## Viewing Account Activity and Transaction Details for a Customer Account

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by signing in to <strong>Oracle Financials Cloud</strong> (OFC) from myBoiseState.edu.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Accounts Receivable</strong> icon on the homepage to access the OFC Accounts Receivable module.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Accounts Receivable</strong> icon</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Review Customer Accounts</strong> button on the right hand side of the screen.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter the Customer Name into the <strong>Customer</strong> field or Enter the Account Number in to the <strong>Account Number</strong> search field.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: The Account Number is found on the Invoice issued by Accounts Receivable.</td>
</tr>
<tr>
<td>6.</td>
<td>Click <strong>Search</strong></td>
</tr>
</tbody>
</table>
7. Click the **Activities** tab below the Account Details

   **Account 100898: Details**

   ![Activities tab](image)

8. Select the **Category** by which you would like to view transactions in the **View Activities By** dropdown

   ![View Activities By dropdown](image)

   Filter transactions by **Date** by selecting a date range then clicking the arrow to the right of the range.

   ![Date filter](image)

9. For more details on the **Payment**, **Invoice**, or **Credit** click on the link in the **Transaction** column

   ![Transaction details](image)

   **Note:** Starting in FY19, the naming convention for the Transaction are as follows:

   - **CC PD xxxxx** - credit card paid invoice xxxxx
   - **CHKxxxx PD xxxxx** - check number xxxxx paid invoice xxxxx
   - **ACH PD xxxxx** - ACH paid xxxxx
   - **xxxxxCM** - credit memo issued on invoice xxxxx
   - **xxxxxVOID** - invoice xxxxx was voided
   - **xxxxxR** - invoice has been revised
   - **xxxxxPAID** - invoice has been paid by another route (i.e. posted to the departments funding source segment string)
   - **xxxxxWRITEOFF** - invoice has been written off/bad debt
   - **xxxxxCOLLECTIONS** - invoice has been turned over to collections

   **ProTip!** Export the information in the table using the export icon in the tool bar

10. To drill to additional Receipt Information, including attachments, click the hyperlink

   ![Hyperlink](image)
11. On the **Receipt Information page**, drill to original invoices or payment receipts by clicking on the Attachments hyperlink.

   ![Attachments](image)

12. Click **Done** to exit.

13. **End of Procedure.**