

**REVERSE OR UN-APPLY** 

# RECEIPTS

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# **QUICK REFERENCE GUIDE AR-13**

## Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Reverse or Un-Apply Receipts in the North Carolina Financial System (**NCFS**).

## Introduction and Overview

This QRG covers the process of reversing a Receipt application and subsequently re-applying it to a different open receivables balance in NCFS.

## **Reverse or Un-Apply Receipts**

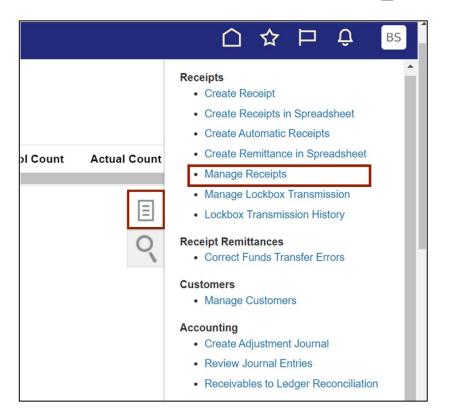
To reverse or un-apply receipts in NCFS, please follow the steps below:

- 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.





3. On the Accounts Receivables page, click the Tas [ ] icon. Click the Manage Receipts.



4. On the **Manage Receipts** page, enter the required search criteria as needed.

In this example, we choose *Receipt Number* as **SCN**. Click the **Search** button.

Manage Receipts ⑦			Doue
Search			Advanced Saved Search All Receipts ~
Business Unit	0800 DEPARTMENT OF PUBLIC	** Receipt Method	** At least one is required
** Receipt Number	Starts with ~ SCN	Status	Equals ~
** Customer Name	٩	Remittance Bank	•
** Customer Account Number	٩	State	Equals ~
** Receipt Date	Equals ~ m/d/yy	Payment System Order Number	Equals ~
** Batch Number			
			Search Reset Save

5. On the *Search* section, click the **Receipt Number** link to open the required receipt.

Ma	nag	ge Receipts	0								D <u>o</u> ne
Þ	Se	arch							Advanced	Saved Search A	Il Receipts 🗸
Act	tions	▼ View ▼ 🥒	Reassi	gn Receipts 🖵	Detach						
		Receipt Number	Status	Receipt Method	Customer Name	Customer Acc@n⊽ Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount	Business Unit
	٠	SCN-016-02C-032	Cleared	NC Manual Rec	VINC CHAPEL	<b>2</b> 34	1/17/23		500.00 USD	380.00 USD	0800 DEPARTM.
	۲	SCN-022-02C-050	Cleared	NC Conversion	VINC CHAPEL	234	1/17/23	SCN-022-02C	524.00 USD	524.00 USD	0800 DEPARTM.
	Þ	SCN-026-02C-032	Cleared	NC Manual Rec	UNC-GREENS	<b>7</b> 57	1/18/23		1,000.00 USD	0.00 USD	0800 DEPARTM.

6. On the **Edit Receipt** page, scroll down to *Receipt Details* section. Click the **Unapply Application** button.

Auulu	onal Informa	ation					
Rece	eipt Details	380.00 USD ⑦					
plicatio	on History	Activity					
	_						
Actions	▼ View ▼	Detach J Add Applicatio	n Unapply Application Add	Open Receivables View Re	mittance Reference Detail	View Exception Trends	
	Application Type	* Application Reference	Amount Due	* Applied Amount	Discount Exception	Reason * Application Da	te '
×	Transaction	10001	0.00 USD	120.00	0.00	1/17/23	
							•

7. The *Unapply Application* pop-up page appears, edit the date as needed and click the **Save** and **Close** button.

	Unapply Application		×	Example: 5/22/23
	Unapply Accounting Date	5/22/23	Ĩ	
	S	ave and Close <u>C</u> a	ancel	
Add Application	Unapply Application Add O	pen Receivables	View R	emittance Reference De

8. Verify that the **Receipt Details** do not show the unapplied application performed in above step. On the *Receipt Details* section, click the **Add Open Receivables** button.

plication	History	Activity										
Actions 🔻 🕅	View 🔻	Detach	JE A	Add Application	Unapply Appl	ication Ad	d Open Receivable	View Remittance Refer	ence Detail	View Exception Tre	ends	
Арр	plication	* Applicatio	on Refe	erence	Am	ount Due	* Applied Am	Dunt Discount	Exception	Reason *	Application Dat	Ð

9. On the Add Open Receivables pop-up page, enter the required fields. Click the Search button.

	Customer Account i	Number 234	Currency	USD US Dollar
Add Open Receivables				×
Search: Transactions				
				* Required ** At least one is required
* Receipt Match By	Transaction Number	To Transaction Due Date	m/d/yy	
** Receipt Reference Number			Include Inactive Customers	
	Include transactions from all business units		Include Cross-Currency Transactions	
Transaction Business Unit	0800 DEPARTMENT OF PUBLIC		Include Disputed Transactions	
Transaction Type	•		Include Closed Transactions	
** Transaction Customer Name	UNC CHAPEL HILL Q		Include Chargebacks	
** Transaction Customer Account Number	234 Q		Include Debit Memos	
Currency	~		Include Credit Memos	
Amount			Include Bills Receivable	
From Transaction Due Date	m/d/yy È		Include Internal Transactions Excluded from	Collections
View ▼ ∰ 🔛 Detach				Search Reset

#### 10. The Add Open Receivables pop-up page appears, click the receipt row. Click the Add button.

Recei	pt Method NC M	anual Receipts			eipt Date 1/1//23	Total Applied Amou	unt 0.00
Recei	pt Number SCN-(	016-O2C-032		Account	ing Date 1/17/23	On-Account Amo	unt 0.00
dd Open Receivable	s	-1 1					
▶ Search: Transa View ▼ 第 📰 🛙	ctions letach						
Receipt Reference Number	Transaction Class	Transaction Number	Due Date	Payment Terms	Customer Name	Customer Account Number	Amount Due Transaction Business Unit
10001	Invoice	10001	12/7/22	IMMEDIATE	VINC CHAPEL HILL	234	120.00 USD 0800 DEPARTM
							Add D <u>o</u> ne
actions <b>v</b> iew <b>v</b>	] Detach	Add Application	Jnapply Application	Add Open Receivab	les View Remittance Reference Detail	View Exception Trends	
Application	Application Ref						

#### 11. Click the **Done** button.

Rece	ipt Method NC M	lanual Receipts			eipt Date 1/17/23	Total Applied Amo	ount 0.00
Recei	ipt Number SCN-	016-02C-032		Account	ing Date 1/17/23	On-Account Amo	ount 0.00
dd Open Receivable	es	1 3					
Search: Transa	actions						
View 🔻 🎵 😭 🕻	Detach						
Receipt Reference Number	Transaction Class	Transaction Number	Due Date	Payment Terms	Customer Name	Customer Account Number	Amount Due Transaction Business Unit
10001	Invoice	10001	12/7/22	IMMEDIATE	VINC CHAPEL HILL	<b>7</b> 234	120.00 USD 0800 DEPARTM
							Add Done
ctions 🔻 View 👻 📓	🖞 Detach 🖉	Add Application	Unapply Application	Add Open Receivab	les View Remittance Reference Detail Vie	w Exception Trends	

12. Scroll up to the top of the page and click the **Save and Close** button to save the updates to the receipt.

				Схнф 🔤
Edit Receipt: SCN-016-02	2C-032 ⑦		Actions 🔻	Save Save and Close Cancel
A Receipt Information   show	More			
Status	Cleared Customer Account		Currency	USD US Dollar
Business Unit	0800 DEPARTMENT OF PUBLIC Cust	er Name UNC CHAPEL HILL	* Entered Amount	500.00
Receipt Type	- Cu	eipt Date 1/17/23	Accounted Amount	500.00
Receipt Method	NC Manual Receipts	ting Date 1/17/23	Total Applied Amount	120.00
Receipt Number	SCN-016-02C-032		On-Account Amount	0.00
Receivables Specialist	•	omments //	Unapplied Amount	380.00
Attachments	None 🛨		Exchange Gain or Loss	0.00
Additional Information				
A Receipt Details 380.00 USI	0 (2)			
Application History Activity				

## Wrap-Up

Use the above steps to reverse a receipt application and add application to different AR invoice(s).

#### Additional Resources

#### Virtual Instructor led Training (vILTs)

• AR102: Receipt Management