

AP-30 Create PO Matched Invoice & Update Invoice Cost Distribution

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Create PO Matched Invoice and Update Invoice Cost Distribution in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the steps to Create PO Matched Invoice.

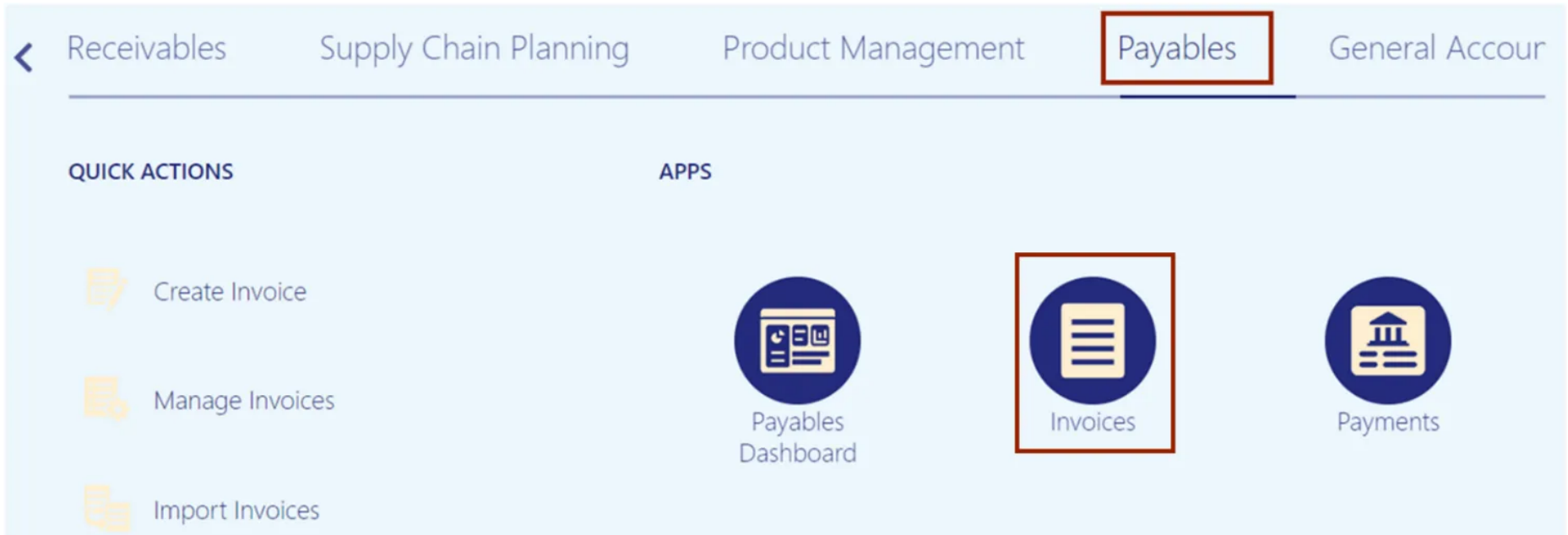
Create PO Matched Invoice

To Create PO Matched Invoices in NCFS, please follow the steps below. There are 17 steps to complete this process.

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

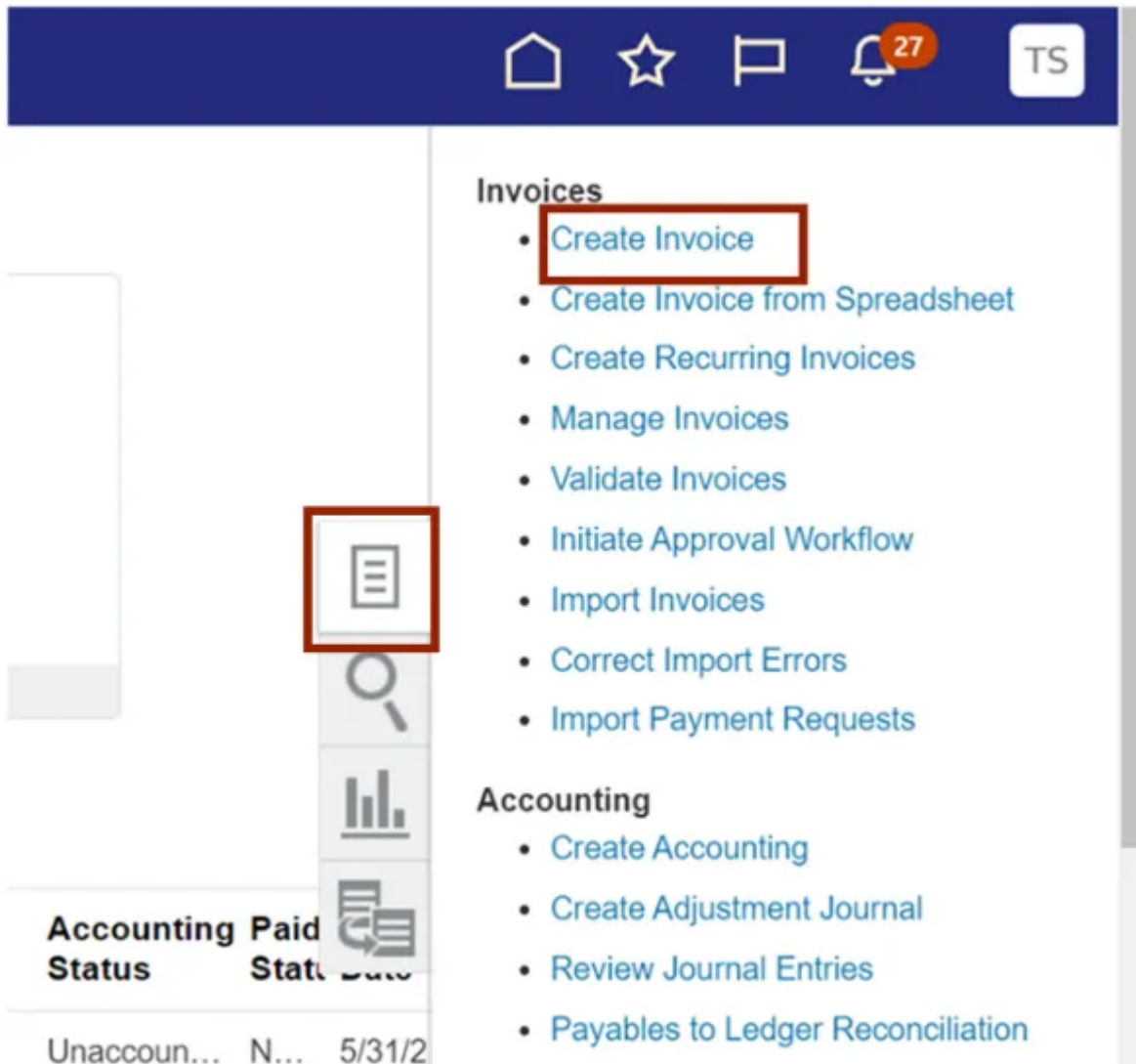
Step 2. Click the **Payables** Tab. Click the **Invoices** app.

Image



Step 3. Click the **Tasks** icon. Under Invoices, click **Create Invoice**.

Image



Step 4. The **Create Invoice** page opens. On the **Invoice Header** section, enter the appropriate PO number.

In this example, we choose **EP4907296M3**.

Image

Create Invoice: ?

Invoice Header [Show More](#)

Identifying PO	EP4907296M3	* Number	
* Business Unit	EP4907296M3 PITNEY BOWES INC 0200 ADMINISTRATIVE OFFICE OF THE COURTS REID, JEFFERY		
* Supplier	More...		Standard
Supplier Number		Description	
* Supplier Site			
Legal Entity			
Invoice Group			

Step 5. The Purchase Order number defaults other information in **Business Unit**, **Supplier**, **Supplier Number** and **Legal Entity** fields.

Image

Create Invoice: ?

Invoice Header [Show More](#)

Identifying PO

Business Unit

Supplier

Supplier Number

* Supplier Site

Legal Entity

Invoice Group

Step 6. Choose the correct **Supplier Site** from the drop down. In example we choose **R.02PT.04**.

Image

* Supplier Site

Legal Entity

Invoice Group

R.02PT.04 (PITNEY BOWES INC)	PO BOX 371887, PITTSBURGHPA, ...	0200 ADMINISTRATIVE OFFICE ...
R.02PT.05 (PITNEY BOWES INCOR...)	PO BOX 981039, BOSTONMA, 0229...	0200 ADMINISTRATIVE OFFICE ...
R.02PT.W (PITNEY BOWES INCOR...)	CMRS 7247-0166, PHILADELPHIAP...	0200 ADMINISTRATIVE OFFICE ...

Search...

Step 7. Enter the **Invoice Number** and **Invoice Amount**.

In this example, we enter **PO005678** and **\$193**.

Image

Invoice Header

Show More

Identifying PO

EP4907296M3

Business Unit

0200 ADMINISTRATIVE OF

Supplier

PITNEY BOWES INC

Supplier Number

100419

* Supplier Site

R.02PT.04

Legal Entity

NC ADMINISTRATIVE OFFICE OF THE COURTS

Invoice Group

* Number

PO005678

* Amount

USD -

193.00

* Type

Standard

Description

Step 8. Click the **Go** icon to match the invoice line.

Image

Invoice Header

Show More

Identifying PO

EP4907296M3

Business Unit

0200 ADMINISTRATIVE OF

Supplier

PITNEY BOWES INC

Supplier Number

100419

* Supplier Site

R.02PT.04

Legal Entity

NC ADMINISTRATIVE OFFICE OF THE COURTS

Invoice Group

► Lines ?

Match Invoice Lines

Step 9. Select the **Match** check box for the required line(s), and validate the **Quantity, Unit Price,** and **Amount.**

- You can update the Quantity if needed to match the invoiced quantity and the invoice amount will auto calculate based on the updated quantity.
- Similarly for service POs the quantity can be updated to match the invoice. Please do not update the Unit Price or Amount on a line for services. NCFS will update the Amount automatically after the quantity is updated. (DO NOT CHANGE THE UNIT PRICE OR AMOUNT, CHANGING THESE WILL RESULT IN PO LINE BEING CLOSED FOR INVOICING)
- Additionally, by clicking the Purchase Order Number link you can view and validate purchase order details

Image

Match Invoice Lines

Search

Advanced

Saved Search

Match Invoice Lines

View

Detach

Allocate Distributions

Match	Line			Item Description	Purchase Order			Receipt		Ship-to Location	Need-by Date	Item Number
	Quantity	Unit Price	* Amount		Number	Line	Schedule	Number	Line			
☒	193	1.00	193.00	1 Postage Meter L...	EP4907...	1	1			0200AOCNI-PO ...	3/22/23	
☐		1.00		3 Postage Meter L...	EP4907...	3	1			0200AOCNI-PO ...	3/22/23	
☐		1.00		4 Postage Meter L...	EP4907...	4	1			0200AOCNI-PO ...	3/22/23	
Total			193.00									

PO EP4907296M3, Line 1, Schedule 1: Details

Ordered	210	Received	N/A	UOM	Dollar
Available	193	Accepted	N/A	Match Basis	Quantity
Billed	17	Returned	N/A	Invoice Match Option	Order
Shipped	0	Consumed	N/A	Payment Terms	Net 30
				Freight Terms	

Apply

OK

Cancel

Step 10. Click the **Apply** and **OK** button.

Image

Match Invoice Lines

Search

Advanced

Saved Search

Match Invoice Lines

View

Detach

Allocate Distributions

Match	Line			Item Description	Purchase Order			Receipt		Ship-to Location	Need-by Date	Item Number
	Quantity	Unit Price	* Amount		Number	Line	Schedule	Number	Line			
☒	193	1.00	193.00	1 Postage Meter L...	EP4907...	1	1			0200AOCNI-PO ...	3/22/23	
☐		1.00		3 Postage Meter L...	EP4907...	3	1			0200AOCNI-PO ...	3/22/23	
☐		1.00		4 Postage Meter L...	EP4907...	4	1			0200AOCNI-PO ...	3/22/23	
Total			193.00									

PO EP4907296M3, Line 1, Schedule 1: Details

Ordered	210	Received	N/A	UOM	Dollar
Available	193	Accepted	N/A	Match Basis	Quantity
Billed	17	Returned	N/A	Invoice Match Option	Order
Shipped	0	Consumed	N/A	Payment Terms	Net 30
				Freight Terms	

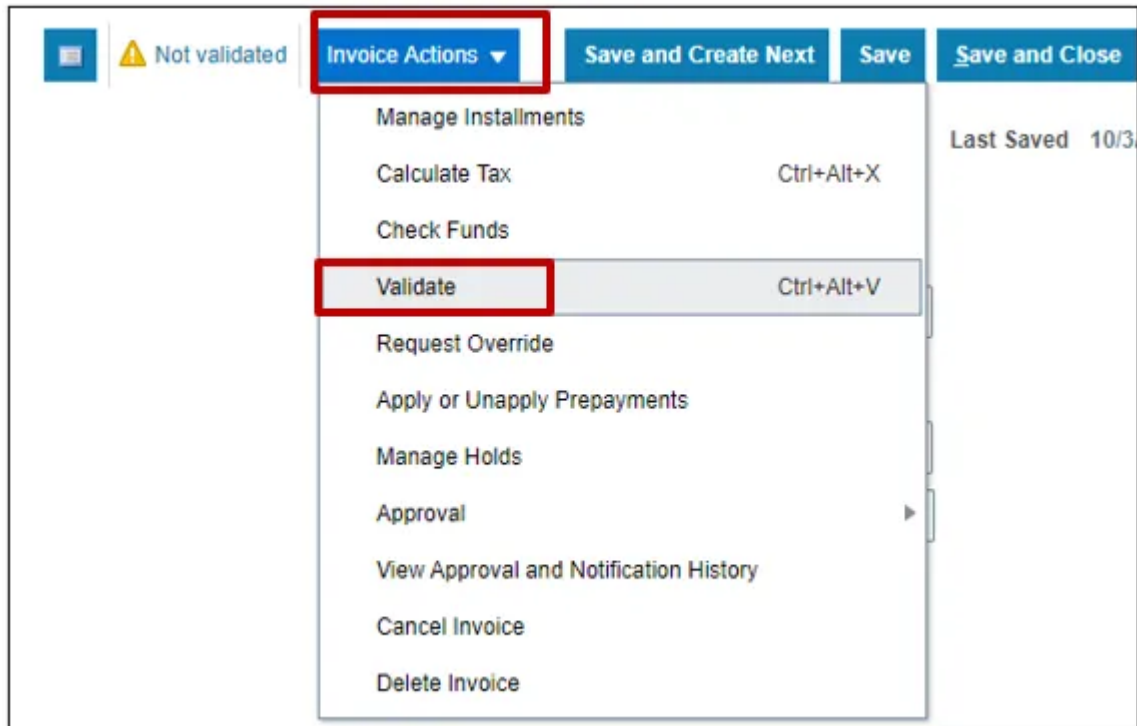
Apply

OK

Cancel

Step 11. On the **Create Invoice** page, click the **Save** button.

Image



Step 13. Validate the Invoice. The status will be **Validated**.

Image

Validated

Invoice Actions ▼

Save and Create Next

Save

Save and Close

Last Saved 10/3/23

* Number

PO005678

* Amount

USD - ▼

193.00

Type

Standard ▼

Description

* Date

10/3/23

* Payment Terms

Net 30 ▼

* Terms Date

10/3/23

Requester

Attachments

None +

Note

Step 14. Once the Invoice is Validated, click the **Invoice Action** drop-down button. Select **Approval** and **Initiate** from the *Invoice Action* drop-down choice list.

Image

The screenshot displays an invoice management interface. On the left, there are input fields for 'Number' (PO005678), 'Amount' (USD - 193.00), 'Type' (Standard), and 'Description'. At the top, there is a 'Validated' status indicator. A red box highlights the 'Invoice Actions' dropdown menu, which is open. The menu contains several options: 'Manage Installments', 'Calculate Tax' (Ctrl+Alt+X), 'Check Funds', 'Validate' (Ctrl+Alt+V), 'Request Override', 'Apply or Unapply Prepayments', 'Manage Holds', 'Approval' (highlighted with a red box), 'View Approval and Notification History', 'Cancel Invoice', and 'Delete Invoice'. To the right of the 'Approval' option, another red box highlights the 'Initiate' button. Other buttons at the top include 'Save and Create Next', 'Save', and 'Save and Close'. A 'Last Saved' timestamp of 10/3/2 is visible on the right side.

Field	Value
Number	PO005678
Amount	USD - 193.00
Type	Standard
Description	

Validated

Invoice Actions ▼

- Manage Installments
- Calculate Tax (Ctrl+Alt+X)
- Check Funds
- Validate (Ctrl+Alt+V)
- Request Override
- Apply or Unapply Prepayments
- Manage Holds
- Approval
- View Approval and Notification History
- Cancel Invoice
- Delete Invoice

Initiate

Withdraw

Resubmit

Approve

Reject

Save and Create Next

Save

Save and Close

Last Saved 10/3/2

Step 15. Click the **Validated** Status link. The status here is **Required**.

Image

Validated Invoice Actions Save and Create Next Save Save and Close Cancel

Invoice Summary

Status		Holds	
Validation	Validated	Installments	✓ 0
Funds	Reserved	Line Variance	✓ 0
Approval	⚠ Required	Distribution Variance	✓ 0
Accounting	Unaccounted	Manual Holds	✓ 0
Payments	Unpaid	System Holds	✓ 0
Due Date	11/2/23	Supplier Site	✓ No

NOTE

Step 16. Click the **Cross** icon to close the *Invoice Summary* pop-up.

Image

Validated

Invoice Actions

Save and Create Next

Save

Save and Close

Cancel

Invoice Summary

Status

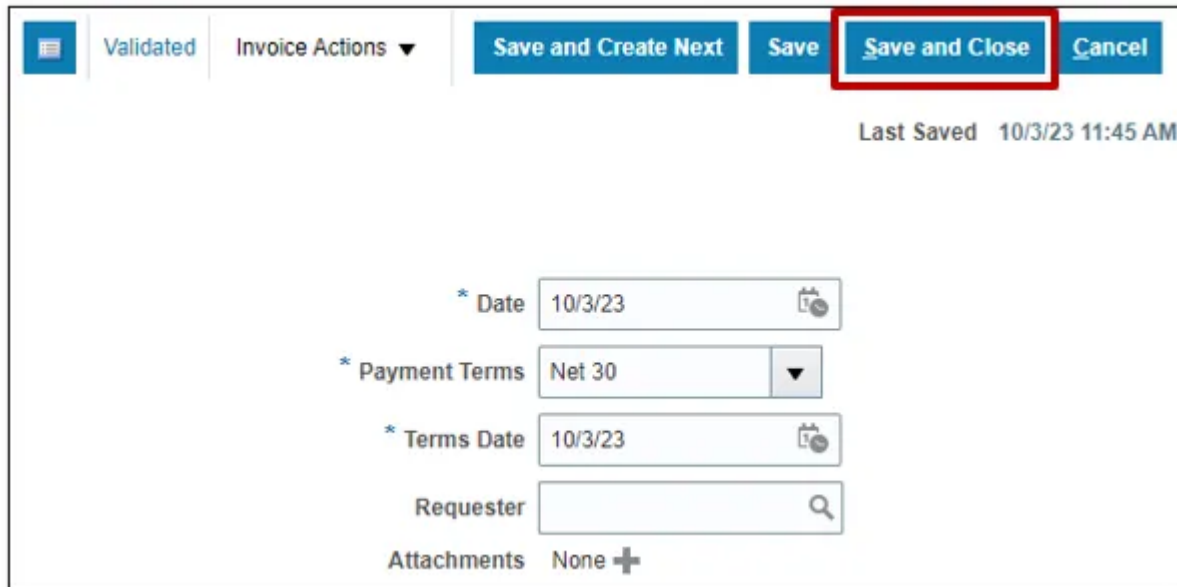
Holds

Validation	Validated
Funds	Reserved
Approval	⚠️ Required
Accounting	Unaccounted
Payments	Unpaid
Due Date	11/2/23

Installments	✔️ 0
Line Variance	✔️ 0
Distribution Variance	✔️ 0
Manual Holds	✔️ 0
System Holds	✔️ 0
Supplier Site	✔️ No

Step 17. Click the **Save and Close** button. This directs you back to the **Invoice** dashboard page.

Image



Validated Invoice Actions ▼ Save and Create Next Save **Save and Close** Cancel

Last Saved 10/3/23 11:45 AM

* Date 10/3/23

* Payment Terms Net 30 ▼

* Terms Date 10/3/23

Requester

Attachments None +

Steps to Update Invoice Cost Distribution

There are two methods to update Invoice Cost Distribution.

Method 1 – from line level has 11 steps and Method 2 - from the distribution level has 12 steps.

Method 1

Navigate to the **Invoices** dashboard. (**Home** page > **Payables** tab > **Invoice** app):

Step 1. Click the **Tasks** icon.

Step 2. Click **Manage Invoices**.

Image

Invoices ?

Recent 24 Hours
0

Holds
0

Approval
0

Prepaid
0

View ▾

✕

📅

📄

🔗 Detach

Create

Validate

Cancel

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting
----------------	--------	----------	---------------	-------------------	------------

1

2

📄

🔍

📊

📄

Invoices

- Create Invoice
- Create Invoice from Spreadsheet
- Create Recurring Invoices
- Manage Invoices
- Validate Invoices
- Initiate Approval Workflow
- Import Invoices
- Correct Import Errors

Step 3. Enter details in at least one of the fields marked "**". In this example, the **Invoice Number** has been entered.

Step 4. Click the **Search** button.

Image

Manage Invoices ? Done

Search Results

Search: Invoice Advanced Saved Search All Invoices ▼

** At least one is required

3 **** Invoice Number** INV

Business Unit

Invoice Amount

** Invoice Date m/d/yy

** Supplier or Party

** Supplier Number

Supplier Site

Taxpayer ID

** Invoice Group

4 Search Reset Save...

Step 5. Click the **Invoice Number** link of the required line.

Image

Manage Invoices ? Done

Search Results

Search: Invoice Advanced Saved Search All Invoices ▼

** At least one is required

3

4 Search Reset Save...

Step 6. On the **Manage Invoices** page, click the *Actions* drop-down choice list.

Step 7. Select **Edit** from the drop-down choice list.

Image

Manage Invoices ? Done

Search Results INV

Invoice Details

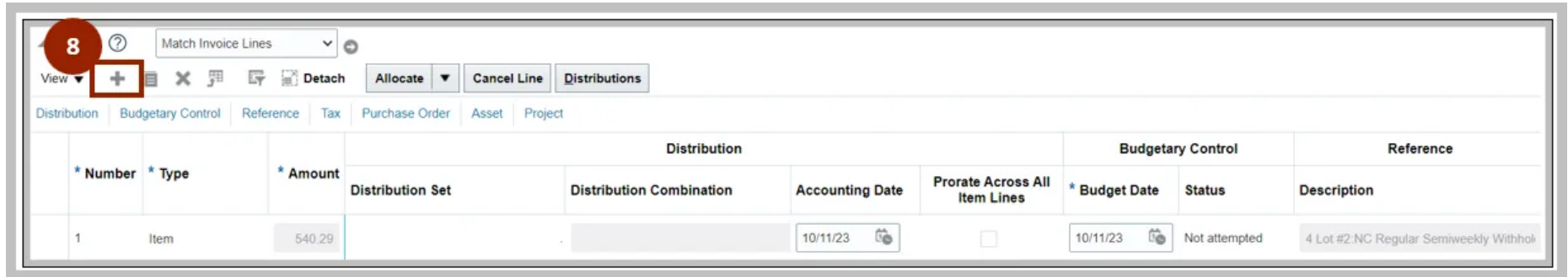
Invoice Date	10/11/23	Invoice Amount	540.29 USD
Invoice Type	Standard	Applied Prepayments	0.00 USD
Supplier or Party	TRIANGLE SYSTEMS	Unpaid Amount	540.29 USD
Supplier Site	R.45PTA	Holds	0
Address	300 BILMAR DR STE 100, PITTSBURGH, PA-15205	Notes	

6 Actions Save Save and Close Cancel

7 Edit Check Funds Validate Request Override Approval Cancel Invoice

Step 8. Click the **Add** icon to add a new line.

Image



Match Invoice Lines

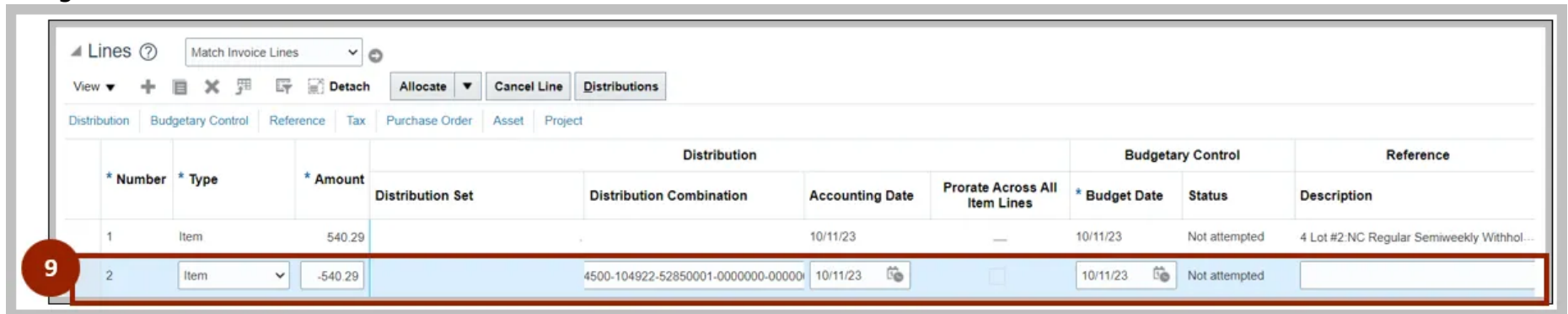
View **+** Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution				Budgetary Control		Reference
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item	540.29			10/11/23	☐	10/11/23	Not attempted	4 Lot #2 NC Regular Semiweekly Withhol...

Step 9. Enter the original cost distribution from the PO as a negative line to negate the existing line.

Image



Lines Match Invoice Lines

View **+** Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution				Budgetary Control		Reference
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item	540.29			10/11/23	—	10/11/23	Not attempted	4 Lot #2 NC Regular Semiweekly Withhol...
2	Item	-540.29		4500-104922-52850001-0000000-000000	10/11/23	☐	10/11/23	Not attempted	

Step 10. Click the **Add** icon to add a new line.

Image

Lines ? Match Invoice Lines

View + X [Icons] Detach Allocate Cancel Line Distributions

10 Budgetary Control Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution				Budgetary Control		Reference
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item	540.29			10/11/23	—	10/11/23	Not attempted	4 Lot #2:NC Regular Semiweekly Withhol...
2	Item	-540.29		4500-104922-52850001-0000000-0000000	10/11/23	☐	10/11/23	Not attempted	

Step 11. Enter details in the new line. This distribution in this line should be the new distribution you want to use for the PO and should be equal to the previous negative line.

Image

Lines ? Match Invoice Lines

View + X [Icons] Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution				Budgetary Control		Reference
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item	540.29			10/11/23	—	10/11/23	Reserved	4 Lot #2:NC Regular Semiweekly
2	Item	-540.29		4500-104922-52850001-0000000-0000000-0000	10/11/23	—	10/11/23	Reserved	
3	Item	540.29		4500-014700-00001100-0000000-0000000	10/11/23	☐	10/11/23	Reserved	

Method 2

Navigate to the **Invoices** dashboard. (**Home** page > **Payables** tab > **Invoice** app):

12. Click the **Tasks** icon.

13. Click **Manage Invoices**.

Image

The screenshot shows the 'Invoices' management interface. At the top, there are four summary cards: 'Recent' (24 Hours), 'Holds', 'Approval', and 'Prepaid', each displaying a large '0'. Below these cards is a toolbar with buttons for 'View', 'Detach', 'Create', 'Validate', and 'Cancel'. A table header is visible with columns: 'Invoice Number', 'Amount', 'Supplier', 'Supplier Site', 'Validation Status', and 'Accounting'. On the right side, a sidebar menu titled 'Invoices' lists several options: 'Create Invoice', 'Create Invoice from Spreadsheet', 'Create Recurring Invoices', 'Manage Invoices' (highlighted with a red box and callout 13), 'Validate Invoices', 'Initiate Approval Workflow', 'Import Invoices', and 'Correct Import Errors'. A red circle with the number '12' points to a list icon in the sidebar, and another red circle with the number '13' points to the 'Manage Invoices' menu item.

14. Enter details in at least one of the fields marked "**".

In this example, the **Invoice Number** has been entered.

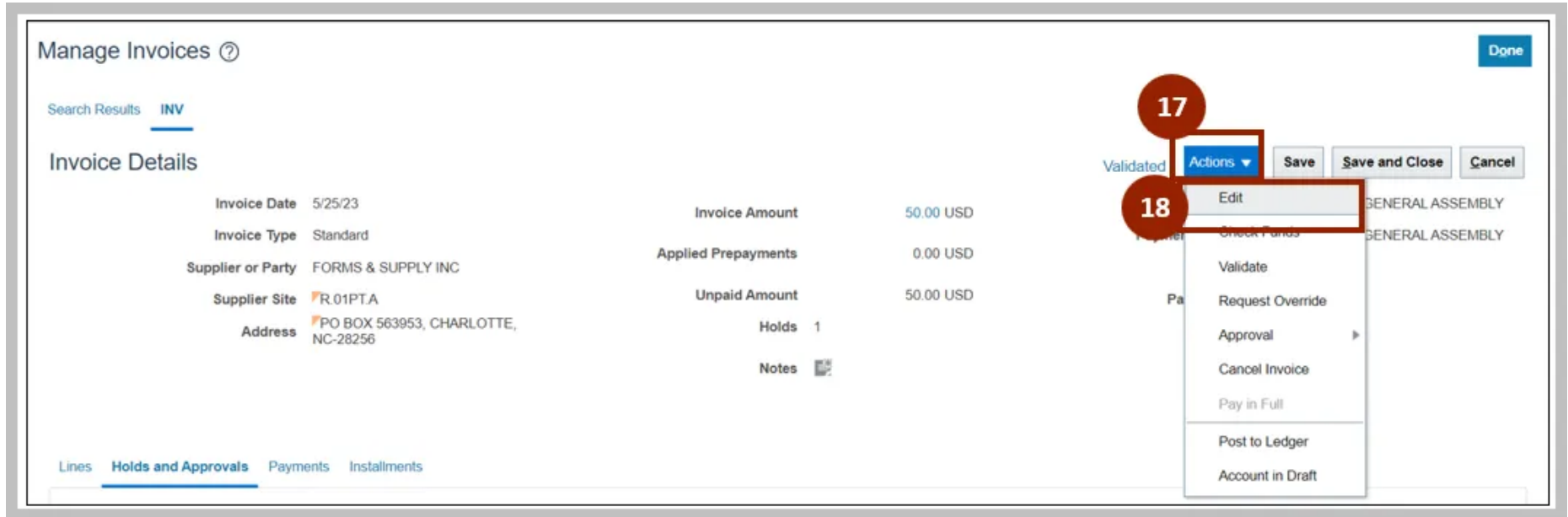
15. Click the **Search** button.

Image

17. On the **Manage Invoices** page, click the *Actions* drop-down choice list.

18. Select **Edit** from the drop-down choice list.

Image



19. Click the **Distribution** button to update/correct the Distribution Combination.

Image

► Invoice Header [Show More](#)

◄ Lines ? Match Invoice Lines ▼

View ▼ + [Icons] Detach Allocate ▼ Cancel Line **Distributions**

[Distribution](#) [Budgetary Control](#) [Reference](#) [Tax](#) [Purchase Order](#) [Income Tax](#) [Asset](#) [Project](#)

* Number	* Type	* Amount	Distribution			
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines *
1	Item	50.00		0200-100072-54110000-0201600-0000	6/26/23	☐

20. Click the **Reverse** button to reverse the distribution. This automatically creates a negative distribution line for what is being reverse.

Image

Manage Distributions

View

+

×

Detach

Invoice Line

1

Reverse

Adjust Tax Recovery

Check Funds

View Results

20

Line	* Distribution	* Type	* Amount	Accounted Amount	* Distribution Combination	Related Retainage Distribution	Retained Invoice Distribution
1	1	Item	50.00		0200-100072-54110000-0201800-000		

Distributions Total Amount

50.00

Remaining Amount

0.00

Line Amount

50.00

Save and Close

Cancel

21. Click the **Add** icon to add a new line.

Image

Manage Distributions

View

+

×

Detach

Invoice Line

1

Reverse

Adjust Tax Recovery

Check Funds

View Results

21

Line

Distribution

Type

Amount

Accounted Amount

Distribution Combination

Related Retainage Distribution

Retained Invoice Distribution

1	1	Item	50.00		0200-100072-54110000-0201600-000		
1	2	Item	-50.00		0200-100072-54110000-0201600-000		

Distributions Total Amount

0.00

Remaining Amount

50.00

Line Amount

50.00

Save and Close

Cancel

22. Enter details in the new line. This distribution in this line should be equal to the updated / corrected charge account.

23. Click the **Save and Close** button.

Image

Manage Distributions [X]

View [v] [+] [X] [j] [k] [l] [m] [n] [o] [p] [q] [r] [s] [t] [u] [v] [w] [x] [y] [z] [0] [1] [2] [3] [4] [5] [6] [7] [8] [9] [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [Print] [Refresh] [Detach] Invoice Line 1 [v] [Reverse] [Adjust Tax Recovery] [Check Funds] [View Results]

>>

Line	Distribution	Type	Amount	Accounted Amount	Distribution Combination	Related Retainage Distribution	Retained Invoice
1	3	Item	50.00		0200-100072-42300010-0201600-0000		
1	1	Item	50.00		0200-100072-54110000-0201600-0000		
1	2	Item	-50.00		0200-100072-54110000-0201600-0000		

Distributions Total Amount 50.00

Remaining Amount ✓ 0.00

Line Amount 50.00

23 [Save and Close] [Cancel]

Wrap-Up

Create PO Matched Invoices and update invoice cost distribution using the steps above.

Additional Resources

- Virtual Instructor-Led Training (vILT)
 - [AP101: Invoice Management](#)
 - [PO001: PO Inquiry](#)

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[Printable PDF](#)