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

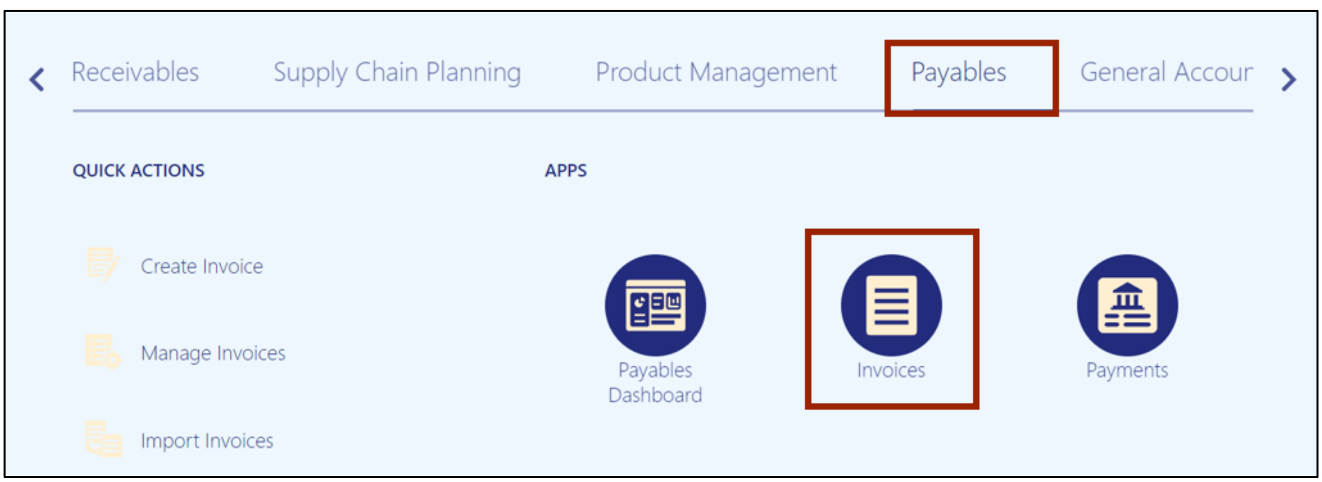
This QRG covers the steps to create split line distributions in NCFS. While creating an invoice, the line distribution can be split as required.

Create Split Line Distributions

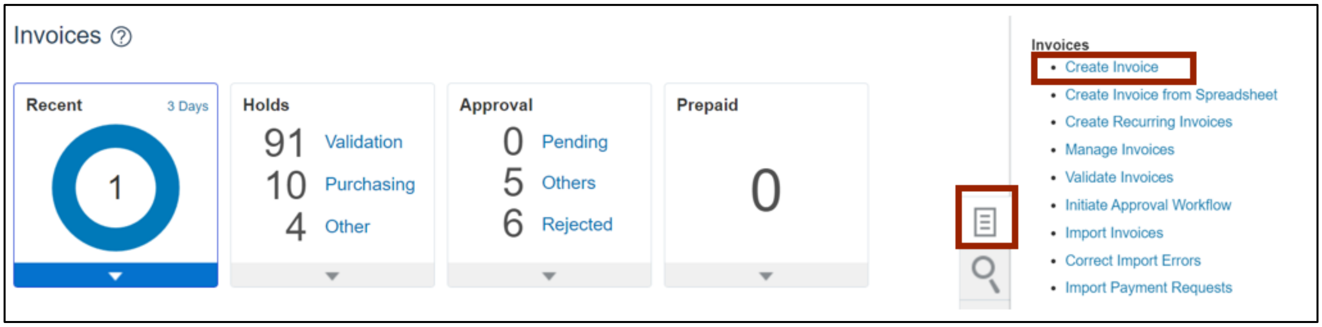
To create split line distributions in NCFS, please follow the steps below:

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.

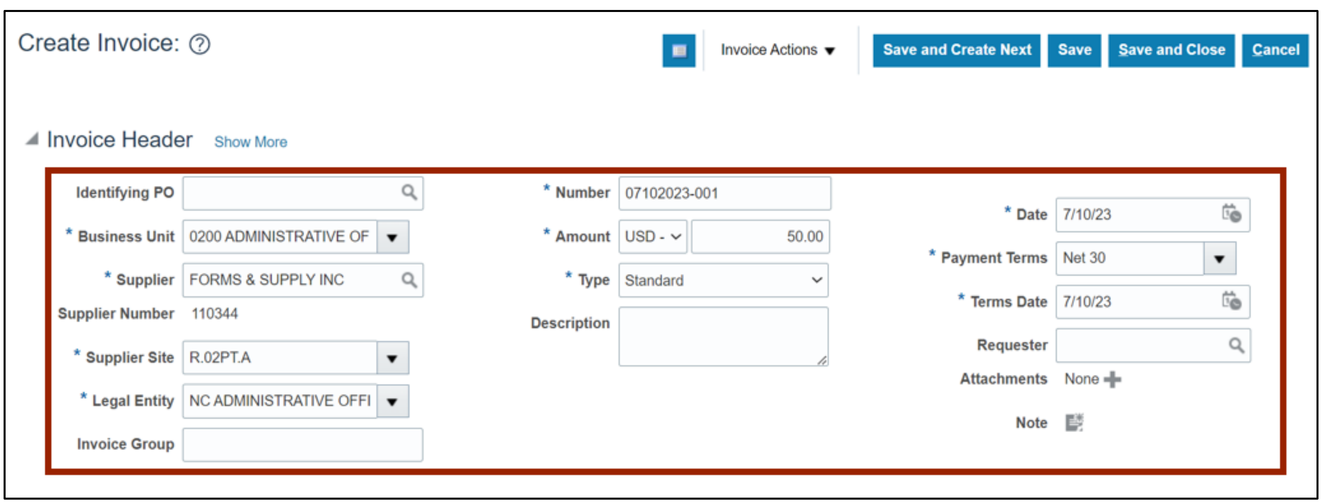


3. The **Invoices** dashboard opens. Click the **Tasks [ ]** icon and click **Create Invoice.**

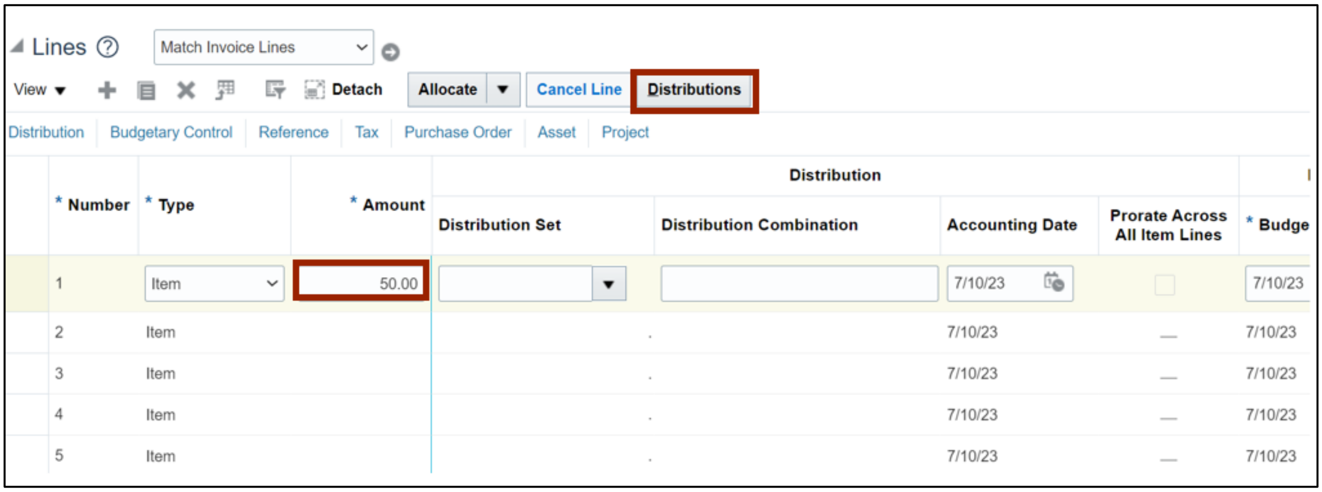


4. The **Create Invoice** page opens. On the **Invoice Header** section, enter the details in the mandatory fields (marked with *).

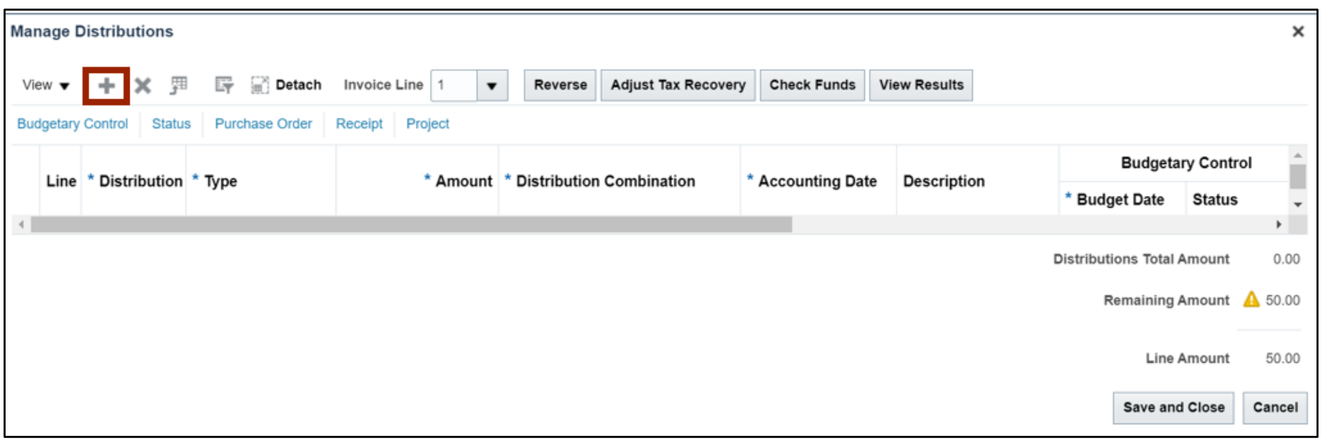
   In this example, we choose:
   - ***Business Unit:** 0200 ADMINISTRATIVE OFFICE OF THE COURTS
   - ***Supplier:** FORMS & SUPPLY INC
   - ***Supplier Site:** R.02PT.A
   - ***Legal Entity:** NC ADMINISTRATIVE OFFICE OF THE COURTS
   - ***Number:** 07102023-001
   - ***Amount:** USD 50.00
   - ***Type:** 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.

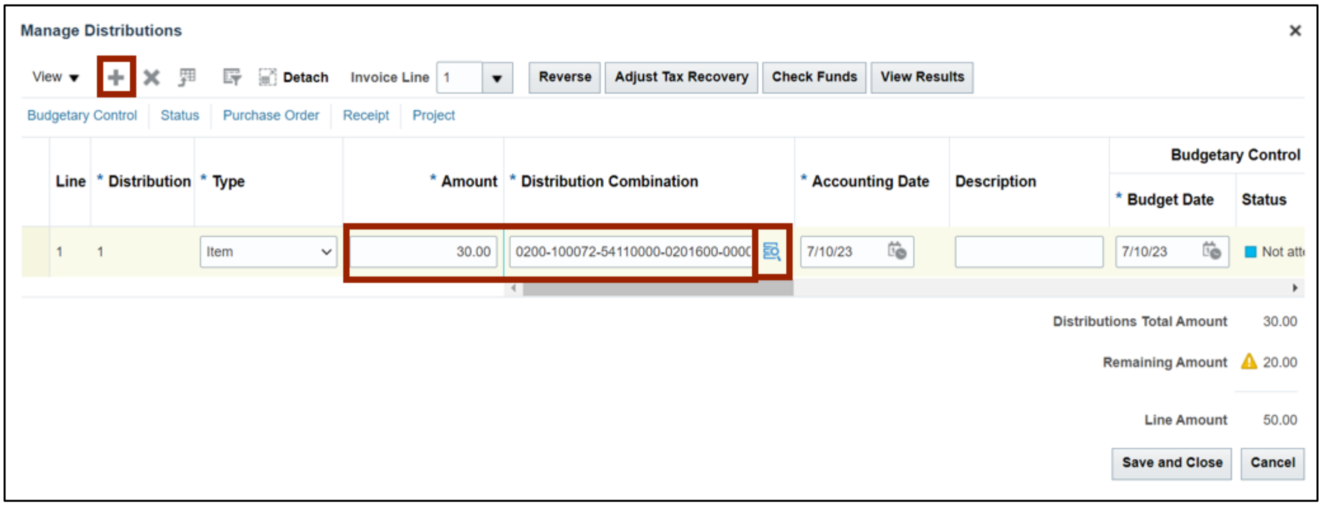


6. The **Manage Distributions** pop-up appears. Click the **Plus [+]** icon.



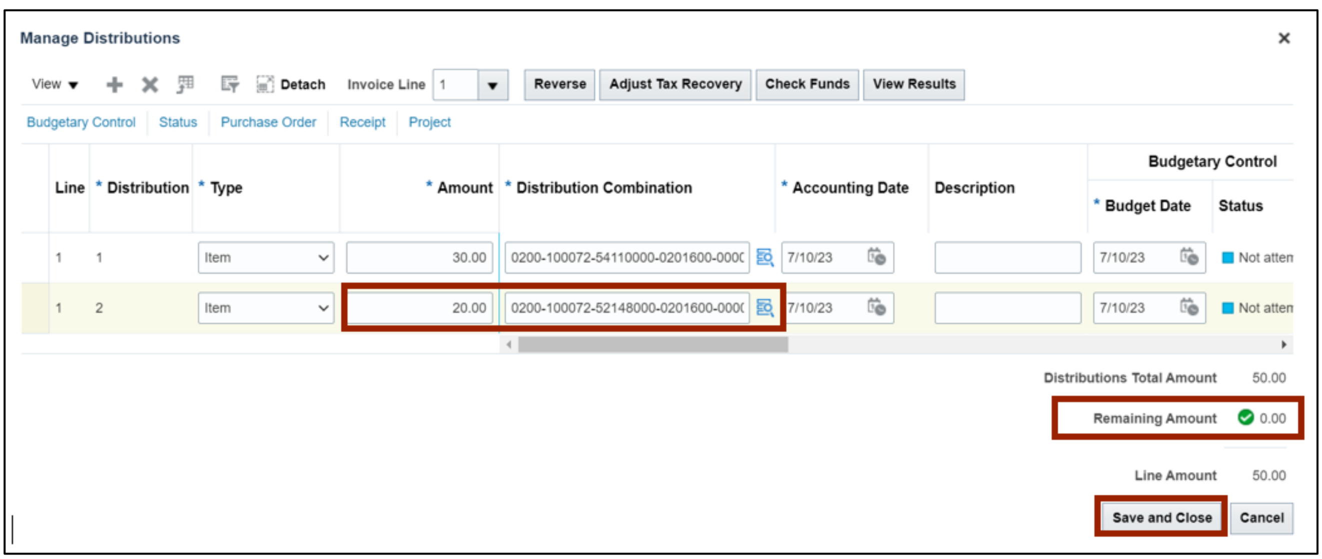
7. Enter the required **Amount** and **Distribution Combination**. Click the **Plus [ ]** icon to add another distribution.

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



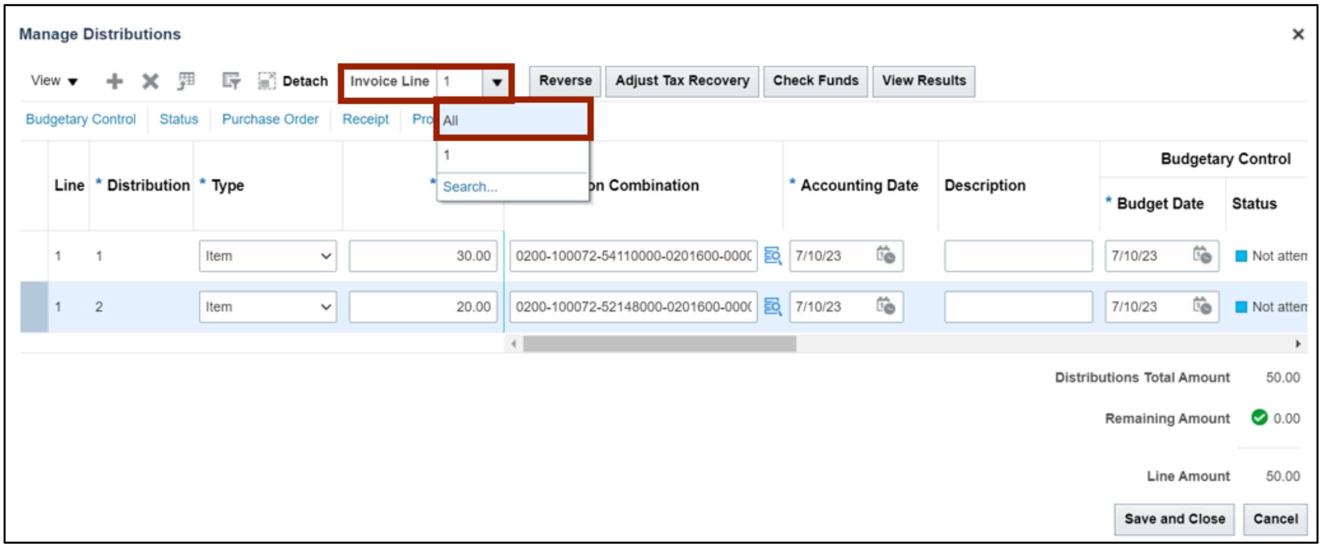
8. Enter the required **Amount** and **Distribution Combination**. Click the **Save and Close** button.

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

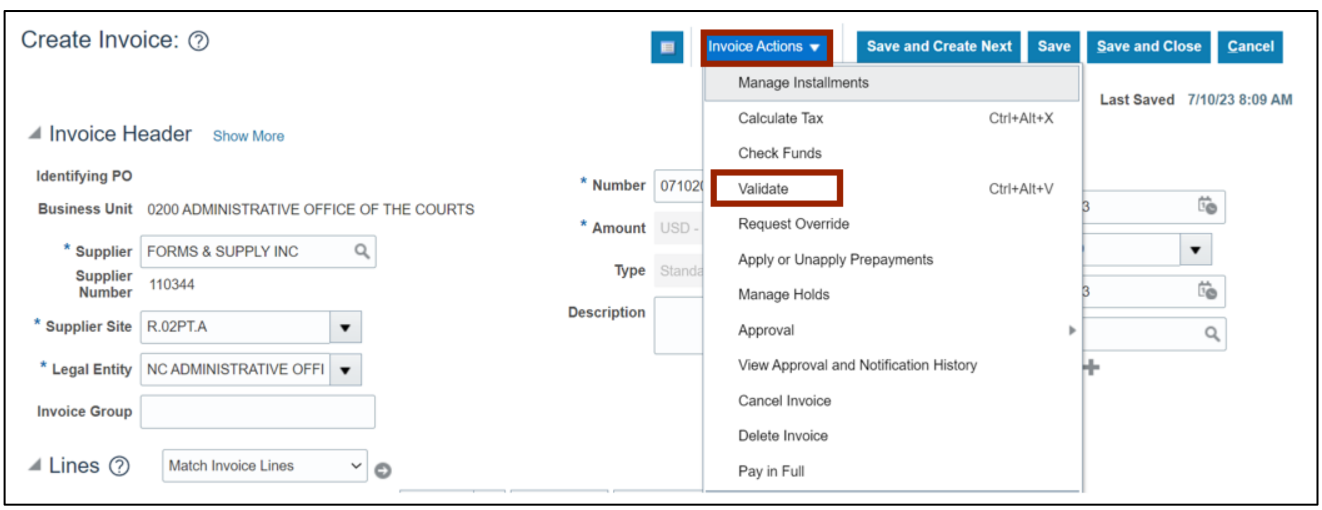


9. Click the **Invoice Line** drop-down choice list and select **All** to add distributions for additional lines in case of multi-line invoices.

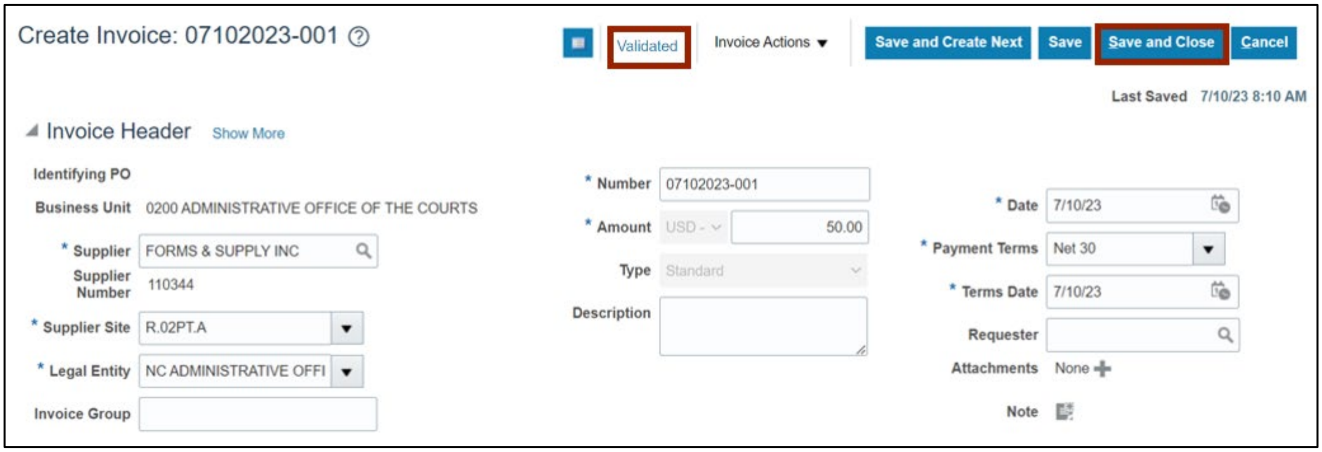
   Note: In this example, we have added two distributions for one Invoice Line.



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



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



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