CREATE INVOICE FROM SPREADSHEET

AP

QUICK REFERENCE GUIDE AP-36

Purpose

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

Introduction and Overview

This QRG covers the steps to create invoices from spreadsheet in NCFS.

User Tip:

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

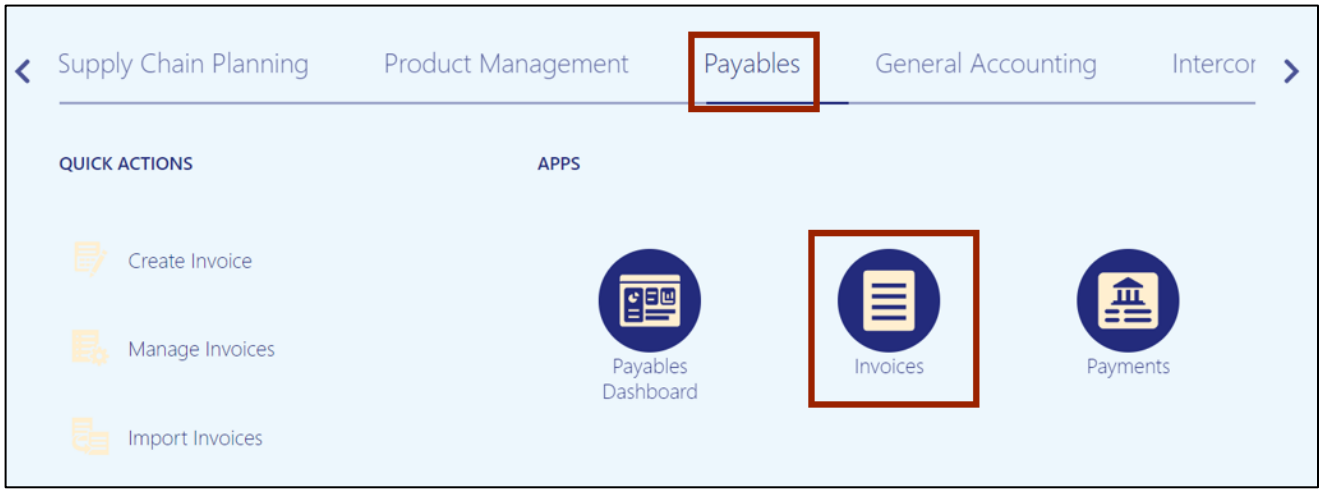
1. User must download desktop integration installer for using ADFDI spreadsheet (Navigation: Tools>> Download Desktop Integration Installer)
2. Payment Terms and Payment Method are not required, but if you are entering them, please refer to Payment Terms and Payment Method list under the additional resources.

Create Invoices from spreadsheet.

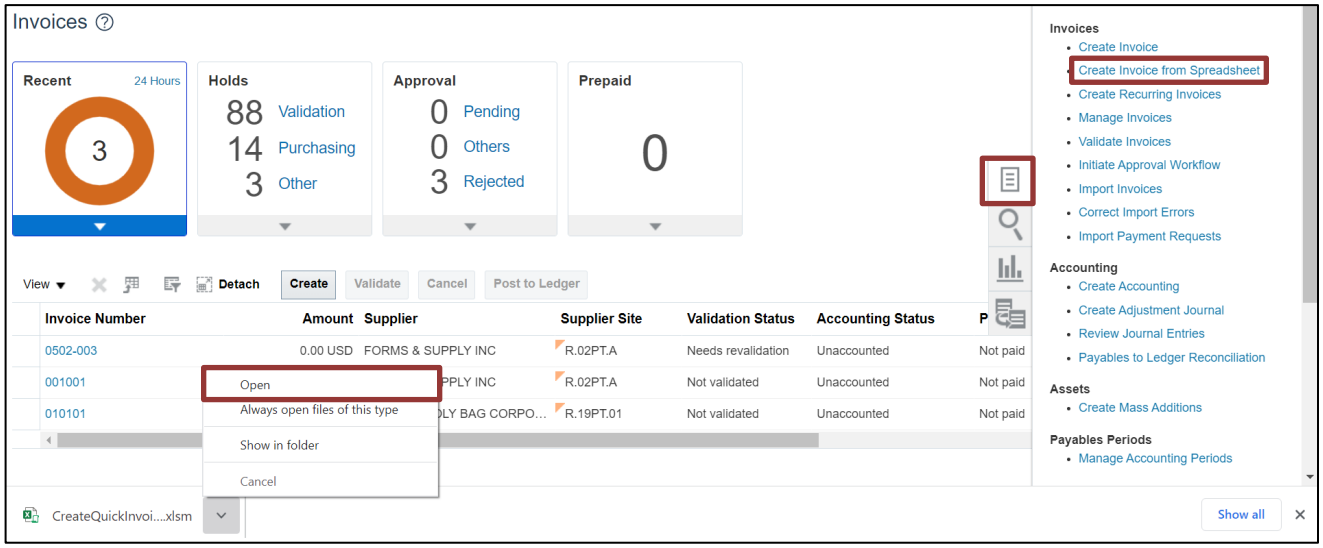
To create invoices from spreadsheet in NCFS, please follow the steps below:

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.

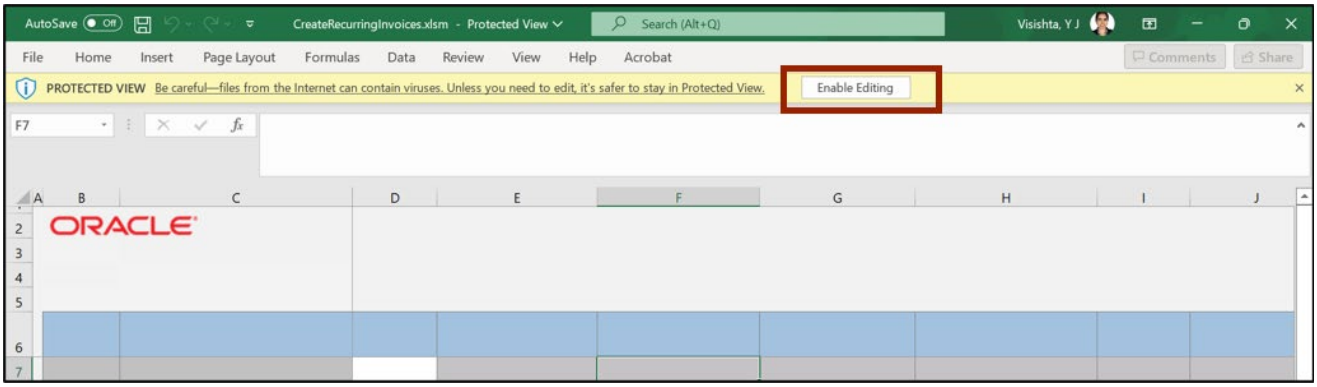


3. The **Invoices** dashboard opens. Click the **Tasks [ ]** icon and click **Create Invoices from spreadsheet.**

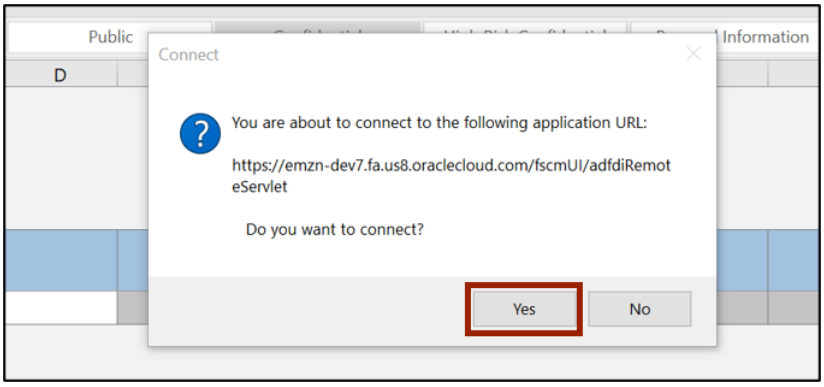


Note: **CreateQuickInvoices.xlsm** file is downloaded. Open the excel file.

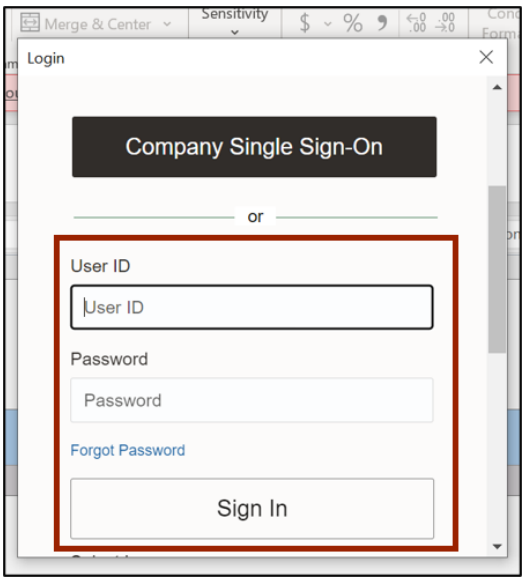
4. On the **CreateQuickInvoices.xlsm** file, click the **Enable Editing** button.



5. The *Connect* pop-up appears. Click the **Yes** button.

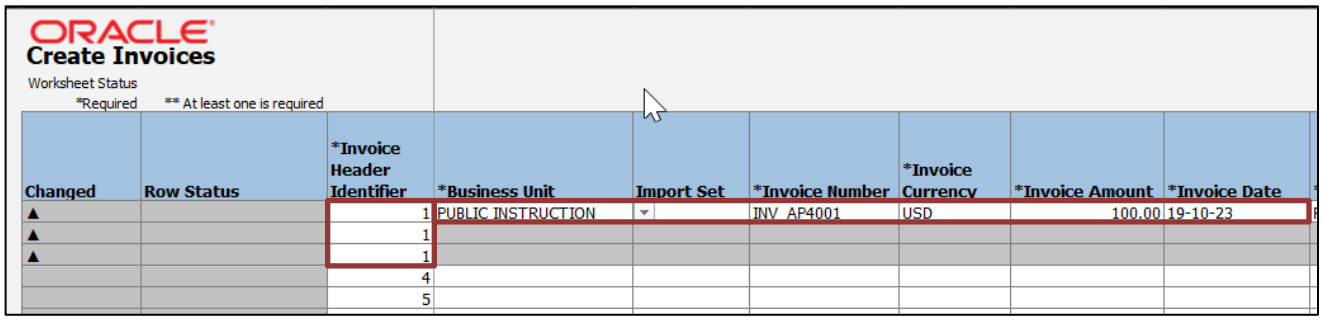


6. The *NCFS Login* pop-up appears. Enter your credentials and click the **Sign In** button.



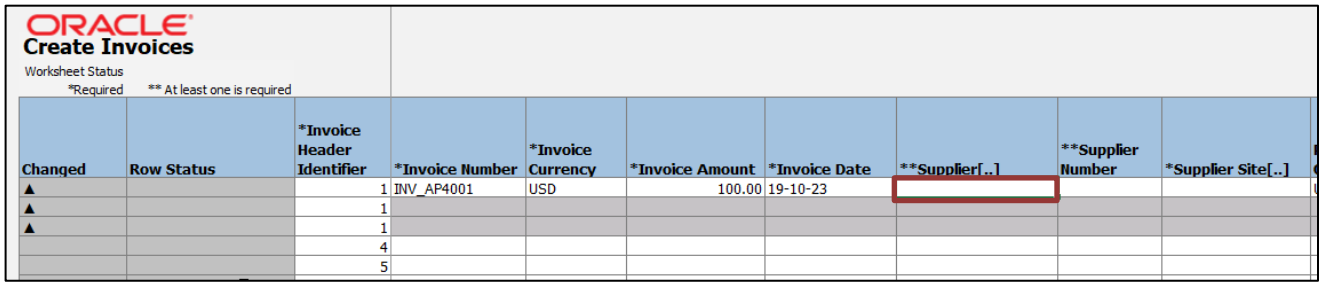
7. The **CreateQuickInvoices.xlsm** file displays a table to enter the invoice details. Enter the invoice details in all the mandatory fields (marked with *). Update the **Invoice Header Identifier** to match the spreadsheet rows to the number of invoice lines in the invoice.

   In this example, we chose to create three (3) invoice lines in this invoice. In this example, we also choose **0800 DEPARTMENT OF PUBLIC INSTRUCTION** for ***Business Unit***, **INV_AP4001** for ***Invoice Number***, **USD** for ****Invoice Currency***, **100.00** for ****Invoice Amount,*** **10/19/2023** for ****Invoice Date.***


ORACLE
Create Invoices
Worksheet Status
*Required ** At least one is required

Changed	Row Status	*Invoice Header Identifier	*Business Unit	Import Set	*Invoice Number	*Invoice Currency	*Invoice Amount	*Invoice Date
▲		1	PUBLIC INSTRUCTION		INV_AP4001	USD	100.00	19-10-23
▲		1						
▲		1						
		4						
		5						

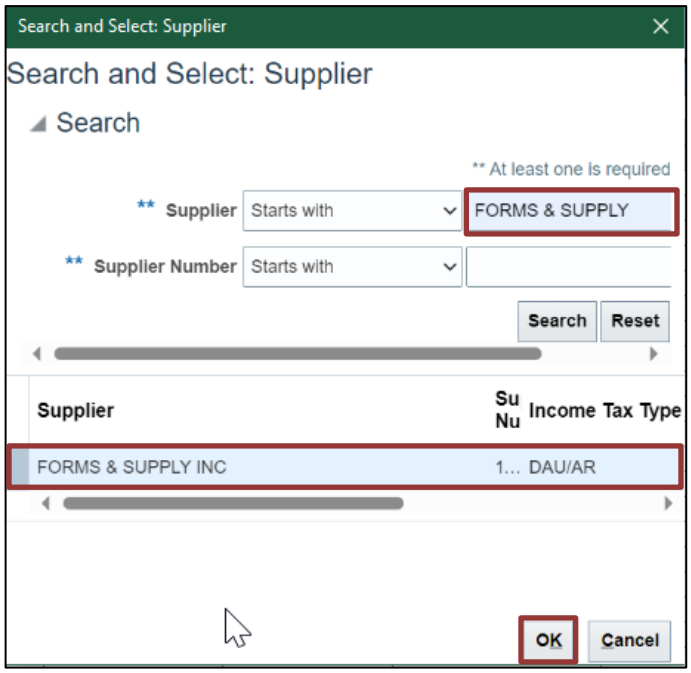
8. For fields marked with [..], double-click the cells to fill in the details. In this example, we choose ***the Supplier[..]*** field. Double-click the ***Supplier[..]*** field to enter the Supplier name details.


ORACLE
Create Invoices
Worksheet Status
*Required ** At least one is required

Changed	Row Status	*Invoice Header Identifier	*Invoice Number	*Invoice Currency	*Invoice Amount	*Invoice Date	**Supplier[..]	**Supplier Number	*Supplier Site[..]
▲		1	INV_AP4001	USD	100.00	19-10-23			
▲		1							
▲		1							
		4							
		5							

9. The *Search and Select* pop-up appear. Enter the Supplier name in the ***Supplier*** field and click the **Search** button. Click the **OK** button.

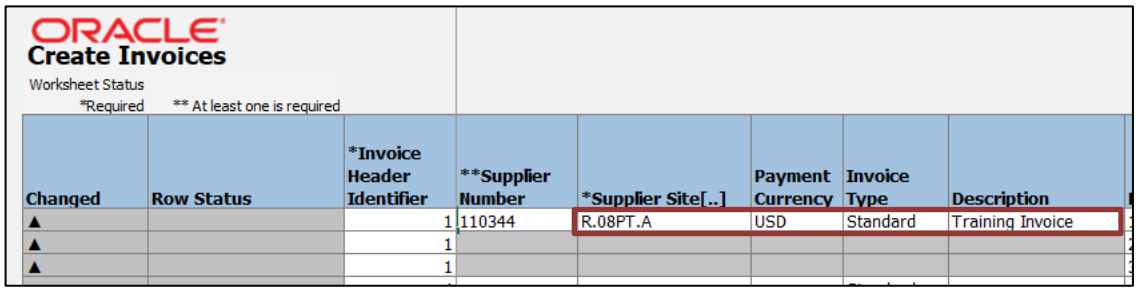
   In this example, we choose **FORMS & SUPPLY INC.**



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:

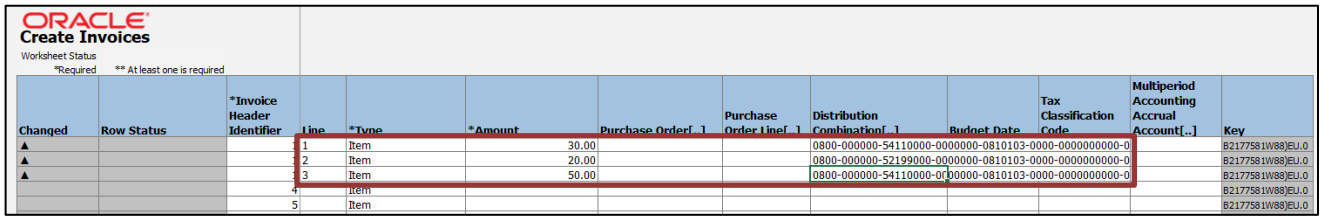
    ***Supplier Site*: R.08PT.A**
    ***Payment Currency*: USD**
    ***Description*: Training Invoice**



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

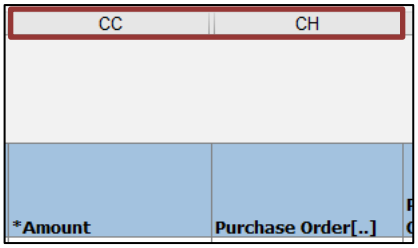
11. Scroll to the right and enter the details in the mandatory (marked with *) and applicable fields for each invoice line. In this example, we choose:

    ***Line*: 1**
    ***Amount*: 30.00**
    ***Distribution Combination*: 0800-000000-54110000-0000000-0810103-0000-0000000000-000000-0000-000000-00000**
    ***Line*: 2**
    ***Amount*: 20.00**
    ***Distribution Combination*: 0800-000000-52199000-0000000-0810103-0000-0000000000-000000-0000-000000-00000**
    ***Line*: 3**
    ***Amount*: 50.00**
    ***Distribution Combination*: 0800-000000-54110000-0000000-0810103-0000-0000000000-000000-0000-000000-00000**



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

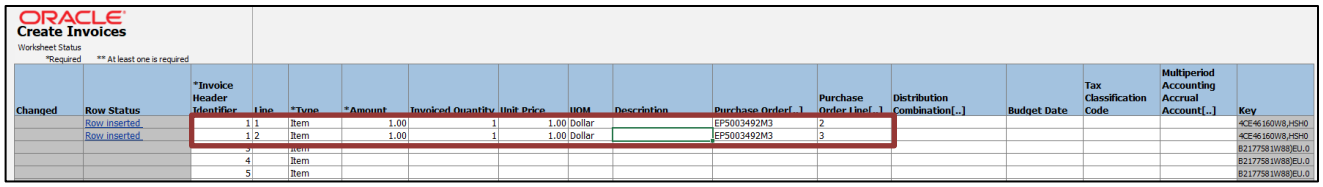
12. For PO matched invoice lines, select columns **CC** and **CH** then unhide the columns to reveal columns **CD**, **CE**, **CF**, **CG**.



13. For PO matched invoice lines, enter the details in the mandatory (marked with *) and applicable fields for each invoice line that is matched to a PO line. In this example, we choose:

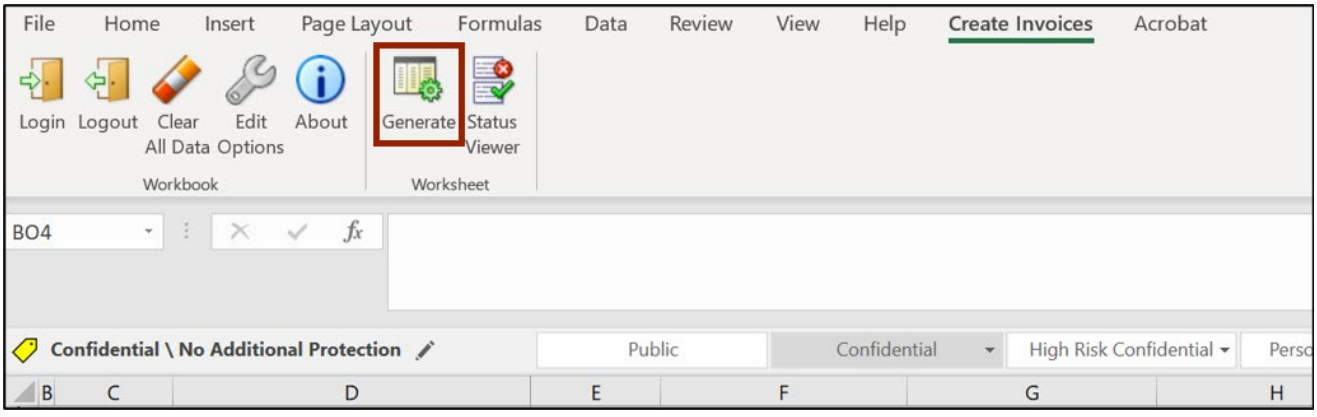
    ***Line*: 1**
    ***Amount*: 1.00**
    ***Invoice Quantity:* 1**
    ***Unit Price:* 1.00**
    ***UOM:* Dollar**
    ***Purchase Order:* EP5003492M3**
    ***Purchase Order Line:* 2**

    ***Line*: 2**
    ***Amount*: 1.00**
    ***Invoice Quantity:* 1**
    ***Unit Price:* 1.00**
    ***UOM:* Dollar**
    ***Purchase Order:* EP5003492M3**
    ***Purchase Order Line:* 3**

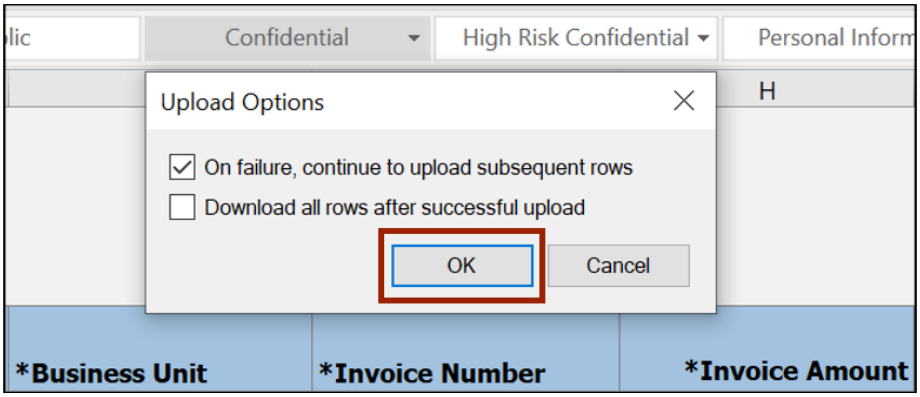


Note: For fields marked with [..], follow steps 8 and 9 to fill in the details. Do not enter the **Distribution Combination** value if the invoice line is PO matched, this value will be derived by the PO line that is matched to the invoice line.

14. On the *Create Invoices* tab, click the **Generate or Save and Submit Invoice Import** button.

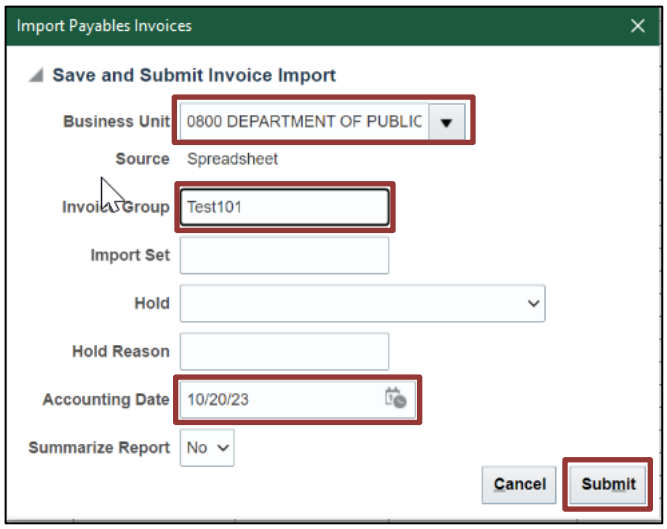


15. The *Upload Options* pop-up appears. Click the **OK** button.

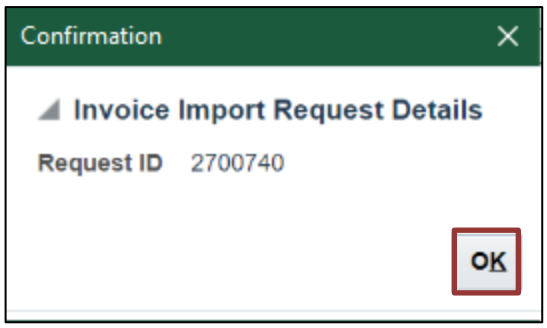


16. The *Import Payables Invoices* pop-up appears. Enter the **Business Unit**, **Invoice Group** (if desired), and **Accounting Date**.

    In this example we choose:
    ***Business Unit*: 0800 DEPARTMENT OF PUBLIC INSTRUCTION**
    ***Invoice Group*: Test101**
    ***Accounting Date:* 10/20/23**

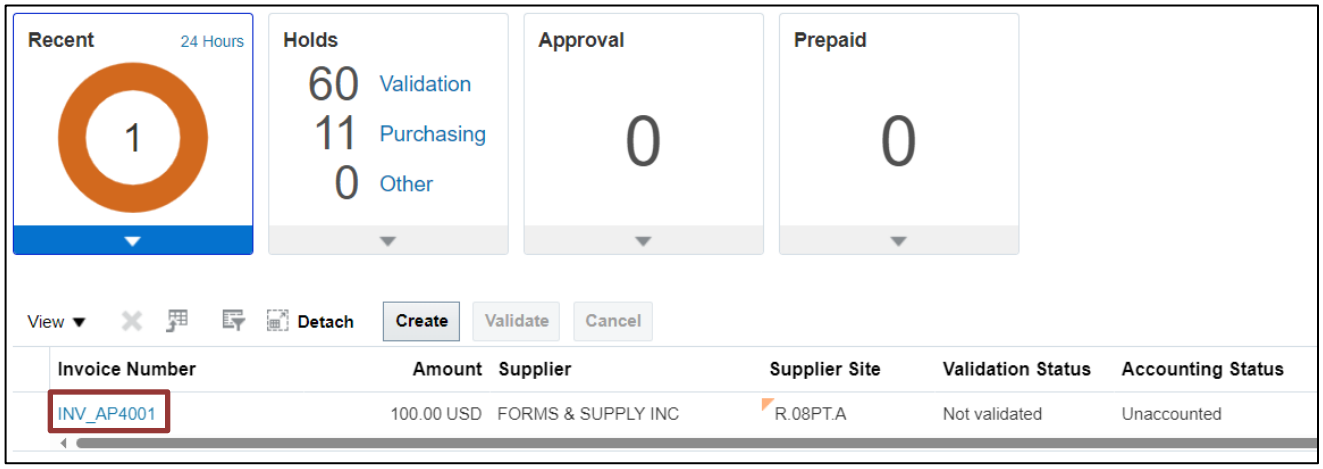


17. The *Confirmation* pop-up appears. Click the **OK** button.

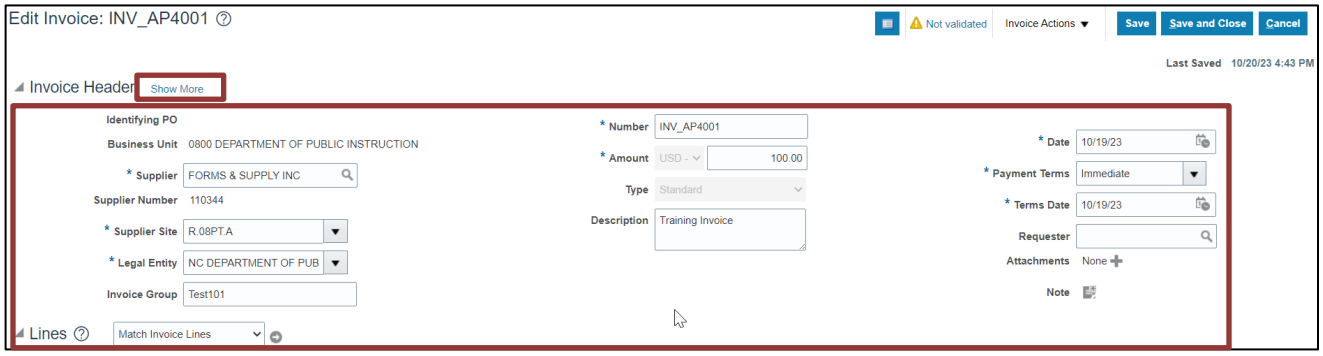


18. Navigate to **NCFS Login** >> **Payables** >> **Invoices**. The **Invoices** dashboard opens. Click the ***Recent*** info tile. The invoice from spreadsheet **INV_AP4001** is generated. Click the **Invoice Number** link to validate the invoice from spreadsheet.

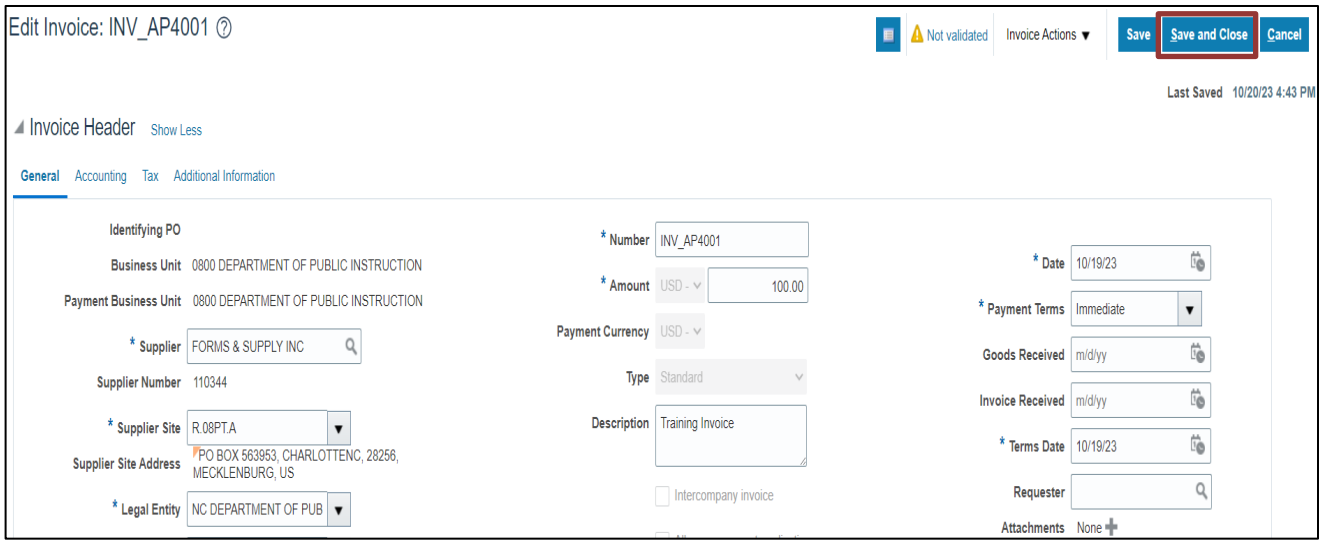
    In this example, we choose **INV_AP4001** invoice.



19. 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.



20. 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.



Invoice creation via spreadsheet Tips and Tricks

General

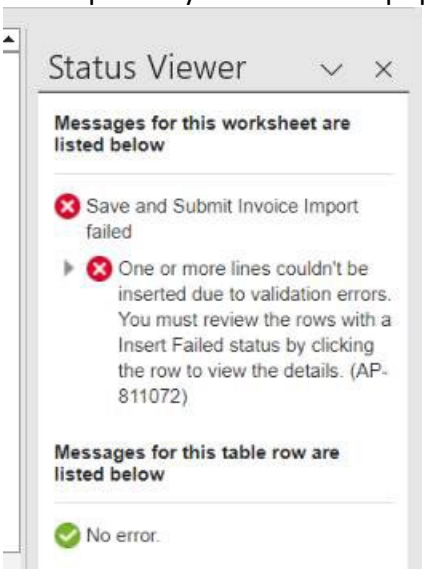
- If an invoice has been successfully loaded to NCFS but isn't available in the Manage Invoices page, check if there was an issue after the load to NCFS by referring to the "AP-22 Correct Errors from Invoice Upload (Spreadsheet)" QRG. If the invoice isn't on the correction spreadsheet in the QRG, navigate to the Scheduled Processes area for the "Import Payables Invoices Report" to review successful and unsuccessful invoice lines, especially the "Rejections" section at the bottom of the report. ***Note**: To look up reports in the Schedules Processes refer to GEN106 (WBT) course.*
- If all the invoice lines in the spreadsheet are not uploaded, make sure there is a black triangle in the "Changed" column for all the rows to be loaded to NCFS. This can be toggled by double clicking in that column.
- When entering supplier information, you can enter the number or double click and search for the supplier name.
- If you need more rows in the spreadsheet, right click an existing row and select "Insert" to add a row. Repeat as needed. After inserting, select columns F-EM on a row that existed prior to the inserts and copy and paste the columns to the newly inserted rows. Pasting from an existing row will make sure formatting and defaults are on the new rows.

Copy/Paste

- Copy/Paste often adds a space to the end or the beginning of a value. This extra space can cause a mismatch if Oracle is expecting a defined value.
- When pasting, right click and use the paste "Values" option to avoid overlaying formatting or functionality associated with the cell.

Upload errors

- When you submit the spreadsheet, "Row Inserted" in Col D means that specific invoice line is good, but the row may not have loaded to NCFS. If you see any rows with "Insert Failed", the invoice did not load. The key is to look at the worksheet status in the Status Viewer at the top right after a Save and Submit action and if that failed as shown in the screenshot below, the invoice wasn't loaded to NCFS. When the invoice is going to be loaded to NCFS, you'll get the Import Payables Invoices popup window mentioned in the steps of this QRG.



- If a data element is erroring unexpectedly because it's an invalid value, try double clicking and using the Search functionality to select the value. If that fixes the row, you can try copy/pasting the value on additional rows.
- If you get an error on a line row saying you must enter a valid value that is on the header row (like the Business Unit), copy the header values from the header line (col F thru col Q) and paste them on the line with the error. The new values are grayed out and can't be seen but they are there, and this should resolve the error.

Wrap-Up

Create invoices from a spreadsheet using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management
- PO001: PO Inquiry
- Payment Terms in NCFS

NCFS Configured Payment Terms as of 5/20/22

Name	Description
1/10 EOM Net 30	If the bill is paid by the 10th of the next month, there is a 1% discount. Otherwise, total amount is due within 30 days
1/10 Net 30	1% discount if paid in 10 days, otherwise due in 30. Used by Ariba Team
2/10 EOM Net 11 EOM	If the bill is paid by the 10th of the following month, there is a 2% discount. Otherwise, the total amount is due by the 11th of the next month.
2/10 Net 11	Two percent discount deducted if paid within 10 days, remainder paid 11 days from invoice terms date. NCAS Payment Term.
2/10 Net 30	Two percent discount deducted if paid within 10 days, remainder paid 30 days from invoice terms date.
2/10 Net 31	Two percent discount deducted if paid within 10 days, remainder paid 31 days from invoice terms date. Used by Ariba Team
End of Month	Pay by end of current month.
Immediate	Scheduled for payment immediately.
Net 10	Payment due in 10 days.
Net 10 EOM	Pay within 10 days following the end of the month. Used by Ariba Team
Net 120	Payment due in 120 days. Used by Ariba Team
Net 14	Payment due in 14 days. Used by Ariba Team
Net 15	Payment due in 15 days.
Net 15 EOM	Pay within 15 days following the end of the month. Used by Ariba Team
Net 20	Payment due in 20 days.
Net 21	Payment due in 21 days. Used by Ariba Team
Net 25	Payment due in 25 days. Used by Ariba Team
Net 25 EOM	Pay within 25 days following the end of the month. Used by Ariba Team
Net 28	Payment due in 28 days. Used by Ariba Team
Net 30	Payment due in 30 days.
Net 40	Payment due in 40 days. Used by Ariba Team
Net 45	Payment due in 45 days.
Net 5	Payment due in 5 days.
Net 60	Payment due in 60 days.
Net 7	Payment due in 7 days. Used by Ariba Team
Net 90	Payment due in 90 days
Net Monthly Account	Payment due on last day of the month following the one in which the invoice is dated.

- Payment Methods

NCFS Payment Methods as of 5/20/22

Payment Method Code	Supplier Type	Payment Method Name	Payment Method Description
CHK_SUPPLIER	Supplier	Check - Supplier	Check Method for Supplier Payment
EFT_SUPPLIER	Supplier	Electronic - Supplier	Electronic Method for Supplier Payment
EFT_IGO	Supplier	Electronic - IGO	Electronic Method for Inter-Government Organization
CHK_OTP	Party	Check - One Time Payment	Check Payment Method for One time Payment
EFT_OTP	Party	Electronic - One Time Payment	Electronic Payment Method for One time Payment
CHK_EMP	Employee	Check - Employee	Check Method for Employee Reimbursement
EFT_EMP	Employee	Electronic - Employee	Electronic Method for Employee Reimbursement