

MONTH END RECONCILIATION FOR INDIRECT ORGANIZATIONS QUICK REFERENCE GUIDE RTR-45



The purpose of this Quick Reference Guide (QRG) is to provide a detailed description of the Month End Reconciliation process for Indirect Organizations in the North Carolina Financial System (NCFS).

The Month End Reconciliation process is broken down into eight major tasks:

- 1. Confirm Processing of Interface File
- 2. Review Output of Interface Report INT-RTR-013
- 3. Run and Review Output of the Reconciliation Report RPT-RTR-171
- 4. Manually Enter a Clearing Journal
- 5. Run and Review Output of the Reconciliation Report RPT-RTR-171 (again)
- 6. Notify OSC of Readiness to Post
- 7. Run and Review Output of Month End Reports
- 8. Notify OSC of Readiness to Certify

Confirm Processing of Interface File

You will receive an email indicating your INT-RTR-013 interface processed into NCFS. The email come from the email <u>NCFS_noreply@nc.gov</u> and will either be a Warning or a Recon report. If the email is a warning, the zip file will contain a text file containing details of the error. If you receive a warning, the interface has not processed. Corrections to the interface file will need to be made and the file resubmitted.

If the email contains a Recon report, the subject will contain the Interface name INT-RTR-013 and the name of the file processed. The name of the interface process is **FBR NCFS RTR-013 Import GL Balances from Agency.** An output report is generated for you.

The way INT-RTR-013 works is, when you send in detailed transactions, the interface has logic that will create clearing budget fund reversing amounts based on the detailed amounts in the interface file. This is to prevent duplicating amounts in the system. A successful interface will mean the detailed revenues, expenditures, cash, etc., match in summary to what you have done on a daily basis in NCFS.

For example, if you interface in \$100 in revenue account for a fund in budget code 16090, the interface will create a negative \$100 in the revenue clearing account (00004000) for clearing fund 016090. It does the same for expenditures, cash, appropriations, etc.



Review Output of Interface Report INT-RTR-013

- 1. If the report output is attached to the email, open it for review (and skip Step #2 below).
- 2. If you do not receive an email, you can log into NCFS to generate this INT-RTR-013 report using the following navigation path:

Tools > Reports and Analytics > Browse Catalog > Shared > Custom > FBR Custom > Report > General Ledger > NC GL Balances From Interface Agency Reconciliation Report (INT-RTR-013)

Parameters:

- Group ID: leave blank
- Agency: select your Agency code
- Journal Source: select Univ Financial Interface
- Batch Creation From Date: date interface was processed
- Batch Creation To Date: date interface was processed

| NC GL Balances From | Interface A | gency Reco | ncilia | tio | | | |
|----------------------------|-------------|------------|--------|--------------------------|------------|---|-------|
| Group ID | | | | | | | |
| Agency | All | | • | Journal Source | All | | * |
| Batch Creation - From Date | | to. | | Batch Creation - To Date | 12-06-2023 | 6 | Apply |

Note: For Journal Source, the following sources are applicable:

- Univ Financial Interface universities
- NCEL Financial Interface NC Education Lottery
- NCHFA Financial Interface NC Housing Finance Authority
- DOT Financial Interface DOT, State Ports, and Global Transpark

Sample Output:

| | North | h Carolina Financial Syst | m | | | | | | | | | | | | | |
|--------------------------------|--------------------------|----------------------------|---------|-------------|---|---------------------|------|-----------------------------------|---------------|----------------|-------------|--------|-------------|----------|-----------|---------|
| | 0 | ffice of State Controller | | | | | | | | | | | | | | |
| NC | GL Balances From Inter | face Agency Reconciliation | on Ret | ort (INT-R | TR-013) | | | | | | | | | | | |
| | on particular inter | 44 (20 (2022 22 22 22 42) | , n neg | | , (() () () () () () () () () | | | | | | | | | | | |
| | | 11/29/2028 05:88:57 AM | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Journal Name | Source | Category | Period | Actual Flag | Currency | Batch Creation Date | Line | Filename | Entered Debit | Entered Credit | Budget Code | Agency | Budget Fund | Account | Mgmt Unit | Program |
| AGENCY U900 11 29 2023 - 05 01 | Univ Financial Interface | Univ Financial Interface | Oct-2ð | A | USD | 11/29/2023 | 1 | rtr013i-u900_necu_ose_monthly_gl_ | 0.00 | 718,990.55 | 16090 | U900 | 016090 | 00004000 | 0000000 | 000000 |
| AGENCY U900 11 29 2023 - 05 01 | Univ Financial Interface | Univ Financial Interface | Oct-23 | A | USD | 11/29/2023 | 2 | rtr013i-u900_necu_ose_monthly_gl_ | 0.00 | 11,437,620.25 | 16090 | U900 | 016090 | 00005000 | 0000000 | 000000 |
| AGENCY U900 11 29 2023 - 05 01 | Univ Financial Interface | Univ Financial Interface | Oct-2ð | A | USD | 11/29/2023 | ð | rtr013i-u900_necu_ose_monthly_gl_ | 0.00 | 1,900.00 | 42035 | U900 | 042035 | 00005000 | 0000000 | 000000 |
| AGENCY U900 11 29 2023 - 05 01 | Univ Financial Interface | Univ Financial Interface | Oct-2ð | A | USD | 11/29/2023 | 4 | rtr013i-u900_necu_ose_monthly_gl_ | 0.00 | 499,858.20 | 42135 | U900 | 042135 | 00005000 | 0000000 | 000000 |
| AGENCY U900 11 29 2023 - 05 01 | Univ Financial Interface | Univ Financial Interface | Oct-23 | A | USD | 11/29/2023 | 5 | rtr013i-u900_necu_ose_monthly_gl_ | 0.00 | 10,634,389.20 | 16090 | U900 | 016090 | 11120000 | 0000000 | 000000 |
| AGENCY U900 11 29 2023 - 05 01 | Univ Financial Interface | Univ Financial Interface | Oct-23 | A | USD | 11/29/2023 | 6 | rtr013i-u900_necu_ose_monthly_gl_ | 1,900.00 | 0.00 | 42035 | U900 | 042035 | 11120000 | 0000000 | 000000 |
| AGENCY U900 11 29 2023 - 05 01 | Univ Financial Interface | Univ Financial Interface | Oct-23 | A | USD | 11/29/2023 | 7 | rtr013i-u900_necu_ose_monthly_gl_ | 499,858.33 | 0.00 | 42135 | U900 | 042135 | 11120000 | 0000000 | 000000 |
| AGENCY U900 11 29 2023 - 05 01 | Univ Financial Interface | Univ Financial Interface | Oct-23 | A | USD | 11/29/2023 | 8 | rtr013i-u900_necu_ose_monthly_gl_ | 22,791,000.00 | 0.00 | 16090 | U900 | 152800 | 11120000 | 0000000 | U0010 |
| AGENCY U900 11 29 2023 - 05 01 | Univ Financial Interface | Univ Financial Interface | Oct-23 | A | USD | 11/29/2023 | 9 | rtr013i-u900_necu_ose_monthly_gl_ | 0.00 | 5,748,448.92 | 16090 | U900 | 152801 | 11120000 | 0000000 | U00110 |
| AGENCY U900 11 29 2023 - 05 01 | Univ Financial Interface | Univ Financial Interface | Oct-23 | A | USD | 11/29/2023 | 10 | rtr013i-u900_necu_ose_monthly_gl_ | 258,044.65 | 0.00 | 16090 | U900 | 152801 | 11120000 | 0000000 | U0011 |
| AGENCY U900 11 29 2023 - 05 01 | Univ Financial Interface | Univ Financial Interface | Oct-23 | A | USD | 11/29/2023 | 11 | rtr013i-u900_necu_ose_monthly_gl_ | 0.00 | 27,008.60 | 16090 | U900 | 152802 | 11120000 | 0000000 | U00110 |
| | | | | - | | | | | | | | | - | | - | - |



- 3. Review the contents, keeping the following in mind:
 - > A single batch, containing a single journal is displayed. Both have the same exact name.
 - Journal Source = Univ Financial Interface
 - Journal Category = Univ Financial Interface
 - > The interface has created clearing budget fund reversing amounts

Review the Output of the Reconciliation Report RPT-RTR-171

1. Run the RPT-RTR-171 Reconciliation Report using the following navigation path:

Tools > Reports and Analytics > Browse Catalog > Shared > Custom > FBR Custom > Report > General Ledger > NC Interface Agency Reconciliation Report (RPTRTR171)

Parameters:

- Ledger: NC CASH US
- Agency: select your Agency code
- Accounting Period: period being closed

| NC Interface Agency Reconciliation Rep | ort (RPTRTR | | | | |
|--|-------------|---------------------------------|--------------------------|---|-------|
| Ledger NC CASH US | v | Agency 0A00-NC HOUSING FINANC * | Accounting Period Dec-23 | • | Apply |

- 2. Take note of the two tabs at the bottom
 - NC Pre-Valid Report
 - NC Budget Code Cash Summary

NC Pre-Valid Report tab (sample output):



North Carolina Financial System Office of State Controller NC Interface Agency Reconciliation Report (RPT-RTR-171) 11/20/2023 07:04:02 AM

| | Agency 🗸 | Agency Description | Budget Code | Budget Code Description | Budget Fund | Account 😱 | Account Description | Balance 😱 | Unposted - System | Unposted Interface Jour | Calculated Ending |
|---|----------|-----------------------|-------------|-------------------------|-------------|-----------|---------------------|-----------------|-------------------|-------------------------|-------------------|
| | | 0 | 2 | 0 | 0 | 0 | 0 | 0 | Journals Balance | Balance | Balance |
| | 1,800 | NC CENTRAL UNIVERSITY | 16090 | NCCENTRAL | 016090 | 00004000 | REVENUE CLEARING | (2,055,704.13) | 0.00 | (715,000.55) | (2,777,694,65 |
| | | | | | | | ACCOUNT | | | | |
| | 1300 | NC CENTRAL UNIVERSITY | 16090 | NC CENTRAL | 016090 | 00005000 | EXPENDITURE | 14,215,314.93 | 0.00 | (11,437,620.25) | 2,777,694.68 |
| l | | | | | | | CLEARING ACCOUNT | | | | |
| l | 1,000 | NC CENTRAL UNIVERSITY | 16090 | NCCENTRAL | 016090 | 11120000 | CONSOLIDATED | 10,634,359.20 | 0.00 | (10,634,350.20) | 0.00 |
| I | | | | | | | SUDGET CODE CASH | | | | |
| I | 1,800 | NC CENTRAL UNIVERSITY | 16090 | NC CENTRAL | 016090 | 40100000 | STATE | (22,791,000.00) | 0.00 | 22,791,000.00 | 0.00 |
| | | | | | | | APPROPRIATIONS | | | | |
| | | | | | | | | | | | |



NC Budget Code Cash Summary tab (sample output):

| | | | North Carol Office o | ina Financia f State Contr | al System oller | | | |
|-------------------|--------------------------|-------------|-------------------------|-------------------------------|--------------------|-------------------|--------------------|-------------------|
| | 1 and 1 | N | C Budget Code Cash S | Summary Ret | ort (RPT-RTR- | 171) | | |
| | 3 | | 11/20/ | 2023 07-04-02 A1 | | | | |
| | | | 11/25/ | 2023 01:04:02 74 | ×1 | | | |
| Parameter | | | | | | | | |
| Journal Source | Univ Financial Interface | 1 | | | | | | |
| Ledger | NC CASH US | 1 | | | | | | |
| Agency | U900-NC CENTRAL | 1 | | | | | | |
| | UNIVERSITY | | | | | | | |
| Accounting Period | Oct-23 | 1 | | | | | | |
| | | | | | | | | |
| Agency | Agency Description | Budget Code | Budget Code Description | Account | Balance | Unposted - System | Unposted Interface | Calculated Ending |
| | | | | | | Journals Balance | Journal Balance | Balance |
| U900 | NC CENTRAL UNIVERSITY | 00004 | ITF-NCCU ENDOWMENT | 11120000 | 852,693.23 | 0.00 | 0.00 | 852,693.23 |
| U900 | NC CENTRAL UNIVERSITY | 00026 | NCCU STADIUM REV FD | 11120000 | 5,317,017.09 | 0.00 | 0.00 | 5,317,017.09 |
| U900 | NC CENTRAL UNIVERSITY | 00027 | NCCU/ENDOWMENT | 11120000 | (6,430,596.96) | 0.00 | 0.00 | (6,430,596.96) |
| U900 | NC CENTRAL UNIVERSITY | 00029 | NCCU STADIUM MAN RES | 11120000 | 146,441.30 | 0.00 | 0.00 | 146,441.30 |
| U900 | NC CENTRAL UNIVERSITY | 00062 | NCCU 2019 CONST FD | 11120000 | 3,965,796.16 | 0.00 | 0.00 | 3,965,796.16 |
| U900 | NC CENTRAL UNIVERSITY | 00063 | NCCU LATHAM PK 09 BD | 11120000 | 16,680.58 | 0.00 | 0.00 | 16,680.58 |
| U900 | NC CENTRAL UNIVERSITY | 00064 | NCCU CONST FUND BOND | 11120000 | 106,754.14 | 0.00 | 0.00 | 106,754.14 |
| U900 | NC CENTRAL UNIVERSITY | 00710 | ITF-NC CENTRAL UNIV | 11120000 | 17,188,824.28 | 0.00 | 0.00 | 17,188,824.28 |
| U900 | NC CENTRAL UNIVERSITY | 16090 | NC CENTRAL | 11120000 | 10,634,389.20 | 0.00 | (10,634,389.20) | 0.00 |
| U900 | NC CENTRAL UNIVERSITY | 42035 | NCCU CI 2020 | 11120000 | (1,900.00) | 0.00 | 1,900.00 | 0.00 |
| U900 | NC CENTRAL UNIVERSITY | 42135 | NCCU CI 2021 | 11120000 | (499,858.33) | 0.00 | 499,858.33 | 0.00 |

- 3. For the **NC Pre-Valid Report** tab, filter out STIF Budget Codes since they are on the report, but not part of the month end interface.
- 4. Review the report output, taking the following into consideration:
 - The Balance column shows you the balance in NCFS for the month in the clearing budget funds, where you have performed your daily NCFS transactions (deposits, requisitions, transfers, etc.).
 - The Unposted-System Journal Balance column will show any unposted journal in the system for the period that affects the clearing budget funds that is NOT the interface INT-RTR-013.
 - The Unposted Interface Journal Balance column shows the results of the interface you sent in.
 - The Calculated Ending Balance column shows the ending balance, assuming any unposted journals were to be posted.
- 5. Verify that cash (11120000) zeros out in the Calculated Ending Balance column for the clearing budget fund <u>for each</u> of the interfaced budget codes. If they do not, this means the detailed interface file does not contain an equal amount of cash that is currently in NCFS for the period. You need to determine why there is a difference, take corrective action and potentially need to resubmit your interface.
- 6. Review the remaining balances in the **Calculated Ending Balances** column. These amounts should net to zero at the budget code level. You need this information to prepare the manual clearing entry.



- 7. The RPTRTR171 Calculated ending balance column may contain two types of balances.
 - a. Balances that net against each other such as revenue and expenditure clearing. In the event these net against each other, the entry can simply be an appropriate debit and credit in the clearing budget fund.
 - Balances that need to be reclassified from the clearing budget fund to a detailed budget fund. Examples of this are Allotted Revenues (66390100/66890100) and Allotted Expenditures (77390100/77890100). If there are balances remaining here, they should be reversed from the clearing budget fund and posted to the control budget fund in the General Fund budget code.

| Agency | Agency Description | Budget Code | Budget Code Description | Budget Fund | Account | Account Description | Balance | Unposted - System | Unposted Interface | Calculated Ending |
|--------|-------------------------|-------------|-------------------------|-------------|---------------------------------------|---------------------|-----------------|--------------------|--------------------|-------------------|
| | Y | 3 | · · | v | · · · · · · · · · · · · · · · · · · · | v. | * | Journals Balance 🐣 | Journal Balance | Balance |
| U700 | NC A&T STATE UNIVERSITY | 16070 | NC A&T | 016070 | 00004000 | REVENUE CLEARING | (11,778,094.58) | 0.00 | (11,896,071.42) | (23,674,166.00) |
| | | | | | | ACCOUNT | | | | |
| U700 | NC A&T STATE UNIVERSITY | 16070 | NC A&T | 016070 | 00005000 | EXPENDITURE | 42,244,999.92 | 0.00 | (18,570,833.92) | 23,674,166.00 |
| | | | | | | CLEARING ACCOUNT | | | | |
| U700 | NC A&T STATE UNIVERSITY | 16070 | NC A&T | 016070 | 11120000 | CONSOLIDATED | (2,958,887.34) | 0.00 | 2,958,887.34 | 0.00 |
| | | | | | | BUDGET CODE CASH | | | | |
| U700 | NC A&T STATE UNIVERSITY | 166-0 | NC A&T | 016070 | 49100000 | STATE | (27,508,018.00) | 0.00 | 27,508,018.00 | 0.00 |
| | | | | | | APPROPRIATIONS | , | | | |
| U700 | NC A&T STATE UNIVERSITY | 16070 | NC A&T | 016070 | 66390100 | GENERAL FUND | 21,916,111.00 | 0.00 | 0.00 | 21,916,111.00 |
| | | | | | | ALLOTTED REVENUES | | | | |
| U700 | NC A&T STATE UNIVERSITY | 16070 | NC A&T | 016070 | 66890100 | GENERAL FUND | (21,916,111.00) | 0.00 | 0.00 | (21,916,111.00) |
| | | | | | | ALLOTTED REVENUES | | | | |
| | | | | | | OFFSET | | | | |
| U700 | NC A&T STATE UNIVERSITY | 16070 | NC A&T | 016070 | 77390100 | GENERAL FUND | (49,424,129.00) | 0.00 | 0.00 | (49,424,129.00) |
| | | | | | | ALLOTTED | | | | |
| | | | | | | EXPENDITURE | | | | |
| U700 | NC A&T STATE UNIVERSITY | 16070 | NC A&T | 016070 | 77890100 | GENERAL FUND | 49,424,129.00 | 0.00 | 0.00 | 49,424,129.00 |
| | | | [| | | ALLOTTED | | | | |
| | | | 1 | | | EXPENDITURE OFFSET | | | | |
| | | | | | | | | | | |

Note: If the **Calculated Ending Balance** column is a <u>negative</u> amount, you will need to key a debit to clear. If it is a <u>positive</u> amount, you will need to key a credit to clear.

8. If the batch has errors, Delete it under the Batch Actions.

| | Save 🔻 | Complete | - | Post | • | <u>C</u> ancel | Proj | jected Balanc |
|---|---------------|---------------|---|----------|--------|----------------|---------|---------------|
| | | | | | | | PTD | ▼ Total ▼ |
| | | | | Batch Ac | tions | • | | _ |
| | | | | Сор | у | | | selected. |
| 9 | Manual | | | Dele | ete | | | |
| 5 | Required | | | Che | eck Fu | inds | | |
| 5 | Not attempted | | | Res | erve | Funds | | |
| 5 | Unposted | | | Ove | erride | and Reserv | e Funds | |
| 5 | Incomplete | | | Rec | uest (| Override | | |
| | | | | Unr | eserv | e Funds | | |
| | ~ | $ + \rangle$ |] | Rec | uest / | Approval | | |
| | | | | Rev | erse | | | |
| L | USD US Dollar | | - | Prin | nt | | | |
| 9 | 2/28/24 | | | | | | | |



Manually Enter Clearing Journal

- 1. Enter a new journal, using either method (Create Journal page or ADFDI Spreadsheet).
 - **Journal Batch** name should begin with your 4-digit agency code (ex: U900) followed by some verbiage that makes sense to you but identifies the period and what is being done.
 - Journal **Category**: Select 'Univ Financials Interface' (or the appropriate interface category for your agency).

Sample Clearing Journal (ADFDI):

| Access Set NC CASH US Journal 1900 Oct-23 month end clearing Placeper NC CASH US unting Date 10/31/2023 sting Period heet Status | Group ID "Source" Scradsheet "Category Univ Francial Interface Reversal Period Reversal Date Reference Date Journal Validation Status | Total Entered Debi Total Entered Credi Total Accounted Debi Total Accounted Credi | t 48,359,694.68 t 48,359,694.68 t 0.00 t 0.00 | | | |
|---|---|--|--|---------------------------|------------------------|------------------------|
| nged Row Status *Apency [] | *Budget Fund [.] *Account [.] *Agency Mgmt Unit | [] *Agency Program *Funding Source [] | *Project [] *Inter Fund [] | *Future 1 [] *Future 2 [] | *Future 3 [] *Currency | **Entered Debit Credit |
| US00 | 0.6690 000000 000000 | 0000000 00000 | 0000000000 000000 | 0000 000000 | 00000 USD | 2.777.694.68 |
| US00 | 0.6699 0000000 | 000000 0000 | 000000000 000000 | 00000 000000 | 00000 USD | 2.777.694.68 |

2. Be sure to enter 2 journal lines for <u>each</u> unique Budget Fund, including CIs but excluding STIF. Each budget fund must be in balance.

For EACH Budget Fund:

- Debit to Revenue Clearing: Budget Fund **0**xxxxx / Account 00040000
- Credit to Expense Clearing: Budget Fund **0**xxxxx / Account 00050000
- 3. For the balances that need to be reclassified to a detailed fund, each row on the RPTRTR171 report will require 2 lines. One to reverse the existing balance, and a second line to post the existing balance to a detailed budget fund.

| Data Access Set NC CAS | ASH US | | Group ID | | | | | | | | | | | | | |
|-------------------------|----------------------|------------|---------------------------|--------------------------|--------------|----------------|-----------------|----------------|------------|-----------|-----------|-----------|----------|----------------|---------------|-----------|
| Journal U700 C | Oct-23 month end cle | ear | *Source | Spreadsheet | | | Total Entered | 166,172,646.00 | | | | | | | | |
| Description | | | *Category | Univ Financial Interface | e | | Total Entered | 166,172,646.00 | | | | | | | | |
| *Ledger NC CAS | ASH US | | Reversal Period | | | | Total Accounted | 0.00 | | | | | | | | |
| *Accounting Date 10/31/ | /2023 | | Reversal Date | | | | Iotal Accounted | 0.00 | | | | | | | | |
| Adjusting Period | | | Reference Date | | | | | | | | | | | | | |
| worksneet Status | | | Journal validation Status | | | | | | | | | | | | | |
| Journal Lines | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | **Entorod | **Entored | Conversio |
| Changed Row S | Statue * | Agency [] | *Budget Fund [] | *Account [] | *Agency Mamt | *Agency Progra | *Eunding Source | *Project [] | *Inter Eun | *Euture 1 | *Euture 3 | *Euture 3 | *Currenc | Debit | Credit | Date |
| A KOW S | Status | LIZOO | 016070 | 00004000 | Innonnon | 0000000 | 0000 | 000000000 | 000000 | 0000 | 000000 | 00000 | USD | 23 674 166 00 | crean | Date |
| - | | U700 | 016070 | 00005000 | 0000000 | 0000000 | 0000 | 00000000000 | 000000 | 0000 | 000000 | 00000 | USD | 23,07 1,200.00 | 23 674 166 00 | |
| , | | 11700 | 016070 | 66390100 | 0000000 | 0000000 | 0000 | 0000000000 | 000000 | 0000 | 000000 | 00000 | USD | | 21 916 111 00 | |
| T | | 11700 | 016070 | 66890100 | 0000000 | 0000000 | 0000 | 00000000000 | 000000 | 0000 | 000000 | 00000 | USD | 21 916 111 00 | 11,510,111.00 | |
| T | | U700 | 016070 | 77390100 | 0000000 | 0000000 | 0000 | 0000000000 | 000000 | 0000 | 000000 | 00000 | USD | 49,424,129,00 | | |
| Ā | | U700 | 016070 | 77890100 | 0000000 | 0000000 | 0000 | 0000000000 | 000000 | 0000 | 000000 | 00000 | USD | , | 49.424.129.00 | |
| | | U700 | 151400 | 66390100 | 0000000 | 0000000 | 0000 | 000000000 | 000000 | 0000 | 000000 | 00000 | USD | 21,916,111.00 | | |
| ▲ | | U700 | 151400 | 66890100 | 0000000 | 0000000 | 0000 | 000000000 | 000000 | 0000 | 000000 | 00000 | USD | | 21,916,111.00 | |
| | | | | | - | | | | | | | | | | | |
| ▲ | | U700 | 151400 | 77390100 | 0000000 | 0000000 | 0000 | 000000000 | 000000 | 0000 | 000000 | 00000 | USD | | 49,242,129.00 | |

4. Save and Complete your journal. Do NOT request approval yet.

Run and Review Output of Reconciliation Report RPT-RTR-171 (again)

- 1. Rerun the RPT-RTR-171 report to ensure the ending balances are now zero.
- 2. Verify that the manually created journal you just keyed shows up in the **Unposted System Journals Balance** column.
- 3. Verify that the automatically created interface journal shows up in the **Unposted Interface Journals Balance** column.
- 4. Verify that the final column of **Calculated Ending Balance** now contains all zeros.



- 5. Using the **Manage Journals** page, find both your journals.
 - Interfaced Journal
 - Manual Clearing Entry
- 6. For your interfaced journal, **Request Approval** via the **Batch Actions** dropdown menu.
- 7. For your manual clearing journal, **Request Approval** via the **Batch Actions** dropdown menu.

Notify OSC of Readiness to Post

1. Enter an OSC Contact Center ticket (<u>NCFS@osc.nc.gov</u>) saying you have completed your review and entered all clearing journals, and you request approval on both journal batches.

Notes: OSC staff will review and if all looks good, will approve the journals. Once approved, your journals will get picked up in the 1pm Autopost. Once posted, you can then go run the month end reports (701, 702, 704, 725) and review them.

Run and Review Month End Reports (Posted Balances)

| NCFS Report Number | NCAS Equivalent | NCFS Title | Notes/Comments/Tips |
|--------------------------|--------------------|--|---|
| BE-012 | BD702 | NC Allotments to Cash Availability (702) Report (RPTBE012) | Catalog Folder: Budget |
| BE-006 | BD701 Certified | NC Budget to Actual (701) Certified Report (RPTBE006) | Catalog Folder: Budget |
| RTR-152 | BD701 Org Mask | NC Budget to Actual (701) Detailed Report (RPTRTR152) | Catalog Folder: General Ledger |
| RTR-019 | BD701 Excel | NC Budget to Actual (701) Excel Report (RPTRTR019) | Catalog Folder: General Ledger |
| RTR-014 | BD725 Detailed | NC Capital Improvements (725) Detail Report (RPTRTR014) | Catalog Folder: General Ledger |
| RTR-137 | BD725 | NC Capital Improvements (725) Report (RPTRTR137) | Catalog Folder: General Ledger |
| RTR-015 | BD704 | NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTRTR015) | Catalog Folder: General Ledger Filter on PTD or YTD Difference column should always be zero |



Notify OSC of Readiness for Certification

1. Once you have reviewed all reports and are ready to certify the month, complete the month end certification form on the OSC website.

Office of the State Controller Month End Certification

2. OSC staff will review your reports and if you are deemed in balance, you will be marked as certified for the period.

Additional Materials

Related QRGs: NCFS Help Documents | NC OSC

- GL-02 Create Journals
- GL-03 Create Journals Through Spreadsheet
- GL-09 Run Custom Pre-Built Reports
- GL-32 Month End Reports

Submitting a Ticket to the OSC Contact Center

If additional assistance is needed, please send your request to: <u>ncfs@osc.nc.gov</u>

