



# RESOLVE REJECTED INTERCOMPANY TRANSFER

## BPP CM-23

CM

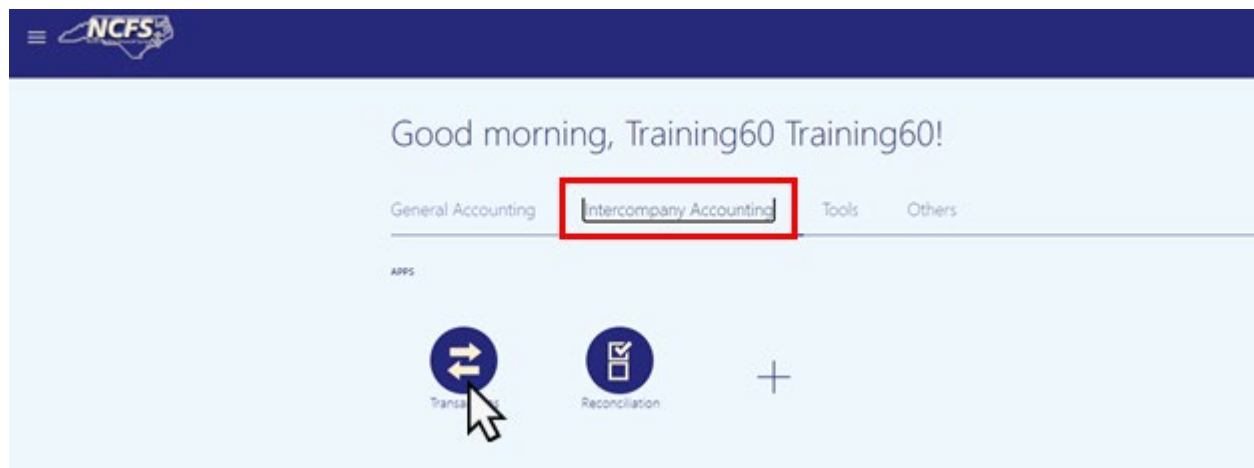
The purpose of this Business Process Procedure is to explain how to resolve a rejected intercompany transfer in the NCFS Cash Management System.

### Scenario 1

If the intercompany transfer has been rejected and the batch is not needed any more, follow the steps below.

### Step to Rejection Reviewed.

**Step 1:** Click on Intercompany Accounting → Transactions



**Step 2:** Enter the batch number and search for the rejected batch

Overview

Intercompany Transactions

Requiring Attention New Import Errors

View [edit] [print] [refresh] [detach] [refresh]

[input field]

Batch Number	Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver
2976	Transferred to provider g...	-251.00 USD	-251.00 USD	IC Transfer Out	0800 DEPARTMENT ...	1300 INTERNA
6423	Rejected	-121.00 USD	-121.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0100 INTERNA
5410	Error	-1,200.00 USD	-1,200.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
6226	Error	-1,200.00 USD	-1,200.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
6932	Error	100.00 USD	100.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
4098	Error	-100.00 USD	-100.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
5686	Error	-1,200.00 USD	-1,200.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
5660	Error	-2,200.00 USD	-2,200.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
4091	Error	-1,200.00 USD	-1,200.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
4825	Rejected	-100.00 USD	-100.00 USD	IC Transfer Out	0800 DEPARTMENT ...	1300 DEPARTA

**Step 3:** Click on the Transaction Amount number

Overview

Intercompany Transactions

Requiring Attention New Import Errors

View [edit] [print] [refresh] [detach] [refresh]

[input field: 7361]

Batch Number	Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver	Issue	Account Period
7361	Rejected	-100.00 USD	-100.00 USD	IC Transfer Out	0800 DEPARTMENT ...	1300 DEPARTMENT OF ADML...	No need	Apr-21

[mouse cursor pointing to Transaction Amount cell]

**Step 4:** To review rejection, click on the Action dropdown menu

View Intercompany Batch

Batch: 7361

Batch Number	7361	Legal Entity Name	NC DEPT OF P
Provider	0600 DEPARTMENT OF PUBLIC INSTRUCTION	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-100.00 USD
Batch Date	4/7/21	Conversion Rate Type	Corporate
Accounting Date	4/7/21	Attachments	IC100a_Training
Batch Description	AT Transfer Out	Additional Information Context	IC_Transfer
Note		IC_Transfer	TF-1-OPERATI
Batch Status	Complete		

Transactions

View ▾

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description
1	1300 DEPART...	DEPARTMENT ...		100.00	Rejected	▾	AT Transfer Out

Transaction 1: Distributions ⓘ

**Step 5:** Select Rejection Reviewed option

View Intercompany Batch Save Continue Cancel

Batch: 7361

Batch Number	7361	Legal Entity Name	NC DEPT OF PUBLIC INSTRUCTION
Provider	0600 DEPARTMENT OF PUBLIC INSTRUCTION	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-100.00 USD
Batch Date	4/7/21	Conversion Rate Type	Corporate
Accounting Date	4/7/21	Attachments	IC100a_TrainingS_Session_4_7 + X
Batch Description	AT Transfer Out	Additional Information Context	IC_Transfer
Note		IC_Transfer	TF-1-OPERATING
Batch Status	Complete		

Transactions

View ▾

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description	Attachments
1	1300 DEPART...	DEPARTMENT ...		100.00	Rejected	Rejection Rev ▾	AT Transfer Out	None ↕

Transaction 1: Distributions ⓘ

**Step 6:** Click the **Save** button on the top right and you will receive a confirmation message. Click **OK** and click the **Continue** button on the top right.

View Intercompany Batch

Batch: 7361

Batch Number	7361	Legal Entity Name	NC DEPT OF
Provider	0800 DEPARTMENT OF PUBLIC INSTRUCTION	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-100.00 USD
Batch Date	4/7/21	Conversion Rate Type	Corporate
Accounting Date	4/7/21	Attachments	IC100a_Trainin
Batch Description	AT Transfer Out	Additional Information Context	IC_Transfer
Note		IC_Transfer	TF-1-OPERAT
Batch Status	Complete		

Confirmation

Update for attachments is saved.

OK

Transactions

View

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description
1	1300 DEPART...	DEPARTMENT ...		100.00	Rejected	Rejection Rev	AT Transfer Out

**Step 7:** Click the **Submit** button

Edit Intercompany Batch: Review

Batch: 7361

Batch Number	7361	Batch Status	Complete
Provider	0800 DEPARTMENT OF PUBLIC INSTRUCTION	Legal Entity Name	NC DEPT OF PUBLIC INSTRUCTION
Transaction Type Name	IC Transfer Out	Control Amount	
Batch Date	4/7/21	Batch Amount	-100.00 USD
Accounting Date	4/7/21	Attachments	IC100a_TrainingIdb_Session_4_7
Batch Description	AT Transfer Out		
Note			

Back Submit Cancel

**Step 8:** You will not receive a message that the batch has been updated and saved. Click the **OK** button and this end the process.

Overview

Intercompany Transactions

Requiring Attention New Import Errors

View Detach

Confirmation

Updates to the batch 7361 have been saved.

OK

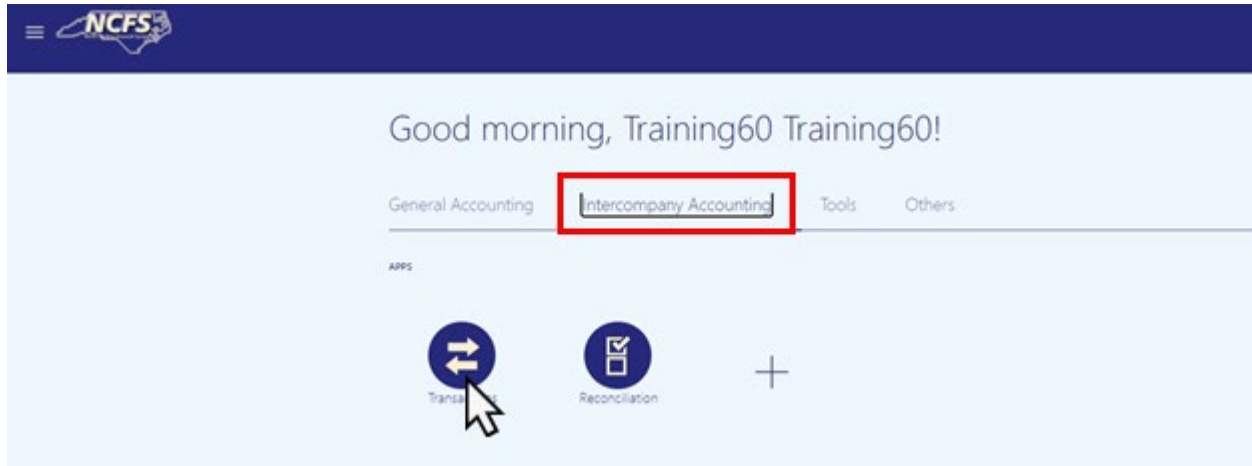
Batch Number	Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver	Issue
7361	Rejected	-100.00 USD	-100.00 USD	IC Transfer Out	0800 DEPARTMENT ...	1300 DEPARTMENT OF ADM...	No need

**Scenario 2**

If the intercompany transfer has been rejected and if you need to re-submit the batch, follow the steps below:

**Step to Re-submit batch**

**Step 1:** Click on Intercompany Accounting → Transactions



**Step 2:** Enter the batch number and search for the rejected batch

Overview

Intercompany Transactions

Requiring Attention New Import Errors

View [dropdown] [edit] [print] [refresh] [detach] [refresh]

Batch Number	Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver
2976	Transferred to provider g...	-251.00 USD	-251.00 USD	IC Transfer Out	0800 DEPARTMENT ...	1300 INTERNA
6423	Rejected	-121.00 USD	-121.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0100 INTERNA
5410	Error	-1,200.00 USD	-1,200.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
6226	Error	-1,200.00 USD	-1,200.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
6932	Error	100.00 USD	100.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
4098	Error	-100.00 USD	-100.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
5686	Error	-1,200.00 USD	-1,200.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
5860	Error	-2,200.00 USD	-2,200.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
4091	Error	-1,200.00 USD	-1,200.00 USD	IC Transfer Out	0800 DEPARTMENT ...	0800 INTERNA
4825	Rejected	-100.00 USD	-100.00 USD	IC Transfer Out	0800 DEPARTMENT ...	1300 DEPARTH

**Step 3:** Click on the Transaction Amount number

Overview

Intercompany Transactions

Requiring Attention New Import Errors

View [7334] [Details]

Batch Number	Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver	Issue
7334	Rejected	-777.00 USD	-777.00 USD	IC Transfer Out	0600 DEPARTMENT ...	1300 DEPARTMENT OF ADM...	Please correct the amount

**Step 4:** To resubmit the transaction, click on the Action dropdown menu

View Intercompany Batch

Batch: 7334

Batch Number: 7334  
 Provider: 0600 DEPARTMENT OF PUBLIC INSTRUCTION  
 Transaction Type Name: IC Transfer Out  
 Batch Date: 3/31/21  
 Accounting Date: 3/31/21  
 Batch Description: ref - 777 e903p  
 Note:  
 Batch Status: Complete

Legal Entity Name: NC DEPT OF PUBLIC INSTRUCTION  
 Control Amount  
 Batch Amount: -777.00 USD  
 Conversion Rate Type: Corporate  
 Attachments: None  
 Additional Information Context: IC\_Transfer  
 IC\_Transfer: TF-1-OPERATING

Transactions

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description	Attachments
1	1300 DEPART...	DEPARTMENT ...		777.00	Rejected	[Action Dropdown]	ref - 777 e903p	None

Transaction 1: Distributions

Provider Receiver

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	0600-013510-00005000-0000000-0000000-000	777.00		ref - 777 e903p
Total		777.00		

**Step 5:** Select the Re-Submit option

View Intercompany Batch

Batch: 7334

Batch Number 7334  
 Provider 0800 DEPARTMENT OF PUBLIC INSTRUCTION  
 Transaction Type Name IC Transfer Out  
 Batch Date 3/31/21  
 Accounting Date 3/31/21  
 Batch Description ref - 777 n903p  
 Note  
 Batch Status Complete

Transactions

View ▾

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description
1	1300 DEPART...	DEPARTMENT ...		777.00	Rejected	Re_Submit ▾	ref - 777 n903p

Transaction 1: Distributions ⓘ

Provider Receiver

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**Step 6:** Click the **Save** button on the top right and you will receive a confirmation message. Click **OK** and click the **Continue** button on the top right.

View Intercompany Batch

Batch: 7334

Batch Number 7334  
 Provider 0800 DEPARTMENT OF PUBLIC INSTRUCTION  
 Transaction Type Name IC Transfer Out  
 Batch Date 3/31/21  
 Accounting Date 3/31/21  
 Batch Description ref - 777 n903p  
 Note  
 Batch Status Complete



Legal Entity Name  
 Control Amount  
 Batch Amount  
 Conversion Rate Type  
 Attachments  
 Additional Information Context  
 IC\_Transfer

Transactions

View ▾

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description
1	1300 DEPART...	DEPARTMENT ...		777.00	Rejected	Re_Submit ▾	ref - 777 n903p

Transaction 1: Distributions ⓘ

**Step 7:** Click the **Submit** button

**Edit Intercompany Batch: Review**

Batch: 7334

Batch Number: 7334  
 Provider: 0800 DEPARTMENT OF PUBLIC INSTRUCTION  
 Transaction Type Name: IC Transfer Out  
 Batch Date: 3/31/21  
 Accounting Date: 3/31/21  
 Batch Description: ref - 777 #903p  
 Note

Batch Status: Complete  
 Legal Entity Name: NC DEPT OF PUBLIC INSTRUCTION  
 Control Amount  
 Batch Amount: -777.00 USD  
 Attachments: None

Transactions Selected for Update

Transaction Number	Receiver	Legal Entry Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description	Attachments
1	1300 DEPART...	DEPARTMENT ...		777	Rejected	fix_submit	ref - 777 #903p	None

**Step 8:** You will not receive a message that the old batch has been saved and it has been copied to a new batch. Note the batch number and click **OK**.

**Confirmation**

Messages for this page are listed below.

- Updates to the batch 7334 have been saved.
- Rejected transaction is copied to the new batch 7358.

OK

Overview

Intercompany Transactions

Batch Number	Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver	Issue	Accountin Period
7334	Rejected	-777.00 USD	777.00 USD	IC Transfer Out	0800 DEPARTMENT ...	1300 DEPARTMENT OF ADM...	Please correct the amount	Mar-21

**Step 9:** Navigate to Manage intercompany outbound transactions from the task list

**Manage Intercompany Outbound Transactions**

Done

Search

Advanced Saved Search All Outbound Transactions

\*\* At least one is required

\*\* Batch Number Starts with

\*\* Batch Status Equals

Search Reset Save...

View Reverse Batch Withdraw

Batch Number	Batch Amount	Provider	Batch Status	Transaction Type	Batch Date	Accounting Date	Batch Description
No search conducted.							



**Step 10:** Enter the new batch number in the batch number field and search for that batch.

Manage Intercompany Outbound Transactions

Search

\*\* Batch Number Starts with

\*\* Batch Status Equals

View + - Reverse Batch Withdraw

Batch Number	Batch Amount	Provider	Batch Status	Transaction Type	Batch Date	Accounting Date	Batch Descr
No search conducted.							

**Step 11:** Click on the batch number to open the transaction.

Manage Intercompany Outbound Transactions

Search

View + - Reverse Batch Withdraw

Batch Number	Batch Amount	Provider	Batch Status	Transaction Type	Batch Date	Accounting Date	Batch Description
<input type="checkbox"/> 7358	-777.00 USD	0800 DEPARTMENT OF PUBLIC INSTRUCTION	New	IC Transfer Out	4/6/21	4/6/21	ref - 777 n903p

**Step 12:** Edit Intercompany Batch page is displayed. Now you can make the necessary changes.

NCFS

Edit Intercompany Batch

Batch: 7358

Batch Number: 7358

Provider: 0800 DEPARTMENT OF PUE

Transaction Type Name: IC Transfer Out

Batch Date: 4/6/21

Accounting Date: 4/6/21

Batch Description: ref - 777 n903p

Batch Status: New

Legal Entity: NC DEPT OF PUBLIC INSTRUCTION

Currency: USD US Dollar

Conversion Rate Type: Corporate

Control Amount:

Batch Amount: -777.00

Amount Difference:

Attachments: None

Additional Information Context: IC\_Transfer

IC\_Transfer: TF-1-OPERATING

Transactions

Transaction Number	Receiver	Legal Entity	Debit (USD)	Credit (USD)	Transaction Description	Attachments
1	1300 DEPARTMENT OF ADA	DEPARTMENT OF ADMINISTR...		777.00	ref - 777 n903p	None

Transaction 1: Distributions

Provider: Receiver

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	0800-013510-00005000-0000000-000R	777.00		ref - 777 n903p
Total		777.00		



**Step 13:** After the edits are made, click the Save button on the top right. You will receive a confirmation message. Click the **OK** button and then click the **Submit** button.

Edit Intercompany Batch ?

Batch: 7358

Batch Number 7358

\* Provider 0800 DEPARTMENT OF PUE

\* Transaction Type Name IC Transfer Out

\* Batch Date 4/6/21

\* Accounting Date 4/6/21

Batch Description ref - 777 n903p

Note

Batch Status New

Legal Entity

\* Currency

\* Conversion Rate Ty

Control Amou

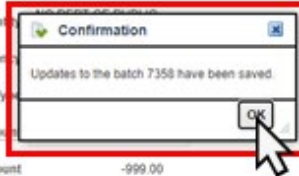
Batch Amount -999.00

Amount Difference

Attachments None

\* Additional Information Context IC\_Transfer

IC\_Transfer TF-1-OPERATING



Transactions ?

View + - X Generate Distributions Assign Distributions

Transaction Number	* Receiver	Legal Entity	Debit (USD)	Credit (USD)	Transaction Description
1	1300 DEPARTMENT OF ADA	DEPARTMENT OF ADMINISTRAT...		999.00	ref - 777 n903p

**Step 14:** You will receive a message that the batch has been submitted. Click the **OK** button.

Manage Intercompany Outbound Transactions

Search

View + - X Reverse Batch Withdraw

Batch Number	Batch Amount	Provider	Batch Status	Transaction Type	Batch Date
7358	-999.00 USD	0800 DEPARTMENT OF PUBLIC INSTRUCTION	Submitted	IC Transfer Out	4/6/21



**Step 15:** End of Process

Change Record

- 4/15/21 – Initial creation date – L. Brendemuehl
- 4/15/21 – Updated format, assigned reference number, and made accessible – C. Ennis
- 4/22/21 – Added alt text. L. Lee