



RESOLVE REJECTED INTERCOMPANY TRANSFER

CM

QUICK REFERENCE GUIDE CM-23

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Resolve Rejected Intercompany Transfers in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers how to Resolve Rejected Intercompany Transfers in the NCFS. A transfer can be resolved only when it is rejected due to an error after it has been submitted for approval.

Resolve Rejected Intercompany Transfer

To resolve rejected intercompany transfer, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, select the **Intercompany Accounting** tab and select **Transactions** app.

Good afternoon, Training Super User 1!

< General Accounting **Intercompany Accounting** Budgetary Control Cash Management >

QUICK ACTIONS

- Manage Intercompany Outbound Transactions
- Manage Intercompany Inbound Transactions

APPS

- Transactions**
- Reconciliation
- +

- Under the **Requiring Attention** tab, identify the rejected **Batch Number** and open the transfer transaction by clicking the **Transaction Amount** link.

Note: Optionally, enter QBE filter criteria and press Enter.

Overview

Intercompany Transactions

Requiring Attention New Import Errors

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

Reject [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown]

Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver	Issue	Accounting Period	Batch Number	Description
Rejected	-31,172.02 USD	-31,172.02 USD	IC Transfer Out	R200 INTERNAL OS...	R700 NCFLEXWOR...		Oct-22	108074	
Rejected	-78,882.02 USD	-78,882.02 USD	IC Transfer Out	1000 DEPARTMENT ...	1000 INTERNAL DEP...		Oct-22	109282	trans 6...
Rejected	-4,355,547.85 USD	-4,355,547.85 USD	IC Transfer Out	U650 INTERNAL EAS...	U650 EAST CAROLI...		Apr-23	109521	T035 0...
Rejected	634.00 USD	634.00 USD	IC Transfer Out	3000 DHHS MENTAL ...	0800 DEPARTMENT ...		Jan-23	109559	
Rejected	-350.00 USD	-350.00 USD	IC Transfer Out	3000 DHHS MENTAL ...	0800 DEPARTMENT ...		Dec-22	109412	
Rejected	-5,000.00 USD	-5,000.00 USD	IC Transfer Out	3000 DHHS MENTAL ...	0800 DEPARTMENT ...	SIT Testing CM-...	Dec-22	109407	

- On the **Transactions** section, to review rejection, click the **Action** field drop-down choice list and select the **Rejection Reviewed** option.

Note: **Rejection Reviewed** is selected when the provider wants to accept the rejection.

NCFS

View Intercompany Batch [Save] [Continue] [Cancel]

Batch: 108074

Batch Number	108074	Legal Entity Name	OSC CENTRAL ACCOUNTS & GENERAL FUND
Provider	R200 INTERNAL OSC-EPAY/PAYROLL	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-31,172.02 USD
Batch Date	10/24/22	Conversion Rate Type	Corporate
Accounting Date	10/24/22	Attachments	None +
Batch Description	Fica Savings BW	Additional Information Context	IC_Transfer
Note	Fica Savings BW	IC_Transfer	TF-6-INTERGOVERNMENTAL (IGO)
Batch Status	Complete		

Transactions

View [dropdown]

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description	Attachments
1	R700 NCFLEX/...	OSC CENTRAL ...		31,172.02	Rejected	Rejection Rev [dropdown]		None +

5. Click the **Save** button on the top right and you will receive a confirmation message.

View Intercompany Batch

Batch: 108074

Batch Number	108074	Legal Entity Name	OSC CENTRAL ACCOUNTS & GENERAL FUND
Provider	R200 INTERNAL OSC-EPAY/PAYROLL	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-31,172.02 USD
Batch Date	10/24/22	Conversion Rate Type	Corporate
Accounting Date	10/24/22	Attachments	None +
Batch Description	Fica Savings BW	Additional Information Context	IC_Transfer
Note	Fica Savings BW	IC_Transfer	TF-6-INTERGOVERNMENTAL (GO)
Batch Status	Complete		

Transactions

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description	Attachments
1	R700 NCFLEX/...	OSC CENTRAL ...		31,172.02	Rejected	Rejection Rev		None +

6. The *Confirmation* pop-up appears. Click the **OK** button.

View Intercompany Batch

Batch: 108074

Batch Number	108074	Legal Entity Name	OSC CENTRAL ACCOUNTS & GENERAL FUND
Provider	R200 INTERNAL OSC-EPAY/PAYROLL	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-31,172.02 USD
Batch Date	10/24/22	Conversion Rate Type	Corporate
Accounting Date	10/24/22	Attachments	None +
Batch Description	Fica Savings BW	Additional Information Context	IC_Transfer
Note	Fica Savings BW	IC_Transfer	TF-6-INTERGOVERNMENTAL (GO)
Batch Status	Complete		

Confirmation

The update for attachments was saved.

OK

7. Click the **Continue** button.

View Intercompany Batch

Batch: 108074

Batch Number: 108074
 Provider: R200 INTERNAL OSC-EPAY/PAYROLL
 Transaction Type Name: IC Transfer Out
 Batch Date: 10/24/22
 Accounting Date: 10/24/22
 Batch Description: Fica Savings BW
 Note: Fica Savings BW
 Batch Status: Complete

Legal Entity Name: OSC CENTRAL ACCOUNTS & GENERAL FUND
 Control Amount
 Batch Amount: -31,172.02 USD
 Conversion Rate Type: Corporate
 Attachments: None
 Additional Information Context: IC_Transfer
 IC_Transfer: TF-6-INTERGOVERNMENTAL (IGO)

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description	Attachments
1	R700 NCFLEX/...	OSC CENTRAL...		31,172.02	Rejected	Rejection Rev		None

8. Click the **Submit** button.

Edit Intercompany Batch: Review

Batch: 108074

Batch Number: 108074
 Provider: R200 INTERNAL OSC-EPAY/PAYROLL
 Transaction Type Name: IC Transfer Out
 Batch Date: 10/24/22
 Accounting Date: 10/24/22
 Batch Description: Fica Savings BW
 Note: Fica Savings BW

Batch Status: Complete
 Legal Entity Name: OSC CENTRAL ACCOUNTS & GENERAL FUND
 Control Amount
 Batch Amount: -31,172.02 USD
 Attachments: None

9. You will receive a message that the batch has been updated and saved. Click the **OK** button and this ends the process.

Note: Click the refresh icon until the batch disappears from the **Requiring Attention** tab.

Overview

Intercompany Transactions

Requiring Attention

Confirmation

The updates to batch 108074 have been saved.

Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver	Issue	Accounting Period	Batch Number	Descri
Rejected	-31,172.02 USD	-31,172.02 USD	IC Transfer Out	R200 INTERNAL OS...	R700 NCFLEXWOR...		Oct-22	108074	
Rejected	-6,221.00 USD	-6,221.00 USD	IC Transfer Out	0100 NC GENERAL A...	1400 OFFICE OF TH...	Send to compan...	Oct-22	107190	INT-CM
Rejected	-78,882.02 USD	-78,882.02 USD	IC Transfer Out	1000 DEPARTMENT ...	1000 INTERNAL DEP...		Oct-22	109282	trans 6...
Rejected	-4,355,547.85 USD	-4,355,547.85 USD	IC Transfer Out	U650 INTERNAL EAS...	U650 EAST CAROLI...		Apr-23	109521	T035 0...
Approved	-600.00 USD	-600.00 USD	IC Transfer Out	3000 DHHS MENTAL ...	0800 DEPARTMENT ...		Mar-23	109572	

Re-Submit Intercompany Transfer Batch

To re-submit a rejected intercompany transfer batch, please follow the steps below:

1. Navigate to view Intercompany batch details (**Intercompany Accounting** tab>**Transactions** app>>**Requiring Attention** section>Select the required **Batch Number**).
2. In the **Transactions** section, to review rejection, click the drop-down choice list in the **Action** field and select **Re_Submit** option.

Note: **Re_Submit** is selected when the Provider wants to correct the transaction and submit it again to the Receiver.

View Intercompany Batch

Save Continue Cancel

▲ Batch: 109282

Batch Number	109282	Legal Entity Name	NC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Provider	1000 DEPARTMENT OF AGRICULTURE	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-78,882.02 USD
Batch Date	10/28/22	Conversion Rate Type	Corporate
Accounting Date	10/28/22	Attachments	None +
Batch Description	trans 63705 to 13700 Fert/Seed/Feed/Lime	Additional Information Context	IC_Transfer
Note	trans 63705 to 13700 Fert/Seed/Feed/Lime	IC_Transfer	
Batch Status	Complete		

▲ Transactions

View ▼

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description
▶ 1	1000 INTERNA...	NC DEPARTME...		78,882.02	Rejected	Re_Submit ▼	trans 63705 to 1...

3. Click the **Save** button on the top right and you will receive a confirmation message.

View Intercompany Batch

Save Continue Cancel

▲ Batch: 109282

Batch Number	109282	Legal Entity Name	NC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Provider	1000 DEPARTMENT OF AGRICULTURE	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-78,882.02 USD
Batch Date	10/28/22	Conversion Rate Type	Corporate
Accounting Date	10/28/22	Attachments	None +
Batch Description	trans 63705 to 13700 Fert/Seed/Feed/Lime	Additional Information Context	IC_Transfer
Note	trans 63705 to 13700 Fert/Seed/Feed/Lime	IC_Transfer	
Batch Status	Complete		

4. The *Confirmation* pop-up appears. Click the **OK** button.

View Intercompany Batch [Save] [Continue] [Cancel]

Batch: 109282

Batch Number	109282	Legal Entity Name	NC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Provider	1000 DEPARTMENT OF AGRICULTURE	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-78,882.02 USD
Batch Date	10/28/22	Conversion Rate Type	Corporate
Accounting Date	10/28/22	Attachments	None
Batch Description	trans 63705 to 13700 Fert/Seed/Feed/Lime	Additional Information Context	IC_Transfer
Note	trans 63705 to 13700 Fert/Seed/Feed/Lime		
Batch Status	Complete		

5. Click the **Continue** button.

View Intercompany Batch [Save] [Continue] [Cancel]

Batch: 109282

Batch Number	109282	Legal Entity Name	NC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Provider	1000 DEPARTMENT OF AGRICULTURE	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-78,882.02 USD
Batch Date	10/28/22	Conversion Rate Type	Corporate
Accounting Date	10/28/22	Attachments	None
Batch Description	trans 63705 to 13700 Fert/Seed/Feed/Lime	Additional Information Context	IC_Transfer
Note	trans 63705 to 13700 Fert/Seed/Feed/Lime		
Batch Status	Complete		

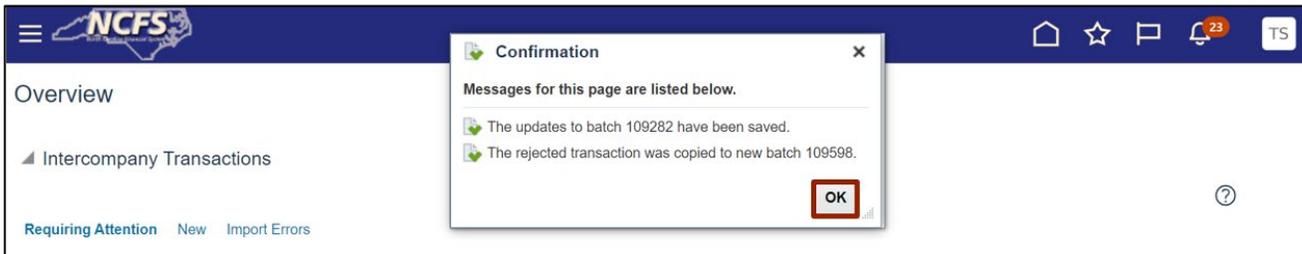
6. Click the **Submit** button.

View Intercompany Batch [Back] [Submit] [Cancel]

Batch: 109282

Batch Number	109282	Legal Entity Name	NC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Provider	1000 DEPARTMENT OF AGRICULTURE	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-78,882.02 USD
Batch Date	10/28/22	Conversion Rate Type	Corporate
Accounting Date	10/28/22	Attachments	None
Batch Description	trans 63705 to 13700 Fert/Seed/Feed/Lime	Additional Information Context	IC_Transfer
Note	trans 63705 to 13700 Fert/Seed/Feed/Lime		
Batch Status	Complete		

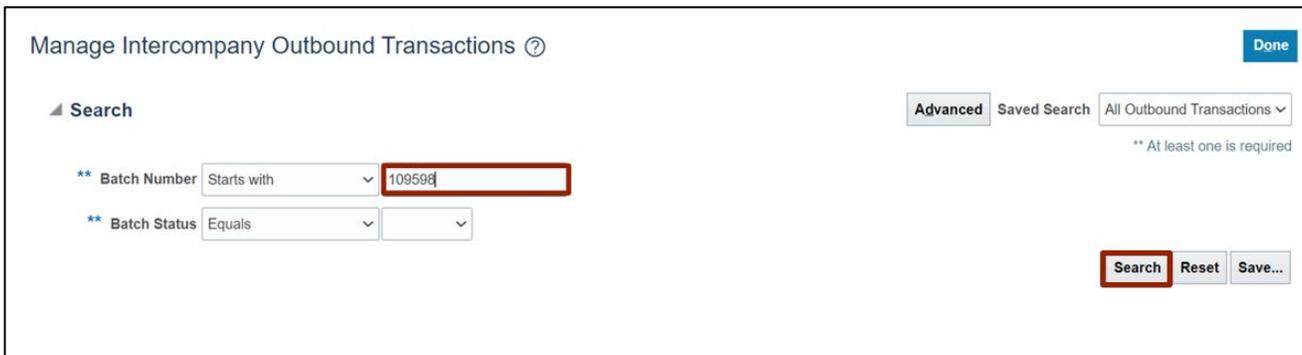
- You will receive a message that the old batch has been saved and it has been copied to a new batch. Note the **Batch** number and click the **OK** button.



- Navigate to **Manage Intercompany Outbound Transactions** task from the task pane, on the **Intercompany Transaction Overview** page.



- In the Search section, enter the new **Batch Number** and click the **Search** button.



10. Click the **Batch Number** link to open the transaction.

Manage Intercompany Outbound Transactions Done

Search Advanced Saved Search All Outbound Transactions

View Reverse Batch Withdraw

Batch Number	Batch Amount	Provider	Batch Status	Transaction Type	Batch Date	Accounting Date	Batch Description
109598	-78,882.02 USD	1000 DEPARTMENT OF AGR...	New	IC Transfer Out	6/1/23	6/1/23	trans 63705 to 137...

11. **Edit Intercompany Batch** page is displayed. Now you can make the necessary changes and **Save**.

Edit Intercompany Batch Save Submit Cancel

Batch: 109598

Batch Number	109598	Batch Status	New
* Provider	1000 DEPARTMENT OF AGR	Legal Entity	NC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
* Transaction Type Name	IC Transfer Out	* Currency	USD US Dollar
* Batch Date	6/1/23	* Conversion Rate Type	Corporate
* Accounting Date	6/1/23	Control Amount	
Batch Description	trans 63705 to 13700 Fert/Seed/Feed/Lime	Batch Amount	-78,882.02
Note	trans 63705 to 13700 Fert/Seed/Feed/Lime	Amount Difference	
		Attachments	None
		* Additional Information Context	IC_Transfer
		IC_Transfer	

12. The *Confirmation* pop-up appears, click the **OK** button.

Edit Intercompany Batch Save Submit Cancel

Batch: 109598

Confirmation

The updates to batch 109598 have been saved.

OK

Batch Number	109598	Batch Status	New
* Provider	1000 DEPARTMENT OF AGR	Legal Entity	NC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
* Transaction Type Name	IC Transfer Out	* Currency	USD US Dollar
* Batch Date	6/1/23	* Conversion Rate Type	Corporate
* Accounting Date	6/1/23	Control Amount	
Batch Description	trans 63705 to 13700 Fert/Seed/Feed/Lime	Batch Amount	-78,882.02
Note	trans 63705 to 13700 Fert/Seed/Feed/Lime	Amount Difference	
		Attachments	None
		* Additional Information Context	IC_Transfer
		IC_Transfer	

Wrap-Up

Rejected IC transfers in NCFS can be resolved by editing and **Re-Submitting** or by selecting **Rejection Reviewed** to accept the rejection and finalize the transaction.

Additional Resources

Instructor Led Training (vILT)

- IC100b: Transfer Entry – Creation and Receiving