



North Carolina Financial System NEWS



April 2025 Edition

Retirement Spotlight – Sondra Phillips



Sondra retired March 1, 2025 with almost 30 years of service to State government. Sondra served as the Data Lead on the Financial Backbone Replacement Project, playing a key role in ensuring data was converted from NCAS to NCFS accurately and efficiently. Since go-live in October 2023 she managed the Data Maintenance team and helped improve processes related to supplier registration and expense

delegate setups.

While we will miss Sondra, we wish her well on her new retirement journey. Sondra plans to have her own schedule and do lots of traveling.

OSC Website Has Moved



The Office of the State Controller (OSC) has recently launched a new website. You can now find us at <https://www.NCOSC.GOV>. Please ensure you have updated your bookmarks with our new URL!

NCFS Year-End Close

As we approach the end of the Fiscal Year 2025, please use the [Agency Year-End Activity Checklist FY2025](#) for guidance. In June we will have a webinar to review the processes to flag and record accruals in NCFS. Any questions or concerns related to NCFS year-end activities should be submitted to the NCFS Contact Center at ncfs@ncosc.gov.

NCFS Expense Report Update

The NCFS team, along with Oracle, worked together to determine a correction for inconsistent expense report behavior which caused the expense report to flip to a previous employee during expense entry. Oracle released a series of updates that the NCFS team deployed to the NCFS Production environment on Thursday, February 13th and the expense report issue is resolved.



NCFS Touchpoints

The NCFS OCM team has completed the Q1 Touchpoints with our Agencies and Universities! The team held 54 sessions - connecting with each of you to see how processing and interfacing is going with the NC Financial System (NCFS). Thank you for your time and honest feedback. We asked how you felt operating within NCFS (Major Challenges to Fully Functional) - across the board the average functionality rating is **85%**. Congratulations - that is a huge success because of all your efforts to get your teams trained to become more efficient using the system. Follow-up emails have been going out with responses to your questions discussed during the sessions. We look forward to sharing more learning opportunities with our teams as we continue to gather hot topics items for our users. We know this transition has not been an easy task, but the stories of success continue to embody all your hard work.

NCFS Fixed Assets

It's hard to believe that the fiscal year end is only a few months away. Now is the time to start evaluating fixed assets for accuracy. Please review the NC Asset Extract Register Report (RPTFA017) as well as review your asset dashboard for any pending actions.

The NCFS team recently hosted a Fixed Assets information session that focused on the uses of the NCFS Fixed Assets module. The session included information on year-end processes, report uses, and tips and tricks for fixed asset transactions.

[Fixed Asset Information Session Recording](#)

NCFS Intercompany (IC) Transfer Updates

NCFS Team previously notified users that the receiving agency should communicate by email to request information from the provider agency and should not use the “request info” button in the automated NCFS email. NCFS Team has now disabled the function to request information through the automated email. Agencies are encouraged to use the [Agency and University IC Contacts List](#) to get the transfer information that they need from provider agencies.

2025 ACFR

Please utilize the *statewide transfer reconciliation report: [OSC Year-End Financial Reporting Packages - NCFS Statewide Transfer Reconciliation - All Documents](#) to identify issues and resolve. For questions or help, reach out to your ACFR Analyst on the Statewide Accounting Financial Reporting team.

*Only staff with previously granted access will be able to access the site.



NCFS Supplier Registration

The NCFS Supplier Registration page has a new look. The process of registering new suppliers is the same, but the layout of the landing page looks a little different. Refer to the Quick Reference Guides (QRGs) below for a step-by-step explanation of how to Register and Maintain Suppliers in NCFS.

[AP17 - Supplier Registration](#)

[P2P05 - Create Supplier Registration Request](#)

NCFS ADFdi Invoice Errors

In February, the NCFS team began clearing all invoice errors from the Correct Import Errors spreadsheet as part of our monthly close process. This will make the spreadsheet more responsive for people that are using this to correct their upload errors. If you fail to correct or delete your invoice(s) from the spreadsheet prior to each month end, you will need to reload the invoice using the Create Invoice from Spreadsheet link. Refer to the two Quick Reference Guides (QRGs) below for guidance on Correcting Errors from Invoice Upload and Creating Invoices from Spreadsheet.

[AP-22 Correct Errors from Invoice Upload \(Spreadsheet\)](#)

[AP-36 Create Invoice from Spreadsheet](#)

Sunsetting of NCAS Training Courses

Since NCFS Go Live, we have continued to offer NCAS Training as a self-paced learning opportunity available to our agencies and universities.

The NCAS Training courses will be sunseting effective **4/14/2025**.

For questions regarding NCAS reference materials in the future, please submit a ticket to ncfs@ncosc.gov and a member of the OSC team will reach out to assist you.



Excel Training Resources

Interested in completing refresher training in Excel? Log into the [Learning Management System \(LMS\)](#) and select the LMS & NCVIP tab. Once you are logged into LMS, search for Excel in the top right corner by your profile picture. There are basic courses all the way up to advanced training. If you need help finding a specific Excel topic, reach out to your [LMS Administrator](#) for assistance.



NCFS Month End Balancing Report

The NCFS team created a new report titled “NC Daily Cash Transaction Detail Report By Accounting Period”(RPT-CM-049). This report will assist with month-end balancing. The new report is like the “NC Daily Cash Transaction Detail Report” (RPT-CM-012) but now agencies can run the new report by the period they are certifying instead of posting date. Please note that “NC Daily Cash Transaction Detail Report” (RPT-CM-012) will soon be removed from the Cash Management report folder. It is highly recommended to add the new report to your favorites report list. Follow the path below to navigate the new report.



NCFS Change Control Board (CCB) Requests

The [NCFS Change Request form](#) is intended for system enhancements or change requests that do not currently exist in NCFS. Examples include new reporting or new interface functionality. Requests submitted via this form are subject to an internal OSC review process before approval of the request is granted. A member of the NCFS team will be in touch with the next steps once the review process has been completed.

If you need to include any attachments with your request, email them to NCFS.CCB.Support@ncosc.gov.

CCB Items Implemented As Of 04-01-25			
Process Area	Requests Implemented	Process Area	Requests Implemented
Budget	10	Procure to Pay	33
Cash Management	7	Projects and Grants	4
Fixed Assets	15	Record to Report	47
Inventory	20	Security	3
Order to Cash	7	Technical	7
Data	1	All (Quarterly Releases)	3

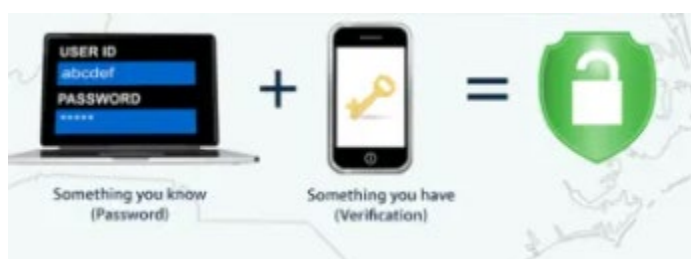


Multifactor Authentication (MFA) for NCFS

On March 3, 2025, the Office of the State Controller (OSC) implemented Multifactor Authentication (MFA) for the NC Financial System (NCFS). MFA is a best practice that validates your credentials and adds an extra layer of protection on top of your username and password.

Instructions for reference can be found on the [OSC website](#).

Additional questions can be directed to the OSC Contact Center at ncfs@ncosc.gov.



NCFS System Status

The [NCFS System Status Page](#) is updated for scheduled outages and any system issues that may affect processing. Remember to check here first for any system availability or performance issues.

Resources

[NCFS Newsletters](#)

[NCFS Reference Links](#)

[NCFS Resources](#)

[Month End Certification](#)

[NCFS Change Request Form](#)

[NCFS System Training](#)

Upcoming Holiday Schedule

Good Friday – Friday, April 18, 2025

Memorial Day – Monday, May 26, 2025

Independence Day – Friday, July 4, 2025

[Full 2025 Holiday Schedule](#)



[Contact Us](#)

919-707-0795 or 866-292-4314 or ncfs@ncosc.gov

Monday – Friday – 8:00 AM – 5:00 PM