AR-12 Review or Validate Receipt Batches

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.

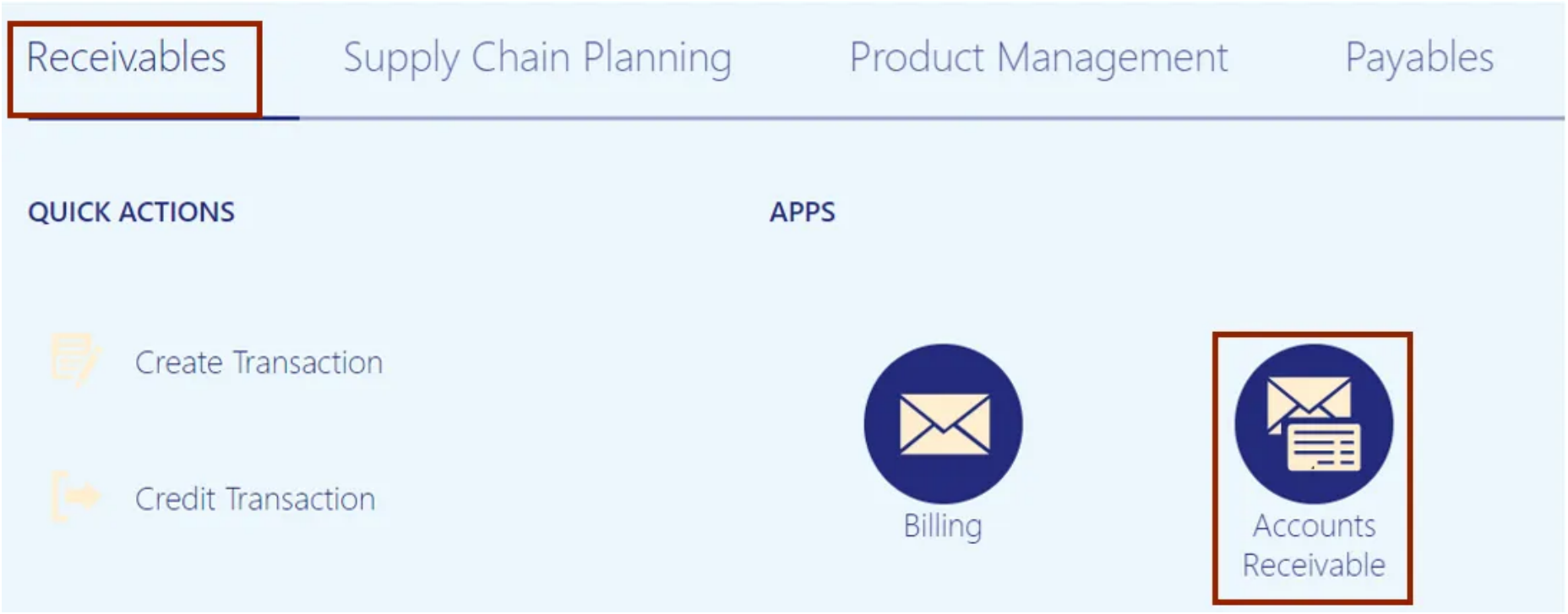
Review or Validate Receipt Batches

To review or validate receipt batches in NCFS, please follow the steps below. There are 8 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

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

Image



Step 3. On the **Accounts Receivable** dashboard, click the **Tasks** icon, and then click **Manage Receipts**.

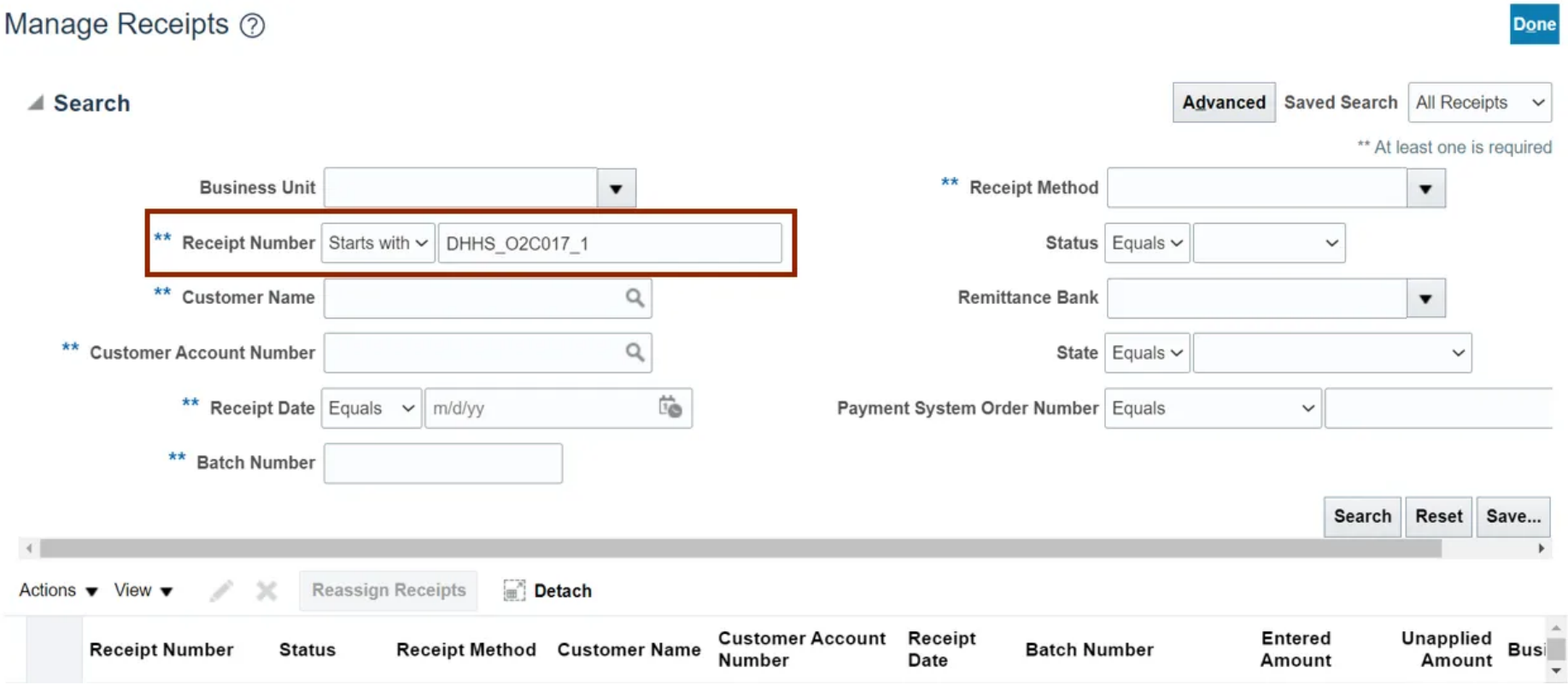
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Step 4. On the **Manage Receipts** page, enter the **Receipt Number** in the ***Receipt Number*** field.

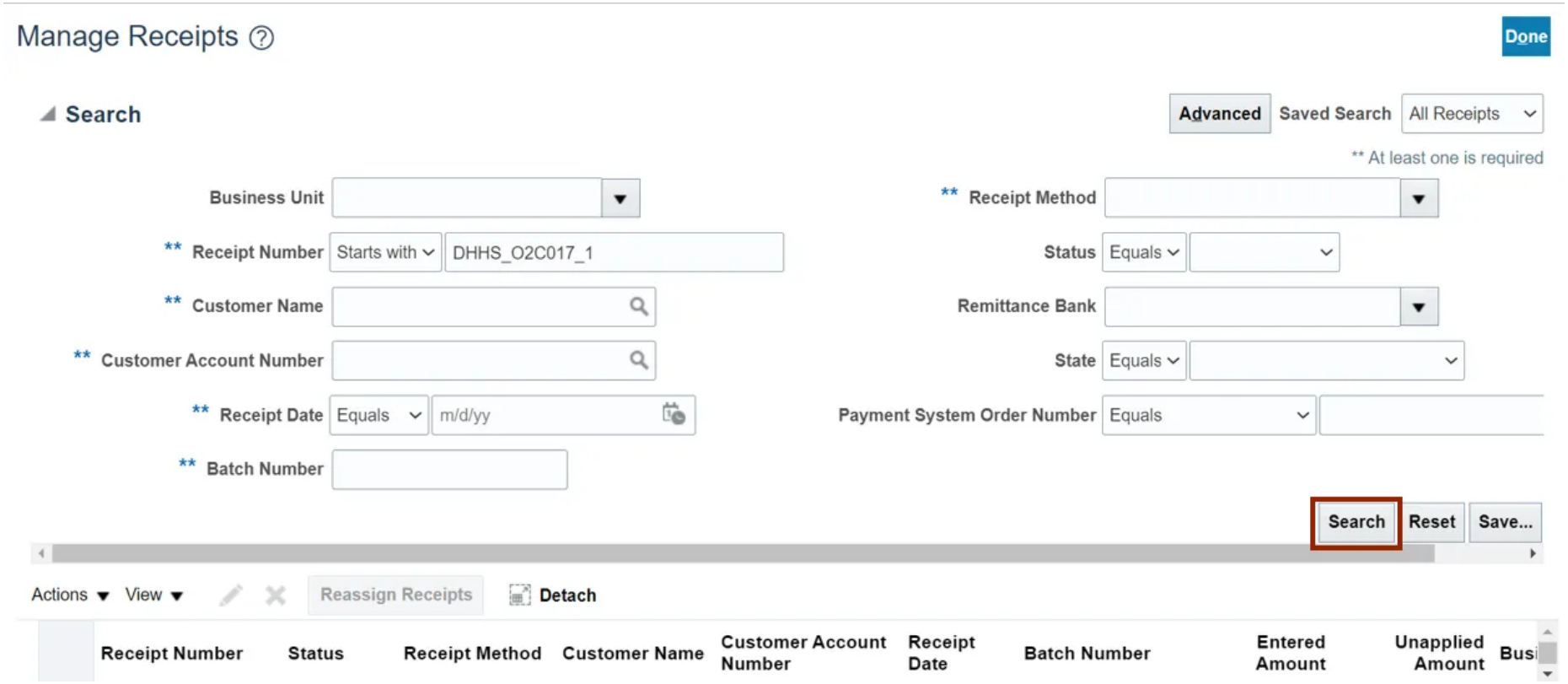
In this example, we choose **DHHS_O2C017_1**.

Image



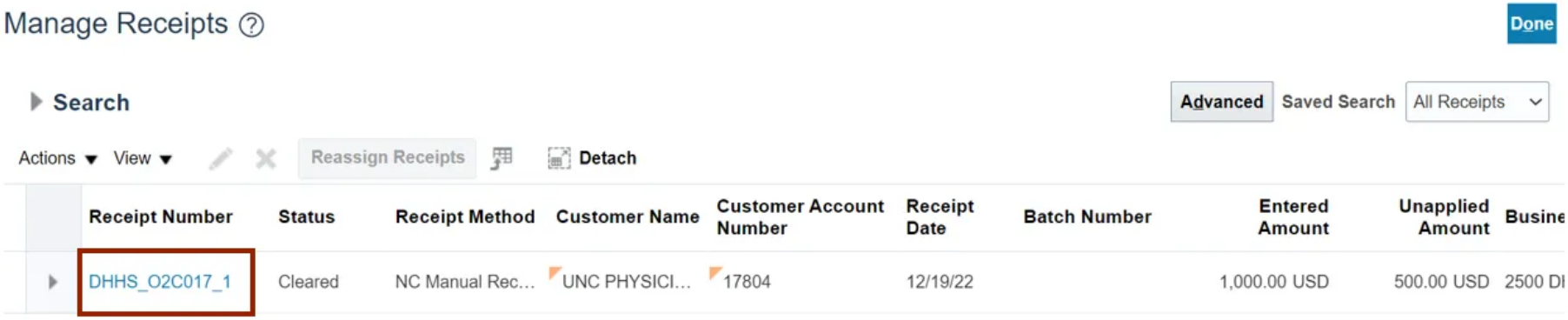
Step 5. Click the **Search** button.

Image



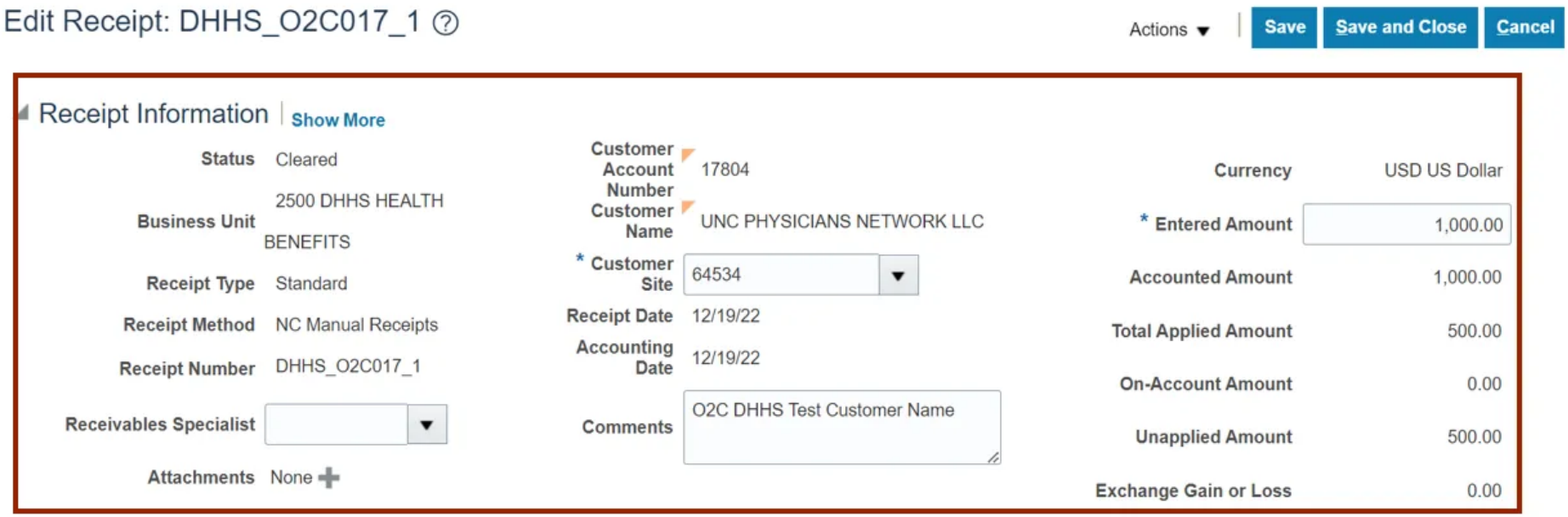
Step 6. Under the ***Search*** section, click the **Receipt Number** link to open the receipt.

Image



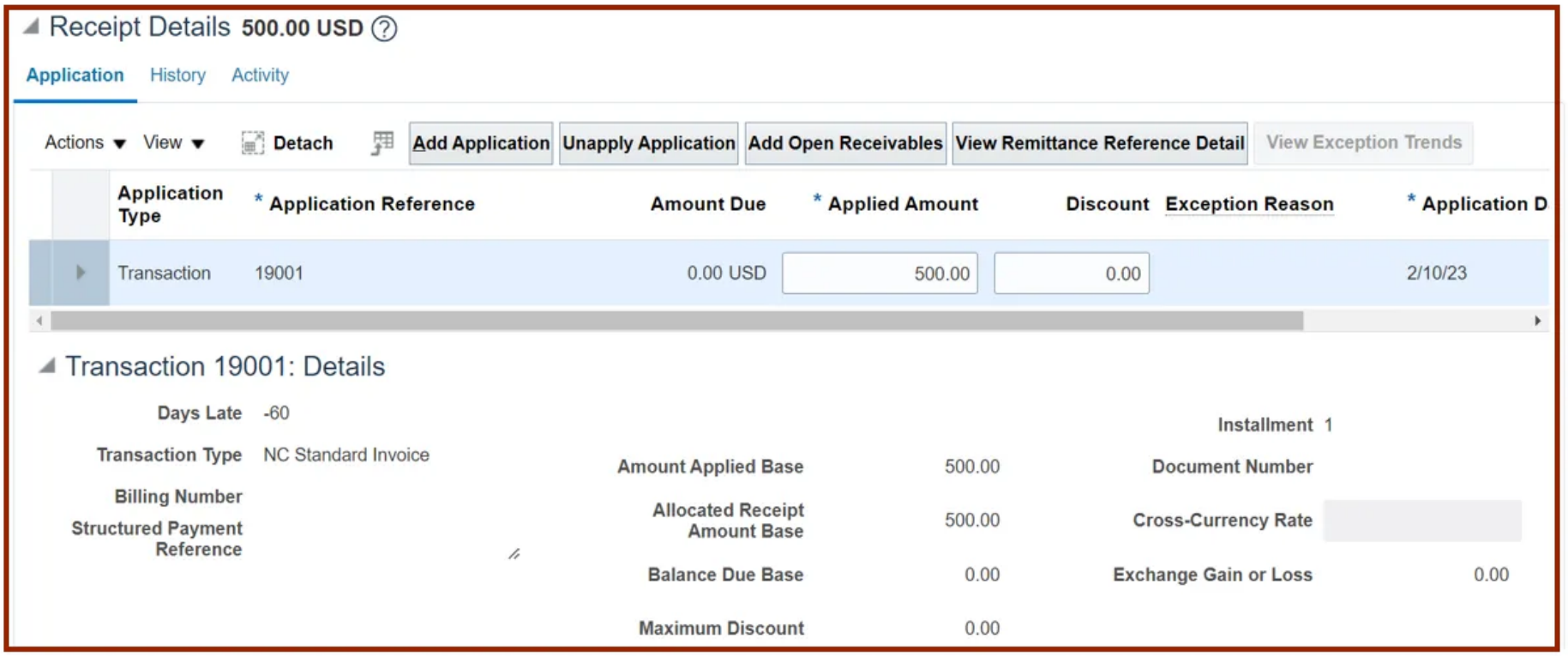
Step 7. On the **Edit Receipt** page, review the ***Receipt Information*** section.

Image



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

Image



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

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