



# 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:

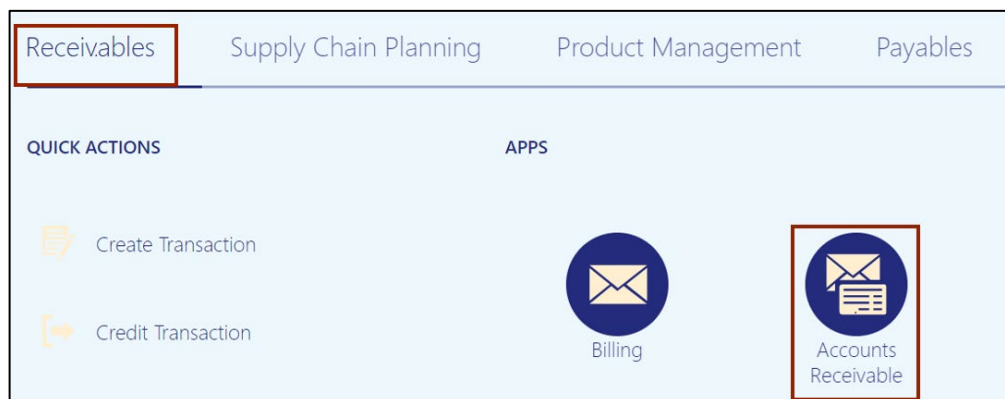
The following are prerequisites to creating and managing receipts:

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.



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.

The screenshot shows the 'Create Receipt' form. At the top right are buttons for 'Submit and Create Another' and 'Cancel'. The form is divided into several sections:

- Receipt Type:** Standard (highlighted with a red box)
- Status:** New
- \* Business Unit:** 2500 DHHS HEALTH BENEF (highlighted with a red box)
- \* Receipt Method:** NC Manual Receipts (highlighted with a red box)
- \* Receipt Number:** (empty field)
- \* Currency:** USD US Dollar
- \* Entered Amount:** (empty field)
- Accounted Amount:** (empty field)
- Tax Rate Code:** (empty field)
- Receivables Specialist:** (empty field)
- Comments:** (empty text area)
- \* Receipt Date:** 5/22/23
- \* Accounting Date:** 5/22/23
- Maturity Date:** 5/22/23
- Postmark Date:** m/d/yy
- Attachments:** None
- Structured Payment Reference:** (empty field)
- Remittance Bank:**
  - \* Name:** NC FBR Accounts Receivable
  - \* Branch:** AR Receipts
  - \* Account:** NC-FBR-AR-RECEIPTS
  - Currency:** USD
  - \* Deposit Date:** 5/22/23
  - Allow override

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**.


The screenshot shows the 'Create Receipt' form with the following details:

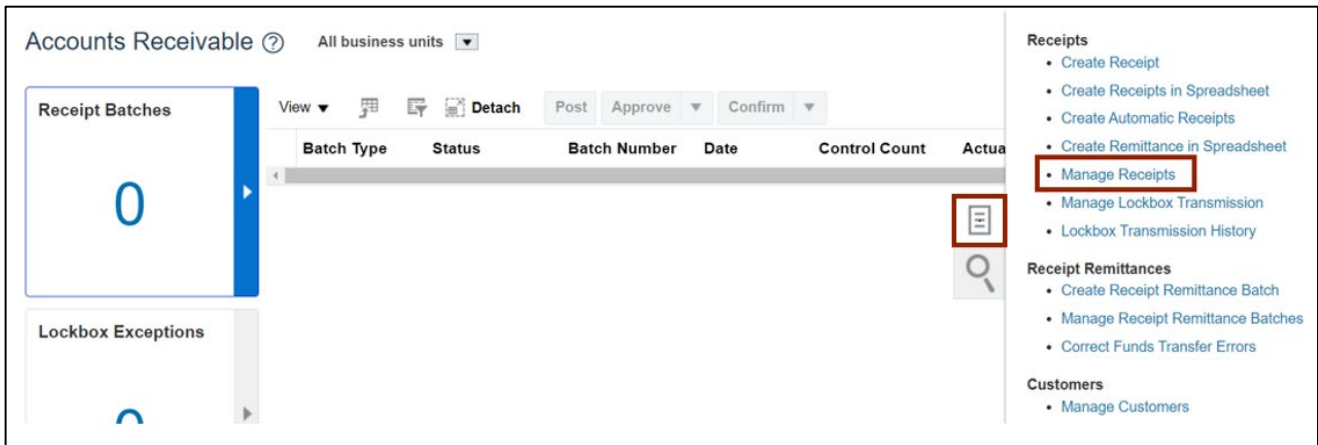
- Receipt Type: Standard
- Status: New
- Business Unit: 2500 DHHS HEALTH BENEF
- Receipt Method: NC Manual Receipts
- Receipt Number: DHHS\_O2C017\_1
- Currency: USD US Dollar
- Entered Amount: 500.00
- Accounted Amount: 500.00
- Tax Rate Code: (empty)
- Receivables Specialist: (empty)
- Comments: (empty)
- Remittance Bank Name: NC FBR Accounts Receivable
- Remittance Bank Branch: AR Receipts
- Account: NC-FBR-AR-RECEIPTS
- Currency: USD
- Deposit Date: 5/22/23
- Allow override:
- Submit and Create Another dropdown menu is open with 'Submit' selected.

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

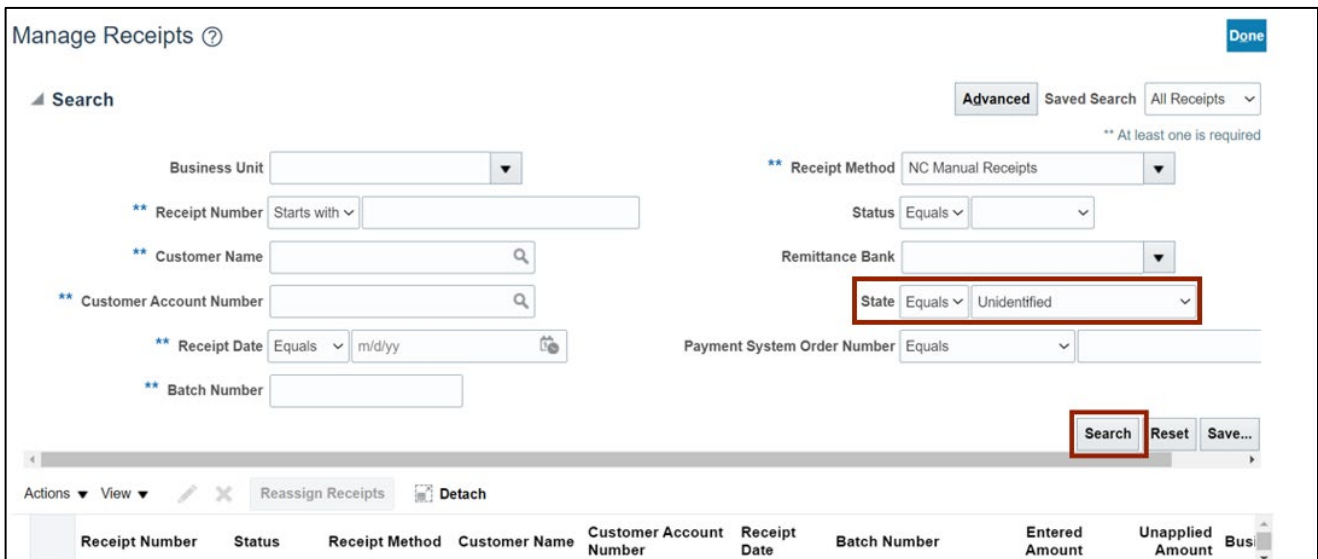
The screenshot shows the 'Accounts Receivable' interface with the following details:

- Information pop-up: Receipt number DHHS\_O2C017\_1 has been created. (OK button highlighted)
- Receipt Batches: 0
- Lockbox Exceptions: 0
- Table headers: Batch Type, Status, Amount, Actual Count, Control Total

- Navigate back to the **Accounts Receivable** dashboard, click the **Tasks** [  ] icon and click **Manage Receipts**.



- 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.



- The Receipts with **Unidentified** state are displayed in the **Search** section. Click the **Receipt Number** link.

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	Busine
▶	<a href="#">021023-001</a>	Cleared	NC Manual Rec...			2/10/23		100.00 USD	100.00 USD	2500 DI
▶	<a href="#">DHHS_O2C017_1</a>	Cleared	NC Manual Rec...			5/22/23		500.00 USD	500.00 USD	2500 DI

- 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

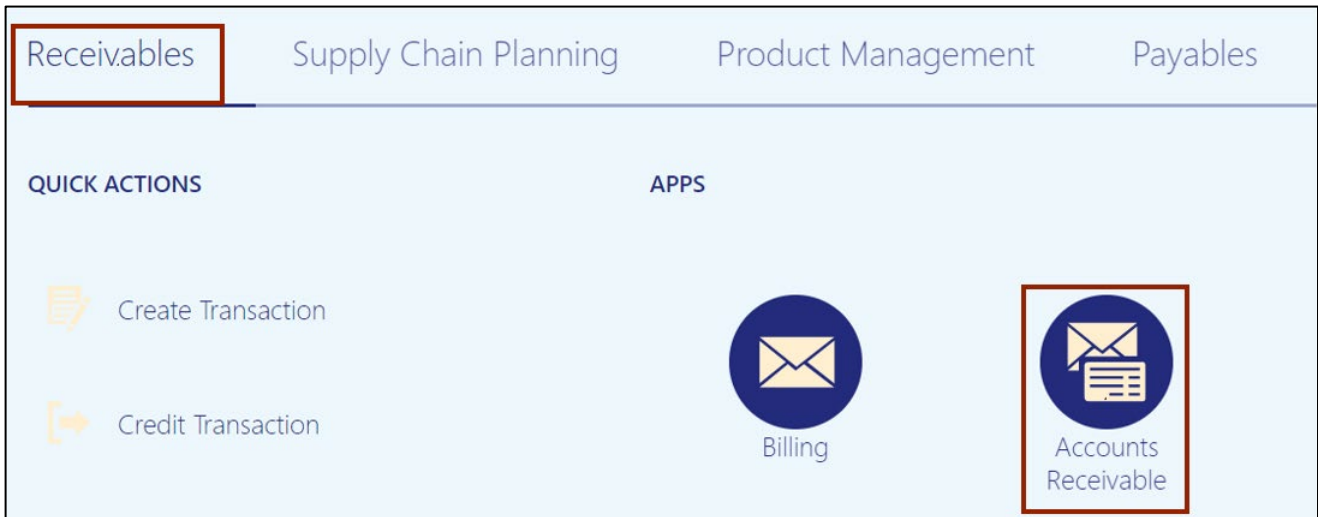
Receipt Information Show More

Status	Cleared	Customer Account Number	<input type="text"/>	Currency	USD US Dollar
Business Unit	2500 DHHS HEALTH	Customer Name	<input type="text"/>	* Entered Amount	<input type="text" value="500.00"/>
Receipt Type	Standard	* Customer Site	<input type="text"/>	Accounted Amount	500.00
Receipt Method	NC Manual Receipts	Receipt Date	5/22/23	Total Applied Amount	0.00
Receipt Number	DHHS_O2C017_1	Accounting Date	5/22/23	On-Account Amount	0.00
Receivables Specialist	<input type="text"/>	Comments	<input type="text" value="5/22/23"/>	<span style="border: 1px solid red; padding: 2px;">Unidentified Amount</span>	<input type="text" value="500.00"/>
Attachments	None <span>+</span>			Exchange Gain or Loss	0.00

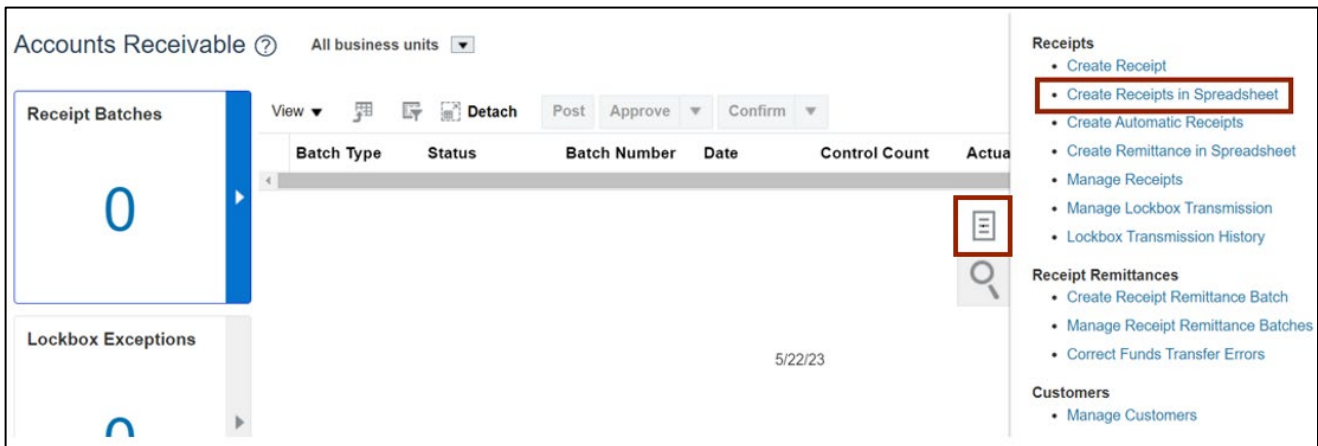
## Create Receipts by Spreadsheet

To create receipts by spreadsheet in NCFS, please follow the steps below:

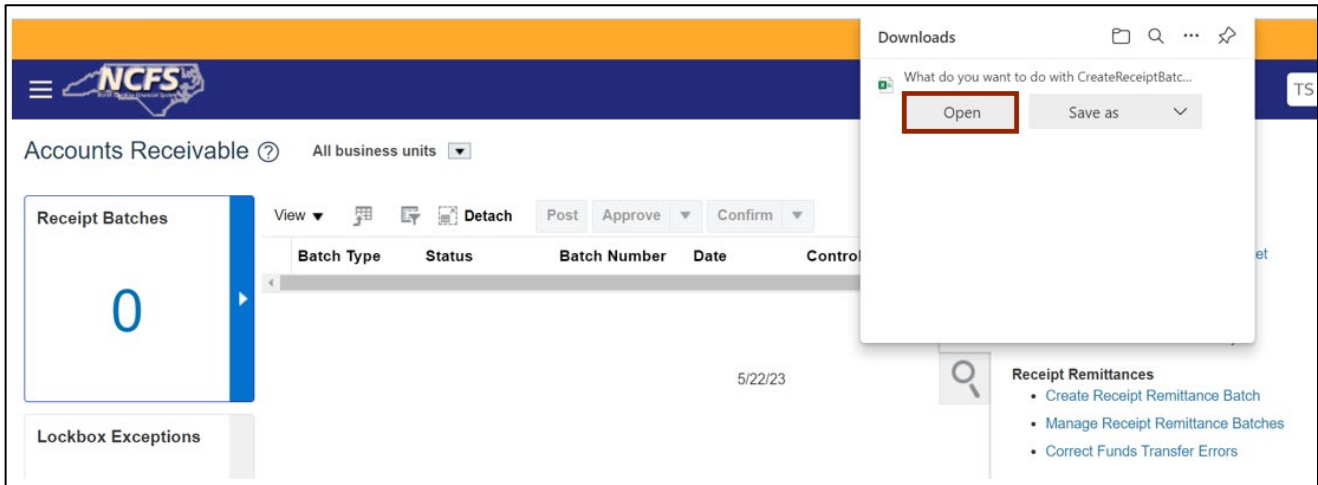
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Receivables** tab and click the **Accounts Receivable** app.



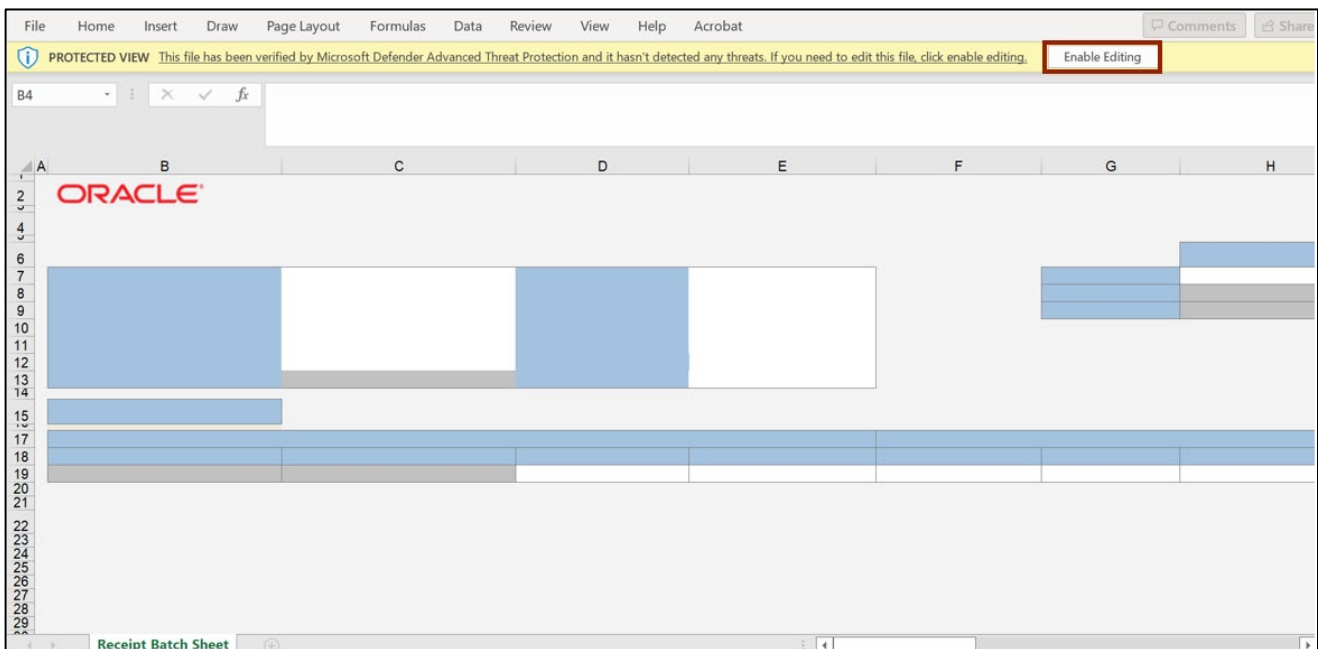
3. On the **Accounts Receivable** dashboard, click the **Tasks** [☰] icon. Click **Create Receipts in Spreadsheet**. This will direct you to download the Create Receipt Batch excel.



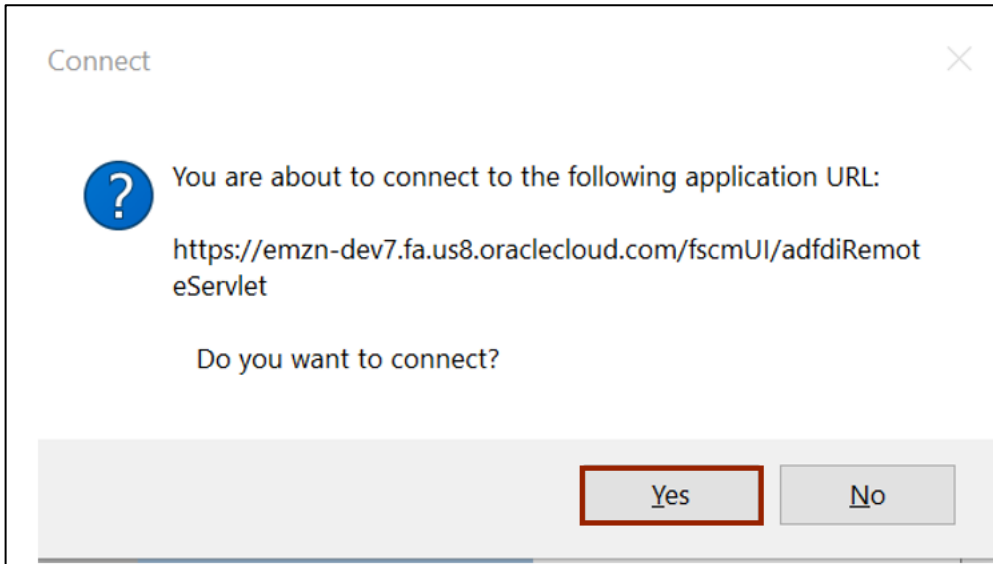
4. Click the **Open** button.



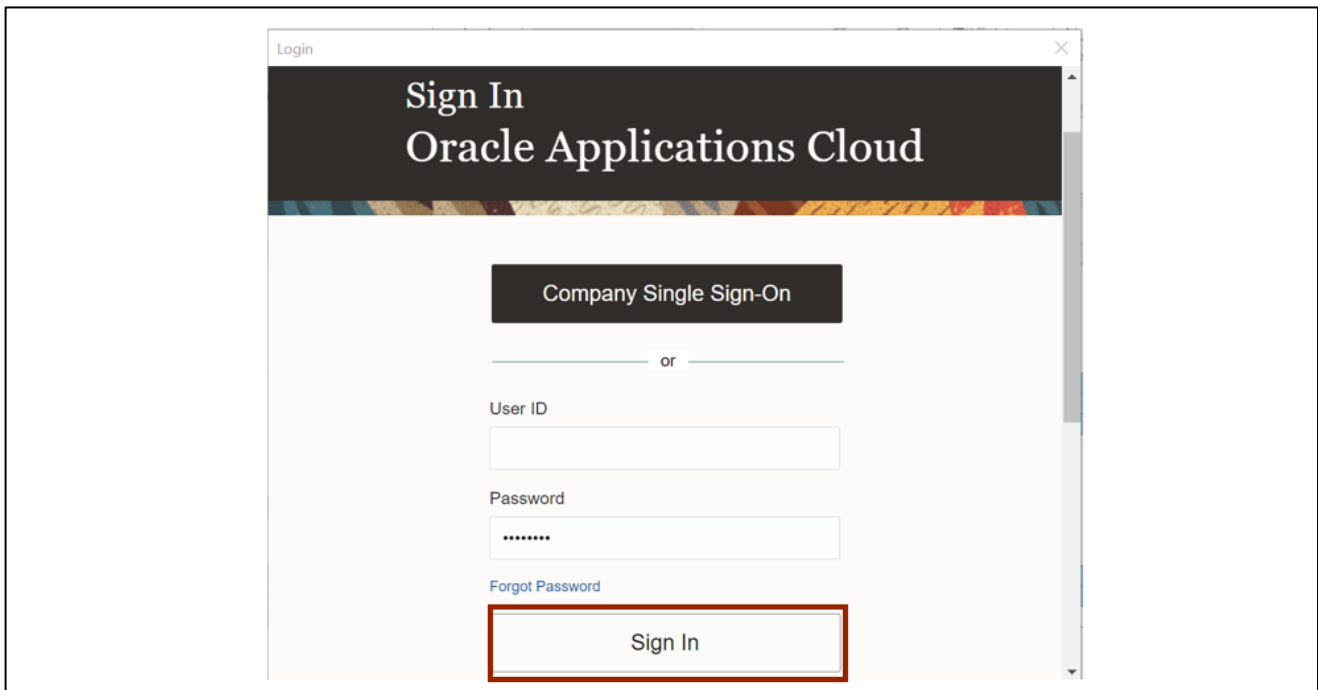
5. Click the **Enable Editing** button.



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

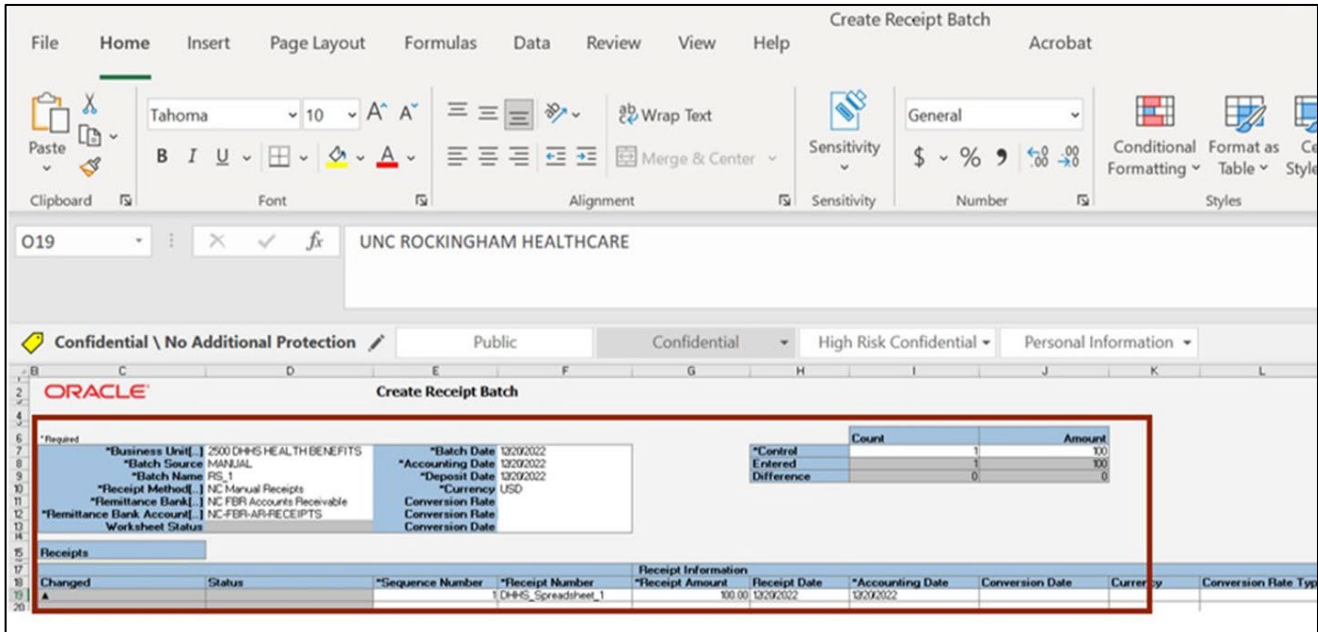


- Sign Into** the Oracle Applications Cloud using the assigned credentials.

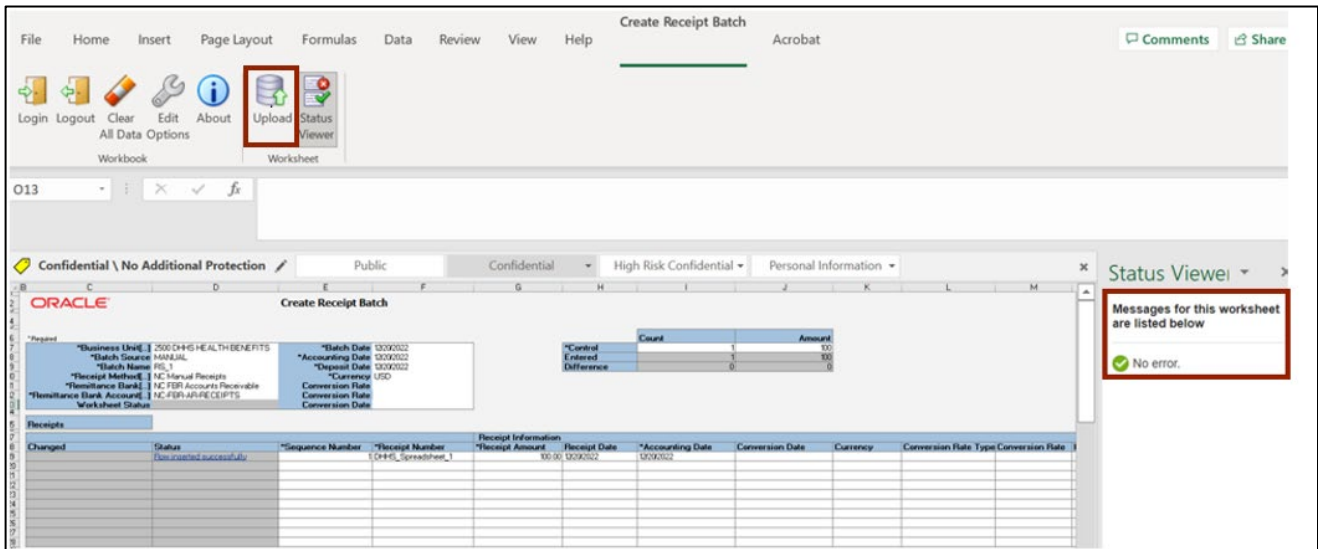




8. Enter the template with the appropriate data.



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.



- 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.

Accounts Receivable All business units Review Customer Accounts

Receipt Batches 1

Batch Type	Status	Batch Number	Date	Control Count	Actual Count	Control Total	Actual Total
Manual	Ready to post	RS_1	12/20/22	1	1	100.00	100.00

Lockbox Exceptions 0

Unapplied Receipts

- Validate the *Batch information* section.

Review Receipt Batch: RS\_1 Actions Save Save and Close Post Cancel

**Batch Information**

Batch Status: Ready to post

\* Business Unit: 2500 DHHS HEALTH BENEFITS

Batch Type: Manual

Batch Number: RS\_1

\* Batch Currency: USD - US Dollar

\* Receipt Class: Manual

\* Receipt Method: NC Manual Receipts

\* Remittance Bank: NC FBR Accounts Receivable

\* Remittance Bank Branch: AR Receipts

\* Remittance Bank Account: NC-FBR-AR-RECEIPTS

\* Batch Date: 12/20/22

\* Accounting Date: 12/20/22

\* Deposit Date: 12/20/22

Attachments: None +

Comments:

**Batch Totals**

	Count	Amount
Control	1	100.00
Actual	1	100.00
Difference	0	0.00

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

Review Receipt Batch: RS\_1

Actions | Save Save and Close **Post** Cancel

**Batch Information**

Batch Status Ready to post

\* Business Unit 2500 DHHS HEALTH BENEFITS

Batch Type Manual

Batch Number RS\_1

\* Batch Currency USD - US Dollar

\* Receipt Class Manual

\* Receipt Method NC Manual Receipts

\* Remittance Bank NC FBR Accounts Receivable

\* Remittance Bank Branch AR Receipts

\* Remittance Bank Account NC-FBR-AR-RECEIPTS

\* Batch Date 12/20/22

\* Accounting Date 12/20/22

\* Deposit Date 12/20/22

Attachments None +

Comments

**Batch Totals**

	Count	Amount
Control	1	100.00

## 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