

AP-21 Create Recurring Invoices

Purpose

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

Introduction and Overview

This QRG covers the steps to create recurring invoices in NCFS.

Note: Since GL periods are only open for the current month and "future enterable" for the next month, recurring invoices will need to be validated throughout the year after being loaded to NCFS.

Example: In the month of July, recurring invoices for July and August can be validated. In the month of September, recurring invoices for September and October can be validated.

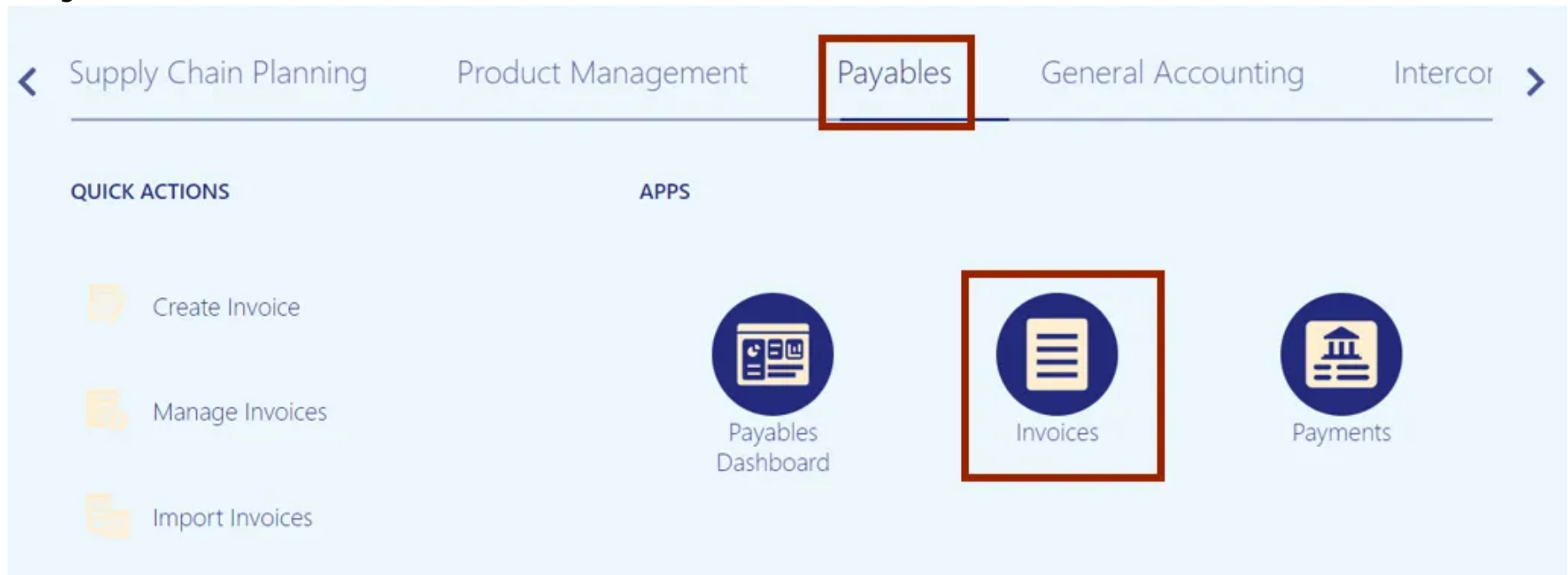
Create Recurring Invoices

To create recurring invoices in NCFS, please follow the steps below. There are 16 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 click the **Invoices** app.

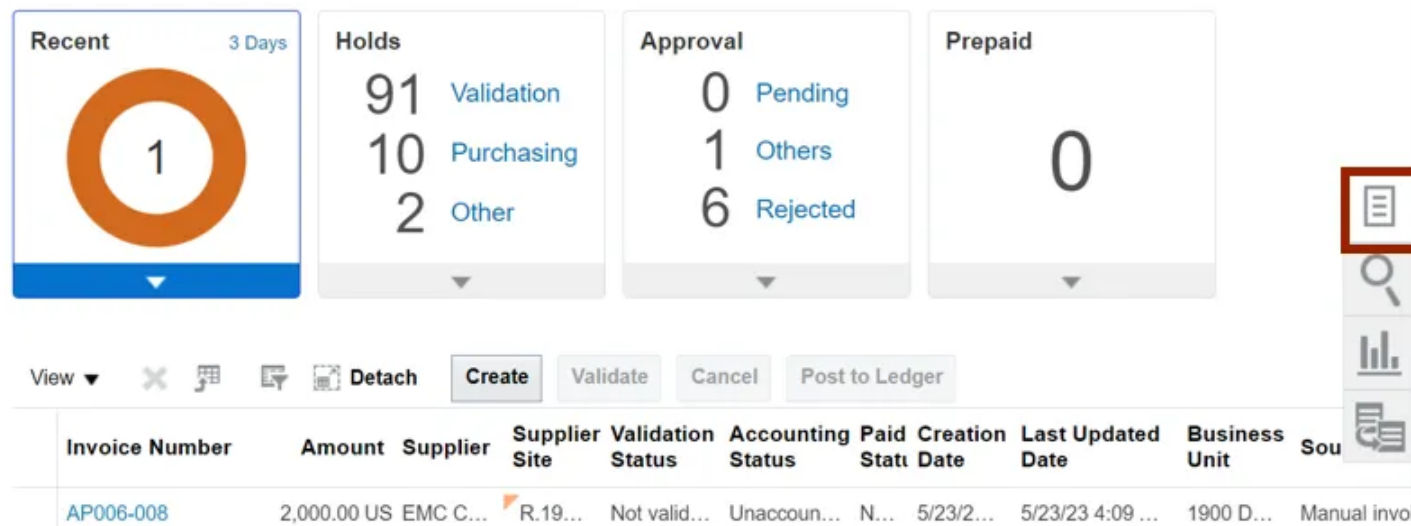
Image



Step 3. The **Invoices** dashboard opens. Click the **Tasks** icon and click **Create Recurring Invoices**.

Image

Invoices ?



Invoices

- [Create Invoice](#)
- [Create Invoice from Spreadsheet](#)
- [Create Recurring Invoices](#)
- [Manage Invoices](#)
- [Validate Invoices](#)
- [Initiate Approval Workflow](#)
- [Import Invoices](#)
- [Correct Import Errors](#)
- [Import Payment Requests](#)

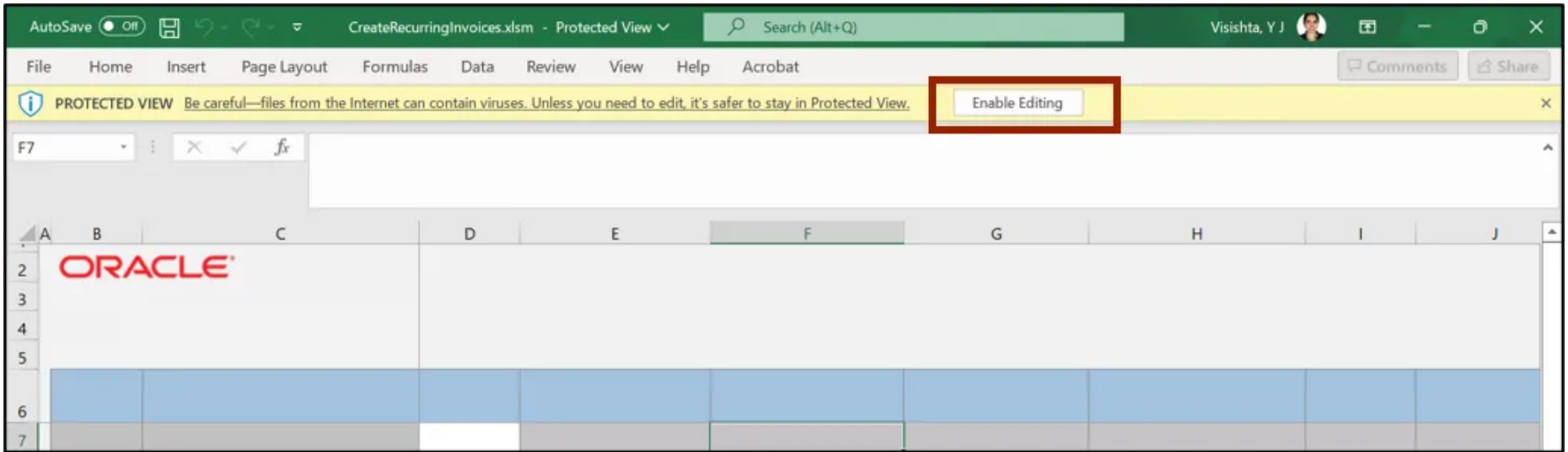
Accounting

- [Create Accounting](#)
- [Create Adjustment Journal](#)
- [Review Journal Entries](#)
- [Payables to Ledger Reconciliation](#)

Note: **CreateRecurringInvoices.xlsm** file is downloaded. Open the excel file.

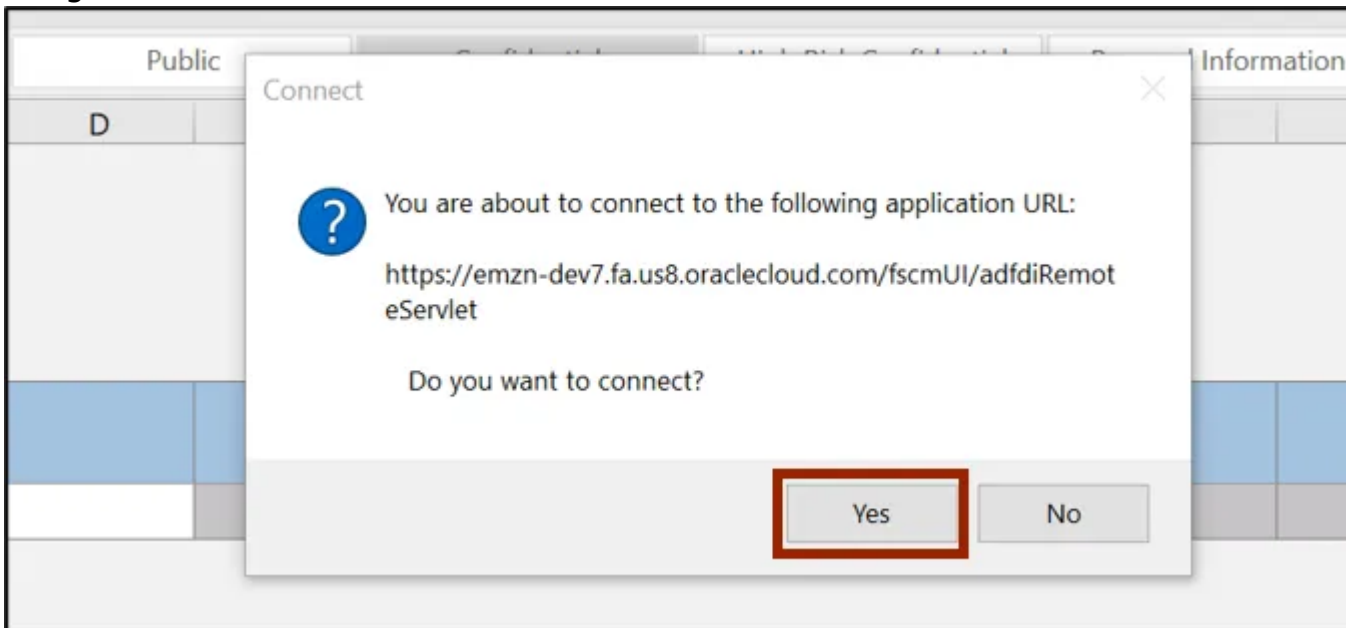
Step 4. On the **CreateRecurringInvoices.xlsm** file, click the **Enable Editing** button.

Image



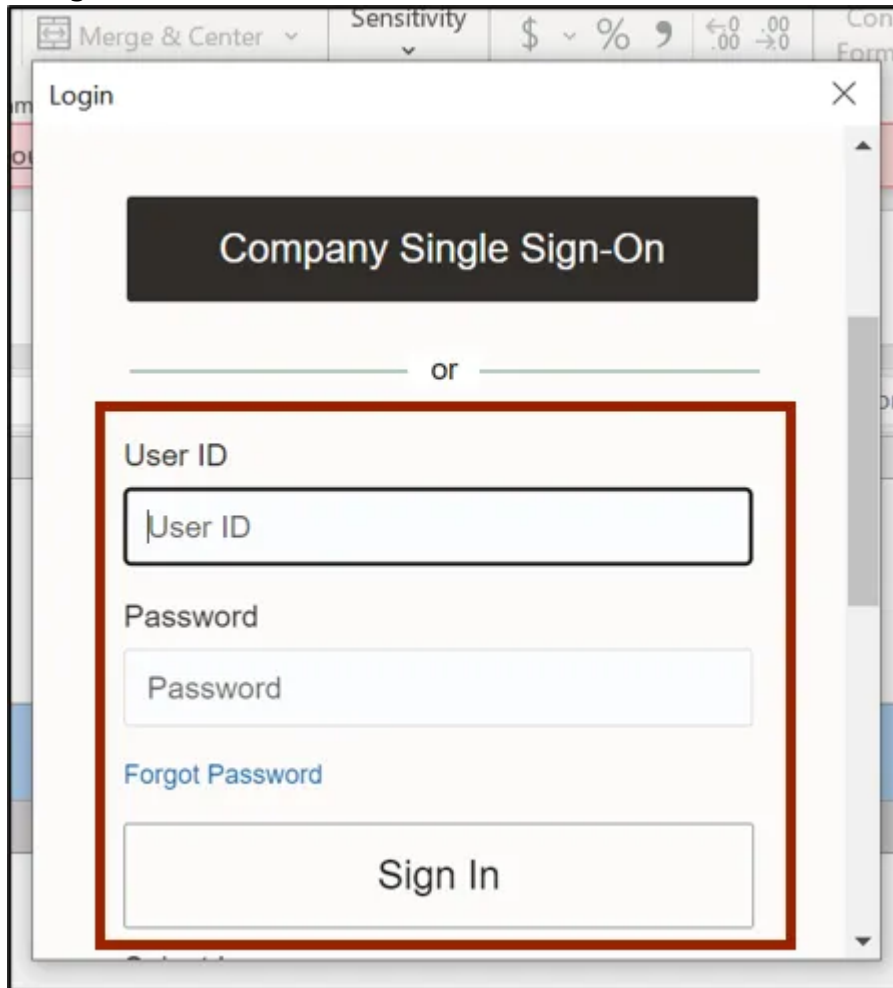
Step 5. The *Connect* pop-up appears. Click the **Yes** button.

Image



Step 6. The *NCFS Login* pop-up appears. Enter your credentials and click the **Sign In** button.

Image

The image shows a screenshot of a 'Login' pop-up window titled 'Company Single Sign-On'. The window has a close button (X) in the top right corner. Below the title, there is a horizontal line with the word 'or' in the center. Below this, there is a red rectangular box containing the login fields. Inside the box, there is a 'User ID' label above a text input field containing the placeholder text 'User ID'. Below that is a 'Password' label above a text input field containing the placeholder text 'Password'. Below the password field is a blue link labeled 'Forgot Password'. At the bottom of the red box is a large 'Sign In' button. The background of the window is light gray, and the text is in a sans-serif font.

Step 7. The **CreateRecurringInvoices.xlsm** file displays a table to enter the invoice details. Enter the invoice details in all the mandatory fields (marked with *).

Step 9. The *Search and Select* pop-up appears. Enter the Supplier name in the **Supplier** field and click the **Search** button. Click the **OK** button. In this example, we choose **RELYCO SALES INC.**

Image

Search and Select: Supplier ×

Search and Select: Supplier

▲ Search

** At least one is required

**** Supplier** Starts with ▼ RELYCO

**** Supplier Number** Starts with ▼

Search

Reset

Supplier	Supplier Number	Income Tax Type
RELYCO SALE...	100123	DAU/AR

OK

Cancel

Note: The **Supplier Number** field gets auto populated on the file when **Supplier** field details are entered.

Step 10. Scroll to the right and enter the details in the mandatory (marked with *) and applicable fields.

In this example, we choose:

- **Supplier Site:** R.14PT.01
- **Invoice Currency:** USD
- **Description:** Recurring Invoice for RELYCO SALES
- **Calendar Name:** NC AP CALENDAR
- **From Period:** May-22,
- **To Period:** Jun-22
- **Amount:** 300.00
- **Distribution Combination:** 1400-102000-52521000-00000000-00000000-0000-000000000000-000000-0000-000000-000000

Note: For fields marked with [..], follow steps 8 and 9 to fill in the details.

Image

ORACLE®

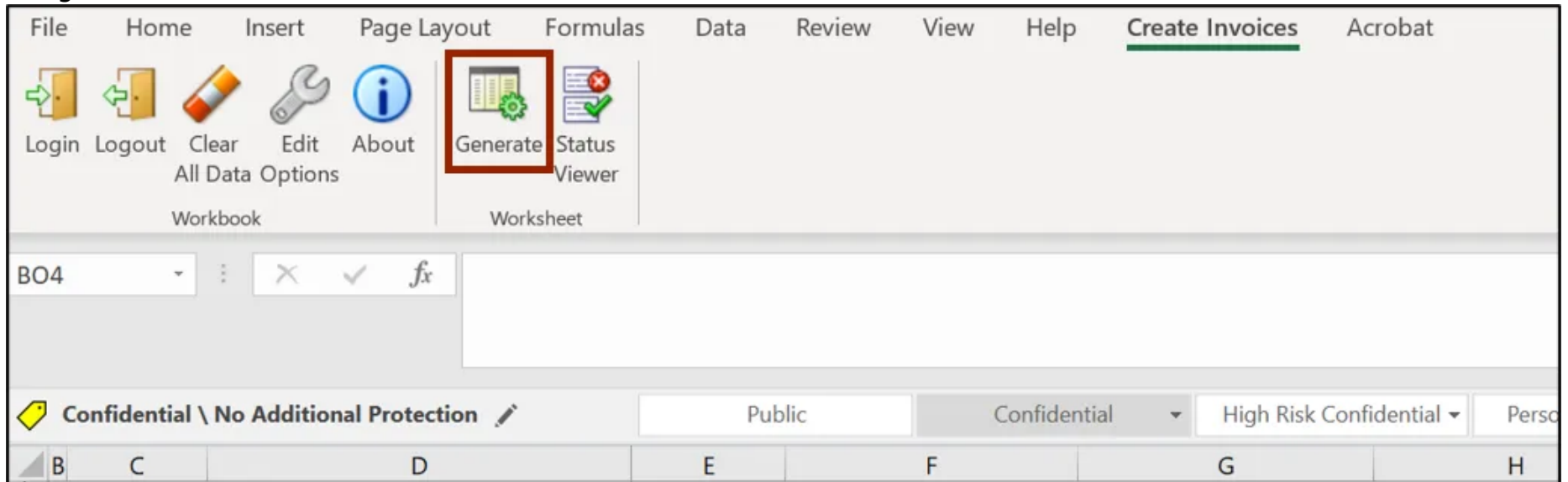
Recurring Invoices

*Required ** At least one is required

Changed	Template Row Status	*Supplier Site[..]	*Invoice Currency	Description	*Calendar Name[..]	*From Period[..]	*To Period[..]	*Amount	Distribution Combination[..]	Di
	Row inserted successfully	R.14PT.01	USD	Recurring Invoice	NC AP Calendar	May-22	Jun-22	300.00	1400-102000-52521	

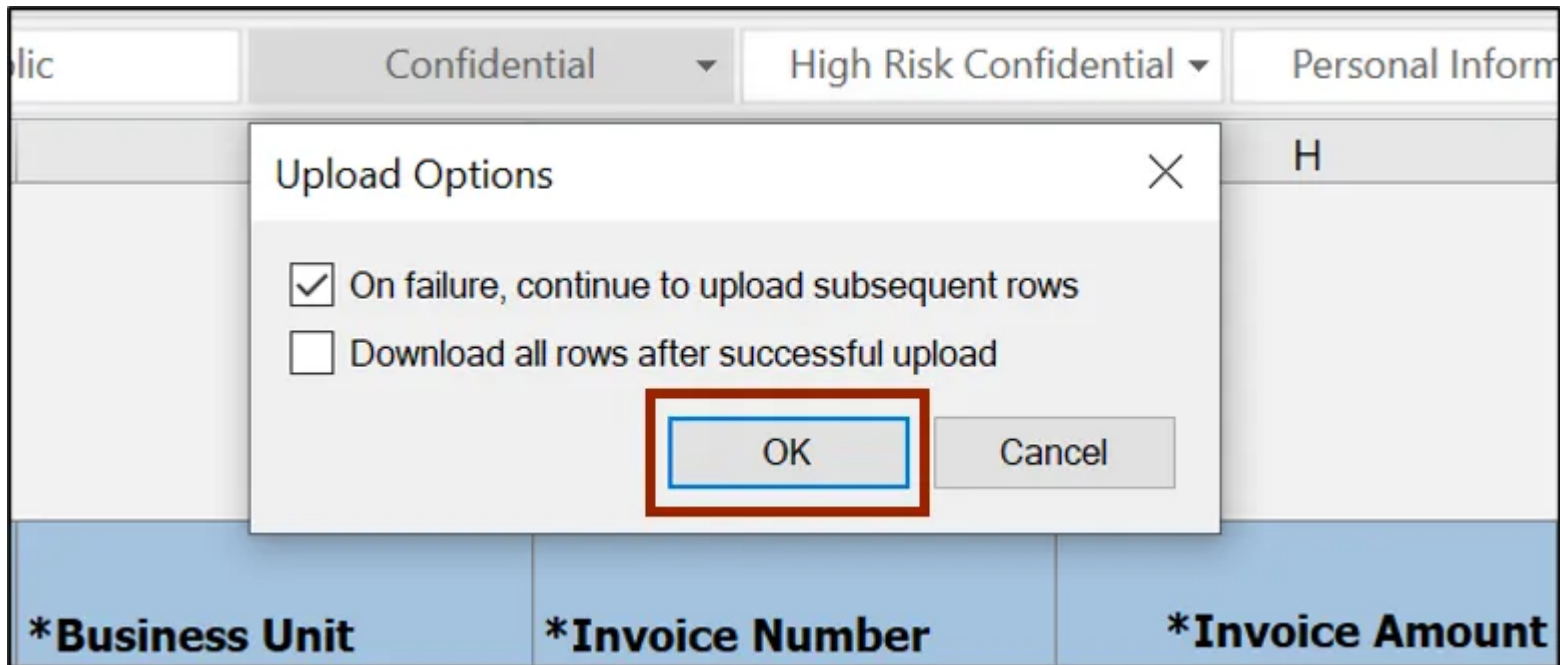
Step 11. On the *Create Invoices* tab, click the **Generate** button.

Image



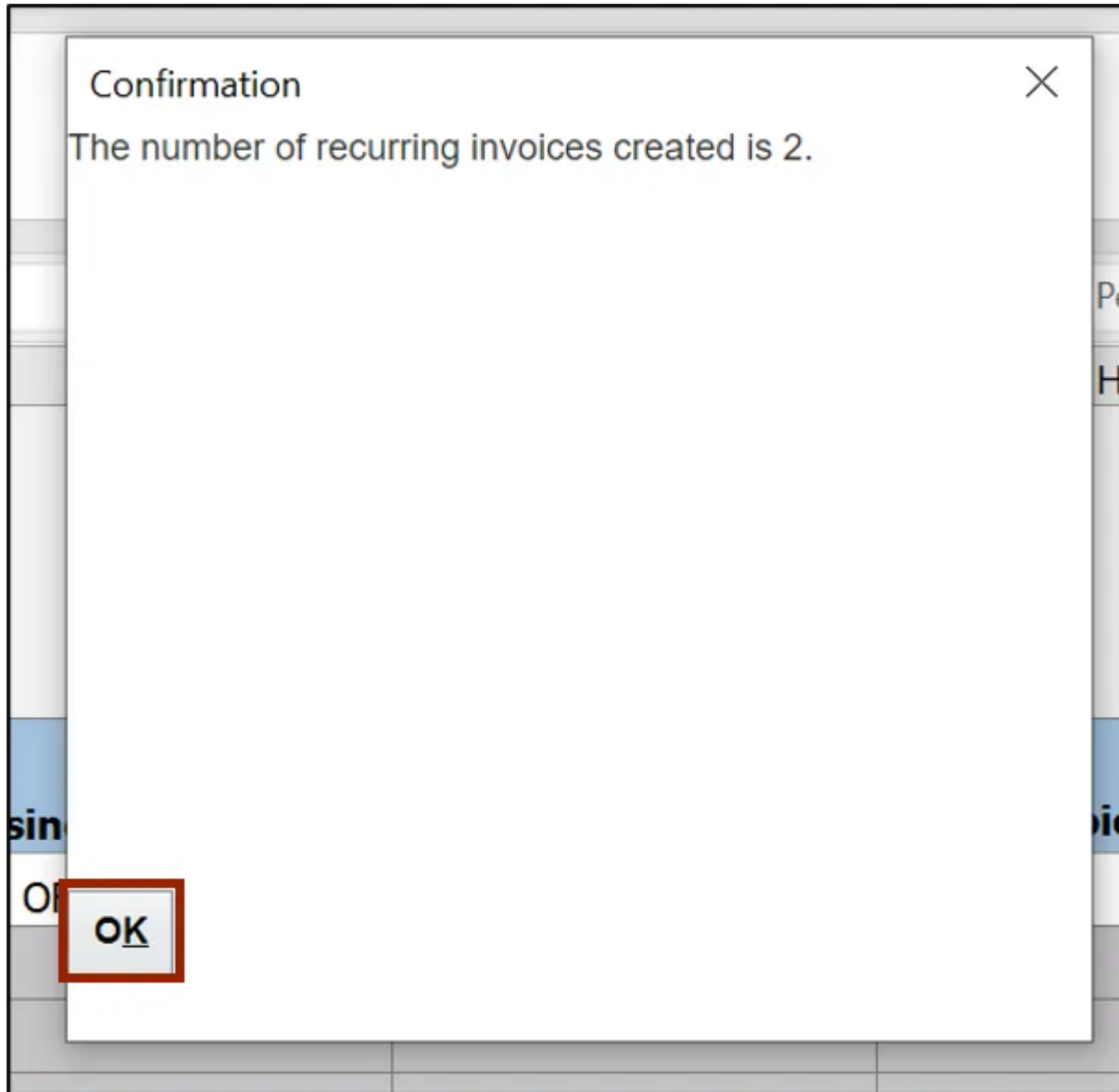
Step 12. The *Upload Options* pop-up appears. Click the **OK** button.

Image



Step 13. The *Confirmation* pop-up appears. Click the **OK** button.

Image



Step 14. Navigate to **NCFS Login >> Payables >> Invoices**. The **Invoices** dashboard opens. Click the **Recent** info tile. Two recurring invoices, **INV525_1** and **INV525_2**, are generated.

Click the **Invoice Number** link to validate the recurring invoices.

In this example, we choose **INV525_1** invoice.

Image

Recent3 Days

8

Holds

91Validation

10Purchasing

3Other

Approval

0Pending

1Others

6Rejected

Prepaid

0

View

×

Detach

Create

Validate

Cancel

Post to Ledger

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last Updated Date	Business Unit	Source	Description
INV12	50.00 USD	FORM...	R.02...	Needs r...	Unaccoun...	N...	5/25/2...	5/25/23 10:30...	0200 A...	Manual invoice entry	
INV525_1	300.00 USD	RELYC...	R.14...	Not valid...	Unaccoun...	N...	5/25/2...	5/25/23 3:56 ...	1400 O...	Recurring invoice	Recurring Invoice for REL'
INV525_2	300.00 USD	RELYC...	R.14...	Not valid...	Unaccoun...	N...	5/25/2...	5/25/23 3:56 ...	1400 O...	Recurring invoice	Recurring Invoice for REL'
INV 1549	50.00 USD	FORM...	R.02...	Not valid...	Unaccoun...	N...	5/25/2...	5/25/23 10:00...	0200 A...	Manual invoice entry	

Step 15. The **Edit Invoice** page is displayed. Validate and update the invoice details if necessary. Click the **Show More** link to access more information on the invoice.

Image

Edit Invoice: INV525_1 ?



⚠ Not validated

Invoice Actions ▼

Save

Save and Close

Cancel

Last Saved 5/25/23 3:56 PM

Invoice Header

Show More

Identifying PO		* Number INV525_1	* Date 7/1/22
Business Unit 1400 OFFICE OF THE STATE CONTROLLER	* Amount USD - 300.00	Type Standard	* Payment Terms Net 30
* Supplier RELYCO SALES INC	Description Recurring Invoice for RELYCO SALES	* Terms Date 7/1/22	Requester
Supplier Number 100123		Attachments None +	Note
* Supplier Site R.14PT.01			
* Legal Entity NC OFFICE OF THE STATE			
* Invoice Group RECURRING INVOICE:23002			

Lines ? Match Invoice Lines

Step 16. More information on the invoice is displayed. Click the **Save and Close** button. The updates are saved. You are now redirected to the **Invoices** dashboard.

Image

Edit Invoice: INV525_1 ?

Not validated Invoice Actions

Save Save and Close Cancel

Last Saved 5/25/23 4:30 PM

Invoice Header Show Less

General Accounting Tax Additional Information

Identifying PO

Business Unit 1400 OFFICE OF THE STATE CONTROLLER

Payment Business Unit 1400 OFFICE OF THE STATE CONTROLLER

* Supplier RELYCO SALES INC

Supplier Number 100123

* Supplier Site R.14PT.01

Supplier Site Address 121 BROADWAY, DOVERNH, 038203299, STRAFFORD, US

* Legal Entity NC OFFICE OF THE STATE

* Number INV525_1

* Amount USD - 300.00

Payment Currency USD -

Type Standard

Description Recurring Invoice for RELYCO SALES

Intercompany invoice

* Date 7/1/22

* Payment Terms Net 30

Goods Received m/d/yy

Invoice Received m/d/yy

* Terms Date 7/1/22

Requester

Attachments None +

Wrap-Up

Create recurring invoices using the steps above.

Additional Resources

- Virtual Instructor-Led Training (vILT)
 - [AP101: Invoice Management](#)

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