AP-30 Create PO Matched Invoice & Update Invoice Cost Distribution

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Create PO Matched Invoice and Update Invoice Cost Distribution in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the steps to Create PO Matched Invoice.

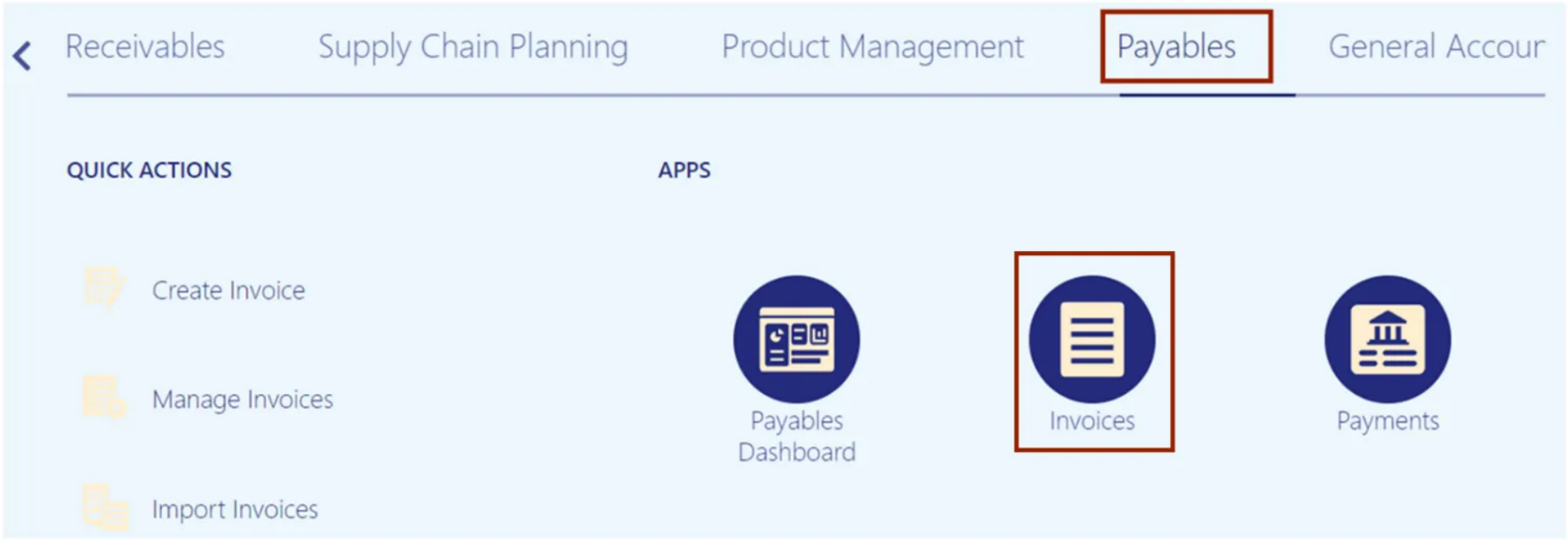
Create PO Matched Invoice

To Create PO Matched Invoices in NCFS, please follow the steps below. There are 17 steps to complete this process.

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

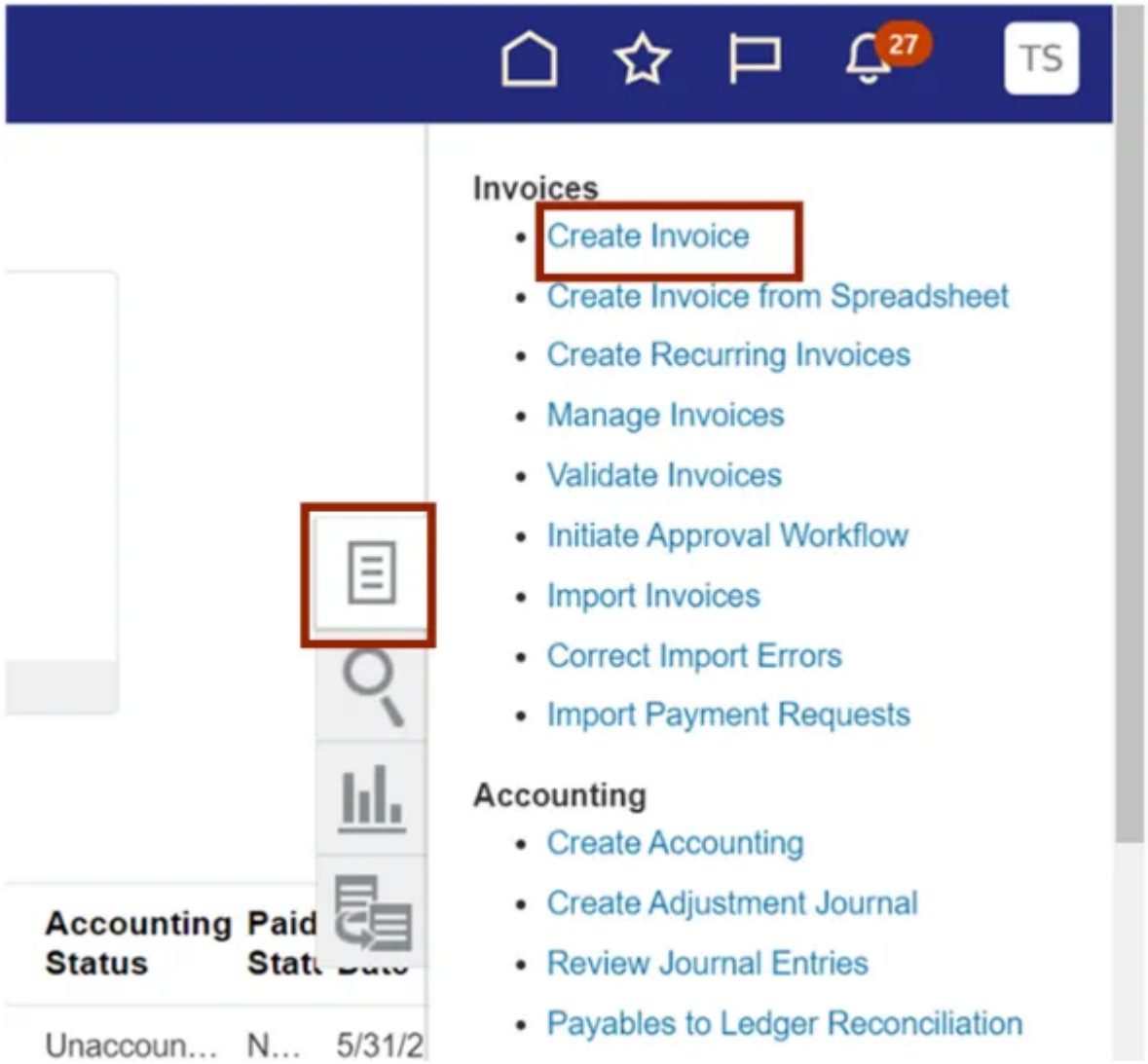
Step 2. Click the **Payables** Tab. Click the **Invoices** app.

Image



Step 3. Click the **Tasks** icon. Under Invoices, click **Create Invoice**.

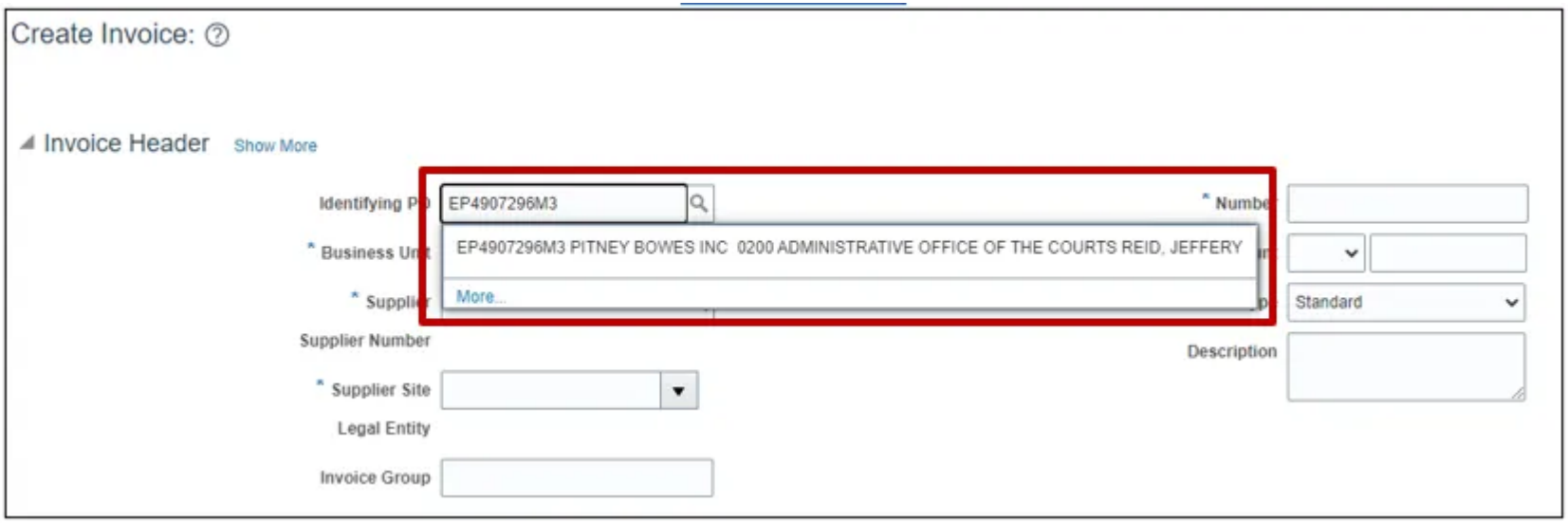
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Step 4. The **Create Invoice** page opens. On the ***Invoice Header*** section, enter the appropriate PO number.

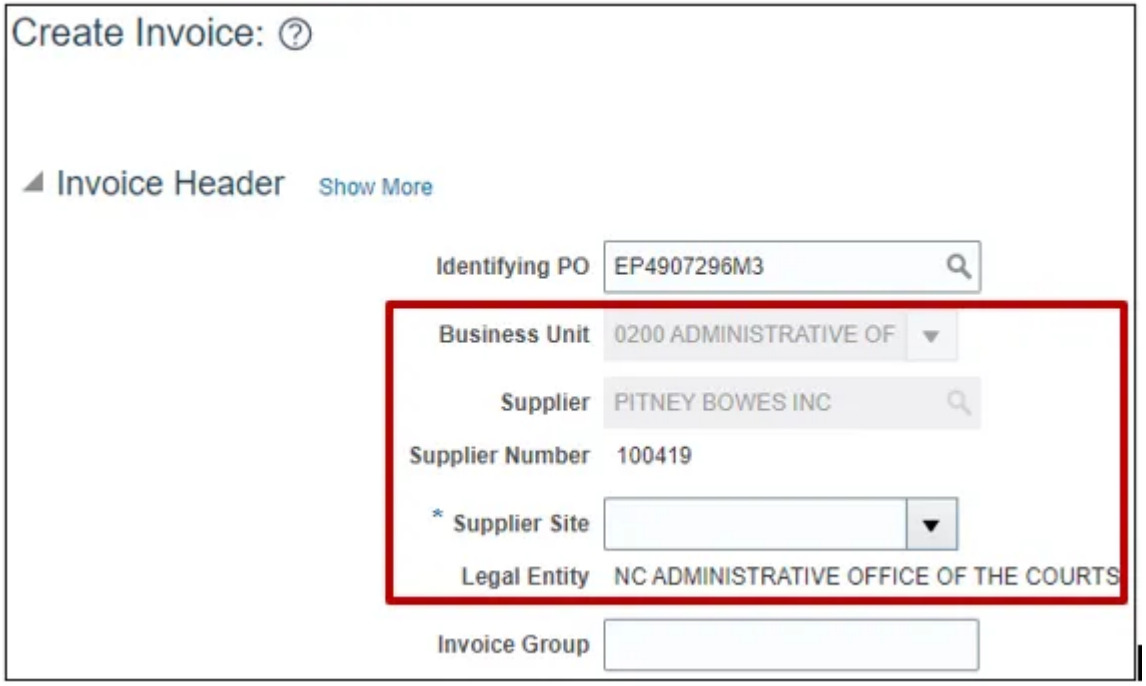
In this example, we choose **EP4907296M3**.

Image



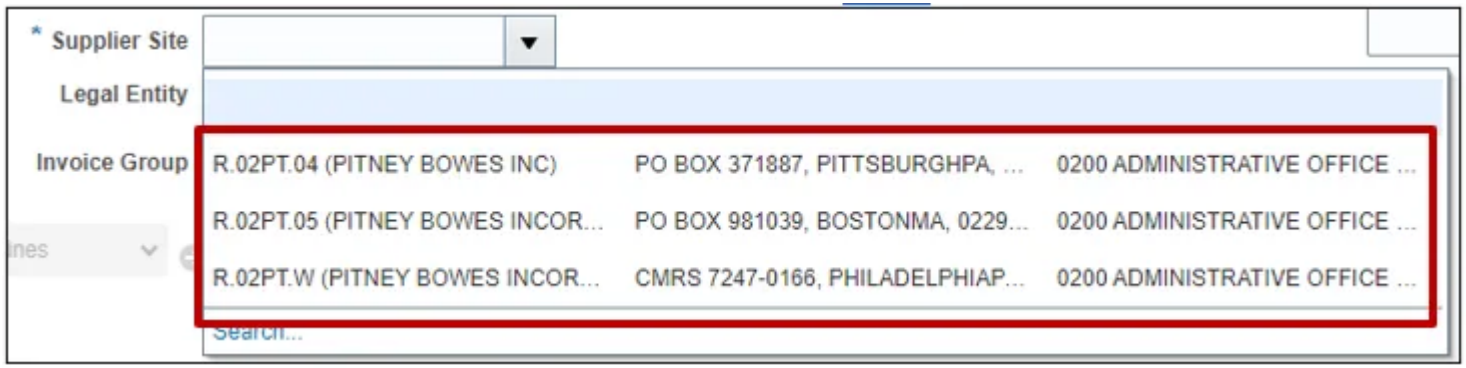
Step 5. The Purchase Order number defaults other information in **Business Unit, Supplier, Supplier Number** and **Legal Entity** fields.

Image



Step 6. Choose the correct ***Supplier Site*** from the drop down. In example we choose **R.02PT.04**.

Image



Step 7. Enter the **Invoice Number** and **Invoice Amount**.

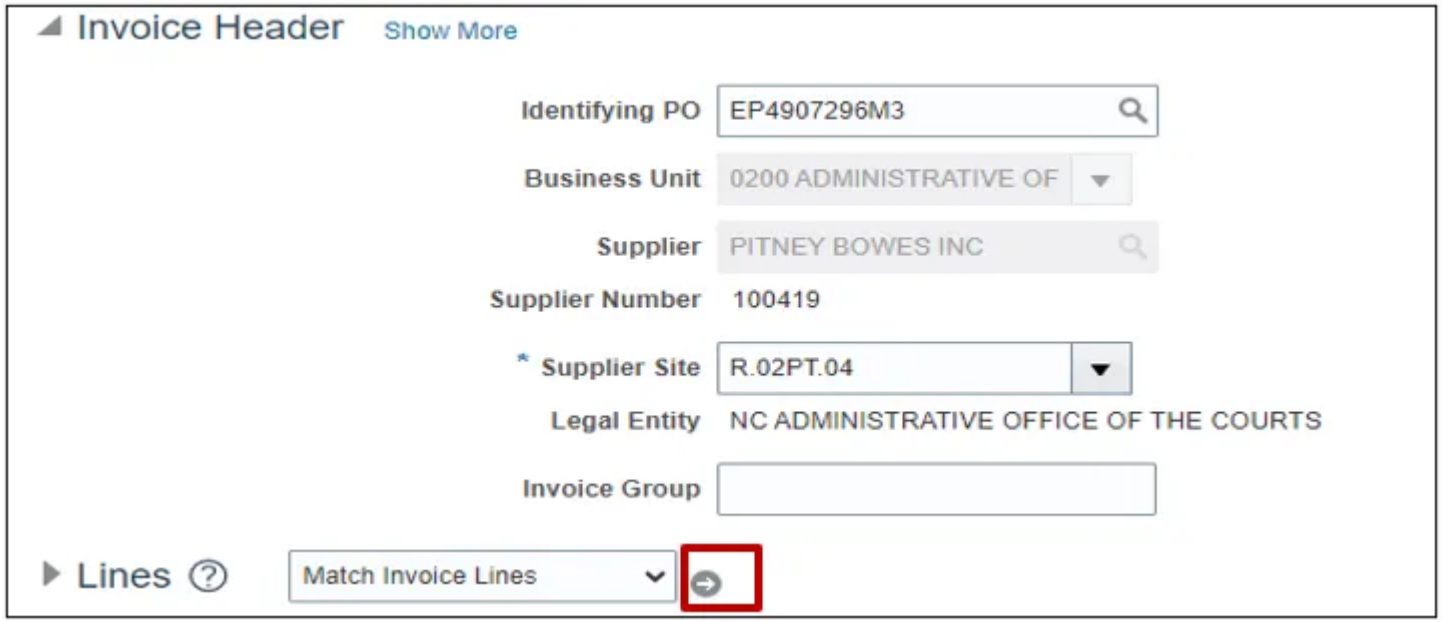
In this example, we enter **PO005678** and **$193**.

Image



Step 8. Click the **Go** icon to match the invoice line.

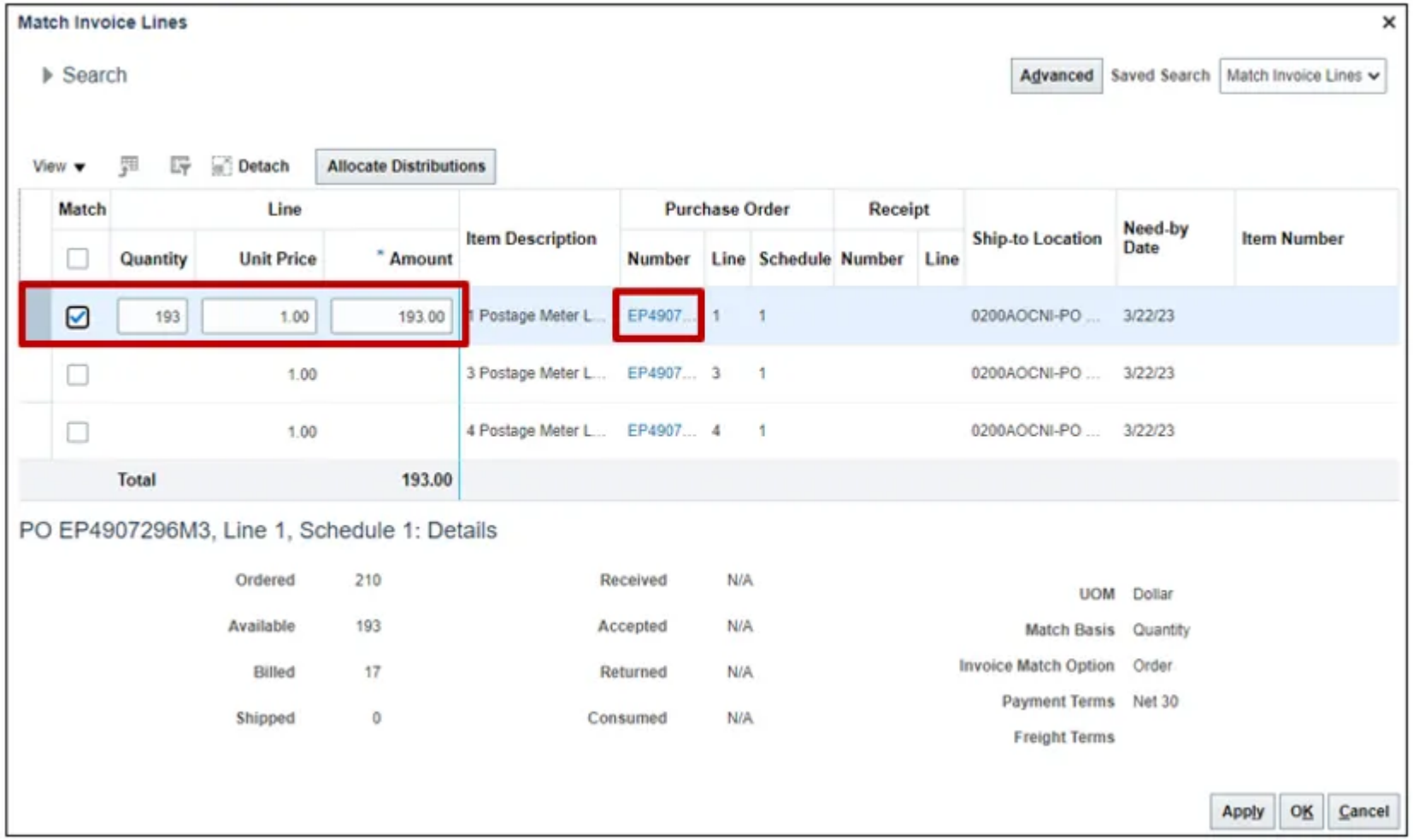
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Step 9. Select the **Match** check box for the required line(s), and validate the **Quantity, Unit Price**, and **Amount**.

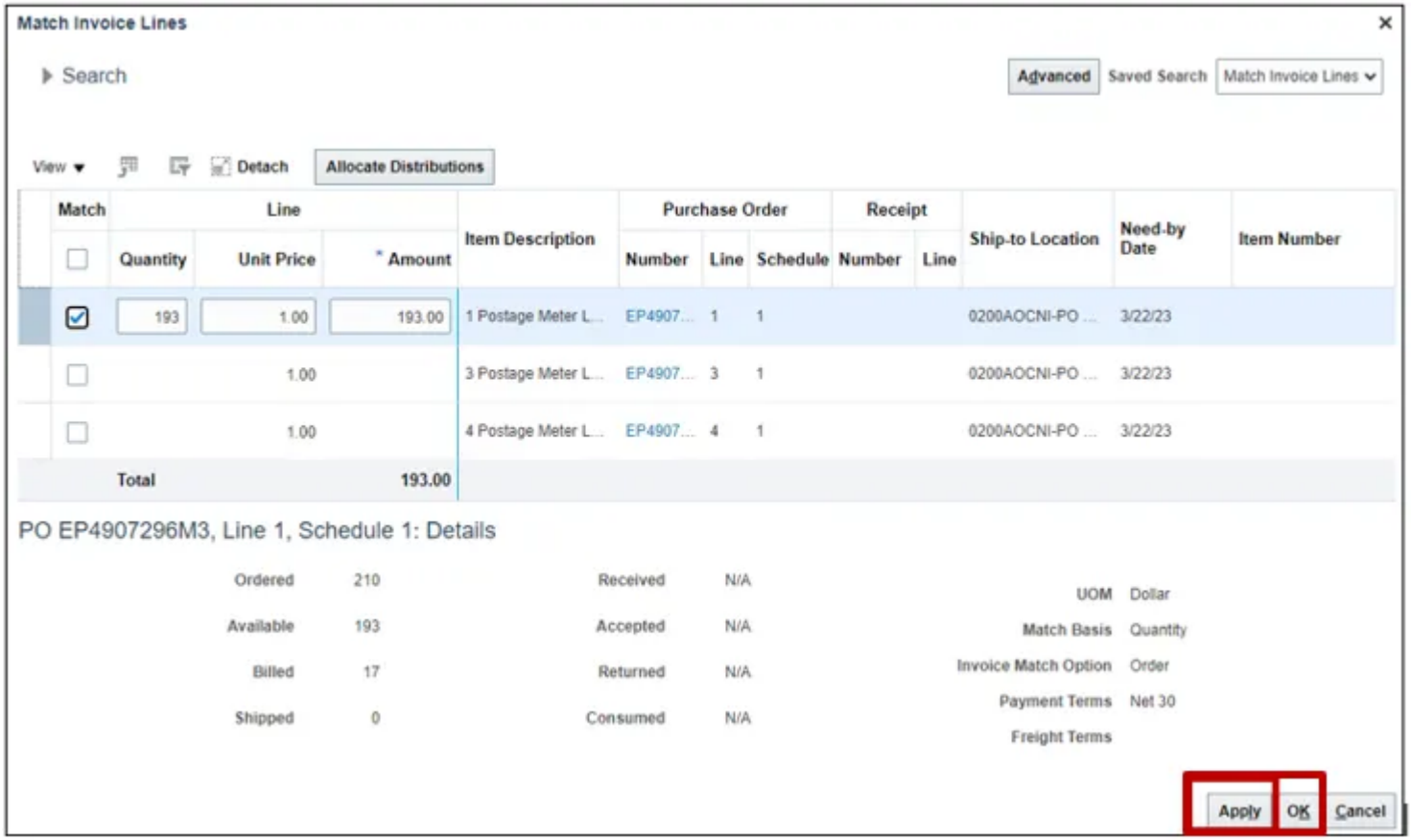
- You can update the Quantity if needed to match the invoiced quantity and the invoice amount will auto calculate based on the updated quantity.
- Similarly for service POs the quantity can be updated to match the invoice. Please do not update the Unit Price or Amount on a line for services. NCFS will update the Amount automatically after the quantity is updated. (DO NOT CHANGE THE UNIT PRICE OR AMOUNT, CHANGING THESE WILL RESULT IN PO LINE BEING CLOSED FOR INVOICING)
- Additionally, by clicking the Purchase Order Number link you can view and validate purchase order details

Image



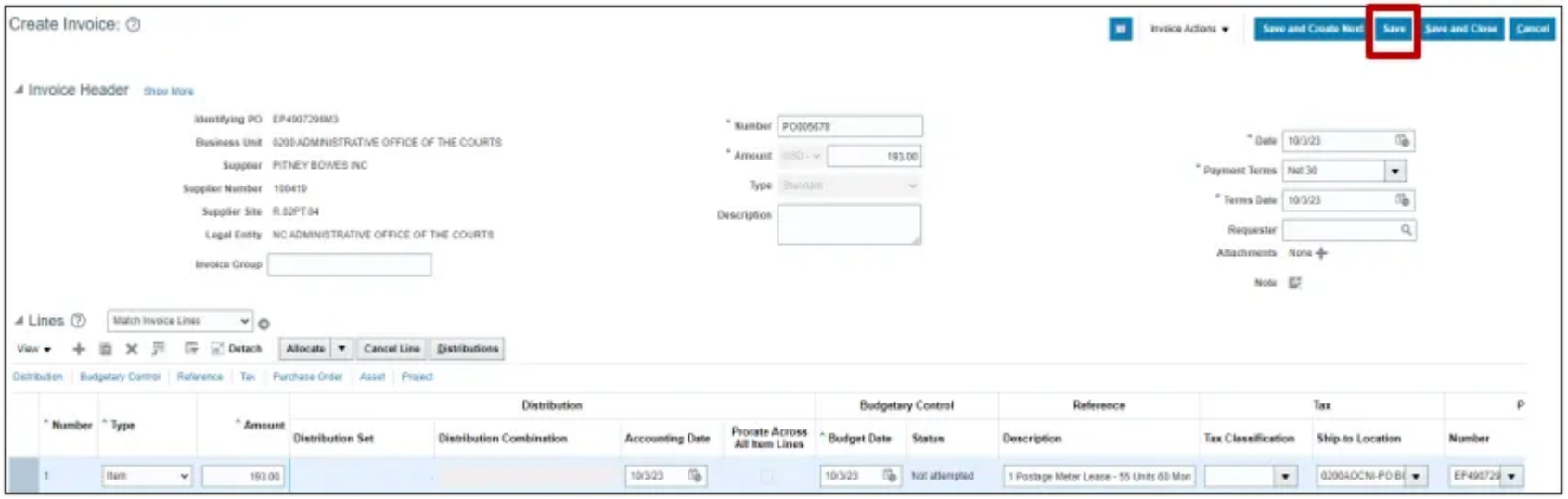
Step 10. Click the **Apply** and **OK** button.

Image



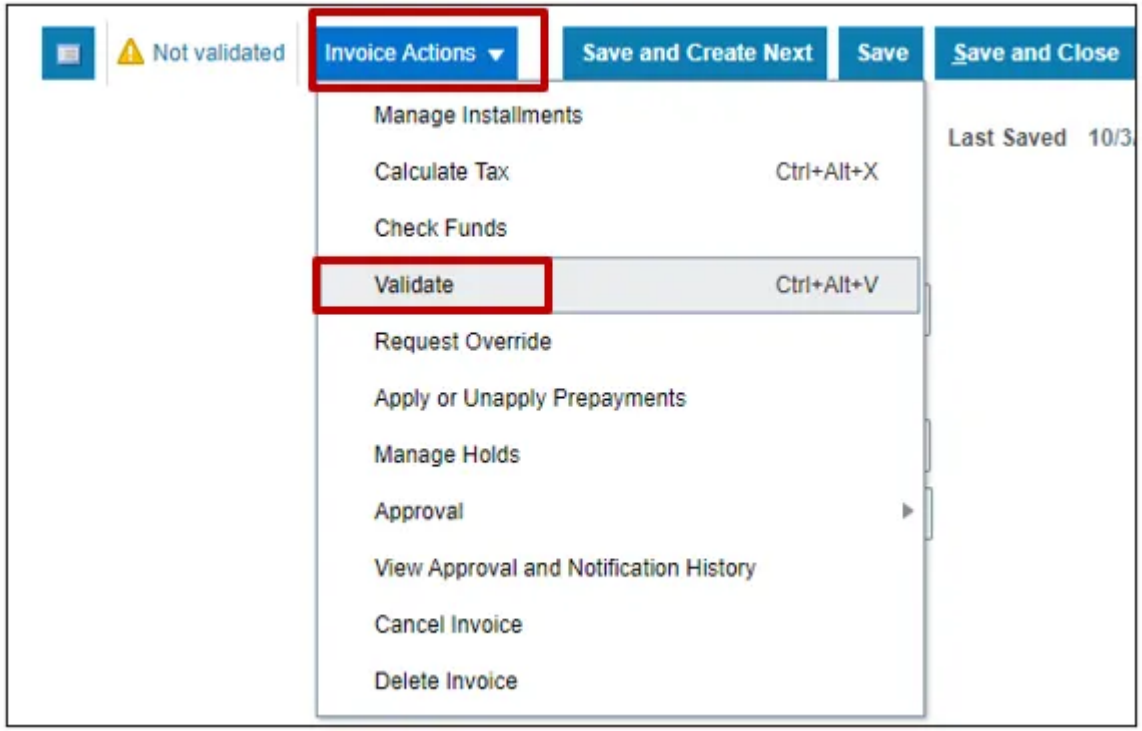
Step 11. On the **Create Invoice** page, click the **Save** button.

Image



Step 12. On **Create Invoice** page appears. Select **Validate** from the *Invoice Action* drop-down choice list.

Image



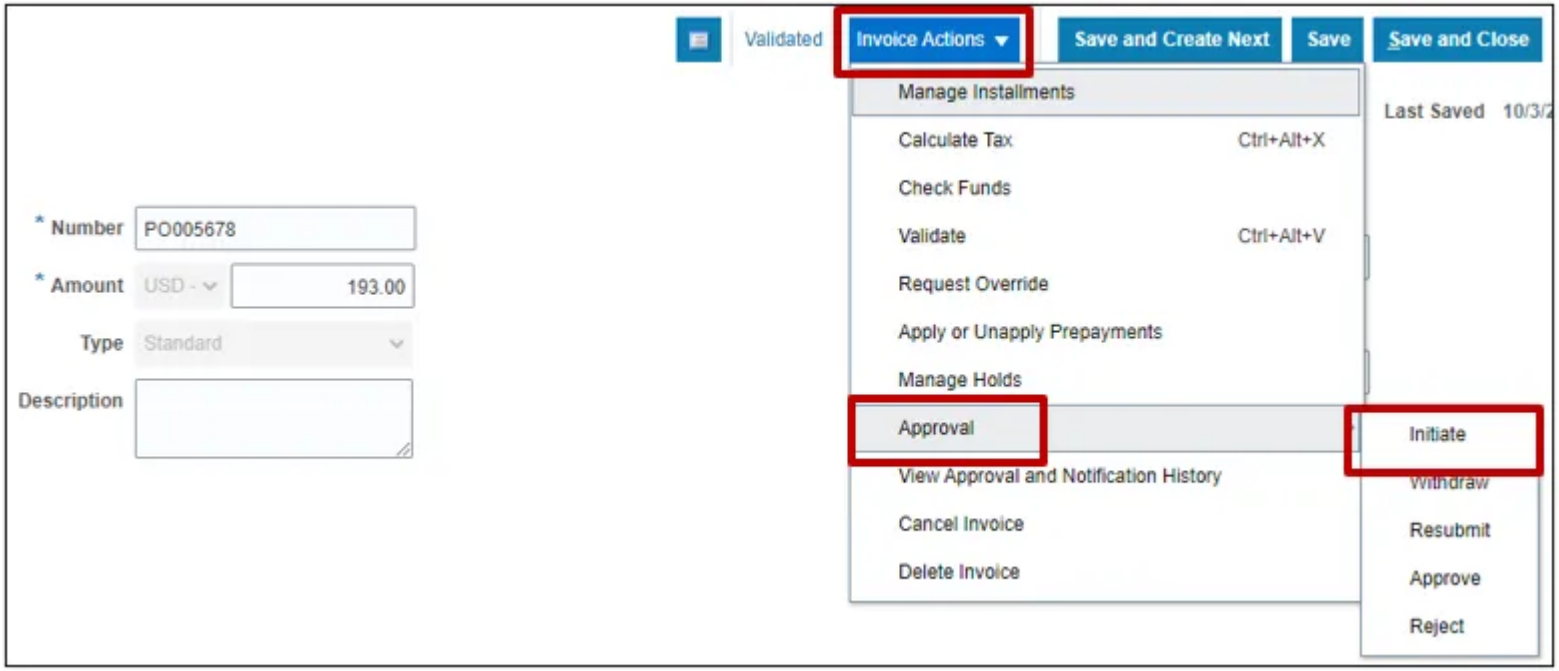
Step 13. Validate the Invoice. The status will be **Validated**.

Image



Step 14. Once the Invoice is Validated, click the **Invoice Action** drop-down button. Select **Approval** and **Initiate** from the *Invoice Action* drop-down choice list.

Image



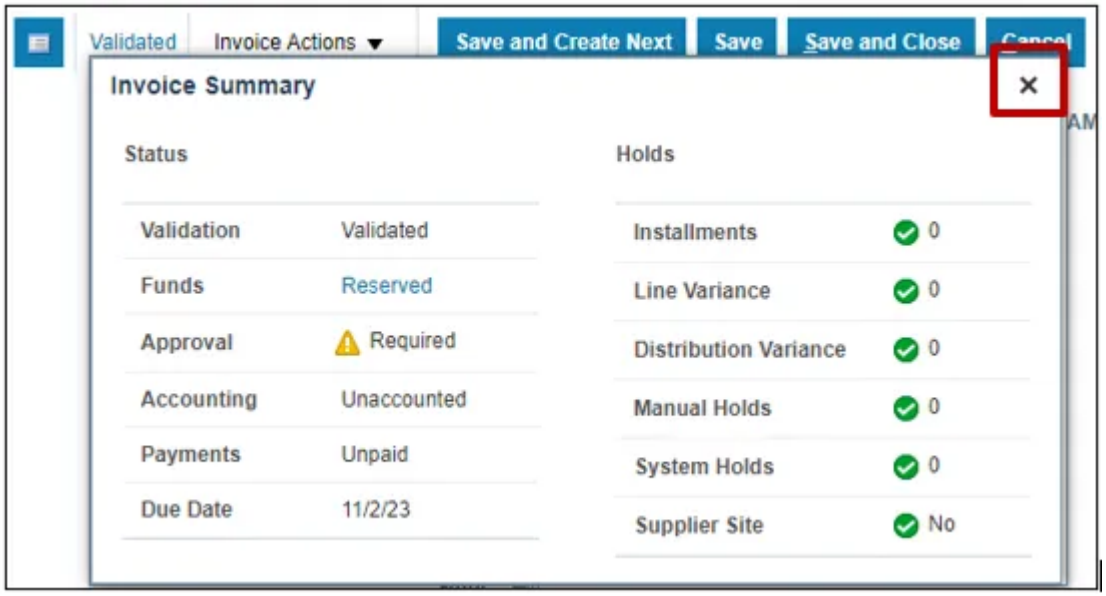
Step 15. Click the **Validated** Status link. The status here is **Required**.

Image



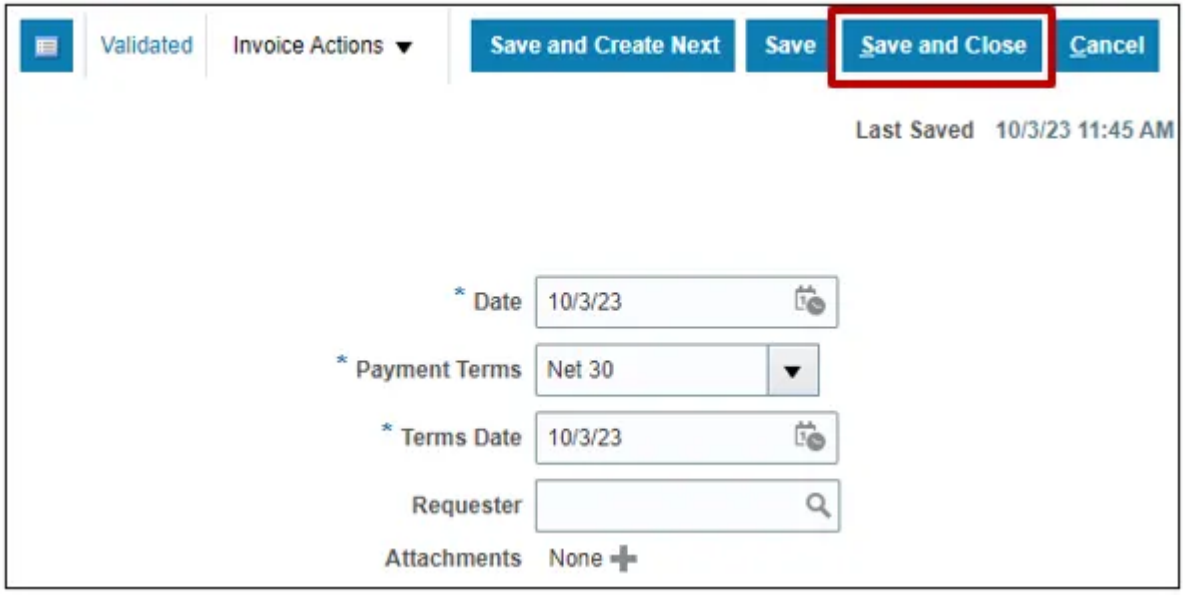
Step 16. Click the **Cross** icon to close the *Invoice Summary* pop-up.

Image



Step 17. Click the **Save and Close** button. This directs you back to the **Invoice** dashboard page.

Image



Steps to Update Invoice Cost Distribution

There are two methods to update Invoice Cost Distribution.

Method 1 – from line level has 11 steps and Method 2 - from the distribution level has 12 steps.

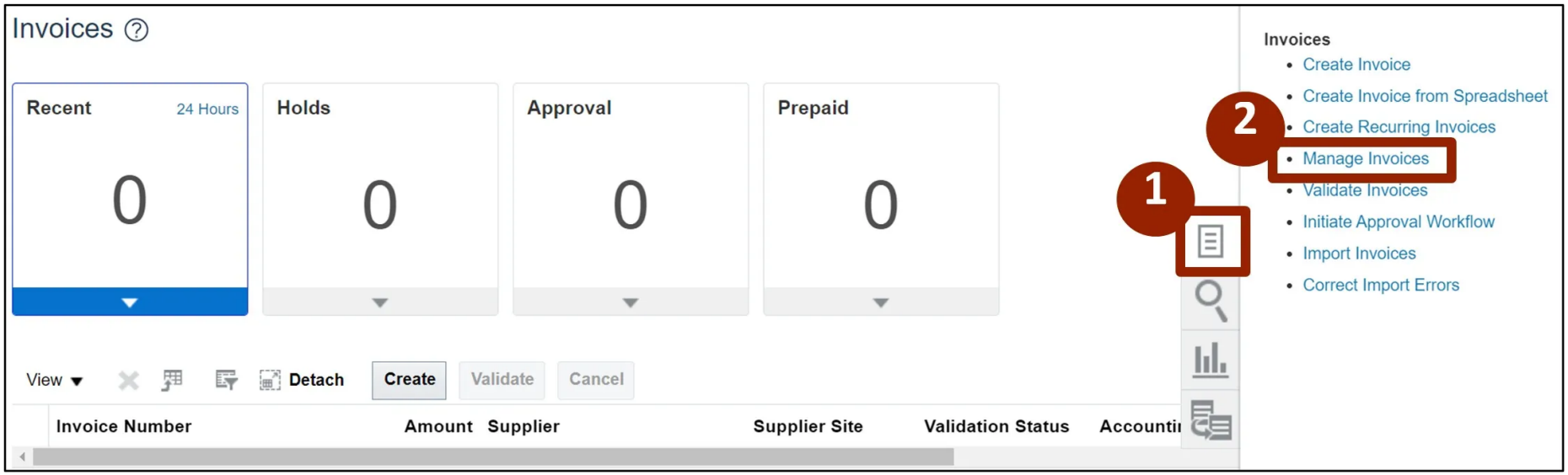
Method 1

Navigate to the **Invoices** dashboard. (**Home** page > **Payables** tab > **Invoice** app):

Step 1. Click the **Tasks** icon.

Step 2. Click **Manage Invoices**.

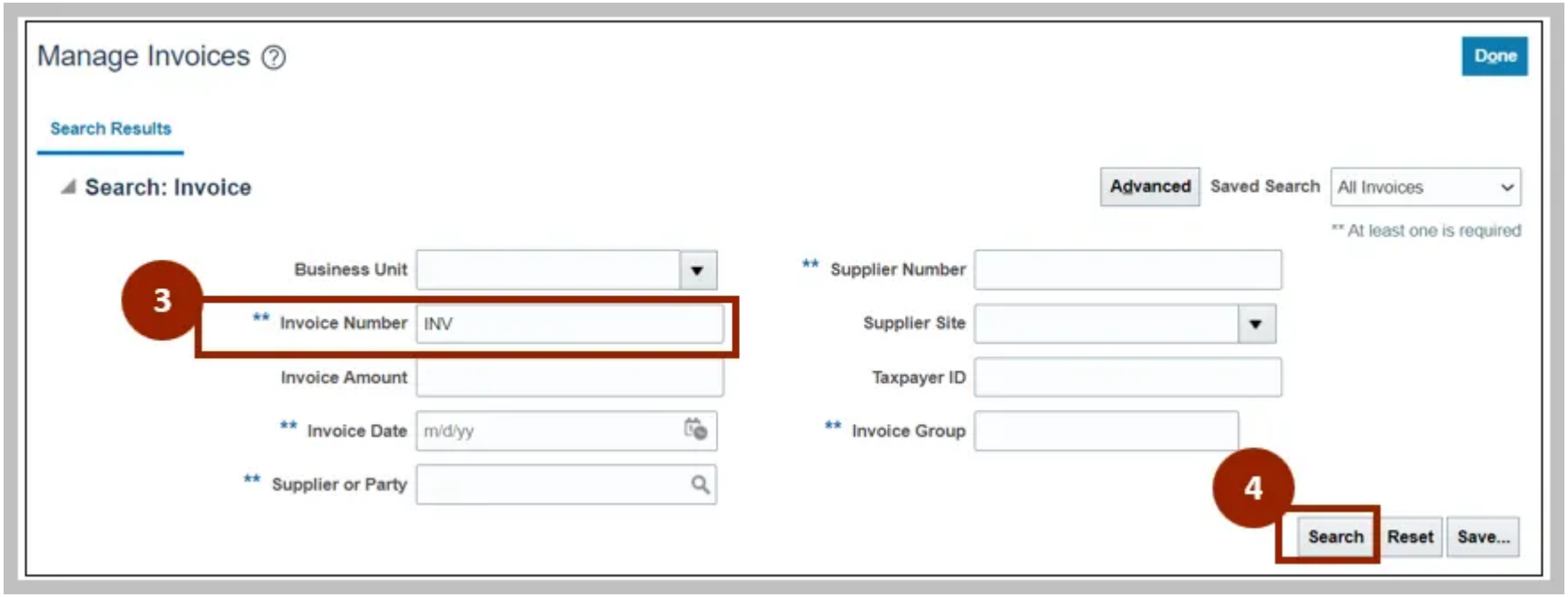
Image



Step 3. Enter details in at least one of the fields marked "**". In this example, the **Invoice Number** has been entered.

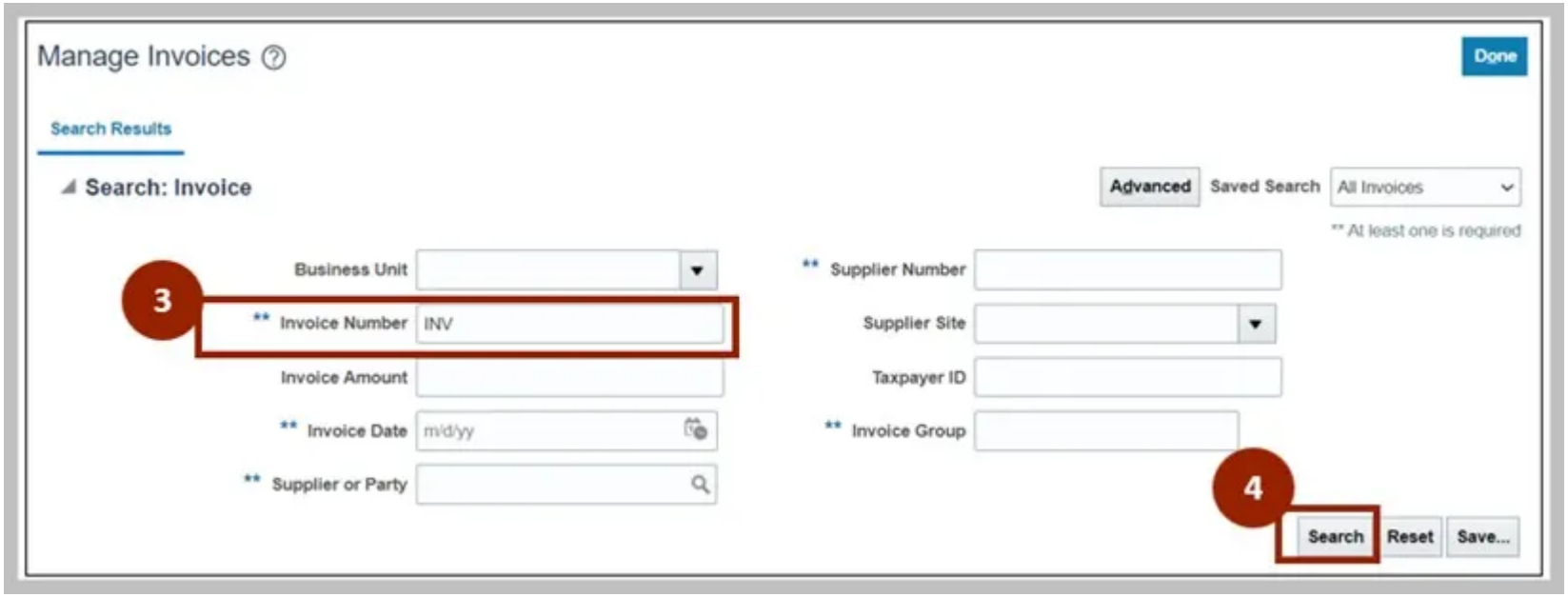
Step 4. Click the **Search** button.

Image



Step 5. Click the **Invoice Number** link of the required line.

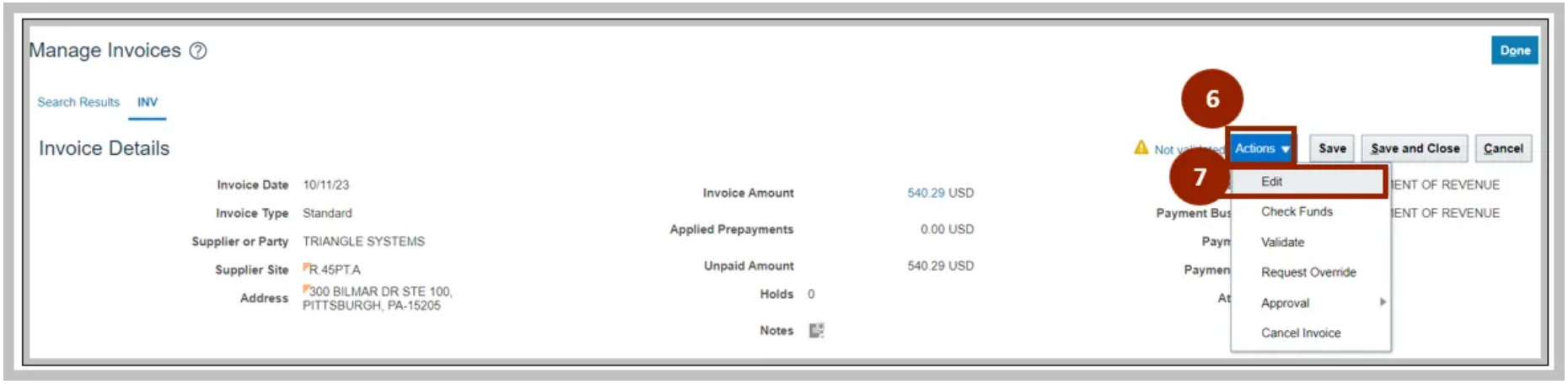
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Step 6. On the **Manage Invoices** page, click the *Actions* drop-down choice list.

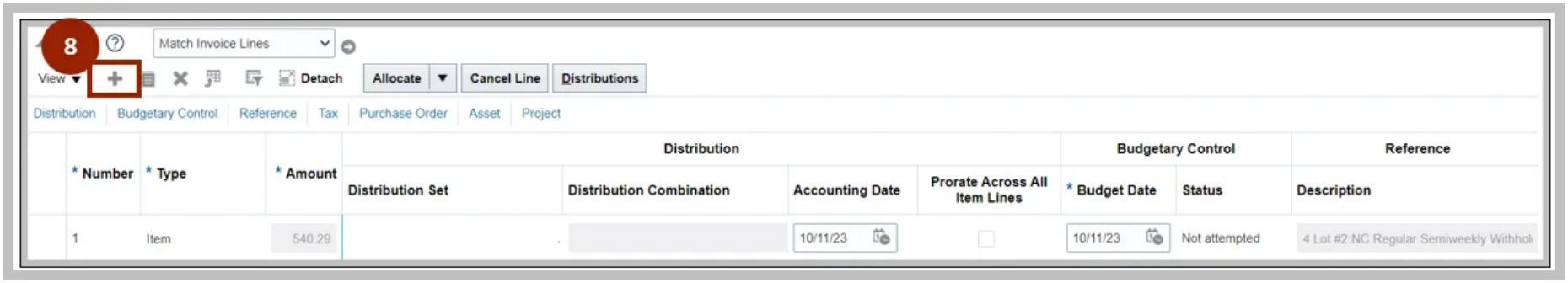
Step 7. Select **Edit** from the drop-down choice list.

Image



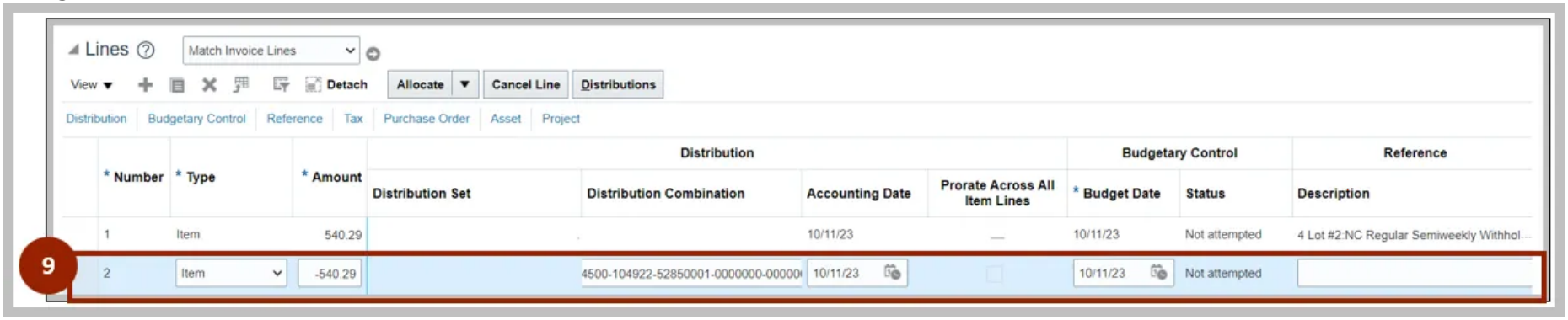
Step 8. Click the **Add** icon to add a new line.

Image



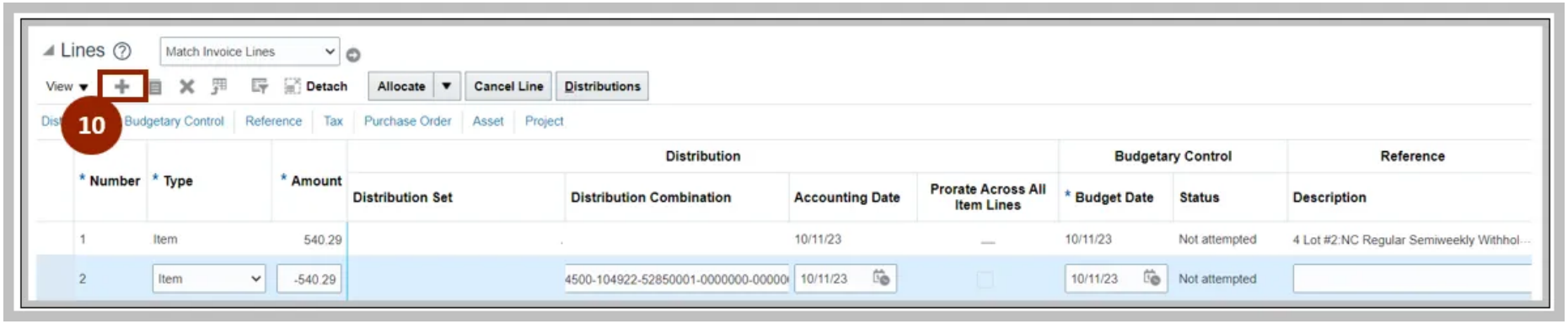
Step 9. Enter the original cost distribution from the PO as a negative line to negate the existing line.

Image



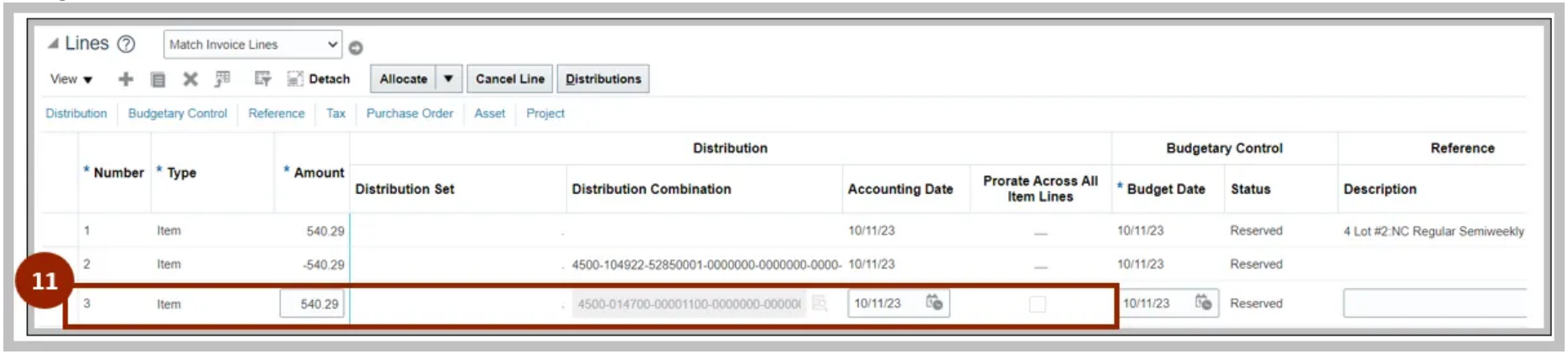
Step 10. Click the **Add** icon to add a new line.

Image



Step 11. Enter details in the new line. This distribution in this line should be the new distribution you want to use for the PO and should be equal to the previous negative line.

Image



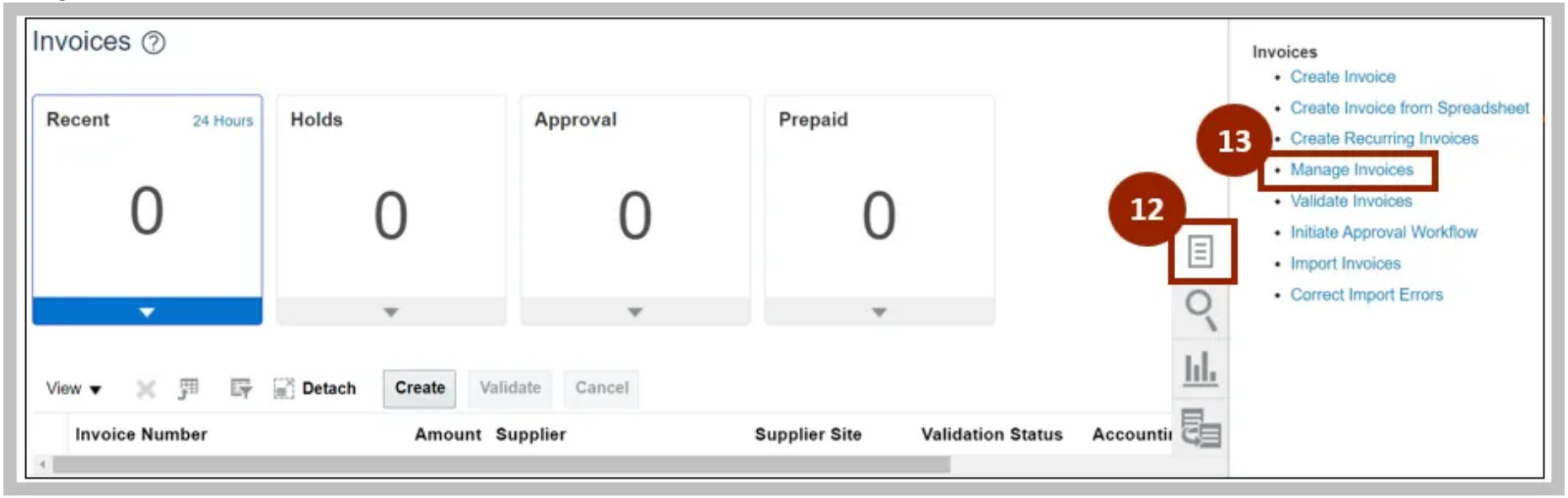
Method 2

Navigate to the **Invoices** dashboard. (**Home** page > **Payables** tab > **Invoice** app):

12. Click the **Tasks** icon.

13. Click **Manage Invoices**.

Image

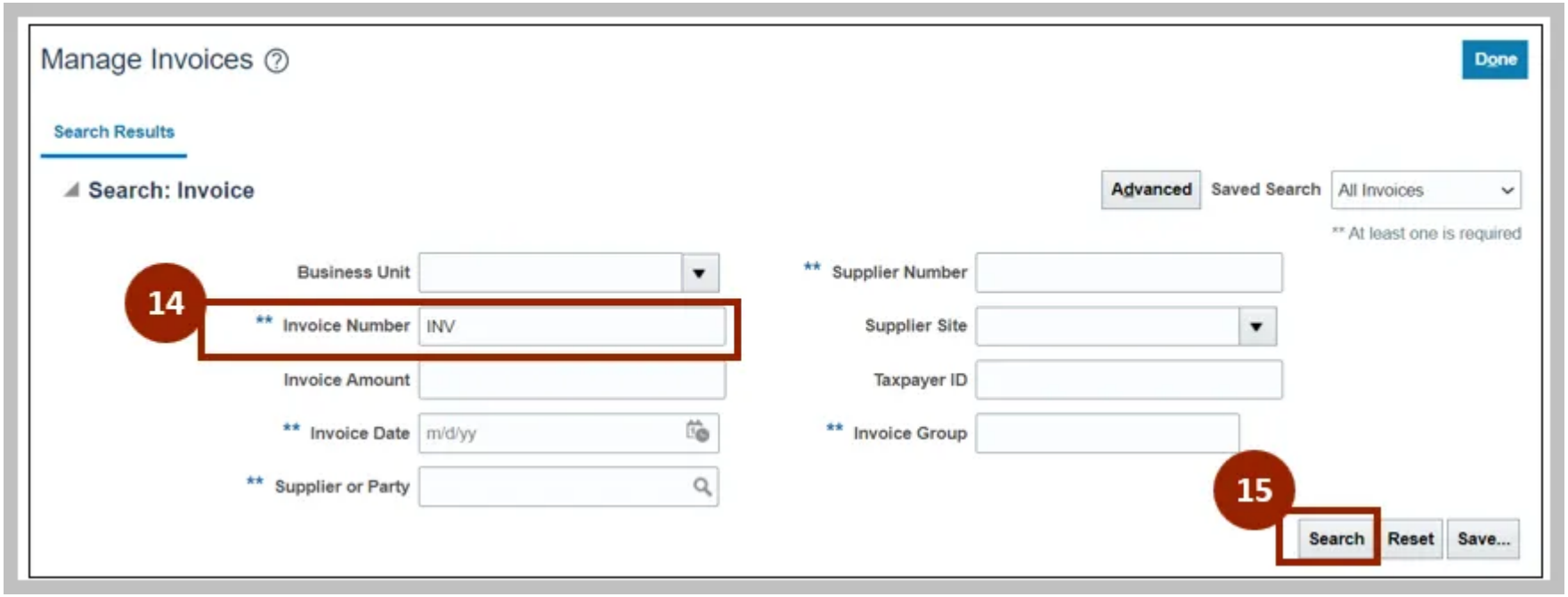


14. Enter details in at least one of the fields marked "**".

In this example, the **Invoice Number** has been entered.

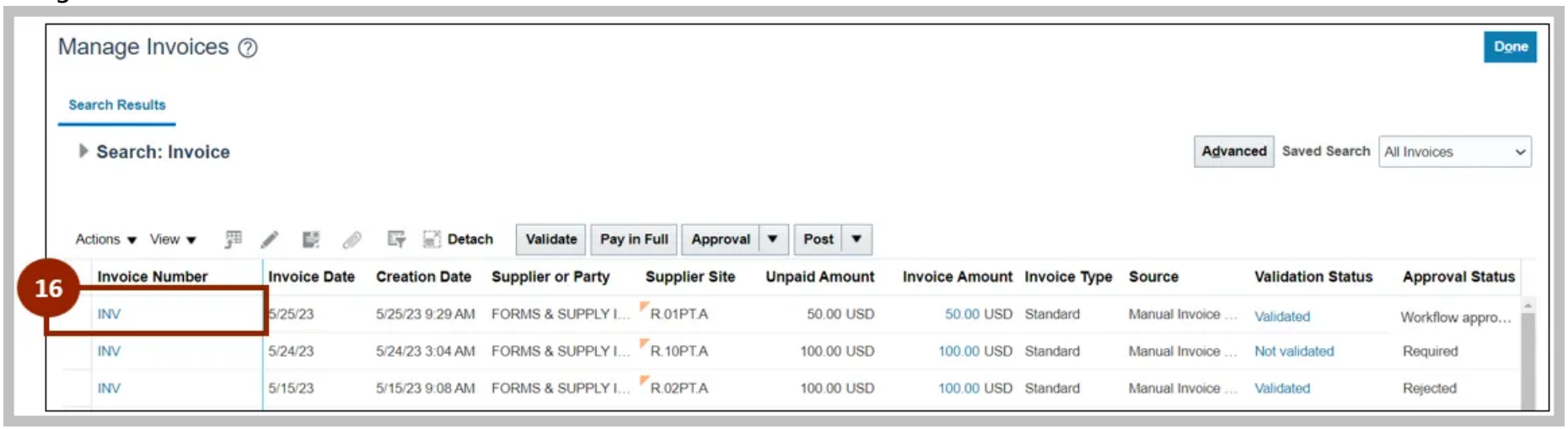
15. Click the **Search** button.

Image



16. Click the **Invoice Number** link of the required line.

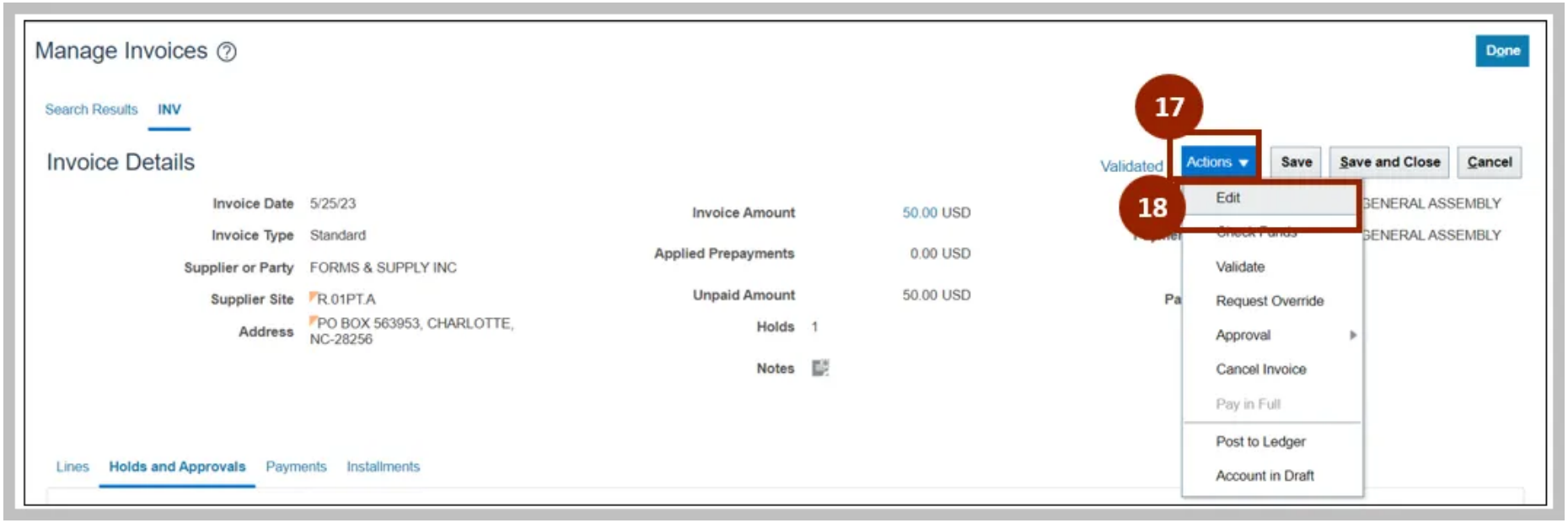
Image



17. On the **Manage Invoices** page, click the *Actions* drop-down choice list.

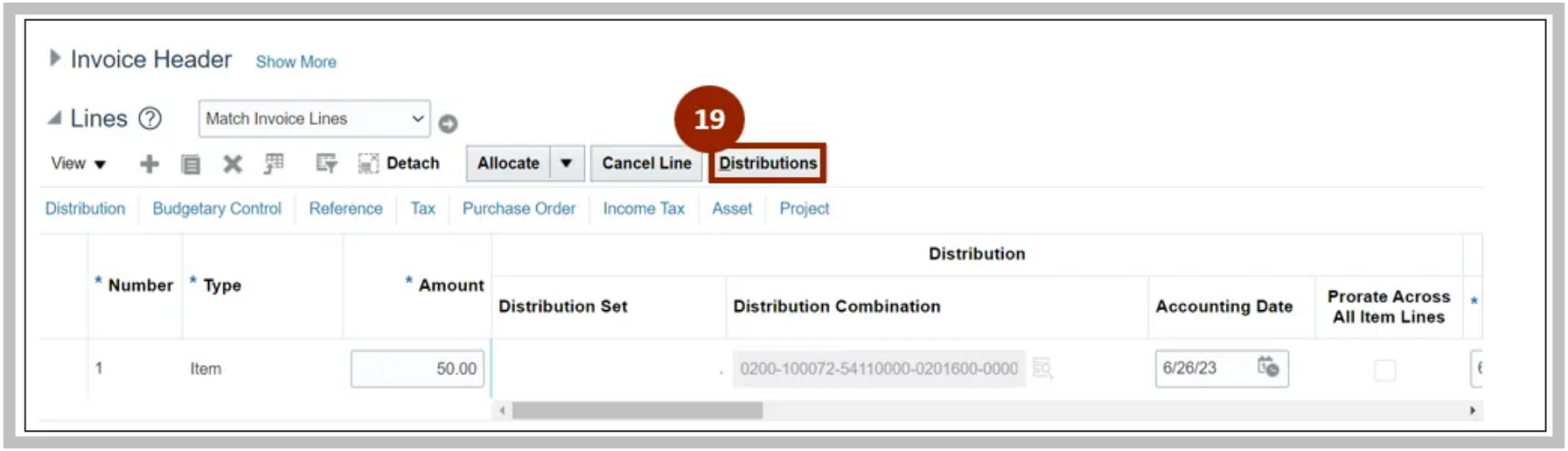
18. Select **Edit** from the drop-down choice list.

Image



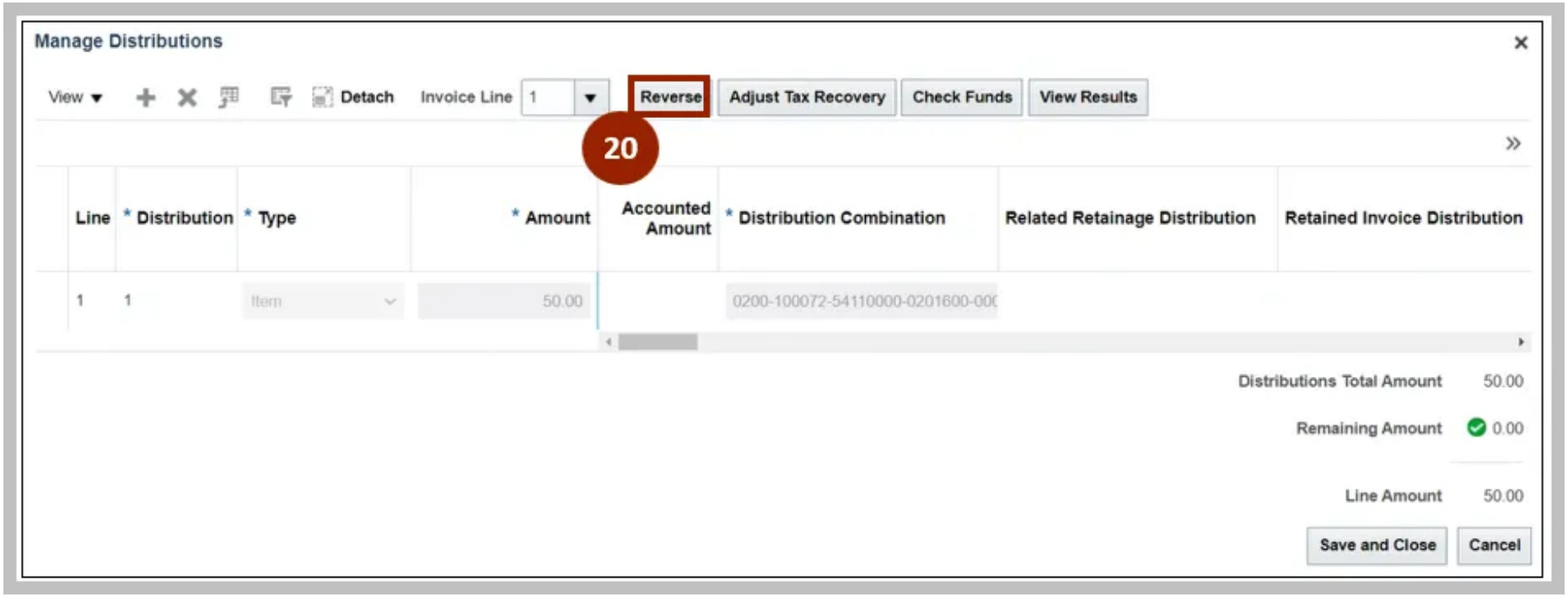
19. Click the **Distribution** button to update/correct the Distribution Combination.

Image



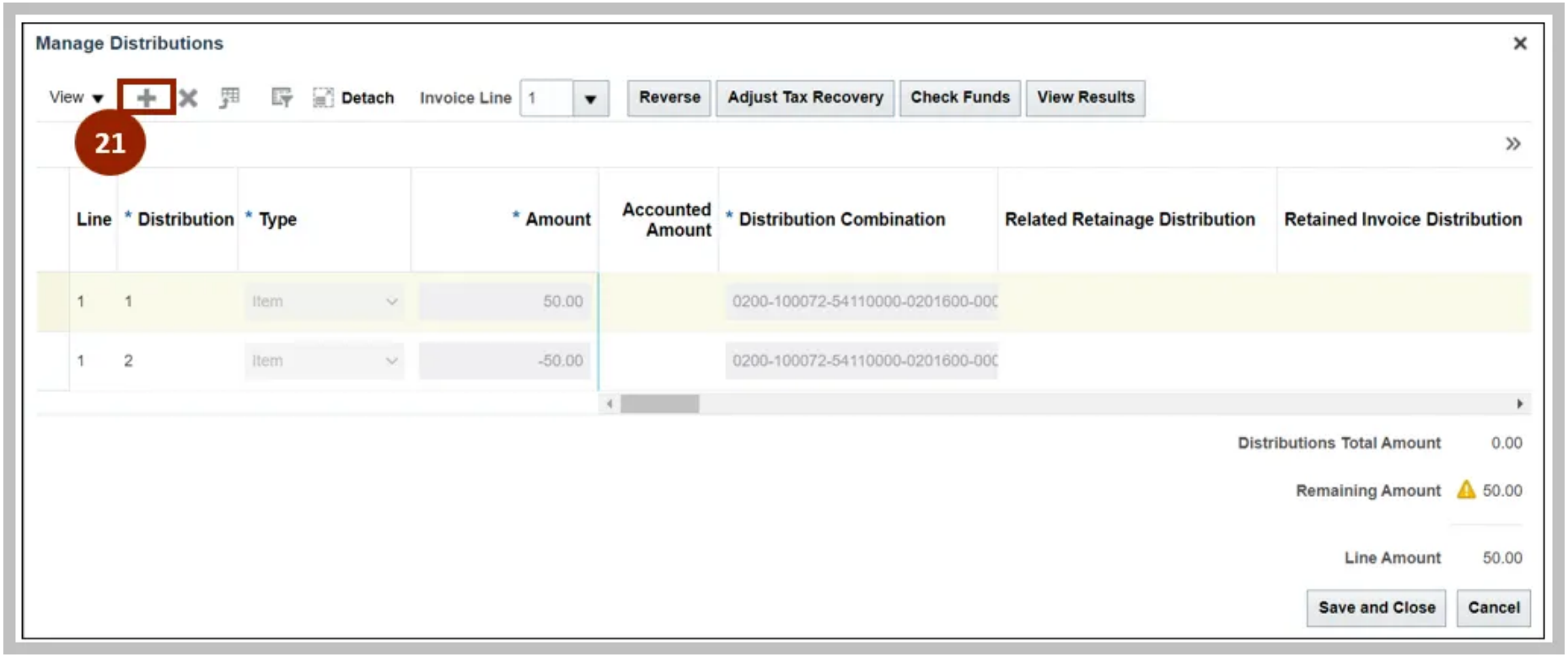
20. Click the **Reverse** button to reverse the distribution. This automatically creates a negative distribution line for what is being reverse.

Image



21. Click the **Add** icon to add a new line.

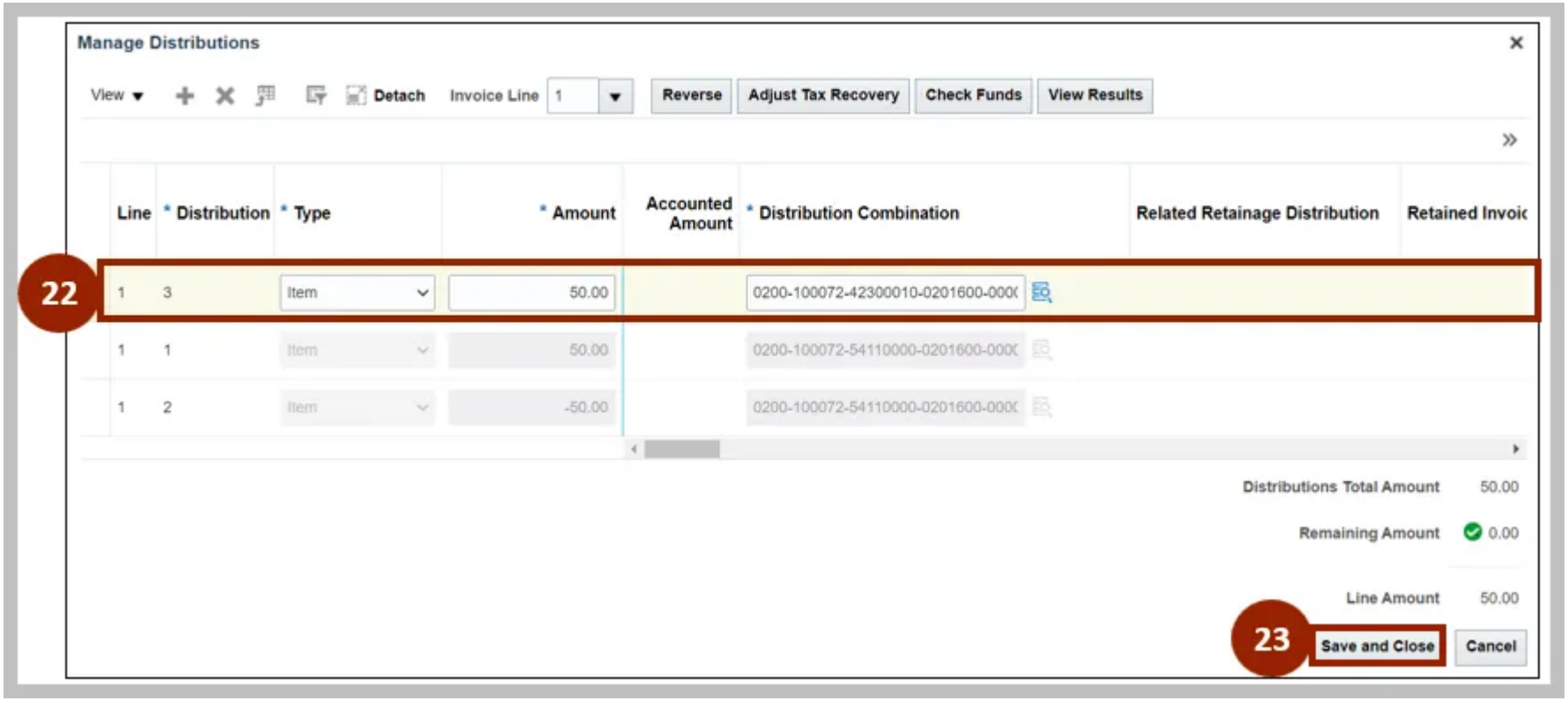
Image



22. Enter details in the new line. This distribution in this line should be equal to the updated / corrected charge account.

23. Click the **Save and Close** button.

Image



Wrap-Up

Create PO Matched Invoices and update invoice cost distribution using the steps above.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - AP101: Invoice Management
  - PO001: PO Inquiry

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