GL-45 Month End Reconciliation for Indirect Organizations

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a detailed description of the Month End Reconciliation process for Indirect Organizations in the North Carolina Financial System (**NCFS**).

The Month End Reconciliation process is broken down into eight major tasks:

1. Confirm Processing of Interface File
2. Review Output of Interface Report INT-RTR-013
3. Run and Review Output of the Reconciliation Report RPT-RTR-171
4. Manually Enter a Clearing Journal
5. Run and Review Output of the Reconciliation Report RPT-RTR-171 (again)
6. Notify OSC of Readiness to Post
7. Run and Review Output of Month End Reports
8. Notify OSC of Readiness to Certify

Confirm Processing of Interface File

You will receive an email indicating your INT-RTR-013 interface processed into NCFS. The email comes from the email NCFS@ncosc.gov and will either be a Warning or a Recon report. If the email is a warning, the zip file will contain a text file containing details of the error. If you receive a warning, the interface has not processed. Corrections to the interface file will need to be made and the file resubmitted.

If the email contains a Recon report, the subject will contain the Interface name INT-RTR-013 and the name of the file processed. The name of the interface process is **FBR NCFS RTR-013 Import GL Balances from Agency**. An output report is generated for you.

The way INT-RTR-013 works is, when you send in detailed transactions, the interface has logic that will create clearing budget fund reversing amounts based on the detailed amounts in the interface file. This is to prevent duplicating amounts in the system. A successful interface will mean the detailed revenues, expenditures, cash, etc., match in summary to what you have done on a daily basis in NCFS.

For example, if you interface in $100 in revenue account for a fund in budget code 16090, the interface will create a negative $100 in the revenue clearing account (00004000) for clearing fund 016090. It does the same for expenditures, cash, appropriations, etc.

Review Output of Interface Report INT-RTR-013

There are 3 steps to complete this process.

Step 1. If the report output is attached to the email, open it for review (and skip Step #2 below).

Step 2. If you do not receive an email, you can log into NCFS to generate this INT-RTR-013 report using the following navigation path:

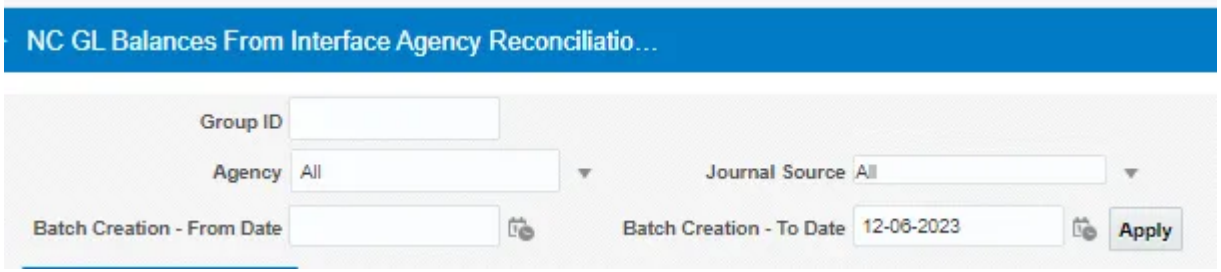
Tools > Reports and Analytics > Browse Catalog > Shared > Custom > FBR Custom > Report > General Ledger > NC GL Balances From Interface Agency Reconciliation Report (INT-RTR-013)

Parameters:

- Group ID: leave blank
- Agency: select your Agency code

- Journal Source: select **Univ Financial Interface**
- Batch Creation – From Date: date interface was processed
- Batch Creation – To Date: date interface was processed

Image



Note: For **Journal Source**, the following sources are applicable:

- Univ Financial Interface – universities
- NCEL Financial Interface – NC Education Lottery
- NCHFA Financial Interface – NC Housing Finance Authority
- DOT Financial Interface – DOT, State Ports, and Global Transpark

Sample Output:

Image

North Carolina Financial System
Office of State Controller
NC GL Balances From Interface Agency Reconciliation Report (INT-RTR-013)
11/29/2023 05:33:57 AM

Journal Name	Source	Category	Period	Actual Flag	Currency	Batch Creation Date	Line	Filename	Entered Debit	Entered Credit	Budget Code	Agency	Budget Fund	Account	Mgmt Unit	Program
AGENCY U900 11 29 2023 - 05 01	Univ Financial Interface	Univ Financial Interface	Oct-23	A	USD	11/29/2023	1	rtr013i-u900_nccu_osc_monthly_gl_	0.00	718,990.35	16090	U900	016090	00004000	0000000	0000000
AGENCY U900 11 29 2023 - 05 01	Univ Financial Interface	Univ Financial Interface	Oct-23	A	USD	11/29/2023	2	rtr013i-u900_nccu_osc_monthly_gl_	0.00	11,437,620.25	16090	U900	016090	00005000	0000000	0000000
AGENCY U900 11 29 2023 - 05 01	Univ Financial Interface	Univ Financial Interface	Oct-23	A	USD	11/29/2023	3	rtr013i-u900_nccu_osc_monthly_gl_	0.00	1,900.00	42035	U900	042035	00005000	0000000	0000000
AGENCY U900 11 29 2023 - 05 01	Univ Financial Interface	Univ Financial Interface	Oct-23	A	USD	11/29/2023	4	rtr013i-u900_nccu_osc_monthly_gl_	0.00	499,858.33	42135	U900	042135	00005000	0000000	0000000
AGENCY U900 11 29 2023 - 05 01	Univ Financial Interface	Univ Financial Interface	Oct-23	A	USD	11/29/2023	5	rtr013i-u900_nccu_osc_monthly_gl_	0.00	10,634,389.20	16090	U900	016090	11120000	0000000	0000000
AGENCY U900 11 29 2023 - 05 01	Univ Financial Interface	Univ Financial Interface	Oct-23	A	USD	11/29/2023	6	rtr013i-u900_nccu_osc_monthly_gl_	1,900.00	0.00	42035	U900	042035	11120000	0000000	0000000
AGENCY U900 11 29 2023 - 05 01	Univ Financial Interface	Univ Financial Interface	Oct-23	A	USD	11/29/2023	7	rtr013i-u900_nccu_osc_monthly_gl_	499,858.33	0.00	42135	U900	042135	11120000	0000000	0000000
AGENCY U900 11 29 2023 - 05 01	Univ Financial Interface	Univ Financial Interface	Oct-23	A	USD	11/29/2023	8	rtr013i-u900_nccu_osc_monthly_gl_	22,791,000.00	0.00	16090	U900	152800	11120000	0000000	U001000
AGENCY U900 11 29 2023 - 05 01	Univ Financial Interface	Univ Financial Interface	Oct-23	A	USD	11/29/2023	9	rtr013i-u900_nccu_osc_monthly_gl_	0.00	5,748,448.92	16090	U900	152801	11120000	0000000	U001101
AGENCY U900 11 29 2023 - 05 01	Univ Financial Interface	Univ Financial Interface	Oct-23	A	USD	11/29/2023	10	rtr013i-u900_nccu_osc_monthly_gl_	258,044.65	0.00	16090	U900	152801	11120000	0000000	U001101
AGENCY U900 11 29 2023 - 05 01	Univ Financial Interface	Univ Financial Interface	Oct-23	A	USD	11/29/2023	11	rtr013i-u900_nccu_osc_monthly_gl_	0.00	27,008.60	16090	U900	152802	11120000	0000000	U001102

Step 3. Review the contents, keeping the following in mind:

- A single batch, containing a single journal is displayed. Both have the same exact name.
- Journal Source = Univ Financial Interface
- Journal Category = Univ Financial Interface
- The interface has created clearing budget fund reversing amounts

Review the Output of the Reconciliation Report RPT-RTR-171

There are 8 steps to complete this process.

Step 1. Run the RPT-RTR-171 Reconciliation Report using the following navigation path:

Tools > Reports and Analytics > Browse Catalog > Shared > Custom > FBR Custom > Report > General Ledger > NC Interface Agency Reconciliation Report (RPT-RTR-171)

Parameters:

- Ledger: NC CASH US
- Agency: select your Agency code
- Accounting Period: period being closed

Image

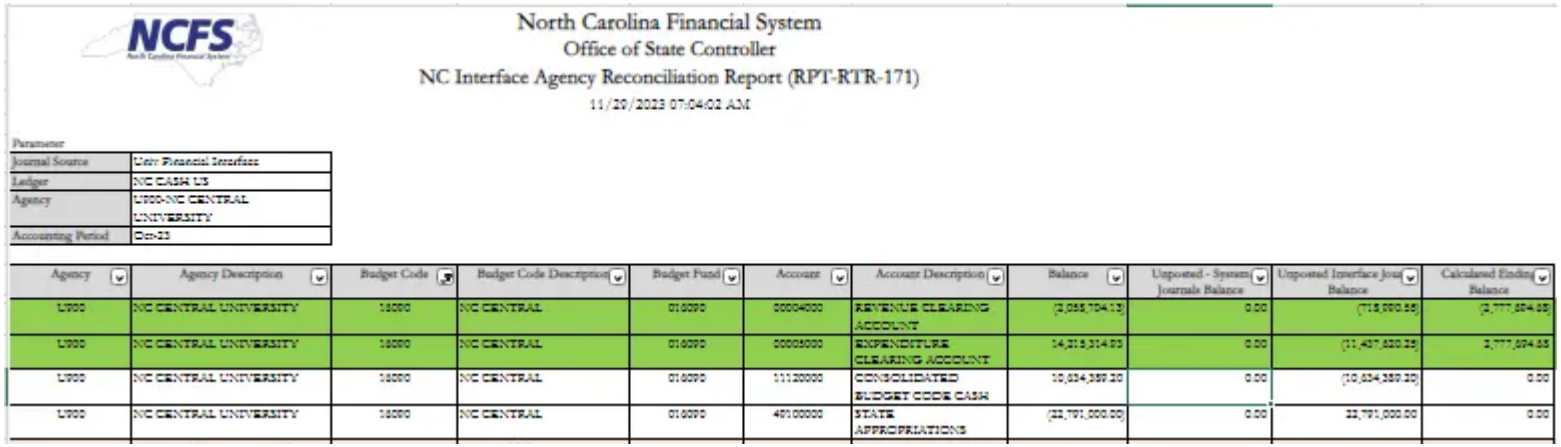


Step 2. Take note of the two tabs at the bottom:

- NC Pre-Valid Report
- NC Budget Code Cash Summary

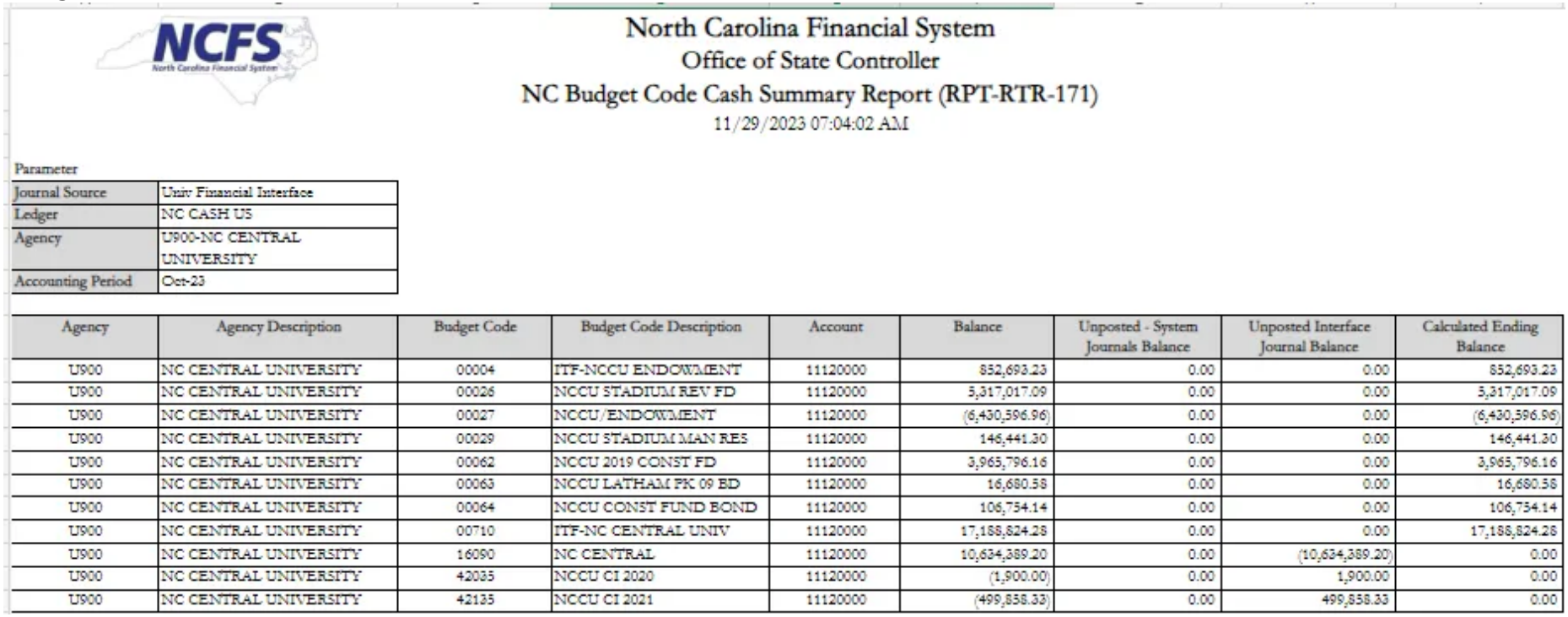
NC Pre-Valid Report (sample output):

Image



NC Budget Code Cash Summary tab (sample output):

Image



North Carolina Financial System
Office of State Controller
NC Budget Code Cash Summary Report (RPT-RTR-171)
11/29/2023 07:04:02 AM

Parameter

Journal Source	Univ Financial Interface
Ledger	NC CASH US
Agency	U900-NC CENTRAL UNIVERSITY
Accounting Period	Oct-23

Agency	Agency Description	Budget Code	Budget Code Description	Account	Balance	Unposted - System Journals Balance	Unposted Interface Journal Balance	Calculated Ending Balance
U900	NC CENTRAL UNIVERSITY	00004	ITF-NCCU ENDOWMENT	11120000	852,693.23	0.00	0.00	852,693.23
U900	NC CENTRAL UNIVERSITY	00026	NCCU STADIUM REV FD	11120000	5,317,017.09	0.00	0.00	5,317,017.09
U900	NC CENTRAL UNIVERSITY	00027	NCCU/ENDOWMENT	11120000	(6,430,596.96)	0.00	0.00	(6,430,596.96)
U900	NC CENTRAL UNIVERSITY	00029	NCCU STADIUM MAN RES	11120000	146,441.30	0.00	0.00	146,441.30
U900	NC CENTRAL UNIVERSITY	00062	NCCU 2019 CONST FD	11120000	3,965,796.16	0.00	0.00	3,965,796.16
U900	NC CENTRAL UNIVERSITY	00063	NCCU LATHAM PK 09 BD	11120000	16,680.58	0.00	0.00	16,680.58
U900	NC CENTRAL UNIVERSITY	00064	NCCU CONST FUND BOND	11120000	106,754.14	0.00	0.00	106,754.14
U900	NC CENTRAL UNIVERSITY	00710	ITF-NC CENTRAL UNIV	11120000	17,188,824.28	0.00	0.00	17,188,824.28
U900	NC CENTRAL UNIVERSITY	16090	NC CENTRAL	11120000	10,634,389.20	0.00	(10,634,389.20)	0.00
U900	NC CENTRAL UNIVERSITY	42035	NCCU CI 2020	11120000	(1,900.00)	0.00	1,900.00	0.00
U900	NC CENTRAL UNIVERSITY	42135	NCCU CI 2021	11120000	(499,858.33)	0.00	499,858.33	0.00

Step 3. For the **NC Pre-Valid Report** tab, filter out STIF Budget Codes since they are on the report, but not part of the month end interface.

Step 4. Review the report output, taking the following into consideration:

- The **Balance** column shows you the balance in NCFS for the month in the clearing budget funds, where you have performed your daily NCFS transactions (deposits, requisitions, transfers, etc.).
- The **Unposted-System Journal Balance** column will show any unposted journal in the system for the period that affects the clearing budget funds that is NOT the interface INT-RTR-013.
- The **Unposted Interface Journal Balance** column shows the results of the interface you sent in.

- The **Calculated Ending Balance** column shows the ending balance, assuming any unposted journals were to be posted.

Step 5. Verify that cash (11120000) zeros out in the Calculated Ending Balance column for the clearing budget fund for each of the interfaced budget codes. If they do not, this means the detailed interface file does not contain an equal amount of cash that is currently in NCFS for the period. You need to determine why there is a difference, take corrective action and potentially need to resubmit your interface.

Step 6. Review the remaining balances in the Calculated Ending Balances column. These amounts should net to zero at the budget code level. You need this information to prepare the manual clearing entry.

Step 7. The RPT-RTR-171 Calculated ending balance column may contain two types of balances.

a. Balances that net against each other such as revenue and expenditure clearing. In the event these net against each other, the entry can simply be an appropriate debit and credit in the clearing budget fund.

b. Balances that need to be reclassified from the clearing budget fund to a detailed budget fund. Examples of this are Allotted Revenues (66390100/66890100) and Allotted Expenditures (77390100/77890100). If there are balances remaining here, they should be reversed from the clearing budget fund and posted to the control budget fund in the General Fund budget code.

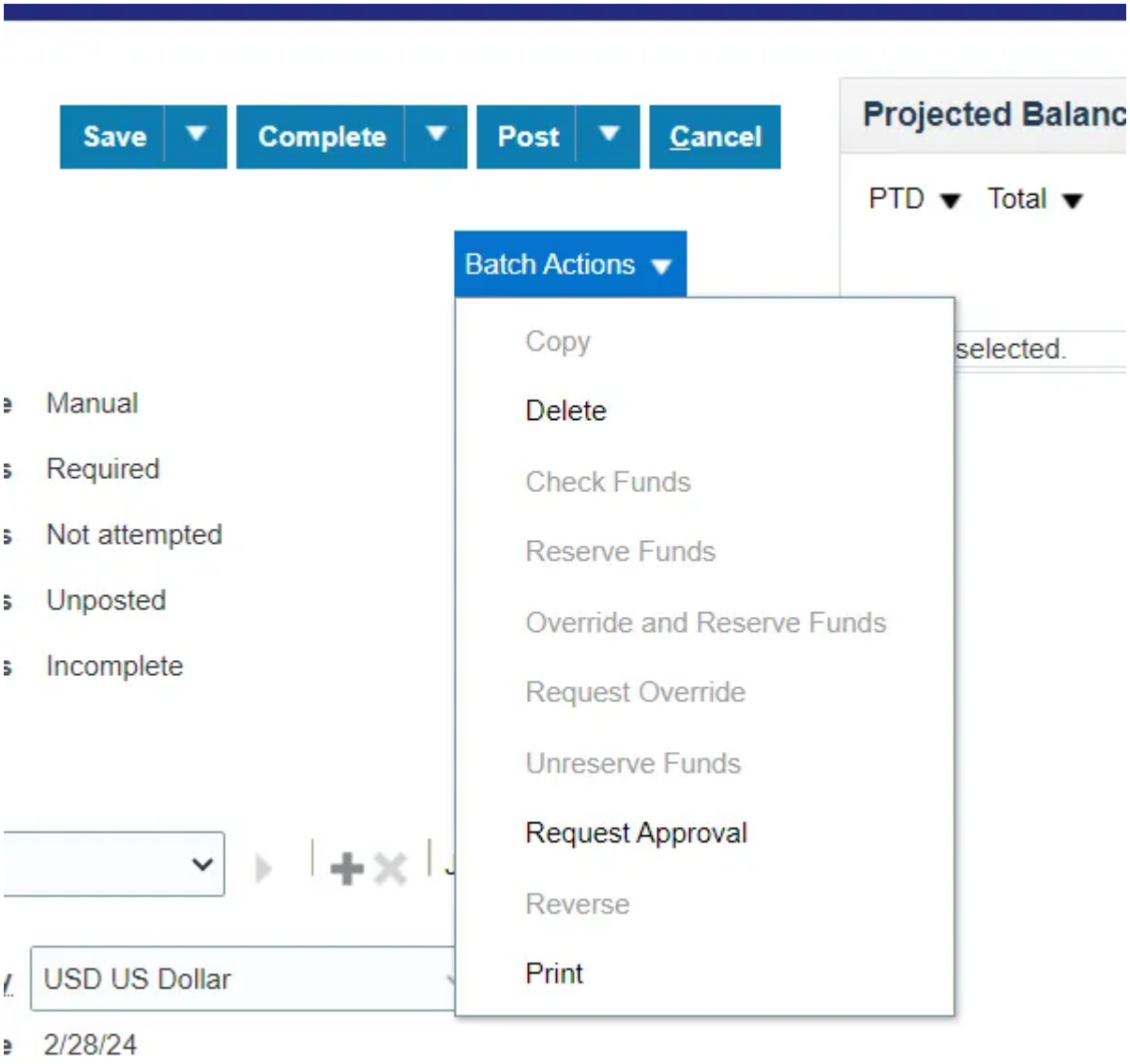
Image

Agency	Agency Description	Budget Code	Budget Code Description	Budget Fund	Account	Account Description	Balance	Unposted - System Journals Balance	Unposted Interface Journal Balance	Calculated Ending Balance
U700	NC A&T STATE UNIVERSITY	16070	NC A&T	016070	00004000	REVENUE CLEARING ACCOUNT	(11,778,094.58)	0.00	(11,896,071.42)	(23,674,166.00)
U700	NC A&T STATE UNIVERSITY	16070	NC A&T	016070	00005000	EXPENDITURE CLEARING ACCOUNT	42,244,999.92	0.00	(18,570,833.92)	23,674,166.00
U700	NC A&T STATE UNIVERSITY	16070	NC A&T	016070	11120000	CONSOLIDATED BUDGET CODE CASH	(2,958,887.34)	0.00	2,958,887.34	0.00
U700	NC A&T STATE UNIVERSITY	16070	NC A&T	016070	49100000	STATE APPROPRIATIONS	(27,508,018.00)	0.00	27,508,018.00	0.00
U700	NC A&T STATE UNIVERSITY	16070	NC A&T	016070	66390100	GENERAL FUND ALLOTTED REVENUES	21,916,111.00	0.00	0.00	21,916,111.00
U700	NC A&T STATE UNIVERSITY	16070	NC A&T	016070	66890100	GENERAL FUND ALLOTTED REVENUES OFFSET	(21,916,111.00)	0.00	0.00	(21,916,111.00)
U700	NC A&T STATE UNIVERSITY	16070	NC A&T	016070	77390100	GENERAL FUND ALLOTTED EXPENDITURE	(49,424,129.00)	0.00	0.00	(49,424,129.00)
U700	NC A&T STATE UNIVERSITY	16070	NC A&T	016070	77890100	GENERAL FUND ALLOTTED EXPENDITURE OFFSET	49,424,129.00	0.00	0.00	49,424,129.00

Note: If the **Calculated Ending Balance** column is a negative amount, you will need to key a debit to clear. If it is a positive amount, you will need to key a credit to clear.

Step 8. If the batch has errors, Delete it under the Batch Actions.

Image



Manually Enter Clearing Journal

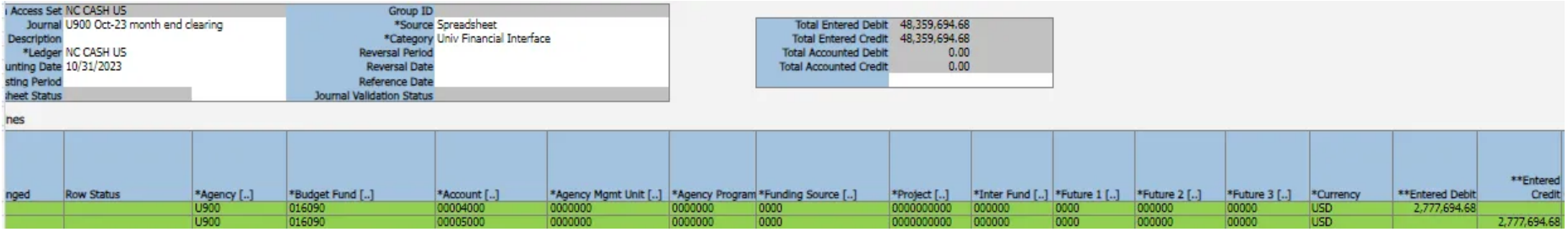
There are 4 steps to complete this process.

Step 1. Enter a new journal, using either method (**Create Journal** page or ADFDI Spreadsheet).

- **Journal Batch** name should begin with your 4-digit agency code (ex: U900) followed by some verbiage that makes sense to you but identifies the period and what is being done.
- Journal **Category**: Select '*Univ Financials Interface*' (or the appropriate interface category for your agency).

Sample Clearing Journal (ADFDI):

Image



Access Set	NC CASH US		Group ID					Total Entered Debit	48,359,694.68						
Journal	U900 Oct-23 month end clearing		*Source	Spreadsheet				Total Entered Credit	48,359,694.68						
Description			*Category	Univ Financial Interface				Total Accounted Debit	0.00						
*Ledger	NC CASH US		Reversal Period					Total Accounted Credit	0.00						
unting Date	10/31/2023		Reversal Date												
sting Period			Reference Date												
heet Status			Journal Validation Status												
nes															
nged	Row Status	*Agency [..]	*Budget Fund [..]	*Account [..]	*Agency Mgmt Unit [..]	*Agency Program	*Funding Source [..]	*Project [..]	*Inter Fund [..]	*Future 1 [..]	*Future 2 [..]	*Future 3 [..]	*Currency	**Entered Debit	**Entered Credit
		U900	016090	00004000	0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD	2,777,694.68	
		U900	016090	00005000	0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD		2,777,694.68

Step 2. Be sure to enter 2 journal lines for each unique Budget Fund, including CIs but excluding STIF. Each budget fund must be in balance.

For EACH Budget Fund:

- Debit to Revenue Clearing: Budget Fund 0xxxxx / Account 00040000
- Credit to Expense Clearing: Budget Fund 0xxxxx / Account 00050000

Step 3. For the balances that need to be reclassified to a detailed fund, each row on the RPT-RTR-171 report will require 2 lines. One to reverse the existing balance, and a second line to post the existing balance to a detailed budget fund.

Image

Data Access Set	NC CASH US	Group ID	
Journal	U700 Oct-23 month end clear	*Source	Spreadsheet
Description		*Category	Univ Financial Interface
*Ledger	NC CASH US	Reversal Period	
*Accounting Date	10/31/2023	Reversal Date	
Adjusting Period		Reference Date	
Worksheet Status		Journal Validation Status	

Total Entered	166,172,646.00
Total Entered	166,172,646.00
Total Accounted	0.00
Total Accounted	0.00

Journal Lines

Changed	Row Status	*Agency [..]	*Budget Fund [..]	*Account [..]	*Agency Mgmt	*Agency Progra	*Funding Source	*Project [..]	*Inter Fun	*Future 1	*Future 2	*Future 3	*Currenc	**Entered Debit	**Entered Credit	Conversio Date
▲		U700	016070	00004000	0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD	23,674,166.00		
▲		U700	016070	00005000	0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD		23,674,166.00	
▲		U700	016070	66390100	0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD		21,916,111.00	
▲		U700	016070	66890100	0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD	21,916,111.00		
▲		U700	016070	77390100	0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD	49,424,129.00		
▲		U700	016070	77890100	0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD		49,424,129.00	
▲		U700	151400	66390100	0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD	21,916,111.00		
▲		U700	151400	66890100	0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD		21,916,111.00	
▲		U700	151400	77390100	0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD		49,242,129.00	
▲		U700	151400	77890100	0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD	49,242,129.00		

Step 4. Save and complete your journal. Do NOT request approval yet.

Run and Review Output of Reconciliation Report RPTRTR171 (again)

There are 7 steps to complete this process.

Step 1. Rerun the RPT-RTR-171 report to ensure the ending balances are now zero.

Step 2. Verify that the manually created journal you just keyed shows up in the **Unposted - System Journals Balance** column.

Step 3. Verify that the automatically created interface journal shows up in the **Unposted - Interface Journals Balance** column.

Step 4. Verify that the final column of **Calculated Ending Balance** now contains all zeros.

Step 5. Using the **Manage Journals** page, find both your journals:

- Interfaced Journal

- Manual Clearing Entry

Step 6. For your interfaced journal, **Request Approval** via the **Batch Actions** dropdown menu.

Step 7. For your manual clearing journal, **Request Approval** via the **Batch Actions** dropdown menu.

Notify OSC of Readiness to Post

Submit an OSC Contact Center ticket (NCFS@ncosc.gov) saying you have completed your review and entered all clearing journals, and you request approval on both journal batches.

Note: OSC staff will review and if all looks good, will approve the journals. Once approved, your journals will get picked up in the 1 p.m. Autopost. Once posted, you can then go run the month end reports (701, 702, 704, 725) and review them.

Run and Review Month End Reports (Posted Balances)

NCFS Report Number	NCAS Equivalent	NCFS Title	Notes/Comments/Tips
BE-012	BD702	NC Allotments to Cash Availability (702) Report (RPTBE012)	• Catalog Folder: Budget
BE-006	BD701 Certified	NC Budget to Actual (701) Certified Report (RPTBE006)	• Catalog Folder: Budget
RTR-152	BD701 Org Mask	NC Budget to Actual (701) Detailed Report (RPTRTR152)	• Catalog Folder: General Ledger

NCFS Report Number	NCAS Equivalent	NCFS Title	Notes/Comments/Tips
RTR-019	BD701 Excel	NC Budget to Actual (701) Excel Report (RPTRTR019)	• Catalog Folder: General Ledger
RTR-014	BD725 Detailed	NC Capital Improvements (725) Detail Report (RPTRTR014)	• Catalog Folder: General Ledger
RTR-137	BD725	NC Capital Improvements (725) Report (RPTRTR137)	• Catalog Folder: General Ledger
RTR-015	BD704	NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015)	• Catalog Folder: General Ledger • Filter on PTD or YTD • Difference column should always be zero

Notify OSC of Readiness for Certification

There are 2 steps to complete this process.

Step 1. Once you have reviewed all reports and are ready to certify the month, complete the month end certification form on the OSC website.

Office of the State Controller Month End Certification

Step 2. OSC staff will review your reports and if you are deemed in balance, you will be marked as certified for the period.

Additional Materials

- Quick Reference Guides:
  - GL-02 Create Journals
  - GL-03 Create Journals Through Spreadsheet
  - GL-09 Run Custom Pre-Built Reports
  - GL-32 Month End Reports

First Published

Thu, 12/07/2023

Last Updated

Wed, 01/21/2026
Printable PDF