# 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.

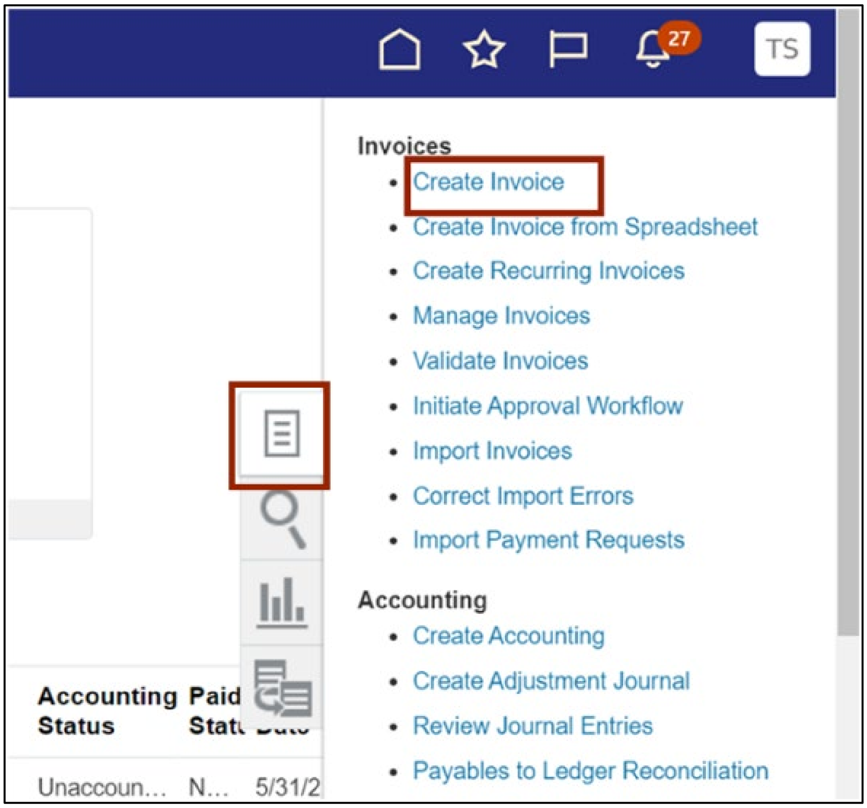
## Create PO Matched Invoice

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.

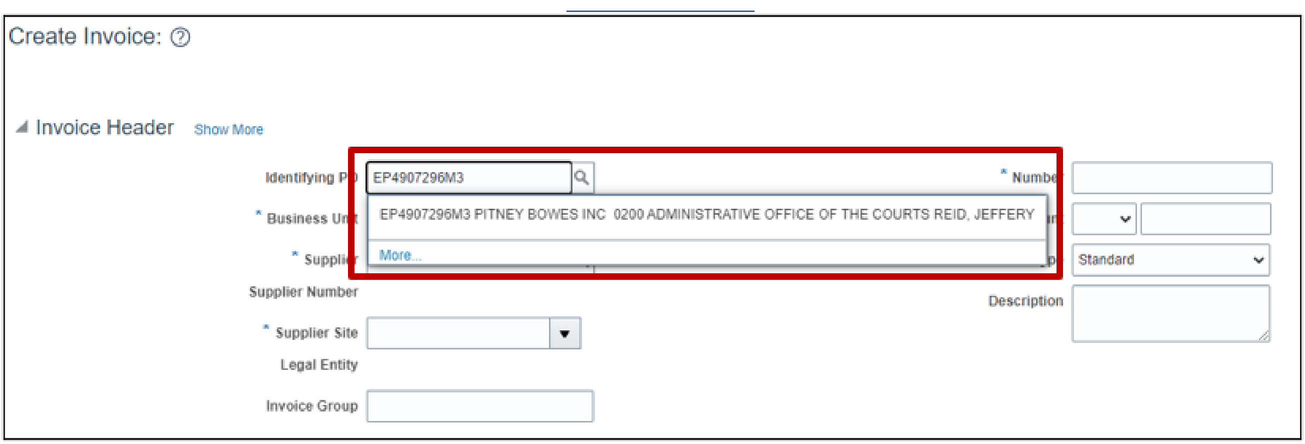
2. Click the **Payables** Tab. Click the **Invoices** app.

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

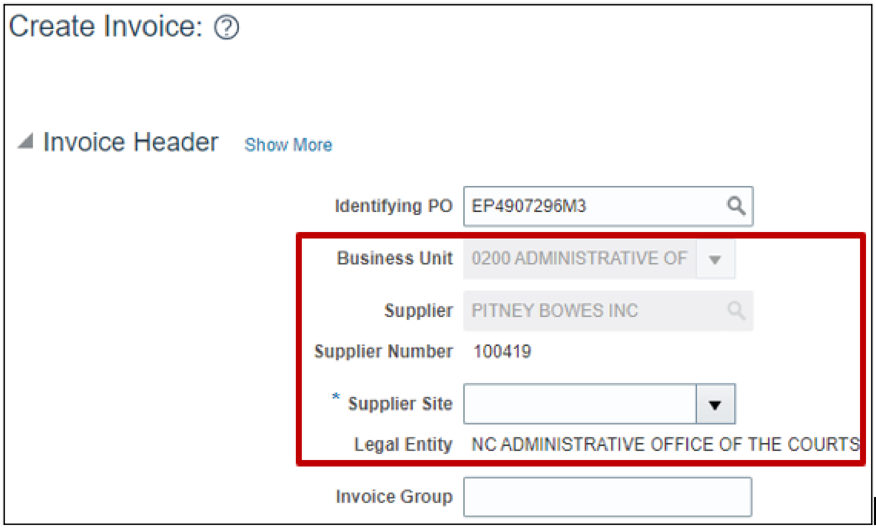



4. The **Create Invoice** page opens. On the ***Invoice Header*** section, enter the appropriate PO number.

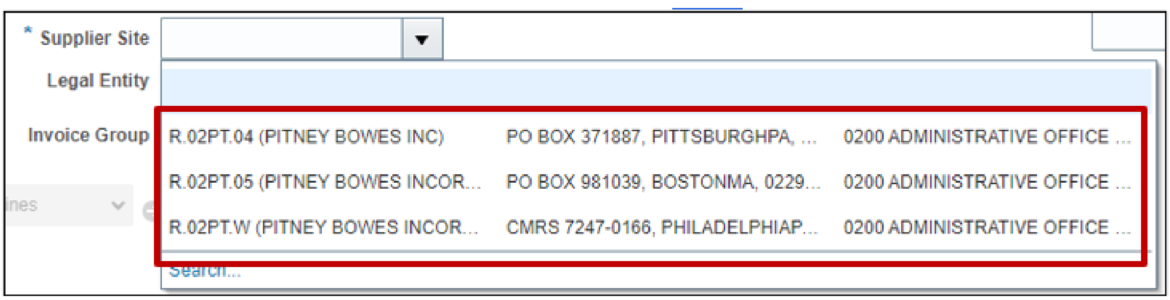
   In this example, we choose **EP4907296M3.**



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



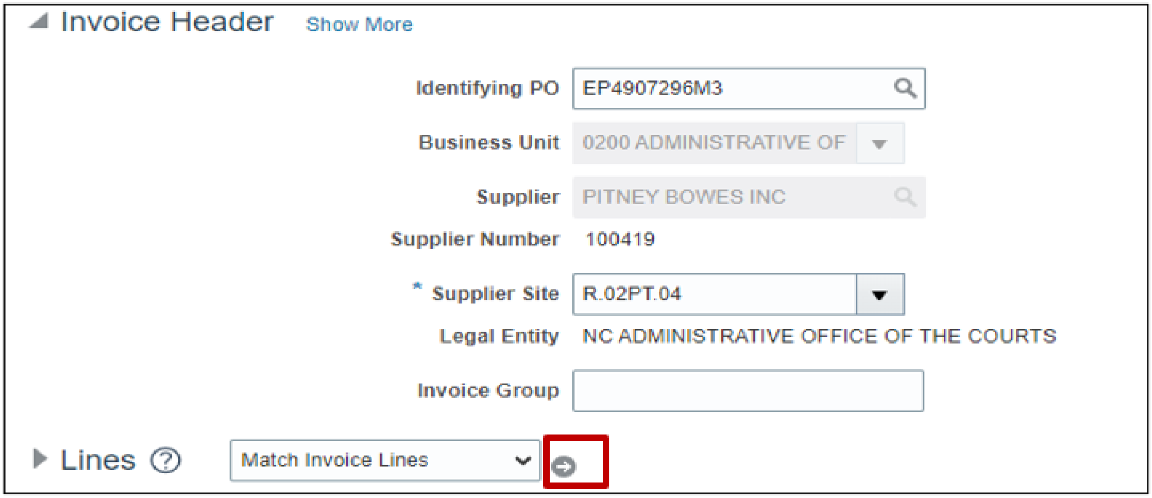

6. Choose the correct ***Supplier Site*** from the drop down. In example we choose **R.02PT.04.**




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

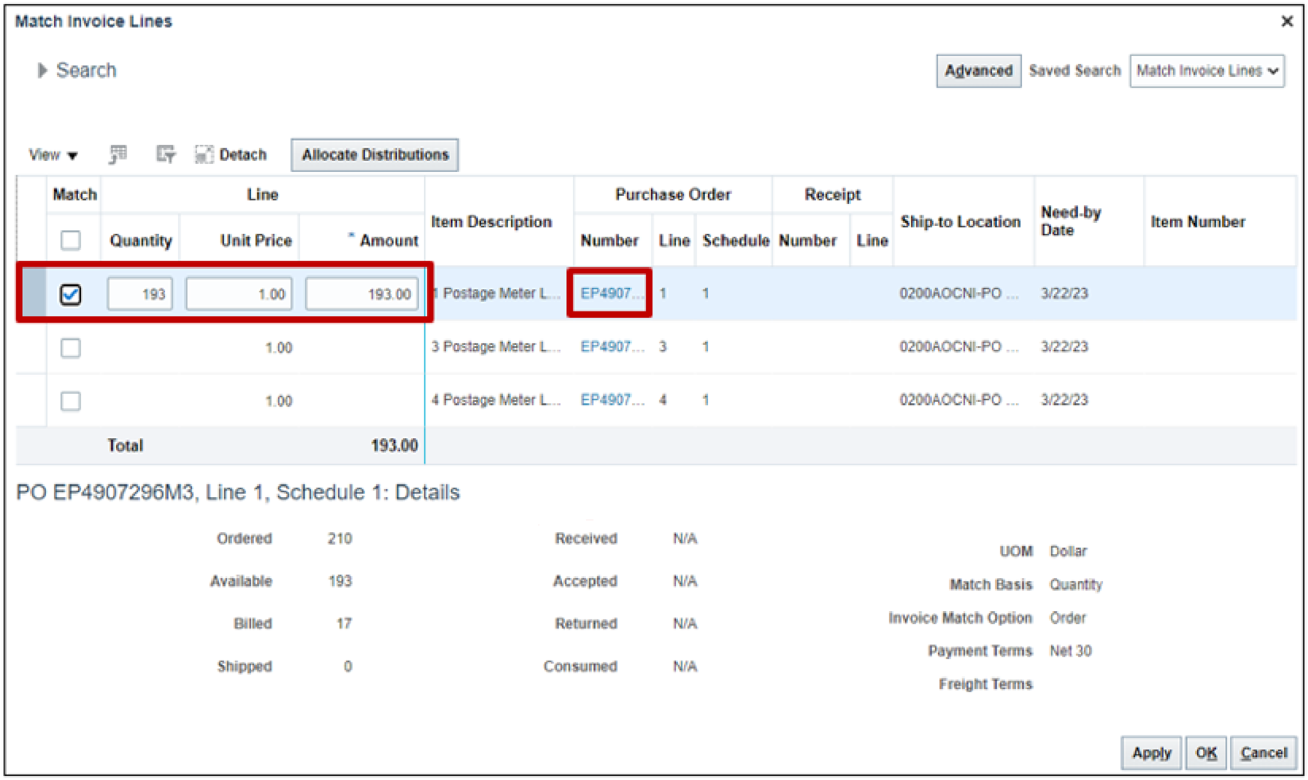
In this example, we enter **PO005678** and **$193**.

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

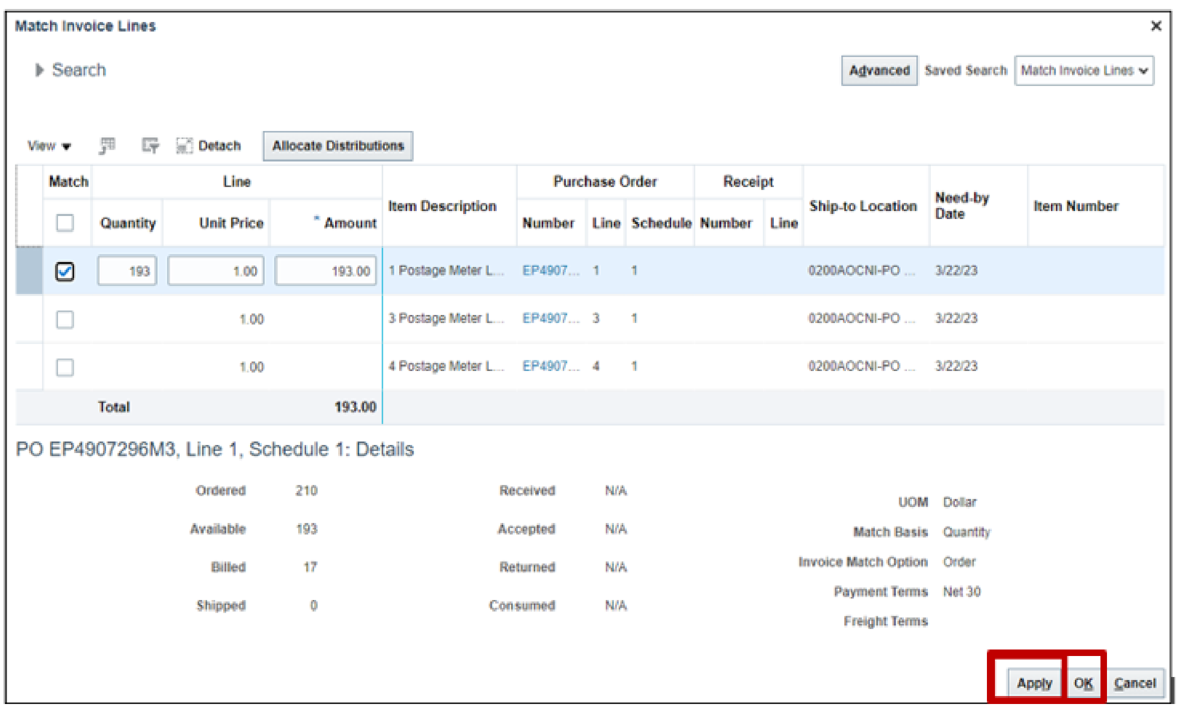



9. Select the **Match** check box for the required line(s), and validate the **Quantity**, **Unit Price**, and **Amount**.

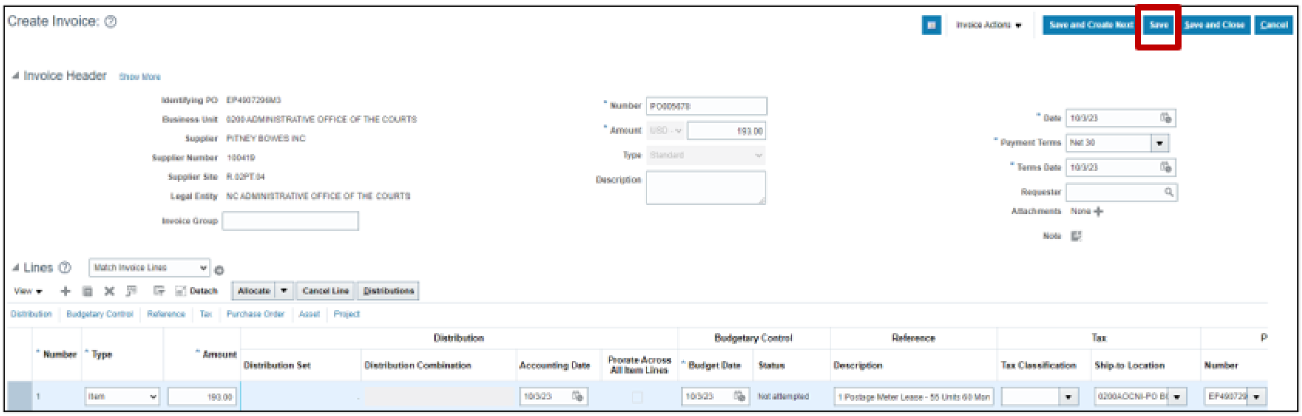
- You can update the Quantity if needed to match the invoiced quantity and the invoice amount will auto calculate based on the updated quantity.
- Similarly for service POs the quantity can be updated to match the invoice. Please do not update the Unit Price or Amount on a line for services. NCFS will 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



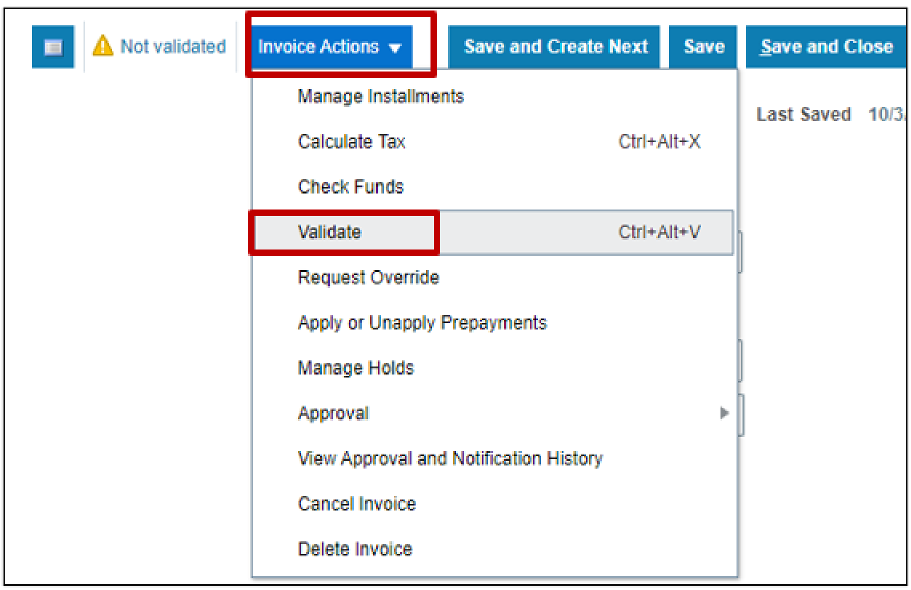

9. Click the **Apply** and **OK** button.



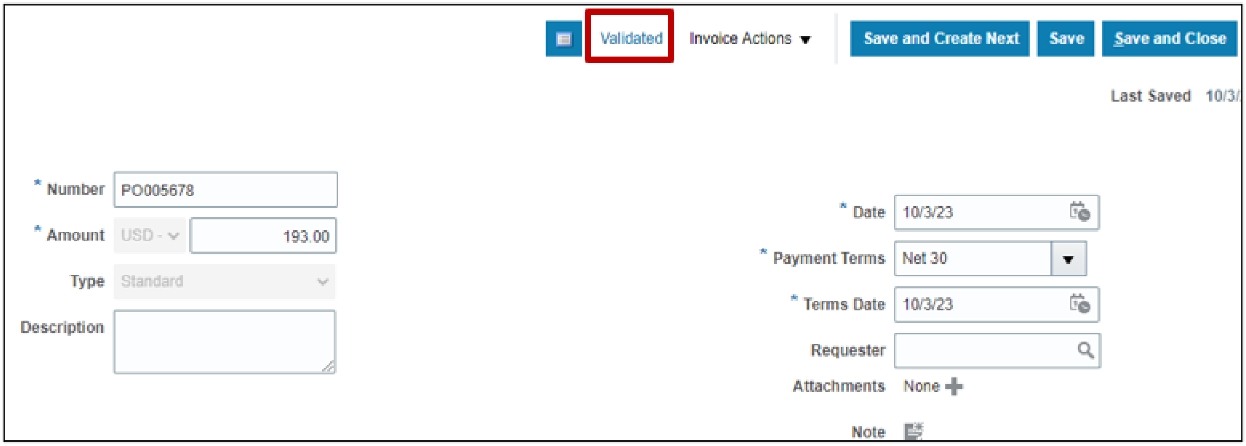
10. On the **Create Invoice** page, click the **Save** button.



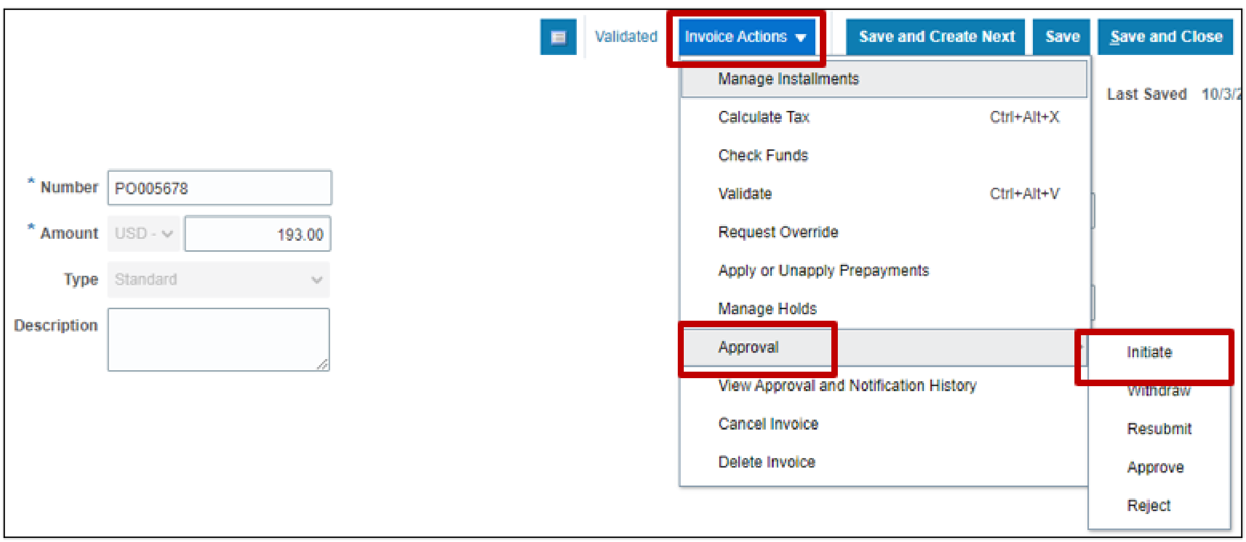

11. On **Create Invoice** page appears. Select **Validate** from the *Invoice Action* drop-down choice list.



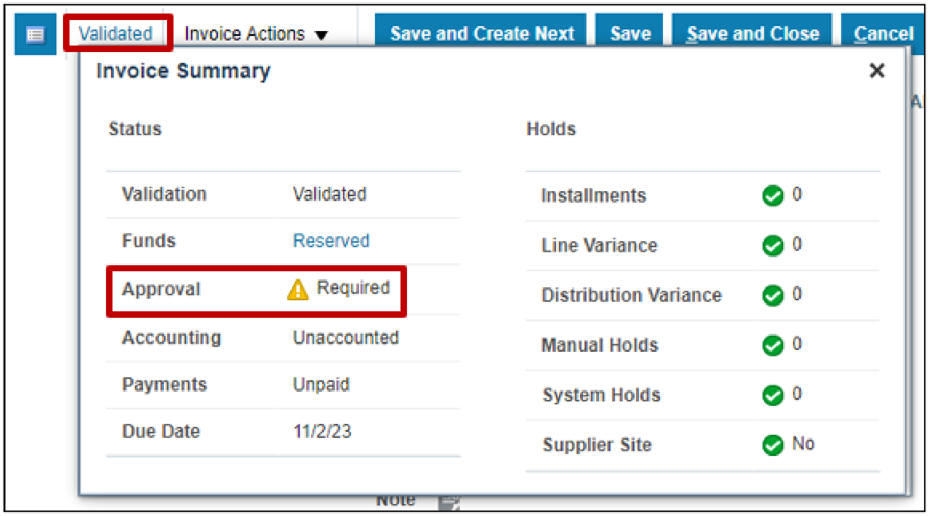
12. Validate the Invoice. The status will be **Validated**.



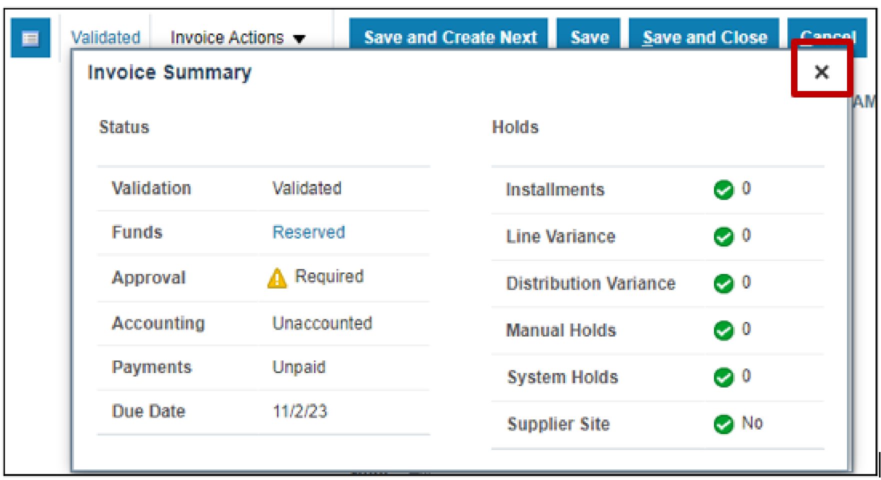

13. Once the Invoice is Validated, click the **Invoice Action** drop-down button. Select **Approval** and **Initiate** from the *Invoice Action* drop-down choice list.



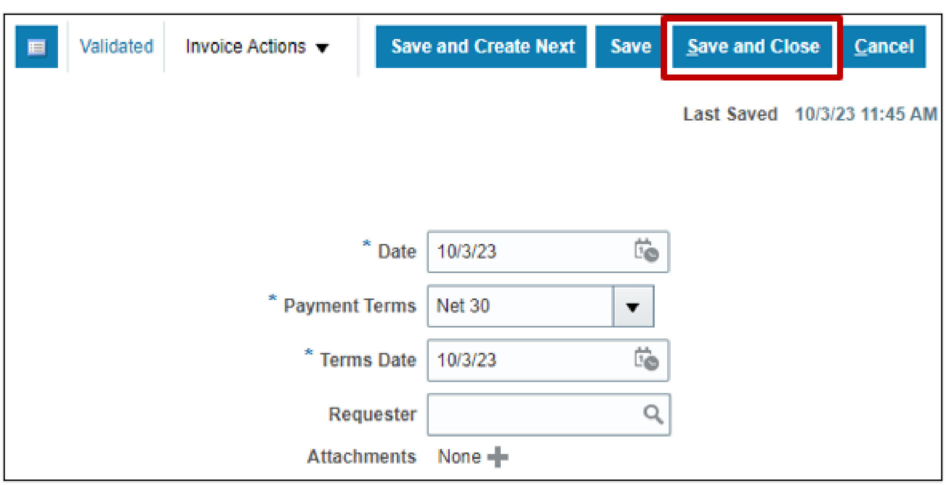
14. Click the **Validated** Status link. The status here is **Required.**




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




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

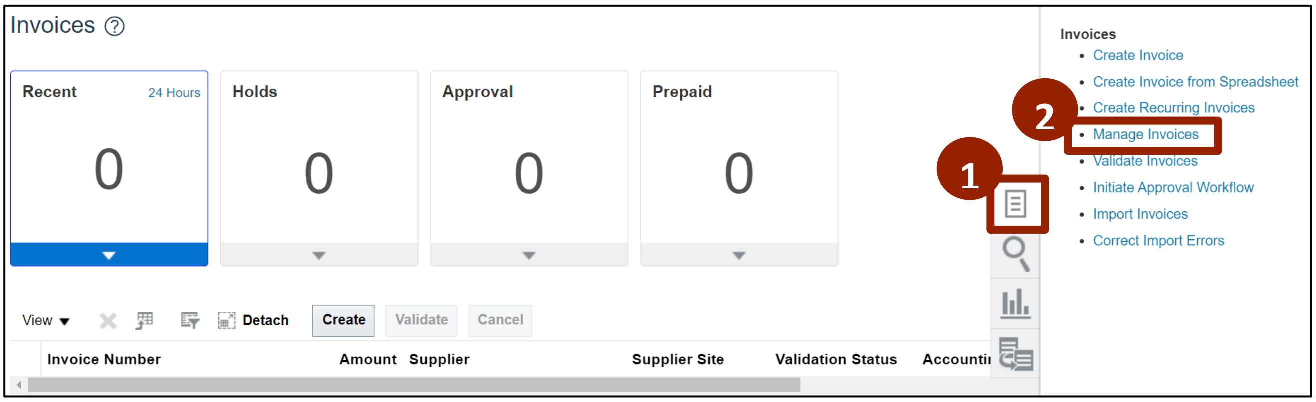


## Steps to Update Invoice Cost Distribution

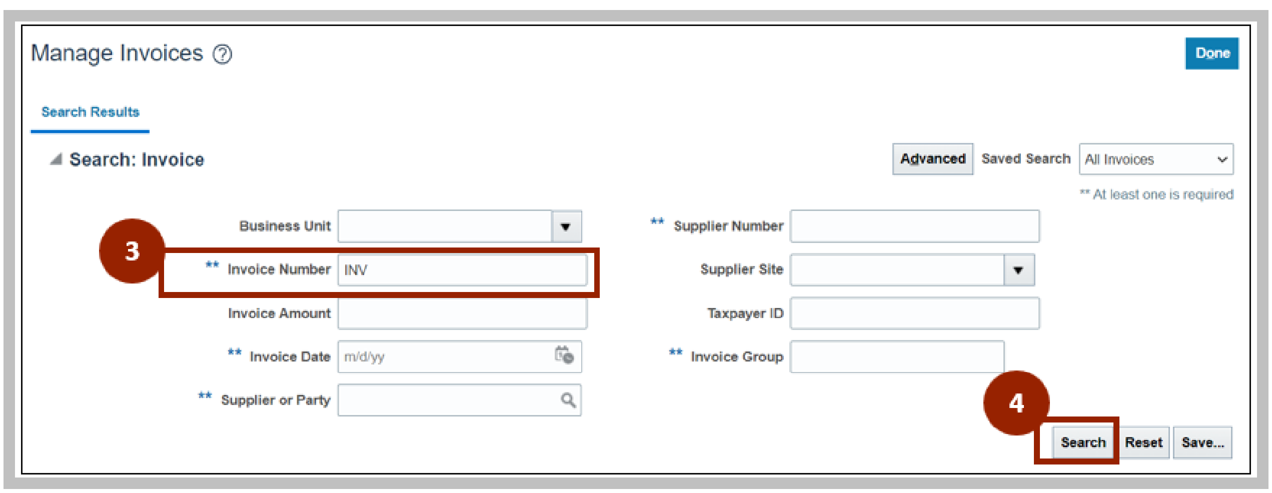
There are two methods to update Invoice Cost Distribution. Method one – from line level and method two - from the distribution level.

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

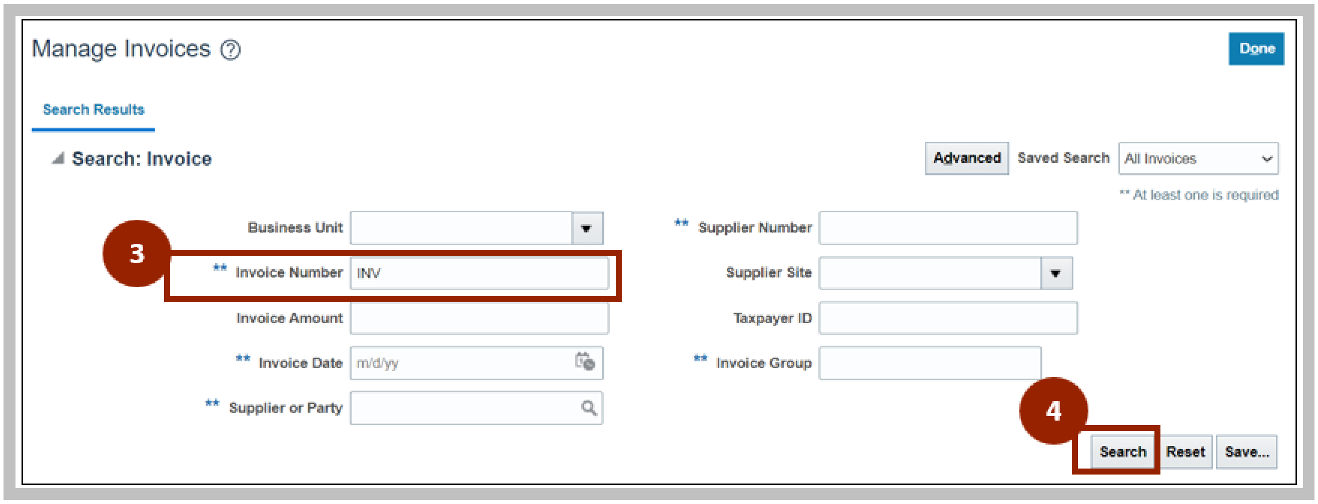
1. Click the **Tasks** icon.
2. Click **Manage Invoices.**




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.

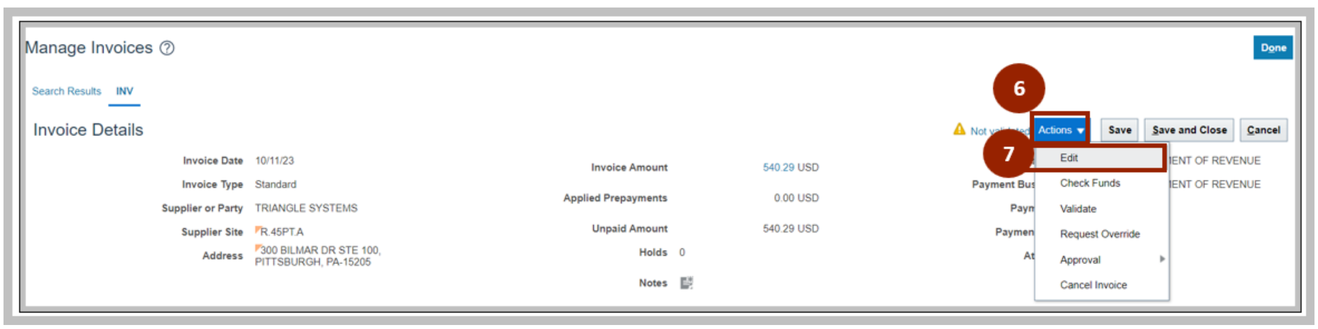


5. Click the **Invoice Number** link of the required line.

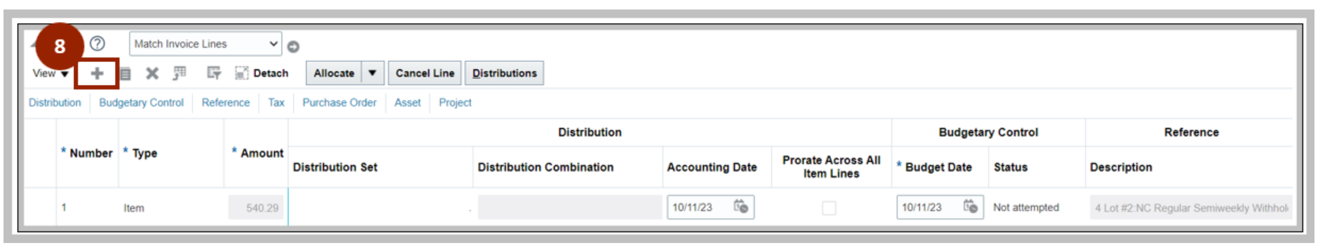



6. On the **Manage Invoices** page, click the *Actions* drop-down choice list.

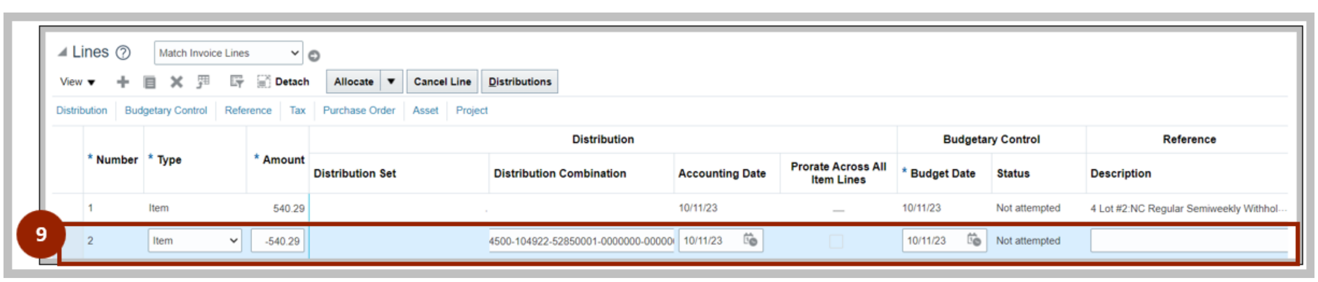
7. Select **Edit** from the drop-down choice list.



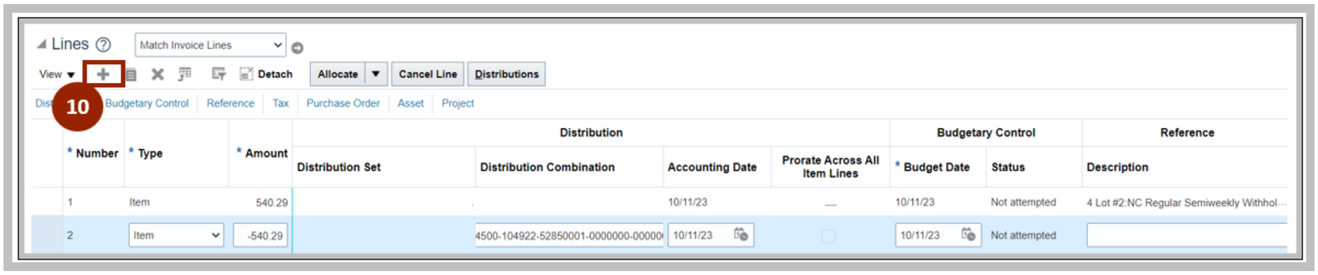

8. Click the **+** button to add a new line.



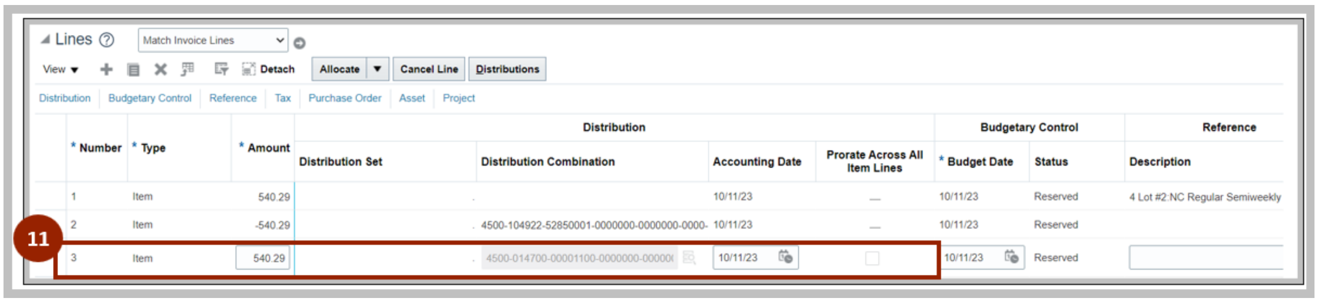

9. Enter the original cost distribution from the PO as a negative line to negate the existing line.



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



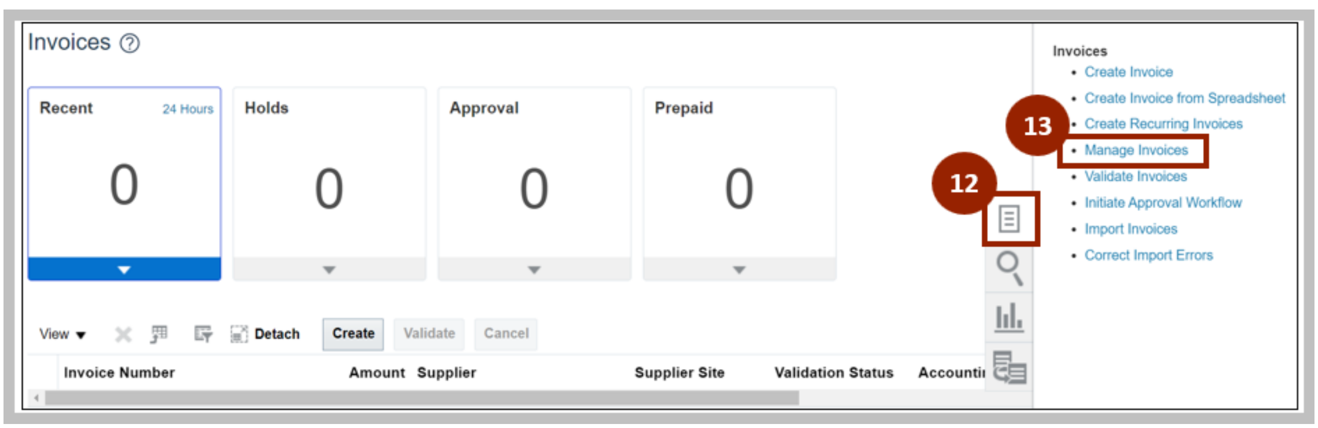

11. Enter details in the new line. This distribution in this line should be the new distribution you want to use for the PO and should be equal to the previous negative line.




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

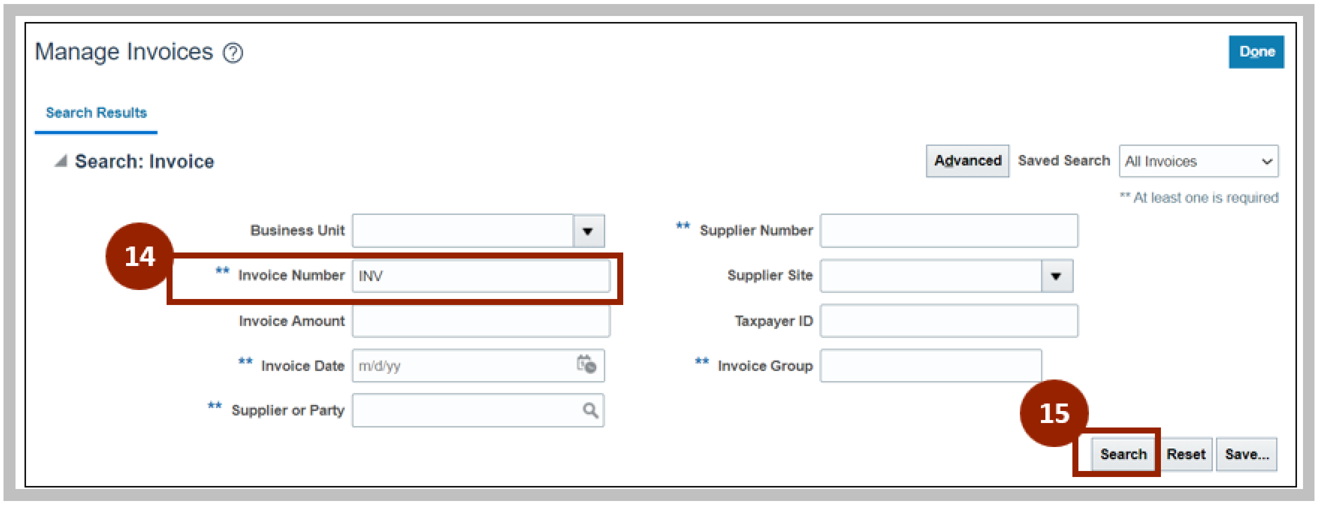
12. Click the **Tasks** icon.

13. Click **Manage Invoices.**

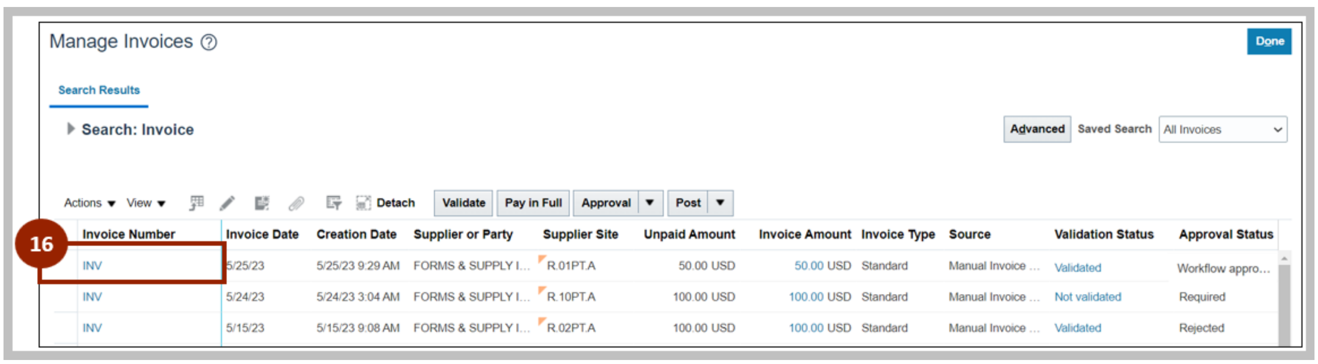



14. Enter details in at least one of the fields marked "**". In this example, the **Invoice Number** has been entered.

15. Click the **Search** button.

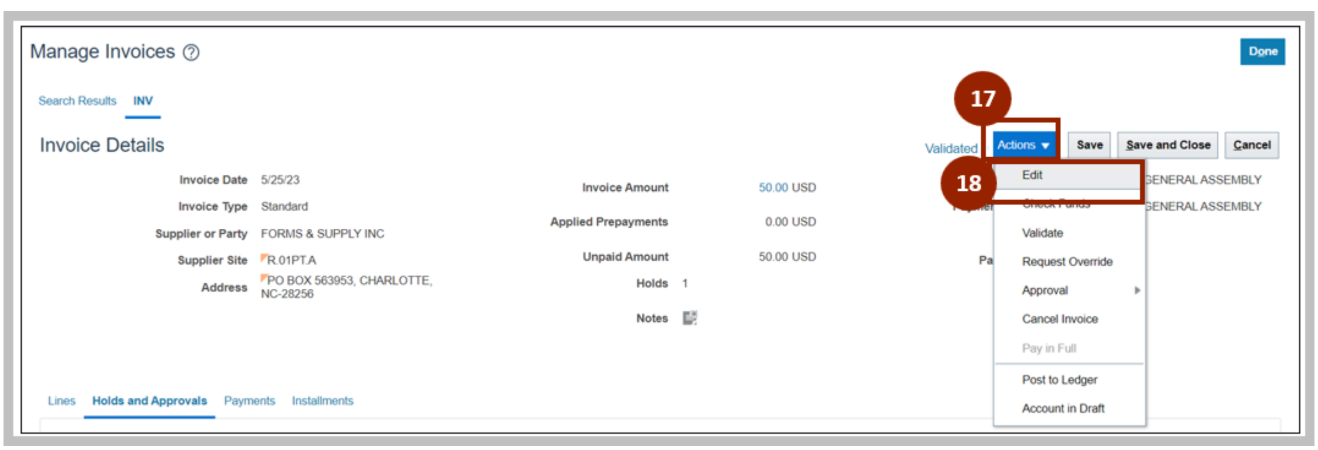



16. Click the **Invoice Number** link of the required line.

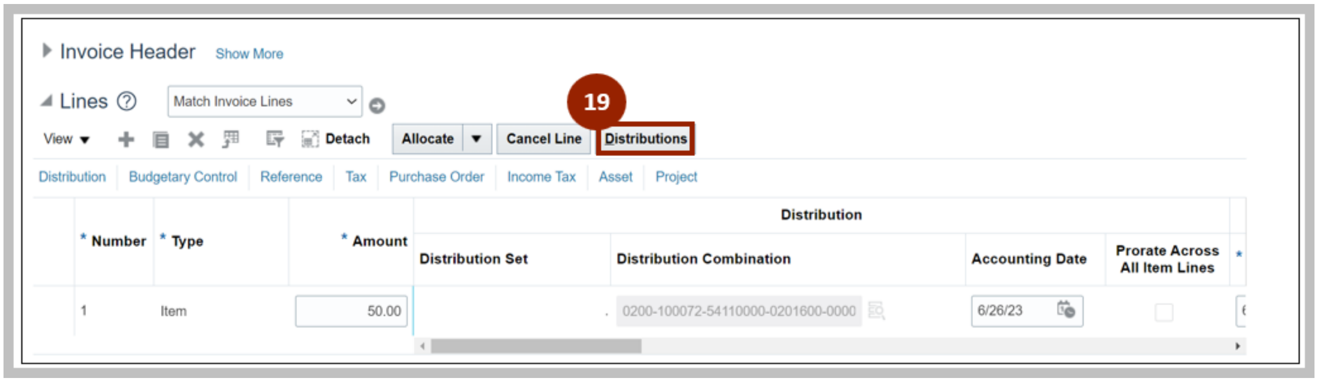



17. On the **Manage Invoices** page, click the *Actions* drop-down choice list.

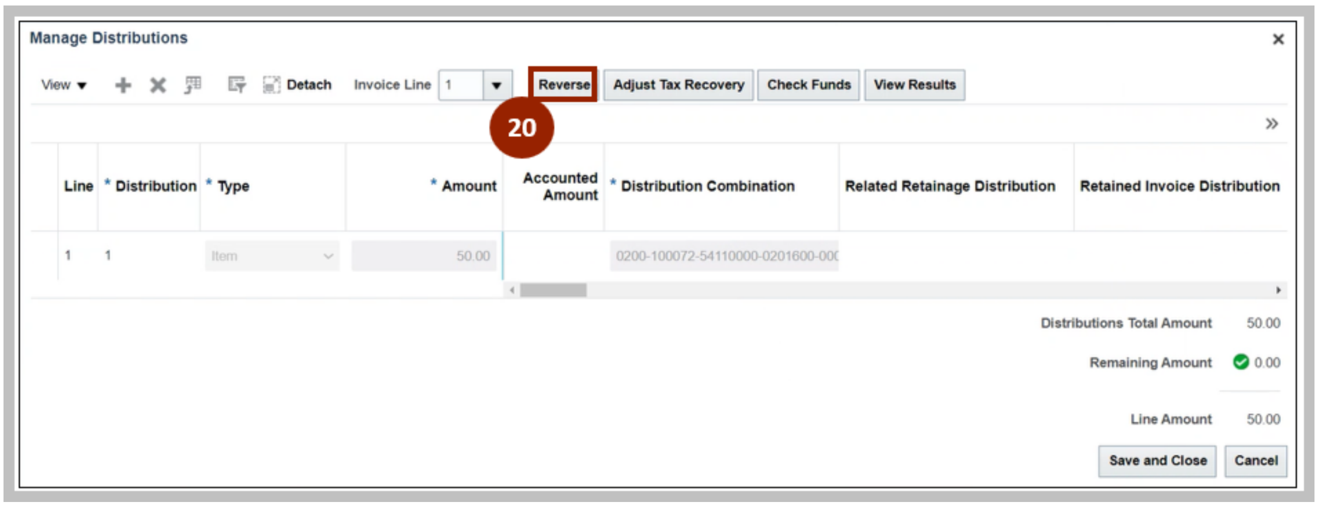
18. Select **Edit** from the drop-down choice list.



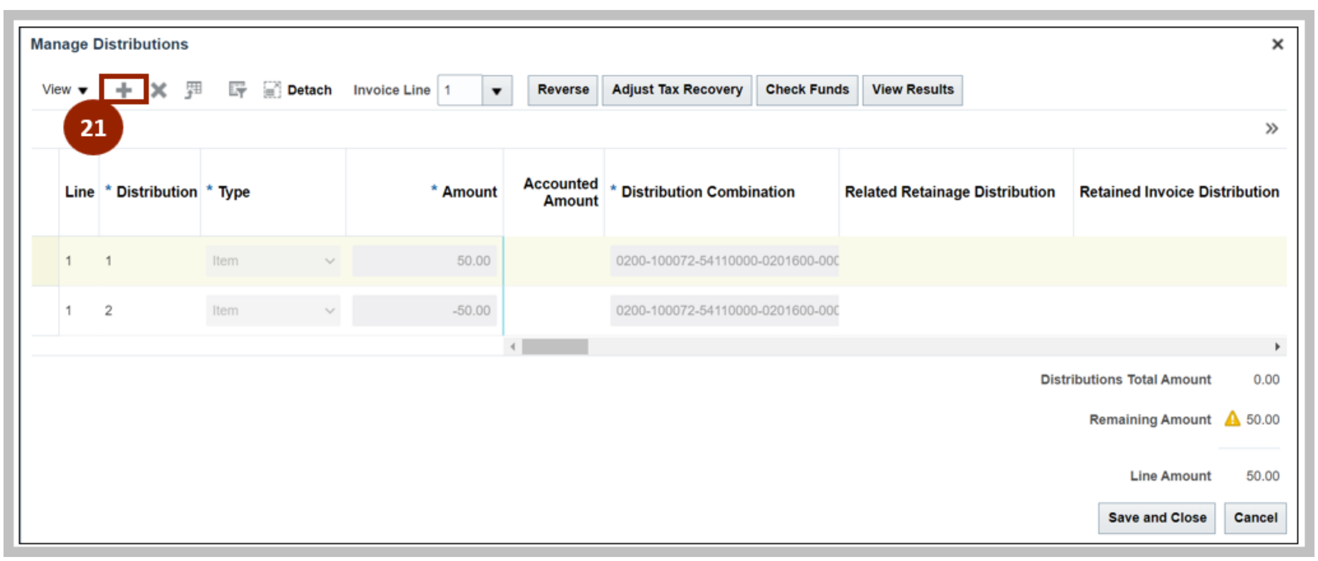
19. Click the **Distribution** button to update/correct the Distribution Combination.




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

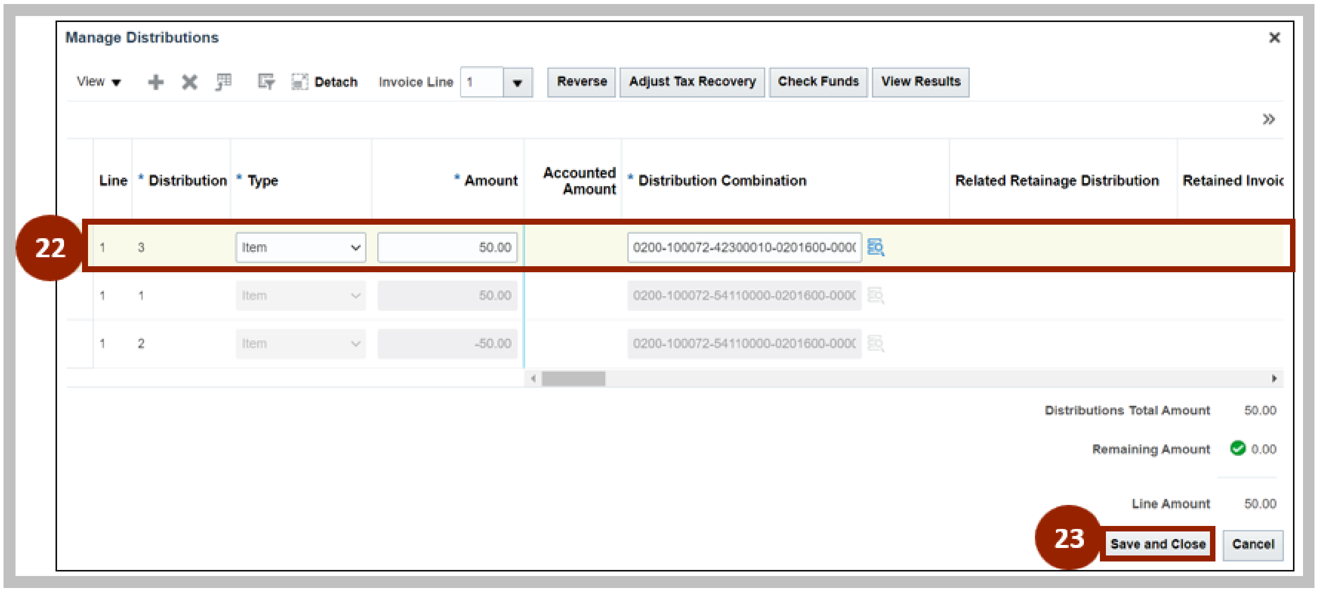



21. Click the **+** button to add a new line.



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.




## 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