



MANAGE GRANT AUTHORIZATIONS IN BUDGETS

BUD

QUICK REFERENCE GUIDE BUD-26

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to manage grant authorizations in Budgets in the North Carolina Financial System (**NCFS**).

Introduction and Overview


This QRG covers the process of managing initial grant authorizations in Budgets using the Application Development Framework Desktop Integration (ADFDI) spreadsheet.

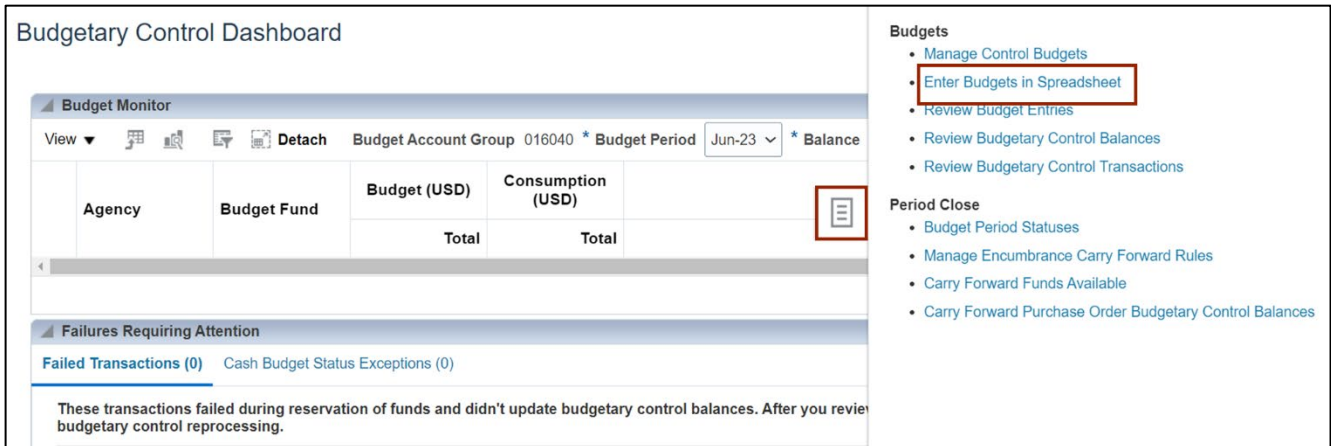
Manage Grant Authorization in Budgets

To Manage Grant Authorization in Budgets, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. Click the **Budgetary Control** tab. Click the **Budgetary Control** app.


The screenshot shows the NCFS portal navigation menu with four tabs: 'General Accounting', 'Intercompany Accounting', 'Budgetary Control', and 'Cash Management'. The 'Budgetary Control' tab is highlighted with a red border. Below the tabs, there are two sections: 'QUICK ACTIONS' and 'APPS'. Under 'QUICK ACTIONS', there are three items: 'Review Budgetary Control Balances', 'Review Budgetary Control Transactions', and 'Review Budget Entries'. Under 'APPS', there are three icons: 'Budgetary Control' (highlighted with a red box), 'NC Budget to Actual Dashboard', and 'NC LTD Budget to LTD Actual Dashboard'.

- The **Budgetary Control Dashboards** page opens. Click the **Tasks** [] icon. Under Budgets, select **Enter Budgets in Spreadsheet**.



Budgetary Control Dashboard

Budget Monitor

View  **Detach** Budget Account Group 016040 * Budget Period Jun-23 * Balance

Agency	Budget Fund	Budget (USD)	Consumption (USD)
		Total	Total

Failures Requiring Attention

Failed Transactions (0) Cash Budget Status Exceptions (0)

These transactions failed during reservation of funds and didn't update budgetary control balances. After you review budgetary control reprocessing.

Budgets

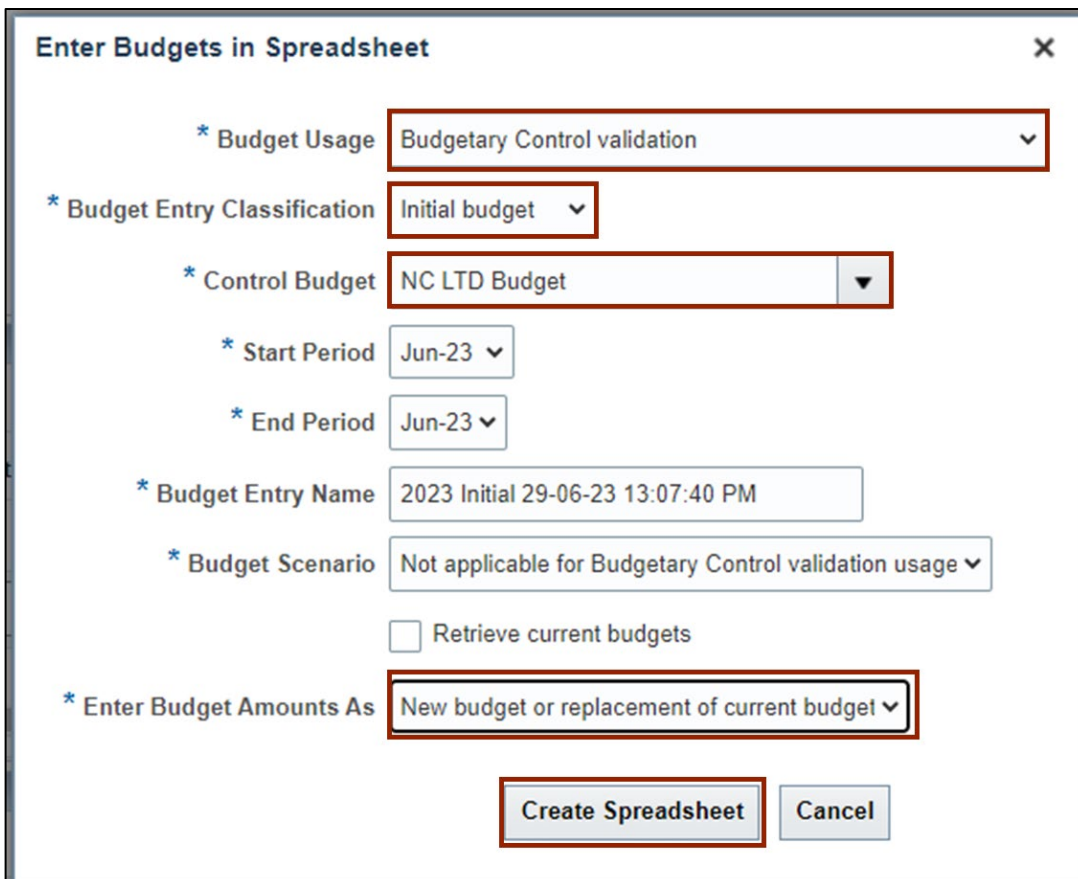
- Manage Control Budgets
- Enter Budgets in Spreadsheet**
- Review Budget Entries
- Review Budgetary Control Balances
- Review Budgetary Control Transactions

Period Close

- Budget Period Statuses
- Manage Encumbrance Carry Forward Rules
- Carry Forward Funds Available
- Carry Forward Purchase Order Budgetary Control Balances

- On the *Enter Budgets in Spreadsheet* pop-up, enter the appropriate fields.

In this example, we choose ***Budget Usage** as **Budgetary Control validation**, ***Budget Entry Classification** as **Initial Budget**, ***Control Budget** as **NC LTD Budget**. The following fields will be auto populated once the **Control Budget** field is selected: **Start Period**, **End Period**, **Budget Entry Name**, and **Budget Scenario**. Then, Enter ***Budget Amounts** as **New Budget or replacement of current budget**. Furthermore, click the **Create Spreadsheet** button.



Enter Budgets in Spreadsheet [X]

* Budget Usage Budgetary Control validation

* Budget Entry Classification Initial budget

* Control Budget NC LTD Budget

* Start Period Jun-23

* End Period Jun-23

* Budget Entry Name 2023 Initial 29-06-23 13:07:40 PM

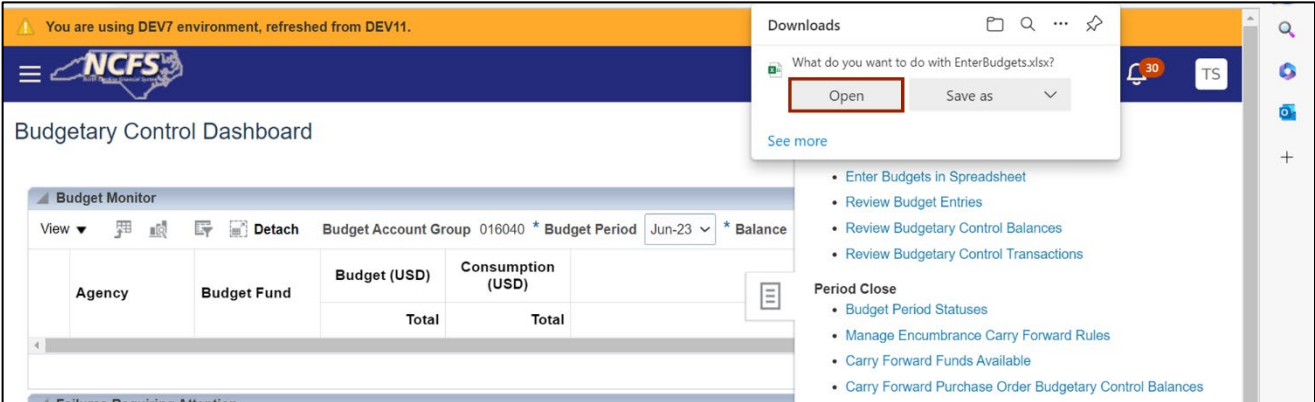
* Budget Scenario Not applicable for Budgetary Control validation usage

Retrieve current budgets

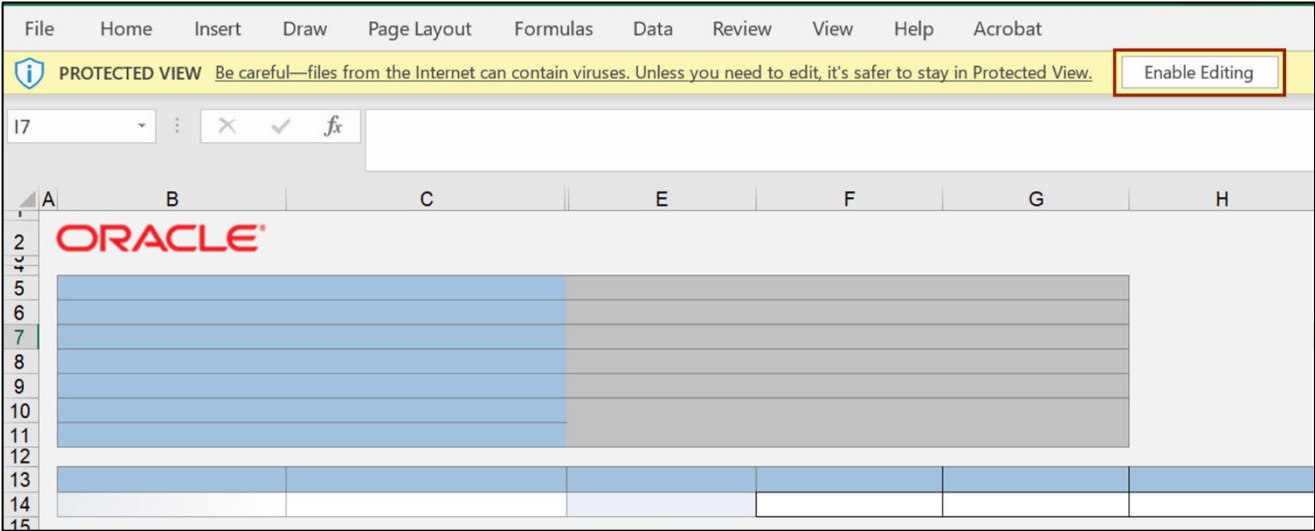
* Enter Budget Amounts As New budget or replacement of current budget

Create Spreadsheet **Cancel**

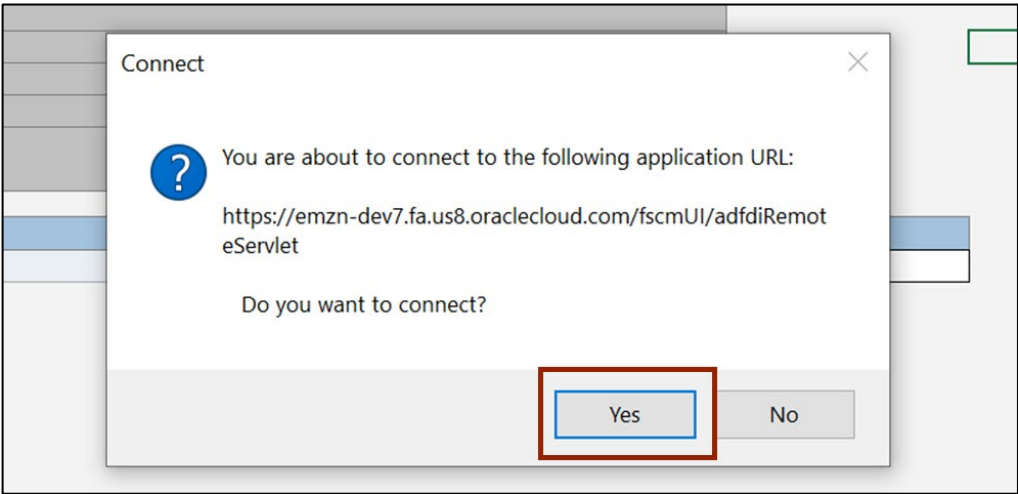
5. On the **Budgetary Control Dashboard** page, the *Downloads* pop-up appears. On the *Downloads* pop-up, click the **Open** button.



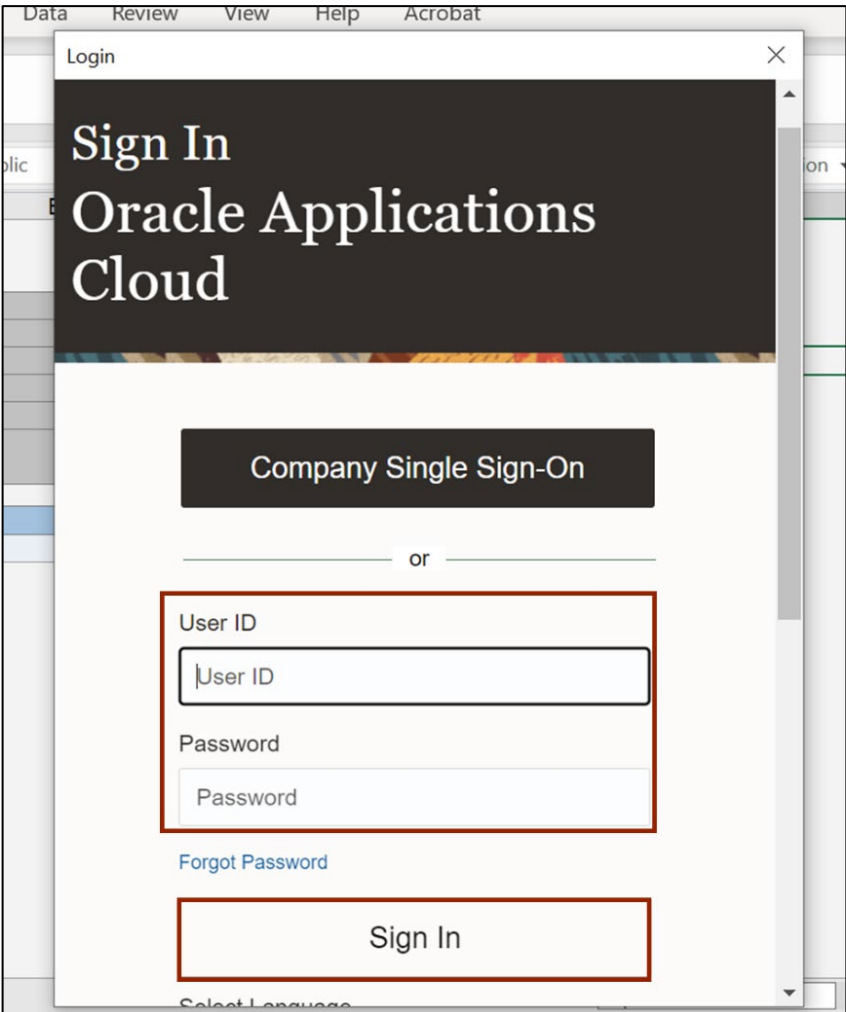
6. The Excel sheet appears. Click the **Enable Editing** button.



7. On the *Connect* pop-up, click the **Yes** button.



8. On the *Sign in* pop-up, enter **User ID** and **Password**. Then, click the **Sign In** button.



9. The Spreadsheet opens. Enter the Budget values as required.

ORACLE® Enter Budget Amounts							
Budget Usage		Budgetary Control validation					
Budget Entry Classification		Initial budget					
Enter Budget Amounts As		New budget or replacement of current budget					
Control Budget		NC LTD Budget					
Budget Entry Name		2023 Initial 29-06-23 13:07:40 PM					
Budget Scenario		Not applicable for Budgetary Control validation usage					
Worksheet Status							
Changed	Row Status	*Agency[...]	*Budget Fund[...]	*Account[...]	*Agency Mgmt Unit[...]	*Agency Program[...]	*Funding Source[...]
▲		1900	307508	58807508	00000000	00000000	3017
▲		1900	307508	58807507	00000000	00000000	3017
▲		1900	307508	48807508	00000000	00000000	3017
▲		1900	307508	48807507	00000000	00000000	3017

10. Scroll to the right and enter the budget amount. In the **Comment** column mention a comment if required.

In this example, we choose to write **New Budget** in the **Comment** fields.

*Project[...]	*Inter Fund[...]	*Future 1[...]	*Future 2[...]	*Future 3[...]	Jun-23	Comment
0000000000	000000	0000	000000	00000	20,000	New Budget
0000000000	000000	0000	000000	00000	30,000	New Budget
0000000000	000000	0000	000000	00000	20,000	New Budget
0000000000	000000	0000	000000	00000	30,000	New Budget

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

The screenshot shows the Oracle spreadsheet interface. The ribbon at the top includes 'File', 'Home', 'Insert', 'Draw', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Help', 'Enter Budget Amounts', and 'Acrobat'. The 'Enter Budget Amounts' tab is selected and highlighted with a red box. Below the ribbon, the 'Submit' button in the 'Worksheet' group is also highlighted with a red box. The spreadsheet content is visible below, showing the 'ORACLE® Enter Budget Amounts' title and the same data table as in step 9.

12. On the *Upload Options* pop-up, click the **OK** button.

mt	*Agency Program[...]	*Funding Source[...]	*Project[...]	*Inter Fund[...]	*Future 1[...]	*Future 2[...]	*Future 3[...]
	0000000	3017	0000000000	000000	0000	000000	00000
	0000000	3017	0000000000	000000	0000	000000	00000
	0000000	3017	0000000000	000000	0000	000000	00000
	0000000	3017	0000000000	000000	0000	000000	00000

Upload Options
✕

On failure, continue to upload subsequent rows
 Download all rows after successful upload

OK
Cancel

13. The *Confirmation* pop-up appears, which indicates that the process was submitted. Click the **OK** button.

nt	*Agency Program[...]	*Funding Source[...]	*Project[...]	*Inter Fund[...]	*Future 1[...]	*Future 2[...]	*Fu
	0000000	3017	0000000000	000000	0000	000000	000
	0000000	3017	0000000000	000000	0000	000000	000
	0000000	3017	0000000000	000000	0000	000000	000
	0000000	3017	0000000000	000000	0000	000000	000

Confirmation
✕

Your process 2465616 was submitted.

OK

14. (a) The **Row Status** fields get updated to **Row Inserted Successfully**.

ORACLE® Enter Budget Amounts

Budget Usage	Budgetary Control validation
Budget Entry Classification	Initial budget
Enter Budget Amounts As	New budget or replacement of current budget
Control Budget	NC LTD Budget
Budget Entry Name	2023 Initial 29-06-23 13:07:40 PM
Budget Scenario	Not applicable for Budgetary Control validation usage
Worksheet Status	

Changed	Row Status	*Agency[...]	*Budget Fund[...]	*Account[...]	*Agency Mgmt Unit[...]	*Agency Program[...]
	Row inserted successfully	1900	307508	58807508	0000000	0000000
	Row inserted successfully	1900	307508	58807507	0000000	0000000
	Row inserted successfully	1900	307508	48807508	0000000	0000000
	Row inserted successfully	1900	307508	48807507	0000000	0000000

14. (b) Alternatively, if the **Row Status** fields reflect **Insert Failed**, validate all segments, and enter the correct values after validation. Then repeat the submit process. (Step 11 -13).

ORACLE® Enter Budget Amounts


Budget Usage	Budgetary Control validation
Budget Entry Classification	Initial budget
Enter Budget Amounts As	New budget or replacement of current budget
Control Budget	NC LTD Budget
Budget Entry Name	2023 Initial 29-06-23 13:07:40 PM
Budget Scenario	Not applicable for Budgetary Control validation usage
Worksheet Status	


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

15. Navigate back to the **Budgetary Control Dashboard** page. Click the **Tasks** icon []. Under **Budget**, click **Review Budget Entries**.

Budgetary Control Dashboard

Budget Monitor

View  **Detach** Budget Account Group 016040 * Budget Period Jun-23 * Balance

Agency	Budget Fund	Budget (USD)	Consumption (USD)	
		Total	Total	

Failures Requiring Attention

Failed Transactions (0) Cash Budget Status Exceptions (0)

Budgets

- Manage Control Budgets
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16. In the **Search** section, enter the ***Control Budget** as **NC LTD Budget**, ***From Budget Period** as **Aug-21**, and ***To Budget Period** as **Jun-22**. Click the **Search** button.

Review Budget Entries Done

Search Advanced Saved Search All Budget Entries ▾

* Control Budget * Required

* From Budget Period

* To Budget Period

Budget Entry Name

17. The newly added budget entries can be viewed here.

Review Budget Entries Done

Search Advanced Saved Search All Budget Entries ▾

View

Budget Entry Date	Budget Entry Name	Source Amount (USD)	Amount Changed (USD)	Justification
6/29/23	2023 Initial 29-0...	70,000.00	10,000.00	
6/21/23	2023 Initial 21-0...	180,000.00	180,000.00	
6/21/23	4600 UAT Grant...	12,600.00	12,600.00	
6/21/23	4600 UAT 400 ...	1,400,000.00	1,400,000.00	
6/16/23	0200 UAT Grant...	40,000.00	40,000.00	
6/16/23	0200 UAT G1 ID...	95,000.00	95,000.00	
6/16/23	0200 UAT Grant...	200,000.00	200,000.00	
6/14/23	1900 UAT 3075...	500,000.00	500,000.00	
6/14/23	1900 UAT 3075...	8,000.00	8,000.00	
Total			2,445,600.00	

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Wrap-Up

Manage Grant Authorization in Budgets using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- GM100: Grants Management