



North Carolina Financial System NEWS



North Carolina Financial System (NCFS) Year-End Schedule	
NCFS System	Unavailable after 5:00 pm June 28
NCFS System	Available July 2 for processing
eProcurement	No creation of Requisitions, Purchase Orders, or Receipts from June 28 – July 1
Credit Memos	Review end of day June 21
Travel Advances	Close by end of day June 21
Party Payments	Submit for processing by 5:00 pm June 25
Payment Process Request (PPR)	Last submission for FY24 by 10:25 am June 27-no new PPRs for FY25 until July 2
Unvalidated Invoices	Resolve by end of day June 28
Purchase Orders	Close POs that should not be carried forward to next FY by 5:00 pm June 28
Invoices	Resolve invoices keyed to future year PO lines by end of day June 28

Please review the following year end reminders and share with those in your organization who may benefit. We also encourage you to review the [Year End Checklist](#) and use it to track task completion throughout fiscal year end.

NCFS will be Unavailable to Users after 5:00pm June 28th

NCFS security will be disabled for all users at approximately 5:00 pm on Friday, June 28th and will remain down through Monday July 1st. OSC will send an email notification to users once all fiscal year end processes are complete on July 1st and security has been re-established for users. The employee interface from HR Payroll and expense delegation relationship actions will be paused during this time and will resume once security is re-established.

eProcurement Access during NCFS downtime

Although the eProcurement system will be accessible to users after 5:00 pm on June 28th, we are asking users not to create any new Requisitions, Purchase Orders, or Receipts in eProcurement until NCFS access is restored on July 1st. Once the NCFS connection to eProcurement is suspended, these items will fail integration to NCFS.

Review Open Credit Memos by End of Day June 21st

Agencies can use NC Open Credit Memo Report (RPT-AP-030) to review open credit memos. Best practice is to request a supplier refund for older, outstanding credit memos.

Close Travel Advances by End of Day June 21st

Agencies can use NC Employee Cash Advance Summary and Detail Report (RPT-EX-001) to review for open travel advances. Best practice is to have advances closed out with an offsetting expense reimbursement and/or employee refund prior to year-end.

Submit Party Payments for Processing by OSC by 5:00 pm June 25th

Party Payments to be processed by OSC must be submitted by 5:00 pm on June 25th for processing in FY24. ***Please do not send any FY25 Party Payment requests to OSC for processing until July 2nd.***

Last Payment Process Request (PPR) Submission for FY24 by 10:25 am June 27th

Final PPRs for payment in FY24 should be in "Payments Approval Initiated" status by 10:25 am on Thursday, June 27th. All checks should be printed and confirmed by 2:00 pm Thursday, June 27th. Any PPRs not printed and confirmed by 2:00 pm will be terminated. ***Please do not enter any new PPRs for FY25 until Tuesday, July 2nd.***

Resolve Unvalidated Invoices by End of Day June 28th

Agencies can find Unvalidated Invoices by searching on the Manage Invoices screen and filtering for invoices in "Not validated" and "Needs revalidation" status. Holds should be resolved, and invoices should be validated, or the invoice should be canceled prior to June 28th. This includes releasing the hold on Bank of America (BOA) PCard, WEX invoices, and validating those as well. ***BOA PCard invoices scheduled to interface after June 24th will be loaded to NCFS on July 2nd.*** NCFS downtime will not impact WEX transactions. They will load on a regular schedule.

Manage Invoices ?

Search Results

Search: Invoice

Business Unit Equals 0800 DEPARTMENT OF PUBLIC

** Invoice Number Starts with

Invoice Amount Equals

** Invoice Date Equals m/d/yy

Creation Date On or before 6/30/24

Source Equals

Validation Status Equals

** Supplier or Party Equals

- Available prepayment
- Canceled
- Draft
- Fully applied prepayment
- Incomplete
- Needs revalidation
- Not validated
- Permanent prepayment
- Unpaid prepayment
- Unvalidated prepayment
- Validated

Actions View Detach Post

Business Unit	Invoice Number	Creation Date	Party	Supplier Site
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Impact: Invoices will get swept to FY25 with a FY24 budget date. To validate and pay these invoices after July 1st, the budget date will need to be updated manually on each line of the invoice to the current budget period. Canceling invoices in FY25 will also require an update to the budget date before the invoice can be canceled.

Close POs that should not be Carried Forward to next FY by 5:00 pm June 28th

Agencies can use RPT-PO-001 to review POs that may have an open balance but are not needed in the next fiscal year. Those POs can be “Finally Closed” at the line level to avoid carry forward to the new fiscal year. PO lines that have \$0.00 remaining on the line level and are in a “Liquidated” funds status will not be picked up for Carry Forward to the new fiscal year. Change Orders to these lines after June 30th will fail import from eProcurement.

Resolve Invoices keyed to Future Year PO Lines by End of Day June 28th

Agencies can use the “NC Invoiced Future PO Lines” report to locate and correct these invoices. Unpaid invoices should be canceled and re-entered against the correct current year PO line. Invoices that have been paid can be corrected with a \$0.00 invoice by entering a negative line to the future year’s PO line and a positive line to the current year’s PO line. Zero-dollar invoices should be paid using the “Zero Dollar Check” PPR template.

- Report
 - Accounts Payable
 - NC AP Invoice Approval Workflow Status Report (RPTAP024)
 - NC AP Invoice Line Count by Employee-Project Report (RPTAP042)
 - NC Direct Entry vs PO Matched Invoices Paid Report (RPTAP027)
 - NC Dollars Spent by County Report (RPTAP015)
 - NC Fixed Assets Invoice Report (RPTAP023)
 - NC Invoice Analytics Report (RPTAP035)
 - NC Invoice Distribution Details Dashboard
 - NC Invoice Hold and Released Report (RPTAP034)
 - NC Invoiced Future PO Lines**

Impact: POs with invoices entered to future lines will cause the entire PO to fail in the PO carry forward process scheduled for July 1st. Those POs will no longer be eligible for processing change orders, receiving, or invoicing in FY25 and will need to be finally closed and re-issued from eProcurement after July 1, 2024.