

CLASSIFY UNCOLLECTED

ACCOUNTS

отс

1

QUICK REFERENCE GUIDE AR-04

Purpose

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

Introduction and Overview

This QRG covers how to view Uncollected Accounts by using Open Balances in NC AR Aging by Invoices Report in NCFS.



User Tip:

View Uncollected Accounts by using open balances in NC AR Aging by Invoices Report, you can view specific transactions and the number of days past due.



Classify Uncollected Accounts

To view classify uncollected accounts in NCFS, 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 **Tools** tab.

Good afterr	noon, AR	Collections	Managem	nent 0800!
Tools Others				
APPS				
				1
Set Preferences	Worklist	Reports and Analytics	Scheduled Processes	+

3. Click the Reports and Analytics app.





4. On the **Reports and Analytics** page, click the **Browse Catalog** button.



5. Click the Shared Folders folder.







6. Click the **Custom** folder.

7. Click the FBR Custom folder.







8. On the Browse Catalog page, click the Report folder.

9. Click the Accounts Receivable folder.

🗍 Catalog						Home	Catalog	Favorites 🗸	Dashboards 🔻	Create 🗸	Open 🔻	9
llö▼ 🧐 🗈 隆 🤇 🏛 ▼ 🐁 🥖	' 🗛 🖻	- X	i 16	Location	/My Folders						•	0
∡ Folders	E: in	Тур	e All		▼ Sort Name A-Z		•) Show More [Details			
Conversion Conve	reasury	× • • •										
My Folders												
Expand Rename RSS Create Shor Delete Properties	tcut											
t Copy	_	•	Preview									





10. Under Accounts Receivable, click the NC AR Aging by Invoice Report (RPTOTC011).

11. On the right-hand side, the NC AR Aging by Invoice Report (RPTOTC011) is available.

🗍 Catalog		Home Catalog Favorites ▼ Dashboards ▼ Create ▼ Open ▼	9
▐▙▾᠊᠊ᢒ᠊᠄ݠᆙݠ९	× 🖻 🛱	Location /Shared Folders/Custom/FBR Custom/Report/Accounts Receivable/NC AR Aging by Invoices Report (RP 💌	0
✓ Folders	Е 🔝 Тур	ype All Vice Sort Name A-Z Vice Show More Details	
Conversion Integration	^	NC AR Aging by Invoices DM (RPTOTC011) Last Modified 3/13/23 1:57 AM Owner Boomi IntegrationUser NC AR Aging by Invoices Data Model (RPTOTC011) Properties More ▼	
Accounts Payable Accounts Receivable NC AR Aging by Invoices Report (RP NC AR Transactions Detail Report (RPT	тотсоіі ^{тотсоо4)} +	NC AR Aging by Invoices Report (RPTOTC011) Last Modified 3/13/23 2:01 AM Owner Boomi IntegrationUser NC AR Aging by Invoices Report (RPTOTC011) Open More ▼	
⊿ Tasks			
NC AR Aging by Invoices Report (RPTOTC011)			
Expand E Rename			
RSS & Create Shortcut			
Delete Troperties			
🕒 Сору			



12. Click **Open**.

Catalog		Home Catalog Favorites - Dashboards - Create - Open - Open -
lla▼ 🧐 🛅 🥄 🖿 ▼ 🐘 🖉 🛶 🗁 ▼	🗙 🌓 🖥 Locatio	n /Shared Folders/Custom/FBR Custom/Report/Accounts Receivable/NC AR Aging by Invoices Report (RP 🔻 🛛 🖉
⊿ Folders	Type All	▼ Sort Name A-Z ▼ □ Show More Details
Conversion		NC AR Aging by Invoices DM (RPTOTC011) Last Modified 3/13/23 1:57 AM Owner Boomi IntegrationUser NC AR Aging by Invoices Data Model (RPTOTC011) Properties More ▼
Accounts Payable Accounts Receivable NC AR Aging by Invoices Report (RPTO	TC011	NC AR Aging by Invoices Report (RPTOTC011) Last Modified 3/13/23 2:01 AM Owner Boomi IntegrationUser NC AR Aging by Invoices Report (RPTOTC011) Open More ▼
Inc AR Transactions Detail Report (RPTOT	C004)	
⊿ Tasks		
NC AR Aging by Invoices Report (RPTOTC011)		
Expand Expand		
RSS & Create Shortcut		
Delete Delete		
🕒 Сору		

13. Enter the parameters for the report.

	es Report (F	RPTOTC01	1)			Home	Cata	log l	Favorites 🔻	Dashboards 🔻	Create	Open -	•
Business Unit	All		Ŧ										
Customer Name	All		▼ Cust	omer Account Number	All		•						
Due Date From		Ċ		Due Date To		Ċ.							
Collection Manager	All		Ψ	* Group By	Customers		•	Apply					
C AR Aging by Invoices										<i>•</i> •• ==	Ivì ₹	8 Ø	
A AN Aging by Involces										-9 %		M	



14. Click the **Apply** button.

	es Report (RPTOTC01	1)	Home	Catalog Favorites	 Dashboards 	Create 🔻	Open 🔻
Business Unit	All	¥					
Customer Name	All	Customer Account Number	All	Ŧ			
Due Date From	Ē	Due Date To	Ċo				
Collection Manager	All	▼ * Group By	Customers	Apply			
NC AR Aging by Invoices					9 H	[x] ▼ ≰	2 0 ¢

15. Review the data within the report to classify uncollected accounts. Scroll to the right to view the uncollected amount.

			0		the second se		
Parameters		_					
Business Unit	All						
Customer Name	All						
Customer Account Number	All						
Due Date From	05/01/2021						
Due Date To	05/31/2023						
Collection Manager	All	1					
Group By	Customers						
Business Unit	Collection Manager	Customer	Customer Account	Customer Profile Class	Transaction Source	Transaction Type	Transaction
			Number				
0800 DEPARTMENT OF PUBLIC	JUDY BLOUNT	ANSON COUNTY	155	NC DPI	INVENTORY	NC Standard Invoice	101000
INSTRUCTION		SCHOOLS					
0800 DEPARTMENT OF PUBLIC	JUDY BLOUNT	ANSON COUNTY	155	NC DPI	INVENTORY	NC Standard Invoice	101001
INSTRUCTION		SCHOOLS					
Total by Customer Account			155				
0800 DEPARTMENT OF PUBLIC	JUDY BLOUNT	NEWTON-CONOVER	185	NC DPI	CONVERSIONS	NC Conv Invoice	1820923221
INSTRUCTION		CITY SCHOOLS					
Total by Customer Account			185				
0800 DEPARTMENT OF PUBLIC	JUDY BLOUNT	WAKE COUNTY	187	NC DPI	INVENTORY	NC Standard Invoice	100000
INSTRUCTION		SCHOOLS					
Total by Customer Account			187				
0800 DEPARTMENT OF PUBLIC	JUDY BLOUNT	UNC-GREENSBORO	57	NC DPI	Manual	NC Standard Invoice	13002
INSTRUCTION							
Total by Customer Account			57				
Total by Collection Manager	JUDY BLOUNT						
NC Aging Report by Cu	ustomer 🕘			: ∢			Þ



	L	М	N	0	Р	Q	R	S	Т	U
6						-				
7										
8										
9										
10										
11										
12										
13										
14	Transaction Amount	Outstanding Amount	Curront	1.30 Dava	31.60 Dave	61.90 Dava	91 120 Dave	121 150 Dava	150± Dava	Distribution Passivables Assount
15	Transaction Amount	Outstanding Amount	Current	1-50 D'Ays	51-00 D'ays	01-90 Days	91-120 Days	121-150 D'ays	150 TDays	Distribution Receivables Account
	1,920.00	1,920.00					1,920.00			
16										
	3,840.00	3,840.00					3,840.00			
1/		5 760 00	0.00	0.00	0.00	0.00	5 760 00	0.00	0.00	
10	27 334 55	27 334 55	0.00	0.00	0.00	0.00	5,700.00	0.00	27 334 55	
19	21,001.00	21,001100							21,001.00	
20		27,334.55	0.00	0.00	0.00	0.00	0.00	0.00	27,334.55	
	960.00	384.00					384.00			
21										
22	5 000 00	384.00	0.00	0.00	0.00	0.00	384.00	0.00	0.00	
	5,000.00	4,500.00							4,500.00	
22										
23 24		4,500.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	

16. The unaccounted amount for the accounts is available on the report.

Wrap-Up

Classify uncollected accounts using the steps above in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

• AR 101: Collections Management (ILT)

