



NCFS

North Carolina Financial System

Month End Balancing & Certification

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Agenda

Certification Deadline Reminder

NEW Month End Checklist for Users

Walkthrough of OSC's suggestion for easy reconciliation

Other Issues Identified to Address

Enhancements Underway

NCFS Contact

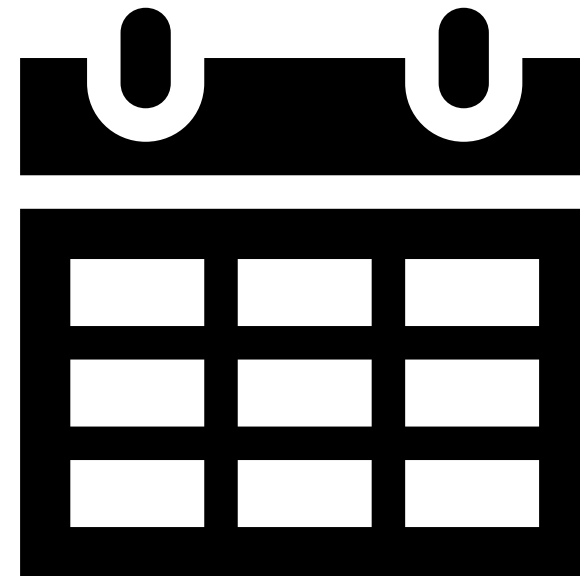
Questions and Answer Session

Resources



Certification Deadline

- Certification forms should be submitted to OSC by the **10th working day into the next period** to be counted on time.
 - Ex: October 2024 certification deadline would be due on November 14th 2024
 - **[NCFS Functional Calendar](#)**
- After quarterly certifications forms have been submitted, OSBM also approves for certification, which can result in additional time to process these certifications.
- Year-End deadline (June & June CIs) are typically communicated in the Spring of the fiscal year.



Month End Checklist

Simplify Monthly Reconciliation

This method can be utilized on a computer drive for your agency or on an agency SharePoint as well.

1. Create the Excel recon workbook by compiling the reconciliation template(s) for each type of budget code for your agency.
2. Pull the required reconciliation reports per each template and link your recon workbook to the correct report cell by utilizing excel formulas.
3. Save your templates and report names the EXACT same way each month for the reconciliation formulas to automatically populate once you save in the correct folder for that month.

Other Issues Identified to Address

1. Auto-post deadline
2. Use of wrong journal category
3. Canceling invoices after rejected IC batches
4. Reversing a Journal Entry
5. Use of Global Intercompany Journal Category
6. IC Transactions

1. Auto-post deadline

The General Ledger module should not be open for more than two periods (Current & Prior).

- When entering a prior period transaction make sure that you are using the last day of the prior month, as the auto post job only picks up transactions within 60 days window.
- Posting for all deposit journals is at 9:45am M-F.
- Posting for requisition and transfers is at 1:00pm M-F.
- Posting for NC INTERNAL AGY BC entries is at 5:30am and 9:45am, and 1:00pm M-F.
- Posting for Interface Journals is at 1:20pm M-F.

[NCFS DAILY PROCESSING SCHEDULE LINK HERE](#)



2. Use of Wrong Journal Category

To avoid balancing issues at month end when posting cash transactions make sure that you are only using deposit & pay type categories when posting cash transactions.

- Do not use journal category “NC Internal AGY BC” on any transactions that include the cash account and are moving funds within different budget codes.
- Only use the “NC Internal AGY BC” category to reclass cash between budget funds that are within the same budget code.

2. Use of Wrong Journal Category Continued

Incorrect Reclass Entry Example

* Category

Journal Lines ?

Actions View Format + [Icons] Detach Wrap

Line	Entered (USD)		* Account	Description
	Debit	Credit		
▶ 1		25.00	1400-102000-55890000-00000000-0000	
▶ 2	25.00		1400-102000-11120000-00000000-00000000-00000000-00000000-00000000-00000000-00000000	
▶ 3		25.00	1400-204900-11120000-00000000-00000000-00000000-00000000-00000000-00000000-00000000-00000000	
▶ 4	25.00		1400-204900-55890000-00000000-00000000-00000000-00000000-00000000-00000000-00000000-00000000	
Total	50.00	50.00		

Columns Hidden 11

2. Use of Wrong Journal Category Continued

Correct Reclass Entry Example

* Category NC AGY INTERNAL BC ENTRY

Journal Lines ?

Actions View Format + [Icons] Detach Wrap

Line	Entered (USD)		* Account	Description
	Debit	Credit		
▶ 1		25.00	1400-102000-55890000-0000000-0000000-0000-00000000000-000000-0000-000000-00000	
▶ 2	25.00		1400-102000-55890900-0000000-0000000-0000-00000000000-000000-0000-000000-00000	
Total	25.00	25.00		

Columns Hidden 11

3. Canceling Invoices After Rejected IC Batches

When an IGO payment is rejected, and “rejection reviewed” action is selected on the IC transfer, the payment in the AP module will need to be voided in the same period to avoid balancing issues on your BD704.

- Ex BD704 balance and Inquire on details balances screen shown next two slides

It is crucial that staff who completes the IC “rejection reviewed” action to communicate with AP staff to have the payment voided in the same period, since AP cannot back date the transactions.

- To void payments, please submit a ticket to NCFS@ncosc.gov

3. Canceling Invoices After Rejected IC Batches Continued

Example of balancing issue on BD704

North Carolina Financial System
Office of State Controller
NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPT-RTR-
10/18/2024 10:22:01 AM

Parameters

Ledger	NC CASH US
Agency	0200-ADMINISTRATIVE OFFICE OF THE COURTS
Accounting Period	Oct-24
Budget Code	12000 - AOC-GENERAL

Budget Fund	Description	Amount Type	Beginning Cash	Allotments	Additions (Revenue)	Deductions (Expenditure)	Assets/Liabilities/Equity	Ending Cash Calculated	Ending Balance Actual	Difference
012000	AOC 12000 CLEARING	PTD	0.00	0.00	0.00	0.00	0.00	0.00	2,110.83	2,110.83
012000	AOC 12000 CLEARING	YTD	0.00	0.00	0.00	0.00	0.00	0.00	2,110.83	2,110.83
100050	AOC 1000 GENERAL FUND CONTROL FUND BC 12000	PTD	224,075,321.60	203,105,028.00	17.82	5,200.00	0.00	427,175,167.42	427,175,167.42	0.00
100050	AOC 1000 GENERAL FUND CONTROL FUND BC 12000	YTD	0.00	427,180,028.00	339.42	5,200.00	0.00	427,175,167.42	427,175,167.42	0.00
100051	AOC 1100 ADMINISTRATION AND SERVICES BC 12000	PTD	(28,697,197.55)	0.00	5,004,987.60	3,048,244.33	0.00	(26,740,454.28)	(26,740,454.28)	0.00
100051	AOC 1100 ADMINISTRATION AND SERVICES BC 12000	YTD	0.00	0.00	6,400,461.46	33,140,915.74	0.00	(26,740,454.28)	(26,740,454.28)	0.00
100055	AOC 1200 APPELLATE BC	PTD	(5,015,804.98)	0.00	0.00	146,539.04	0.00	(5,162,344.02)	(5,162,114.02)	230.00
100055	AOC 1200 APPELLATE BC	YTD	0.00	0.00	0.00	5,162,344.02	0.00	(5,162,344.02)	(5,162,114.02)	230.00
100064	AOC 1300 TRIAL COURT BC 12000	PTD	(121,020,465.57)	0.00	13,795.95	3,908,902.06	0.00	(124,915,571.68)	(124,915,571.68)	0.00
100064	AOC 1300 TRIAL COURT BC 12000	YTD	0.00	0.00	83,689.33	124,999,261.01	0.00	(124,915,571.68)	(124,915,571.68)	0.00
100070	AOC 1410 SPECIALTY SRV & PROG BC 12000	PTD	(7,750,426.00)	0.00	0.00	245,876.45	0.00	(7,996,302.45)	(7,996,302.45)	0.00
100070	AOC 1410 SPECIALTY SRV & PROG BC 12000	YTD	0.00	0.00	0.00	7,996,302.45	0.00	(7,996,302.45)	(7,996,302.45)	0.00
100072	AOC 1600 OFFICE - DISTRICT ATTORNEY BC 12000	PTD	(43,868,589.77)	0.00	0.00	1,007,849.50	0.00	(44,876,439.27)	(44,876,439.27)	0.00
100072	AOC 1600 OFFICE - DISTRICT ATTORNEY BC 12000	YTD	0.00	0.00	98,678.64	44,975,117.91	0.00	(44,876,439.27)	(44,876,439.27)	0.00
100076	AOC 1700 INDEPENDENT COMMISSIONS BC 12000	PTD	(1,058,347.72)	0.00	0.00	39,107.86	0.00	(1,097,455.58)	(1,097,455.58)	0.00
100076	AOC 1700 INDEPENDENT COMMISSIONS BC 12000	YTD	0.00	0.00	0.00	1,097,455.58	0.00	(1,097,455.58)	(1,097,455.58)	0.00
12000	AOC-GENERAL	PTD	16,664,490.01	203,105,028.00	6,018,801.37	8,401,719.24	0.00	216,386,600.14	216,388,940.97	2,340.83
12000	AOC-GENERAL	YTD	0.00	427,180,028.00	6,583,168.85	217,376,596.71	0.00	216,386,600.14	216,388,940.97	2,340.83

3. Canceling Invoices After Rejected IC Batches Continued

Example of balancing issue on “Inquire on Detail Balances”

Inquire on Detail Balances Saved Search Payroll Suspense - All Values

Search

* Ledger or Ledger Set: NC CASH US
 * Agency: 0200
 * Project: All Project Values
 * From Accounting Period: Oct-24
 * Budget Fund: 100055
 * Inter Fund: All Inter Fund Values
 * To Accounting Period: Oct-24
 * Account: 00005000
 * Future 1: All Future 1 Values
 * Currency: USD
 * Agency Mgmt Unit: All Agency Mgmt Unit Value
 * Future 2: All Future 2 Values
 * Currency Type: Total
 * Agency Program: All Agency Program Values
 * Future 3: All Future 3 Values
 * Scenario: Actual
 * Funding Source: All Funding Source Values

Search Results

View

Accounting Period	Ledger or Ledger Set	Agency	Budget Fund	Account	Agency Mgmt Unit	Agency Program	Funding Source	Project	Inter Fund	Future 1	Future 2	Future 3	Beginning Balance (USD)	Period Activity (USD)	Ending Balance (USD)
Oct-24	NC CASH US	0200	100055	00005000	00000000	00000000	0000	00000000000	0000000	0000	0000000	00000	0.00	-230.00	-230.00

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4. Reversing a Journal Entry

When reversing a journal entry, you should never change the accounting distribution. How it was recorded originally is how it should be reversed. Changes to the accounting distribution on a reversal create issues during month end reconciliation.

- Example of reversal journal next two slides

[QRG: GL-04 REVERSE JOURNALS](#)

Original Journal Once Reversal is Submitted

Data Access Set: NC CASH US

Edit Journal Save Post Cancel

Journal Batch: 1400 PAY 091724 Safeguard Invoice 228822 Show More Batch Actions

Journal Batch	1400 PAY 091724 Safeguard Invoice 228822	Source	Manual
Description	Safeguard Invoice 228822	Approval Status	Approved
Balance Type	Actual	Funds Status	Reserved
* Accounting Period	Sep-24	Batch Status	Posted
Attachments	Safeguard Invoice 228822.pdf	Completion Status	Complete

Journal Show Less 1400 PAY 091724 Safeguard Invoice 2 Journal Actions

Journal Control Total Sequencing **Reversal**

Reversal Period	Sep-24	Reversal Status	Reversed
Reversal Method	Switch DR or CR	Reversal Journal	Reverses 1400 PAY 091724 Safeguard Invoice 228822 23-09-24 13:32:09

Journal Lines Show More

Actions View Format + Detach Wrap

Line	Entered (USD)		* Account	Description
	Debit	Credit		
▶ 1	10,785.10		1400-102000-52140000-1402451-0000000-0000-00000000000-0000000-0000-0000000-00000	
▶ 2		10,785.10	1400-102000-11120000-0000000-0000000-0000-00000000000-0000000-0000-0000000-00000	
Total	10,785.10	10,785.10		

Columns Hidden 11

Reversal Journal Created to "Request Approval"



Data Access Set: NC CASH US

Edit Journal ?

Save Post Cancel

Journal Batch: Reverses 1400 PAY 091724 Safeguard Invoice 228822 23-09-24 13:32:08 4979940 ? | Show More

Batch Actions ▼

Journal Batch: Reverses 1400 PAY 091724 Safeguard Invoice 228822 23-09-24 13:32:08 4979940

Description: Reverses journal 1400 PAY 091724

Balance Type: Actual

* Accounting Period: Sep-24

Attachments: None +

Source: Manual

Approval Status: Approved

Funds Status: Reserved

Batch Status: Posted

Completion Status: Complete

Journal ? | Show Less

Reverses 1400 PAY 091724 Safeguard Invoice 228822 | Journal Actions ▼

Journal Control Total Sequencing Reversal

Reversal Period
Reversal Status: Not reversed

Originating Journal: 1400 PAY 091724 Safeguard Invoice 228822

Journal Lines ?

Actions View Format + Detach Wrap

Line	Entered (USD)		* Account	Description
	Debit	Credit		
1		10,785.10	1400-102000-52140000-1402451-00000000-0000-0000000000-000000-0000-000000-000000	
2	10,785.10		1400-102000-11120000-00000000-00000000-0000-0000000000-000000-0000-000000-000000	
Total	10,785.10	10,785.10		

Columns Hidden: 11

5. The Use of Global Intercompany Journal Category

Under Journals in the General Accounting Module, do not take any actions for journal category type “Global Intercompany”, as these transactions are sourced from the IC module. If any action is needed for this category type, then use the IC module to reverse or duplicate the IC batches.

! You are using Production environment.

NCFS North Carolina Financial System

Data Access Set: NC CASH US

Edit Journal ?

Journal Batch: 231333 Global Intercompany A 5050577 5059121 N ? | Show More

Journal Batch: 231333 Global Intercompany A 5050577 5059121 N
 Description: Journal Import Global Intercompany 5059121: //
 Balance Type: Actual
 * Accounting Period: Oct-24
 Attachments: None +

Journal ? | Show More

Journal: 1 Global Intercompany
 Description: Journal Import 5059121: //
 * Ledger: NC CASH US
 Accounting Date: 10/2/24
 * Category: Global Intercompany

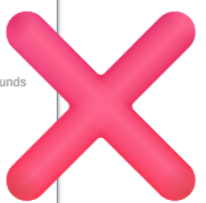
Source: Global Intercompany
 Approval Status: Not required
 Funds Status: Reserved
 Batch Status: Posted
 Completion Status: Complete
 Currency: USD US Dollar
 Conversion Date: 10/2/24
 Conversion Rate Type: User
 Conversion Rate: 1
 Inverse Conversion Rate: 1

Save Post Cancel

Balances PTD Total

Batch Actions

- Copy
- Delete
- Check Funds
- Reserve Funds
- Override and Reserve Funds
- Request Override
- Unreserve Funds
- Reverse
- Print



6. IC Transactions

IC Transactions for previous periods should be submitted by the 10th working day of the next period.

- If your entity needs to submit an IC transfer for the prior month and it is past the certification deadline (10th workday), you are required to submit a ticket to NCFS@ncosc.gov providing written confirmation and approval from the Receiving agency for OSC Central Compliance to approve the Batch.
- OSC Central Compliance will be monitoring these transfers closely and will reject any that do not have a corresponding NCFS ticket.

6. IC Transactions Continued

When entering a manual IC transfer as the provider agency only one line should be entered for the receiving agency. The receiving agency can enter multiple lines, as needed, for their distributions.

NCFS Create Intercompany Batch

Batch: 234202

Batch Number: 234202
 * Provider: 1400 OFFICE OF THE STATE
 * Transaction Type Name: IC Transfer Out
 * Batch Date: 10/16/24
 * Accounting Date: 10/16/24
 Batch Description: Example IC Transaction
 Note:

Batch Status: New
 Legal Entity: NC OFFICE OF THE STATE CONTROLLER
 * Currency: USD US Dollar
 * Conversion Rate Type: Corporate
 Control Amount:
 Batch Amount: -200.00
 Amount Difference:
 Attachments: None
 * Additional Information Context: IC_Transfer
 IC_Transfer: TF-6-INTERGOVERNMENTAL (IGO)

Transactions

Transaction Number	* Receiver	Legal Entity	Debit (USD)	Credit (USD)	Transaction Description	Attachments
2	R700 NCFLEX/WORKERS C	OSC CENTRAL ACCOUNTS & GE...		100.00		None
1	9000 OSC GENERAL FUND	OSC CENTRAL ACCOUNTS & GE...		100.00		None

Transaction : Distributions

Distribution Number	Debit (USD)	Credit (USD)	* Account	Description
1	200.00		1400-102003-55890000-0000000-0000	
Total	200.00	0.00		

6. IC Transactions Continued

Do not use the cash account when entering or receiving IC batch. The system adds the cash account automatically for both the provider and receiver agencies once the transfer has been completed.

- Incorrect and Correct Transfer examples shown on next two slides.

6. IC Transactions Continued

Incorrect Example

View Intercompany Batch Reverse Batch Save Cancel

Batch: 234445

Batch Number	234445	Legal Entity Name	UNC-WILMINGTON
Provider	[REDACTED]	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-278,655.55 USD
Batch Date	10/15/24	Conversion Rate Type	Corporate
Accounting Date	10/15/24	Attachments	General XFDS 10.09.24.pdf + X
Batch Description	General XFDS October 2024	Additional Information Context	IC_Transfer
Note	General XFDS October 2024	IC_Transfer	TF-8-INTERNAL-ACROSS BUDGET CODE
Batch Status	Complete		

Transactions

View ▾

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Error Reason	Invoice Number	Approval Date	Final Approver	Rejection Reason
1	[REDACTED]	[REDACTED]		278,655.55	Complete			10/15/24	02081120	

Transaction 1: Distributions ?

Provider Receiver

View ▾

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	U600-000726-11120000-00000000-00000000-0000-00000000000-4		278,655.55	General XFDS October 2024
2	U600-000726-11120000-00000000-00000000-0000-00000000000-4	278,655.55		General XFDS October 2024(Copy)
Total		278,655.55	278,655.55	

6. IC Transactions Continued

Correct Example

You are using Production environment.

NCFS Home Star 241 HA

View Intercompany Batch Reverse Batch Save Cancel

Batch: 11419

Batch Number	11419	Legal Entity Name	[REDACTED]
Provider	[REDACTED]	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-28,311.00 USD
Batch Date	5/17/21	Conversion Rate Type	Corporate
Accounting Date	5/17/21	Attachments	None +
Batch Description	2800 to 2000 PYER Transfer #99910004 05/17/21 Batch #11419 CCB	Additional Information Context	IC_Transfer
Note	2800 to 2000 PYER Transfer #99910004 05/17/21 Batch #11419 CCB	IC_Transfer	TF-6-INTERGOVERNMENTAL (IGO)
Batch Status	Complete		

Transactions

View ▾

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Error Reason	Invoice Number	Approval Date	Final Approver	Rejection Reason
1	[REDACTED]	[REDACTED]		28,311.00	Complete			5/18/21		

Transaction 1: Distributions ⓘ

Provider Receiver

View ▾

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	2800-014480-00005000-00000000-00000000-000000000000-000000-00000000-000000	28,311.00		2800 to 2000 PYER Transfer #99910004 05/17/21 Batch #11419 CCB
2	2800-014480-11120000-00000000-00000000-000000000000-014410-0000-00000000-000000		28,311.00	2800 to 2000 PYER Transfer #99910004 05/17/21 Batch #11419 CCB(Copy)
Total		28,311.00	28,311.00	

Enhancements Underway

1. Parameter changes to NC Daily Cash Transaction Detail Report (RPT-CM-012)
2. Additional Interface Auto-posting Time
3. Any thoughts or additional enhancements can be submitted through the Change Control Board linked below.

[NCFS Change Control Board Link](#)

NCFS Contact

Please direct all questions to the NCFS contact center and not a direct employee.

Email: NCFS@ncosc.gov

Phone: 919-707-0795

Website: www.osc.nc.gov

Questions & Answers



Resources

NCFS Functional Calendar

[NCFS System Information | NC OSC](#)

OSBM Checklists & Guidance available on OSC webpage

[Job Aids | NC OSBM](#)

OSC Month End Certification (which includes checklist and all guidance from OSC)

[Month End Certification | NC OSC](#)

Reconciliation Templates (which include)

- Precert Diff Report-Month End Reconciliation for Federal Special Trust Fund Template
- Precert Diff Report-Month End Reconciliation for CI Template
- Precert Diff Report-Month End Reconciliation for General Fund Template

[Reconciliation Templates | NC OSC](#)

Online Month End Certification Form

[Office of the State Controller Month End Certification](#)

Quarter End Certification

[Quarter End Certification | NC OSC](#)



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