

CREATE AND PROCESS ELECTRONIC

PAYMENT

PTP

QUICK REFERENCE GUIDE AP-9B

Purpose

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

Introduction and Overview

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



User Tip:

The following are prerequisites to Create and Process Electronic Payments:

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

Submit Check and Electronic Payments

To submit check and electronic 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.

Supply Chain Planning	Product Management	Payables	General Accounting	Intercor >
QUICK ACTIONS	APPS			
Create Invoice				
Manage Invoices	Payab	oles	Invoices Payme	
Import Invoices				
10/26/23	North Carolina Offi	ICE OF THE STAT		PAGE 1 OF 9



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

Overview					Submit Payment Process Request
Payment Process Requests ⑦ Requiring Attention (3) Recently Completed	d (0) Recently Terminated (2)		_	Manage Payment Process Requests Manage Payment Process Request Templat Manage Payments Manage Payment Files Create Positive Pay File
View ▼ 3 P Cotach €	Pending	Stage	Status	A' .	Send Separate Remittance Advice Create Regulatory Reporting
Name	Since	Stage	Status	~ Ш	Payment File Accompanying Letter
Name ChecTest001		Payment file build	Walting for payment file processing	~ Ш	Payment File Accompanying Letter Accounting Create Accounting

4. Click the *Template* drop-down choice list and select the appropriate template.

In this example, we choose **Epay**.

Enter the name in the *Name* field in the given format "BU Epay MMDDYYYY Initials".

Submit Payment Process Request ③			
Marne	0800 Epey 10/20/23 RT	Template	E-Pay
Selection Criteria Payment and Processing Options			
Pay Through Date	10/20/23	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 🗸		

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	Payment and Processing Options			
	Pay Through Date	10/20/2	23	Ē
	Pay from Date	m/d/yy		10
	From Payment Priority		1	
	To Payment Priority	1	0	
	Date Basis	Pay da	te 🗸	
	Include Zero Amount Invoices	Yes	*	
	Supplier Type			~
	Pay Groups		Specific	
		View	• + ×	
		St	andard	•
	Currencies	IIA (O Payment	
	Business Units	IIA 💿	O Payment	
	Legal Entities	IIA (O Specific	
	Sources	IIA (O Specific	O 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 Request ①		Sidey	(ancel
	* Nerree 0800_check_07252023_R	Template E-Pay	
Selector Criteria Payment and Processing Options			

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

View 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** [] icon.

lew ▼ 🗊 🐨 Detach 👈				
Name	Pending Since	Stage	Status	Action
AP100StatusDemo	9/22/23	Payment file build	Waiting for payment file processing	
 1600EPay 09-27-23 (MM) 	9/27/23	Installment selection	Pending installments review	0
0800Checkt01623MU3	10/16/23	installment selection	Pending installments review	0
0800Check101623MU4	10/16/23	Installment selection	Pending installments review	0
B000Check101623MU5	10/16/23	Installment selection	Pending installments review	0
0000Check101623MU7	10/16/23	Installment selection	Pending installments review	0
B 0000Check101823MU8	10/16/23	Installment selection	Pending installments review	0
 0800 10/17/23 Demo LDW 	10/17/23	Payment file build	Waiting for payment file processing	
 0800 Epay 10/20/23 RT 	10/20/23	Installment selection	Pending installments review	0

2. On the **Review Installments** page, review the list of Installments. **NCFS will automatically pick up current invoices that ready for ePay/ACH 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. **Make sure to select only ePay invoices.**

fiew ▼ 勇 📑 Detach								m/d/yy 🛱
Supplier or Party	Installment Amount	Unpaid Remainvoice Disco Amount 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	0.000.00	1100 DEPAR	PNG INV 006	Test data for	BLAIRHILL LLC	4124122

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

Add Installments	Add Installments ×								
✓ Search						Basic Saved Se	earch All Due Inst	aliments 🗸	
							** At least or	ne is required	
Invoice Business Unit	Equals v		•	Available Discount	Equals	~			
** Supplier or Party	Equals ~		•	Remaining Discount Days	Equals	~			
Unpaid Amount	Equals ~			Invoice Currency	Equals	~	•		
** Due Date	On or before v 5/10/23	3 🛱		Payee	Equals	~		-	
** Invoice Number	Starts with 🗸]						
					Sea	rch Reset Save	e 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 only to select ePay invoices.

ew 🔻 🎢 🗛	dd 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 2	200.00 USD	5/10/23	0.00 USD		
3700 DHHS BR	BURKE COUNTY CLERK OF C	Test Non DST 040620	US 3	328.98 USD	5/6/23	0.00 USD		
3D00 DHHS LO	CARRONS FUNERAL HOME	Non-DST Test 040623	US S	65.23 USD	4/16/23	0.00 USD		
3A00 DHHS JU	JULIAN F KEITH ADATC	NOn-DST Test 3 040623	US 1	,500.00 USC	4/6/23	0.00 USD		
3A00 DHHS JU	JULIAN F KEITH ADATC	Non-DST Test 2	US 3	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.

ew 🔻 🗶 🎵 📑 Detac	h Add Installments							
								m/d/yy 🗟
Supplier or Party	Installment Amount	Unpaid Rema Invoice Disca Amount 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	1/31/33

ments ⑦	Add Installments	Confirmation The selected re		be deleted. Do	you want to cont	x inue? ncel		
ty	Installment Amount	Unpaid Invoice Amount	Disce	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 Installments: 0800 Epay 10/20/23 RT							Save 🔻 Subgit Cancel
Payment Date 10/20/23							
Selected (18) Not Selected (2178) Conversion Rates							
Currency Summary							
Payment Currency	Instaliments	Unpaid Amount	Withheld Tax	Discount	Payment Amount	Interest	Total
USD	18	40,567.00	0.00	0.00	49,567.00	0.00	49,557.00

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

Schedule Requests						
View 💿 Flat List 🔵 Hierarchy						
View 🔻 Resubmit Status All	∼ Tim	e 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	
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.

0000 10/17/23 Demo LDW	10/17/23	Payment file build	Waiting for payment file processing		1 10/17/23
0000 Epsy 10/20/23 RT	10/20/23	Document validation	Pending action to complete information rec	18	11/20/23

2. From the *Disbursement Bank Account* drop-down choice list, select the OSC's Epay Account.

In this example, we choose **3000046 – GENERAL EXPENSE OSC EPAY–**. Click the **Resume Payment Process** button. This will redirect you to the **Payment Process Requests** page.

Assign Payment Process Attributes: 0800 Epay 10/20/23 RT				Actors - San Resume Payment P	vocess Cancel
	Assigned Documents 0				
	Unassigned Documents 10				
	Total 10				
Document Payable Groups ① Ver + Assign at Document Psyshile Level					
Payment Currency Payment Business Unit		Payment Method	Payment Date	Number of Payment Process Profile Disbursement	Bank Account
USD 0200 ADMINISTRATIVE OFFICE OF THE COURTS		Electronic - Supplier	10/20/23	1 NC Electronic Payment Process Lotie 3202049 - GEN	DRAL EXPL

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.

				-		
0000 10n7/23 Demo L0W	10/17/23	Payment file build	Waiting for payment file processing			1 10/17/23
▶ 0100 Epsy 19/20/23 RT	10/20/23	Payment validation	Pending proposed payment review	0	9	10/20/23

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

Review	Review Proposed Payments: 0800 Epay 10/20/23 RT 🕥						
	Creation Da	ite 10/20/23 Ins. Pending proposed	payment review				
Payment	Summary						
	Payments Created	Total Amount	Payments Rejected	Payments Ramoved			
Total	12	49.567.00 USD					
retar	12		0				

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

Revie	w Proposed	Payment	s: PPR_3700	_MAY10 ②					Actions •	Save Resume Pays	nent Process Cancel
		Creation Date Status		payment review							
Payme	nt Summary										
	Payments (Created	Total Amount	Payments Rejected	Payments Remove	d					
		2	1,728.98 USD	0		0					
Total		2		0		0					
Payme	nts 🕐										
View •	» E										
Pa	ment Business U	nit Payee					Amount	Payment	Date	Bank Account	Remit-to Account
370	0 DHHS BROUGHT	o ^r burke	COUNTY CLERK OF	COURT			328.98 USD	60	5/10/23	2055280030856 - DHHS	
37	0 DHHS BROUGHT	O BURKE	COUNTY CLERK OF	COURT			1,400.00 USD	69	5/10/23	2055280030856 - DHHS	
Payr	nent Process	Request	Status Repor	t 2122397	Succeeded	4/11/23 10:04 PM	PPR_STATUS_REPORT, Check-SRL-APR	12, AP			
Build	Payments			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, click the refresh icon, the status is available as **Payments approval initiated** for the selected PPR.

▶ 0000 10/17/23 Demo LDW	10/17/23	Payment file build	Waiting for payment file processing	
▶ 0800 Epay 10/20/23 RT	10/20/23	Payment validation	Payments approval initiated	0

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: OSC will send ACH file the next day, until then the **status will be** Waiting for Payment File Processing. The agencies should not create ACH File.

Payment Process Reque	ests 🕜						
Requiring Attention (1) Recently	y Completed (0) Rec	ently Terminated (2)					
View 🔻 📅 👾 Detach	Ð						E
Name	Pending		Status		Installm	ents Payn	
Name	Since	Stage	Status	Action	Selected	Rejected Date	111
0800 Epay 10/20/23	RT 6/12/23	Payment file build	Waiting for payment file processing		2	6/12/2	23
_							

Wrap-Up

Create electronic 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