

ADDING COUNTY CODES AT DISTRIBUTION LEVEL

AP

QUICK REFERENCE GUIDE AP-40

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.

Manage Invoices (?)						Done
Search Results							
A Search: Invoice				Advanced	Saved Search	All Invoices	~
						** At least one	is required
	Business Unit		•	** Supplier Number			
	* Invoice Number	91430		Supplier Site			
	Invoice Amount			Taxpayer ID			
	** Invoice Date	m/d/yy	6	** Invoice Group			
1	** Supplier or Party		Q				
					Se	earch Reset	Save

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.

Manage Invoices (2)						
Search Results 1016824-0-CORR 1041496-0						
Invoice Details				Validated	Actions - Save	Save and C
Invoice Date	4/4/23	Invoice Amount	206.32 USD	Business Uni	Edit	LT CO
Invoice Type	Standard			Payment Business Unit	Check Funds	ULT CO
Supplier or Party	FORMS & SUPPLY INC	Applied Prepayments	0.00 USD	Payment Terms	Validate	
Supplier Site	R 52PTA	Unpaid Amount	206.32 USD	Payment Currency	Request Override	
Address	PO BOX 563953, CHARLOTTE, NC-28256	Holds		Attachments	Approval	, + ×
		Notes	D.		Cancel Invoice	
					Post to Ledger	
Lines Holds and Approvals Payments Installment	Distribution Details				Account in Draft	

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.

▶ Lines ⑦	Match Invoice Lines	× ©
Taxes		
Totals		
	Items 206.32	

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

⊿ Li	ines 🕐	Match Invoice Lines	s 🗸 🕤		
View	• +	目 × 押 辱	Detach	Allocate Cancel Line	Distributions
Distrit	oution Bud	Igetary Control Refe	erence Tax Pur	chase Order Asset Proje	ct
					D
	* Number	* Туре	* Amount	Distribution Set	Distribution Comb
	1	Item	17.52		
	2	Item	27.90		
	3	Item	8.38		
	4	Item	152.52		

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

1	lanag	e D	istributions											×
	View •	•	+ × 🗉)etach	Invoice Line	•	Reverse	Adjust Tax Recover	Check Funds	View Results			
	Budgeta	ary (Control Status	s Purchase O	rder	Receipt Project								
							Rec	eipt			Project			
	Lir	ne	* Distribution	* Type		* Amount	ıber	Line	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Details
	1		1	Item	~	17.52								
							4							Þ

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

Edit Distribution: 1		×
Distribution County Code	•	
Distribution County Name		•

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

Edit Distribution: 1		×
Distribution County Code	•	
Distribution County Name		
Context Value	1	001-Alamance
Charge Type	2	002-Alexander
	3	003-Alleghany
Line Relationship	4	004-Anson
Agency	5	005-Ashe
Budget Fund	6	006-Avery
Account	7	007-Beaufort
Agency Mamt Unit	8	008-Bertie
Agency light one	9	009-Bladen
Agency Program	Search	

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

Edit Distribution: 1		×
Distribution County Code	7 💌	
Distribution County Name		
Context Value		
Charge Type	Beaufort	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.

Mar	age [Distributions											×
Vi	w 🔻	+ × 3	11 E r	Detach	Invoice Line 1	•	Reverse	Adjust Tax Recover	ry Check Funds	View Results			
Bu	getary	Control Stat	us Purc	hase Order	Receipt Project								
						Re	ceipt			Project			
	Line	* Distribution	* Туре		* Amount	nber	Line	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Details
	1	1	Item	~	17.52								. 📖
						4							÷
											Distributi	ons Total Amount	17.52
											R	emaining Amount	O .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	<u>C</u> ancel
		Last Saved 2/2/24	10:16 AM
* Number	1041496-0	* Data 4/4/22	
* Amount	USD - ¥ 206.32		
Turne	Clandard	* Payment Terms Immediate	
type	olandaru 👻	* Terms Date 4/4/23	
lescription	ACCT#2598735 PENDER CORRECTIONAL	Requester CONYERS, ANGELA Q	
		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