



CREATING A TRANSFER (VIA SPREADSHEET UPLOAD)

ICT

QUICK REFERENCE GUIDE ICT-2

Purpose

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

Introduction and Overview

This QRG covers the process of creating a transfer using the ADFDI spreadsheet template. The NCFS spreadsheet allows users to enter a single transfer or multiple transfers at a time.



User Tip:

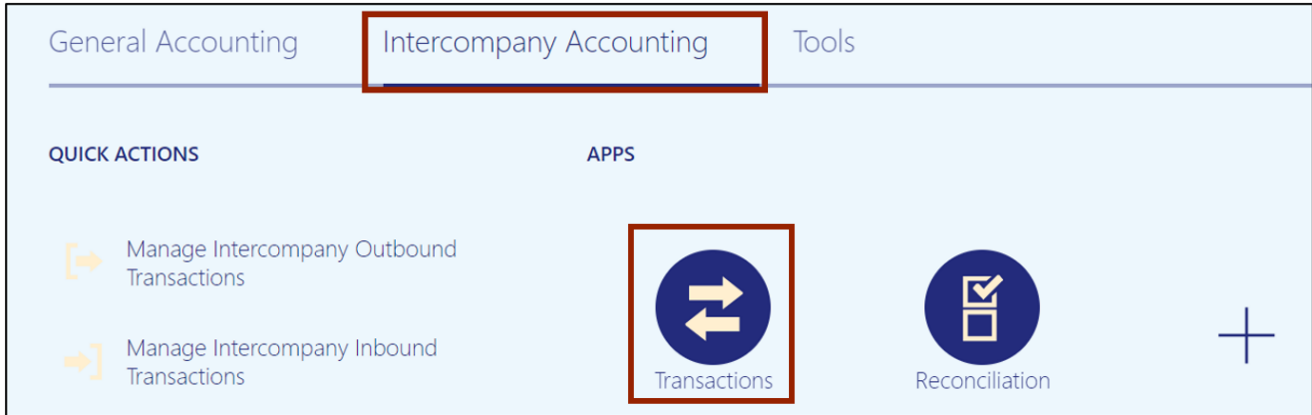
The following are prerequisites to creating a transfer (via spreadsheet upload):


1. Install the ADFDI Desktop Excel Integrator.

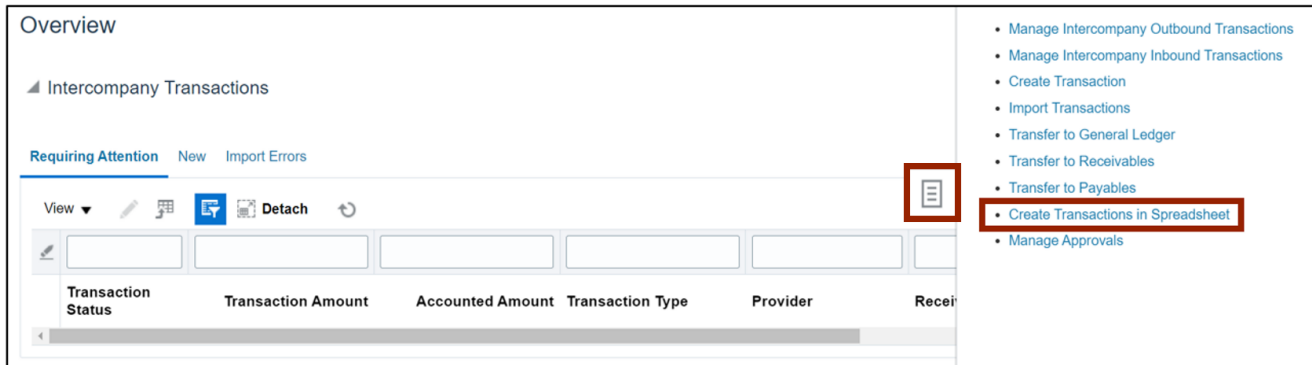
Creating a Transfer (via Spreadsheet Upload)

To create a transfer using the ADFDI spreadsheet, 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.



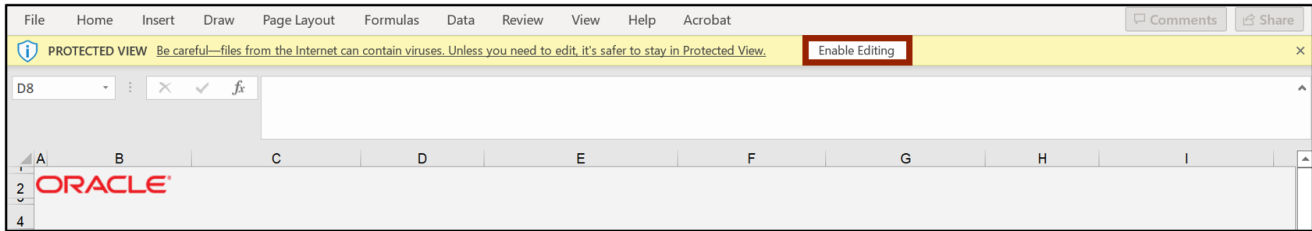
3. Click the **Tasks** [] icon and select **Create Transactions in Spreadsheet** from the **Tasks** pane to download the ADFDI spreadsheet.



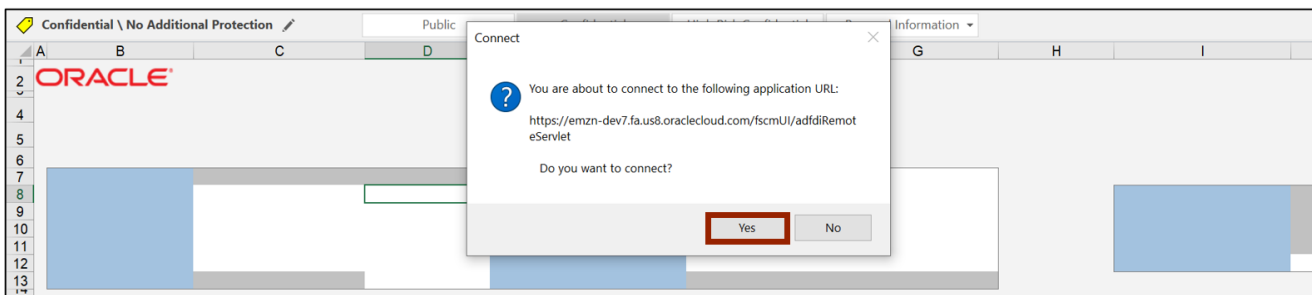
4. Click the **Open** button to open the downloaded Excel file.



5. Open the Excel file and click the **Enable Editing** button.



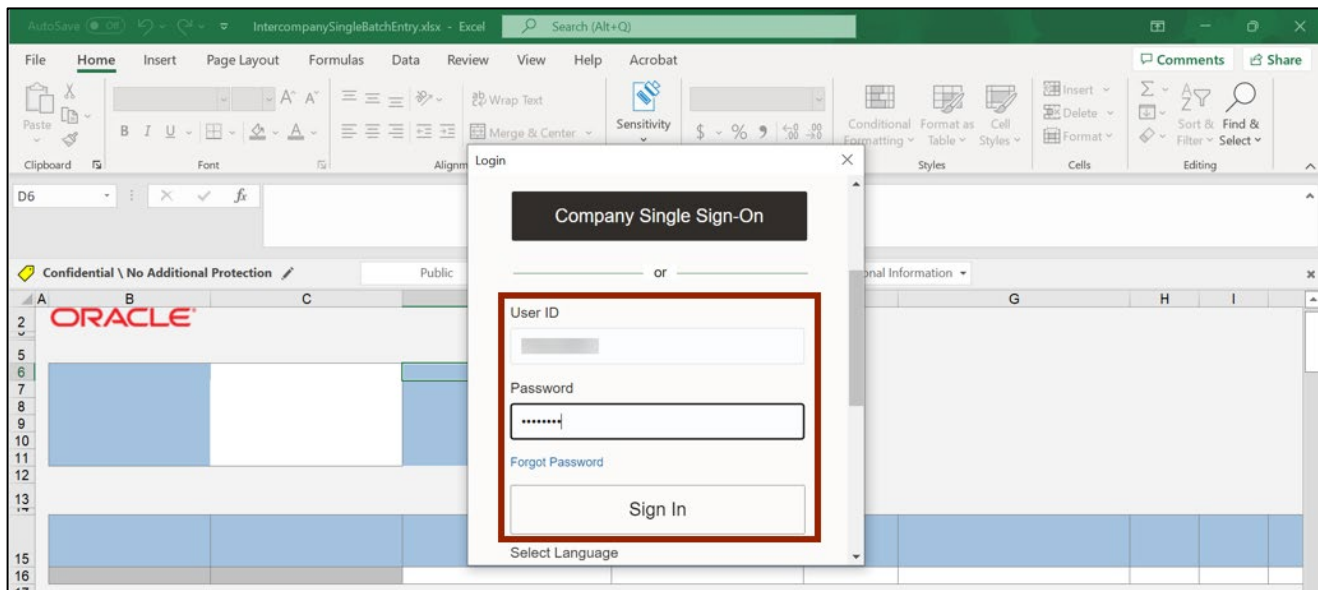
6. On the *Connect* pop-up, click the **Yes** button to successfully connect to the server.



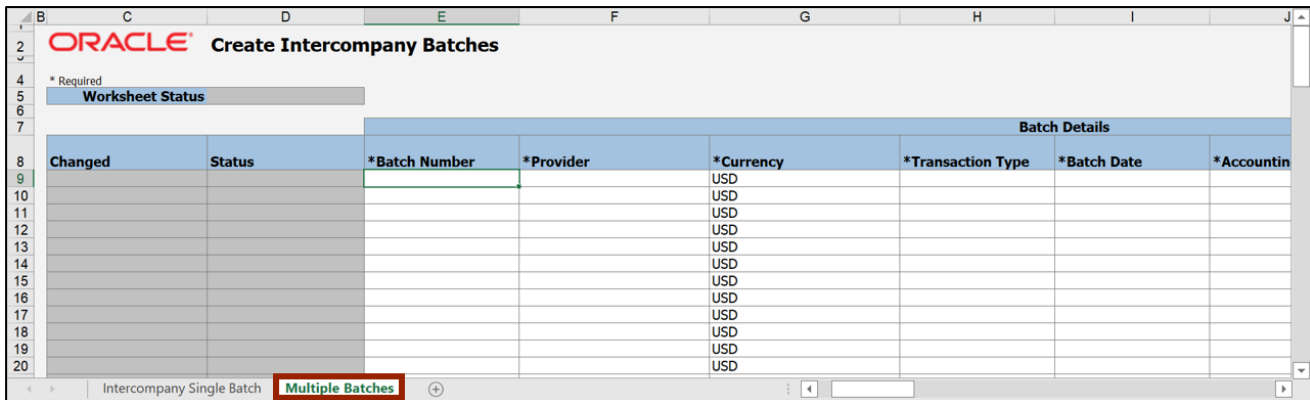
7. On the NCFS portal *Login* pop-up, enter the **User ID** and **Password** credentials and click the **Sign In** button.

Notes:

- After Go-live, SSO will be used.
- Credentials must be manually entered. They will no longer default.



8. Navigate to the **Multiple Batches** sheet from the sheet tabs.



9. Fill in the information under the **Batch Details** section. Enter the **Batch Number** and the **Provider** on the respective fields.

Note:

- Batch Number value entered here will be overridden with a different sequential number.
- Double-click for choice lists of values in the ***Provider**, ***Transaction Type**, ***Account**, ***Receiver**, and **Context Value** fields.

Batch Details						
*Batch Number	*Provider	*Currency	*Transaction Type	*Batch Date	*Accounting Date	Batch Description
123457	0200 ADMINISTRATIVE OFFIC	USD				
		USD				
		USD				

10. Enter the **Transaction Type**, **Batch Date**, and **Accounting Date** on the respective fields.

Batch Details						
*Batch Number	*Provider	*Currency	*Transaction Type	*Batch Date	*Accounting Date	Batch Description
123457	0200 ADMINISTRATIVE OFFIC	USD	IC Transfer Out	4/10/2023	4/10/2023	
		USD				
		USD				

11. Scroll to the right. Under the **Provider Accounting Line Details** section, enter the **Account Number** on the **Account** field.

Note: Double click the field below **Account** to search and select the required account or paste from your supporting data sheet.

Provider Accounting Line Details						
Conversion Rate Type	*Account[...]	Debit	Credit	Provider Distribution Description	*Transaction Number	*Receiver
Corporate	0200-200920-52811000-0200605-0000000-0000-0000000					
Corporate						
Corporate						

12. On the **Debit** field, enter the **Debit Amount**.

Provider Accounting Line Details						
Conversion Rate Type	*Account[...]	Debit	Credit	Provider Distribution Description	*Transaction Number	*Receiver
Corporate	0200-200920-52811000-02006	500.00				
Corporate						
Corporate						

13. Enter the **Transaction Number** field (typically the same value as the **Batch Number**) field.

Provider Accounting Line Details							
Conversion Rate Type	*Account[...]	Debit	Credit	Provider Distribution Description	*Transaction Number	*Receiver	Accou
Corporate	0200-200920-52811000-02006	500.00			1		
Corporate							
Corporate							

14. Scroll to the right. Under the **Receiver Accounting Line Details** section, enter the **Receiver number**.

Note: For internal transfers, the provider can enter the receiver's **Account**.

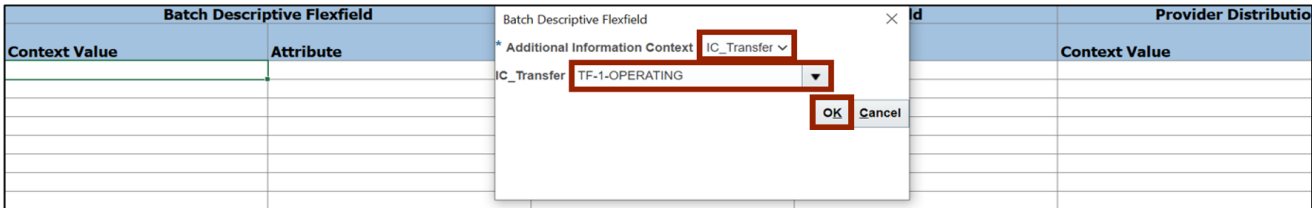
Receiver Accounting Line Details					
*Transaction Number	*Receiver	Account[...]	Debit	Credit	Receiver Distribution Description
1	0800 DEPARTMENT OF PUBLIC				

15. Scroll to the right. Under the **Batch Descriptive Flexfield** section, double click the field below **Context Value** to enter the DFF value.

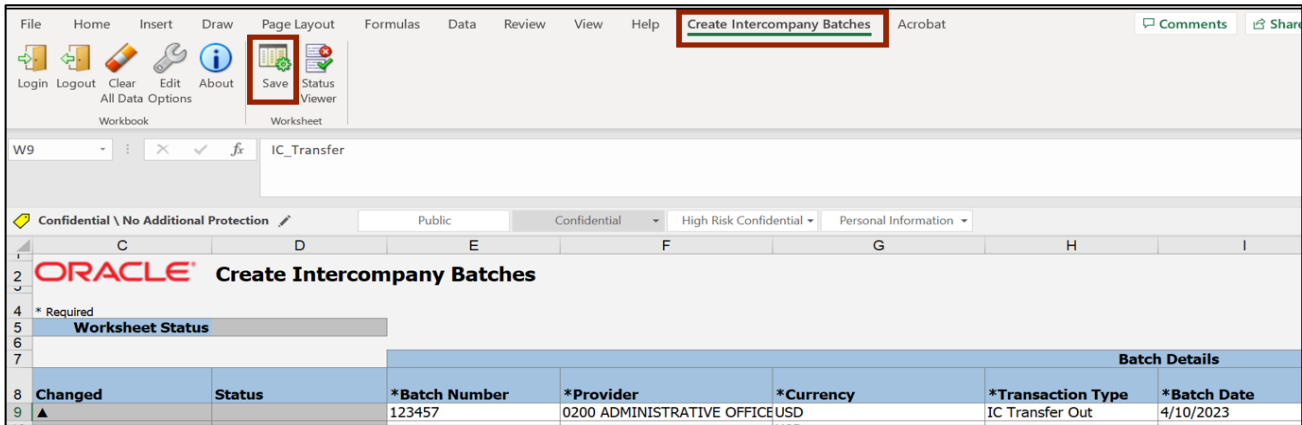
Batch Descriptive Flexfield		Transaction Descriptive Flexfield		Provider Distributio
Context Value	Attribute	Context Value	Attribute	Context Value

16. The *Batch Descriptive Flexfield* pop-up appears. From the *Additional Information Context* drop-down choice list, select **IC_Transfer**. The *IC_Transfer* field appears. Select the required option from the *IC_Transfer* drop-down choice list.

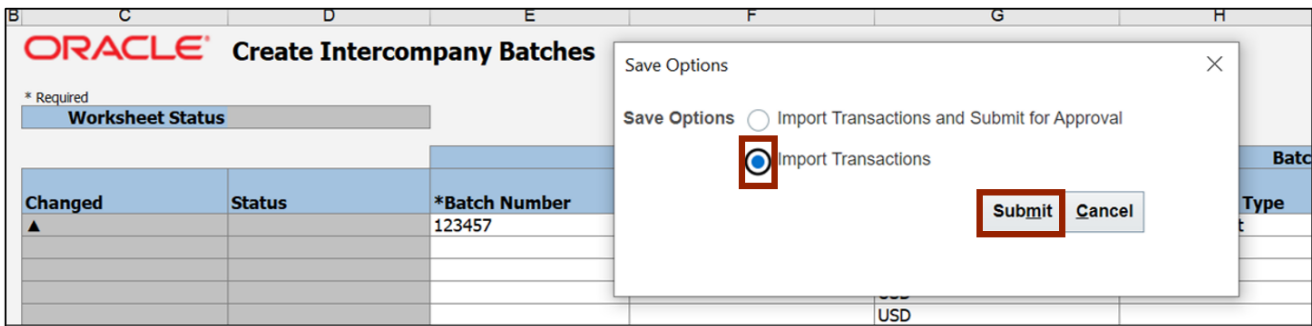
In this example, we choose **TF-1-OPERATING**. Then, click the **OK** button.



17. On the **Create Intercompany Batches** tab, click the **Save** icon.



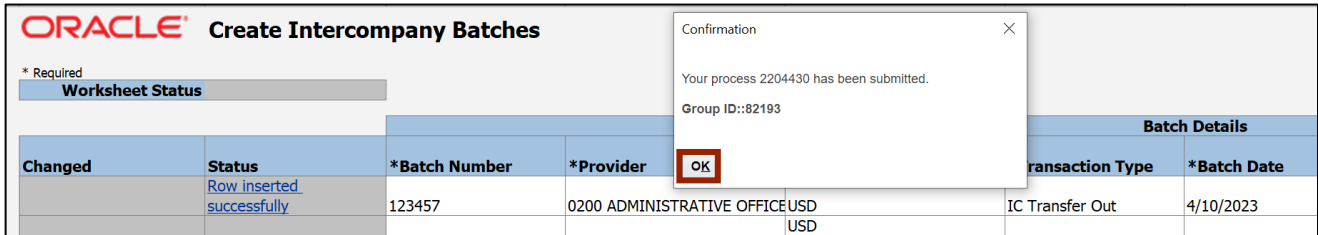
18. The *Save Options* pop-up appears. Select the **Import Transactions** radio button and click the **Submit** button.



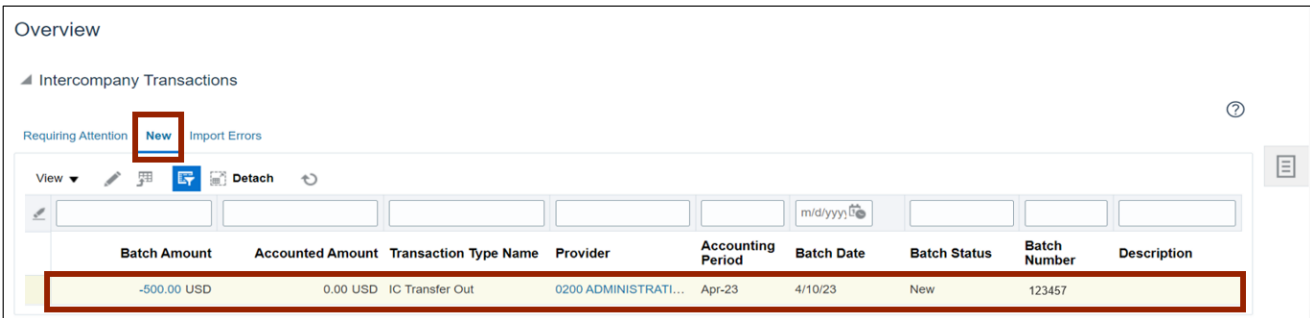
19. The *Confirmation* pop-up appears. Click the **OK** button.

Notes:

- Make a note of the Process ID. It can be used as QBE filtering criteria within the **Intercompany Transactions** dashboard.
- Ensure to close Excel and/or save the file as template for future use.



20. Navigate back to the **Intercompany Transactions** dashboard. Click the **New** tab to view newly created batches. If multiple transactions appear, use the QBE filtering feature to view the one(s) desired.



Wrap-Up

Create a transfer through a spreadsheet using the steps above to upload single or multiple transfers.

Additional Resources

Virtual Instructor-Led Training (vILT)

- IC100c: Transfer Entry - Creation and Receiving