

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.

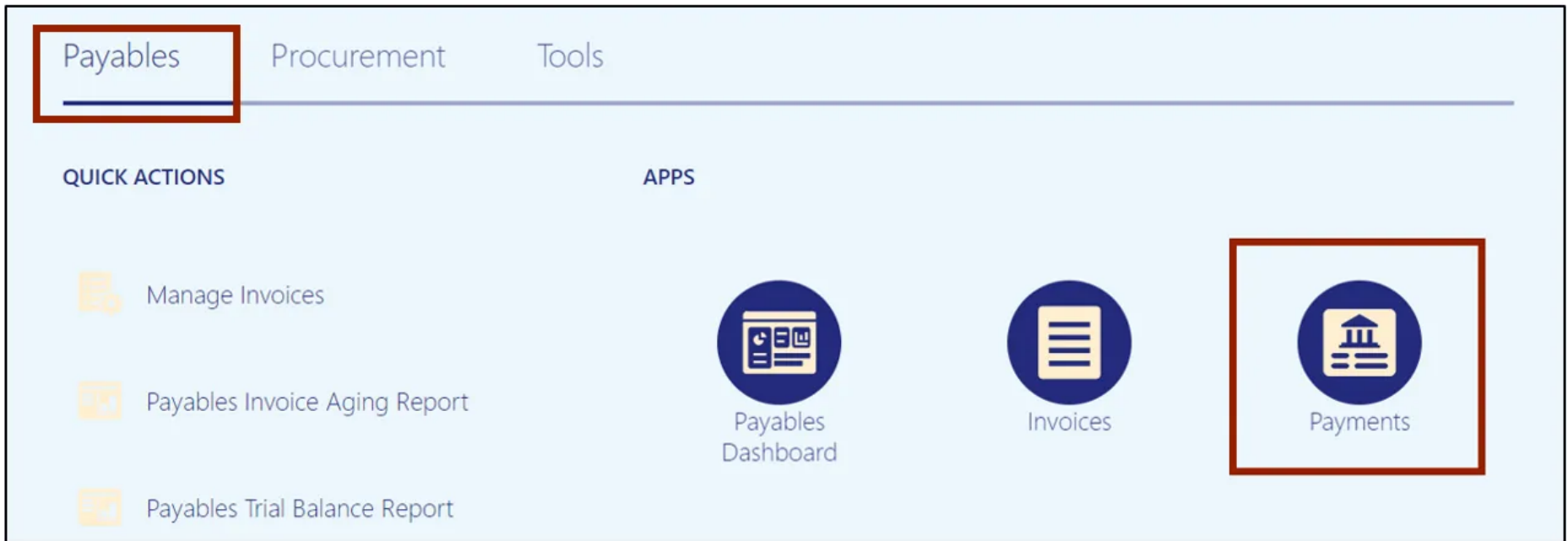
View Payments

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.

Image



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

Image

Overview

Payment Process Requests ?

Requiring Attention (0) Recently Completed (0) Recently Terminated (0)

View ▾

Detach

Name	Pending Since	Stage	Status	Act
------	---------------	-------	--------	-----

Payment Files Requiring Attention

Actions ▾ View ▾

Detach

Payments

Submit Payment Process Request

Manage Payment Process Requests

Manage Payment Process Request Templates

Manage Payments

Create Electronic Payment Files

Manage Payment Files

Create Positive Pay File

Send Separate Remittance Advice

Create Regulatory Reporting

Payment File Accompanying Letter

Accounting

Review Journal Entries

Payables to Ledger Reconciliation

Payables Periods

Manage Accounting Periods

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.

Image

Manage Payments ?

Done

Search

Advanced

Saved Search

All Payments

** At least one is required

** Supplier or Party

** Payment Date

m/d/yy

** Payment Number

1029

** Disbursement Bank Account

** Payment Type

** Payment Process Request

Payment Status

Business Unit

Search

Reset

Save...

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

Manage Payments ?

Done

Search

Basic Saved Search All Payments v

** Supplier or Party Equals

** Payment Date After 6/1/22

** Payment Number Equals

** Disbursement Bank Account Equals

Payment Document Equals

Payment Amount Equals

Payment Currency Equals

** Payment Type Equals

** Payment Process Request Equals

Payment Status Equals

Business Unit Equals

Supplier Site Equals

Payment Method Equals

Payee Equals

Context Equals

** At least one is required

Search

Reset

Save...

Add Fields v

Reorder

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.

Image

Manage Payments ?

Done

Search

Basic Saved Search All Payments

Actions

View

+

Detach

	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...	

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

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

Image

Manage Payments ?

Done

Search

Basic Saved Search All Payments

Actions

View

+

Detach

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...	

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

Payment: 1029 ? Actions ▾ Done

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

Payment Details Paid Invoices History Conversion Other

Payee

<u>Current Name</u> Payee Site IGO.090 Remit-to Address 1702 MAIL SERVICE CENTER, RALEIGHNC, 276991702, WAKE, US <u>Payment Function</u> Payables disbursements	Remit-to Account IBAN BIC Remit-to Bank Name Remit-to Branch Name
---	---

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

Image

Payment Details Paid Invoices History Conversion Other						
View ▾ Reverse Select and Add Detach ?						
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		

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

Image

Payment: 1029 ?

Actions ▼

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 +

Payment Details

Paid Invoices

History

Conversion

Other

Payee

Current Name

Payee Site

Remit-to Address

Payment Function

IGO.090

1702 MAIL SERVICE CENTER, RALEIGHNC,
276991702, WAKE, US

Payables disbursements

Remit-to Account

IBAN

BIC

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](#)

First Published

Mon, 07/24/2023

Last Updated

Wed, 08/20/2025

[View PDF](#)