

# **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.

Invoices (?)						Invoices • Create Invoice
Recent 24 Hours	Holds 37 Validation 195 Purchasing 3 Other	Approval O Pending O Others 113 Rejected	Prepaid		Ξ	Create Invoice from Spreadsheet     Create Recurring Invoices     Manage Invoices     Validate Invoices     Initiate Approval Workflow     Import Invoices     Conset Import Invoices
	*	*	*		0	Import Payment Requests
View ▼ X 月 日 Invoice Number	Detach Create Vali	date Cancel Post to Leo	lger Supplier Site Validation S	tatus Accounting Status Paid Status C	reation Date	Accounting Create Accounting Create Adjustment Journal

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.

Create Invoic	e: ⑦					Invoice Actions 🔻	Save and Create	Next Save	Save and Clos	Gancel
✓ Invoice Hea	der Show More									
Identifying PO	EP5520920 Q		* Number	CM-45758AUG23	1		* Date	11/1/22	10a	
Business Unit	2200 DHHS CHILD DEVELC *		* Amount	USD			Date	11/1/20		
Supplier	DUPLIN COUNTY SCHOOLS E Q.		* Type	Credit memo 🗸	ß		* Payment Terms	Immediate	•	
Supplier Number	114431		Deceription				* Terms Date	11/1/23	6	
* Supplier Site	P 22PT A		Description				Requester		Q,	
Legal Entity	NC DHHS CHILD DEVELOPMENT A	IND EARLY EDUCATION					Attachments	None 🕂		

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.

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fiew 🔻 🖾	T Detach	Allocate Distr	ibutions								
			Line		Matab		С	orrected	Invoice		
Correct *	Correction Type	Quantity	Unit Price	* Amount	Hold	Item	Number	Line	Amount	Quantity	U
						1 NC Pre-K Duplin Co	45758AUG23	1	10,082.66	89817	0.112
						6 NC Pre-K Duplin Co	45758AUG23	2	152,697.00	727398	0.209
1	Total			0.00							
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) EP552	0920, Line 6, S	Schedule	1: Details								
	Ordered 72	7,398		Accept	ted N/A	4	Mat	tch Basis	Quantity		
	Billed 72	7,398		Return	ed N/A	4	Invoice Mate	h Option	Order		
	Shipped 0			Consum	ed N/A	4	Payme	nt Terms	Net 30		
	Received 0			Distributio	ns 1		Freig	ht Terms			
									Apply	OK S	ancel

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	ltem	Number	Line	Amount	Quantity	
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<b>N</b>	The payment	terms for this i	nvoice differ from	n the payment to	erms on t	he purchase orde	er Net 30. The terms on th	e invoice wil	ok	727398	0.20
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9. Once the lines are selected, click on the **Correction Type** drop down and select **Quantity Correction**.

Correct *	Correction Type		Line		Match		C	orrected	Invoice		
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	Ň					1 NC Pre-K Duplin Co	45758AUG23	1	10,082.66	89817	0.1122
	Price Correction Quantity Correction					6 NC Pre-K Duplin Co	45758AUG23	2	152,697.00	727398	0.2099
Т	otal			0.00							

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

Context Control control of the second sec	orrect	* Correction Typ		Line		Match		c	orrected	Invoice		
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Quantity Corrective       -727398       0.20       -152,697.00       C 6 NC Pre-K Duplin Co       45758AUG23       2       152,697.00       7273         Total       -162,779.66       -162,779.		Quantity Correction	-89817	0.112	-10,082.66		1 NC Pre-K Duplin Co	45758AUG23	1	10,082.66	89817	0.1122
Total     -162,779.66       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       Payment Terms	~	Quantity Correction	-727398	0.20	-152,697.00	1	6 NC Pre-K Duplin Co	45758AUG23	2	152,697.00	727398	0.2099
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Billed 727,398 Returned N/A Invoice Match Option Order Payment Terms Net 30	EP552	20920, Line 6	Schedule 1:	Details	-162,779.66	•						•
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Received 0 Distributions 1 Freight Terms	EP552	20920, Line 6 Ordered Billed Shipped	Schedule 1: 727,398 727,398 0	Details	-162,779.66 Accept Return Consum	ed N/A		Mat Invoice Matc Payme	ch Basis h Option nt Terms	Quantity Order Net 30		Þ

11. Create Invoice page will be displayed. Review the negative amount in the invoice header and the lines. Click **Save**.

nvoice Header Show Mo	re -							
Sentifying PO EP5520920		* Nu	mber CM-45758AUG23			1 Date	**************************************	1
usiness Unit 2200 DHHS CHILI	DEVELOPMENT AND EARLY EDUCATION	* Am	ount USD V	162,779.66		Date	101123 00	1
Supplier DUPLIN COUNTY Supplier	SCHOOLS BOARD OF EDUCATION		Terra Courier many			* Payment Terms	Immediate 💌	
Number 114431			type Credit memo			* Terms Date	11/1/23 50	1
Supplier Site R.22PTA		Descrip	ption			Bassister	0	á
Legal Entity NC DHHS CHILD	DEVELOPMENT AND EARLY EDUCATION		-	6		Requester	New A	•
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INES ⑦ Correct Matched + III X III I sution Budgetary Control R * Number * Type 5 Bern	Invoices  Territoria Cancel Lin  reference Tax Purchase Order Asset P  Amount DI tribution Set  -10,012.66	Distributions Distribution Distribution Distribution Distribution Distribution	Accounting D	Prorate Acro All Item Line	Budgeta * Budget Date 10/24/23	Note ry Control Status Not attempted	Reference Description 1 NC Pre-K Duplin County	ce y Schools

12. Now click on Invoice Actions and Validate the invoice.

Not validated	Invoice Actions	Save and Create Next	Save	<u>S</u> ave an
	Manage Installme	ents		Last Sav
	Calculate Tax	Ctrl+A	lt+X	Last Jav
	Check Funds			
G23	Validate	Ctrl+A	lt+V	đ
-162,779.66	Request Override			
~	Apply or Unapply	Prepayments		•
	Manage Holds			đ
,	Approval		-	
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	View Approval an	d Notification History		
	Cancel Invoice			
	Delete Invoice			
	Post to Ledger			
	Account in Draft			

13. The invoice is now Validated.

		/alidated	Invoice Actions 🔻	Save and
758AUG	23	]		\$
~	-162,779.66	]		* Payment
nemo	~			* Term

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

Ualidated	Invoice Actions 🔻	Save and Create Next	Save	<u>Save and C</u>	lose	<u>C</u> an
	Manage Installmer Calculate Tax	ctrl+,	Alt+X	Last Saved	11/1/2	3 12:4
UG23 -162,779.66	Validate Request Override Apply or Unapply f Manage Holds	Ctrl+, Prepayments	Alt+V	010 V		
	Approval		•	Initiate		
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758AUG23	3							
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nemo	~			* Terms Date	11/1/2	3	ĉ	
				Requester			Q	
	11			Attachments	None	+		
				Note	D.			

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

## **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.

Recent 24 Hours Hol	37 Validation 194 Purchasing	Approval O Pending O Others	Prepaid					Greate Invoice from Spreadshee     Create Recurring Invoices     Manage Invoices     Validate Invoices
	3 Other	113 Rejected	Ŧ					Initiate Approval Workflow     Import Invoices     Correct Import Errors     Import Payment Requests
View ♥ 🗶 🎵 🖙 🖃 De Invoice Number	Detach Create Val	idate Cancel Post to Leo	dger Supplier Site V	tion Status Accounting Sta	us Paid Status	Creation Date	山間	Accounting • Create Accounting • Create Adjustment Journal • Review Journal Entries

 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).

Create Invoid	e: INV-45758AUG2	23 ⑦			Invoice Actions	Save and Create I	Next Save	Save and Close	<u>C</u> ancel
▲ Invoice Hea	ader Show More								
Identifying PO	EP5520920	٩	* Number	INV-45758AUG23	]				
Business Unit	2200 DHHS CHILD DEVELC	v	* Amount	USD - ~ 162,779.66		* Date	11/1/23	0	
Supplier	DUPLIN COUNTY SCHOOLS	EQ	* Type	Standard V		* Payment Terms	Net 30	•	
Supplier Number	114431		Description			* Terms Date	11/1/23	Ê	
* Supplier Site	R.22PT.A	•		le le		Requester		Q	
Legal Entity	NC DHHS CHILD DEVELOPM	IENT AND EARLY EDUCATION				Attachments	None 🕂		
Invoice Group						Note			

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

Invoice	Gro	up									0			
Lines	?	[	Match	Invoic	e Lines		~ 6				Co.			
View <b>v</b>	÷		×	囲	E <b>y</b>		etach	Allo	cate	•	Cancel	Line	Distributions	
Distribution	Bu	idget	ary Co	ntrol	Refer	ence	Tax	Purcha	ase Or	der	Asset	Proje	ect	
														Distribution

 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.

	Quantity	Unit Pric	e	* Amount	De Number		Lir	Sc Nu Li	Location	Date	terr runner
	10082.6	1.00		10,082.66	EP552092	0	1	1	2200DHHSNI-	10/16/23	
	1	1.0	0		EP552092	0	2	1	2200DHHSNI-	10/16/23	
C	1	1.0	0		EP552092	0	3	1	2200DHHSNI-	10/16/23	
	]	1.0	0		EP552092	0	4	1	2200DHHSNI	10/16/23	
	]	1.0	0		EP552092	0	5	1	2200DHHSNI	10/16/23	
2	152697	1.00		152,697.00	EP552092	0	6	1	2200DHHSNI-	10/16/23	
r		1.0	0		EP552092	0	7	1	2200DHHSNI	10/16/23	
	Total			162,779.66							
D EF	5520920, 1	Line 6, Sch	edule 1: Deta	ails							
		Ordered	727,398	1	Received	N/A			UOM	Dollar	
		Available	727,398		ccepted	N/A			Match Basis	Quantity	
		Billed	0	ş	Returned	N/A		Inv	voice Match Option	Order	
		Shipped	0	Co	nsumed	N/A			Payment Terms Freight Terms	Net 30	
										[	Apply OK Cancel

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

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

			Inv	voice Actions 🔻	Save and Create	Next S	ave	Save and Close	Cance
				Manage Installme	ents				
				Calculate Tax		Ctrl+Alt+)	<		
				Check Funds					
* Number	INV-45758AUG	23		Validate		Ctrl+Alt+\	/	tia.	
* Amount	USD - 🗸	162,779.66		Request Override					
Туре	Standard	~		Apply or Unapply	Prepayments			•	
Description				Manage Holds				6	
		6		Approval				Q	
				View Approval an	d Notification History				
				Cancel Invoice					
				Delete Invoice				c	)
				Post to Ledger					
ibutions			Q	Account in Draft					



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

7. Save and Close the invoice.

	alidated Invoice Actions 🔻	Save and Create	Next Save	Save and Clo L Last Saved	<b><u>C</u>ancel</b> 11/1/23 4:21 PM
5758AUG23	]	* Date	11/1/23	tio	
ard V		* Terms Date Requester	11/1/23	io Q	
h		Attachments	None 🕂		

## Wrap-Up

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