CREATE AND MANAGE INVOICES

QUICK REFERENCE GUIDE AP-07

Purpose

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

Introduction and Overview

This QRG covers the steps to Create and Manage Invoices manually. Manual Invoice creation in NCFS involves the Non-PO Invoices method.

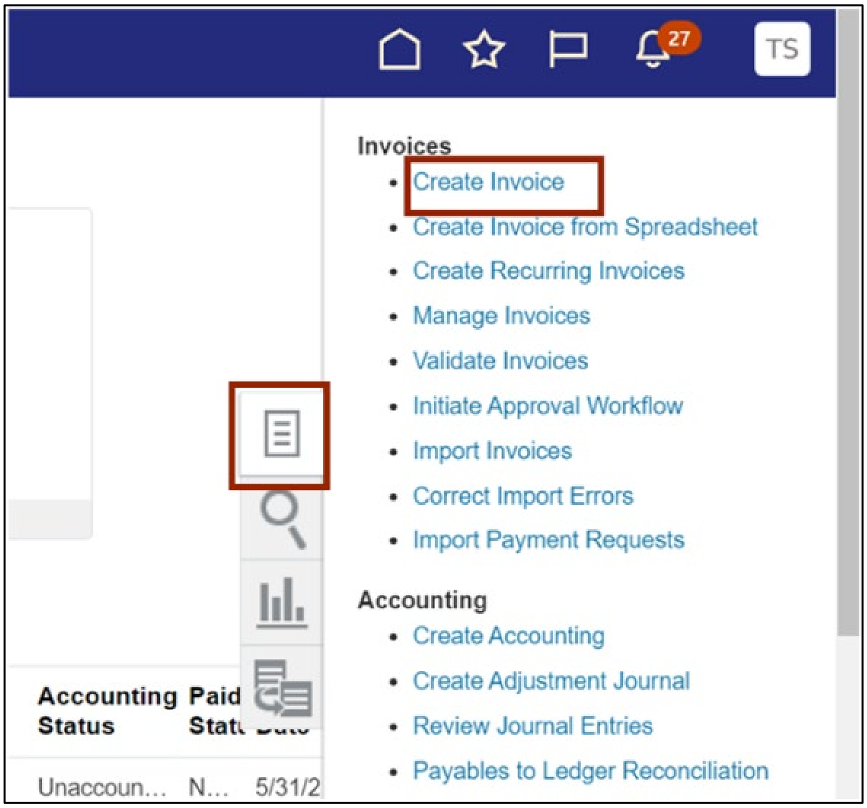
Create and Manage Invoices

To Create and Manage 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.

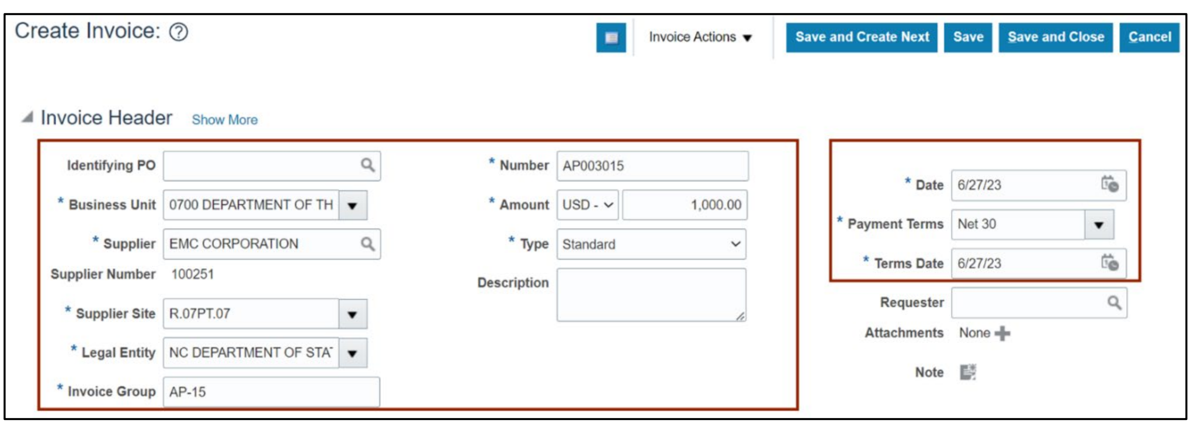
3. Click the **Tasks** [ ] icon. Under Invoices, click **Create Invoice.**



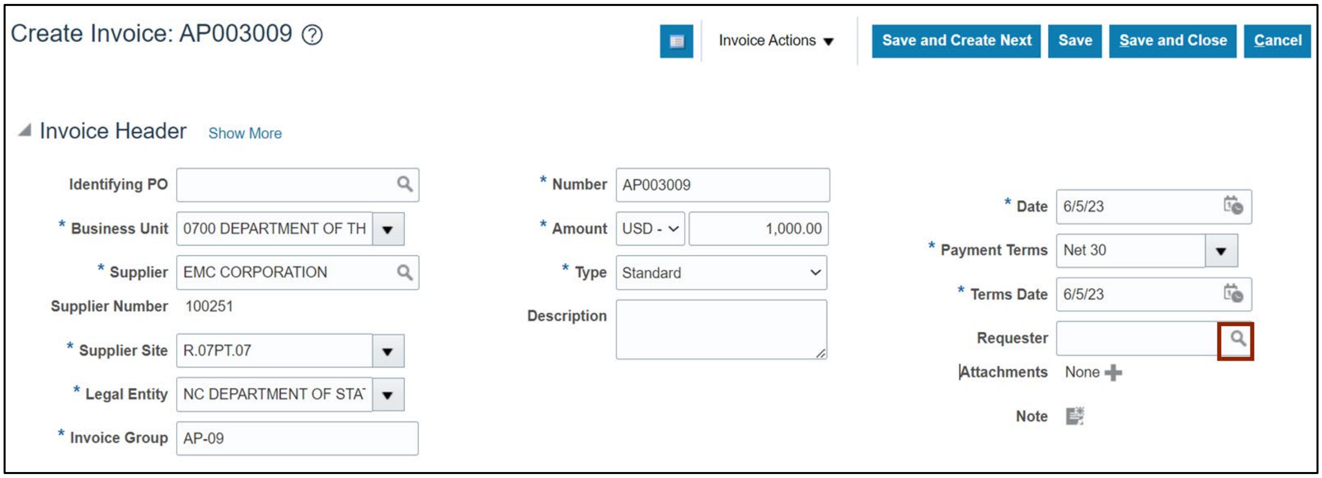
4. The **Create Invoice** page opens. On the ***Invoice Header*** section, enter the required fields.

   In this example, we choose **0700 Department of the State Treasurer** for ****Business Unit,* EMC Corporation** for ****Supplier*, R.07PT.07** for ****Supplier Site*,** Once Supplier site is selected; **Legal Entity** field will be auto-populated, **AP-15** for ****Invoice Group*, AP003015** for ****Number*, 1,000** for ****Amount*, Standard** for ****Invoice Type*, 6/27/23** for ****Date*, Net 30** for ****Payment Terms*, 6/27/23** for ****Terms Date, Requestor(if applicable) and Attachments (if applicable).***

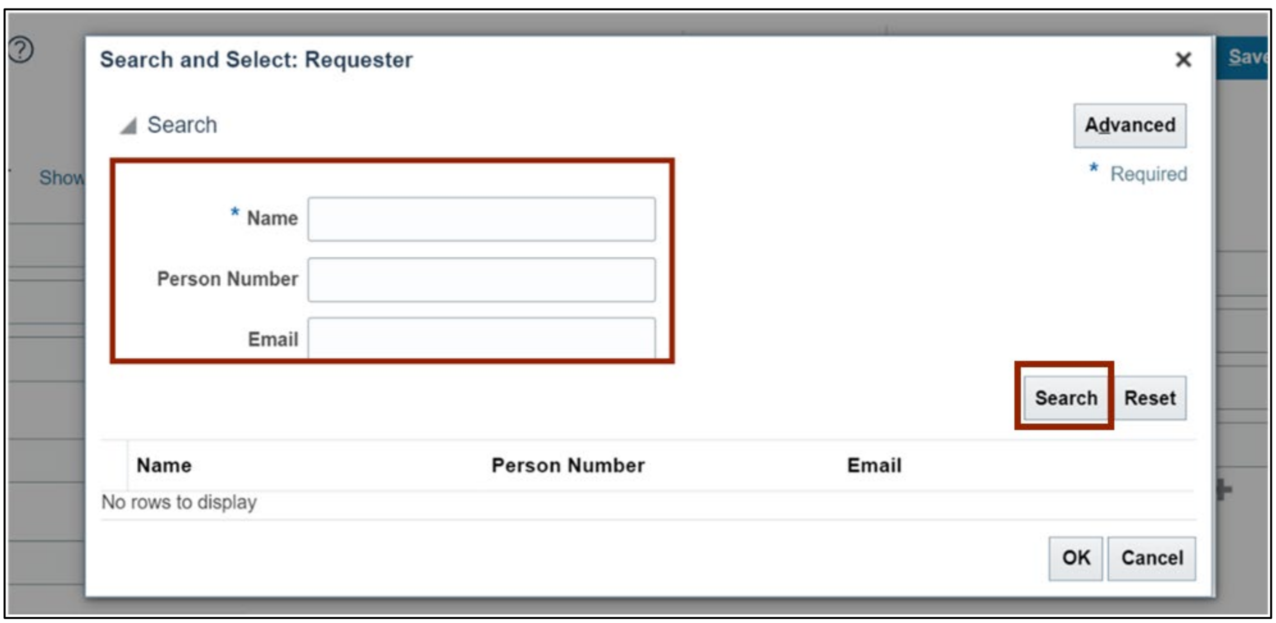
   *Note: When creating a non-PO invoice, you must enter the Business Unit FIRST so the invoice defaults and settings will be assigned.



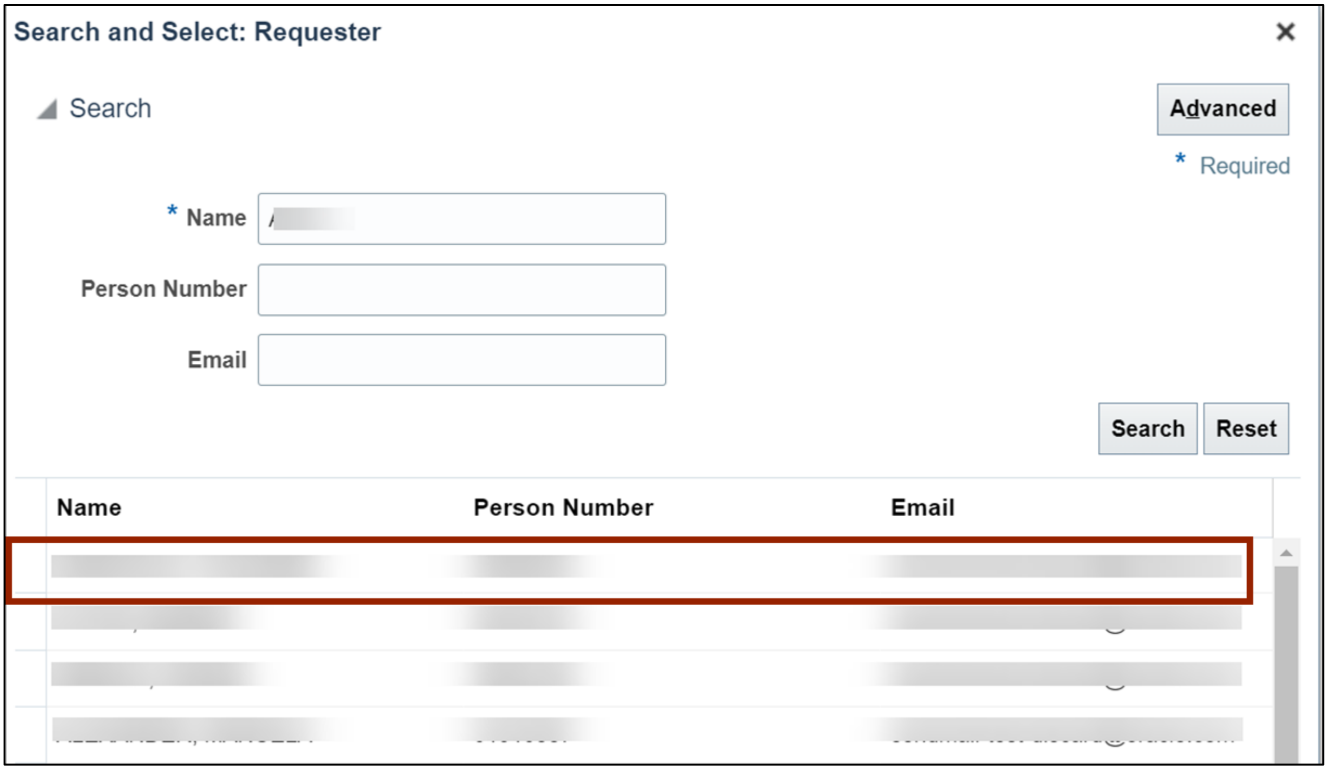
5. For agencies using the Requester invoice workflow, follow steps from 5 to 8, if not skip to step 7. To add a Requester, navigate to ***Requestor*** field, click the **Search [ ]** icon.



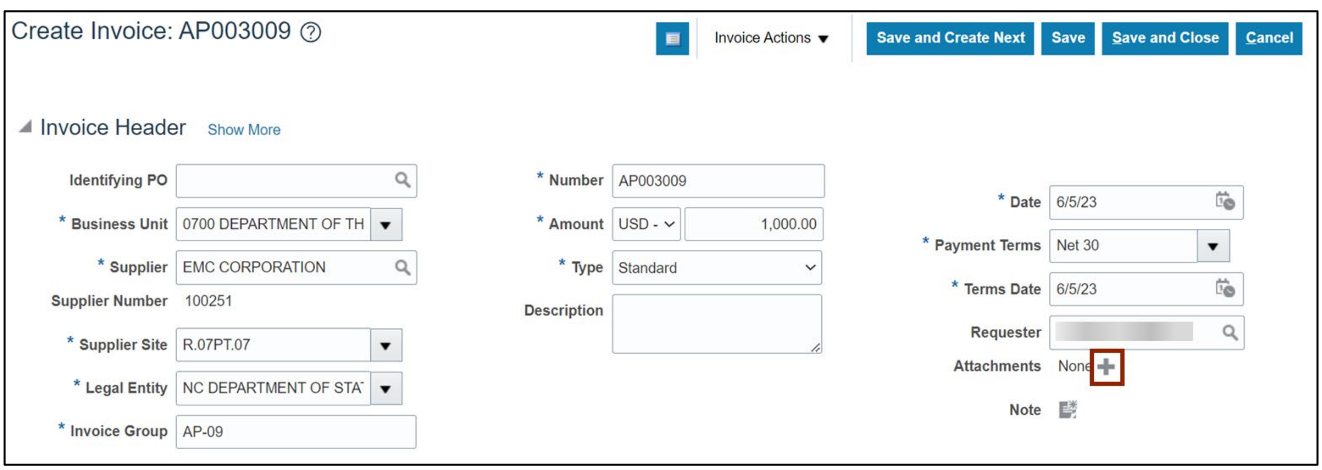
6. The *Search and Select: Requester* pop-up will appear. Enter the required Requestor's information in ***Name*** field. Alternatively, add the ***Person Number*** and ***Email.*** Click **Search** button.



7. Double click on the required name from the ***Search Result*** section. The **Requestor** name will be updated on the Create Invoice page.

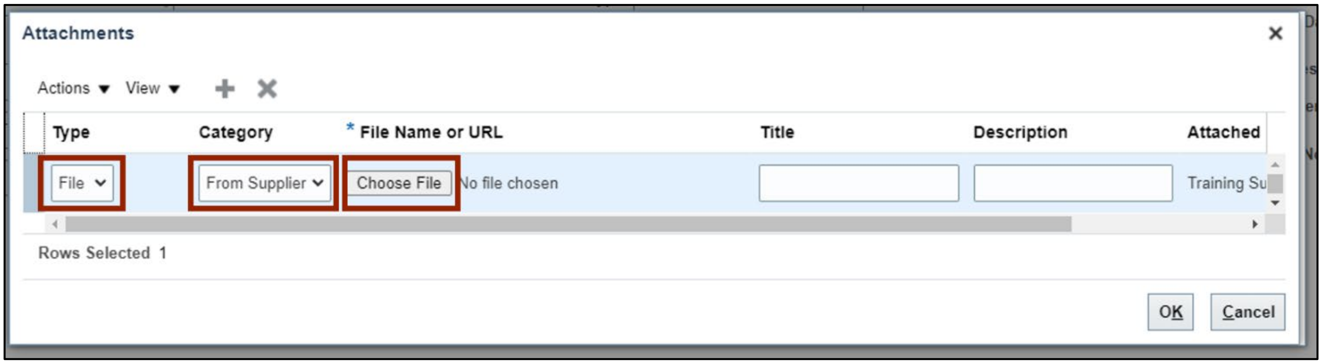


8. If no attachments skip to step 11, on the ***Attachments*** field, click the **Plus** [+] icon.

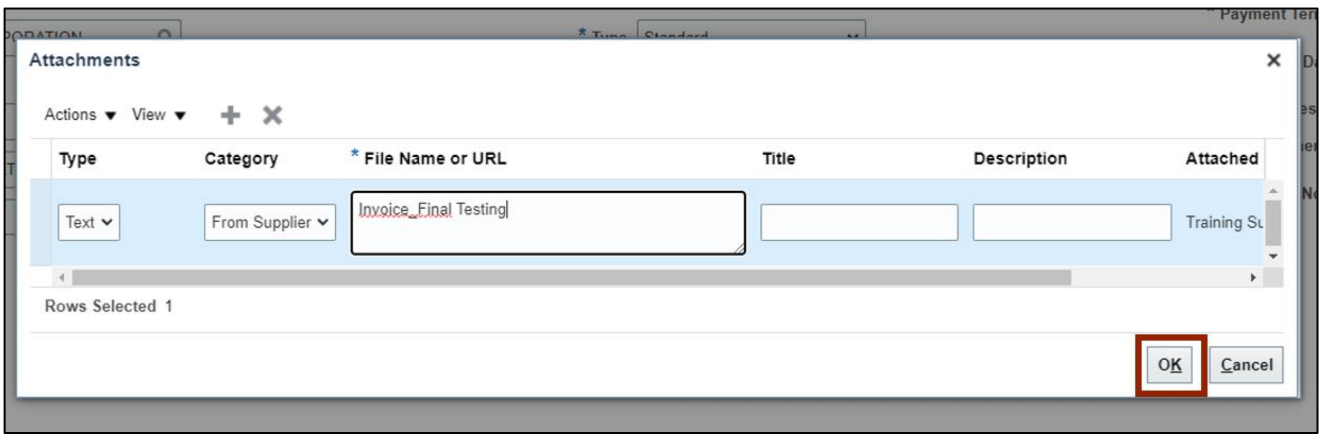


9. The *Attachments* pop-up appears. Select the ***Type*** and ***Category*** from the drop-down choice list and click ***Choose File*** to upload a required file.

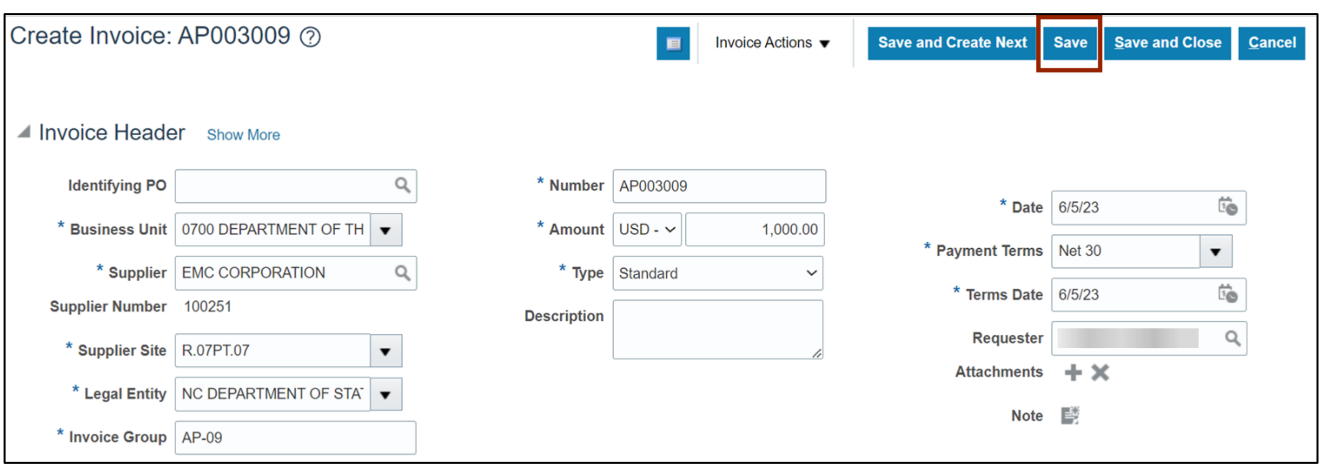
   Note: Users can enter the ***Title*** and ***Description*** as optional fields. The page also displays the Attachment Date and Attached by User fields.



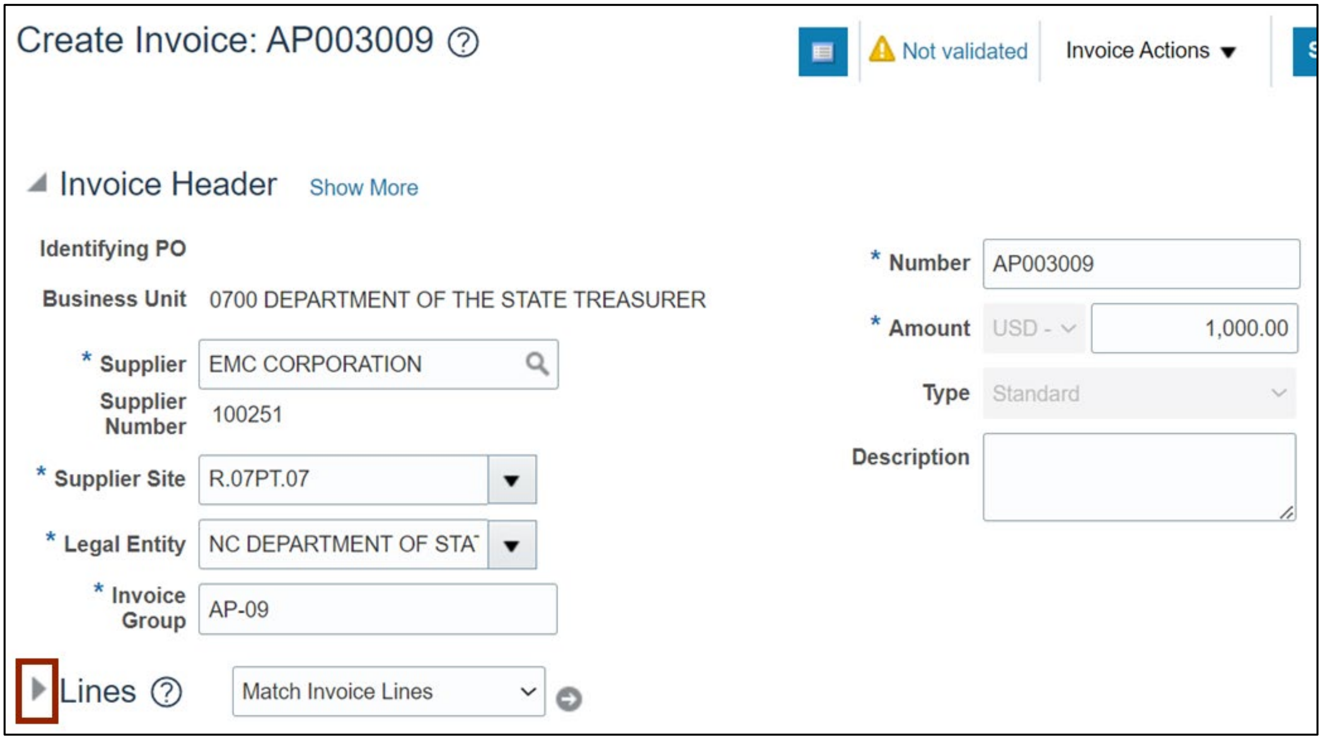
10. Click the **OK** button.



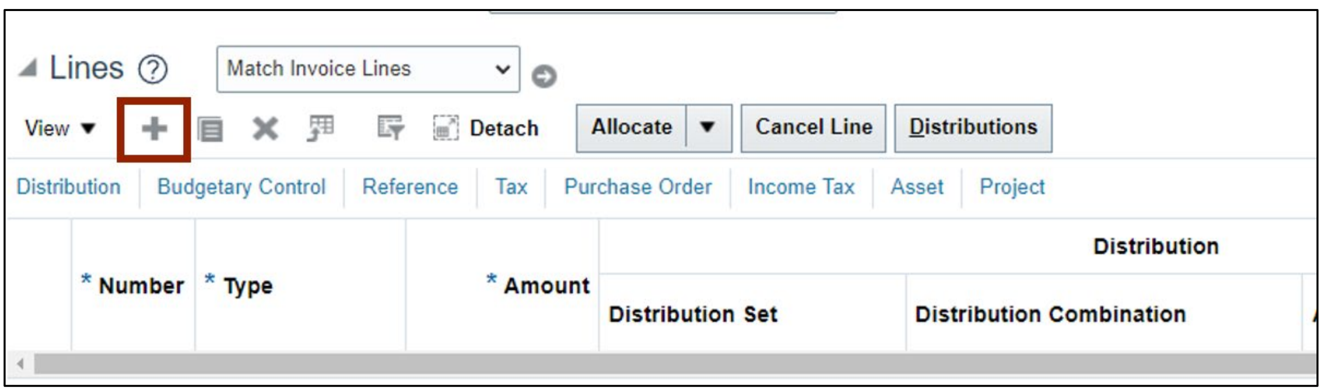
11. On the **Create Invoice** page, click the **Save** button.



12. Click the **Right arrow** [▶] icon to expand the ***Lines*** section.

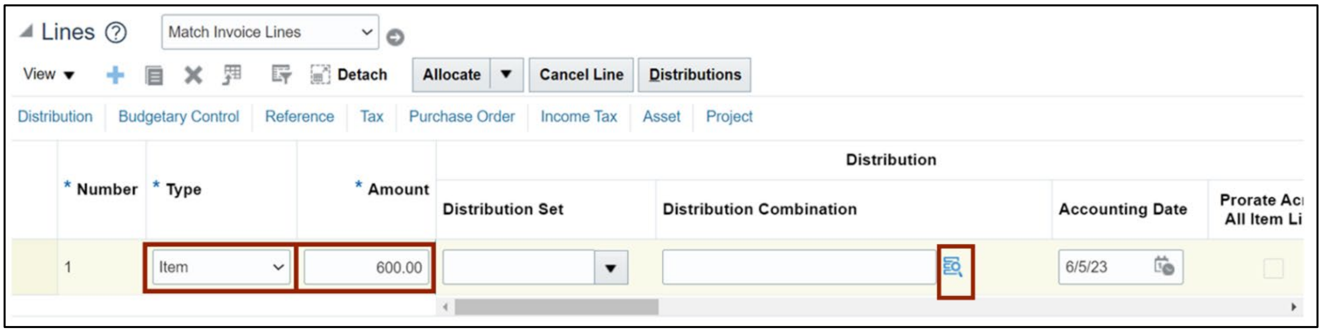


13. Click the **Plus** [✚] icon to generate new Invoice line.



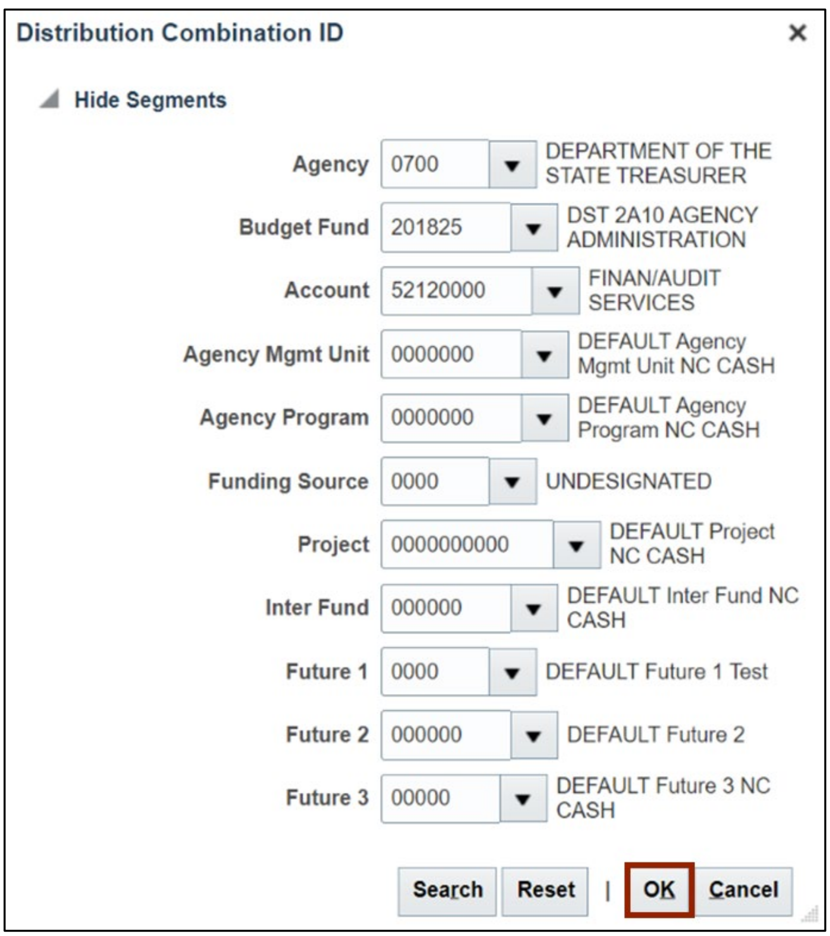
14. Enter the ***Type*** and enter the ***Amount***. Click the **Search [ ]** icon to search for a distribution combination.

    If you cannot find the **Search** icon, expand the *Distribution Combination* field by extending the size of the column.

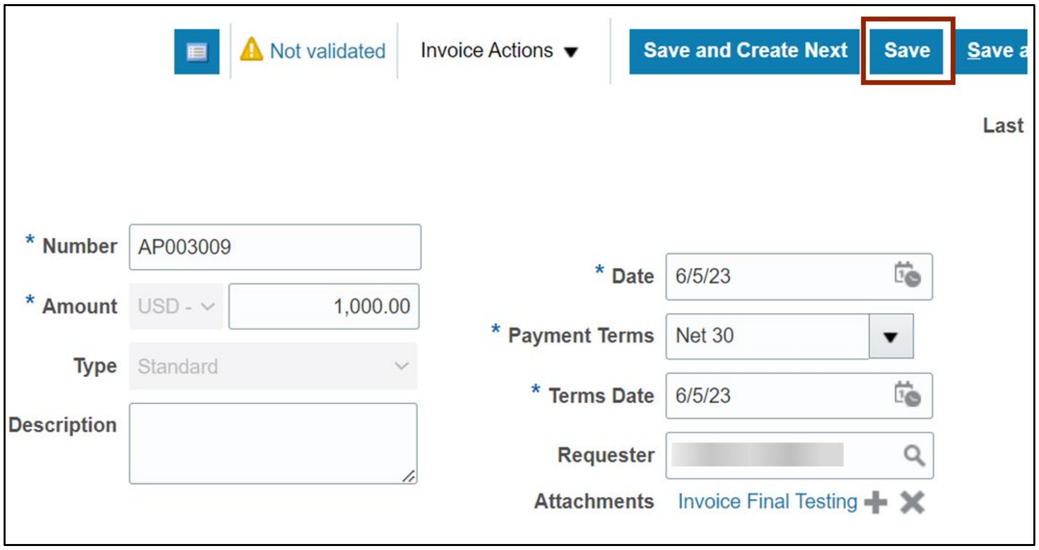


15. The *Distribution Combination ID* pop-up appears. Enter all the values for ***Chart of Accounts***. Click the **OK** button.

    Note: Zero values are also acceptable. When funds starting with certain zero values are used, these are for Capital purposes.



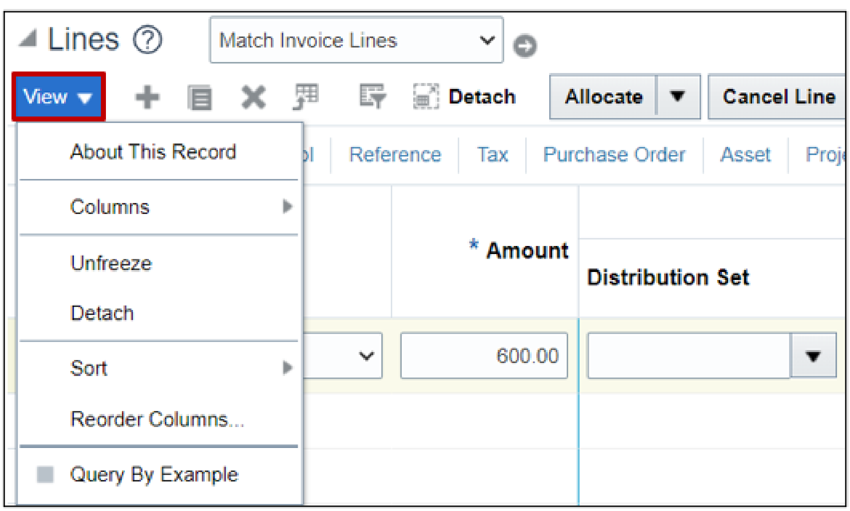
16. On the right-hand side of the **Create Invoice page**, click the **Save** button.



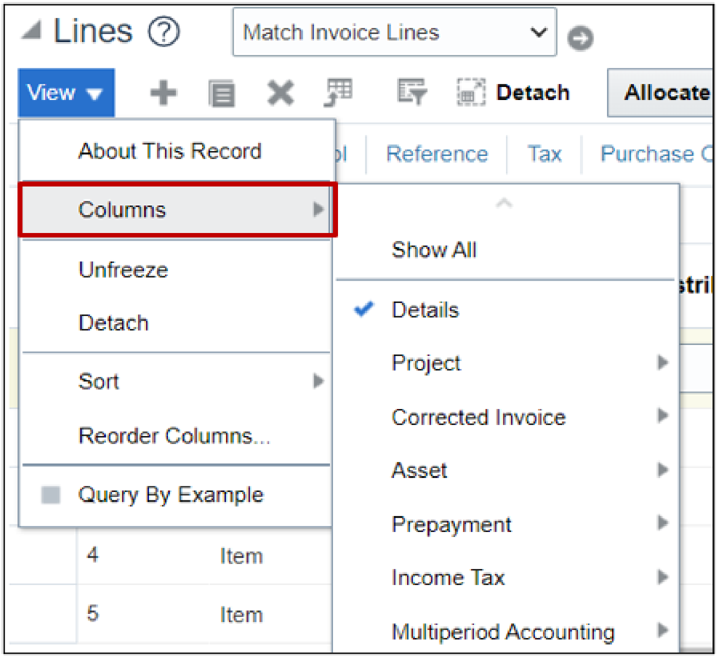
Note: The steps from step 17- 39 are optional. Follow them if you are required to: Add/remove 1099 codes, add withholding tax, add non-Governmental grant codes, track asset flag and choose a third-party remit-to supplier. If not skip to step 40.

To Add/remove 1099 codes:

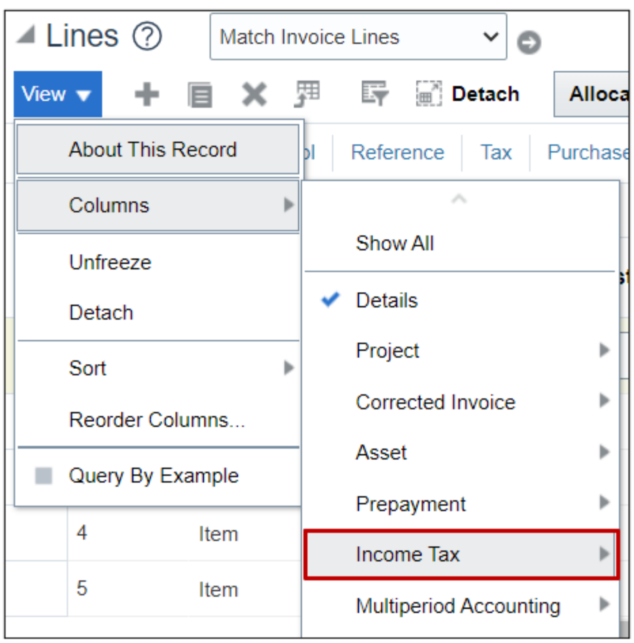
17. On the **Create Invoice** page, navigate to ***Lines*** section and click on **View** dropdown menu.



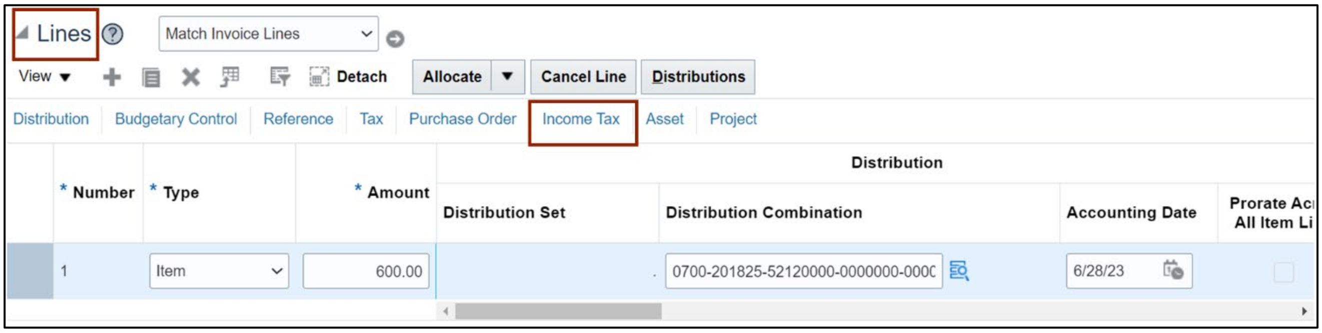
18. Click on **Columns** option.



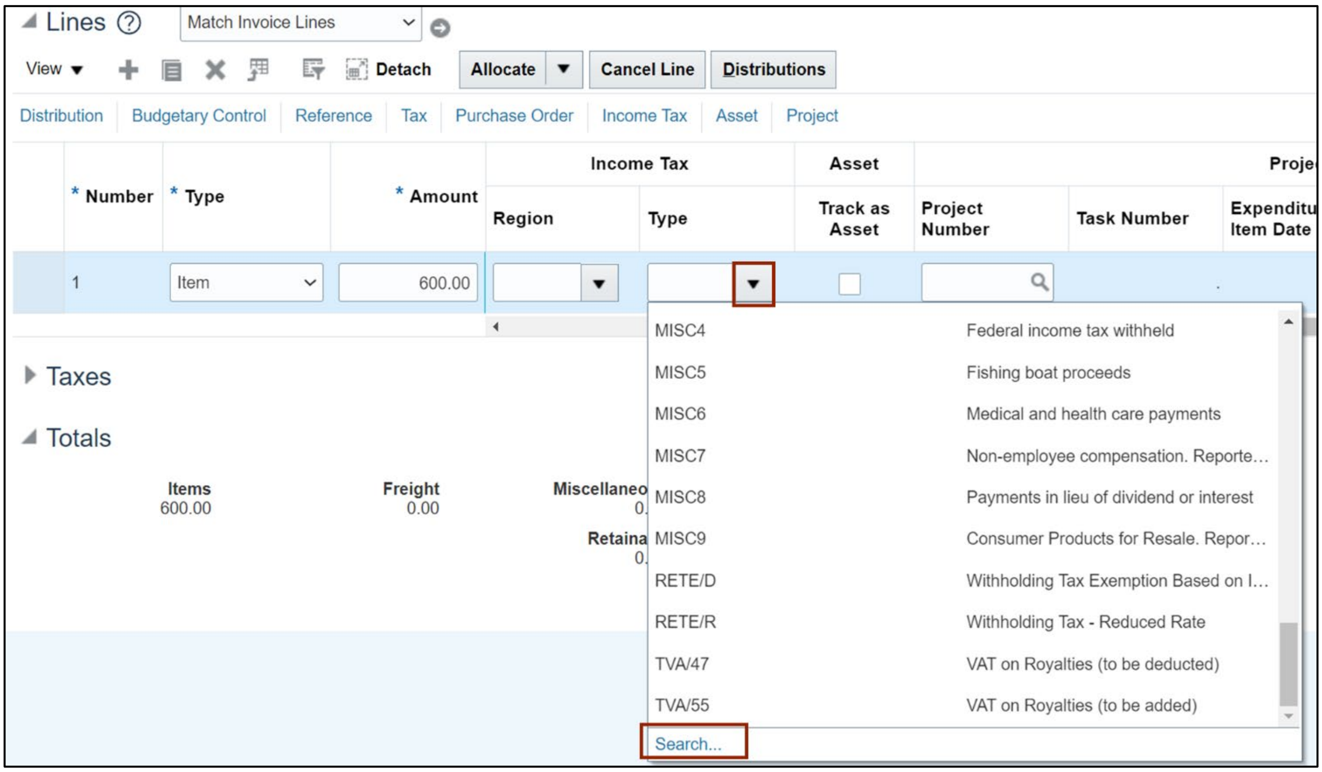
19. Select **Income Tax** option from the list.



20. Click the **Income Tax** tab.

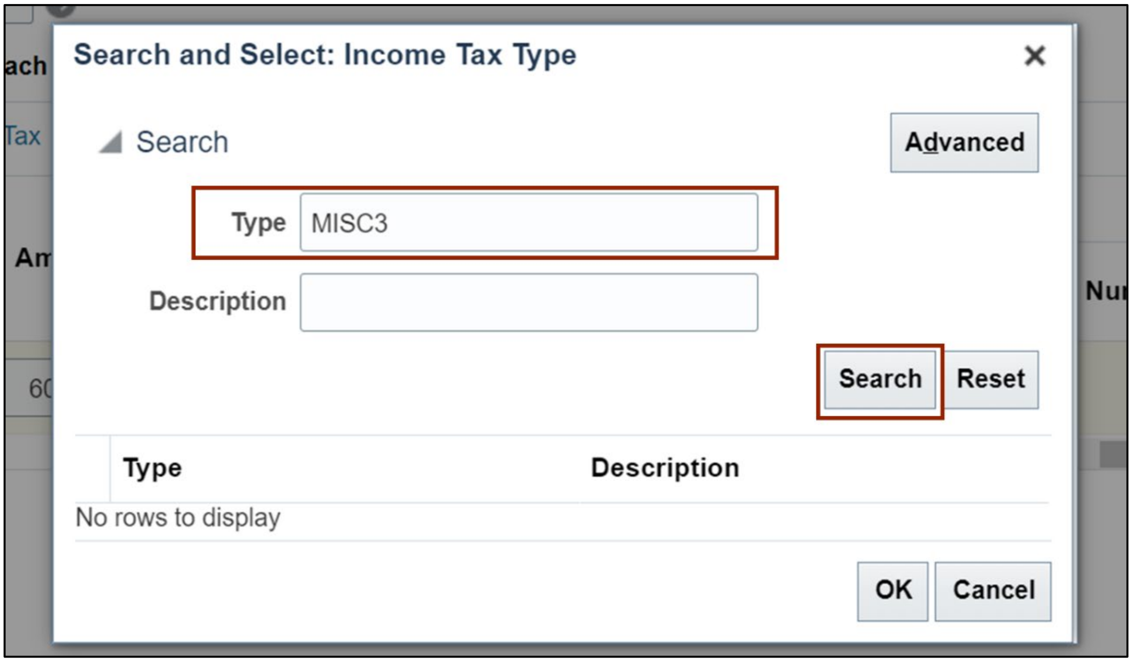


21. The ***Type*** field defaults to **DAU/AR**. Backspace the default value to remove the 1099 code. Then, Click the **down arrow** [▼] on the *Type* drop-down to make the changes. Furthermore, click **Search.**

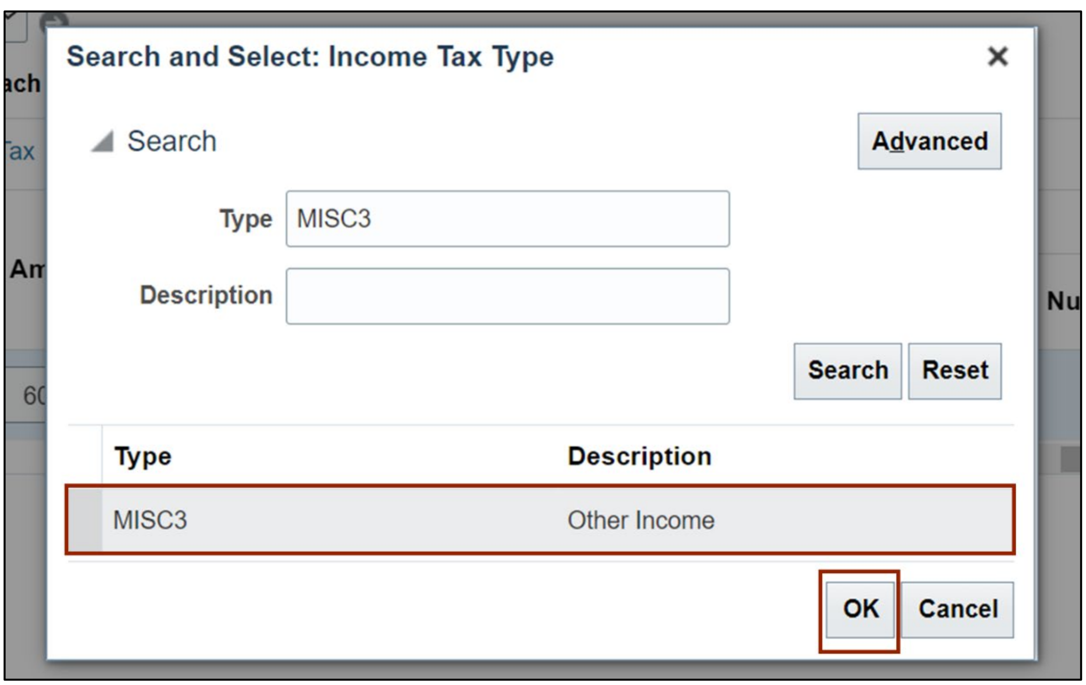


22. The *Search and Select: Income Tax Type* pop-up appears. Enter the details in the required fields.

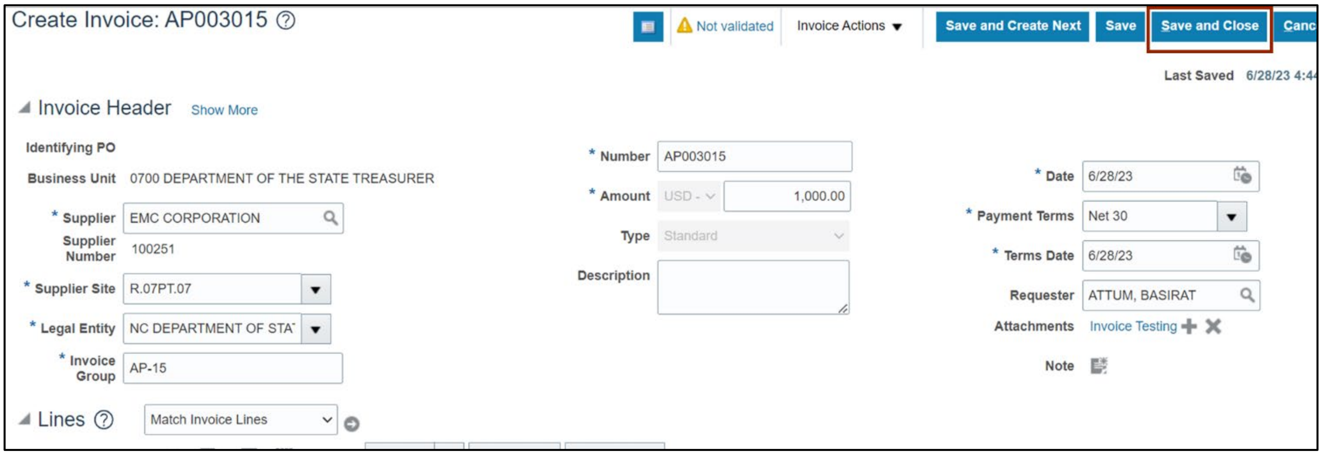
    In this example, we choose **MISC3** for ***Type*** field. Then, click the **Search** button.



23. Select the **Type** value and click the **OK** button.

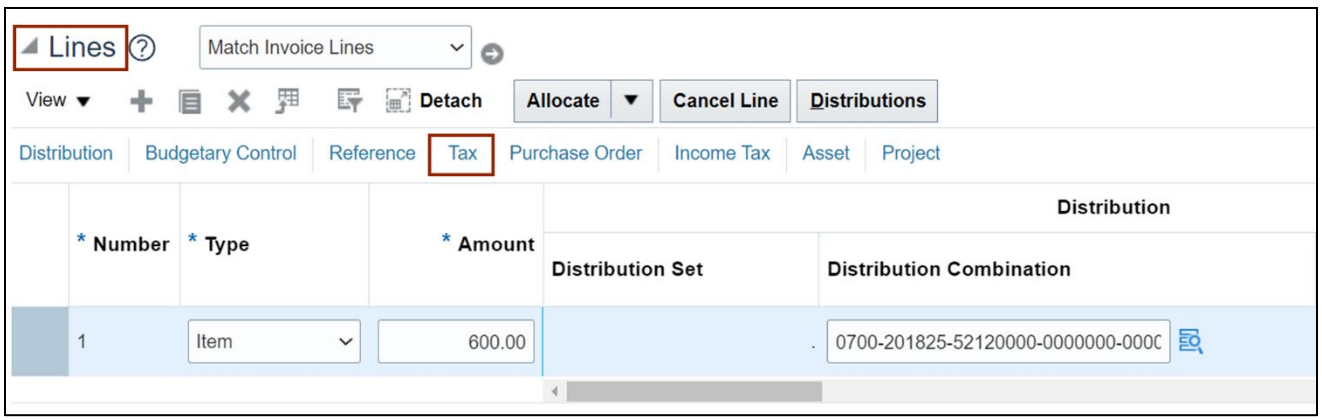


24. On the top right of the **Create Invoice** page, click the **Save and close** button.

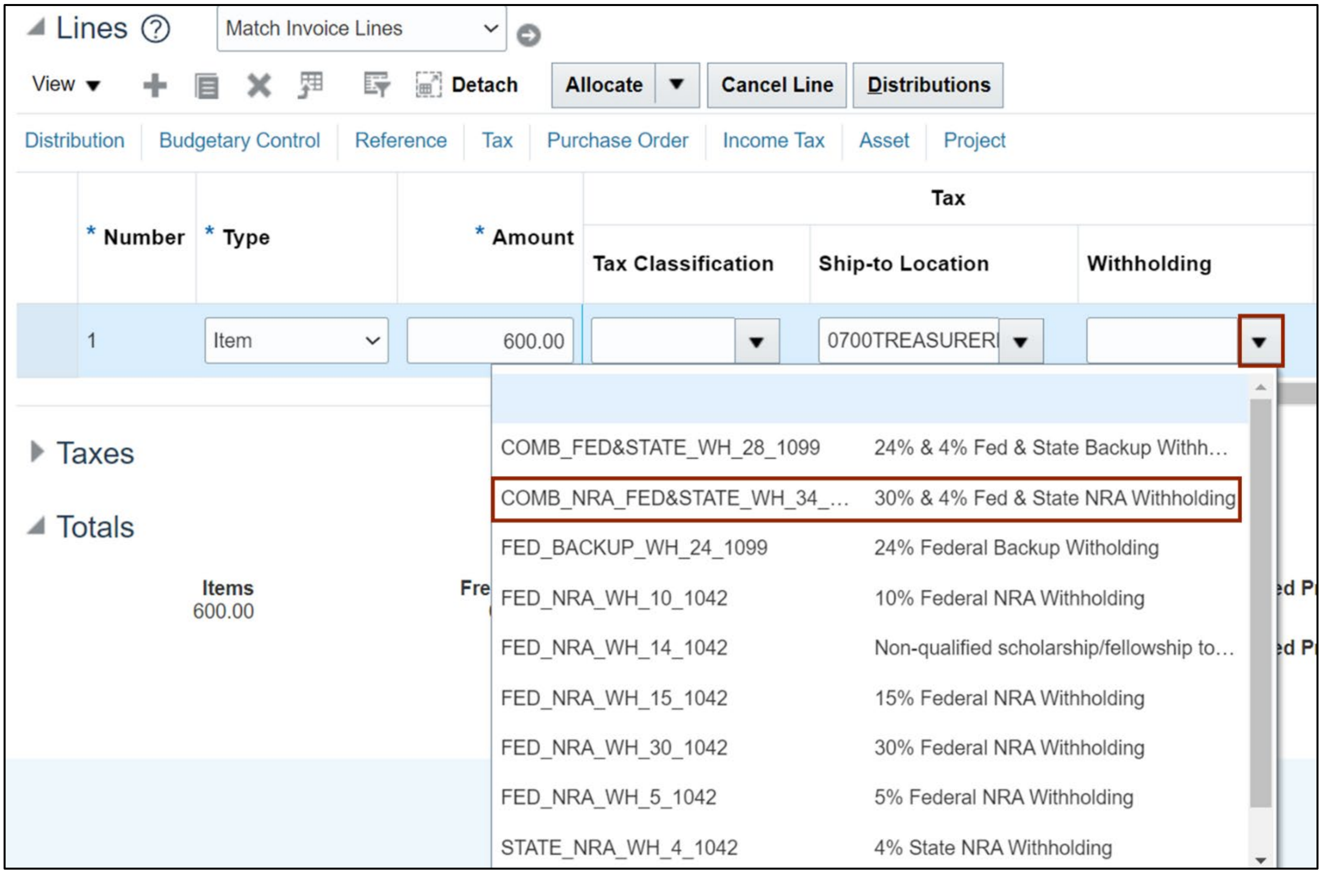


To Add withholding tax:

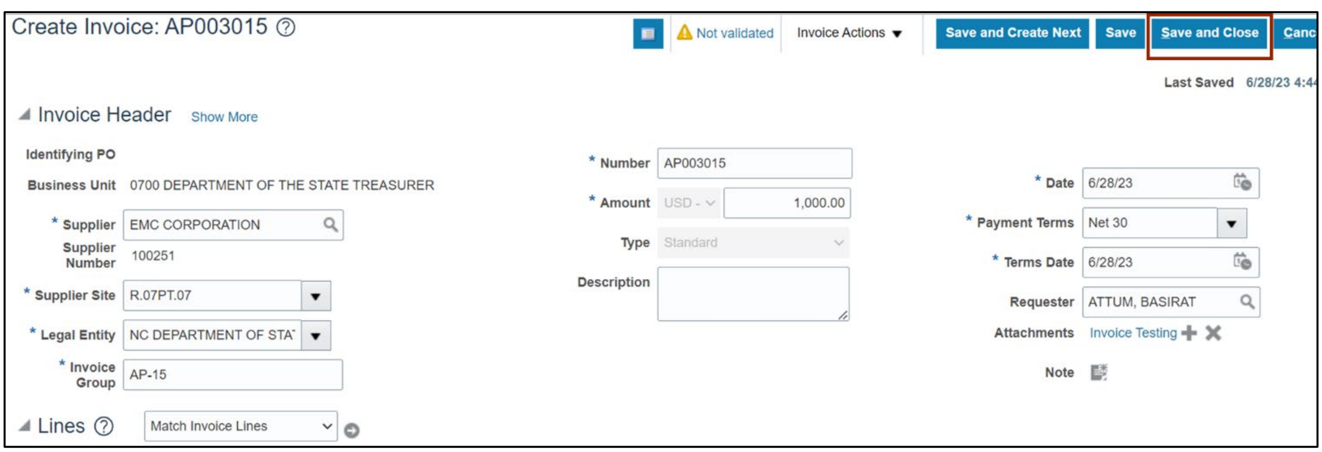
25. On the **Create Invoice** page, navigate to ***Lines*** section. Click the **Tax** tab.



26. Click the **down arrow** [▼] on the ***Withholding*** field. Then, select the required **Withholding** tax from the *Withholding* drop-down choice list.
    NOTE: If withholding is setup on the supplier record, the withholding rate will default once the invoice header has been saved (step 11).

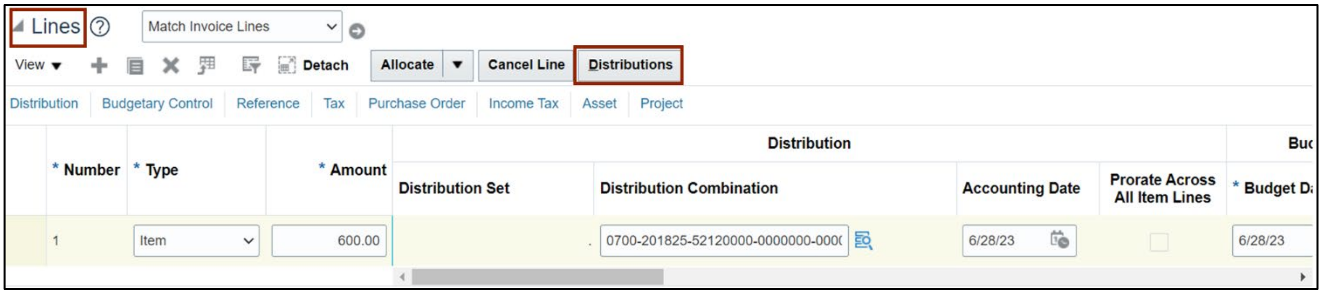


27. On the top right of the **Create Invoice** page, click the **Save and close** button.

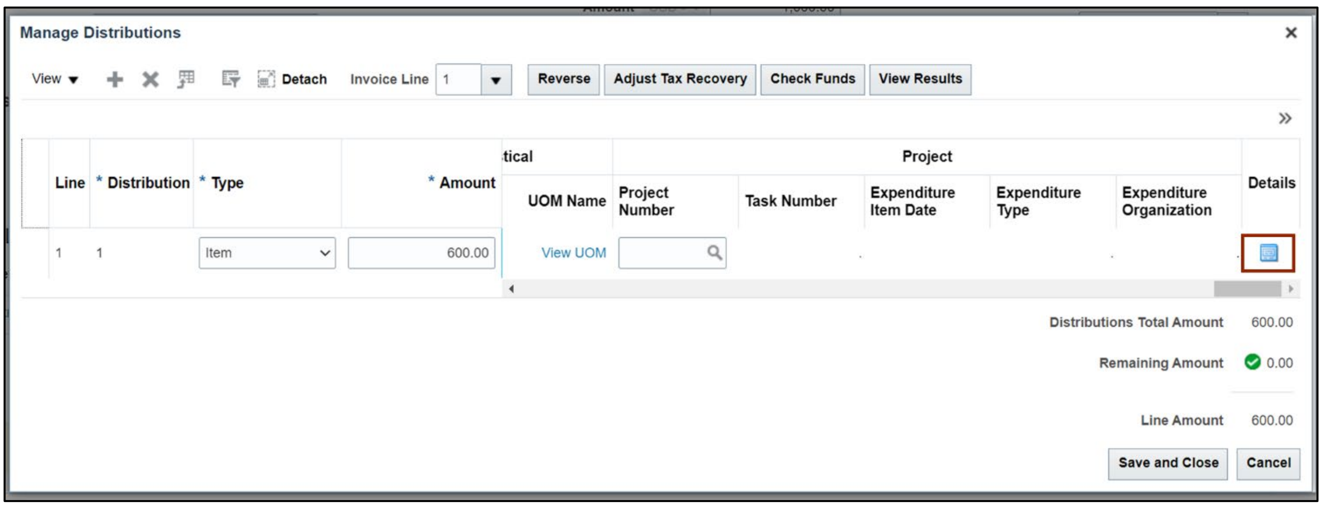


To Add non-Governmental grant codes:

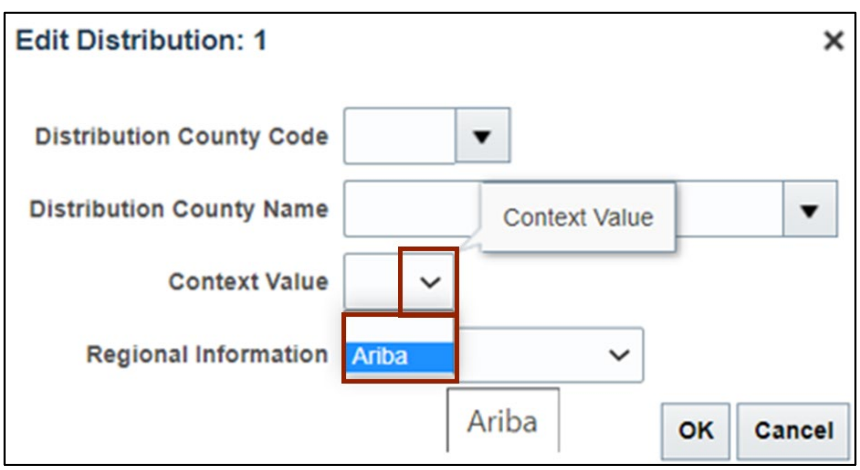
28. On the **Create Invoice** page, navigate to ***Lines*** section. Click the **Distributions** button.



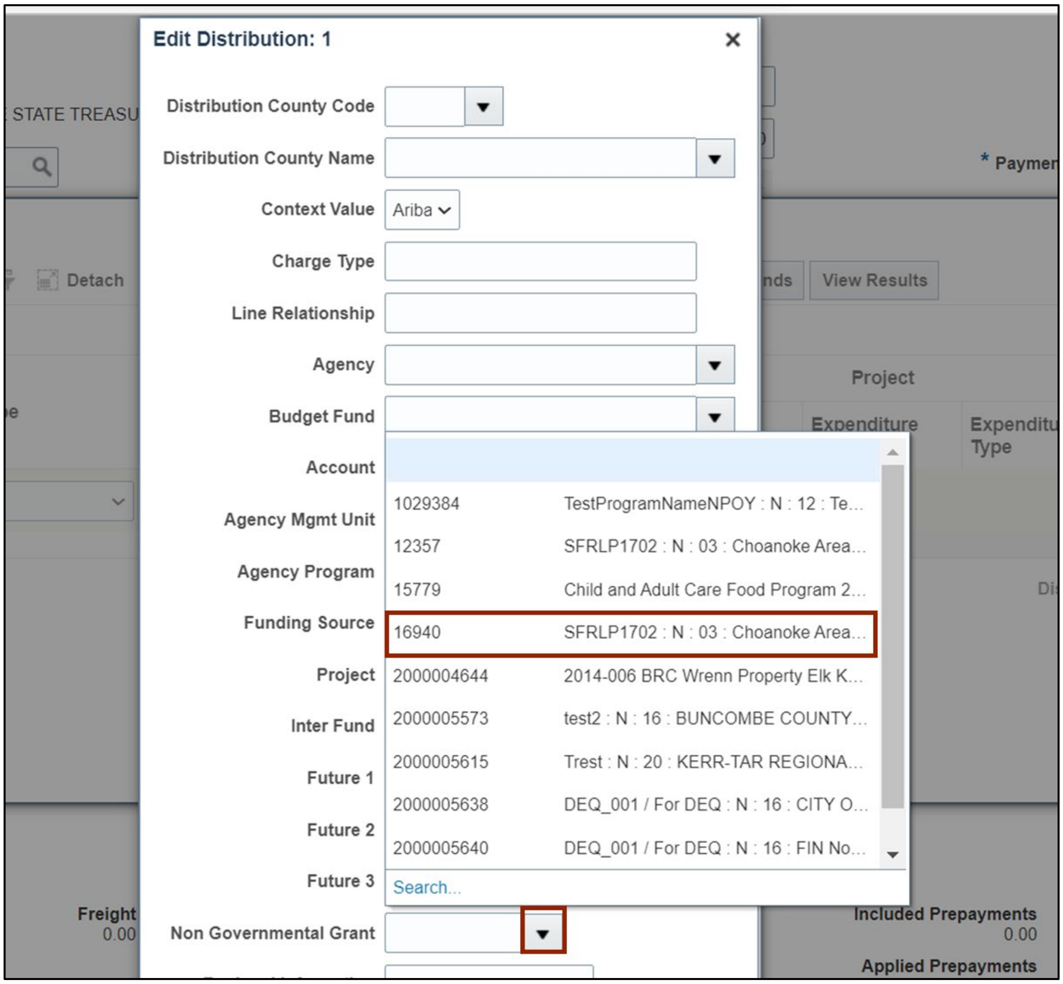
29. The *Manage Distributions* pop-up appears. Scroll to the extreme right and click the **Details** icon.



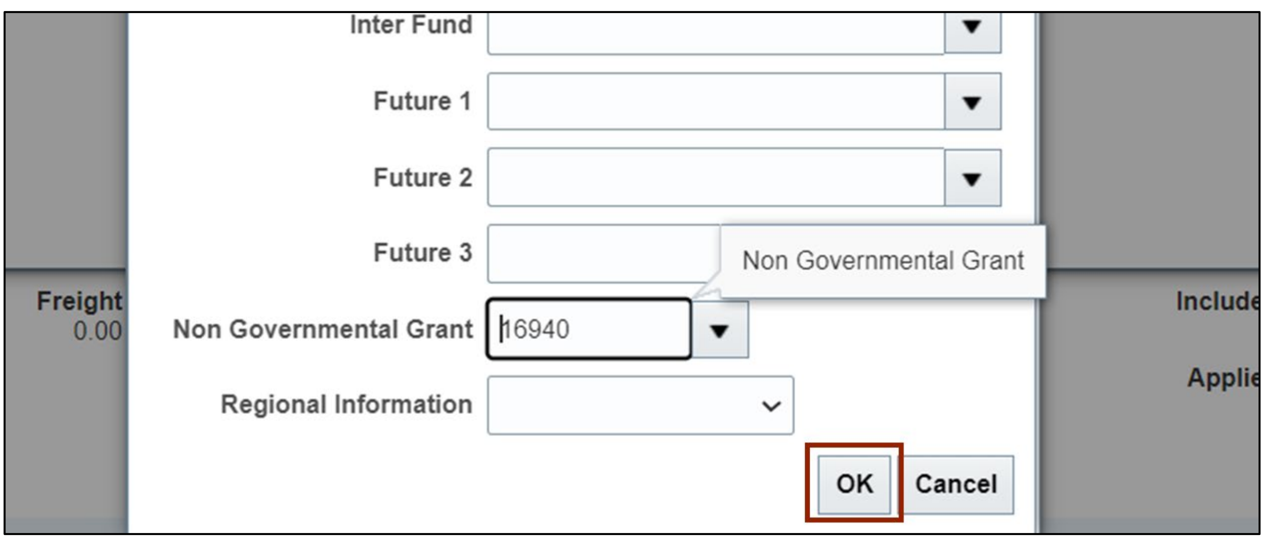
30. The *Edit Distribution* pop-up appears. Select **Ariba** from the *Context Value* drop-down choice list.



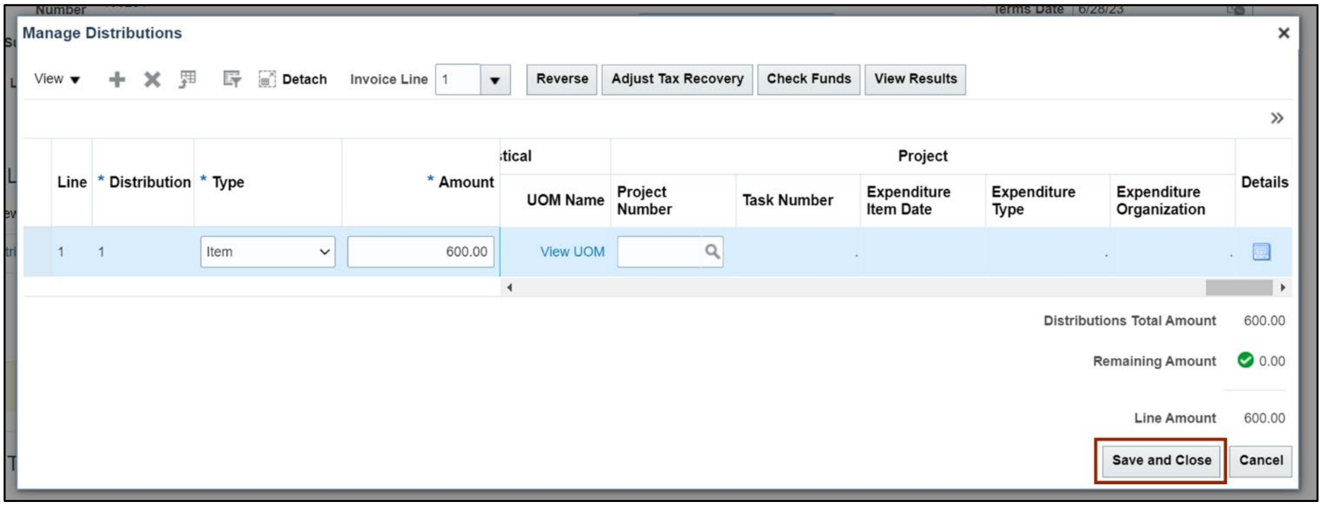
31. Click the **down arrow** [▼] on the ***Non-Governmental Grant*** field. Then, select the required **Code** from the *Non-Governmental Grant* drop-down choice list.



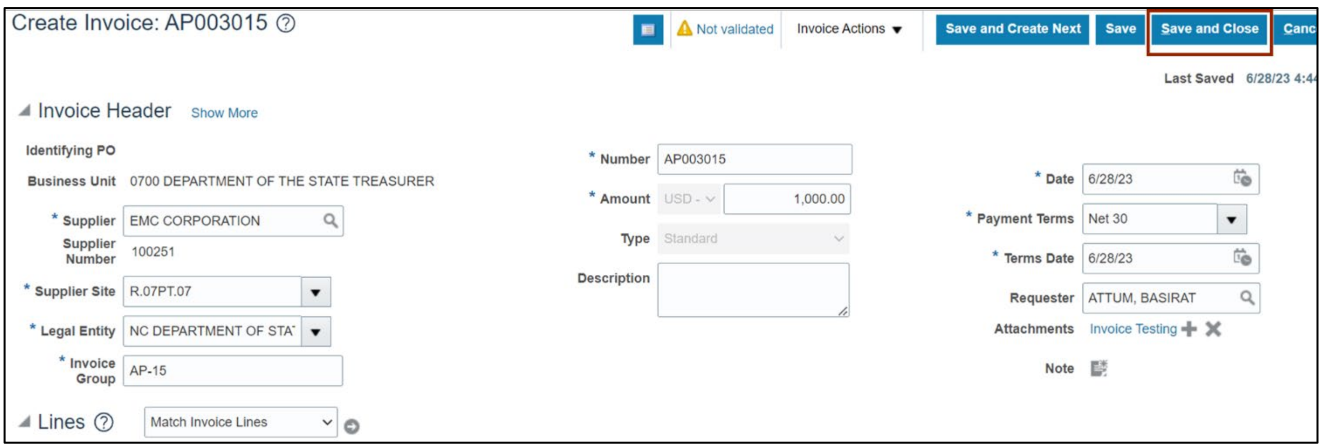
32. Click the **OK** button.



33. On the *Manage Distributions* pop-up, click the **Save and Close** button.

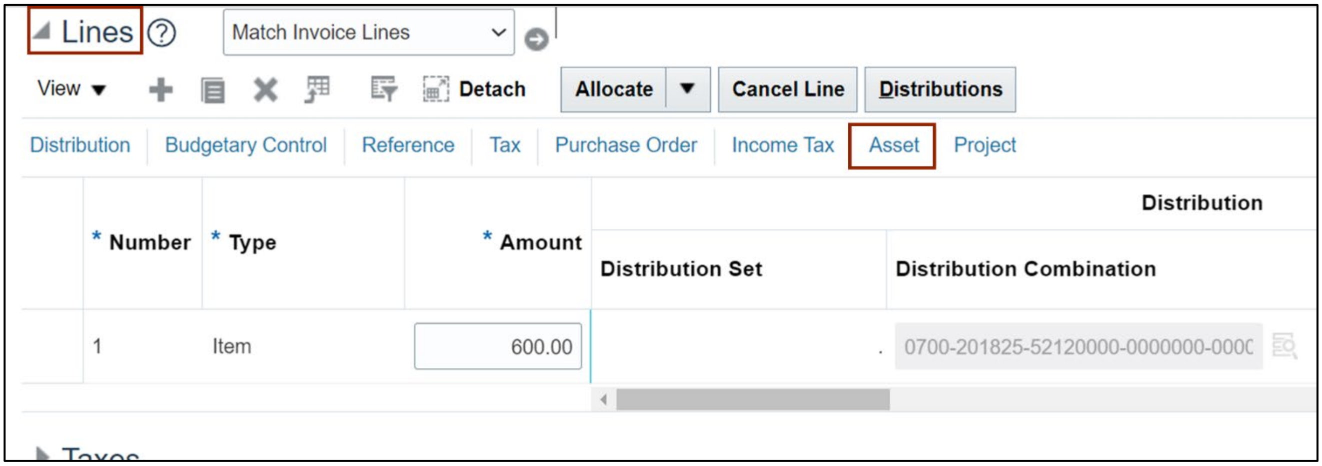


34. On the top right of the **Create Invoice** page, click the **Save and close** button.



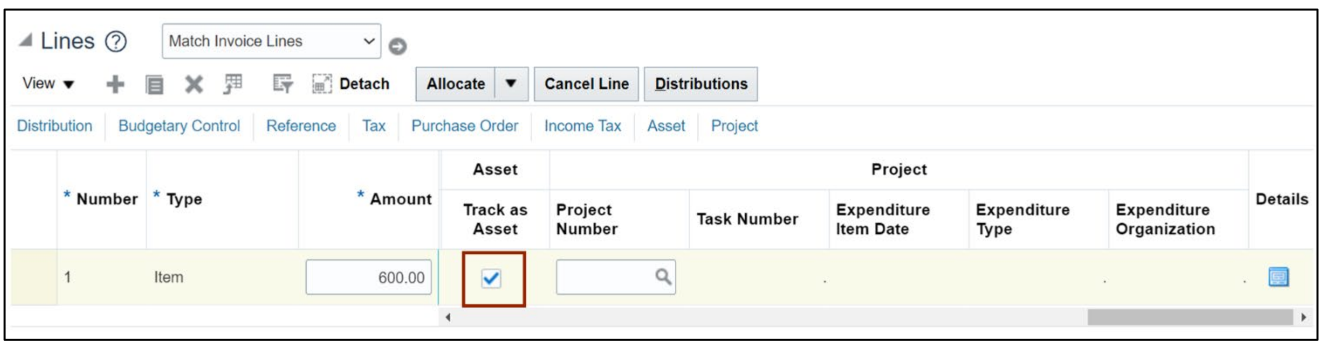
To Track Asset Flag:

35. On the **Create Invoice** page, navigate to ***Lines*** section. Click the **Asset** tab.



36. Select the **Track as Asset** check box.

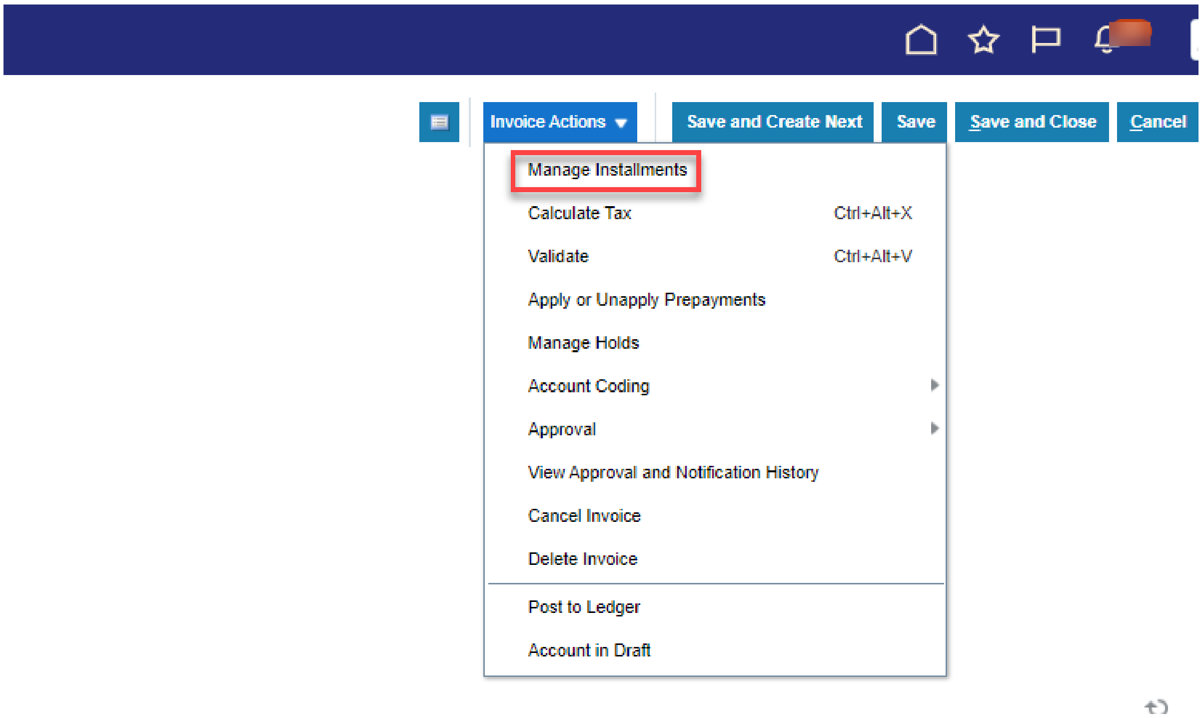
Note: This is not required for all Asset invoices, as the Create Mass Additions will automatically identify invoices eligible to be transferred to Fixed Assets by validating the charge account used on the line (it should contain a valid Asset Natural Account segment).



To Add a Third-Party Remit-To Supplier:

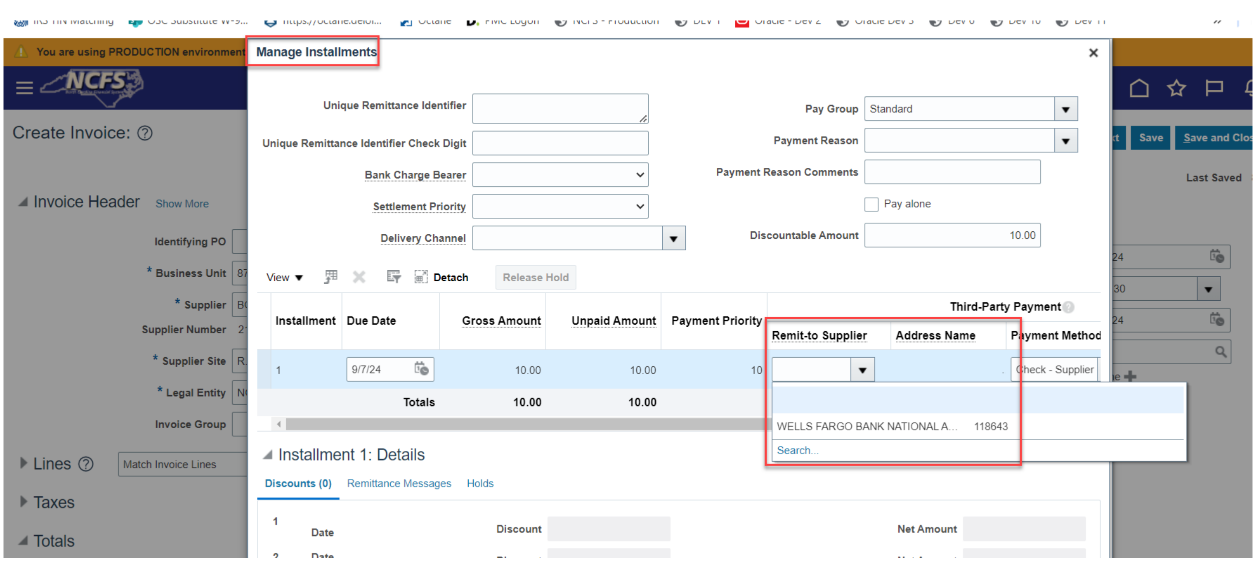
NOTE: The remit-to supplier must be set up on the supplier record to view the Remit-to Supplier drop down selection.

37. On the **Create Invoice** page, click **Invoice Action**, then click **Manage Installments**.

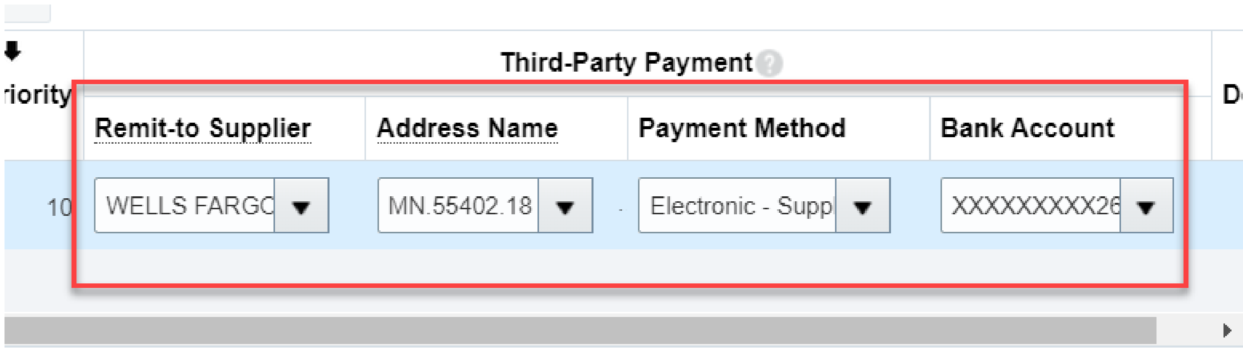


38. Click the drop-down box under Remit-to Supplier:

NOTE: The remit to supplier must be set up on the supplier record to view the Remit-to Supplier drop-down selection.

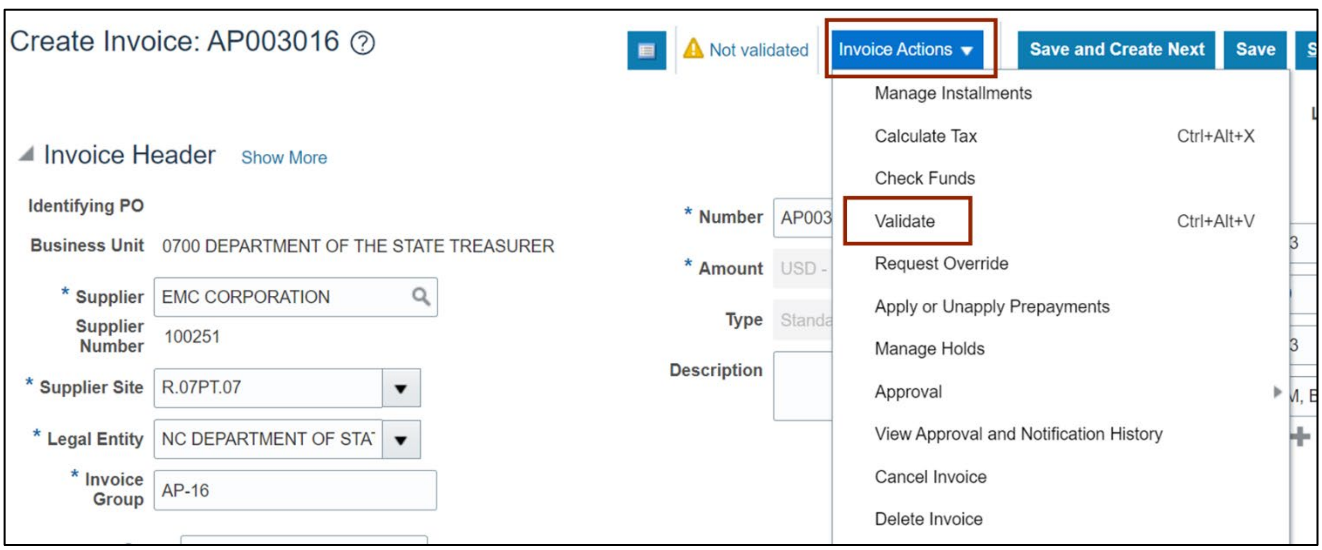


39. Once you choose the remit-to-supplier, the payment method information will be populated.

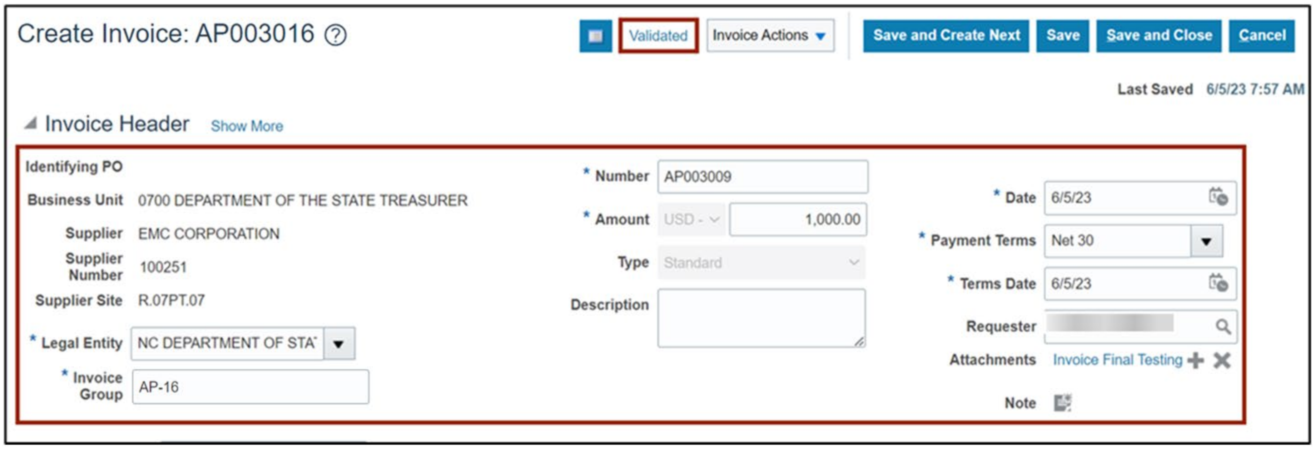


Continuation from Step 16

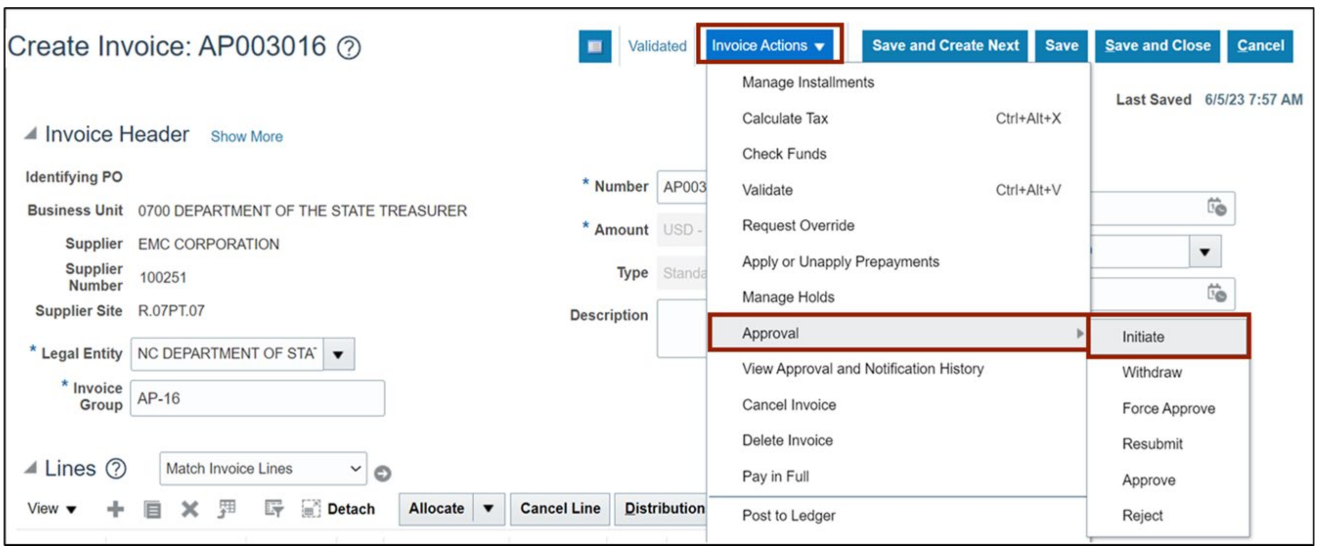
40. The **Create Invoice** page appears. Select **Validate** from the *Invoice Action* drop-down choice list.



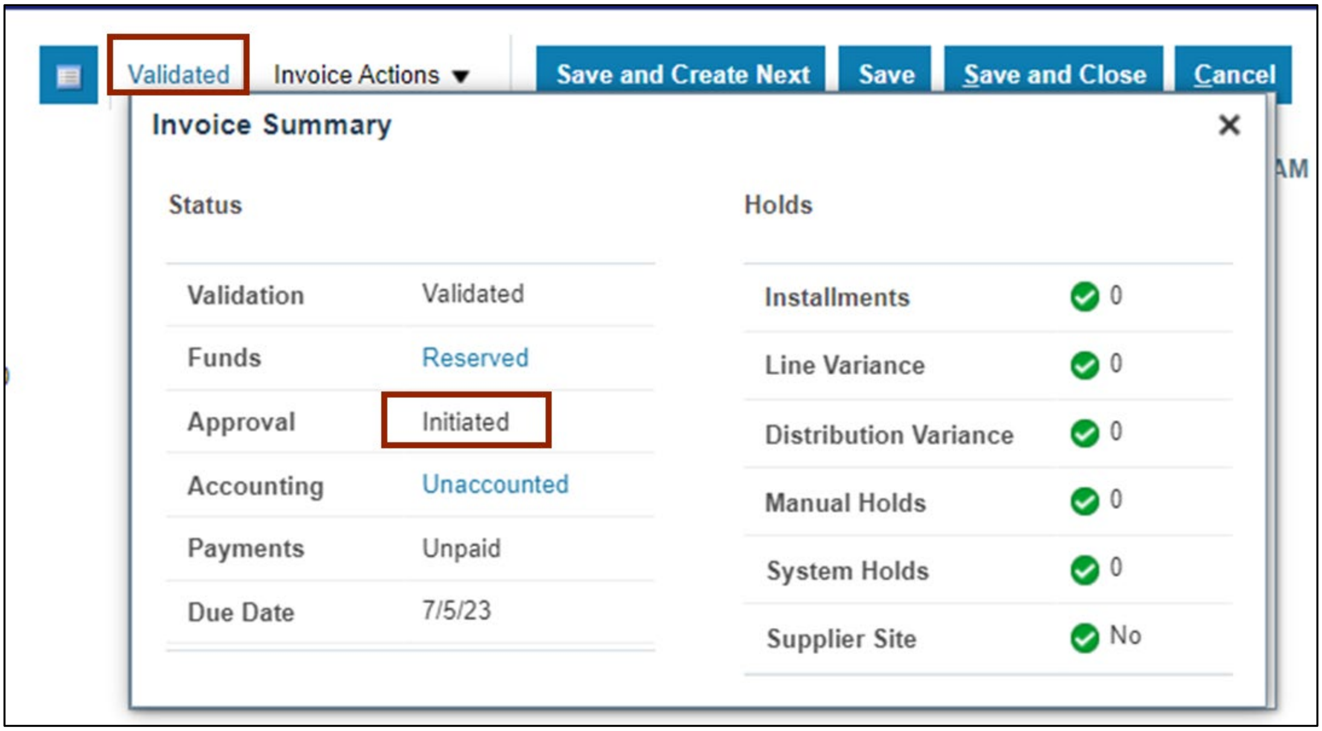
41. Validate the Invoice. The status will be **Validated.**



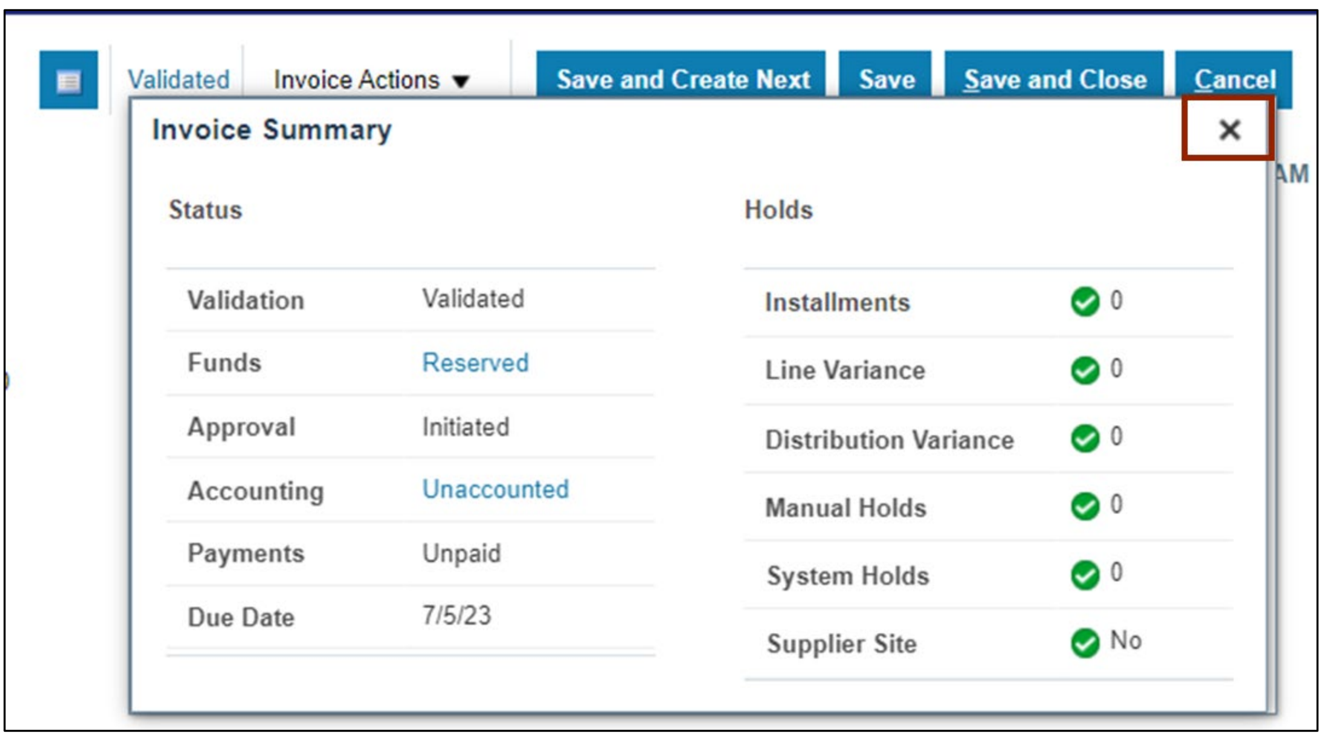
42. Once the Invoice is Validated, click the **Invoice Action** drop-down button. Select **Approval** and **Initiate** from the *Invoice Action* drop-down choice list.



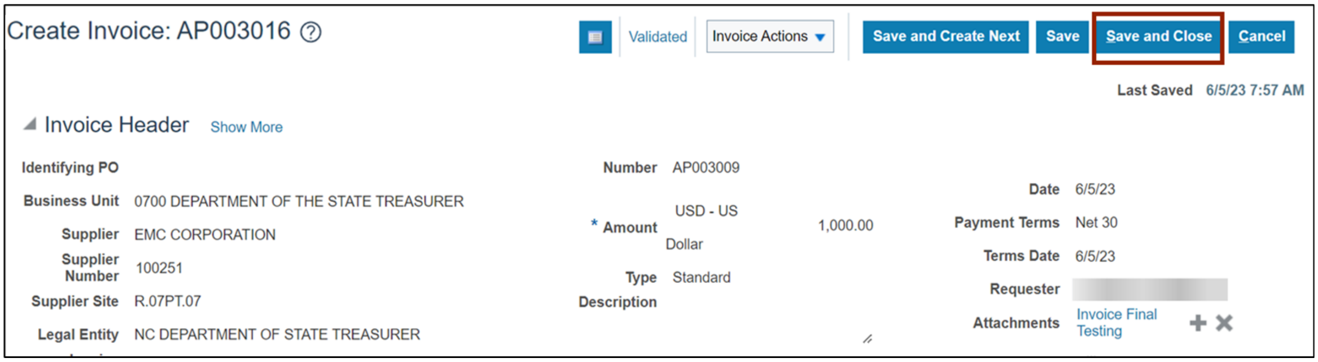
43. Click the **Validated** Status link. The status here is **Initiated.**



44. Click the **Cross** [✕] icon to close the *Invoice Summary* pop-up.



45. Click the **Save and Close** button. This directs you back to the **Invoice** dashboard page.



Wrap-Up

Create and Manage Invoices using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management