



North Carolina Financial System NEWS



April 2026

Spring Edition

The Office of the State Controller is excited to share the April 2026 edition of the North Carolina Financial System (NCFS) Newsletter. This newsletter and past editions can be found on the [OSC website](#).

Thank you for your continued support of NCFS!



NEW: Employee Expense Template For Fingerprinting & Background Checks

A new employee expense template has been enabled in NCFS that can be used to reimburse employees for Fingerprinting and Background Check expenses. This template is available to all NCFS business units and requires a receipt attachment. This template defaults 52170019 ADM-EMPLOYEE BACKGRND CK as the natural account.

Create Expense Item ?

* Date 4/8/26

* Type **Fingerprinting/Background Check**

Expense Location NC, United States

* Amount USD

Description

Merchant Name

Attachments

Receipt missing

Account 1400-102000-**52170019**-1403000-0001

NEW: RPT-AP-001 NC Prepayment Register Report Update

Updates were recently made in NCFS to RPT-AP-001 NC Prepayment Register Report to exclude invoices with a supplier site hold and invoices that were partially accounted, as these invoices would not be eligible for payment. RPT-AP-001 should now reflect the invoices available to be picked up in a PPR at or before the timestamp on the report.

Since the RPT-AP-001 is a real time report, there are valid business reasons why your RPT-AP-001 may not reflect the totals picked up in your PPR.

- If invoices continue to be entered, validated, approved, and accounted after the RPT-AP-001 is run, those new invoices will be picked up in your PPR and will not be reflected on your RPT-AP-001 report

- Create accounting runs each hour at the top of the hour and again at 10:25 a.m. If create accounting runs between the time the RPT-AP-001 is run and the time a PPR is submitted, additional invoices will be picked up in your PPR that were not included on your RPT-AP-001 report

Suggestions for successful use of the RPT-AP-001 for cash planning purposes include:

- Pause invoice keying and approval in advance of running the RPT-AP-001
- Allow create accounting to run at the top of the hour
- Run RPT-AP-001
- Complete PPR submission before allowing invoice entry and approval to continue

NCFS Insights

The NCFS Insights is a monthly series designed to share NCFS updates, tips, and important reminders throughout the year. The sessions are held the 1st Wednesday of each month.

Presentations and recordings can be found on the [NCFS Communications webpage](#).

If you would like to join us for an upcoming session, please use the [meeting link here](#).

NCFS Year-End Close

As we approach the close of FY26, the NCFS team invites you to prepare for a smooth year-end process by providing the [End of Year User Checklist](#). This checklist should be used as a guide to prepare for and track year-end task completion.

As additional tasks and dates are finalized, the checklist will be updated accordingly.

The NCFS team will provide several information sessions in June related to Year-End activities – mark your calendars and look for more details to come on each session.

Fixed Assets – June 3rd 2:00 – 4:00 PM
Accruals (AP & GL) – Date & Time TBD
SmartView – June 9th 10:00 – 11:00 AM

Budget System Replacement Project

The Office of State Budget Management (OSBM) has kicked off an exciting project to replace the legacy IBIS budget system!

What are they replacing IBIS with? Oracle Enterprise Performance Management!

Who's helping with the implementation? Deloitte!

Look for more communication and details to come from the OSBM team in the coming months. For additional details related to the various phases of the project, check out the slide deck from our [April NCFS Insights](#) meeting.

NCFS Agency Touchpoints

Spring touchpoints are well underway. We enjoy spending time with all of you to share information about NCFS and learn about the needs of your Agencies, Universities, and Interface Groups. During the month of March, the NCFS team held 33 touchpoints and have 22 sessions scheduled in April with our Universities and Interface Groups. With the feedback we receive in these sessions, we are able to gain insight into areas where the NCFS team can better support users. With this information, we have added additional topics (like SmartView and ACFR reporting) to upcoming [NCFS Insights](#) sessions. We thank you for the continued partnership and open lines of communication.

Electronic Payments (ePay) Updates

Review of the ePay Process

- Suppliers should complete the Supplier Electronic Payment Request form
- Email the completed form and a voided check, bank statement, or bank authorization letter (on bank letterhead, signed by bank representative) to ncfsepay@ncosc.gov

- If an Agency receives the request, review for completeness before sending to OSC.
- If Supplier Electronic Payment Request form is approved by the Data Maintenance team, the supplier will receive a Security Verification form to complete
 - Agencies can assist the supplier if needed
 - Data Maintenance team will review completed questions based on information in NCFS
- If the Supplier Electronic Payment Request is not approved by the Data Maintenance team, the supplier will be notified with a reason
- If the ePay is on file for another site or agency, ePay details are added to a new site upon request via NCFS ticket
- The Data Maintenance team will email the supplier (and copy the agency contact if available) once ePay setup has been completed

Updates to the Security Verification Form

For Supplier, Agency, and OSC protection, this form is used to reduce potential fraud for payments. We have worked with the OSC Training team to create a new online version of this form that will be rolling out in mid to late April. The link to the form is sent to suppliers only after the ePay request form and supporting bank documentation has been approved by the Data Maintenance team.

Supplier Security Verification

The North Carolina Office of the State Controller values the security of our suppliers, and as an added measure of security, requires a response to the following security questions. If you need assistance completing the form, please speak directly with the State of NC Agency you are doing business with.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

Supplier Information
Confirm your Supplier information.

Supplier Business Name *

Enter your answer

Supplier Tax ID/EIN or SSN. *

The value must be a number

Supplier Contact Name *

Enter your answer

In addition to the form being available online, the following fields have been added to collect more information:

- Supplier contact information
- Checkboxes to indicate first time invoices and payments
- Payment date and amount
- Signature section for suppliers to record who completes the form

An email communication with more details, including the timeline for the new form rollout, will be sent in April.

Updates to the ePay Inactivation Request Process

Agencies should email their ePay inactivation request to ncfs@ncosc.gov and include the following information:

- Supplier's name
- TAX ID/EIN number
- Site you are requesting be inactivated

Once your request has been completed, the requesting agency will receive a response with your Incident number from ncfs@ncosc.gov.

ePay Reminders

- If a supplier sends an ePay request form to the agency first, follow the steps below:
 - Please review the form to ensure all required fields on the form are complete
 - Do not provide Suppliers with any of the following NCFS system information:
 - TAX ID/EIN number
 - Addresses
 - Bank names or account number details

It is imperative that the supplier provides the information above on the Electronic Payment Request form to help prevent fraud.

- Make sure the required supporting bank documents are attached
 - Deposit Authorizations are only acceptable when signed and dated by bank employee
- Agencies can assist suppliers with completing the Security Verification form, but it is important that suppliers complete and submit the form
- Always send emails and responses to ncfsepay@ncosc.gov and not to individual OSC team members
- Review Supplier ACH status updates by utilizing the NC ePay Suppliers Report (RPTPO009) under Tools>Reports and Analytics

NC Supplier Dashboard (RPTPO009) Home Catalog Favorites Dashboards Create

Supplier List **Supplier Payment Configuration** Supplier Tax Configuration

North Carolina Financial System
Supplier Dashboard

Parameters
Business Unit (All Column Values) [Dropdown] [Apply] [Reset]

Suppliers on Hold

Factored Suppliers

ePay Suppliers

Supplier Number	Supplier Name	Business Unit	Site	Alternate Site Name	Address Line 1	Address Line 2	City	State	Postal Code	Account Name	Account Type	Bank Name	Bank Account Number	Default Payment Method	Remittance Email
10008	ALEX HADDEN	4600 DEPARTMENT OF NATURAL AND CULTURAL RESOURCES	R.46PT.01	HADDEN BOAT COMPANY	11 TIBBETTS LN		GEORGETOWN	ME	04548	HADDEN BOAT CO	Checking	CAMDEN NATIONAL BANK		Electronic - Supplier	
10015	TD BANK NA	1000 DEPARTMENT OF AGRICULTURE	R.1000.01	TD BANK NA	6000 ATRIUM WAY		Mount Laurel	NJ	08054	TD BANK NA	Checking	TD BANK NA		Electronic - Supplier	
10017	DIVERSIFIED COMMUNICATIONS	1000 DEPARTMENT OF AGRICULTURE	R.1000.01	DIVERSIFIED COMMUNICATIONS	PO BOX 735800		Chicago	IL	60673	DIVERSIFIED COMMUNICATIONS	Checking	JPMORGAN CHASE		Electronic - Supplier	

Fixed Assets

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 will host a Fixed Assets Information session on June 3rd from 2:00 – 4:00 p.m. that focuses on the uses of the NCFS Fixed Assets module. The session will include information on year-end processes, report uses, and tips and tricks for fixed asset transactions.

NCFS Time Out Information

8 Hours Validity

NCFS duration is eight hours. This means that once a user logs in, they can access the system for up to eight hours with that login session. After eight hours, the system will require the user to reauthenticate their identity ensuring the safety and security of user accounts.

1 Hour Inactivity Timeout

After one hour of inactivity the user will be automatically logged out of the system. If there are no interactions or activity from the user for one hour, the system will log the user out to protect the user's data if they accidentally leave their account information open.

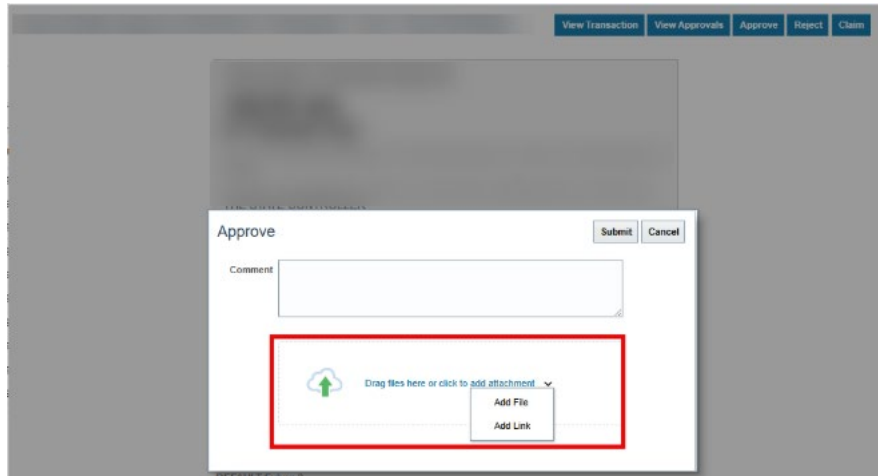
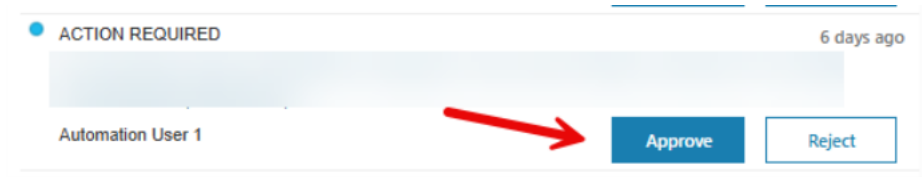
30 Minutes Idle Session Timeout

Like inactivity time out, the idle session timeout deals with the period of inactivity. This refers to no activity on the user device while the NCFS screen is in a desktop view, such as no mouse movements, clicks, or keyboard strokes. If the user does not interact with the system in any way for 30 minutes, NCFS will log out the user.

Adding Intercompany (IC) Attachment for the Receiving Agency

After the Receiver has added the account coding and selected "Save/Close" on the batch, the Receiver can then click on the bell icon. When the Inbound Batch Approval screen appears, the Receiver clicks "Approve" and a box appears for the Receiver to either drag or load attachments and click submit. Once completed, the Receiver can go back and submit the batch.





Agency Intercompany (IC) Contacts

To change or update [IC Contacts](#) on the OSC website, a ticket should be submitted to ncfs@ncosc.gov. A member of the NCFs Cash Management team will notify the requestor when the update has been made.

NCFS Important Dates

Functional Calendar Information

April 2026	
April 14	March 2026 Certification Deadline
April 15	Certification Notifications sent out
April 16	Resolve invoices on hold
April 29	Final day for March IC Transactions – deadline 10:25 AM IC Module closed for March Correct ADFDI Invoice Import Errors
April 30	March GL Journals due by 10:25 AM PPRs April deadline – 10:25 AM Open GL & Subledgers for May Close GL for March Close Subledgers for April
May 2026	
May 4	Finally close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines
May 6	NCFS Insights session – 1:00 – 2:00 PM
May 14	April 2026 certification deadline
May 15	Certification notifications sent out
May 18	Resolve invoices on hold
May 25	State Holiday – Memorial Day
May 28	Final day for April IC transactions – deadline 10:25 AM IC module closed for April Correct ADFDI invoice import errors
May 29	April GL Journals due by 10:25 AM PPRs May deadline – 10:25 AM Open GL & Subledgers for June Close GL for April
June 2026	
June 1	Close Subledgers for May
June 2	Finally close Pos that won't be invoiced Correct invoices incorrectly keyed to future year PO lines
June 3	Resolve invoices on hold NCFS Insights Session – 1:00 – 2:00 PM NCFS Fixed Assets Information Session Year-End Preparation –

	2:00 – 4:00 PM
June 9	Finally close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines
June 10	Resolve invoices on hold
June 12	May 2026 certification deadline
June 15	Certification notifications sent out
June 16	Finally close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines
June 17	Resolve invoices on hold
June 22	Finally close POs that won't be invoiced Correct invoices incorrectly keyed to future year PO lines
June 24	Final day to finally close any POs with uncorrected invoices keyed to future year PO lines. These POs will fail carry forward. Resolve invoices on hold
June 26	Final day to finally close POs that should not be carried forward
June 29	Final day for May IC transactions – deadline 10:25 AM PPRs July Deadline – 10:25 AM (Tentative) IC Module closed for May Correct ADFD Invoice import errors
June 30	May GL Journals due by 10:25 AM Resolve invoices on hold – validate or cancel Open GL & subledgers for July Close GL for May Complete all Inventory cycle counts Resolve all inventory shipping exceptions Resolve all pending inventory transactions

NCFS Team Highlight – Financials Team



Darlene Langston - Manager



Shereen Tawfik



Haley Ashley



Shannon Creech



Tracy Howell



Priscilla Roberts



Denise Langston

The NCFS Finance team is comprised of seven team members. They manage General Ledger, Budget, Intercompany Transfers, Cash Management and Accounts Receivable in the NCFS application. The team provides operational assistance, configuration, and

guidance in the aforementioned areas to ensure NCFS operates effectively to meet agency needs.

Additionally, the team supports many system interfaces to and from agency subsystems, agency month end certification, chart of account maintenance, year-end financial close, integration of accounts receivable functions into NCFS and financial reports. They also review and test new features in Oracle quarterly releases, run manual tests for monthly regression testing, and respond to various other tickets and requests.

NCFS Daily Processing Schedule & Job Runs

For a detailed processing schedule in reference to Interfaces into NCFS, Deposits, Transfers, and Disbursements, visit the [OSC Website](#) for the complete schedule.

NCFS Change Control Board (CCB) Requests

The [NCFS Change Request form](#) is intended for system enhancements or change requests. Examples include new or enhanced reports 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.

IT Initiatives

Are you exploring ways to improve, replace or expand your current systems or processes? The NCFS team could be a required 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 queries or performance issues.

2026 Holiday Schedule

OSC observes all [State Holidays](#)

Holiday	Observance Date	Day of Week
Memorial Day	May 25, 2026	Monday
Independence Day	July 3, 2026	Friday
Labor Day	September 7, 2026	Monday
Veterans Day	November 11, 2026	Wednesday
Thanksgiving	November 26 & 27, 2026	Thursday & Friday
Christmas	December 24, 25 & 28, 2026	Thursday, Friday & Monday

Resources

[NCFS Change Request Form](#)

[NCFS Communications](#)

[NCFS Newsletters](#)

[NCFS Reference Links](#)

[NCFS Resources](#)

[NCFS System Training](#)

[NCFS Year-End Resources](#)

[CPE Events Hosted By OSC](#)

[Month End Close](#)

Contact Us

For NCFS questions or requests for support, please submit a ticket to the OSC Contact Center at ncfs@ncosc.gov.

919-707-0795 | 866-292-4314

Monday – Friday | 8:00 AM – 5:00 PM