking CB), please follow the steps below:
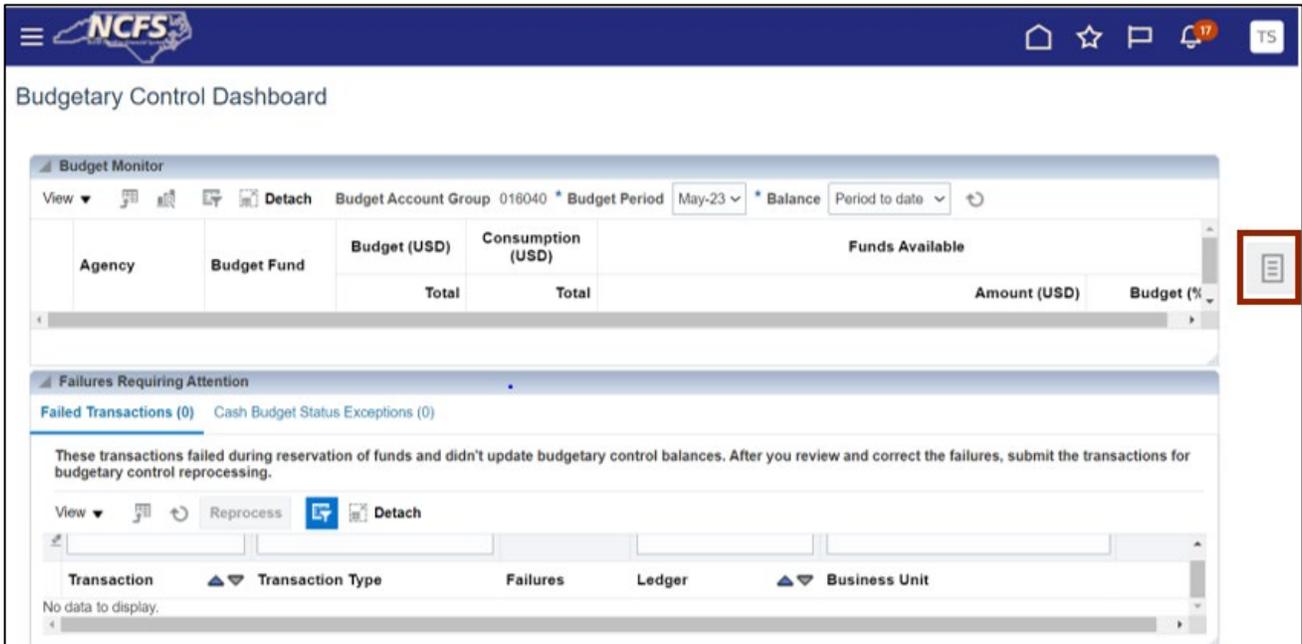
1. Log in to the NCFS portal with your credentials to access the system.

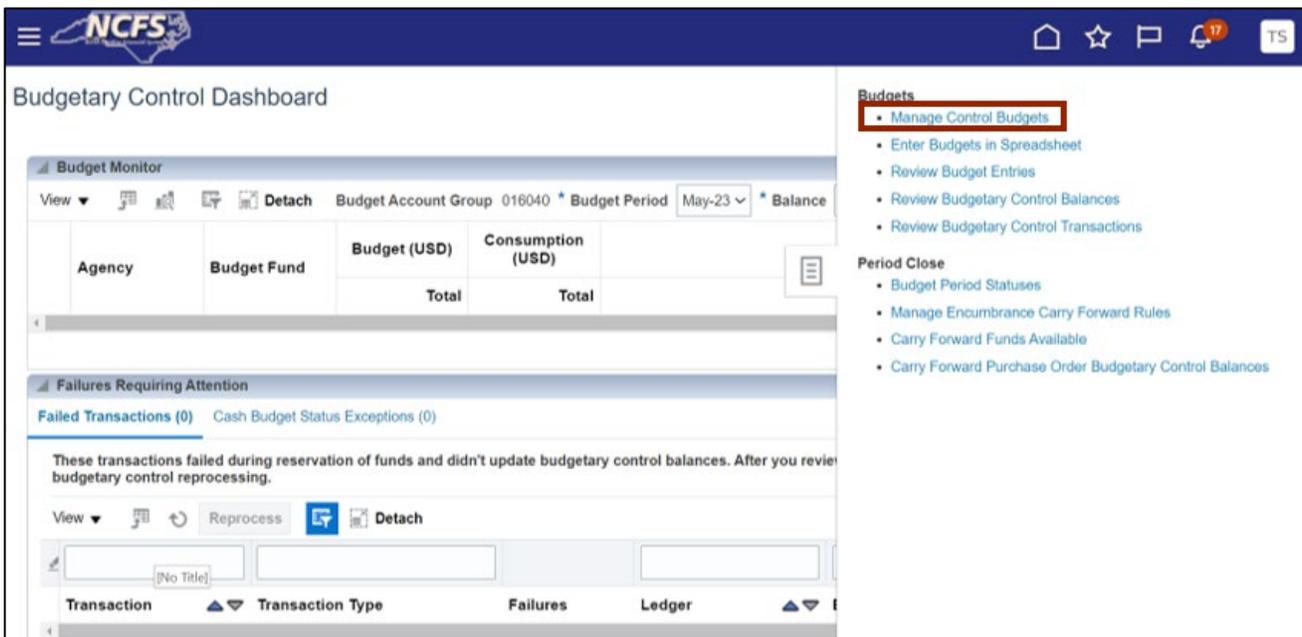2. On the **Home** page, click the **Budgetary Control** tab.
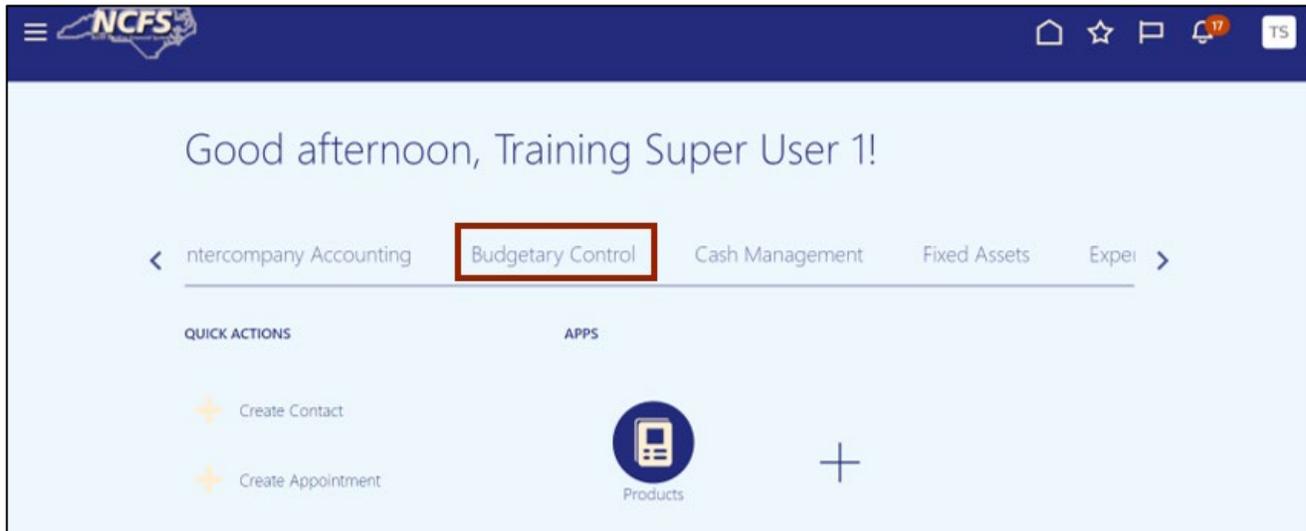
3. Click the **Budgetary Control** app.

4. The **Budgetary Control Dashboard** page opens. Click the **Tasks [▤]** icon.

5. Under the *Budgets* section, click **Manage Control Budgets.**

6. The **Manage Control Budgets** page opens. Under the *Name* column, select the appropriate Budget.

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

7. The **Edit Control Budget: NC Agency to Account Default Advisory CB** page opens. Click the *Action* drop-down choice list.
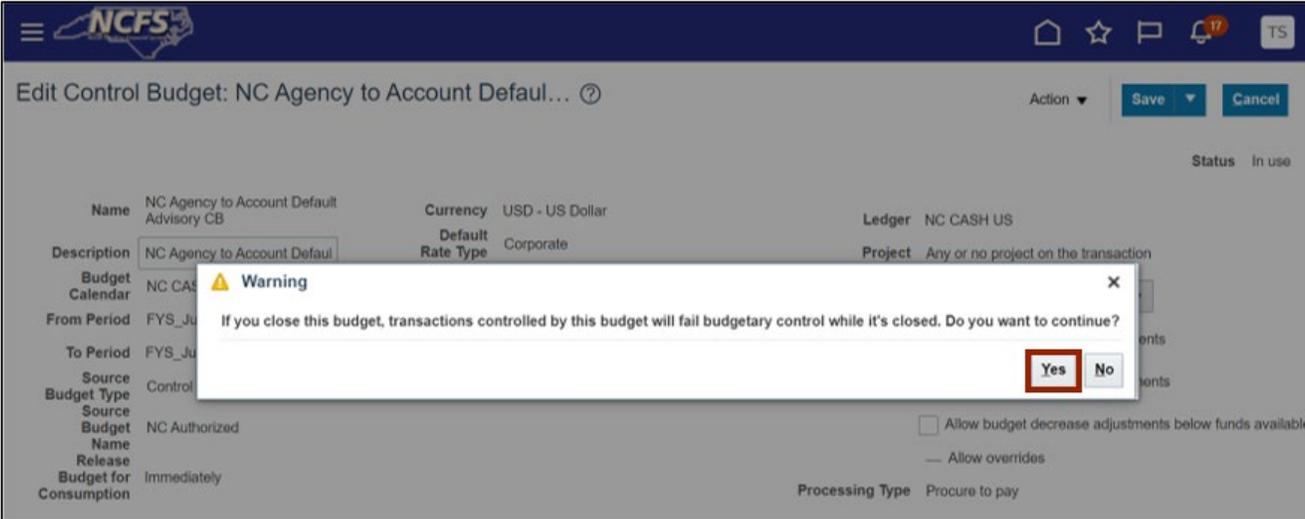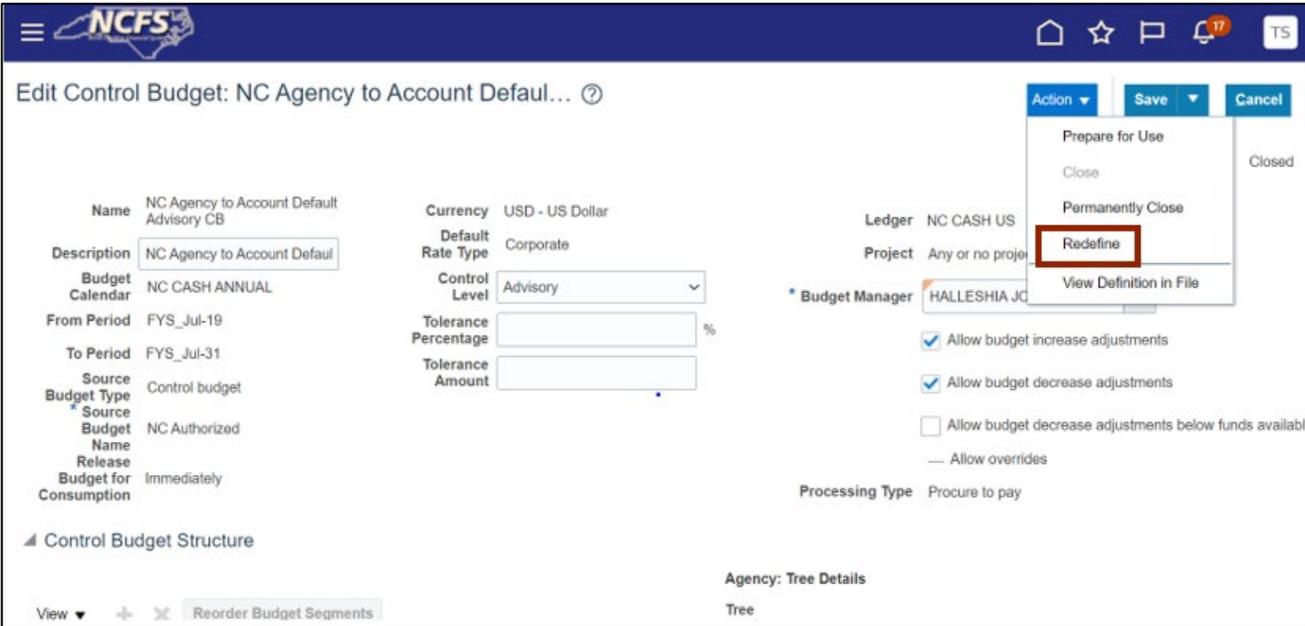
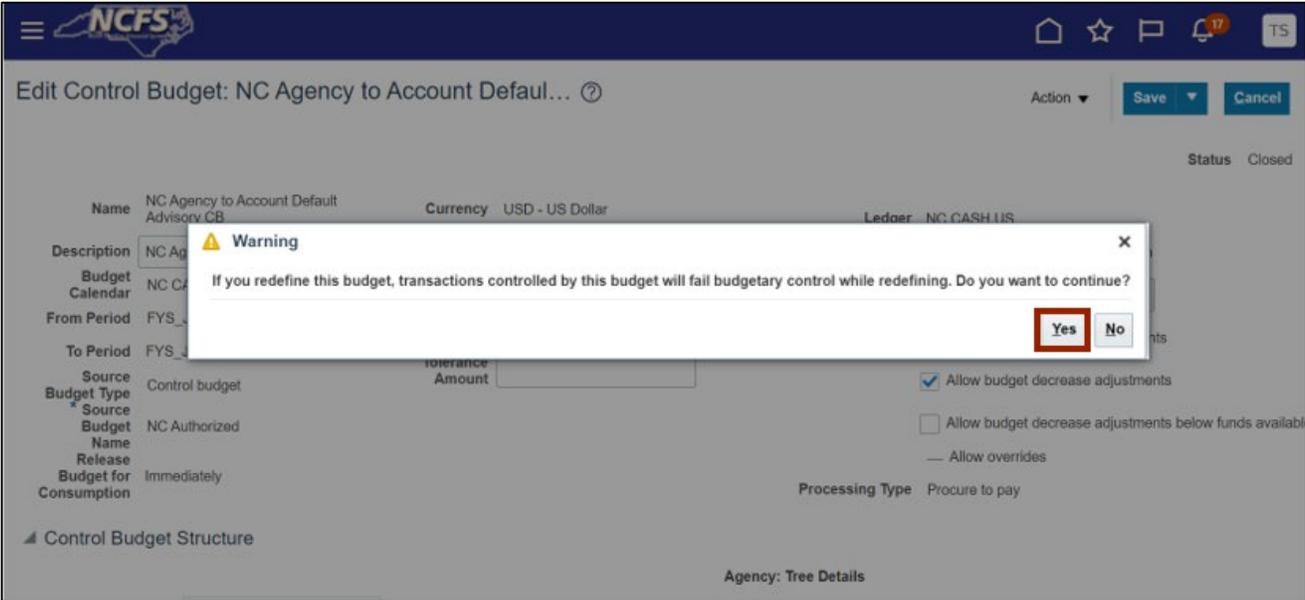8. Select the **Close** option from the *Action* drop-down choice list.

9. A *Warning* pop-up appears. Click the **Yes** button.

10. Click the *Action* drop-down choice list again and select the **Redefine** option.
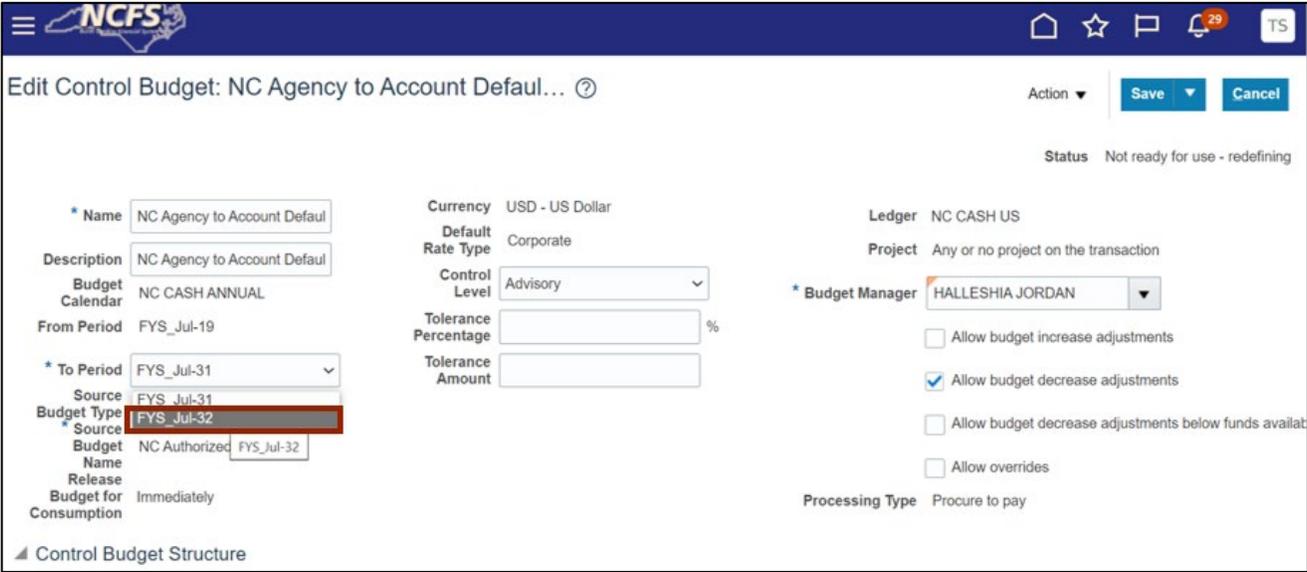

11. A *Warning* pop-up appears. Click the **Yes** button.

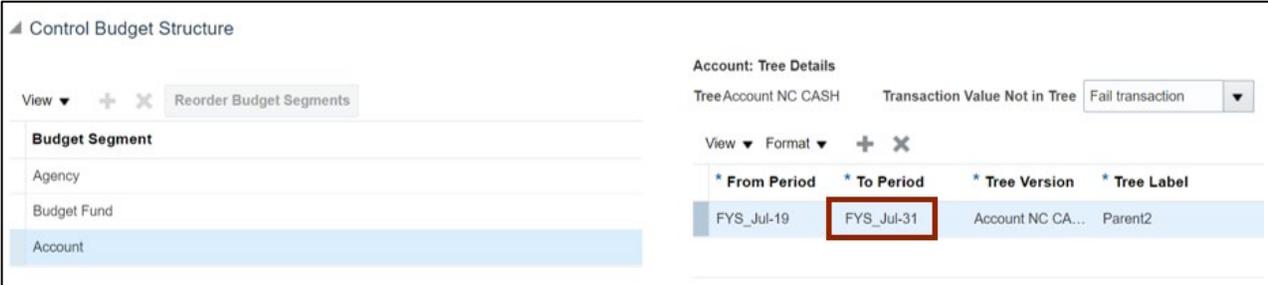12. Select the most recent period from the *To Period* drop-down choice list.

In this example, we choose **FYS_Jul-32.**

13. In the *Control Budget Structure* section, Click the **Account** tab.

14. A new line appears under the *Agency: Tree Details* section. Click the *To Period* tab to activate it.

15. Choose the most recent period from the ***To Period** drop-down choice list. In this example, we choose **FYS_Jul-32.**

16. Click the **Save** button.

17. Click the *Action* drop-down choice list again and select the **Prepare for Use** option.

18. Click the **Save and Close** from the **Save** button.
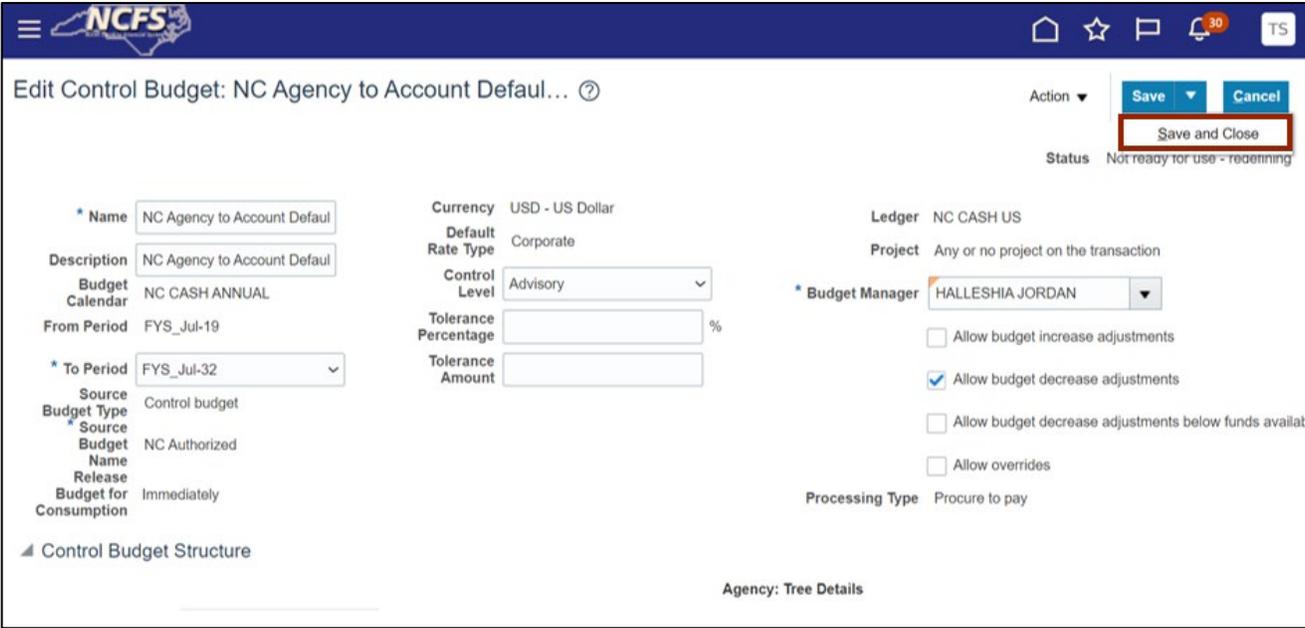
19. A *Confirmation* pop-up appears. Click the **OK** button. You are re-directed to the **Manage Control Budgets** page.

Confirmation ✕

Your process 2200083 was submitted.

OK

Wrap-Up

Setup Budget Periods using the steps above, by updating tracking option in Control Budget, adding years in NC Cash US Calendars and NC Cash Annual calendars for Funds checking control budgets, and biennium year to control budgets (NC Appropriations, NC Authorized, NC Certified, NC LTD, and Funds-Checking CB).