



CREATE AND MANAGE INVOICES

AP

QUICK REFERENCE GUIDE AP-07

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to Create and Manage Invoices in the North Carolina Financial System (NCFS).

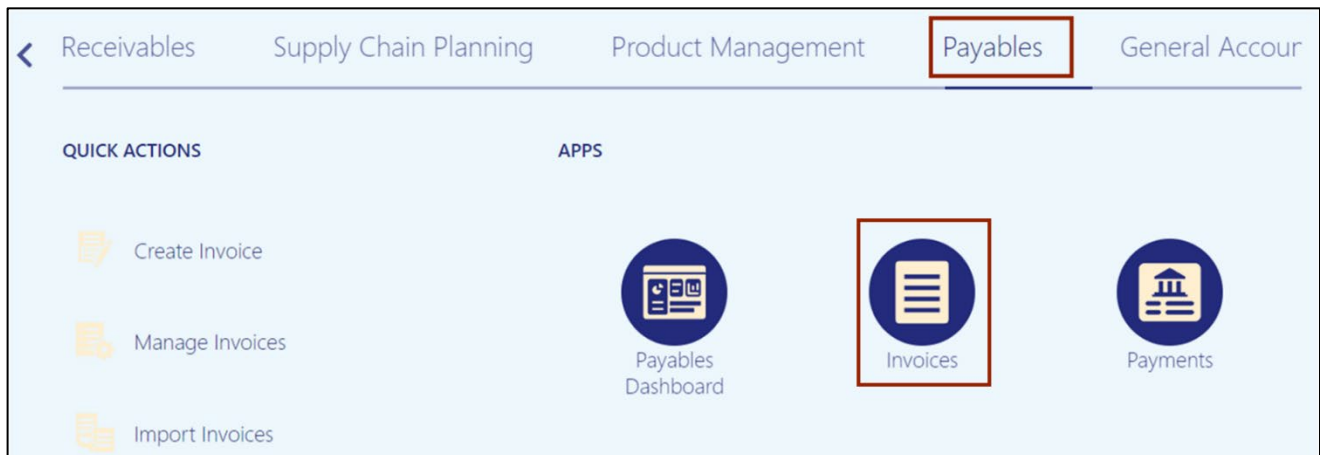
Introduction and Overview


This QRG covers the steps to Create and Manage Invoices manually. Manual Invoice creation in NCFS involves the Non-PO Invoices method.

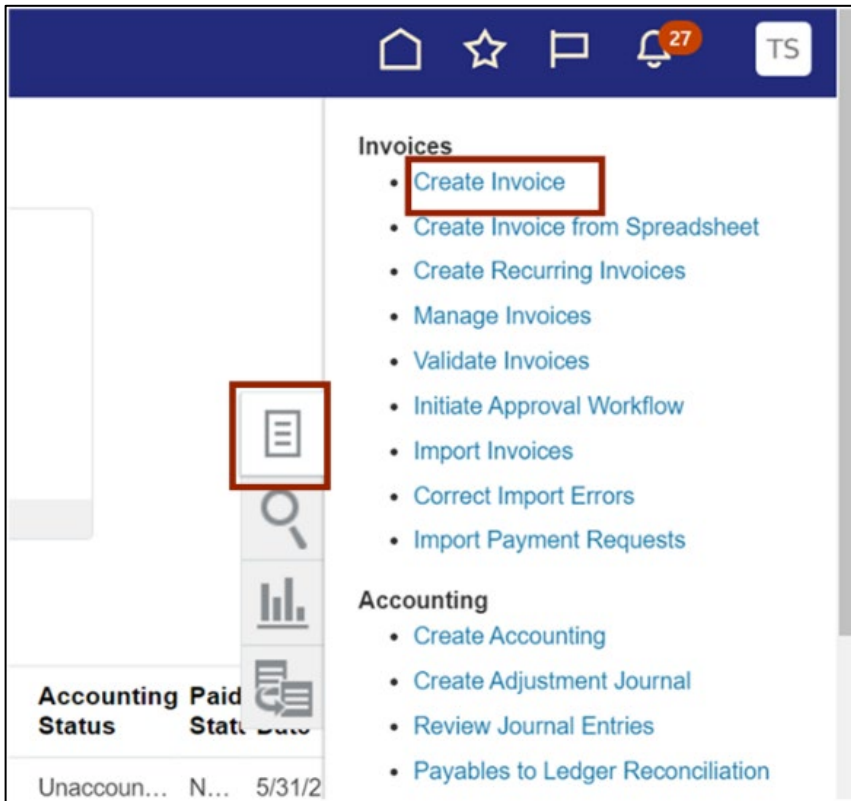
Create and Manage Invoices

To Create and Manage Invoices in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. Click the **Payables** Tab. Click the **Invoices** app.




3. Click the **Tasks** [] icon. Under Invoices, click **Create Invoice**.




4. The **Create Invoice** page opens. On the **Invoice Header** section, enter the required fields.

In this example, we choose **0700 Department of the State Treasurer** for ***Business Unit**, **EMC Corporation** for ***Supplier**, **R.07PT.07** for ***Supplier Site**, Once Supplier site is selected; **Legal Entity** field will be auto-populated, **AP-15** for ***Invoice Group**, **AP003015** for ***Number**, **1,000** for ***Amount**, **Standard** for ***Invoice Type**, **6/27/23** for ***Date**, **Net 30** for ***Payment Terms**, **6/27/23** for ***Terms Date**, **Requestor(if applicable)** and **Attachments (if applicable)**.



*Note: When creating a non-PO invoice, you must enter the Business Unit FIRST so the invoice defaults and settings will be assigned.

- For agencies using the Requester invoice workflow, follow steps from 5 to 8, if not skip to step 7. To add a Requester, navigate to **Requestor** field, click the **Search** [] icon.

Create Invoice: AP003009 

Invoice Actions

Invoice Header [Show More](#)

Identifying PO <input type="text"/>	* Number <input type="text" value="AP003009"/>	* Date <input type="text" value="6/5/23"/>
* Business Unit <input type="text" value="0700 DEPARTMENT OF TH"/>	* Amount <input type="text" value="USD -"/> <input type="text" value="1,000.00"/>	* Payment Terms <input type="text" value="Net 30"/>
* Supplier <input type="text" value="EMC CORPORATION"/>	* Type <input type="text" value="Standard"/>	* Terms Date <input type="text" value="6/5/23"/>
Supplier Number <input type="text" value="100251"/>	Description <input type="text"/>	Requester <input type="text"/> 
* Supplier Site <input type="text" value="R.07PT.07"/>		Attachments <input type="text" value="None"/>
* Legal Entity <input type="text" value="NC DEPARTMENT OF STA"/>		Note 
* Invoice Group <input type="text" value="AP-09"/>		

- The **Search and Select: Requester** pop-up will appear. Enter the required Requestor's information in **Name** field. Alternatively, add the **Person Number** and **Email**. Click **Search** button.

Search and Select: Requester X Save

Search * Required

* Name

Person Number

Email

Name	Person Number	Email
No rows to display		

7. Double click on the required name from the **Search Result** section. The **Requestor** name will be updated on the Create Invoice page.

Search and Select: Requester ✕

▲ Search Advanced

* Required

* Name

Person Number

Email

Name	Person Number	Email
██████████	██████████	██████████
██████████	██████████	██████████
██████████	██████████	██████████

8. If no attachments skip to step 11, on the **Attachments** field, click the **Plus** [+] icon.

Create Invoice: AP003009 🔍

Invoice Actions ▼
Save and Create Next
Save
Save and Close
Cancel

▲ Invoice Header Show More

Identifying PO

* Business Unit

* Supplier

Supplier Number

* Supplier Site

* Legal Entity

* Invoice Group

* Number

* Amount

* Type

Description

* Date

* Payment Terms

* Terms Date

Requester

Attachments +

Note

- The *Attachments* pop-up appears. Select the **Type** and **Category** from the drop-down choice list and click **Choose File** to upload a required file.

Note: Users can enter the **Title** and **Description** as optional fields. The page also displays the Attachment Date and Attached by User fields.

The screenshot shows the 'Attachments' dialog box. At the top, there are 'Actions' and 'View' menus. Below is a table with columns: Type, Category, * File Name or URL, Title, Description, and Attached. The 'Type' dropdown is set to 'File', 'Category' is 'From Supplier', and 'Choose File' is highlighted. The 'File Name or URL' field shows 'No file chosen'. The 'Attached' column shows 'Training Su'. At the bottom right, 'OK' and 'Cancel' buttons are visible.

- Click the **OK** button.

The screenshot shows the 'Attachments' dialog box. The 'Type' dropdown is now 'Text', 'Category' is 'From Supplier', and the 'File Name or URL' field contains 'Invoice_Final Testing'. The 'OK' button at the bottom right is highlighted with a red box.

- On the **Create Invoice** page, click the **Save** button.

The screenshot shows the 'Create Invoice: AP003009' page. At the top right, there is a navigation bar with buttons: 'Save and Create Next', 'Save' (highlighted with a red box), 'Save and Close', and 'Cancel'. Below is the 'Invoice Header' section with various form fields: Identifying PO, Business Unit (0700 DEPARTMENT OF TH), Supplier (EMC CORPORATION), Supplier Number (100251), Supplier Site (R.07PT.07), Legal Entity (NC DEPARTMENT OF STA), Invoice Group (AP-09), Number (AP003009), Amount (USD - 1,000.00), Type (Standard), Date (6/5/23), Payment Terms (Net 30), Terms Date (6/5/23), and Requester.

12. Click the **Right arrow** [▶] icon to expand the **Lines** section.

Create Invoice: AP003009 ?

Not validated Invoice Actions

Invoice Header Show More

Identifying PO

Business Unit 0700 DEPARTMENT OF THE STATE TREASURER

* Supplier EMC CORPORATION
Supplier Number 100251

* Supplier Site R.07PT.07

* Legal Entity NC DEPARTMENT OF STA

* Invoice Group AP-09

* Number AP003009

* Amount USD - 1,000.00

Type Standard

Description

▶ Lines ? Match Invoice Lines

13. Click the **Plus** [+] icon to generate new Invoice line.


Lines ? Match Invoice Lines

View +

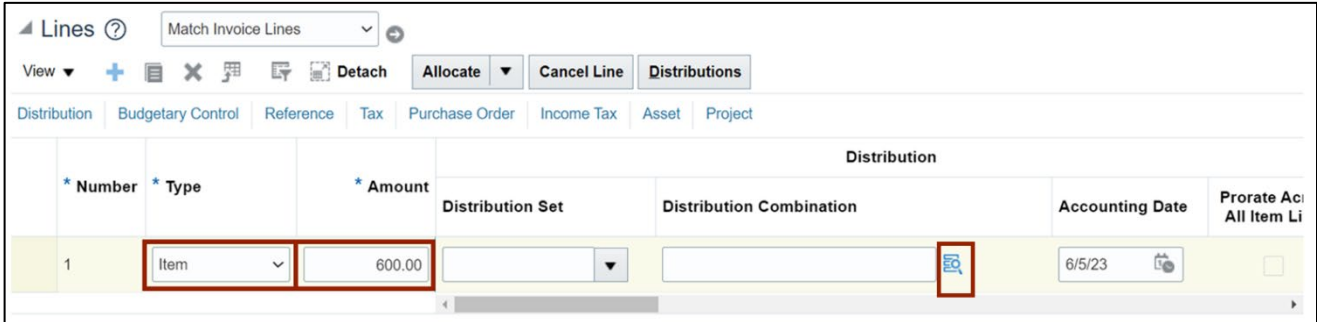
Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Income Tax Asset Project

* Number	* Type	* Amount	Distribution	
			Distribution Set	Distribution Combination

14. Enter the ***Type** and enter the ***Amount**. Click the **Search** [] icon to search for a distribution combination.

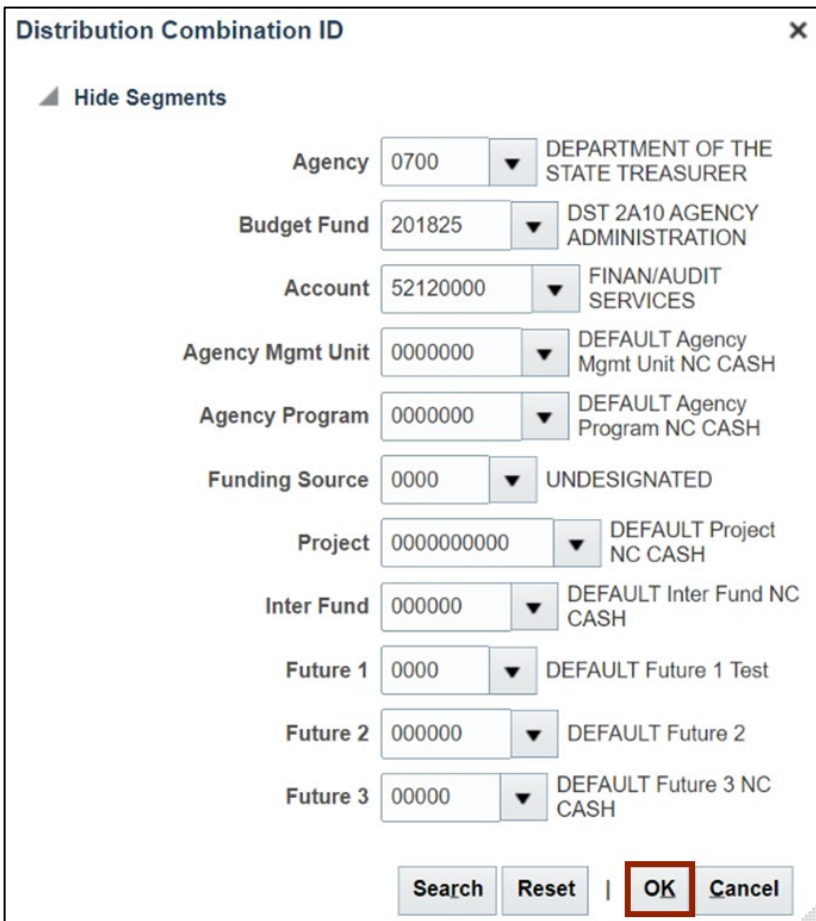
If you cannot find the **Search** icon, expand the *Distribution Combination* field by extending the size of the column.



* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate All Item Li
1	Item	600.00			6/5/23	<input type="checkbox"/>

15. The *Distribution Combination ID* pop-up appears. Enter all the values for **Chart of Accounts**. Click the **OK** button.

Note: Zero values are also acceptable. When funds starting with certain zero values are used, these are for Capital purposes.



Distribution Combination ID

Hide Segments

Agency: 0700 DEPARTMENT OF THE STATE TREASURER

Budget Fund: 201825 DST 2A10 AGENCY ADMINISTRATION

Account: 52120000 FINAN/AUDIT SERVICES

Agency Mgmt Unit: 0000000 DEFAULT Agency Mgmt Unit NC CASH

Agency Program: 0000000 DEFAULT Agency Program NC CASH

Funding Source: 0000 UNDESIGNATED

Project: 0000000000 DEFAULT Project NC CASH

Inter Fund: 000000 DEFAULT Inter Fund NC CASH

Future 1: 0000 DEFAULT Future 1 Test

Future 2: 000000 DEFAULT Future 2

Future 3: 000000 DEFAULT Future 3 NC CASH

Search Reset | **OK** Cancel

16. On the right-hand side of the **Create Invoice** page, click the **Save** button.

The screenshot shows the 'Create Invoice' page interface. At the top right, there are three buttons: 'Save and Create Next', 'Save', and 'Save a'. The 'Save' button is highlighted with a red rectangular box. Below the buttons, there is a 'Not validated' warning icon and an 'Invoice Actions' dropdown menu. The main form area contains several input fields:

- * Number: AP003009
- * Amount: USD - 1,000.00
- Type: Standard
- Description: (empty text area)
- * Date: 6/5/23
- * Payment Terms: Net 30
- * Terms Date: 6/5/23
- Requester: (searchable field)
- Attachments: Invoice Final Testing (+) (-)

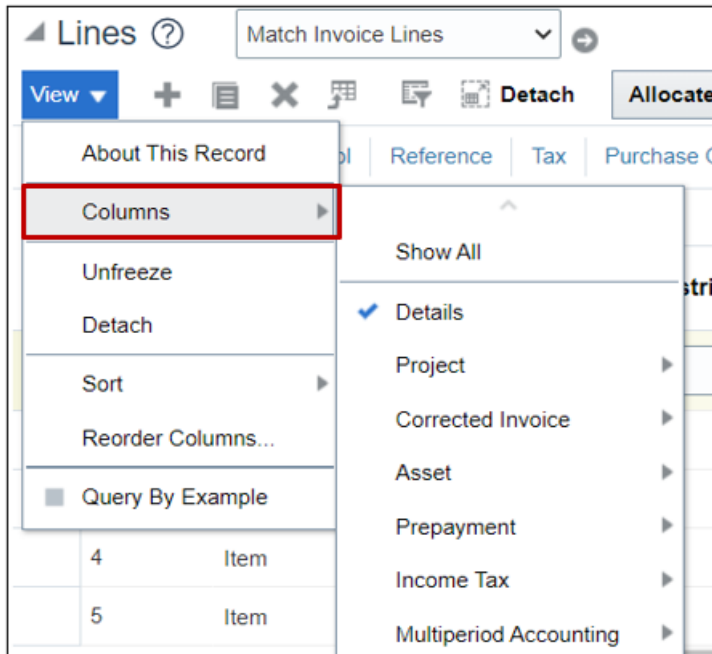
Note: The steps from step 17- 33 are optional. Follow them if you are required to: Add/remove 1099 codes, to add withholding tax, to add non-Governmental grant codes and to track asset flag. If not skip to step 34.

To Add/remove 1099 codes:

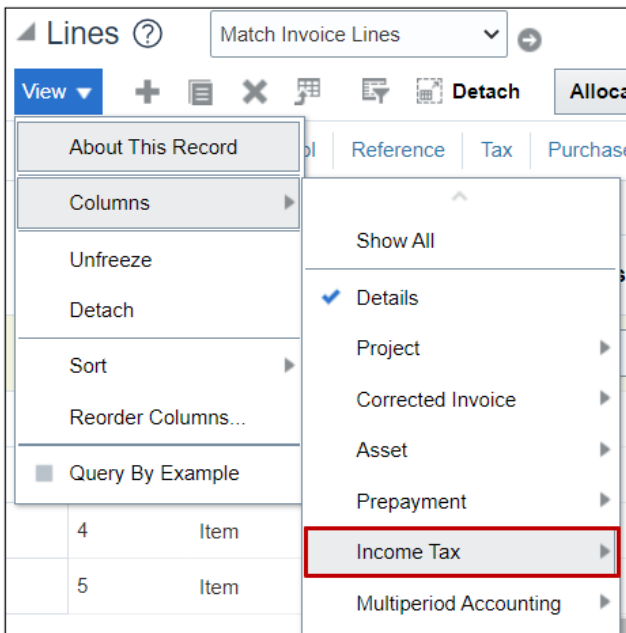
17. On the **Create Invoice** page, navigate to **Lines** section and click on **View** dropdown menu.

The screenshot shows the 'Lines' section of the interface. At the top, there is a 'Match Invoice Lines' dropdown menu. Below it, there is a toolbar with several icons and buttons: 'View', '+', '-', 'Detach', 'Allocate', and 'Cancel Line'. The 'View' button is highlighted with a red rectangular box, and its dropdown menu is open, showing options: 'About This Record', 'Columns', 'Unfreeze', 'Detach', 'Sort', 'Reorder Columns...', and 'Query By Example'. In the background, a table is visible with columns for 'Reference', 'Tax', 'Purchase Order', 'Asset', and 'Project'. A row is highlighted in yellow, showing a '* Amount' of 600.00 and a 'Distribution Set' dropdown menu.

18. Click on **Columns** option.



19. Select **Income Tax** option from the list.



20. Click the **Income Tax** tab.

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Ac All Item Li
1	Item	600.00		0700-201825-52120000-0000000-0000	6/28/23	<input type="checkbox"/>

21. The **Type** field defaults to **DAU/AR**. Backspace the default value to remove the 1099 code. Then, Click the **down arrow** [▼] on the **Type** drop-down to make the changes. Furthermore, click **Search**.

* Number	* Type	* Amount	Region	Type	Track as Asset	Project Number	Task Number	Expenditu Item Date
1	Item	600.00			<input type="checkbox"/>			

Items	Freight	Miscellaneous	Retain
600.00	0.00	0.	0.

MISC4	Federal income tax withheld
MISC5	Fishing boat proceeds
MISC6	Medical and health care payments
MISC7	Non-employee compensation. Reporte...
MISC8	Payments in lieu of dividend or interest
MISC9	Consumer Products for Resale. Repor...
RETE/D	Withholding Tax Exemption Based on I...
RETE/R	Withholding Tax - Reduced Rate
TVA/47	VAT on Royalties (to be deducted)
TVA/55	VAT on Royalties (to be added)

22. The *Search and Select: Income Tax Type* pop-up appears. Enter the details in the required fields.

In this example, we choose **MISC3** for *Type* field. Then, click the **Search** button.

The screenshot shows a dialog box titled "Search and Select: Income Tax Type". It has a search section with a "Type" field containing "MISC3" and an empty "Description" field. There are "Search" and "Reset" buttons. Below is a table with columns "Type" and "Description", currently showing "No rows to display". There are "OK" and "Cancel" buttons at the bottom.

Type	Description
No rows to display	

23. Select the **Type** value and click the **OK** button.

The screenshot shows the same dialog box. The "Search" button is now disabled. The table below has one row highlighted with a red box, containing "MISC3" in the "Type" column and "Other Income" in the "Description" column. The "OK" button is highlighted with a red box.

Type	Description
MISC3	Other Income

24. On the top right of the **Create Invoice** page, click the **Save and close** button.

Create Invoice: AP003015 ? Not validated Invoice Actions ▼ Save and Create Next Save Save and Close Cancel Last Saved 6/28/23 4:4

Invoice Header Show More

Identifying PO

Business Unit 0700 DEPARTMENT OF THE STATE TREASURER

* Number AP003015

* Amount USD - 1,000.00

* Date 6/28/23

* Supplier EMC CORPORATION

Supplier Number 100251

Type Standard

* Payment Terms Net 30

* Supplier Site R.07PT.07

Description

* Terms Date 6/28/23

* Legal Entity NC DEPARTMENT OF STA*

* Invoice Group AP-15

Requester ATTUM, BASIRAT

Attachments Invoice Testing + X

Note

Lines ? Match Invoice Lines ▼

To Add withholding tax:

25. On the **Create Invoice** page, navigate to **Lines** section. Click the **Tax** tab.

Lines ? Match Invoice Lines ▼

View ▼ + ☰ ✕ 📄 🗨 📄 **Detach** **Allocate** ▼ **Cancel Line** **Distributions**

Distribution **Tax** Budgetary Control Reference Purchase Order Income Tax Asset Project

* Number	* Type	* Amount	Distribution	
			Distribution Set	Distribution Combination
1	Item	600.00		0700-201825-52120000-0000000-000C

26. Click the **down arrow** [▼] on the **Withholding** field. Then, select the required **Withholding** tax from the **Withholding** drop-down choice list.

The screenshot shows the 'Lines' section of an invoice. The 'Withholding' field for line 1 is open, displaying a list of tax options. The option 'COMB_NRA_FED&STATE_WH_34_...' is highlighted with a red box. The list includes various withholding options such as 'COMB_FED&STATE_WH_28_1099', 'FED_BACKUP_WH_24_1099', 'FED_NRA_WH_10_1042', 'FED_NRA_WH_14_1042', 'FED_NRA_WH_15_1042', 'FED_NRA_WH_30_1042', 'FED_NRA_WH_5_1042', and 'STATE_NRA_WH_4_1042'.

* Number	* Type	* Amount	Tax Classification	Ship-to Location	Withholding
1	Item	600.00		0700TREASURER	

Taxes

- COMB_FED&STATE_WH_28_1099 24% & 4% Fed & State Backup With...
- COMB_NRA_FED&STATE_WH_34_...** 30% & 4% Fed & State NRA Withholding
- FED_BACKUP_WH_24_1099 24% Federal Backup Withholding
- FED_NRA_WH_10_1042 10% Federal NRA Withholding
- FED_NRA_WH_14_1042 Non-qualified scholarship/fellowship to...
- FED_NRA_WH_15_1042 15% Federal NRA Withholding
- FED_NRA_WH_30_1042 30% Federal NRA Withholding
- FED_NRA_WH_5_1042 5% Federal NRA Withholding
- STATE_NRA_WH_4_1042 4% State NRA Withholding

Totals

Items 600.00

27. On the top right of the **Create Invoice** page, click the **Save and close** button.

The screenshot shows the 'Create Invoice: AP003015' page. The 'Save and Close' button is highlighted with a red box in the top right corner. The page includes fields for 'Identifying PO', 'Business Unit', 'Supplier', 'Supplier Number', 'Supplier Site', 'Legal Entity', 'Invoice Group', 'Number', 'Amount', 'Type', 'Description', 'Date', 'Payment Terms', 'Terms Date', 'Requester', and 'Attachments'.

Identifying PO

Business Unit: 0700 DEPARTMENT OF THE STATE TREASURER

* Supplier: EMC CORPORATION
Supplier Number: 100251

* Supplier Site: R.07PT.07

* Legal Entity: NC DEPARTMENT OF STA'

* Invoice Group: AP-15

* Number: AP003015

* Amount: USD - 1,000.00

Type: Standard

Description:

* Date: 6/28/23

* Payment Terms: Net 30

* Terms Date: 6/28/23

Requester: ATTUM, BASIRAT

Attachments: Invoice Testing + X

Note:

Save and Create Next Save **Save and Close** Cancel

Last Saved 6/28/23 4:4

To Add non-Governmental grant codes:

28. On the **Create Invoice** page, navigate to **Lines** section. Click the **Distributions** button.

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget D.
1	Item	600.00		0700-201825-52120000-0000000-0000	6/28/23	<input type="checkbox"/>	6/28/23

29. The *Manage Distributions* pop-up appears. Scroll to the extreme right and click the **Details** icon.

Line	* Distribution	* Type	* Amount	UOM Name	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Details
1	1	Item	600.00	View UOM						

Distributions Total Amount 600.00
 Remaining Amount 0.00
 Line Amount 600.00

30. The *Edit Distribution* pop-up appears. Select **Ariba** from the *Context Value* drop-down choice list.

Edit Distribution: 1

Distribution County Code

Distribution County Name Context Value

Context Value **Ariba**

Regional Information **Ariba**

OK Cancel

31. Click the **down arrow** [▼] on the **Non Governmental Grant** field. Then, select the required **Code** from the **Non Governmental Grant** drop-down choice list.

Edit Distribution: 1

Distribution County Code [▼]

Distribution County Name [▼]

Context Value Ariba [▼]

Charge Type []

Line Relationship []

Agency [▼]

Budget Fund [▼]

Account [▼]

Agency Mgmt Unit 1029384 TestProgramNameNPOY : N : 12 : Te...

Agency Program 12357 SFRLP1702 : N : 03 : Choanoke Area...

Funding Source 15779 Child and Adult Care Food Program 2...

16940 SFRLP1702 : N : 03 : Choanoke Area...

Project 2000004644 2014-006 BRC Wrenn Property Elk K...

Inter Fund 2000005573 test2 : N : 16 : BUNCOMBE COUNTY...

Future 1 2000005615 Trest : N : 20 : KERR-TAR REGIONA...

Future 2 2000005638 DEQ_001 / For DEQ : N : 16 : CITY O...

Future 3 2000005640 DEQ_001 / For DEQ : N : 16 : FIN No...

Search...

Freight 0.00

Non Governmental Grant [▼]

Included Prepayments 0.00

Applied Prepayments

32. Click the **OK** button.

Inter Fund [▼]

Future 1 [▼]

Future 2 [▼]

Future 3 [▼]

Non Governmental Grant 16940 [▼]

Regional Information [▼]

Freight 0.00

Included Prepayments

Applied

OK Cancel

33. On the *Manage Distributions* pop-up, click the **Save and Close** button.

34. On the top right of the **Create Invoice** page, click the **Save and close** button.

To Track Asset Flag:

35. On the **Create Invoice** page, navigate to **Lines** section. Click the **Asset** tab.

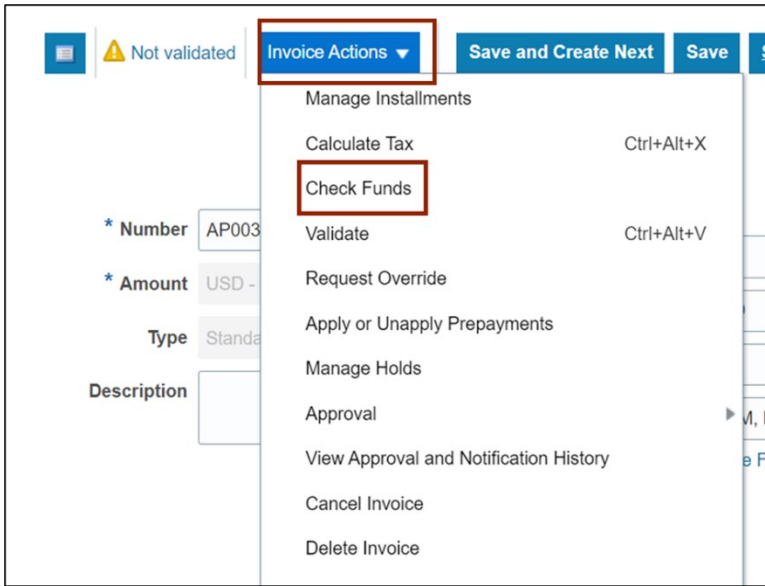
* Number	* Type	* Amount	Distribution Set	Distribution Combination
1	Item	600.00		0700-201825-52120000-0000000-000C

36. Select the **Track as Asset** check box.

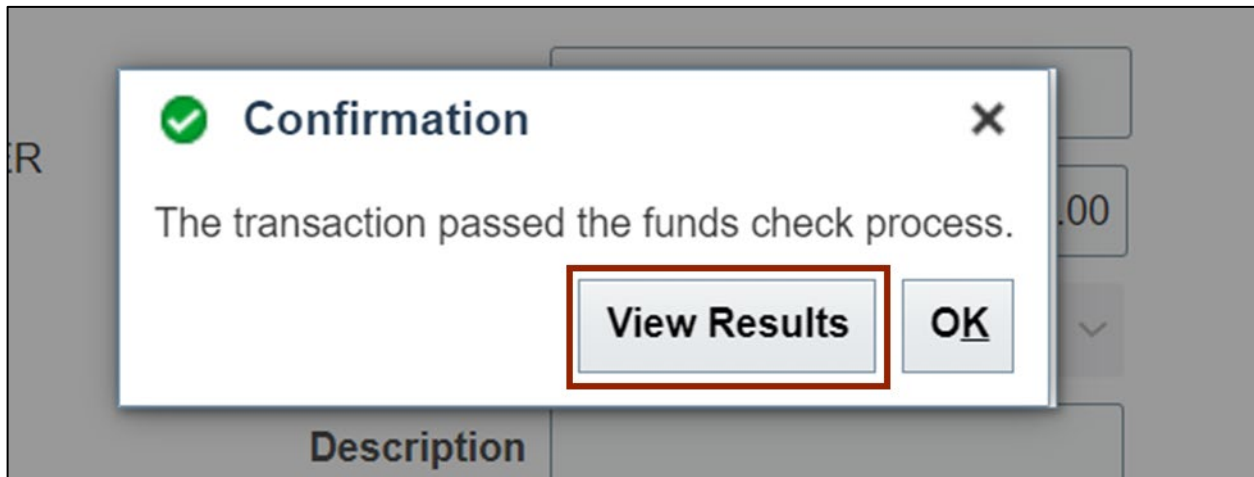
Note: This is not required for all Asset invoices, as the Create Mass Additions will automatically identify invoices eligible to be transferred to Fixed Assets by validating the charge account used on the line (it should contain a valid Asset Natural Account segment).

* Number	* Type	* Amount	Asset		Project				Details
			Track as Asset	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	
1	Item	600.00	<input checked="" type="checkbox"/>						

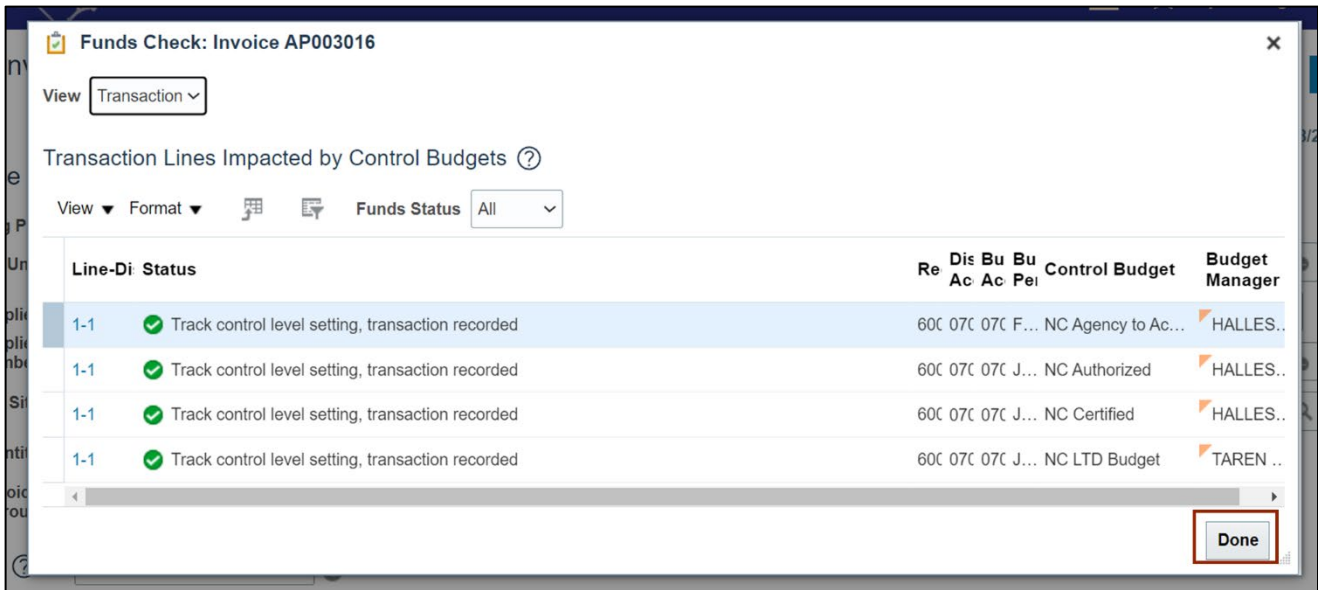
37. Click the **Invoice Actions** button and select **Check Funds** from the drop-down choice list.



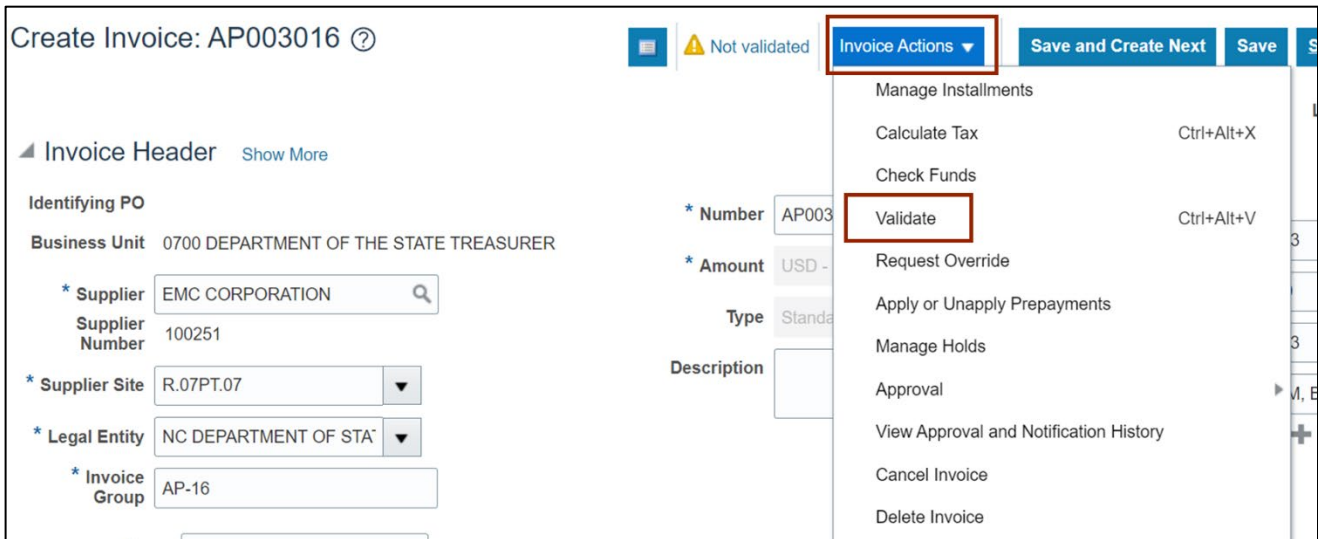
38. The *Confirmation* pop-up appears. Click the **View Results** button.



39. The *Funds Check* pop-up appears. After viewing the results, click the **Done** button.



40. The **Create Invoice** page appears. Select **Validate** from the *Invoice Action* drop-down choice list.



41. Validate the Invoice. The status will be **Validated**.

The screenshot shows the 'Create Invoice: AP003016' interface. At the top right, the status is 'Validated' (highlighted with a red box), and there are buttons for 'Invoice Actions', 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. The 'Invoice Header' section contains the following details:

- Identifying PO: AP003009
- Business Unit: 0700 DEPARTMENT OF THE STATE TREASURER
- Supplier: EMC CORPORATION
- Supplier Number: 100251
- Supplier Site: R.07PT.07
- * Legal Entity: NC DEPARTMENT OF STA
- * Invoice Group: AP-16
- * Amount: USD - 1,000.00
- Type: Standard
- * Date: 6/5/23
- * Payment Terms: Net 30
- * Terms Date: 6/5/23
- Requester: [Redacted]
- Attachments: Invoice Final Testing
- Note: [Redacted]

42. Once the Invoice is Validated, click the **Invoice Action** drop-down button. Select **Approval** and **Initiate** from the *Invoice Action* drop-down choice list.

This screenshot shows the same 'Create Invoice: AP003016' interface, but with the 'Invoice Actions' dropdown menu open. The 'Validated' status is still present. The 'Invoice Actions' menu is highlighted with a red box and contains the following options:

- Manage Installments
- Calculate Tax (Ctrl+Alt+X)
- Check Funds
- Validate (Ctrl+Alt+V)
- Request Override
- Apply or Unapply Prepayments
- Manage Holds
- Approval** (highlighted with a red box)
 - Initiate** (highlighted with a red box)
 - Withdraw
 - Force Approve
 - Resubmit
 - Approve
 - Reject
- View Approval and Notification History
- Cancel Invoice
- Delete Invoice
- Pay in Full
- Post to Ledger

43. Click the **Validated** Status link. The status here is **Initiated**.

The screenshot shows the 'Invoice Summary' pop-up window. At the top, there is a navigation bar with a menu icon, a 'Validated' link (highlighted with a red box), and a dropdown menu labeled 'Invoice Actions'. To the right of the navigation bar are four buttons: 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. The main content area is divided into two columns: 'Status' and 'Holds'. The 'Status' column contains a table with the following data:

Status	
Validation	Validated
Funds	Reserved
Approval	Initiated
Accounting	Unaccounted
Payments	Unpaid
Due Date	7/5/23

The 'Holds' column contains a table with the following data:

Holds	
Installments	✓ 0
Line Variance	✓ 0
Distribution Variance	✓ 0
Manual Holds	✓ 0
System Holds	✓ 0
Supplier Site	✓ No

The 'Approval' status 'Initiated' is highlighted with a red box.

44. Click the **Cross** [×] icon to close the *Invoice Summary* pop-up.

The screenshot shows the 'Invoice Summary' pop-up window. The 'Cancel' button in the top navigation bar is highlighted with a red box. The 'Cross' icon (×) in the top right corner of the pop-up window is also highlighted with a red box. The 'Approval' status in the 'Status' table now shows 'Initiated'.

Status	
Validation	Validated
Funds	Reserved
Approval	Initiated
Accounting	Unaccounted
Payments	Unpaid
Due Date	7/5/23

Holds	
Installments	✓ 0
Line Variance	✓ 0
Distribution Variance	✓ 0
Manual Holds	✓ 0
System Holds	✓ 0
Supplier Site	✓ No

45. Click the **Save and Close** button. This directs you back to the **Invoice** dashboard page.

Create Invoice: AP003016 ?

Validated Invoice Actions **Save and Create Next** **Save** **Save and Close** **Cancel**

Last Saved 6/5/23 7:57 AM

Invoice Header [Show More](#)

Identifying PO	Number	AP003009	Date	6/5/23
Business Unit	0700 DEPARTMENT OF THE STATE TREASURER	USD - US	Payment Terms	Net 30
Supplier	EMC CORPORATION	* Amount	1,000.00	Terms Date
Supplier Number	100251	Dollar		6/5/23
Supplier Site	R.07PT.07	Type	Standard	Requester
Legal Entity	NC DEPARTMENT OF STATE TREASURER	Description		Attachments
				Invoice Final Testing + X

Wrap-Up

Create and Manage Invoices using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management