



AR SETUP AND CONFIGURATIONS

OTC

QUICK REFERENCE GUIDE AR-14

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to update Accounts Receivables (AR) Setup and Configurations in the North Carolina Financial System (NCFS).

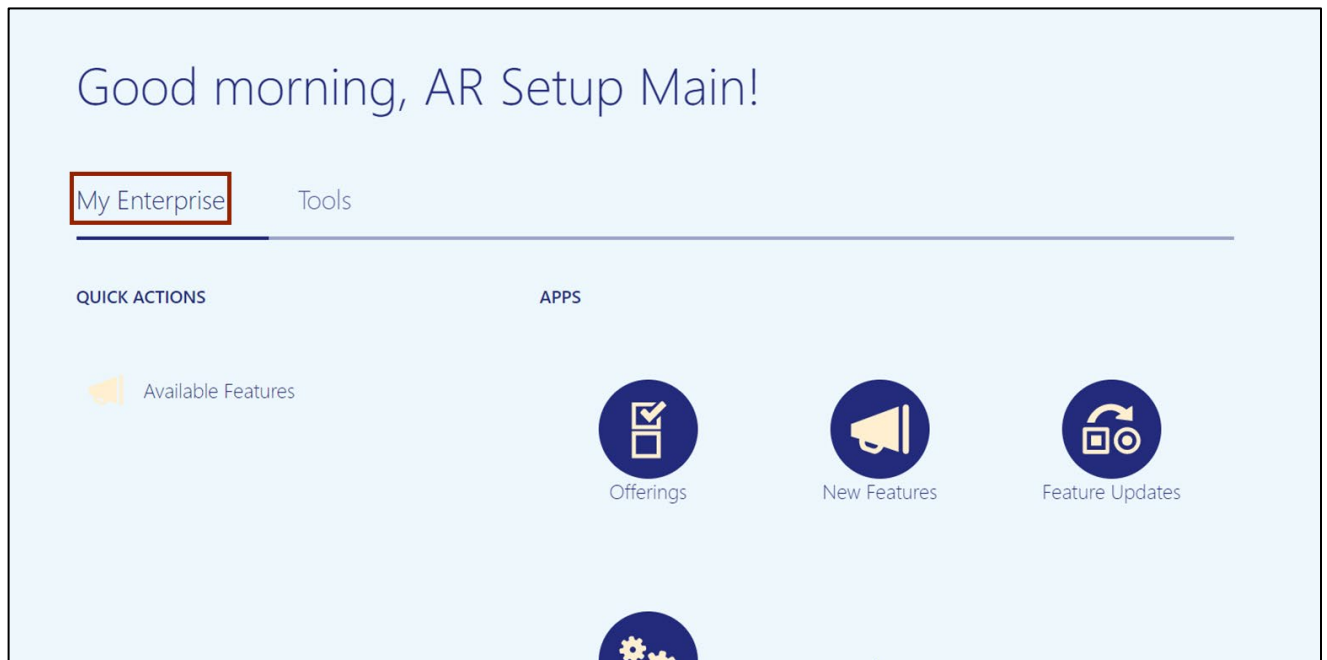
Introduction and Overview

This QRG covers the steps to update AR setup and configurations in NCFS which includes updates of Receivables System Options and Receivables Transaction Types.

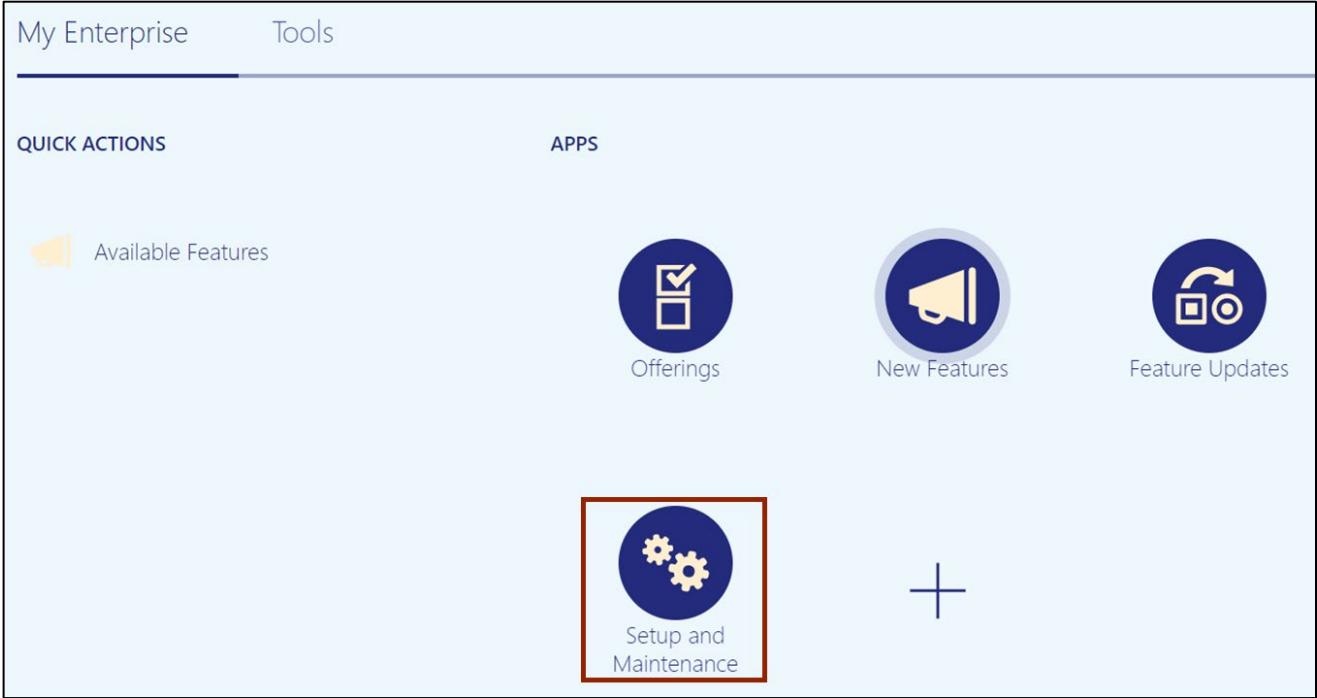
AR Setup and Configurations

To update the AR Setup and Configurations in NCFS, please follow the steps below:

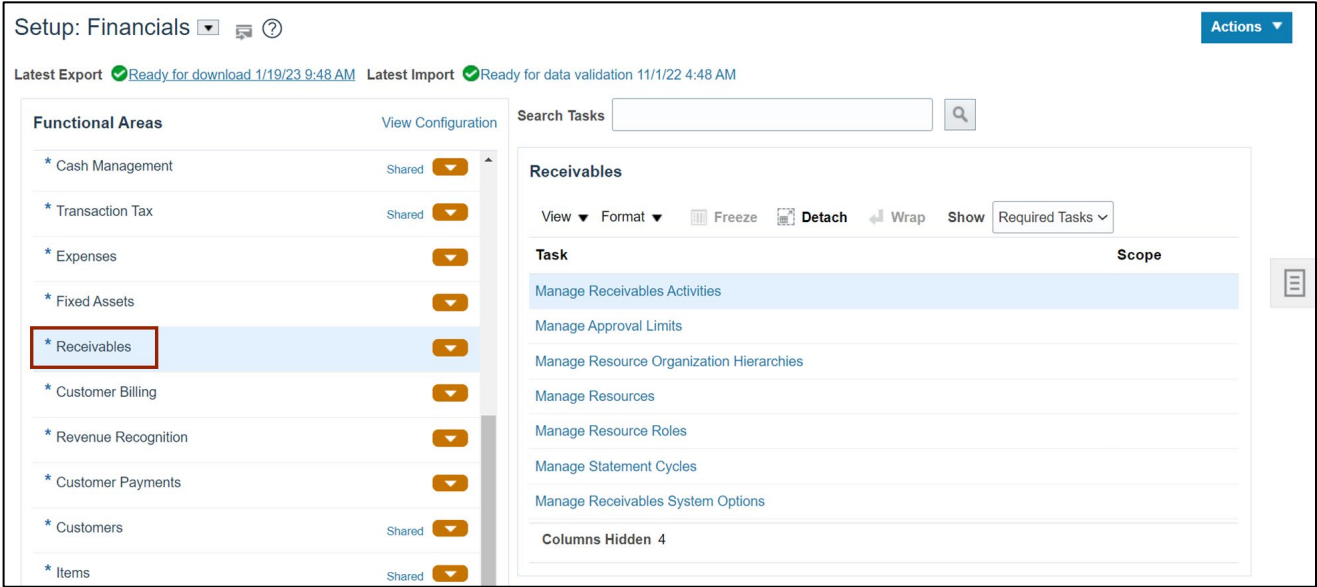
1. On the *Home Page*, click the **My Enterprise** tab.



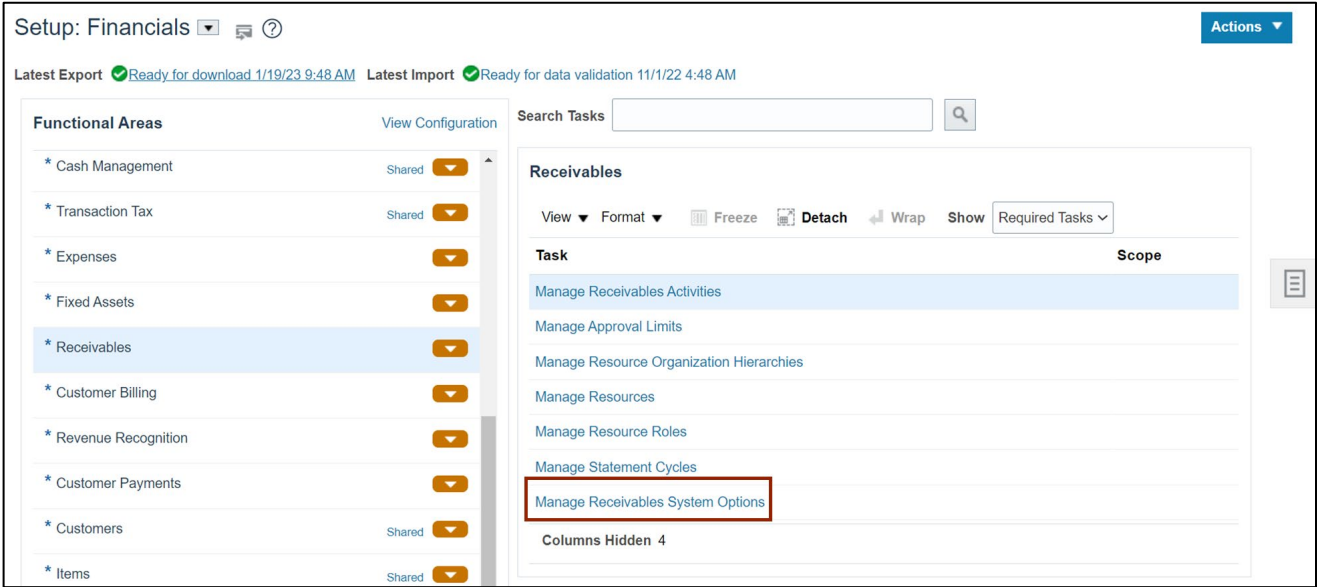
2. Click the **Setup and Maintenance** app.



3. On the **Setup: Financials** page, click the **Receivables** tab under *Functional Areas*.



- 4. The **Receivables** section appears on the right-hand side of the page. Under the *Receivables* section, click the **Manage Receivables System Options** link.



- 5. On the **Manage Receivables System Options** page, click the **Business Unit** drop-down button to select the appropriate Business Unit.

In this example, 0800 is selected.



- 6. Click the **Search** icon [🔍].



7. The *Business Unit* search results are displayed in the *Search Results* section. Click the Business Unit link to open the *Edit* page.

Manage Receivables System Options Done

Search Business Unit 0800 DEPARTMENT OF PL Q

Search Results

View ✎ 📄 🗑️ Detach

Business Unit	Ledger	Ledger Currency
0800 DEPARTMENT OF PUBLIC INSTRUCTION	NC CASH US	USD

8. On the *Edit System Options* page, enter or update the details as needed.

Edit System Options Save Save and Close Cancel

Business Unit 0800 DEPARTMENT OF PUBLIC INSTRUCTION Ledger NC CASH US Ledger Currency USD

Billing and Revenue Cash Processing

* Split Amount

* Days in Days Sales Outstanding Calculation

Sales Credit Percent Limit

Require salesperson

Print remit-to address

Print home country

Default Country

* Application Rule Set

* Discount Basis

Allow unearned discounts

Discount on partial payment

Allow any business unit to process receipts

Exception Rule Adjustment Activity

Exception Rule Adjustment Reason

Credit Card Receipt Method

Credit Card Remittance Bank Account

Credit Card Receipt Business Unit

Bank Account Receipt Method

Bank Account Remittance Bank Account

Bank Account Receipt Business Unit

Context Value

Regional Information

9. Click the **Cash Processing** tab and enter or update the details.

Edit System Options Save Save and Close Cancel

Business Unit 0800 DEPARTMENT OF PUBLIC INSTRUCTION Ledger NC CASH US Ledger Currency USD

Billing and Revenue Cash Processing

AutoCash Rule Set

Match Receipts By 1

Match Receipts By 2

Match Receipts By 3

Match Receipts By 4

AutoMatch Rule Set

Use AutoApply

Days to AutoApply a Receipt

Require billing location for receipts

Allow payment of unrelated transactions

Enable channel revenue management integration

From Write-Off Limit per Receipt

To Write-Off Limit per Receipt

Minimum Refund Amount

* Chargeback Due Date

Allow payment deletion

Context Value

Regional

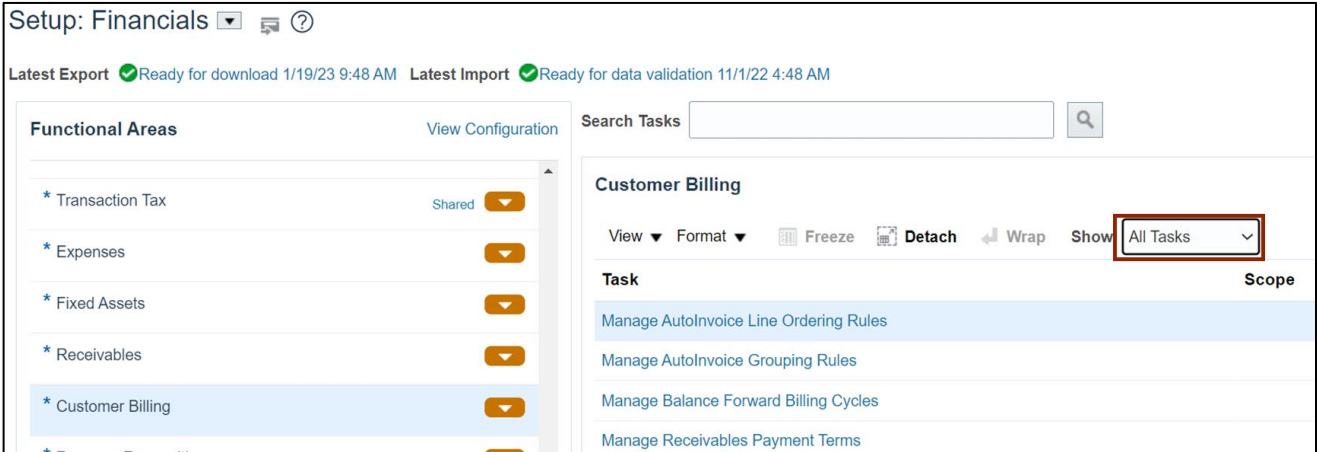
10. Scroll to top of the page and click the **Save and Close** button.

The screenshot shows the 'Edit System Options' interface for 'Cash Processing'. At the top right, there are three buttons: 'Save', 'Save and Close' (highlighted with a red border), and 'Cancel'. The page displays various configuration options for 'AutoCash Rule Set', 'Match Receipts By', 'AutoMatch Rule Set', and 'Use AutoApply'. The 'Business Unit' is '0800 DEPARTMENT OF PUBLIC INSTRUCTION' and the 'Ledger' is 'NC CASH US'. The 'Ledger Currency' is 'USD'. The 'Save and Close' button is highlighted in red.

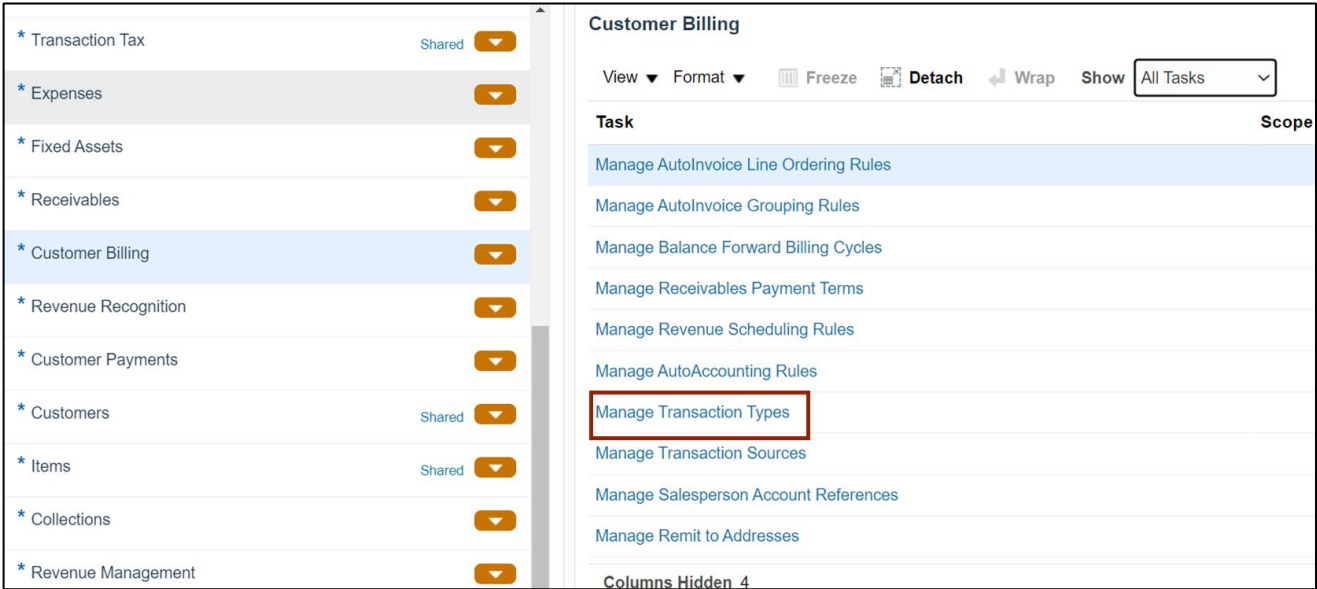
11. On the *Setup: Financials* page, click the **Customer Billing** tab.

The screenshot shows the 'Setup: Financials' page. The 'Customer Billing' tab is highlighted with a red box. The page displays a list of 'Functional Areas' including Transaction Tax, Expenses, Fixed Assets, Receivables, Customer Billing, Revenue Recognition, Customer Payments, and Customers. The 'Customer Billing' tab is selected. The 'Task' list includes 'Manage AutoAccounting Rules' and 'Manage Remit to Addresses'. The 'Columns Hidden' count is 4.

12. On the **Show** drop-down, select **All Tasks**.



13. The **Customer Billing** section appears on the right-hand side of the page. Under the *Customer Billing* section, scroll down and click the Manage Transaction Types link.



14. Enter the **Search** criteria.

In this example, we choose **Name** as **NC Standard Invoices** and click the **Search** button.

Manage Transaction Types ? Done

Search Advanced Saved Search All Transaction Types ▾

Name Transaction Class

Description Transaction Status

Transaction Type Set From Date

Legal Entity Name To Date

Search Reset Save...

View ▾ + ✎ 📄 Detach

Name	Description	Transaction Type Set	Legal Entity	Transaction Class	Transaction Status	Creation Sign	From Date	To Date	Payment Terms
No search conducted.									

15. The Transaction Types are listed. Click the **Name** link to open the transaction type.

Manage Transaction Types ? Done

Search Advanced Saved Search All Transaction Types ▾

View ▾ + ✎ 📄 Detach

Name	Description	Transaction Type Set	Legal Entity	Transaction Class	Transaction Status	Creation Sign	From Date	To Date	Payment Terms
NC Standard Invoice	State of North Caroli...	Comm...		Invoice	Open	Any Sign	1/1/51		NET 30

16. Validate or edit the transaction type details as needed.

Edit Transaction Type ? Save Save and Close Cancel

Transaction Type Set

Legal Entity

* Name

Description

Transaction Class

* Transaction Status

* From Date

To Date

Creation Sign

* Generate Bill

Invoice Type

Credit Memo Type

Application Rule Set

Payment Terms

Level of Control of Transaction Completion

Open Receivable

Allow freight

Post to GL

Allow adjustment posting

Default tax classification code

Natural application only

Allow overapplication

Exclude from late charges calculation

No future dates with chronological document

Context Value

Regional Information

Reference Accounts ? ◀ ▶ + ✕

Business Unit

Ledger

Tax

Freight

17. Click the **Save and Close** button to save the updates.

Edit Transaction Type Save Save and Close Cancel

Transaction Type Set: Common Set

Legal Entity: [dropdown]

* Name: NC Standard Invoice

Description: State of North Carolina Standard Invoic

Transaction Class: Invoice

* Transaction Status: Open

* From Date: 1/1/51

To Date: m/d/yy

Creation Sign: Any Sign

* Generate Bill: Yes

Invoice Type: [dropdown]

Credit Memo Type: NC Credit Memo

Application Rule Set: [dropdown]

Payment Terms: NET 30

Level of Control of Transaction Completion: [dropdown]

Open Receivable

Allow freight

Post to GL

Allow adjustment posting

Default tax classification code

Natural application only

Allow overapplication

Exclude from late charges calculation

No future dates with chronological document s

Context Value: [dropdown]

Regional Information: [dropdown]

Reference Accounts: 0800 DEPARTMENT OF PUBLIC INSTRUCTION

Business Unit: 0800 DEPARTMENT OF PUBLIC INSTRUCTION

Ledger: NC CASH US

Tax: 0800-013510-00004000-0000000-000C

Freight: 0800-013510-00004000-0000000-000C

Wrap-Up

Update AR setup and configurations using the above steps to update or validate setups for Accounts Receivables.

Additional Resources

NA