



# VIEW INVOICES

## QUICK REFERENCE GUIDE AP-03

AP

### Purpose

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

### Introduction and Overview

This QRG covers the steps to view invoices in NCFS. Invoice Header, Line, Distribution, and Installment details can all be viewed and validated.

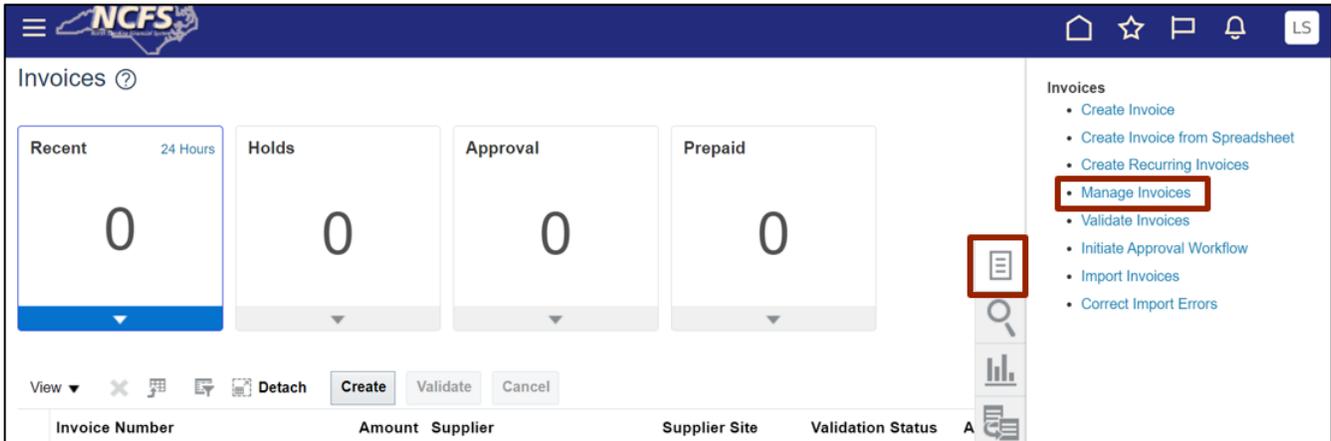
### View Invoices

To View Invoices 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 opens.

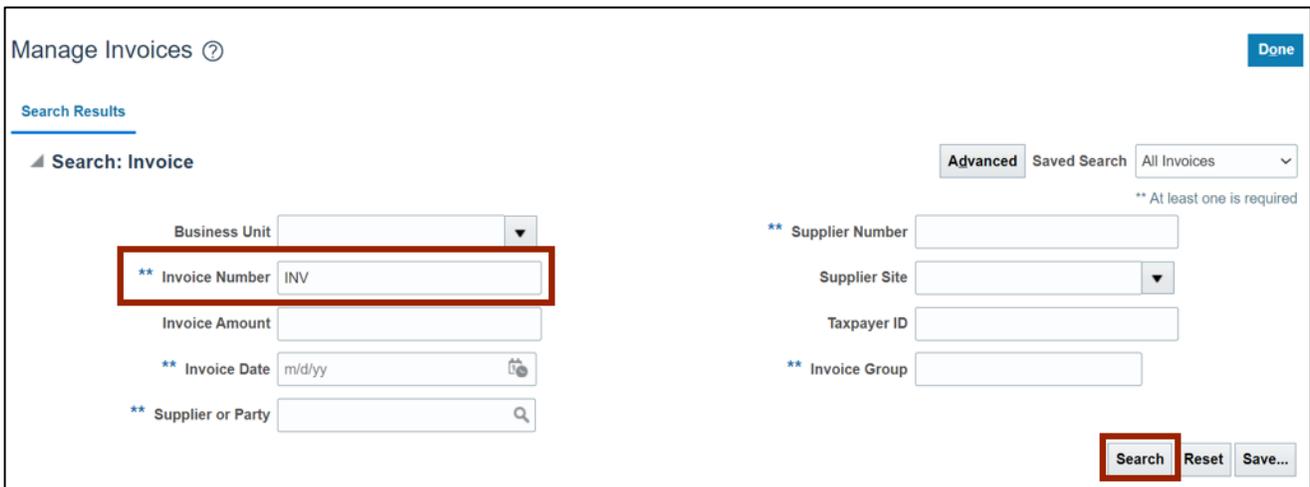


- On the **Invoices** dashboard, click the **Tasks** icon and click **Manage Invoices** from the **Tasks** pane. The **Manage Invoices** page opens.



- On the **Manage Invoices** page, enter data into any one or more fields marked by **\*\*** to search the invoice.

In this example, we enter **INV1000\_1** in the **Invoice Number** field and click the **Search** button.





7. Click the **Holds and Approval** tab to view the Holds and Approval history.

Lines **Holds and Approvals** Payments Installments

### Approval and Notification History

View [dropdown] [grid] [print] [detach] Detach

Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments	Hold Reason
No approval or notification history.							

### Holds ?

View [dropdown] [plus] [minus] [grid] [detach] Detach Release Holds

Hold						Release	
Name	Reason	Details	Line Held	Held By	Date	Name	Reason
Ordered quantity	Billed quantity exceeds ordered quantity.	[icon]		System	4/4/23 ...	Match overri	Matching hold released.
Supplier	Hold all unvalidated invoices for supplier.	[icon]		Traini...	5/12/2...	Amount appr	Invoice amount approved by supervisor
Supplier	Hold all unvalidated invoices for supplier.	[icon]		SHA...	4/4/23 ...	Amount appr	Invoice amount approved by supervisor

8. Click the **Payments** tab to view related Payments (if applicable).

Lines Holds and Approvals **Payments** Installments

### Payments

Number	Payment Document	Status	Reconciled	Current Payee Name	Payment Date	Paid Amount	Address	Remit-to Account
No payments.								

### Prepayments

#### Available

View [dropdown] [grid] [print] [detach] Detach Apply

Number	Description	Site	Purchase Order	Currency	Available	To Apply	Accounting Data
No data to display.							

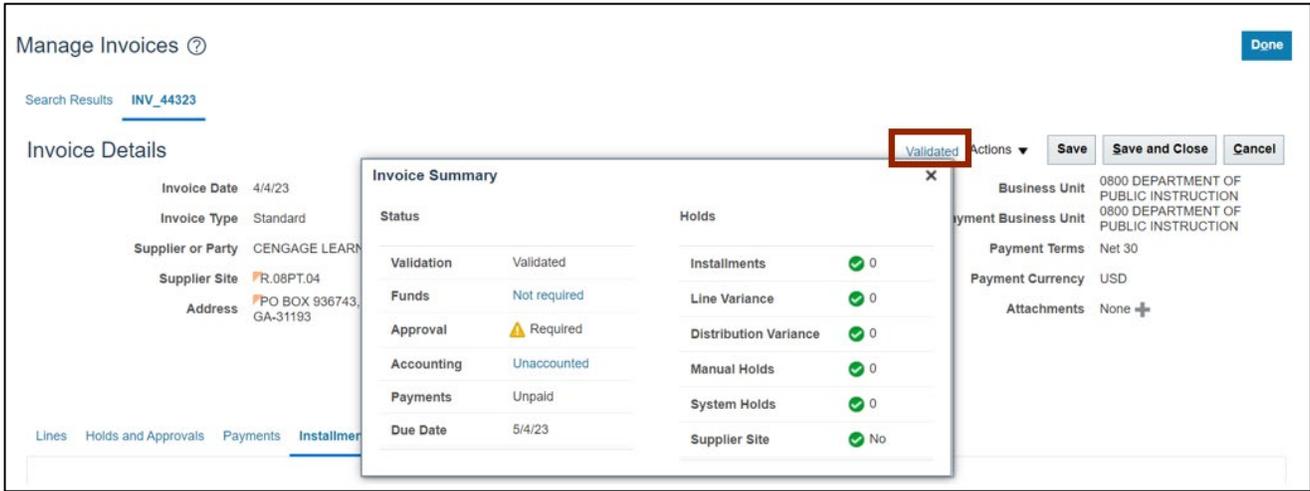
#### Applied

View [dropdown] [grid] [print] [detach] Detach Unapply

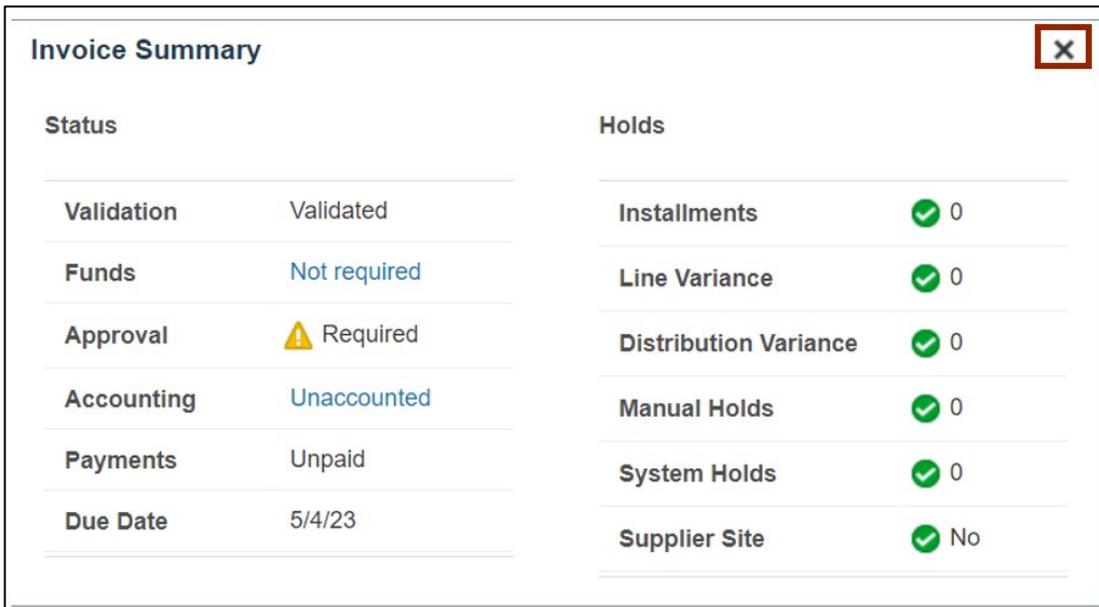
Number	Description	Site	Purchase Order	Currency	Applied	Accounting Data
No data to display.						



- On the **Manage Invoice** page, scroll up and click **Validated** to view the Invoice Summary. The *Invoice Summary* pop-up appears.



- On the *Invoice Summary* pop-up, validate all the **Status** and **Hold** details and click the [ X ] icon to close the pop-up.



13. Click the **Save and Close** button. You are redirected to the **Search: Invoice** page.

Manage Invoices ? Done

Search Results [INV\\_44323](#)

Invoice Details

Invoice Date	4/4/23	Invoice Amount	714.80 USD	Business Unit	0800 DEPARTMENT OF PUBLIC INSTRUCTION
Invoice Type	Standard	Applied Prepayments	0.00 USD	Payment Business Unit	0800 DEPARTMENT OF PUBLIC INSTRUCTION
Supplier or Party	CENGAGE LEARNING	Unpaid Amount	714.80 USD	Payment Terms	Net 30
Supplier Site	R.08PT.04	Holds	0	Payment Currency	USD
Address	PO BOX 936743, ATLANTA, GA-31193	Notes		Attachments	None

Validated Actions ▼ Save Save and Close Cancel

## Wrap-Up

View an Invoice in NCFS using the steps above.

## Additional Resources

### Web Based Training (WBT)

- AP 001: AP Inquiry
- AP 108: Invoice Release Hold

### Virtual Instructor Led Training (vILT)

- AP 101: Invoice Management