

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.

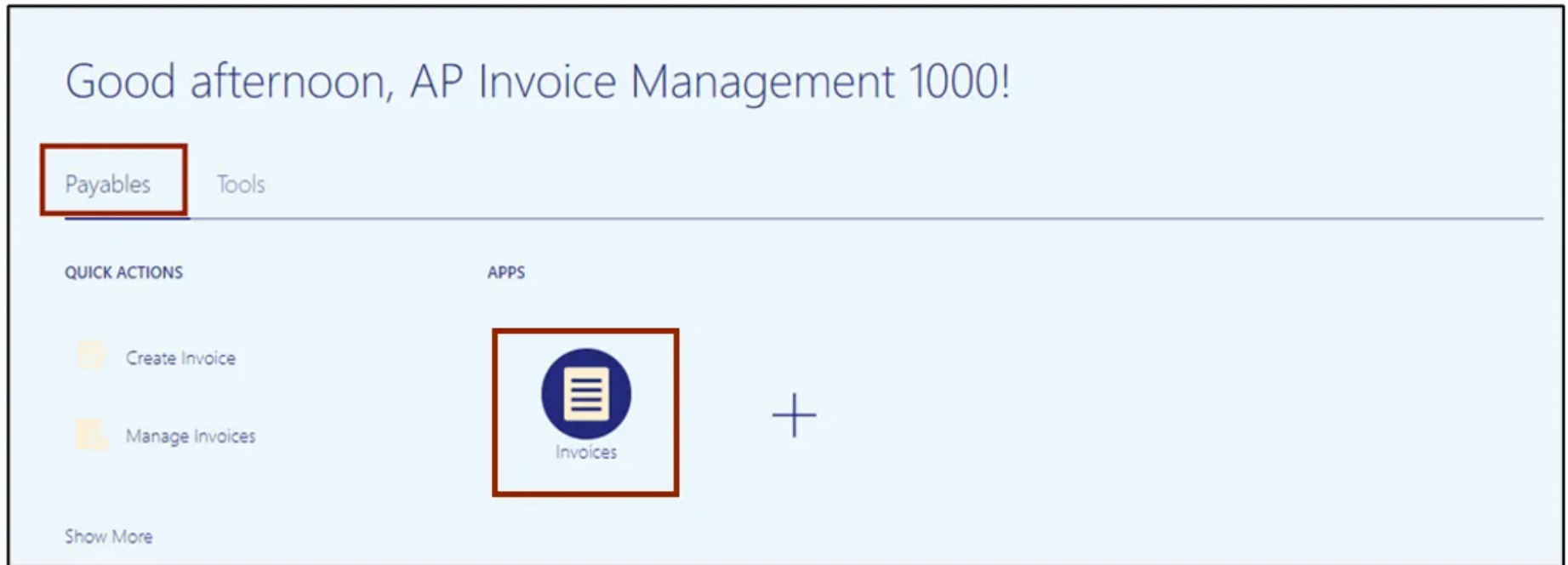
Manage BOA PCard Invoices

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

Invoices ?

Recent 7 Days

1

Holds

0 Validation

1 Purchasing

0 Other

Approval

0

Prepaid

0

View

×

Detach

Create

Validate

Cancel

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting
6607453_01132023	486,347.73 USD	BANK OF AMERICA - PCARD	PCARD.1000	Needs revalidation	Unaccounted

Invoices

- Create Invoice
- Create Invoice from Spreadsheet
- Create Recurring Invoices
- Manage Invoices
- Validate Invoices
- Initiate Approval Workflow
- Import Invoices
- Correct Import Errors

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

Manage Invoices ?

Done

Search Results

Search: Invoice

AdvancedSaved SearchAll Invoices

** At least one is required

Business Unit

** Invoice Number6607597_04272023

Invoice Amount

** Invoice Datem/d/yy

** Supplier or Party

** Supplier Number100000

Supplier Site

Taxpayer ID

** Invoice Group

SearchResetSave...

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

Image

Manage Invoices ?

Done

Search Results

Search: Invoice

AdvancedSaved SearchAll Invoices

Actions View

ValidatePay in FullApprovalPost

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type
6607597_04272023	4/2...	5/4/23 10:32 AM	BANK OF AMERICA...	PCARD.3000	66,937.57 USD	66,937.57 USD	0.00 USD	Standard

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

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

Image

The screenshot displays the 'Invoice Details' form. The form is divided into two main sections. The left section contains invoice header information: Invoice Date (1/15/23), Invoice Type (Standard), Supplier or Party (BANK OF AMERICA - PCARD), Supplier Site (PCARD.1600), and Address (PO BOX 60073, City of Industry, CA-91716). The right section contains financial details: Invoice Amount (21,185.09 USD), Applied Prepayments (0.00 USD), and Unpaid Amount (21,185.09 USD). Below these details are links for 'Holds' (1) and 'Notes'. At the top right of the form, there is a status indicator 'Needs revalidation' and an 'Actions' dropdown menu. The 'Actions' menu is open, showing options: Edit, Check Funds, Validate, Request Override, Approval, Cancel Invoice, Post to Ledger, and Account in Draft. The 'Edit' option is highlighted with a red box. At the bottom of the form, there are tabs for 'Lines', 'Holds and Approvals', 'Payments', and 'Installments'.

Invoice Details		Needs revalidation		Actions	Save	Save
Invoice Date	1/15/23	Invoice Amount	21,185.09 USD	Edit Check Funds Validate Request Override Approval Cancel Invoice Post to Ledger Account in Draft	Save	Save
Invoice Type	Standard	Applied Prepayments	0.00 USD			
Supplier or Party	BANK OF AMERICA - PCARD	Unpaid Amount	21,185.09 USD			
Supplier Site	PCARD.1600	Holds	1			
Address	PO BOX 60073, City of Industry, CA-91716	Notes				
Lines				Holds and Approvals		
Payments				Installments		

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

Image

Lines

Match Invoice Lines

View

+

×

Detach

Allocate

Cancel Line

Distributions

Distribution

Budgetary Control

Reference

Tax

Purchase Order

Inventory

Asset

Project

* Number	* Type	* Amount	Distribution	
			Distribution Set	Distribution Combination
1	Item	504.67		3000-135403-55675000-00000000-00000000-0000-000000000000-000000-0000-000000-000000
2	Item	96.74		3000-135403-55675000-00000000-00000000-0000-000000000000-000000-0000-000000-000000
3	Item	1,722.30		3000-135403-55675000-00000000-00000000-0000-000000000000-000000-0000-000000-000000
4	Item	379.96		3000-135403-55675000-00000000-00000000-0000-000000000000-000000-0000-000000-000000
5	Item	304.48		3000-135403-55675000-00000000-00000000-0000-000000000000-000000-0000-000000-000000

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

Manage Distributions

View
+
X
Details
Invoice Line
All
Reverse
Adjust Tax Recovery
Check Funds
View Results

Line	* Distribution	* Type	* Amount	Accounted Amount	* Distribution Combination	Related Retainage Distribution	Retained Invoice Distributi
1	1	Item	360.00		1300-101813-55675000-13062		
2	1	Item	127.15		1300-101813-55675000-13062		
3	1	Item	448.28		1300-101813-55675000-13062		
4	1	Item	896.56		1300-101813-55675000-13062		
5	1	Item	222.20		1300-101813-55675000-13062		
6	1	Item	358.77		1300-101813-55675000-13062		
7	1	Item	127.53		1300-101813-55675000-13062		

Distributions Total Amount 63,908.72

Remaining Amount 0.00

Invoice Amount 63,908.72

Save and Close
Cancel

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

Image

Lines ?

Match Invoice Lines

View

+

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Detach

Allocate

Cancel Line

Distributions

Distribution

Budgetary Control

Reference

Tax

Purchase Order

Inventory

Asset

Project

	* Number	* Type	* Amount	Inventory	Asset	Project					Details
				m Item Description	Track as Asset	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	
	1	Item	504.67	...	☐						
	2	Item	96.74		—						
	3	Item	1,722.30		—						
	4	Item	379.96		—						
	5	Item	304.48		—						

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

Image

Manage Holds [X]

View [v] + - [X] [Grid] [Detach] [Release Holds]

Hold						Release			
Name	Reason	Details	Line Held	Held By	Date	Name	Reason	Date	Details
Supplier	Hold all unvalidated invoices for supplier.			LYND...	2/...				

Amount approved

Bank rejection remedied

Duplicate invoice ca

Expense report, received bill

First party tax registration number setup correct

Incomplete invoice hold released

Natural account tax matches

Passed Federal Validation

Reduced amount

Resolved duplicate invoice

Supplier updated

Tax invoice number exists

Tax withheld

Validated

Verified Duplicate Invoice

Workflow process release

Save and Close Cancel

Type	* Amount	Distribution Set	Distribution Combination	Accounting
em	218.64		1600-102176-55675000-0000000-0000000	2/8/23
em	572.57		1600-102176-55675000-0000000-0000000	2/8/23
em	258.92		1600-102176-55675000-0000000-0000000	2/8/23

Status	Description
Reserved	0039:Allen, Joseph T:TFS
Reserved	0600:Moore, Cynthia A:TFS
Reserved	0600:Moore, Cynthia A:TFS

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

Image

Manage Holds [X]

View [v] + - [X] [Grid] [Detach] [Release Holds]

Hold						Release			
Name	Reason	Details	Line Held	Held By	Date	Name	Reason	Date	Details
Supplier	Hold all unvalidated invoices for supplier.			LYND...	2/...	Amount approved	Invoice amount approved by supervisor or mana	5/12/23...	

Save and Close Cancel

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

The screenshot displays the 'Edit Invoice' interface for invoice number 6607597_04272023. The page is titled 'Edit Invoice: 6607597_04272023' and includes a 'Needs revalidation' status indicator. The 'Invoice Actions' dropdown menu is open, showing various options such as 'Manage Installments', 'Calculate Tax', 'Check Funds', 'Validate', 'Request Override', 'Apply or Unapply Prepayments', 'Manage Holds', 'Approval', 'View Approval and Notification History', 'Cancel Invoice', 'Delete Invoice', 'Pay in Full', 'Post to Ledger', and 'Account in Draft'. The 'Validate' option is highlighted with a red box. The 'Invoice Header' section shows details for the identifying PO, business unit (3000 DHHS MENTAL HEALTH), supplier (BANK OF AMERICA - PCARD), supplier number (100000), supplier site (PCARD.3000), legal entity (NC DHHS CONTROLLERS), and invoice group (4715290006080985). The 'Lines' section is visible at the bottom, with a 'Match Invoice Lines' dropdown and various action buttons like 'View', 'Detach', 'Allocate', 'Cancel Line', and 'Distributions'. The 'Distribution' tab is selected at the bottom of the page.

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

Image

Edit Invoice: 6607597_04272023 ?

 Validated Invoice Actions Save Save and Edit Another Save and Close Cancel

Last Saved 6/8/23 3:11 AM

Invoice Header Show More

Identifying PO

Business Unit 3000 DHHS MENTAL HEALTH

Supplier BANK OF AMERICA - PCARD ONLY

Supplier Number 100000

Supplier Site PCARD.3000

* Legal Entity NC DHHS CONTROLLERS

Invoice Group 4715290006080985

* Number 6607597_04272023

* Amount USD - 66,937.57

Type Standard

Description P-Card Monthly Statement from Bank of America

* Date 4/27/23

* Payment Terms Net 15

* Terms Date 4/27/23

Requester EARP, GWENDOLEN

Attachments None

Note

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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