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**).

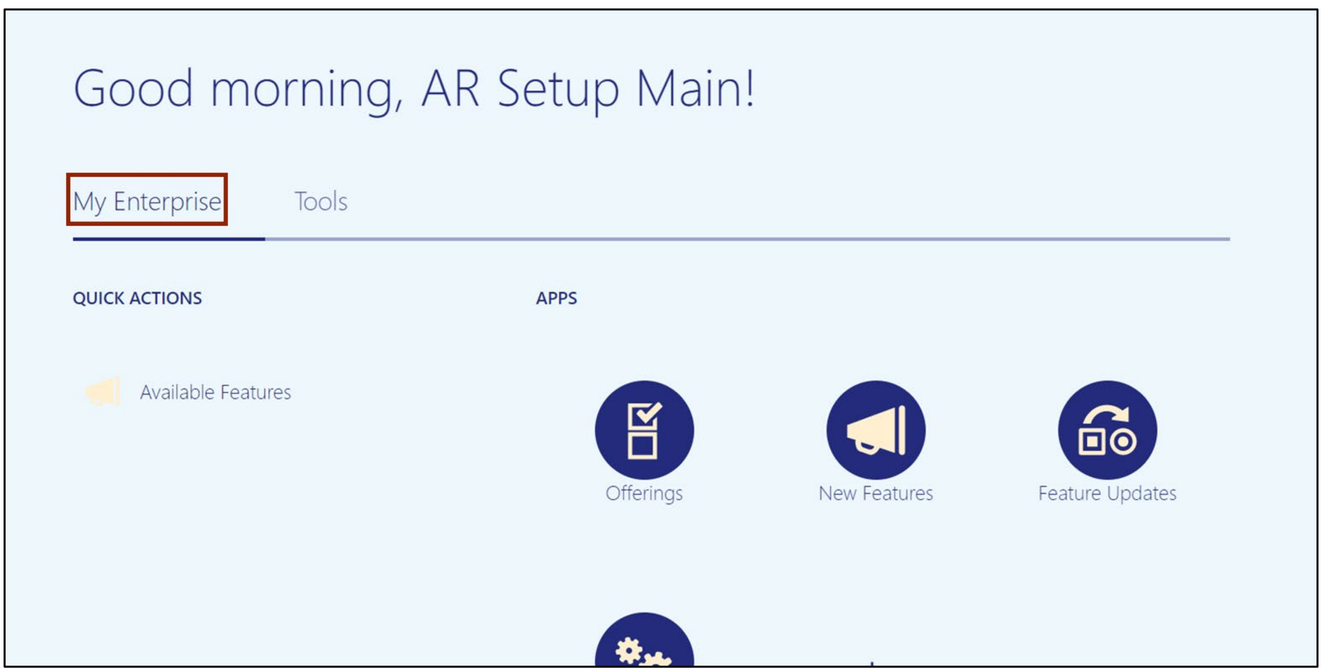
Introduction and Overview

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

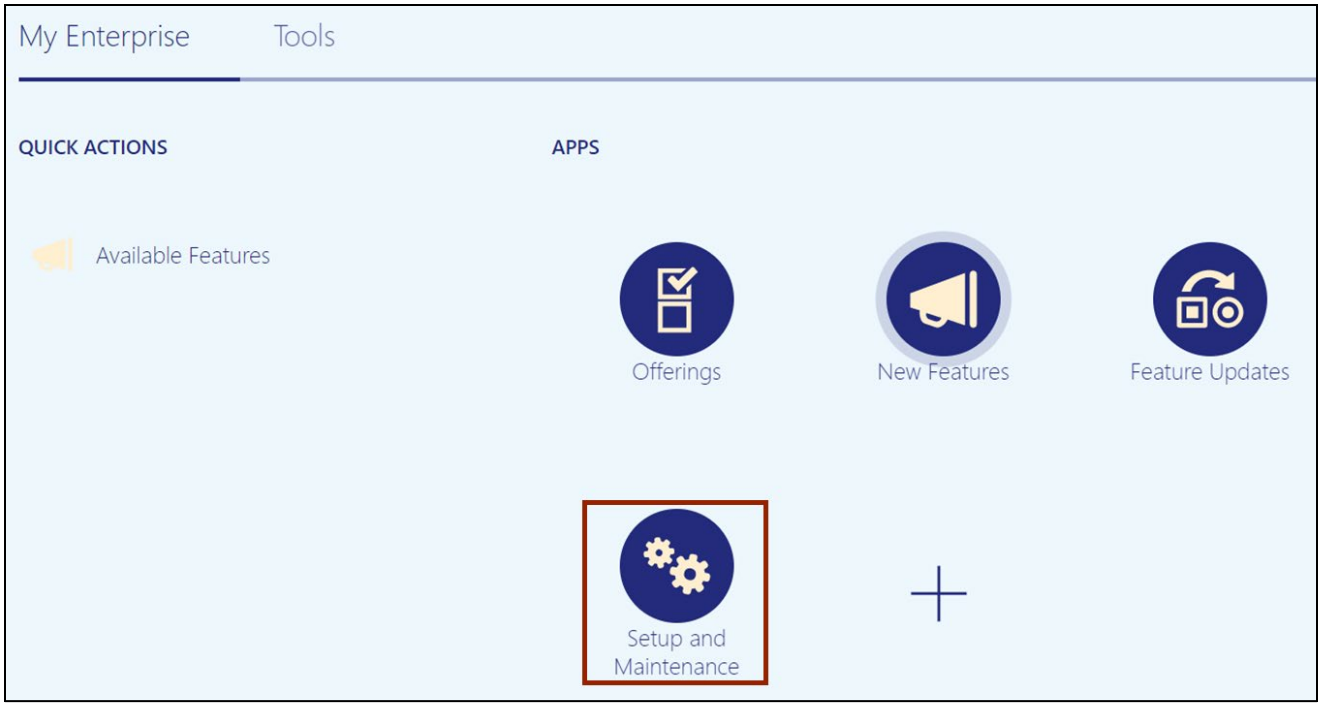
AR Setup and Configurations

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

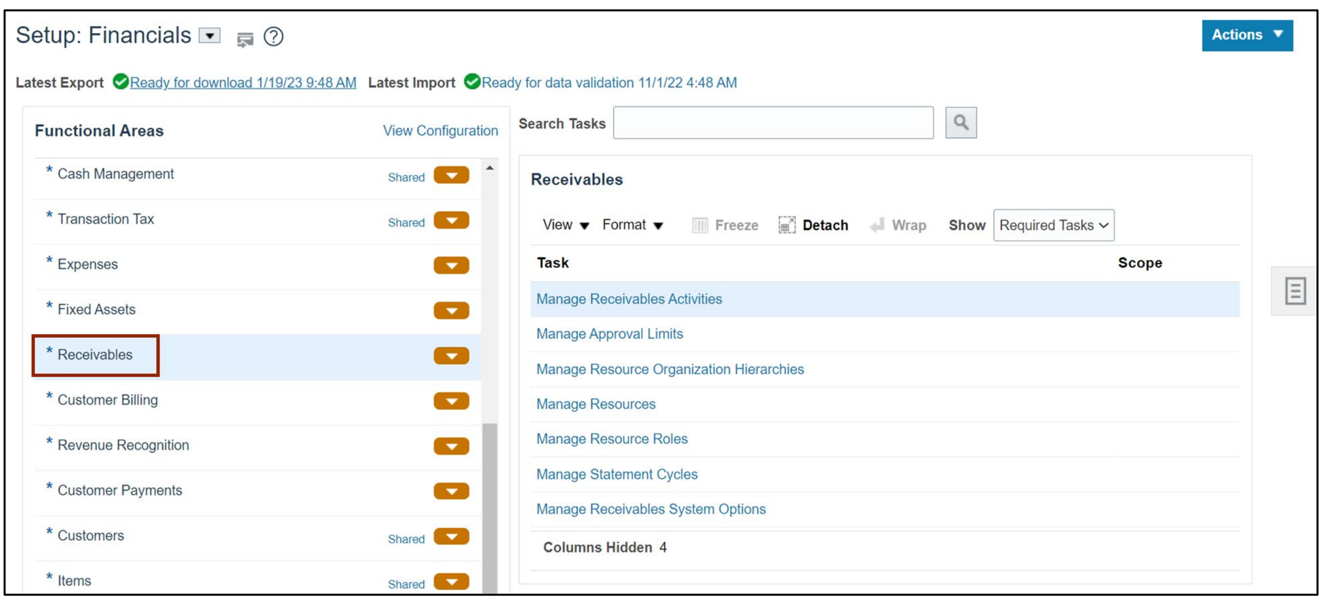
1. On the *Home* Page, click the **My Enterprise** tab.



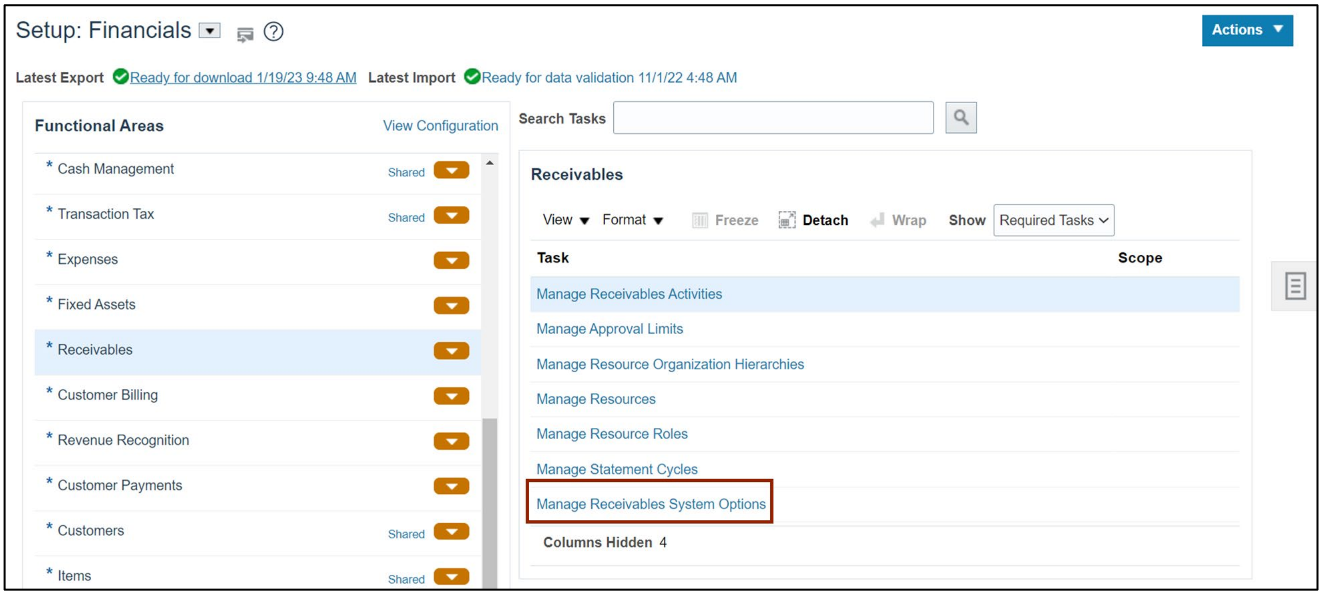
2. Click the **Setup and Maintenance** app.



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



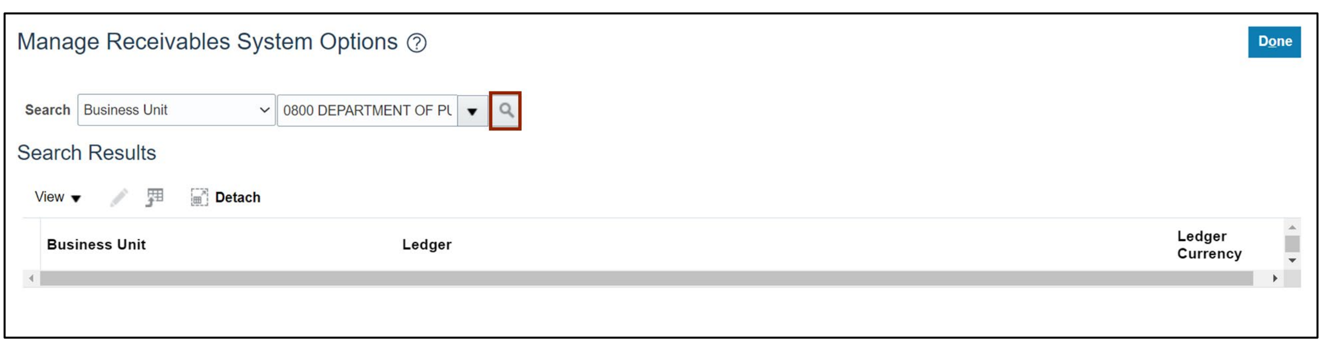
4. The ***Receivables*** section appears on the right-hand side of the page. Under the *Receivables* section, click the **Manage Receivables System Options** link.



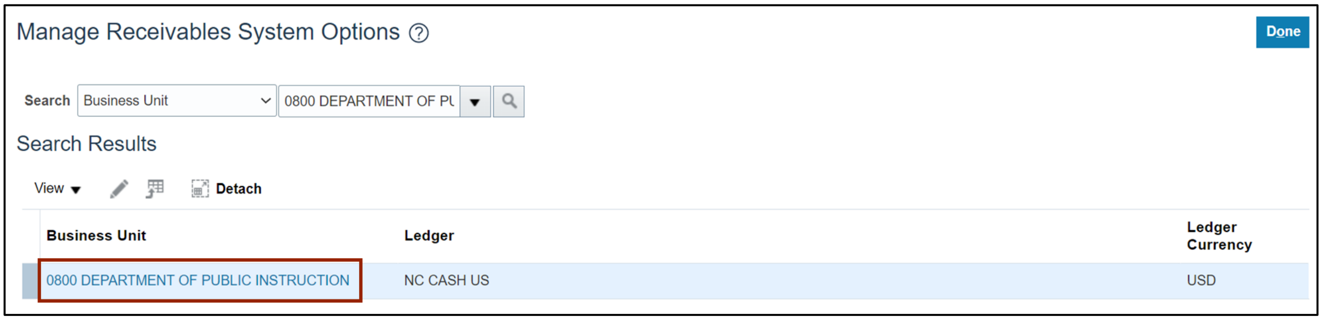
5. On the **Manage Receivables System Options** page, click the **Business Unit** drop-down button to select the appropriate Business Unit.

   In this example, 0800 is selected.

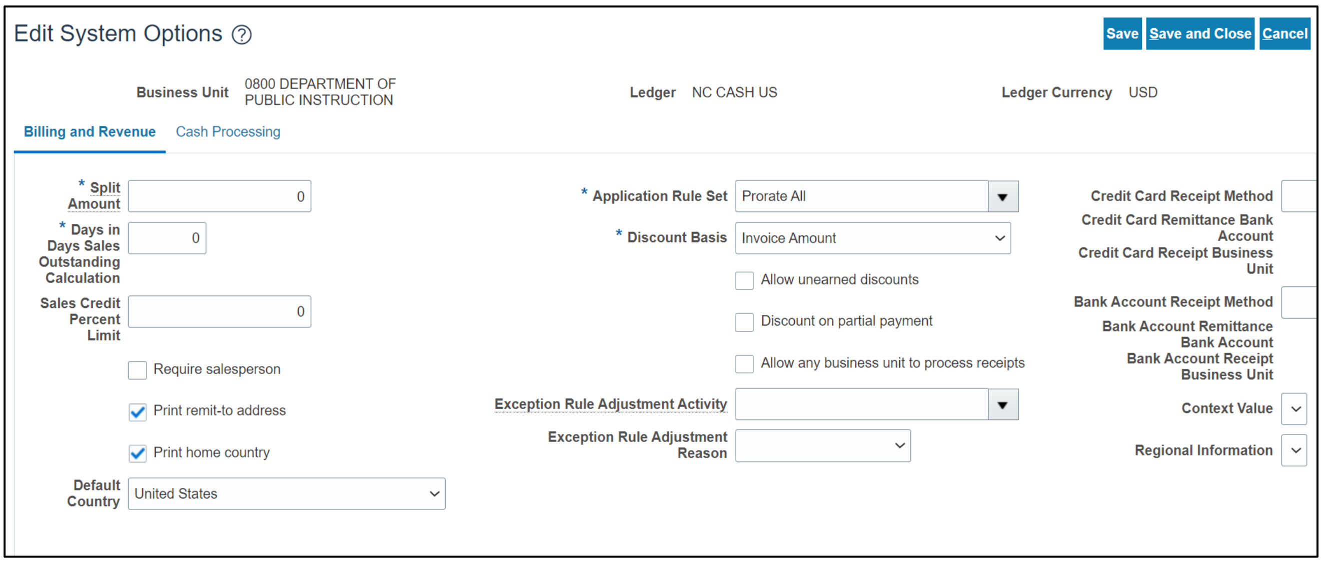
6. Click the **Search** icon [].



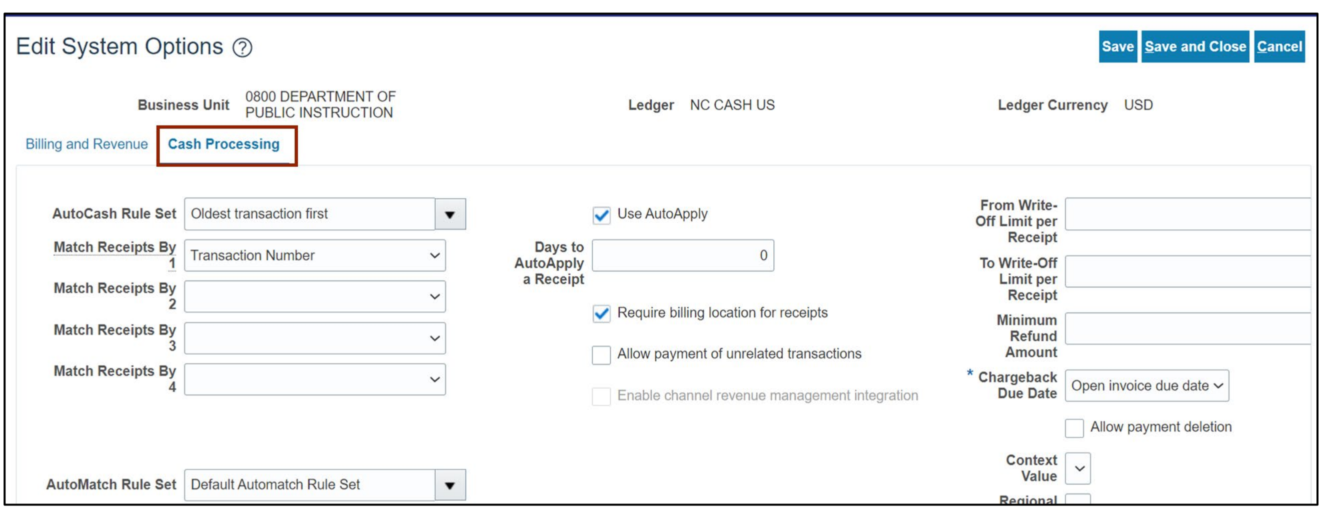
7. The *Business Unit* search results are displayed in the *Search Results* section. Click the Business Unit link to open the *Edit* page.



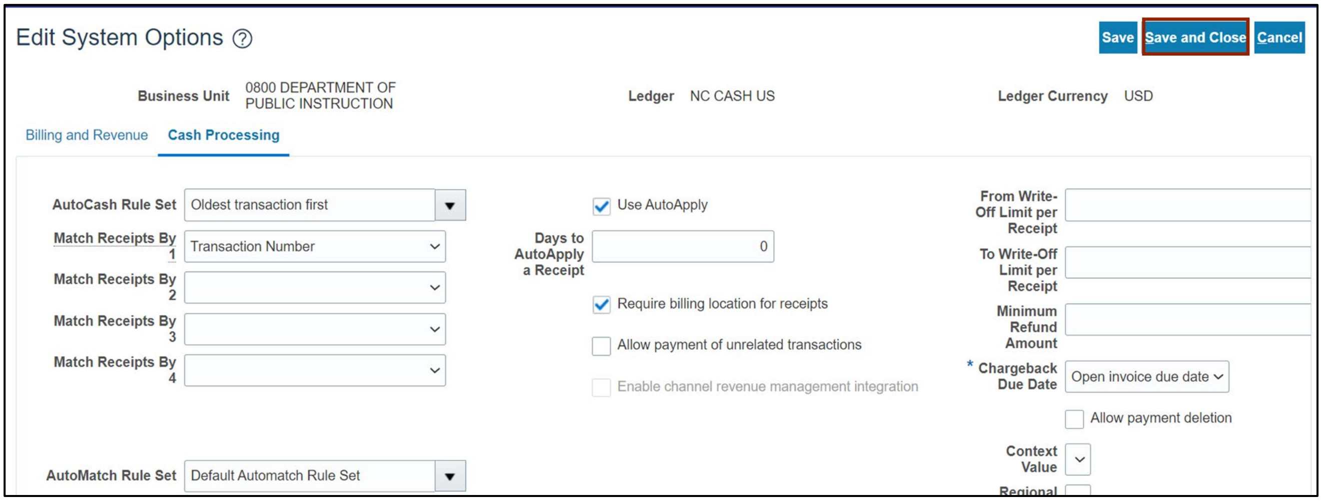
8. On the *Edit System Options* page, enter or update the details as needed.



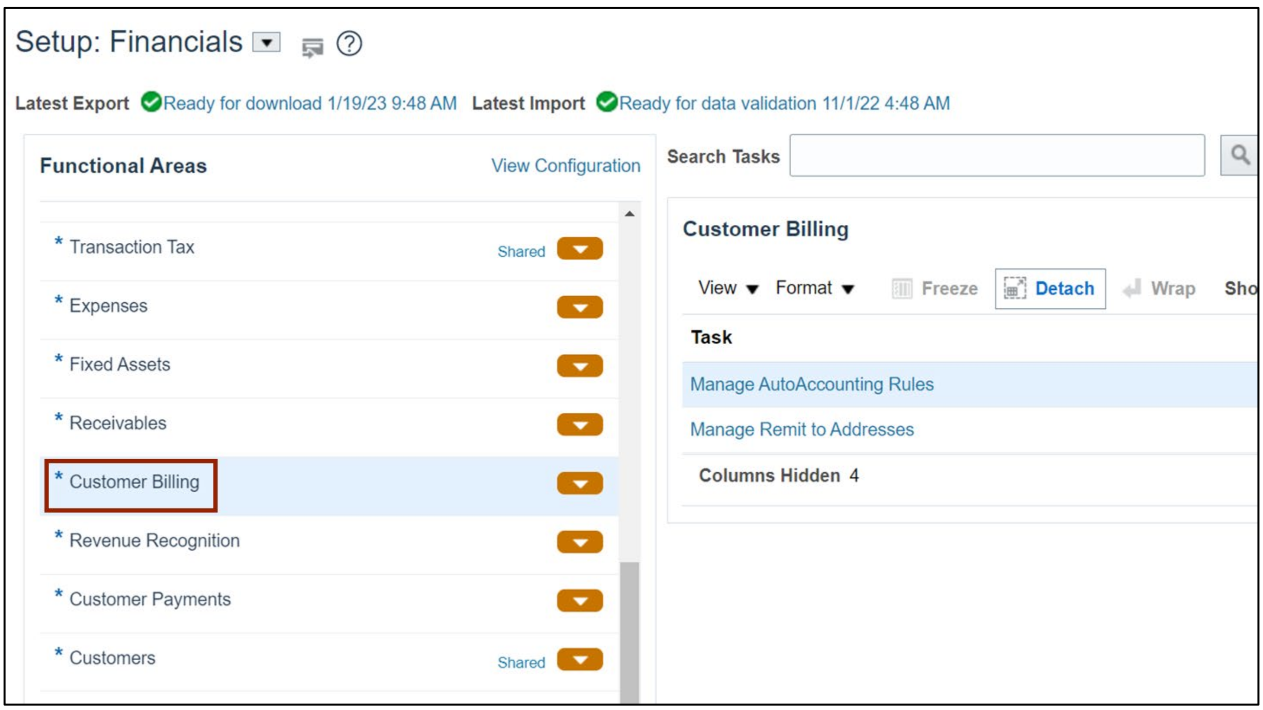
9. Click the **Cash Processing** tab and enter or update the details.



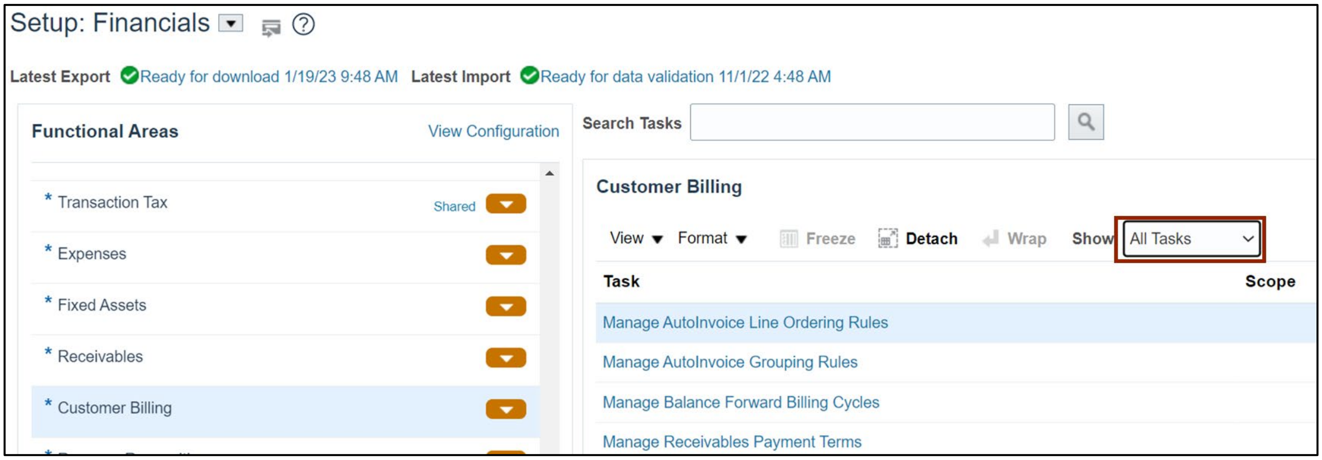
10. Scroll to top of the page and click the **Save and Close** button.



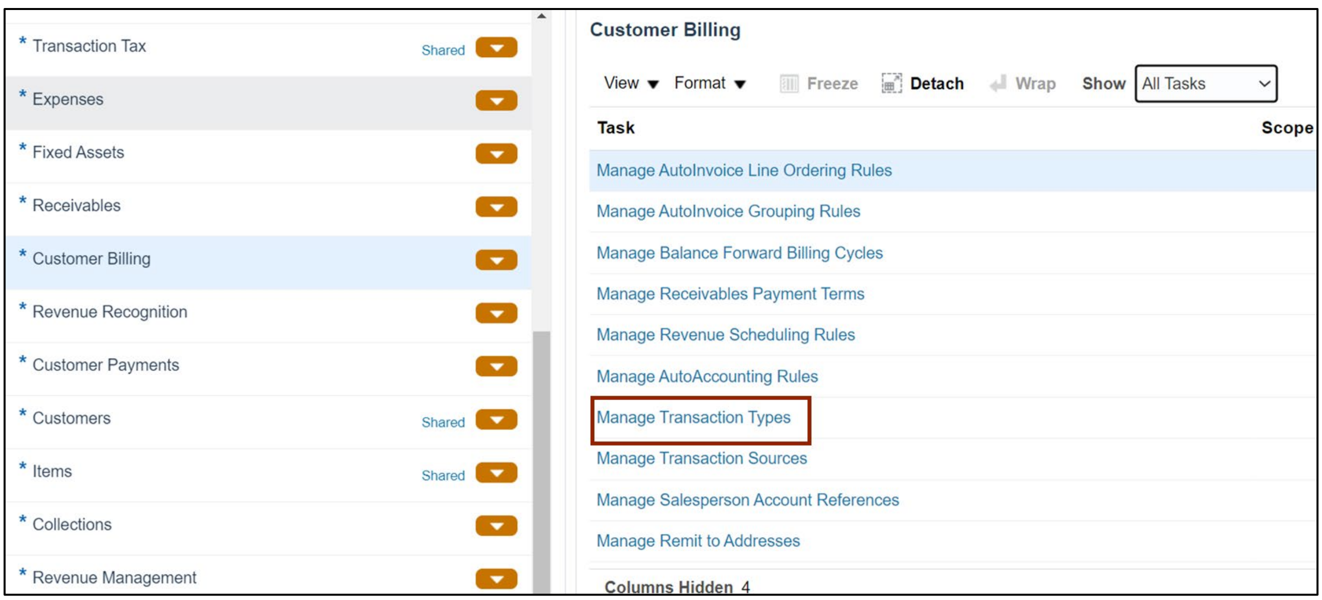
11. On the *Setup: Financials* page, click the **Customer Billing** tab.



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

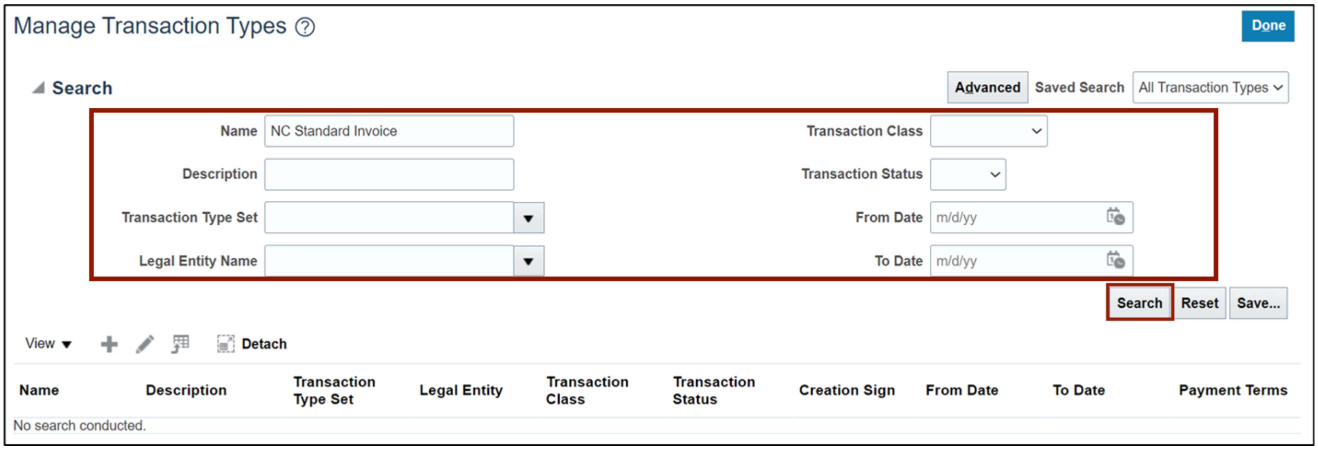


13. The **Customer Billing** section appears on the right-hand side of the page. Under the *Customer Billing* section, scroll down and click the Manage Transaction Types link.

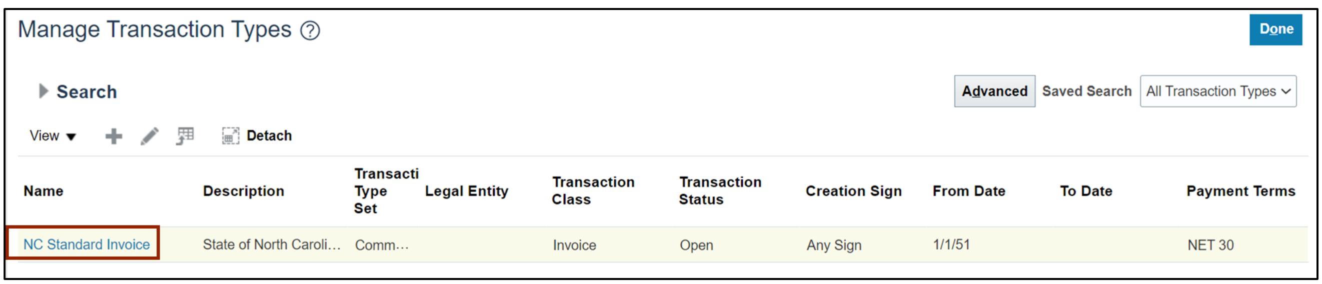


14. Enter the **Search** criteria.

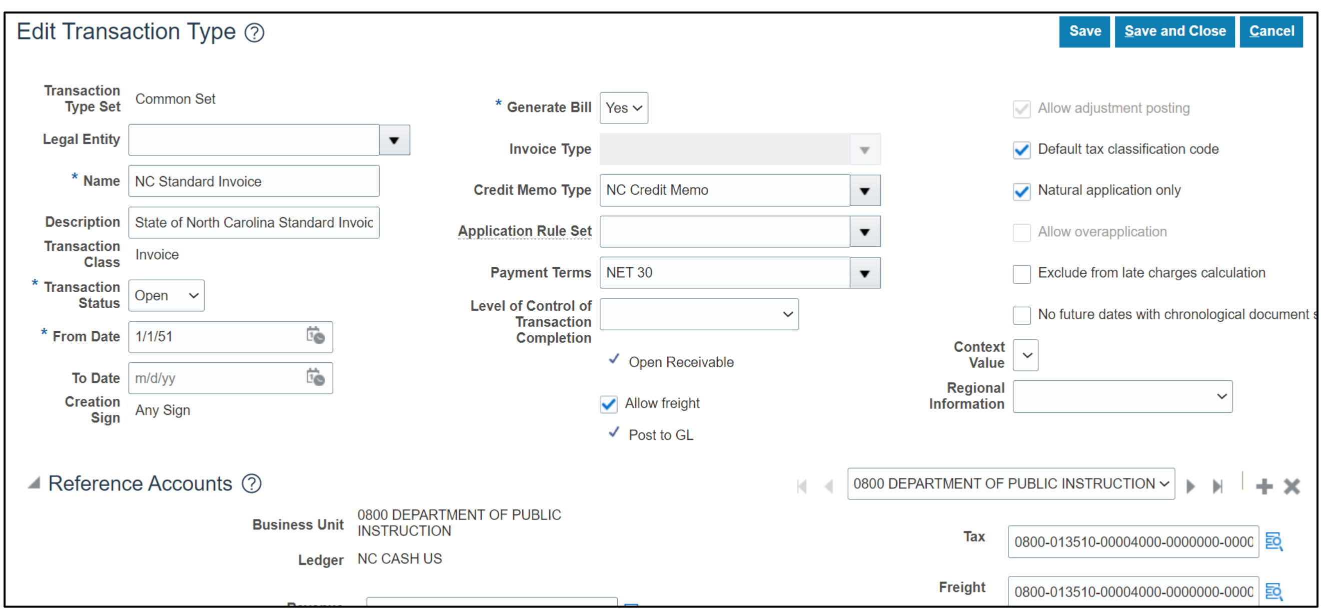
In this example, we choose ***Name*** as **NC Standard Invoices** and click the **Search** button.



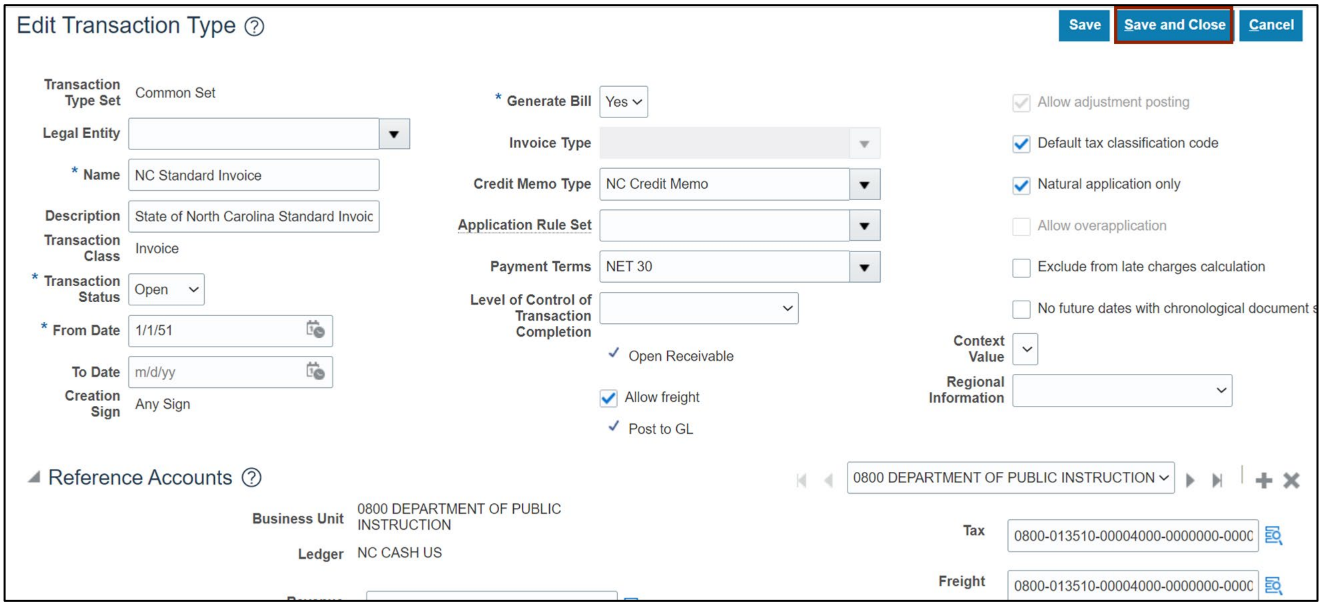
15. The Transaction Types are listed. Click the **Name** link to open the transaction type.



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



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



Wrap-Up

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

Additional Resources

NA