



CREATE PO MATCHED INVOICE AND UPDATE INVOICE COST DISTRIBUTION

AP

QUICK REFERENCE GUIDE AP-30

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to Create PO Matched Invoice and Update Invoice Cost Distribution in the North Carolina Financial System (NCFS).

Introduction and Overview

This QRG covers the steps to Create PO Matched Invoice.

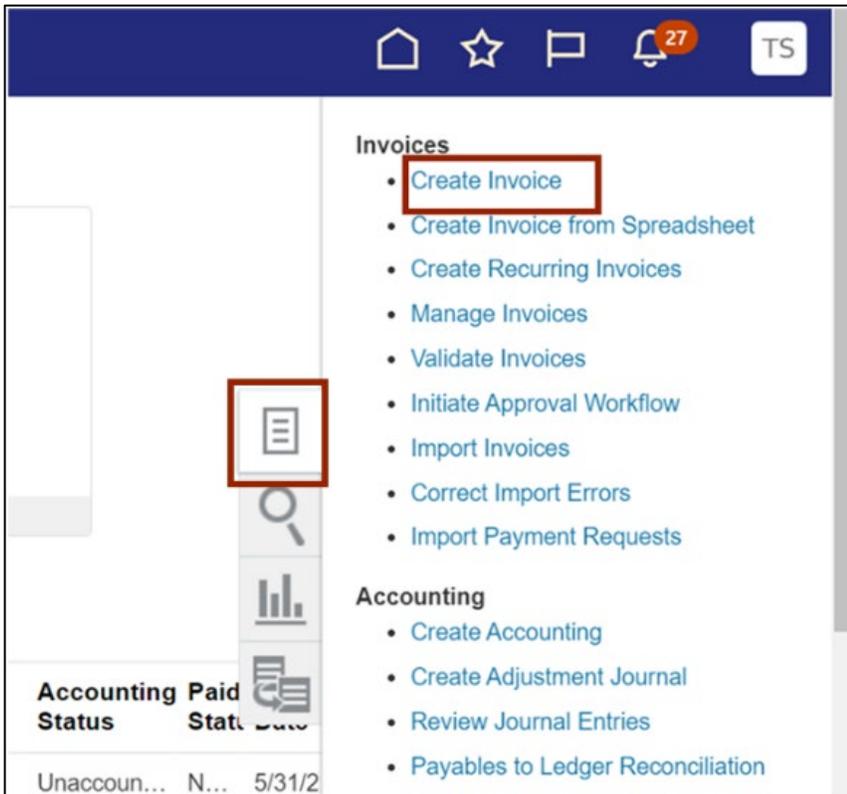
Create PO Matched Invoice

To Create PO Matched Invoices in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. Click the **Payables** Tab. Click the **Invoices** app.

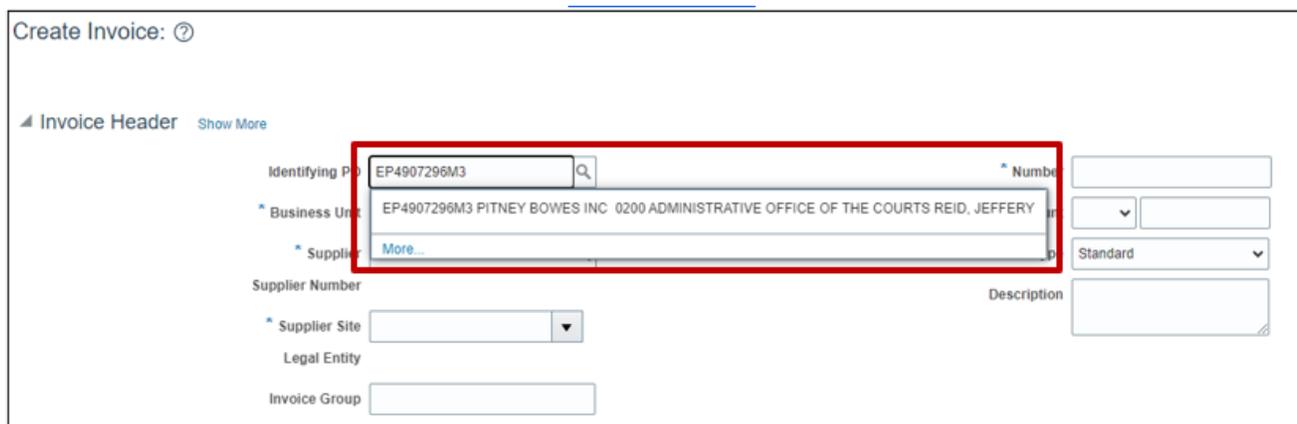


3. Click the **Tasks** [] icon. Under Invoices, click **Create Invoice**.



4. The **Create Invoice** page opens. On the **Invoice Header** section, enter the appropriate PO number.

In this example, we choose **EP4907296M3**.



- The Purchase Order number defaults other information in **Business Unit, Supplier, Supplier Number and Legal Entity** fields.

Create Invoice: ?

Invoice Header Show More

Identifying PO EP4907296M3

Business Unit 0200 ADMINISTRATIVE OF

Supplier PITNEY BOWES INC

Supplier Number 100419

* Supplier Site

Legal Entity NC ADMINISTRATIVE OFFICE OF THE COURTS

Invoice Group

- Choose the correct **Supplier Site** from the drop down. In example we choose **R.02PT.04**.

* Supplier Site

Legal Entity

Invoice Group

R.02PT.04 (PITNEY BOWES INC)	PO BOX 371887, PITTSBURGHPA, ...	0200 ADMINISTRATIVE OFFICE ...
R.02PT.05 (PITNEY BOWES INCOR...)	PO BOX 981039, BOSTONMA, 0229...	0200 ADMINISTRATIVE OFFICE ...
R.02PT.W (PITNEY BOWES INCOR...)	CMRS 7247-0166, PHILADELPHIAP...	0200 ADMINISTRATIVE OFFICE ...

Search...

- Enter the **Invoice Number** and **Invoice Amount**.

In this example, we enter **PO005678** and **\$193**.

Invoice Header Show More

Identifying PO EP4907296M3

Business Unit 0200 ADMINISTRATIVE OF

Supplier PITNEY BOWES INC

Supplier Number 100419

* Supplier Site R.02PT.04

Legal Entity NC ADMINISTRATIVE OFFICE OF THE COURTS

Invoice Group

* Number PO005678

* Amount USD - 193.00

* Type Standard

Description

8. Click the **Go** icon to match the invoice line.

Invoice Header [Show More](#)

Identifying PO

Business Unit

Supplier

Supplier Number 100419

* Supplier Site

Legal Entity NC ADMINISTRATIVE OFFICE OF THE COURTS

Invoice Group

▶ Lines [?](#)

9. Select the **Match** check box for the required line(s), and validate the **Quantity**, **Unit Price**, and **Amount**.

- You can update the Quantity if needed to match the invoiced quantity and the invoice amount will auto calculate based on the updated quantity.
- Similarly for service POs the quantity can be updated to match the invoice. Please do not update the Unit Price or Amount on a line for services. NCFS will update the Amount automatically after the quantity is updated. **(DO NOT CHANGE THE UNIT PRICE OR AMOUNT, CHANGING THESE WILL RESULT IN PO LINE BEING CLOSED FOR INVOICING)**
- Additionally, by clicking the Purchase Order Number link you can view and validate purchase order details

10. On the **Create Invoice** page, click the **Save** button.

The screenshot shows the 'Create Invoice' page with various fields for invoice details. The 'Invoice Actions' menu is open, and the 'Save' button is highlighted with a red box. The page includes sections for 'Invoice Header' and 'Lines'.

Invoice Header	
Identifying PO	EP49072983
Business Unit	0200-ADMINISTRATIVE OFFICE OF THE COURTS
Supplier	PITNEY BOWES INC
Supplier Number	150419
Supplier Site	R.52PT.04
Legal Entity	NC ADMINISTRATIVE OFFICE OF THE COURTS
Invoice Group	

Lines	
* Number	PO005578
* Amount	USD - 193.00
Type	Standard
Description	
Date	10/3/23
Payment Terms	Net 30
Terms Date	10/3/23
Requester	
Attachments	None
Note	

Lines Table												
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Budget Date	Status	Description	Tax Classification	Ship to Location	Number
1	Item	193.00			10/3/23		10/3/23	Not attempted	1 Postage Meter Lease - 55 Units 93 Mon		0200AOCN-PO B	EP490729

11. On **Create Invoice** page appears. Select **Validate** from the *Invoice Action* drop-down choice list.

The screenshot shows the 'Invoice Actions' dropdown menu open. The 'Validate' option is highlighted with a red box. The menu includes options like 'Manage Installments', 'Calculate Tax', 'Check Funds', 'Request Override', 'Apply or Unapply Prepayments', 'Manage Holds', 'Approval', 'View Approval and Notification History', 'Cancel Invoice', and 'Delete Invoice'. A 'Not validated' warning icon is visible in the top left corner.

12. Validate the Invoice. The status will be **Validated**.

The screenshot shows the top right corner of the invoice form. The status 'Validated' is displayed in a blue box and is highlighted with a red rectangle. To its right is the 'Invoice Actions' dropdown menu. Further right are three buttons: 'Save and Create Next', 'Save', and 'Save and Close'. Below these buttons, the text 'Last Saved 10/3/' is visible. On the left side of the form, there are input fields for:

- * Number: PO005678
- * Amount: USD - 193.00
- Type: Standard
- Description: (empty text area)
- * Date: 10/3/23
- * Payment Terms: Net 30
- * Terms Date: 10/3/23
- Requester: (empty search field)
- Attachments: None
- Note: (empty text area)

13. Once the Invoice is Validated, click the **Invoice Action** drop-down button. Select **Approval** and **Initiate** from the *Invoice Action* drop-down choice list.

This screenshot shows the same invoice form as above, but with the 'Invoice Actions' dropdown menu open. The dropdown menu is highlighted with a red box. The menu items are:

- Manage Installments
- Calculate Tax (Ctrl+Alt+X)
- Check Funds
- Validate (Ctrl+Alt+V)
- Request Override
- Apply or Unapply Prepayments
- Manage Holds
- Approval** (highlighted with a red box)
- View Approval and Notification History
- Cancel Invoice
- Delete Invoice

 A secondary dropdown menu is open from the 'Approval' item, with 'Initiate' highlighted in a red box. Other items in this secondary menu include 'Withdraw', 'Resubmit', 'Approve', and 'Reject'.

14. Click the **Validated** Status link. The status here is **Required**.

Status		Holds	
Validation	Validated	Installments	✓ 0
Funds	Reserved	Line Variance	✓ 0
Approval	⚠ Required	Distribution Variance	✓ 0
Accounting	Unaccounted	Manual Holds	✓ 0
Payments	Unpaid	System Holds	✓ 0
Due Date	11/2/23	Supplier Site	✓ No

15. Click the **Cross** [✕] icon to close the *Invoice Summary* pop-up.

Status		Holds	
Validation	Validated	Installments	✓ 0
Funds	Reserved	Line Variance	✓ 0
Approval	⚠ Required	Distribution Variance	✓ 0
Accounting	Unaccounted	Manual Holds	✓ 0
Payments	Unpaid	System Holds	✓ 0
Due Date	11/2/23	Supplier Site	✓ No

16. Click the **Save and Close** button. This directs you back to the **Invoice** dashboard page.

Last Saved 10/3/23 11:45 AM

* Date

* Payment Terms

* Terms Date

Requester

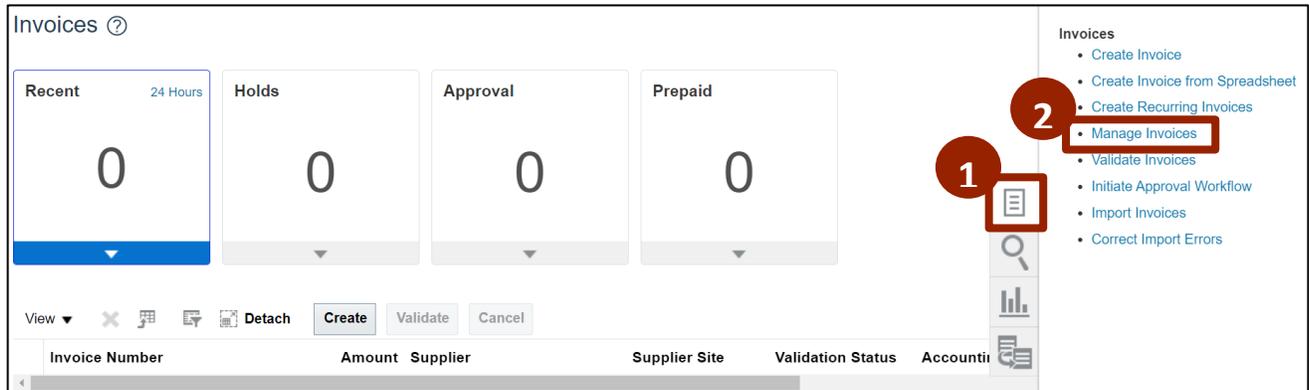
Attachments None +

Steps to Update Invoice Cost Distribution

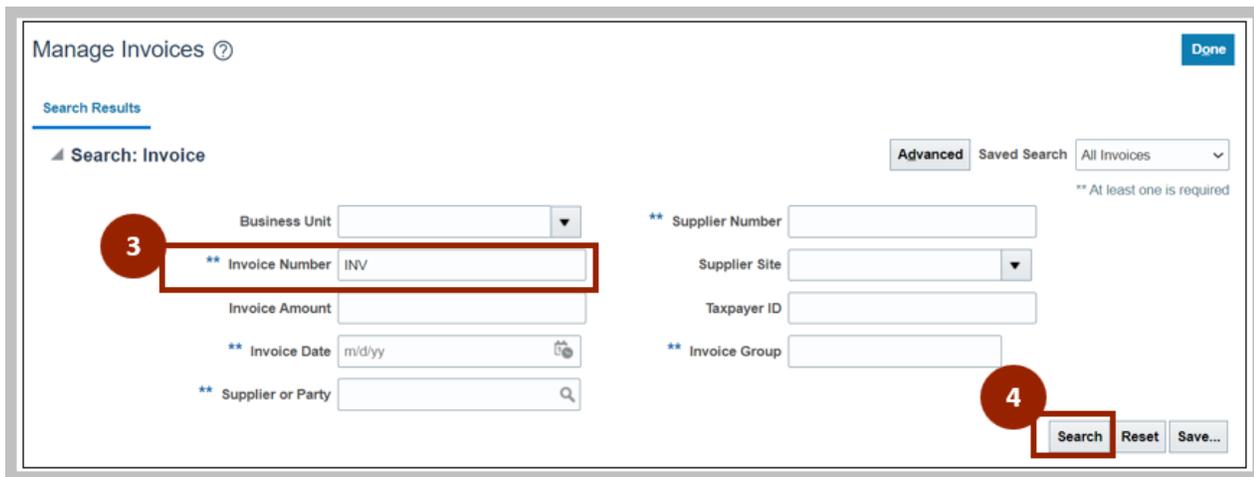
There are two methods to update Invoice Cost Distribution. Method one – from line level and method two - from the distribution level.

Method 1 : Navigate to the **Invoices** dashboard. (**Home** page > **Payables** tab > **Invoice app**):

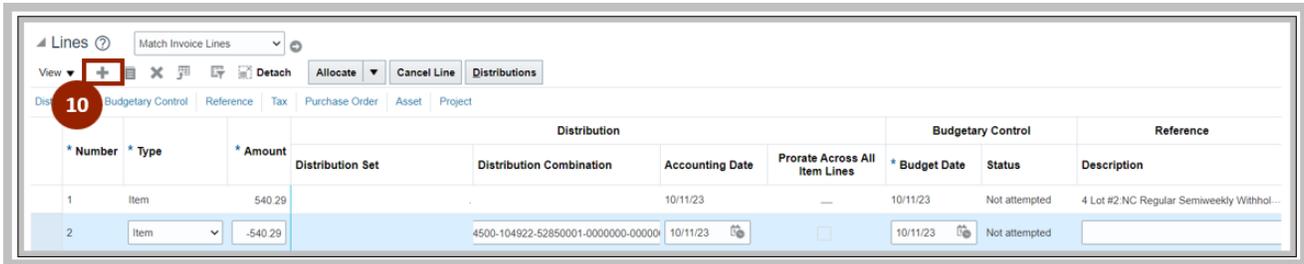
1. Click the **Tasks** icon.
2. Click **Manage Invoices**.



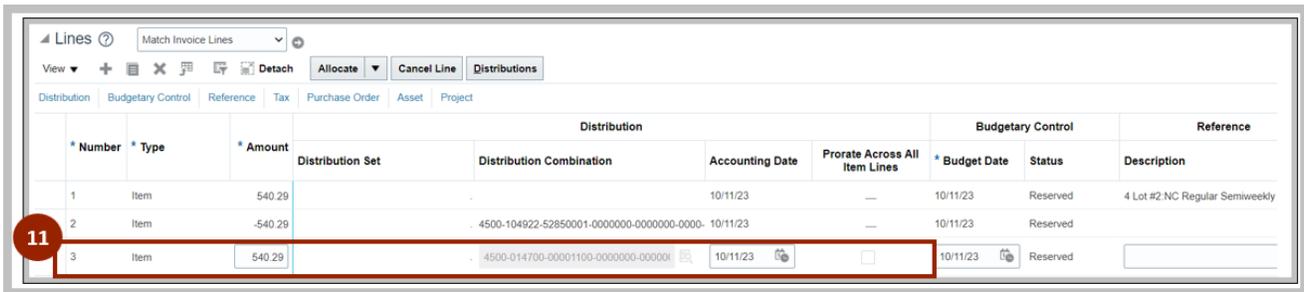
3. Enter details in at least one of the fields marked "**". In this example, the **Invoice Number** has been entered.
4. Click the **Search** button.



10. Click the + button to add a new line.



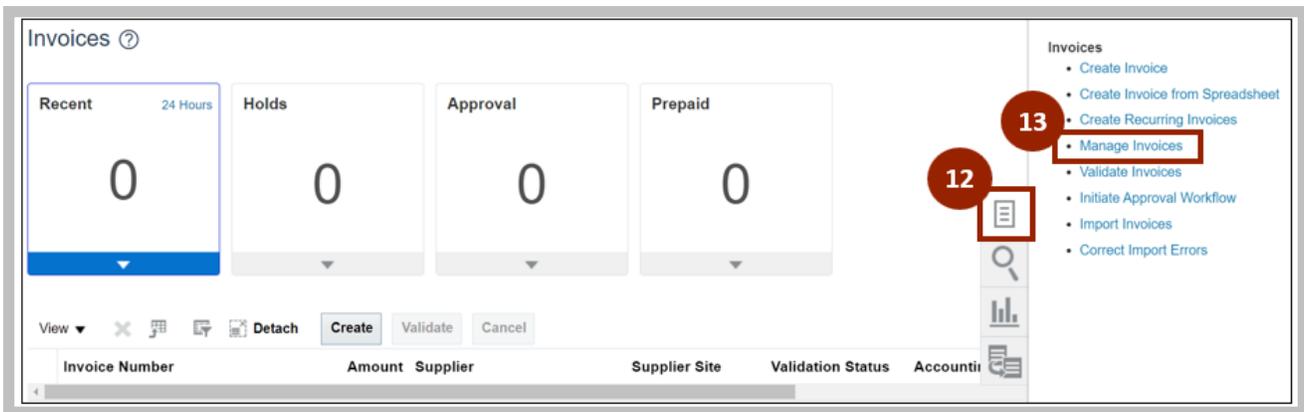
11. Enter details in the new line. This distribution in this line should be the new distribution you want to use for the PO and should be equal to the previous negative line.



Method 2 : Navigate to the **Invoices** dashboard. (**Home** page > **Payables** tab > **Invoice app**):

12. Click the **Tasks** icon.

13. Click **Manage Invoices**.



14. Enter details in at least one of the fields marked "***". In this example, the **Invoice Number** has been entered.

15. Click the **Search** button.

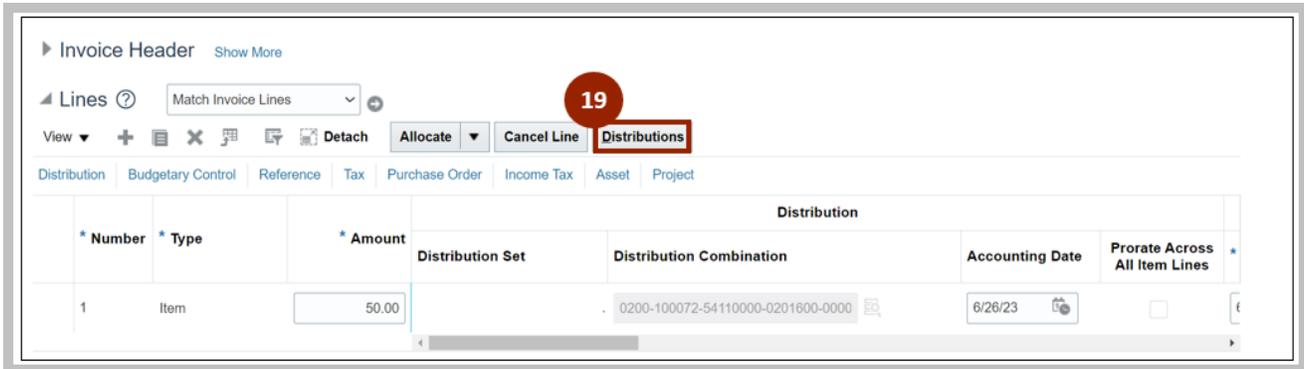
16. Click the **Invoice Number** link of the required line.

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Type	Source	Validation Status	Approval Status
INV	5/25/23	5/25/23 9:29 AM	FORMS & SUPPLY I...	R.01PTA	50.00 USD	50.00 USD	Standard	Manual Invoice ...	Validated	Workflow appro...
INV	5/24/23	5/24/23 3:04 AM	FORMS & SUPPLY I...	R.10PTA	100.00 USD	100.00 USD	Standard	Manual Invoice ...	Not validated	Required
INV	5/15/23	5/15/23 9:08 AM	FORMS & SUPPLY I...	R.02PTA	100.00 USD	100.00 USD	Standard	Manual Invoice ...	Validated	Rejected

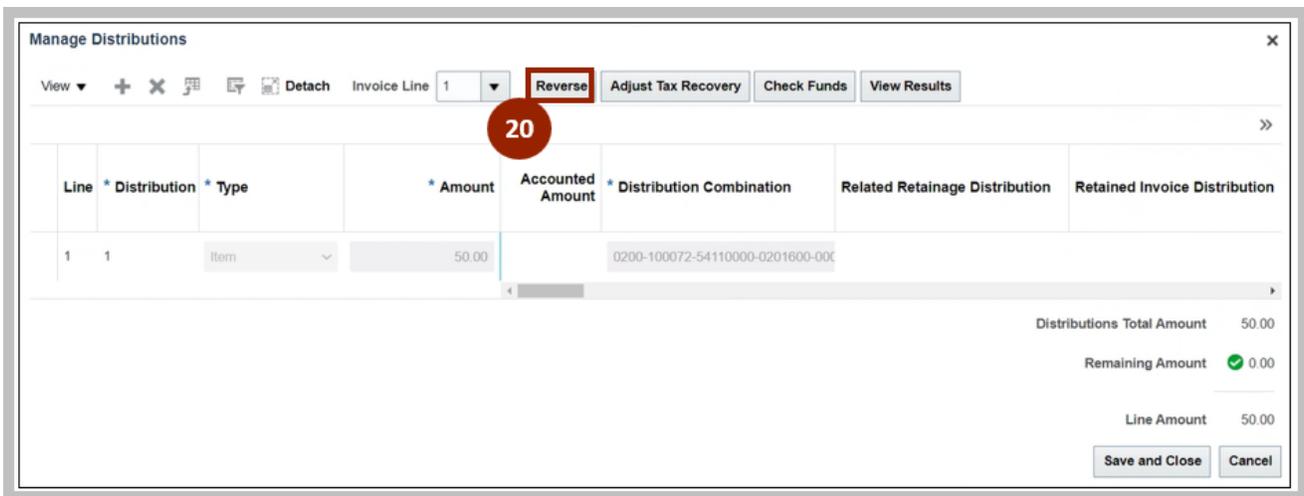
17. On the **Manage Invoices** page, click the **Actions** drop-down choice list.

18. Select **Edit** from the drop-down choice list.

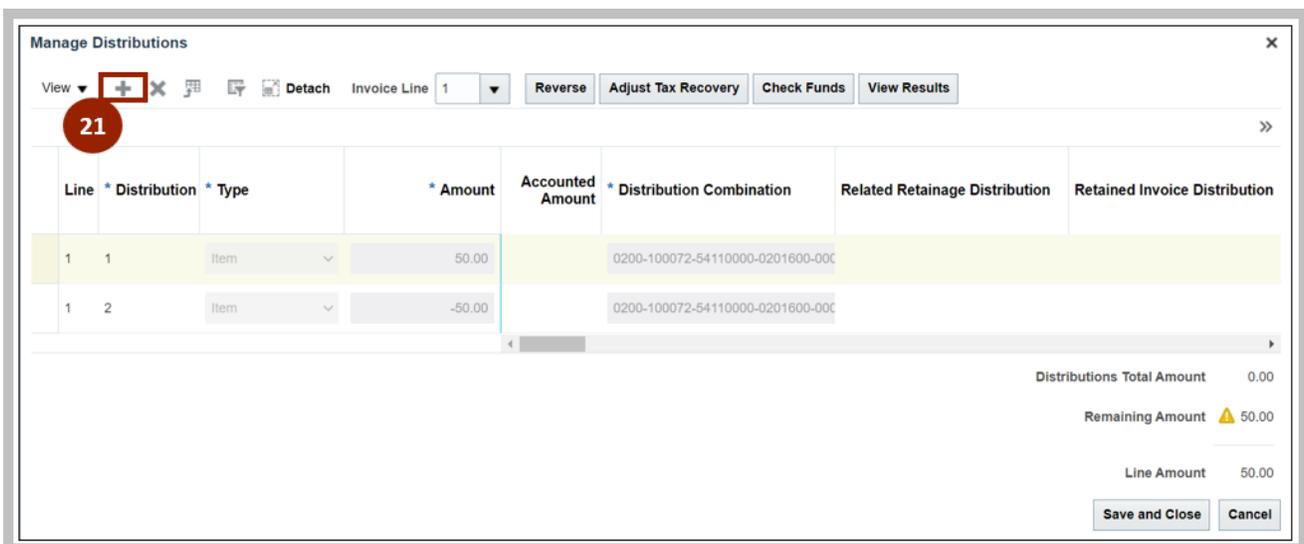
19. Click the **Distribution** button to update/correct the Distribution Combination.



20. Click the **Reverse** button to reverse the distribution. This automatically creates a negative distribution line for what is being reverse.



21. Click the **+** button to add a new line.



22. Enter details in the new line. This distribution in this line should be equal to the updated / corrected charge account.

23. Click the **Save and Close** button.

The screenshot shows the 'Manage Distributions' interface. At the top, there are buttons for 'Reverse', 'Adjust Tax Recovery', 'Check Funds', and 'View Results'. Below these is a table with the following columns: Line, Distribution, Type, Amount, Accounted Amount, Distribution Combination, Related Retainage Distribution, and Retained Invoice. The first row is highlighted in yellow and has a red circle with the number 22 next to it. The first row contains: Line 1, Distribution 3, Type Item, Amount 50.00, Accounted Amount (blank), Distribution Combination 0200-100072-42300010-0201600-000, Related Retainage Distribution (blank), and Retained Invoice (blank). Below the table, there are summary statistics: Distributions Total Amount 50.00, Remaining Amount 0.00 (with a green checkmark), and Line Amount 50.00. At the bottom right, there is a red circle with the number 23 next to the 'Save and Close' button.

Line	Distribution	Type	Amount	Accounted Amount	Distribution Combination	Related Retainage Distribution	Retained Invoice
1	3	Item	50.00		0200-100072-42300010-0201600-000		
1	1	Item	50.00		0200-100072-54110000-0201600-000		
1	2	Item	-50.00		0200-100072-54110000-0201600-000		

Distributions Total Amount 50.00
 Remaining Amount 0.00
 Line Amount 50.00

23 Save and Close Cancel

Wrap-Up

Create PO Matched Invoices and update invoice cost distribution using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management
- PO001: PO Inquiry