

ICT-08 Iquire on Intercompany Transactions

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

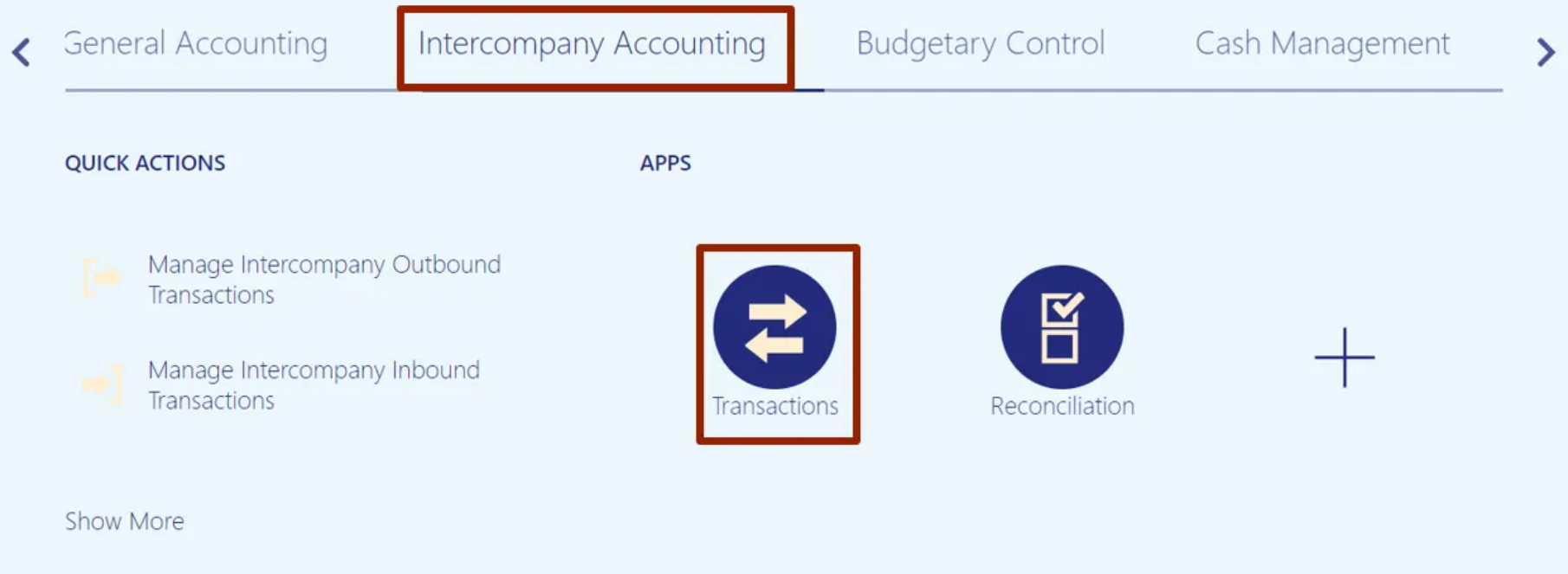
Receiver will use Manage Intercompany Inbound transactions task to view the transactions. To inquire, please follow the steps below. There are 8 steps to complete this process.

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

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

Image

Good afternoon, Training Super User 1!



Step 3. On the **Intercompany Transactions Overview** page, click the **Tasks** icon and select **Manage Intercompany Inbound Transactions**.

Image

Overview

Intercompany Transactions

Requiring Attention New Import Errors

View     Detach 

					
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- 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 4. **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.

Image

Manage Intercompany Inbound Transactions ?

Done

Search

Advanced

Saved Search

All Inbound Transactions

** At least one is required

** Batch Number 109518

** Transaction Number

** Transaction Type

** Accounting Date m/d/yy

** Provider

** Receiver

** Transaction Status

Search

Reset

Save...

Step 5. Search results appear. On the **Left Navigation** menu, select the **Transaction Number 1**.

Image

Manage Intercompany Inbound Transactions ?

Done

Search

Advanced

Saved Search

All Inbound Transactions

View



Approve

Reject

	Transaction Number	Batch Number	Transaction Amount	Provider	Receiver	Transaction Status	Transaction Type	Accounting Date
▶	1	109518	-500.00 USD	0200 ADMINISTRATIV...	1300 DEPARTMENT O...	Received	IC Transfer Out	4/17/23

Step 6. View the Information on the **Edit Inbound Transaction** page. Click the **Save and Close** drop-down choice list, and select the **Save** button.

Image

Edit Inbound Transaction

▲ Batch: 109518

Provider

Legal Entity Name

Batch Description

Note

Transaction Type Name

Conversion Rate Type

0200 ADMINISTRATIVE OFFICE OF THE COURTS

NC ADMINISTRATIVE OFFICE OF THE COURTS

IC Transfer Out

Corporate

▲ Transaction: 1

Receiver

Legal Entity

Transaction Status

Approval Date

Final Approver

1300 DEPARTMENT OF ADMINISTRATION

NC DEPARTMENT OF ADMINISTRATION

Received

Batch Date

Accounting Date

Attachments

Additional Information Context

IC_Transfer

4/17/23

4/17/23

None

IC_Transfer

TF-1-OPERATING

Approve

Reject

Save and Close ▼

Submit

Cancel

Save

Debit

Credit

Document Type

Rejection Reason

500.00 USD

Journal

Step 7. The *Information* pop-up appears. Click the **OK** button.

Image

Information

Updates to the transaction have been saved.

OK

Edit Inbound Transaction

Batch: 109518

Provider 0200 ADMINISTRATIVE COURTS

Legal Entity Name NC ADMINISTRATIVE OFFICE OF THE COURTS

Batch Description

Note

Batch Date 4/17/23

Accounting Date 4/17/23

Attachments None

Additional Information Context IC_Transfer

Approve Reject Save and Close Submit Cancel

Step 8. Click the **Home** icon on the right navigation pane to navigate to the **Global Header**.

Image

NCFS

Home

Edit Inbound Transaction

Batch: 109518

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

Batch Date 4/17/23

Accounting Date 4/17/23

Attachments None

Additional Information Context IC_Transfer

IC_Transfer TF-1-OPERATING

Approve Reject Save and Close Submit Cancel

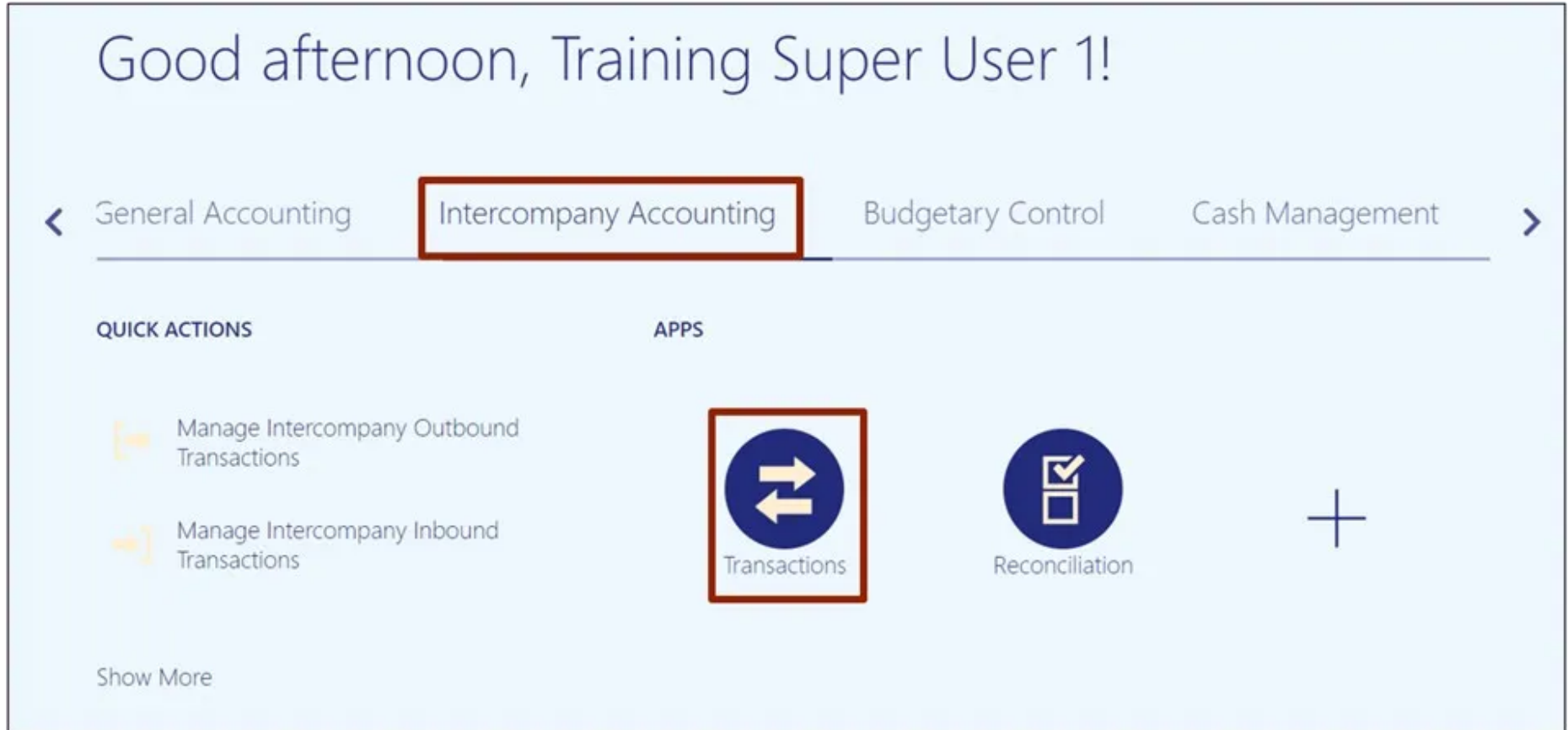
Inquire Intercompany Transactions - Provider

Provider will use Manage Intercompany Outbound Transactions task to view the transactions / inquire, please follow the steps below. There are 7 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 **Transactions** app.

Image



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

Image



Step 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.

Image

Manage Intercompany Outbound Transactions ?

Do

Search

Advanced **Saved Search** All Outbound Transactions

** At least one is requi

** Batch Number Starts with 109518

** Batch Status Equals

Search Reset Save

View + [Icons] Reverse Batch Withdraw

	Batch Number	Batch Amount	Provider	Batch Status	Transaction Type	Batch Date	Accounting Date
<							

Step 5. Search Results appear. On the **Left Navigation** menu, select the **Batch Number - 109518**.

Image

Manage Intercompany Outbound Transactions ?

Do

Search

Advanced Saved Search All Outbound Transactions

View + [Icons] 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

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

Image

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		

Image

Transactions								
View ▼								
	Transaction Number	Receiver	Legal Entity Name	Debit (USD)	Credit (USD)	Status	Action	Transaction Description
▶	1	1300 DEPARTM...	NC DEPARTME...		500.00	Received		

Transaction 1: Distributions ?								
Provider Receiver								
View ▼								
	Distribution Number	Account	Debit (USD)	Credit (USD)	Description			
▶	1	0200-200911-51460000-0000000-0000000-0000-0000000000-000000-0000-000000-000000		5...				
▶	2	0200-200911-11120000-0000000-0000000-0000-0000000000-402274-0000-000000-000000		5...	Intercompany balancing line.			
	Total			500	500			

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

Image

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		

Wrap-Up

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

Additional Resources

- Web Based Trainings (WBT)
 - [GL001: GL Journal Inquiry](#)

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