AP-44 How to Load Party Payments

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to create Payables Payment Requests in the North Carolina Financial System (**NCFS**) via FBDI spreadsheet upload.

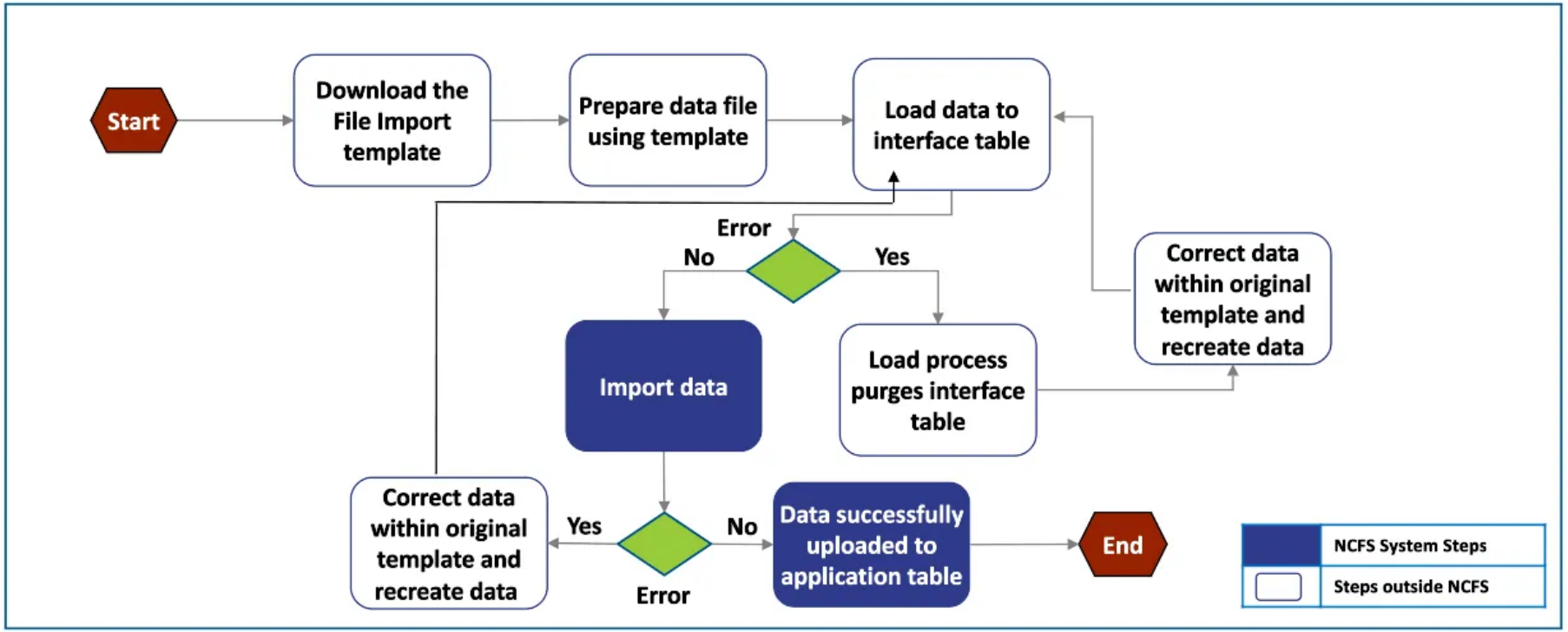
Introduction and Overview

This QRG covers downloading the Oracle FBDI template for Payables Payment Requests (Party Payments or One-time Payments), populating the spreadsheet with payment information, and uploading the payment invoice into NCFS.

Troubleshooting assistance is included at the end of the processing instructions.

Image

FBDI Party Payments Uploads Process Flow



Download the FBDI template

Note: The FBDI (File-Based Data Import) template is occasionally updated by Oracle so this process should be frequently referenced to verify you are using the latest version. There are 25 steps to complete this process.

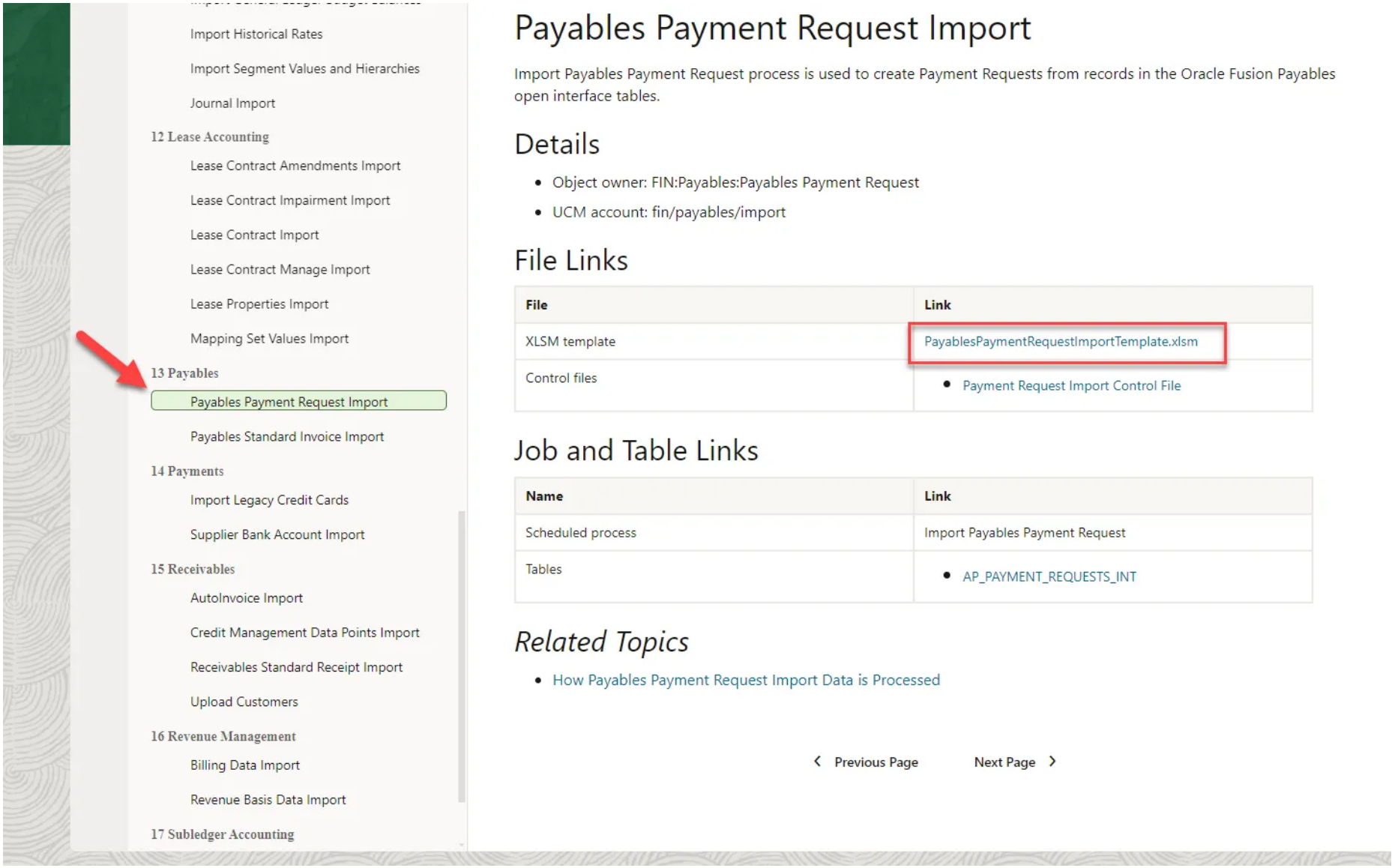
Step 1. From a browser window, search for **Oracle FBDI for Financials**.

Step 2. Scroll down to the **Payables, Payables Payment Request Import** section.

Step 3. Click on the **PayablesPaymentRequestImportTemplate.xlsm** to download the template.

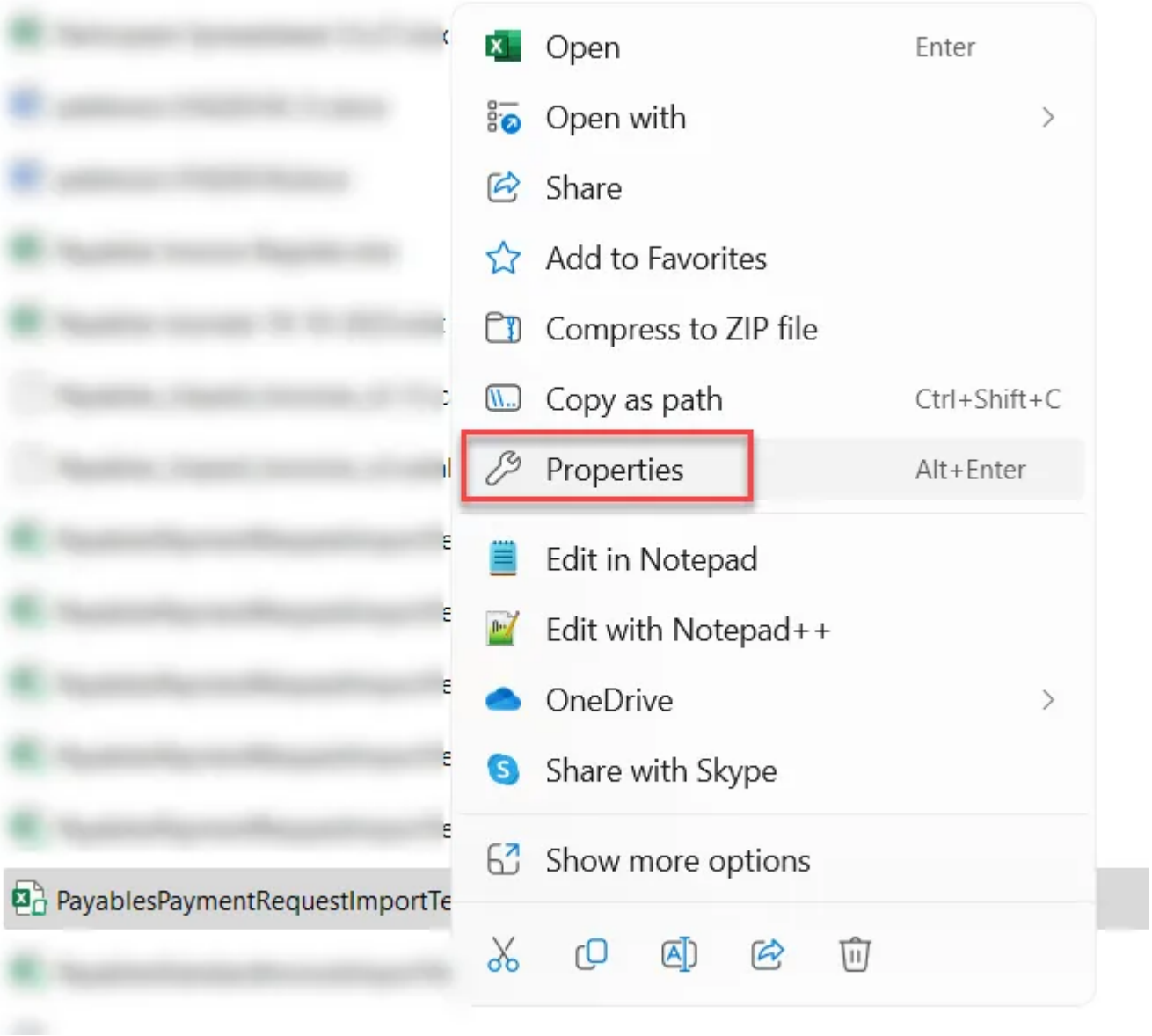
Note: These pages are maintained by Oracle so the exact layout and navigation of this page may change without notice.

Image



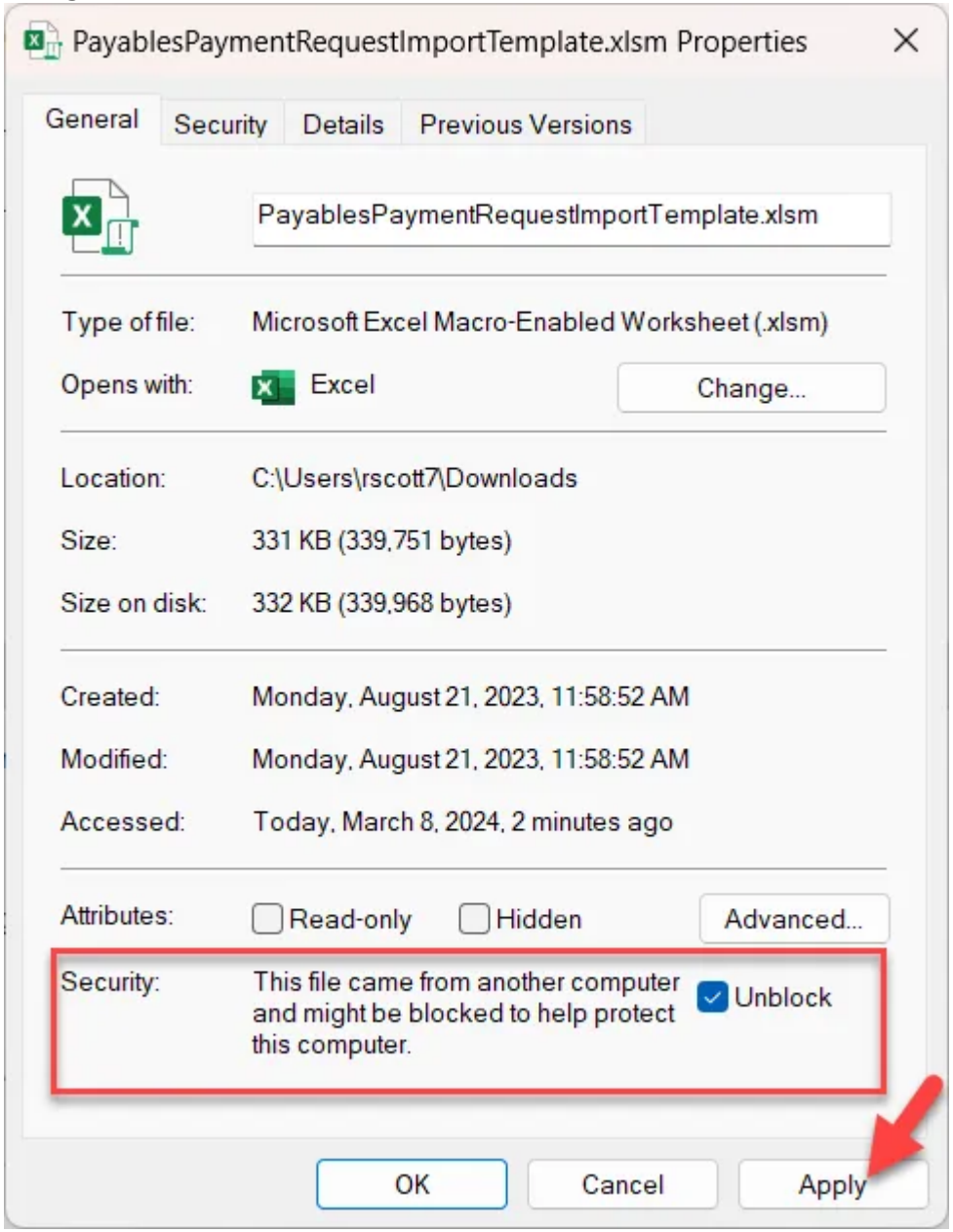
Step 4. Right click on the downloaded file, and select **Properties.**

Image



Step 5. At the bottom of the **General** tab, click to **Unblock** the macros and Apply. This will enable the spreadsheet to run the macro that will be used to create the file to upload to NCFS.

Image


PayablesPaymentRequestImportTemplate.xlsm Properties
General
Security
Details
Previous Versions
PayablesPaymentRequestImportTemplate.xlsm
Type of file:
Microsoft Excel Macro-Enabled Worksheet (.xlsm)
Opens with:
Excel
Change...
Location:
C:\Users\rscott7\Downloads
Size:
331 KB (339,751 bytes)
Size on disk:
332 KB (339,968 bytes)
Created:
Monday, August 21, 2023, 11:58:52 AM
Modified:
Monday, August 21, 2023, 11:58:52 AM
Accessed:
Today, March 8, 2024, 2 minutes ago
Attributes:
Read-only
Hidden
Advanced...
Security:
This file came from another computer and might be blocked to help protect this computer.
Unblock
OK
Cancel
Apply

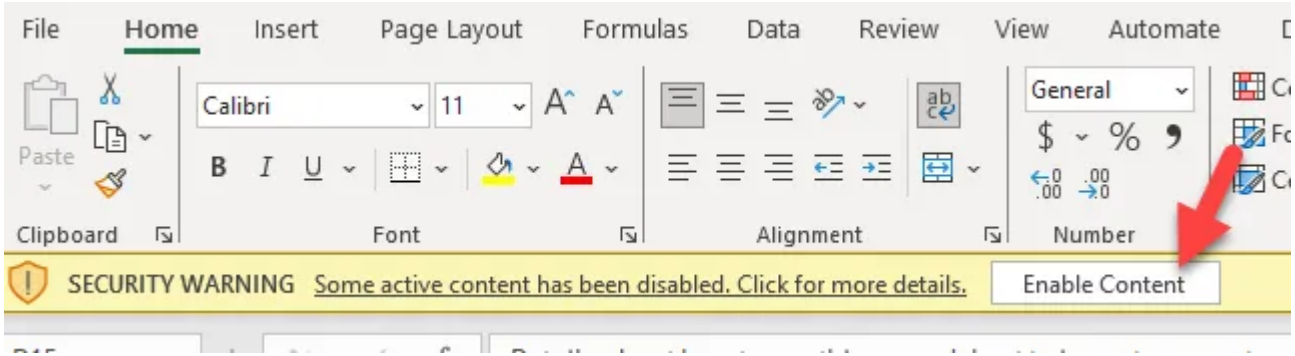
Note: If you have issues with the spreadsheet and/or running the macro, please review the steps in the QRG for spreadsheet uploads, starting at step 6: “**CM-04 – Installing Application (ADFDI)**”.

Enter Payment Requests

Step 6. Open the **PayablesPaymentRequestImportTemplate.xlsm** spreadsheet.

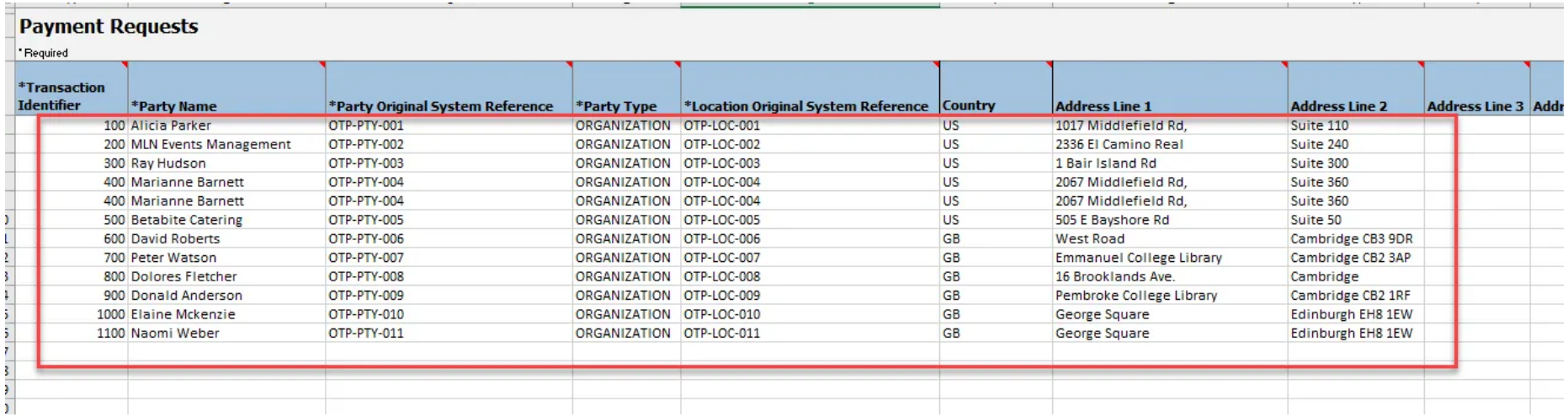
Step 7. Click the **Enable Content** button at the top of the spreadsheet.

Image



Step 8. Delete the sample payment request transactions that are pre-populated on the sheet.

Image



Payment Requests

*Required

*Transaction Identifier	*Party Name	*Party Original System Reference	*Party Type	*Location Original System Reference	Country	Address Line 1	Address Line 2	Address Line 3	Addr
100	Alicia Parker	OTP-PTY-001	ORGANIZATION	OTP-LOC-001	US	1017 Middlefield Rd,	Suite 110		
200	MLN Events Management	OTP-PTY-002	ORGANIZATION	OTP-LOC-002	US	2336 El Camino Real	Suite 240		
300	Ray Hudson	OTP-PTY-003	ORGANIZATION	OTP-LOC-003	US	1 Bair Island Rd	Suite 300		
400	Marianne Barnett	OTP-PTY-004	ORGANIZATION	OTP-LOC-004	US	2067 Middlefield Rd,	Suite 360		
400	Marianne Barnett	OTP-PTY-004	ORGANIZATION	OTP-LOC-004	US	2067 Middlefield Rd,	Suite 360		
500	Betabite Catering	OTP-PTY-005	ORGANIZATION	OTP-LOC-005	US	505 E Bayshore Rd	Suite 50		
600	David Roberts	OTP-PTY-006	ORGANIZATION	OTP-LOC-006	GB	West Road	Cambridge CB3 9DR		
700	Peter Watson	OTP-PTY-007	ORGANIZATION	OTP-LOC-007	GB	Emmanuel College Library	Cambridge CB2 3AP		
800	Dolores Fletcher	OTP-PTY-008	ORGANIZATION	OTP-LOC-008	GB	16 Brooklands Ave.	Cambridge		
900	Donald Anderson	OTP-PTY-009	ORGANIZATION	OTP-LOC-009	GB	Pembroke College Library	Cambridge CB2 1RF		
1000	Elaine Mckenzie	OTP-PTY-010	ORGANIZATION	OTP-LOC-010	GB	George Square	Edinburgh EH8 1EW		
1100	Naomi Weber	OTP-PTY-011	ORGANIZATION	OTP-LOC-011	GB	George Square	Edinburgh EH8 1EW		

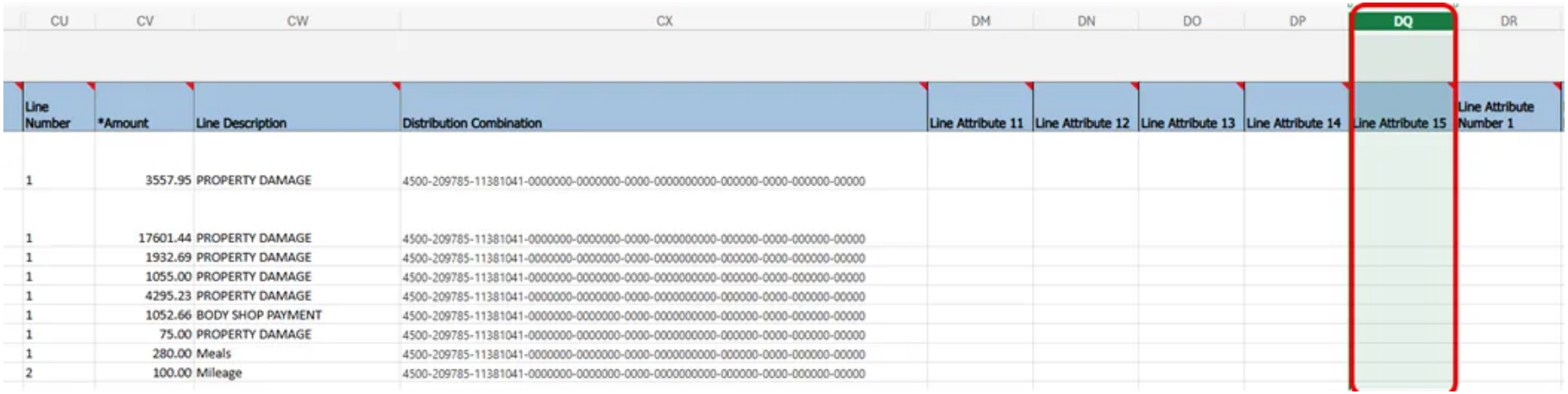
Step 9. Populate the spreadsheet with required fields and review the optional fields in the "**NCFS Columns in Payment Request template**". If a field is not listed in this attachment, the field should not be populated on the PayablesPaymentRequestImportTemplate.

Tips:

- If we create a multi-line invoice, all the header columns should be identical for all the invoice lines. These are the columns up to the "Line Number" in column CQ.
- Be careful that system values are exactly what they are in NCFS with the same capitalization, spacing, etc. One way to verify the values is to enter an invoice (without saving it) and capture the values that are selected in the NCFS user interface.
- In the column titled *Source (currently column AY), use the value '0000_PARTY_PAYMENTS'. By using this source, the approval workflow will change the status to Workflow Approved when you execute Initiate Approval.
- Credit Memos should NOT be entered using this spreadsheet. While it is possible to enter a negative line in a multiline payment, the overall amount of the payment should be positive.

- Accrual Indicator – The Accrual Indicator can be directly entered in column DQ Line Attribute 15 as shown in the slide below.

Image



	CU	CV	CW	CX	DM	DN	DO	DP	DQ	DR
	Line Number	*Amount	Line Description	Distribution Combination	Line Attribute 11	Line Attribute 12	Line Attribute 13	Line Attribute 14	Line Attribute 15	Line Attribute Number 1
	1	3557.95	PROPERTY DAMAGE	4500-209785-11381041-0000000-0000000-0000-0000000000-000000-0000-000000-00000						
	1	17601.44	PROPERTY DAMAGE	4500-209785-11381041-0000000-0000000-0000-0000000000-000000-0000-000000-00000						
	1	1932.69	PROPERTY DAMAGE	4500-209785-11381041-0000000-0000000-0000-0000000000-000000-0000-000000-00000						
	1	1055.00	PROPERTY DAMAGE	4500-209785-11381041-0000000-0000000-0000-0000000000-000000-0000-000000-00000						
	1	4295.23	PROPERTY DAMAGE	4500-209785-11381041-0000000-0000000-0000-0000000000-000000-0000-000000-00000						
	1	1052.66	BODY SHOP PAYMENT	4500-209785-11381041-0000000-0000000-0000-0000000000-000000-0000-000000-00000						
	1	75.00	PROPERTY DAMAGE	4500-209785-11381041-0000000-0000000-0000-0000000000-000000-0000-000000-00000						
	1	280.00	Meals	4500-209785-11381041-0000000-0000000-0000-0000000000-000000-0000-000000-00000						
	2	100.00	Mileage	4500-209785-11381041-0000000-0000000-0000-0000000000-000000-0000-000000-00000						

NOTE: Please make sure to use the Headers for each column to ensure you are using the Accrual Indicator column. Updates can be made to the spreadsheet without notification.

Step 10. When the spreadsheet is populated, Save the spreadsheet if AutoSave isn't on.

Step 11. On the template spreadsheet, navigate to the first tab "Instructions and CSV Generation" and click the "**Generate CSV File**" (it may take a couple clicks to run the macro).

- If a file is not generated, review the end of the first step of this document, "Download the FBDI template" and ensure that the spreadsheet is Unblocked and macros are enabled. Also, you should have clicked "Enable Content" in the message under the Ribbon and that message should no longer appear.

Step 12. Select a location to save the .zip file and optionally rename it to something more meaningful. This is the file that will be uploaded to NCFS. You will also be prompted to save a .csv file but this file is used only for

reference.

Upload File and Review Results

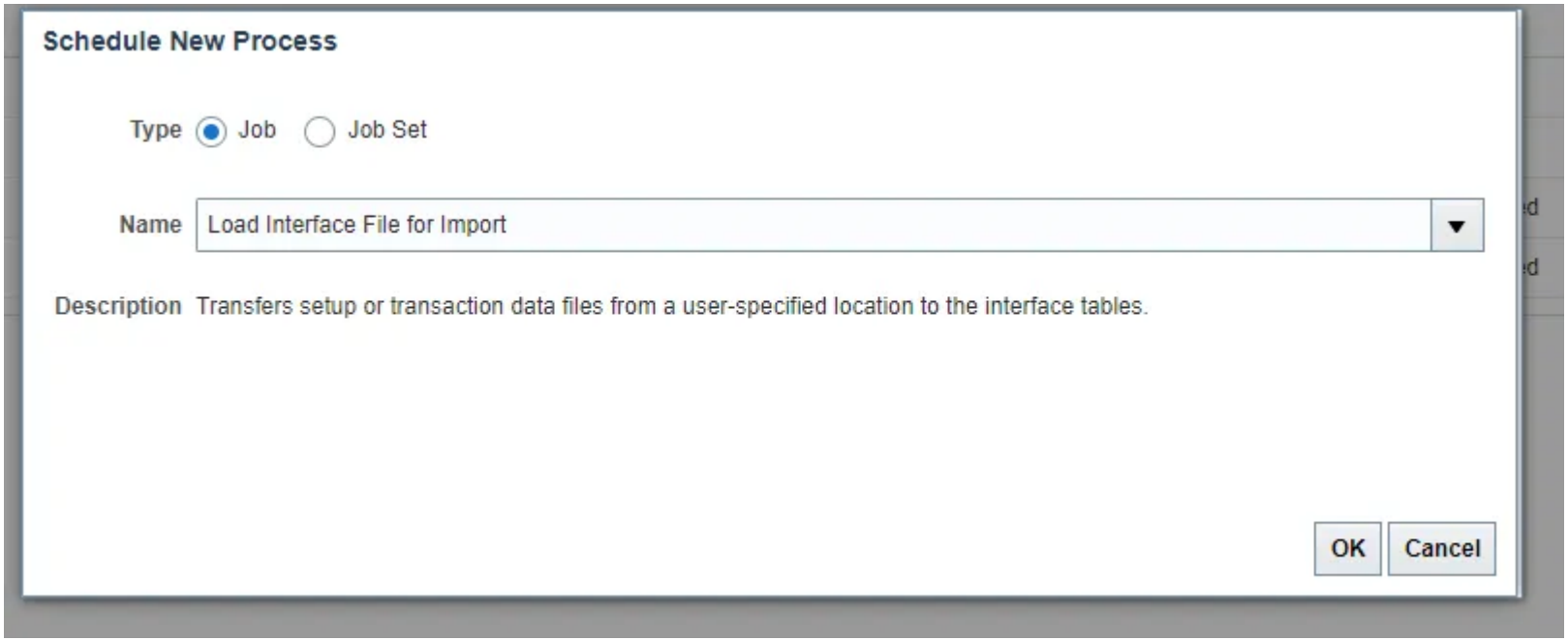
WARNING: The Load Interface File for Import process loads the spreadsheet payment data to interface staging tables, not the core Payables invoice tables. The next process you will run to **Import** will load the staged data to the core Payables invoice tables.
When the Import process runs, it will process all data for the Business Unit you specify even if it wasn't in the spreadsheet you uploaded.

- If more than one person in your Business Unit can do this process, there will likely need to be coordination to ensure payment data is processed as intended.
- It is recommended to run the Load and Import processes back-to-back in a timely manner.

Step 13. Navigate to > **Tools** > **Scheduled Processes**.

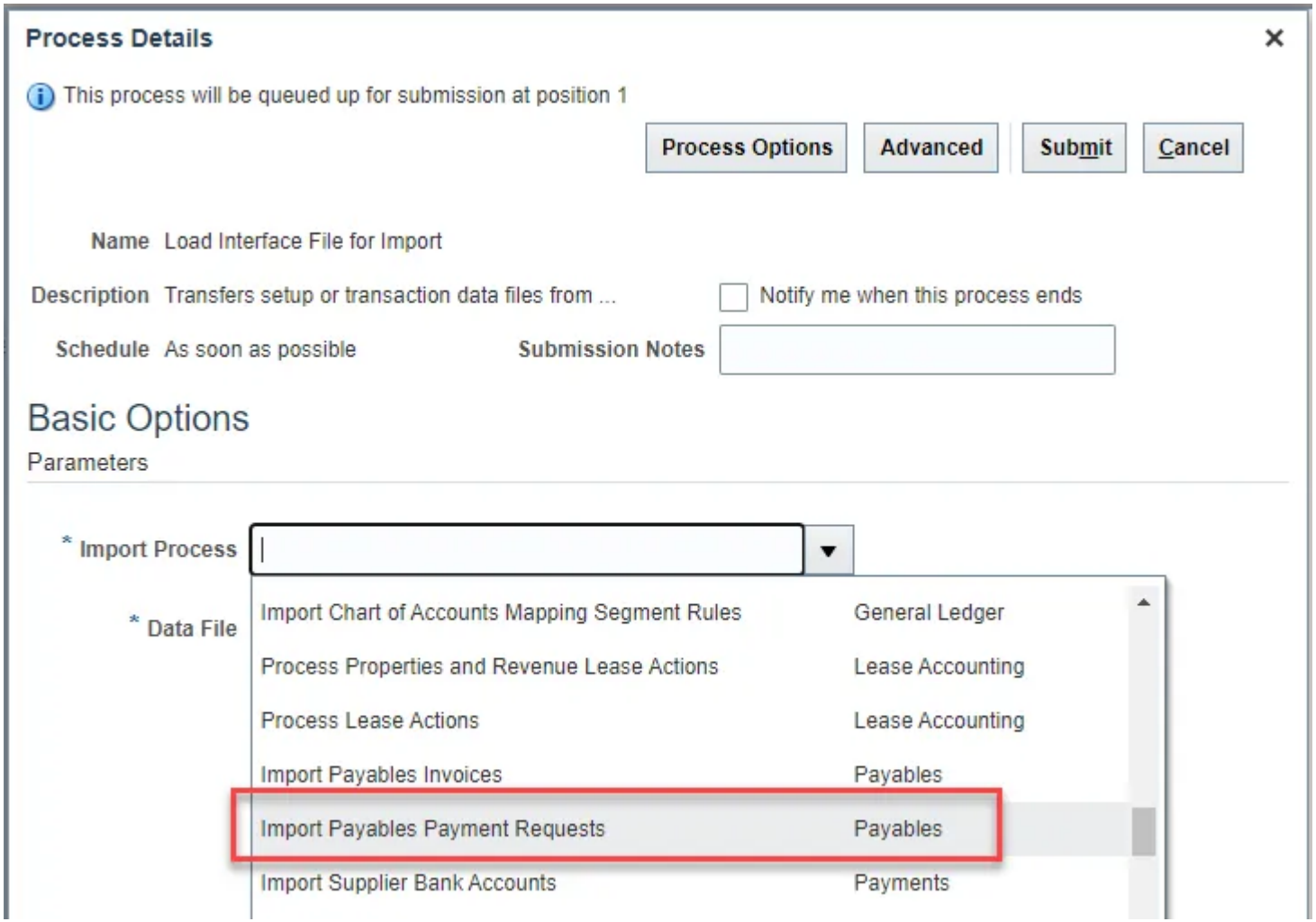
Step 14. Click the **Schedule New Process** button and search for "**Load Interface File for Import**" when it is selected, the **Description** should be populated. Click **OK**.

Image



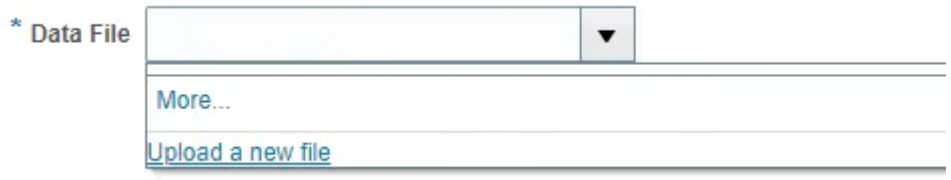
Step 15. Click the dropdown arrow to the right of the Import Process parameter and scroll down to select **Import Payables Payment Requests** in the **Payables** section (section is the rightmost alphabetized column).

Image



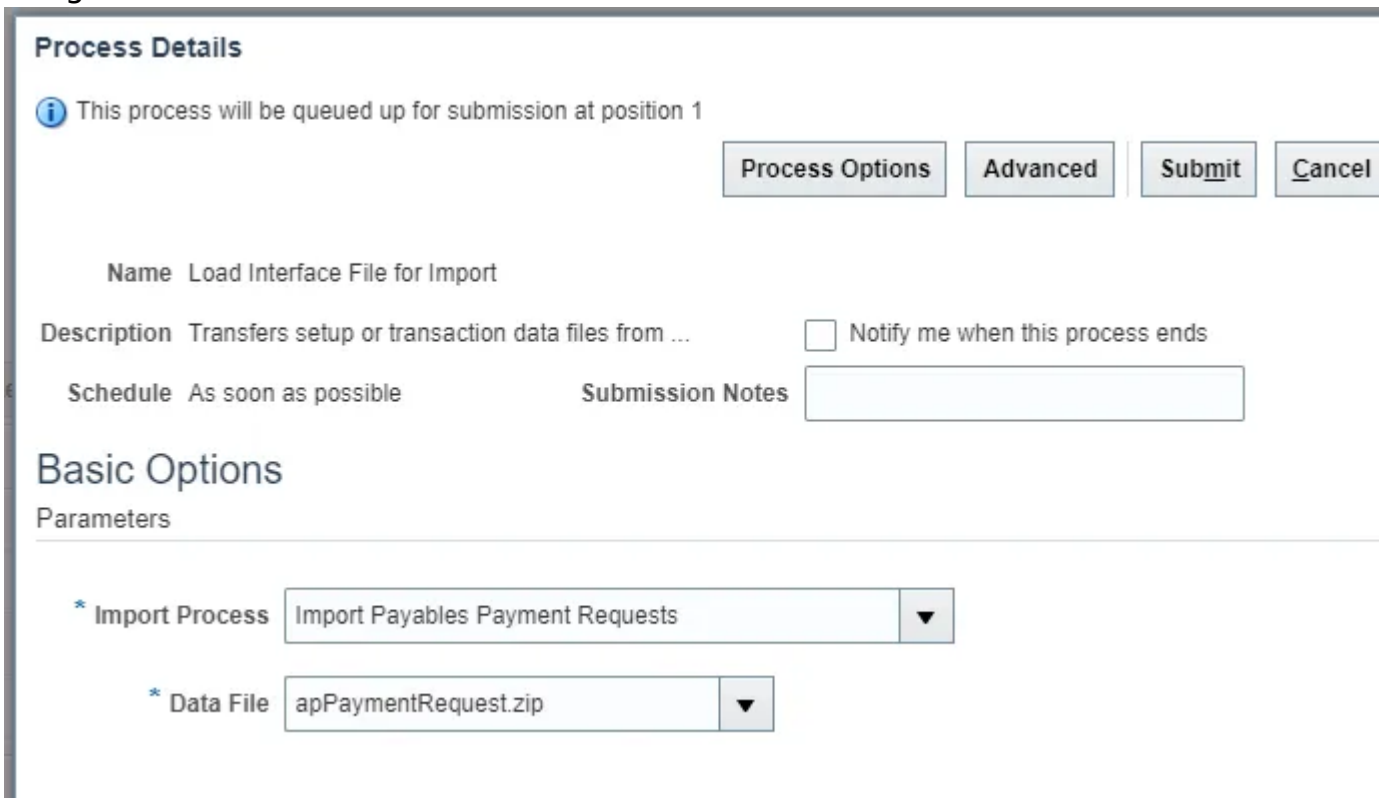
Step 16. Click the dropdown arrow to the right of the Data File parameter and select **Upload a new file**.

Image



Step 17. Click **Choose File** and find the .zip file created in the previous section and click **Open**, then **OK** in the Upload File window.

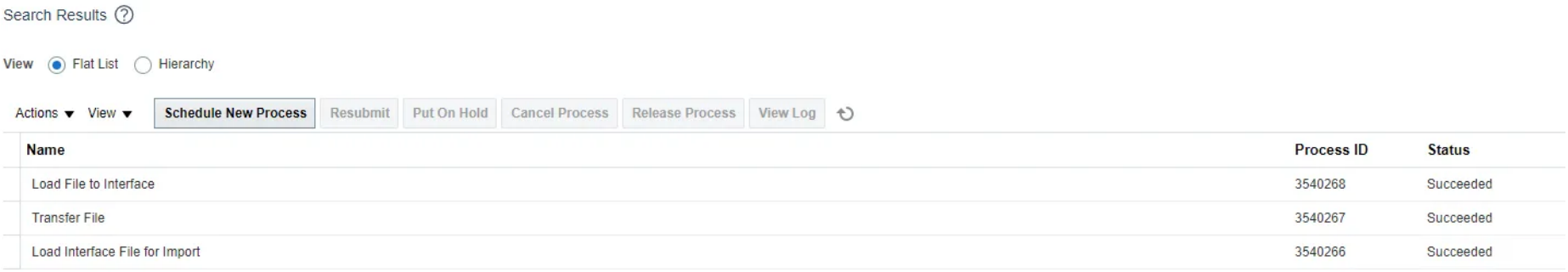
Image



Step 18. Click **Submit** and in the Confirmation popup window, click **OK**.

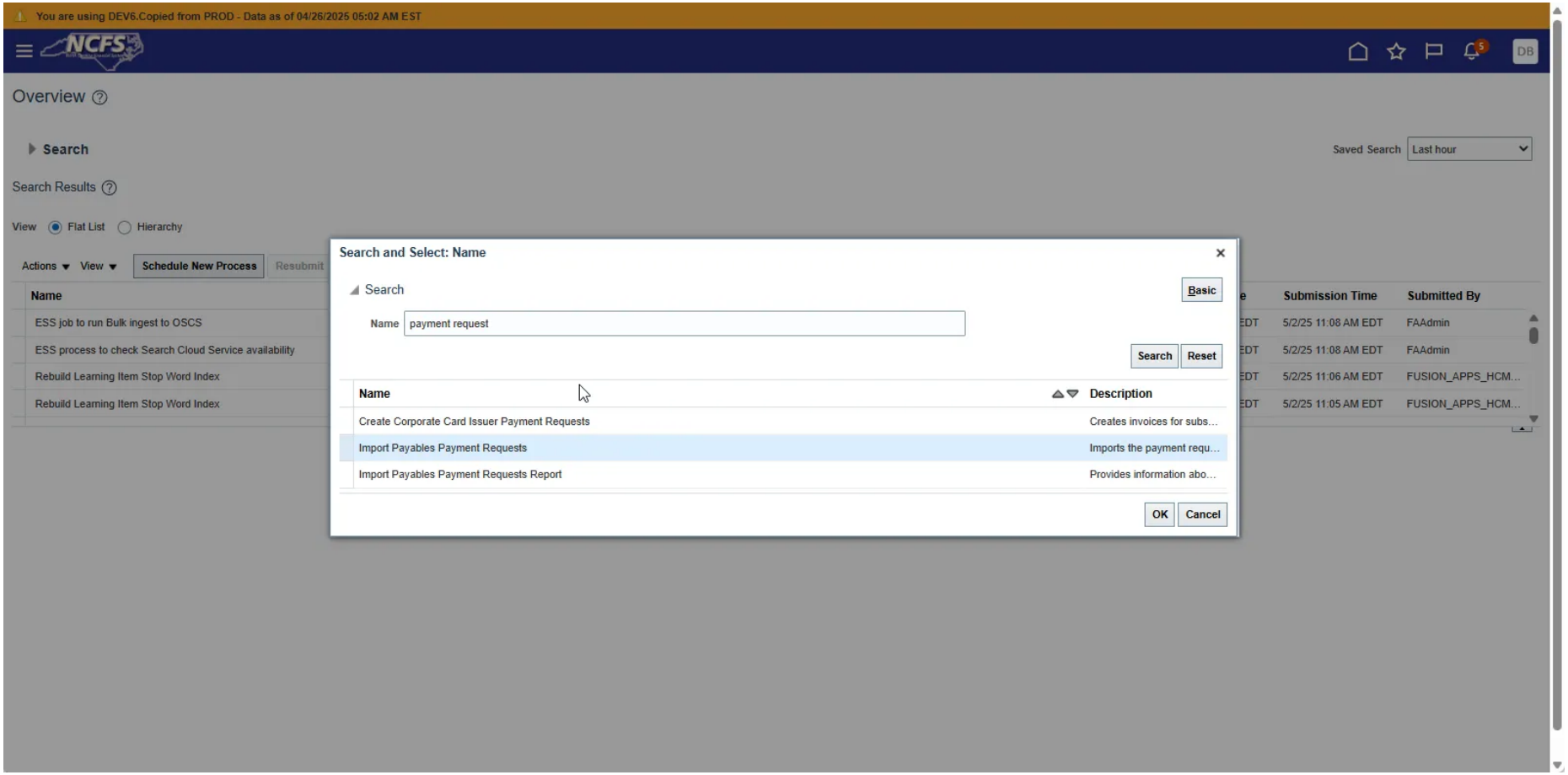
Step 19. Three processes should run and all finish with a status of Succeeded. If they are still running, click the **Refresh** button until they are complete.

Image



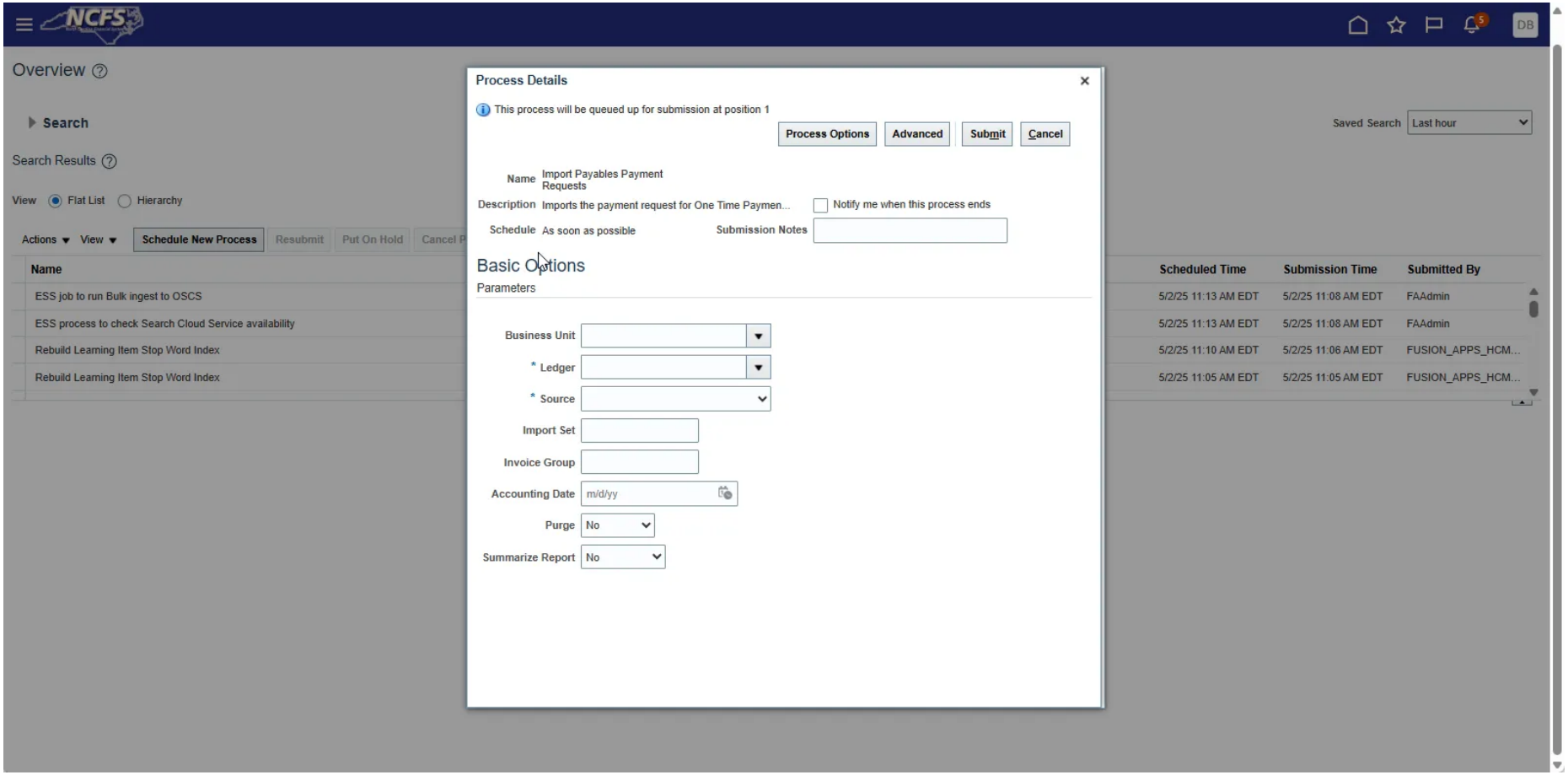
Step 20. After successfully uploading your file, you must now run the second process which takes the uploaded data and builds an invoice. Click the **Schedule New Process** button and search for **Import Payables Payment Requests**.

Image



Select the row and click **OK** twice. This should bring up the following screen.

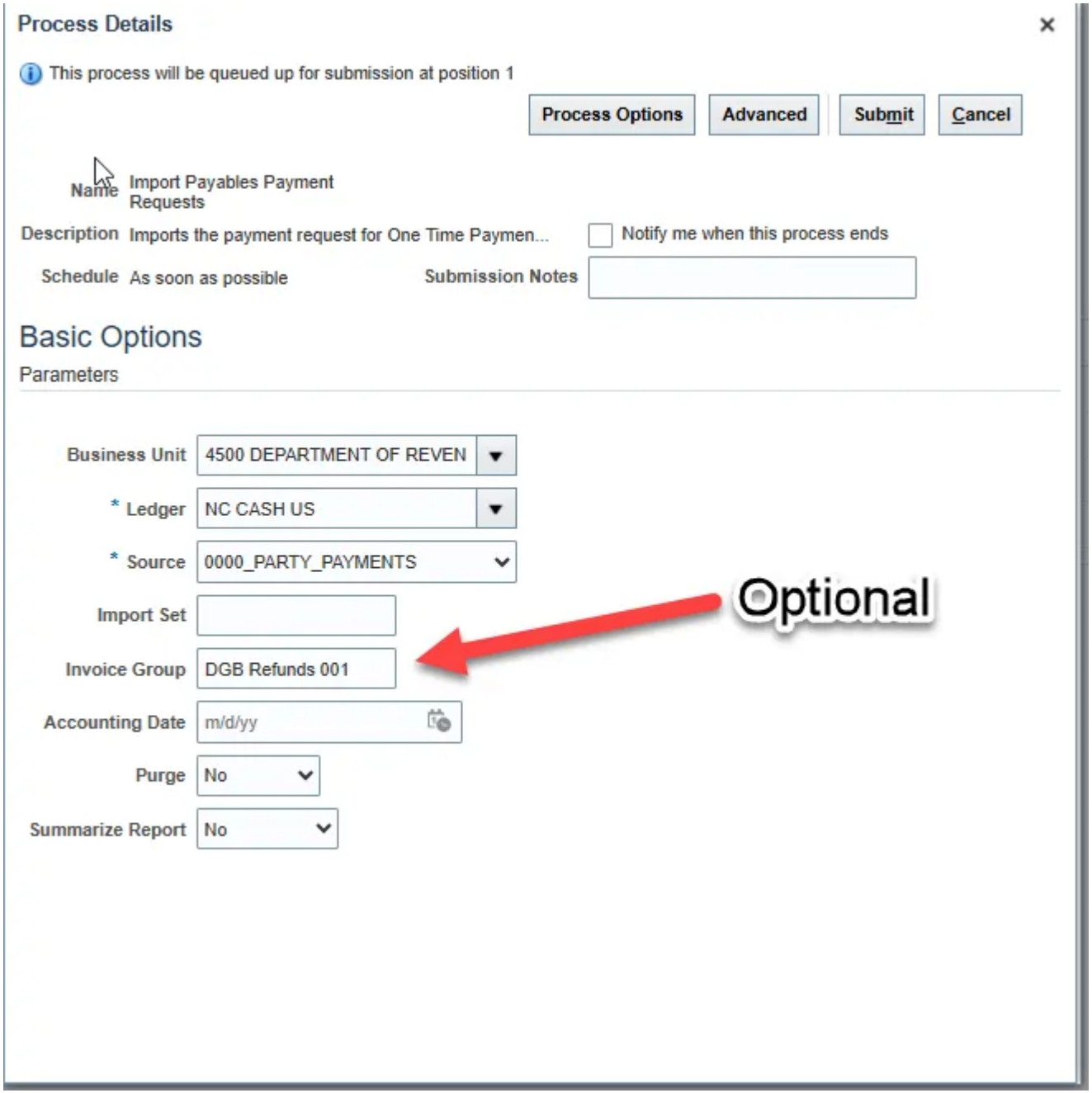
Image



Step 21. Select the **Business Unit** and **Source** that was specified on the **PayablesPaymentRequestImportTemplate.xlsm** spreadsheet (columns AX and AY). The source to select is 0000_PARTY_PAYMENTS which was entered in column AY as shown in the screenshot below. Keep the default for the Ledger. Optionally select to assign an Invoice Group to make it easier to find this group of invoices after processing.

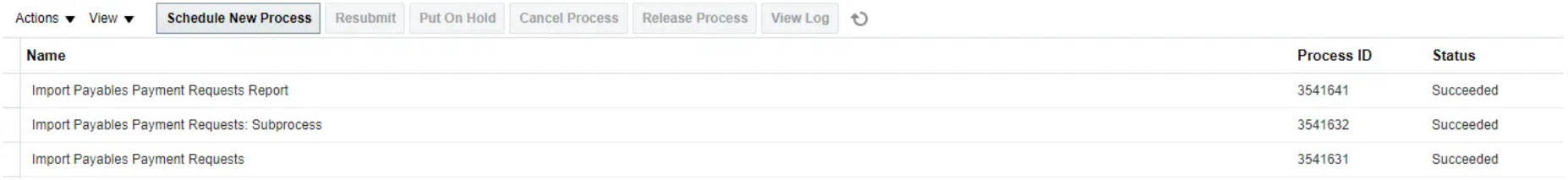
- It is important to specify the Business Unit even though it isn't required. If you don't specify this value, the process could pick up data for other Business Units.

Image


Process Details
This process will be queued up for submission at position 1
Process Options
Advanced
Submit
Cancel
Name
Import Payables Payment Requests
Description
Imports the payment request for One Time Paymen...
Notify me when this process ends
Schedule
As soon as possible
Submission Notes
Basic Options
Parameters
Business Unit
4500 DEPARTMENT OF REVEN
* Ledger
NC CASH US
* Source
0000_PARTY_PAYMENTS
Import Set
Invoice Group
DGB Refunds 001
Optional
Accounting Date
m/d/yy
Purge
No
Summarize Report
No

Step 22. Click the **Submit** button and wait. Three processes shown below should finish in Succeeded status (not all three processes will show up immediately).

Image



Step 23. Highlight the **Import Payables Payment Request Report** and click the report name under the Output Name.

Image

Name	Process ID	Status
Import Payables Payment Requests Report	3541641	Succeeded
Import Payables Payment Requests: Subprocess	3541632	Succeeded
Import Payables Payment Requests	3541631	Succeeded
Import Payables Invoices Report	3540310	Succeeded

Process Details | Status Details

Import Payables Payment Requests Report, 3541641

Status Succeeded **Schedule Start** 3/13/24 10:12 AM EDT **External Job Type** BIP Job **External Job Status** NA

Log

Attachment ESS_L_3541641

Output

Output & Delivery

XML Data | Diagnostic Log | Republish

Status All

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
APXPRIMPT_BIP Document1	APXPRIMPT_BIP	PDF	English (United States)	(UTC-05:00) New York - Eastern Time (ET)		✔	

Step 24. Reconcile the payment requests in the Audit Report section of the report to the transactions on the **PayablesPaymentRequestImportTemplate.xlsm** spreadsheet and verify no payments are on the Rejections Report.

Image

Payables Payment Requests Audit Report

1400 OFFICE OF THE STATE CONTROLLER							
Party		Invoice					
Name	Original System Reference	Number	Date	Currency	Amount	Line	Line Amount
Alicia Parker	Alicia Parker1017 Middlefield Rd,94063	3122024410 RonS	3/12/24	USD	100	1	100
MLN Events Management	MLN Events Management2336 El Camino Real94070	3122024411 RonS	3/12/24	USD	100	1	100
Ray Hudson	Ray Hudson1 Bair Island Rd94065	3122024412 RonS	3/12/24	USD	100	1	100
Marianne Barnett	Marianne Barnett2067 Middlefield Rd,94063	3122024413 RonS	3/12/24	USD	200	1 2	100 100
Betabite Catering	Betabite Catering505 E Bayshore Rd94062	3122024415 RonS	3/12/24	USD	100	1	100

Total Payment Requests Imported	5

Total Payment Requests Processed	5
Total Payment Requests Imported	5

End of Audit Report

Step 25. Payment Request invoices are now loaded to the core Payables Invoice tables.

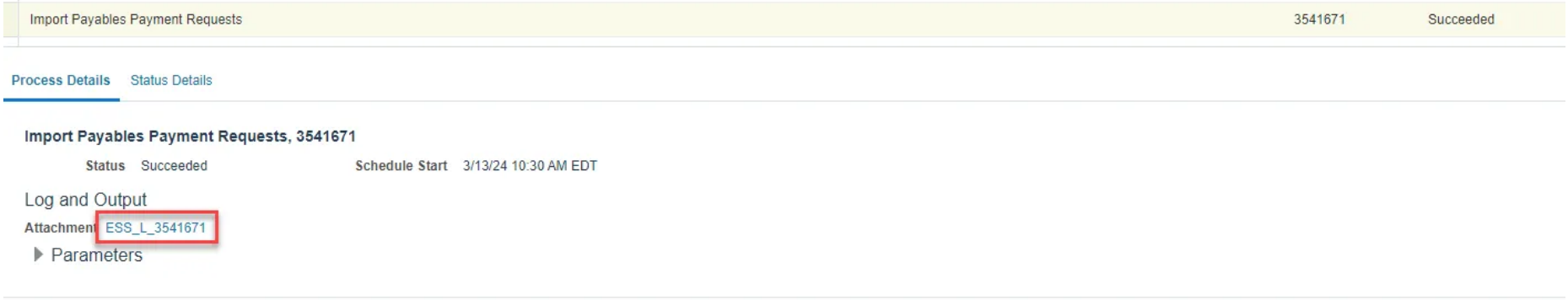
Troubleshooting

Reviewing Log Files

When the process fails or there isn’t enough information in the Import Report, you need to review the log files of the processes that ran to find an error message or indication of what failed.

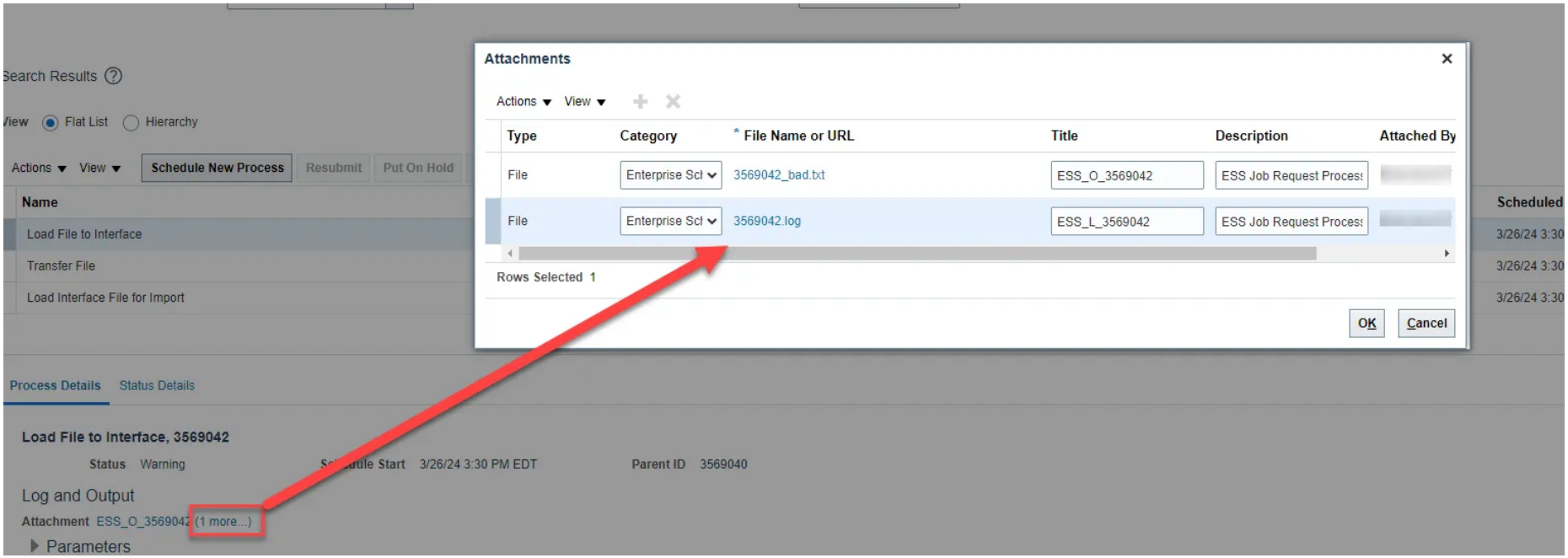
- Highlight the process and select the attachment to download it.

Image



If there are multiple attachments, click on the (…more) hyperlink to download and review the attachments.

Image



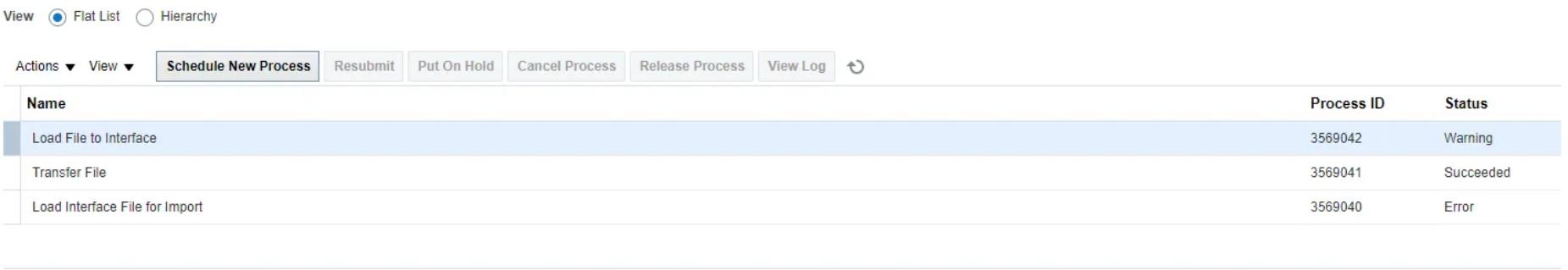
Import Process Fails

Follow the instructions above to review the log files.

In this example the **Load Interface File** for Import went to Error status, but the readable error message was in the log for the **Load File to Interface** which finished with a Warning status. The issue was the amount contained in the currency formatting like dollar signs and commas.

When the import process fails, nothing on the file was loaded. The template needs to be fixed, and a new file needs to be created and uploaded.

Image



Image

```
ACCOUNT_SUFFIX                  NEXT     *    ,  O(") CHARACTER
PAYMENT_REASON_CODE             NEXT     *    ,  O(") CHARACTER

value used for ROWS parameter changed from 250 to 30
Record 4: Rejected - Error on table AP_PAYMENT_REQUESTS_INT, column AMOUNT.
ORA-01722: invalid number

Record 5: Rejected - Error on table AP_PAYMENT_REQUESTS_INT, column AMOUNT.
ORA-01722: invalid number
```

Import Rejections Information Missing

The Import Report Rejections section sometimes contains a total number of rows rejected without an error message or doesn’t include all the rows that were on the spreadsheet upload in the reported totals. In these cases, the log file of the Import process can be reviewed to find the issue.

- Highlight the Import Payables Payment Requests process and select the attachment to download it.

Image



- Open the downloaded document and begin a summary review. The log is frequently hard to translate but some suggestions are below. Note that most messages refer to a line number in the text.
    - Error text towards the bottom of the log may indicate a “budget account” related issue but this is likely really an undefined accounting combination.

      Image

      ```
      ---------------------- DETAILS ----------------------

      ORA_FUNDS RESERVE FAIL

      -----------------------------------------------------

      Invoice: 3122024410 RonS Line: 1 Distribution: 1: The transaction didn't pass the validation for the NC Agency to Account Default Advisory
      CB control budget in the budget period of FYS_Jul-23. You must correct the issue: Transaction account does not roll up to a budget
      account.
      ```

    - An Invalid Budget Fund value error may look like this.

      Image

```
---------- DETAILS ----------

ORA_FUNDS RESERVE FAIL

-----------------------------------------------------

Invoice: 3142024509 RonS Line: 1 Distribution: 1: The transaction didn't pass the validation for the NC LTD Budget control budget in the budget period of Mar-24. You must correct the issue: Invalid account on transaction.

Invoice: 3142024509 RonS Line: 1 Distribution: 1: The transaction didn't pass the validation for the NC Appropriations control budget in the budget period of Mar-24. You must correct the issue: Invalid account on transaction.

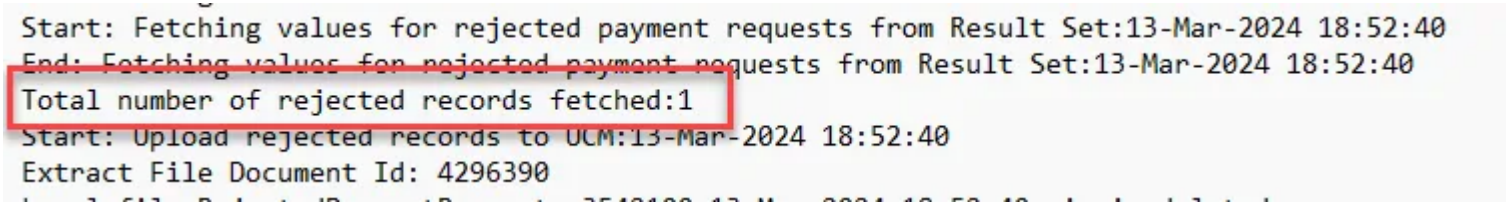
Invoice: 3142024509 RonS Line: 1 Distribution: 1: The transaction didn't pass the validation for the NC Certified control budget in the budget period of Mar-24. You must correct the issue: Invalid account on transaction.

Invoice: 3142024509 RonS Line: 1 Distribution: 1: The transaction didn't pass the validation for the NC Authorized control budget in the budget period of Mar-24. You must correct the issue: Invalid account on transaction.

Invoice: 3142024509 RonS Line: 1 Distribution: 1: The transaction didn't pass the validation for the NC Agency to Account Default Advisory CB control budget in the budget period of FYS_Jul-23. You must correct the issue: Invalid account
on transaction.
```

- The log may contain no error text but there is text that says lines were not loaded. In this example, the Source on the spreadsheet was invalid.

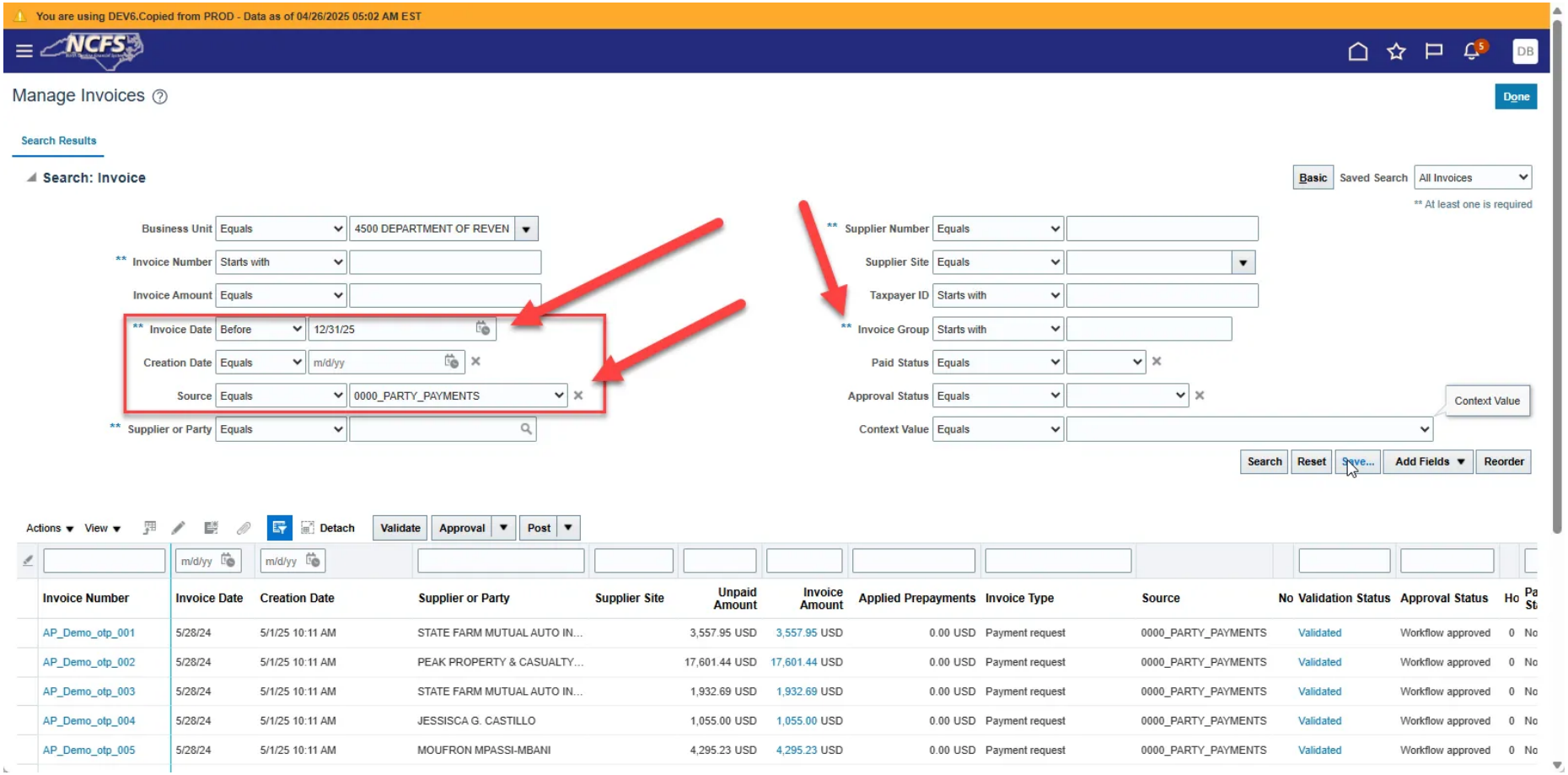
  Image



Querying the loaded payments

To view the payments that were loaded, navigate to the Manage Invoice screen. We recommend switching to an Advanced search and Adding the fields Source, Creation Date, Approval Status and Paid Status. This will allow great flexibility in how you narrow the search to specific invoices/payment requests. Select the Source ‘Source for one-time payments’ and enter the Creation Date of when the import was performed. You can also use the Invoice Group if one was used on the spreadsheet.

Image



After uploading, you can view the invoice and Initiate approval. There are some fields you can edit, but not nearly as many as can be edited on a Standard invoice. If something needs changed that isn’t available to edit, you will need to cancel the invoice and reupload the correction using the spreadsheet. Be sure to use a different invoice id to prevent a duplicate invoice error.

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Printable PDF