



MANAGE BOA PCard INVOICES

AP

QUICK REFERENCE GUIDE AP-20

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to manage Bank of America (BOA) PCard Invoices in the North Carolina Financial System (NCFS).

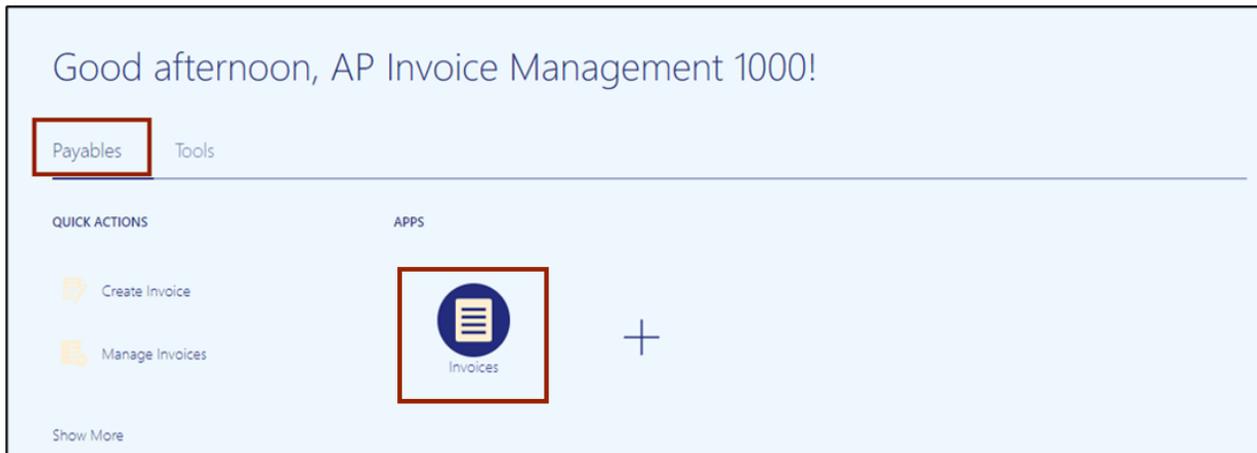
Introduction and Overview

This QRG covers how to manage BOA PCard invoices in NCFS.

Manage BOA PCard Invoices

To manage BOA PCard 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, under the **Payables** tab, click the **Invoices** app.



6. After validating the header information, select **Edit** from the *Actions* drop-down choice list.

Note: the invoice status is **Needs revalidation**.

The screenshot shows the 'Invoice Details' page. The status 'Needs revalidation' is highlighted in a red box. The 'Actions' dropdown menu is open, and the 'Edit' option is highlighted in a red box. Other options in the menu include 'Check Funds', 'Validate', 'Request Override', 'Approval', 'Cancel Invoice', 'Post to Ledger', and 'Account in Draft'. The invoice details include: Invoice Date 1/15/23, Invoice Amount 21,185.09 USD, Invoice Type Standard, Supplier or Party BANK OF AMERICA - PCARD, Supplier Site PCARD.1600, and Address PO BOX 60073, City of Industry, CA-91716.

7. On the **Edit Invoice** page, under **Lines** section, select the **Distribution** button. The *Manage Distributions* window opens.

The screenshot shows the 'Manage Distributions' window. The 'Distributions' button is highlighted in a red box. The window contains a table with the following data:

* Number	* Type	* Amount	Distribution Set	Distribution Combination
1	Item	504.67		3000-135403-55675000-00000000-00000000-000000000000-000000-0000-000000-000000
2	Item	96.74		3000-135403-55675000-00000000-00000000-000000000000-000000-0000-000000-000000
3	Item	1,722.30		3000-135403-55675000-00000000-00000000-000000000000-000000-0000-000000-000000
4	Item	379.96		3000-135403-55675000-00000000-00000000-000000000000-000000-0000-000000-000000
5	Item	304.48		3000-135403-55675000-00000000-00000000-000000000000-000000-0000-000000-000000

- On the *Manage Distributions* window, select **All** from the *Invoice Line* drop-down choice list. Verify or change any needed invoice line distributions details for correct account distribution. If necessary, you can export them to an Excel spreadsheet by selecting the **Export to Excel** [📄] icon to assist in verification.

After verifying or changing the invoice line distributions, click the **Save and Close** button.

Manage Distributions

View + X [📄] [🔍] [🗑️] Detach Invoice Line All Reverse Adjust Tax Recovery Check Funds View Results

Line	Distribution	Type	Amount	Accounted Amount	Distribution Combination	Related Retainage Distribution	Retained Invoice Distributions
1	1	Item	360.00		1300-101813-55675000-13062		
2	1	Item	127.15		1300-101813-55675000-13062		
3	1	Item	448.28		1300-101813-55675000-13062		
4	1	Item	896.56		1300-101813-55675000-13062		
5	1	Item	222.20		1300-101813-55675000-13062		
6	1	Item	358.77		1300-101813-55675000-13062		
7	1	Item	127.53		1300-101813-55675000-13062		

Distributions Total Amount 63,908.72
 Remaining Amount 0.00
 Invoice Amount 63,908.72

Save and Close Cancel

- Click the **Details** [🔍] icon for the required Invoice Line.

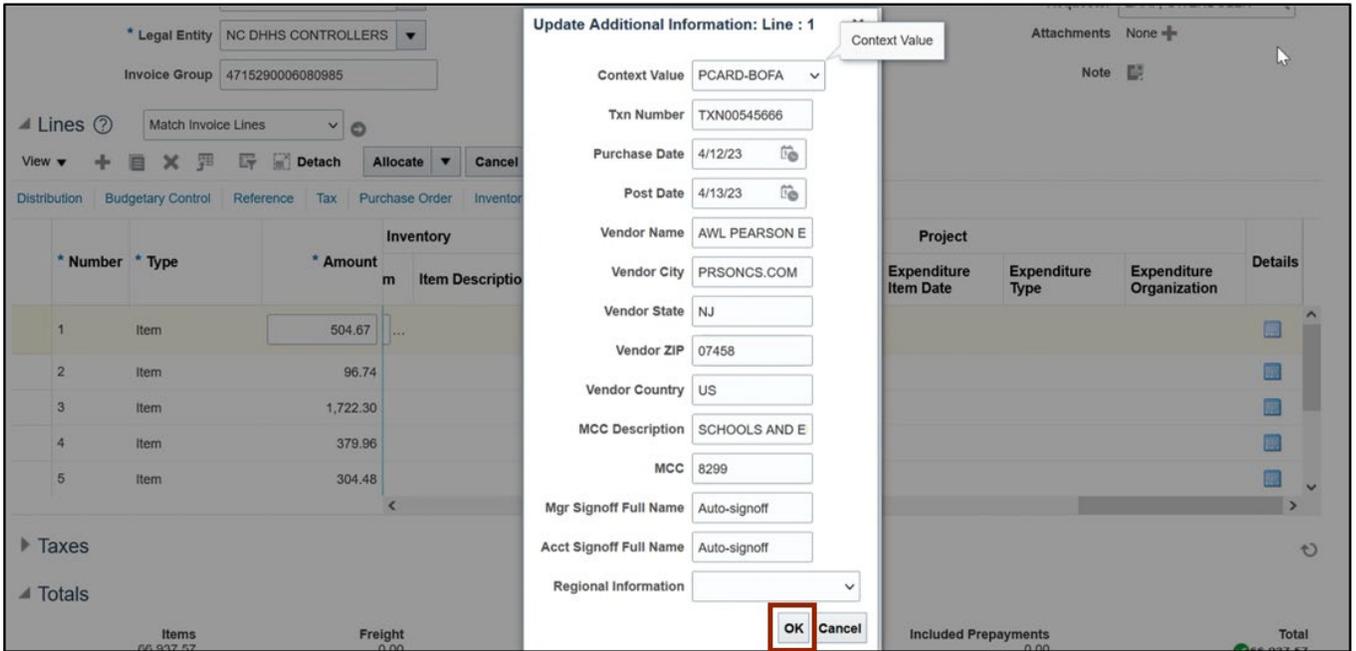
Lines Match Invoice Lines

View + X [📄] [🔍] [🗑️] Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Inventory Asset Project

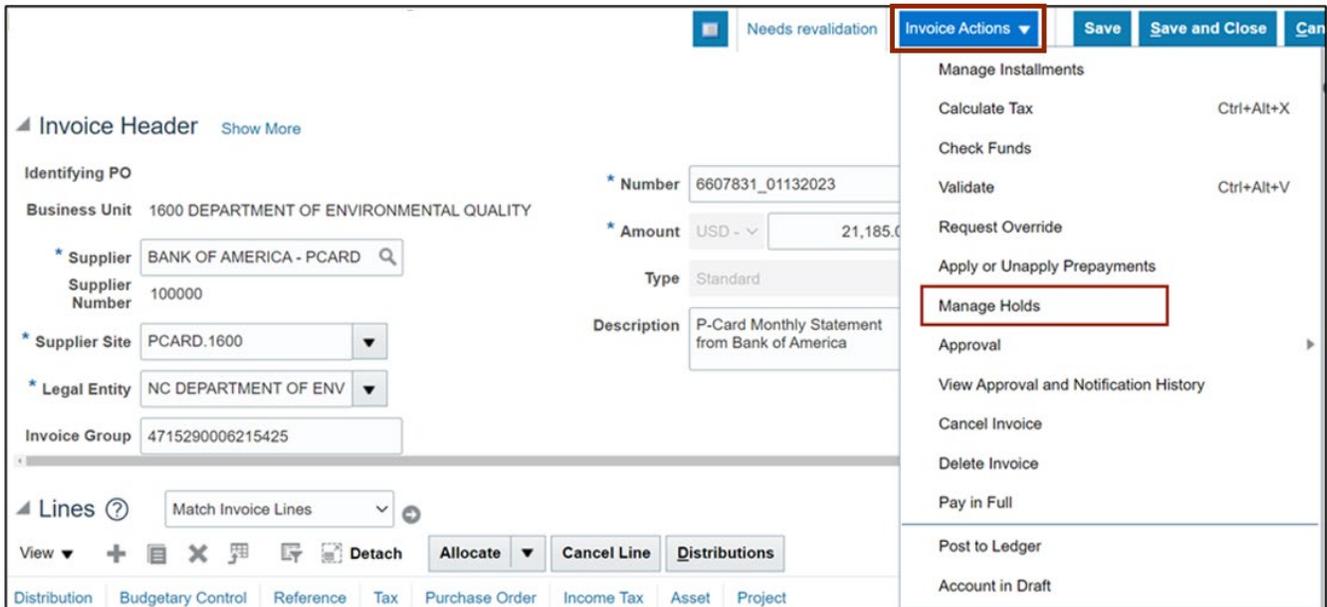
Number	Type	Amount	Inventory		Asset		Project				Details	
			m	Item Description	Track as Asset	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization		
1	Item	504.67		...	<input type="checkbox"/>							[🔍]
2	Item	96.74										[🔍]
3	Item	1,722.30										[🔍]
4	Item	379.96										[🔍]
5	Item	304.48										[🔍]

10. The *Update Additional Information* pop-up appears. Validate and click the **OK** button.



Note: Steps 11, 12 and 13 are not applicable to the Invoice Management User as it is not a function of AP invoice management. This is performed by the AP Invoice Release Hold role.

11. Scroll back to the top of the page. From the *Invoice Actions* drop-down choice list, select **Manage Holds**.



12. On the *Manage Holds* pop-up window, under the **Release** section select the appropriate option from the *Name* drop-down choice list.

The screenshot shows the 'Manage Holds' window with the 'Release' section active. A dropdown menu is open for the 'Name' field, listing various reasons for releasing a hold. The 'Amount approved' option is highlighted. The 'Save and Close' button is visible at the bottom right.

Hold					Release				
Name	Reason	Details	Line Held	Held By	Date	Name	Reason	Date	Details
Supplier	Hold all unvalidated invoices for supplier.			LYND...	2/...				

Type	* Amount	Distribution Set	Distribution Combination	Accounting
em	218.64		1600-102176-55675000-0000000-000000	2/8/23
em	572.57		1600-102176-55675000-0000000-000000	2/8/23
em	258.92		1600-102176-55675000-0000000-000000	2/8/23

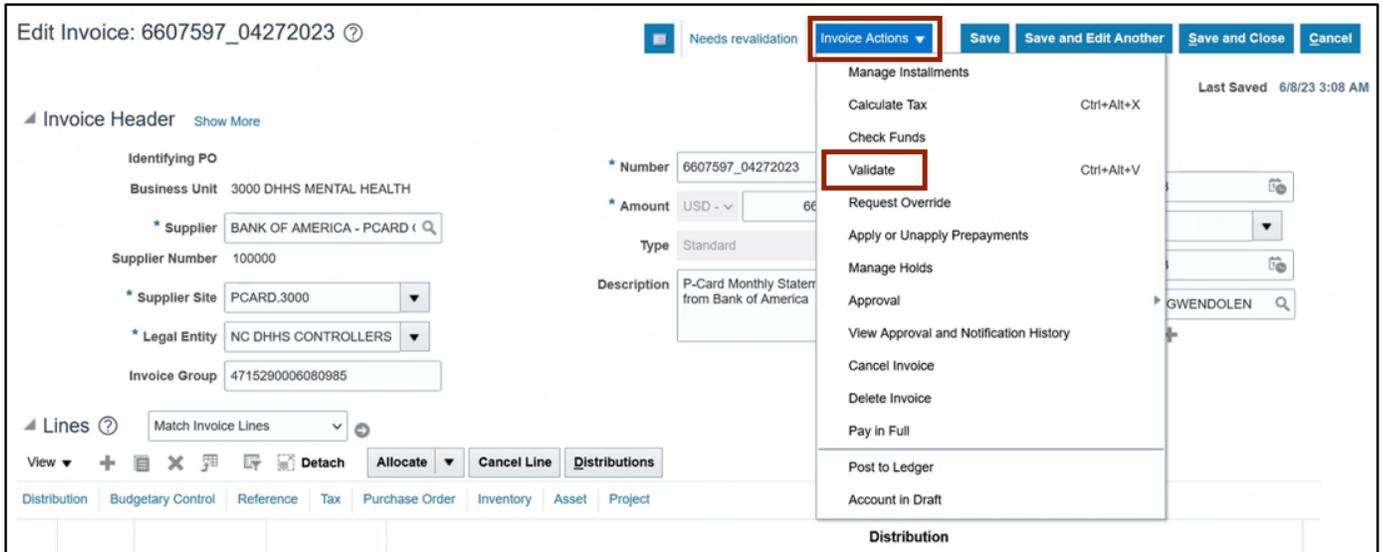
13. Then the **Release Reason** field is auto populated. Click the **Save and Close** button

The screenshot shows the 'Manage Holds' window with the 'Release Reason' field auto-populated with the text 'Invoice amount approved by supervisor or mana'. The 'Save and Close' button is highlighted at the bottom right.

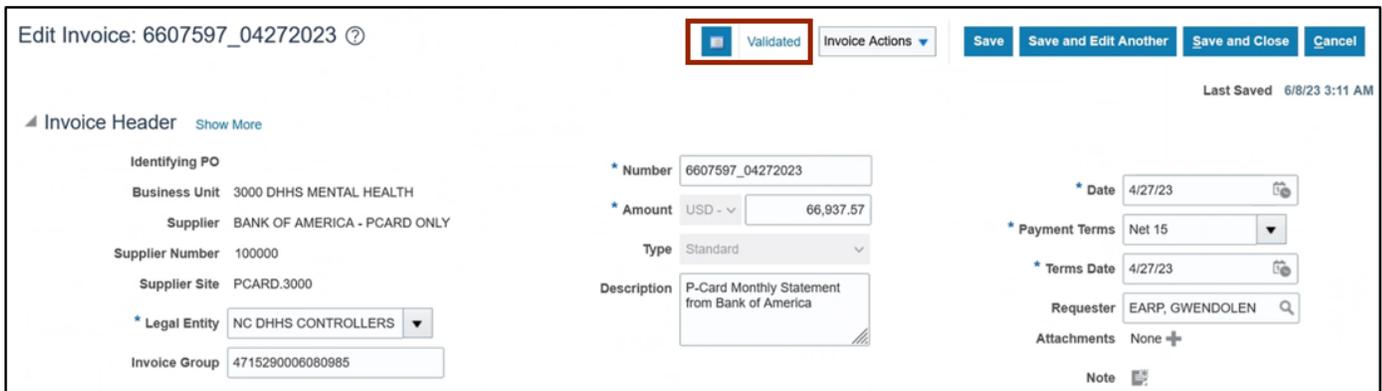
Hold					Release				
Name	Reason	Details	Line Held	Held By	Date	Name	Reason	Date	Details
Supplier	Hold all unvalidated invoices for supplier.			LYND...	2/...	Amount approved	Invoice amount approved by supervisor or mana	5/12/23...	

Note: Steps 14 and 15 are performed by the AP Invoice Management User.

14. After the hold is released by the AP Release Hold user, navigate to the invoice and click the *Invoice Actions* drop-down choice list and select **Validate**.



15. On the **Edit Invoice** page, the invoice status changes from **Needs Revalidation** to **Validated**



Note: If the invoice is set up for auto approval or supervisor approval, you don't have to initiate the approval of the invoice. If not, please follow the approval process decided by your agency. For example, you can either choose the Requestor to approve, or force approve.

Wrap-Up

Manage BOA PCard invoice using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP-101: Invoice Management