State of North Carolina
Office of the State Controller

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STATE CONTROLLER

May 5, 2009

MEMORANDUM NO. SAD 09-20

TO: Chief Fiscal Officers
                Vice Chancellors
                Fiscal Contacts

FROM: David McCoy

SUBJECT: Revised Cash Requisition Policy
                NCAS Reports and Bank Account Payment (BAP) Codes

Pursuant to Executive Order Number 6, the Office of State Budget and Management (OSBM) has limited spending for the remainder of the fiscal year to specific General Fund expenditure requirements. Accordingly, the Office of the State Controller (OSC) is directing the attached worksheets be completed for each General Fund requisition and electronic payment transfer submitted for approval to this office. The policy is effective immediately. The worksheets must be submitted electronically to **Cash.Projections@osc.nc.gov** by 10:30 am each day for consideration of that business day processing on the cash management control system (CMCS). The process is defined below:

General fund mandatory expenditure accounts must be balanced to the submitted general fund requisitions by CMCS priority code and sequence number. There may be several account classifications per requisition. The total by the account must equal the requisition daily. The OSC will not process any requisition that is not supported by the attached worksheet. Any exception must be supported by appropriate documentation and submitted to OSC with the requisition and transfer worksheets.

All electronic payment transfers must be supported by the attached transfer worksheet in the same above described manner. Electronic payments will not be processed without the submission of the attached worksheets.

In addition to the above cash requisition policy revision, OSC is issuing the following additional North Carolina Accounting System (NCAS) procedures to assist agencies in Accounts Payable processing.

Procedure 1

OSC places a daily report in Systemware (XPTR) sorting the agency payments by budget code and second high order account distribution (the first four digits of the account). This report balances to the agency's automated cash requisition in the Cash Management Control System (CMCS). Although the General Fund is the only fund that is restricted, this report includes all budget codes. This will assist agencies in completing the attached OSCREQ1 and OSCTRAN1 forms. The report series is located in

NCAS-CMCS Cash Recon Acct. The requisition report ID is ACCTREQ and the transfer report ID is ACCTTRF.

Procedure 2

All payments should be entered in the NCAS thereby enabling the State to know its outstanding obligations from the NCAS. However, BAP codes have been established in NCAS for processing payments that meet the mandatory obligation criteria as   directed in the April 9, 2009 OSBM Memorandum. These BAP codes are formatted "XXS" where XX represents the two-digit agency number. Beginning **May 6, 2009**, NCAS payments for the remainder of this fiscal year will be processed only for those invoices coded with the XXS BAP codes plus the additional following BAP codes:

07U	12F	12W	17D	17N	17P	24C
28C	2AD	2AM	2AP	2BF	30E	30F
31C	31D	31N	31P	31V	32C	32D
32N	32P	32V	33C	33D	33P	33V
34C	34D	34P	34V	35C	35D	35N
35P	35V	36C	36D	36P	36T	36V
37B	37C	37D	37G	37P	37V	38C
38D	38P	38V	39B	39C	39D	39F
39H	39P	39T	39V	3AC	3AD	3AP
3AV	3BC	3BD	3BP	3BV	3CC	3CD
3CP	3CV	3DC	3DD	3DP	3DV	45M
IGO	P0D	P0N	ZRO			

For invoices already entered that meet the criteria for payment, agencies can change the BAP code to the new XXS BAP code or to one of the other BAP codes listed above. As always, NCAS agencies must set payment controls on screens BCC and PCC, but should set them only for the XXS BAP codes and the BAP codes listed above. Payment controls set for other BAP codes will not be extracted for payment for the remainder of the fiscal year.

Please note that Inter/Intra Governmental payments made on the IGO BAP code will continue to be extracted for payment each night. Therefore, agencies should enter all IGO invoices with a hold status unless approved for payment by OSBM.

Any NCAS agency that has an existing BAP code that is used solely for processing payments that meet the above criteria can call the OSC NCAS Help Desk (919) 707-0795 to have that BAP code included in the list of payments to be processed during the emergency.

Thank you for your cooperation.

Instructions	**OSCTRAN1**	**OSCREQ1**
Word Format	Excel Format	Excel Format
PDF Format	PDF Format	PDF Format