CREATE AND PROCESS CHECK PAYMENTS

PTP

QUICK REFERENCE GUIDE AP-09A

Purpose

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

Introduction and Overview

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

User Tip:

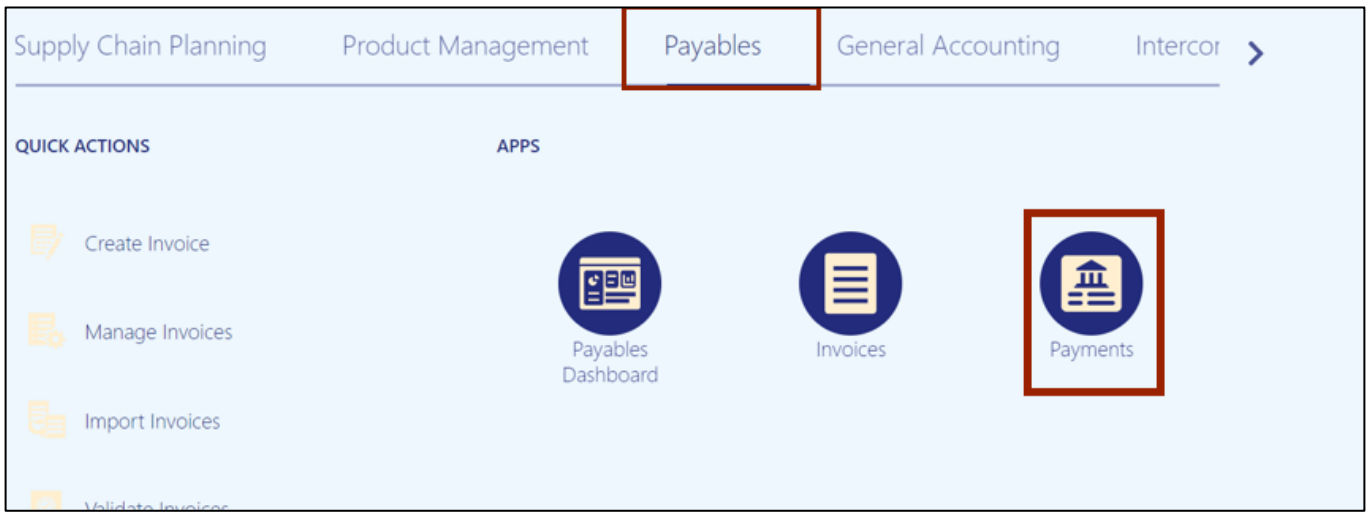
The following are prerequisites to Create and Process Check Payments:

1. Invoices should be validate and approved.
2. Invoice should not have any holds.

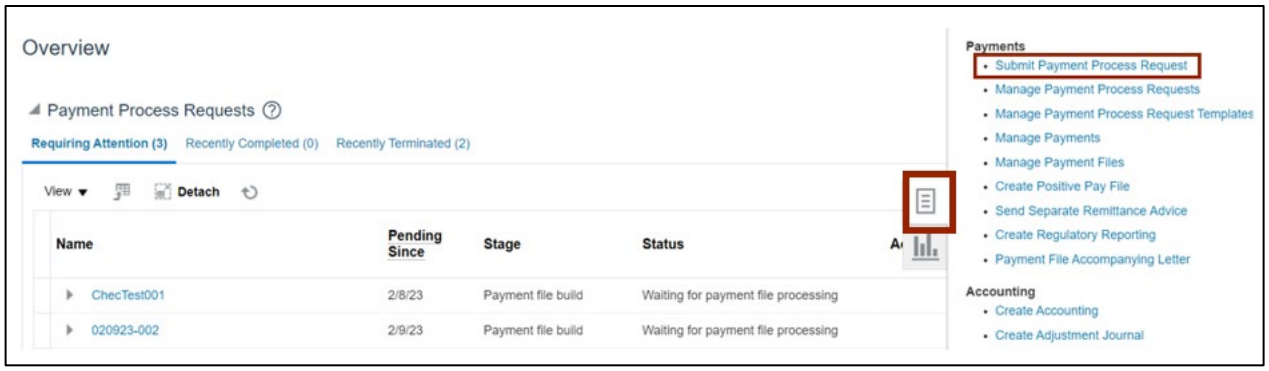
Submit Check Payments

To submit check PPR in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Payables** tab and then click the **Payments** app.

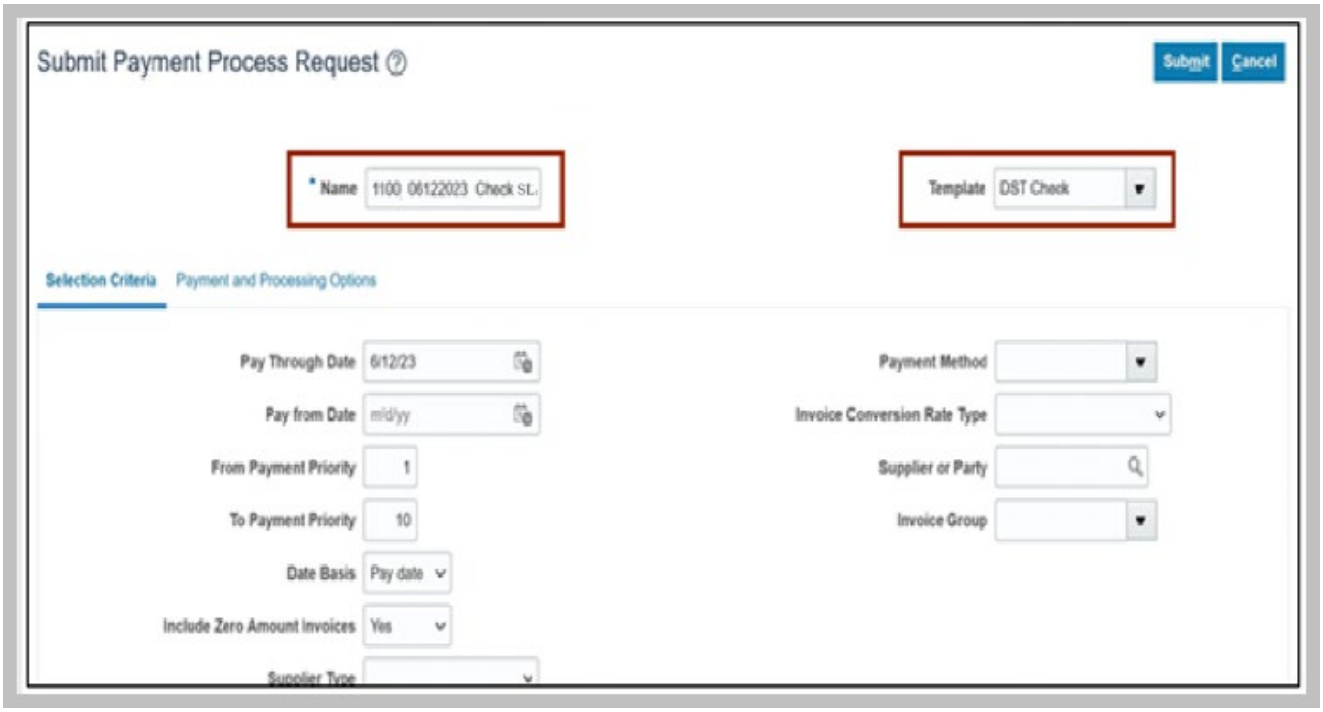


3. On the **Overview** page, click the **Tasks [ ]** icon and then click **Submit Payment Process Request.**

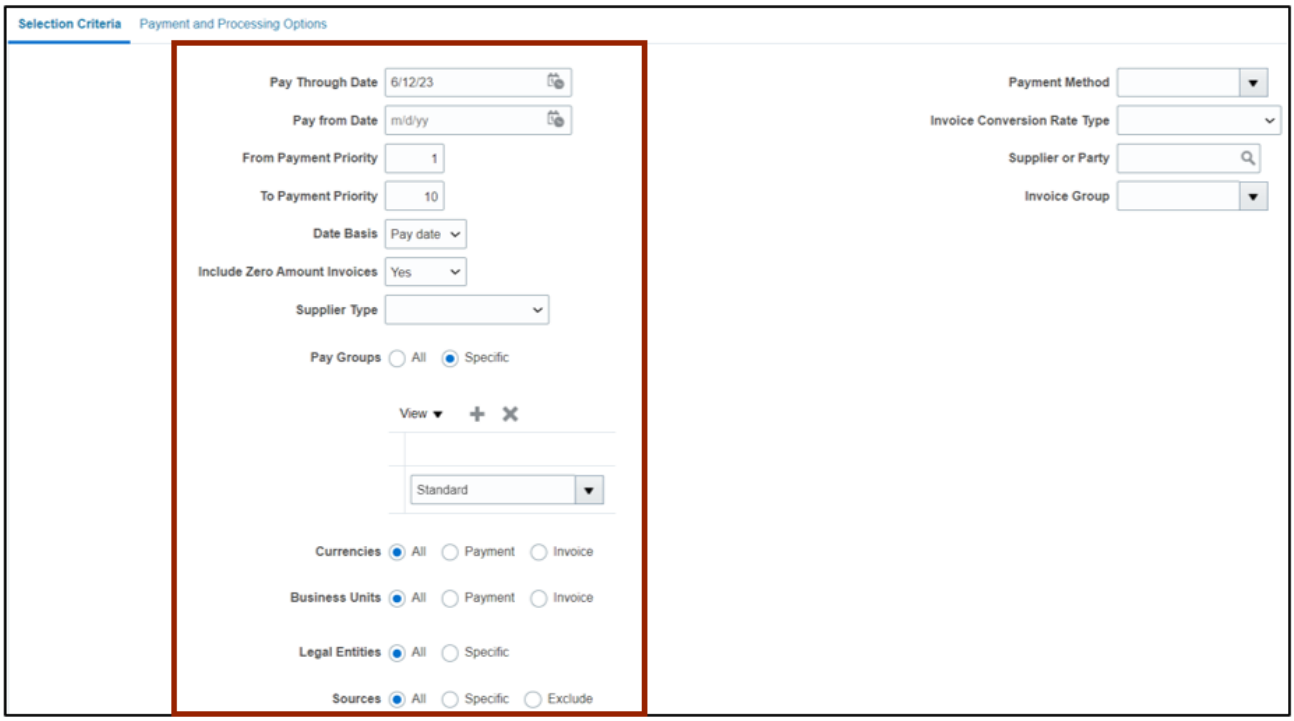


4. Click the *Template* drop-down choice list and select the appropriate template. In this example, we choose **DST Check**.

   Enter the name in the ***Name*** field in the given format "BU Payment Method MMDDYYYY Initials". In this example '0800 Check 04182023 SL'".

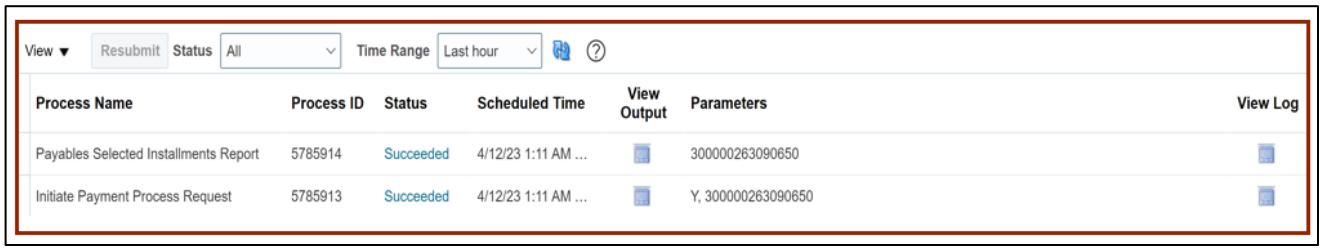


5. On the **Selection Criteria** tab, the details are auto-populated based on the template selected. Review the details and modify if required. **Pay Through Date will determine the invoices picked in your PPR based on the invoice due date.**



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

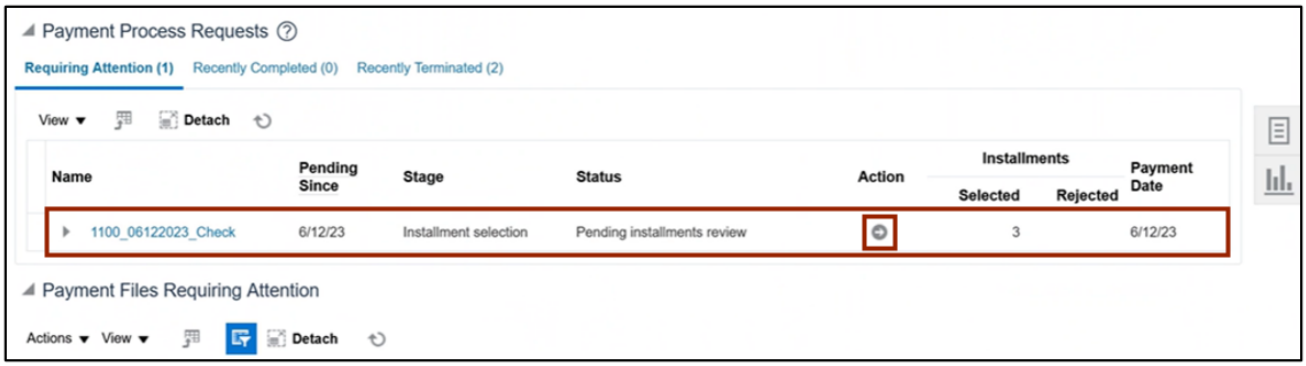
7. These programs will run when you submit the PPR.



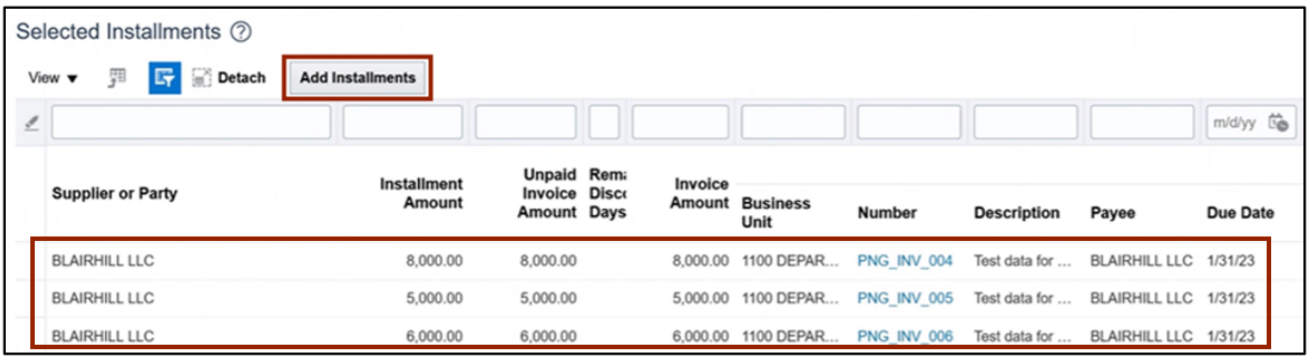
Review Installments (Add/Delete)

To review installments in NCFS, please follow the steps below:

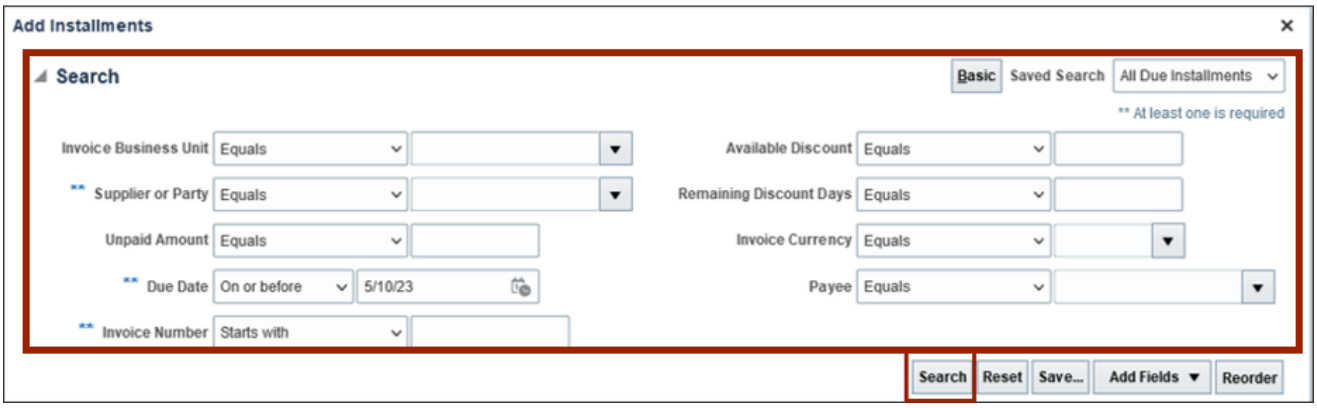
1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required PPR and then click the **Action [ ]** icon.



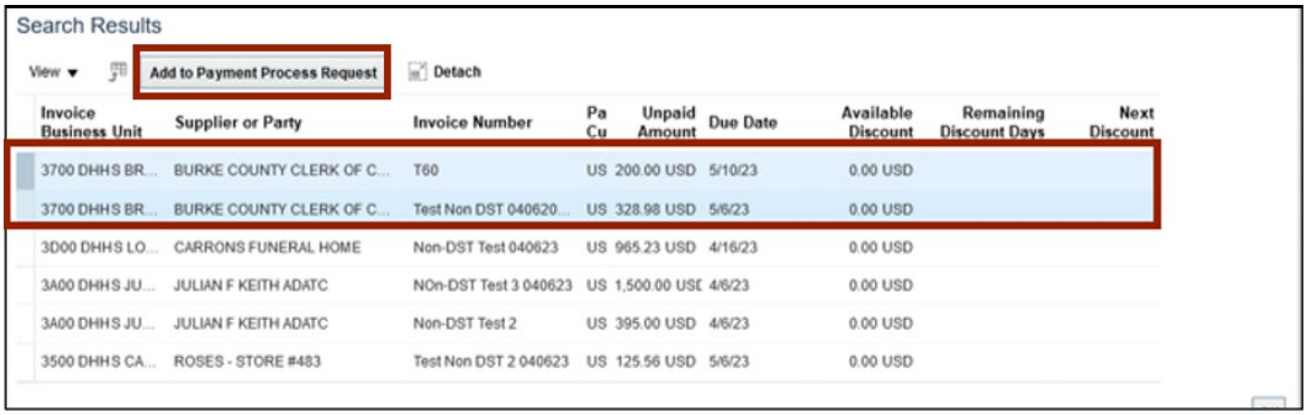
2. On the **Review Installments** page, review the list of Installments**. NCFS will automatically pick up current invoices that ready for check payment**. Optionally, to add or remove installs follow step 5 through step 7, if not skip to step 8. Click the **Add Installments** button to add/remove an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



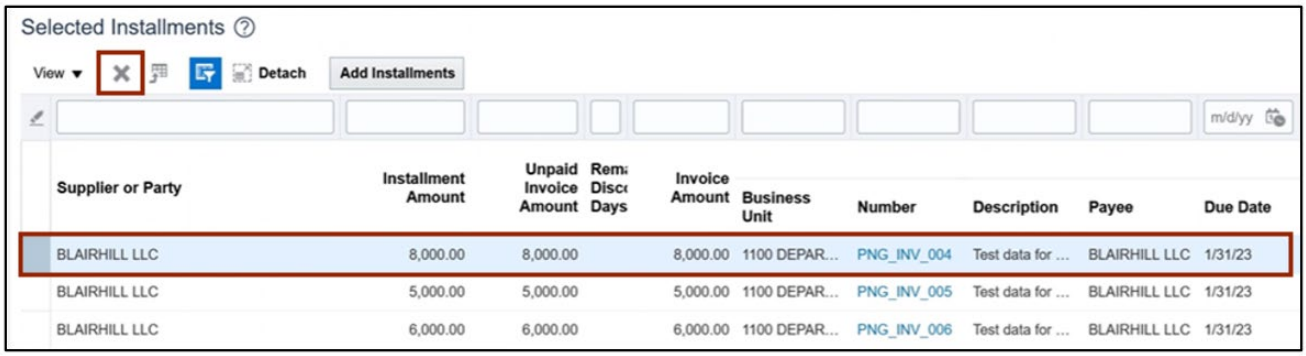
3. In the ***Search*** section, enter details in at least one field (marked as **) for the required **Installment** and click the **Search** button.



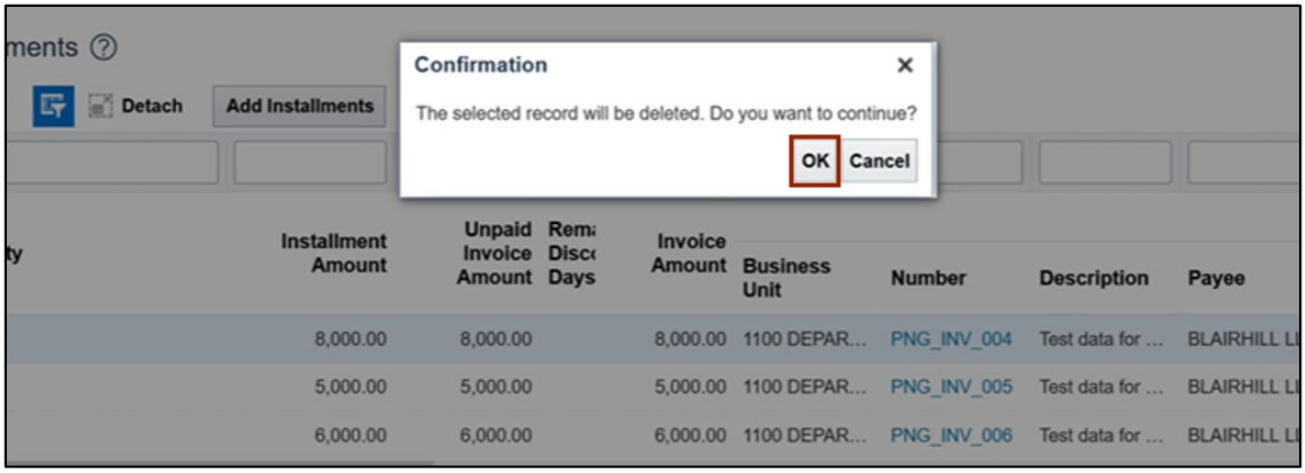
4. List of Installments will appear. Select the **Installments** which need to be added and click the **Add to Payment Process Request** button. Make sure to select invoices which are only check payments.



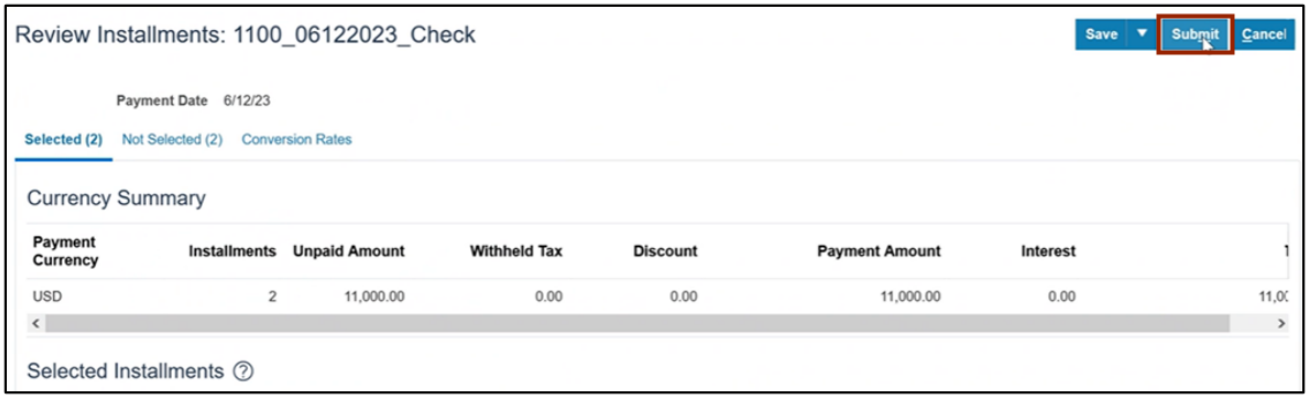
5. Alternatively, to delete an installment, select the **Installment** and click the **Delete [×]** icon.



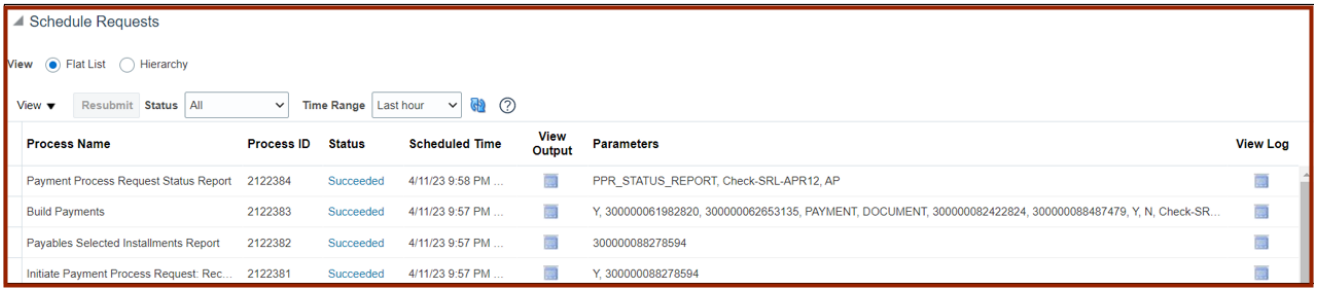
6. A **Confirmation** pop-up appears. Click the **OK** button.



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



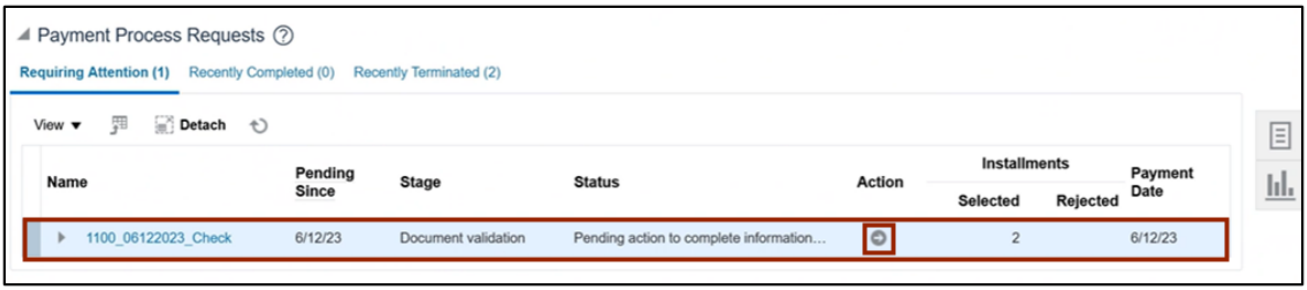
8. These programs will run when you submit the Installments.



Complete Pending Information Required

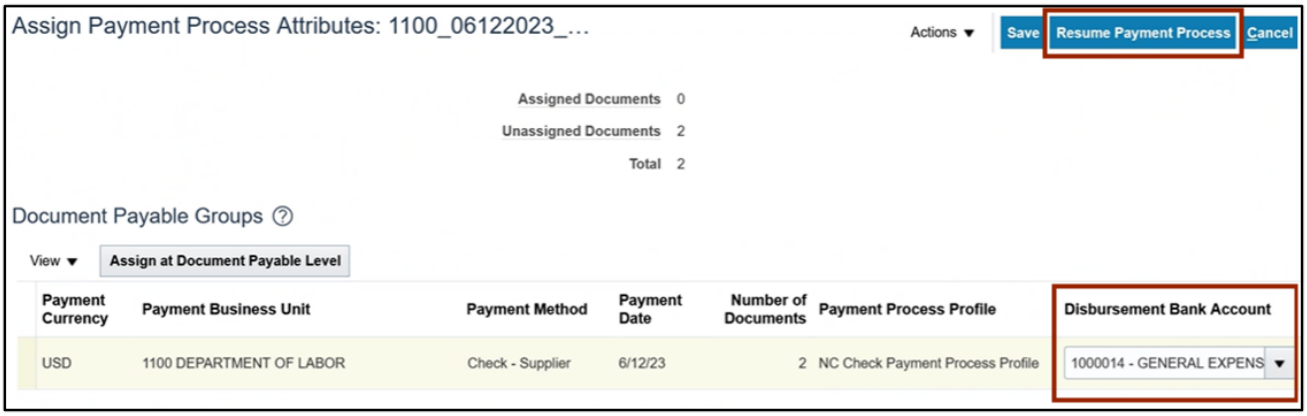
To add disbursement bank account, please follow the steps below:

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.



2. From the *Disbursement Bank Account* drop-down choice list, select the required Account. **Please select your agency's disbursement bank account only**.

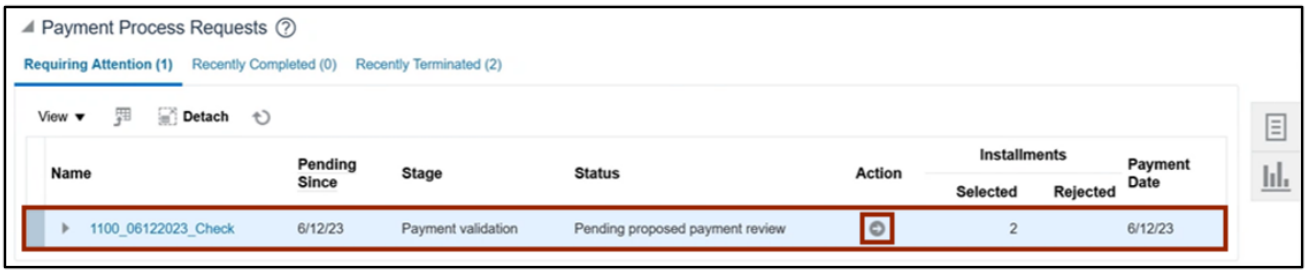
   In this example, we choose **1000014 – GENERAL EXPENSE – DOL**. Click the **Resume Payment Process** button. This will redirect you to the **Payment Process Requests** page.



Complete Pending Proposed Payment Review

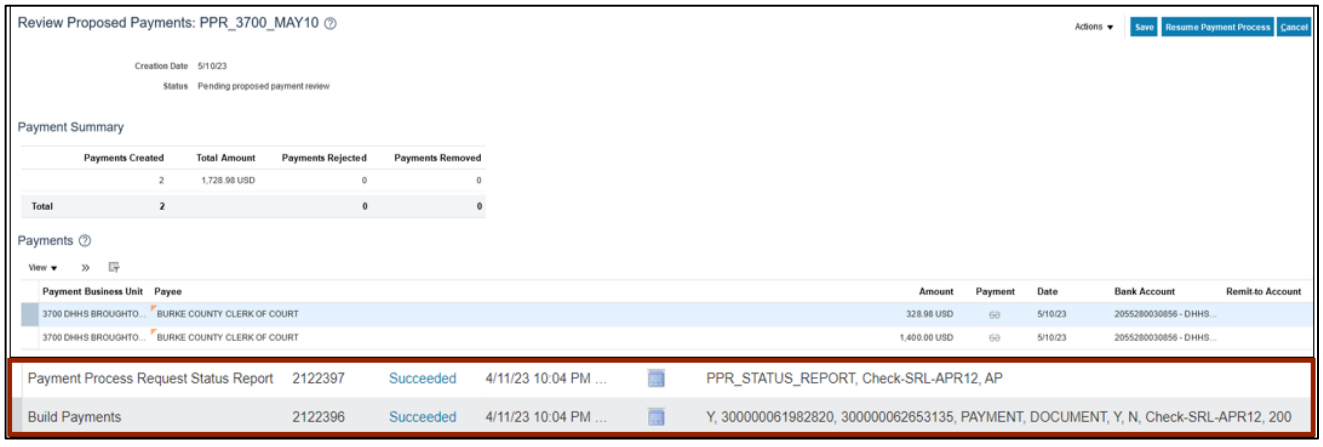
To review pending proposed payment, please follow the steps below:

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.

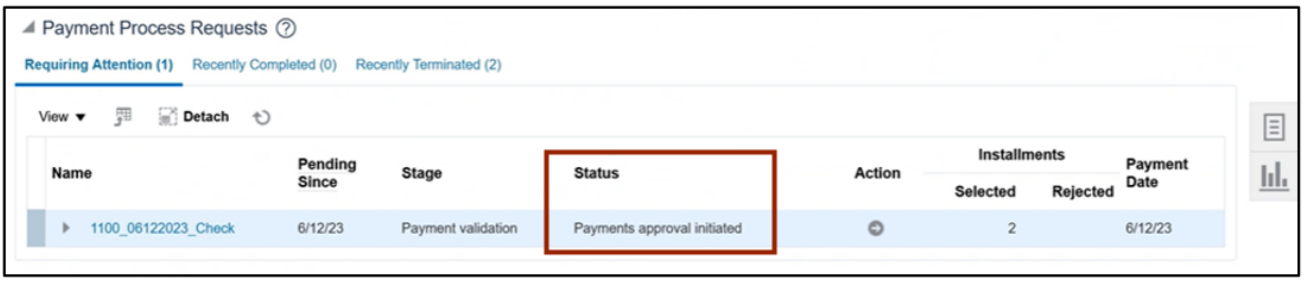


2. On the **Review Proposed Payments** page, click the **Resume Payment Process** button.

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



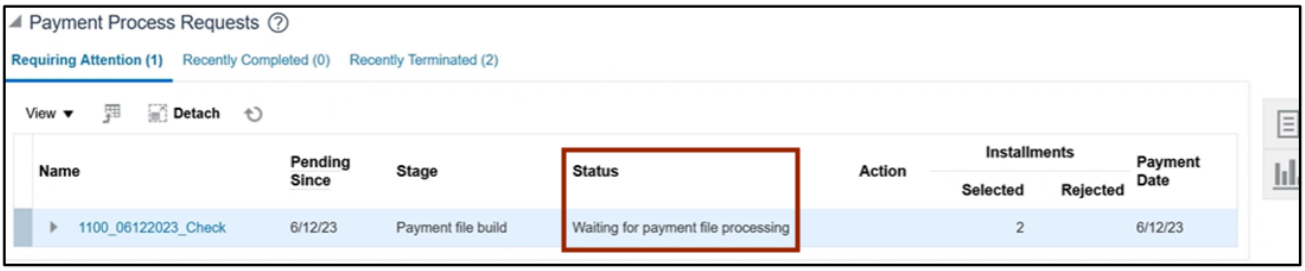
4. Under the **Requiring Attention** tab, the status is available as **Payments approval initiated** for the selected PPR.



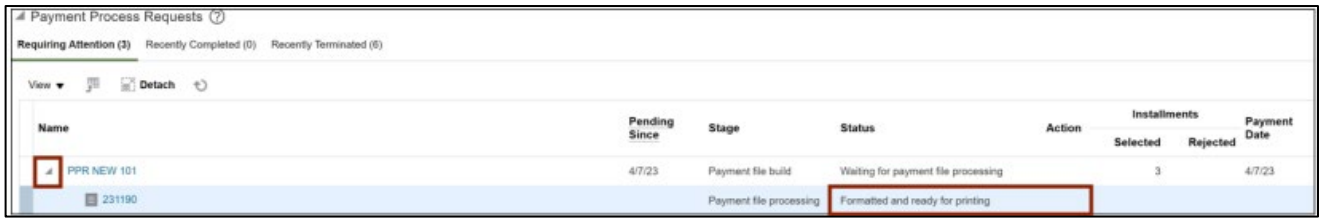
Note: Once you have completed the payment review, the payment approval is initiated, and **Payment Approval is performed by the OSC Central Compliance Team typically between 10:30 am and 1:00 pm.**

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: The Payments are now awaiting Printed files to be created by the Agency Payment Printer role can print checks, please refer to QRG AP31 for steps. Once your agency payment printer confirms the print job, your PPR should move to the Recently Completed tab. Its best practice to confirm your print job the same day as payment accounting won't process until the print job is confirmed. However, please do not confirm your print job until you have the physical printed checks on hand and have inspected them for print issues.



6. Click the Expand button to view the printing status. The status will be updated to Formatted and Ready for Printing.



Wrap-Up

Create check 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
- QRG – AP31