



CREATE RECEIPT ACCOUNTING DISTRIBUTIONS

INV

QUICK REFERENCE GUIDE INV-29

Purpose

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

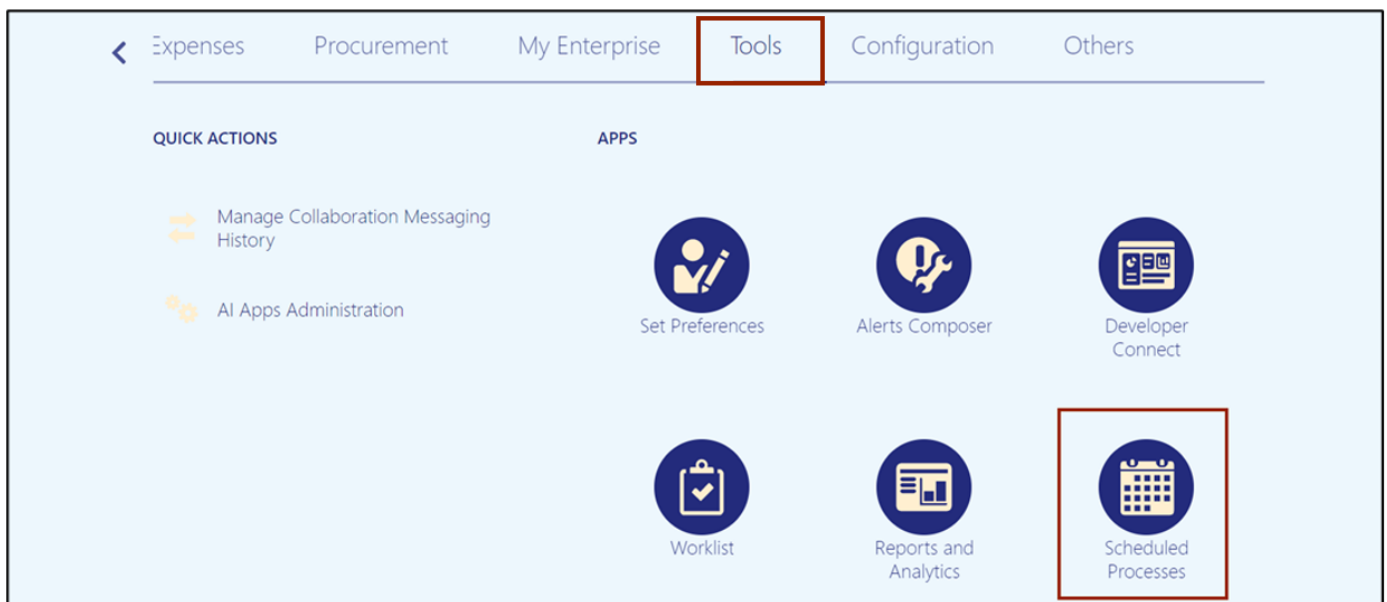
Introduction and Overview

This QRG covers the explanation on how to create receipt accounting distributions in NCFS.

Create Receipt Accounting Distributions

To create receipt accounting distributions 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, under the **Tools** tab click the **Scheduled Processes** app.



3. On the **Overview** page, click the **Schedule New Process** button.

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
IDCS Sync Notification	2177654	Wait	5/17/23 1:42 PM EDT	5/17/23 1:12 PM EDT
Ingesting attachments to OSCS	2177653	Wait	5/17/23 1:22 PM EDT	5/17/23 1:12 PM EDT
ESS process to check Search Cloud Service availability	2177652	Wait	5/17/23 1:17 PM EDT	5/17/23 1:12 PM EDT
Rebuild Learning Item Stop Word Index	2177651	Wait	5/17/23 1:15 PM EDT	5/17/23 1:11 PM EDT

4. Select the appropriate option from the *Name* drop-down [▼]choice list.

Schedule New Process

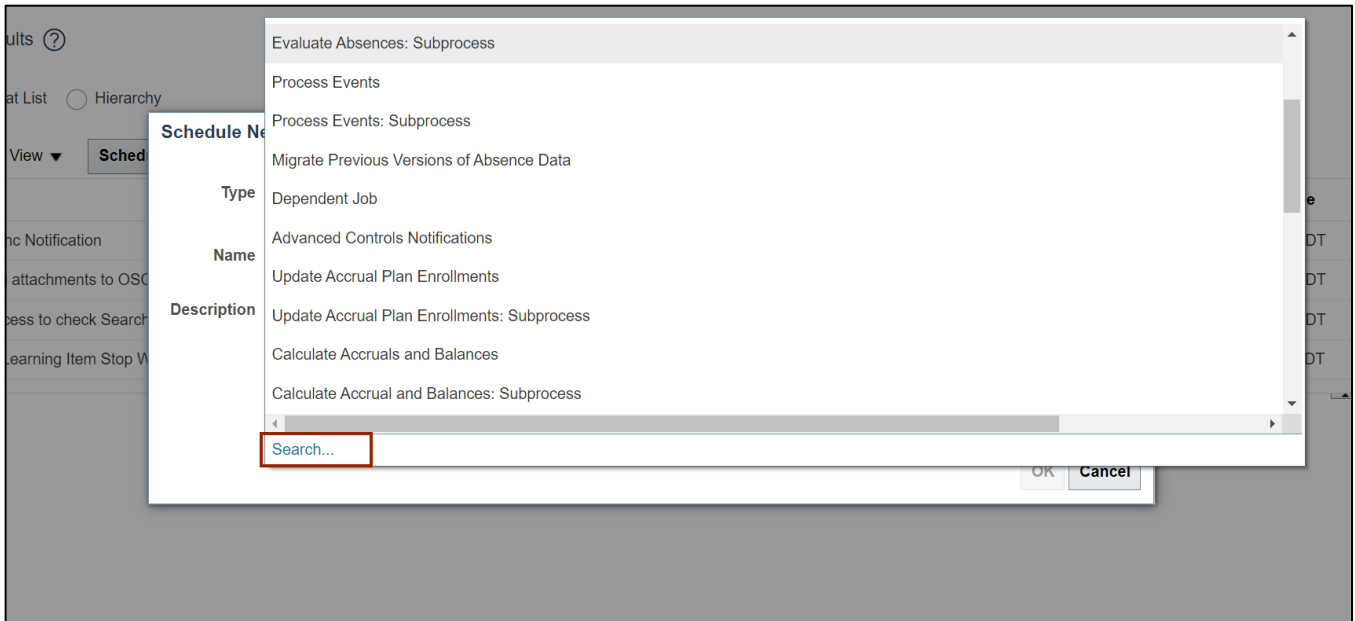
Type Job Job Set

Name ▼

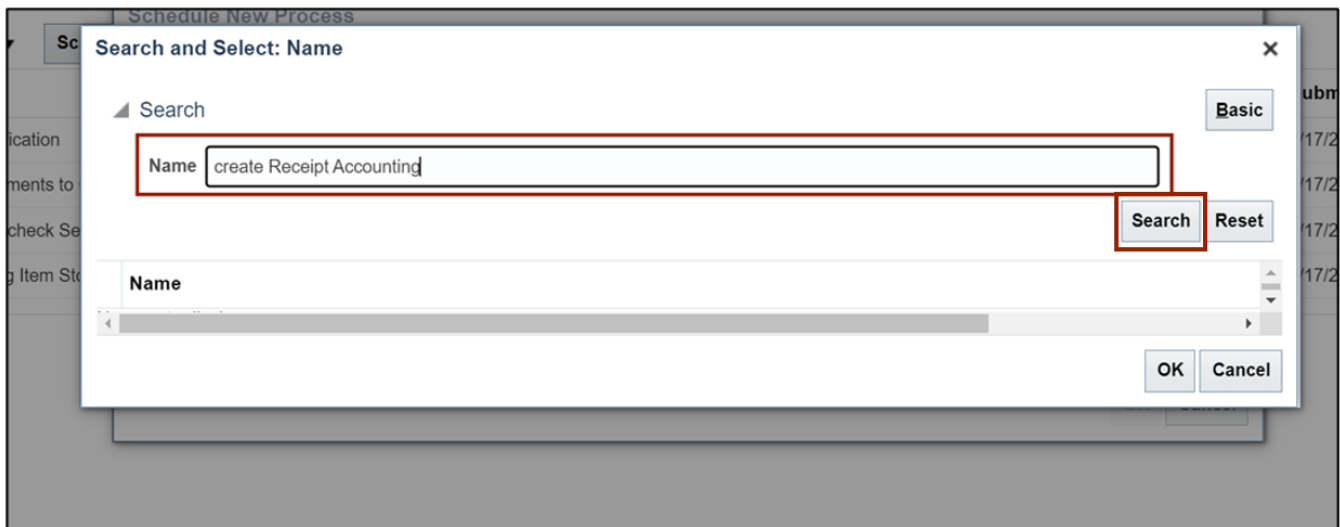
Description

OK Cancel

5. Click the **Search** link.

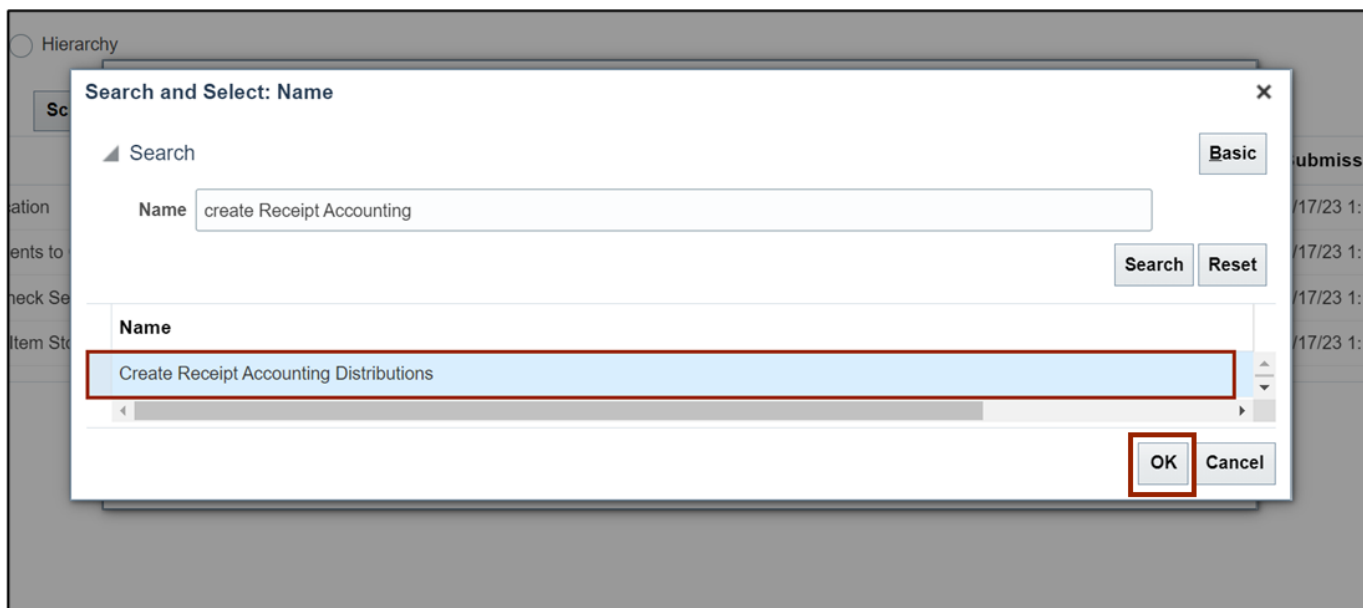


6. In the **Name** field, enter **Create Receipt Accounting** and click the **Search** button.

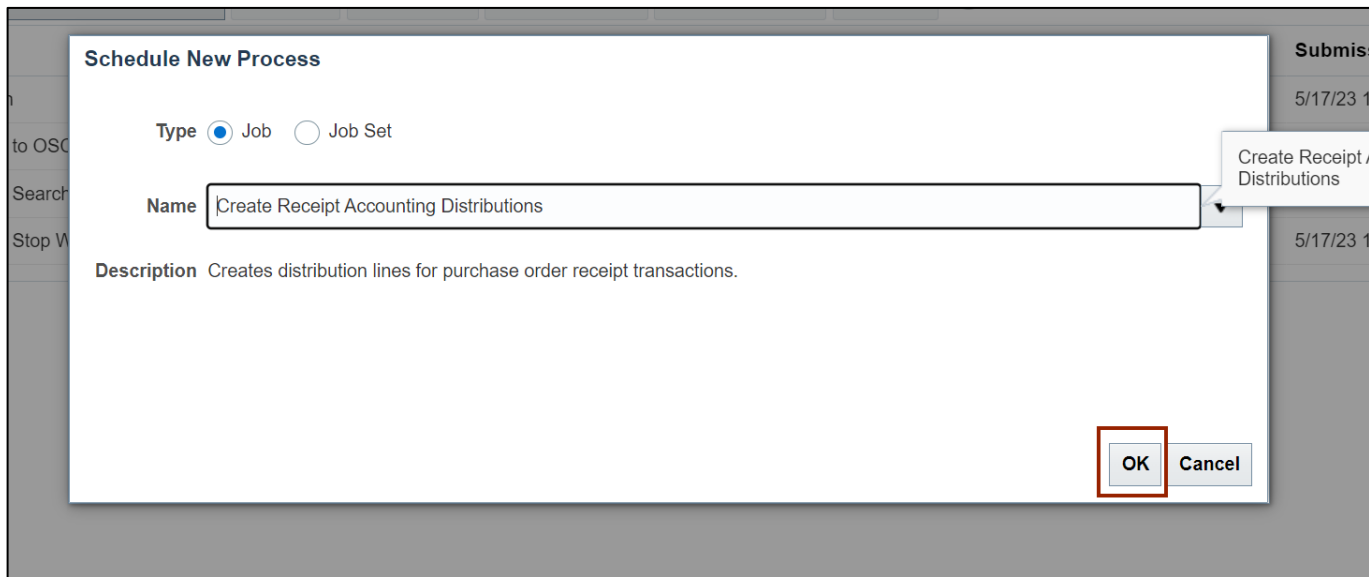


7. Click the appropriate **Name**.

In this example, we choose **Create Receipt Accounting Distributions**. Click the **OK** button.



8. The *Name* drop-down choice list will now be filled. Click the **OK** button.



- Under the **Basic Options** section, enter the required **Parameters** and click the **Submit** button.

Process Details [X]

i This process will be queued up for submission at position 1

Process Options | Advanced | **Submit** | Cancel

Name Create Receipt Accounting Distributions

Description Creates distribution lines for purchase order r... Notify me when this process ends

Schedule As soon as possible **Submission Notes** [Text Box]

Basic Options

Parameters

Bill to Business Unit 3000 DHHS MENTAL HEALTH [Dropdown]

Commit Limit [Text Box] 100000

Number of Worker Processes [Text Box] 10

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

s will be queued up for submission at position 1

Process Options | Advanced | **Submit** | Cancel

Confirmation

Process 2218160 was submitted.

OK

reate Receipt Accounting Distributions

creates distribution lines for purchase order r...

s soon as possible **Submission Notes** [Text Box]

ions

o Business Unit 3000 DHHS MENTAL HEALTH [Dropdown]

Commit Limit [Text Box] 100000

Wrap-Up

Create receipt accounting distributions using the steps above in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV 102: Inventory Cost Accounting (ILT)