



# CREATE RECURRING INVOICES

AP

## 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:

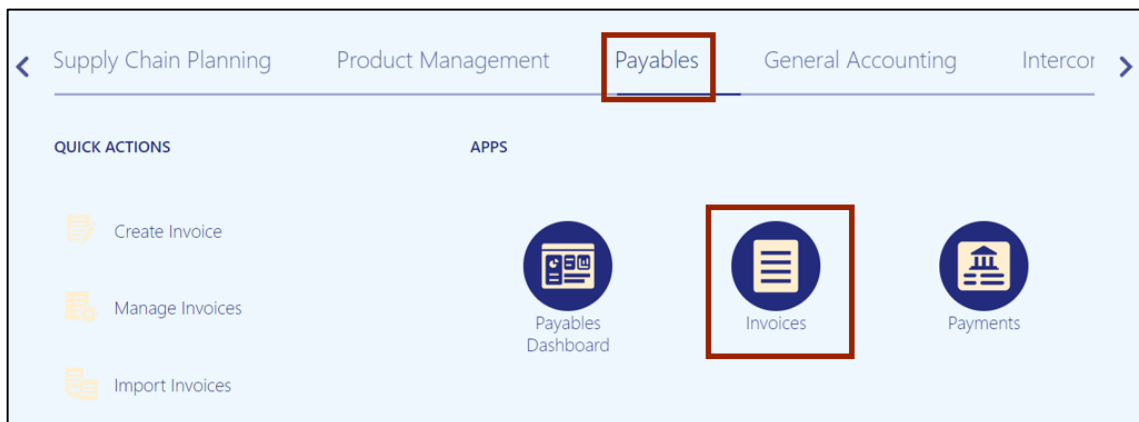
The following are prerequisites to creating and uploading a journal from spreadsheet:


1. User must download desktop integration installer for using ADFDI spreadsheet. (Navigation: Tools>> Download Desktop Integration Installer)

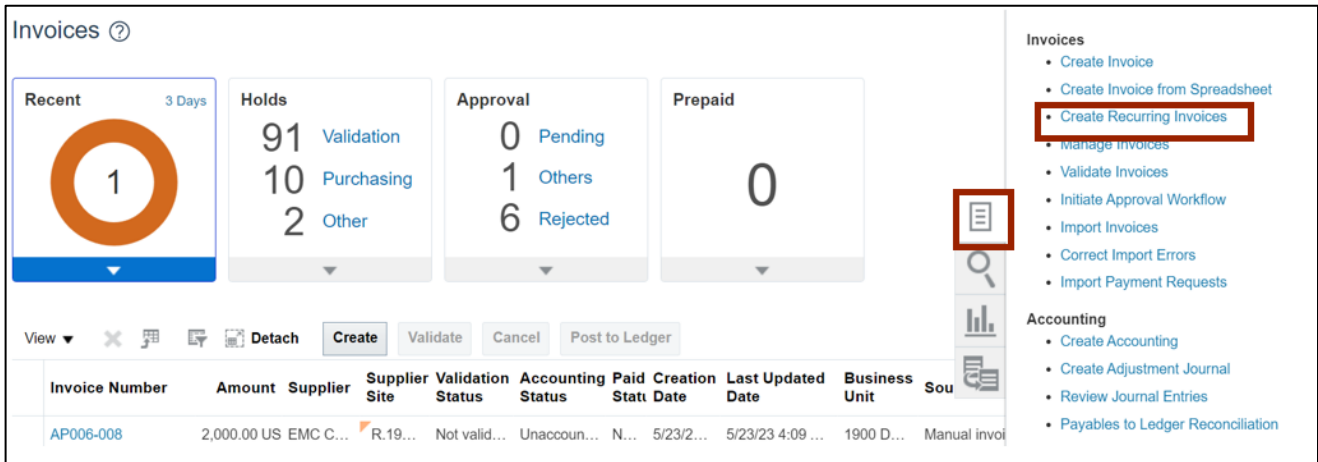
### Create Recurring Invoices

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.

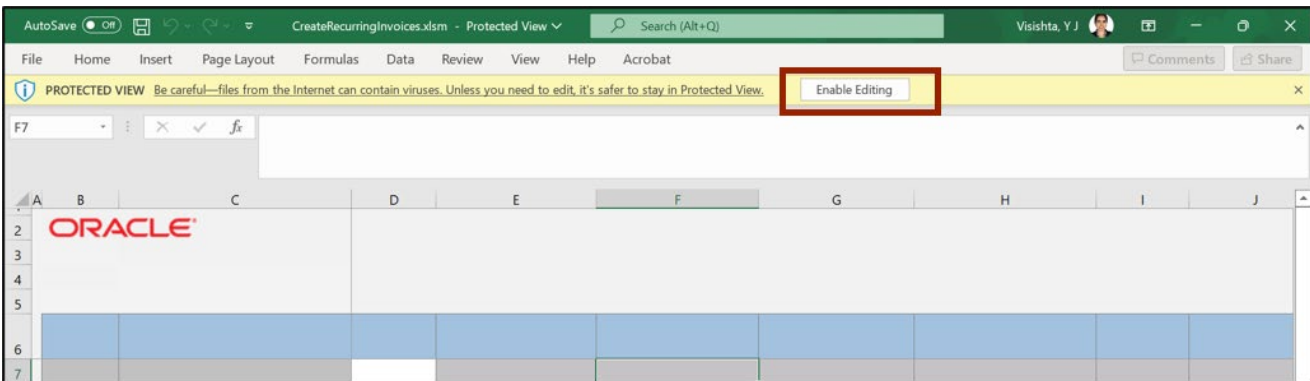


- The **Invoices** dashboard opens. Click the **Tasks** [  ] icon and click **Create Recurring Invoices**.

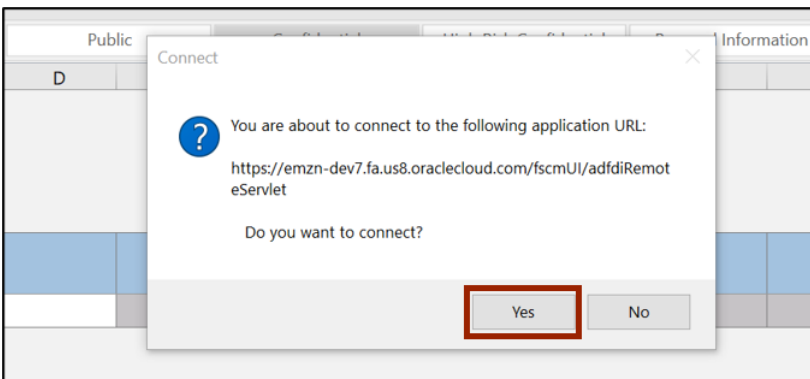


Note: **CreateRecurringInvoices.xlsm** file is downloaded. Open the excel file.

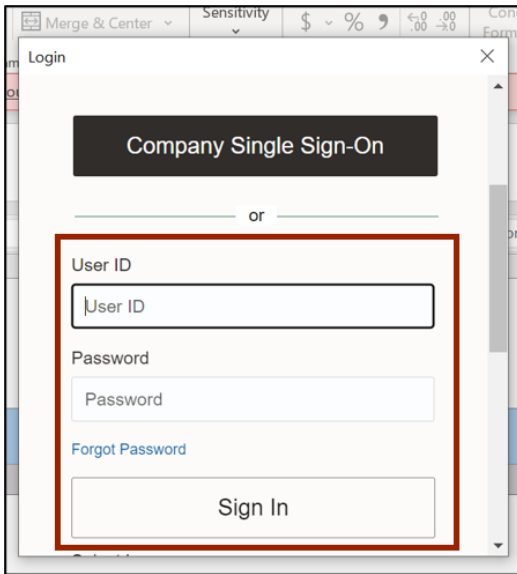
- On the **CreateRecurringInvoices.xlsm** file, click the **Enable Editing** button.



- 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*.

| ORACLE®<br>Recurring Invoices |                           |                             |                        |                 |                 |                |                   |                |
|-------------------------------|---------------------------|-----------------------------|------------------------|-----------------|-----------------|----------------|-------------------|----------------|
| *Required                     |                           | ** At least one is required |                        |                 |                 |                |                   |                |
| Changed                       | Template Row Status       | *Template Row Line          | *Business Unit         | *Invoice Number | *Invoice Amount | **Supplier[..] | **Supplier Number | *Supplier Site |
| ▲                             | Row inserted successfully | 1                           | 1400 OFFICE OF THE STA | INV525          | 300.00          |                |                   |                |
|                               |                           | 2                           |                        |                 |                 |                |                   |                |
|                               |                           | 3                           |                        |                 |                 |                |                   |                |
|                               |                           | 4                           |                        |                 |                 |                |                   |                |
|                               |                           | 5                           |                        |                 |                 |                |                   |                |

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.

| ORACLE®<br>Recurring Invoices |                           |                             |                 |                |                   |                    |                   |                  |      |
|-------------------------------|---------------------------|-----------------------------|-----------------|----------------|-------------------|--------------------|-------------------|------------------|------|
| *Required                     |                           | ** At least one is required |                 |                |                   |                    |                   |                  |      |
| Changed                       | Template Row Status       | *Invoice Number             | *Invoice Amount | **Supplier[..] | **Supplier Number | *Supplier Site[..] | *Invoice Currency | Payment Currency | Desc |
| ▲                             | Row inserted successfully | INV525                      | 300.00          |                |                   |                    |                   |                  |      |
|                               |                           |                             |                 |                |                   |                    |                   |                  |      |
|                               |                           |                             |                 |                |                   |                    |                   |                  |      |
|                               |                           |                             |                 |                |                   |                    |                   |                  |      |

- 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.**

Search and Select: Supplier

Search and Select: Supplier

Search

\*\* At least one is required

\*\* Supplier Starts with [RELYCO]

\*\* Supplier Number Starts with [100123]

Search Reset

| Supplier       | Supplier Number | Income Tax Type |
|----------------|-----------------|-----------------|
| RELYCO SALE... | 100123          | DAU/AR          |

OK Cancel

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

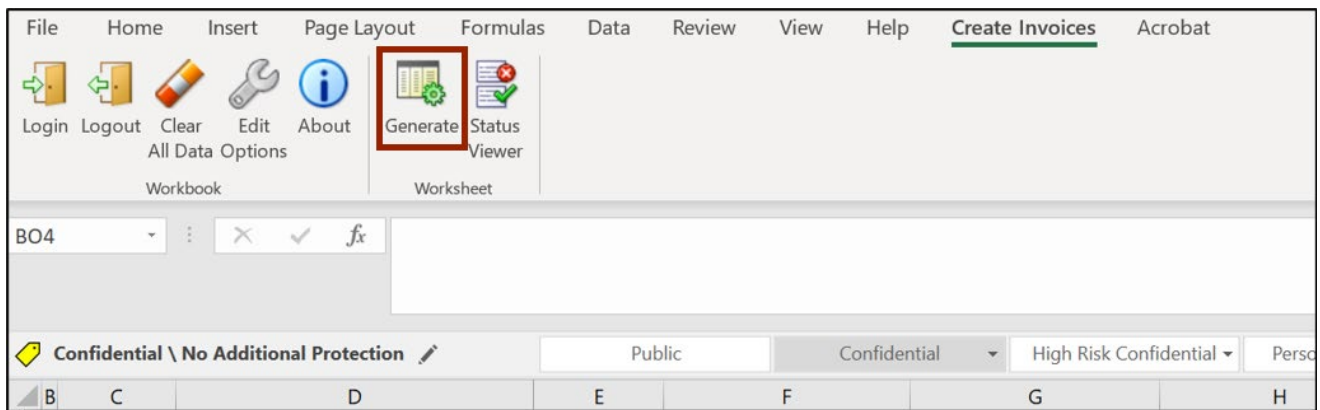
**Amount:** 300.00

**Distribution Combination:** 1400-102000-52521000-0000000-0000000-0000-0000000000-000000-0000-000000-00000

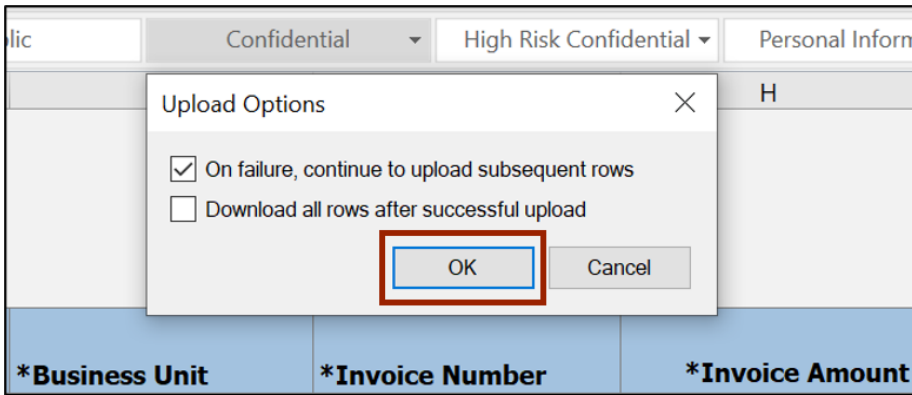
Note: For fields marked with [..], follow steps 8 and 9 to fill in the details.

| Changed | Template Row Status       | *Supplier Site[..] | *Invoice Currency | Description       | *Calendar Name[..] | *From Period[..] | *To Period[..] | *Amount | Distribution Combination[..]  |
|---------|---------------------------|--------------------|-------------------|-------------------|--------------------|------------------|----------------|---------|---|
|         | Row inserted successfully | R.14PT.01          | USD               | Recurring Invoice | NC AP Calendar     | May-22           | Jun-22         | 300.00  | 1400-102000-52521000-0000000-0000000-0000-0000000000-000000-0000-000000-00000 |

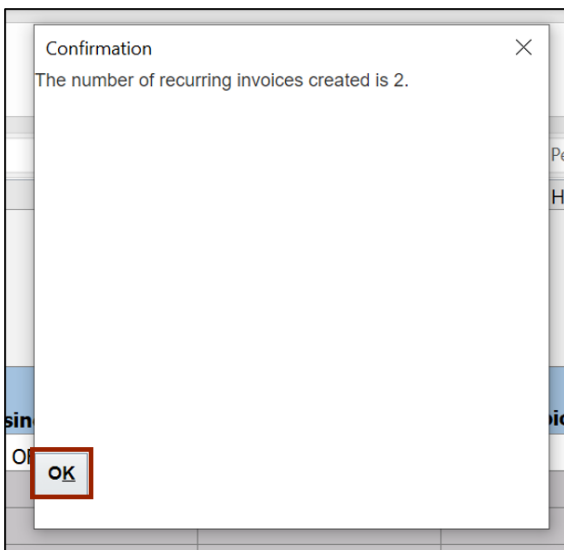
11. On the *Create Invoices* tab, click the **Generate** button.



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



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



- 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.

The screenshot shows the Invoices dashboard. At the top, there are four summary tiles: 'Recent' (3 Days, 8), 'Holds' (91 Validation, 10 Purchasing, 3 Other), 'Approval' (0 Pending, 1 Others, 6 Rejected), and 'Prepaid' (0). Below these are buttons for 'View', 'Detach', 'Create', 'Validate', 'Cancel', and 'Post to Ledger'. A table lists invoices with columns: Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, Last Updated Date, Business Unit, Source, and Description. The row for 'INV525\_1' is highlighted with a red box.

| Invoice Number | Amount     | Supplier | Supplier Site | Validation Status | Accounting Status | Paid Status | Creation Date | Last Updated Date | Business Unit | Source               | Description               |
|----------------|------------|----------|---------------|-------------------|-------------------|-------------|---------------|-------------------|---------------|----------------------|---------------------------|
| INV12          | 50.00 USD  | FORM...  | R.02...       | Needs r...        | Unaccoun...       | N...        | 5/25/2...     | 5/25/23 10:30...  | 0200 A...     | Manual invoice entry |                           |
| INV525_1       | 300.00 USD | RELYC... | R.14...       | Not valid...      | Unaccoun...       | N...        | 5/25/2...     | 5/25/23 3:56 ...  | 1400 O...     | Recurring invoice    | Recurring Invoice for REL |
| INV525_2       | 300.00 USD | RELYC... | R.14...       | Not valid...      | Unaccoun...       | N...        | 5/25/2...     | 5/25/23 3:56 ...  | 1400 O...     | Recurring invoice    | Recurring Invoice for REL |
| INV 1549       | 50.00 USD  | FORM...  | R.02...       | Not valid...      | Unaccoun...       | N...        | 5/25/2...     | 5/25/23 10:00...  | 0200 A...     | Manual invoice entry |                           |

- 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.

The screenshot shows the 'Edit Invoice: INV525\_1' page. At the top, there is a 'Not validated' warning and 'Invoice Actions' dropdown. Buttons for 'Save', 'Save and Close', and 'Cancel' are visible. The 'Invoice Header' section has a 'Show More' link highlighted with a red box. Below this, the 'Identifying PO' section contains several fields: Business Unit (1400 OFFICE OF THE STATE CONTROLLER), Supplier (RELYCO SALES INC), Supplier Number (100123), Supplier Site (R.14PT.01), Legal Entity (NC OFFICE OF THE STATE), and Invoice Group (RECURRING INVOICE:23002). To the right, there are fields for Number (INV525\_1), Amount (USD - 300.00), Type (Standard), Description (Recurring Invoice for RELYCO SALES), Date (7/1/22), Payment Terms (Net 30), and Terms Date (7/1/22). At the bottom, there is a 'Lines' section with a 'Match Invoice Lines' dropdown.

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.

Edit Invoice: INV525\_1 Not validated Invoice Actions Save **Save and Close** Cancel  
 Last Saved 5/25/23 4:30 PM

Invoice Header [Show Less](#)

General Accounting Tax Additional Information

Identifying PO

Business Unit 1400 OFFICE OF THE STATE CONTROLLER  
 Payment Business Unit 1400 OFFICE OF THE STATE CONTROLLER

\* Supplier RELYCO SALES INC  
 Supplier Number 100123

\* Supplier Site R.14PT.01  
 Supplier Site Address 121 BROADWAY, DOVERNH, 038203299, STRAFFORD, US

\* Legal Entity NC OFFICE OF THE STATE

\* Number INV525\_1  
 \* Amount USD - 300.00  
 Payment Currency USD -  
 Type Standard

Description Recurring Invoice for RELYCO SALES  
 Intercompany invoice

\* Date 7/1/22  
 \* Payment Terms Net 30  
 Goods Received m/d/yy  
 Invoice Received m/d/yy  
 \* Terms Date 7/1/22  
 Requester  
 Attachments None +

## Wrap-Up

Create recurring invoices using the steps above.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management