

AP-27 Create Split Line Distributions

Purpose

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

Introduction and Overview

This QRG covers the steps to create split line distributions in NCFS. While creating an invoice, the line distribution can be split as required.

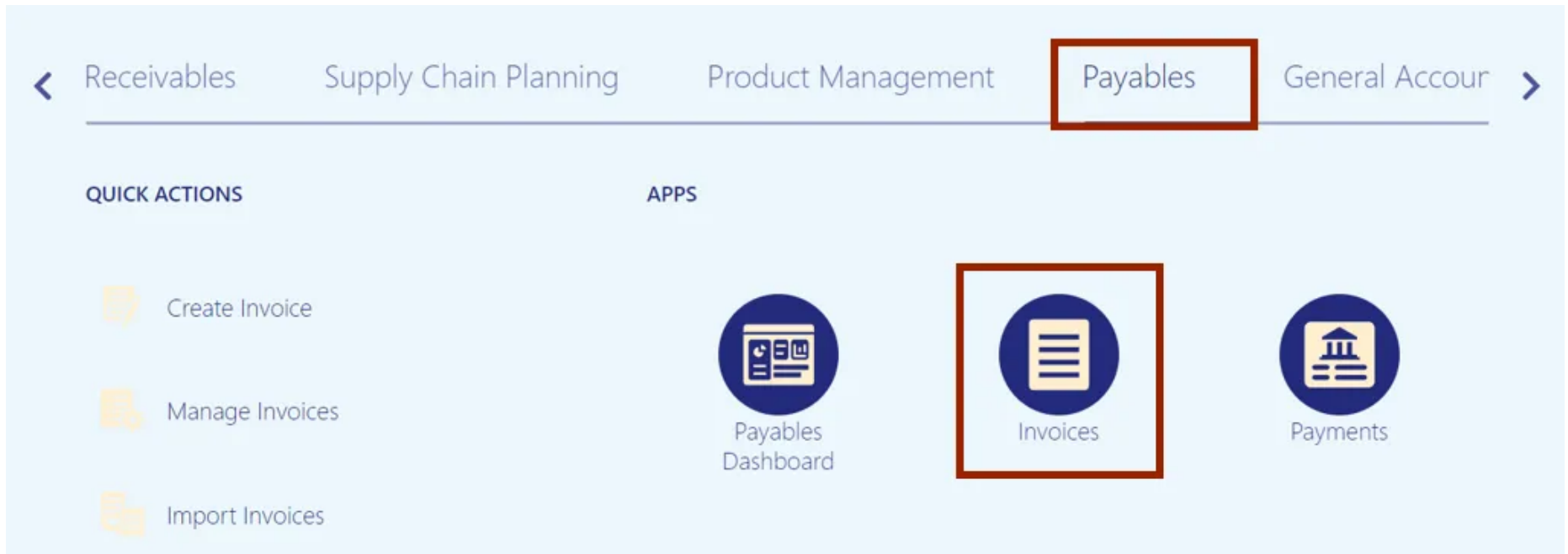
Create Split Line Distributions

To create split line distributions in NCFS, please follow the steps below. There are 11 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

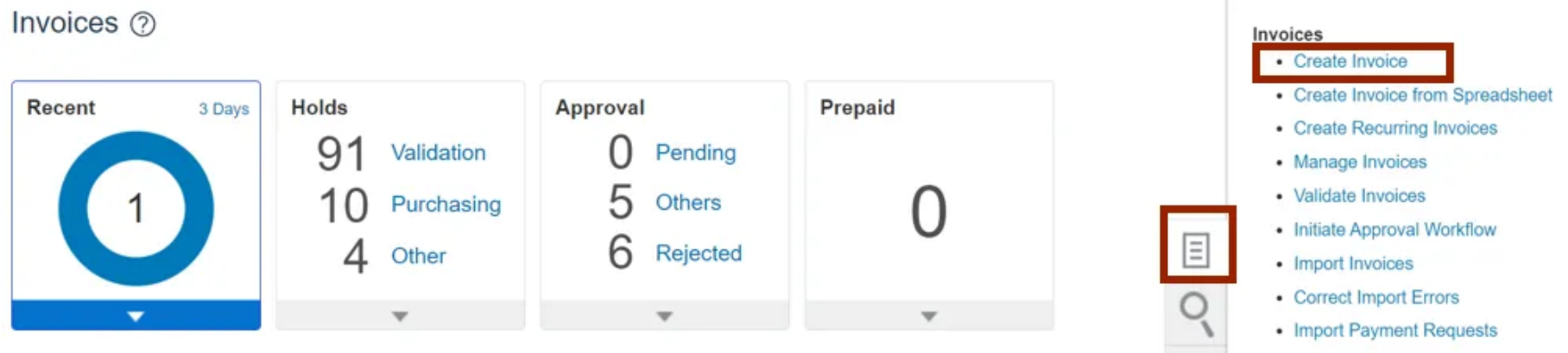
Step 2. On the **Home** page, click the **Payables** tab and click the **Invoices** app.

Image



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

Image



Step 4. The **Create Invoice** page opens. On the **Invoice Header** section, enter the details in the mandatory fields (marked with *).

In this example, we choose:

- *Business Unit: 0200 ADMINISTRATIVE OFFICE OF THE COURTS
- *Supplier: FORMS & SUPPLY INC
- *Supplier Site: R.02PT.A
- *Legal Entity: NC ADMINISTRATIVE OFFICE OF THE COURTS
- *Number: 07102023-001
- *Amount: USD 50.00
- *Type: Standard
- *Date: 7/10/23
- *Payment Terms: Net 30
- *Terms Date: 7/10/23

Image

Create Invoice: ?



Invoice Actions ▼

Save and Create Next

Save

Save and Close

Cancel

Invoice Header [Show More](#)

Identifying PO		* Number	07102023-001	* Date	7/10/23
* Business Unit	0200 ADMINISTRATIVE OF	* Amount	USD - 50.00	* Payment Terms	Net 30
* Supplier	FORMS & SUPPLY INC	* Type	Standard	* Terms Date	7/10/23
Supplier Number	110344	Description		Requester	
* Supplier Site	R.02PT.A			Attachments	None
* Legal Entity	NC ADMINISTRATIVE OFFI			Note	
Invoice Group					

Step 5. Scroll down to the **Lines** section. Enter the **Amount** and click the **Distributions** button.

Image

Manage Distributions
✕

View ▾

+

✕

Detach

Invoice Line

1
▾

Reverse

Adjust Tax Recovery

Check Funds

View Results

Budgetary Control

Status

Purchase Order

Receipt

Project

Line	* Distribution	* Type	* Amount	* Distribution Combination	* Accounting Date	Description	Budgetary Control	
							* Budget Date	Status

Distributions Total Amount

0.00

Remaining Amount

⚠ 50.00

Line Amount

50.00

Save and Close

Cancel

Step 7. Enter the required **Amount** and **Distribution Combination**. Click the **Plus** icon to add another distribution.

Note: Alternatively, click the **Search** icon to fill in the **Distribution Combination**.

Image

Manage Distributions



View ▼



Detach

Invoice Line

1



Reverse

Adjust Tax Recovery

Check Funds

View Results

Budgetary Control

Status

Purchase Order

Receipt

Project

Line	* Distribution	* Type	* Amount	* Distribution Combination	* Accounting Date	Description	Budgetary Control	
							* Budget Date	Status
1	1	Item ▼	30.00	0200-100072-54110000-0201600-0000 	7/10/23 		7/10/23 	 Not att

Distributions Total Amount 30.00

Remaining Amount  20.00

Line Amount 50.00

Save and Close

Cancel

Step 8. Enter the required **Amount** and **Distribution Combination**. Click the **Save and Close** button.

Note: Ensure the **Remaining Amount** is **0.00**.

Image

Manage Distributions



View ▼



Detach

Invoice Line

1



Reverse

Adjust Tax Recovery

Check Funds

View Results

Budgetary Control

Status

Purchase Order

Receipt

Project

Line	* Distribution	* Type	* Amount	* Distribution Combination	* Accounting Date	Description	Budgetary Control	
							* Budget Date	Status
1	1	Item	30.00	0200-100072-54110000-0201600-0000	7/10/23		7/10/23	Not atten
1	2	Item	20.00	0200-100072-52148000-0201600-0000	7/10/23		7/10/23	Not atten

Distributions Total Amount 50.00

Remaining Amount 0.00

Line Amount 50.00

Save and Close

Cancel

Step 9. Click the **Invoice Line** drop-down choice list and select **All** to add distributions for additional lines in case of multi-line invoices.

Note: In this example, we have added two distributions for one Invoice Line.

Image

Manage Distributions



View ▾ + × Detach Invoice Line 1 ▾ Reverse Adjust Tax Recovery Check Funds View Results

Budgetary Control		Status	Purchase Order	Receipt	Pro	All			
Line	* Distribution	* Type			on Combination	* Accounting Date	Description	Budgetary Control	
								* Budget Date	Status
1	1	Item	30.00		0200-100072-54110000-0201600-000C	7/10/23		7/10/23	Not atten
1	2	Item	20.00		0200-100072-52148000-0201600-000C	7/10/23		7/10/23	Not atten

Distributions Total Amount 50.00

Remaining Amount 0.00

Line Amount 50.00

Save and Close Cancel

Step 10. You are redirected to the **Create Invoice** page. Click the **Invoice Actions** drop-down choice list and select **Validate** option.

Image

Create Invoice: ?

Invoice Header [Show More](#)

Identifying PO

Business Unit 0200 ADMINISTRATIVE OFFICE OF THE COURTS

* Supplier FORMS & SUPPLY INC

Supplier Number 110344

* Supplier Site R.02PT.A

* Legal Entity NC ADMINISTRATIVE OFFI

Invoice Group

Lines ?

Match Invoice Lines

Invoice Actions		Save and Create Next	Save	Save and Close	Cancel
Manage Installments					
Calculate Tax		Ctrl+Alt+X			
Check Funds					
Validate		Ctrl+Alt+V			
Request Override					
Apply or Unapply Prepayments					
Manage Holds					
Approval					
View Approval and Notification History					
Cancel Invoice					
Delete Invoice					
Pay in Full					

Last Saved 7/10/23 8:09 AM

Step 11. The invoice is **Validated**. Click the **Save and Close** button. The changes are saved.

Image

Create Invoice: 07102023-001 ?

 **Validated** Invoice Actions ▼ **Save and Create Next** **Save** **Save and Close** **Cancel**

Last Saved 7/10/23 8:10 AM

Invoice Header [Show More](#)

Identifying PO

Business Unit 0200 ADMINISTRATIVE OFFICE OF THE COURTS

* Supplier FORMS & SUPPLY INC

Supplier Number 110344

* Supplier Site R.02PT.A

* Legal Entity NC ADMINISTRATIVE OFFI

Invoice Group

* Number 07102023-001

* Amount USD - 50.00

Type Standard

Description

* Date 7/10/23

* Payment Terms Net 30

* Terms Date 7/10/23

Requester

Attachments None +

Note

Wrap-Up

Create split line distributions using the steps above. While creating an invoice, the line distribution can be split as required.

Additional Resources

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

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