



North Carolina Community College System

Annual Year-End State Auditor Reports – NC Office of the State Auditor (OSA) File Creation and Submission

Version 5.0

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Note: Document images are provided as guidance only and may not illustrate the exact setup and steps taken at your college.

Some screen images may have been captured from a prior user interface (UI) and may not reflect the current UI at your local campus.

Note: The title of this document changed from *Annual Year-End State Auditor File Creation and Transmission* to *Annual Year-End State Auditor Reports – NC Office of the State Auditor (OSA) File Creation and Submission* for Version 5.0.

<p>Version #: Updated version number of document as of published revision.</p> <p>Publication Date: Updated publication date of document as of published revision.</p> <p>Chapter #(s) Revised: Chapter number(s) provided to guide reader to revised verbiage within the document.</p> <p>GA Date: GA release date of related software patch and documentation, if applicable. If GA is not applicable, N/A will be entered.</p> <p>Release #: Release number. If software release is not applicable, N/A will be entered.</p> <p>KB #: Knowledge Base number.</p>

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1 Purpose

This document provides North Carolina community college staff with the workflow used to create and submit a file containing required yearly financial data to the North Carolina Office of the State Auditor (OSA).

2 Requirements

Annually, by mid-September, NC community colleges are required to submit seven flat files containing financial data to the OSA:

- aud.aob.swap.dcc000.apcheck.cis
- aud.aob.swap.dcc000.AUDIT.FILE.cis
- aud.aob.swap.dcc000.glact.cis
- aud.aob.swap.dcc000.vodet.cis
- aud.aob.swap.dcc000.paytodat.cis
- aud.aob.swap.dcc000.ARCASH.cis.one
- aud.aob.swap.dcc000.ARCASH.cis.two

To create the files, data is collected from the following College Information System (CIS) Ellucian Colleague applications:

- Finance (CF)
- Human Resources (HR)
- Student (ST)

Two Colleague forms in the **CF** (Financial) application are used for annual processing:

- **Annual State Auditor File Parameters (XAUP)**
- **Create State Auditor files (XAUF)**

Access to the **XAUP** and **XAUF** forms is granted by the college system administrator.

Note: The **Security Class** is **XAUD.FILE**.

3 Access the Auditor File Processes

The auditor file processes are located under **CF > Custom Financial System – XCFM > Annual Auditor Files – XAF**.

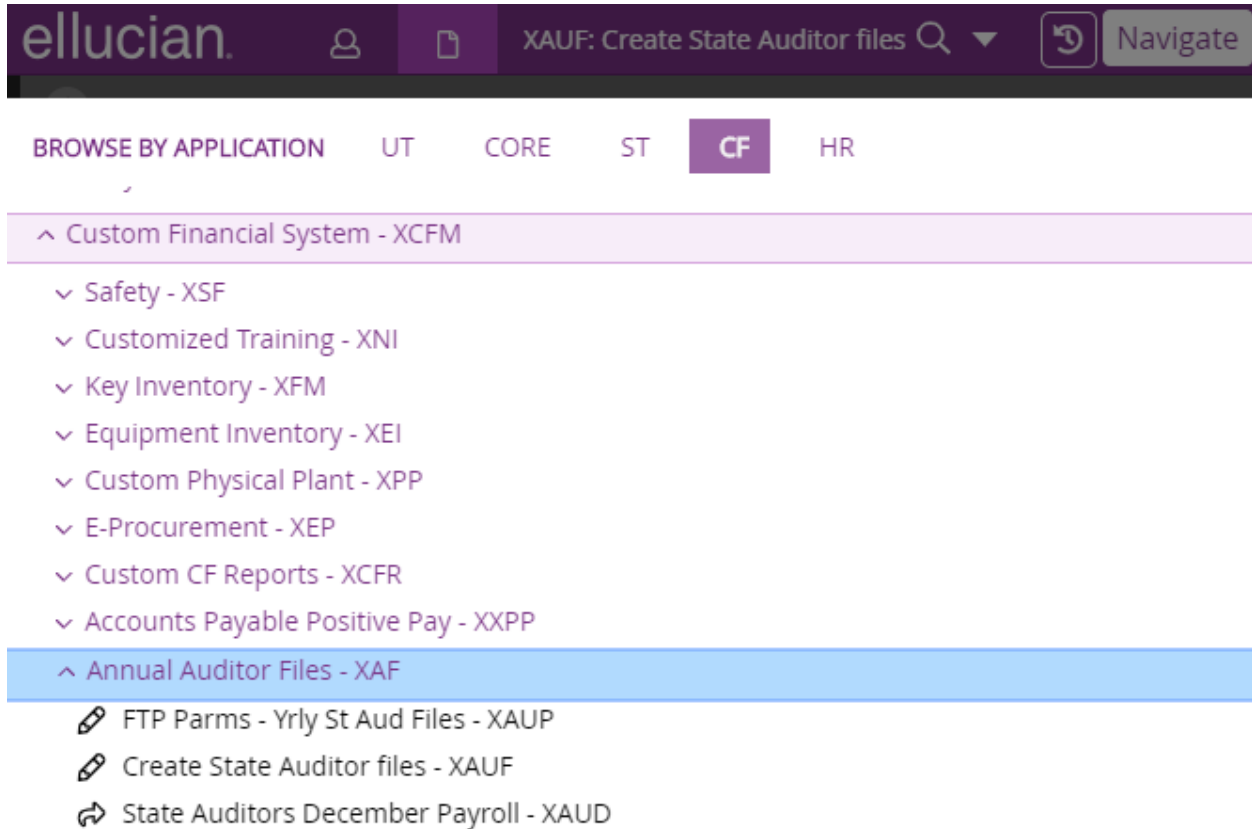


Figure 3.1 – Annual Auditor Files – XAF

The auditor file processes may also be accessed directly via the quick access field at the top of the Colleague application.

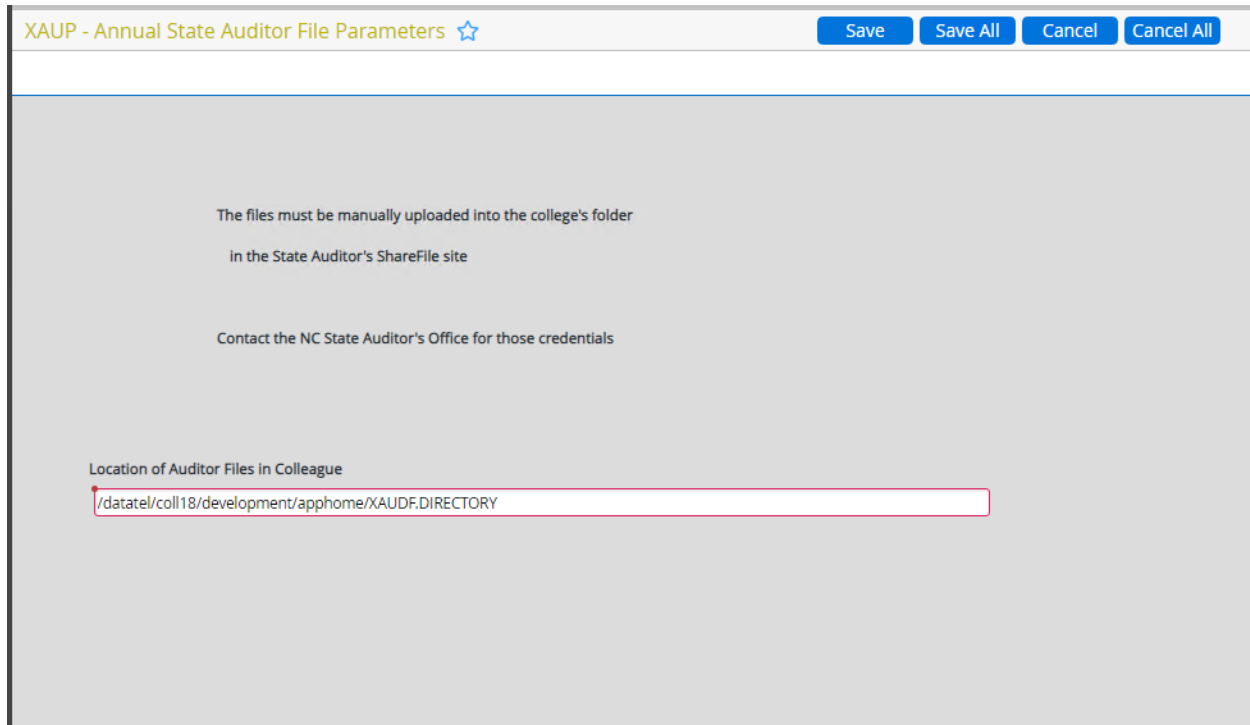


Figure 3.2 – Quick Access – Example

4 Initial Setup

4.1 Annual State Auditor File Parameters (XAUP)

Use the **Annual State Auditor File Parameters (XAUP)** form to designate the directory on the Colleague server in which generated files for the NC Office of the State Auditor should be placed.



XAUP - Annual State Auditor File Parameters ☆

Save Save All Cancel Cancel All

The files must be manually uploaded into the college's folder
in the State Auditor's ShareFile site

Contact the NC State Auditor's Office for those credentials

Location of Auditor Files in Colleague

/datatel/coll18/development/apphome/XAUDF.DIRECTORY

Figure 4.1 – XAUP – Annual State Auditor File Parameters

The following field descriptions are provided as guidance when using the **XAUP** form:

- **Location of Auditor Files in Colleague:** Enter the directory on the Colleague server in which generated files for the NC Office of the State Auditor should be placed.

Save All.

5 Generate the Files

5.1 Create State Auditor files (XAUF)

Use the **Create State Auditor files (XAUF)** form to generate flat files for submission to the NC Office of the State Auditor.

	Generate	Transmit	Filename
	File?	File?	
CF Files			
AP checks written	<input type="checkbox" value="Y"/>	<input type="checkbox" value="N"/>	aud.aob.swap.dcc801.apcheck.cis
Voucher details	<input type="checkbox" value="N"/>	<input type="checkbox" value="N"/>	aud.aob.swap.dcc801.vodet.cis
GL Activity file	<input type="checkbox" value="N"/>	<input type="checkbox" value="N"/>	aud.aob.swap.dcc801.glact.cis
GL Summary file	<input type="checkbox" value="N"/>	<input type="checkbox" value="N"/>	aud.aob.swap.dcc801.AUDIT.FILE.cis
HR File			
Payroll data	<input type="checkbox" value="N"/>	<input type="checkbox" value="N"/>	aud.aob.swap.dcc801.paytodat.cis
ST File			
ARCASH file one	<input type="checkbox" value="N"/>	<input type="checkbox" value="N"/>	aud.aob.swap.dcc801.arcash.cis.one
ARCASH file two	<input type="checkbox" value="N"/>	<input type="checkbox" value="N"/>	aud.aob.swap.dcc801.arcash.cis.two

Figure 5.1 – XAUF – Create State Auditor files – Example

The following field descriptions are provided as guidance when using the **XAUF** form:

- **Fiscal Year:** Enter the fiscal year or use the default (current year).

Note: Verify that the correct beginning and end dates for the fiscal year entered display in the inquiry only fields to the right. If the beginning and end dates are incorrect, re-enter the fiscal year in the **Fiscal Year** field.

- **Generate File?:** Enter **Y** in each field in this column that corresponds to the file to be generated.

Note: All files must be generated for the NC Office of the State Auditor; however, the System Office suggests that not all files be generated in one run, as the **XAUF** process may time out with larger files.

If multiple files are generated at the same time, separate “job information” and “progress” screens will display. Click **Save** and **Finish** to continue to the next file. A final “job information” screen will display after the final file has been processed.

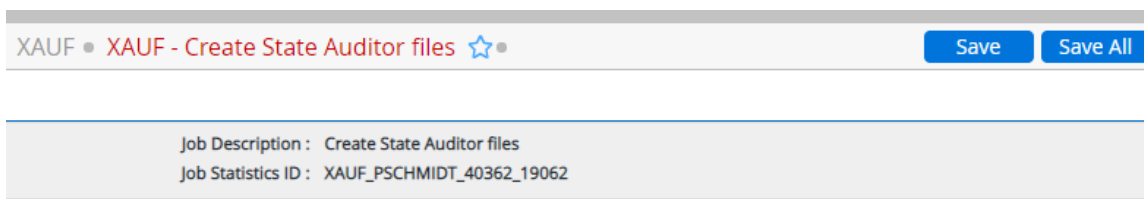


Figure 5.2 – XAUF – Job Information Screen – Example

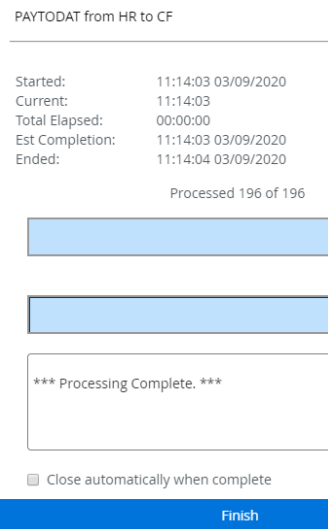


Figure 5.3 – XAUF – Job Progress Screen – Example

- **Transmit File?:** The entries in the fields in this column are inquiry only and default to **N** because the State has changed the method for submitting files.
- **Filename:** The fields in this column are inquiry only and display the names of the files to be generated.

Save and Update.

Files generated are saved to the **Location of Auditor Files in Colleague** entered on **XAUP**.

Note: If the **XAUF** process does not complete, rerun the process to generate each file individually. The process may time out with larger files.

6 Transmit the Files

The CIS security and year-end accrual files must be sent to the NC Office of the State Auditor.

For more information regarding how to use the State Auditor’s ShareFile site, access the NCCCS Service Portal at <https://ncccs.servicenowservices.com/sp> and refer to *KB0015212 – NC Office of the State Auditor (OSA) File Submission*.