

CM-28 Creating Withdrawals in NCFS

Purpose

The purpose of this Quick Reference Guide (**QRG**) provides North Carolina Financial System (**NCFS**) users step-by-step instructions on how to create a withdrawal in NCFS.

Introduction and Overview

A withdrawal occurs when a user wants to remove/edit either a journal entry or an intercompany transfer entry. A withdrawal must take place before a transaction has been approved. If the desired transaction has already been posted, a user must create a reverse entry to remove this transaction. For Intercompany Transfers, the transaction and batch status are listed as “New” after a withdrawal takes place. For Journal Entries, the transaction goes from “Complete” status to “Incomplete” status.

Key Terms

Key Terms & Acronyms	Description
Withdrawal	A withdrawal is when a user wants to remove a transaction that has not been approved.
Journal Entries	Journal entries are a tool to record financial transactions to the system's general ledger. Journal creation, posting, and editing work together in the recording process to produce accurate financial records.

Key Terms & Acronyms

Description

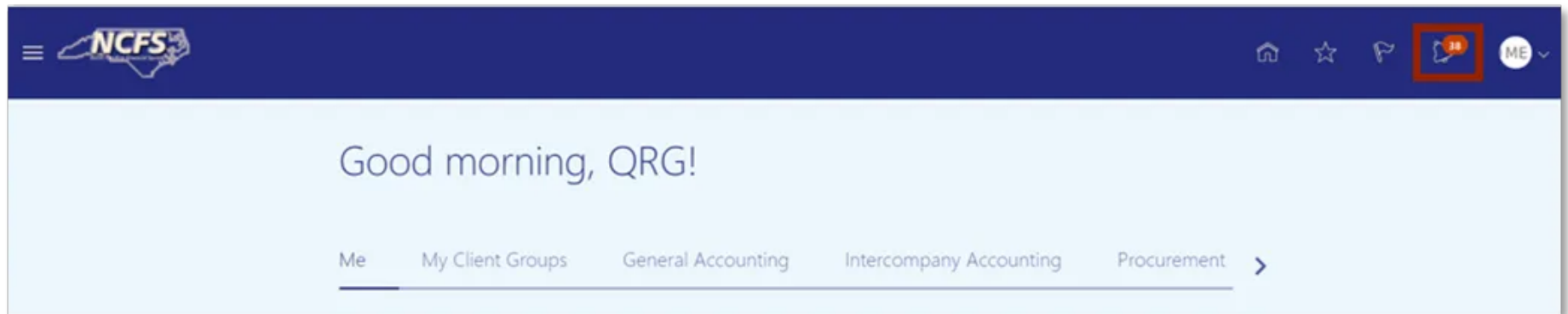
Intercompany Transaction Intercompany transactions are cash transfers occurring between two or more budget funds, either within the same organization or between two organizations.

Creating a Withdrawal

To create a withdrawal, please follow the steps below. There are 3 steps to complete this process.

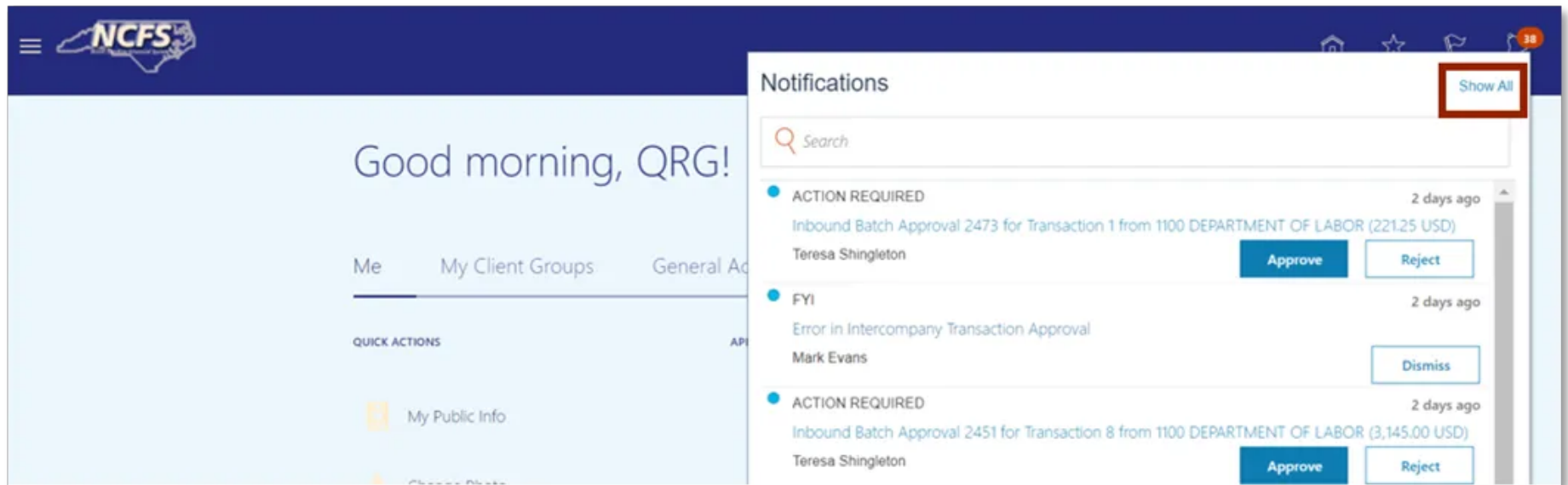
Step 1. Access the **Home** page and click the **Bell Notification** icon.

Image



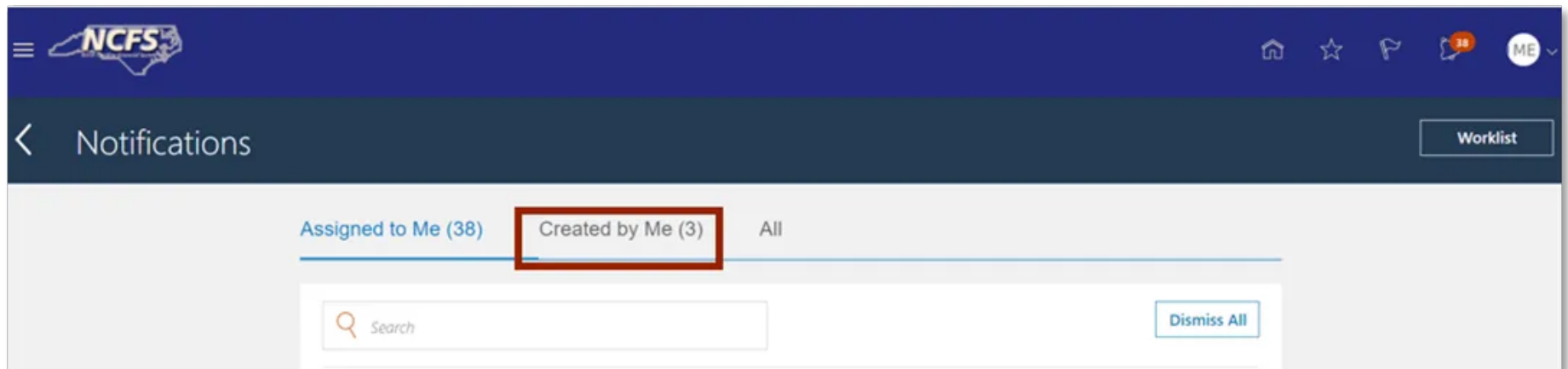
Step 2. Click **Show All**.

Image



Step 3. Click **Created by Me**.

Image

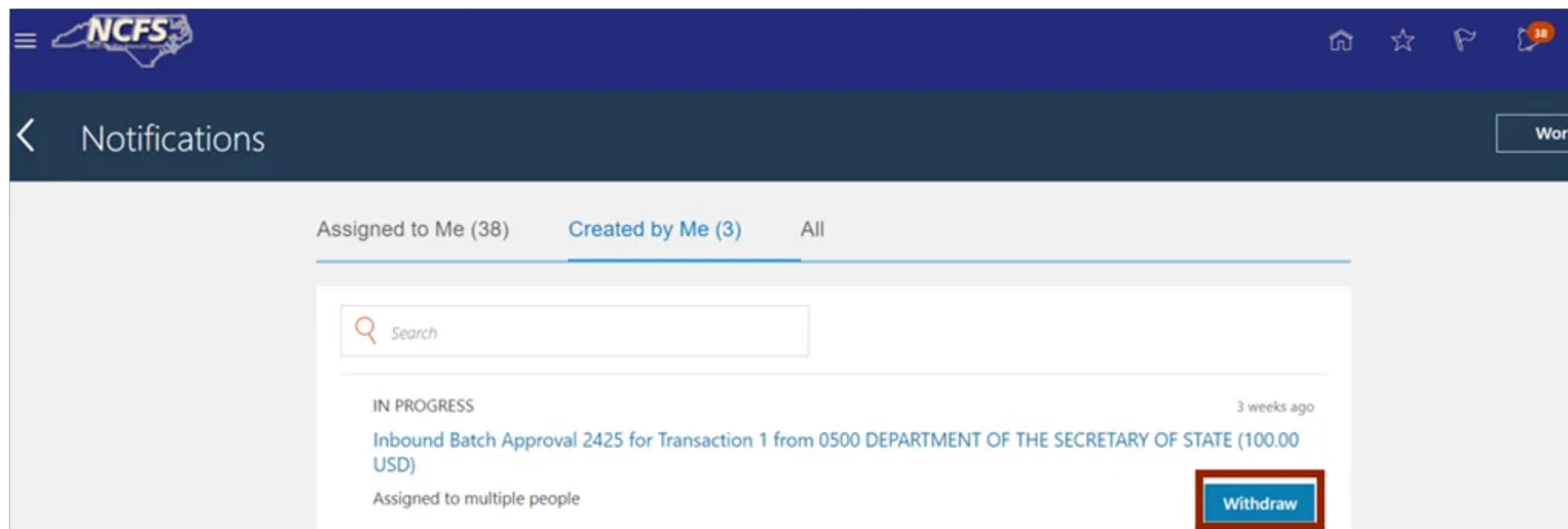


Withdrawing an Intercompany Transfer

To withdraw an intercompany transfer, follow the steps below. There are 6 steps to complete this process.

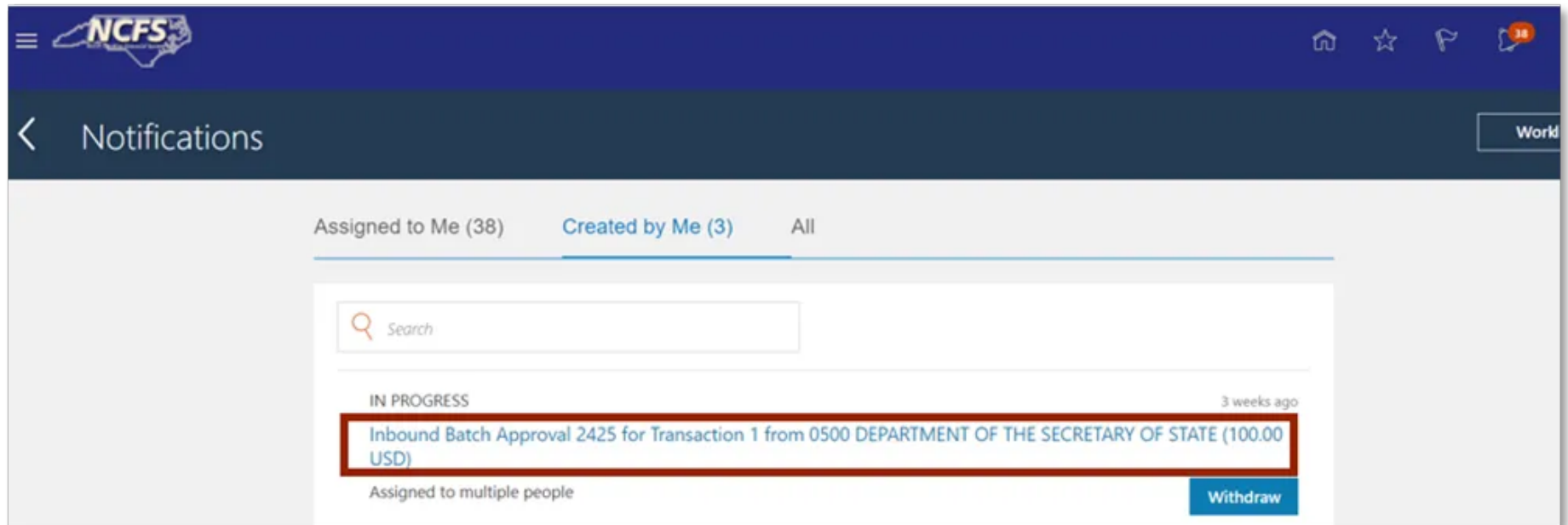
Step 1. Identify the transaction to withdraw, then click **Withdraw**.

Image



Step 2. Click the **Transaction Hyperlink** to confirm the withdrawal.

Image



User Tip

The Transaction must be in the **In Progress** status in order to create a withdrawal.

Step 3. Click **View Approvals**.

Image

Inbound Batch Approval 2425 for Transaction 1 from 0500 DEPARTMENT OF THE SECRETA...

[View Transaction](#)

[View Approvals](#)

Intercompany Transaction Approval

100.00 USD

IC Transfer Out

Receiver: 1400 OFFICE OF THE STATE CONTROLLER, OFFICE OF THE STATE CONTROLLER

Provider: 0500 DEPARTMENT OF THE SECRETARY OF STATE, SECRETARY OF STATE

Transaction Details

From Mark Evans

Transaction 1

Accounting Date 2/25/21

Batch 2425, 2/25/21

Step 4. Confirm the transaction was withdrawn and click **OK**.

Image

100.00 USD IC Transfer Out

Receiver: 1400 OFFICE OF THE STATE CONTROLLER, OFFICE OF THE STATE CONTROLLER

Prov
STAT

Approvals

OK

Trans



Withdrawn by QRG

3/19/21 3:16 PM



Submitted by QRG

2/23/21 3:44 PM

Batch 2425, 2/25/21

Step 5. Click **View Transaction**.

Image

Inbound Batch Approval 2425 for Transaction 1 from 0500 DEPARTMENT OF THE SECRETARY OF STATE...

[View Transaction](#)

[View Approvals](#)

Intercompany Transaction Approval

100.00 USD

IC Transfer Out

Receiver: 1400 OFFICE OF THE STATE CONTROLLER, OFFICE OF THE STATE CONTROLLER

Provider: 0500 DEPARTMENT OF THE SECRETARY OF STATE, SECRETARY OF STATE

Transaction Details

From Mark Evans

Transaction 1

Accounting Date 2/25/21

Batch 2425, 2/25/21

Step 6. Confirm the **Transaction Status** is **Received**.

Image





View Intercompany Transaction

Batch: 2425

Batch Number	2424	Conversion Rate Type	Corporate
Provider	0500 DEPARTMENT OF THE SECRETARY OF STATE, SECRETARY OF STATE	Batch Date	2/25/21
Legal Entity Name	DEPARTMENT OF ADMINISTRATION	Accounting Date	2/25/21
Batch Description		Attachments	None
Note		Additional Information Context	IC_Transfer
Transaction Type Name	IC Transfer Out	IC_Transfer	TF-4-E-PAYMENT

Transaction: 1

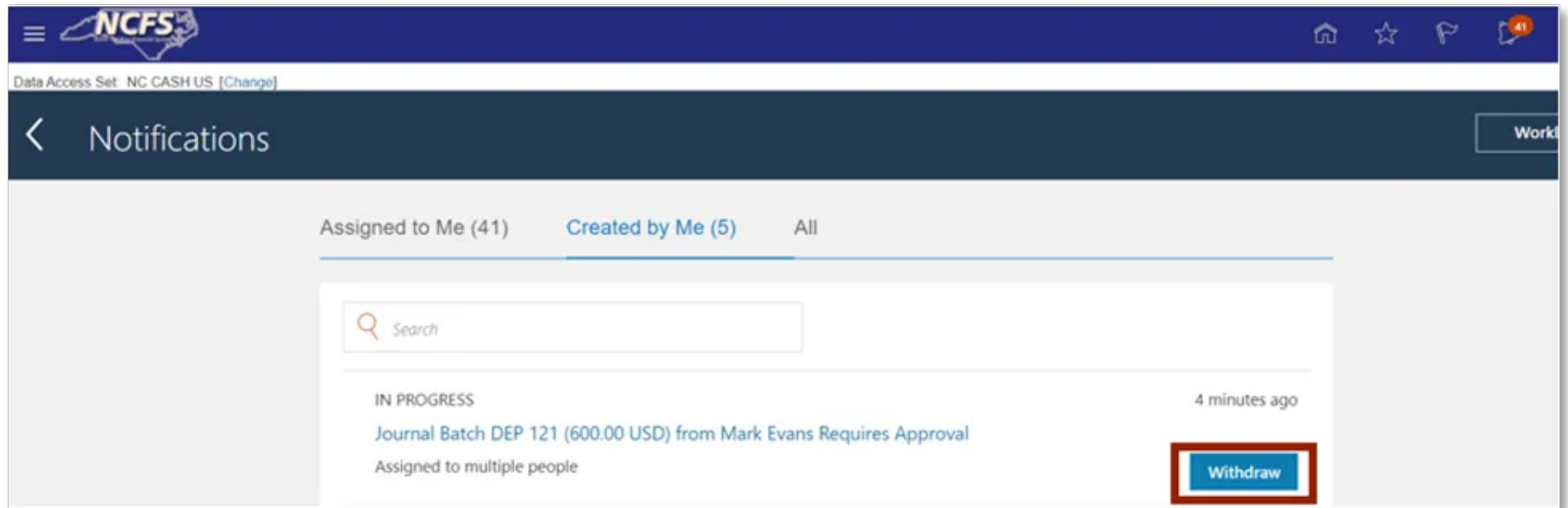
Receiver	1400 OFFICE OF THE STATE CONTROLLER	Credit	100.00 USD
Legal Entity Name	OFFICE OF THE STATE CONTROLLER	Reversal Reference	
Transaction Status	Received	Invoice Number	
Approval Date		Rejection Reason	
Final Approver		Attachments	None
Description	IC Transfer	Additional Information Context	
Debit			

Withdrawing a Journal Entry

To withdraw a journal entry, follow the steps below. There are 5 steps to complete this process.

Step 1. Click **Withdraw**.

Image



Step 2. Click **View Approvals** to confirm the withdrawal.

Image

Journal Batch DEP 121 (600.00 USD) from Mark Evans Requires Approval

[View Journal](#)[View Approvals](#)

Journal Batch Approval

600.00 USD

DEP 121

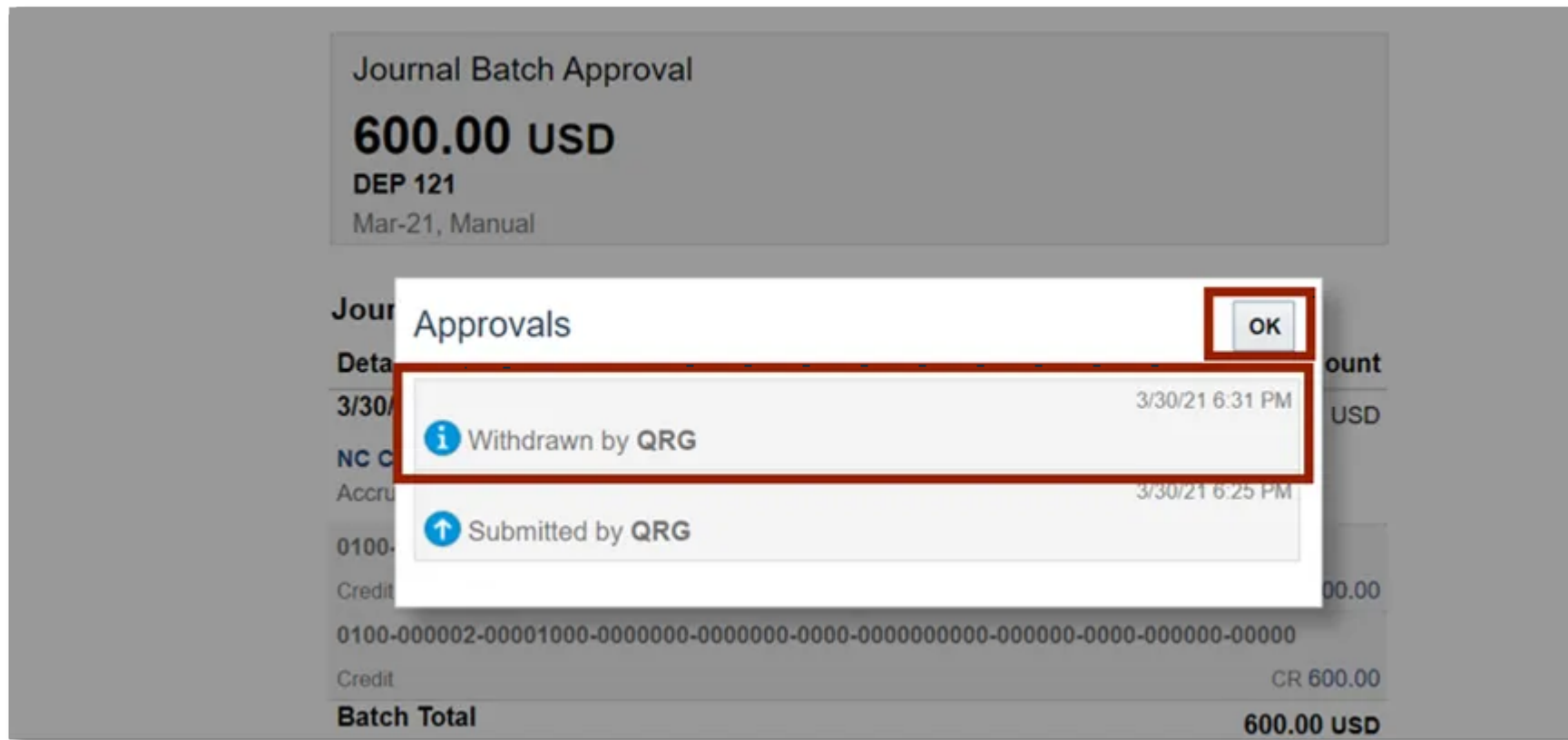
Mar-21, Manual

Journals

Details	Amount
3/30/21, Manual 54001 30-MAR-2021 18:24:07	600.00 USD
NC CASH US	
Accrual	
0100-000002-00001000-00000000-00000000-0000-000000000000-00000000-00000000-000000	
Credit	DR 600.00
0100-000002-00001000-00000000-00000000-0000-000000000000-00000000-00000000-000000	
Credit	CR 600.00
Batch Total	600.00 USD

Step 3. Confirm the transaction was withdrawn, then click **OK**.

Image



Step 4. Click **View Journal**.

Image

Journal Batch DEP 121 (600.00 USD) from Mark Evans Requires Approval

[View Journal](#)[View Approvals](#)

Journal Batch Approval

600.00 USD

DEP 121

Mar-21, Manual

Journals

Details	Amount
3/30/21, Manual 54001 30-MAR-2021 18:24:07	600.00 USD
NC CASH US	
Accrual	
0100-000002-00001000-00000000-00000000-0000-000000000000-00000000-00000000-000000	
Credit	DR 600.00
0100-000002-00001000-00000000-00000000-0000-000000000000-00000000-00000000-000000	
Credit	CR 600.00
Batch Total	600.00 USD

Step 5. Confirm the **Completion Status** is **Complete**.

Image



Data Access Set: NC CASH US

Edit Journal ?

Save ▼Post ▼

Journal Batch: DEP 121 ?

Show More

Journal Batch

DEP 121

Description

Balance Type

Actual

* Accounting Period

Mar-21

Attachments

None

Source

Manual

Approval Status

In process

Funds Status

Not attempted

Batch Status

Unposted

Completion Status

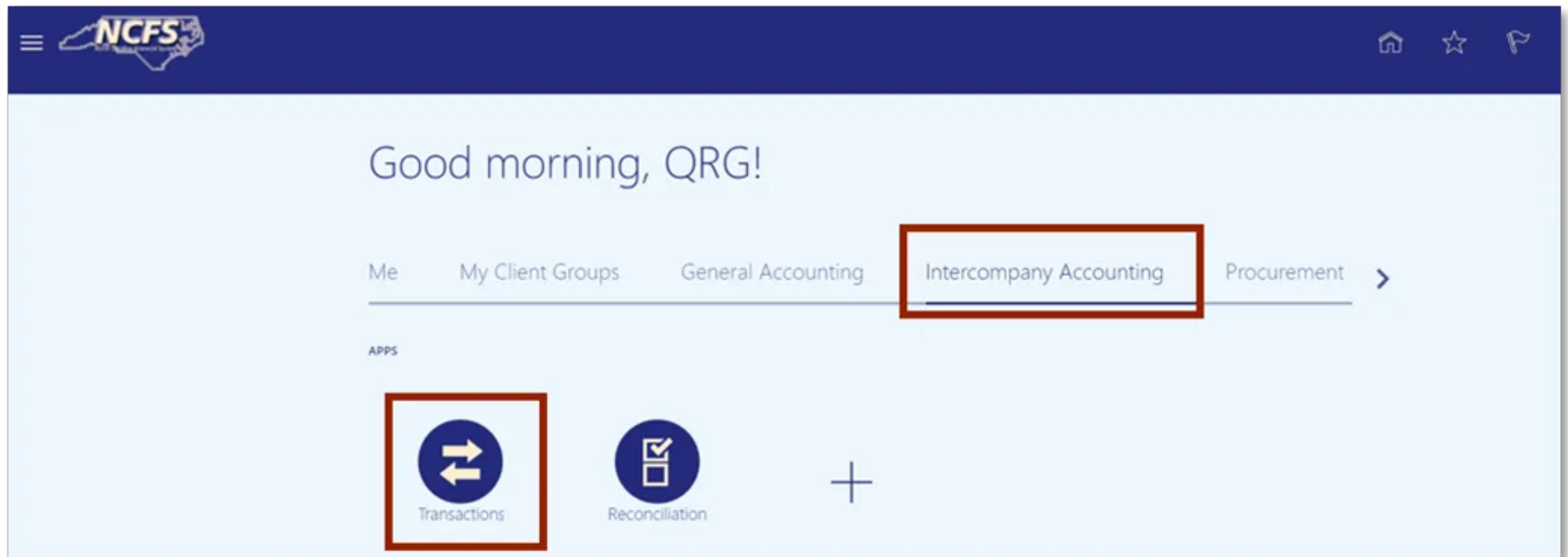
Complete

Validate the Intercompany Transfer

There are 3 steps to complete this process.

Step 1. Access the **Intercompany Accounting Module** and click **Transactions**.

Image



Step 2. Click **New** and identify the **Intercompany Transaction** and click the **Batch Amount Hyperlink**.

Image

NCFS

Overview

Intercompany Transactions

Requiring Attention **New** Import Errors

View     Detach 

Batch Amount	Accounted Amount	Transaction Type Name	Provider	Accounting Period	Batch Date	Batch Status	Batch Number	Description
0.00 USD	0.00 USD	IC Transfer Out	0500 DEPARTMENT ...	Dec-20	12/20/21	New	2379	
100.00 USD	100.00 USD	IC Transfer Out	0500 DEPARTMENT ...	Oct-20	10/19/20	New	2195	
-50.00 USD	0.00 USD	IC Transfer Out	1100 DEPARTMENT ...	Mar-21	3/16/21	New	2455	1100 TS
-9,875.65 USD	0.00 USD	IC Transfer Out	1100 DEPARTMENT ...	Mar-21	3/16/21	New	2456	1100 TS
-221.25 USD	0.00 USD	IC Transfer Out	1100 DEPARTMENT ...	Mar-21	3/16/21	New	2461	1100 TS
100.00 USD	100.00 USD	IC Transfer Out	0500 DEPARTMENT ...	Feb-21	2/25/21	New	2425	

Step 3. Confirm the **Batch Status** is listed as **New**.

Image

NCFS

Edit Intercompany Batch ?

Save

Batch: 2425

Batch Number 2425

* Provider 0500 DEPARTMENT OF THE

* Transaction Type Name IC Transfer Out

* Batch Date 2/25/21

* Accounting Date 2/25/21

Batch Description

Note

Batch Status New

Legal Entity SECRETARY OF STATE

* Currency USD US Dollar

* Conversion Rate Type Corporate

Control Amount

Batch Amount 100.00

Amount Difference

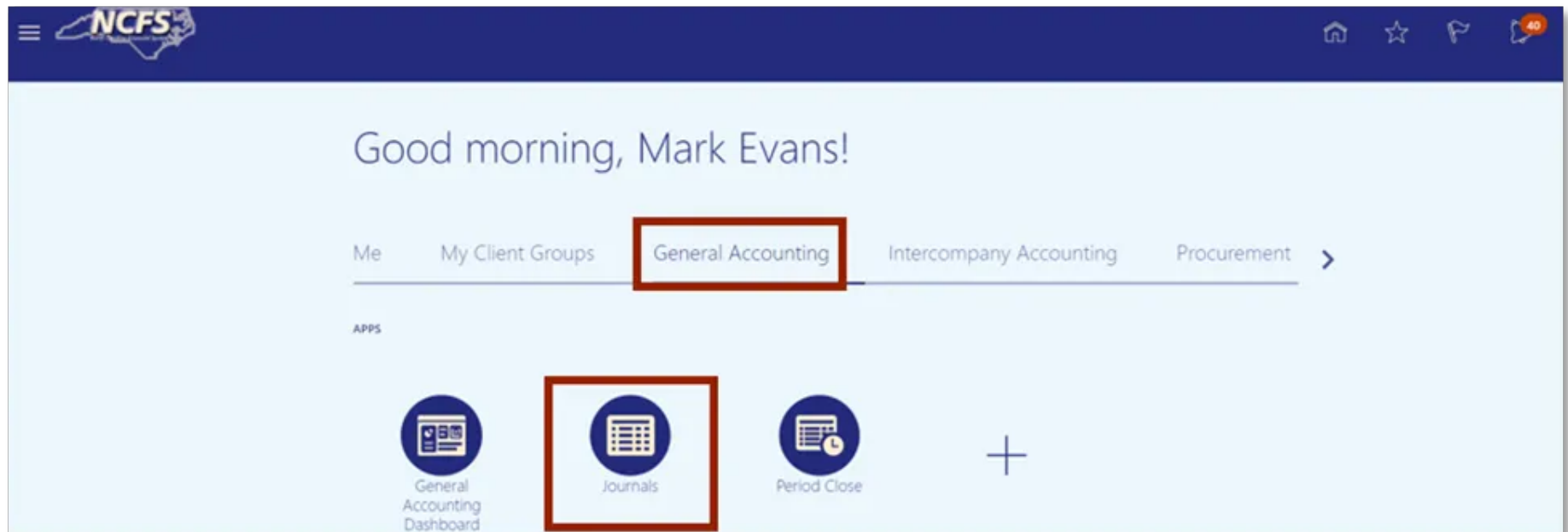
Attachments None

Validate the Journal Entry

There are 3 steps to complete this process.

Step 1. Navigate to the **General Accounting Module** and click **Journals**.

Image



Step 2. Click **Incomplete** and locate the **Journal Batch Name Hyperlink** to view the withdrawal.

Image

NCFS

Data Access Set: NC CASH US [Change]

Journals

Requiring Attention **Incomplete** Import Errors

View Format Freeze Detach Wrap Mark as Complete

Accounted		Source	Journal Batch	Accounting Period
Debit	Credit			
600.00	600.00	Manual	DEP 121	Mar-21
220.00	220.00	AutoCopy	Pay Test - Absolute	Nov-20
123.45	123.45	Manual	AW-GB-TEST01	Nov-20
100.00	100.00	Manual	TestJournalhGuA	Jan-21
100.00	100.00	Manual	TestJournalS5UL	Jan-21

Step 3. Confirm the **Completion Status** is now listed as **Incomplete**.

Image



Data Access Set: NC CASH US

Edit Journal ?

Save Complete

Journal Batch: DEP 121 ? | Show More

Journal Batch

DEP 121

Description

Balance Type

Actual

* Accounting Period

Mar-21

Attachments

None +

Source

Manual

Approval Status

Required

Funds Status

Not attempted

Batch Status

Unposted

Completion Status

Incomplete

Wrap Up

A withdrawal must take place before a transaction (journal entry and intercompany entry) has been approved. If the transaction has been approved and posted the user must reverse the transaction to remove it. In order to create a withdrawal, the transaction must be in “Complete” and “In Process” (Journal Entry) status or “Received” (Intercompany) transaction status.

Additional Resources

- Instructor Led Training (ILT)
 - [IC100c: Transfer Entry and Receiving](#)
 - [GL100c: Journal Entry](#)

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