CM-24 Create an Intercompany Transfer as Provider

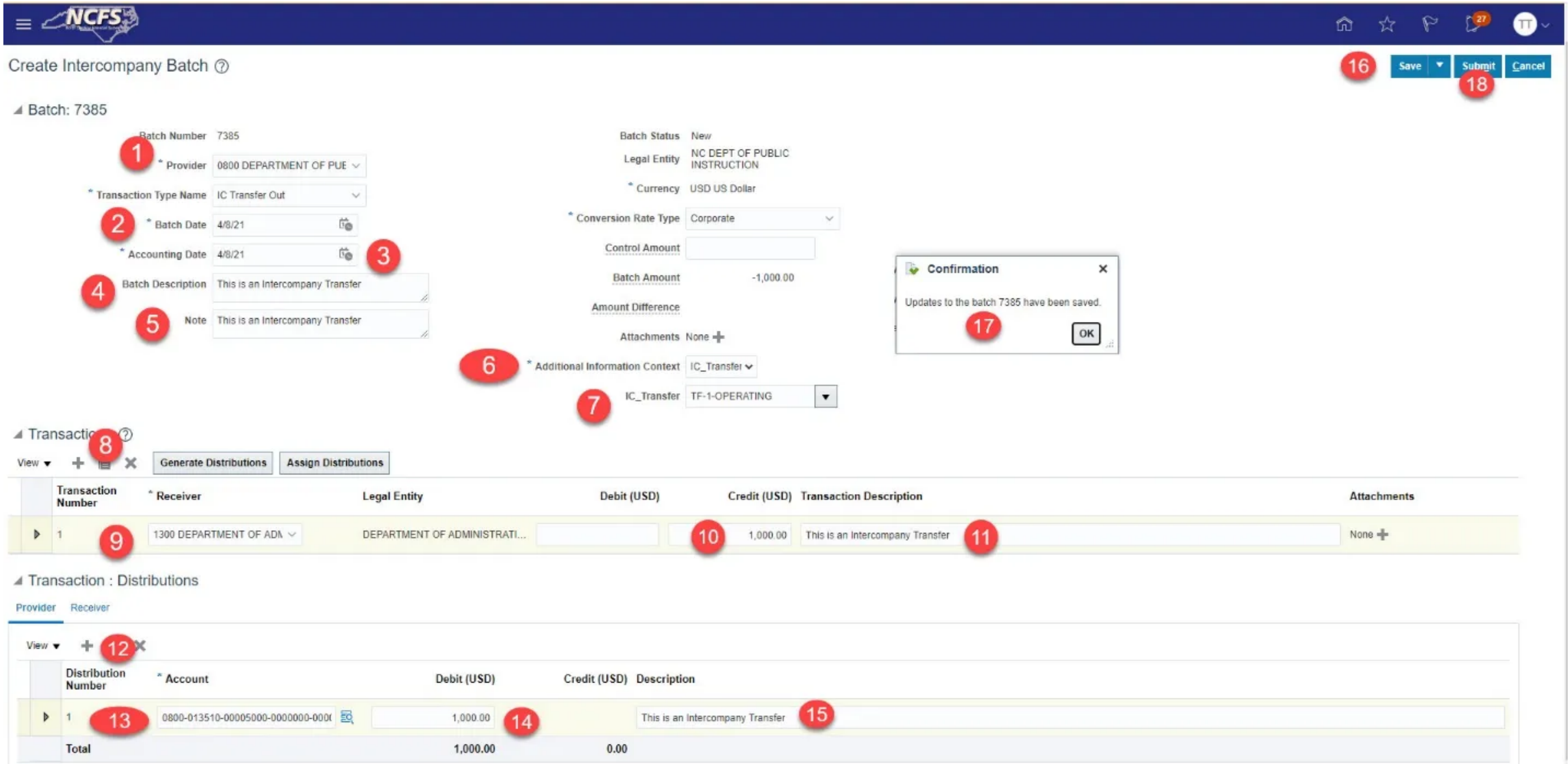
Purpose

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

There are 18 steps to complete this process.

Menu Path: Home> Intercompany Accounting> Transactions> Create Transaction

Image



Step 1: Select Provider.

Step 2: Batch Date default.

Step 3: Accounting Date default.

Step 4: Enter Batch Description.

Step 5: Enter Note - Enter Your Name and the purpose of the transfer.

Step 6: Select Additional Information Context.

Step 7: Select IC Transfer Type.

Step 8: Click Plus sign to add a row (if needed).

Step 9: Select Receiver.

Step 10: Enter Credit Amount.

Step 11: Enter Description.

Step 12: Click Plus sign to add a row (if needed).

Step 13: Enter Provider Account.

Step 14: Enter Debit Amount.

Step 15: Enter Description.

Step 16: Click Save.

Step 17: Confirmation box appears. Click OK.

Step 18: Click Submit.

Note: The transfer is now submitted to the Receiver.

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