GEN-01 NCFS Daily Schedule Processing

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a daily overview of scheduled posting, interfaces, and reports generated in the North Carolina Financial System (**NCFS**).

Daily Schedule	Interface/Report/AutoPost	Full Name	Inbound/Outbound	Process Area
12:00 AM	INT-AP-002	AP Invoices	Inbound	Procure to Pay
12:01 AM	INT-AP-016	AP		Procure to Pay
12:05 AM	INT-AP-030	AP One Time Payments	Inbound	Procure to Pay
4:45 AM	INT-BE-020	Capital Improvement Allotment Interface from IBIS	Inbound	Budget Execution
5:00 AM	INT-BE-002	General Fund Allotment Interface from IBIS	Inbound	Budget Execution
5:00 AM	INT-AP-025	AP Payment Priority Update	Inbound	Procure to Pay

Daily Schedule	Interface/Report/AutoPost	Full Name	Inbound/Outbound	Process Area
5:00 AM	INT-CM-020	AP Check Information for External Cash Transaction Interface	Inbound	Procure to Pay
5:00 AM	INT-CM-019	NCFS Transfers Interface from Agencies	Inbound	Cash Management
5:00 AM	INT-RTR-066	NCFS Journal Interface from Agencies	Inbound	Record to Report
5:00 AM	INT-RTR-013	GL Balances from Interface Agencies	Inbound	Record to Report
5:00 AM	INT-CM-019	COPS Transfer Interface from IBIS	Inbound	Record to Report
5:00 AM	INT-CM-019	SCIF Transfers Interface from IBIS	Inbound	Record to Report
5:15 AM	INT-CM-011	Bank Statement Import from DST	Inbound	Cash Management
5:15 AM	AutoPost runs	Posts ALL IBIS interface transactions	Inbound	
5:30 AM	AutoPost runs	Posts all non-cash transactions		

Daily Schedule	Interface/Report/AutoPost	Full Name	Inbound/Outbound	Process Area
5:35 AM	INT-BE-018	Operating & Capital Appropriations Interface from IBIS	Inbound	Budget Execution
5:45 AM	Transfer to GL runs	Moves COPS & SCIF transactions to General Ledger		
5:45 AM	INT-BE-019	Appropriation Transfers Interface from IBIS	Inbound	Budget Execution
6:00 AM	AutoPost runs	Posts all COPS/SCIF transactions		
6:00 – 9:40 AM	Auto Approval of Deposits (every 15 min)	*ACH/Wire Deposits require manual DST approval – submit journals early to allow time for approval		Cash Management
9:00 AM	INT-BE-002	General Fund Allotment Interface from IBIS	Inbound	Budget Execution
9:00 AM	INT-RTR-066	NCFS Journal Interface *Users should query interface file and review for accuracy	Inbound	Record to Report

Daily Schedule	Interface/Report/AutoPost	Full Name	Inbound/Outbound	Process Area
9:10 AM	INT-BE-020	Capital Improvement Allotment/ Supplemental Cash Interface from IBIS	Inbound	Budget Execution
9:15 AM	AutoPost runs	Posts IBIS interfaces from 9am		
9:45 AM	AutoPost runs	Posts all Approved Deposits		
9:45 AM	AutoPost runs	Posts all non-cash transactions		
9:45 AM	INT-BE-019	Appropriation Transfers Interface from IBIS	Inbound	Budget Execution
10:00 AM	Payment Approval Initiated in AP	AP users should have all PPRs (Payment Process Requests) in ‘Payment Approval Initiated’ status		Procure to Pay
10:05 AM	Create Accounting batch process in Payables	Invoices available for payment after process completes		Procure to Pay
10:15 AM	INT-CM-012	AP IGOs to IC Interface	Inbound	Cash Management

Daily Schedule	Interface/Report/AutoPost	Full Name	Inbound/Outbound	Process Area
10:30 AM	Central Compliance deadline for IC Transfers, Manual Disbursements & AP Disbursements			Cash Management
10:30 – 1:00 PM	Central Compliance reviews Transfers (interfaced and manual), Manual Disbursement Journals, AP Disbursement Journals, E–pays -- approves/rejects as applicable *Users should run Cash Availability Report prior to submitting manual Transfers or Disbursements to ensure funds			Cash Management
12:30 PM	Transfer to GL process runs – Moves all Approved IC transactions to General Ledger			
1:00 PM	AutoPost runs – Posts all Approved Disbursements & IC transactions *Users can run daily transactional reports to review posted and pending transactions			
1:00 PM	AutoPost runs – Posts all non-cash transactions			
1:20 PM	AutoPost runs – Posts all interfaced transactions from NCHFA, NCEL, NCDOT and Universities Agency			
1:30 PM	Create Accounting batch process in Payables *Invoices available for payment after process completes			Procure to Pay
1:45 PM	INT-CM-012	AP IGOs to IC Interface	Inbound	Cash Management

Daily Schedule	Interface/Report/AutoPost	Full Name	Inbound/Outbound	Process Area
2:00 PM	INT-RTR-013	GL Balance interface from Interface Agencies	Inbound	Record to Report
2:00 PM	RPT-CM-041	Daily Cash Position Report generated and published by Central Compliance		Cash Management
2:30 PM	RPT-CM-013	Weekly Cash Watch Report generated (Fridays) and published by Central Compliance		Cash Management
7:30 PM	Create Accounting batch process in Payables *Invoices available for payment after process completes			Procure to Pay
7:45 PM	INT-CM-012	AP IGOs to IC Interface	Inbound	Cash Management

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