# REVERSE OR UN-APPLY RECEIPTS

OTC

## QUICK REFERENCE GUIDE AR-13

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### 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.
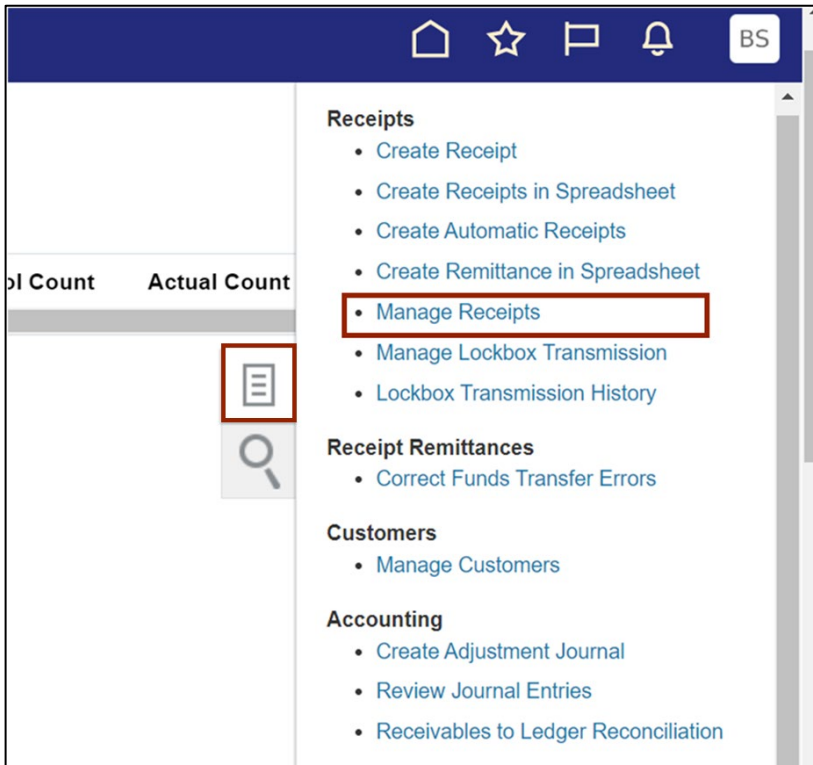
### Reverse or Un-Apply Receipts

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.
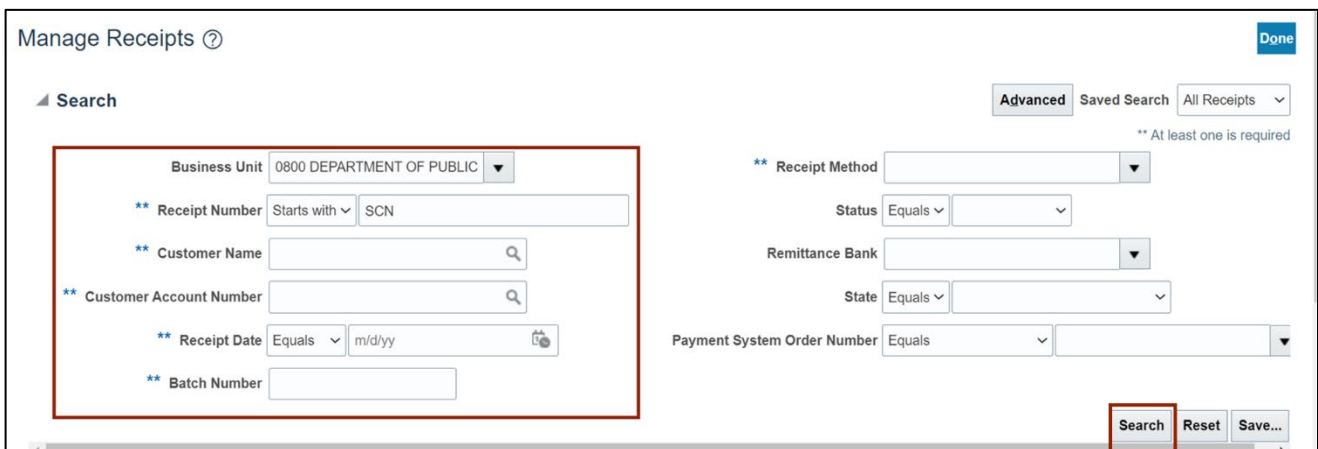


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NCFS
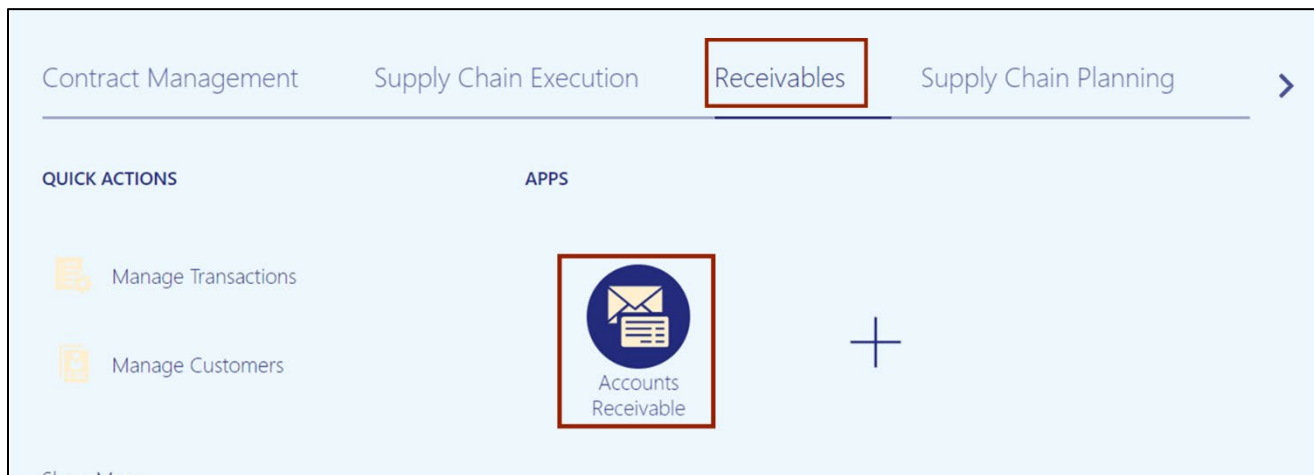
3.  On the **Accounts Receivables** page, click the **Tas**▤ [    ] icon. Click the **Manage Receipts.**



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.

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



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



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

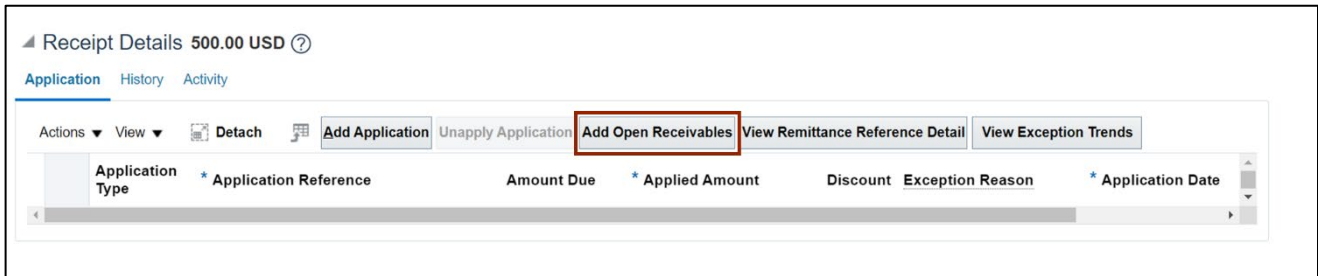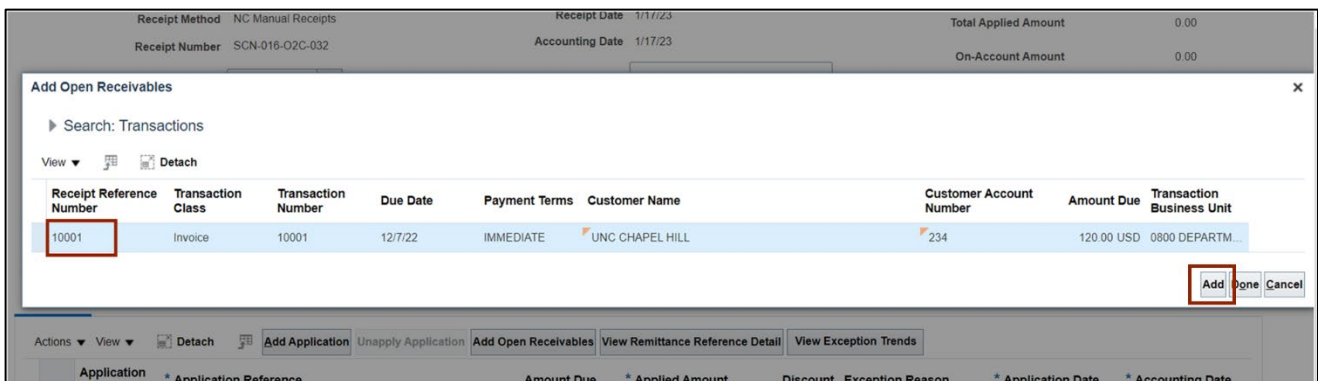8.  Verify that the **Receipt Details** do not show the unapplied application performed in above step. On the *Receipt Details* section, click the **Add Open Receivables** button.
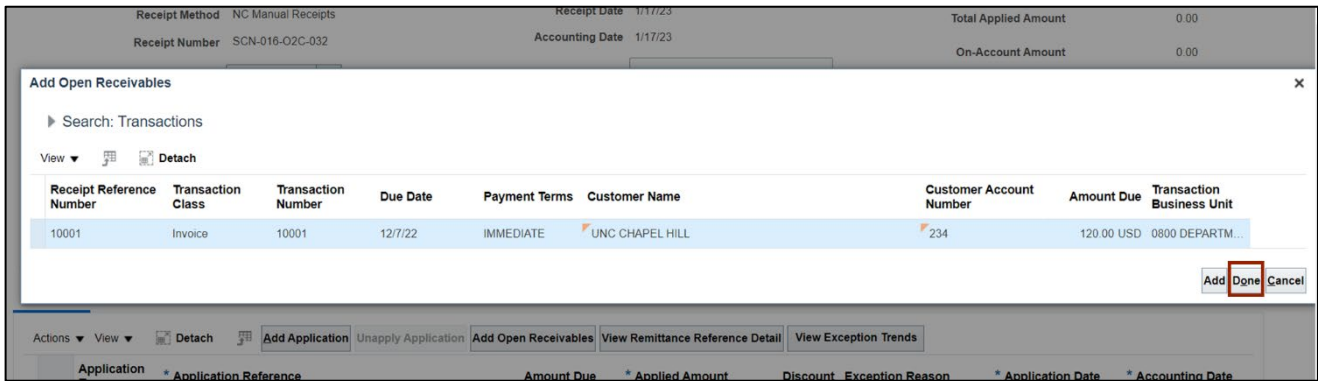


9.  On the *Add Open Receivables* pop-up page, enter the required fields. Click the **Search** button.
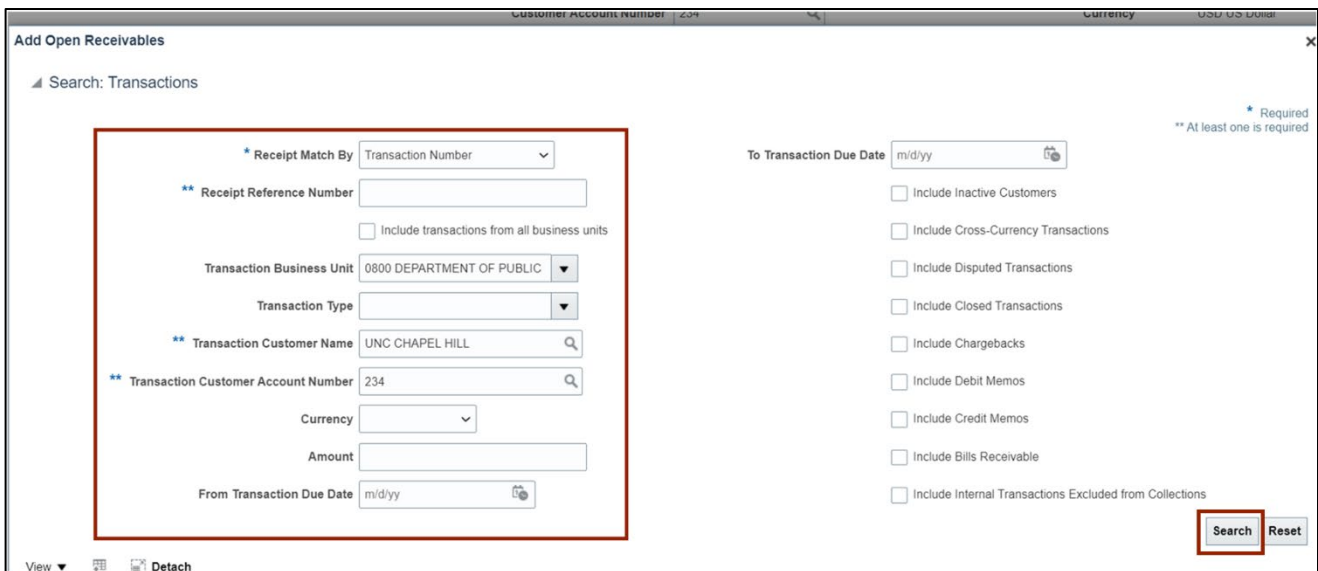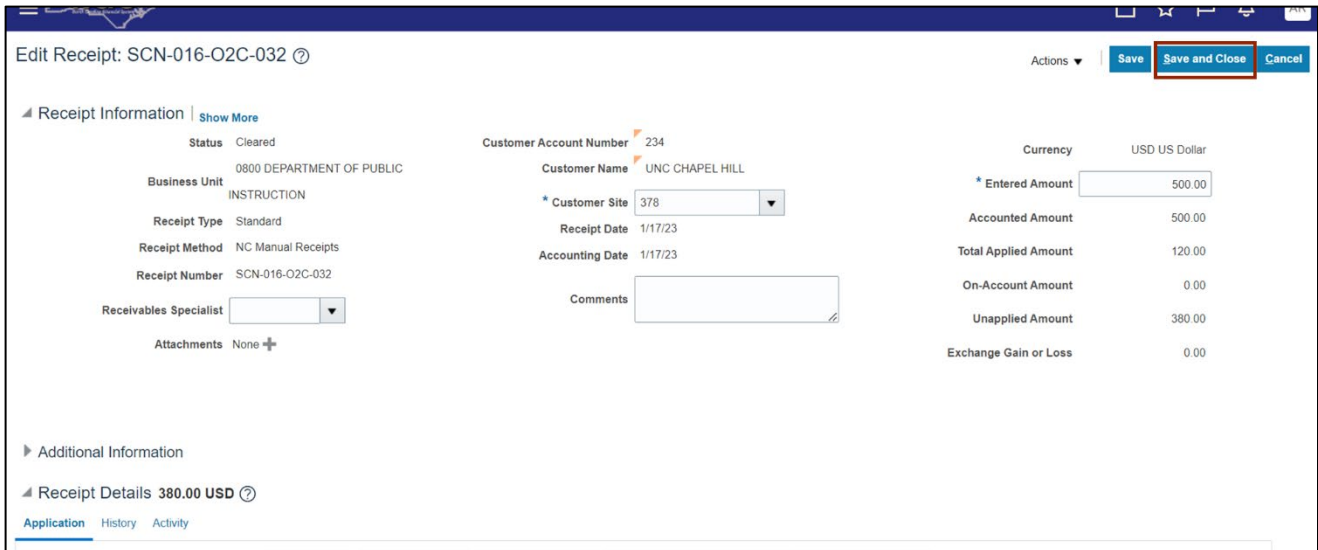


10. The *Add Open Receivables* pop-up page appears, click the receipt row. Click the **Add** button.

11. Click the **Done** button.



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



## 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