AP-09b Create and Process Electronic Payment

Purpose

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

Introduction and Overview

This QRG covers the procedure of creating and processing electronic Payment Process Requests (PPR) to enable check and electronic payments.

User Tip

The following are prerequisites to Create and Process Electronic Payments:

1. Invoices should be validated and approved.

2. Invoice should not have any holds.

Submit Check and Electronic Payments

To submit check and electronic PPR in NCFS, please follow the steps below. There are 7 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 then click the **Payments** app.

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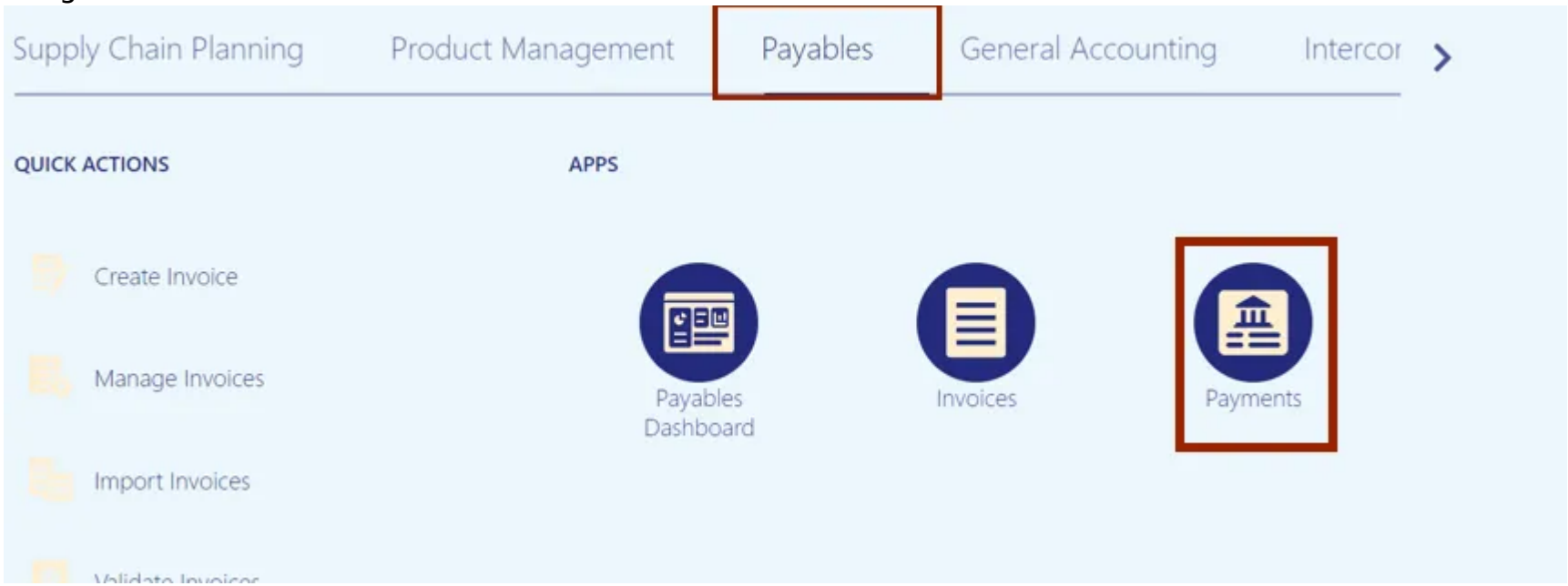

Step 3. On the **Overview** page, click the **Tasks** icon and then click **Submit Payment Process Request**.

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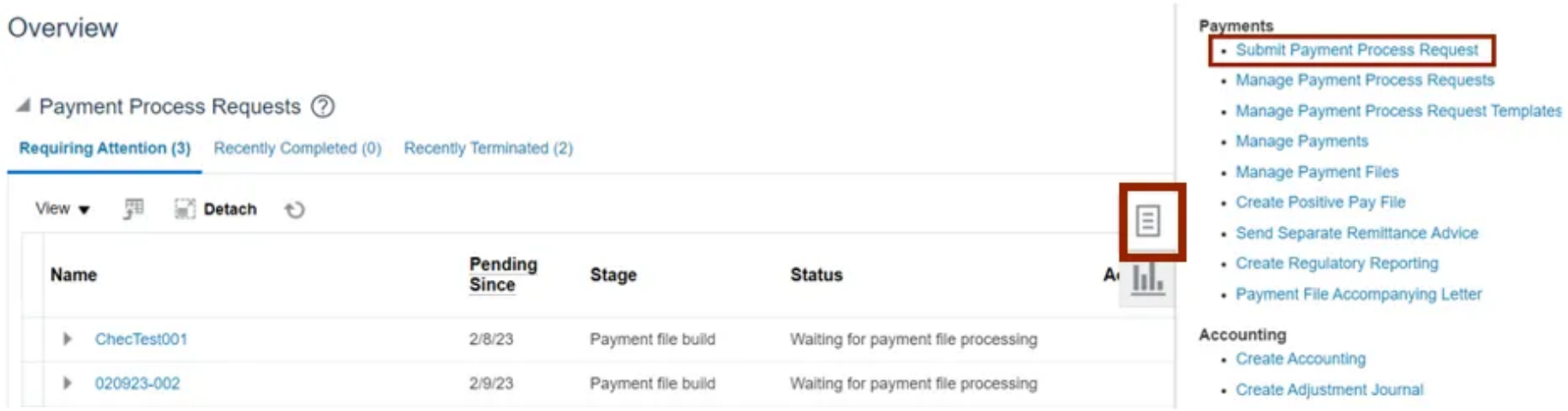

Step 4. Click the *Template* drop-down choice list and select the appropriate template.

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

Enter the name in the ***Name*** field in the given format “BU Epay MMDDYYYY Initials”.

Image



Step 5. On the **Selection Criteria** tab, the details are auto populated based on the template selected. Review the details and modify if required. **Pay Through Date will determine the invoices picked in your PPR based on the invoice due date**.

Image

Selection Criteria | Payment and Processing Options

Pay Through Date: 10/20/23

Pay from Date: m/d/yy

From Payment Priority: 1

To Payment Priority: 10

Date Basis: Pay date

Include Zero Amount Invoices: Yes

Supplier Type:

Pay Groups: ○ All ◉ Specific

View ▾ + ✕

Standard ▾

Currencies: ◉ All ○ Payment ○ Invoice

Business Units: ◉ All ○ Payment ○ Invoice

Legal Entities: ◉ All ○ Specific

Sources: ◉ All ○ Specific ○ Exclude

Step 6. Scroll up on the **Submit Payment Process Request** page and click the **Submit** button. This will redirect you to **Overview** dashboard.

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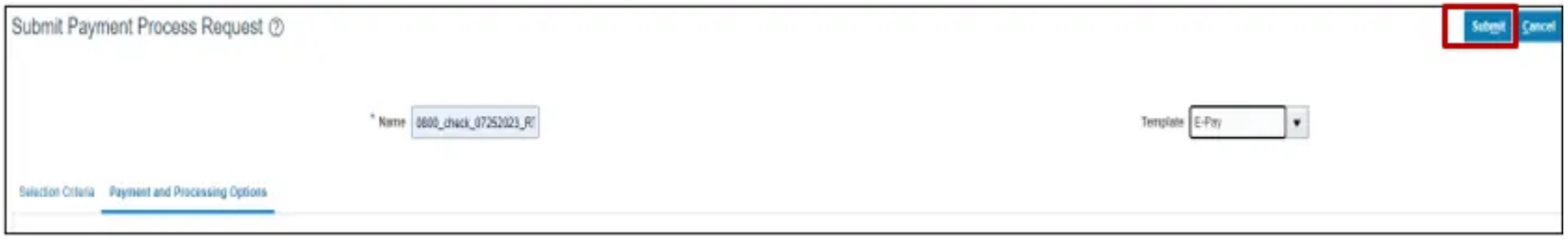

Step 7. These programs will run when you submit the PPR.

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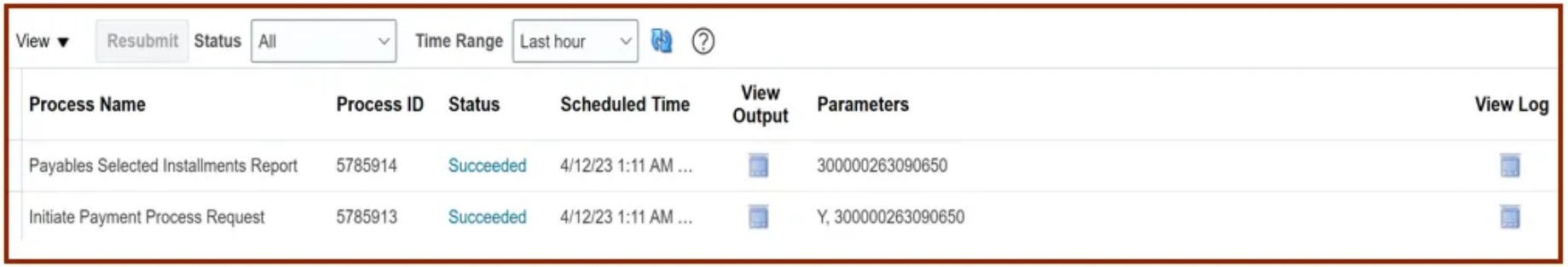

Review Installments (Add/Delete)

To review installments in NCFS, please follow the steps below. There are 8 steps to complete this process.

Step 1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required PPR and then click the **Action** icon.

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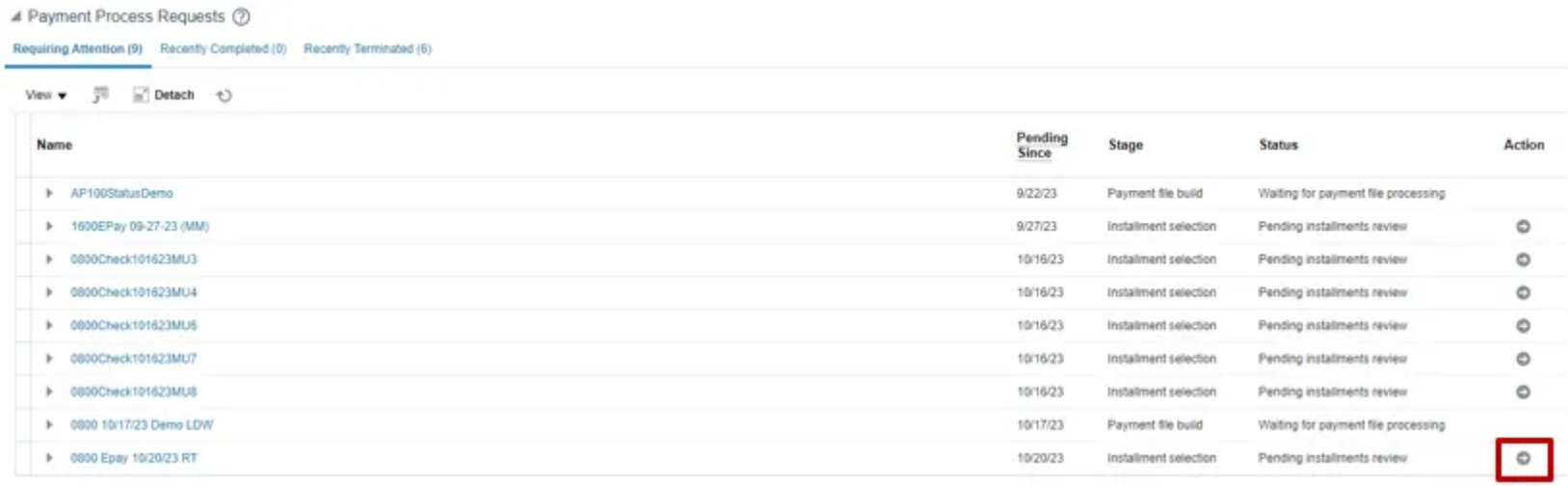

Step 2. On the **Review Installments** page, review the list of Installments. **NCFS will automatically pick up current invoices that ready for ePay/ACH payment**. Optionally, to add or remove installs follow step 5 through step 7, if not skip to step 8. Click the **Add Installments** button to add/remove an installment optionally. **Make sure to select only ePay invoices**.

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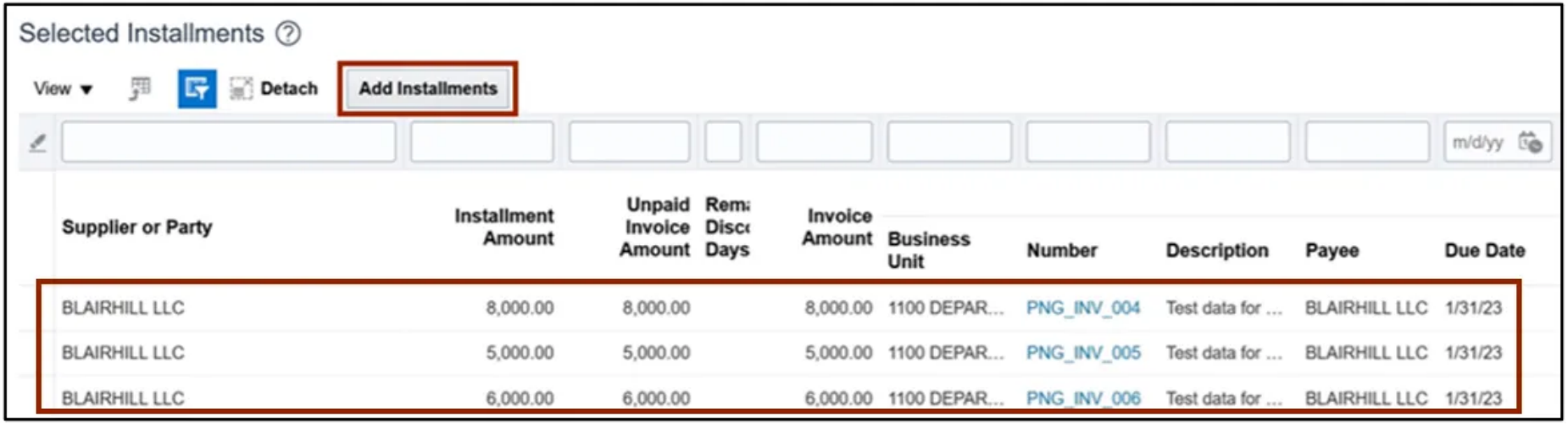

Step 3. In the ***Search*** section, enter details in at least one field (marked as **) for the required **Installment** and click the **Search** button.

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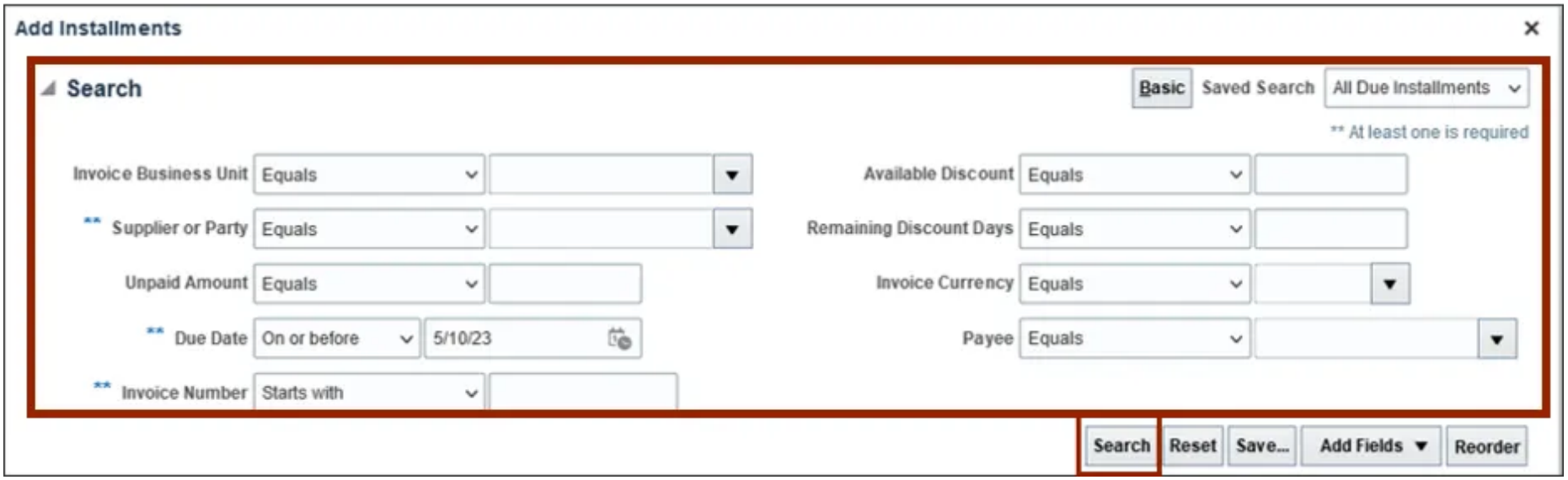

Step 4. List of Installments will appear. Select the **Installments** which need to be added and click the **Add to Payment Process Request** button. Make sure only to select ePay invoices.

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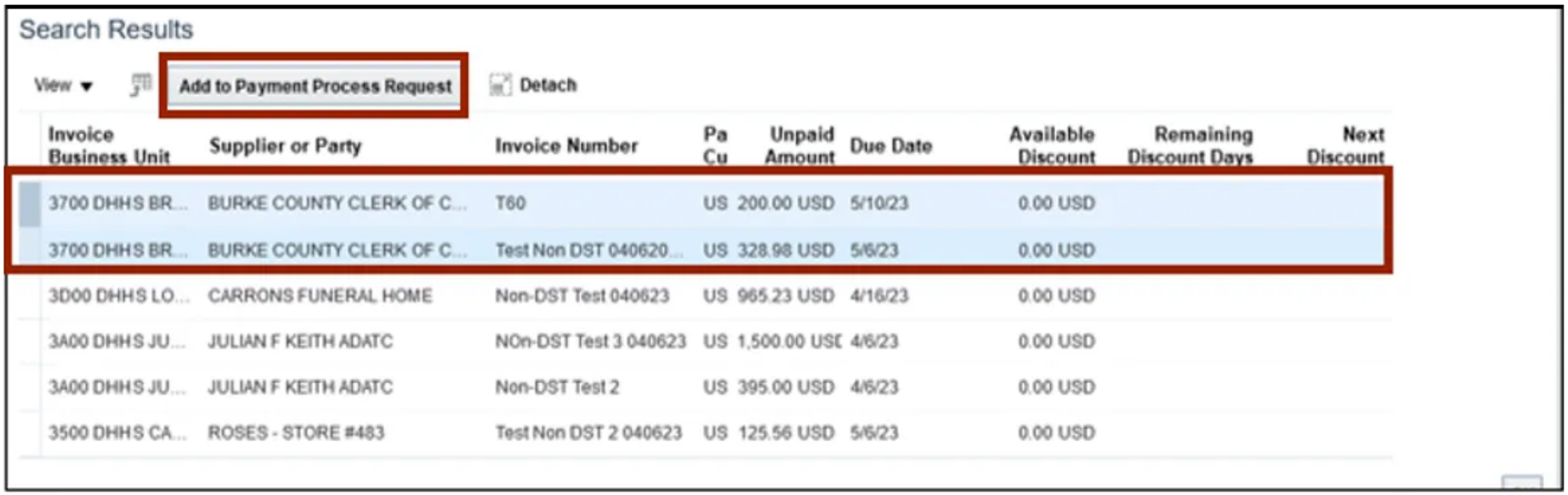

Step 5. Alternatively, to delete an installment, select the **Installment** and click the **Delete** icon.

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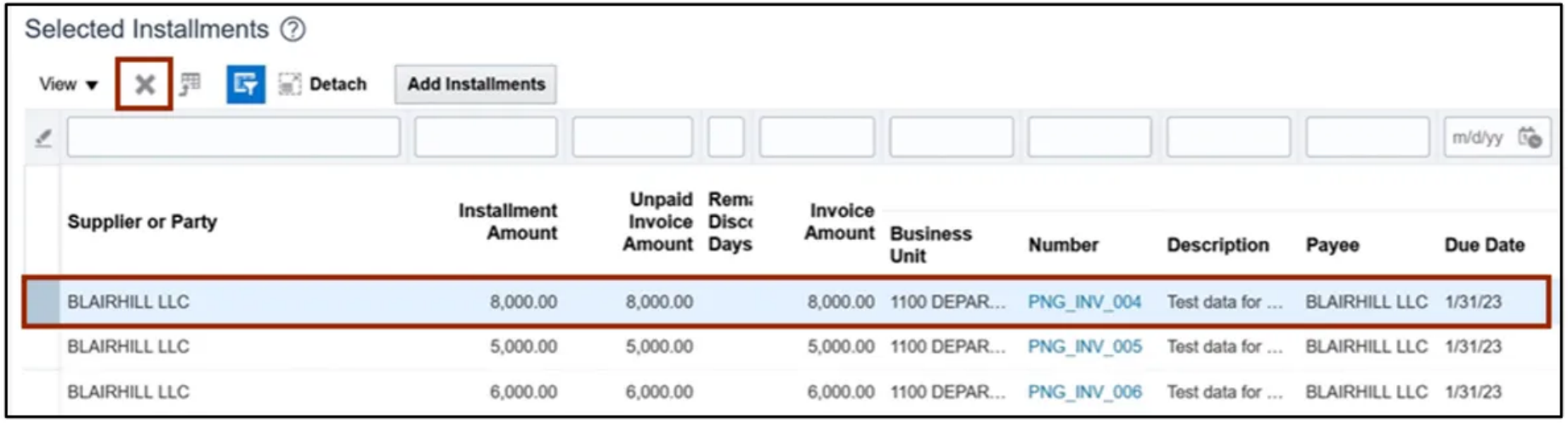

Step 6. A *Confirmation* pop-up appears. Click the **OK** button.

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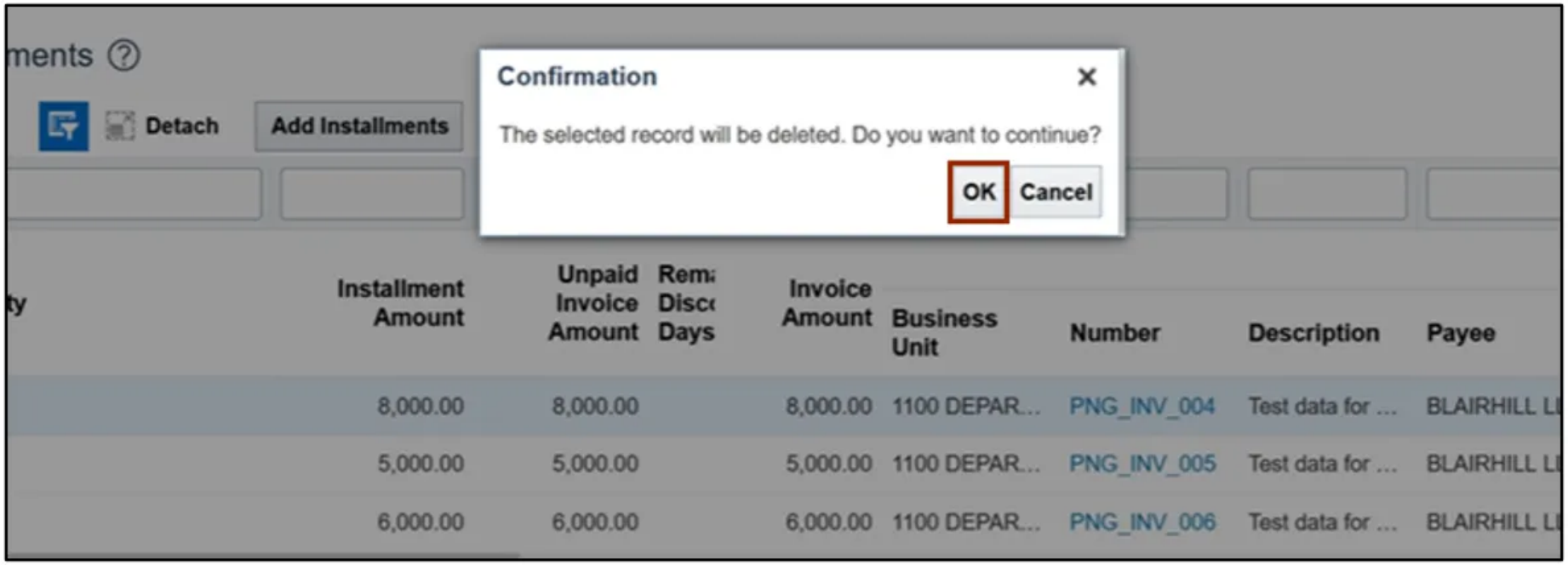

Step 7. On the **Review Installments** page, click the **Submit** button.

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Step 8. These programs will run when you submit the Installments.

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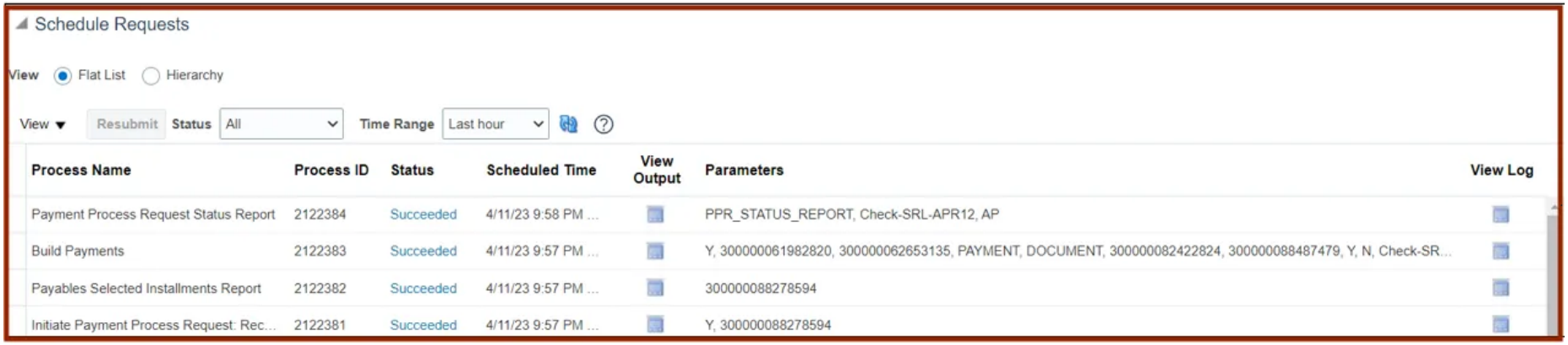

Complete Pending Information Required

To add disbursement bank account, please follow the steps below. There are 2 steps to complete this process.

Step 1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required **PPR** and click the **Action** icon.

Image



Step 2. From the *Disbursement Bank Account* drop-down choice list, select the **OSC's Epay Account**.

In this example, we choose **3000046 – GENERAL EXPENSE OSC EPAY–** . Click the **Resume Payment Process** button. This will redirect you to the **Payment Process Requests** page.

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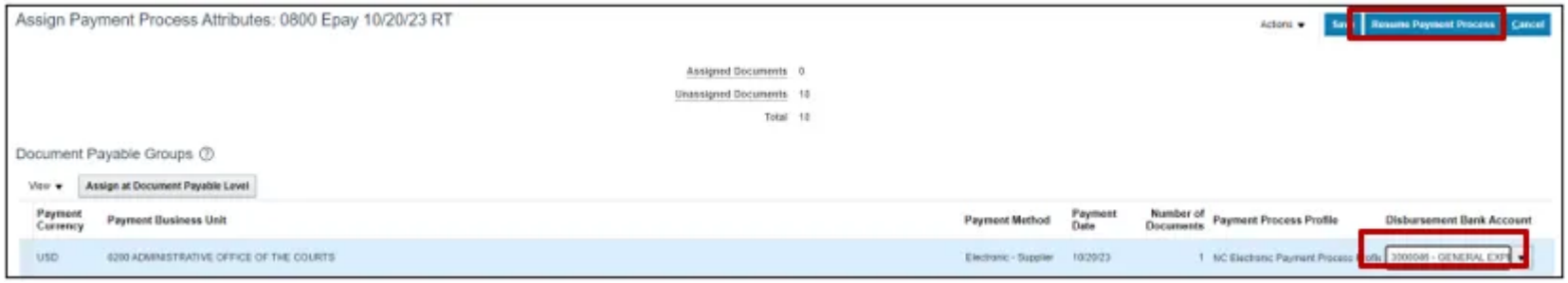
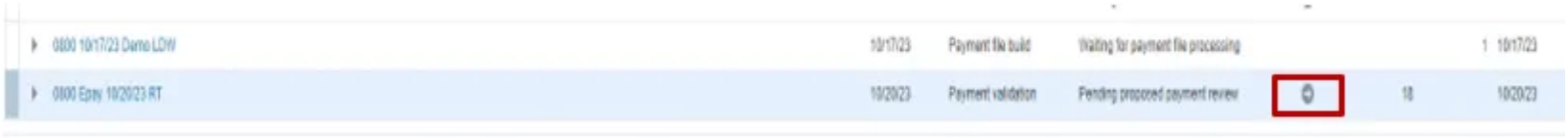


Complete Pending Proposed Payment Review

To review pending proposed payment, please follow the steps below. There are 5 steps to complete this process.

Step 1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required **PPR** and then click the **Action** icon.

Image



Step 2. On the **Review Proposed Payments** page, click the **Resume Payment Process** button.

Image



Step 3. These programs will run when you resume the payment process.

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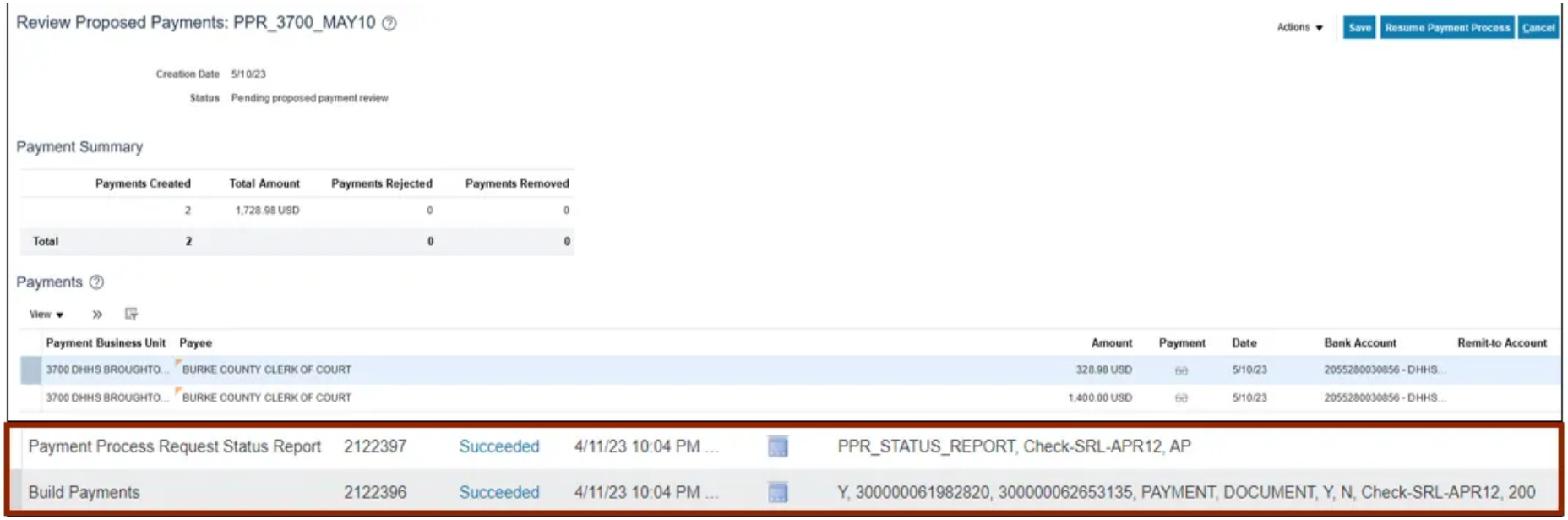

Step 4. Under the **Requiring Attention** tab, click the refresh icon, the status is available as **Payments approval initiated** for the selected PPR.

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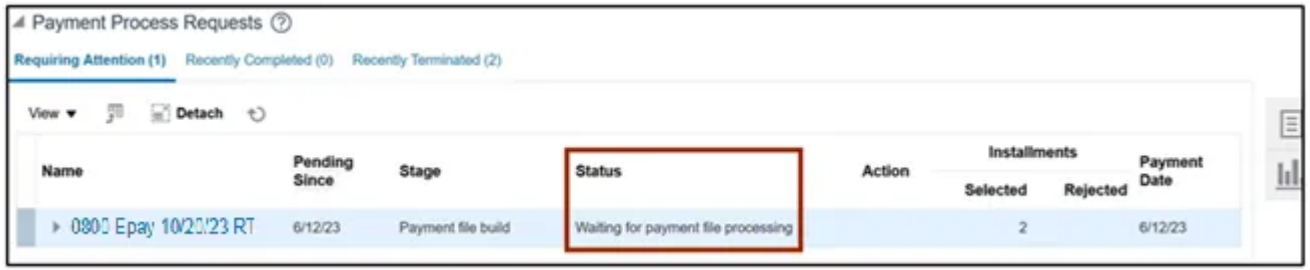
Note: Once you have completed the payment review, the payment approval is initiated, and **Payment Approval is performed by the OSC Central Compliance Team typically between 10:30 a.m. and 1:00 p.m.**

Step 5. Once all the steps are completed, under the **Requiring Attention** tab, the status is available as **Waiting for payment file processing** for the selected PPR.

Note: OSC will send ACH file the next day, until then the **status will be** Waiting for Payment File Processing. The agencies should not create ACH File.

Image



Wrap-Up

Create electronic payments in NCFS using the steps above to submit PPR, review installments, complete pending information required, complete pending payment review and complete payment process.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - AP100: Agency Payment Management

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