AP-40 Adding County Codes at Distribution Level

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide step by step explanation on how to Add County Codes at Distribution Level to an invoice in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG provides an overview of how to enter county code and county name.

Note: County Code and County name can be entered when the user enters the invoice the first time or the user can edit an already entered / paid invoice to add country codes at the distribution level. *The below example shows how to enter county code and name after the invoice has been paid.*

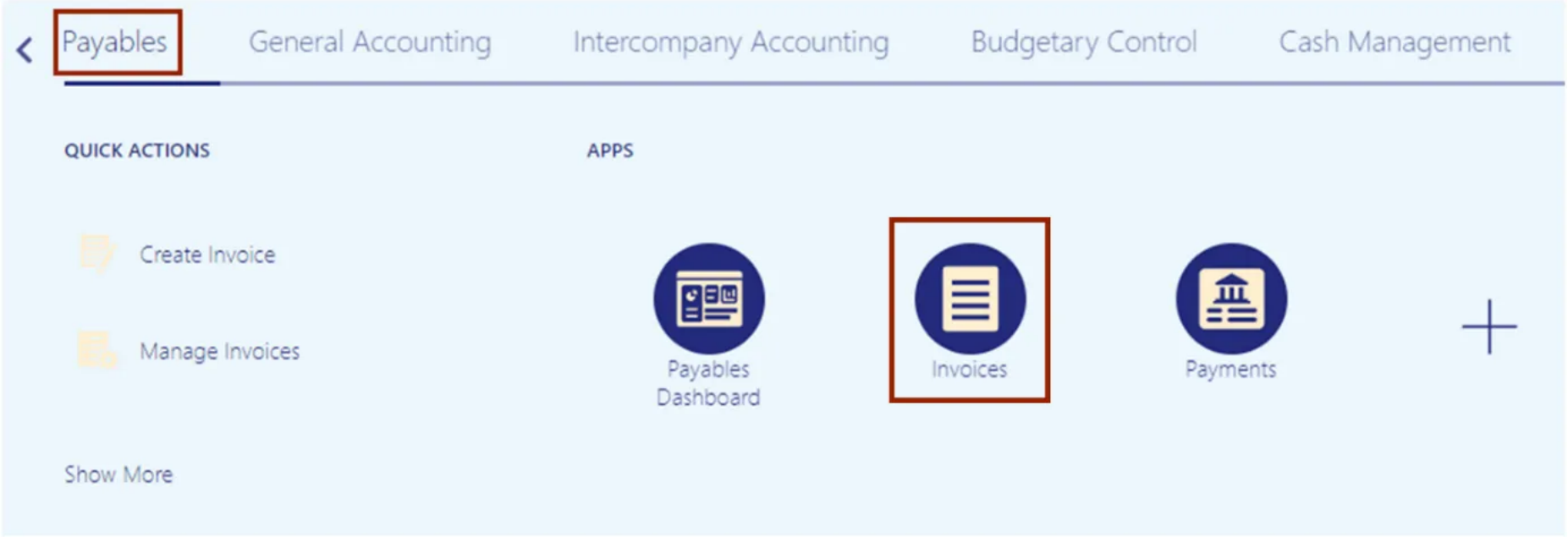
Adding County Code

Follow the steps to add county codes at distribution level. There are 15 steps to complete this process.

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

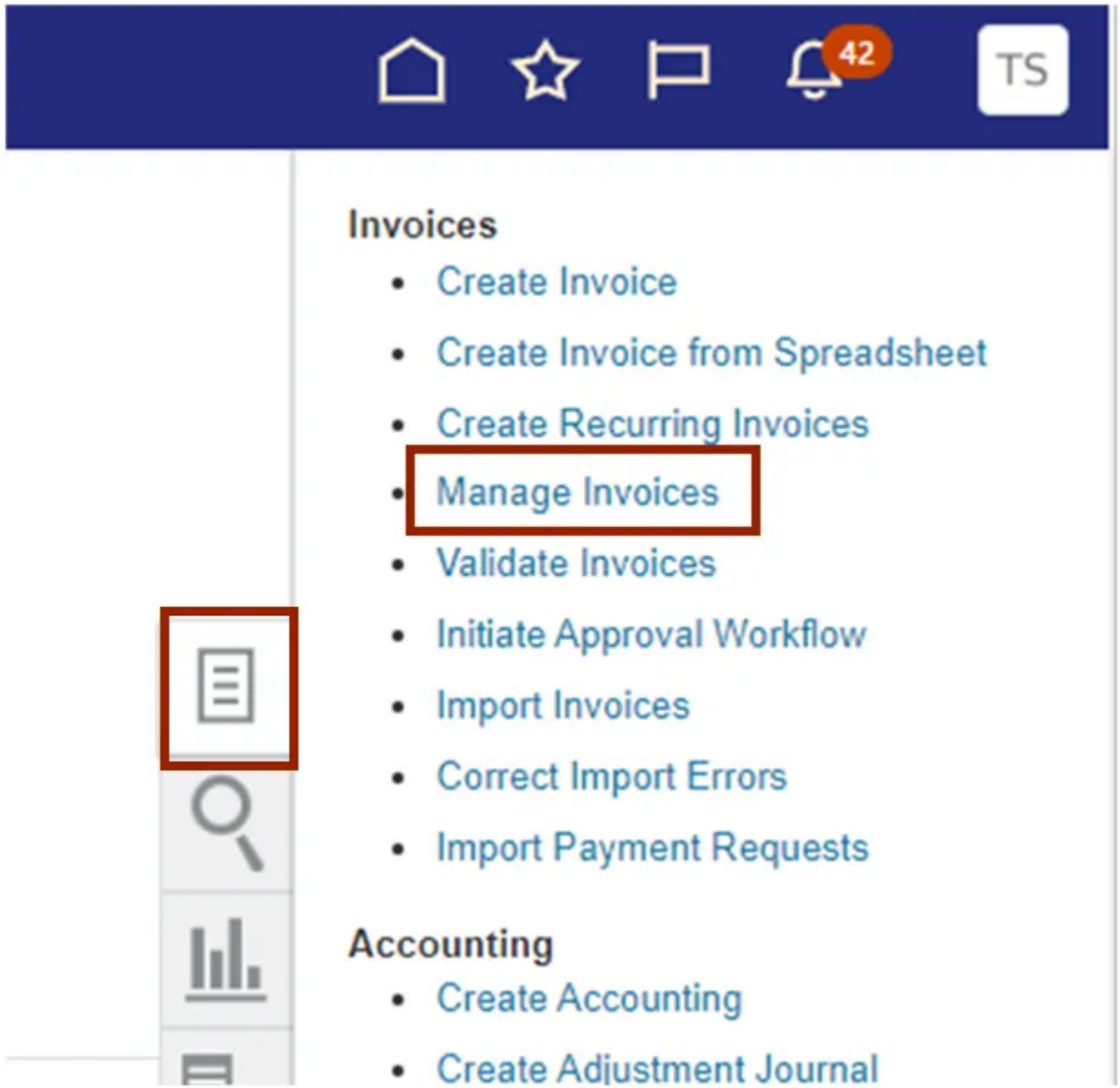
Step 2. Click the **Payables** tab. Click the **Invoices** app.

Image



Step 3. Click the **Tasks** icon. On the **Tasks** pane, click the **Manage Invoices**.

Image



Step 4. The **Manage Invoices** page opens. On the ***Search: Invoice*** section, enter the required fields. Click the **Search** button.

Image



Step 5. Click the invoice number link to view details of the invoice.

Image

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site
1016824-0-CORR	3/9/23	1/26/24 9:24 AM	FORMS & SUPPLY INC	R.46PT.A
1041496-0	4/4/23	1/24/24 3:27 PM	FORMS & SUPPLY INC	R.52PT.A
1083169-0	5/24/23	1/26/24 9:06 AM	FORMS & SUPPLY INC	R.46PT.A
1087151-3	6/2/23	1/24/24 11:07 ...	FORMS & SUPPLY INC	R.52PT.A
1087151-4	6/30/23	1/24/24 11:11 ...	FORMS & SUPPLY INC	R.52PT.A
1113621-2	7/24/23	1/24/24 1:01 PM	FORMS & SUPPLY INC	R.52PT.A
1113621-3	7/28/23	1/24/24 1:07 PM	FORMS & SUPPLY INC	R.52PT.A
1116209-0	7/31/23	1/24/24 11:13 ...	FORMS & SUPPLY INC	R.52PT.A

Step 6. Click the **Actions** dropdown and select **Edit**.

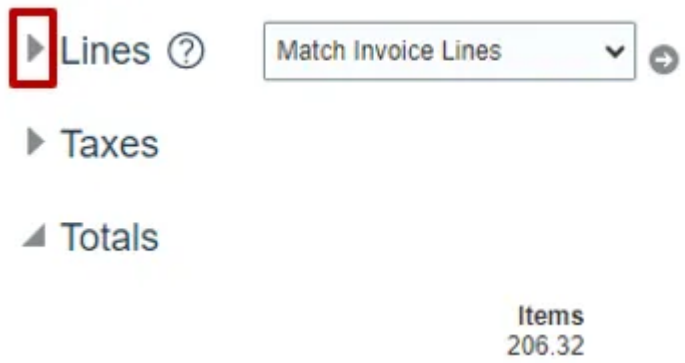
Image



Step 7. Invoice is now editable, expand the arrow in the **Lines** section to view all details.

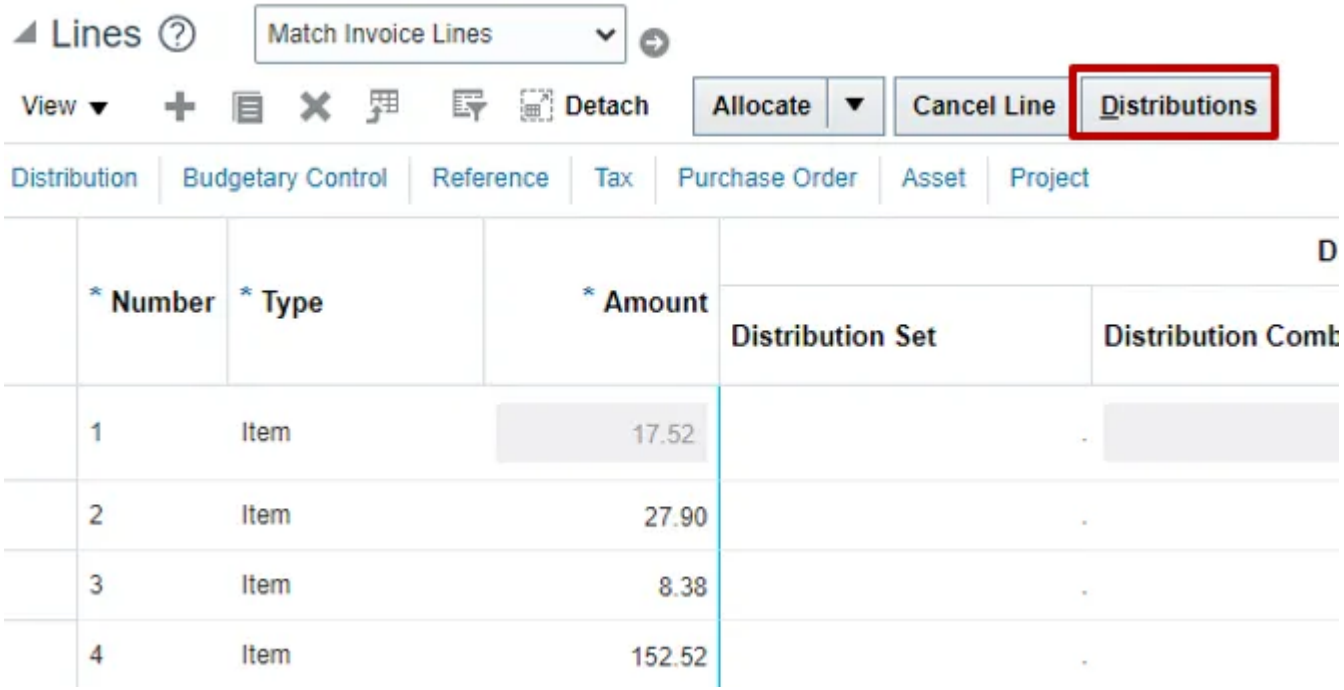
Note: If the invoice is being entered the first time, you can follow the below steps to add County Code and Name.

Image



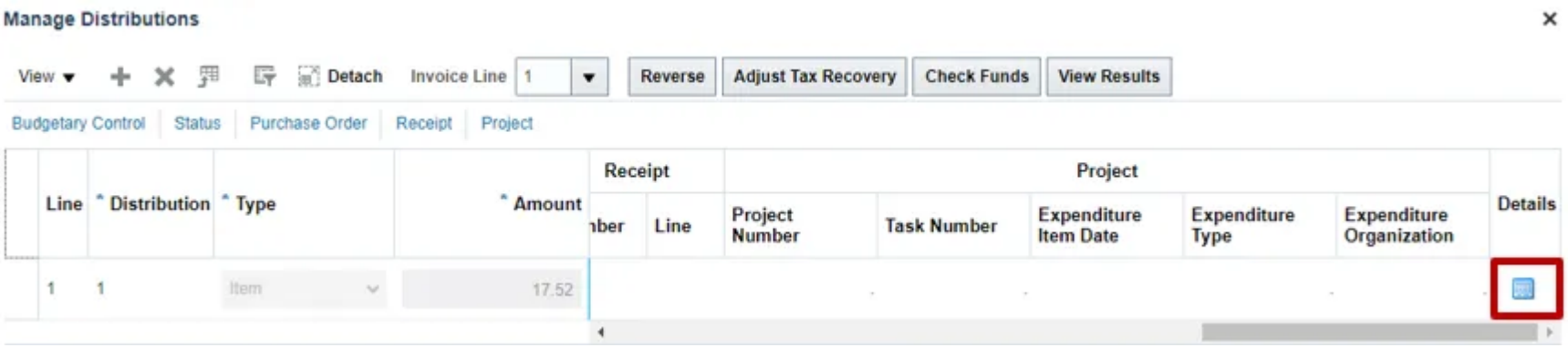
Step 8. All the line details will be displayed, click on the **Distribution** button.

Image



Step 9. The Manage Distribution window will be displayed, scroll to the right, and click on the **Details** icon.

Image



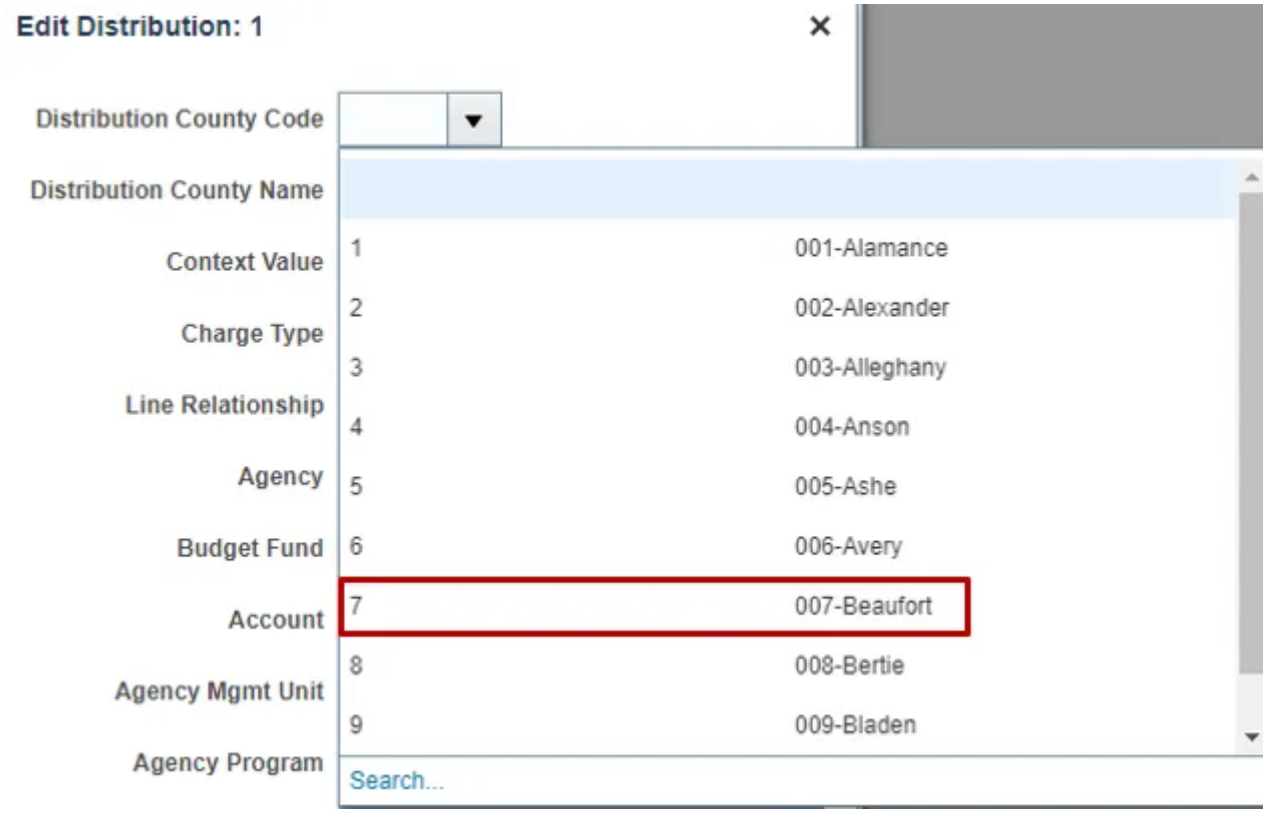
Step 10. Edit Distribution 1 window will be displayed, you can now select the **Distribution County Code** and **Distribution Couty Name** from the first two drop down menus.

Image



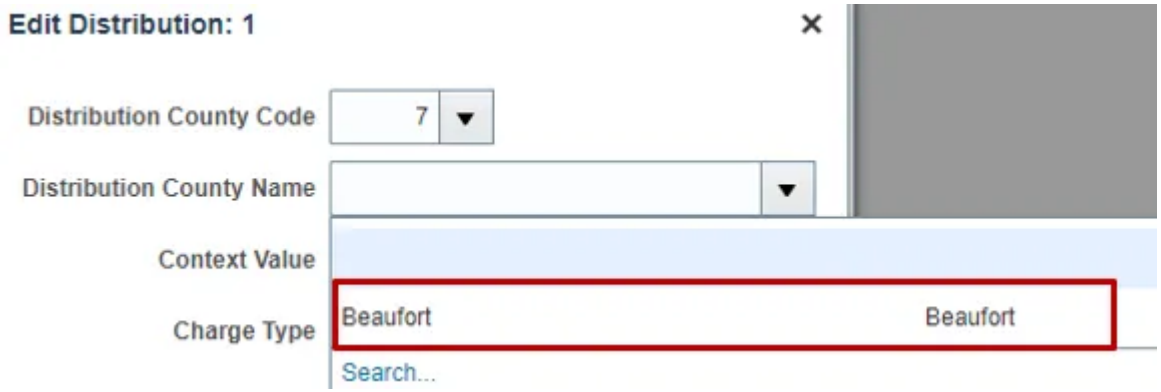
Step 11. Click on **Distribution County Code** dropdown and select the appropriate code. In this example we will select **7**.

Image



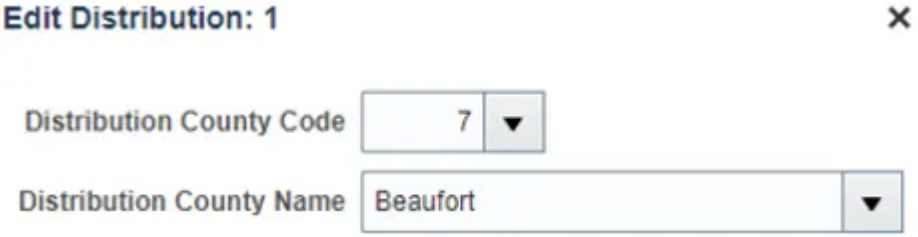
Step 12. Click on **Distribution County Name** dropdown and select the related name.

Image



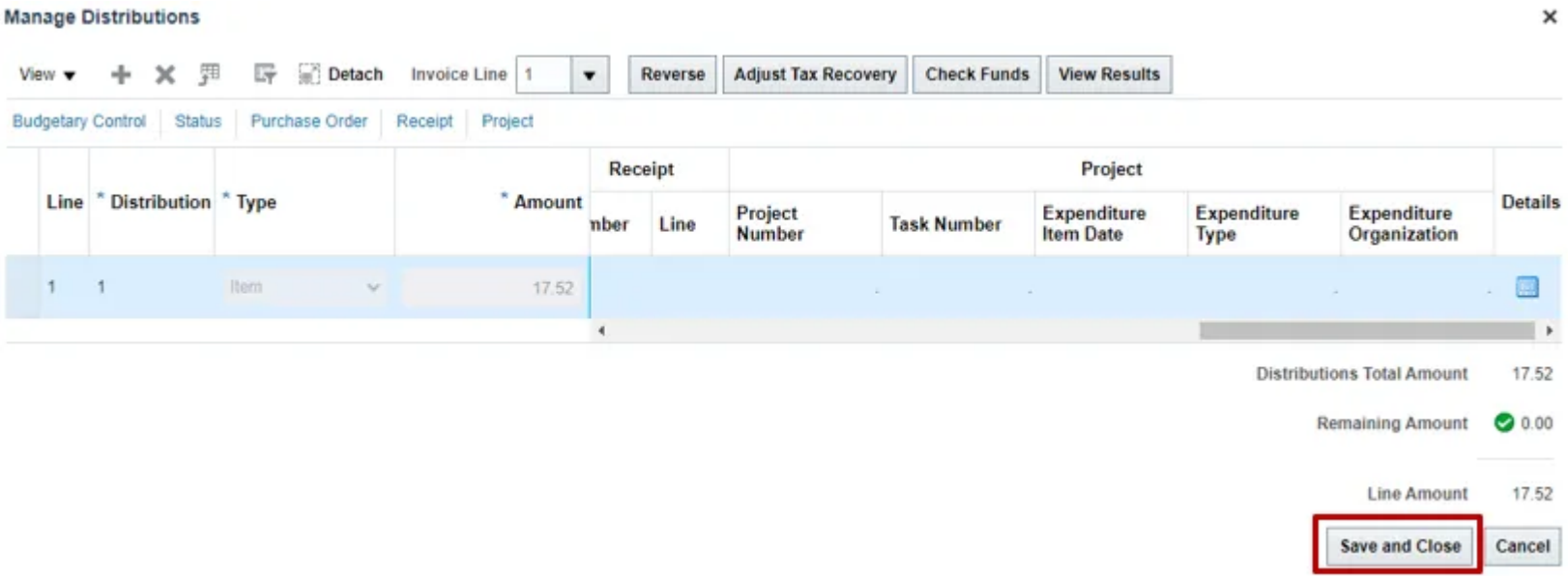
Step 13. Once the Code and Name is selected, Click **OK**.

Image



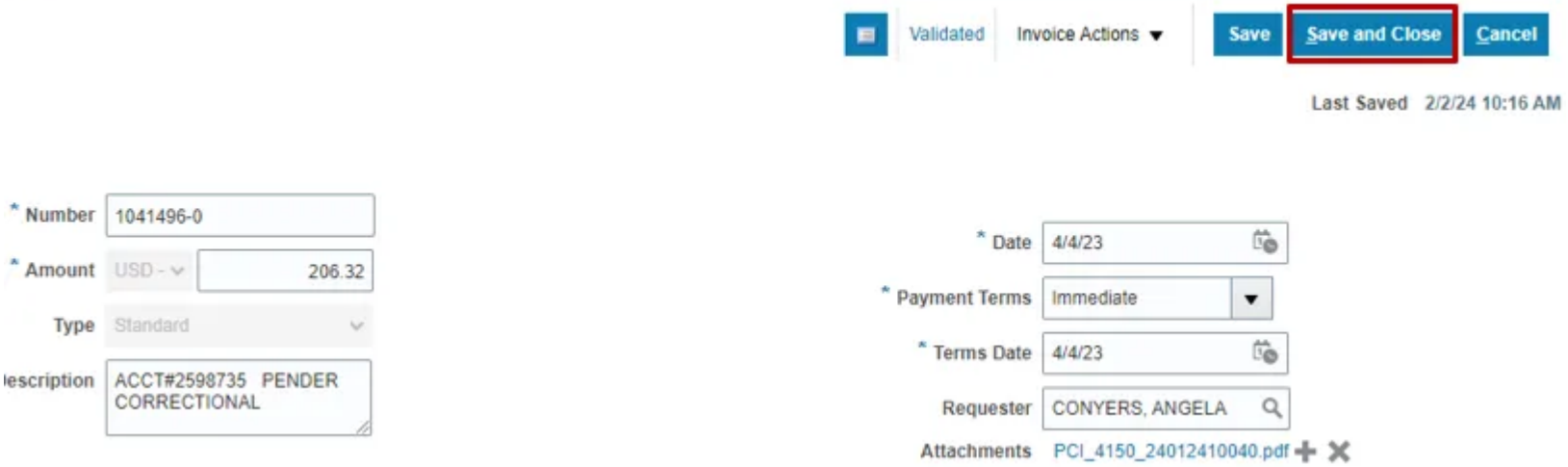
Step 14. Click **Save and Close** on the Manage Distribution window.

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Step 15. Edit Invoice page will be displayed, click on **Save and Close**.

Image



Wrap-Up

This QRG provides you with step-by-step explanation on how to add county codes at the distribution level to an invoice.

Additional Resources

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

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