



VALIDATE INVOICES

QUICK REFERENCE GUIDE AP-37

AP

Purpose

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

Introduction and Overview

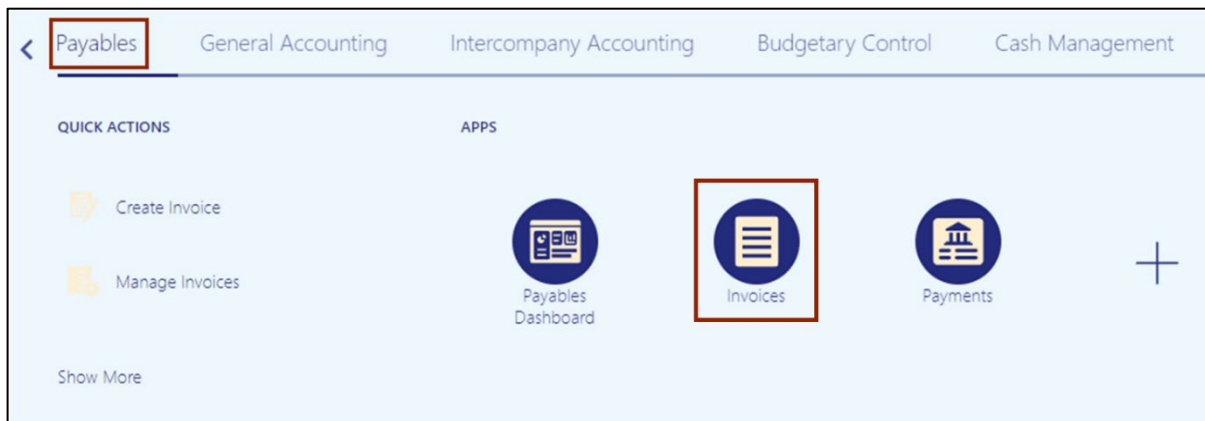
This QRG covers the steps to mass validate invoices.

Note: The invoice needs to be validated before the approval process begins.

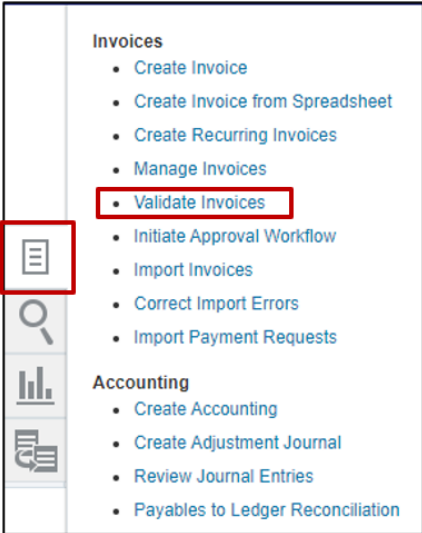
Validate Invoices

To validate invoices in NCFS, please follow the steps below:

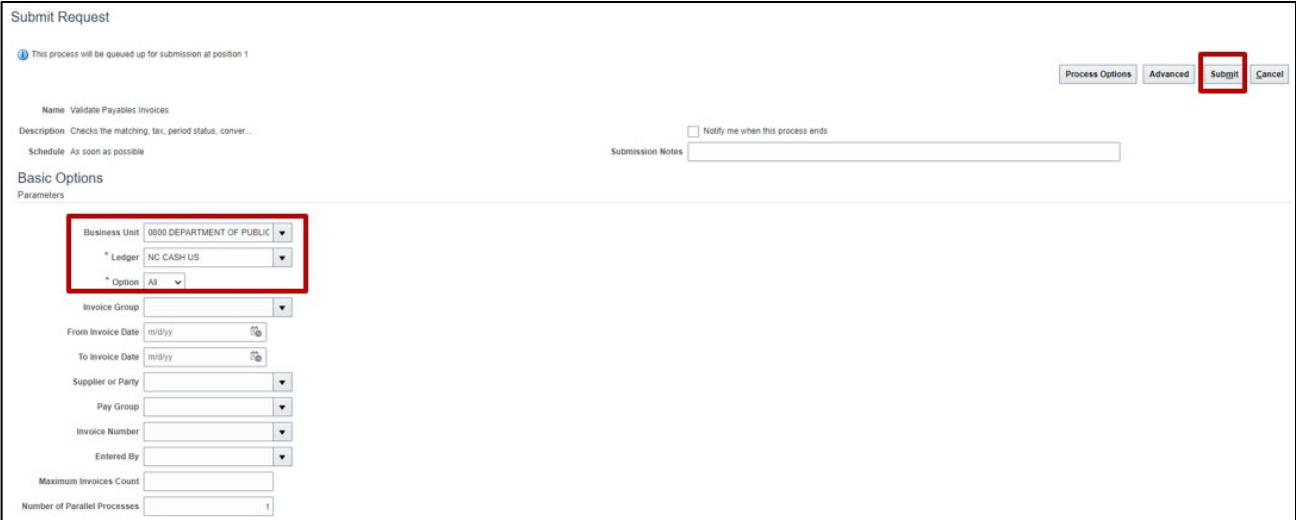
1. Log in to the NCFS portal with your credentials to access the system.
2. Click the **Payables** tab. Click the **Invoices** app.



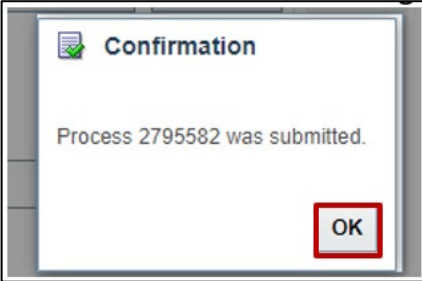
3. Click the **Tasks** [] icon. On the **Tasks** pane, click the **Validate Invoices**.



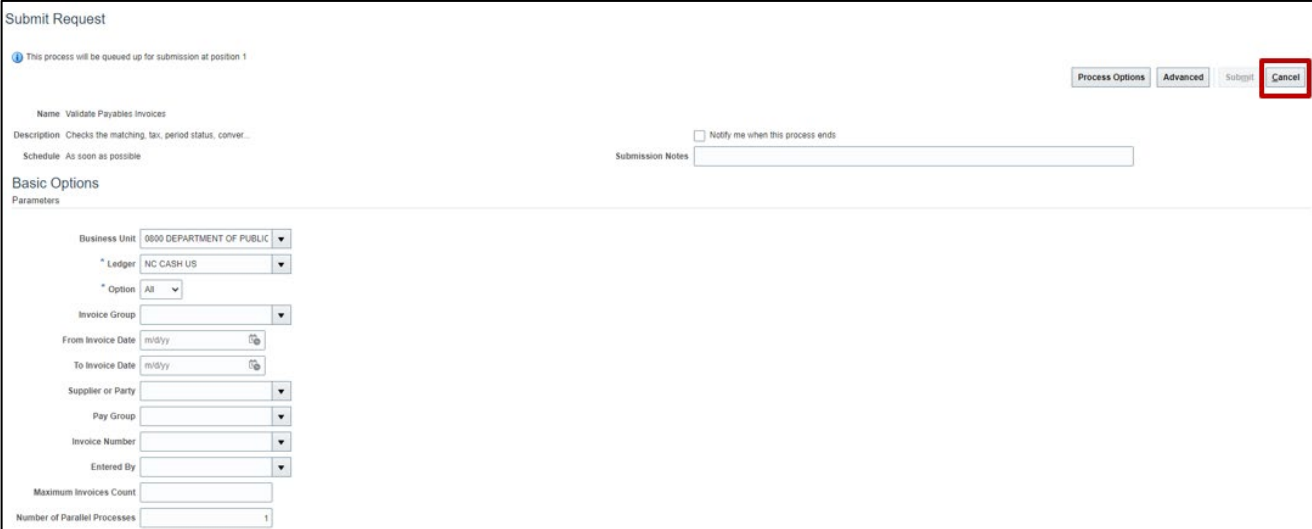
4. The **Submit Request** page opens. Fill in all the required parameters and click the **Submit** button.



5. Confirmation message will be displayed.



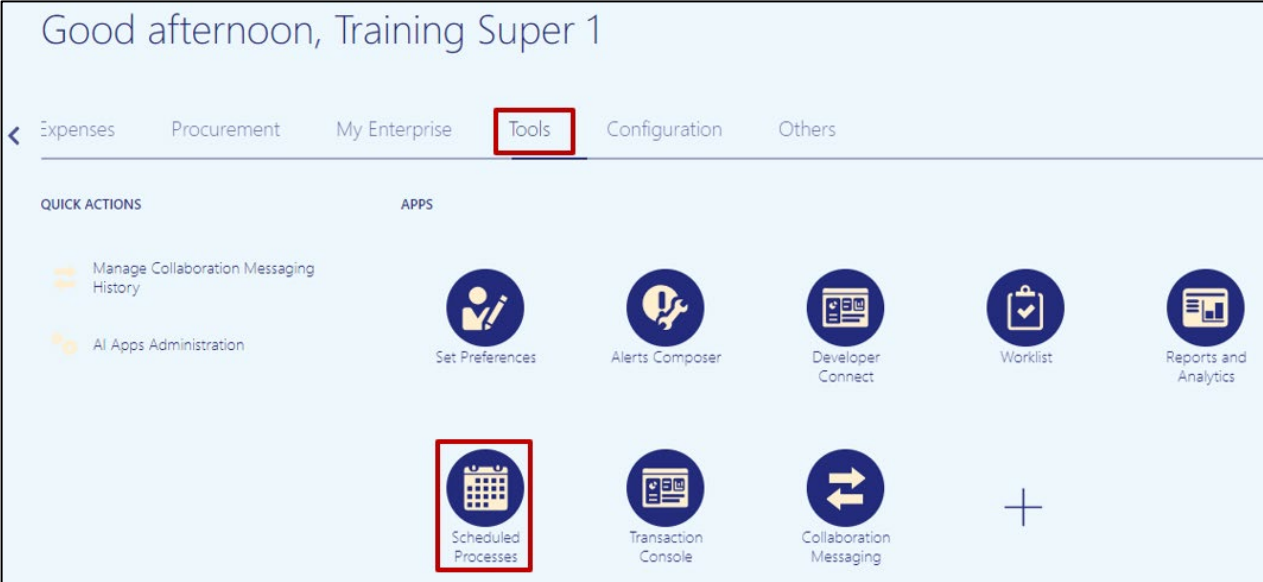
6. Click the **Cancel** button.



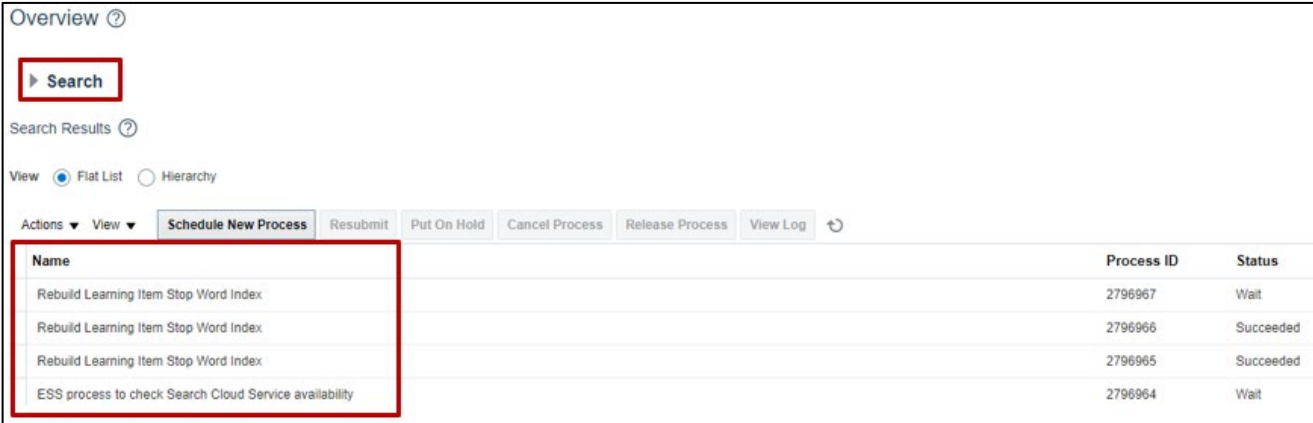
7. You will be redirected to the **Invoice Dashboard** page, click on the **Home** icon.



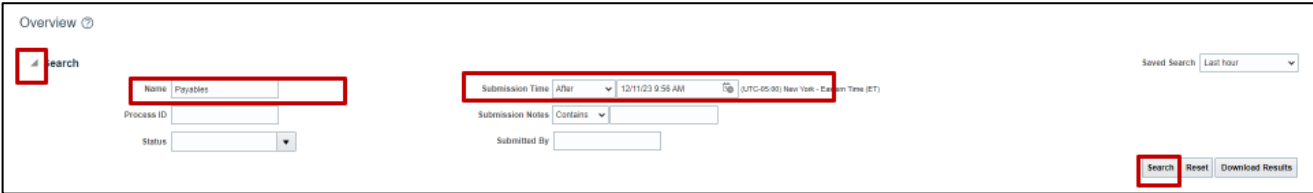
8. Navigate to **Tools** application and click on **Scheduled Processes**. This is the step to find out the status of the Validate Invoice program.



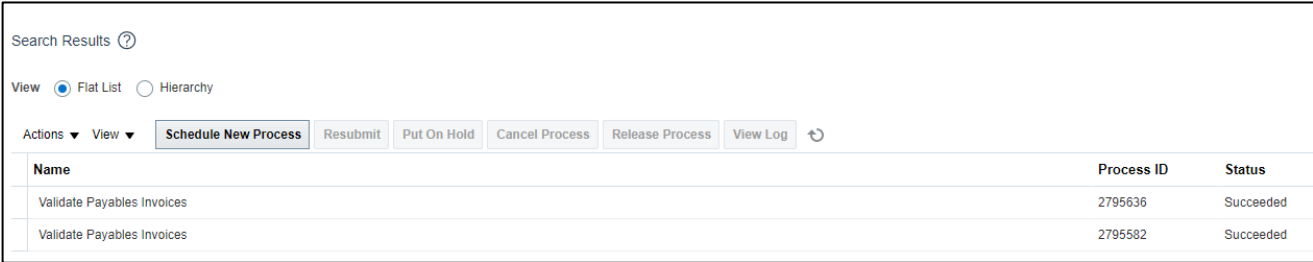
9. The overview page is displayed and a list of all the processes are displayed. You can search for the process using the search criteria or scroll down and look for the process in the list.



10. Click the **Search** arrow and enter the search criteria. You can use several criteria like Name, Process ID or the Submission Time to inquire for the process status. The process name to search for is - **Validate Payables Invoices**, click on **Search** button.



11. A list of all the processes inquired on will be displayed with the status.



Wrap-Up

Validate Invoices using the process above.

Note: The invoice needs to be validated before the approval process begins.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management