

MANAGE

INTERCOMPANY PERIOD

ICT

STATUS - OSC

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:

- 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 NCFS, please follow the steps below:

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

| < | Expenses | Procurement | My Enterprise | Tools | Configuration | Others | |
|---|---------------|-------------|---------------|-------|---------------|-----------------|--------------------------|
| | QUICK ACTIONS | | APPS | | | | |
| | dvailable | e Features | Offe | rings | New Features | Feature Updates | Setup and Maintenance |

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.

| Setup: Financials 💌 ᇘ ⑦ Latest Export @Ready for download 1/19/23 9:48 AM L | atest Import SReady for data validation 11/1/22 4:48 AM | |
|--|---|--|
| Functional Areas | Change Feature Opt In | Search Tasks Manage Intercompany Period Status |
| * Initial Users | Shared 💌 📋 | Initial Users |
| * Enterprise Profile | Shared | View 🔻 Format 👻 🧊 Freeze 📓 Detach 🚽 Wrap Show Required Tasks 🗸 |
| * Legal Structures | Shared 🤜 | Task |
| * Financial Reporting Structures | Shared | Run User and Roles Synchronization Process |
| * General Ledger | | Columns Hidden 4 |

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

| Setup: Financials | nnort 📿 Ready for data validation 11/1/22 4:48 AM | |
|----------------------------------|---|--|
| Functional Areas | Change Feature Opt In | Search Tasks Manage Intercompany Period Status |
| * Initial Users | Shared 😎 🍵 | Intercompany |
| * Enterprise Profile | Shared 💌 | View V Format V Freeze C Detach I Wrap Show All Tasks V |
| * Legal Structures | Shared | Task |
| * Financial Reporting Structures | Shared | Manage Intercompany Period Status |
| * General Ledger | • | Manage Intercompany Organizations Manage Intercompany Organization Data Access for Users |
| * Organization Structures | Shared | Manage Intercompany Customer Supplier Association |
| * Resources | | Manage Intercompany Receivables Assignment |
| World and Charles | | Manage Subledger Application |
| Workforce Structures | Shared | Update Subledger Application Options |
| * Users and Security | Shared | Manage Sources |
| * Payables | Shared | Manage User-Defined Formulas |
| Payments | Shared | Manage Mapping Sets |
| * Cash Management | Shared 💌 | Columns Hidden 4 |

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.

| Manage Intercompany Period Status ⑦ | | Change Calendar Assignment <u>Cancel</u> |
|--|-------------|--|
| 1 | | |
| 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 | | |
| | | Search Reset Save |

6. Click the **Period Name.**

| Intercompany Calendar | | | | | | | | | | | |
|--|--------------------------------------|-------------|-------------|--------------------|--|--|--|--|--|--|--|
| Intercompany Calendar NC INTE | ntercompany Calendar NC INTER AGENCY | | | | | | | | | | |
| Period Type MONTH6833153516 | | | | | | | | | | | |
| ▲ Search | | | | | | | | | | | |
| ** Transaction Type Name | IC Transfer Out | • | ▼ ** Status | | | | | | | | |
| ** Period Name | | | | | | | | | | | |
| Search Results Actions View View I I Close Sweep Transactions | | | | | | | | | | | |
| Period Name Transactio | n Type Name Sta | rt 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.

| S | Search Results Actions View T T Open Close Sweep Transactions | | | | | Search | Reset | Save | |
|------|--|-----------------------|------------|----------|--------|--------------------|-------|----------|-----------|
| | Period Name | Transaction Type Name | Start Date | End Date | Status | Latest Open Period | c | Open Tra | nsactions |
| 1000 | 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 | n | × |
|--------------------|-----------------------------|--------|
| The updates to the | e period status have been s | saved. |
| | | ок |

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

| Manage Intercompany Period S | Status ⑦ | | | Change Calendar Assignment <u>Cancel</u> | | | |
|--|-----------------|------------------------------|--------------------|--|--|--|--|
| Intercompany Calendar Intercompany Calendar NC INTER AGENCY Period Type MONTH6833153516 Saved Search All ** Transaction Type Name ** Period Name Dec-22 | | | | | | | |
| Search Results Actions View View Deriod Name Transaction Type Name | Close Sweep Tra | nsactions End Date Status | Latest Open Period | Search Reset Save 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 ② | Change Calendar Assignment <u>C</u> ancel |
|---|---|
| latereen en volander | |
| 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 IC Transfer Out ** Period Name Jun-23 | | | | v | ** | Status | | ~ | ** At I |
| Search Results Actions View | я Б | Open | Close | Sweep Transactions | | | | | Search |
| Period Name | Transactio | n Type Nar | ne | | Start Date | e | 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 IC Transfer Out | ** Statu | s | ~ | | | | | |
| ** Period Name Jun-23 | | | | | | | | |
| Search Results Actions ▼ View ▼ 第 译 Open Close Sweep Transactions | | | | | | | | |
| 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 ⑦ | | | | Change Calendar Assignment | <u>C</u> ancel |
|---|------------|----------|--------|---------------------------------|--------------------|
| Intercompany Calendar Intercompany Calendar NC INTER AGENCY Period Type MONTH6833153516 Search | | | | Saved Search All | ~ |
| ** Transaction Type Name IC Transfer Out ** Period Name Jun-23 Search Results Actions View Tem Tem Close Sweep Transactions | ** Statu | s | ~ | ** At least one Search Reset | is required |
| Period Name Transaction Type Name | Start Date | End Date | Status | Latest Open Period Tra | Open ansactions |
| 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.

15. 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 ⑦ | 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 | |
| ** Period Name | |
| | Search Reset Save |

16. 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 C | Calendar | | | | | | | |
|---------------------|----------------|---------------|-----------------|----------|--------|--------------------|---|--------------------|
| Intercompany Calend | dar NC INTER | AGENCY | | | | | | |
| Period Ty | pe MONTH68 | 333153516 | | | | | | |
| ▲ Search | | | | | | | | Saved Search All ~ |
| ** Transaction | n Type Name | C Transfer Ou | ıt | • | | ** Status | ~ | |
| ** 5 | Period Name | | • | | | | | Search Reset Save |
| Search Results | | 0 | Turne Trees | | | | | |
| Actions View View | J⊞ Lγ | Open C | lose Sweep Iran | sactions | | | | |
| Period Name | Transaction | Type Name | Start Date | End Date | Status | Latest Open Period | | Open Transactions |
| Apr-23 | IC Transfer Ou | it | 4/1/23 | 4/30/23 | Open | Jun-23 | | More than 10 |

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 | 3 | | | | Sub <u>m</u> it <u>C</u> ancel |
|--|---|-----------------------|----------------------|--------------------|----------|--------------------------------|
| Transaction Type Na Period Na Sweep to Per Open Transacti View • | me IC Transfer Ou me Apr-23 riod Jun-23 ~ | ıt | | | | |
| 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.

| k | 1 Information | × |
|---|--|----------|
| | The Sweep Open Intercompany Transactions program has been submitted. Request ID is 22688 | 61. K |
| Y | | |

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

| Manage Intercompany Period Status ⑦ | Change Calendar Assignment Cancel |
|---|-----------------------------------|
| Intercompany Calendar | |
| Intercompany Calendar NC INTER AGENCY Period Type MONTH6833153516 | |
| ▲ Search | Saved Search All ~ |
| ** Transaction Type Name IC Transfer Out | ** At least one is required |
| ** Period Name Apr-23 | |

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 | | APPS | | | |
| | Manage Collaboration History | n Messaging | | | | |
| | Al Apps Administratic | n | Set Preference | es Reports a Analytic | and Sch cs Pro | neduled pocesses |
| | | | | († | | |
| | | | Export Managemen | File Import t Export | t and Tran t Co | nsaction onsole |

Г

21. Click the Browse Catalog button.

| Reports and Analytics ② | Browse Catalog |
|--|----------------|
| All Folders » | |
| Filter All types V Favorites Q Clear Filters | |
| Create No results found. Search for analysis, report, or dashboard. Click the star icon to favorite an object. | |

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.



- Catalog Home 協 / 昌 - ピ - X 値 暗 User View 🔻 📙 🔻 🚱 🖬 陆 🔍 🖮 🔻 Location /Shared Folders/C Type All Sort Name A-Z Folders F- ita FBR Bank Account By Agency Report Last M Integration Expand More **v** Report FBR DST STIF Interface Reconciliation Repo Accounts Payable **Owner Boomi IntegrationUser** Expand More **v** Accounts Receivable FBR General Fund Allotment Reversion Repo Budget **Owner Boomi IntegrationUser** Cash Management and Treasury Expand More **v** FBR Bank Account By Agency Repo . FBR General Fund Automated Allotment Rev Last Modified 3/13/2023 5:53:34 AM Owner Boomi In FBR DST STIF Interface Reconcilia Expand More **v** FBR General Fund Allotment Rever FBR Internal Transfer Exceptions Report La FBR General Fund Automated Allot Expand More **v** FBR Internal Transfer Exceptions R FBR OSBM COPS Daily Transfer Reconciliati **Owner Boomi IntegrationUser** FBR OSBM COPS Daily Transfer R Expand More **v** FBR OSBM SCIF Daily Transfer Re FBR OSBM SCIF Daily Transfer Reconciliatio ۶. Owner Boomi IntegrationUser
- 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)**.

| 🗊 Catalog | | | Home | e Catalog | Favorites 🔻 | Dashboards | Create 🔻 | Open 🔻 |
|--|----------|--|-----------------|-----------------|-----------------|-----------------|----------------|-----------|
| User View 🔻 📙 🔻 😏 🖬 🎦 🤇 🖮 🔻 | B / A | ▼ 🗁 ▼ 🗶 🏥 🔓 Location /Shared | d Folders/ | Custom/FBR Cu | istom/Report/Ca | ash Manag 🔻 🗌 [| Show Hide | den Items |
| | | | | | | | | |
| 🖌 Folders | Type All | ▼ Sort Name A-Z | • | Show Mor | e Details | | | |
| The second | | NC Daily Transfers DM (RPTCM017) NC Daily Transfers Data Model (RPTCM017) Edit More ▼ | Last Mo | odified 3/13/20 | 23 5:55:24 AM | Owner Boom | í Integrationl | Jser |
| C Cash Availability Report (RPTCM003) NC CI Cash Balance Report (RPTCM008) NC CI Cash Transaction Datail Boant (RPTCM008) | | NC Daily Transfers Report (RPTCM01 NC Daily Transfers Report (RPTCM017) Open Edit More ▼ | 1 7) Las | st Modified 3/1 | 3/2023 5:59:35 | 5 AM Owner B | oomi Integra | tionUser |
| KC Daily Cash Hansaction Detail Report (Re- MC Daily Disbursements (Requisition) Report Inc Daily Transfers Report (RPTCM017) | | | | | | | | |
| NC Deposits Report (RPTCM002) | 11 | | | | | | | |
| NC General Fund Appropriations Expenditure: | | | | | | | | |
| NC General Fund Cash Balance Report (RPT NC Reserve Account Balances Report (RPTC | | | | | | | | |
| NC Statement of Receipts and Expenditures F | | | | | | | | |
| OSC Reports | | | | | | | | |

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

| NC Daily Transfers Repo | rt (RPTCM017) | Home | Catalog | Favorites 🔻 | Dashboards 🔻 | Create 🗸 | Open 🔻 | 0 |
|-------------------------|---|------|---------|-------------|--------------|-------------|--------|---|
| Agency | All 🔽 All | • | Apply | | | | | |
| NC Daily Transfers Repo | O100-NC GENERAL ASSEMBLY O200-ADMINISTRATIVE OFFICE OF THE COURTS O300-OFFICE OF THE GOVERNOR O400-OFFICE OF THE LT. GOVERNOR O500-DEPARTMENT OF THE SECRETARY OF STATE | | Арруу | | 6 ∷ | x X ▼ | ¢ 0 | 6 |
| | Search F1 | 12 | | | | | | |

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.

| ☆ NC Daily Transfers Report (RPTCM017) | Home Catalog Favorites - Dashboards - Create - Open - |
|---|---|
| Agency All IC Batch Creation - From Date 04/01/2023 | /2023 to Apply |

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

| A NC Daily Transfers Repo | rt (RPTCM017) | | Downloads | ◘ ♀ … ♪ | ✓ Open ▼ | 0 |
|--|----------------|--|--|------------------------------|-------------|---|
| Agency IC Batch Creation - From Date NC Daily Transfers Repo | All 04/01/2023 | IC Batch Creation - To Date 04/30/2023 | What do you want to do with Open S NC Daily Transfers Report (RPT Open file See more | NC Daily Transfers ave as | \$ 0 | |
| | | Report Completed | | | | |

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

| Confidential \ No Additional Protection 🧳 | | | | | |
|---|---|-------------------------|--------------------|--|--|
| А | В | С | D | | |
| N | TFS North Carolina Fin Office of State | ancial Syster | n | | |
| North Carolina | Financial System NC Daily Transfers Rep 07/04/2023 06:5 | ort (RPT-CM- 1:48 AM | -017) | | |
| Parameters | | | | | |
| 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 | | |
| | · | | | | |
| Summary of above | POSTED TOTAL GENERAL FUND | 0.00 | 0.00 | | |
| | | | | | |
| 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 | INTERGOVERMENTAL SERVICE | 0.00 | 0.00 | | |
| Summary U | nposted 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