Office of the State Controller
North Carolina Accounting System
ACCOUNTING SYSTEM CHANGE NOTIFICATION

Purpose: G.S. 143B-426.39 applicable to all State agencies requires the State Controller to approve all changes in agency accounting system/subsystems or material modifications to accounting procedures.
(Agencies should submit this notification to OSC during the project planning phase if possible.)

Department		Phone Number	
Contact Person		E-Mail	
Project Name		Date Submitted	

ACCOUNTING SYSTEM CHANGE NOTIFICATION CHECKLIST

1. Type of Request	**2. Stage of Request**
____ New System	____ Project Planning
____ Modification to Existing System	____ Conceptual Design
____ Accounting Procedure	____ Business Requirements Analysis
____ Draft Copy Attached	____ Other:_____
____ To Be Written	
____ E-commerce Initiative	
____ Other: _____	

3. NCAS Financial Systems Master Plan Review
Was the Financial Systems Master Plan consulted for inclusion cirteria?   Yes ____   No ____
Have NCAS standard data definitions and uniform data classifications been incorporated?   Yes ____ No ____

4. Accounting System(s) Involved
____ Financial - General Ledger, Accounts Receivable, Fixed Assets, Budget, Other   _____
____ Procurement - Purchasing, Accounts Payable, Inventory
____ Agency Financial Subsystem - (I.e., Student Management, Client Eligibility, Patient Billing)
____ Human Resource - Payroll
____ Other   _____

5. Technical Environment Proposed
____ Mainframe   ____ Client Server   ____ Internet _____   Other   _____

6. Funding Method to Accomplish System Change
____ In-House   ____ Transfer from Other Agency   ____ State Appropriation   ____ e-Grant   ____ Other

Estimated Cost: Software: $ _____   Hardware: $ _____   Services: $ _____

7. Brief Description of New System, Change, or Accounting Procedure

8. Current Process for Updating NCAS	**9. Impact on Internal Controls**
____ Manual Entries	____ Current Internal Control Level Maintained
____ Automated Interface	____ Improved Level of Internal Controls
Name of Interface: _____	
____ Direct Entry into NCAS Applications: _____	
Proposed Process for Updating NCAS After System Change	
____ No Change (See Above)	
____ Manual Interface	
____ New Interface	
Briefly Describe Interface Requirements: _____	
____ Direct Entry into NCAS Applications: _____	

10. State CIO Project Approval
If applicable, has information concerning this project been forwarded to the State CIO for technical review and project approval?

Yes ____ No _____   Expected date submitted/to be submitted to SCIO for project approval   _____

11. Certification
I have reviewed and certify that the above request is in conformance with management's policies and legal requirements and herewith request approval in accordance with G.S. 143B-426.39

_____
Chief Fiscal Officer

12. OSC Approval

_____
State Controller