

Steps to Run a BD 701

1) After logging into NCFS, click on 'Tools' in the navigator bar, and then on Reports and Analytics:



2) From the Reports and Analytics page, select "Browse Catalog":

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Reports and Analytics ⑦		Browse Catalog
All Folders »		\smile
Filter All types 🗸 Favorites Q Clear Filters		
Create 🔻		
No results found. Search for analysis, report, or dashboard. Click the star icon to favorite an object.		

3) From the catalog, click on the "Shared Folders" folder:





4) Once you are in Shared Folders, select "Custom":

Folders E	Type All	▼ Sort Name A-Z ▼ Show More Details
My Folders	î 🕒	Common Content Last Modified 7/6/23 4:11 AM Owner System Account
Common Content		Custom Last Modinus 6/7/23 7:54 AM Owner System Account Expand More ▼
Cloudinsights ConfigHub		Contemer Office Management Last Modified 7/6/23 4:11 AM Owner System Account This folder contains analytic content related to Customer Data Management that includes Missing Organization and Person Attributes, along with the snapshot and trending reports for record completeness levels for an organization Expand. More •
Customer Relations EBR Custom		Enterprise Contracts Last Modified 7/6/23 4:11 AM Owner System Account Expand More ▼
Financials		Extension Last Modified 2/16/22 12:17 AM Owner System Account Contains extensions Expand More ▼
Functional Setup Higher Education Human Capital Max		Financials Last Modified 7/8/23 4:11 AM Owner System Account Contains reports and analytical content for financial, accounting, invoicing, cash management, revenue collection, payment processing, expense processing, asset accounting and transaction taxation. Expand More
Incentive Compens	•	Higher Education Last Modified 7/6/23 4:11 AM Owner System Account Expand More ▼
Projects Subscription Manage		Human Capital Management Last Modified 7/6/23 4:11 AM Owner Contain reports and snalytical content for workforce management, absence management, compensation, payroll and time and labor as well as talent management processes such as recruitment, performance management of g management Expand More =
Customer Data Manag Enterprise Contracts	er 💼	Incentive Compensation Last Modified 7/6/23 4:11 AM Owner System Account Contains analytical content on Attainments, Earnings, Participant Goals and Quota assignments, Compensation plans, participant details , Paysheet and other payment details Examal More

5) From Custom, select "FBR Custom":

Folders 📑 🖬	Type All	▼ Sort Name A-Z ▼ □ Show More Details
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Common Content		ConfigHub Last Modified 7/9/23 3:22 PM Owner Akancha Sinha Expand More ▼
Custom		Customer Relationship Management Last Modified 2/16/22 12:17 AM Owner System Account expand More ▼
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 Financials Higher Education 		Financials Last Modified 2/16/22 12:18 AM Owner System Account Expand More ▼
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 Loyalty 		Higher Education Last Modified 2/16/22 12:17 AM Owner System Account Expand More ▼
 Manufacturing Marketing 		Human Capital Management Last Modified 2/16/22 12:17 AM Owner System Account Expand More ▼
 Partner Procurement 		Incentive Compensation Last Modified 2/16/22 12:17 AM Owner System Account Expand More
Projects Public Sector		Procurement Last Modified 2/16/22 12:17 AM Owner System Account Expand More ▼
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6) Then, select "Report":

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7) Select "Budget":





Folders	Ē: ita	Type All	▼ Sort Name A-Z □ Show More Details
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	FBR IBIS		FBR IBIS CI Allotment Interface GL Reconciliation Report Last Modified 6/8/23 8:53 AM Owner System Account Expand More ▼
	FBR IBIS		NC Allotments to Cash Availability (702) Report (RPTBE012) Last Modified 6/8/23 8:53 AM Owner System Account Expand More ▼
	FBR IBIS	1	NC Budget to Actual (701) Certified Report (RPTBE006) Last Modified 982/23 5:08 AM Owner System Account Expand More ▼
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8) Select "NC Budget to Actual (701) Certified Report (RPTBE006)":

9) Once you have opened the BD701 report, the system will allow you to select the Agency, Budget Code and Period you are looking for, as shown below. For certification purposes, you will need to include **all your budget codes for the period of July 2023.**

Budget Code All	*	
Period Jul-23	• Apply	

Please note: If you need additional detail that is not in the Certified Report, please run the BD701 Excel Report. The BD701 Excel report is located in the General Ledger folder instead of the Budget folder.