AP-05 View Payments

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.

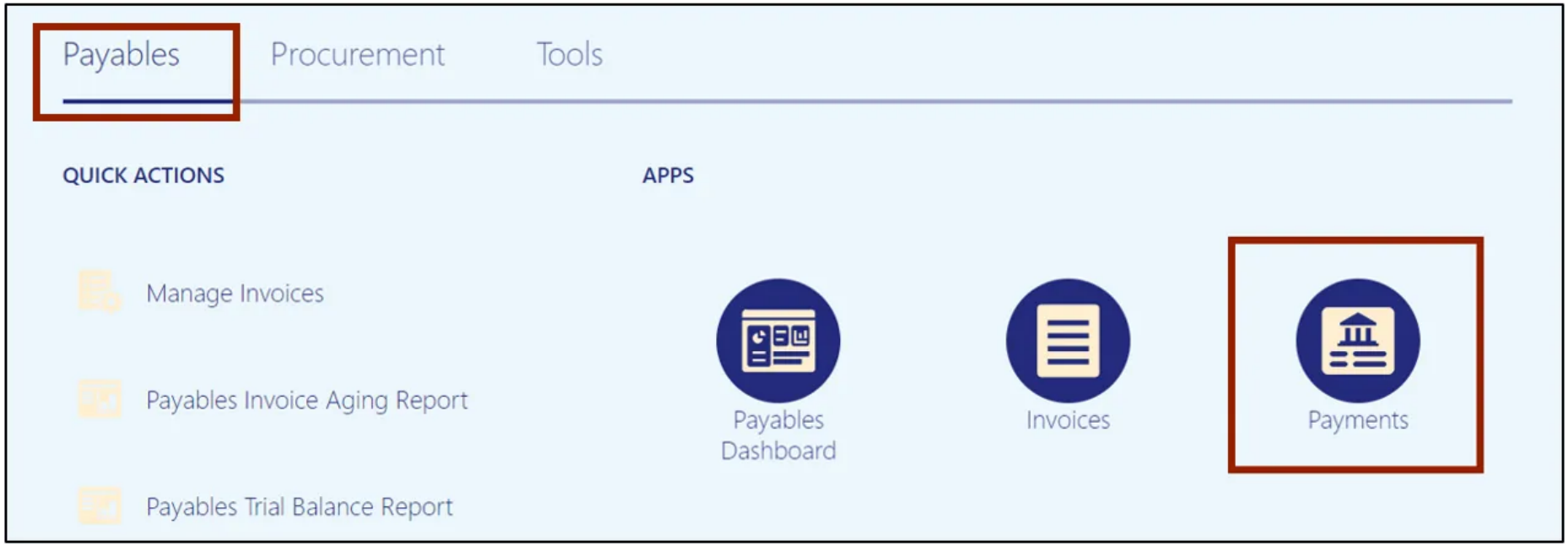
View Payments

To view payments, please follow the steps below. There are 10 steps to complete this process.

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

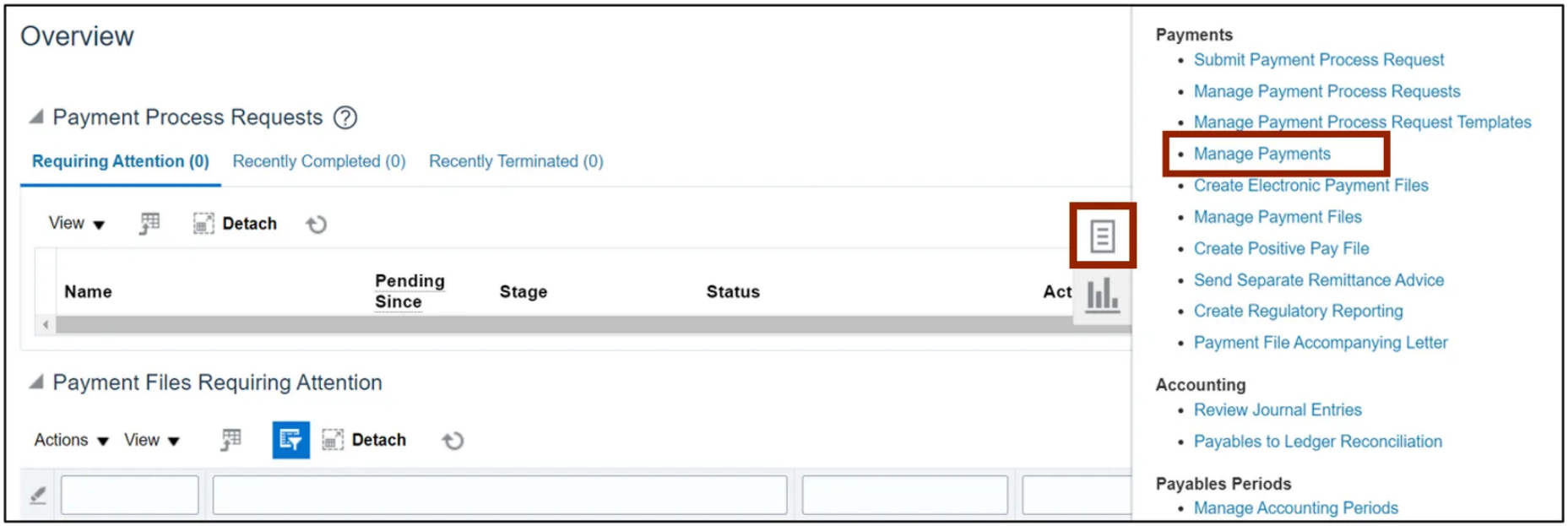
Step 2. On the **Home** page, click the **Payables** tab and click the **Payments** app.

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

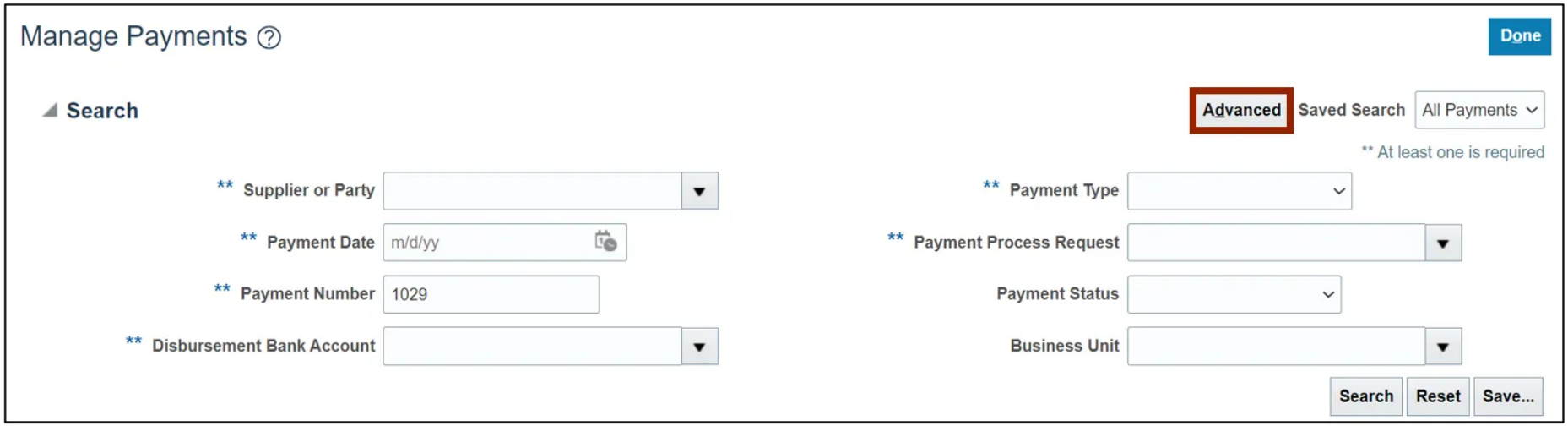
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Step 4. Payments can be viewed through a basic or advanced payments search. Click the **Basic** or **Advanced** button, as per the requirement.

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

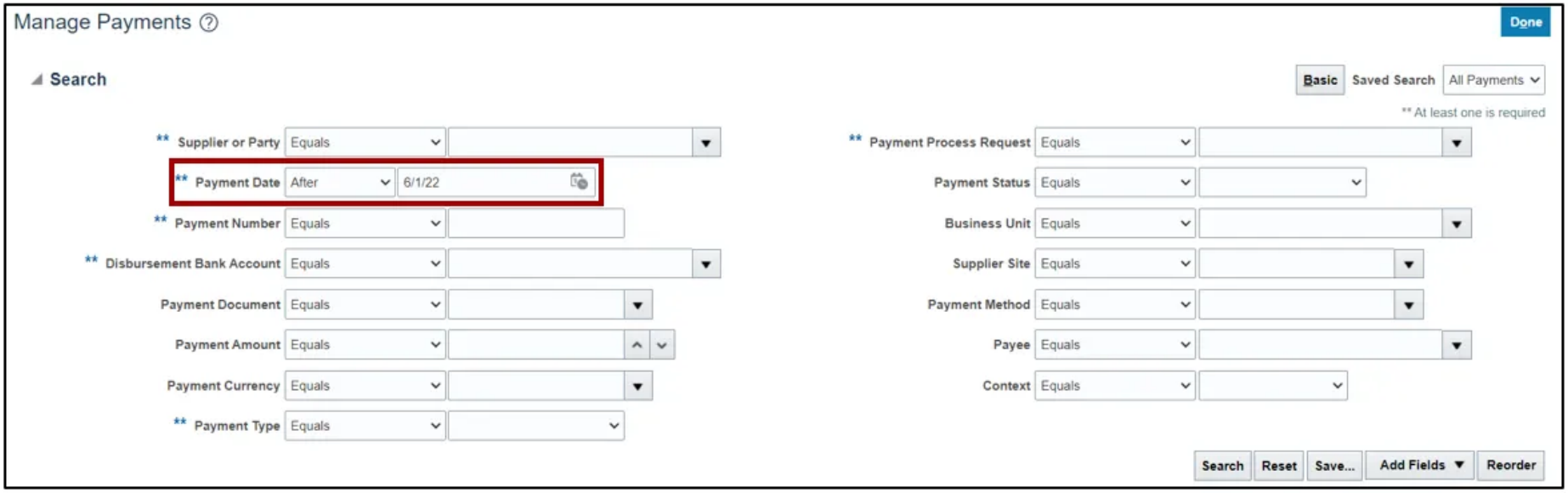
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Step 5. Enter information on at least one field marked with **. Modify the conditional operators by selecting **Equals, Contains, Starts with**, and so on from the drop-down choice list. Then, click the **Search** button.

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

Image



Step 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.

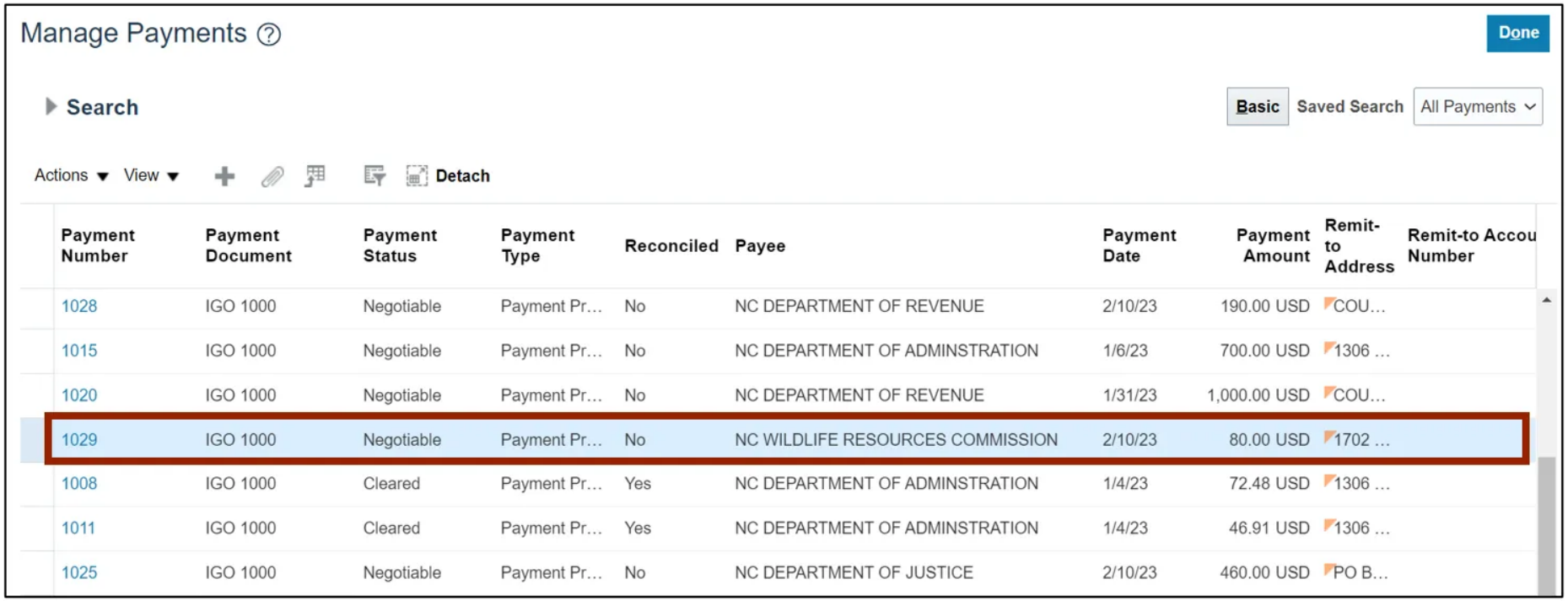
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Step 7. Click the **Payment Number** link to view payments.

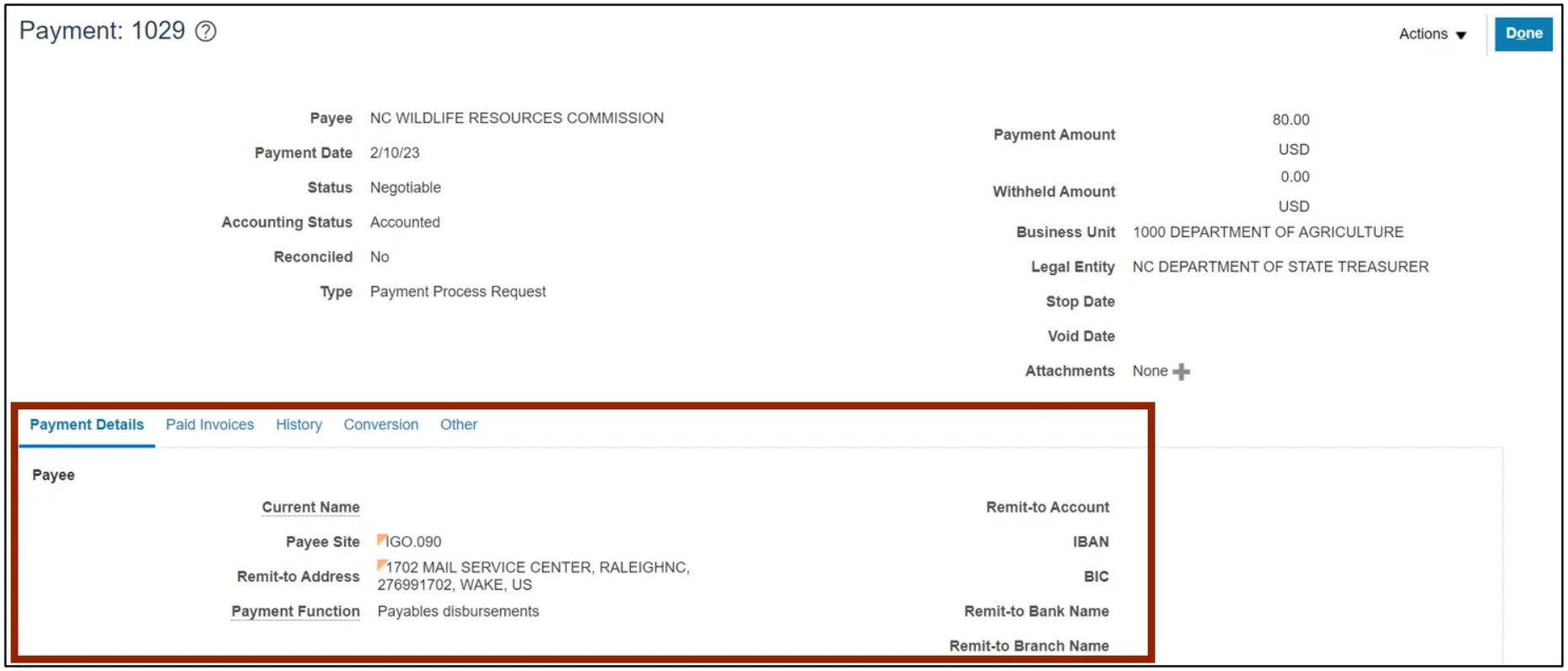
In this example, we choose **1029** payment number.

Image



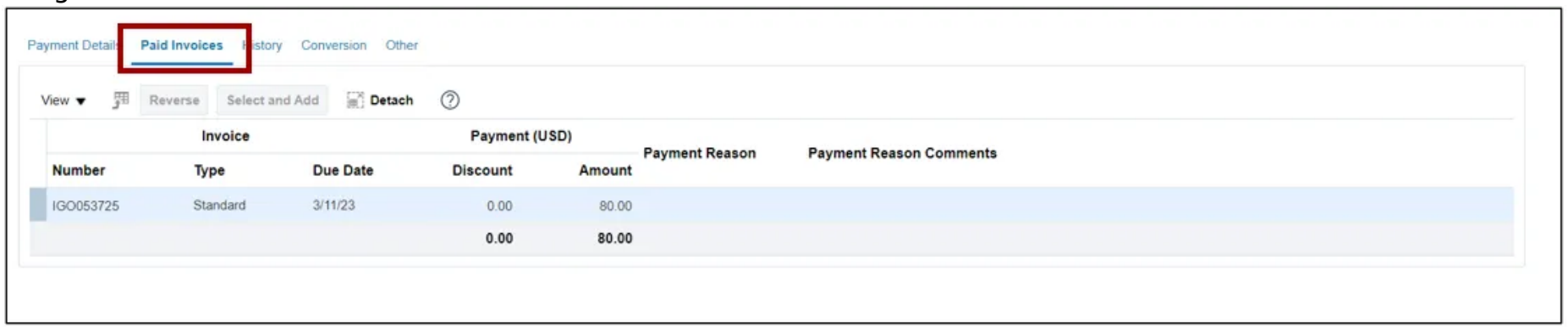
Step 8. View the payment details. No edits are possible at this point. If the details are incorrect, the payment will have to be re-entered.

Image



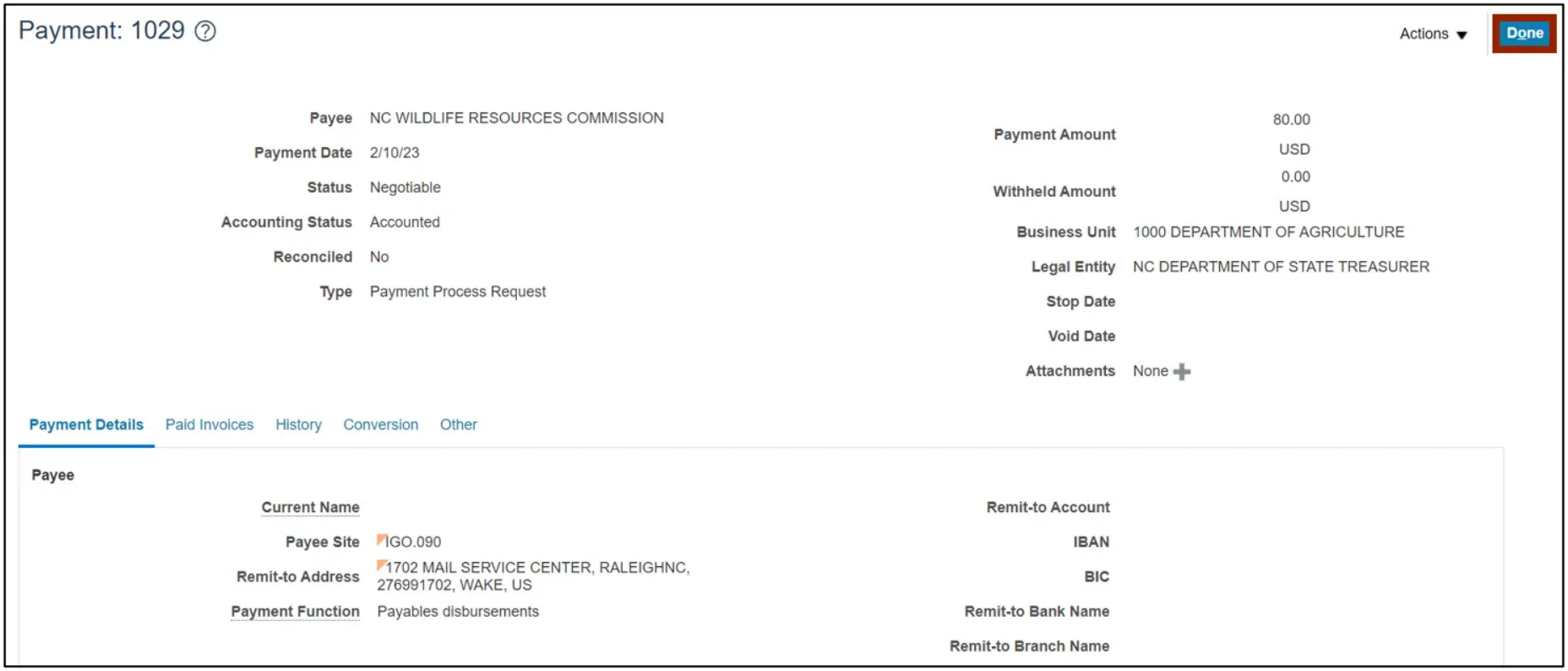
Step 9. Click the **Paid Invoices** tab to see details like due date, discount, etc.

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

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Wrap-Up

View payments regarding accounts payable using the steps above.

Additional Resources

- Web-Based Training (WBT)
  - AP001: AP Inquiry

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