CREATE AND MANAGE RECEIPTS

OTC

QUICK REFERENCE GUIDE AR-11

Purpose

The purpose of this Quick Reference Guide **(QRG)** is to provide a step-by-step explanation of how to Create and Manage Receipts in the North Carolina Financial System **(NCFS)**.

Introduction and Overview

This QRG covers how to create and manage receipts in NCFS, which will enable you to create receipts manually and via spreadsheet. You can also create unidentified receipt applications for the receipts which were created.

> **User Tip:**
>
> The following are prerequisites to creating and managing receipts:
>
> 1. User must download desktop integration installer for using ADFDI spreadsheet. (Navigation: Tools>> Download Desktop Integration Installer)

Create Unidentified Receipts

To create unidentified receipts 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 **Receivables** tab and click the **Accounts Receivable** app.

NCFS
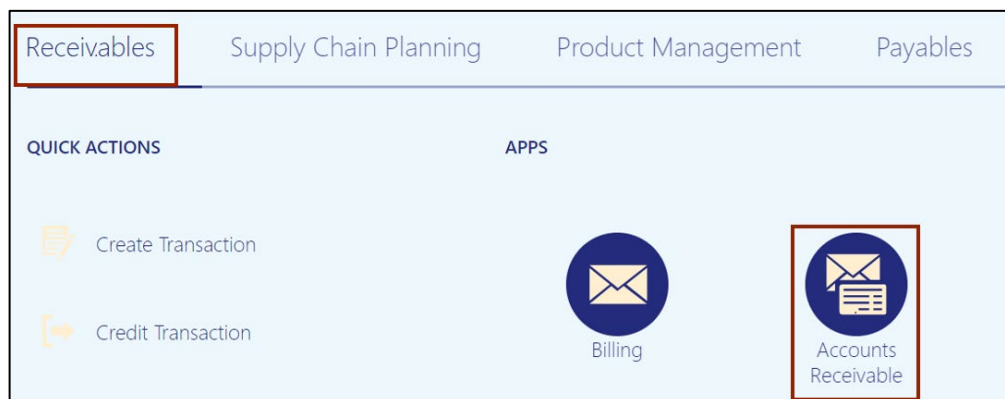
3. On the **Accounts Receivable** dashboard, click the **Tasks** [▤] icon and click **Create Receipt**.

4. On the **Create Receipt** page, click the *Business Unit* drop-down choice list, then select the appropriate business unit.

    In this example, we choose **2500 DHHS HEALTH BENEFITS.** Click the ***Receipt Method*** drop-down choice list, then select the appropriate receipt method. In this example, we choose **NC Manual Receipts.**

    Note: Receipt Type is set by default.

5. Enter the **Receipt Number** in the *Receipt Number* field.

   In this example, we enter **DHHS_O2C017_1.** Enter the amount in the *Entered Amount* field. In this example, we enter **500.** Click the *Submit and Create Another* drop-down choice list, then select **Submit**.

6. The *Information* pop-up appears, click the **OK** button.

7. Navigate back to the **Accounts Receivable** dashboard, click the **Tasks [☰]** icon and click **Manage Receipts**.
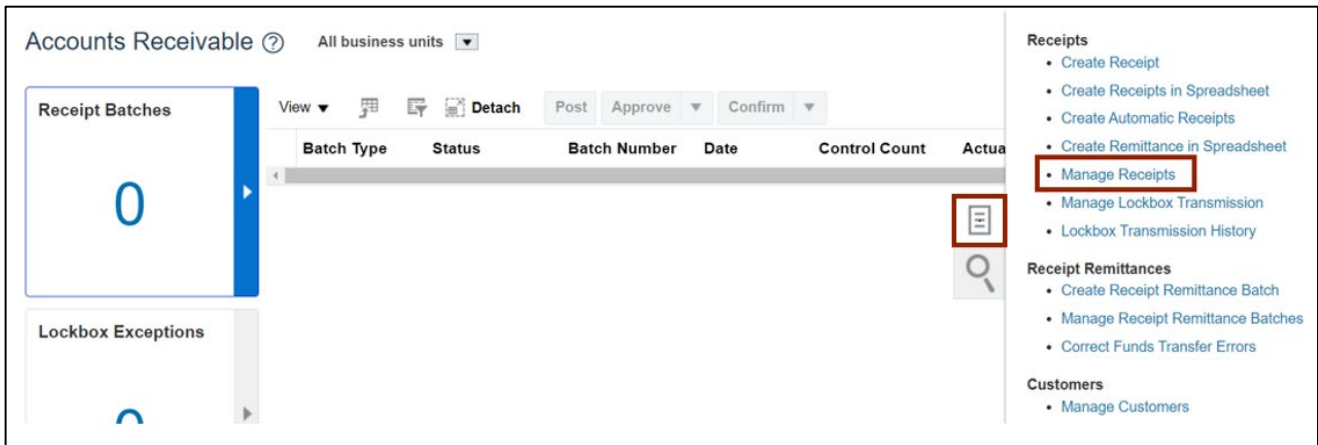
8. Enter any one of the required fields (i.e., Receipt Method as NC Manual Receipts) and click the *State* drop-down choice list, then select **Unidentified** and click the **Search** button.
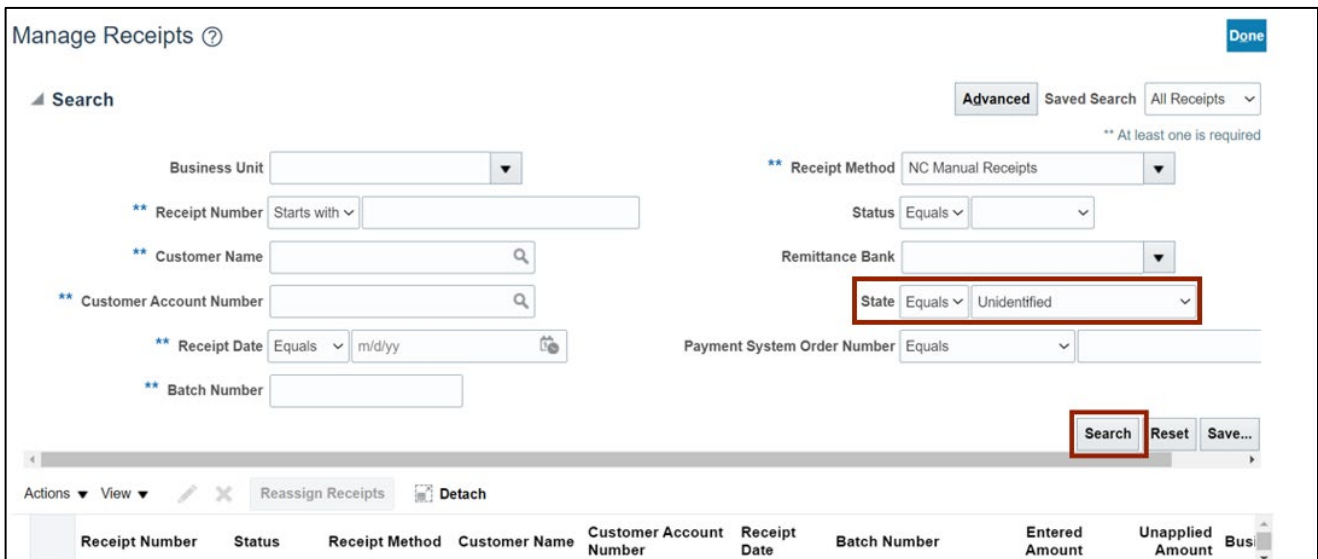
9. The Receipts with **Unidentified** state are displayed in the *Search* section. Click the **Receipt Number** link.

	Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount	Busine
▶	021023-001	Cleared	NC Manual Rec…			2/10/23		100.00 USD	100.00 USD	2500 DI
▶	DHHS_O2C017_1	Cleared	NC Manual Rec…			5/22/23		500.00 USD	500.00 USD	2500 DI

10. Review the *Unidentified Amount* applied to completed receipt and click the **Save and Close** button.

Edit Receipt: DHHS_O2C017_1

Actions ▾ | Save | Save and Close | Cancel

Receipt Information | Show More

Status Cleared
Business Unit 2500 DHHS HEALTH BENEFITS
Receipt Type Standard
Receipt Method NC Manual Receipts
Receipt Number DHHS_O2C017_1
Receivables Specialist
Attachments None +

Customer Account Number
Customer Name
* Customer Site
Receipt Date 5/22/23
Accounting Date 5/22/23
Comments

Currency USD US Dollar
* Entered Amount 500.00
Accounted Amount 500.00
Total Applied Amount 0.00
On-Account Amount 0.00
Unidentified Amount · 500.00
Exchange Gain or Loss 0.00

Create Receipts by Spreadsheet

To create receipts by spreadsheet 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 **Receivables** tab and click the **Accounts Receivable** app.
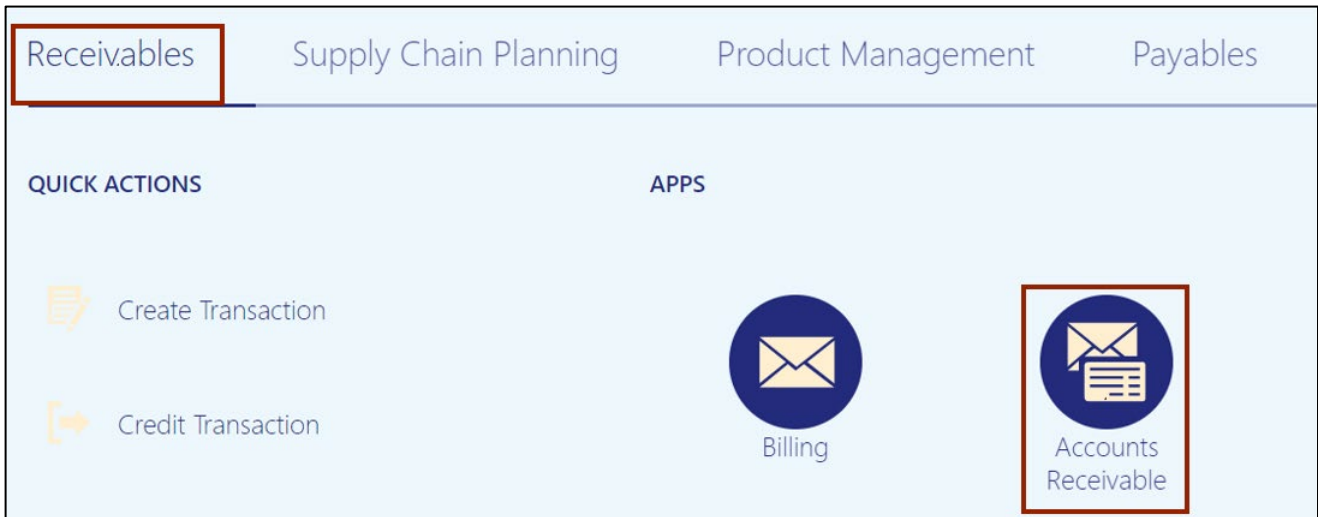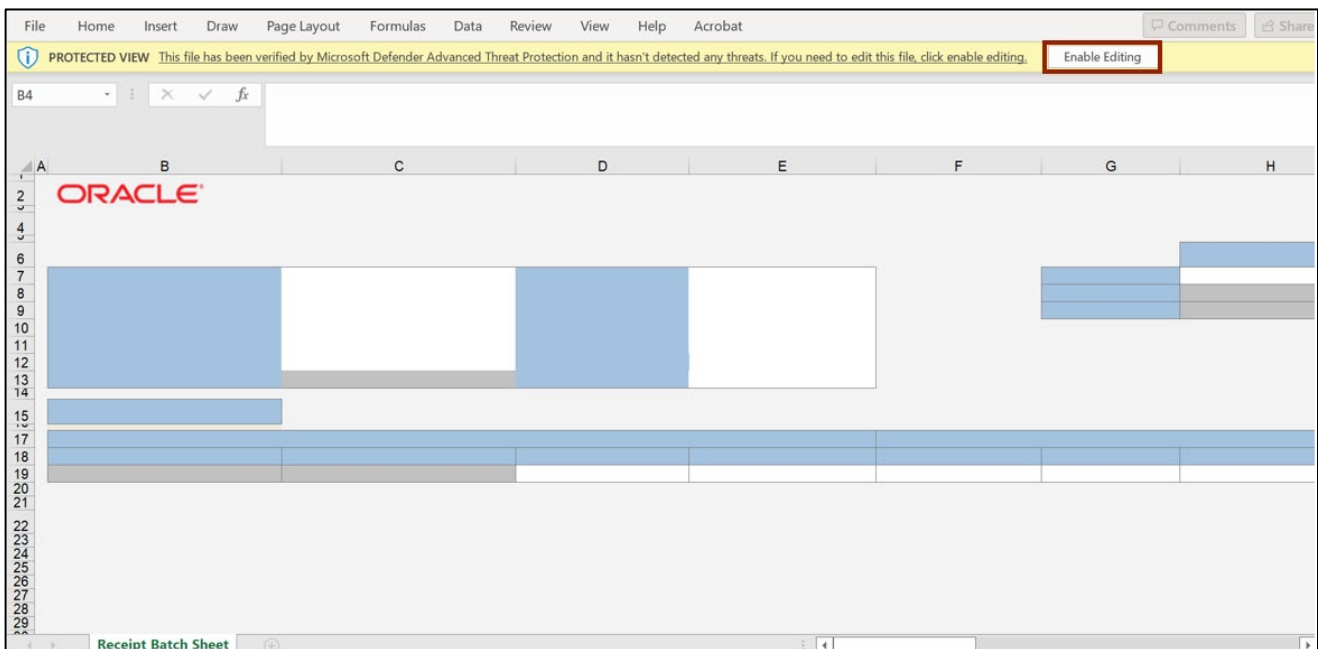

3. On the **Accounts Receivable** dashboard, click the **Tasks** [▤] icon. Click **Create Receipts in Spreadsheet**. This will direct you to download the Create Receipt Batch excel.
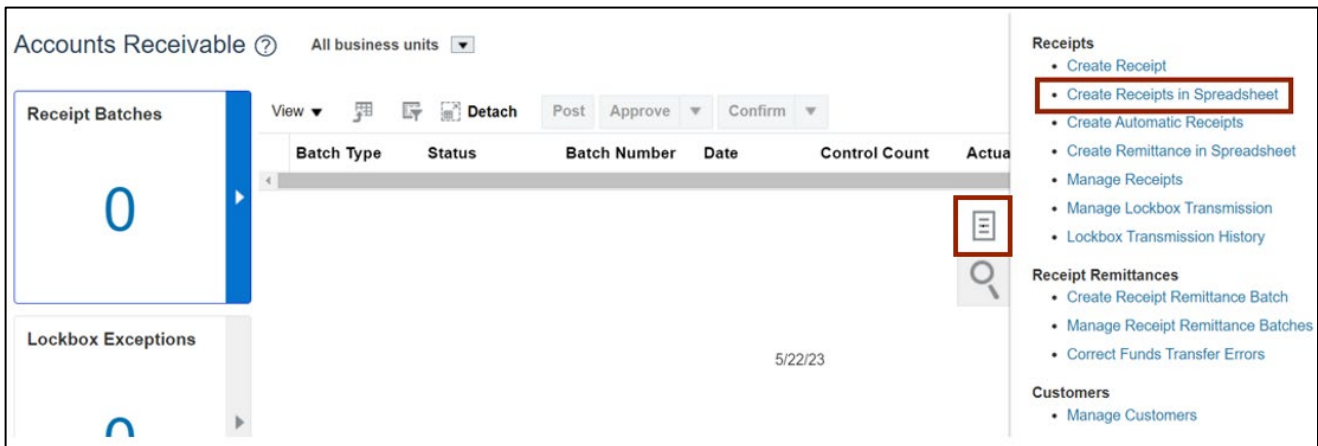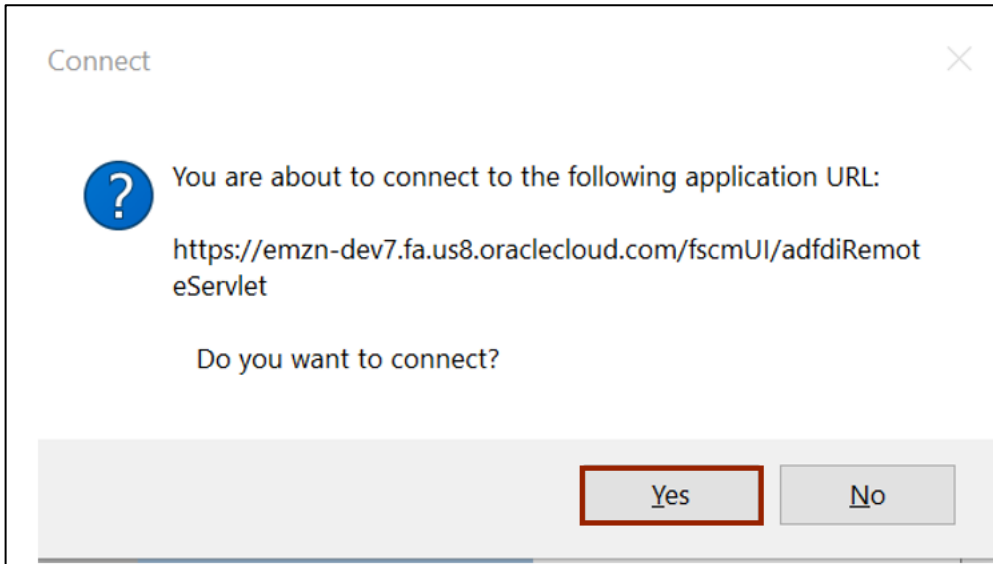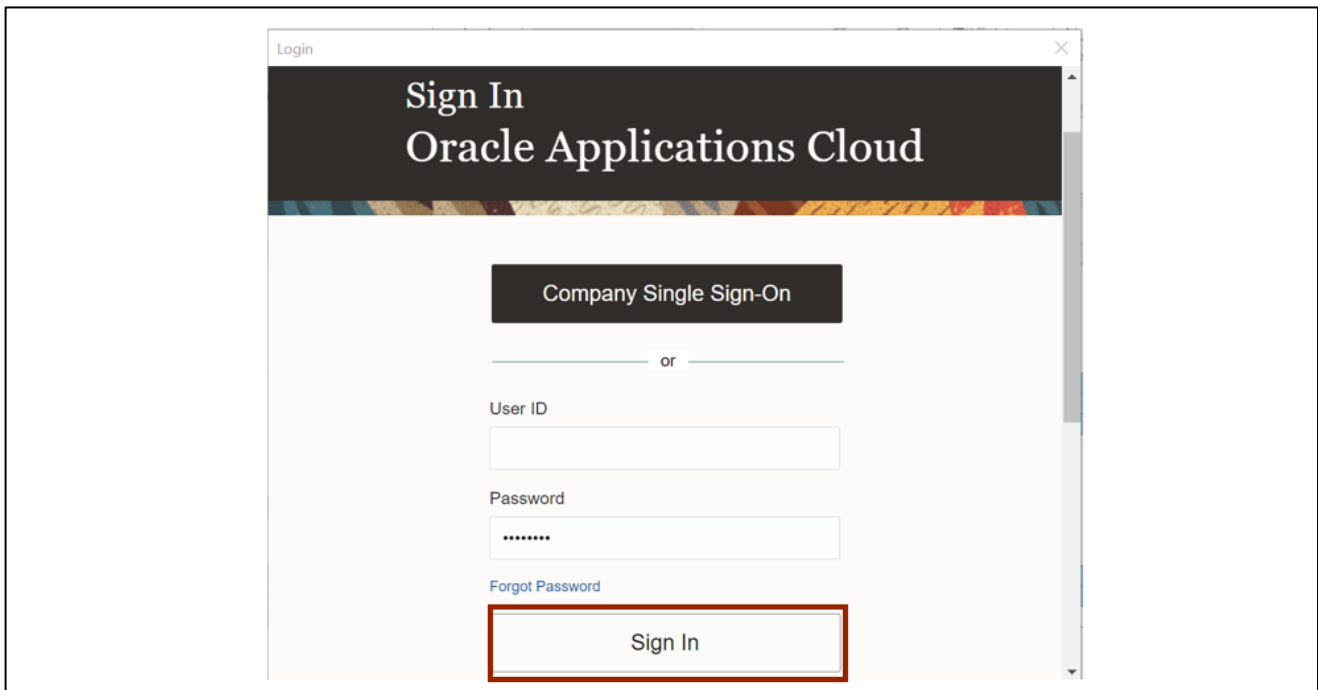
4. Click the **Open** button.
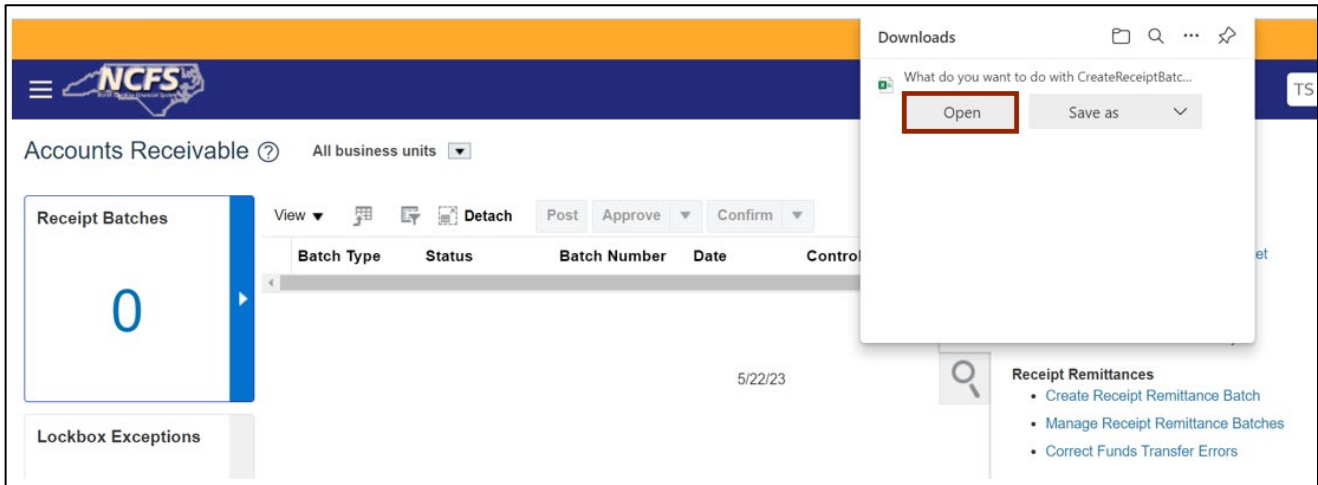
5. Click the **Enable Editing** button.

6. The *Connect* pop-up appears, asking you to login to the NCFS System. Click the **Yes** button.
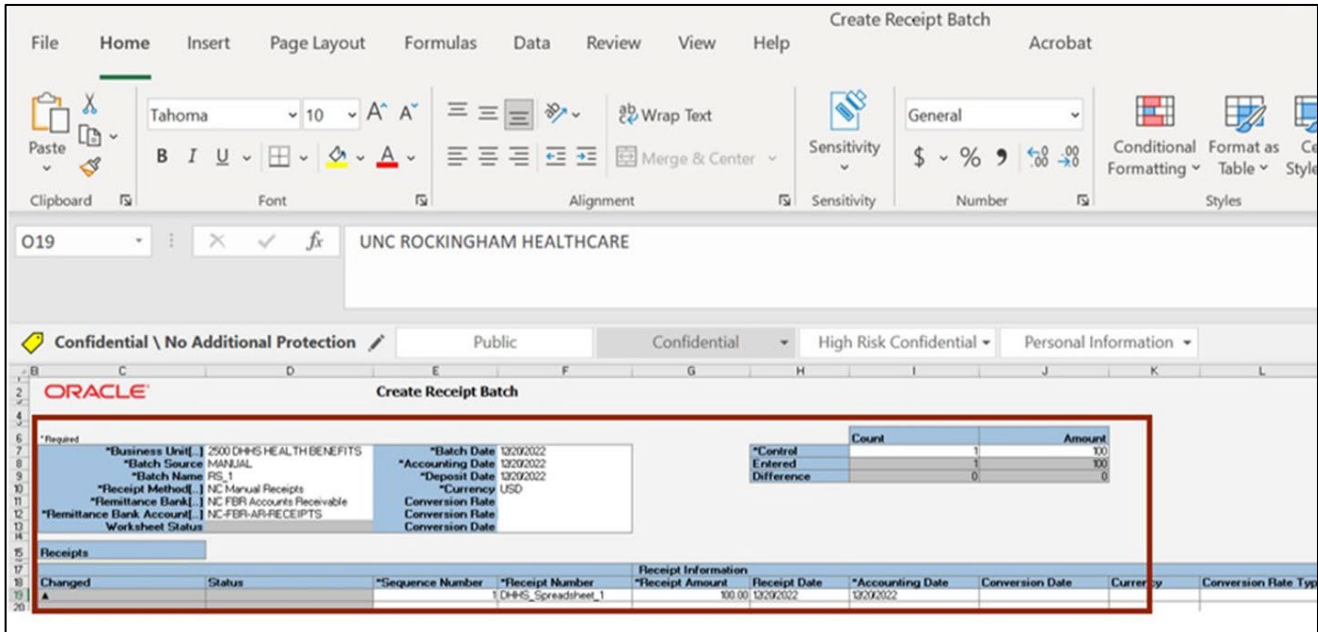

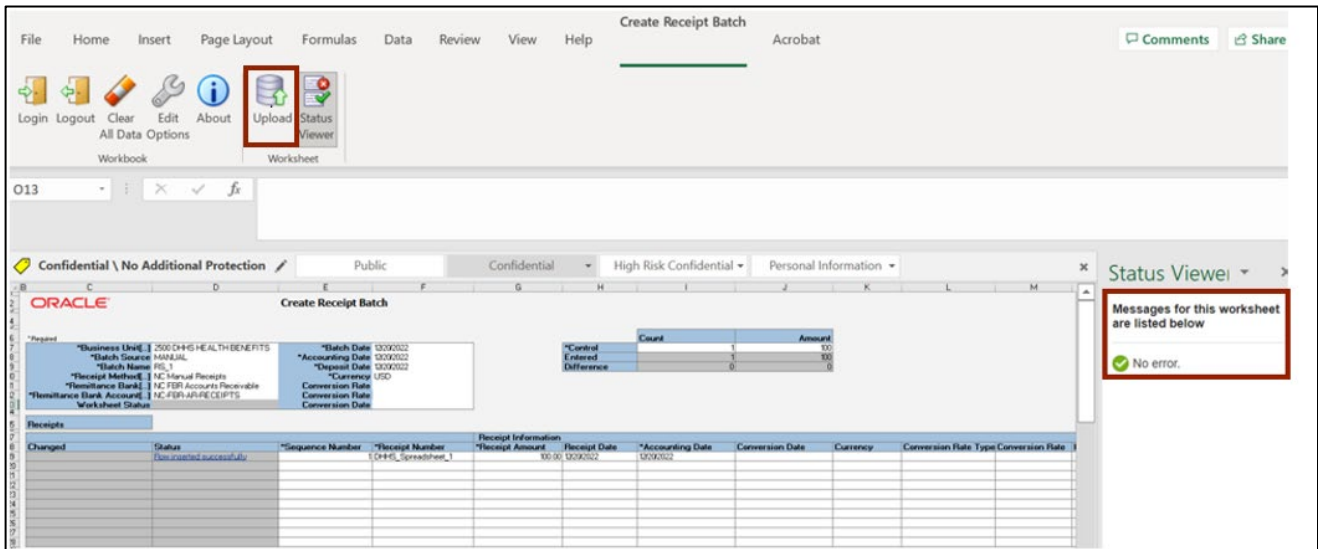7. **Sign Into** the Oracle Applications Cloud using the assigned credentials.

8. Enter the template with the appropriate data.

9. On the **Create Receipt Batch** tab, click **Upload** icon. You can view the receipt is uploaded successfully with no error in the *Status Viewer* section.

10. Once the receipt is uploaded successfully, Navigate to **Accounts Receivable** dashboard. The receipt created is populated on the **Accounts Receivable** dashboard under *Receipt Batches infotile*. Click the **Batch Number** link.

11. Validate the ***Batch information*** section.

12. Scroll up and click the **Post** button.

Wrap-Up

Create and manage receipts using the steps above for any receipt which needs to be created manually, via spreadsheet, or unidentified receipt applications.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AR102: Receipt Management