CM-37 NCFS Cash Management Spreadsheet Upload Tips and Tricks

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide instructions and tips for creating spreadsheet templates for Journal Entries or Intercompany (IC) Transfers using the multiple journals tabs.

Introduction and Overview

Follow the steps below to create a Journal Entry or Intercompany Transfer Spreadsheet template using the Multiple Journals Tab.

How to Create a Journal Entry or IC Transfers Spreadsheet Template Using the Multiple Journals Tab

There are 7 steps to complete this process.

Step 1. Download the journal or IC transfers spreadsheet from NCFS and open the file. Follow prompts to login to NCFS.

Step 2. Enter the lines in "Multiple Journals" tab.

Step 3. Use Excel’s Save As function and name the template file before uploading.

Step 4. Upload the file.

Note: Do not save over the template file; once the lines upload successfully, close the file without saving. A copy of what was uploaded can be saved under a different name than the template.

Step 5. To reuse the template, open the file and login to NCFS.

Step 6. Click "No" for pop up message "Do you wish to discard the pending changes?"

Note: To make permanent changes to the template file update the file and save the template before proceeding to step 7.

Step 7. Modify the fields as required and repeat Step 4.

Note: Carefully modify any data that needs to be changed, especially dates. Having different effective dates on lines within the same batch will cause an import error.

Tips for Creating a Journal Entry Template File

The following steps provide a detailed explanation for entering journal batches into the template file. It is important to note that the images below provide an example of a deposit entry into the template and comments are relevant to a disbursement entry template.

There are 5 steps to complete this process.

Note: Although a Journal Batch can contain one or more Journals, OSC recommends only one Journal created per Journal Batch due to the approval/rejection and reversal function at the Journal Batch level.

Step 1. Enter unique Journal Batch names to group rows into separate batches.

Step 2. In the example below, there are three Journal Batch names (column E). Each Journal Batch name is associated with one deposit category (column L). When the file is uploaded, NCFS creates three separate batches to approve/post.

Note: Multiple journal batches can be created per deposit category to match actual bank deposit amounts. Each journal batch should correspond to a single bank deposit to facilitate matching between DST Core Banking and NCFS Cash Management.

Step 3. During the upload process, NCFS generates the Journal name within the Journal Batch by combining the value entered on the spreadsheet in column G and appending the value in column L.

Step 4. Workflow approval is based on the first value in column L for each unique Journal Batch name.

Note: Be careful not to mix categories with different approval workflows within the same Journal Batch.

Step 5. Whenever a change is made to a row in the template, a black triangle appears in column B. NCFS attempts to process all rows with the black triangle, even if all data on the row has been deleted. A blank or incomplete row will error out during the upload process. Rows without a black triangle in column B are ignored during the upload process. When reusing a template, if rows are not relevant for the current entry, clear the black triangle before uploading the template. In the example, there are no credit card deposits for budget fund 024410 so the debit/credit amounts are blank. This will cause an error if the row is read during the upload process. The solution is either to delete the unnecessary rows or clear the black triangle from column B, so the rows are ignored.

Note: Debit/Credit amounts of $0 will process and create $0 lines in the uploaded entry. Also, complete only one amount column (either Debit or Credit) per row. Entering a value in both columns, even if the value is $0, causes an error during the upload process.

Image

ORACLE **Create Journals**

* Required **At least one is required

If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.

Data Access Set	NC CASH US	***Group ID**	300000008324903
Worksheet Status		**Journal Validation Status**	

Changed	Row Status	Journal Batch (1)	Description	Journal (2)	Journal Description	*Ledger	*Accounting Date	*Source	*Category (3)	*Agency [..]	*Budget Fu	*Account
▲		2000 tms ACH Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - ACH	2000	014410	11120000
▲		2000 tms ACH Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - ACH	2000	014410	00004000
▲		2000 tms ACH Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - ACH	2000	024410	11120000
▲		2000 tms ACH Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - ACH	2000	024410	00004000
▲		2000 tms Cash/Chk Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - CASH & CHECK	2000	014410	11120000
▲		2000 tms Cash/Chk Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - CASH & CHECK	2000	014410	00004000
▲		2000 tms Cash/Chk Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - CASH & CHECK	2000	024410	11120000
▲		2000 tms Cash/Chk Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - CASH & CHECK	2000	024410	00004000
▲		2000 tms CC Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - CREDIT CARD	2000	014410	11120000
▲		2000 tms CC Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - CREDIT CARD	2000	014410	00004000
(4)		2000 tms CC Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - CREDIT CARD	2000	024410	11120000
		2000 tms CC Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - CREDIT CARD	2000	024410	00004000
▲		2000 tms CC Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - CREDIT CARD	2000	064410	11120000
▲		2000 tms CC Deposits 3-11-2021		2000 3-11-2021		NC CASH US	3/11/2021	Spreadsheet	DEP - CREDIT CARD	2000	064410	00004000
								Spreadsheet				

Image

*Agency M	*Agency	*Fund	*Project [..]	*Inter Fund [..]	*Future	*Future	*Future	*Currency	**Entered Debit	**Entered Credit	Conversion	Conversion	Conversion	Accounted	Accounted	Line Descri	Statistical Qu	Adjusting Per	Reversal Per	Reversal Dat	Clearing Co	Line Descriptive Flexfield Context	Line Descriptive Flexfield Values
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD	152,325.21													DEP - ACH	0006269000345
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD		152,325.21													
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD	34,123.00													DEP - ACH	0006269000345
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD		34,123.00													
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD	46,750.25													DEP - CASH & CHECK	0000000200254
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD		46,750.25													
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD	21,356.87													DEP - CASH & CHECK	0000000200254
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD		21,356.87													
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD	69,550.00													DEP - CREDIT CARD	0000000300196
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD		69,550.00													
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD	(4)													DEP - CREDIT CARD	0000000300196
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD															
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD	1,265.00													DEP - CREDIT CARD	0000000300196
0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD		1,265.00													

Tips on Creating an Intercompany Transfer Entry Template File

The following steps provide a detailed explanation for creating and placing intercompany transfer entries into a template file. It is important to note that the images below provide an example of an intercompany transfer entry into the template.

There are 8 steps to complete this process.

Note: Intercompany transfers are initiated from the Provider agency.

Step 1. Use a unique Batch Number to group rows into individual transfers. This batch number is not uploaded into NCFS. NCFS will generate its own batch number to identify the transaction.

Step 2. When a transfer contains multiple provider funding sources (more than one budget fund), identify each line with the same Batch Number to create only one transfer entry to the receiver.

Step 3. While Batch Description is an optional field, it is a good place to enter additional information useful to the Provider agency such as information linking the transfer to a source system or the initials of the user creating the entry. The Batch Description is available on dashboard or searches directed to the Provider agency (e.g., new tab, Manage Intercompany Outbound Transactions).

Step 4. Whenever a change is made to a row in the template, a black triangle appears in column B. NCFS attempts to process all rows with the black triangle, even if all data on the row has been deleted. A blank or incomplete row will error out during the upload process. Rows without a black triangle in column B are ignored during the upload process. When reusing a template, if rows are not relevant for the current entry, clear the black triangle before uploading the template. In the example, internal transfer rows 104 and 105 are not relevant for this entry. The black triangle from column B has been cleared so these rows will be ignored during the upload process.

Step 5. Complete the Receiver accounting distribution and amount fields for intra-agency transfers. It is acceptable to include both intra-agency and between agency transfers on the same spreadsheet if they are identified by separate batch numbers.

Step 6. **IMPORTANT – DO NOT COPY/PASTE A VALUE INTO THE BATCH CONTEXT FIELD**. There is a known error in the Oracle spreadsheet for intercompany transfers. You MUST double-click the batch context field in each row and select the transfer type from the pop-up box for the transfer type to load to NCFS. Otherwise, the transfer type will be blank on the NCFS entries, and your transfer will be rejected.

Note: Oracle is working on a software fix for this issue. OSC will notify users when this issue is resolved.

Step 7. While the Transaction Description field is optional, it is a place to enter limited information useful to the Receiver agency related to the transfer. In the NCFS entry, it appears on the Receiver identification row. It is also available on dashboards or searches directed to the Receiver (e.g., Manage Intercompany Inbound Transactions, Manage Approvals). The Provider agency also can see it on the Requiring Attention tab.

Step 8. Complete only one amount column (either Debit or Credit) per Provider (and Receiver if applicable) row. Entering a value in both amount columns, even if the value is $0, causes an import error during the upload process. Intercompany Transaction spreadsheet import errors cannot be corrected and must be deleted by OSC.

Image

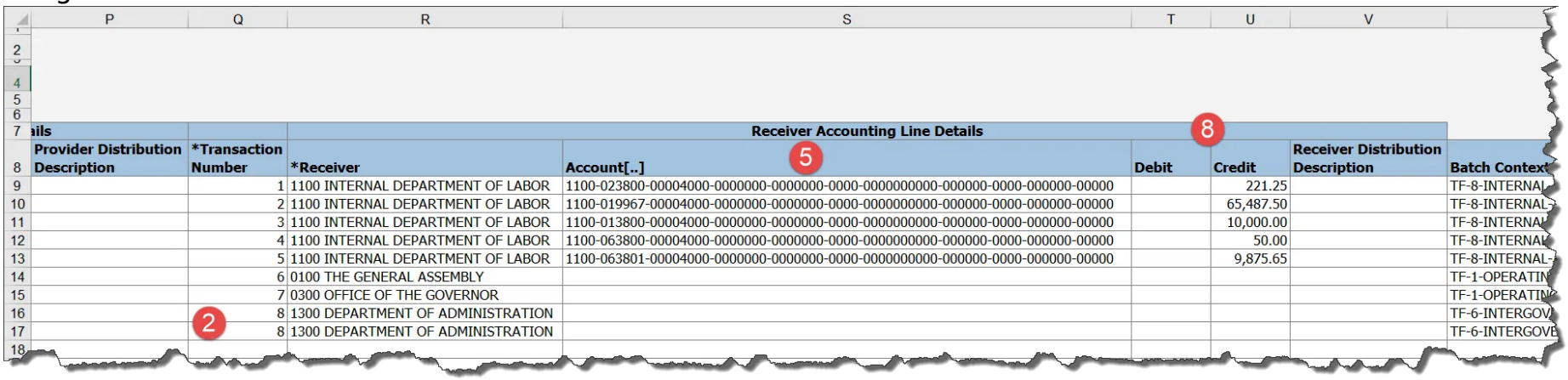
ORACLE **Create Intercompany Batches**

* Required

Worksheet Status

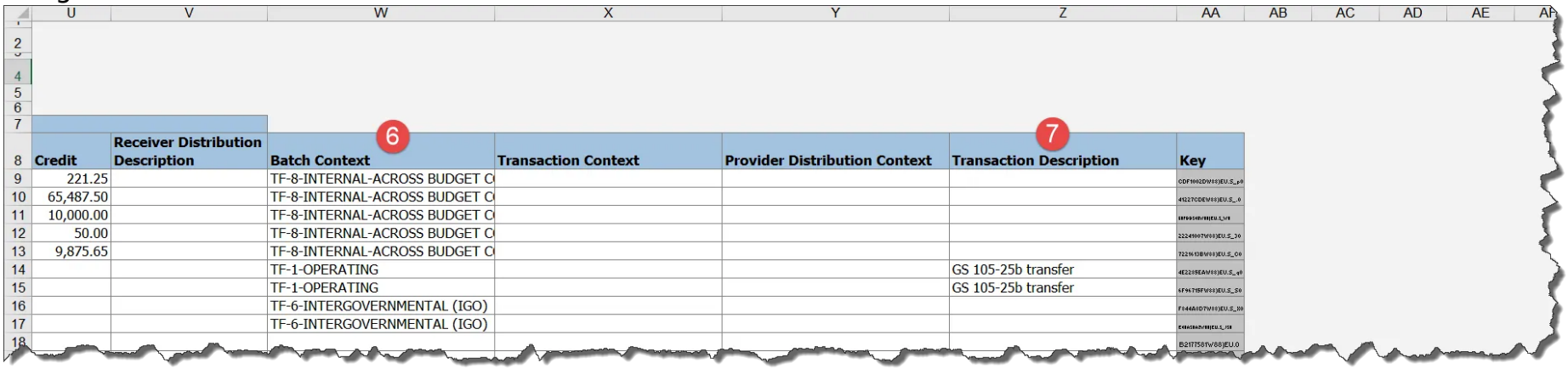
		Batch Details								Provider Accounting Line Details			
Changed	Status	*Batch Number	*Provider	*Currency	*Transaction Type	*Batch Date	*Accounting Date	Batch Description	Conversion Rate Type	*Account[..]	Debit	Credit	Pr De
▲		101	1100 DEPARTMENT OF LABOR	USD	IC Transfer Out	3/16/2021	3/16/2021	1100 TS internal	Corporate	1100-013800-00005000-00000	221.25		
▲		102	1100 DEPARTMENT OF LABOR	USD	IC Transfer Out	3/16/2021	3/16/2021	1100 TS internal	Corporate	1100-013800-00005000-00000	65,487.50		
▲		103	1100 DEPARTMENT OF LABOR	USD	IC Transfer Out	3/16/2021	3/16/2021	1100 TS internal	Corporate	1100-033800-00005000-00000	10,000.00		
		104	1100 DEPARTMENT OF LABOR	USD	IC Transfer Out	3/16/2021	3/16/2021	1100 TS internal	Corporate	1100-013800-00005000-00000	50.00		
		105	1100 DEPARTMENT OF LABOR	USD	IC Transfer Out	3/16/2021	3/16/2021	1100 TS internal	Corporate	1100-013800-00005000-00000	9,875.65		
▲		107	1100 DEPARTMENT OF LABOR	USD	IC Transfer Out	3/16/2021	3/16/2021	1100 TS	Corporate	1100-013800-00005000-00000	15,000.00		
▲		108	1100 DEPARTMENT OF LABOR	USD	IC Transfer Out	3/16/2021	3/16/2021	1100 TS	Corporate	1100-013800-00005000-00000	125,000.00		
▲		109	1100 DEPARTMENT OF LABOR	USD	IC Transfer Out	3/16/2021	3/16/2021	1100 TS	Corporate	1100-013800-00005000-00000	645.00		
▲		109	1100 DEPARTMENT OF LABOR	USD	IC Transfer Out	3/16/2021	3/16/2021	1100 TS	Corporate	1100-013800-00005000-00000	2,500.00		
				USD					Corporate				

Image



	P	Q	R	S	T	U	V
7	ails		Receiver Accounting Line Details				
8	Provider Distribution Description	*Transaction Number	*Receiver	Account[..]	Debit	Credit	Receiver Distribution Description	Batch Context
9		1	1100 INTERNAL DEPARTMENT OF LABOR	1100-023800-00004000-0000000-0000000-0000-0000000000-000000-0000-000000-00000		221.25		TF-8-INTERNAL
10		2	1100 INTERNAL DEPARTMENT OF LABOR	1100-019967-00004000-0000000-0000000-0000-0000000000-000000-0000-000000-00000		65,487.50		TF-8-INTERNAL-
11		3	1100 INTERNAL DEPARTMENT OF LABOR	1100-013800-00004000-0000000-0000000-0000-0000000000-000000-0000-000000-00000		10,000.00		TF-8-INTERNAL
12		4	1100 INTERNAL DEPARTMENT OF LABOR	1100-063800-00004000-0000000-0000000-0000-0000000000-000000-0000-000000-00000		50.00		TF-8-INTERNAL
13		5	1100 INTERNAL DEPARTMENT OF LABOR	1100-063801-00004000-0000000-0000000-0000-0000000000-000000-0000-000000-00000		9,875.65		TF-8-INTERNAL-
14		6	0100 THE GENERAL ASSEMBLY					TF-1-OPERATIN
15		7	0300 OFFICE OF THE GOVERNOR					TF-1-OPERATIN
16		8	1300 DEPARTMENT OF ADMINISTRATION					TF-6-INTERGOV
17		8	1300 DEPARTMENT OF ADMINISTRATION					TF-6-INTERGOVE
18								

Image



	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF
8	Credit	Receiver Distribution Description	Batch Context	Transaction Context	Provider Distribution Context	Transaction Description	Key					
9	221.25		TF-8-INTERNAL-ACROSS BUDGET C									
10	65,487.50		TF-8-INTERNAL-ACROSS BUDGET C									
11	10,000.00		TF-8-INTERNAL-ACROSS BUDGET C									
12	50.00		TF-8-INTERNAL-ACROSS BUDGET C									
13	9,875.65		TF-8-INTERNAL-ACROSS BUDGET C									
14			TF-1-OPERATING			GS 105-25b transfer						
15			TF-1-OPERATING			GS 105-25b transfer						
16			TF-6-INTERGOVERNMENTAL (IGO)									
17			TF-6-INTERGOVERNMENTAL (IGO)									
18												

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