CM-09 Daily Transfer Report

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to explain how to navigate to and generate the Daily Transfer Report in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This Quick Reference Guide covers the navigation to the Daily Transfers Report and how to generate the report output. The Daily Transfers Report provides information regarding the status of transfers by budget code and organization. The purpose of this report is to provide three (3) sections: Summary of posted Transfers, Unposted Transfers, and Posted Transfers. The summary tab of this report provides a summary of posted transfers in and transfers out by Budget Code type. The Unposted Transfer Details tab of this report shows transfers that have been completed and submitted to OSC for approval, but not yet approved. The Posted Transfer Details tab shows transfers that have been approved and posted. Users also can add this report as a favorite in NCFS, which makes it readily available and eliminates the navigation path.

Note: If this report is generated during the brief period between a transfer being approved and the transfer posting to the GL, the transfer will not show up on this report.

User Tip

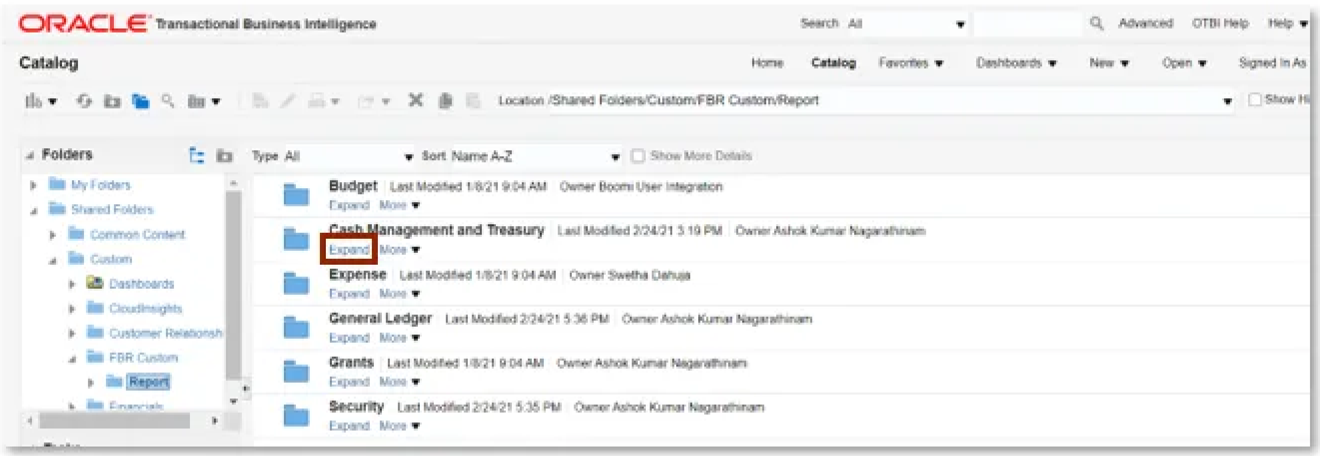
All first-time users should ensure at log-in, the browser cache is empty prior to initiating the log-on sequence.

Navigating to the Transfers Report

To navigate to the Daily Transfers Report, please follow the steps below. There are 5 steps to complete this process.

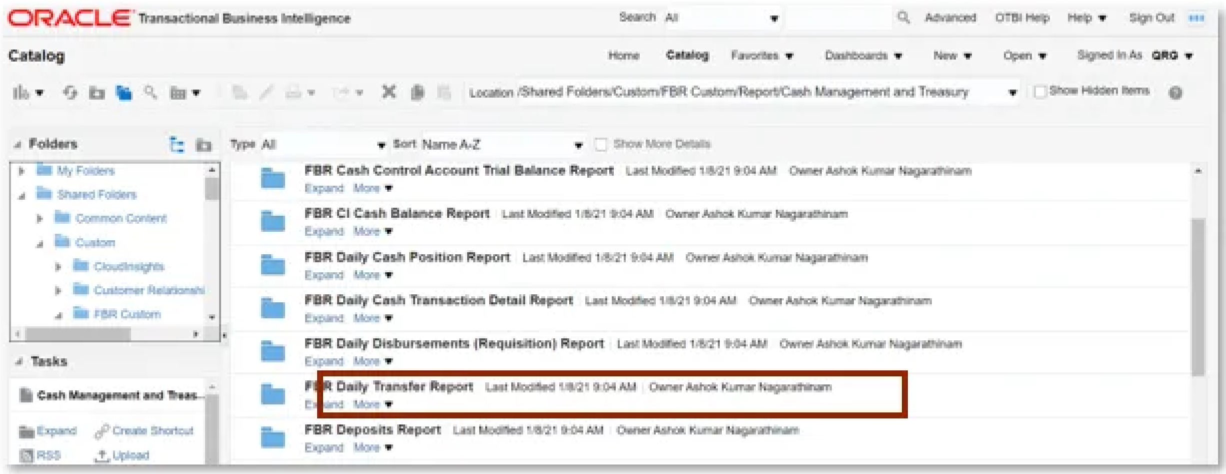
Step 1. Click **Expand** in the Cash Management and Treasury Section.

Image



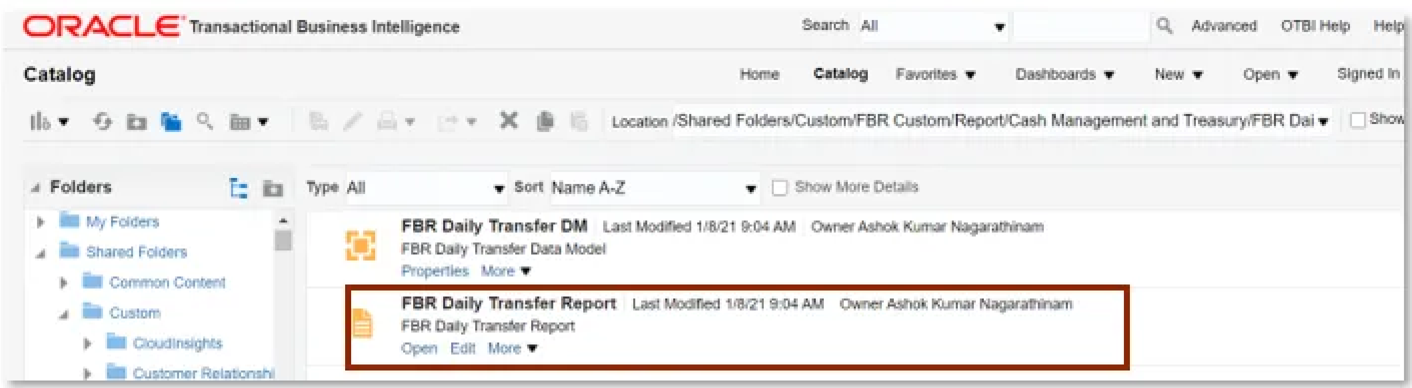
Step 2. Click **Expand** under the FBR Daily Transfers Report.

Image



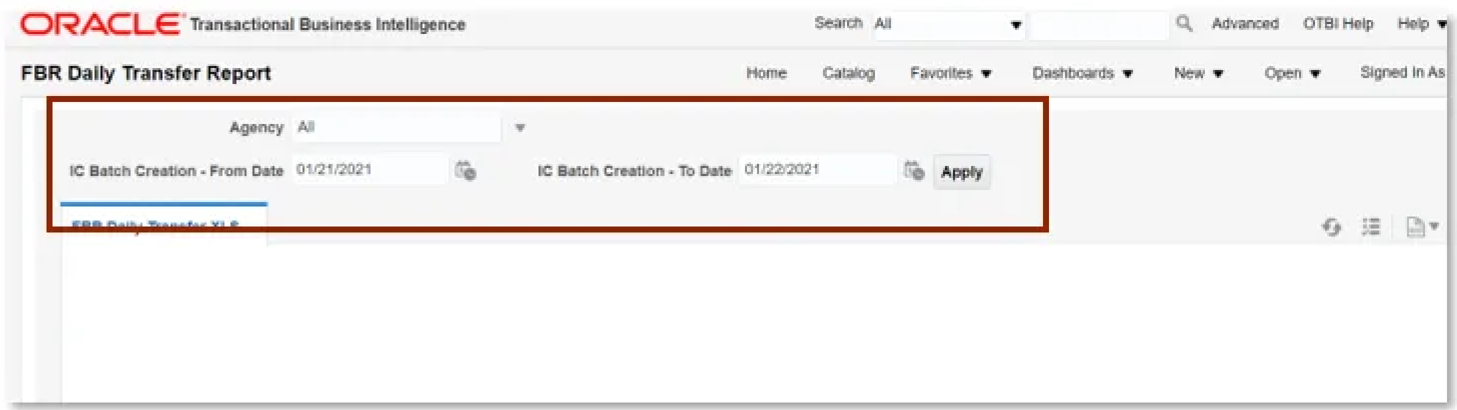
Step 3. Click **Open** under FBR Daily Transfer Report.

Image



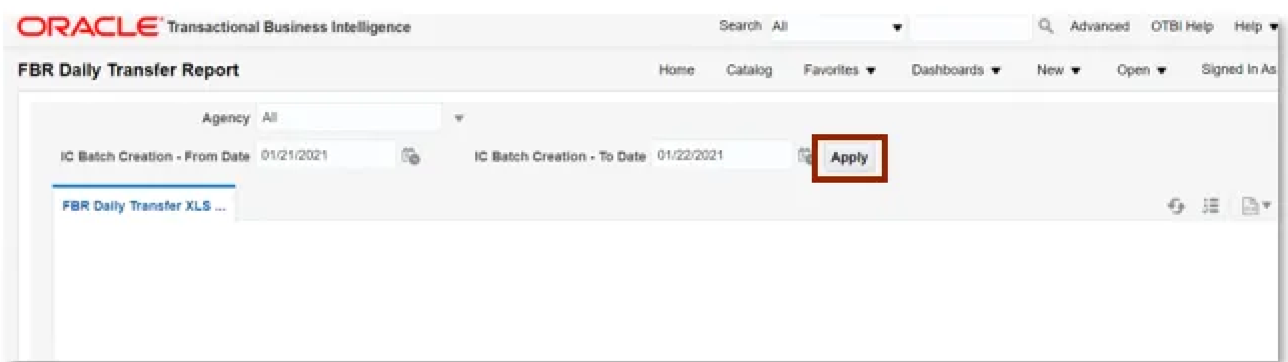
Step 4. Select the desired **Agency, From Date,** and **To Date**.

Image



Step 5. Click **Apply** to run the Daily Transfers Report.

Image

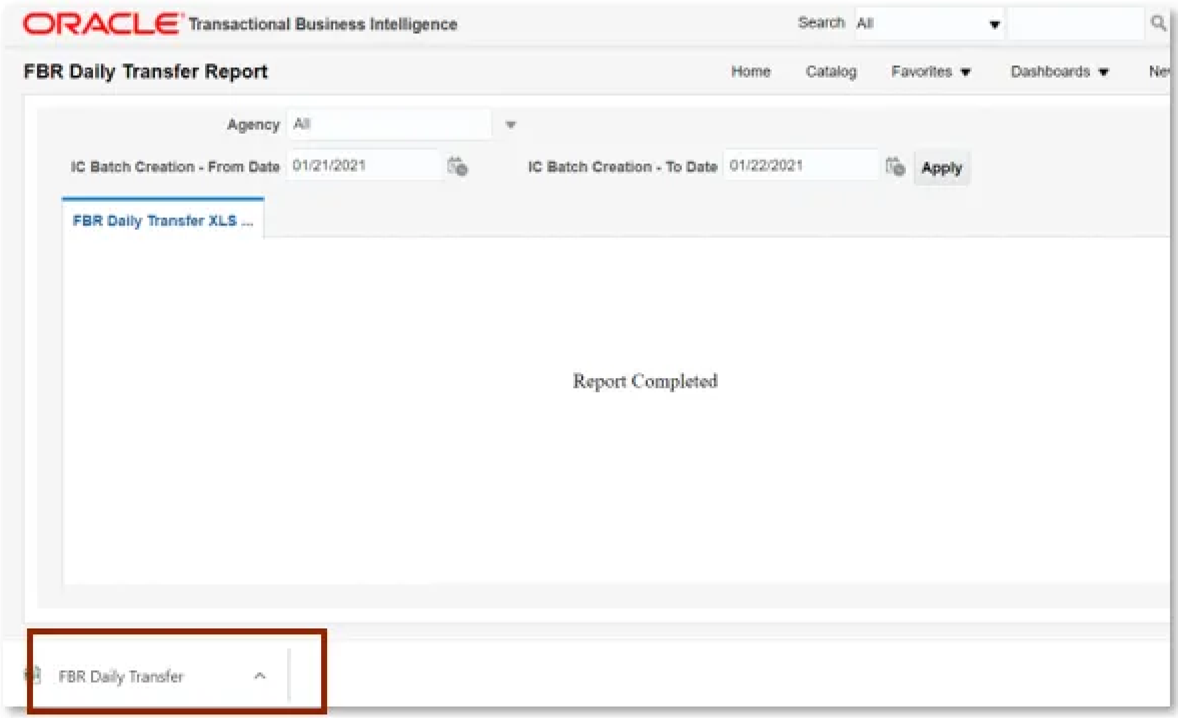


Daily Transfer Report Output

To navigate to the Daily Transfers Report output, please follow the steps below. There are 4 steps to complete this process.

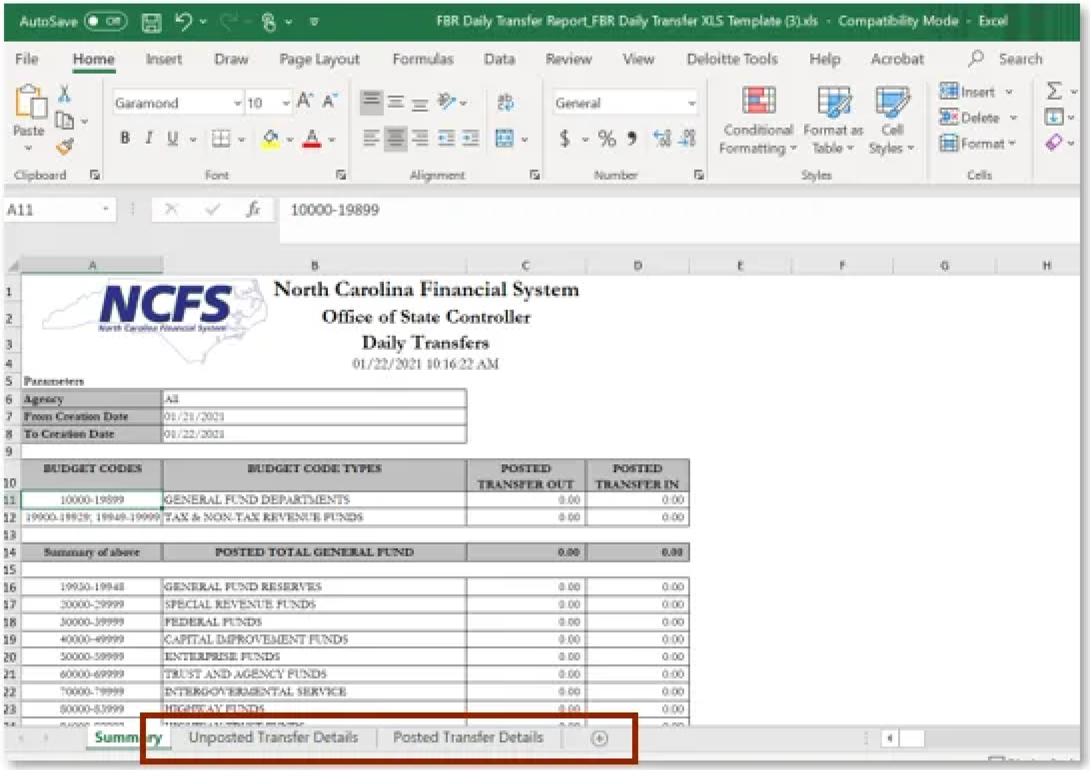
Step 1. In the bottom left-hand corner, click the **Microsoft Excel Document**.

Image



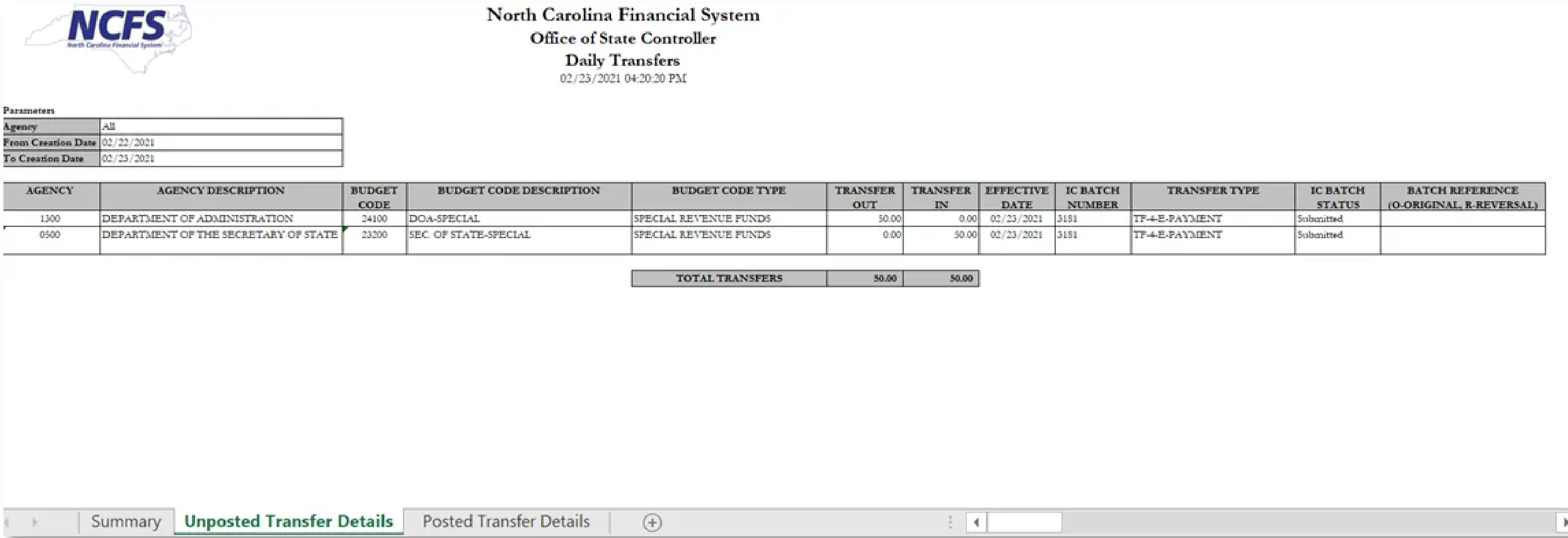
Step 2. Users can click the **Summary** or **Deposit Details** tabs.

Image



Step 3. The **Unposted Transfers Detail** tab is pictured below.

Image



North Carolina Financial System
Office of State Controller
Daily Transfers
02/23/2021 04:20:20 PM

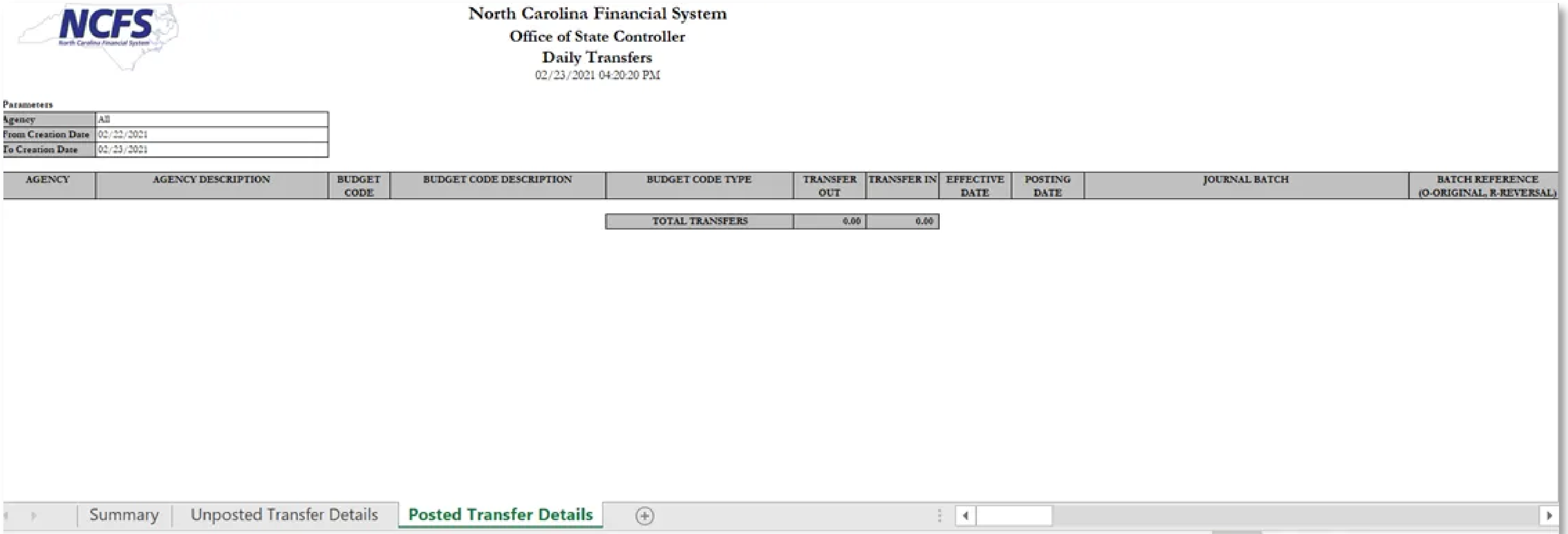
Parameters

Agency	All
From Creation Date	02/22/2021
To Creation Date	02/23/2021

AGENCY	AGENCY DESCRIPTION	BUDGET CODE	BUDGET CODE DESCRIPTION	BUDGET CODE TYPE	TRANSFER OUT	TRANSFER IN	EFFECTIVE DATE	IC BATCH NUMBER	TRANSFER TYPE	IC BATCH STATUS	BATCH REFERENCE (O-ORIGINAL, R-REVERSAL)
1300	DEPARTMENT OF ADMINISTRATION	24100	DOA-SPECIAL	SPECIAL REVENUE FUNDS	50.00	0.00	02/23/2021	3181	TF-4-E-PAYMENT	Submitted	
0500	DEPARTMENT OF THE SECRETARY OF STATE	23200	SEC. OF STATE-SPECIAL	SPECIAL REVENUE FUNDS	0.00	50.00	02/23/2021	3181	TF-4-E-PAYMENT	Submitted	
				TOTAL TRANSFERS	50.00	50.00					

Step 4. The **Posted Transfers Details** tab is pictured below.

Image


North Carolina Financial System
Office of State Controller
Daily Transfers
02/23/2021 04:20:20 PM

Parameters

Agency	All
From Creation Date	02/22/2021
To Creation Date	02/23/2021

AGENCY	AGENCY DESCRIPTION	BUDGET CODE	BUDGET CODE DESCRIPTION	BUDGET CODE TYPE	TRANSFER OUT	TRANSFER IN	EFFECTIVE DATE	POSTING DATE	JOURNAL BATCH	BATCH REFERENCE (O-ORIGINAL, R-REVERSAL)
				TOTAL TRANSFERS	0.00	0.00				

Report Field Name	Report Field Description
Agency	This field displays the agency code assigned to the organization.
Agency Description	This field displays the Agency Name.
Budget Code	This field displays the agency budget code for the transaction displayed.
Budget Code Description	This field displays the budget code title.
Budget Code Type	This field displays the budget code type such as General Fund Department, Special Revenue, etc., based on the criteria outlined on the Summary tab.
Transfer OUT	This field displays the amount of the transfer out.
Transfer IN	This field displays the amount of the transfer in.

Report Field Name	Report Field Description
Effective Date	This field displays the Accounting Date of the transaction.
Posting Date	This field displays the date the transaction was posted to the General Ledger.
IC Batch	This field displays the Intercompany batch name that was entered in the initial journal entry.
Journal Batch	This field displays the Journal Batch name for the transaction.
Transfer Type	This field displays the type of transfer transaction that was entered into the Intercompany Batch.
IC Batch Status	This field displays the Batch Status (Posted or Unposted).
Batch Reference	This field displays a batch reference.

Wrap Up

The summary tab shows the sum of the cash account types by specified budget code types. The unposted and posted transfers details tab lists all transfers by agency and budget code. This report should be run before and after transfer transactions are approved. The Transfers Report is no longer scheduled to run at specific times. Users should run ad-hoc as necessary. The Transfers post daily at 1:00 pm, and all transfers are included if they are approved at least one minute to posting time. This report can be scheduled daily and can be sent to the user via email.

Note: Posting times are subject to change.

Additional Resources

- Instructor Led Training (ILT)
    - [IC100c: Transfer Entry and Receiving]

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