



CREATING A TRANSFER MANUALLY

ICT

QUICK REFERENCE GUIDE ICT-1

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to Create a Transfer Manually in the North Carolina Financial System (NCFS).

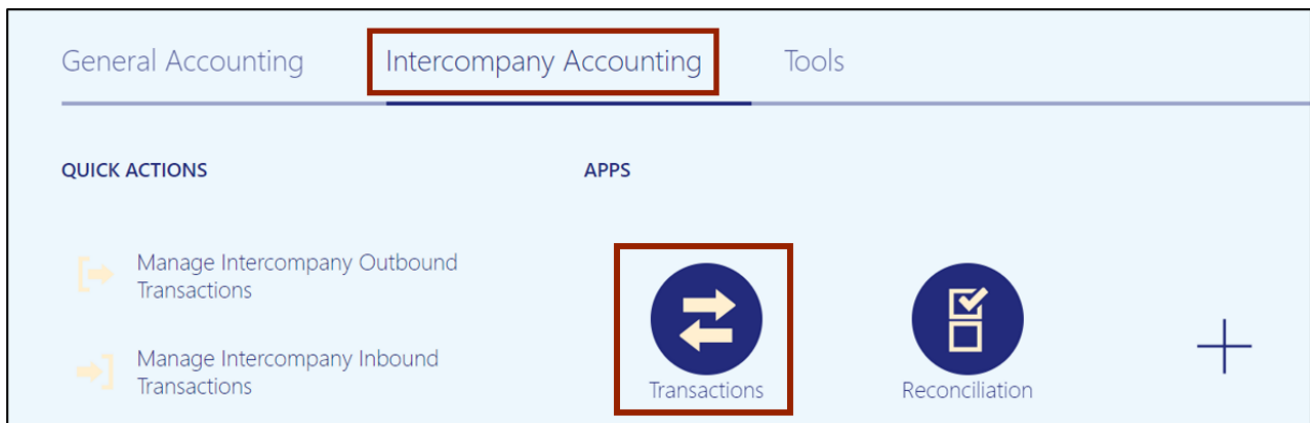
Introduction and Overview

This QRG covers the process of manually creating an Intercompany transfer. Intercompany Transactions are transfers of funds between two different agencies or within the same agency. Intercompany Transfer allows agencies to record daily cash transfers using manual, spreadsheet, and interface methods.

Creating a Transfer (Manually)

To create a transfer manually, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Intercompany Accounting** tab and select the **Transactions** app.



3. Click the **Tasks** [☰] icon and select **Create Transaction** from the **Tasks** pane.

Overview

Intercompany Transactions

Requiring Attention New Import Errors

View [dropdown] [edit] [grid] [tasks] [detach] [refresh]

Transaction Status Transaction Amount Accounted Amount Transaction Type Provider

- Manage Intercompany Outbound Transactions
- Manage Intercompany Inbound Transactions
- **Create Transaction**
- Import Transactions
- Transfer to General Ledger
- Transfer to Receivables
- Transfer to Payables
- Create Transactions in Spreadsheet
- Manage Approvals

4. On the **Create Intercompany Batch** page, the **Batch Number** is pre-populated.

Note: This **Batch Number** will assist with searching for the transfer in the future.

Create Intercompany Batch ? Save Submit Cancel

Batch: 109586

Batch Number 109586

* Provider [dropdown]

* Transaction Type Name IC Transfer Out [dropdown]

* Batch Date m/d/yy [calendar]

* Accounting Date m/d/yy [calendar]

Batch Description [text area]

Note [text area]

Batch Status New

Legal Entity

* Currency USD US Dollar

* Conversion Rate Type Corporate [dropdown]

Control Amount [text field]

Batch Amount 0.00

Amount Difference

Attachments None +

* Additional Information Context [dropdown]

5. Select the **Provider** and the **Transaction Type** from the respective drop-down choice list.

In this example, we choose the **Provider** as **3000 DHHS MENTAL HEALTH** and **Transaction Type Name** as **IC Transfer Out**.

Create Intercompany Batch ? Save Submit Cancel

Batch: 109586

Batch Number 109586

* Provider 3000 DHHS MENTAL HEALTH

* Transaction Type Name IC Transfer Out

* Batch Date

* Accounting Date

Batch Description

Note

Batch Status New

Legal Entity NC DHHS CONTROLLERS OFFICE

* Currency USD US Dollar

* Conversion Rate Type Corporate

Control Amount

Batch Amount 0.00

Amount Difference

Attachments None

* Additional Information Context

6. Select the **Batch Date** and **Accounting Date** by clicking the respective **Calendar** [📅] icons.

Create Intercompany Batch ? Save Submit Cancel

Batch: 109586

Batch Number 109586

* Provider 3000 DHHS MENTAL HEALTH

* Transaction Type Name IC Transfer Out

* Batch Date 4/4/23

* Accounting Date 4/4/23

Batch Description

Note

Batch Status New

Legal Entity NC DHHS CONTROLLERS OFFICE

* Currency USD US Dollar

* Conversion Rate Type Corporate

Control Amount

Batch Amount 0.00

Amount Difference

Attachments None

* Additional Information Context

10. Enter the **Credit Amount** in the **Credit** field. Next, enter the **Transaction Description** in the **Transaction Description** field.

In this example, we choose **IC Transfer**.

Note: The **Transaction Description** is optional.

Transaction Number	* Receiver	Legal Entity	Debit (USD)	Credit (USD)	Transaction Description
1	0800 DEPARTMENT OF PUB	NC DEPARTMENT OF PUBLIC IN...		600.00	IC Transfer

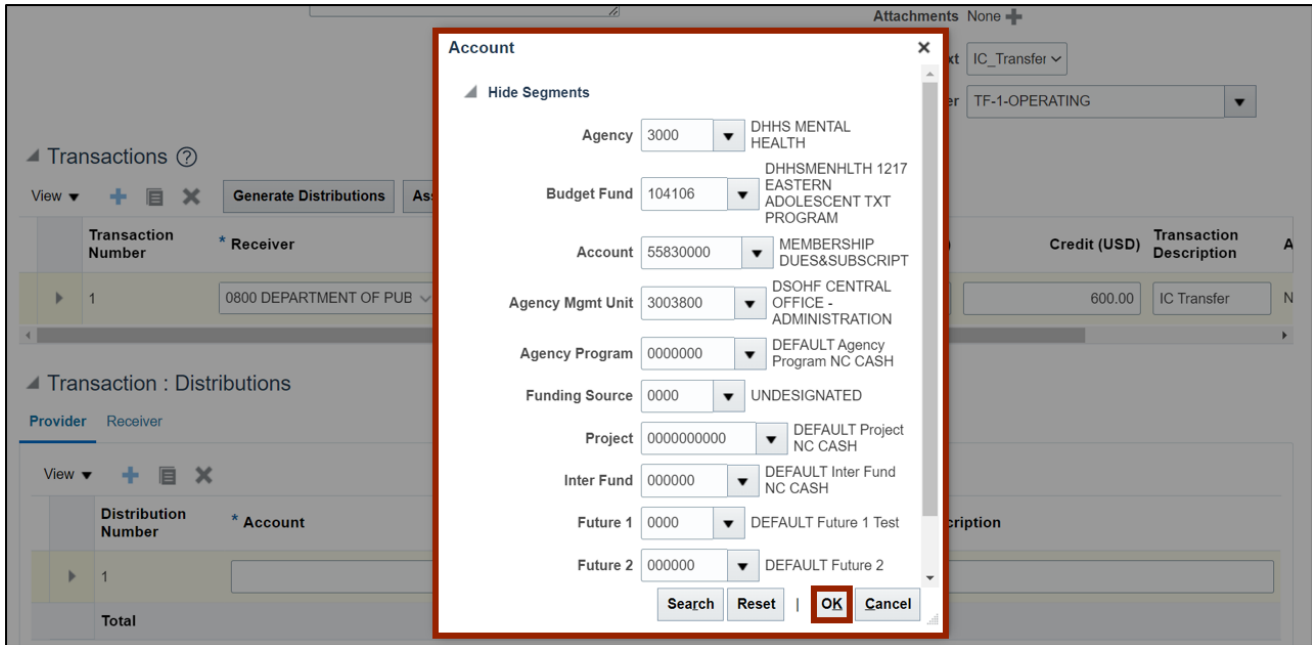
11. Scroll down to find the **Transactions: Distributions** section and click the **Add Row [+]** icon.

Distribution Number	* Account	Debit (USD)	Credit (USD)	Description
No data to display.				
Total				

12. Enter the distribution account details within the **Account** field. Click the **Account [📄]** icon to select individual account segment values from the **Account** pop-up.

Distribution Number	* Account	Debit (USD)	Credit (USD)	Description
1				
Total		0.00	0.00	

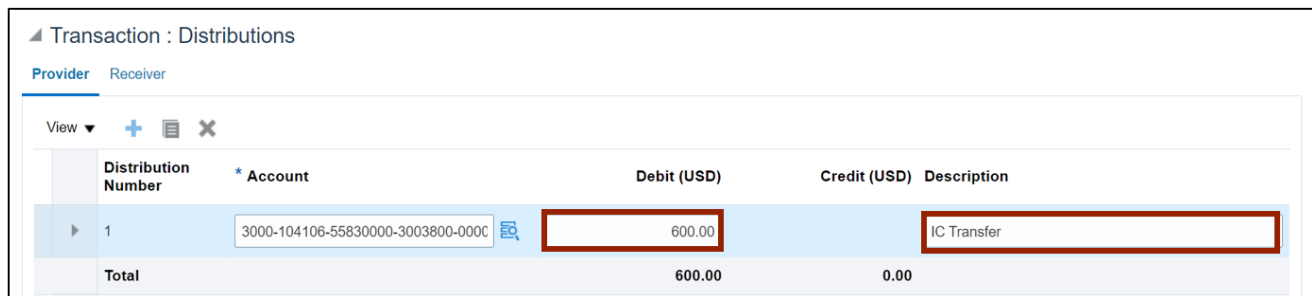
- On the *Account* pop-up, search and enter the relevant **Account** information from the respective drop-down choice lists and click the **OK** button.



- Enter the **Debit Amount** in the **Debit** field. Next, enter the **Transaction Description** in the **Transaction Description** field.

In this example, we choose **IC Transfer** as the description.

Note: The **Description** field is optional.



15. Scroll up and click the **Save** button.

Create Intercompany Batch ? **Save** **Submit** **Cancel**

▲ Batch: 109586

Batch Number	109586	Batch Status	New
* Provider	3000 DHHS MENTAL HEALTHI	Legal Entity	NC DHHS CONTROLLERS OFFICE
* Transaction Type Name	IC Transfer Out	* Currency	USD US Dollar
* Batch Date	4/4/23	* Conversion Rate Type	Corporate
* Accounting Date	4/4/23	Control Amount	
Batch Description		Batch Amount	0.00
Note		Amount Difference	
		Attachments	None +
		* Additional Information Context	IC_Transfer
		IC_Transfer	TF-1-OPERATING

16. The *Confirmation* pop-up appears. Click the **OK** button.

Create Intercompany Batch ? **Save** **Submit** **Cancel**

▲ Batch: 109586

Confirmation [X]

The updates to batch 109586 have been saved.

OK

Batch Number	109586	Batch Status	New
* Provider	3000 DHHS MENTAL HEALTHI	Legal Entity	NC DHHS CONTROLLERS OFFICE
* Transaction Type Name	IC Transfer Out	* Currency	USD US Dollar
* Batch Date	4/4/23	* Conversion Rate Type	Corporate
* Accounting Date	4/4/23	Control Amount	
Batch Description		Batch Amount	0.00
Note		Amount Difference	
		Attachments	None +
		* Additional Information Context	IC_Transfer
		IC_Transfer	TF-1-OPERATING

17. Click the **Submit** button.

Create Intercompany Batch ?

Save ▼ **Submit** Cancel

Batch: 109586

Batch Number	109586	Batch Status	New
* Provider	3000 DHHS MENTAL HEALTH	Legal Entity	NC DHHS CONTROLLERS OFFICE
* Transaction Type Name	IC Transfer Out	* Currency	USD US Dollar
* Batch Date	4/4/23	* Conversion Rate Type	Corporate
* Accounting Date	4/4/23	Control Amount	
Batch Description		Batch Amount	0.00
Note		Amount Difference	
		Attachments	None +
		* Additional Information Context	IC_Transfer
		IC_Transfer	TF-1-OPERATING

18. You are now redirected to the **Transactions Overview** page. The *Confirmation* pop-up appears. Click the **OK** button.

Overview

Intercompany Transactions

Requiring Attention New Import Errors

Information ✕

Batch 109586 has been submitted.

OK

Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver	Issue	Acco Peric

Wrap-Up

Create an Intercompany Transfer manually using the steps above to transfer funds between two different agencies or within the same agency.

Additional Resources

Virtual Instructor-Led Training (vILT)

- IC100c: Transfer Entry - Creation and Receiving