



# CREATE AND MANAGE INVOICES

OTC

## QUICK REFERENCE GUIDE AR-06

### Purpose

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

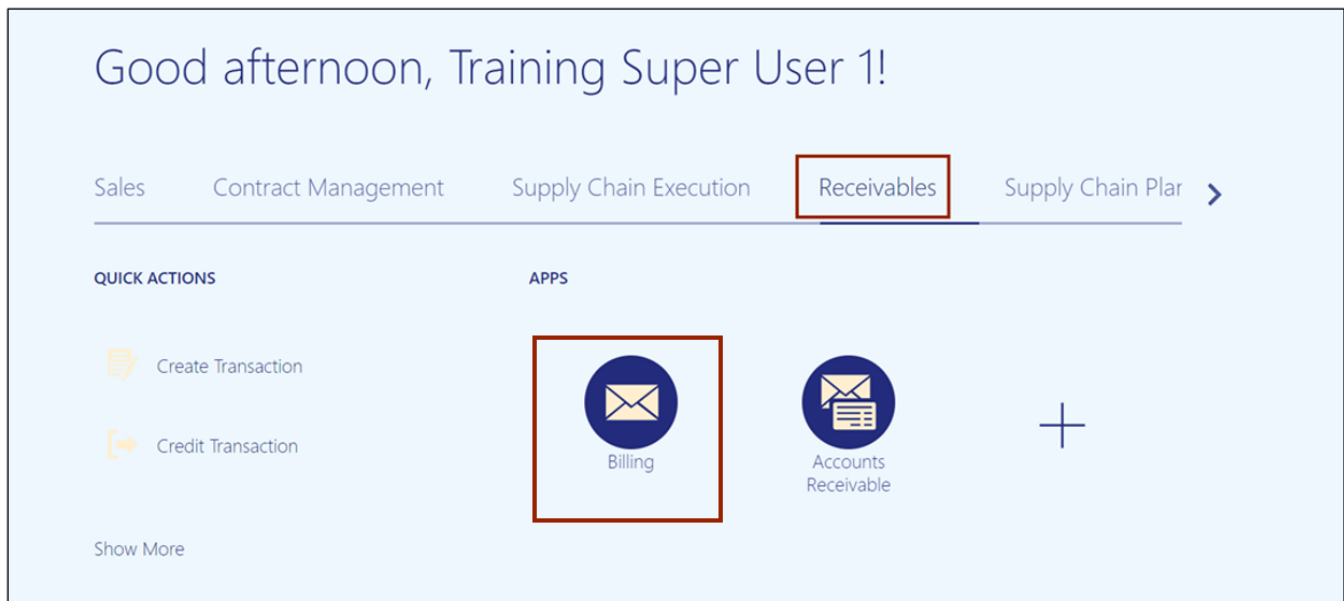
### Introduction and Overview

This QRG covers how to create and manage invoices in NCFS.

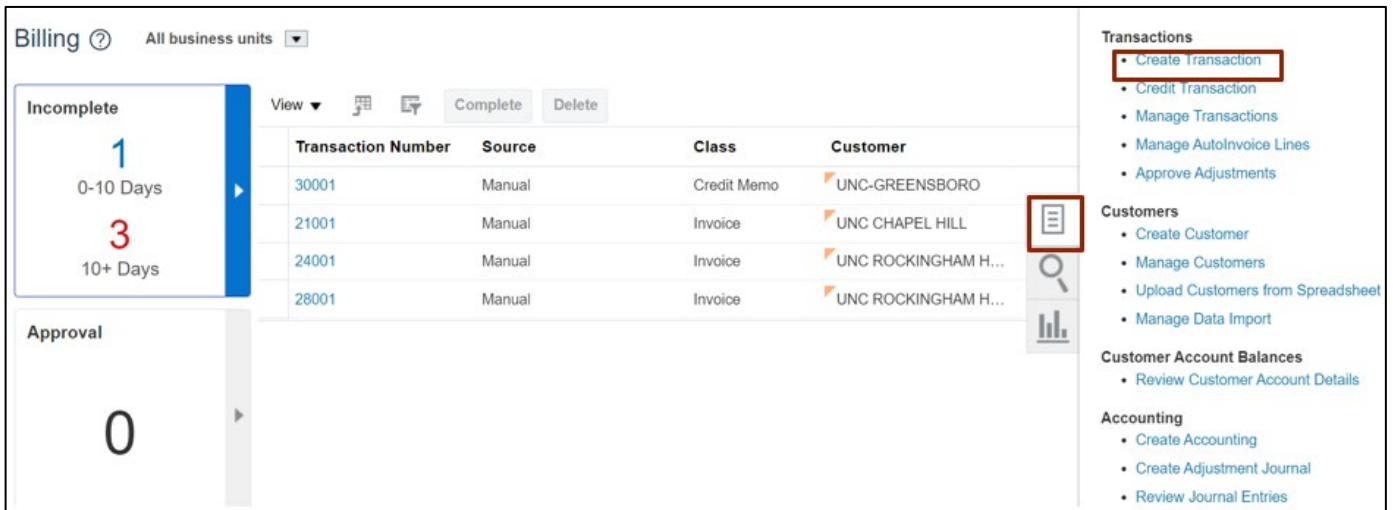
### Create and Manage Invoices

To create and manage invoices 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, under the **Receivables** tab, Click the **Billing** app.



3. On the **Billing** page, Click the **Tasks** [  ] icon and select the **Create Transaction** link.

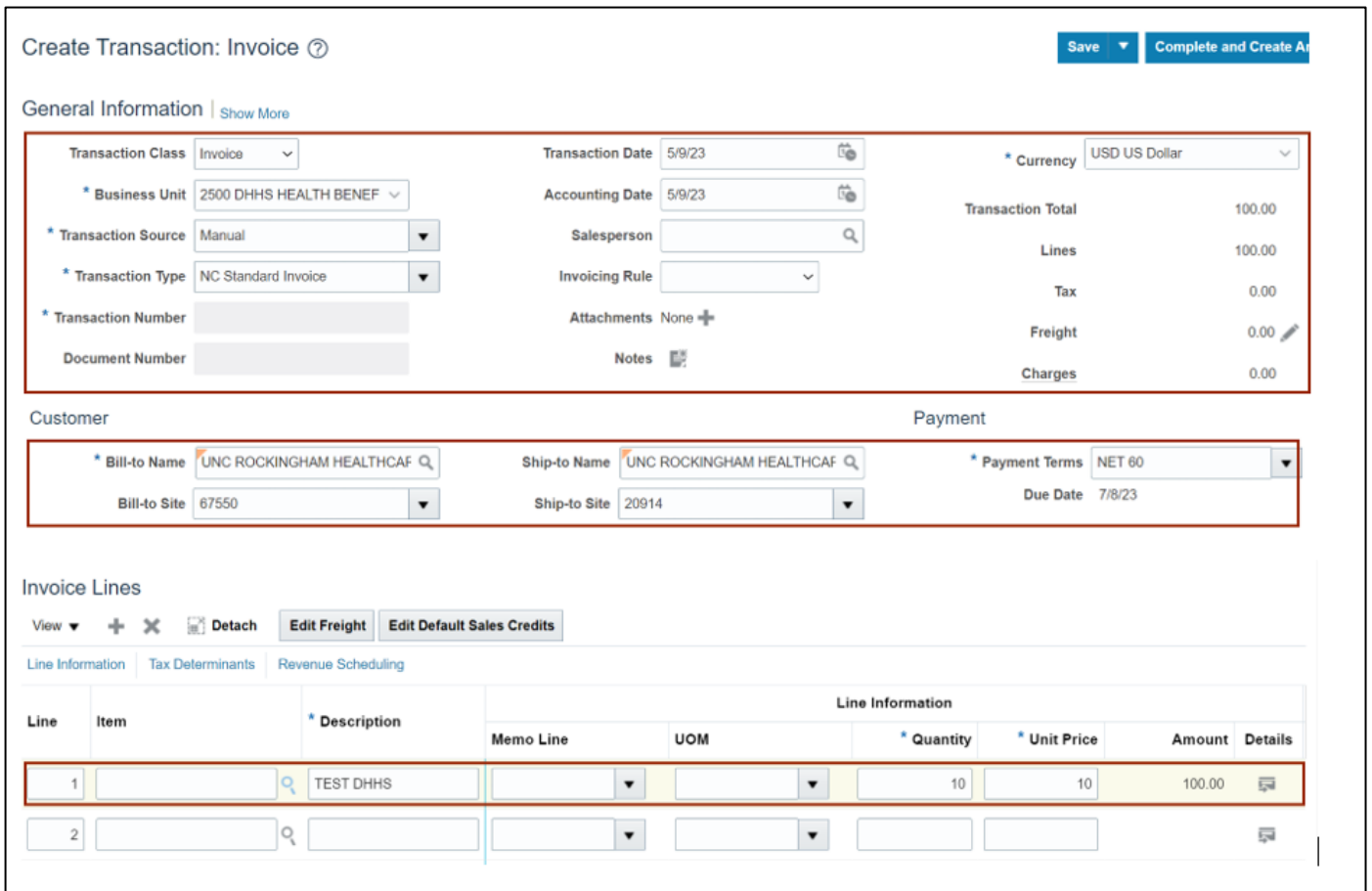


The screenshot shows the 'Billing' page with a sidebar on the right containing a 'Tasks' icon (a list with a checkmark) and a 'Transactions' section with a 'Create Transaction' link. The main area shows a table of transactions and summary cards for 'Incomplete' and 'Approval' items.

Transaction Number	Source	Class	Customer
30001	Manual	Credit Memo	UNC-GREENSBORO
21001	Manual	Invoice	UNC CHAPEL HILL
24001	Manual	Invoice	UNC ROCKINGHAM H...
28001	Manual	Invoice	UNC ROCKINGHAM H...

4. Enter the required details in **General Information**, **Customer**, and **Invoice Lines** sections.

Note: The data entered is for training purposes only.



The screenshot shows the 'Create Transaction: Invoice' form. The 'General Information' section includes fields for Transaction Class (Invoice), Transaction Date (5/9/23), Business Unit (2500 DHHS HEALTH BENEF), Transaction Source (Manual), Transaction Type (NC Standard Invoice), and Transaction Number. The 'Customer' section includes Bill-to Name (UNC ROCKINGHAM HEALTHCAF), Ship-to Name (UNC ROCKINGHAM HEALTHCAF), and Payment Terms (NET 60). The 'Invoice Lines' section shows a table with one line item: TEST DHHS, with a quantity of 10 and a unit price of 10, resulting in an amount of 100.00.

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Details
1		TEST DHHS			10	10	100.00	
2								

5. Click the **Show More** link.

General Information [Show More](#)

Business Unit	2500 DHHS HEALTH BENEFITS	* Transaction Date	5/9/2023	* Currency	USD US Dollar
Transaction Source	Manual	* Accounting Date	5/9/2023	Transaction Total	100.00
* Transaction Type	NC Standard Invoice	Salesperson		Lines	100.00
Transaction Number	27001	Invoicing Rule		Tax	0.00
Document Number		Attachments	None +	Freight	0.00
Status	Incomplete	Notes		Charges	0.00

Customer	Payment
* Bill-to Name	UNC ROCKINGHAM HEALTHCARE
* Bill-to Site	67550
Ship-to Name	UNC ROCKINGHAM HEALTHCARE
Ship-to Site	20914
* Payment Terms	NET 60
Due Date	7/8/23

Invoice Details

6. Click the **Miscellaneous** tab.

Customer Payment **Miscellaneous**

Bill-to	Ship-to	Sold-to	
* Name	UNC ROCKINGHAM HEALTHCARE	Name	UNC ROCKINGHAM HEALTHCARE
* Account Number	16920	Site	20914
Third-Party Tax Registration Number		Address	117 E KINGS HWY EDEN, NC United States 27288
* Site	67550	Contact	
* Address	117 E KINGS HWY EDEN, NC United States 27288-5201		
Contact	aaaptakqcd y z		

Paying Customer	
Name	UNC ROCKINGHAM HEALTHCARE
Account Number	16920
* Site	67550

Invoice Details

Invoice Lines Sales Credits

View + X Detach Edit Freight



7. Select **NCAS Data** from the *Context Value* drop-down choice list and enter other required details.

Customer Payment **Miscellaneous**

\* Legal Entity: NC DHHS HEALTH BENEFIT  Intercompany

Generate Bill: Yes

Print Date:

Recurring Bill Plan Name:

Recurring Bill Plan Period:

Special Instructions:

Comments:

Structured Payment Reference:

PO Number:

PO Revision:

PO Date:

Medicaid Share:

Non-Medicare Share:

Context Value: **NCAS Data**

PROVIDER #:

CASE TYPE:

DIV:

CROSS REFERENCE:

PERID:

From Date:

To Date:


Document Fiscal Classification:

Default Tax Exemption Handling: Standard

Cross Reference:

Tax Registration Number:

Taxation Country: United States


8. In the *Invoices Details* section, Click the **Details** [  ] icon.

Invoice Details

Invoice Lines Sales Credits

View

Line Information Tax Determinants Revenue Scheduling

Line	Item	* Description	Line Information			Amount	Details	Tax Classification
			* Quantity	* Unit Price				
1		TEST DHHS	10	10	100.00			
Total			10		100.00			

- Select **NCAS Data** from *Context Value* drop-down choice list and enter required data in the other fields.

**General Information**

Item

Memo Line  ▼

\* Description TEST DHHS

Warehouse

Reference

UOM  ▼

\* Quantity 10

\* Unit Price 10

Amount 100.00

Amount Includes Tax Use Tax Rate Code ▼

Language

Translated Description

Attachments None +

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**Additional Information**

Context Value NCAS Data ▼

SERV  ▼

REASN  ▼

Context Value  ▼

Regional Information  ▼

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**Order**

Number  Date Channel

- Click the **Save** button.

Create Transaction: Invoice ?

**General Information** | [Show More](#)

Transaction Class Invoice ▼

\* Business Unit 2500 DHHS HEALTH BENEF ▼

\* Transaction Source Manual ▼

\* Transaction Type NC Standard Invoice ▼

\* Transaction Number

Document Number

Transaction Date 5/9/23

Accounting Date 5/9/23

Salesperson

Invoicing Rule  ▼

Attachments None +

Notes

\* Currency USD US Dollar ▼

Transaction Total 100.00

Lines 100.00

Tax 0.00

Freight 0.00

Charges 0.00

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**Customer**

\* Bill-to Name UNC ROCKINGHAM HEALTHCAF

Bill-to Site 67550 ▼

Ship-to Name UNC ROCKINGHAM HEALTHCAF

Ship-to Site 20914 ▼

**Payment**

\* Payment Terms NET 60 ▼

Due Date 7/8/23



11. Click the *Actions* drop-down choice list and select the **Edit Distribution** option.

Edit Transaction: Invoice 28001 ?

Actions Save Complete and Create Another Cancel  
Edit Distributions

General Information Show More

Business Unit 2500 DHHS HEALTH BENEFITS

Transaction Source Manual

\* Transaction Type NC Standard Invoice

Transaction Number 28001

Document Number

Status Incomplete

\* Transaction Date 5/9/23

\* Accounting Date 5/9/23

Salesperson

Invoicing Rule

Attachments None +

Notes

\* Currency USD US Dollar

Transaction Total 100.00

Lines 100.00

Tax 0.00

Freight 0.00

Charges 0.00

Customer

\* Bill-to Name UNC ROCKINGHAM HEALTHCARE

Ship-to Name UNC ROCKINGHAM HEALTHCARE

\* Payment Terms NET 60

12. Review the Revenue Charge Account details and click the **Save and Close** button.

Edit Distributions ×

View Grid Print Detach

Line Number	Detail Line Number	Account Class	Distribution	Accounting Date	Allocation			Distribution Comments
					Percentage	Amount (USD)	Accounted Amount (USD)	
		Receivable	2500-014446-11320000-0000000-0000	5/9/23	100.0000	100.00	100.00	
1		Revenue	2500-014446-56100238-0000000-0000	5/9/23	100.0000	100.00	100.00	

Save and Close Cancel

13. Click the *Save* drop-down choice list and select the **Save and Close** option/

Edit Transaction: Invoice 28001 ?

Actions Save Complete and Create Another Cancel  
Save and Close

General Information Show More

Business Unit 2500 DHHS HEALTH BENEFITS

Transaction Source Manual

\* Transaction Type NC Standard Invoice

Transaction Number 28001

Document Number

Status Incomplete

\* Transaction Date 5/9/23

\* Accounting Date 5/9/23

Salesperson

Invoicing Rule

Attachments None +

Notes

\* Currency USD US Dollar

Transaction Total 100.00

Lines 100.00

Tax 0.00

Freight 0.00

Charges 0.00

14. An *information* pop-up appears. Click the **OK** button.

The screenshot shows a software interface with a dark blue header. An 'Information' dialog box is centered on the screen, displaying the message 'Transaction 27001 has been saved.' and an 'OK' button, which is highlighted with a red rectangular box. Below the dialog, a table lists transactions with columns for Transaction Number, Source, Class, Customer, and Enter Date. The table contains three rows of data.

Transaction Number	Source	Class	Customer	Enter Date
21001	Manual	Invoice	UNC CHAPEL HILL	
24001	Manual	Invoice	UNC ROCKINGHAM H...	
27001	Manual	Invoice	UNC ROCKINGHAM H...	

## Wrap-Up

Create and Manage Invoices using the steps above in NCFS.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- AR-103: Invoice Management for DPI (ILT)
- AR-104: Invoice Management & Approvals for DHHS (ILT)