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.

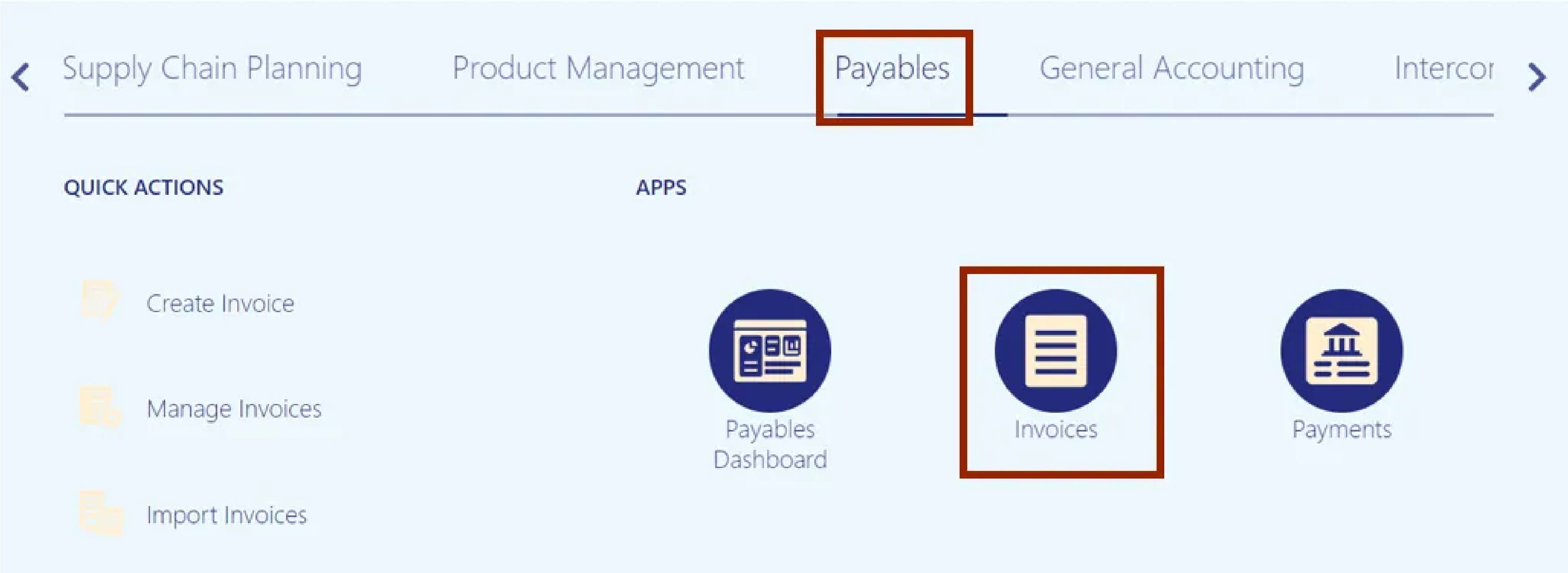
Create Recurring Invoices

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.

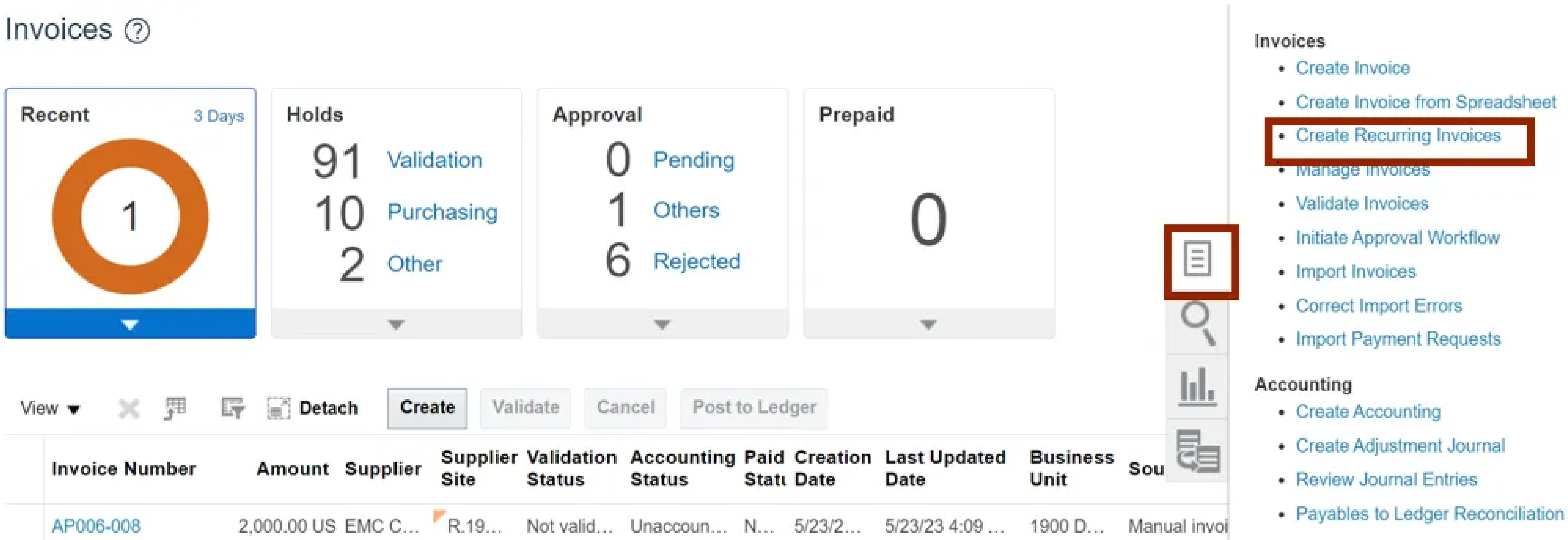
Step 2. On the **Home** page, click the **Payables** tab and click the **Invoices** app.

Image



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

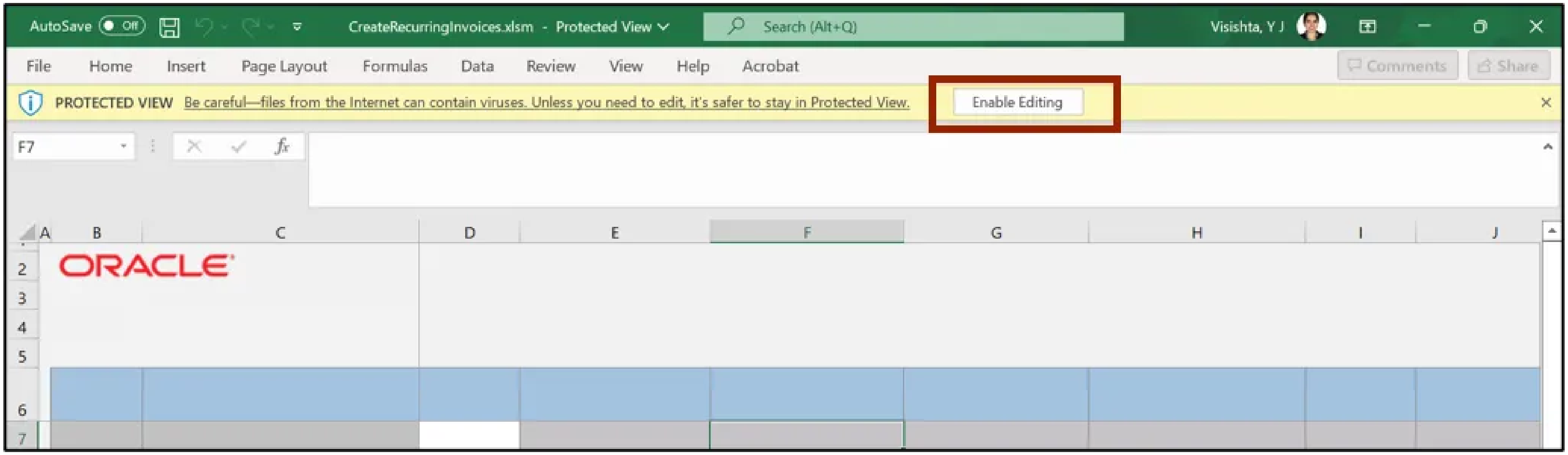
Image



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

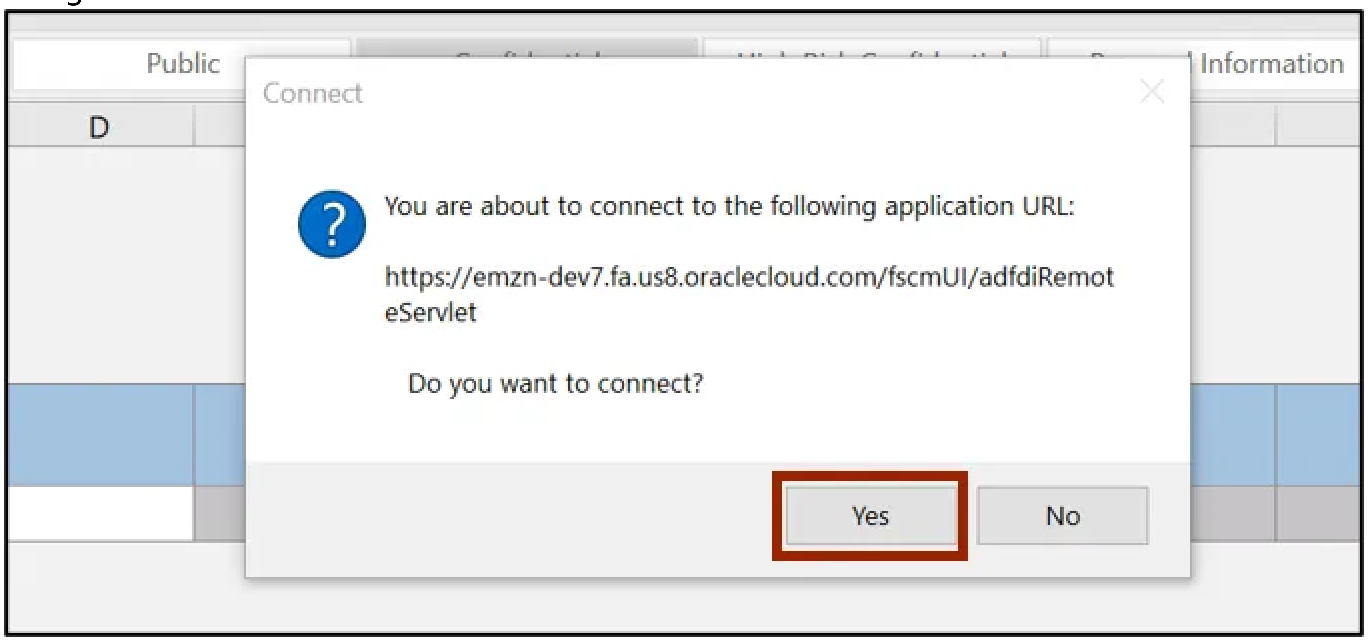
Step 4. On the **CreateRecurringInvoices.xlsm** file, click the **Enable Editing** button.

Image



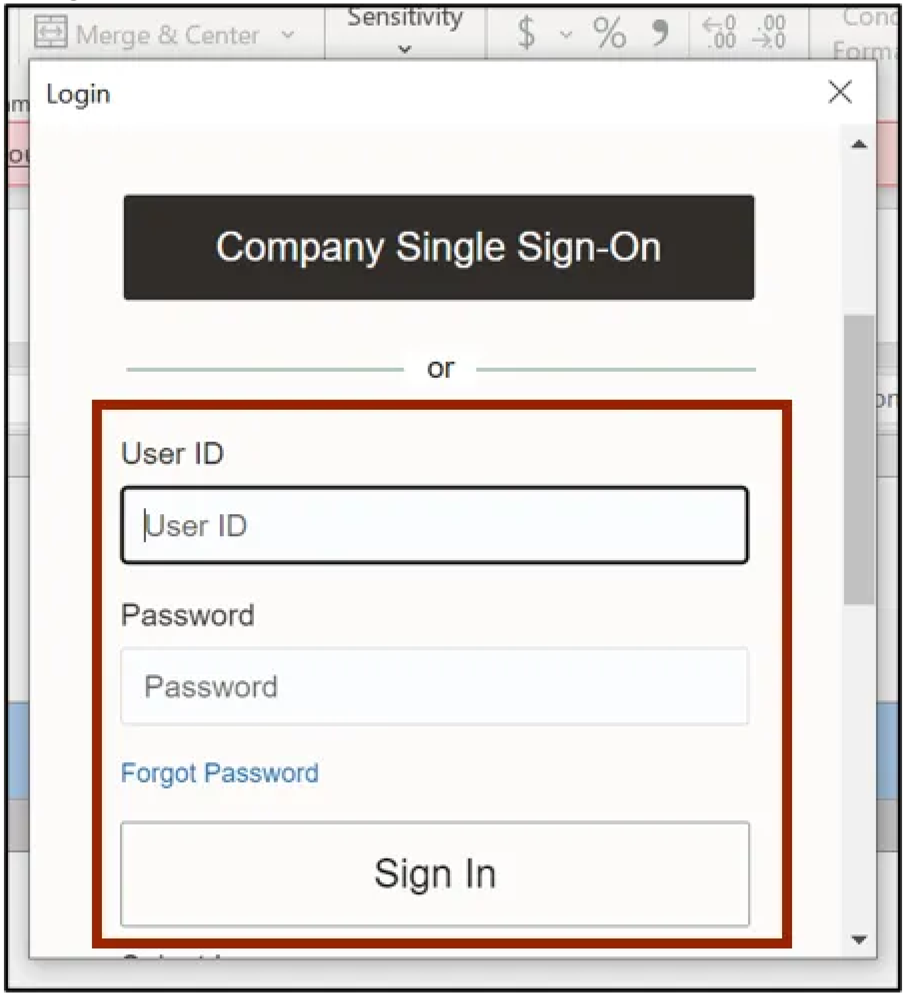
Step 5. The *Connect* pop-up appears. Click the **Yes** button.

Image



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

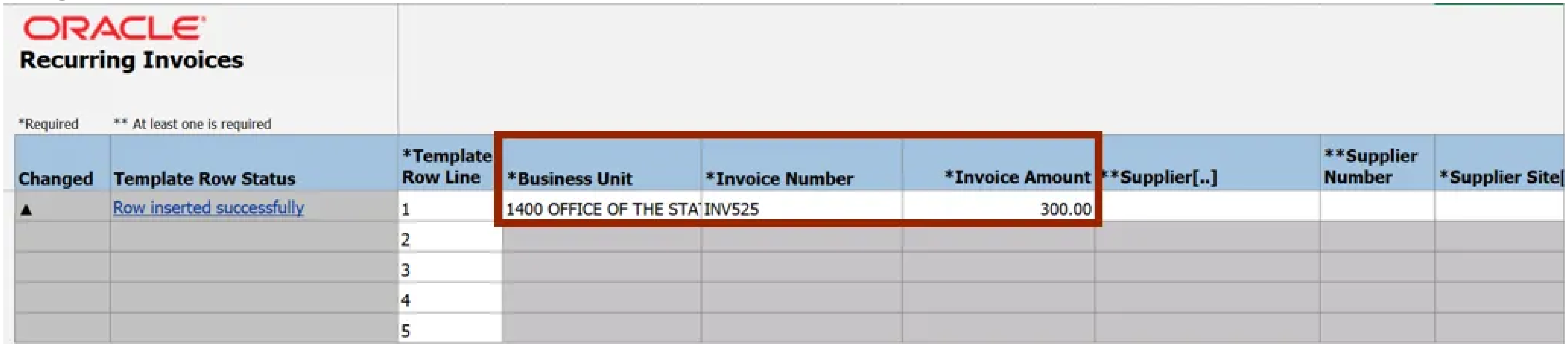
Image



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 *).

In this example, we choose **1400 OFFICE OF THE STATE CONTROLLER** for ***Business Unit***, **INV525** for ***Invoice Number***, **300.00** for ****Invoice Amount***.

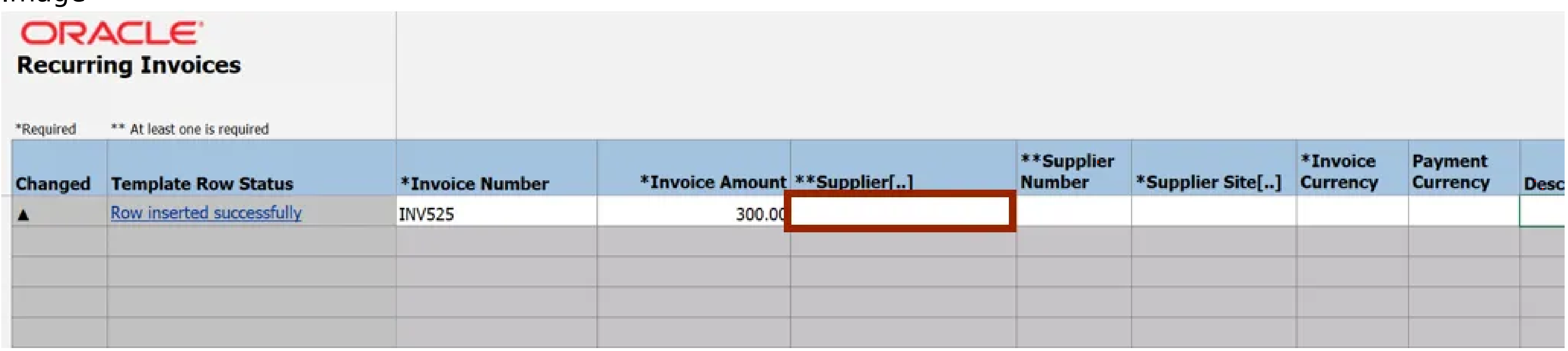
Image



Step 8. For fields marked with [..], double-click the cells to fill in the details.

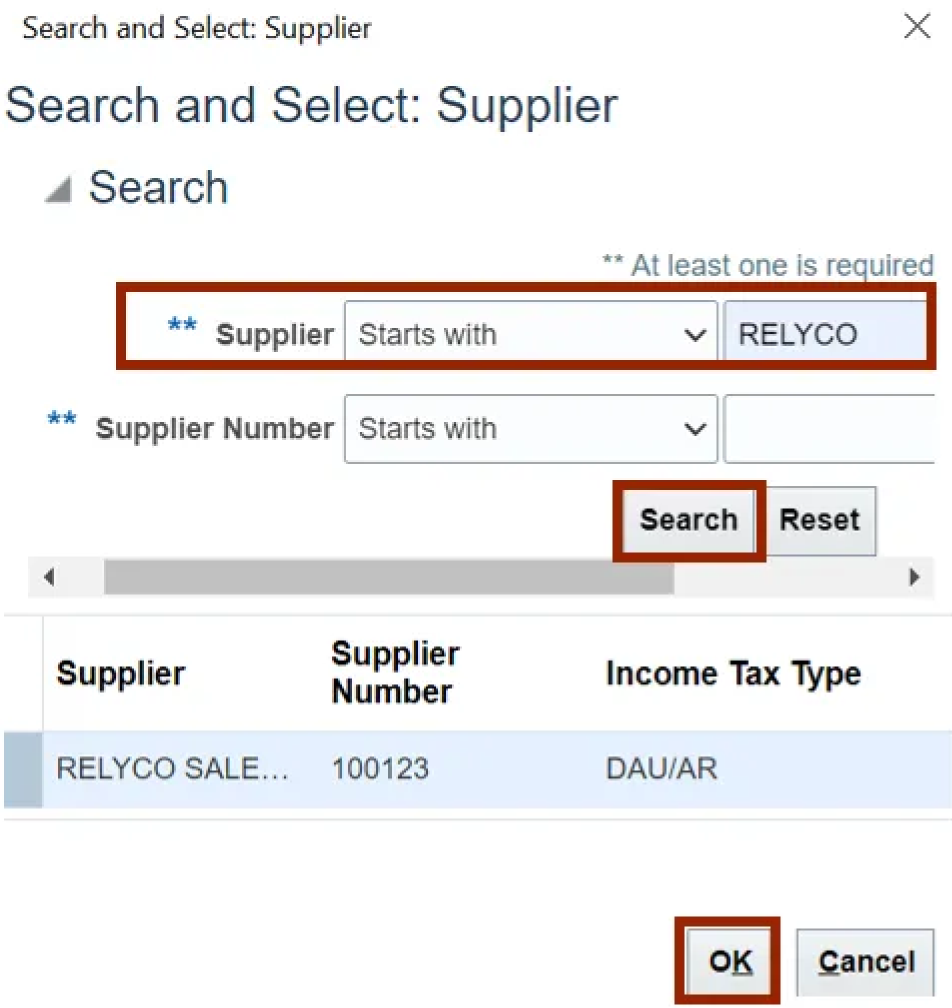
In this example, we choose ***Supplier[..]*** field. Double-click the ***Supplier[..]*** field to enter the Supplier name details.

Image



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



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

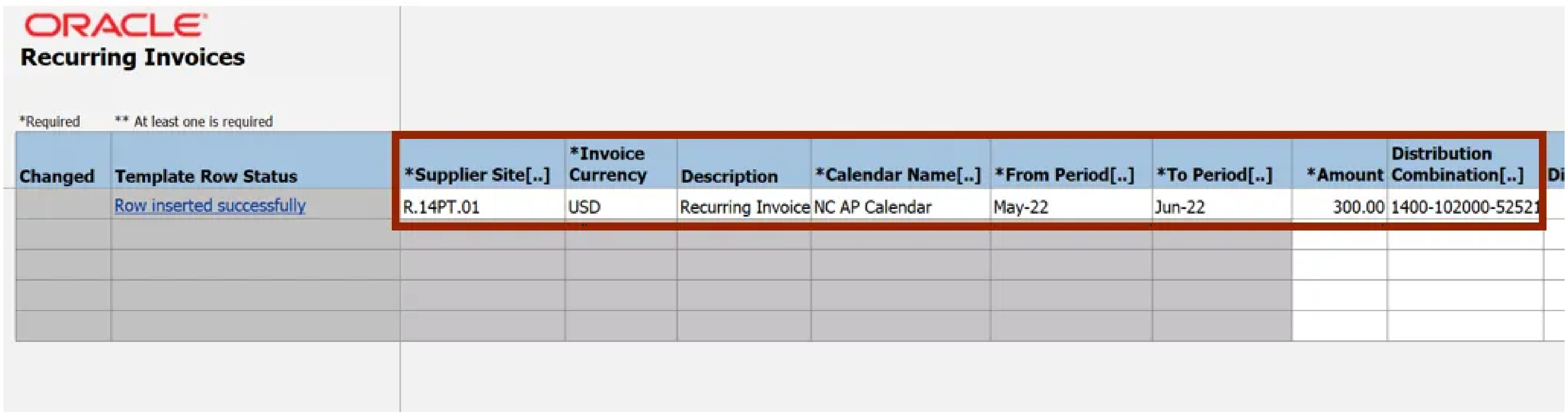
Step 10. Scroll to the right and enter the details in the mandatory (marked with *) and applicable fields.

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*: 1400-102000-52521000-0000000-0000000-0000-0000000000-000000-0000-000000-00000**

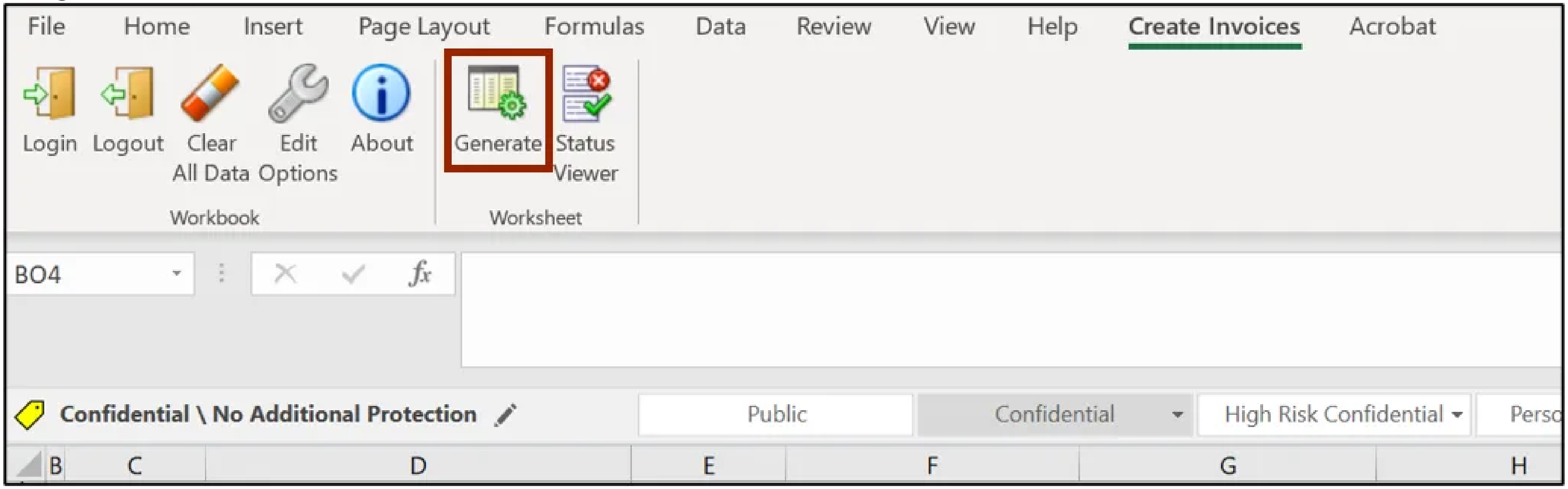
Note: For fields marked with [..], follow steps 8 and 9 to fill in the details.

Image



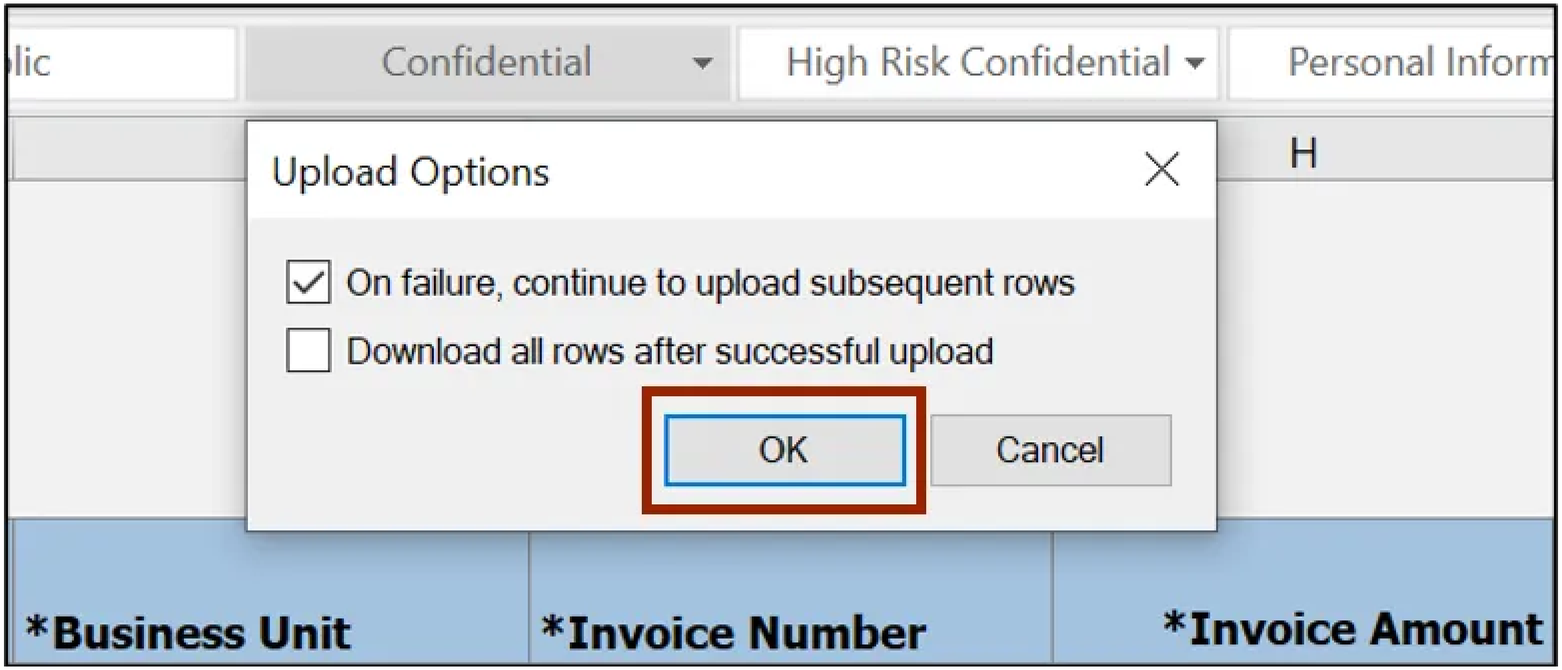
Step 11. On the *Create Invoices* tab, click the **Generate** button.

Image



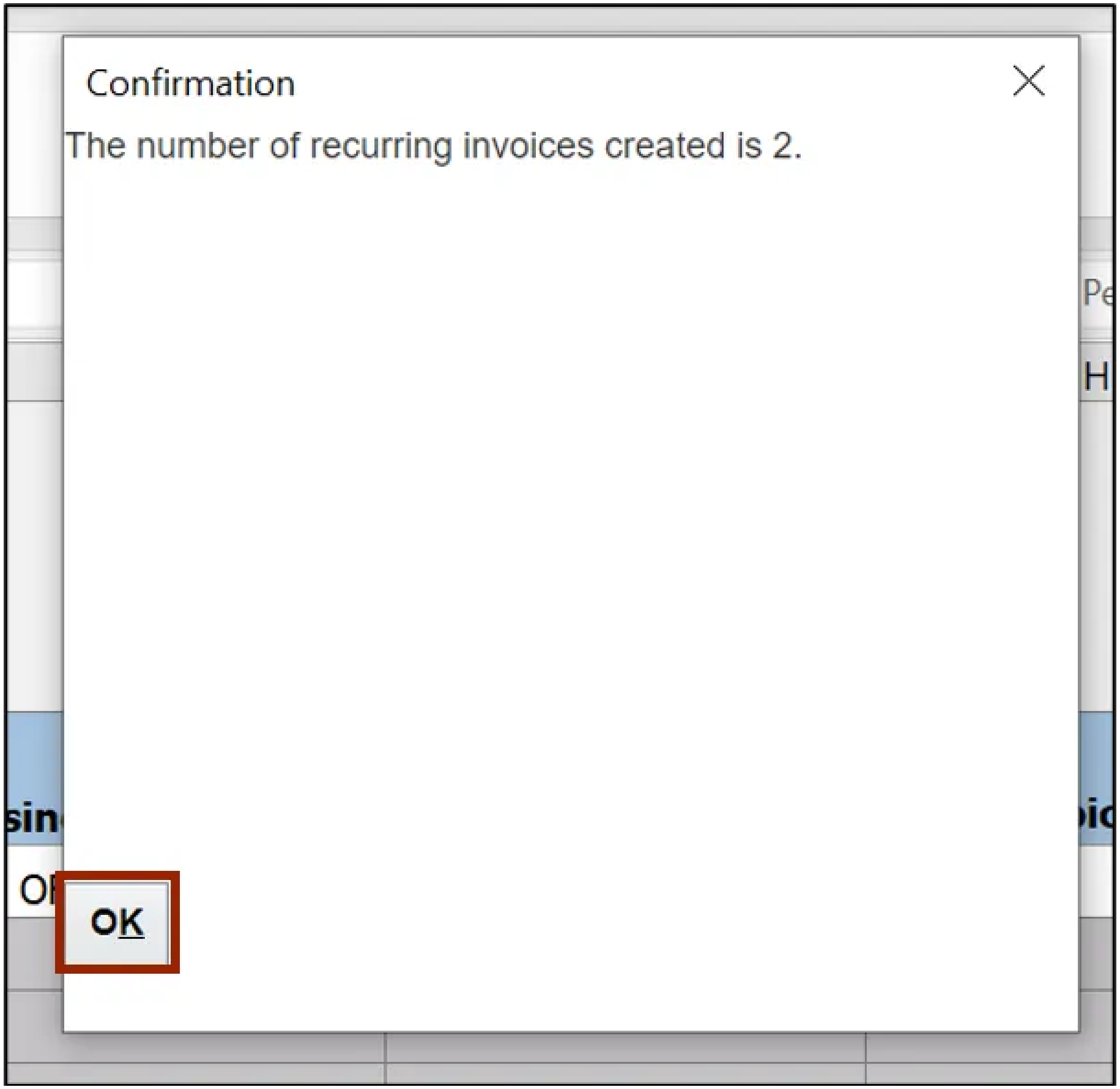
Step 12. The *Upload Options* pop-up appears. Click the **OK** button.

Image



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

Image

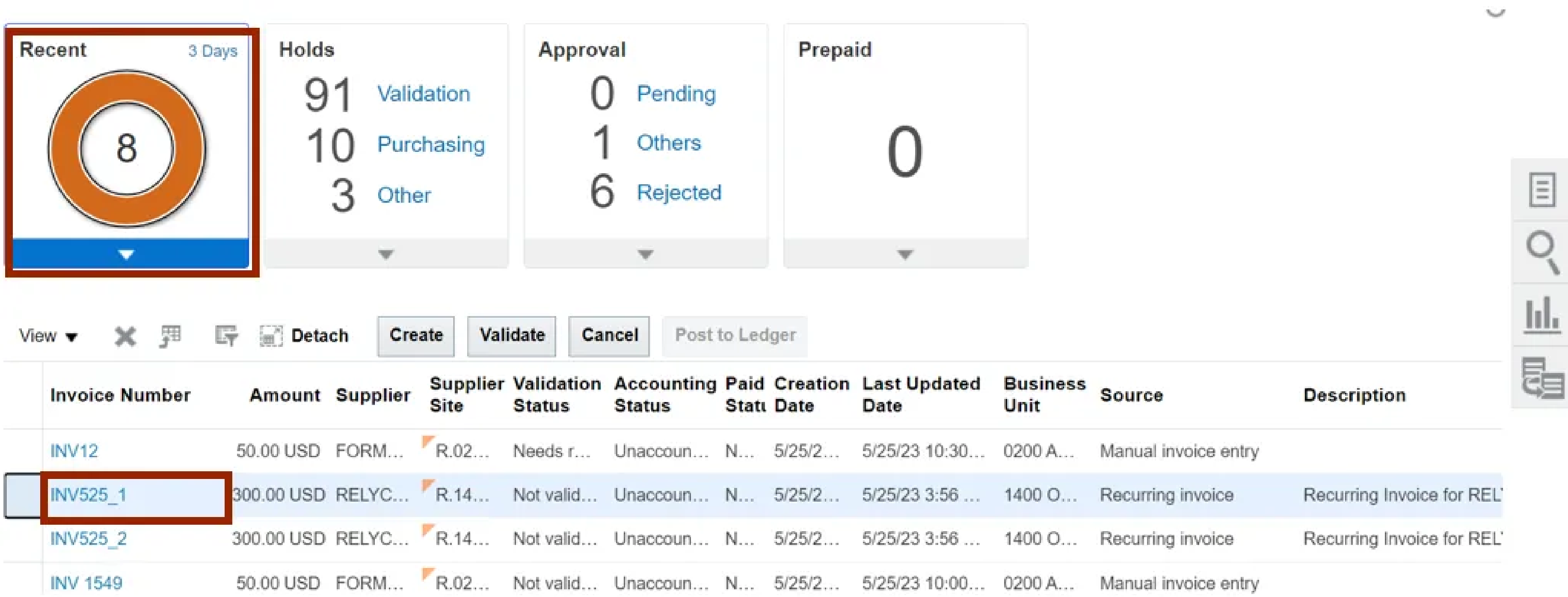


Step 14. Navigate to **NCFS Login** >> **Payables** >> **Invoices**. The **Invoices** dashboard opens. Click the ***Recent*** info tile. Two recurring invoices, **INV525_1** and **INV525_2**, are generated.

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

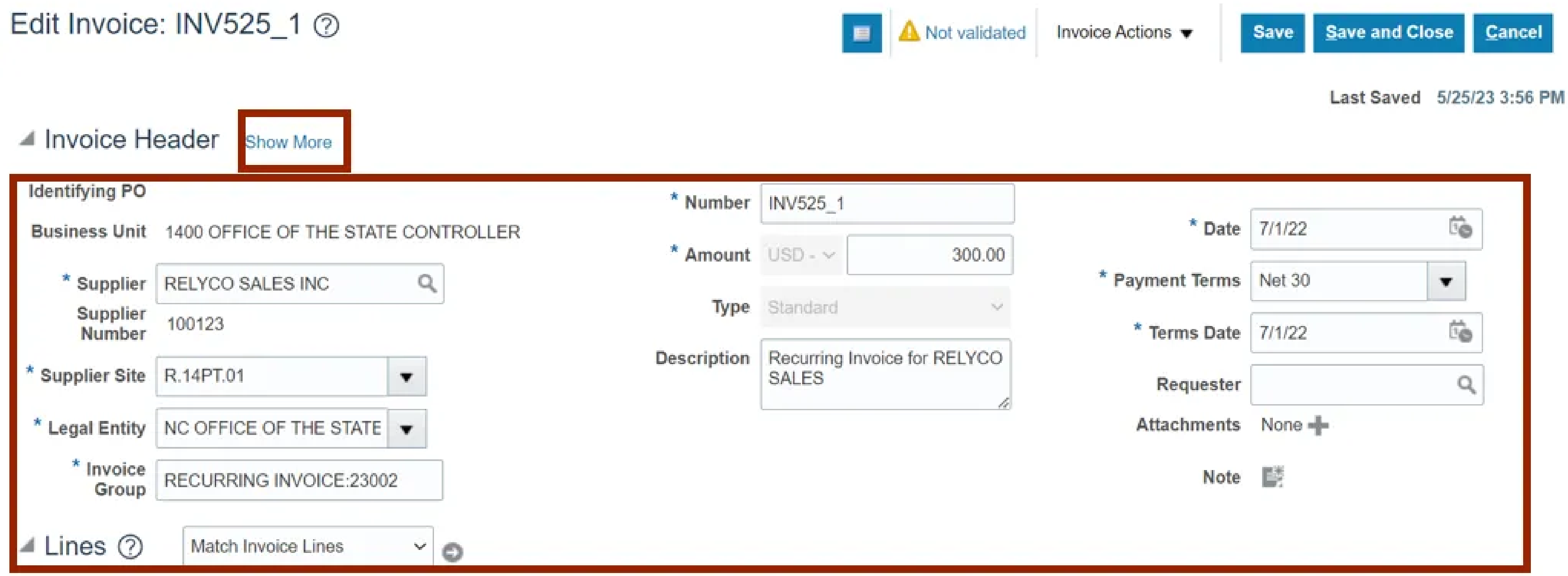
In this example, we choose **INV525_1** invoice.

Image



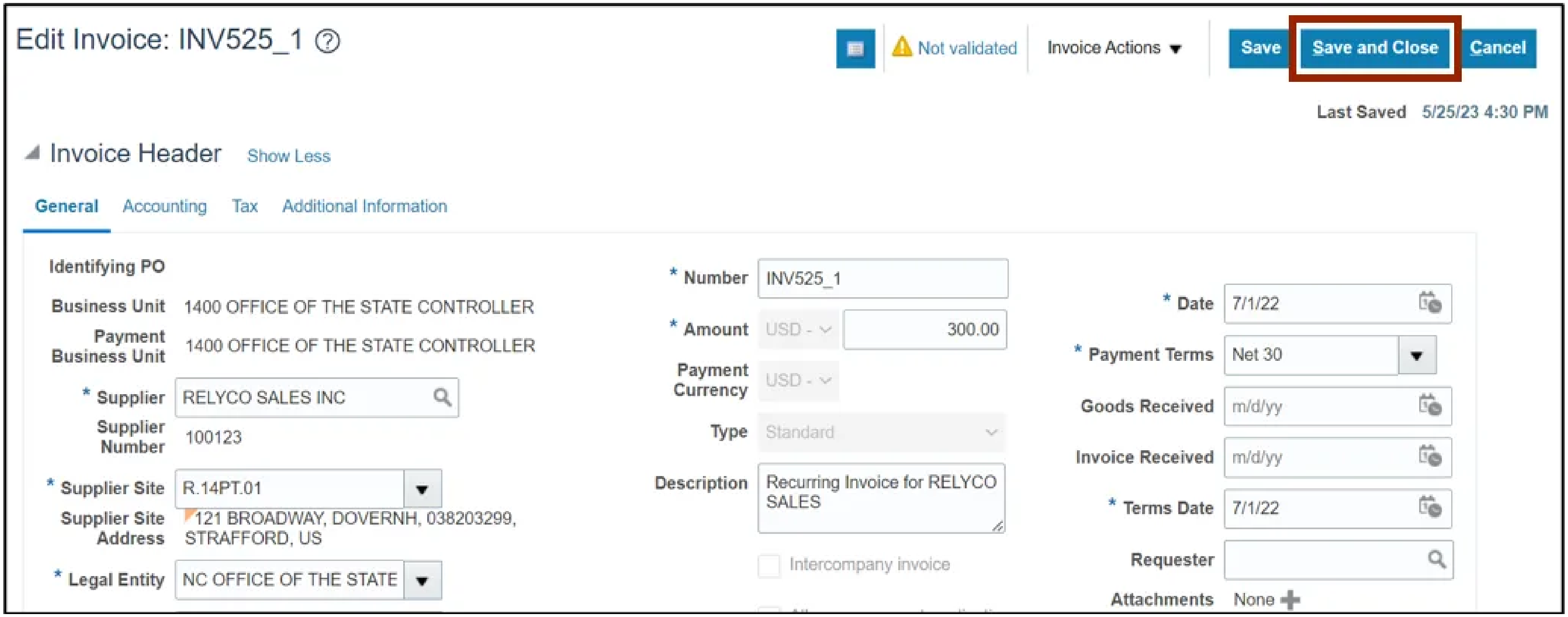
Step 15. The **Edit Invoice** page is displayed. Validate and update the invoice details if necessary. Click the **Show More** link to access more information on the invoice.

Image



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



Wrap-Up

Create recurring invoices using the steps above.

Additional Resources

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

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