CREATE AND MANAGE INVOICES

QUICK REFERENCE GUIDE AR-06

OTC

Purpose

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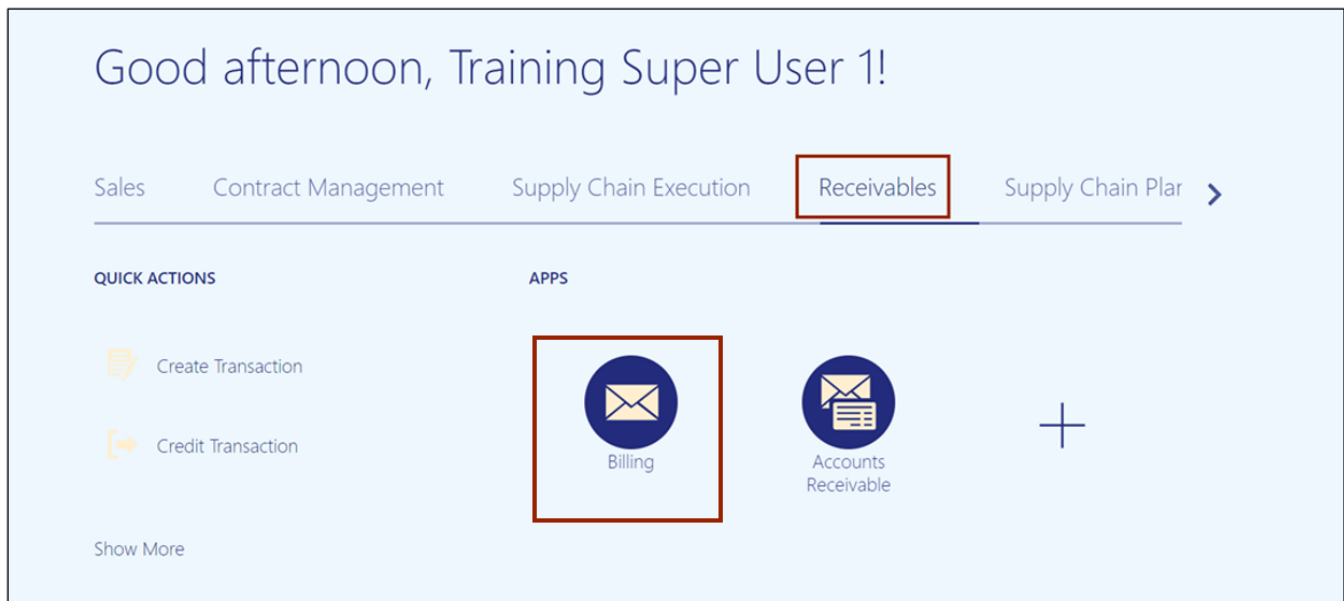
Introduction and Overview

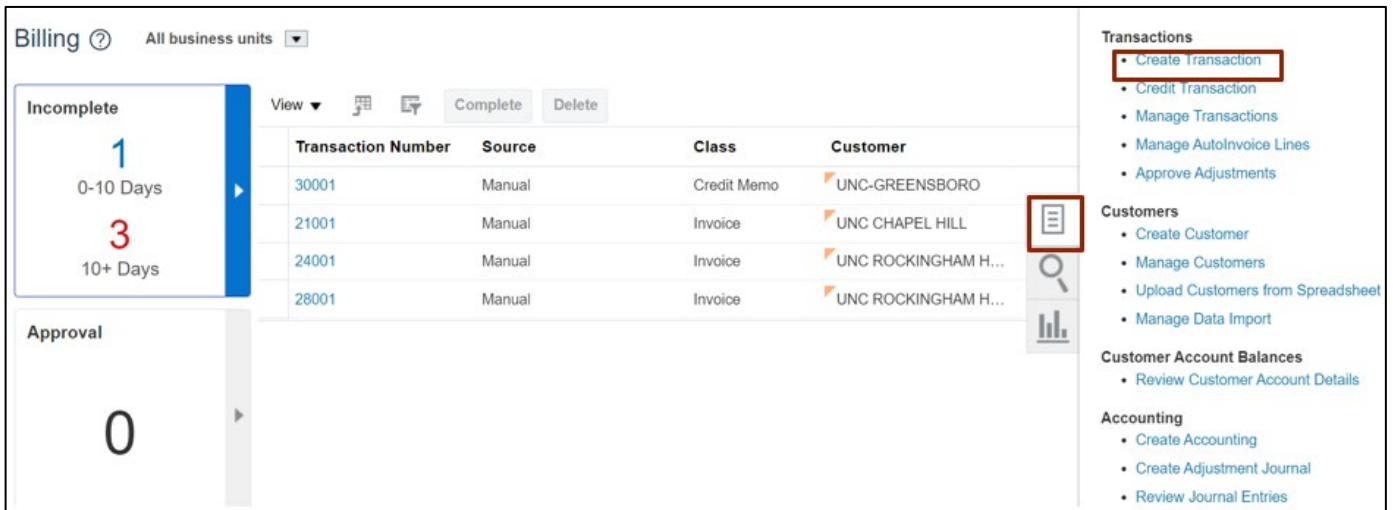This QRG covers how to create and manage invoices in NCFS.

Create and Manage Invoices

To create and manage invoices in NCFS, please follow the steps below:

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

2. On the **Home** page, under the **Receivables** tab, Click the **Billing** app.

NCFS

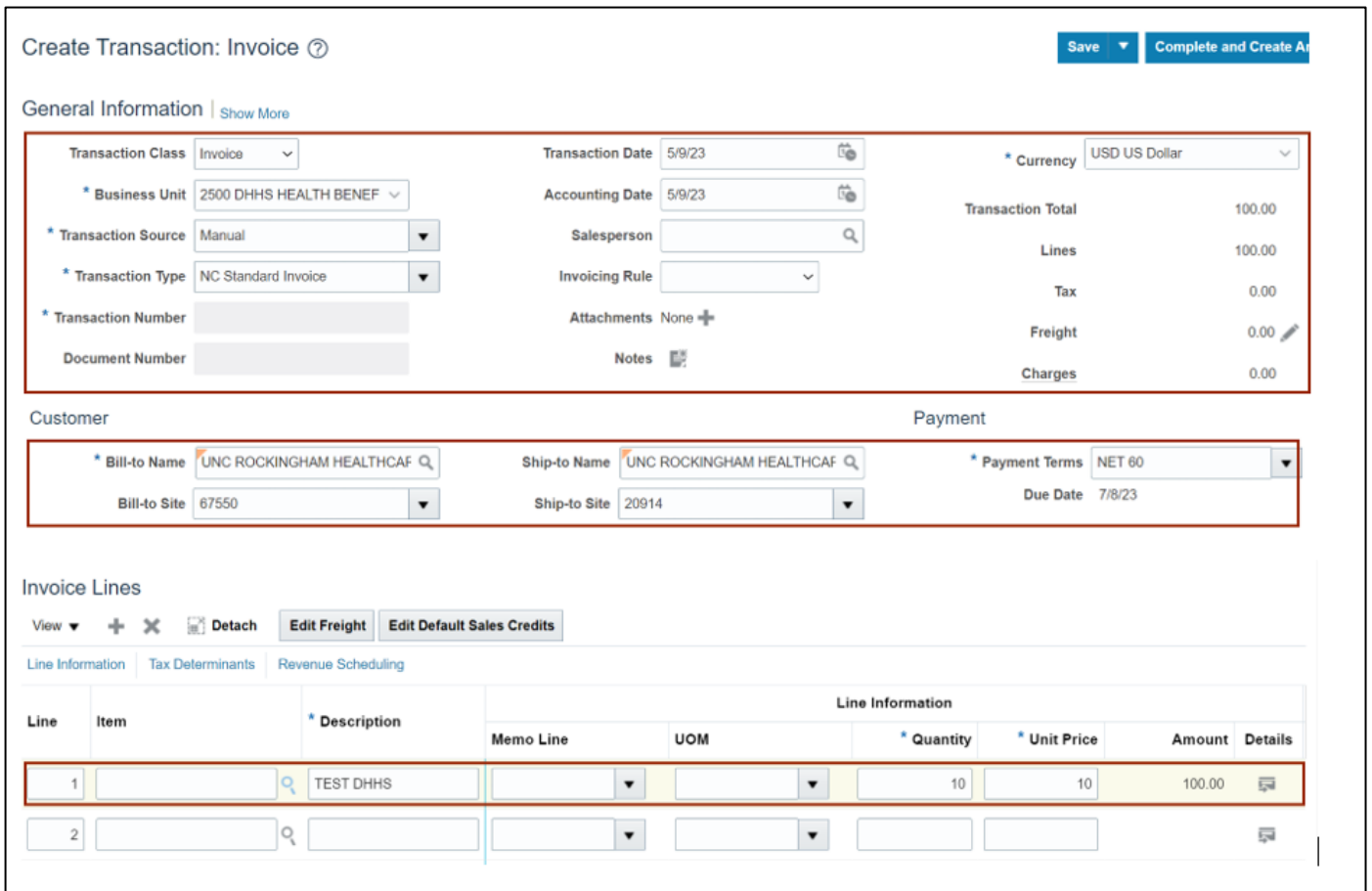3. On the **Billing** page, Click the **Tasks [▤]** icon and select the **Create Transaction** link.

4. Enter the required details in *General Information, Customer,* and *Invoice Lines* sections.

Note: The data entered is for training purposes only.

5. Click the **Show More** link.

6. Click the Miscellaneous tab.

7. Select **NCAS Data** from the *Context Value* drop-down choice list and enter other required details.

8. In the ***Invoices Details*** section, Click the **Details [🖫]** icon.

9. Select **NCAS Data** from *Context Value* drop-down choice list and enter required data in the other fields.

10. Click the **Save** button.

11. Click the *Actions* drop-down choice list and select the **Edit Distribution** option.

12. Review the Revenue Charge Account details and click the **Save and Close** button.

13. Click the *Save* drop- down choice list and select the **Save and Close** option/

14. An *information* pop-up appears. Click the **OK** button.

Wrap-Up

Create and Manage Invoices using the steps above in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AR-103: Invoice Management for DPI (ILT)
- AR-104: Invoice Management & Approvals for DHHS (ILT)