

AP-09a Create and Process Check Payments

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Create and Process Check Payments in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the procedure of creating and processing Payment Process Requests (PPR) to enable check payments.

User Tip

The following are prerequisites to Create and Process Check Payments:

1. Invoices should be validate and approved.
2. Invoices should not have any holds.

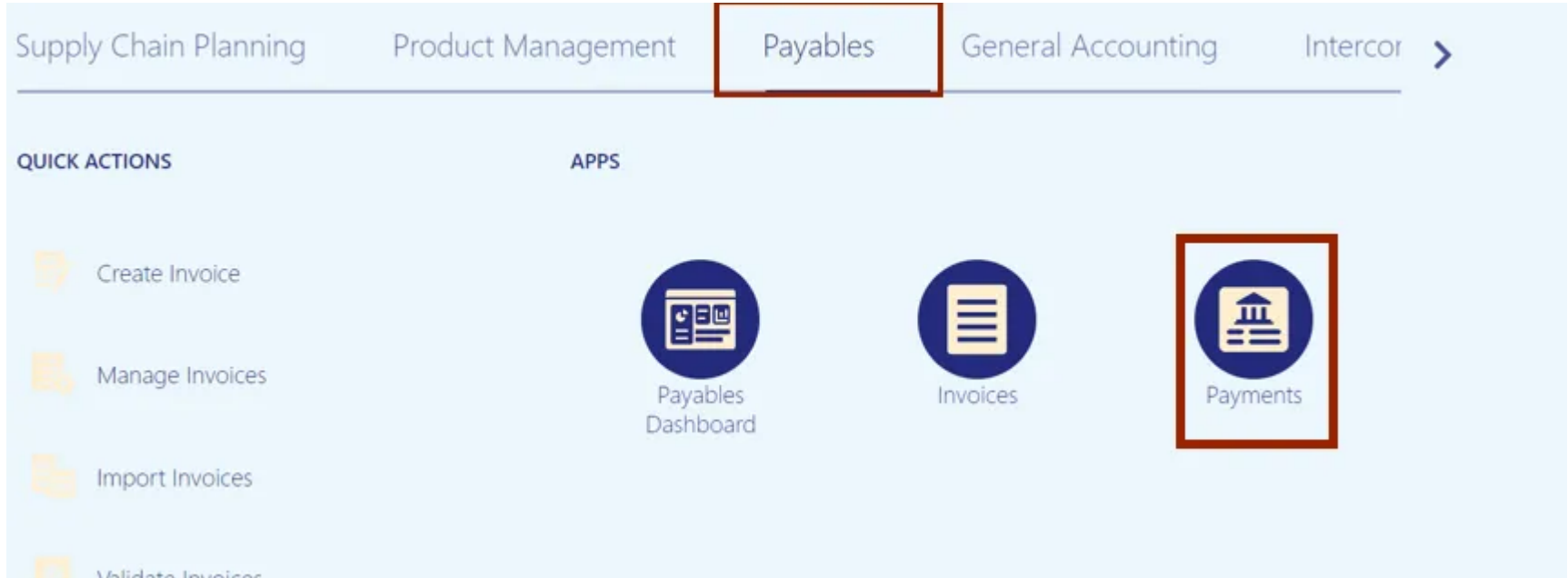
Submit Check Payments

To submit check PPR in NCFS, please follow the steps below. There are 7 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 then click the **Payments** app.

Image



Step 3. On the **Overview** page, click the **Tasks** icon and then click **Submit Payment Process Request**.

Image

Overview

Payment Process Requests ?

Requiring Attention (3) Recently Completed (0) Recently Terminated (2)

View ▾   Detach 

Name	Pending Since	Stage	Status	Actions
ChecTest001	2/8/23	Payment file build	Waiting for payment file processing	
020923-002	2/9/23	Payment file build	Waiting for payment file processing	

Payments

- **Submit Payment Process Request**
- Manage Payment Process Requests
- Manage Payment Process Request Templates
- Manage Payments
- Manage Payment Files
- Create Positive Pay File
- Send Separate Remittance Advice
- Create Regulatory Reporting
- Payment File Accompanying Letter

Accounting

- Create Accounting
- Create Adjustment Journal

Step 4. Click the *Template* drop-down choice list and select the appropriate template. In this example, we choose **DST Check**.

Enter the name in the **Name** field in the given format “BU Payment Method MMDDYYYY Initials”.

In this example '**0800 Check 04182023 SL**'.

Image

Submit Payment Process Request ?

SubmitCancel

* Name1100 06122023 Check ST.

TemplateDST Check

Selection CriteriaPayment and Processing Options

Pay Through Date6/12/23

Pay from Datemid/yy

From Payment Priority1

To Payment Priority10

Date BasisPay date

Include Zero Amount invoicesYes

Supplier Type

Payment Method

Invoice Conversion Rate Type

Supplier or Party

Invoice Group

Step 5. On the **Selection Criteria** tab, the details are auto-populated based on the template selected. Review the details and modify if required. **Pay Through Date will determine the invoices picked in your PPR based on the invoice due date.**

Image

Submit Payment Process Request ?

* Name
 Template

[Selection Criteria](#)
[Payment and Processing Options](#)

Pay Through Date
Pay from Date
From Payment Priority
To Payment Priority
Date Basis
Include Zero Amount Invoices
Supplier Type

Payment Method
Invoice Conversion Rate Type
Supplier or Party
Invoice Group

Step 7. These programs will run when you submit the PPR.

Image

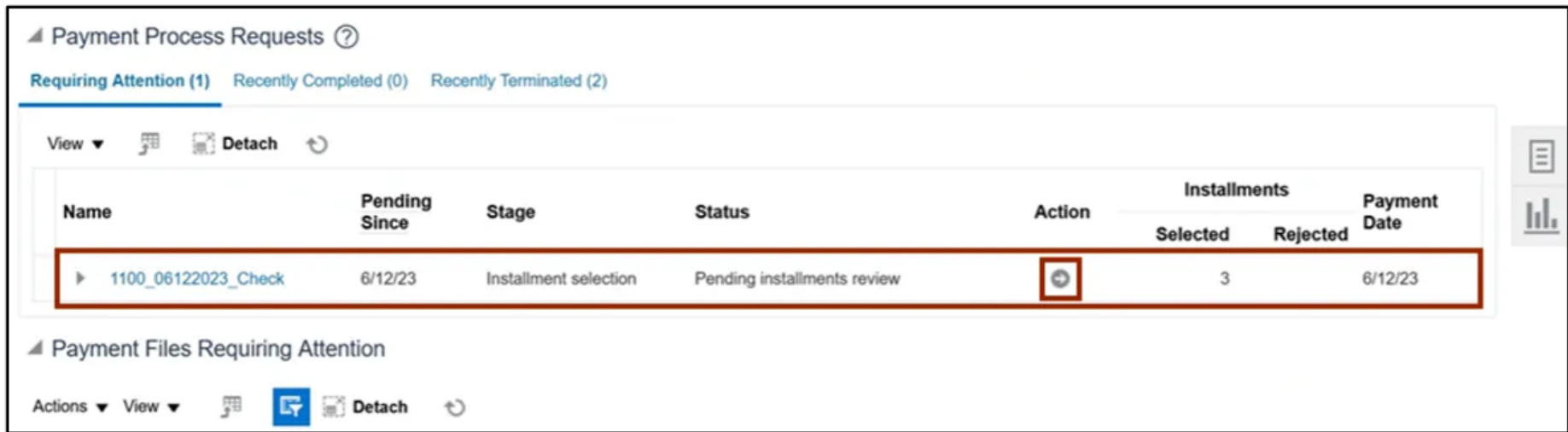
View ▼	Resubmit	Status All	Time Range Last hour				
Process Name	Process ID	Status	Scheduled Time	View Output	Parameters	View Log	
Payables Selected Installments Report	5785914	Succeeded	4/12/23 1:11 AM ...		300000263090650		
Initiate Payment Process Request	5785913	Succeeded	4/12/23 1:11 AM ...		Y, 300000263090650		

Review Installments (Add/Delete)

To review installments in NCFS, please follow the steps below. There are 8 steps to complete this process.

Step 1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required PPR and then click the **Action** icon.

Image



Step 2. On the **Review Installments** page, review the list of Installments. **NCFS will automatically pick up current invoices that ready for check payment.** Optionally, to add or remove installs follow step 5 through step 7, if not skip to step 8. Click the **Add Installments** button to add/remove an installment optionally.

Image

Selected Installments ?

View Detach **Add Installments**

m/d/yy

Supplier or Party	Installment Amount	Unpaid Invoice Amount	Rem: Discr Days	Invoice Amount	Business Unit	Number	Description	Payee	Due Date
BLAIRHILL LLC	8,000.00	8,000.00		8,000.00	1100 DEPAR...	PNG_INV_004	Test data for ...	BLAIRHILL LLC	1/31/23
BLAIRHILL LLC	5,000.00	5,000.00		5,000.00	1100 DEPAR...	PNG_INV_005	Test data for ...	BLAIRHILL LLC	1/31/23
BLAIRHILL LLC	6,000.00	6,000.00		6,000.00	1100 DEPAR...	PNG_INV_006	Test data for ...	BLAIRHILL LLC	1/31/23

Step 3. In the **Search** section, enter details in at least one field (marked as **) for the required **Installment** and click the **Search** button.

Image

Add Installments ×

Search Basic Saved Search All Due Installments ▾

**** At least one is required**

Invoice Business Unit Equals ▾ ▾

****** Supplier or Party Equals ▾ ▾

Unpaid Amount Equals ▾

****** Due Date On or before ▾ 5/10/23

****** Invoice Number Starts with ▾

Available Discount Equals ▾

Remaining Discount Days Equals ▾

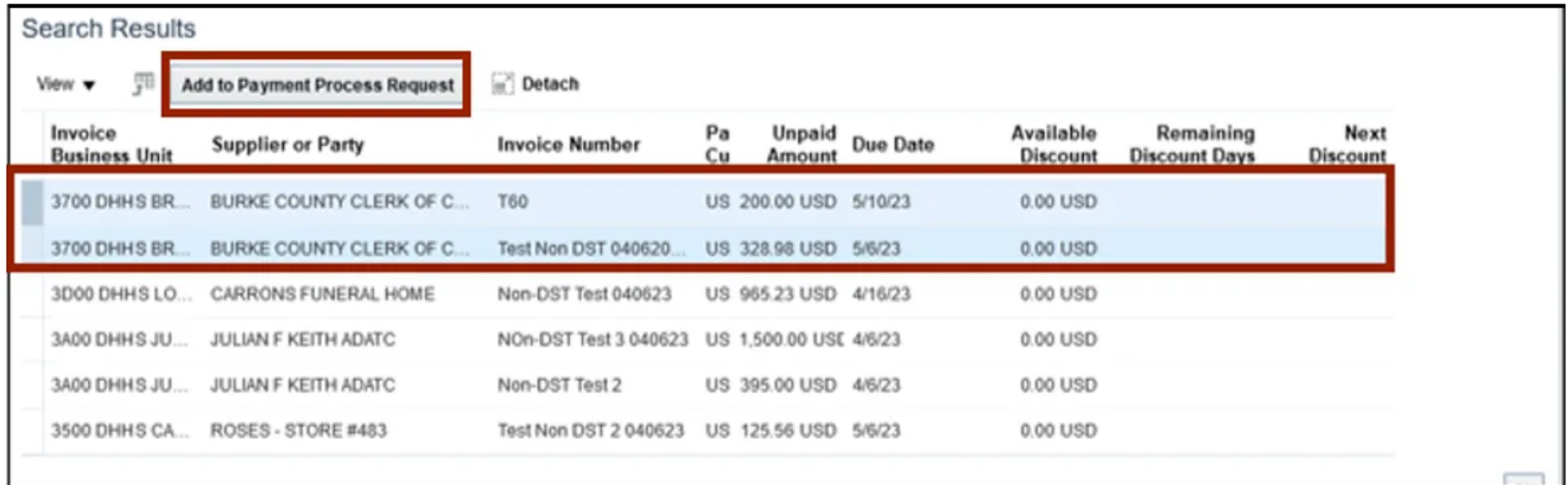
Invoice Currency Equals ▾ ▾

Payee Equals ▾ ▾

Search **Reset** **Save...** **Add Fields ▾** **Reorder**

Step 4. List of Installments will appear. Select the **Installments** which need to be added and click the **Add to Payment Process Request** button. Make sure to select invoices which are only check payments.

Image



Search Results

View ▾  **Add to Payment Process Request**  Detach

Invoice Business Unit	Supplier or Party	Invoice Number	Pa Cu	Unpaid Amount	Due Date	Available Discount	Remaining Discount Days	Next Discount
3700 DHHS BR...	BURKE COUNTY CLERK OF C...	T60	US	200.00 USD	5/10/23	0.00 USD		
3700 DHHS BR...	BURKE COUNTY CLERK OF C...	Test Non DST 040620...	US	328.98 USD	5/6/23	0.00 USD		
3D00 DHHS LO...	CARRONS FUNERAL HOME	Non-DST Test 040623	US	965.23 USD	4/16/23	0.00 USD		
3A00 DHHS JU...	JULIAN F KEITH ADATC	Non-DST Test 3 040623	US	1,500.00 USD	4/6/23	0.00 USD		
3A00 DHHS JU...	JULIAN F KEITH ADATC	Non-DST Test 2	US	395.00 USD	4/6/23	0.00 USD		
3500 DHHS CA...	ROSES - STORE #483	Test Non DST 2 040623	US	125.56 USD	5/6/23	0.00 USD		

Step 5. Alternatively, to delete an installment, select the **Installment** and click the **Delete** icon.

Image

Selected Installments ?

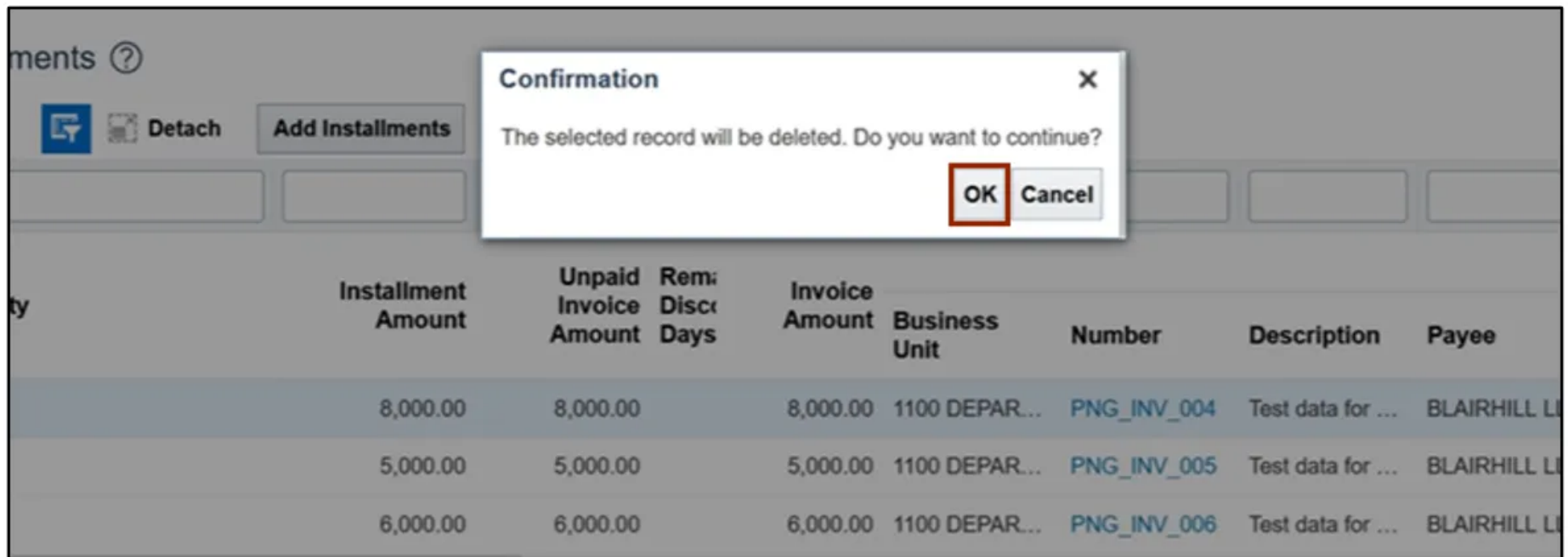
View     Detach Add Installments

m/d/yy 

Supplier or Party	Installment Amount	Unpaid Invoice Amount	Rem: Discr Days	Invoice Amount	Business Unit	Number	Description	Payee	Due Date
BLAIRHILL LLC	8,000.00	8,000.00		8,000.00	1100 DEPAR...	PNG_INV_004	Test data for ...	BLAIRHILL LLC	1/31/23
BLAIRHILL LLC	5,000.00	5,000.00		5,000.00	1100 DEPAR...	PNG_INV_005	Test data for ...	BLAIRHILL LLC	1/31/23
BLAIRHILL LLC	6,000.00	6,000.00		6,000.00	1100 DEPAR...	PNG_INV_006	Test data for ...	BLAIRHILL LLC	1/31/23

Step 6. A *Confirmation* pop-up appears. Click the **OK** button.

Image



Step 7. On the **Review Installments** page, click the **Submit** button.

Image

Review Installments: 1100_06122023_Check

Save

Submit

Cancel

Payment Date6/12/23

Selected (2)

Not Selected (2)

Conversion Rates

Currency Summary

Payment Currency	Installments	Unpaid Amount	Withheld Tax	Discount	Payment Amount	Interest	
USD	2	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00

<

>

Selected Installments ?

Step 8. These programs will run when you submit the Installments.

Image

Schedule Requests

View

Flat List

Hierarchy

View

Resubmit

Status

All

Time Range

Last hour

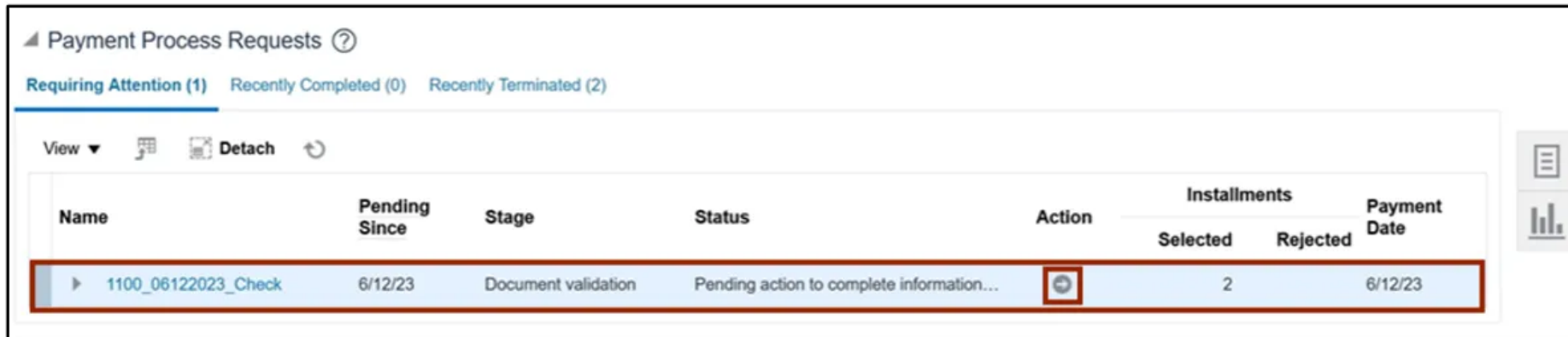
Process Name	Process ID	Status	Scheduled Time	View Output	Parameters	View Log
Payment Process Request Status Report	2122384	Succeeded	4/11/23 9:58 PM		PPR_STATUS_REPORT, Check-SRL-APR12, AP	
Build Payments	2122383	Succeeded	4/11/23 9:57 PM		Y, 300000061982820, 300000062653135, PAYMENT, DOCUMENT, 300000082422824, 300000088487479, Y, N, Check-SR	
Payables Selected Installments Report	2122382	Succeeded	4/11/23 9:57 PM		300000088278594	
Initiate Payment Process Request Rec	2122381	Succeeded	4/11/23 9:57 PM		Y, 300000088278594	

Complete Pending Information Required

To add disbursement bank account, please follow the steps below. There are 2 steps to complete this process.

Step 1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required **PPR** and click the **Action** icon.

Image



Payment Process Requests ?

Requiring Attention (1) Recently Completed (0) Recently Terminated (2)

View ▾   Detach 

Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
▶ 1100_06122023_Check	6/12/23	Document validation	Pending action to complete information...		2		6/12/23

Step 2. From the *Disbursement Bank Account* drop-down choice list, select the required Account. **Please select your agency's disbursement bank account only.**

In this example, we choose **1000014 - GENERAL EXPENSE - DOL**. Click the **Resume Payment Process** button. This will redirect you to the **Payment Process Requests** page.

Image

Assign Payment Process Attributes: 1100_06122023_...

Assigned Documents 0
Unassigned Documents 2
Total 2

Document Payable Groups ?

View ▾ Assign at Document Payable Level

Payment Currency	Payment Business Unit	Payment Method	Payment Date	Number of Documents	Payment Process Profile	Disbursement Bank Account
USD	1100 DEPARTMENT OF LABOR	Check - Supplier	6/12/23	2	NC Check Payment Process Profile	1000014 - GENERAL EXPENS ▾

Complete Pending Proposed Payment Review

To review pending proposed payment, please follow the steps below. There are 6 steps to complete this process.

Step 1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required **PPR** and then click the **Action** icon.

Image

Payment Process Requests ?

Requiring Attention (1) Recently Completed (0) Recently Terminated (2)

View ▾ Detach

Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
▶ 1100_06122023_Check	6/12/23	Payment validation	Pending proposed payment review		2		6/12/23

Step 2. On the **Review Proposed Payments** page, click the **Resume Payment Process** button.

Image

Review Proposed Payments: 1100_06122023_Ch... ?

Creation Date 6/12/23

Status Pending proposed payment review

Actions ▾ Save Resume Payment Process Cancel

Payment Summary

	Payments Created	Total Amount	Payments Rejected	Payments Removed
	1	11,000.00 USD	0	0
Total	1		0	0

Payments ?

View ▾ >>

Step 3. These programs will run when you resume the payment process.

Image

Review Proposed Payments: PPR_3700_MAY10 ?

Creation Date: 5/10/23
Status: Pending proposed payment review

Payment Summary

	Payments Created	Total Amount	Payments Rejected	Payments Removed
	2	1,728.98 USD	0	0
Total	2		0	0

Payments ?

View ▾ >> 🖨️

Payment Business Unit	Payee	Amount	Payment	Date	Bank Account	Remit-to Account
3700 DHHS BROUGHTO...	BURKE COUNTY CLERK OF COURT	328.98 USD	🏧	5/10/23	2055280030856 - DHHS...	
3700 DHHS BROUGHTO...	BURKE COUNTY CLERK OF COURT	1,400.00 USD	🏧	5/10/23	2055280030856 - DHHS...	

Payment Process Request Status Report	2122397	Succeeded	4/11/23 10:04 PM ...	📄	PPR_STATUS_REPORT, Check-SRL-APR12, AP
Build Payments	2122396	Succeeded	4/11/23 10:04 PM ...	📄	Y, 300000061982820, 300000062653135, PAYMENT, DOCUMENT, Y, N, Check-SRL-APR12, 200

Step 4. Under the **Requiring Attention** tab, the status is available as **Payments approval initiated** for the selected PPR.

Image

Payment Process Requests ?

Requiring Attention (1) Recently Completed (0) Recently Terminated (2)

View ▾ 🖨️ 📄 Detach ↺

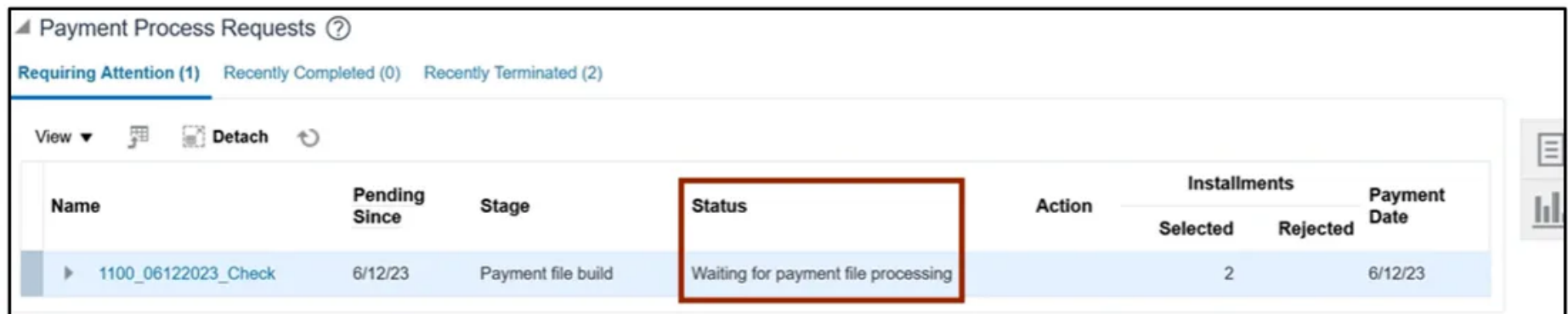
Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
▶ 1100_06122023_Check	6/12/23	Payment validation	Payments approval initiated	⏮️	2		6/12/23

Note: Once you have completed the payment review, the payment approval is initiated, and **Payment Approval is performed by the OSC Central Compliance Team typically between 10:30 a.m. and 1:00 p.m.**

Step 5. Once all the steps are completed, under the **Requiring Attention** tab, the status is available as **Waiting for payment file processing** for the selected PPR.

Note: The Payments are now awaiting Printed files to be created by the Agency Payment Printer role can print checks, please refer to QRG AP31 for steps. Once your agency payment printer confirms the print job, your PPR should move to the Recently Completed tab. Its best practice to confirm your print job the same day as payment accounting won't process until the print job is confirmed. However, please do not confirm your print job until you have the physical printed checks on hand and have inspected them for print issues.

Image



The screenshot shows a web application titled "Payment Process Requests" with a help icon. Below the title are three tabs: "Requiring Attention (1)" (selected), "Recently Completed (0)", and "Recently Terminated (2)". The interface includes a toolbar with "View", "Detach", and a refresh icon. A table displays the following data:

Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
▶ 1100_06122023_Check	6/12/23	Payment file build	Waiting for payment file processing		2		6/12/23

Step 6. Click the Expand button to view the printing status. The status will be updated to Formatted and Ready for Printing.

Image

Payment Process Requests (?)

Requiring Attention (3)

Recently Completed (0)

Recently Terminated (6)

View

Detach

Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
PPR NEW 101	4/7/23	Payment file build	Waiting for payment file processing		3		4/7/23
231190		Payment file processing	Formatted and ready for printing				

Wrap-Up

Create check payments in NCFS using the steps above to submit PPR, review installments, complete pending information required, complete pending payment review and complete payment process.

Additional Resources

- Virtual Instructor-Led Training (vILT)
 - [AP100: Agency Payment Management](#)
- Quick Reference Guide (QRG)
 - [AP31: Printing Checks](#)

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