



# CREATE SPLIT LINE DISTRIBUTIONS

AP

## QUICK REFERENCE GUIDE AP-27

### Purpose

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

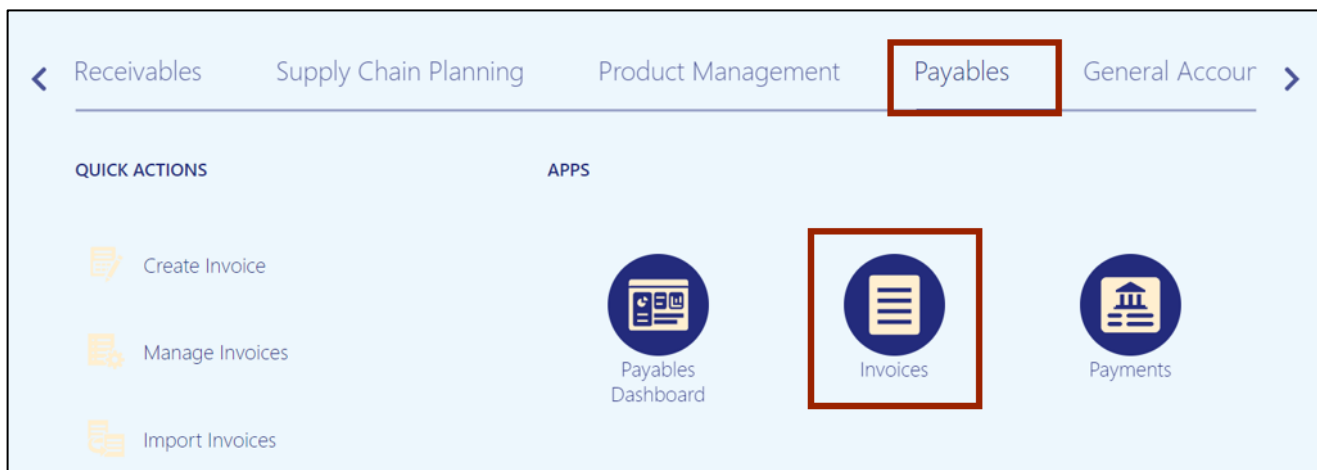
### Introduction and Overview

This QRG covers the steps to create split line distributions in NCFS. While creating an invoice, the line distribution can be split as required.

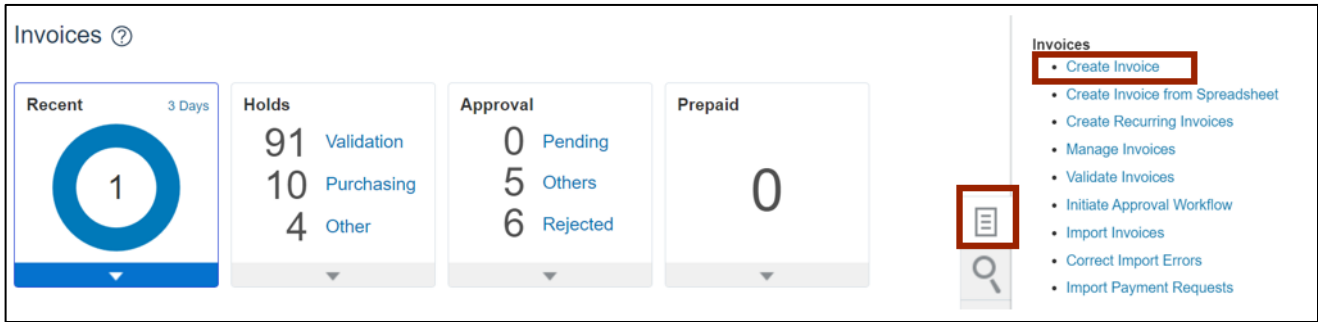
### Create Split Line Distributions

To create split line distributions 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.



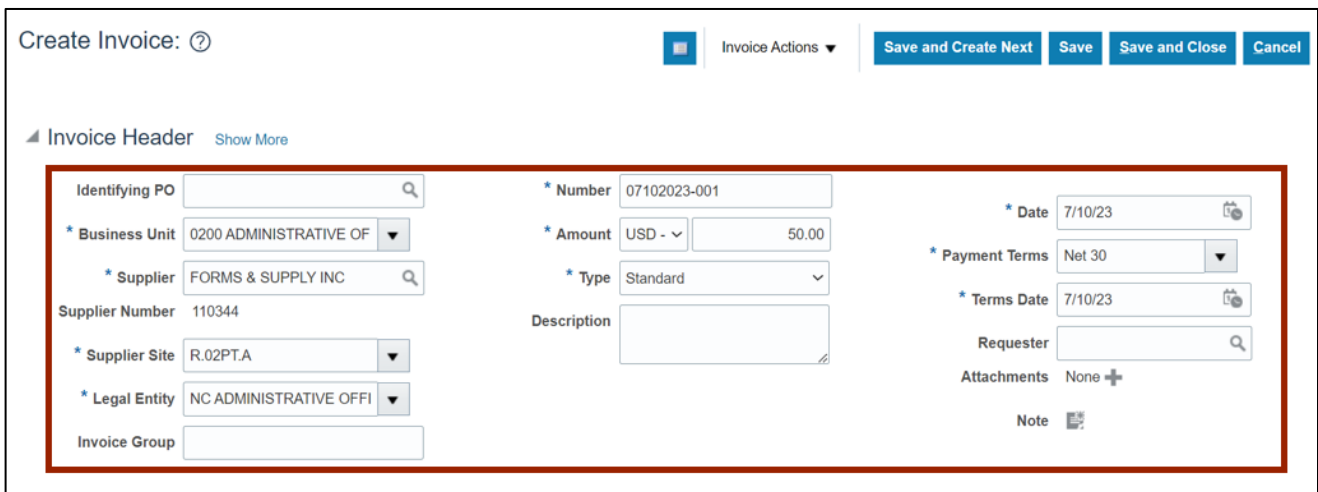
3. The **Invoices** dashboard opens. Click the **Tasks** [☰] icon and click **Create Invoice**.



4. The **Create Invoice** page opens. On the **Invoice Header** section, enter the details in the mandatory fields (marked with \*).

In this example, we choose:

- **\*Business Unit:** 0200 ADMINISTRATIVE OFFICE OF THE COURTS
- **\*Supplier:** FORMS & SUPPLY INC
- **\*Supplier Site:** R.02PT.A
- **\*Legal Entity:** NC ADMINISTRATIVE OFFICE OF THE COURTS
- **\*Number:** 07102023-001
- **\*Amount:** USD 50.00
- **\*Type:** Standard
- **\*Date:** 7/10/23
- **\*Payment Terms:** Net 30
- **\*Terms Date:** 7/10/23



5. Scroll down to the **Lines** section. Enter the **Amount** and click the **Distributions** button.

Lines ? Match Invoice Lines

View + [Grid] [Print] [Refresh] [Detach] [Allocate] [Cancel Line] **Distributions**

Distribution | Budgetary Control | Reference | Tax | Purchase Order | Asset | Project

* Number	* Type	* Amount	Distribution				* Budget
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	
1	Item	50.00			7/10/23	<input type="checkbox"/>	7/10/23
2	Item				7/10/23	—	7/10/23
3	Item				7/10/23	—	7/10/23
4	Item				7/10/23	—	7/10/23
5	Item				7/10/23	—	7/10/23

6. The **Manage Distributions** pop-up appears. Click the **Plus [ + ]** icon.

Manage Distributions

View + [Grid] [Print] [Refresh] [Detach] Invoice Line 1 [Reverse] [Adjust Tax Recovery] [Check Funds] [View Results]

Budgetary Control | Status | Purchase Order | Receipt | Project

Line	* Distribution	* Type	* Amount	* Distribution Combination	* Accounting Date	Description	Budgetary Control	
							* Budget Date	Status
							Distributions Total Amount	0.00
							Remaining Amount	50.00
							Line Amount	50.00

Save and Close Cancel

7. Enter the required **Amount** and **Distribution Combination**. Click the **Plus [ + ]** icon to add another distribution.

Note: Alternatively, click the **Search [ 🔍 ]** icon to fill in the **Distribution Combination**.

The screenshot shows the 'Manage Distributions' interface. At the top, there is a toolbar with a 'View' dropdown, a plus icon (highlighted with a red box), and several action buttons: 'Reverse', 'Adjust Tax Recovery', 'Check Funds', and 'View Results'. Below the toolbar are tabs for 'Budgetary Control', 'Status', 'Purchase Order', 'Receipt', and 'Project'. The main table has columns for 'Line', 'Distribution', 'Type', 'Amount', 'Distribution Combination', 'Accounting Date', 'Description', 'Budget Date', and 'Status'. A single row is visible with Line 1, Distribution 1, Type 'Item', Amount 30.00, and Distribution Combination '0200-100072-54110000-0201600-0000'. The 'Distribution Combination' field has a search icon (highlighted with a red box). Summary statistics on the right show 'Distributions Total Amount' 30.00, 'Remaining Amount' 20.00 (with a warning icon), and 'Line Amount' 50.00. 'Save and Close' and 'Cancel' buttons are at the bottom right.

8. Enter the required **Amount** and **Distribution Combination**. Click the **Save and Close** button.

Note: Ensure the **Remaining Amount** is **0.00**.

This screenshot shows the 'Manage Distributions' window after adding a second distribution. The table now has two rows: Line 1, Distribution 1 (Amount 30.00) and Line 1, Distribution 2 (Amount 20.00). The 'Distribution Combination' for the second row is '0200-100072-52148000-0201600-0000'. The summary statistics on the right now show 'Distributions Total Amount' 50.00 and 'Remaining Amount' 0.00 (with a green checkmark icon, highlighted by a red box). The 'Save and Close' button is also highlighted with a red box.

- Click the **Invoice Line** drop-down choice list and select **All** to add distributions for additional lines in case of multi-line invoices.

Note: In this example, we have added two distributions for one Invoice Line.

The screenshot shows the 'Manage Distributions' window. At the top, there is a toolbar with buttons: 'View', '+', 'X', 'Print', 'Detach', 'Invoice Line' (set to '1'), 'Reverse', 'Adjust Tax Recovery', 'Check Funds', and 'View Results'. Below the toolbar, there are tabs: 'Budgetary Control', 'Status', 'Purchase Order', 'Receipt', and 'Pro'. A dropdown menu is open for 'Invoice Line', showing 'All' selected. The main table has columns: 'Line', 'Distribution', 'Type', 'Amount', 'Account Combination', 'Accounting Date', 'Description', 'Budget Date', and 'Status'. Two rows are visible:

Line	Distribution	Type	Amount	Account Combination	Accounting Date	Description	Budget Date	Status
1	1	Item	30.00	0200-100072-54110000-0201600-0000	7/10/23		7/10/23	Not atten
1	2	Item	20.00	0200-100072-52148000-0201600-0000	7/10/23		7/10/23	Not atten

Summary statistics at the bottom right:

- Distributions Total Amount: 50.00
- Remaining Amount: 0.00
- Line Amount: 50.00

Buttons: 'Save and Close', 'Cancel'.

- You are redirected to the **Create Invoice** page. Click the **Invoice Actions** drop-down choice list and select **Validate** option.

The screenshot shows the 'Create Invoice' page. The 'Invoice Actions' dropdown menu is open, showing 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
- View Approval and Notification History
- Cancel Invoice
- Delete Invoice
- Pay in Full

The 'Validate' option is highlighted with a red box. The background shows the 'Invoice Header' section with fields for 'Business Unit', 'Supplier', 'Supplier Site', and 'Legal Entity'. The 'Invoice Actions' button is highlighted in the top toolbar.

11. The invoice is **Validated**. Click the **Save and Close** button. The changes are saved.

Create Invoice: 07102023-001 ?

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

Last Saved 7/10/23 8:10 AM

**Invoice Header** [Show More](#)

Identifying PO

Business Unit 0200 ADMINISTRATIVE OFFICE OF THE COURTS

\* Supplier FORMS & SUPPLY INC

Supplier Number 110344

\* Supplier Site R.02PT.A

\* Legal Entity NC ADMINISTRATIVE OFFI

Invoice Group

\* Number 07102023-001

\* Amount USD - 50.00

Type Standard

Description

\* Date 7/10/23

\* Payment Terms Net 30

\* Terms Date 7/10/23

Requester

Attachments None

Note

## Wrap-Up

Create split line distributions using the steps above. While creating an invoice, the line distribution can be split as required.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management