



# CLASSIFY UNCOLLECTED ACCOUNTS

OTC

## QUICK REFERENCE GUIDE AR-04

### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Classify Uncollected Accounts in the North Carolina Financial System (**NCFS**).

### Introduction and Overview

This QRG covers how to view Uncollected Accounts by using Open Balances in NC AR Aging by Invoices Report in NCFS.



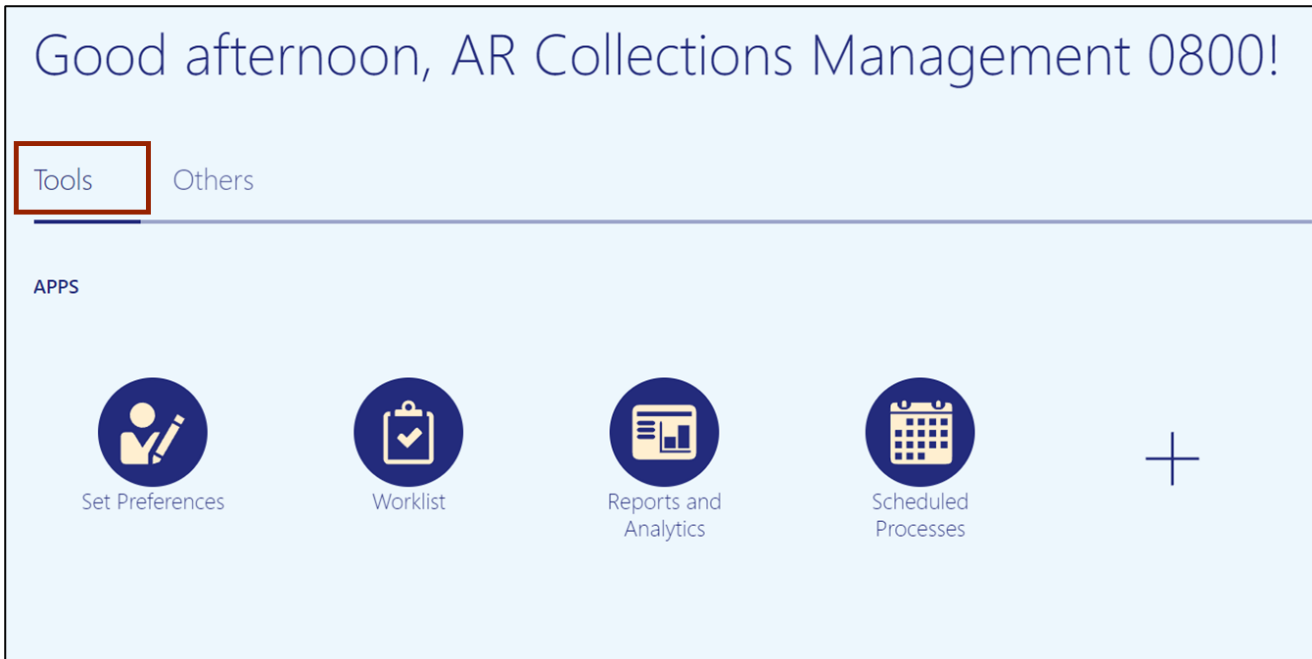
#### User Tip:

View Uncollected Accounts by using open balances in NC AR Aging by Invoices Report, you can view specific transactions and the number of days past due.

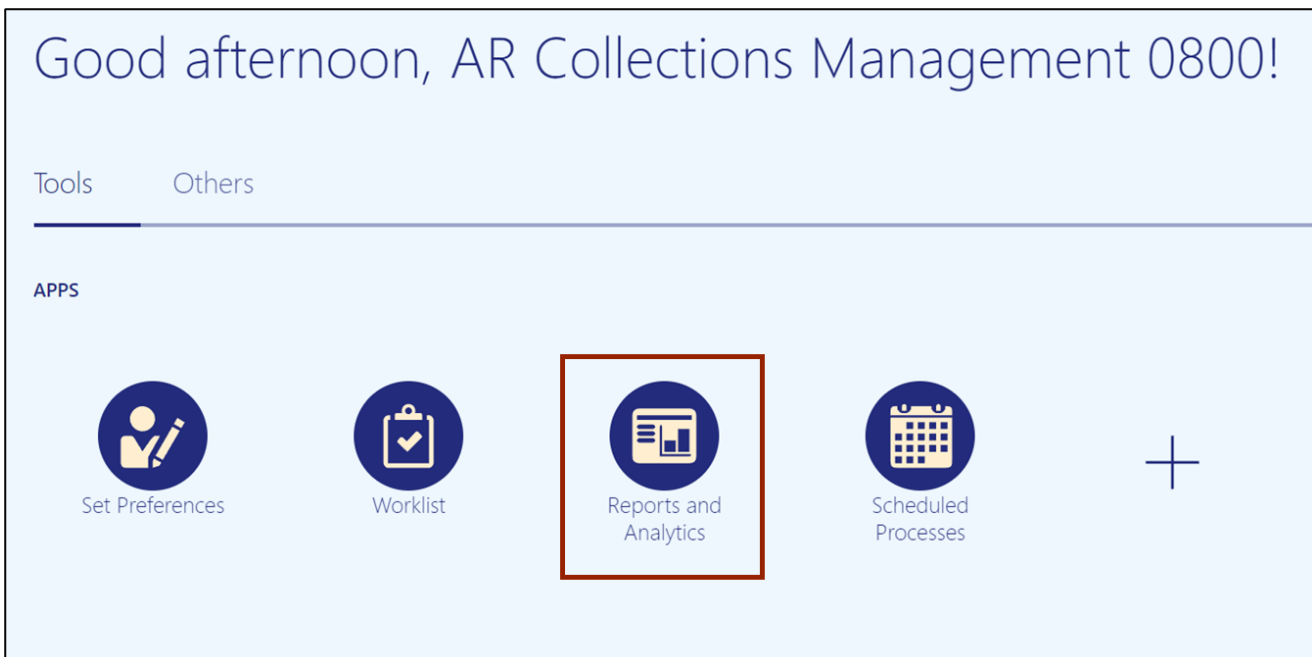
## Classify Uncollected Accounts

To view classify uncollected accounts in NCFS, please follow the steps below:

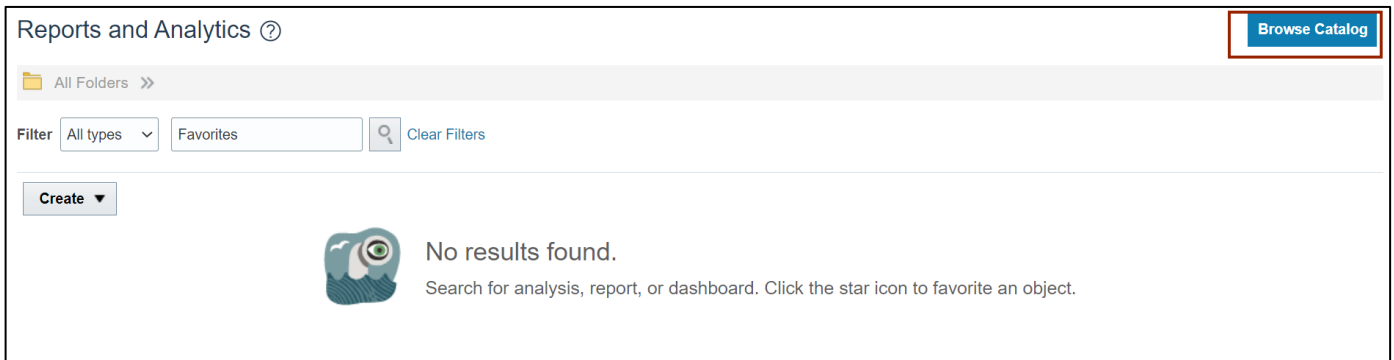
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Tools** tab.



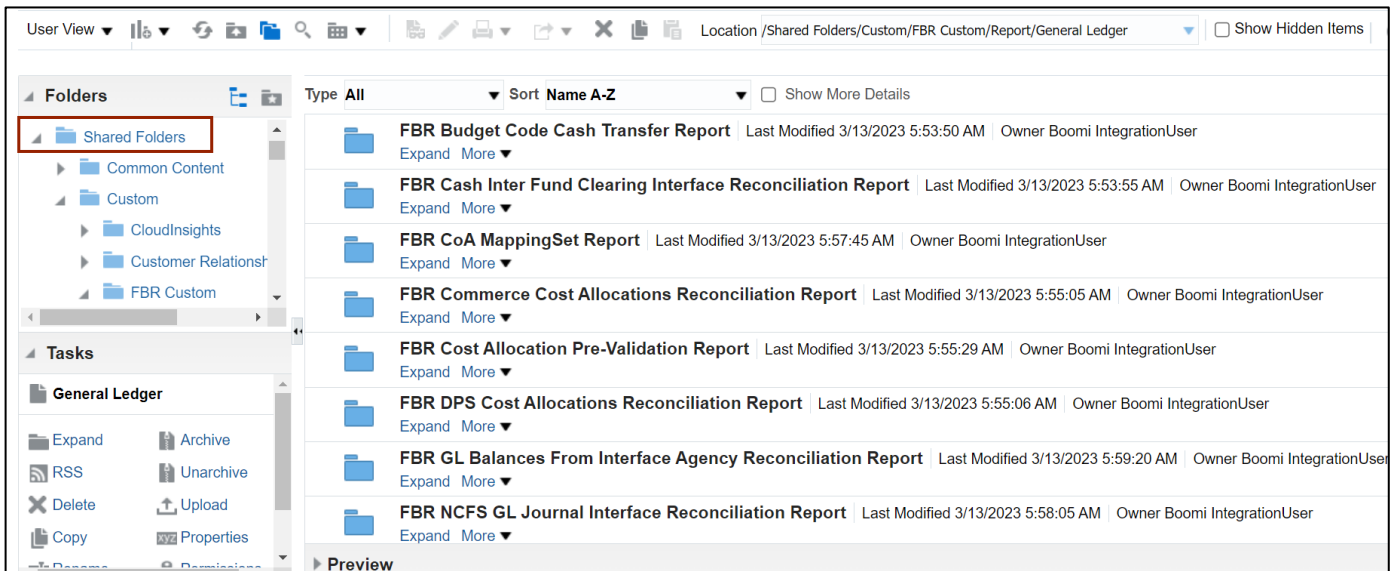
3. Click the **Reports and Analytics** app.



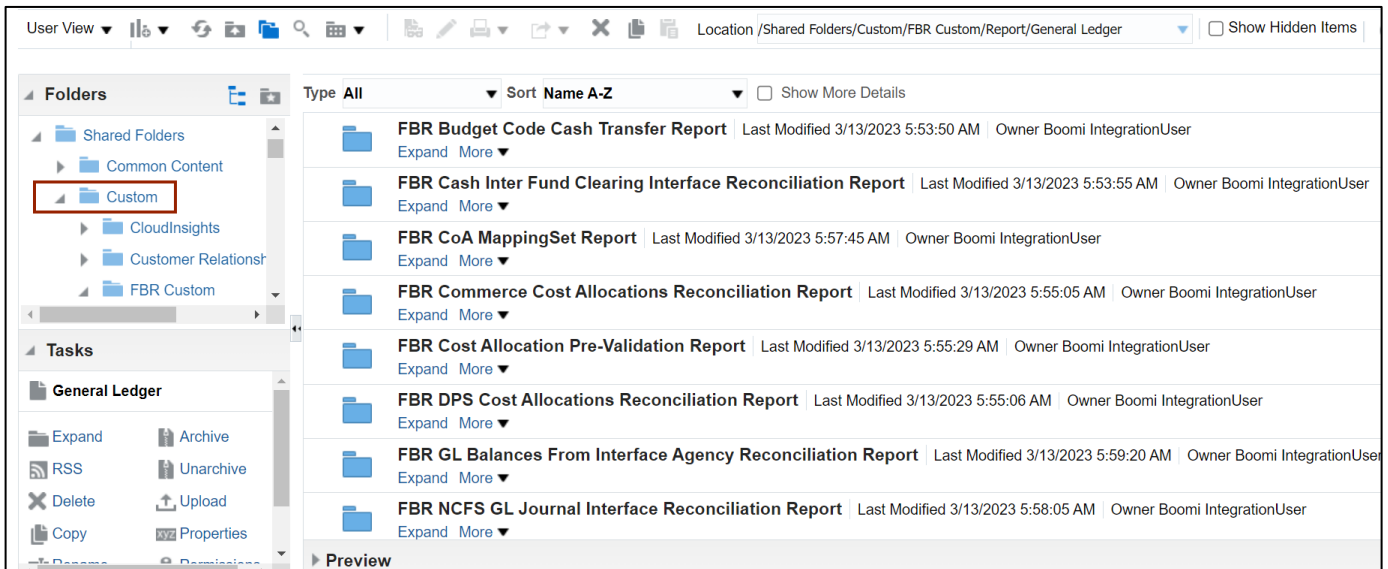
4. On the **Reports and Analytics** page, click the **Browse Catalog** button.



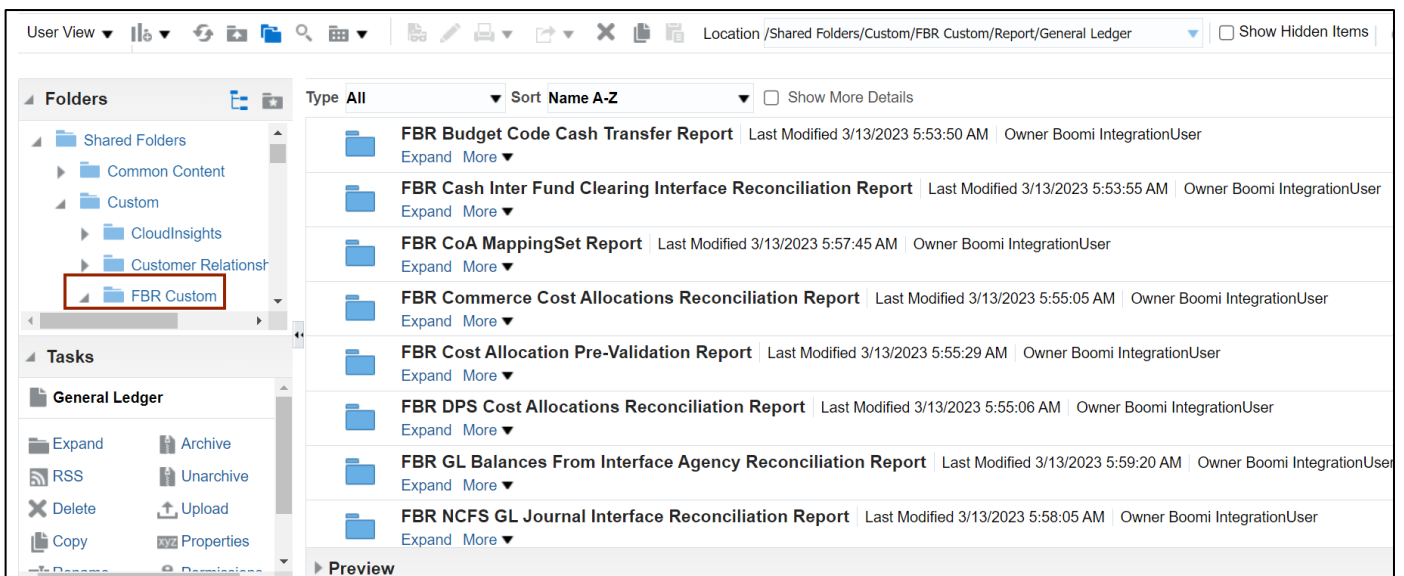
5. Click the **Shared Folders** folder.



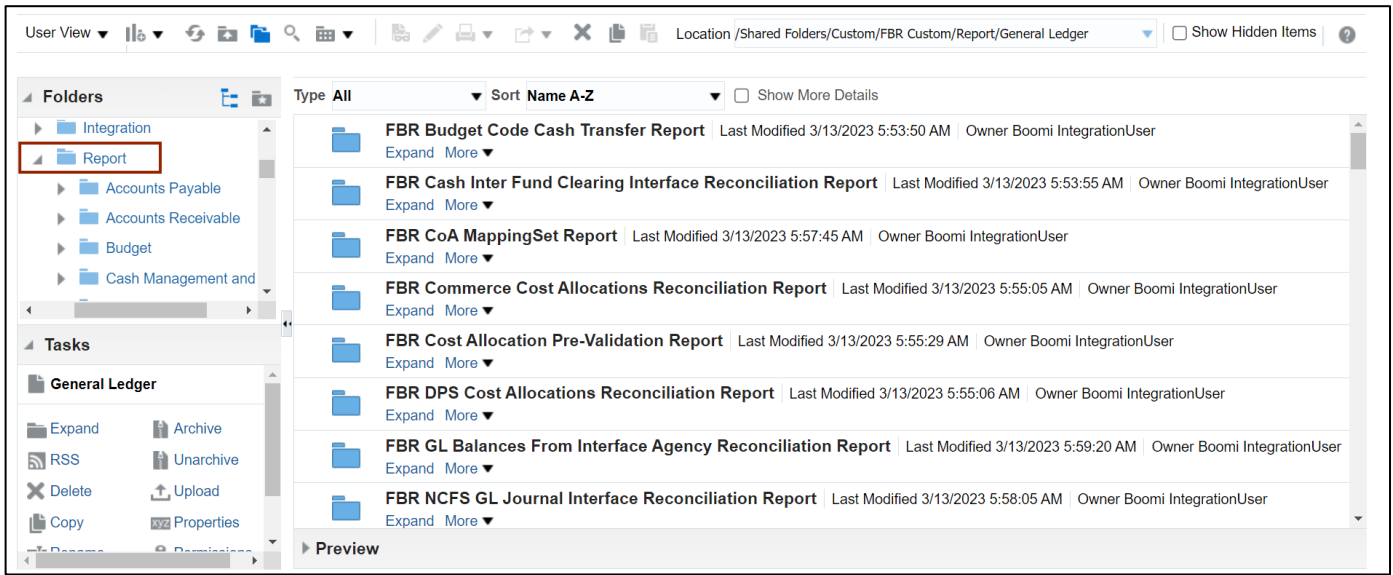
6. Click the **Custom** folder.



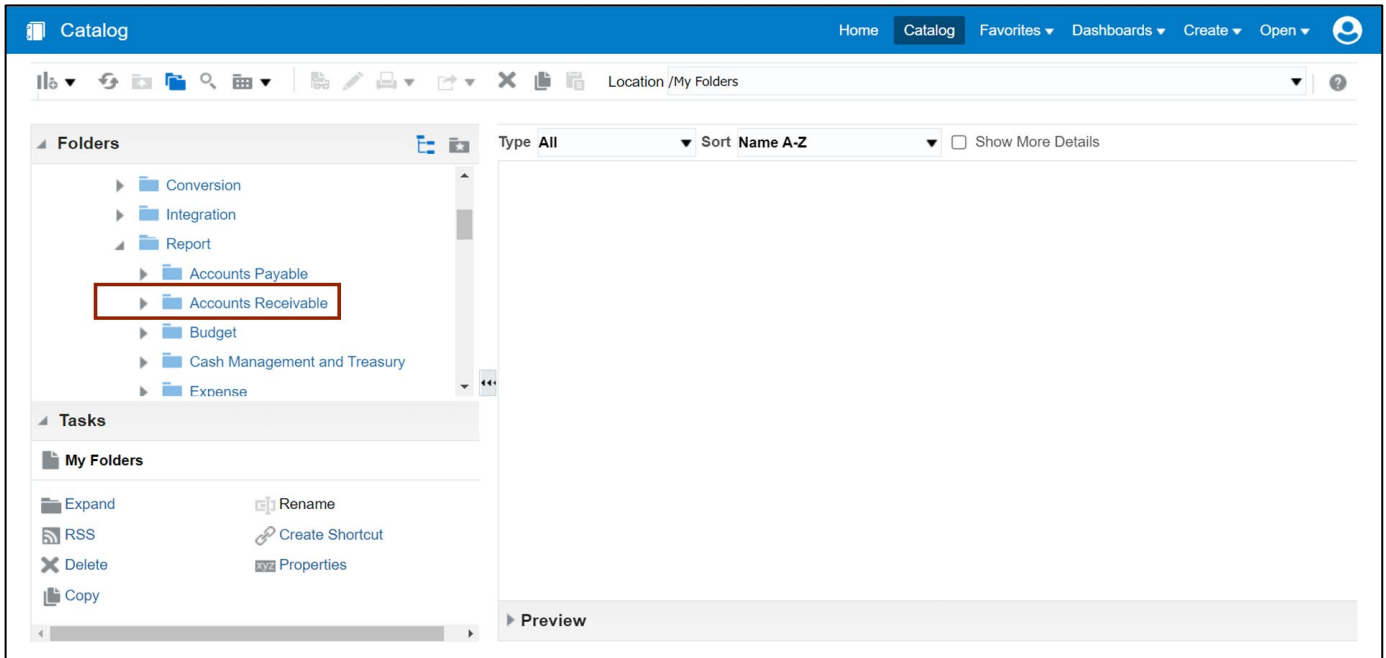
7. Click the **FBR Custom** folder.



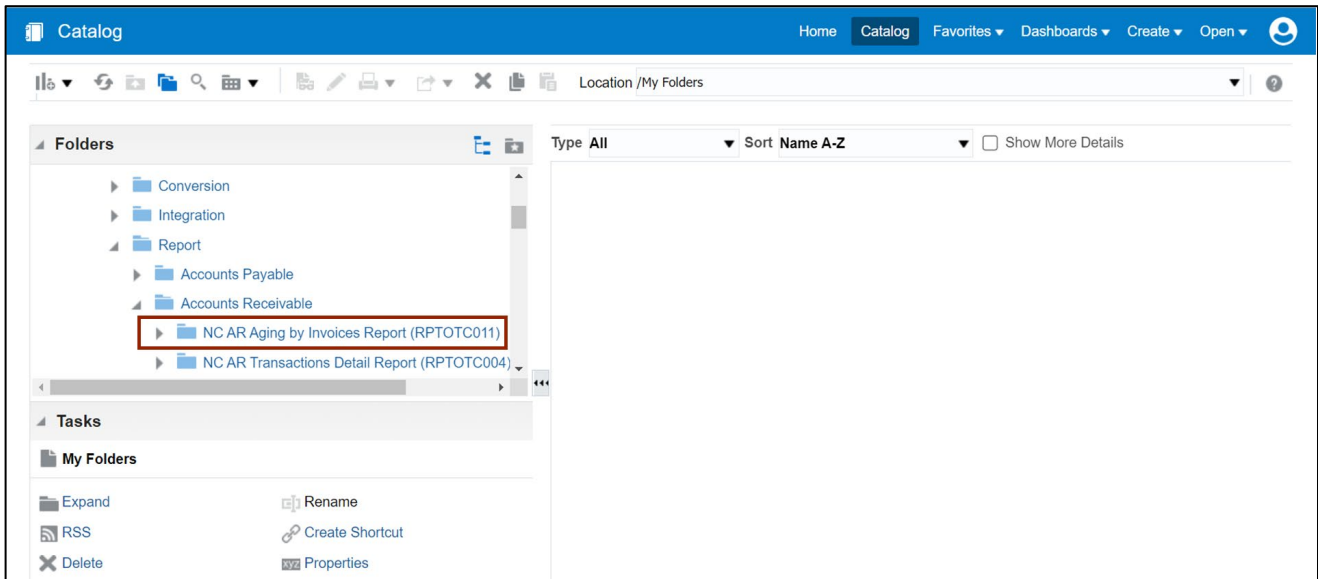
8. On the **Browse Catalog** page, click the **Report** folder.



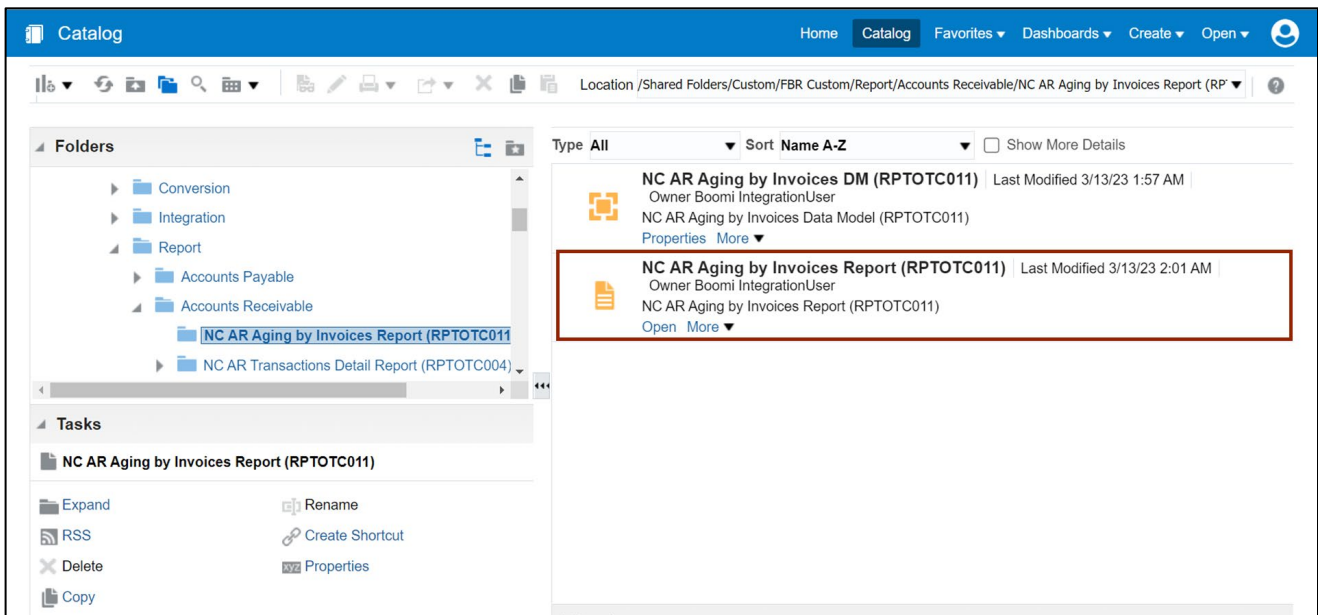
9. Click the **Accounts Receivable** folder.



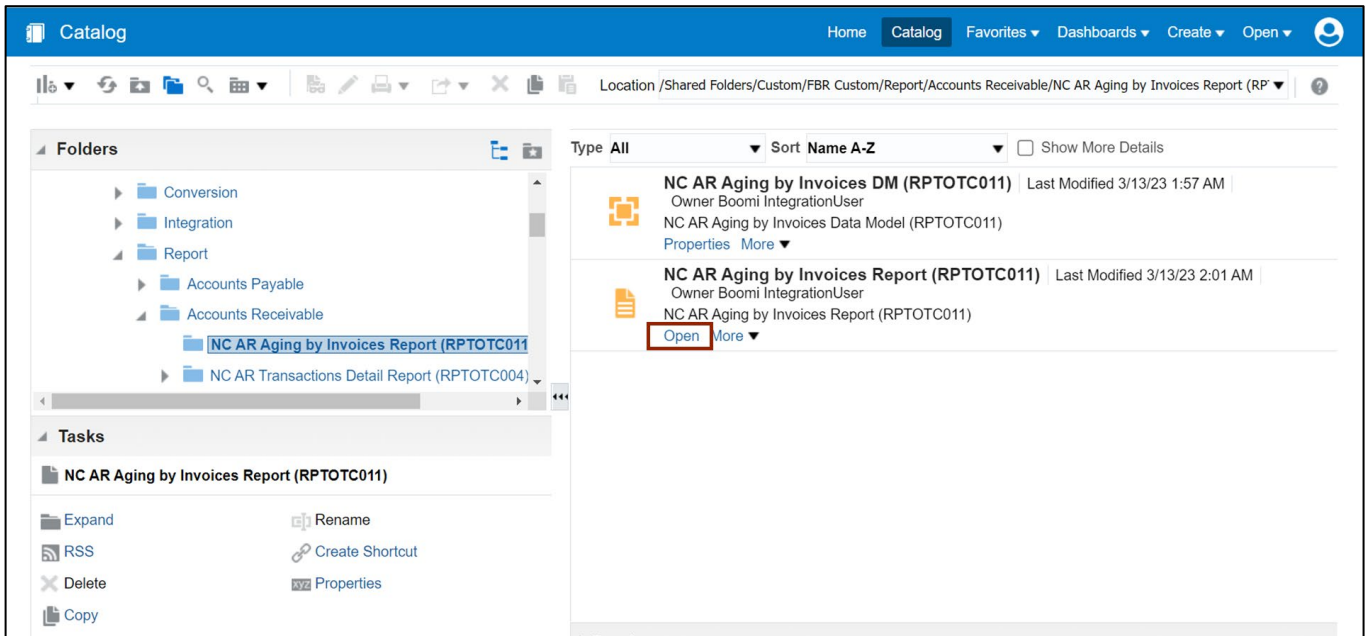
10. Under **Accounts Receivable**, click the **NC AR Aging by Invoice Report (RPTOTC011)**.



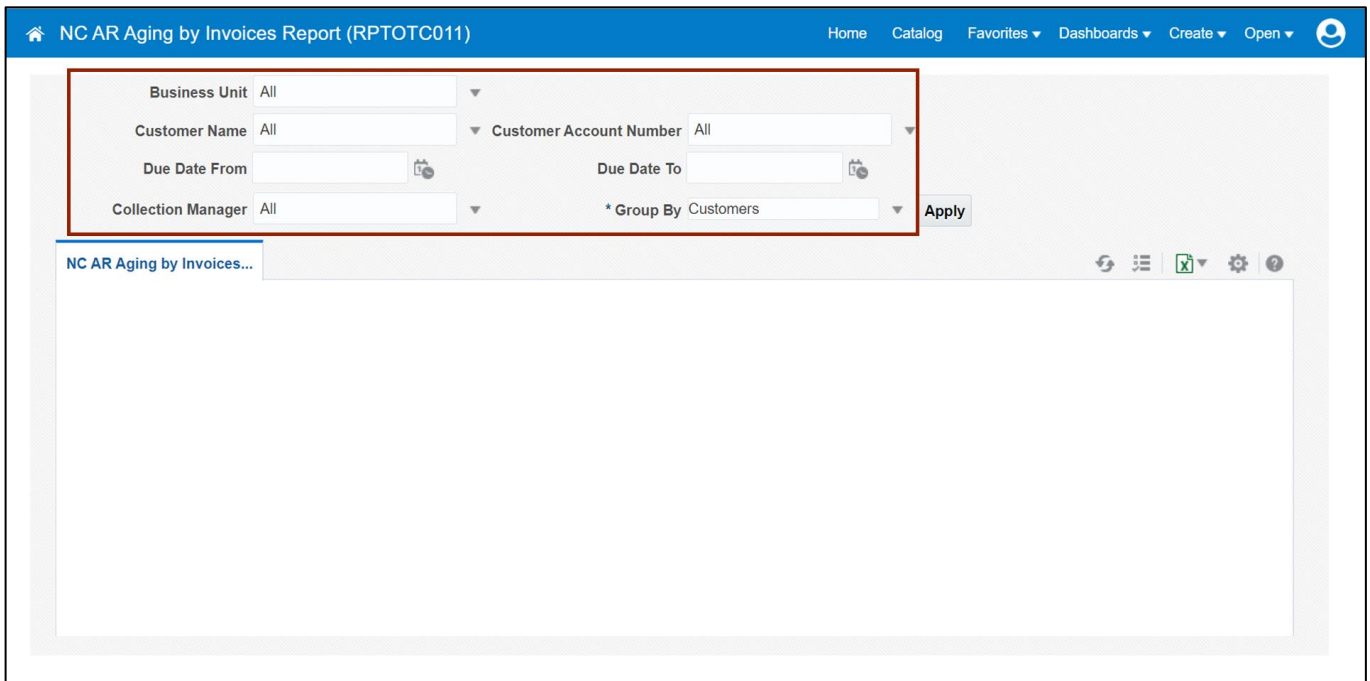
11. On the right-hand side, the **NC AR Aging by Invoice Report (RPTOTC011)** is available.



12. Click **Open**.



13. Enter the parameters for the report.



14. Click the **Apply** button.

15. Review the data within the report to classify uncollected accounts. Scroll to the right to view the uncollected amount.

Parameters							
Business Unit	All						
Customer Name	All						
Customer Account Number	All						
Due Date From	05/01/2021						
Due Date To	05/31/2023						
Collection Manager	All						
Group By	Customers						
Business Unit	Collection Manager	Customer	Customer Account Number	Customer Profile Class	Transaction Source	Transaction Type	Transaction
0800 DEPARTMENT OF PUBLIC INSTRUCTION	JUDY BLOUNT	ANSON COUNTY SCHOOLS	155	NC DPI	INVENTORY	NC Standard Invoice	101000
0800 DEPARTMENT OF PUBLIC INSTRUCTION	JUDY BLOUNT	ANSON COUNTY SCHOOLS	155	NC DPI	INVENTORY	NC Standard Invoice	101001
Total by Customer Account			155				
0800 DEPARTMENT OF PUBLIC INSTRUCTION	JUDY BLOUNT	NEWTON-CONOVER CITY SCHOOLS	185	NC DPI	CONVERSIONS	NC Conv Invoice	1820923221
Total by Customer Account			185				
0800 DEPARTMENT OF PUBLIC INSTRUCTION	JUDY BLOUNT	WAKE COUNTY SCHOOLS	187	NC DPI	INVENTORY	NC Standard Invoice	100000
Total by Customer Account			187				
0800 DEPARTMENT OF PUBLIC INSTRUCTION	JUDY BLOUNT	UNC-GREENSBORO	57	NC DPI	Manual	NC Standard Invoice	13002
Total by Customer Account			57				
Total by Collection Manager	JUDY BLOUNT						





16. The unaccounted amount for the accounts is available on the report.

	L	M	N	O	P	Q	R	S	T	U
6										
7										
8										
9										
10										
11										
12										
13										
14										
15	Transaction Amount	Outstanding Amount	Current	1-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Days	150+ Days	Distribution Receivables Account
16	1,920.00	1,920.00					1,920.00			
17	3,840.00	3,840.00					3,840.00			
18		5,760.00	0.00	0.00	0.00	0.00	5,760.00	0.00	0.00	
19	27,334.55	27,334.55							27,334.55	
20		27,334.55	0.00	0.00	0.00	0.00	0.00	0.00	27,334.55	
21	960.00	384.00					384.00			
22		384.00	0.00	0.00	0.00	0.00	384.00	0.00	0.00	
23	5,000.00	4,500.00							4,500.00	
24		4,500.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	
25		37,978.55	0.00	0.00	0.00	0.00	6,144.00	0.00	31,834.55	

## Wrap-Up

Classify uncollected accounts using the steps above in NCFS.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- AR 101: Collections Management (ILT)