

AR-06 Create and Manage Invoices

Purpose

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

Introduction and Overview

This QRG covers how to create and manage invoices in NCFS.

Create and Manage Invoices

To create and manage invoices in NCFS, please follow the steps below. There are 14 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, under the **Receivables** tab, Click the **Billing** app.

Image

Good afternoon, Training Super User 1!

[Sales](#)[Contract Management](#)[Supply Chain Execution](#)[Receivables](#)[Supply Chain Plan](#) >

QUICK ACTIONS

[Create Transaction](#)[Credit Transaction](#)[Show More](#)

APPS

[Billing](#)[Accounts
Receivable](#)

Step 3. On the **Billing** page, Click the **Tasks** icon and select the **Create Transaction** link.

Image

Billing ? All business units ▾

Incomplete

1

0-10 Days

3

10+ Days

Approval

0

View ▾   Complete Delete

Transaction Number	Source	Class	Customer
30001	Manual	Credit Memo	UNC-GREENSBORO
21001	Manual	Invoice	UNC CHAPEL HILL
24001	Manual	Invoice	UNC ROCKINGHAM H...
28001	Manual	Invoice	UNC ROCKINGHAM H...

  

Transactions

- Create Transaction
- Credit Transaction
- Manage Transactions
- Manage AutoInvoice Lines
- Approve Adjustments

Customers

- Create Customer
- Manage Customers
- Upload Customers from Spreadsheet
- Manage Data Import

Customer Account Balances

- Review Customer Account Details

Accounting

- Create Accounting
- Create Adjustment Journal
- Review Journal Entries

Step 4. Enter the required details in **General Information**, **Customer**, and **Invoice Lines** sections.

Note: The data entered is for training purposes only.

Image

Create Transaction: Invoice ?

Save ▼ Complete and Create A

General Information [Show More](#)

Transaction Class	Invoice ▼	Transaction Date	5/9/23 📅	* Currency	USD US Dollar ▼
* Business Unit	2500 DHHS HEALTH BENEF ▼	Accounting Date	5/9/23 📅	Transaction Total	100.00
* Transaction Source	Manual ▼	Salesperson	🔍	Lines	100.00
* Transaction Type	NC Standard Invoice ▼	Invoicing Rule	▼	Tax	0.00
* Transaction Number		Attachments	None +	Freight	0.00 ✎
Document Number		Notes	📝	Charges	0.00

Customer

Payment

* Bill-to Name	UNC ROCKINGHAM HEALTHCAF 🔍	Ship-to Name	UNC ROCKINGHAM HEALTHCAF 🔍	* Payment Terms	NET 60 ▼
Bill-to Site	67550 ▼	Ship-to Site	20914 ▼	Due Date	7/8/23

Invoice Lines

View ▼ + × 📄 Detach Edit Freight Edit Default Sales Credits

[Line Information](#) [Tax Determinants](#) [Revenue Scheduling](#)

Line	Item	* Description	Line Information					
			Memo Line	UOM	* Quantity	* Unit Price	Amount	Details
1		TEST DHHS			10	10	100.00	
2								

Step 5. Click the **Show More** link.

Image

General Information

Show More

Business Unit2500 DHHS HEALTH BENEFITS

Transaction SourceManual

* Transaction TypeNC Standard Invoice

Transaction Number27001

Document Number

StatusIncomplete

* Transaction Date5/9/2023

* Accounting Date5/9/2023

Salesperson

Invoicing Rule

AttachmentsNone

Notes

* CurrencyUSD US Dollar

Transaction Total100.00

Lines100.00

Tax0.00

Freight0.00

Charges0.00

Customer

* Bill-to NameUNC ROCKINGHAM HEALTHCARE

* Bill-to Site67550

Ship-to NameUNC ROCKINGHAM HEALTHCARE

Ship-to Site20914

Payment

* Payment TermsNET 60

Due Date7/8/23

Invoice Details

Step 6. Click the Miscellaneous tab.

Image

Customer

Payment

Miscellaneous

Bill-to

Ship-to

Sold-to

* Name

UNC ROCKINGHAM HEALTHCARE

* Account Number

16920

Third-Party Tax
Registration Number

* Site

67550

* Address

117 E KINGS HWY

EDEN, NC United States 27288-5201

Contact

aaaptakqcd y z

Name

UNC ROCKINGHAM HEALTHCARE

Site

20914

Address

117 E KINGS HWY

EDEN, NC United States 27288

Contact

Name

UNC ROCKINGHAM HEALTHCARE

Paying Customer

Account
Number

16920

* Site

67550

Invoice Details

Invoice Lines

Sales Credits

View

+

×

Detach

Edit Freight

Step 7. Select **NCAS Data** from the *Context Value* drop-down choice list and enter other required details.

Image

Customer Payment **Miscellaneous**

* Legal Entity	NC DHHS HEALTH BENEFIT ▾	Generate Bill	Yes ▾	PO Number	
☐ Intercompany		Print Date		PO Revision	
Tax Registration Number		Recurring Bill Plan Name		PO Date	
Taxation Country	United States ▾	Recurring Bill Plan Period		Medicaid Share	
Document Fiscal Classification		Special Instructions		Non-Medicare Share	
Default Tax Exemption Handling	Standard	Comments		Context Value	Context Value
Cross Reference		Structured Payment Reference		Context Value	NCAS Data ▾
				PROVIDER #	
				CASE TYPE	
				DIV	
				CROSS REFERENCE	
				PERID	
				From Date	
				To Date	

Step 8. In the **Invoices Details** section, Click the **Details** icon.

Image

Invoice Details

[Invoice Lines](#) [Sales Credits](#)

View ▾

+

×

Detach

Edit Freight

Line Information

Tax Determinants

Revenue Scheduling

Line	Item	* Description	Line Information					Tax Classification
				* Quantity	* Unit Price	Amount	Details	
1		TEST DHHS		10	10	100.00		
Total				10		100.00		

Step 9. Select **NCAS Data** from *Context Value* drop-down choice list and enter required data in the other fields.

Image

General Information

Item		Amount	100.00
Memo Line		Amount Includes Tax	Use Tax Rate Code
* Description	TEST DHHS	Language	
Warehouse		Translated Description	
Reference		Attachments	None
UOM			
* Quantity	10		
* Unit Price	10		

Additional Information

Context Value NCAS Data

SERV

REASN

Context Value

Regional Information

Order

Number		Date		Channel	
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Step 10. Click the **Save** button.

Image

Create Transaction: Invoice

Save 

Complete and Create Ar

General Information [Show More](#)

Transaction Class	Invoice 
* Business Unit	2500 DHHS HEALTH BENEF 
* Transaction Source	Manual 
* Transaction Type	NC Standard Invoice 
* Transaction Number	
Document Number	

Transaction Date	5/9/23 
Accounting Date	5/9/23 
Salesperson	
Invoicing Rule	
Attachments	None 
Notes	

* Currency	USD US Dollar 
------------	---

Transaction Total	100.00
Lines	100.00
Tax	0.00
Freight	0.00 
Charges	0.00

Customer

* Bill-to Name	UNC ROCKINGHAM HEALTHCAF 
Bill-to Site	67550 

Ship-to Name	UNC ROCKINGHAM HEALTHCAF 
Ship-to Site	20914 

Payment

* Payment Terms	NET 60 
Due Date	7/8/23

Step 11. Click the *Actions* drop-down choice list and select the **Edit Distribution** option.

Image

Edit Transaction: Invoice 28001 ?

Actions Save Complete and Create Another Cancel

Edit Distributions

General Information [Show More](#)

Business Unit 2500 DHHS HEALTH BENEFITS

Transaction Source Manual

* Transaction Type NC Standard Invoice ▼

Transaction Number 28001

Document Number

Status Incomplete

* Transaction Date 5/9/23

* Accounting Date 5/9/23

Salesperson

Invoicing Rule

Attachments None +

Notes

* Currency USD US Dollar ▼

Transaction Total 100.00

Lines 100.00

Tax 0.00

Freight 0.00

Charges 0.00

Customer

* Bill-to Name UNC ROCKINGHAM HEALTHCARE

Ship-to Name UNC ROCKINGHAM HEALTHCARE

* Payment Terms NET 60 ▼

Step 12. Review the Revenue Charge Account details and click the **Save and Close** button.

Image

Edit Distributions ✕

View Detach

Line Number	Detail Line Number	Account Class	Distribution	Accounting Date	Allocation			Distribution Comments
					Percentage	Amount (USD)	Accounted Amount (USD)	
		Receivable	2500-014446-11320000-00000000-0000	5/9/23	100.0000	100.00	100.00	
1		Revenue	2500-014446-56100238-00000000-0000	5/9/23	100.0000	100.00	100.00	

Save and Close **Cancel**

Step 13. Click the Save drop- down choice list and select the Save and Close option.

Image

Edit Transaction: Invoice 28001 ?

Actions **Save** **Complete and Create Another** **Cancel**

General Information | [Show More](#)

Business Unit 2500 DHHS HEALTH BENEFITS

Transaction Source Manual

*** Transaction Type** NC Standard Invoice

Transaction Number 28001

Document Number

Status Incomplete

*** Transaction Date** 5/9/23

*** Accounting Date** 5/9/23

Salesperson

Invoicing Rule

Attachments None

Notes

*** Currency** USD US Dollar

Transaction Total 100.00

Lines 100.00

Tax 0.00

Freight 0.00

Charges 0.00

Save and Close

Step 14. An *Information* pop-up appears. Click the **OK** button.

Image

The screenshot shows a software interface with a dark blue header bar. Below the header, there is a search bar and a toolbar with icons for grid view, list view, and buttons labeled 'Complete' and 'Delete'. An 'Information' pop-up window is centered on the screen, displaying the message 'Transaction 27001 has been saved.' and an 'OK' button, which is highlighted with a red rectangle. Below the pop-up is a table with the following data:

Transaction Number	Source	Class	Customer	Enter
21001	Manual	Invoice	UNC CHAPEL HILL	
24001	Manual	Invoice	UNC ROCKINGHAM H...	
27001	Manual	Invoice	UNC ROCKINGHAM H...	

Wrap-Up

Create and Manage Invoices using the steps above in NCFS.

Additional Resources

- Virtual Instructor-Led Training (VILT)
 - [AR-103: Invoice Management for DPI](#)
 - [AR-104: Invoice Management & Approvals for DHHS](#)

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