



# DAILY TRANSFER REPORT

## QUICK REFERENCE GUIDE CM-9

CM

The purpose of this Quick Reference Guide (QRG) is to explain how to navigate to and generate the Daily Transfer Report in the North Carolina Financial System.

### Introduction and Overview

This Quick Reference Guide (QRG) covers the navigation to the Daily Transfers Report and how to generate the report output. The Daily Transfers Report provides information regarding the status of transfers by budget code and organization. The purpose of this report is to provide three (3) sections: Summary of posted Transfers, Unposted Transfers, and Posted Transfers. The summary tab of this report provides a summary of posted transfers in and transfers out by Budget Code type. The Unposted Transfer Details tab of this report shows transfers that have been completed and submitted to OSC for approval, but not yet approved. The Posted Transfer Details tab shows transfers that have been approved and posted. Users also can add this report as a favorite in NCFS, which makes it readily available and eliminates the navigation path. *\* Note: If this report is generated during the brief period between a transfer being approved and the transfer posting to the GL, the transfer will not show up on this report.*

<p><b>NCFS Reports General Navigation Note</b></p> 	<p><i>Note: For more information on how to navigate to the NCFS Reports Catalog from the Home Page, please review the Navigating to NCFS Reports QRG.</i></p>
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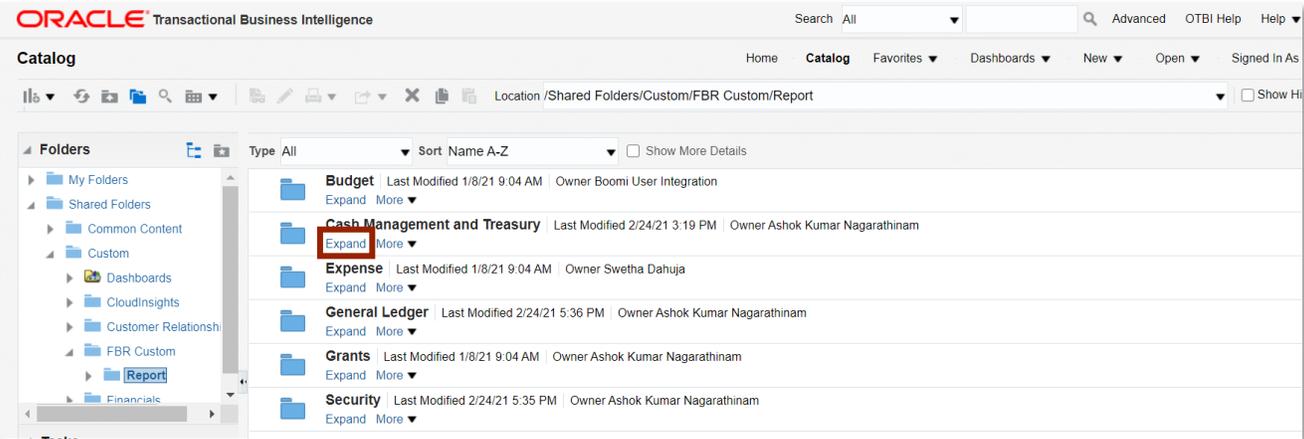


**User Tip: All first-time users should ensure at login, the browser cache is empty prior to initiating the logon sequence.**

### Navigating to the Transfers Report

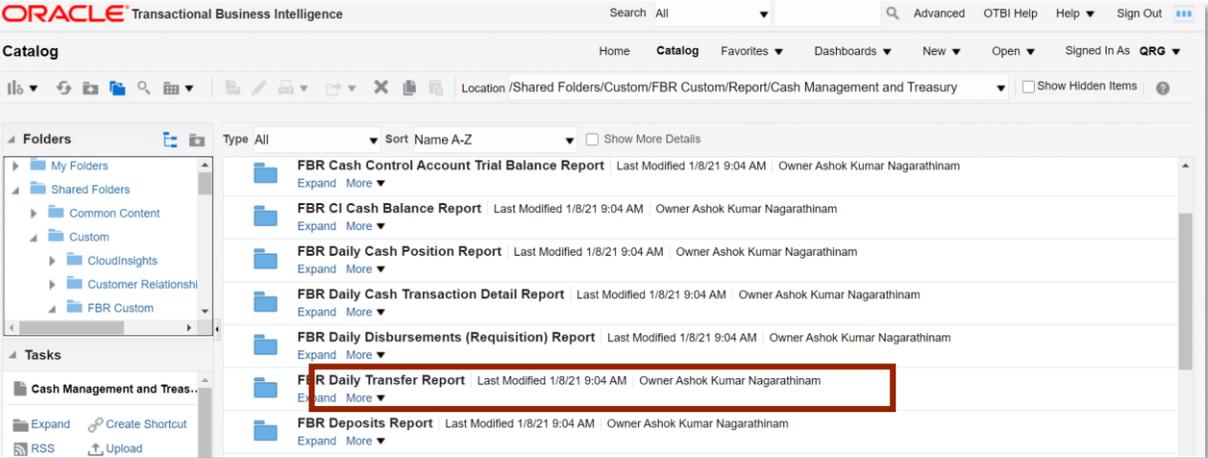
To navigate to the Daily Transfers Report, please follow the steps below.

1. Click **Expand** in the Cash Management and Treasury Section.



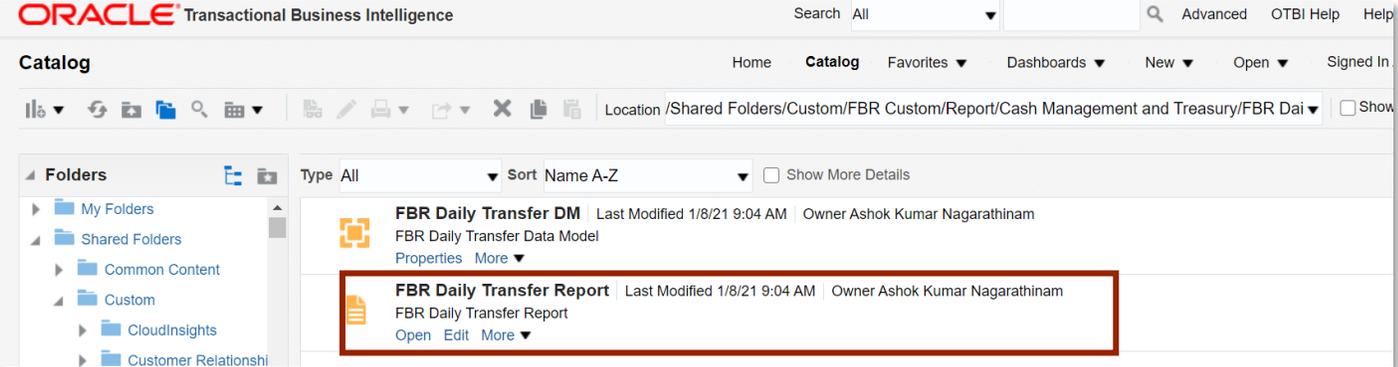
**Cash Management and Treasury Reports**

2. Click **Expand** under the *FBR Daily Transfers Report*.



**The FBR Daily Transfer Report on the Cash Management Reporting Screen**

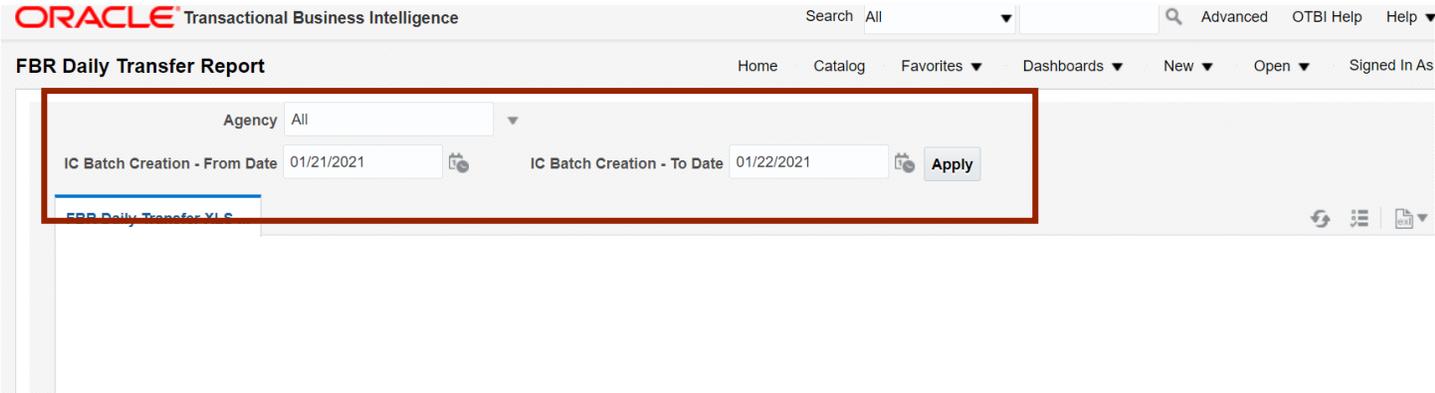
3. Click **Open** under *FBR Daily Transfer Report*.



**The FBR Daily Transfer Report**

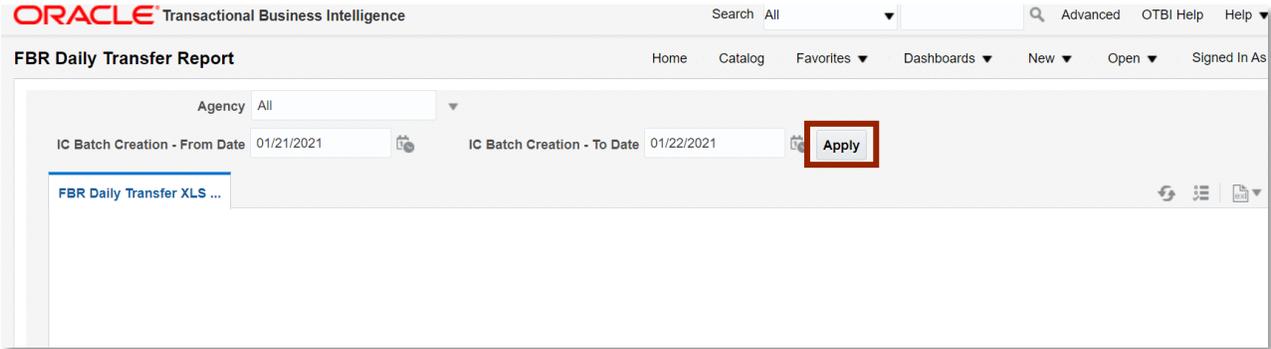


4. Select the desired **Agency**, **From Date** and **To Date**.



*The FBR Daily Transfer Report Parameters*

4. Click [APPLY] to run the Daily Transfers Report.



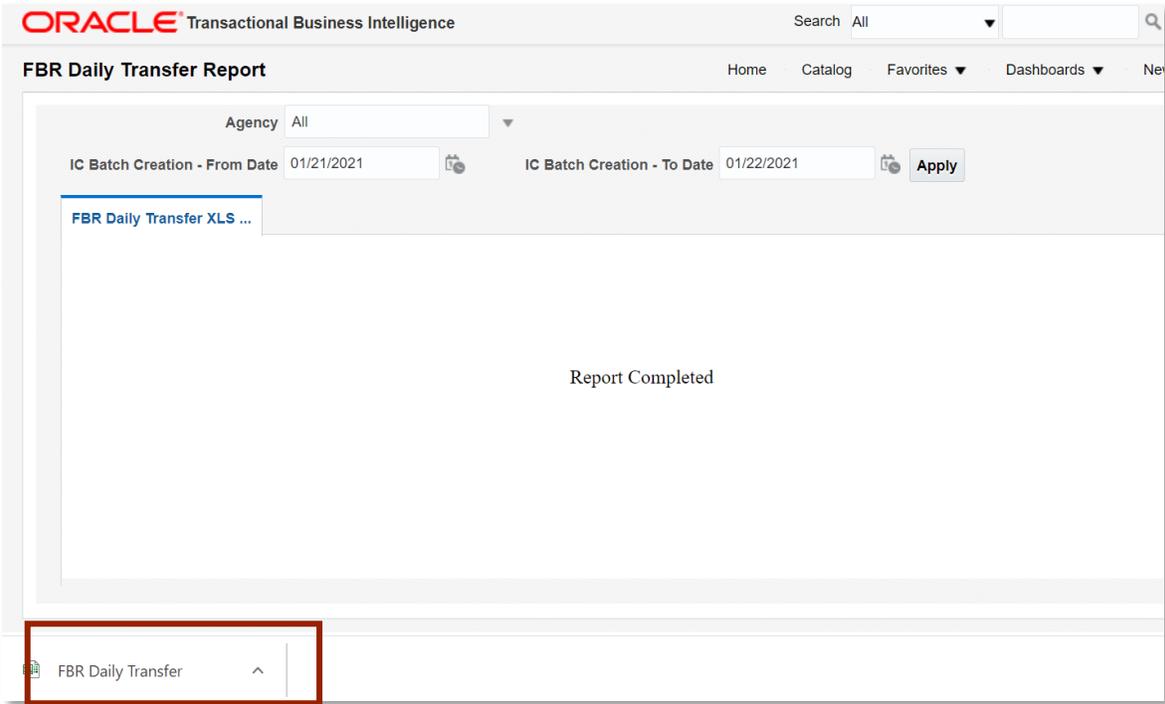
*Generating the FBR Daily Transfer Report*

**Daily Transfer Report Output**

To navigate to the Daily Transfers Report output, please follow the steps below.

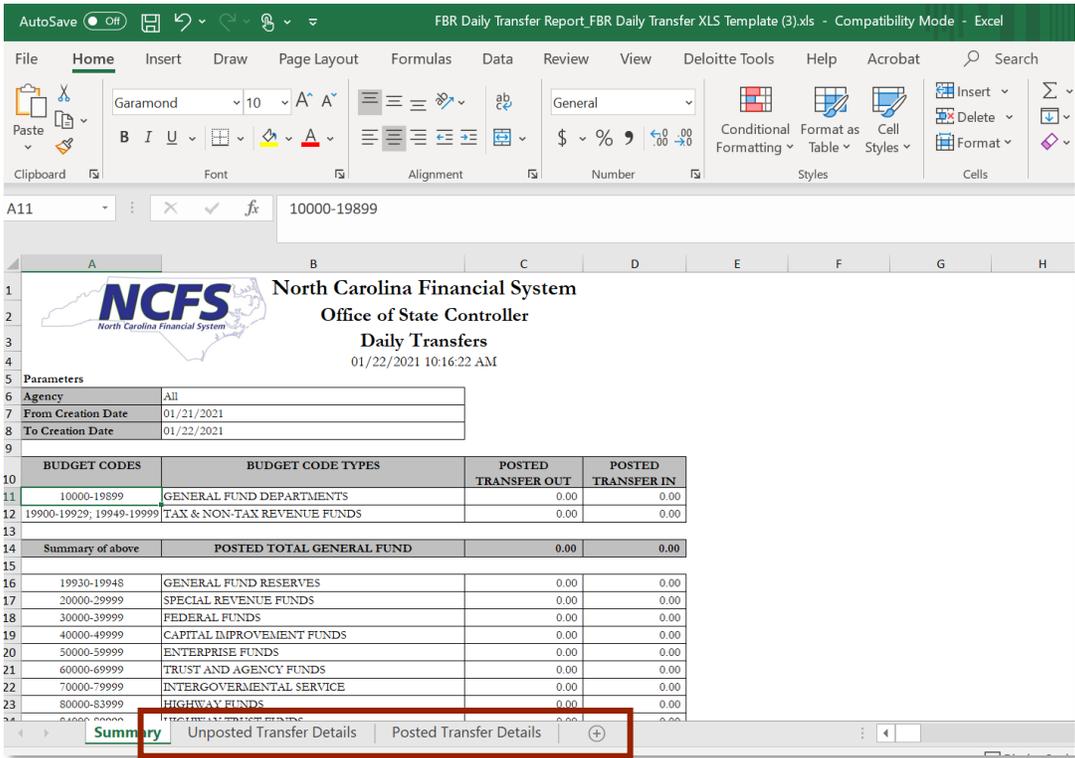
1. In the bottom left-hand corner, click the **Microsoft Excel Document**.





The FBR Daily Transfer Report Output

2. Users can click the Summary or Deposit Details tabs.



The FBR Daily Transfer Report Summary Tab



3. The **Unposted Transfers Detail** tab is pictured below.



North Carolina Financial System  
Office of State Controller  
Daily Transfers  
02/23/2021 04:20:20 PM

Parameters

Agency	All
From Creation Date	02/22/2021
To Creation Date	02/23/2021

AGENCY	AGENCY DESCRIPTION	BUDGET CODE	BUDGET CODE DESCRIPTION	BUDGET CODE TYPE	TRANSFER OUT	TRANSFER IN	EFFECTIVE DATE	IC BATCH NUMBER	TRANSFER TYPE	IC BATCH STATUS	BATCH REFERENCE (O-ORIGINAL, R-REVERSAL)
1300	DEPARTMENT OF ADMINISTRATION	24100	DOA-SPECIAL	SPECIAL REVENUE FUNDS	50.00	0.00	02/23/2021	3181	TF-4-E-PAYMENT	Submitted	
0500	DEPARTMENT OF THE SECRETARY OF STATE	23300	SEC. OF STATE-SPECIAL	SPECIAL REVENUE FUNDS	0.00	50.00	02/23/2021	3181	TF-4-E-PAYMENT	Submitted	
<b>TOTAL TRANSFERS</b>					<b>50.00</b>	<b>50.00</b>					

Summary
Unposted Transfer Details
Posted Transfer Details
+

*The FBR Daily Transfer Report Unposted Transfer Details Tab*

4. The **Posted Transfers Details** tab is pictured below.



North Carolina Financial System  
Office of State Controller  
Daily Transfers  
02/23/2021 04:20:20 PM

Parameters

Agency	All
From Creation Date	02/22/2021
To Creation Date	02/23/2021

AGENCY	AGENCY DESCRIPTION	BUDGET CODE	BUDGET CODE DESCRIPTION	BUDGET CODE TYPE	TRANSFER OUT	TRANSFER IN	EFFECTIVE DATE	POSTING DATE	JOURNAL BATCH	BATCH REFERENCE (O-ORIGINAL, R-REVERSAL)
<b>TOTAL TRANSFERS</b>					<b>0.00</b>	<b>0.00</b>				

Summary
Unposted Transfer Details
Posted Transfer Details
+

*The FBR Daily Transfer Report Posted Transfer Details Tab*



Report Field Name	Report Field Description
<b>Agency</b>	This field displays the agency code assigned to the organization.
<b>Agency Description</b>	This field displays the Agency Name.
<b>Budget Code</b>	This field displays the agency budget code for the transaction displayed.
<b>Budget Code Description</b>	This field displays the budget code title.
<b>Budget Code Type</b>	This field displays the budget code type such as General Fund Department, Special Revenue, etc., based on the criteria outlined on the Summary tab.
<b>Transfer OUT</b>	This field displays the amount of the transfer out.
<b>Transfer IN</b>	This field displays the amount of the transfer in.
<b>Effective Date</b>	This field displays the Accounting Date of the transaction.
<b>Posting Date</b>	This field displays the date the transaction was posted to the General Ledger.
<b>IC Batch</b>	This field displays the Intercompany batch name that was entered in the initial journal entry.
<b>Journal Batch</b>	This field displays the Journal Batch name for the transaction.
<b>Transfer Type</b>	This field displays the type of transfer transaction that was entered into the Intercompany Batch.
<b>IC Batch Status</b>	This field displays the Batch Status (Posted or Unposted).
<b>Batch Reference</b>	This field displays a batch reference.

**Wrap Up**

The summary tab shows the sum of the cash account types by specified budget code types. The unposted and posted transfers details tab lists all transfers by agency and budget code. This report should be run before and after transfer transactions are approved. The Transfers Report is no longer scheduled to run at specific times. Users should run ad-hoc as necessary. The Transfers post daily at 1:00 pm, and all transfers are included if they are approved at least one minute to posting time. This report can be scheduled daily and can be sent to the user via email.

*\*Note: Posting times are subject to change.*



## Additional Resources

For more information on the Cash Management Reports, please review the following materials:

### Web Based Training (WBT)

- None

### Instructor Led Training (ILT)

- IC 100: Transfer Entry and Receiving

### Quick Reference Guides (QRGs)

- Reporting in NCFS General Ledger – Release 1
- Cash Availability Report
- Daily Disbursement Report
- Deposits Report