

CM-23 Resolve Rejected Intercompany Transfer

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Resolve Rejected Intercompany Transfers in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers how to Resolve Rejected Intercompany Transfers in the NCFS. A transfer can be resolved only when it is rejected due to an error, after it has been submitted for approval.

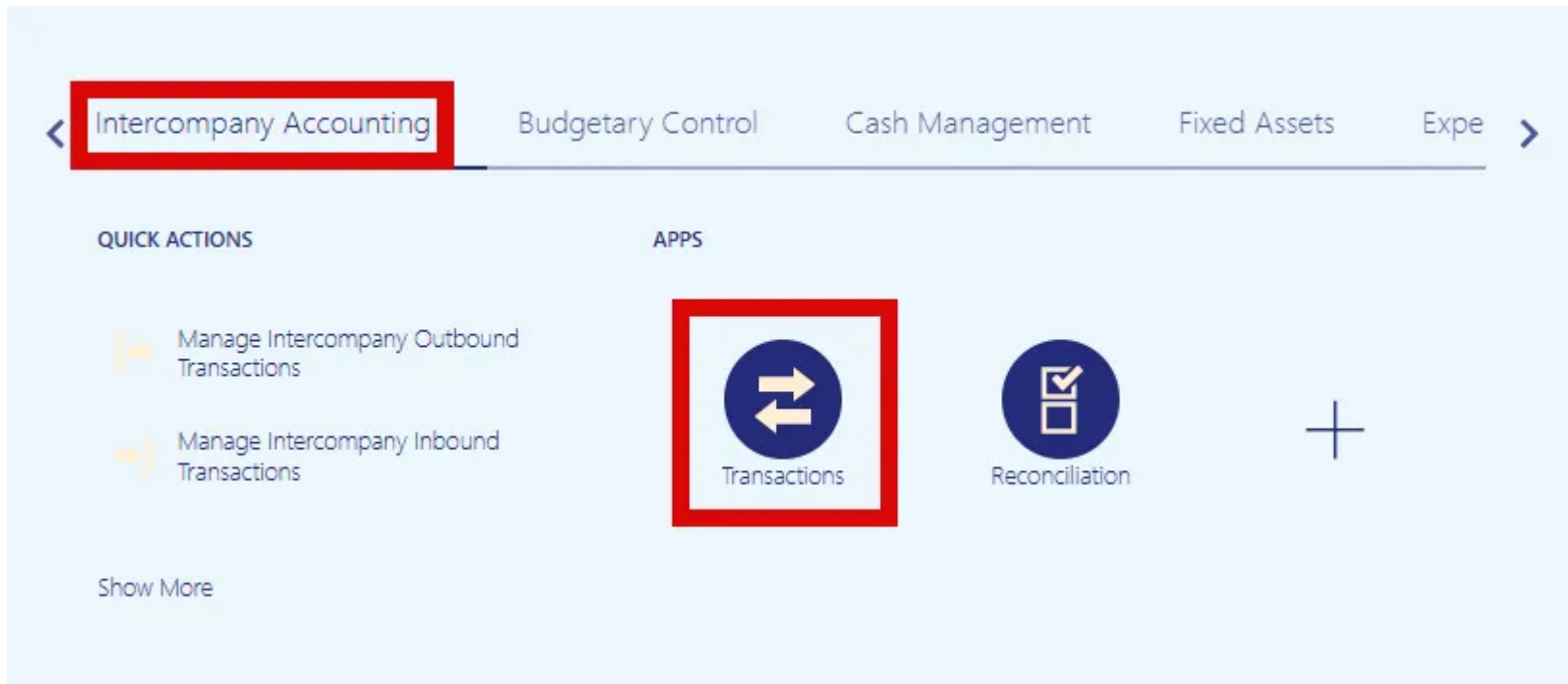
Resolve Rejected Intercompany Transfer

To resolve a rejected intercompany transfer, please follow the steps below. There are 9 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, select the **Intercompany Accounting** tab. Then select the **Transactions** app.

Image



Step 3. On the ***Intercompany Transactions Overview*** page, under the **Requiring Attention** tab, identify the rejected **Batch Number**. After typing in the batch number, hit the **Enter** key on your keyboard. This will isolate all other results, only showing the desired transaction. Now open the transaction by clicking the **Transaction Amount** link.

Image

Overview

Intercompany Transactions

Requiring Attention New Import Errors

View    Detach 

Reject 108

Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver	Issue	Accounting Period	Batch Number	Descri
Rejected	-31,172.02 USD	-31,172.02 USD	IC Transfer Out	R200 INTERNAL OS...	R700 NCFLEX/WOR...		Oct-22	108074	
Rejected	-78,882.02 USD	-78,882.02 USD	IC Transfer Out	1000 DEPARTMENT ...	1000 INTERNAL DEP...		Oct-22	109282	trans 6...
Rejected	-4,355,547.85 USD	-4,355,547.85 USD	IC Transfer Out	U650 INTERNAL EAS...	U650 EAST CAROLI...		Apr-23	109521	T035 0...
Rejected	634.00 USD	634.00 USD	IC Transfer Out	3000 DHHS MENTAL ...	0800 DEPARTMENT ...		Jan-23	109559	
Rejected	-350.00 USD	-350.00 USD	IC Transfer Out	3000 DHHS MENTAL ...	0800 DEPARTMENT ...		Dec-22	109412	
Rejected	-5,000.00 USD	-5,000.00 USD	IC Transfer Out	3000 DHHS MENTAL ...	0800 DEPARTMENT ...	SIT Testing CM-...	Dec-22	109407	

Note: Optionally, enter your **QBE** filter criteria and press the **Enter**, to filter your search results.

Step 4. On the **View Intercompany Batch** page, click the **Action** drop-down choice list option and select the **Rejection Reviewed** option.

Image







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TS

View Intercompany Batch

Save

Continue

Cancel

Batch: 108074

Batch Number

108074

Provider

R200 INTERNAL OSC-EPAY/PAYROLL

Transaction Type Name

IC Transfer Out

Batch Date

10/24/22

Accounting Date

10/24/22

Batch Description

Fica Savings BW

Note

Fica Savings BW

Batch Status

Complete

Legal Entity Name

OSC CENTRAL ACCOUNTS & GENERAL FUND

Control Amount

Batch Amount

-31,172.02 USD

Conversion Rate Type

Corporate

Attachments

None

Additional Information Context

IC_Transfer

IC_Transfer

TF-6-INTERGOVERNMENTAL (IGO)

Transactions

View ▼

	Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description	Attachments
▶	1	R700 NCFLEX/...	OSC CENTRAL ...		31,172.02	Rejected	Rejection Rev ▼		None

Note: **Rejection Reviewed** is selected when the provider wants to accept the rejection.

Step 5. Select the **Save** button on the top right and you will receive a confirmation message

Image









View Intercompany Batch

Save

Continue

Cancel

Batch: 108074

Batch Number	108074	Legal Entity Name	OSC CENTRAL ACCOUNTS & GENERAL FUND
Provider	R200 INTERNAL OSC-EPAY/PAYROLL	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-31,172.02 USD
Batch Date	10/24/22	Conversion Rate Type	Corporate
Accounting Date	10/24/22	Attachments	None
Batch Description	Fica Savings BW	Additional Information Context	IC_Transfer
Note	Fica Savings BW	IC_Transfer	TF-6-INTERGOVERNMENTAL (IGO)
Batch Status	Complete		

Transactions

View ▼

	Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description	Attachments
▶	1	R700 NCFLEX/...	OSC CENTRAL ...		31,172.02	Rejected	Rejection Rev ▼		None

Step 6. The *Confirmation* pop-up message appears, then select the **OK** button.

Image

NCFS

View Intercompany Batch

Batch: 108074

Batch Number	108074	Legal Entity Name	OSC CENTRAL ACCOUNTS & GENERAL FUND
Provider	R200 INTERNAL OSC-EPAY/PAYROLL	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-31,172.02 USD
Batch Date	10/24/22	Conversion Rate Type	Corporate
Accounting Date	10/24/22	Attachments	None
Batch Description	Fica Savings BW	Additional Information Context	IC_Transfer
Note	Fica Savings BW	IC_Transfer	TF-6-INTERGOVERNMENTAL (IGO)
Batch Status	Complete		

Confirmation

The update for attachments was saved.

OK

Save Continue Cancel

Step 7. Now select the **Continue** button. (No message will appear but the **Continue** button will change to the **Submit** button.)

Image







23


View Intercompany Batch

Save
Continue
Cancel

Batch: 108074

Batch Number	108074	Legal Entity Name	OSC CENTRAL ACCOUNTS & GENERAL FUND
Provider	R200 INTERNAL OSC-EPAY/PAYROLL	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-31,172.02 USD
Batch Date	10/24/22	Conversion Rate Type	Corporate
Accounting Date	10/24/22	Attachments	None
Batch Description	Fica Savings BW	Additional Information Context	IC_Transfer
Note	Fica Savings BW	IC_Transfer	TF-6-INTERGOVERNMENTAL (IGO)
Batch Status	Complete		

Transactions

View ▼

	Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description	Attachments
▶	1	R700 NCFLEX/...	OSC CENTRAL ...		31,172.02	Rejected	Rejection Rev ▼		None

Step 8. Select the **Submit** button.

Image

Edit Intercompany Batch: Review

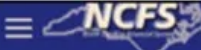
[Back](#)[Submit](#)[Cancel](#)

Batch: 108074

Batch Number	108074	Batch Status	Complete
Provider	R200 INTERNAL OSC-EPAY/PAYROLL	Legal Entity Name	OSC CENTRAL ACCOUNTS & GENERAL FUND
Transaction Type Name	IC Transfer Out	Control Amount	
Batch Date	10/24/22	Batch Amount	-31,172.02 USD
Accounting Date	10/24/22	Attachments	None
Batch Description	Fica Savings BW		
Note	Fica Savings BW		

Step 9. You will receive a message that the batch has been updated and saved. Select the **OK** button and this will end the process and return you to the ***Intercompany Transactions Overview*** page.

Image



[Home](#)[Star](#)[Flag](#)[Bell](#)[23](#)[TS](#)

View Intercompany Batch

[Save](#)[Continue](#)[Cancel](#)

Batch: 108074

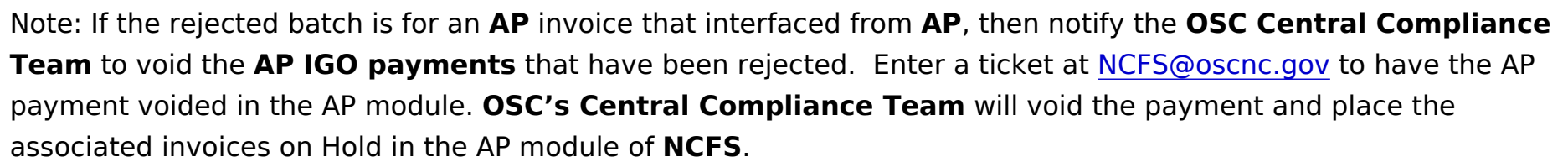
Batch Number	108074	Legal Entity Name	OSC CENTRAL ACCOUNTS & GENERAL FUND
Provider	R200 INTERNAL OSC-EPAY/PAYROLL	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-31,172.02 USD
Batch Date	10/24/22	Conversion Rate Type	Corporate
Accounting Date	10/24/22	Attachments	None
Batch Description	Fica Savings BW	Additional Information Context	IC_Transfer
Note	Fica Savings BW	IC_Transfer	TF-6-INTERGOVERNMENTAL (IGO)
Batch Status	Complete		

Confirmation

The update for attachments was saved.

OK

Image

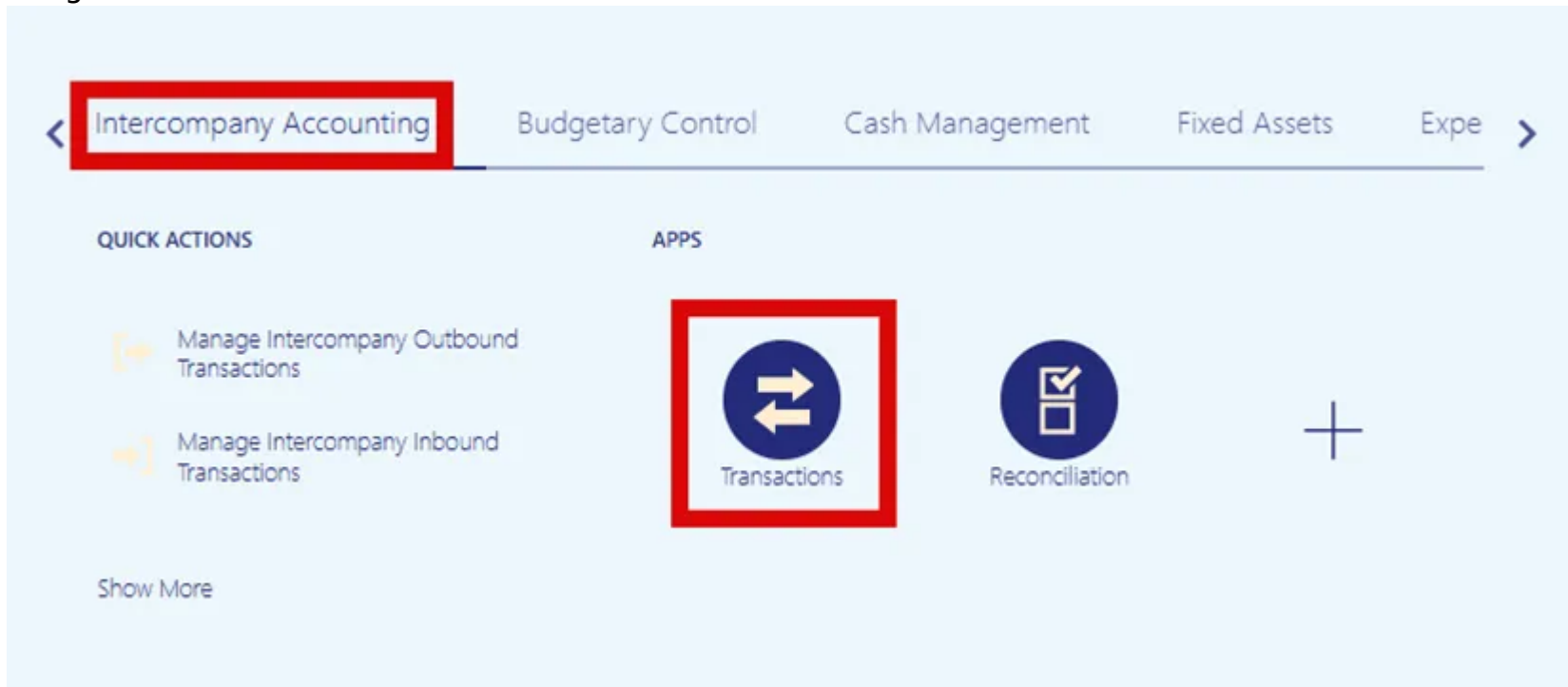


Re-Submit Intercompany Transfer Batch

To re-submit a rejected intercompany transfer batch, please follow the steps below. There are 13 steps to complete this process.

Step 1. Navigate back to the **Intercompany Transactions Overview** page, from the NCFS **Home** page, select the **Intercompany Accounting** tab. Then select the **Transactions** app.

Image



Step 2. On the **Intercompany Transactions Overview** page, under the **Requiring Attention** tab, identify the rejected **Batch Number**. After typing in the batch number, hit the **Enter** key on your keyboard. This will isolate all other results only showing the desired transaction. Now open the transfer transaction by clicking the **Transaction Amount** link.

Image

Overview

Intercompany Transactions

Requiring Attention New Import Errors

View    Detach 

								108	
Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver	Issue	Accounting Period	Batch Number	Descri
Rejected	-31,172.02 USD	-31,172.02 USD	IC Transfer Out	R200 INTERNAL OS...	R700 NCFLEX/WOR...		Oct-22	108074	
Rejected	-78,882.02 USD	-78,882.02 USD	IC Transfer Out	1000 DEPARTMENT ...	1000 INTERNAL DEP...		Oct-22	109282	trans 6...
Rejected	-4,355,547.85 USD	-4,355,547.85 USD	IC Transfer Out	U650 INTERNAL EAS...	U650 EAST CAROLI...		Apr-23	109521	T035 0...
Rejected	634.00 USD	634.00 USD	IC Transfer Out	3000 DHHS MENTAL ...	0800 DEPARTMENT ...		Jan-23	109559	
Rejected	-350.00 USD	-350.00 USD	IC Transfer Out	3000 DHHS MENTAL ...	0800 DEPARTMENT ...		Dec-22	109412	
Rejected	-5,000.00 USD	-5,000.00 USD	IC Transfer Out	3000 DHHS MENTAL ...	0800 DEPARTMENT ...	SIT Testing CM...	Dec-22	109407	

Step 3. On the **View Intercompany Batch** page, click the **Action** drop-down choice list option and select the **Re-Submit** option.

Image

View Intercompany Batch

Save

Continue

Cancel

▲ Batch: 109282

Batch Number

109282

Provider

1000 DEPARTMENT OF AGRICULTURE

Transaction Type Name

IC Transfer Out

Batch Date

10/28/22

Accounting Date

10/28/22

Batch Description

trans 63705 to 13700 Fert/Seed/Feed/Lime

Note

trans 63705 to 13700 Fert/Seed/Feed/Lime

Batch Status

Complete

Legal Entity Name

NC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES

Control Amount

Batch Amount

-78,882.02 USD

Conversion Rate Type

Corporate

Attachments

None +

Additional Information Context

IC_Transfer

IC_Transfer

▲ Transactions

View ▼

	Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description
▶	1	1000 INTERNA...	NC DEPARTME...		78,882.02	Rejected	Re_Submit ▼	trans 63705 to 1...

Note: **Re-Submit** is selected when the **Provider** wants to correct the transaction and submit it again to the **Receiver**.

Step 4. Select the **Save** button on the top right and you will receive a confirmation message.

Image

View Intercompany Batch

[Save](#)[Continue](#)[Cancel](#)

▲ Batch: 109282

Batch Number 109282

Provider 1000 DEPARTMENT OF AGRICULTURE

Transaction Type Name IC Transfer Out

Batch Date 10/28/22

Accounting Date 10/28/22

Batch Description trans 63705 to 13700 Fert/Seed/Feed/Lime

Note trans 63705 to 13700 Fert/Seed/Feed/Lime

Batch Status Complete

Legal Entity Name NC DEPARTMENT OF AGRICULTURE &
CONSUMER SERVICES

Control Amount

Batch Amount -78,882.02 USD

Conversion Rate Type Corporate

Attachments None +

Additional Information Context IC_Transfer

IC_Transfer

Step 5. The *Confirmation* pop-up message appears, then select the **OK** button.

Image

View Intercompany Batch

Batch: 109282

Batch Number	109282
Provider	1000 DEPARTMENT OF AGRICULTURE
Transaction Type Name	IC Transfer Out
Batch Date	10/28/22
Accounting Date	10/28/22
Batch Description	trans 63705 to 13700 Fert/Seed/Feed/Lime
Note	trans 63705 to 13700 Fert/Seed/Feed/Lime
Batch Status	Complete

Legal Entity Name	NC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Control Amount	
Batch Amount	-78,882.02 USD
Conversion Rate Type	Corporate
Attachments	None +
Additional Information Context	IC_Transfer
	IC_Transfer

Confirmation

The update for attachments was saved.

OK

Save

Continue

Cancel

Step 6. Now select the **Continue** button. (No message will appear but the **Continue** button will change to the **Submit** button.)

Image

View Intercompany Batch

Save

Continue

Cancel

▲ Batch: 109282

Batch Number109282

Provider1000 DEPARTMENT OF AGRICULTURE

Transaction Type NameIC Transfer Out

Batch Date10/28/22

Accounting Date10/28/22

Batch Descriptiontrans 63705 to 13700 Fert/Seed/Feed/Lime

Note trans 63705 to 13700 Fert/Seed/Feed/Lime

Batch StatusComplete

Legal Entity NameNC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES

Control Amount

Batch Amount-78,882.02 USD

Conversion Rate TypeCorporate

AttachmentsNone

Additional Information ContextIC_Transfer

IC_Transfer

Step 7. Select the **Submit** button.

Image

View Intercompany Batch

Back

Submit

Cancel

▲ Batch: 109282

Batch Number109282

Provider1000 DEPARTMENT OF AGRICULTURE

Transaction Type NameIC Transfer Out

Batch Date10/28/22

Accounting Date10/28/22

Batch Descriptiontrans 63705 to 13700 Fert/Seed/Feed/Lime

Note trans 63705 to 13700 Fert/Seed/Feed/Lime

Batch StatusComplete

Legal Entity NameNC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES

Control Amount

Batch Amount-78,882.02 USD

Conversion Rate TypeCorporate

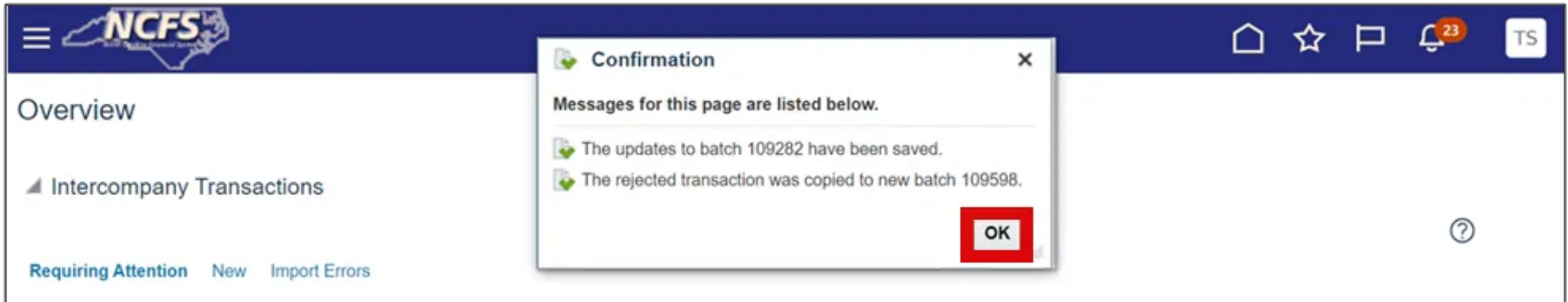
AttachmentsNone

Additional Information ContextIC_Transfer

IC_Transfer

Step 8. You will receive a message that the old batch has been saved, and it has been copied to a new batch.

Image



Note: Write down the new **Batch Number** and select the **OK** button.

Step 9. Navigate to the **Manage Intercompany Outbound Transactions** page by selecting the **Tasks** icon at the right-side of the **Intercompany Transactions Overview** page, and then select the **Manage Intercompany Outbound Transactions** link.

Image









Overview

Intercompany Transactions

Requiring Attention New Import Errors

View








Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver
Approved	-2,700.00 USD	-2,700.00 USD	IC Transfer Out	1400 OFFICE OF TH...	R700 NCFLEX/WOR.
Rejected	-1,000.00 USD	-1,000.00 USD	IC Transfer Out	0100 NC GENERAL ...	5100 NC STATE HIG.
Rejected	-7,060,254.20 USD	-7,060,254.20 USD	IC Transfer Out	U860 ELIZABETH CI...	U860 INTERNAL ELI.
Approved	-1,750.00 USD	-1,750.00 USD	IC Transfer Out	1500 DEPARTMENT ...	1300 DEPARTMENT
Approved	-6,000.00 USD	-6,000.00 USD	IC Transfer Out	U880 FAYETTEVILLE...	R700 NCFLEX/WOR.

Enter your text here

Enter your text here

- Manage Intercompany Outbound Transactions
- Manage Intercompany Inbound Transactions
- Create Transaction
- Import Transactions
- Transfer to General Ledger
- Transfer to Receivables
- Transfer to Payables
- Create Transactions in Spreadsheet
- Manage Approvals

Step 10. On the **Manage Intercompany Outbound Transactions** page enter the new **Batch Number** in the search criteria field and select the **Search** button.

Image

Manage Intercompany Outbound Transactions ? Done

Search Advanced Saved Search All Outbound Transactions

** Batch Number Starts with

** Batch Status Equals

Search Reset Save...

** At least one is required

Step 11. Select the **Batch Number** link to open the transaction.

Image

Manage Intercompany Outbound Transactions ? Done

Search Advanced Saved Search All Outbound Transactions

View + + + + + + Reverse Batch Withdraw

	Batch Number	Batch Amount	Provider	Batch Status	Transaction Type	Batch Date	Accounting Date	Batch Description
	109598	-78,882.02 USD	1000 DEPARTMENT OF AGRICULTURE	New	IC Transfer Out	6/1/23	6/1/23	trans 63705 to 137...

Step 12. Once on the **Edit Intercompany Batch** page, you can make the necessary changes and select the **Save** button to save your transaction.

Image

Edit Intercompany Batch ?

Save

Submit

Cancel

Batch: 109598

Batch Number109598

* Provider1000 DEPARTMENT OF AGR

* Transaction Type NameIC Transfer Out

* Batch Date6/1/23

* Accounting Date6/1/23

Batch Descriptiontrans 63705 to 13700 Fert/Seed/Feed/Lime

Notetrans 63705 to 13700 Fert/Seed/Feed/Lime

Batch StatusNew

Legal EntityNC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES

* CurrencyUSD US Dollar

* Conversion Rate TypeCorporate

Control Amount

Batch Amount-78,882.02

Amount Difference

AttachmentsNone

* Additional Information ContextIC_Transfer

IC_Transfer

Step 13. The *Confirmation* pop-up message appears, then select the **OK** button.

Image

View Intercompany Batch

Batch: 109282

Batch Number	109282
Provider	1000 DEPARTMENT OF AGRICULTURE
Transaction Type Name	IC Transfer Out
Batch Date	10/28/22
Accounting Date	10/28/22
Batch Description	trans 63705 to 13700 Fert/Seed/Feed/Lime
Note	trans 63705 to 13700 Fert/Seed/Feed/Lime
Batch Status	Complete



The update for attachments was saved.

OK

Legal Entity Name NC DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES

Control Amount

Batch Amount -78,882.02 USD

Conversion Rate Type Corporate

Attachments None +

Additional Information Context IC_Transfer

IC_Transfer

Save Continue Cancel

Wrap-Up

- Rejected IC transfers in **NCFS** can be resolved by editing and **Re-Submitting** it, or by selecting **Rejection Reviewed** to accept the rejection and finalize the transaction.
- For all intercompany rejected batches for which the **Rejection Reviewed** option is selected if the payment source came from an AP invoice, then **AP IGO** payments must be voided by the **OSC Central Compliance Team**. Please enter a ticket at NCFS@ncosc.gov once it's been confirmed that the AP payment needs to be voided in the AP module. **OSC's Central Compliance Team** will void the payment and place the associated invoices on Hold in the AP module of **NCFS**. To determine the specific invoice(s) associated with the **Rejection Reviewed** IC batch, the provider must use the advanced search and add the Batch Description field then type in the AP payment number, as shown below:

Image

Manage Intercompany Outbound Transactions ?

Search

** Batch Number	Starts with	
** Accounting Date	Equals	m/d/yy
** Batch Status	Equals	
Batch Description	Contains	
** Transaction Type	Equals	IC Transfer Out
Additional Information Context	Equals	

Additional Resources

- Instructor Led-Trainings (vILT)
 - [IC100c: Transfer Entry - Creation and Receiving](#)

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