



AP YEAR-END ACCRUAL PROCESS

QUICK REFERENCE GUIDE AP-43

AP

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide the step-by-step process regarding NCFS Accounts Payable Year-End Accrual Process.

Introduction and Overview

This QRG covers how to create and manage an invoice for NCFS Accounts Payable Year-End Accrual Process.

Creating a New Invoice

1. When creating an invoice, scroll to the end of the invoice line and click on the Details button.

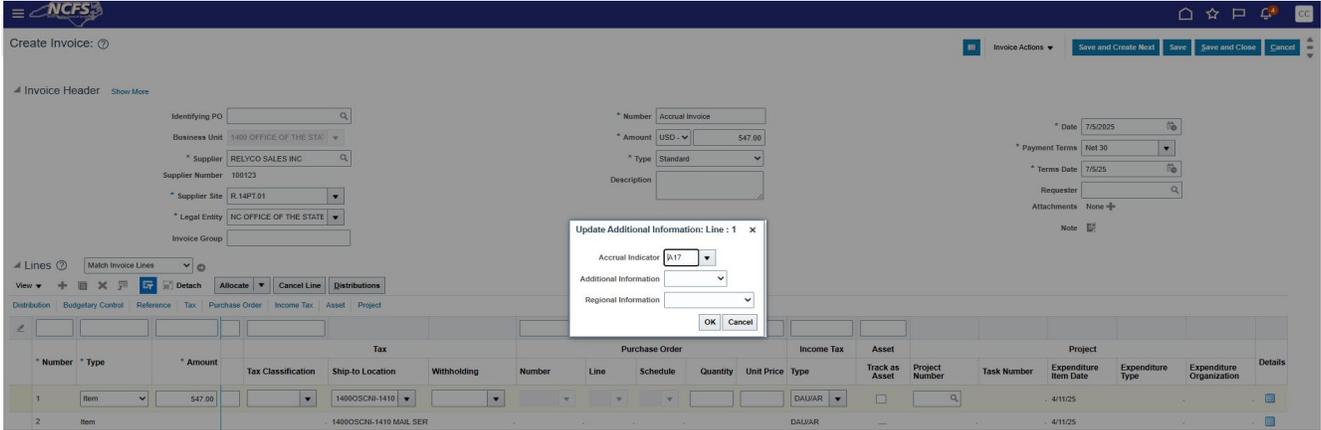
The screenshot shows the 'Create Invoice' interface. The 'Invoice Header' section includes fields for Identifying PO, Business Unit (1400 OFFICE OF THE STATE), Supplier (RELYCO SALES INC), Supplier Number (100123), Supplier Site (R-14PT-01), Legal Entity (NC OFFICE OF THE STATE), Invoice Group, Number (Accrual Invoice), Amount (USD - 547.00), Type (Standard), Date (7/5/2025), Payment Terms (Net 30), Terms Date (7/5/25), Requester, and Attachments (None). Below the header is a table of invoice lines with columns for Number, Type, Amount, Tax Classification, Ship-to Location, Withholding, Number, Line, Schedule, Quantity, Unit Price, Type, Track as Asset, Project Number, Task Number, Expenditure Item Date, Expenditure Type, and Expenditure Organization. A red arrow points to the 'Details' button at the end of the first line.

2. Click on the Accrual Indicator drop box.

The screenshot shows the 'Create Invoice' interface with a pop-up window titled 'Update Additional Information: Line : 1'. The pop-up has three fields: 'Accrual Indicator' (with a dropdown arrow), 'Additional Information', and 'Regional Information'. A red arrow points to the 'Accrual Indicator' dropdown. The background interface is dimmed, showing the same invoice header and table as the previous screenshot.



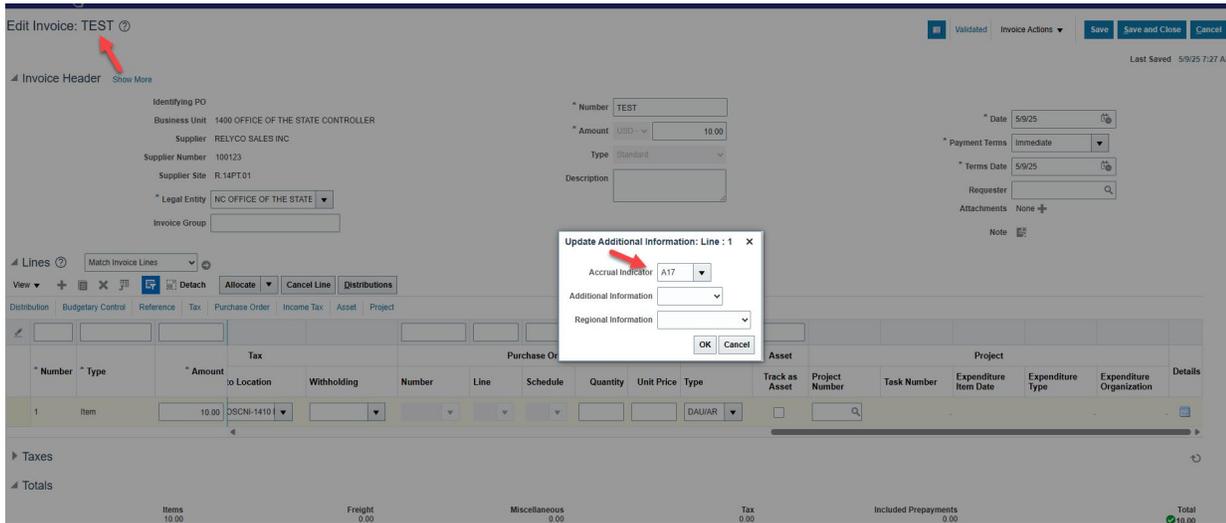
3. Select the appropriate Accrual Indicator for the invoice line.



4. Click OK.
5. Click Save.
6. Continue to process the invoice to add more lines or to validate and approve.

Managing Invoice to Add Accrual Indicator

1. Under Edit Invoice, Click the Details button to add the Accrual Indicator.



2. Click OK.
3. Click Save.
4. Continue to process the invoice to add more lines or validate and approve.

Accrual Indicators

Accounts Payable Accrual Indicators



A10	21110000 Accounts Payable	A38	21241300 Inter-Gov't Payable - Due to Capital Improvement Fund
A11	21111000 Due to Employees	A39	21241400 Inter-Gov't Payable - Due to Enterprise Fund
A12	21121000 Accrued Salaries and Wages	A40	21241500 Inter-Gov't Payable - Due to Internal Service Fund
A13	21122000 Withholdings and Employer Matching Payable	A43	21241800 Inter-Gov't Payable - Due to Pension Trust Fund
A15	21132500 Intergov Pay - Other States	A44	21241900 Inter-Gov't Payable - Due to Agency Fund
A16	21131000 Local Government Payable	A45	21250000 Due to Primary Government Agencies
A17	21132000 Federal Agency Payable	A46	21260000 Due to Component Units
A18	21191000 Obligation for Workers Compensation	A47	21622000 Accrued Interest Payable
A19	21192000 Accrued Vacation	A48	21711000 Deposits Payable - Contract Retainage
A21	21194000 Accrued Sales Tax Payable	A49	21712000 Deposits Payable - Federal Government
A22	21195000 1099 Withholding	A50	21713000 Deposits Payable - NC Funds and Government Units
A23	21196000 Escheats Payable	A51	21714000 Deposits Payable - Patient Deposits
A25	21231000 Intra-Gov't Payable - Due to General Fund	A52	21715000 Deposits Payable - Student Deposits
A26	21231100 Intra-Gov't Payable - Due to Special Revenue Fund	A53	21716000 Deposits Payable - Tenants Deposits
A28	21231300 Intra-Gov't Payable - Due to Capital Improvement Fund	A54	21717000 Deposits Payable - Due to Deferred Compensation Plan Participants
A29	21231400 Intra-Gov't Payable - Due to Enterprise Fund	A55	21719000 Deposits Payable - Funds Held for Others
A30	21231500 Intra-Gov't Payable - Due to Internal Service Fund	A56	21232000 Intra-Gov't Payable - Due to Permanent Fund
A33	21231800 Intra-Gov't Payable - Due to Pension Trust Fund	A57	21232100 Intra-Gov't Payable - Due to Private Purpose Trust
A34	21231900 Intra-Gov't Payable - Due to Agency Fund	A58	21242000 Inter-Gov't Payable - Due to Permanent Fund
A35	21241000 Inter-Gov't Payable - Due to General Fund	A59	21242100 Inter-Gov't Payable - Due to Private Purpose Trust
A36	21241100 Inter-Gov't Payable - Due to Special Revenue Fund	A60	21521000 Medical Claims Payable

Reports

1. RPT-RTR-172 - NC AP Accrual Reclass Report
Used to review AP invoices keyed through June to verify accruals.
2. RPT-RTR-177 - NC AP Accrual Injections Report
Used in July to review invoices and it contains two tabs:
 - Tab 1 – Displays detailed invoice information for all invoices entered in July.
 - Tab 2 – Summarizes accrual invoices by account combination and liability account to use for Journal upload.

Wrap-Up

Provides answers regarding how to create and manage an invoice for NCFS Accounts Payable Year-End Accrual Process.