



INQUIRE ON INTERCOMPANY TRANSACTIONS

ICT

QUICK REFERENCE GUIDE ICT-08

Purpose

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

Introduction and Overview

This QRG covers the process of conducting a search for Intercompany Transactions in NCFS.

Inquire Intercompany Transactions - Receiver

Receiver will use Manage Intercompany Inbound transactions task to view the transactions. To inquire, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, select the **Intercompany Accounting** tab and select the **Transactions** app.

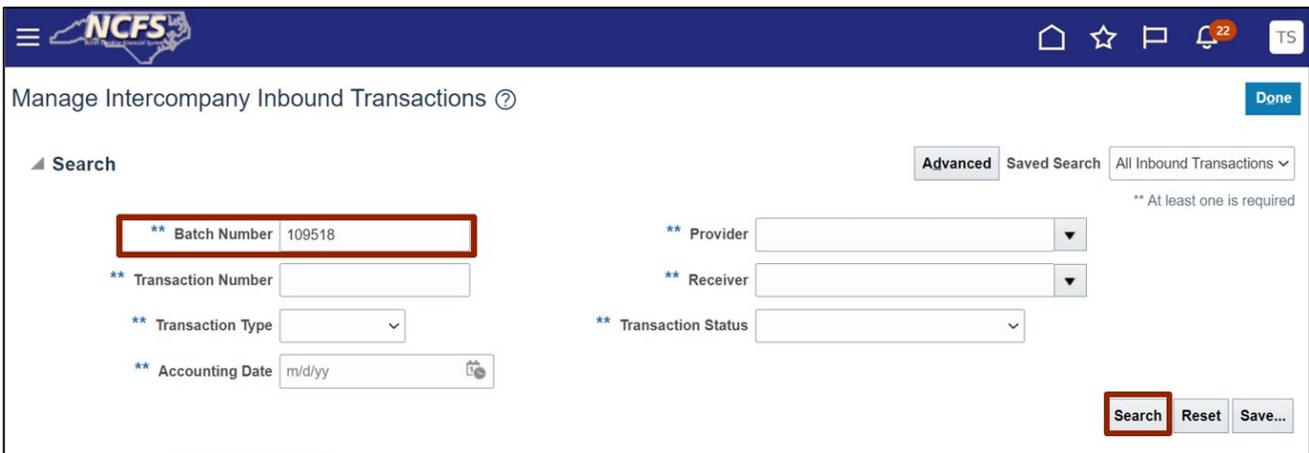


- On the **Intercompany Transactions Overview** page, click the **Tasks** [] icon and select **Manage Intercompany Inbound Transactions**.

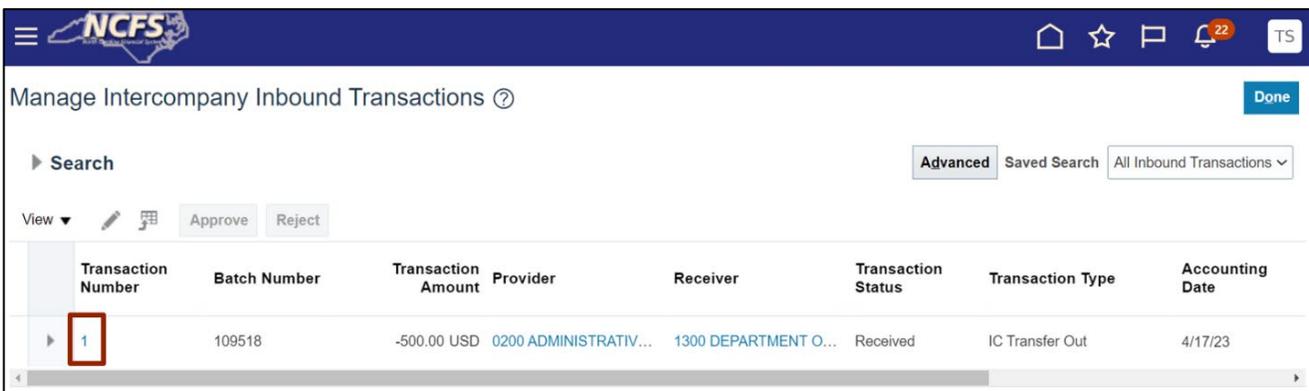


- Manage Intercompany Inbound Transactions** page opens. Input search criteria for the transaction you want to inquire. Enter data for at least one field marked with **.

In this example, we choose: **109518** for the ***Batch Number** field and click the **Search** button.



- Search results appear. On the **Left Navigation** menu, select the **Transaction Number 1**.



- View the Information on the **Edit Inbound Transaction** page. Click the **Save and Close** drop-down choice list, and select the **Save** button.

Edit Inbound Transaction

▲ Batch: 109518

Provider	0200 ADMINISTRATIVE OFFICE OF THE COURTS	Batch Date	4/17/23
Legal Entity Name	NC ADMINISTRATIVE OFFICE OF THE COURTS	Accounting Date	4/17/23
Batch Description		Attachments	None
Note		Additional Information Context	IC_Transfer
Transaction Type Name	IC Transfer Out	IC_Transfer	TF-1-OPERATING
Conversion Rate Type	Corporate		

▲ Transaction: 1

Receiver	1300 DEPARTMENT OF ADMINISTRATION	Debit	500.00 USD
Legal Entity	NC DEPARTMENT OF ADMINISTRATION	Credit	
Transaction Status	Received	Document Type	Journal
Approval Date		Rejection Reason	<input type="text"/>
Final Approver			

- The *Information* pop-up appears. Click the **OK** button.

Edit Inbound Transaction

▲ Batch: 109518

Provider	0200 ADMINISTRATIVE OFFICE OF THE COURTS	Batch Date	4/17/23
Legal Entity Name	NC ADMINISTRATIVE OFFICE OF THE COURTS	Accounting Date	4/17/23
Batch Description		Attachments	None
Note		Additional Information Context	IC_Transfer

- Click the **Home** [] icon on the right navigation pane to navigate to the **Global Header**.

NCFS

▲ Batch: 109518

Provider	0200 ADMINISTRATIVE OFFICE OF THE COURTS	Batch Date	4/17/23
Legal Entity Name	NC ADMINISTRATIVE OFFICE OF THE COURTS	Accounting Date	4/17/23
Batch Description		Attachments	None
Note		Additional Information Context	IC_Transfer
Transaction Type Name	IC Transfer Out	IC_Transfer	TF-1-OPERATING
Conversion Rate Type	Corporate		

Inquire Intercompany Transactions - Provider

Provider will use Manage Intercompany Outbound Transactions task to view the transactions / inquire, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Intercompany Accounting** tab and select **Transactions** app.



3. On the **Intercompany Transactions Overview** page, click the **Tasks** [☰] icon. Select **Manage Intercompany Outbound Transactions**.



4. **Manage Intercompany Outbound Transactions** page opens. Input search criteria for the transaction you want to inquire. Enter data for at least one field marked with ******.

In this example, we choose: ***Batch Number – 109518**. Click the **Saved Search** button to ensure and check the filter for All Outbound Transactions and click the **Search** button.

Manage Intercompany Outbound Transactions ?

Search Advanced **Saved Search** All Outbound Transactions

** Batch Number Starts with 109518

** Batch Status Equals

Search Reset Save

View + Reverse Batch Withdraw

Batch Number	Batch Amount	Provider	Batch Status	Transaction Type	Batch Date	Accounting Date
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5. Search Results appear. On the **Left Navigation** menu, select the **Batch Number – 109518**.

Manage Intercompany Outbound Transactions ?

Search Advanced Saved Search All Outbound Transactions

View + Reverse Batch Withdraw

Batch Number	Batch Amount	Provider	Batch Status	Transaction Type	Batch Date	Accounting Date
109518	-500.00 USD	0200 ADMINISTRATIVE OFFI...	Submitted	IC Transfer Out	4/17/23	4/17/23

6. View the Information on the **View Intercompany Batch** page.

View Intercompany Batch Save Continue Cancel

Batch: 109518

Batch Number 109518	Legal Entity Name NC ADMINISTRATIVE OFFICE OF THE COURTS
Provider 0200 ADMINISTRATIVE OFFICE OF THE COURTS	Control Amount
Transaction Type Name IC Transfer Out	Batch Amount -500.00 USD
Batch Date 4/17/23	Conversion Rate Type Corporate
Accounting Date 4/17/23	Attachments None +
Batch Description	Additional Information Context IC_Transfer
Note	IC_Transfer TF-1-OPERATING
Batch Status Submitted	

Transactions

View ▾

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description
1	1300 DEPARTM...	NC DEPARTME...		500.00	Received	<input type="text" value=""/>	

Transaction 1: Distributions ?

Provider Receiver

View ▾

Distribution Number	Account	Debit (USD)	Credit (USD)	Description
1	0200-200911-51460000-0000000-0000000-0000-0000000000-0000000-0000-000000-00000		5...	
2	0200-200911-11120000-0000000-0000000-0000-0000000000-402274-0000-000000-00000		5...	Intercompany balancing line.
Total			500.00	

7. Click the **Cancel** button to close the batch.

View Intercompany Batch Save Continue **Cancel**

Batch: 109518

Batch Number	109518	Legal Entity Name	NC ADMINISTRATIVE OFFICE OF THE COURTS
Provider	0200 ADMINISTRATIVE OFFICE OF THE COURTS	Control Amount	
Transaction Type Name	IC Transfer Out	Batch Amount	-500.00 USD
Batch Date	4/17/23	Conversion Rate Type	Corporate
Accounting Date	4/17/23	Attachments	None
Batch Description		Additional Information Context	IC_Transfer
Note		IC_Transfer	TF-1-OPERATING
Batch Status	Submitted		

Transactions

View ▾

Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description
1	1300 DEPARTM...	NC DEPARTME...		500.00	Received	<input type="text"/>	

Wrap-Up

Users can Inquire to Intercompany Transactions in NCFIS by following the steps explained above.

Additional Resources

Web Based Trainings (WBT)

- GL001: GL Journal Inquiry