

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.

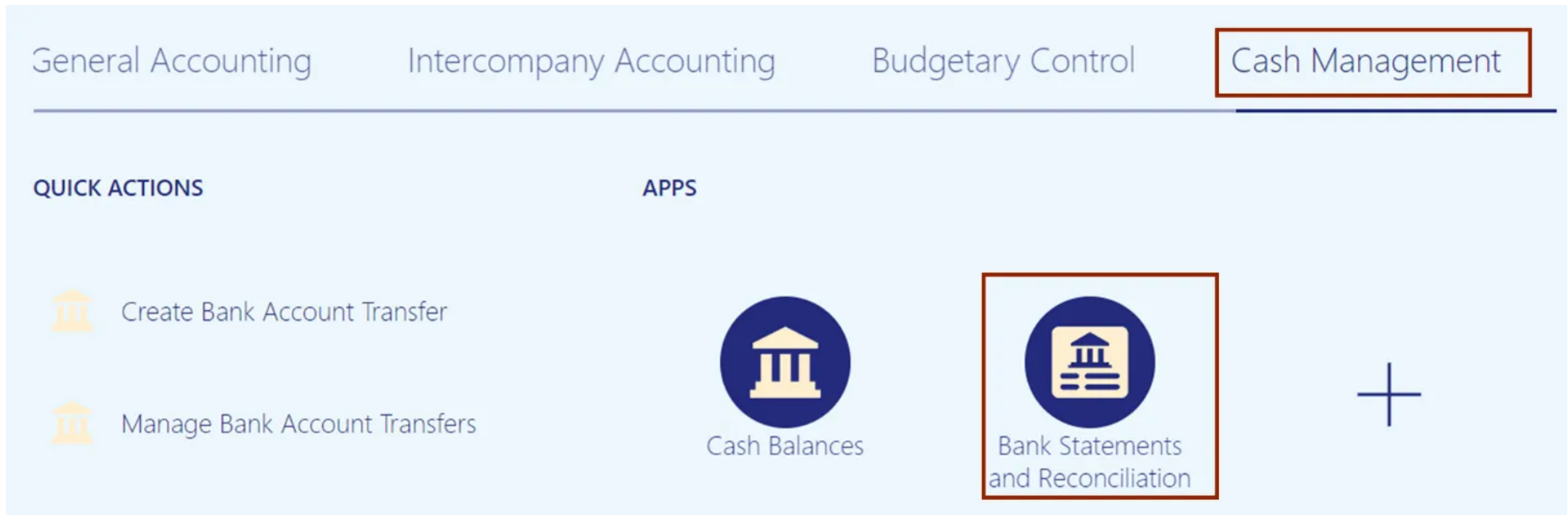
Query CM External Transactions

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

Manage External Transactions

Done

Search

Saved Search All Transactions

** At least one is required

** Transaction Number

** Bank Account

2000080 - GENERAL EXPENSE - WR

** Currency

Business Unit

** Transaction Type

** Date

m/d/yy

-

m/d/yy

** Amount

-

** Reference

** Status

** Origin

Search

Reset

Save...

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

Image

Manage External Transactions

► Search

Search Results

Actions ▼ View ▼     Detach

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

External Transaction 41829

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		

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

Image

Manage External Transactions

Done

Search

Saved Search All Transactions

Search Results

Actions View + Edit Calendar 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](#)

First Published

Thu, 07/20/2023

Last Updated

Mon, 09/29/2025

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