AP-03 View Invoices

Purpose

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

Introduction and Overview

This QRG covers the steps to view invoices in NCFS. Invoice Header, Line, Distribution, and Installment details can all be viewed and validated.

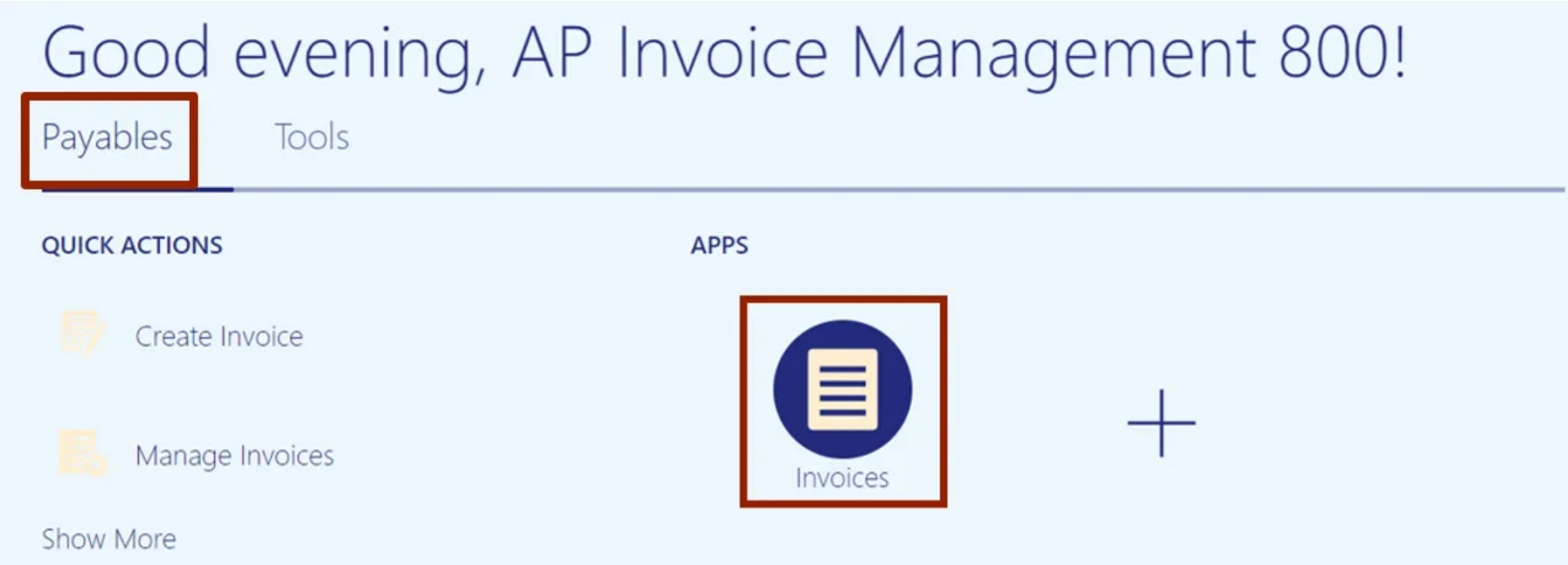
View Invoices

To View Invoices in NCFS, please follow the steps below. There are 13 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

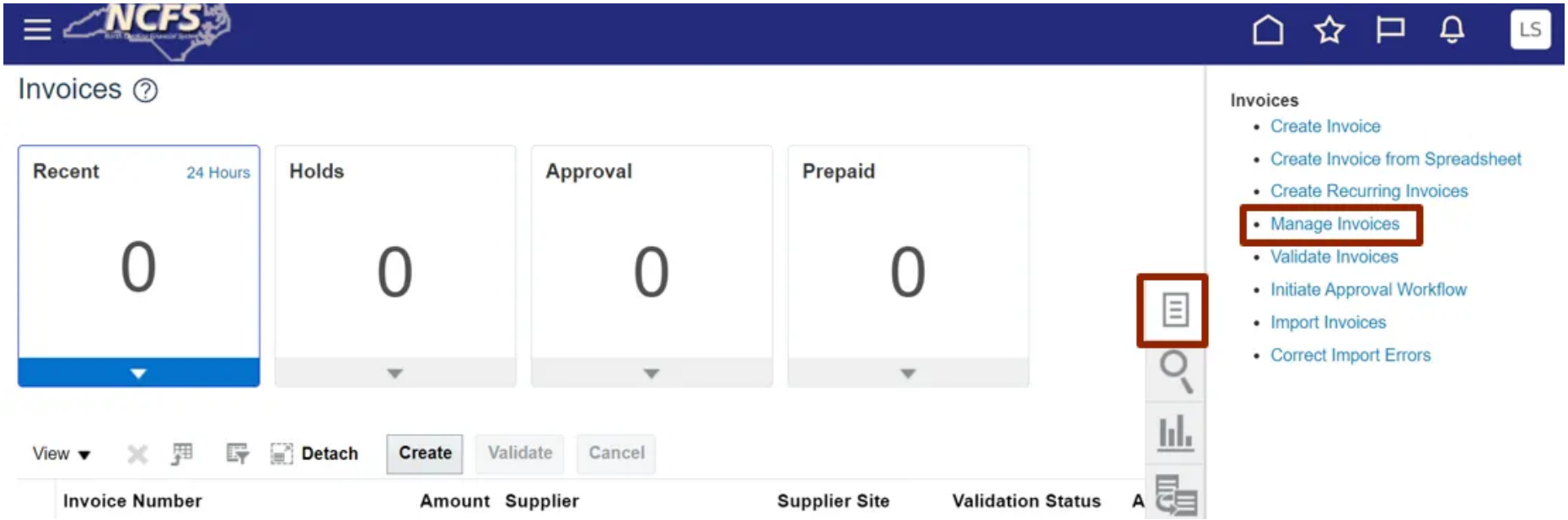
Step 2. On the **Home** page, click the **Payables** tab and click the **Invoices** app. The **Invoices** dashboard opens.

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Step 3. On the **Invoices** dashboard, click the **Tasks** icon and click **Manage Invoices** from the **Tasks** pane. The **Manage Invoices** page opens.

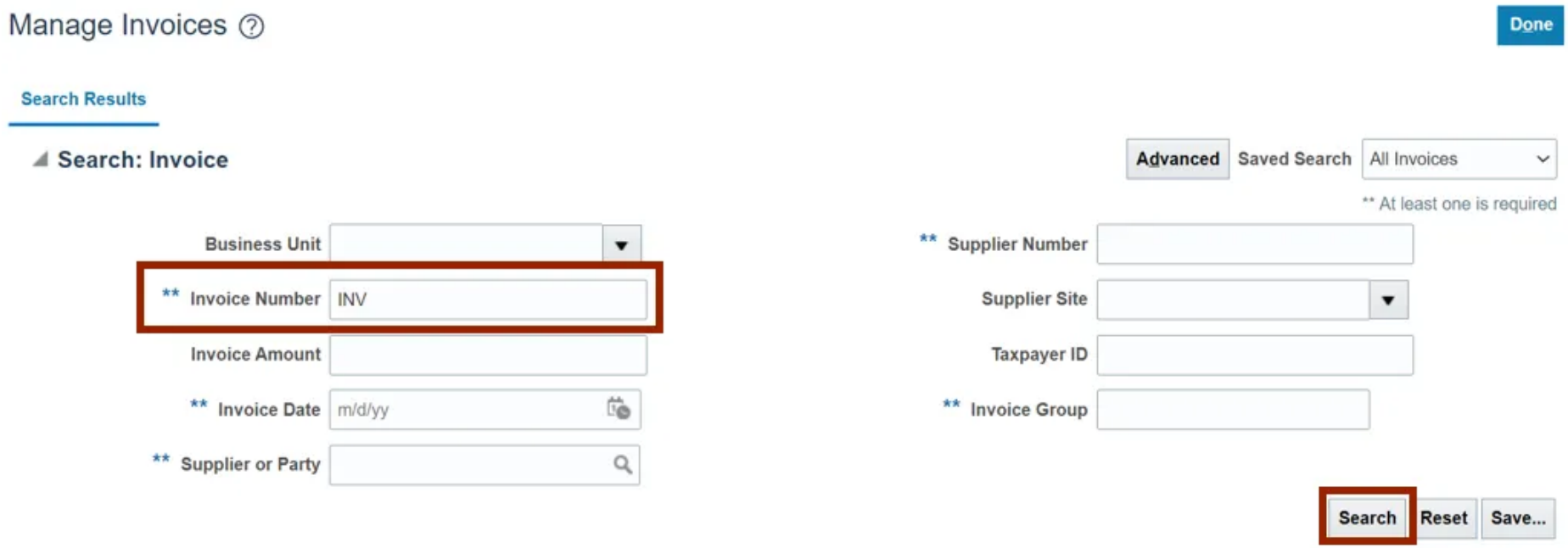
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Step 4. On the **Manage Invoices** page, enter data into any one or more fields marked by ** to search the invoice.

In this example, we enter **INV1000_1** in the ***Invoice Number*** field and click the **Search** button.

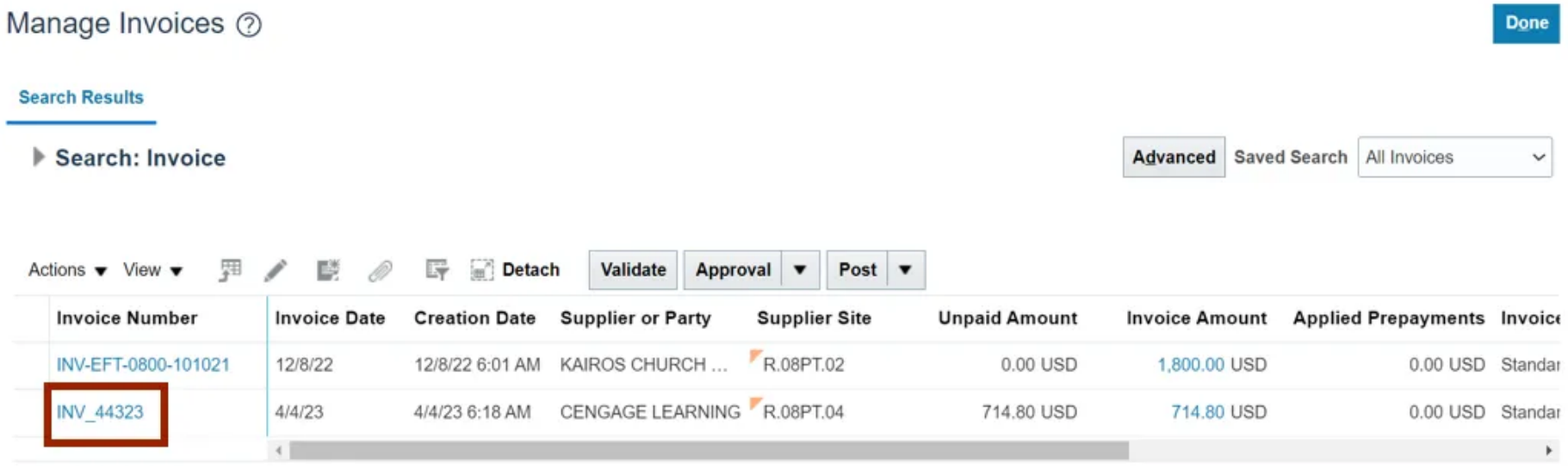
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Step 5. The search results are displayed. Click the **Invoice Number** to view the invoice details.

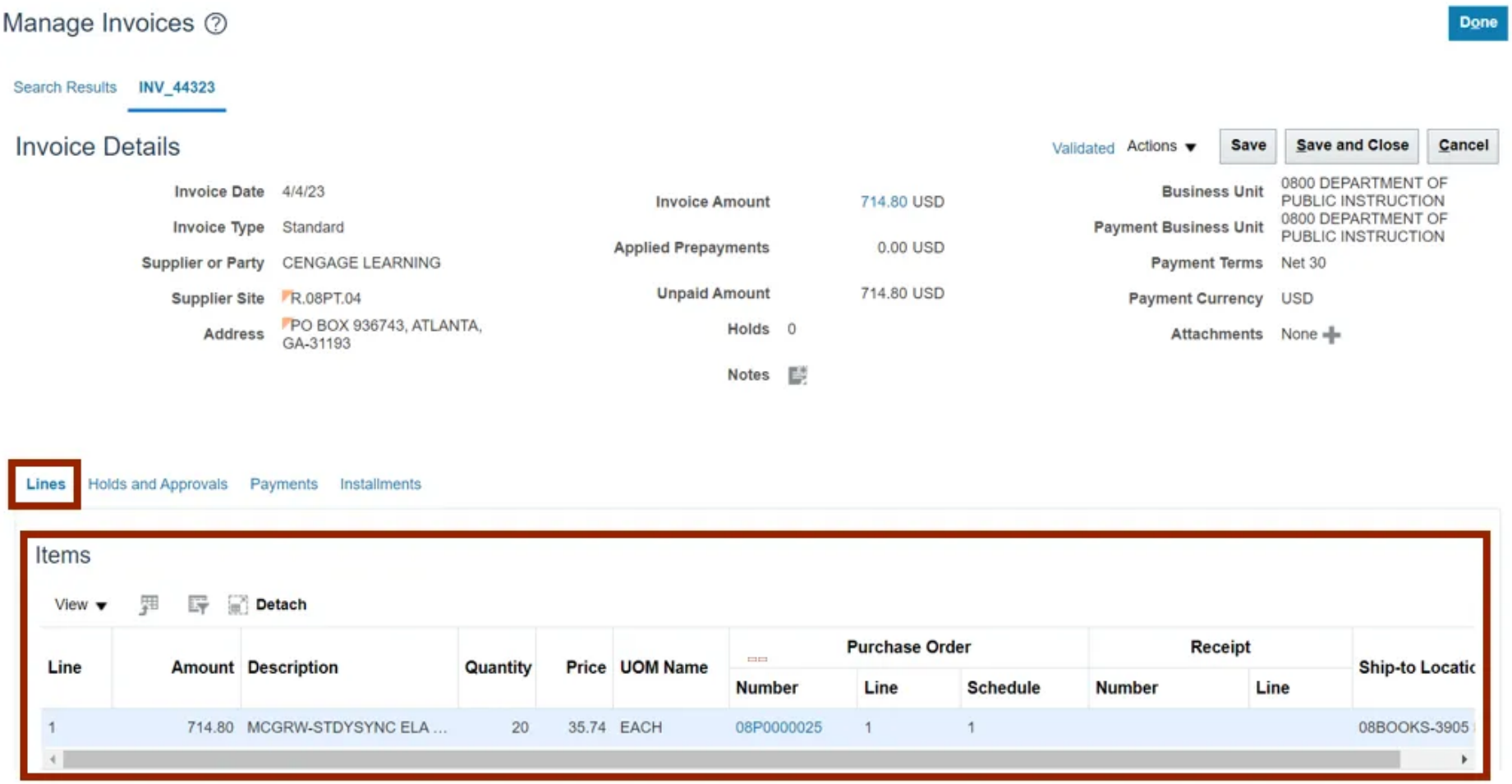
In this example, we choose **INV_44323**. The invoice details are displayed.

Image



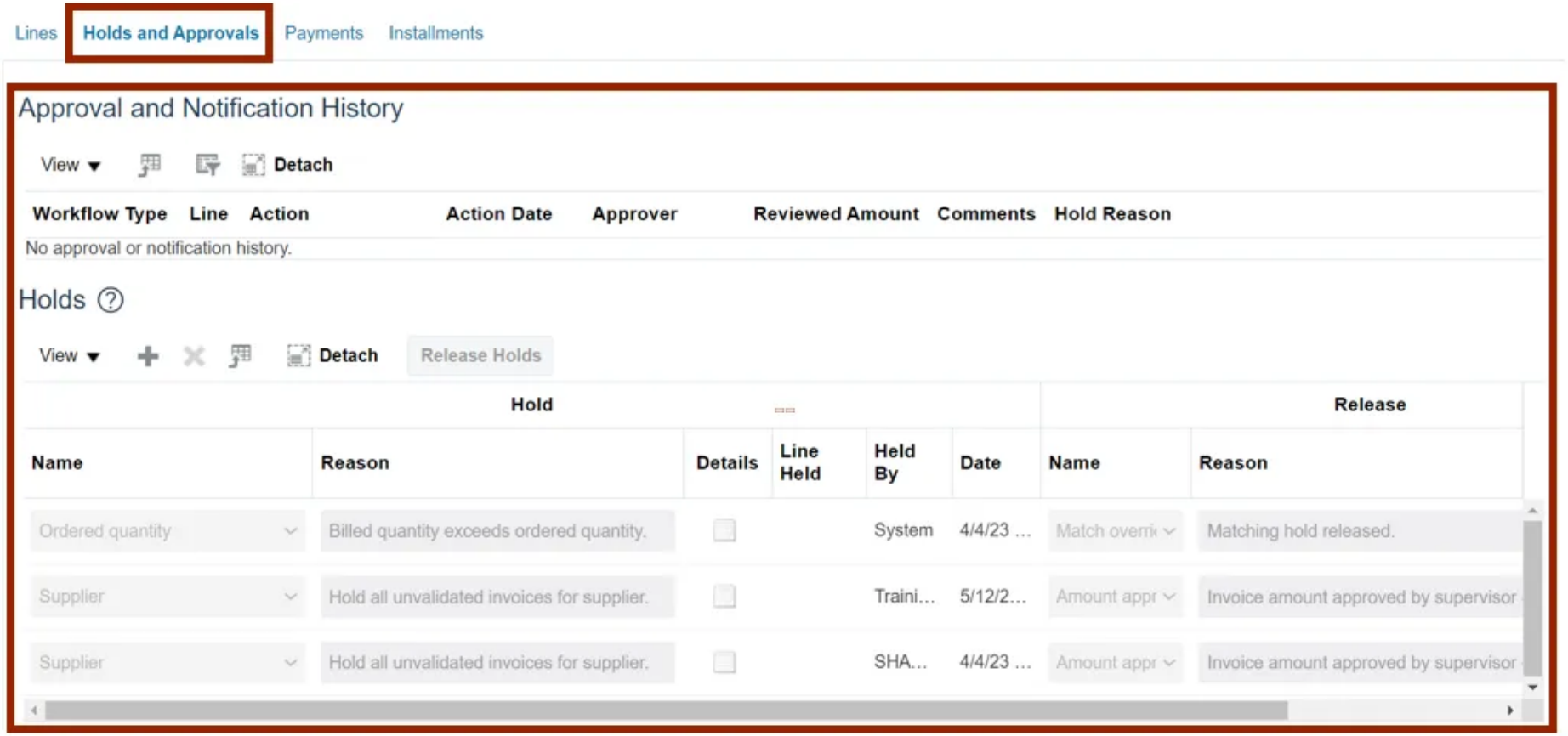
Step 6. On the **Manage Invoices** page, scroll down and click the **Lines** tab to view the invoice lines.

Image



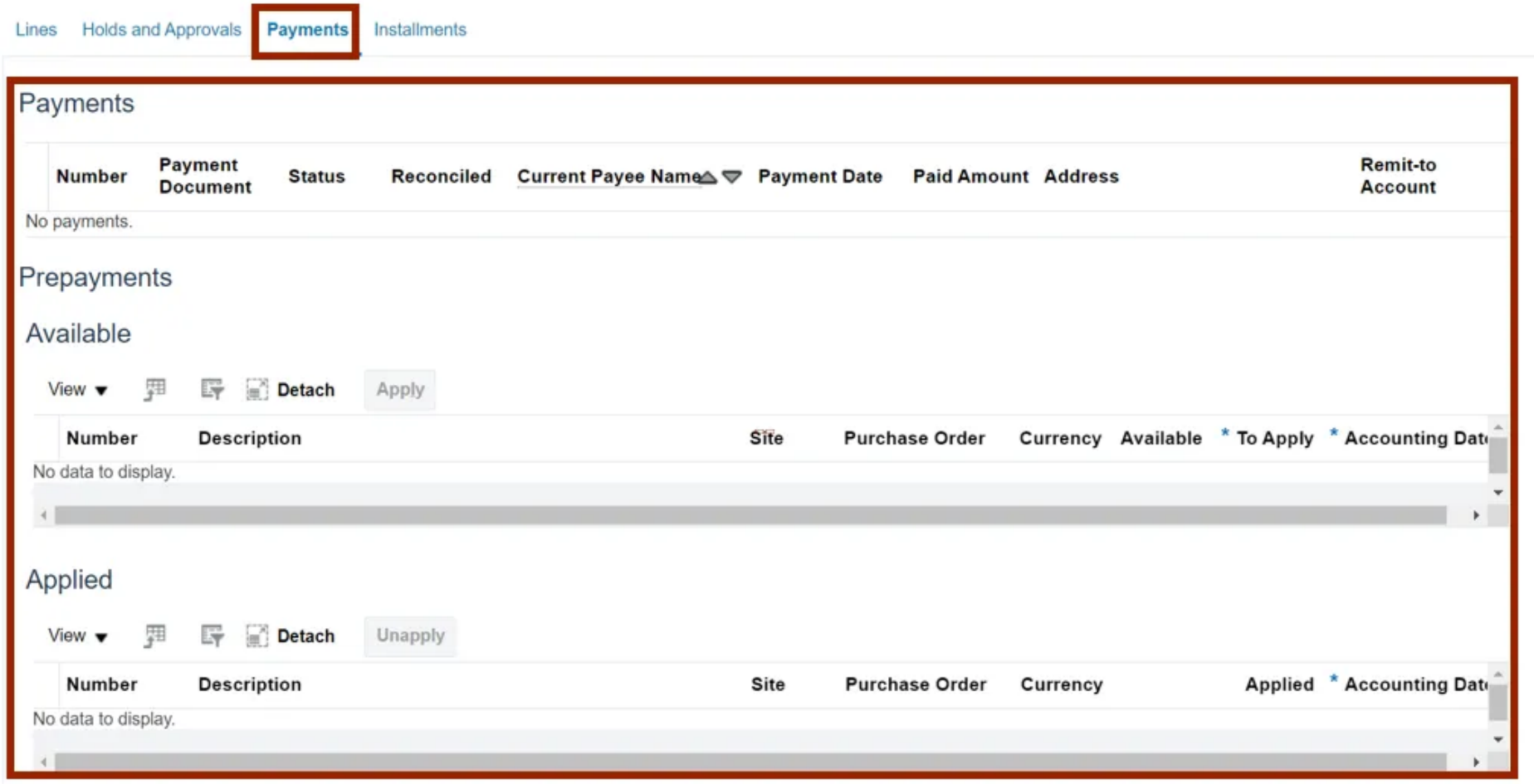
Step 7. Click the ***Holds and Approval*** tab to view the Holds and Approval history.

Image



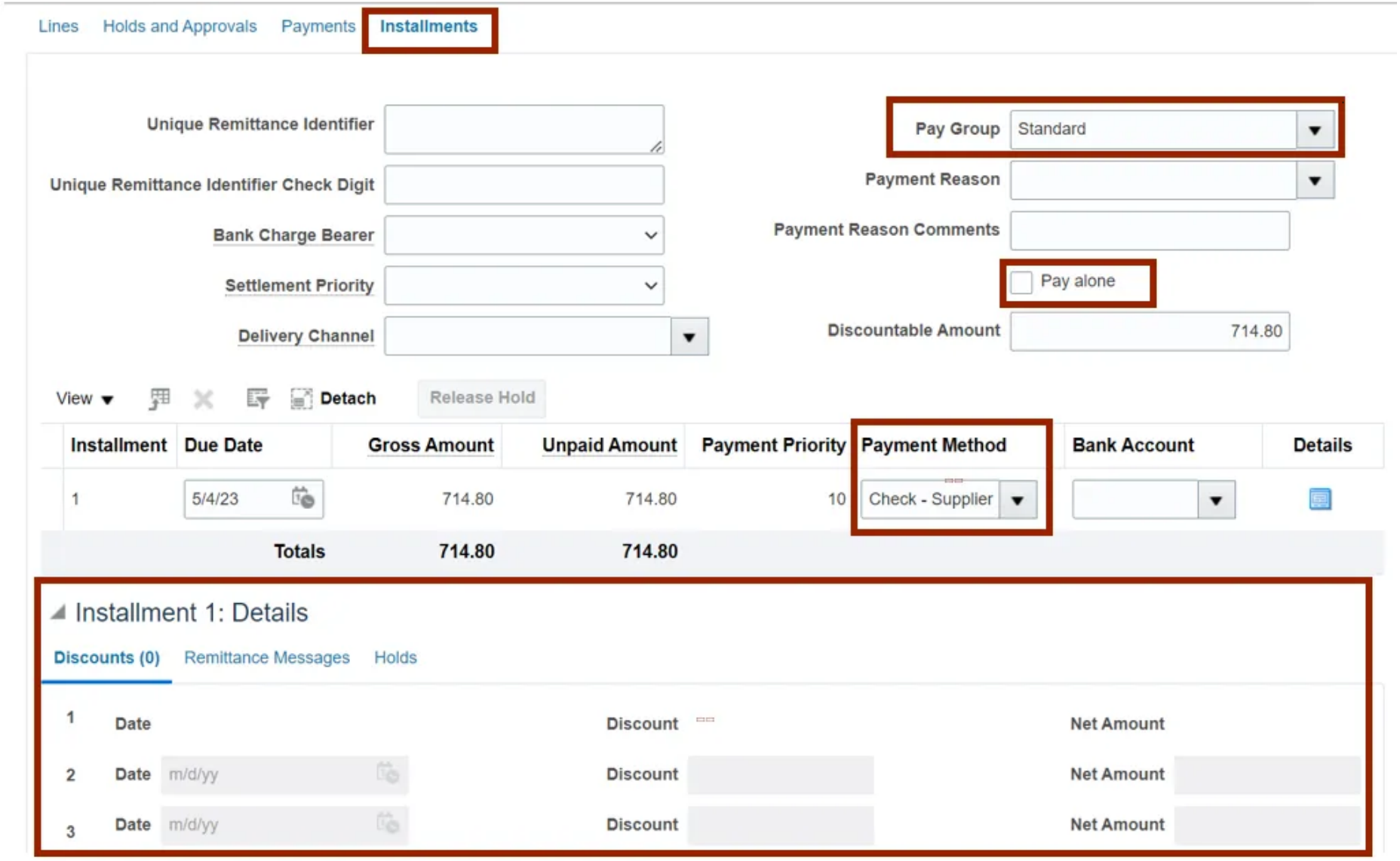
Step 8. Click the ***Payments*** tab to view related Payments (if applicable).

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Step 9. Click the ***Installments*** tab to view the **Installment** details.

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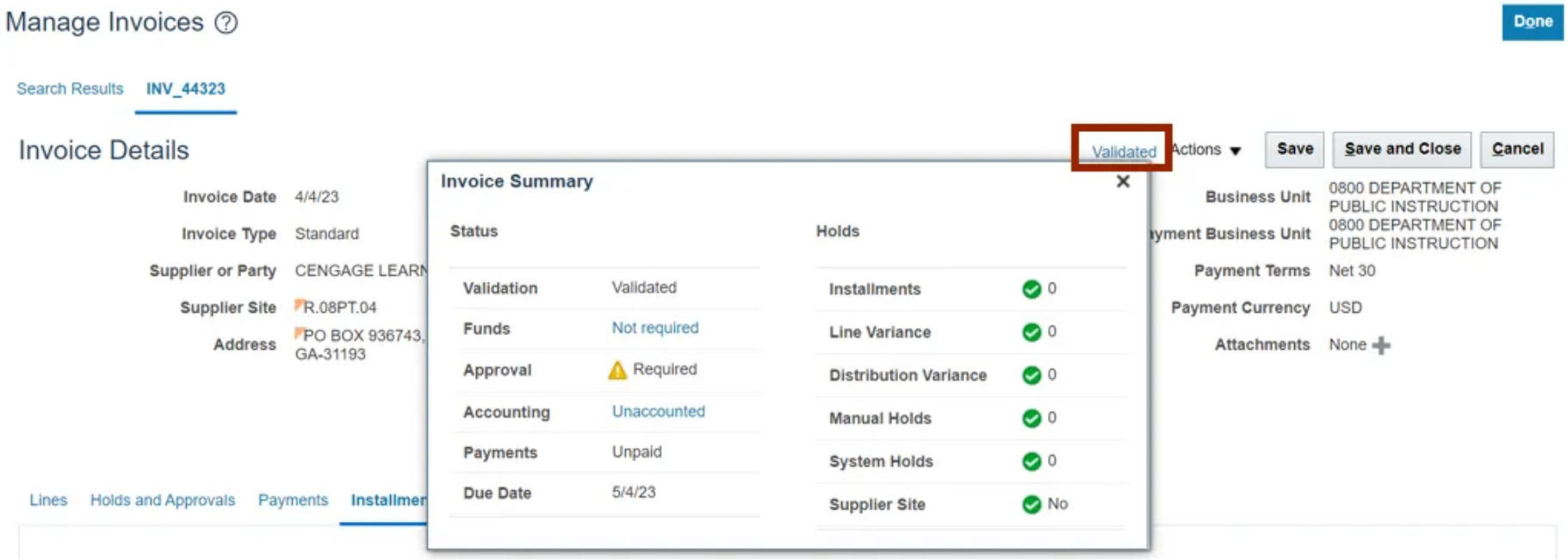
Step 10. Click the ***Installments*** tab and the ***Remittance Messages*** tab to view the Installment Remittance.

Image



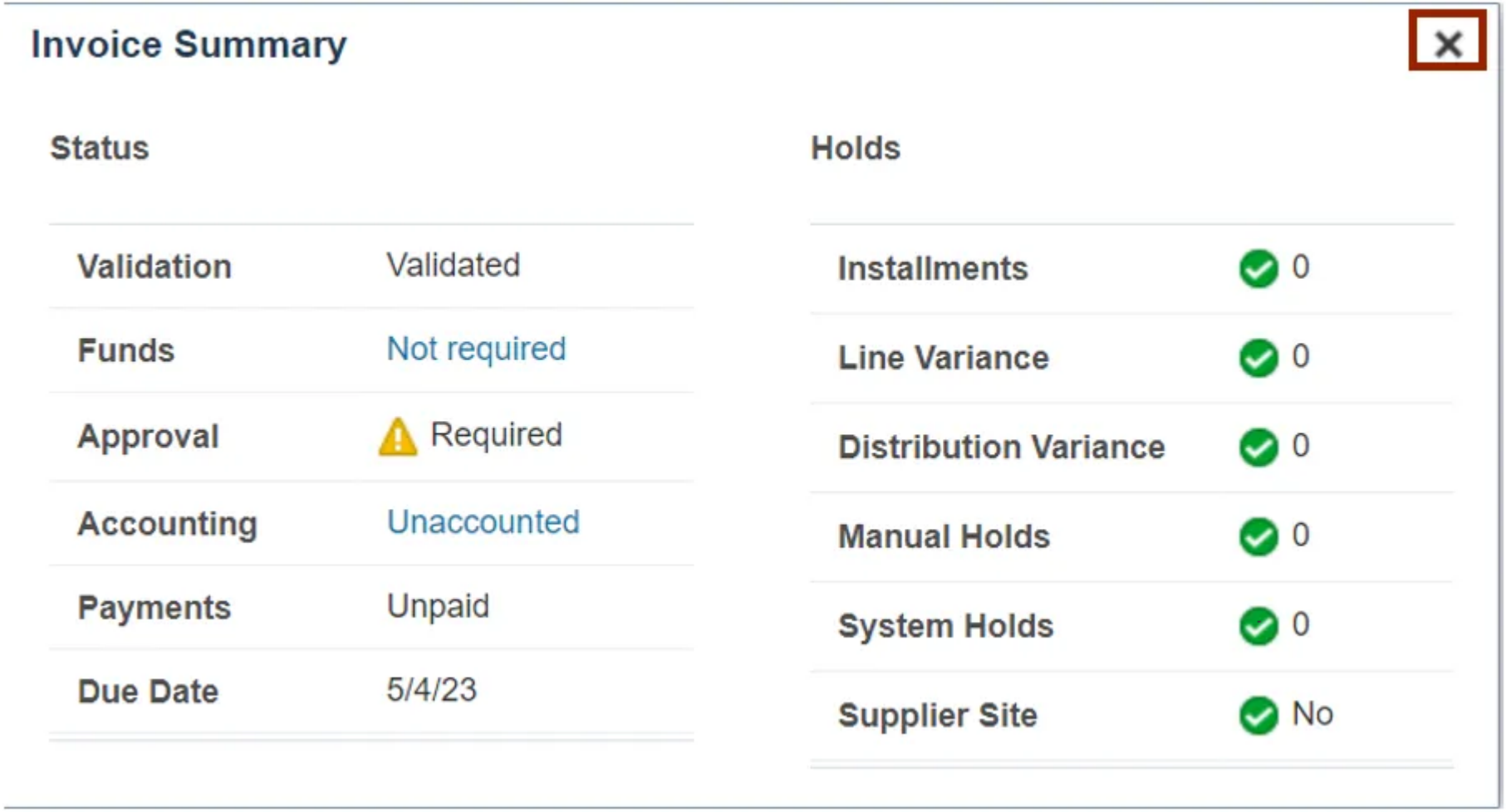
Step 11. On the **Manage Invoice** page, scroll up and click **Validated** to view the Invoice Summary. The *Invoice Summary* pop-up appears.

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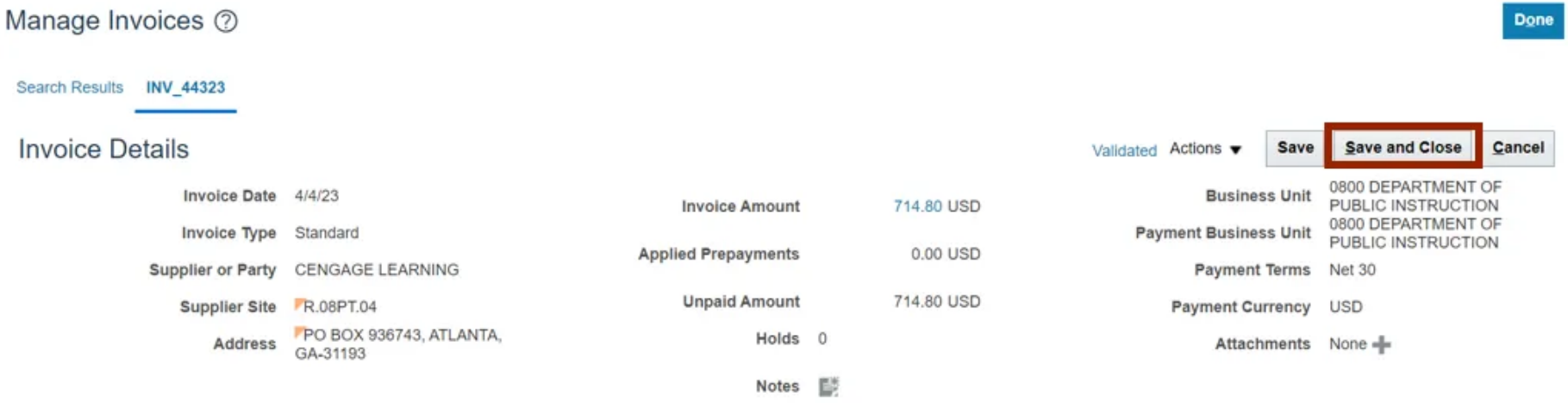
Step 12. On the *Invoice Summary* pop-up, validate all the **Status** and **Hold** details and click the **X** icon in the top right corner to close the pop-up.

Image



Step 13. Click the **Save and Close** button. You are redirected to the **Search: Invoice** page.

Image



Wrap-Up

View an Invoice in NCFS using the steps above.

Additional Resources

- Web Based Training (WBT)
  - AP001: AP Inquiry
  - AP108: Invoice Release Hold
- Virtual Instructor Led Training (vILT)
  - AP101: Invoice Management

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