

The logo features the acronym "NCFS" in a large, bold, white sans-serif font. Behind the text is a white outline map of North Carolina. The entire logo is set against a dark blue background with a grid of glowing blue squares and a bright light source on the left creating lens flares.

NCFS

North Carolina Financial System

Month End Balancing & Certification

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Agenda

Certification Deadline Reminder

NEW Month End Checklist for Users

Walkthrough of OSC's suggestion for easy reconciliation

Other Issues Identified to Address

Enhancements

NCFS Contact

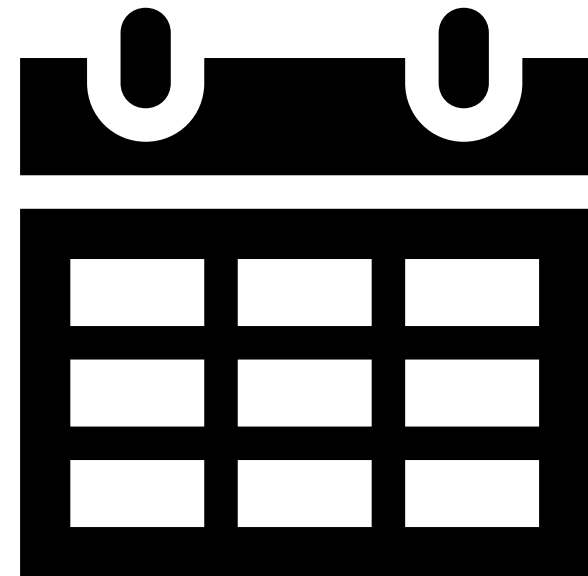
Questions and Answer Session

Resources



Certification Deadline

- Certification forms should be submitted to OSC by the **10th working day into the next period** to be counted on time.
 - Ex: October 2024 certification deadline would be due on November 14th 2024
 - ***NCFS Functional Calendar***
- After quarterly certifications forms have been submitted, OSBM also approves for certification, which can result in additional time to process these certifications.
- Year-End deadline (June & June CIs) are typically communicated in the Spring of the fiscal year.



Month End Checklist

Simplify Monthly Reconciliation

This method can be utilized on a computer drive for your agency or on an agency SharePoint as well.

1. Create the Excel recon workbook by compiling the reconciliation template(s) for each type of budget code for your agency.
2. Pull the required reconciliation reports per each template and link your recon workbook to the correct report cell by utilizing excel formulas.
3. Save your templates and report names the EXACT same way each month for the reconciliation formulas to automatically populate once you save in the correct folder for that month.

Other Issues Identified to Address

1. Auto-post deadline
2. Use of wrong journal category
3. Canceling invoices after rejected IC batches
4. Reversing a Journal Entry
5. IC Transactions

1. Auto-post deadline

The General Ledger module should not be open for more than two periods (Current & Prior).

- When entering a prior period transaction make sure that you are using the last day of the prior month, as the auto post job only picks up transactions within 60 days window.
- Posting for all deposit journals is at 9:45am M-F.
- Posting for requisition and transfers is at 1:00pm M-F.
- Posting for NC INTERNAL AGY BC entries is at 5:30am and 9:45am, and 1:00pm M-F.
- Posting for Interface Journals is at 1:20pm M-F. Recently, we have also added an additional 5:30am for Interface Journals.

[NCFS DAILY PROCESSING SCHEDULE LINK HERE](#)



2. Use of Wrong Journal Category

To avoid balancing issues at month end when posting cash transactions make sure that you are only using deposit & pay type categories when posting cash transactions.

- Do not use journal category “NC Internal AGY BC” on any transactions that include the cash account and are moving funds within different budget codes.
- Only use the “NC Internal AGY BC” category to reclass cash between budget funds that are within the same budget code.

2. Use of Wrong Journal Category Continued

Incorrect Reclass Entry Example

* Category

Journal Lines ?

Actions View Format + [Icons] Detach Wrap

		Entered (USD)		* Account	Description
	Line ▲▼	Debit	Credit		
▶	1		25.00	1400-102000-55890000-00000000-0000	
▶	2	25.00		1400-102000-11120000-00000000-00000000-00000000-00000000-00000000-00000000-00000000	
▶	3		25.00	1400-204900-11120000-00000000-00000000-00000000-00000000-00000000-00000000-00000000-00000000	
▶	4	25.00		1400-204900-55890000-00000000-00000000-00000000-00000000-00000000-00000000-00000000-00000000	
Total		50.00	50.00		

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2. Use of Wrong Journal Category Continued

Correct Reclass Entry Example

* Category NC AGY INTERNAL BC ENTRY

Journal Lines ?

Actions View Format + [Icons] Detach Wrap

	Line	Entered (USD)		* Account	Description
		Debit	Credit		
▶	1		25.00	1400-102000-55890000-00000000-00000000-00000000-00000000-00000000-00000000-00000000	
▶	2	25.00		1400-102000-55890900-00000000-00000000-00000000-00000000-00000000-00000000-00000000	
	Total	25.00	25.00		

Columns Hidden 11

3. Canceling Invoices After Rejected IC Batches

When an IGO payment is rejected, and “rejection reviewed” action is selected on the IC transfer, the payment in the AP module will need to be voided in the same period to avoid balancing issues on your BD704.


- Ex BD704 balance and Inquire on details balances screen shown next two slides

It is crucial that staff who completes the IC “rejection reviewed” action to communicate with AP staff to have the payment voided in the same period, since AP cannot back date the transactions.

- To void payments, please submit a ticket to NCFS@ncosc.gov

3. Canceling Invoices After Rejected IC Batches Continued

Example of balancing issue on BD704

<div>  <div> North Carolina Financial System Office of State Controller NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPT-RTR- 10/18/2024 10:22:01 AM </div> </div>										
Parameters:										
Ledger	NC CASH US									
Agency	0200-ADMINISTRATIVE OFFICE OF THE COURTS									
Accounting Period	Oct-24									
Budget Code	12000 - AOC-GENERAL									
Budget Fund	Description	Amount Type	Beginning Cash	Allotments	Additions (Revenue)	Deductions (Expenditure)	Assets/Liabilities/Equity	Ending Cash Calculated	Ending Balance Actual	Difference
012000	AOC 12000 CLEARING	PTD	0.00	0.00	0.00	0.00	0.00	0.00	2,110.83	2,110.83
012000	AOC 12000 CLEARING	YTD	0.00	0.00	0.00	0.00	0.00	0.00	2,110.83	2,110.83
100050	AOC 1000 GENERAL FUND CONTROL FUND BC 12000	PTD	224,075,321.60	203,105,028.00	17.82	5,200.00	0.00	427,175,167.42	427,175,167.42	0.00
100050	AOC 1000 GENERAL FUND CONTROL FUND BC 12000	YTD	0.00	427,180,028.00	339.42	5,200.00	0.00	427,175,167.42	427,175,167.42	0.00
100051	AOC 1100 ADMINISTRATION AND SERVICES BC 12000	PTD	(28,697,197.55)	0.00	5,004,987.60	3,048,244.33	0.00	(26,740,454.28)	(26,740,454.28)	0.00
100051	AOC 1100 ADMINISTRATION AND SERVICES BC 12000	YTD	0.00	0.00	6,400,461.46	33,140,915.74	0.00	(26,740,454.28)	(26,740,454.28)	0.00
100055	AOC 1200 APPELLATE BC	PTD	(5,015,804.98)	0.00	0.00	146,539.04	0.00	(5,162,344.02)	(5,162,114.02)	230.00
100055	AOC 1200 APPELLATE BC	YTD	0.00	0.00	0.00	5,162,344.02	0.00	(5,162,344.02)	(5,162,114.02)	230.00
100064	AOC 1300 TRIAL COURT BC 12000	PTD	(121,020,465.57)	0.00	13,795.95	3,908,902.06	0.00	(124,915,571.68)	(124,915,571.68)	0.00
100064	AOC 1300 TRIAL COURT BC 12000	YTD	0.00	0.00	83,689.33	124,999,261.01	0.00	(124,915,571.68)	(124,915,571.68)	0.00
100070	AOC 1410 SPECIALTY SRV & PROG BC 12000	PTD	(7,750,426.00)	0.00	0.00	245,876.45	0.00	(7,996,302.45)	(7,996,302.45)	0.00
100070	AOC 1410 SPECIALTY SRV & PROG BC 12000	YTD	0.00	0.00	0.00	7,996,302.45	0.00	(7,996,302.45)	(7,996,302.45)	0.00
100072	AOC 1600 OFFICE - DISTRICT ATTORNEY BC 12000	PTD	(43,868,589.77)	0.00	0.00	1,007,849.50	0.00	(44,876,439.27)	(44,876,439.27)	0.00
100072	AOC 1600 OFFICE - DISTRICT ATTORNEY BC 12000	YTD	0.00	0.00	98,678.64	44,975,117.91	0.00	(44,876,439.27)	(44,876,439.27)	0.00
100076	AOC 1700 INDEPENDENT COMMISSIONS BC 12000	PTD	(1,058,347.72)	0.00	0.00	39,107.86	0.00	(1,097,455.58)	(1,097,455.58)	0.00
100076	AOC 1700 INDEPENDENT COMMISSIONS BC 12000	YTD	0.00	0.00	0.00	1,097,455.58	0.00	(1,097,455.58)	(1,097,455.58)	0.00
12000	AOC-GENERAL	PTD	16,664,490.01	203,105,028.00	6,018,801.37	8,401,719.24	0.00	216,386,600.14	216,388,940.97	2,340.83
12000	AOC-GENERAL	YTD	0.00	427,180,028.00	6,583,168.85	217,376,596.71	0.00	216,386,600.14	216,388,940.97	2,340.83

3. Canceling Invoices After Rejected IC Batches Continued

Example of balancing issue on “Inquire on Detail Balances”

Inquire on Detail Balances

Saved SearchPayroll Suspense - All ValuesDone

Search

* Ledger or Ledger SetNC CASH US

* From Accounting PeriodOct-24

* To Accounting PeriodOct-24

* CurrencyUSD

* Currency TypeTotal

* ScenarioActual

* Agency0200

* Budget Fund100055

* Account00005000

* Agency Mgmt UnitAll Agency Mgmt Unit Value

* Agency ProgramAll Agency Program Values

* Funding SourceAll Funding Source Values

* ProjectAll Project Values

* Inter FundAll Inter Fund Values

* Future 1All Future 1 Values

* Future 2All Future 2 Values

* Future 3All Future 3 Values

Search

Save

Search Results

ViewFormatFreezeDetachWrap

Accounting Period	Ledger or Ledger Set	Agency	Budget Fund	Account	Agency Mgmt Unit	Agency Program	Funding Source	Project	Inter Fund	Future 1	Future 2	Future 3	Beginning Balance (USD)	Period Activity (USD)	Ending Balance (USD)
Oct-24	NC CASH US	0200	100055	00005000	00000000	00000000	0000	00000000000	000000	0000	000000	00000	0.00	-230.00	-230.00

Columns Hidden 11

North Carolina

FBR

Financial Backbone Replacement

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North Carolina Financial System


4. Reversing a Journal Entry

When reversing a journal entry, you should never change the accounting distribution. How it was recorded originally is how it should be reversed. Changes to the accounting distribution on a reversal create issues during month end reconciliation.

- Example of reversal journal next two slides

[QRG: GL-04 REVERSE JOURNALS](#)

Original Journal Once Reversal is Submitted


Data Access Set: NC CASH US

Edit Journal ?
Save Post Cancel

Journal Batch: 1400 PAY 091724 Safeguard Invoice 228822 ? Show More
Batch Actions

Journal Batch1400 PAY 091724 Safeguard Invoice 228822
DescriptionSafeguard Invoice 228822
Balance TypeActual

* Accounting PeriodSep-24

AttachmentsSafeguard Invoice 228822.pdf

SourceManual

Approval StatusApproved

Funds StatusReserved

Batch StatusPosted

Completion StatusComplete

Journal ? Show Less

1400 PAY 091724 Safeguard Invoice 2
Journal Actions

JournalControl TotalSequencingReversal

Reversal PeriodSep-24
Reversal MethodSwitch DR or CR

Reversal StatusReversed
Reversal JournalReverses 1400 PAY 091724 Safeguard Invoice 228822 23-09-24 13:32:09


Journal Lines ?

ActionsViewFormat+
DetachWrap

Line	Entered (USD)		* Account	Description
	Debit	Credit		
1	10,785.10		1400-102000-52140000-1402451-00000000-0000-0000000000-000000-0000-000000-000000	
2		10,785.10	1400-102000-11120000-00000000-0000-0000000000-000000-0000-000000-000000	
Total	10,785.10	10,785.10		

Columns Hidden 11

Reversal Journal Created to “Request Approval”



Data Access Set: NC CASH US

Edit Journal ? Save Post Cancel

Journal Batch: Reverses 1400 PAY 091724 Safeguard Invoice 228822 23-09-24 13:32:08 4979940 ? [Show More](#) Batch Actions

Journal Batch Reverses 1400 PAY 091724 Safeguard Invoice 228822 23-09-24 13:32:08 4979940

Description Reverses journal 1400 PAY 091724

Balance Type Actual

* Accounting Period Sep-24

Attachments None

Source Manual

Approval Status Approved

Funds Status Reserved

Batch Status Posted

Completion Status Complete

Journal ? [Show Less](#) Reverses 1400 PAY 091724 Safeguard Invoice 228822 Journal Actions

Journal Control Total Sequencing **Reversal**

Reversal Period

Reversal Status Not reversed

Originating Journal 1400 PAY 091724 Safeguard Invoice 228822

Journal Lines ?

Actions View Format + Detach Wrap

Line	Entered (USD)		* Account	Description
	Debit	Credit		
1		10,785.10	1400-102000-52140000-1402451-00000000-0000000000-000000-000000-000000	
2	10,785.10		1400-102000-11120000-00000000-00000000-0000000000-000000-000000-000000	
Total	10,785.10	10,785.10		

Columns Hidden 11


5. IC Transactions

IC Transactions for previous periods should be submitted by the 10th working day of the next period.

- If your entity needs to submit an IC transfer for the prior month and it is past the certification deadline (10th workday), you are required to submit a ticket to NCFS@ncosc.gov providing written confirmation and approval from the Receiving agency for OSC Central Compliance to approve the Batch.
- OSC Central Compliance will be monitoring these transfers closely and will reject any that do not have a corresponding NCFS ticket.

5. IC Transactions Continued

When entering a manual IC transfer as the provider agency only one line should be entered for the receiving agency. The receiving agency can enter multiple lines, as needed, for their distributions.



HA

Create Intercompany Batch ?

Batch: 234202

Batch Number 234202

* Provider 1400 OFFICE OF THE STATE

* Transaction Type Name IC Transfer Out

* Batch Date 10/16/24

* Accounting Date 10/16/24

Batch Description Example IC Transaction

Note

Batch Status New

Legal Entity NC OFFICE OF THE STATE CONTROLLER

* Currency USD US Dollar

* Conversion Rate Type Corporate

Control Amount

Batch Amount -200.00

Amount Difference

Attachments None

* Additional Information Context IC_Transfer

IC_Transfer TF-6-INTERGOVERNMENTAL (IGO)

Transactions ?

View

+

✕

Generate Distributions

Assign Distributions

Transaction Number	* Receiver	Legal Entity	Debit (USD)	Credit (USD)	Transaction Description	Attachments
2	R700 NCFLEX/WORKERS C	OSC CENTRAL ACCOUNTS & GE...		100.00		None
1	9000 OSC GENERAL FUND	OSC CENTRAL ACCOUNTS & GE...		100.00		None

Transaction : Distributions

Provider


Receiver

View

+

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Distribution Number	Debit (USD)	Credit (USD)	* Account	Description
1	200.00		1400-102003-55890000-0000000-0000	
Total	200.00	0.00		



19


5. IC Transactions Continued






Do not use the cash account when entering or receiving IC batch. The system adds the cash account automatically for both the provider and receiver agencies once the transfer has been completed.

- Incorrect and Correct Transfer examples shown on next two slides.

5. IC Transactions Continued

Incorrect Example



View Intercompany Batch

Batch: 234445

Batch Number 234445
Provider [REDACTED]
Transaction Type Name IC Transfer Out
Batch Date 10/15/24
Accounting Date 10/15/24
Batch Description General XFDS October 2024
Note General XFDS October 2024
Batch Status Complete

Legal Entity Name UNC-WILMINGTON
Control Amount
Batch Amount -278,655.55 USD
Conversion Rate Type Corporate
Attachments [General XFDS 10.09.24.pdf](#) + X
Additional Information Context IC_Transfer
IC_Transfer TF-8-INTERNAL-ACROSS BUDGET CODE

Transactions

View ▼

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Error Reason	Invoice Number	Approval Date	Final Approver	Rejection Reason
1	[REDACTED]	[REDACTED]		278,655.55	Complete			10/15/24	02081120	

Transaction 1: Distributions ?

Provider Receiver

View ▼

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	U600-000726-11120000-00000000-00000000-000000000000-4		278,655.55	General XFDS October 2024
2	U600-000726-11120000-00000000-00000000-000000000000-4	278,655.55		General XFDS October 2024(Copy)
Total		278,655.55	278,655.55	

5. IC Transactions Continued

Correct Example

! You are using Production environment.

NCFS

View Intercompany Batch

Reverse Batch Save Cancel

Batch: 11419

Batch Number 11419

Provider [REDACTED]

Transaction Type Name IC Transfer Out

Batch Date 5/17/21

Accounting Date 5/17/21

Batch Description 2800 to 2000 PYER Transfer #99910004 05/17/21 Batch #11419 CCB

Note 2800 to 2000 PYER Transfer #99910004 05/17/21 Batch #11419 CCB

Batch Status Complete

Legal Entity Name [REDACTED]

Control Amount

Batch Amount -28,311.00 USD

Conversion Rate Type Corporate

Attachments None +

Additional Information Context IC_Transfer

IC_Transfer TF-6-INTERGOVERNMENTAL (IGO)

Transactions

View

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Error Reason	Invoice Number	Approval Date	Final Approver	Rejection Reason
1	[REDACTED]	[REDACTED]		28,311.00	Complete			5/18/21		

Transaction 1: Distributions

Provider Receiver

View

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	2800-014480-00005000-00000000-00000000-000000000000-00000000-00000000-00000000	28,311.00		2800 to 2000 PYER Transfer #99910004 05/17/21 Batch #11419 CCB
2	2800-014480-11120000-00000000-00000000-000000000000-014410-0000-00000000-000000		28,311.00	2800 to 2000 PYER Transfer #99910004 05/17/21 Batch #11419 CCB(Copy)
Total		28,311.00	28,311.00	

Enhancements

1. NC Daily Cash Transaction Detail Report (RPT-CM-049) can be run by monthly period to assist in identifying incorrect transactions for reconciliation.
2. Any thoughts or additional enhancements can be submitted through the Change Control Board linked below.

[NCFS Change Control Board Link](#)

NCFS Contact

Please direct all questions to the NCFS contact center and not a direct employee.

Email: NCFS@ncosc.gov

Phone: 919-707-0795

Website: www.ncosc.gov

Questions & Answers



Resources

NCFS Functional Calendar

[NCFS System Information | NC OSC](#)

OSBM Checklists & Guidance available on OSC webpage

[Job Aids | NC OSBM](#)

OSC Month End Certification (which includes checklist and all guidance from OSC)

[Month End Certification | NC OSC](#)

Reconciliation Templates (which include)

- Precert Diff Report-Month End Reconciliation for Federal Special Trust Fund Template
- Precert Diff Report-Month End Reconciliation for CI Template
- Precert Diff Report-Month End Reconciliation for General Fund Template

[Reconciliation Templates | NC OSC](#)

Online Month End Certification Form

[Office of the State Controller Month End Certification](#)

Quarter End Certification

[Quarter End Certification | NC OSC](#)

