



# CORRECT PO MATCHED PAID INVOICES

PTP

## QUICK REFERENCE GUIDE AP-34

### Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to Correct a PO Line Closed for Invoicing due to incorrect quantity for a service PO in the North Carolina Financial System (NCFS).

### Introduction and Overview

This QRG covers the procedure of correcting previously paid PO Matched Invoice.



#### User Tip:

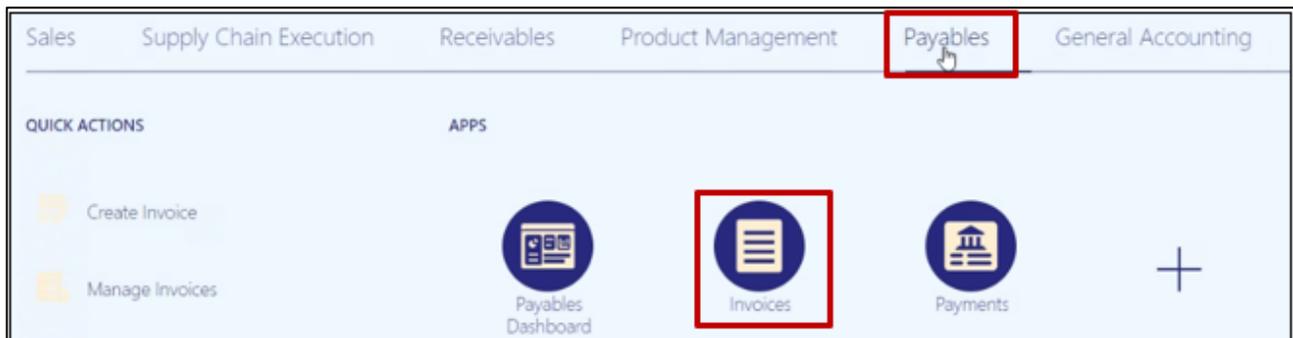
The following are prerequisites:

1. If you changed the Invoice Amount and/or Unit Price instead of Invoice quantity and as a result PO line is closed for invoicing.
2. If the Invoice is paid and needs to be corrected.

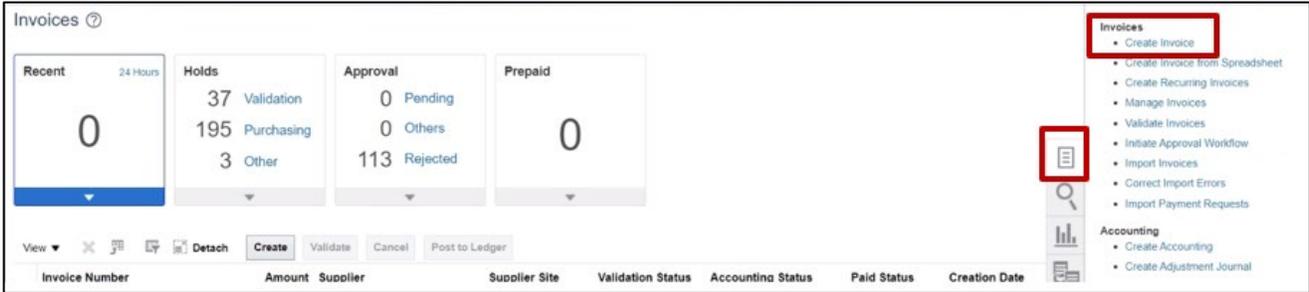
### Correct PO Matched Paid Invoice

To correct previously paid invoice in NCFS, please follow the steps below:

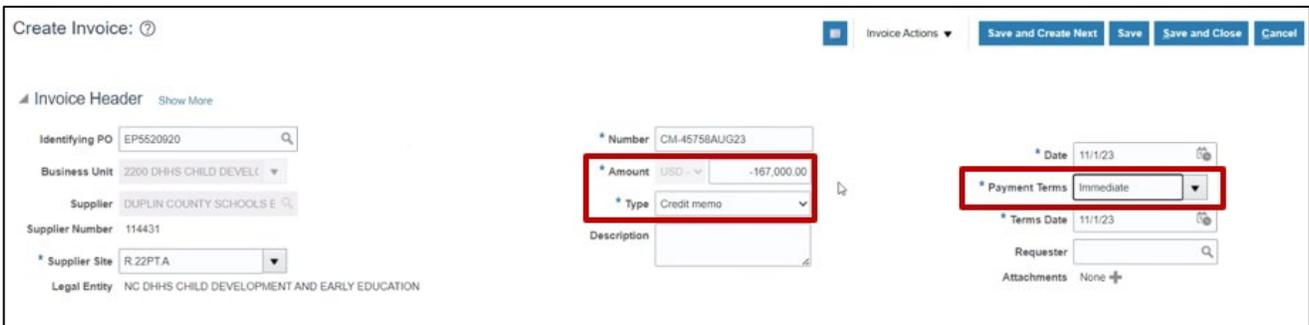
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Payables** tab and then click the **Invoices** app.



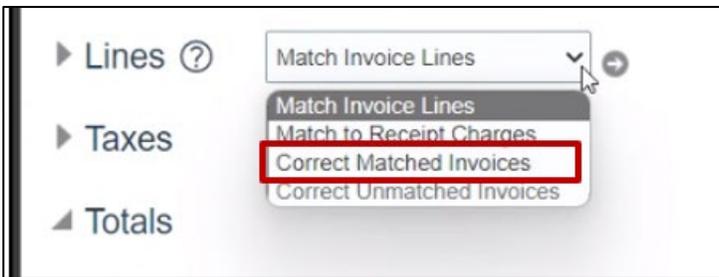
3. Click on the **Task** panel and select **Create Invoice**.



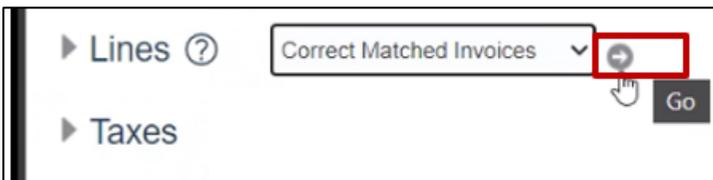
4. **Create Invoice** page is displayed. Enter the **PO Number** (it will automatically populate BU, Supplier, Supplier Number), **Invoice Number**, **Invoice Amount** (enter the original invoice amount in Negative), **Type – Credit Memo**, **Payment Terms change it to – Immediate**.



5. Go to Lines section and click on the dropdown and select **Correct Matched Invoices**.



6. Click on the **Go** button to match the lines.



7. The Correct Matched Invoices page is displayed and the lines to be corrected are listed.

Correct Matched Invoices

Search Advanced Saved Search All Matched Invoices

View Detach Allocate Distributions

Correct	* Correction Type	Line			Match Hold	Corrected Invoice					
		Quantity	Unit Price	* Amount		Item	Number	Line	Amount	Quantity	Un
<input type="checkbox"/>						1 NC Pre-K Duplin Co...	45758AUG23	1	10,082.86	89817	0.1122
<input type="checkbox"/>						6 NC Pre-K Duplin Co...	45758AUG23	2	152,697.00	727398	0.2098
Total				0.00							

PO EP5520920, Line 6, Schedule 1: Details

Ordered 727,398	Accepted N/A	Match Basis	Quantity
Billed 727,398	Returned N/A	Invoice Match Option	Order
Shipped 0	Consumed N/A	Payment Terms	Net 30
Received 0	Distributions 1	Freight Terms	

Apply OK Cancel

8. Click the **Check box** to select the lines, you will receive a warning, click **OK**.

Correct	* Correction Type	Quantity	Unit Price	* Amount	Match Hold	Item	Number	Line	Amount	Quantity	
<input checked="" type="checkbox"/>										89817 0.11	
<input checked="" type="checkbox"/>										727398 0.20	
Total											

**Warning**

The payment terms for this invoice differ from the payment terms on the purchase order Net 30. The terms on the invoice will be used.

OK

PO EP5520920, Line 6, Schedule 1: Details

- Once the lines are selected, click on the **Correction Type** drop down and select **Quantity Correction**.

Correct	Correction Type	Line			Match Hold	Corrected Invoice					
		Quantity	Unit Price	* Amount		Item	Number	Line	Amount	Quantity	Un
<input checked="" type="checkbox"/>	Quantity Correction					1 NC Pre-K Duplin Co...	45758AUG23	1	10,082.66	89817	0.1122
<input checked="" type="checkbox"/>	Quantity Correction					6 NC Pre-K Duplin Co...	45758AUG23	2	152,697.00	727398	0.2096
Total				0.00							

- Enter the **Quantity in Negative**. Click on the **Apply** and **OK** button.

Correct	Correction Type	Line			Match Hold	Corrected Invoice					
		Quantity	Unit Price	* Amount		Item	Number	Line	Amount	Quantity	Un
<input checked="" type="checkbox"/>	Quantity Correct	-89817	0.112...	-10,082.66		1 NC Pre-K Duplin Co...	45758AUG23	1	10,082.66	89817	0.1122
<input checked="" type="checkbox"/>	Quantity Correct	-727398	0.20...	-152,697.00		6 NC Pre-K Duplin Co...	45758AUG23	2	152,697.00	727398	0.2096
Total				-162,779.66							

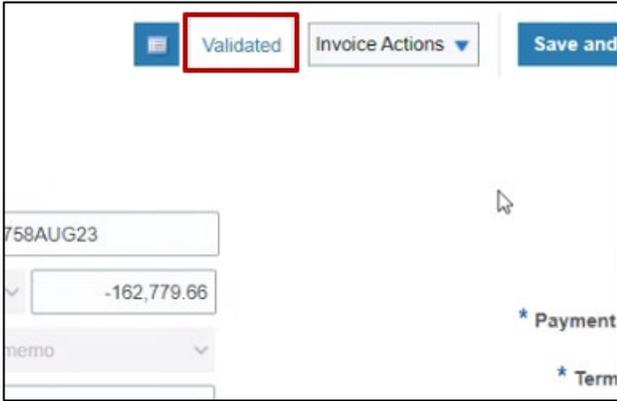
  

PO EP5520920, Line 6, Schedule 1: Details

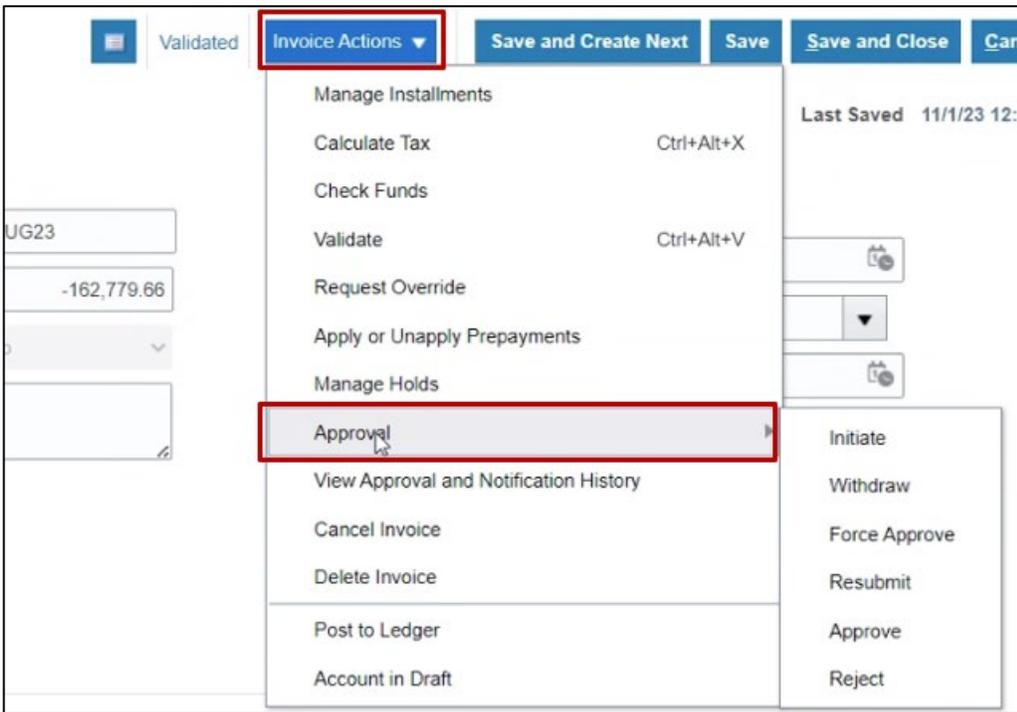
Ordered 727,398	Accepted N/A	Match Basis	Quantity
Billed 727,398	Returned N/A	Invoice Match Option	Order
Shipped 0	Consumed N/A	Payment Terms	Net 30
Received 0	Distributions 1	Freight Terms	



13. The invoice is now **Validated**.



14. Click on **Invoice Actions** again and **Initiate approval** (follow your agencies approval workflow process).



15. Once the approval is initiated, **Save and Close** this invoice.

The screenshot shows the top portion of an invoice form. At the top left, there is a 'Validated' status and an 'Invoice Actions' dropdown menu. To the right are four buttons: 'Save and Create Next', 'Save', 'Save and Close' (highlighted with a red box), and 'Cancel'. Below these buttons, it says 'Last Saved 11/1/23 12:43 PM'. The form contains several input fields: a text box with '758AUG23', a dropdown menu with '-162,779.66', a 'memo' dropdown, a date field with '11/1/23', a 'Payment Terms' dropdown with 'Immediate', a 'Terms Date' field with '11/1/23', a 'Requester' search field, and an 'Attachments' field with 'None +'. There is also a 'Note' field at the bottom.

## PO Matched Invoice

1. The next step is to Create a PO matched invoice, click on the **Task** panel and click on **Create Invoice** function.

The screenshot shows the 'Invoices' dashboard. On the left, there are four summary cards: 'Recent' (1), 'Holds' (37 Validation, 194 Purchasing, 3 Other), 'Approval' (0 Pending, 0 Others, 113 Rejected), and 'Prepaid' (0). Below these cards are buttons for 'View', 'Create', 'Validate', 'Cancel', and 'Post to Ledger'. A table below shows a list of invoices with columns for Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, and Creation Date. On the right side, there is a sidebar menu with 'Invoices' and 'Accounting' sections. The 'Invoices' section has a red box around the 'Create Invoice' option. The 'Accounting' section includes options like 'Create Accounting', 'Create Adjustment Journal', 'Review Journal Entries', and 'Payables to Ledger Reconciliation'.

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date
CM-45758AUG23	-162,779.66 USD	DUPLIN COUNTY SCHOOLS	R.22PTA	Validated	Unaccounted	Not paid	11/1/23 12:33 PM

2. **Create Invoice** page is displayed. Enter the PO Number (it will automatically populate BU, Supplier, Supplier Number), **Invoice Number**, **Invoice Amount** (enter the original invoice amount) and **Supplier Site** (It must match the credit memo supplier site, or the credit memo won't post against the invoice, and you will duplicate payment to supplier).  
**Note: You will not be able to use the original Invoice Number, you must adjust the invoice number slightly by adding A or R (for revised).**

3. Navigate to the **Lines** section and click on the **Arrow (Go)** button to match the lines.

- Now notice all the lines are listed. Select the line in the original invoice by clicking on the check box next to the lines. **Now, change ONLY the quantity to match the original amount in the original invoice**, this calculates the correct total amount.

Click **Apply** and **OK** to continue.

<input type="checkbox"/>	Quantity	Unit Price	* Amount	De	Number	Lir	Sci	Nu	Lir	Location	Date	Item Number
<input checked="" type="checkbox"/>	10082.6	1.00	10,082.66		EP5520920	1	1			2200DHHSNI-...	10/16/23	
<input type="checkbox"/>		1.00			EP5520920	2	1			2200DHHSNI-...	10/16/23	
<input type="checkbox"/>		1.00			EP5520920	3	1			2200DHHSNI-...	10/16/23	
<input type="checkbox"/>		1.00			EP5520920	4	1			2200DHHSNI-...	10/16/23	
<input type="checkbox"/>		1.00			EP5520920	5	1			2200DHHSNI-...	10/16/23	
<input checked="" type="checkbox"/>	152697	1.00	152,697.00		EP5520920	6	1			2200DHHSNI-...	10/16/23	
<input type="checkbox"/>		1.00			EP5520920	7	1			2200DHHSNI-...	10/16/23	
<b>Total</b>			<b>162,779.66</b>									

EP5520920, Line 6, Schedule 1: Details

Ordered	727,398	Received	N/A	UOM	Dollar
Available	727,398	Accepted	N/A	Match Basis	Quantity
Billed	0	Returned	N/A	Invoice Match Option	Order
Shipped	0	Consumed	N/A	Payment Terms	Net 30
				Freight Terms	

- You will return to the create invoice page, click on **Invoice Actions** and **Validate**.

Invoice Actions ▼

Save and Create Next

Save

Save and Close

Cancel

<b>* Number</b>	INV-45758AUG23
<b>* Amount</b>	USD - <input style="width: 100px;" type="text" value="162,779.66"/>
<b>Type</b>	Standard ▼
<b>Description</b>	<input style="width: 100%; height: 20px;" type="text"/>

Manage Installments

Calculate Tax Ctrl+Alt+X

Check Funds

Validate Ctrl+Alt+V

Request Override

Apply or Unapply Prepayments

Manage Holds

Approval

View Approval and Notification History

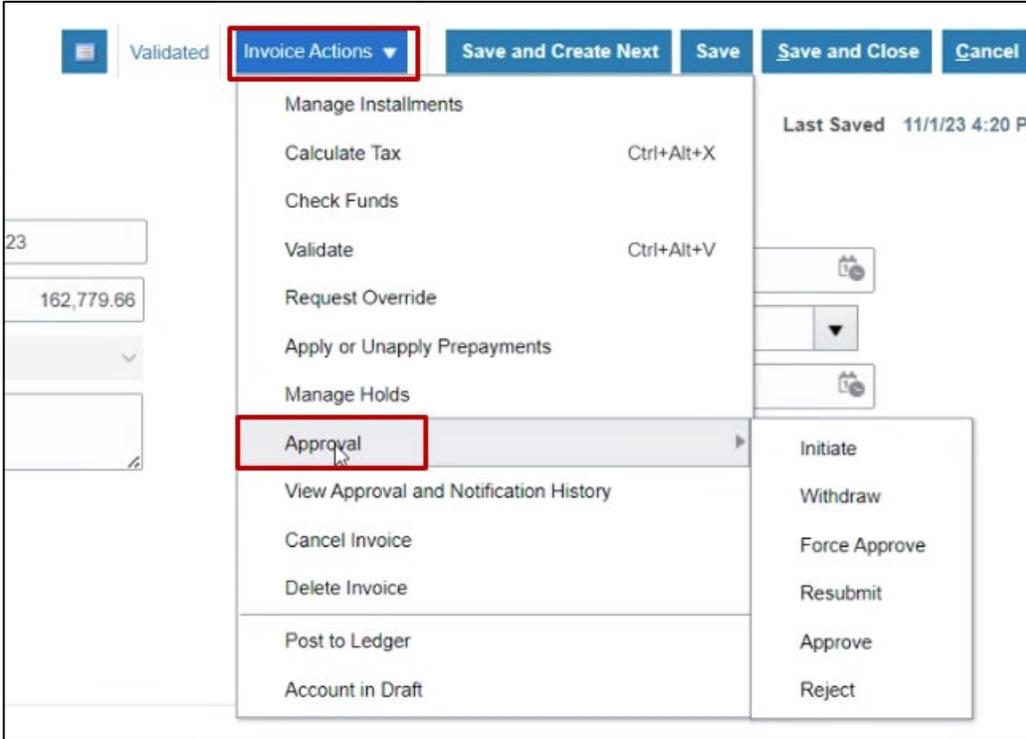
Cancel Invoice

Delete Invoice

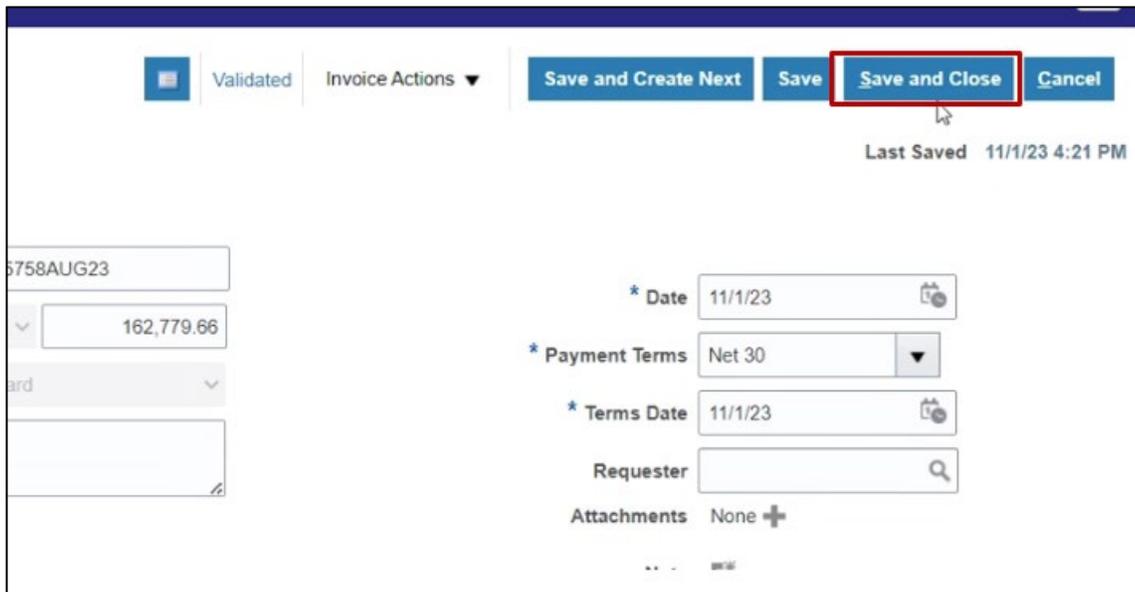
Post to Ledger

Account in Draft

6. Once the invoice is validated, click on **Invoice Actions** and **Initiate Approval**.



7. **Save and Close** the invoice.



## Wrap-Up

Correct PO Matched Paid Invoice in NCFIS using the steps above.