



NCFS DAILY PROCESSING SCHEDULE

GEN

QUICK REFERENCE GUIDE GEN-01

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a daily overview of scheduled posting, interfaces, and reports generated in the North Carolina Financial System (NCFS).

NCFS Daily Processing Schedule

Daily Schedule	Interface/Report/ AutoPost	Full Name	Inbound/Outbound	Process Area
12:00 AM	INT-AP-002	AP Invoices	Inbound	Procure to Pay
12:01 AM	INT-AP-016	AP	Outbound	Procure to Pay
12:05 AM	INT-AP-030	AP One Time Payments	Inbound	Procure to Pay
4:45 AM	INT-BE-020	Capital Improvement Allotment Interface from IBIS	Inbound	Budget Execution
5:00 AM	INT-BE-002	General Fund Allotment Interface from IBIS	Inbound	Budget Execution
5:00 AM	INT-AP-025	AP Payment Priority Update	Inbound	Procure to Pay
5:00 AM	INT-CM-020	AP Check Information for External Cash Transaction Interface	Inbound	Procure to Pay
5:00 AM	INT-CM-019	NCFS Transfers Interface from Agencies	Inbound	Cash Management
5:00 AM	INT-RTR-066	NCFS Journal Interface from Agencies	Inbound	Record to Report
5:00 AM	INT-RTR-013	GL Balances from Interface Agencies	Inbound	Record to Report
5:00 AM	INT-CM-019	COPS Transfer Interface from IBIS	Inbound	Record to Report
5:00 AM	INT-CM-019	SCIF Transfers Interface from IBIS	Inbound	Record to Report
5:15 AM	INT-CM-011	Bank Statement Import from DST	Inbound	Cash Management
5:15 AM	<i>AutoPost</i> runs	Posts ALL IBIS interface transactions		



5:30 AM	<i>AutoPost</i> runs	Posts all non-cash transactions		
5:35 AM	INT-BE-018	Operating & Capital Appropriations Interface from IBIS	Inbound	Budget Execution
5:45 AM	<i>Transfer to GL</i> runs	Moves COPS & SCIF transactions to General Ledger		
5:45 AM	INT-BE-019	Appropriation Transfers Interface from IBIS	Inbound	Budget Execution
6:00 AM	<i>AutoPost</i> runs	Posts all COPS/SCIF transactions		
6:00 – 9:40 AM	Auto Approval of Deposits (every 15 min)	*ACH/Wire Deposits require manual DST approval – submit journals early to allow time for approval		Cash Management
9:00 AM	INT-BE-002	General Fund Allotment Interface from IBIS	Inbound	Budget Execution
9:00 AM	INT-RTR-066	NCFS Journal Interface *Users should query interface file and review for accuracy	Inbound	Record to Report
9:10 AM	INT-BE-020	Capital Improvement Allotment/ Supplemental Cash Interface from IBIS	Inbound	Budget Execution
9:15 AM	<i>AutoPost</i> runs	Posts IBIS interfaces from 9am		
9:45 AM	<i>AutoPost</i> runs	Posts all Approved Deposits		
9:45 AM	<i>AutoPost</i> runs	Posts all non-cash transactions		
9:45 AM	INT-BE-019	Appropriation Transfers Interface from IBIS	Inbound	Budget Execution
10:00 AM	Payment Approval Initiated in AP	AP users should have all PPRs (Payment Process Requests) in ' <i>Payment Approval Initiated</i> ' status		Procure to Pay
10:05 AM	Create Accounting batch process in Payables	Invoices available for payment after process completes		Procure to Pay
10:15 AM	INT-CM-012	AP IGOs to IC Interface	Inbound	Cash Management
10:30 AM	Central Compliance deadline for IC Transfers, Manual Disbursements & AP Disbursements			Cash Management
10:30 – 1:00 PM	Central Compliance reviews Transfers (interfaced and manual), Manual Disbursement Journals, AP Disbursement Journals, E-pays -- approves/rejects as applicable *Users should run Cash Availability Report prior to submitting manual Transfers or Disbursements to ensure funds			Cash Management
12:30 PM	<i>Transfer to GL</i> process runs – Moves all Approved IC transactions to General Ledger			

1:00 PM	<i>AutoPost</i> runs – Posts all Approved Disbursements & IC transactions *Users can run daily transactional reports to review posted and pending transactions			
1:00 PM	<i>AutoPost</i> runs – Posts all non-cash transactions			
1:20 PM	<i>AutoPost</i> runs – Posts all interfaced transactions from NCHFA, NCEL, NCDOT and Universities Agency			
1:30 PM	Create Accounting batch process in Payables *Invoices available for payment after process completes			Procure to Pay
1:45 PM	INT-CM-012	AP IGOs to IC Interface	Inbound	Cash Management
2:00 PM	INT-RTR-013	GL Balance interface from Interface Agencies	Inbound	Record to Report
2:00 PM	RPT-CM-041	Daily Cash Position Report generated and published by Central Compliance		Cash Management
2:30 PM	RPT-CM-013	Weekly Cash Watch Report generated (Fridays) and published by Central Compliance		Cash Management
7:30 PM	Create Accounting batch process in Payables *Invoices available for payment after process completes			Procure to Pay
7:45 PM	INT-CM-012	AP IGOs to IC Interface	Inbound	Cash Management