

ICT-01 Creating a Transfer (Manually)

Purpose

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

Introduction and Overview

This QRG covers the process of manually creating an Intercompany transfer. Intercompany Transactions are transfers of funds between two different agencies or within the same agency. Intercompany Transfer allows agencies to record daily cash transfers using manual, spreadsheet, and interface methods.

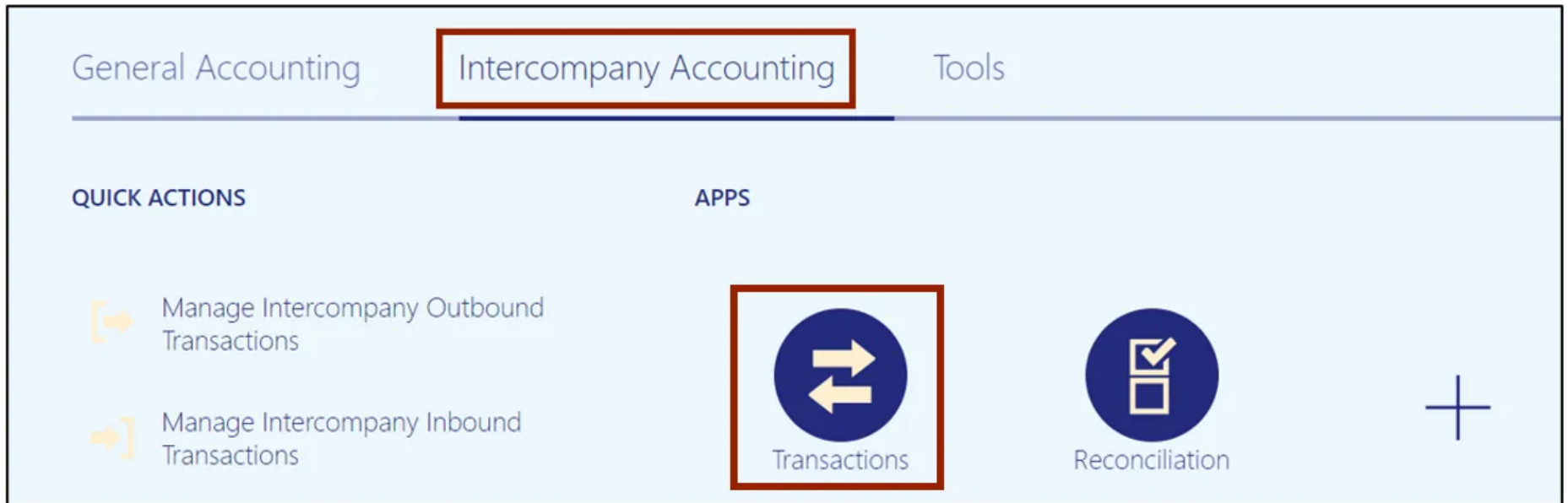
Creating a Transfer (Manually)

To create a transfer manually, please follow the steps below. There are 18 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

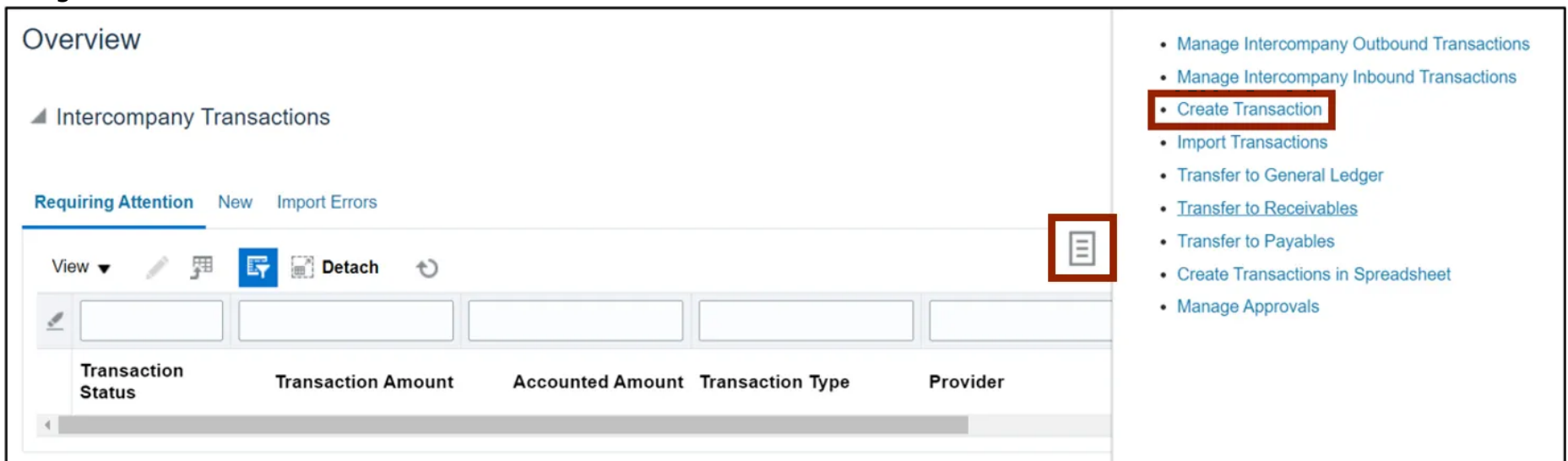
Step 2. On the **Home** page, click the **Intercompany Accounting** tab and select the **Transactions** app.

Image



Step 3. Click the **Tasks** icon and select **Create Transaction** from the **Tasks** pane.

Image



Step 4. On the **Create Intercompany Batch** page, the **Batch Number** is pre-populated.

Note: This **Batch Number** will assist with searching for the transfer in the future.

Image

Create Intercompany Batch ?

Batch: 109586

Batch Number 109586

* Provider

* Transaction Type Name IC Transfer Out

* Batch Date m/d/yy

* Accounting Date m/d/yy

Batch Description

Note

Batch Status New

Legal Entity

* Currency USD US Dollar

* Conversion Rate Type Corporate

Control Amount

Batch Amount 0.00

Amount Difference

Attachments None +

* Additional Information Context

Step 5. Select the **Provider** and the **Transaction Type** from the respective drop-down choice list.

In this example, we choose the **Provider** as **3000 DHHS MENTAL HEALTH** and **Transaction Type Name** as **IC Transfer Out**.

Image

Create Intercompany Batch ?

Batch: 109586

Batch Number109586

* Provider3000 DHHS MENTAL HEALTHI

* Transaction Type NameIC Transfer Out

* Batch Date

* Accounting Date

Batch Description

Note

Batch StatusNew

Legal EntityNC DHHS CONTROLLERS OFFICE

* CurrencyUSD US Dollar

* Conversion Rate TypeCorporate

Control Amount

Batch Amount0.00

Amount Difference

AttachmentsNone

* Additional Information Context

Step 6. Select the **Batch Date** and **Accounting Date** by clicking the respective **Calendar** icons.

Image

Create Intercompany Batch ?

Batch: 109586

Batch Number109586

* Provider3000 DHHS MENTAL HEALTHI

* Transaction Type NameIC Transfer Out

* Batch Date4/4/23

* Accounting Date4/4/23

Batch Description

Note

Batch StatusNew

Legal EntityNC DHHS CONTROLLERS OFFICE

* CurrencyUSD US Dollar

* Conversion Rate TypeCorporate

Control Amount

Batch Amount0.00

Amount Difference

AttachmentsNone

* Additional Information Context

Step 7. On the **Additional Information Context** field, select **IC_Transfer (Descriptive Flexfield - DFF)** from the drop-down choice list. In the subsequent **IC_Transfer** field that shows up, search and select the appropriate option.

Image

Create Intercompany Batch ?

Batch: 109586

Batch Number 109586

* Provider 3000 DHHS MENTAL HEALTH

* Transaction Type Name IC Transfer Out

* Batch Date 4/4/23

* Accounting Date 4/4/23

Batch Description

Note

Batch Status New

Legal Entity NC DHHS CONTROLLERS OFFICE

* Currency USD US Dollar

* Conversion Rate Type Corporate

Control Amount

Batch Amount 0.00

Amount Difference

Attachments None +

* Additional Information Context IC_Transfer

IC_Transfer TF-1-OPERATING

Save Submit Cancel

Step 8. Scroll down to find the **Transactions** section and click the **Add Row** icon.

Image

Transactions ?

View +

Generate Distributions Assign Distributions

Transaction Number	* Receiver	Legal Entity	Debit (USD)	Credit (USD)	Transact Descripti

Step 9. Select the **Receiver** from the drop-down choice list

Image

Transactions ?

View + - ✕ Generate Distributions Assign Distributions

Transaction Number	* Receiver	Legal Entity	Debit (USD)	Credit (USD)	Transaction Description	A
1	0800 DEPARTMENT OF PUB	NC DEPARTMENT OF PUBLIC IN...				N

Step 10. Enter the **Credit Amount** in the **Credit** field. Next, enter the **Transaction Description** in the **Transaction Description** field.

In this example, we choose **IC Transfer**.

Note: The **Transaction Description** is optional.

Image

Transactions ?

View + - ✕ Generate Distributions Assign Distributions

Transaction Number	* Receiver	Legal Entity	Debit (USD)	Credit (USD)	Transaction Description	A
1	0800 DEPARTMENT OF PUB	NC DEPARTMENT OF PUBLIC IN...		600.00	IC Transfer	N

Step 11. Scroll down to find the **Transactions: Distributions** section and click the **Add Row** icon.

Image

Transaction : Distributions

Provider Receiver

View ▾   

Distribution Number	* Account	Debit (USD)	Credit (USD)	Description
No data to display.				
Total				

Step 12. Enter the distribution account details within the **Account** field. Click the **Account** icon to select individual account segment values from the Account pop-up.

Image

Transaction : Distributions

Provider Receiver

View ▾   

Distribution Number	* Account	Debit (USD)	Credit (USD)	Description
1				
Total		0.00	0.00	

Step 13. On the *Account* pop-up, search and enter the relevant **Account** information from the respective drop-down choice lists and click the **OK** button.

Image

The screenshot shows a software interface with a modal dialog box titled "Account". The dialog box has a "Hide Segments" checkbox and several dropdown menus. The background interface shows a "Transactions" section with a table of transactions and a "Transaction : Distributions" section with a table of distributions. The "OK" button in the dialog box is highlighted with a red box.

Transaction Number	* Receiver
1	0800 DEPARTMENT OF PUB

Distribution Number	* Account
1	

Transaction : Distributions

Provider Receiver

View + - X

Attachments None +

IC_Transfer v

TF-1-OPERATING v

Credit (USD) Transaction Description

600.00 IC Transfer

Search Reset | **OK** Cancel

Step 14. Enter the **Debit Amount** in the **Debit** field. Next, enter the **Transaction Description** in the **Transaction Description** field.

In this example, we choose **IC Transfer** as the description.

Note: The **Description** field is optional.

Image

Transaction : Distributions

Provider Receiver

View + - X

	Distribution Number	* Account	Debit (USD)	Credit (USD)	Description
	1	3000-104106-55830000-3003800-000C	600.00		IC Transfer
	Total		600.00	0.00	

Step 15. Scroll up and click the **Save** button.

Image

Create Intercompany Batch ?

Batch: 109586

Batch Number 109586

Batch Status New

* Provider 3000 DHHS MENTAL HEALTH

Legal Entity NC DHHS CONTROLLERS OFFICE

* Transaction Type Name IC Transfer Out

* Currency USD US Dollar

* Batch Date 4/4/23

* Conversion Rate Type Corporate

* Accounting Date 4/4/23

Control Amount

Batch Amount 0.00

Batch Description

Amount Difference

Note

Attachments None +

* Additional Information Context IC_Transfer

IC_Transfer TF-1-OPERATING

Save Submit Cancel

Step 16. The *Confirmation* pop-up appears. Click the **OK** button.

Image

Create Intercompany Batch ?

Batch: 109586

Batch Number 109586

* Provider 3000 DHHS MENTAL HEALTHI

* Transaction Type Name IC Transfer Out

* Batch Date 4/4/23

* Accounting Date 4/4/23

Batch Description

Note

Batch Status New

Legal Entity NC DHHS CONTROLLERS OFFICE

* Currency USD US Dollar

* Conversion Rate Type Corporate

Control Amount

Batch Amount 0.00

Amount Difference

Attachments None +

* Additional Information Context IC_Transfer

IC_Transfer TF-1-OPERATING

Confirmation

The updates to batch 109586 have been saved.

OK

Save Submit Cancel

Step 17. Click the **Submit** button.

Image

Create Intercompany Batch ?

Save Submit Cancel

Batch: 109586

Batch Number109586

* Provider3000 DHHS MENTAL HEALTHI

* Transaction Type NameIC Transfer Out

* Batch Date4/4/23

* Accounting Date4/4/23

Batch Description

Note

Batch StatusNew

Legal EntityNC DHHS CONTROLLERS OFFICE

* CurrencyUSD US Dollar

* Conversion Rate TypeCorporate

Control Amount

Batch Amount0.00

Amount Difference

AttachmentsNone

* Additional Information ContextIC_Transfer

IC_TransferTF-1-OPERATING

Step 18. You are now redirected to the **Transactions Overview** page. The *Confirmation* pop-up appears. Click the **OK** button.

Image

Overview

Intercompany Transactions

Requiring Attention New Import Errors

View     Detach 

Batch 109586 has been submitted.

OK

Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver	Issue	Acco Peric
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Wrap-Up

Create an Intercompany Transfer manually using the steps above to transfer funds between two different agencies or within the same agency.

Additional Resources

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

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