



RECEIVING AND COMPLETING A TRANSFER (MANUALLY)

QUICK REFERENCE GUIDE ICT-4

ICT

The purpose of this Quick Reference Guide is to provide step-by-step instructions on how North Carolina Financial System (NCFS) Intercompany (IC) Transfer Entry users can manually receive and complete a transfer.

Overview

Transfers are manually entered via NCFS' Intercompany (IC) Module. There are **intercompany** and **intracompany** transfers in NCFS. **Intercompany** Transfers occur when there is a transfer between organizations. **Intracompany** Transfers occur when there is a transaction within the same organization. Regardless of whether a transfer is intercompany or intracompany, the transfer is performed the same way using NCFS' Intercompany functionality.

There are two parts to the transfer process:

- The provider initiates the transfer
- The receiver receives and completes the transfer for approval

Once an IC transfer has been completed, then it is routed to the Office of the State Controller (OSC) Central Compliance for approval and posting. Transfers may be entered via spreadsheet upload also. To learn more about that process review, the Creating a Transfer (via spreadsheet upload) QRG.

Key Terms

Key Term	Description
Intercompany Transaction	Intercompany transactions are cash transfers occurring between two or more budget funds, either within the same organization or between two organizations.

Process Inputs and Outputs

Inputs

- Agency (Provider)
- Date of Transaction Receipt
- Transaction Type (IC Transfer Out)
- Account Number (Natural Account)
- Budget Fund
- Transfer Amount
- Debit and Credit
- IC Transfer type (Internal or External)
- Receiver Information (Agency)

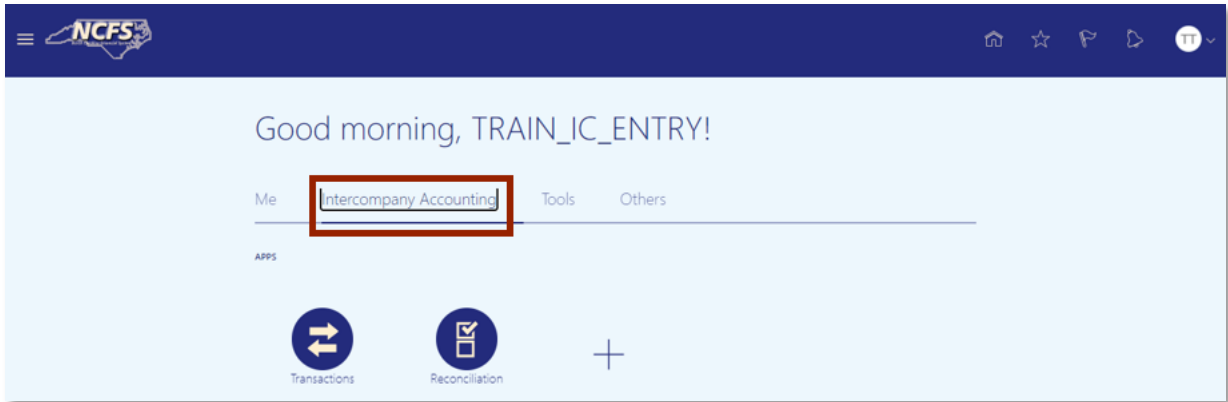
Outputs of this process

- Completed Intercompany Transfer

Receiving and completing a Transfer (Manually)

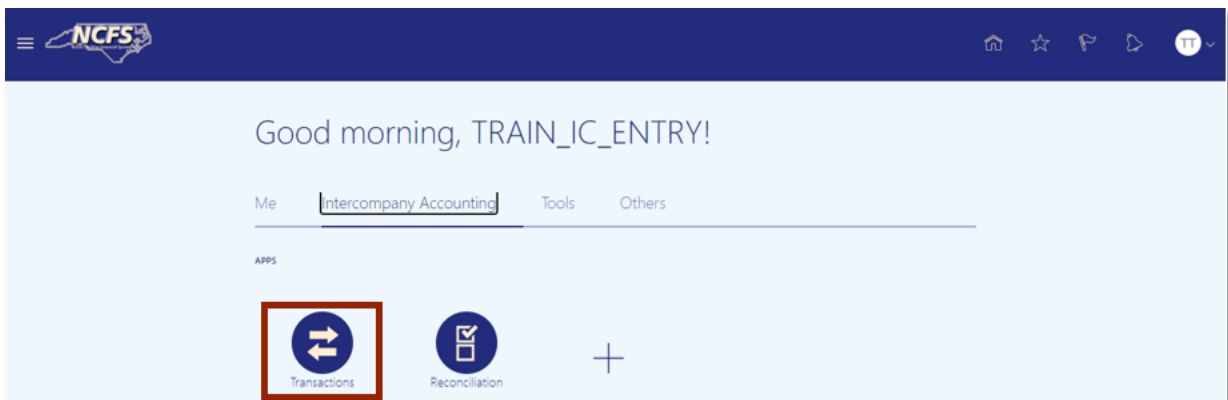
To receive and manually enter an intercompany transfer, please follow the steps below.

1. Access the Home Page and click the **Intercompany Accounting** icon.



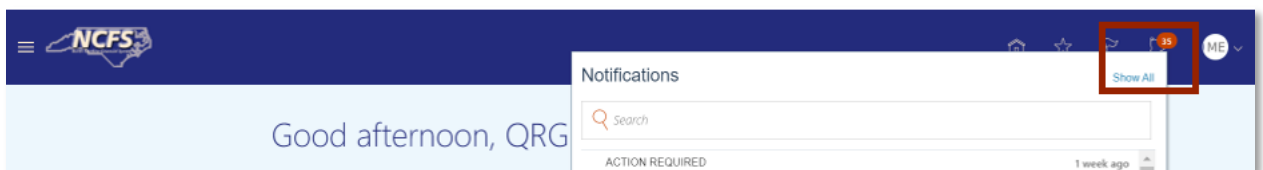
The Intercompany Accounting icon on the NCFS

2. Click the **Transactions** app.



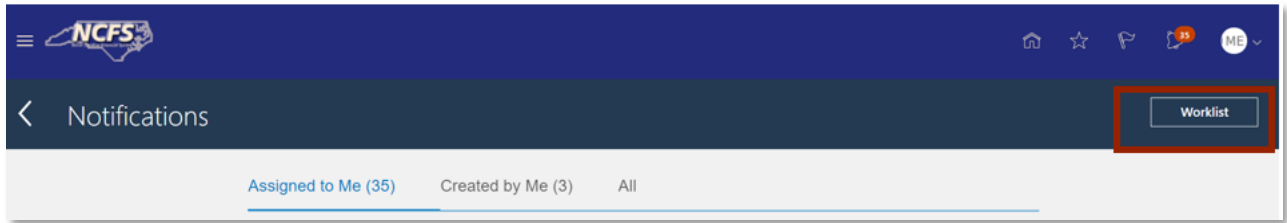
The Transactions icon on the NCFS Homepage

3. Click the **Bell Notification** icon and then click **Show All**.



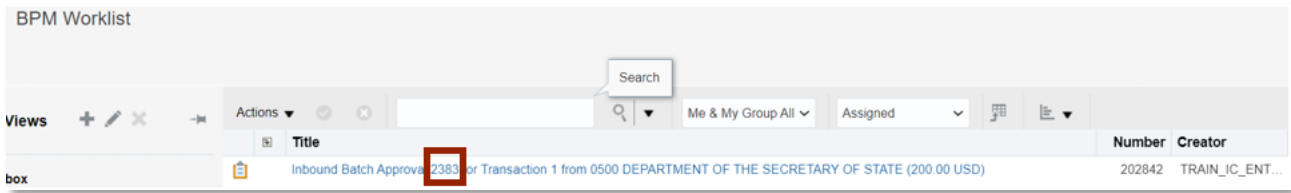
The Bell Notification icon on the NCFS Homepage

- Click **Worklist**.



NCFS Worklist

- Copy the **Transaction Batch Number**. Once copied, close the Worklist screen or minimize it to access the NCFS screen.



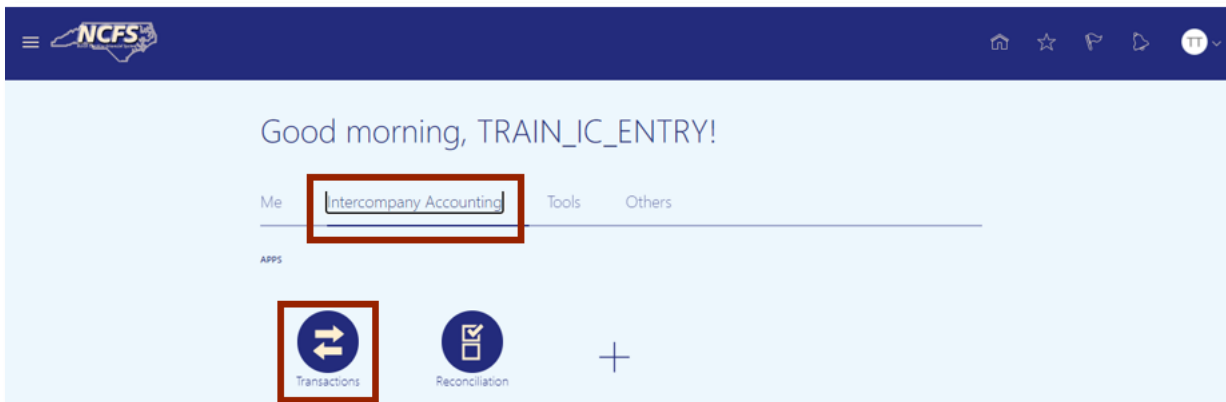
Intercompany Transfer Initiation Notification

- In the upper left side of the screen click the navigator icon.



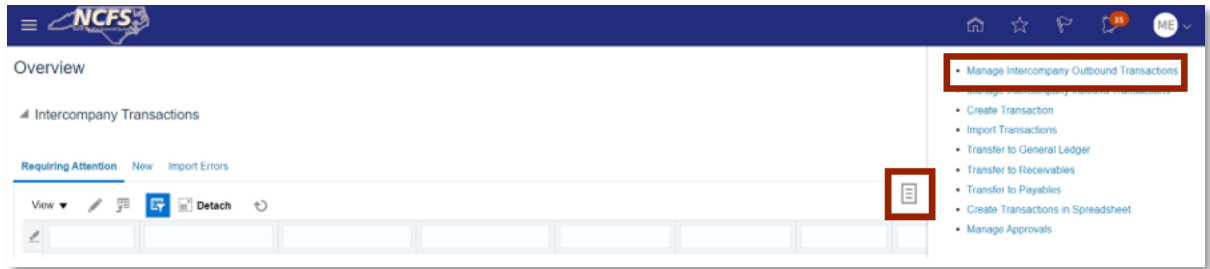
Navigator Icon

- Click the **Intercompany Accounting** Tab and the **Transactions** app.



Intercompany Accounting Tab

8. Click the **Task List**, then click **Manage Intercompany Outbound Transactions**.



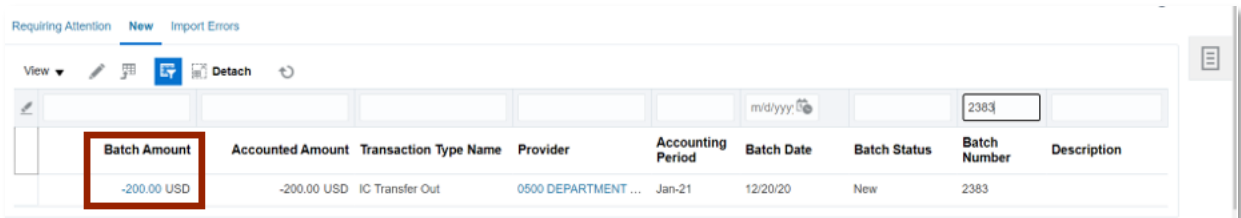
Task List Options

9. Enter the **Batch Number**, then click [SEARCH].



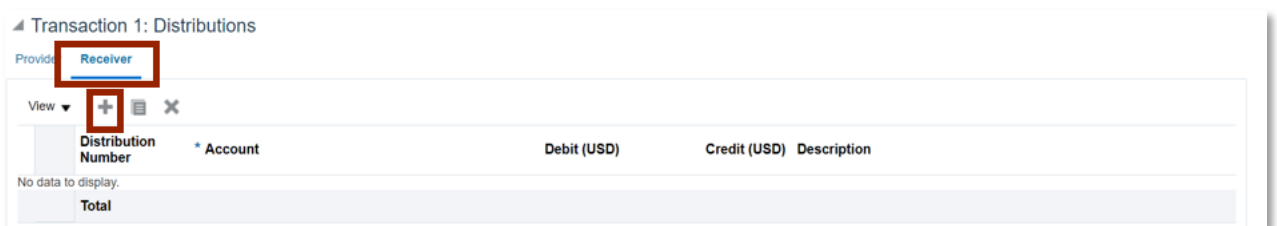
Batch Number Search

10. Click the **Batch Amount** to bring up the initiated Transfer.



The New Screen on the Intercompany Transactions Dashboard

11. Navigate to the bottom of the page, under **Transaction: Distributions**. Click on the **Receiver** tab. Click the “+” to **add a row**.



Receiver Details on the Intercompany Batch Screen



User Tip: the receiver should always select account 00004000 (revenue) unless the transfer represents a refund of expenditure.

12. Enter the **Agency, Budget Fund, Account**. Also, enter the **Credit** and **Description**.

Transaction 1: Distributions

Provider Receiver

View + - X

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	0100-011000-00001000-0000000-0000		200.00	IC Transfer
Total		0.00	200.00	

Receiver Details on the Intercompany Batch Screen

13. Scroll to the top of the page and click [SAVE] then click **Submit**.

NCFS

Edit Intercompany Batch

Save Submit Cancel

Batch: 2383

Submit Option on the Intercompany Batch Screen

14. Once you submit the Transfer, a notification will pop up confirming that your batch has been submitted. Click [OK].

Overview

Information

Batch 2383 has been submitted.

OK

Intercompany Transactions

Requiring Attention New Import Errors

Batch Amount	Accounted Amount	Transaction Type Name	Provider	Accounting Period	Batch Date	Batch Status	Batch Number	Description
-200.00 USD	-200.00 USD	IC Transfer Out	0500 DEPARTMENT ...	Jan-21	12/20/20	New	2383	

Batch Submission Notification

Wrap Up

The manual entry process is a two-part process that involves initiating the provider details and is received and completed by the receiving agency. There are intercompany (Between Organizations) and intracompany (Within Organizations) transfers that occur. Once a transfer has been completed, it then moves forward to the Office of the State Controller (OSC) for review and approval. If approved, the transaction is eligible to be posted by OSC. If rejected, OSC attaches a completed rejection document to the transaction so the IC transfer user will know why the transfer is rejected. The user must then edit the necessary information and resubmit for approval or select “rejection reviewed” (to accept the rejection and remove it from the dashboard).

Additional Resources

For more information on creating transfers, please review the following materials:

Web Based Training (WBT)

- None

Instructor Led Training (ILT)

- IC 100: Transfer Entry and Receiving

Quick Reference Guides (QRGs)

- Creating a Transfer (manually)
- Creating a Transfer (via Spreadsheet Upload)
- Searching for Transfers