



BANK ACCOUNT SETUP

CM

QUICK REFERENCE GUIDE CM-38

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation on how to set up banks, bank branches, and bank accounts in the North Carolina Financial System (NCFS).

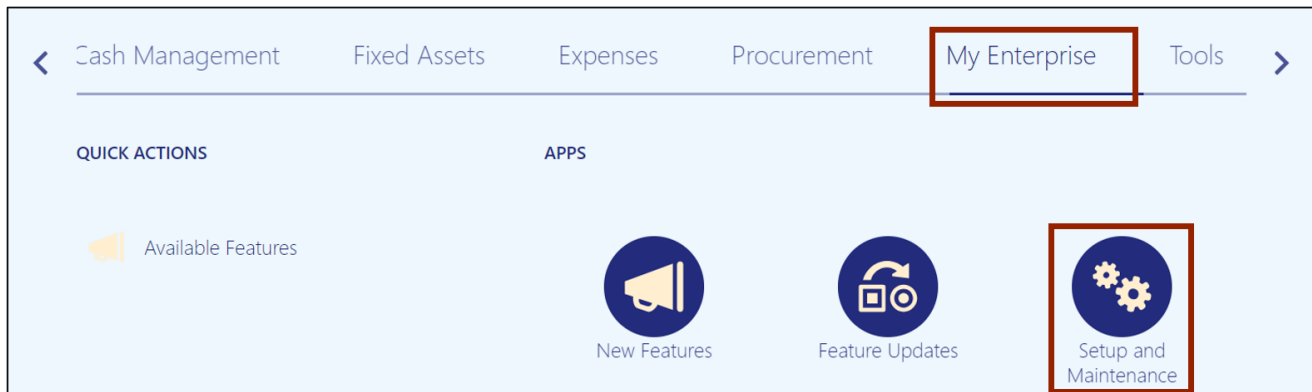
Introduction and Overview

This QRG covers the process of bank account setup, which will enable you to create and set up banks, bank branches, and bank accounts.

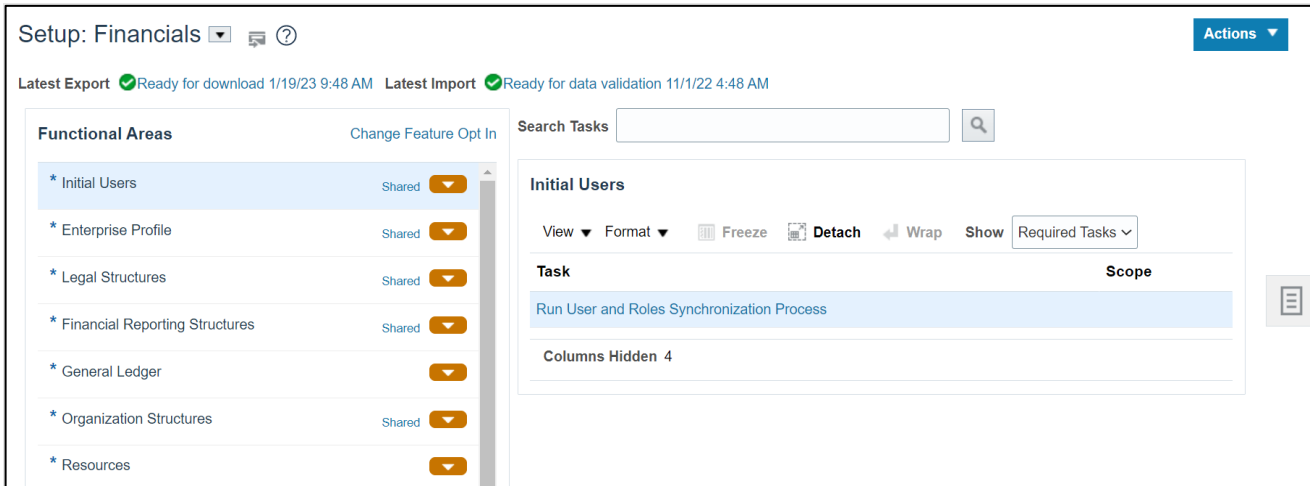
Bank Account Setup- Create Bank

To setup bank accounts, please follow the steps below:


1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **My Enterprise** tab and select the **Setup and Maintenance** app.

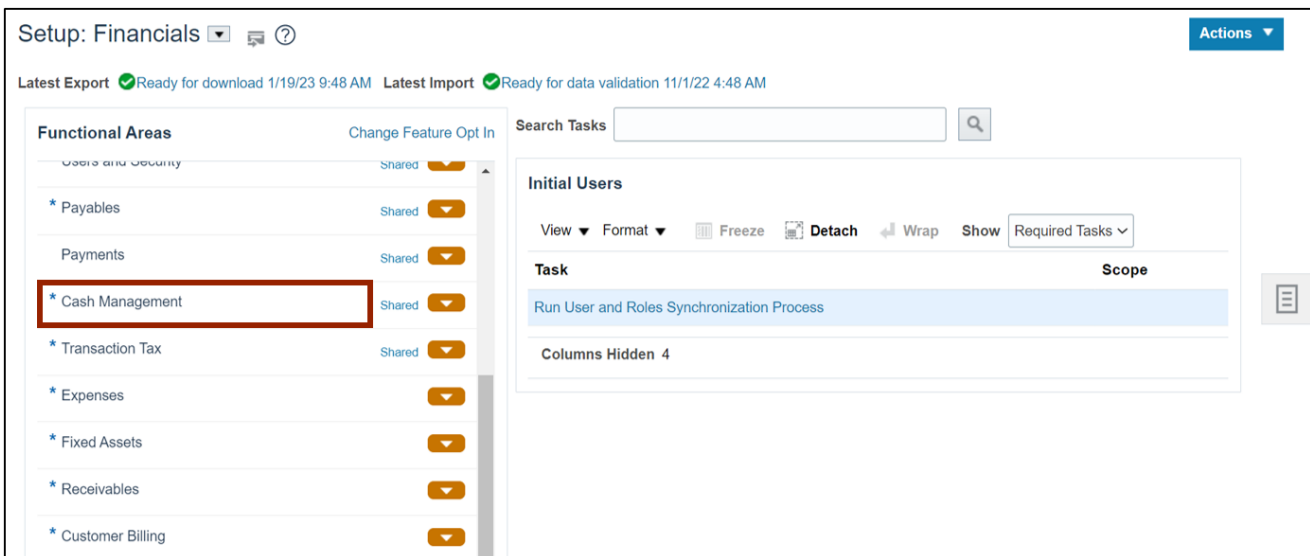


3. The **Setup: Financials** page opens.



4. From the **Functional Areas** section, scroll down to find and select ***Cash Management**.

Note: Do not click the **Shared** link or the drop-down [] icon next to **Cash Management**.



5. Under the **Cash Management** section, click **Manage Banks** to create a new bank.

The screenshot shows the 'Setup: Financials' page. On the left, there is a 'Functional Areas' sidebar with 'Cash Management' selected. The main area is titled 'Cash Management' and contains a list of tasks. The 'Manage Banks' task is highlighted with a red box. Other tasks include 'Manage Bank Statement Transaction Codes', 'Manage Bank Branches', 'Manage Bank Accounts', 'Specify Cash Positioning and Forecasting Options', and 'Columns Hidden 4'. At the top right, there is an 'Actions' dropdown menu.

6. Click the **Create [+]** icon at the top left of the page to create a new bank.

The screenshot shows the 'Manage Banks' page. At the top left, there is a '+ Create Branch' button highlighted with a red box. Below the button is a table with the following columns: 'Bank Name', 'Bank Code', 'Country', and 'Description'. The table contains several entries, all with 'United States' as the country. The first entry is '1ST NATL BANK OF OTTAWA'. At the top right, there is a 'Done' button.

Bank Name	Bank Code	Country	Description
1ST NATL BANK OF OTTAWA		United States	
ABNB FEDERAL CREDIT UNION		United States	
ADAMS COUNTY NATIONAL BANK		United States	
AFFINITY PLUS FEDERAL CU		United States	
ALLEGACY FEDERAL CREDIT UNI...		United States	
ALLIANCE BANK & TRUST		United States	
AMERICA'S CHRISTIAN CREDIT U...		United States	
AMERICAN BANK OF THE CAROL...		United States	
AMERICAN NATIONAL BANK & TR...		United States	
AMERIS BANK		United States	

7. Enter the bank's ***Country** and ***Bank Name** information. In this example, we choose **United States** and **North Carolina Bank**.

The screenshot shows the 'Create Bank' form. The 'Country' dropdown menu is set to 'United States' and the 'Bank Name' text field contains 'North Carolina Bank'. Both are highlighted with red boxes. Other fields include 'Description', 'Taxpayer ID', 'Alternate Bank Name', and 'Bank Code'. At the top right, there are 'Save', 'Save and Close', and 'Cancel' buttons.

8. Click the **Save and Close** button to save the new bank details.

Create Bank ? Save Save and Close Cancel

* Country Description

* Bank Name Taxpayer ID

Alternate Bank Name Tax Registration Number

Bank Code

9. The *Information* pop-up appears, which indicates that the changes were saved. Click the **OK** button.

Manage Banks ? Done

Actions ▼ View ▼ Format ▼ + ✎ 📄 🔒 Freeze Create Branch

Bank Name **Bank Code** **Country** **Description**

1ST NATL BANK OF OTTAWA		United States	
ABNB FEDERAL CREDIT UNION		United States	
ADAMS COUNTY NATIONAL BANK		United States	
AFFINITY PLUS FEDERAL CU		United States	
ALLEGACY FEDERAL CREDIT UNI...		United States	
ALLIANCE BANK & TRUST		United States	

Information ✕
Your changes were saved.
OK

10. Click the **Done** button to go back to the *Cash Management* section.

Manage Banks ? Done

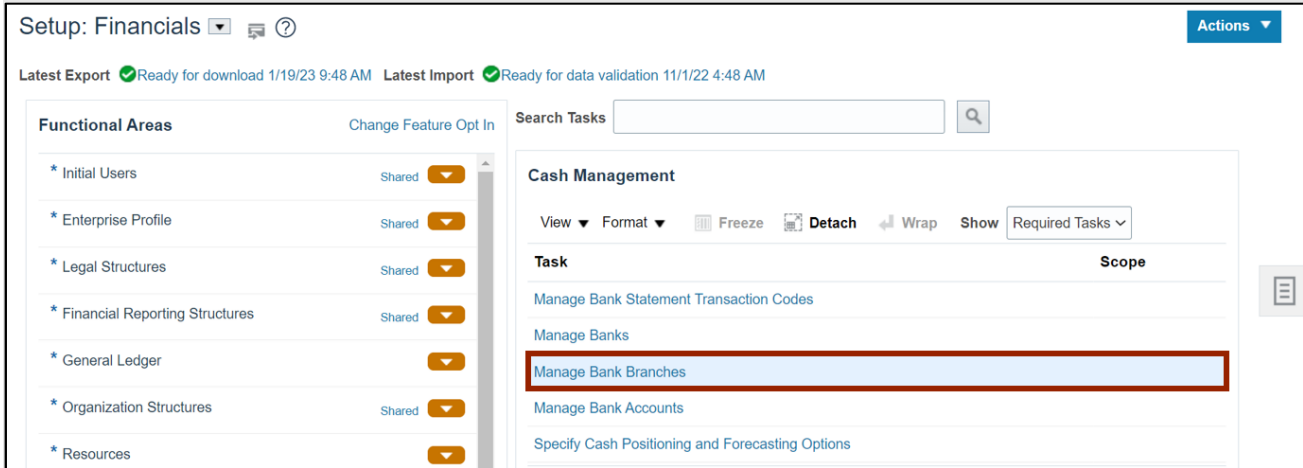
Actions ▼ View ▼ Format ▼ + ✎ 📄 🔒 Freeze Wrap View Branches Create Branch

Bank Name **Bank Code** **Country** **Description**

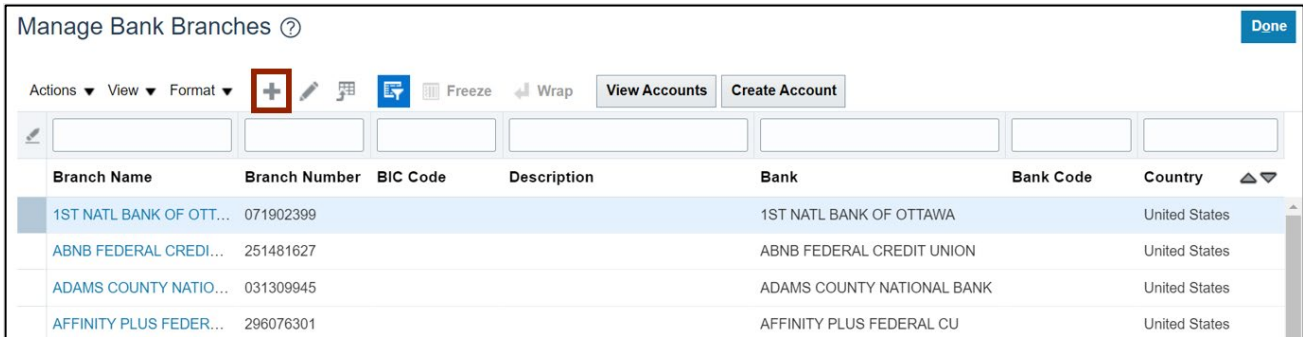
1ST NATL BANK OF OTTAWA		United States	
ABNB FEDERAL CREDIT UNION		United States	
ADAMS COUNTY NATIONAL BANK		United States	
AFFINITY PLUS FEDERAL CU		United States	

Bank Account Setup- Create Bank Branch

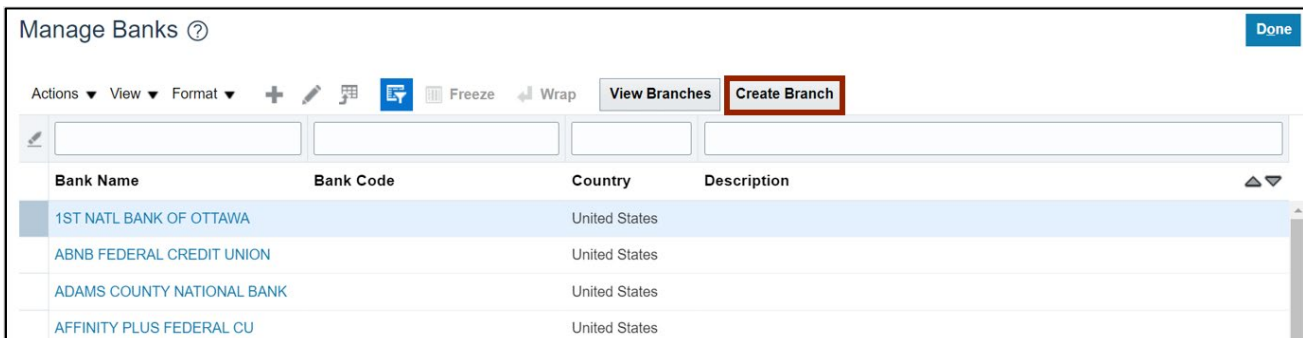
1. To create a **Bank Branch**, navigate to the **Cash Management** functional area (**My Enterprise** tab > **Setup and Maintenance** app > **Setup: Financials** page > ***Cash Management** from **Functional Area** section). Click **Manage Bank Branches** under the **Cash Management** section.



2. Click the **Create** [+] icon on the top left of the page to create a new bank branch.



3. Alternatively, if you are currently on the **Manage Banks** page, you can create a **Bank Branch** by clicking **Create Branch**.



- On the **Create Bank Branch** page, enter information on the fields of ***Bank**, ***Branch Name**, and ***Routing Number**. The other fields are optional.

In this example, we choose:

- *Bank: State of North Carolina**
- *Branch Name: State of North Carolina 053110594**
- Routing Number: 053110594**

Note: Ensure that the bank is created in the system before the branch information is entered.

The screenshot shows the 'Create Bank Branch' form. The following fields are highlighted with red boxes:

- * Bank: State of North Carolina
- * Branch Name: State of North Carolina 053110594
- Routing Number: 053110594

Other visible fields include Country (United States), Branch Number Type, Bank Branch Type, EDI ID Number, EFT Number, EDI Location, RFC Identifier, Description, and BIC Code.

- Click the **Save and Close** button.

The screenshot shows the 'Create Bank Branch' form with the 'Save and Close' button highlighted in red. The form content is identical to the previous screenshot.

- The **Information** pop-up appears. Click the **OK** button.

The screenshot shows the 'Manage Bank Branches' table. An 'Information' pop-up window is displayed in the center, containing the text 'Your changes were saved.' and an 'OK' button highlighted in red.

Branch Name	Branch Number	BIC Code	Description	Bank	Bank Code	Country
State of North Carolina 0...				State of North Carolina		United States
1ST NATL BANK OF OTT...	071902399			1ST NATL BANK OF OTTAWA		United States
ABNB FEDERAL CREDI...	251481627			ABNB FEDERAL CREDIT UNION		United States
ADAMS COUNTY NATIO...	031309945			ADAMS COUNTY NATIONAL BANK		United States
AFFINITY PLUS FEDER...	296076301			AFFINITY PLUS FEDERAL CU		United States

7. Click the **Done** button to go back to the **Cash Management** section.

Manage Bank Branches ? Done

Actions ▾ View ▾ Format ▾ + ✎ 📄 📄 Freeze ↵ Wrap View Accounts Create Account

Branch Name	Branch Number	BIC Code	Description	Bank	Bank Code	Country
State of North Carolina 0...				State of North Carolina		United States
1ST NATL BANK OF OTT...	071902399			1ST NATL BANK OF OTTAWA		United States
ABNB FEDERAL CREDI...	251481627			ABNB FEDERAL CREDIT UNION		United States
ADAMS COUNTY NATIO...	031309945			ADAMS COUNTY NATIONAL BANK		United States
AFFINITY PLUS FEDER...	296076301			AFFINITY PLUS FEDERAL CU		United States
ALLEGACY FEDERAL C...	253177887			ALLEGACY FEDERAL CREDIT U...		United States

Bank Account Setup- Create Bank Account

1. To create a **Bank Accounts**, navigate to the **Cash Management** functional area (**My Enterprise** tab > **Setup and Maintenance** app > **Setup: Financials** page > ***Cash Management** from **Functional Area** section). Click **Manage Bank Account** under the **Cash Management** section.

Setup: Financials ▾ 📄 ? Actions ▾

Latest Export ✔ Ready for download 1/19/23 9:48 AM Latest Import ✔ Ready for data validation 11/1/22 4:48 AM

Functional Areas Change Feature Opt In

- * General Ledger Shared ▾
- * Organization Structures Shared ▾
- * Resources Shared ▾
- Workforce Structures Shared ▾
- * Users and Security Shared ▾
- * Payables Shared ▾
- Payments Shared ▾
- * Cash Management Shared ▾

Search Tasks

Cash Management

View ▾ Format ▾ 📄 Freeze 📄 Detach ↵ Wrap Show Required Tasks ▾

Task	Scope
Manage Bank Statement Transaction Codes	
Manage Banks	
Manage Bank Branches	
Manage Bank Accounts	
Specify Cash Positioning and Forecasting Options	
Columns Hidden 4	

2. Click the **Create** [+] icon at the bottom left of the page to create a new bank account.

Manage Bank Accounts ? Done

Search Advanced Saved Search All Bank Accounts v

** At least one is required

** Account Name

** Account Number

** Currency

** Legal Entity Name



** Bank

** Bank Branch

** Country

Search Reset Save...




Search Results

Actions v View v **+**  

Account Name	Account Number	Currency	Bank	Bank Branch	Legal Entity Name	Country	Active
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3. Alternatively, if you are currently on the **Manage Bank Branches** page, you can create a **Bank Account** by clicking the **Create Account** button.

Manage Bank Branches ? Done

Actions v View v Format v **+**    Freeze Wrap View Accounts **Create Account**

Branch Name	Branch Number	BIC Code	Description	Bank	Bank Code	Country
1ST NATL BANK OF OTT...	071902399			1ST NATL BANK OF OTTAWA		United States
ABNB FEDERAL CREDI...	251481627			ABNB FEDERAL CREDIT UNION		United States
ADAMS COUNTY NATIO...	031309945			ADAMS COUNTY NATIONAL BANK		United States
AFFINITY PLUS FEDER...	296076301			AFFINITY PLUS FEDERAL CU		United States
ALLEGACY FEDERAL C...	253177887			ALLEGACY FEDERAL CREDIT U...		United States

- On the **Create Bank Account** page, enter the ***Bank Branch**, ***Account Name**, and ***Account Number**.

In this example, we choose:

- *Bank Branch: State of North Carolina 053110594**
- *Accounting Name: 0000020 – GENERAL EXPENSE – DHHS DMA TEST BANK**
- *Account Number: 0000020**

Note: Ensure that the bank branch is created in the system before the branch information is entered.

The screenshot shows the 'Create Bank Account' form with the following fields and values:

- * Bank Branch:** State of North Carolina 053110594 (highlighted)
- * Account Name:** 0000020 - GENERAL EXPENSE - DHF (highlighted)
- * Account Number:** 0000020 (highlighted)
- * Currency:** (empty)
- * Legal Entity Name:** (empty)
- Account Type:** (empty)
- Description:** (empty)
- IBAN:** (empty)
- Check Digit:** (empty)
- Secondary Account Reference:** (empty)
- Account Suffix:** (empty)
- Account Use:**
 - Payables
 - Payroll
 - Receivables

Buttons: Save, Save and Close, Cancel

Navigation: General (selected), Controls, Security, Business Unit Access

- From the *Currency* drop-down choice list, select **USD - US Dollar**. Next, enter the bank’s **Legal Entity Name** on the **Legal Entity Name** field. It can also be selected from the respective drop-down choice list. The other fields are optional.

The screenshot shows the 'Create Bank Account' form with the following fields and values:

- * Bank Branch:** State of North Carolina 053110594
- * Account Name:** 0000020 - GENERAL EXPENSE - DHF
- * Account Number:** 0000020
- * Currency:** USD - US Dollar (highlighted)
- * Legal Entity Name:** NC DEPARTMENT OF STATE TREASURY (highlighted)
- Account Type:** (empty)
- Description:** (empty)
- IBAN:** (empty)
- Check Digit:** (empty)
- Secondary Account Reference:** (empty)
- Account Suffix:** (empty)
- Account Use:**
 - Payables
 - Payroll
 - Receivables

Buttons: Save, Save and Close, Cancel

Navigation: General (selected), Controls, Security, Business Unit Access

- Select the **Account Type** from the drop-down choice list. Next, select the Payable check box for the **Account Use** field.

Create Bank Account Save Save and Close Cancel

<p>* Bank Branch <input type="text" value="State of North Carolina 053110594"/></p> <p>* Account Name <input type="text" value="0000020 - GENERAL EXPENSE - DHF"/></p> <p>* Account Number <input type="text" value="0000020"/></p> <p>* Currency <input type="text" value="USD - US Dollar"/></p> <p>* Legal Entity Name <input type="text" value="NC DEPARTMENT OF STATE TREASURY"/></p> <p>Account Type <input type="text" value="Other"/></p> <p>Description <input type="text"/></p>	<p>IBAN <input type="text"/></p> <p>Check Digit <input type="text"/></p> <p>Secondary Account Reference <input type="text"/></p> <p>Account Suffix <input type="text"/></p> <p>Account Use <input checked="" type="checkbox"/> Payables</p> <p><input type="checkbox"/> Payroll</p> <p><input type="checkbox"/> Receivables</p>
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[General](#) [Controls](#) [Security](#) [Business Unit Access](#)

- Scroll down to find **General, Control, Security, and Business Unit Access** tabs.


General [Controls](#) [Security](#) [Business Unit Access](#)

▲ GL Accounts

<p>Cash <input type="text"/></p> <p><input type="checkbox"/> Enable multiple cash account combinations for reconciliation</p>	<p>Cash Clearing <input type="text"/></p> <p>Reconciliation Differences <input type="text"/></p>
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▲ Additional Information

<p>Alternate Account Name <input type="text"/></p> <p>Account Holder <input type="text"/></p> <p>Alternate Account Holder <input type="text"/></p> <p>EFT Number <input type="text"/></p> <p>Agency Location Code <input type="text"/></p>	<p><input checked="" type="checkbox"/> Active</p> <p><input type="checkbox"/> Multicurrency account</p> <p><input type="checkbox"/> Netting account</p> <p>Context Value <input type="text"/></p> <p>Regional Information <input type="text"/></p>
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- On the **General** tab, search and select **Cash** Account and **Cash Clearing** Account numbers by clicking the **Account** [] icon.

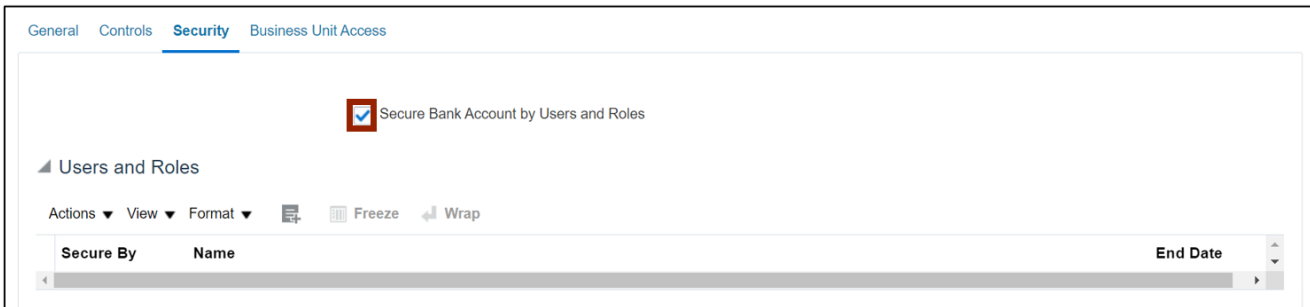
Note:


- The appropriate agency account information is required while creating a Bank Account.
- 1st (Agency) and 2nd (Budget Fund) segments will be populated based on the Agency for which the bank account is being established. 3rd (Account) segment should always be 00001100 **Cash** account.

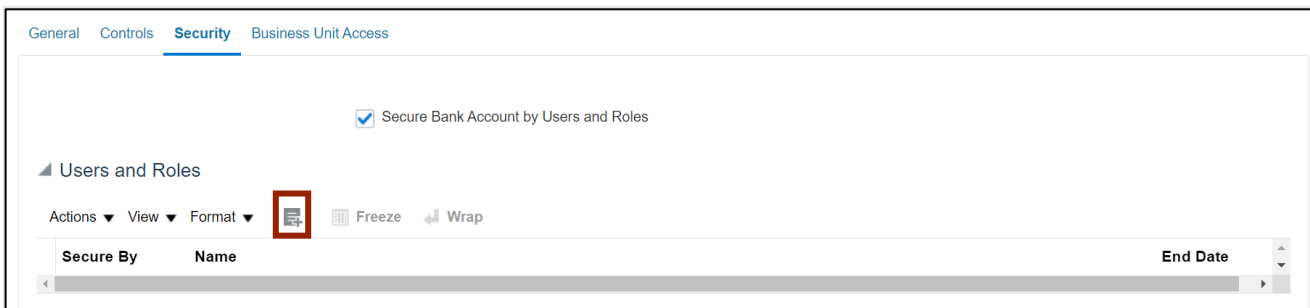
- On the **Controls** tab, under the **Cash Management Controls** section, select **NC Reconciliation Rule Set** from the **Automatic Reconciliation Rule Set** drop-down choice list.

- On the **Controls** tab, under the **Payables and Receivables Control** section, select the **Pooled Account** and **Allow Zero Payments** checkboxes.

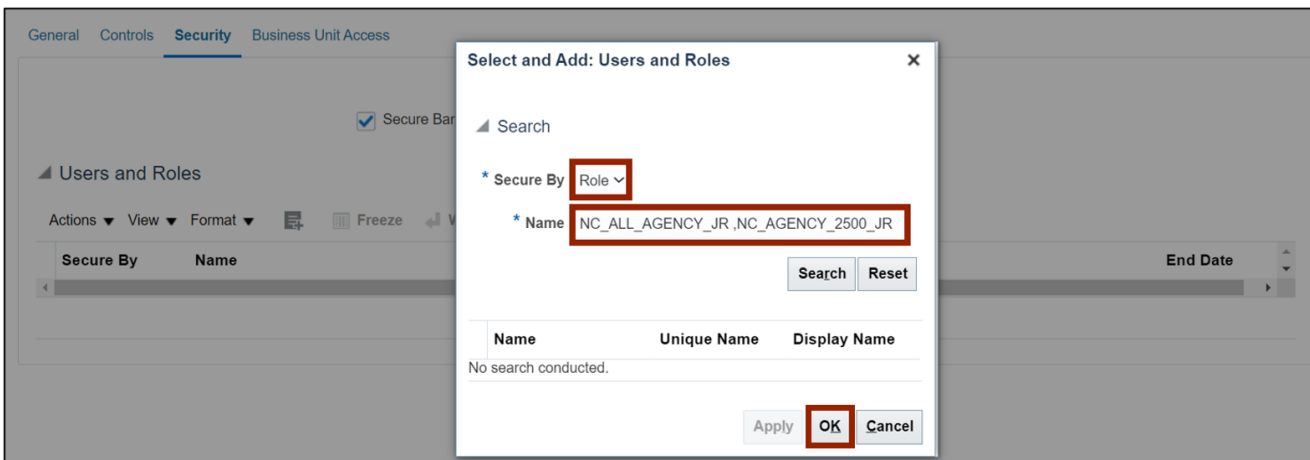
11. On the **Security** tab, select the **Secure Bank Account by Users and Roles** checkbox to restrict access.



12. Click the **Select and Add** [] icon.



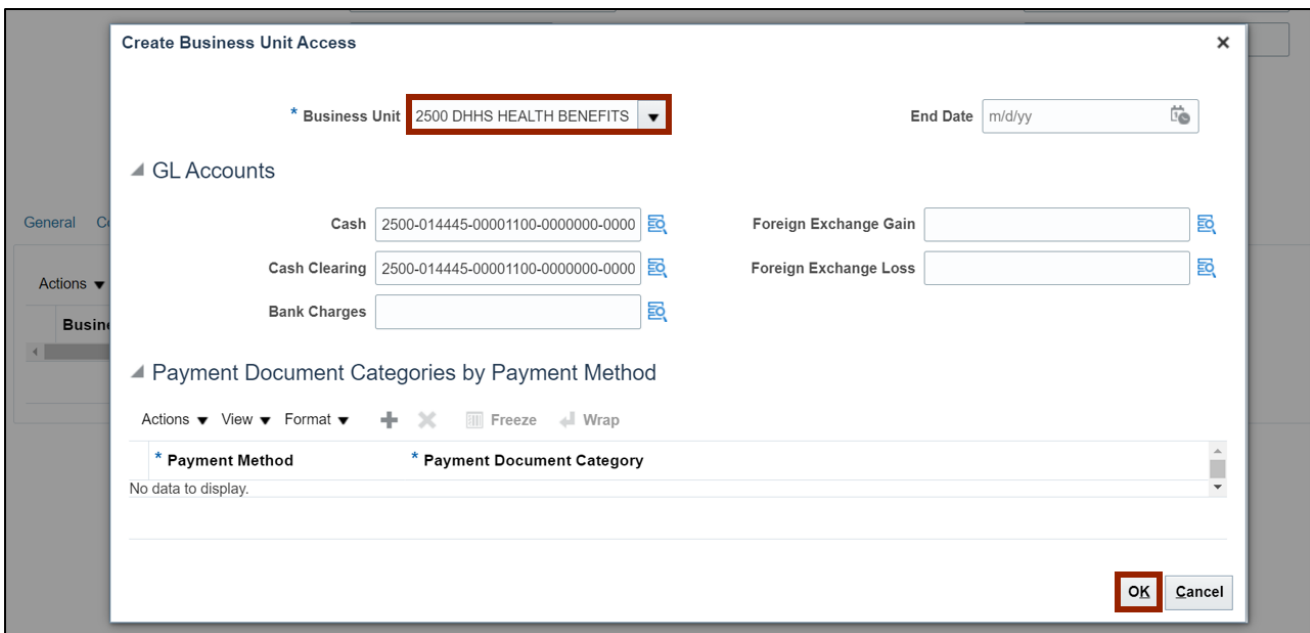
13. On the *Select and Add: Users and Roles* pop-up, select **Role** from the *Secure By* drop-down choice list. On the **Name** field, enter the **Role Name**. In this example, we choose **NC_ALL_AGENCY_JR, NC_AGENCY_2500_JR**. Next, click the **OK** button.



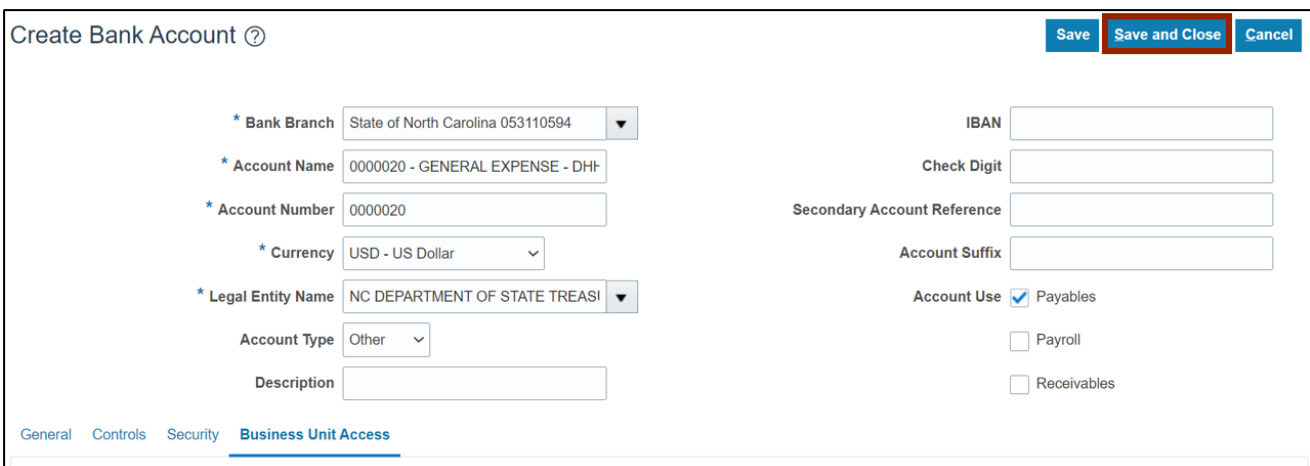
14. On the **Business Unit Access** tab, click the **Create [+]** icon.



15. On the *Create Business Unit Access* pop-up, select the **Business Unit** from the *Business Unit* drop-down choice list and click the **OK** button.



16. Click the **Save and Close** button.



17. The *Information* pop-up appears. Click the **OK** button. The new bank account can now be found on the **Manage Bank Accounts** page.

The screenshot shows the 'Manage Bank Accounts' interface. At the top, there is a search form with fields for Account Name, Account Number, Currency, Legal Entity Name, Bank, Bank Branch, and Country. An 'Information' pop-up dialog is displayed in the center, containing the message 'Your changes were saved.' and an 'OK' button. Below the search form, there is a table of search results. The table has columns for Account Name, Account Number, Currency, Bank, Bank Branch, Legal Entity Name, Country, and Active. The first row of the table is highlighted with a red border.

Account Name	Account Number	Currency	Bank	Bank Branch	Legal Entity Name	Country	Active
0000020 - GEN...	XXX0020	USD	State of North C...	State of North C...	NC DEPARTME...	United States	✓

Wrap-Up

Setup bank accounts using the steps above, which will enable you to create and setup banks, bank branches, and bank accounts.