

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).

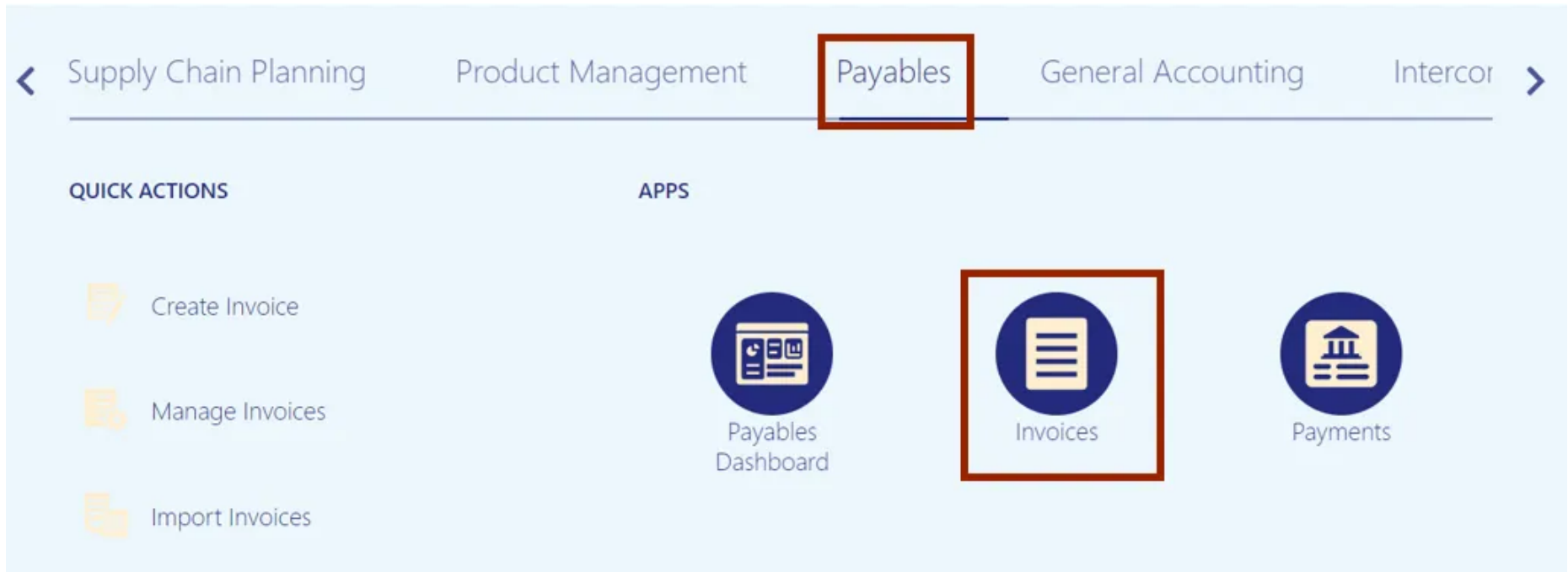
Correct Invoice and Party Payment Errors

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.

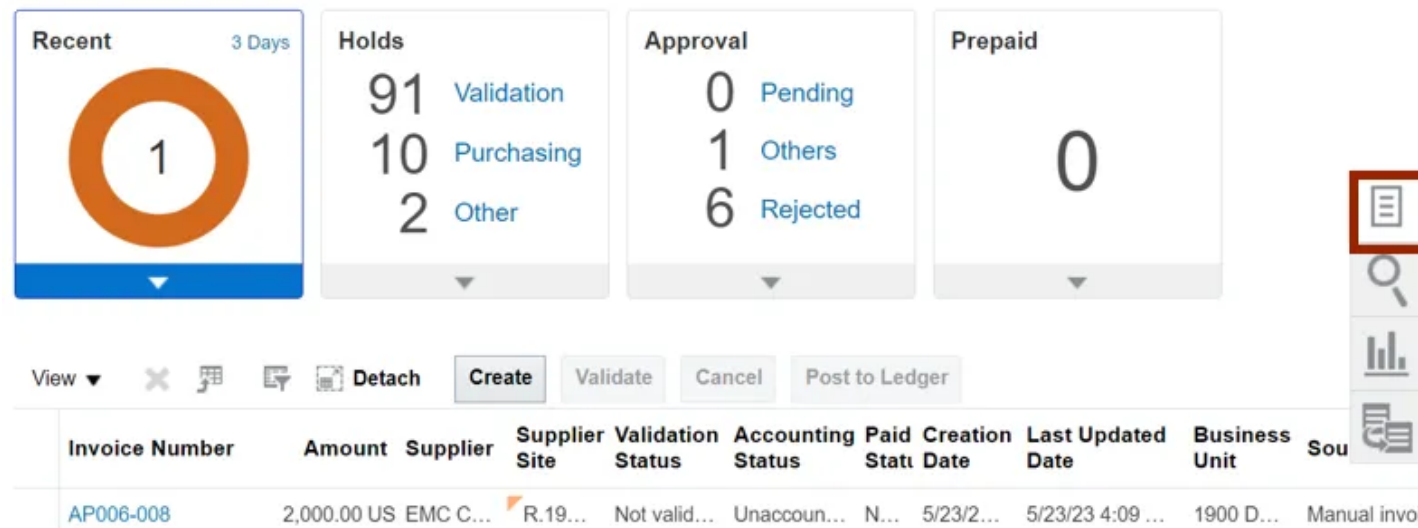
Image



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

Image

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

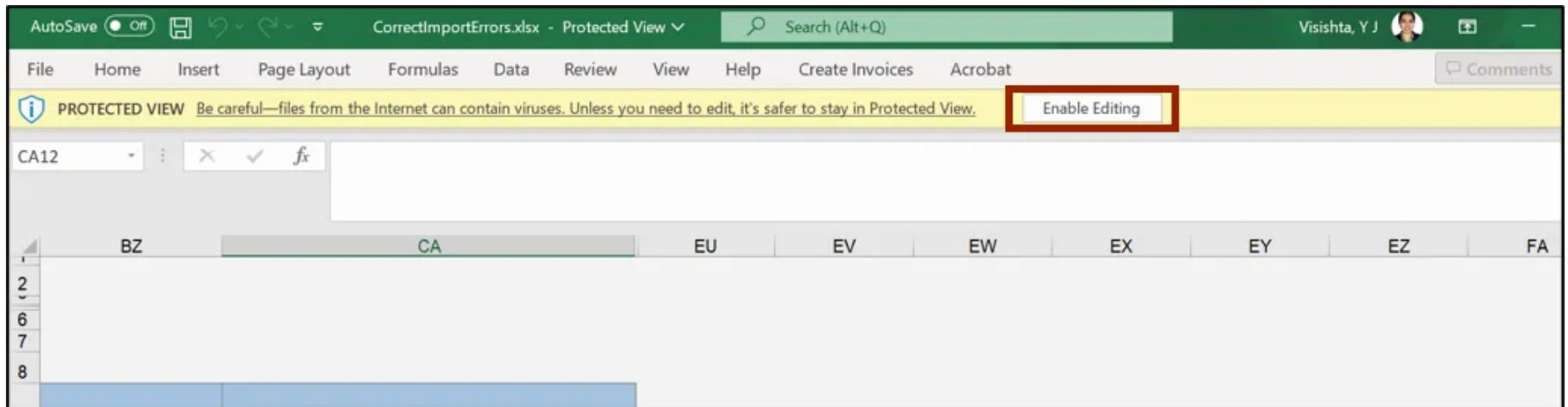
Accounting

- Create Accounting
- Create Adjustment Journal
- Review Journal Entries
- Payables to Ledger Reconciliation

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

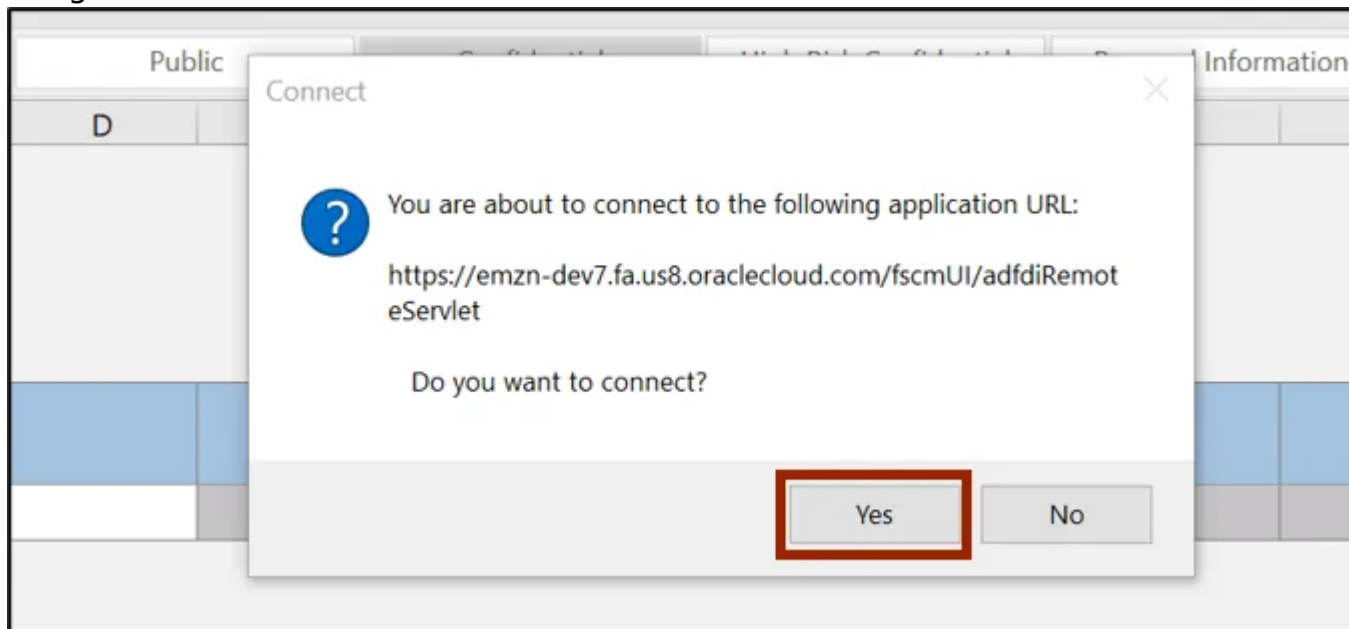
Step 4. On the **CorrectImportErrors.xlsx** file, click the **Enable Editing** button.

Image



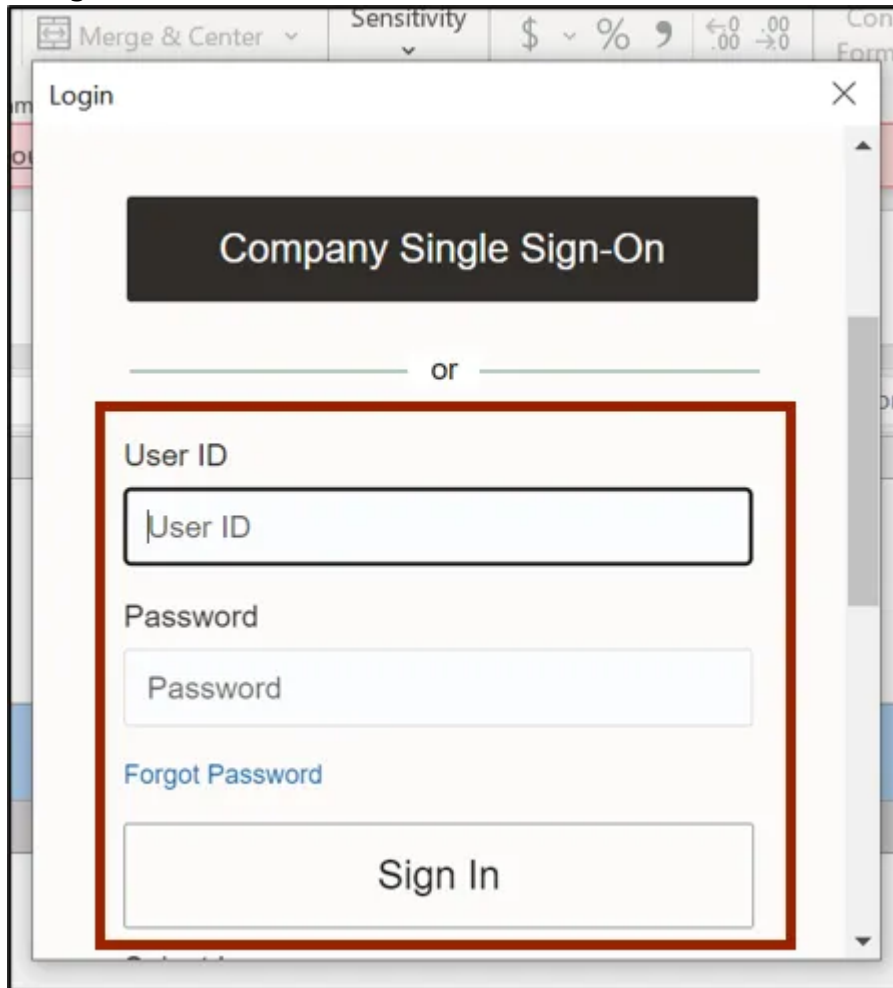
Step 5. The *Connect* pop-up appears. Click the **Yes** button.

Image



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

Image

The image shows a 'Login' pop-up window titled 'Company Single Sign-On'. It features a dark header bar with the title. Below the header, there is a horizontal line with the word 'or' in the center. Underneath, there are two input fields: 'User ID' and 'Password'. A red rectangular box highlights the 'User ID' and 'Password' fields, the 'Forgot Password' link, and the 'Sign In' button. The 'Forgot Password' link is in blue text. The 'Sign In' button is a large, light-colored button with the text 'Sign In' in the center. The background of the pop-up is light gray. The window is overlaid on a spreadsheet application, with some menu items like 'Merge & Center', 'Sensitivity', '\$', '%', and 'Conditional Formatting' visible in the background.

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

	C	D	E	F	G	H	I	J	K
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 Identifier	Import Errors	Invoice ID	Load Process ID	Line	*Line Type	
				None	300000109851678		1	ITEM	
				None	300000109851716		1	ITEM	
				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[..]

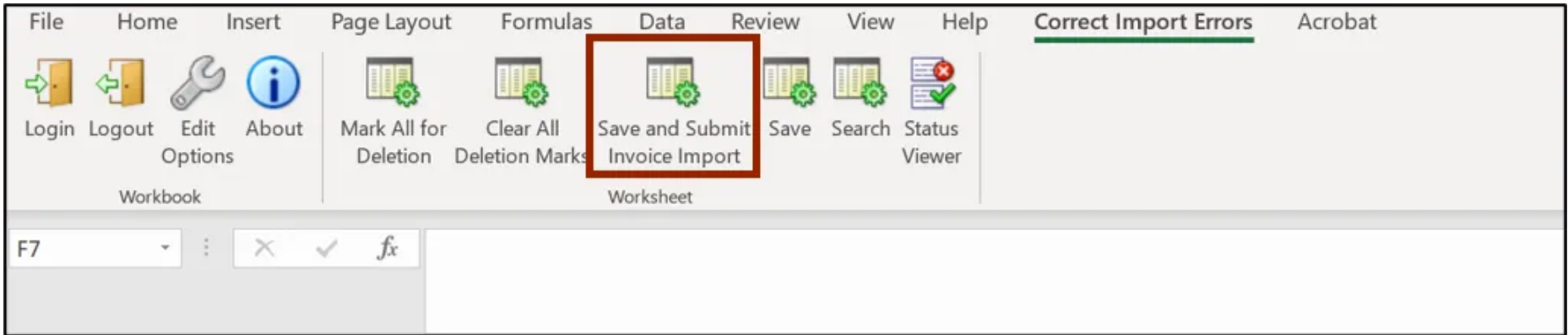
Step 9. Scroll left to double-click the cells in the **Changed** field to reprocess the corresponding row, and double-click the cells in the **Delete** field to delete the corresponding row.

Image

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
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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

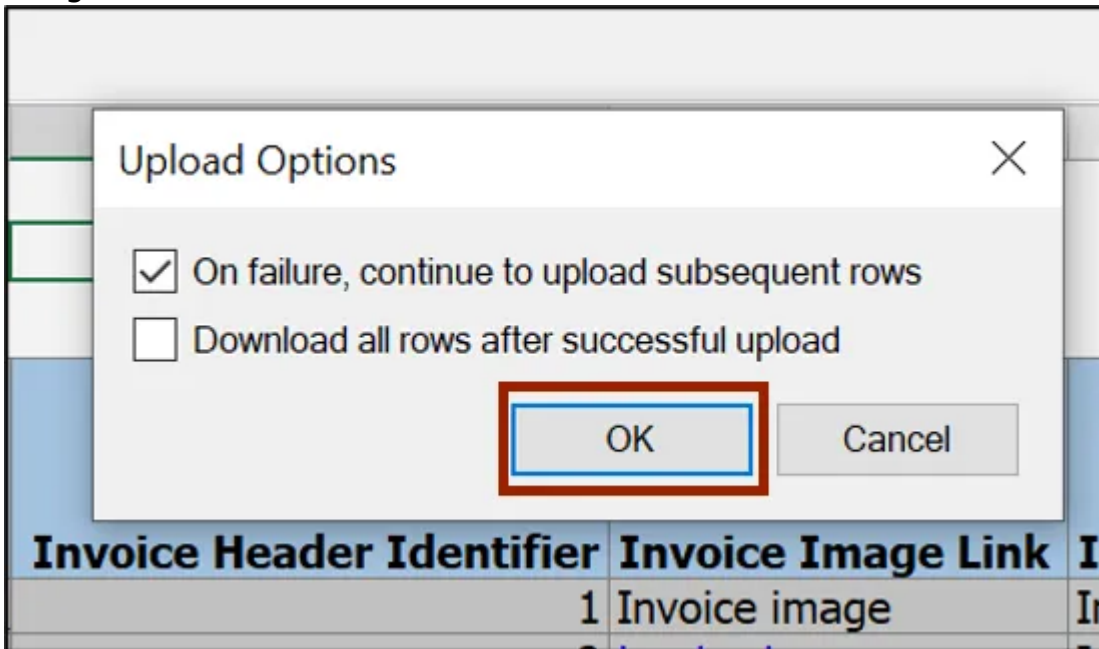
Step 10. On the **Correct Import Errors** tab, click the **Save and Submit Invoice Import** button.

Image



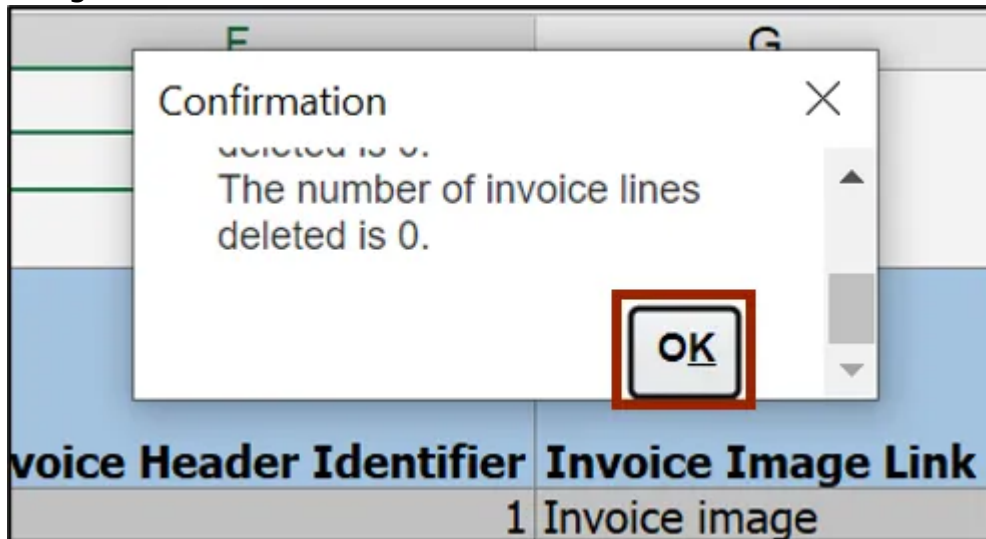
Step 11. The *Upload Options* pop-up appears. Click the **OK** button.

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

Import Payables Invoices

Business Unit

* Source Spreadsheet

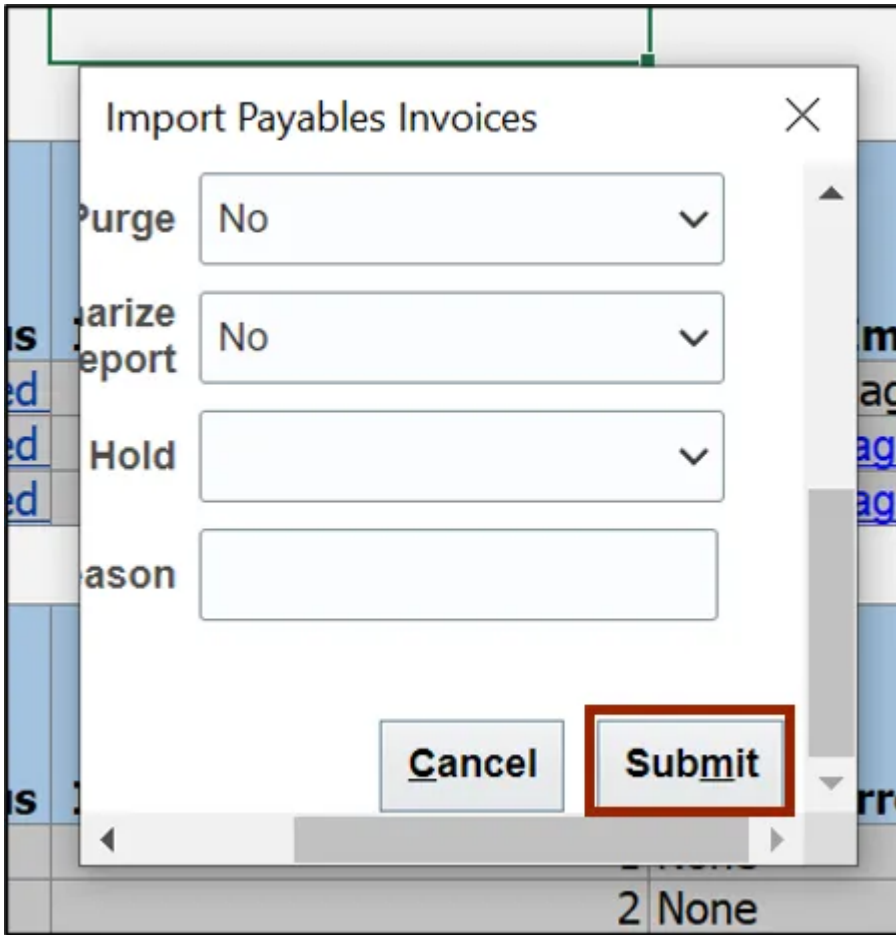
Invoice Group

Import Set

Posting Date m/d/yy

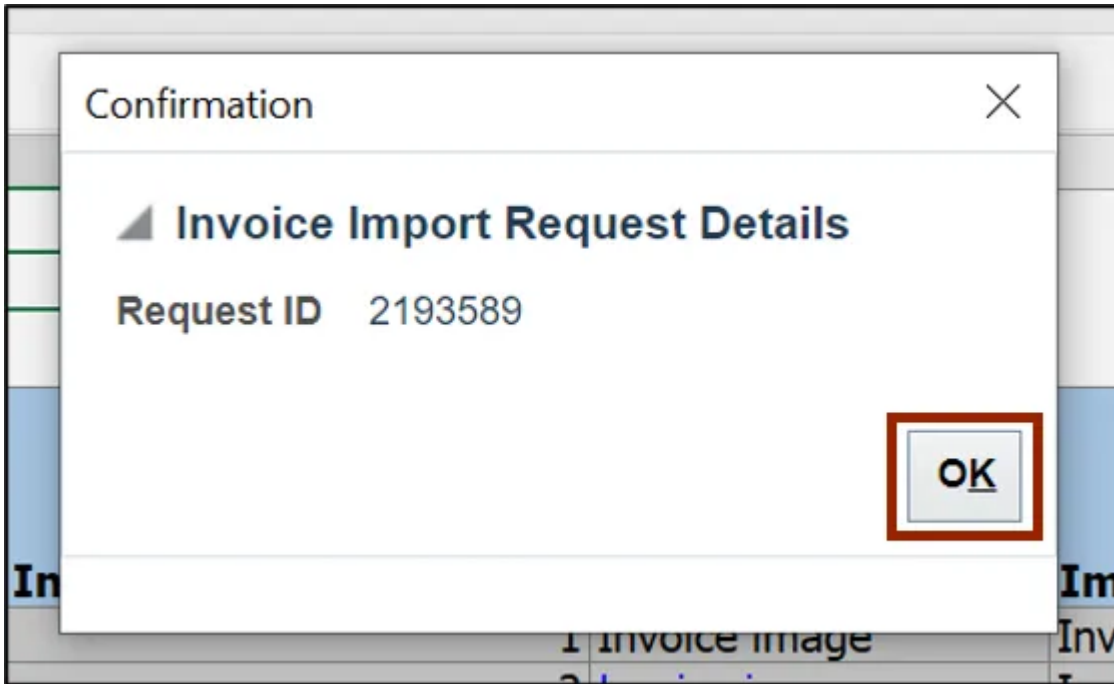
Step 14. Scroll down and click the **Submit** button.

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

Overview ?

► Search

Saved Search Last hour ▼

Search Results ?

View ☒ Flat List ☐ Hierarchy

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status	Scheduled Time	Submission Time
Ingesting attachments to OSCS	2193592	Succeeded	5/25/23 5:52 PM EDT	5/25/23 5:42 PM EDT
ESS process to check Search Cloud Service availability	2193591	Succeeded	5/25/23 5:47 PM EDT	5/25/23 5:42 PM EDT
Import Payables Invoices	2193589	Succeeded	5/25/23 5:42 PM EDT	5/25/23 5:42 PM EDT
Rebuild Learning Item Stop Word Index	2193588	Succeeded	5/25/23 5:45 PM EDT	5/25/23 5:41 PM EDT

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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