

APPROVE INVOICE

ADJUSTMENTS

отс

QUICK REFERENCE GUIDE AR-15

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Approve Invoice Adjustments in the North Carolina Financial System (**NCFS**).

This QRG covers how to Approve Invoice Adjustments in NCFS.

Approve Invoice Adjustments

To Approve Invoice Adjustment, 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 Receivables tab and click the Billing app.

| Sales | Contract Management | Supply Chain Execution | Receivables | Supply Chain Plar | > |
|------------|---------------------|------------------------|------------------------|-------------------|---|
| QUICK ACTI | ONS | APPS | | | |
| Cre | ate Transaction | | | | |
| [+ Cre | dit Transaction | Billing | Accounts Receivable | + | |
| Show More | 1 | | | | |



3. On the **Billing** page, click the **Tasks** [1] icon and click **Manage Transactions**.

| Billing ⑦ All busin | s units 💌 View 🕶 🖽 📑 | Complete Delete | | | | Transactions • Create Transaction • Credit Transaction • Manage Transactions | | | |
|---------------------|-------------------------|---------------------------|---------|--------------------|-----|---|--|--|--|
| 0 | Transaction Numb | Transaction Number Source | | Customer | | Manage AutoInvoice Lines | | | |
| 0-10 Days | 21001 | Manual | Invoice | UNC CHAPEL | | Approve Adjustments | | | |
| 3 | 24001 | Manual | Invoice | UNC ROCKIN | Ξ | Customers • Create Customer | | | |
| 10+ Days | 28001 | 28001 Manual | | Invoice UNC ROCKIN | | Manage Customers | | | |
| | • | | | | 1.1 | Upload Customers from Spreadsheet Manage Data Import | | | |
| Approval | | | | | шь | Customer Account Balances | | | |
| | | | | | | Review Customer Account Details | | | |

4. On the Manage Transactions page, enter the Transaction Number and click the Search button.

| ≡ NCFS | | | | | | ÞÛ | L |
|-----------------------|-----------------------------|-----------------------|---------------------|----------|--------------|----------------|---------------|
| Manage Transactions ? |) | | | | | | D <u>o</u> ne |
| ⊿ Search | | | | Advanced | Saved Search | All Transact | lions 🗸 |
| | | | | | ** | At least one i | is required |
| Business Unit | 2500 DHHS HEALTH BENEFITS V | ** Transaction Number | Starts with ~ 27001 | | | | |
| ** Transaction Source | Manual 🔻 | ** Transaction Date | Equals 🗸 m/d/yy | i o | | | |
| Transaction Class | Invoice ~ | ** Bill-to Customer | Equals V | | Q | | |
| Transaction Type | • | Reference | |] | _ | _ | |
| | | | | | Sear | ch Reset | Save |

In this example, we choose **27001.**

LS

~ equired 5. The **Manage Transactions** page opens. On the **Manage Transactions** page, click the **Actions** drop-down choice list and click the **Manage Adjustments** option.

| Manage Transactions | 0 | | | | | | | | D | one |
|-----------------------------|--------|-------------|----------------|----------|------------------|------|----------------|---------------|------------------|--------|
| ▶ Search | | | | | | | A <u>d</u> van | ced Saved Sea | All Transactions | s v |
| Actions - View - 📄 🥒 | × P | Detach | | | | | | | | |
| Duplicate | action | Transaction | Transaction | | | | Entered | Transaction | | Origin |
| Edit | e | Class | Туре | Complete | Bill-to Customer | | Amount | Date | Business Unit | Numb |
| Delete | _ | | | | | | | | | |
| Credit Transaction | | Invoice | NC Standard In | Yes | UNC ROCKINGHA | M HE | 100.00 USD | 5/9/23 | 2500 DHHS HE | |
| Submit a Dispute | | | | | | | | | | + |
| Manage Adjustments | | | | | | | | | | |
| Review Installments |] | | | | | | | | | |
| Post to Ledger | | | | | | | | | | |
| Account in Draft | | | | | | | | | | |
| View Accounting | | | | | | | | | | |
| View Balance Details | - | | | | | | | | | |
| View Transaction Activities | | | | | | | | | | |
| L | _ | | | | | | | | | |

6. On the **Manage Adjustments** page, click the **Create** icon (+) to make an addition.

| | 5 | | | | | | þ û rs | |
|-------------------------------------|----------------------|--------------------|----------------------------|-----------------------|----------------------|--------------------|--------------------|--|
| Manage Adjustments: Invoice 27001 ⑦ | | | | | | | | |
| Actions 👻 View 🖣 | + Sub <u>m</u> it | Withdraw | | | | | | |
| Number | Receivables Activity | Adjustment Type | Adjustment Amount (USD) | Installment Number | Adjustment Status | Adjustment Date | Accounting Date | |
| Details | | | | | | | ł | |
| Dotano | | | | | | | | |
| Tran | saction Distribution | | Comments | | | | | |
| | Account Description | | | | | | | |
| | Document Number | | | | | | | |
| | Chargeback Number | | | | | | | |
| Action History | | | | | | | | |

7. The **Create Adjustment** pop-up appears. Enter the relevant information and click the **Submit** button.

In this example, we choose: Receivables Activity: 2500 NC Penalty Charges Adjustment Type: Charges Adjustments Adjustment Amount: 50 Adjustment Reason: Charges

| | | | | | | \land \checkmark | ЪĴ | LS |
|-------------------|------------------------|--------------------------------|-----|----------------------|-------------------------------|----------------------|------|---------------|
| | Create Adjustment | | | | | | | |
| Manage Adjustme | * Receivables Activity | 2500 NC Penalty Charges | • | Document Number | | | | D <u>o</u> ne |
| | * Adjustment Type | Charges Adjustments \backsim | | Chargeback Number | | | | |
| Actions View View | * Adjustment Amount | 50.00 | | Adjustment Reason | Charges ~ | | | |
| Number Rec | Includes Tax | No | | Comments | | | Date | ng |
| < | * Adjustment Date | 5/23/23 | Î | Adjustment | li. | | _ | • |
| Details | * Accounting Date | 5/23/23 | i o | Status | | | | |
| Torrestion | * Installment Number | 1 2023-07-08 | ~ | Distribution | 2500-014446-00004000-0000000- | <u>,</u> 2000 | | |
| Transaction | Installment Balance | 100.00 USD | | | | | | |
| Accoun | | | | | | | | |
| Docur | | | | | | | | |
| Chargel | | | | | Submit | Cancel | | |
| Action History | | | | | | | | |

8. The **Information** pop-up appears. Click the **OK** button.

| | | _ | |
|---|--|---------------------------------------|--|
| Manage Adjustments: Invoice 27001 ⑦ Actions ▼ View ▼ + ✔ Submit Withdraw | Information X The adjustment 24002 has been created. OK | | D <u>o</u> ne |
| Number Receivables Activity Adjustment Type | Adjustment Amount (USD) Includes Tax | Installment Adjustme Number Status | ent Adjustment Accounting Date Date |
| 24002 2500 NC Penalty Charges Charges Adjust | 50.00 No | 1 Approved | 5/23/23 5/23/23 |
| 24002: Details | | Adjustment Bessen Charge | |
| 2500-014446-00004000- 0000000-000000-0000- 00000000 | | Comments | 95 |
| DHHS HEALTH BENEFITS-DHHSHE CLEARIN-REVENUE CLEARING AC Account Description Account Description UNDESIGNATED-DEFAULT Project Inter, Fund NC CAS-DEFAULT Future Future 2-DEFAULT Future 3 NC CAS | I CMCS 14446 COUNT-DEFAULT Program NC- VC CASH-DEFAULT 1 Test-DEFAULT H | | |
| Document Number | | | |

9. Invoice Adjustment is auto approved in NCFS; hence Adjustment status is **Approved**. Click the **Done** button.

| Manage A | Manage Adjustments: Invoice 27001 ⑦ | | | | | | | | | |
|--|-------------------------------------|---|--|--------------|-------------------------|----------------------|--------------------|--------------------|--|--|
| Actions v V | fiew 🔻 🕂 💉 Sub | omit Withdraw | | | | | | | | |
| Number | Receivables Activ | vity Adjustment Type | Adjustment Amount (USD) | Includes Tax | Installment Number | Adjustment Status | Adjustment Date | Accounting Date | | |
| 24002 | 2500 NC Penalty Cl | harges Charges Adjust | 50.00 | No | 1 | Approved | 5/23/23 | 5/23/23 | | |
| 24002: De | tails | | | | | | | | | |
| | Transaction Distribution | 2500-014446-00004000- 0000000-000000-0000- 00000000 | | | Adjustment Rea Comme | son Charges ents | | | | |
| Account Description Account Accoun | | | HB CMCS 14446 ACCOUNT-DEFAULT ncy Program NC- ct NC CASH-DEFAULT ure 1 Test-DEFAULT ASH | | | | | | | |
| | Document Number | | | | | | | | | |

10. On the **Manage Transactions** page, click the **Done** button.

| Manage Transactions ⑦ | | | | | | | | | De | <u>o</u> ne |
|-----------------------|-----------------------|-----------------------|----------------------|---------------------|----------|--------------------|-------------------|---------------------|---------------------|----------------|
| ► Sea | arch | | | | | | A <u>d</u> van | ced Saved Sear | ch All Transactions | ; ~ |
| Actions | ▼ View ▼ 📄 | / × 严 | Detach | | | | | | | |
| | Transaction Number | Transaction Source | Transaction Class | Transaction Type | Complete | Bill-to Customer | Entered Amount | Transaction Date | Business Unit | Origin Numb |
| • | 27001 | Manual | Invoice | NC Standard In | Yes | VINC ROCKINGHAM HE | 100.00 USD | 5/9/23 | 2500 DHHS HE | |
| < | | | | | | | | | | • |

Wrap-Up

Invoice Adjustments are auto approved in NCFS. User needs approval limits defined for adjustments and any adjustment created by the user will be auto approved as shown in above steps.

Additional Resources

Instructor Led-Trainings (ILT)

• AR104: Invoice Management for DHHS