



VIEW PAYMENTS

AP

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**).

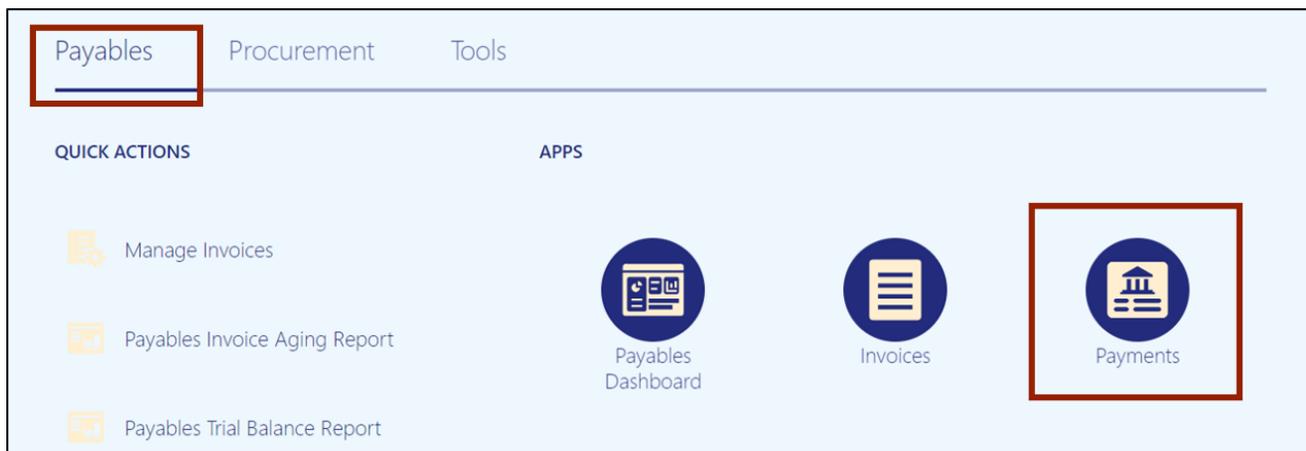
Introduction and Overview

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.

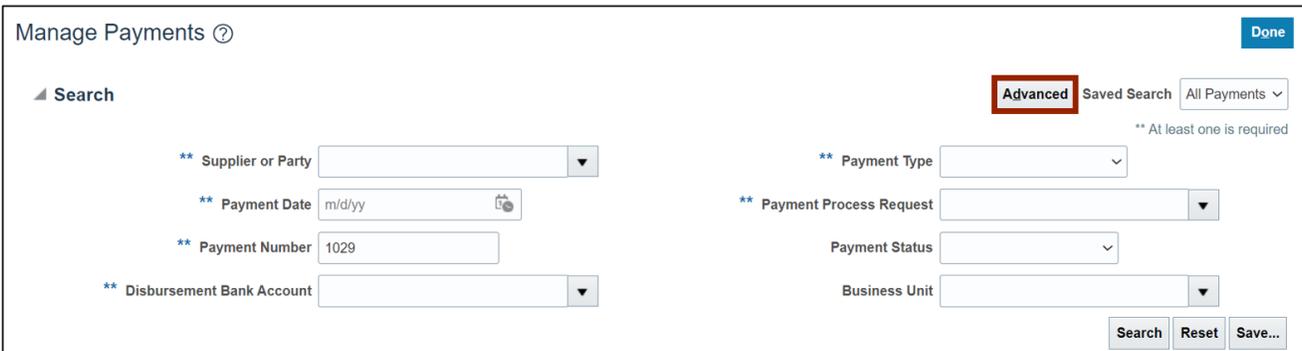


3. Click the **Tasks** icon []. Under **Payments**, click **Manage Payments**.



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.



- 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.

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

- 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.

Payment Number	Payment Document	Payment Status	Payment Type	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number
1028	IGO 1000	Negotiable	Payment Pr...	No	NC DEPARTMENT OF REVENUE	2/10/23	190.00 USD	COU...	
1015	IGO 1000	Negotiable	Payment Pr...	No	NC DEPARTMENT OF ADMINISTRATION	1/6/23	700.00 USD	1306 ...	
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	1702 ...	
1008	IGO 1000	Cleared	Payment Pr...	Yes	NC DEPARTMENT OF ADMINISTRATION	1/4/23	72.48 USD	1306 ...	
1011	IGO 1000	Cleared	Payment Pr...	Yes	NC DEPARTMENT OF ADMINISTRATION	1/4/23	46.91 USD	1306 ...	
1025	IGO 1000	Negotiable	Payment Pr...	No	NC DEPARTMENT OF JUSTICE	2/10/23	460.00 USD	PO B...	

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

Payment Details: **Paid Invoices** History Conversion Other

View [icon] Reverse Select and Add [icon] Detach [icon]

Invoice			Payment (USD)		Payment Reason	Payment Reason Comments
Number	Type	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 [icon] Actions [dropdown] **Done**

Payee	NC WILDLIFE RESOURCES COMMISSION	Payment Amount	80.00
Payment Date	2/10/23		USD
Status	Negotiable	Withheld Amount	0.00
Accounting Status	Accounted		USD
Reconciled	No	Business Unit	1000 DEPARTMENT OF AGRICULTURE
Type	Payment Process Request	Legal Entity	NC DEPARTMENT OF STATE TREASURER
		Stop Date	
		Void Date	
		Attachments	None [plus]

Payment Details Paid Invoices History Conversion Other

Payee

Current Name	Remit-to Account
Payee Site	IBAN
Remit-to Address	BIC
Payment Function	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