

# **REVIEW OR VALIDATE RECEIPT BATCHES**

# **QUICK REFERENCE GUIDE AR-12**

## Purpose

The purpose of this Quick Reference Guide **(QRG)** is to provide a step-by-step explanation of how to Review or Validate Receipt Batches in the North Carolina Financial System **(NCFS)**.

#### Introduction and Overview

This QRG covers the process to review or validate receipt batches in NCFS which will enable you to review or validate the receipt batches which were created.

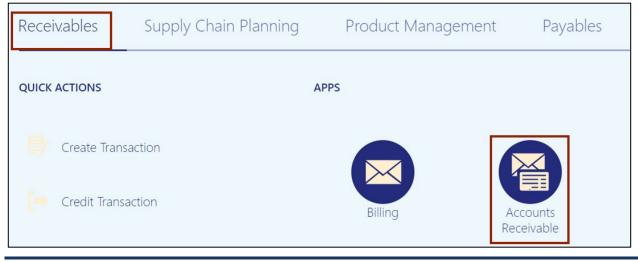


User Tip:
The following are prerequisites to review or validate receipt batches:
1. Create Receipt.

# **Review or Validate Receipt Batches**

To review or validate receipt batches 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 Receivables tab and then click the Accounts Receivables app.



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3. On the Accounts Receivable dashboard, click the Tasks [] icon, and then click Manage Receipts.

| Accounts Receival  | Ole ⑦ All business units ▼<br>View ▼ 第 第 Detach Post Approve ▼ Confirm ▼ | Receipts <ul> <li>Create Receipt</li> <li>Create Receipts in Spreadsheet</li> <li>Create Automatic Receipts</li> </ul>   |
|--------------------|--|--|
| 0                  | Batch Type Status Batch Number Date Control Count Actua                  | Create Remittance in Spreadsheet     Manage Receipts     Manage Lockbox Transmission     Lockbox Transmission History  Receipt Remittances     Create Receipt Remittance Batch |
| Lockbox Exceptions |  | Manage Receipt Remittance Batches     Correct Funds Transfer Errors Customers  |
| 0                  | >  | Manage Customers   |

4. On the Manage Receipts page, enter the Receipt Number in the Receipt Number field.

| Manage Receipts ⑦          |                              |                           |  |                   |                    | D <u>o</u> ne       |
|----------------------------|------------------------------|---------------------------|--|-------------------|--------------------|---------------------|
| ▲ Search                   |                              |                           |  | A <u>d</u> vanced | Saved Search       | All Receipts 🗸 🗸    |
|                            |                              |                           |  |                   | ** At le           | ast one is required |
| Business Unit              | •                            |                           | ** Receipt Method                      |                   |                    | •                   |
| ** Receipt Number          | Starts with ~ DHHS_02C017_1  |                           | Status                                 | Equals ~          | ~                  |                     |
| ** Customer Name           | ٩                            |                           | Remittance Bank                        |                   |                    | •                   |
| ** Customer Account Number | ٩                            |                           | State                                  | Equals ~          |                    | ~                   |
| ** Receipt Date            | Equals V m/d/yy              | i o                       | Payment System Order Number            | Equals            | ~                  |                     |
| ** Batch Number            |                              |                           |  |                   |                    |                     |
| ٩                          |                              |                           |  |                   | Search             | Reset Save          |
| Actions 🔻 View 👻 🎽 🛛       | Reassign Receipts 🗮 Detach   |                           |  |                   |                    |                     |
| Receipt Number Stat        | us Receipt Method Customer I | Name Customer A<br>Number | ccount Receipt Batch N<br>Date Batch N | umher             | intered L<br>mount | Amount Busi         |

In this example, we choose DHHS\_O2C017\_1.

#### 5. Click the **Search** button.

| Manage Receipts ⑦          |                             |                                 |                                   |                   | Done                        |
|----------------------------|-----------------------------|---------------------------------|-----------------------------------|-------------------|-----------------------------|
| ⊿ Search                   |                             |                                 |                                   | A <u>d</u> vanced |                             |
|                            |                             |                                 |                                   |                   | ** At least one is required |
| Business Unit              | -                           |                                 | ** Receipt Method                 |                   | •                           |
| ** Receipt Number          | Starts with ~ DHHS_02C017_1 |                                 | Status                            | Equals 🗸          | ~                           |
| ** Customer Name           | ۹                           | ]                               | Remittance Bank                   |                   | •                           |
| ** Customer Account Number | ۵                           | ]                               | State                             | Equals 🗸          | ~                           |
| ** Receipt Date            | Equals V m/d/yy             | Payme Payme                     | nt System Order Number            | Equals            | ~                           |
| ** Batch Number            |                             |                                 |                                   |                   |                             |
| 4                          |                             |                                 |                                   |                   | Search Reset Save           |
| Actions 🕶 View 👻 🖉 🗶 🛛 F   | Reassign Receipts 🔄 Detach  |                                 |                                   |                   |                             |
| Receipt Number State       | us Receipt Method Customer  | Name Customer Account<br>Number | Receipt Batch Nu<br>Date Batch Nu | imher             | ntered Unapplied Busi       |

6. Under the *Search* section, click the **Receipt Number** link to open the receipt.

| Manag | ge Receipts         | 0       |                 |               |                            |                 |              |                       |                     | D <u>o</u> ne |
|-------|---------------------|---------|-----------------|---------------|----------------------------|-----------------|--------------|-----------------------|---------------------|---------------|
|       | earch<br>▼ View ▼ 🖉 | Reassig | gn Receipts 🗇 💯 | Detach        |                            |                 |              | Advanced Saved Search | All Receipts        | ~             |
|       | Receipt Number      | Status  | Receipt Method  | Customer Name | Customer Account<br>Number | Receipt<br>Date | Batch Number | Entered<br>Amount     | Unapplied<br>Amount | Busine        |
| •     | DHHS_02C017_1       | Cleared | NC Manual Rec   | VINC PHYSICI  | 17804                      | 12/19/22        |              | 1,000.00 USD          | 500.00 USD          | 2500 DI       |
|       |                     |         |                 |               |                            |                 |              |                       |                     |               |

7. On the **Edit Receipt** page, review the *Receipt Information* section.

| Edit Receipt: DHHS               | _02C017_1 ⑦                         |                                    |                          |         | Actions 🗸   Save                      | Save and Close C | ancel |
|----------------------------------|-------------------------------------|------------------------------------|--------------------------|---------|---------------------------------------|------------------|-------|
| Receipt Information              | Show More                           |                                    |                          |         |                                       |                  | ]     |
| Status                           | Cleared                             | Customer<br>Account                | 17804                    |         | Currency                              | USD US Dollar    |       |
| Business Unit                    | 2500 DHHS HEALTH<br>BENEFITS        | Number<br>Customer<br>Name         | UNC PHYSICIANS NETWO     | ORK LLC | * Entered Amount                      | 1,000.00         | ]     |
| Receipt Type                     | Standard                            | * Customer<br>Site                 | 64534 🔻                  |         | Accounted Amount                      | 1,000.00         |       |
| Receipt Method<br>Receipt Number | NC Manual Receipts<br>DHHS_02C017_1 | Receipt Date<br>Accounting<br>Date | 12/19/22<br>12/19/22     |         | Total Applied Amount                  | 500.00           |       |
| Receivables Specialist           | •                                   | Comments                           | O2C DHHS Test Customer N | Name    | On-Account Amount<br>Unapplied Amount | 0.00             |       |
| Attachments                      | None 📕                              |                                    |                          | le      | Exchange Gain or Loss                 | 0.00             |       |

8. Scroll down and review and validate the *Receipt Details* section.

| pplication History  | Activity                               |              |                          |                      |                    |                       |                |               |
|---------------------|--|--------------|--------------------------|----------------------|--------------------|-----------------------|----------------|---------------|
| Actions • View •    | Detach                                 | Add Applica  | tion Unapply Application | Add Open Receivables | View Remittance Re | ference Detail        | View Exception | Trends        |
| Application<br>Type | * Applicatio                           | on Reference | Amount D                 | ue * Applied Amo     | unt Discou         | Int Exception         | Reason         | * Application |
| Transaction         | 19001                                  |              | 0.00 U                   | SD 500               | .00 0.0            | 00                    |                | 2/10/23       |
| d Transaction 1     |  | vile         |                          |                      |                    |                       |                |               |
| Days La             | ate -60                                |              |                          |                      |                    | Instal                | llment 1       |               |
| Transaction Ty      | ate -60<br>pe NC Standar               |              | Amount Applie            | rd Base              | 500.00             | Instal<br>Document Nu |                |               |
| Days La             | ate -60<br>pe NC Standar<br>per<br>ent |              | Allocated I<br>Amou      | Pacaint              | 500.00             |                       | umber          |               |

# Wrap-Up

Review or validate receipt batches using the steps above for any receipt that is created and needs to be reviewed.

## Additional Resources

#### Virtual Instructor-Led Training (vILT)

• AR102: Receipt Management