The purpose of this Quick Reference Guide (QRG) is to provide the Intercompany (IC) Transfer Entry users an overview on how to utilize the North Carolina Financial System (NCFS) search capabilities to find information related to the organization's cash transfers.

Overview

When NCFS users are searching through intercompany transfers, there are four key search capabilities that make the search process efficient. The four sections discussed in this QRG are the Basic Search, Advanced Search, Adding Additional Fields, and Saving Searches. A basic search allows a search on specific values or names. Advanced Searches allow users to set conditional operators to search on portions of fields or ranges, as well as add additional fields to more refine the search. In addition, users may add additional search criteria to Advanced searches to enhance the search. Saved searches allows the user to keep a copy of the search criteria for later use. Users can create new saved search entries, edit, and delete existing saved search entries. Also, the user can retrieve user-specified or public saved search entries.

Key Terms

Key Terms and Acronyms	Description
Basic Search	A basic search allows a search on specific values or names.
Advanced Search	Advanced Searches allow users to set conditional operators to search on portions of fields or ranges, as well as add additional fields to more refine the search.
Saved Searches	Saved searches allows the user to keep a copy of the search criteria for later use.
Add Search Criteria	Adding additional fields or search criteria allows users to see more specific results, spend less time going through search results for needed entries.

Information needed to complete this process

- o   Batch Number
- o   Transaction Number
- o   Transaction Type
- o   Accounting Date
- o   Provider
- o   Receiver
- o   Transactions Status

Information needed to complete this process

- o Desired Transfer Entry

Basic Search

The Basic Search functionality allows users to narrow the search results when trying to pull IC transfers. The Basic Search allows users to search based on transfer batch number, transaction type, provider, and receiver among others. Each field has a double asterisk next to it. This means it is a system-required field and at least one of these fields must be completed to pull data.

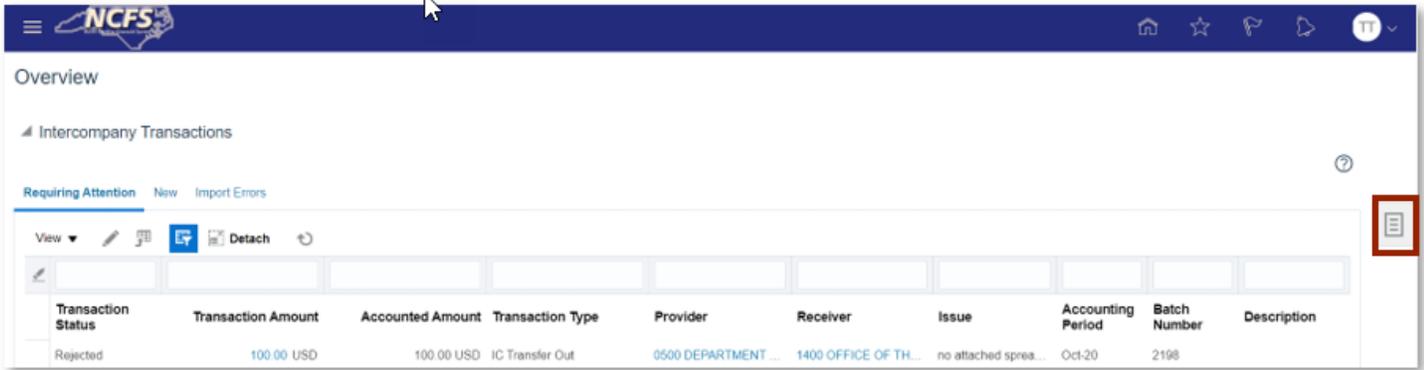1. Access the NCFS Homepage and click the **Intercompany Accounting** icon.
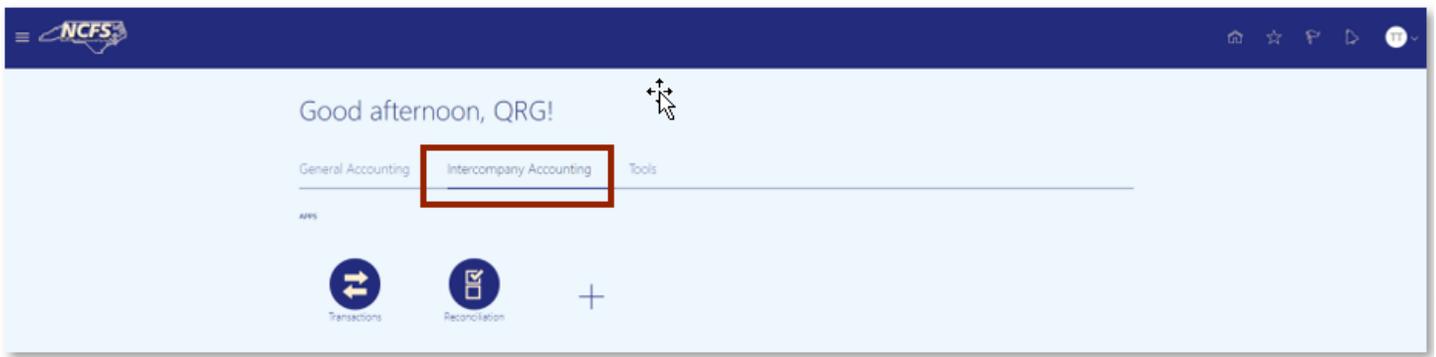
The Intercompany Accounting icon on the NCFS Homepage
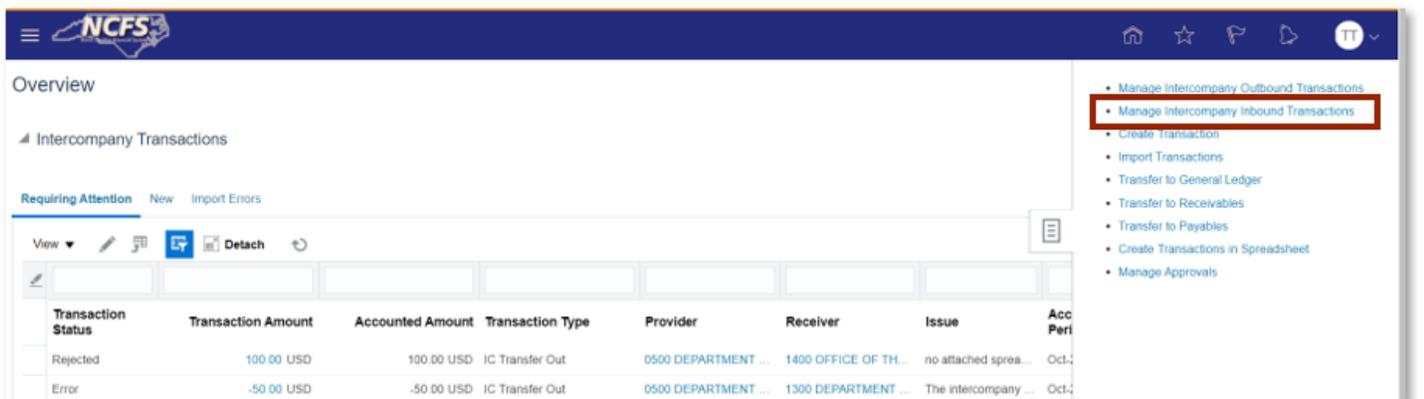
2. Click **Transactions**.
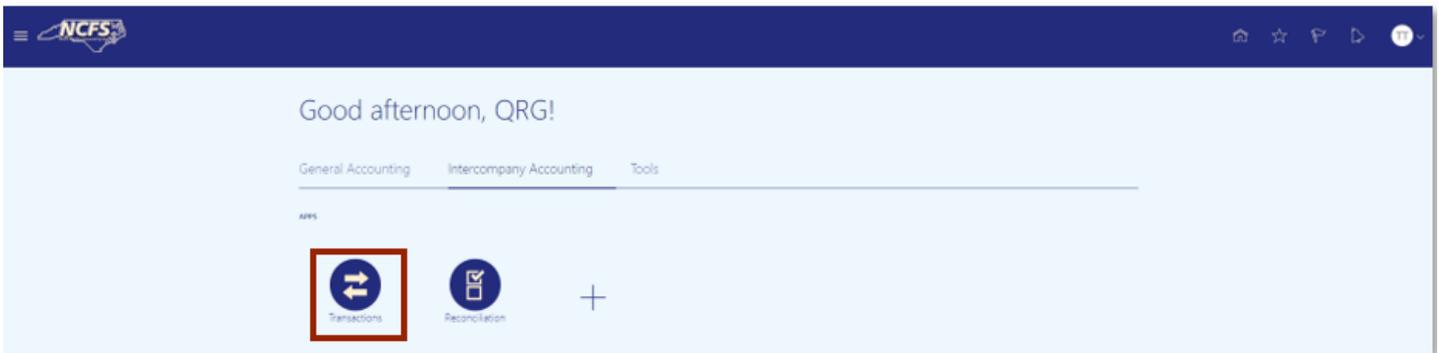
The Transactions app on the NCFS Homepage

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


The Task list on the Journals screen

4. From the task list, click **Manage Intercompany Inbound Transactions**.

The Manage Intercompany Inbound Transactions Option

5. The screen displayed below is the Basic Search screen. The Basic Search allows for users to search based on:

   1. Batch Number
   2. Transaction Number
   3. Transaction Type
   4. Accounting Date
   5. Provider
   6. Receiver
   7. Transaction Status
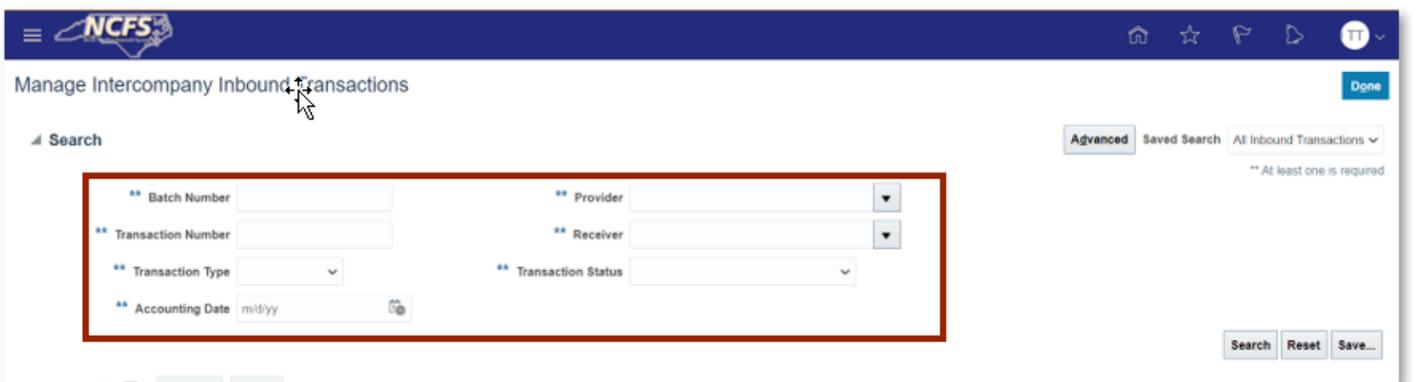
Basic Search Screen

Advanced Search

The Advanced Search allows users to have additional options when trying to complete a search as compared to the Basic Search. Each field has a double asterisk next to it. This means that a system-required field and at least two of these fields must be completed to pull data. The Advanced Search also contains conditional operators. The most frequently used conditional operators are "Starts with." "Ends with," "Equals," "Does not equal," "Contains," and "Does not contain." "Starts with," "Ends with," and "Contains" should be used when some information is known but the complete data is unknown. If the exact information is known, then use "Equals" for a faster response. The only time to use a "Does not Equal" and "Does not Contain" operator is as part of a multiple field search.

1. Click [ADVANCED] to show the Advanced Search Screen.
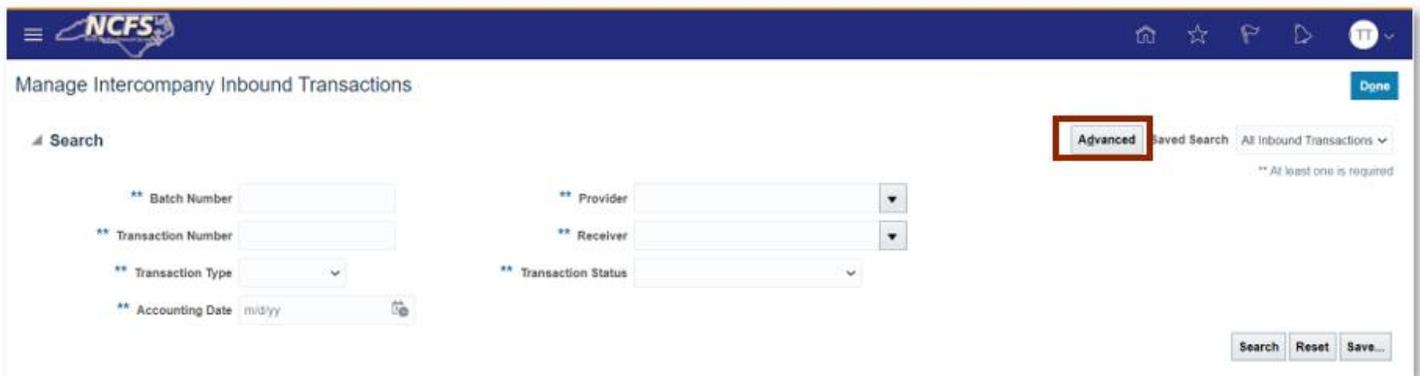
Manage IC Inbound Transactions Screen

2. The Screen displayed below is the Advanced Search Screen. The Advanced Search function allows for users to search by:
    1. Batch Number
    2. Transaction Number
    3. Transaction Type
    4. Accounting Date
    5. Provider
    6. Receiver
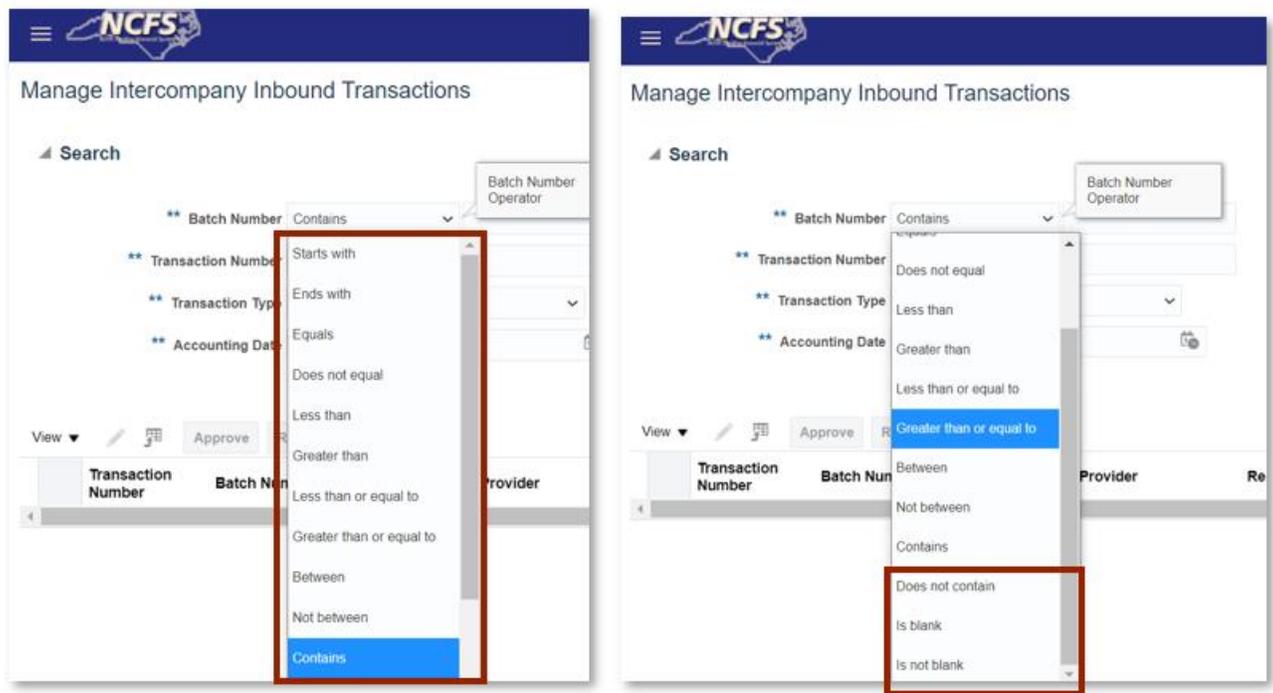   7. Transactions Status
    8. Additional Information Context
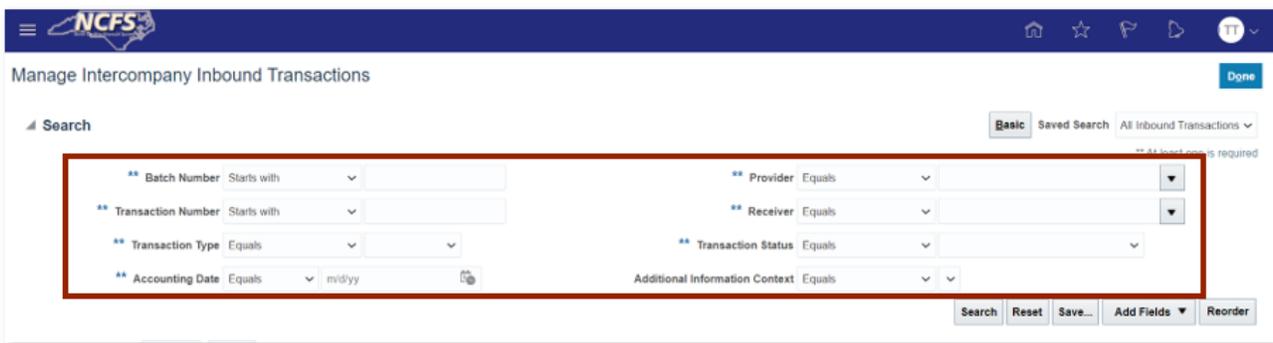
Advanced Search Screen

3. To adjust the conditional operators, click the **Batch Number Operator** box. Once the operator box is selected a *conditional operator's* dropdown appears.
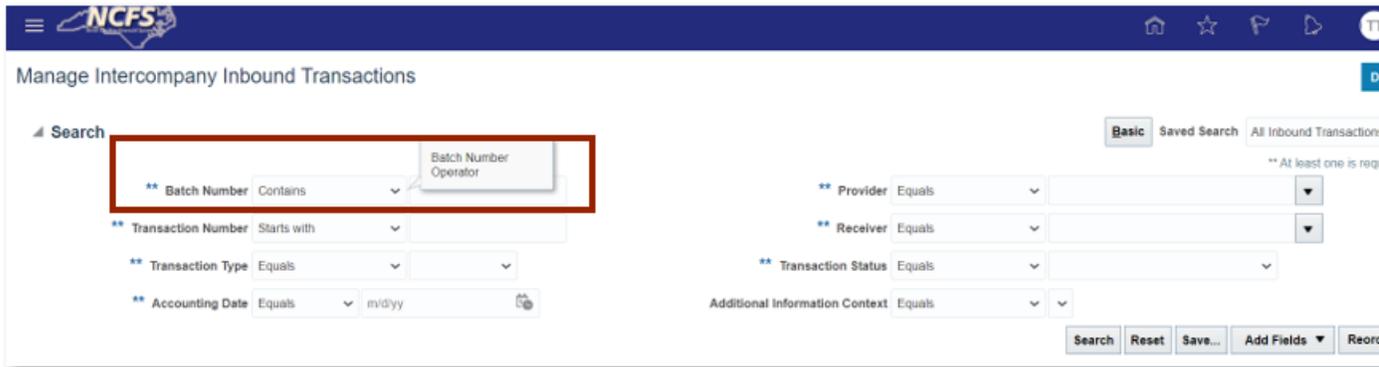
Batch Number Operator

4. The dropdown has the following options.

*Conditional Operator Search Options*

Adding Fields

Adding fields allows users to search on additional fields not included in the basic or advanced searches. Users can add multiples of existing fields to expand the search. For example, a second Provider can be added to search for more than one provider at a time.

1. On the *Manage Intercompany Inbound Transactions* Screen, click the *Add Fields* dropdown arrow.
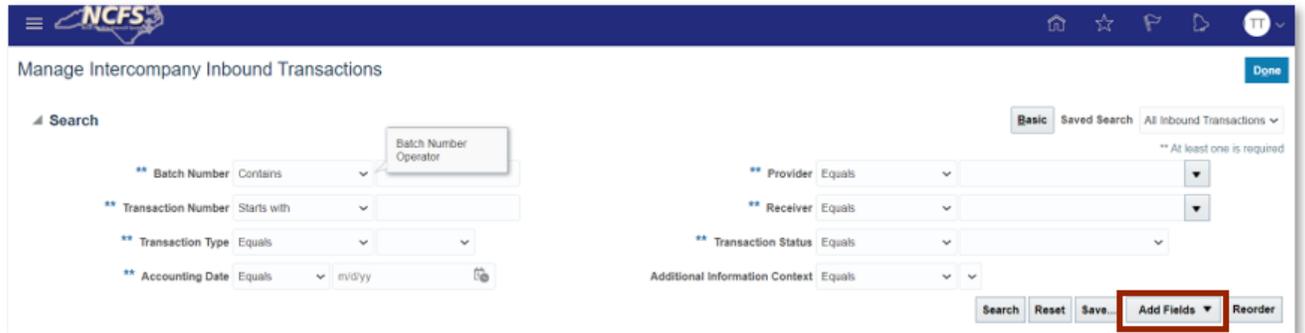
Add Fields Dropdown

2. A dropdown arrow appears with various options. Users should select the desired option.
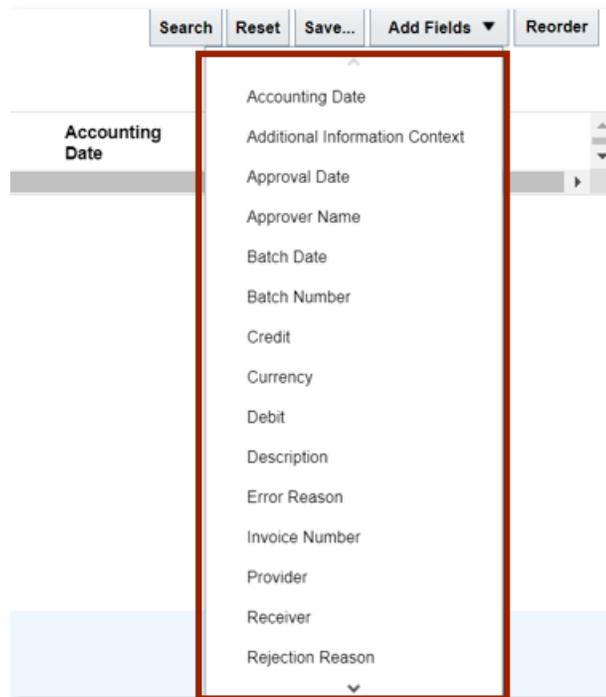

Additional Field Options

Saving Search

If users frequently execute the same search, using the saving search criteria can save time. The fields that have been added from the previous section can be included in a saved search. Users can save the specific search with terminology specific to transfers.

1. In order to create a Saved Search. Users must click [SAVE] in the bottom right-hand corner of the screen.
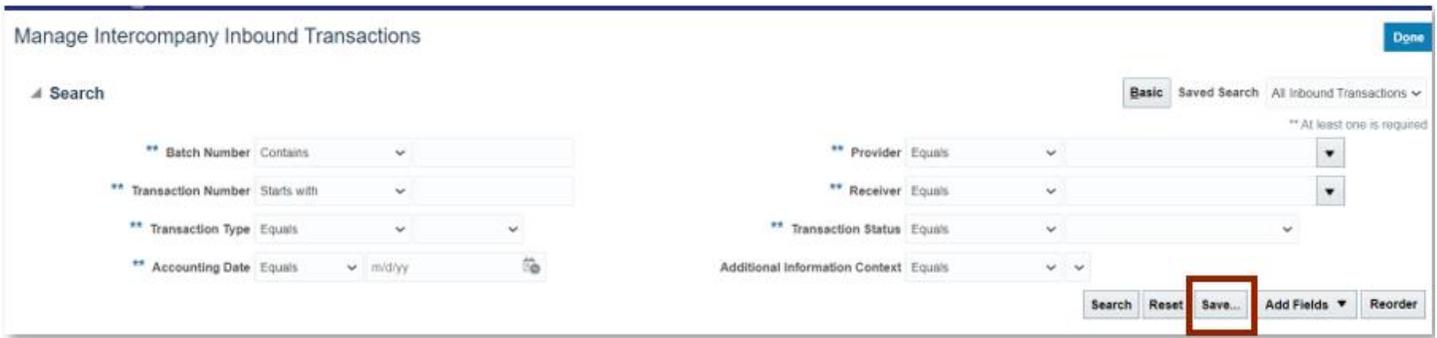
Saved Search Option

2. A pop up appears on the screen with the name Create Saved Search. If desired select the **Set as Default** and **Run Automatically** check box.
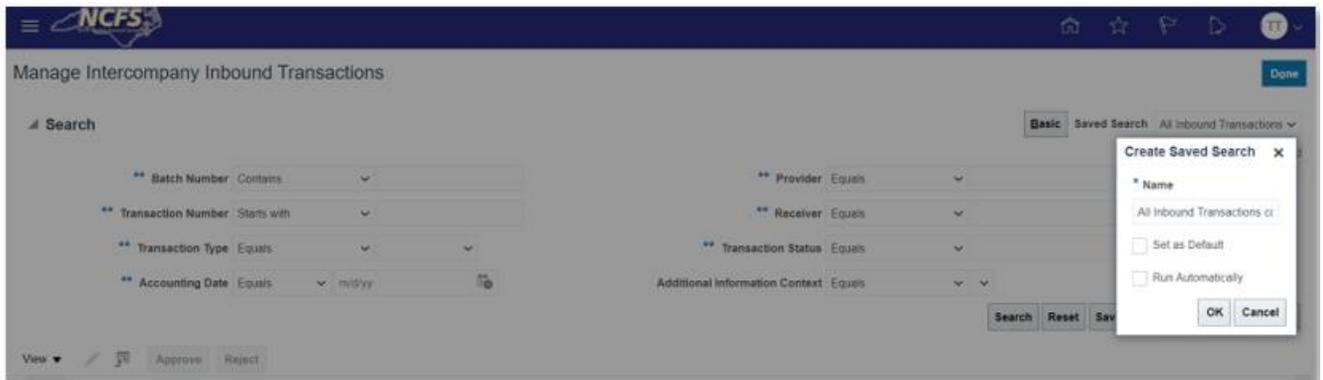
Create Saved Search Pop Up

Wrap Up

The NCFS Search capabilities are designed to make it easier to locate needed information. These capabilities assist users in retrieving and analyzing a large number of intercompany transactions to locate the desired transaction. The conditional operators and saved search functionalities allow for further refinement and efficiencies to accomplish this task.

Additional Resources

For more information on Searching Capabilities related to transfers, please review the following materials:

Web Based Training (WBT)
- NAV 100: Advanced Navigation and Inquiry

Instructor Led Training (ILT)
- IC100: Transfer Entry and Receiving

Quick Reference Guides (QRG)
- Creating a Transfer (Manually)
- Creating a Transfer (via Spreadsheet Upload)