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).

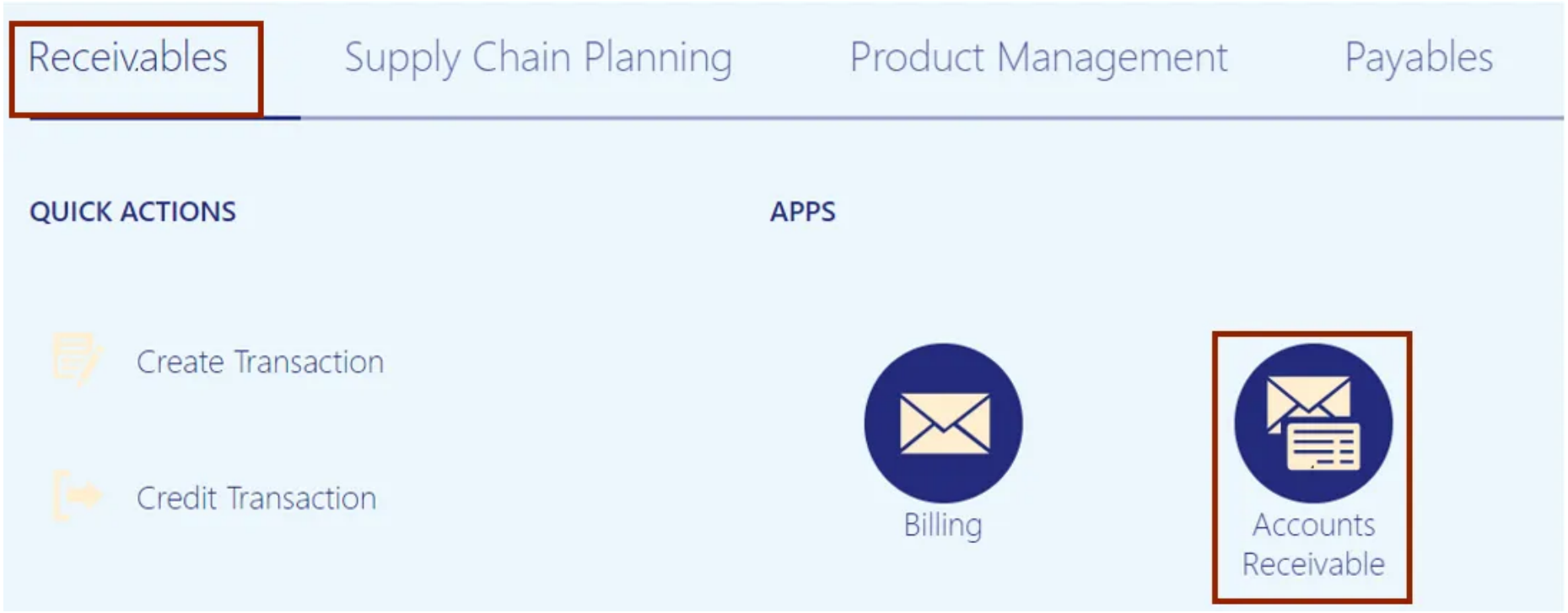
Create Unidentified Receipts

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.

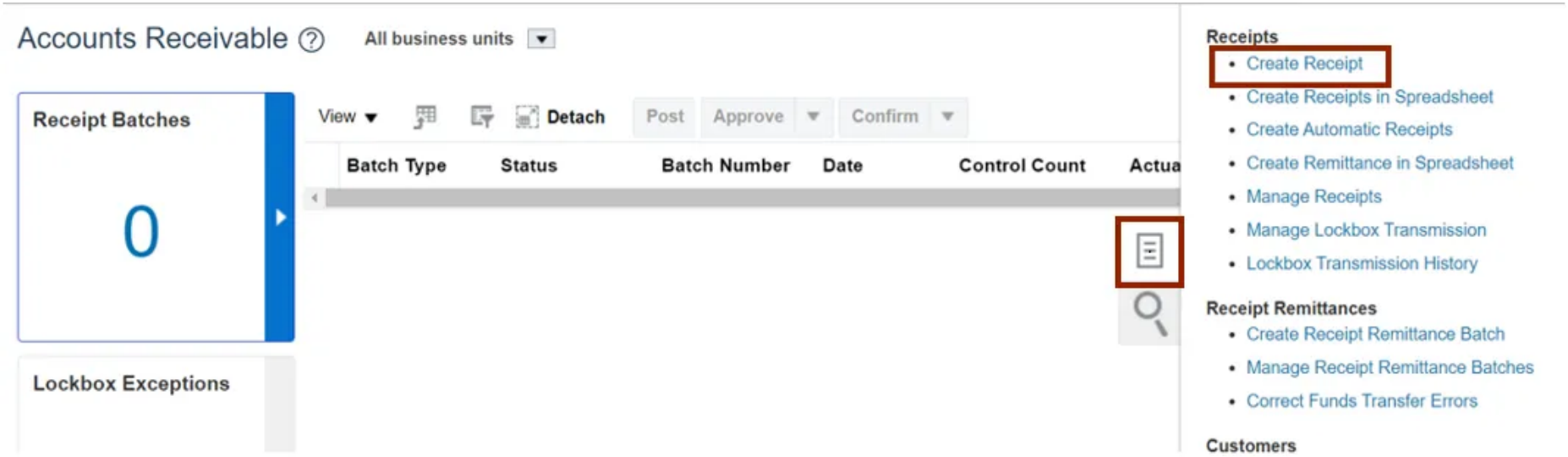
Step 2. On the **Home** page, click the **Receivables** tab and click the **Accounts Receivable** app.

Image



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

Image

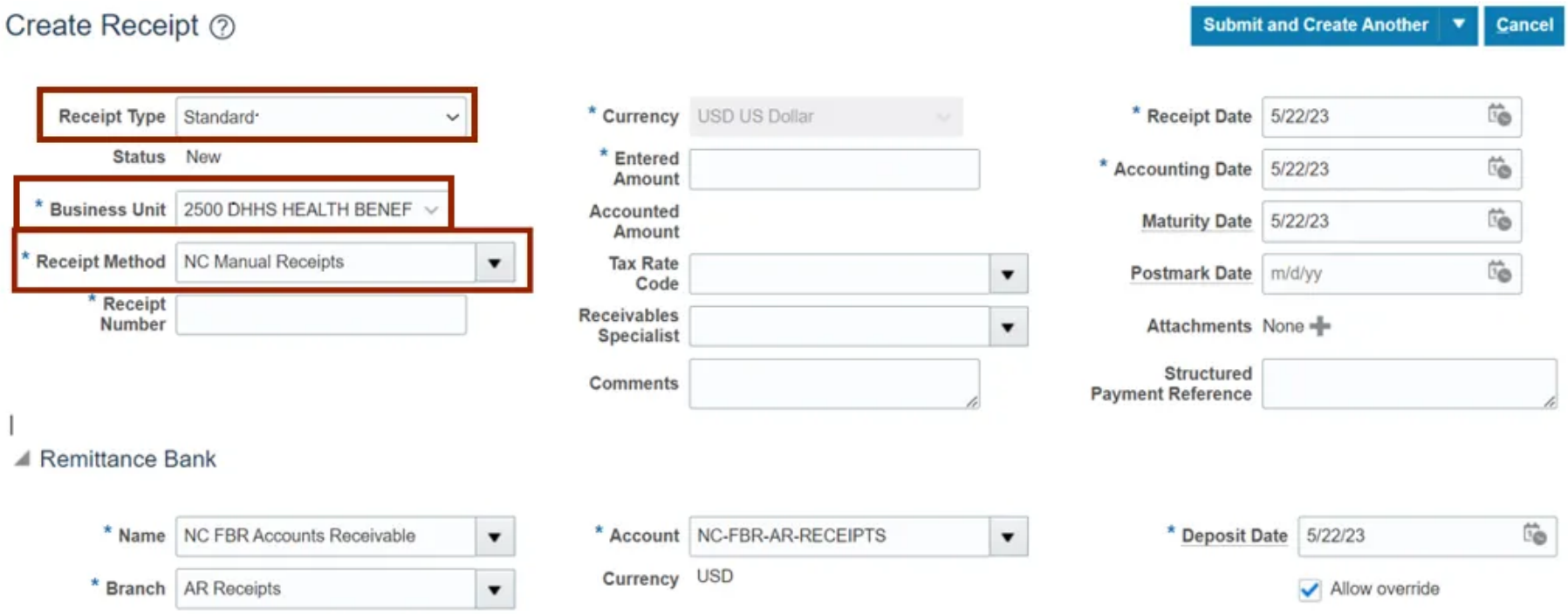


Step 4. On the **Create Receipt** page, click the *Business Unit* drop-down choice list, then select the appropriate business unit.

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.

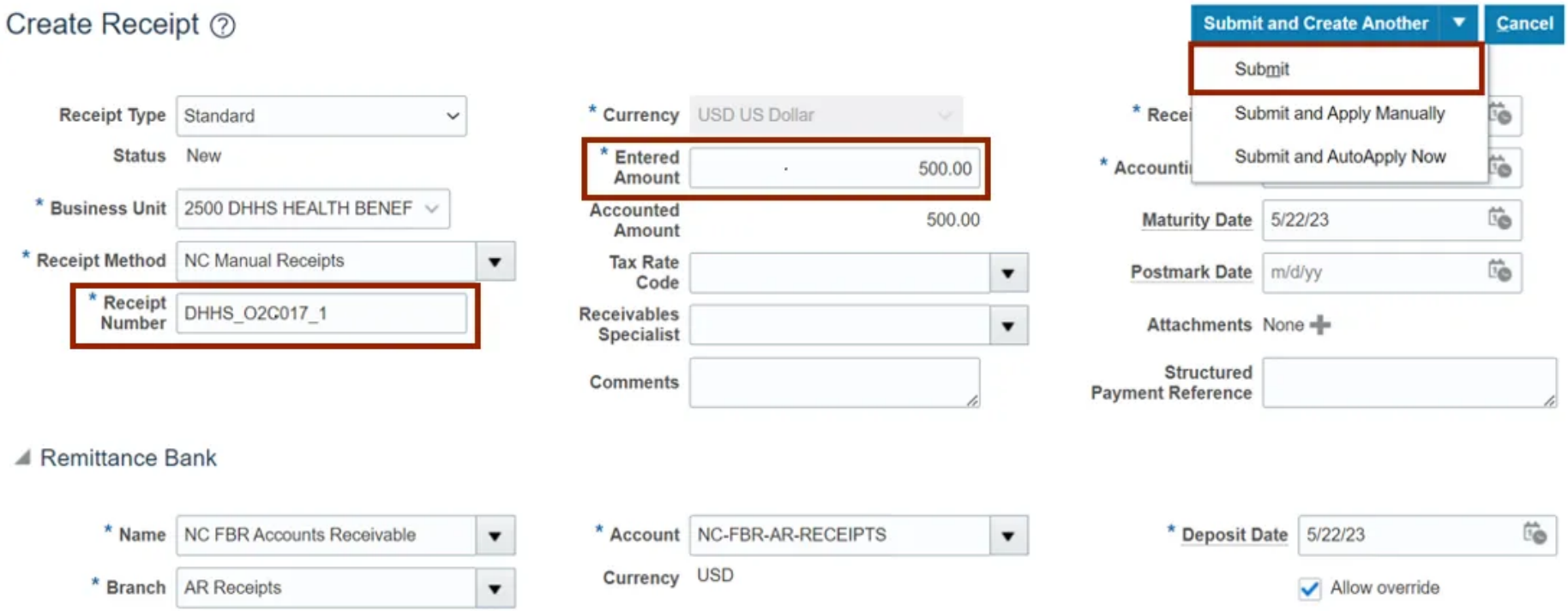
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Step 5. Enter the **Receipt Number** in the ***Receipt Number*** field.

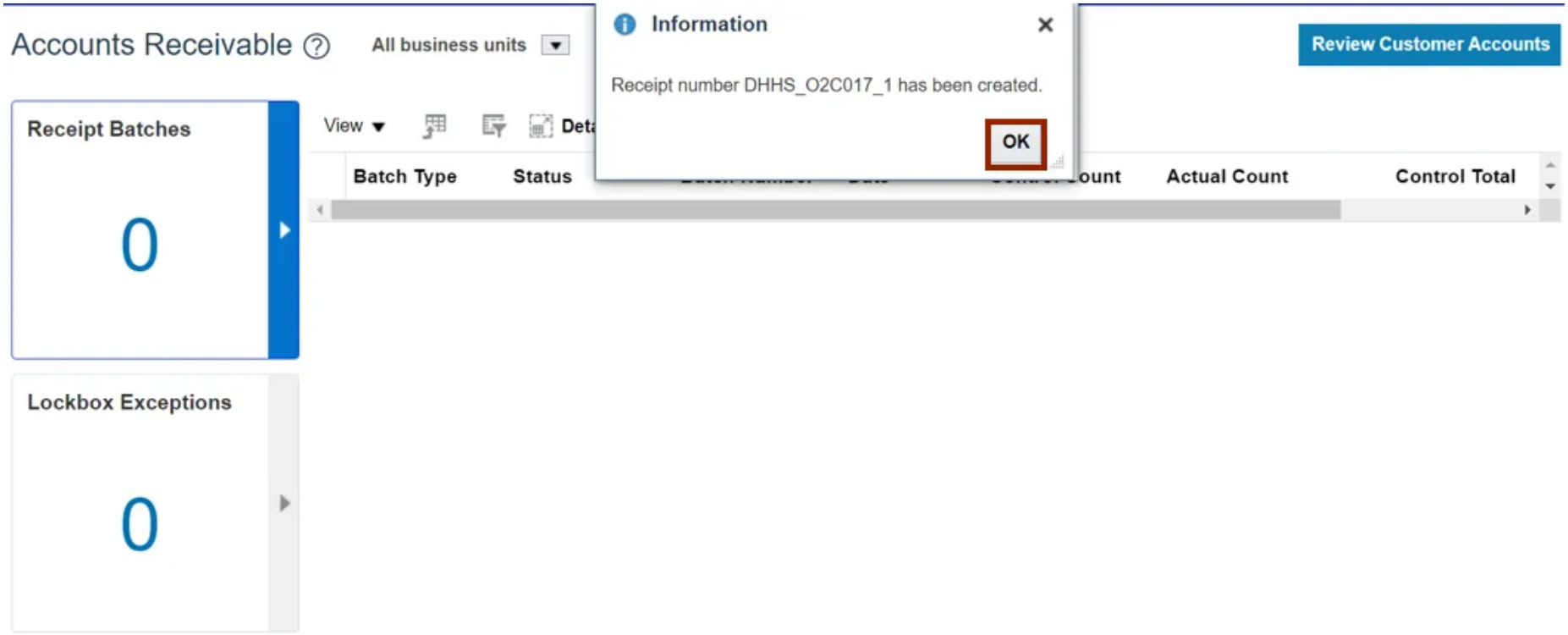
In this example, we enter **DHHS_O2C017_1**. Enter the amount in the ***Entered Amount*** field. In this example, we enter **500**. Click the *Submit and Create Another* drop-down choice list, then select **Submit**.

Image



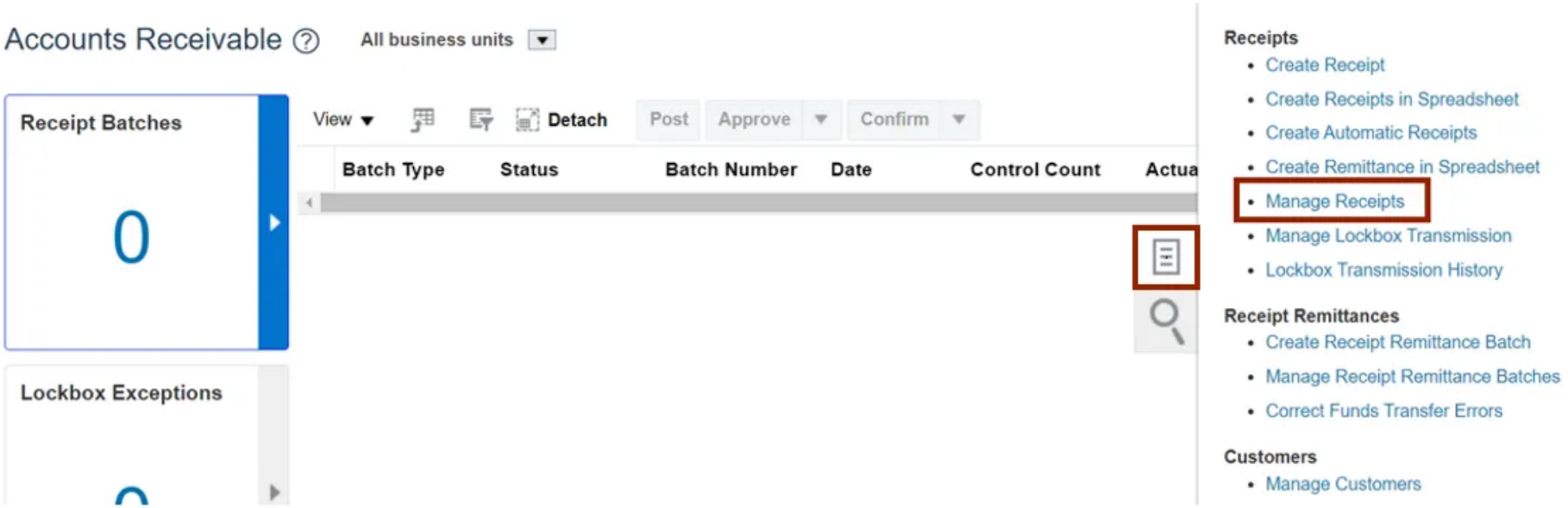
Step 6. The *Information* pop-up appears, click the **OK** button.

Image



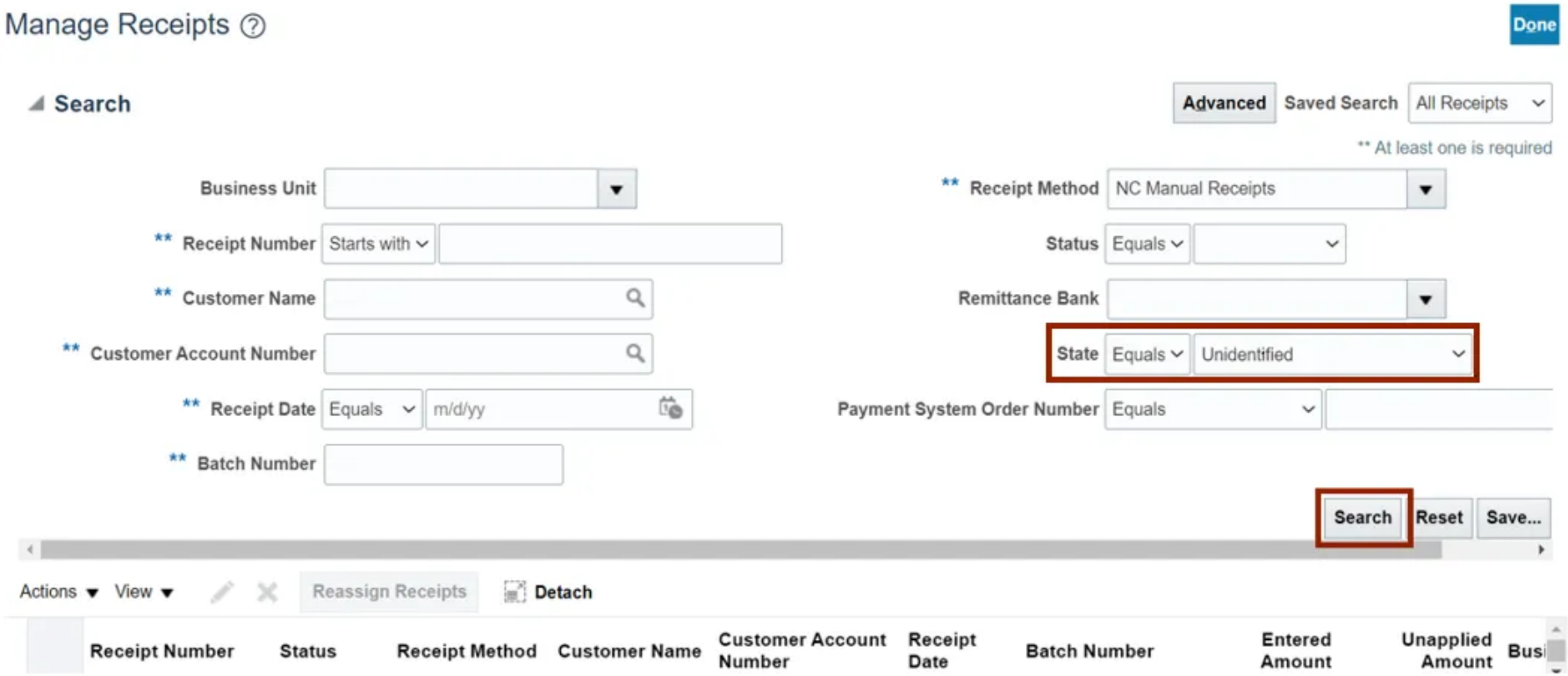
Step 7. Navigate back to the **Accounts Receivable** dashboard, click the **Tasks** icon and click **Manage Receipts**.

Image



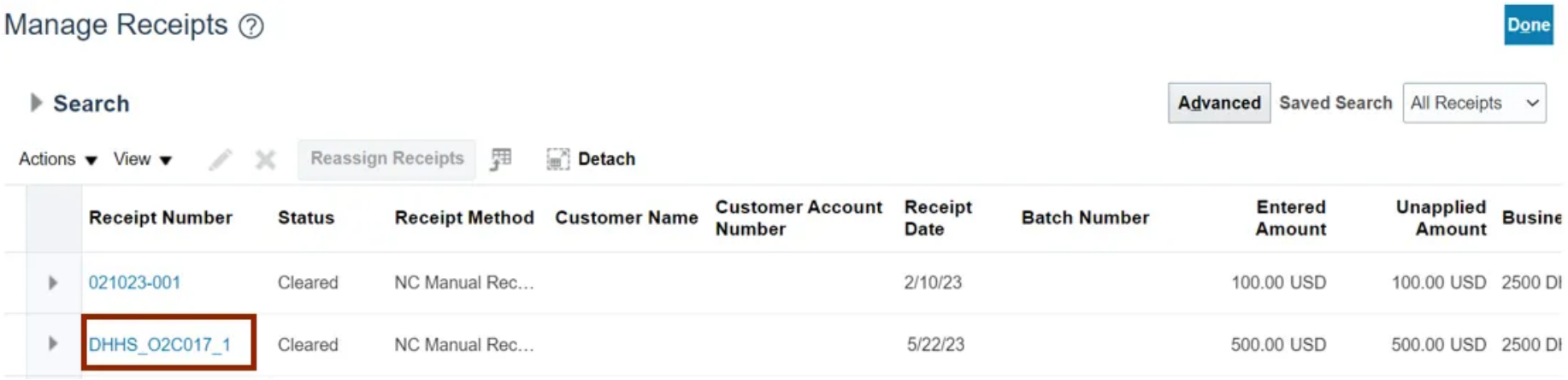
Step 8. Enter any one of the required fields (i.e., Receipt Method as NC Manual Receipts) and click the ***State*** drop-down choice list, then select **Unidentified** and click the **Search** button.

Image



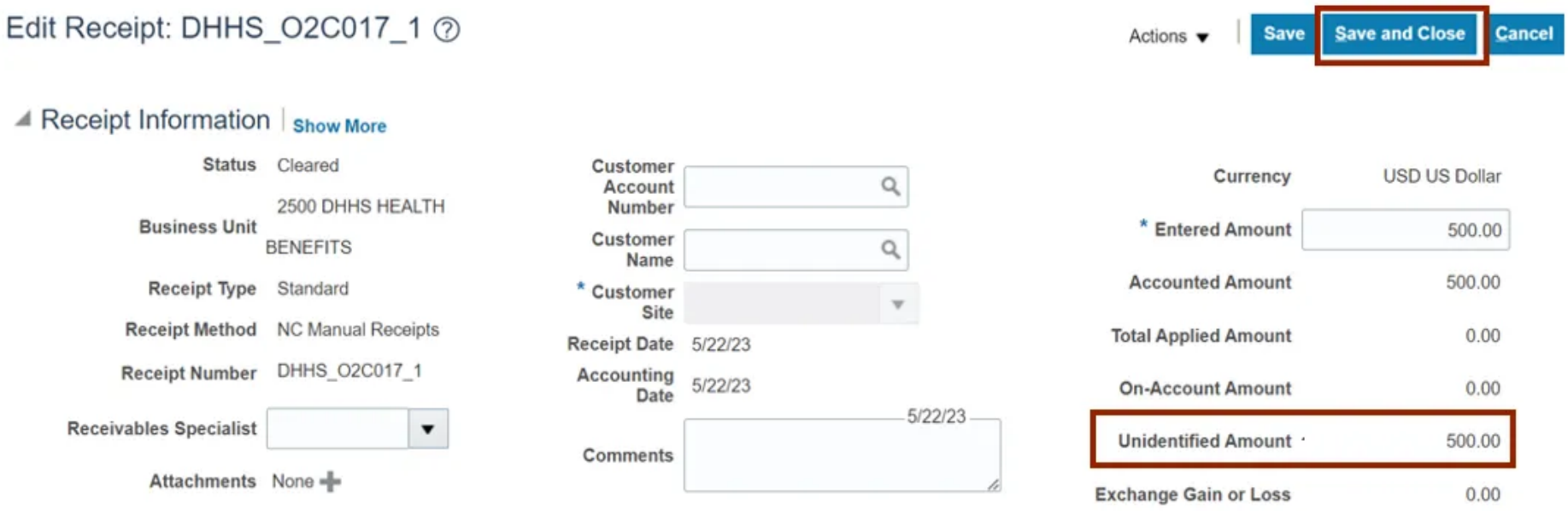
Step 9. The Receipts with **Unidentified** state are displayed in the ***Search*** section. Click the **Receipt Number** link.

Image



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

Image



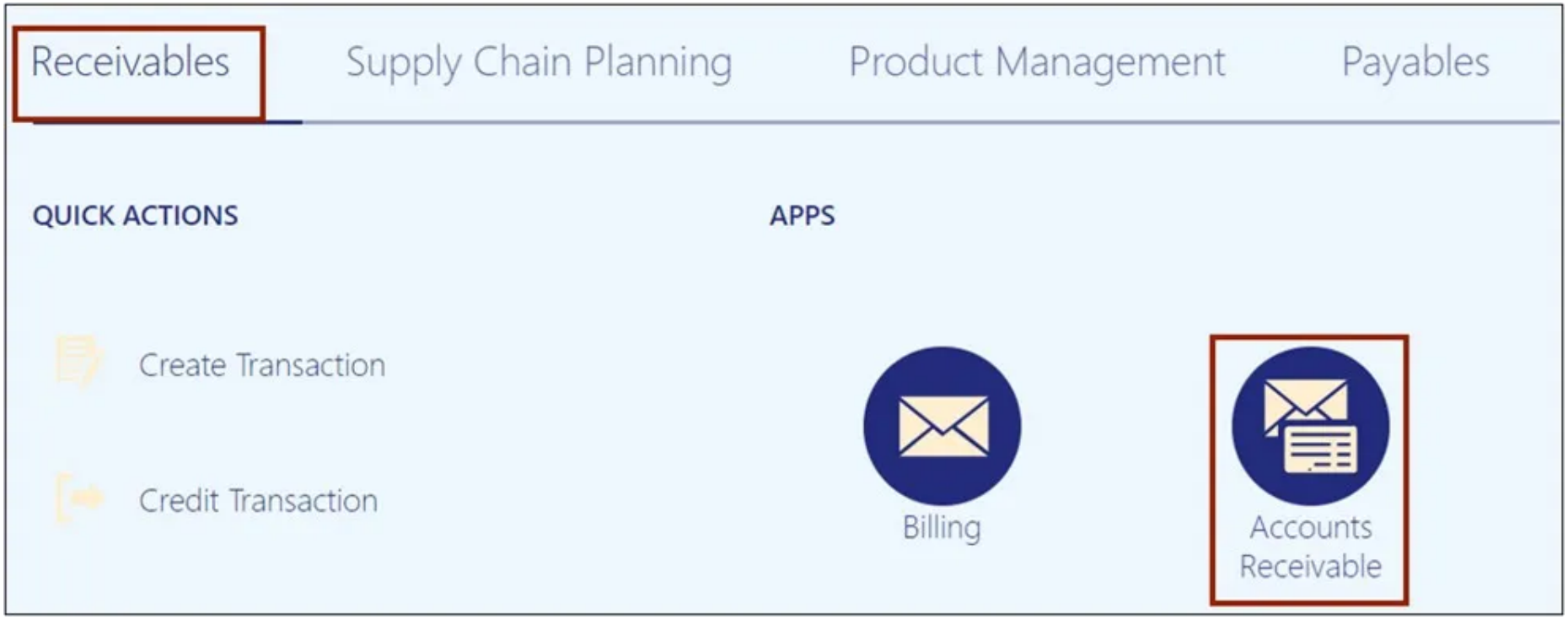
Create Receipts by Spreadsheet

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.

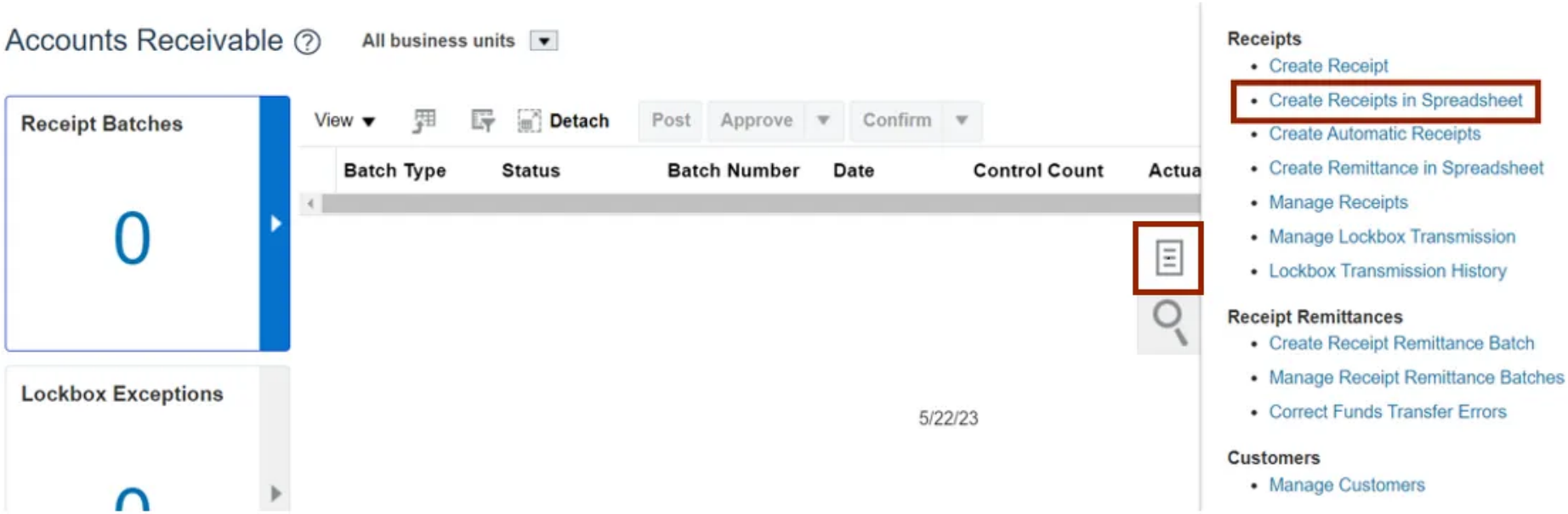
Step 2. On the **Home** page, click the **Receivables** tab and click the **Accounts Receivable** app.

Image



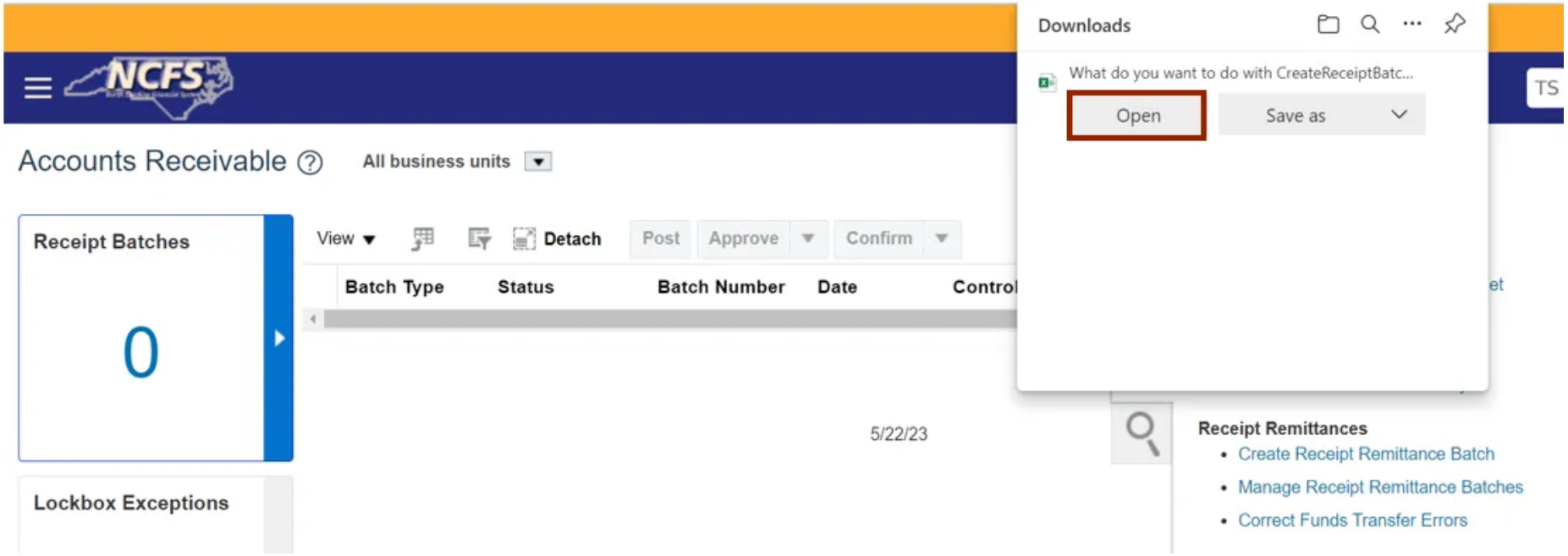
Step 3. On the **Accounts Receivable** dashboard, click the **Tasks** icon. Click **Create Receipts in Spreadsheet** . This will direct you to download the Create Receipt Batch excel.

Image



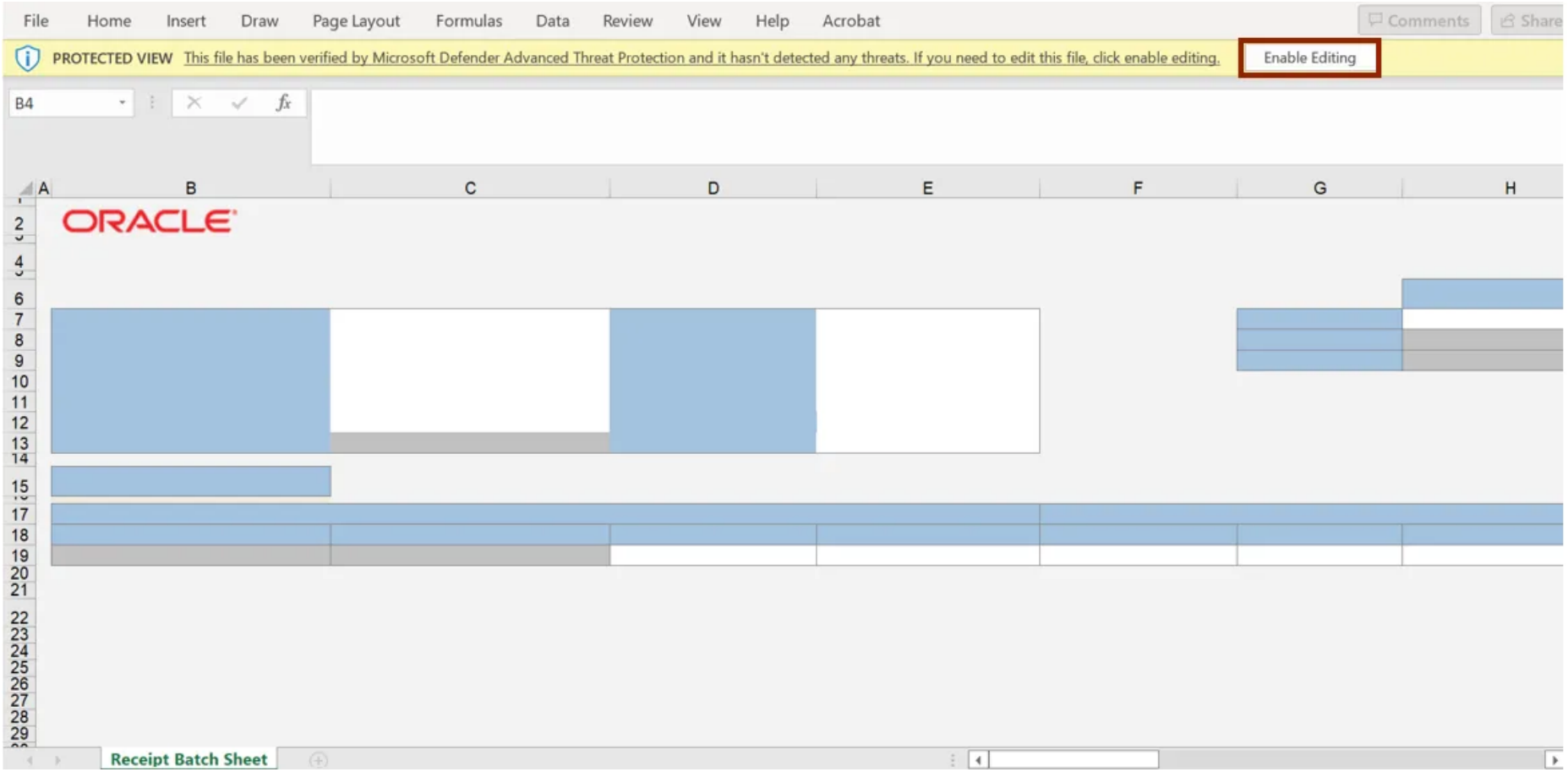
Step 4. Click the **Open** button.

Image



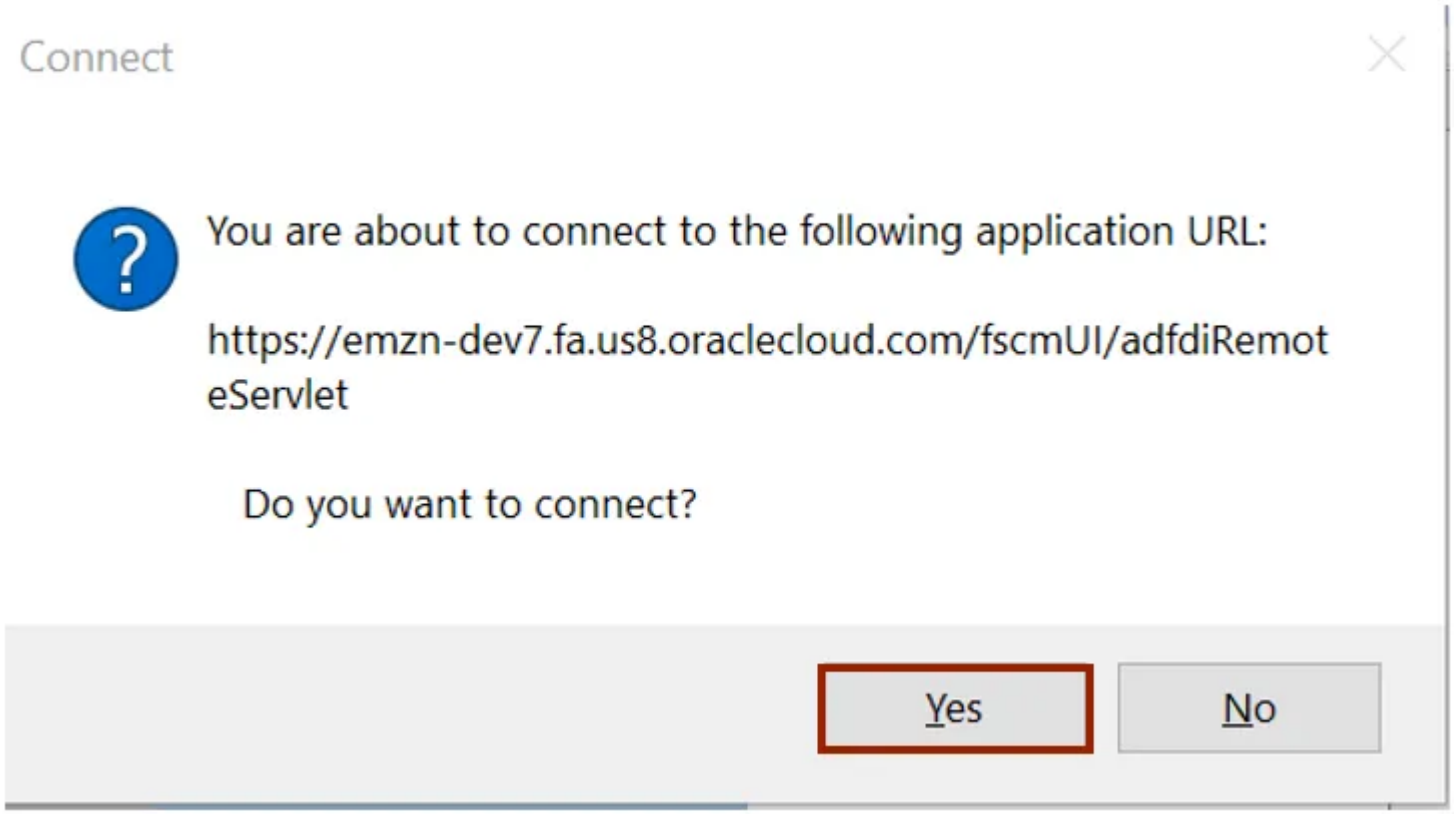
Step 5. Click the **Enable Editing** button.

Image



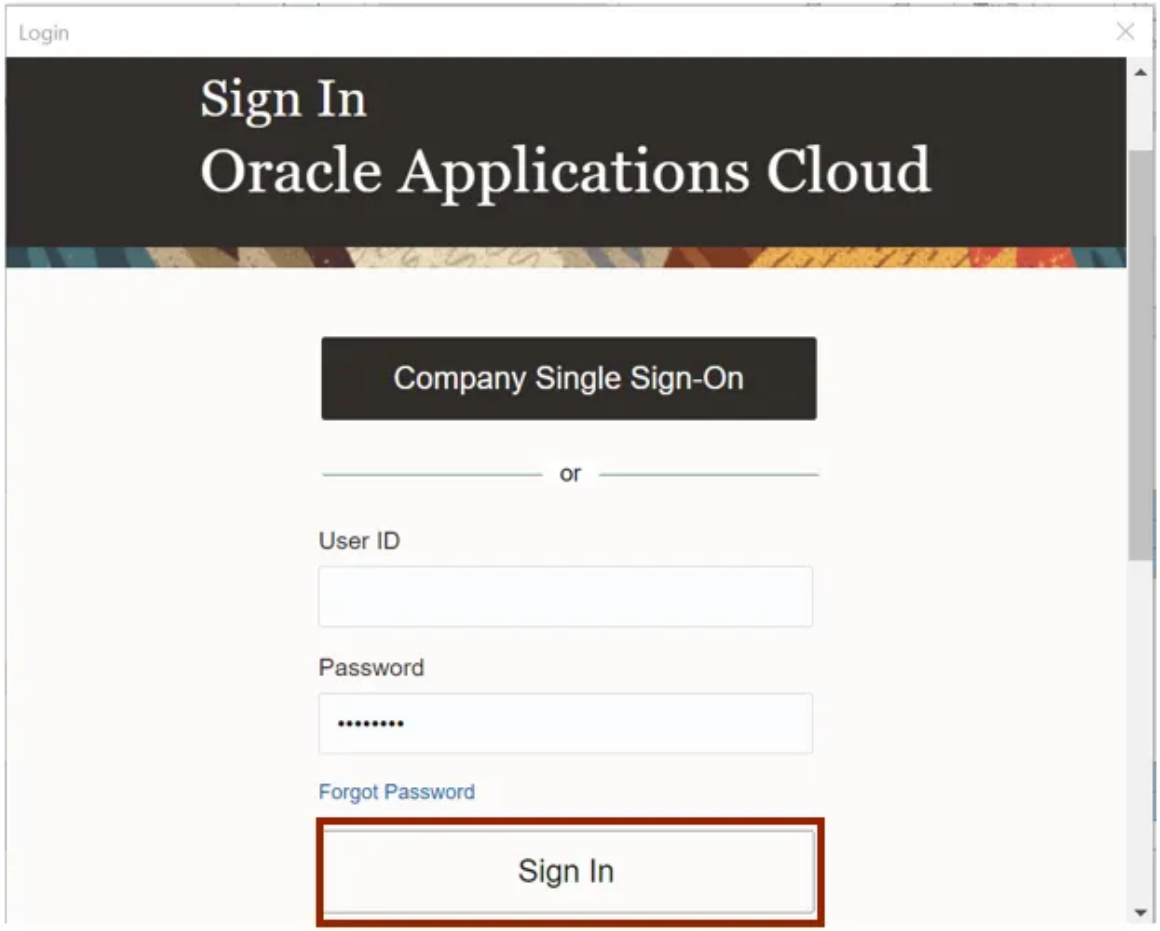
Step 6. The *Connect* pop-up appears, asking you to login to the NCFS System. Click the **Yes** button.

Image



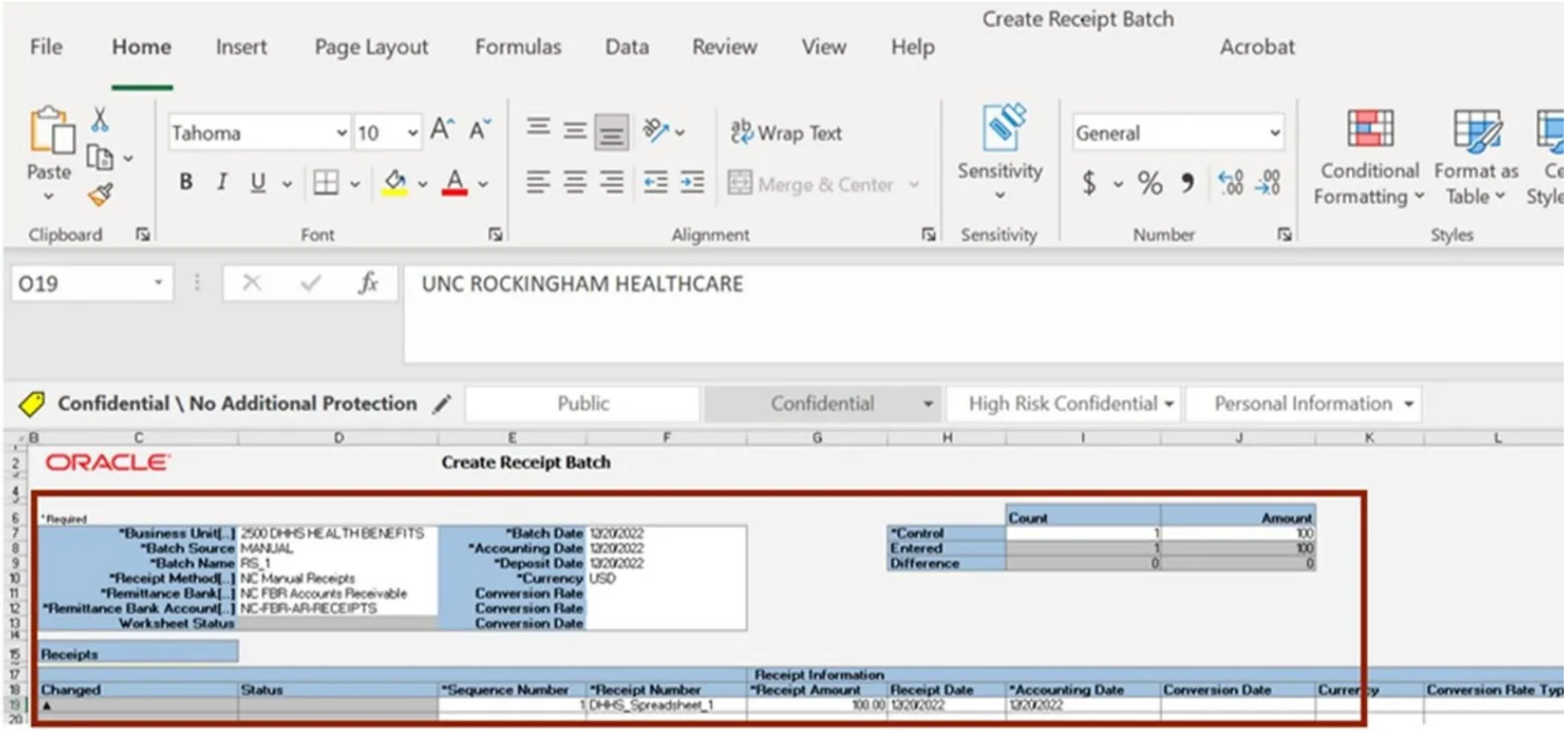
Step 7. **Sign Into** the Oracle Applications Cloud using the assigned credentials.

Image



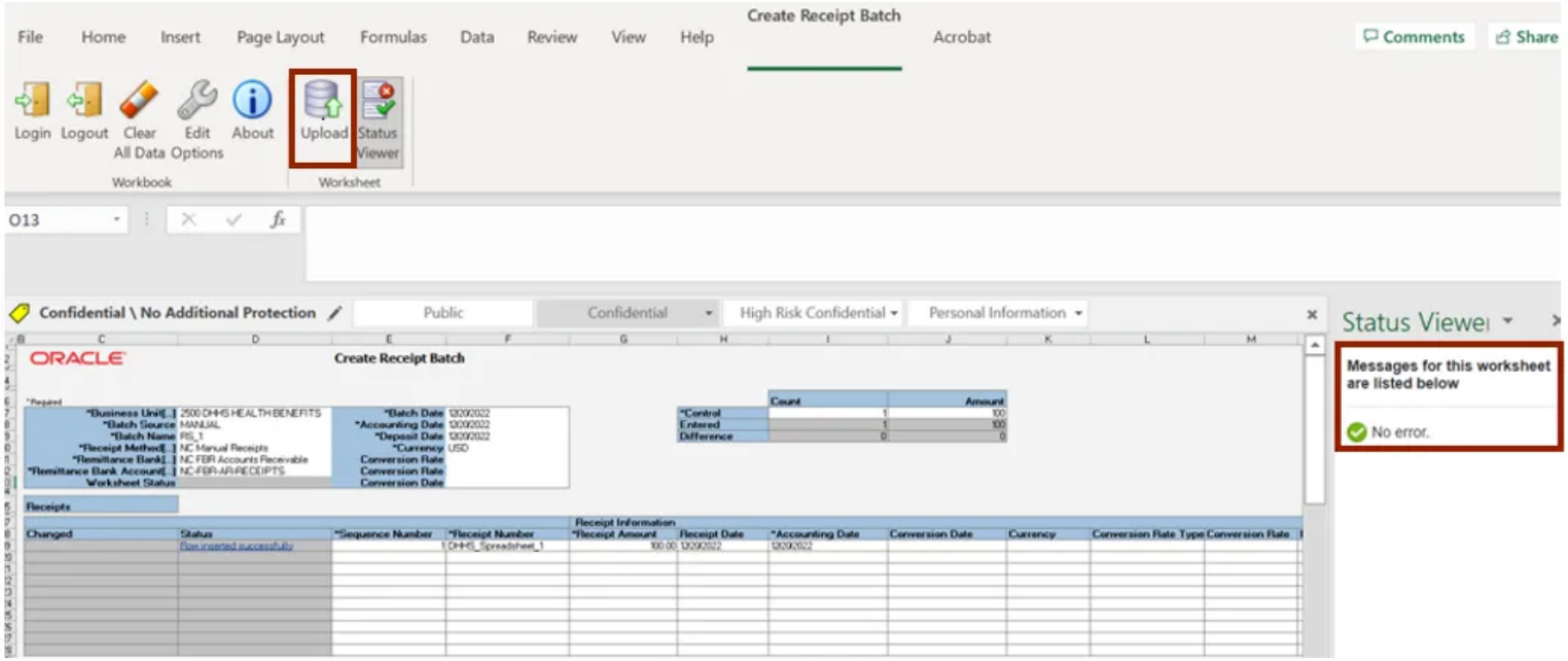
Step 8. Enter the template with the appropriate data.

Image



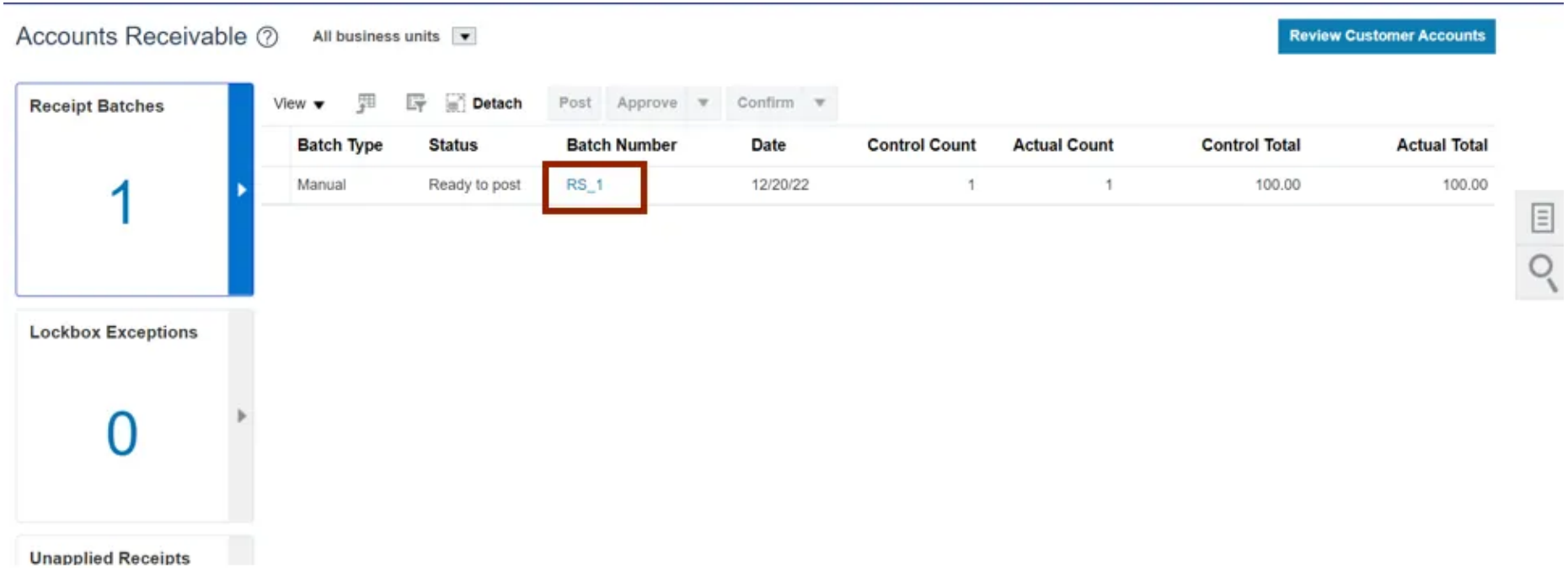
Step 9. On the **Create Receipt Batch** tab, click **Upload** icon. You can view the receipt is uploaded successfully with no error in the ***Status Viewer*** section.

Image



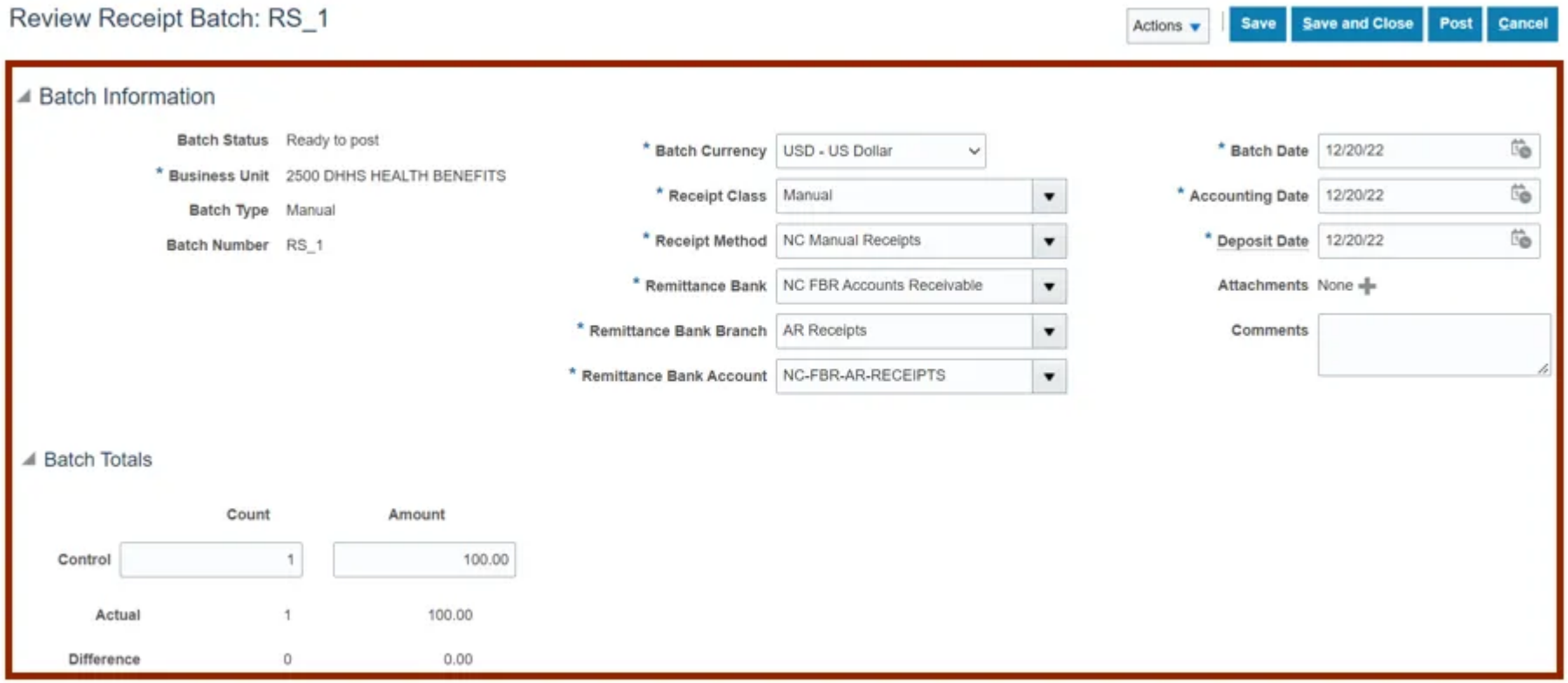
Step 10. Once the receipt is uploaded successfully, Navigate to **Accounts Receivable** dashboard. The receipt created is populated on the **Accounts Receivable** dashboard under *Receipt Batches* infotile. Click the **Batch Number** link.

Image



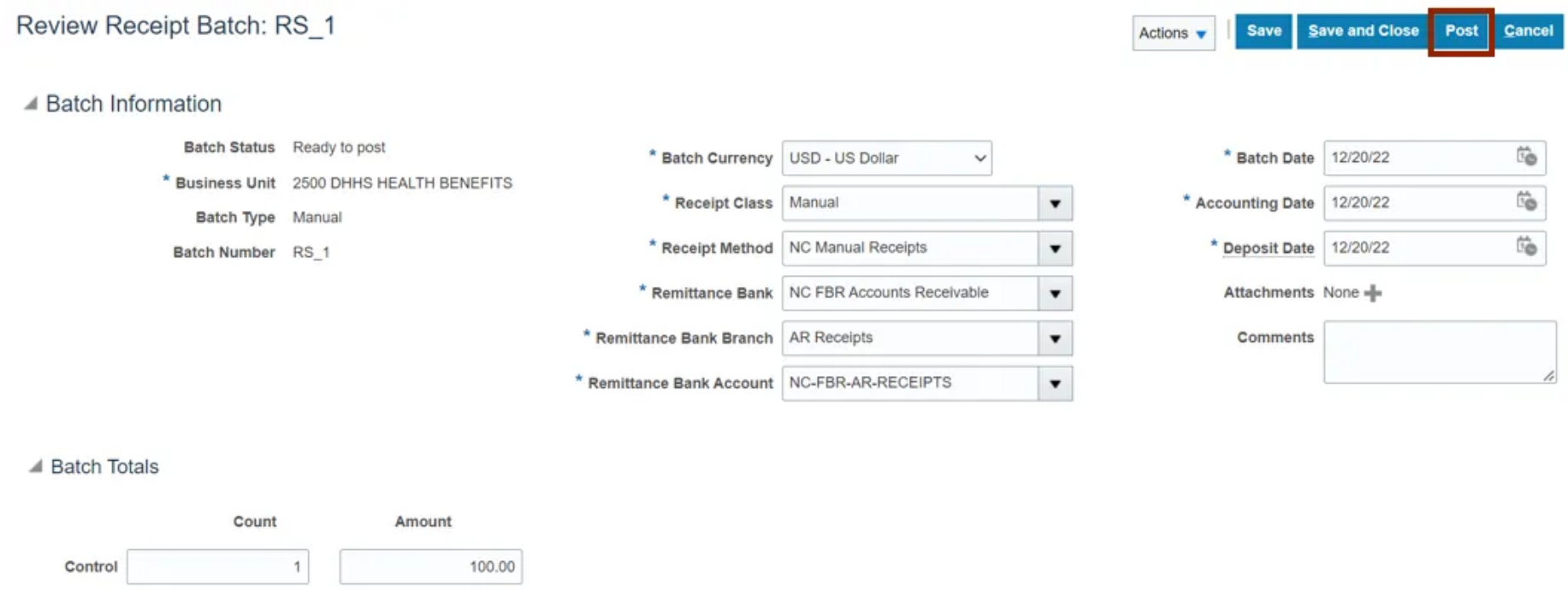
Step 11. Validate the ***Batch Information*** section.

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

Image



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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