

AP-34 Correct PO Matched Paid Invoices

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Correct a PO Line Closed for Invoicing due to incorrect quantity for a service PO in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the procedure of correcting previously paid PO Matched Invoice.

User Tip

The following are prerequisites:

1. If you changed the Invoice Amount and/or Unit Price instead of Invoice quantity and as a result PO line is closed for invoicing.
2. If the Invoices are paid and need to be corrected.

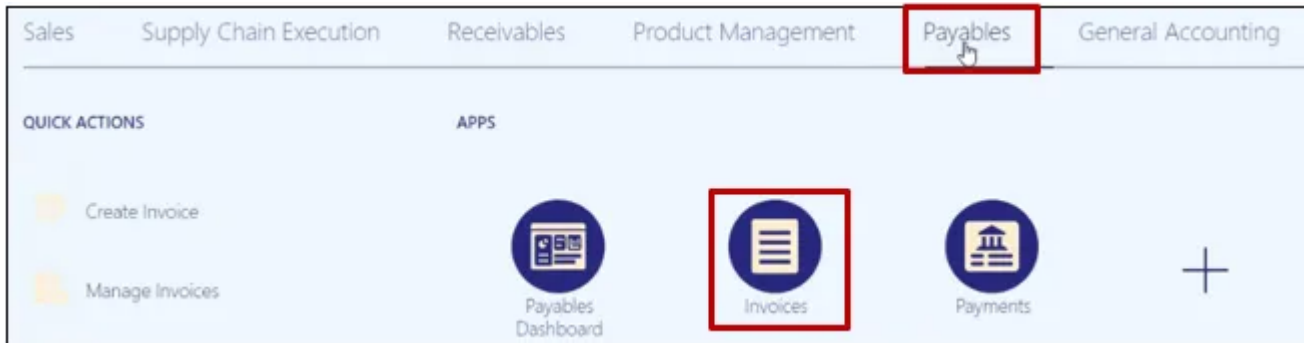
Correct PO Matched Paid Invoice

To correct previously paid invoice in NCFS, please follow the steps below. There are 15 steps to complete this process.

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

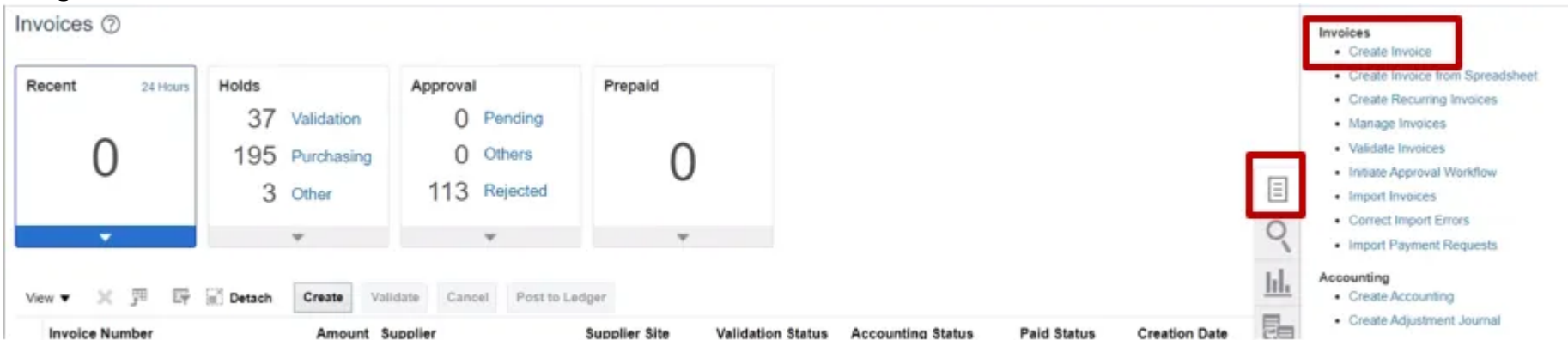
Step 2. On the **Home** page, click the **Payables** tab and then click the **Invoices** app.

Image



Step 3. Click on the **Task** panel and select **Create Invoice**.

Image



Step 4. **Create Invoice** page is displayed. Enter the **PO Number** (it will automatically populate BU, Supplier, Supplier Number), **Invoice Number**, **Invoice Amount** (enter the original invoice amount in Negative), **Type - Credit Memo**, **Payment Terms change it to - Immediate**.

Image

Create Invoice: ?

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

Invoice Header Show More

Identifying PO EP5520920

Business Unit 2200 DHHS CHILD DEVELC

Supplier DUPLIN COUNTY SCHOOLS E

Supplier Number 114431

* Supplier Site R.22PTA

Legal Entity NC DHHS CHILD DEVELOPMENT AND EARLY EDUCATION

* Number CM-45758AUG23

* Amount USD -167,000.00

* Type Credit memo

Description

* Date 11/1/23

* Payment Terms Immediate

* Terms Date 11/1/23

Requester

Attachments None

Step 5. Go to Lines section and click on the dropdown and select **Correct Matched Invoices**.

Image

Lines ?

Taxes

Totals

Match Invoice Lines

Match Invoice Lines

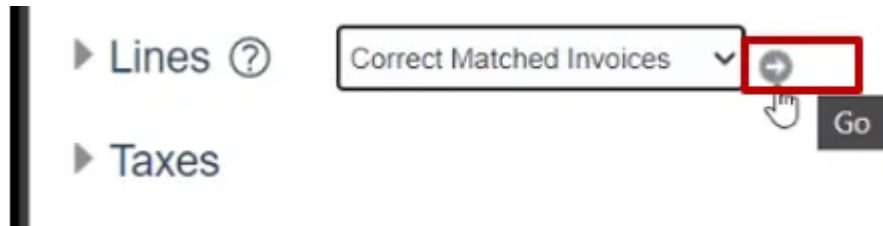
Match to Receipt Charges

Correct Matched Invoices

Correct Unmatched Invoices

Step 6. Click on the **Go** button to match the lines.

Image



Step 7. The Correct Matched Invoices page is displayed and the lines to be corrected are listed.

Image

Correct Matched Invoices



► Search

Advanced

Saved Search

All Matched Invoices ▼

View ▼



Detach

Allocate Distributions

Correct [*] Correction Type	Line			Match Hold	Corrected Invoice					
	Quantity	Unit Price	* Amount		Item	Number	Line	Amount	Quantity	Un
☐					1 NC Pre-K Duplin Co...	45758AUG23	1	10,082.66	89817	0.1122
☐					6 NC Pre-K Duplin Co...	45758AUG23	2	152,697.00	727398	0.2099
Total			0.00							

PO EP5520920, Line 6, Schedule 1: Details

Ordered 727,398

Accepted N/A

Match Basis Quantity

Billed 727,398

Returned N/A

Invoice Match Option Order

Shipped 0

Consumed N/A

Payment Terms Net 30

Received 0

Distributions 1

Freight Terms

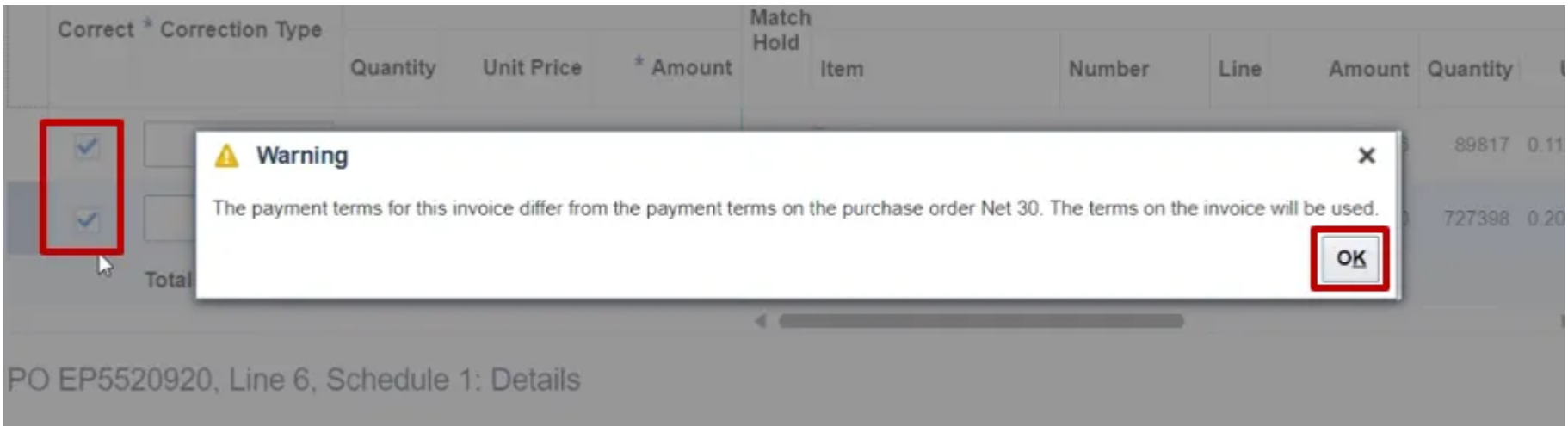
Apply

OK

Cancel

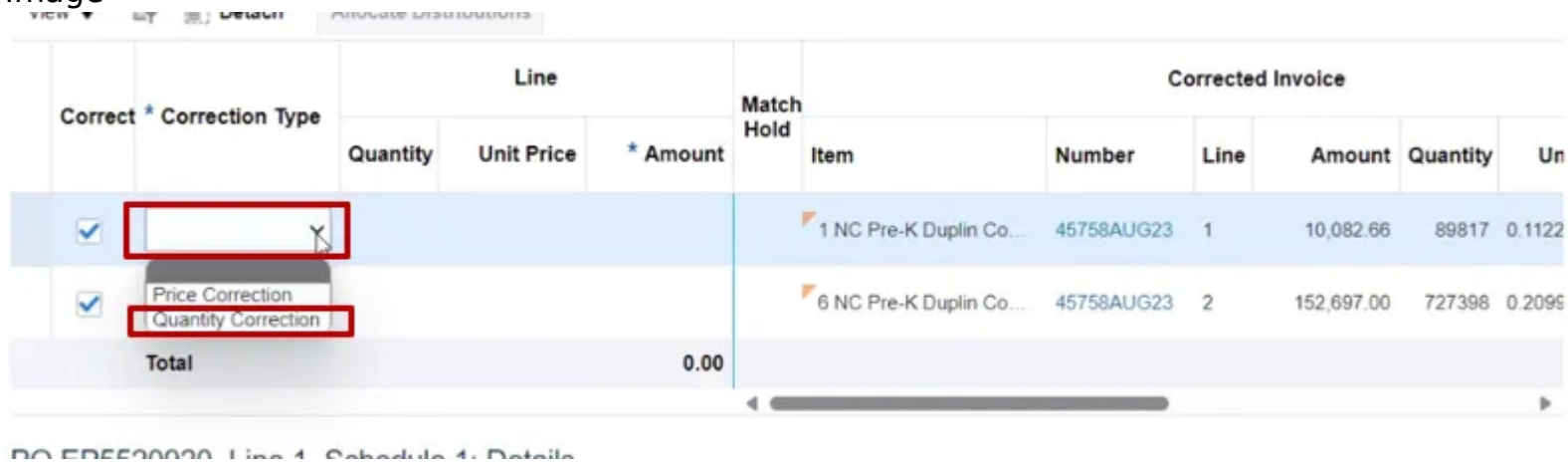
Step 8. Click the **Check box** to select the lines, you will receive a warning, click **OK**.

Image



Step 9. Once the lines are selected, click on the **Correction Type** drop down and select **Quantity Correction**.

Image



Step 10. Enter the **Quantity in Negative**. Click on the **Apply** and **OK** button.

Image

View ▼		Allocate Distributions									
		Line					Corrected Invoice				
Correct	* Correction Type	Quantity	Unit Price	* Amount	Match Hold	Item	Number	Line	Amount	Quantity	Un
☒	Quantity Correctik ▼	-89817	0.112...	-10,082.66		1 NC Pre-K Duplin Co...	45758AUG23	1	10,082.66	89817	0.1122
☒	Quantity Correctik ▼	-727398	0.20...	-152,697.00		6 NC Pre-K Duplin Co...	45758AUG23	2	152,697.00	727398	0.2096
Total				-162,779.66							

PO EP5520920, Line 6, Schedule 1: Details

Ordered 727,398

Accepted N/A

Match Basis Quantity

Billed 727,398

Returned N/A

Invoice Match Option Order

Shipped 0

Consumed N/A

Payment Terms Net 30

Received 0

Distributions 1

Freight Terms

Apply OK Cancel

Step 11. Create Invoice page will be displayed. Review the negative amount in the invoice header and the lines. Click **Save**.

Image

Create Invoice: ?

Invoice Actions ▾ Save and Create Next **Save** Save and Close Cancel

Invoice Header Show More

Identifying PO EP5520620
Business Unit 2200 DHHS CHILD DEVELOPMENT AND EARLY EDUCATION
Supplier DUPLIN COUNTY SCHOOLS BOARD OF EDUCATION
Supplier Number 114431
Supplier Site R.22PTA
Legal Entity NC DHHS CHILD DEVELOPMENT AND EARLY EDUCATION
Invoice Group

* Number CM-45758AUG23
* Amount USD -162,779.66
Type Credit memo
Description

* Date 11/1/23
* Payment Terms Immediate
* Terms Date 11/1/23
Requester
Attachments None
Note

Lines ?

Correct Matched Invoices ▾

View ▾ + ✕ 📄 📅 📁 Detach Allocate ▾ Cancel Line Distributions

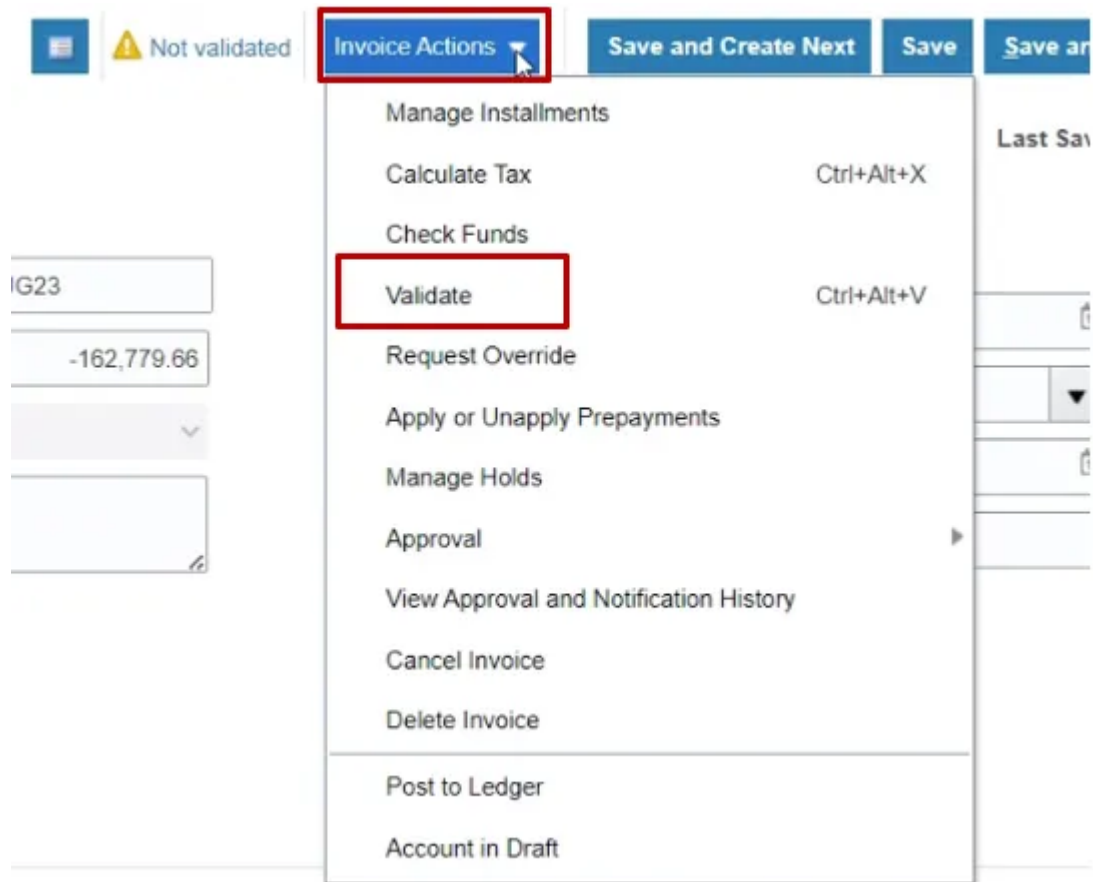
Distribution Budgetary Control Reference Tax Purchase Order Asset Project

Distribution				Budgetary Control			Reference
* Number	* Type	* Amount					
1	Item	-10,082.66					
2	Item	-152,697.00					

Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
		11/1/23	—	10/24/23	Not attempted	1 NC Pre-K Duplin County Schools
		11/1/23		10/24/23	Not attempted	6 NC Pre-K Duplin County Schools

Step 12. Now click on **Invoice Actions** and **Validate** the invoice.

Image



Step 13. The invoice is now **Validated**.

Image

 **Validated** Invoice Actions   Save and

758AUG23

▼ -162,779.66

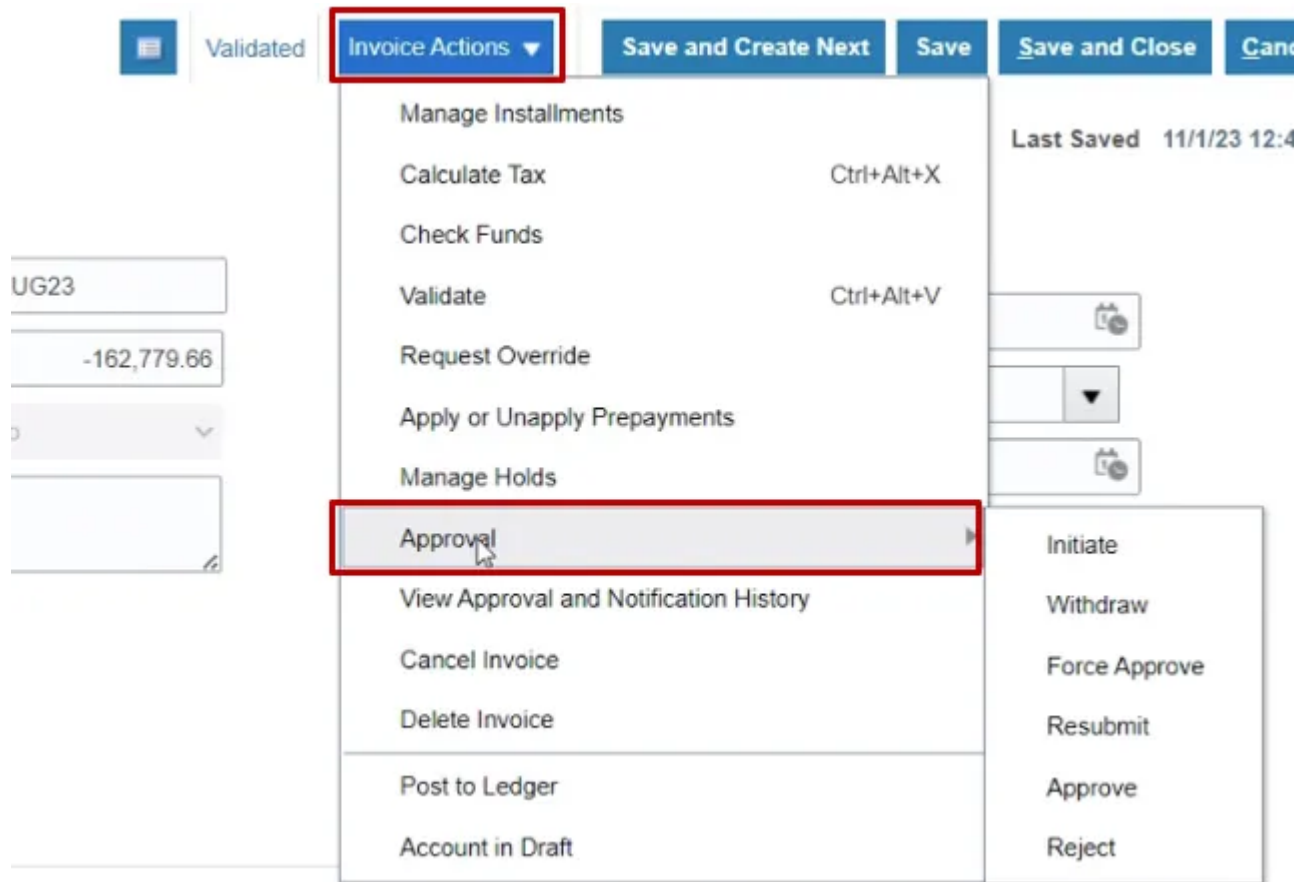
memo ▼

* Payment

* Term

Step 14. Click on **Invoice Actions** again and **Initiate approval** (follow your agencies approval workflow process).

Image



Step 15. Once the approval is initiated, **Save and Close** this invoice.

Image

 Validated | Invoice Actions ▼ | [Save and Create Next](#) [Save](#) [Save and Close](#) [Cancel](#)

Last Saved 11/1/23 12:43 PM

758AUG23

▼ -162,779.66

nemo ▼

* Date 11/1/23 

* Payment Terms Immediate ▼

* Terms Date 11/1/23 

Requester 

Attachments None +

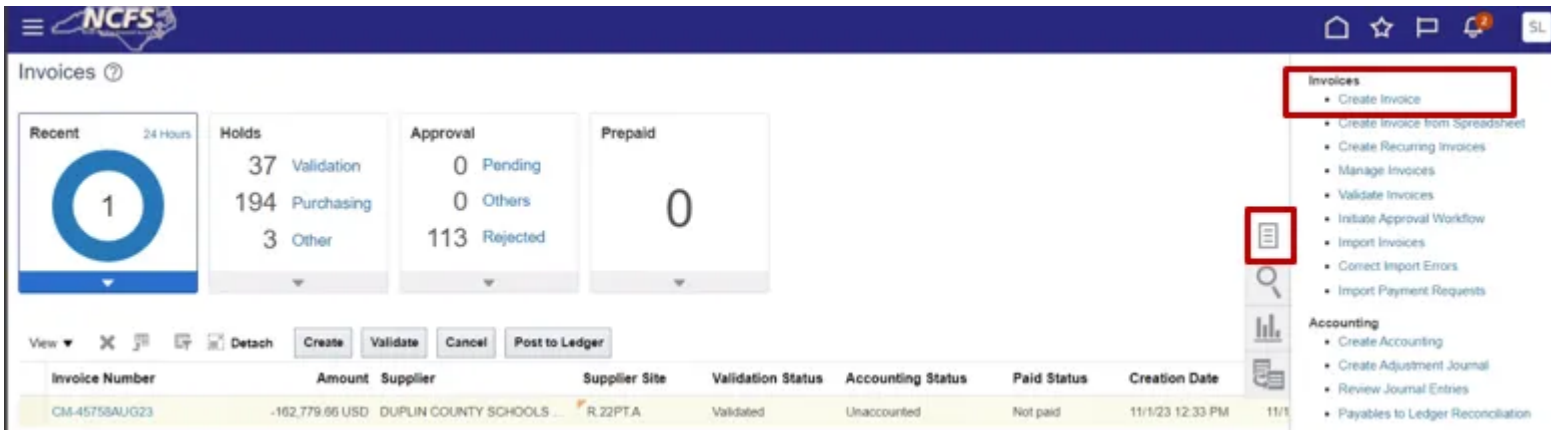
Note 

PO Matched Invoice

The next step is to Create a PO matched invoice. There are 7 steps to complete this process.

Step 1. Click on the **Task** panel and click on **Create Invoice** function.

Image



Step 2. **Create Invoice** page is displayed. Enter the **PO Number** (it will automatically populate BU, Supplier, Supplier Number), **Invoice Number**, **Invoice Amount** (enter the original invoice amount) and **Supplier Site** (It must match the credit memo supplier site, or the credit memo won't post against the invoice, and you will duplicate payment to supplier).

Note: You will not be able to use the original Invoice Number, you must adjust the invoice number slightly by adding A or R (for revised).

Image

Create Invoice: INV-45758AUG23 ?

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

Invoice Header Show More

Identifying PO EP5520920

Business Unit 2200 DHHS CHILD DEVEL

Supplier DUPLIN COUNTY SCHOOLS E

Supplier Number 114431

* Supplier Site R.22PT.A

Legal Entity NC DHHS CHILD DEVELOPMENT AND EARLY EDUCATION

Invoice Group

* Number INV-45758AUG23

* Amount USD - 162,779.66

* Type Standard

Description

* Date 11/1/23

* Payment Terms Net 30

* Terms Date 11/1/23

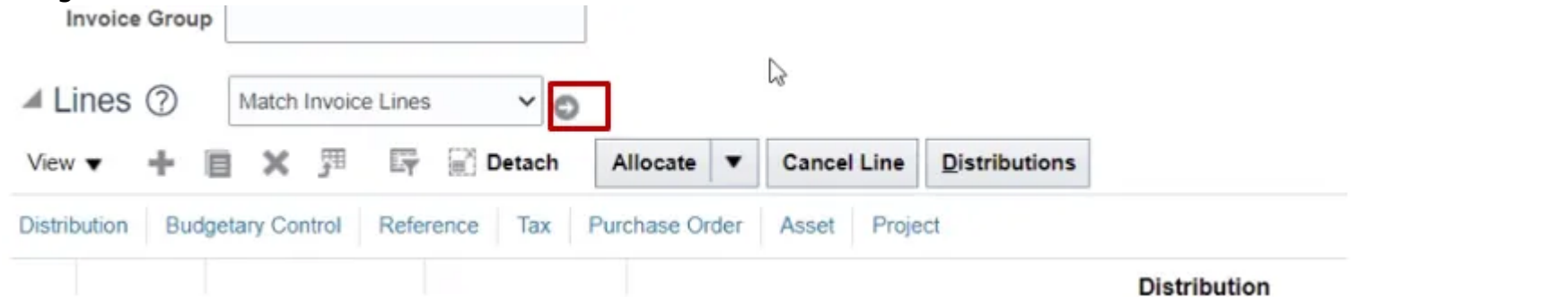
Requester

Attachments None +

Note

Step 3. Navigate to the **Lines** section and click on the **Arrow** (Go) button to match the lines.

Image



Step 4. Now notice all the lines are listed. Select the line in the original invoice by clicking on the check box next to the lines. **Now, change ONLY the quantity to match the original amount in the original invoice**, this calculates the correct total amount.

Click **Apply** and **OK** to continue.

Image

☐	Quantity	Unit Price	* Amount	De	Number	Lir	Sc	Nu	Lir	Location	Date	Item Number
☒	10082.6	1.00	10,082.66		EP5520920	1	1			2200DHHSNI-...	10/16/23	
☐		1.00			EP5520920	2	1			2200DHHSNI-...	10/16/23	
☐		1.00			EP5520920	3	1			2200DHHSNI-...	10/16/23	
☐		1.00			EP5520920	4	1			2200DHHSNI-...	10/16/23	
☐		1.00			EP5520920	5	1			2200DHHSNI-...	10/16/23	
☒	152697	1.00	152,697.00		EP5520920	6	1			2200DHHSNI-...	10/16/23	
☐		1.00			EP5520920	7	1			2200DHHSNI-...	10/16/23	
Total			162,779.66									

EP5520920, Line 6, Schedule 1: Details

Ordered	727,398	Received	N/A	UOM	Dollar
Available	727,398	Accepted	N/A	Match Basis	Quantity
Billed	0	Returned	N/A	Invoice Match Option	Order
Shipped	0	Consumed	N/A	Payment Terms	Net 30
				Freight Terms	

Step 5. You will return to the create invoice page, click on **Invoice Actions** and **Validate**.

Image

The screenshot displays a software interface for managing invoices. On the left, there are input fields for invoice details: * Number (INV-45758AUG23), * Amount (USD - 162,779.66), Type (Standard), and Description. At the top right, there are buttons for 'Invoice Actions', 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel'. The 'Invoice Actions' dropdown menu is open, showing a list of actions: 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, Post to Ledger, and Account in Draft. The 'Validate' option is highlighted with a red box. A 'Distributions' button is visible at the bottom left.

* Number INV-45758AUG23

* Amount USD - 162,779.66

Type Standard

Description

Distributions

Invoice Actions

- 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
- Post to Ledger
- Account in Draft

Step 6. Once the invoice is validated, click on **Invoice Actions** and **Initiate Approval**.

Image

Validated

Invoice Actions ▼

Save and Create Next

Save

Save and Close

Cancel

23

162,779.66

▼

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

Post to Ledger

Account in Draft

Last Saved 11/1/23 4:20 PM

▼

Initiate

Withdraw

Force Approve

Resubmit

Approve

Reject

Step 7. **Save and Close** the invoice.

Image

Validated

Invoice Actions ▼

Save and Create Next

Save

Save and Close

Cancel

Last Saved 11/1/23 4:21 PM

5758AUG23

▼

162,779.66

ard ▼

* Date

11/1/23

* Payment Terms

Net 30

▼

* Terms Date

11/1/23

Requester

Attachments

None

+

...

...

...

Wrap-Up

Correct PO Matched Paid Invoice in NCFS using the steps above.

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