



North Carolina Department of Health and Human Services  
Office of the Controller

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Controller

**MEMORANDUM #2016 – 05**

TO: DHHS Division/Institution Budget Officers  
FROM: Laketha M. Miller *Laketha M. Miller*  
Date: January 15, 2016  
Subject: Additional reports in XTND

In an effort to provide you with the best information to help you perform your jobs, we will periodically be adding and providing notification of new reports that we hope you will find useful. Four new additional reports have been added to XTND to help you locate agency assigned revenue and expenditure accounts, review accounts that are valid for a cost center, check for unreconciled p-card transactions, and list budget entries that have posted to NCAS.

- **DHRWHA Agency Assigned Acct** - This report lists all revenue and expenditure accounts that have been specifically created for DHHS' use. If you need to find out if a transfer account (4381xx or 5381xx) has been setup or are looking for a particular reimbursement account (5383xx), you can use this report to see what accounts are available. Each account number type and description is listed in the upper left-hand side of the page.
- **DHRWHA COA by Center** – The Chart of Accounts (COA) report will help you determine what revenue and/or expenditure accounts have been validated to a specific cost center. (For NCAS users, this information is also available in NCAS on the 014 screen in the .GL module.) When validating accounts, remember to validate the entire family of accounts: revenues include 43, 63, and 68 while expenditures include 53, 03, 83, 73, and 78. This report also shows all valid, active cost centers. You should review this list for centers that are no longer active so they can be inactivated to avoid having erroneous charges post to them, such as cost centers for closed grant years.
- **DHRWHA Pcard Unreconciled Trans** – P-card transactions are to be reconciled no later than the 7<sup>th</sup> working day of the following month. This report will allow you to see when a transaction posted to NCAS and if it has not been reconciled.

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- **DHRWHA Budget Trans YTD 2016** - If you would like to review the transactions that have posted from IBIS to NCAS, this report will list all budget transactions for the entire fiscal year, similar to the DAPG67 report. (A version for FY15 has also been added to XTND.) This will help you identify missing (or pending) revisions that are not fully approved and have not yet hit NCAS.

If you have any questions please contact Jeannie Betts, Accounting Director, at 919-527-6061 in my office. We appreciate all your support, patience, and cooperation.

cc: Division/Institution Directors  
OoC Section Chiefs  
OoC Branch Heads