North Carolina Department of Health and Human Services
Division of Public Health
Frequently Used NCAS Budget Reports Found Through XTND

Name of Report (using "title" option in XTND)[1]	Description	Frequency of Update	Programmatic Uses
DHRHLH BD701 DETAIL WKLY	Summary of accounts by fund	Daily[2]	Enables a view of the budget for each account at the fund level including all state and federal funds. Most useful purpose is to check account balances to assure sufficient funds, as the fiscal year cannot be closed with any negative balances at fund level.
DHRHLH BD701-SP CUR MONTH	Summary of accounts by Fund/RCC/FRC	Daily[2]	The most detailed look at the budget; has detail for all accounts, and enables the comparison of requirement to revenues, which should be in balance for 100% federally funded centers. This is a useful report to check budget for funds-checking purposes.
DHRHLH BD704 FUND/RCC WKLY	Summary of accounts by Fund/RCC in budget code 14430	Daily[2]	This report is most useful when there are multiple funding sources for a given program (RCC), such as federal funds requiring a match. All revenue sources are listed together, and the bottom line shows appropriations budgeted/spent.
DHRHLH DAPG2601EXP-DAILY CUR MTH	Summary of budget/expenditure by account in budget code 14430	Daily*	This report should be used when looking at a given account across a variety of centers. For example if you want to view a particular contract account within a fund because it is over-obligated at the fund level, this report will quickly reveal the particular center(s) causing the over-obligation.
DHRHLH DAPG2602EXP-DAILY CUR MTH	Summary of revenue accounts by Fund/RCC/FRC in budget code 14430	Daily*	This report should be used to determine the amount of federal funds in the budget for a given grant, especially if some federal funds are budgeted in the "99" FRC. The amount of revenues in the budget is the official amount of a grant budgeted.
DHRHLH DAPG2605EXP-DAILY CUR MTH	Summary of budget/expenditure by FRC in budget code 14430	Daily[2]	This report shows the amount of requirements budgeted/spent for a particular grant. It can be deceptive, because grant funds **budgeted** in the "99" FRC won't show up on this report, which is why the DAPG2602 is the best report to show the actual amount of the grant budgeted. However, this report is the best to determine **expenditures** for a grant, as anything spent from a "99" FRC will be reflected as a "redistributed cost" to the FRC for this grant.

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DHRHLH DET TRANS YTD EXP/REV	List of all accounting transactions by cost center in budget code 14430	Weekly	This is a listing of every NCAS transaction. This particular report shows the list since the beginning of the fiscal year, but the report can also be generated for the current month, or for a previous month. This report can be helpful to determine if a particular expenditure in a grant was charged to the correct grant year, according to the detail of the transaction.
DHRHLH ENCUMB BY CENTER DAILY	List of all encumbrances by account within a cost center in budget code 14430	Daily[2]	This is a list of the current outstanding encumbrances by center, for which there is a purchase order. It is most useful to quickly find encumbrances that are outdated, that should be removed from NCAS, and also to determine unliquidated obligations to a grant for federal reports.
DHRHLH PAYMENT TO VENDOR WKLY	List of payments made in a given month by cost center within a fund in budget code 14430	Weekly	This report is useful to determine if a given payment has been made, and when. Check numbers and invoices are provided which can be given to vendors awaiting payment.
BI211 WORKSHEET I (AGENCY VIEW)[3]	This report is maintained by OSBM and represents the current biennial certified and authorized budgets.	Periodic	This report is most useful during the period when the continuation budget is being developed. After that, this report is not updated and can become outdated.
RK325-BPS/BRS AUTH,CERT BUDGET[3]	This report is maintained by OSBM and represents the current biennial certified and authorized budgets.	Periodic	This report is most useful after the continuation budget cycle is completed, and there is need to view the biennial budget as budget revisions impacting both years are approved. This report is more useful in the first year of the biennium when the impact of two year budget revisions are viewable.
OSCOPF MM 122-H AP HELD INVOICES	List of invoices entered for payment by the Controllers Office awaiting release by the Division of Public Health budget office	Daily	Enables the program to monitor invoices that are awaiting payment, and to advocate for the release of critical invoices.

[1]Some reports should also be viewed across all budget codes. For example federal expenditures occur in other Department of Health and Human Services budget codes where cost allocation and/or direct expenditures are incurred. These reports are available in the DHR/WHA folder of XTND.

[2] The daily report provides all expenditures in the current month, as well as year to date amounts. These reports are also available for any previous month needed.

[3] Report is available by selecting the "global" tab on the XTND screen, then entering 14430 in the "value" field. Not all users have access to these reports.