

# **VIEW PAYMENTS**

## **QUICK REFERENCE GUIDE AP-05**

#### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to View Payments in the North Carolina Financial System (**NCFS**).

### Introduction and Overview

This QRG covers the steps to search and view payment details in NCFS.

#### **View Payments**

To view payments, please follow the steps below:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the **Home** page, click the **Payables** tab and click the **Payments** app.





3. Click the Tasks icon []]. Under Payments, click Manage Payments.

Overview	Payments <ul> <li>Submit Payment Process Request</li> </ul>
Payment Process Requests ⑦           Requiring Attention (0)         Recently Completed (0)         Recently Terminated (0)	Manage Payment Process Requests     Manage Payment Process Request Templates     Manage Payments     Create Electronic Payment Files
View ▼     Image:	Manage Payment Files     Create Positive Pay File     Send Separate Remittance Advice     Create Regulatory Reporting
✓ Payment Files Requiring Attention Actions ▼ View ▼ 第 译 Detach ◆	<ul> <li>Payment File Accompanying Letter</li> <li>Accounting <ul> <li>Review Journal Entries</li> <li>Payables to Ledger Reconciliation</li> </ul> </li> </ul>
	Payables Periods <ul> <li>Manage Accounting Periods</li> </ul>

4. Payments can be viewed through a basic or advanced payments search. Click the **Basic** or **Advanced** button, as per the requirement.

In this example, we choose **Advanced** search by clicking the **Advanced** button.

Manage Payments ⑦				Done
✓ Search				Advanced Saved Search All Payments ~
				** At least one is required
** Supplier or Party		•	** Payment Type	~
** Payment Date	m/d/yy		** Payment Process Request	•
** Payment Number	1029		Payment Status	~
** Disbursement Bank Account		•	Business Unit	<b>•</b>
				Search Reset Save

5. Enter information on at least one field marked with \*\*. Modify the conditional operators by selecting **Equals, Contains, Starts with**, and so on from the drop-down choice list. Then, click the **Search** button.

Manage Payments ⑦														D <u>o</u> ne
▲ Search										Basi	c Sav	ed Search	All Pa	ayments 🗸
												** At	least one	e is required
** Supplier or Party	Equals	~		•	•	** Payment Process Request	Equals	~					•	
** Payment Date	After	✔ 6/1/22	٥			Payment Status	Equals	~			~			
** Payment Number	Equals	~				Business Unit	Equals	~					•	
** Disbursement Bank Account	Equals	~			•	Supplier Site	Equals	~				•		
Payment Document	Equals	~	•	]		Payment Method	Equals	~				•		
Payment Amount	Equals	~	^	~		Payee	Equals	~					•	
Payment Currency	Equals	~	•	]		Context	Equals	~			~			
** Payment Type	Equals	~	~											
								[	Search	Reset Sa	ve	Add Fiel	ds ▼	Reorder

In this example, we choose *Payment Date* After 6/1/22.

- 6. The Search result will appear. View the relevant payments here. Review the *Payment Status.* 
  - If the *Payment Status* is **Cleared**, it means the payments have cleared and Payment has been reconciled against the bank statement lines.
  - If the *Payment Status* is **Negotiable**, it means that the payment has been created and is yet to be cleared.

Manage Payments ⑦         Image Search         Basic       Saved Search         Actions • View • + Ø F F E Detach										
Payment Number	Payment Document	Payment Status	Payment Type	Reconciled	Payee	Payment Date	Payment Amount	Remit- to Address	Remit-to Accou Number	
1028	IGO 1000	Negotiable	Payment Pr	No	NC DEPARTMENT OF REVENUE	2/10/23	190.00 USD	COU	<b>^</b>	
1015	IGO 1000	Negotiable	Payment Pr	No	NC DEPARTMENT OF ADMINSTRATION	1/6/23	700.00 USD	<b>1</b> 306		
1020	IGO 1000	Negotiable	Payment Pr	No	NC DEPARTMENT OF REVENUE	1/31/23	1,000.00 USD	COU		
1029	IGO 1000	Negotiable	Payment Pr	No	NC WILDLIFE RESOURCES COMMISSION	2/10/23	80.00 USD	<b>F</b> 1702		
1008	IGO 1000	Cleared	Payment Pr	Yes	NC DEPARTMENT OF ADMINSTRATION	1/4/23	72.48 USD	<b>1</b> 306		
1011	IGO 1000	Cleared	Payment Pr	Yes	NC DEPARTMENT OF ADMINSTRATION	1/4/23	46.91 USD	<b>1</b> 306		
1025	IGO 1000	Negotiable	Payment Pr	No	NC DEPARTMENT OF JUSTICE	2/10/23	460.00 USD	PO B		

#### 7. Click the **Payment Number** link to view payments.

In this example, we choose **1029** payment number.

Ma	inage Paym	ients ⑦								Done	I
	Search							<u>B</u> asic Sa	ved Search	All Payments ~	
Ac	tions 🔻 View 🔻	+ 🧷 理	🔄 📄 Detach								
	Payment Number	Payment Document	Payment Status	Payment Type	Reconciled	Payee	Payment Date	Payment Amount	Remit- to Address	Remit-to Accou Number	
	1028	IGO 1000	Negotiable	Payment Pr	No	NC DEPARTMENT OF REVENUE	2/10/23	190.00 USD	COU	4	•
	1015	IGO 1000	Negotiable	Payment Pr	No	NC DEPARTMENT OF ADMINSTRATION	1/6/23	700.00 USD	<b>1</b> 306		
	1020	IGO 1000	Negotiable	Payment Pr	No	NC DEPARTMENT OF REVENUE	1/31/23	1,000.00 USD	COU		
	1029	IGO 1000	Negotiable	Payment Pr	No	NC WILDLIFE RESOURCES COMMISSION	2/10/23	80.00 USD	<b>1</b> 702		l
	1008	IGO 1000	Cleared	Payment Pr	Yes	NC DEPARTMENT OF ADMINSTRATION	1/4/23	72.48 USD	<b>1</b> 306		
	1011	IGO 1000	Cleared	Payment Pr	Yes	NC DEPARTMENT OF ADMINSTRATION	1/4/23	46.91 USD	<b>1</b> 306		
	1025	IGO 1000	Negotiable	Payment Pr	No	NC DEPARTMENT OF JUSTICE	2/10/23	460.00 USD	PO B		

8. View the payment details. No edits are possible at this point. If the details are incorrect, the payment will have to be re-entered.

Payment: 1029 ⑦			Actions
Payee Payment Date Status Accounting Status Reconciled Type	NC WILDLIFE RESOURCES COMMISSION 2/10/23 Negotiable Accounted No Payment Process Request	Payment Amount Withheld Amount Business Unit Legal Entity Stop Date	80.00 USD 0.00 USD 1000 DEPARTMENT OF AGRICULTURE NC DEPARTMENT OF STATE TREASURER
		Void Date	
Payment Dataile Paid Invoices History Co	nuarcian Other	Attachments	None 🛨
Payee			
Current Name		Remit-to Account	
Payee Site	<b>I</b> GO.090	IBAN	
Remit-to Address	1702 MAIL SERVICE CENTER, RALEIGHNC, 276991702, WAKE, US	BIC	
Payment Function	Payables disbursements	Remit-to Bank Name	
		Remit-to Branch Name	

9. Click the **Paid Invoices** tab to see details like due date, discount, etc.

/ment Detail: P	<b>'aid Invoices</b> ∃istory	Conversion Other	r			
fiew 🔻 🗊	Reverse Select ar	nd Add 🗐 Detach	0			
	Invoice		Payment (U	SD) Payment Reason	Payment Reason Comments	
Number	Туре	Due Date	Discount	Amount		
IGO053725	Standard	3/11/23	0.00	80.00		
			0.00	80.00		

10. Click the **Done** button to go back to the **Manage Payments** page.

Payment: 1029 ⑦			Actions 🔻 Done
Payee	NC WILDLIFE RESOURCES COMMISSION	Baymont Amount	80.00
Payment Date	2/10/23	Payment Amount	USD
Status	Negotiable	Withheld Amount	0.00
Accounting Status	Accounted		USD
Basapallad	No	Business Unit	1000 DEPARTMENT OF AGRICULTURE
Reconciled	NO	Legal Entity	NC DEPARTMENT OF STATE TREASURER
Туре	Payment Process Request	Stop Date	
		Void Date	
		Attachments	None 📲
Payment Details Paid Invoices History Co	nversion Other		
Payee			
Current Name		Remit-to Account	
Payee Site	<b>P</b> GO.090	IBAN	
Remit-to Address	1702 MAIL SERVICE CENTER, RALEIGHNC, 276991702, WAKE, US	BIC	
Payment Function	Payables disbursements	Remit-to Bank Name	
		Remit-to Branch Name	

## Wrap-Up

View payments regarding accounts payable using the steps above.

#### Additional Resources

#### Web-Based Training (WBT)

• AP001: AP Inquiry