FORCE APPROVE INVOICES

QUICK REFERENCE GUIDE AP-04

Purpose

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

Introduction and Overview

This QRG covers the steps to force approve invoices in NCFS to bypass the approvals and immediately approve the invoices for further processing.
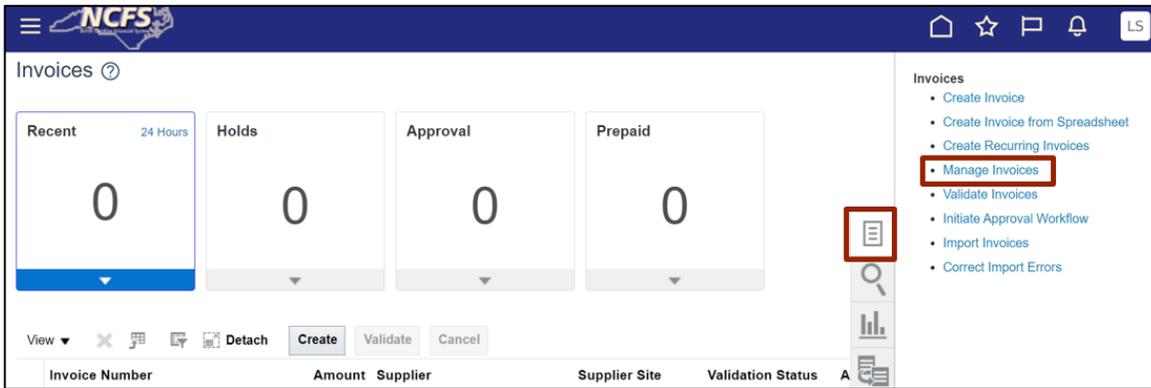
Force Approve Invoice in NCFS

To Force Approve an Invoice in NCFS, please follow the steps below:

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

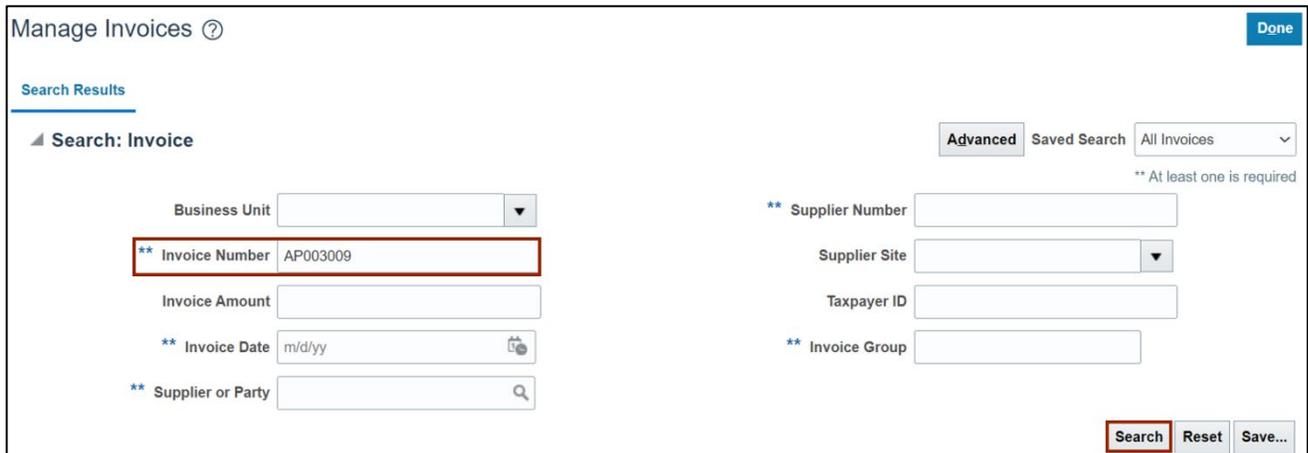2. On the **Home** page, click the **Payables** tab. Click the **Invoices** app.

3. Click the **Tasks** [   ] icon. Click **Manage Invoices** from the **Tasks** pane.
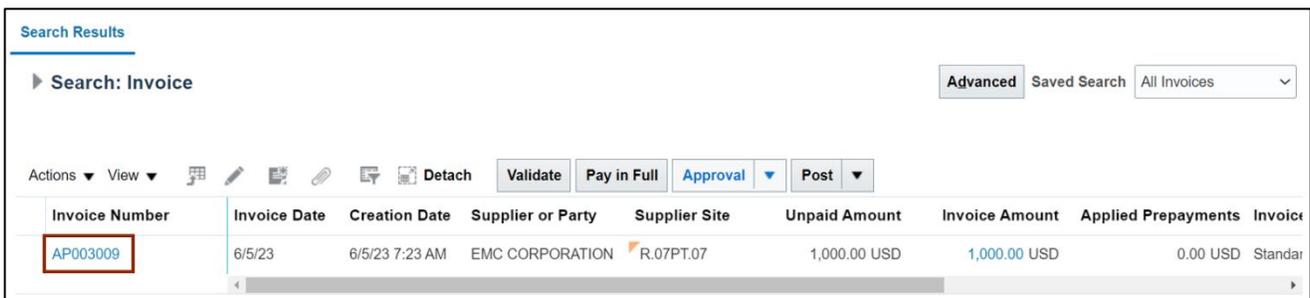

4. On the **Manage Invoices** page, enter data into any one or more fields marked by ****** to search the invoice.

    In this example, we enter **AP003009**. Click the **Search** button.

5. The search results are displayed, click **Invoice Number** to view the invoice details.

6. The invoice details are displayed, click the *Actions* drop-down. Select **Approval** and **Force Approve** from the *Actions* drop-down choice list.

    Note: The invoice must be Validated before you can Force Approve.

7. Scroll down to the *Approval and Notification* section and click the **Holds and Approval** tab to view the **Action** details.

    Note: It may take some time for the status to change.

8. Scroll up to the *Invoice Details* section and click the **Save and Close** button. You are redirected to the **Search Results** page.

9. The **Approval Status** is displayed as **Manually approved.**

   Note: It may take some time for the status to change.

Wrap-Up

Force Approval of an Invoice in NCFS using the steps above.

Additional Resources

Web Based Training (WBT)

- AP 102: AP Approvals