

VIEW INVOICES

QUICK REFERENCE GUIDE AP-03

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.





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

	5					
Invoices ⑦						Invoices • Create Invoice
Recent	24 Hours	Holds	Approval	Prepaid		Create Invoice from Spreadsheet Create Recurring Invoices Manage Invoices
0		0	0	0		Validate Invoices Initiate Approval Workflow Import Invoices
-		Ŧ	v	v	C	Correct Import Errors
View 👻 🎽	• •	<u>.</u>				
Invoice Numb	ber	Amount S	upplier	Supplier Site Va	lidation Status 🛛 A 🥃	

4. 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.

Manage Ir	voices (?)			Done
Search Result	s			
Search:	Invoice			Advanced Saved Search All Invoices ~
				** At least one is required
	Business Unit	•	** Supplier Number	
	** Invoice Number	INV	Supplier Site	•
	Invoice Amount		Taxpayer ID	
	** Invoice Date	m/d/yy	** Invoice Group	
	** Supplier or Party	Q		
				Search Reset Save

5. The search results are displayed. Click the **Invoice Number** to view the invoice details.

In this example, we choose **INV_44323.** The invoice details are displayed.

Manage Invoices ⑦)							D <u>o</u> ne
Search Results Search: Invoice Actions View	/ 8. /	📭 💭 Detac	h Validate Appro	oval 🔻 Post 🔻	1	Advanced Saved	All Invoices	~
Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice
INV-EFT-0800-101021	12/8/22	12/8/22 6:01 AM	KAIROS CHURCH	R.08PT.02	0.00 USD	1,800.00 USD	0.00 USD	Standar
INV_44323	4/4/23	4/4/23 6:18 AM	CENGAGE LEARNING	R.08PT.04	714.80 USD	714.80 USD	0.00 USD	Standar
	4							+

6. On the Manage Invoices page, scroll down and click the Lines tab to view the invoice lines.

Manage Invoices ⑦										D <u>o</u> ne
Search Results INV_44323										
Invoice Details						Valio	dated Actions -	Save	Save and Close	<u>C</u> ancel
Invoice Date 4/4/23			Invoice Ar	nount	714.80 USI	D	Busine	ss Unit	0800 DEPARTMENT PUBLIC INSTRUCT	T OF ION
Invoice Type Standard		Applied Prepayme		monte	0.00.1181		Payment Busine	ss Unit	0800 DEPARTMENT PUBLIC INSTRUCT	TOF
Supplier or Party CENGAGE LE	ARNING	Applied Prepayments		0.00 031	5	Payment	Terms	Net 30		
Supplier Site R.08PT.04			Unpaid Ar	nount	714.80 USI	D	Payment Cu	irrency	USD	
Address PO BOX 936 GA-31193	743, ATLANTA,			Holds 0			Attachments		None 📕	
				Notes 📑						
Lines Holds and Approvals Payments Install	ments									
Marrie E Calenda										
					Durk of the					_
Line Amount Description	Quantity	Price	UOM Name		Purchase O	order	Re	ceipt	Ship-to	Locatic
				Number	Line	Schedule	Number	Lin	ne	
1 714.80 MCGRW-STDYSYN	NC ELA 20	35.74	EACH	08P000002	5 1	1			08BOOK	(S-3905 I
<u> </u>										•

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

Lines Holds and Approvals	ines Holds and Approvals Payments Installments									
Approval and Notification History										
View 🔻 🎢 🛱 😭	Deta	ch								
Workflow Type Line Action Action Date Approver Reviewed Amount Comments Hold Reason										
Holds (?)	ory.									
View 👻 🛨 🗶 🏸	View 🔻 🕂 💥 🛱 🔛 Detach Release Holds									
			Hold							Release
Name		Reason			Details	Line Held	Held By	Date	Name	Reason
Ordered quantity	~	Billed qua	intity exceeds ordered qu	uantity.			System	4/4/23	Match overrit 🗸	Matching hold released.
Supplier	~	Hold all u	nvalidated invoices for s	upplier.			Traini	5/12/2	Amount appr \sim	Invoice amount approved by supervisor
Supplier	~	Hold all u	nvalidated invoices for s	upplier.			SHA	4/4/23	Amount appr \sim	Invoice amount approved by supervisor
- ()										•

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

Lines Holds and Ap	provals Pa	ayments	Installments							
Payments										
Number Pay	yment cument	Status	Reconciled	Current Payee Name	Payment	Date Paid Amou	int Addres	5		Remit-to Account
No payments.										
Prepayments										
Available										
View 🔻 🗊	F SI	Detach	Apply							
Number	Descripti	on			Site	Purchase Order	Currency	Available	* To Apply	* Accounting Date
No data to display.										
4										÷
Applied										
View 👻 🎵	F SI	Detach	Unapply							
Number	Descripti	on			Site	Purchase Order	Currency		Applied	* Accounting Date
No data to display.										
4										

	Un	ique Remittance Identi	fier	1		Pay Group St	andard	•
Jniqu	ie Remitta	ance Identifier Check D	ligit			Payment Reason		•
		Bank Charge Bea	arer	~	Payment R	eason Comments		
		Settlement Prio	rity	~			Pay alone	
		Delivery Chan	nnel		- Disc	countable Amount	7	14.80
View	▼	🗙 🖙 🗑 Det	ach Release H	Hold	_		_	
Ins	tallment	Due Date	Gross Amount	Unpaid Amount	Payment Priority	Payment Method	Bank Account	Detai
1		5/4/23	714.80	714.80	10	Check - Supplier	•	
		Totals	714.80	714.80				
≰ In	stallme	ent 1: Details						
Disco	ounts (0)	Remittance Messages	Holds					
1	Date			Discount			Net Amount	
1		m/d/yy		Discount			Net Amount	
2	Date							

9. Click the *Installments* tab to view the **Installment** details.

10. Click the *Installments* tab and the *Remittance Messages* tab to view the Installment Remittance.

Installment 1: Details			
Discounts (0) Remittance Mess	ages Holds		
Message 1			
Message 2			
Message 3			

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

anage Invoices ⑦								Don		
earch Results INV_44323					_			6-mm		
nvoice Details		Invoice Summa	rv		Valida	ated Actions V Sa	Save and Close	Cance		
Invoice Date	4/4/23		,			Business Unit 0800 DEPARTMENT OF PUBLIC INSTRUCTION				
Invoice Type	Standard	Status		Holds		nyment Business Ur	PUBLIC INSTRUCT	RUCTION		
Supplier or Party	CENGAGE LEARN	Validation	Validated	Installments	• 0	Payment Tern	ns Net 30			
Supplier Site	R.08PT.04		Validated	mataminenta	•••	Payment Current	y USD			
Address	PO BOX 936743, GA-31193	Funds	Not required	Line Variance	0	Attachments	ts None			
		Approval	A Required	Distribution Variance	0					
		Accounting	Unaccounted	Manual Holds	O					
		Payments	Unpaid	System Holds	O					
Design and American Design	ments Installmer	Due Date	5/4/23	Supplier Site	No					

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

Invoice Summa	гу		×
Status		Holds	
Validation	Validated	Installments	o
Funds	Not required	Line Variance	O
Approval	A Required	Distribution Variance	O
Accounting	Unaccounted	Manual Holds	O
Payments	Unpaid	System Holds	O
Due Date	5/4/23	Supplier Site	No

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

Manage Invoices ⑦					Done
Search Results INV_44323					
Invoice Details				Validated Actions	Save and Close Cancel
Invoice Date	4/4/23	Invoice Amount	714.80 USD	Business Unit	0800 DEPARTMENT OF PUBLIC INSTRUCTION
Invoice Type	Standard		0.00 1100	Payment Business Unit	0800 DEPARTMENT OF PUBLIC INSTRUCTION
Supplier or Party	CENGAGE LEARNING	Applied Prepayments	0.00 USD	Payment Terms	Net 30
Supplier Site	R.08PT.04	Unpaid Amount	714.80 USD	Payment Currency	USD
Address	PO BOX 936743, ATLANTA, GA-31193	Holds	0	Attachments	None -
		Notes	ей		

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