CM-44 Daily Cash Transactions for Indirect Agencies

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide an explanation of how Indirect agencies (Interface-Only) will be impacted by the upgrade from R1 to R3 of NCFS. It will cover the differences to expect while entering daily cash transactions: certificates of deposit, requisitions for payment, and transfers of funds.

Introduction and Overview

This QRG provides a high-level review of the two methods of manually entering your daily cash transactions, with focus on account distributions:

1. Enter journals through General Accounting Journals app
2. Enter transfers through Intercompany Accounting Transactions app

Users, primarily direct agency users, will see values in some of the currently unused segments (ex: Agency Management Unit, Agency Program, Funding Source, Project).

All users, both direct and indirect, will see a great many more values to choose from in the Budget Fund and Account segments!

Although direct agency users will be required to obtain an approval from someone at their agency before the transaction is routed to OSC Central Compliance or DST, indirect agency users will not be utilizing the agency-level approval feature for their daily cash transactions.

This QRG does not cover how month end processes are impacted. A separate document on month end interfacing, reconciliation, and certification will be provided by OSC NCFS Team.

User Tip

For indirect agency users, the exact same accounting distributions are keyed in both Release 1 (R1) and Release 3 (R3) versions of NCFS.

R3 Chart of Accounts – Impacts Comparison

Segment Name	Indirect Organizations	Direct Organizations	Comments
Agency	Same as R1	Same as R1	No change from R1
Budget Fund	Continue to use clearing Budget Code values (first digit is zero)	Begin using true (non-clearing) Budget Fund values. Discontinue use of clearing Budget Code values	List of value choices has greatly increased! Each direct agency has been assigned a unique range of Budget Fund values.
Account	Only 3 values are to be used: • 11120000 - cash • 00004000 - revenue • 00005000 - expense	Begin using true (non-clearing) Account values Discontinue use of clearing Account values	List of value choices has greatly increased! Take care to select the correct value!

Segment Name	Indirect Organizations	Direct Organizations	Comments
Agency Mgmt Unit	Accept default of zeros	Override default of zeros, as needed	List of value choices has increased
Agency Program	Accept default of zeros	Override default of zeros, as needed	List of value choices has increased
Funding Source	Accept default of zeros	Override default of zeros, as needed	List of value choices has increased
Project	Accept default of zeros	Override default of zeros, as needed	List of value choices has increased
Inter Fund	Accept default of zeros	Override default of zeros, as needed	List of value choices are the same for Agency segment
Future 1	Accept default of zeros	Accept default of zeros	No change from R1
Future 2	Accept default of zeros	Accept default of zeros	No change from R1
Future 3	Accept default of zeros	Accept default of zeros	No change from R1

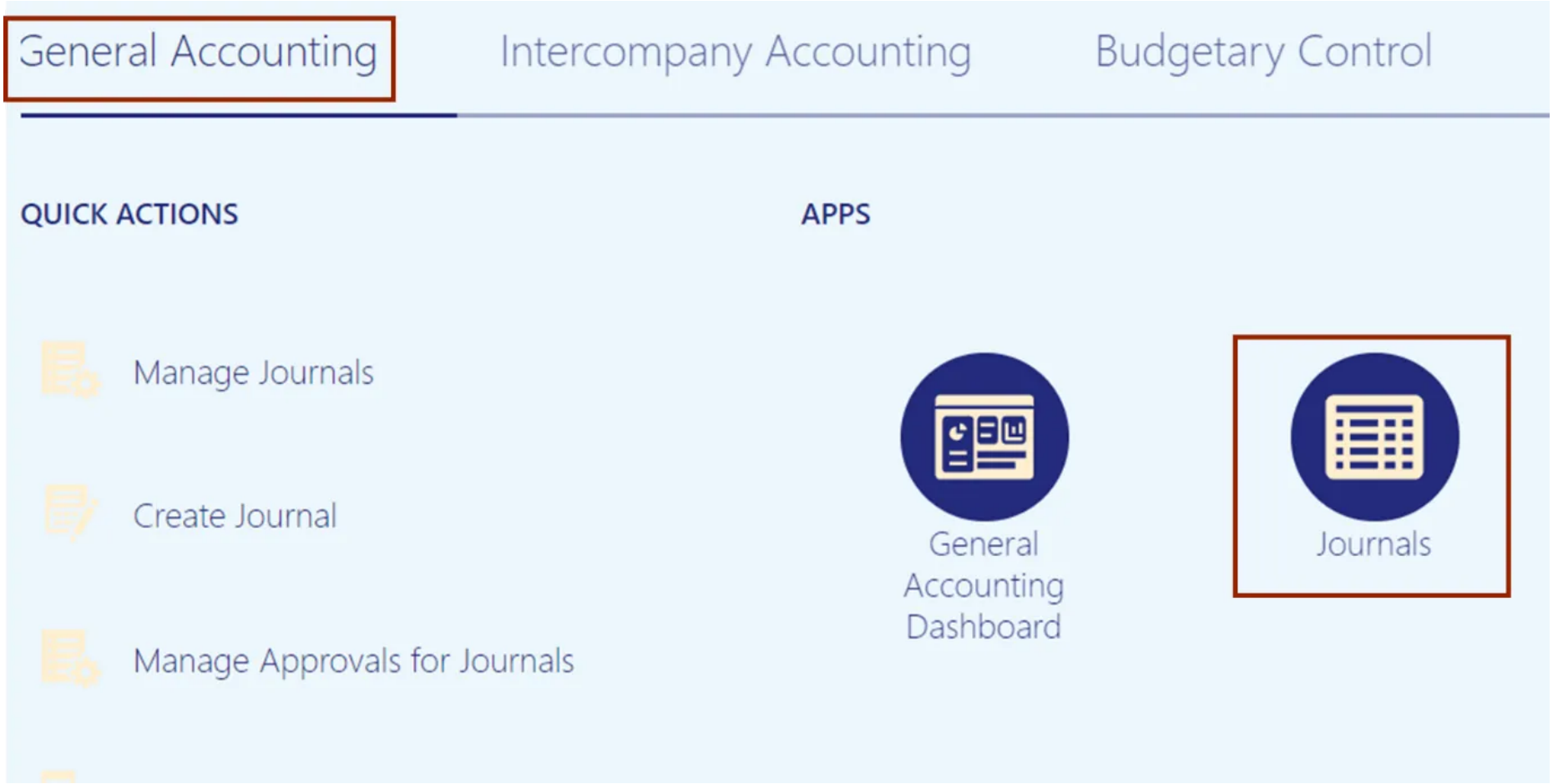
Enter Journals through Journals App

To enter journals in NCFS, please follow the steps below. There are 5 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **General Accounting** tab. Click the **Journals** app.

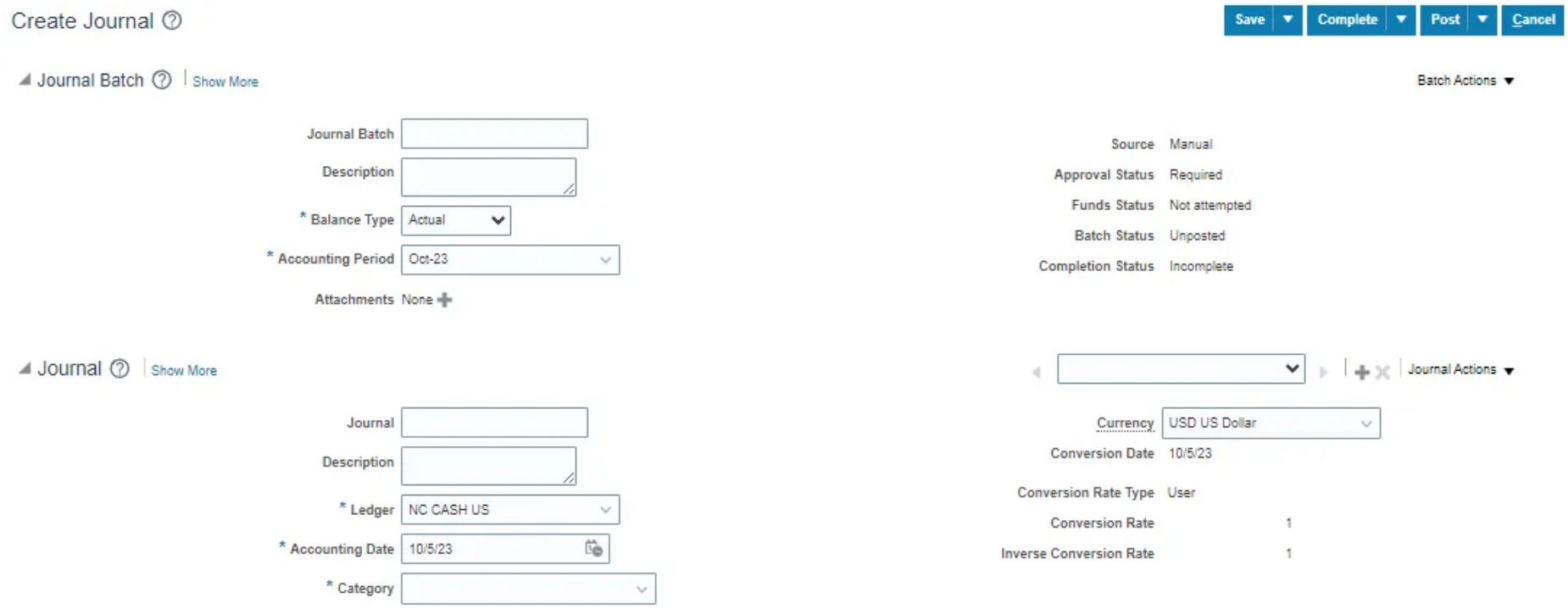
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Step 3. Click the **Tasks** icon and select **Create Journal** or **Create Journal in Spreadsheet**.

Step 4. Enter **Batch** and **Journal** header fields (see QRG GL-02 for step-by-step instructions).

Image



Step 5. Enter **Journal Line** fields (see QRG GL-02 for step-by-step instructions).

Example of Deposit: Category = DEP – CASH & CHECK*

*Category choice list of values has increased from R1, specifically for use with non-cash journals.

Image

Journal Lines

Actions ▾ View ▾ Format ▾ Detach Wrap

	Line	* Account	Entered (USD)		Description
			Debit	Credit	
▸	1	U100-000734-11120000-0000000-000000	19,391.69		734 BUDGET CODE
▸	2	U100-000734-00004000-0000000-000000		19,391.69	734 BUDGET CODE
	Total		19,391.69	19,391.69	

Note: As in R1, each cash line must contain a "Type" value, e.g., DEP - Cash & Check AND a valid bank account DFF.

Expanded account distributions:

Image

Segment	Value	Description
Agency	U100	UNC SYSTEM OFFICE
Budget Fund	000734	UNCSO 00734 CLEARING
Account	11120000	CONSOLIDATED BUDGET CODE CASH
Agency Mgmt Unit	0000000	DEFAULT AMU
Agency Program	0000000	DEFAULT AGENCY PROGRAM
Funding Source	0000	UNDESIGNATED
Project	0000000000	DEFAULT PROJECT
Inter Fund	000000	DEFAULT Inter Fund NC CASH
Future 1	0000	DEFAULT Future 1
Future 2	000000	DEFAULT Future 2
Future 3	00000	DEFAULT Future 3

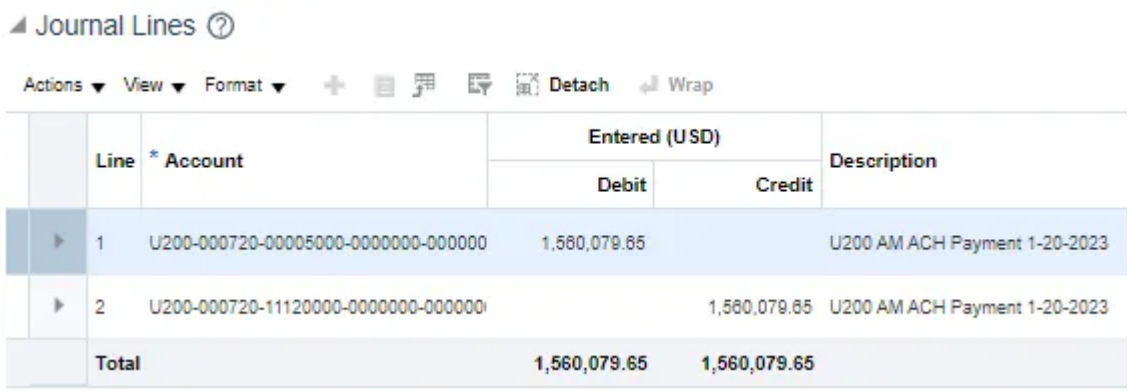
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Segment	Value	Description
Agency	U100	UNC SYSTEM OFFICE
Budget Fund	000734	UNCSO 00734 CLEARING
Account	00004000	REVENUE CLEARING ACCOUNT
Agency Mgmt Unit	0000000	DEFAULT AMU
Agency Program	0000000	DEFAULT AGENCY PROGRAM
Funding Source	0000	UNDESIGNATED
Project	0000000000	DEFAULT PROJECT
Inter Fund	000000	DEFAULT Inter Fund NC CASH
Future 1	0000	DEFAULT Future 1
Future 2	000000	DEFAULT Future 2
Future 3	00000	DEFAULT Future 3

Example of Payment requisition: Category = PAY-6-GENERAL EXPENSE*

*Category choice list of values has increased from R1, specifically for use with non-cash journals.

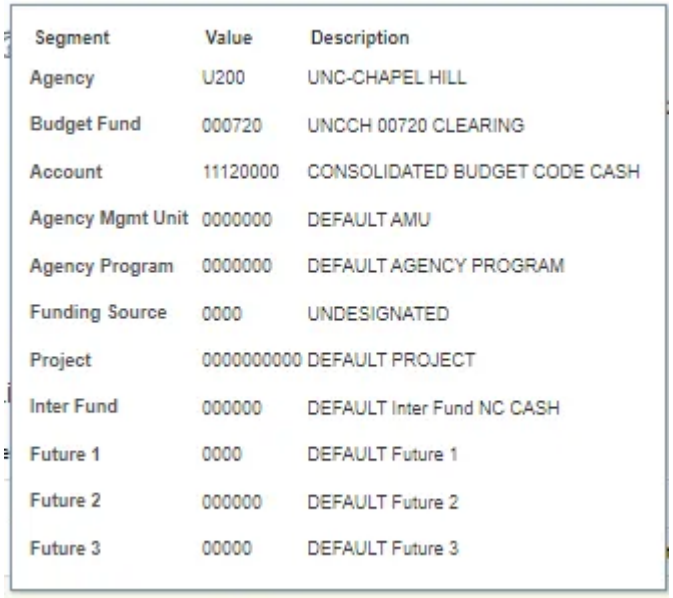
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Note: As in R1, each cash line must contain a "Type" value, e.g., DEP - Cash & Check AND a valid bank account DFF.

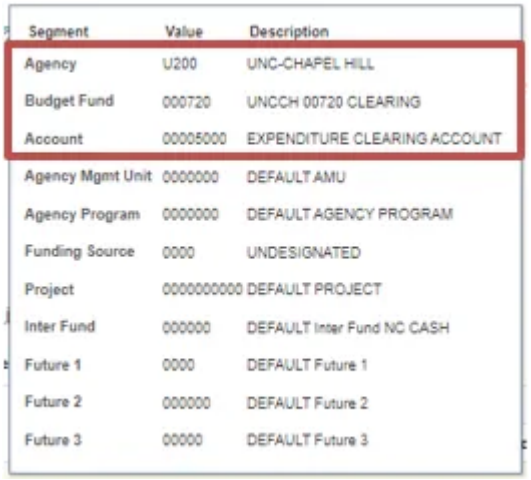
Expanded account distributions:

Image



Segment	Value	Description
Agency	U200	UNC-CHAPEL HILL
Budget Fund	000720	UNCCH 00720 CLEARING
Account	11120000	CONSOLIDATED BUDGET CODE CASH
Agency Mgmt Unit	0000000	DEFAULT AMU
Agency Program	0000000	DEFAULT AGENCY PROGRAM
Funding Source	0000	UNDESIGNATED
Project	0000000000	DEFAULT PROJECT
Inter Fund	000000	DEFAULT Inter Fund NC CASH
Future 1	0000	DEFAULT Future 1
Future 2	000000	DEFAULT Future 2
Future 3	00000	DEFAULT Future 3

Image



Segment	Value	Description
Agency	U200	UNC-CHAPEL HILL
Budget Fund	000720	UNCCH 00720 CLEARING
Account	00005000	EXPENDITURE CLEARING ACCOUNT
Agency Mgmt Unit	0000000	DEFAULT AMU
Agency Program	0000000	DEFAULT AGENCY PROGRAM
Funding Source	0000	UNDESIGNATED
Project	0000000000	DEFAULT PROJECT
Inter Fund	000000	DEFAULT Inter Fund NC CASH
Future 1	0000	DEFAULT Future 1
Future 2	000000	DEFAULT Future 2
Future 3	00000	DEFAULT Future 3

Enter Transfers Through Transactions App

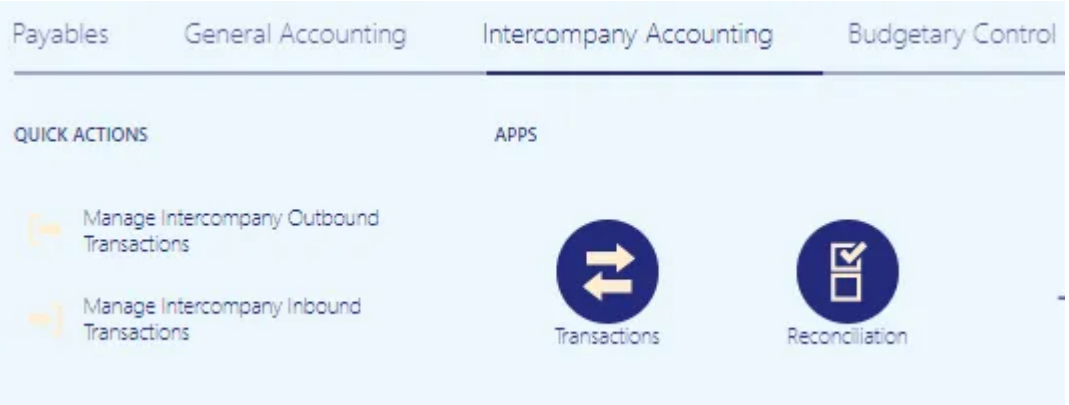
To enter transfers in NCFS, please follow the steps below. There are 5 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **Intercompany Accounting** tab. Click the **Transactions** app.

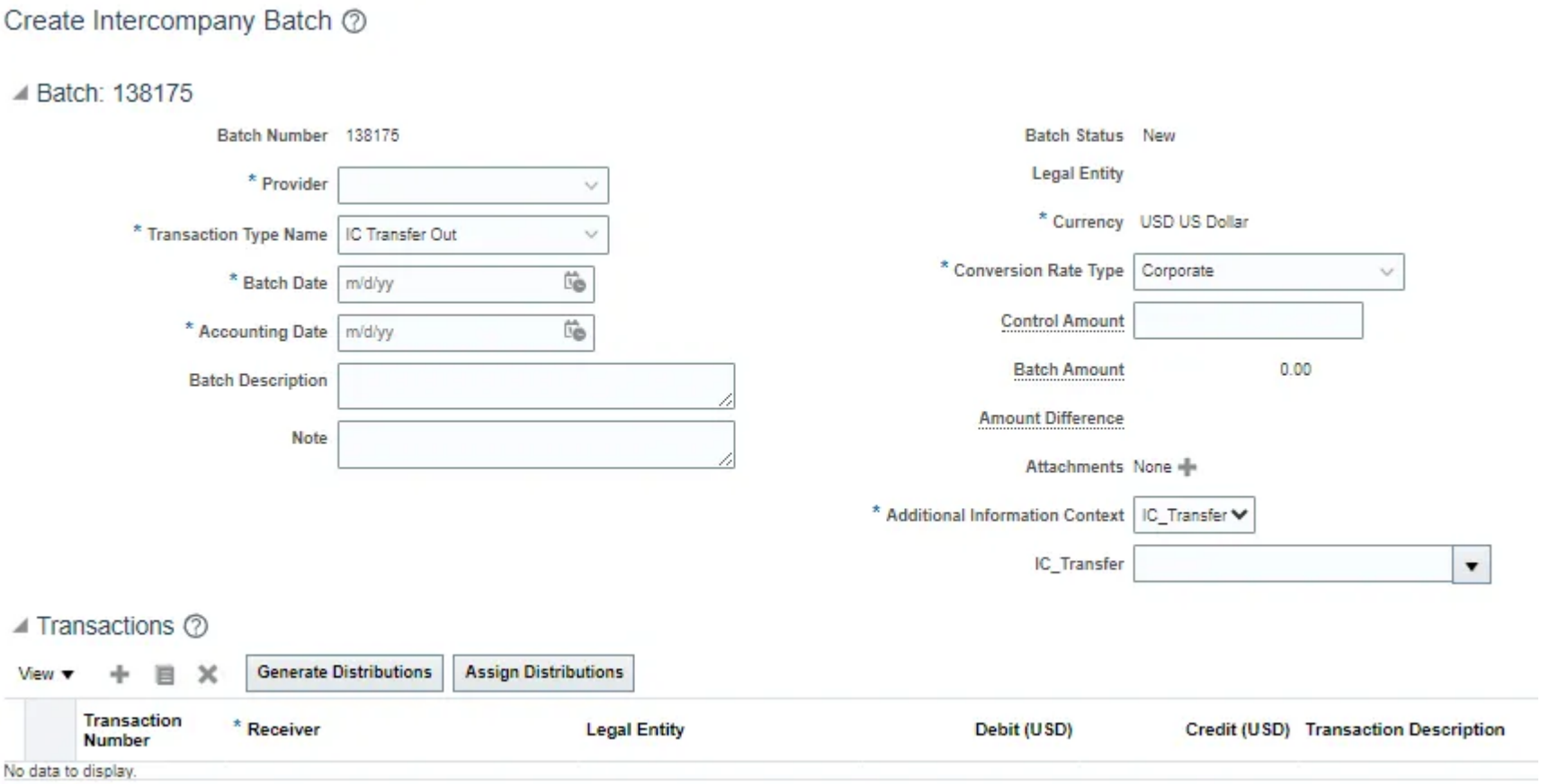
Step 3. Click the **Tasks** icon and select **Create Transaction** or **Create Transactions in Spreadsheet**.

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Step 4. Enter **Batch** and **Transaction** fields (see QRG ICT-01 for step-by-step instructions).

Image



Step 5. Enter the Transaction **Distributions** fields (see QRG ICT-01 for step-by-step instructions).

Example of Internal Transfer: IC_Transfer = TF-8-INTERNAL ACROSS BUDGET CODES

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Transaction 1: Distributions

Provider | Receiver

View

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	4800-000743-00005000-0000000-0000000-000	425.66		3/31/21 743 to 749
Total		425.66		

Provider Expanded Account Distribution:

Image

Segment	Value	Description
Agency	4800	UNC HOSPITALS
Budget Fund	000743	UNCH 00743 CLEARING
Account	00005000	EXPENDITURE CLEARING ACCOUNT
Agency Mgmt Unit	0000000	DEFAULT AMU
Agency Program	0000000	DEFAULT AGENCY PROGRAM
Funding Source	0000	UNDESIGNATED
Project	0000000000	DEFAULT PROJECT
Inter Fund	000000	DEFAULT Inter Fund NC CASH
Future 1	0000	DEFAULT Future 1
Future 2	000000	DEFAULT Future 2
Future 3	00000	DEFAULT Future 3

Image

Transaction 1: Distributions

Provider | Receiver

View

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	4800-000749-00004000-0000000-0000000-000		425.66	
Total			425.66	

Receiver Expanded Account Distribution:

Image

Segment	Value	Description
Agency	4800	UNC HOSPITALS
Budget Fund	000749	UNCH 00749 CLEARING
Account	00004000	REVENUE CLEARING ACCOUNT
Agency Mgmt Unit	0000000	DEFAULT AMU
Agency Program	0000000	DEFAULT AGENCY PROGRAM
Funding Source	0000	UNDESIGNATED
Project	0000000000	DEFAULT PROJECT
Inter Fund	000000	DEFAULT Inter Fund NC CASH
Future 1	0000	DEFAULT Future 1
Future 2	000000	DEFAULT Future 2
Future 3	00000	DEFAULT Future 3

Wrap-Up

For daily cash transactions, indirect organization users should continue to use the same exact account distribution values as used in R1. With the implementation of R3, additional values will be available in numerous choice lists, such as journal Category, Budget Fund, and Account. To minimize data entry errors, awareness of these additional values is important to indirect organization users. For example, be sure to select 11120000 (NOT 11112000) for cash.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - GL100c: Journal Entry
  - IC100c: Transfer Entry Creation and Receiving

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