

VIEW AND VOID PAYMENTS, RESEND REMITTANCE

AP

QUICK REFERENCE GUIDE AP-15

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to View and Void Payments, Resend Remittance in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the steps to view and void payments, resend remittance in NCFS.

View and Void Payments

To View and Void Payments 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 Payables tab. Click the Payments app.





3. Click the Tasks []] icon. On the Tasks pane, click Manage Payments.



4. The Manage Payments page is displayed. Click the Advanced button.

Under the *Search* section, enter details in at least one of the required fields (fields marked as **). The *Payment Date* field should be set to On or Before to get the results. Click the Search button.

In this example, we choose ****Payment Date** as **5/23/2023** and ****Payment Status** as **Negotiable**.

Manage Payments ⑦									Done
⊿ Search						5	Save Save	** At least one is	ments 👻
** Supplier or Party	Equals	v		** Payment Process Request	Equals 🗸			•	
** Payment Date	On or before 👻 5/	23/23		Payment Status	Equals 🗸	Negotiable 🗸 🗸			
** Payment Number	Equals	×		Business Unit	Equals 🗸			•	
** Disbursement Bank Account	Equals	*		Supplier Site	Equals 🗸		•		
Payment Document	Equals	*	•	Payment Method	Equals 🗸		•		
Payment Amount	Equals	v	~ ~	Payee	Equals 🗸			•	
Payment Currency	Equals	×	•	Context	Equals 🗸	`			
** Payment Type	Equals	•							
						Search Reset	Save	Add Fields •	Reorder
Actions 🕶 View 🕶 🕂 🖉 🕅 🖙	Detach								

6. Click the **Payment number** link with **Payment Status** field as **Negotiable**.

Manage Payr Search Actions View View	nents ⑦ + 》 严	Er 📄 Detac	h					
Payment Number	Payment Document	Payment Status	Payment Type	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address
1001	0200 1000	Negotiable	Payment Pr	No	S & S WORLDWIDE	12/22/22	100.00 USD	PO BOX 845825, BOSTONMA, 022845825, SUFFOLK, US
209		Negotiable	Payment Pr	No	NC DEPARTMENT OF	12/22/22	120.00 USD	1306 MAIL SERVICE CENTER, RALEIGHNC, 276991306, WAKE, US
1024	IGO 1000	Negotiable	Payment Pr	No	NC OFFICE OF ADMI	2/10/23	320.00 USD	71711 NEW HOPE CHURCH RD, RALEIGHNC, 276096285, WAKE, US
1000	0300 1000	Negotiable	Payment Pr	No	MINE CETINKAYA RU	12/13/22	400.00 USD	CAMPUS BOX 90251, DURHAMNC, 277030251, WAKE, US
1000	0500 1000	Negotiable	Payment Pr	No	SIJ HOLDINGS LLC	1/6/23	500.00 USD	PO BOX 3020, LIVONIAMI, 481513020, WAYNE, US
1003	0500 1000	Negotiable	Payment Pr	No	NC DEPARTMENT OF	2/7/23	12,000.00 USD	PO BOX 752167, CHARLOTTENC, 282752167, MECKLENBURG, US
1027	IGO 1000	Negotiable	Payment Pr	No	NC ADMINISTRATIVE	2/10/23	170.00 USD	PO BOX 2448, RALEIGHNC, 276022448, WAKE, US
1014	IGO 1000	Negotiable	Payment Pr	No	NC DEPARTMENT OF	1/6/23	1,000.00 USD	71306 MAIL SERVICE CTR, RALEIGHNC, 276991306, WAKE, US
1003	0700 1000	Negotiable	Payment Pr	No	SIJ HOLDINGS LLC	1/6/23	1,400.00 USD	PO BOX 510150, LIVONIAMI, 481516150, WAYNE, US
1000	0700 1000	Negotiable	Payment Pr	No	SIJ HOLDINGS LLC	12/22/22	400.00 USD	PO BOX 3020, LIVONIAMI, 481513020, WAYNE, US
1002	0700 1000	Negotiable	Quick	No	SIJ HOLDINGS LLC	12/22/22	1,432.00 USD	PO BOX 3020, LIVONIAMI, 481513020, WAYNE, US

In this example, we choose Payment Number 1001.

7. On the right hand-side of the **Payments** page, click the *Actions* drop-down choice list and select **Void.**

	△ ☆	🟳 🗘 TS
		Actions ▼ D <u>o</u> ne Void
Payment Amount	100.00 USD	Cancel Stop Print Remittance
Withheld Amount	0.00 USD	Post to Ledger
Business Unit	0200 ADMINISTRATIVE OFFICE OF THE COURTS	Account in Draft
Legal Entity	NC DEPARTMENT OF STATE TREASURER	View Accounting
Stop Date	5/30/23	
Void Date		
Attachments	None -	

8. The *Void Payment* pop-up appears. Enter the details in the *Void Date* field and *Accounting Date* field. Click the Invoice Action drop-down choice list and select the required option.

In this example, we choose Void Date as **5/30/23**, Accounting Date as **5/30/23**, and Invoice Action as **None.**

Void Payment		×
Void Date	3/24/25	Ë©
Accounting Date	3/24/25	Ċ
Invoice Action	None	
	DO NOT USE	Cancel
	None	
	Place hold on invoice	

9. Click the **Submit** button.

Void Payment			×	ner
Void Date	5/30/23		Ĩø	hel
Accounting Date	5/30/23		Ë	usi
Invoice Action	None	~	·	Le
		Sub <u>m</u> it	<u>C</u> ancel	
	_	_	_	Att

10. On the **Payments** page, ensure that the *Status* field shows *Voided*. This reflects a payment which has been cancelled in NCFS. Underlying invoices become unpaid now and eligible to be paid by future Payment Process Requests.

Payment: 10	01 ⑦			
			Davias	
			Payee	S & S WORLDWIDE
			Payment Date	12/22/22
			Status	Voided
			Accounting Status	Partially accounted
			Reconciled	No
			Туре	Payment Process Request
Payment Details	Paid Invoices	History	Conversion Othe	r
Payee				
			Current Name	a

11. On the right-hand corner of the **Payments** page, click the **Done** button. This redirects you to the **Manage Payments** page.

	□ ☆	þ (<mark>1</mark> 3	TS
		Actions	D <u>o</u> ne
Payment Amount	100.00		
i ajmont Amount	USD		
Withheld Amount	0.00		
	USD		
Business Unit	0200 ADMINISTRATIVE OFFICE OF THE COURTS		
Legal Entity	NC DEPARTMENT OF STATE TREASURER		
Stop Date	5/30/23		
Void Date	5/30/23		
Attachments	None 🗕		

Resend Remittance

1. From the Payable's Home Screen, click on Payments:

Supply Chain Execution	Receivables	Product Management	Payables	General Accounting	Intercomț	>
QUICK ACTIONS	APP	S				
Create Invoice					Ŧ	G
Manage Invoices		Payables Invo Dashboard	bices	Payments	I	
Show More						

2. Click on the task bar on the right side of the screen, click Manage Payments.

Overview					Payments Submit Payment Process Request
Payment Process Requests ⑦ Requiring Attention (61) Recently Completed (251) Recently Terminated (121)					Manage Payment Process Requests Manage Payment Process Request Templates Manage Payments
View 🔻 🎢 🔛 Detach 🕥					Create Printed Payment Files Manage Payment Files Create Positive Pay File
Name	Pending Since	Stage	Status	Ac	Send Separate Remittance Advice Create Regulatory Reporting
▶ B500 11-1-23 RJS checks	11/1/23	Payment file build	Waiting for payment file processing		Payment File Accompanying Letter
▶ 1900_11072023_EPay	11/7/23	Payment validation	Payments approval initiated	0	Create Accounting Create Adjustment Journal

3. From the Manage Payments screen, click Advanced.

Manage Payments ⑦			
⊿ Search			Advanced Saved Search
** Supplier or Party	•	** Payment Type	v
** Payment Date	m/d/yy	** Payment Process Request	Y
** Payment Number		Payment Status	~

4. Click the drop down box beside Supplier or Party and select "Contains".

Manage Payments ⑦													D <u>o</u> ne
✓ Search		Supplier or Party Operator	1						E	Basic S	aved Search	All	Payments 🗸
** Supplier or Party	Equals 🗸		•	•	** Payment Process Request	Equal	s 🗸				** At	east o	ne is required
** Payment Date	Starts with Ends with Equals	Ťø			Payment Status	Equal	s 🗸			~			
** Payment Number	Does not equal Less than Less than or equal to				Business Unit	Equal	s 🗸					•	
** Disbursement Bank Account	Greater than Greater than or equal to Between		•	•	Supplier Site	Equal	s 🗸				•		
Payment Document	Not between Contains		•		Payment Method	Equal	s 🗸				•	-	
Payment Currency	Equals V		•		Context	Equal	s 🗸			~		•	
** Payment Type	Equals 🗸	~											
								Search	Reset	Save	Add Fiel	ds ▼	Reorder

5. Enter all or part of the supplier's name. If you know the payment amount (or any of the other search criteria listed), you can enter that as well to narrow down the search, click search.

Manage Payments ⑦													D <u>o</u> ne
⊿ Search										<u>B</u> asic	Saved S	earch A	II Payments 🗸
** Supplier or	Party Co	ntains 🗸	anthony o)	** Payment Process Request	Equals	~				* At leas	one is required
** Payment	Date Eq	uals 🗸 m/d/yy	tio			Payment Status	Equals	~		~			
** Payment Nu	nber Eq	uals 🗸				Business Unit	Equals	~				•	
** Disbursement Bank Ac	ountEq	uals 🗸			•	l≩ Supplier Site	Equals	~			•		
Payment Docu	ment Eq	uals 🗸		•		Payment Method	Equals	~			•		
Payment An	ountEq	uals 🗸		^ ¥		Payee	Equals	~				•	
Payment Cur	ency Eq	uals 🗸		•		Context	Equals	~		~			
** Payment	Type Eq	uals 🗸	~							1			
								l	Search	Reset Save.	Add	Fields	 Reorder

6. Click the payment # for the amount that the remittance needs to be sent for.

Μ	anage Paym ▶ Search	ients (?)							Basic Sa	wed Search All Paym	Done nents ∨
1	Actions View View View View	+ ⊘ ∰ Payment Document	Payment Status	h Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address		Remit-to Account Number	Details
	2978	EPAY 1000	Cleared	Yes	ANTHONY O STRICKLAND	10/23/23	9,925.00	PO BOX 1693, ROANOKE RAPIDSNC, 278701693, HALIFAX, US		XXXXXXXXX9322	
Γ	6866	EPAY 1000	Cleared	Yes	ANTHONY O STRICKLAND	10/27/23	650.00 USD	PO BOX 1693, ROANOKE RAPIDSNC, 278701693, HALIFAX, US		XXXXXXXXXX9322	
	10166	EPAY 1000	Cleared	Yes	ANTHONY O STRICKLAND	11/3/23	1,820.00	PO BOX 1693, ROANOKE RAPIDSNC, 278701693, HALIFAX, US		XXXXXXXXXX9322	

7. Click Actions, Print Remittance.

				193 JW
Payment: 2978 ⑦			Actions Print	Done t Remittance
Payee Payment Date	ANTHONY O STRICKLAND 10/23/23	Payment Amount	9,925.00 Post	to Ledger
Status Accounting Status	Cleared Accounted	Withheld Amount Business Unit	USD View 0200 ADMINISTRATIVE OFFICE OF THE COURTS	/ Accounting
Reconciled	Yes Payment Process Request	Legal Entity Stop Date	NC DEPARTMENT OF STATE TREASURER	
		Void Date Attachments	None 📕	
Payment Details Paid Invoices History Conversion	Other			
Payee Current Name		Remit-to Account	XXXXXXXXXX9322	
Payee Site	R.02PA.ZZ	IBAN		
Remit-to Address	PO BOX 1693, ROANOKE RAPIDSNC, 278701693, HALIFAX, US	BIC		
Payment Function	Payables disbursements	Remit-to Bank Name	TRUIST	
		Remit-to Branch Name	TRUIST 053101121	

8. Click the drop-down box and choose NC_AP_REMITTANCE_ADVICE.

yment: 2978 ⑦				Actions 🔻
Payee Payment Date	10/23/23		Payment Amount	9,925.00 USD
Status	Cleared		Withheld Amount	0.00 USD
Accounting Status	Accounted		Business Unit	0200 ADMINISTRATIVE OFFICE OF THE COURTS
Reconciled	Yes	Polet Promot Providence	Legal Entity	NC DEPARTMENT OF STATE TREASURER
Туре	Payment Process Request	Print Payment Remittance X	Stop Date	
		Remittance Program V	Void Date	
		NC_AP_REMITTANCE_ADVICE	Attachments	None 🕂
yment Details Paid Invoices History Conversion	Other	Separate Remittance Advice Format	_AP_REMITTANCE_ADVICE	

9. Click "submit" and then "ok" on the confirmation box.

Payee	ANTHONY O STRICKLAND			9,925.00
nt Date	10/23/23		Payment Amount	USD
Status	Cleared		Withheld Amount	0.00
Status	Accounted			USD
unciled	Yes		Business Unit 0700 AD	
Type	Payment Process Request	Print Payment Remittance		
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Remittance Program NC_AP_REMITTANCE_ADVICE V	Confirmation	×
ersion	Other	Submit Cancel	The remittance advice was printed	to the default printer. Payment A
				# Withheld Ar
nt Name				Busines
				Legal

10. Click "DONE" to take you back to the search page.

Payment: 6866 ⑦		6	Actions v Done
Payee	ANTHONY O STRICKLAND	D	650.00
Payment Date	10/27/23	Payment Amount	USD
Status	Cleared	Withhold Amount	0.00
	00000	Withheld Allount	USD
Accounting Status	Accounted	Business Unit	0200 ADMINISTRATIVE OFFICE OF THE COURTS
Reconciled	Yes	Legal Entity	NC DEPARTMENT OF STATE TREASURER

Wrap-Up

View and void payments, resend remittance using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

• AP107: Void Payment