ICT-02 Creating a Transfer (via Spreadsheet Upload)

Purpose

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

Introduction and Overview

This QRG covers the process of creating a transfer using the ADFDI spreadsheet template. The NCFS spreadsheet allows users to enter a single transfer or multiple transfers at a time.

User Tip

The following are prerequisites to creating a transfer (via spreadsheet upload):

1. Install the ADFDI Desktop Excel Integrator.

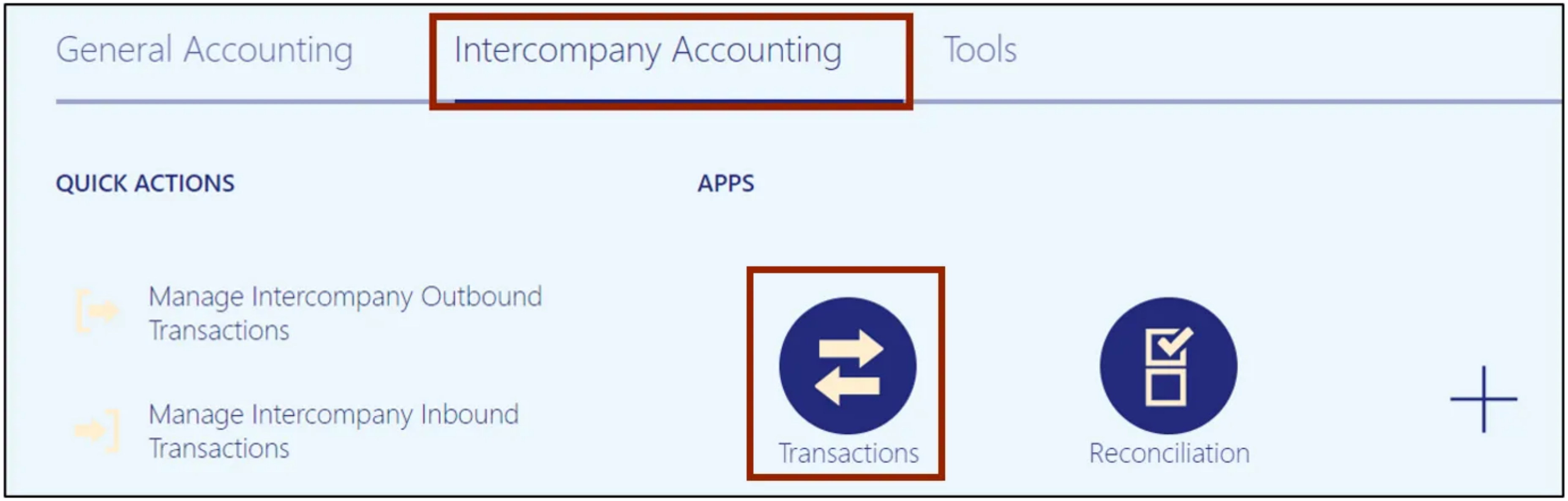
Creating a Transfer (via Spreadsheet Upload)

To create a transfer using the ADFDI spreadsheet, please follow the steps below. There are 20 steps to complete this process.

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

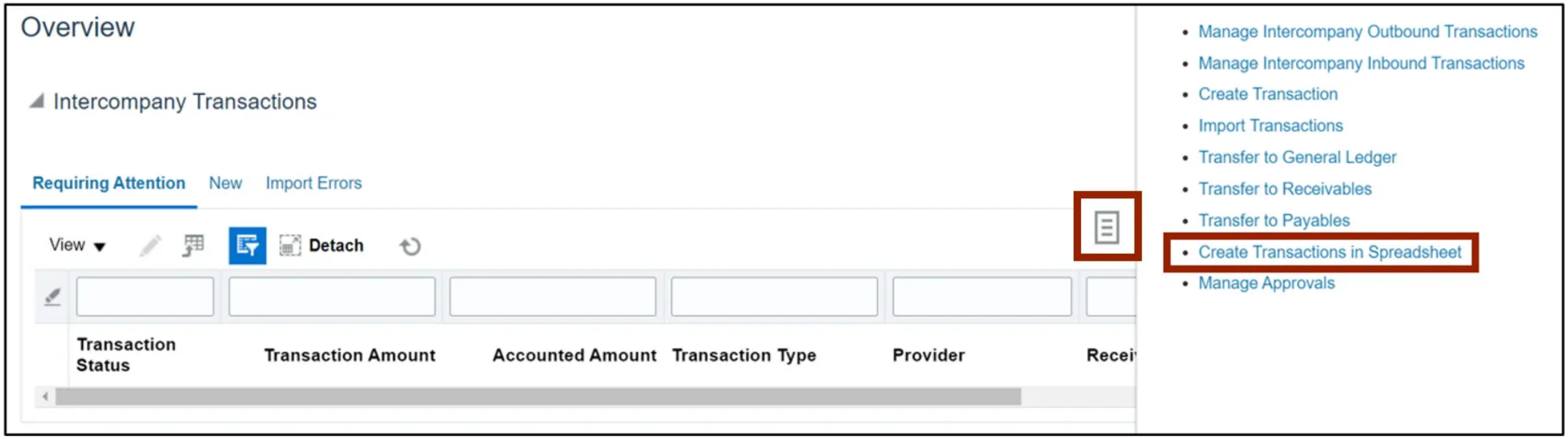
Step 2. On the **Home** page, click the **Intercompany Accounting** tab and select the **Transactions** app.

Image



Step 3. Click the **Tasks** icon and select **Create Transactions in Spreadsheet** from the **Tasks** pane to download the ADFDI spreadsheet.

Image

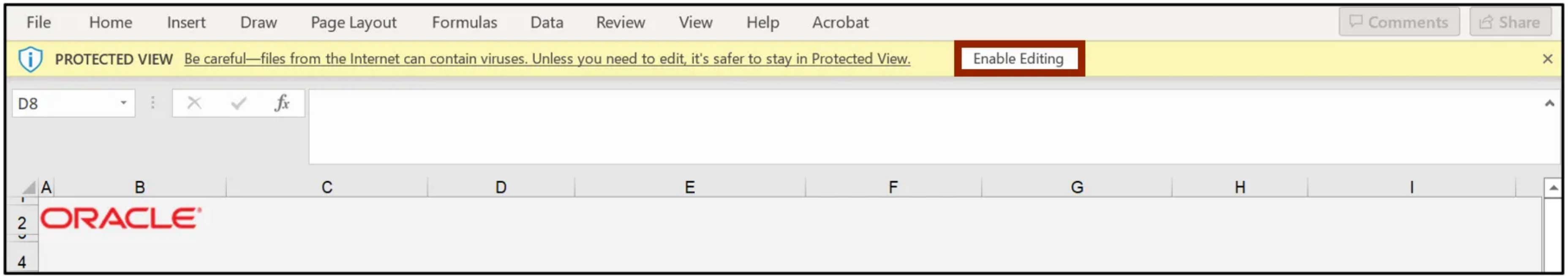


Step 4. Click the **Open** button to open the downloaded Excel file.

Image

Step 5. Open the Excel file and click the **Enable Editing** button.

Image



Step 6. On the *Connect* pop-up, click the **Yes** button to successfully connect to the server.

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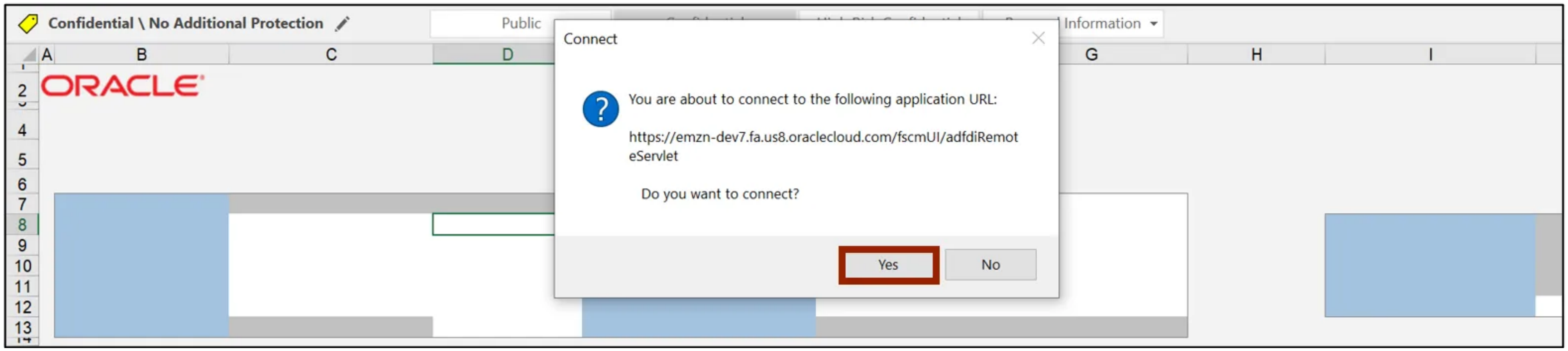
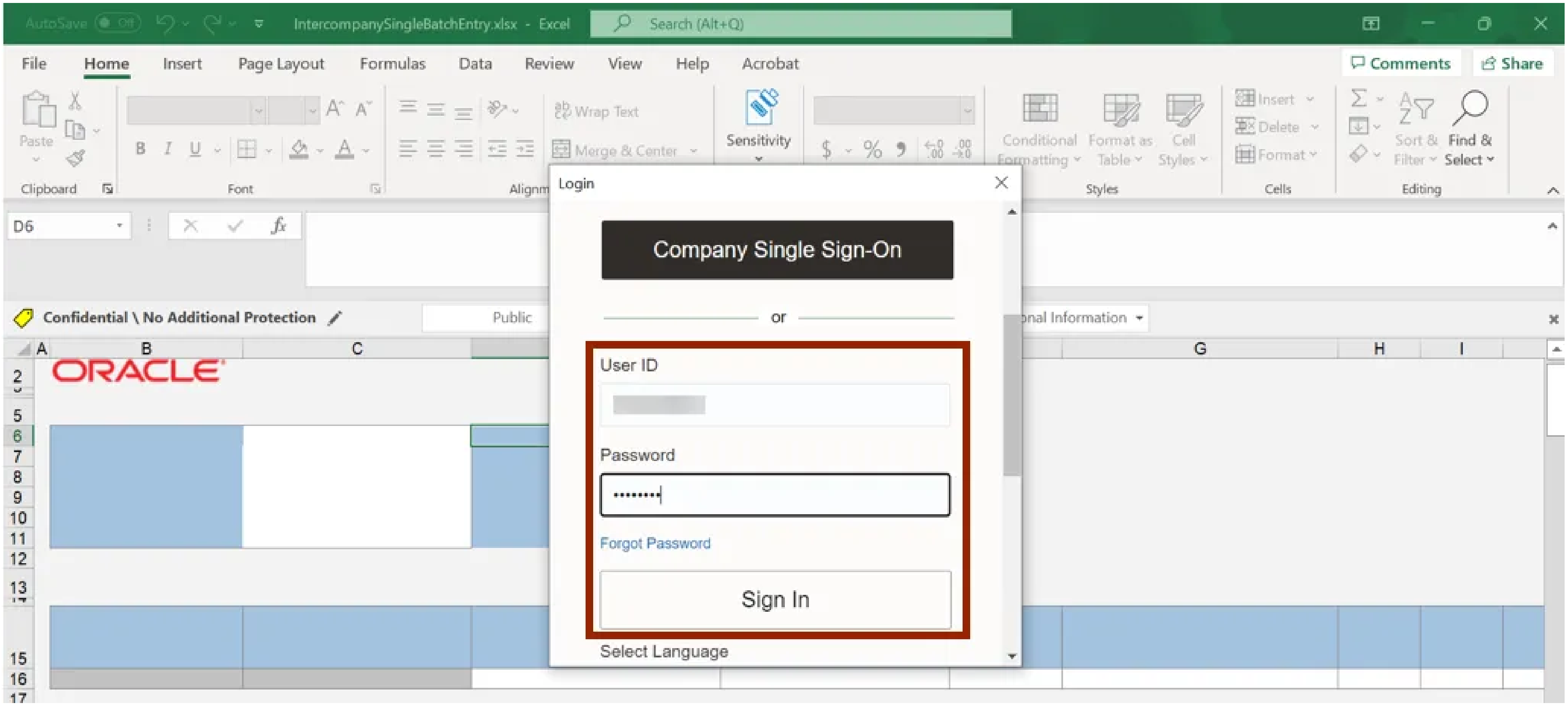


Step 7. On the NCFS portal *Login* pop-up, enter the ***User ID*** and ***Password*** credentials and click the **Sign In** button.

Notes:

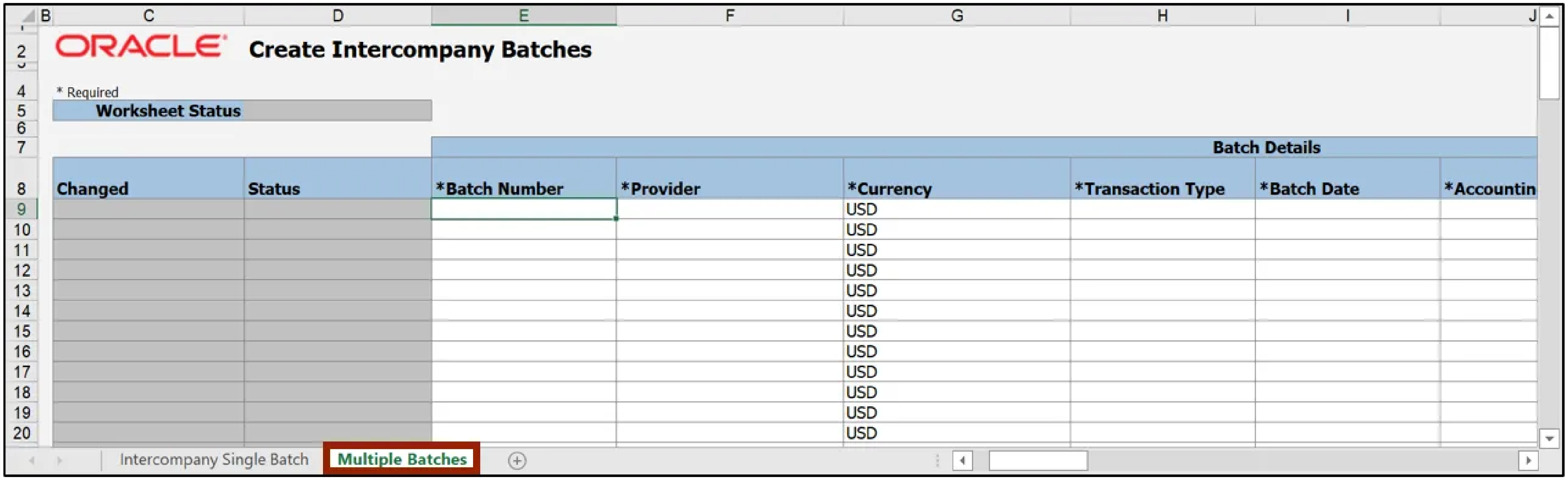
- After Go-live, SSO will be used.
- Credentials must be manually entered. They will no longer default.

Image



Step 8. Navigate to the **Multiple Batches** sheet from the sheet tabs.

Image

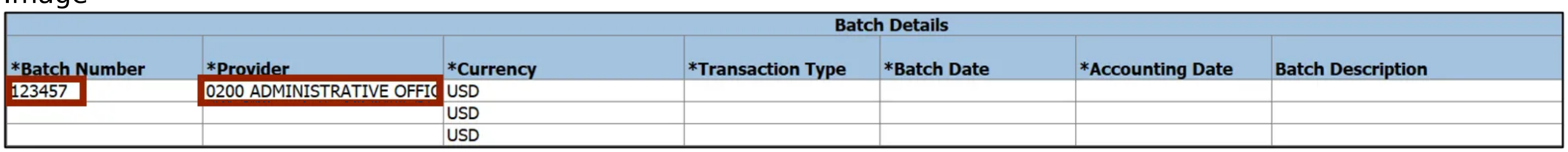


Step 9. Fill in the information under the ***Batch Details*** section. Enter the ***Batch Number*** and the ***Provider*** on the respective fields.

Note:

- Batch Number value entered here will be overridden with a different sequential number.
- Double-click for choice lists of values in the *Provider, *Transaction Type, *Account, *Receiver, and Context Value fields.

Image



Step 10. Enter the ***Transaction Type, Batch Date***, and ***Accounting Date*** on the respective fields.

Image

			Batch Details			
*Batch Number	*Provider	*Currency	*Transaction Type	*Batch Date	*Accounting Date	Batch Description
123457	0200 ADMINISTRATIVE OFFIC	USD	IC Transfer Out	4/10/2023	4/10/2023	
		USD				
		USD				

Step 11. Scroll to the right. Under the ***Provider Accounting Line Details*** section, enter the ***Account Number*** on the ***Account*** field.

Note: Double click the field below ***Account*** to search and select the required account or paste from your supporting data sheet.

Image

	Provider Accounting Line Details					
Conversion Rate Type	*Account[..]	Debit	Credit	Provider Distribution Description	*Transaction Number	*Receiver
Corporate	0200-200920-52811000-0200605-0000000-0000-0000000					
Corporate						
Corporate						

Step 12. On the ***Debit*** field, enter the ***Debit Amount***.

Image

	Provider Accounting Line Details					
Conversion Rate Type	*Account[..]	Debit	Credit	Provider Distribution Description	*Transaction Number	*Receiver
Corporate	0200-200920-52811000-02006	500.00				
Corporate						
Corporate						

Step 13. Enter the ***Transaction Number*** field (typically the same value as the ***Batch Number***) field.

Image

	Provider Accounting Line Details						
Conversion Rate Type	*Account[..]	Debit	Credit	Provider Distribution Description	*Transaction Number	*Receiver	Accou
Corporate	0200-200920-52811000-02006	500.00			1		
Corporate							
Corporate							

Step 14. Scroll to the right. Under the ***Receiver Accounting Line Details*** section, enter the ***Receiver*** number.

Note: For internal transfers, the provider can enter the receiver's ***Account***.

Image

	Receiver Accounting Line Details				
*Transaction Number	*Receiver	Account[..]	Debit	Credit	Receiver Distribution Description
1	0800 DEPARTMENT OF PUBLIC				

Step 15. Scroll to the right. Under the ***Batch Descriptive Flexfield*** section, double click the field below ***Context Value*** to enter the DFF value.

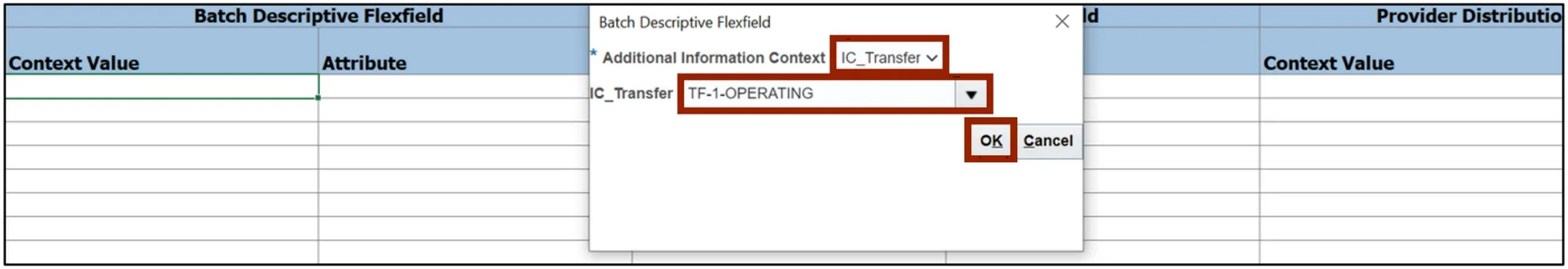
Image

Batch Descriptive Flexfield		Transaction Descriptive Flexfield		Provider Distributio
Context Value	Attribute	Context Value	Attribute	Context Value

Step 16. The *Batch Descriptive Flexfield* pop-up appears. From the *Additional Information Context* drop-down choice list, select **IC_Transfer**. The ***IC_Transfer*** field appears. Select the required option from the *IC_Transfer* drop-down choice list.

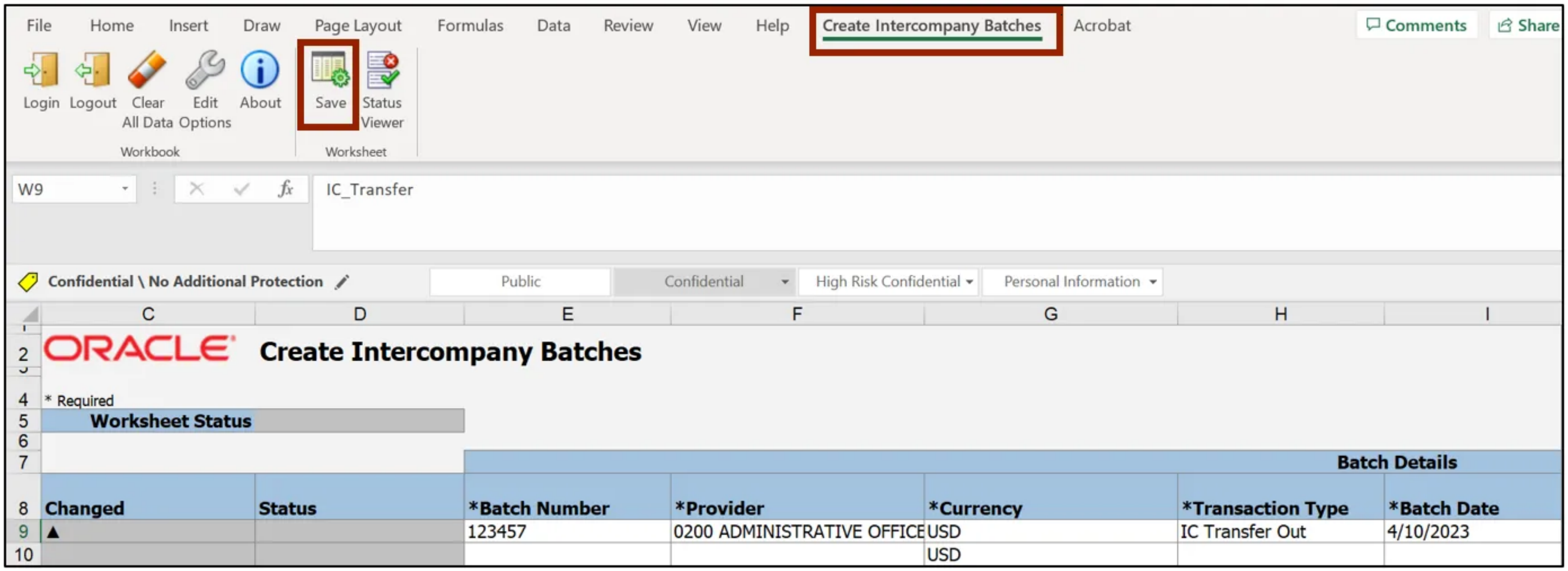
In this example, we choose **TF-1-OPERATING**. Then, click the **OK** button.

Image



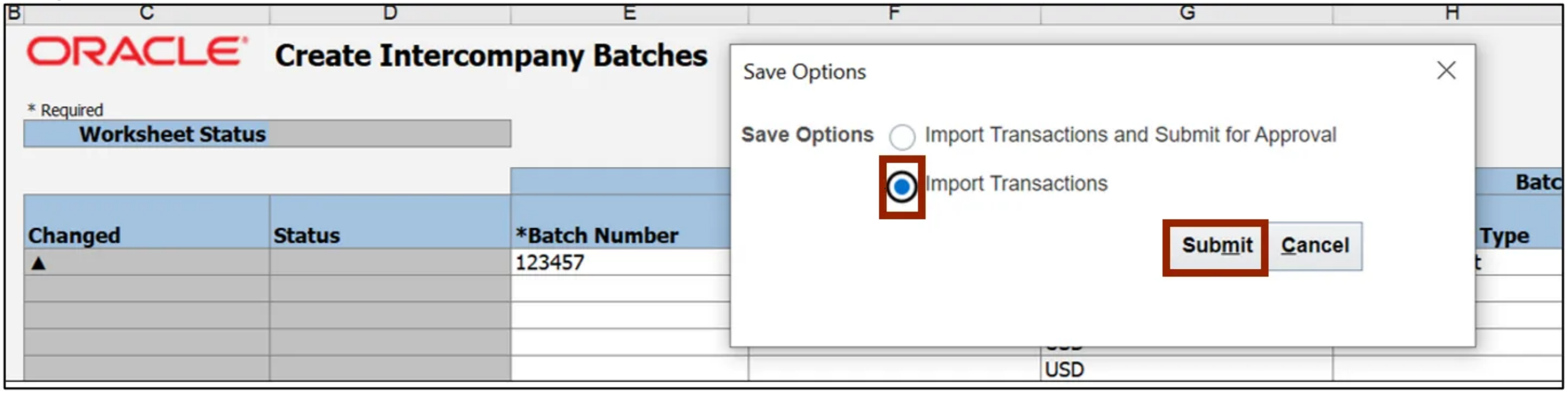
Step 17. On the **Create Intercompany Batches** tab, click the **Save** icon.

Image



Step 18. The *Save Options* pop-up appears. Select the **Import Transactions** radio button and click the **Submit** button.

Image

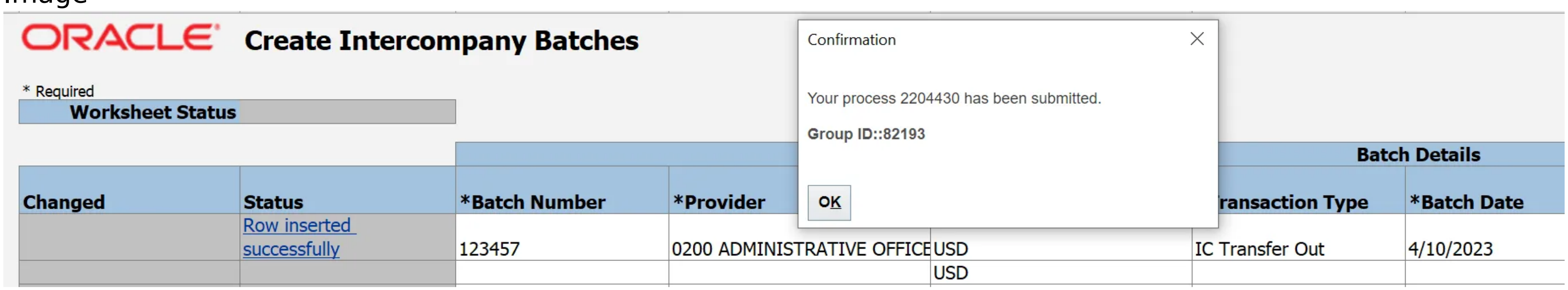


Step 19. The *Confirmation* pop-up appears. Click the **OK** button.

Notes:

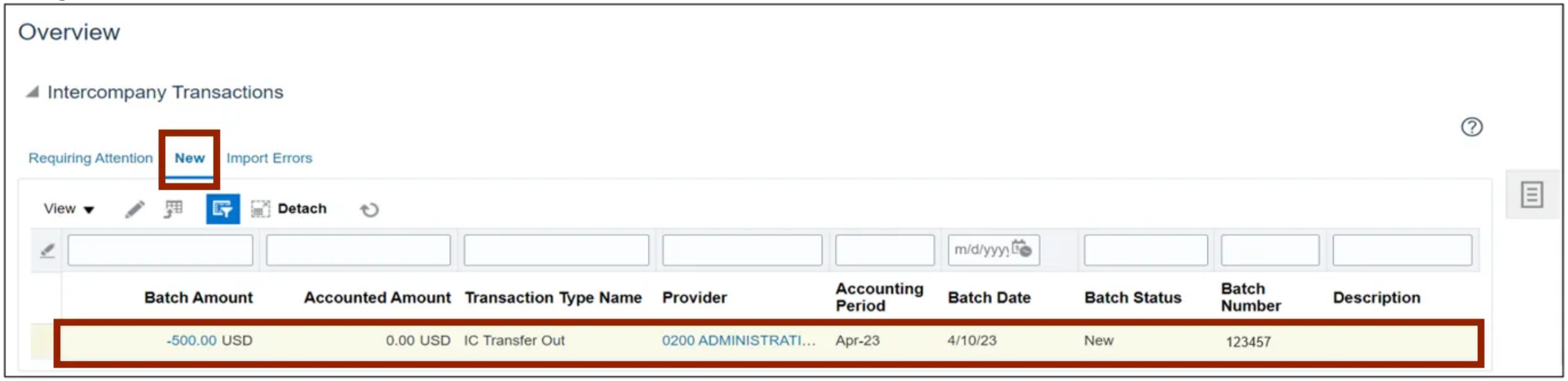
- Make a note of the Process ID. It can be used as QBE filtering criteria within the **Intercompany Transactions** dashboard.
- Ensure to close Excel and/or save the file as template for future use.

Image



Step 20. Navigate back to the **Intercompany Transactions** dashboard. Click the **New** tab to view newly created batches. If multiple transactions appear, use the QBE filtering feature to view the one(s) desired.

Image



Wrap-Up

Create a transfer through a spreadsheet using the steps above to upload single or multiple transfers.

Additional Resources

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

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