



North Carolina Financial System NEWS



October 2024

NCFS Team

Taylor Brumbelee



Division Director

Denise Langston



R2 & Reporting

Darlene Langston



Finance Manager

Priscilla Roberts



Record to Report

Shereen Tawfik



Cash Management Team

Haley Ashley



Shannon Creech



Budget

Tracy Howell



AR & Grants

Gwen Earp



Materials Manager

Jeremy Roberts



Inventory

Frank Newsom



Fixed Assets

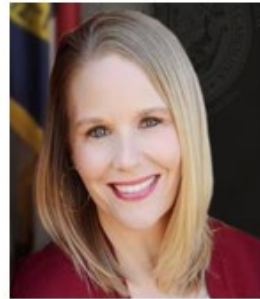
Crystal Cole



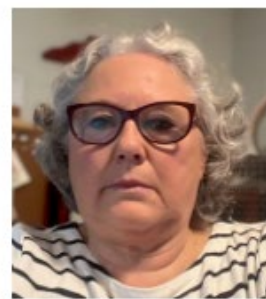
Marcus McAllister



Jennifer Wooten



Amy Ferrell



Procure to Pay Team

Sondra Phillips



Data Maintenance Manager

Ashlee Williams



Tearrah Wilkins



Adarsh Pant



Dana Wheeler



Mary Matiukas



Data Maintenance Team

Lena Andrade



Project Manager

Jan Prevo



Project Coordinator

NCFS Is Celebrating One Year



Congratulation on 1 year of NCFS!

NCFS Agency Ratings

Special kudos to our agencies - averaging at a 4.1 overall success rate on NCFS! This rating comes from agency touchpoints that were conducted in September 2024. This is a great indication of the commitment of our agencies and teams to the success of NCFS!

NCFS Information Sessions – Mark Your Calendars!

Month End Balancing & Certification Help Sessions

[October 29, 2024 – 2:30 – 3:30 pm](#)

[October 30, 2024 – 10:30 – 11:30 am](#)

1099 Information Sessions

December 5, 2024 – 11:00 am – 12:00 pm

January 14, 2025 – 11:00 am – 12:00 pm

Teams Links Coming Soon!

NCFS Training and Learning Resources

Visit our [OSC Training page](#) for Help Documents and System Courses.

Reach out to ncfs@ncosc.gov for any specific training requests needed for your agency users.

NCFS Session Timeout

8 Hours Validity

NCFS duration is 8 hours. This means that once a user logs in, they can access the system for up to 8 hours with that login session. After 8 hours, the system will require the user to re-authenticate their identity, ensuring the safety and security of user accounts.

1 Hour Inactivity Timeout

The inactivity timeout refers to the duration of inactivity of 1 hour after which the user will automatically be logged out of the system. If there are no interactions or activity from the user for a 1 hour, the system will log the user out to protect the user's data if they accidentally leave their account open.

30 Minutes Idle Session Timeout

Like inactivity timeout, the idle session timeout deals with the period of inactivity. This refers to no activity on the user device while NCFS screen is in desktop view, such as no mouse movements, clicks, or keyboard strokes. If the user does not interact with the system in any way for 30 minutes, NCFS will log out to the user.

NCFS Ticket Status

Sustainment: Total Tickets Created by Agency (06-10-2024 to Present)

Agency	# of Incidents	Agency	# of Incidents	Agency	# of Incidents
Administrative Office of the Courts	257	Dept of Revenue	137	Office of State Human Resources	130
Adult Correction	1289	Dept of State Treasurer	106	Office of the Governor	1
APPALACHIAN STATE U	27	Dept of the Secretary of State	46	Office of the State Auditor	82
Auctioneer Licensing Board	10	Dept of Transportation	83	Office of the State Controller	242
Board of Barber Examiners	10	District Attorney	1	Psychology Board	17
Board of Cosmetic Art Examiners	6	District Court	2	State Board of Elections	48
Clerk of Superior Court	4	EAST CAROLINA U	21	State Board of Opticians	1
Community College System	88	ELIZABETH CITY STATE U	24	State Bureau of Investigation	166
Dept of Administration	319	Indigent Defense Services	110	Superior Court	4
Dept of Agriculture & Consumer Servi...	495	NC HOUSING FINANCE AGENCY	25	Supreme Court	2
Dept of Commerce	183	NC LEGISLATURE	55	UNC ASHEVILLE	13
Dept of Environmental Quality	259	NC LOTTERY	68	UNC CHARLOTTE	16
Dept of Health and Human Services	1967	NC.GOV	1	UNC FAYETTEVILLE STATE	29
Dept of Insurance	218	noreply.com	1	UNC GREENSBORO	21
Dept of Justice	249	NORTH CAROLINA A&T U	22	UNC HEALTH	10
Dept of Labor	71	NORTH CAROLINA CENTRAL U	40	UNC PEMBROKE	32
Dept of Military and Veteran Affairs	9	North Carolina School of Science & M...	161	UNC SCHOOL OF THE ARTS	21
Dept of Natural and Cultural Resources	540	NORTH CAROLINA STATE U	18	UNC WILMINGTON	24
Dept of Public Instruction	357	Office of Administrative Hearings	61	UNIVERSITY OF NORTH CAROLINA	65
Dept of Public Safety	502	Office of Information Technology Servcs	177	WESTERN CAROLINA U	26
		Office of State Budget and Management	125	Wildlife Resource Commission	221
				WINSTON SALEM STATE U	45

NCFS Change Control Board (CCB) Requests

The [NCFS Change Request Intake form](#) is intended for system enhancement or change requests that do not currently exist in NCFS. Examples include new reporting or new interface functionality with an agency. Requests submitted via this form are subject to an internal OSC review process before approval of the request is granted. A member of the OSC NCFS division will be in touch with the next step once the review process has been completed.

If you need to include any attachments to your request, email NCFS.CCB.Support@ncosc.gov.

CCB Items Implemented as of 10-14-24

Process Area	Requests Implemented
Budget	15
Cash Management	3
Data Management	2
Fixed Assets	21
Inventory	15
Order to Cash	9
Projects and Grants	5
Procure to Pay	36
Reporting	2
Record to Report	9
Security and Technical	8
Total	125

NCFS Intercompany (IC) Transfers

OSC and OSBM require entities to balance and certify by the 10th working day of each month. Currently in NCFS, IC transfers between entities submitted after the 10th workday are causing reconciliation problems for receiving entities who have already certified and balanced.

OSC requests that if your entity needs to submit an IC transfer for the prior month after the 10th working day that a ticket be submitted to ncfs@ncosc.gov providing written confirmation and approval from the receiving agency. OSC Central Compliance will monitor the transfers closely and will reject any that do not have a corresponding Service Manager ticket.

NCFS Recent Changes to Purchase Order (PO) Change Orders from eProcurement

Recently some PO change orders from eProcurement were rounding up or down to the nearest dollar if cents were included on the change order line. This issue was limited to change orders where a new line was being added to the purchase order. The number format in the change order code has been updated and these change orders are now interfacing as expected without rounding.

NCFS Reporting

If you are running a report and it is taking a long time, try scheduling the report to run at the next available time. You can also check the suppress box and zip the file for faster processing time. [Running reports demo](#).

Two reports are available in NCFS that will display the Helene Project Descriptive Flex Field (DFF) displayed as a column.

- NC GL Project Summary Report (RPTGM013) in the Grants folder show balances for the current fiscal year only.
- NC Cash Basis – Project Life to Date Balances Report (RPTRTR003) in the General ledger folder shows the life to date project information like a 725 report for Capital Improvements.

You should be able to select HELENE from the dropdown in the Project DFF field and it will pull all projects that have been linked to the HELENE DFF.

NCFS System Status

The [NCFS System Status Page](#) will be updated with any system issues that may affect processing. Remember to check here first about any delays.

NCFS Security

NCFS Security Roles define what activities users can perform in the NCFS system. Users have the authority to create and view information based on your organizational needs. To obtain a [security role](#), users must complete the necessary prerequisites and course work. Visit our [training site](#) for a complete list of System Courses and Help Documents.

For users in the agency that have multiple security roles and decide to transfer or leave the agency, when filling out the security form to remove access, you can select one of the roles the user has and then put a note on the security form to remove all access.

NCFS Contact Us

ncfs@ncosc.gov

919-707-0795

866-292-4314

Hours: Mon-Fri 8:00 AM - 5:00 PM