

AR-22 Manage Autoinvoice Lines

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to Manage Auto Invoice Lines in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of Manage Autoinvoice Lines. This process provides information on identifying errors, correcting them, uploading the updated data, and submitting the sales order for successful invoice creation.

Manage Autoinvoice Lines

To approve expenses via the **notification bell** icon, please follow the steps below. There are 19 steps to complete this process.

Step 1. Log in to the NCFS portal using the **Company Single Sign-On (SSO)** button.

Step 2. Enter your **@dac.nc.gov** email address.

Step 3. Click **Next**, then enter your **password**.

NOTE: The system will automatically sign on using SSO and log in to NCFS. After the first login using SSO, future access may not require credentials. If SSO is not available, enter credentials manually within the **Username** and

Password fields, then click **Sign-In**.

Step 4. Navigate to the **Home** page.

Step 5. Click on the **Receivables** tab.

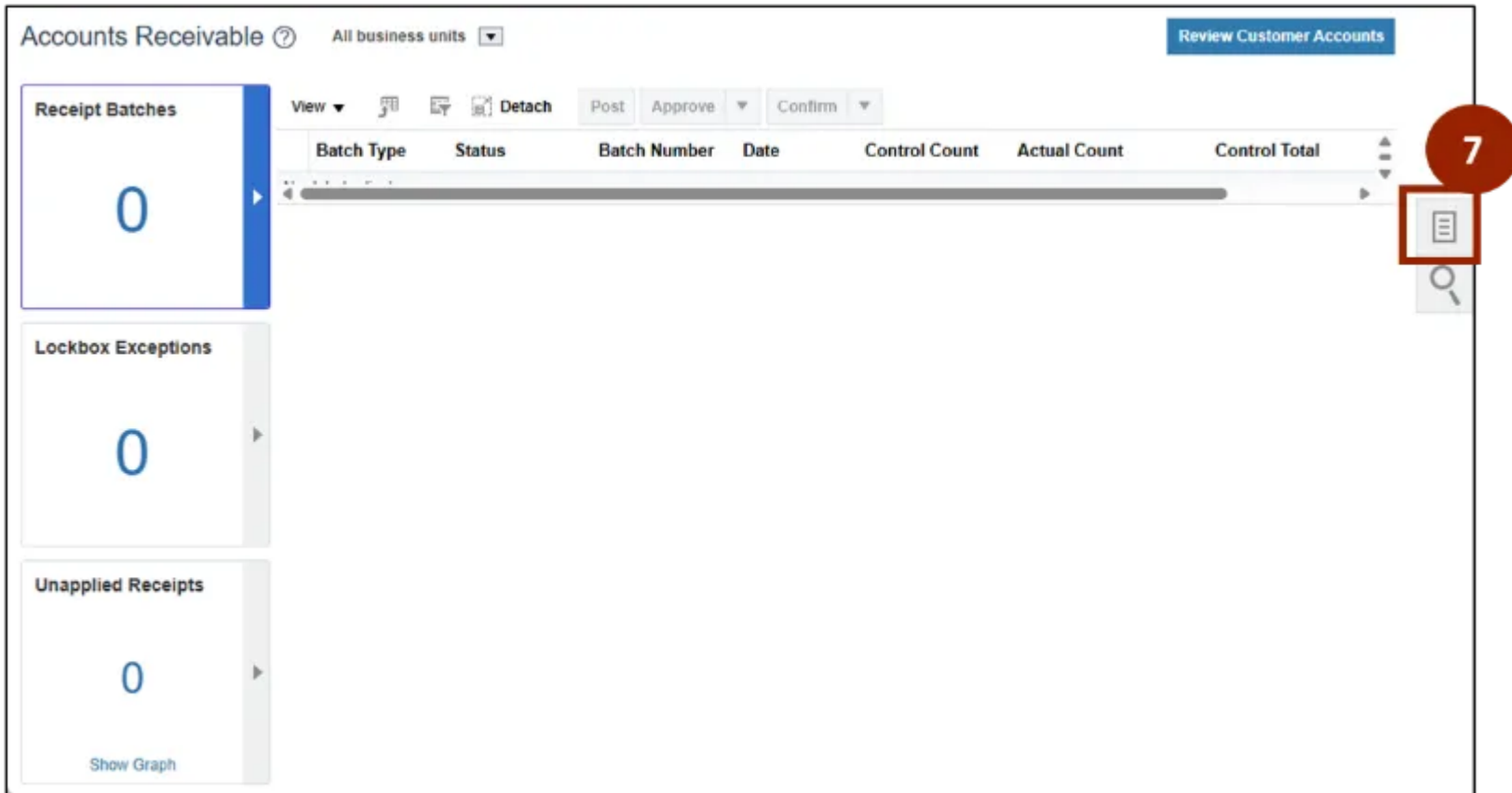
Step 6. Click on **Billing**.

Image



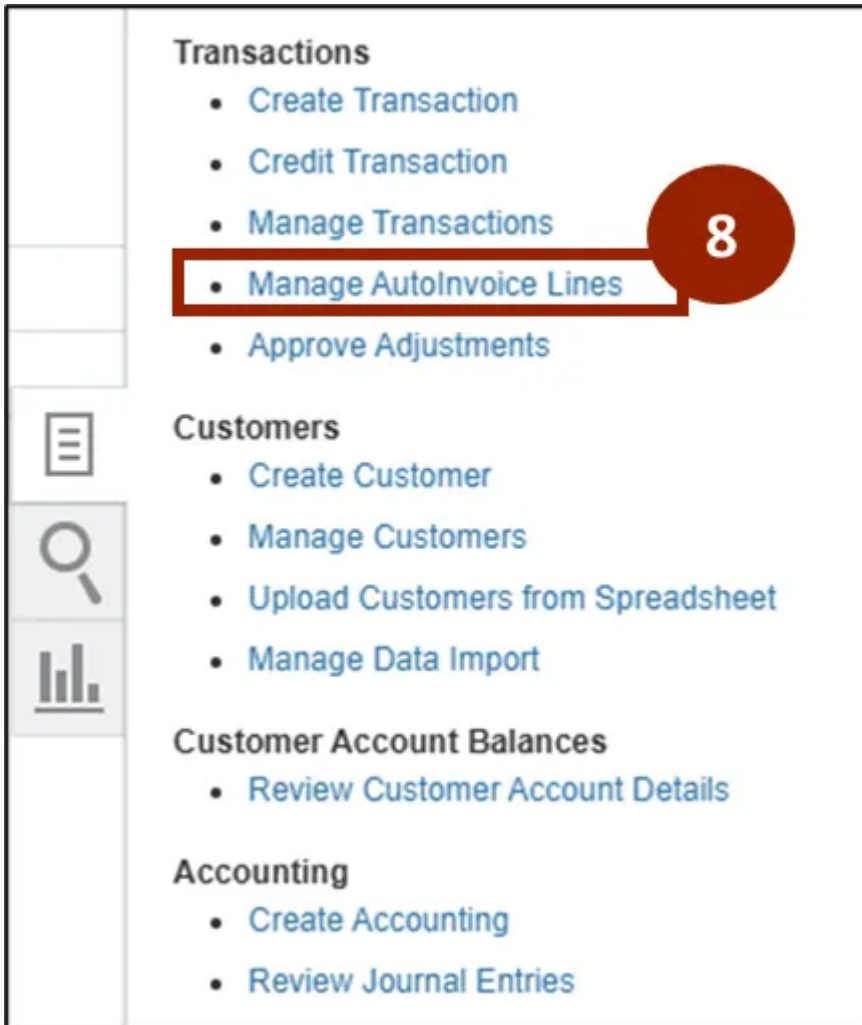
Step 7. On the **Billing** page, click the **Task** icon.

Image



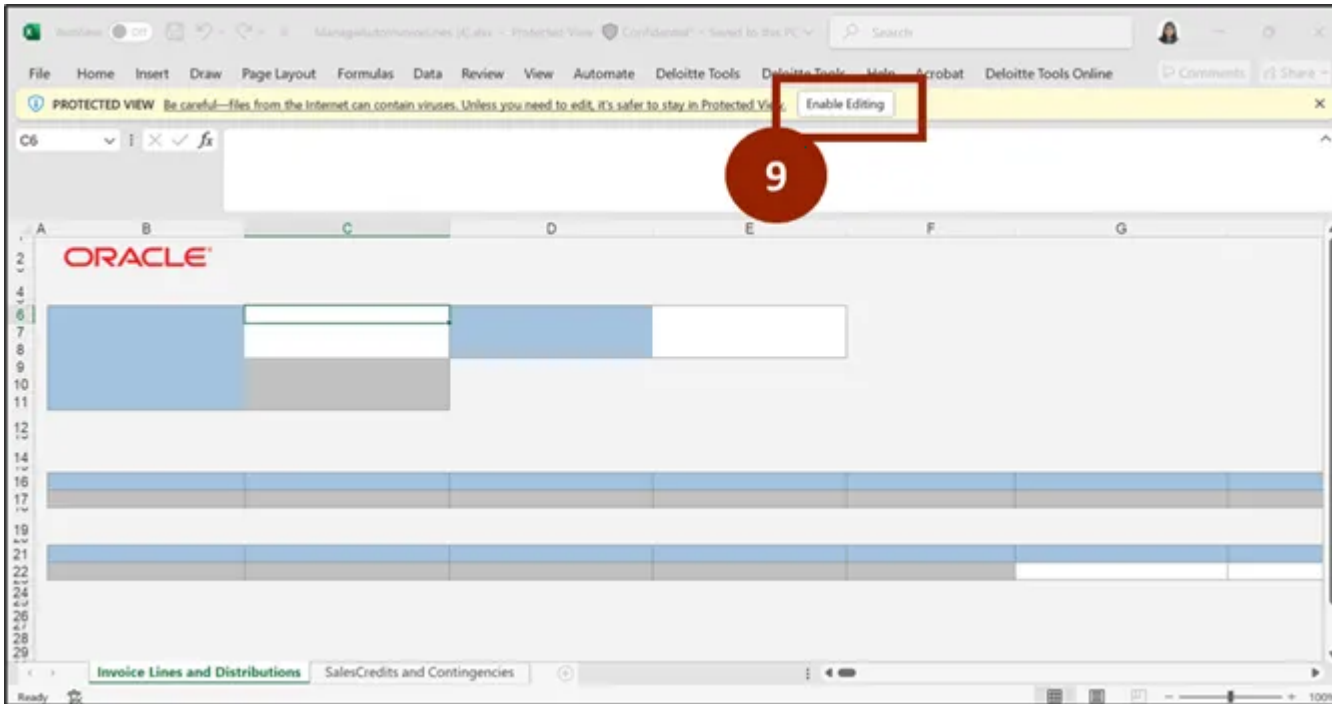
Step 8. Select the Manage AutoInvoice Lines option.

Image



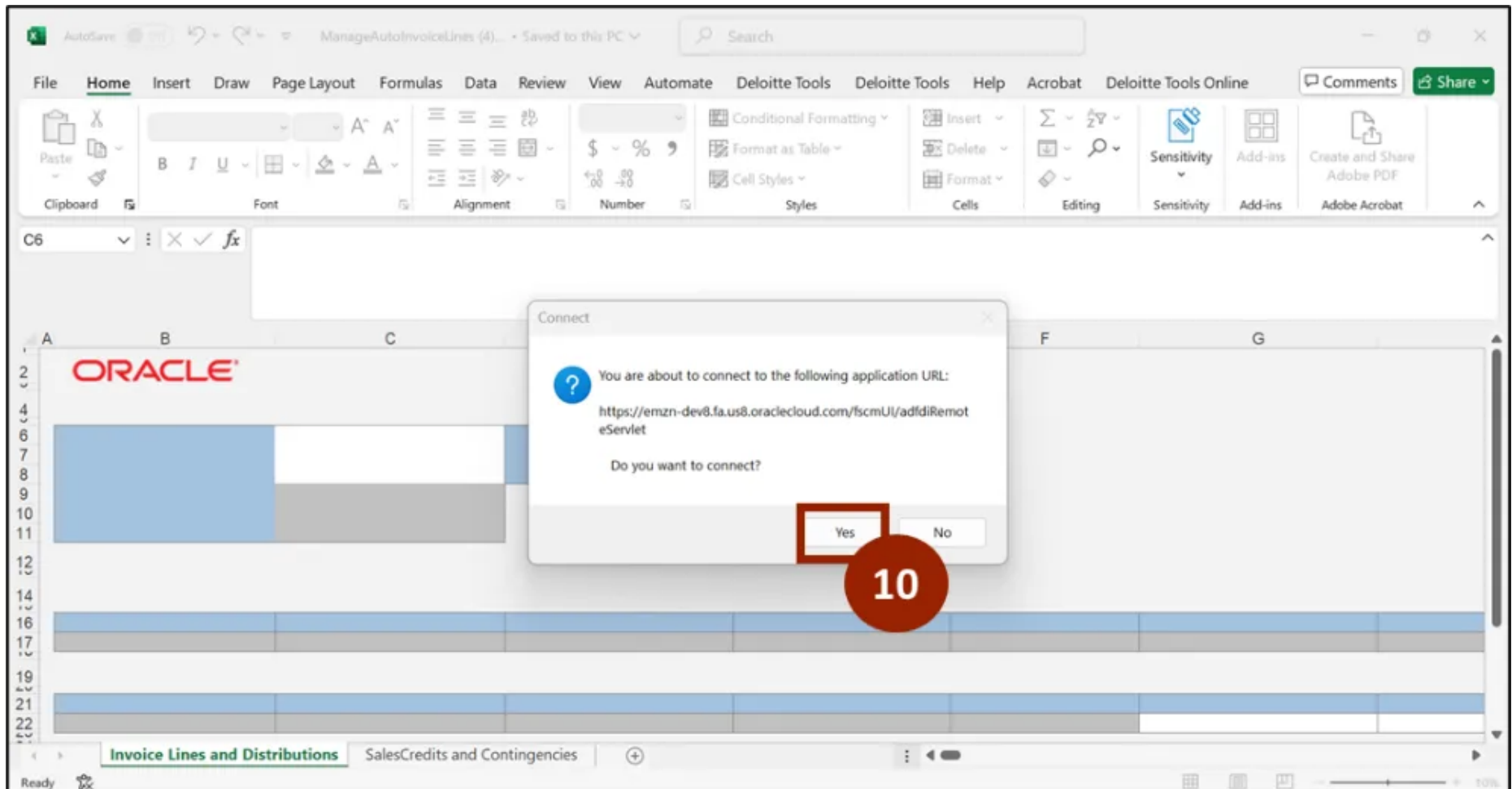
Step 9. When the Excel workbook opens, select **Enable Editing** in the yellow security banner.

Image



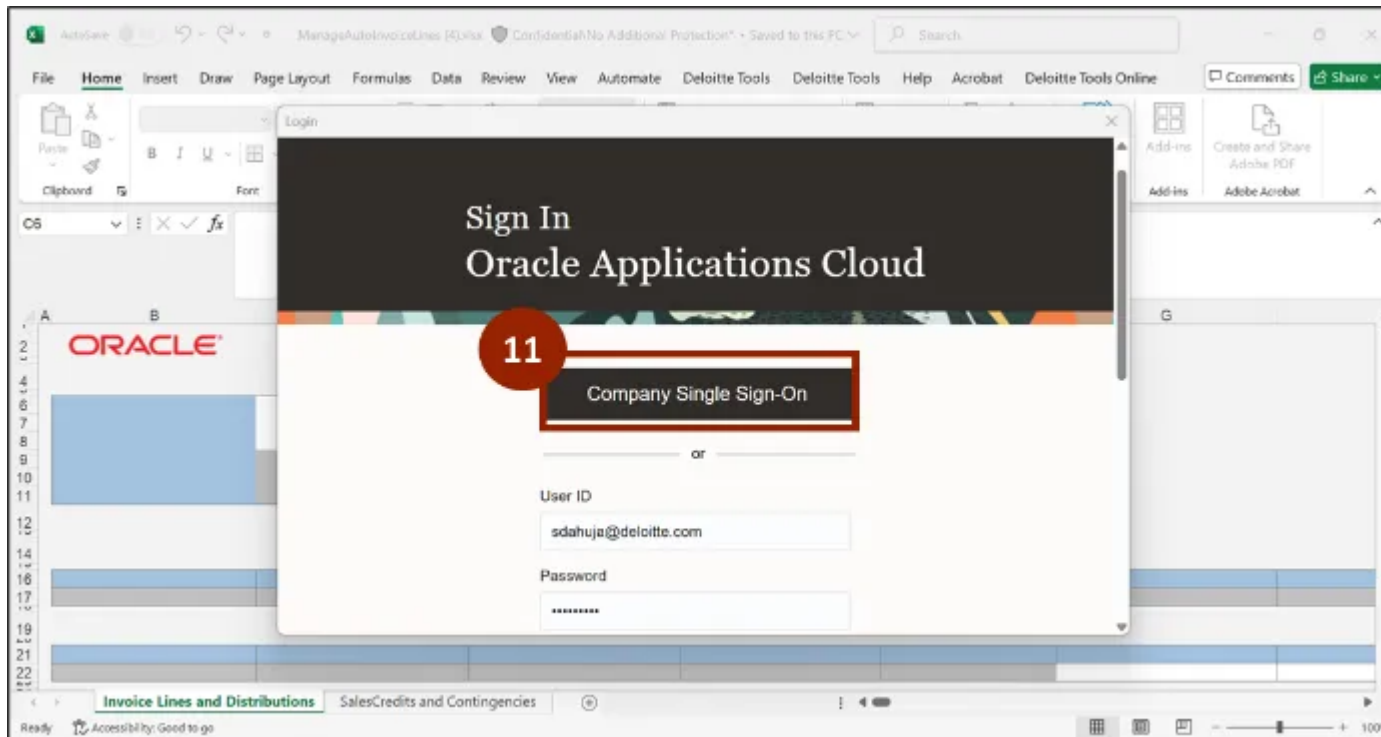
Step 10. A security pop-up appears asking whether you want to access the specified application URL. Click **Yes**.

Image



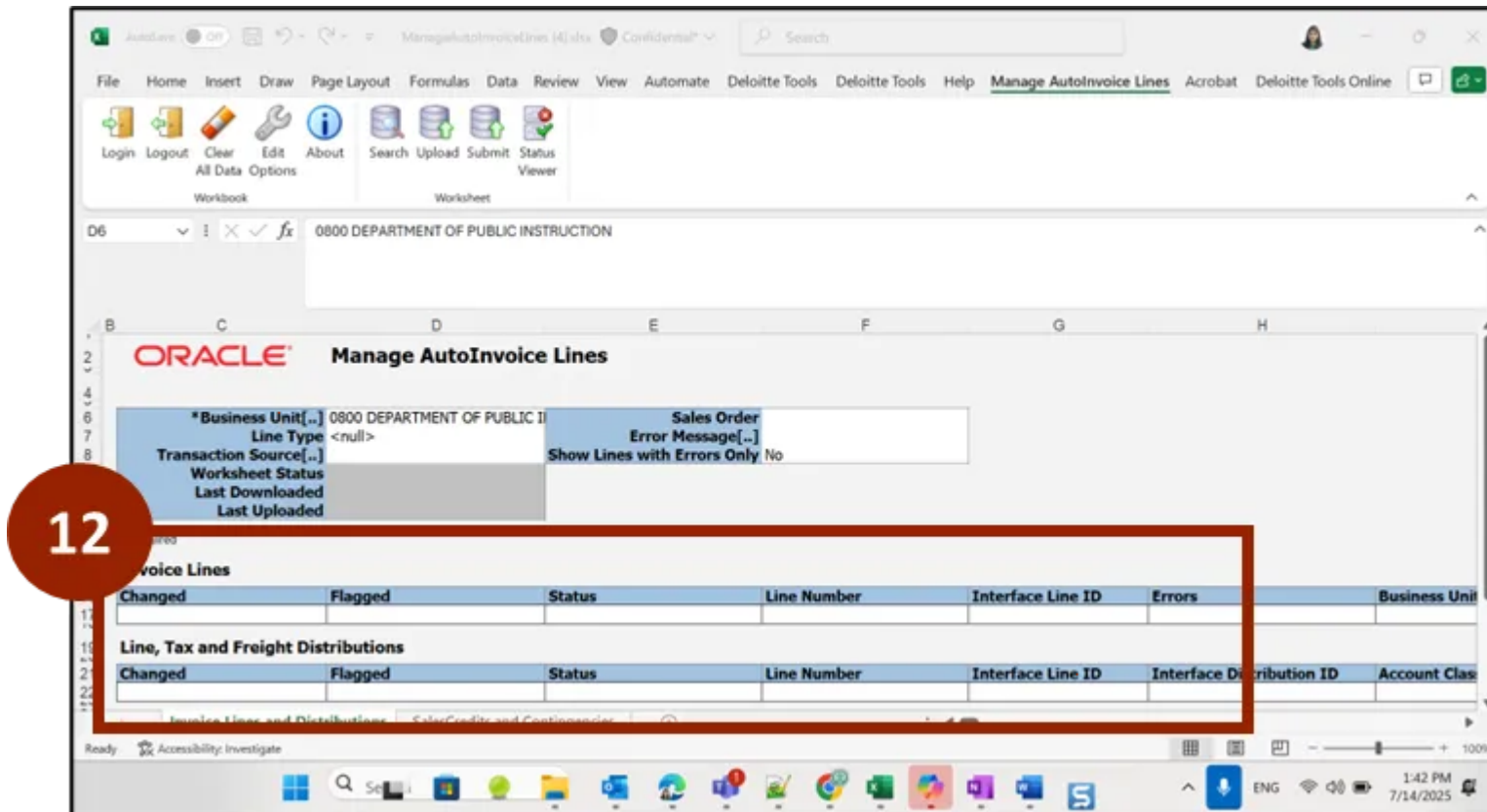
Step 11. When the **Oracle sign-on** page appears, enter your **SSO username** and **password**, then click **Sign In**.

Image



Step 12. The spreadsheet opens, and displays the Invoice Lines, Lines, Tax, and Freight Distributions.

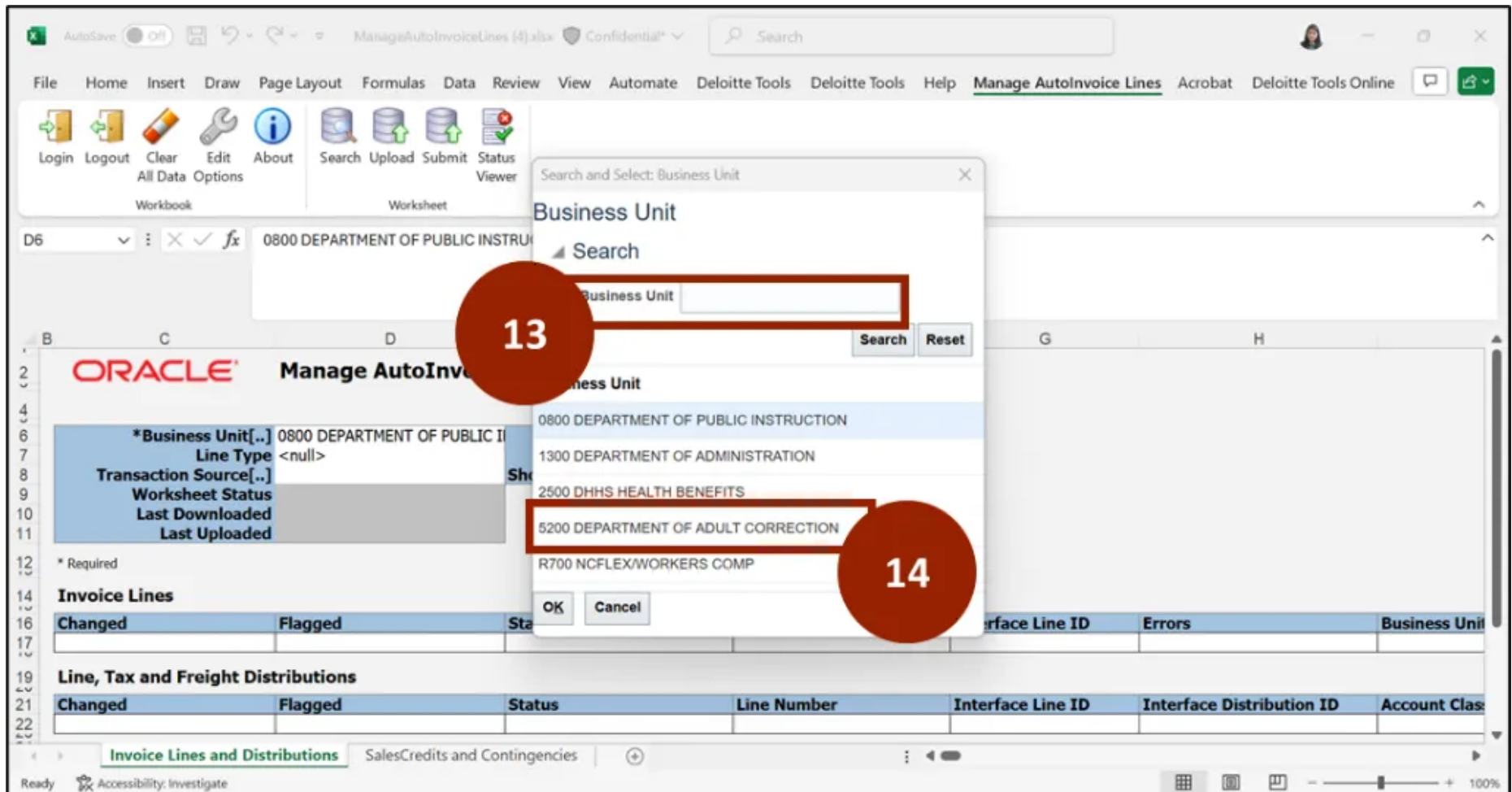
Image



Step 13. Select the **Business Unit** field.

Step 14. From the drop-down, select **5200 - Department of Adult Correction** to display any error lines for the relevant sales order.

Image



Step 15. The sheet displays the errors that must be resolved before the sales order can be converted into an invoice.

Image

AutoSave Off ManageAutoInvoiceLines (4).xlsx Confidential*

File Home Insert Draw Page Layout Formulas Data Review View Automate Deloitte Tools Deloitte Tools Help Manage AutoInvoice Lines Acrobat Deloitte Tools Online

Login Logout Clear All Data Edit About Search Upload Submit Status Viewer

Workbook Worksheet

D6 5200 DEPARTMENT OF ADULT CORRECTION

ORACLE® Manage AutoInvoice Lines

*Business Unit[...] 5200 DEPARTMENT OF ADULT
 Line Type <null>
 Transaction Source[...]
 Worksheet Status
 Last Downloaded 7/14/2025 8:13
 Last Uploaded

Sales Order
 Error Message[...]
 Show Lines with Errors Only No

* Required

Invoice Lines

Changed	Flagged	Status	Line Number	Interface Line ID	Errors	Business Unit	Description	Na
				100000965430554		300000061091756	SIGN HARDWARE, CROSSPIE	
				100000965430555		300000061091756	Shipping Charge	
				100000965430556		300000061091756	Adjustment for 0USD Price Ov	

Line, Tax and Freight Distributions

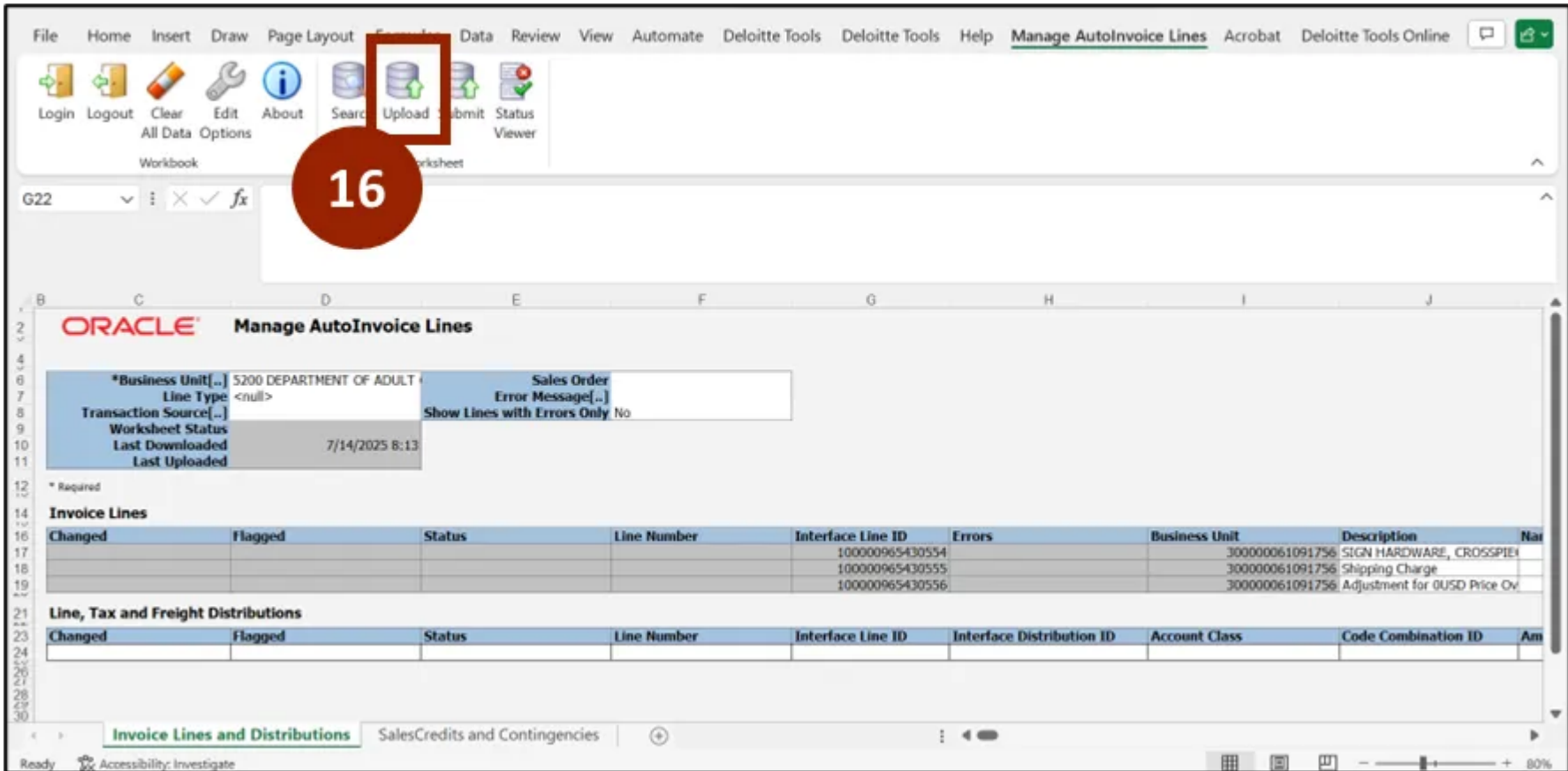
Changed	Flagged	Status	Line Number	Interface Line ID	Interface Distribution ID	Account Class	Code Combination ID	Am

Invoice Lines and Distributions SalesCredits and Contingencies

Ready Accessibility: Investigate 80%

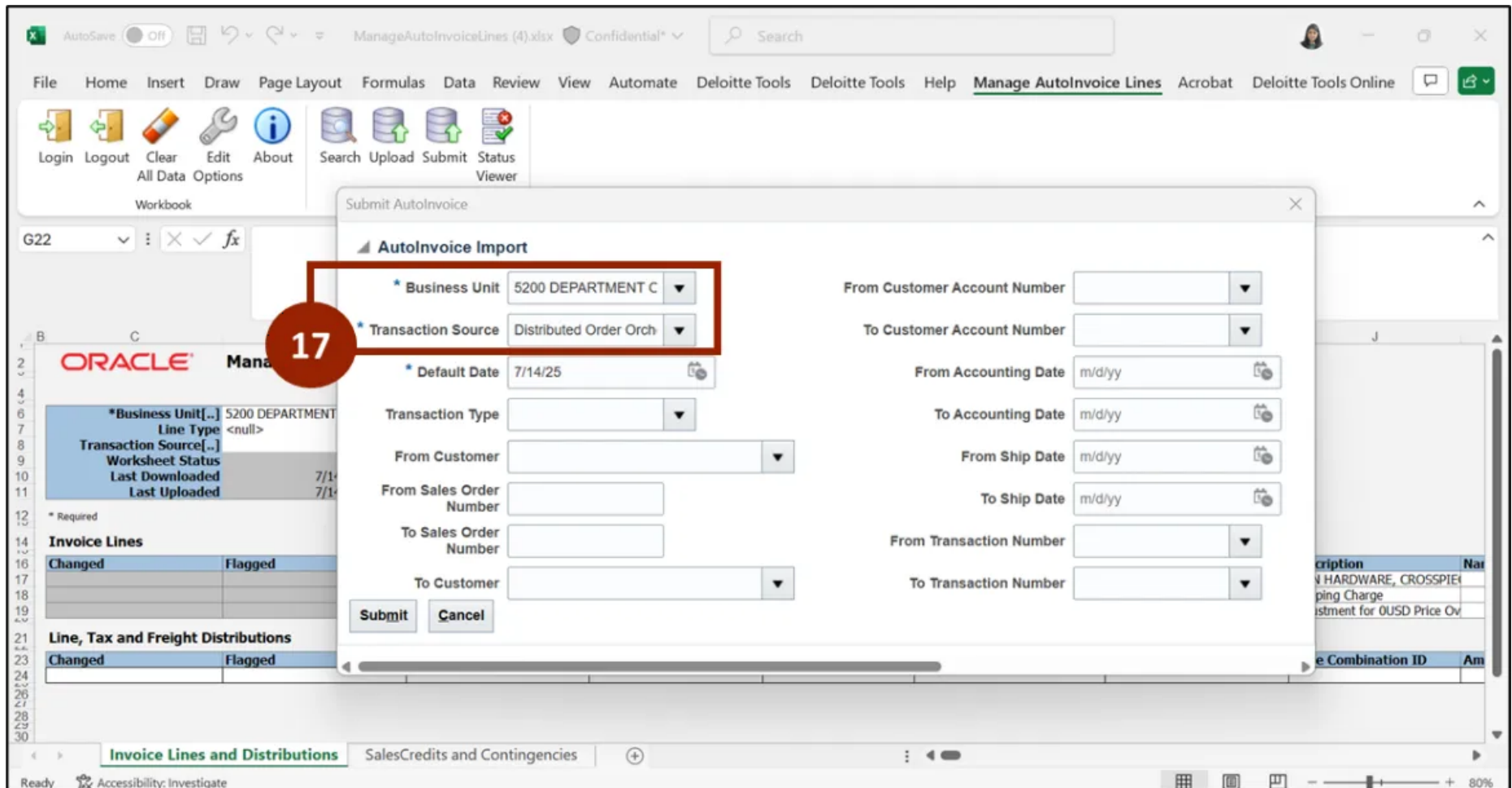
Step 16. After updating the errors, click **Upload**.

Image



Step 17. To submit the AutoInvoice, select **5200 Department of Adult Correction** as the **Business Unit** and **Distributed Order Orchestration** as the **Transaction Source**.

Image



Step 18. Click **Submit** to finalize the sales order.

Image

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Login Logout Clear Edit About Search Upload **Submit** Status

Workbook Worksheet **18**

G22

ORACLE® Manage AutoInvoice Lines

*Business Unit[...] 5200 DEPARTMENT OF ADULT
Line Type <null>
Transaction Source[...] Sales Order
Worksheet Status Error Message[...]
Last Downloaded Show Lines with Errors Only No
Last Uploaded 7/14/2025 8:13

* Required

Invoice Lines

Changed	Flagged	Status	Line Number	Interface Line ID	Errors	Business Unit	Description	Na
				100000965430554		300000061091756	SIGN HARDWARE, CROSSPIE	
				100000965430555		300000061091756	Shipping Charge	
				100000965430556		300000061091756	Adjustment for OUSD Price Ov	

Line, Tax and Freight Distributions

Changed	Flagged	Status	Line Number	Interface Line ID	Interface Distribution ID	Account Class	Code Combination ID	Am

Invoice Lines and Distributions SalesCredits and Contingencies

Ready Accessibility Investigate 80%

Step 19. A confirmation message will appear indicating successful submission. Select **OK**.

Image

The screenshot shows the Oracle Manage AutoInvoice Lines application. A confirmation dialog box titled "Confirmation" is displayed, containing the text "AutoInvoice Import Request Details" and "Request ID 7190898". A red circle with the number "19" is overlaid on the dialog box. The background shows the "Manage AutoInvoice Lines" worksheet with various fields and tables.

Worksheet Fields:

- *Business Unit[...]: 5200 DEPARTMENT OF ADULT
- Line Type: <null>
- Transaction Source[...]:
- Worksheet Status:
- Last Downloaded: 7/14/2025 8:13
- Last Uploaded: 7/14/2025 8:14

Invoice Lines Table:

Changed	Flagged	Status	Line Number	Interface Line ID	Errors	Business Unit	Description	Na
				100000965430554		300000061091756	SIGN HARDWARE, CROSSPIE	
				100000965430555		300000061091756	Shipping Charge	
				100000965430556		300000061091756	Adjustment for QUSD Price Ov	

Line, Tax and Freight Distributions Table:

Changed	Flagged	Status	Line Number	Interface Line ID	Interface Distribution ID	Account Class	Code Combination ID	Am

Wrap-Up

NCFS users can reference the **Manage Autoinvoice Lines** using the steps above.

Additional Resources

- Instructor Led Training (ILT)

- [AR107: Manage Billing](#)

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