AR-26 Receipt Creation

Purpose

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. There are 30 steps to complete this process.

Create a Receipt

Step 1. Log in to the NCFS portal using the **Company Single Sign-On (SSO)** button.

Step 2. Enter your **@dac.nc.gov** email address.

Step 3. Click **Next**, then enter your **password**.

Step 4. On the **Home** page, click the **Receivables** tab.

Step 5. Click **Accounts Receivable**.

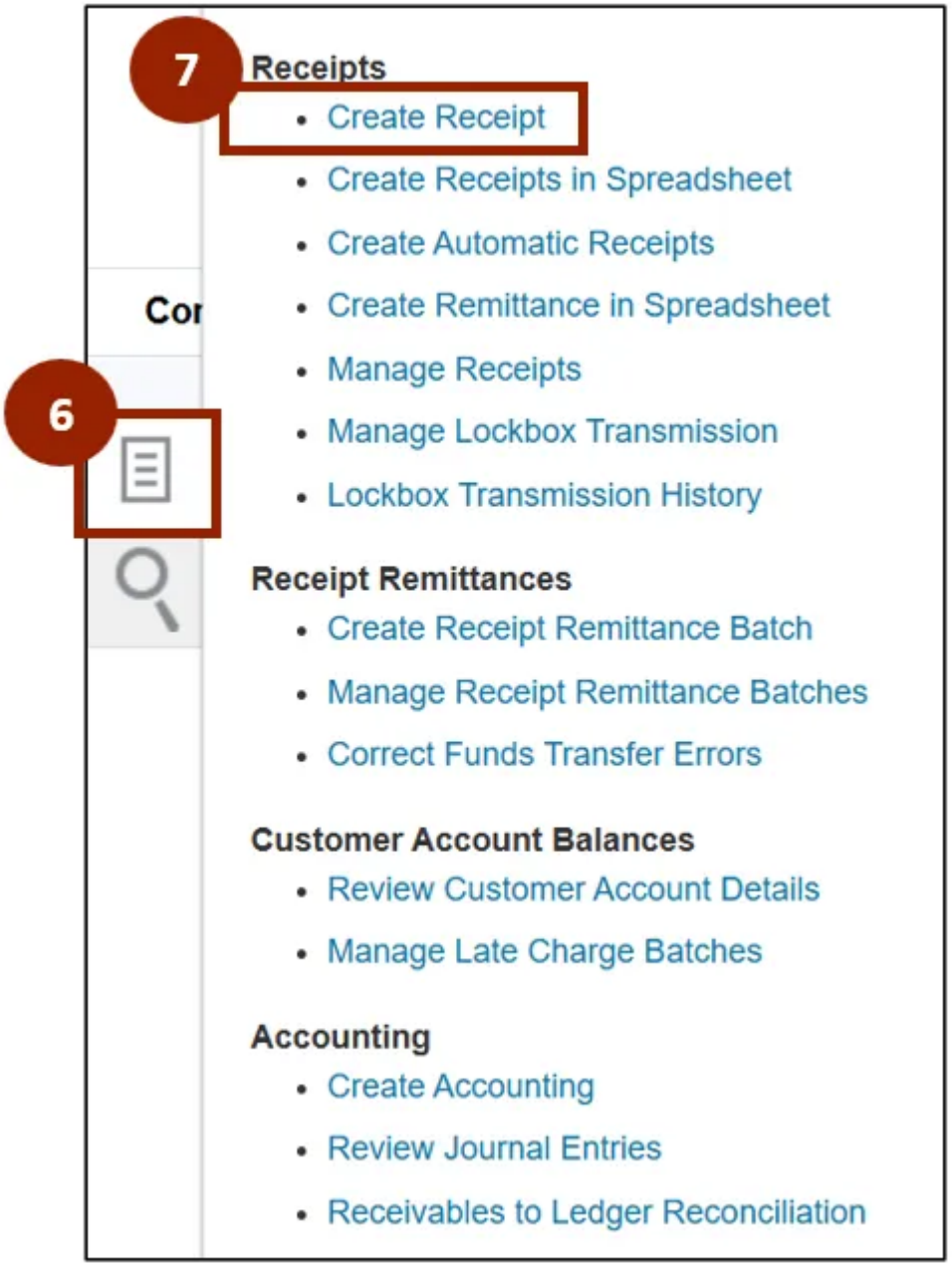
Image



Step 6. On the **Accounts Receivable** page, click the **Task** icon.

Step 7. Under the Receipts heading, click **Create Receipt**.

Image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Receipts
Create Receipt
Create Receipts in Spreadsheet
Create Automatic Receipts
Cor
Create Remittance in Spreadsheet
Manage Receipts
6
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

Step 8. On the **Create Receipt** screen, within the Business Unit drop-down field, select **5200 Department of Adult Correction**.

Step 9. In the Receipt Method drop-down field, select **DAC Manual Receipts**.

Step 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.

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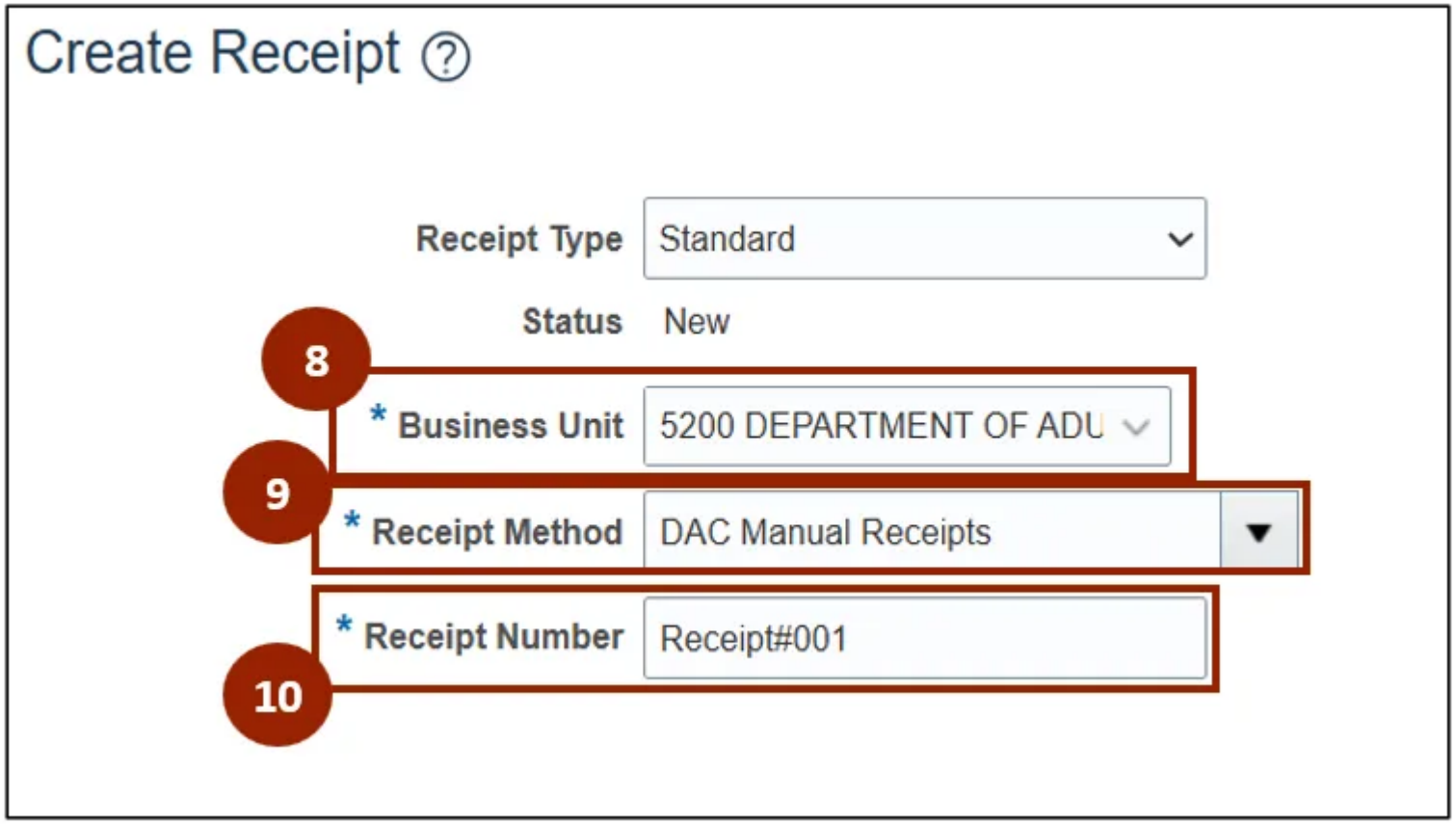


Step 11. In the **Entered Amount** field, enter the **amount received** in dollar and cent format (i.e., 1.23).

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

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

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

Image



Provide Remittance Bank and Customer Information

Step 14. Within the **Remittance Bank** section under the **Name** drop-down field, select **NC DAC Accounts Receivable**.

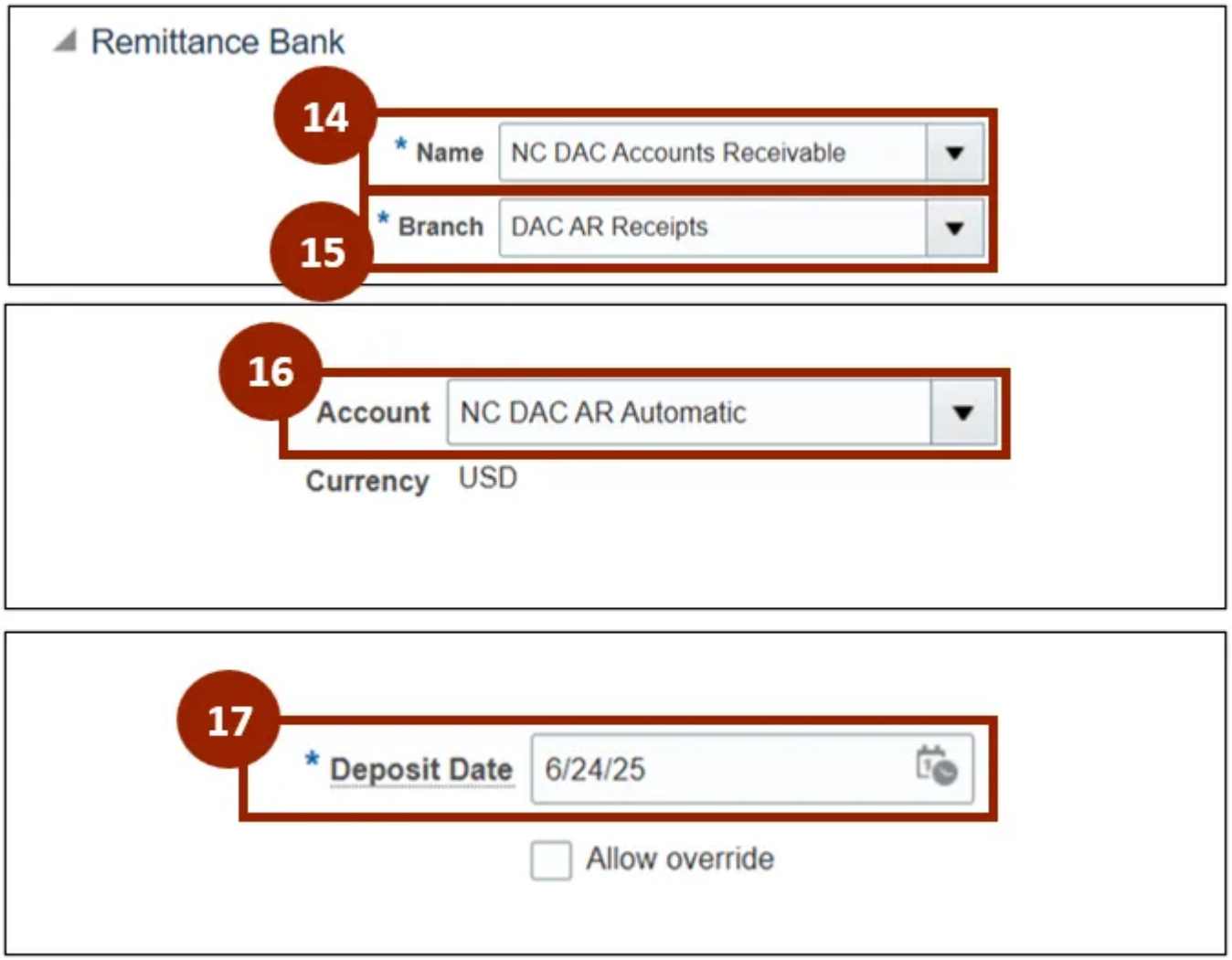
Step 15. In the Branch drop-down field, select **DAC AR Receipts**, then in the Account drop-down field, select the **NC DAC AR Automatic** option.

Step 16. In the **Account** drop-down field, select the **NC DAC AR Automatic** option.

Step 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.

Image



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

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

Step 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.

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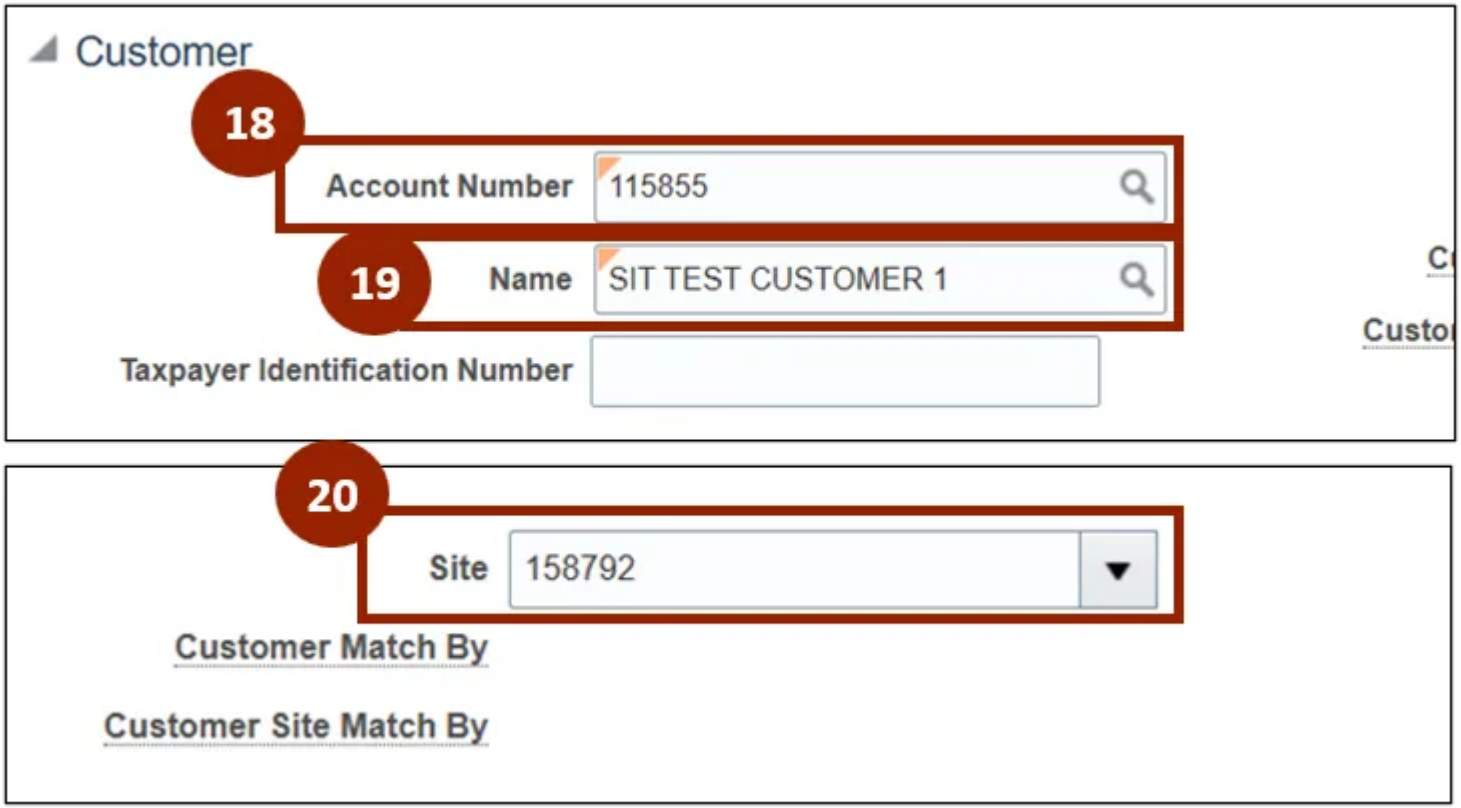

Apply Receipts to an Invoice

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

Image



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

Step 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.

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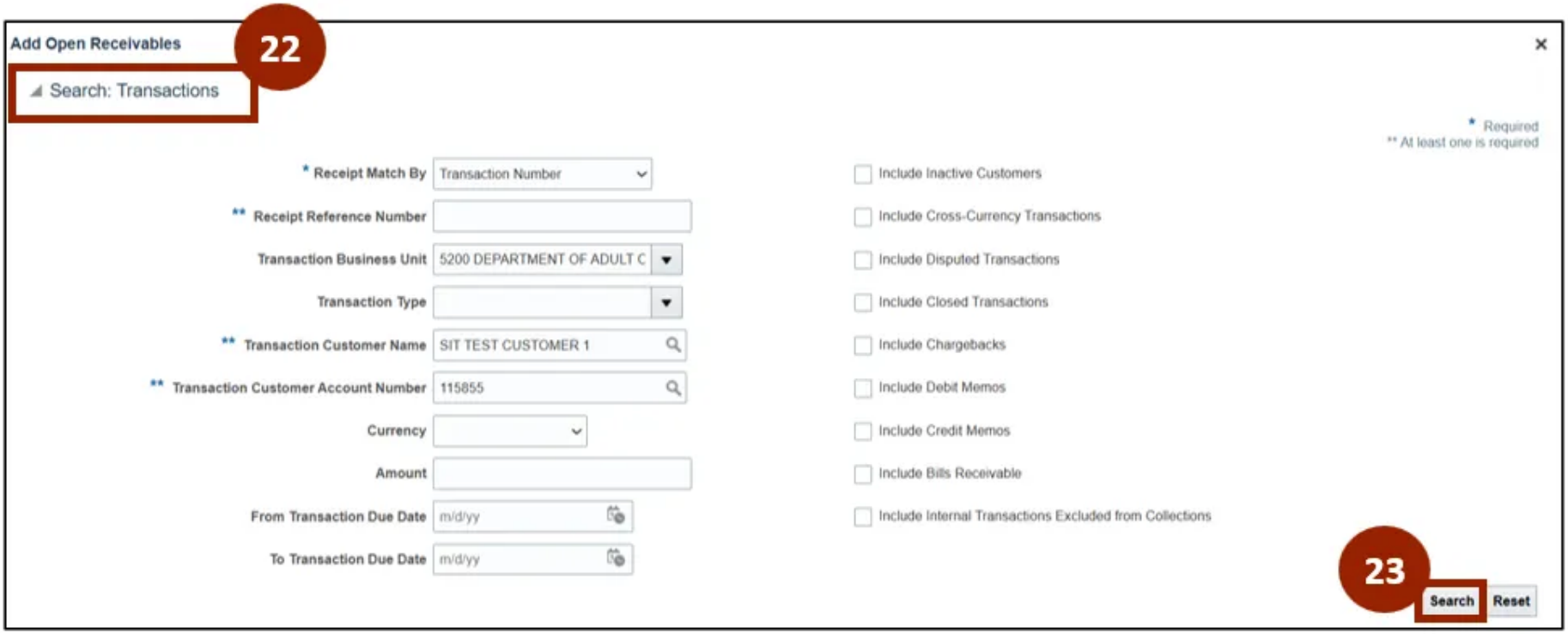

Step 24. Within the **Search: Transactions** results, select the **required invoice** by clicking the record’s row.

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

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

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

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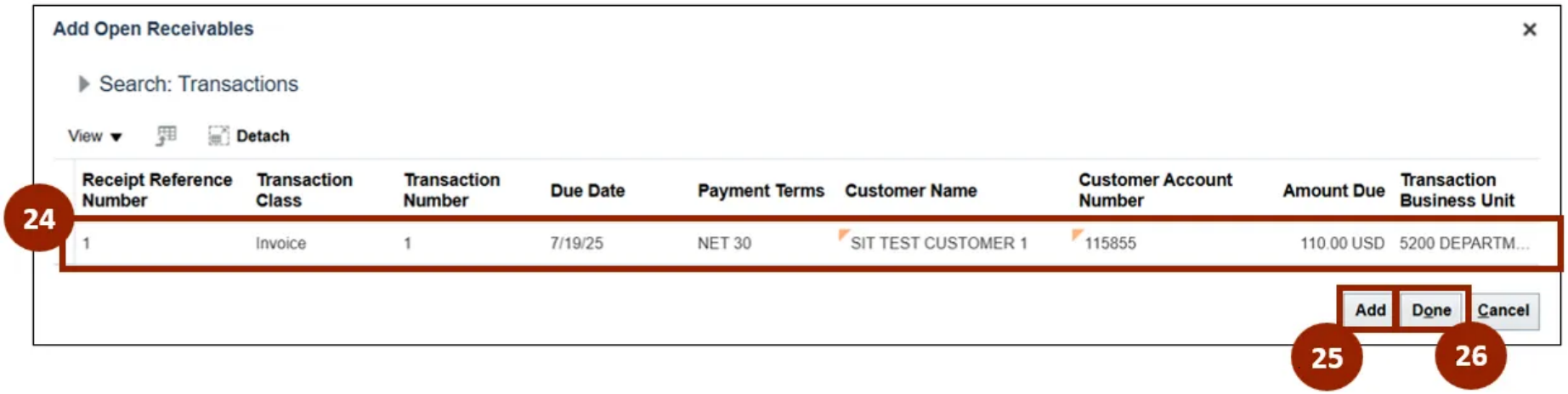

Step 27. The added transaction displays within the **Remittance Reference Detail** section.

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

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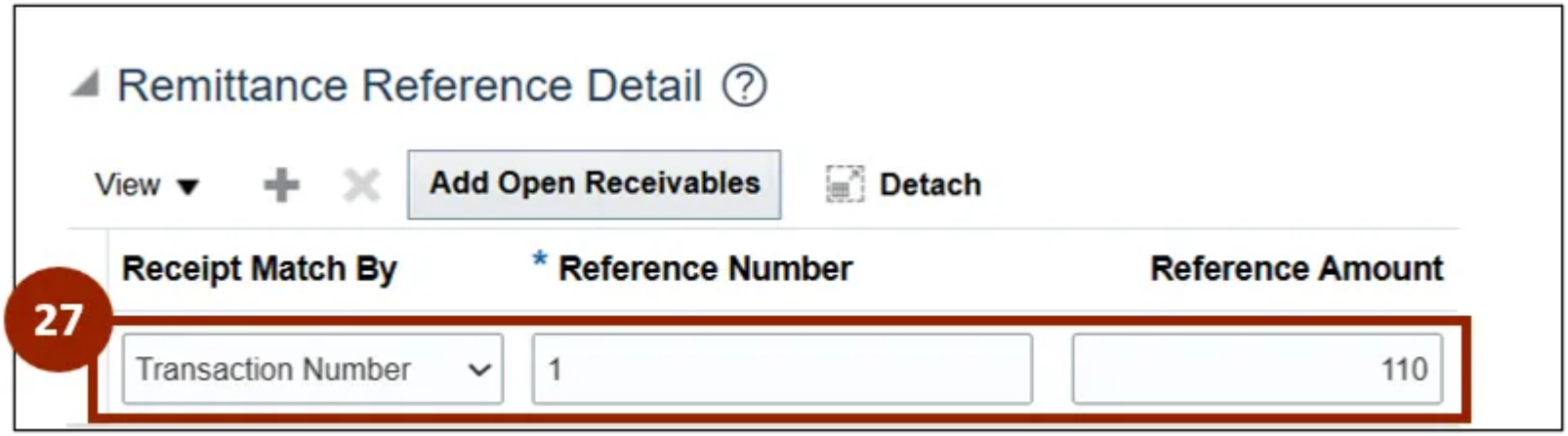

Step 28. Review all details on the **Create Receipt** screen, then click the **Submit and Create Another** drop-down arrow to display additional options.

Step 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.

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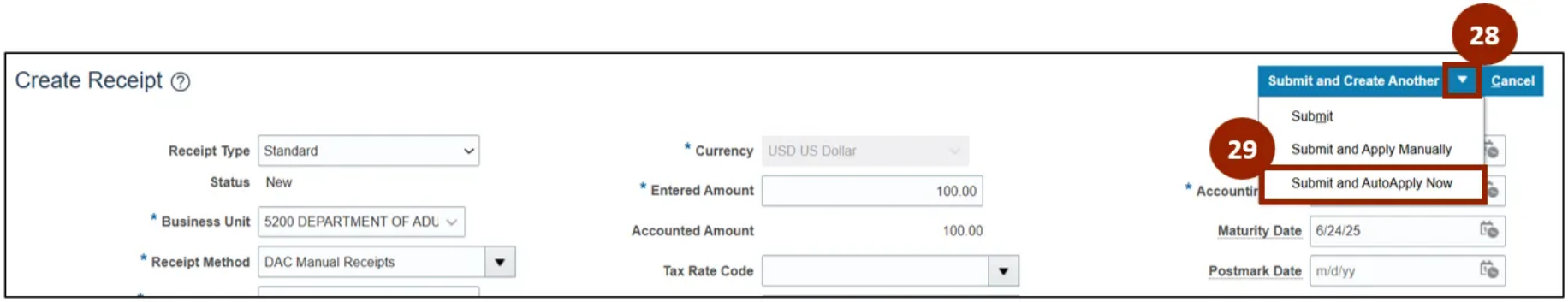

Step 30. The **Edit Receipt** screen displays for the submitted receipt record. Click the **Save and Close** button.

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

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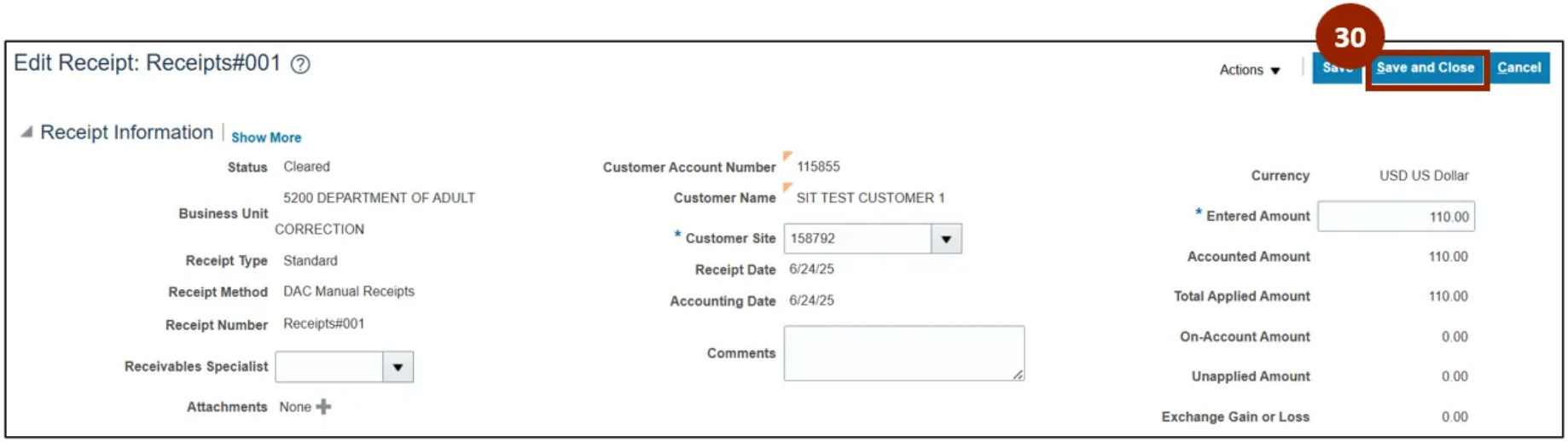

Automatic Approach

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. There are 62 steps to complete this process.

Create an Automatic Receipt Batch

Step 1. Begin from the **Home** page, or click the **Home** icon.

Step 2. On the **Home** page, select **Receivables**.

Step 3. Within the Receivables tab, select Accounts Receivable.

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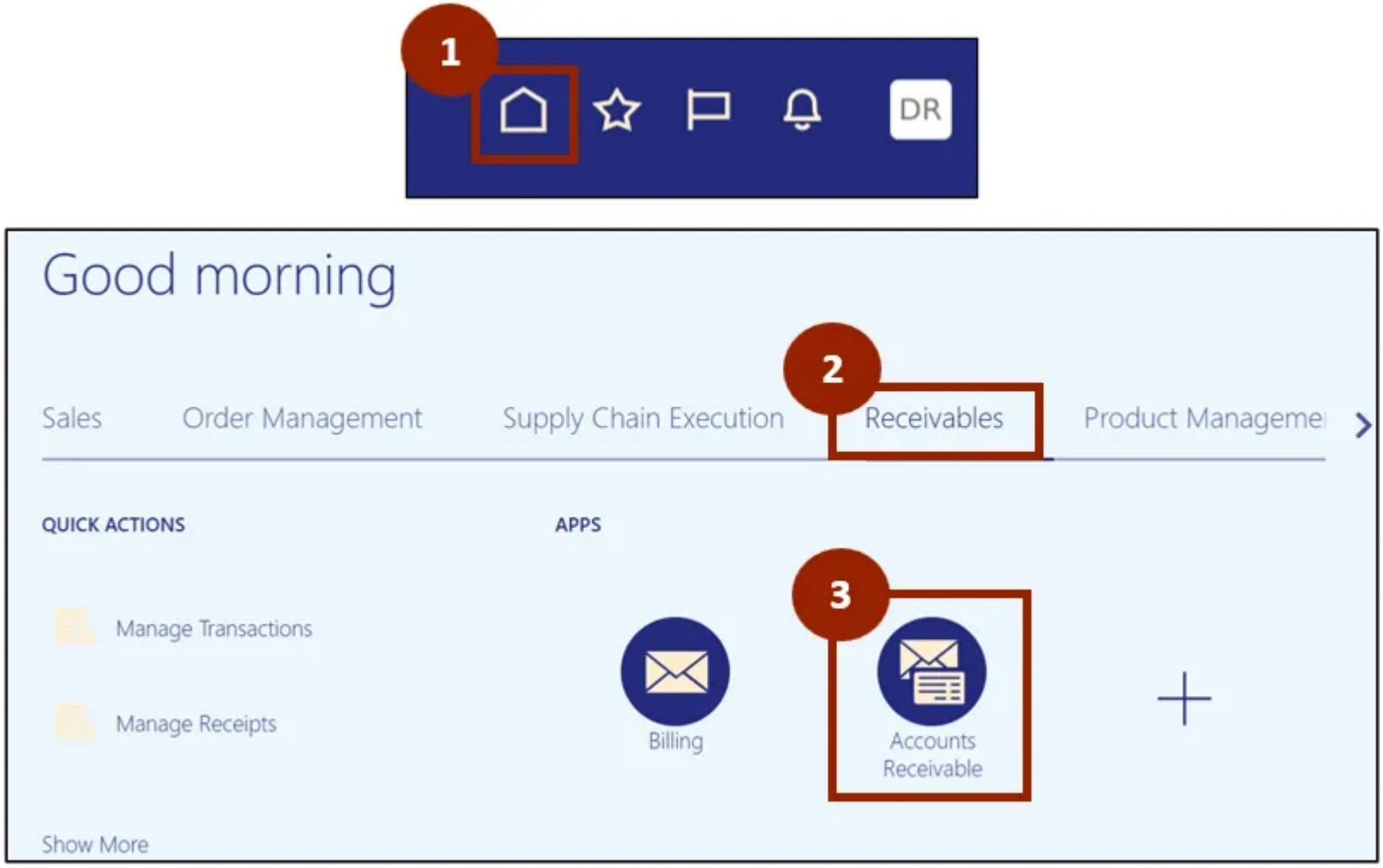

Step 4. On the **Accounts Receivable** page, click the **Task** icon.

Step 5. Under the Receipts heading, click Create Automatic Receipts to open the **Create Automatic Receipt Batch** screen.

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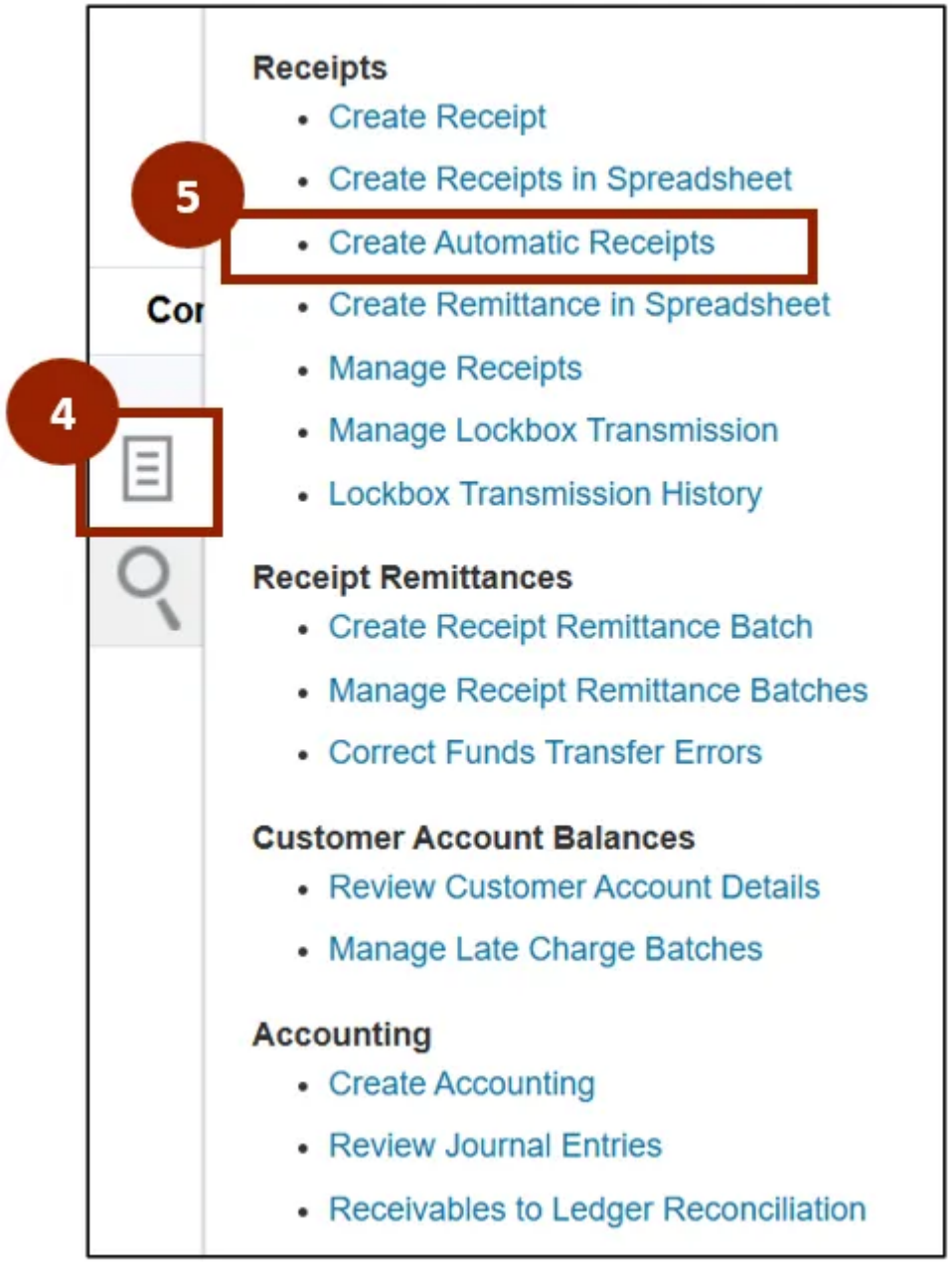
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Step 6. On the **Create Automatic Receipt Batch** screen, within the Business Unit drop-down field, select **5200 Department of Adult Correction**.

Step 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.

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

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

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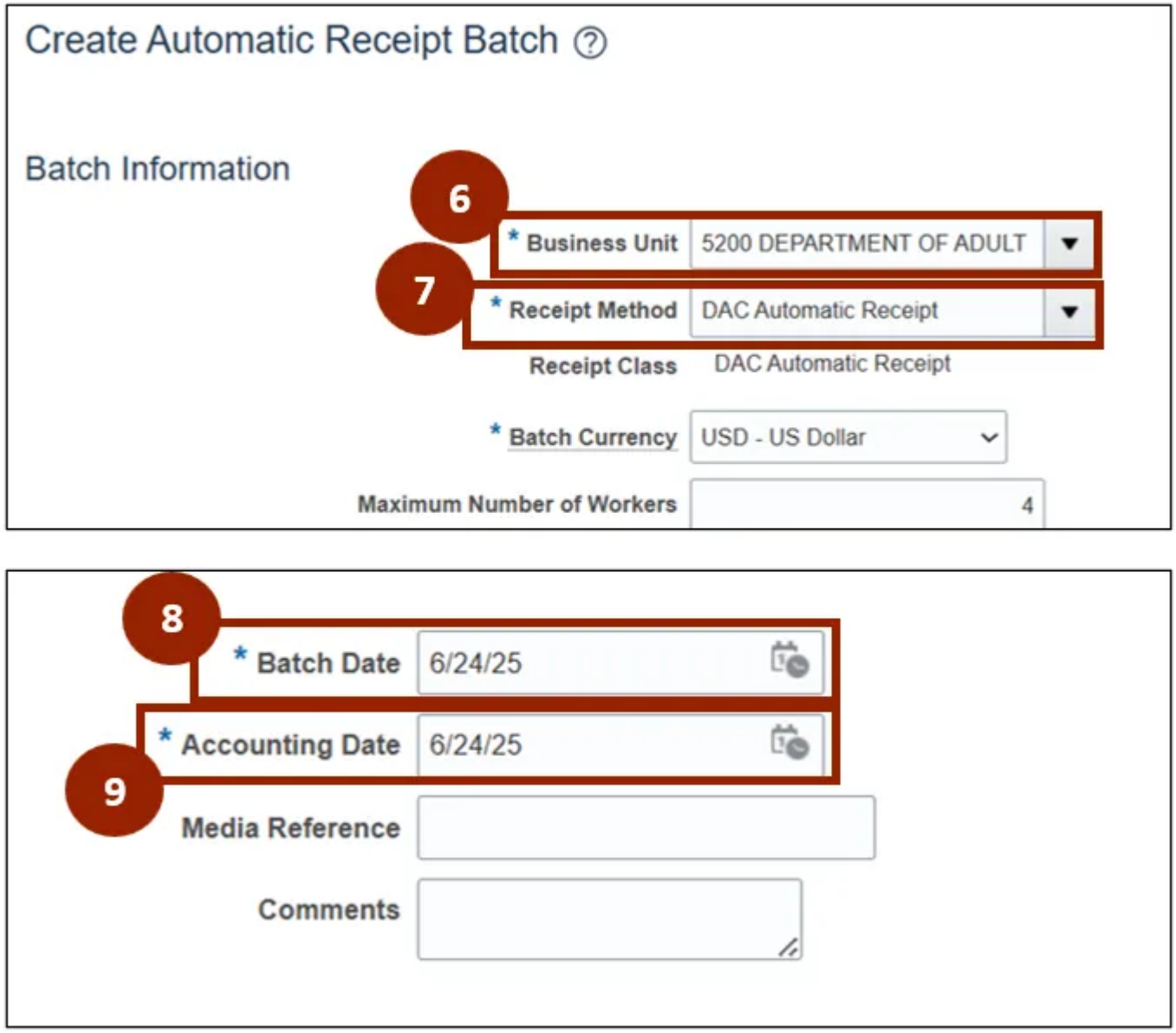
Create Automatic Receipt Batch
Batch Information
6
* Business Unit
5200 DEPARTMENT OF ADULT
7
* Receipt Method
DAC Automatic Receipt
Receipt Class
DAC Automatic Receipt
* Batch Currency
USD - US Dollar
Maximum Number of Workers
4
8
* Batch Date
6/24/25
* Accounting Date
6/24/25
9
Media Reference
Comments

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

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

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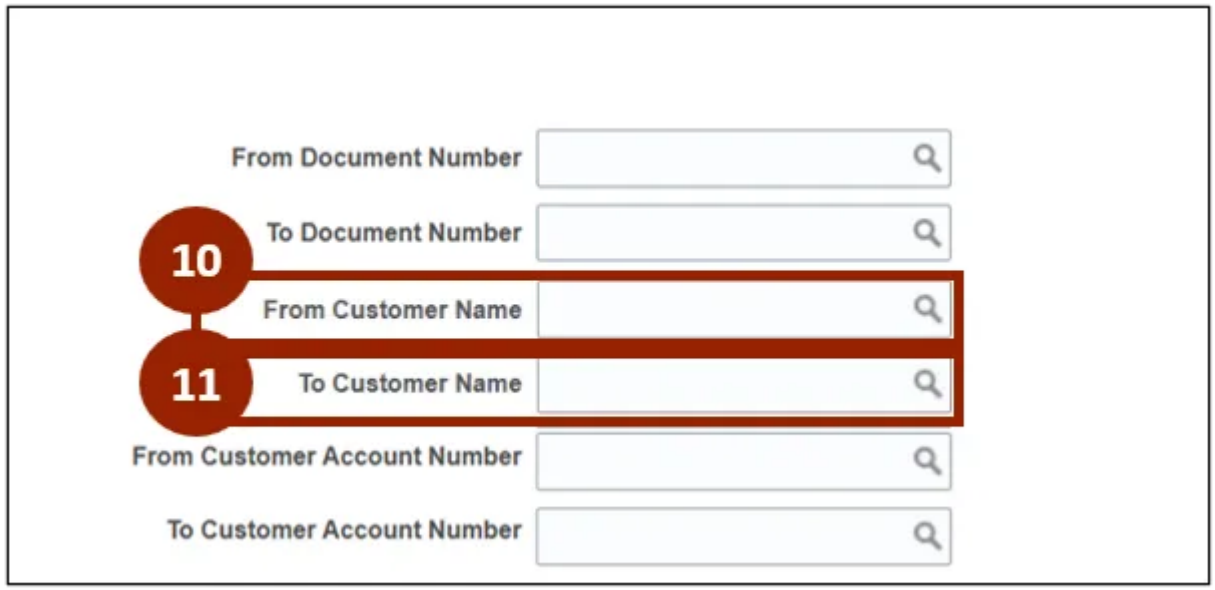

Step 12. In the **From Transaction Number** search field, enter or select the **starting transaction number** for the invoices you wish to select.

Step 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.

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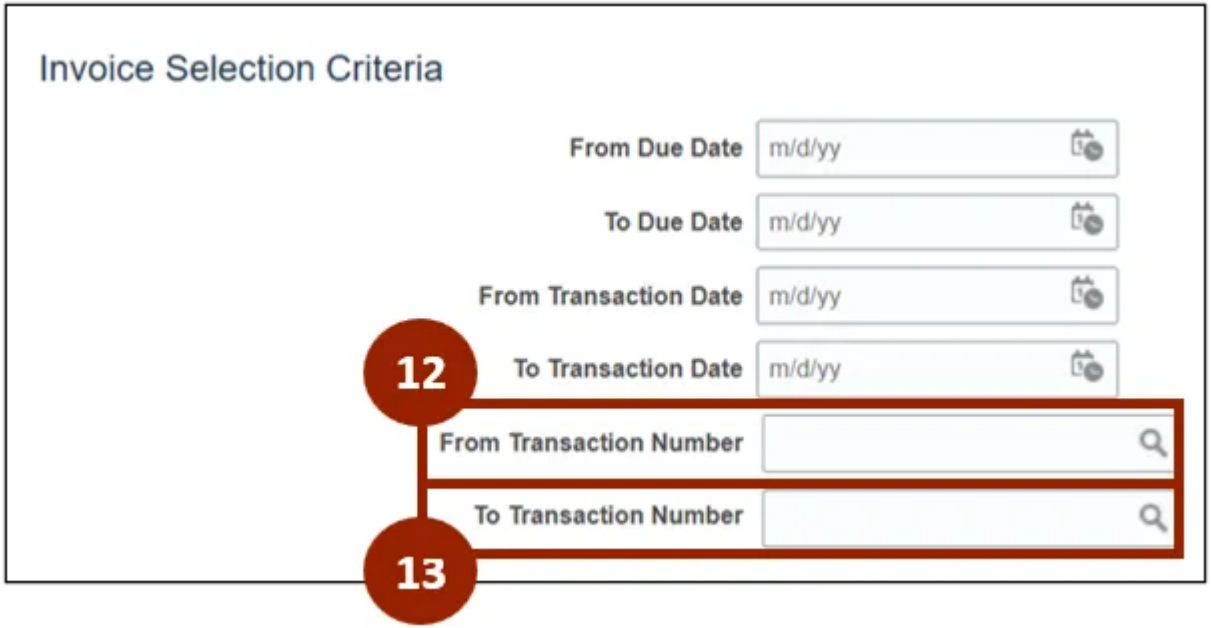

Step 14. Once all desired criteria are specified, click **Submit**.

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

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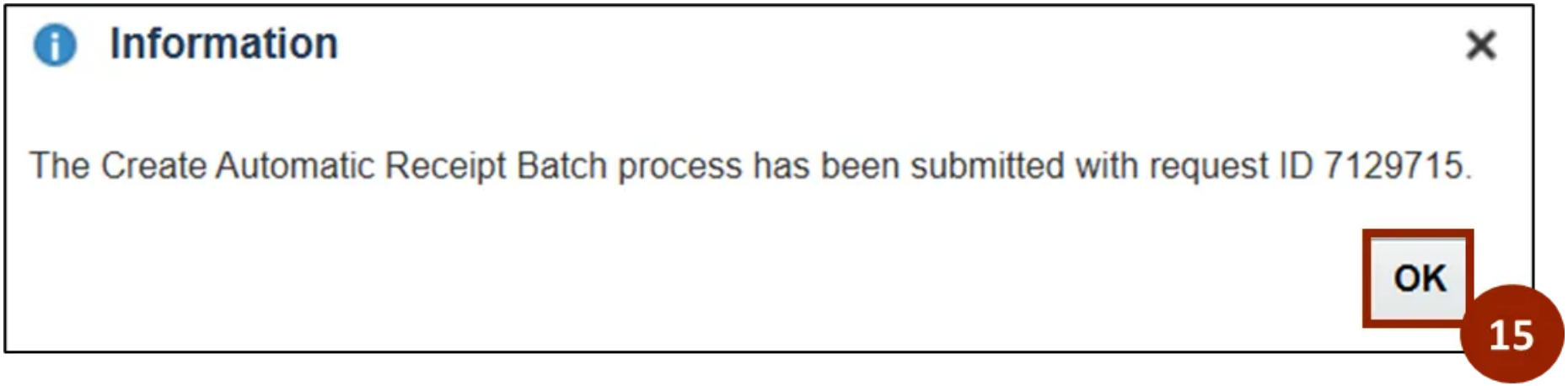

Approve the Automatic Receipt Batch

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

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

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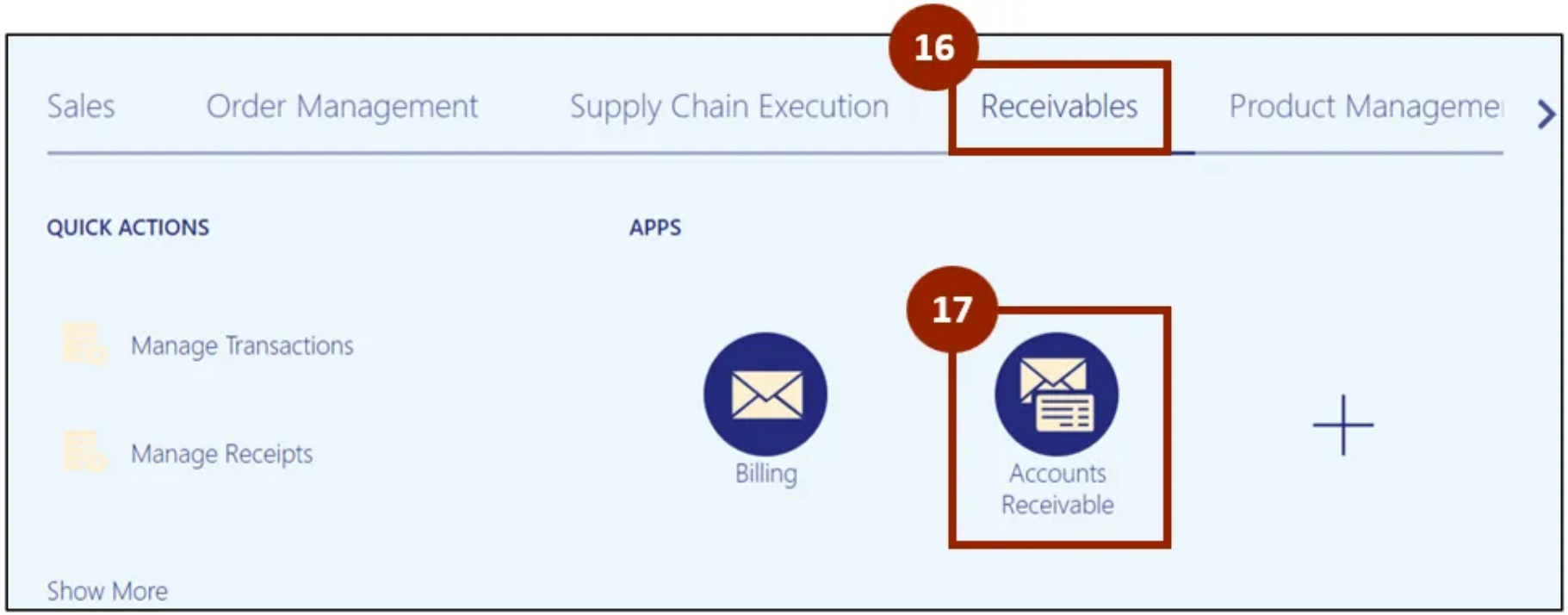
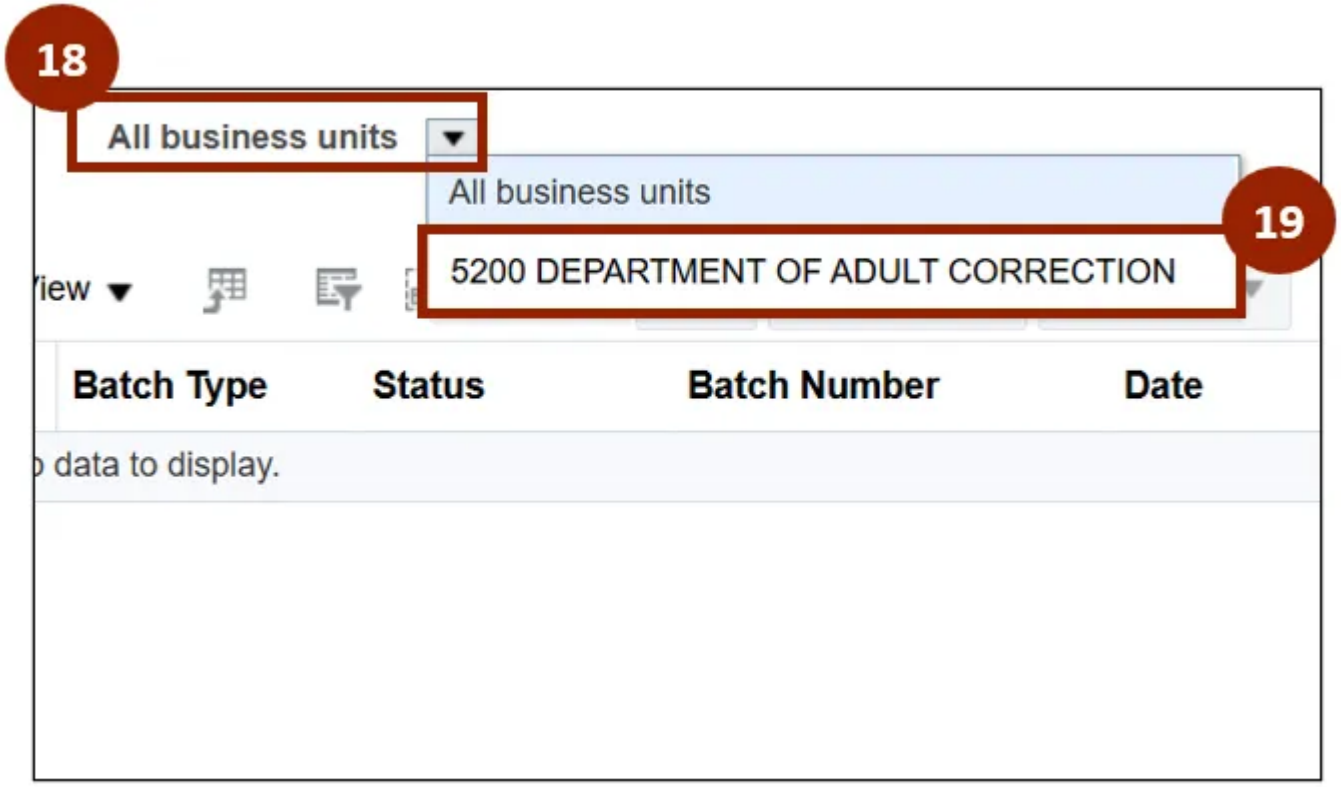


Step 18. On the **Accounts Receivable** app page, click the **All business units** drop-down.

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

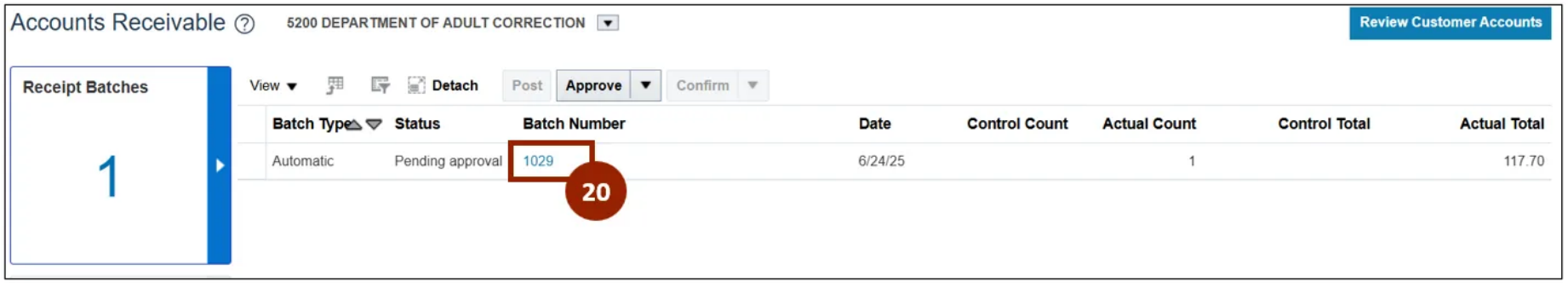
Image



Step 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.

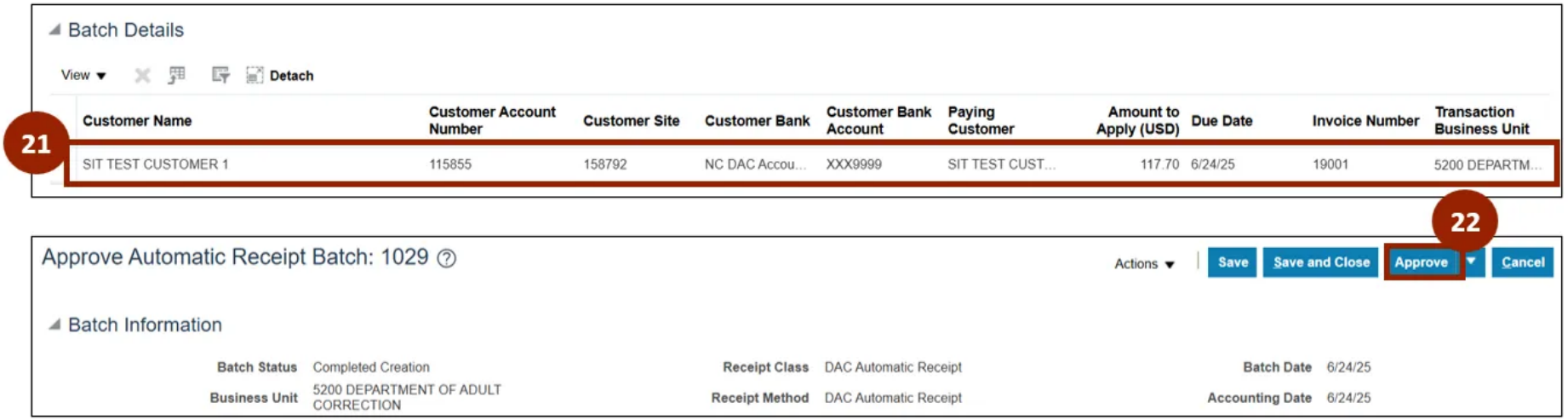
Image



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

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

Image



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

Step 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

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

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

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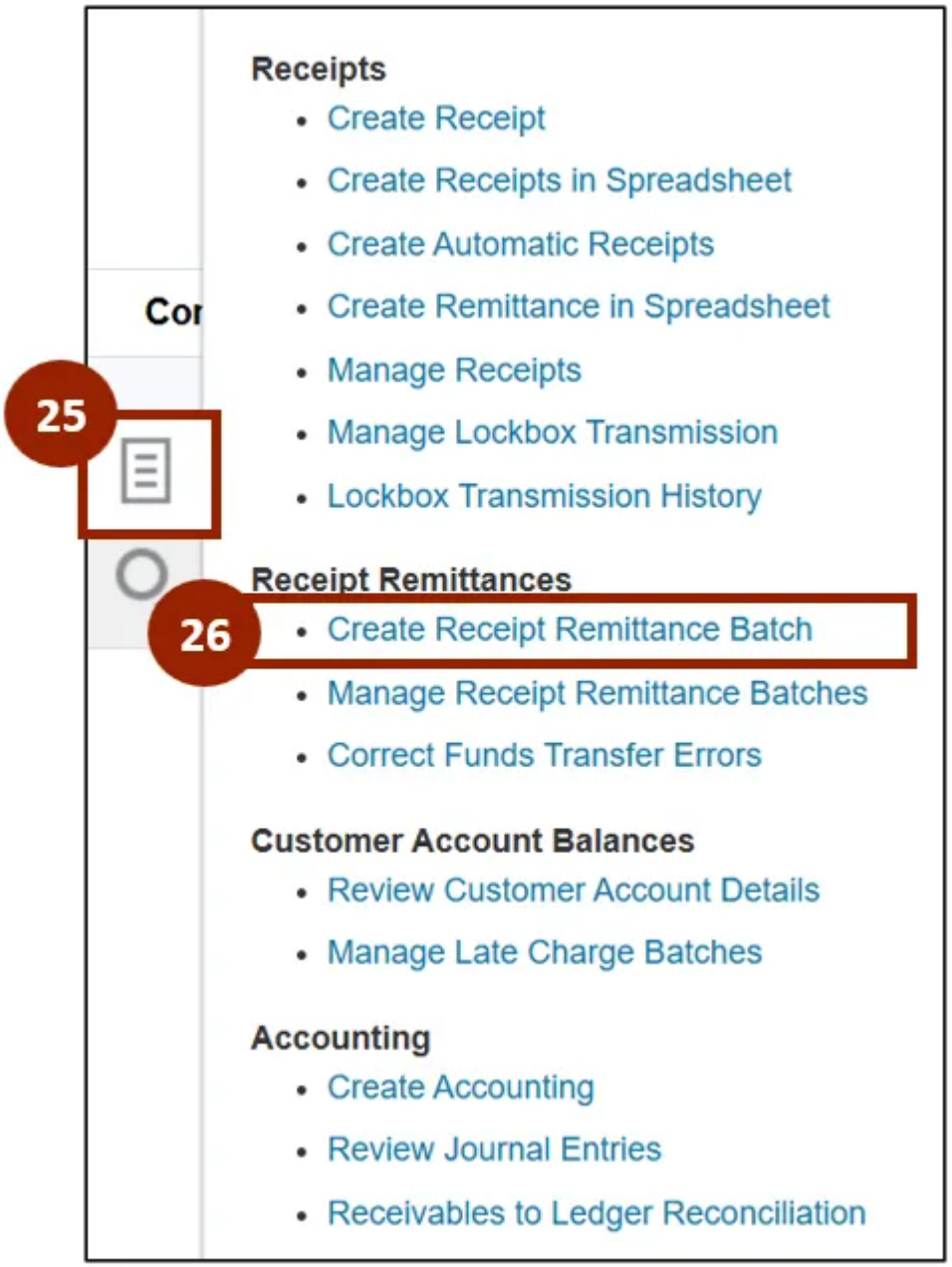
Receipts
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Lockbox Transmission History
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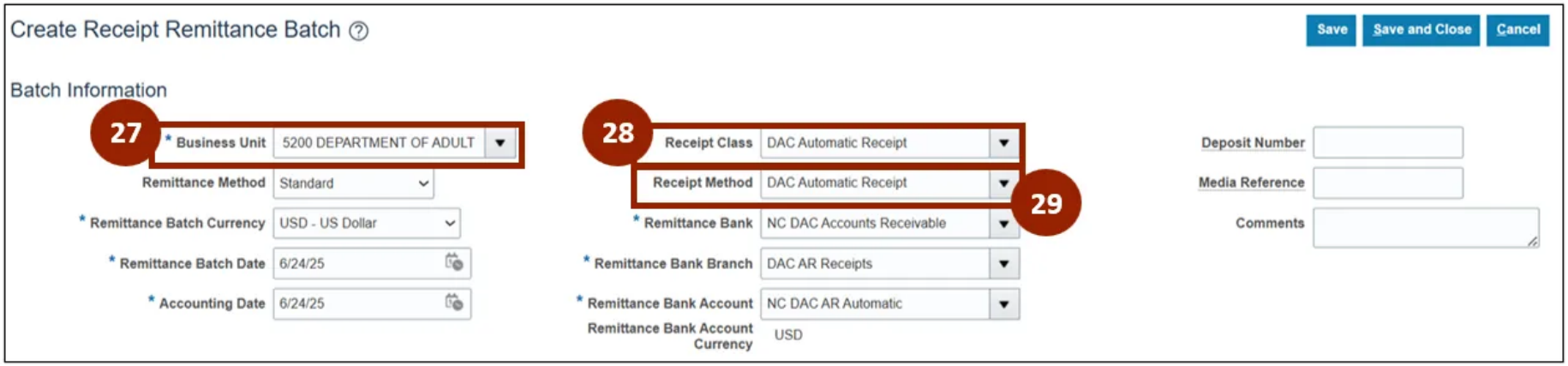
Step 27. On the **Create Receipt Remittance Batch** screen within the Business Unit drop-down field, select **5200 Department of Adult Correction**.

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

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

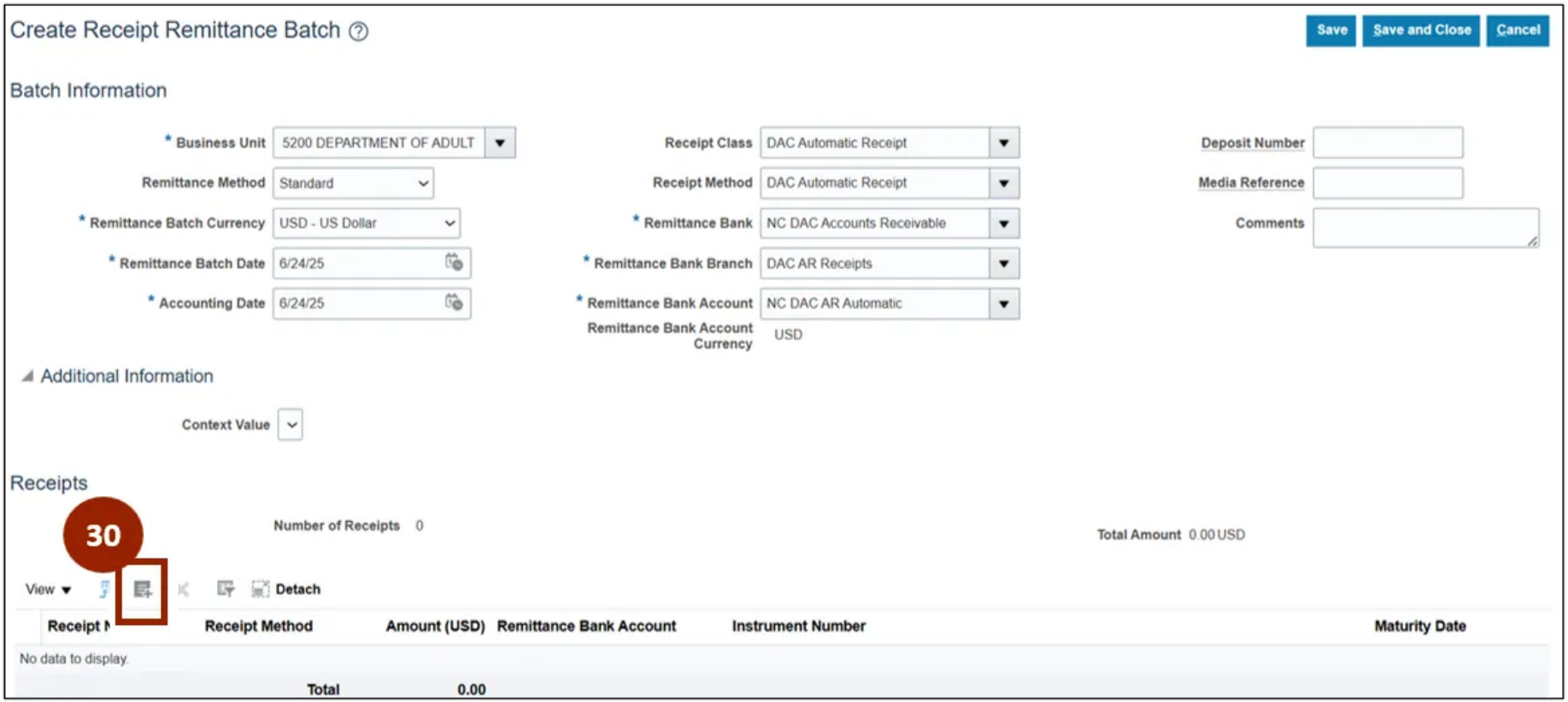
Note: Complete all required fields marked with an asterisk (*). Begin with the fields highlighted above, as many others will auto-populate based on your selections.

Image



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

Image

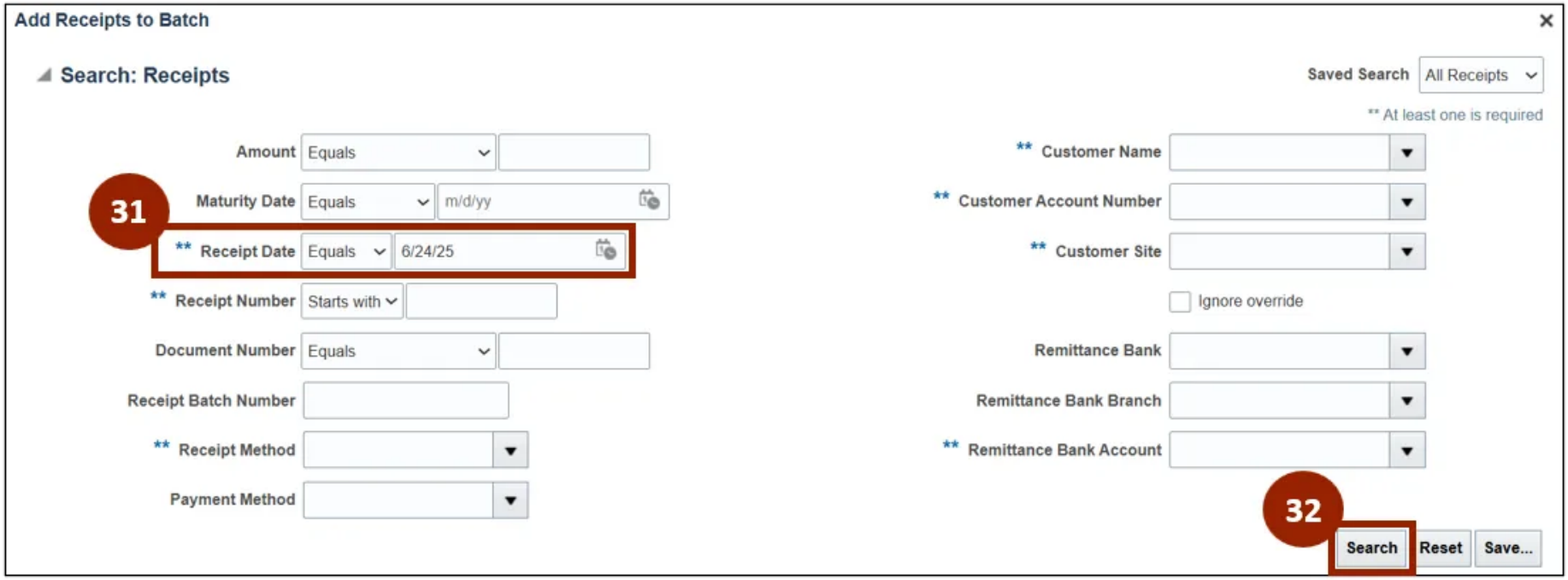


Step 31. Within the **Receipt Date** field, enter or select the **desired date**.

Step 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.

Image

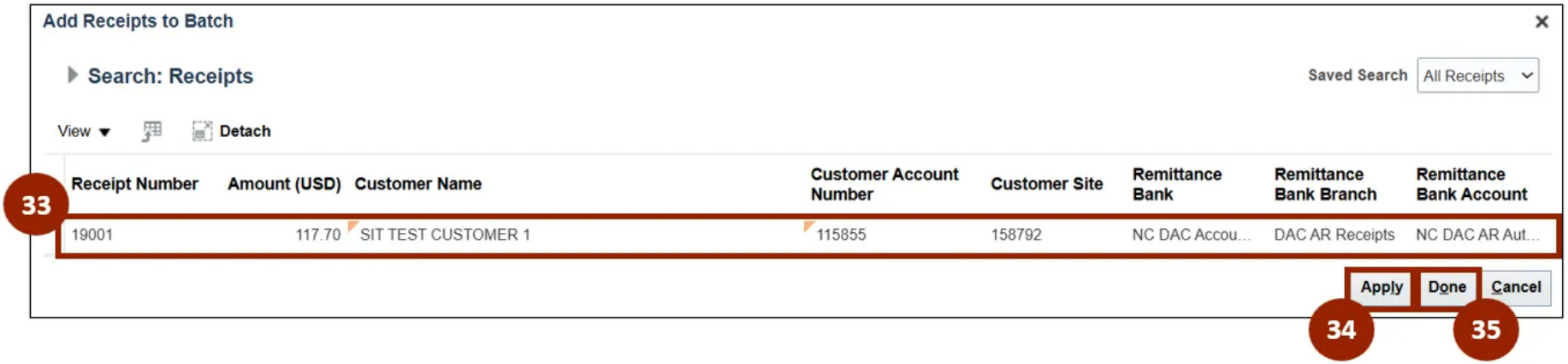


Step 33. Within the **Search: Receipts** results, select the **desired receipt record**.

Step 34. Click the **Apply** button.

Step 35. Click the **Done** button.

Image



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

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

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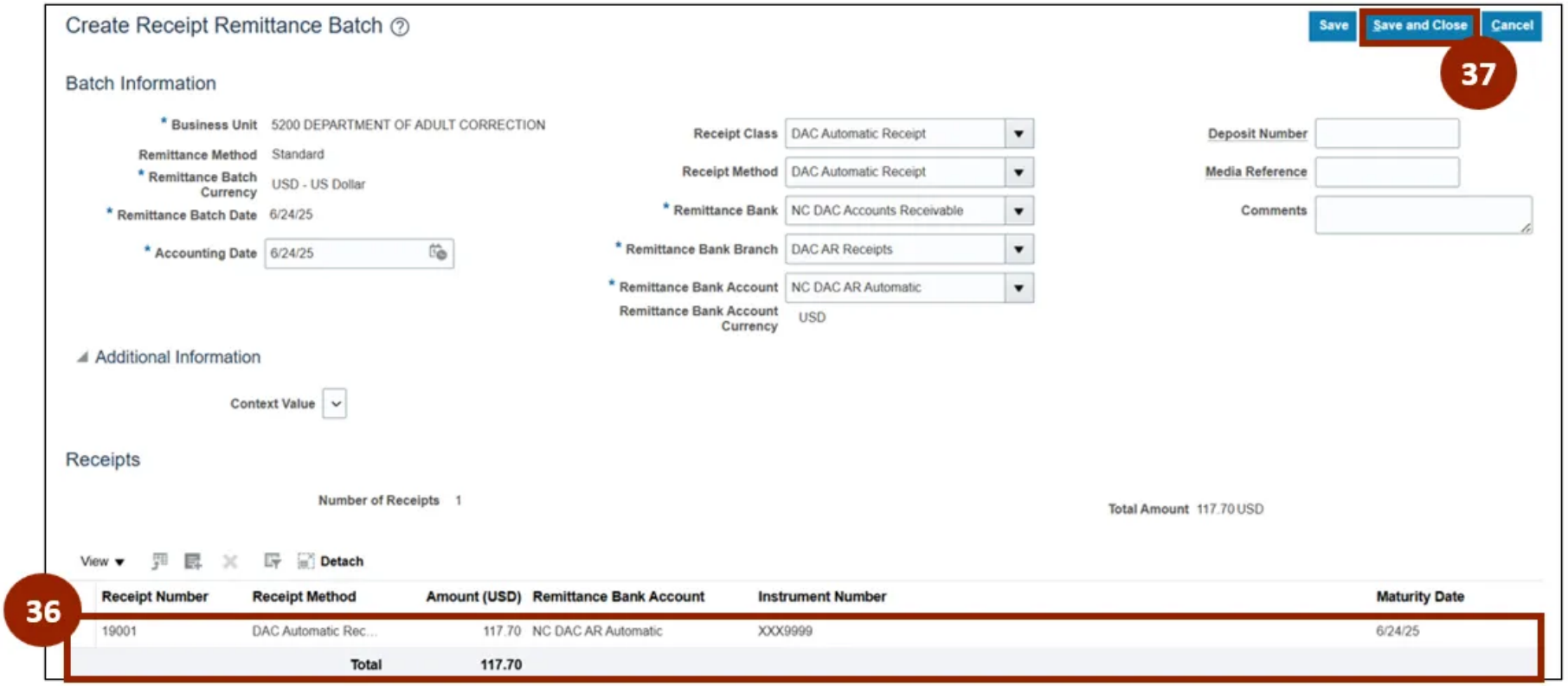

Step 38. Once submitted, an **Information** pop-up confirmation message appears on screen, click **OK** to close the message.

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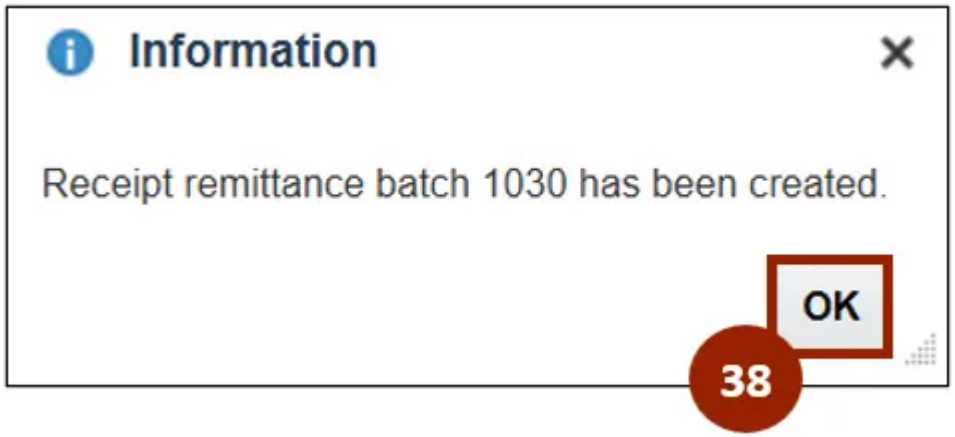

Approve Receipt Remittance Batch

Step 39. From the **Accounts Receivable** app page, click the **Task** icon.

Step 40. Under the **Receipt Remittances** heading, click **Manage Receipt Remittance Batches** to open the **Manage Receipt Remittance Batches** screen.

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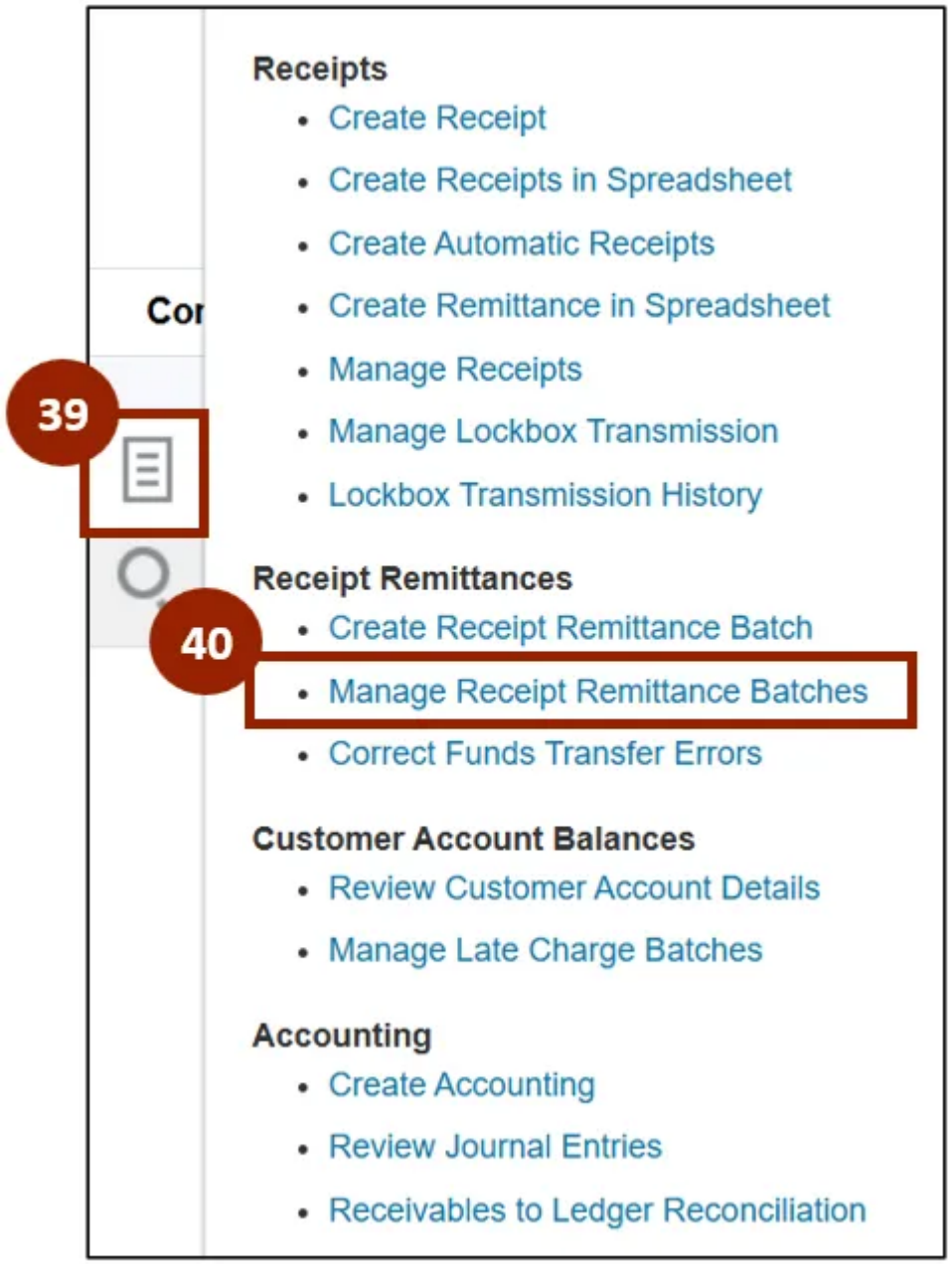
Receipts
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Step 41. Within the **Remittance Batch Number** field, enter the **associated batch number**.

Step 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.

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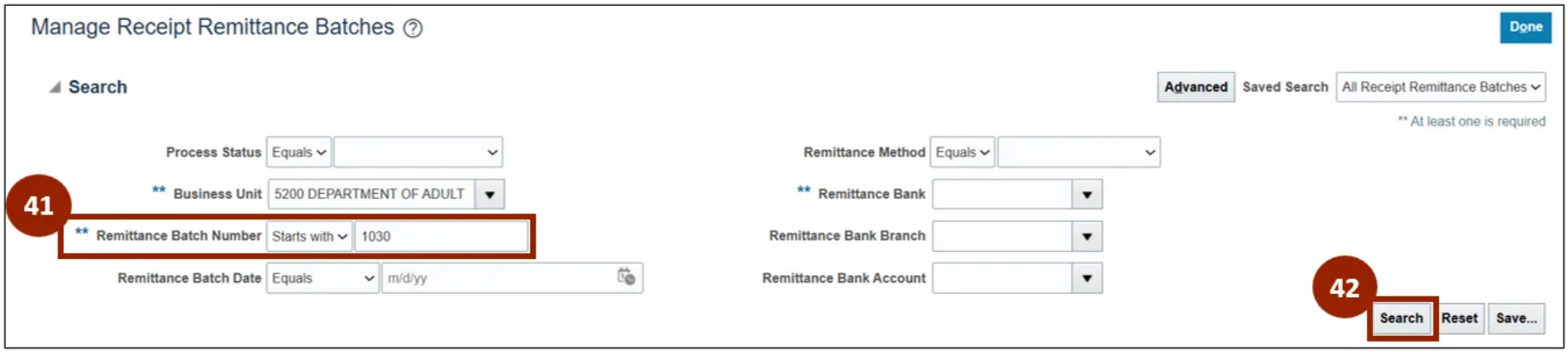

Step 43. Within the **Search Results** table, select the **desired record**.

Step 44. Click the **Approve** button.

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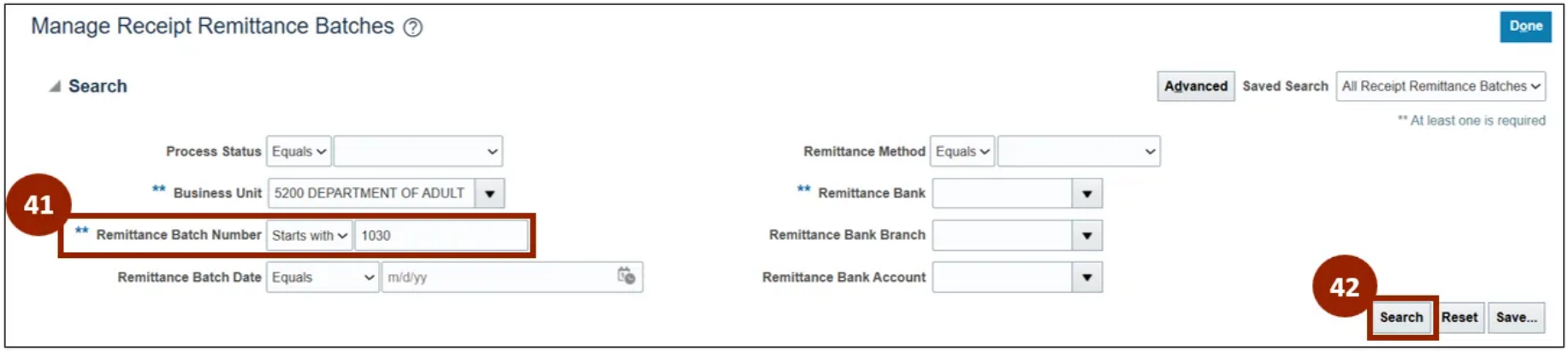

Step 45. Once the **Approve** button is clicked, an **Information** pop-up confirmation message appears on screen, click **OK** to close the message.

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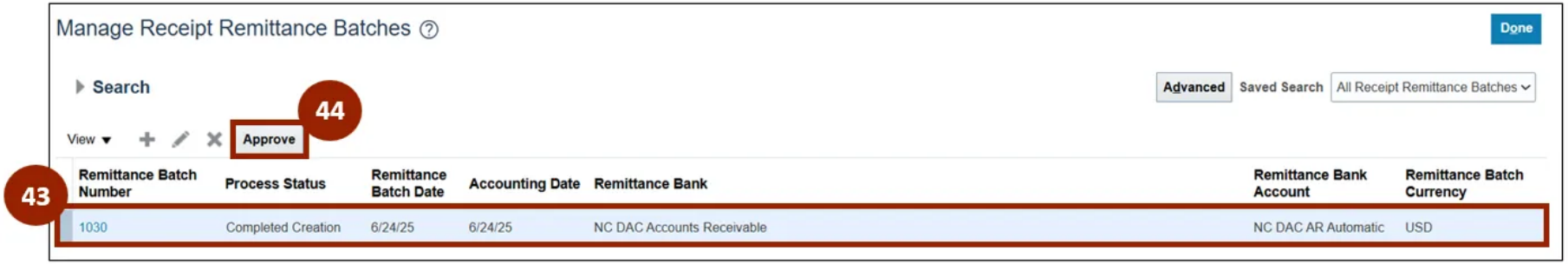


Clear Automatic Receipts

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

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

Image



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

Image

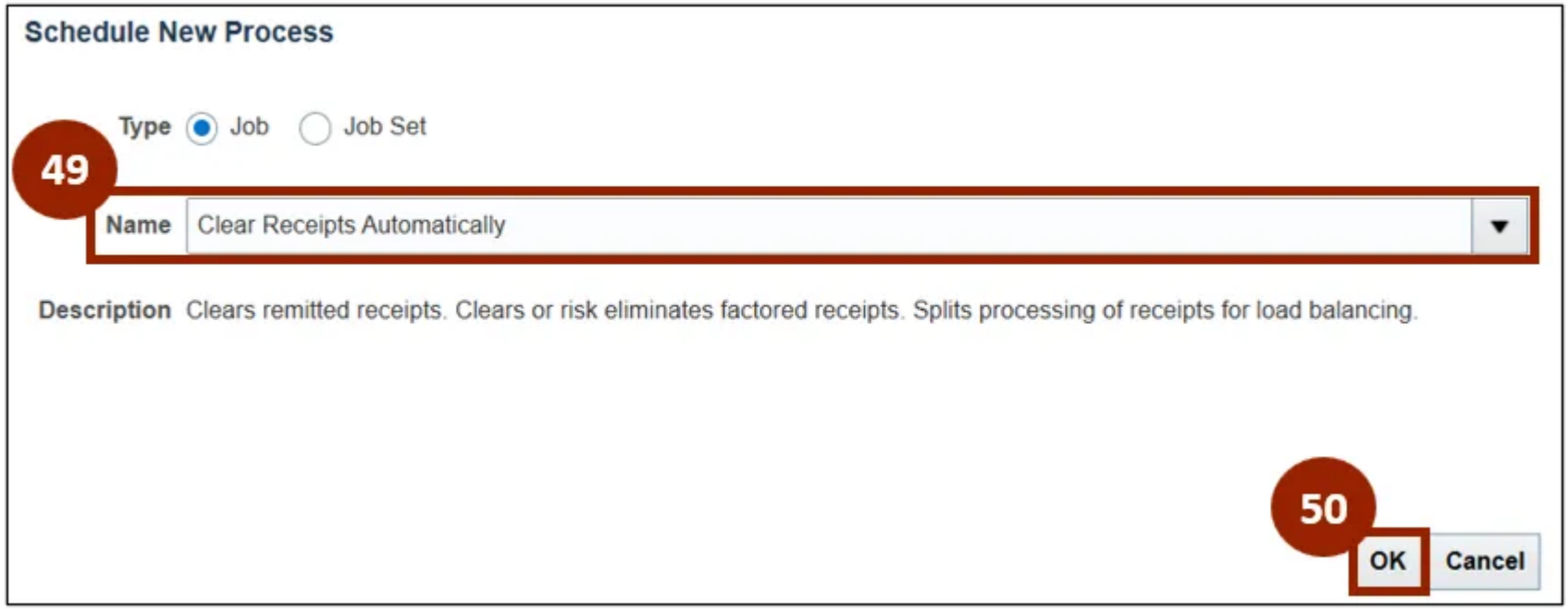


Step 49. On the **Schedule New Process** window, enter or select **Clear Receipts Automatically** within the **Name** field.

Step 50. Click **OK**.

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

Image



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

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

Step 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.

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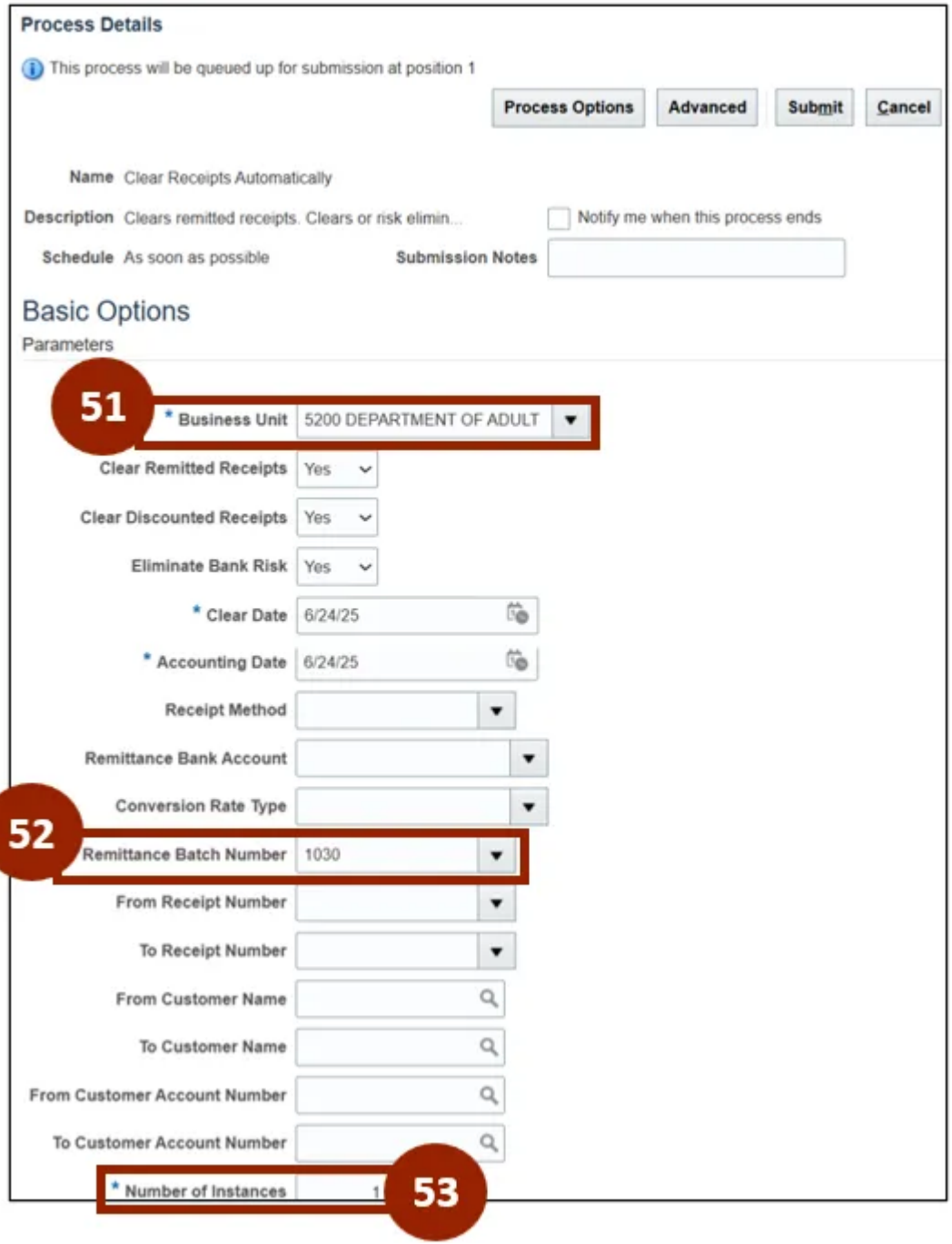
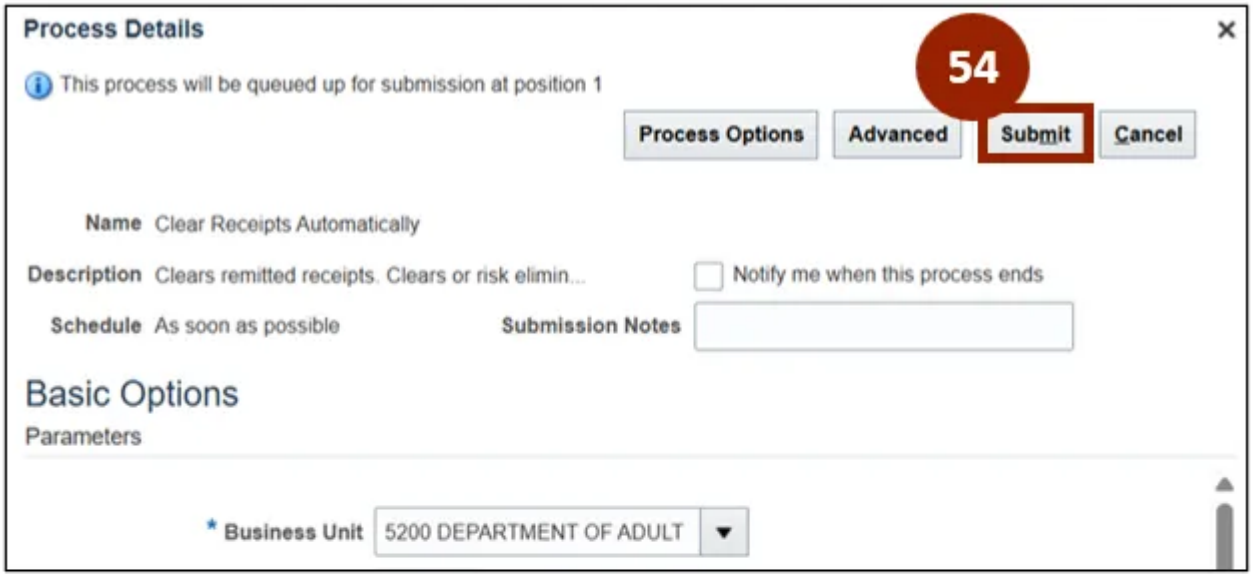
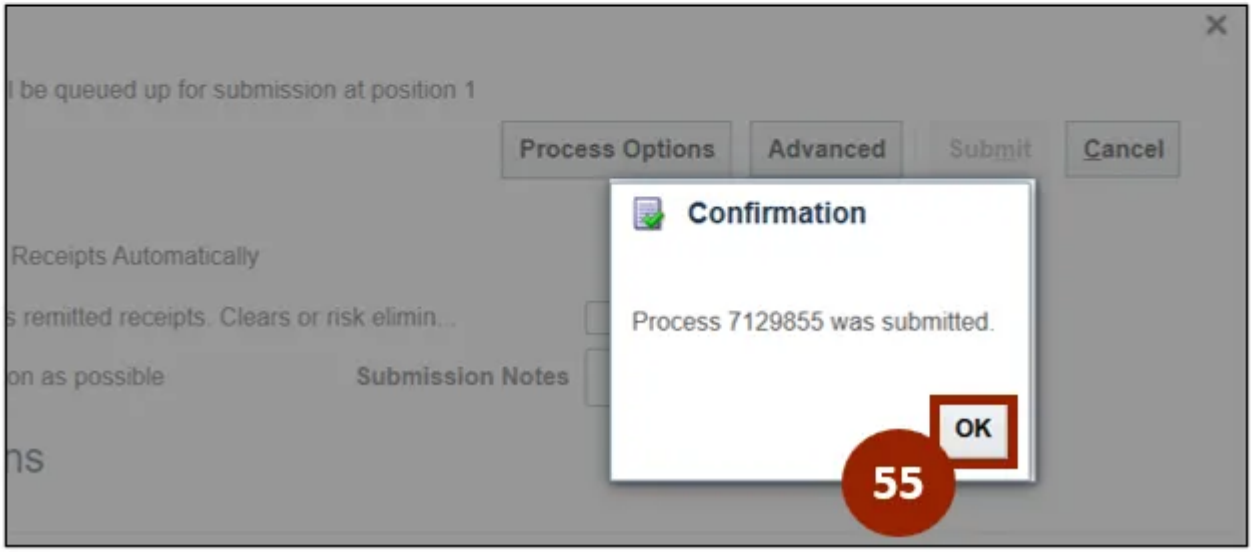

Process Details
This process will be queued up for submission at position 1
Process Options
Advanced
Submit
Cancel
Name Clear Receipts Automatically
Description Clears remitted receipts. Clears or risk elimin...
Notify me when this process ends
Schedule As soon as possible
Submission Notes
Basic Options
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

Step 54. Once all mandatory fields within the **Basic Options** section have been completed, click the **Submit** button.

Step 55. Once submitted, a **Confirmation** pop-up window appears on screen, click **OK** to close the message.

Image





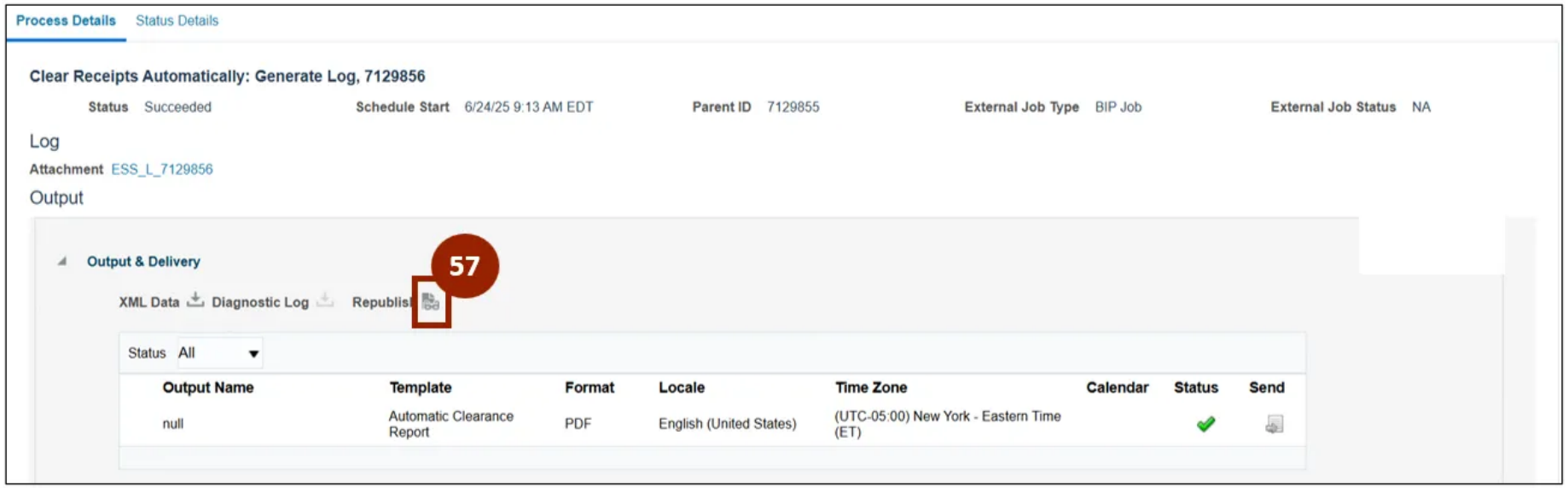
Step 56. Within the **Overview** screen of the Scheduled Processes application, select the **created clear receipts automatically** process from the **Search Results** list.

Image



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

Image

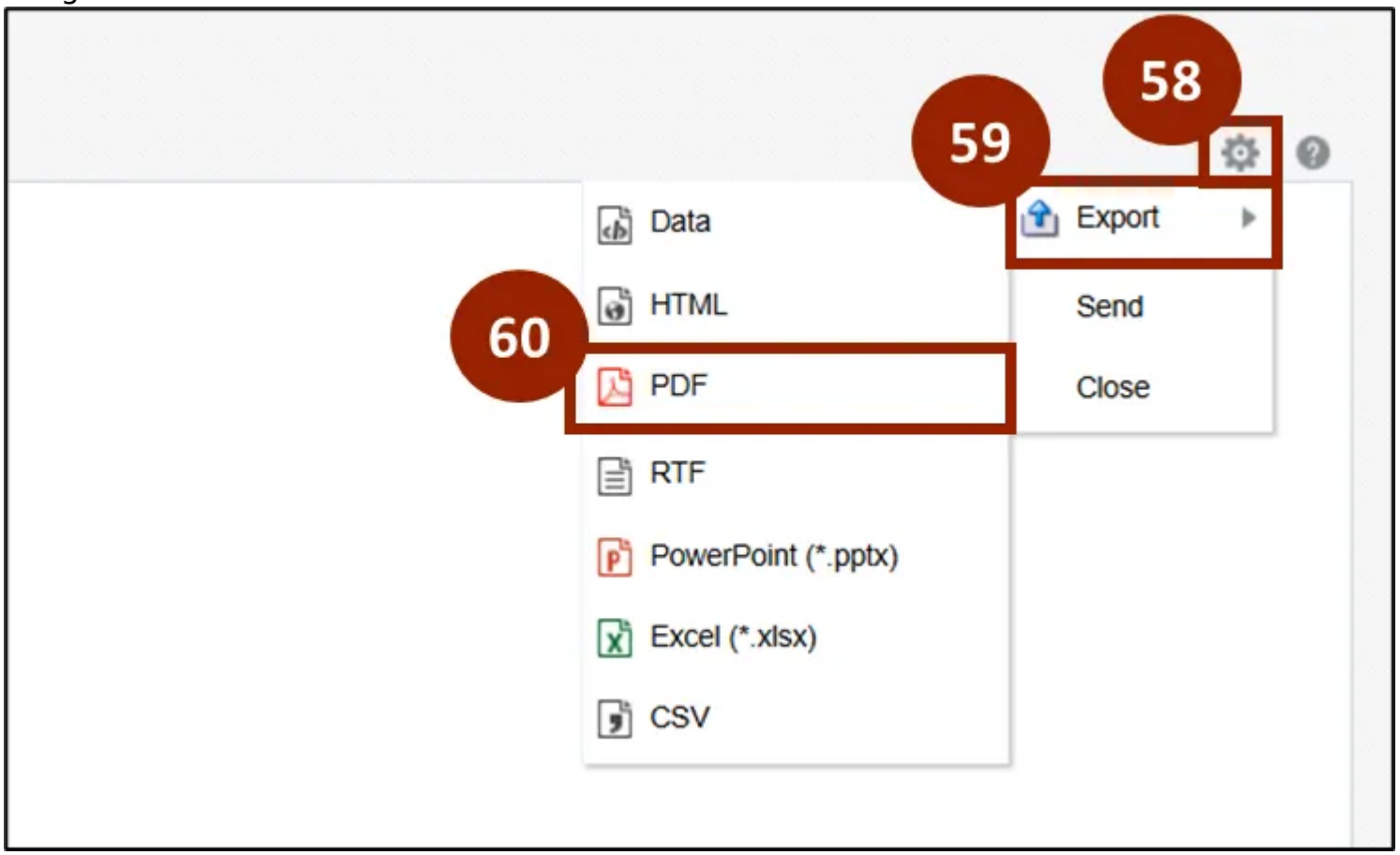


Step 58. Within the **Automatic Clearing For Receipts** pop-up window, click the **Action** icon.

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

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

Image



Step 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.

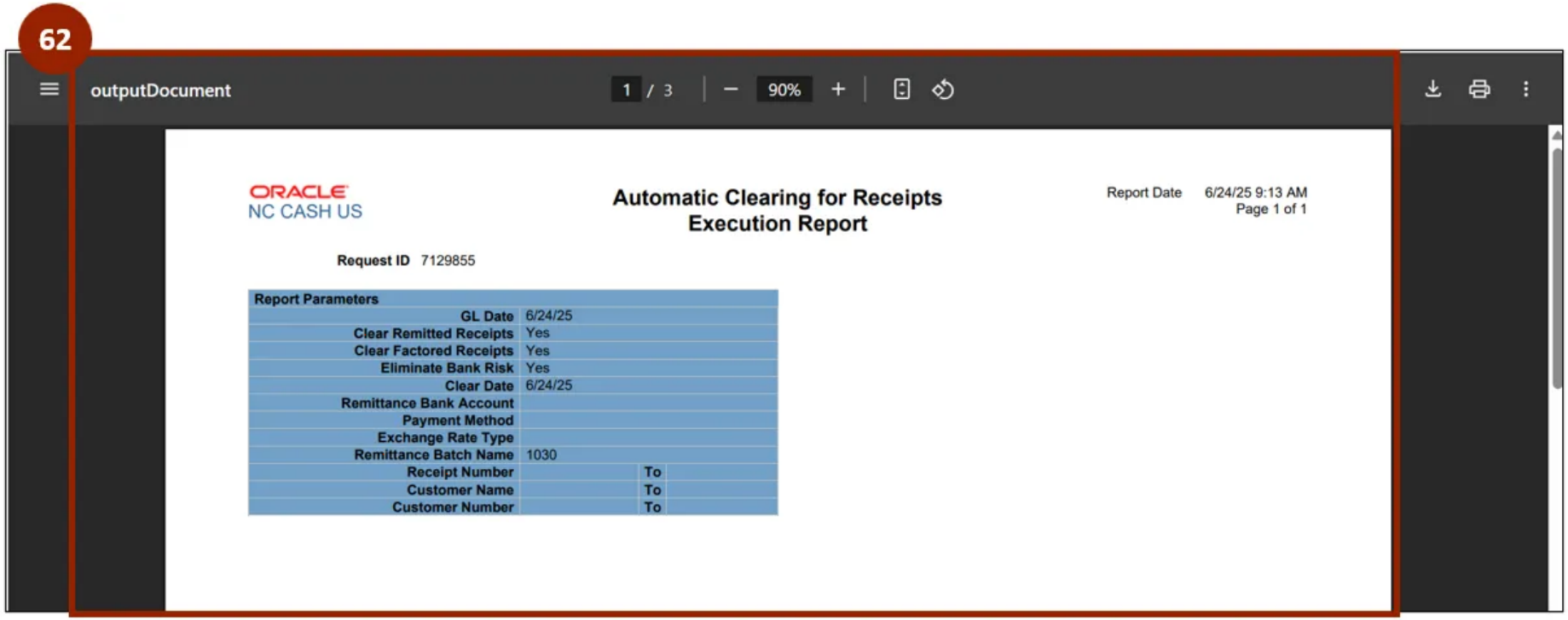
Image



Step 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.

Image



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

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