



# CREATE AND PROCESS IGO PAYMENTS

PTP

## QUICK REFERENCE GUIDE AP-09C

### Purpose

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

### Introduction and Overview

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



#### User Tip:

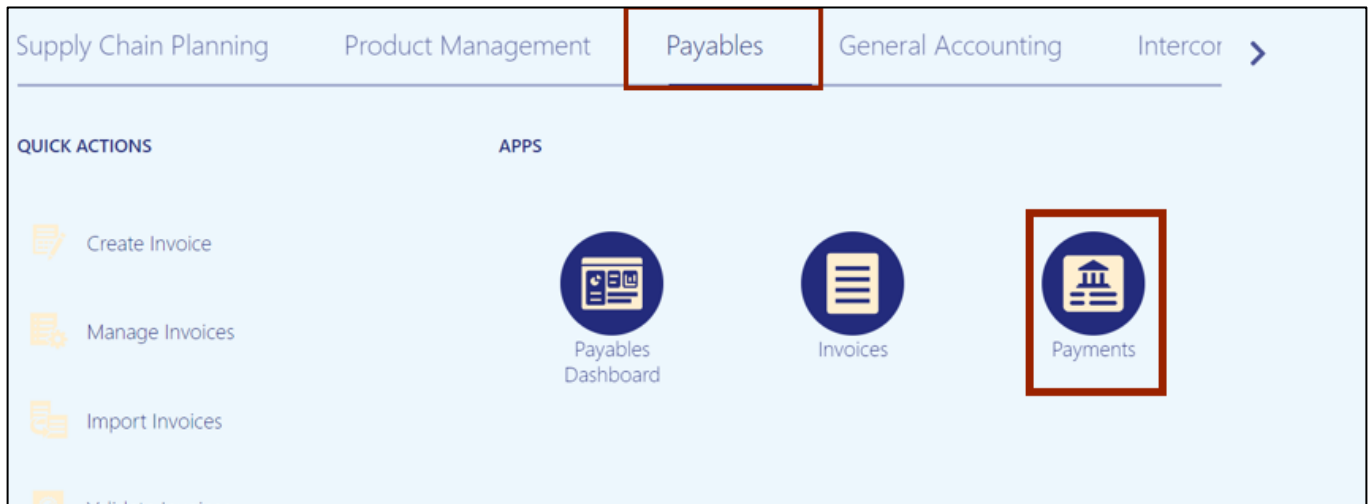
The following are prerequisites to Create and Process IGO Payments:

1. Invoices should be validate 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 'Ar' icon. Two rows are visible: 'ChecTest001' and '020923-002', both with a status of 'Waiting for payment file processing'. On the 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 **IGO**.

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

The screenshot shows the 'Submit Payment Process Request' form. At the top right are 'Submit' and 'Cancel' buttons. The 'Name' field contains '0800 IGO 10/20/23 RT' and the 'Template' dropdown menu is set to 'IGO'. Below these fields are tabs for 'Selection Criteria' and 'Payment and Processing Options'. Under 'Payment Attributes', there are fields for 'Payment Date' (10/20/23), 'Disbursement Bank Account', 'Settlement Priority Override', and 'Bank Charge Bearer Override'.

- 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: 10/20/23

Pay from Date: m/d/yy

From Payment Priority: 1

To Payment Priority: 10

Date Basis: Pay date

Include Zero Amount Invoices: Yes

Supplier Type: [Dropdown]

Pay Groups:  All  Specific

View: [Dropdown] + X

[Dropdown]

Standard [Dropdown]

Currencies:  All  Payment  Invoice

Business Units:  All  Payment  Invoice

Legal Entities:  All  Specific

Sources:  All  Specific  Exclude

- Click the **Payment and Processing Options** tab. In the **Payment Attributes** section, review the **Payment Date**, **Payment Process Profile** and **Payment Conversion Rate Type** that are auto-populated.

On the **Processing Options** section, **Review installments** and **Review proposed payments** options are auto-checked based on the template selected.

**Note: Please do not change the default settings on this page or your IGO interface may not work properly.**

**Payment Attributes**

\* Payment Date: 10/20/23

Disbursement Bank Account: [Dropdown]

Payment Document: [Dropdown]

Payment Process Profile: NC Electronic Payr

\* Payment Conversion Rate Type: Corporate

Settlement Priority Override: [Dropdown]

Bank Charge Bearer Override: [Dropdown]

Starting Voucher Number: [Text]

Cross-Currency Rate Type: [Dropdown]

**Processing Options**

Apply credits up to zero amount payment

Review installments

Review proposed payments

Create payment fee immediately

Validation Failure Handling: [Icon]

Document: [Dropdown] Reject only documents

Payment: [Dropdown] Reject only payments

7. 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 Submit Cancel

\* Name: 0800 IGO 10/20/23 RT      Template: IGO

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

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

## 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	
0800Check101623MU6	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	Payment validation	Payments approval initiated	
0800 IGO 10/20/23 RT	10/20/23	Installment selection	Pending installments review	





## 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 LDW	10/17/23	Payment file build	Waiting for payment file processing		
▶ 0800 Epay 10/20/23 RT	10/20/23	Payment validation	Payments approval initiated		18
▶ 0800 IGO 10/20/23 RT	10/20/23	Document validation	Pending action to complete information req		2

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

In this example, we choose **NC FBR IGO INVOICES** – Click the **Resume Payment Process** button. This will redirect you to the **Payment Process Requests** page.

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

Assigned Documents 0  
Unassigned Documents 2  
Total 2


Document Payable Groups 

View

Payment Currency	Payment Business Unit	Payment Method	Payment Date	Number of Documents	Payment Process Profile	Disbursement Bank Account
USD	1100 DEPARTMENT OF LABOR	Electronic - IGO	10/20/23	1	NC IGO Payment Process Profile	NC-FBR-IGO-INVOICES

## 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 LDW	10/17/23	Payment file build	Waiting for payment file processing		
▶ 0800 Epay 10/20/23 RT	10/20/23	Payment validation	Payments approval initiated		18
▶ 0800 IGO 10/20/23 RT	10/20/23	Payment validation	Pending proposed payment review		2

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

Review Proposed Payments: 0800 IGO 10/20/23 RT 

Creation Date 10/20/23  
Status Pending proposed payment review

Payment Summary

	Payments Created	Total Amount	Payments Rejected	Payments Removed
	2	37,327.20 USD	0	0
<b>Total</b>	<b>2</b>		<b>0</b>	<b>0</b>

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

Review Proposed Payments: PPR\_3700\_MAY10

Creation Date: 5/10/23  
Status: Pending proposed payment review

Payment Summary

Payments Created	Total Amount	Payments Rejected	Payments Removed
2	1,728.98 USD	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>

Payments

Payment Business Unit	Payee	Amount	Payment	Date	Bank Account	Remit to Account
3700 DHHS BROUGHTO...	BURKE COUNTY CLERK OF COURT	328.98 USD	GG	5/10/23	2055280030856 - DHHS...	
3700 DHHS BROUGHTO...	BURKE COUNTY CLERK OF COURT	1,400.00 USD	GG	5/10/23	2055280030856 - DHHS...	

Payment Process Request Status Report 2122397 Succeeded 4/11/23 10:04 PM ... PPR\_STATUS\_REPORT, Check-SRL-APR12, AP

Build Payments 2122396 Succeeded 4/11/23 10:04 PM ... Y, 300000061982820, 300000062653135, PAYMENT, DOCUMENT, Y, N, Check-SRL-APR12, 200

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

Name	Pending Since	Stage	Status	Action	Instalments Selected	Instalments Rejected	Payment Date
0800 Epay 10/20/23 RT	10/20/23	Payment validation	Payments approval initiated				18
0800 IGO 10/20/23 RT	10/20/23	Payment validation	Payments approval initiated				2

5. 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: **IGOs do not require OSC Central Compliance approval.** Once the Intercompany transfer program runs and will pick up all the approved IGOs for payment the next day, until then the **status will be Waiting for Payment File Processing.**

Payment Process Requests

Requiring Attention (1) Recently Completed (0) Recently Terminated (2)

Name	Pending Since	Stage	Status	Action	Instalments Selected	Instalments Rejected	Payment Date
0800 IGO 10/20/23 RT	10/20/23	Payment file build	Waiting for payment file processing		2		6/12/23

## Wrap-Up

Create IGO 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