



CREATE AND PROCESS ELECTRONIC PAYMENT

PTP

QUICK REFERENCE GUIDE AP-9B

Purpose

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

Introduction and Overview

This QRG covers the procedure of creating and processing electronic Payment Process Requests (**PPR**) to enable check and electronic payments.



User Tip:

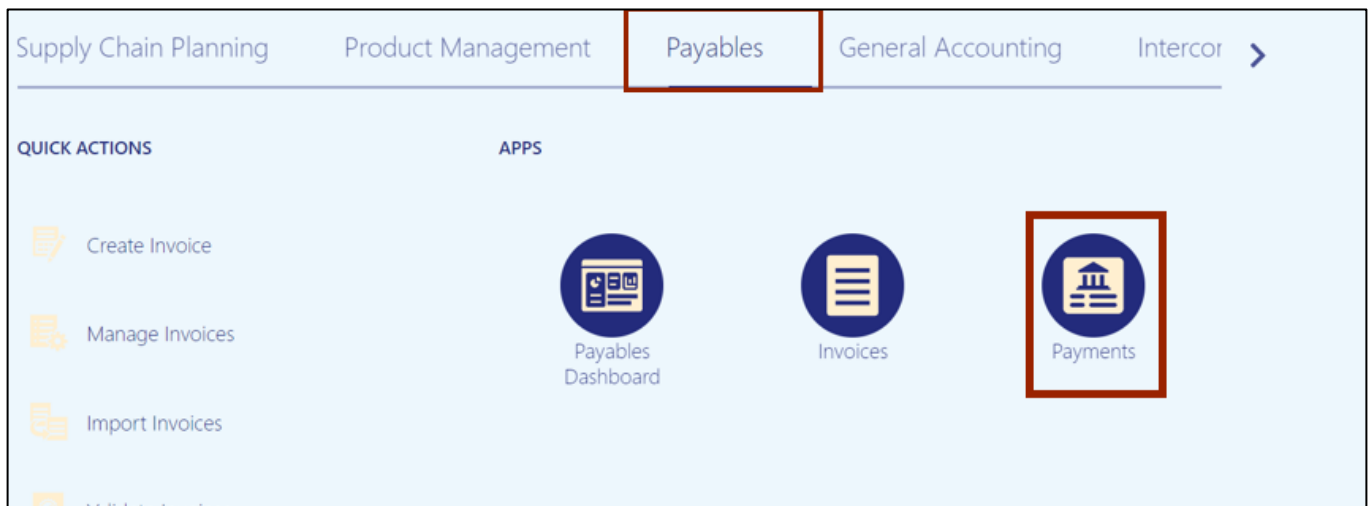
The following are prerequisites to Create and Process Electronic Payments:

1. Invoices should be validated and approved.
2. Invoice should not have any holds.

Submit Check and Electronic Payments

To submit check and electronic PPR in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Payables** tab and then click the **Payments** app.



3. On the **Overview** page, click the **Tasks** [☰] icon and then click **Submit Payment Process Request**.

The screenshot shows the 'Overview' page for 'Payment Process Requests'. At the top, there are filters for 'Requiring Attention (3)', 'Recently Completed (0)', and 'Recently Terminated (2)'. Below this is a table with columns: Name, Pending Since, Stage, Status, and an Actions column. Two rows are visible: 'ChecTest001' and '020923-002', both with a 'Pending Since' date of 2/8/23 and 2/9/23 respectively, and a 'Status' of 'Waiting for payment file processing'. The 'Stage' for both is 'Payment file build'. In the top right sidebar, under the 'Payments' section, the 'Submit Payment Process Request' option is highlighted with a red box. Other options include 'Manage Payment Process Requests', 'Manage Payment Process Request Templates', 'Manage Payments', 'Manage Payment Files', 'Create Positive Pay File', 'Send Separate Remittance Advice', 'Create Regulatory Reporting', and 'Payment File Accompanying Letter'. Under the 'Accounting' section, there are options for 'Create Accounting' and 'Create Adjustment Journal'.

4. Click the *Template* drop-down choice list and select the appropriate template.

In this example, we choose **Epay**.

Enter the name in the **Name** field in the given format “BU Epay MMDDYYYY Initials”.

The screenshot shows the 'Submit Payment Process Request' form. At the top, there is a 'Name' field containing '0800 Epay 10/20/23 RT' and a 'Template' dropdown menu set to 'E-Pay', both highlighted with red boxes. Below these are two tabs: 'Selection Criteria' and 'Payment and Processing Options'. Under 'Payment and Processing Options', there are several input fields: 'Pay Through Date' (10/20/23), 'Pay from Date' (m/d/yy), 'From Payment Priority' (1), 'To Payment Priority' (10), 'Date Basis' (Pay date), and 'Include Zero Amount Invoices' (Yes). On the right side, there are dropdown menus for 'Payment Method', 'Invoice Conversion Rate Type', 'Supplier or Party' (with a search icon), and 'Invoice Group'.

- On the **Selection Criteria** tab, the details are auto populated based on the template selected. Review the details and modify if required. **Pay Through Date will determine the invoices picked in your PPR based on the invoice due date.**

Selection Criteria Payment and Processing Options

Pay Through Date

Pay from Date

From Payment Priority

To Payment Priority

Date Basis

Include Zero Amount Invoices

Supplier Type

Pay Groups All Specific

View

Currencies All Payment Invoice

Business Units All Payment Invoice

Legal Entities All Specific

Sources All Specific Exclude

- Scroll up on the **Submit Payment Process Request** page and click the **Submit** button. This will redirect you to **Overview** dashboard.

Submit Payment Process Request

* Name Template

Selection Criteria Payment and Processing Options


- These programs will run when you submit the PPR.

View Status Time Range

Process Name	Process ID	Status	Scheduled Time	View Output	Parameters	View Log
Payables Selected Installments Report	5785914	Succeeded	4/12/23 1:11 AM ...	<input type="button" value="View"/>	300000263090650	<input type="button" value="View"/>
Initiate Payment Process Request	5785913	Succeeded	4/12/23 1:11 AM ...	<input type="button" value="View"/>	Y, 300000263090650	<input type="button" value="View"/>

Review Installments (Add/Delete)

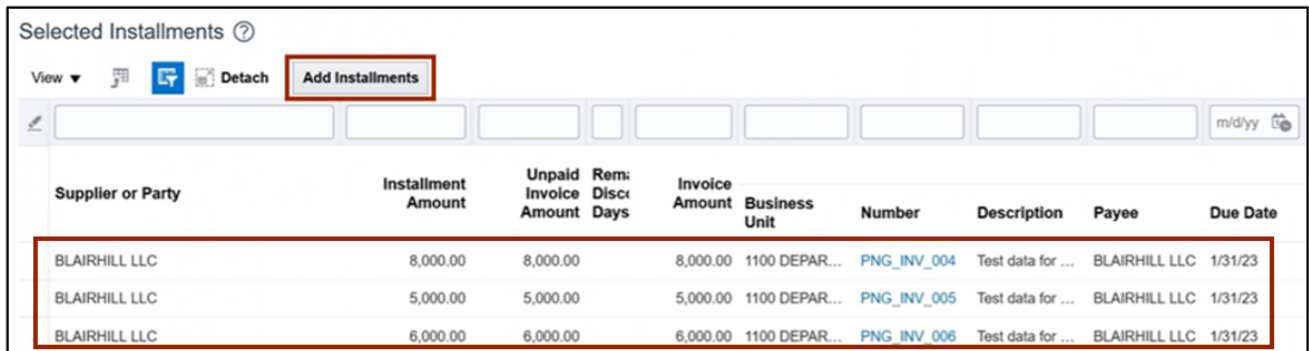
To review installments in NCFs, please follow the steps below:

1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required PPR and then click the **Action** [] icon.



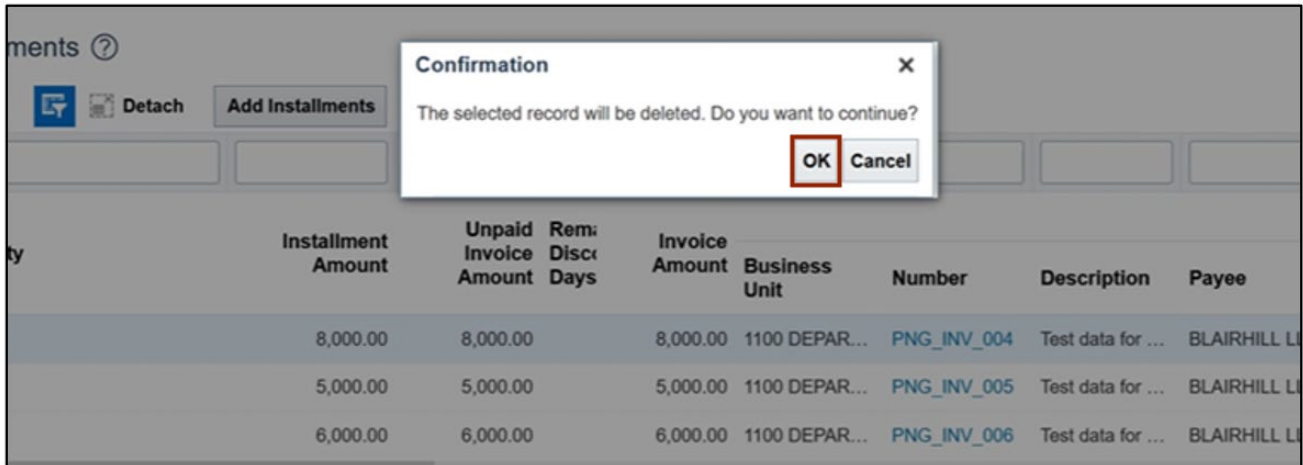
Name	Pending Since	Stage	Status	Action
AP100StatusDemo	9/22/23	Payment file build	Waiting for payment file processing	
1600EPay 09-27-23 (MM)	9/27/23	Installment selection	Pending installments review	
0800Check101623MU3	10/16/23	Installment selection	Pending installments review	
0800Check101623MU4	10/16/23	Installment selection	Pending installments review	
0800Check101623MU5	10/16/23	Installment selection	Pending installments review	
0800Check101623MU7	10/16/23	Installment selection	Pending installments review	
0800Check101623MU8	10/16/23	Installment selection	Pending installments review	
0800 10/17/23 Demo LDW	10/17/23	Payment file build	Waiting for payment file processing	
0800 Epay 10/20/23 RT	10/20/23	Installment selection	Pending installments review	

2. On the **Review Installments** page, review the list of Installments. **NCFs will automatically pick up current invoices that ready for ePay/ACH payment.** Optionally, to add or remove installs follow step 5 through step 7, if not skip to step 8. Click the **Add Installments** button to add/remove an installment optionally. **Make sure to select only ePay invoices.**

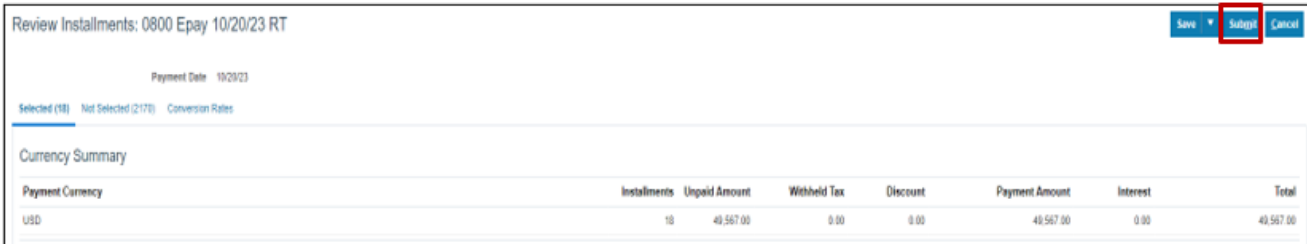


Supplier or Party	Installment Amount	Unpaid Invoice Amount	Rem: Discr Days	Invoice Amount	Business Unit	Number	Description	Payee	Due Date
BLAIRHILL LLC	8,000.00	8,000.00		8,000.00	1100 DEPAR...	PNG_INV_004	Test data for ...	BLAIRHILL LLC	1/31/23
BLAIRHILL LLC	5,000.00	5,000.00		5,000.00	1100 DEPAR...	PNG_INV_005	Test data for ...	BLAIRHILL LLC	1/31/23
BLAIRHILL LLC	6,000.00	6,000.00		6,000.00	1100 DEPAR...	PNG_INV_006	Test data for ...	BLAIRHILL LLC	1/31/23

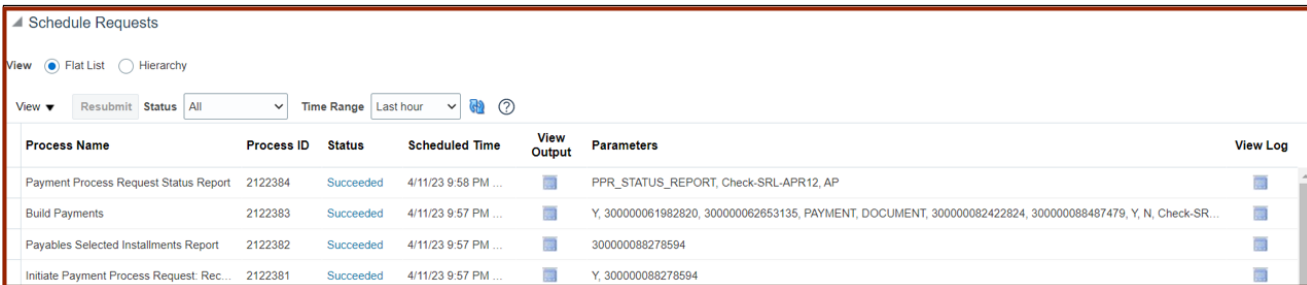
6. A **Confirmation** pop-up appears. Click the **OK** button.



7. On the **Review Installments** page, click the **Submit** button.




8. These programs will run when you submit the Installments.



Complete Pending Information Required

To add disbursement bank account, please follow the steps below:

1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required **PPR** and click the **Action** [] icon.

0800 10/17/23 Demo LDH	10/17/23	Payment file build	Waiting for payment file processing	1	10/17/23
0800 Epay 10/20/23 RT	10/20/23	Document validation	Pending action to complete information re	18	10/20/23

2. From the *Disbursement Bank Account* drop-down choice list, select the **OSC's Epay Account**.

In this example, we choose **3000046 – GENERAL EXPENSE OSC EPAY–** . Click the **Resume Payment Process** button. This will redirect you to the **Payment Process Requests** page.

Assign Payment Process Attributes: 0800 Epay 10/20/23 RT

Assigned Documents: 0
Unassigned Documents: 18
Total: 18


Document Payable Groups

View: Assign at Document Payable Level

Payment Currency	Payment Business Unit	Payment Method	Payment Date	Number of Documents	Payment Process Profile	Disbursement Bank Account
USD	0200 ADMINISTRATIVE OFFICE OF THE COURTS	Electronic - Supplier	10/20/23	1	NC Electronic Payment Process	3000046 - GENERAL EXP

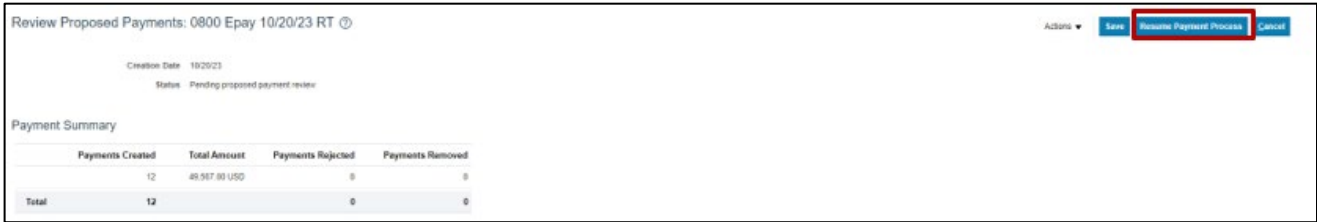
Complete Pending Proposed Payment Review

To review pending proposed payment, please follow the steps below:

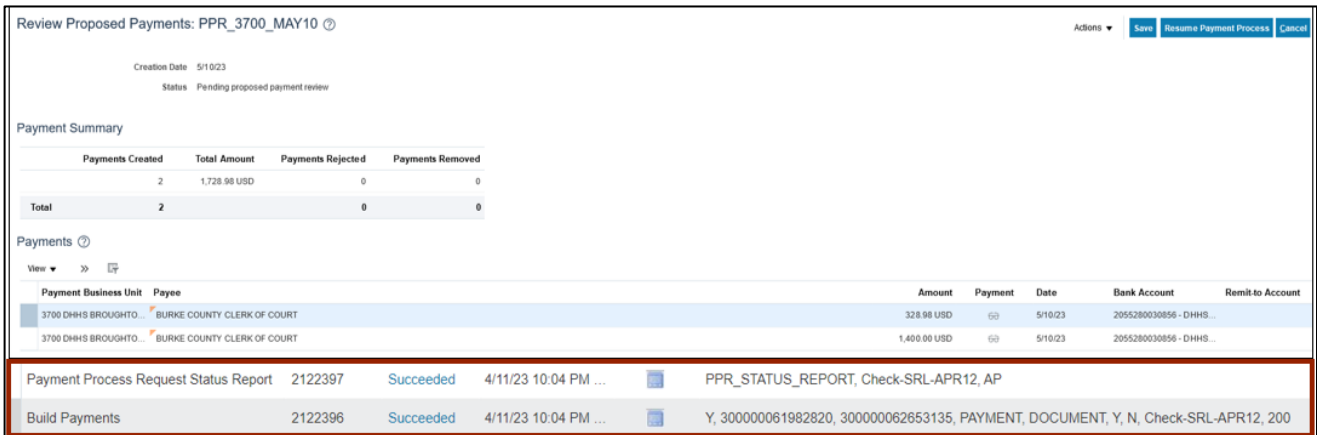
1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required **PPR** and then click the **Action** [] icon.

0800 10/17/23 Demo LDH	10/17/23	Payment file build	Waiting for payment file processing	1	10/17/23
0800 Epay 10/20/23 RT	10/20/23	Payment validation	Pending proposed payment review	18	10/20/23

2. On the **Review Proposed Payments** page, click the **Resume Payment Process** button.



3. These programs will run when you resume the payment process.



4. Under the **Requiring Attention** tab, click the refresh icon, the status is available as **Payments approval initiated** for the selected PPR.



Note: Once you have completed the payment review, the payment approval is initiated, and **Payment Approval is performed by the OSC Central Compliance Team typically between 10:30 am and 1:00 pm.**

- Once all the steps are completed, under the **Requiring Attention** tab, the status is available as **Waiting for payment file processing** for the selected PPR.

Note: OSC will send ACH file the next day, until then the **status will be** Waiting for Payment File Processing. The agencies should not create ACH File.

Payment Process Requests							
Requiring Attention (1) Recently Completed (0) Recently Terminated (2)							
Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
0800 Epay 10/20/23 RT	6/12/23	Payment file build	Waiting for payment file processing		2		6/12/23

Wrap-Up

Create electronic payments in NCFs using the steps above to submit PPR, review installments, complete pending information required, complete pending payment review and complete payment process.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP100: Agency Payment Management