



RECEIVING AND COMPLETING A TRANSFER (MANUALLY)

ICT

QUICK REFERENCE GUIDE ICT-04

Purpose

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

Introduction and Overview

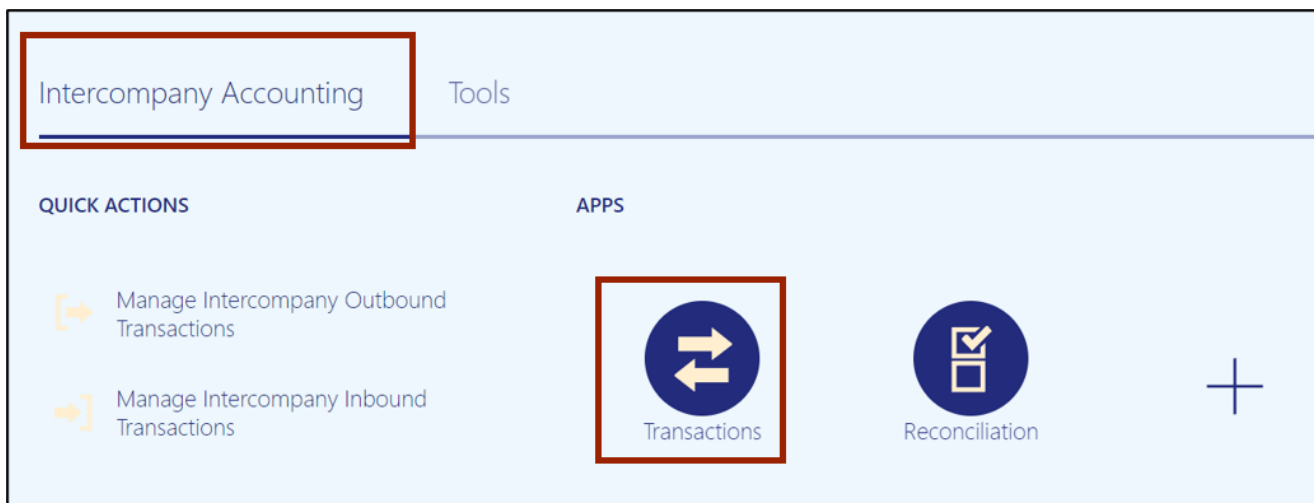
This QRG covers the steps to receive and complete a transfer manually in NCFS. Prior to this, the Provider creates a transaction and submits it to the Receiving Agency for completion.


Receive and Complete a Transfer (Receiver Agency)

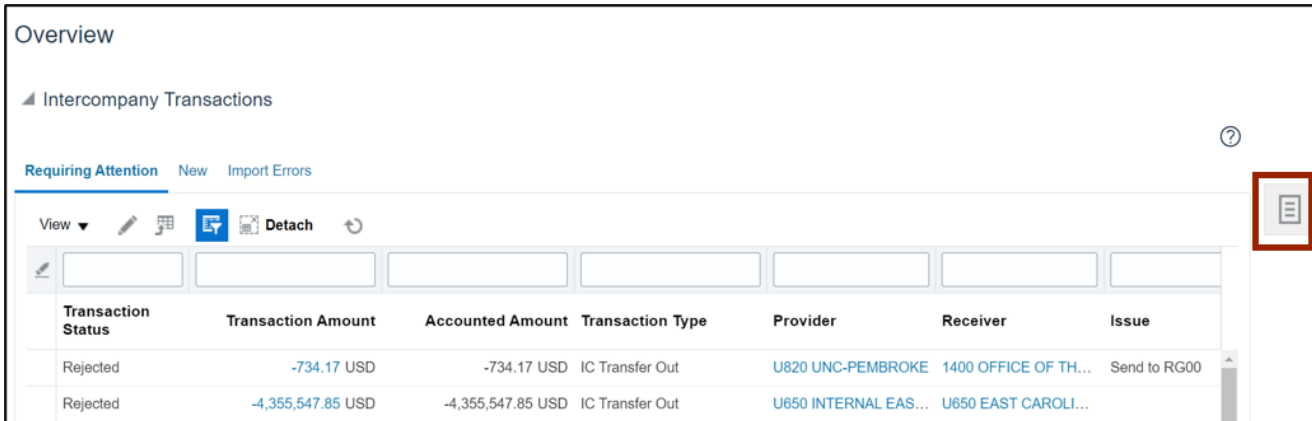
To receive and complete a transfer (manually) in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system (Receiver - Agency user with Entry Role).
2. On the **Home** page, click the **Intercompany Accounting** tab and click the **Transactions** app/

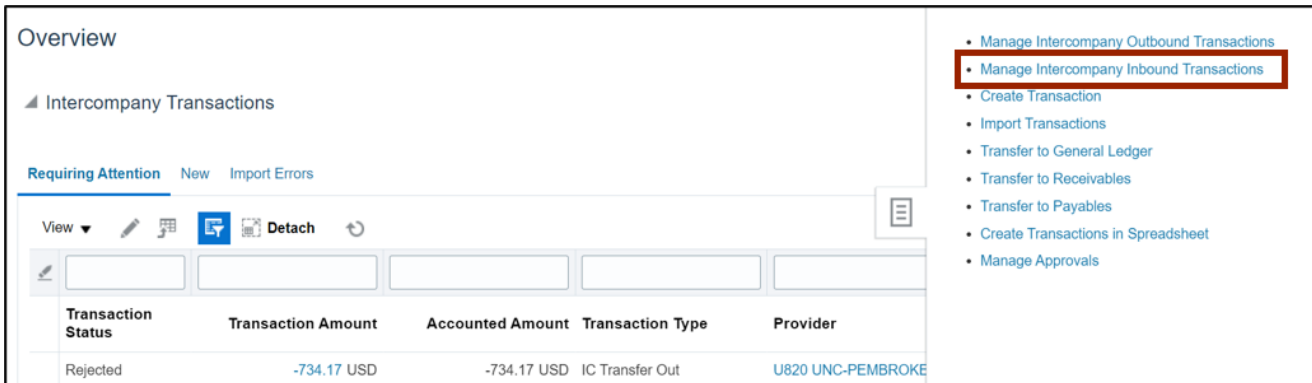
Note: Optionally, first use the Bell icon to identify a specific **Batch Number**.



3. On the **Overview** page, click the **Tasks** [] icon.



4. On the **Tasks** pane, click **Manage Intercompany Inbound Transactions**.



5. The **Manage Intercompany Inbound Transactions** page opens. Under the **Search** section, enter your search criteria.

In this example we select **Received** from the *Transaction Status* drop-down choice list.

Note: Your most recently used **Saved Search** name will default. If needed, select a different value from the drop-down list before you run your search.



6. Click the **Search** button.

Manage Intercompany Inbound Transactions Done

Search Advanced Saved Search All Inbound Transactions v

** At least one is required

** Batch Number

** Transaction Number

** Transaction Type

** Accounting Date

** Provider

** Receiver

** Transaction Status

Search
Reset
Save...

7. A list of transactions is displayed. Click the **Transaction Number** link.

In this example, we choose the transaction associated with **Batch Number 109604**.

Search Advanced Saved Search All Inbound Transactions v

view Approve Reject

	Transaction Number	Batch Number	Transaction Amount	Provider	Receiver	Transaction Status	Transaction Type	Accounting Date
▶	1	109604	-1,430.00 USD	0200 ADMINISTRATIV...	1300 DEPARTMENT O...	Received	IC Transfer Out	6/2/23
▶	1	109603	-1,430.00 USD	1300 DEPARTMENT O...	0800 DEPARTMENT O...	Received	IC Transfer Out	6/2/23
▶	1	109602	-600.00 USD	1300 DEPARTMENT O...	0800 DEPARTMENT O...	Received	IC Transfer Out	3/15/23
▶	1	109601	-1,430.00 USD	0200 ADMINISTRATIV...	1300 DEPARTMENT O...	Received	IC Transfer Out	6/2/23
▶	1	109597	-600.00 USD	3000 DHHS MENTAL H...	0800 DEPARTMENT O...	Received	IC Transfer Out	3/15/23

- On the **Edit Inbound Transaction** page, validate the transaction details and verify the **Transaction Status** field displays as **Received** and the correct **IC_Transfer** value has been chosen.

Edit Inbound Transaction

Batch: 109604

Provider	0200 ADMINISTRATIVE OFFICE OF THE COURTS	Batch Date	6/2/23
Legal Entity Name	NC ADMINISTRATIVE OFFICE OF THE COURTS	Accounting Date	6/2/23
Batch Description		Attachments	None
Note		Additional Information Context	IC_Transfer
Transaction Type Name	IC Transfer Out	IC_Transfer	TF-1-OPERATING
Conversion Rate Type	Corporate		

Transaction: 1

Receiver	1300 DEPARTMENT OF ADMINISTRATION	Debit	1,430.00 USD
Legal Entity	NC DEPARTMENT OF ADMINISTRATION	Credit	
Transaction Status	Received	Document Type	Journal
Approval Date			

- Scroll down to the **Transaction 1: Distributions** section. Within the **Receiver** tab, click the **Create [+]** icon to add receiver details.

Transactions 1: Distributions

Receiver Provider

View

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

- To the right of the **Account** field, click the **Account []** icon.

Note: Field separator may need to be dragged to the right to see the icon.

Transactions 1: Distributions

Receiver Provider

View

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		0.00	0.00	

- The *Account* pop-up appears. Using the drop-down lists, select a value for the first three COA segment fields. Next, if desired, select non-zero values for one or more of the remaining COA segments then click the **OK** button.

The 'Account' pop-up window contains the following fields:

- Agency: 1100 (DEPARTMENT OF LABOR)
- Budget Fund: 101514 (DOL 1352 OSHA - STATE FUNDS BC 13800)
- Account: 44190000 (OTHER SALES & SERVICES)
- Agency Mgmt Unit: 1101355 (OSH ETTA)
- Agency Program: 110023G (23G OSHA GRANT)
- Funding Source: 1020 (APPROP 2020)
- Project: 11G0023G09 (23G OSH - ETTA)
- Inter Fund: 000000 (DEFAULT Inter Fund NC CASH)
- Future 1: 0000 (DEFAULT Future 1)
- Future 2: 000000 (DEFAULT Future 2)
- Future 3: 00000 (DEFAULT Future 3)

Buttons at the bottom: Search, Reset, **OK**, Cancel.

- Enter the *Credit (USD)* and *Description* fields as per the existing **batch transaction amount**.

In this example, we choose **1,430.00** and **Financial Conference Fees** respectively.

Note: You may add multiple distribution lines to receive incoming funds.

Receiver		Provider	
Distribution Number	Account	Debit (USD)	Credit (USD) Description
1	1100-101514-44190000-1101355-1100		1,430.00 Financial Conference Fees
Total		0.00	1,430.00

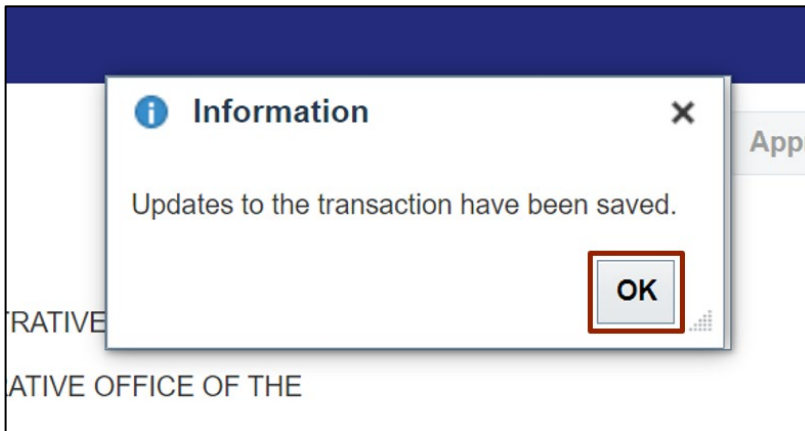
13. On the top right corner on the **Edit Inbound Transaction** page, click the **Save** button from the **Save and Close** drop-down choice list and then click the **Submit** button.

Note: The transfer transaction is now routed for approval to OSC.



14. A pop-up displays. Click the **OK** button.

Note: You are now redirected to the **Manage Intercompany Inbound Transactions** page.



Wrap-Up

Manually receive and complete a transfer using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- IC100b: Transfer Entry – Creation and Receiving
- IC100c: Transfer Entry – Creation and Receiving