

AP-40 Adding County Codes at Distribution Level

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide step by step explanation on how to Add County Codes at Distribution Level to an invoice in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG provides an overview of how to enter county code and county name.

Note: County Code and County name can be entered when the user enters the invoice the first time or the user can edit an already entered / paid invoice to add country codes at the distribution level. *The below example shows how to enter county code and name after the invoice has been paid.*

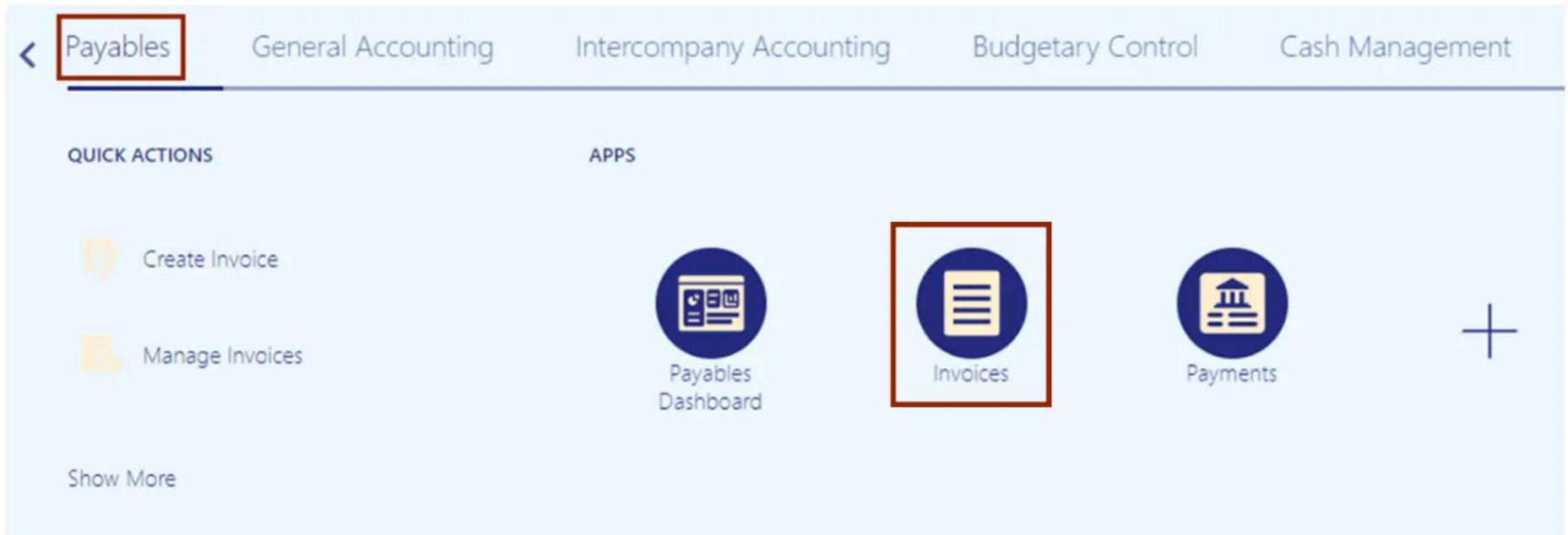
Adding County Code

Follow the steps to add county codes at distribution level. There are 15 steps to complete this process.

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

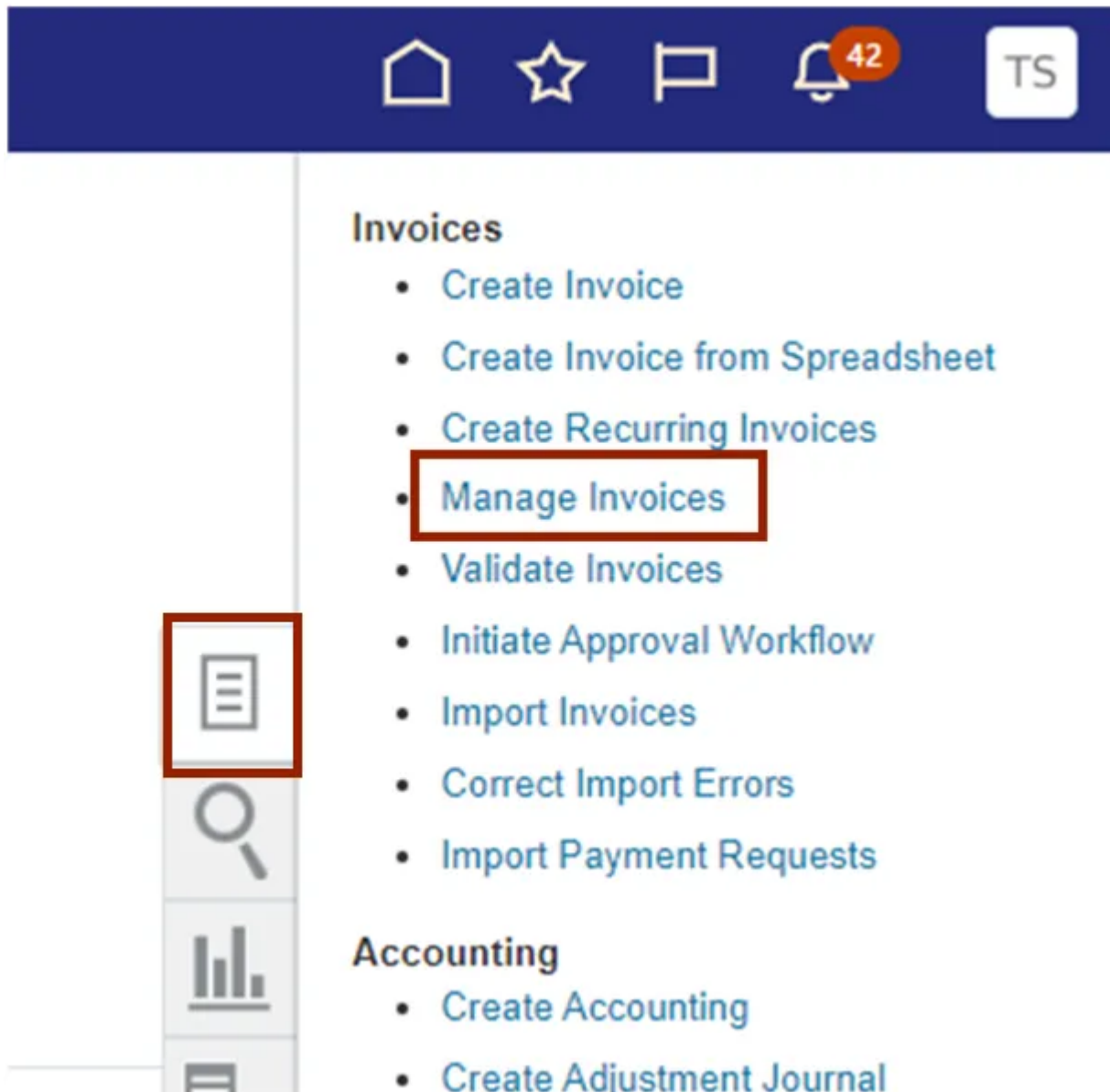
Step 2. Click the **Payables** tab. Click the **Invoices** app.

Image



Step 3. Click the **Tasks** icon. On the **Tasks** pane, click the **Manage Invoices**.

Image



Step 4. The **Manage Invoices** page opens. On the **Search: Invoice** section, enter the required fields. Click the **Search** button.

Image

Manage Invoices ?

Done

Search Results

Search: Invoice

Business Unit

* Invoice Number

Invoice Amount

** Invoice Date

** Supplier or Party

Advanced Saved Search

** At least one is required

** Supplier Number

Supplier Site

Taxpayer ID

** Invoice Group

Search Reset Save...

Step 5. Click the invoice number link to view details of the invoice.

Image

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site
1016824-0-CORR	3/9/23	1/26/24 9:24 AM	FORMS & SUPPLY INC	R.46PT.A
1041496-0	4/4/23	1/24/24 3:27 PM	FORMS & SUPPLY INC	R.52PT.A
1083169-0	5/24/23	1/26/24 9:06 AM	FORMS & SUPPLY INC	R.46PT.A
1087151-3	6/2/23	1/24/24 11:07 ...	FORMS & SUPPLY INC	R.52PT.A
1087151-4	6/30/23	1/24/24 11:11 ...	FORMS & SUPPLY INC	R.52PT.A
1113621-2	7/24/23	1/24/24 1:01 PM	FORMS & SUPPLY INC	R.52PT.A
1113621-3	7/28/23	1/24/24 1:07 PM	FORMS & SUPPLY INC	R.52PT.A
1116209-0	7/31/23	1/24/24 11:13 ...	FORMS & SUPPLY INC	R.52PT.A

Step 6. Click the **Actions** dropdown and select **Edit**.

Image

Manage Invoices ⓘ

Search Results
1016824-0-CORR
1041496-0

Invoice Details

Invoice Date

4/4/23

Invoice Type

Standard

Supplier or Party

FORMS & SUPPLY INC

Supplier Site

R.52PT.A

Address

PO BOX 563953, CHARLOTTE, NC:28256

Invoice Amount

206.32 USD

Applied Prepayments

0.00 USD

Unpaid Amount

206.32 USD

Holds

1

Notes

Validated

Actions

Save

Save and C

Business Unit

Payment Business Unit

Payment Terms

Payment Currency

Attachments

Edit

Check Funds

Validate

Request Override

Approval

Cancel Invoice

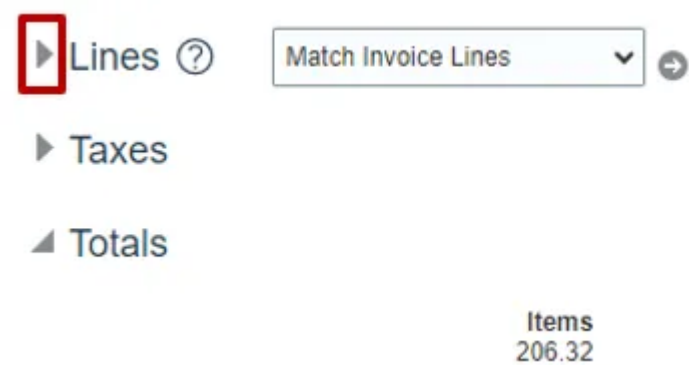
Post to Ledger

Account in Draft

Step 7. Invoice is now editable, expand the arrow in the **Lines** section to view all details.

Note: If the invoice is being entered the first time, you can follow the below steps to add County Code and Name.

Image



Step 8. All the line details will be displayed, click on the **Distribution** button.

Image

Step 10. Edit Distribution 1 window will be displayed, you can now select the **Distribution County Code** and **Distribution Couty Name** from the first two drop down menus.

Image



The image shows a window titled "Edit Distribution: 1" with a close button (X) in the top right corner. Inside the window, there are two dropdown menus. The first dropdown is labeled "Distribution County Code" and the second is labeled "Distribution County Name". Both dropdown menus are highlighted with a red rectangular border. The "Distribution County Code" dropdown has a small downward arrow on its right side, and the "Distribution County Name" dropdown also has a small downward arrow on its right side.

Step 11. Click on **Distribution County Code** dropdown and select the appropriate code. In this example we will select **7**.

Image

Edit Distribution: 1



Distribution County Code



Distribution County Name

Context Value	1	001-Alamance
Charge Type	2	002-Alexander
Line Relationship	3	003-Alleghany
Agency	4	004-Anson
Budget Fund	5	005-Ashe
Account	6	006-Avery
Agency Mgmt Unit	7	007-Beaufort
Agency Program	8	008-Bertie
	9	009-Bladen
		Search...

Step 12. Click on **Distribution County Name** dropdown and select the related name.

Image

Edit Distribution: 1



Distribution County Code

 ▼

Distribution County Name

 ▼

Context Value

Charge Type

Beaufort

[Search...](#)

Step 13. Once the Code and Name is selected, Click **OK**.

Image

Edit Distribution: 1



Distribution County Code

 ▼

Distribution County Name

 ▼

Step 14. Click **Save and Close** on the Manage Distribution window.

Image

Manage Distributions



View Detach Invoice Line 1 Reverse Adjust Tax Recovery Check Funds View Results

Budgetary Control Status Purchase Order Receipt Project

Line	* Distribution	* Type	* Amount	Receipt		Project					Details
				Number	Line	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	
1	1	Item	17.52								

Distributions Total Amount 17.52

Remaining Amount 0.00

Line Amount 17.52

Save and Close

Cancel

Step 15. Edit Invoice page will be displayed, click on **Save and Close**.

Image

Validated Invoice Actions Save **Save and Close** Cancel

Last Saved 2/2/24 10:16 AM

* Number 1041496-0

* Amount USD - 206.32

Type Standard

Description ACCT#2598735 PENDER CORRECTIONAL

* Date 4/4/23

* Payment Terms Immediate

* Terms Date 4/4/23

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Attachments [PCI_4150_24012410040.pdf](#)

Wrap-Up

This QRG provides you with step-by-step explanation on how to add county codes at the distribution level to an invoice.

Additional Resources

- Virtual Instructor-Led Training (VILT)
 - [AP101: Invoice Management](#)

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