



RECEIPT CREATION

AR

QUICK REFERENCE GUIDE

The purpose of this Quick Reference Guide (**QRG**) is to provide step-by-step instructions on how to **create receipts using both the manual and automatic approaches** in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG describes the two available methods for creating receipts in NCFS: the manual approach and the automatic approach. The manual approach allows users to enter and apply receipts directly in the system, while the automatic approach enables batch processing of receipts for improved efficiency. Both methods support accurate recording and management of receipts in NCFS.

Process for Receipt Creation

Manual Receipt Creation

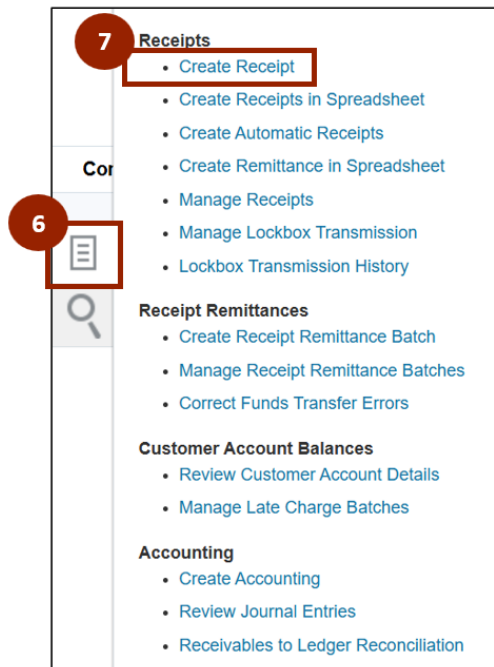
The manual approach allows users to create and apply receipts individually within NCFS. This method provides users with full control over receipt details, customer information, and the application of payments to specific invoices. To create receipts using the manual approach in NCFS, please follow the steps below:

Create a Receipt

1. Log in to the NCFS portal using the **Company Single Sign-On (SSO)** button.
2. Enter your **dac.nc.gov** email address.
3. Click **Next**, then enter your **password**.
4. On the **Home** page, click the **Receivables** tab.
5. Click **Accounts Receivable**.



6. On the **Accounts Receivable** page, click the **Task** icon.
7. Under the *Receipts* heading, click **Create Receipt**.



8. On the **Create Receipt** screen, within the *Business Unit* drop-down field, select **5200 Department of Adult Correction**.
9. In the *Receipt Method* drop-down field, select **DAC Manual Receipts**.
10. In the *Receipt Number* field, enter the receipt's **unique identifying number**.

NOTE: For Manual Receipts, the *Receipt Number* is not automatically generated. Type the number in manually to move forward.

 A screenshot of the 'Create Receipt' form. The title 'Create Receipt' is at the top left with a help icon. Below the title, there are several fields: 'Receipt Type' (a dropdown menu set to 'Standard'), 'Status' (a text field with 'New'), '* Business Unit' (a dropdown menu set to '5200 DEPARTMENT OF ADU'), '* Receipt Method' (a dropdown menu set to 'DAC Manual Receipts'), and '* Receipt Number' (a text field containing 'Receipt#001'). Red circles with numbers 8, 9, and 10 are placed to the left of the Business Unit, Receipt Method, and Receipt Number fields respectively, with red boxes highlighting these fields.

11. In the *Entered Amount* field, enter the **amount received** in dollar and cent format (i.e., 1.23).

NOTE: The *Currency* field is locked and defaulted to the **USD US Dollar** option.

12. In the *Receipt Date* and *Accounting Date* fields, enter or select the **date of the receipt** and **appropriate accounting date**.

13. In the *Accounting Date* field, enter or select the **appropriate accounting date**.

The screenshot displays the AR-26 Receipt Creation form. It is divided into two main sections. The top section contains fields for currency, entered amount, accounted amount, tax rate code, receivables specialist, and comments. The bottom section contains fields for receipt date, accounting date, maturity date, postmark date, attachments, and structured payment reference. Red circles with numbers 11, 12, and 13 highlight specific fields: 11 points to the 'Entered Amount' field, 12 points to the 'Receipt Date' field, and 13 points to the 'Accounting Date' field. The 'Entered Amount' field is pre-filled with '100.00'. The 'Receipt Date' and 'Accounting Date' fields are pre-filled with '6/24/25'. The 'Currency' field is set to 'USD US Dollar'. The 'Tax Rate Code' and 'Receivables Specialist' fields are empty. The 'Comments' field is empty. The 'Maturity Date' field is pre-filled with '6/24/25'. The 'Postmark Date' field is pre-filled with 'm/d/yy'. The 'Attachments' field is set to 'None'. The 'Structured Payment Reference' field is empty.

11

* Currency USD US Dollar

* Entered Amount 100.00

Accounted Amount 100.00

Tax Rate Code

Receivables Specialist

Comments

Structured Paym

12

* Receipt Date 6/24/25

13

* Accounting Date 6/24/25

Maturity Date 6/24/25

Postmark Date m/d/yy

Attachments None +

Structured Payment Reference

Provide Remittance Bank and Customer Information

14. Within the *Remittance Bank* section under the *Name* drop-down field, select **NC DAC Accounts Receivable**.
15. In the *Branch* drop-down field, select **DAC AR Receipts**, then in the *Account* drop-down field, select the **NC DAC AR Automatic** option.
16. In the *Account* drop-down field, select the **NC DAC AR Automatic** option.
17. In the *Deposit Date* field, enter or select the **appropriate deposit date**.

NOTE: If remittance bank details are auto populated, proceed directly to customer details.

The screenshot displays the 'Remittance Bank' section of a form. It is divided into three distinct areas, each highlighted with a red box and a numbered callout. The first area, labeled '14', contains the 'Name' dropdown menu, which is set to 'NC DAC Accounts Receivable'. The second area, labeled '15', contains the 'Branch' dropdown menu, set to 'DAC AR Receipts'. The third area, labeled '16', contains the 'Account' dropdown menu, set to 'NC DAC AR Automatic', and the 'Currency' field, which is set to 'USD'. Below these, a fourth area, labeled '17', contains the 'Deposit Date' field, which is set to '6/24/25', and an 'Allow override' checkbox, which is currently unchecked.

Remittance Bank

14 * Name NC DAC Accounts Receivable

15 * Branch DAC AR Receipts

16 Account NC DAC AR Automatic

Currency USD

17 * Deposit Date 6/24/25

☐ Allow override

18. Within the *Customer* section on the *Account Number* field, enter the appropriate **Account Number**.

19. In the *Name* field, enter the **Customer Name**.

20. In the *Site* drop-down field, select the **appropriate site** option.

NOTE: The *Site* drop-down field options will automatically update based on the customer information linked.

Customer

18 Account Number 115855

19 Name SIT TEST CUSTOMER 1

Taxpayer Identification Number

20 Site 158792

Customer Match By

Customer Site Match By

Apply Receipts to an Invoice

21. Within the *Remittance Reference Detail* section, click the **Add Open Receivables** button to apply the invoices against the receipt.

Additional Information

Remittance Reference Detail ?

View + x Add Open Receivables 21 Detach

Receipt Match By	* Reference Number	Reference Amount
No data to display.		

22. In the *Search: Transactions* section of the **Add Open Receivables** window, click the **caret** icon to expand the search options.

23. Click the **Search** button.

NOTE: The *Search: Transactions* section will auto-populate fields, which you can adjust as needed before clicking the **Search** button.

Add Open Receivables

Search: Transactions

* Receipt Match By: Transaction Number

** Receipt Reference Number: [Field]

Transaction Business Unit: 5200 DEPARTMENT OF ADULT C

Transaction Type: [Field]

** Transaction Customer Name: SIT TEST CUSTOMER 1

** Transaction Customer Account Number: 115855

Currency: [Field]

Amount: [Field]

From Transaction Due Date: m/d/yy

To Transaction Due Date: m/d/yy

Include Inactive Customers

Include Cross-Currency Transactions

Include Disputed Transactions

Include Closed Transactions

Include Chargebacks

Include Debit Memos

Include Credit Memos

Include Bills Receivable

Include Internal Transactions Excluded from Collections

23 Search Reset

24. Within the *Search: Transactions* results, select the **required invoice** by clicking the record's row.

25. Click **Add** to add the selected invoice to the *Remittance Reference Detail* section.

26. Click **Done** to close the **Add Open Receivables** window.

NOTE: To add multiple invoices at once, select each desired row and click **Add**.

Add Open Receivables

Search: Transactions

View ▾ [Icons] Detach

Receipt Reference Number	Transaction Class	Transaction Number	Due Date	Payment Terms	Customer Name	Customer Account Number	Amount Due	Transaction Business Unit
1	Invoice	1	7/19/25	NET 30	SIT TEST CUSTOMER 1	115855	110.00 USD	5200 DEPARTM...

24 **25** **26** Add Done Cancel

27. The added transaction displays within the *Remittance Reference Detail* section.

NOTE: Any of the unlocked fields within the *Remittance Reference Detail* table can be adjusted, as needed.

Remittance Reference Detail ?

View ▾ + × Add Open Receivables Detach

Receipt Match By	* Reference Number	Reference Amount
Transaction Number	1	110

27

28. Review all details on the **Create Receipt** screen, then click the *Submit and Create Another* drop-down arrow to display additional options.

29. Select Submit and Auto Apply Now from the list.

NOTE: The receipt is now recorded in the system, and the applied transactions are updated accordingly.

30. The **Edit Receipt** screen displays for the submitted receipt record. Click the **Save and Close** button.

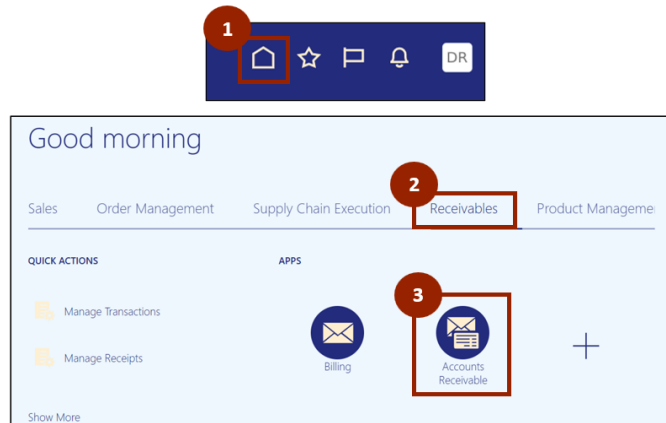
NOTE: This completes the manual approach process for receipt creation.

Automatic Approach

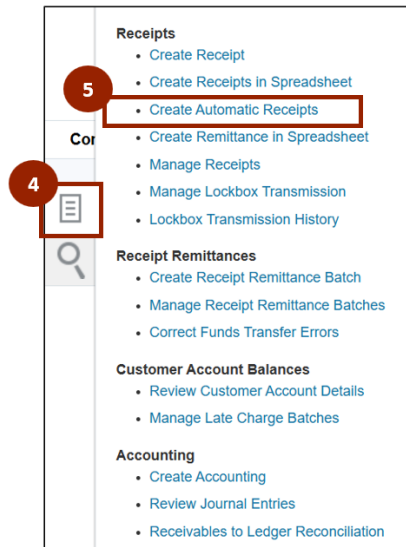
The automatic approach streamlines receipt processing in NCFS through five main activities: creating an automatic receipt batch to group receipts, approving the batch for accuracy, creating a receipt remittance batch for payment processing, approving the created receipt remittance batch, and clearing automatic receipts to finalize and reconcile transactions. To create receipts using the automatic approach, once logged into NCFS, please follow the steps below:

Create an Automatic Receipt Batch

1. Begin from the **Home** page, or click the **Home** icon.
2. On the **Home** page, select **Receivables**.
3. Within the Receivables tab, select Accounts Receivable.



4. On the **Accounts Receivable** page, click the **Task** icon.
5. Under the **Receipts** heading, click **Create Automatic Receipts** to open the *Create Automatic Receipt Batch* screen.



6. On the **Create Automatic Receipt Batch** screen, within the *Business Unit* drop-down field, select **5200 Department of Adult Correction**.

7. In the *Receipt Method* drop-down field, select **DAC Automatic Receipt**.

NOTE: The *Batch Currency* field is locked and defaulted to the USD - US Dollar option.

8. In the *Batch Date* field, enter or select the desired date.

9. In the *Accounting Date* field, enter or select the desired date.

The screenshot shows the 'Create Automatic Receipt Batch' screen. The 'Batch Information' section contains the following fields:

- 6** * Business Unit: 5200 DEPARTMENT OF ADULT (dropdown)
- 7** * Receipt Method: DAC Automatic Receipt (dropdown)
- Receipt Class: DAC Automatic Receipt
- * Batch Currency: USD - US Dollar (locked dropdown)
- Maximum Number of Workers: 4
- 8** * Batch Date: 6/24/25 (calendar icon)
- 9** * Accounting Date: 6/24/25 (calendar icon)
- Media Reference: (text field)
- Comments: (text area)

10. In the *From Customer Name* search field, enter or select the **starting customer name** for the range you wish to select.

11. In the *To Customer Name* search field, enter or select the **ending customer name** for the range you wish to select.

The screenshot shows the search fields section with the following fields:

- From Document Number: (search field)
- To Document Number: (search field)
- 10** From Customer Name: (search field)
- 11** To Customer Name: (search field)
- From Customer Account Number: (search field)
- To Customer Account Number: (search field)

12. In the *From Transaction Number* search field, enter or select the **starting transaction number** for the invoices you wish to select.
13. In the *To Transaction Number* search field, enter or select the **ending transaction number** for the range of invoices you wish to select.

NOTE: You can use any of the fields within the *Invoice Selection Criteria* section to specify invoices for NCFS to batch select.

Invoice Selection Criteria

From Due Date m/d/yy

To Due Date m/d/yy

From Transaction Date m/d/yy

To Transaction Date m/d/yy

From Transaction Number

To Transaction Number

14. Once all desired criteria are specified, click **Submit**.

Submit

Cancel

/24/25

/24/25

15. Once submitted, an **Information** pop-up confirmation message appears on screen, click **OK** to close the message.

i Information

The Create Automatic Receipt Batch process has been submitted with request ID 7129715.

OK

Approve the Automatic Receipt Batch

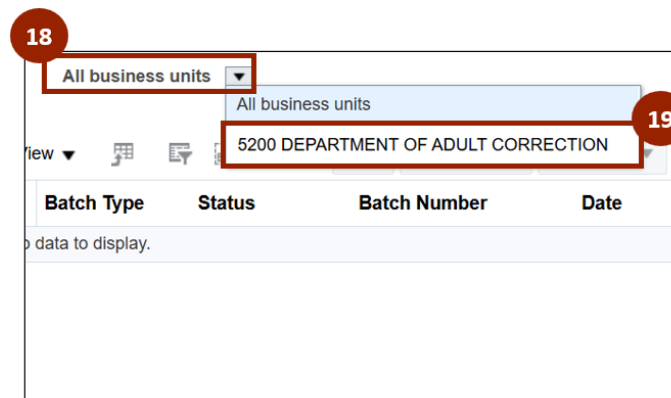
16. On the **Home** page, click the **Receivables** tab.

17. Click the **Accounts Receivable** app.



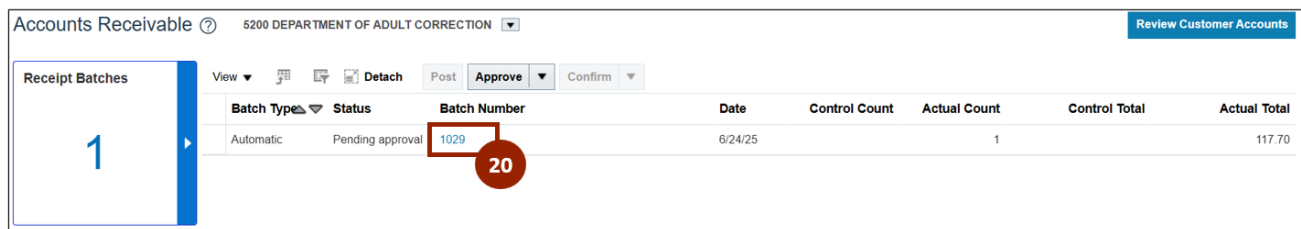
18. On the **Accounts Receivable** app page, click the *All business units* drop-down.

19. Select **5200 Department of Adult Correction**.



20. Within the *Batch Number* column, click on the desired **Batch Number** link.

NOTE: Clicking the **Batch Number** link opens the **Approve Automatic Receipt Batch** screen for that record. The *Batch Details* section displays a table containing all record-level information related to the receipt batch.



21. The *Batch Details* section displays a table containing all record-level information related to the receipt batch.

22. Once reviewed, click the **Approve** button.

Batch Details

View ▾ ✕ 📄 📄 📄 Detach

Customer Name	Customer Account Number	Customer Site	Customer Bank	Customer Bank Account	Paying Customer	Amount to Apply (USD)	Due Date	Invoice Number	Transaction Business Unit
SIT TEST CUSTOMER 1	115855	158792	NC DAC Accou...	XXX9999	SIT TEST CUST...	117.70	6/24/25	19001	5200 DEPARTM...

Approve Automatic Receipt Batch: 1029 ⓘ

Actions ▾ **Save** **Save and Close** **Approve** ▾ **Cancel**

Batch Information

Batch Status	Completed Creation	Receipt Class	DAC Automatic Receipt	Batch Date	6/24/25
Business Unit	5200 DEPARTMENT OF ADULT CORRECTION	Receipt Method	DAC Automatic Receipt	Accounting Date	6/24/25

23. Click the **Save and Close** button.

24. Once approved, an **Information** pop-up confirmation message appears on screen, Click **OK** to close the message.

NOTE: The **Information** pop-up screen will display your submission details and provide the request ID while the automatic receipt batch approval is being processed.

Create Receipt Remittance Batch

25. From the **Accounts Receivable** application page, click on the **Task** icon.

26. Under the *Receipt Remittances* heading, click **Create Receipt Remittance Batch**.

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

Customer Account Balances

- Review Customer Account Details
- Manage Late Charge Batches

Accounting

- Create Accounting
- Review Journal Entries
- Receivables to Ledger Reconciliation

27. On the *Create Receipt Remittance Batch* screen within the *Business Unit* drop-down field, select **5200 Department of Adult Correction**.

28. In the *Receipt Class* drop-down field, select **DAC Automatic Receipt**.

29. Then in the *Receipt Method* field, select **DAC Automatic Receipt**.

NOTE: Complete all required fields marked with an asterisk (*). Begin with the fields highlighted above, as many others will auto-populate based on your selections.

30. Within the *Receipts* section of the *Create Receipt Remittance Batch* screen, click the **Add Search and Select** icon.

31. Within the *Receipt Date* field, enter or select the **desired date**.

32. Click **Search**.

NOTE: At least one field marked with a double asterisk (**) must be entered to search for a receipt. While this example uses the *Receipt Date* field, any marked field may be used.

The screenshot shows the 'Add Receipts to Batch' search form. The 'Receipt Date' field is highlighted with a red box and a red circle containing the number 31. The 'Search' button is highlighted with a red box and a red circle containing the number 32.

33. Within the *Search: Receipts* results, select the **desired receipt record**.

34. Click the **Apply** button.

35. Click the **Done** button.

The screenshot shows the 'Add Receipts to Batch' search results table. The first row is highlighted with a red box and a red circle containing the number 33. The 'Apply' and 'Done' buttons are highlighted with red boxes and red circles containing the numbers 34 and 35 respectively.

Receipt Number	Amount (USD)	Customer Name	Customer Account Number	Customer Site	Remittance Bank	Remittance Bank Branch	Remittance Bank Account
19001	117.70	SIT TEST CUSTOMER 1	115855	158792	NC DAC Accou...	DAC AR Receipts	NC DAC AR Aut...

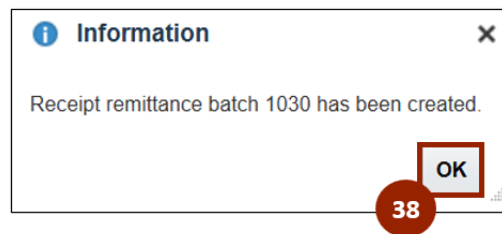
36. Within the *Receipts* table, verify that the **applied receipt** has been added.

37. Click the **Save and Close** button.

The screenshot shows the 'Create Receipt Remittance Batch' form. The 'Save and Close' button is highlighted with a red box and a red circle containing the number 37. The 'Receipts' table is highlighted with a red box and a red circle containing the number 36.

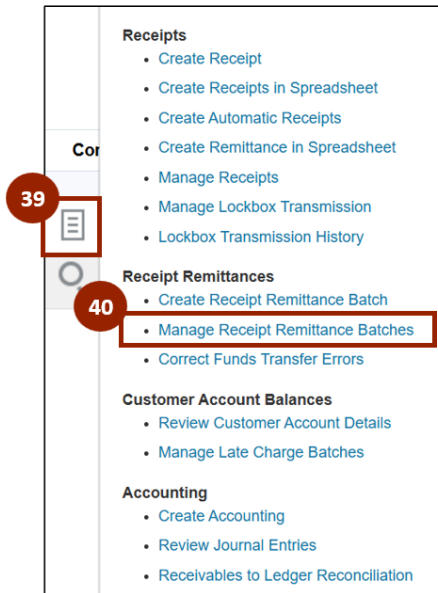
Receipt Number	Receipt Method	Amount (USD)	Remittance Bank Account	Instrument Number	Maturity Date
19001	DAC Automatic Rec.	117.70	NC DAC AR Automatic	XXX9999	6/24/25
Total		117.70			

38. Once submitted, an **Information** pop-up confirmation message appears on screen, click **OK** to close the message.



Approve Receipt Remittance Batch

39. From the **Accounts Receivable** app page, click the **Task** icon.
40. Under the *Receipt Remittances* heading, click **Manage Receipt Remittance Batches** to open the *Manage Receipt Remittance Batches* screen.



41. Within the *Remittance Batch Number* field, enter the **associated batch number**.

42. Click **Search**.

NOTE: At least one field marked with a double asterisk (**) must be entered to search for a receipt. While this example uses the *Remittance Batch Number* field, any marked field may be used.

Manage Receipt Remittance Batches ? Done

Search Advanced Saved Search All Receipt Remittance Batches

Process Status Equals

Remittance Method Equals

** Business Unit 5200 DEPARTMENT OF ADULT

** Remittance Batch Number Starts with 1030

Remittance Batch Date Equals m/d/yy

** Remittance Bank

Remittance Bank Branch

Remittance Bank Account

Search Reset Save...

43. Within the *Search Results* table, select the **desired record**.

44. Click the **Approve** button.

Manage Receipt Remittance Batches ? Done

Search Advanced Saved Search All Receipt Remittance Batches

View Approve

Remittance Batch Number	Process Status	Remittance Batch Date	Accounting Date	Remittance Bank	Remittance Bank Account	Remittance Batch Currency
1030	Completed Creation	6/24/25	6/24/25	NC DAC Accounts Receivable	NC DAC AR Automatic	USD

45. Once the **Approve** button is clicked, an **Information** pop-up confirmation message appears on screen, click **OK** to close the message.

Information ×

The Create Receipt Remittance Batch process has been submitted to approve the remittance batch with request ID 7129849.

OK

Clear Automatic Receipts

46. On the **Home** page, select the **Tools** tab.

47. Click the **Scheduled Processes** app.



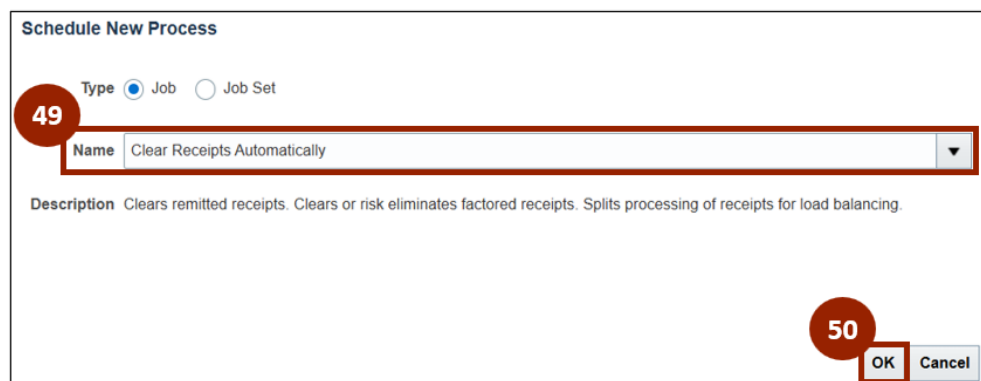
48. Within the **Overview** screen, click the **Schedule New Process** button.



49. On the **Schedule New Process** window, enter or select **Clear Receipts Automatically** within the **Name** field.

50. Click **OK**.

NOTE: When the **Clear Receipts Automatically** process is entered the description of the process will display under the selection.



51. Within the *Business Unit* drop-down field, select **5200 Department of Adult Correction**.

52. In the *Remittance Batch Number* field, enter the **desired remittance batch number**.

53. In the *Number of Instances* field, enter the **desired number of instances**.

NOTE: Complete all required fields marked with an asterisk (*). Begin with the fields highlighted above, as many others will auto-populate based on your selections.

Process Details

This process will be queued up for submission at position 1

Process Options Advanced Submit Cancel

Name Clear Receipts Automatically

Description Clears remitted receipts. Clears or risk elimin... ☐ Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

51 * Business Unit 5200 DEPARTMENT OF ADULT

Clear Remitted Receipts Yes

Clear Discounted Receipts Yes

Eliminate Bank Risk Yes

* Clear Date 6/24/25

* Accounting Date 6/24/25

Receipt Method

Remittance Bank Account

Conversion Rate Type

52 Remittance Batch Number 1030

From Receipt Number

To Receipt Number

From Customer Name

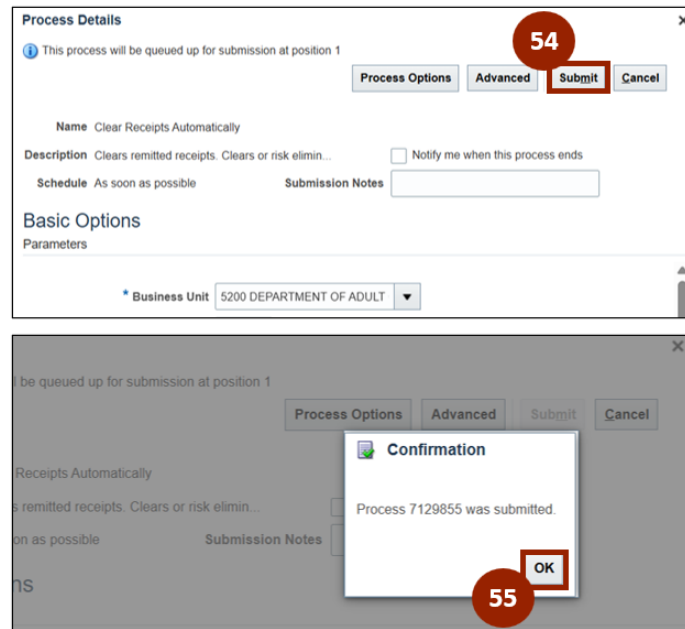
To Customer Name

From Customer Account Number

To Customer Account Number

* Number of Instances 1 53

54. Once all mandatory fields within the *Basic Options* section have been completed, click the **Submit** button.
55. Once submitted, a **Confirmation** pop-up window appears on screen, click **OK** to close the message.



56. Within the **Overview** screen of the Scheduled Processes application, select the **created clear receipts automatically** process from the *Search Results* list.

Actions ▾ View ▾ Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log ↺				
Name	Process ID	Status	Scheduled Time	Submission Time
▶ Clear Receipts Automatically	7349838	Succeeded	8/29/25 12:35 PM EDT	8/29/25 12:35 PM EDT

57. Under the *Output* section of the **Process Details** tab, click the **Republish Online** icon.

Process Details Status Details

Clear Receipts Automatically: Generate Log, 7129856


Status: Succeeded Schedule Start: 6/24/25 9:13 AM EDT Parent ID: 7129855 External Job Type: BIP Job External Job Status: NA


Log

Attachment: [ESS_L_7129856](#)

Output

Output & Delivery

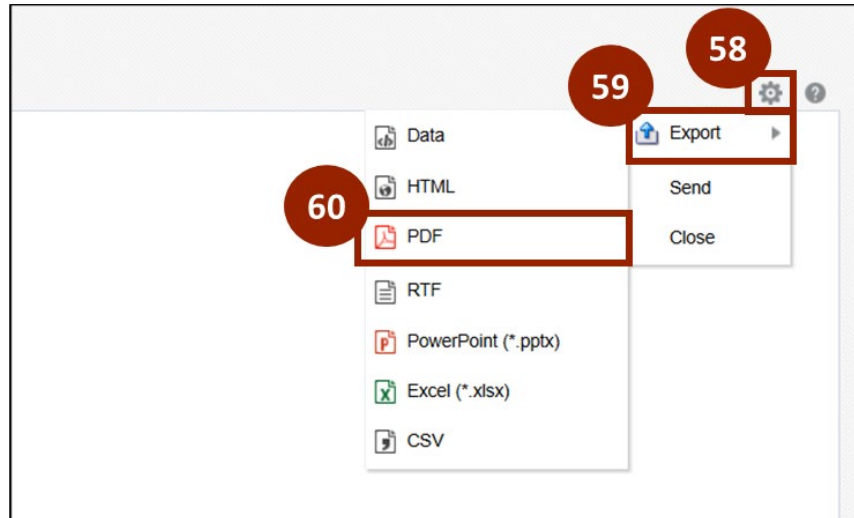
XML Data Diagnostic Log Republish  57

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
null	Automatic Clearance Report	PDF	English (United States)	(UTC-05:00) New York - Eastern Time (ET)		✓	

58. Within the **Automatic Clearing For Receipts** pop-up window, click the **Action** icon.

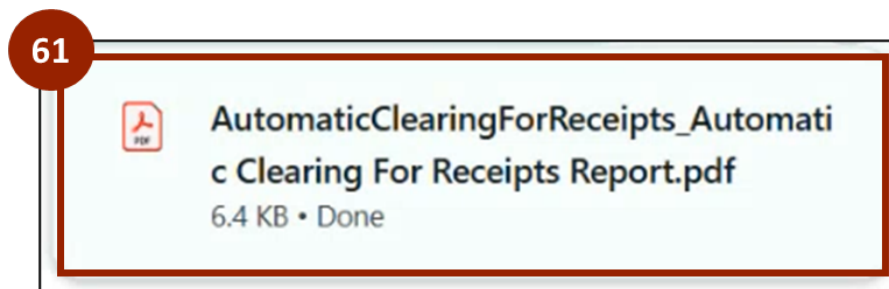
59. Scroll over **Export** to open the drop-down list.

60. Select **PDF** from the list to download the PDF.



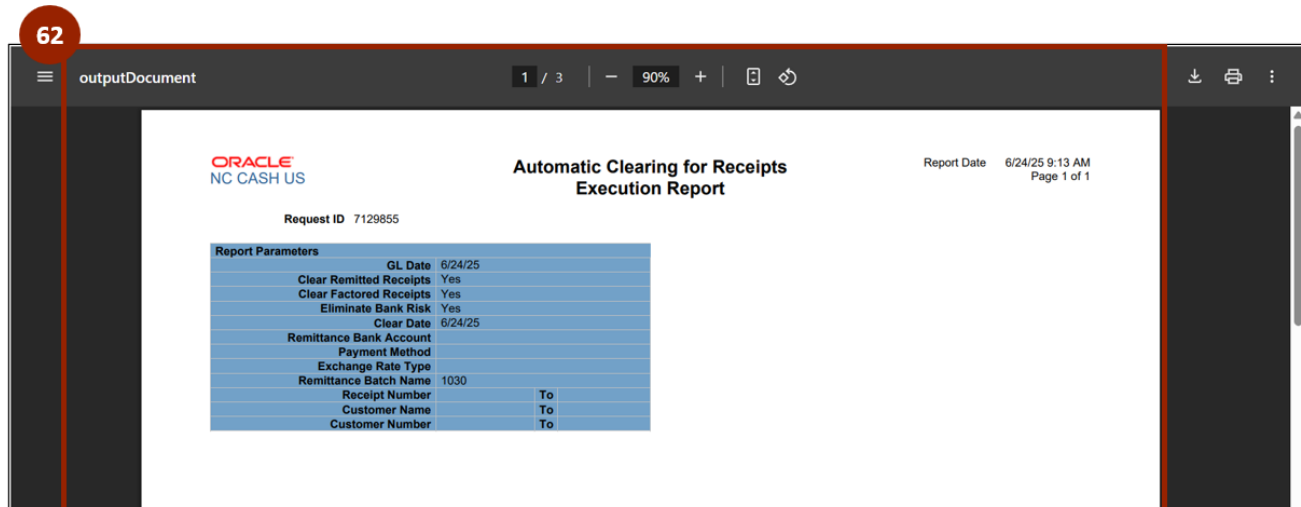
61. From the browser's downloads, click the **downloaded PDF document** to open within a new tab.

NOTE: The downloaded document opens in a new browser tab. The download functionality may vary depending on the browser used to access NCFS. The output document may contain multiple pages depending on the report parameters.



62. Review the **output document** and verify that all information is correct before marking this process as complete.

NOTE: This completes the automatic approach process for receipt creation.



Wrap-Up

NCFS users can *create, apply, and manage receipts using manual or automatic approaches* to support accurate and timely financial recordkeeping using the steps outlined above.

Additional Resources

Instructor Led Training (ILT)

- AR108: Manage Receipts & Cash Applications

Change Record

Effective Date 11/18/2025

- QRG creation