

CREATING WITHDRAWALS IN NCFS

QUICK REFERENCE GUIDE CM-28



The purpose of this Quick Reference Guide (QRG) provides North Carolina Financial System (NCFS) users stepby-step instructions on how to create a withdrawal in NCFS.

Overview

A withdrawal occurs when a user wants to remove/edit either a journal entry or an intercompany transfer entry. A withdrawal must take place before a transaction has been approved. If the desired transaction has already been posted, a user must create a reverse entry to remove this transaction. For Intercompany Transfers, the transaction and batch status are listed as "New" after a withdrawal takes place. For Journal Entries, the transaction goes from "Complete" status to "Incomplete" status.

Key Terms

Key Terms and Acronyms	Description
Withdrawal	A withdrawal is when a user wants to remove a transaction that has not been approved.
Journal Entries	Journal entries are a tool to record financial transactions to the system's general ledger. Journal creation, posting, and editing work together in the recording process to produce accurate financial records.
Intercompany Transaction	Intercompany transactions are cash transfers occurring between two or more budget funds, either within the same organization or between two organizations.

Creating a Withdrawal

To create a withdrawal, please follow the steps below.

1. Access the Home Screen and click the **Bell Notification** icon.

					â	☆	P	P	ME ~
Goo	d morning,	QRG!							
 Me	My Client Groups	General Accounting	Intercompany Accounting	Procurement	>				

The Bell Notification icon on the NCFS Home Screen

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



2. Click Show All.

= _NCFS		A	- P 10
		Notifications	Show All
	Good morning OPGL	Q Search	
	dood morning, Qrd:	ACTION REQUIRED Inbound Batch Approval 2473 for Transaction 1 from 1100 DEPARTMENT OF LABOR (221	2 days ago
	Me My Client Groups General Ad	Teresa Shingleton Approve	Reject
	QUICK ACTIONS AP	FYI Error in Intercompany Transaction Approval Mark Evans	2 days ago
	My Public Info	ACTION REQUIRED Inbound Batch Approval 2451 for Transaction 8 from 1100 DEPARTMENT OF LABOR (3,14	2 days ago 15.00 USD)
	Ph	Teresa Shingleton Approve	Reject

Pending NCFS Notifications

3. Click Created by Me.

= •	NCFS						â	☆	P	۳2	ME ~
<	Notifications									Work	dist
		Assigned to Me (38)	Created by Me (3)	All							
		Q Search				Dismiss All					

View User Created Transactions



Withdrawing an Intercompany Transfer

To withdraw an intercompany transfer, follow the steps below.

1. Identify the transaction to withdraw, then click **Withdraw**.

=	NCFS		ଜ	☆	P	(
<	Notifications				ļ	Workl
		Assigned to Me (38) Created by Me (3) All R search IN PROGRESS 3 weeks ago Inbound Batch Approval 2425 for Transaction 1 from 0500 DEPARTMENT OF THE SECRETARY OF STATE (100.00 USD) Assigned to multiple people				

Withdraw Transactions

2. Click the Transaction Hyperlink to confirm the withdrawal.

= 4	NCFS				ŵ	☆	P	Ç99
<	Notifications							Worki
		Assigned to Me (38)	Created by Me (3)	All				
		Q Search						
		IN PROGRESS	oval 2425 for Transaction 1	^{3 weeks} from 0500 DEPARTMENT OF THE SECRETARY OF STATE (100.0	ago O			
		USD) Assigned to multiple pe	eople	Withdra	~			

Transaction Hyperlink





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3. Click View Approvals.

Inbound Batch Approval 2425 for Transaction 1 from 050	00 DEPARTMENT OF THE SECRETA	View Transaction	View Approvals
Intercompany Transaction A 100.00 USD IC Transfer Out Receiver: 1400 OFFICE OF THE S CONTROLLER Provider: 0500 DEPARTMENT OF STATE	TATE CONTROLLER, OFFICE OF THE STATE		
Transaction Details			
From	Mark Evans		
Transaction	1		
Accounting Date	2/25/21		
Batch	2425, 2/25/21		

View Approvals

4. Confirm the transaction was withdrawn and click [OK].

IC Transfer Out	
Receiver: 1400 OFFICE OF THE STATE CON CONTROLLER	TROLLER, OFFICE OF THE STATE
Provi STAT Approvals	ок
Trans (1) Withdrawn by QRG	3/19/21 3:16 PM
Submitted by QRG	2/20/21-0.44 PW

Withdrawal Confirmation



5. Click View Transaction.

Inbound Batch Approval 2425 for Transaction 1 from 050	00 DEPARTMENT OF THE SECRETA View Transaction View Approvals
Intercompany Transaction A 100.00 USD IC Transfer Out Receiver: 1400 OFFICE OF THE S' CONTROLLER Provider: 0500 DEPARTMENT OF T STATE	Approval TATE CONTROLLER, OFFICE OF THE STATE THE SECRETARY OF STATE, SECRETARY OF
Transaction Details	
From	Mark Evans
Transaction	1
Accounting Date	2/25/21
Batch	2425, 2/25/21

View Transaction

6. Confirm the Transaction Status is "Received".

		ଜ	☆
View Intercompany Transaction			
4 Batch: 2425			
Batch Number	2424 Conversion Rate Type	Corporate	
Provider	0500 DEPARTMENT OF THE SECRETARY OF STATE. Batch Date SECRETARY OF STATE Batch Date	2/25/21	
Legal Entity Name	DEPARTMENT OF ADMINISTRATION Accounting Date	2/25/21	
Batch Description	Attachments	None	
Note	Additional Information Context	IC_Transfer	
Transaction Type Name	IC Transfer Out IC_Transfer	TF-4-E-PAYMEN	NT.
Transaction: 1			
Receiver	1400 OFFICE OF THE STATE CONTROLLER Credit	100.00 USD	
Legal Entity Name	OFFICE OF THE STATE CONTROLLER Reversal Reference		
Transaction Status	Received Involce Number		
Approval Date	Deletion Research		
Final Approver	Rejection Reason		
Description	IC Transfer Attachments	None	
Debit	Additional Information Context		

Transaction Status



Withdrawing a Journal Entry

To withdraw a journal entry, follow the steps below.

1. Click Withdraw.

≡ 4	NCFS				ሰ	☆	P	[4
Data Acc	ess Set: NC CASH US [Change]							
<	Notifications							Workl
		Assigned to Me (41) Created by	/ Me (5)	All				
		Q search						
		IN PROGRESS Journal Batch DEP 121 (600.00 USD) Assigned to multiple people) from Mark Eva	ins Requires Approval	4 minutes ago Withdraw			

Withdrawal Initiation

2. Click View Approvals to confirm the withdrawal.

Journal Batch DEP 121 (600.0	00 USD) from Mark Evans Requires Approval	View Journal View Approvals
,	,	
	Journal Batch Approval	
	600.00 USD	
	Mar-21, Manual	
	Journals	
	Details	Amount
	3/30/21, Manual 54001 30-MAR-2021 18:24:07	600.00 USD
	NC CASH US Accrual	
	0100-00002-00001000-0000000-000000-0000-00000000	0-00000-00000
	Credit	DR 600.00
	0100-00002-00001000-000000-000000-0000-	-00000-00000
	Credit	CR 600.00
	Batch Total	600.00 USD

View Approvals Button



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3. Confirm the transaction was withdrawn, then click [OK].

Journal Batch Approval	
600.00 USD DEP 121 Mar-21, Manual	
Approvals	ок
3/30/ NC C Withdrawn by QRG	3/30/21 6:31 PM
Accru 0100- Submitted by QRG	3/30/21 6:25 PM
Credit 0100-000002-00001000-0000000-000000	00.00 0-0000-0000000-000000-00000-000000
Credit Batch Total	CR 600.00 600.00 USD

Withdrawal Notification

4. Click View Journal.

Journal Batch DEP 121 (600.	00 USD) from Mark Evans Requires Approval	View Journal View Approval
	Journal Batch Approval	
	600.00 USD	
	DEP 121	
	Mar-21, Manual	
	Journals	
	Details	Amount
	3/30/21, Manual 54001 30-MAR-2021 18:24:07	600.00 USD
	NC CASH US Accrual	
	0100-00002-00001000-0000000-000000-0000-00000000	0-0000-000000-00000
	Credit	DR 600.00
	0100-000002-00001000-0000000-0000000-0000-00000000	0-0000-000000-00000
	Credit	CR 600.00
	Batch Total	600.00 USD

Journal Details



5. Confirm the **Completion Status** is "Complete".

Data Access Set: NC CASH US		
Edit Journal ②	Save	▼ Post ▼
Journal Batch: DEP 121 ⑦ Show More		
Journal Batch DEP 121	Source	Manual
	Approval Status	In process
buance type Actual	Funds Status	Not attempted
* Accounting Period Mar-21	Batch Status	Unposted
Attachments None	Completion Status	Complete

Journal Details

Validate the Intercompany Transfer

1. Access the Intercompany Accounting Module and click Transactions.

	â	☆	P
Good morning, QRG!			
Me My Client Groups General Accounting Intercompany Accounting Procurement	>		
APPS			
Transactions			

NCFS Intercompany Accounting Module



2. Click **New** and identify the Intercompany Transaction and click the Batch Amount Hyperlink.

								â	☆	P
Overview										
Intercompany Transaction	IS									
Requiring Attention New mport	Errors									
View 🗸 🥖 🎵 📑	Detach 👈									
1					m/d/yyy					
Batch Amount	Accounted Amount	Transaction Type Name	Provider	Accounting Period	Batch Date	Batch Status	Batch Number	Description		
0.00 USD	0.00 USD	IC Transfer Out	0500 DEPARTMENT	Dec-20	12/20/21	New	2379			
100.00 USD	100.00 USD	IC Transfer Out	0500 DEPARTMENT	Oct-20	10/19/20	New	2195			
-50.00 USD	0.00 USD	IC Transfer Out	1100 DEPARTMENT	Mar-21	3/16/21	New	2455	1100 TS		
-9,875.65 USD	0.00 USD	IC Transfer Out	1100 DEPARTMENT	Mar-21	3/16/21	New	2456	1100 TS		
-221.25 USD	0.00 USD	IC Transfer Out	1100 DEPARTMENT	Mar-21	3/16/21	New	2461	1100 TS		
100.00 USD	100.00 USD	IC Transfer Out	0500 DEPARTMENT	Feb-21	2/25/21	New	2425			

New Intercompany Transfer Batch Status

3. Confirm the Batch Status is listed as "New".

							ធា	☆	۴
Edit Intercompany Batch ②								S	ave 🔻
Batch: 2425					_				
Batch Number	2425			Batch Status	New				
* Provider	0500 DEPARTMENT	of the 🗸		Legal Entity	SECRETARY OF STATE				
* Transaction Type Name	IC Transfer Out	~		* Currency	USD US Dollar				
* Batch Date	2/25/21	60		* Conversion Rate Type	Corporate	\sim			
* Accounting Date	2/25/21	66		Control Amount					
Batch Description				Batch Amount	100.00				
				Amount Difference					
Note			le	Attachments	None 🕂				

Intercompany Transfer Batch Status



Validate the Journal Entry

1. Navigate to the **General Accounting Module** and click **Journals**.

	ଜ	公	٩	P
Good morning, Mark Evans!				
Me My Client Groups General Accounting Intercompany Accounting Procurement	>			
APPS				
General Accounting Dashboard				

General Accounting Module

2. Click Incomplete and locate the Journal Batch Name Hyperlink to view the withdrawal.

= NCFS			ŵ	☆ F	, 🍠
Data Access Set: NC CASH US [Change]					
Journals					
▲ Journals					
Requiring Attention Incomplete Import Error	ws				C
View 🔻 Format 👻 🎹 📴 Free	eze 📆 Detach 🚽 Wrap	Mark as Complete			
1					
Accounted				Accou	inting
Debit	Credit	Journal Batch		Period	J
600.00	600.00 Manual	DEP 121		Mar-21	-
220.00	220.00 AutoCopy	Pay Test - Absolute		Nov-20	
123.45	123.45 Manual	AW-GB-TEST01		Nov-20	
100.00	100.00 Manual	TestJournalhGuA		Jan-21	
100.00	100.00 Manual	TestJournalS5UL		Jan-21	

Journal Batch Name Hyperlink



3. Confirm the Completion Status is now listed as "Incomplete."

Data Access Set: NC CASH US			
Edit Journal ⑦		Sa	ve 🔻 Complete 🔻
Journal Batch: DEP 121 ⑦ Show M	lore		
Journal Batch	DEP 121	Source	Manual
Description	4	Approval Status	Required
Balance Type	Actual	Funds Status	Not attempted
* Accounting Period	Mar-21 V	Batch Status	Unposted
Attachments	None 🕂	Completion Status	Incomplete

Completed Withdrawal

Wrap Up

A withdrawal must take place before a transaction (journal entry and intercompany entry) has been approved. If the transaction has been approved and posted the user must reverse the transaction to remove it. In order to create a withdrawal, the transaction must be in "Complete" and "In Process" (Journal Entry) status or "Received" (Intercompany) transaction status.

Additional Resources

For more information on Creating Transaction in NCFS, please review the following materials:

Web Based Training (WBT)

• N/A

Instructor Led Training (ILT)

- IC 100: Transfer Entry and Receiving
- GL 100: Journal Entry

Quick Reference Guides (QRGs)

- Entering a Journal Entry (Manually)
- Entering a Journal Entry (via Spreadsheet)
- Creating a Transfer (manually) QRG
- Creating a Transfer (via Spreadsheet) QRG

