CM-31 NCFS Agency Month-End Close Checklist

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide agencies with a Month-End Close Checklist.

Budget

NCFS Screen/Report	Items to Check	Additional Notes
FBR IBIS Allotment Interface Reconciliation Report & FBR IBIS CI Allotment Interface Reconciliation Report	Review & Reconcile Allotments from IBIS to NCFS.	Ensure all budgetary allotments for operating & capital budget codes are accounted for and posted in NCFS.
FBR General Fund Cash Balance Report FBR CI Cash Balance Report FBR General Fund Appropriations, Expenditures & Balances Report	Review & Reconcile Budget Appropriations from IBIS to NCFS.	Ensure all budgetary appropriations for operating & capital budget codes are accounted for and posted in NCFS.
FBR IBIS Appropriation Transfer Budget Interface Reconciliation Report FBR IBIS Appropriation Transfer GL Interface Reconciliation Report FBR General Fund Appropriations, Expenditures & Balances Report	Review & Reconcile Budget Transfers from IBIS to NCFS.	Ensure all budgetary transfers for operating budget codes are accounted for and posted in NCFS.

Intercompany

NCFS Screen/Report	Items to Check	Additional Notes
Intercompany Transactions Overview	**Intercompany Transactions**: Review the Requiring Attention tab to make sure there are no batches still unposted for the period to be closed.	If there are rejected intercompany batches for the period that do not need to be processed, these should be updated to Rejection Reviewed (Action dropdown) so they will no longer show on the dashboard.
Intercompany Transactions Overview	**Intercompany Transactions**: Review the New tab to make sure there are no batches still in New status for the period to be closed that should be processed.	If there are new intercompany batches for the period that do need to be processed, the provider should enter the appropriate information and submit on to receiver to complete. If there are new batches that are not needed, the user should highlight the batch row and select delete.
Manage Intercompany Inbound Transactions	Query for all IC batches with a Transaction Status of Received for the period to be closed.	Received batches should either be completed and submitted for approval, or rejected back to provider.

Journals

NCFS Screen/Report	Items to Check	Additional Notes

General Accounting Dashboard	**Journals**: Review Requiring Attention, Incomplete, and Import Errors to make sure there are no journals for the accounting period to be closed still needing attention.	Any rejected journal that does not need to be reprocessed should be deleted. Journals that are edited will require the user to "Request Approval" again in Batch Actions.
Manage Journals Screen	Ensure there are no unposted journals for the period to be closed.	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 Central Compliance for review.
General Accounting Dashboard	DEP-WIRE and DEP-ACH Journal Entries needing approval from Dept of State Treasurer.	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.

Reports

NCFS Screen/Report	Items to Check	Additional Notes
FBR Daily Transfer Report	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.

NCFS Screen/Report	Items to Check	Additional Notes
FBR Daily Disbursements (Requisitions) Report	Make sure all disbursements for the period to be closed contains a Disbursement Account.	Run report for the range of journal creation dates that would include any transactions for the period to be closed and then filter the Effective Date column for the period to be closed. Review Disbursement Account column for any 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.
FBR Daily Disbursements (Requisitions) Report	Make sure there are no unposted Disbursement Journals for the period.	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. Submit a HEAT ticket to Central Compliance for any that cannot be acted upon.
FBR Deposits Report	Make sure all deposits for the period to be closed contain a Bank Account Number.	Run report for the range of journal creation dates that would include any transactions for the period to be closed and then 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, these need to be corrected (DEP Journal Type).
General Fund Cash Balance Report	Verify the Adjusted Appropriation in the report matches the Net Appropriation for the budget code in IBIS using the RK325 Certified & Authorized Budget Report.	When running the RK325 report, choose the Approval Date as the last day of the month to be closed.

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