

AR-05 View AR Transactions

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.

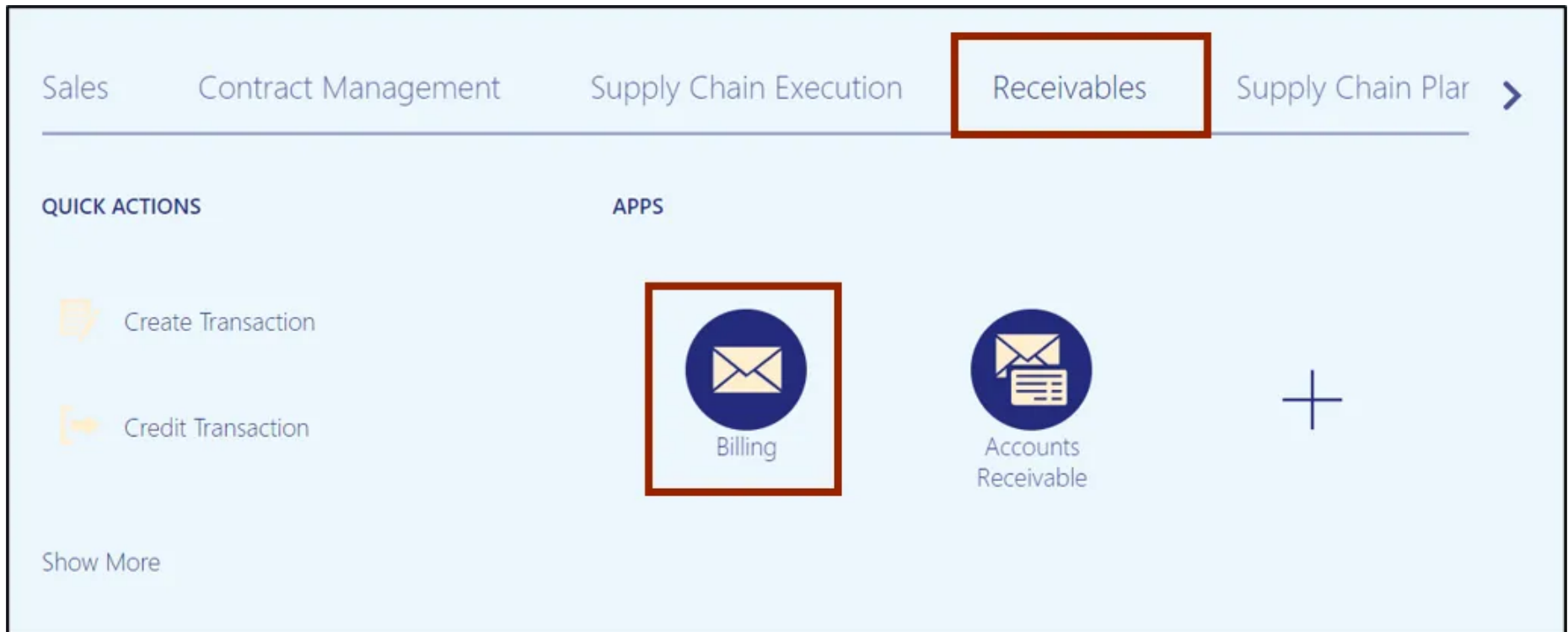
View AR Transactions

To view AR Transactions in NCFS, please follow the steps below. There are 10 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

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

Image



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

Image

NCFS

Billing ? All business units

Incomplete

0
0-10 Days

3
10+ Days

Approval

View Complete Delete

Transaction Number	Source	Class	Customer
21001	Manual	Invoice	UNC CHAPEL ...
24001	Manual	Invoice	UNC ROCKIN...
28001	Manual	Invoice	UNC ROCKIN...

Transactions

- Create Transaction
- Credit Transaction
- Manage Transactions
- Manage AutoInvoice Lines
- Approve Adjustments

Customers

- Create Customer
- Manage Customers
- Upload Customers from Spreadsheet
- Manage Data Import

Customer Account Balances

- Review Customer Account Details

Step 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 the **Transaction Source** field.

Image





Manage Transactions

 **Search**

Business Unit

**** Transaction Source**

Transaction Class

Transaction Type

Advanced Saved Search

**** At least one is required**

**** Transaction Number** Starts with

**** Transaction Date** Equals 

**** Bill-to Customer** Equals 

Reference

Search

Reset

Save...

Step 5. Click the **Search** button.

Image

Manage Transactions ? Done

Search

Business Unit

** Transaction Source

Transaction Class

Transaction Type

Advanced Saved Search All Transactions

** At least one is required

** Transaction Number Starts with

** Transaction Date Equals

** Bill-to Customer Equals

Reference

Search Reset Save...

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

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

Image








TS

Manage Transactions ?

Done

Search

Advanced
Saved Search
All Transactions

Actions
View






Detach

	Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	Entered Amount	Transaction Date	Business Unit	Orig Nur
▶	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...	

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

Image





Review Transaction: Invoice 17001 

Actions 

View Image

Save 

Incomplete

Cancel

General Information [Show More](#)

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

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

Image

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	

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

Image

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

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

Image








TS

Review Transaction: Invoice 17001 ?

Actions ▼

View Image

Save ▼

Incomplete

Cancel

Save and Close

General Information | [Show More](#)

Business Unit	2500 DHHS HEALTH BENEFITS	Transaction Date	12/20/22	Currency	USD US Dollar
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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

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](#)

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