AP-22 Correct Errors from Invoice Upload (Spreadsheet)

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Correct Errors from Invoice Upload (Spreadsheet) in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG This will enable you to view and correct the errors that occurred while creating invoices via spreadsheet and importing payment requests (party payments).

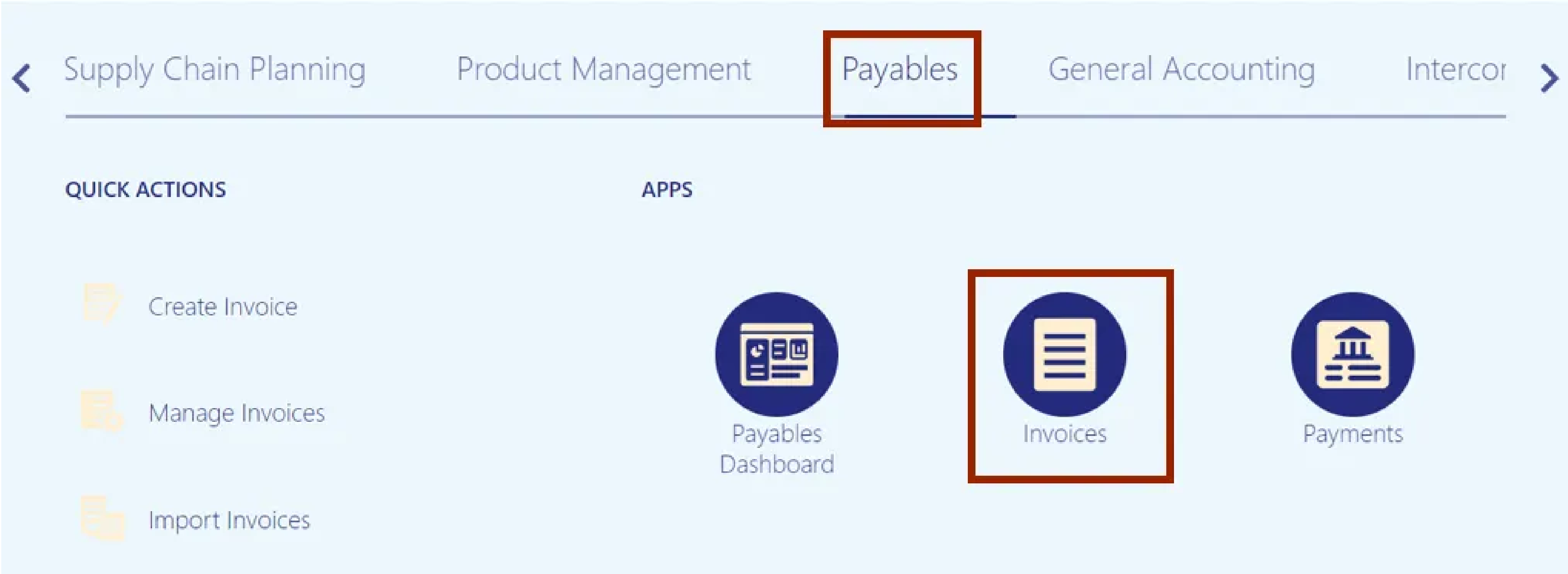
Correct Invoice and Party Payment Errors

To correct errors from invoice upload (spreadsheet) 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.

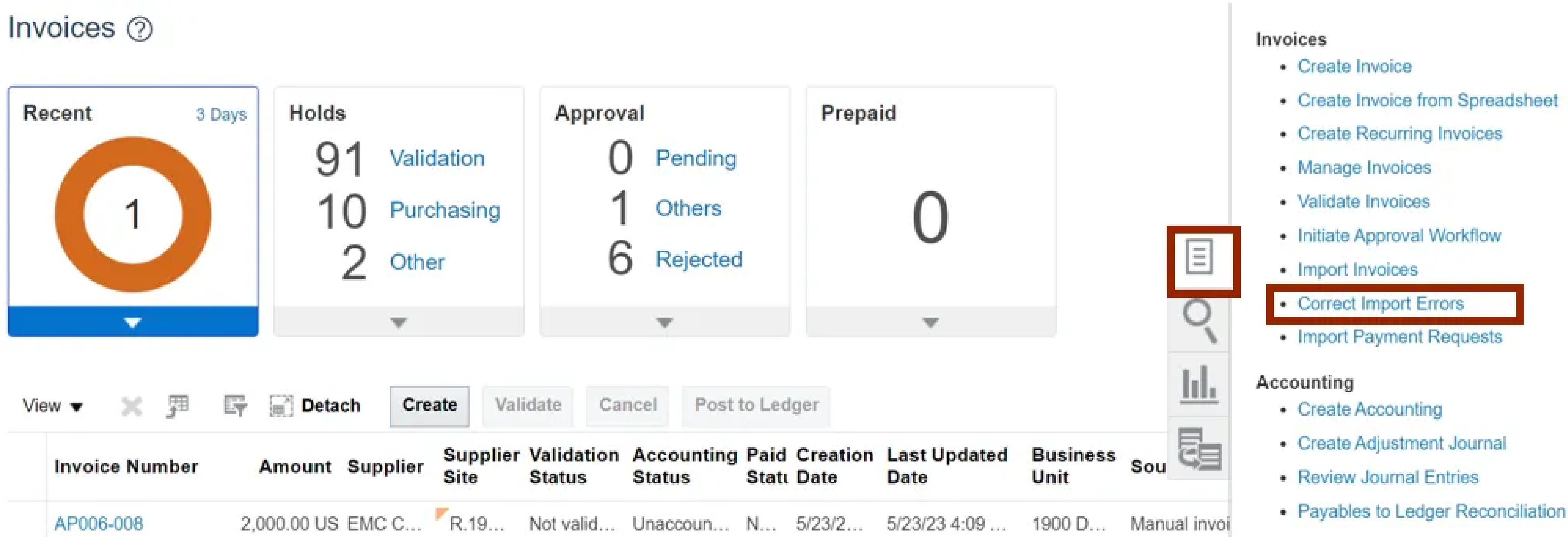
Step 2. On the **Home** page, click the **Payables** tab and click the **Invoices** app.

Image



Step 3. The **Invoices** dashboard is displayed. Click the **Tasks** icon and click **Correct Import Errors**.

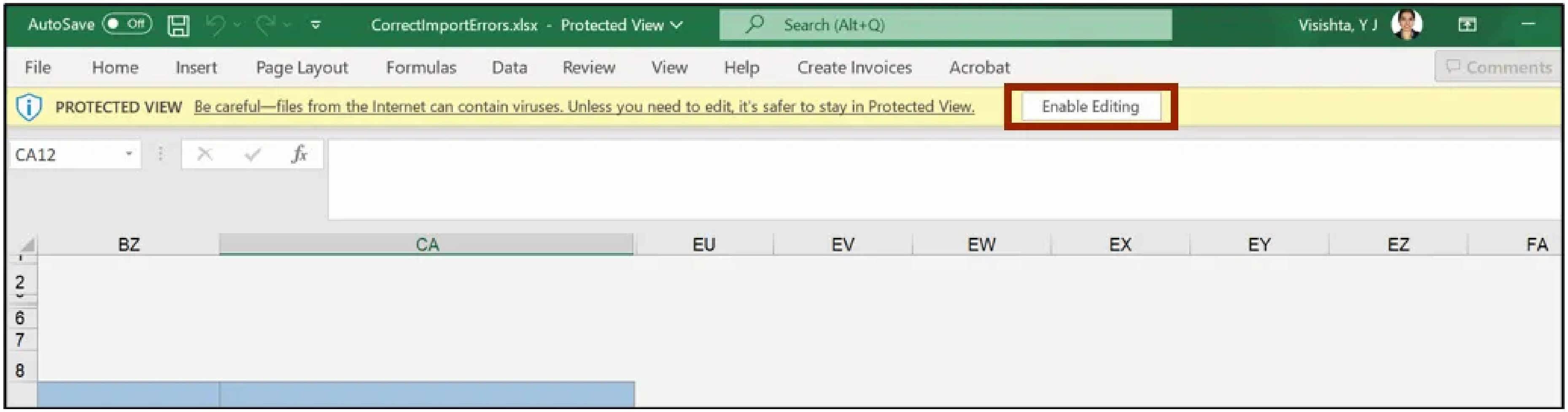
Image



Note: **CorrectImportErrors.xlsx** file is downloaded. Open the excel file.

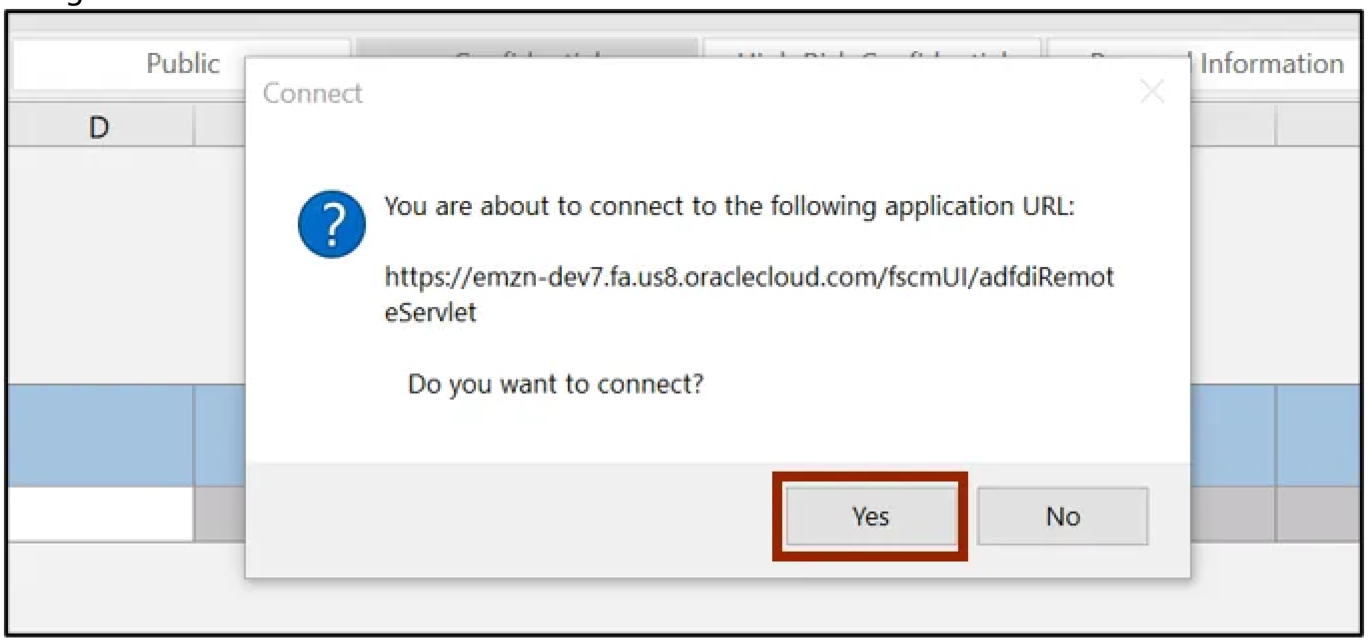
Step 4. On the **CorrectImportErrors.xlsx** file, click the **Enable Editing** button.

Image



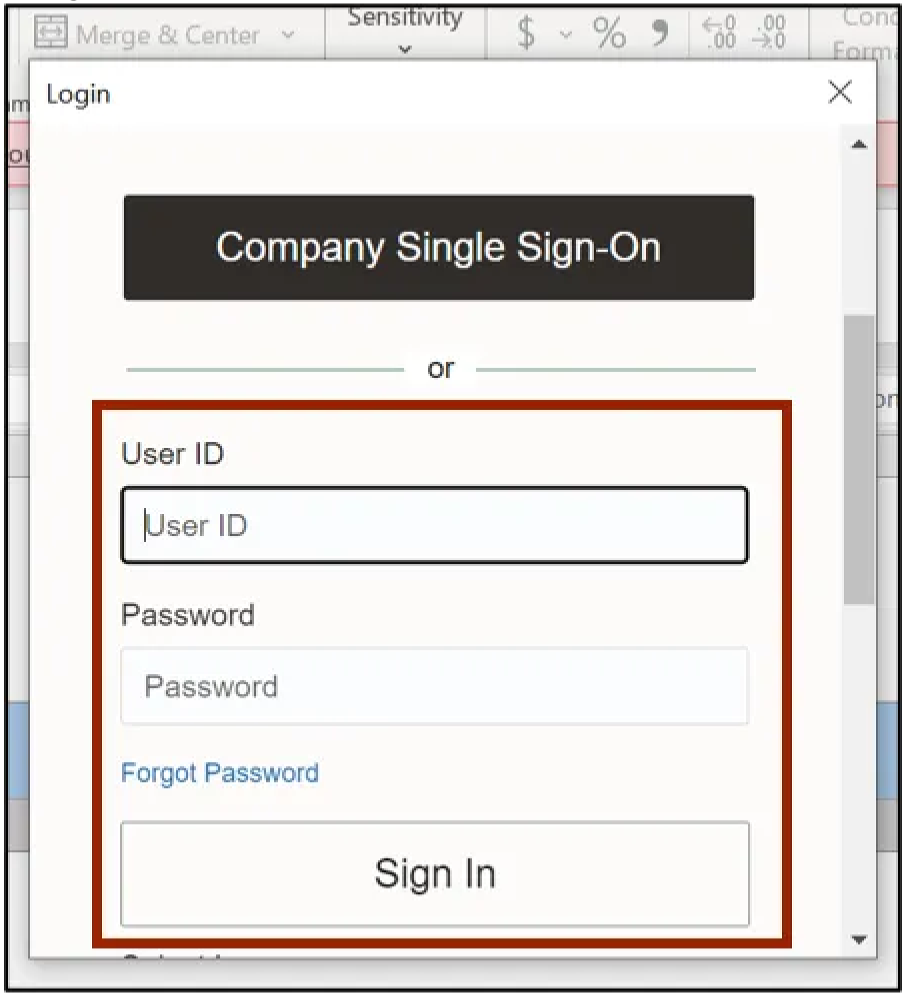
Step 5. The *Connect* pop-up appears. Click the **Yes** button.

Image



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

Image

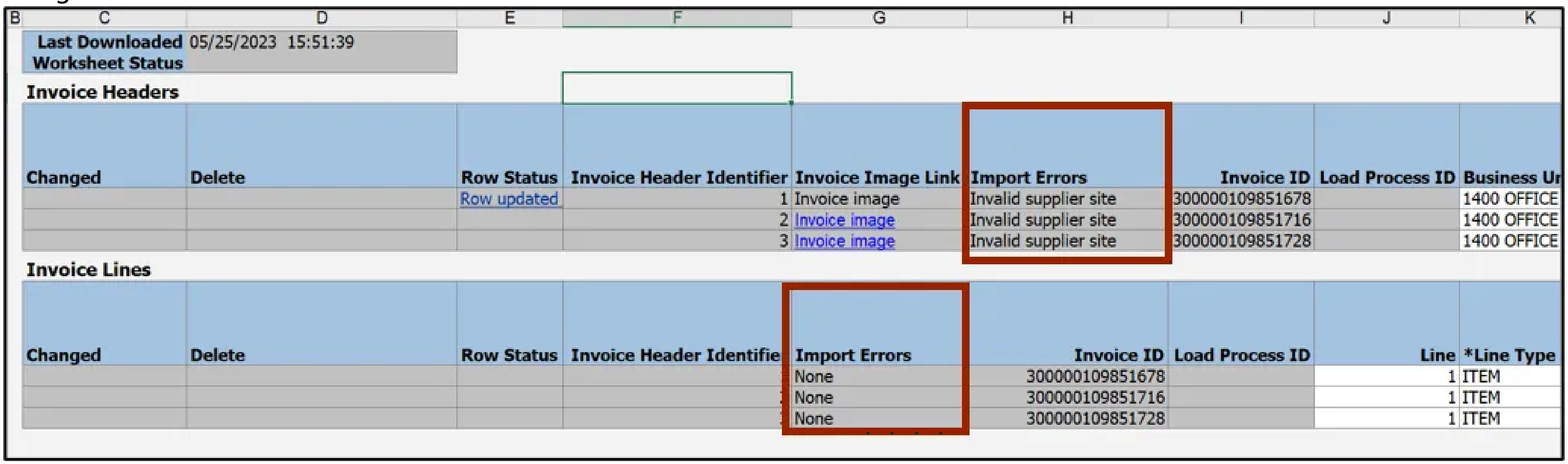


Step 7. The **CorrectImportErrors.xlsx** file displays all the invoices details along with the errors encountered during the import process. Review the ***Import Errors*** fields on **Invoice Headers** and **Invoice Lines** sections.

In this example, the error is **Invalid supplier site** and **None** on **Invoice Headers** and **Invoice Lines** sections respectively.

Note: Use Invoice ID as reference to map the ***Import Errors*** in ***Invoice Headers*** and ***Invoice Lines*** sections, also you can delete the row by clicking on the Delete (column D) and start over.

Image



Last Downloaded	05/25/2023 15:51:39
Worksheet Status	

Invoice Headers

Changed	Delete	Row Status	Invoice Header Identifier	Invoice Image Link	Import Errors	Invoice ID	Load Process ID	Business Ur
		Row updated	1	Invoice image	Invalid supplier site	300000109851678		1400 OFFICE
			2	Invoice image	Invalid supplier site	300000109851716		1400 OFFICE
			3	Invoice image	Invalid supplier site	300000109851728		1400 OFFICE

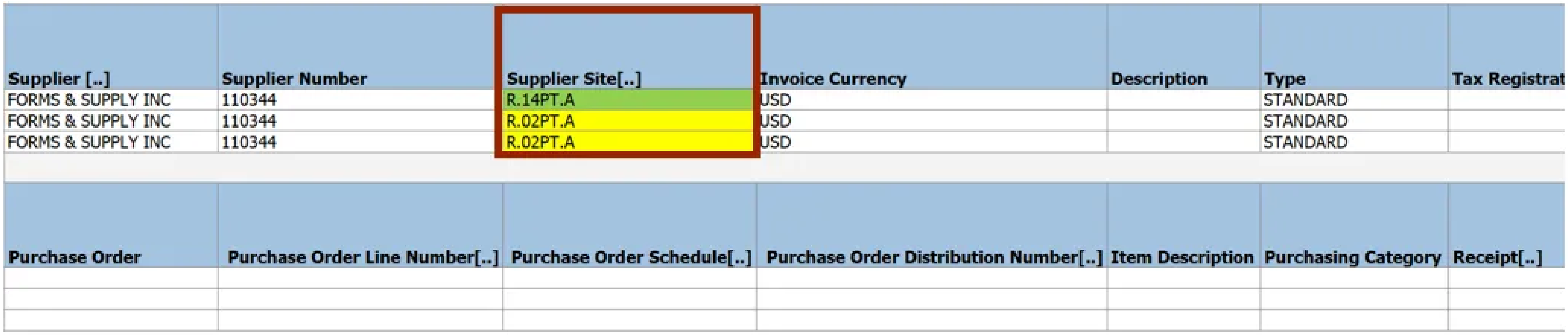
Invoice Lines

Changed	Delete	Row Status	Invoice Header Identifie	Import Errors	Invoice ID	Load Process ID	Line	*Line Type
			1	None	300000109851678		1	ITEM
			1	None	300000109851716		1	ITEM
			1	None	300000109851728		1	ITEM

Step 8. Scroll to right and fix the import errors in ***Supplier Site*** field.

In this example, we updated **R.02PT.A** to **R.14PT.A.**

Image

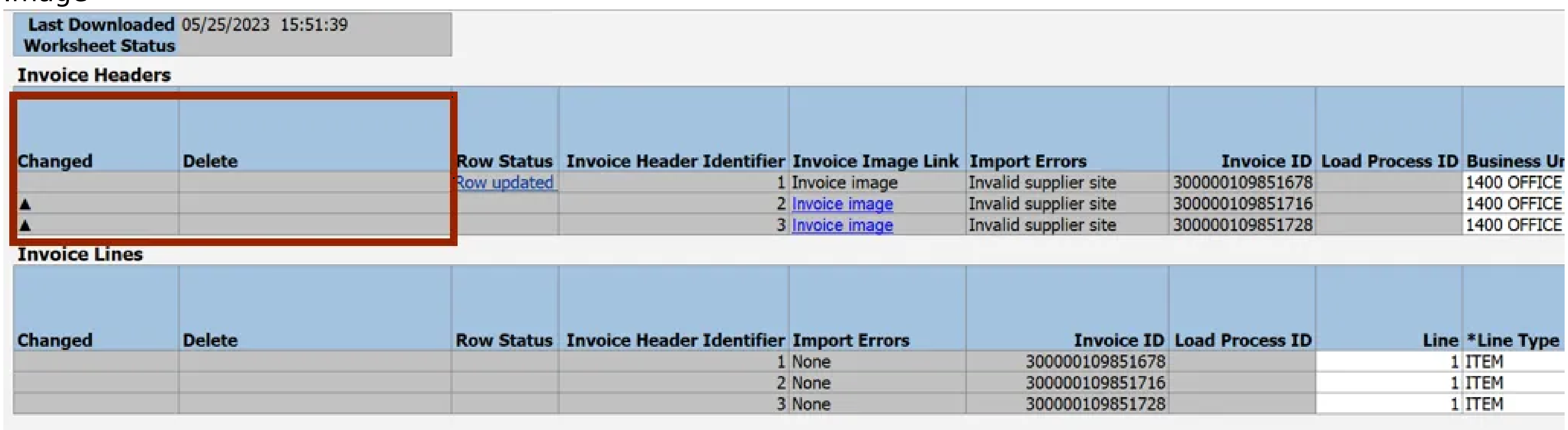


Supplier [..]	Supplier Number	Supplier Site[..]	Invoice Currency	Description	Type	Tax Registrat
FORMS & SUPPLY INC	110344	R.14PT.A	USD		STANDARD	
FORMS & SUPPLY INC	110344	R.02PT.A	USD		STANDARD	
FORMS & SUPPLY INC	110344	R.02PT.A	USD		STANDARD	

Purchase Order	Purchase Order Line Number[..]	Purchase Order Schedule[..]	Purchase Order Distribution Number[..]	Item Description	Purchasing Category	Receipt[..]

Step 9. Scroll left to double-click the cells in the ***Changed*** field to reprocess the corresponding row, and double-click the cells in the ***Delete*** field to delete the corresponding row.

Image



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Worksheet Status	

Invoice Headers

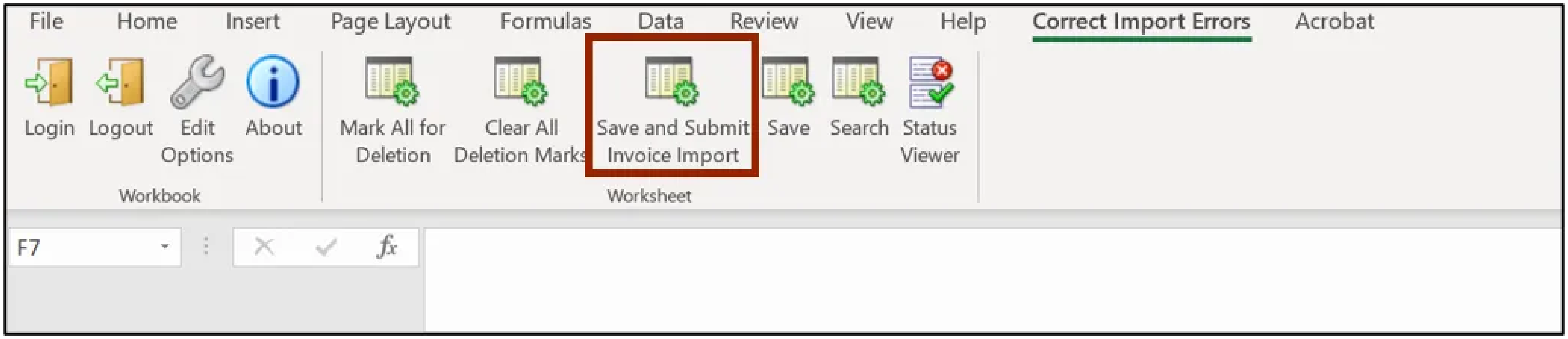
Changed	Delete	Row Status	Invoice Header Identifier	Invoice Image Link	Import Errors	Invoice ID	Load Process ID	Business Ur
		Row updated	1	Invoice image	Invalid supplier site	300000109851678		1400 OFFICE
▲			2	Invoice image	Invalid supplier site	300000109851716		1400 OFFICE
▲			3	Invoice image	Invalid supplier site	300000109851728		1400 OFFICE

Invoice Lines

Changed	Delete	Row Status	Invoice Header Identifier	Import Errors	Invoice ID	Load Process ID	Line	*Line Type
			1	None	300000109851678		1	ITEM
			2	None	300000109851716		1	ITEM
			3	None	300000109851728		1	ITEM

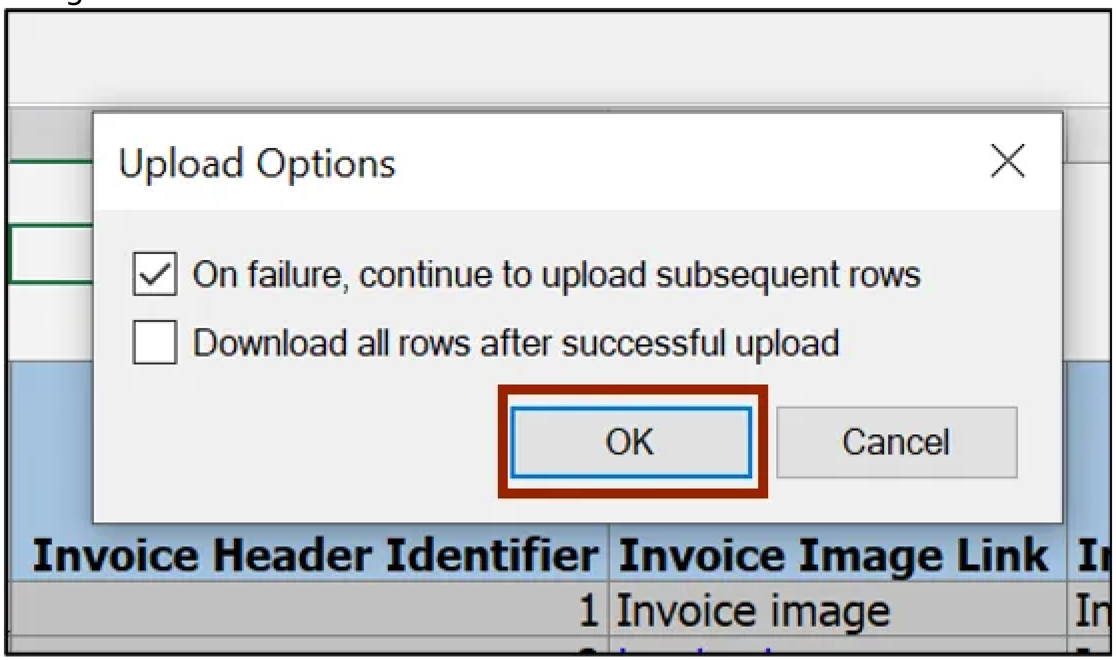
Step 10. On the ***Correct Import Errors*** tab, click the **Save and Submit Invoice Import** button.

Image



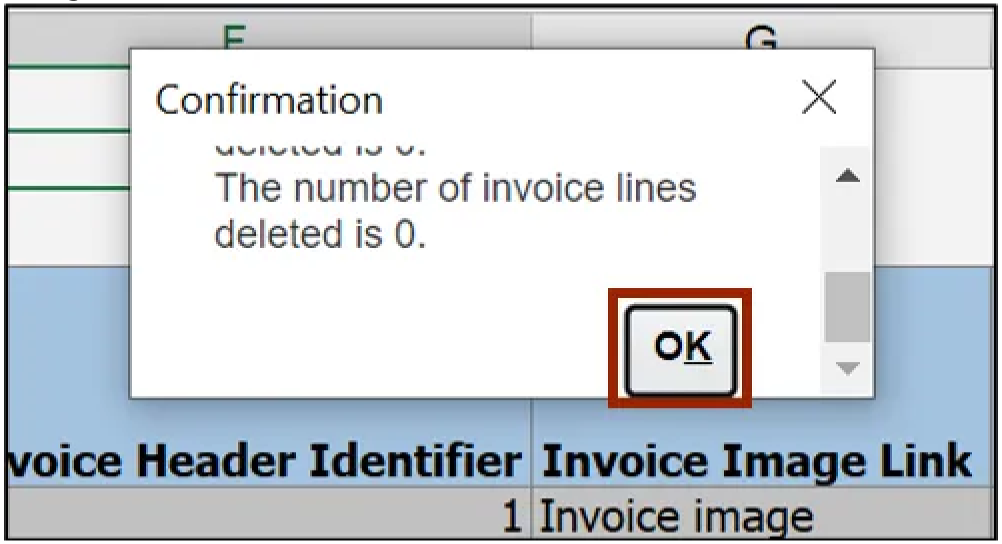
Step 11. The *Upload Options* pop-up appears. Click the **OK** button.

Image



Step 12. The *Confirmation* pop-up appears. On the Confirmation pop-up, click the **OK** button.

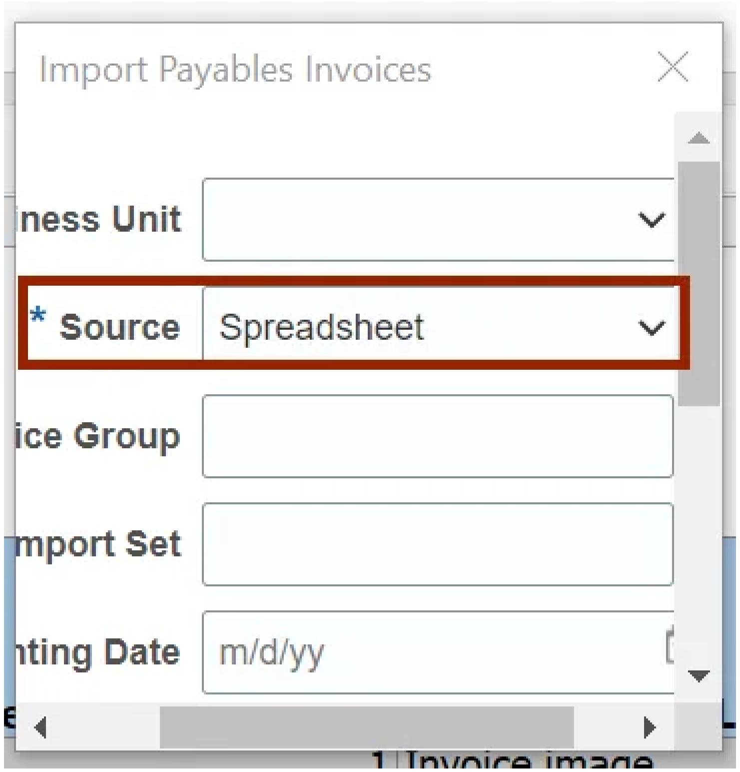
Image



Step 13. The *Import Payables Invoices* pop-up appears. Enter the relevant details in the mandatory fields (marked with *).

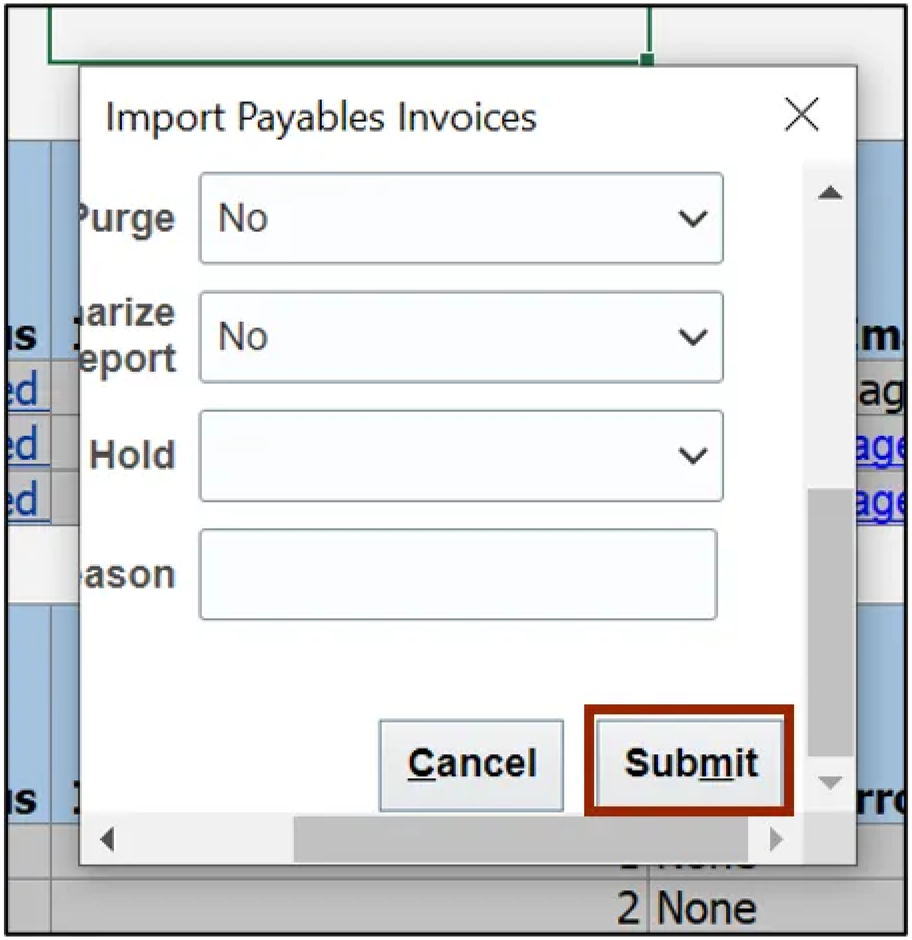
In this example, we choose **Spreadsheet** for ***Source*** field.

Image



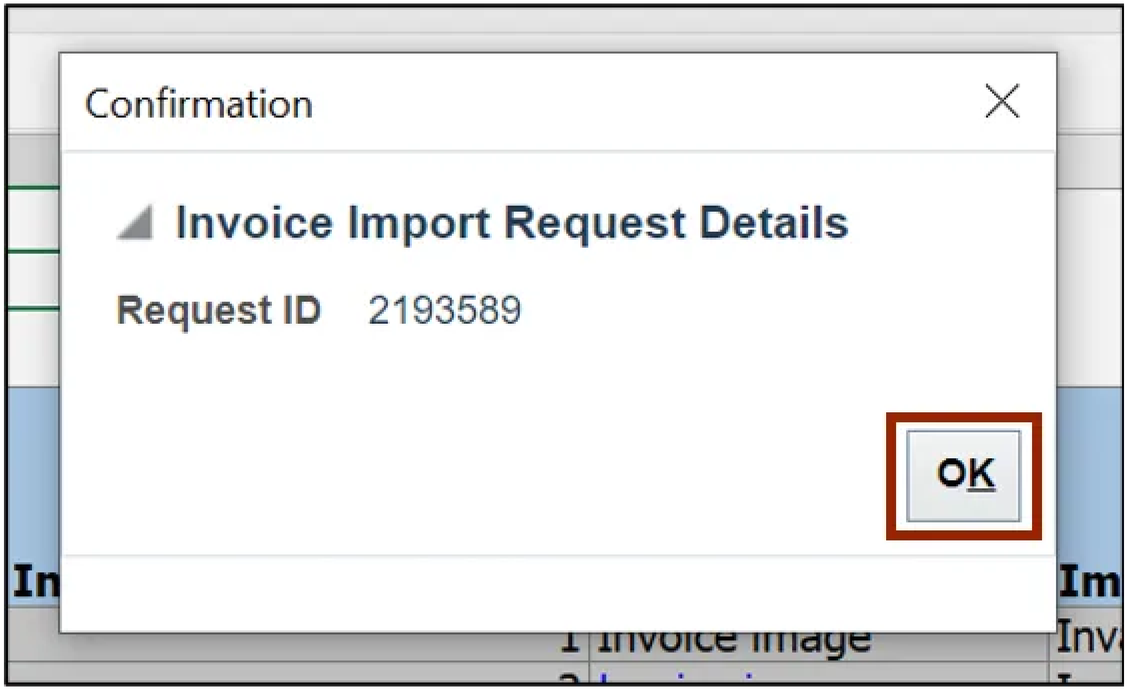
Step 14. Scroll down and click the **Submit** button.

Image



Step 15. The *Confirmation* pop-up appears displaying the Request ID. On the *Confirmation* pop-up, click the **OK** button.

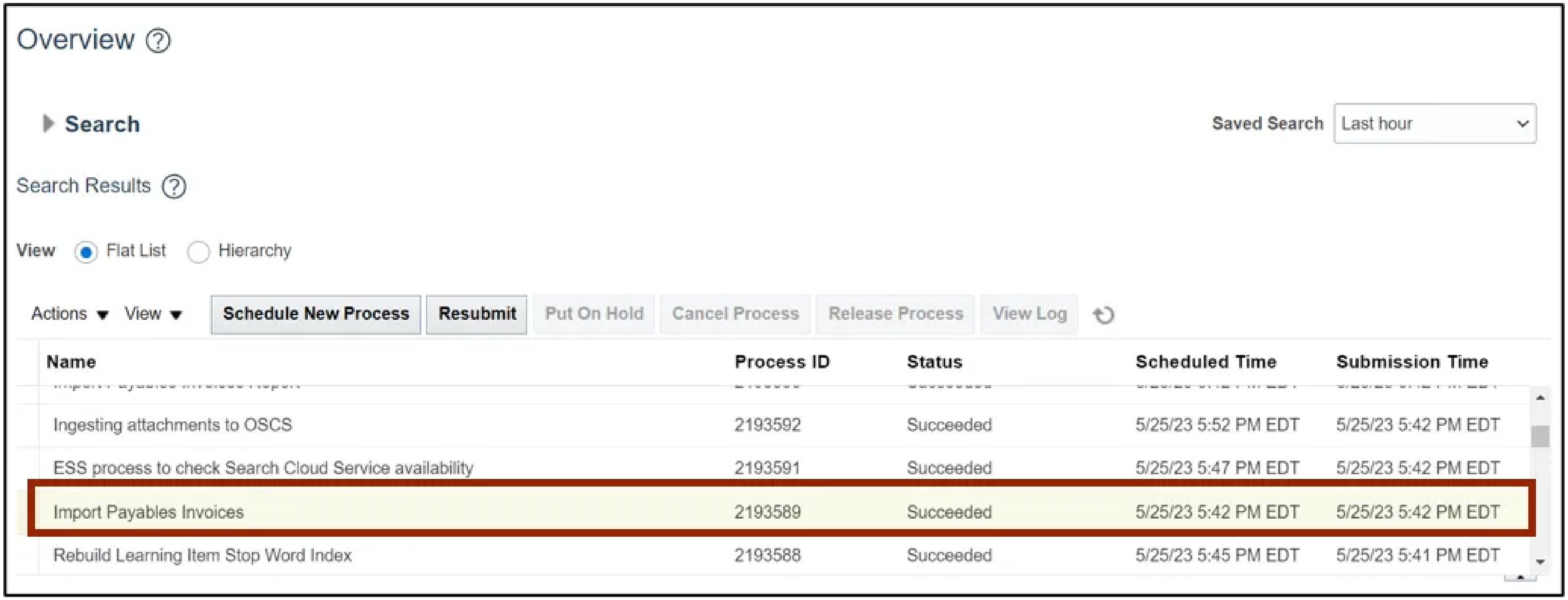
Image



Step 16. Navigate to **NCFS Login** >> **Tools** >> **Scheduled Processes**. The **Overview** page is displayed. Scroll down to view the status of the applicable **Process ID**.

In this example, we choose **2193589**.

Image



Note: The import errors are fixed.

Wrap-Up

Correct errors from invoice upload (spreadsheet) using the steps above.

Additional Resources

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

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