



# MANAGE INTERCOMPANY PERIOD STATUS - OSC

ICT

## QUICK REFERENCE GUIDE ICT-12

### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Manage Intercompany Period Status for the Office of the State Controller (**OSC**) in the North Carolina Financial System (**NCFS**).

### Introduction and Overview

This QRG covers the Intercompany Period Status management.



#### User Tip:

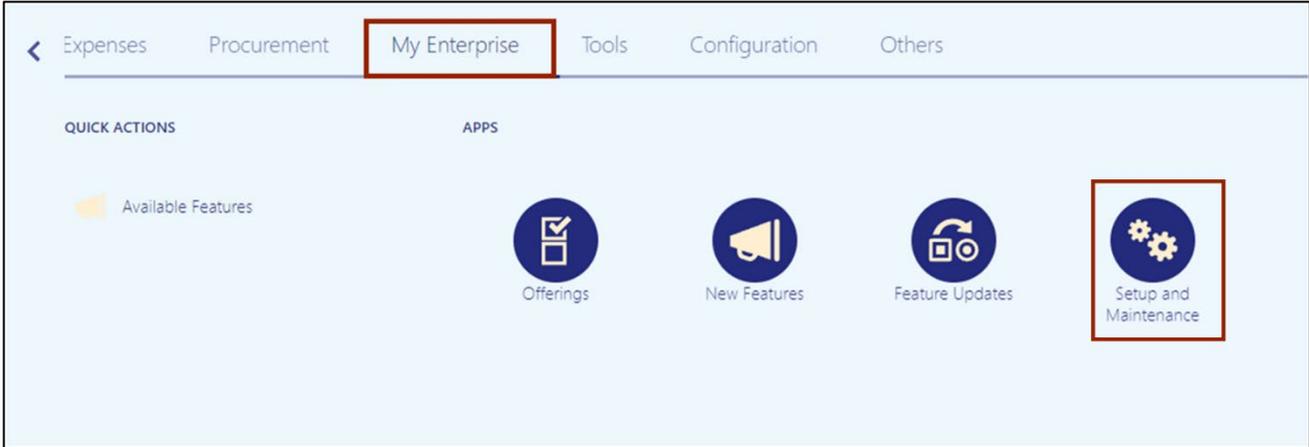
The following are prerequisites to manage Intercompany Period Status - OSC:

1. Submit Intercompany transactions for approval and follow up with receivers/OSC to approve transactions.
2. Transfer Intercompany transactions to General Ledger.
3. Intercompany periods can't be closed if there are transactions for that period that are in one of these statuses:
  - Approved (Batches need to be transferred to General Ledger)
  - Error (Provider need to update the Batch /resubmit /Complete process flow /Transfer to General Ledger)
  - Received (Batch is pending approval from Receiver or OSC)

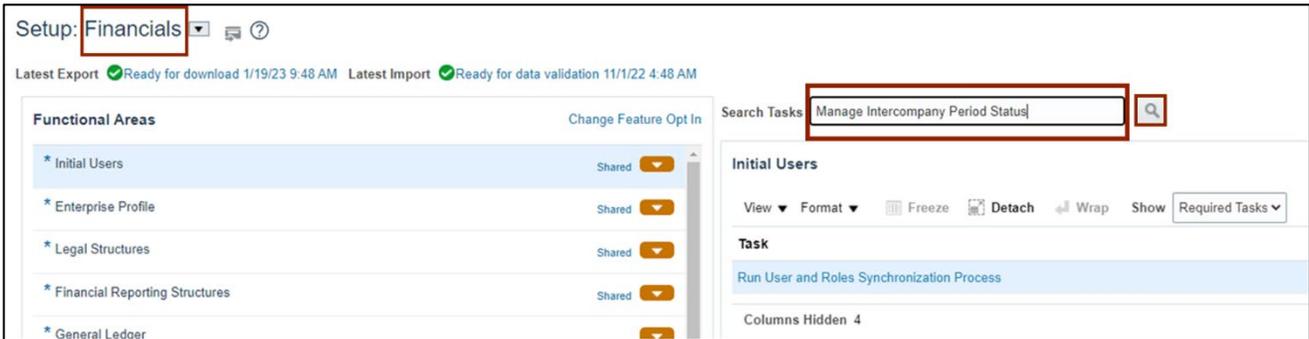
## Manage Intercompany Period Status - OSC

To Manage Intercompany Period Status in NCFCS, please follow the steps below:

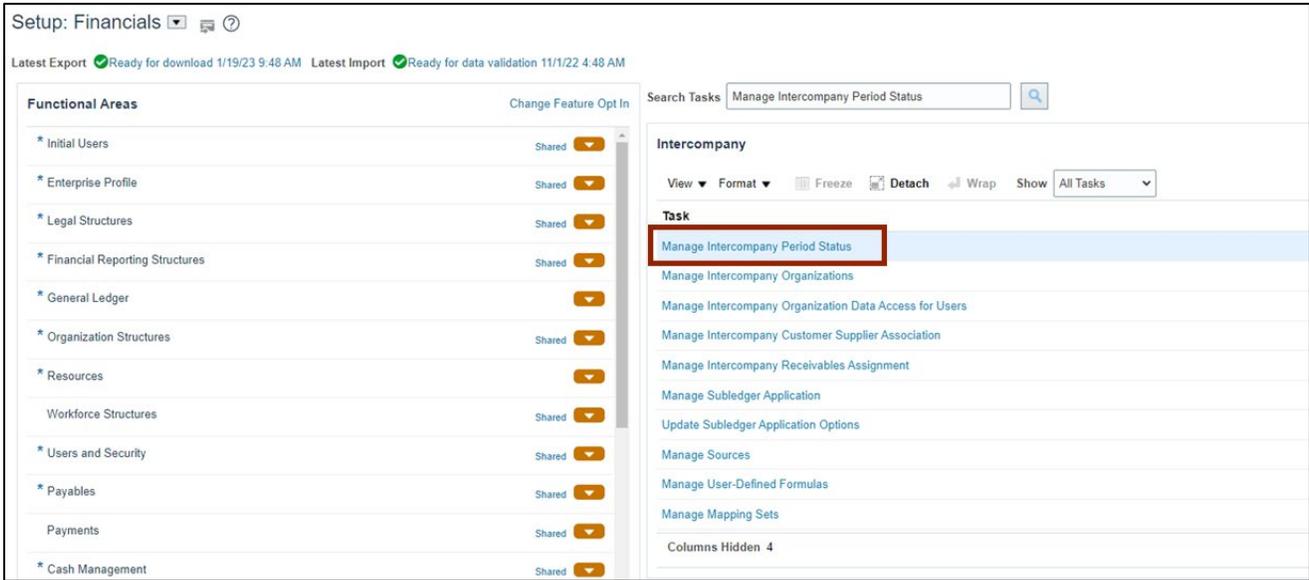
1. Log in to the NCFCS portal with your credentials to access the system.
2. On the Homepage, click the **My Enterprise** tab. Click the **Setup and Maintenance** app.



3. On the left-hand side, select **Financials** from the *Setup* drop-down choice list. On the **Search Tasks** field, enter **Manage Intercompany Period Status**. Click the **Search** [  ] icon.



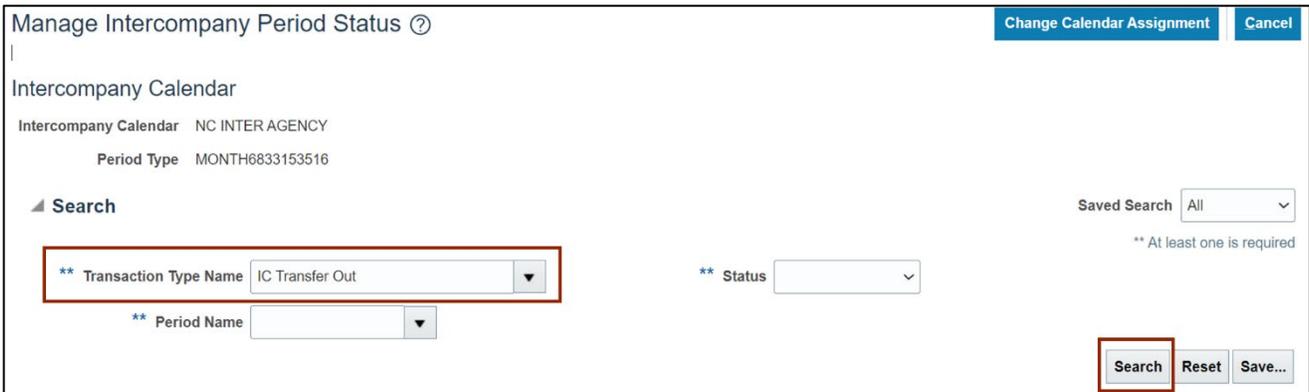
4. On the **Intercompany** section, click the **Manage Intercompany Period Status** link.



5. The **Manage Intercompany Period Status** page opens. To close the Intercompany period, on the **Search** section, click the *drop-down* [  ] icon and enter the **\*\*Transaction Type Name**.

In this example, we choose **IC Transfer Out**. Click the **Search** button.

Note: Best practice is to search by Transaction Type Name to view period status for all accounting periods.



6. Click the **Period Name**.

Intercompany Calendar

Intercompany Calendar NC INTER AGENCY  
 Period Type MONTH6833153516

▲ Search

\*\* Transaction Type Name IC Transfer Out      \*\* Status

\*\* Period Name

Search Results

Actions View Open Close Sweep Transactions

Period Name	Transaction Type Name	Start Date	End Date	Status	Latest Open Period
Dec-22	IC Transfer Out	12/1/22	12/31/22	Open	Jun-23

7. Verify the **Open Transaction** is **0**, then click the **Close** button to close the Intercompany period. The **Close** button will be grayed out if the number of **Open Transactions** is more than zero.

Search Results

Search Reset Save...

Actions View Open Close Sweep Transactions

Period Name	Transaction Type Name	Start Date	End Date	Status	Latest Open Period	Open Transactions
Dec-22	IC Transfer Out	12/1/22	12/31/22	Open	Jun-23	0

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

Information

The updates to the period status have been saved.

OK

\*\* Status

9. Validate the **Status** for the Period selected is **Closed**.

Manage Intercompany Period Status ? Change Calendar Assignment Cancel

Intercompany Calendar  
 Intercompany Calendar NC INTER AGENCY  
 Period Type MONTH6833153516

**Search** Saved Search All  
\*\* At least one is required

\*\* Transaction Type Name  **\*\* Status**   
 \*\* Period Name Dec-22

Search Reset Save...

Search Results

Actions

Period Name	Transaction Type Name	Start Date	End Date	Status	Latest Open Period	Open Transactions
Dec-22	IC Transfer Out	12/1/22	12/31/22	Closed	Jun-23	0

10. To open another Intercompany Period, on the **Manage Intercompany Period Status** page, on the **Search** section, click the *drop-down choice list* [  ] icon and enter the **\*Transaction Type Name** and **\*Period Name**.

In this example, we choose **IC Transfer Out** and **Jun-23**. Click the **Search** button.

Manage Intercompany Period Status ? Change Calendar Assignment Cancel

Intercompany Calendar  
 Intercompany Calendar NC INTER AGENCY  
 Period Type MONTH6833153516

**Search** Saved Search All  
\*\* At least one is required

\*\* Transaction Type Name IC Transfer Out  **\*\* Status**   
 \*\* Period Name Jun-23

Search Reset Save...

11. Verify the existing **Period Status**. Here it is **Never Opened**. Then, highlight the row for the Period Name to be opened.

**Search** Saved Search

\*\* Transaction Type Name  \*\* Status

\*\* Period Name

**Search**

**Search Results**

Actions

Period Name	Transaction Type Name	Start Date	End Date	Status	Latest Open Period
Jun-23	IC Transfer Out	6/1/23	6/30/23	Never opened	May-23

12. Click the **Open** button.

**Search**

\*\* Transaction Type Name  \*\* Status

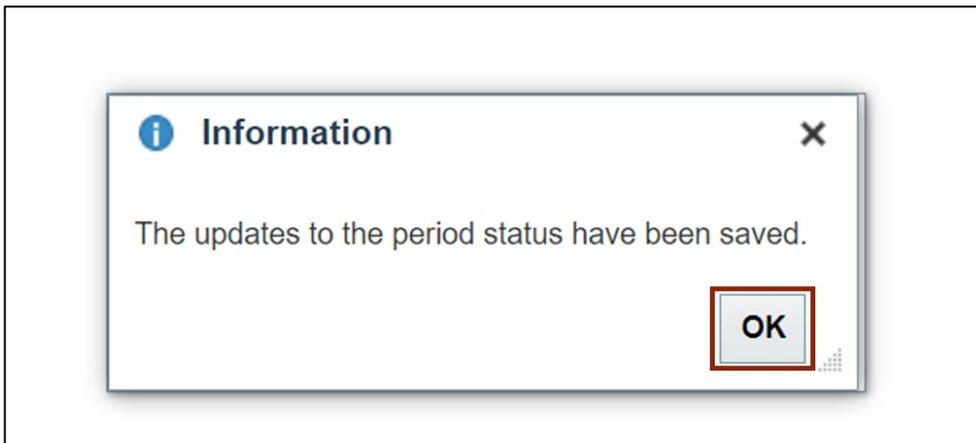
\*\* Period Name

**Search Results**

Actions

Period Name	Transaction Type Name	Start Date	End Date	Status
Jun-23	IC Transfer Out	6/1/23	6/30/23	Never opened

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



14. The **Status** now changed to **Open**. Click the **Cancel** button.

Manage Intercompany Period Status ? Change Calendar Assignment Cancel

Intercompany Calendar  
 Intercompany Calendar NC INTER AGENCY  
 Period Type MONTH6833153516

Search Saved Search All  
\*\* At least one is required

\*\* Transaction Type Name IC Transfer Out \*\* Status  
 \*\* Period Name Jun-23

Search Reset Save...

Search Results  
 Actions View Open Close Sweep Transactions

Period Name	Transaction Type Name	Start Date	End Date	Status	Latest Open Period	Open Transactions
Jun-23	IC Transfer Out	6/1/23	6/30/23	Open	Jun-23	0

Note: The next four steps cover how to close a period in cases where we have one or more open transactions.

- On the **Manage Intercompany Period Status** page, in the **Search** section, click the *drop-down choice list* [  ] icon and enter the **\*\*Transaction Type Name**.

In this example, we choose **IC Transfer Out**. Click the **Search** button.



Manage Intercompany Period Status 

Change Calendar Assignment Cancel

Intercompany Calendar

Intercompany Calendar NC INTER AGENCY  
Period Type MONTH6833153516

Search

Transaction Type Name  

Status

Period Name

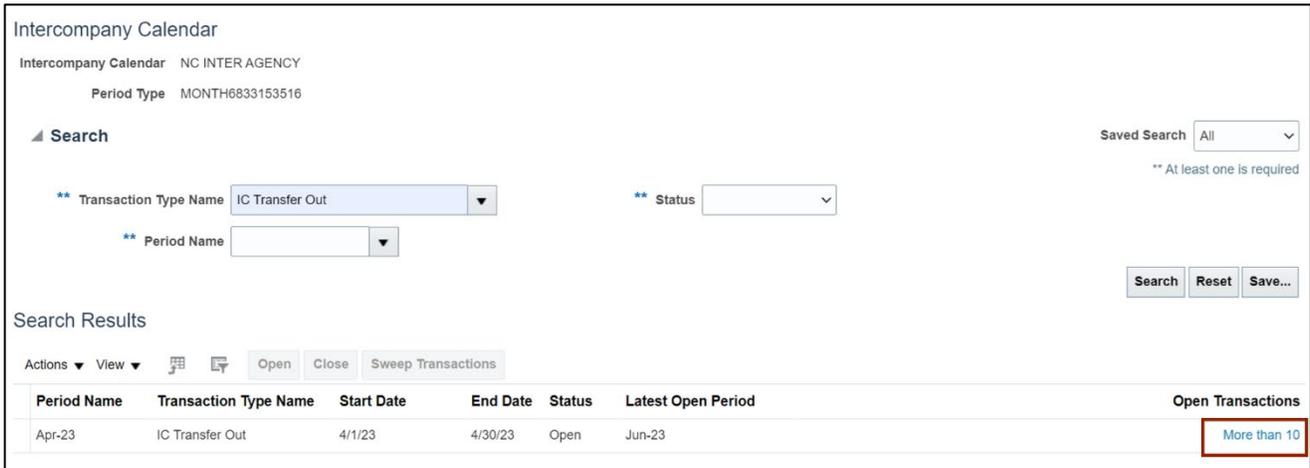
Search Reset Save...

Saved Search All 

\*\* At least one is required

- Action must be taken on any Open Transactions before a Period can be closed. Hyperlink under **Open Transactions** will navigate to the open IC batches where they can be completed or deleted. Click the **link** under **Open Transactions** to identify the open IC batches.

Note: Transactions can also be swept to the next open period by using the 'Sweep Transactions' button. Using this feature will automatically close the period.



Intercompany Calendar

Intercompany Calendar NC INTER AGENCY  
Period Type MONTH6833153516

Search

Transaction Type Name  

Status

Period Name

Search Reset Save...

Saved Search All 

\*\* At least one is required

Search Results

Actions View   Open Close Sweep Transactions

Period Name	Transaction Type Name	Start Date	End Date	Status	Latest Open Period	Open Transactions
Apr-23	IC Transfer Out	4/1/23	4/30/23	Open	Jun-23	<a href="#">More than 10</a>

17. The **Sweep Open Transaction** page opens. Select **Sweep to Period** to sweep, then click the **Submit** button.

Note: OSC contact the agencies regarding any open transactions, for their resolution.

Sweep Open Transactions

**Submit** **Cancel**

Transaction Type Name IC Transfer Out

Period Name Apr-23

Sweep to Period Jun-23 ▾

Open Transactions

View ▾

Intercompany Batch Number	Intercompany Transaction Number	Transaction Type Name	Provider	Receiver	Status	Transaction Amount
109513	1	IC Transfer Out	0800 DEPARTMENT OF ...	1300 DEPARTMENT OF ...	Received	-235 USD
109518	1	IC Transfer Out	0200 ADMINISTRATIVE ...	1300 DEPARTMENT OF ...	Received	-500 USD
109519	1	IC Transfer Out	U650 INTERNAL EAST C...	U650 EAST CAROLINA ...	Received	4,355,547.85 USD
109529	1	IC Transfer Out	0200 ADMINISTRATIVE ...	1300 DEPARTMENT OF ...	Received	-623 USD
109530	1	IC Transfer Out	0800 DEPARTMENT OF ...	1300 DEPARTMENT OF ...	Received	-235 USD

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

**Information** X

The Sweep Open Intercompany Transactions program has been submitted. Request ID is 2268861.

**OK**

19. Click the **Home** [  ] icon, to reach to the FBR Daily Transfer Report.



Manage Intercompany Period Status ? Change Calendar Assignment Cancel

Intercompany Calendar

Intercompany Calendar NC INTER AGENCY

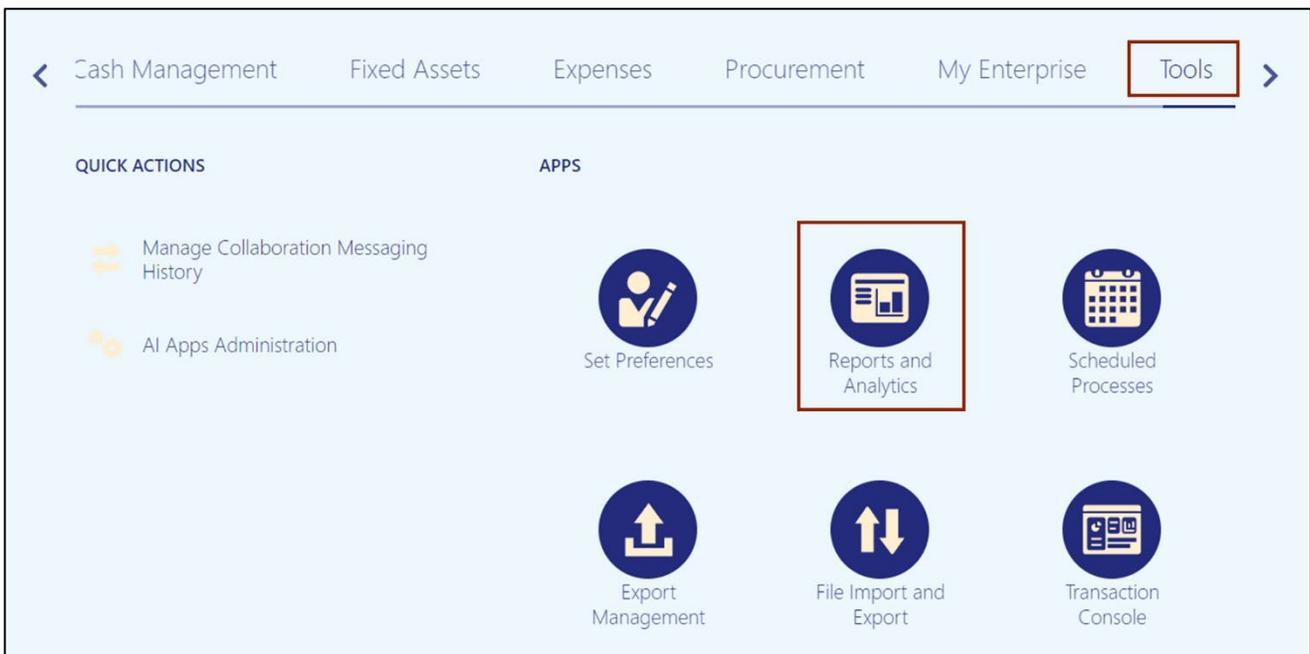
Period Type MONTH6833153516

**Search** Saved Search All ▼

\*\* Transaction Type Name IC Transfer Out ▼ \*\* Status ▼

\*\* Period Name Apr-23 ▼ \*\* At least one is required

20. On the Homepage, click the **Tools** tab and then click the **Reports and Analytics** app.



< Cash Management Fixed Assets Expenses Procurement My Enterprise **Tools** >

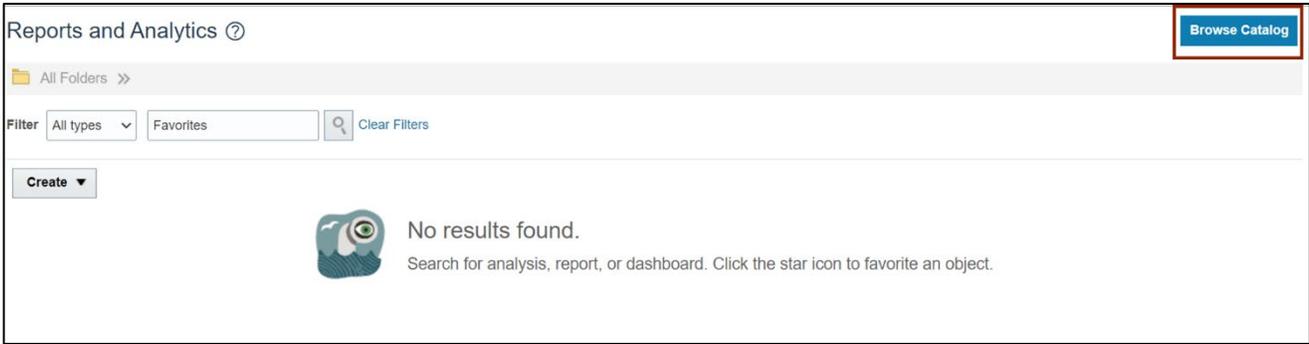
QUICK ACTIONS

- Manage Collaboration Messaging History
- AI Apps Administration

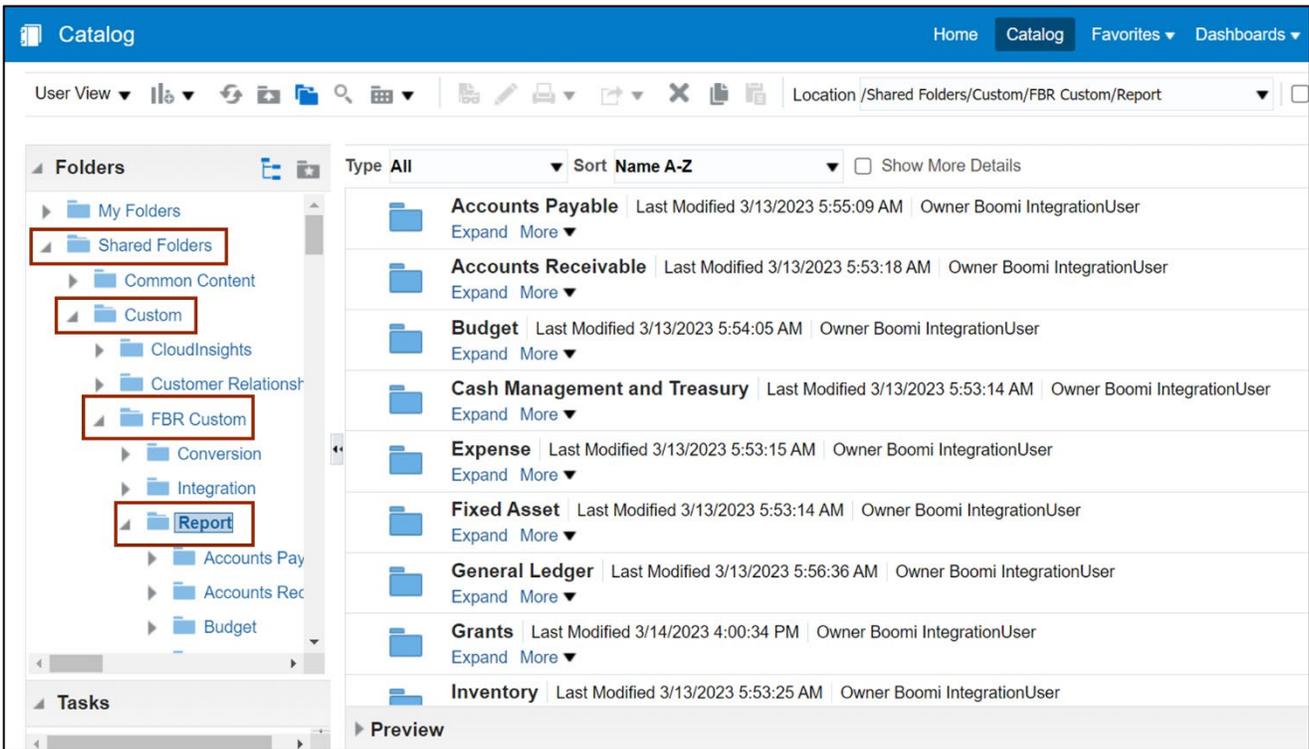
APPS

- Set Preferences
- Reports and Analytics**
- Scheduled Processes
- Export Management
- File Import and Export
- Transaction Console

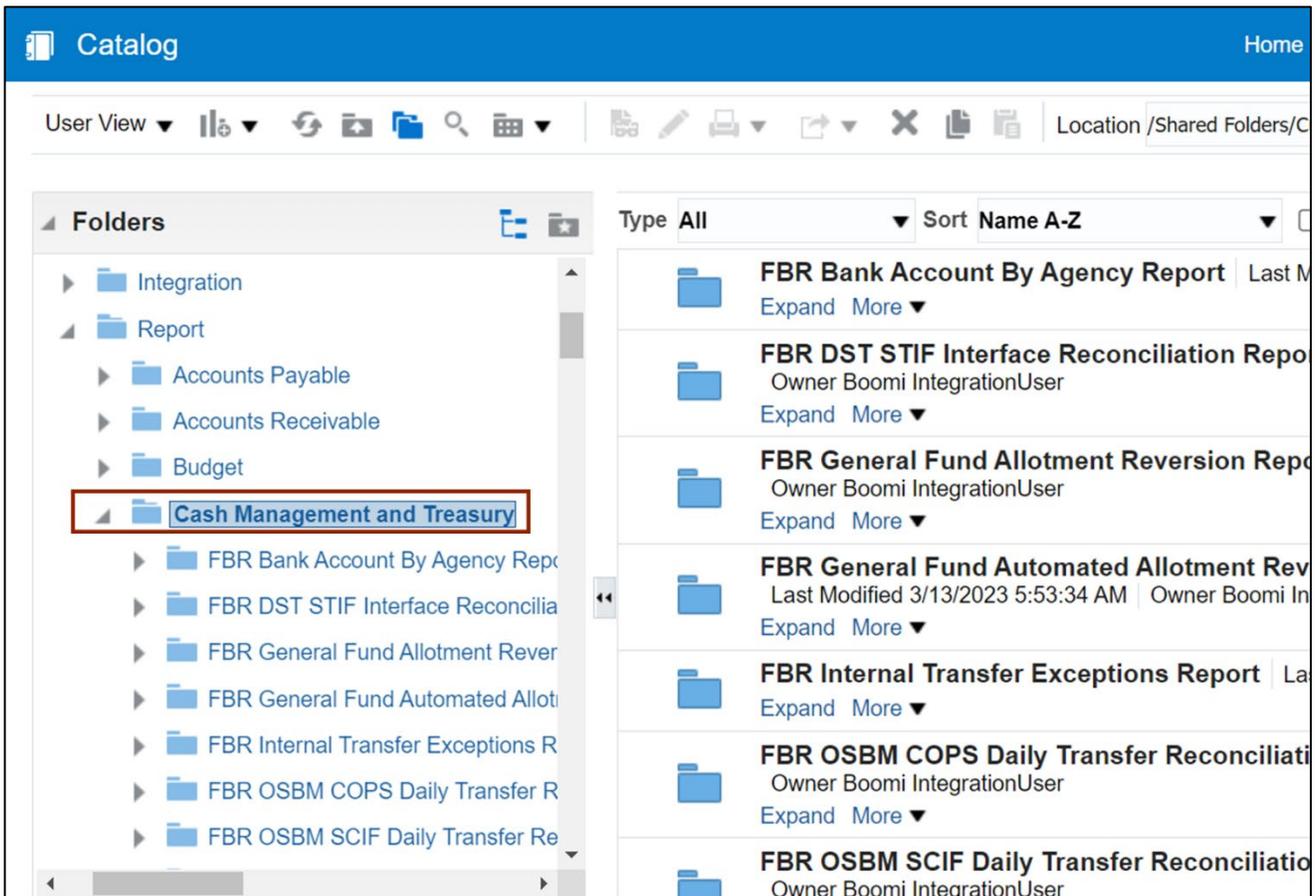
21. Click the **Browse Catalog** button.



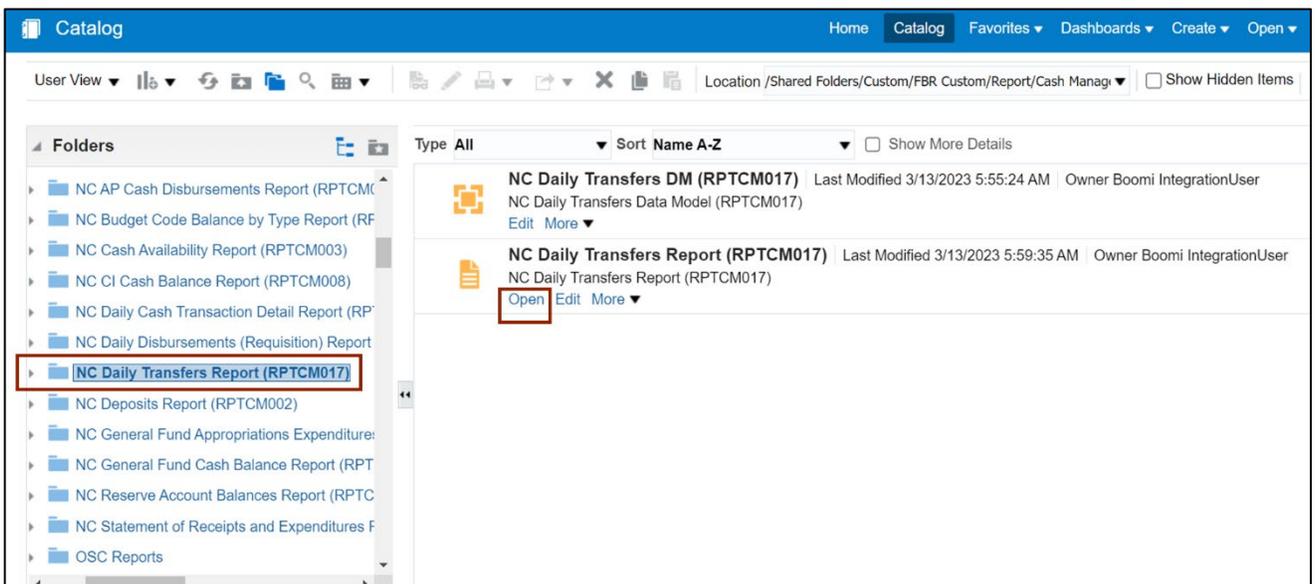
22. The **Catalog** page opens. Under the **Folders** pane, click the **Shared Folders** and then click the **Custom** folder. Furthermore, click the **FBR Custom** folder and then click the **Report** folder.



23. Click the **Cash Management and Treasury** folder.

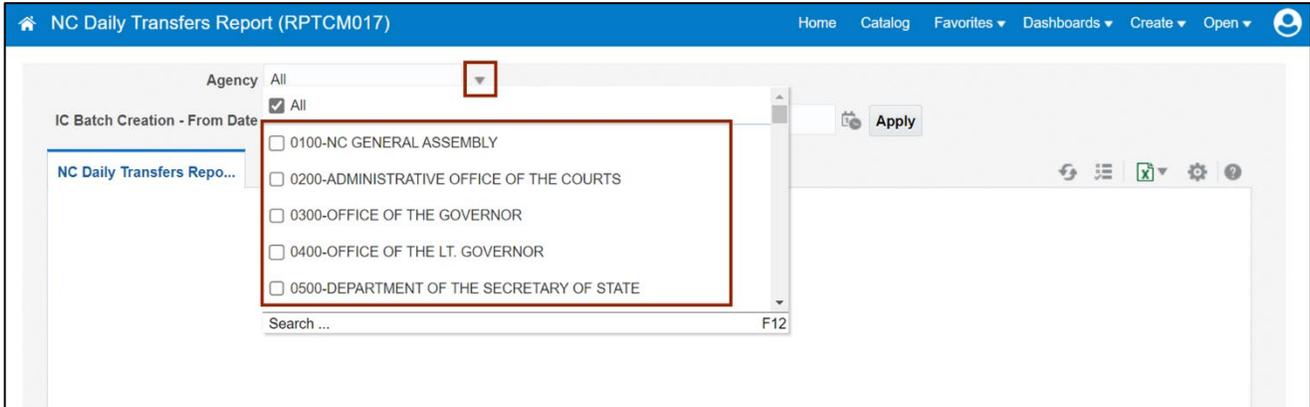


24. Click the **NC Daily Transfers Report (RPTCM017)** folder. Then, on the right, click the **Open** link on the **NC Daily Transfers Report (RPTCM017)**.



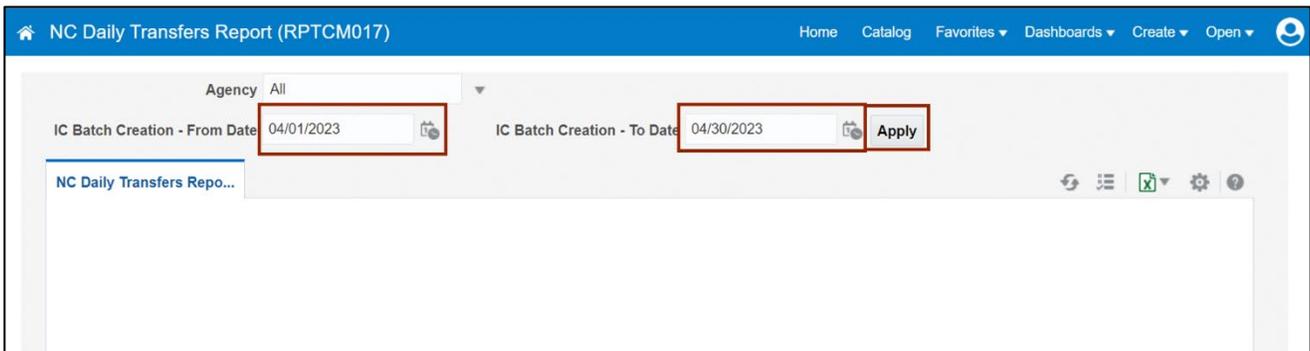
25. Click the **Agency dropdown** [ ▼ ] arrow and select the *Agency* from the dropdown choice list.

In this example, we choose **All** for *Agency*.

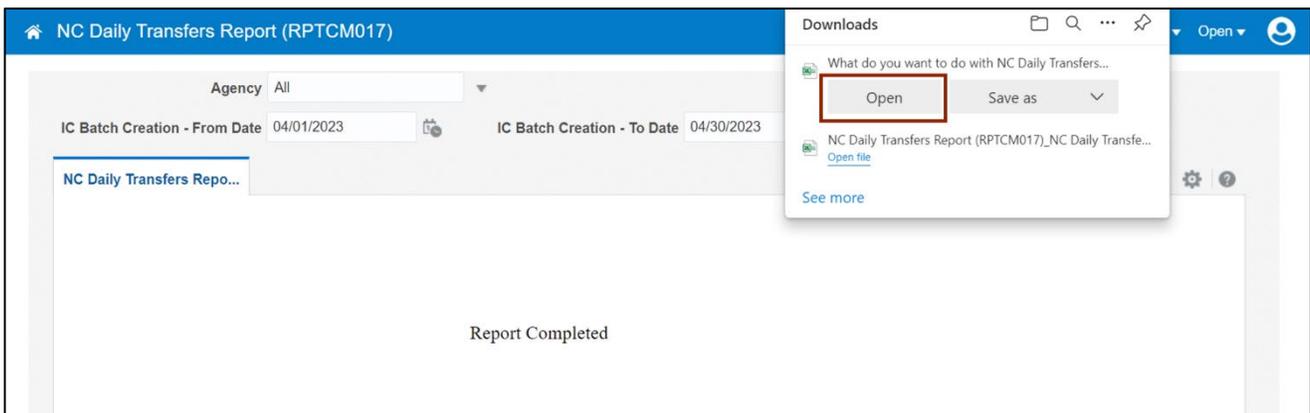


26. The *IC Batch Creation – From Date* and the *IC Batch Creation – To Date* is set.

In this example, we choose **04/01/2023** for *IC Batch Creation – From Date* and **04/30/2023** for *IC Batch Creation – To Date*. Then, click the **Apply** button to submit the report.



27. The Report gets downloaded. Click the **Open** button to view the downloaded report.



28. The **NC Daily Transfers Report** opens. It has three tabs: **Summary**, **Unposted Transfer Details**, and **Posted Transfer Details**.

Confidential \ No Additional Protection

A	B	C	D
		<p align="center"> <b>North Carolina Financial System</b>  <b>Office of State Controller</b>  <b>NC Daily Transfers Report (RPT-CM-017)</b>                      07/04/2023 06:51:48 AM                 </p>	
<b>Parameters</b>			
Agency	All		
From Creation Date	04/01/2023		
To Creation Date	04/30/2023		
BUDGET CODES	BUDGET CODE TYPES	POSTED TRANSFER OUT	POSTED TRANSFER IN
10000-19799	GENERAL FUND DEPARTMENTS	0.00	0.00
19900-19929; 19949-19999	TAX & NON-TAX REVENUE FUNDS	0.00	0.00
<b>Summary of above</b>	<b>POSTED TOTAL GENERAL FUND</b>	<b>0.00</b>	<b>0.00</b>
19800-19899; 19930-19948	GENERAL FUND RESERVES	0.00	0.00
20000-29999	SPECIAL REVENUE FUNDS	0.00	0.00
30000-39999	FEDERAL FUNDS	0.00	0.00
40000-49999	CAPITAL IMPROVEMENT FUNDS	0.00	0.00
50000-59999	ENTERPRISE FUNDS	0.00	0.00
60000-69999	TRUST AND AGENCY FUNDS	0.00	0.00
70000-79999	INTERGOVERNMENTAL SERVICE	0.00	0.00
80000-89999	UNIQUE FUNDS	0.00	0.00

Summary
Unposted Transfer Details
Posted Transfer Details
⊕

## Wrap-Up

Manage Intercompany Period Status using the steps above.

## Additional Resources

### Virtual Instructor-Led Training (ILT)

- IC100c: Transfer Entry – Creation and Receiving