

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.

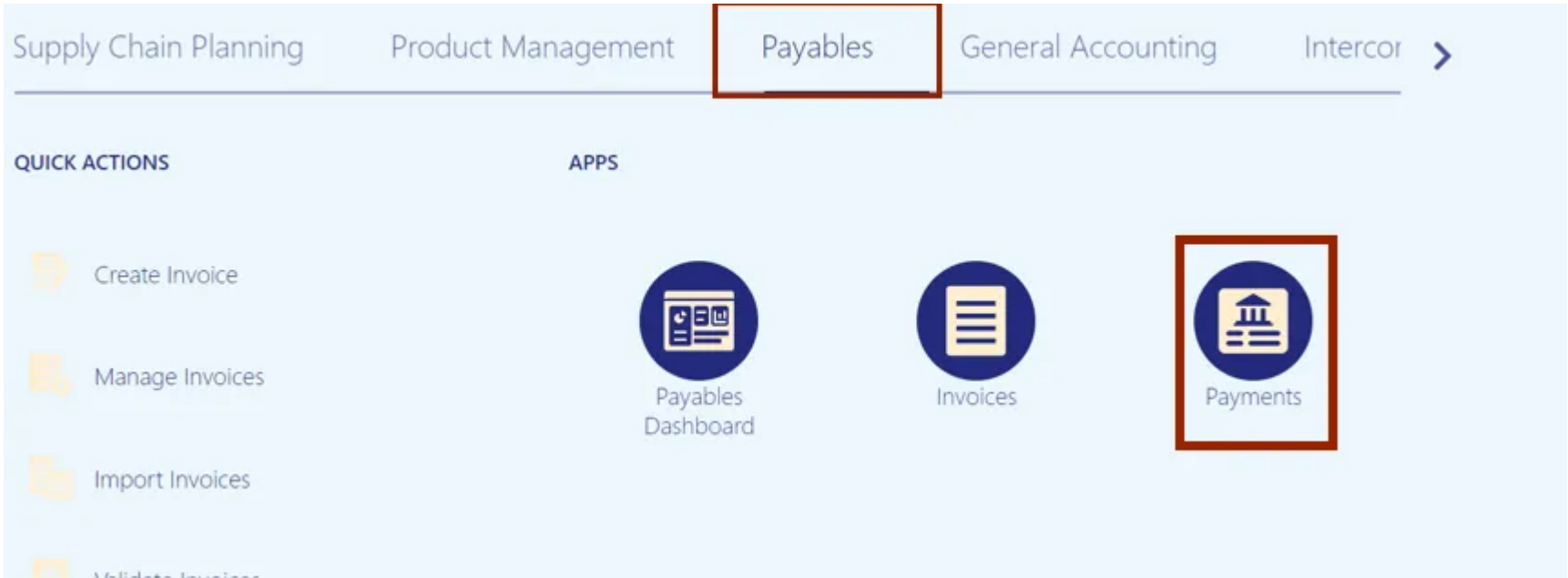
Submit Check and Electronic Payments

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.

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 [icon] [icon] Detach [icon]

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

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 **IGO**.

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

Image

Submit Payment Process Request ?

Submit Cancel

* Name 0800 IGO 10/20/23 RT

Template IGO ▼

Selection Criteria Payment and Processing Options

Payment Attributes

* Payment Date 10/20/23
Disbursement Bank Account ▼

Settlement Priority Override ▼
Bank Charge Bearer Override ▼

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 ▾ + ×

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

The screenshot shows the 'Payment and Processing Options' tab. It is divided into two main sections: 'Payment Attributes' and 'Processing Options'.
Payment Attributes:
- '* Payment Date': 10/25/23
- 'Disbursement Bank Account': (empty dropdown)
- 'Payment Document': (empty dropdown)
- 'Payment Process Profile': NC Electronic Payments
- '* Payment Conversion Rate Type': Corporate
- 'Settlement Priority Override': (empty dropdown)
- 'Bank Charge Bearer Override': (empty dropdown)
- 'Starting Voucher Number': (empty text field)
- 'Cross-Currency Rate Type': (empty dropdown)
Processing Options:
- 'Apply credits up to zero amount payment': ☐
- 'Review installments': ☒
- 'Review proposed payments': ☒
- 'Create payment fees immediately': ☒
Validation Failure Handling:
- 'Document': Reject only documents
- 'Payment': Reject only payments

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

Image

The screenshot shows the 'Submit Payment Process Request' page. At the top right, there are 'Submit' and 'Cancel' buttons. Below them, there is a form with the following fields:
- '* Name': 0800 IGO 10/20/23 RT
- 'Template': IGO

Step 8. 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 (10) 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		
▶ 0800Check101623MU6	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	Payment validation	Payments approval initiated		
▶ 0800 IGO 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 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

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 only to select IGO 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 ?

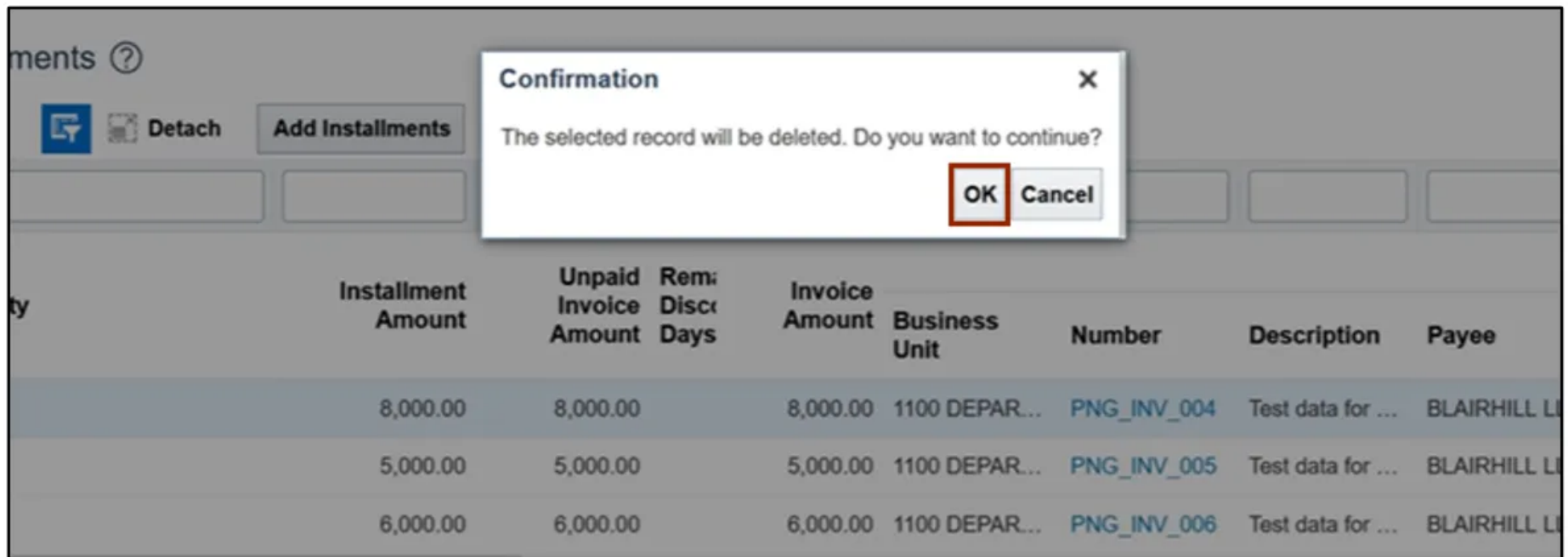
View     Detach Add Installments

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

Review Installments: 0800 IGO 10/20/23 RT

Payment Date 10/20/23

Selected (2) Not Selected (2169) Conversion Rates

Currency Summary

Payment Currency	Installments	Unpaid Amount	Withheld Tax	Discount	Payment Amount	Interest	Total
USD	2	37,327.20	0.00	0.00	37,327.20	0.00	37,327.20

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

Image

Schedule Requests

View ☒ Flat List ☐ Hierarchy

View Status Time Range

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

▶ 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	↺	18
▶ 0800 IGO 10/20/23 RT	10/20/23	Document validation	Pending action to complete information rec	➡	2

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.

Image

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

Actions ▾ Save Resume Payment Process Cancel

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	Electronic - IGO	10/20/23	1	NC IGO Payment Process Profile	NC-FBR-IGO-INVOICES ▾

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		
▶ 0800 Epay 10/20/23 RT	10/20/23	Payment validation	Payments approval initiated	↺	18
▶ 0800 IGO 10/20/23 RT	10/20/23	Payment validation	Pending proposed payment review	➡	2

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

Image

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

Actions ▾ [Save](#) [Resume Payment Process](#) [Cancel](#)

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

Payment Summary

	Payments Created	Total Amount	Payments Rejected	Payments Removed
	2	37,327.20 USD	0	0
Total	2		0	0

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

Image

Review Proposed Payments: PPR_3700_MAY10 ⓘ

Actions ▾ [Save](#) [Resume Payment Process](#) [Cancel](#)

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

	Payment Request	Payment Method	Payment Status	Payment Date	Payment Amount
▶ 0800 Epay 10/20/23 RT	10/20/23	Payment validation	Payments approval initiated	➡	18
▶ 0800 IGO 10/20/23 RT	10/20/23	Payment validation	Payments approval initiated	➡	2

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.**

Image

Payment Process Requests						
Requiring Attention (1) Recently Completed (0) Recently Terminated (0)						
View ▾ Details ↻						
Name	Pending Since	Stage	Status	Action	Installments Selected Rejected	Payment Date
▶ 0800 IGO 10/20/23 RT		Payment file build	Waiting for payment file processing		2	6/12/23

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](#)

First Published

Thu, 10/26/2023

Last Updated

Thu, 08/21/2025

[View PDF](#)