



REVIEW OR VALIDATE RECEIPT BATCHES

OTC

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:

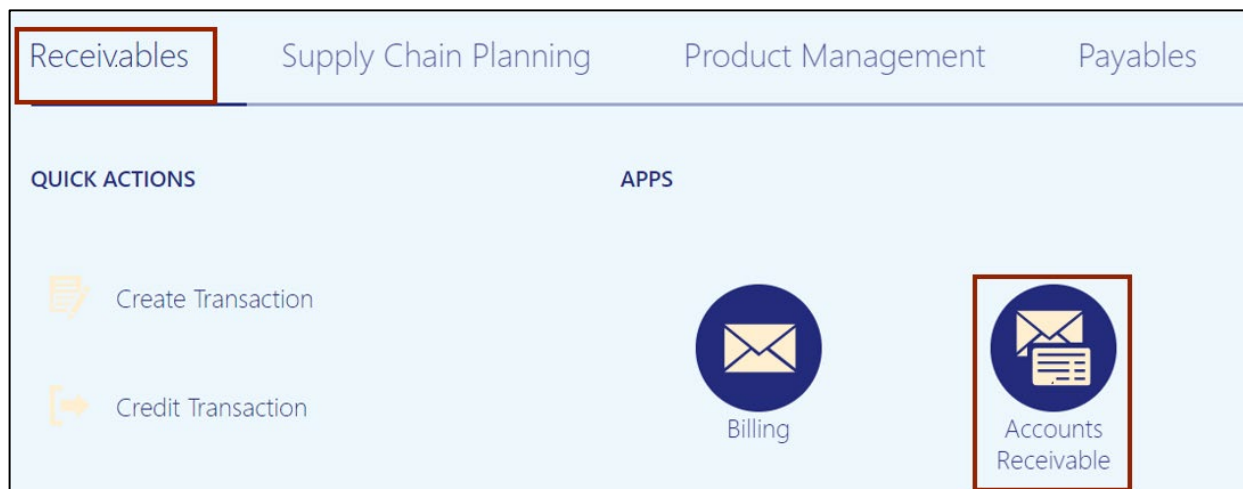
The following are prerequisites to review or validate receipt batches:

1. Create Receipt.

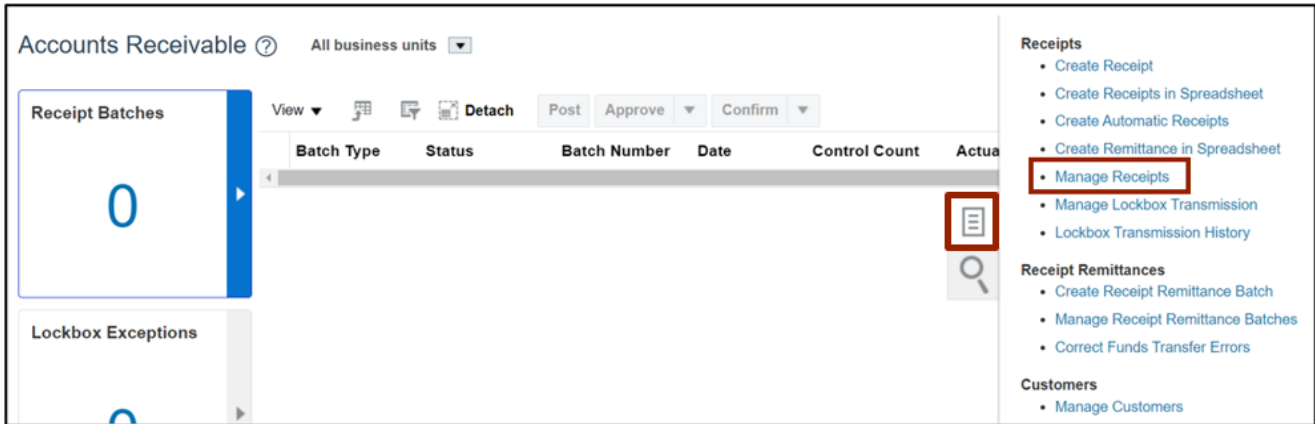
Review or Validate Receipt Batches

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.

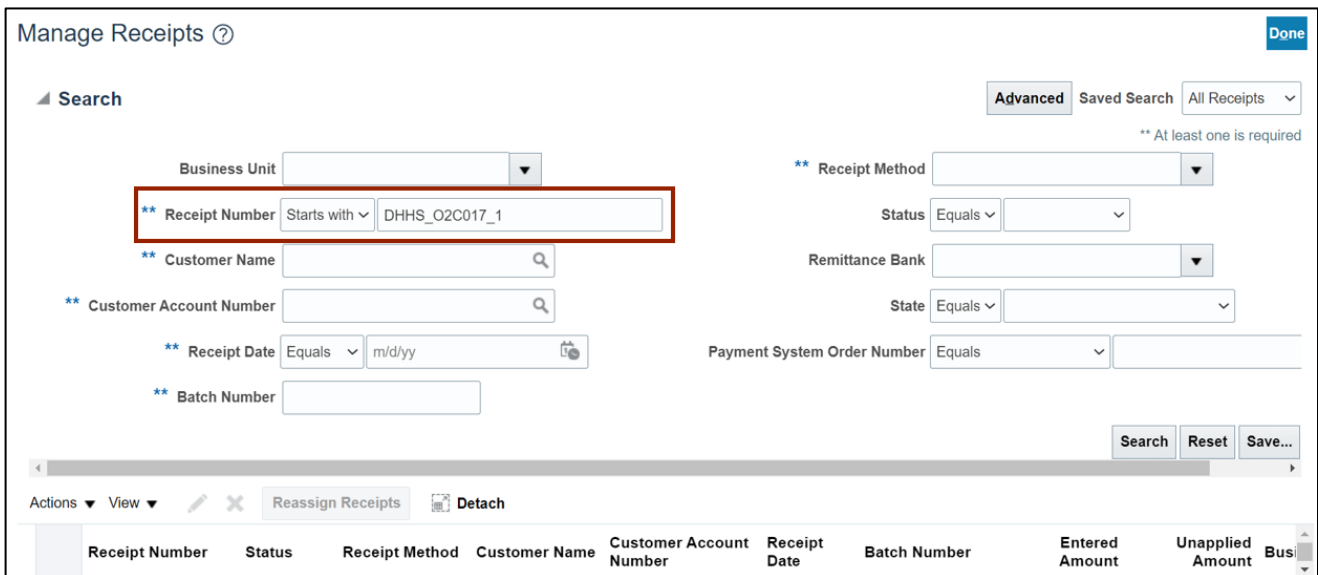


- On the **Accounts Receivable** dashboard, click the **Tasks** [☰] icon, and then click **Manage Receipts**.



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

In this example, we choose **DHHS_O2C017_1**.



5. Click the **Search** button.

Manage Receipts ? Done

Advanced Saved Search All Receipts ▼

** At least one is required

Business Unit ▼

**** Receipt Number** Starts with

**** Customer Name** 🔍

**** Customer Account Number** 🔍

**** Receipt Date** Equals ▼ 📅

**** Batch Number**

**** Receipt Method** ▼

Status Equals ▼ ▼

Remittance Bank ▼

State Equals ▼ ▼

Payment System Order Number Equals ▼

Search Reset Save...

Actions ▼ View ▼ ✎ ✕ Reassign Receipts 📄 Detach

Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount	Busi
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6. Under the **Search** section, click the **Receipt Number** link to open the receipt.

Manage Receipts ? Done

Advanced Saved Search All Receipts ▼

Actions ▼ View ▼ ✎ ✕ Reassign Receipts 📄 Detach

Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount	Busine
▶ DHHS_O2C017_1	Cleared	NC Manual Rec...	UNC 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_O2C017_1 ? Actions Save Save and Close Cancel

Receipt Information Show More

Status Cleared	Customer Account Number 17804	Currency USD US Dollar
Business Unit 2500 DHHS HEALTH BENEFITS	Customer Name UNC PHYSICIANS NETWORK LLC	* Entered Amount <input type="text" value="1,000.00"/>
Receipt Type Standard	* Customer Site <input type="text" value="64534"/>	Accounted Amount 1,000.00
Receipt Method NC Manual Receipts	Receipt Date 12/19/22	Total Applied Amount 500.00
Receipt Number DHHS_O2C017_1	Accounting Date 12/19/22	On-Account Amount 0.00
Receivables Specialist <input type="text"/>	Comments <input type="text" value="O2C DHHS Test Customer Name"/>	Unapplied Amount 500.00
Attachments None +		Exchange Gain or Loss 0.00

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

Receipt Details 500.00 USD ?

Application History Activity

Actions View Detach Add Application Unapply Application Add Open Receivables View Remittance Reference Detail View Exception Trends

Application Type	* Application Reference	Amount Due	* Applied Amount	Discount	Exception Reason	* Application D
Transaction	19001	0.00 USD	<input type="text" value="500.00"/>	<input type="text" value="0.00"/>		2/10/23

Transaction 19001: Details

Days Late -60	Transaction Type NC Standard Invoice	Amount Applied Base 500.00	Installment 1
Billing Number	Structured Payment Reference	Allocated Receipt Amount Base 500.00	Document Number
		Balance Due Base 0.00	Cross-Currency Rate <input type="text"/>
		Maximum Discount 0.00	Exchange Gain or Loss 0.00

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