



CREATE AND PROCESS CHECK PAYMENTS

PTP

QUICK REFERENCE GUIDE AP-09A

Purpose

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

Introduction and Overview

This QRG covers the procedure of creating and processing Payment Process Requests (**PPR**) to enable check payments.



User Tip:

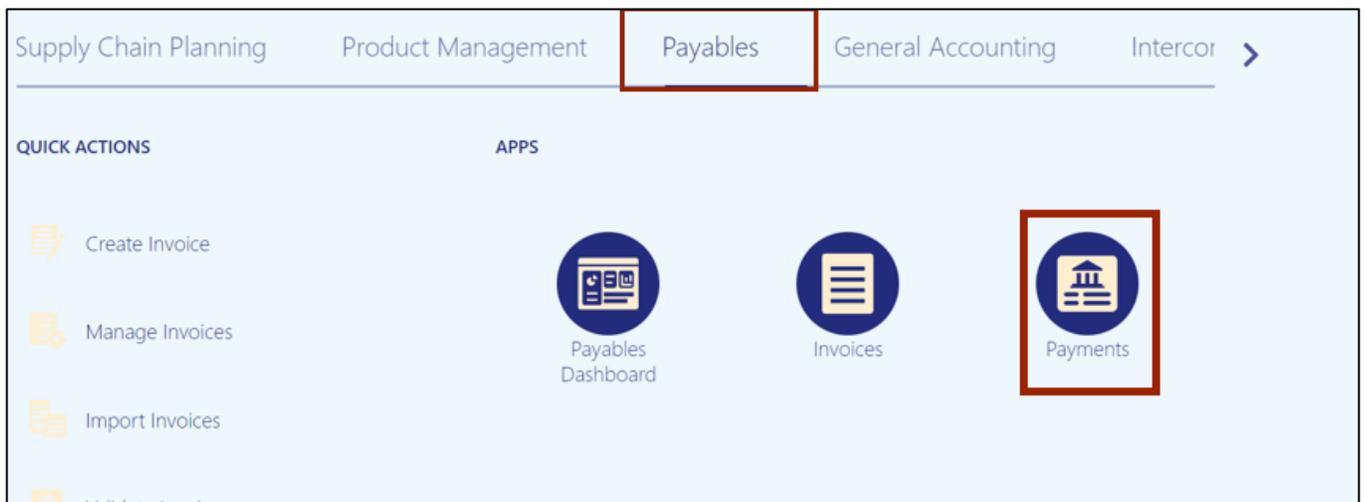
The following are prerequisites to Create and Process Check Payments:

1. Invoices should be validate and approved.
2. Invoice should not have any holds.

Submit Check Payments

To submit check PPR 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 then click the **Payments** app.



3. On the **Overview** page, click the **Tasks** [☰] icon and then click **Submit Payment Process Request**.

Overview

Payment Process Requests ?

Requiring Attention (3) Recently Completed (0) Recently Terminated (2)

View [Dropdown] [Icons] Detach [Refresh]

Name	Pending Since	Stage	Status	Ar [Bar Chart]
ChecTest001	2/8/23	Payment file build	Waiting for payment file processing	
020923-002	2/9/23	Payment file build	Waiting for payment file processing	

Payments

- Submit Payment Process Request
- Manage Payment Process Requests
- Manage Payment Process Request Templates
- Manage Payments
- Manage Payment Files
- Create Positive Pay File
- Send Separate Remittance Advice
- Create Regulatory Reporting
- Payment File Accompanying Letter

Accounting

- Create Accounting
- Create Adjustment Journal

4. Click the *Template* drop-down choice list and select the appropriate template. In this example, we choose **DST Check**.

Enter the name in the **Name** field in the given format “BU Payment Method MMDDYYYY Initials”. In this example ‘0800 Check 04182023 SL’.

Submit Payment Process Request ? [Submit] [Cancel]

Name: 1100 06122023 Check SL. Template: DST Check

Selection Criteria | **Payment and Processing Options**

Pay Through Date: 6/12/23
 Pay from Date: m/d/yy
 From Payment Priority: 1
 To Payment Priority: 10
 Date Basis: Pay date
 Include Zero Amount Invoices: Yes
 Supplier Type: [Dropdown]

Payment Method: [Dropdown]
 Invoice Conversion Rate Type: [Dropdown]
 Supplier or Party: [Search]
 Invoice Group: [Dropdown]

- On the **Selection Criteria** tab, the details are auto-populated based on the template selected. Review the details and modify if required. **Pay Through Date** will determine the invoices picked in your PPR based on the invoice due date.

Selection Criteria Payment and Processing Options

Pay Through Date: 6/12/23

Pay from Date: m/d/yy

From Payment Priority: 1

To Payment Priority: 10

Date Basis: Pay date

Include Zero Amount Invoices: Yes

Supplier Type: [Dropdown]

Pay Groups: All Specific

View: [Dropdown] + X

Currencies: All Payment Invoice

Business Units: All Payment Invoice

Legal Entities: All Specific

Sources: All Specific Exclude

Payment Method: [Dropdown]

Invoice Conversion Rate Type: [Dropdown]

Supplier or Party: [Search]

Invoice Group: [Dropdown]

- Scroll up on the **Submit Payment Process Request** page and click the **Submit** button. This will redirect you to **Overview** dashboard.

Submit Payment Process Request ?

Submit **Cancel**

* Name: 1100_06122023_Check

Template: DST Check

Selection Criteria Payment and Processing Options

Pay Through Date: 6/12/23

Pay from Date: m/d/yy

From Payment Priority: 1

To Payment Priority: 10

Date Basis: Pay date

Include Zero Amount Invoices: Yes

Supplier Type: [Dropdown]

Payment Method: [Dropdown]

Invoice Conversion Rate Type: [Dropdown]

Supplier or Party: [Search]

Invoice Group: [Dropdown]

7. These programs will run when you submit the PPR.

Process Name	Process ID	Status	Scheduled Time	View Output	Parameters	View Log
Payables Selected Installments Report	5785914	Succeeded	4/12/23 1:11 AM ...		300000263090650	
Initiate Payment Process Request	5785913	Succeeded	4/12/23 1:11 AM ...		Y, 300000263090650	

Review Installments (Add/Delete)

To review installments in NCFS, please follow the steps below:

1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required PPR and then click the **Action** icon.

Payment Process Requests

Requiring Attention (1) Recently Completed (0) Recently Terminated (2)

Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
1100_06122023_Check	6/12/23	Installation selection	Pending installments review		3		6/12/23

Payment Files Requiring Attention

Actions View

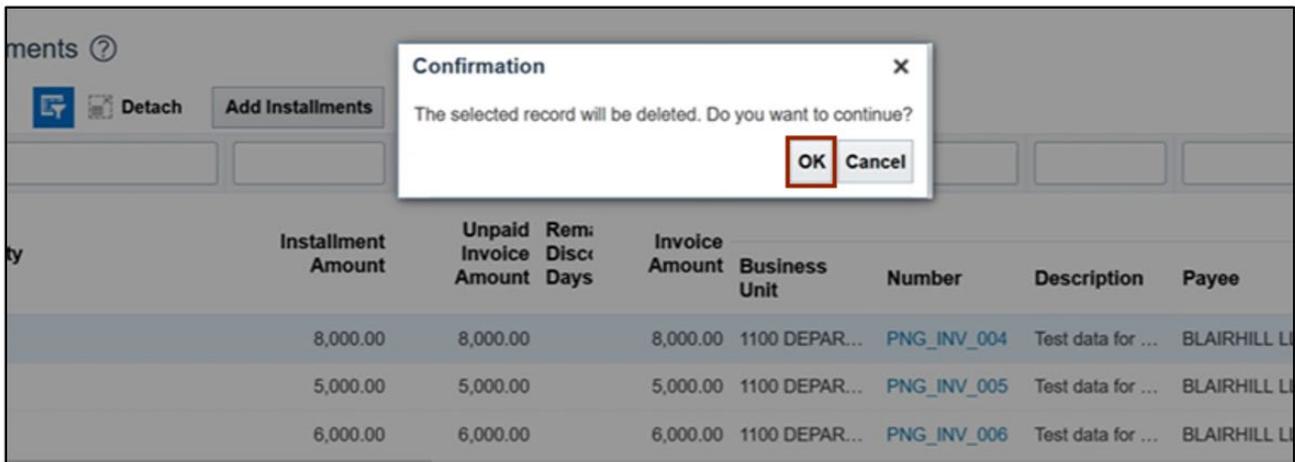
2. On the **Review Installments** page, review the list of Installments. **NCFS will automatically pick up current invoices that ready for check payment.** Optionally, to add or remove installs follow step 5 through step 7, if not skip to step 8. Click the **Add Installments** button to add/remove an installment optionally.

Selected Installments

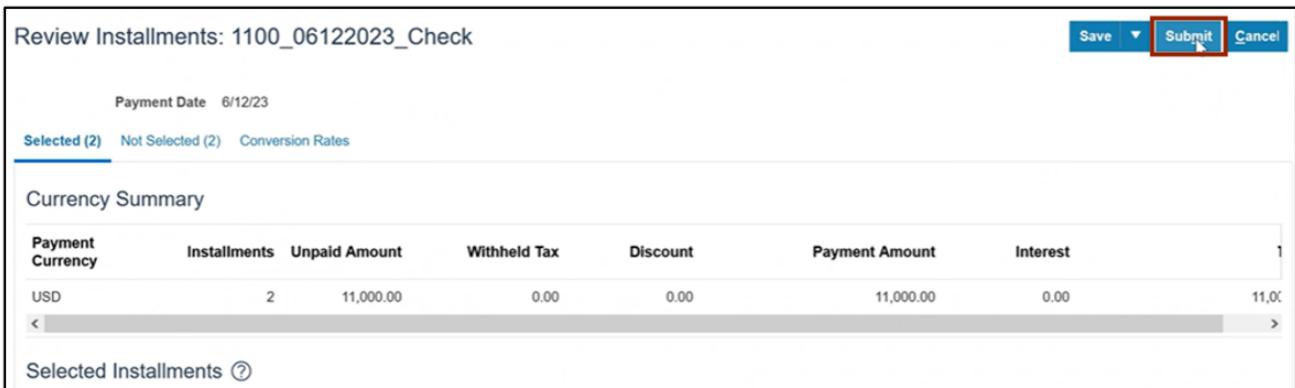
View **Add Installments**

Supplier or Party	Installment Amount	Unpaid Invoice Amount	Rem. Discr Days	Invoice Amount	Business Unit	Number	Description	Payee	Due Date
BLAIRHILL LLC	8,000.00	8,000.00		8,000.00	1100 DEPAR...	PNG_INV_004	Test data for ...	BLAIRHILL LLC	1/31/23
BLAIRHILL LLC	5,000.00	5,000.00		5,000.00	1100 DEPAR...	PNG_INV_005	Test data for ...	BLAIRHILL LLC	1/31/23
BLAIRHILL LLC	6,000.00	6,000.00		6,000.00	1100 DEPAR...	PNG_INV_006	Test data for ...	BLAIRHILL LLC	1/31/23

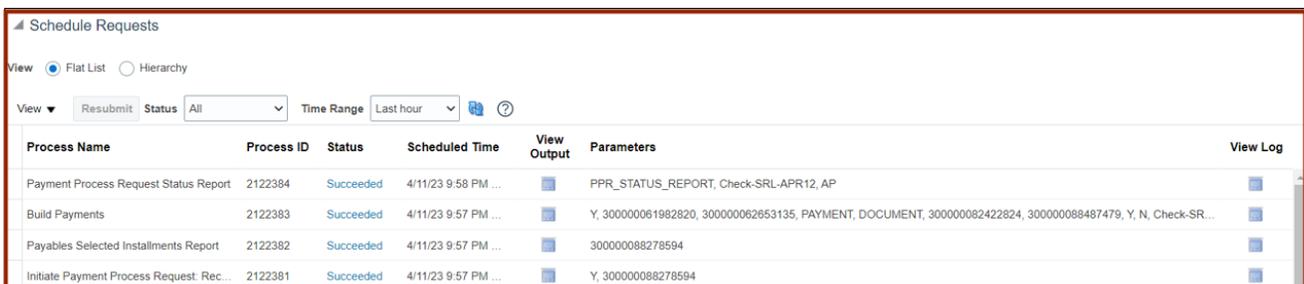
6. A **Confirmation** pop-up appears. Click the **OK** button.



7. On the **Review Installments** page, click the **Submit** button.



8. These programs will run when you submit the Installments.



Complete Pending Information Required

To add disbursement bank account, please follow the steps below:

1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required **PPR** and click the **Action** [↻] icon.

Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
▶ 1100_06122023_Check	6/12/23	Document validation	Pending action to complete information...	[refresh icon]	2	0	6/12/23

2. From the *Disbursement Bank Account* drop-down choice list, select the required Account. **Please select your agency's disbursement bank account only.**

In this example, we choose **1000014 – GENERAL EXPENSE – DOL**. Click the **Resume Payment Process** button. This will redirect you to the **Payment Process Requests** page.

Assign Payment Process Attributes: 1100_06122023_...

Assigned Documents 0
Unassigned Documents 2
Total 2

Document Payable Groups

Payment Currency	Payment Business Unit	Payment Method	Payment Date	Number of Documents	Payment Process Profile	Disbursement Bank Account
USD	1100 DEPARTMENT OF LABOR	Check - Supplier	6/12/23	2	NC Check Payment Process Profile	1000014 - GENERAL EXPENS

Complete Pending Proposed Payment Review

To review pending proposed payment, please follow the steps below:

1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required **PPR** and then click the **Action** [↻] icon.

Payment Process Requests ?

Requiring Attention (1) Recently Completed (0) Recently Terminated (2)

View ▾ [Grid] [List] [Refresh] [Detach]

Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
▶ 1100_06122023_Check	6/12/23	Payment validation	Pending proposed payment review	[↻]	2		6/12/23

2. On the **Review Proposed Payments** page, click the **Resume Payment Process** button.

Review Proposed Payments: 1100_06122023_Ch... ?

Creation Date 6/12/23
Status Pending proposed payment review

Payment Summary

	Payments Created	Total Amount	Payments Rejected	Payments Removed
	1	11,000.00 USD	0	0
Total	1		0	0

Payments ?

View ▾ >> [Grid]

Actions ▾ Save **Resume Payment Process** Cancel

3. These programs will run when you resume the payment process.

Review Proposed Payments: PPR_3700_MAY10 ?

Creation Date 5/10/23
Status Pending proposed payment review

Payment Summary

	Payments Created	Total Amount	Payments Rejected	Payments Removed
	2	1,728.98 USD	0	0
Total	2		0	0

Payments ?

View ▾ >> [Grid]

Payment Business Unit	Payee	Amount	Payment	Date	Bank Account	Remit to Account
3700 DHHS BROUGHTO...	BURKE COUNTY CLERK OF COURT	328.98 USD	60	5/10/23	2055280030856 - DHHS...	
3700 DHHS BROUGHTO...	BURKE COUNTY CLERK OF COURT	1,400.00 USD	60	5/10/23	2055280030856 - DHHS...	

Payment Process Request Status Report	2122397	Succeeded	4/11/23 10:04 PM ...	[Info]	PPR_STATUS_REPORT, Check-SRL-APR12, AP
Build Payments	2122396	Succeeded	4/11/23 10:04 PM ...	[Info]	Y, 300000061982820, 300000062653135, PAYMENT, DOCUMENT, Y, N, Check-SRL-APR12, 200

Actions ▾ Save Resume Payment Process Cancel

- Under the **Requiring Attention** tab, the status is available as **Payments approval initiated** for the selected PPR.

The screenshot shows the 'Payment Process Requests' interface. The 'Requiring Attention (1)' tab is active. A table lists a PPR with the following details:

Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
1100_06122023_Check	6/12/23	Payment validation	Payments approval initiated		2		6/12/23

Note: Once you have completed the payment review, the payment approval is initiated, and **Payment Approval is performed by the OSC Central Compliance Team typically between 10:30 am and 1:00 pm.**

- Once all the steps are completed, under the **Requiring Attention** tab, the status is available as **Waiting for payment file processing** for the selected PPR.

Note: The Payments are now awaiting Printed files to be created by the Agency Payment Printer role can print checks, please refer to QRG AP31 for steps. Once your agency payment printer confirms the print job, your PPR should move to the Recently Completed tab. Its best practice to confirm your print job the same day as payment accounting won't process until the print job is confirmed. However, please do not confirm your print job until you have the physical printed checks on hand and have inspected them for print issues.

The screenshot shows the 'Payment Process Requests' interface. The 'Requiring Attention (1)' tab is active. A table lists a PPR with the following details:

Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
1100_06122023_Check	6/12/23	Payment file build	Waiting for payment file processing		2		6/12/23

- Click the Expand button to view the printing status. The status will be updated to **Formatted and Ready for Printing**.

The screenshot shows the 'Payment Process Requests' interface. The 'Requiring Attention (3)' tab is active. A table lists a PPR with the following details:

Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
PPR NEW 101	4/7/23	Payment file build	Waiting for payment file processing		3		4/7/23
231190		Payment file processing	Formatted and ready for printing				

Wrap-Up

Create check payments in NCFS using the steps above to submit PPR, review installments, complete pending information required, complete pending payment review and complete payment process.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP100: Agency Payment Management
- QRG – AP31