

CM-22 Create an Intercompany Transfer as Receiver

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to explain how to create an intercompany transfer as receiver in the NCFS Cash Management System in the North Carolina Financial System (**NCFS**).

There are 13 steps to complete this process.

Menu Path: Home> Intercompany Accounting> Transactions> Manage Intercompany Inbound Transactions

Note: Look up the transfer number under Notifications if you do not have the number.

Step 1. Enter the **Batch Number**.

Step 2. Click **Search**.

Image

Step 10. Click **Submit**.

Image

Edit Inbound Transaction

Batch: 7385

Provider: 0800 DEPARTMENT OF PUBLIC INSTRUCTION
Legal Entity Name: NC DEPT OF PUBLIC INSTRUCTION
Batch Description: This is an Intercompany Transfer
Note: This is an Intercompany Transfer
Transaction Type Name: IC Transfer Out
Conversion Rate Type: Corporate

Transaction: 1

Receiver: 1300 DEPARTMENT OF ADMINISTRATION
Legal Entity: DEPARTMENT OF ADMINISTRATION
Transaction Status: Received
Approval Date:
Final Approver:
Reversal Reference:
Description: This is an intercompany transfer

Batch Date: 4/8/21
Accounting Date: 4/8/21
Attachments: None
Additional Information Context: IC_Transfer
IC_Transfer: TF-1-OPERATING
Debit: 1,000.00 USD
Credit:
Document Type: Journal
Rejection Reason:
Attachments: None
Additional Information Context:

Transactions 1: Distributions

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	1300-014100-00004000-0000000-0000	1,000.00		This is an Intercompany Transfer received by Receiver
Total		0.00	1,000.00	

Step 11. Click **OK** on the *Information* pop-up.

Step 12. Click **Approve**. This is only approving the transaction to go to OSC for approval.

Image

Search 12

Advanced Saved Search All Inbound Transactions

View 12 Approve Reject

Transaction Number	Batch Number	Transaction Amount	Provider	Receiver	Transaction Status	Batch Date	Description
1	7385	-1,000.00 USD	0800 DEPARTMENT O...	1300 DEPARTMENT O...	Received	4/8/21	This is an Intercompany Transfer

Information

Updates to the transaction have been saved.

11 OK

Numbered step to complete an Intercompany Transfer as a Receiver.

Step 13. Click **OK** on the *Information* pop-up.

Note: The Intercompany Transaction is now submitted to OCS.

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