The purpose of this Job Aid is to explain how to create an intercompany transfer as receiver in the NCFS Cash Management System.

Menu Path: Home> Intercompany Accounting> Transactions> Manage Intercompany Inbound Transactions

*Note: Look up the transfer number under Notifications if you do not have the number.*

1.   Enter the **Batch Number**
2.   Click **Search**

3.   Click the **Transaction Number**

NCFS

4. Click the **plus sign** to add a row
5. Enter Receiver account information
6. Enter Credit
7. Enter Description
8. Click the triangle next to Save and Close >Select Save
9. Click **OK** on the Information popup
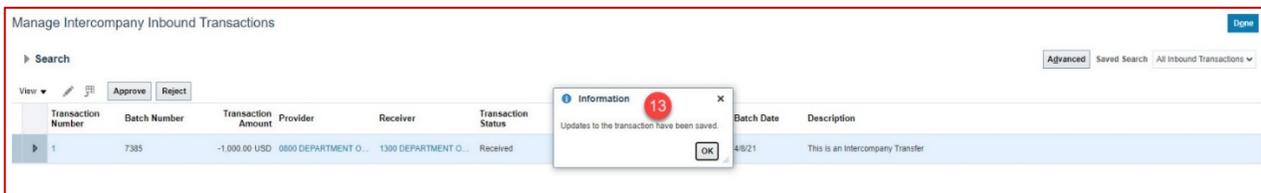10. Click **Submit**
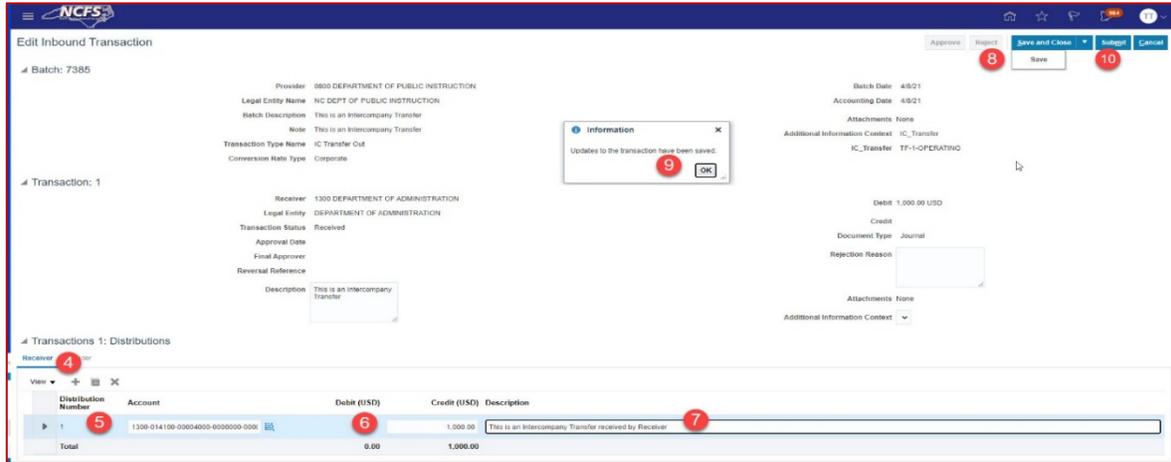
11. Click **OK** on the Information popup
12. Click **Approve** (This is only approving the transaction to go to OSC for approval)
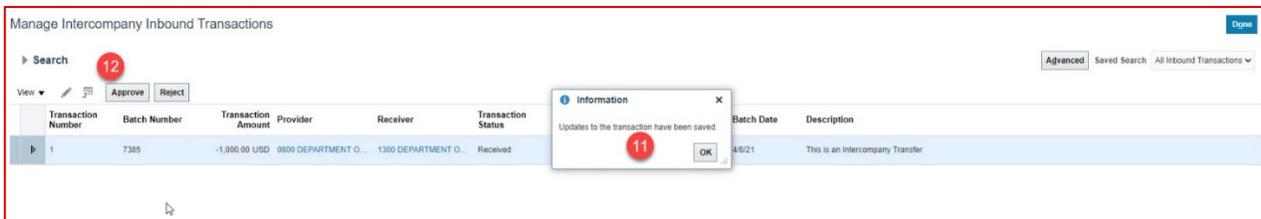
Numbered step to complete an Intercompany Transfer as a Receiver

13. Click **OK** on the Information popup.

Note: The Intercompany Transaction is now submitted to OCS.