



APPROVE INVOICE ADJUSTMENTS

QUICK REFERENCE GUIDE AR-15

OTC

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).

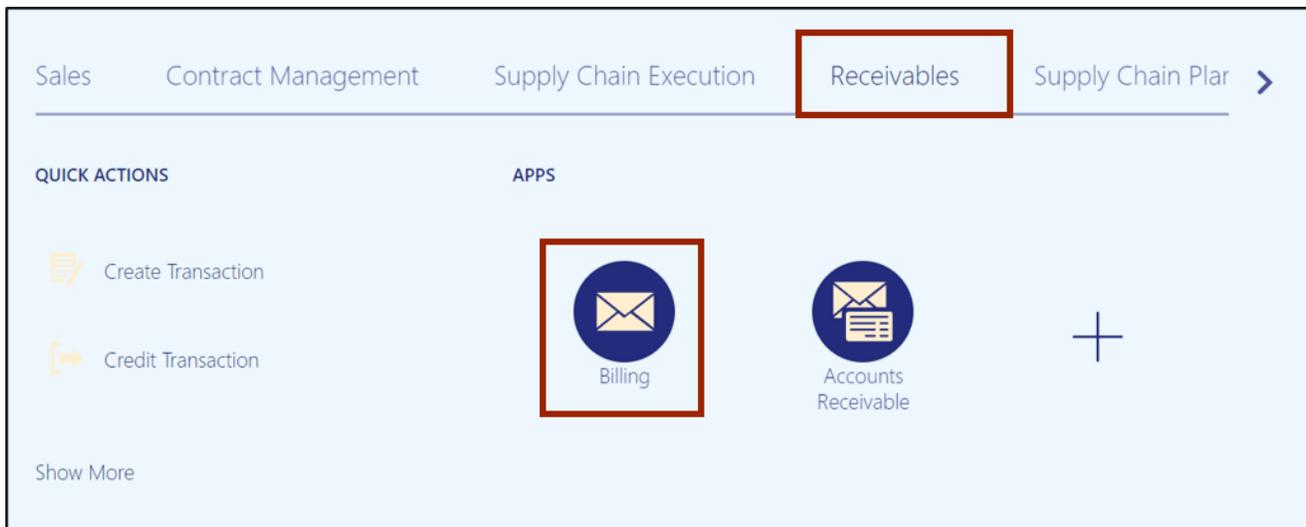
Introduction and Overview

This QRG covers how to Approve Invoice Adjustments in NCFS.

Approve Invoice Adjustments

To Approve Invoice Adjustment, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Receivables** tab and click the **Billing** app.



3. On the **Billing** page, click the **Tasks** [📄] icon and click **Manage Transactions**.

The screenshot shows the NCFS Billing interface. On the left, there are sections for 'Incomplete' (0 items, 0-10 Days) and 'Approval'. The main area contains a table with columns: Transaction Number, Source, Class, and Customer. The table lists three transactions: 21001, 24001, and 28001, all with a 'Manual' source and 'Invoice' class. The 'Tasks' icon (📄) is highlighted with a red box. In the right-hand sidebar, under the 'Transactions' section, the 'Manage Transactions' option is highlighted with a red box.

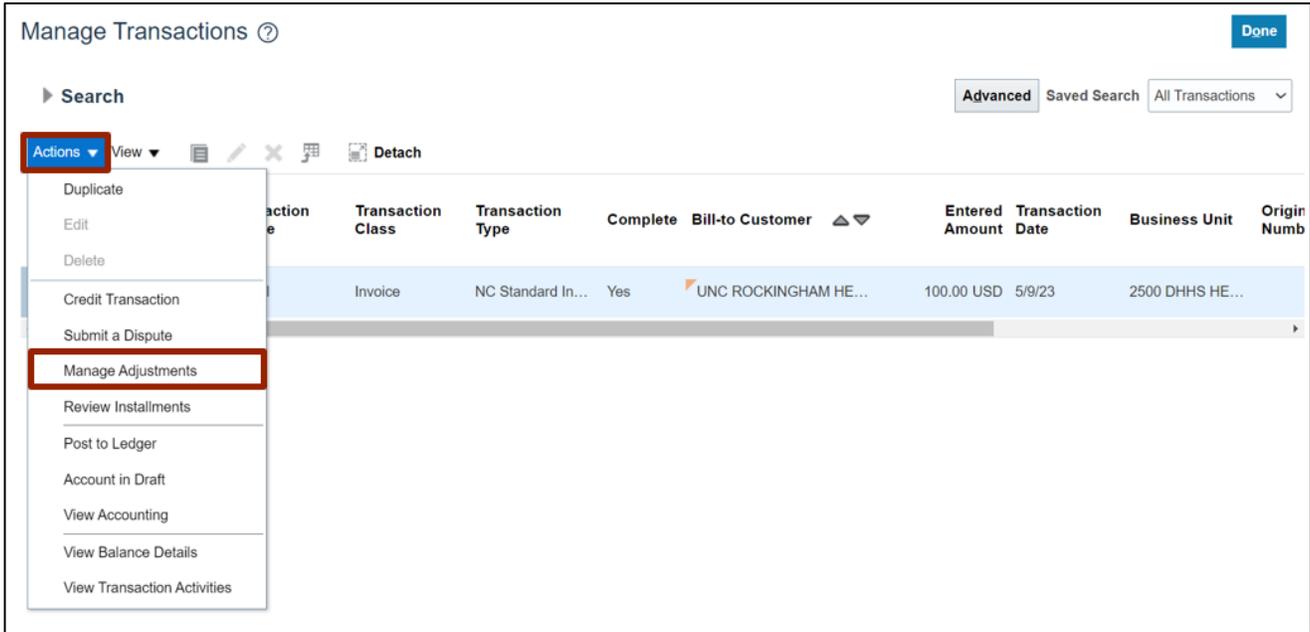
Transaction Number	Source	Class	Customer
21001	Manual	Invoice	UNC CHAPEL ...
24001	Manual	Invoice	UNC ROCKIN...
28001	Manual	Invoice	UNC ROCKIN...

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

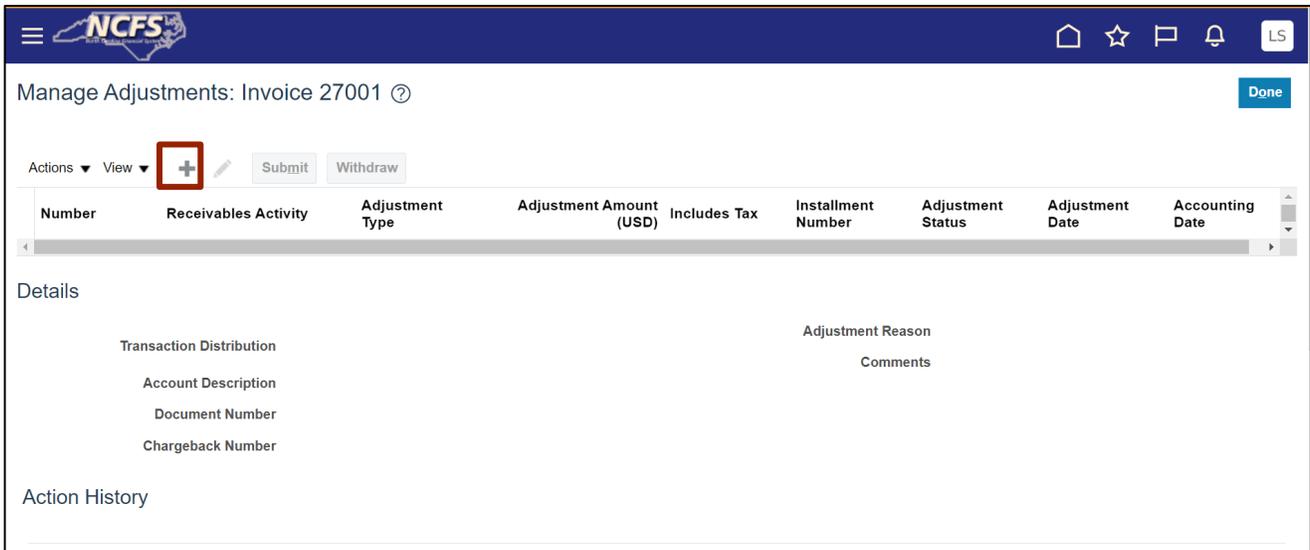
In this example, we choose **27001**.

The screenshot shows the NCFS Manage Transactions page. The 'Transaction Number' field is set to '27001' and is highlighted with a red box. The 'Search' button is also highlighted with a red box. Other search criteria include Business Unit (2500 DHHS HEALTH BENEFITS), Transaction Source (Manual), Transaction Class (Invoice), and Transaction Type. The 'Advanced' search mode is selected, and the 'All Transactions' saved search is active. A note indicates that at least one field is required for a search.

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



- On the **Manage Adjustments** page, click the **Create** icon (+) to make an addition.



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

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

<p>Transaction Distribution</p> <p>Account Description</p> <p>Document Number</p>	<p>2500-014446-00004000-0000000-0000000-0000-000000000-0000000-00000</p> <p>DHHS HEALTH BENEFITS-DHHSB 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</p>	<p>Adjustment Reason</p> <p>Charges</p> <p>Comments</p>
---	---	---

- On the **Manage Transactions** page, click the **Done** button.

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 Num
▶ 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