

VALIDATE INVOICES

QUICK REFERENCE GUIDE AP-37



Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how-to Mass Validate Invoices in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the steps to mass validate invoices.

Note: The invoice needs to be validated before the approval process begins.

Validate Invoices

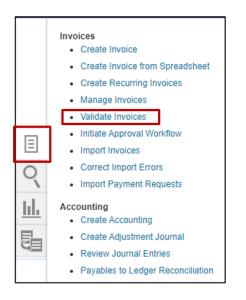
To validate invoices in NCFS, please follow the steps below:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. Click the **Payables** tab. Click the **Invoices** app.





3. Click the Tasks [📃] icon. On the Tasks pane, click the Validate Invoices.



4. The **Submit Request** page opens. Fill in all the required parameters and click the **Submit** button.

Submit Request			
This process will be queued up	for submission at position 1		
			Process Options Advanced Submit Cancel
Name Validate Payables In	woices		
Description Checks the matching	g, tax, period status, conver	Notify me when this process ends	
Schedule As soon as possible		Submission Notes	
Basic Options			
Parameters			
Business Unit	0800 DEPARTMENT OF PUBLIC		
* Ledger	NC CASH US		
* Option	AI ¥		
Invoice Group			
From Invoice Date	m/d/yy 🚱		
To Invoice Date	m/d/yy		
Supplier or Party			
Pay Group			
Invoice Number		4	
Entered By			
Maximum Invoices Count			
Number of Parallel Processes	1		

5. Confirmation message will be displayed.

Confirmation
Process 2795582 was submitted.
ОК

6. Click the **Cancel** button.

Submit Request			
This process will be queued up for submission at position	tion 1		Process Options Advanced Subgit Cancel
Name Validate Payables Invoices			
Description Checks the matching, tax, period status, con Schedule As soon as possible	nver	Notify me when this process ends Submission Notes	
Basic Options Parameters		Sutimission notes	
Business Unit 0000 DEPARTMENT C * Ledger NC CASH US * Option All v Invoice Group From Invoice Date mSty	• •		
To Invoice Date m/d/yy	60		
Supplier or Party	•		
Pay Group	-		
Invoice Number	•		
Entered By	•		
Maximum Invoices Count			
Number of Parallel Processes	1		

7. You will be redirected to the **Invoice Dashboard** page, click on the **Home** icon.

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Recent 5 Days	Holds	Approval	Prepaid	Ð
856	346 Validation 54 Purchasing 4 Other	0 Pending 5 Others 38 Rejected	0	E
•	*	v	-	C
View 🗸 💥 📴	R Detach Create Va	lidate Cancel Post to I	or -	

8. Navigate to **Tools** application and click on **Scheduled Processes**. This is the step to find out the status of the Validate Invoice program.



NORTH CAROLINA OFFICE OF THE STATE CONTROLLER

9. The overview page is displayed and a list of all the processes are displayed. You can search for the process using the search criteria or scroll down and look for the process in the list.

Search earch Results ⑦							
earch Results ⑦							
ew 💿 Flat List 🔵 Hierarchy							
Actions View Schedule New Process Resubm							
Actions + Hell + Schedule Hell Flocess Hestoni	it Put On Hold	Cancel Process	Release Process	View Log	Ð		
Name	Put On Hold	Cancel Process	Release Process	View Log	Ð	Process ID	Status
	Put On Hold	Cancel Process	Release Process	View Log	Ð	Process ID 2796967	Status Wait
Name	Put On Hold	Cancel Process	Release Process	View Log	Ð		
Name Rebuild Learning Item Stop Word Index	Put On Hold	Cancel Process	Release Process	View Log	Ð	2796967	Wait

10. Click the **Search** arrow and enter the search criteria. You can use several criteria like Name, Process ID or the Submission Time to inquire for the process status. The process name to search for is - **Validate Payables Invoices**, click on **Search** button.

Γ	Overview (2)			
	.⊿ iearch	Name Payables	Submission Time After v 12/11/23 9 55 AA1 0 0 (UTC-65 03) New York - Eastern Time (ET)	Saved Search Last hour
		Process ID	Submission Notes Contains 👻	
		Status	Submitted By	
L				Search Reset Download Results

11. A list of all the processes inquired on will be displayed with the status.

Search Results ⑦							
View Flat List Hierarchy							
Actions View View View View View View View View							
Name	Process ID	Status					
Validate Payables Invoices	2795636	Succeeded					
Validate Payables Invoices	2795582	Succeeded					

Wrap-Up

Validate Invoices using the process above.

Note: The invoice needs to be validated before the approval process begins.

Additional Resources

Virtual Instructor-Led Training (vILT)

• AP101: Invoice Management