AP-20 Manage BOA PCard Invoices

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to manage Bank of America (BOA) PCard Invoices in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers how to manage BOA PCard invoices in NCFS.

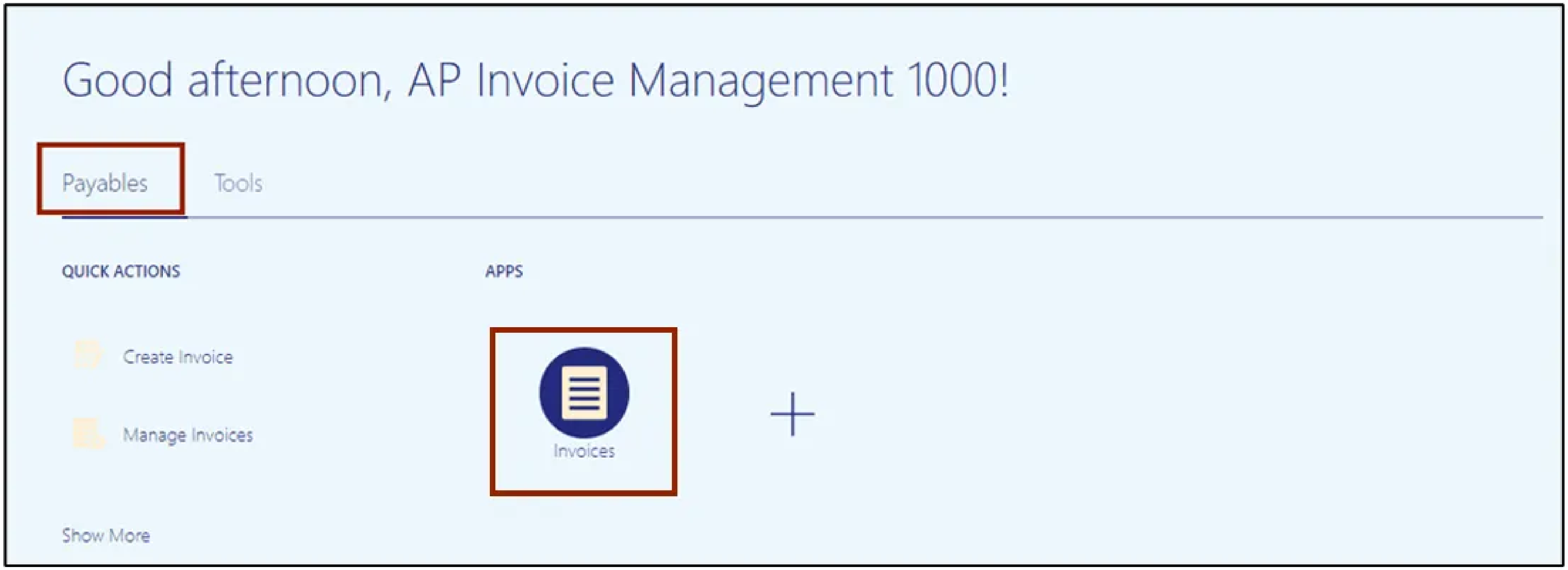
Manage BOA PCard Invoices

To manage BOA PCard in NCFS, please follow the steps below. There are 15 steps to complete this process.

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

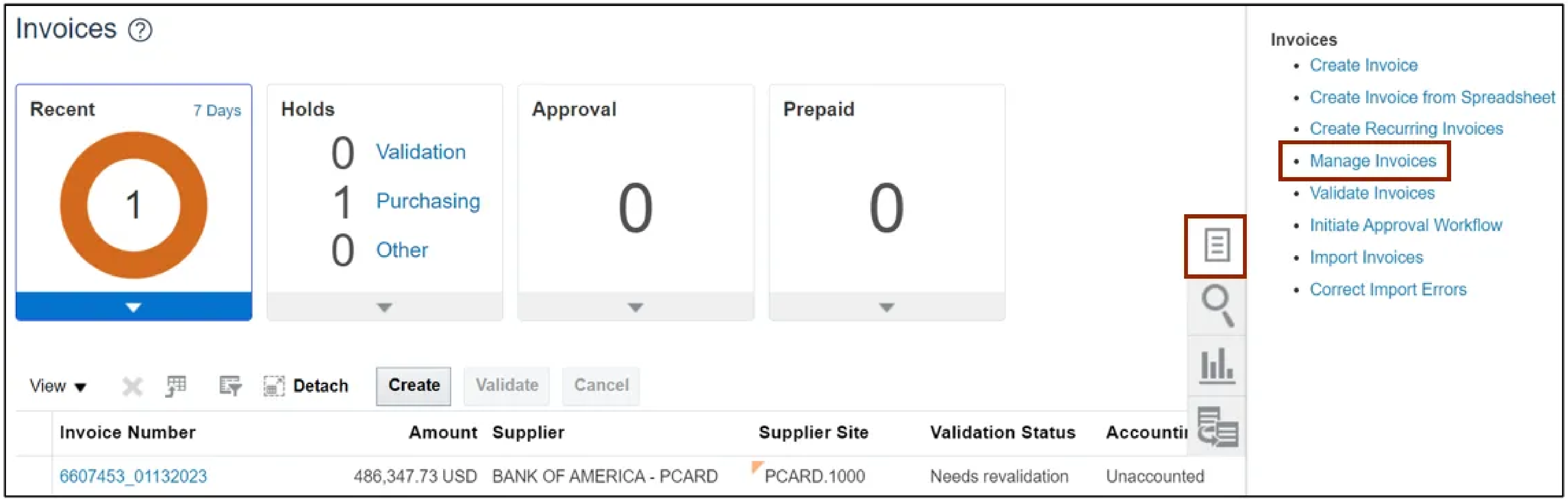
Step 2. On the **Home** page, under the **Payables** tab, click the **Invoices** app.

Image



Step 3.   On the **Invoices** page, click the **Tasks** icon. Under the ***Invoices*** section, click the **Manage Invoices** link.

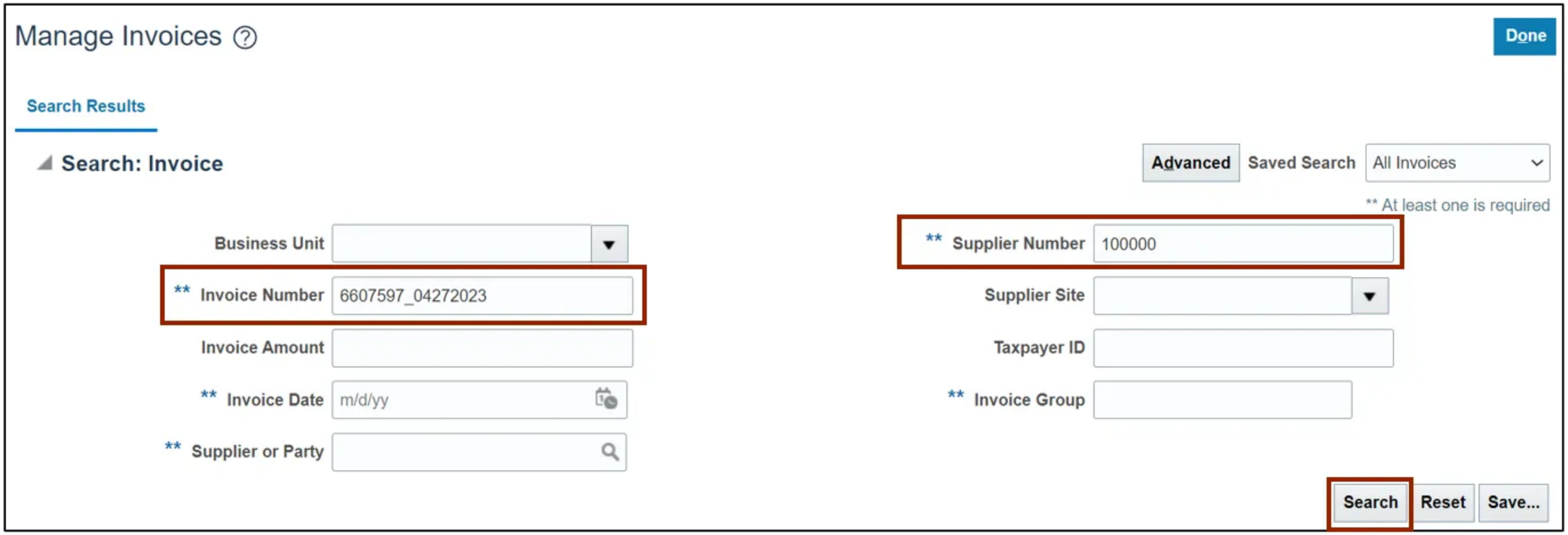
Image



Step 4. On the Manage Invoices page, enter the **Invoice Number** and **Supplier Number**. Click the **Search** button.

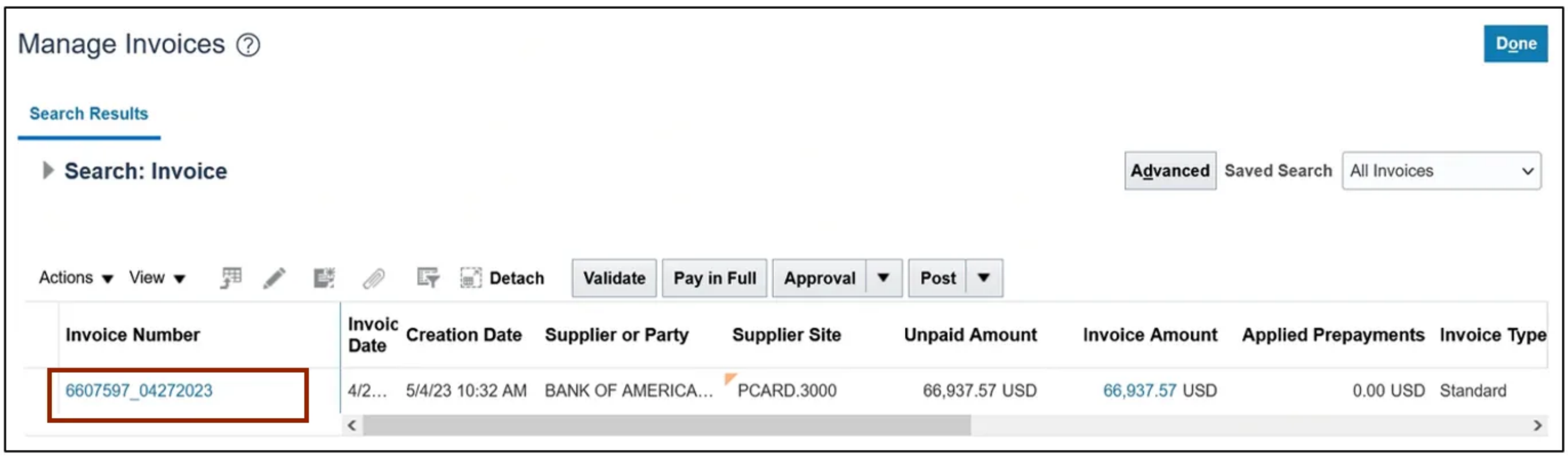
Note: BOA PCards Supplier Number is **100000**.

Image



Step 5. The appropriate invoice appears in the search results. Click the **Invoice Number** link.

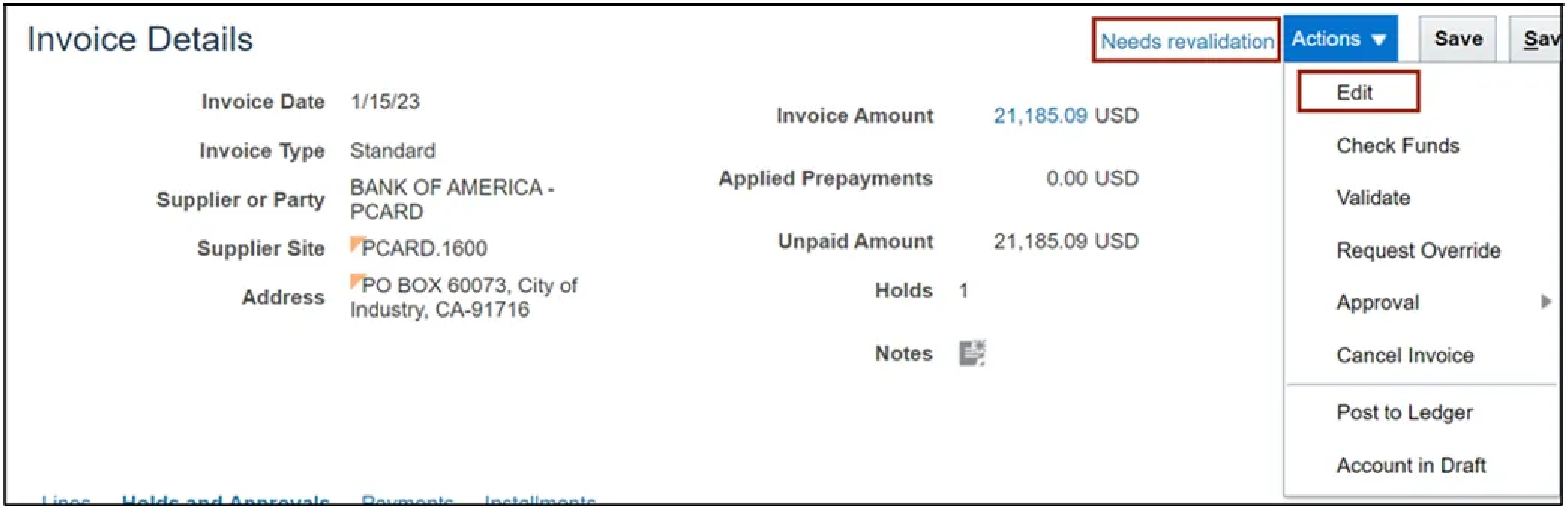
Image



Step 6. After validating the header information, select **Edit** from the Actions drop-down choice list.

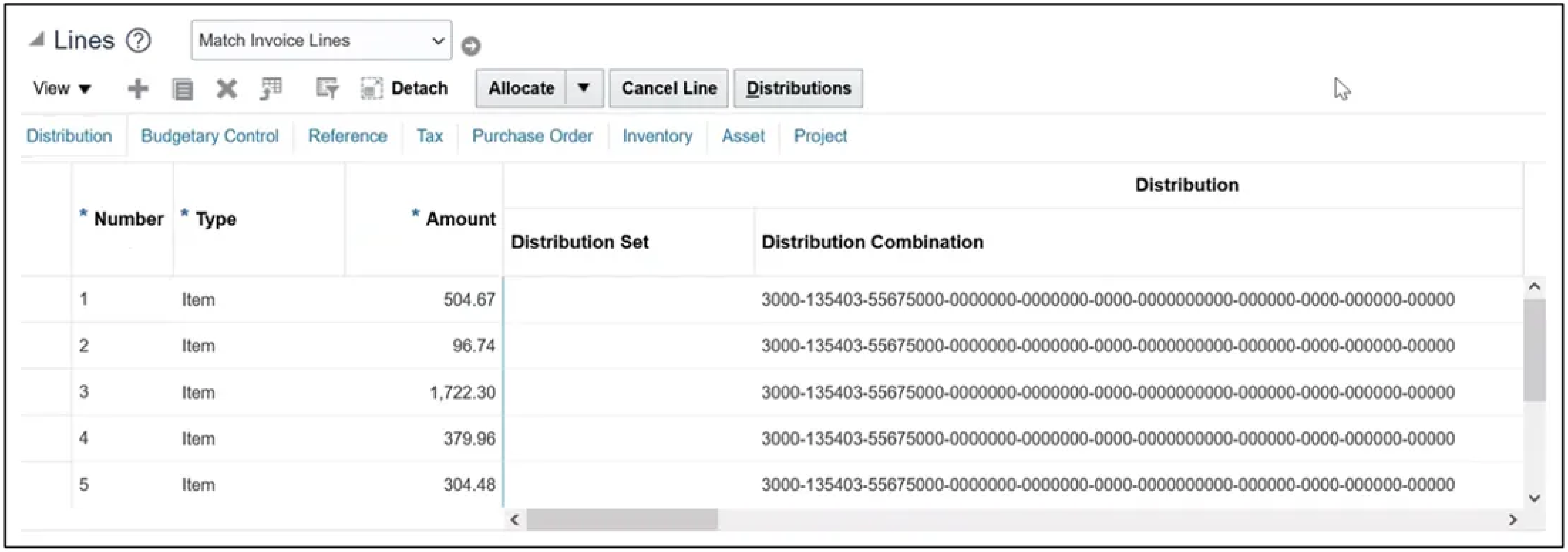
Note: the invoice status is **Needs revalidation**.

Image



Step 7. On the **Edit Invoice** page, under **Lines** section, select the **Distribution** button. The *Manage Distributions* window opens.

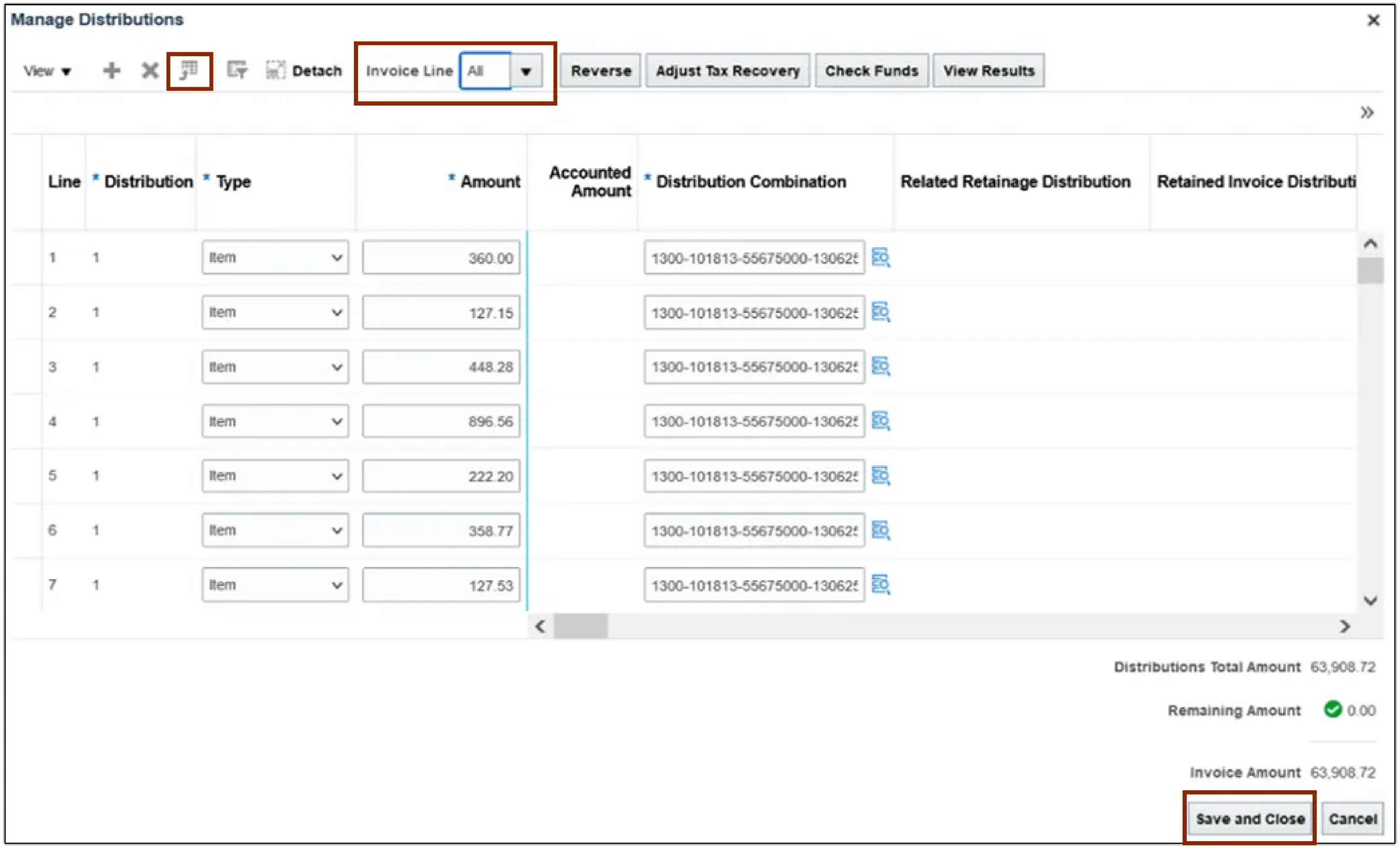
Image



Step 8. On the *Manage Distributions* window, select **All** from the *Invoice Line* drop-down choice list. Verify or change any needed invoice line distributions details for correct account distribution. If necessary, you can export them to an Excel spreadsheet by selecting the **Export to Excel** icon to assist in verification.

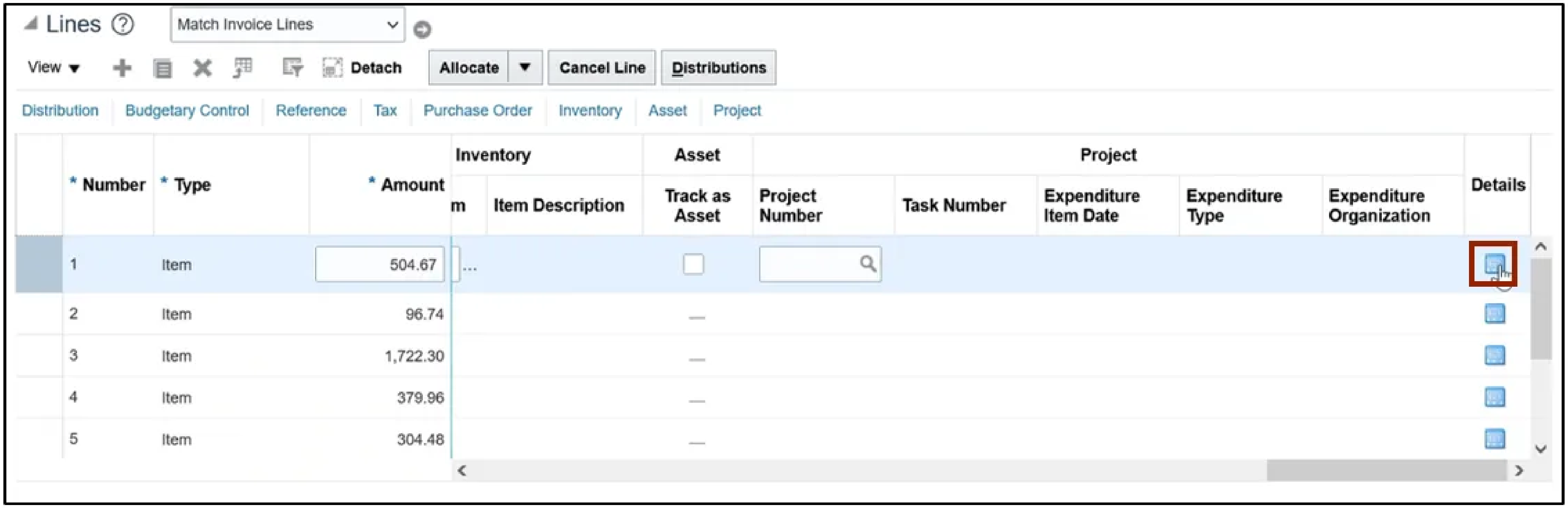
After verifying or changing the invoice line distributions, click the **Save and Close** button.

Image



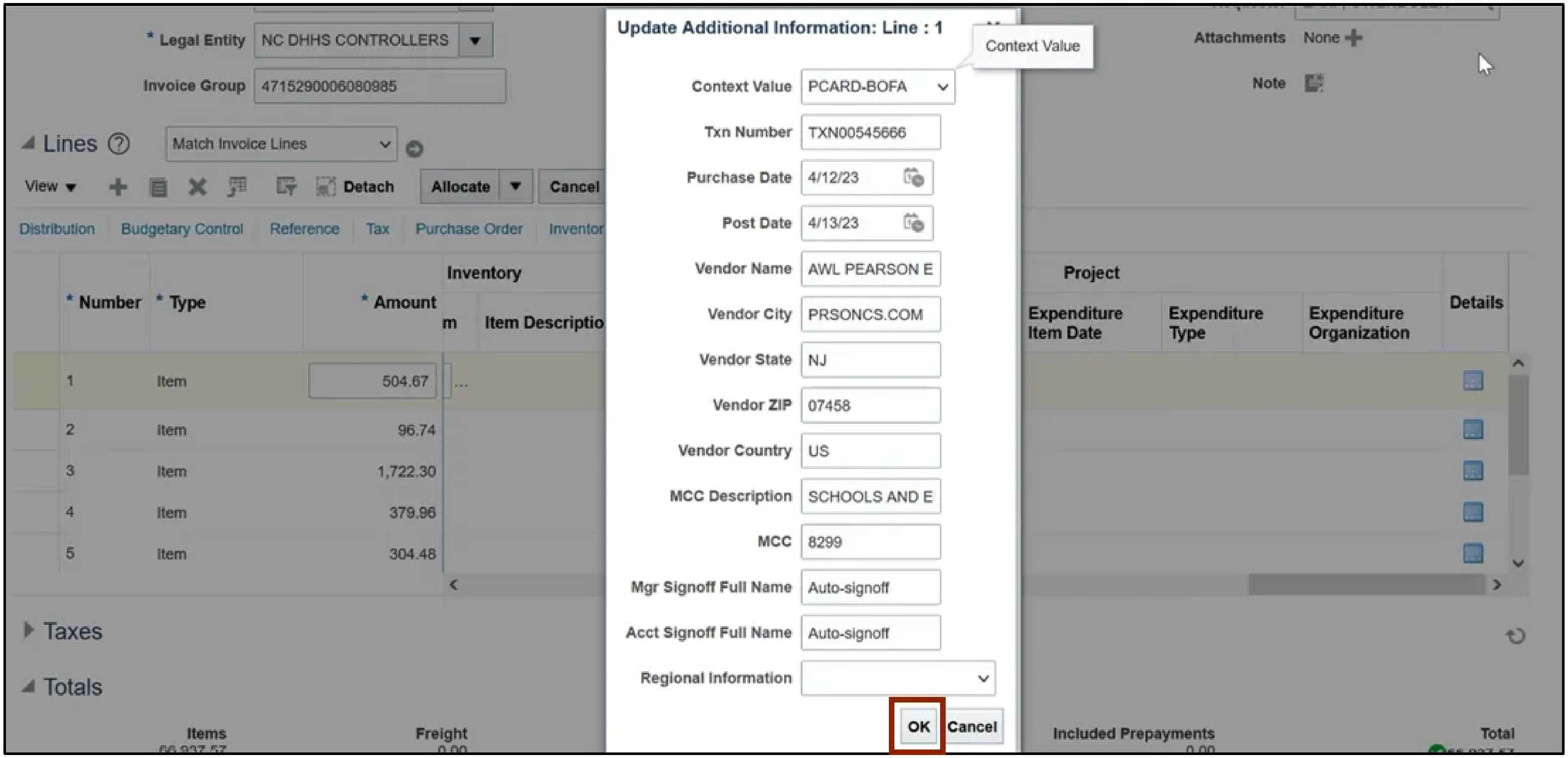
Step 9. Click the **Details** icon for the required Invoice Line.

Image



Step 10. The *Update Additional Information* pop-up appears. Validate and click the **OK** button.

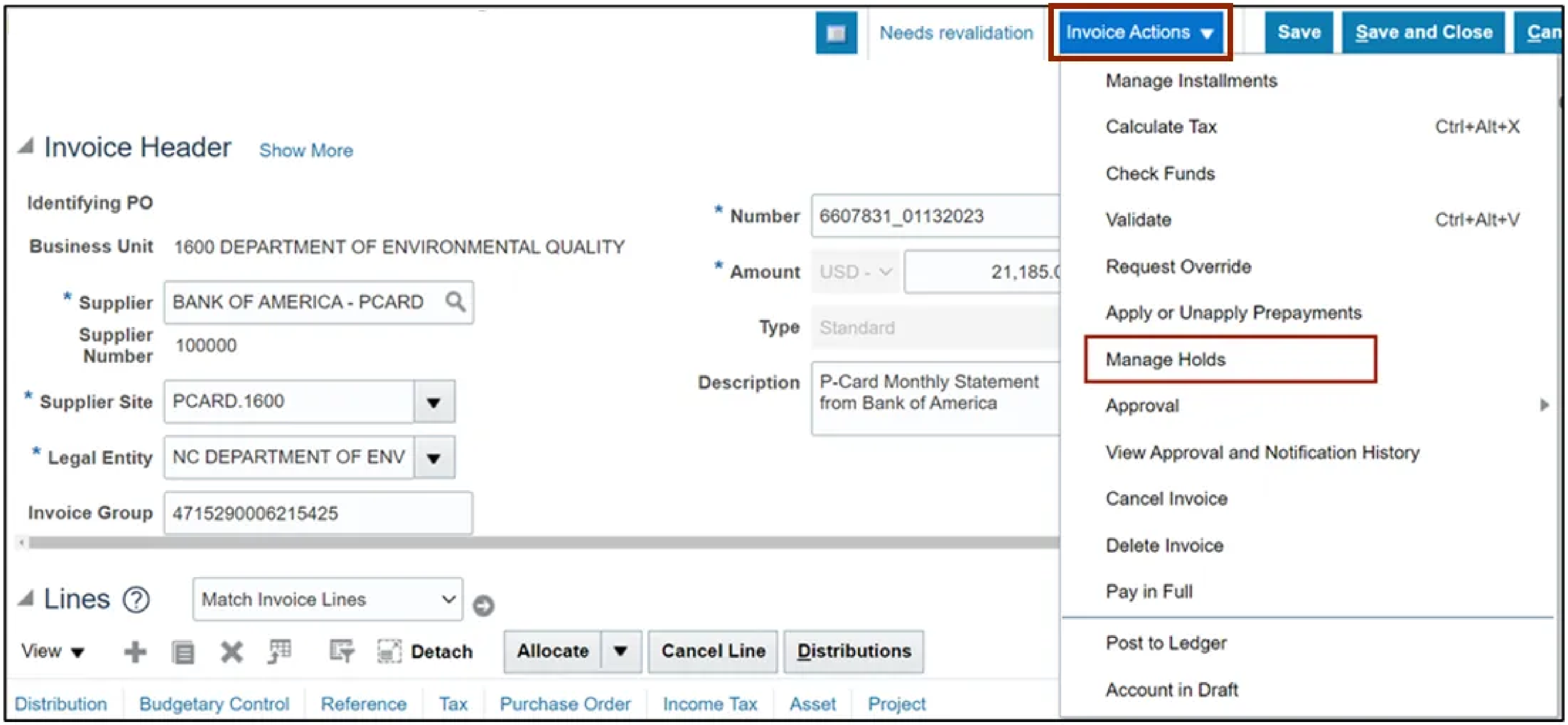
Image



Note: Steps 11, 12 and 13 are not applicable to the Invoice Management User as it is **not a function of AP invoice management**. This is performed by the **AP Invoice Release Hold role**.

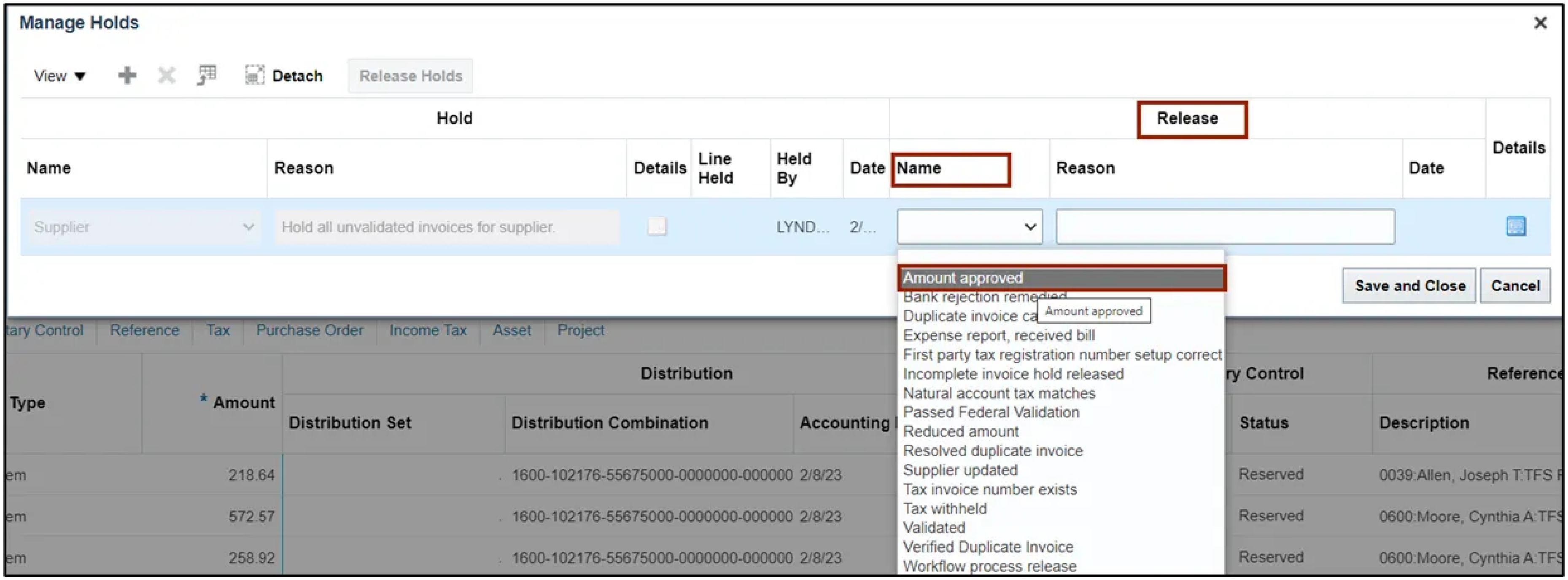
Step 11. Scroll back to the top of the page. From the Invoice Actions drop-down choice list, select **Manage Holds**.

Image



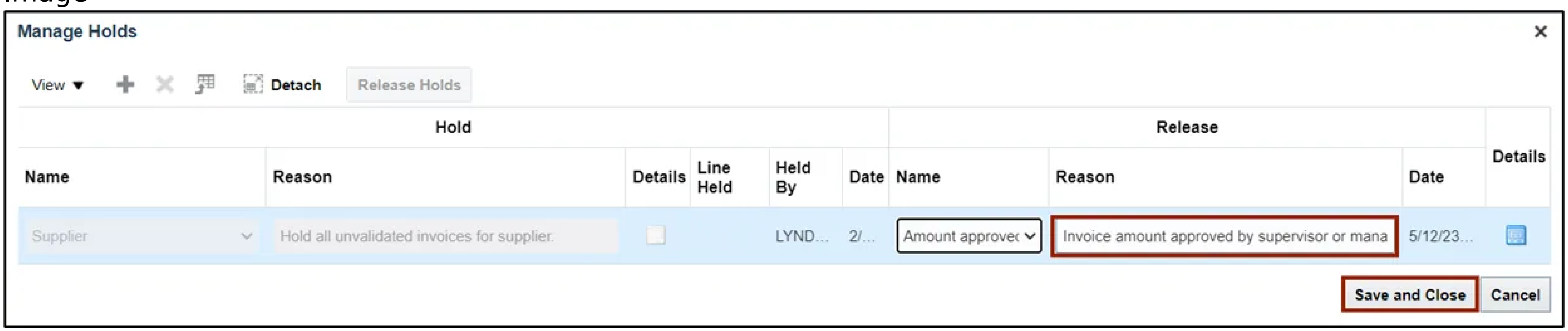
Step 12. On the *Manage Holds* pop-up window, under the ***Release*** section select the appropriate option from the *Name* drop-down choice list.

Image



Step 13. Then the **Release Reason** field is auto populated. Click the **Save and Close** button

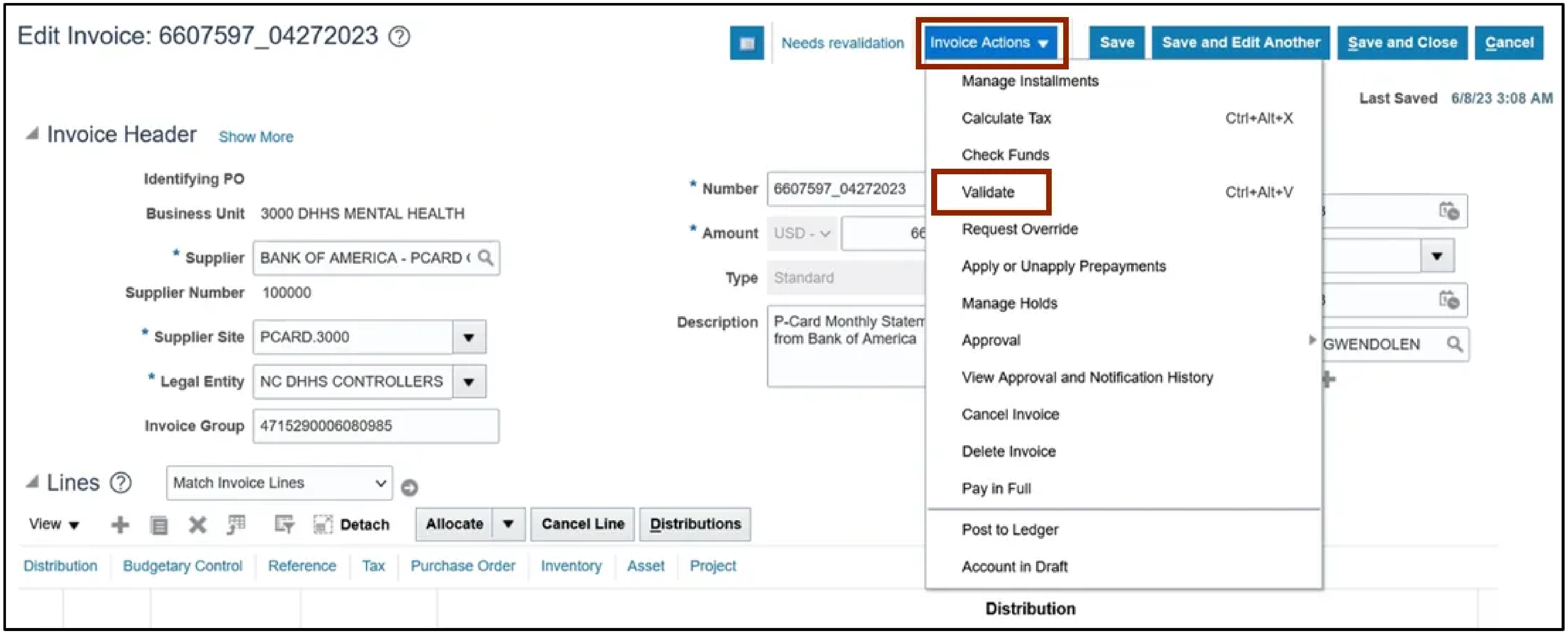
Image



Note: Steps 14 and 15 are performed by the **AP Invoice Management User**.

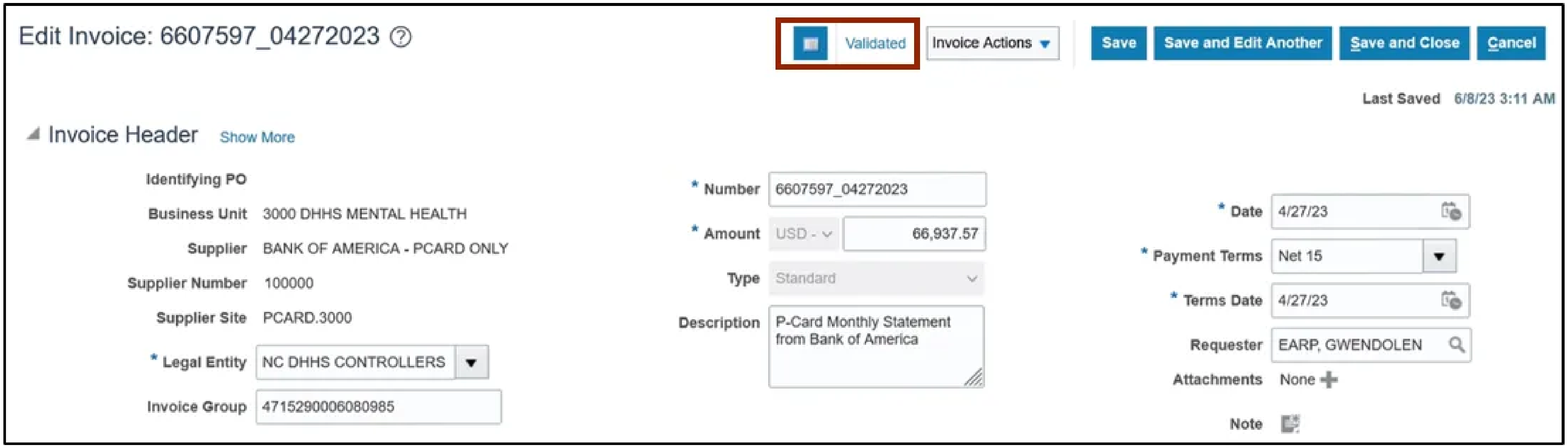
Step 14. After the hold is released by the AP Release Hold user, navigate to the invoice and click the *Invoice Actions* drop-down choice list and select **Validate**.

Image



Step 15. On the **Edit Invoice** page, the invoice status changes from **Needs Revalidation** to **Validated**.

Image



Note: If the invoice is set up for auto approval or supervisor approval, you don't have to initiate the approval of the invoice. If not, please follow the approval process decided by your agency. For example, you can either choose the Requestor to approve, or force approve.

Wrap-Up

Manage BOA PCard invoice using the steps above.

Additional Resources

- Virtual Instructor-Led Training (vILT)
    - AP-101: Invoice Management

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