AP-15 View and Void Payments Resend Remittance

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.

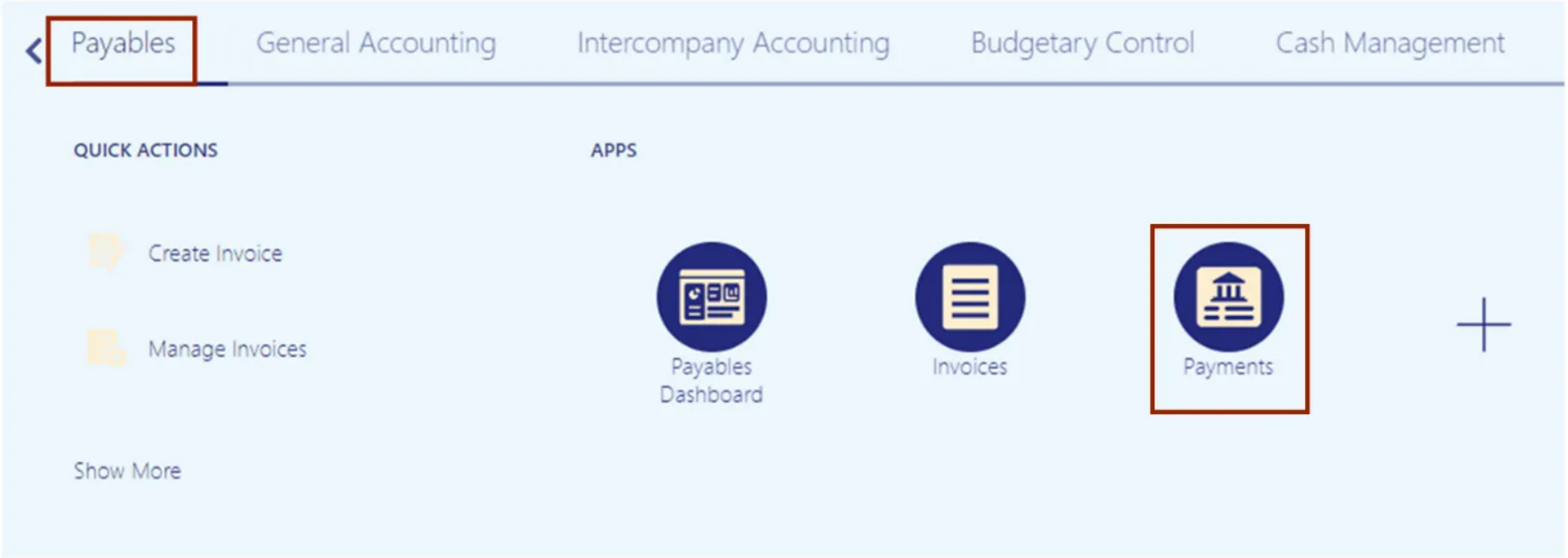
View and Void Payments

To View and Void Payments in NCFS, please follow the steps below. There are 11 steps to complete this process.

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

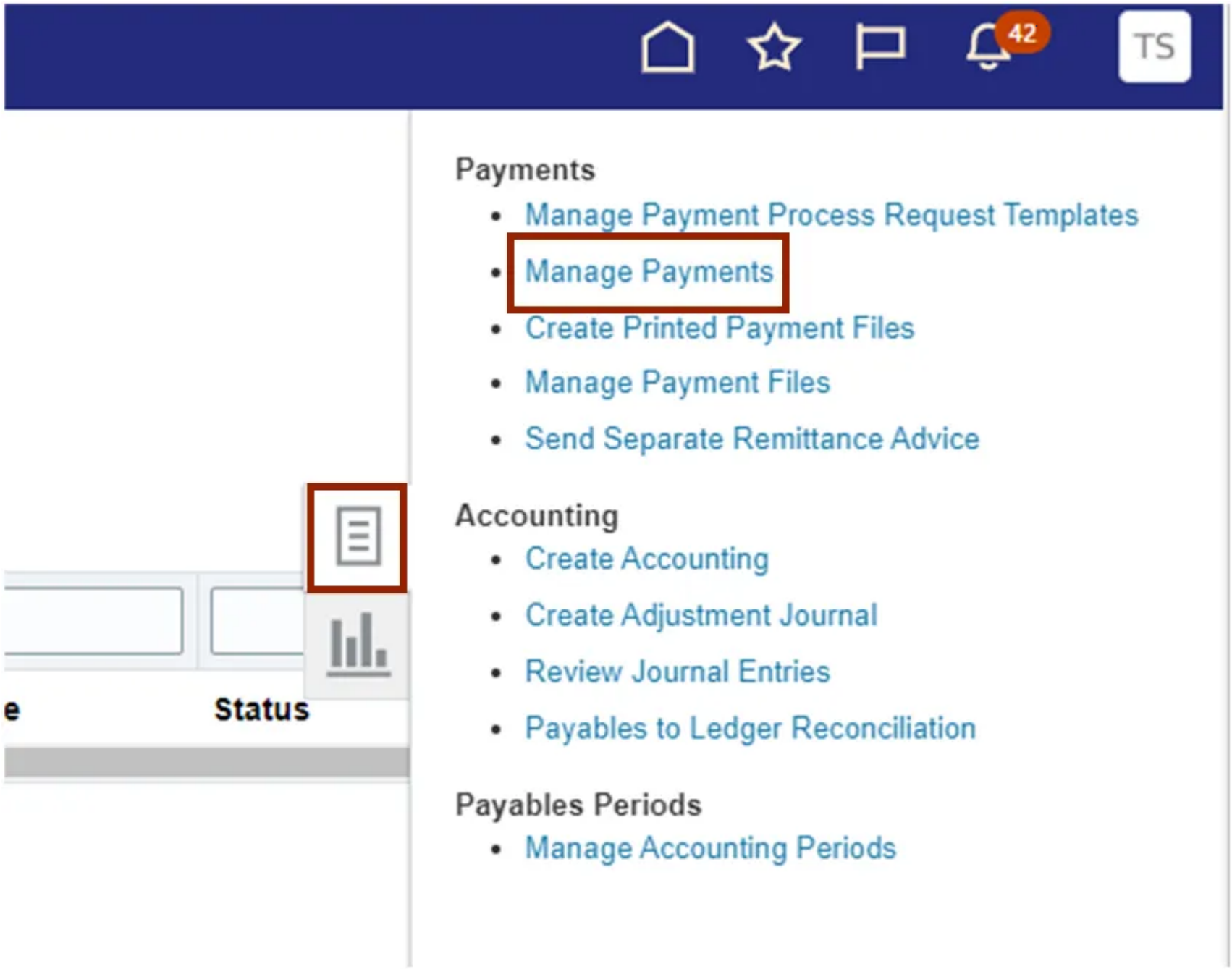
Step 2. On the **Home** page, click the **Payables** tab. Click the **Payments** app.

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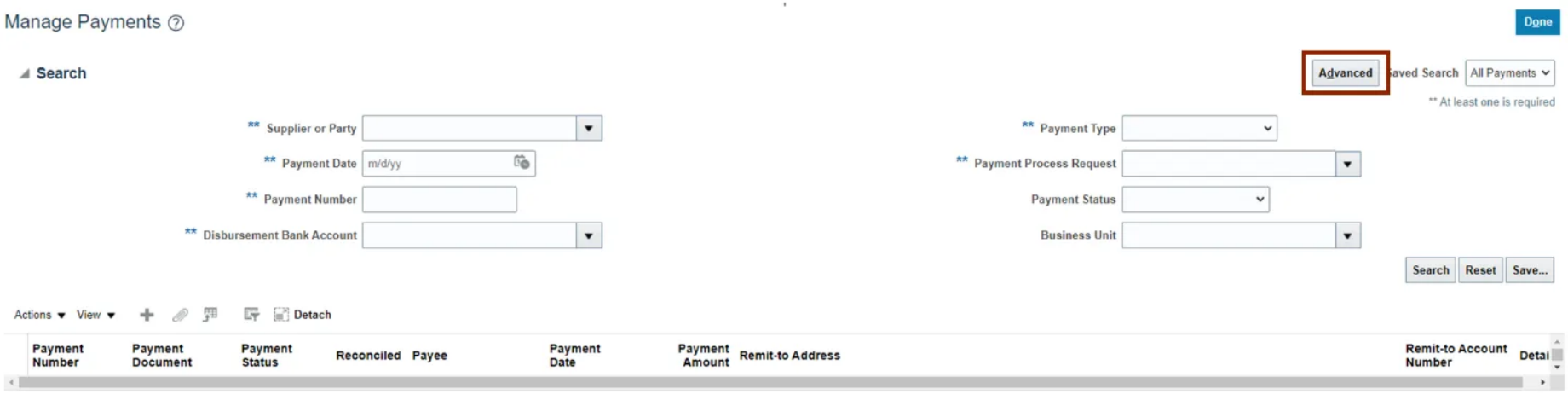
Step 3. Click the **Tasks** icon. On the **Tasks** pane, click **Manage Payments**.

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TS
Payments
Manage Payment Process Request Templates
Manage Payments
Create Printed Payment Files
Manage Payment Files
Send Separate Remittance Advice
Accounting
Create Accounting
Create Adjustment Journal
Review Journal Entries
Payables to Ledger Reconciliation
Payables Periods
Manage Accounting Periods
e
Status

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

Image



Step 5. 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**.

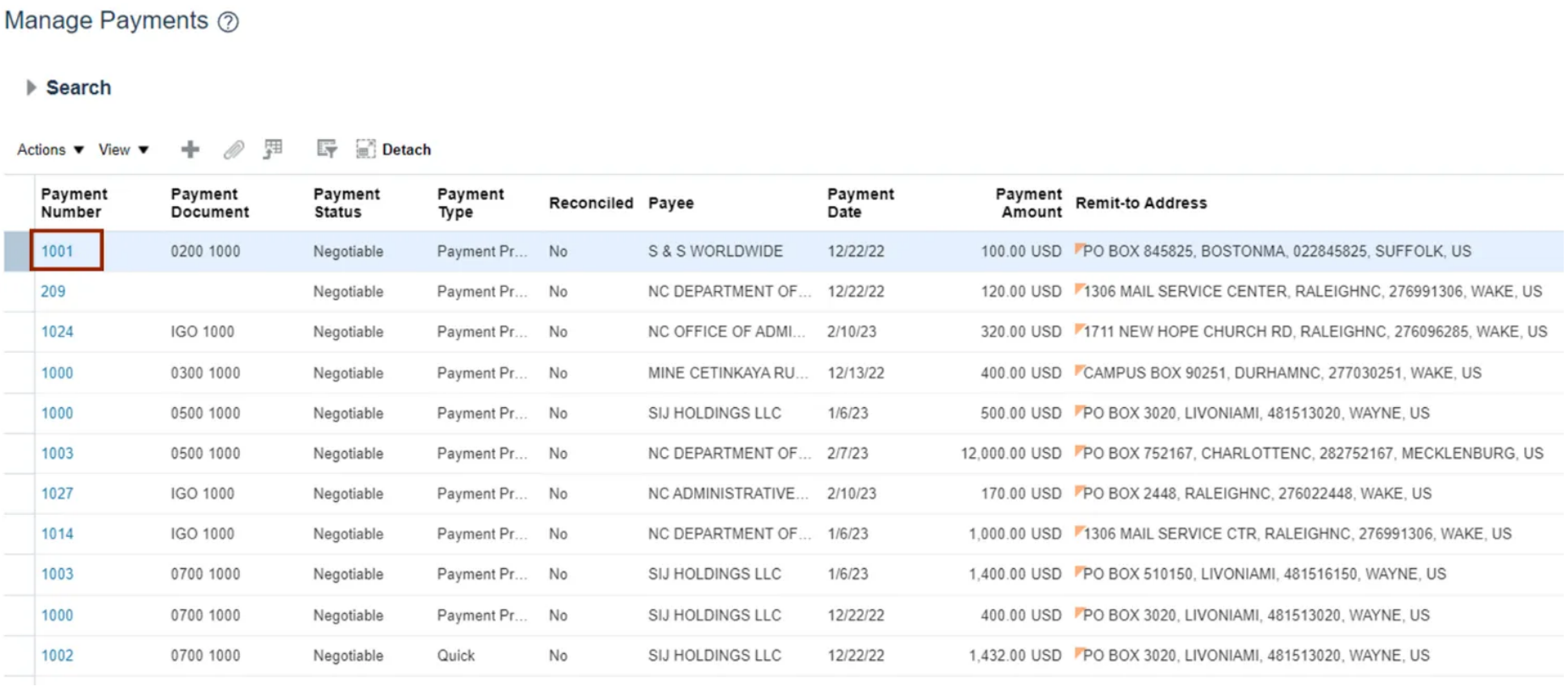
Image



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

In this example, we choose Payment Number 1001.

Image



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	1711 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	1306 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

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

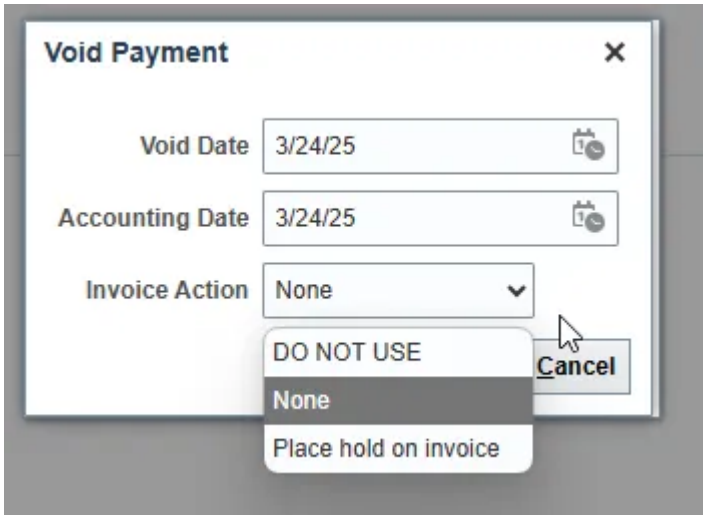
Image



Step 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.

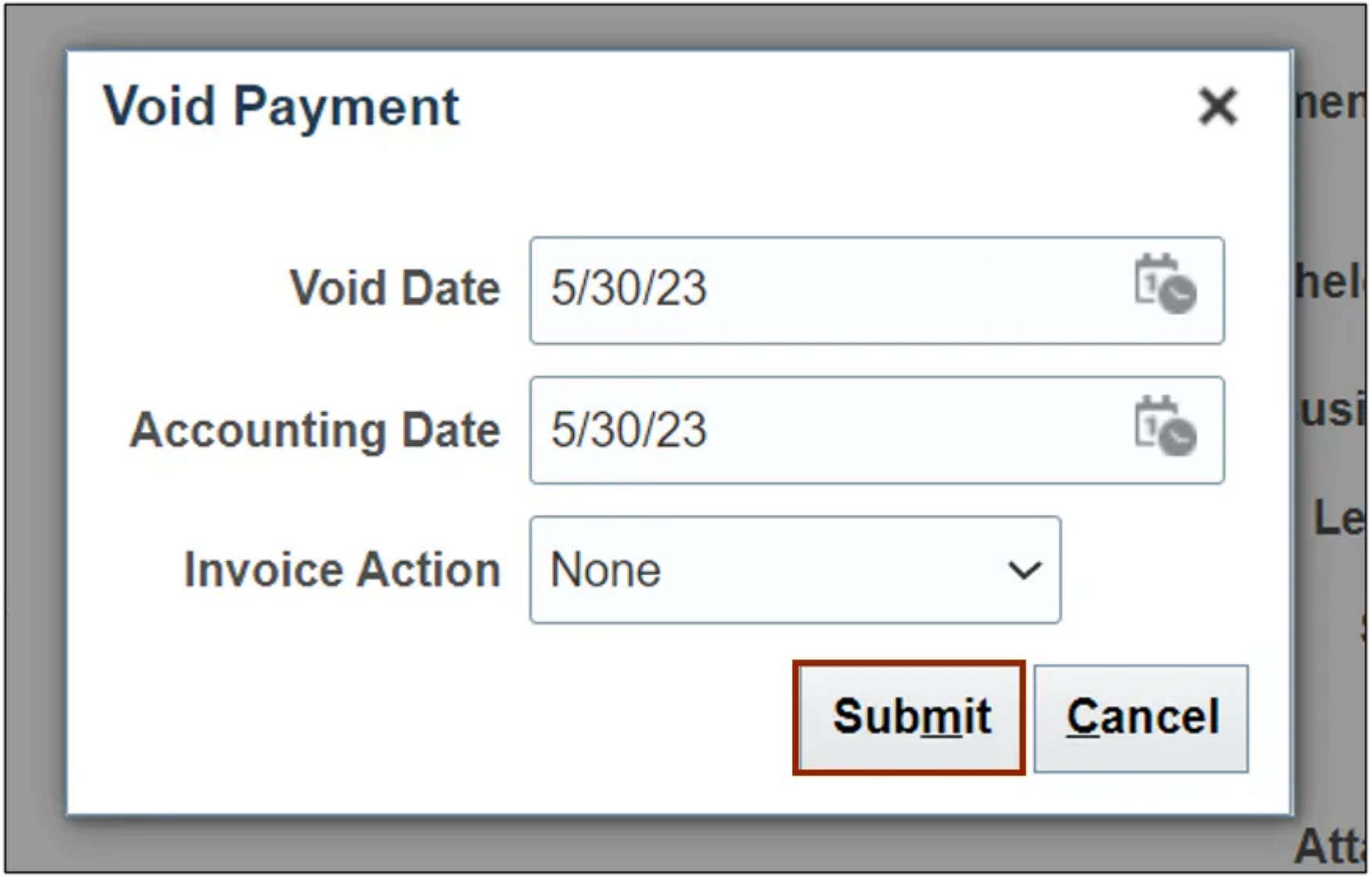
In this example, we choose ***Void Date*** as **5/30/23**, ***Accounting Date*** as **5/30/23**, and ***Invoice Action*** as **None**.

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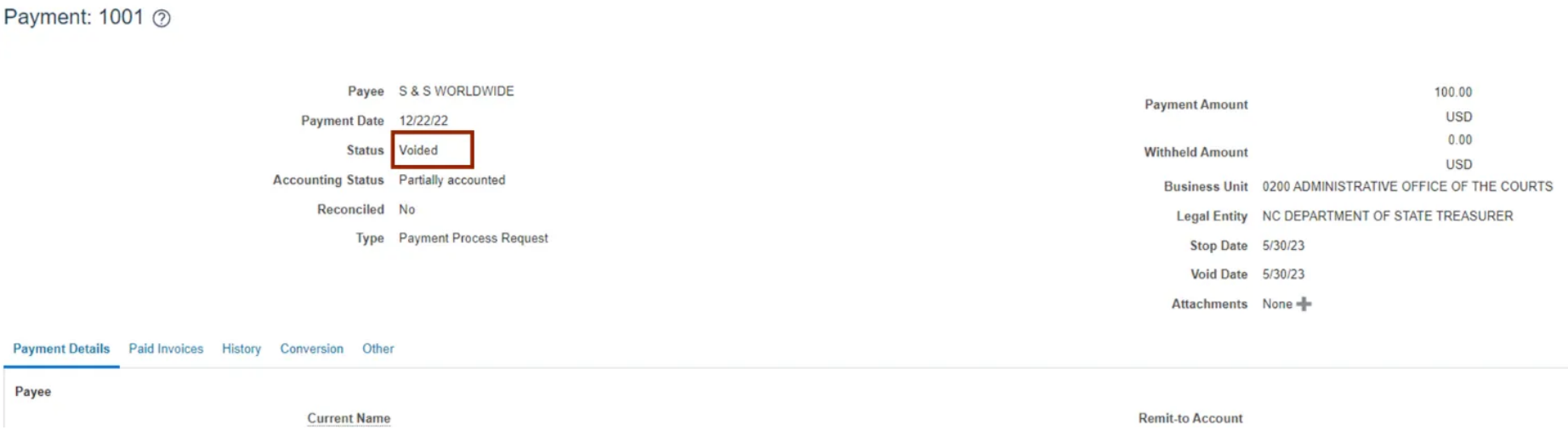
Step 9. Click the **Submit** button.

Image



Step 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.

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

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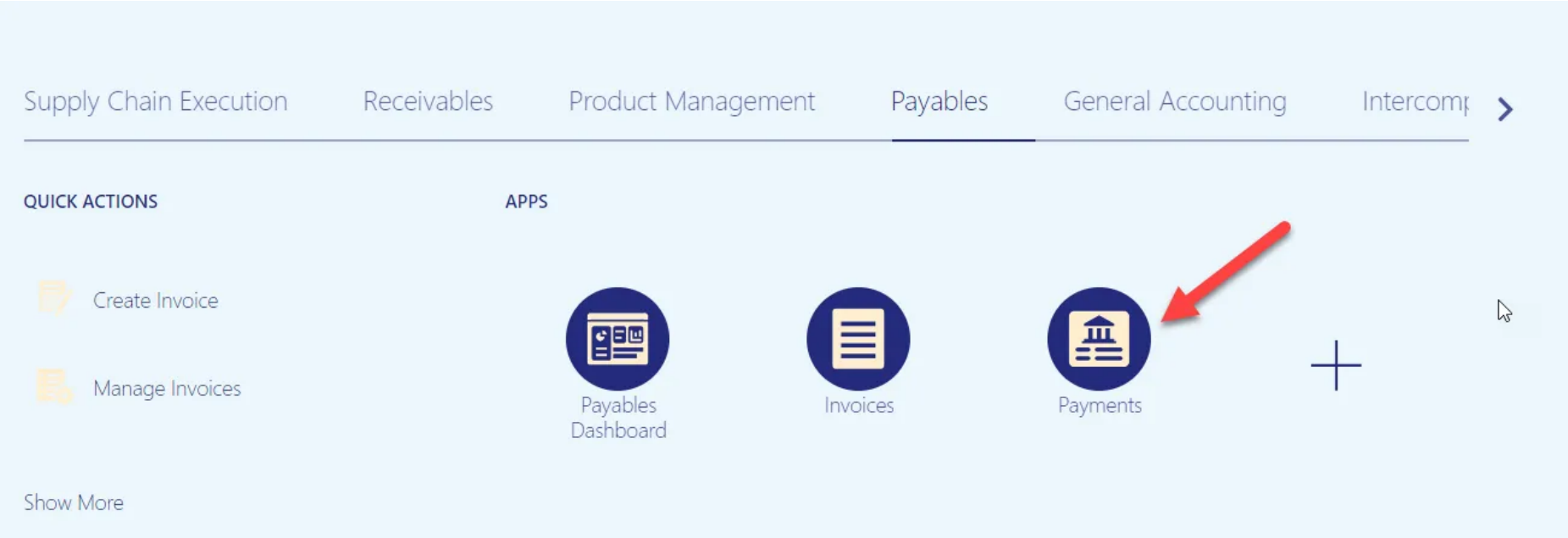


Resend Remittance

To Resend Remittance in NCFS, please follow the steps below. There are 10 steps to complete this process.

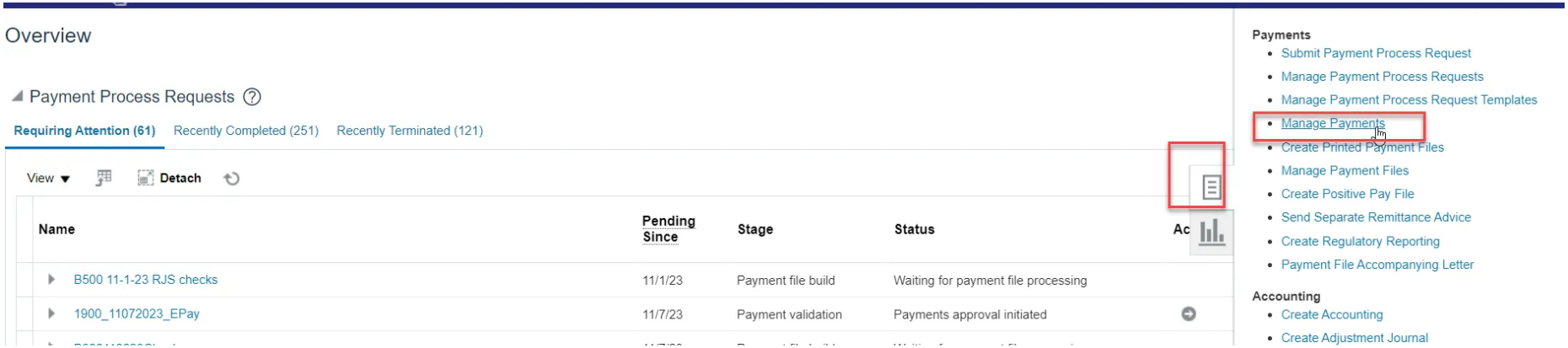
Step 1. From the Payable's **Home** Screen, click on **Payments.**

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Step 2. Click on the **Task** bar on the right side of the screen, click **Manage Payments**.

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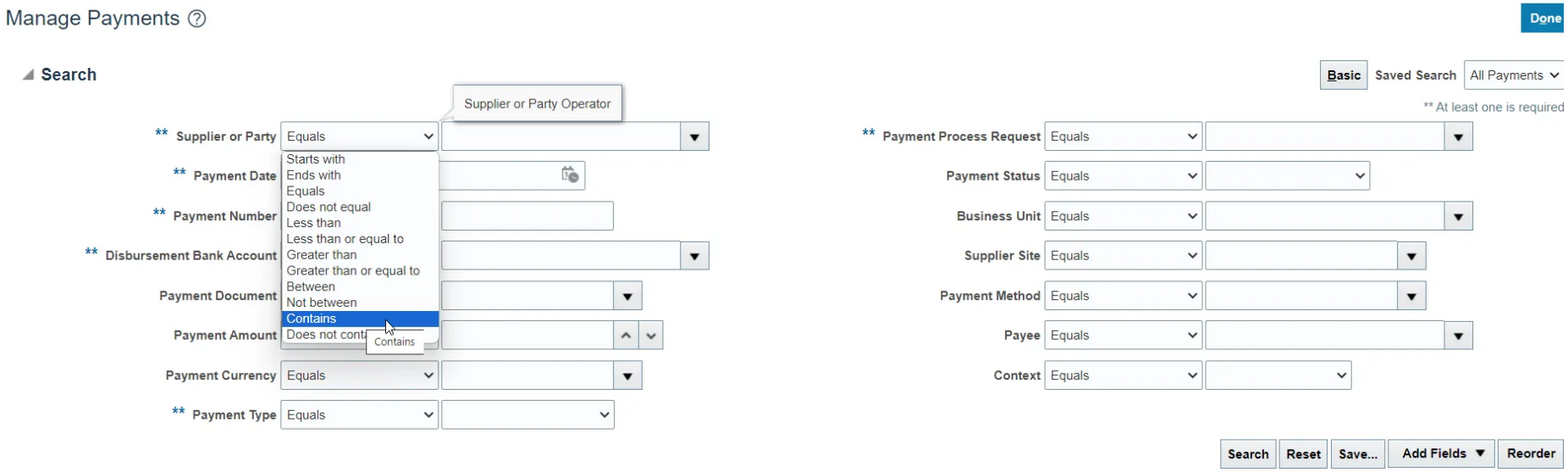
Step 3. From the *Manage Payments* screen, click **Advanced**.

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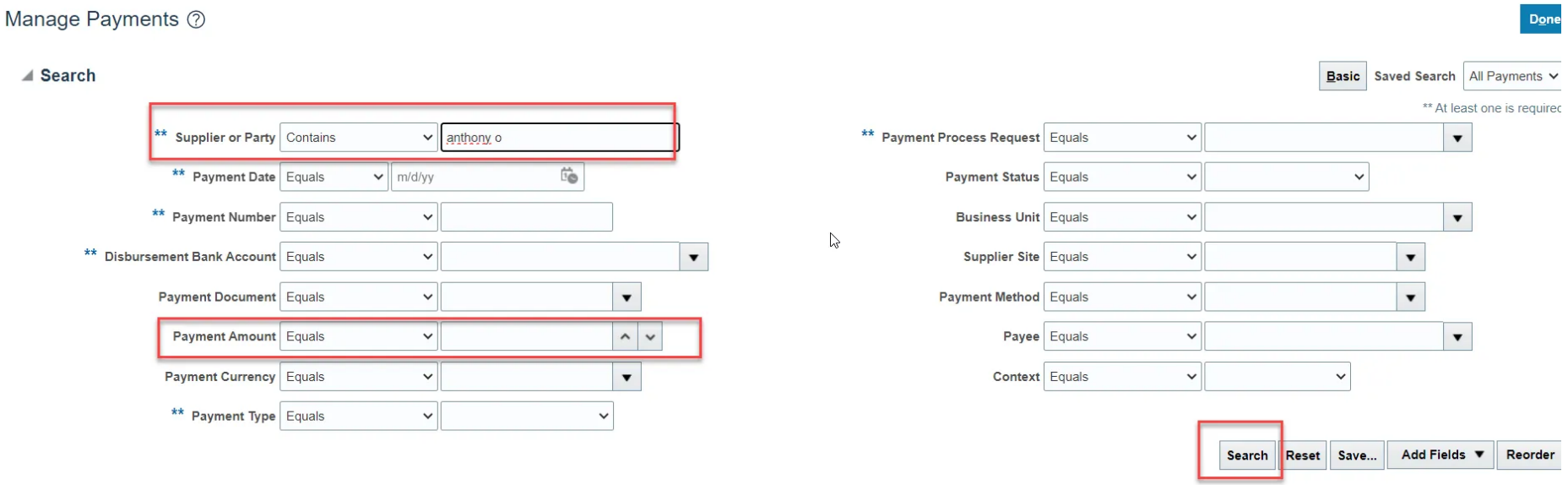
Step 4. Click the drop down box beside **Supplier or Party** and select **Contains**.

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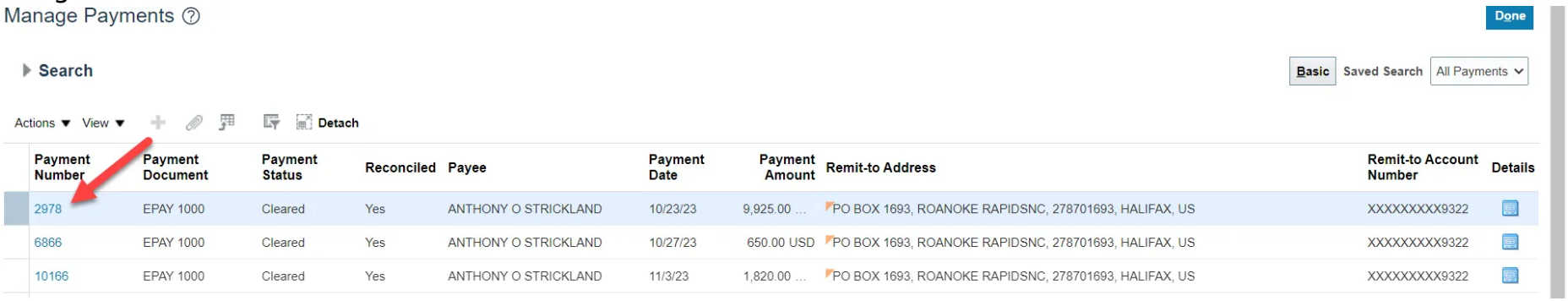
Step 5. Enter all or part of the supplier's name. If you know the payment amount (or any of the other search criteria listed), you can enter that as well to narrow down the search, click **Search**.

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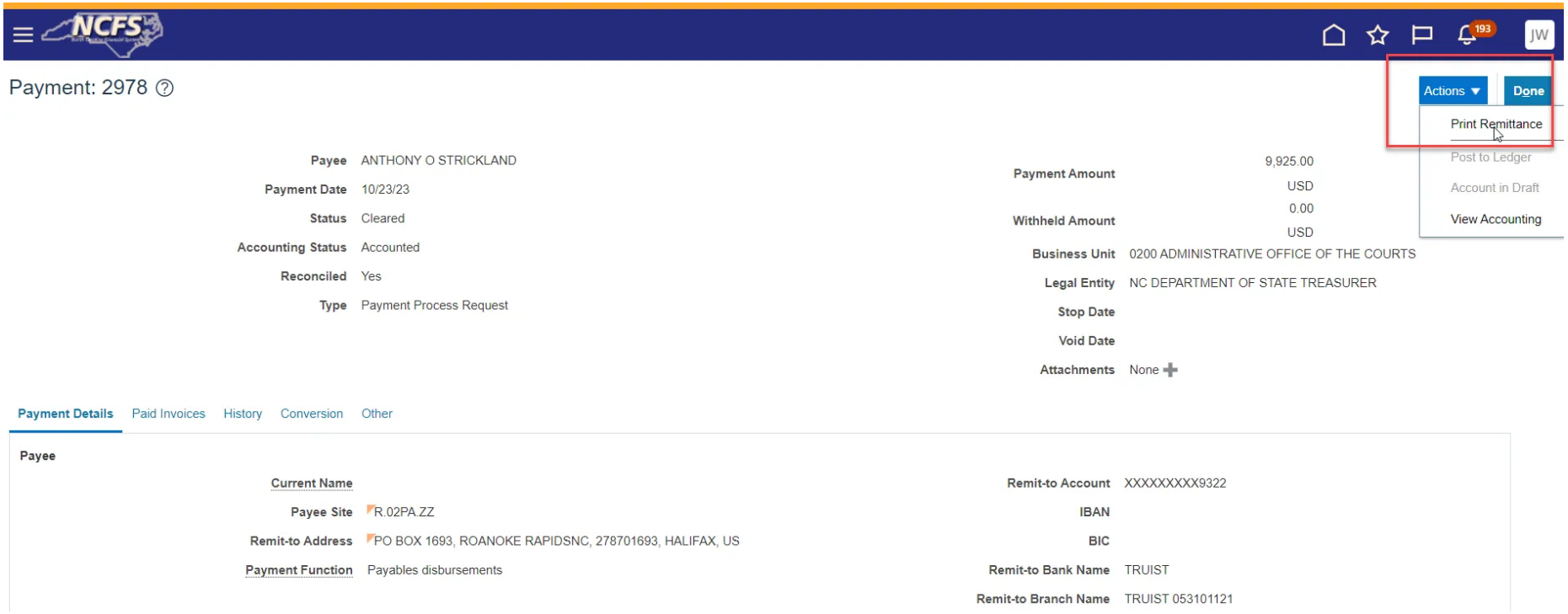
Step 6. Click the **Payment Number** for the amount that the remittance needs to be sent for.

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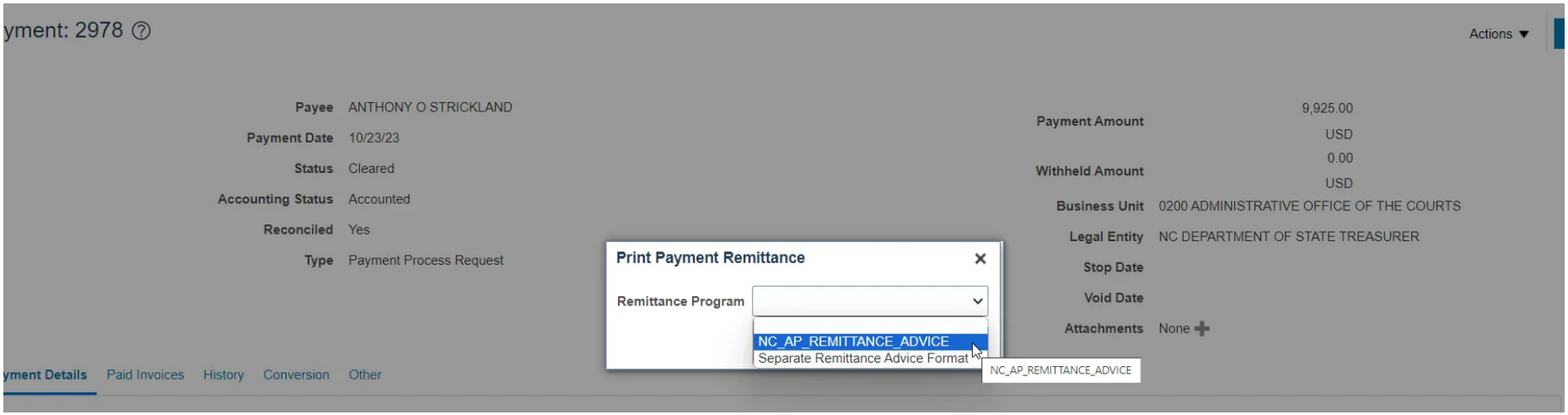
Step 7. Click **Actions** and then **Print Remittance**.

Image



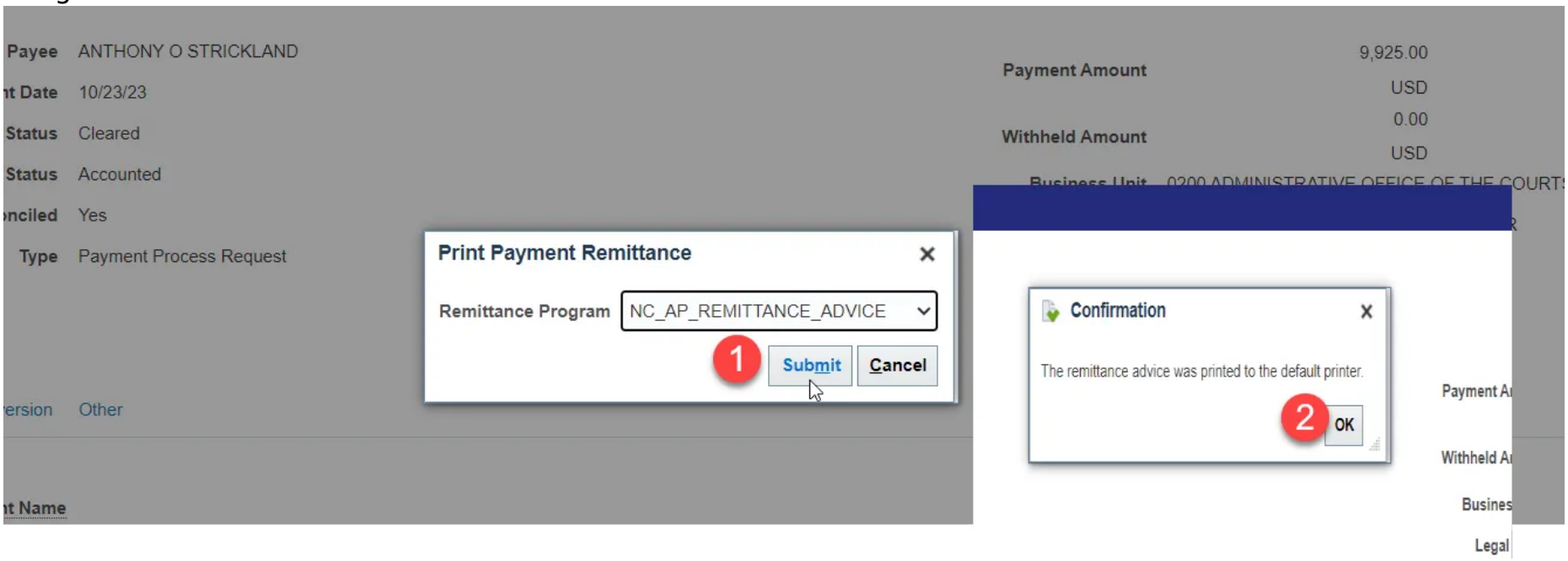
Step 8. Click the **Drop-Down** box and choose **NC_AP_REMITTANCE_ADVICE**.

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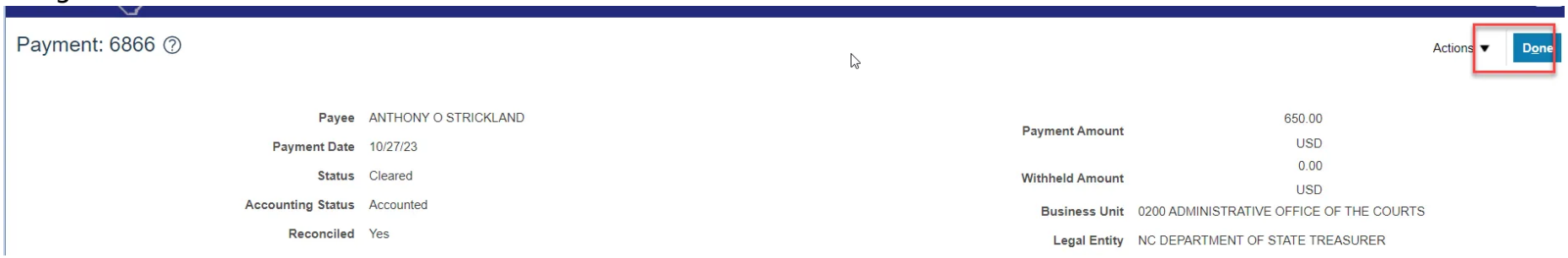
Step 9. Click **Submit** and then **OK** on the confirmation box.

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Step 10. Click **DONE** to take you back to the search page.

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Wrap-Up

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

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - AP107: Void Payment

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