



HOW TO LOAD PARTY PAYMENTS

(ALSO KNOWN AS PAYMENT REQUESTS OR ONE TIME PAYMENTS)

QUICK REFERENCE GUIDE AP-44

AP

Purpose

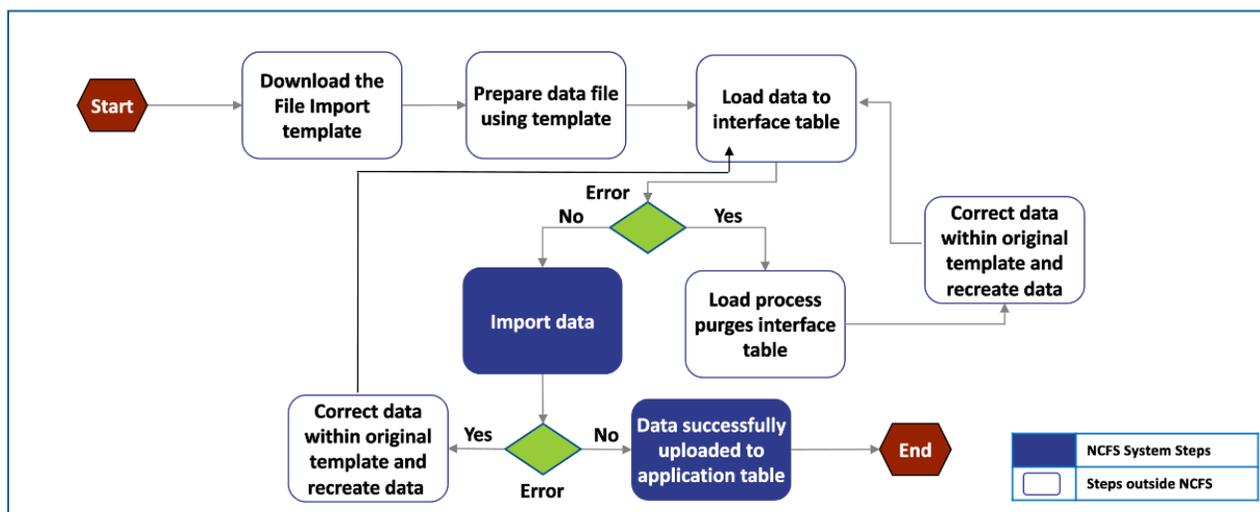
The purpose of this Quick Reference Guide (QRG) is to create Payables Payment Requests in the North Carolina Financial System (NCFS) via FBDI spreadsheet upload.

Introduction and Overview

This QRG covers downloading the Oracle FBDI template for Payables Payment Requests (Party Payments or One-time Payments), populating the spreadsheet with payment information, and uploading the payment invoice into NCFS.

Troubleshooting assistance is included at the end of the processing instructions.

FBDI Party Payments Uploads Process Flow



Download the FBDI template

Note: The FBDI (File-Based Data Import) template is occasionally updated by Oracle so this step should be frequently referenced to verify you are using the latest version.

1. From a browser window, search for “Oracle FBDI for Financials”
2. Scroll down to the **Payables, Payables Payment Request Import** section
3. Click on the **PayablesPaymentRequestImportTemplate.xlsm** to download the template

Note: These pages are maintained by Oracle so the exact layout and navigation of this page may change without notice.

Payables Payment Request Import

Import Payables Payment Request process is used to create Payment Requests from records in the Oracle Fusion Payables open interface tables.

Details

- Object owner: FIN:Payables:Payables Payment Request
- UCM account: fin/payables/import

File Links

File	Link
XLSM template	PayablesPaymentRequestImportTemplate.xlsx
Control files	<ul style="list-style-type: none">Payment Request Import Control File

Job and Table Links

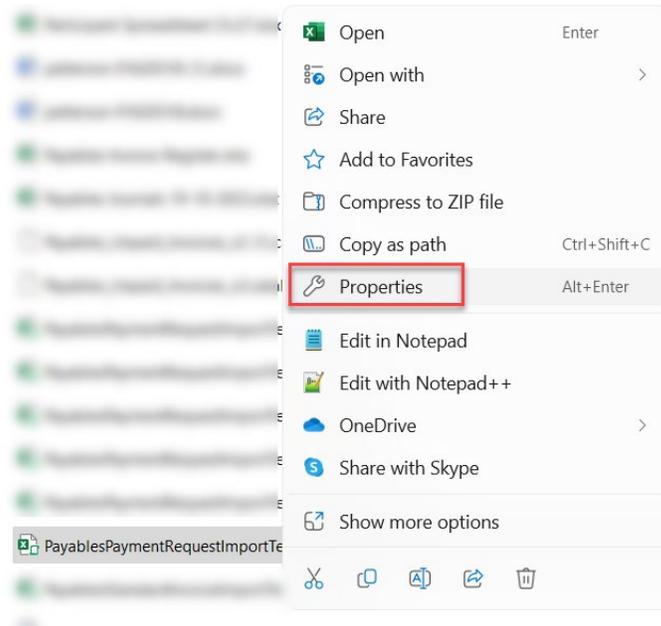
Name	Link
Scheduled process	Import Payables Payment Request
Tables	<ul style="list-style-type: none">AP_PAYMENT_REQUESTS_INT

Related Topics

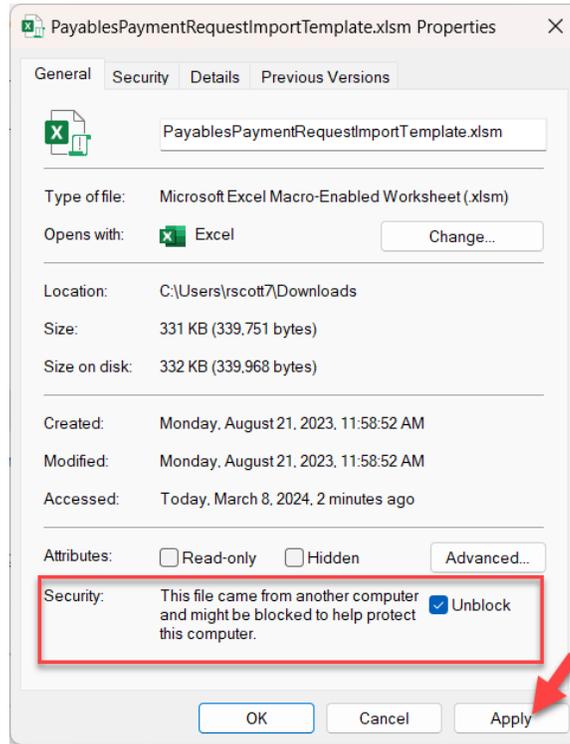
- How Payables Payment Request Import Data is Processed

< Previous Page Next Page >

4. Right click on the downloaded file, and select **Properties**



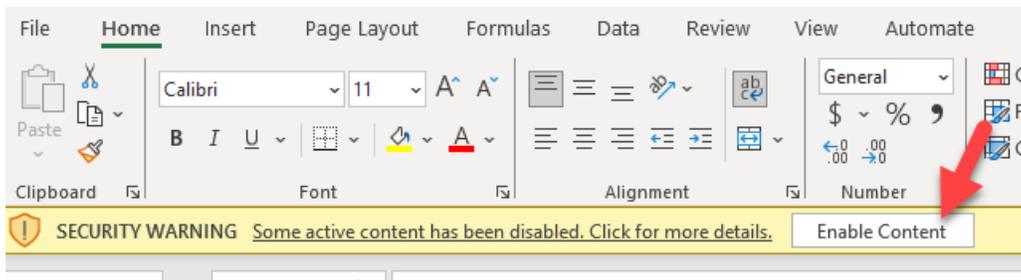
- 5. At the bottom of the **General** tab, click to **Unblock** the macros and Apply. This will enable the spreadsheet to run the macro that will be used to create the file to upload to NCFS.



Note: If you have issues with the spreadsheet and/or running the macro, please review the steps in the QRG for spreadsheet uploads, starting at step 6: “**CM-04 – Installing Application (ADFDI)**”.

Enter Payment Requests

- 6. Open the **PayablesPaymentRequestImportTemplate.xlsm** spreadsheet.
- 7. Click the **Enable Content** button at the top of the spreadsheet.



8. Delete the sample payment request transactions that are pre-populated on the sheet.

Payment Requests								
*Required								
*Transaction Identifier	*Party Name	*Party Original System Reference	*Party Type	*Location Original System Reference	Country	Address Line 1	Address Line 2	Address Line 3
100	Alicia Parker	OTP-PTY-001	ORGANIZATION	OTP-LOC-001	US	1017 Middlefield Rd,	Suite 110	
200	MLN Events Management	OTP-PTY-002	ORGANIZATION	OTP-LOC-002	US	2336 El Camino Real	Suite 240	
300	Ray Hudson	OTP-PTY-003	ORGANIZATION	OTP-LOC-003	US	1 Bair Island Rd	Suite 300	
400	Marianne Barnett	OTP-PTY-004	ORGANIZATION	OTP-LOC-004	US	2067 Middlefield Rd,	Suite 360	
400	Marianne Barnett	OTP-PTY-004	ORGANIZATION	OTP-LOC-004	US	2067 Middlefield Rd,	Suite 360	
500	Betabite Catering	OTP-PTY-005	ORGANIZATION	OTP-LOC-005	US	505 E Bayshore Rd	Suite 50	
600	David Roberts	OTP-PTY-006	ORGANIZATION	OTP-LOC-006	GB	West Road	Cambridge CB3 9DR	
700	Peter Watson	OTP-PTY-007	ORGANIZATION	OTP-LOC-007	GB	Emmanuel College Library	Cambridge CB2 3AP	
800	Dolores Fletcher	OTP-PTY-008	ORGANIZATION	OTP-LOC-008	GB	16 Brooklands Ave.	Cambridge	
900	Donald Anderson	OTP-PTY-009	ORGANIZATION	OTP-LOC-009	GB	Pembroke College Library	Cambridge CB2 1RF	
1000	Elaine Mckenzie	OTP-PTY-010	ORGANIZATION	OTP-LOC-010	GB	George Square	Edinburgh EH8 1EW	
1100	Naomi Weber	OTP-PTY-011	ORGANIZATION	OTP-LOC-011	GB	George Square	Edinburgh EH8 1EW	

9. Populate the spreadsheet with required fields and review the optional fields in the “NCFS Columns in Payment Request template” attachment below. If a field is not listed in this attachment, the field should not be populated on the PayablesPaymentRequestImportTemplate.



NCFS Columns in Payment Request Template

Tips:

- If we create a multi-line invoice, all the header columns should be identical for all the invoice lines. These are the columns up to the “Line Number” in column CQ.
- Be careful that system values are exactly what they are in NCFS with the same capitalization, spacing, etc. One way to verify the values is to enter an invoice (without saving it) and capture the values that are selected in the NCFS user interface.
- **In the column titled *Source (currently column AY), use the value '0000_PARTY_PAYMENTS'. By using this source, the approval workflow will change the status to Workflow Approved when you execute Initiate Approval.**
- **Credit Memos should NOT be entered using this spreadsheet.** While it is possible to enter a negative line in a multiline payment, the overall amount of the payment should be positive.
- **Accrual Indicator** – The Accrual Indicator can be directly entered in column DM Line Attribute 15 as shown in the slide below:

Party Payment Agency Upload-FBDI

- Party Payment FBDI Upload
 - This is the new process agencies are using up upload party payments.
 - Agencies can include accrual codes on this upload in column DM (line level).
 - ✘ Please be careful not to confuse with column CF which is Attribute 15 at the header level.

CP	CQ	CR	CS	CT	DH	DI	DJ	DK	DL	DM	DN
Attribute 1	Line Number	*Amount	Line Description	Distribution Combination	Line Attribute 14	Line Attribute 15	Line Attribute 16	Line Attribute 17	Line Attribute 18	Line Attribute 19	Line Attribute 20
	1	357.95	PROPERTY DAMAGE	4500-209795-1319141-0000000-0000000000-0000-0000-00000000-0000000-0000000-0000000							
	1	1760.44	PROPERTY DAMAGE	4500-209795-1319141-0000000-0000000000-0000-0000-00000000-0000000-0000000-0000000							
	1	1913.89	PROPERTY DAMAGE	4500-209795-1319141-0000000-0000000000-0000-0000-00000000-0000000-0000000-0000000							
	1	3553.90	PROPERTY DAMAGE	4500-209795-1319141-0000000-0000000000-0000-0000-00000000-0000000-0000000-0000000							
	1	4293.23	PROPERTY DAMAGE	4500-209795-1319141-0000000-0000000000-0000-0000-00000000-0000000-0000000-0000000							
	1	1012.86	BODY SHOP PAYMENT	4500-209795-1319141-0000000-0000000000-0000-0000-00000000-0000000-0000000-0000000							
	1	75.00	PROPERTY DAMAGE	4500-209795-1319141-0000000-0000000000-0000-0000-00000000-0000000-0000000-0000000							
	1	280.00	PROPERTY DAMAGE	4500-209795-1319141-0000000-0000000000-0000-0000-00000000-0000000-0000000-0000000							
	2	100.00	Line 2 Demo	4500-209795-1319141-0000000-0000000000-0000-0000-00000000-0000000-0000000-0000000						A10	A12



10. When the spreadsheet is populated, Save the spreadsheet if AutoSave isn't on.
11. On the template spreadsheet, navigate to the first tab "Instructions and CSV Generation" and click the "Generate CSV File" (it may take a couple clicks to run the macro).
 - If a file is not generated, review the end of the first step of this document, "Download the FBDI template" and ensure that the spreadsheet is Unblocked and macros are enabled. Also, you should have clicked "Enable Content" in the message under the Ribbon and that message should no longer appear.
12. Select a location to save the .zip file and optionally rename it to something more meaningful. This is the file that will be uploaded to NCFIS. You will also be prompted to save a .csv file but this file is used only for reference.

Upload File and review results

WARNING: The Load Interface File for Import process loads the spreadsheet payment data to interface staging tables, not the core Payables invoice tables. The next process you will run to **Import** will load the staged data to the core Payables invoice tables.

When the Import process runs, it will process all data for the Business Unit you specify even if it wasn't in the spreadsheet you uploaded.

- If more than one person in your Business Unit can do this process, there will likely need to be coordination to ensure payment data is processed as intended.
- It is recommended to run the Load and Import processes back-to-back in a timely manner.

13. Navigate to > Tools > Scheduled Processes.
14. Click the Schedule New Process button and search for "Load Interface File for Import" when it is selected, the **Description** should be populated. Click OK.

Schedule New Process

Type Job Job Set

Name

Description Transfers setup or transaction data files from a user-specified location to the interface tables.

OK Cancel

- 15. Click the dropdown arrow to the right of the Import Process parameter and scroll down to select **Import Payables Payment Requests** in the **Payables** section (section is the rightmost alphabetized column).

Process Details [X]

i This process will be queued up for submission at position 1

Process Options | Advanced | Submit | Cancel

Name Load Interface File for Import

Description Transfers setup or transaction data files from ... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* Import Process ▼

* Data File	Import Chart of Accounts Mapping Segment Rules	General Ledger
	Process Properties and Revenue Lease Actions	Lease Accounting
	Process Lease Actions	Lease Accounting
	Import Payables Invoices	Payables
	Import Payables Payment Requests	Payables
	Import Supplier Bank Accounts	Payments

- 16. Click the dropdown arrow to the right of the Data File parameter and select **Upload a new file**.

* Data File ▼

More...

[Upload a new file](#)

17. Click **“Choose File”** and find the .zip file created in the previous section and click **Open**, then **OK** in the Upload File window.

Process Details

i This process will be queued up for submission at position 1

Process Options Advanced Submit Cancel

Name Load Interface File for Import

Description Transfers setup or transaction data files from ... Notify me when this process ends

Schedule As soon as possible **Submission Notes**

Basic Options

Parameters

* **Import Process** ▼

* **Data File** ▼

18. Click **Submit** and in the Confirmation popup window, click **OK**.

19. Three processes should run and all finish with a status of Succeeded. If they are still running, click the refresh button until they are complete.

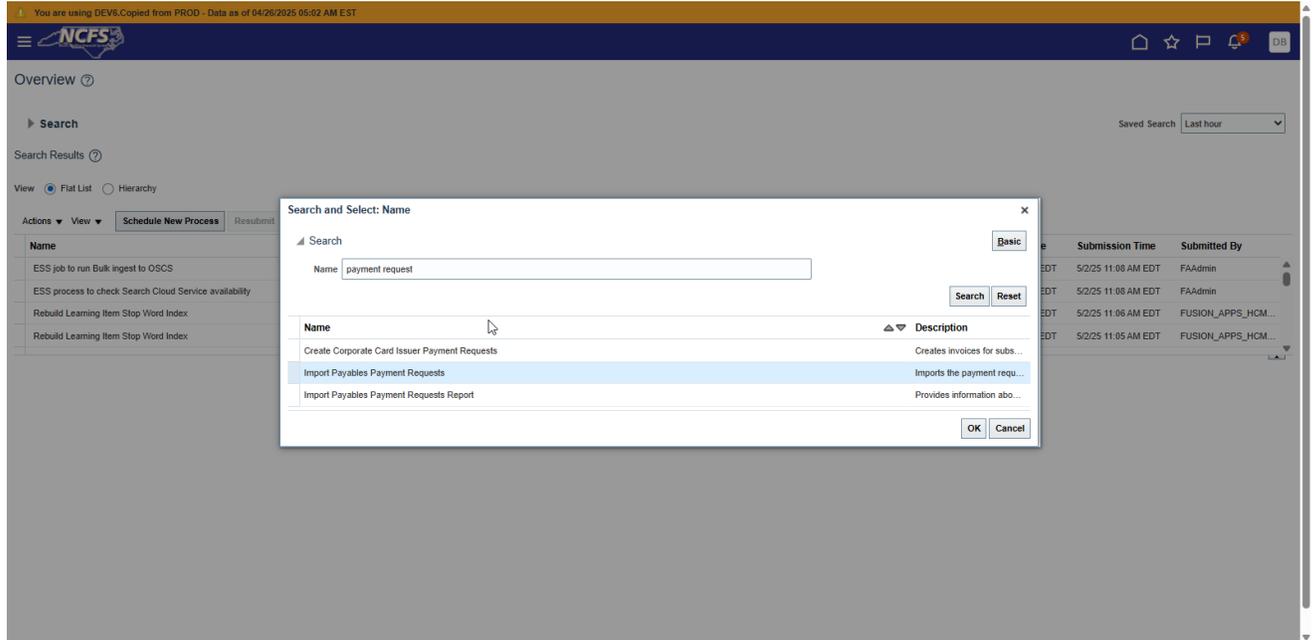
Search Results ?

View Flat List Hierarchy

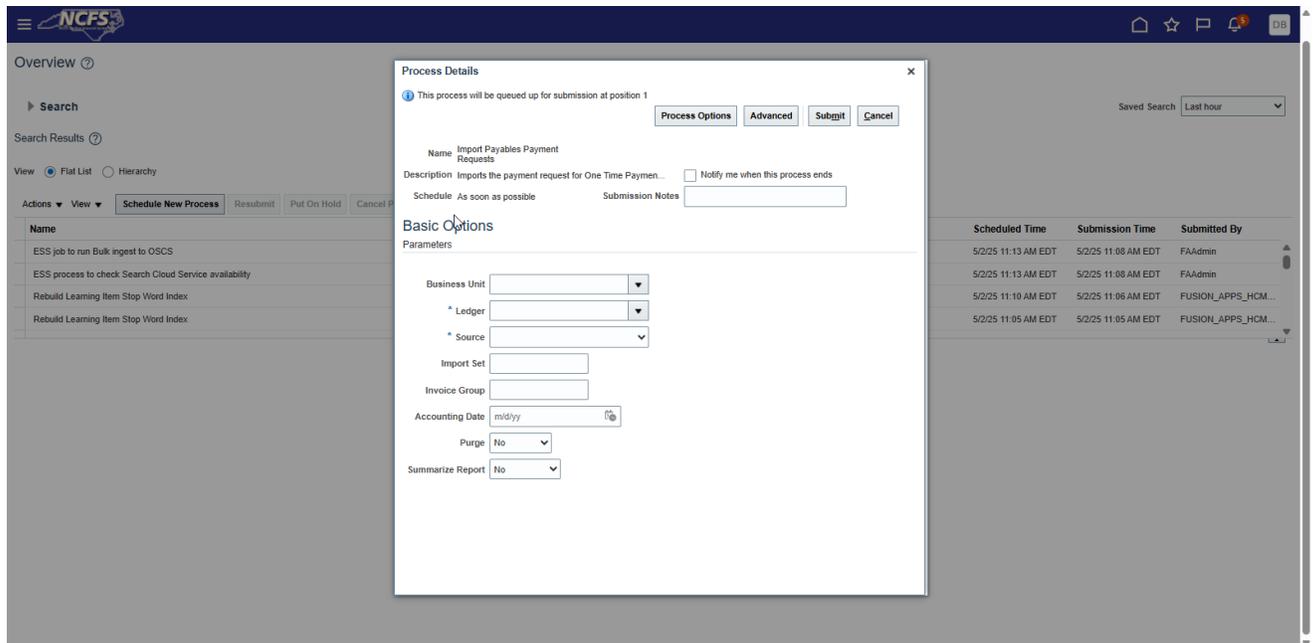
Actions ▼ View ▼ Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log

Name	Process ID	Status
Load File to Interface	3540268	Succeeded
Transfer File	3540267	Succeeded
Load Interface File for Import	3540266	Succeeded

- After successfully uploading your file, you must now run the second process which takes the uploaded data and builds an invoice. Click the Schedule New Process button and search for Import Payables Payment Requests.



Select the row and click OK twice. This should bring up the following screen:



- Select the **Business Unit** and **Source** that was specified on the **PayablesPaymentRequestImportTemplate.xlsm** spreadsheet (columns AX and AY). The source to select is 0000_PARTY_PAYMENTS which was entered in column AY as shown in the screenshot below. Keep the default for the Ledger. Optionally select to assign an Invoice Group to make it easier to find this group of invoices after processing.

➤ It is important to specify the **Business Unit** even though it isn't required. If you don't specify this value, the process could pick up data for other Business Units.

Process Details ✕

i This process will be queued up for submission at position 1

Process Options Advanced Submit Cancel

Name Import Payables Payment Requests

Description Imports the payment request for One Time Paymen... Notify me when this process ends

Schedule As soon as possible **Submission Notes**

Basic Options

Parameters

Business Unit	4500 DEPARTMENT OF REVEN ▼
* Ledger	NC CASH US ▼
* Source	0000_PARTY_PAYMENTS ▼
Import Set	<input style="width: 100%;" type="text"/>
Invoice Group	DGB Refunds 001 ➔ Optional
Accounting Date	m/d/yy 📅
Purge	No ▼
Summarize Report	No ▼

22. Click the Submit button and wait. Three processes shown below should finish in Succeeded status (not all three processes will show up immediately).

Actions ▾ View ▾ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status
Import Payables Payment Requests Report	3541641	Succeeded
Import Payables Payment Requests: Subprocess	3541632	Succeeded
Import Payables Payment Requests	3541631	Succeeded

23. Highlight the **Import Payables Payment Request Report** and click the report name under the Output Name.

Name	Process ID	Status
Import Payables Payment Requests Report	3541641	Succeeded
Import Payables Payment Requests: Subprocess	3541632	Succeeded
Import Payables Payment Requests	3541631	Succeeded
Import Payables Invoices Report	3540310	Succeeded

Process Details Status Details

Import Payables Payment Requests Report, 3541641

Status Succeeded Schedule Start 3/13/24 10:12 AM EDT External Job Type BIP Job External Job Status NA

Log
Attachment ESS_L_3541641
Output

Output & Delivery

XML Data Diagnostic Log Republish

Status All ▾

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
APXPRIMPT_BIP Document1	APXPRIMPT_BIP	PDF	English (United States)	(UTC-05:00) New York - Eastern Time (ET)		✔	

24. Reconcile the payment requests in the Audit Report section of the report to the transactions on the **PayablesPaymentRequestImportTemplate.xlsm** spreadsheet and verify no payments are on the Rejections Report.

Payables Payment Requests Audit Report

1400 OFFICE OF THE STATE CONTROLLER									
Party			Invoice						
Name	Original System Reference	Number	Date	Currency	Amount	Line	Line	Line Amount	
Alicia Parker	Alicia Parker1017 Middlefield Rd,94063	3122024410 RonS	3/12/24	USD	100	1		100	
MLN Events Management	MLN Events Management2336 El Camino Real94070	3122024411 RonS	3/12/24	USD	100	1		100	
Ray Hudson	Ray Hudson1 Bair Island Rd94065	3122024412 RonS	3/12/24	USD	100	1		100	
Marianne Barnett	Marianne Barnett2067 Middlefield Rd,94063	3122024413 RonS	3/12/24	USD	200	1		100	
						2		100	
Betabite Catering	Betabite Catering505 E Bayshore Rd94062	3122024415 RonS	3/12/24	USD	100	1		100	
Total Payment Requests Imported								5	
Total Payment Requests Processed								5	
Total Payment Requests Imported								5	

End of Audit Report



25. Payment Request invoices are now loaded to the core Payables Invoice tables.

Troubleshooting

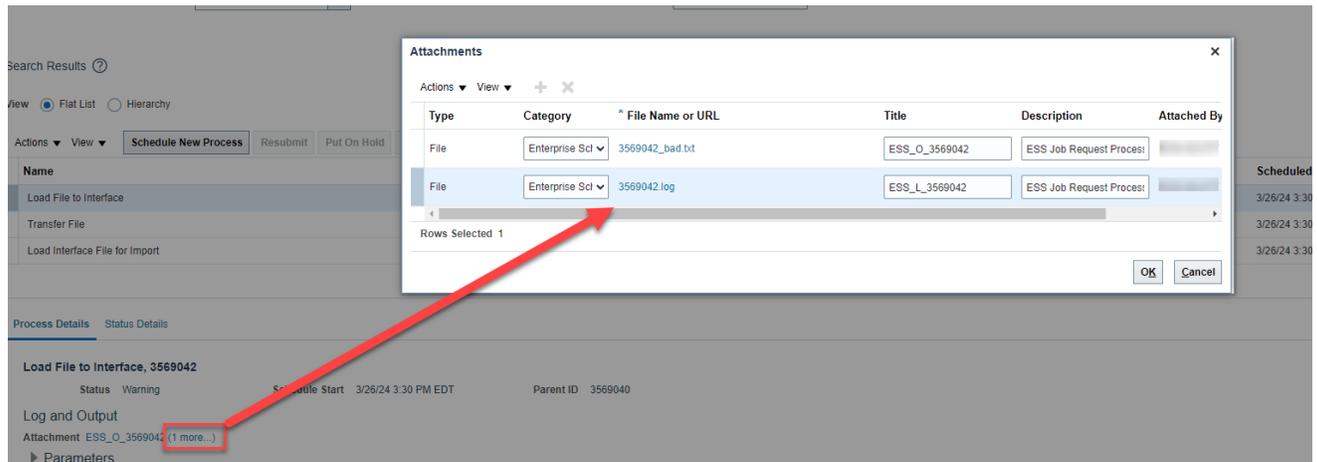
Reviewing log files

When the process fails or there isn't enough information in the Import Report, you need to review the log files of the processes that ran to find an error message or indication of what failed.

1. Highlight the process and select the attachment to download it.



If there are multiple attachments, click on the (...more) hyperlink to download and review the attachments.



Import process fails

Follow the instructions above to review the log files.

In this example the **Load Interface File for Import** went to Error status, but the readable error message was in the log for the **Load File to Interface** which finished with a Warning status. The issue was the amount contained in the currency formatting like dollar signs and commas.

When the import process fails, nothing on the file was loaded. The template needs to be fixed, and a new file needs to be created and uploaded.

View Flat List Hierarchy

Actions View **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status
Load File to Interface	3569042	Warning
Transfer File	3569041	Succeeded
Load Interface File for Import	3569040	Error

```
ACCOUNT_SUFFIX          NEXT      *   ,  O("") CHARACTER
PAYMENT_REASON_CODE    NEXT      *   ,  O("") CHARACTER
```

value used for ROWS parameter changed from 250 to 30

Record 4: Rejected - Error on table AP_PAYMENT_REQUESTS_INT, column AMOUNT.
ORA-01722: invalid number

Record 5: Rejected - Error on table AP_PAYMENT_REQUESTS_INT, column AMOUNT.
ORA-01722: invalid number

Import Rejections information missing

The Import Report Rejections section sometimes contains a total number of rows rejected without an error message or doesn't include all the rows that were on the spreadsheet upload in the reported totals. In these cases, the log file of the Import process can be reviewed to find the issue.

1. Highlight the **Import Payables Payment Requests** process and select the attachment to download it.

Import Payables Payment Requests	3541671	Succeeded
----------------------------------	---------	-----------

Process Details Status Details

Import Payables Payment Requests, 3541671

Status Succeeded Schedule Start 3/13/24 10:30 AM EDT

Log and Output

Attachment **ESS_L_3541671**

Parameters

2. Open the downloaded document and begin a summary review. The log is frequently hard to translate but some suggestions are below. Note that most messages refer to a line number in the text.
 - Error text towards the bottom of the log may indicate a "budget account" related issue but this is likely really an undefined accounting combination.



```

----- DETAILS -----
ORA_FUNDS RESERVE FAIL

-----

Invoice: 3122024410 RonS Line: 1 Distribution: 1: The transaction didn't pass the validation for the NC Agency to Account Default Advisory
CB control budget in the budget period of FYS_Jul-23. You must correct the issue: Transaction account does not roll up to a budget
account.
    
```

- An Invalid Budget Fund value error may look like this

```

----- DETAILS -----
ORA_FUNDS RESERVE FAIL

-----

Invoice: 3142024509 RonS Line: 1 Distribution: 1: The transaction didn't pass the validation for the NC LTD Budget control budget in the budget period of Mar-24. You must correct the issue: Invalid account on transaction.
Invoice: 3142024509 RonS Line: 1 Distribution: 1: The transaction didn't pass the validation for the NC Appropriations control budget in the budget period of Mar-24. You must correct the issue: Invalid account on transaction.
Invoice: 3142024509 RonS Line: 1 Distribution: 1: The transaction didn't pass the validation for the NC Certified control budget in the budget period of Mar-24. You must correct the issue: Invalid account on transaction.
Invoice: 3142024509 RonS Line: 1 Distribution: 1: The transaction didn't pass the validation for the NC Authorized control budget in the budget period of Mar-24. You must correct the issue: Invalid account on transaction.
Invoice: 3142024509 RonS Line: 1 Distribution: 1: The transaction didn't pass the validation for the NC Agency to Account Default Advisory CB control budget in the budget period of FYS_Jul-23. You must correct the issue: Invalid account
on transaction.
    
```

- The log may contain no error text but there is text that says lines were not loaded. In this example, the Source on the spreadsheet was invalid.

```

Start: Fetching values for rejected payment requests from Result Set:13-Mar-2024 18:52:40
End: Fetching values for rejected payment requests from Result Set:13-Mar-2024 18:52:40
Total number of rejected records fetched:1
Start: Upload rejected records to UCM:13-Mar-2024 18:52:40
Extract File Document Id: 4296390
    
```

Querying the loaded payments

To view the payments that were loaded, navigate to the Manage Invoice screen. We recommend switching to an Advanced search and Adding the fields Source, Creation Date, Approval Status and Paid Status. This will allow great flexibility in how you narrow the search to specific invoices/payment requests. Select the Source 'Source for one-time payments' and enter the Creation Date of when the import was performed. You can also use the Invoice Date Group if one was used on the spreadsheet.

The screenshot shows the 'Manage Invoices' interface. The search criteria are: Business Unit: 4500 DEPARTMENT OF REVEN, Invoice Number: Starts with, Invoice Amount: Equals, Invoice Date: Before 12/31/25, Creation Date: Equals m/d/yyyy, Source: Equals 0000_PARTY_PAYMENTS, and Supplier or Party: Equals. The search results table is as follows:

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Source	No Validation Status	Approval Status	Ho Pa St
AP_Demo_otp_001	5/28/24	5/1/25 10:11 AM	STATE FARM MUTUAL AUTO IN...		3,557.95 USD	3,557.95 USD	0.00 USD	Payment request	0000_PARTY_PAYMENTS	Validated	Workflow approved	0 No
AP_Demo_otp_002	5/28/24	5/1/25 10:11 AM	PEAK PROPERTY & CASUALTY...		17,601.44 USD	17,601.44 USD	0.00 USD	Payment request	0000_PARTY_PAYMENTS	Validated	Workflow approved	0 No
AP_Demo_otp_003	5/28/24	5/1/25 10:11 AM	STATE FARM MUTUAL AUTO IN...		1,932.69 USD	1,932.69 USD	0.00 USD	Payment request	0000_PARTY_PAYMENTS	Validated	Workflow approved	0 No
AP_Demo_otp_004	5/28/24	5/1/25 10:11 AM	JESSISCA G. CASTILLO		1,055.00 USD	1,055.00 USD	0.00 USD	Payment request	0000_PARTY_PAYMENTS	Validated	Workflow approved	0 No
AP_Demo_otp_005	5/28/24	5/1/25 10:11 AM	MOUFRON MPASSI-MBANII		4,295.23 USD	4,295.23 USD	0.00 USD	Payment request	0000_PARTY_PAYMENTS	Validated	Workflow approved	0 No

After uploading, you can view the invoice and Initiate approval. There are some fields you can edit, but not nearly as many as can be edited on a Standard invoice. If something needs changed that isn't available to edit, you will need to cancel the invoice and reupload the correction using the spreadsheet. Be sure to use a different invoice id to prevent a duplicate invoice error.