CREATE RECURRING INVOICES

QUICK REFERENCE GUIDE AP-21

Purpose

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

Introduction and Overview

This QRG covers the steps to create recurring invoices in NCFS.

> **User Tip:**
>
> The following are prerequisites to creating and uploading a journal from spreadsheet:
>
> 1. User must download desktop integration installer for using ADFDI spreadsheet. (Navigation: Tools>> Download Desktop Integration Installer)
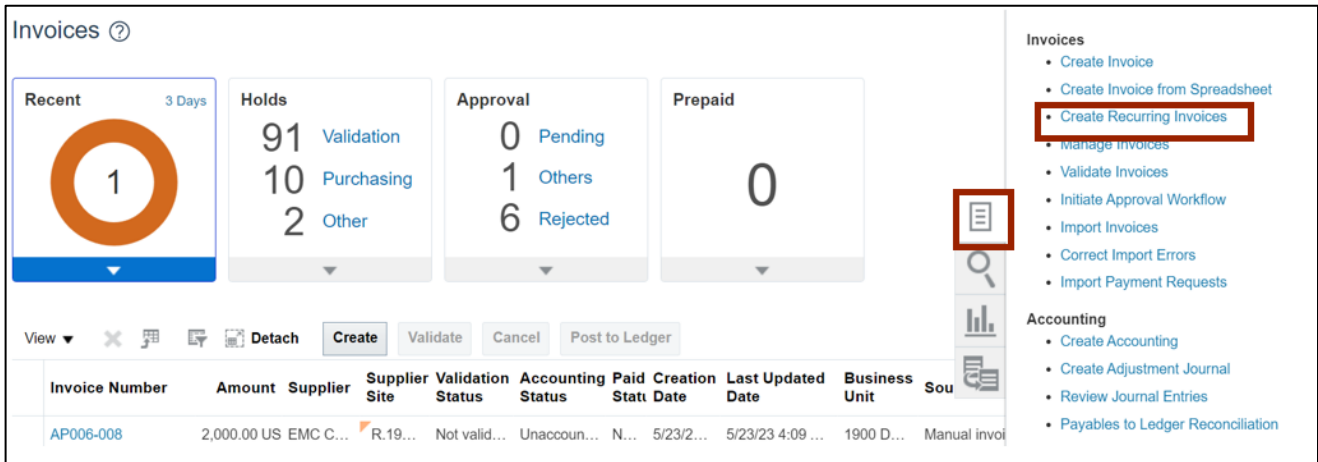
Create Recurring Invoices

To create recurring invoices in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.

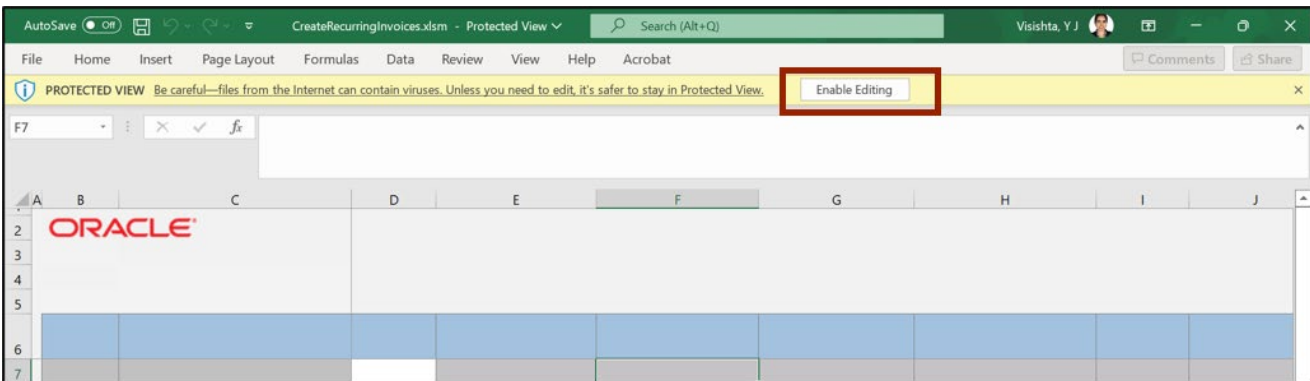2. On the **Home** page, click the **Payables** tab and click the **Invoices** app.
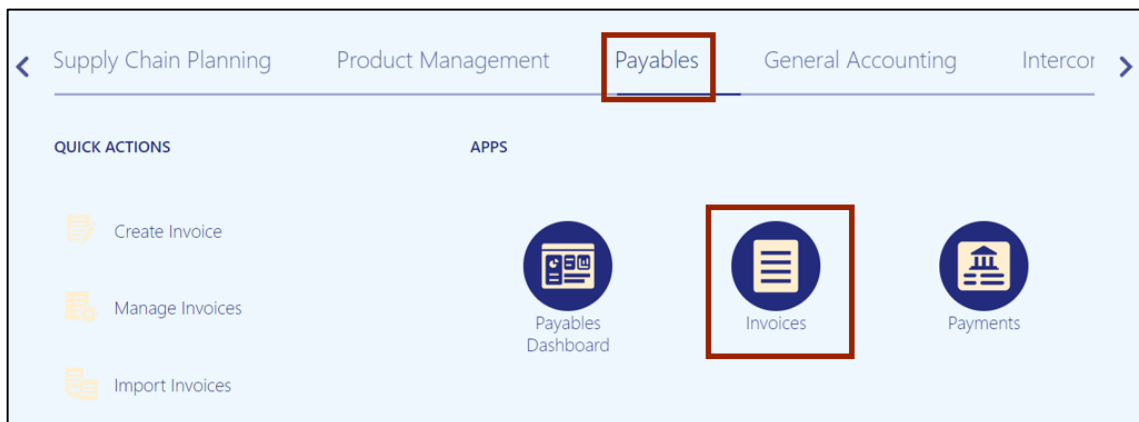
3. The **Invoices** dashboard opens. Click the **Tasks [🗎]** icon and click **Create Recurring Invoices**.
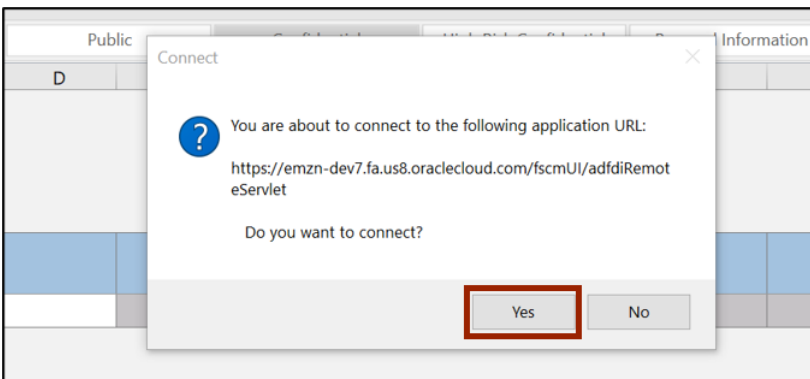

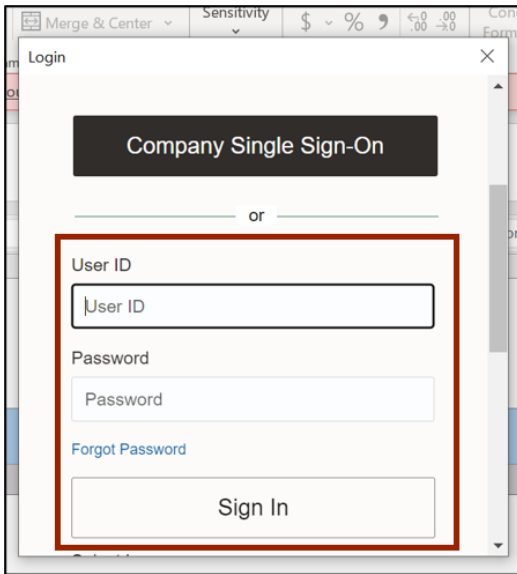Note: **CreateRecurringInvoices.xlsm** file is downloaded. Open the excel file.

4. On the **CreateRecurringInvoices.xlsm** file, click the **Enable Editing** button.

5. The *Connect* pop-up appears. Click the **Yes** button.

6. The *NCFS Login* pop-up appears. Enter your credentials and click the **Sign In** button.

7. The **CreateRecurringInvoices.xlsm** file displays a table to enter the invoice details. Enter the invoice details in all the mandatory fields (marked with *).

   In this example, we choose **1400 OFFICE OF THE STATE CONTROLLER** for *Business Unit*, **INV525** for *Invoice Number*, **300.00** for **Invoice Amount.*

8. For fields marked with [..], double-click the cells to fill in the details.

   In this example, we choose *Supplier[..]* field. Double-click the *Supplier[..]* field to enter the Supplier name details.

9. The *Search and Select* pop-up appears. Enter the Supplier name in the ***Supplier*** field and click the **Search** button. Click the **OK** button. In this example, we choose **RELYCO SALES INC.**

Note: The **Supplier Number** field gets auto populated on the file when **Supplier** field details are entered.

10. Scroll to the right and enter the details in the mandatory (marked with *) and applicable fields.

    In this example, we choose:
    Supplier Site: **R.14PT.01**
    Invoice Currency: **USD**,
    Description: **Recurring Invoice for RELYCO SALES**,
    Calendar Name: **NC AP CALENDAR**,
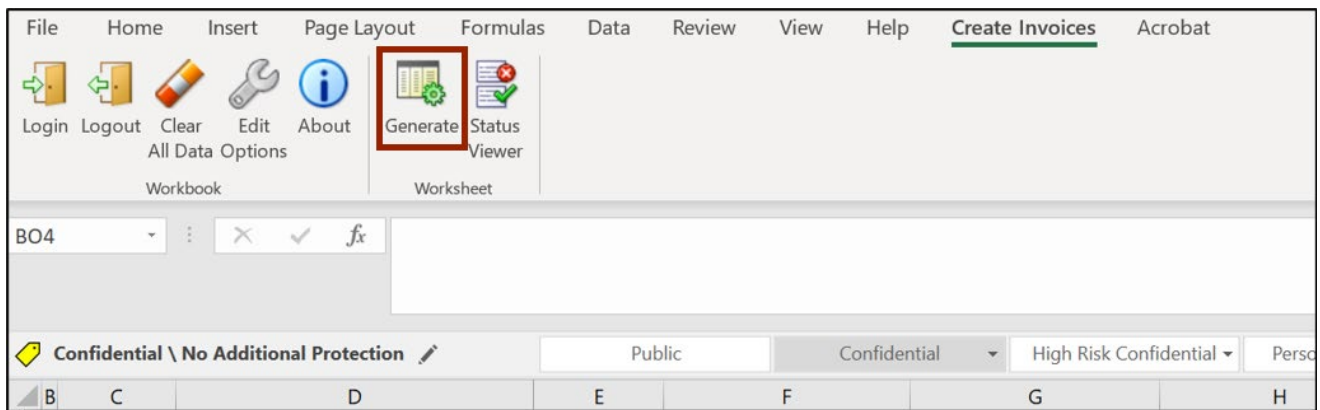   *From Period*: **May-22**,
    To Period: **Jun-22**
    Amount: **300.00**
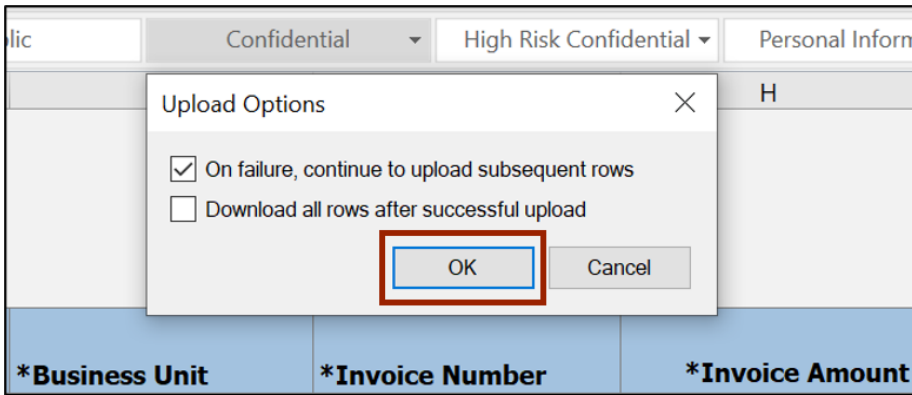   *Distribution Combination*: **1400-102000-52521000-0000000-0000000-0000-0000000000-000000-0000-000000-00000**

    Note: For fields marked with [..], follow steps 8 and 9 to fill in the details.
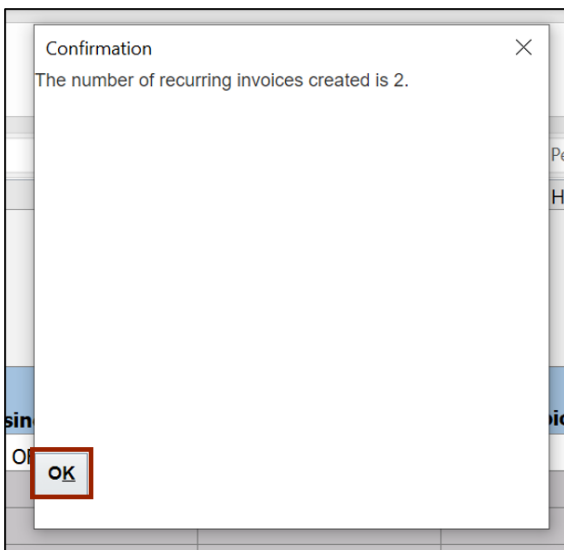

11. On the *Create Invoices* tab, click the **Generate** button.

12. The *Upload Options* pop-up appears. Click the **OK** button.

13. The *Confirmation* pop-up appears. Click the **OK** button.

14. Navigate to **NCFS Login** >> **Payables** >> **Invoices**. The **Invoices** dashboard opens. Click the *Recent* info tile. Two recurring invoices, **INV525_1** and **INV525_2,** are generated. Click the **Invoice Number** link to validate the recurring invoices.

    In this example, we choose **INV525_1** invoice.

15. The **Edit Invoice** page is displayed. Validate and update the invoice details if necessary. Click the **Show More** link to access more information on the invoice.

16. More information on the invoice is displayed. Click the **Save and Close** button. The updates are saved. You are now redirected to the **Invoices** dashboard.

Wrap-Up

Create recurring invoices using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management