

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)

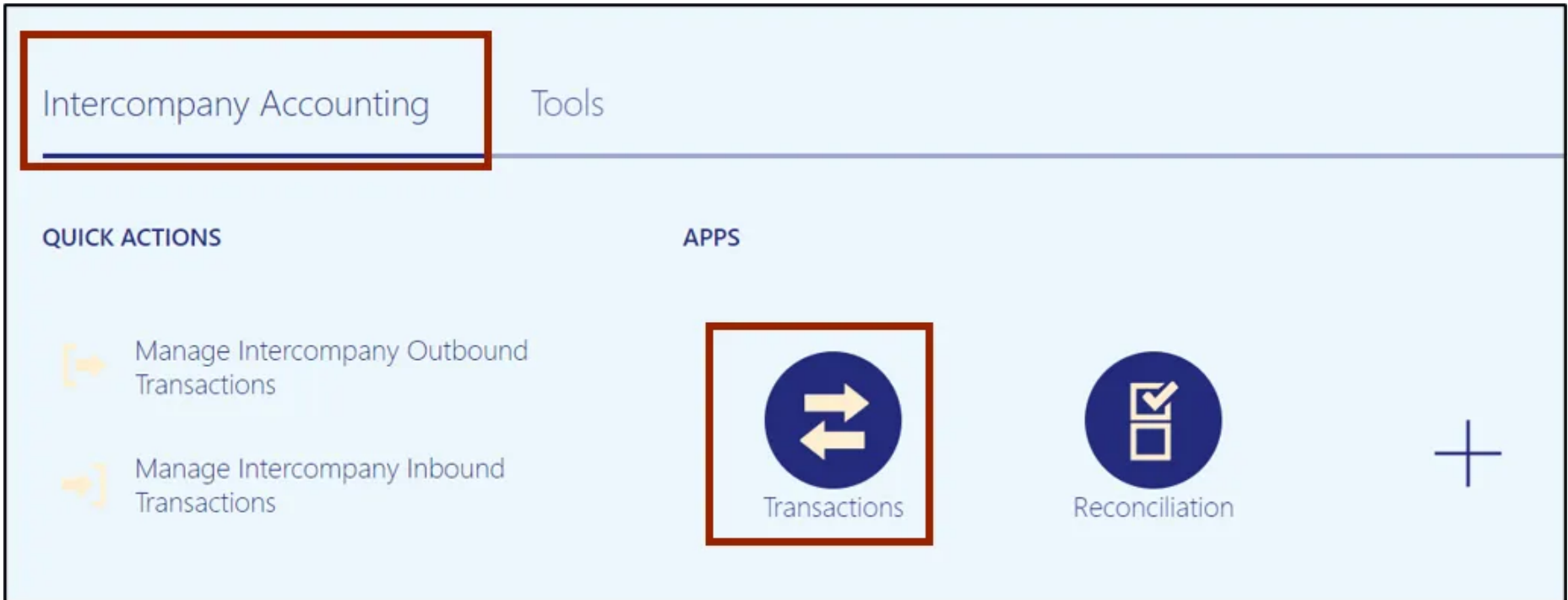
To receive and complete a transfer (manually) in NCFS, please follow the steps below. There are 14 steps to complete this process.

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

Overview

Intercompany Transactions

Requiring Attention

New

Import Errors

View

Detach

Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver	Issue
Rejected	-734.17 USD	-734.17 USD	IC Transfer Out	U820 UNC-PEMBROKE	1400 OFFICE OF TH...	Send to RG00
Rejected	-4,355,547.85 USD	-4,355,547.85 USD	IC Transfer Out	U650 INTERNAL EAS...	U650 EAST CAROLI...	

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

Image

Overview

Intercompany Transactions

Requiring Attention

New

Import Errors

View

Detach

Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider
Rejected	-734.17 USD	-734.17 USD	IC Transfer Out	U820 UNC-PEMBROKE

- [Manage Intercompany Outbound Transactions](#)
- [Manage Intercompany Inbound Transactions](#)
- [Create Transaction](#)
- [Import Transactions](#)
- [Transfer to General Ledger](#)
- [Transfer to Receivables](#)
- [Transfer to Payables](#)
- [Create Transactions in Spreadsheet](#)
- [Manage Approvals](#)

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

The screenshot shows the 'Manage Intercompany Inbound Transactions' page. The 'Search' section is active, displaying several search criteria fields. The 'Transaction Status' dropdown menu is highlighted with a red box and set to 'Received'. The 'Saved Search' dropdown menu is also highlighted with a red box and set to 'All Inbound Transactions'. The 'Advanced' button is visible next to the 'Saved Search' dropdown. The 'Done' button is in the top right corner. The 'Search', 'Reset', and 'Save...' buttons are at the bottom right. The 'Accounting Date' field has a calendar icon. The 'Transaction Status' field has a dropdown arrow. The 'Provider' and 'Receiver' fields have dropdown arrows. The 'Batch Number' and 'Transaction Number' fields are text inputs. The 'Transaction Type' field is a dropdown menu. The 'Accounting Date' field is a text input with a calendar icon. The 'Advanced' button is a button. The 'Saved Search' dropdown is a dropdown menu. The 'All Inbound Transactions' dropdown is a dropdown menu. The 'Done' button is a button. The 'Search', 'Reset', and 'Save...' buttons are buttons. The 'Transaction Status' dropdown is a dropdown menu. The 'Provider' and 'Receiver' fields are dropdown menus. The 'Batch Number' and 'Transaction Number' fields are text inputs. The 'Transaction Type' field is a dropdown menu. The 'Accounting Date' field is a text input with a calendar icon.

Manage Intercompany Inbound Transactions ? Done

Search

Advanced Saved Search All Inbound Transactions ▼

** At least one is required

** Batch Number

** Transaction Number

** Transaction Type

** Accounting Date m/d/yy

** Provider

** Receiver

** Transaction Status Received

Search Reset Save...

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

Image

Manage Intercompany Inbound Transactions ?

Done

Search

Advanced

Saved Search

All Inbound Transactions

** At least one is required

** Batch Number

** Transaction Number

** Transaction Type

** Accounting Date

** Provider

** Receiver

** Transaction Status

Search

Reset

Save...

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

► Search

Advanced

Saved Search

All Inbound Transactions ▾

ew ▾



Approve

Reject

	Transaction Number	Batch Number	Transaction Amount	Provider	Receiver	Transaction Status	Transaction Type	Accounting Date
►	1	109604	-1,430.00 USD	0200 ADMINISTRATIV...	1300 DEPARTMENT O...	Received	IC Transfer Out	6/2/23
►	1	109603	-1,430.00 USD	1300 DEPARTMENT O...	0800 DEPARTMENT O...	Received	IC Transfer Out	6/2/23
►	1	109602	-600.00 USD	1300 DEPARTMENT O...	0800 DEPARTMENT O...	Received	IC Transfer Out	3/15/23
►	1	109601	-1,430.00 USD	0200 ADMINISTRATIV...	1300 DEPARTMENT O...	Received	IC Transfer Out	6/2/23
►	1	109597	-600.00 USD	3000 DHHS MENTAL H...	0800 DEPARTMENT O...	Received	IC Transfer Out	3/15/23

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.

Image

Edit Inbound Transaction

Approve
Reject
Save and Close
Submit
Cancel

Batch: 109604

Provider0200 ADMINISTRATIVE OFFICE OF THE COURTS
Legal Entity NameNC ADMINISTRATIVE OFFICE OF THE COURTS
Batch Description
Note
Transaction Type NameIC Transfer Out
Conversion Rate TypeCorporate

Batch Date6/2/23
Accounting Date6/2/23
AttachmentsNone

Additional Information ContextIC_Transfer
IC_TransferTF-1-OPERATING

Transaction: 1

Receiver1300 DEPARTMENT OF ADMINISTRATION
Legal EntityNC DEPARTMENT OF ADMINISTRATION

Transaction StatusReceived

Approval Date

Debit1,430.00 USD
Credit
Document TypeJournal

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

Image

Transactions 1: Distributions

Receiver
Provider

View

+

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

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.

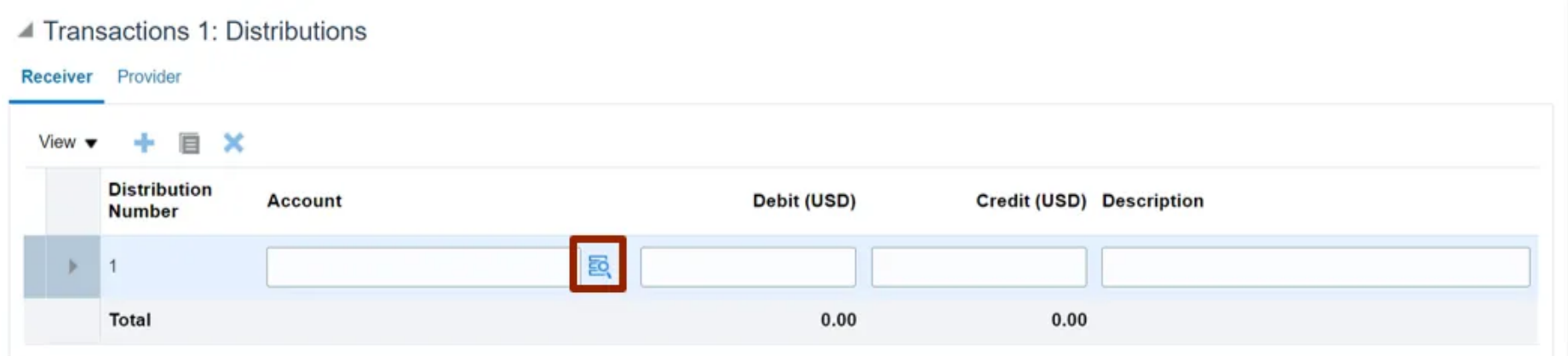
Image

Transactions 1: Distributions

Receiver Provider

View + - X

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



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.

Image

Account ✕

▲ Hide Segments

Agency	1100	▼	DEPARTMENT OF LABOR
Budget Fund	101514	▼	DOL 1352 OSHA - STATE FUNDS BC 13800
Account	44190000	▼	OTHER SALES & SERVICES
Agency Mgmt Unit	1101355	▼	OSH ETTA
Agency Program	110023G	▼	23G OSHA GRANT
Funding Source	1020	▼	APPROP 2020
Project	11G0023G09	▼	23G OSH - ETTA
Inter Fund	000000	▼	DEFAULT Inter Fund NC CASH
Future 1	0000	▼	DEFAULT Future 1
Future 2	000000	▼	DEFAULT Future 2
Future 3	00000	▼	DEFAULT Future 3

|

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

Receiver

Provider

View

+

×

	Distribution Number	Account	Debit (USD)	Credit (USD)	Description
	1	1100-101514-44190000-1101355-1100		1,430.00	Financial Conference Fees
Total			0.00	1,430.00	

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

Edit Inbound Transaction

Batch: 109604

Provider

0200 ADMINISTRATIVE OFFICE OF THE COURTS

Legal Entity Name

NC ADMINISTRATIVE OFFICE OF THE COURTS

Batch Description

Note

Transaction Type Name

IC Transfer Out

Conversion Rate Type

Corporate

Approve

Reject

Save and Close

Submit

Cancel

Save

Batch Date

6/2/23

Accounting Date

6/2/23

Attachments

None

Additional Information Context

IC_Transfer

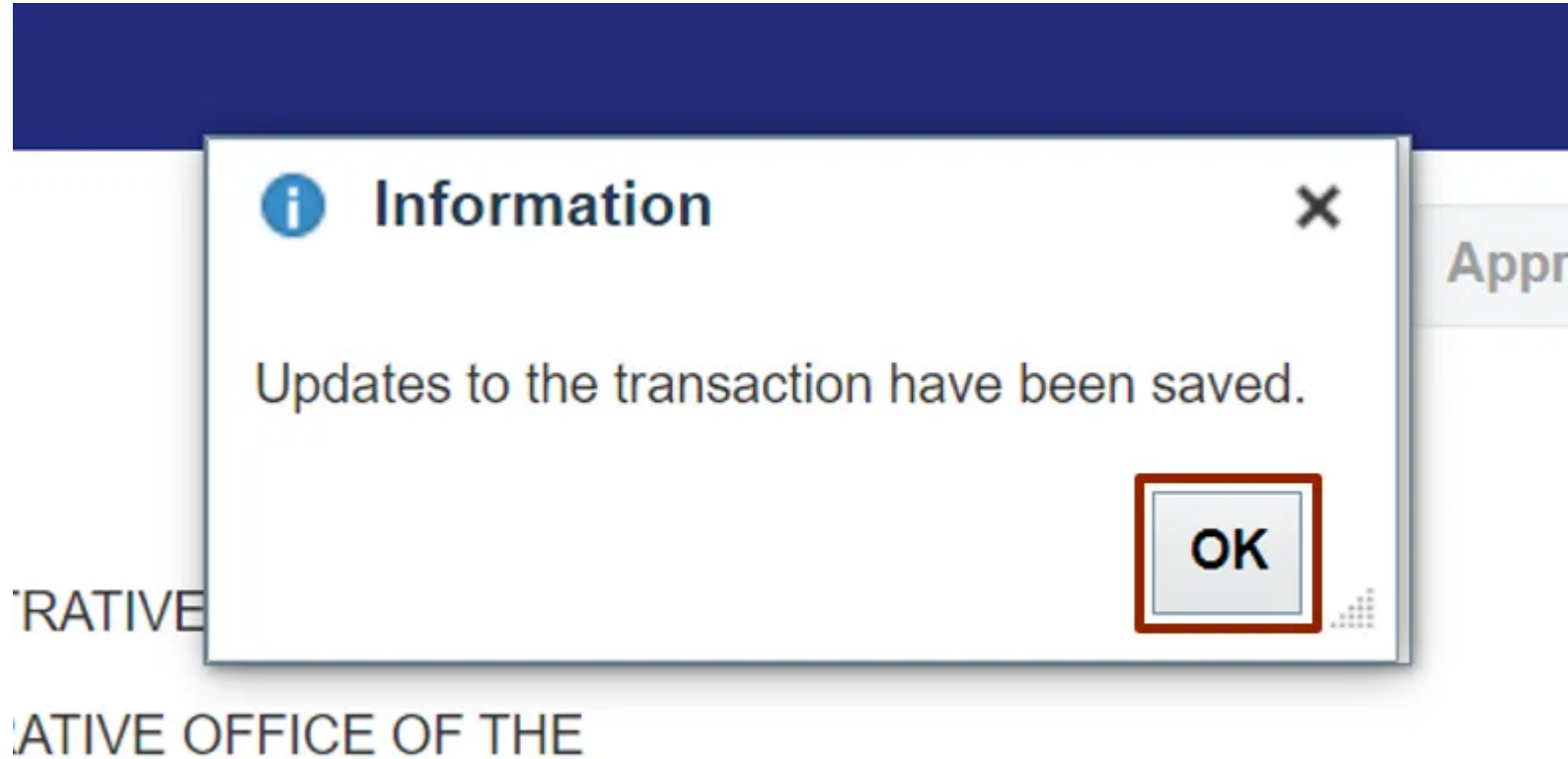
IC_Transfer

TF-1-OPERATING

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

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

Image



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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