



# VIEW AND VOID PAYMENTS, RESEND REMITTANCE

## QUICK REFERENCE GUIDE AP-15

AP

### Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to View and Void Payments, Resend Remittance in the North Carolina Financial System (NCFS).

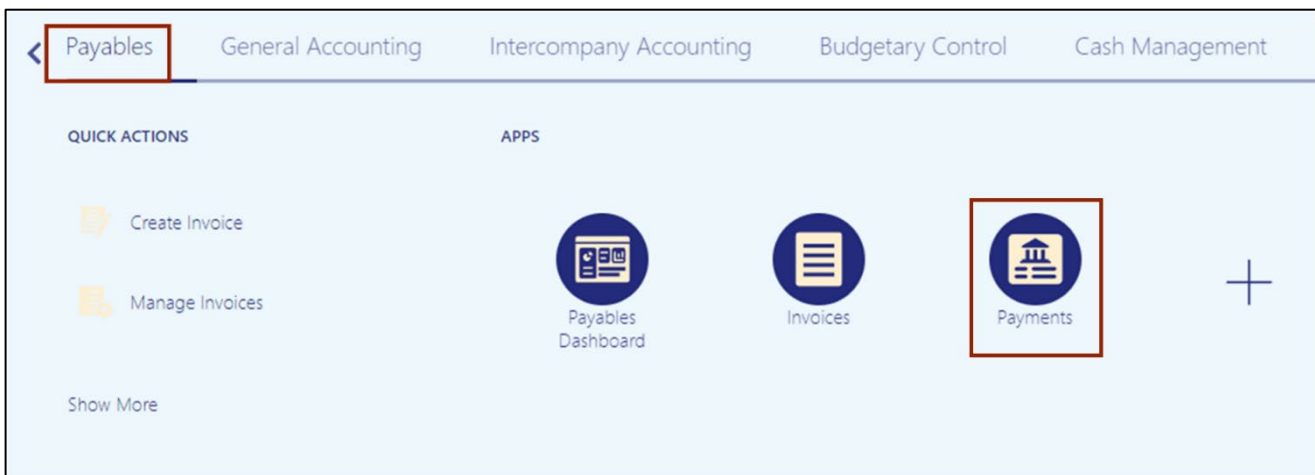
### Introduction and Overview

This QRG covers the steps to view and void payments, resend remittance in NCFS.

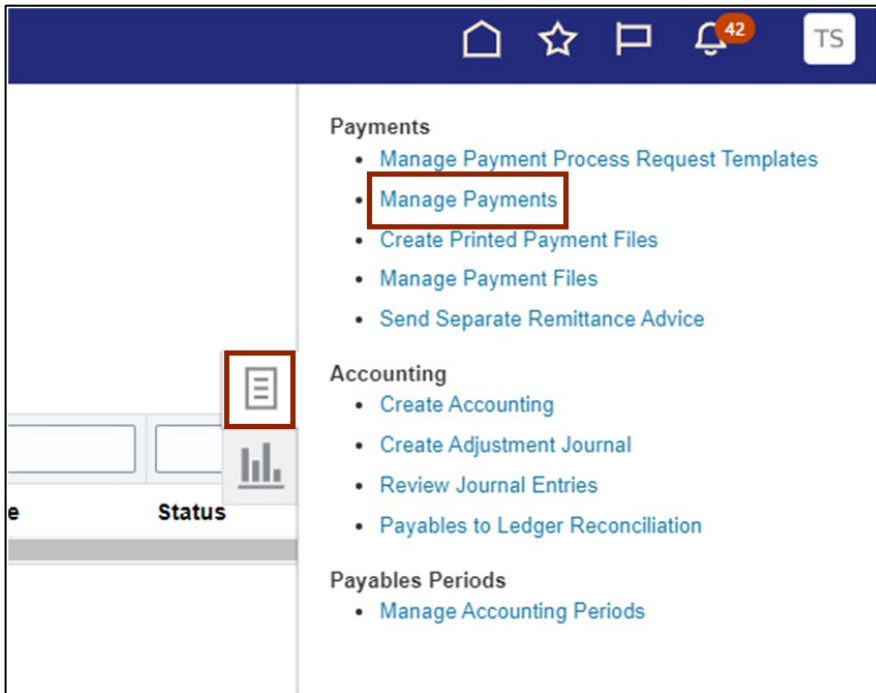
### View and Void Payments

To View and Void Payments in NCFS, please follow the steps below:

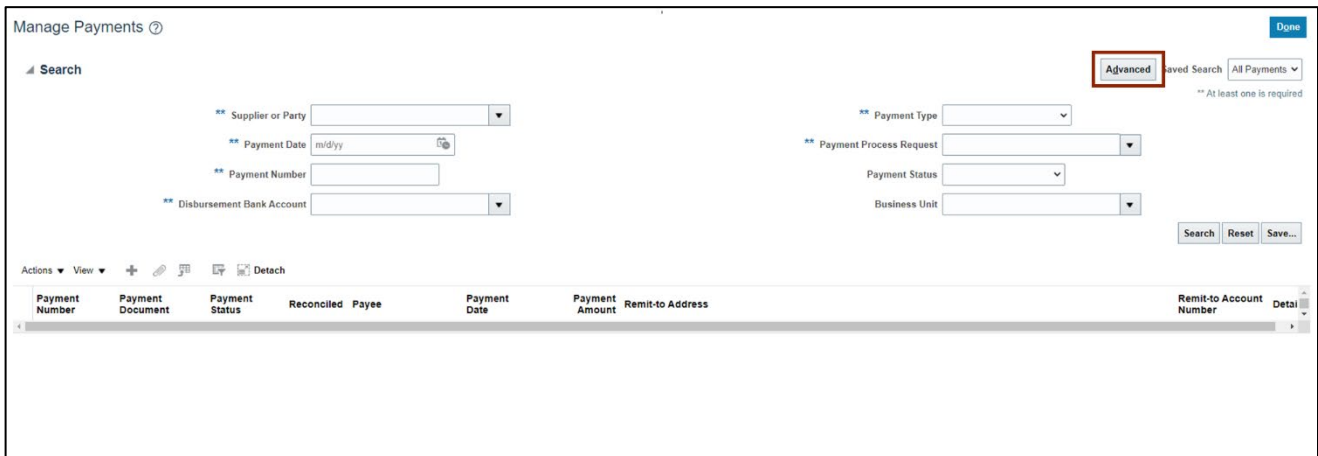
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Payables** tab. Click the **Payments** app.



3. Click the **Tasks** [☰] icon. On the **Tasks** pane, click **Manage Payments**.



4. The **Manage Payments** page is displayed. Click the **Advanced** button.





- On the right hand-side of the **Payments** page, click the *Actions* drop-down choice list and select **Void**.

The screenshot shows a payment summary on the left and an Actions dropdown menu on the right. The payment summary includes:

- Payment Amount: 100.00 USD
- Withheld Amount: 0.00 USD
- Business Unit: 0200 ADMINISTRATIVE OFFICE OF THE COURTS
- Legal Entity: NC DEPARTMENT OF STATE TREASURER
- Stop Date: 5/30/23
- Void Date: (empty)
- Attachments: None +

The Actions dropdown menu is open, showing the following options:

- Void (highlighted with a red box)
- Cancel Stop
- Print Remittance
- Post to Ledger
- Account in Draft
- View Accounting

- The *Void Payment* pop-up appears. Enter the details in the **Void Date** field and **Accounting Date** field. Click the Invoice Action drop-down choice list and select the required option.

In this example, we choose Void Date as **5/30/23**, Accounting Date as **5/30/23**, and Invoice Action as **None**.

The screenshot shows the 'Void Payment' pop-up form with the following fields and options:

- Void Date:** 5/30/23 (highlighted with a red box)
- Accounting Date:** 5/30/23 (highlighted with a red box)
- Invoice Action:** None (highlighted with a red box, with a dropdown menu open showing options: Cancel invoice, None, Place hold on invoice)
- Cancel** button (highlighted with a red box)

9. Click the **Submit** button.

**Void Payment** [X]

Void Date: 5/30/23

Accounting Date: 5/30/23

Invoice Action: None

**Submit** Cancel

10. On the **Payments** page, ensure that the **Status** field shows **Voided**. This reflects a payment which has been cancelled in NCFs. Underlying invoices become unpaid now and eligible to be paid by future Payment Process Requests.

Payment: 1001 ⓘ

Payee: S & S WORLDWIDE

Payment Date: 12/22/22

Status: **Voided**

Accounting Status: Partially accounted

Reconciled: No

Type: Payment Process Request

Payment Details | Paid Invoices | History | Conversion | Other

Payee

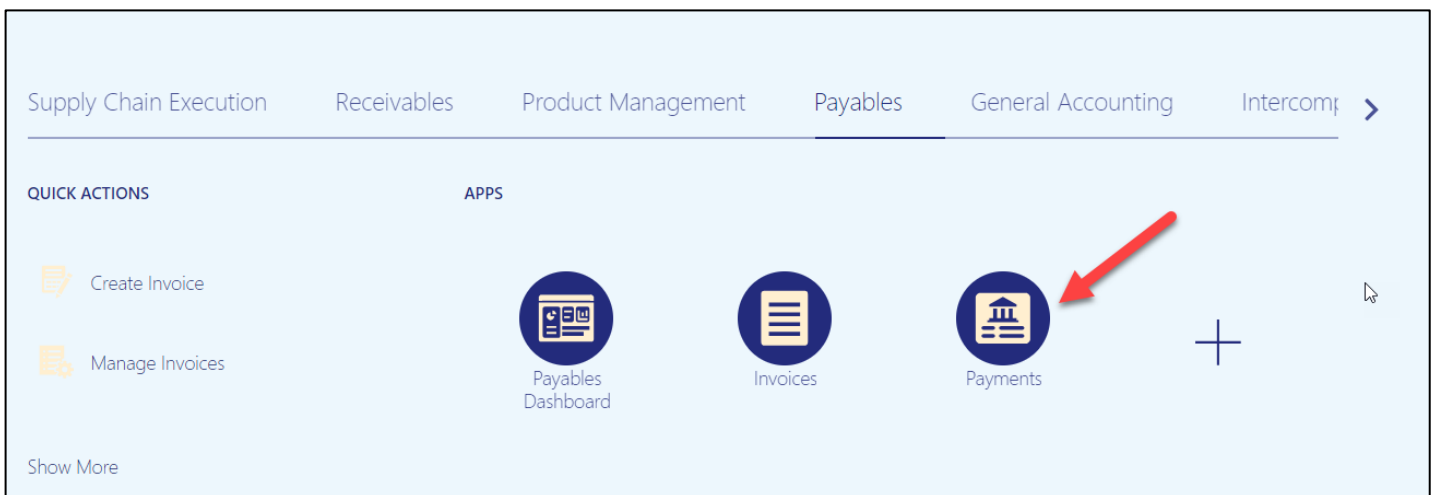
Current Name

- On the right-hand corner of the **Payments** page, click the **Done** button. This redirects you to the **Manage Payments** page.

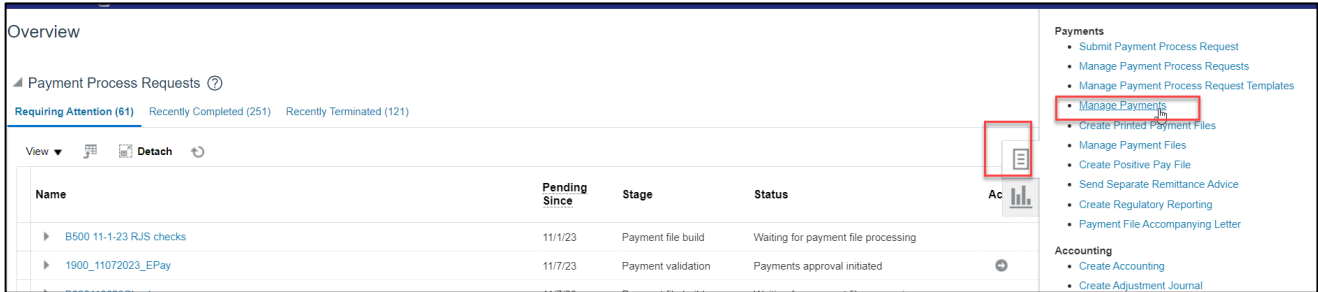


## Resend Remittance

- From the Payable's Home Screen, click on Payments:



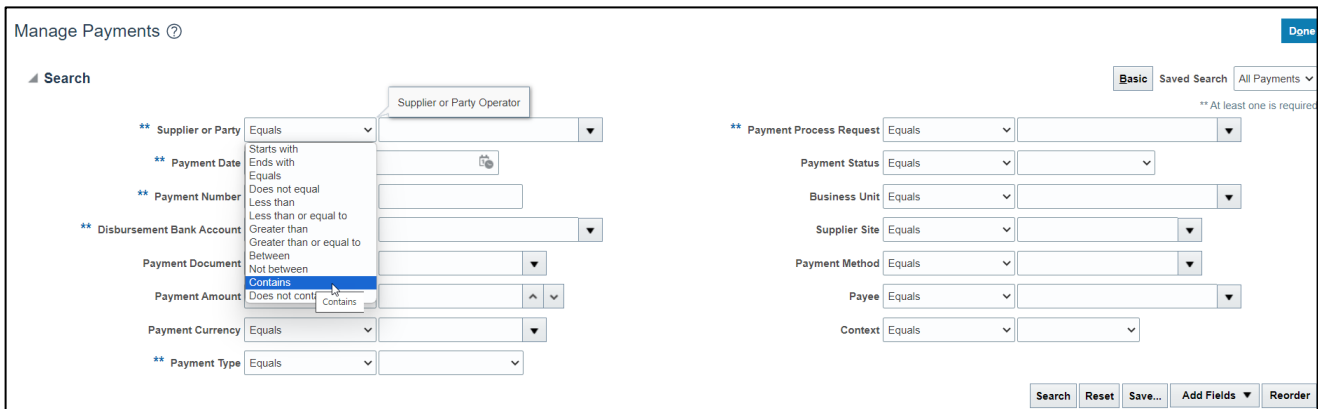
2. Click on the task bar on the right side of the screen, click Manage Payments.



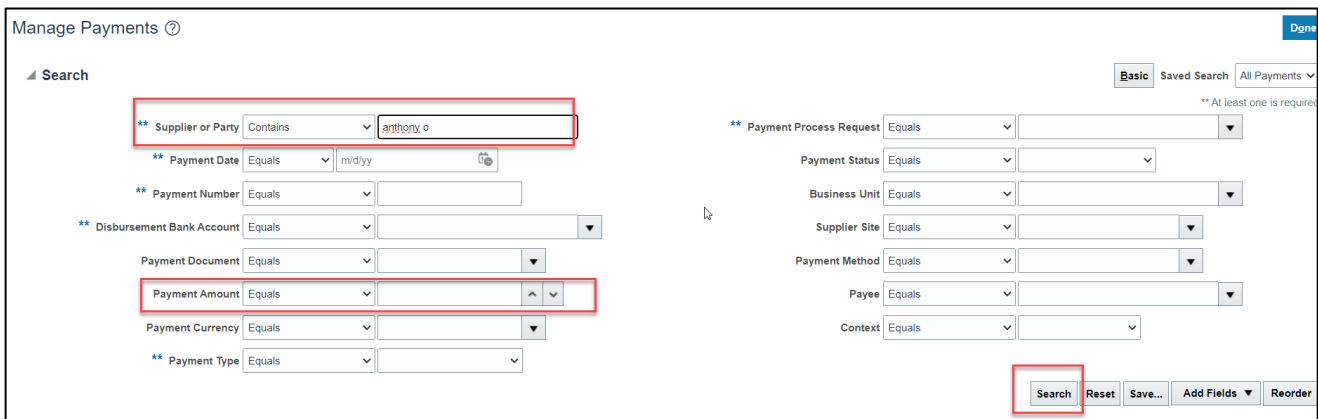
3. From the Manage Payments screen, click Advanced.



4. Click the drop down box beside Supplier or Party and select "Contains".



5. Enter all or part of the supplier's name. If you know the payment amount (or any of the other search criteria listed), you can enter that as well to narrow down the search, click search.



6. Click the payment # for the amount that the remittance needs to be sent for.

Manage Payments Done

Search Basic Saved Search All Payments

Actions View + Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
2978	EPAY 1000	Cleared	Yes	ANTHONY O STRICKLAND	10/23/23	9,925.00 ...	PO BOX 1693, ROANOKE RAPIDSNC, 278701693, HALIFAX, US	XXXXXXXXX9322	<span>Details</span>
6866	EPAY 1000	Cleared	Yes	ANTHONY O STRICKLAND	10/27/23	650.00 USD	PO BOX 1693, ROANOKE RAPIDSNC, 278701693, HALIFAX, US	XXXXXXXXX9322	<span>Details</span>
10166	EPAY 1000	Cleared	Yes	ANTHONY O STRICKLAND	11/3/23	1,820.00 ...	PO BOX 1693, ROANOKE RAPIDSNC, 278701693, HALIFAX, US	XXXXXXXXX9322	<span>Details</span>

7. Click Actions, Print Remittance.

Payment: 2978 Done

Payee ANTHONY O STRICKLAND  
 Payment Date 10/23/23  
 Status Cleared  
 Accounting Status Accounted  
 Reconciled Yes  
 Type Payment Process Request

Payment Amount 9,925.00 USD  
 Withheld Amount 0.00 USD  
 Business Unit 0200 ADMINISTRATIVE OFFICE OF THE COURTS  
 Legal Entity NC DEPARTMENT OF STATE TREASURER  
 Stop Date  
 Void Date  
 Attachments None

**Actions** Done

- Print Remittance
- Post to Ledger
- Account in Draft
- View Accounting

Payment Details Paid Invoices History Conversion Other

Payee

Current Name  
 Payee Site #R.02PA.ZZ  
 Remit-to Address PO BOX 1693, ROANOKE RAPIDSNC, 278701693, HALIFAX, US  
 Payment Function Payables disbursements

Remit-to Account XXXXXXXXXXX9322  
 IBAN  
 BIC  
 Remit-to Bank Name TRUIST  
 Remit-to Branch Name TRUIST 053101121

8. Click the drop-down box and choose NC\_AP\_REMITTANCE\_ADVICE.

Payment: 2978 Actions

Payee ANTHONY O STRICKLAND  
 Payment Date 10/23/23  
 Status Cleared  
 Accounting Status Accounted  
 Reconciled Yes  
 Type Payment Process Request

Payment Amount 9,925.00 USD  
 Withheld Amount 0.00 USD  
 Business Unit 0200 ADMINISTRATIVE OFFICE OF THE COURTS  
 Legal Entity NC DEPARTMENT OF STATE TREASURER  
 Stop Date  
 Void Date  
 Attachments None

**Print Payment Remittance**

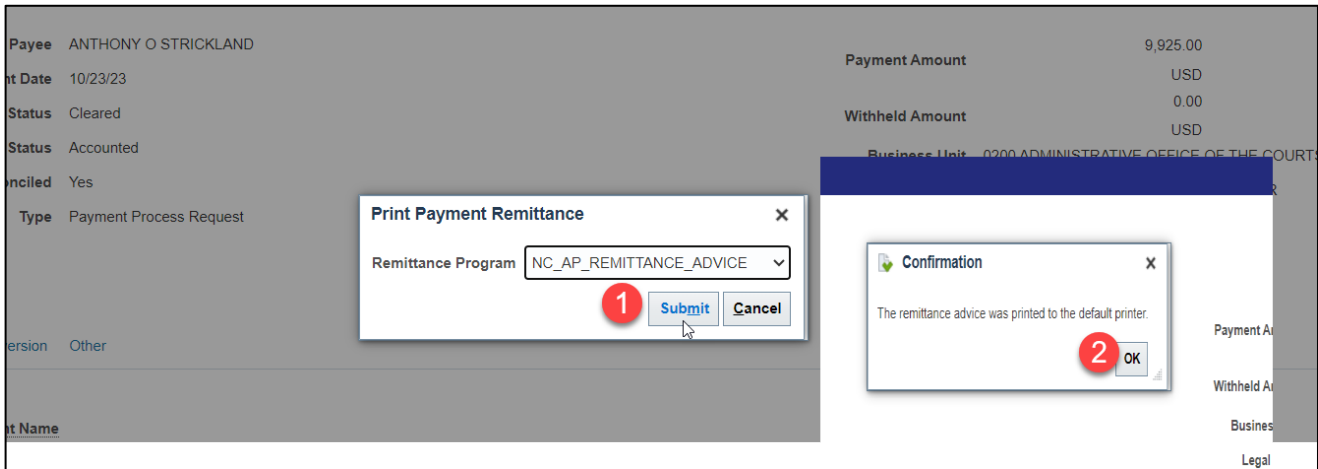
Remittance Program NC\_AP\_REMITTANCE\_ADVICE

Separate Remittance Advice Format NC\_AP\_REMITTANCE\_ADVICE

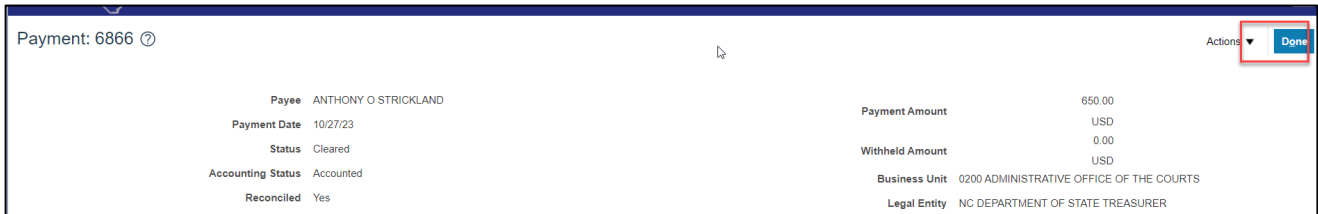
Payment Details Paid Invoices History Conversion Other



9. Click “submit” and then “ok” on the confirmation box.



10. Click “DONE” to take you back to the search page.



## Wrap-Up

View and void payments, resend remittance using the steps above.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- AP107: Void Payment