

CREATE AND MANAGE

RECEIPTS

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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:



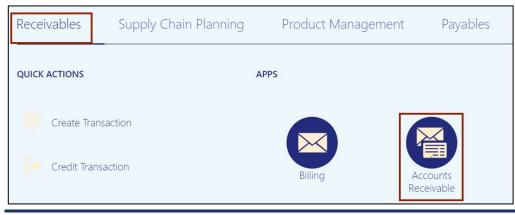
The following are prerequisites to creating and managing receipts:

 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:

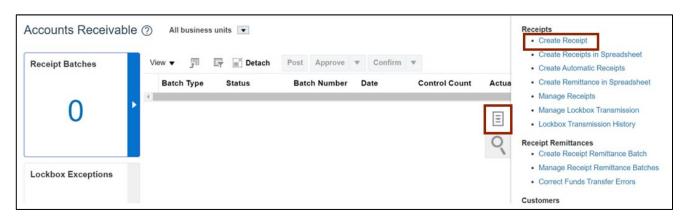
- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the Home page, click the Receivables tab and click the Accounts Receivable app.



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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* dropdown choice list, then select the appropriate receipt method. In this example, we choose **NC Manual Receipts.**

Note: Receipt Type is set by default.

Receipt Type	Standard• ~	* Currency	USD US Dollar 🛛 🗸		* Receipt Date	5/22/23	Č.
Status	New	* Entered Amount]	* Accounting Date	5/22/23	Č0
[*] Business Unit	2500 DHHS HEALTH BENEF \lor	Accounted Amount			Maturity Date	5/22/23	to
Receipt Method	NC Manual Receipts	▼ Tax Rate Code		•	Postmark Date	n/d/yy	Ċ
* Receipt Number		Receivables Specialist		•	Attachments N	one 🕂	
		Comments		e	Structured Payment Reference		
Remittance E	Bank						
* Name	NC FBR Accounts Receivable	▼ * Account	NC-FBR-AR-RECEIPTS	•	* Deposit Dat	te 5/22/23	Ċ,

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**.

					Submi	it	
Receipt Type	Standard ~	* Currency	USD US Dollar 🗸 🗸	* Recei	Submi	it and Apply Manually	Ťo
Status	New	* Entered Amount	. 500.00	* Accounti	Submi	it and AutoApply Now	Ť
Business Unit	2500 DHHS HEALTH BENEF \lor	Accounted Amount	500.00	Maturit	y Date 5/	/22/23	Ē
Receipt Method	NC Manual Receipts	▼ Tax Rate Code		▼ Postmar	k Date m	/d/yy	Č.
* Receipt Number	DHHS_02C017_1	Receivables Specialist		▼ Attach	ments No	one 📕	
		Comments		Strue Payment Refe	ctured erence		
Remittance E	Bank						
		* * * *	NC-FBR-AR-RECEIPTS	▼ * De	posit Date	5/22/23	
* Name	NC FBR Accounts Receivable	 Account 	NC-FDR-AR-RECEIP13	•	posit batt	of Read and	

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

Accounts Receiva	ble ? All business units 💌	Information × Receipt number DHHS_O2C017_1 has been created.	Review Customer Accounts
Receipt Batches	View ▼ ∰ 🔄 Deta Batch Type Status	UK .	ount Actual Count Control Total 🌲
0	•		*
Lockbox Exceptions	1		
0	•		

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

Accounts Receivat	C All business units ▼ View ▼ 第 ♀ Detach Post Approve ▼ Confirm ▼	Receipts Create Receipt Create Receipts in Spreadsheet Create Automatic Receipts
0	Batch Type Status Batch Number Date Control Count Actua	Create Remittance in Spreadsheet Manage Receipts Manage Lockbox Transmission Lockbox Transmission History Receipt Remittances
Lockbox Exceptions		Create Receipt Remittance Batch Manage Receipt Remittance Batche Correct Funds Transfer Errors
0	>	Customers Manage Customers

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.

Search				Advanced	Saved Search	All Receipts ~
						east one is required
Business Unit		•	** Receipt Method	NC Manual Receipts	5	•
** Receipt Number	Starts with ~		Status	Equals ~	~	
** Customer Name		Q	Remittance Bank			•
** Customer Account Number		Q	State	Equals ~ Unidentif	ïed	~
** Receipt Date	Equals 🗸 m/d/yy	Č0	Payment System Order Number	Equals	~	
** Batch Number						
					Search	Reset Save

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

Mana	ge Receipts)									D <u>o</u> ne
	arch							A <u>d</u> vanced	Saved Search	All Receipts	š ¥
Actions	▼ View ▼ Receipt Number	Reassig Status	-	Customer Name	Customer Account Number	Receipt Date	Batch Number		tered l	Unapplied Amount	Busine
+	021023-001	Cleared	NC Manual Rec			2/10/23		100.00	USD 1	00.00 USD	2500 DI
•	DHHS_02C017_1	Cleared	NC Manual Rec			5/22/23		500.00	USD 5	00.00 USD	2500 DI

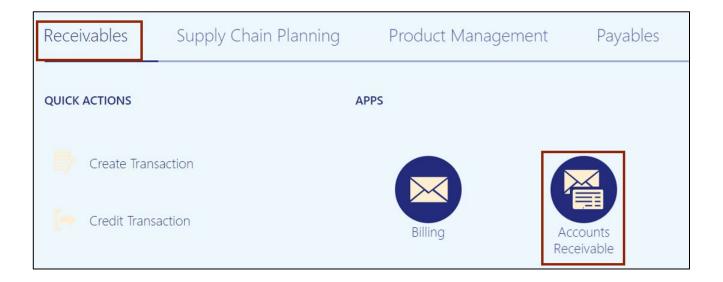
10. Review the *Unidentified Amount* applied to completed receipt and click the **Save and Close** button.

Edit Receipt: DHHS	_02C017_1 ⑦			Actions 🗸 Save	Save and Close Cancel
A Receipt Information	Show More				
Status		Customer Account	Q	Currency	USD US Dollar
Business Unit	2500 DHHS HEALTH	Number		* Entered Amount	500.00
	BENEFITS	Customer Name	Q		500.00
Receipt Type	Standard	* Customer Site	*	Accounted Amount	500.00
Receipt Method	NC Manual Receipts	Receipt Date	5/22/23	Total Applied Amount	0.00
Receipt Number	DHHS_02C017_1	Accounting Date	5/22/23	On-Account Amount	0.00
Receivables Specialist		Comments	-5/22/23	Unidentified Amount	500.00
Attachments	None -	Commenta	ĥ	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.

Accounts Receival Receipt Batches	View • 用 F Detach Post Approve • Confirm •	Receipts Create Receipt Create Receipts in Spreadsheet Create Automatic Receipts
0	Batch Type Status Batch Number Date Control Count	Actua · Create Remittance in Spreadsheet · Manage Receipts · Manage Lockbox Transmission · Lockbox Transmission History
Lockbox Exceptions	5/22/23	Receipt Remittances Create Receipt Remittance Batch Manage Receipt Remittance Batch Correct Funds Transfer Errors
0	b	Customers Manage Customers

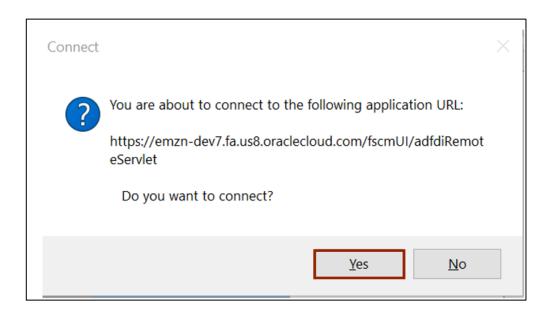
4. Click the **Open** button.

		Downloads	
		What do you wa	ant to do with CreateReceiptBatc
Accounts Receiva	ble ⑦ All business units 💌		-
Receipt Batches	View Image: Text and text		et
0	•		
	5/22/23	0	Receipt Remittances Create Receipt Remittance Batch Manage Receipt Remittance Batches
Lockbox Exceptions			Correct Funds Transfer Errors

5. Click the Enable Editing button.

File	Home	Insert	Draw	Page Layout	Formulas	Data	Review Vi	ew Help	Acrobat					Comments	B Share
								and a second a		ts. If you need to edit	t this file click anal	ble editing	Enable Editing		
				enned by Micros	on Defender At	avanced mile	at Protection a	iu it nash t deter	cted any trireat	is. If you need to ear	t triis file, click end	ble editilig.	Enable Editing		
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18 19 20 21															
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26 27															
22 23 24 25 26 27 28 29															
	Rece	ipt Batch	Sheet							1					•

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.

×
In
cle Applications Cloud
Company Single Sign-On
or
User ID
Password
Forgot Password
Sign In

- Create Receipt Batch File Home Page Layout Formulas Data View Help Acrobat Insert Review Ĉ 68 X 三三三 ※~~ ~ 10 ~ A A ab Wrap Text Tahoma General ~ 0 Conditional Format as Paste Sensitivity C В I U - H - 🖉 - A 🚍 🚍 🚍 😇 📰 🖽 Merge & Center \$ ~ % 9 58 -88 ... 3 ¥ Formatting * Table * Style Clipboard 5 Font ß Alignment Sensitivity D) Styles Number 019 * E \times 1 f_x UNC ROCKINGHAM HEALTHCARE Confidential \ No Additional Protection / Public Confidential High Risk Confidential -Personal Information • С D ORACLE Create Receipt Batch Con 2500 DHHS HEALTH BENEFITS *Control Entered ANUAL 13/20/2022 13/20/2022 NC-FBR-AR-RECEIPTS 1022 nt Receipt Date *Accounting Date 19/20/2022 Corr Cur rsion Rate Tu Status *Receipt Number 1 DHHS_Spreadshe ersion Date Con
- 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.

ogin Logout Clear	Options	Formulas	Data Rev	iew View	Help	Create Receipt Batch	Acrobat		다 Comments 년 Share
Confidential \ No CRACLE "Paged "Business Drid "Business Drid "Bus	2500 DHHG HEALTH BENEFITS MANUAL MRG, 1 NC Manual Peoples NC FER Accounts Peoples	E Create Receipt Ba	stch 1200/0022 1200/0022 1200/0022 USD	Confidential	* H Control Entered Difference	High Risk Confidential +	Personal Information -	. L . M .	× Status Viewei × > Messages for this worksheet are listed below No error.
Perceipts Changed	Status Dowinaeted auccessfully	"Sequence Number	"Receipt Number [CH-G_Spreadsheet_1	Peccept Informatio "Receipt Amount 100	n Receipt Dr 1729/2022	ate "Accounting Date Con UP0/022	wersion Date Currency	Conversion Rate Type Conversion Rate 1	

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.

Accounts Receiv	able (All business	units 💌					Review Customer Accor	
Receipt Batches		View ▼ 💯	🔄 🔐 Detach	Post Approve 🔻	Confirm 💌				
		Batch Type	Status	Batch Number	Date	Control Count	Actual Count	Control Total	Actual Total
1	•	Manual	Ready to post	RS_1	12/20/22	1	1	100.00	100.00
Lockbox Exceptions									
0	►								
0									
Jnapplied Receipts									

11. Validate the *Batch information* section.

Batch Information								
Batch Statu	s Ready to post		* Batch Currency	USD - US Dollar 🗸		* Batch Date	12/20/22	Č.
		2500 DHHS HEALTH BENEFITS Manual RS_1	* Receipt Class	Manual	•	* Accounting Date	12/20/22	6
Batch Number			* Receipt Method	NC Manual Receipts	-	* Deposit Date	12/20/22	ŝ
			* Remittance Bank	NC FBR Accounts Receivable	-	Attachments	None +	
			* Remittance Bank Branch	AR Receipts	•	Comments		
			* Remittance Bank Account	NC-FBR-AR-RECEIPTS	-			
A Batch Totals								
Cou	it	Amount						
Control	1	100.00						
Actual	1	100.00						
Difference	0	0.00						

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

Review Receipt Batch: F	RS_1				Actions V Save Save	ave and Close Post <u>C</u> ar	ncel
Batch Information							
Batch Status	Ready to post	* Batch Currency	USD - US Dollar 🗸 🗸		* Batch Date	12/20/22	ò
* Business Unit	2500 DHHS HEALTH BENEFITS	* Receipt Class	Manual	•	* Accounting Date	12/20/22	ò
Batch Type	Manual		Wanda				
Batch Number	RS_1	* Receipt Method	NC Manual Receipts	-	* Deposit Date	12/20/22	ò
		* Remittance Bank	NC FBR Accounts Receivable	•	Attachments	None 📕	
		* Remittance Bank Branch	AR Receipts	•	Comments		
		* Remittance Bank Account	NC-FBR-AR-RECEIPTS	•			11
							ļ
A 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