

Accounting Services- Intercompany

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/](https://baylor0-my.sharepoint.com/:v:/g/personal/kristin_henry_baylor_edu/ES_CPALoVbILp49kXI33-0YB_iFTUaaST7XMtwK8EJL4-w)

[ES_CPALoVbILp49kXI33-0YB_iFTUaaST7XMtwK8EJL4-w](https://baylor0-my.sharepoint.com/:v:/g/personal/kristin_henry_baylor_edu/ES_CPALoVbILp49kXI33-0YB_iFTUaaST7XMtwK8EJL4-w)

*hold ctrl and click to open link [Services-20221014_130056-Meeting Recording.mp4](#)