ICT-01 Creating a Transfer (Manually)

Purpose

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

Introduction and Overview

This QRG covers the process of manually creating an Intercompany transfer. Intercompany Transactions are transfers of funds between two different agencies or within the same agency. Intercompany Transfer allows agencies to record daily cash transfers using manual, spreadsheet, and interface methods.

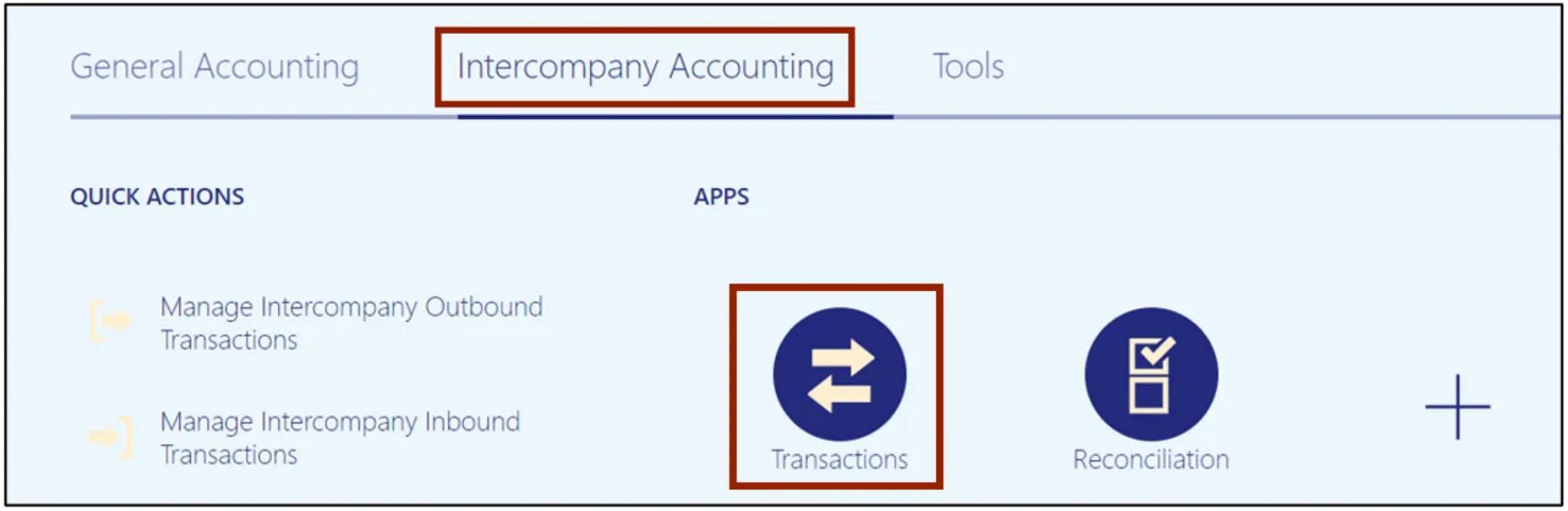
Creating a Transfer (Manually)

To create a transfer manually, please follow the steps below. There are 18 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

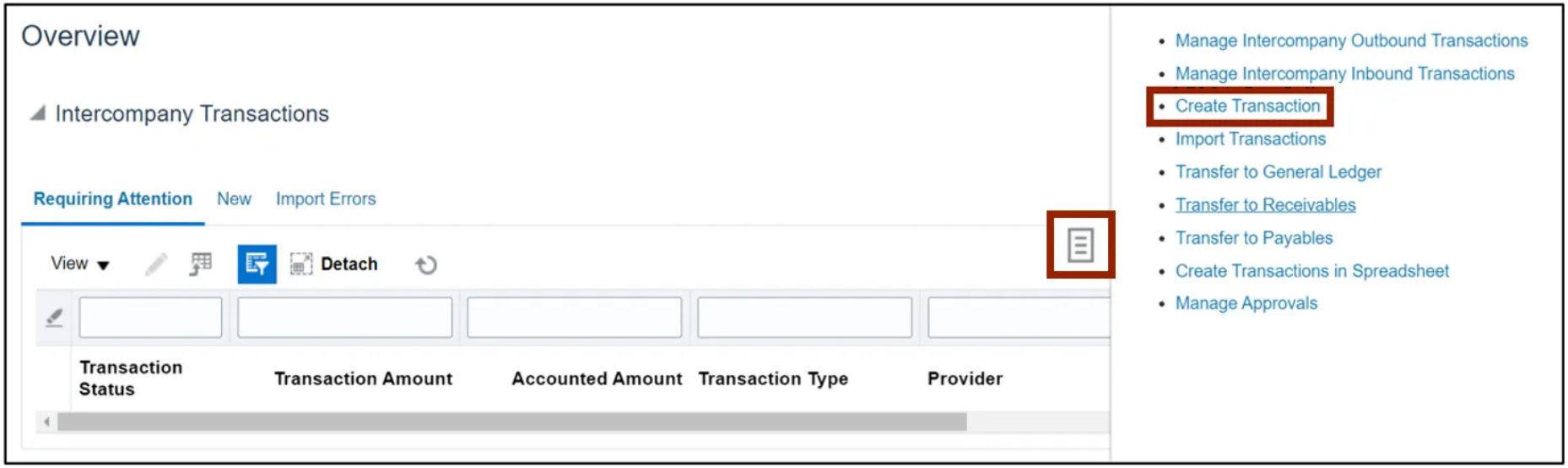
Step 2. On the **Home** page, click the **Intercompany Accounting** tab and select the **Transactions** app.

Image



Step 3. Click the **Tasks** icon and select **Create Transaction** from the **Tasks** pane.

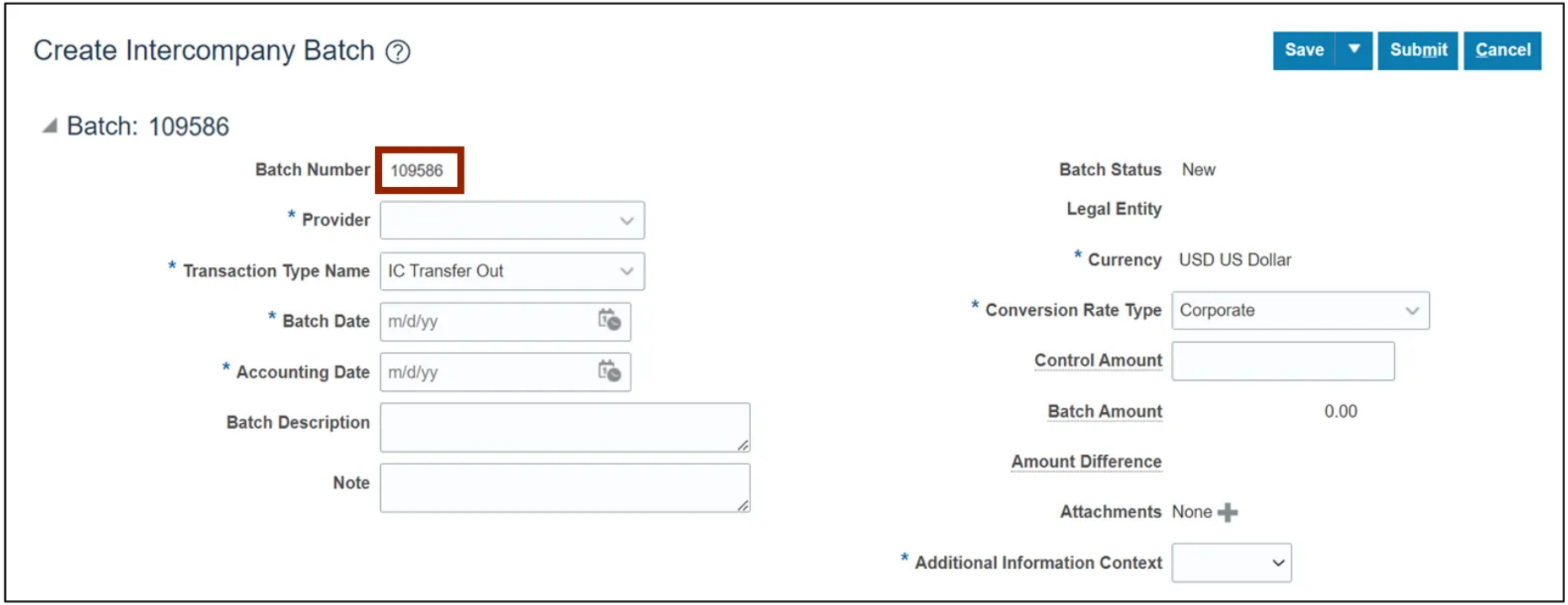
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Step 4. On the **Create Intercompany Batch** page, the ***Batch Number*** is pre-populated.

Note: This **Batch Number** will assist with searching for the transfer in the future.

Image



Step 5. Select the ***Provider*** and the ***Transaction Type*** from the respective drop-down choice list.

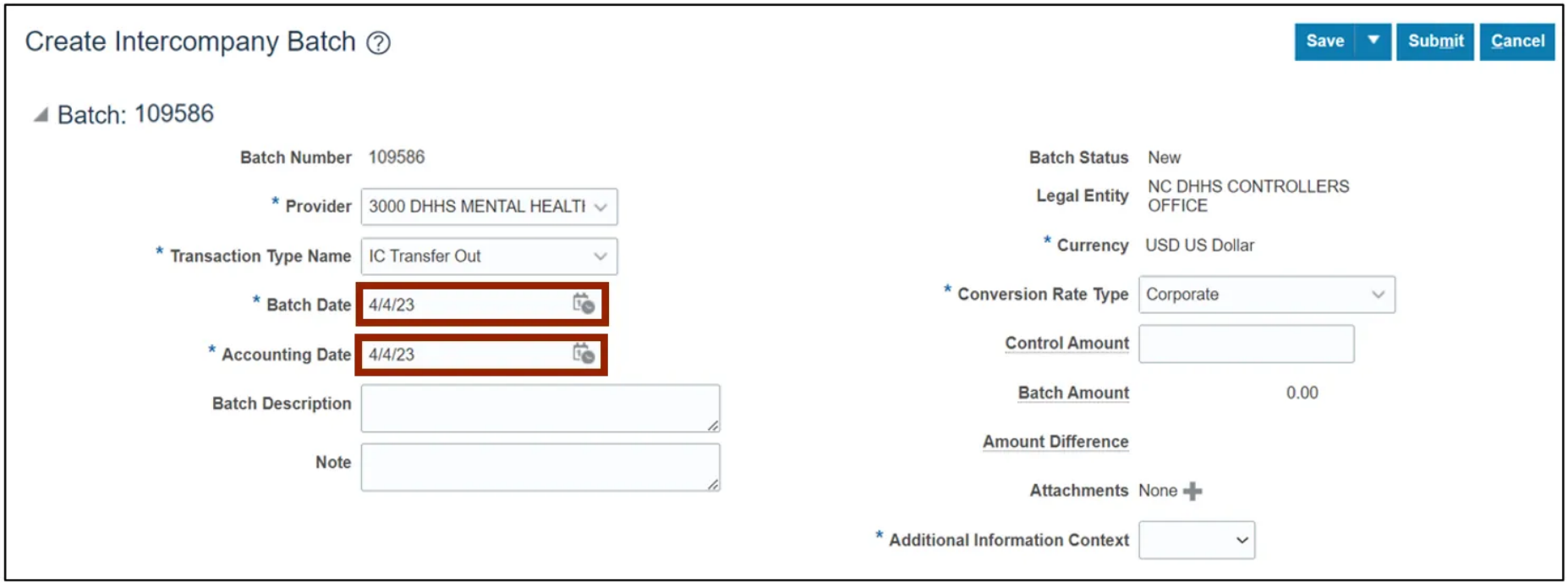
In this example, we choose the ***Provider*** as **3000 DHHS MENTAL HEALTH** and ***Transaction Type Name*** as **IC Transfer Out**.

Image



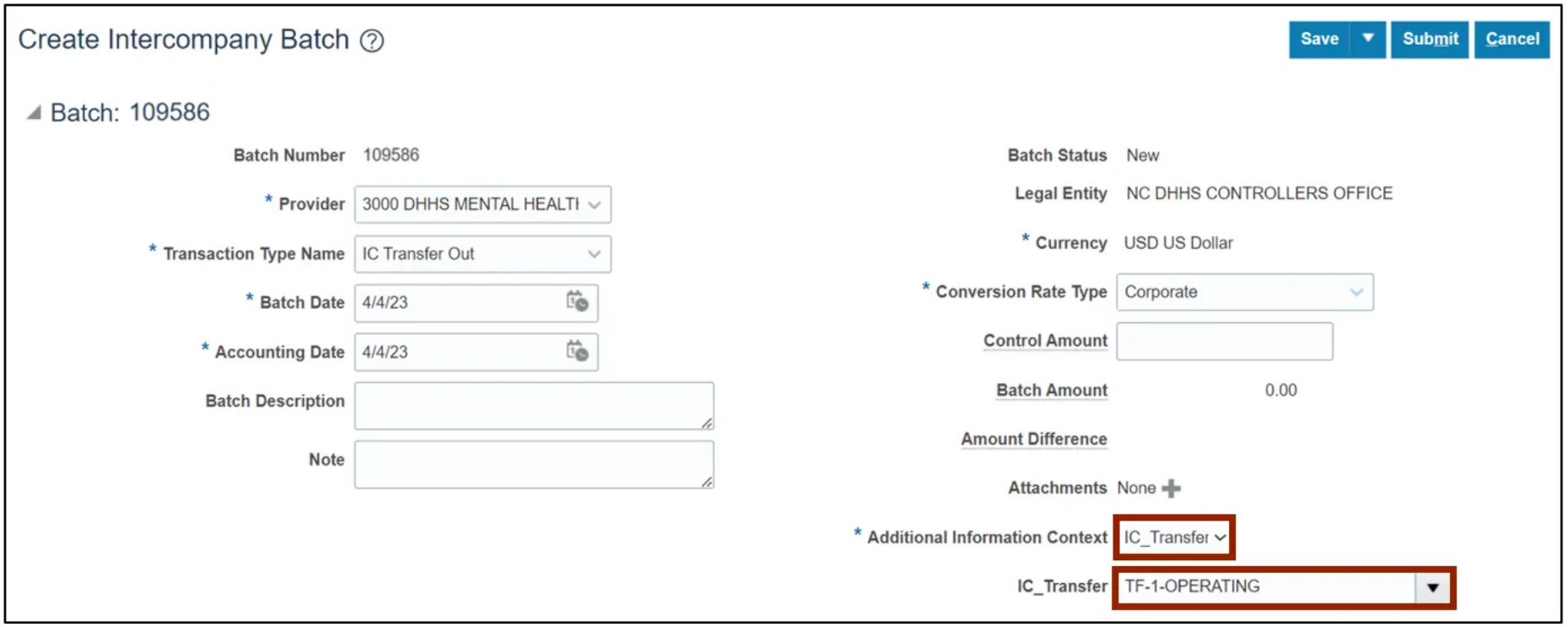
Step 6. Select the **Batch Date** and **Accounting Date** by clicking the respective **Calendar** icons.

Image



Step 7. On the ***Additional Information Context*** field, select **IC_Transfer (Descriptive Flexfield - DFF)** from the drop-down choice list. In the subsequent ***IC_Transfer*** field that shows up, search and select the appropriate option.

Image



Step 8. Scroll down to find the ***Transactions*** section and click the **Add Row** icon.

Image



Step 9. Select the **Receiver** from the drop-down choice list

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Step 10. Enter the ***Credit Amount*** in the ***Credit*** field. Next, enter the ***Transaction Description*** in the ***Transaction Description*** field.

In this example, we choose **IC Transfer**.

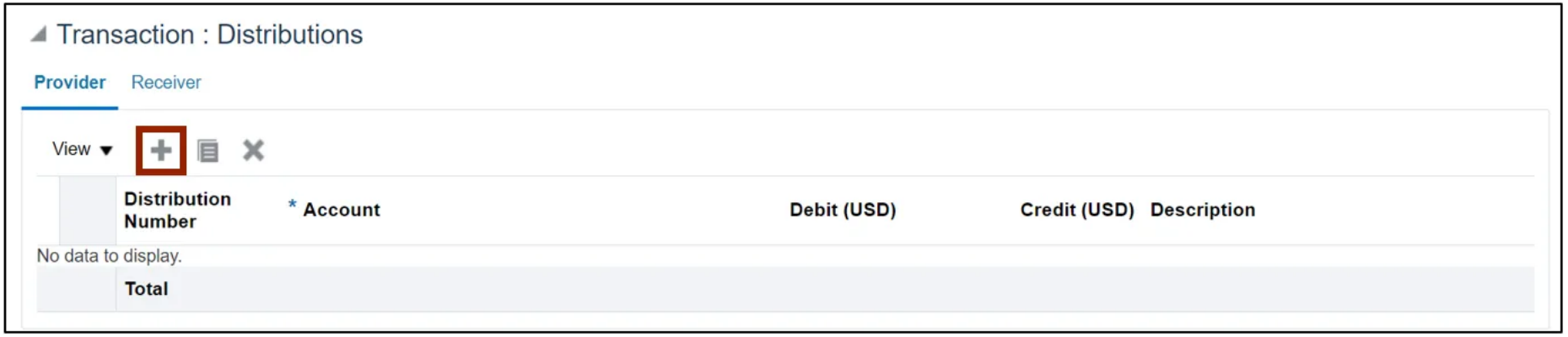
Note: The ***Transaction Description*** is optional.

Image



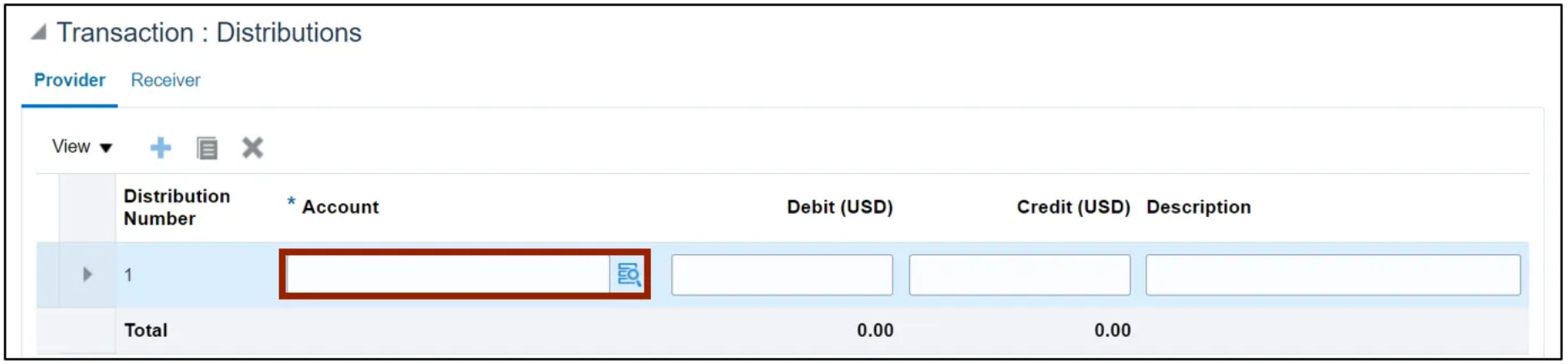
Step 11. Scroll down to find the ***Transactions: Distributions*** section and click the **Add Row** icon.

Image



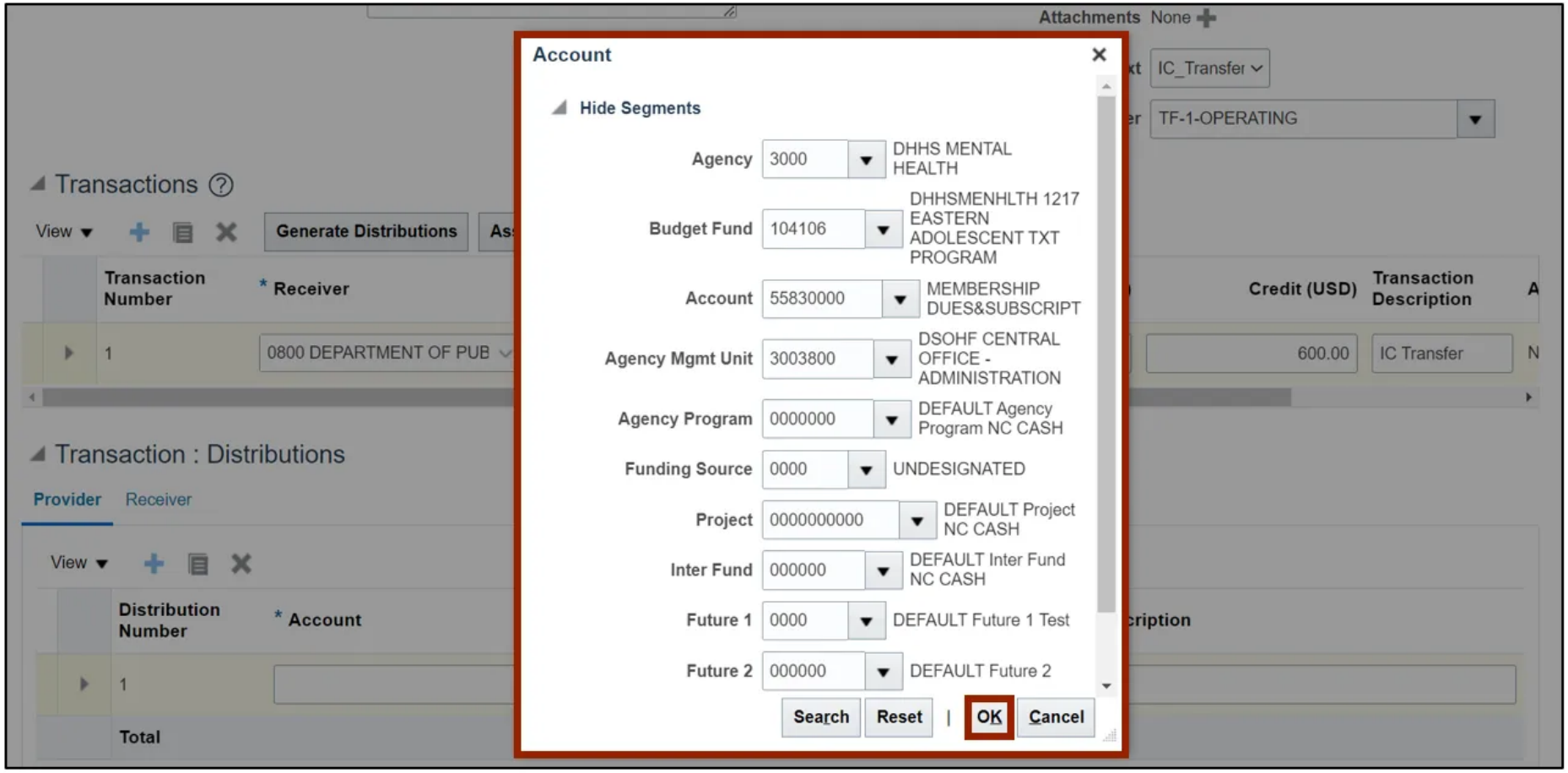
Step 12. Enter the distribution account details within the ***Account*** field. Click the **Account** icon to select individual account segment values from the Account pop-up.

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Step 13. On the *Account* pop-up, search and enter the relevant ***Account*** information from the respective drop-down choice lists and click the **OK** button.

Image

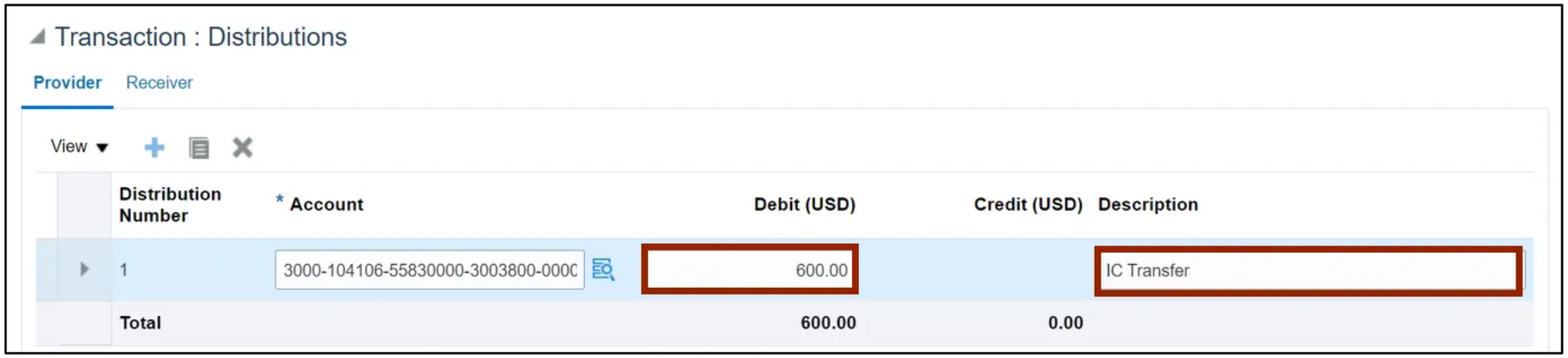


Step 14. Enter the ***Debit Amount*** in the ***Debit*** field. Next, enter the ***Transaction Description*** in the ***Transaction Description*** field.

In this example, we choose **IC Transfer** as the description.

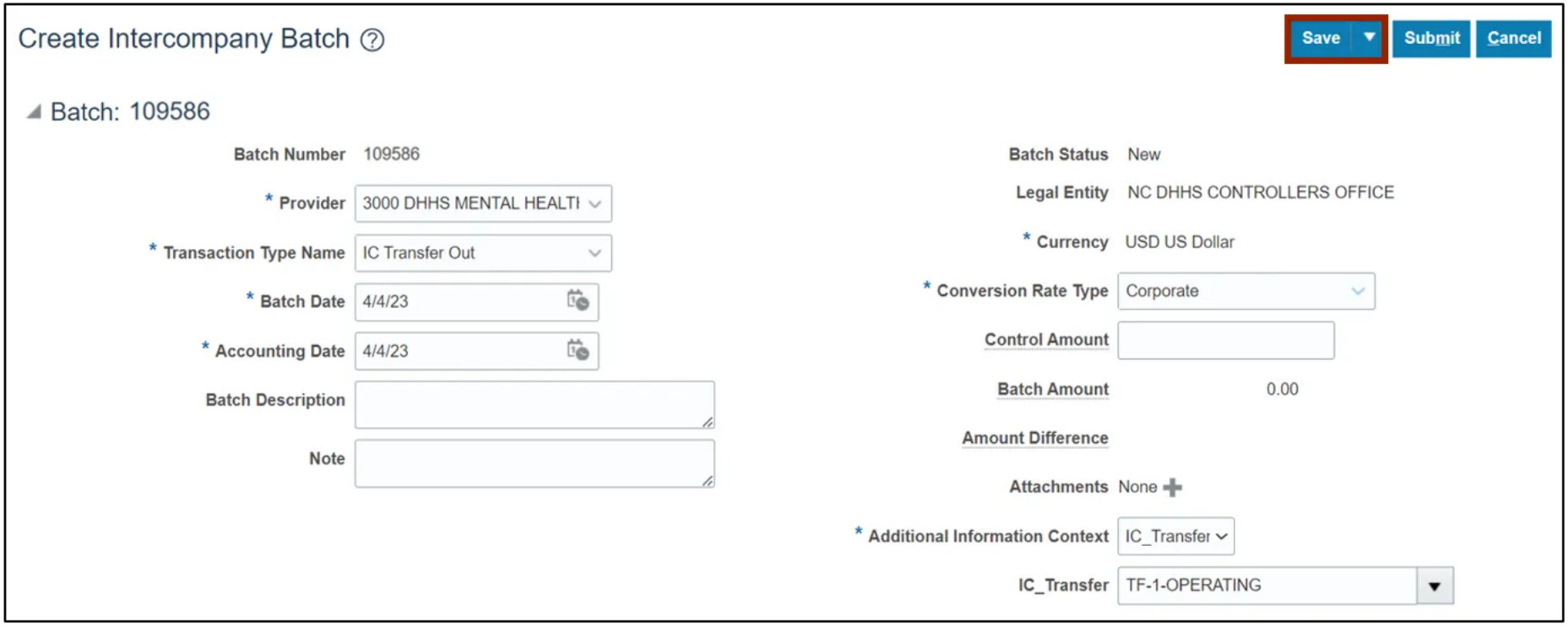
Note: The ***Description*** field is optional.

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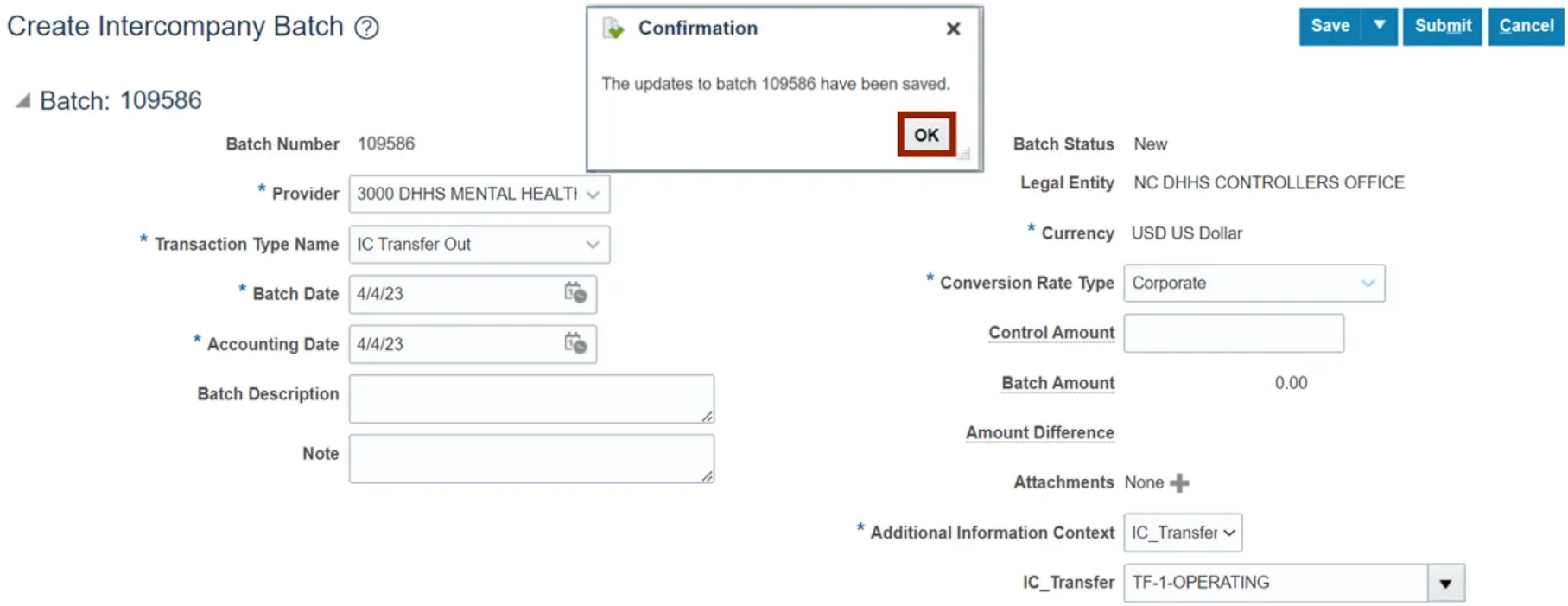
Step 15. Scroll up and click the **Save** button.

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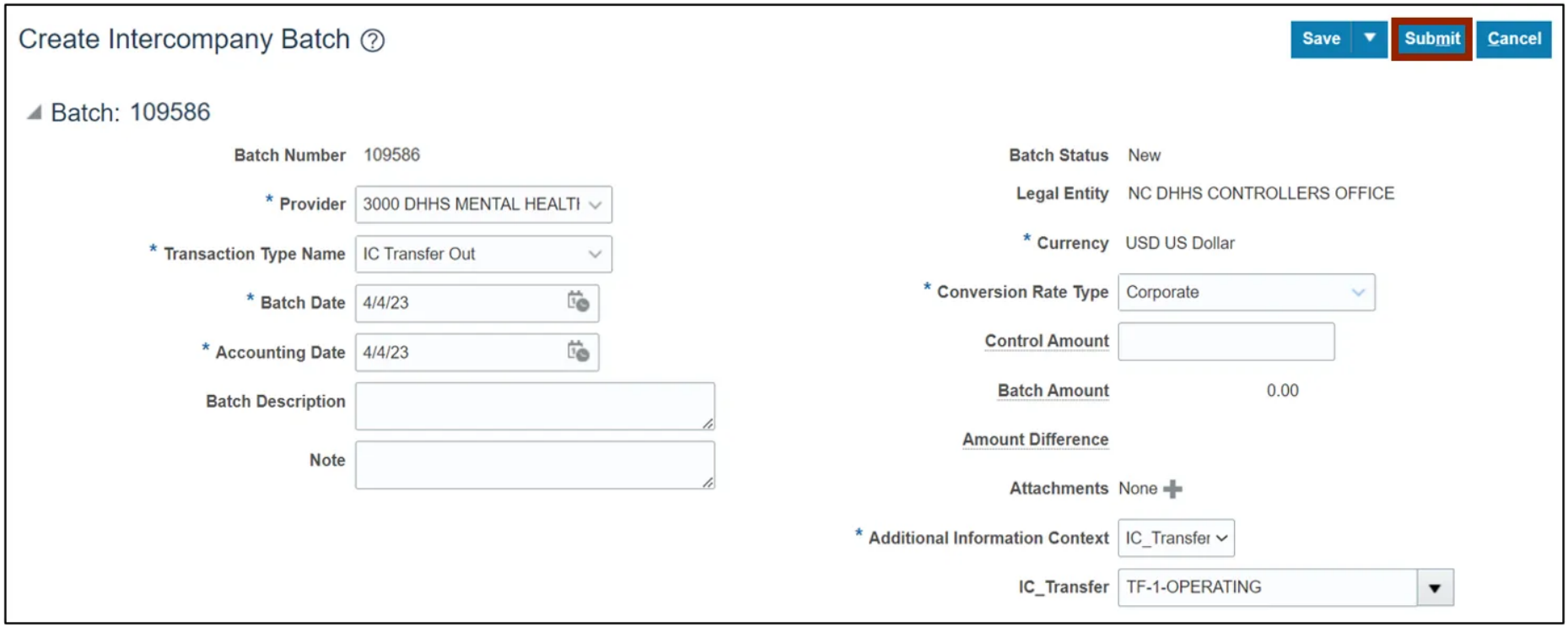
Step 16. The *Confirmation* pop-up appears. Click the **OK** button.

Image



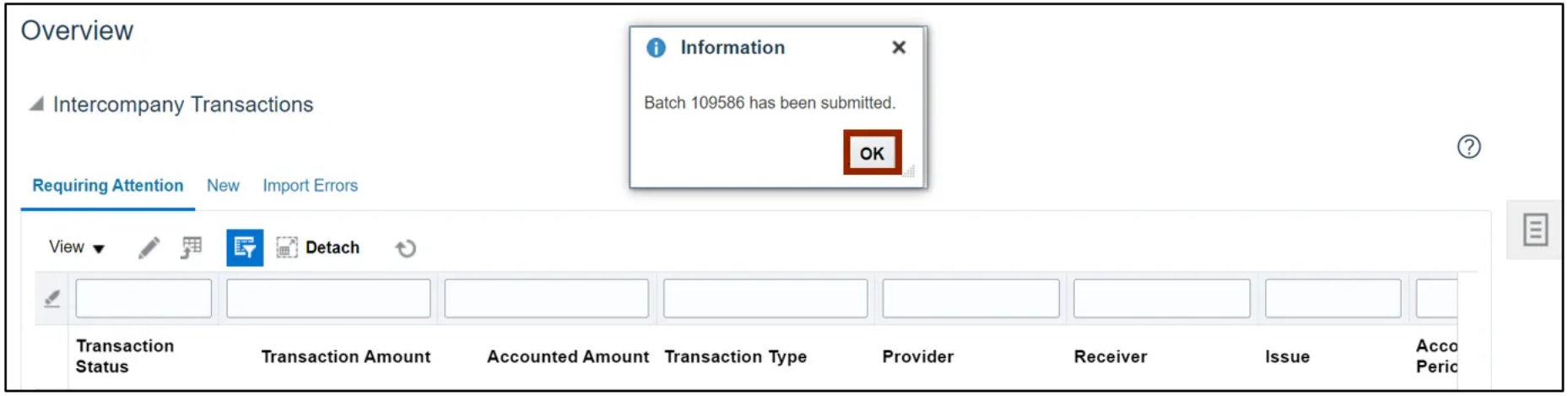
Step 17. Click the **Submit** button.

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Step 18. You are now redirected to the **Transactions Overview** page. The *Confirmation* pop-up appears. Click the **OK** button.

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Wrap-Up

Create an Intercompany Transfer manually using the steps above to transfer funds between two different agencies or within the same agency.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - IC100c: Transfer Entry - Creation and Receiving

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