

AP-09b Create and Process Electronic Payment

Purpose

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

Introduction and Overview

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

User Tip

The following are prerequisites to Create and Process Electronic Payments:

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

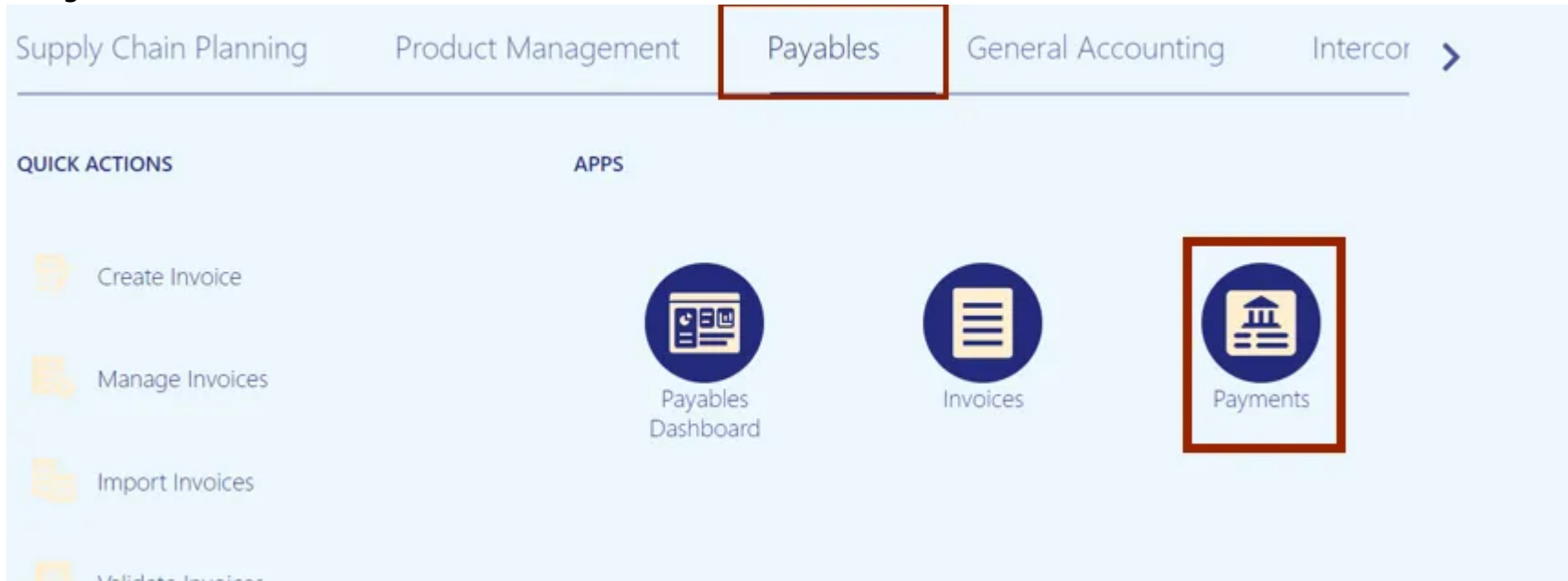
Submit Check and Electronic Payments

To submit check and electronic 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 **Epay**.

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

Image

Submit Payment Process Request ?

Name0800 Epay 10/20/23 RT

TemplateE-Pay

Selection Criteria

Payment and Processing Options

Pay Through Date10/20/23

Pay from Datem/d/yy

From Payment Priority1

To Payment Priority10

Date BasisPay date

Include Zero Amount InvoicesYes

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

Pay Through Date 10/20/23

Pay from Date m/d/yy

From Payment Priority 1

To Payment Priority 10

Date Basis Pay date

Include Zero Amount Invoices Yes

Supplier Type

Pay Groups All Specific

View + X

Standard

Currencies All Payment Invoice

Business Units All Payment Invoice

Legal Entities All Specific

Sources All Specific Exclude

Step 6. Scroll up on the **Submit Payment Process Request** page and click the **Submit** button. This will redirect you to **Overview** dashboard.

Image



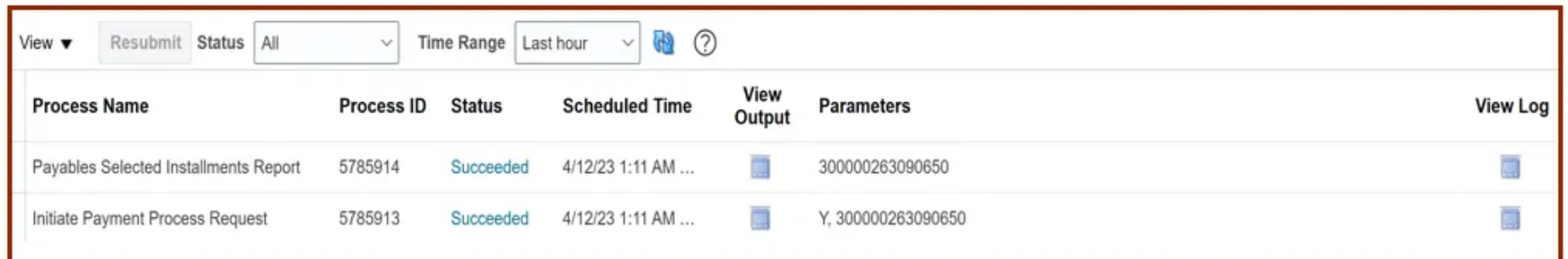
Submit Payment Process Request ?

* Name 0000_check_07252023_R1 Template E-Pay

Selection Criteria Payment and Processing Options

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

Payment Process Requests ?

Requiring Attention (9) Recently Completed (0) Recently Terminated (6)

View ▾   Detach 

Name	Pending Since	Stage	Status	Action
AP100StatusDemo	9/22/23	Payment file build	Waiting for payment file processing	
1600EPay 09-27-23 (MM)	9/27/23	Installment selection	Pending installments review	
0800Check101623MU3	10/16/23	Installment selection	Pending installments review	
0800Check101623MU4	10/16/23	Installment selection	Pending installments review	
0800Check101623MU5	10/16/23	Installment selection	Pending installments review	
0800Check101623MU7	10/16/23	Installment selection	Pending installments review	
0800Check101623MU8	10/16/23	Installment selection	Pending installments review	
0800 10/17/23 Demo LDW	10/17/23	Payment file build	Waiting for payment file processing	
0800 Epay 10/20/23 RT	10/20/23	Installment selection	Pending installments review	

Step 2. On the **Review Installments** page, review the list of Installments. **NCFS will automatically pick up current invoices that ready for ePay/ACH 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. **Make sure to select only ePay invoices.**

Image

Selected Installments ?									
View ▾    Detach Add Installments									
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

The image shows a software interface titled "Add Installments" with a close button (X) in the top right corner. Inside the dialog, there is a "Search" section. At the top of this section are three tabs: "Basic" (selected), "Saved Search", and "All Due Installments" with a dropdown arrow. Below the tabs, a note states "** At least one is required". The search area contains several filter fields arranged in two columns. The left column includes: "Invoice Business Unit" (dropdown "Equals", text input, dropdown arrow), "** Supplier or Party" (dropdown "Equals", text input, dropdown arrow), "Unpaid Amount" (dropdown "Equals", text input), "** Due Date" (dropdown "On or before", text input "5/10/23", calendar icon), and "** Invoice Number" (dropdown "Starts with", text input). The right column includes: "Available Discount" (dropdown "Equals", text input), "Remaining Discount Days" (dropdown "Equals", text input), "Invoice Currency" (dropdown "Equals", text input, dropdown arrow), and "Payee" (dropdown "Equals", text input, dropdown arrow). A red rectangular border highlights the entire search section. At the bottom right of the dialog, outside the search section, are five buttons: "Search" (highlighted with a red border), "Reset", "Save...", "Add Fields" (with a dropdown arrow), and "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 only to select ePay invoices.

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 ?

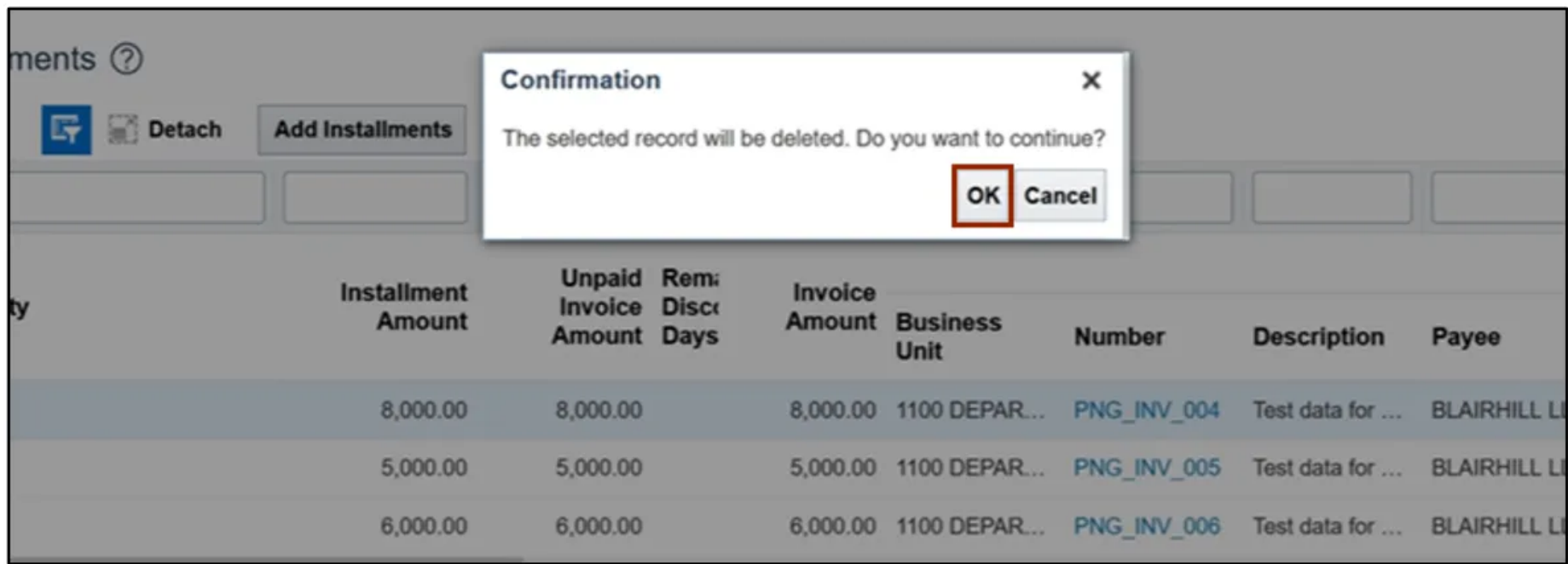
View Detach **Add Installments**

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



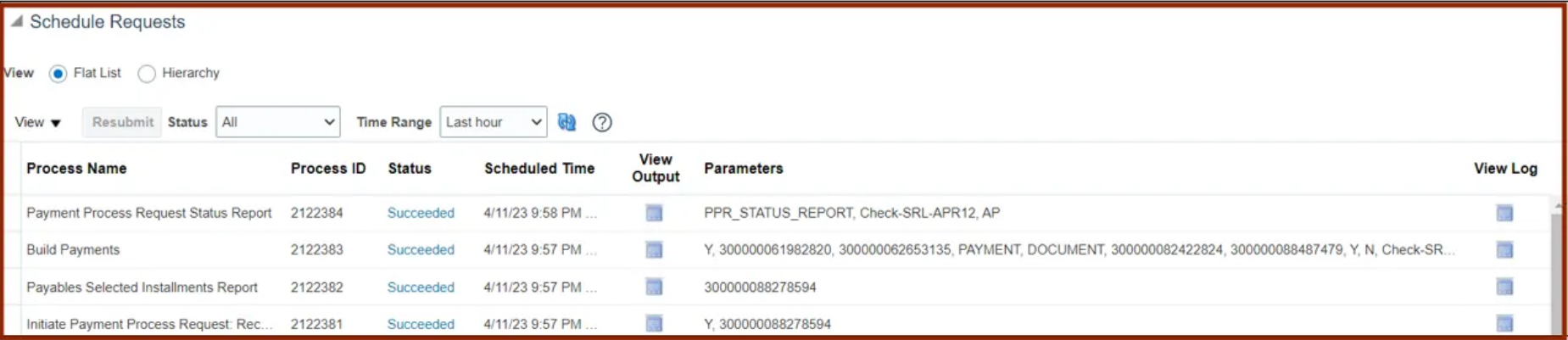
Step 7. On the **Review Installments** page, click the **Submit** button.

Image



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

Image



The screenshot shows a web interface titled "Schedule Requests". It includes a "View" section with radio buttons for "Flat List" (selected) and "Hierarchy". Below this are filters for "Status" (set to "All") and "Time Range" (set to "Last hour"). A table lists several processes, all with a status of "Succeeded". Each row has columns for Process Name, Process ID, Status, Scheduled Time, View Output, Parameters, and View Log.

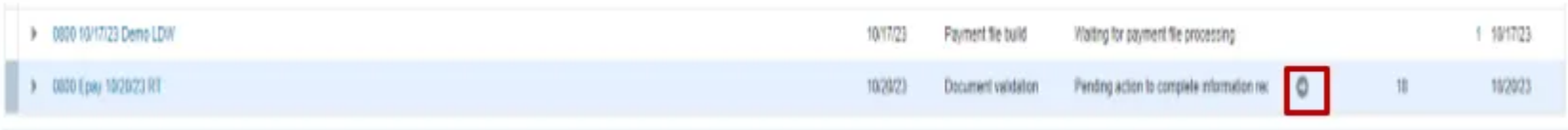
Process Name	Process ID	Status	Scheduled Time	View Output	Parameters	View Log
Payment Process Request Status Report	2122384	Succeeded	4/11/23 9:58 PM ...		PPR_STATUS_REPORT, Check-SRL-APR12, AP	
Build Payments	2122383	Succeeded	4/11/23 9:57 PM ...		Y, 300000061982820, 300000062653135, PAYMENT, DOCUMENT, 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



The screenshot shows a table with two rows. The first row is for a demo LDN. The second row is for a payment process request (ID 1000) with a status of "Pending action to complete information req". A red box highlights a circular icon with a question mark in the "Action" column of the second row.

ID	Date	Process Name	Status	Action	Count	Date
0000 10/17/23 Demo LDN	10/17/23	Payment file build	Waiting for payment file processing		1	10/17/23
0000 (pay) 10/20/23 RT	10/20/23	Document validation	Pending action to complete information req		10	10/20/23

Step 2. From the *Disbursement Bank Account* drop-down choice list, select the **OSC's Epay Account**.

In this example, we choose **3000046 - GENERAL EXPENSE OSC EPAY-** . Click the **Resume Payment Process** button. This will redirect you to the **Payment Process Requests** page.

Image

Assign Payment Process Attributes: 0800 Epay 10/20/23 RT

Assigned Documents 0
Unassigned Documents 18
Total 18

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	6200 ADMINISTRATIVE OFFICE OF THE COURTS	Electronic - Supplier	10/20/23	1	NC Electronic Payment Process	3005045 - GENERAL EXT

Complete Pending Proposed Payment Review

To review pending proposed payment, please follow the steps below. There are 5 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

▶ 0800 10/17/23 Demo LDW	10/17/23	Payment file build	Waiting for payment file processing	1	10/17/23
▶ 0800 Epay 10/20/23 RT	10/20/23	Payment validation	Pending proposed payment review	18	10/20/23

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

Image

Review Proposed Payments: 0800 Epay 10/20/23 RT ⓘ

Creation Date: 10/20/23
Status: Pending proposed payment review

Payment Summary

	Payments Created	Total Amount	Payments Rejected	Payments Removed
	12	49,557.00 USD	0	0
Total	12		0	0

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	60	5/10/23	2055280030856 - DHHS...	
3700 DHHS BROUGHTO...	BURKE COUNTY CLERK OF COURT	1,400.00 USD	60	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, click the refresh icon, the status is available as **Payments approval initiated** for the selected PPR.

Image

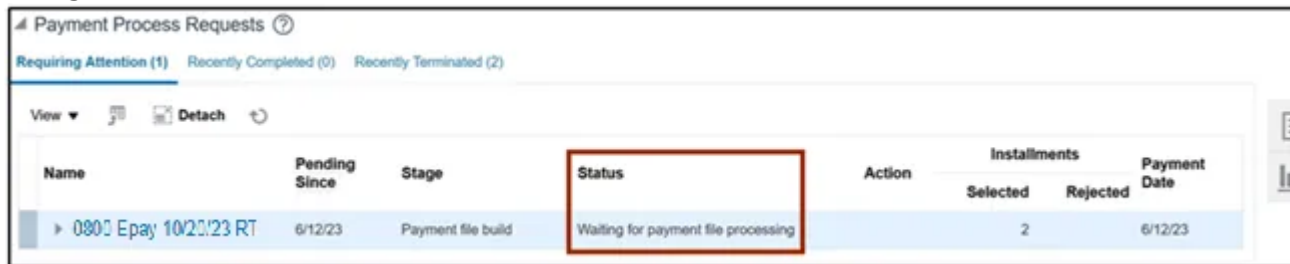
▶ 0800 10/17/23 Demo LDW	10/17/23	Payment file build	Waiting for payment file processing
▶ 0800 Epay 10/20/23 RT	10/20/23	Payment validation	Payments approval initiated

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: OSC will send ACH file the next day, until then the **status will be** Waiting for Payment File Processing. The agencies should not create ACH File.

Image



Payment Process Requests ?						
Requiring Attention (1) Recently Completed (0) Recently Terminated (2)						
View [icon] [icon] Detach [icon]						
Name	Pending Since	Stage	Status	Action	Installments	
					Selected	Rejected
> 0800 Epay 10/20/23 RT	6/12/23	Payment file build	Waiting for payment file processing		2	
						6/12/23

Wrap-Up

Create electronic 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](#)

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