

# **INQUIRE ON**

### INTERCOMPANY

ICT

## TRANSACTIONS

**QUICK REFERENCE GUIDE ICT-08** 

#### Purpose

The purpose of this Quick Reference Guide **(QRG)** is to provide a step-by-step explanation on how to Inquire on Intercompany Transactions in the North Carolina Financial System **(NCFS)**.

#### Introduction and Overview

This QRG covers the process of conducting a search for Intercompany Transactions in NCFS.

#### Inquire Intercompany Transactions - Receiver

Receiver will use Manage Intercompany Inbound transactions task to view the transactions. To inquire, please follow the steps below:

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

|   | Good afternoon, Training Super User 1! |                         |                     |                 |   |  |  |  |  |  |
|---|--|-------------------------|---------------------|-----------------|---|--|--|--|--|--|
| < | General Accounting                     | Intercompany Accounting | Budgetary Control   | Cash Management | > |  |  |  |  |  |
|   | QUICK ACTIONS                          | APPS                    |                     |                 |   |  |  |  |  |  |
|   | Manage Intercompany<br>Transactions    | Outbound                |                     |                 |   |  |  |  |  |  |
|   | Manage Intercompany I<br>Transactions  | Inbound                 | ions Reconciliation | +               |   |  |  |  |  |  |
|   | Show More                              |                         |                     |                 |   |  |  |  |  |  |

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3. On the Intercompany Transactions Overview page, click the Tasks [ 🗏 ] icon and select Manage Intercompany Inbound Transactions.

| Overview                              | Manage Intercompany Outbound Transactions |
|---------------------------------------|---|
|                                       | Manage Intercompany Inbound Transactions  |
| ✓ Intercompany Transactions           | Create Transaction                        |
|                                       | Import Transactions                       |
|                                       | Transfer to General Ledger                |
| Requiring Attention New Import Errors | Transfer to Receivables                   |
|                                       | Transfer to Payables                      |
| View 🗸 🎢 🚰 🖬 Detach 👈                 | Create Transactions in Spreadsheet        |
|                                       | Manage Approvals                          |

4. **Manage Intercompany Inbound Transactions** page opens. Input search criteria for the transaction you want to inquire. Enter data for at least one field marked with \*\*.

In this example, we choose: **109518** for the **\****Batch Number* field and click the **Search** button.

|  |                       |                       | ያ 🏳 🗘                       |
|--|-----------------------|-----------------------|-----------------------------|
| Manage Intercompany Inbound Transactions @ | )                     |                       | Done                        |
| ▲ Search                                   |                       | Advanced Saved Search | All Inbound Transactions ~  |
| ** Batch Number 109518                     | ** Provider           | •                     | ** At least one is required |
| ** Transaction Number                      | ** Receiver           | •                     |                             |
| ** Transaction Type                        | ** Transaction Status | ~                     |                             |
| ** Accounting Date m/d/yy                  |                       |                       |                             |
|  |                       |                       | Search Reset Save           |

5. Search results appear. On the Left Navigation menu, select the Transaction Number 1.

| ≡∠            | NCFS                  | 3              |                       |                    |                   |                       |                    | <b>ГР</b> 🗘 TS                    |
|---------------|-----------------------|----------------|-----------------------|--------------------|-------------------|-----------------------|--------------------|-----------------------------------|
| Mana          | ge Interco            | ompany Inbound | Transactions          | 0                  |                   |                       |                    | Done                              |
| ▶ Se          | earch                 |                |                       |                    |                   | Advance               | d Saved Search All | Inbound Transactions $\checkmark$ |
| View <b>v</b> | / 严                   | Approve Reject |                       |                    |                   |                       |                    |                                   |
|               | Transaction<br>Number | Batch Number   | Transaction<br>Amount | Provider           | Receiver          | Transaction<br>Status | Transaction Type   | Accounting<br>Date                |
| •             | 1                     | 109518         | -500.00 USD           | 0200 ADMINISTRATIV | 1300 DEPARTMENT O | Received              | IC Transfer Out    | 4/17/23                           |
| 4             |                       |                |                       |                    |                   |                       |                    | •                                 |

6. View the Information on the **Edit Inbound Transaction** page. Click the **Save and Close** dropdown choice list, and select the **Save** button.

| Edit Inbound Transaction |   | Approve Reject                             | Save and Close | ▼ S | ub <u>m</u> it | <u>C</u> ancel |
|--------------------------|---|--|----------------|-----|----------------|----------------|
| ⊿ Batch: 109518          |   |  | Save           |     |                |                |
| Provider                 | 0200 ADMINISTRATIVE OFFICE OF THE<br>COURTS | Batch Date                                 | 4/17/23        |     |                |                |
| Legal Entity Name        | NC ADMINISTRATIVE OFFICE OF THE<br>COURTS   | Accounting Date                            | 4/17/23        |     |                |                |
| Batch Description        |   | Attachments None                           |                |     |                |                |
| Note                     |   | Additional Information Context IC_Transfer |                |     |                |                |
| Transaction Type Name    | IC Transfer Out                             | IC_Transfer                                | TF-1-OPERATING | G   |                |                |
| Conversion Rate Type     | Corporate                                   |  |                |     |                |                |
| ◢ Transaction: 1         |   |  |                |     |                |                |
| Receiver                 | 1300 DEPARTMENT OF ADMINISTRATION           | Debit                                      | 500.00 USD     |     |                |                |
| Legal Entity             | NC DEPARTMENT OF ADMINISTRATION             |  |                |     |                |                |
| Transaction Status       | Received                                    | Credit                                     |                |     |                |                |
| Approval Date            |   | Document Type                              | Journal        |     |                |                |
| Final Approver           |   | Rejection Reason                           |                |     |                |                |

7. The *Information* pop-up appears. Click the **OK** button.

| Edit Inbound Transaction | () Information                            | ×            | prove Reject        | Save and Close | Sub <u>m</u> it | <u>C</u> ancel |
|--------------------------|---|--------------|---------------------|----------------|-----------------|----------------|
|                          | Updates to the transaction have be        | een saved.   |                     |                |                 |                |
| ⊿ Batch: 109518          |   | ок           |                     |                |                 |                |
| Provider                 | 0200 ADMINISTRATIVE                       |              | Batch Date          | 4/17/23        |                 |                |
| Legal Entity Name        | NC ADMINISTRATIVE OFFICE OF THE<br>COURTS |              | Accounting Date     | 4/17/23        |                 |                |
| Batch Description        |   |              | Attachments         | None           |                 |                |
| Note                     |   | Additional I | Information Context | IC_Transfer    |                 |                |

8. Click the **Home** [ ] icon on the right navigation pane to navigate to the **Global Header.** 

| Edit Inbound Transaction |   | Approve Reject                 | Save and Close <b>V</b> Submit <u>C</u> ancel |
|--------------------------|---|--------------------------------|---|
| ⊿ Batch: 109518          |   |                                |   |
| Provider                 | 0200 ADMINISTRATIVE OFFICE OF THE<br>COURTS | Batch Date                     | 4/17/23                                       |
| Legal Entity Name        | NC ADMINISTRATIVE OFFICE OF THE<br>COURTS   | Accounting Date                | 4/17/23                                       |
| 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                                   |                                |   |

#### Inquire Intercompany Transactions - Provider

Provider will use Manage Intercompany Outbound Transactions task to view the transactions / inquire, 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 Transactions app.

|   | Good afternoon, Training Super User 1! |                         |                    |                 |   |  |  |  |  |  |
|---|--|-------------------------|--------------------|-----------------|---|--|--|--|--|--|
| < | General Accounting                     | Intercompany Accounting | Budgetary Control  | Cash Management | > |  |  |  |  |  |
|   | QUICK ACTIONS                          | APPS                    |                    |                 |   |  |  |  |  |  |
|   | Manage Intercompany (<br>Transactions  | Dutbound                |                    |                 |   |  |  |  |  |  |
|   | Manage Intercompany I<br>Transactions  | nbound                  | ons Reconciliation | +               |   |  |  |  |  |  |
|   | Show More                              |                         |                    |                 |   |  |  |  |  |  |

3. On the Intercompany Transactions Overview page, click the Tasks [3] icon. Select Manage Intercompany Outbound Transactions.



4. **Manage Intercompany Outbound Transactions** page opens. Input search criteria for the transaction you want to inquire. Enter data for at least one field marked with \*\*.

In this example, we choose: **\****Batch Number* – **109518**. Click the **Saved Search** button to ensure and check the filter for All Outbound Transactions and click the **Search** button.

| Manage Intercompany Outbound  | Transactions (?) |                               |              | Do                        |
|-------------------------------|------------------|-------------------------------|--------------|---------------------------|
| ⊿ Search                      |                  | A <u>d</u> vanced             | Saved Search | All Outbound Transactions |
|                               |                  | 1                             |              | ** At least one is requi  |
| ** Batch Number Starts with ~ | 109518           |                               |              |                           |
| ** Batch Status Equals ~      | ~                |                               |              |                           |
|                               |                  |                               |              | Search Reset Save         |
| View 👻 🕂 📋 🥖 ቻ Reverse Batch  | Withdraw         |                               |              |                           |
| Batch Number Batch Amount     | Provider         | Batch Status Transaction Type | Batch Date   | Accounting<br>Date        |
| 4                             |                  |                               |              |                           |

5. Search Results appear. On the Left Navigation menu, select the Batch Number – 109518.

| Manage Intercompany Outbound Transactions ⑦   |                   |                |                   |                       |  |  |  |  |
|---|-------------------|----------------|-------------------|-----------------------|--|--|--|--|
| ▶ Search                                      |                   | Advanced Sa    | aved Search All C | Outbound Transactions |  |  |  |  |
| View ▼ + ■ 🖋 翔 Reverse Batch Withdraw         |                   |                |                   |                       |  |  |  |  |
| Batch Number Batch Amount Provider            | Batch Status Trai | insaction Type | Batch Date        | Accounting<br>Date    |  |  |  |  |
| > 109518 -500.00 USD 0200 ADMINISTRATIVE OFFI | Submitted IC T    | Transfer Out   | 4/17/23           | 4/17/23               |  |  |  |  |
| 4   |                   |                |                   |                       |  |  |  |  |

#### 6. View the Information on the **View Intercompany Batch** page.

| View Intercompany Batch Continue Car |   |                                |   |  |  |  |
|--------------------------------------|---|--------------------------------|---|--|--|--|
| ⊿ Batch: 109518                      |   |                                |   |  |  |  |
| Batch Number                         | 109518                                      | Legal Entity Name              | NC ADMINISTRATIVE OFFICE OF THE<br>COURTS |  |  |  |
| Provider                             | 0200 ADMINISTRATIVE OFFICE OF THE<br>COURTS | Control Amount                 |   |  |  |  |
| Transaction Type Name                | IC Transfer Out                             |                                |   |  |  |  |
| Batch Date                           | 4/17/23                                     | Batch Amount                   | -500.00 USD                               |  |  |  |
| Accounting Date                      | 4/17/23                                     | Conversion Rate Type           | Corporate                                 |  |  |  |
| Batch Description                    |   | Attachments                    | None 🚽                                    |  |  |  |
| Note                                 |   | Additional Information Context | IC_Transfer                               |  |  |  |
| Batch Status                         | Submitted                                   | IC_Transfer                    | TF-1-OPERATING                            |  |  |  |

| ⊿ ·<br>Vie  | ✓ Transactions<br>View ▼                         |                        |                 |                        |                             |              |                   |                    |                            |  |
|---|--|------------------------|-----------------|------------------------|-----------------------------|--------------|-------------------|--------------------|----------------------------|--|
|   |  | Transaction<br>Number  | Receiver        | Legal Entity<br>Name   | Debit (USD)                 | Credit (USD) | Status            | Action             | Transaction<br>Description |  |
| 4   | Þ  | 1                      | 1300 DEPARTM    | NC DEPARTME            |                             | 500.00       | Received          |                    | ~<br>•                     |  |
| Pro   | Transaction 1: Distributions ⑦ Provider Receiver |                        |                 |                        |                             |              |                   |                    |                            |  |
|   |  | Distribution<br>Number | Account         |                        |                             |              | De Cri<br>(Ut (Ut | ription            |                            |  |
| ▶   1   0200-200911-51460000-0000000-00000-00000-00000-00000-0000 |  |                        |                 |                        |                             |              |                   |                    |                            |  |
|   | ۲  | 2                      | 0200-200911-111 | 20000-0000000-0000000- | 0000-000000000-402274-0000- | 00000-00000  | 5 Interco         | ompany balancing l | line.                      |  |
|   |  | Total                  |                 |                        |                             |              | 50( 50(           |                    |                            |  |

7. Click the **Cancel** button to close the batch.

| View  | Intercompany Bate  | ch     |                                     |                                     |                   | Save Continue                             |                |                            |  |
|---|--------------------|--------|-------------------------------------|-------------------------------------|-------------------|---|----------------|----------------------------|--|
| ⊿ Bat   | ch: 109518         |        |                                     |                                     |                   |   |                |                            |  |
| Batch Number<br>Provider<br>Transaction Type Name |                    |        | 109518                              | Legal Entity Name<br>Control Amount |                   | NC ADMINISTRATIVE OFFICE OF THE<br>COURTS |                |                            |  |
|   |                    |        | 0200 ADMINISTRATIVE OFFIC<br>COURTS |                                     |                   |   |                |                            |  |
|   |                    |        | IC Transfer Out                     |                                     |                   |   |                |                            |  |
| Batch Date  |                    |        | 4/17/23                             | Batch                               | Batch Amount      |   | 1-500.00 USD   |                            |  |
| Accounting Date                                   |                    |        | 4/17/23                             | Conversion Rate Type                |                   | Corporate                                 |                |                            |  |
| Batch Description                                 |                    |        |                                     | Atta                                | achments          | None -                                    |                |                            |  |
| Note<br>Batch Status                              |                    |        |                                     | Additional Information              | n Context         | IC_Transfer                               |                |                            |  |
|   |                    |        | Submitted                           |                                     | IC_Transfer       |   | TF-1-OPERATING |                            |  |
| ◢ Tra<br><sub>View</sub> ▼                        | nsactions          |        |                                     |                                     |                   |   |                |                            |  |
|   | Transaction Receiv | er     | Legal Entity<br>Name                | Debit (USD)                         | Credit (USD) Stat | tus                                       | Action         | Transaction<br>Description |  |
| ÷.  | 1 1300 DE          | EPARTM | NC DEPARTME                         |                                     | 500.00 Rece       | eived                                     |                | ~                          |  |
| 4   |                    |        |                                     |                                     |                   |   |                |                            |  |

#### Wrap-Up

Users can Inquire to Intercompany Transactions in NCFS by following the steps explained above.

#### Additional Resources

#### Web Based Trainings (WBT)

• GL001: GL Journal Inquiry