



CREATING WITHDRAWALS IN NCFS

QUICK REFERENCE GUIDE CM-28



The purpose of this Quick Reference Guide (QRG) provides North Carolina Financial System (NCFS) users step-by-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.

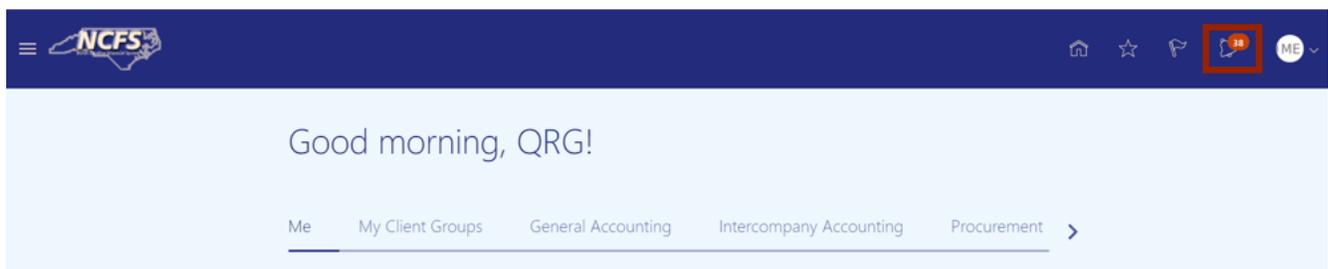
Key Terms

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.

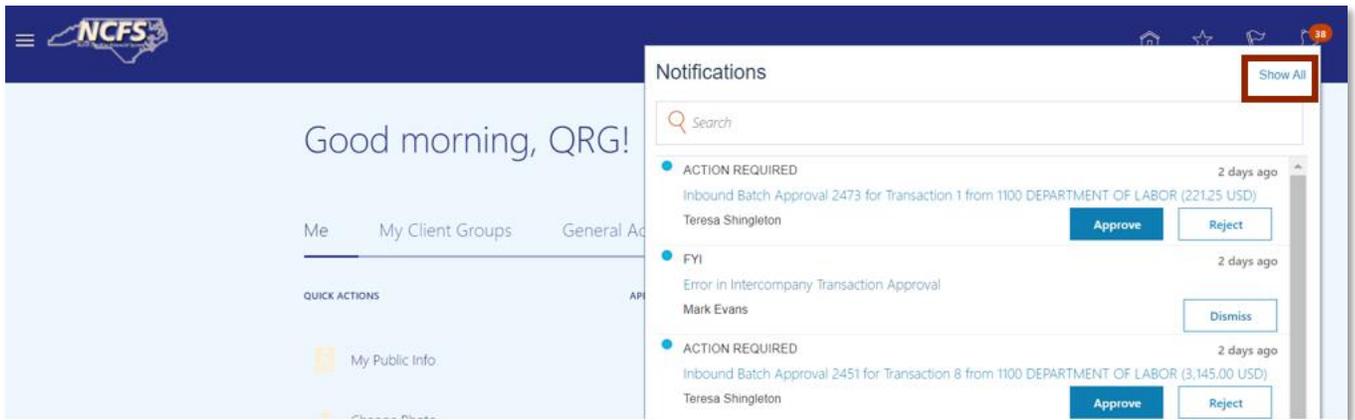
1. Access the Home Screen and click the **Bell Notification** icon.



The Bell Notification icon on the NCFS Home Screen



2. Click **Show All**.



Pending NCFS Notifications

3. Click **Created by Me**.

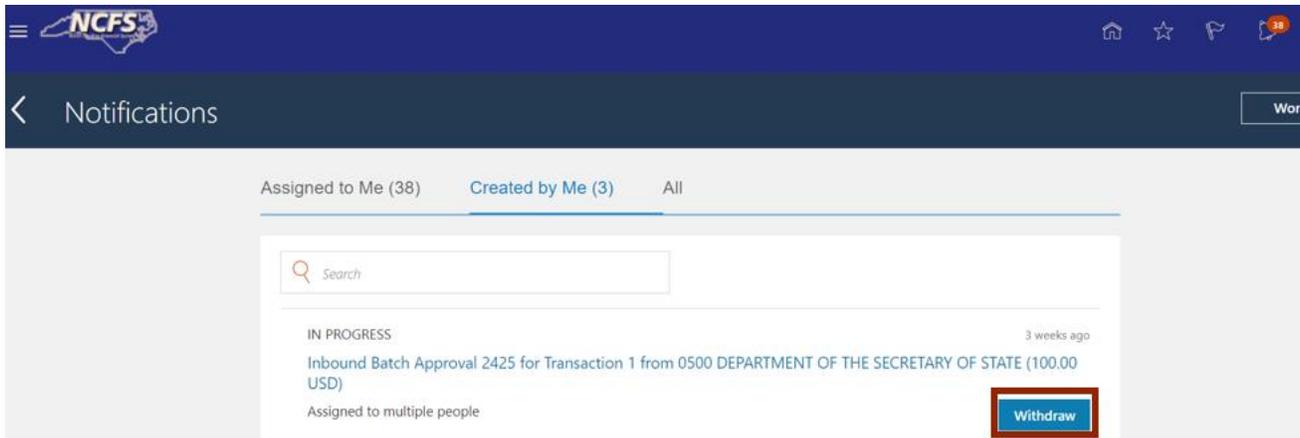


View User Created Transactions

Withdrawing an Intercompany Transfer

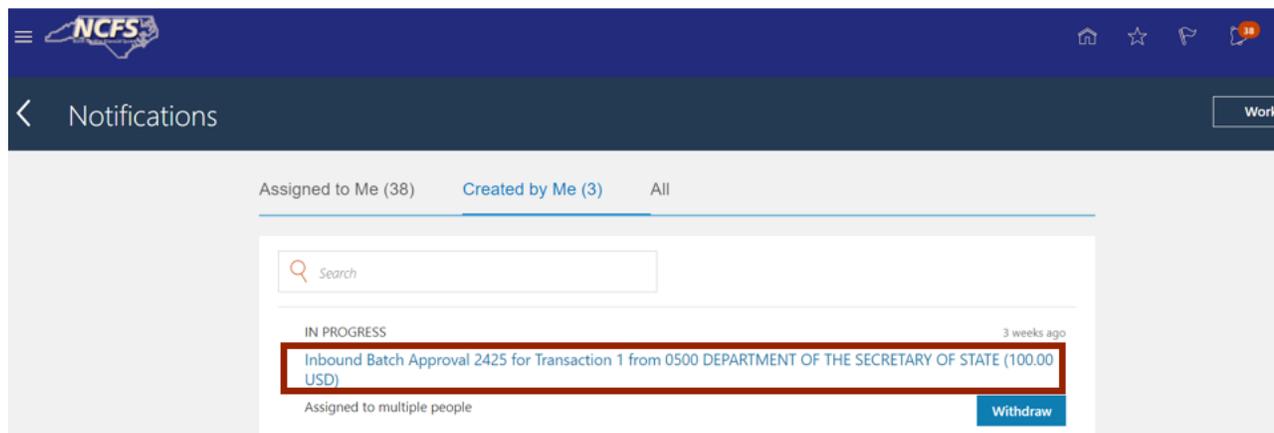
To withdraw an intercompany transfer, follow the steps below.

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



Withdraw Transactions

2. Click the **Transaction Hyperlink** to confirm the withdrawal.



Transaction Hyperlink



User Tip: The Transaction must be in the “In Progress” status in order to create a withdrawal.

3. Click **View Approvals**.

Inbound Batch Approval 2425 for Transaction 1 from 0500 DEPARTMENT OF THE SECRETA... [View Transaction](#) [View Approvals](#)

Intercompany Transaction Approval

100.00 USD
IC Transfer Out

Receiver: 1400 OFFICE OF THE STATE CONTROLLER, OFFICE OF THE STATE CONTROLLER
Provider: 0500 DEPARTMENT OF THE SECRETARY OF STATE, SECRETARY OF 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].

100.00 USD
IC Transfer Out

Receiver: 1400 OFFICE OF THE STATE CONTROLLER, OFFICE OF THE STATE CONTROLLER
Provider: 0500 DEPARTMENT OF THE SECRETARY OF STATE, SECRETARY OF STATE

Approvals

Trans **Withdrawn by QRG** 3/19/21 3:16 PM

Submitted by QRG 2/25/21 6:44 PM

Batch 2425, 2/25/21

Withdrawal Confirmation

5. Click **View Transaction**.

Inbound Batch Approval 2425 for Transaction 1 from 0500 DEPARTMENT OF THE SECRETA... [View Transaction](#) [View Approvals](#)

Intercompany Transaction Approval

100.00 USD

IC Transfer Out

Receiver: 1400 OFFICE OF THE STATE CONTROLLER, OFFICE OF THE STATE CONTROLLER

Provider: 0500 DEPARTMENT OF THE SECRETARY OF STATE, SECRETARY OF STATE

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”.

View Intercompany Transaction

Batch: 2425

Batch Number	2424	Conversion Rate Type	Corporate
Provider	0500 DEPARTMENT OF THE SECRETARY OF STATE, 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-PAYMENT

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	Invoice Number	
Approval Date		Rejection Reason	
Final Approver		Attachments	None
Description	IC Transfer	Additional Information Context	
Debit			

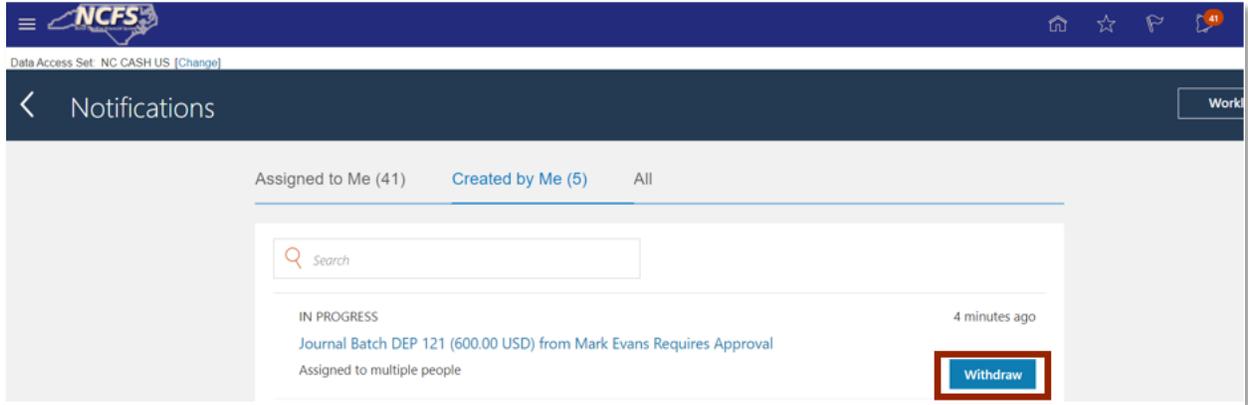
Transaction Status



Withdrawing a Journal Entry

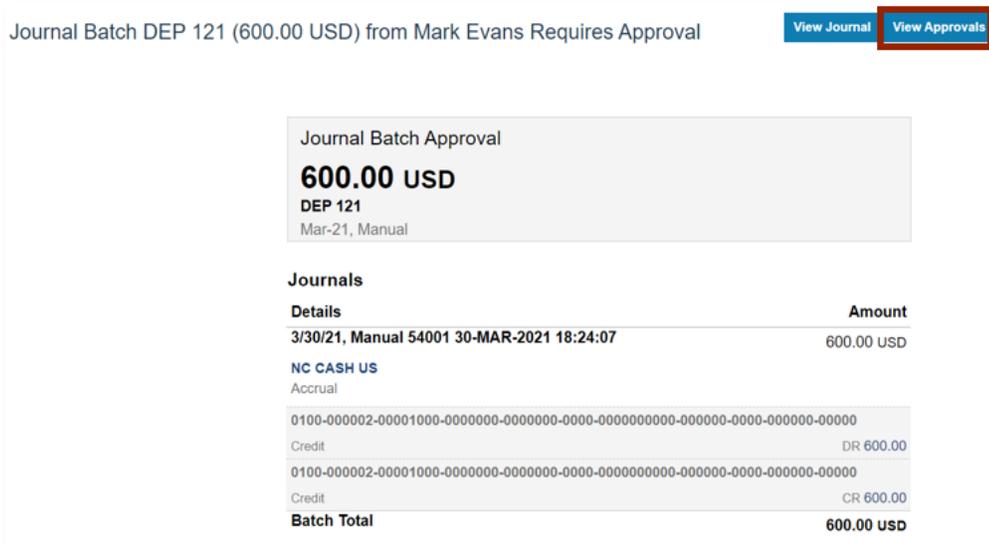
To withdraw a journal entry, follow the steps below.

1. Click **Withdraw**.



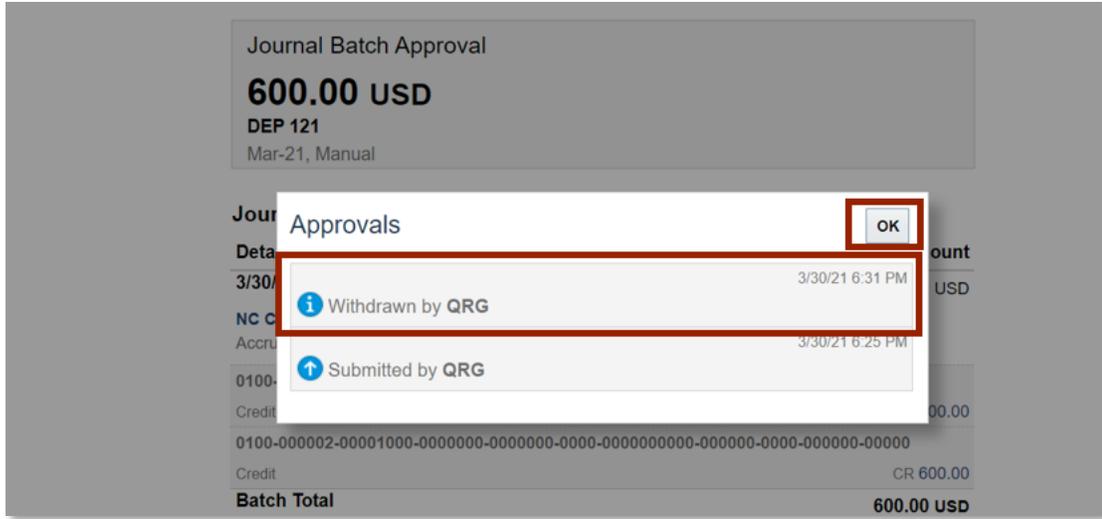
Withdrawal Initiation

2. Click **View Approvals** to confirm the withdrawal.



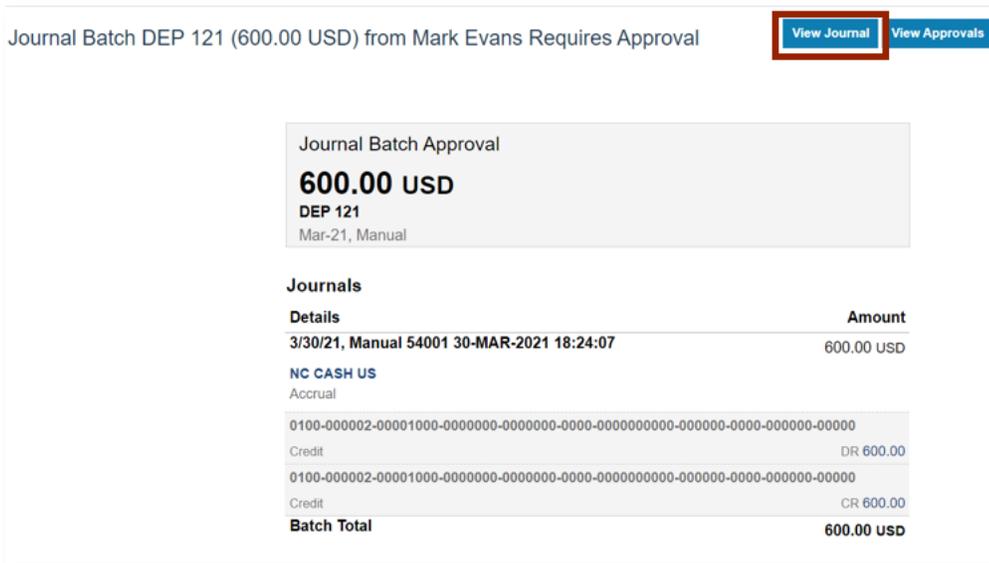
View Approvals Button

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



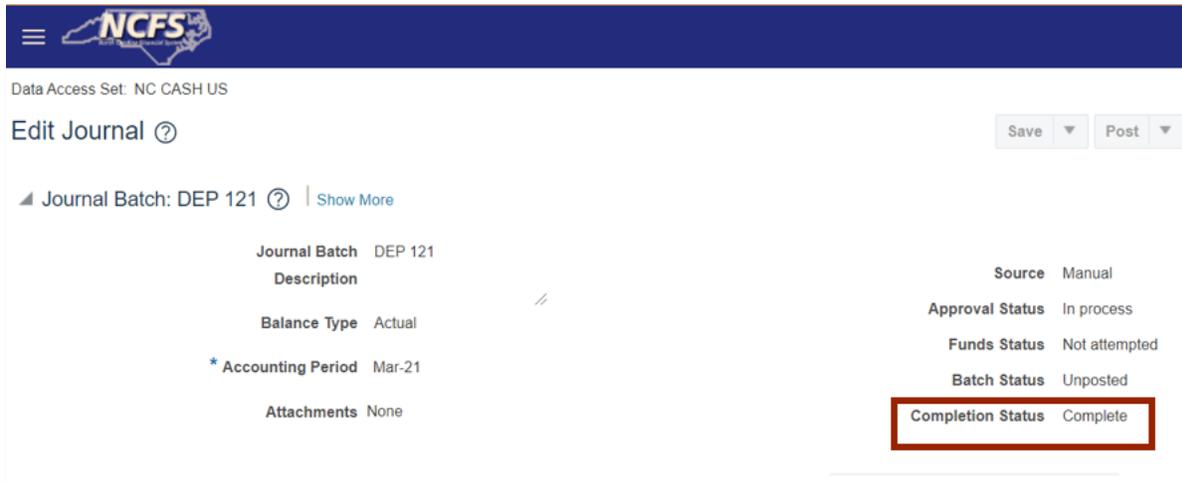
Withdrawal Notification

4. Click **View Journal**.



Journal Details

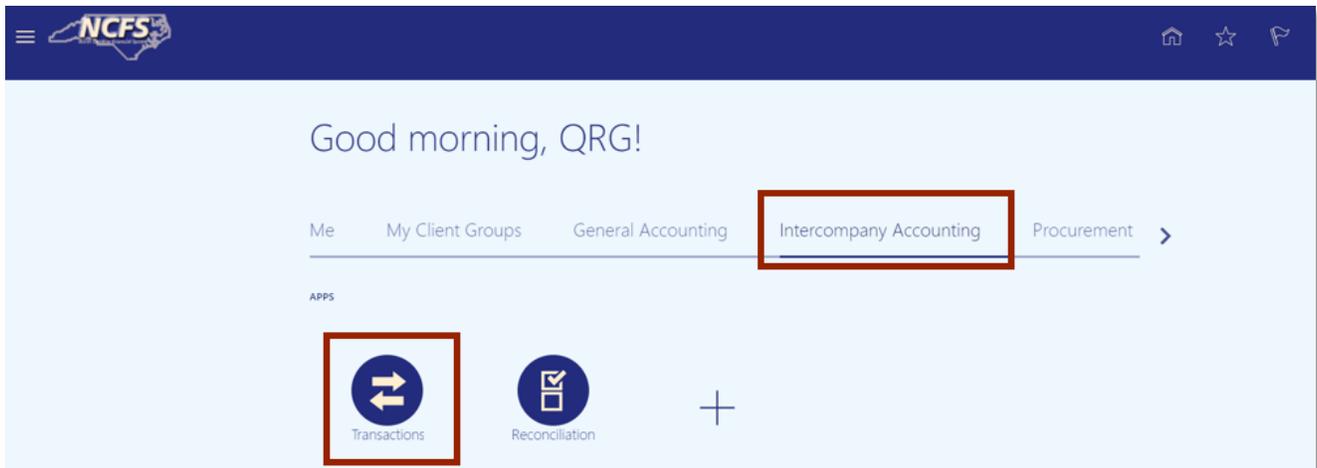
5. Confirm the **Completion Status** is “Complete”.



Journal Details

Validate the Intercompany Transfer

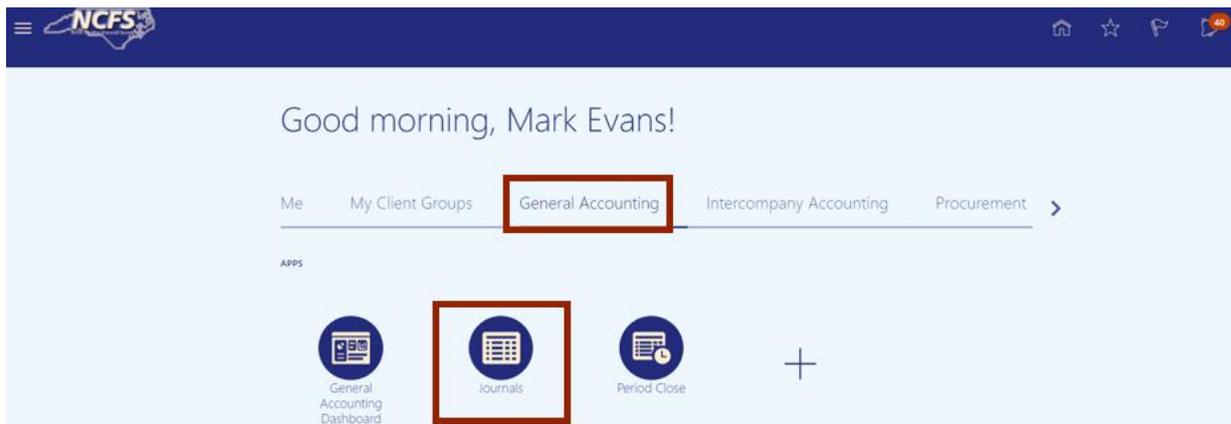
1. Access the **Intercompany Accounting Module** and click **Transactions**.



NCFS Intercompany Accounting Module

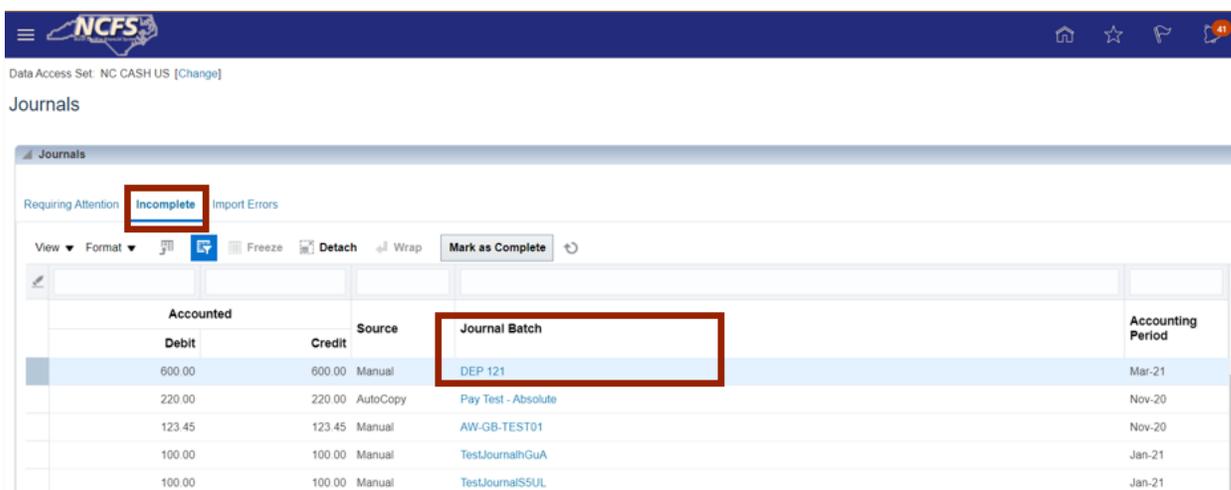
Validate the Journal Entry

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



General Accounting Module

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



Journal Batch Name Hyperlink

3. Confirm the Completion Status is now listed as “Incomplete.”

The screenshot shows the 'Edit Journal' page in the NCFS system. At the top, there is a navigation menu and the NCFS logo. Below the logo, it says 'Data Access Set: NC CASH US'. The main heading is 'Edit Journal' with a help icon. On the right, there are 'Save' and 'Complete' buttons. Below this, it shows 'Journal Batch: DEP 121' with a help icon and a 'Show More' link. The form contains several fields: 'Journal Batch' (DEP 121), 'Description' (empty), 'Balance Type' (Actual), '* Accounting Period' (Mar-21), and 'Attachments' (None). On the right side, there is a list of status fields: 'Source' (Manual), 'Approval Status' (Required), 'Funds Status' (Not attempted), 'Batch Status' (Unposted), and 'Completion Status' (Incomplete). The 'Completion Status' field is highlighted with a red border.

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