



APPROVE INTERCOMPANY TRANSACTIONS AS THE RECEIVING AGENCY

QUICK REFERENCE GUIDE ICT-10

ICT

Purpose

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

Introduction and Overview

This QRG covers the Approval process that allows the Receiver Agency to accept or reject a transfer. It helps in monitoring fund transfers between agencies by OSC based on cash availability in NCFS.



User Tip:

The following are prerequisites to Approve Intercompany Transactions as the Receiving Agency:

1. Agency User (IC Provider and Receiver batch Entry User) has completed transaction by entering required details like Agency, IC DFF, Amount, and Account distributions.

Approve a Transfer Request (Receiver Agency Approval)

To approve a transfer request (receiver agency approval), please follow the steps below:

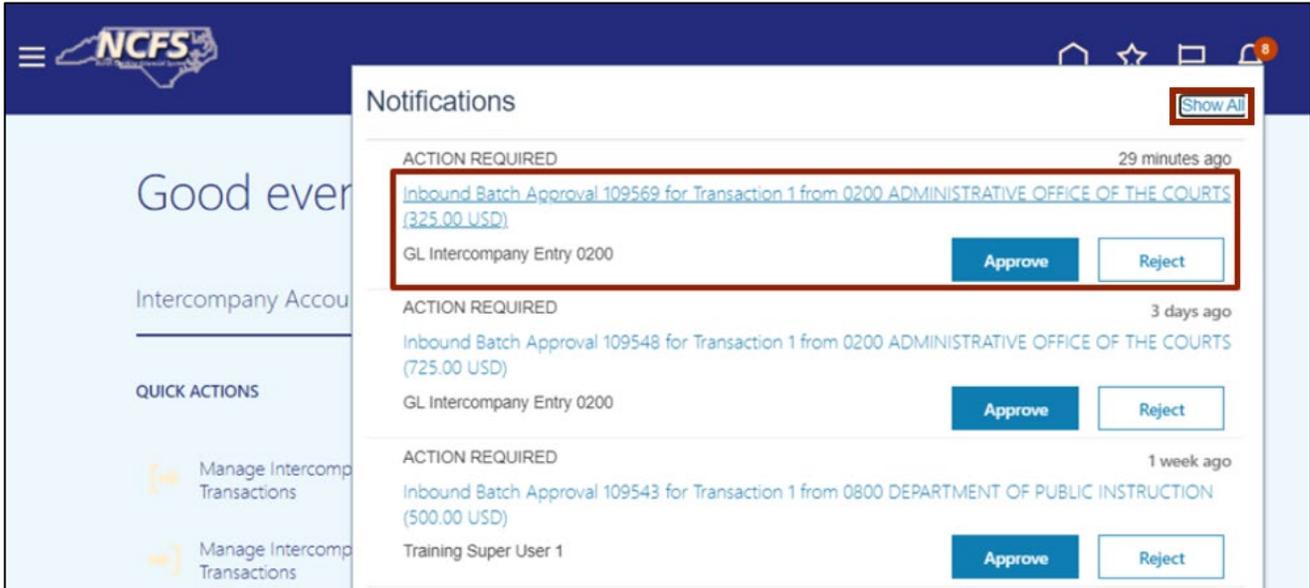
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, select the **Bell [] Notification** icon on the top right navigation pane.



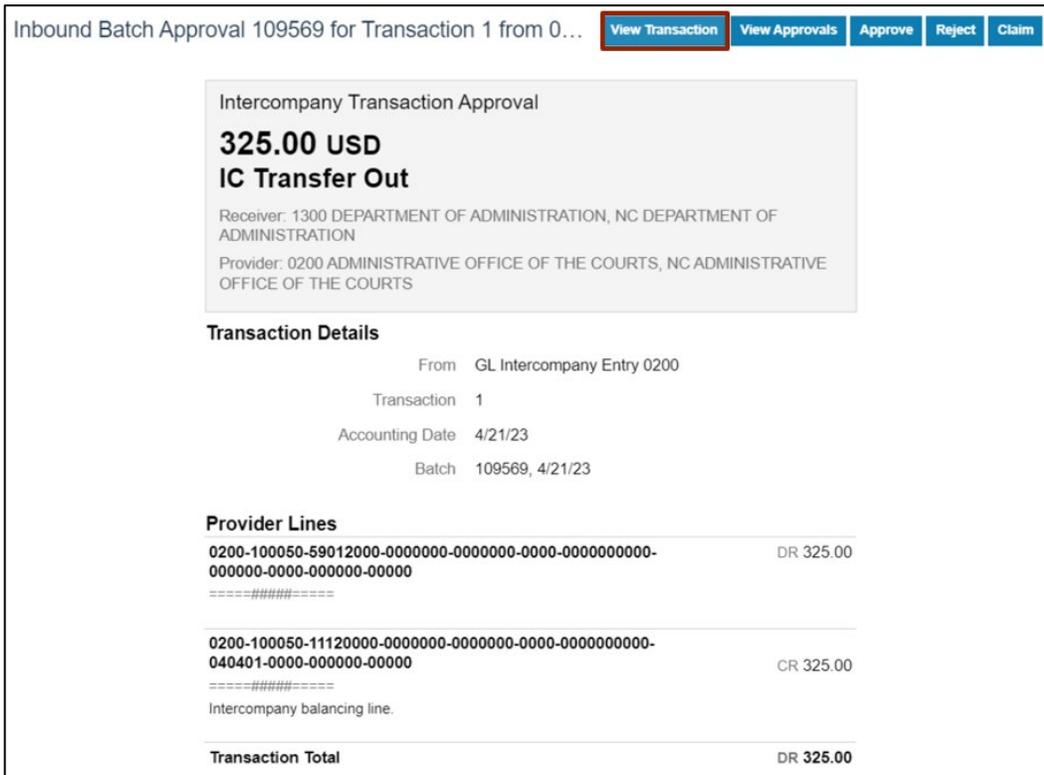
- The *Notifications* pop-up appears. Click the required Notification link.

In this example, we choose: **Inbound Batch Approval 109569 for Transaction 1 from 0200 ADMINISTRATIVE OFFICE OF THE COURTS (325.00 USD)**.

Note: Click the **Show All** link to view all the notifications.



- The **Inbound batch Approval 109569 for Transaction** page opens. Click the **View Transaction** button.



5. View Intercompany Transaction page opens. Validate the IC Transfer value.

View Intercompany Transaction

Batch: 109569

Batch Number	109569	Conversion Rate Type	Corporate
Provider	0200 ADMINISTRATIVE OFFICE OF THE COURTS	Batch Date	4/21/23
Legal Entity Name	NC ADMINISTRATIVE OFFICE OF THE COURTS	Accounting Date	4/21/23
Batch Description		Attachments	None
Note		Additional Information Context	IC_Transfer
Transaction Type Name	IC Transfer Out	IC_Transfer	TF-1-OPERATING

Transaction: 1

Receiver	1300 DEPARTMENT OF ADMINISTRATION	Credit	
Legal Entity Name	NC DEPARTMENT OF ADMINISTRATION	Reversal Reference	
Transaction Status	Received	Invoice Number	
Approval Date		Rejection Reason	
Final Approver		Attachments	None
Description		Additional Information Context	
Debit	325.00 USD		

Transactions 1: Distributions

Receiver Provider

View

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	1300-040401-49100000-0000000-0000000-0000		325.00	
2	1300-040401-11120000-0000000-0000000-0000	325.00		Intercompany balancing line.
Total		325.00	325.00	

6. On the same page, scroll down to review the Account and Amount details.

Batch: 109569

Batch Number	109569	Conversion Rate Type	Corporate
Provider	0200 ADMINISTRATIVE OFFICE OF THE COURTS	Batch Date	4/21/23
Legal Entity Name	NC ADMINISTRATIVE OFFICE OF THE COURTS	Accounting Date	4/21/23
Batch Description		Attachments	None
Note		Additional Information Context	IC_Transfer
Transaction Type Name	IC Transfer Out	IC_Transfer	TF-1-OPERATING

Transaction: 1

Receiver	1300 DEPARTMENT OF ADMINISTRATION	Credit	
Legal Entity Name	NC DEPARTMENT OF ADMINISTRATION	Reversal Reference	
Transaction Status	Received	Invoice Number	
Approval Date		Rejection Reason	
Final Approver		Attachments	None
Description		Additional Information Context	
Debit	325.00 USD		

Transactions 1: Distributions

Receiver Provider

View

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	1300-040401-49100000-0000000-0000000-0000		325.00	
2	1300-040401-11120000-0000000-0000000-0000	325.00		Intercompany balancing line.
Total		325.00	325.00	

7. Scroll back to the top of the page and click the **Done** button.

The screenshot shows the 'Intercompany Transaction' page in the NCFS system. At the top right, there is a 'Done' button. The page displays details for an intercompany transaction with batch number 109569. The provider is the NC Department of the Courts, and the receiver is the NC Department of Administration. The transaction is for an 'IC Transfer Out' of 325.00 USD. Transaction 1 is shown as 'Received' with a debit of 325.00 USD. Below this, there is a section for 'Transactions 1: Distributions' with a table header including 'Distribution Number', 'Account', 'Debit (USD)', 'Credit (USD)', and 'Description'.

8. Click the **Approve** or **Reject** button.

The screenshot shows the 'Inbound Batch Approval' screen for transaction 109569. At the top, there are navigation buttons: 'View Transaction', 'View Approvals', 'Approve', 'Reject', and 'Claim'. The main content area displays 'Intercompany Transaction Approval' for a value of **325.00 USD** and type 'IC Transfer Out'. It lists the receiver as '1300 DEPARTMENT OF ADMINISTRATION, NC DEPARTMENT OF ADMINISTRATION' and the provider as '0200 ADMINISTRATIVE OFFICE OF THE COURTS, NC ADMINISTRATIVE OFFICE OF THE COURTS'. Below this, 'Transaction Details' are shown: From GL Intercompany Entry 0200, Transaction 1, Accounting Date 4/21/23, and Batch 109569, 4/21/23. The 'Provider Lines' section shows two entries: a debit of 325.00 USD (DR) and a credit of 325.00 USD (CR), with a note that the latter is an 'Intercompany balancing line'.

Please Note: This is an optional step and follows only when a Transaction is approved.

9. *Approve* pop-up appears. Enter a **Comment** as to reason for approval.

In this example, we choose **Test Approval for Training**. User can also add attachments if required.

10. Click the **Submit** button.

Inbound Batch Approval 109569 for Transaction 1 from 0... [View Transaction](#) [View Approvals](#) [Approve](#) [Reject](#) [Claim](#)

Intercompany Transaction Approval
325.00 USD
IC Transfer Out
Receiver: 1300 DEPARTMENT OF ADMINISTRATION, NC DEPARTMENT OF

Approve [Submit](#) [Cancel](#)

Comment: Test Approval for Training

Drag files here or click to add attachment

0200-100050-11120000-00000000-00000000-0000-000000000000-
040401-0000-000000-000000 CR 325.00
====#####====
Intercompany balancing line.

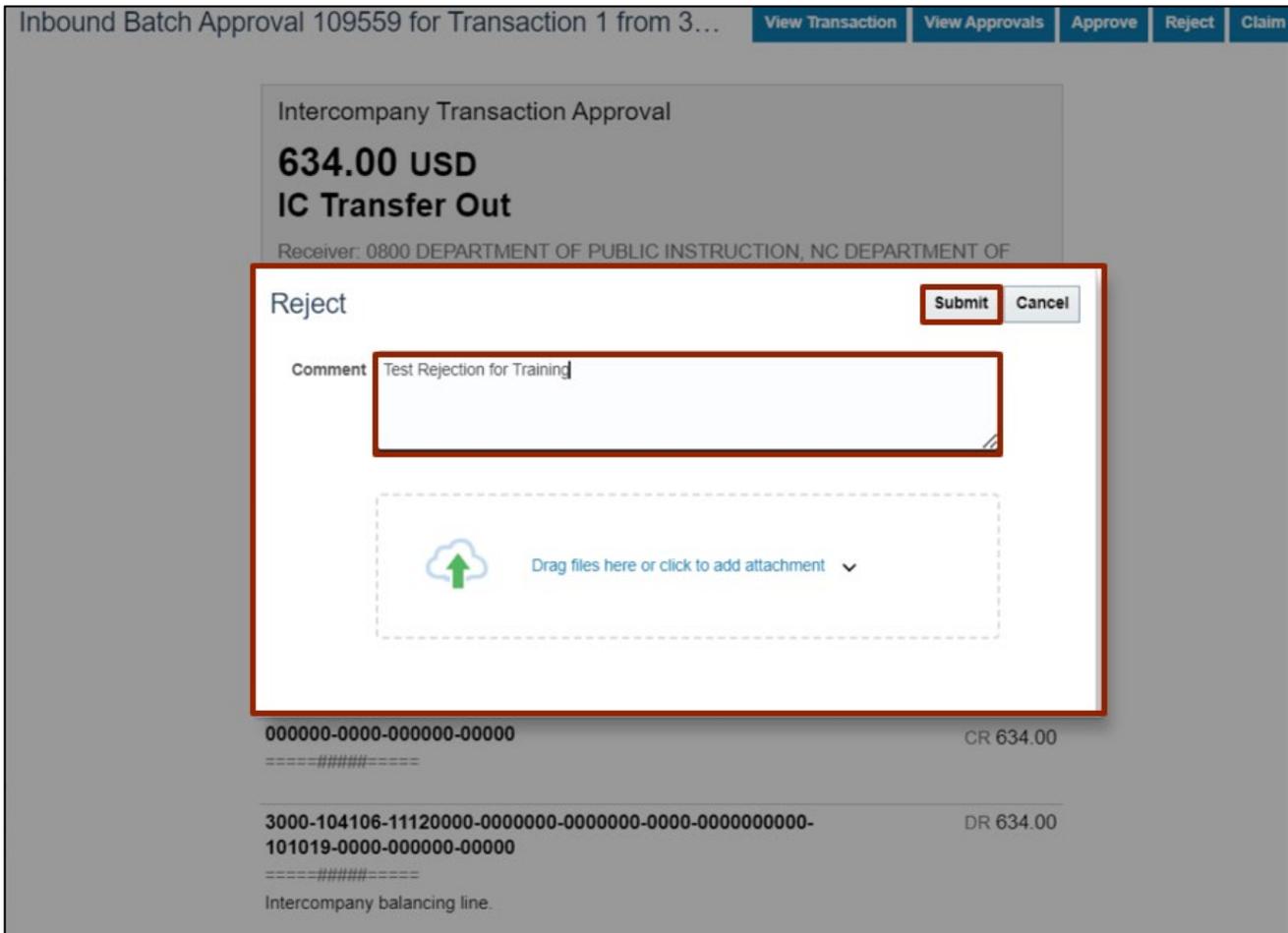
Transaction Total DR 325.00

Please Note: This is an optional step and follows only when a Transaction is rejected.

11. *Reject* pop-up appears. Enter a **Comment** as to why rejected.

In this example, we choose **Test Rejection for Training**. User can also add attachments if required.

12. Click the **Submit** button.



Wrap-Up

Receiver Agency can approve or reject a transfer request by following the steps explained above of the approval process in NCFIS.

Additional Resources

Web Based Trainings (WBT)

- IC101: Intercompany Transfer Approval