



CORRECT ERRORS FROM INVOICE UPLOAD (SPREADSHEET)

AP

QUICK REFERENCE GUIDE AP-22

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Correct Errors from Invoice Upload (Spreadsheet) in the North Carolina Financial System (**NCFS**).

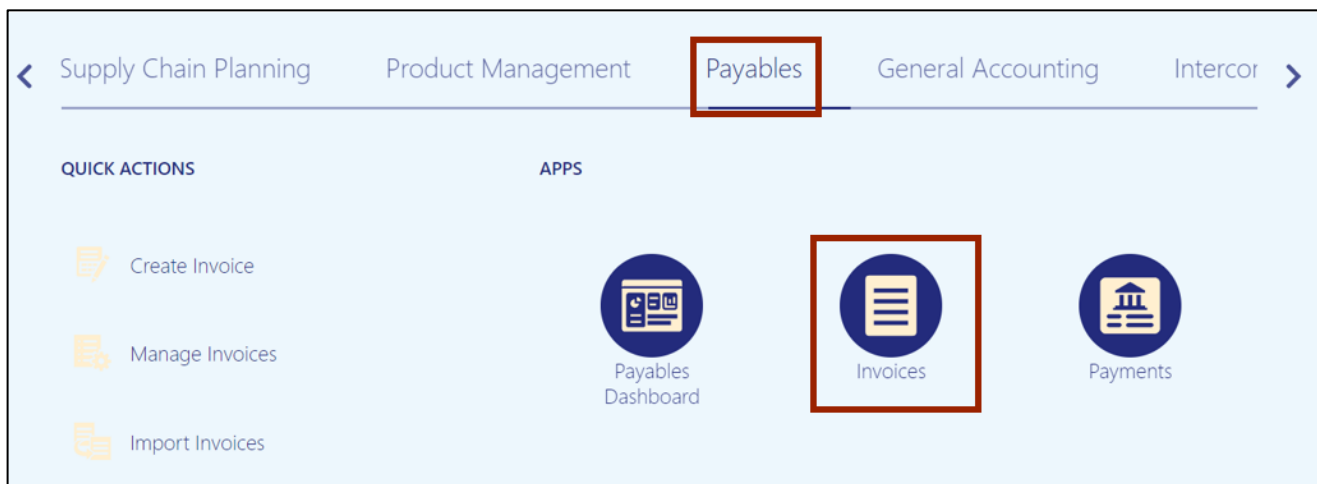
Introduction and Overview


This QRG This will enable you to view and correct the errors that occurred while creating invoices via spreadsheet and importing payment requests (party payments).

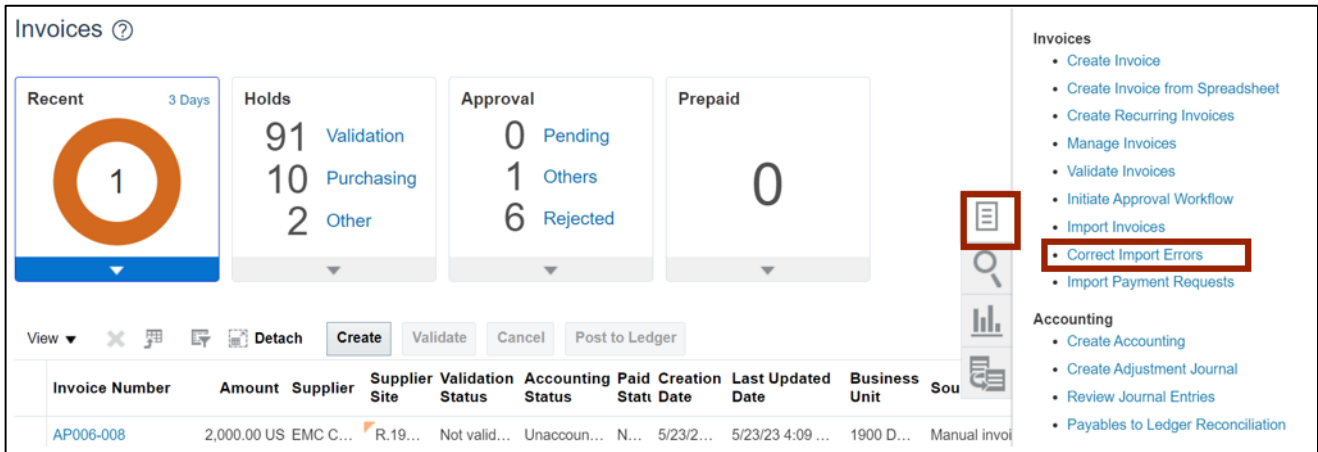
Correct Invoice and Party Payment Errors

To correct errors from invoice upload (spreadsheet) 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 click the **Invoices** app.

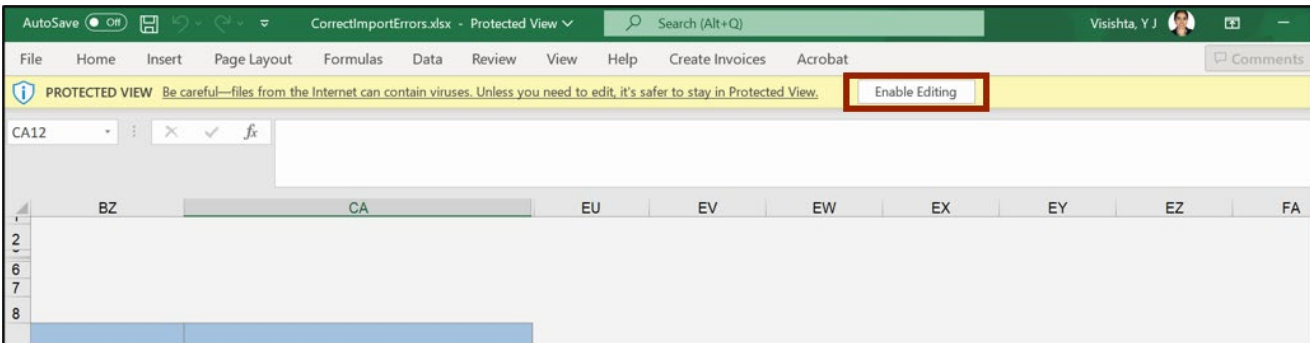


- The **Invoices** dashboard is displayed. Click the **Tasks** [] icon and click **Correct Import Errors**.

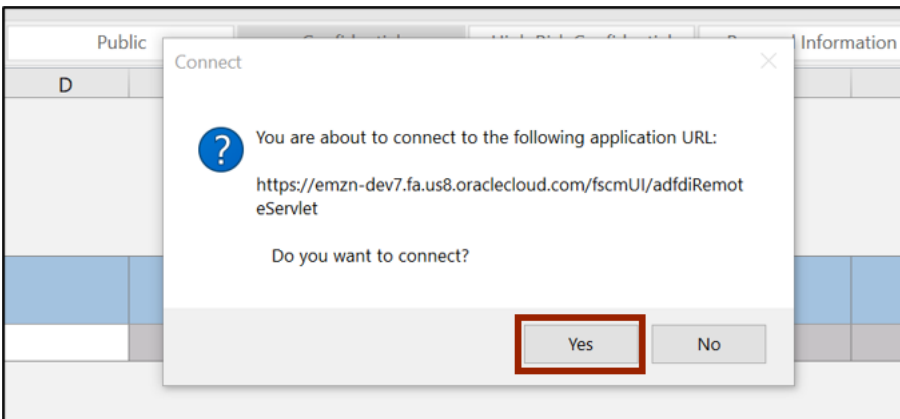


Note: **CorrectImportErrors.xlsx** file is downloaded. Open the excel file.

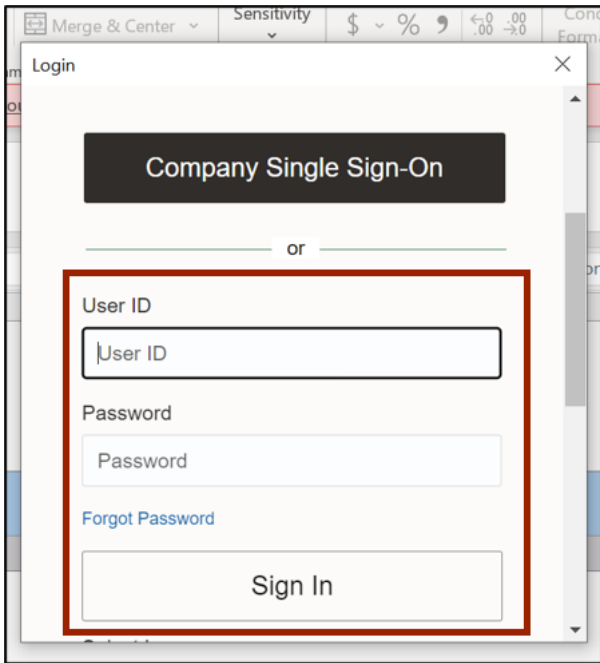
- On the **CorrectImportErrors.xlsx** file, click the **Enable Editing** button.



- The **Connect** pop-up appears. Click the **Yes** button.



6. The *NCFS Login* pop-up appears. Enter your credentials and click the **Sign In** button.



7. The **CorrectImportErrors.xlsx** file displays all the invoices details along with the errors encountered during the import process. Review the **Import Errors** fields on **Invoice Headers** and **Invoice Lines** sections.

In this example, the error is **Invalid supplier site** and **None** on **Invoice Headers** and **Invoice Lines** sections respectively.

Note: Use Invoice ID as reference to map the **Import Errors** in **Invoice Headers** and **Invoice Lines** sections, also you can delete the row by clicking on the Delete (column D) and start over.

Last Downloaded		Worksheet Status									
05/25/2023 15:51:39											
Invoice Headers											
Changed	Delete	Row Status	Invoice Header Identifier	Invoice Image Link	Import Errors	Invoice ID	Load Process ID	Business Ur			
		Row updated	1	Invoice image	Invalid supplier site	300000109851678		1400 OFFICE			
			2	Invoice image	Invalid supplier site	300000109851716		1400 OFFICE			
			3	Invoice image	Invalid supplier site	300000109851728		1400 OFFICE			
Invoice Lines											
Changed	Delete	Row Status	Invoice Header Identifier	Import Errors	Invoice ID	Load Process ID	Line	*Line Type			
				None	300000109851678		1	ITEM			
				None	300000109851716		1	ITEM			
				None	300000109851728		1	ITEM			

8. Scroll to right and fix the import errors in **Supplier Site** field.

In this example, we updated **R.02PT.A** to **R.14PT.A**

Supplier [..]	Supplier Number	Supplier Site[..]	Invoice Currency	Description	Type	Tax Registrat
FORMS & SUPPLY INC	110344	R.14PT.A	USD		STANDARD	
FORMS & SUPPLY INC	110344	R.02PT.A	USD		STANDARD	
FORMS & SUPPLY INC	110344	R.02PT.A	USD		STANDARD	

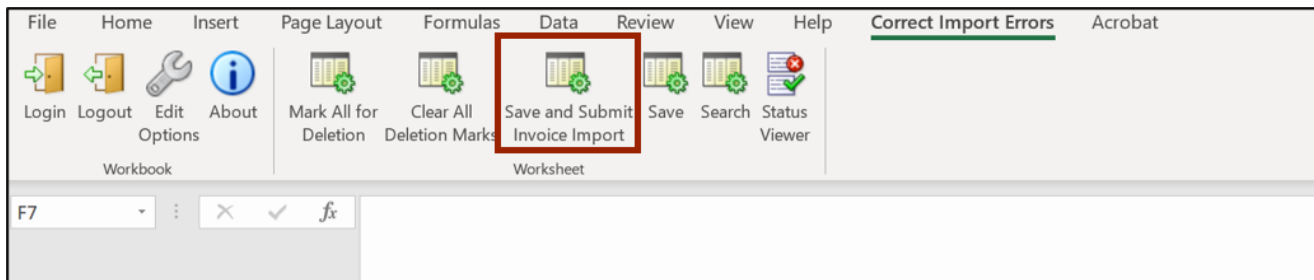
Purchase Order	Purchase Order Line Number[..]	Purchase Order Schedule[..]	Purchase Order Distribution Number[..]	Item Description	Purchasing Category	Receipt[..]

9. Scroll left to double-click the cells in the **Changed** field to reprocess the corresponding row, and double-click the cells in the **Delete** field to delete the corresponding row.

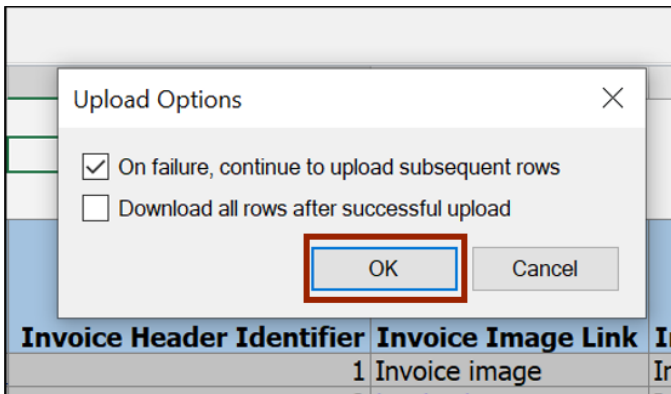
Last Downloaded 05/25/2023 15:51:39		Worksheet Status						
Invoice Headers								
Changed	Delete	Row Status	Invoice Header Identifier	Invoice Image Link	Import Errors	Invoice ID	Load Process ID	Business Un
A		Row updated	1	Invoice image	Invalid supplier site	300000109851678		1400 OFFICE
A			2	Invoice image	Invalid supplier site	300000109851716		1400 OFFICE
			3	Invoice image	Invalid supplier site	300000109851728		1400 OFFICE

Invoice Lines							
Changed	Delete	Row Status	Invoice Header Identifier	Import Errors	Invoice ID	Load Process ID	Line *Line Type
			1	None	300000109851678		1 ITEM
			2	None	300000109851716		1 ITEM
			3	None	300000109851728		1 ITEM

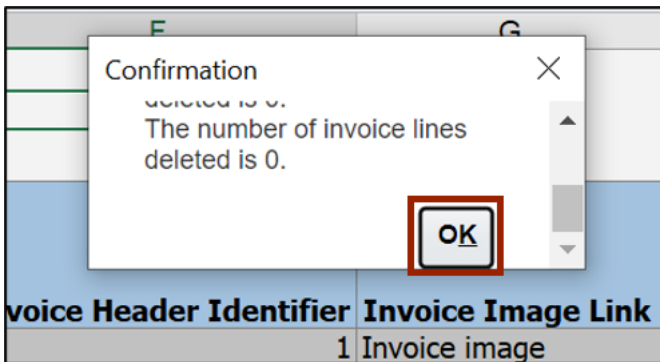
10. On the **Correct Import Errors** tab, click the **Save and Submit Invoice Import** button.



11. The *Upload Options* pop-up appears. Click the **OK** button.

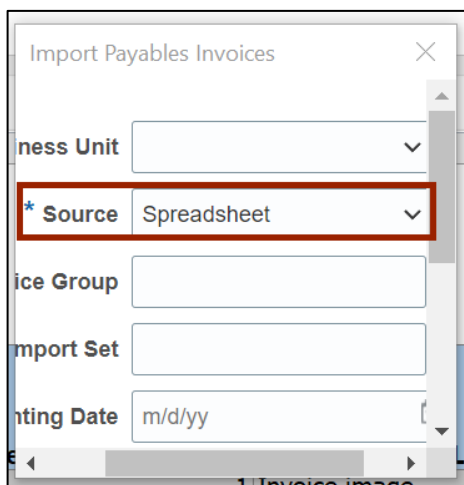


12. The *Confirmation* pop-up appears. On the *Confirmation* pop-up, click the **OK** button.

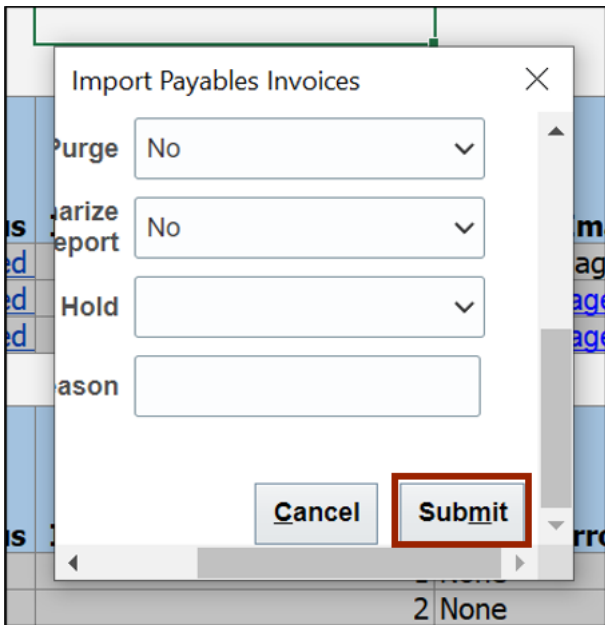


13. The *Import Payables Invoices* pop-up appears. Enter the relevant details in the mandatory fields (marked with *).

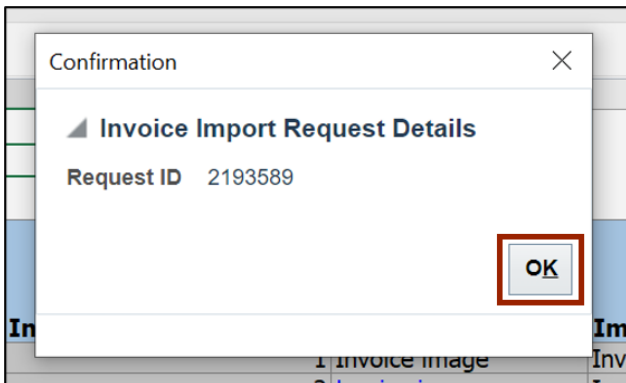
In this example, we choose **Spreadsheet** for *Source* field



14. Scroll down and click the **Submit** button.



15. The *Confirmation* pop-up appears displaying the Request ID. On the *Confirmation* pop-up, click the **OK** button.



16. Navigate to **NCFS Login >> Tools >> Scheduled Processes**. The **Overview** page is displayed. Scroll down to view the status of the applicable **Process ID**.

In this example, we choose **2193589**.

Overview ?

Search Saved Search Last hour

Search Results ?

View Flat List Hierarchy

Actions View Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log

Name	Process ID	Status	Scheduled Time	Submission Time
Ingesting attachments to OSCS	2193592	Succeeded	5/25/23 5:52 PM EDT	5/25/23 5:42 PM EDT
ESS process to check Search Cloud Service availability	2193591	Succeeded	5/25/23 5:47 PM EDT	5/25/23 5:42 PM EDT
Import Payables Invoices	2193589	Succeeded	5/25/23 5:42 PM EDT	5/25/23 5:42 PM EDT
Rebuild Learning Item Stop Word Index	2193588	Succeeded	5/25/23 5:45 PM EDT	5/25/23 5:41 PM EDT

Note: The import errors are fixed.

Wrap-Up

Correct errors from invoice upload (spreadsheet) using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management