



NCFS CASH MANAGEMENT PROCESS SCHEDULE

CM

JOB AID CM-34

The purpose of this job aid is to show a detailed schedule for the NCFS Cash Management Process.

NCFS Cash Management Process Schedule

Time	Who	Activity
5:00am	NCFS System	IBIS (Allotments, Budget Revisions, Appropriations), COPS, and NCAS (Requisitions, Transfers, Deposits) interfaces create transactions in NCFS
5:15am	NCFS System	Auto Post program runs and posts all IBIS interface transactions
5:30am	NCFS System	DST (Monthly STIF & Interest Allocation) interfaces create transactions in NCFS
6:00am	NCFS System	Auto Post program runs and posts COPS and STIF interface transactions
6:30am – 9:45am	Users	Enter manual deposit entries and review/complete/submit interfaced entries as needed. **Run the Daily Deposit Report by 9:15am and review for any transactions with blank/missing bank accounts or other incorrect fields and make corrections prior to the 9:45am Auto Post program run**

Time	Who	Activity
6:30am – 9:45am	DST Banking Operations	Approve or Reject ACH/WIRE deposit entries and run/review the Daily Deposit Report to identify deposit entries with missing bank accounts. Contact users if needed to correct these entries prior to 9:45am Auto Post program run.
6:30am – 10:30am	Users	Enter manual requisition and transfer entries and review/complete/submit interfaced entries as needed. Run the Cash Availability Report prior to submitting manual Transfers or Requisitions to ensure funds are available. ** Run the Daily Disbursements (Requisitions) Report, Daily Transfers Report and Internal Transfer Exception Report by 10:15am and review for any transactions with blank/missing bank accounts or other incorrect fields and make corrections prior to the 10:30 cutoff. **
9:00am	NCFS System	Round 2 of IBIS (Allotments, Revisions, Appropriations) interfaces create transactions in NCFS, if needed
9:15am	NCFS System	Auto Post program runs and posts Round 2 of IBIS interface transactions
9:45am	NCFS System	Auto Post program runs and posts all approved deposits & DST interface (Interest Allocation) transactions
10:30am	Users	Central Compliance deadline for submitting TRANSFERS & REQUISITIONS transactions for approval

Time	Who	Activity
10:30am – 1:00pm	OSC Central Compliance	Approve/reject the submitted Transfer and Requisition transactions. Run the Transfer to GL program for approved transfers prior to 1pm.
1:00pm	NCFS System	Auto Post program runs and posts all approved Requisitions and Transfer transactions
1:30pm - EOD	Users	<p>Run Daily Cash Transaction Report to identify all posted transactions for the day. Individual reports for Deposits, Disbursements and Transfers should be run to identify transactions still pending approval.</p> <p>Continue to enter manual deposit, requisition, transfer entries and review/complete/submit interfaced entries to be processed the following day.</p>

