



CREATE AN INTERCOMPANY TRANSFER AS PROVIDER

JOB AID CM-24

CM

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

Menu Path: Home> Intercompany Accounting> Transactions> Create Transaction

Transaction Number	Receiver	Legal Entity	Debit (USD)	Credit (USD)	Transaction Description	Attachments
1	1300 DEPARTMENT OF ADA	DEPARTMENT OF ADMINISTRAT...	1,000.00	1,000.00	This is an intercompany transfer	None

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	0800-013510-00005000-0000000-000X	1,000.00	0.00	This is an intercompany transfer
Total		1,000.00	0.00	

- Step 1:** Select Provider
- Step 2:** Batch Date default
- Step 3:** Accounting Date default
- Step 4:** Enter Batch Description
- Step 5:** Enter Note - Enter Your Name and the purpose of the transfer.
- Step 6:** Select Additional Information Context
- Step 7:** Select IC Transfer Type
- Step 8:** Click Plus sign to add a row (if needed)
- Step 9:** Select Receiver
- Step 10:** Enter Credit Amount
- Step 11:** Enter Description
- Step 12:** Click Plus sign to add a row (if needed)
- Step 13:** Enter Provider Account
- Step 14:** Enter Debit Amount
- Step 15:** Enter Description
- Step 16:** Click Save
- Step 17:** Confirmation box appears> Click OK
- Step 18:** Click Submit

Note: The transfer is now submitted to the Receiver