



NCDIT Enterprise Project Management Office Phoenix Project Management System

Document Type	Phoenix Screen Aid
Title	NCFS
Revision	1.0
Effective Date	10/19/26

1.0 SCOPE

This document assists with entering field-level information into the NCFS screen in the EPMO Phoenix Project Management System. The purpose of entering this information is to elaborate upon the project and continue to properly manage it through to completion.

NCFS entries for project implementation and ongoing Operations & Maintenance are required for the Business Case and must be actively managed and maintained as a function of ongoing applied project management.

2.0 COMMON

- The Project Manager (PM) is responsible for all data entry and ensuring the project is completely represented in Phoenix and kept current.
- When unsure, consult with your Project Management Advisor (PMA) for any project related questions or data entry selections. Your PMA will periodically review this information and may recommend changes.
- The contents of this document cover the fields in the NCFS screen. Other fields may contain information already populated from elsewhere within Phoenix and inherited here.
- Open your project at [NCDIT EPMO Project Governance & Oversight](#).
- Fields icons:

*	Required – no saving or advancing until data entry is satisfied.
🔒	Locked – no data entry is allowed.
▼	Dropdown – click on icon to select from list.
🔍	Search – click on icon to engage search function.
📅	Date – click on icon to engage calendar selection.
🔗	Go to Record – click icon to edit record.

- All other fields are text entry and have edit and length limitations based on purpose or a project's workflow phase.
- ALWAYS Save!

3.0 NCFS DATA ENTRY

Correct accounting codes are essential to accurate financial recordkeeping for the State. The eight segments contained within the accounting distribution function as an index for all financial activity within the NCFS system. All IT projects are required to have a unique account and must maintain this uniqueness for the lifecycle of the project. Project Managers are responsible for reconciling all expenditures posted to the account(s) and assisting their Agency accounting departments with both validation of charge and correction when an error occurs.

CFO / Agency Budget Officer

The person financially responsible for addressing project funding, NCFS account accuracy, and cost accumulation against the project.

Select the CFO / Agency Budget Officer from the list.

This field should be maintained by the Project Manager when finance staff changes are warranted.

Cost Estimate Method

Select the most appropriate estimation method from this list.



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- Bottom-Up Estimate – a type of zero-based estimation where the cumulative value of all expenses is justified through either a work breakdown structure (WBS), a deliverables-based contract, or bill-of-materials decomposition of necessary items.
- Top-Down Estimate – if a detailed cost analysis has not been performed, but sufficient information exists to satisfy a Rough Order of Magnitude estimate, a top-down approach will work for the Initial Estimate.
- Consensus (Delphi) – a type of top-down approach that uses the pooled experience of senior workforce members to thoroughly discuss and reach agreement on a project estimate.
- PERT – a three-point estimating technique involving the optimistic, most likely, and pessimistic estimates for each fully-costed project task, to include resource rates over time, and material or one-time costs. This is a time-intensive and costly estimation method and is **not** advisable unless a fully decomposed and comprehensive WBS is created with all resources and costs included.
- Historical / Analogous – when similar past projects of comparable size, complexity, and risk are undertaken, an estimate of the current project may be derived from those prior efforts. Historical data is required.
- Monte Carlo – a probabilistic approach to estimating numerous possible scenarios and analyzing outcomes to gain insight on potential cost vs. reserves or overruns. The technique can be expensive to manage as large sample sizes are required for tighter estimates, and the management of collecting data may outweigh the intended outcome. However, there is generally higher accuracy than conventional heuristic methods, but software or complex spreadsheets are required to perform the analyses.
- Ratio or Work Distribution – a technique requiring the estimate of one variable and an auxiliary variable, such costs from a preferred vendor vs. cost from another vendor, both assumed over a typical schedule or delivery. Historical data is required in trying to develop an initial estimate. This method can be statistically complex and is not generally used.
- Risk Contingency – used when a project estimate may be analytically determined, but due to risk, a project-level emergency funding amount is available if needed, and added to the project budget prior to utilizing management reserves or requesting additional appropriations.

Secured Project Funds

The numeric dollar value of funds committed to the project and already available. Do not subtract this value from the estimates; rather, the difference is what still must be supplied from State, Federal, Receipts, Grant, or Other funding sources. Comprehensive estimates in the Budget/Actuals screen are still mandatory to enable awareness of the required project investment. The Secured Project Funds field is editable and is limited to 999,999,999.

Financial Assessment Comments

Entered information that increases clarity and understanding on the nature of project, to include statutory references, session laws, committee reports, agency biennium strategic plan references, approved expansion budget requests, budget revision documentation, etc. This information should explain characteristics of the funding to enable end-to-end traceability in financial awareness.

If a project, upon completion, is expected to have zero Operations and Maintenance (O&M) costs, a portion of the comments must be devoted to



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clearly describing why there will be an absence of O&M NCFS codes.
Otherwise, all projects require O&M NCFS codes and estimates.

The Financial Assessment Comments are editable and limited to 4000 characters.

3.1 Project NCFS Financial Accounting Codes

IT projects use an accounting distribution of eight codes to create a unique project account within the NCFS system. Consult with your agency Finance team and your identified CFO / Agency Budget Officer that you entered to secure these codes. NCFS accounts may also be requested through a request form submitted at: <https://www.ncosc.gov/ncfs-account-request>.

To enter up to 30 unique NCFS accounting distributions for a project's implementation needs, select the '+ New NCFS Code' option. If editing a current entry, select NCFS Code ID link associated with it. Generally, codes must be offered at least down to the AMU level to discern uniqueness; however, each Agency accounts differently and some may utilize a blend of all eight codes.

NOTE: NCFS codes are occasionally reassigned by Agency accounting departments, may be entered incorrectly, or change during a project's lifecycle. It is the Project Manager's responsibility to ensure the NCFS codes entered are correct for the entirety of the project.

Agency	A unit of executive, legislative, or judicial branch of State government such as an agency, department, institution, division, commission, board, or the University of North Carolina. This text field requires four characters.
NFS Budget Code	A five-digit number for budgetary reporting used to identify major fund types and the responsible entity for reporting. This text field requires five characters.
Budget Fund	A fiscal and accounting Segment with a self-balancing set of accounts for the purpose of carrying on stated programs, activities, and objectives of State government. This text field requires six characters.
AMU	Agency defined organizational structure for internal management reporting and budgeting. This text field requires seven characters.
Agency Program	Agency defined programs or functions for internal management reporting and budgeting. This text field requires seven characters. If Agency Program is not used, leave the default zero entry.
Fund Source	Indication of resources underlying an expenditure such as appropriations, receipts, federal grant, and funding year. This text field requires four characters. If Agency Program is not used, leave the default zero entry.
Child Project	Projects can be used to record transactions related to specific activities. This text field requires 10 characters. If Agency Program is not used, leave the default zero entry.
Inter Fund	Payables, receivables, and transfers between agencies and budget funds.



NCDIT Enterprise Project Management Office
Phoenix Project Management System

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This text field requires six characters. If Agency Program is not used, leave the default zero entry.

3.2 O&M NCFS Financial Accounting Codes

The O&M codes are provisioned the same way as the Project NCFS codes. To enter up to 30 unique NCFS accounting distributions for a project's ongoing operations and maintenance, select the '+ New NCFS Code' option. If editing a current entry, select NCFS Code ID link associated with it.

Agency	Same as prior, but specific to codes used for Operations and Maintenance purposes.
Budget Code	
Budget Fund	
AMU	
Agency Program	
Fund Source	
Child Project	
Inter Fund	

Most often, the source of project funds is known prior to framing the project and assembling the Business Case. This section requests the percent breakdown of the source of funds and must total 100%. Generally, projects are either state or federal funded; however, receipt-based funding will require supportive analysis to demonstrate no, or limited, loss of investment to the state, unless legislatively mandated. Project funding sources should be supported with additional comments in the Financial Assessment Comments, above.

3.3 Project Funding Source %

State %	The whole number value of the percent of project funds supplied from state appropriations.
Federal %	The whole number value of the percent of project funds supplied by federal grants or other federal sources.
Receipts %	The whole number value of the percent of project funds supplied from receipts collected from state-provided products or services during general business operations.
Grants %	The whole number value of the percent of project funds supplied by non-federal grant sources.
Other %	The whole number value of the percent of project funds supplied from any other qualified source.
Total Project Funding %	No entry required. This field calculates the total of the funding source entries and must total 100% to save.



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3.4 O&M Funding Source %

State %	Same as prior, but specific to percents used to identify Operations and Maintenance funding sources.
Federal %	
Receipts %	
Grants %	
Other %	
Total Project Funding %	

4.0 CONTACT EPMO

- EPMO@nc.gov
- [Feedback](#)
- [NCDIT EPMO Project Governance & Oversight](#)