



REPORTS HELPFUL FOR GRANTS MANAGEMENT

PNG

QUICK REFERENCE GUIDE PNG-03

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to run reports relevant to Grants Management in the North Carolina Financial System (NCFS).

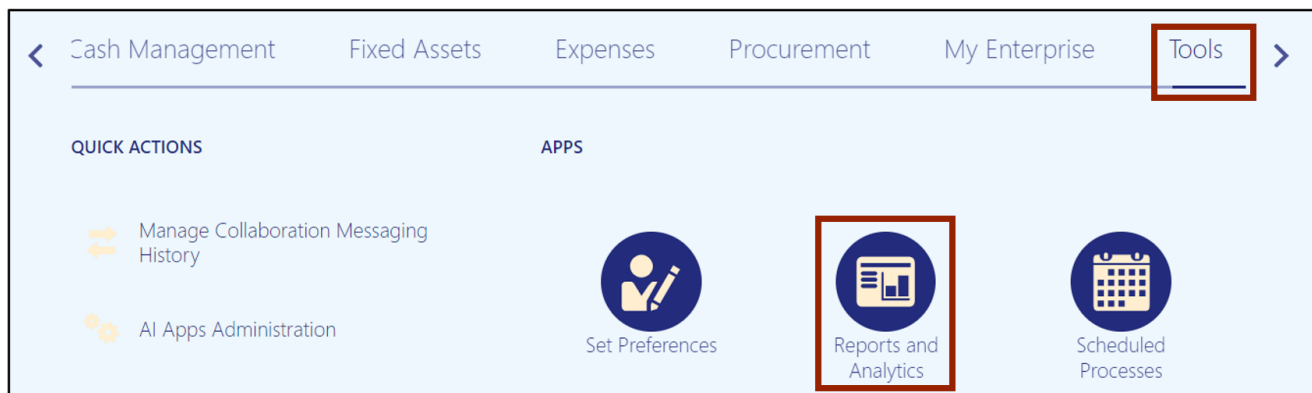
Introduction and Overview

This QRG covers the process of running reports helpful for Grants Management. The various reports include budget entry validation reports, review reports, month end reconciliation reports, and other reports. Some examples of Grants Management reports include NC Federal Check Clearance Pattern Report, NC GL Project Summary Report, and NC Federal Grant 488-588 Transfer Account Reconciliation Report.

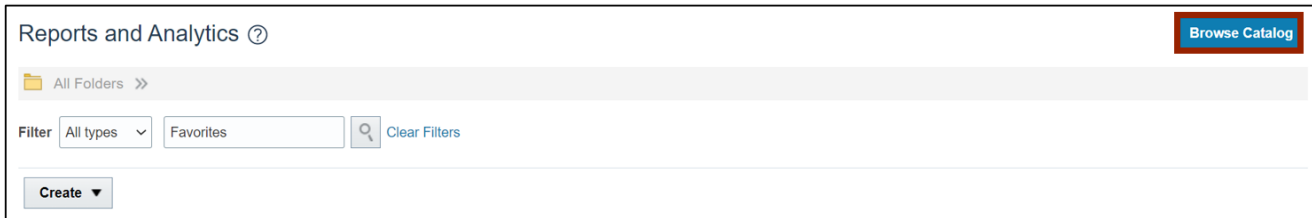
Run Grants Reports

To run Grants Management reports, follow the steps below:

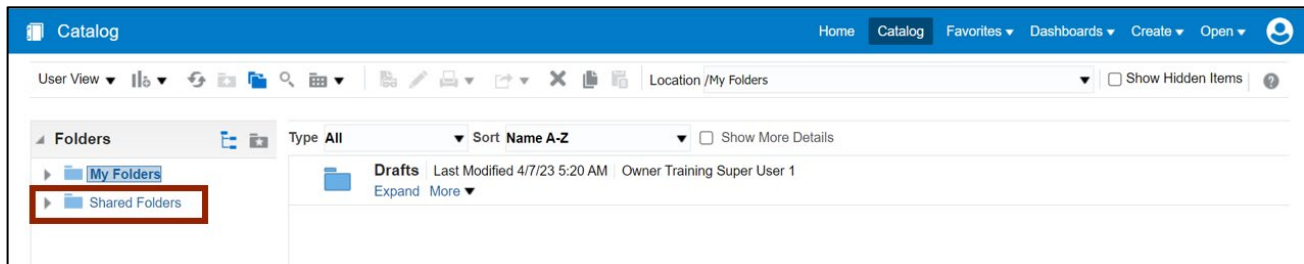
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Tools** tab and select the **Reports and Analytics** app.



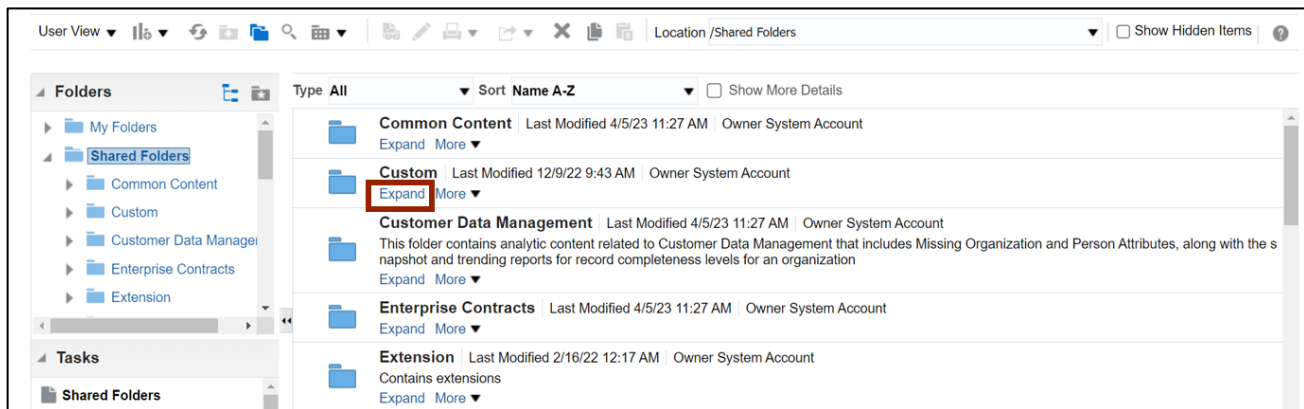
3. Click the **Browse Catalog** button on the top-right corner.



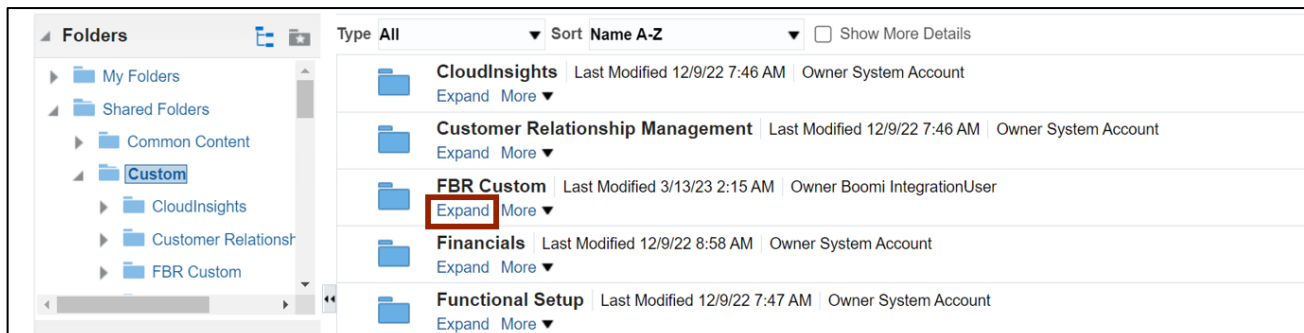
4. The **Catalog** page opens. Under the **Folders** section on the left side of the page, click **Shared Folders**.



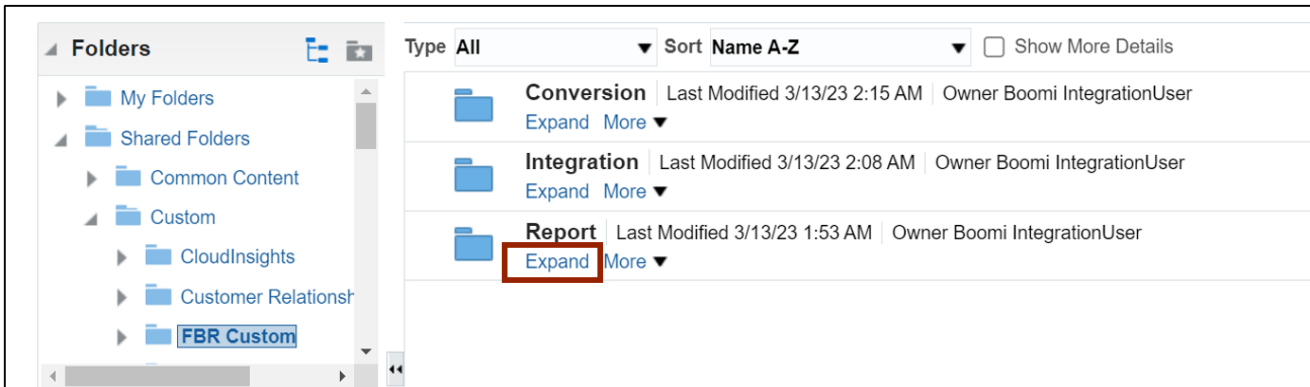
5. Under the **Custom** folder, click **Expand**.



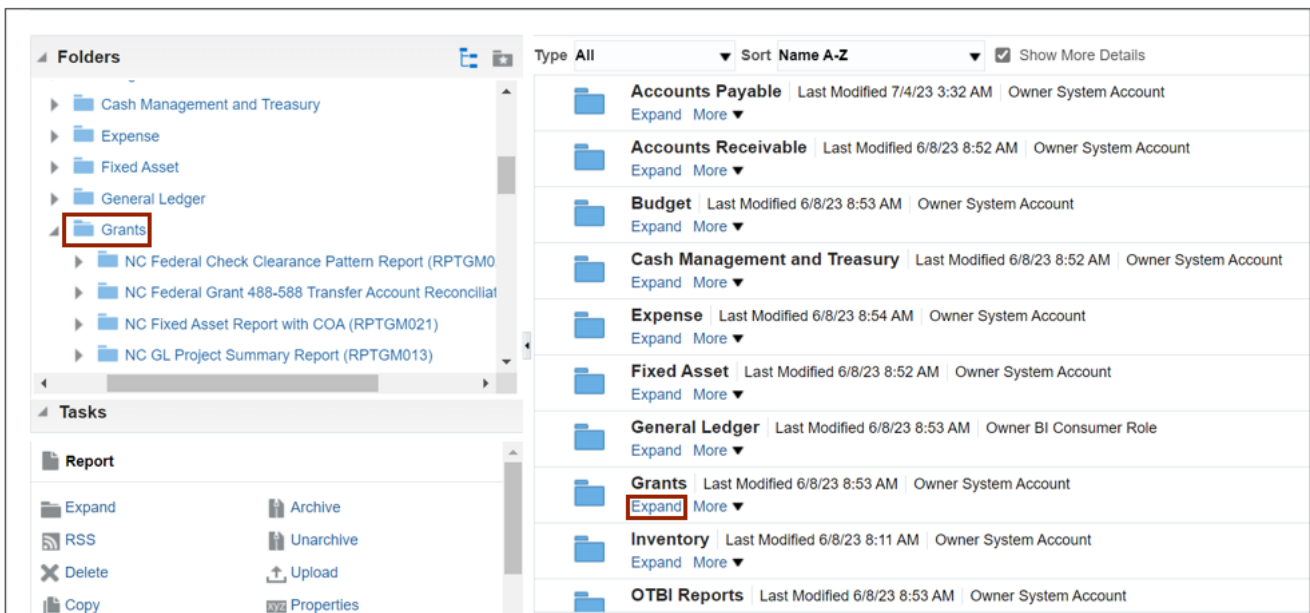
6. Under the **FBR Custom** folder, click **Expand**.



7. Under the **Report** folder, click **Expand**.

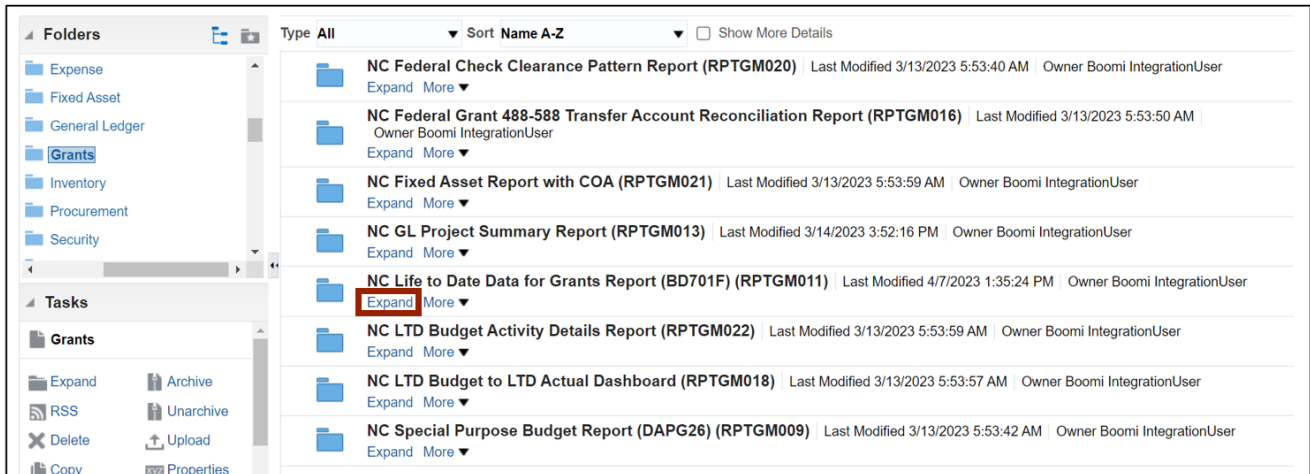


8. Scroll down to find the **Grants** folder. Then, click **Expand**.

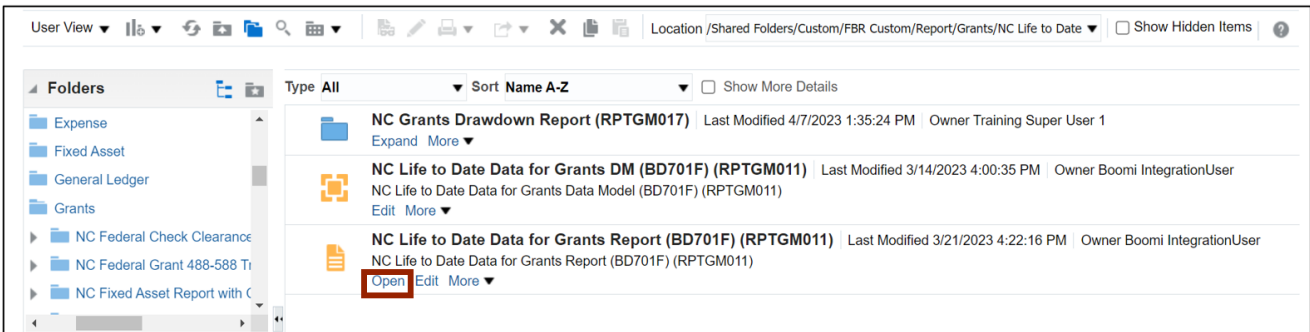


9. Find the grants report to be run and click **Expand** under the report.

In this example, we choose **NC Life to Date Data for Grants Report (BD701F) (RPTGM011)**.

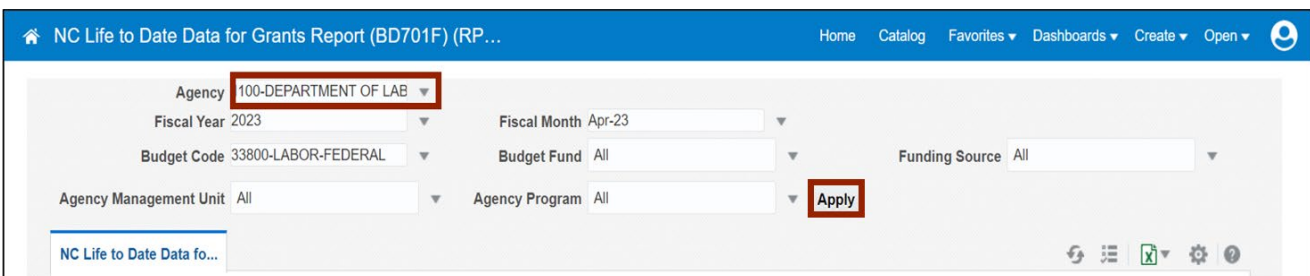


10. To open **NC Life to Date Data for Grants Report (BD701F) (RPTGM011)**, click **Open** under the report.

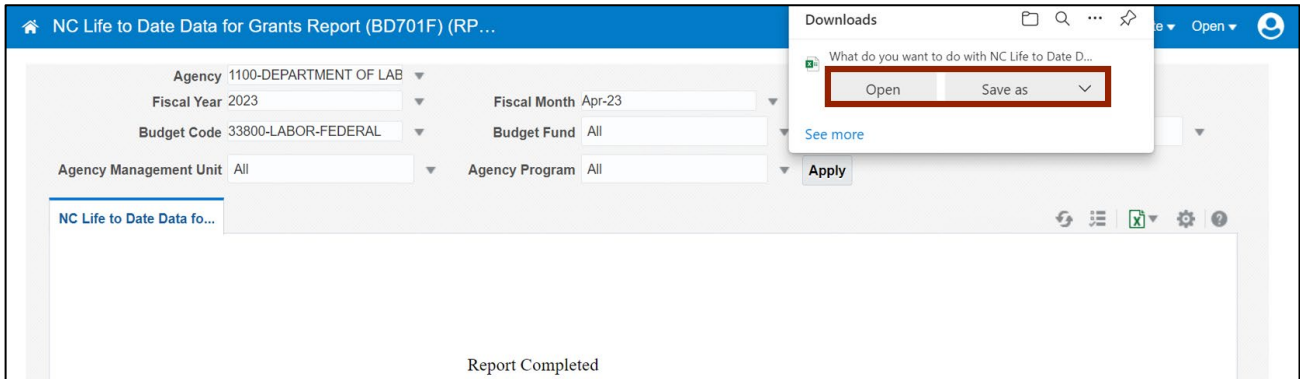


11. Select the **Agency** from the respective drop-down choice list.

In this example, we choose **1100-DEPARTMENT OF LABOR**. Enter any other relevant information in the respective fields. Then, click the **Apply** button.



12. The report is now downloaded. Click the **Open** button to open the report or click the **Save as** button to save the report.



13. Open the report to view and verify all the details.

North Carolina Financial System
Office of State Controller
NC Life to Date Data for Grants Report (BD701F) (RPT-GM-011)
05/23/2023 07:10:39 AM

Parameters	
Agency	1100-DEPARTMENT OF LABOR
Fiscal Year	2023
Fiscal Month	Apr-23
Budget Code	33800-LABOR-FEDERAL
Budget Fund	All
AMU	All
AP	All
Funding Source	All

Data Information	
Agency	1100-DEPARTMENT OF LABOR
Fiscal Year	2023
Fiscal Month	Apr-23
Budget Code	33800-LABOR-FEDERAL
Budget Fund	30500-NC-DOL-3330-MINE SAFETY AND HEALTH
AMU	000000-DEFAULT Agency Mgmt Unit NC CASH
AP	000000-DEFAULT Agency Program NC CASH
Funding Source	3020

Expenditures										State Fiscal Year			Grants Life to Date		
Account	Account Description	AMU	AMU Description	AP	AP Description	Interfund	Interfund Description	Month to Date Actual	Quarter to Date Actual	Year to Date Actual	Award/Budg	Actual	Unexpended/Drawn		
58905001	MESA GRANT	000000	DEFAULT Agency Mgmt Unit NC CASH	000000	DEFAULT Agency Program NC CASH	000000	DEFAULT Inter Fund NC CASH	0.00	0.00	19,536.46	0.00	57,814.04	(57,814.04)		
Total								0.00	0.00	19,536.46	0.00	57,814.04	(57,814.04)		

Revenue										State Fiscal Year			Grants Life to Date		
Account	Account Description	AMU	AMU Description	AP	AP Description	Interfund	Interfund Description	Month to Date Actual	Quarter to Date Actual	Year to Date Actual	Award/Budg	Actual	Unexpended/Drawn		
4205001	MINE SAFETY & HEALTH	000000	DEFAULT Agency Mgmt Unit NC CASH	000000	DEFAULT Agency Program NC CASH			0.00	0.00	19,536.46	0.00	57,814.04	(57,814.04)		
Total								0.00	0.00	19,536.46	0.00	57,814.04	(57,814.04)		
Net Difference								0.00	0.00	0.00	0.00	0.00	0.00		

Data Information	
Agency	1100-DEPARTMENT OF LABOR
Fiscal Year	2023
Fiscal Month	Apr-23
Budget Code	33800-LABOR-FEDERAL
Budget Fund	30500-NC-DOL-3330-MINE SAFETY AND HEALTH

Fund 305001 Fund 305002 Fund 305003 Fund 305004 Totals



User Tip:

To view other grants reports, follow steps 1-8. Then, select the appropriate report to be opened in step 9 and proceed further by following steps 10-13.

Wrap-Up

Run reports helpful for Grants Management using the steps above.

Additional Resources

Instructor-Led Training (vILT)

- GM100: Grants Management