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.

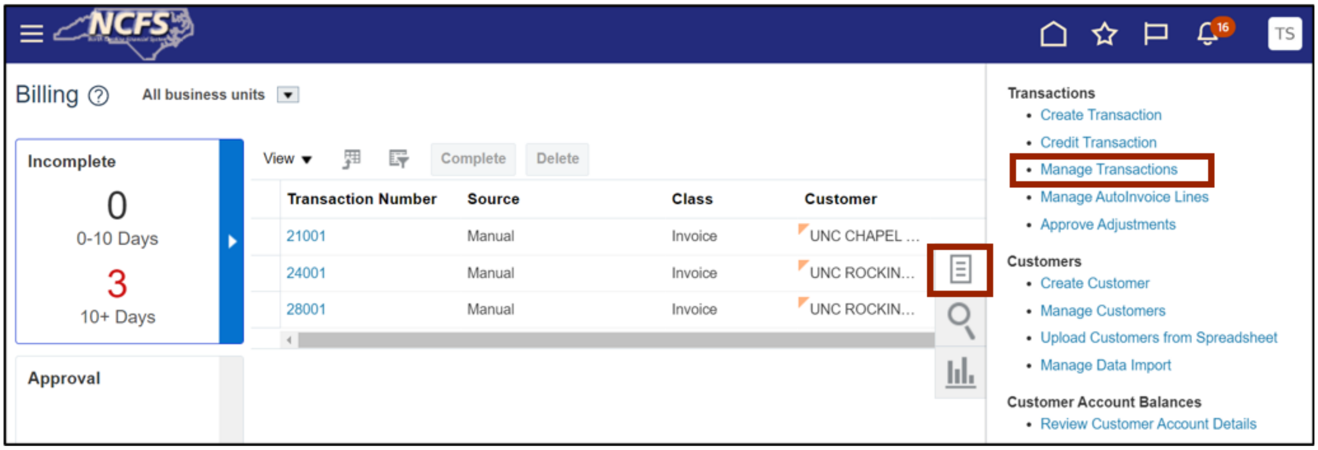
View AR Transactions

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.

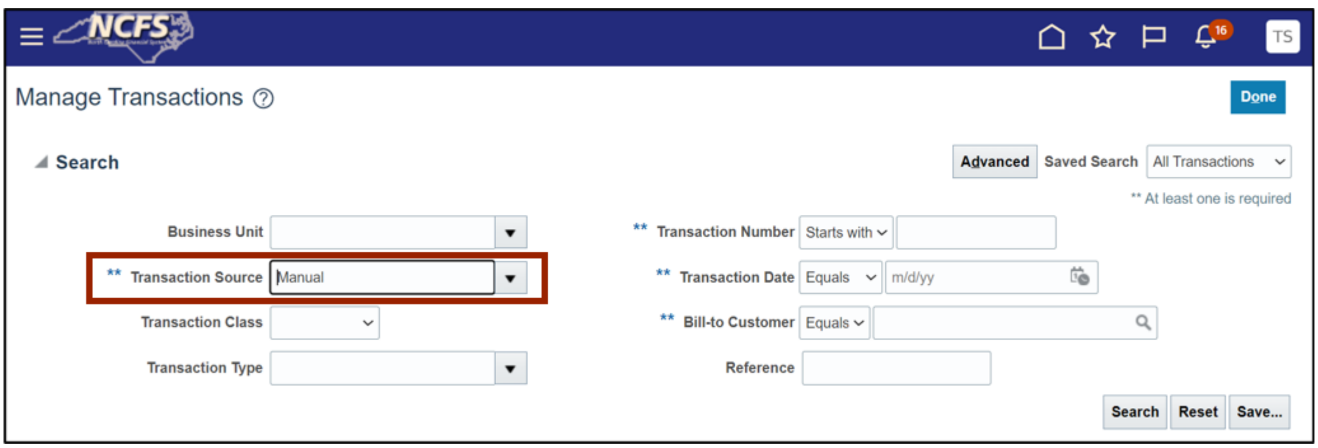
2. On the **Home** page, click the **Receivables** tab and click the **Billing** app.

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

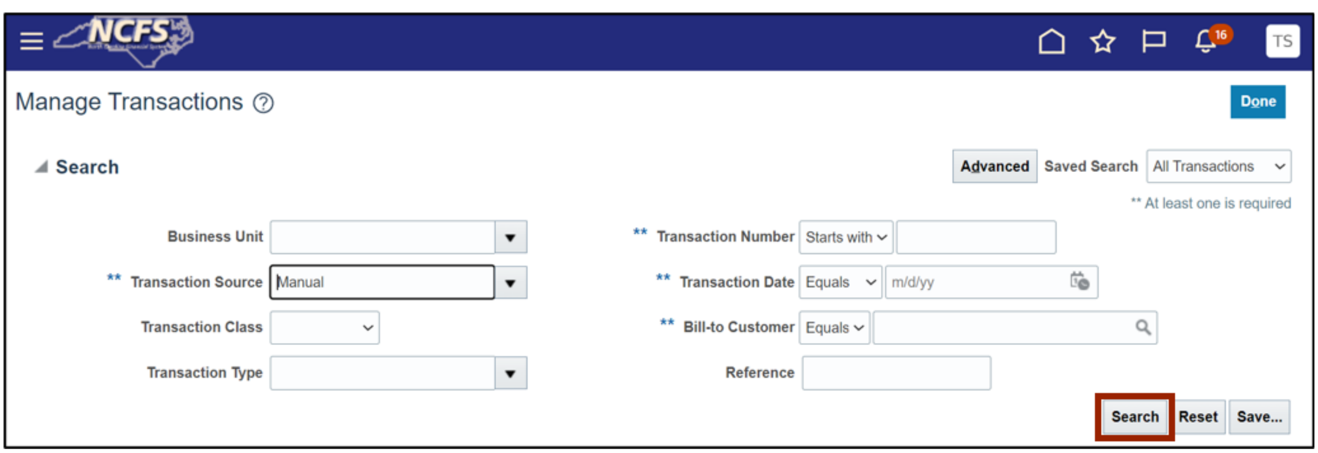


4. The **Manage Transactions** page opens. On the ***Search*** section, enter the applicable data in at least one field marked with **.

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

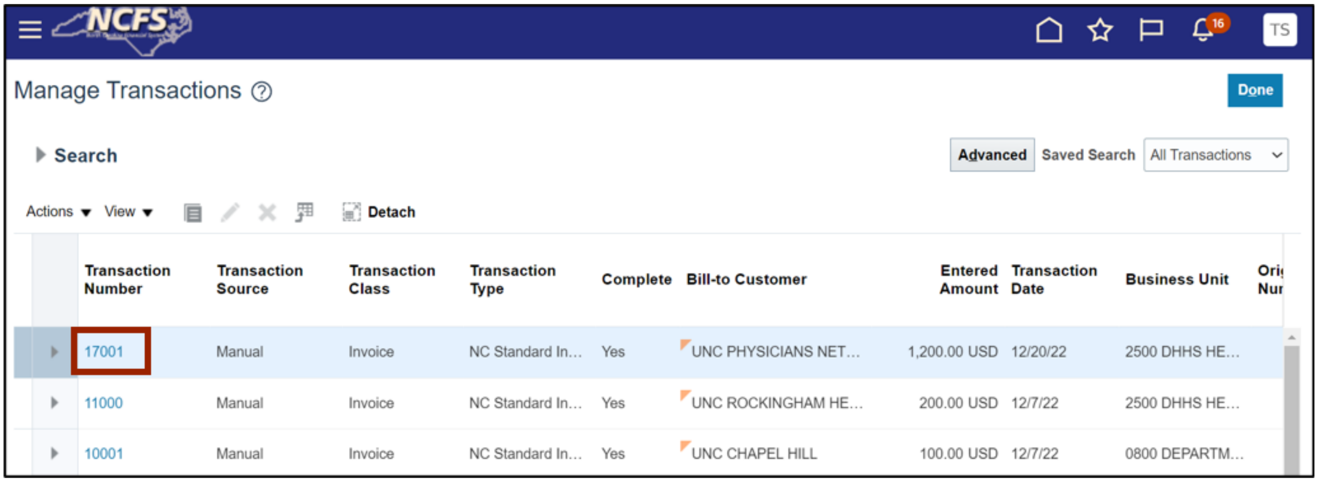


5. Click the **Search** button.

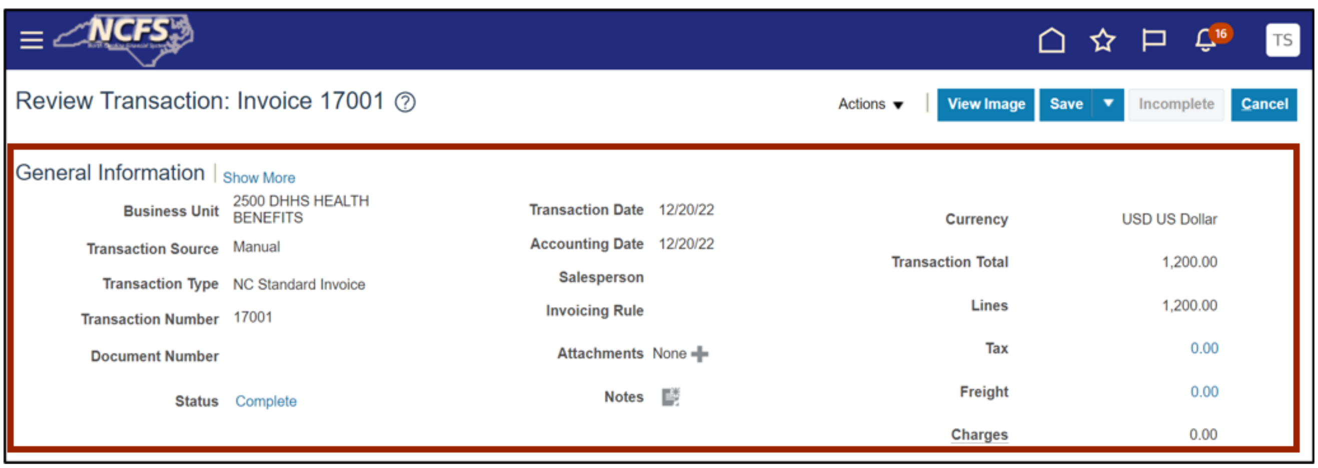


6. All the transcactions with manual transaction source are displayed. Click the applicable ***Transaction Number***.

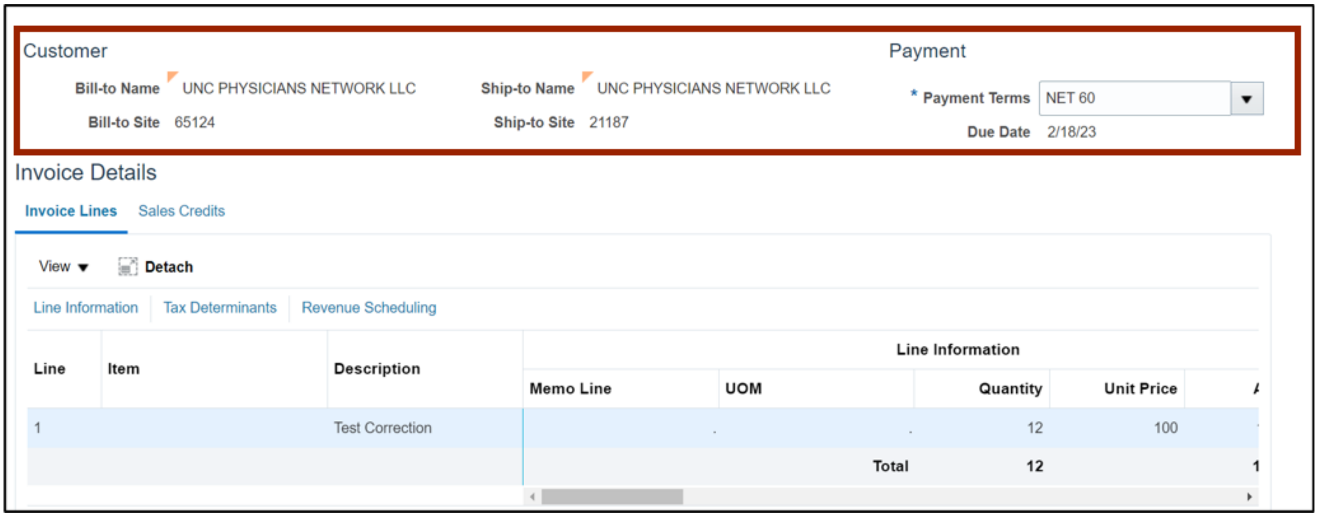
   In this example, we choose the **17001** transaction number.



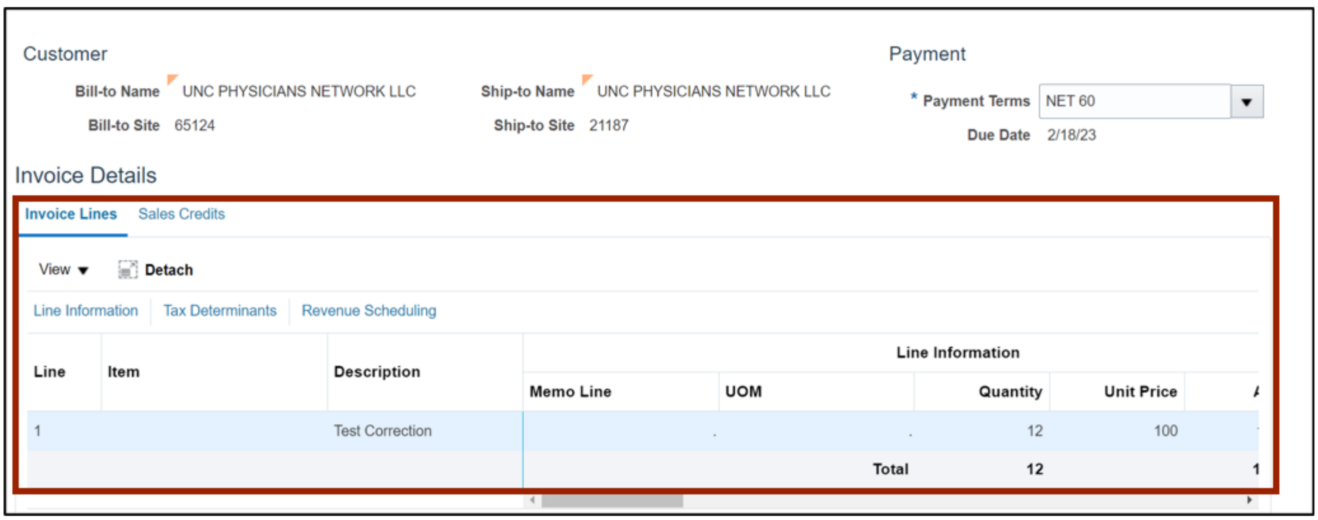
7. The **Review Transaction** page opens. On the ***General Information*** section, review the transaction information.



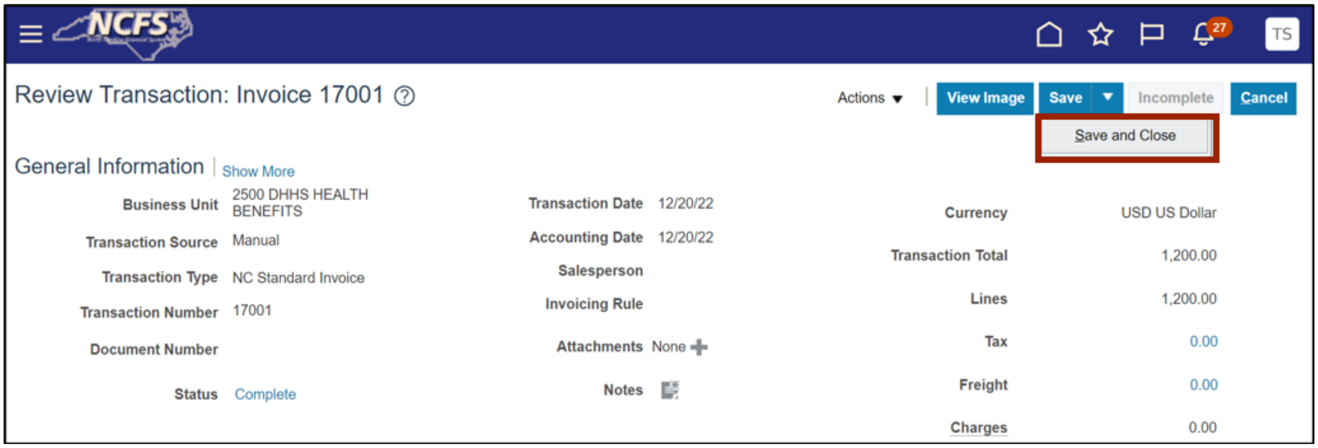
8. Scroll down to validate the ***Customer*** and ***Payment Terms*** details.



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



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



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