



# CREATE MANAGE AND PRINT INVOICES

## QUICK REFERENCE GUIDE

AR

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to **create, manage, and print invoices** in the North Carolina Financial System (**NCFS**).

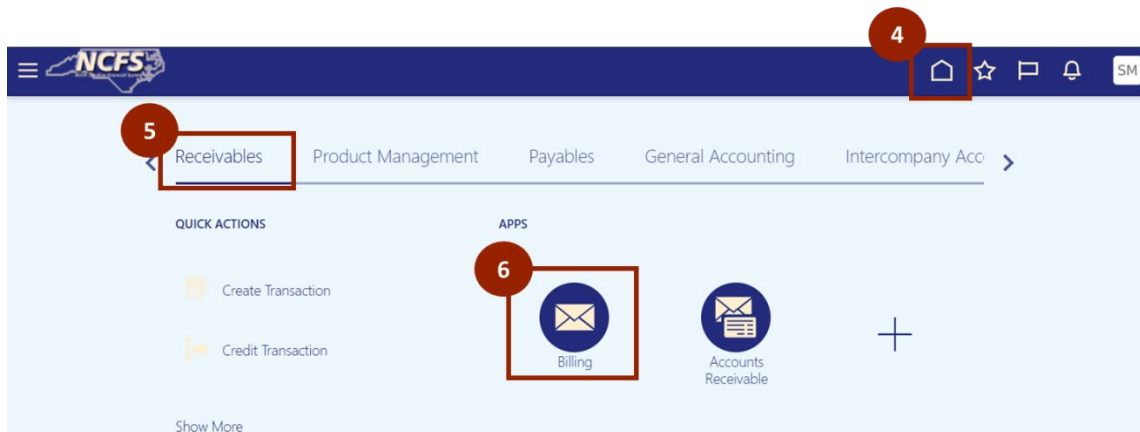
### Introduction and Overview

This QRG offers a comprehensive overview of key invoice processes in NCFS Accounts Receivable (AR). It explains how to create invoices either manually or from a sales order, manage invoices (including duplicating and reviewing), and print invoices for distribution or record-keeping. Following these steps helps ensure accurate billing, organized receivables records, and a streamlined invoicing workflow.

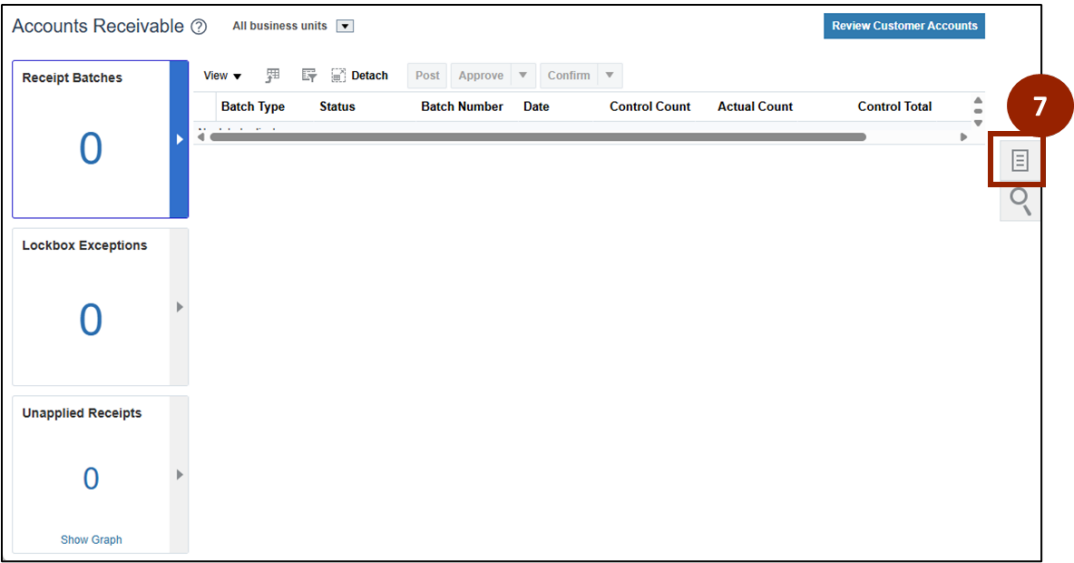
### Create Manual Invoice Transaction

Complete the following steps to log in to NCFS:

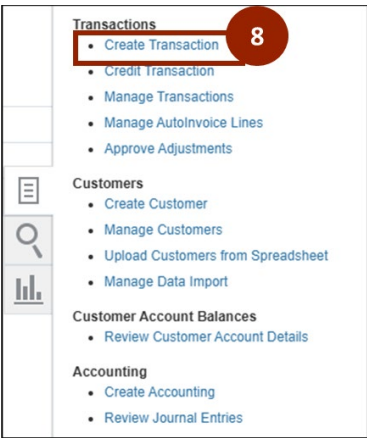
1. Click the **Company Single Sign-On (SSO)** button.
2. Enter your **dac.nc.gov** email address.
3. Click **Next**, then enter your **password**.
4. Navigate to the **Home** page.
5. While on the **Home** screen, click the **Receivables** tab.
6. In the Receivables tab, select **Billing**.



7. On the **Billing** page, click the **Task** icon.



8. Select **Create Transaction**.



9. In the *Transaction Class* field, select **Invoice**.
10. In the *Business Unit* field, choose **5200 Department of Adult Correction**.
11. From the *Transaction Source* dropdown, select **Manual – DAC**.
12. The *Transaction Type* field will automatically populate with **DAC Standard Invoice** once the *Transaction Source* is selected.
13. Enter the *Transaction Date* (this can be backdated if necessary).
14. Specify the Accounting Date.

Create Transaction: Invoice ?

General Information | Show More

Transaction Class: Invoice (9)

\* Business Unit: 5200 DEPARTMENT OF ADL (10)

\* Transaction Source: Manual - DAC (11)

\* Transaction Type: DAC Standard Invoice (12)

\* Transaction Number:

Document Number:

Transaction Date: 7/7/25 (13)

Accounting Date: 7/7/25 (14)

Salesperson:

Invoicing Rule:

Attachments: None

Notes:

\* Currency: USD US Dollar

Transaction Total: 0.00

Lines: 0.00

Tax: 0.00

Freight: 0.00

Charges: 0.00

Buttons: Save, Complete and Create Another, Cancel

15. Enter the **relevant customer** in the *Bill-to Name* field.
16. After entering the *Bill-to Name*, the remaining fields in the *Customer* section will automatically populate. *Payment Terms* will default to **NET30** (payment due within 30 days).
17. Click the **Show More** link to view additional customer details.

Create Transaction: Invoice ?

General Information | Show More (17)

Transaction Class: Invoice

\* Business Unit: 5200 DEPARTMENT OF ADL

\* Transaction Source: Manual - DAC

\* Transaction Type: DAC Standard Invoice

\* Transaction Number:

Document Number:

Transaction Date: 7/7/25

Accounting Date: 7/7/25

Salesperson:

Invoicing Rule:

Attachments: None

Notes:

\* Currency: USD US Dollar

Transaction Total: 0.00

Lines: 0.00

Tax: 0.00

Freight: 0.00

Charges: 0.00

Customer

\* Bill-to Name: ALAMANCE COUNTY PARKS (15)

Bill-to Site: 171237

Ship-to Name: ALAMANCE COUNTY PARKS

Ship-to Site: 428629

Payment

\* Payment Terms: NET 30 (16)

Due Date: 8/6/25

Buttons: Save, Complete and Create Another, Cancel

18. Enter a **value** in the *Description* field (for non-physical products).

19. Specify the **Quantity** (19a) and **Unit Price** (19b).

20. Click **Save** to update the header information.

Create Transaction: Invoice

Bill-to Site: 171237 Ship-to Site: 428629

Invoice Lines

View [+] [-] [x] [i] Detach Edit Freight Edit Default Sales Credits

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Details	Tax Classification	Transa
1	A3201NC	NYSTM-ACTV CLSSRM		EACH	100	20	2,000.00			
2										

21. When all necessary information is provided, select **Complete and Review**.

Create Transaction: Invoice

Save Complete and Create Another Cancel

Complete and Review

Complete and Close

Transaction Date: 7/8/25 Accounting Date: 7/8/25 Salesperson: Invoicing Rule: Attachments: None Notes: Transaction Total: 400.00 Lines: 400.00 Tax: 0.00 Freight: 0.00 Charges: 0.00

Customer: Bill-to Name: ALAMANCE COUNTY PARKS Bill-to Site: 171237 Ship-to Name: ALAMANCE COUNTY PARKS Ship-to Site: 428629 Payment Terms: NET 30 Due Date: 8/7/25

Invoice Lines

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Details	Tax Classification	Transa
1	A1809NC	NYSTM-ACTIVE CLASS		EACH	20	20	400.00			
2										

22. Thoroughly review the invoice – to be valid, the status must say **Complete**.

Transaction: Invoice 23000

View Image Save Incomplete Cancel

General Information

Transaction Class: Invoice Business Unit: 5200 DEPARTMENT OF ADULT CORRECTION Transaction Source: Manual - DAC Transaction Type: DAC Standard Invoice Transaction Number: 23000 Document Number: Status: Complete

Transaction Date: 7/7/25 Accounting Date: 7/7/25 Salesperson: Invoicing Rule: Attachments: None Notes: Transaction Total: 2,135.00 Lines: 2,000.00 Tax: 135.00 Freight: 0.00 Charges: 0.00

23. Click **Save and Close**.

Review Transaction: Invoice 30003

Actions: View Image, **Save**, Incomplete, Cancel

**23** Save and Close

General Information | Show More

Business Unit: 5200 DEPARTMENT OF ADULT CORRECTION  
Transaction Source: Manual - DAC  
Transaction Type: DAC Standard Invoice  
Transaction Number: 30003  
Document Number: [blank]  
Status: Complete

Transaction Date: 7/14/25  
Accounting Date: 7/14/25  
Salesperson: [blank]  
Invoicing Rule: [blank]  
Attachments: None  
Notes: [blank]

Customer: ALAMANCE COUNTY PARKS  
Bill to Name: ALAMANCE COUNTY PARKS  
Bill to Site: 171237  
Ship to Name: ALAMANCE COUNTY PARKS  
Ship to Site: 428629

Currency: USD  
Transaction Total: 533.75  
Lines: 500.00  
Tax: 33.75  
Freight: 0.00  
Charges: 0.00

Payment: Payment Terms: NET 30  
Due Date: 8/13/25

24. You are returned to the **Billing** overview screen, and a confirmation pop-up box appears to confirm the creation of the transaction.

Billing | All business units

Information

Transaction 40003 has been saved.

OK

Incomplete

2  
0-10 Days

1  
10+ Days

Transaction Approval

0  
Pending Approval

Adjustment Approval

0

Transaction Number	Source	Entered Amount	Date
697285	Manual	1,000.00 USD	8/5/25
696284	Manual	200.00 USD	8/4/25

## Create Invoice from Sales Order using AutoInvoice

To create an invoice from a sales order in NCFS, follow these steps:

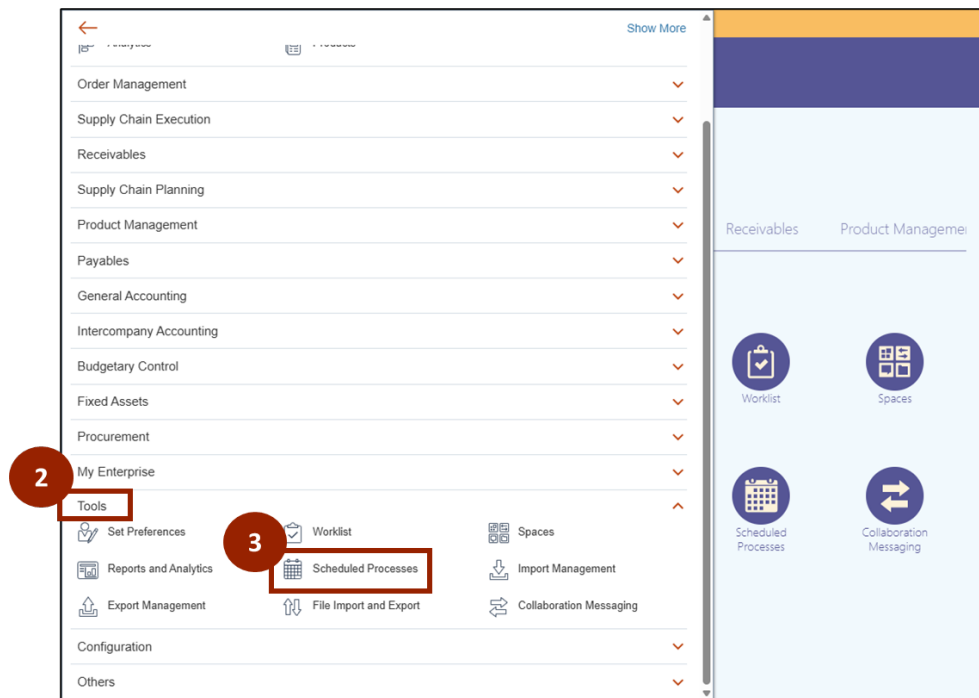
1. From the **Home** page, click the **Navigator** menu (located in the upper left corner of the screen).

1

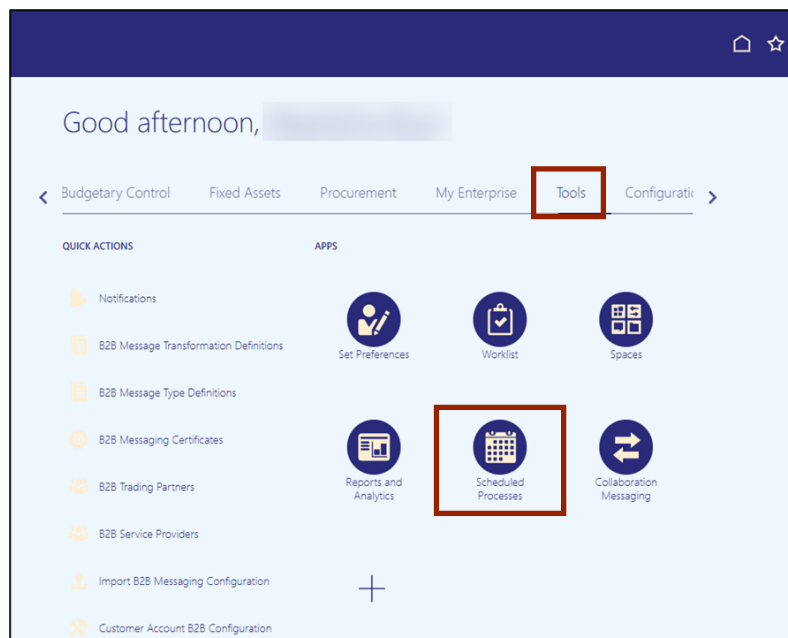
Good afternoon,

Sales | Order Management | Supply Chain Execution | Receivables | Product Management >

2. Select **Tools**.
3. Click **Scheduled Processes**.



**NOTE:** Alternatively, from the *Home* page, you may select the **Tools** tab and then click **Scheduled Processes**.



4. On the **Scheduled Processes Overview** page, select the **Schedule New Process** button.

The screenshot shows the NCFS 'Overview' page. At the top, there's a search bar and a 'Saved Search' dropdown set to 'Last hour'. Below the search bar, there are radio buttons for 'Flat List' (selected) and 'Hierarchy'. A red circle with the number '4' highlights the 'Schedule New Process' button in the 'Actions' menu. Below the button, there's a table with columns: Name, Process ID, Status, Scheduled Time, and Submission Time. The table lists four processes: 'ESS job to run Bulk ingest to OCS', 'ESS process to check Search Cloud Service availability', 'Provide Online Transaction Engine Functionality', and 'Rebuild Learning Item Stop Word Index'.

5. In the **Name** field, enter the keywords **Import AutoInvoice** to run, then select the appropriate report or process from the search results.

The screenshot shows the 'Schedule New Process' dialog box. The 'Type' is set to 'Job'. The 'Name' field contains 'Import AutoInvoice'. The 'Description' dropdown menu is open, showing a list of processes. The 'Import AutoInvoice' option is highlighted with a red box and a red circle containing the number '5'. The list of processes includes: 'Apply Missing Conversion Rates', 'Create Mass Additions', 'Create Payables Withholding Tax Letters', 'Import AutoInvoice', 'Import AutoInvoice with Fiscal Attributes', 'Import Payables Invoices', 'Import Payables Invoices Report', 'Initiate Invoice Account Coding Workflow', 'Initiate Invoice Approval Workflow', and 'Invoice Documents Recognition Rate Report'.

6. Click **OK**.

The screenshot shows a 'Schedule New Process' dialog box. At the top, there are tabs: 'Put On Hold', 'Cancel Process', 'Release Process', and 'View Log'. The 'Type' section has two radio buttons: 'Job' (selected) and 'Job Set'. The 'Name' section has a dropdown menu with 'Import AutoInvoice' selected. The 'Description' section contains the text: 'Imports invoices, credit memos, debit memos, and on-account credits from other source systems into Oracle Fusion Receivables and validates the imported data.' At the bottom right, there are 'OK' and 'Cancel' buttons. A red circle with the number '6' is positioned over the 'OK' button, and a red rectangle highlights the button itself.



7. Select the appropriate *Business Unit* from the list.
8. In the *Transaction Source* field, select **Distributed Order Orchestration (Sales Order)** to ensure you are importing sales order data.
9. If needed, enter additional details in the following fields to further refine your invoice selection:
  - From Customer
  - To Customer
  - From Customer Account Number
  - Sales Order Details
10. Click **Submit**.

**Process Details**

This process will be queued up for submission at position 1

Process Options Advanced **Submit** Cancel

Name Import AutoInvoice

Description Imports invoices, credit memos, debit memos, an... ☐ Notify me when this process ends

Schedule As soon as possible Submission Notes

**Basic Options**

Parameters

\* Business Unit 5200 DEPARTMENT C

Transaction Source Distributed Order Orch

\* Default Date 7/9/25

Transaction Type

From Customer TRACEY MATTHEWS (ST EMP)

To Customer TRACEY MATTHEWS (ST EMP)

From Customer Account Number 115863

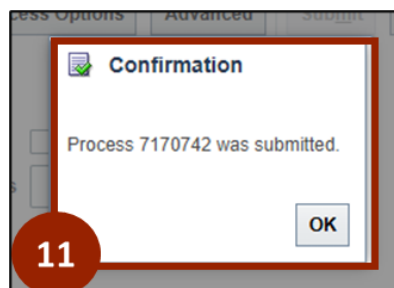
To Customer Account Number 115863

From Accounting Date m/d/yy

To Accounting Date m/d/yy

From Ship Date m/d/yy

11. A **Confirmation** will pop up after submission.



12. The process will appear in the Scheduled Processes list; monitor the status - *Paused, Wait, Running, Ready, Succeeded, or Error*.


13. Click the **refresh** icon as needed to update the status of the scheduled processes.

Overview

Search

Search Results


View: ☒ Flat List ☐ Hierarchy

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

Name	Process ID	Status	Scheduled Time	Submission Time
ESS job to run Bulk ingest to OSCS	7170746	Wait	7/9/25 3:32 AM EDT	7/9/25 3:27 AM EDT
ESS process to check Search Cloud Service availability	7170745	Wait	7/9/25 3:32 AM EDT	7/9/25 3:27 AM EDT
Import AutoInvoice: Execution Report	7170744	Succeeded	7/9/25 3:26 AM EDT	7/9/25 3:26 AM EDT
Notify Feeder System of Receivables Transactions	7170743	Succeeded	7/9/25 3:26 AM EDT	7/9/25 3:26 AM EDT

14. Once the process status says **Succeeded**, select the **process row**.

15. Click **Republish** to access the report.

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

Name	Process ID	Status	Scheduled Time	Submission Time
ESS job to run Bulk ingest to OSCS	7170746	Wait	7/9/25 3:32 AM EDT	7/9/25 3:27 AM EDT
ESS process to check Search Cloud Service availability	7170745	Wait	7/9/25 3:32 AM EDT	7/9/25 3:27 AM EDT
Import AutoInvoice: Execution Report	7170744	Succeeded	7/9/25 3:26 AM EDT	7/9/25 3:26 AM EDT
Notify Feeder System of Receivables Transactions	7170743	Succeeded	7/9/25 3:26 AM EDT	7/9/25 3:26 AM EDT

Process Details Status Details

Import AutoInvoice: Execution Report, 7170744

Status: Succeeded Schedule Start: 7/9/25 3:26 AM EDT External Job Type: BIP Job External Job Status: NA

Log


Attachment: ESS\_I\_7170744

Output

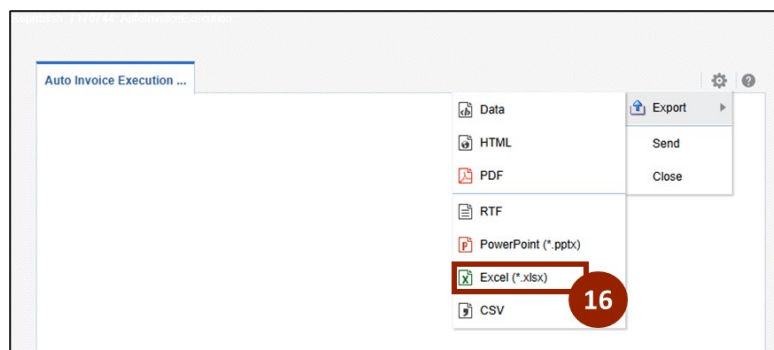
Output & Delivery

XML Data Diagnostic Log **Republish**

Status: All

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
null	Auto Invoice Execution Report	PDF	English (United States)	(UTC-05:00) New York - Eastern Time (ET)		✓	

16. Click **Export** to save the report in your desired format.

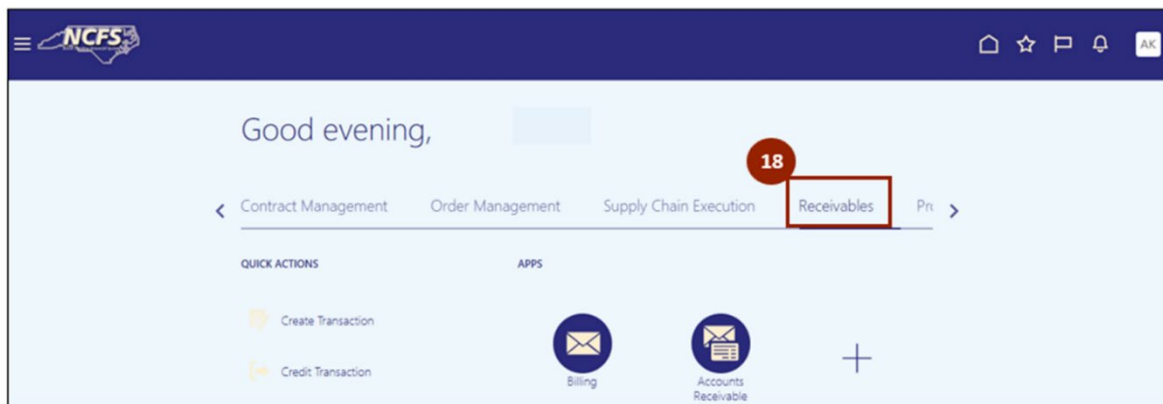


17. The report downloads in the selected format.

**17**

ORACLE NC CASH US				Auto Invoice Execution and Validation Report		Report Date 7/9/25 4:02 AM Page 1 of 3	
Request ID 7170742							
Transaction Source	Distributed Order Orchestration	From Transaction Number		To Transaction Number			
Transaction Flexfield		From Sales Order Number	353	To Sales Order Number	353		
Default Date	7/9/25	From Transaction Date		To Transaction Date			
Transaction Type		From Ship-to Customer Account Number		To Ship-to Customer Account Number			
From Customer	TRACEY MATTHEWS (ST EMP)	From Ship-to Customer Name		To Ship-to Customer Name			
To Customer	TRACEY MATTHEWS (ST EMP)	Base Due Date on Transaction Date	Yes				
From Customer Account Number	115863	Due Date Adjustment Days					
To Customer Account Number	115863						
From Accounting Date							
To Accounting Date							
From Ship Date							
To Ship Date							
<b>Interface Lines</b>				<b>Interface Distributions</b>			
Selected	0	Selected	0	Successfully Processed	0	Rejected	0
Successfully Processed	0	Successfully Processed	0	Successfully Processed	0	Rejected	0
Rejected	0	Rejected	0	Rejected	0	Rejected	0
<b>Interface Salespersons</b>				<b>Interface Contingencies</b>			
Selected	0	Selected	0	Successfully Processed	0	Rejected	0
Successfully Processed	0	Successfully Processed	0	Successfully Processed	0	Rejected	0
Rejected	0	Rejected	0	Rejected	0	Rejected	0

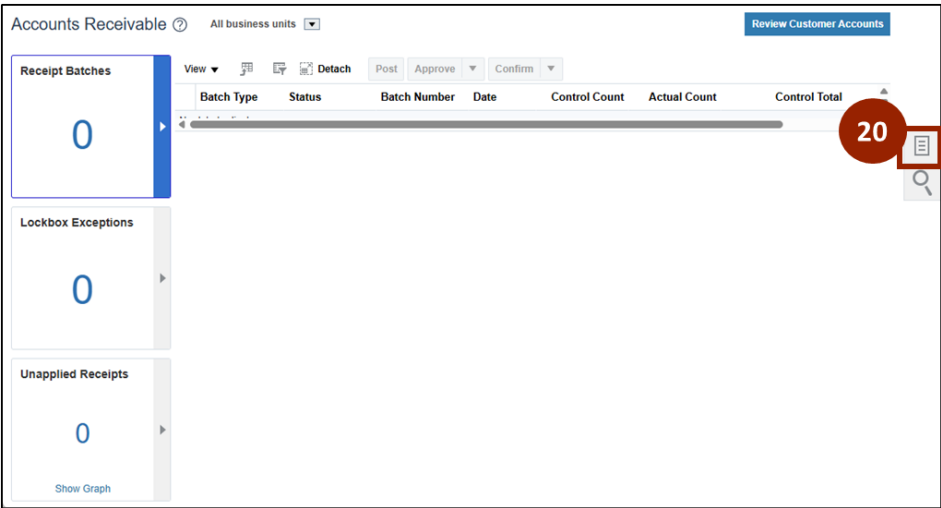
18. To check if an invoice has been created from a sales order, navigate to the **Home** page and select **Receivables**.



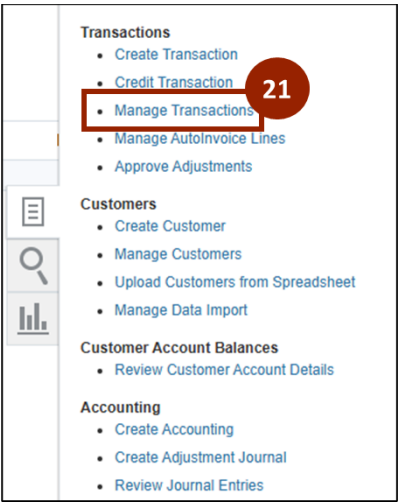
19. Within the **Receivables** tab, select **Billing**.



20. Click the **Task** icon.



21. Select **Manage Transactions** from the Task Menu.



22. In the *Transaction Source* field, input **Distribution Order Orchestration**.

23. In the *Reference* field, input **Sales Order number**.

24. If the invoice has been created, it will appear as a transaction.

Manage Transactions

Search

Business Unit: [Dropdown]  
 Transaction Source: **Distributed Order Orchestration** (22)  
 Transaction Class: [Dropdown]  
 Transaction Type: [Dropdown]

Transaction Number: Starts with [Dropdown]  
 Transaction Date: Equals [Dropdown] m/d/yyyy  
 Bill to Customer: Equals [Dropdown]  
 Reference: **14** (23)

Search [Reset] [Save...]

Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill to Customer	Entered Amount	Transaction Date	Business Unit	Original Trans-Numbe	Medical Share	Non-Medicaid Share
5001	Distributed Order ...	Invoice	Invoice	Yes	DMV VEHICLE...	950.00 USD	7/1/25	5200 DEP...			
6001	Distributed Order ...	Invoice	Invoice	Yes	DMV VEHICLE...	10.00 USD	7/1/25	5200 DEP...			
4002	Distributed Order ...	Invoice	Invoice	Yes	DMV VEHICLE...	535.00 USD	7/1/25	5200 DEP...			

## Create a Duplicate Manual Invoice Transaction

Duplicating an invoice in NCFS lets you quickly create a new invoice that carries over the customer and line details of an existing one—saving time and ensuring consistency.

To manually create a duplicate invoice transaction, follow the steps below:

1. From the **Billing** page, click the **Task** icon.
2. Select **Manage Transactions**.

Billing

All business units [Dropdown]

Incomplete: 0 (0-10 Days), 2 (10+ Days)  
 Transaction Approval: 0 (Pending Approval)

View [Dropdown] [Complete] [Delete]

Transaction Number	Source	Class	Customer
21002	Manual - DAC	Invoice	GOLDSTON FIRE DEPARTMENT

Transactions:

- Create Transaction
- Credit Transaction
- Manage Transactions** (2)
- Manage AutoInvoice Lines
- Approve Adjustments

Customers:

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

Customer Account Balances:

- Review Customer Account Details

Accounting:

- Create Accounting
- Review Journal Entries

3. Enter the **relevant details** in the required fields.
4. Click **Search**.
5. Select the **relevant transaction** from the search results.

Manage Transactions

Search

Business Unit  \*\* Transaction Number Starts with  23

Transaction Source  \*\* Transaction Date Equals  m/d/yyyy

Transaction Class  \*\* Bill-to Customer Equals

Transaction Type  Reference

Search Reset Save...

Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	Entered Amount	Transaction Date	Business Unit	Original Transaction Number	Medical Share
23000	Manual	Invoice	NC Standard Invoice	Yes	Sunny O. Okoroji	111.96 USD	11/20/23	2500 DHHS HE...		
23000	Manual - DAC	Invoice	DAC Standard Invoice	Yes	ALAMANCE COUNT...	2,135.00 USD	7/7/25	5200 DEPARTM...		
23001	Manual	Invoice	NC Standard Invoice	Yes	Sunny O. Okoroji	332.26 USD	11/20/23	2500 DHHS HE...		
23001	Manual - DAC	Invoice	DAC Standard Invoice	Yes	ALAMANCE COUNT...	5,337.50 USD	7/7/25	5200 DEPARTM...		
23002	Manual	Invoice	NC Standard Invoice	Yes	Sunny O. Okoroji	83.75 USD	11/20/23	2500 DHHS HE...		

6. Click the **Actions** dropdown.
7. Select **Duplicate**.

Actions View Image Save Incomplete Cancel

- Credit Transaction
- Submit a Dispute
- Manage Adjustments
- Review Installments
- Review Disbursements
- Duplicate
- Account in Final
- Account in Draft
- View Accounting
- View Balance Details
- View Transaction Activities

Payment terms: NET 30  
Due Date: 8/6/25

8. Edit the invoice as needed, then select **Complete and Review**.

**Create Transaction: Invoice**

**General Information**

Transaction Class: Invoice  
 Transaction Date: 7/14/25  
 Accounting Date: 7/14/25  
 Business Unit: S200 DEPARTMENT OF ADL  
 Transaction Source: Manual - DAC  
 Transaction Type: DAC Standard Invoice  
 Transaction Number:   
 Document Number:   
 Salesperson:   
 Invoicing Rule:   
 Attachments: None  
 Notes:   
 Currency: USD US Dollar

**Customer**

Bill-to Name: SIT TEST CUSTOMER 1  
 Bill-to Site: 158792  
 Ship-to Name: SIT TEST CUSTOMER 1  
 Ship-to Site: 424362  
 Payment Terms: NET 30  
 Due Date: 8/13/25

**Invoice Lines**

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Tax Classification	Transac
1		Test			10	10	100.00		Sales T
<b>Total</b>						10	100.00		

**Payment**

Transaction Total: 100.00  
 Lines: 100.00  
 Tax: 0.00  
 Freight: 0.00  
 Charges: 0.00

9. When complete, click **Save and Close**.

**Save and Close**

## Review an Invoice (Option 1)

To review the transaction using the alternative method, please follow these steps:

1. Begin from the **Home** page or click the **Home** icon.
2. While on the **Home** screen, click the **Receivables** tab.
3. In the **Receivables** tab, select **Billing**.

**NCFS**

**Receivables** | Product Management | Payables | General Accounting | Intercompany Acc >

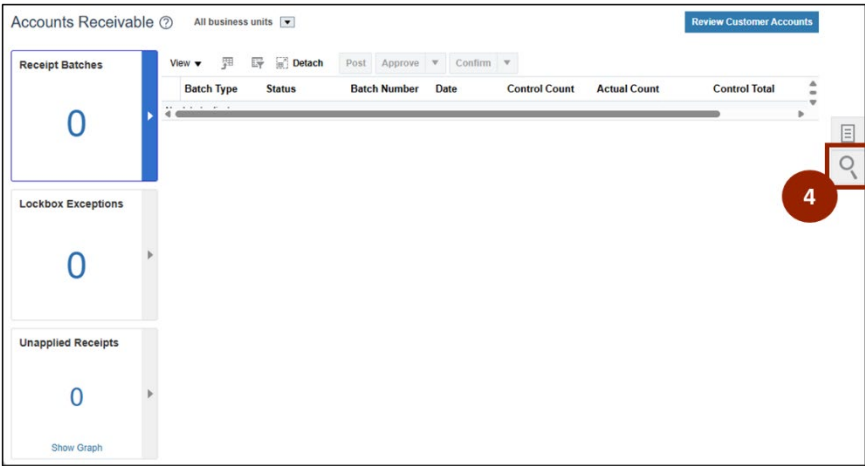
**QUICK ACTIONS**

Create Transaction  
 Credit Transaction

**APPS**

**Billing** | Accounts Receivable

4. On the **Billing** page, click the **Search** icon.



5. Enter the *Transaction Number* and click **Search**.

The screenshot shows a search form with three fields: 'Transaction Number' (containing '38004'), 'Transaction Date' (with a date picker set to 'm/d/yy'), and 'Bill-to Customer Account Number'. A red box highlights the 'Transaction Number' field, and a red circle with the number 5 is next to it. Below the fields are 'Search' and 'Reset' buttons. A note at the top right says '\*\* At least one is required'.

6. Select the transaction from the search results page.

The screenshot shows the 'Manage Transactions' page. It has a search bar at the top with 'Advanced', 'Saved Search', and 'All Transactions' options. Below the search bar is a table with the following columns: Transaction Number, Transaction Source, Transaction Class, Transaction Type, Complete, Bill-to Customer, Entered Amount, Transaction Date, Business Unit, Original Transaction Number, and Medicaid Share. The first row of the table is highlighted with a red box and a red circle with the number 6. The data in the first row is: Transaction Number: 38004, Transaction Source: Manual - DAC, Transaction Class: Invoice, Transaction Type: DAC Standard I..., Complete: Yes, Bill-to Customer: ALAMANCE COUNTY P..., Entered Amount: 854.00 USD, Transaction Date: 8/10/25, Business Unit: 5200 DEPARTM..., Original Transaction Number: , and Medicaid Share: .

Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	Entered Amount	Transaction Date	Business Unit	Original Transaction Number	Medicaid Share
38004	Manual - DAC	Invoice	DAC Standard I...	Yes	ALAMANCE COUNTY P...	854.00 USD	8/10/25	5200 DEPARTM...		



7. The **Review Transaction** page will open. Review the transaction as needed.

**Review Transaction: Invoice 38004**

Actions: View Image, Save, Incomplete, Cancel

**General Information** | Show More

Business Unit	5200 DEPARTMENT OF ADULT CORRECTION	Transaction Date	8/10/25	Currency	USD US Dollar
Transaction Source	Manual - DAC	Accounting Date	8/10/25	Transaction Total	854.00
Transaction Type	DAC Standard Invoice	Salesperson	<input type="text"/>	Lines	800.00
Transaction Number	38004	Invoicing Rule		Tax	54.00
Document Number		Attachments	None	Freight	0.00
Status	Complete	Notes		Charges	0.00

**Customer**

Bill-to Name	ALAMANCE COUNTY PARKS	Ship-to Name	ALAMANCE COUNTY PARKS
Bill-to Site	171237	Ship-to Site	428629

**Payment**

\* Payment Terms: NET 30  
Due Date: 9/9/25

**Invoice Details**

Invoice Lines | Sales Credits

View: Detach

Line Information | Tax Determinants | Revenue Scheduling

## Review an Invoice (Option 2)

To review an invoice transaction, follow the steps below:

1. On the **Billing** page, click the **Task** icon.
2. Select **Manage Transactions**.

**Billing** | All business units

View: Complete Delete

Transaction Number	Source	Class	Customer
21002	Manual - DAC	Invoice	GOLDSTON FIRE DEPARTMENT

**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

**Accounting**

- Create Accounting
- Review Journal Entries

**Incomplete**

0  
0-10 Days

2  
10+ Days

**Transaction Approval**

0  
Pending Approval

3. Enter the **relevant details** in the required fields.
4. Click the **Search** button.
5. Select the **relevant transaction** from the search results.

Manage Transactions

Search

Business Unit  Transaction Number Starts with

Transaction Source  Transaction Date Equals

Transaction Class  Bill-to Customer Equals

Transaction Type  Reference

Search Reset Save...

Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	Entered Amount	Transaction Date	Business Unit	Original Transaction Number	Medicaid Share
23000	Manual	Invoice	NC Standard Invoice	Yes	Sunny O. Okorji	111.96 USD	11/20/23	2500 DHHS HE...		
23000	Manual - DAC	Invoice	DAC Standard Invoice	Yes	ALAMANCE COUNT...	2,135.00 USD	7/7/25	5200 DEPARTM...		
23001	Manual	Invoice	NC Standard Invoice	Yes	Sunny O. Okorji	332.26 USD	11/20/23	2500 DHHS HE...		
23001	Manual - DAC	Invoice	DAC Standard Invoice	Yes	ALAMANCE COUNT...	5,337.50 USD	7/7/25	5200 DEPARTM...		
23002	Manual	Invoice	NC Standard Invoice	Yes	Sunny O. Okorji	83.75 USD	11/20/23	2500 DHHS HE...		

6. You can now review the details of the transactions.

Review Transaction: Invoice 31003

General Information

Business Unit: 5200 DEPARTMENT OF ADULT CORRECTION  
Transaction Source: Manual - DAC  
Transaction Type: DAC Standard Invoice  
Transaction Number: 31003  
Document Number  
Status: Complete

Transaction Date: 7/14/25  
Accounting Date: 7/14/25  
Salesperson  
Invoicing Rule  
Attachments: None  
Notes

Currency: USD US Dollar  
Transaction Total: 100.00  
Lines: 100.00  
Tax: 0.00  
Freight: 0.00  
Charges: 0.00

Customer  
Bill-to Name: SIT TEST CUSTOMER 1  
Bill-to Site: 158792  
Ship-to Name: SIT TEST CUSTOMER 1  
Ship-to Site: 424362  
Payment Terms: NET 30  
Due Date: 8/13/25

Invoice Details

Line	Item	Description	Memo Line	UOM	Quantity	Unit Price	Amount	Tax Classification	Transact
1	Test				10	10	100.00		Sales Tran
Total					10		100.00		

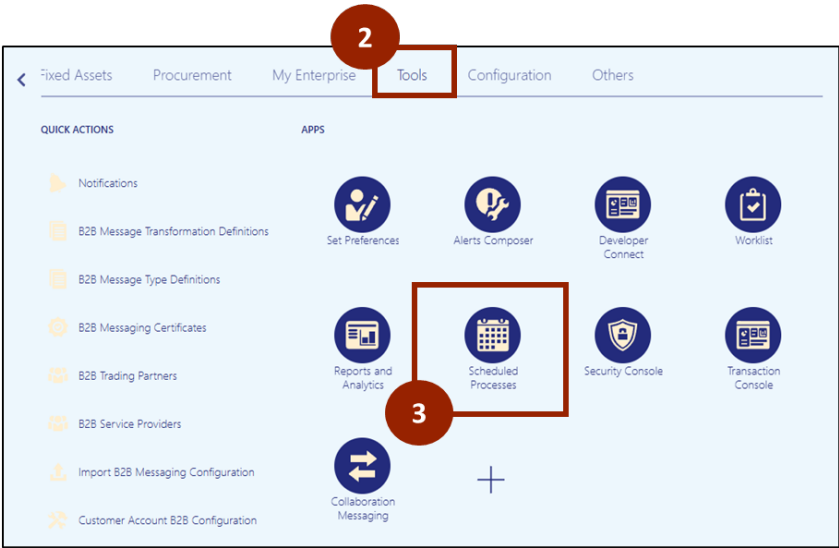
Print Invoice

To print an invoice, follow the steps below:

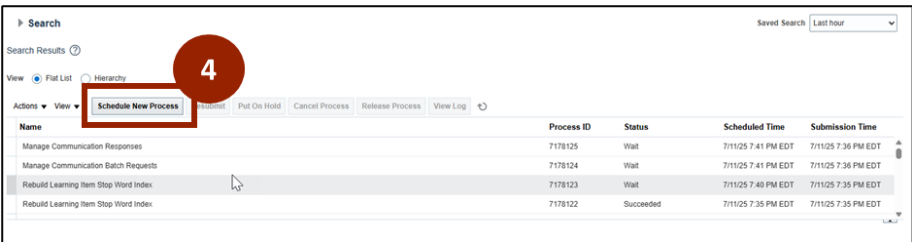
1. Begin from the **Home** page or click the **Home** icon to navigate to the home page.



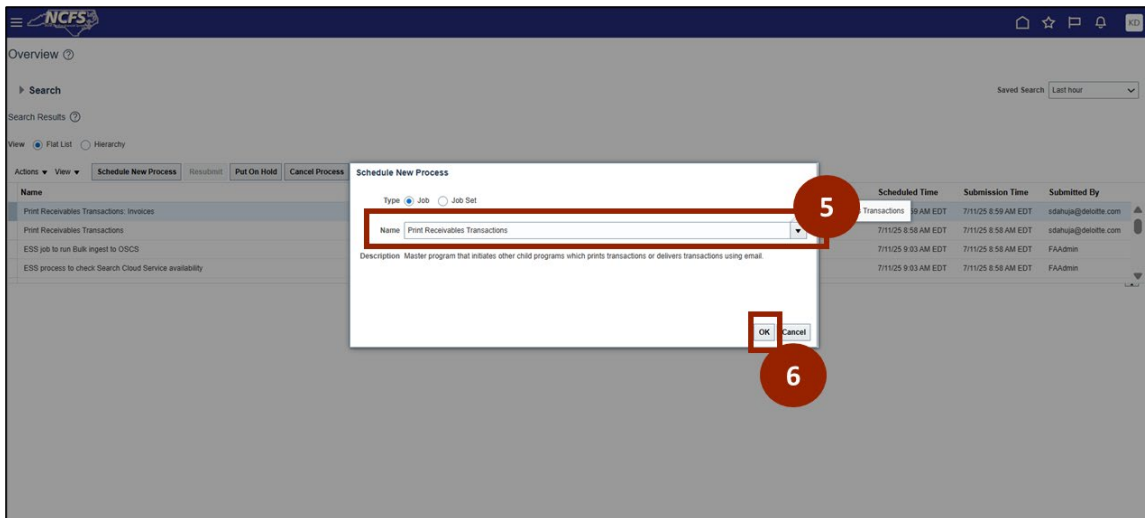
2. Click the **Tools** tab.
3. Select **Scheduled Processes**.



4. Click the **Schedule New Process** button.



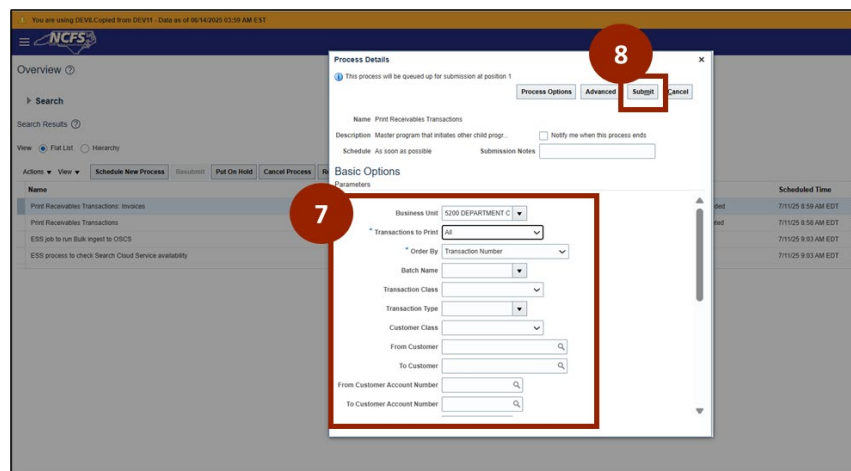
5. Enter **Print Receivables Transactions** in the *Name* field.
6. Click **OK**.



7. Enter the relevant values in the following fields:

- Business Unit
- Transactions to Print
- Order By
- From Transaction Number
- To Transaction Number
- Invoice Template Name

8. Click **Submit**.




9. Click the **Refresh** icon until the status of the process changes to Succeeded.
10. Select the row with the process you want to print.
11. Click **Republish**.

The screenshot shows the AR-30 interface. At the top, there is a toolbar with buttons: Actions, View, Schedule New Process, Resubmit, Put On Hold, Cancel Process, Release Process, and View Log. A red circle labeled '9' highlights the Refresh icon (a circular arrow) in the View Log button. Below the toolbar is a table with columns: Name, Process ID, Status, Scheduled Time, and Submission Time. A red circle labeled '10' highlights the row 'Print Receivables Transactions: Invoices' which has a status of 'Succeeded'. Below the table, there is a section for 'Process Details' and 'Status Details'. Under 'Status Details', there is a 'Republish' button highlighted with a red circle labeled '11'. Below the 'Republish' button, there is a table with columns: Output Name, Template, Format, Locale, Time Zone, Calendar, Status, and Send. The 'Status' column shows a green checkmark.

12. Select the **Gear** icon.
13. Select **Export**.
14. Select **PDF**.

The screenshot shows the AR-30 interface. At the top, there is a toolbar with buttons: Actions, View, Schedule New Process, Resubmit, Put On Hold, Cancel Process, Release Process, and View Log. A red circle labeled '12' highlights the Gear icon (a small gear) in the View Log button. Below the toolbar, there is a dropdown menu with options: HTML, PDF, RTF, Excel (\*.xlsx), and PowerPoint (\*.pptx). A red circle labeled '13' highlights the 'PDF' option. To the right of the dropdown menu, there is an 'Export' button highlighted with a red circle labeled '13'.

15. The invoice is downloaded and ready to print.



**INVOICE**  
**North Carolina Department of Adult Correction**  
**5220 Mail Service Center**  
**Raleigh North Carolina 27699-5220**  
**Tax Id: 87-4658409 Group: 03 Site: IGO.052**

1 | Page

**AR Invoice EXTERNAL**

Date: 07/01/2025  
 Number: 5001

**Bill To:**  
 DMV VEHICLE SERVICES  
 DMVBUSINESSSERVICES@NCDOT.GOV  
 1515 N CHURCH ST  
 Rocky Mount NC 27804  
**ATTN:**

**Ship To:**  
 DMV VEHICLE SERVICES  
 1515 N CHURCH ST  
 ROCKY MOUNT NC 27804  
**ATTN:**

Sales Order	Customer Number	Purchase Order	Order Date
14	560463	POSIT1-AR	07/01/2025

Line	Item	Description	UOM	Quantity	Unit Price	Amount
1	002122	CHAIR, BLESSHR, TASK HEAD	EACH	1	535.00	535.00
	1	REST. AD AR (UN2100D) MF SPA BLK				

PLEASE RETURN COPY OF INVOICE WITH PAYMENT  
 Credit card purchases are accepted up to \$5,000.00. If paying by credit card, PLEASE FILL OUT THE INFORMATION BELOW AND FAX TO (919)431-2019

Questions? Call (919)324-1096

Master Card/Visa/NC Flex	Amount
Card#	Exp. Date
Name on Card	Agency
Email Address	Phone#
City, St, Zip	Signature

**Remit To:**  
 North Carolina Department of Adult Correction  
 5220 Mail Service Center  
 Raleigh North Carolina 27699-5220  
 OR  
 Call: 919-324-1096  
 Email: enterprise.accounting@dac.nc.gov

CALL TO PAY OVER THE PHONE 919-324-1096  
 FOR OTHER QUESTIONS PLEASE CONTACT CUSTOMER SERVICE 919-716-3600

## Wrap-Up

NCFS users can **create, manage, and print invoices using manual or automated methods** to support accurate and timely financial recordkeeping, as outlined above.

## Additional Resources

### Instructor Led Training (ILT)

- AR107 : Manage Billing

## Change Record

Effective Date 11/18/2025

- QRG creation