

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

Manage Intercompany Inbound Transactions					Dgne
▲ Search ** Batch Number [7389] ** Transaction Number	** Provider ** Receiver	×		L <sub>2</sub>	Advanced Saved Search All Inbound Transactions • ** At least one is required
** Transaction Type  ** Accounting Date m/dyy (G)	** Transaction Status	~			Search Reset Save_
Transaction Batch Number Transaction Provid Number Amount Provid	er Receiver	Transaction Transaction Type Status	Accounting Batch Date Date	Description	

## 3. Click the **Transaction Number**

Mana	Aanage Intercompany Inbound Transactions										
► Se	earch	Advanced Saved Search All Inbound Transactions ~									
View •	/ 严	Approve Reject									
	Transaction Number	Batch Number	Transaction Amount Provider	Receiver	Transaction Status	Transaction Type	Accounting Date	Batch Date	Description		
Þ	,3	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

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Edit Inbound Transaction			Approve Reject Save and Close V Submit Ca
# Batch: 7385			S Save
Provider	0800 DEPARTMENT OF PUBLIC INSTRUCTION	Batch Date	40/21
Legal Entity Name	NC DEPT OF PUBLIC INSTRUCTION	Accounting Date	4/8/21
Batch Description	This is an Intercompany Transfer	Attachmants	None
Note	This is an Intercompany Transfer	Information ×     Additional Information Contract	IC Transfer
Transaction Type Name	IC Transfer Out	C Transfer	TE-LOPERATING
Conversion Rate Type	Corporate	Updates to the transaction have been saved.	In the Exciting
		OK OK	Ce .
Transaction: 1			
Receiver	1300 DEPARTMENT OF ADMINISTRATION	Debit	1.000.00 USD
Legal Entity	DEPARTMENT OF ADMINISTRATION		
Transaction Status	Received	Credit	
Approval Date		Document type	Journal
Final Approver		Rejection Reason	
Reversal Reference			
Description	This is an intercompany		4
	Transfer	Attachments	None
		Additional Information Context	~
Transactions 1: Distributions			
Receiver			
View + = ×			
Distribution Account	Debit (USD) Credit (USD) Description		
▶ 1 <b>5</b> 1300-014100-00004000-0000000-000K 🚉	6 1,000.00 This is an intercomp	sany Transfer received by Receiver	
Total	0.00 1.000.00		
	1,000.00		

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

N	/lanag	e Intercom	Done							
	▶ Sea	arch (1	2							Advanced Saved Search All Inbound Transactions ~
L	View •	/ 严	Approve Reject				1 Information X	1		
		Transaction Number	Batch Number	Transaction Amount Provider	Receiver	Transaction Status	Updates to the transaction have been saved.	Batch Date	Description	
	Þ	1	7385	-1,000.00 USD 0800 DEPARTMENT 0	1300 DEPARTMENT O	Received	(11) ок	4/8/21	This is an Intercompany Transfer	
L										

Numbered step to complete an Intercompany Transfer as a Receiver

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

N	lana	e Intercor	mpany Inbound T	ransactions						Dgne
	▶ Se	arch								Advanced Saved Search All Inbound Transactions ~
	View <b>v</b>	/ 严	Approve Reject				1 Information	1		
		Transaction Number	Batch Number	Transaction Amount Provider	Receiver	Transaction Status	Updates to the transaction have been saved.	Batch Date	Description	
	Þ	1	7385	-1,000.00 USD 0800 DEPARTMENT 0	1300 DEPARTMENT O	Received	ОК	4/8/21	This is an Intercompany Transfer	

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

