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.

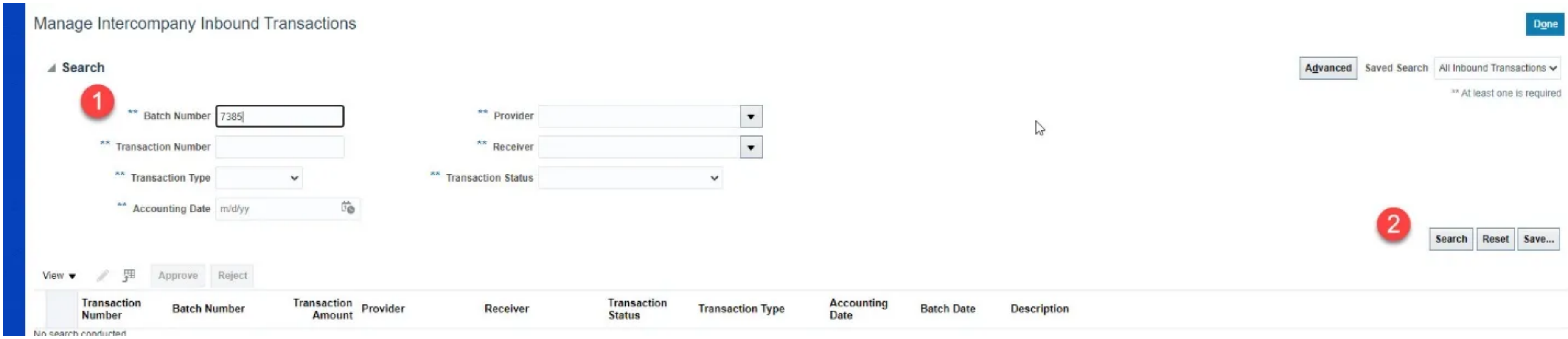
Menu Path: Home> Intercompany Accounting> Transactions> Manage Intercompany Inbound Transactions

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

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

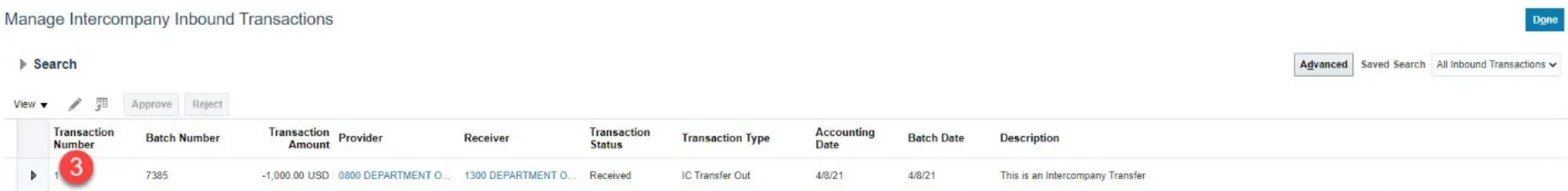
Step 2.   Click **Search.**

Image



Step 3. Click the **Transaction Number.**

Image



Step 4. Click the **Add** sign to add a row.

Step 5. Enter **Receiver account information.**

Step 6. Enter **Credit.**

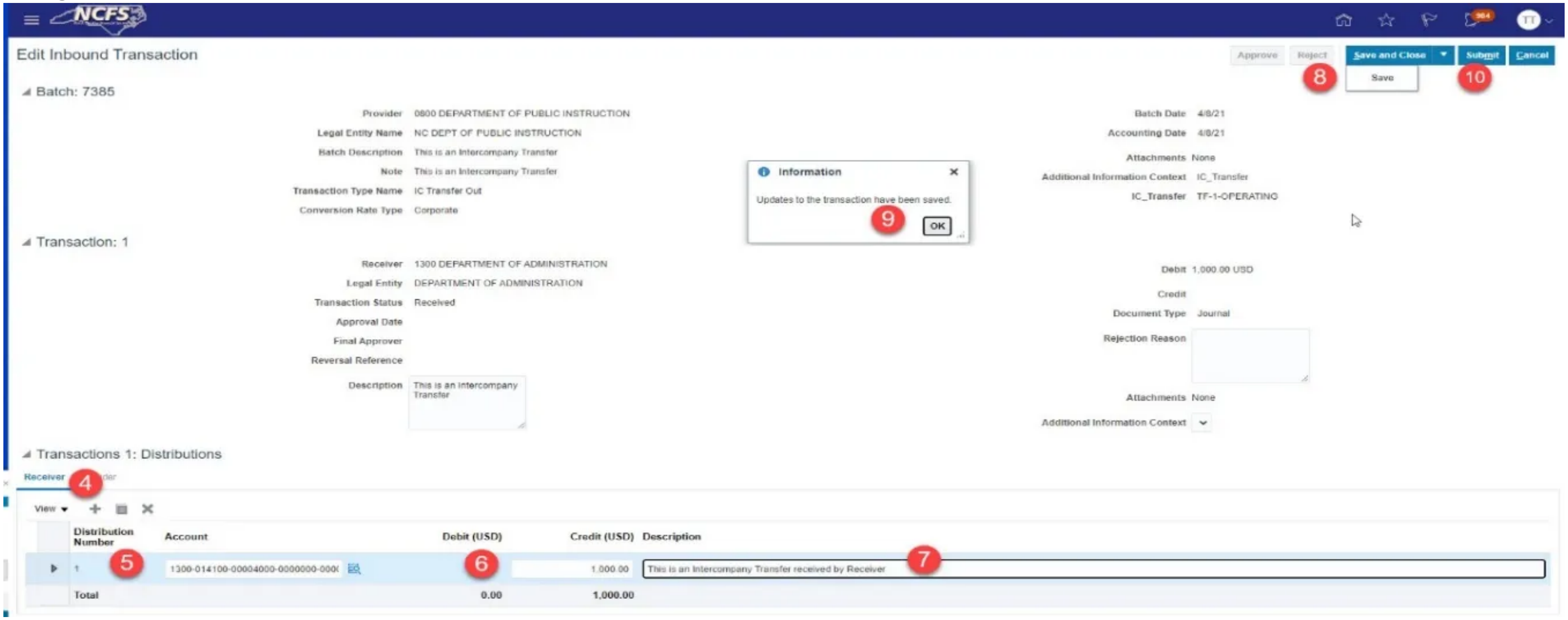
Step 7. Enter **Description.**

Step 8. Click the **Triangle** next to Save and Close >Select Save.

Step 9. Click **OK** on the *Information* pop-up.

Step 10. Click **Submit.**

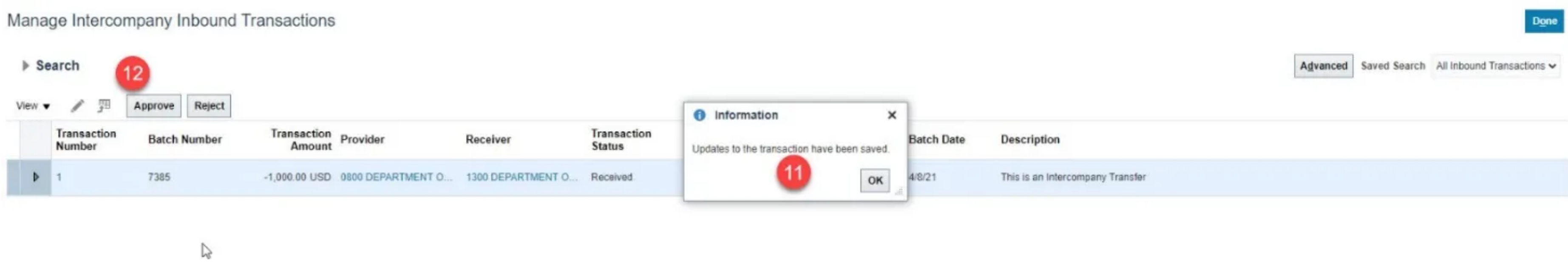
Image



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



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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