




# Office of the State Controller

## OFFICIAL MEMORANDUM

**To:** Chief Fiscal Officers, Vice Chancellors

**From:** Anne Godwin, Deputy State Controller 

**Date:** July 26, 2017

**Subject:** Month-End Budget Report Certification Process Enhancement

The Office of the State Controller is implementing a change effective for the 2018 fiscal year for the month-end budget report certification process. The enhancement was made to simplify the process by providing monthly budget reports in one location, allow agencies to certify multiple months in one day and easily identify certified and non-certified reports.

Beginning August 1, 2017, agencies and universities will find their month-end budget reports in the Systemware (XPTR, XTEND and/or XNET) group name OSCOP\* FY20YY BDXXX Reports. This new report series takes the place of the following report series: current month (MOCUR), prior month (MOPRE), late (LTNCE), re-certified (MORCE), and all certified reports (MOCER, MOCEY). The procedures for reconciling and certifying each month will be similar to the current procedures. One significant change is that any transactions posting to previously certified periods will require agencies to recertify their reports.

Please review the attached document titled, *Performing Month-End Procedures*, to assist you with locating the new report series and to find the updated month-end procedures.

Should you have any questions, please contact your financial analyst or Laura Klem at 919-707-0529 or [laura.klem@osc.nc.gov](mailto:laura.klem@osc.nc.gov).

Attachment

SA 18-06