

ICT

The purpose of this Quick Reference Guide (QRG) is to provide Intercompany (IC) Entry users step-by-step instructions on how to reverse a transfer.

Overview

Intercompany Transfers occur when there is a transfer of funds between organizations. Intracompany Transfers occur when there is a transfer of funds between budget funds within the same organization. A transfer must be initiated by the providing organization then received and completed by the receiving organization before it can move forward to approval and posting. Once a transfer has been posted it is eligible for reversal if necessary. A transfer may need to be reversed to update a transaction or to remove a transaction all together. Reversing a transfer means a user wants to remove the transaction from the General Ledger account balances. Users can reverse IC transfers via the Intercompany Accounting module.

Key Terms

Key Terms and Acronyms	Description
Intercompany Transaction	Intercompany transactions are cash transfers occurring between two or more budget funds, either within the same organization or between two organizations.
Reversal	A reversal cancels out the original transfer entry.

Information needed to complete this Process

- o Batch Number
- o Batch Name

Output of this Process

o Reversed Transfer



Reversing a Transfer

To reverse a transfer, please follow the steps below.

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

	â	☆	۴	(P	MB ~
Good evening, QRG!					
Me My Client Groups General Accounting Intercompany Accounting Procurement	>				
APPS					
Transactions Reconciliation +					

The Intercompany Accounting icon on the NCFS Homepage

2. Click Transactions.

	â	☆	۴	1	ME ~
Good evening, QRG!					
Me My Client Groups General Accounting Intercompany Accounting Procurement	>				
APPS					
Transactions +					

NCFS Transactions app



3. Click the Tasks icon to open the task list.

	ŵ	\$ €	> 🌮	ME ~
Overview				
A Intercompany Transactions				0
Requiring Attention New Import Errors Vew Import Errors Import Errors				Ξ
2				^
Transaction Status Transaction Amount Accounted Amount Transaction Type Provider Receiver Issue Accountin Period No results found. No Receiver Receiver </td <td>ng Batch Numb</td> <td>ber E</td> <td>Description</td> <td></td>	ng Batch Numb	ber E	Description	

The Task list on the Intercompany Transactions Screen

4. Click on Manage Intercompany Outbound Transactions.

		n 🕁 P 🥬 🐠 -
Overview		Manage Intercompany Outbound Transactions
✓ Intercompany Transactions		Create Transaction Import Transactions
Requiring Attention Now Import Errors		Transfer to General Ledger Transfer to Receivables Transfer to Receivables
View 🗸 🎢 📴 Detach 🕤	=	Create Transactions in Spreadsheet
Z		Manage Approvais
Transaction Status Transaction Amount Accounted Amount Transaction Type Provider Receiver Issue No results found. No No	Acc: Peri-	



5. Enter the desired Batch Number or Batch Status.



Transfer Search Parameters

NCFS



6. The search results appear. Highlight the row and click on the [DUPLICATE] button.

≡	<u>_NCFS</u>	A						ଜ	☆	Р	p	ME ~
Mar	age Intercon	npany Outbound Transactions										Done
► View	Search	Reverse Batch Withdraw					Advance	d Save	d Search	All Outb	ound Trans	actions 🗸
	Batch Number	Batch Amount Provider	Batch Status	Transaction Type	Batch Date	Accounting Date	Batch Description					
1	2040	100.00 USD 1300 DEPARTMENT OF ADMI	Submitted	IC Transfer Out	10/14/20	10/14/20						



7. Enter the Additional Information Context and type of IC Transfer.

						ଜ	☆	۴	P	ME~
Create Intercompany Batch	0						5	ave 🔻	Submit	Cancel
# Batch: 2427										
Batch Number	2427		Batch Status	New						
* Provider	1300 DEPARTMENT	OF AD! ~	Legal Entity	ADMINISTRATION						
* Transaction Type Name	IC Transfer Out		* Currency	USD US Dollar						
* Batch Date	2/26/21	16	* Conversion Rate Type	Corporate	~					
* Accounting Date	2/26/21	50	Control Amount							
Batch Description			Batch Amount	100.00						
			 Amount Difference							
Note			 Attachments	None 🕂						
			* Additional Information Context	IG_Transfer 🛩	IC_Transfer					
			IC_Transfer	TF-4-E-PAYMENT	•					

Intercompany Batch Descriptive Flex Fields





8. Under Transactions, update the Receiver totals by removing the **Credit (USD)** amount and paste it into the **Debit (USD)** Field. Under Transactions 1, update the Provider totals by removing the Debit (USD) amount and paste it into the Credit (USD) Field.

Tran	sactions (?)							
/iew ▼	+ 🗉 ×	Generate Distributions	Assign Distributions					
	Transaction Number	* Receiver	Lega	I Entity	Debit (l	USD) Credit (USD	Transaction Description	Attachments
Þ	1	1400 OFFICE OF THE STA	n 🗸		10	00.00		None 🕂
Tran	Receiver	stributions						
i Tran Provider View •	Receiver	stributions						
View •	Receiver + E × Distribution Number	* Account		Debit (USD)	Credit (USD)	escription		
View •	Receiver + E X Distribution Number	* Account	000000-000 🖻	Debit (USD)	Credit (USD) 100.00	escription		

Transactions Section

9. Scroll up and click [SAVE] then [SUBMIT].

= NCFS				ធា	☆	P [0	ME ~
Create Intercompany Batch	0				Save	• • Si	ıbmit	Cancel
# Batch: 2424								J
Batch Number	2424	Batch Status	New					
* Provider	1300 DEPARTMENT OF ADh \sim	Legal Entity	DEPARTMENT OF ADMINISTRATION					
* Transaction Type Name	IC Transfer Out	* Currency	USD US Dollar					
* Batch Date	2/24/21	* Conversion Rate Type	Corporate ~					

Save and Submit Button

10. A Submission Confirmation pop-up appears. Click [OK].

						ଜ	☆	P	C 跑	ME ~
Manage Intercompany Outbound Transactions		1 Information	×							Done
Search View T I Reverse Batch Withdraw	Batch 2427 has been	submitted OK		Advance	d Save	d Search	All Outb	ound Trans	actions 🛩	
Batch Number Batch Amount Provider	Batch Status	Transaction Type	Batch Date	Accounting Date	Batch Description					
2040 100.00 USD 1300 DEPARTMENT OF ADMI	Submitted	IC Transfer Out	10/14/20	10/14/20						

Intercompany Batch Submission Confirmation Notification



Note: The below steps must be completed by the Receiving organization.

11. Click the **Bell Notification** icon to identify the batch to approve.

		ໍລຸ 🚓 🛌 👰 🔬 🗤
Manage Intercompany Outbound Transactions		Notifications Shadar Done
inanago intercentpany categoria managonio		Q Search
▶ Search		ACTION REQUIRED 2 minutes ago ▲
View 🔹 🕂 📋 🖋 💯 Reverse Batch Withdraw		Inbound Batch Approval 2427 for Transaction 1 from 1300 DEPARTMENT OF ADMINISTRATION (100.00 USD)
Batch Number Batch Amount Provider S	latch Transa itatus	Mark Evans Approve Reject



12. Navigate to the Intercompany Transaction screen and click the Task List.

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Overview			
✓ Intercompany Transactions			
Requiring Attention New Import Errors			0
View 👻 🥖 🃅 📴 Detach 🔹			≣
2 R			
Transaction Transaction Amount Accounted Amount Transaction Type Provider Receiver Issue Accounting Period	Batch Number	Description	

Task List

13. Click Manage Approvals in the task list.

	n tr 🏸 🐠 -
Overview	Manage Intercompany Outbound Transactions
A Intercompany Transactions	Manage Intercompany Inbound Transactions Create Transaction Import Transactions Transfer to General Leder
Requiring Attention New Import Errors	Transfer to Receivables
View 🔻 🥒 🎵 📴 🔛 Detach 🕤	Transfer to Payables Create Transactions in Spreadsheet
2	Manage Approvals
Transaction Transaction Amount Accounted Amount Transaction Type Provider Receiver Issue Period	

Manage Approvals in the Task List



14. Search for the transaction in the **Batch Number** field and then select the <u>Transaction Amount</u> hyperlink.

	â	☆	P	۳	MEV
Overview					Done
A Intercompany Transactions					
Requiring My Approval Pending Approval from Others					0
View 🕶 🥒 🎵 🚰 Detach Approve Reject 🐑					
2427					
Transaction Amount Accounted Amount Transaction Type Name Provider Receiver Accounting Batch Transaction Des	cription				
100.00 USD 100.00 USD IC Transfer Out 1300 DEPARTMENT 1400 OFFICE OF TH Feb-21 2427 1					

Batch Number Search

15. Scroll to the Transactions 1: Distribution section. Click the + icon and then enter the Account information and Debit (USD) amount.

.⊿ Trar	nsaction 1: Dis	tribution		
Receiver	r Provider			
View •	+ = ×			
	Distribution Number	* Account	Debit (USD)	Credit (USD) Description
Þ	1	1400-013200-00004000-0000000-000	100.00	IC_Transfer
	Total		100.00	0.00

Transaction 1: Distribution Information

16. Scroll up and select Save and Submit.

	Ĺ		۵	ີລ	\$	P	C)	ME ~
Edit Inbound Transaction	Approve	R	teject	<u>S</u> ave a	and Close	•	Sub <u>m</u> it	<u>C</u> ancel
⊿ Batch: 2427								
Provider	1300 DEPARTMENT OF ADMINISTRATION Batch D	ate 2	2/26/21					
Legal Entity Name	DEPARTMENT OF ADMINISTRATION Accounting D	ate 2	2/26/21					
Batch Description	Attachme	nts No	one					
Note:		_				_		

Submit the Reverse Transfer





17. A submission confirmation appears. Click [OK]

		â	☆	۴	199	ME
Overview	() Information ×					Done
▲ Intercompany Transactions	Updates to the transaction have been saved					0
Requiring My Approval Pending Approval from Others						

Transaction Update Confirmation

18. Find the Transaction and highlight the row. Once highlighted, click the [APPROVE] button.

uiring My Approval Pending Approval	pproval from Others								
··· / F 🖬 🖬	Detach Approve F	Reject t)							
Transaction Amount	Accounted Amount	Transaction Type Name	Provider	Receiver	Accounting	Batch	Transaction	Description	
1,000.00 0.50	1,000.00 050	Nor Highlster Unit	HOU INTERNAL OFF.	LOUR DEPARTMENT	re0-d1	2419	1		
1,000.00 USD	1,000.00 USD	IC Transfer Out	1400 INTERNAL OFF.	1300 DEPARTMENT	Feb-21	2409	1		
1.000.00 USD	1,000.00 USD	IC Transfer Out	1400 INTERNAL OFF	1300 DEPARTMENT	Feb-21	2408	1		
1,000.00 USD	1,000.00 USD	IC Transfer Out	1400 INTERNAL OFF	1300 DEPARTMENT	Feb-21	2407	1		
500.00 USD	500.00 USD	IC Transfer Out	1300 DEPARTMENT	1400 OFFICE OF TH	Feb-21	2424	1	IC Transfer	
100 00 USD	100.00 USD	IC Transler Out	1000 DEPARTMENT	1400 OFFICE OF TH	Oct-20	2043	1		
100.00 USD	100.00 USD	IC Transfer Out	1300 DEPARTMENT	1400 OFFICE OF TH	Oct-20	2042			
100.00 USD	100.00 USD	IC Transfer Out	1300 DEPARTMENT	1400 OFFICE OF TH	Oct-20	2040	t		
100.00 USD	100.00 USD	IC Transfer Out	1300 DEPARTMENT	1400 OFFICE OF TH	Feb-21	2427	1		
100.00 USD	100.00 USD	IC Transfer Out	1400 OFFICE OF TH	1300 DEPARTMENT	Oct-20	2008			

Transaction Update Confirmation

19. Click [DONE] to return to the Intercompany Transaction Home Screen.

	ធិ	Р	P	ME ~
Overview				Done
▲ Intercompany Transactions				0
		 		-

Close out the Transfer

Note: The below steps must be completed by OSC.



20. Click the "Bell Notification" icon to identify the batch to approve.

		1	ME ~
Overview	Notifications sta	IA we	
	Q Search		
Intercompany Transactions	ACTION REQUIRED 1 minute ago		0
Requiring Attention New Import Errors	Inbound Batch Approval 2427 for Transaction 1 from 1300 DEPARTMENT OF ADMINISTRATION (100.00 USD)	11	Ŭ
View 🔻 🥒 🎵 📴 🔐 Detach 🕤	Mark Evans Approve Reject	41.	Ξ

Intercompany Batch Approval Notification

Note: Steps 21-24 will be completed by the Robotics Process Automation (RPA) bot unless the user wants to manually approve. If the user uses the RPA bot, skip steps 21-24 and complete step 25.

21. Click the Task List on the Intercompany Transactions Screen.

	â	☆	PC	<mark>9</mark> 9 (ME ~
Overview					
A Intercompany Transactions					
Requiring Attention New Import Errors				0	
View 🔻 🥒 蓮 📴 Detach 👈					Ξ
2					
Transaction Transaction Amount Accounted Amount Transaction Type Provider Receiver Issue Accounting Period	Batch	h ber	Description		

Intercompany Transaction Screen

22. Click Manage Approvals in the task list.

	n tr 🕫 🐠 🐠				
Overview	Manage Intercompany Outbound Transactions				
A Intercompany Transactions	Manage Intercompany Inbound Transactions Create Transaction Import Transactions Transfer to General Ledger				
Requiring Attention New Import Errors	Transfer to Receivables				
View 🕶 🥒 🎵 📴 🔛 Detach 🕤	Transfer to Payables Create Transactions in Spreadsheet				
2	Manage Approvals				
Transaction Transaction Amount Accounted Amount Transaction Type Provider Receiver Issue Accounted Amount Transaction Type Provider Receiver Issue Period					

Manage Approvals in the Task List



23. Search for the Batch Number.

Requiring	My Approval Per	ding Approval fro	m Others							,
View 🔻	/ J 🐺	Detach	Approve F	Reject 🕑			_			
2							Accounting	2427 Batch	Transaction	
	Transaction Amou	nt Accor	unted Amount	Transaction Type Name	Provider	Receiver	Period	Number	Number	Description
	100.00 US	D	100.00 USD	IC Transfer Out	1300 DEPARTMENT	1400 OFFICE OF TH	Feb-21	2427	1	

Batch Number Search

24. Click the Save and Submit button.

			1	â	$\stackrel{\wedge}{\bowtie}$	P	P	ME ~
Edit Inbound Transaction	Аррг	ove	Reject	Save	and Clos	e 🔻	Submit	Cancel
✓ Batch: 2427								'
Provider	1300 DEPARTMENT OF ADMINISTRATION Batc	Date	2/26/21					
Legal Entity Name	DEPARTMENT OF ADMINISTRATION Accounting	Date	2/26/21					
Batch Description	Attach	nents	None					
Note:								

Save and Submit the Intercompany Batch

25. Click [APPROVE] to complete the Reverse Transfer.

• / F 🖬 🖬	Detach Approve R	Reject 🕤							
Transaction Amount	Accounted Amount	Transaction Type Name	Provider	Receiver	Accounting	Batch	Transaction Number	Description	
1,000 00 030	1,000.00.050	IN THE SHE VILL	HOU IN LEMMAL OF F.	1300 DEPARTMENT	r90.41	5410	1		
1,000-00 USD	1,000.00 USD	IC Transfer Out	1400 INTERNAL OFF	1300 DEPARTMENT	Feb-21	2409	15		
1,000-00-USD	1,000.00 USD	IC Transfer Out	1400 INTERNAL OFF	1300 DEPARTMENT	Feb-21	2408	1		
1,000-00 USD	1,000.00 USD	IC Transfer Out	1400 INTERNAL OFF.	1300 DEPARTMENT	Feb-21	2407	1		
500.00 USD	500.00 USD	IC Transfer Out	1300 DEPARTMENT	1400 OFFICE OF TH	Feb-21	2424	t	IC Transfer	
100.00 USD	100.00 USD	IC Transfer Out	1300 DEPARTMENT	1400 OFFICE OF TH	Oct-20	2043	1		
100.00 USD	100.00 USD	IC Transfer Out	1300 DEPARTMENT	1400 OFFICE OF TH.	Oct-20	2042	1		
100.00 USD	100.00 USD	IC Transfer Out	1300 DEPARTMENT	1400 OFFICE OF TH	Oct-20	2040	1		
100.00 USD	100.00 USD	IC Transfer Out	1300 DEPARTMENT	1400 OFFICE OF TH.	Feb-21	2427	1		
100.00 USD	100.00 USD	IC Transfer Out	1400 OFFICE OF TH	1300 DEPARTMENT	Oct-20	2008	1		

Approve the Reverse Transfer



User Tip: Users can approve from the NCFS worklist in the Bell Notification Center also.

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Wrap Up

The user can reverse the transfer following the steps above. Once an IC transfer has been submitted for reversal it is approved in the next AutoPost run. Once this transaction is posted, the GL account balances will be updated, and this will be reflected in the Cash Availability Report.

Additional Resources

For more information on intercompany 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 (via Spreadsheet Upload) QRG
- Creating a transfer (Manually) QRG
- Reversing a Transfer (OSC)

