



Quick Reference Guide (QRG)

BRIDGE Report Cheat Sheet

I. Document Overview

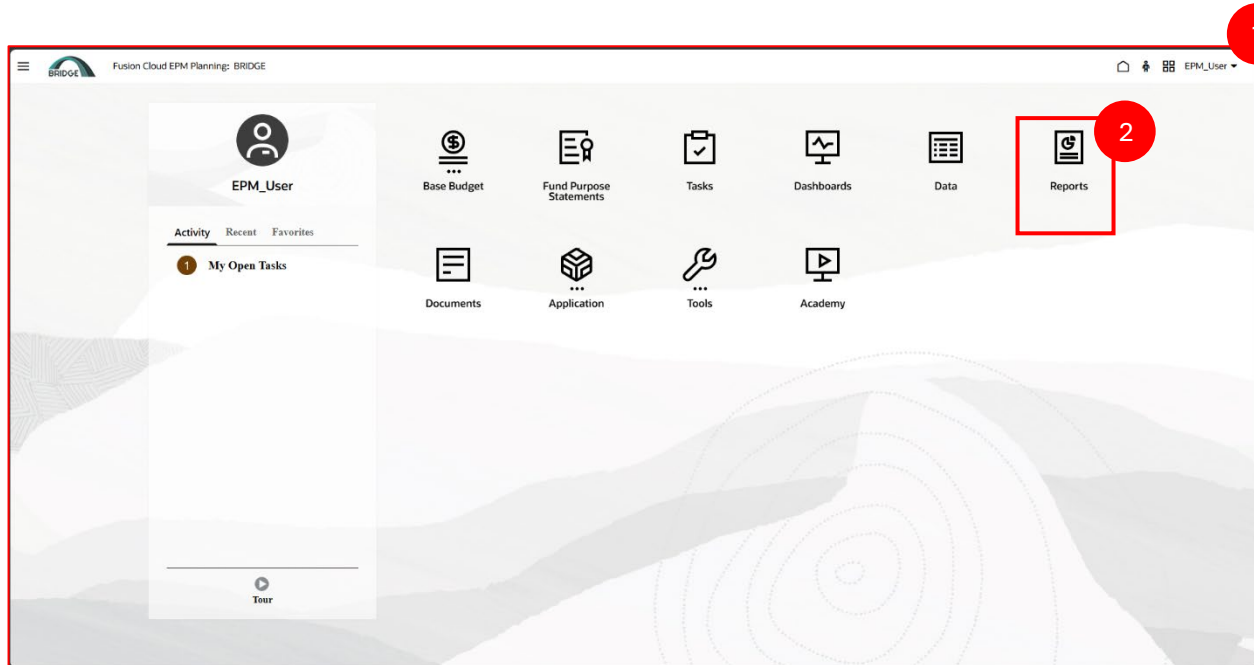
This Quick Reference Guide (QRG) provides end users with cheat sheet with a list of reports, their basic information, how to access them, and what they look like.

The guide covers the following topics:

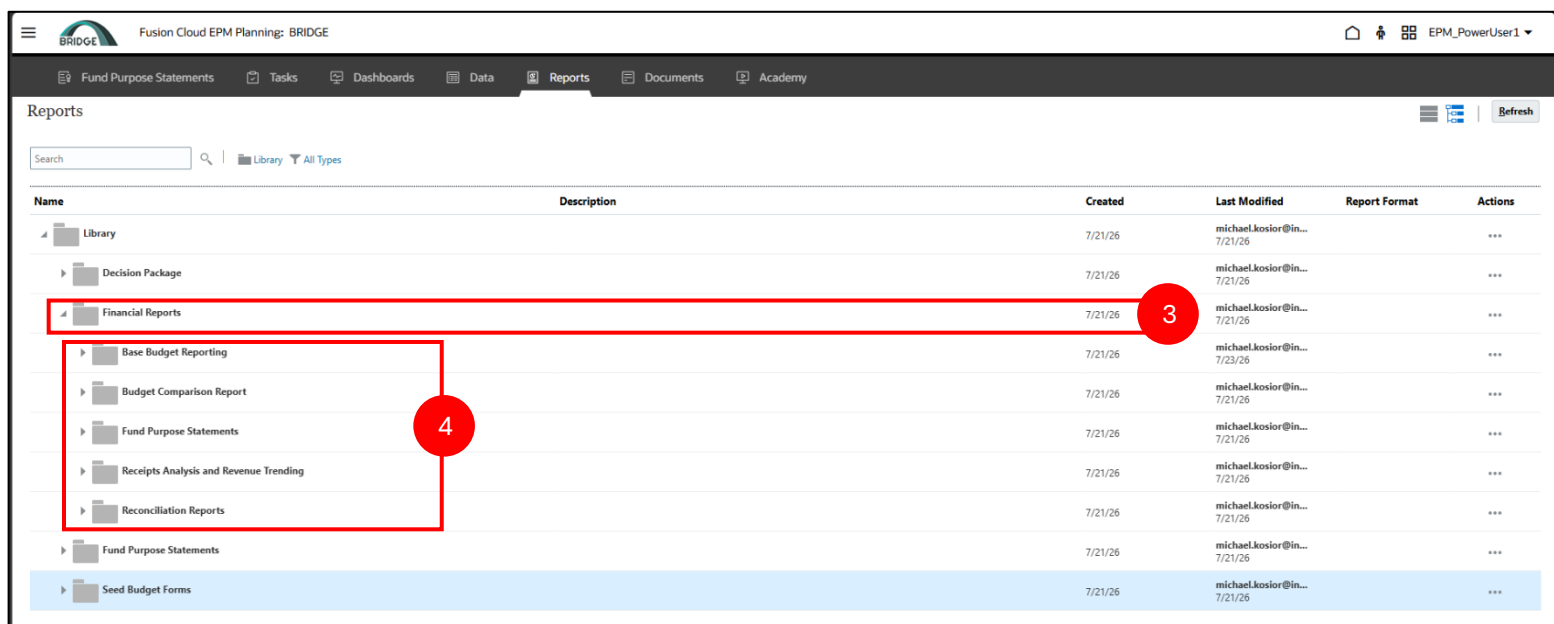
1. **Navigating to Reports** – Explains how to find the reports being discussed in this cheat sheet.
2. **Reports Cheat sheet** – Goes over and reviews several report types.

II. Navigating to Reports

1. Log in to the **BRIDGE** landing page.
2. Click on **Reports**.



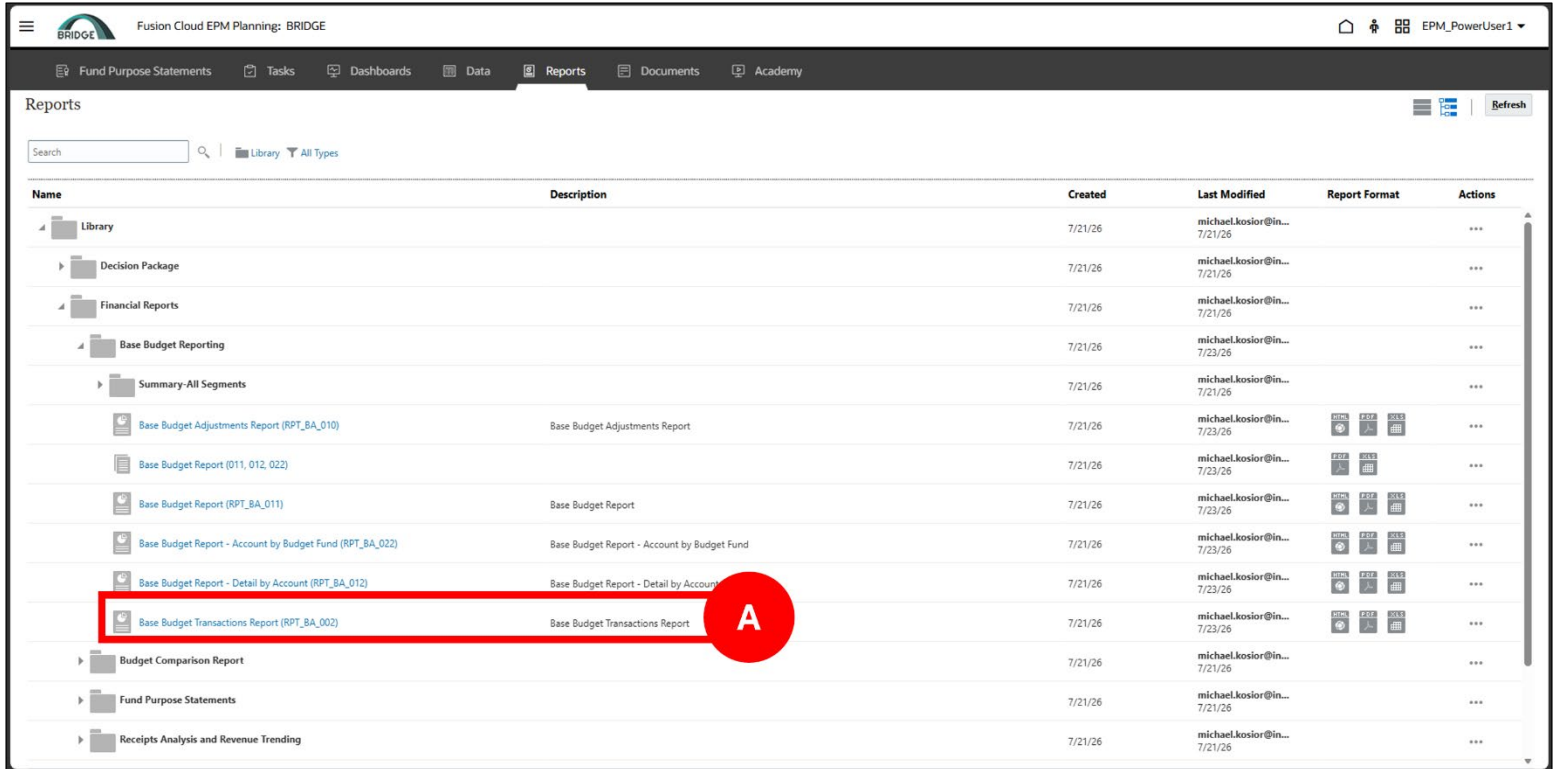
3. In the **Reports** page, select the **Financial Reports** dropdown.
4. The reports we are going to cover are under this section.



III. Reports Cheat Sheet

1. Base Budget Transactions Report (RTA_BA_002).

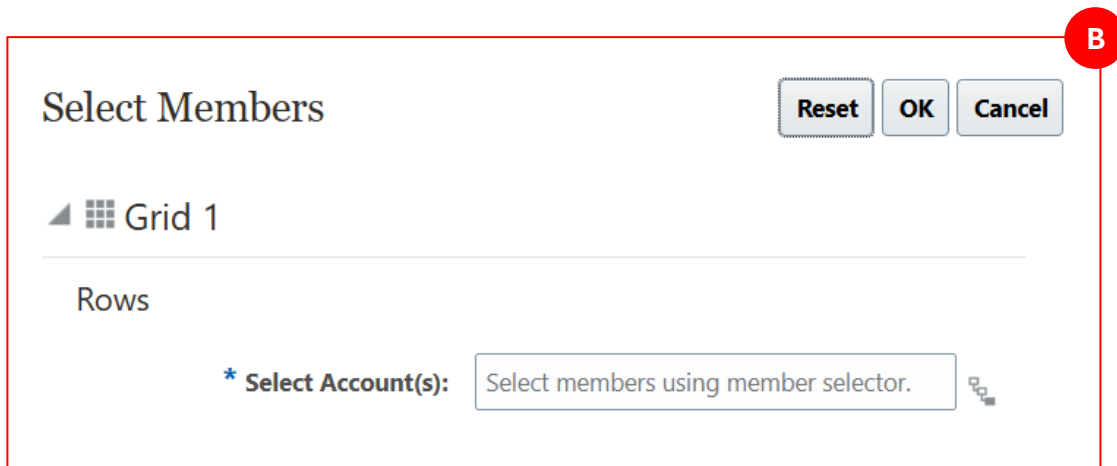
- A. To pull a report on a detailed transaction for BBA, find and select **Base Budget Transactions Report (RTA_BA_002)** under **Base Budget Reporting**.



The screenshot shows the BRIDGE Reports interface. The 'Reports' tab is selected, and the 'Library' filter is applied. The 'Base Budget Reporting' folder is expanded, and the 'Base Budget Transactions Report (RPT_BA_002)' is highlighted with a red box. A red circle labeled 'A' is placed over the report name.

Name	Description	Created	Last Modified	Report Format	Actions
Library		7/21/26	michael.kosior@in...		...
Decision Package		7/21/26	michael.kosior@in...		...
Financial Reports		7/21/26	michael.kosior@in...		...
Base Budget Reporting		7/21/26	michael.kosior@in...		...
Summary-All Segments		7/21/26	michael.kosior@in...		...
Base Budget Adjustments Report (RPT_BA_010)	Base Budget Adjustments Report	7/21/26	michael.kosior@in...		...
Base Budget Report (011, 012, 022)		7/21/26	michael.kosior@in...		...
Base Budget Report (RPT_BA_011)	Base Budget Report	7/21/26	michael.kosior@in...		...
Base Budget Report - Account by Budget Fund (RPT_BA_022)	Base Budget Report - Account by Budget Fund	7/21/26	michael.kosior@in...		...
Base Budget Report - Detail by Account (RPT_BA_012)	Base Budget Report - Detail by Account	7/21/26	michael.kosior@in...		...
Base Budget Transactions Report (RPT_BA_002)	Base Budget Transactions Report	7/21/26	michael.kosior@in...		...
Budget Comparison Report		7/21/26	michael.kosior@in...		...
Fund Purpose Statements		7/21/26	michael.kosior@in...		...
Receipts Analysis and Revenue Trending		7/21/26	michael.kosior@in...		...

- B. When selecting the report, select the accounts to display for the rows.



The screenshot shows the 'Select Members' dialog box. The 'Grid 1' section is visible, and the 'Rows' section is highlighted. A red circle labeled 'B' is placed over the 'Rows' section.

Select Members

Reset OK Cancel

Grid 1

Rows

* Select Account(s): Select members using member selector.

QRG: BRIDGE Report Cheat Sheet



C. The **RTA_BA_002 Base Budget Transactions Report** looks like this.

Fusion Cloud EPM Planning: BRIDGE

[Fund Purpose Statements](#)
[Tasks](#)
[Dashboards](#)
[Data](#)
[Reports](#)
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Base Budget Transactions Report (RPT_BA_002)

[Close](#)

Years

FY28

Budget Fund

BC_11000

Office of State Budget and Management
Base Budget Transactions Report (RPT_BA_002)
Biennium 2027-29

Budget Code : BC_11000_General Assembly - General Fund

Run on: July 27, 2028 2:23:07 PM GMT

Run by: EPM_PowerUser1

Budget Fund	Account Code	Fund Source	Inter Fund	Reference #	FY 2027-28		FY 2027-28	FY 2028-29	FY 2028-29	FY 2029-30	FY 2029-30
					Working	Certified	Authorized	Incr/Decr	Recurring Total	Incr/Decr	Recurring Total
100002	51520000	1000		11-0030	-	-	-	-	45,414.00	-	-
	51560000	1000		11-0031	-	-	-	-	77,604.00	-	-
100003	51520000	1000		11-0030	-	-	-	-	64,555.00	-	-
	51560000	1000		11-0031	-	-	-	-	156,875.00	-	-
100004	51110000	1000		12-0067	-	-	-	-	-70,837.00	-	-
	51110000	1000		12-0070	-	-	-	-	250,000.00	-	-
	51110000	1000		12-0002	-	-	-	-	-23,750.00	-	-
	51110000	1000		12-0003	-	-	-	-	-76,750.00	-	-
	51110000	1000		12-0006	-	-	-	-	-17,500.00	-	-
	51110000	1000		12-0009	-	-	-	-	-50,950.00	-	-
	51110000	1000		12-0040	-	-	-	-	-47,856.00	-	-
	51110000	1000		12-0042	-	-	-	-	-128,747.00	-	-
	51110000	1000		12-0043	-	-	-	-	-80,500.00	-	-
	51110000	1000		12-0045	-	-	-	-	-122,000.00	-	-
	51310000	1000		12-0070	-	-	-	-	-250,000.00	-	-
	51520000	1000		11-0030	-	-	-	-	45,910.00	-	-

QRG: BRIDGE Report Cheat Sheet



2. Base Budget to HR-Payroll Comparison Report (RPT_003).

- A. To pull a report on Oracle system FTE data and budgets, as well as BEACON FTE and budget, **Base Budget to HR-Payroll Comparison Report (RPT_003)** under the **Budget Comparison Report** folder.



- B. The **RTA_BA_003 CG 100 – Personal Services – BBA to HR-Payroll Comparison Report** looks like this.

Office of State Budget and Management
Base Budget to HR-Payroll Comparison Report
(RPT_BA_003)

Run on: July 29, 2026 5:12:08 AM PDT
Run by: EPM_PowerUser1
EPM_Download1

Reporting Unit: BC_11000_General Assembly - General Fund

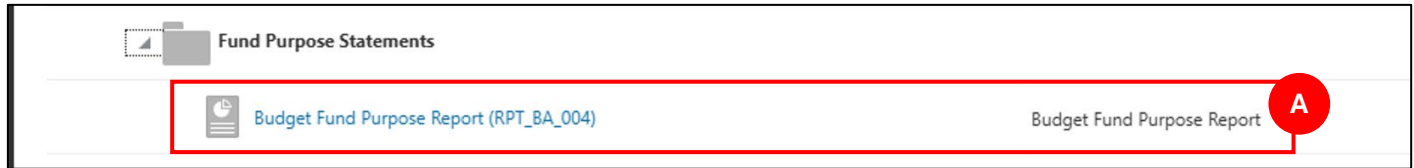
BRU	Budget Code	Budget Fund	Account Code	Funding Source	FY 2026-27	FY 2026-27	FY 2026-27	FY 2027-28	FY 2026-27	FY 2026-27	FY 2026-27	FY 2027-28
					HR-Payroll	WS1 Authorized	Recurring Total	Recurring Total	HR-Payroll	WS1 Authorized	Recurring Total	Recurring Total
					Amount	Amount	Amount	Amount	FTE	FTE	FTE	FTE
010_General Assembly	11000	100002	51110000	1999	-	\$ 6,895,576	-	-	-	100,800	-	-
010_General Assembly	11000	100003	51110000	1999	-	\$ 11,475,450	-	-	-	186,000	-	-
010_General Assembly	11000	100004	51110000	1999	-	\$ 6,801,897	-	-	-	86,600	-	-
010_General Assembly	11000	100005	51110000	1999	-	\$ 3,833,940	-	-	-	41,800	-	-
010_General Assembly	11000	100006	51110000	1999	-	\$ 5,282,428	-	-	-	49,600	-	-
010_General Assembly	11000	100007	51110000	1999	-	\$ 4,381,688	-	-	-	40,000	-	-
010_General Assembly	11000	100008	51110000	1999	-	\$ 1,564,765	-	-	-	31,000	-	-
010_General Assembly	11000	100009	51110000	1999	-	\$ 897,916	-	-	-	20,260	-	-
010_General Assembly	11000	100010	51110000	1999	-	\$ 4,003,357	-	-	-	46,000	-	-
010_General Assembly	11000	100015	51110000	0999	-	-	-	-	-	2,000	-	-

QRG: BRIDGE Report Cheat Sheet



3. Budget Fund Purpose Report (RPT_BA_004).

- A. To pull a report on all budget fund purpose statement, select **Budget Fund Purpose Report (RPT_BA_004)** under the **Fund Purpose Statements** folder.



- B. The **Budget Fund Purpose Report (RPT_BA_004)** looks like this.

Budget Fund Purpose Report (RPT_BA_004)

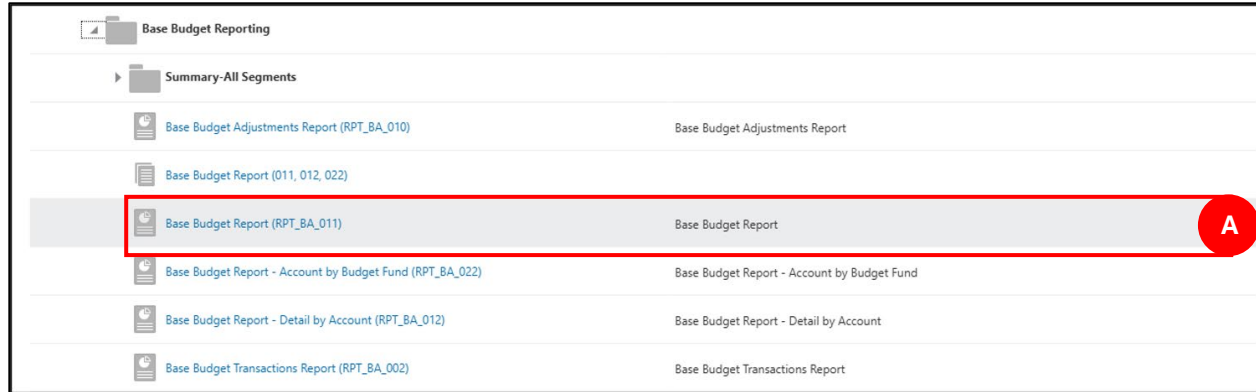
Reporting Level: BC_11000_General Assembly - General Fund

Run on: July 27, 2026 2:57:20 PM GMT
Run by: EPM_PowerUser1 EPM_PowerUser1

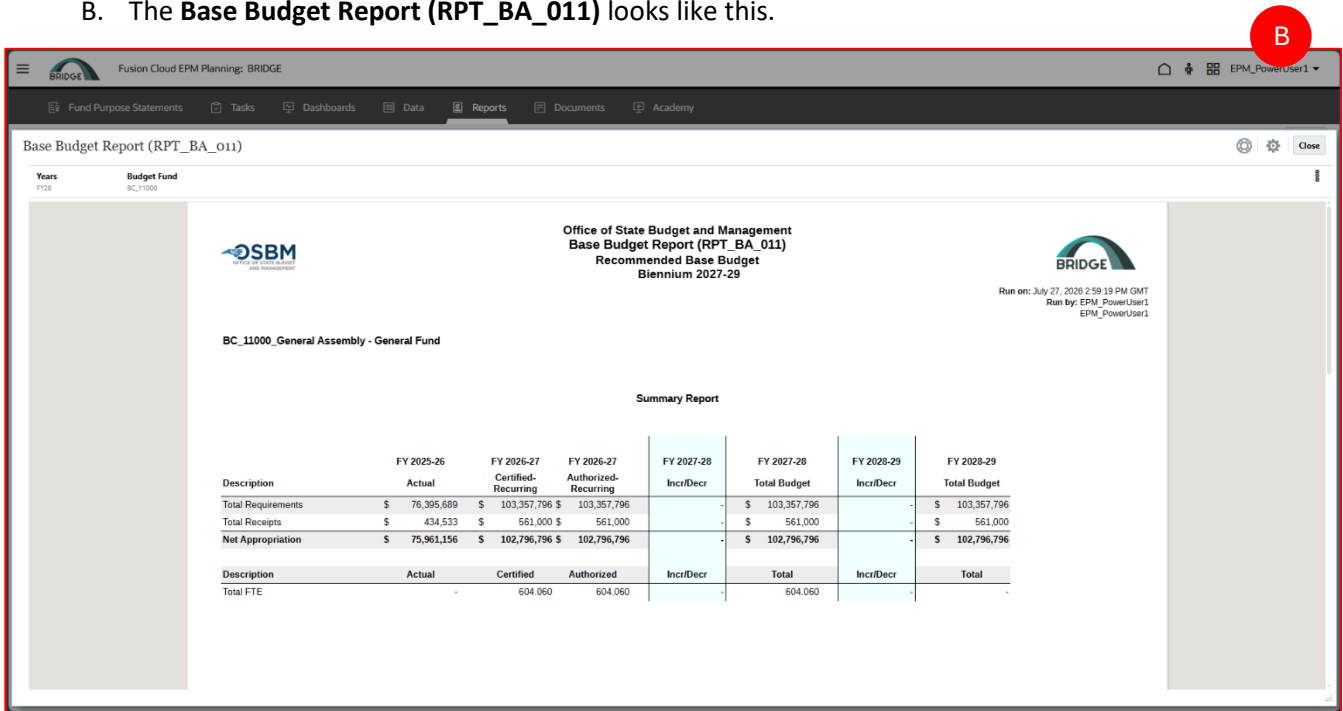
Budget Code	Budget Fund	Budget Fund Title	Fund Purpose	Created Date	Is Active	Is Published?
11000	011000	AS 11000 CLEARING	Enter a fund purpose	10/6/23	Active	-
11000	100002	AS 1110 SENATE BC 11000	Carry out the legislative power of the State vested in the Senate by the North Carolina Constitution and General Statutes through the enactment of bills and legislative resolutions including all appropriations and revenue bills as well as substantive legislation establishing public policy for the state.	1/1/11	Active	Yes
11000	100003	AS 1120 HOUSE OF REPRESENTATIVES BC 11000	Carry out the legislative power of the State vested in the House of Representatives by the North Carolina Constitution and General Statutes through the enactment of bills and legislative resolutions including all appropriations and revenue bills as well as substantive legislation establishing public policy for the state.	1/1/11	Active	Yes
11000	100004	AS 1211 ADMINISTRATIVE BC 11000	The Administrative Division provides general administrative support including administrative management, budgeting, personnel, security, and production and storage of legislative documents for the North Carolina General Assembly.	1/1/11	Active	Yes
11000	100005	AS 1212 BILL DRAFTING DIVISION BC 11000	The Bill Drafting Division drafts bills for members and committees of the North Carolina General Assembly.	1/1/11	Active	Yes
11000	100006	AS 1213 LEGISLATIVE ANALYSIS BC 11000	The Legislative Analysis Division serves as committee counselstaff and provide legal and policy analysis of proposed or existing legislation.	1/1/11	Active	Yes
11000	100007	AS 1214 FISCAL RESEARCH DIVISION BC 11000	The Fiscal Research Division supplies fiscal data for the North Carolina General Assembly and recommends appropriations for state departments and agencies.	1/1/11	Active	Yes
11000	100008	AS 1215 BUILDING MAINTENANCE BC 11000	The Building Maintenance Division provides building maintenance and landscaping for the North Carolina General Assembly complex.	1/1/11	Active	Yes
11000	100009	AS 1216 FOOD SERVICE BC 11000	The Food Services Division makes food readily available during working hours for the North Carolina General Assembly and the public.	1/1/11	Active	Yes
11000	100010	AS 1217 INFORMATION SYSTEMS BC 11000	The Information Systems Division provides automated information systems support and services to the North Carolina General Assembly.	1/1/11	Active	Yes
11000	100011	AS 1218 PROGRAM EVALUATION DIVISION BC 11000	The Program Evaluation Division evaluates whether public services are delivered in an effective and efficient manner and in accordance with the law. The Joint Legislative Program Evaluation Oversight Committee, in consultation with the Division Director, determines evaluation topics and establishes the work plan of the Division. Evaluations examine what work	1/1/11	Active	Yes

4. Base Budget Report (RTP_BA_011).

- A. To pull a BBA report to view summary and detail categorized in Dept/Agency/BRU, select **Base Budget Report (RPT_BA_011)** under the **Base Budget Reporting** folder.



- B. The **Base Budget Report (RPT_BA_011)** looks like this.



Office of State Budget and Management
Base Budget Report (RPT_BA_011)
Recommended Base Budget
Biennium 2027-29

Run on: July 27, 2026 2:59:19 PM GMT
Run by: EPM_PowerUser1
EPM_PowerUser1

BC_11000_General Assembly - General Fund

Summary Report

Description	FY 2025-26 Actual	FY 2026-27 Certified-Recurring	FY 2026-27 Authorized-Recurring	FY 2027-28 Incr/Decr	FY 2027-28 Total Budget	FY 2028-29 Incr/Decr	FY 2028-29 Total Budget
Total Requirements	\$ 76,305,689	\$ 103,357,796	\$ 103,357,796	-	\$ 103,357,796	-	\$ 103,357,796
Total Receipts	\$ 434,533	\$ 561,000	\$ 561,000	-	\$ 561,000	-	\$ 561,000
Net Appropriation	\$ 75,961,156	\$ 102,796,796	\$ 102,796,796	-	\$ 102,796,796	-	\$ 102,796,796

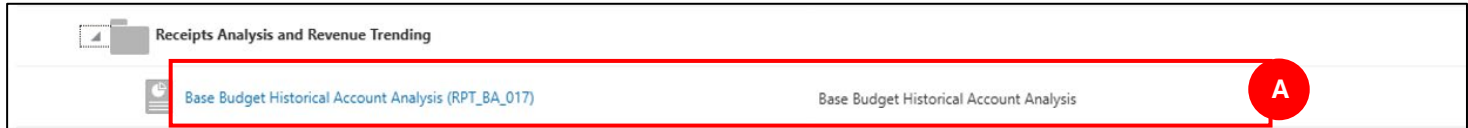
Description	Actual	Certified	Authorized	Incr/Decr	Total	Incr/Decr	Total
Total FTE	-	604,060	604,060	-	604,060	-	-

QRG: BRIDGE Report Cheat Sheet



5. Base Budget Historical Account Analysis (RPT_BA_017).

- A. To pull a report to analyze receipts and their increase or decrease over a year to establish trends, select **Base Budget Historical Account Analysis (RPT_BA_017)** under the **Receipts Analysis and Revenue Trending** folder.



- B. The **Base Budget Historical Account Analysis (RPT_BA_017)** Report looks like this.

Base Budget Historical Account Analysis (RPT_BA_017)

Account: AC_59090909 Years: FY23 Budget Fund: BRU hierarchy

Office of State Budget and Management
Base Budget Historical Account Analysis (RPT_BA_017)

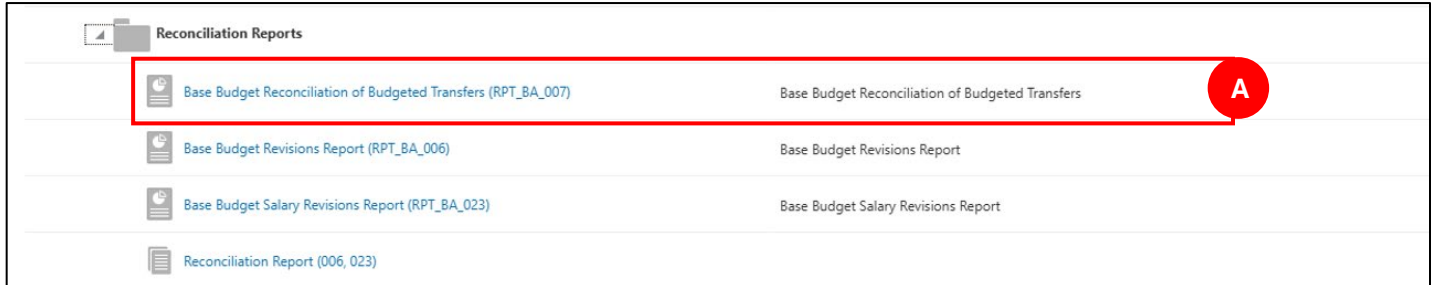
Reporting Level :

Run on: July 27, 2020 3:02:07 PM GMT
Run by: EPM_PowerUser1

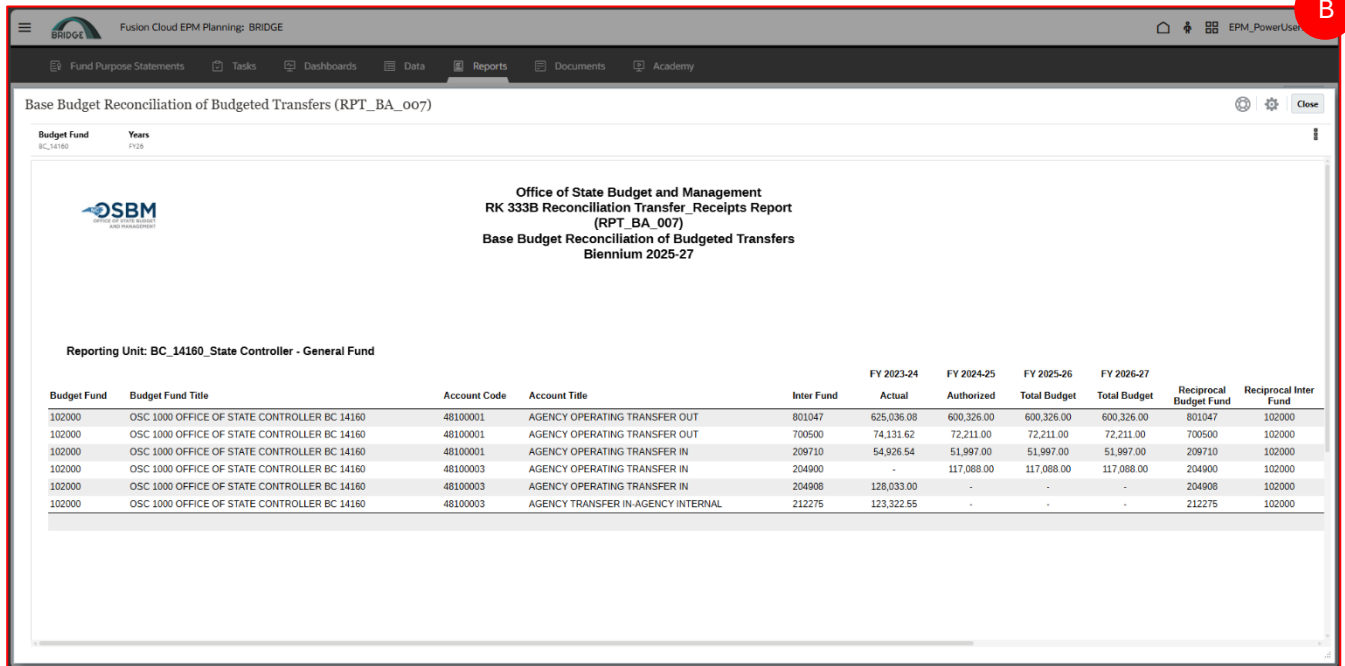
Budget Code	Budget Fund	Account Code	Fund Source	FY 2026-27		2 YR Actuals Average	2 YR Analysis
				Actual	Analysis		
13900	101601	51639000	0000	\$ 6,960	Zero Analysis	\$ 3,480	Zero Analysis
14350	102401	52731000	0000	\$ 916	Zero Analysis	\$ 458	Zero Analysis
14350	102413	54534000	0000	\$ 1,386	Zero Analysis	\$ 693	Zero Analysis
14350	102421	52182000	0000	\$ 51	Zero Analysis	\$ 26	Zero Analysis
14350	102421	52187000	0000	\$ 102	Zero Analysis	\$ 51	Zero Analysis
14350	102421	52199000	0000	\$ 132	Zero Analysis	\$ 66	Zero Analysis
14350	102421	52333000	0000	\$ 89,704	Zero Analysis	\$ 44,852	Zero Analysis
14350	102421	52333000	3000	\$ 1,050	Zero Analysis	\$ 525	Zero Analysis
14350	102421	52814000	0000	\$ 22,050	Zero Analysis	\$ 11,025	Zero Analysis
14350	102421	53150000	0000	\$ 16,550	Zero Analysis	\$ 8,275	Zero Analysis
14350	102421	53310000	0000	\$ 52	Zero Analysis	\$ 26	Zero Analysis
14350	102421	53320000	0000	\$ 98	Zero Analysis	\$ 49	Zero Analysis
14350	102421	53510000	0000	\$ 1,190	Zero Analysis	\$ 595	Zero Analysis
14350	102421	55115000	0000	\$ 1,000	Zero Analysis	\$ 500	Zero Analysis
14350	102421	55890000	0000	\$ 8	Zero Analysis	\$ 4	Zero Analysis
14350	102421	55900001	0000	\$ 51	Zero Analysis	\$ 26	Zero Analysis
14350	102431	52185000	3000	\$ 1,208	Zero Analysis	\$ 604	Zero Analysis

6. Base Budget Reconciliation of Budgeted Transfers (RPT_BA_007).

- A. To pull a report to analyze transfers of funds between internal budget funds, select the **Base Budget Reconciliation of Budgeted Transfers (RPT_BA_007)** under the **Reconciliation Reports** folder.



- B. The **Base Budget Reconciliation of Budgeted Transfers (RPT_BA_007)** Report looks like this.



Budget Fund	Budget Fund Title	Account Code	Account Title	Inter Fund	FY 2023-24 Actual	FY 2024-25 Authorized	FY 2025-26 Total Budget	FY 2026-27 Total Budget	Reciprocal Budget Fund	Reciprocal Inter Fund
102000	OSC 1000 OFFICE OF STATE CONTROLLER BC 14160	48100001	AGENCY OPERATING TRANSFER OUT	801047	625,036.08	600,326.00	600,326.00	600,326.00	801047	102000
102000	OSC 1000 OFFICE OF STATE CONTROLLER BC 14160	48100001	AGENCY OPERATING TRANSFER OUT	700500	74,131.62	72,211.00	72,211.00	72,211.00	700500	102000
102000	OSC 1000 OFFICE OF STATE CONTROLLER BC 14160	48100001	AGENCY OPERATING TRANSFER IN	209710	54,926.54	51,997.00	51,997.00	51,997.00	209710	102000
102000	OSC 1000 OFFICE OF STATE CONTROLLER BC 14160	48100003	AGENCY OPERATING TRANSFER IN	204900	-	117,088.00	117,088.00	117,088.00	204900	102000
102000	OSC 1000 OFFICE OF STATE CONTROLLER BC 14160	48100003	AGENCY OPERATING TRANSFER IN	204908	128,033.00	-	-	-	204908	102000
102000	OSC 1000 OFFICE OF STATE CONTROLLER BC 14160	48100003	AGENCY TRANSFER IN-AGENCY INTERNAL	212275	123,322.55	-	-	-	212275	102000