



ADDING COUNTY CODES AT DISTRIBUTION LEVEL

QUICK REFERENCE GUIDE AP-40

AP

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide step by step explanation on how to Add County Codes at Distribution Level to an invoice in the North Carolina Financial System (NCFS).

Introduction and Overview

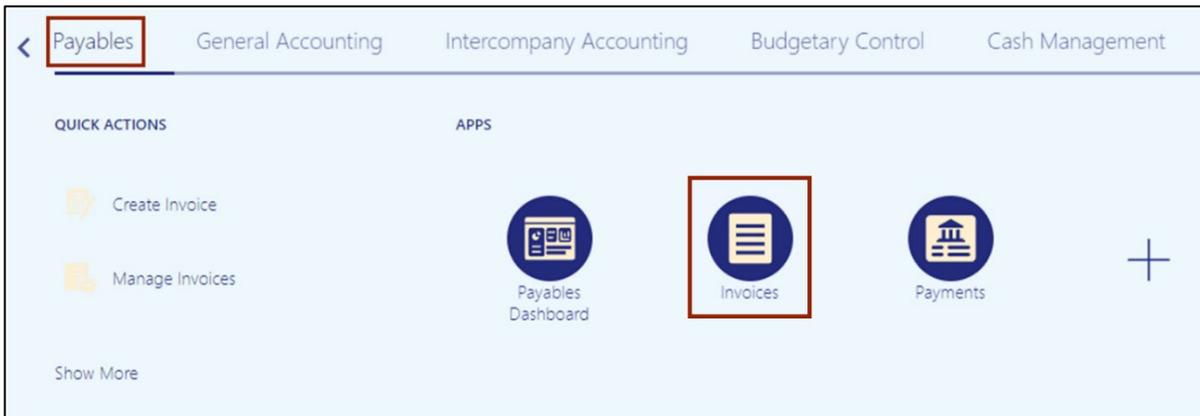
This QRG provides an overview of how to enter county code and county name.

Note: County Code and County name can be entered when the user enters the invoice the first time or the user can edit an already entered / paid invoice to add country codes at the distribution level. *The below example shows how to enter county code and name after the invoice has been paid.*

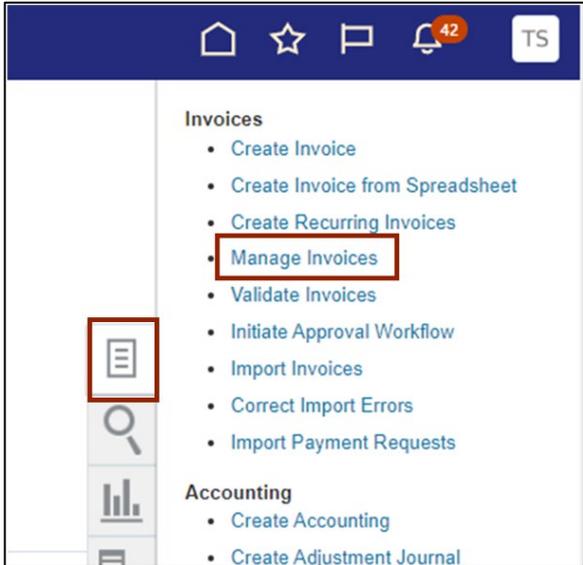
Adding County Code

Follow the steps to add county codes at distribution level.

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 **Manage Invoices**.



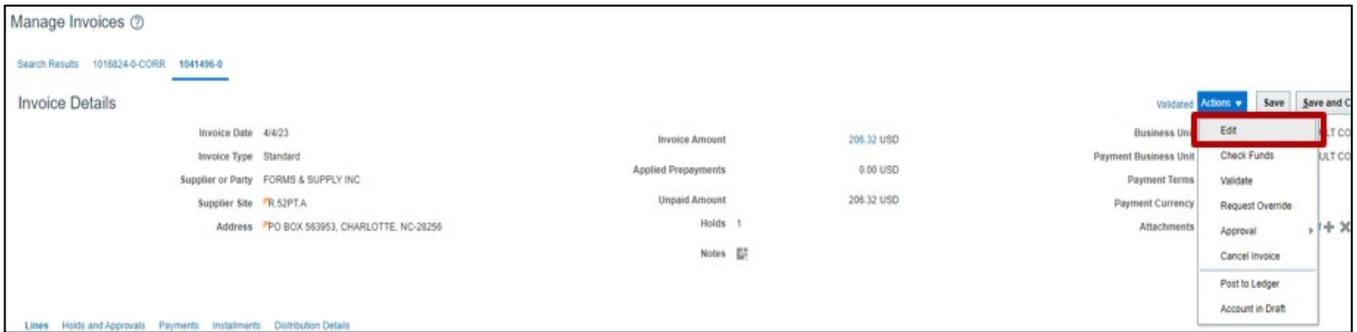
4. The **Manage Invoices** page opens. On the **Search: Invoice** section, enter the required fields. Click the **Search** button.



5. Click the invoice number link to view details of the invoice.

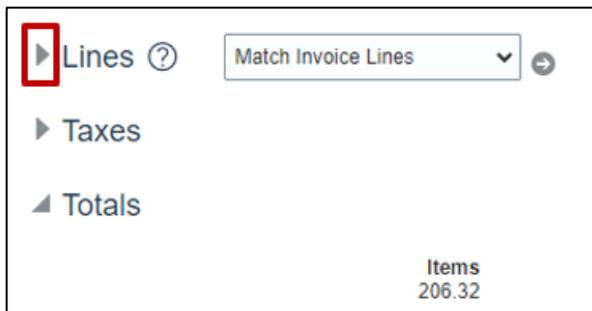
Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site
1016824-0-CORR	3/9/23	1/26/24 9:24 AM	FORMS & SUPPLY INC	R.46PT.A
1041496-0	4/4/23	1/24/24 3:27 PM	FORMS & SUPPLY INC	R.52PT.A
1083169-0	5/24/23	1/26/24 9:06 AM	FORMS & SUPPLY INC	R.46PT.A
1087151-3	6/2/23	1/24/24 11:07 ...	FORMS & SUPPLY INC	R.52PT.A
1087151-4	6/30/23	1/24/24 11:11 ...	FORMS & SUPPLY INC	R.52PT.A
1113621-2	7/24/23	1/24/24 1:01 PM	FORMS & SUPPLY INC	R.52PT.A
1113621-3	7/28/23	1/24/24 1:07 PM	FORMS & SUPPLY INC	R.52PT.A
1116209-0	7/31/23	1/24/24 11:13 ...	FORMS & SUPPLY INC	R.52PT.A

6. Click the **Actions** dropdown and select **Edit**.

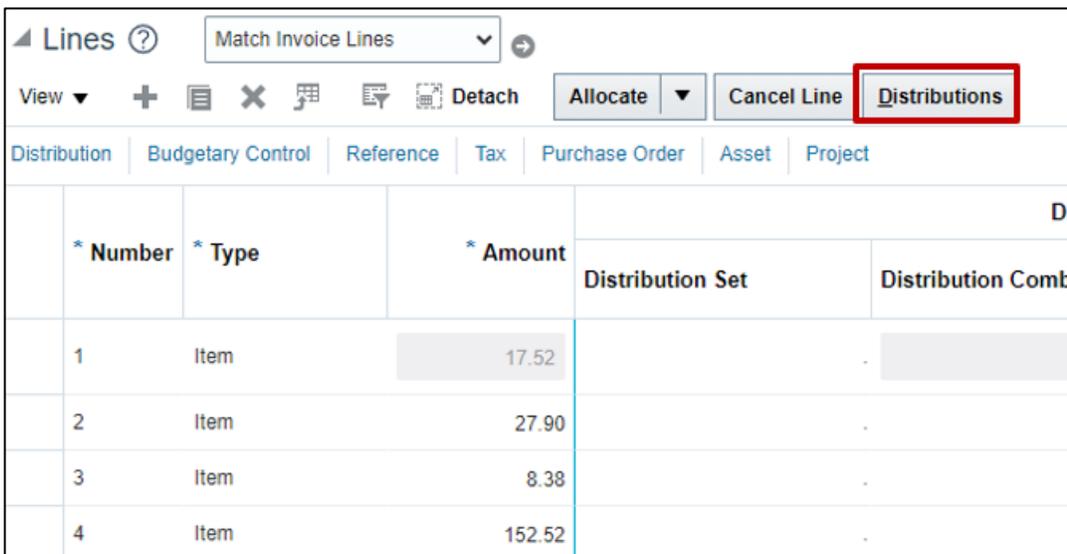


7. Invoice is now editable, expand the arrow in the **Lines** section to view all details.

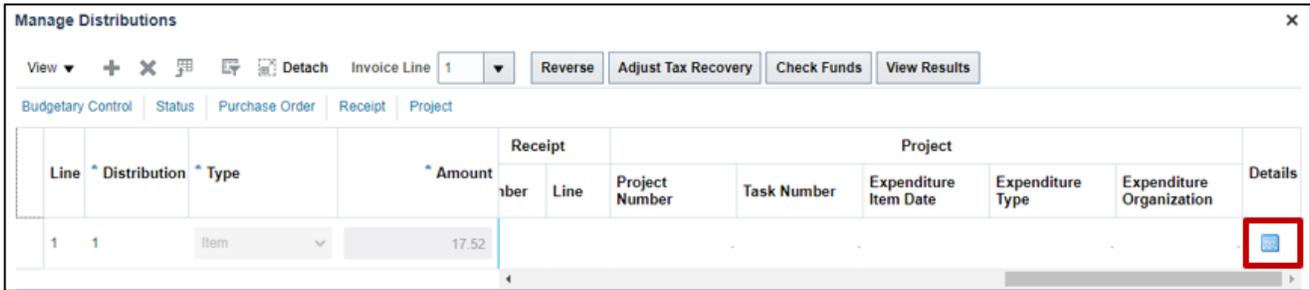
Note: If the invoice is being entered the first time, you can follow the below steps to add County Code and Name.



8. All the line details will be displayed, click on the **Distributions** button.



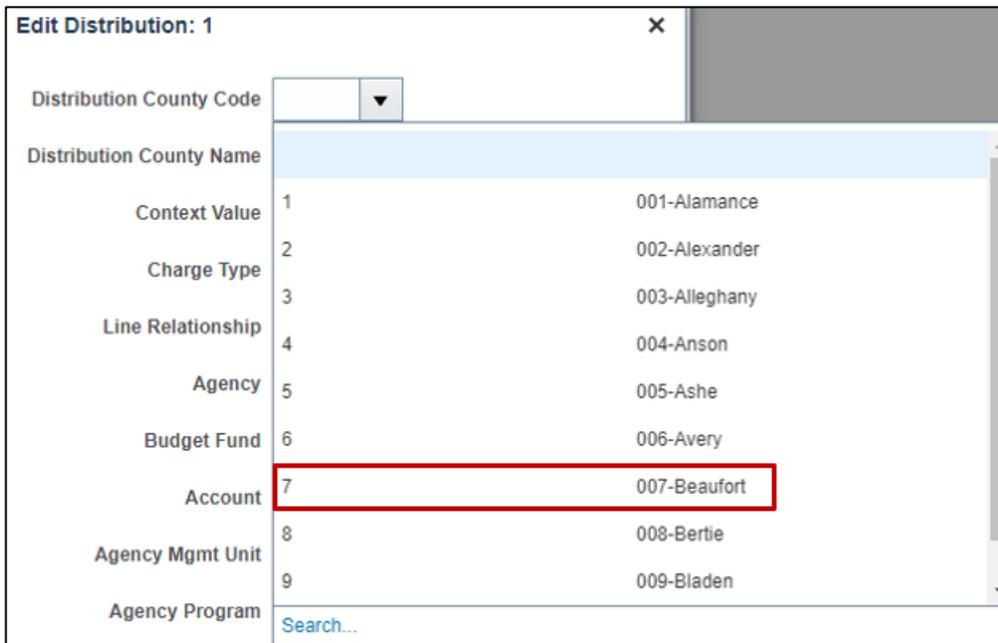
- The Manage Distribution window will be displayed, scroll to the right, and click on the **Details** icon.



- Edit Distribution 1 window will be displayed, you can now select the **Distribution County Code and Distribution County Name** from the first two drop down menus.



- Click on **Distribution County Code** dropdown and select the appropriate code. In this example we will select **7**.



12. Click on **Distribution County Name** dropdown and select the related name.

Edit Distribution: 1

Distribution County Code: 7

Distribution County Name: Beaufort

Context Value: [Empty]

Charge Type: Beaufort

Search...

13. Once the Code and Name is selected, Click **OK**.

Edit Distribution: 1

Distribution County Code: 7

Distribution County Name: Beaufort

14. Click **Save and Close** on the Manage Distribution window.

Manage Distributions

View + X [Icons] Detach Invoice Line 1 Reverse Adjust Tax Recovery Check Funds View Results

Budgetary Control Status Purchase Order Receipt Project

Line	* Distribution	* Type	* Amount	Receipt		Project					Details
				Number	Line	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	
1	1	Item	17.52								

Distributions Total Amount: 17.52
 Remaining Amount: 0.00
 Line Amount: 17.52

Save and Close Cancel

15. Edit Invoice page will be displayed, click on **Save and Close**.

Validated Invoice Actions Save **Save and Close** Cancel

Last Saved 2/2/24 10:16 AM

* Number: 1041496-0

* Amount: USD - 206.32

Type: Standard

Description: ACCT#2598735 PENDER CORRECTIONAL

* Date: 4/4/23

* Payment Terms: Immediate

* Terms Date: 4/4/23

Requester: CONYERS, ANGELA

Attachments: PCI_4150_24012410040.pdf

Wrap-Up

This QRG provides you with step-by-step explanation on how to add county codes at the distribution level to an invoice.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management