



# Office of the State Controller

## OFFICIAL MEMORANDUM

**To:** Agency Chief Fiscal Officers

**From:** Taylor Brumbeloe, Deputy State Controller – NCFS Division *Taylor Brumbeloe*

**Date:** April 17, 2025

**Subject:** Party Payment Agency Rollout

The NCFS team is pleased to announce the rollout of training and security for agencies to load Party Payments without contacting OSC.

The new security role, **NC AP Import Payables Payment Request JR**, will give selected users the ability to leverage Oracle's FBDI spreadsheet to directly load Party Payments. This process was absorbed by OSC at NCFS Go Live to lessen the change impact to agencies during that critical period, but the intent has always been to make this process available to agencies directly. **The NCFS team will transition Party Payment processing to agencies by June 16, 2025, and no longer process these requests on behalf of agencies.**

As Chief Fiscal Officers, it is important to understand the added risk and limitations of using Party Payments as opposed to standard supplier invoices. Party Payments can be used as a quick method of getting a check or electronic payment to non-suppliers, but reporting is limited compared to the reporting available for supplier invoices and payments. Party Payments should not be used for payments that are required to be reported as non-employment income on a 1099. Party Payments could present an added risk since the payee does not have to go through the NCFS supplier registration process. In instances where an agency is "doing business" with a payee or making repeated payments, agencies should continue to use the NCFS supplier registration process and payment with a standard invoice. Party Payments are loaded as "Approved" and do not go through standard agency invoice workflow approvals.

OSC suggests that this new role be limited to few users within each agency and reserved for users who have an aptitude for problem solving. Using this direct upload method can create opportunities for errors that may require time and patience for troubleshooting those errors.

The training course for obtaining this role will be **AP200: Party Payments**. To attend this training, a person must already have the role of [NCFS Invoice Management](#). Selected employees must request training by Wednesday, April 30<sup>th</sup> by using this link: [Party Payment FBDI Request - User](#).

The NCFS team will reach out to agency Chief Fiscal Officers and Controllers after the registration deadline of April 30<sup>th</sup> to confirm all registered users are approved for security and training. At this point, we will also bring in the agency Security Administrators since all requests for the new role *must* come from them.

OSC will be available for both training and support as the agencies take on this responsibility in advance of the June 16<sup>th</sup> cutoff. Please forward this memo to your Controllers or other appropriate personnel.