

MANAGE BOA PCARD INVOICES

QUICK REFERENCE GUIDE AP-20



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.

| Good afternoon, | AP Invoice Management 1000! | |
|-----------------|-----------------------------|--|
| Payables Tools | | |
| QUICK ACTIONS | APPS | |
| Create Invoice | Invoices + | |
| Show More | | |

AP



3. On the **Invoices** page, click the **Tasks** [] icon. Under the **Invoices** section, click the **Manage Invoices** link.

| Invoices ⑦ | | | | | | Invoices • Create Invoice |
|--|--|--|---------------|-------------------|--------------------------|--|
| Recent 7 Days | Holds O Validation 1 Purchasing O Other | Approval O | Prepaid | | | Create Invoice from Spreadsheet Create Recurring Invoices Manage Invoices Validate Invoices Initiate Approval Workflow Import Invoices Correct Import Errors |
| View ▼ 🗶 翔 📭 Invoice Number 6607453_01132023 | Detach Create Vali Amount S 486,347.73 USD B | date Cancel upplier ANK OF AMERICA - PCARD | Supplier Site | Validation Status | Accountil Unaccounted | |

4. On the Manage Invoices page, enter the **Invoice Number** and **Supplier Number**. Click the **Search** button.

Note: BOA PCards Supplier Number is 100000.

| Manage Invo | oices (?) | | | | | | | | | D <u>o</u> ne |
|----------------|----------------------|------------------|---|------------------|---------|-------------------|--------------|---------|----------|---------------|
| Search Results | | | | | | | | | | |
| I Search: Ir∡ | nvoice | | | | | A <u>d</u> vanced | Saved Search | All Ir | voices | ~ |
| | | | | | | | | ** At I | aast one | is required |
| | Business Unit | | • | ** Supplier Numb | er 1000 | 000 | | | | |
| | ** Invoice Number | 6607597_04272023 | | Supplier Si | e | | | • | | |
| | Invoice Amount | | | Taxpayer | D | | | | | |
| | ** Invoice Date | m/d/yy | • | ** Invoice Grou | p | | | | | |
| | ** Supplier or Party | Q | ٤ | | | | | | | |
| | | | | | | | s | earch | Reset | Save |

5. The appropriate invoice appears in the search results. Click the **Invoice Number** link.

| Manage Invoices (?) | | Done |
|---------------------------------|---|---|
| Search Results Search: Invoice | | Advanced Saved Search All Invoices ~ |
| Actions 🔻 View 👻 🎵 🥒 📑 | Image: Second | |
| Invoice Number | Invoic Creation Date Supplier or Party Supplier Site Unpaid Amount Date | Invoice Amount Applied Prepayments Invoice Type |
| 6607597_04272023 | 4/2 5/4/23 10:32 AM BANK OF AMERICA PCARD.3000 66,937.57 USD | 66,937.57 USD 0.00 USD Standard |

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

Note: the invoice status is Needs revalidation.

| Invoice Details | | | Needs reva | alidation Actions V Save Save |
|-------------------|---|---------------------|---------------|-------------------------------|
| Invoice Date | 1/15/23 | Invoice Amount | 21,185.09 USD | Edit |
| Invoice Type | Standard | | | Check Funds |
| Supplier or Party | BANK OF AMERICA - PCARD | Applied Prepayments | 0.00 USD | Validate |
| Supplier Site | PCARD.1600 | Unpaid Amount | 21,185.09 USD | Request Override |
| Address | PO BOX 60073, City of Industry, CA-91716 | Holds | 1 | Approval |
| | | Notes | Ĕ | Cancel Invoice |
| | | | | Post to Ledger |
| | _ | | | Account in Draft |

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

| ⊿ L View | ines ⑦ ▼ + | Match Invoice Line | es v O | Ilocate V Cancel Line | Distributions | ₿. | |
|-------------|---------------|---------------------|----------------|-------------------------|--------------------|--|------------|
| Distrit | bution Bud | getary Control Refe | erence Tax Pur | chase Order Inventory A | Asset Project | | |
| | | | | | | Distribution | |
| | * Number | * Туре | * Amount | Distribution Set | Distribution Combi | nation | |
| | 1 | Item | 504.67 | | 3000-135403-556750 | 00-0000000-0000000-0000-00000-00000-0000 | ^ |
| | 2 | Item | 96.74 | | 3000-135403-556750 | 00-000000-000000-0000-000000-00000-0000-0000 | |
| | 3 | Item | 1,722.30 | | 3000-135403-556750 | 00-000000-0000000-0000-000000-00000-0000 | |
| | 4 | Item | 379.96 | | 3000-135403-556750 | 00-000000-000000-0000-0000000-00000-0000 | |
| | 5 | Item | 304.48 | < | 3000-135403-556750 | 00-0000000-000000-0000-000000-00000-0000 | , ` |

 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
 [J] icon to assist in verification.

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

| Mar | nage D |)istributions | | | | | | | | | | x |
|-----|--------|----------------|--------|--------|----------------|-------|---------------------|----------------------------|-----------|--------------------------------|--------------------------------|------|
| Vie | w 🔻 | + × 🎵 | ΕŢ | Detach | Invoice Line A | • | Reverse | Adjust Tax Recovery | Check Fun | View Results | | |
| | | | | | | | | | | | | » |
| | Line | * Distribution | * Type | | * Ar | nount | Accounted Amount | * Distribution Combination | ation | Related Retainage Distribution | Retained Invoice Distribut | 6 |
| | 1 | 1 | Item | ~ | 3 | 60.00 | | 1300-101813-55675000- | 13062£ | | | ^ |
| | 2 | 1 | Item | ~ | 1 | 27.15 | | 1300-101813-55675000- | -13062£ 🔁 | | | |
| | 3 | 1 | Item | ~ | 4 | 48.28 | | 1300-101813-55675000- | -13062ť 🔯 | | | |
| | 4 | 1 | Item | ~ | 8 | 96.56 | | 1300-101813-55675000- | -13062£ 🔯 | | | |
| | 5 | 1 | Item | ~ | 2 | 22.20 | | 1300-101813-55675000- | -13062ť 🔯 | | | |
| | 6 | 1 | Item | ~ | 3 | 58.77 | | 1300-101813-55675000- | -13062£ 🔯 | | | |
| | 7 | 1 | Item | ~ | 1 | 27.53 | | 1300-101813-55675000- | -13062£ 🔯 | | | ~ |
| | | | | | | | < | | | Dis | xributions Total Amount 63.908 | 8.72 |
| | | | | | | | | | | | Remaining Amount 🛛 🥝 0 | 0.00 |
| | | | | | | | | | | | Invoice Amount 63,908 | 8.72 |
| | | | | | | | | | | | Save and Close Can | ncel |

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

| ⊿ L | ines 🕐 | Match Invoice Line | s 🗸 🖸 | | | | | | | | | | |
|--------|------------|---------------------|----------------|---------|----------------|----------------------|-------------------|-------------|--------------------------|---------------------|-----------------------------|-------------|---|
| Viev | • + | IX 🏾 🖓 | Detach A | llocate | ▼ Cancel Line | <u>D</u> istribution | ns | | | | | | |
| Distri | bution Bud | getary Control Refe | erence Tax Pur | chase O | rder Inventory | Asset Proje | ct | | | | | | |
| | | | | Invent | ory | Asset | | | Project | | | | |
| | * Number | * Туре | * Amount | m It | em Description | Track as Asset | Project Number | Task Number | Expenditure Item Date | Expenditure Type | Expenditure Organization | Details | |
| | 1 | Item | 504.67 |] | | | Q | | | | | _ | ^ |
| | 2 | Item | 96.74 | | | _ | | | | | | 5 2 | |
| | 3 | Item | 1,722.30 | | | _ | | | | | | (20) | |
| | 4 | Item | 379.96 | | | _ | | | | | | 1993 | |
| | 5 | Item | 304.48 | | | - | | | | | | 1 | ~ |
| | | | | < | | | | | | | | > | |

Update Additional Information: Line : 1 * Legal Entity NC DHHS CONTROLLERS Attach nents None Context Value Invoice Group 4715290006080985 Context Value PCARD-BOFA ~ Note Txn Number TXN00545666 ▲ Lines ⑦ Match Invoice Lines V O Purchase Date 4/12/23 E0 **目×** 理 🖙 🔛 Detach View . de . Allocate 🔻 Cance Post Date 4/13/23 Co. Budgetary Control Reference Tax Purchase Order Vendor Name AWL PEARSON E Project Inventory * Number * Type * Amount Details Expenditure Type Vendor City PRSONCS.COM Expenditure Item Date Expenditure Item Descriptio m Organization Vendor State NJ 504.67 Item Vendor ZIP 07458 Item 96.74 Vendor Country US 3 Item 1,722.30 MCC Description SCHOOLS AND E 4 379.96 Item MCC 8299 5 304.48 Mgr Signoff Full Name Auto-signoff > Taxes Acct Signoff Full Name Auto-signoff Ð Regional Information ~ Totals ок Cancel Included Prepayme Freight Total Items

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 <u>not a function</u> <u>of AP invoice management</u>. This is performed by the <u>AP Invoice Release Hold role</u>.

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

| | | | | | | Needs revalidation | Invoice Actions 🔻 | Save | Save and Close Ca |
|--------------------|---------------------------|--------|----------------|---------------|-----------------|--|-------------------|-------------|-------------------|
| | | | | | | | Manage Installme | nts | |
| | ooder en ve | | | | | | Calculate Tax | | Ctrl+Alt+X |
| | Cauci Show More | | | | | | Check Funds | | |
| Identifying PO | | | | * Number | 66078 | 31_01132023 | Validate | | Ctrl+Alt+V |
| Business Unit | 1600 DEPARTMENT OF ENV | IRONME | NTAL QUALITY | * Amount | USD - | ~ 21,185. | Request Override | | |
| * Supplier | BANK OF AMERICA - PCARI | Q Q | | | | | Apply or Unapply | Prepayme | ents |
| Supplier Number | 100000 | | | Туре | Stand | ard | Manage Holds | | |
| * Supplier Site | PCARD.1600 | • | | Description | P-Car from E | d Monthly Statement Bank of America | Approval | | |
| * Legal Entity | NC DEPARTMENT OF ENV | • | | | | | View Approval and | d Notificat | ion History |
| Invoice Group | 4715290006215425 | | | | | | Cancel Invoice | | |
| | | | | | | | Delete Invoice | | |
| ▲ Lines ⑦ | Match Invoice Lines | ~ O | | | | | Pay in Full | | |
| View 🔻 🕂 | 目×月 5 🗊 | Detach | Allocate 🔻 | Cancel Line | istribu | tions | Post to Ledger | | |
| Distribution Bu | dgetary Control Reference | Тах | Purchase Order | Income Tax As | sset | Project | Account in Draft | | |

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

| Manage H | lolds | | | | | | | | | | | | × |
|---------------|------------------|-------------------------|----------------------|------------|--------------|------------|--------|--|----------------------------|---------------|------------|----------------|----------------|
| View v | +×戸岡 | Detach Release H | olds | | | | | | | | | | |
| | | | Hold | | | | | | | Release | | | |
| Name | | Reason | | Details | Line Held | Held By | Date | Name | Reason | | | Date | Details |
| Supplier | ~ | Hold all unvalidated in | voices for supplier. | | | YND | 2/ | ~ | | | | | |
| | | | | | | | | Amount approved Bank rejection reme Duplicate invoice ca | died Amount approv | ed | | Save and Close | Cancel |
| tary Control | Reference Tax Pu | Irchase Order Incom | e Tax Asset Project | | | | | Expense report, rece First party tax registr | eived bill ation number | setup correct | | | |
| | | | | Distrit | oution | | | Incomplete invoice h | old released | | ry Control | | Reference |
| Туре | * Amoun | t Distribution Set | Distribution | Combinati | on | Acco | unting | Passed Federal Valid Reduced amount | dation | | Status | Description | ı |
| em | 218.64 | 4 | . 1600-102176-5 | 55675000-0 | 00000-0000 | 00 2/8/23 | | Supplier updated | eviete | | Reserved | 0039:Allen, . | loseph T:TFS F |
| em | 572.57 | 7 | . 1600-102176-5 | 55675000-0 | 00000-0000 | 00 2/8/23 | | Tax withheld Validated | UNIO U | | Reserved | 0600:Moore, | Cynthia A:TFS |
| em | 258.92 | 2 | . 1600-102176-5 | 55675000-0 | 0000-0000 | 0 2/8/23 | | Verified Duplicate Inv Workflow process re | voice lease | | Reserved | 0600:Moore, | Cynthia A:TFS |

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

| Manage H | olds | | | | | | | | | | | | × |
|---------------|--------------|---|--------|-------------|-----------------------------------|---------|--------------|------------|------|-------------------|---|-----------|---------|
| View v | $+$ \times | 理 | | Detach | Release Holds | | | | | | | | |
| | | | | | Hold | | | | | | Release | | |
| Name | | | | Reason | | Details | Line Held | Held By | Date | Name | Reason | Date | Details |
| Supplier | | | \sim | Hold all ur | avalidated invoices for supplier. | | | LYND | 2/ | Amount approvec 🗸 | Invoice amount approved by supervisor or mana | 5/12/23 | |
| | | | | | | | | | | | Save | and Close | Cancel |

Note: Steps 14 and 15 are performed by the <u>AP Invoice Management User</u>.

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.**

| Edit Invoice: 6607597_04272023 ⑦ | | Needs revalidation | Invoice Actions 👻 Save Save and Edit Ano | ther Save and Close Cancel |
|---|-----------------------------|--|--|----------------------------|
| Invoice Header Show More | | | Manage Installments Calculate Tax Ctrl+Alt+X | Last Saved 6/8/23 3:08 AM |
| Identifying PO | * Number | 6607597_04272023 | Check Funds Validate Ctrl+Alt+V | 1 |
| * Supplier BANK OF AMERICA - PCARD (Q | * Amount | USD - v 6 | Request Override Apply or Unapply Prepayments | · |
| Supplier Number 100000 * Supplier Site PCARD.3000 | Description | P-Card Monthly State from Bank of America | Manage Holds m Approval | GWENDOLEN Q |
| * Legal Entity NC DHHS CONTROLLERS | | | View Approval and Notification History Cancel Invoice | ę- |
| Lines ⑦ Match Invoice Lines | | | Delete Invoice Pay in Full | |
| View ▼ + E X J Er S Detach Allocate | ▼ Cancel Line Distributions | | Post to Ledger | |
| Distribution Budgetary Control Reference Tax Purchase Ord | er inventory Asset Project | | Distribution | |

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

| Edit Invoice: 6607597_04272023 ⑦ | | | Validated Invoice | e Actions V Save and Edit | Another Save and Clo | Save and Close Cancel | |
|----------------------------------|------------------------------|-------------|--------------------------|---------------------------|----------------------|-----------------------|--|
| ✓ Invoice Header show | v More | | | | Last Saved | 6/8/23 3:11 AM | |
| Identifying PO | | * Number | 6607597 04272023 | | | | |
| Business Unit | 3000 DHHS MENTAL HEALTH | • • • • • | | * Date | 4/27/23 | 60 | |
| Supplier | BANK OF AMERICA - PCARD ONLY | " Amount | USD - V 66,937.57 | * Payment Terms | Net 15 | , | |
| Supplier Number | 100000 | Туре | Standard v | * T Date | 4:07:00 | C | |
| Supplier Site | PCARD.3000 | Description | P-Card Monthly Statement | Terms Date | 4/2//23 | 0 | |
| * Legal Entity | | | from Bank of America | Requeste | EARP, GWENDOLEN | Q | |
| Legal Linky | | | | Attachments | None 📕 | | |
| Invoice Group | 4715290006080985 | | | Note | Ш. | | |

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