



# CREATE AN INTERCOMPANY TRANSFER AS RECEIVER

## JOB AID CM-22



The purpose of this Job Aid is to explain how to create an intercompany transfer as receiver in the NCFS Cash Management System.

**Menu Path: Home > Intercompany Accounting > Transactions > Manage Intercompany Inbound Transactions**

*Note: Look up the transfer number under Notifications if you do not have the number.*

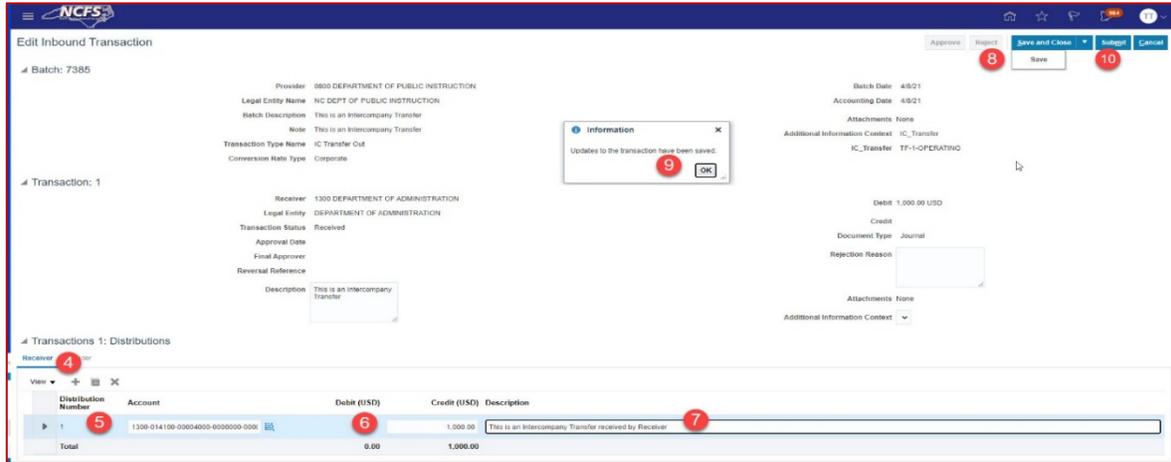
1. Enter the **Batch Number**
2. Click **Search**

Transaction Number	Batch Number	Transaction Amount	Provider	Receiver	Transaction Status	Transaction Type	Accounting Date	Batch Date	Description

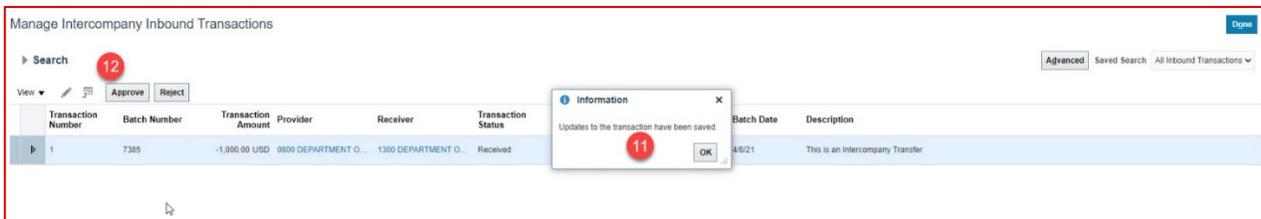
3. Click the **Transaction Number**

Transaction Number	Batch Number	Transaction Amount	Provider	Receiver	Transaction Status	Transaction Type	Accounting Date	Batch Date	Description
1	7385	-1,000.00 USD	0800 DEPARTMENT O...	1300 DEPARTMENT O...	Received	IC Transfer Out	4/8/21	4/8/21	This is an Intercompany Transfer

4. Click the **plus sign** to add a row
5. Enter Receiver account information
6. Enter Credit
7. Enter Description
8. Click the triangle next to Save and Close >Select Save
9. Click **OK** on the Information popup
10. Click **Submit**

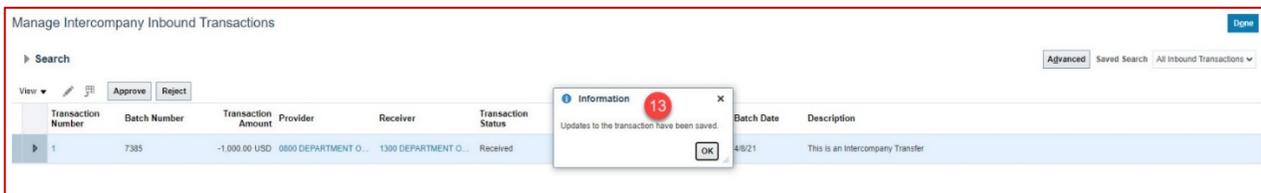


11. Click **OK** on the Information popup
12. Click **Approve** (This is only approving the transaction to go to OSC for approval)



Numbered step to complete an Intercompany Transfer as a Receiver

13. Click **OK** on the Information popup.



**Note: The Intercompany Transaction is now submitted to OCS.**