# Viewing Account Activity and Transaction Details for a Customer Account

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

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

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

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

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

   - **CC PD xxxx** - credit card paid invoice xxxx
   - **CHKxxx PD xxxx** - check number xxxx paid invoice xxxx
   - **ACH PD xxxx** - ACH paid xxxx
   - **xxxxCM** - credit memo issued on invoice xxxx
   - **xxxxVOID** - invoice xxxx was voided
   - **xxxxR** - invoice has been revised
   - **xxxxPAID** - invoice has been paid by another route (i.e. posted to the departments funding source segment string)
   - **xxxxWRITEOFF** - invoice has been written off/bad debt
   - **xxxxCOLLECTIONS** - invoice has been turned over to collections

   **ProTip!** Export the information in the table using the export icon in the tool bar
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<tbody>
<tr>
<td>10.</td>
<td>To drill to additional Receipt Information, including attachments, click the hyperlink in the Transaction column.</td>
</tr>
<tr>
<td></td>
<td><img src="image1.png" alt="Transaction Image" /></td>
</tr>
<tr>
<td>11.</td>
<td>On the <strong>Receipt Information page</strong>, drill to original invoices or payment receipts by clicking on the Attachements hyperlink.</td>
</tr>
<tr>
<td></td>
<td><img src="image2.png" alt="Attachments Image" /></td>
</tr>
<tr>
<td>12.</td>
<td>Click to exit.</td>
</tr>
<tr>
<td>13.</td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>