

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.

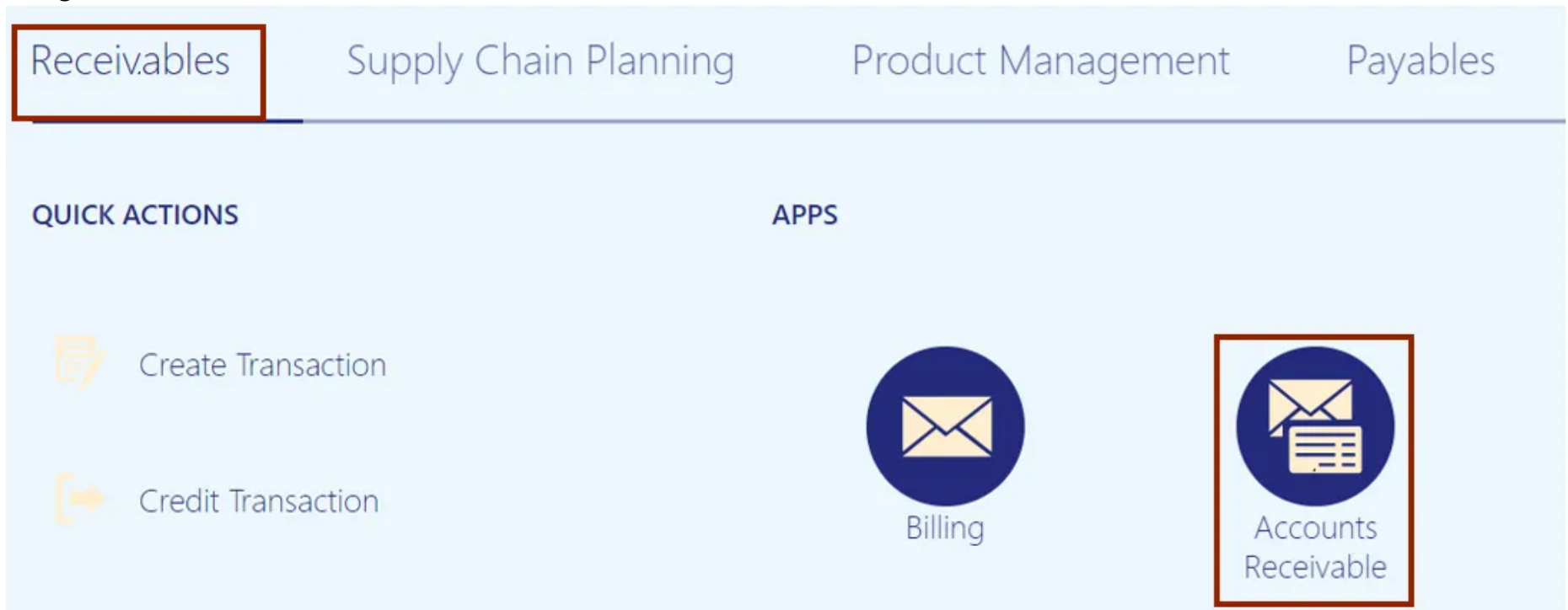
Review or Validate Receipt Batches

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.

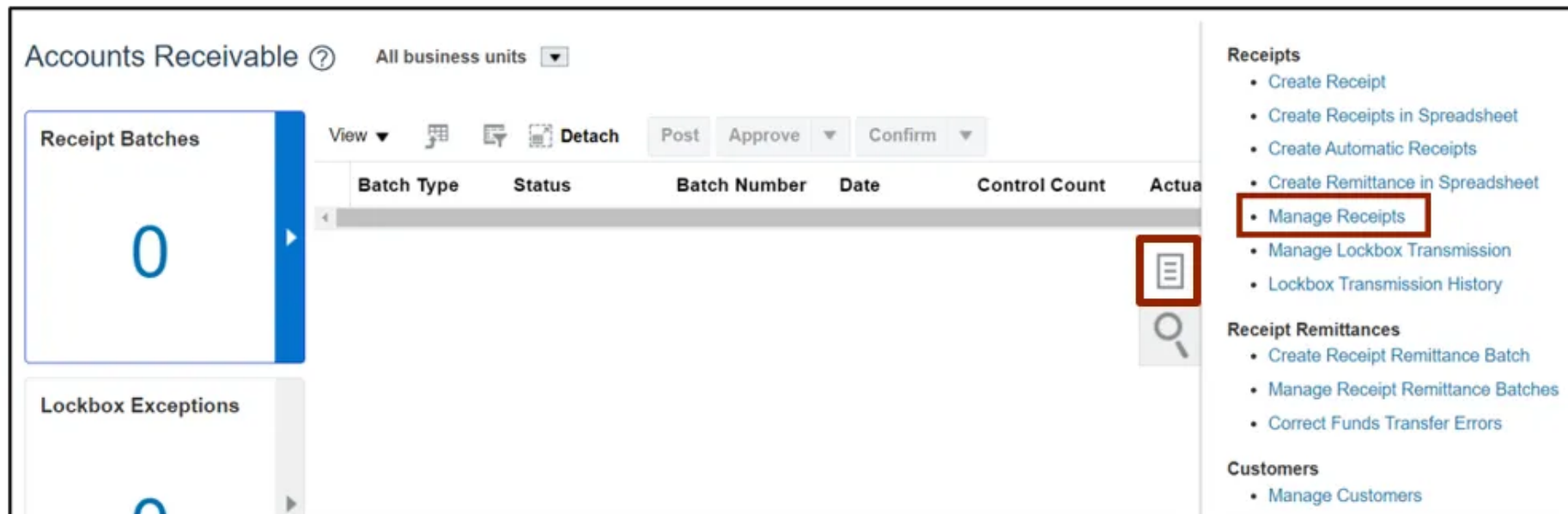
Step 2. On the **Home** page, click the **Receivables** tab and then click the **Accounts Receivables** app.

Image



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

Image



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

Manage Receipts ?

Done

Search

Advanced

Saved Search

All Receipts ▾

** At least one is required

Business Unit

** Receipt Number Starts with ▾ DHHS_O2C017_1

** Customer Name

** Customer Account Number

** Receipt Date Equals ▾ m/d/yy 

** 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

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

Image

Manage Receipts ?

[Done](#)

Search

[Advanced](#)[Saved Search](#)[All Receipts](#) ▼

** At least one is required

Business Unit

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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](#)

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

Image

Manage Receipts ?

Done

Search

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	Business Unit
	DHHS_O2C017_1	Cleared	NC Manual Rec...	UNC PHYSICI...	17804	12/19/22		1,000.00 USD	500.00 USD	2500 DI

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

Image

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	1,000.00
Receipt Type	Standard	* Customer Site	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		Comments	O2C DHHS Test Customer Name	Unapplied Amount	500.00
Attachments	None			Exchange Gain or Loss	0.00

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

Image

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	500.00	0.00		2/10/23

Transaction 19001: Details

Days Late

-60

Transaction Type

NC Standard Invoice

Billing Number

Structured Payment Reference

//

Amount Applied Base

500.00

Allocated Receipt Amount Base

500.00

Balance Due Base

0.00

Maximum Discount

0.00

Installment 1

Document Number

Cross-Currency Rate

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](#)

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