

AP-43 AP Year-End Accrual Process

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide the step-by- step process regarding NCFS Accounts Payable Year-End Accrual Process.

Introduction and Overview

This QRG covers how to create and manage an invoice for NCFS Accounts Payable Year-End Accrual Process.

Creating a New Invoice

There are 6 steps to complete this process.

Step 1. When creating an invoice, scroll to the end of the invoice line and click on the **Details** button.

Image

Create Invoice: ?

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

Invoice Header Show More

Identifying PO

Business Unit 1400 OFFICE OF THE STA ▾

* Supplier RELYCO SALES INC

Supplier Number 100123

* Supplier Site R.14PT.01 ▾

* Legal Entity NC OFFICE OF THE STATE ▾

Invoice Group

* Number Accrual Invoice

* Amount USD ▾ 547.00

* Type Standard ▾

Description

* Date 7/5/2025

* Payment Terms Net 30 ▾

* Terms Date 7/5/25

Requester

Attachments None +

Note

Lines ? Match Invoice Lines ▾

View ▾ + - Detach Allocate ▾ Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Income Tax Asset Project

* Number	* Type	* Amount	Tax Classification	Ship-to Location	Withholding	Number	Line	Schedule	Quantity	Unit Price	Type	Track as Asset	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Details
1	Item ▾	547.00		1400OSCNII-1410							DAU/AR ▾	☐			4/11/25			
2	Item			1400OSCNII-1410 MAIL SER							DAU/AR	—			4/11/25			
3	Item			1400OSCNII-1410 MAIL SER							DAU/AR	—			4/11/25			
4	Item			1400OSCNII-1410 MAIL SER							DAU/AR	—			4/11/25			
5	Item			1400OSCNII-1410 MAIL SER							DAU/AR	—			4/11/25			

► Taxes

► Totals

Step 2. Click on the **Accrual Indicator** drop box.

Image

Create Invoice: ?

Invoice Actions Save and Create Next Save Save and Close Cancel

Invoice Header Show More

Identifying PO Business Unit 1400 OFFICE OF THE STA Supplier RELYCO SALES INC Supplier Number 100123 Supplier Site R.14PT.01 Legal Entity NC OFFICE OF THE STATE Invoice Group

* Number Accrual Invoice * Amount USD - 547.00 * Type Standard Description

* Date 7/5/2025 * Payment Terms Net 30 * Terms Date 7/5/25 Requester Attachments None Note

Lines ? Match Invoice Lines View + Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Income Tax Asset Project

Update Additional Information: Line : 1 x

Accrual Indicator Additional Information Regional Information OK Cancel

* Number	* Type	* Amount	Tax	Purchase Order	Income Tax	Asset	Project	Expenditure	Expenditure	Details								
			Tax Classification	Ship-to Location	Withholding	Number	Line	Schedule	Quantity	Unit Price	Type	Track as Asset	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	
1	Item	547.00		1400OSCN-1410							DAU/AR				4/11/25			

Step 3. Select the appropriate **Accrual Indicator** for the invoice line.

Image

Create Invoice: ?

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

Invoice Header

Identifying PO: [Search]
 Business Unit: 1400 OFFICE OF THE STA
 * Supplier: RELYCO SALES INC
 Supplier Number: 100123
 * Supplier Site: R.14PT.01
 * Legal Entity: NC OFFICE OF THE STATE
 Invoice Group: [Search]

* Number: Accrual Invoice
 * Amount: USD - 547.00
 * Type: Standard
 Description: [Search]

* Date: 7/5/2025
 * Payment Terms: Net 30
 * Terms Date: 7/5/25
 Requester: [Search]
 Attachments: None
 Note: [Search]

Lines: Match Invoice Lines

View: +, -, [Icon], [Icon], [Icon], [Icon], [Icon]
 Detach, Allocate, Cancel Line, Distributions

Distribution, Budgetary Control, Reference, Tax, Purchase Order, Income Tax, Asset, Project

* Number	* Type	* Amount	Tax	Purchase Order	Income Tax	Asset	Project	Details										
			Tax Classification	Ship-to Location	Withholding	Number	Line	Schedule	Quantity	Unit Price	Type	Track as Asset	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	
1	Item	547.00		1400OSCN1-1410							DAU/AR				4/11/25			
2	Item			1400OSCN1-1410 MAIL SER							DAU/AR				4/11/25			

Update Additional Information: Line : 1

Accrual Indicator: JA17
 Additional Information: [Search]
 Regional Information: [Search]
 OK, Cancel

Step 4. Click **OK**.

Step 5. Click **Save**.

Step 6. Continue to process the invoice to add more lines or to validate and approve.

Managing Invoice to Add Accrual Indicator

There are 4 steps to complete this process.

Step 1. Under Edit Invoice, click the **Details** button to add the Accrual Indicator.

Image

Edit Invoice: TEST ?

Invoice Header [Show More](#)

Identifying PO
 Business Unit 1400 OFFICE OF THE STATE CONTROLLER
 Supplier RELYCO SALES INC
 Supplier Number 100123
 Supplier Site R.14PT.01
 * Legal Entity NC OFFICE OF THE STATE
 Invoice Group

* Number TEST
 * Amount USD - 10.00
 Type Standard
 Description

* Date 5/9/25
 * Payment Terms Immediate
 * Terms Date 5/9/25
 Requester
 Attachments None
 Note

Update Additional Information: Line : 1

Accrual Indicator A17
 Additional Information
 Regional Information
 OK Cancel

* Number	* Type	* Amount	Tax	Location	Withholding	Number	Line	Schedule	Quantity	Unit Price	Type	Track as Asset	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Details
1	Item	10.00	DSCNI-1410								DAU/AR							

Taxes

Totals

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
10.00	0.00	0.00	0.00	0.00	10.00

Step 2. Click **OK**.

Step 3. Click **Save**.

Step 4. Continue to process the invoice to add more lines or validate and approve.

Accrual Indicators

Accounts Payable Accrual Indicators

A10 21110000 Accounts Payable

A11 21111000 Due to Employees
A12 21121000 Accrued Salaries and Wages
A13 21122000 Withholdings and Employer Matching Payable
A15 21132500 Intergov Pay - Other States
A16 21131000 Local Government Payable
A17 21132000 Federal Agency Payable
A18 21191000 Obligation for Workers Compensation
A19 21192000 Accrued Vacation
A21 21194000 Accrued Sales Tax Payable
A22 21195000 1099 Withholding
A23 21196000 Escheats Payable
A25 21231000 Inter-Gov't Payable - Due to General Fund
A26 21231100 Inter-Gov't Payable - Due to Special Revenue Fund
A28 21231300 Inter-Gov't Payable - Due to Capital Improvement Fund
A29 21231400 Inter-Gov't Payable - Due to Enterprise Fund
A30 21231500 Inter-Gov't Payable - Due to Internal Service Fund
A33 21231800 Inter-Gov't Payable - Due to Pension Trust Fund
A34 21231900 Inter-Gov't Payable - Due to Agency Fund
A35 21241000 Inter-Gov't Payable - Due to General Fund
A36 21241100 Inter-Gov't Payable - Due to Special Revenue Fund
A38 21241300 Inter-Gov't Payable - Due to Capital Improvement Fund
A39 21241400 Inter-Gov't Payable - Due to Enterprise Fund
A40 21241500 Inter-Gov't Payable - Due to Internal Service Fund

A43 21241800 Inter-Gov't Payable - Due to Pension Trust Fund
A44 21241900 Inter-Gov't Payable - Due to Agency Fund
A45 21250000 Due to Primary Government Agencies
A46 21260000 Due to Component Units
A47 21622000 Accrued Interest Payable
A48 21711000 Deposits Payable - Contract Retainage
A49 21712000 Deposits Payable - Federal Government
A50 21713000 Deposits Payable - NC Funds and Government Units
A51 21714000 Deposits Payable - Patient Deposits
A52 21715000 Deposits Payable - Student Deposits
A53 21716000 Deposits Payable - Tenants Deposits
A54 21717000 Deposits Payable - Due to Deferred Compensation Plan Participants
A55 21719000 Deposits Payable - Funds Held for Others
A56 21232000 Intra-Gov't Payable - Due to Permanent Fund
A57 21232100 Intra-Gov't Payable - Due to Private Purpose Trust
A58 21242000 Intra-Gov't Payable - Due to Permanent Fund
A59 21242100 Intra-Gov't Payable - Due to Private Purpose Trust
A60 21521000 Medical Claims Payable
A70 21241500 Inter-Gov't Payable - Due to DOA Motor Fleet Mgmt
A71 21241500 Inter-Gov't Payable - Due to DOA Temp Solutions
A72 21241500 Inter-Gov't Payable - Due to DIT Telecommunications
A73 21241500 Inter-Gov't Payable - Due to DIT Computer Services
A74 21241100 Inter-Gov't Payable - Due to Correction Enterprise

Reports

- **RPT-RTR-172 - NC AP Accrual Reclass Report**

- Used to review AP invoices keyed through June to verify accruals.

- **RPT-RTR-177 - NC AP Accrual Injections Report**

- Used in July to review invoices and it contains two tabs:
 - Tab 1 - Displays detailed invoice information for all invoices entered in July.
 - Tab 2 - Summarizes accrual invoices by account combination and liability account to use for Journal upload.

Wrap-Up

Provides answers regarding how to create and manage an invoice for NCFS Accounts Payable Year-End Accrual Process.

First Published

Thu, 07/18/2024

Last Updated

Mon, 06/15/2026

[View PDF](#)