![North Carolina Financial System NEWS - NCFS]

July 2025 Edition

The Office of the State Controller is excited to share the current edition of the North Carolina Financial System (NCFS) Newsletter. This newsletter and past editions can be found on the OSC website.

We hope you enjoy catching up on the news and features.
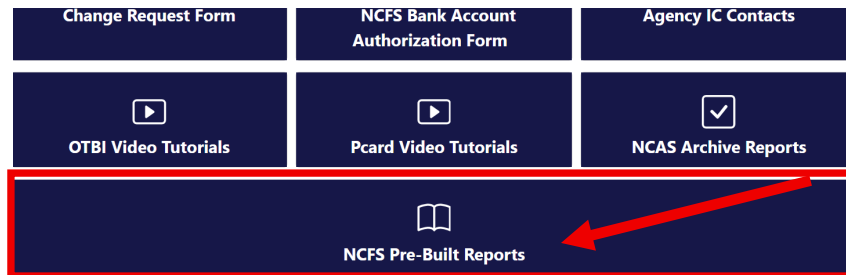
Thank you for your continued support of NCFS.

NCFS Tickets

For NCFS questions or requests for assistance, a request should be submitted to the Contact Center at ncfs@ncosc.gov.

The ncfs_support@ncosc.gov is a communications box and should NOT be used for ticket submissions or questions. Using the support box will delay ticket escalation and responses.

NCFS Pre-Built Reports Search Feature – Now Available!

Our team is excited to share a new feature that has just launched! We have created a search feature for the Pre-Built Reports in NCFS. This tool will allow you to search by keywords – making your results even more streamlined! Below is a sneak peek of the easy-to-use tool that will be available on the NCFS Resources page, as well as a Pre-Built Report Search QRG with the step-by-step instructions!

Search by **Subject Area** and **Keywords**!

Keyword search filters and displays any pre-built reports with keyword in **Title** or **Description**.

NCFS 2025 Year-End Close

Fiscal Year 2025 tasks for Accounts Payable, Inventory, and Accounts Receivable have been completed. All information in reference to accrual sessions and presentation materials can be found on the Year-End webpage.

Users should continue to utilize the Year-End Checklist throughout July and August in order to ensure all necessary tasks are complete for the June 2025 close of Fixed Assets, General Ledger, Budget and Intercompany modules.

Any questions or concerns related to NCFS year-end activities should be submitted to the NCFS Contact Center at ncfs@ncosc.gov.

NCFS Fixed Assets

Now that we are into July, please follow actions as listed in the Agency Year-End Activity Checklist and Instructions. NCFS Fixed Assets will remain open for FY25 until midnight, 7/27/2025. Please pause all asset work related to FY26 assets until 7/27/2025.

The NCFS team 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. This recording can be found on the NCFS Agency Year-End Activity Checklist and Instructions page.

NCFS & eProcurement Integration Tips

Purchase Order Numbers beginning with "EP" are purchase orders that were converted from NCAS to NCFS. These POs should be working towards a liquidated status through invoicing or manual Finally Closed actions. The integration between NCFS and eProcurement for these converted POs is limited and Change Orders to these POs should only be done to reduce and not increase funds. EP POs should be closed and new POs created in eProcurement if additional funding is needed.

Once a PO has been received or invoiced against, a change order cannot be done to change the unit price.

A PO change order cannot be done to reduce the PO line to an amount that is less than what has already been invoiced. Please review the PO schedule information for invoiced quantity and amount to validate the line quantity invoiced in NCFS before submitting a change order in eProcurement to reduce a PO line.

A closed PO or PO line in NCFS cannot be canceled in eProcurement. Cancelation also cannot be done if a PO or PO line has been received or invoiced against.

Once into a new fiscal year, please refrain from using a Previous Fiscal Year in the Multi Year Indicator field in eProcurement on new Requisitions/Purchase Order lines.
This will cause the PO to fail import to NCFS. Blank Multi Year Indicators will also fail.

Multi Year Indicator: Previous Fiscal Year 25 (2025)

The Multi Year Indicator should always be "Unspecified" for a new requisition/purchase order line in the current fiscal year. If the new requisition/purchase order line is for a future year, please use the correct future fiscal year in the Multi Year Indicator field.

For additional information on common eProcurement error messages and steps to resolve, please visit eProcurement NCFS PO Error Message Summary.

NCFS Smart View Information Sessions

The NCFS team is excited to share with you the Smart View Excel add-in for Oracle. Smart View is a tool for analyzing the Annual Comprehensive Financial Report (ACFR) reports from NCFS in Excel. Smart View offers functionality similar to the Decision Support System (DSS) that was in use prior to implementation of NCFS.

Links to download the Smart View Add-On as well as Quick Reference Guides (QRG) for *Installing Smart View* and *Accessing Smart View and Establishing a Connection have* been added to the OSC website NCFS Year-End | NCOSC.

Two training sessions will be held to share the functionality of Smart View. Both sessions will cover the same information and will be recorded and posted to the NCFS Year-End webpage NCFS Year-End | NCOSC.

Wednesday, July 23, 2025, from 2:00 – 3:00 p.m.

Monday, July 28, 2025, from 10:00 - 11:00 a.m.

QRG: GL-37 Report Mapping for GL

The NC Accrual Basis Budget to Actuals Report (RPTRTR187) has been added to QRG GL-37 Report Mapping for General Ledger. The report is specifically used by NC DIT. The NC Accrual Basis Budget to Actuals Report is a report that shows budgeted to actual revenues and expenditures, as well as encumbrances on the accrual basis and used monthly.

NEW QRG: CM-48 Clear Zero Dollar Payments

The NCFS Cash Management team has created a new QRG to assist agencies in clearing manual AP Zero-Dollar payments. The link can be found on the OSC webpage and we suggest performing this clearing task monthly.

Escheats Update

The NCFS Procure to Pay Team has completed testing of a new Oracle delivered escheatment process that we believe will be more efficient than the custom process available previously. Please be on the lookout for further communication regarding the NCFS escheatment information sessions, which will be held in September 2025. Until that time, agencies should continue to follow the instructions provided by Department of State Treasurer to resolve outstanding checks with their suppliers.

NCFS has also developed a new Escheatment Detail Report (RPT-AP-052). This report will reflect NCFS escheated payments that are sent to Department of State Treasurer (DST) Unclaimed Property. This report can be used to aid agency users with reporting escheat data to the Department of State Treasurer, which is due on November 1st of each year.

NORTH CAROLINA
DEPARTMENT OF STATE TREASURER

BRADFORD B. BRINER
STATE TREASURER OF NORTH CAROLINA

UNCLAIMED PROPERTY DIVISION

ALLEN MARTIN
DEPUTY TREASURER

North Carolina Unclaimed Property Report Conversion Table
Governmental Agencies Only

Use the table below to determine specific holding periods, timing of due diligence notices and reporting deadlines for all unclaimed property held by governmental agencies. Refer to the NAUPA Class Code and Dormancy Period Chart for Governmental Holders to determine the appropriate class code when preparing unclaimed property reports.

1 YEAR PROPERTY			
ISSUE YEAR	HOLD PERIOD	NOTICE TO OWNERS	REPORT DUE
7/1/19 TO 6/30/20	6/30/21	8/15/21	11/1/21
7/1/20 TO 6/30/21	6/30/22	8/15/22	11/1/22
7/1/21 TO 6/30/22	6/30/23	8/15/23	11/1/23
7/1/22 TO 6/30/23	6/30/24	8/15/24	11/1/24
7/1/23 TO 6/30/24	6/30/25	8/15/25	11/1/25
7/1/24 TO 6/30/25	6/30/26	8/15/26	11/1/26

You may notice the report listed in the Accounts Payable report folder; however, data will not be available on the report until the NCFS escheatment process has taken place in late September or early October 2025. Please note that NCAS payments converted to NCFS as external transactions will not show on this report.

NCFS Party Payment Rollout

Party Payment processing transitioned to agencies in June. OSC will no longer process these requests on behalf of agencies.

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.

2025 ACFR

Please see the reminders below and continue to work on the following for ACFR:

- Reconcile the statewide transfer reconciliation report at [OSC Year-End Financial Reporting Packages - NCFS Statewide Transfer Reconciliation - All Documents](#)
- Continue to resolve issues identified on your analyst report. Reminder to clean up the 488/588 issues prior to June close out.
- Continue to reconcile cash between all three ledgers.
- Review and analyze lease/SBITA contracts to update the useful life by July 24th. All other fixed asset updates should be made by July 27th.

For questions or help, reach out to your ACFR Analyst on the Statewide Accounting Financial Reporting team.

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 07-01-25			
Process Area	Requests Implemented	Process Area	Requests Implemented
Budget	11	Procure to Pay	45
Cash Management	9	Projects and Grants	4
Fixed Assets	21	Record to Report	55
Inventory	28	Security	5
Order to Cash	14	Technical	8
Data	1	All (Quarterly Releases)	4

IT Initiatives

Are you exploring ways to improve, replace or expand your current systems or processes? NCFS could be part of your solution! Include the NCFS team in your initial conversations so we can help determine if NCFS or existing Oracle functionality might meet your needs.

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 Year-End Resources

NCFS Newsletters

NCFS Reference Links

NCFS Resources

Month End Certification

NCFS Change Request Form

NCFS System Training

Upcoming Holiday Schedule

Labor Day – September 1, 2025
Veterans Day – November 11, 2025
Thanksgiving – November 27 and 28, 2025
Christmas – December 24, 25, and 26, 2025
Full 2025 Holiday Schedule

Contact Us

Ticket Requests – ncfs@ncosc.gov

919-707-0795 | 866-292-4314

Monday – Friday | 8:00 AM – 5:00 PM