

## CM-34 NCFS Cash Management Process Schedule

### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to show a detailed schedule for the NCFS Cash Management Process.

### NCFS Cash Management Process Schedule

| Time      | Who         | Activity                                                                                                                                                                                                    |
|-----------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5:00 AM   | NCFS System | IBIS (Allotments, Budget Revisions, Appropriations), COPS, and NCAS (Requisitions, Transfers, Deposits) interfaces create transactions in NCFS                                                              |
| 5:15 AM   | NCFS System | Auto Post program runs and posts all IBIS interface transactions                                                                                                                                            |
| 5:30 AM   | NCFS System | DST (Monthly STIF & Interest Allocation) interfaces create transactions in NCFS                                                                                                                             |
| 6:00 AM   | NCFS System | Auto Post program runs and posts COPS and STIF interface transactions                                                                                                                                       |
| 6:30 AM   |             | Enter manual deposit entries and review/complete/submit interfaced entries as needed.                                                                                                                       |
| - 9:45 AM | Users       | <b>**Run the Daily Deposit Report by 9:15am and review for any transactions with blank/missing bank accounts or other incorrect fields and make corrections prior to the 9:45am Auto Post program run**</b> |

| Time               | Who                    | Activity                                                                                                                                                                                                                                                                            |
|--------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6:30 AM - 9:45 AM  | DST Banking Operations | Approve or Reject ACH/WIRE deposit entries and run/review the Daily Deposit Report to identify deposit entries with missing bank accounts. Contact users if needed to correct these entries prior to 9:45am Auto Post program run.                                                  |
| 6:30 AM            |                        | Enter manual requisition and transfer entries and review/complete/submit interfaced entries as needed. Run the Cash Availability Report prior to submitting manual Transfers or Requisitions to ensure funds are available.                                                         |
| - 10:30 AM         | Users                  | <b>** Run the Daily Disbursements (Requisitions) Report, Daily Transfers Report and Internal Transfer Exception Report by 10:15am and review for any transactions with blank/missing bank accounts or other incorrect fields and make corrections prior to the 10:30 cutoff. **</b> |
| 9:00 AM            | NCFS System            | Round 2 of IBIS (Allotments, Revisions, Appropriations) interfaces create transactions in NCFS, if needed                                                                                                                                                                           |
| 9:15 AM            | NCFS System            | Auto Post program runs and posts Round 2 of IBIS interface transactions                                                                                                                                                                                                             |
| 9:45 AM            | NCFS System            | Auto Post program runs and posts all approved deposits & DST interface (Interest Allocation) transactions                                                                                                                                                                           |
| 10:30 AM           | Users                  | Central Compliance deadline for submitting TRANSFERS & REQUISITIONS transactions for approval                                                                                                                                                                                       |
| 10:30 AM - 1:00 PM | OSC Central Compliance | Approve/reject the submitted Transfer and Requisition transactions. Run the Transfer to GL program for approved transfers prior to 1pm.                                                                                                                                             |
| 1:00 PM            | NCFS System            | Auto Post program runs and posts all approved Requisitions and Transfer transactions                                                                                                                                                                                                |

| Time             | Who   | Activity                                                                                                                                                                                                                                                                                                                                                                      |
|------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1:30 PM<br>- EOD | Users | <p>Run Daily Cash Transaction Report to identify all posted transactions for the day. Individual reports for Deposits, Disbursements and Transfers should be run to identify transactions still pending approval.</p> <p>Continue to enter manual deposit, requisition, transfer entries and review/complete/submit interfaced entries to be processed the following day.</p> |

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