

AP-03 View Invoices

Purpose

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

Introduction and Overview

This QRG covers the steps to view invoices in NCFS. Invoice Header, Line, Distribution, and Installment details can all be viewed and validated.

View Invoices

To View Invoices in NCFS, please follow the steps below. There are 13 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **Payables** tab and click the **Invoices** app. The **Invoices** dashboard opens.

Image

Good evening, AP Invoice Management 800!

Payables

Tools

QUICK ACTIONS



Create Invoice



Manage Invoices

Show More

APPS



Invoices



Step 3. On the **Invoices** dashboard, click the **Tasks** icon and click **Manage Invoices** from the **Tasks** pane. The **Manage Invoices** page opens.

Image

NCFS

Invoices ?

Recent 24 Hours

0

Holds

0

Approval

0

Prepaid

0

View X [Icons] Detach Create Validate Cancel

Invoice Number Amount Supplier Supplier Site Validation Status A [Icons]

Invoices

- Create Invoice
- Create Invoice from Spreadsheet
- Create Recurring Invoices
- **Manage Invoices**
- Validate Invoices
- Initiate Approval Workflow
- Import Invoices
- Correct Import Errors

[Icon]

[Icon]

[Icon]

[Icon]

Step 4. On the **Manage Invoices** page, enter data into any one or more fields marked by ** to search the invoice.

In this example, we enter **INV1000_1** in the **Invoice Number** field and click the **Search** button.

Image

Manage Invoices ?

Done

Search Results

Search: Invoice

Business Unit

**** Invoice Number**

Invoice Amount

**** Invoice Date**

**** Supplier or Party**

Advanced

Saved Search

All Invoices



** At least one is required

**** Supplier Number**

Supplier Site

Taxpayer ID

**** Invoice Group**

Search

Reset

Save...

Step 5. The search results are displayed. Click the **Invoice Number** to view the invoice details.

In this example, we choose **INV_44323**. The invoice details are displayed.

Image

Manage Invoices ?

[Done](#)

Search Results

► Search: Invoice

Advanced

Saved Search

All Invoices

Actions ▼	View ▼								
Validate	Approval ▼	Post ▼	Detach						
Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice	
INV-EFT-0800-101021	12/8/22	12/8/22 6:01 AM	KAIROS CHURCH ...	R.08PT.02	0.00 USD	1,800.00 USD	0.00 USD	Standar	
INV_44323	4/4/23	4/4/23 6:18 AM	CENGAGE LEARNING	R.08PT.04	714.80 USD	714.80 USD	0.00 USD	Standar	

Step 6. On the **Manage Invoices** page, scroll down and click the **Lines** tab to view the invoice lines.

Image

Manage Invoices ?

[Done](#)

Search Results [INV_44323](#)

Invoice Details

Validated

Actions ▼

[Save](#)

[Save and Close](#)

[Cancel](#)

Invoice Date 4/4/23
Invoice Type Standard
Supplier or Party CENGAGE LEARNING
Supplier Site R.08PT.04
Address PO BOX 936743, ATLANTA, GA-31193

Invoice Amount 714.80 USD
Applied Prepayments 0.00 USD
Unpaid Amount 714.80 USD
Holds 0
Notes

Business Unit 0800 DEPARTMENT OF PUBLIC INSTRUCTION
Payment Business Unit 0800 DEPARTMENT OF PUBLIC INSTRUCTION
Payment Terms Net 30
Payment Currency USD
Attachments None

Lines

[Holds and Approvals](#)

[Payments](#)

[Installments](#)

Items

View ▼



[Detach](#)

Line	Amount	Description	Quantity	Price	UOM Name	Purchase Order			Receipt		Ship-to Location
						Number	Line	Schedule	Number	Line	
1	714.80	MCGRW-STDYSYNC ELA ...	20	35.74	EACH	08P0000025	1	1			08BOOKS-3905

Step 7. Click the **Holds and Approval** tab to view the Holds and Approval history.

Image

Approval and Notification History

View Detach

Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments	Hold Reason
---------------	------	--------	-------------	----------	-----------------	----------	-------------

No approval or notification history.

Holds

View Detach Release Holds

Hold						Release	
Name	Reason	Details	Line Held	Held By	Date	Name	Reason
Ordered quantity	Billed quantity exceeds ordered quantity.			System	4/4/23 ...	Match overri	Matching hold released.
Supplier	Hold all unvalidated invoices for supplier.			Traini...	5/12/2...	Amount appr	Invoice amount approved by supervisor
Supplier	Hold all unvalidated invoices for supplier.			SHA...	4/4/23 ...	Amount appr	Invoice amount approved by supervisor

Step 8. Click the **Payments** tab to view related Payments (if applicable).

Image

Payments

Number	Payment Document	Status	Reconciled	Current Payee Name	Payment Date	Paid Amount	Address	Remit-to Account
No payments.								

Prepayments

Available

View

 Detach
 Apply

Number	Description	Site	Purchase Order	Currency	Available	* To Apply	* Accounting Date
No data to display.							

Applied

View

 Detach
 Unapply

Number	Description	Site	Purchase Order	Currency	Applied	* Accounting Date
No data to display.						

Step 9. Click the **Installments** tab to view the **Installment** details.

Image

Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Bank Charge Bearer
Settlement Priority
Delivery Channel

Pay Group Standard
Payment Reason
Payment Reason Comments
☐ Pay alone
Discountable Amount 714.80

View Detach Release Hold

Installment	Due Date	Gross Amount	Unpaid Amount	Payment Priority	Payment Method	Bank Account	Details
1	5/4/23	714.80	714.80	10	Check - Supplier		
Totals		714.80	714.80				

Installment 1: Details

Discounts (0) Remittance Messages Holds

	Date	Discount	Net Amount
1			
2	m/d/yy		
3	m/d/yy		

Step 10. Click the **Installments** tab and the **Remittance Messages** tab to view the Installment Remittance.

Image

Installment 1: Details

Discounts (0)

Remittance Messages

Holds

Message 1

Message 2

Message 3

Step 11. On the **Manage Invoice** page, scroll up and click **Validated** to view the Invoice Summary. The *Invoice Summary* pop-up appears.

Image

Manage Invoices ?

Done

Search Results INV_44323

Invoice Details

Invoice Date 4/4/23
Invoice Type Standard
Supplier or Party CENGAGE LEARN
Supplier Site R.08PT.04
Address PO BOX 936743,
GA-31193

Lines Holds and Approvals Payments Installments

Validated

Actions ▼

Save

Save and Close

Cancel

Invoice Summary

Status		Holds	
Validation	Validated	Installments	✓ 0
Funds	Not required	Line Variance	✓ 0
Approval	⚠ Required	Distribution Variance	✓ 0
Accounting	Unaccounted	Manual Holds	✓ 0
Payments	Unpaid	System Holds	✓ 0
Due Date	5/4/23	Supplier Site	✓ No

Business Unit 0800 DEPARTMENT OF
PUBLIC INSTRUCTION
Payment Business Unit 0800 DEPARTMENT OF
PUBLIC INSTRUCTION
Payment Terms Net 30
Payment Currency USD
Attachments None +

Step 12. On the *Invoice Summary* pop-up, validate all the **Status** and **Hold** details and click the **X** icon in the top right corner to close the pop-up.

Image

Invoice Summary

Status	
Validation	Validated
Funds	Not required
Approval	 Required
Accounting	Unaccounted
Payments	Unpaid
Due Date	5/4/23

Installments	 0
Line Variance	 0
Distribution Variance	 0
Manual Holds	 0
System Holds	 0
Supplier Site	 No

Step 13. Click the **Save and Close** button. You are redirected to the **Search: Invoice** page.

Image

Manage Invoices ?

Done

Search Results [INV_44323](#)

Invoice Details

Invoice Date 4/4/23
Invoice Type Standard
Supplier or Party CENGAGE LEARNING
Supplier Site R.08PT.04
Address PO BOX 936743, ATLANTA, GA-31193

Invoice Amount 714.80 USD
Applied Prepayments 0.00 USD
Unpaid Amount 714.80 USD
Holds 0
Notes 

Validated Actions ▼ Save **Save and Close** Cancel

Business Unit 0800 DEPARTMENT OF PUBLIC INSTRUCTION
Payment Business Unit 0800 DEPARTMENT OF PUBLIC INSTRUCTION
Payment Terms Net 30
Payment Currency USD
Attachments None +

Wrap-Up

View an Invoice in NCFS using the steps above.

Additional Resources

- Web Based Training (WBT)
 - [AP001: AP Inquiry](#)
 - [AP108: Invoice Release Hold](#)
- Virtual Instructor Led Training (vILT)
 - [AP101: Invoice Management](#)

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