ICT-04 Receiving and Completing a Transfer (Manually)

Purpose

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

Introduction and Overview

This QRG covers the steps to receive and complete a transfer manually in NCFS. Prior to this, the Provider creates a transaction and submits it to the Receiving Agency for completion.

Receive and Complete a Transfer (Receiver Agency)

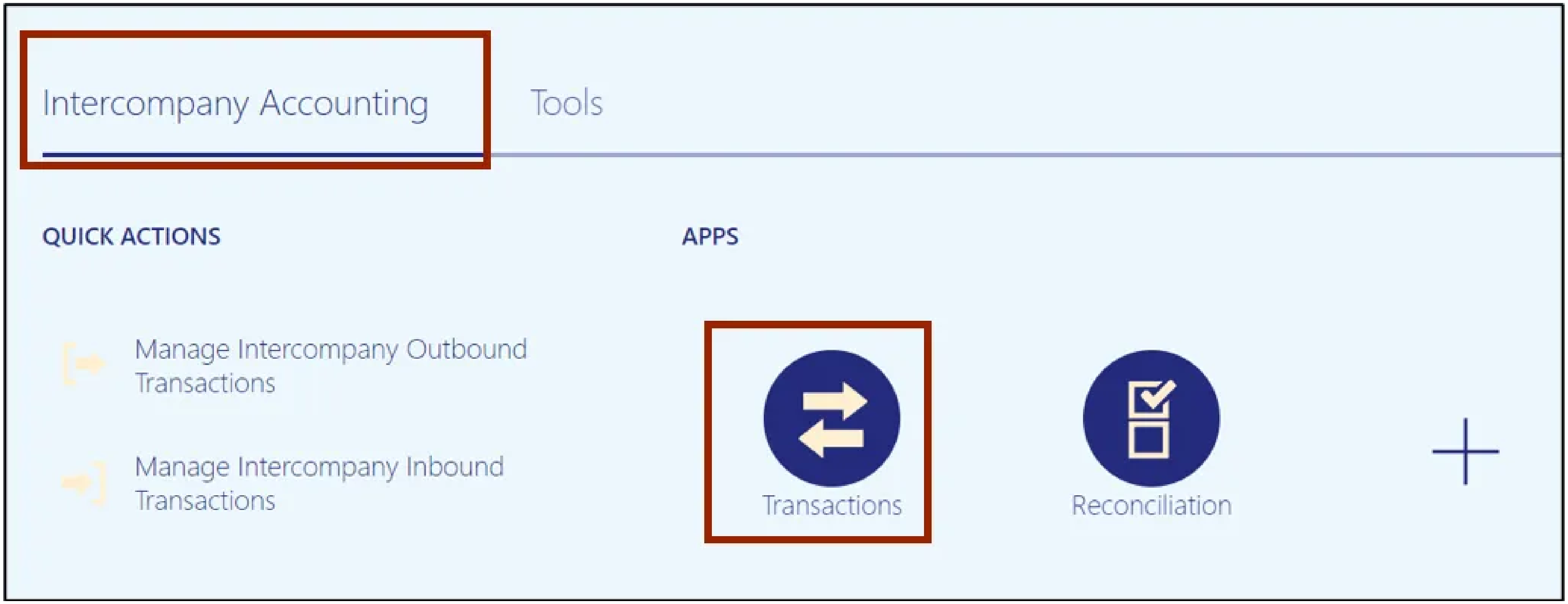
To receive and complete a transfer (manually) in NCFS, please follow the steps below. There are 14 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system (Receiver - Agency user with Entry Role).

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

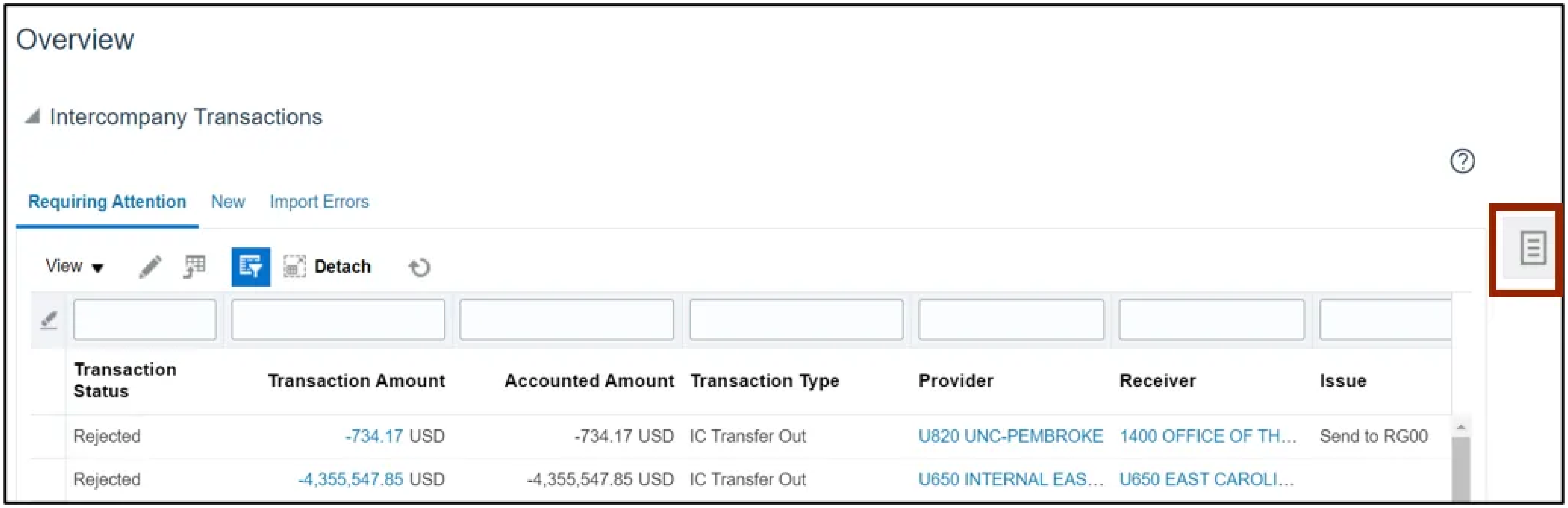
Note: Optionally, first use the **Bell** icon to identify a specific **Batch Number**.

Image



Step 3. On the **Overview** page, click the **Tasks** icon.

Image



Step 4. On the **Tasks** pane, click **Manage Intercompany Inbound Transactions**.

Image

Step 5. The **Manage Intercompany Inbound Transactions** page opens. Under the ***Search*** section, enter your search criteria.

In this example we select **Received** from the *Transaction Status* drop-down choice list.

Note: Your most recently used **Saved Search** name will default. If needed, select a different value from the drop-down list before you run your search.

Image

Step 6. Click the **Search** button.

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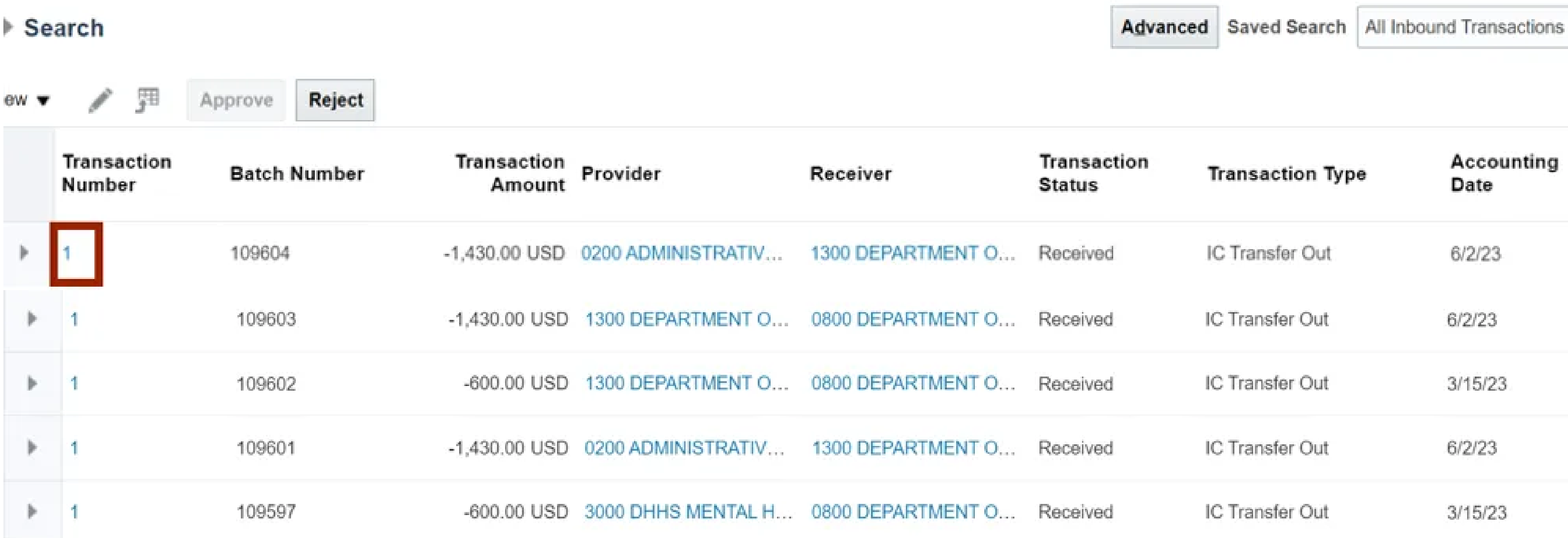
Step 7. A list of transactions is displayed. Click the **Transaction Number** link.

In this example, we choose the transaction associated with ***Batch Number*** **109604**.

Image



Step 8. On the **Edit Inbound Transaction** page, validate the transaction details and verify the ***Transaction Status*** field displays as **Received** and the correct **IC_Transfer** value has been chosen.

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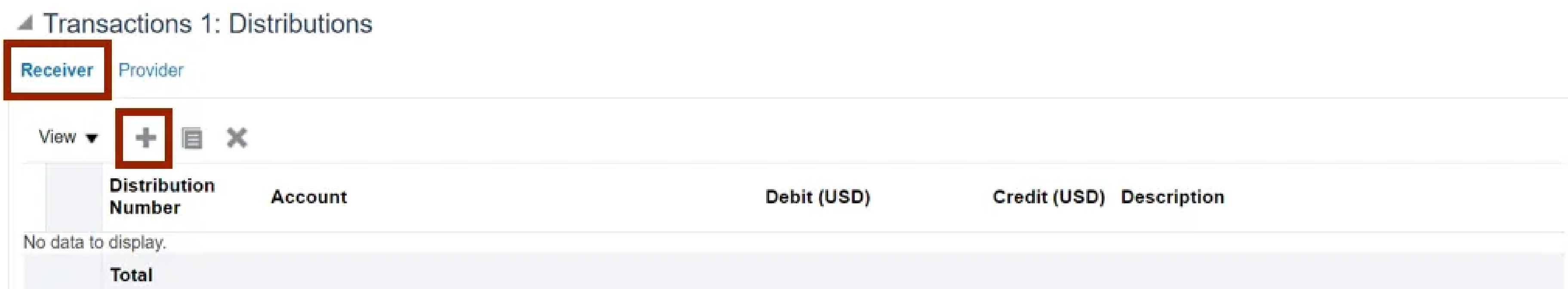
Step 9. Scroll down to the ***Transaction 1: Distributions*** section. Within the **Receiver** tab, click the **Create** icon to add receiver details.

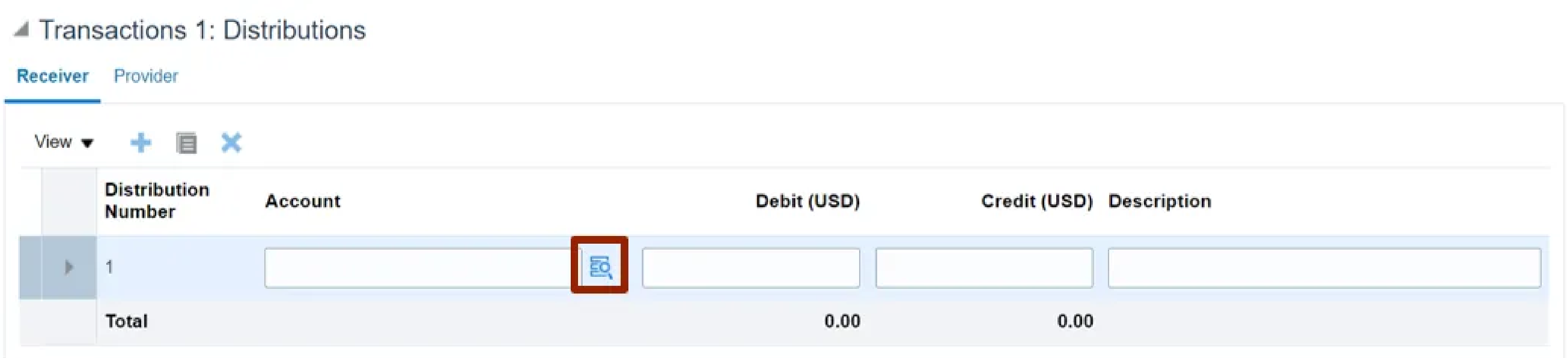
Image



Step 10. To the right of the ***Account*** field, click the **Account** icon.

Note: Field separator may need to be dragged to the right to see the icon.

Image



Step 11. The *Account* pop-up appears. Using the drop-down lists, select a value for the first three COA segment fields. Next, if desired, select non-zero values for one or more of the remaining COA segments then click the **OK** button.

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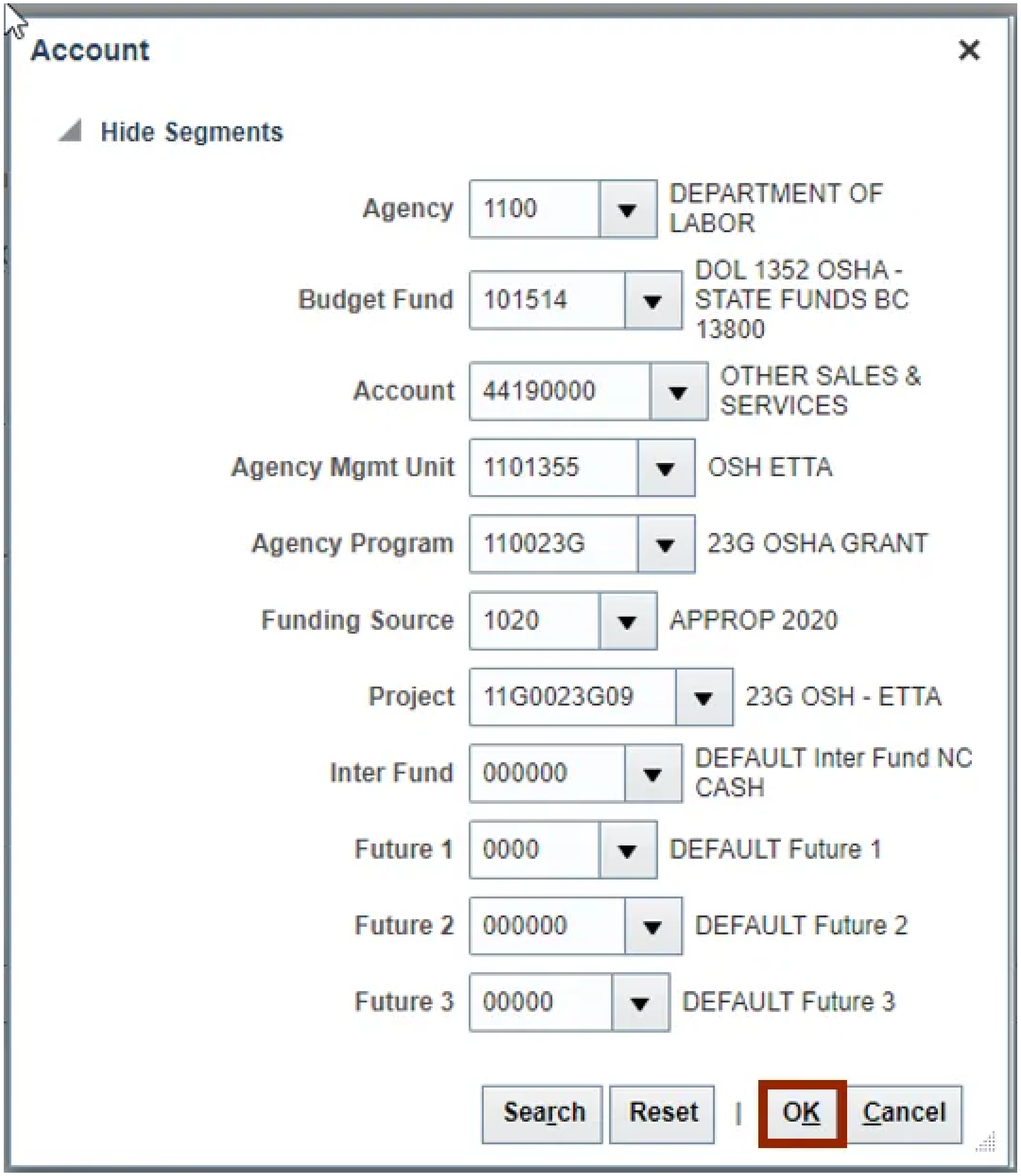
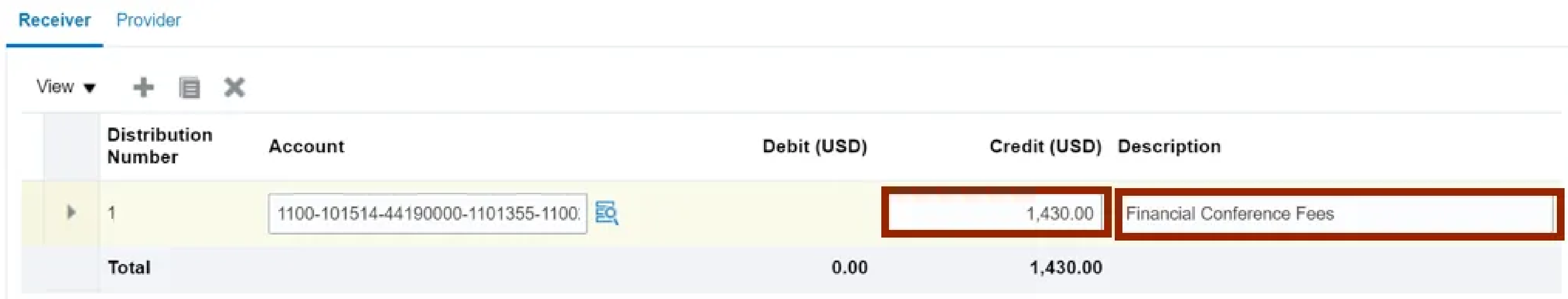


Step 12. Enter the ***Credit (USD)*** and ***Description*** fields as per the existing **batch transaction amount**.

In this example, we choose **1,430.00** and **Financial Conference Fees** respectively.

Note: You may add multiple distribution lines to receive incoming funds.

Image



Step 13. On the top right corner on the **Edit Inbound Transaction** page, click the **Save** button from the ***Save and Close*** drop-down choice list and then click the **Submit** button.

Note: The transfer transaction is now routed for approval to OSC.

Image

Step 14.   A pop-up displays. Click the **OK** button.

Note: You are now redirected to the **Manage Intercompany Inbound Transactions** page.

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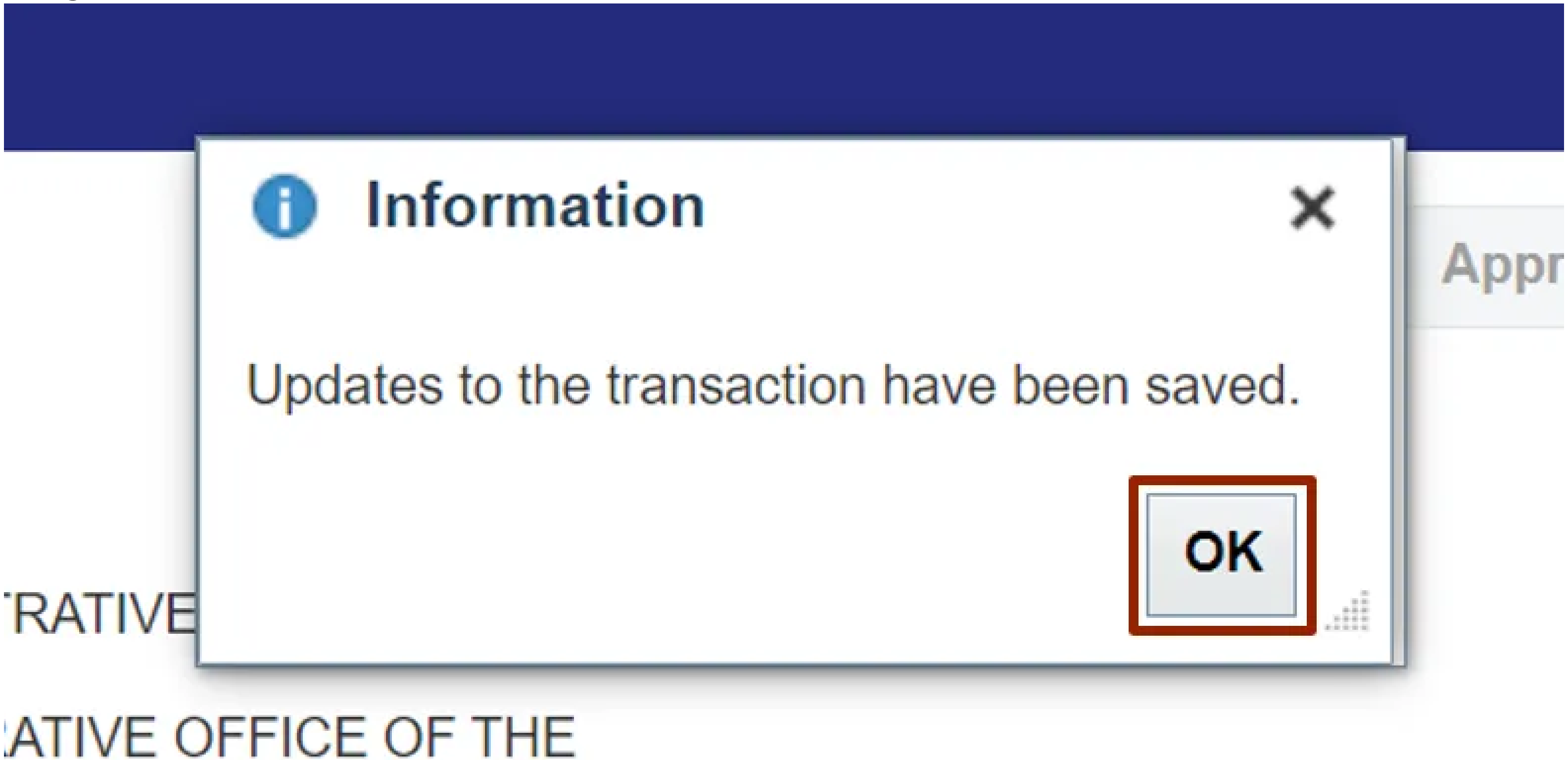

Wrap-Up

Manually receive and complete a transfer using the steps above.

Additional Resources

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

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