

AR-11 Create and Manage Receipts

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).

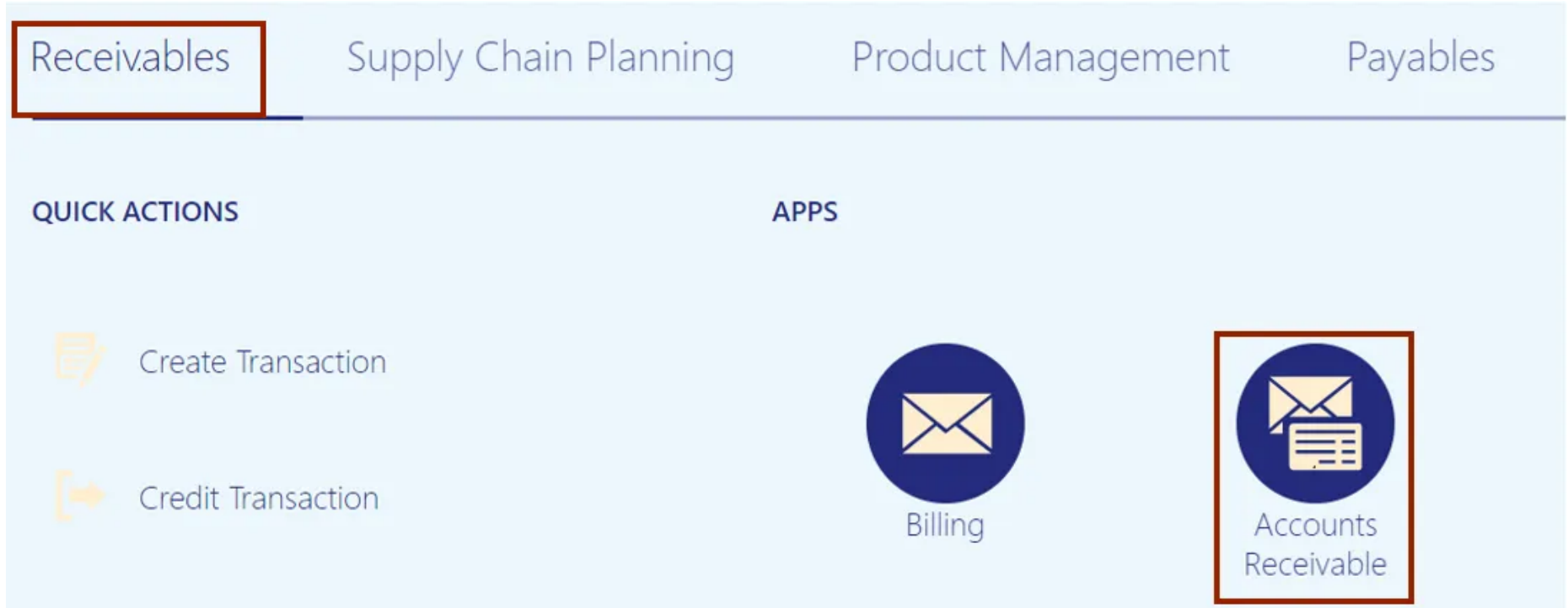
Create Unidentified Receipts

To create unidentified receipts in NCFS, please follow the steps below. There are 10 steps to complete this process.

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

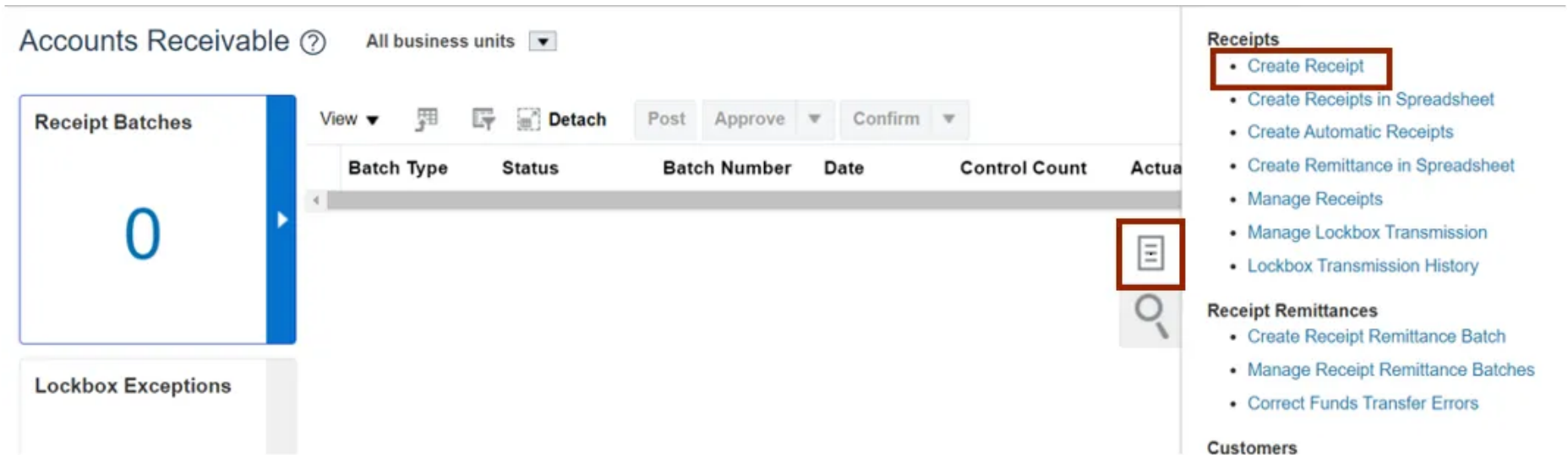
Step 2. On the **Home** page, click the **Receivables** tab and click the **Accounts Receivable** app.

Image



Step 3. On the **Accounts Receivable** dashboard, click the **Tasks** icon and click **Create Receipt**.

Image



Step 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.

Image

Create Receipt ?

Submit and Create Another ▼ Cancel

Receipt Type	Standard	* Currency	USD US Dollar	* Receipt Date	5/22/23
Status	New	* Entered Amount		* Accounting Date	5/22/23
* Business Unit	2500 DHHS HEALTH BENEF	Accounted Amount		Maturity Date	5/22/23
* Receipt Method	NC Manual Receipts	Tax Rate Code		Postmark Date	m/d/yy
* Receipt Number		Receivables Specialist		Attachments	None +
		Comments		Structured Payment Reference	

Remittance Bank

* Name	NC FBR Accounts Receivable	* Account	NC-FBR-AR-RECEIPTS	* Deposit Date	5/22/23
* Branch	AR Receipts	Currency	USD	☒ Allow override	

Step 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**.

Image

Create Receipt ?

Receipt Type	Standard		* Currency	USD US Dollar		Submit and Create Another Cancel	
Status	New		* Entered Amount	500.00		Submit	
* Business Unit	2500 DHHS HEALTH BENEF		Accounted Amount	500.00		* Receipt Method	NC Manual Receipts
* Receipt Method	NC Manual Receipts		Tax Rate Code			* Account	
* Receipt Number	DHHS_O2G017_1		Receivables Specialist			Maturity Date	5/22/23
			Comments			Postmark Date	m/d/yy
						Attachments	None +
						Structured Payment Reference	

Remittance Bank

* Name	NC FBR Accounts Receivable		* Account	NC-FBR-AR-RECEIPTS		* Deposit Date	5/22/23
* Branch	AR Receipts		Currency	USD		☒ Allow override	

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

Image

Accounts Receivable ? All business units ▼

Receipt Batches

0

Lockbox Exceptions

0

View ▼ [Grid Icon] [List Icon] [Details Icon] Details

Batch Type Status [Table Icon] Count Actual Count Control Total

Information x

Receipt number DHHS_O2C017_1 has been created.

OK

Review Customer Accounts

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

Image

Accounts Receivable ?

All business units ▼

Receipt Batches

0

Lockbox Exceptions

View ▼



Detach

Post

Approve ▼

Confirm ▼

Batch Type

Status

Batch Number

Date

Control Count

Actual

Receipts

- [Create Receipt](#)
- [Create Receipts in Spreadsheet](#)
- [Create Automatic Receipts](#)
- [Create Remittance in Spreadsheet](#)
- [Manage Receipts](#)
- [Manage Lockbox Transmission](#)
- [Lockbox Transmission History](#)

Receipt Remittances

- [Create Receipt Remittance Batch](#)
- [Manage Receipt Remittance Batches](#)
- [Correct Funds Transfer Errors](#)

Customers

- [Manage Customers](#)

Step 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.

Image

Manage Receipts ?

Done

Search

Advanced

Saved Search

All Receipts

** At least one is required

Business Unit

** Receipt Number Starts with

** Customer Name

** Customer Account Number

** Receipt Date Equals m/d/yy

** Batch Number

** Receipt Method NC Manual Receipts

Status Equals

Remittance Bank

State Equals Unidentified

Payment System Order Number Equals

Search

Reset

Save...

Actions View

Reassign Receipts

Detach

Receipt Number

Status

Receipt Method

Customer Name

Customer Account
Number

Receipt
Date

Batch Number

Entered
Amount

Unapplied
Amount

Busi

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

Image

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
▶	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

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

Image

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

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

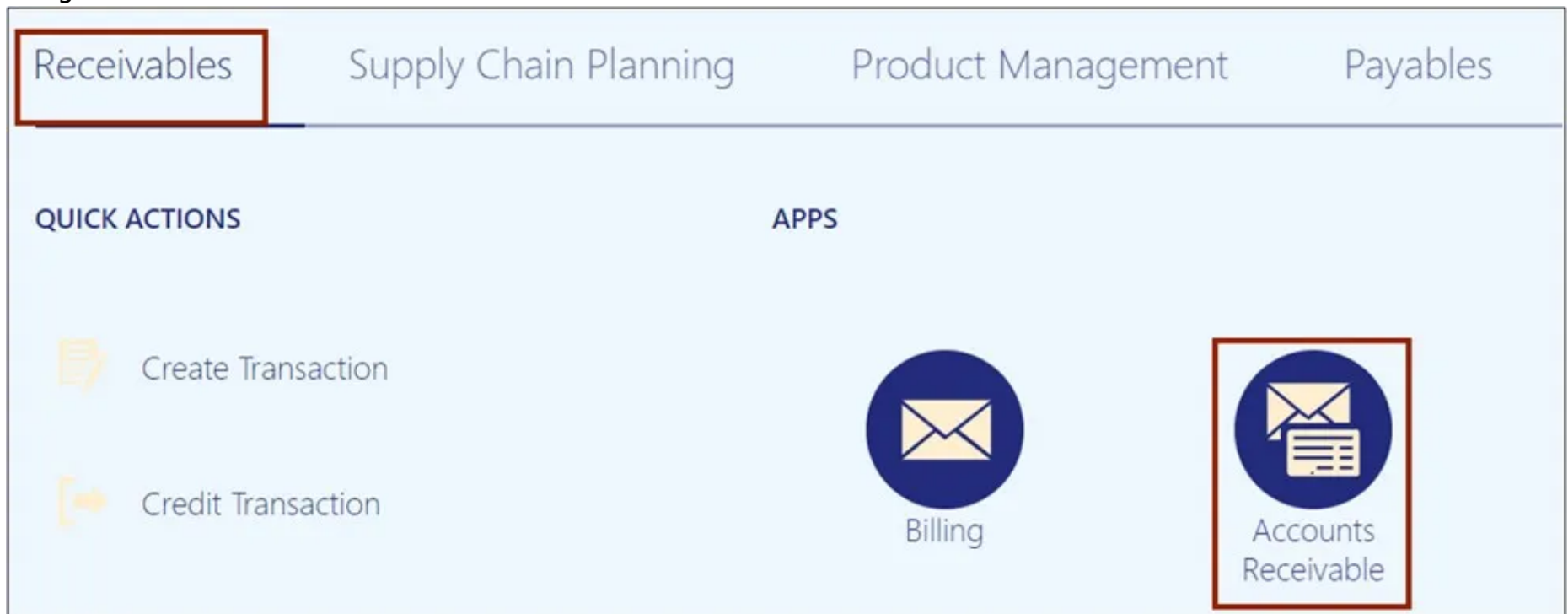
Create Receipts by Spreadsheet

To create receipts by spreadsheet in NCFS, please follow the steps below. 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 click the **Accounts Receivable** app.

Image



Step 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.

Image

Accounts Receivable ?

All business units ▼

Receipt Batches

0

View ▼





 Detach

Post

Approve ▼

Confirm ▼

Batch Type	Status	Batch Number	Date	Control Count	Actual

5/22/23





Lockbox Exceptions

0

Receipts

Create Receipt

Create Receipts in Spreadsheet

Create Automatic Receipts

Create Remittance in Spreadsheet

Manage Receipts

Manage Lockbox Transmission

Lockbox Transmission History

Receipt Remittances

Create Receipt Remittance Batch

Manage Receipt Remittance Batches

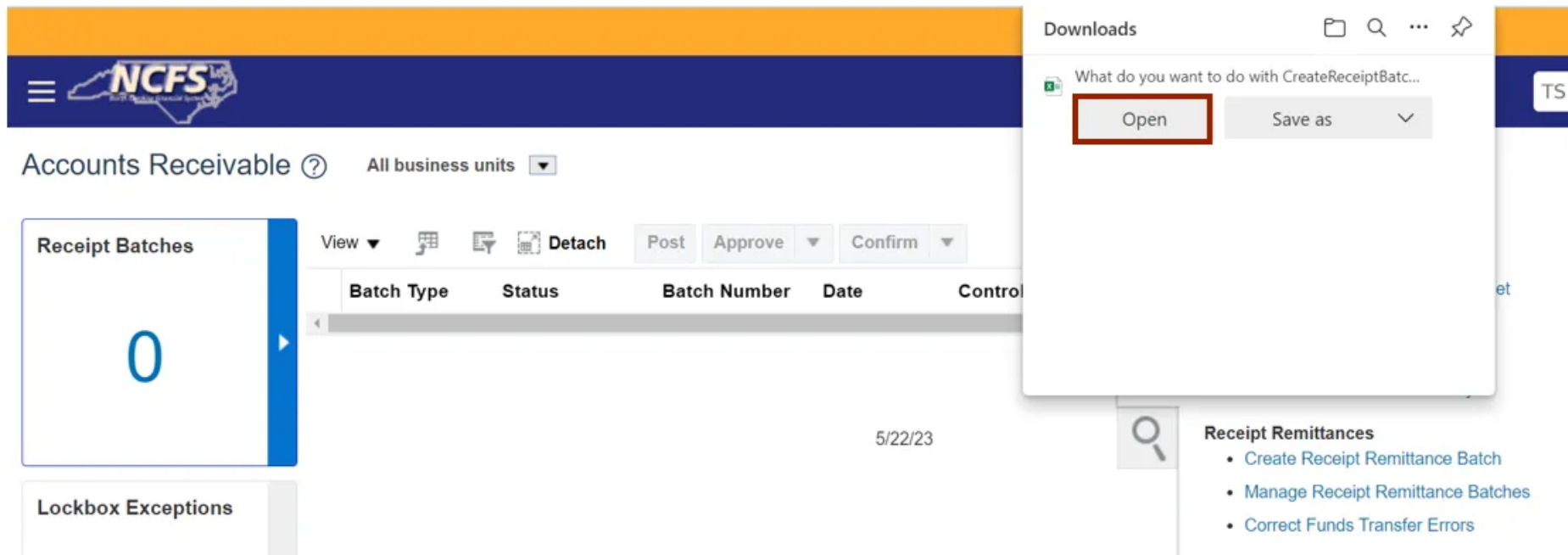
Correct Funds Transfer Errors

Customers

Manage Customers

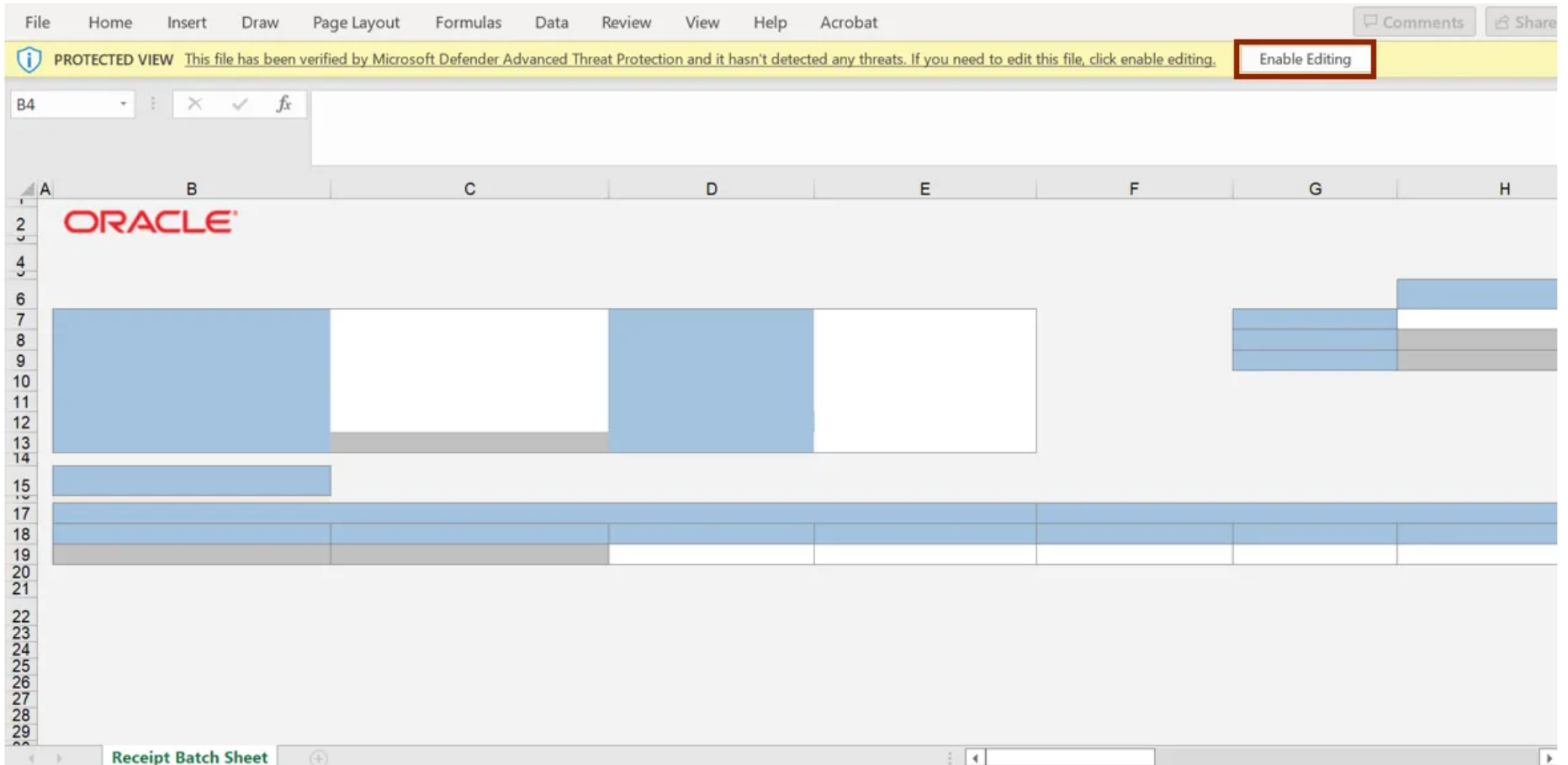
Step 4. Click the **Open** button.

Image



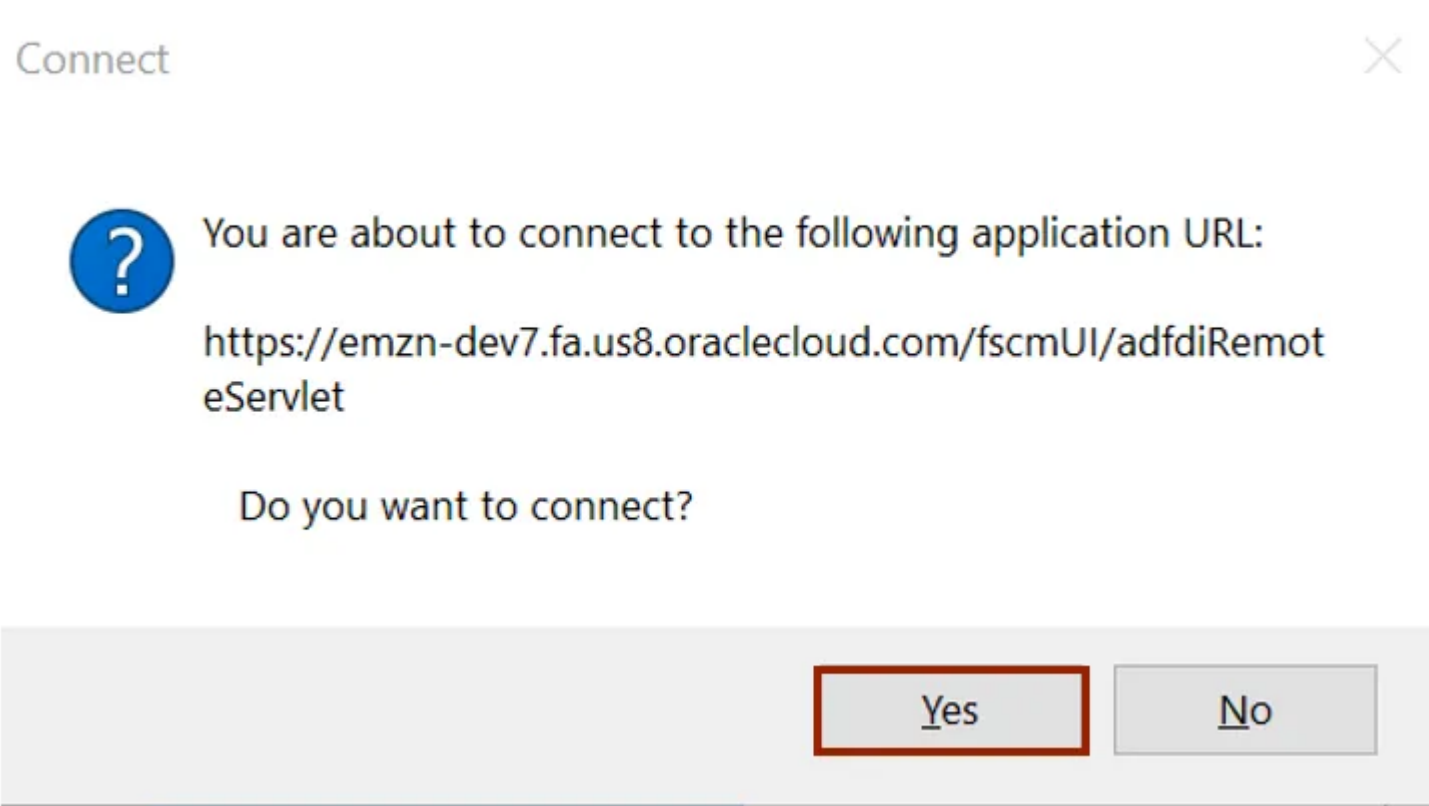
Step 5. Click the **Enable Editing** button.

Image



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

Image



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

Image

Login

Sign In Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

Sign In

Step 8. Enter the template with the appropriate data.

Image

File Home Insert Page Layout Formulas Data Review View Help Create Receipt Batch Acrobat

Paste Font Alignment Sensitivity Number Styles

O19 UNC ROCKINGHAM HEALTHCARE

Confidential \ No Additional Protection Public Confidential High Risk Confidential Personal Information

ORACLE Create Receipt Batch

Required		Count		Amount	
*Business Unit	2500 DHHS HEALTH BENEFITS	*Control	1	100	
*Batch Source	MANUAL	*Entered	1	100	
*Batch Name	RS_1	*Difference	0	0	
*Receipt Method	NC Manual Receipts				
*Remittance Bank	NC FBR Accounts Receivable				
*Remittance Bank Account	NC-FBR-AR-RECEIPTS				
Worksheet Status					

Receipts

Receipt Information		Receipt Information		Receipt Information		Receipt Information		Receipt Information	
Changed	Status	*Sequence Number	*Receipt Number	*Receipt Amount	Receipt Date	*Accounting Date	Conversion Date	Currency	Conversion Rate Type
▲			1 DHHS_Spreadsheet_1	100.00	12/20/2022	12/20/2022			

Step 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.

Image

Receipt Batches 1	View ▼				Detach	Post	Approve ▼	Confirm ▼				
	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

Step 11. Validate the **Batch Information** section.

Image

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

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

Image

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](#)

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