

CREATE AND	PROCESS	Снеск
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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					Payments Submit Payment Process Request
A Payment Process Requests ⑦ Requiring Attention (3) Recently Completed (0) View ▼ P Detach ♥	Recently Terminated (2	2)		E	Manage Payment Process Requests Manage Payment Process Request Templates Manage Payments Manage Payment Files Create Positive Pay File
Name	Pending Since	Stage	Status	A' <u> </u>	Send Separate Remittance Advice Create Regulatory Reporting Payment File Accompanying Letter
ChecTest001	2/8/23	Payment file build	Waiting for payment file processing		Accounting
020923-002	2/9/23	Payment file build	Waiting for payment file processing		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'".

omit Payment Process Reque	st ⊘		Sub <u>m</u> it <u>C</u> a
* Name	1100 00122023 Check SL	Template DST Chock	•
Payment and Processing Optio	8		
Pay Through Date	6/12/23	Payment Method	•
Pay from Date	midiyy 😼	Invoice Conversion Rate Type	¥
From Payment Priority	1	Supplier or Party	2
To Payment Priority	10	Invoice Group	•
Date Basis	Pay date 🐱		
Include Zero Amount Invoices	Yes 🗸		

5. 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 Paym	ent and Processing Options			
	Pay Through Date	6/12/23	Payment Method	•
	Pay from Date	m/d/yy	Invoice Conversion Rate Type	~
	From Payment Priority	1	Supplier or Party	٩
	To Payment Priority	10	Invoice Group	•
	Date Basis	Pay date 🗸		
	Include Zero Amount Invoices	Yes 🗸		
	Supplier Type	~		
	Pay Groups	All Specific		
		View 🔻 🛨 🗙		
		Standard		
	Currencies	All Payment Invoice		
	Business Units	All Payment Invoice		
	Legal Entities	All Specific		
	Sources	All Specific Exclude		

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

Submit Payment Process Reque	st ②		Sub <u>m</u> it <u>C</u> ancel
* Name	1100_06122023_Check	Template	DST Check V
Payment and Processing Optio	ns		
Pay Through Date	6/12/23	Payment Method	•
Pay from Date	m/d/yy	Invoice Conversion Rate Type	~
From Payment Priority	1	Supplier or Party	Q
To Payment Priority	10	Invoice Group	•
Date Basis	Pay date 🗸		
Include Zero Amount Invoices	Yes 🗸		
Supplier Type	~		

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

Vi	ew Resubmit Status All	→ Tin	ne Range Las	t hour 🗸 🝓 🕐			
	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** [60] icon.

4	Payment Process Requests (?)							
Re	quiring Attention (1) Recently Compl	eted (0) Recei	ntly Terminated (2)						
1	fiew ▼ ቻ 📄 Detach 🕥								Ξ
	Name	Pending	Stage	Status	Action	Installments		Payment	L
	humo	Since	olugo	outus	Action	Selected	Rejected	Date	<u>III.</u>
	▶ 1100_06122023_Check	6/12/23	Installment selection	Pending installments review	0	3		6/12/23	
4	Payment Files Requiring Atten	tion							
Ac	tions 🔻 View 💌 🛒 📰	Detach 👈							

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.

\$	Sel _{Vie}	ected Installments ⑦ w ▼ 『 『 『 ⊡ Detach	Add Installments							
	2									m/d/yy 🗟
		Supplier or Party	Installment Amount	Unpaid Remainvoice Disco Amount Days	Invoice Amount	Business Unit	Number	Description	Payee	Due Date
_	Π	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

3. In the *Search* section, enter details in at least one field (marked as ******) for the required **Installment** and click the **Search** button.

A	dd Installments								×
	✓ Search					[Basic Saved Sea	Irch All Due Install	Iments 🗸
								** At least one	is required
	Invoice Business Unit	Equals ~		•	Available Discount	Equals	×		
	** Supplier or Party	Equals v		•	Remaining Discount Days	Equals	~		
	Unpaid Amount	Equals 🗸			Invoice Currency	Equals	~	•	
	** Due Date	On or before v 5/10/23	3 Čo		Payee	Equals	~		•
	** Invoice Number	Starts with 🗸		1					
						Searc	h Reset Save	. Add Fields 🔻	Reorder

4. List of Installments will appear. Select the **Installments** which need to be added and click the **Add to Payment Process Request** button. Make sure to select invoices which are only check payments.

iew 🔻 🎢 Ad	d to Payment Process Request	📄 Detach						
Invoice Business Unit	Supplier or Party	Invoice Number	Pa Cu	Unpaid Amount	Due Date	Available Discount	Remaining Discount Days	Next Discount
3700 DHHS BR	BURKE COUNTY CLERK OF C	T60	US	200.00 USD	5/10/23	0.00 USD		
3700 DHHS BR	BURKE COUNTY CLERK OF C	Test Non DST 040620	US	328.98 USD	5/6/23	0.00 USD		
3D00 DHHS LO	CARRONS FUNERAL HOME	Non-DST Test 040623	US	965.23 USD	4/16/23	0.00 USD		
3A00 DHHS JU	JULIAN F KEITH ADATC	NOn-DST Test 3 040623	US	1,500.00 USE	4/6/23	0.00 USD		
3A00 DHHS JU	JULIAN F KEITH ADATC	Non-DST Test 2	US	395.00 USD	4/6/23	0.00 USD		
3500 DHHS CA	ROSES - STORE #483	Test Non DST 2 040623	US	125.56 USD	5/6/23	0.00 USD		

5. Alternatively, to delete an installment, select the **Installment** and click the **Delete** [*] icon.

Se	ew v 🗙 🕫 😭 Detach	Add Installments							
1									m/d/yy 🗟
	Supplier or Party	Installment Amount	Unpaid Rema Invoice Disca Amount Days	Invoice Amount	Business Unit	Number	Description	Payee	Due Date
Г	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

ments ⑦	Confirmation The selected re	n acord will b	be deleted. Do	x inue? ncel				
ty	Installment Amount	Unpaid Invoice Amount	Rema Disca Days	Invoice Amount	Business Unit	Number	Description	Payee
	8,000.00	8,000.00		8,000.00	1100 DEPAR	PNG_INV_004	Test data for	BLAIRHILL LI
	5,000.00	5,000.00		5,000.00	1100 DEPAR	PNG_INV_005	Test data for	BLAIRHILL LI
	6,000.00	6,000.00		6,000.00	1100 DEPAR	PNG_INV_006	Test data for	BLAIRHILL LI

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

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

Review Ir	Review Installments: 1100_06122023_Check													
Selected (2)	Payment Date 6/12/23 Not Selected (2) Conver	sion Rates												
Currency	Currency Summary													
Payment Currency	Installments	Unpaid Amount	Withheld Tax	Discount	Payment Amount	Interest	1							
USD	2	11,000.00	0.00	0.00	11,000.00	0.00	11,00							
<							>							
Selected	Installments ⑦													

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

4	Schedule Requests					A Schedule Requests											
Vie	View																
`	View 🔻 Resubmit Status All 💙 Time Range Last hour 🗸 🍓 ⊘																
Process Name		Process ID	Status	Scheduled Time	View Output	Parameters	View Log										
	Payment Process Request Status Report	2122384	Succeeded	4/11/23 9:58 PM		PPR_STATUS_REPORT, Check-SRL-APR12, AP											
	Build Payments	2122383	Succeeded	4/11/23 9:57 PM		Y, 300000061982820, 300000062653135, PAYMENT, DOCUMENT, 300000082422824, 300000088487479, Y, N, Check-SR											
	Payables Selected Installments Report	2122382	Succeeded	4/11/23 9:57 PM		30000088278594											
L	Initiate Payment Process Request: Rec	2122381	Succeeded	4/11/23 9:57 PM		Y, 30000088278594											

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.

Payment Process Requests Requiring Attention (1) Recently Co	mpleted (0) Rec	ently Terminated (2)					
View ▼ J ^m 🔛 Detach t	Pending				Installments		Ξ
Name	Since	Stage	Status	Action	Selected	Rejected Date	<u>lıl.</u>
1100_06122023_Check	6/12/23	Document validation	Pending action to complete information	0	2	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 F	Assign Payment Process Attributes: 1100_06122023 Actions V										
Assigned Documents 0 Unassigned Documents 2 Total 2											
Document Payable	Groups ⑦ cument Payable Level										
Payment Currency Payme	nt Business Unit	Payment Method	Payment Date	Number of Documents	Payment Process Profile	Dist	oursement Bank Acc	ount			
USD 1100 DE	PARTMENT OF LABOR	Check - Supplier	6/12/23	2	NC Check Payment Process	s Profile	0014 - GENERAL EXP	ENS 🔻			

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.

ſ	A Payment Process Requests ⑦												
l	Requiring Attention (1) Recently Completed (0) Recently Terminated (2)												
View 🔻 🎟 🔛 Detach 👈													
I	Nama	Pending	Stage	Statue	Action	Installments Payn		1					
	Name	Since	Stage	Status	Acuon	Selected	Rejected Date	<u>III.</u>					
	▶ 1100_06122023_Check	6/12/23	Payment validation	Pending proposed payment review	0	2	6/12/23						

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

eview F	Proposed Payme	ents: 1100_0612		Actions v	Save Resume Payment Proc	ess	
с	reation Date 6/12/23						
	Status Pending pr	oposed payment review					
Payment	Summary Payments Created	Total Amount	Payments Removed				
	1	11,000.00 USD	0	0			
Total	1		0	0			
ayments	s ?						

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

Review P	roposed Paymen	ts: PPR_3700	_MAY10 ②						Actions 🔻	Save Resume Pay	ment Process Cancel		
	Creation Dat Statu	le 5/10/23 Is Pending proposed	payment review										
Payment S	Payment Summary												
	Payments Created	Total Amount	Payments Rejected	Payments Remove	d								
	2	1,728.98 USD	0		0								
Total	2		0		0								
Payments	0												
View 👻	» F												
Payme	nt Business Unit Payee						Amount	Payment	Date	Bank Account	Remit-to Account		
3700 DH	IHS BROUGHTO ⁷ BURKI	E COUNTY CLERK OF	COURT				328.98 USD	69	5/10/23	2055280030856 - DHHS			
3700 DF	IHS BROUGHTO BURK	E COUNTY CLERK OF	COURT				1,400.00 USD	69	5/10/23	2055280030856 - DHHS			
Paymer	nt Process Reques	t Status Repor	t 2122397	Succeeded	4/11/23 10:04 PM		PPR_STATUS_REPORT, Check-SRL-APR	12, AP					
Build Pa	ayments		2122396	Succeeded	4/11/23 10:04 PM		Y, 300000061982820, 300000062653135, F	PAYMENT,	DOCUMENT,	Y, N, Check-SRL	-APR12, 200		

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

A Payment Process Requests (?) Requiring Attention (1) Recently Completed (0) Recently Terminated (2)											
View ▼ III Detach €											
Name	Since	ce Stage	Status	Action	Selected	Rejected Date	<u>lıh</u>				
▶ 1100_06122023_Check	6/12/23	Payment validation	Payments approval initiated	0	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.

5. 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.

4	Payment Process Requests ⑦											
R	Recently Completed (0) Recently Terminated (2)											
_	View ▼ 3 Detach to										Ξ	
	N	lam	e	Pending	Stage	Status	Action	Installments		Payment	1.1	
	Humo			Since				Selected	Rejected	Date		
		Þ.	1100_06122023_Check	6/12/23	Payment file build	Waiting for payment file processing		2		6/12/23		

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

A Payment Process Requests (?)							
Requiring Attention (3) Recently Completed (0) Recently Terminated (6)							
View 🕶 🎵 🖃 Detach 👈							
Name	Pending	Stage	Status	Action	Installments		Payment
	Since		Junus .		Selected	Rejected	Date
PPR NEW 101	4/7/23	Payment file build	Waiting for payment file processing		з		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