

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.

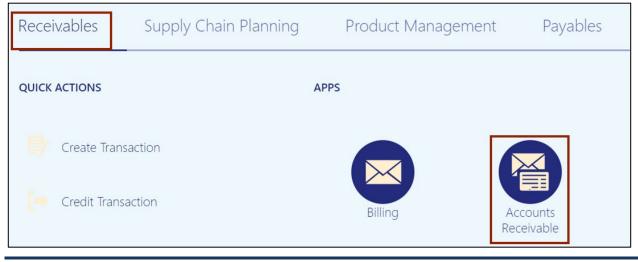


User Tip:
The following are prerequisites to review or validate receipt batches:
1. Create Receipt.

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 ▼ View ▼ 第 第 Detach Post Approve ▼ Confirm ▼	Receipts Create Receipt Create Receipts in Spreadsheet Create Automatic Receipts
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 Number	ccount Receipt Batch N Date Batch N	umher	intered L 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 Number	Receipt Batch Nu 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 ▼ View ▼ 🖉	Reassig	gn Receipts 🗇 💯	Detach				Advanced Saved Search	All Receipts	~
	Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied 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 Account	17804		Currency	USD US Dollar	
Business Unit	2500 DHHS HEALTH BENEFITS	Number Customer Name	UNC PHYSICIANS NETWO	ORK LLC	* Entered Amount	1,000.00]
Receipt Type	Standard	* Customer Site	64534 🔻		Accounted Amount	1,000.00	
Receipt Method Receipt Number	NC Manual Receipts DHHS_02C017_1	Receipt Date Accounting Date	12/19/22 12/19/22		Total Applied Amount	500.00	
Receivables Specialist	•	Comments	O2C DHHS Test Customer N	Name	On-Account Amount 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 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 pe NC Standar		Amount Applie	rd Base	500.00	Instal Document Nu		
Days La	ate -60 pe NC Standar per ent		Allocated I 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