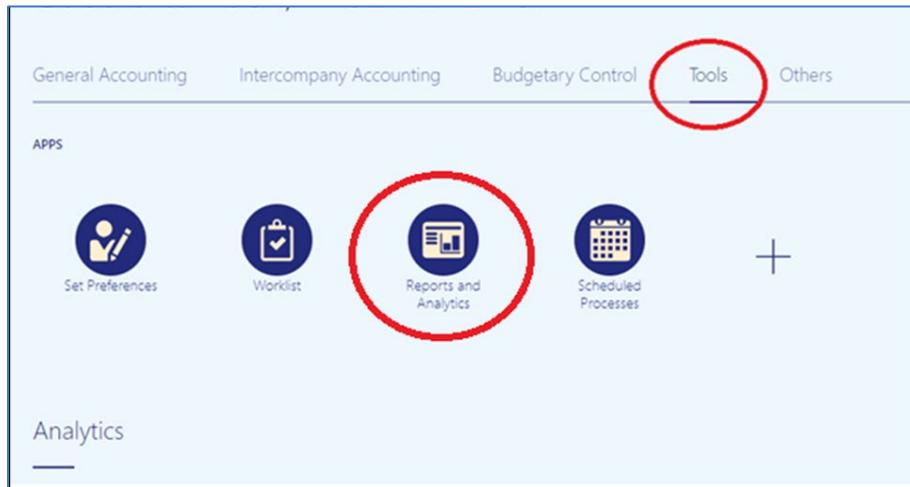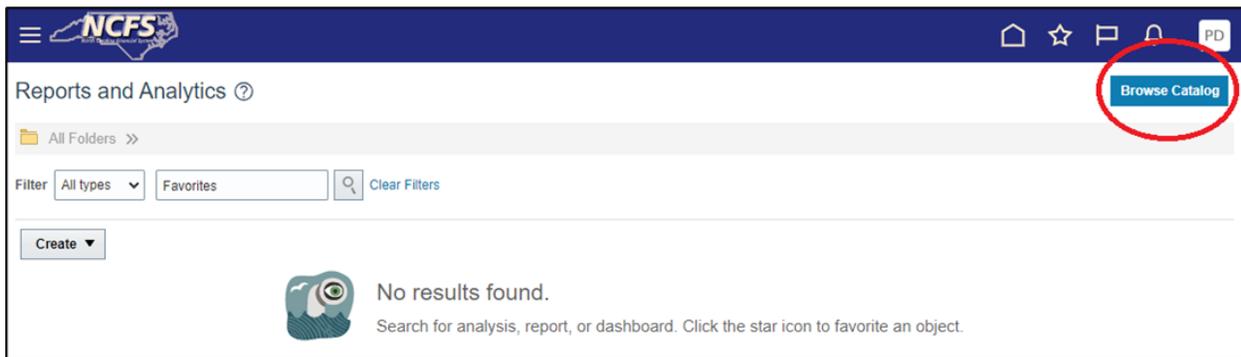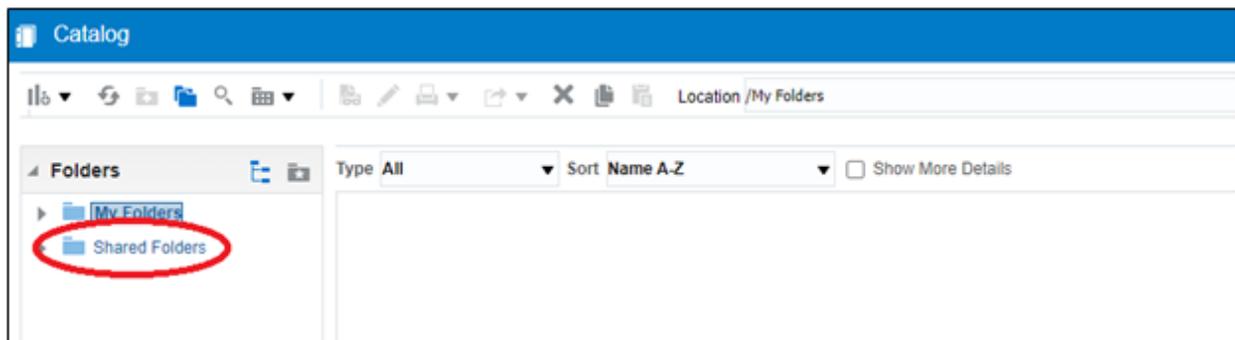# Steps to Run a BD 701

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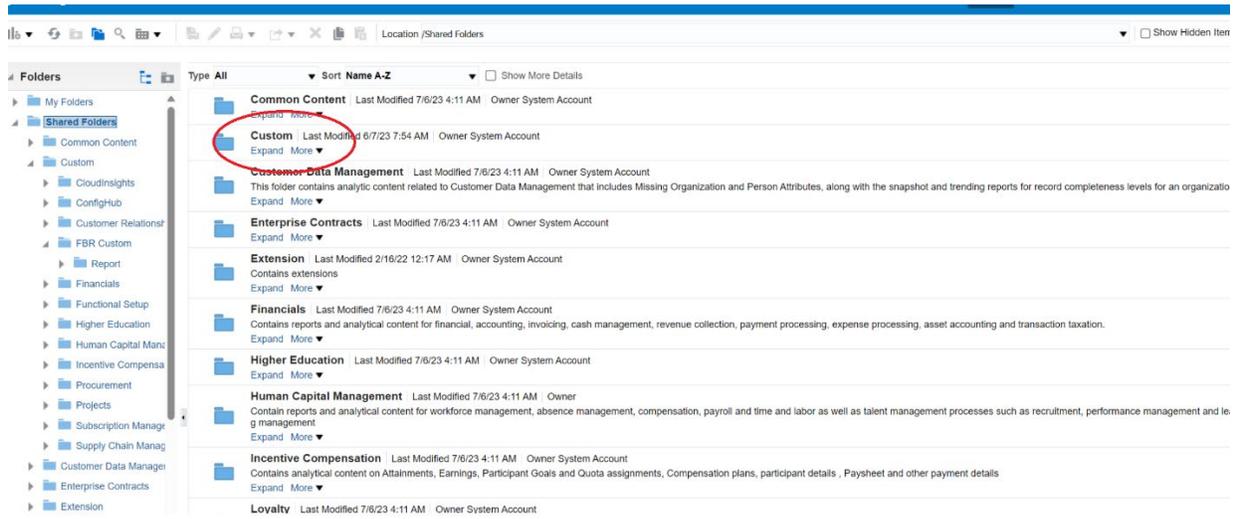


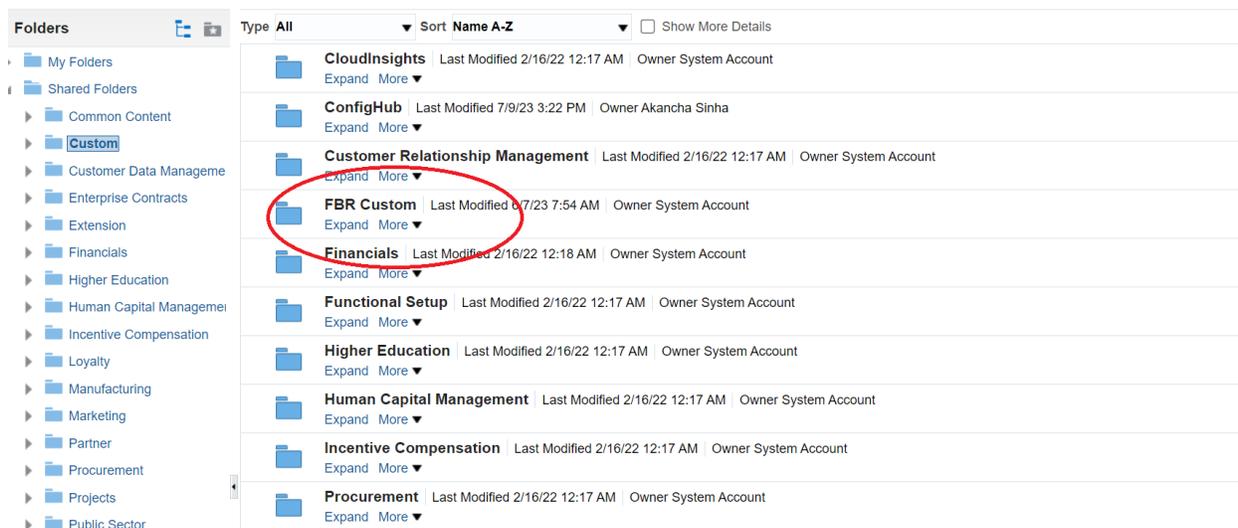2) From the Reports and Analytics page, select "Browse Catalog":



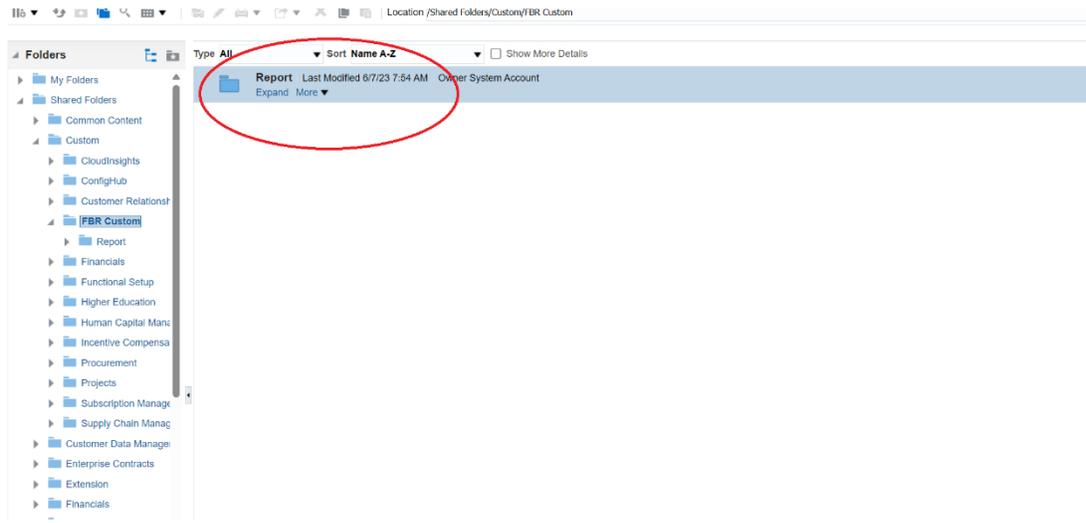3) From the catalog, click on the "Shared Folders" folder:

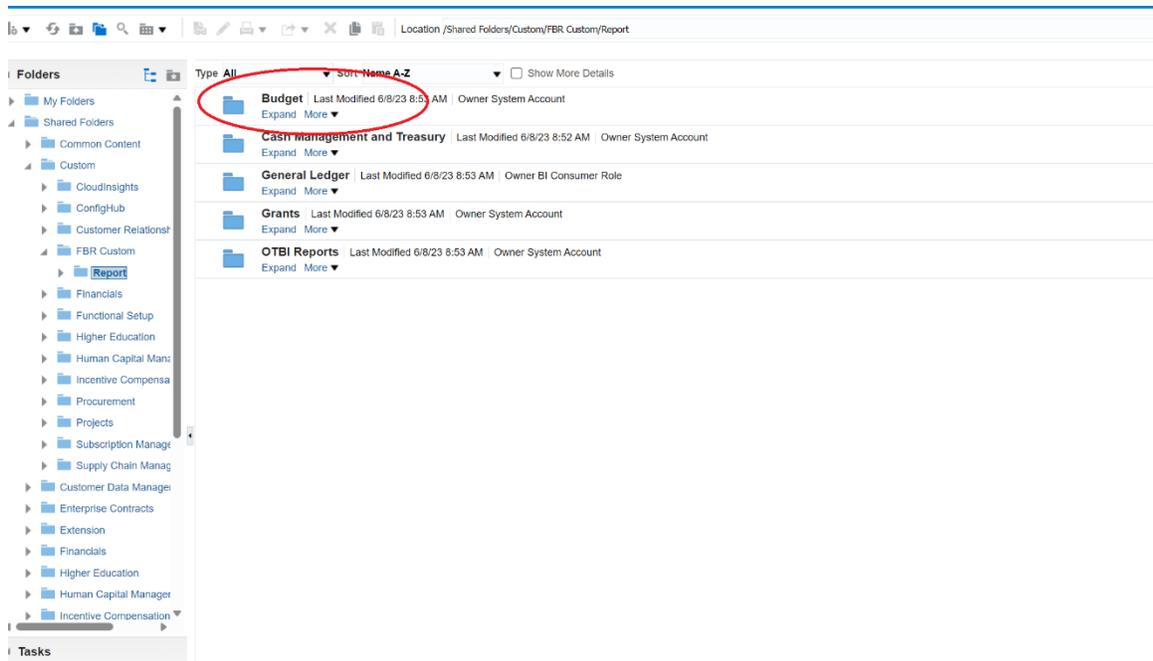4) Once you are in Shared Folders, select "Custom":
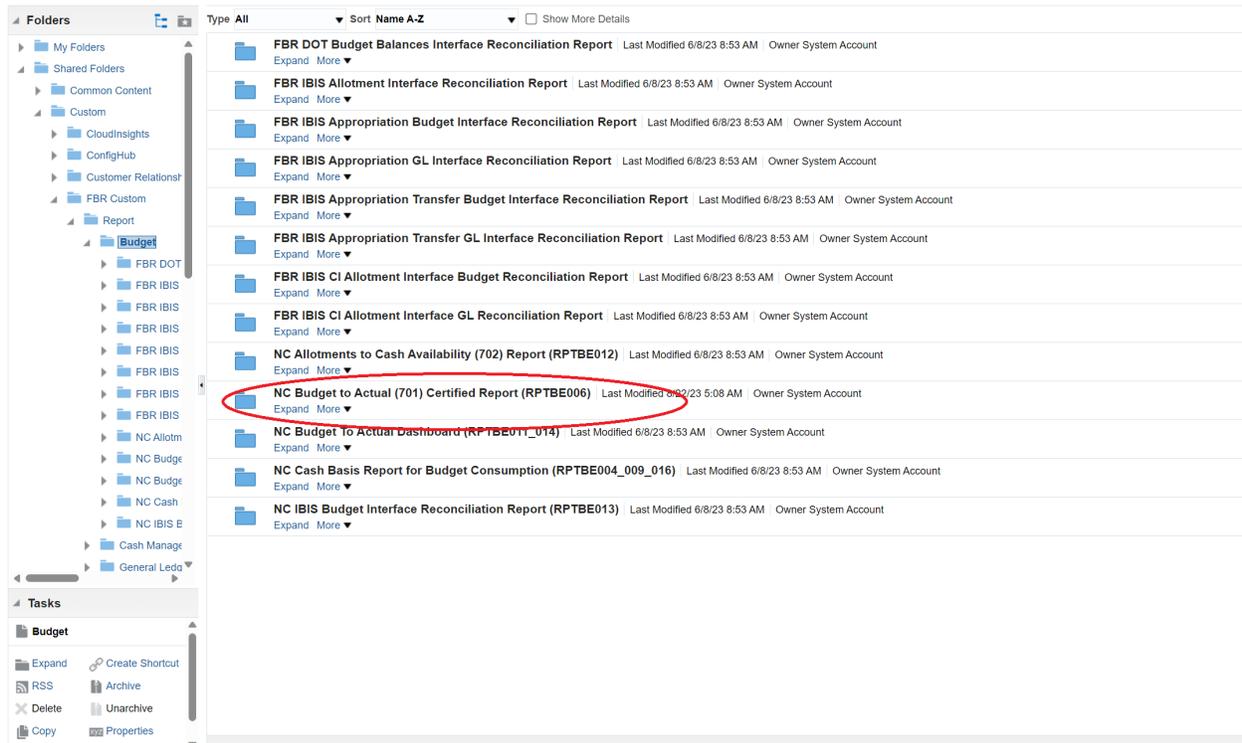


5) From Custom, select "FBR Custom":
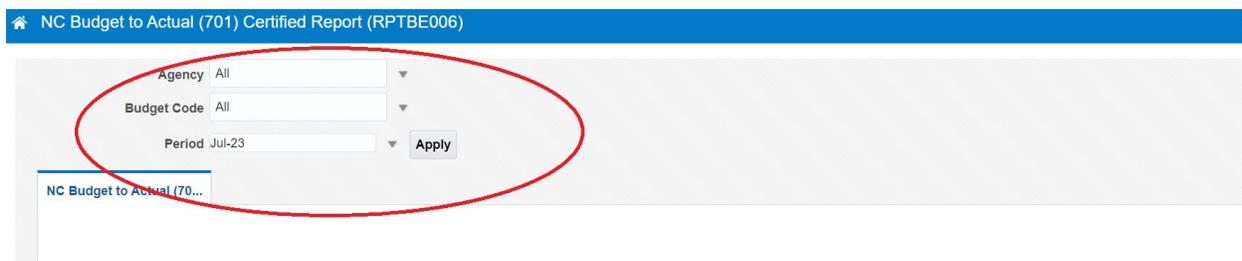
6) Then, select "Report":



7) Select "Budget":

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.**



**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.