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.

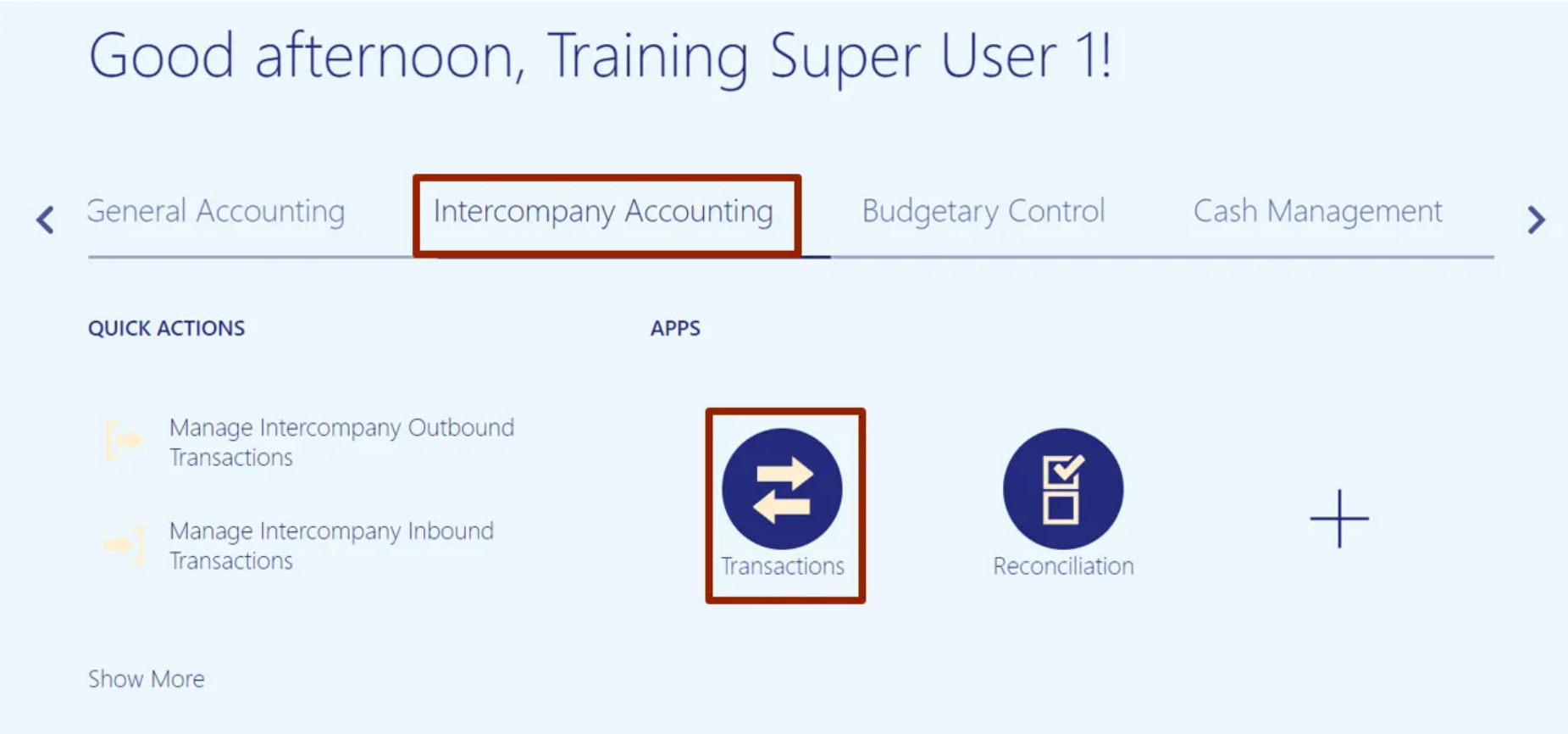
Inquire Intercompany Transactions - Receiver

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



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

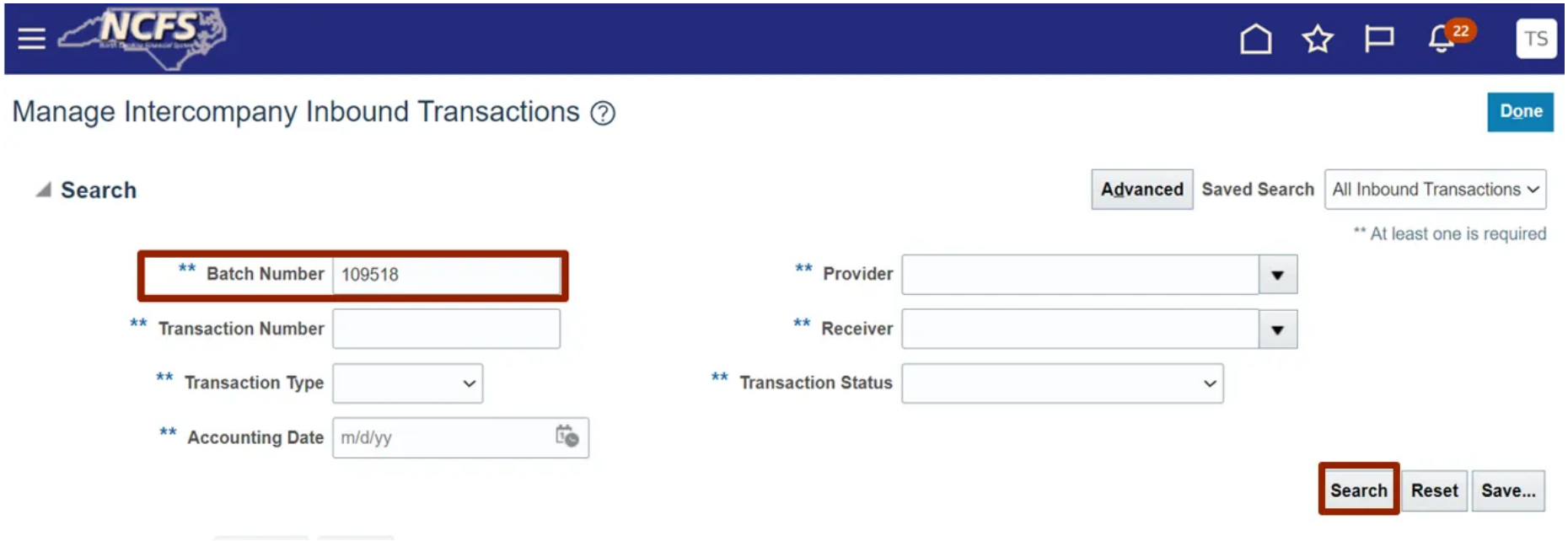
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Step 4. **Manage Intercompany Inbound Transactions** page opens. Input search criteria for the transaction you want to inquire. Enter data for at least one field marked with **.

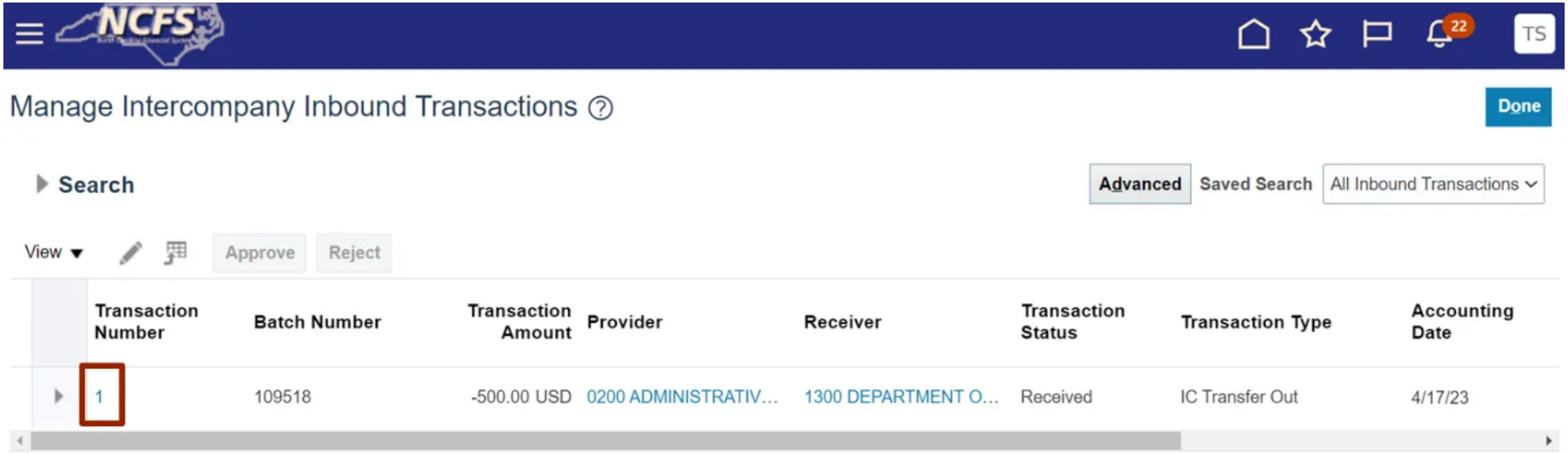
In this example, we choose: **109518** for the ***Batch Number*** field and click the **Search** button.

Image



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

Image



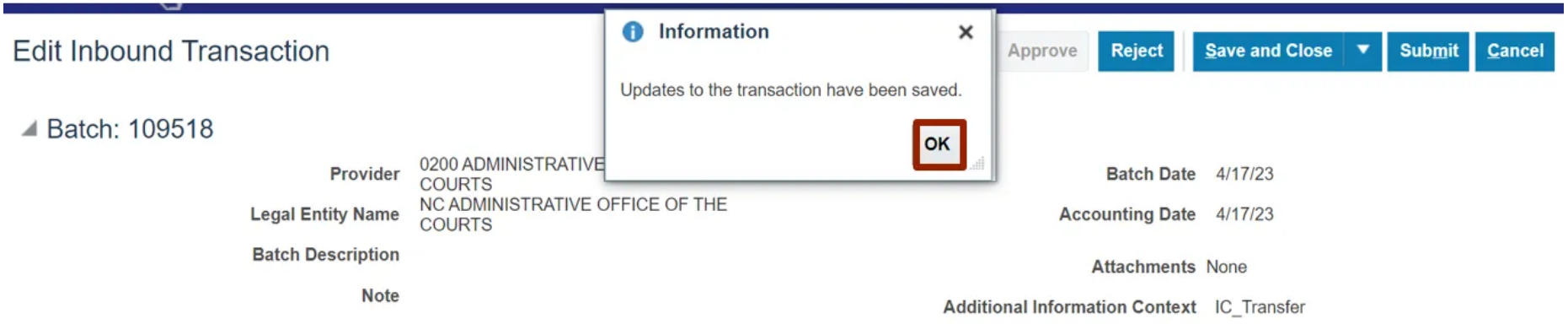
Step 6. View the Information on the **Edit Inbound Transaction** page. Click the **Save and Close** drop-down choice list, and select the **Save** button.

Image



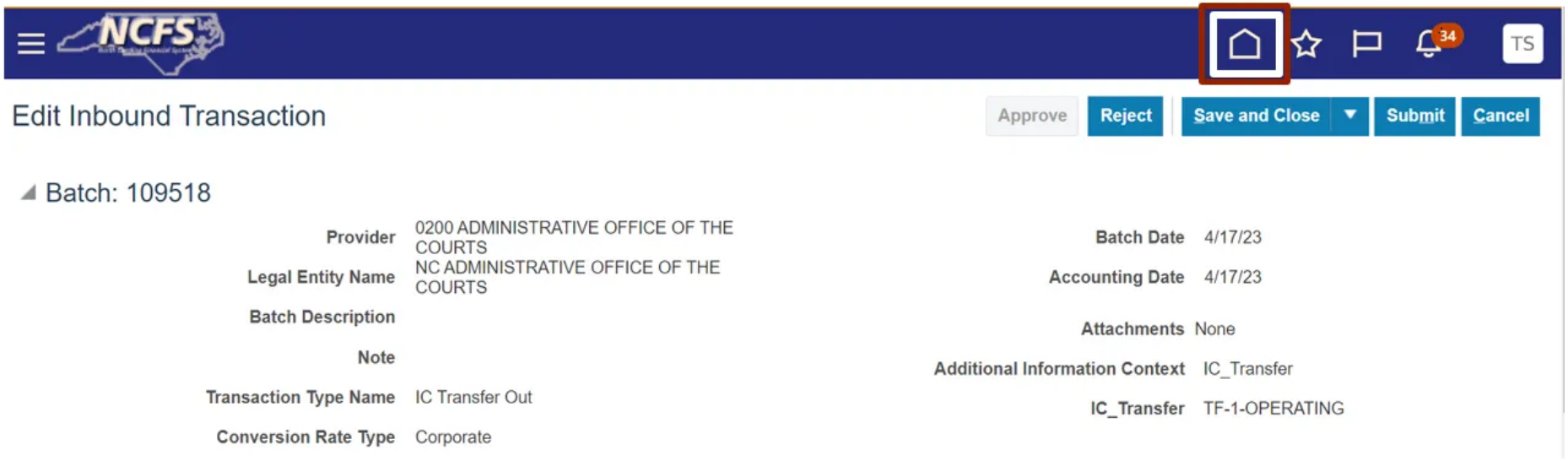
Step 7. The *Information* pop-up appears. Click the **OK** button.

Image



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

Image



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**.

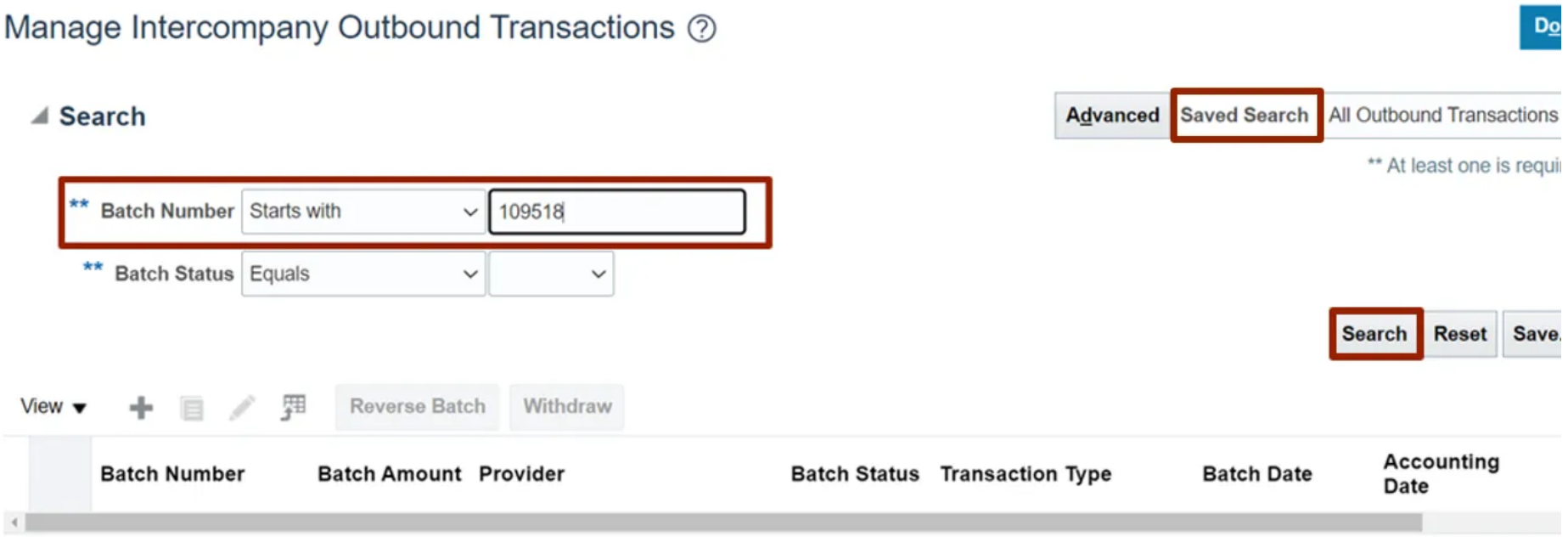
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Step 4. **Manage Intercompany Outbound Transactions** page opens. Input search criteria for the transaction you want to inquire. Enter data for at least one field marked with **.

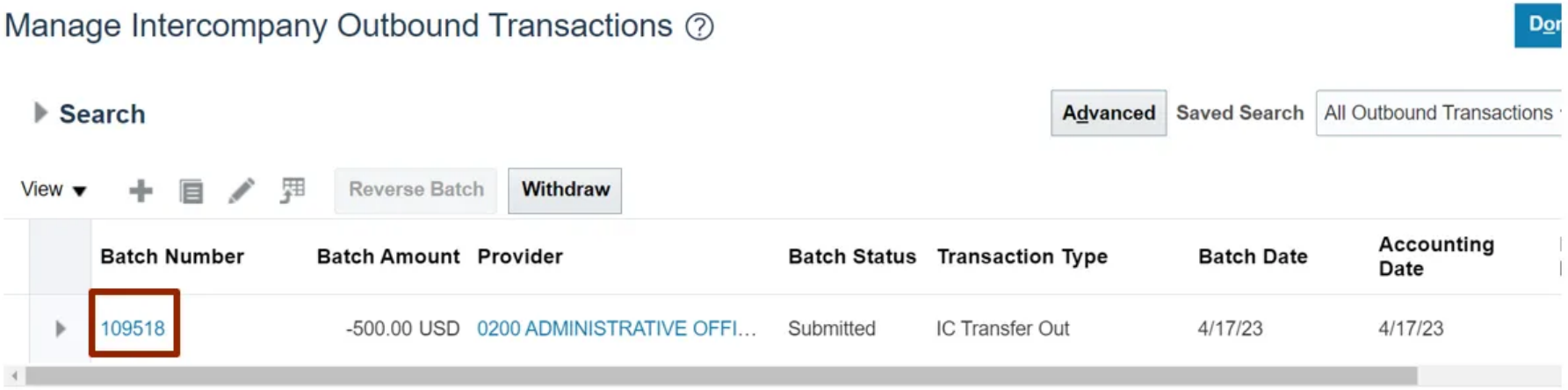
In this example, we choose: ***Batch Number* – 109518**. Click the **Saved Search** button to ensure and check the filter for All Outbound Transactions and click the **Search** button.

Image



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

Image

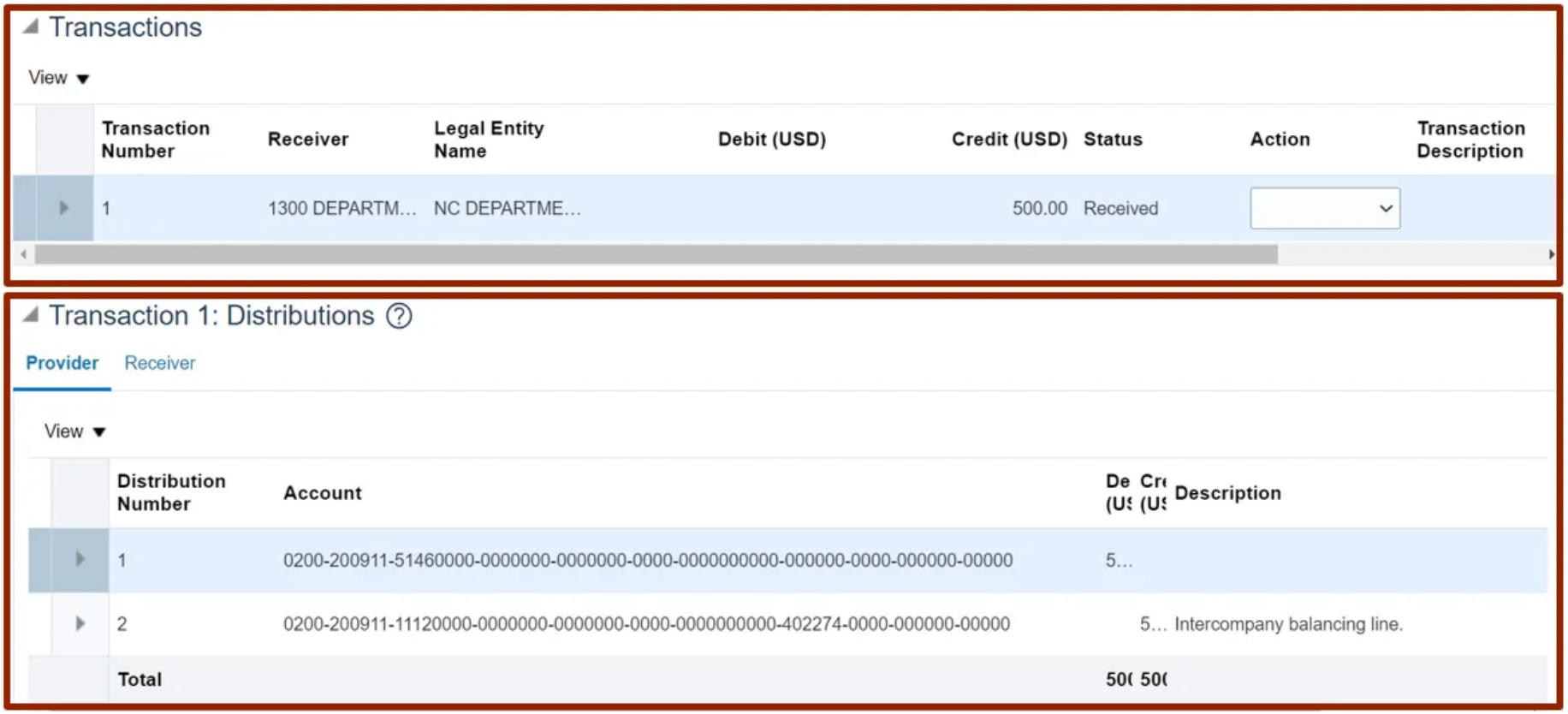


Step 6. View the Information on the **View Intercompany Batch** page.

Image

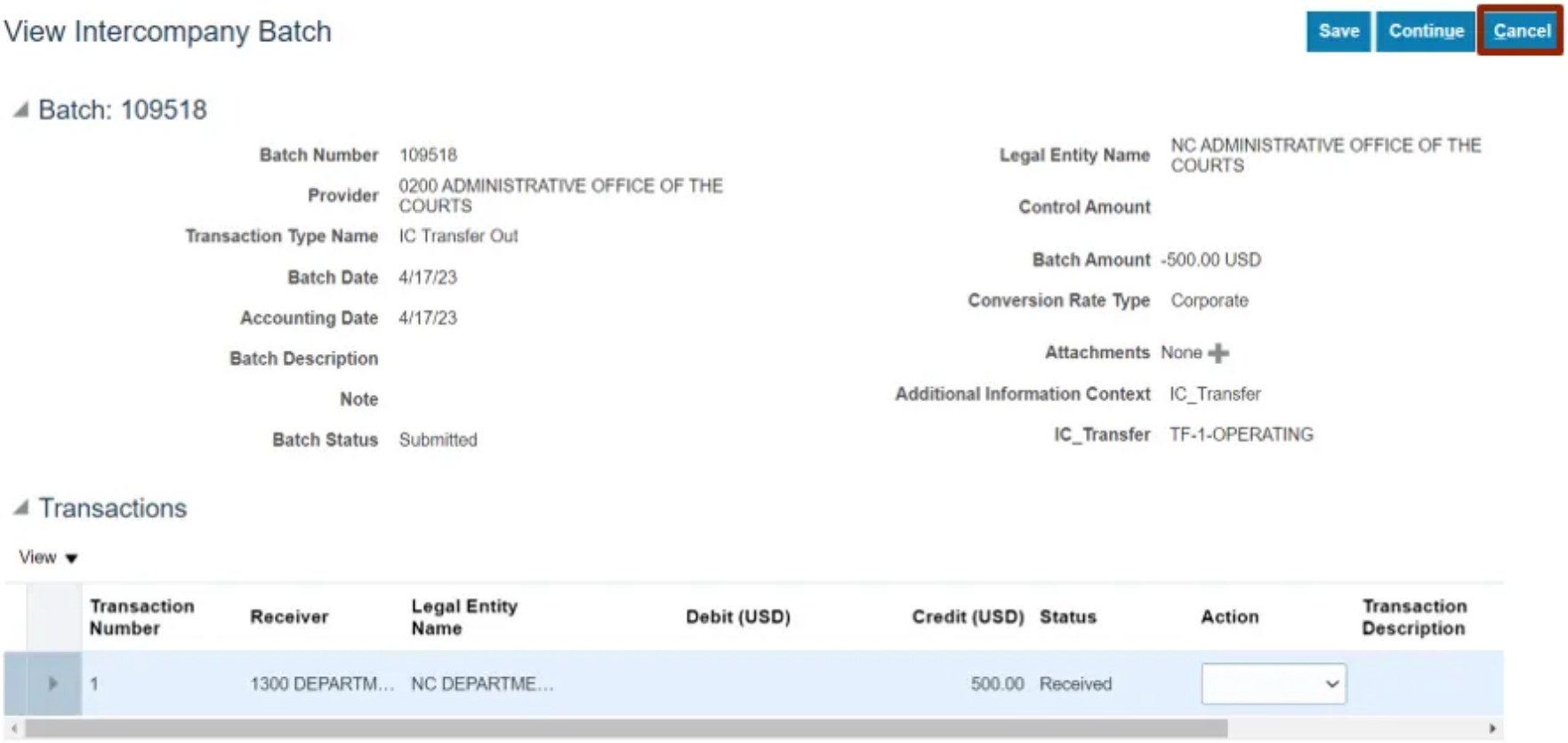


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Step 7. Click the **Cancel** button to close the batch.

Image



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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