



# CONVERSION OF NCFS KEY TO SAP

## JOB AID FN-05

FN-05

The purpose of this Job Aid is to demonstrate how an NCFS Key is mapped to SAP.

### NCFS to Integrated HR-PY System Mapping

A general overview of the mapping of NCFS data to the Integrated HR-PY System:

#### Map NCFS Key to Integrated HR-PY System

**NCFS Chart of Account Structure:**

Agency	Budget Fund	Account	AMU	AP	Funding Source	Project	Interfund	Future 1	Future 2	Future 3
3 0 0 0	1 0 4 1 4 8	5 1 5 6 0 0 0 0	3 0 0 5 2 3 5	3 0 0 0 0 2 J	3 0 1 8	2 0 G 0 0 0 1 0 0 1	0 0 0 0 0 0	0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0

- 1) The Integrated HR-PY System will combine and append some of the existing fields from the NCFS Chart of Accounts Structure to make a unique identifier each time new data is passed from NCFS.
- 2) These unique identifiers will be stored on the *Internal Order Description Table (ZINTORD\_NCFSXWLK)* in the Integrated HR-PY System.
- 3) The *Internal Order Description Field* will be the translation key to connect the NCFS Accounting Segments from the Integrated HR-PY for posting.

**Integrated HR-PY System:**

Agency	HR-PY Account	Two digits of Agency + NCFS Budget Fund + Funding Source	Two digit of Agency + NCFS AMU + 0	Agency + NCFS Budget Fund + NCFS AMU + NCFS AP + NCFS Funding Source + NCFS Project						Budget Code
		HR-PY Fund	HR-PY Cost Center	Internal Order Description						
3 0 0 0	5 0 1 5 6 0 0 0	3 0 1 0 4 1 4 8 * *	3 0 3 0 0 5 2 3 5 0	3 0 0 0	1 0 4 1 4 8	3 0 0 5 2 3 5	3 0 0 0 0 2 J	3 0 1 8	2 0 G 0 0 0 1 0 0 1	No Change

\*\* 01- Appropriated  
04-Federal  
05-Receipts

### Integrated HR-PY Company Code

There are two Company Codes in the Integrated HR-PY System - **NC01** and **NC02**.

Company Code **NC01** represents all agencies which use the North Carolina Financial System (NCFS).

Company Code **NC02** on the other hand, represents all interface agencies: DOT (1500) and the ESC Division (4400).

**NCFS Agency**

The Integrated HR-PY System has combined the NCFS Agency into the Internal Order Description. The NCFS Internal Order Description will be 38 characters in length. The first four positions of Internal Order Description are the **NCFS Agency**. The NCFS Agency will match to the Integrated HR-PY System’s Business Area.

- Example: **Agency 1400** in NCFS will be Business Area 1400 in the Integrated HR-PY System.

**NCFS Agencies to Integrated HR-PY System Business Areas**

NCFS Agency	Name	Int. HR-PY Business Area
0200	Administrative Office of the Courts	0200
0300	Office of the Governor	0300
0400	Office of the Lieutenant Governor	0400
0500	Department of the Secretary of State	0500
0600	Office of the State Auditor	0600
0700	Department of the State Treasurer	0700
0800	Department of Public Instruction	0800
0900	Department of Justice	0900
1000	Department of Agriculture	1000
1100	Department of Labor	1100
1200	Department of Insurance	1200
1300	Department of Administration	1300
1400	Office of the State Controller	1400
1500	Department of Transportation	1500
1600	Department of Environmental Quality	1600
1700	Wildlife Resources Commission	1700
1900	Department of Public Safety	1900
2000	Department of Health and Human Services Central Administration	2X00
2100	DHHS Aging and Adult Services	2X00
2200	DHHS Child Development and Early Education	2X00

2300	DHHS Office of Educational Services for the Deaf & Hard of Hearing	2X00
2400	DHHS Social Services	2X00
2500	DHHS Division of Medical Assistance	2X00
2600	DHHS Services for the Blind	2X00
2700	DHHS Division of Facility Services	2X00
2800	DHHS Vocational Rehabilitation	2X00
2A00	DHHS Disability Determination Services	2X00
2B00	DHHS Public Health	2X00
2C00	DHHS – Division of Health Benefits	2X00
2D00	DHHS Child & Family Well-Being	2X00
3000	DHHS Mental Health	2X00
3100	DHHS Black Mountain Center	3X00
3200	DHHS J. Iverson Riddle Development Center	3X00
3300	DHHS O'Berry Center	3X00
3400	DHHS Murdoch Center	3X00
3500	DHHS Caswell Center	3X00
3600	DHHS Dorothea Dix	3X00
3700	DHHS Broughton Hospital	3X00
3800	DHHS Cherry Hospital	3X00
3900	DHHS Central Regional Hospital	3X00
3A00	DHHS Julian F. Keith – ADATC	3X00
3B00	DHHS RJ Blackley - ADATC	3X00
3C00	DHHS Walter B. Jones - ADATC	3X00
3D00	DHHS Longleaf Neuro-Medical Treatment Center	3X00
4000	Department of Military and Veteran Affairs	4000
4100	Department of Information Technology	4100
4200	Department Of Correction	4200
4300	Department of Commerce	4300

4400	Employment Security Commission	4400
4500	Department Of Revenue	4500
4600	Department of Natural and Cultural Resources	4600
5000	NC Community College System Office	5000
5200	Department of Adult Corrections	5200
6000	State Board of Elections	6000
6100	NC Education Lottery	6100
6700	Office of Administrative Hearings	6700
8700	NC School of Science and Math	8700
B000	Board of Barber and Electrolysis Examiners	B000
B100	Board of Cosmetic Arts	B100
B200	Board of Opticians	B200
B300	Board of Psychologists	B300
B500	Auctioneer Licensing Board	B500

### Integrated HR-PY Fund

Fund mapping is described below: For NCFS, the fund field size has increased to 10 digits.

- Positions 1-2 are equal to NCFS Agency. For example, DOT=15, OSC= 14, DOA= 13, etc.
- Positions 3 - 8 represent the six-digit budget fund.
- Positions 9 - 10 indicate a funding source (ex. 01-Appropriations, 04-Federal, 05-Receipts)

### Integrated HR-PY Cost Center

The cost center is a 10-digit field.

- Positions 1 -2 are the NCFS Agency Code
- Positions 3 -9 are the NCFS Agency Management Unit (AMU).
- Position 10 is a zero.

### Integrated HR-PY Internal Order Description

The Internal Order Description will be created from several pieces of NCFS data. The field length is 38 digits.

- Positions 1 - 4 are the NCFS Agency.
- Positions 5 – 10 are the NCFS Budget Fund.
- Positions 11 – 17 are the NCFS Agency Management Unit (AMU).
- Positions 18 – 24 is the NCFS Agency Program (AP).
- Positions 25 – 28 are the NCFS Funding Source.
- Positions 29 – 38 is the Project.

Note that pre-NCFS Internal Order Descriptions will still be in effect after NCFS Go-Live and are a shorter length.

### Account Number

The NCFS Account Number is translated differently into the Integrated HR-PY Account Number. Refer to Job Aid FN-07 (SAP-NCFS Crosswalk) for NCFS Account Numbers and co-relating Integrated HR-PY Account Numbers used for payroll processing only.

<https://www.osc.nc.gov/documents/files/fn-07-sap-ncfs-crosswalk>