CM-34 NCFS Cash Management Process Schedule

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to show a detailed schedule for the NCFS Cash Management Process.

NCFS Cash Management Process Schedule

Time	Who	Activity
5:00 AM	NCFS System	IBIS (Allotments, Budget Revisions, Appropriations), COPS, and NCAS (Requisitions, Transfers, Deposits) interfaces create transactions in NCFS
5:15 AM	NCFS System	Auto Post program runs and posts all IBIS interface transactions
5:30 AM	NCFS System	DST (Monthly STIF & Interest Allocation) interfaces create transactions in NCFS
6:00 AM	NCFS System	Auto Post program runs and posts COPS and STIF interface transactions
6:30 AM - 9:45 AM	Users	Enter manual deposit entries and review/complete/submit interfaced entries as needed. ****Run the Daily Deposit Report by 9:15am and review for any transactions with blank/missing bank accounts or other incorrect fields and make corrections prior to the 9:45am Auto Post program run****

Time	Who	Activity
6:30 AM - 9:45 AM	DST Banking Operations	Approve or Reject ACH/WIRE deposit entries and run/review the Daily Deposit Report to identify deposit entries with missing bank accounts. Contact users if needed to correct these entries prior to 9:45am Auto Post program run.
6:30 AM - 10:30 AM	Users	Enter manual requisition and transfer entries and review/complete/submit interfaced entries as needed. Run the Cash Availability Report prior to submitting manual Transfers or Requisitions to ensure funds are available. ** **Run the Daily Disbursements (Requisitions) Report, Daily Transfers Report and Internal Transfer Exception Report by 10:15am and review for any transactions with blank/missing bank accounts or other incorrect fields and make corrections prior to the 10:30 cutoff.** **
9:00 AM	NCFS System	Round 2 of IBIS (Allotments, Revisions, Appropriations) interfaces create transactions in NCFS, if needed
9:15 AM	NCFS System	Auto Post program runs and posts Round 2 of IBIS interface transactions
9:45 AM	NCFS System	Auto Post program runs and posts all approved deposits & DST interface (Interest Allocation) transactions
10:30 AM	Users	Central Compliance deadline for submitting TRANSFERS & REQUISITIONS transactions for approval
10:30 AM - 1:00 PM	OSC Central Compliance	Approve/reject the submitted Transfer and Requisition transactions. Run the Transfer to GL program for approved transfers prior to 1pm.
1:00 PM	NCFS System	Auto Post program runs and posts all approved Requisitions and Transfer transactions

Time	Who	Activity
1:30 PM - EOD	Users	Run Daily Cash Transaction Report to identify all posted transactions for the day. Individual reports for Deposits, Disbursements and Transfers should be run to identify transactions still pending approval. Continue to enter manual deposit, requisition, transfer entries and review/complete/submit interfaced entries to be processed the following day.

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