



VIEW AR TRANSACTIONS

OTC

QUICK REFERENCE GUIDE AR-05

Purpose

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

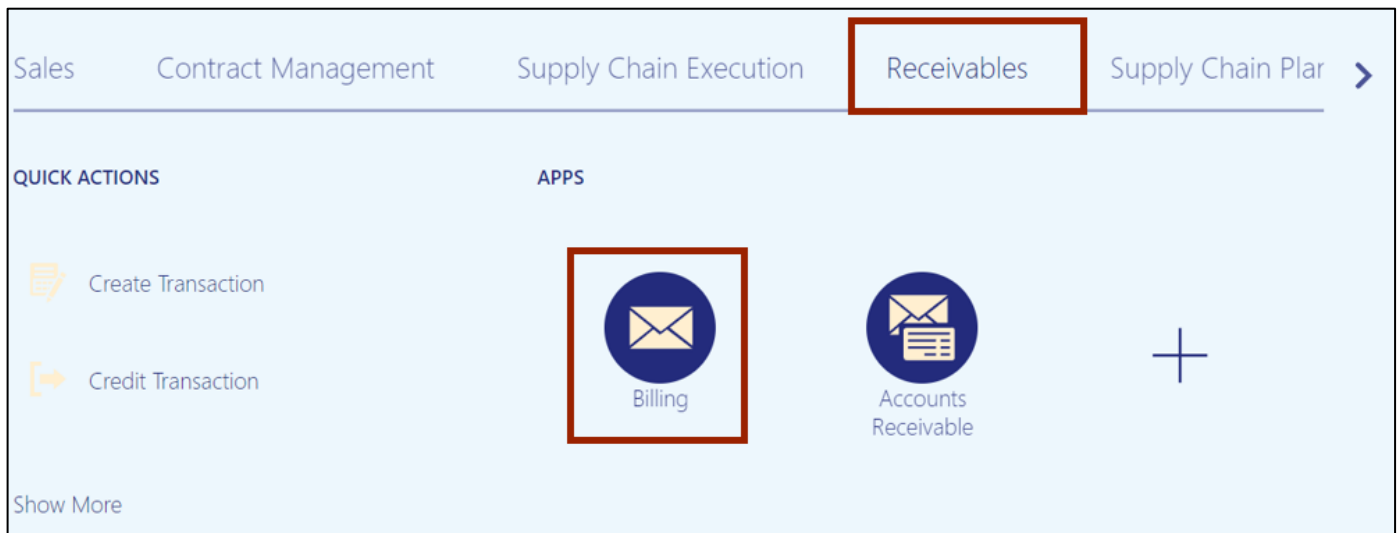
Introduction and Overview

This QRG covers the steps to view AR Transactions in NCFS. The AR transactions provide insights into various tasks across AR, including information related to customer billings.

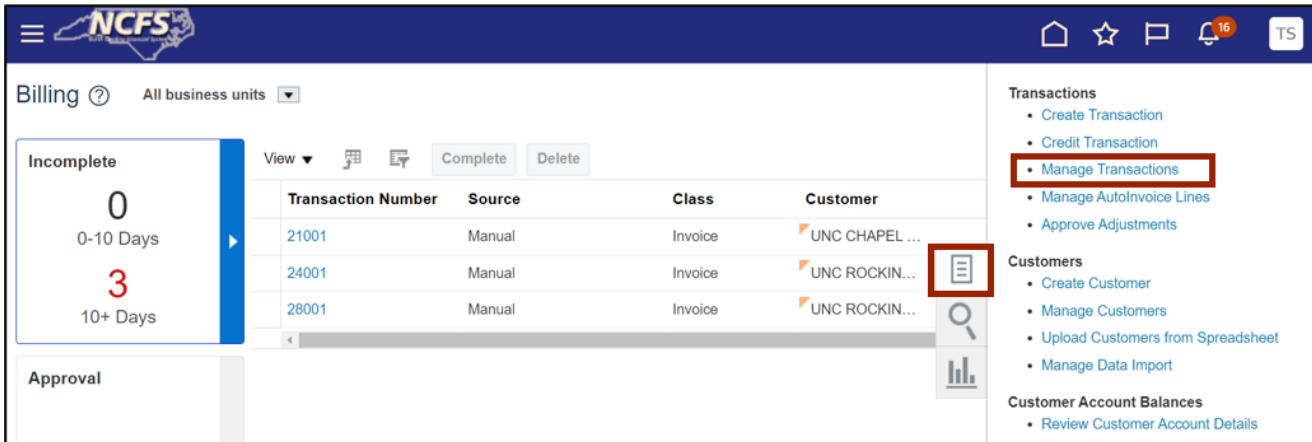
View AR Transactions

To view AR Transactions 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 **Receivables** tab and click the **Billing** app.



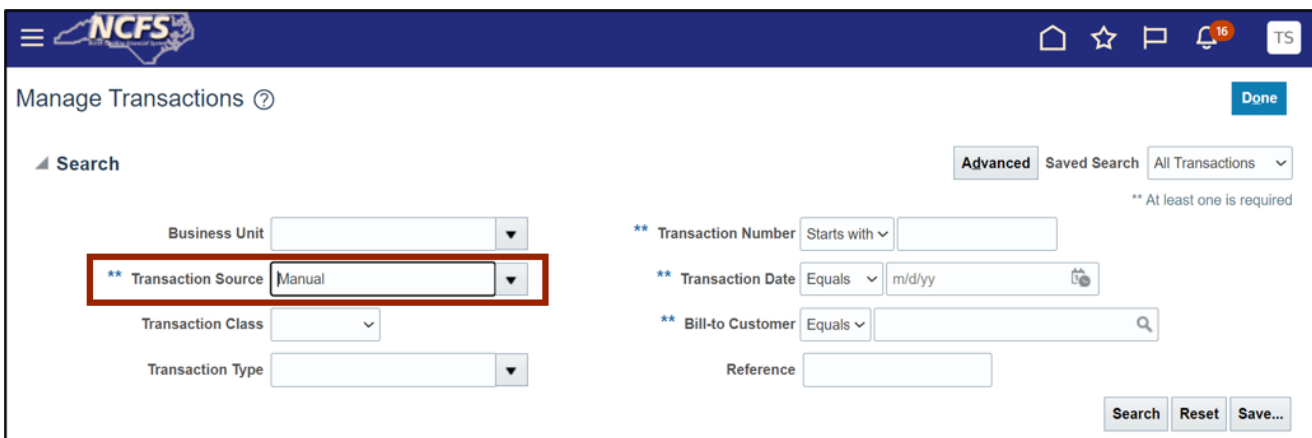
3. On the **Billing** page, click the **Tasks** [] icon and click **Manage Transactions**.



The screenshot shows the NCFS Billing interface. On the right sidebar, under the 'Transactions' section, the 'Manage Transactions' link is highlighted with a red box. In the top navigation bar, the 'Tasks' icon (represented by a list icon) is also highlighted with a red box. The main content area shows a table of transactions with columns for Transaction Number, Source, Class, and Customer.

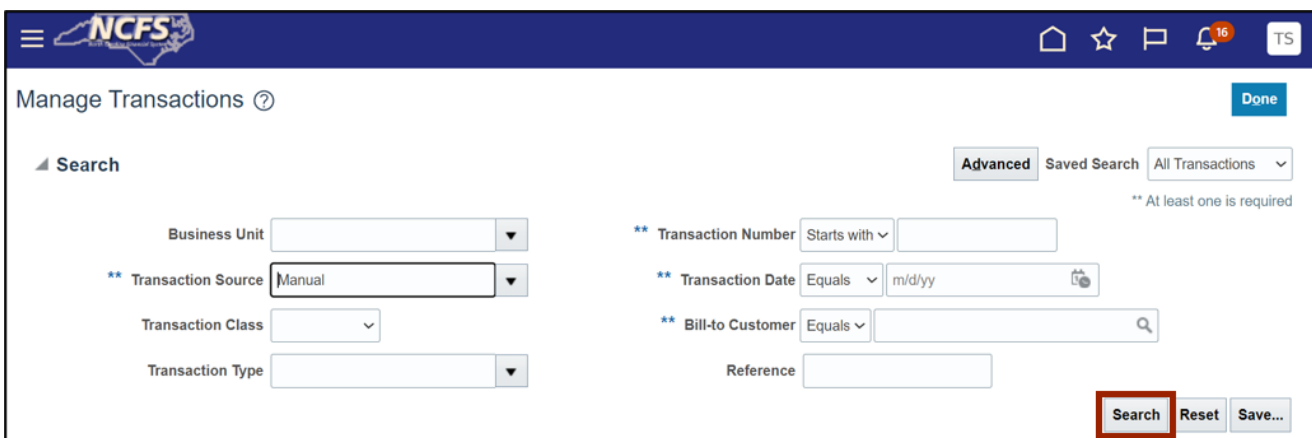
4. The **Manage Transactions** page opens. On the **Search** section, enter the applicable data in at least one field marked with ******.

In this example, we choose **Manual** for **Transaction Source** field.



The screenshot shows the 'Manage Transactions' search page. The 'Transaction Source' dropdown menu is highlighted with a red box and set to 'Manual'. Other search criteria include Transaction Number (Starts with), Transaction Date (Equals), and Bill-to Customer (Equals). The 'Search' button is visible at the bottom right.

5. Click the **Search** button.



This screenshot is identical to the previous one, but the 'Search' button at the bottom right is now highlighted with a red box, indicating the next step in the process.

- All the transactions with manual transaction source are displayed. Click the applicable **Transaction Number**.

In this example, we choose the **17001** transaction number.

Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	Entered Amount	Transaction Date	Business Unit	Origin Number
17001	Manual	Invoice	NC Standard In...	Yes	UNC PHYSICIANS NET...	1,200.00 USD	12/20/22	2500 DHHS HE...	
11000	Manual	Invoice	NC Standard In...	Yes	UNC ROCKINGHAM HE...	200.00 USD	12/7/22	2500 DHHS HE...	
10001	Manual	Invoice	NC Standard In...	Yes	UNC CHAPEL HILL	100.00 USD	12/7/22	0800 DEPARTM...	

- The **Review Transaction** page opens. On the **General Information** section, review the transaction information.

General Information		Transaction Date		Currency	
Business Unit	2500 DHHS HEALTH BENEFITS	Transaction Date	12/20/22	Currency	USD US Dollar
Transaction Source	Manual	Accounting Date	12/20/22	Transaction Total	1,200.00
Transaction Type	NC Standard Invoice	Salesperson		Lines	1,200.00
Transaction Number	17001	Invoicing Rule		Tax	0.00
Document Number		Attachments	None +	Freight	0.00
Status	Complete	Notes		Charges	0.00

8. Scroll down to validate the **Customer** and **Payment Terms** details.

Customer

Bill-to Name UNC PHYSICIANS NETWORK LLC
 Bill-to Site 65124

Ship-to Name UNC PHYSICIANS NETWORK LLC
 Ship-to Site 21187

Payment

* Payment Terms NET 60
 Due Date 2/18/23

Invoice Details

[Invoice Lines](#) [Sales Credits](#)

View Detach

[Line Information](#) [Tax Determinants](#) [Revenue Scheduling](#)

Line	Item	Description	Line Information			
			Memo Line	UOM	Quantity	Unit Price
1		Test Correction			12	100
Total					12	1

9. Validate the **Invoice Lines** information.

Customer

Bill-to Name UNC PHYSICIANS NETWORK LLC
 Bill-to Site 65124

Ship-to Name UNC PHYSICIANS NETWORK LLC
 Ship-to Site 21187

Payment

* Payment Terms NET 60
 Due Date 2/18/23

Invoice Details

[Invoice Lines](#) [Sales Credits](#)

View Detach

[Line Information](#) [Tax Determinants](#) [Revenue Scheduling](#)

Line	Item	Description	Line Information			
			Memo Line	UOM	Quantity	Unit Price
1		Test Correction			12	100
Total					12	1

10. After reviewing all the details, click the **Save and Close** button.

The screenshot shows the 'Review Transaction: Invoice 17001' page in the NCFS system. The page includes a header with the NCFS logo and navigation icons. Below the header, there are action buttons: 'View Image', 'Save', 'Incomplete', and 'Cancel'. The 'Save' button has a dropdown arrow, and the 'Save and Close' option is highlighted with a red box. The main content area is divided into 'General Information' and a summary table.

General Information		Summary	
Business Unit	2500 DHHS HEALTH BENEFITS	Transaction Date	12/20/22
Transaction Source	Manual	Accounting Date	12/20/22
Transaction Type	NC Standard Invoice	Salesperson	
Transaction Number	17001	Invoicing Rule	
Document Number		Attachments	None +
Status	Complete	Notes	
		Currency	USD US Dollar
		Transaction Total	1,200.00
		Lines	1,200.00
		Tax	0.00
		Freight	0.00
		Charges	0.00

Wrap-Up

View AR Transactions to provide insights into various AR related task using the steps above.

Additional Resources

Web-Based Training (WBT)

- AR001: Accounts Receivable Inquiry