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.

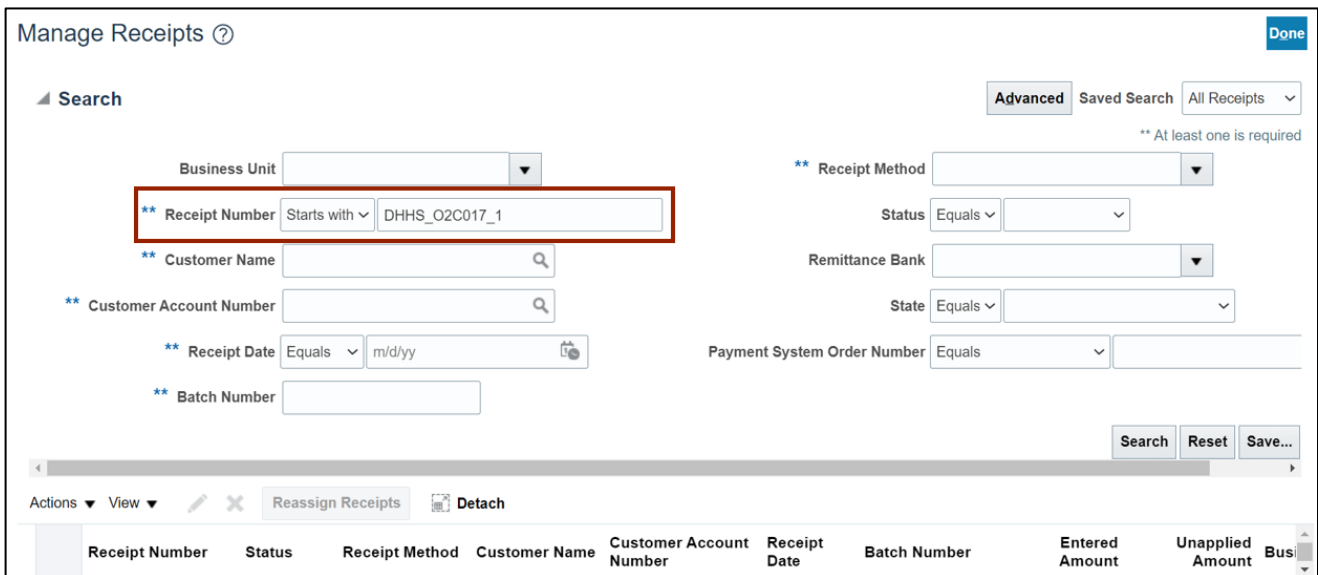2. On the **Home** page, click the **Receivables** tab and then click the **Accounts Receivables** app.

NCFS
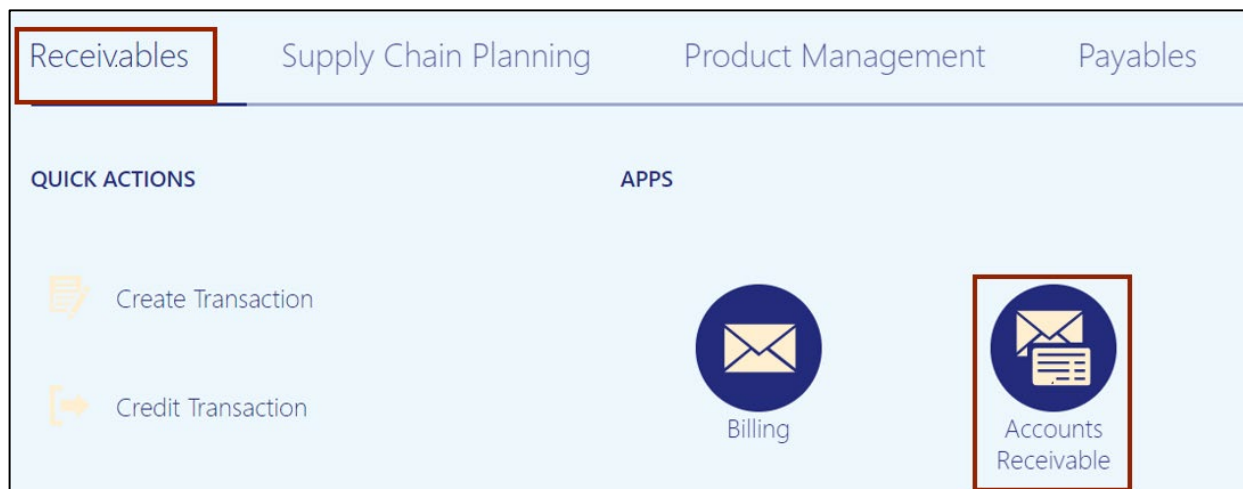
3. On the **Accounts Receivable** dashboard, click the **Tasks [≡]** icon, and then click **Manage Receipts.**
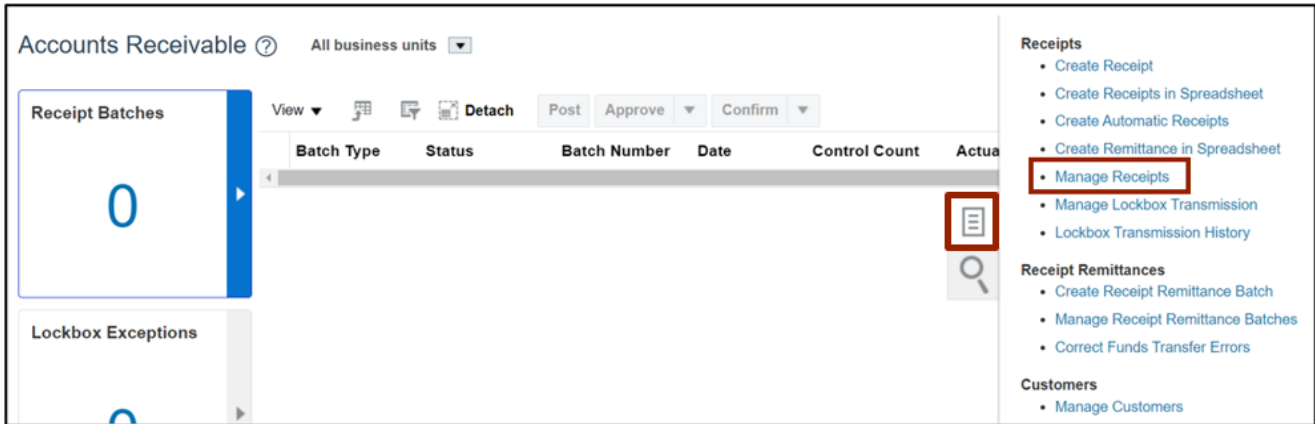
4. On the **Manage Receipts** page, enter the **Receipt Number** in the *Receipt Number* field.

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

5. Click the **Search** button.

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

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

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

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