

CORRECT ERRORS FROM

INVOICE UPLOAD

AP

(SPREADSHEET)

QUICK REFERENCE GUIDE AP-22

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Correct Errors from Invoice Upload (Spreadsheet) in the North Carolina Financial System (**NCFS**).

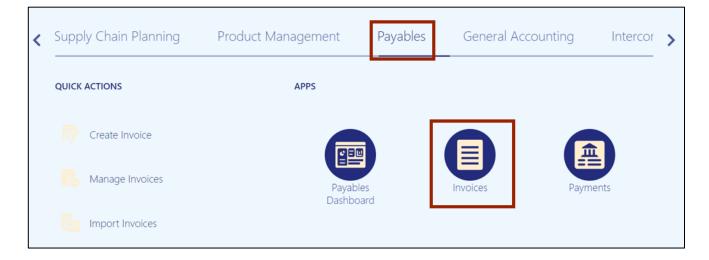
Introduction and Overview

This QRG This will enable you to view and correct the errors that occurred while creating invoices via spreadsheet and importing payment requests (party payments).

Correct Invoice and Party Payment Errors

To correct errors from invoice upload (spreadsheet) in NCFS, please follow the steps below:

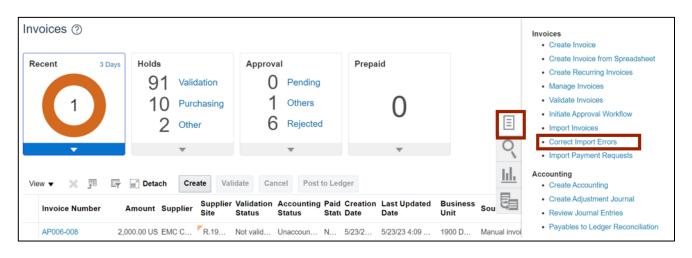
1. Log in to the NCFS portal with your credentials to access the system.



2. On the Home page, click the Payables tab and click the Invoices app.



3. The Invoices dashboard is displayed. Click the Tasks [] icon and click Correct Import Errors.

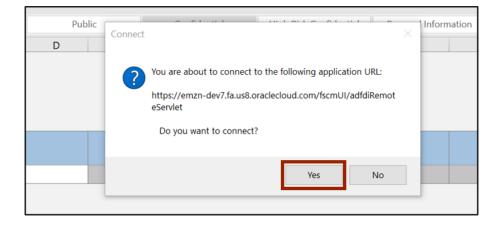


Note: **CorrectImportErrors.xlsx** file is downloaded. Open the excel file.

4. On the **CorrectImportErrors.xlsx** file, click the **Enable Editing** button.

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File	Home	Insert	Page Layout	Formulas	Data Rev	ew Viev	v Help	Create Invoi	ices Acro	bat					Con	nment
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5. The *Connect* pop-up appears. Click the **Yes** button.



6. The *NCFS Login* pop-up appears. Enter your credentials and click the **Sign In** button.

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	User ID	
	Password	
	Password	
	Forgot Password	
	Sign In	
	× · · ·	-

 The CorrectImportErrors.xlsx file displays all the invoices details along with the errors encountered during the import process. Review the *Import Errors* fields on Invoice Headers and Invoice Lines sections.

In this example, the error is **Invalid supplier site** and **None** on **Invoice Headers** and **Invoice Lines** sections respectively.

Note: Use Invoice ID as reference to map the *Import Errors* in *Invoice Headers* and *Invoice Lines* sections, also you can delete the row by clicking on the Delete (column D) and start over.

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In	nvoice Headers								
c	hanged	Delete	Row Status	Invoice Header Identifier	Invoice Image Link	Import Errors	Invoice ID	Load Process ID	Business U
			Row updated	1	Invoice image	Invalid supplier site	300000109851678		1400 OFFICE
				2		Invalid supplier site	300000109851716		1400 OFFICE
				3	Invoice image	Invalid supplier site	300000109851728		1400 OFFICE
Ir	nvoice Lines								
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-	angeu	Delete	now status		None	300000109851678	Lodd Process 10		ITEM
					None	300000109851716			ITEM
					None	300000109851728			ITEM

8. Scroll to right and fix the import errors in *Supplier Site* field.

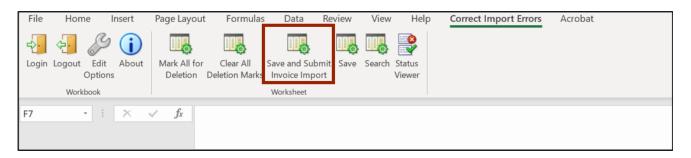
In this example, we updated **R.02PT.A** to **R.14PT.A**

Supplier [] FORMS & SUPPLY INC FORMS & SUPPLY INC FORMS & SUPPLY INC		Supplier Site[] R.14PT.A R.02PT.A R.02PT.A	Invoice Currency USD USD USD	Description	Type STANDARD STANDARD STANDARD	Tax Registrat
Purchase Order	Purchase Order Line Number[]	Purchase Order Schedule[]	Purchase Order Distribution Number[]	Item Description	Purchasing Category	Receipt[]

9. Scroll left to double-click the cells in the *Changed* field to reprocess the corresponding row, and double-click the cells in the *Delete* field to delete the corresponding row.

Last Downloa Worksheet St	aded 05/25/2023 15:51:39							
Invoice Head	lers							
Changed	Delete	Row Status	Invoice Header Identifier	Invoice Image Link	Import Errors	Invoice ID	Load Process ID	Business U
		Row updated	1	Invoice image	Invalid supplier site	300000109851678		1400 OFFICE
A			2	Invoice image	Invalid supplier site	300000109851716		1400 OFFIC
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Invoice Line	5							
Changed	Delete	Pour Status	Invoice Header Identifier	Turnout Errore	Invoice ID	Load Process ID	Line	*Line Type
changed	Delete	Row Status			300000109851678	Load Process ID		
				None				ITEM
				None	30000109851716			ITEM
			3	None	300000109851728		1	ITEM

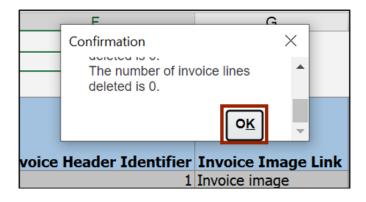
10. On the *Correct Import Errors* tab, click the Save and Submit Invoice Import button.



11. The Upload Options pop-up appears. Click the **OK** button.

	Upload Options \times	
	On failure, continue to upload subsequent rows Download all rows after successful upload OK Cancel	
In	voice Header Identifier Invoice Image Link	I
	1 Invoice image	In

12. The *Confirmation* pop-up appears. On the *Confirmation* pop-up, click the **OK** button.



13. The *Import Payables Invoices* pop-up appears. Enter the relevant details in the mandatory fields (marked with *).

In this example, we choose Spreadsheet for Source field

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14. Scroll down and click the **Submit** button.

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15. The *Confirmation* pop-up appears displaying the Request ID. On the *Confirmation* pop-up, click the **OK** button.

	Confirmation		×	
	🔺 Invoice	Import Request Details		
	Request ID	2193589		
			0 <u>K</u>	
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16. Navigate to **NCFS Login** >> **Tools** >> **Scheduled Processes**. The **Overview** page is displayed. Scroll down to view the status of the applicable **Process ID**.

Overview (?)										
Search								Saved Search	Last hour	~
Search Results ၇	rch Results ⑦									
View Flat List Hierarchy										
Actions • View •	Schedule New Process	Resubmit	Put On Hold	Cancel Process	Release Process	View Log	Ð			
Name			Process	ID Status			Scheduled Time	Submission Time		
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ESS process to check Search Cloud Service availability Import Payables Invoices			2193591	2193591 Succeeded			5/25/23 5:47 PM EDT	5/25/23 5:42 PM EDT		
			2193589 Succeeded		led		5/25/23 5:42 PM EDT	5/25/23 5:42 PM EDT		
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In this example, we choose **2193589.**

Note: The import errors are fixed.

Wrap-Up

Correct errors from invoice upload (spreadsheet) using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

• AP101: Invoice Management