CM-40 Query CM External Transactions

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.

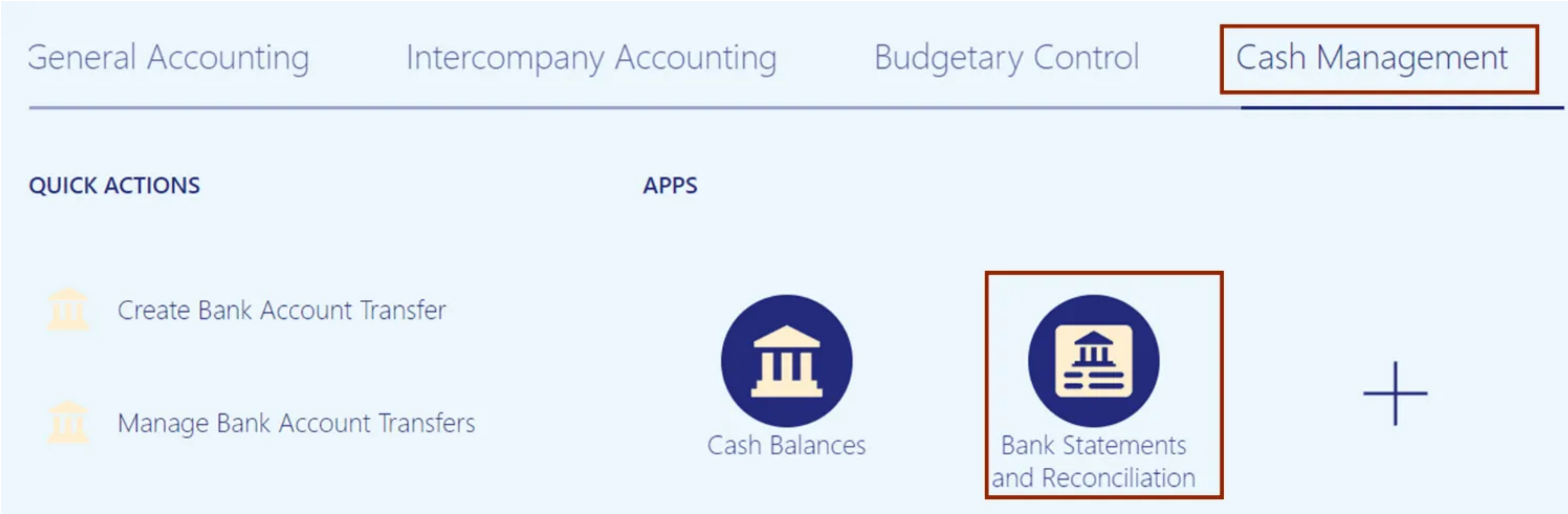
Query CM External Transactions

To Query CM External Transactions in NCFS, please follow the steps below. There are 7 steps to complete this process.

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

Step 2. Click the **Cash Management** tab. Click the **Bank Statements and Reconciliation** app.

Image



Step 3. The **Overview** page appears. Click the **Tasks** icon. On the **Tasks** pane, under the **External Cash Transactions** section, click **Manage Transactions**.

Image

Status

Bank Statements

- Create Bank Statement
- Manage Bank Statements
- Load and Import Bank Statement
- Create Bank Statements in Spreadsheet
- Generate Cash Transactions

Reconciliation

- Submit Autoreconciliation
- Manual Reconciliation

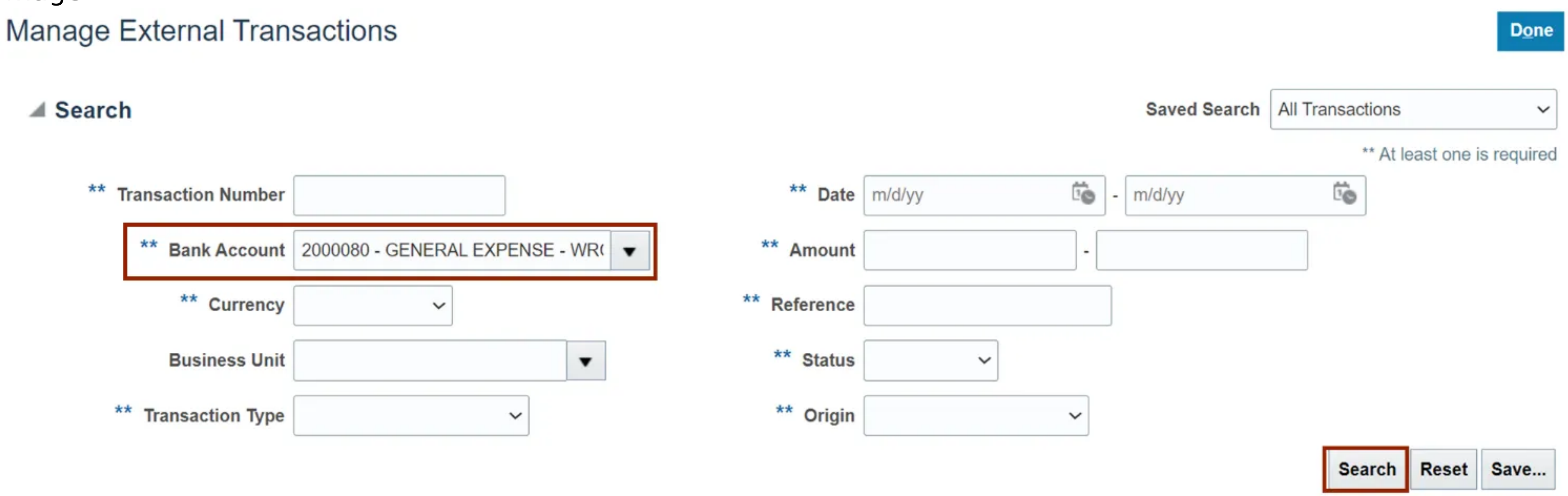
External Cash Transactions

- Create Transaction
- Manage Transactions
- Create External Transactions in Spreadsheet

Step 4. The **Manage External Transactions** page appears. Under the **Search** section, enter the required fields.

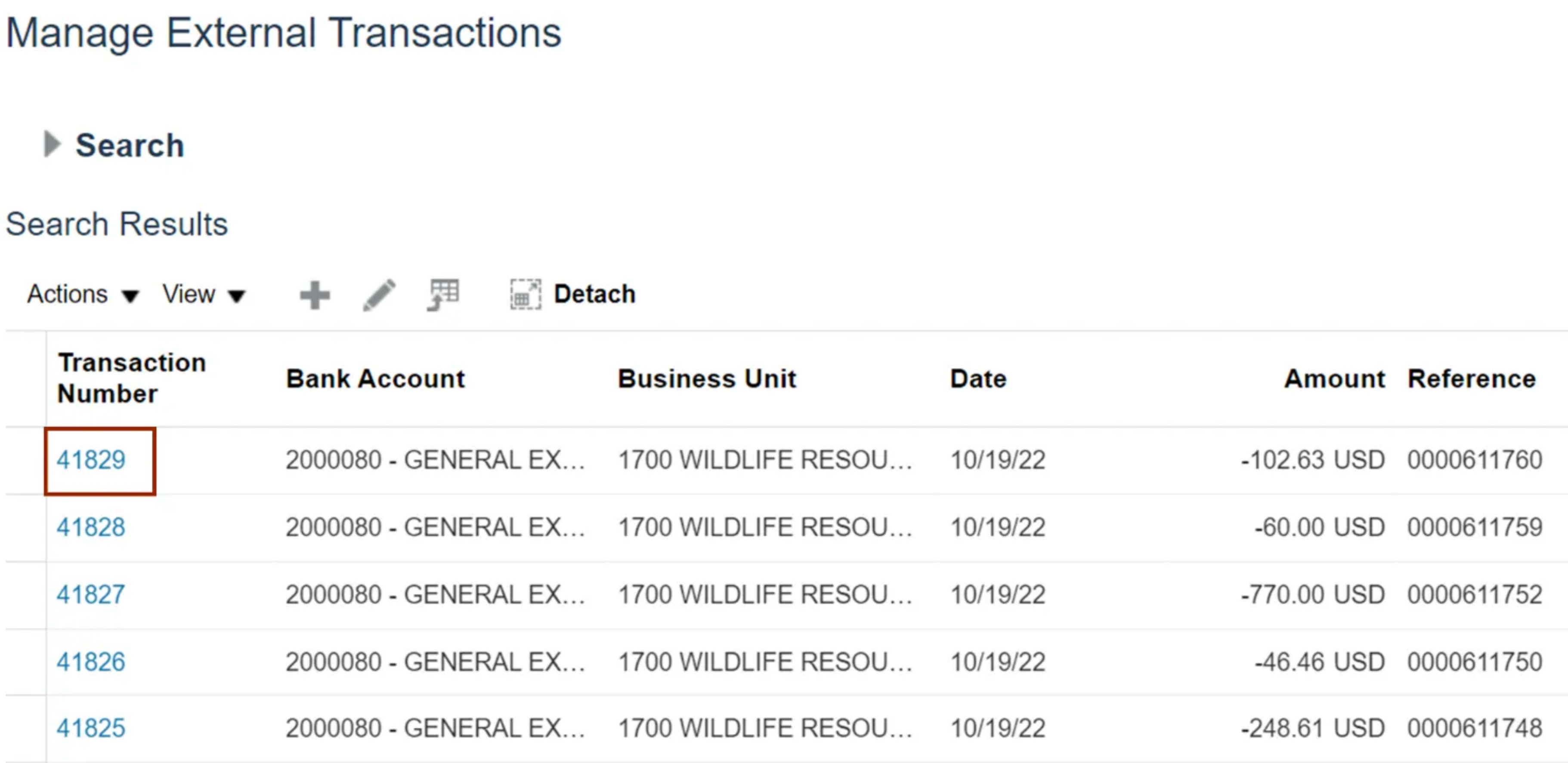
In this example, we choose ***Bank account**. Then, click the **Search** button.

Image



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

Image



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

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

Image

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

Image

Wrap-Up

Query CM External Transactions using the steps above.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - CM100: Bank Reconciliation

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