

## NCFS R3 Month End Close Work Plan for Users

### Budget

| Items to Check                                              | NCFS Screen/Report                                                                                                                                                                                                        | Additional Notes                                                                                                                                                                                                     |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review & Reconcile Allotments from IBIS to NCFS.            | FBR IBIS Allotment Interface Reconciliation Report & FBR IBIS CI Allotment Interface Reconciliation Report                                                                                                                | Ensure all budgetary allotments for operating & capital budget codes are accounted for and posted in NCFS.                                                                                                           |
| Review & Reconcile Budget Appropriations from IBIS to NCFS. | NC General Fund Cash Balance Report (RPTCM006)<br>NC CI Cash Balance Report (RPTCM008)<br>NC General Fund Appropriations, Expenditures & Balances Report (RPTCM031)<br>RK325 Certified & Authorized Budget Report (IBIS)  | Ensure all budgetary appropriations for operating & capital budget codes are accounted for and posted in NCFS;<br>When running the RK325 report, choose the Approval Date as the last day of the month to be closed. |
| Review & Reconcile Budget Transfers from IBIS to NCFS.      | FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report<br>FBR IBIS Appropriation Transfer GL Interface Reconciliation Report<br>NC General Fund Appropriations, Expenditures & Balances Report (RPTCM031) | Ensure all budgetary transfers for operating budget codes are accounted for and posted in NCFS.                                                                                                                      |

## Intercompany

| Items to Check                                                                                     | NCFS Screen/Report                       | Additional Notes                                                                                                                                                                                                                                                                      |
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| Review the <b>Requiring Attention</b> tab for unposted transactions in the period to be closed.    | Intercompany Transactions Overview       | If there are rejected intercompany batches for the period that do not need to be processed, these should be updated to <i>Rejection Reviewed</i> (Action dropdown) so they will no longer show on the dashboard.                                                                      |
| Review the <b>New</b> tab for incomplete transactions in the period <b>to be closed</b> .          | Intercompany Transactions Overview       | If there are new intercompany batches for the period that do need to be processed, the provider should enter the appropriate information and submit to receiver to complete. If there are new batches that are not needed, the user should highlight the batch row and select delete. |
| Query for all IC batches with a Transaction Status of <i>Received</i> for the period to be closed. | Manage Intercompany Inbound Transactions | Received batches should either be completed and submitted for approval or rejected back to provider.                                                                                                                                                                                  |
| Ensure Transfers In and Transfers Out net to Zero for the month to be closed.                      | NC Daily Transfer Report (RPTCM017)      | Filter for the month to be closed and make sure the totals of Transfers in and Transfers out equal. If they do not equal, the most likely candidate is a transfer keyed to the cash account (11120000) instead of the revenue (00004000) or expenditure (00005000) clearing account.  |

## General Ledger Journals

| Items to Check                                                         | NCFS Screen/Report           | Additional Notes                                                                                                                                                                                                                            |
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| Review Requiring Attention tab, Incomplete tab, and Import Errors tab. | General Accounting Dashboard | Ensure there are no journals for the accounting period to be closed still needing attention.                                                                                                                                                |
| Review Rejected Journals & take appropriate action.                    | General Accounting Dashboard | All Rejected Journals should be Deleted OR Edited and resubmitted for approval.                                                                                                                                                             |
| Ensure there are no unposted journals for the period to be closed.     | Manage Journals Screen       | Query for the accounting period to be closed, and Batch Status Not Equal to Posted. Journals to be posted, should be processed. Others should be deleted. If there are issues with a journal, submit a ticket to NCFS Help Desk for review. |

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|-------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DEP-WIRE and DEP-ACH Journal Entries needing approval from Dept of State Treasurer. | General Accounting Dashboard                             | Dept of State Treasurer to review Daily Deposit Report throughout last week of month. Users should contact DST Help Desk to request status update of DEP Journals awaiting approval.                                                                                                                                                                                                               |
| Ensure all Disbursements contain a Disbursing Account on the Cash Line.             | NC Daily Disbursements (Requisitions) Report (RPTCM010)  | Run report for the range of journal creation dates that would include any transactions for the period to be closed. Filter Effective Date column for the period to be closed. Review Disbursement Account column for blanks. (exclude ones that have already been reversed or corrected.) If any, correct by editing (if not posted), or by reversing and rekeying correctly if already posted.    |
| Review for Unposted Disbursement Journals.                                          | NC Daily Disbursements (Requisitions) Report (RPTCM010)  | Use filter option to show Unposted journals with approval status not equal to Approved. If any should be posted, complete and request approval. If they are no longer needed, delete the journal.                                                                                                                                                                                                  |
| Ensure all Deposits contain a Depository Account on the Cash Line.                  | NC Deposits Report (RPTCM002)                            | Run report for the range of journal creation dates that would include any transactions for the period to be closed. Filter the Effective Date column for that period. Review Bank Account Number column for any blanks. (exclude journals that have been previously reversed and corrected.) If any, correct by editing (if not posted), or by reversing and rekeying correctly if already posted. |
| Ensure all balances are cleared in the clearing and suspense accounts.              | NC GL Account Balances Reconciliation Report (RPTRTR142) | Filter for revenue clearing (00004000), expenditure clearing (00005000), and suspense accounts (51998000 and 51999000) to ensure all ending balances are \$0.00. If balances exist, submit a reclass journal to clear the balances.                                                                                                                                                                |
| Ensure Cash Account Reconciles Between All Ledgers                                  | NC All Ledgers Reconciliation Report (RPTRTR140)         | Run report for the cash account only (11120000) to ensure cash is in balance between the cash, accrual, and modified accrual ledgers.                                                                                                                                                                                                                                                              |

## Accounts Payable

| Items to Check             | NCFS Screen/Report                                   | Additional Notes                                                                        |
|----------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Review and Flag 1099s      | 1099 Invoice Maintenance Report (RPTAP022)           | Review payments monthly to ensure correct flagging of 1099s.                            |
| Review Unpaid Invoices     | Unpaid Invoice Status Report (RPTAP048)              | Review and resolve invoices on hold, or that need validation and/or approval.           |
| Review Open Purchas Orders | PO Balance by Various COA Elements Report (RPTPO001) | Review and Finally Close Purchase Orders that will not be received or invoiced against. |

## Accounts Receivable

| Items to Check               | NCFS Screen/Report                      | Additional Notes                                                                         |
|------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------|
| Review Warnings & Exceptions | Subledger Period Close Exception Report | Review warnings and exceptions that will prevent month end close on accounts receivable. |