

## 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.*

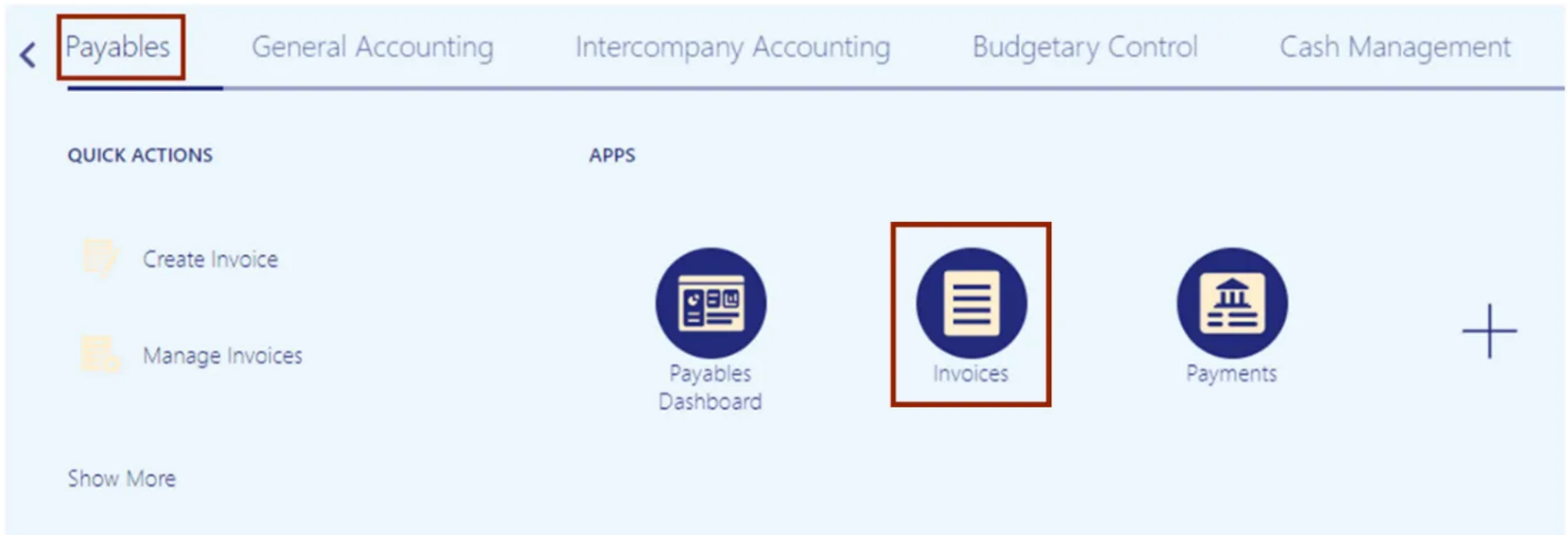
### **Adding County Code**

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.

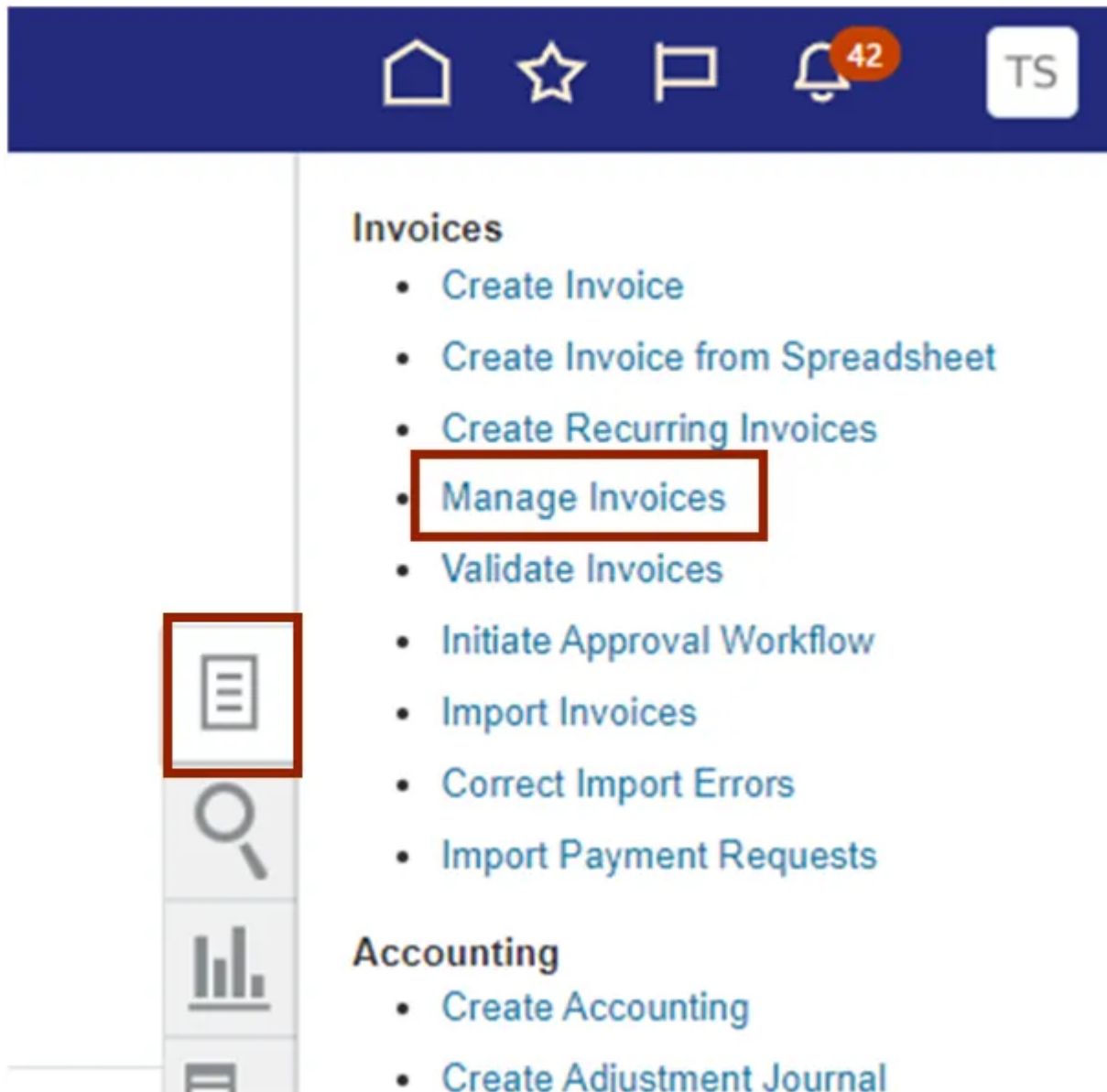
Step 2. Click the **Payables** tab. Click the **Invoices** app.

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

Manage Invoices ?

Done

Search Results

Search: Invoice

Business Unit

\* Invoice Number

Invoice Amount

\*\* Invoice Date

\*\* Supplier or Party

Advanced Saved Search

\*\* At least one is required

\*\* Supplier Number

Supplier Site

Taxpayer ID

\*\* Invoice Group

Search Reset Save...

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

Manage Invoices ⓘ

Search Results
1016824-0-CORR
1041496-0

Invoice Details

Invoice Date

4/4/23

Invoice Type

Standard

Supplier or Party

FORMS & SUPPLY INC

Supplier Site

R.52PT.A

Address

PO BOX 563953, CHARLOTTE, NC:28256

Invoice Amount

206.32 USD

Applied Prepayments

0.00 USD

Unpaid Amount

206.32 USD

Holds

1

Notes

Validated

Actions

Save

Save and C

Business Unit

Payment Business Unit

Payment Terms

Payment Currency

Attachments

Edit

Check Funds

Validate

Request Override

Approval

Cancel Invoice

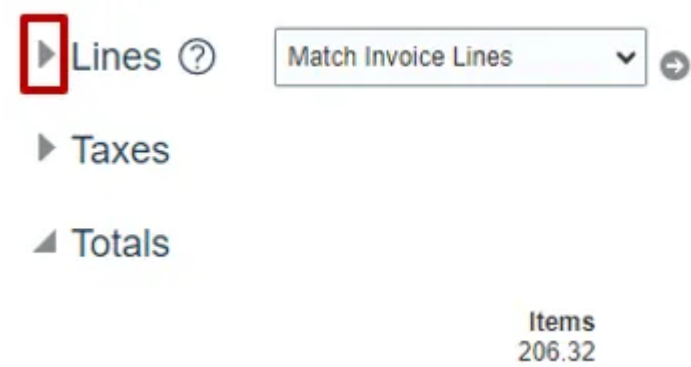
Post to Ledger

Account in Draft

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

Image



The image shows a software window titled "Edit Distribution: 1" with a close button (X) in the top right corner. Inside the window, there are two dropdown menus. The first is labeled "Distribution County Code" and the second is labeled "Distribution County Name". Both dropdown menus are currently empty and have a small downward arrow icon on the right side. A red rectangular border highlights both dropdown menus.

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

Image



## Edit Distribution: 1



Distribution County Code



Distribution County Name

|                   |                           |               |
|-------------------|---------------------------|---------------|
| Context Value     | 1                         | 001-Alamance  |
| Charge Type       | 2                         | 002-Alexander |
| Line Relationship | 3                         | 003-Alleghany |
| Agency            | 4                         | 004-Anson     |
| Budget Fund       | 5                         | 005-Ashe      |
| Account           | 6                         | 006-Avery     |
| Agency Mgmt Unit  | 7                         | 007-Beaufort  |
| Agency Program    | 8                         | 008-Bertie    |
|                   | 9                         | 009-Bladen    |
|                   | <a href="#">Search...</a> |               |

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

Image

**Edit Distribution: 1**



Distribution County Code

 ▼

Distribution County Name

 ▼

Context Value

Charge Type

 Beaufort

[Search...](#)

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

Image

**Edit Distribution: 1**



Distribution County Code

 ▼

Distribution County Name

 ▼

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

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 | Receipt |      | Project        |             |                       |                  |                          | Details |
|------|----------------|--------|----------|---------|------|----------------|-------------|-----------------------|------------------|--------------------------|---------|
|      |                |        |          | Number  | Line | Project Number | Task Number | Expenditure Item Date | Expenditure Type | Expenditure Organization |         |
| 1    | 1              | Item   | 17.52    |         |      |                |             |                       |                  |                          |         |

Distributions Total Amount 17.52

Remaining Amount 0.00

Line Amount 17.52

**Save and Close** Cancel

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

Image

Validated Invoice Actions Save **Save and Close** Cancel

Last Saved 2/2/24 10:16 AM

\* Number 1041496-0

\* Amount USD - 206.32

Type Standard

Description ACCT#2598735 PENDER CORRECTIONAL

\* Date 4/4/23

\* Payment Terms Immediate

\* Terms Date 4/4/23

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Attachments PCI\_4150\_24012410040.pdf

## 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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