UNC Year-End Reversion Allotments
Job Aid FY 2025-26

The year-end reversion process is facilitated by OSBM using IBIS's allotment form to ensure proper reversion to the General Fund at year-end. This process is required for all universities.

All funds should revert to their original source of funds (GS 143C-1-2(b)). If funds did not come from the General Fund (i.e. SCIF or Escheat funding), DO NOT let funds revert to the statewide General Fund.

Universities should finalize all NCFS transactions that impact cash, including the carryforward check, prior to the UNC Year-End Reversion Allotment deadline, **Friday, July 24, 2026**.

This job aid is intended for all universities except for NCSSM. For the State Agency and NCSSM Job Aid, see OSBM's website.

1) General Guidance and Reminders

- UNC institutions should finalize all transactions that impact cash, including the carryforward revision and check.
- Enter the Year-end Reversion Allotment in IBIS **BEFORE** interfacing actuals to NCFS. Allotments interface overnight once approved.
    1. Create a new Operating Budget Allotment Request in IBIS
        - Fiscal Year: 2025-26
        - Effective Date: 6/29/2026
        - Title: "Budget Code_Reversion Allotment FY26"
        - Year End Reversion Allotment: Select "Year End Reversion Allotment"
        - Attach a copy of your ERP 702 equivalent to the allotment request
    2. Amounts in the Budget Detail tab will be equal to, to the cent, YTD Actuals minus YTD Allotments for Requirements, Receipts, and Appropriation lines in the ERP.
    3. After the IBIS allotment form is approved, both the RK 457 and the University ERP should reflect YTD Allotments equal to YTD Actuals for Requirements, Receipts, and Appropriation lines, and Unexpended Appropriation on the ERP BD 702 should reflect the total reversion for the budget code.
    4. Ensure that the allotment is fully processed in NCFS and recorded in the ERP System before completing the university interface. The reversion allotment will hit an agency's control budget fund.
- Process the ERP interface to NCFS. Allotments between all three systems won't reconcile until AFTER the interface is done and the 4x/5x clearing accounts have been zeroed out on Interface Agency Reconciliation Report.
- After OSC approves the interface, then the NCFS BD 702 Report, IBIS RK 457 Report, and the University ERP BD 702 Equivalent should all reconcile. At this time, universities should ensure that:
    1. YTD allotments (requirements, receipts, and net appropriation) reconcile between IBIS (RK 457), NCFS (BD 702) AND University ERP.
    2. YTD actuals reconcile between NCFS BC 702 and University ERP.
    3. Assets/Liabilities/Equity line have successfully zeroed out on the NCFS BD 702.
- Contact your Budget Execution Analyst if all three reports do not reconcile after the interface to identify next steps for problem solving.

2) Most Common Reversion Scenarios

Scenario 1: **University has YTD Actuals for receipts greater than allotments but within budget**

	YTD Authorized Budget	YTD Allotment	YTD Actual	Allotment Reversion	YTD Allotment after Reversion
Requirements	1000	900	845.77	-54.23	845.77
Receipts	500	400	403.63	3.63	403.63
Appropriation	500	500	442.14	-57.86	442.14

Scenario 2: **University has YTD Actuals for all lines less than allotments and within budget**

	YTD Authorized Budget	YTD Allotment	YTD Actual	Allotment Reversion	YTD Allotment after Reversion
Requirements	1000	900	745.89	-154.11	745.89
Receipts	500	400	350.65	-49.35	350.65
Appropriation	500	500	395.24	-104.76	395.24

Scenario 3: **University has YTD Actuals for receipts greater than budget/allotments**

	YTD Authorized Budget	YTD Allotment	YTD Actual	Allotment Reversion	YTD Allotment after Reversion
Requirements	1000	1000	999.21	-0.79	999.21
Receipts	500	500	551.84	51.84	551.84
Appropriation	500	500	447.37	-52.63	447.37

3) Final Review of BD 702 Report

Universities should review the BD 702 report (NCFS), the RK 547 (IBIS) and the University ERP and to certify the following items on their closeout checklist. Universities need to submit the University ERP BD 702 report equivalent to verify the three-way reconciliation.

OSBM Year End Checklist (Items 14, 15 and 16)

BD 702 Report

☐ 14. Year-to-date allotment totals reconcile between NCFS, IBIS, and University ERP Budget Systems

☐ 15. Year-to-date requirements and appropriation:

- Do not exceed total allotment and available cash on hand (*quarter-end requirement*); OR
- Equals total allotment with no available cash on hand (*year-end requirement*)

☐ 16. Unexpended appropriation indicates proper cash reversions (*year-end requirement*)

NCFS BD 702 Report

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North Carolina Financial System
Office of State Controller
NC Allotments to Cash Availability (702) Report (RPT-BE-012)
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Parameters	
Agency	XX00-AGENCY NAME
Budget Code	All
Budget Fund	All
Period	Jun-25

Budget Code	1XXXX-AGENCY NAME-GENERAL

Titles	Budget	Unallotted	Allotted	Current Month	Quarter To Date	Year To Date	Unexpended
Expenditures	14,000,000.00	531,624.18	13,468,375.82	1,122,364.65	3,367,093.96	13,468,375.82	531,624.18
Revenues	2,000,000.00	123,376.05	1,876,623.95	156,385.33	469,155.99	1,876,623.95	123,376.05
Excess of Expenditure - Over (Under) Revenues	12,000,000.00	408,248.13	11,591,751.87	965,979.32	2,897,937.97	11,591,751.87	408,248.13

Analysis of Cash				Current Month	Quarter To Date	Year To Date	
	Beginning Balance			1,374,227.45	306,186.10	0.00	
Add:							
	(+) Allotments/Revisions			(408,248.13)	2,591,751.87	11,591,751.87	
Less:							
	(-) Reversions			0.00	0.00	0.00	
	(-) Excess per BD701			0.00	0.00	0.00	
Changes In Assets/Liability/Owners Equity Direct from Cash Accounts:							
32119800 RESV BAL-MONTHLY ACCRUALS				0.00	0.00	0.00	0.00
11112000 CSH/BNK-NON INT BEAR CHK				0.00	0.00	0.00	0.00
	Net Assets/Liabilities/Equity			0.00	0.00	0.00	0.00
	Ending Balance			0.00	0.00	0.00	
	Unexpended Appropriations						408,248.13

YTD Allotment Information			Allotted	Current Month	Quarter To Date	Year To Date	Unexpended YTD
Expenditures			13,468,375.82	1,122,364.65	3,367,093.96	13,468,375.82	0.00
Receipts			1,876,623.95	156,385.33	469,155.99	1,876,623.95	0.00
Assets/Liabilities/Equity				0.00	0.00	0.00	0.00
Net Allotment			11,591,751.87	965,979.32	2,897,937.97	11,591,751.87	0.00

IBIS RK 457 Report Review – AFTER Year- End Reversion Allotment

- **YTD Total:** All allotments YTD without year-end reversion allotment
- **Reversion Allotment:** Year-End Reversion allotment amounts
- **YTD Total with Reversion Allotment:** Includes YTD Total with Reversion Allotment and should match BD 702 YTD Total **for both NCFS and in ERP system** after reversion allotment interfaces.
- **Gross Remaining From Authorized:** Reflects year-end reversion amount and should match NCFS BD 702.

neIBIS

Office of State Budget and Management
RK 457 Allotment Summary by Budget Code
Fiscal Year: 2024-2025

OSBM

160XX-UNC-XXXX

Description	Authorized Budget	Fourth Quarter				YTD Total	Reversion Allotment	YTD Total with Reversion Allotment	Gross Remaining From Authorized
	2024-2025	APRIL	MAY	JUNE	Q4 TOTAL				
Requirements	40,000,000	10,000,000	0	0	10,000,000	40,000,000	-1.67	39,999,998.33	1.67
Receipts	8,000,000	2,000,000	0	0	2,000,000	8,000,000	0	8,000,000.	0
Appropriation	32,000,000	8,000,000	0	0	8,000,000	32,000,000	-1.67	31,999,998.33	1.67
Monthly % Alloted		25.00%	0.00%	0.00%	25.00%	100.00%		100.00%	0.00%
Cummulative % Alloted					100.00%				

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