

## AR-15 Approve Invoice Adjustments

### **Purpose**

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Approve Invoice Adjustments in the North Carolina Financial System (**NCFS**).

### **Introduction and Overview**

This QRG covers how to Approve Invoice Adjustments in NCFS.

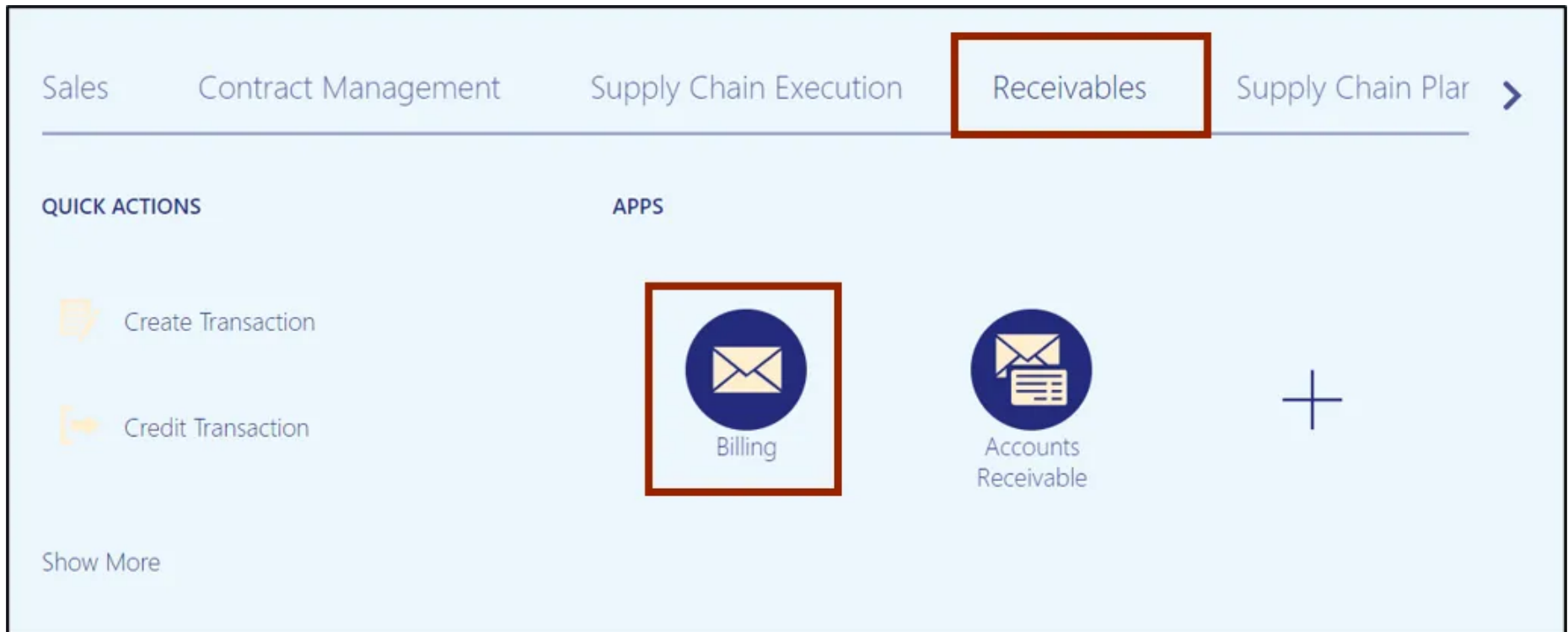
### **Approve Invoice Adjustments**

To Approve Invoice Adjustment, please follow the steps below. There are 10 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 **Receivables** tab and click the **Billing** app.

Image



Step 3. On the **Billing** page, click the **Tasks** icon and click **Manage Transactions**.

Image

NCFS

Billing ? All business units

Incomplete

0  
0-10 Days

3  
10+ Days

Approval

View Complete Delete

| Transaction Number | Source | Class   | Customer       |
|--------------------|--------|---------|----------------|
| 21001              | Manual | Invoice | UNC CHAPEL ... |
| 24001              | Manual | Invoice | UNC ROCKIN...  |
| 28001              | Manual | Invoice | UNC ROCKIN...  |

Transactions

- Create Transaction
- Credit Transaction
- Manage Transactions
- Manage AutoInvoice Lines
- Approve Adjustments

Customers

- Create Customer
- Manage Customers
- Upload Customers from Spreadsheet
- Manage Data Import

Customer Account Balances

- Review Customer Account Details

Step 4. On the **Manage Transactions** page, enter the **Transaction Number** and click the **Search** button.

In this example, we choose **27001**.

Image

Manage Transactions ? Done

Search

Business Unit 2500 DHHS HEALTH BENEFITS ▼

\*\* Transaction Source Manual ▼

Transaction Class Invoice ▼

Transaction Type ▼

Advanced Saved Search All Transactions ▼

\*\* At least one is required

\*\* Transaction Number Starts with ▼ 27001

\*\* Transaction Date Equals ▼ m/d/yy

\*\* Bill-to Customer Equals ▼

Reference

Search Reset Save...

Step 5. The **Manage Transactions** page opens. On the **Manage Transactions** page, click the *Actions* drop-down choice list and click the **Manage Adjustments** option.

Image

## Manage Transactions ?

Done

Search

Advanced

Saved Search

All Transactions

Actions

View



Detach

Duplicate

Edit

Delete

Credit Transaction

Submit a Dispute

Manage Adjustments

Review Installments

Post to Ledger

Account in Draft

View Accounting

View Balance Details

View Transaction Activities

| Transaction | Transaction Class | Transaction Type | Complete             | Bill-to Customer | Entered Amount | Transaction Date | Business Unit | Origin Number |
|-------------|-------------------|------------------|----------------------|------------------|----------------|------------------|---------------|---------------|
| Invoice     | NC Standard In... | Yes              | UNC ROCKINGHAM HE... | 100.00 USD       | 5/9/23         | 2500 DHHS HE...  |               |               |

Step 6. On the **Manage Adjustments** page, click the **Create** icon to make an addition.

Image

NCFS

North Carolina Fiscal Services

LS

Manage Adjustments: Invoice 27001

Actions View 

Submit

Withdraw

| Number | Receivables Activity | Adjustment Type | Adjustment Amount (USD) | Includes Tax | Installment Number | Adjustment Status | Adjustment Date | Accounting Date |
|--------|----------------------|-----------------|-------------------------|--------------|--------------------|-------------------|-----------------|-----------------|
|--------|----------------------|-----------------|-------------------------|--------------|--------------------|-------------------|-----------------|-----------------|

Details

Transaction Distribution

Account Description

Document Number

Chargeback Number

Adjustment Reason

Comments

Action History

Step 7. The *Create Adjustment* pop-up appears. Enter the relevant information and click the **Submit** button.

In this example, we choose:

- **Receivables Activity: 2500 NC Penalty Charges**
- **Adjustment Type: Charges Adjustments**
- **Adjustment Amount: 50**
- **Adjustment Reason: Charges**

Image

**Create Adjustment**

\* Receivables Activity 2500 NC Penalty Charges ▼

\* Adjustment Type Charges Adjustments ▼

\* Adjustment Amount 50.00

Includes Tax No

\* Adjustment Date 5/23/23 📅

\* Accounting Date 5/23/23 📅

\* Installment Number 1 2023-07-08 ▼

Installment Balance 100.00 USD

Document Number

Chargeback Number

Adjustment Reason Charges ▼

Comments

Adjustment Status

Transaction Distribution 2500-014446-00004000-0000000-0000 📄

**Submit** Cancel

Step 8. The *Information* pop-up appears. Click the **OK** button.

Image

LS

Manage Adjustments: Invoice 27001 ?

Actions ▾

View ▾

+

Submit

Withdraw

Information

The adjustment 24002 has been created.

OK

Done

| Number | Receivables Activity    | Adjustment Type   | Adjustment Amount (USD) | Includes Tax | Installment Number | Adjustment Status | Adjustment Date | Accounting Date |
|--------|-------------------------|-------------------|-------------------------|--------------|--------------------|-------------------|-----------------|-----------------|
| 24002  | 2500 NC Penalty Charges | Charges Adjust... | 50.00                   | No           | 1                  | Approved          | 5/23/23         | 5/23/23         |

24002: Details

Transaction Distribution

2500-014446-00004000-0000000-00000000-0000-0000000000-00000000-0000-000000-00000

Account Description

DHHS HEALTH BENEFITS-DHSHSB CMCS 14446  
 CLEARIN-REVENUE CLEARING ACCOUNT-DEFAULT  
 Agency Mgmt Unit -DEFAULT Agency Program NC-UNDESIGNATED-DEFAULT Project NC CASH-DEFAULT  
 Inter Fund NC CAS-DEFAULT Future 1 Test-DEFAULT  
 Future 2-DEFAULT Future 3 NC CASH

Document Number

Adjustment Reason

Charges

Comments

Step 9. Invoice Adjustment is auto approved in NCFS; hence Adjustment status is **Approved**. Click the **Done** button.

Image



## Manage Adjustments: Invoice 27001 ?

Done

Actions ▼ View ▼ + ✎ Submit Withdraw

| Number | Receivables Activity    | Adjustment Type   | Adjustment Amount (USD) | Includes Tax | Installment Number | Adjustment Status | Adjustment Date | Accounting Date |
|--------|-------------------------|-------------------|-------------------------|--------------|--------------------|-------------------|-----------------|-----------------|
| 24002  | 2500 NC Penalty Charges | Charges Adjust... | 50.00                   | No           | 1                  | Approved          | 5/23/23         | 5/23/23         |

### 24002: Details

| Transaction Distribution                                                                                                                                                                                                                                                                                                                                                         | Adjustment Reason | Charges |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------|
| <p>2500-014446-00004000-0000000-0000000-0000-0000000000-000000-00000</p> <p>DHHS HEALTH BENEFITS-DHSHB CMCS 14446<br/>CLEARIN-REVENUE CLEARING ACCOUNT-DEFAULT<br/>Agency Mgmt Unit -DEFAULT Agency Program NC-UNDESIGNATED-DEFAULT Project NC CASH-DEFAULT<br/>Inter Fund NC CAS-DEFAULT Future 1 Test-DEFAULT<br/>Future 2-DEFAULT Future 3 NC CASH</p> <p>Document Number</p> | Comments          |         |

Step 10. On the **Manage Transactions** page, click the **Done** button.

Image

## Manage Transactions ?

Done

► Search

Advanced

Saved Search

All Transactions ▼

Actions ▼ View ▼      Detach

|   | Transaction Number | Transaction Source | Transaction Class | Transaction Type  | Complete | Bill-to Customer     | Entered Amount | Transaction Date | Business Unit   | Origin Numb |
|---|--------------------|--------------------|-------------------|-------------------|----------|----------------------|----------------|------------------|-----------------|-------------|
| ► | 27001              | Manual             | Invoice           | NC Standard In... | Yes      | UNC ROCKINGHAM HE... | 100.00 USD     | 5/9/23           | 2500 DHHS HE... |             |

## Wrap-Up

Invoice Adjustments are auto approved in NCFS. User needs approval limits defined for adjustments and any adjustment created by the user will be auto approved as shown in above steps.

## Additional Resources

- Instructor Led-Trainings (ILT)
  - [AR104: Invoice Management for DHHS](#)

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