Summary of changes to the Intercompany transaction process:

- Central Finance is assuming responsibility for the entry of Intercompany transactions in Ignite.
- Requests for Intercompany transactions will be submitted by Business Officer (or their designee) in a Transaction Template to Box.
- Providing Entity will continue to be the responsible party for submitting a request for an Intercompany Transaction.
- Job Aids and Transaction Templates are available in Intercompany Teams channel, or from the Box submission folder.
- Requests submitted by Friday will be processed the following week.
- Following existing Subledger accounting due dates, all requests for a month must be submitted by the 25th.

Recording of presentation:

https://baylor0-my.sharepoint.com/:v:/g/personal/kristin_henry_baylor_edu/ES_CPAloVbLp49kXI33-0YB_iFTUaaST7XMtWK8EJL4-w

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