

RESOLVE REJECTED

INTERCOMPANY

СМ

TRANSFER

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.





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

erview									
Intercompany Tra	insactions								
uiring Attention	ew Import Errors								0
iew 🔻 💉 🗊	Detach +)								
Reject								108	
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 NCFLEX/WOR		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	

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

4. 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.

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View Inte	ercompany	Batch									Save	Contin	ue	<u>C</u> ancel
⊿ Batch:	108074													
		Batch	Number	108074				Legal Entity Name	OSC CENTRAL	ACCOUNTS	S & GEN	ERAL FU	ND	
		F	Provider	R200 INTERNAL OSC	EPAY/PAYROLL			Control Amount						
		Transaction Typ	e Name	IC Transfer Out				D. () A	04 470 00 UOD					
		Bat	tch Date	10/24/22				Batch Amount	-31,172.02 USD					
		Account	ing Date	10/24/22				Conversion Rate Type	Corporate					
		Batch Des	cription	Fica Savings BW				Attachments	None 🕂					
			Note	Fica Savings BW				Additional Information Context	IC_Transfer					
		Batc	h Status	Complete				IC_Transfer	TF-6-INTERGOV	ERNMENT	AL (IGO)			
⊿ Transa _{View} ▼	actions													
Tra Nu	ansaction umber	Receiver	Legal E Name	ntity	Debit (USD)	Credit (USD)	Status	Action Transa Descri	ption A	ttachmen	its			
▶ 1		R700 NCFLEX/	OSC CE	NTRAL		31,172.02	Rejected	Rejection Rev 🗸	N	lone 🕂				

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

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View	Intercompar	y Batch									Save	Con	tin <u>u</u> e <u>C</u>	ancel
⊿ Bat	ch: 108074													
		Batch Nur	ber 108074				Legal Entity	y Name	OSC CENTR	ALACCOUNT	S & GEN	IERAL P	UND	
		Prov	der R200 INTERNAL OS	C-EPAY/PAYROLL			Control A	Amount						
		Transaction Type N	me IC Transfer Out				2.4.4		04 470 00 110	5				
		Batch	late 10/24/22				Batch A	Amount	-31,172.02.05	D				
		Accounting	ate 10/24/22				Conversion Ra	ite Type	Corporate					
		Batch Descrip	tion Fica Savings BW				Attacl	hments	None 📕					
		1	lote Fica Savings BW			Ad	ditional Information (Context	IC_Transfer					
		Batch St	tus Complete				IC_T	fransfer	TF-6-INTERG	OVERNMEN	TAL (IGO)		
⊿ Tra _{View} ▼	nsactions													
	Transaction Number	Receiver Le Na	gal Entity me	Debit (USD)	Credit (USD)	Status	Action	Transac Descrip	ction ption	Attachme	nts			
+	1	R700 NCFLEX/ OS	C CENTRAL		31,172.02	Rejected	Rejection Rev 🗸			None 🕂				

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

					☆ F	⊐	TS
View Intercompany Batch		Confirmation ×	1		Save	Contin <u>u</u> e	<u>C</u> ancel
⊿ Batch: 108074		The update for attachments was saved.					
Batch Number	108074	ОК	Legal Entity Name	OSC CENTRAL ACCOUNT	6 & GENE	RAL FUND	
Provider	R200 INTERNAL OSC-EPAY/PAYROLL		Control Amount				
Transaction Type Name	IC Transfer Out						
Batch Date	10/24/22		Batch Amount	-31,172.02 USD			
Accounting Date	10/24/22		Conversion Rate Type	Corporate			
Batch Description	Fica Savings BW		Attachments	None -			
Note	Fica Savings BW		Additional Information Context	IC_Transfer			
Batch Status	Complete		IC_Transfer	TF-6-INTERGOVERNMENT	AL (IGO)		

7. Click the **Continue** button.

≡∠	NCFS											☆	Þ,	Ç <mark>23</mark>	TS
View	Intercompar	y Batch										Save	Contin	ue	<u>C</u> ancel
⊿ Bat	ch: 108074														
		Batch	Number	108074				Legal Entity	y Name	OSC CENTR	RALACCOUN	IS & GE	NERAL FU	ND	
		1	Provider	R200 INTERNAL OSC-EPAY/F	AYROLL			Control A	Amount						
		Transaction Typ	e Name	IC Transfer Out				Detab 4		24 472 02 116	0				
		Bat	tch Date	10/24/22				Batch A	Amount -	31,172.02.03	U.				
		Account	ing Date	10/24/22				Conversion Rat	te lype	Corporate					
		Batch Des	cription	Fica Savings BW				Attach	hments I	None 🕂					
			Note	Fica Savings BW			Add	ditional Information C	Context	IC_Transfer					
		Batc	h Status	Complete				IC_TI	ransfer	TF-6-INTERC	GOVERNMEN	TAL (IGO))		
l Tra View ▼	nsactions														
	Transaction Number	Receiver	Legal E Name	ntity Deb	t (USD)	Credit (USD)	Status	Action	Transac Descrip	tion	Attachme	nts			
+	1	R700 NCFLEX/	OSC CE	NTRAL		31,172.02	Rejected	Rejection Rev 🗸			None 🕂				

8. Click the **Submit** button.

Edit Intercompany Batch: Review			Back Submit Cancel
⊿ Batch: 108074			
Batch Number	108074	Batch Status	Complete
Provider	R200 INTERNAL OSC-EPAY/PAYROLL	Legal Entity Name	OSC CENTRAL ACCOUNTS & GENERAL FUND
Transaction Type Name	IC Transfer Out	Control Amount	
Batch Date	10/24/22		01.170.00.1100
Accounting Date	10/24/22	Batch Amount	-31,172.02 USD
Batch Description	Fica Savings BW	Attachments	None
Note	Fica Savings BW		

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

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Ove	rview				Confirmation	×					
⊿ In	tercompany T	ransactions		The	updates to batch 108074 have been s	aved.					
Requ	Jiring Attention	New Import Errors				ок				C	0
Vie	w ▼ / ∭	🖙 📓 Detach 🛛 🕥									Ξ
1											
	Transaction Status	Transaction Amount	Accounted Amount	Transaction Ty	pe Provider	Receiver	Issue	Accounting Period	Batch Number	Descri	
	Rejected	-31,172.02 USD	-31,172.02 USD	IC Transfer Out	R200 INTERNAL OS	R700 NCFLEX/WOR		Oct-22	108074	-	
	Rejected	-6,221.00 USD	-6,221.00 USD	IC Transfer Out	0100 NC GENERALA.	1400 OFFICE OF TH	Send to compan	Oct-22	107190	INT-CN	
	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		

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

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 <u>C</u> ancel
▲ 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 1190
Batch Date	10/28/22	Conversion Bate Ture	Compareto
Accounting Date	10/28/22	Conversion Rate Type	Corporate
Batch Description	trans 63705 to 13700 Fert/Seed/Feed/Lime	Attachments	None -
Note	trans 63705 to 13700 Fert/Seed/Feed/Lime	Additional Information Context	IC_Transfer
Batch Status	Complete	IC_Transfer	
✓ Transactions _{View} ▼			
Transaction Receiver Number	Legal Entity Debit (USD) Name	Credit (USD) Status	Action Transaction Description
▶ 1 1000 INTERNA	NC DEPARTME	78,882.02 Rejected	Re_Submit vans 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	Batab Amount	70 000 00 1100
Batch Date	10/28/22	Batch Amount	-78,882.02 USD
Accounting Date	10/28/22	Conversion Rate Type	Corporate
Batch Description	trans 63705 to 13700 Fert/Seed/Feed/Lime	Attachments	None -
Note	trans 63705 to 13700 Fert/Seed/Feed/Lime	Additional Information Context	IC_Transfer
Batch Status	Complete	IC_Transfer	

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

View Intercompany Batch		Confirmation	×		Save Continue <u>C</u> ancel
		The update for attachments	was saved.		
Batch: 109282			ок		
Batch Number	109282			Legal Entity Name	NC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Provider	1000 DEPARTMENT OF AGE	RICULTURE		Control Amount	
Transaction Type Name	IC Transfer Out				
Batch Date	10/28/22			Batch Amount	-78,882.02 USD
Accounting Date	10/28/22		c	Conversion Rate Type	Corporate
Batch Description	trans 63705 to 13700 Fert/Se	ed/Feed/Lime		Attachments	None
Note	trans 63705 to 13700 Fert/Se	ed/Feed/Lime	Additiona	I Information Context	IC_Transfer
Batch Status	Complete			IC_Transfer	

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 Date	10/28/22	Batch Amount	-78,882.02 USD
Accounting Date	10/28/22	Conversion Rate Type	Corporate
Batch Description	trans 63705 to 13700 Fert/Seed/Feed/Lime	Attachments	None 📲
Note	trans 63705 to 13700 Fert/Seed/Feed/Lime	Additional Information Context	IC_Transfer
Batch Status	Complete	IC_Transfer	

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		70 000 00 100
Batch Date	10/28/22	Batch Amount	-78,882.02 OSD
Accounting Date	10/28/22	Conversion Rate Type	Corporate
Batch Description	trans 63705 to 13700 Fert/Seed/Feed/Lime	Attachments	None 📲
Note	trans 63705 to 13700 Fert/Seed/Feed/Lime	Additional Information Context	IC_Transfer
Batch Status	Complete	IC_Transfer	

7. 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.



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

/erview	Manage Intercompany Outbound Transaction
	 Manage Intercompany Inbound Transactions
Intercompany Transactions	Create Transaction
	Import Transactions
	Transfer to General Ledger
equiring Attention New Import Errors	Transfer to Receivables
	Transfer to Payables
View 🗸 🎢 🖽 Detach 🕤	Create Transactions in Spreadsheet
	Manage Approvals

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

nsactions ⑦		Done
Ad	vanced Saved S	Search All Outbound Transactions ~
24		** At least one is required
~		
		Search Reset Save
9	sactions ⑦ এ ে	asactions ⑦ Advanced Saved S এ

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

Manage Intercompany Outbound Transactions ⑦						D <u>o</u> ne				
▶ Sea	irch							Advanced Sa	ved Search All Out	tbound Transactions \checkmark
View v	+ 🗉	/ ×	四	Reverse	e Batch Withdraw					
	Batch Nur	nber	Batch /	Amount	Provider	Batch Status	Transaction Type	Batch Date	Accounting Date	Batch Description
→ [109598]	-78,882	.02 USD	1000 DEPARTMENT OF AGRI	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	0		Save Submit Q	<u>C</u> ancel
⊿ Batch: 109598				
Batch Number	109598	Batch Status	New	
* Provider	1000 DEPARTMENT OF AGR $ \smallsetminus $	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	0	Confirmation	×	Save 🔻	Sub <u>m</u> it <u>C</u> ancel
	-	The updates to batch 109598 hav	e been saved.		
⊿ Batch: 109598			OK		
Batch Number	109598		Batch St	atus New	
* Provider	1000 DEPARTMENT OF AGR ~		Legal E	ntity NC DEPARTMENT OF AGRICI CONSUMER SERVICES	JLTURE &
* Transaction Type Name	IC Transfer Out		* Curre	ency USD US Dollar	
* Batch Date	6/1/23		* Conversion Rate	Type Corporate	~
* Accounting Date	6/1/23		Control Ame	ount	
Batch Description	trans 63705 to 13700 Fert/Seed/	Feed/Lime	Batch Ame	ount -78,882.02	
Note	trans 63705 to 13700 Eart/Soad/	// Eeed/Lime	Amount Differe	ence	
Note	1313 03703 to 13700 1 etb3eed	//	Attachm	ents None	
			* Additional Informa Con	ntext IC_Transfer ~	
			IC_Tran	nsfer	•

Wrap-Up

Rejected IC transfers in NCFS can be resolved by editing and **Re-Submit**ting 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