AP-09c Create and Process IGO Payments

Purpose

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

Introduction and Overview

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

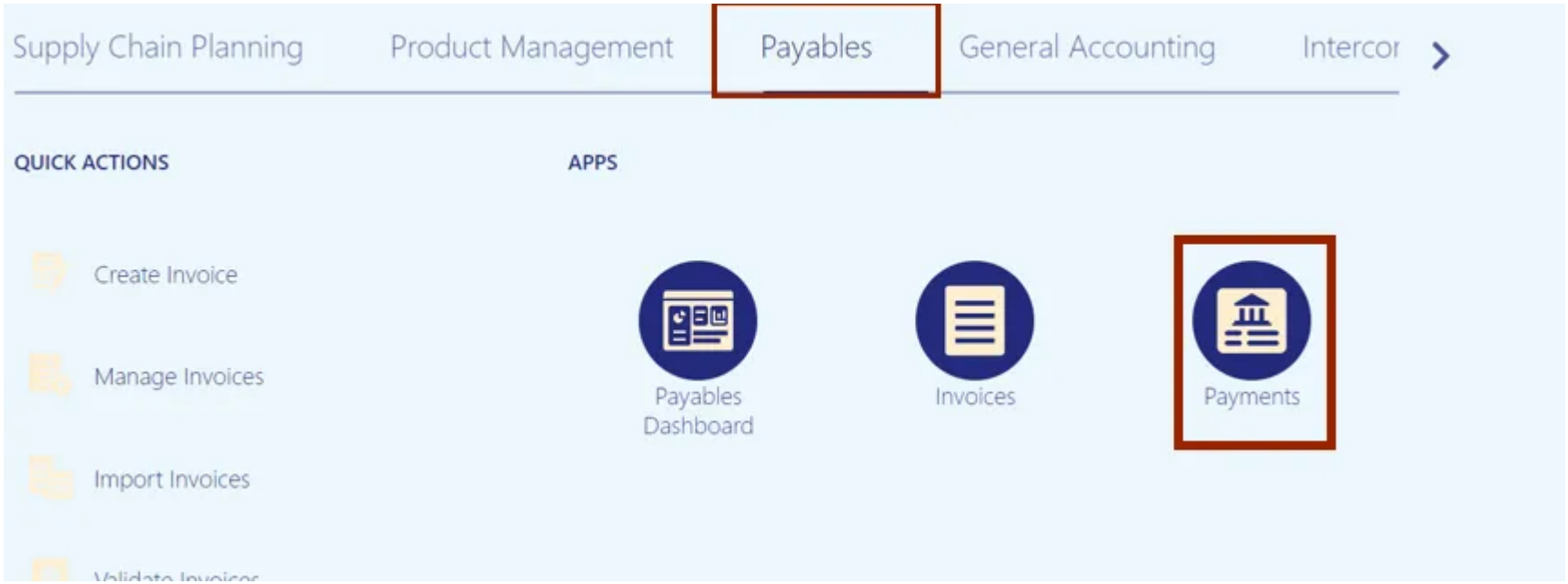
Submit Check and Electronic Payments

To submit check and electronic PPR in NCFS, please follow the steps below. There are 8 steps to complete this process.

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

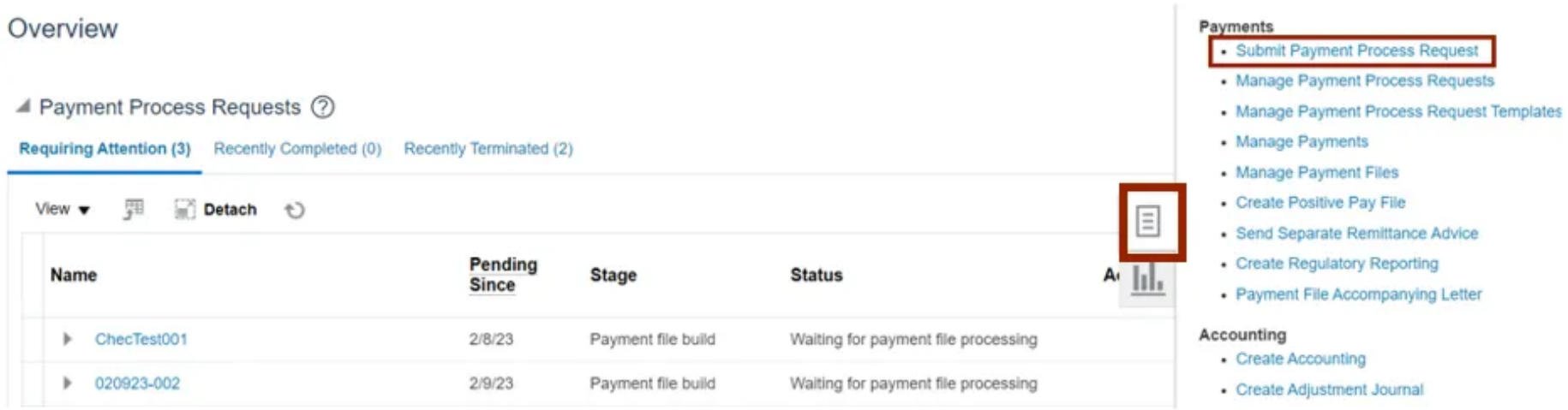
Step 2. On the **Home** page, click the **Payables** tab and then click the **Payments** app.

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

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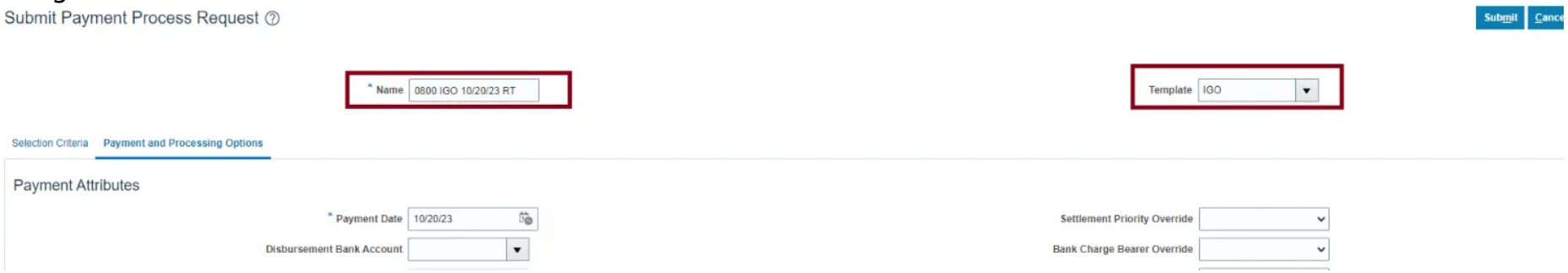


Step 4. Click the *Template* drop-down choice list and select the appropriate template.

In this example, we choose **IGO**.

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

Image



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

Selection Criteria | Payment and Processing Options

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 ▾ + ✕

Standard ▾

Currencies: ◉ All ○ Payment ○ Invoice

Business Units: ◉ All ○ Payment ○ Invoice

Legal Entities: ◉ All ○ Specific

Sources: ◉ All ○ Specific ○ Exclude

Step 6. Click the **Payment and Processing Options** tab. In the ***Payment Attributes*** section, review the **Payment Date, Payment Process Profile** and **Payment Conversion Rate Type** that are auto-populated.

On the ***Processing Options*** section, **Review installments** and **Review proposed payments** options are auto-checked based on the template selected.

Note: **Please do not change the default settings on this page or your IGO interface may not work properly**.

Image



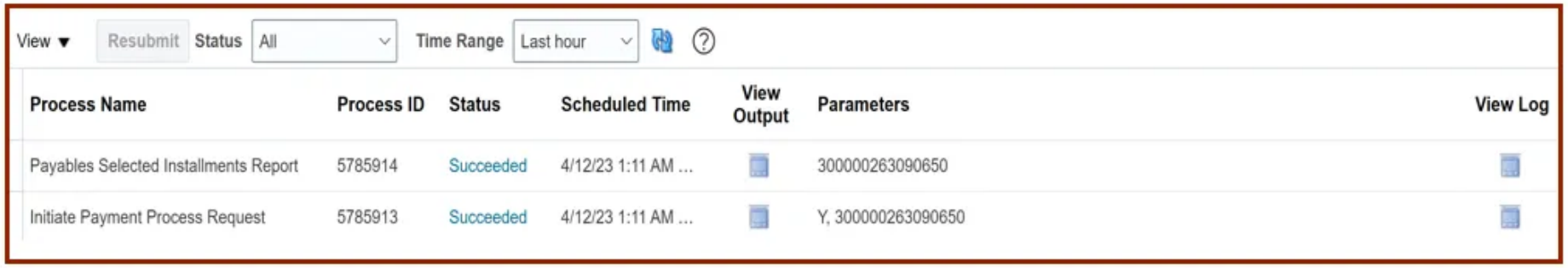
Step 7. Scroll up on the **Submit Payment Process Request** page and click the **Submit** button. This will redirect you to **Overview** dashboard.

Image



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

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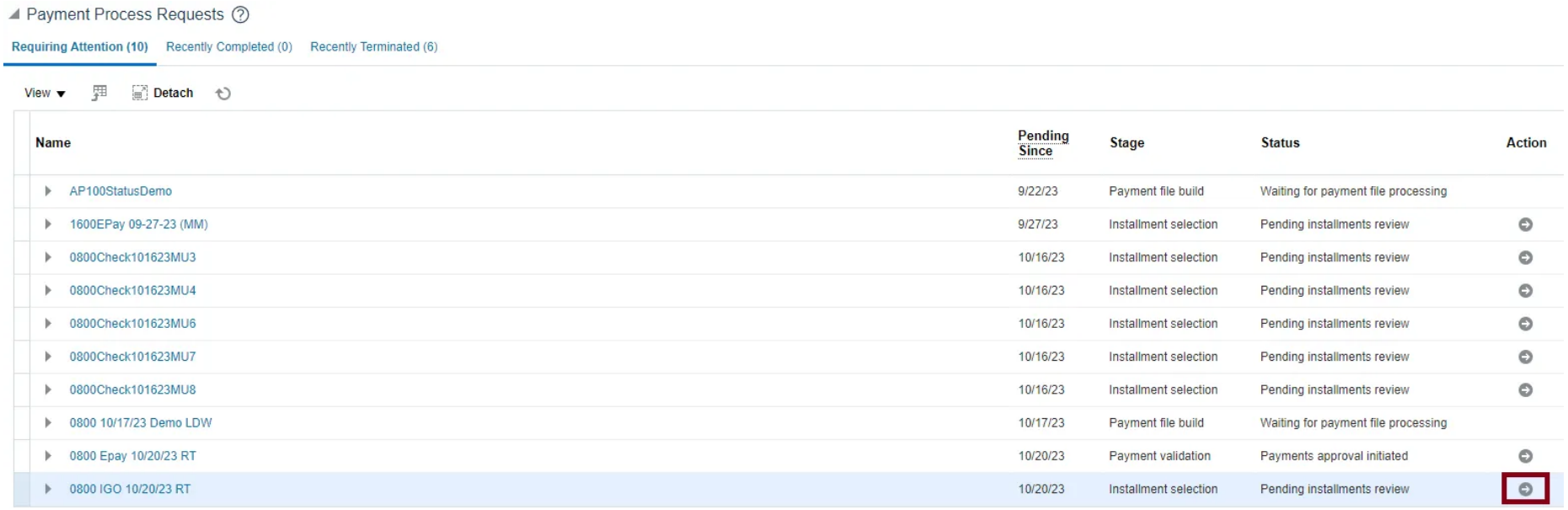


Review Installments (Add/Delete)

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

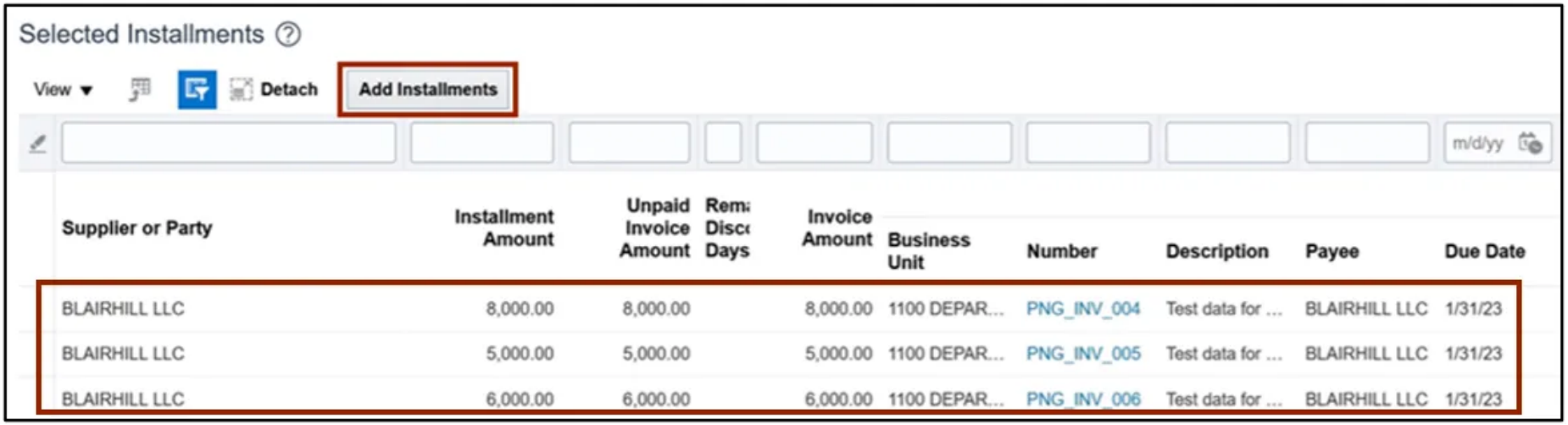
Step 1. You will be directed to the **Overview** page, click the refresh icon to view your PPR. On the **Requiring Attention** tab, select the required PPR and then click the **Action** icon.

Image



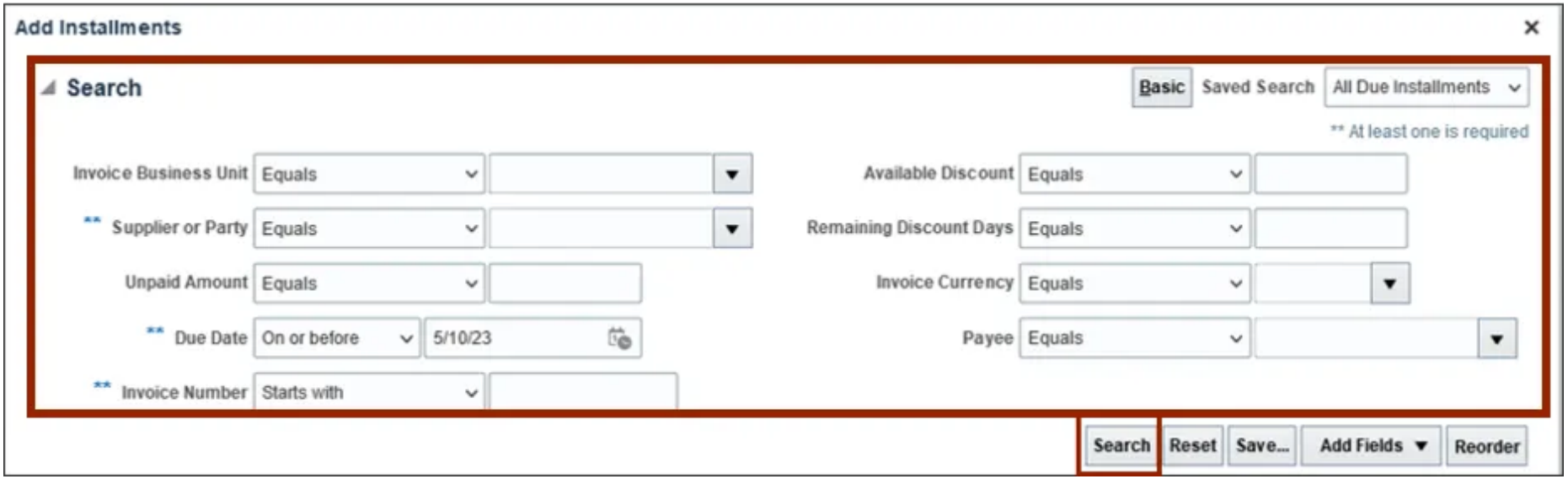
Step 2. On the **Review Installments** page, review the list of Installments. **NCFS will automatically pick up current invoices that ready for IGO payment**. Optionally, to add or remove installs follow step 5 through step 7, if not skip to step 8. Click the **Add Installments** button to add/remove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

Image



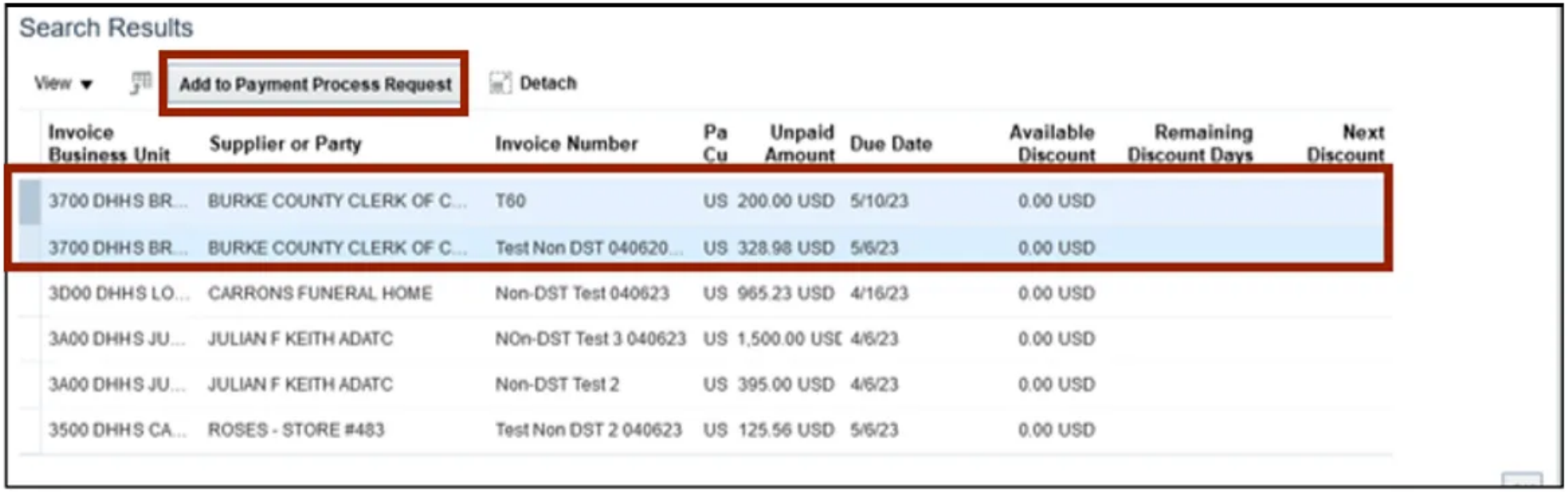
Step 3. In the ***Search*** section, enter details in at least one field (marked as **) for the required **Installment** and click the **Search** button.

Image



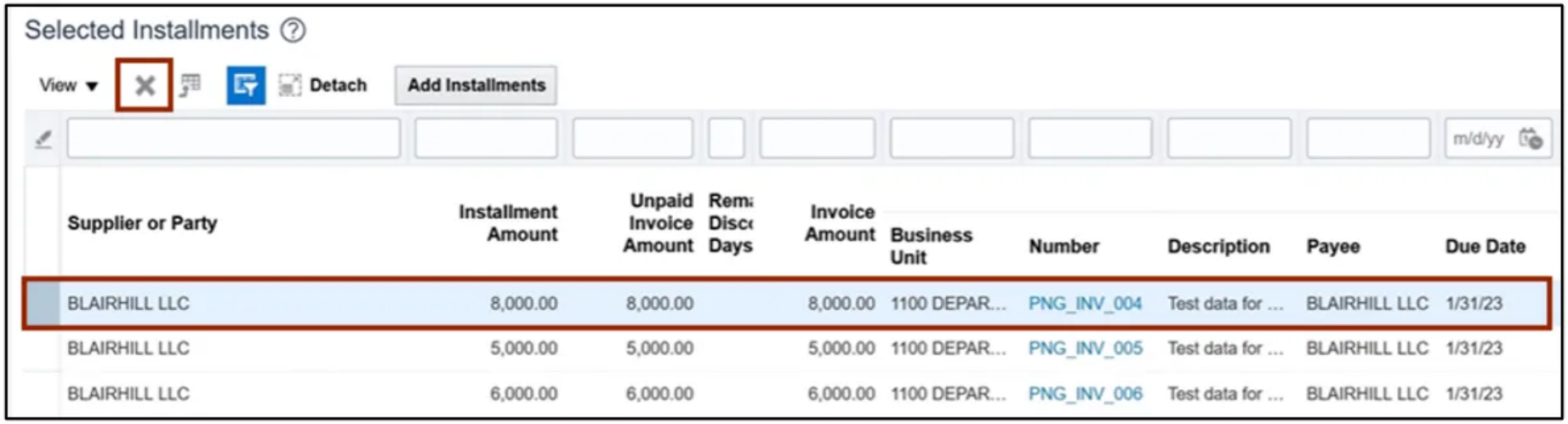
Step 4. List of Installments will appear. Select the **Installments** which need to be added and click the **Add to Payment Process Request** button. **Make sure only to select IGO invoices**.

Image



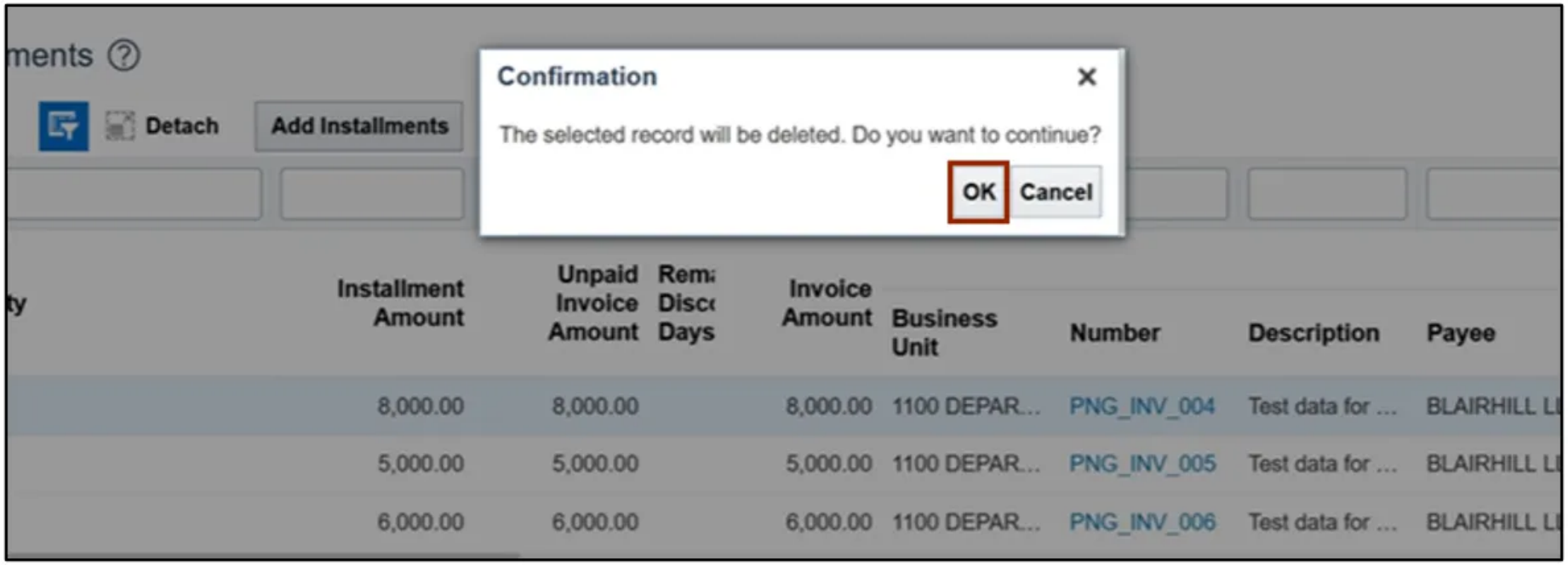
Step 5. Alternatively, to delete an installment, select the **Installment** and click the **Delete** icon.

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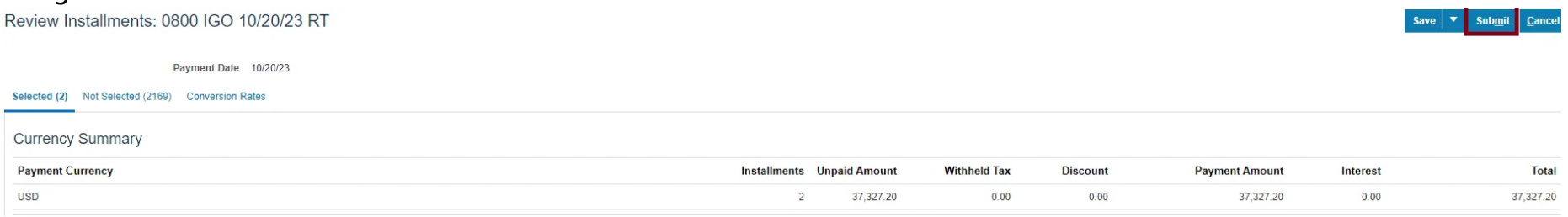
Step 6. A *Confirmation* pop-up appears. Click the **OK** button.

Image



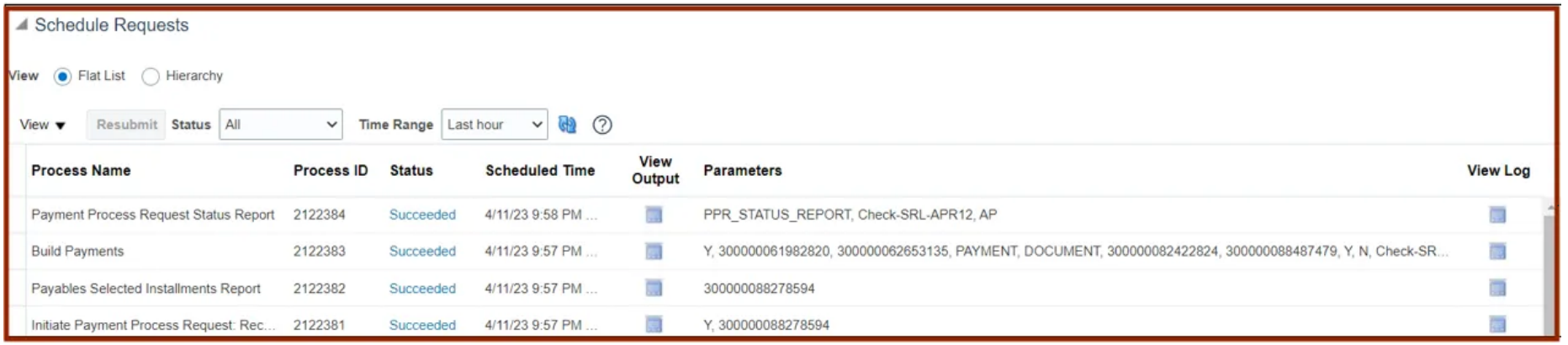
Step 7. On the **Review Installments** page, click the **Submit** button.

Image



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

Image



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.

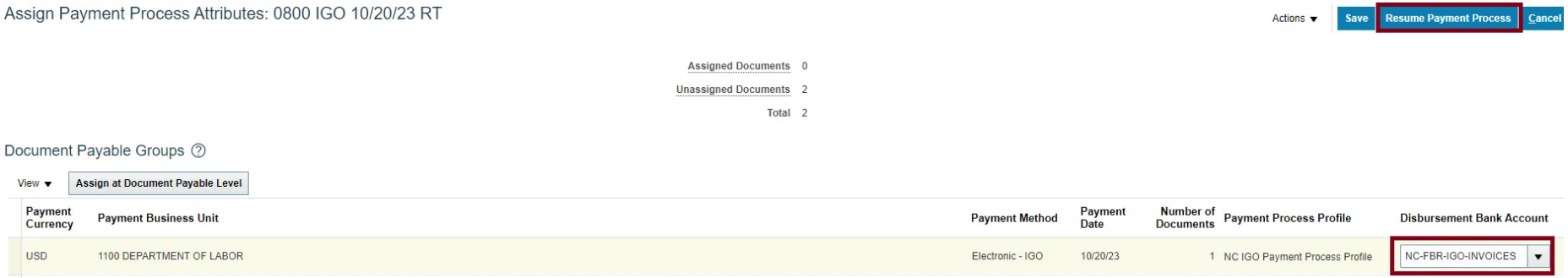
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Step 2. From the *Disbursement Bank Account* drop-down choice list, select the **OSC's IGO Account**.

In this example, we choose **NC FBR IGO INVOICES – .** Click the **Resume Payment Process** button. This will redirect you to the **Payment Process Requests** page.

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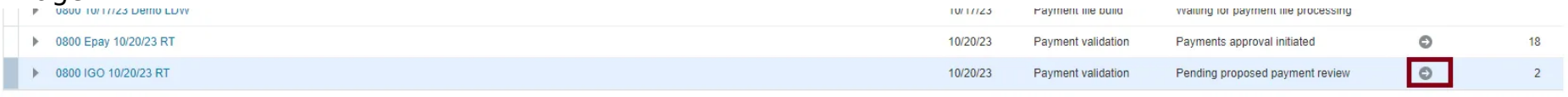


Complete Pending Proposed Payment Review

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



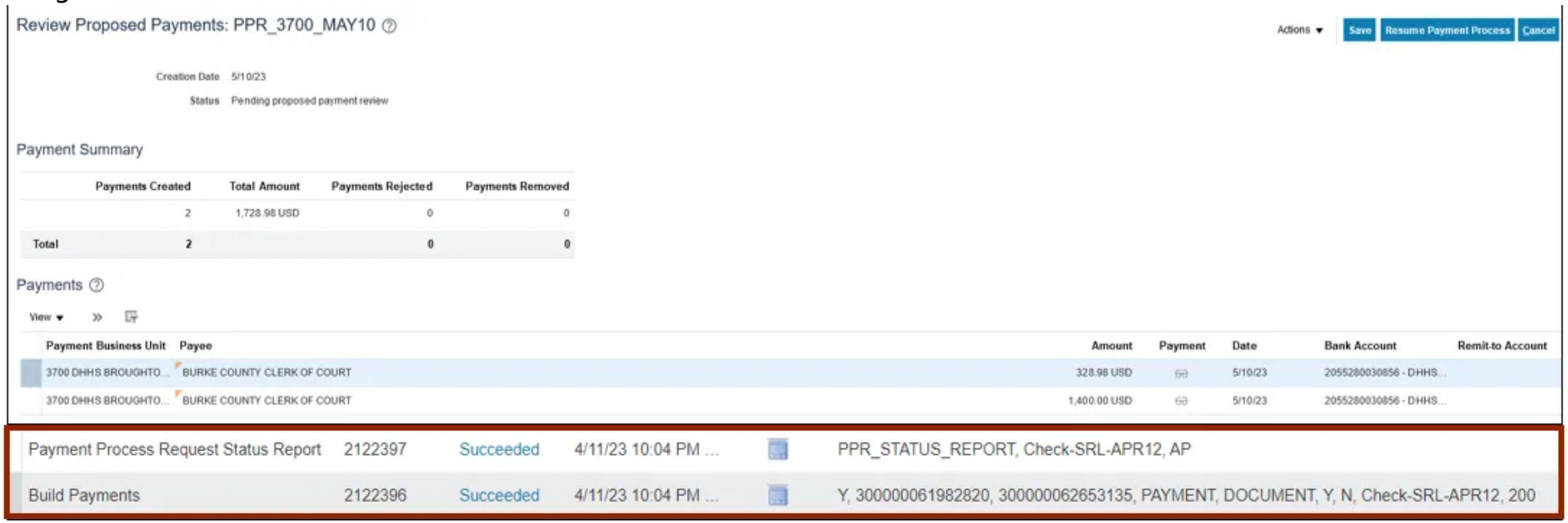
Step 2. On the **Review Proposed Payments** page, click the **Resume Payment Process** button.

Image



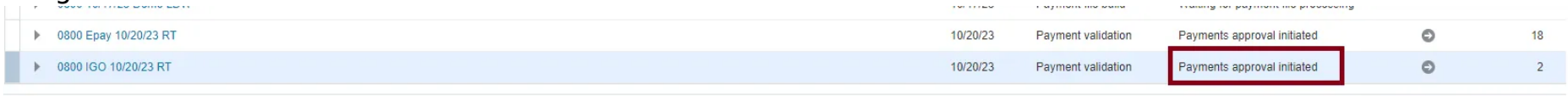
Step 3. These programs will run when you resume the payment process.

Image



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

Image



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: **IGOs do not require OSC Central Compliance approval**. Once the Intercompany transfer program runs and will pick up all the approved IGOs for payment the next day, until then the **status will be Waiting for Payment File Processing**.

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Wrap-Up

Create IGO 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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