



# QUERY CM EXTERNAL TRANSACTIONS

## QUICK REFERENCE GUIDE CM-40

CM

### Purpose

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

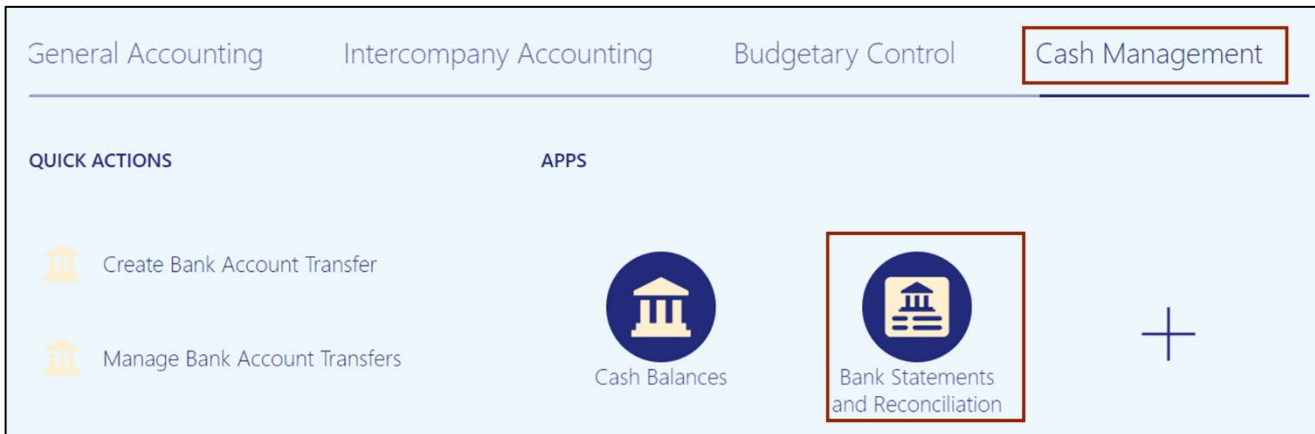
### Introduction and Overview

This QRG covers the steps to Query CM External Transactions, meaning cash activity such as payments that were recorded outside of the Payables module.

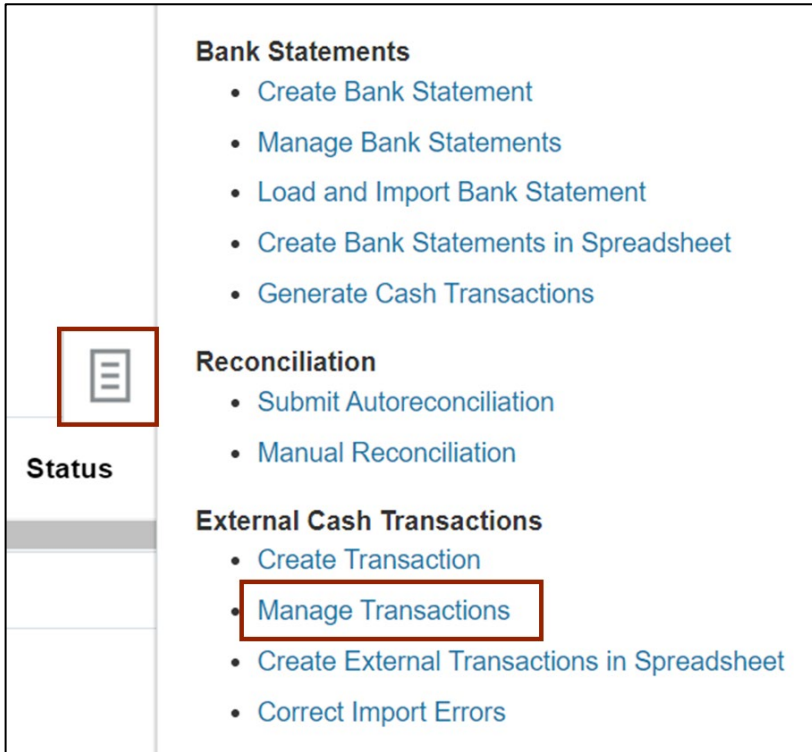
### Query CM External Transactions

To Query CM External Transactions in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. Click the **Cash Management** tab. Click the **Bank Statements and Reconciliation** app.

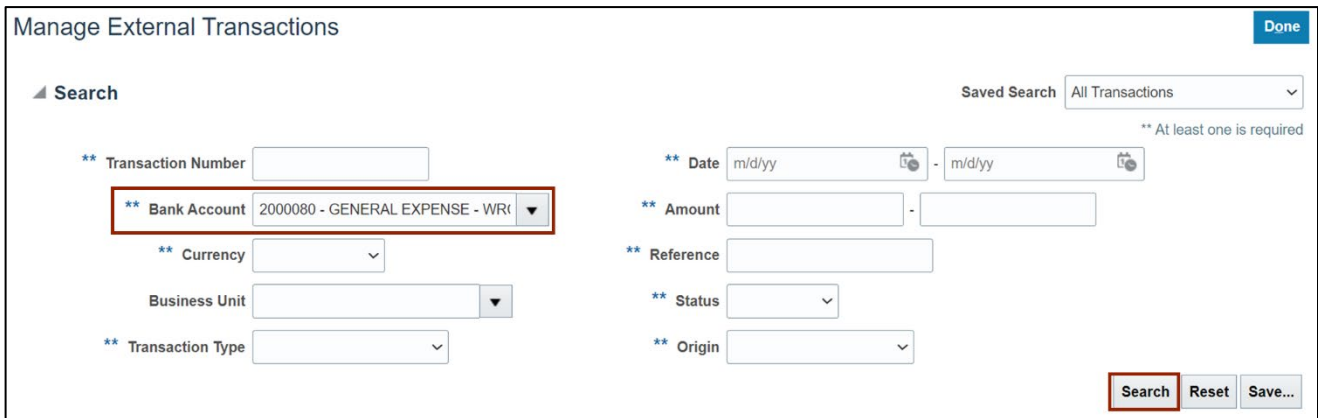


- The **Overview** page appears. Click the **Tasks** [  ] icon. On the Tasks pane, under the **External Cash Transactions** section, click **Manage Transactions**.



- The **Manage External Transactions** page appears. Under the **Search** section, enter the required fields.

In this example, we choose **\*Bank account**. Then, click the **Search** button.



5. Click the **Transaction Number** link to open an External Transaction.

Manage External Transactions

▶ Search

Search Results

Actions ▼ View ▼ + ✎ 📄 📄 Detach

Transaction Number	Bank Account	Business Unit	Date	Amount	Reference
<a href="#">41829</a>	2000080 - GENERAL EX...	1700 WILDLIFE RESOU...	10/19/22	-102.63 USD	0000611760
<a href="#">41828</a>	2000080 - GENERAL EX...	1700 WILDLIFE RESOU...	10/19/22	-60.00 USD	0000611759
<a href="#">41827</a>	2000080 - GENERAL EX...	1700 WILDLIFE RESOU...	10/19/22	-770.00 USD	0000611752
<a href="#">41826</a>	2000080 - GENERAL EX...	1700 WILDLIFE RESOU...	10/19/22	-46.46 USD	0000611750
<a href="#">41825</a>	2000080 - GENERAL EX...	1700 WILDLIFE RESOU...	10/19/22	-248.61 USD	0000611748

6. The **External Transaction** page opens. Review the **External Transaction** page details. Click the **Done** button to close the External Transaction.

External Transaction 41829 View Accounting Edit **Done**

Transaction Details

Transaction Number	41829	Status	Unreconciled
Bank Account	2000080 - GENERAL EXPENSE - WRC	Clearing Date	
Business Unit	1700 WILDLIFE RESOURCES COMMISSION	Value Date	
Amount	-102.63 USD	Origin	Imported
Date	10/19/22	Attachments	None
Reference	0000611760		
Transaction Type	Check		
Description	17D		

7. You are now redirected to **Manage External Transactions** page.

Manage External Transactions Done

▶ Search Saved Search All Transactions ▼

Search Results

Actions ▼ View ▼ + ✎ 📄 📄 Detach

Transaction Number	Bank Account	Business Unit	Date	Amount	Reference	Status	Origin	Attachm
41829	2000080 - GENERAL EX...	1700 WILDLIFE RESOU...	10/19/22	-102.63 USD	0000611760	Unreconciled	Imported	None
41828	2000080 - GENERAL EX...	1700 WILDLIFE RESOU...	10/19/22	-60.00 USD	0000611759	Unreconciled	Imported	None
41827	2000080 - GENERAL EX...	1700 WILDLIFE RESOU...	10/19/22	-770.00 USD	0000611752	Unreconciled	Imported	None
41826	2000080 - GENERAL EX...	1700 WILDLIFE RESOU...	10/19/22	-46.46 USD	0000611750	Unreconciled	Imported	None

## Wrap-Up

Query CM External Transactions using the steps above.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- CM100: Bank Reconciliation