



# FORCE APPROVE INVOICES

AP

## 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.

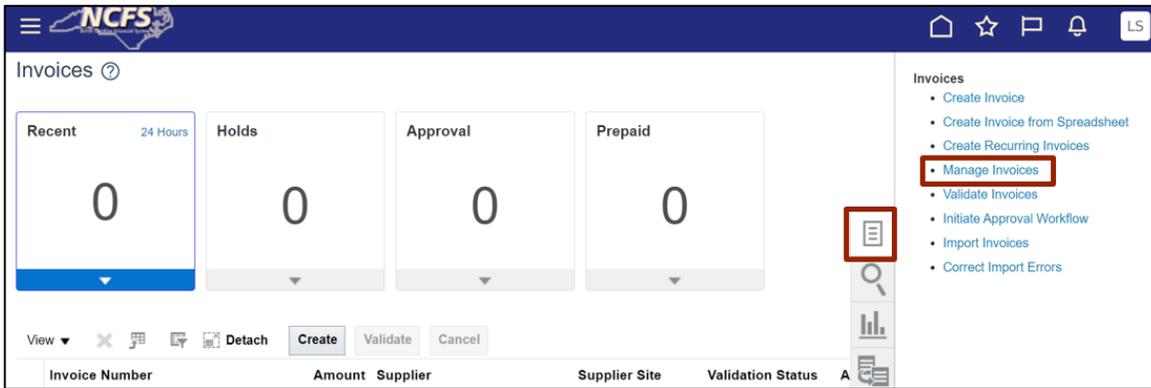
### Force Approve Invoice in NCFS

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.

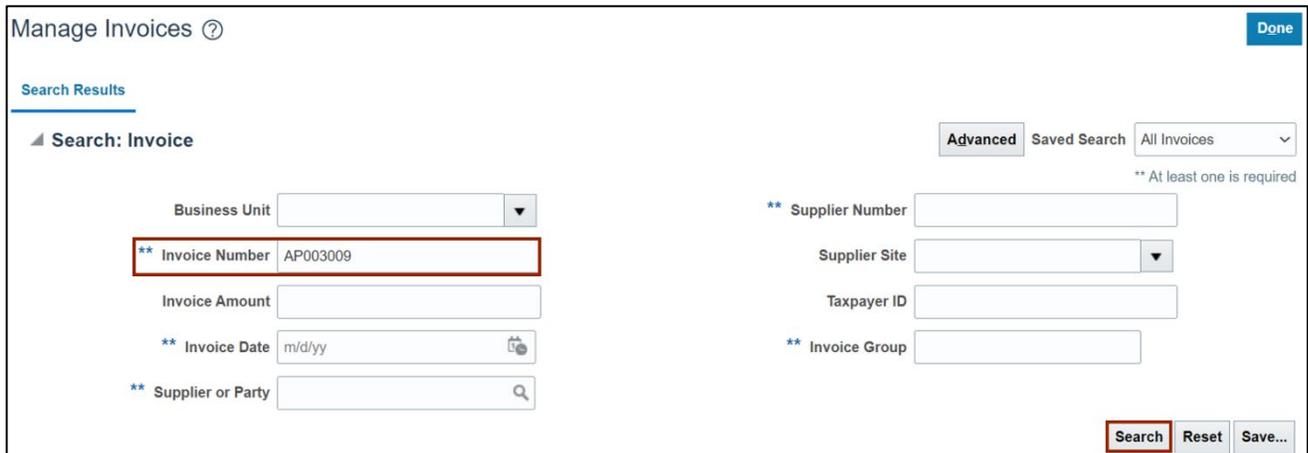


3. Click the **Tasks** [ ] icon. Click **Manage Invoices** from the **Tasks** pane.

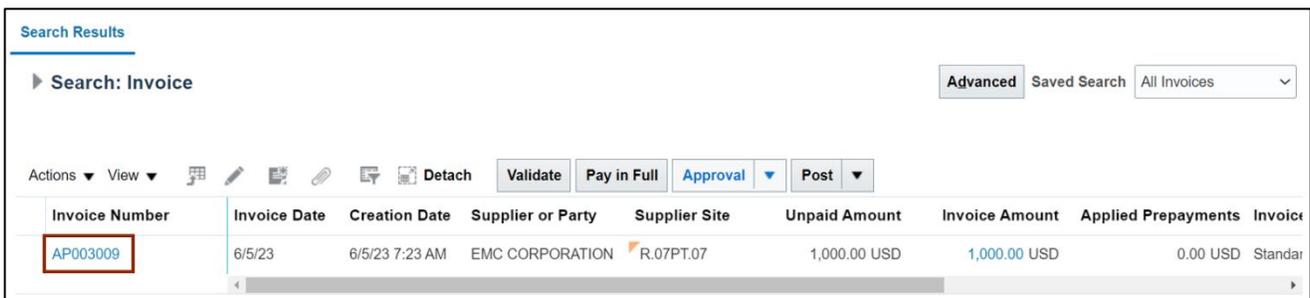


4. On the **Manage Invoices** page, enter data into any one or more fields marked by **\*\*** to search the invoice.

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



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



- 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.

The screenshot shows the 'Invoice Details' page for invoice AP003009. The 'Actions' dropdown menu is open, and the 'Approval' option is selected, which has opened a sub-menu. In this sub-menu, the 'Force Approve' option is highlighted. Other options in the main menu include Edit, Check Funds, Validate, Request Override, Cancel Invoice, Post to Ledger, and Account in Draft. Other options in the sub-menu include Initiate, Withdraw, Hold, and Resubmit. The invoice details on the left show an invoice date of 6/5/23, a standard type, and a supplier of EMC CORPORATION. The invoice amount is 1,000.00 USD, with 0.00 USD in applied prepayments and 1,000.00 USD in unpaid amounts.

- 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.

The screenshot shows the 'Approval and Notification History' section. The 'Holds and Approvals' tab is selected. The table below shows a history of actions:

Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments	Hold Reason
Invoice approval		Initiated	6/5/23 8:00 AM	Training ...	1,000.00 USD		
Invoice approval		Assigned to	6/5/23 8:01 AM	Training ...			
Invoice approval		Automatic approved	6/5/23 8:01 AM	Workflo...	1,000.00 USD		
Invoice approval		Assigned to	6/5/23 8:01 AM	BASIRA...			
Invoice approval		Manually approved	6/12/23 7:36 AM	Training ...	1,000.00 USD		

The 'Manually approved' row is highlighted in blue. The 'Holds and Approvals' tab is also highlighted in the navigation bar.

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

Search Results **AP003009**

**Invoice Details**

Validated Actions **Save** **Save and Close** **Cancel**

Invoice Date	6/5/23	Invoice Amount	1,000.00 USD	Business Unit	0700 DEPARTMENT OF THE STATE TREASURER
Invoice Type	Standard	Applied Prepayments	0.00 USD	Payment Business Unit	0700 DEPARTMENT OF THE STATE TREASURER
Supplier or Party	EMC CORPORATION	Unpaid Amount	1,000.00 USD	Payment Terms	Net 30
Supplier Site	R,07PT.07	Holds	0	Payment Currency	USD
Address	4246 COLLECTION CENTER DR, CHICAGO, IL-60693	Notes		Attachments	Invoice Final Testing +

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

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

Search Results

Search: Invoice **Advanced** Saved Search All Invoices

Actions View **Validate** **Pay in Full** **Approval** **Post**

Invoice Number	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status	Holds	Details
AP003009	1,000.00 USD	1,000.00 USD	0.00 USD	Standard		Validated	Manually approv...	0	

## Wrap-Up

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

## Additional Resources

### Web Based Training (WBT)

- AP 102: AP Approvals