



REVERSE OR UN-APPLY RECEIPTS

OTC

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).

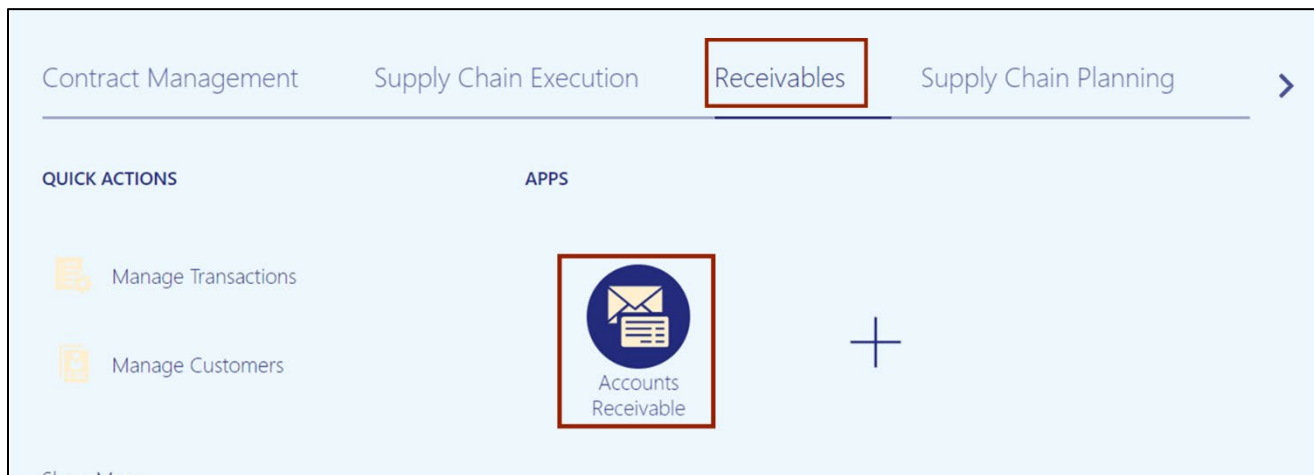
Introduction and Overview

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

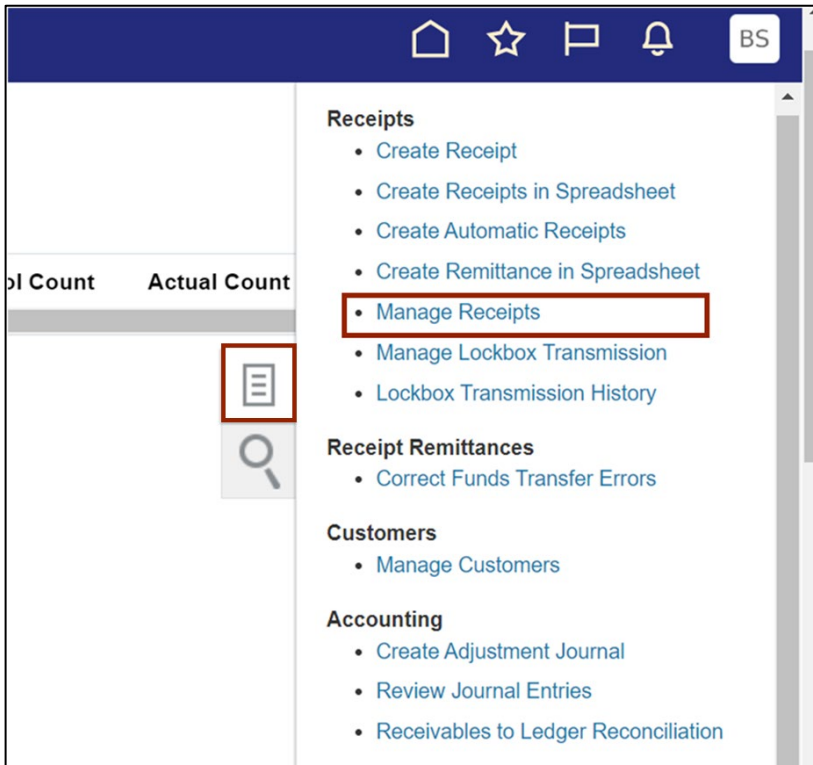
Reverse or Un-Apply Receipts

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.

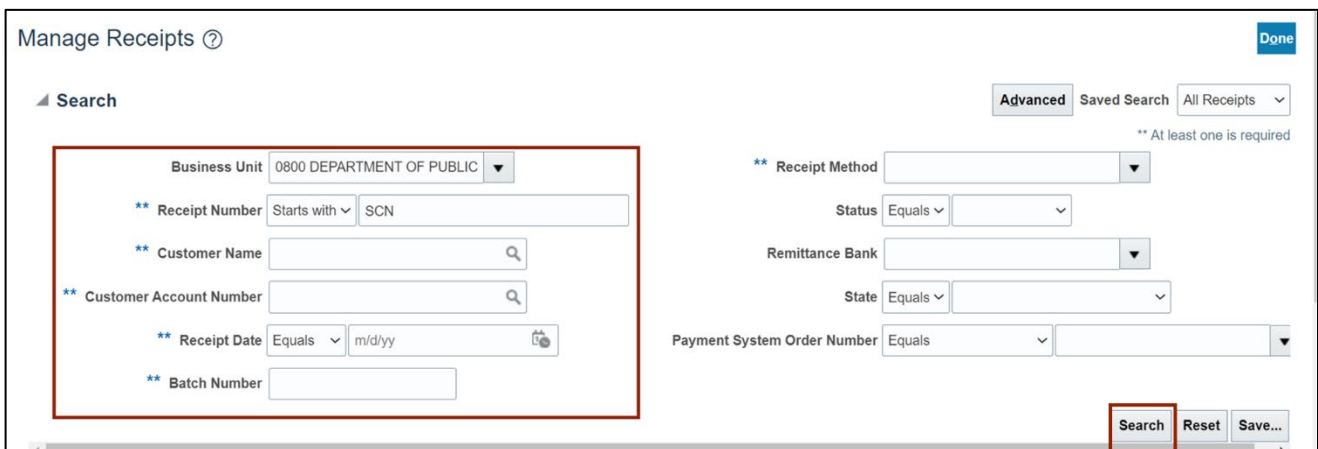


3. On the **Accounts Receivables** page, click the **Tas** [] icon. Click the **Manage Receipts**.



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.



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

Manage Receipts ? Done

Search Advanced Saved Search All Receipts v

Actions View Reassign Receipts Detach

Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount	Business Unit
SCN-016-02C-032	Cleared	NC Manual Rec...	UNC CHAPEL ...	234	1/17/23		500.00 USD	380.00 USD	0800 DEPARTM.
SCN-022-02C-050	Cleared	NC Conversion	UNC CHAPEL ...	234	1/17/23	SCN-022-02C-...	524.00 USD	524.00 USD	0800 DEPARTM.
SCN-026-02C-032	Cleared	NC Manual Rec...	UNC-GREENS...	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.

Additional Information

Receipt Details 380.00 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 Date
Transaction	10001	0.00 USD	120.00	0.00		1/17/23

Transaction 10001: Details

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

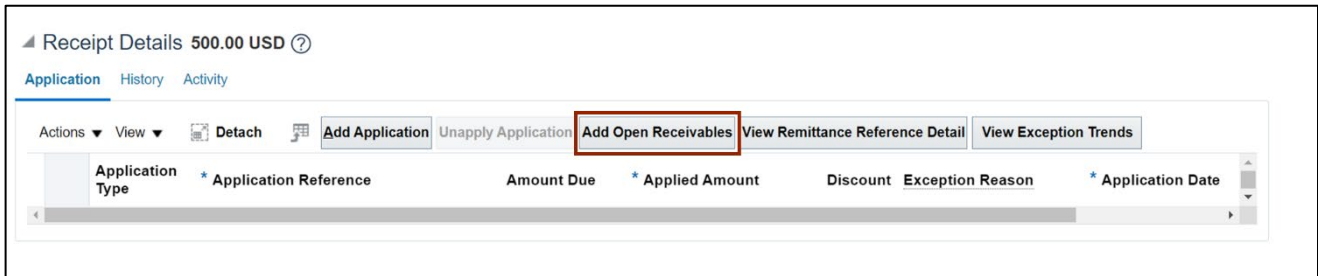
Unapply Application X

Unapply Accounting Date Example: 5/22/23

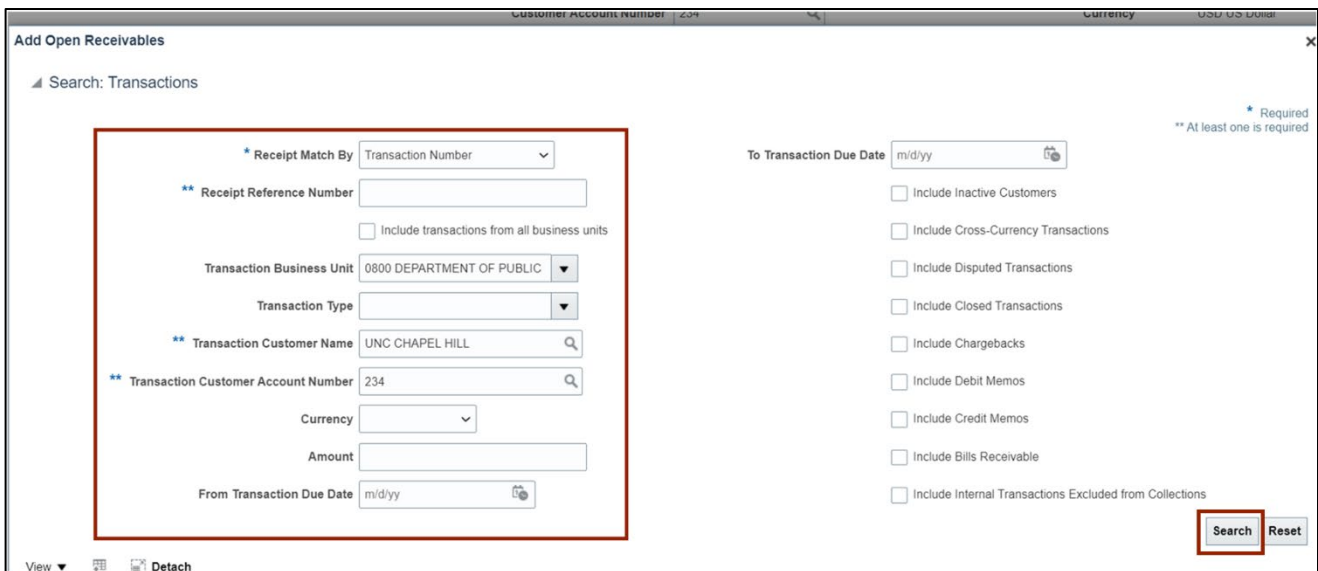
Save and Close

Add Application **Unapply Application** **Add Open Receivables** **View Remittance Reference De**

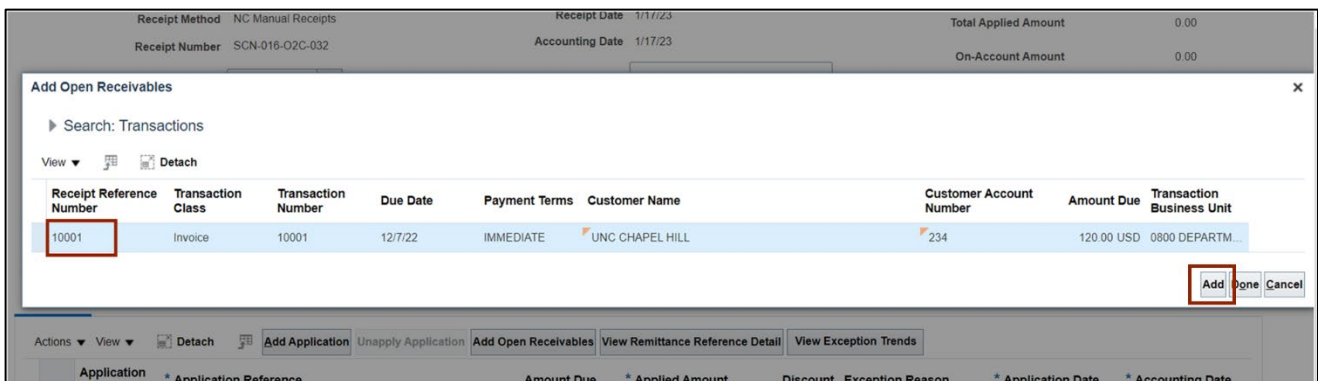
- Verify that the **Receipt Details** do not show the unapplied application performed in above step. On the *Receipt Details* section, click the **Add Open Receivables** button.



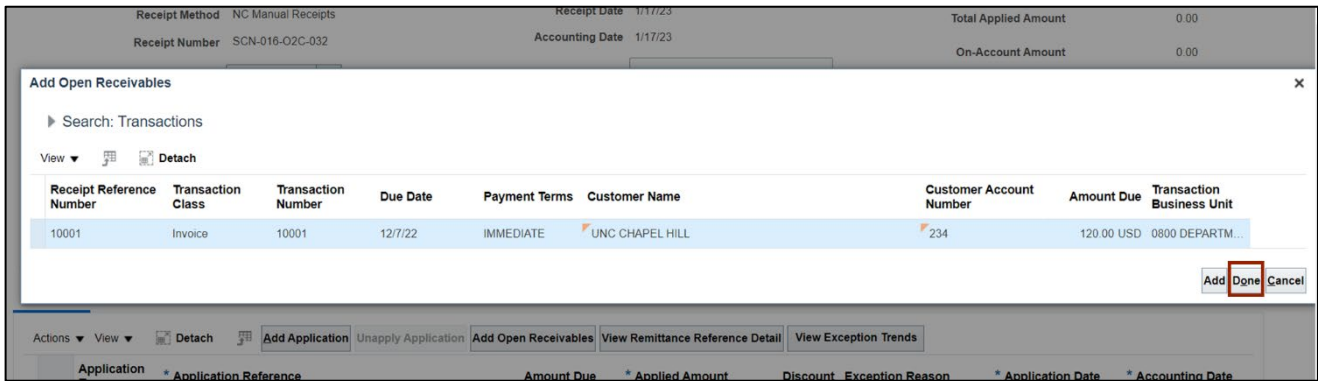
- On the *Add Open Receivables* pop-up page, enter the required fields. Click the **Search** button.



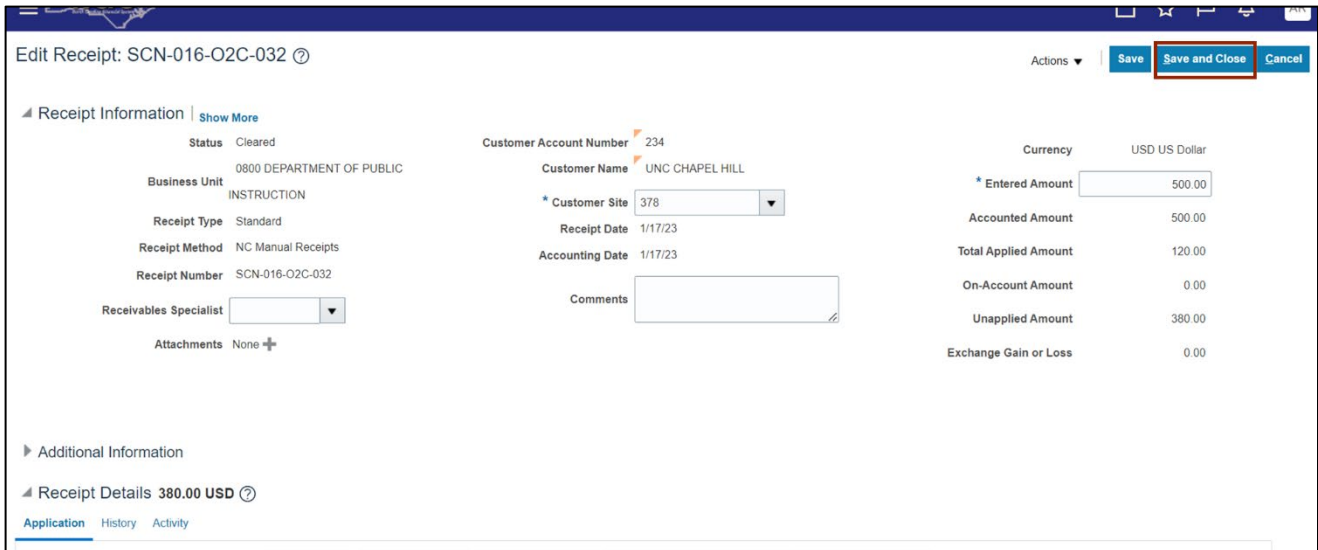
- The *Add Open Receivables* pop-up page appears, click the receipt row. Click the **Add** button.



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