

AP-36 Create Invoice from Spreadsheet

Purpose

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

Introduction and Overview

This QRG covers the steps to create invoices from spreadsheet in NCFS.

User Tip

The following are prerequisites to creating and uploading a journal from spreadsheet:

1. User must download desktop integration installer for using ADFDI spreadsheet (Navigation: Tools >> Download Desktop Integration Installer).
2. Payment Terms and Payment Method are not required, but if you are entering them, please refer to Payment Terms and Payment Method under the additional resources.

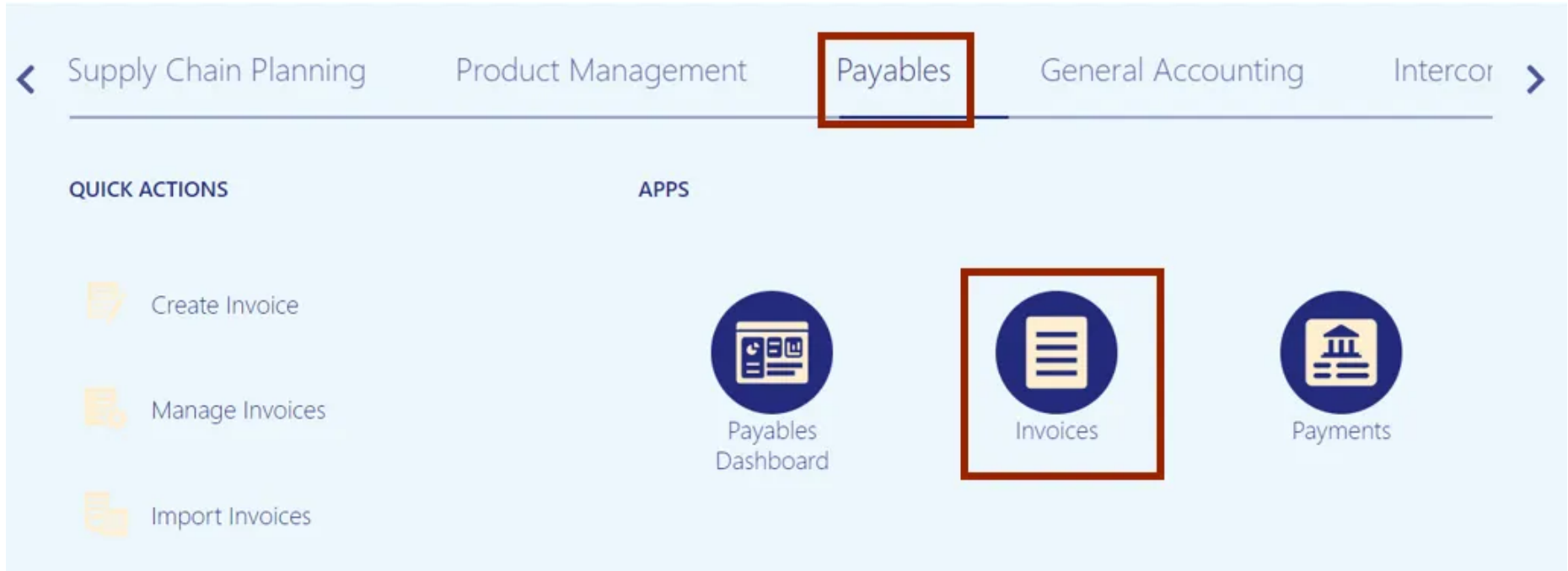
Create Invoices from spreadsheet.

To create invoices from spreadsheet in NCFS, please follow the steps below. There are 20 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.

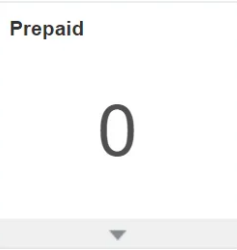
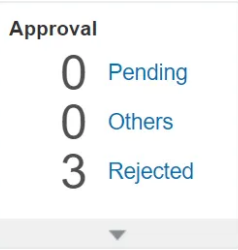
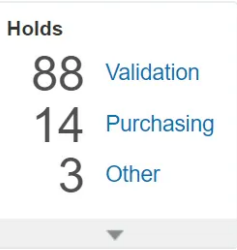
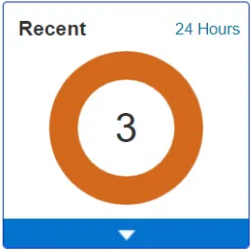
Image



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

Image

Invoices ?



- Invoices
- [Create Invoice](#)
 - [Create Invoice from Spreadsheet](#)
 - [Create Recurring Invoices](#)
 - [Manage Invoices](#)
 - [Validate Invoices](#)
 - [Initiate Approval Workflow](#)
 - [Import Invoices](#)
 - [Correct Import Errors](#)
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- Accounting
- [Create Accounting](#)
 - [Create Adjustment Journal](#)
 - [Review Journal Entries](#)
 - [Payables to Ledger Reconciliation](#)

- Assets
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- Payables Periods
- [Manage Accounting Periods](#)

View Detach [Create](#) [Validate](#) [Cancel](#) [Post to Ledger](#)

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	P
0502-003	0.00 USD	FORMS & SUPPLY INC	R.02PT.A	Needs revalidation	Unaccounted	Not paid
001001		PLY INC	R.02PT.A	Not validated	Unaccounted	Not paid
010101		OLY BAG CORPO...	R.19PT.01	Not validated	Unaccounted	Not paid

- Open
- Always open files of this type
- Show in folder
- Cancel

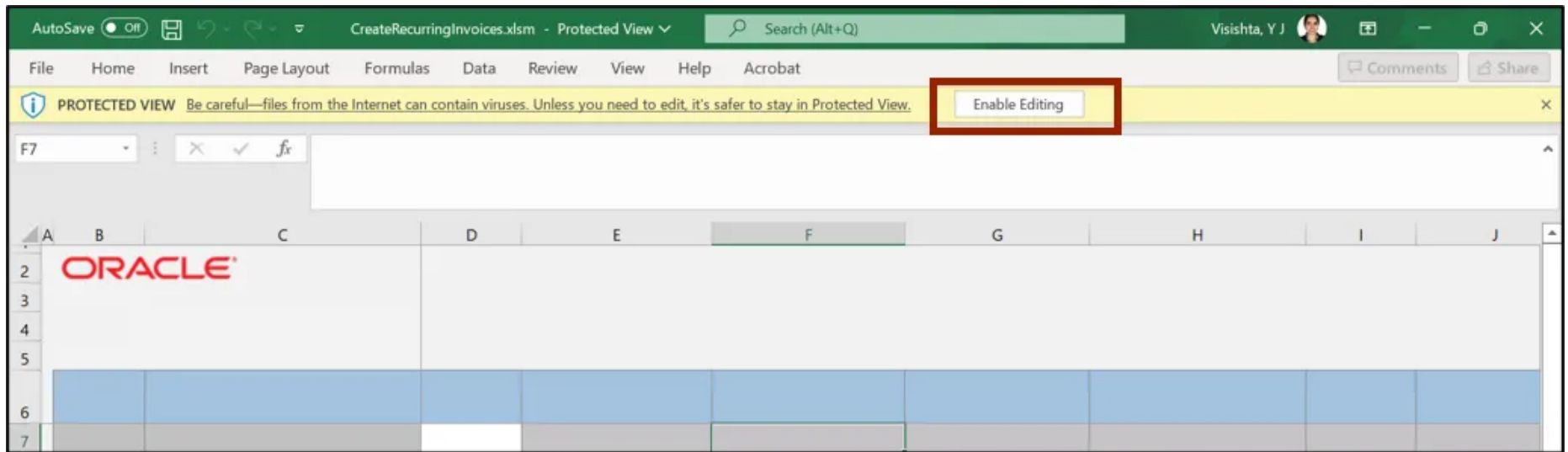
CreateQuickInvoi....xlsm

[Show all](#)

Note: **CreateQuickInvoices.xlsm** file is downloaded. Open the excel file.

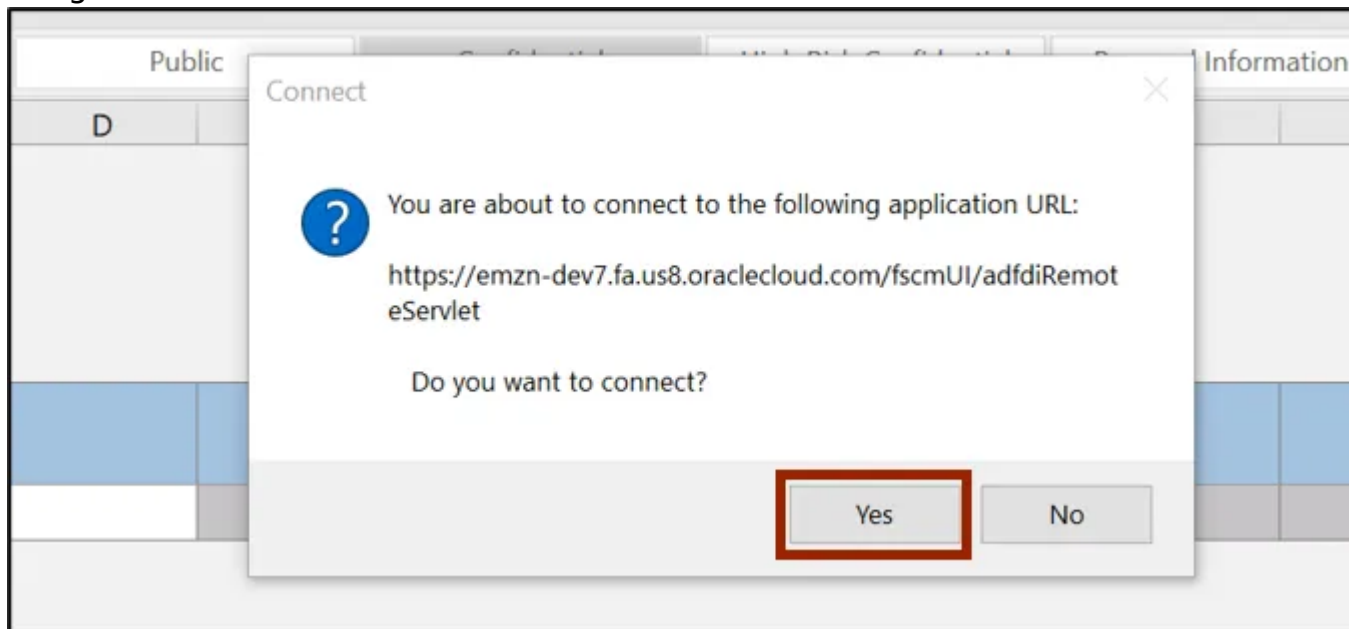
Step 4. On the **CreateQuickInvoices.xlsm** file, click the **Enable Editing** button.

Image



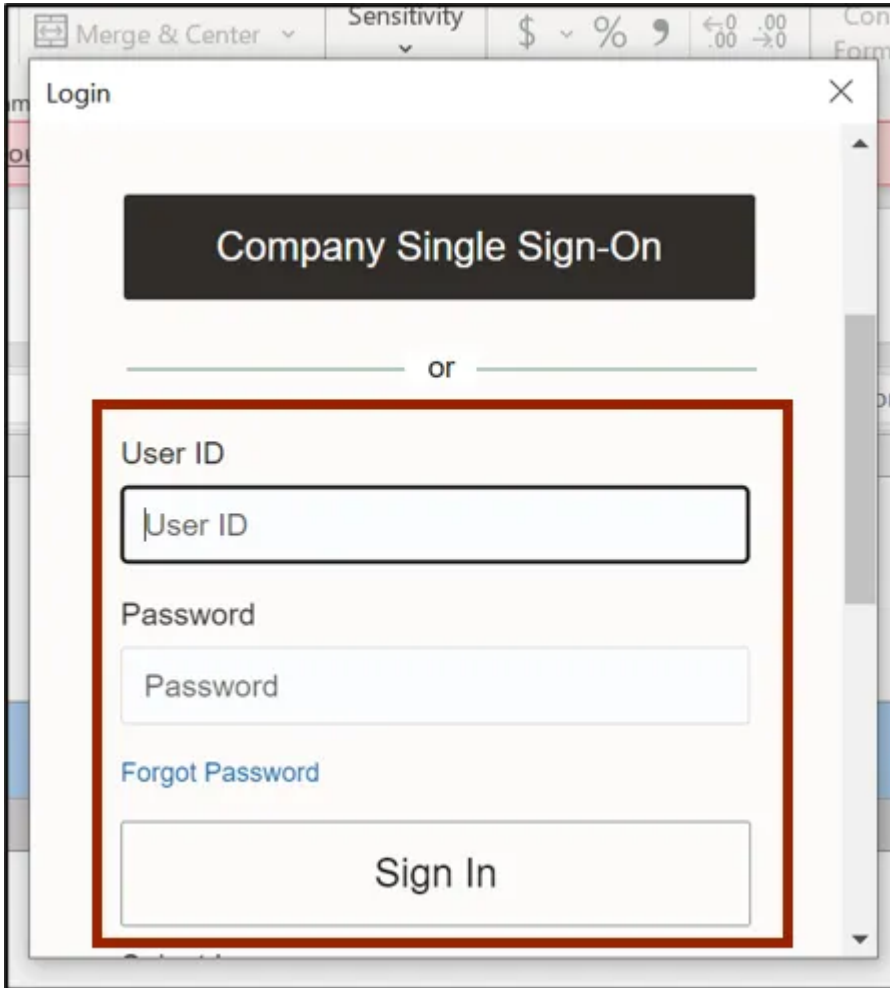
Step 5. The *Connect* pop-up appears. Click the **Yes** button.

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, with some Excel ribbon tabs visible at the top.

Step 7. The **CreateQuickInvoices.xlsm** file displays a table to enter the invoice details. Enter the invoice details in all the mandatory fields (marked with *). Update the **Invoice Header Identifier** to match the spreadsheet rows to the number of invoice lines in the invoice.

In this example, we chose to create three (3) invoice lines in this invoice. In this example, we also choose **0800 DEPARTMENT OF PUBLIC INSTRUCTION** for **Business Unit**, **INV_AP4001** for **Invoice Number**, **USD** for ***Invoice Currency**, **100.00** for ***Invoice Amount**, **10/19/2023** for ***Invoice Date**.

Image

ORACLE®
Create Invoices

Worksheet Status
*Required ** At least one is required

Changed	Row Status	*Invoice Header Identifier	*Business Unit	Import Set	*Invoice Number	*Invoice Currency	*Invoice Amount	*Invoice Date
▲		1	PUBLIC INSTRUCTION		INV_AP4001	USD	100.00	19-10-23
▲		1						
▲		1						
		4						
		5						

Step 8. For fields marked with [...], double-click the cells to fill in the details. In this example, we choose **the Supplier[...]** field. Double-click the **Supplier[...]** field to enter the Supplier name details.

Image

ORACLE®
Create Invoices

Worksheet Status
*Required ** At least one is required

Changed	Row Status	*Invoice Header Identifier	*Invoice Number	*Invoice Currency	*Invoice Amount	*Invoice Date	**Supplier[...]	**Supplier Number	*Supplier Site[...]
▲		1	INV_AP4001	USD	100.00	19-10-23			
▲		1							
▲		1							
		4							
		5							

Step 9. The *Search and Select* pop-up appear. Enter the **Supplier** name in the **Supplier** field and click the **Search** button. Click the **OK** button.

In this example, we choose **FORMS & SUPPLY INC.**

Image

Search and Select: Supplier

Search

** At least one is required

** Supplier Starts with FORMS & SUPPLY

** Supplier Number Starts with

Search Reset

Supplier	Su Nu	Income Tax Type
FORMS & SUPPLY INC	1...	DAU/AR

OK Cancel

Note: The **Supplier Number** field gets auto populated on the file when **Supplier** field details are entered.

Step 10. Scroll to the right and enter the details in the mandatory (marked with *) and applicable fields.

In this example, we choose:

- **Supplier Site:** R.08PT.A
- **Payment Currency:** USD
- **Description:** Training Invoice

Image

ORACLE® Create Invoices							
Worksheet Status							
*Required ** At least one is required							
Changed	Row Status	*Invoice Header Identifier	**Supplier Number	*Supplier Site[..]	Payment Currency	Invoice Type	Description
▲		1	110344	R.08PT.A	USD	Standard	Training Invoice
▲		1					
▲		1					

Note: For fields marked with [..], follow steps 8 and 9 to fill in the details.

Step 11. Scroll to the right and enter the details in the mandatory (marked with *) and applicable fields for each invoice line. In this example, we choose:

- **Line: 1**
- **Amount:** 30.00
- **Distribution Combination:** 0800-000000-54110000-00000000-0810103-0000-000000000000-000000-0000-000000-000000
- **Line: 2**

- **Amount: 20.00**
- **Distribution Combination: 0800-000000-52199000-0000000-0810103-0000-00000000000-000000-00000000-000000**
- **Line: 3**
- **Amount: 50.00**
- **Distribution Combination: 0800-000000-54110000-0000000-0810103-0000-00000000000-000000-00000000-000000**

Image

ORACLE[®] Create Invoices Worksheet Status *Required ** At least one is required												
Changed	Row Status	*Invoice Header Identifier	Line	*Type	*Amount	Purchase Order[...]	Purchase Order Line[...]	Distribution Combination[...]	Budget Date	Tax Classification Code	Multiperiod Accounting Accrual Account[...]	Key
▲			1	Item	30.00			0800-000000-54110000-0000000-0810103-0000-00000000000-0				82177581W88)EU.0
▲			1	Item	20.00			0800-000000-52199000-0000000-0810103-0000-00000000000-0				82177581W88)EU.0
▲			1	Item	50.00			0800-000000-54110000-0000000-0810103-0000-00000000000-0				82177581W88)EU.0
			4	Item								82177581W88)EU.0
			5	Item								82177581W88)EU.0

Note: For fields marked with [...], follow steps 8 and 9 to fill in the details.

Step 12. For PO matched invoice lines, select columns **CC** and **CH** then unhide the columns to reveal columns **CD, CE, CF, CG**.

Image

CC	CH
*Amount	Purchase Order[...]

Step 13. For PO matched invoice lines, enter the details in the mandatory (marked with *) and applicable fields for each invoice line that is matched to a PO line. In this example, we choose:

- **Line: 1**
- **Amount: 1.00**
- **Invoice Quantity: 1**
- **Unit Price: 1.00**
- **UOM: Dollar**
- **Purchase Order: EP5003492M3**
- **Purchase Order Line: 2**

- **Line: 2**
- **Amount: 1.00**
- **Invoice Quantity: 1**
- **Unit Price: 1.00**
- **UOM: Dollar**
- **Purchase Order: EP5003492M3**
- **Purchase Order Line: 3**

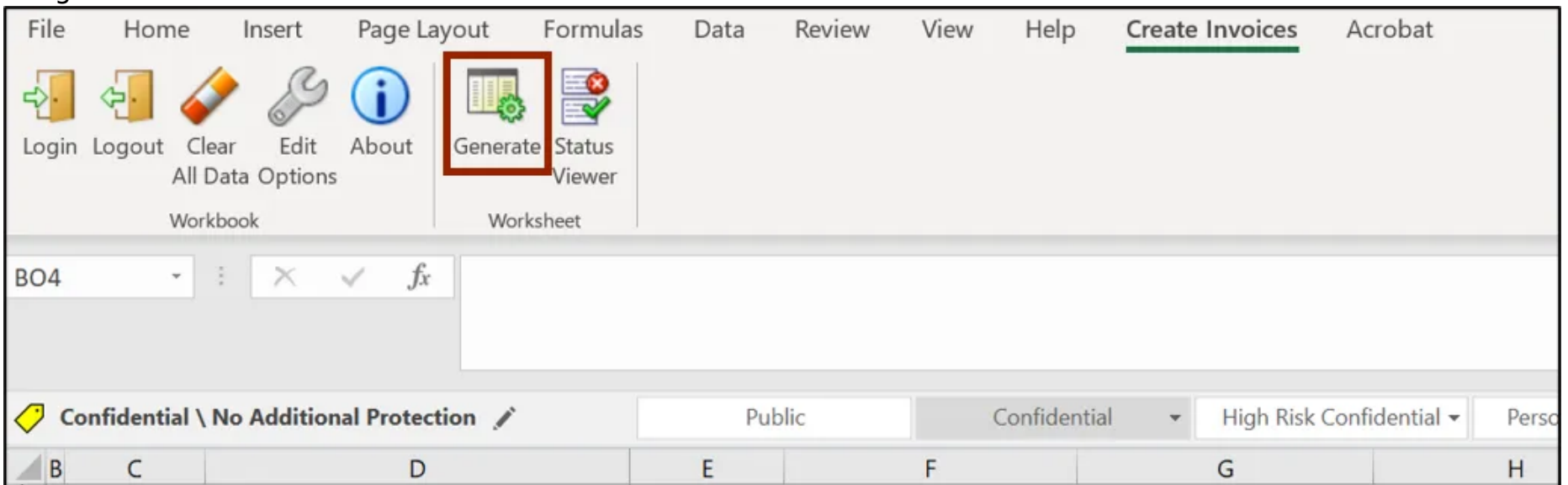
Image

ORACLE® Create Invoices		Worksheet Status														
		*Required ** At least one is required														
Changed	Row Status	*Invoice Header Identifier	Line	*Type	*Amount	Invoiced Quantity	Unit Price	UOM	Description	Purchase Order[...]	Purchase Order Line[...]	Distribution Combination[...]	Budget Date	Tax Classification Code	Multiperiod Accounting Accrual Account[...]	Key
	Row inserted		1	Item	1.00	1	1.00	Dollar	EP5003492M3	2						4CE46160WB_HSHD
	Row inserted		1	2	Item	1.00	1	1.00	Dollar	EP5003492M3	3					4CE46160WB_HSHD
			3	Item												82177581W88JEU.0
			4	Item												82177581W88JEU.0
			5	Item												82177581W88JEU.0

Note: For fields marked with [...], follow steps 8 and 9 to fill in the details. Do not enter the **Distribution Combination** value if the invoice line is PO matched, this value will be derived by the PO line that is matched to the invoice line.

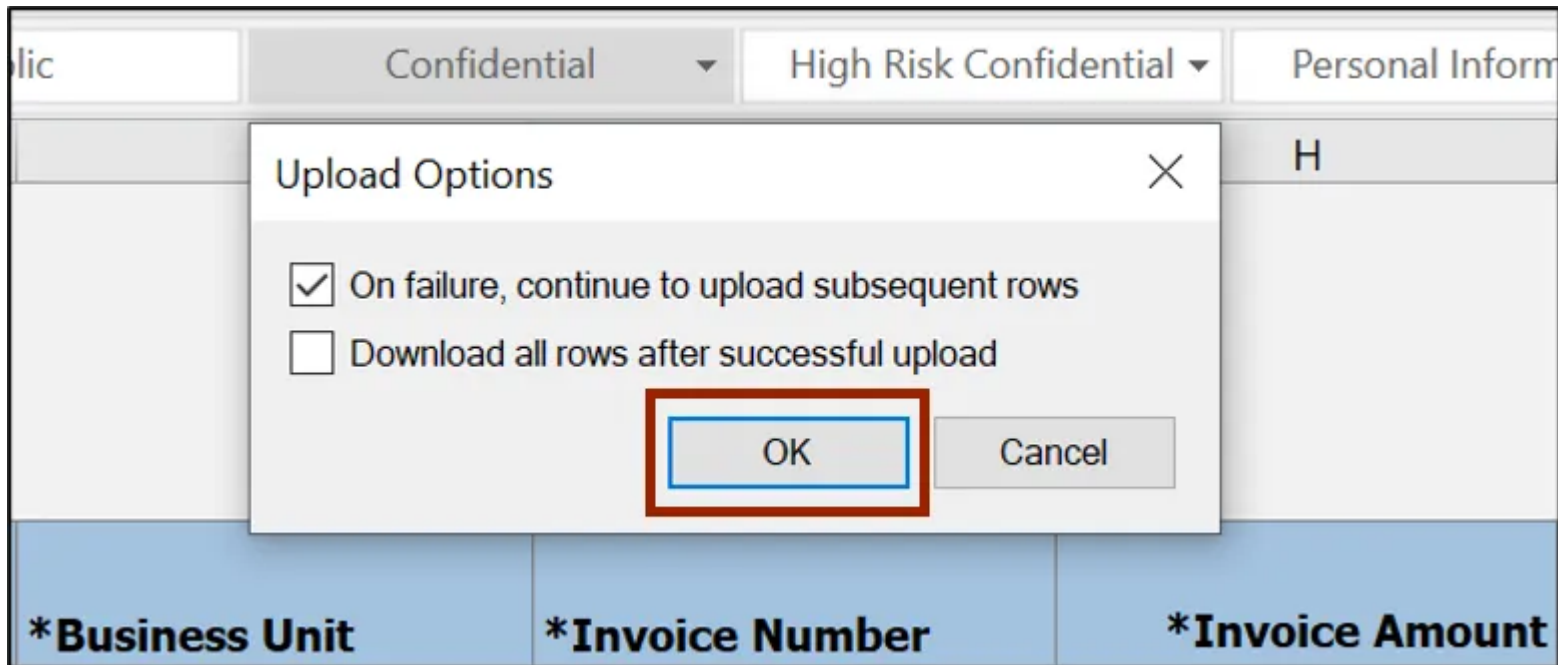
Step 14. On the *Create Invoices* tab, click the **Generate or Save and Submit Invoice Import** button.

Image



Step 15. The *Upload Options* pop-up appears. Click the **OK** button.

Image



Step 16. The *Import Payables Invoices* pop-up appears. Enter the **Business Unit**, **Invoice Group** (if desired), and **Accounting Date**.

In this example we choose:

- **Business Unit:** 0800 DEPARTMENT OF PUBLIC INSTRUCTION
- **Invoice Group:** Test101
- **Accounting Date:** 10/20/23

Image

Import Payables Invoices

Save and Submit Invoice Import

Business Unit 0800 DEPARTMENT OF PUBLIC

Source Spreadsheet

Invoice Group Test101

Import Set

Hold

Hold Reason

Accounting Date 10/20/23

Summarize Report No

Cancel Submit

Step 17. The *Confirmation* pop-up appears. Click the **OK** button.

Image



Step 18. Navigate to **NCFS Login >> Payables >> Invoices**. The **Invoices** dashboard opens. Click the **Recent** info tile. The invoice from spreadsheet **INV_AP4001** is generated. Click the **Invoice Number** link to validate the invoice from spreadsheet.

In this example, we choose **INV_AP4001** invoice.

Image

Recent 24 Hours

1

Holds

60 Validation

11 Purchasing

0 Other

Approval

0

Prepaid

0

View
Detach
Create
Validate
Cancel

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status
INV_AP4001	100.00 USD	FORMS & SUPPLY INC	R.08PT.A	Not validated	Unaccounted

Step 19. The **Edit Invoice** page is displayed. Validate and update the invoice details if necessary. Click the **Show More** link to access more information on the invoice.

Image

Edit Invoice: INV_AP4001

Not validated

Invoice Actions

Save Save and Close Cancel

Last Saved 10/20/23 4:43 PM

Invoice Header Show More

Identifying PO
Business Unit 0800 DEPARTMENT OF PUBLIC INSTRUCTION

* Supplier FORMS & SUPPLY INC
Supplier Number 110344

* Supplier Site R.08PT.A
* Legal Entity NC DEPARTMENT OF PUB
Invoice Group Test101

* Number INV_AP4001
* Amount USD 100.00
Type Standard
Description Training Invoice

* Date 10/19/23
* Payment Terms Immediate
* Terms Date 10/19/23
Requester
Attachments None
Note

Lines Match Invoice Lines

Step 20. More information on the invoice is displayed. Click the **Save and Close** button. The updates are saved. You are now redirected to the **Invoices** dashboard.

Image

Edit Invoice: INV_AP4001 ?

Not validated Invoice Actions Save Save and Close Cancel

Last Saved 10/20/23 4:43 PM

Invoice Header Show Less

General Accounting Tax Additional Information

Identifying PO

Business Unit 0800 DEPARTMENT OF PUBLIC INSTRUCTION

Payment Business Unit 0800 DEPARTMENT OF PUBLIC INSTRUCTION

* Supplier FORMS & SUPPLY INC

Supplier Number 110344

* Supplier Site R.08PTA

Supplier Site Address PO BOX 563953, CHARLOTTENC, 28256, MECKLENBURG, US

* Legal Entity NC DEPARTMENT OF PUB

* Number INV_AP4001

* Amount USD - 100.00

Payment Currency USD -

Type Standard

Description Training Invoice

Intercompany invoice

* Date 10/19/23

* Payment Terms Immediate

Goods Received m/d/yy

Invoice Received m/d/yy

* Terms Date 10/19/23

Requester

Attachments None

Invoice creation via spreadsheet Tips and Tricks

General

- If an invoice has been successfully loaded to NCFS but isn't available in the Manage Invoices page, check if there was an issue after the load to NCFS by referring to the "AP-22 Correct Errors from Invoice Upload (Spreadsheet)" QRG. If the invoice isn't on the correction spreadsheet in the QRG, navigate to the Scheduled Processes area for the "Import Payables Invoices Report" to review successful and unsuccessful invoice lines,

especially the “Rejections” section at the bottom of the report. Note: To look up reports in the Schedules Processes refer to GEN106 (WBT) course.

- If all the invoice lines in the spreadsheet are not uploaded, make sure there is a black triangle in the “Changed” column for all the rows to be loaded to NCFS. This can be toggled by double clicking in that column.
- When entering supplier information, you can enter the number or double click and search for the supplier name.
- If you need more rows in the spreadsheet, right click an existing row and select “Insert” to add a row. Repeat as needed. After inserting, select columns F-EM on a row that existed prior to the inserts and copy and paste the columns to the newly inserted rows. Pasting from an existing row will make sure formatting and defaults are on the new rows.

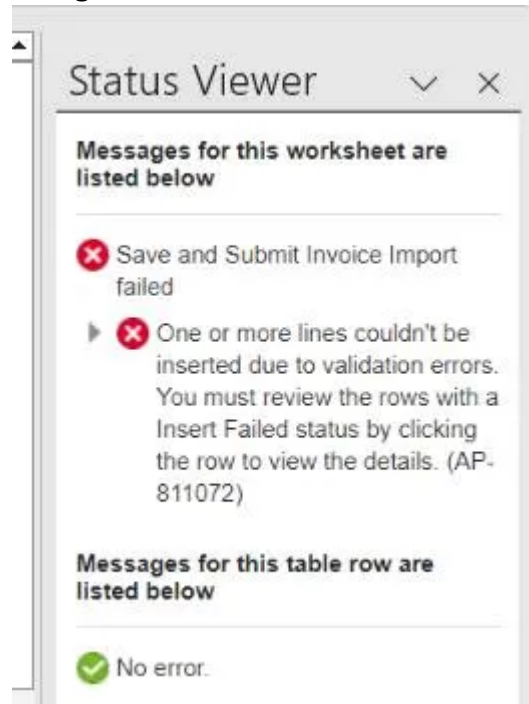
Copy/Paste

- Copy/Paste often adds a space to the end or the beginning of a value. This extra space can cause a mismatch if Oracle is expecting a defined value.
- When pasting, right click and use the paste “Values” option to avoid overlaying formatting or functionality associated with the cell.

Upload Errors

- When you submit the spreadsheet, “Row Inserted” in Col D means that specific invoice line is good, but the row may not have loaded to NCFS. If you see any rows with “Insert Failed”, the invoice did not load. The key is to look at the worksheet status in the Status Viewer at the top right after a Save and Submit action and if that failed as shown in the screenshot below, the invoice wasn’t loaded to NCFS. When the invoice is going to be loaded to NCFS, you’ll get the Import Payables Invoices popup window mentioned in the steps of this QRG.

Image



- If a data element is erroring unexpectedly because it's an invalid value, try double clicking and using the Search functionality to select the value. If that fixes the row, you can try copy/pasting the value on additional rows.
- If you get an error on a line row saying you must enter a valid value that is on the header row (like the Business Unit), copy the header values from the header line (col F thru col Q) and paste them on the line with the error. The new values are grayed out and can't be seen but they are there, and this should resolve the error.

Wrap-Up

Create invoices from a spreadsheet using the steps above.

Additional Resources

Virtual Instructor-Led Training (VILT)

- [AP101: Invoice Management](#)
- [PO001: PO Inquiry](#)

Image

NCFS Configured Payment Terms as of 5/20/22

Name	Description
1/10 EOM Net 30	If the bill is paid by the 10th of the next month, there is a 1% discount. Otherwise, total amount is due within 30 days
1/10 Net 30	1% discount if paid in 10 days, otherwise due in 30. Used by Ariba Team
2/10 EOM Net 11 EOM	If the bill is paid by the 10th of the following month, there is a 2% discount. Otherwise, the total amount is due by the 11th of the next month.
2/10 Net 11	Two percent discount deducted if paid within 10 days, remainder paid 11 days from invoice terms date. NCAS Payment Term.
2/10 Net 30	Two percent discount deducted if paid within 10 days, remainder paid 30 days from invoice terms date.
2/10 Net 31	Two percent discount deducted if paid within 10 days, remainder paid 31 days from invoice terms date. Used by Ariba Team
End of Month	Pay by end of current month.
Immediate	Scheduled for payment immediately.
Net 10	Payment due in 10 days.
Net 10 EOM	Pay within 10 days following the end of the month. Used by Ariba Team
Net 120	Payment due in 120 days. Used by Ariba Team
Net 14	Payment due in 14 days. Used by Ariba Team
Net 15	Payment due in 15 days.
Net 15 EOM	Pay within 15 days following the end of the month. Used by Ariba Team
Net 20	Payment due in 20 days.
Net 21	Payment due in 21 days. Used by Ariba Team
Net 25	Payment due in 25 days. Used by Ariba Team
Net 25 EOM	Pay within 25 days following the end of the month. Used by Ariba Team
Net 28	Payment due in 28 days. Used by Ariba Team
Net 30	Payment due in 30 days.
Net 40	Payment due in 40 days. Used by Ariba Team
Net 45	Payment due in 45 days.
Net 5	Payment due in 5 days.
Net 60	Payment due in 60 days.
Net 7	Payment due in 7 days. Used by Ariba Team
Net 90	Payment due in 90 days
Net Monthly Account	Payment due on last day of the month following the one in which the invoice is dated.

Image

NCFS Payment Methods as of 5/20/22

Payment Method Code	Supplier Type	Payment Method Name	Payment Method Description
CHK_SUPPLIER	Supplier	Check - Supplier	Check Method for Supplier Payment
EFT_SUPPLIER	Supplier	Electronic - Supplier	Electronic Method for Supplier Payment
EFT_IGO	Supplier	Electronic - IGO	Electronic Method for Inter-Government Organization
CHK_OTP	Party	Check - One Time Payment	Check Payment Method for One time Payment
EFT_OTP	Party	Electronic - One Time Payment	Electronic Payment Method for One time Payment
CHK_EMP	Employee	Check - Employee	Check Method for Employee Reimbursement
EFT_EMP	Employee	Electronic - Employee	Electronic Method for Employee Reimbursement

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