ICT-10 Approve Intercompany Transactions as the Receiving Agency

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Approve Intercompany Transactions as the Receiving Agency in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the Approval process that allows the Receiver Agency to accept or reject a transfer. It helps in monitoring fund transfers between agencies by OSC based on cash availability in NCFS.

User Tip

The following are prerequisites to Approve Intercompany Transactions as the Receiving Agency:

1. Agency User (IC Provider and Receiver Batch Entry User) has completed transaction by entering required details like Agency, IC DFF, Amount, and Account Distributions.

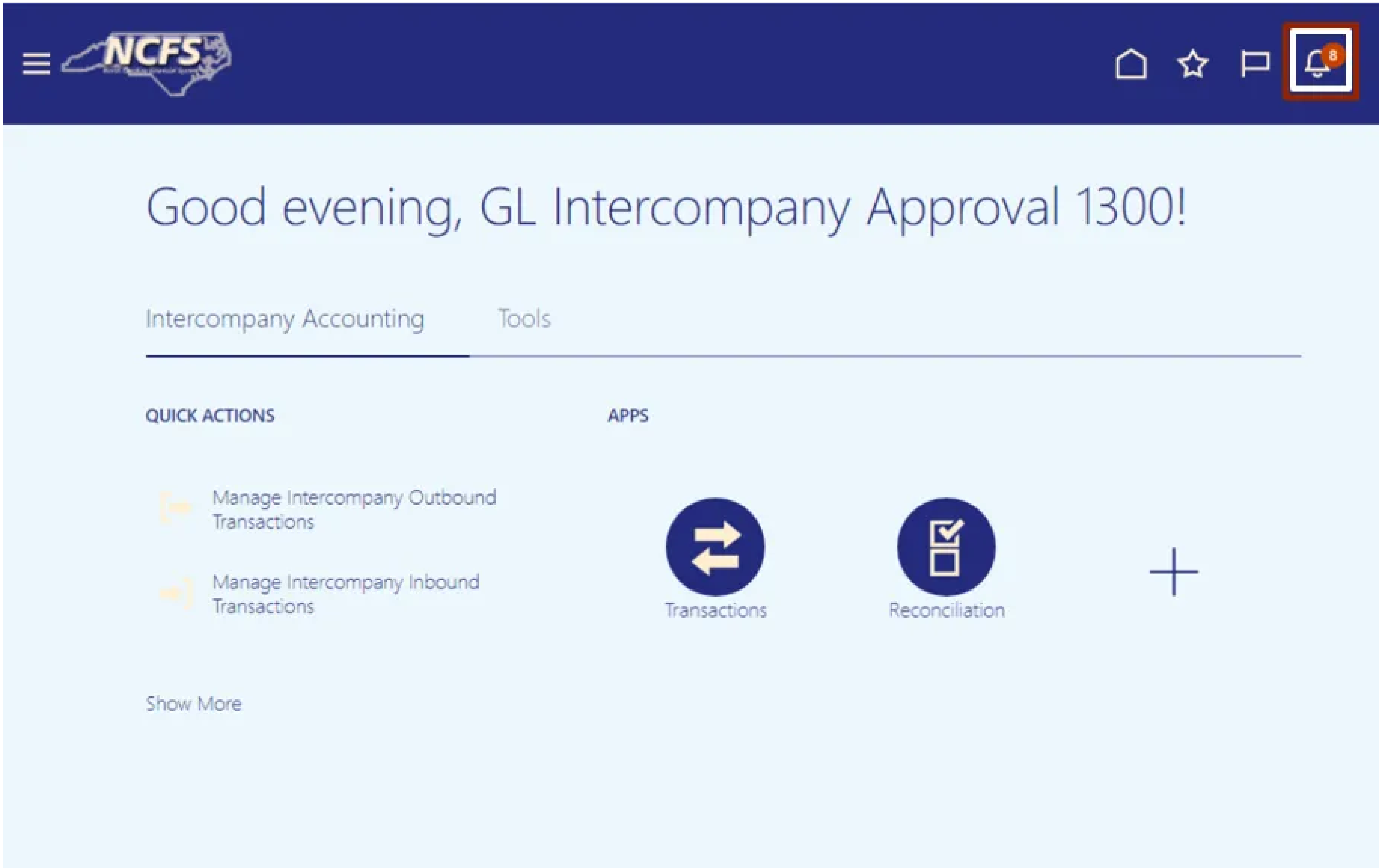
Approve a Transfer Request (Receiver Agency Approval)

To approve a transfer request (receiver agency approval), please follow the steps below. There are 12 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 **Bell Notification** icon on the top right navigation pane.

Image

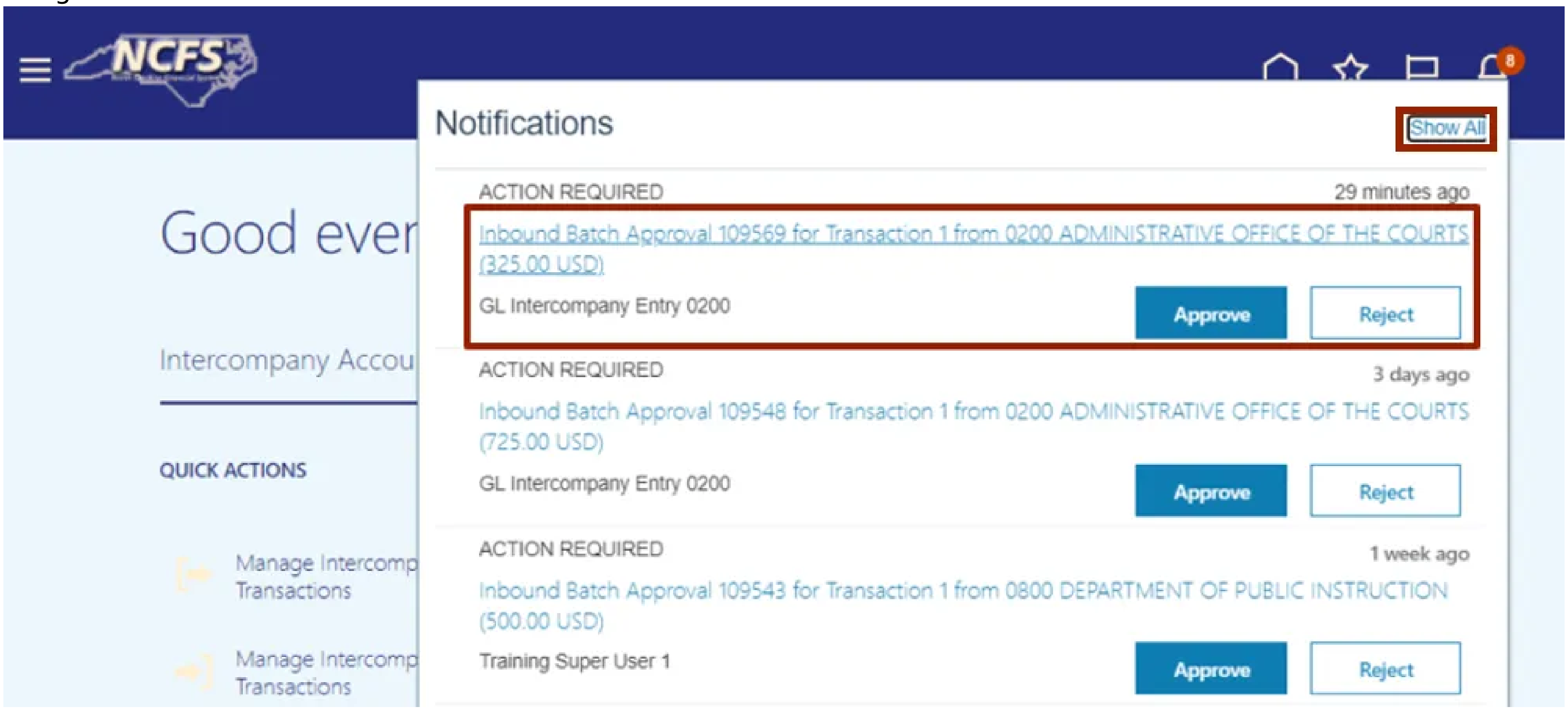


Step 3. The *Notifications* pop-up appears. Click the required Notification link.

In this example, we choose: **Inbound Batch Approval 109569 for Transaction 1 from 0200 ADMINISTRATIVE OFFICE OF THE COURTS (325.00 USD)**.

Note: Click the **Show All** link to view all the notifications.

Image



Step 4. The **Inbound batch Approval 109569 for Transaction** page opens. Click the **View Transaction** button.

Image

Inbound Batch Approval 109569 for Transaction 1 from 0…

View Transaction | View Approvals | Approve | Reject | Claim

Intercompany Transaction Approval

325.00 USD

IC Transfer Out

Receiver: 1300 DEPARTMENT OF ADMINISTRATION, NC DEPARTMENT OF ADMINISTRATION

Provider: 0200 ADMINISTRATIVE OFFICE OF THE COURTS, NC ADMINISTRATIVE OFFICE OF THE COURTS

Transaction Details

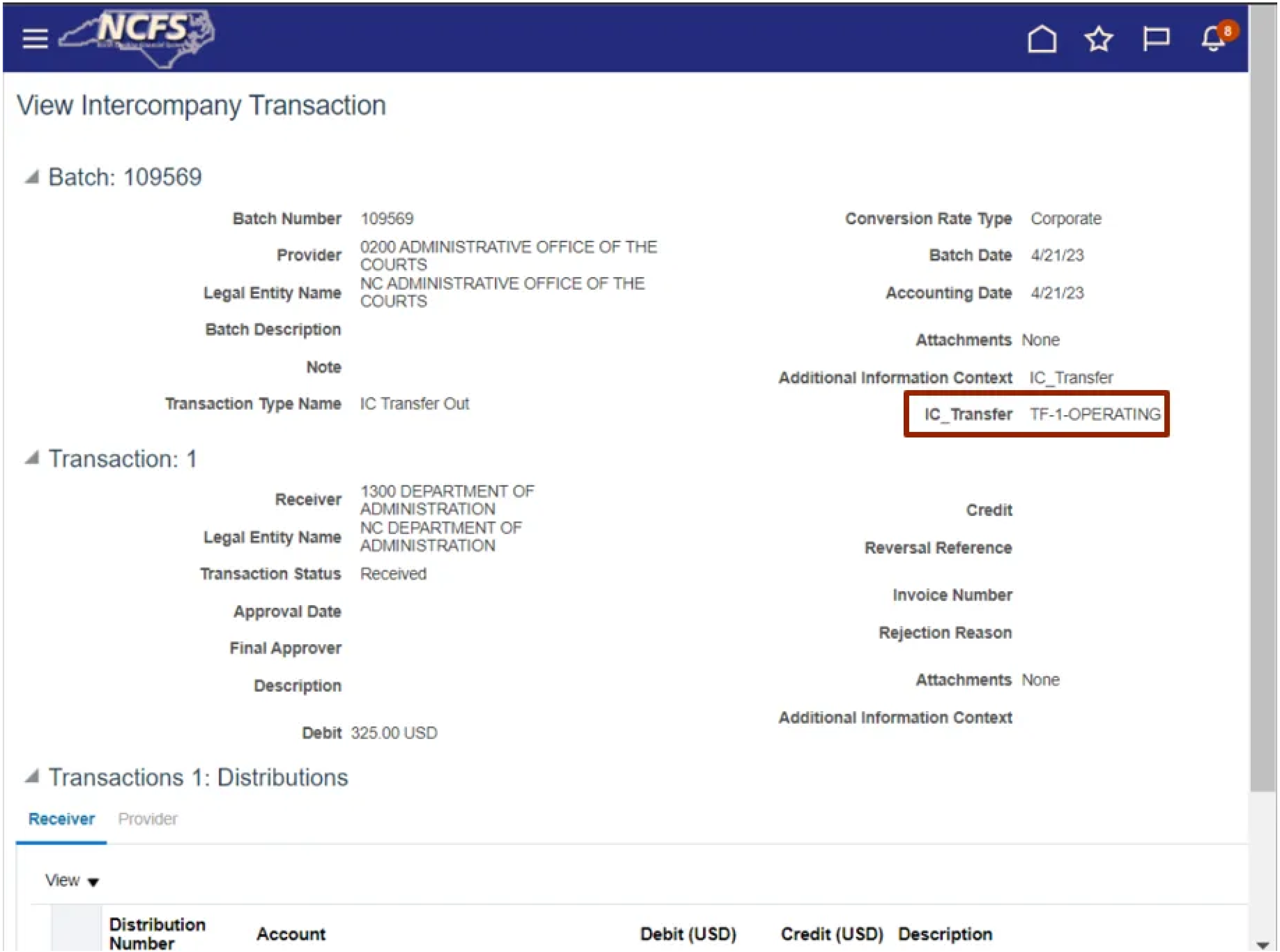
From	GL Intercompany Entry 0200
Transaction	1
Accounting Date	4/21/23
Batch	109569, 4/21/23

Provider Lines

0200-100050-59012000-0000000-0000000-0000-0000000000-000000-0000-000000-00000 =====#####=====	DR 325.00
0200-100050-11120000-0000000-0000000-0000-0000000000-040401-0000-000000-00000 =====#####===== Intercompany balancing line.	CR 325.00
Transaction Total	DR **325.00**

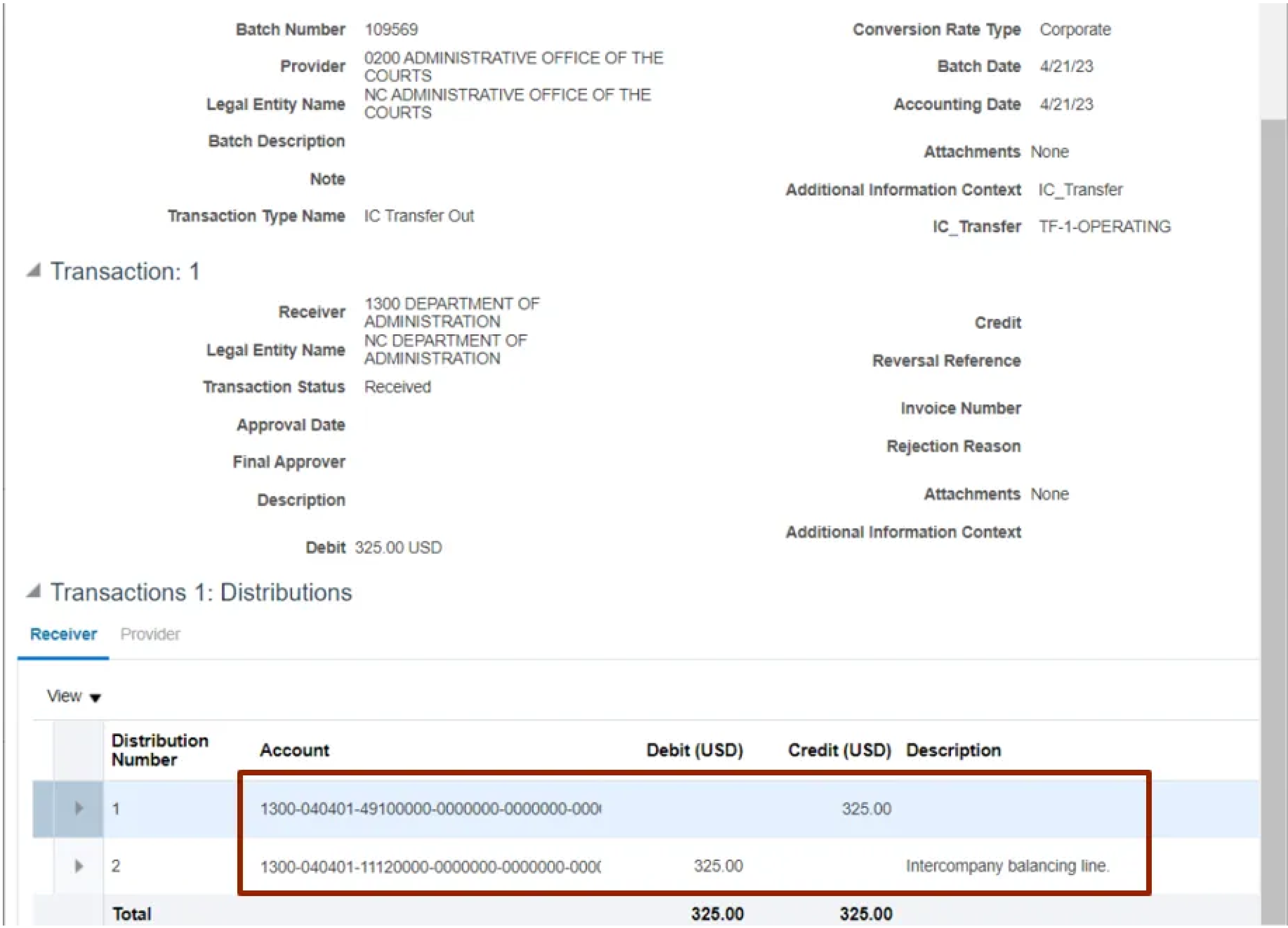
Step 5. View **Intercompany Transaction** page opens. Validate the **IC Transfer** value.

Image


NCFS
8
View Intercompany Transaction
Batch: 109569
Batch Number 109569
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 4/21/23
Accounting Date 4/21/23
Attachments None
Additional Information Context IC_Transfer
IC_Transfer TF-1-OPERATING
Transaction: 1
Receiver 1300 DEPARTMENT OF ADMINISTRATION
Legal Entity Name NC DEPARTMENT OF ADMINISTRATION
Transaction Status Received
Approval Date
Final Approver
Description
Debit 325.00 USD
Credit
Reversal Reference
Invoice Number
Rejection Reason
Attachments None
Additional Information Context
Transactions 1: Distributions
Receiver
Provider
View
Distribution Number
Account
Debit (USD)
Credit (USD)
Description

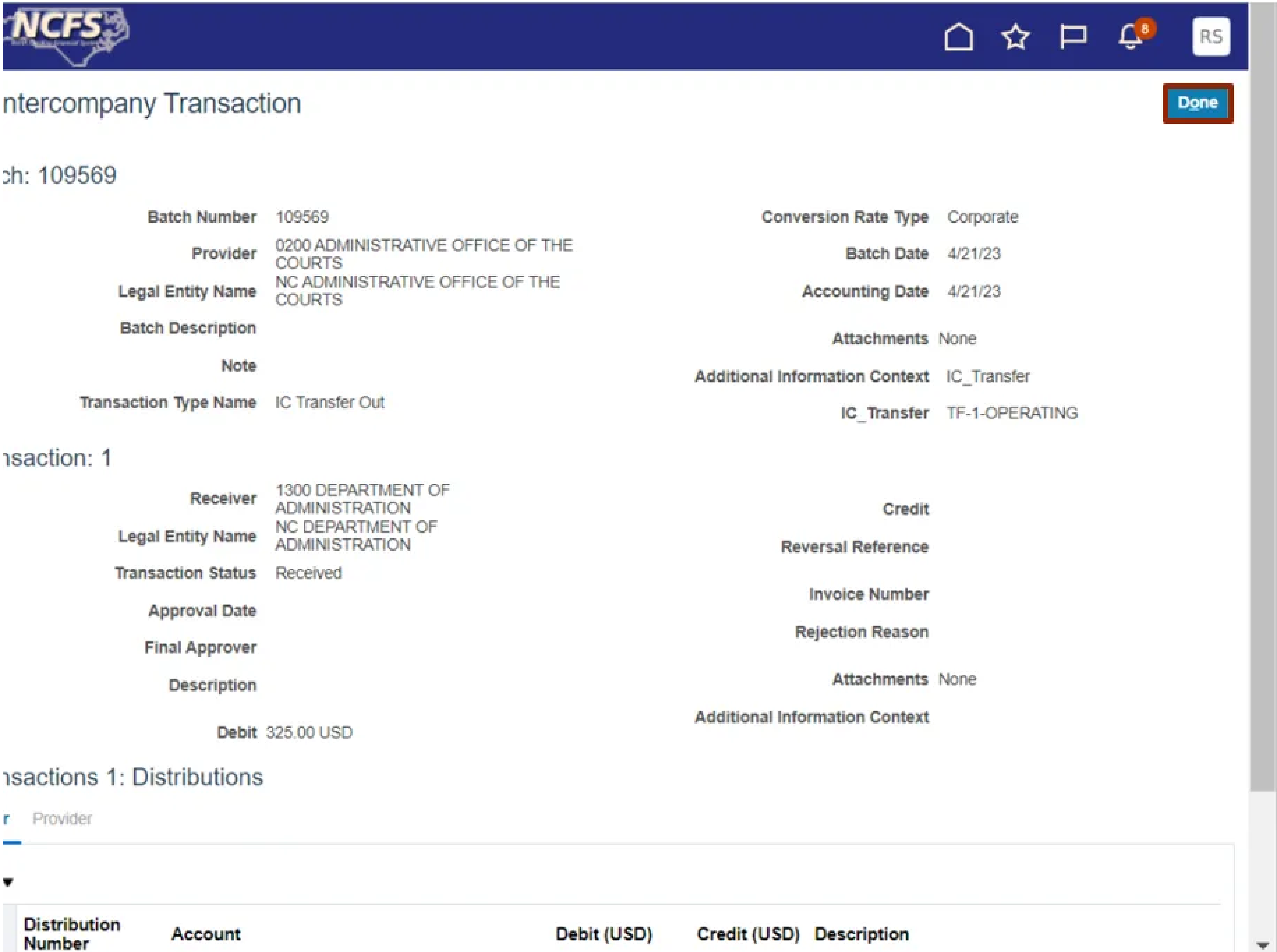
Step 6. On the same page, scroll down to review the **Account** and **Amount** details.

Image


Batch Number 109569
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 4/21/23
Accounting Date 4/21/23
Attachments None
Additional Information Context IC_Transfer
IC_Transfer TF-1-OPERATING
Transaction: 1
Receiver 1300 DEPARTMENT OF ADMINISTRATION
Legal Entity Name NC DEPARTMENT OF ADMINISTRATION
Transaction Status Received
Approval Date
Final Approver
Description
Debit 325.00 USD
Credit
Reversal Reference
Invoice Number
Rejection Reason
Attachments None
Additional Information Context
Transactions 1: Distributions
Receiver
Provider
View
Distribution Number
Account
Debit (USD)
Credit (USD)
Description
1
1300-040401-49100000-0000000-0000000-000
325.00
2
1300-040401-11120000-0000000-0000000-000
325.00
Intercompany balancing line.
Total
325.00
325.00

Step 7. Scroll back to the top of the page and click the **Done** button.

Image


NCFS
RS
ntercompany Transaction
Done
:h: 109569
Batch Number 109569
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 4/21/23
Accounting Date 4/21/23
Attachments None
Additional Information Context IC_Transfer
IC_Transfer TF-1-OPERATING
ısaction: 1
Receiver 1300 DEPARTMENT OF ADMINISTRATION
Legal Entity Name NC DEPARTMENT OF ADMINISTRATION
Transaction Status Received
Approval Date
Final Approver
Description
Debit 325.00 USD
Credit
Reversal Reference
Invoice Number
Rejection Reason
Attachments None
Additional Information Context
ısactions 1: Distributions
r
Provider
Distribution Number
Account
Debit (USD)
Credit (USD)
Description

Step 8. Click the **Approve** or **Reject** button.

Image

Inbound Batch Approval 109569 for Transaction 1 from 0... View Transaction View Approvals Approve Reject Claim

Intercompany Transaction Approval

325.00 USD

IC Transfer Out

Receiver: 1300 DEPARTMENT OF ADMINISTRATION, NC DEPARTMENT OF ADMINISTRATION

Provider: 0200 ADMINISTRATIVE OFFICE OF THE COURTS, NC ADMINISTRATIVE OFFICE OF THE COURTS

Transaction Details

From	GL Intercompany Entry 0200
Transaction	1
Accounting Date	4/21/23
Batch	109569, 4/21/23

Provider Lines

0200-100050-59012000-0000000-0000000-0000-0000000000-000000-0000-000000-00000 =====#####=====	DR 325.00
0200-100050-11120000-0000000-0000000-0000-0000000000-040401-0000-000000-00000 =====#####===== Intercompany balancing line.	CR 325.00

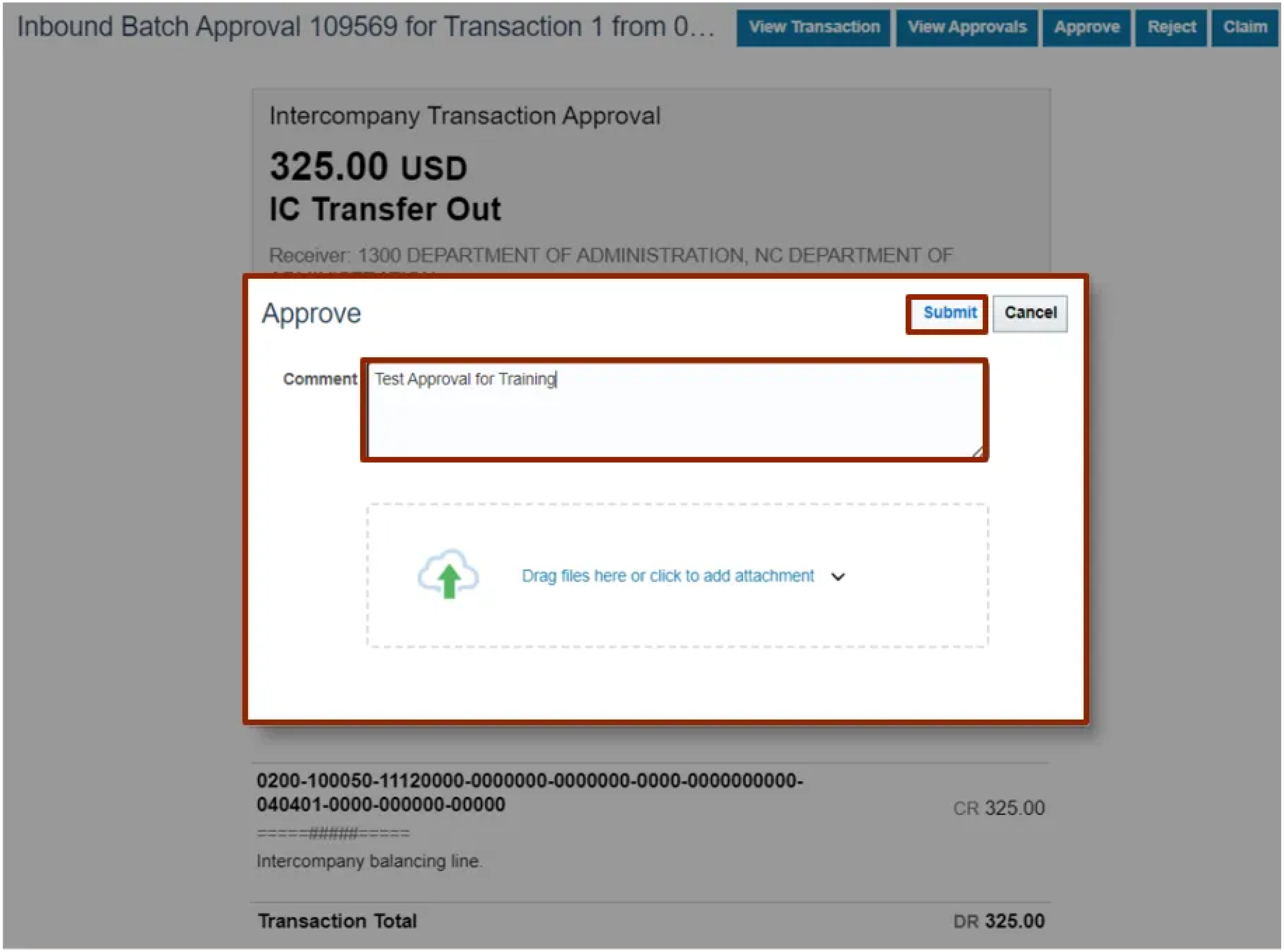
Please Note: This is an optional step and follows only when a Transaction is approved.

Step 9. *Approve* pop-up appears. Enter a **Comment** as to reason for approval.

In this example, we choose **Test Approval for Training**. User can also add attachments if required.

Step 10. Click the **Submit** button.

Image



Inbound Batch Approval 109569 for Transaction 1 from 0...
View Transaction
View Approvals
Approve
Reject
Claim
Intercompany Transaction Approval
325.00 USD
IC Transfer Out
Receiver: 1300 DEPARTMENT OF ADMINISTRATION, NC DEPARTMENT OF
Approve
Submit
Cancel
Comment
Test Approval for Training
Drag files here or click to add attachment
0200-100050-11120000-0000000-0000000-0000-0000000000-040401-0000-000000-00000
CR 325.00
=====#####=====
Intercompany balancing line.
Transaction Total
DR 325.00

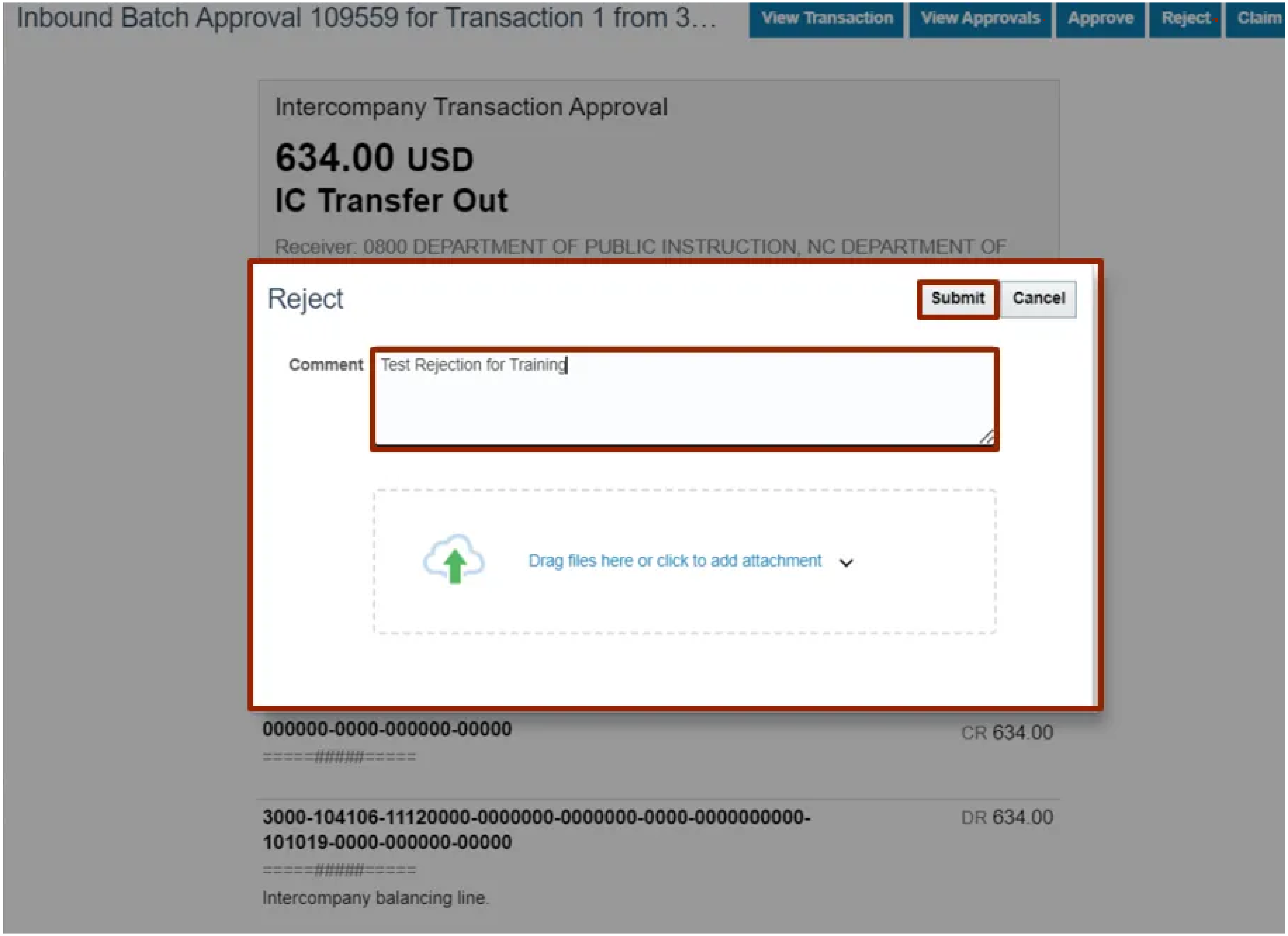
Please Note: This is an optional step and follows only when a Transaction is rejected.

Step 11. *Reject* pop-up appears. Enter a **Comment** as to why rejected.

In this example, we choose **Test Rejection for Training**. User can also add attachments if required.

Step 12. Click the **Submit** button.

Image


Inbound Batch Approval 109559 for Transaction 1 from 3...
View Transaction
View Approvals
Approve
Reject
Claim
Intercompany Transaction Approval
634.00 USD
IC Transfer Out
Receiver: 0800 DEPARTMENT OF PUBLIC INSTRUCTION, NC DEPARTMENT OF
Reject
Submit
Cancel
Comment
Test Rejection for Training
Drag files here or click to add attachment
000000-0000-000000-00000
CR 634.00
=====#####=====
3000-104106-11120000-0000000-0000000-0000-0000000000-101019-0000-000000-00000
DR 634.00
=====#####=====
Intercompany balancing line.

Wrap-Up

Receiver Agency can approve or reject a transfer request by following the steps explained above of the approval process in NCFS.

Additional Resources

- Web Based Trainings (WBT)
  - IC101: Intercompany Transfer Approval

First Published

Tue, 07/25/2023

Last Updated

Tue, 08/19/2025

View PDF