AR-13 Reverse or Un-Apply Receipts

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.

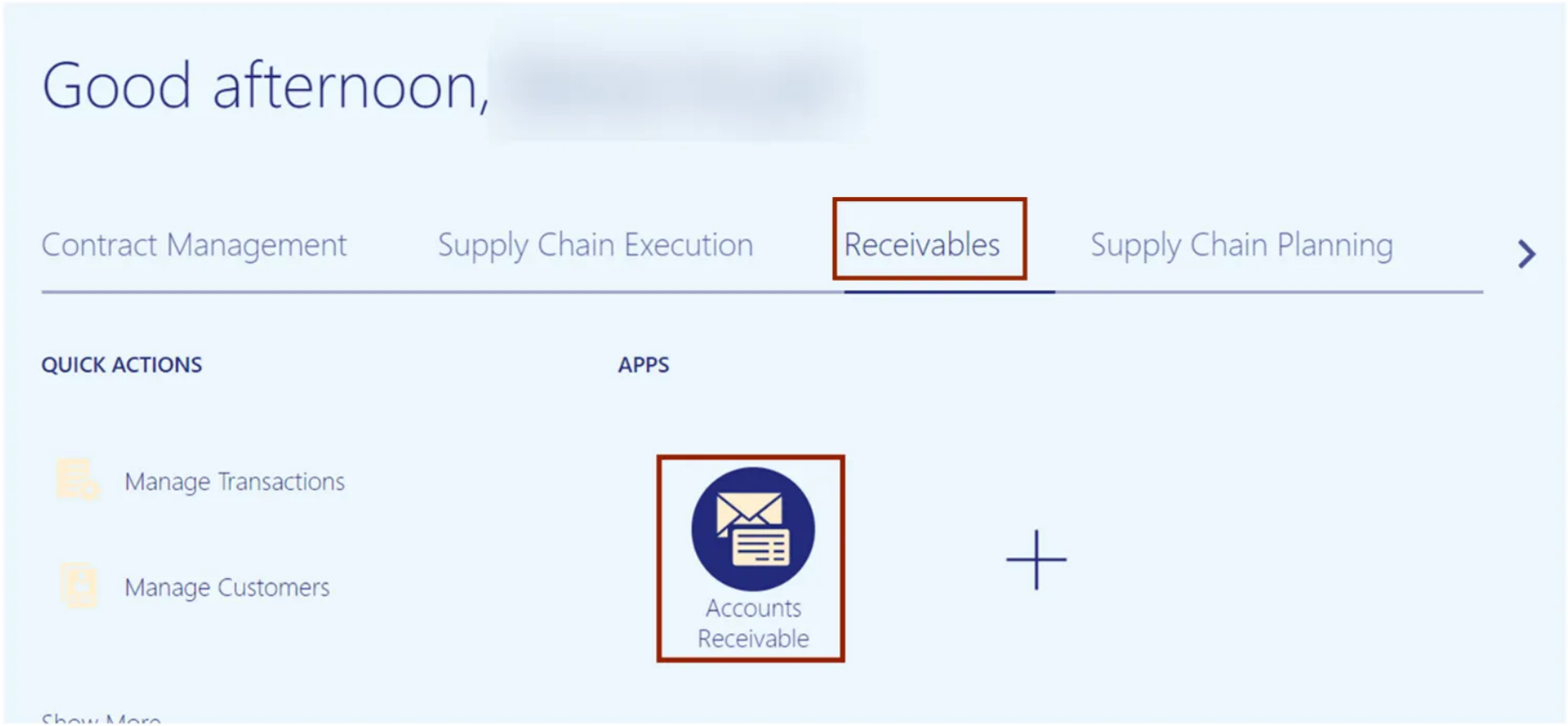
Reverse or Un-Apply Receipts

To reverse or un-apply receipts in NCFS, please follow the steps below. There are 12 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 Receivables** page, click the **Tasks** icon. Click the **Manage Receipts**.

Image



ol Count Actual Count





Receipts

- Create Receipt
- Create Receipts in Spreadsheet
- Create Automatic Receipts
- Create Remittance in Spreadsheet
- Manage Receipts
- Manage Lockbox Transmission
- Lockbox Transmission History

Receipt Remittances

- Correct Funds Transfer Errors

Customers

- Manage Customers

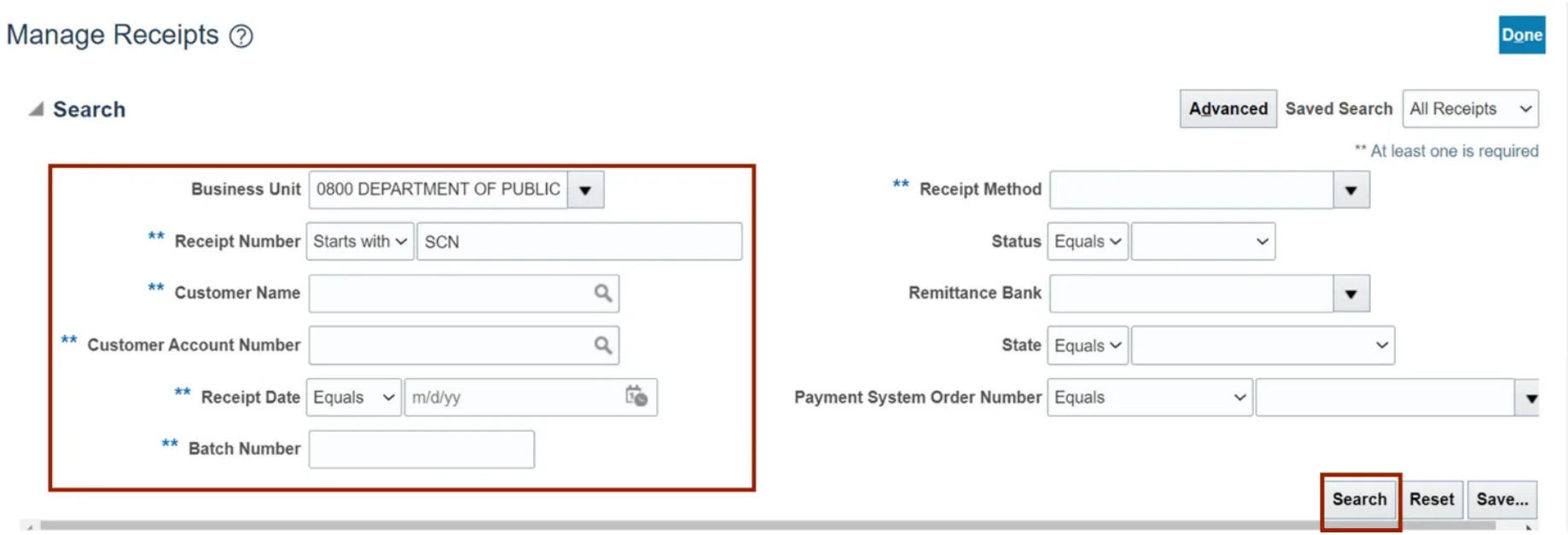
Accounting

- Create Adjustment Journal

Step 4. On the **Manage Receipts** page, enter the required search criteria as needed.

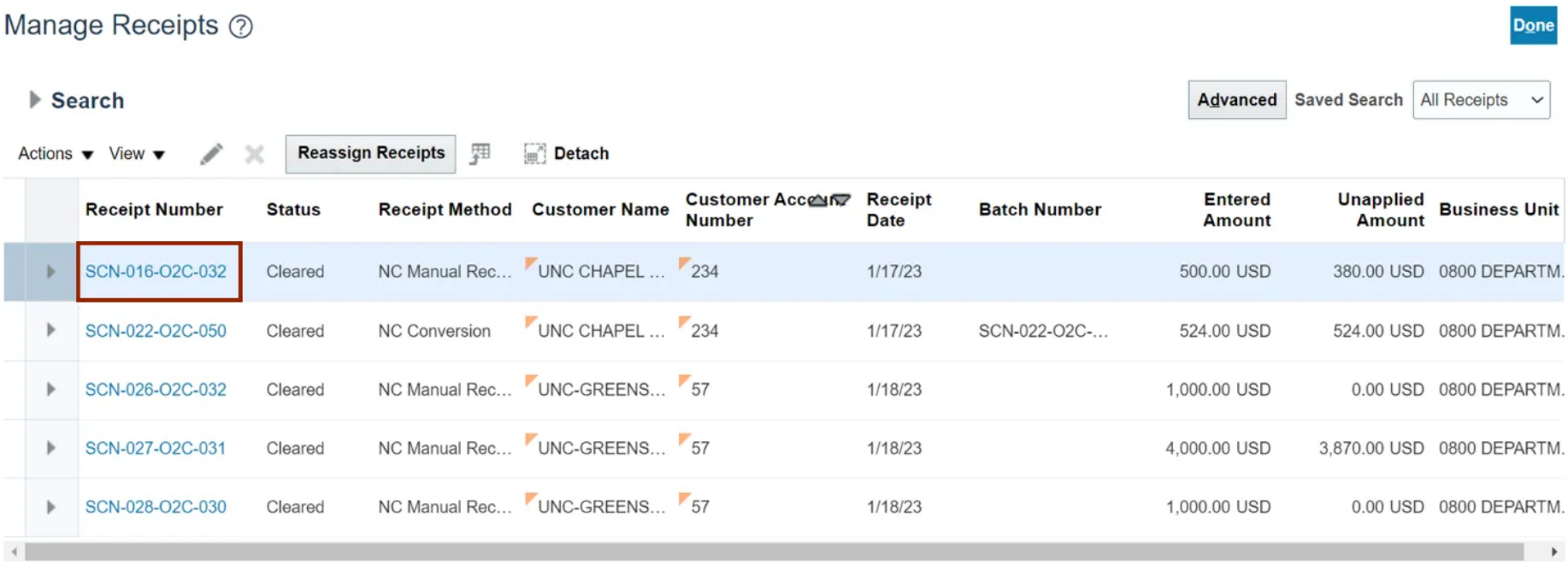
In this example, we choose ***Receipt Number*** as **SCN**. Click the **Search** button.

Image



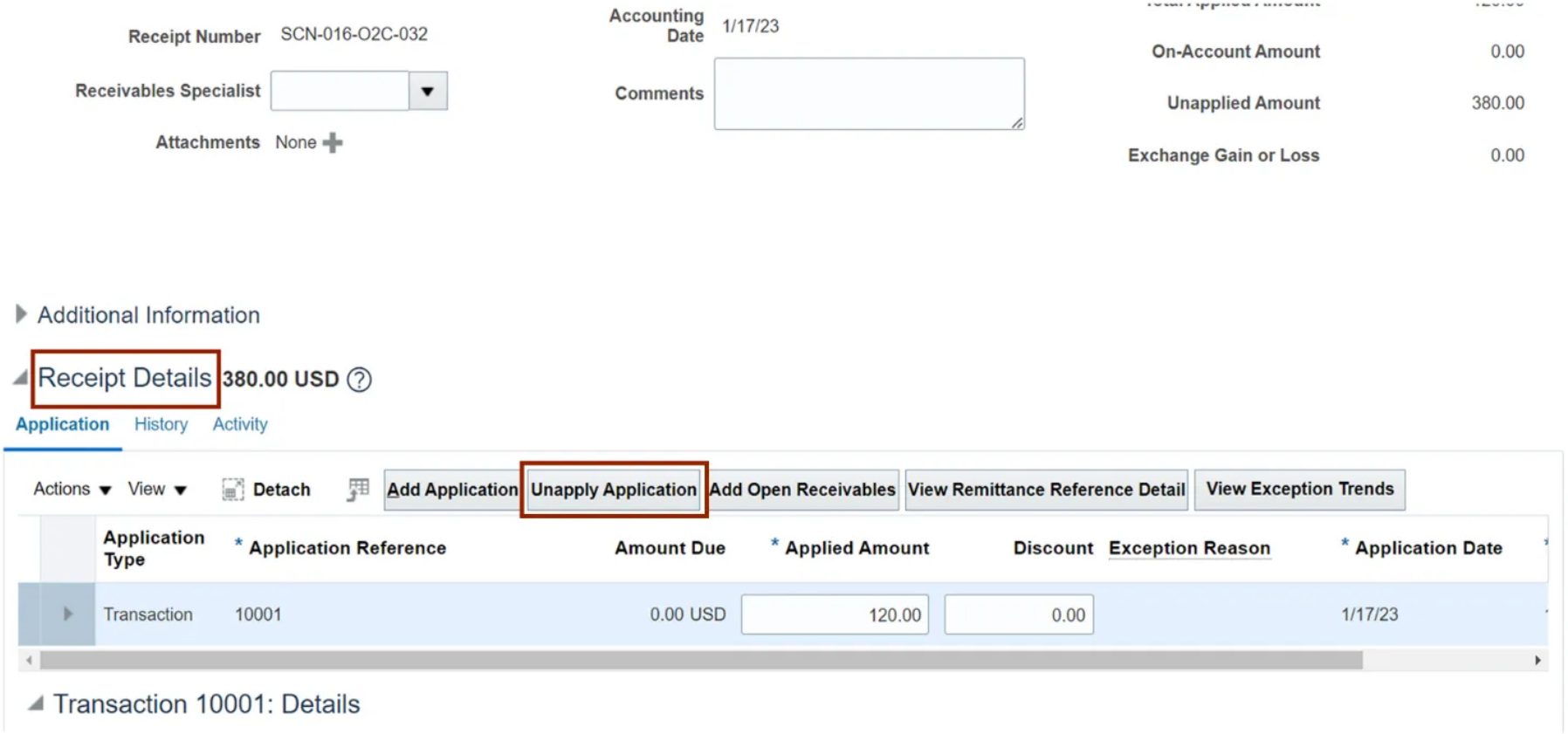
Step 5. In the *Search* section, click the **Receipt Number** link to open the required receipt.

Image



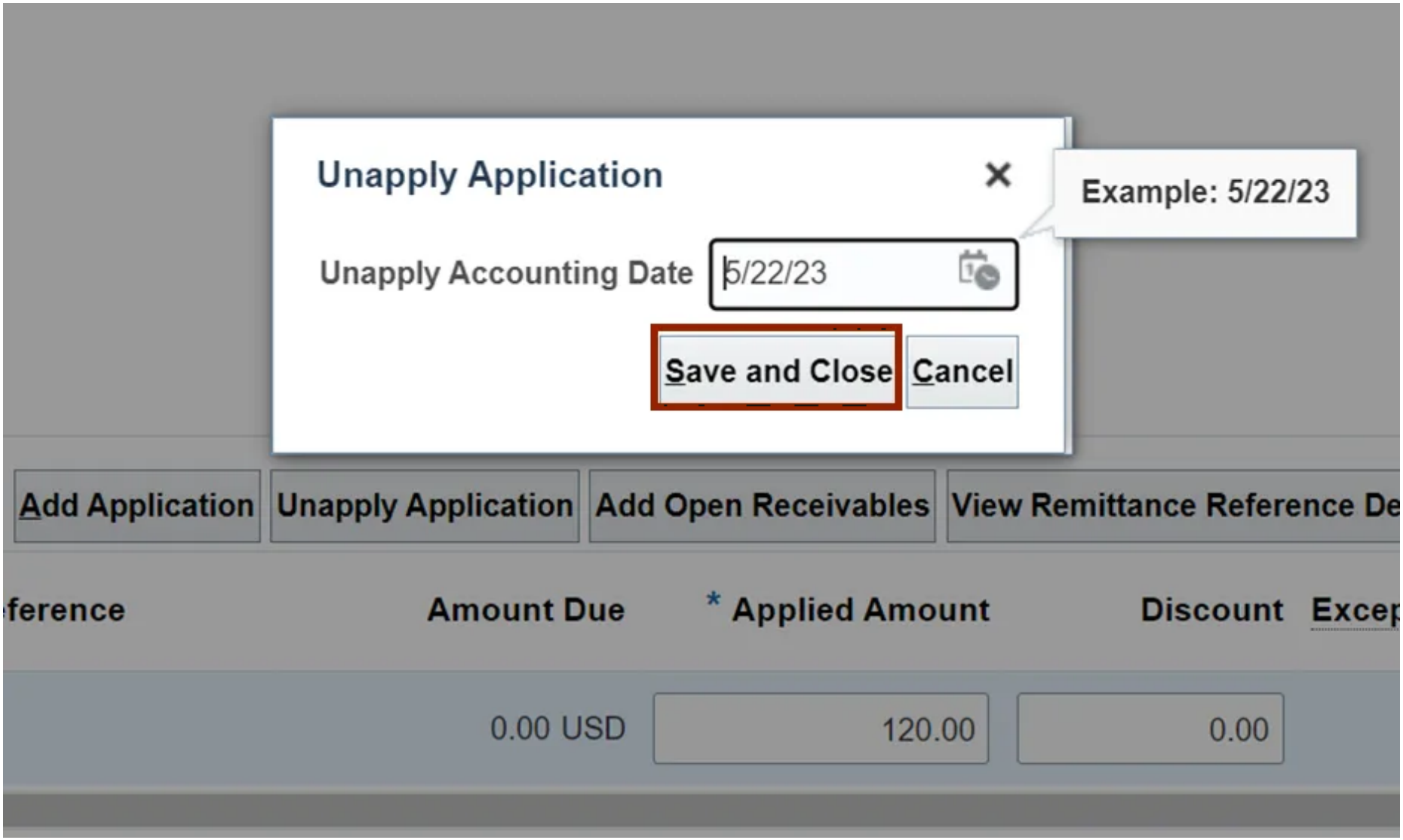
Step 6. On the **Edit Receipt** page, scroll down to *Receipt Details* section. Click the **Unapply Application** button.

Image



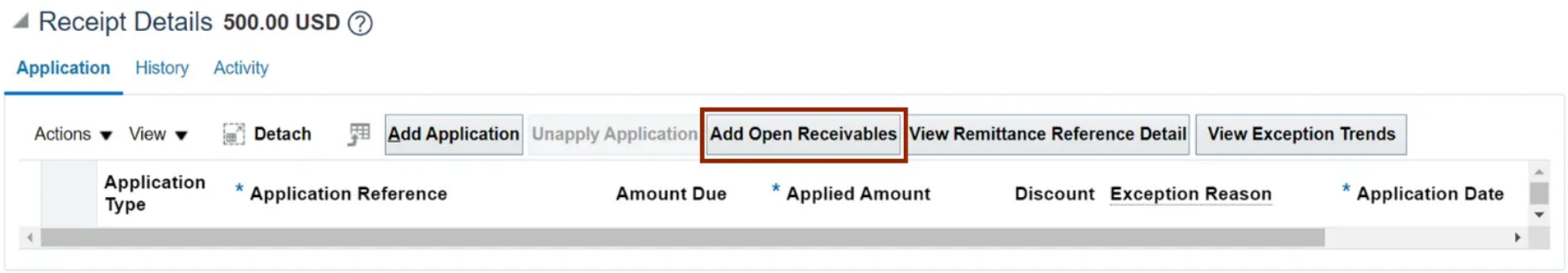
Step 7. The *Unapply Application* pop-up page appears, edit the date as needed and click the **Save and Close** button.

Image



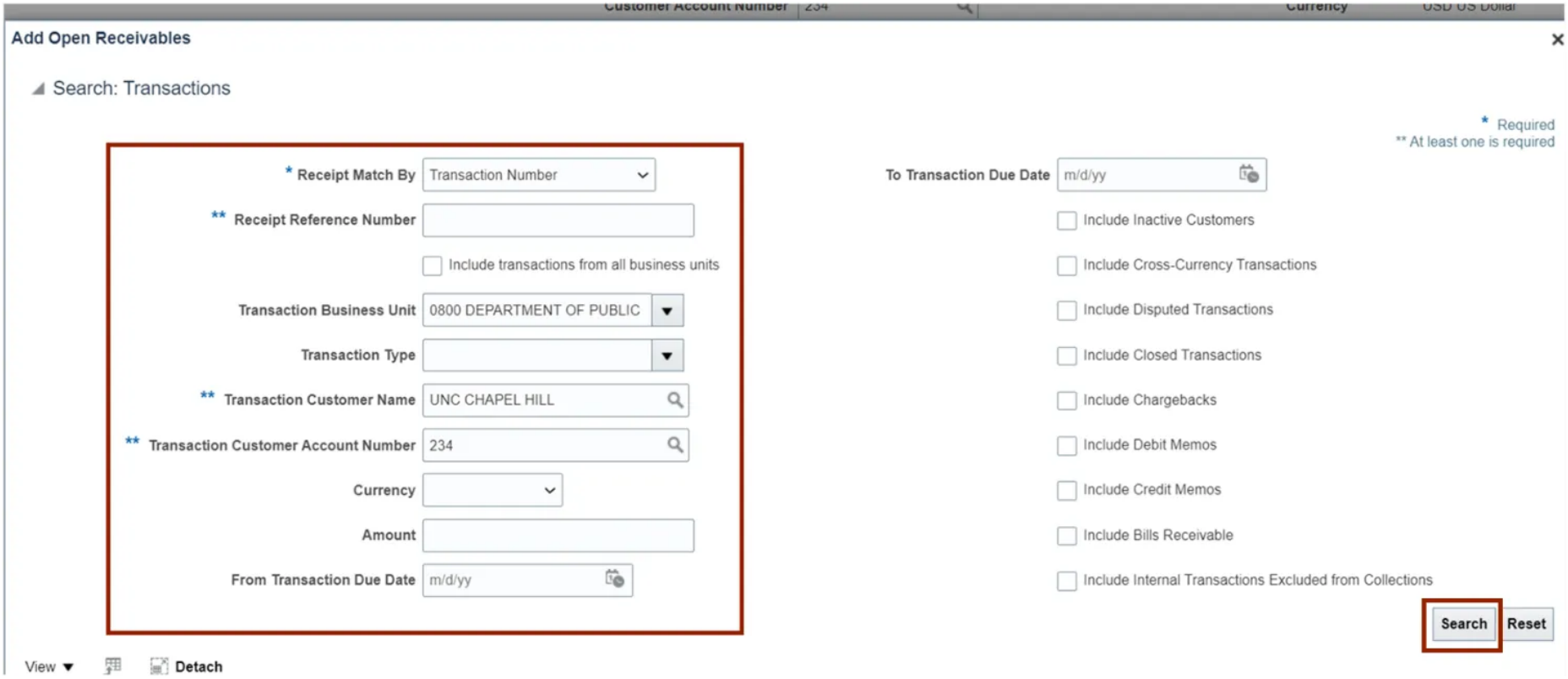
Step 8. Verify that the **Receipt Details** does not show the unapplied application performed in above step. On the *Receipt Details* section, click the **Add Open Receivables** button.

Image



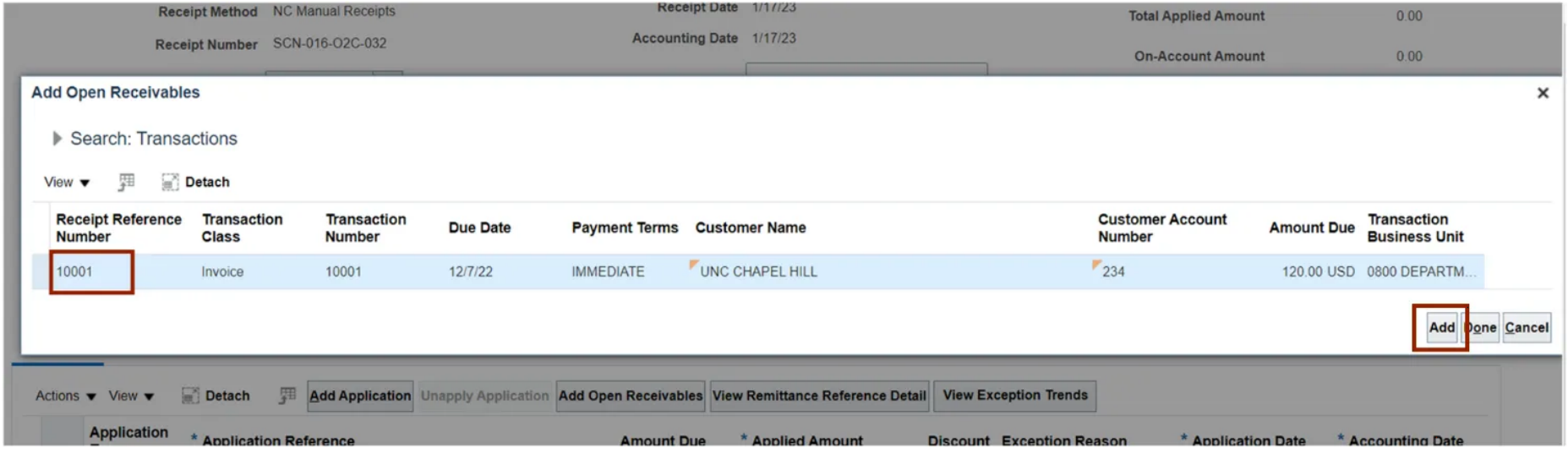
Step 9. On the *Add Open Receivables* pop-up page, enter the required fields. Click the **Search** button.

Image



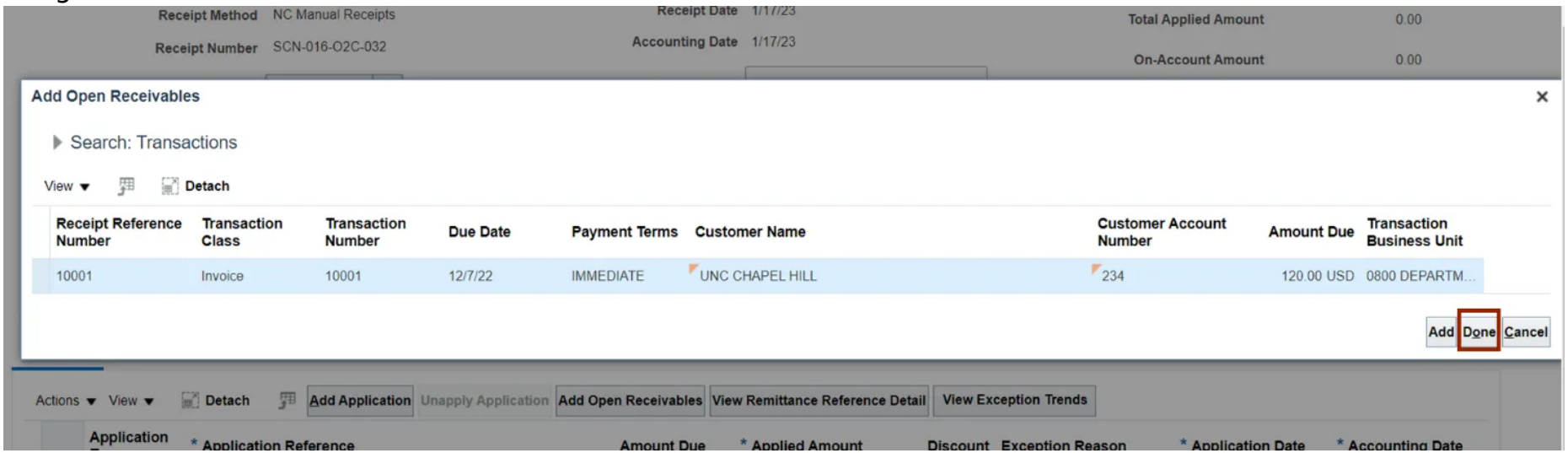
Step 10. The *Add Open Receivables* pop-up page appears, click the receipt row. Click the **Add** button.

Image



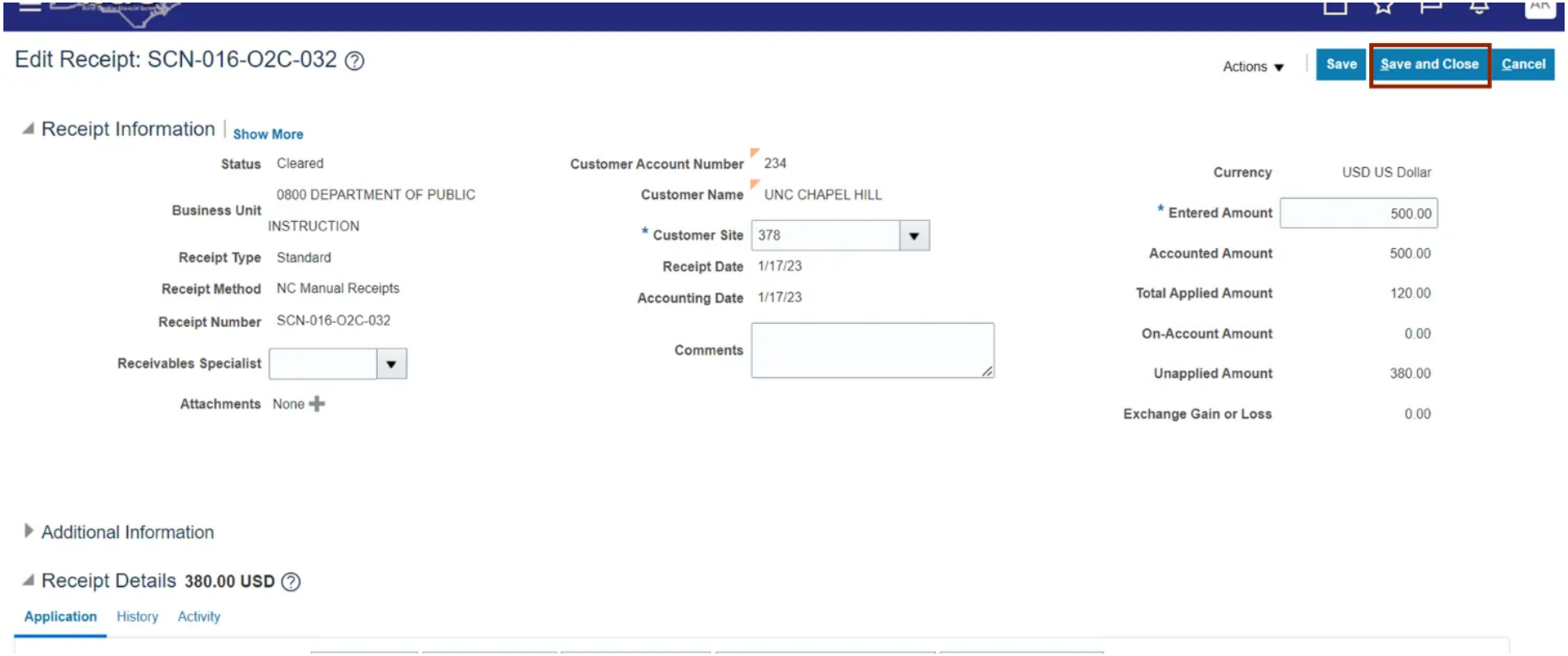
Step 11. Click the **Done** button.

Image



Step 12. Scroll up to the top of the page and click the **Save and Close** button to save the updates to the receipt.

Image



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

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